

1. November 25, 2019 Council Agenda And Correspondence

Documents:

[NOVEMBER 25, 2019 CORRESPONDENCE.PDF](#)  
[NOVEMBER 25, 2019 AGENDA.PDF](#)

Item 11.1

**INFORMATIONAL CORRESPONDENCE – NOVEMBER 25, 2019**

- |     |  |   |
|-----|--|---|
| 1.  | Letter and Petition – Intersection 2 Avenue NE/4 Street NE   | A |
| 2.  | J. Roy – email dated November 6, 2019 – Music Venue Idea   | A |
| 3.  | J. Marion – email dated November 13, 2019 – Speeding in school zone  | A |
| 4.  | J. Derpak – email dated November 18, 2019 – A suggestion and a concern, 5G Cell Towers   | A |
| 5.  | A. Slater, SILGA – email dated November 18, 2019 – Save the Date! Modernizing BC's Emergency Management Legislation  | N |
| 6.  | S. Smandych-Dack, Dragon Boat Director, Shuswap Rowing & Paddling Club – letter dated October 22, 2019 – Request for reservation of Marine Park and Wharf for the 2020 Shuswap Dragon Boat Festival June 20 – 21, 2020 | R |
| 7.  | L. Wong, Manager, Downtown Salmon Arm – letter dated November 8, 2019 – Vail Village Diorama   | R |
| 8.  | Climate Change Walk Students of Shuswap Middle School – letter dated November 14, 2019 – Climate Change  | N |
| 9.  | Interior Health Authority – monthly newsletter dated November 2019 – Healthy Communities   | N |
| 10. | J. Jack, Chairperson, Alberni-Clayoquot Regional District – letter dated October 31, 2019 – Deadline Extension Request – Community Child Care Space Creation Program   | N |
| 11. | L. Helps, Mayor, City of Victoria – letter dated November 12, 2019 – UBCM Resolutions  | N |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required



## INTERSECTION- 2<sup>ND</sup> AVENUE NE/ 4 STREET NE

We, the following residents of 2<sup>nd</sup> Avenue NE, 3<sup>rd</sup> Avenue NE, and 8 Street NE request that the city **remove** the newly installed stop signs on 2<sup>nd</sup> Avenue NE for the following reasons:

1. It is extremely difficult and sometimes impossible to ascend the hill travelling East on 2<sup>nd</sup> Avenue NE in winter conditions *without* having to stop at this intersection. Not only will the stop sign create havoc on the hill, it will certainly be the unnecessary cause of many accidents in the intersection as well.
2. It will be extremely difficult and quite likely impossible to stop when descending the same hill during winter conditions and again, the stop sign will be the unnecessary cause of many accidents.
3. In snowy conditions, the only way to hopefully fully ascend the hill is by taking a 'run' at it by starting at the cenotaph. Even this is not always successful.
4. The only other access to our homes is via 8<sup>th</sup> Street NE off Okanagan which is also impossible to ascend in snowy conditions and extremely dangerous to descend without the likely possibility of sliding into oncoming traffic on Okanagan. For obvious reasons, this is not a viable alternative.
5. It is interesting and positive to note that since the stop signs have been erected on 2<sup>nd</sup> Avenue NE, the traffic travelling on 4<sup>th</sup> Street NE have become aware that they *must* stop at this intersection. Prior to this, vehicles *regularly* ignored the stop signs on 4<sup>th</sup> Street NE as most of us can attest to.

Thank you for reconsidering the stop signs on 2<sup>nd</sup> Avenue NE and we, as citizens and taxpayers of Salmon Arm, trust you will eliminate them for the above sensible reasons before winter is upon us.



W

NAME	ADDRESS	COMMENTS
Jan Mitchell	770-2 <sup>nd</sup> Ave NE	
David	870-2 <sup>nd</sup> "	if light not going in change signs.
	190 8 <sup>th</sup> St NE	
J. Hays	350-8 <sup>th</sup> ST. NE	
(Kelly Karczewski)	740 2 <sup>nd</sup> Ave NE	
O. Anderson	790 2 AVE. NE	
Jim Y. Hanna	781 2 AVE NE	
Janet Hanna	781-2 AVE NE	
Van Damer	721 2 AVE NE	
Bob Clatten	720 2 <sup>nd</sup> AVE NE	
Bob Melnick	680 2 AVE NE	
Bob	660 2 AVE NE	
Amanda Kitchin	<del>670</del> - <del>660</del> 671 2nd ave ne	
Chris	680 2 AVE NE	
Frank Quij	761 2nd Ave NE	
Bob	851 3 <sup>rd</sup> AVE NE.	
Bert Engelen	811 3rd. Ave NE.	
Owen Bobokai	1031 3 <sup>rd</sup> AVE N.E.	
Mavis Craig	770 2 AVE NE	

NAME	ADDRESS	COMMENTS
Heather Yip	991 3 AVE NE	Agree w/ comments
Tony Yip	991 3 AVE NE	Agree w/ comments
Samantha Mitchell	916 2 Ave NE	Agree w/ comments. att. suggestion - make drawings sanding a priority.
Erin Pelletier	871 3rd Ave. NE	
Jen Booth	280 8th St. NE	Agree
Ray Dahms	"	Agree

**From:** Joel Roy  
**Sent:** November 6, 2019 6:24 PM  
**To:** Alan Harrison  
**Subject:** Re: Idea

Hi mister mayor

My name is Joel I just wanted to reach out with an idea?

I have been living in salmon arm for almost 3 years now and love it here. In that time I've managed to start my own radio show on CKVS 93.7 FM and I've been trying to get involved with music in salmon arm. Recently the giant Treble clef went up downtown by the askews which I thought was awesome! But one thing it reminded me of is we have a lot of talented musicians here and bands of all genres but we have No music venues?? Kinda of?? Some times the pie shop with have an acoustic performance of some sort or on a super rare occasion a band might squeeze a show out of the old salmar movie theatre?? I feel it's important to have a live music venue for the people of salmon arm. It would generate buzz in the community, it would bring new people to salmon arm with touring musicians thus contributing to tourism here, it would also benefit things like the salmon arm roots and blues festival, when they want to through a pre festival shine dig. Or if they want to generate buzz through the year they have a venue to come too. I've found walking down town there are some vacant spaces where local businesses use to be which are all excellent spots. I have experience booking artists of all genres and have even put together a small festival once before so I would love to take on a project like this. Would the city be interested in opening such a venue the treble clef would suggest yes!

**From:** noreply@civicplus.com <noreply@civicplus.com>

**Sent:** Wednesday, November 13, 2019 3:09 PM

**To:** Alan Harrison <aharrison@salmonarm.ca>; Chad Eliason <celiason@salmonarm.ca>; Debbie Cannon <dcannon@salmonarm.ca>; Kevin Flynn <kflynn@salmonarm.ca>; Louise Wallace-Richmond <lwallacerichmond@salmonarm.ca>; Sylvia Lindgren <slindgren@salmonarm.ca>; Tim Lavery <tlavery@salmonarm.ca>; Carl Bannister <cbannister@salmonarm.ca>; Erin Jackson <ejackson@salmonarm.ca>

**Subject:** Online Form Submittal: Mayor and Council

## Mayor and Council

First Name	Jenna
Last Name	Marion
Address:	571 30th street NE
Return email address:	
Subject:	Speeding in school zone
Body	Hello,

My name is Jenna Marion and i would like to bring up a very serious concern with the mayor and council of Salmon Arm.

I live on 30th street NE, directly in the school zone and the amount of speeding i see during the day is absolutely shocking. I see the police speed through (not during an emergency), i see school buses, city work trucks, garbage/recycling trucks, and double flat deck semis (hauling heavy equipment no less), even parents from our school and other schools ripping through the school zone every hour of every day. Especially during school hours when kids are walking to school, including mine. Today i saw an SUV with small trailer not stop for the crossing guard and almost take out an entire class of students returning from a walking field trip. This is ridiculous and something needs to be done about this issue. I have called the police many times, i have emailed the busing company about their drivers speeding and i have also yelled at vehicles to slow down, and yet nobody seems to care. Please help!!

I propose that the lights on the crosswalk need to be brighter in order to see them better (they are very dim and hard to see) and that a speed display sign needs to be put up to show

people how fast they are going. Please, i implore that the city and council address this issue immediately, i do not want to see anyone hurt on this road again. Lets make people pay attention!

Thank you for your time. Sincerely,

Jenna Marion

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Would you like a response:

Yes

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**Disclaimer**

*Written and email correspondence addressed to Mayor and Council may become public documents once received by the City. Correspondence addressed to Mayor and Council is routinely published within the Correspondence Section of Regular Council Agendas.*

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Email not displaying correctly? [View it in your browser.](#)

**From:** Jan Derpak  
**Sent:** November 18, 2019 10:39 AM  
**To:** Louise Wallace-Richmond; Sylvia Lindgren; Tim Lavery; Kevin Flynn  
**Cc:** Chad Eliason; Debbie Cannon; Alan Harrison  
**Subject:** A Suggestion & a Concern

Dear Salmon Arm Council Members,

Greetings! My name is Jan Derpak. I am a retired international educator, I have made my home in beautiful Salmon Arm/Canoe for over 40 years, and I'm writing to you for two reasons that I hope you will find worthy of your consideration:

1. I suggest that you please consider agreeing to having Salmon Arm become an official "Blue Community". This means making a commitment, with The Council of Canadians' Blue Communities initiative, to honour the rights of our people to clean water, among other sensible things related to water, as quoted:

"Now more than ever we need to urge our communities to commit to clean drinking water, to keep control in public hands, to reject single-use plastic bottled water, to protect local water sources and to promote the right to water. The Blue Communities Project is proving to be a people-powered solution to drive that transformative change."

The link to the website related to the "Blue Communities" initiative is: <https://canadians.org/bluecommunities>

2. I am quite concerned about the apparently imminent installation of a 5G tower very close to where I live now in Canoe. Is this a definite thing that will happen, or is there room for discussion — and has there been any that invited our community's concerns? The citizens of Canoe have not been made aware of the technical science and knowledge of potential dangers and harm that such a tower can bring with it. I have done some research that resulted in my concern. Has any serious investigation been undertaken by the City Council regarding potential dangers?

I would greatly appreciate knowing whether there is any possibility of changing the location of the imminent installation of the 5G tower at the mill in Canoe. I live quite close to the mill, as do many others in Canoe. It should not be put in a community location where it will have the potential to endanger human health.

Below is a relevant quote from the website <https://www.radiationhealthrisks.com/5g-cell-towers-dangerous/>:

## **"5G Cell Towers are More Dangerous for Two Main Reasons:**

- First, 5G emits "ultra high frequencies". The higher the frequency, the shorter the length of each wave. This means more waves hit our bodies in the same amount of

time. Previous cellular generations emitted from 1 to 6 GHz frequencies. 5G cell towers may emit frequencies as high as 300 GHz.

- Second, 5G technology requires “ultra high intensity”. Since the shorter length millimeter waves (MMV) used in 5G do not travel as far (or through objects), with our current number of cell towers the cell signal will not be reliable. To compensate 5G cell towers will have to emit the lower 3G & 4G waves as well, and many more “mini cell towers” will have to be installed. It is estimated that they will need a mini cell tower every 2 to 8 houses. All of this combined will greatly increase our RF Radiation exposure.
- With RF Radiation, how close the source is to our physical bodies is more important than the power level (or wattage) of the radiation. RF Radiation dissipates with distance. In other words, a low powered exposure right next to someone, is more dangerous than a more powerful exposure a long ways away. Also the longer the exposure time is, the more dangerous it is. 5G will be the worst of both worlds. We will have more sources around us, and closer to us. And they will be more powerful and continuous emissions.”

I hope to hear from someone on the Council regarding these two topics. I greatly appreciate the work that you do and your consideration of the content of this message.

Sincerely,  
Jan Derpak  
4701 - 75th Ave. NE  
Canoe



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**From:** southern interior local government  
**Sent:** November 18, 2019 8:29 AM  
**Subject:** Save the Date! Modernizing BC's Emergency Management Legislation

SILGA and Emergency Management BC are pleased to announce a 1/2 day session will be held in Kamloops to get feedback on the discussion paper "*Modernizing BC's Emergency Management Legislation*".

This discussion paper has been developed in response to direction that Emergency Management BC has received to repeal and replace the current *Emergency Program Act* to strengthen emergency management within the province. **As local authorities have a critical role in emergency management, your feedback is essential. This is your opportunity to let the provincial ministry understand the issues front line local government staff and officials deal with when an emergency occurs.**

Date: December 6th

Time: 10 am to 2:00 pm

Location: TBD

Cost: \$25 (lunch included)

RSVP please for catering purposes, including dietary restrictions

**WHO NEEDS TO BE AT THIS SESSION?** We encourage all elected officials to attend. We also invite all staff who are involved in emergency operations with your municipality or regional district. This is the time for critical input and the expertise of staff and their feedback is very important.

#### **HOW IT WILL WORK:**

EMBC staff will provide an overview of the proposed legislation and then break the group up into round tables (like a world cafe) to delve into the most important issues surrounding emergency management and to capture comments, feedback on the new program and to dialogue. There will be a short break for lunch.

The discussion paper is available online at <https://engage.gov.bc.ca/govtogetherbc/consultation/emergency-program-act-modernization>,

To RSVP, including dietary needs, email the SILGA office at [yoursilga@gmail.com](mailto:yoursilga@gmail.com). For any additional questions regarding the session, please contact Shelley Sim at [shelleysim@telus.net](mailto:shelleysim@telus.net)

And remember to mark December 6th on your calendar!

Thanks, Alison

Alison Slater  
PO Box 27017 Cityview PO  
Kamloops, BC V2E 0B2



Salmon Arm City Council  
Attention: Erin Jackson

October 22, 2019

Shuswap Rowing & Paddling Club respectfully request reservation of Marine Park and Wharf for our 2020 Shuswap Dragon Boat Festival to be held June 20 – 21<sup>st</sup>, 2020. After a short hiatus we held a successful event last year with 13 teams, 286 participants. We plan to build off this success and expand our Festival to include a day of rowing events on Sunday the 21<sup>st</sup>.

The Shuswap Dragonboat Festival is one of the earliest Festivals of the year partially due to the fact we are at the mercy of Lake water levels. Historically the Solstice week corresponds with high water peak of Shuswap Lake when conditions are optimum for racing which makes it so important, we can utilize the facilities this weekend.

Please accept this letter as formal request for use of the facilities for the dates of June 20 – 21<sup>st</sup>, 2020. As an added note I would also like to share my appreciation of the new dock at Marine Wharf. It was installed a few weeks prior to the Festival and was enjoyed by all! I look forward to your response and confirmation of reservation.

Best regards, 

Stacey Smandych-Dack  
Dragon Boat Director  
Shuswap Rowing & Paddling Club  
[dragonboatdirector@gmail.com](mailto:dragonboatdirector@gmail.com)  
Ph. 250-835-0066

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**DOWNTOWN**  
**SALMON ARM**

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

November 8, 2019

To Mayor and Council

RE: Vail Village Diorama

L2 Productions and Downtown Salmon Arm invite you to the opening reception of Vail Village, a holiday diorama of lights, sound and movement.


Vail Village began with 3 buildings from a second-hand store on a whim and has grown steadily for 15 years. It was set up every year, moving from a dining room table, to 5 sheets of plywood in a basement. The collection went into storage for 4 years and was not set up again until Dec 2016, in downtown Salmon Arm as a fundraiser for the food bank. It was the first time it had ever been set up for public viewing.

It now has grown to 140 buildings and has never been set up the same way twice. It takes 90 hours to set up and 45 hours to dismantle. Vail Village features an entertainment district, an amusement park, a ski hill, Whoville, a train and the list goes on.

We invite you to be a part of the magic and experience the Village this holiday season. Opening Dec 12 every day until Dec 23, from 3-7pm at 351 Alexander Street, beside Sushi Kotan Restaurant. Admission is free but donations are accepted for the SPCA.

The opening reception is Dec 12, 5-7pm. There will be light snacks, refreshments, wine and beer as a way to thank all the supporters and generous contributors who helped make this happen.

Thank you.

  
Lindsay Wong  
Manager

cc. Larry Cleve – L2 Productions

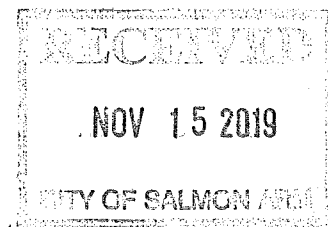
DOWNTOWN SALMON ARM  
250 SHUSWAP STREET NE, PO BOX 1928  
SALMON ARM, BRITISH COLUMBIA V1E 4P9

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## **École Intermédiaire Shuswap Middle School**

171 – 30th Street SE Box 1090 Salmon Arm, BC V1E 4P2  
Tel 250-832-6031 Fax 250-832-7114 Email sms@sd83.bc.ca



November 14, 2019

Dear Mayor Harrison and City Councilors;

We are concerned about our climate. Some of us are wondering if climate change is a 'normal' process and if we are coming out of an ice age. Others believe that climate change has been impacted by humans and is something that can be stopped or changed. Either way, our climate is changing and there are many negative consequences for all living things, humans, animals and plants.

We have noticed that our local snow levels seem to be decreasing over the years and winters seem warmer. We wonder if our snow levels are impacted by climate change.

We are aware that our waste is increasing and impacting ecosystems around the globe. For example, plastic straws are polluting our oceans and affecting sea turtles and other marine animals.

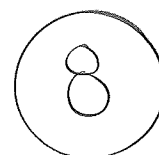
We have read that 71% of pollution is created by large corporations. There is water, air and ground pollution. We are wondering if there are ways for City officials to pressure corporations to being environmentally responsible.

There are many possibilities to create change in our community. We would like to know if you have suggestions for things we could do around our community to help. We would also like to know about what things the City has done to prevent climate change and manage waste. We know that in Paris, they have banned cars for one day a year, in a part of their city, and their pollution levels have decreased by 40-50% and noise pollution decreased by 50%. Is this something we could do in Salmon Arm?

We understand that we are a small community, but we are wondering if there are ways for our city officials and citizens to influence other levels of government to take action.

Thank you for your time and we look forward to knowing more.  
Sincerely,

Climate Change Walk Students of Shuswap Middle School,  
(Grade 8 Yellow Team),  
Sponsored by Mme Megan Weir



# Healthy Communities

Monthly Newsletter



November 2019

## Community Recognition



### Ts̓ilhqot'in Nation Celebrate Grand Opening of its Solar Farm

The Ts̓ilhqot'in Nation celebrated the Grand Opening of its Solar Farm on October 18, 2019. The Ts̓ilhqot'in Solar Farm is located 80 km west of Williams Lake on what is known as the Riverwest Sawmill. The 1.25-MW solar farm is the largest of its kind in British Columbia and is one hundred percent developed, built, owned and operated by the Ts̓ilhqot'in Nation. Climate change can have severe health impacts, so reducing greenhouse gas emissions is an important step in building healthy communities! See details [here](#).

### Collaboration in Lake Country Leads to an Outdoor Classroom & Valuable Community-Wide Infrastructure

The Clearwater Park and Trail project has been a collaboration between the District of Lake Country, Walk Around Lake Country, Rotary Club of Lake Country and Ecole Peter Greer Elementary. It included the addition of an outdoor classroom, a trail connection from the Clearwater/Copper Hill neighbourhood to the Okanagan Rail Trail, as well as cleanup of barbwire fencing and debris from Clearwater Park. See the full story [here](#).

### Pathways to Collaboration: Okanagan Indian Band & City of Vernon

Pathways to Collaboration is a joint initiative of the Union of BC Municipalities (UBCM), the Province of British Columbia, and the First Nations Summit with funding from the Indigenous Business & Investment Council. The project aims to showcase the growing number of successful economic development collaborations and partnerships between First Nations and local governments, while highlighting lessons learned and key steps to success. The Okanagan Indian Band and the City of Vernon have been working together to create healthy environments for everyone. See details [here](#).

### High School 'Buy-Back' Program for Vape Pens Support Health in Revelstoke

The City of Revelstoke's [Clean Air Bylaw \(October 2018\)](#) is intended to regulate, prohibit, and impose requirements for the health, safety, and welfare of residents of the City of Revelstoke. Along with cigarette products the bylaw also includes e-cigarettes, vapes and other lighted smoking equipment that burns tobacco, cannabis, or any other weed substance. Recently, Revelstoke Secondary School initiated a [vapes buy-back program](#) in turn for credit at the school cafeteria as well as opportunities for vaping or smoking cessation supports. Furthermore, a [youth-led research project](#) about vaping in BC has analyzed data from the BC Adolescent Health Survey and has summarized [key findings](#) and recommendations to support youth in making informed decision about vaping.

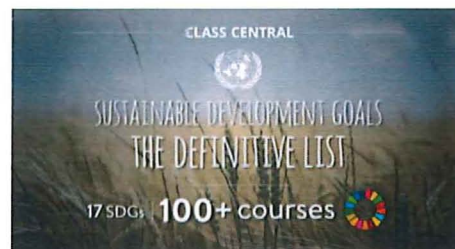




## Events & Learning Opportunities

### 100+ Free Online Courses to Learn about the UN's Sustainable Development Goals

The [Sustainable Development Goals \(SDG\)](#) have served as a platform for organizing global, national, local, and individual action covering topics such as health, inequality, climate change, and more. Class Central has pulled together a [giant list of courses](#) that will teach you about the SDGs. Whether you're interested in poverty reduction, human rights, food security, public health, education, or any other sustainable development topic, these courses will help you join efforts to achieve prosperity for both people and planet.



### Webinar: Cannabis and Motor Vehicle Collisions

**BC INJURY** research and prevention unit

Cannabis use can result in attention deficits, slowed information processing, impaired coordination, and slowed reaction time... none of which you want while driving! Systematic reviews suggest that drivers who use cannabis have an increased risk of being involved in a collision, although the risk is less than that associated with alcohol. This webinar on **November 21<sup>st</sup> at 10am PST** summarizes the evidence regarding cannabis and motor vehicle collisions and provides recommendations. No RSVP required, just click [on this link](#) to download Bluejeans and access the webinar.

### Webinar: Social Prescribing - Collaborating for Systems Change



[Social prescribing](#) is a structured way of referring people to a range of local, non-clinical services. This asset-based approach goes beyond treating illnesses. It recognizes people as not just patients with needs, but as community members with gifts to share, while supporting them to engage with and contribute back to their communities. Social prescribing has been piloted in Community Health Centres in Ontario and Quebec over the past year.

To learn more about what social prescribing looks like as a sustainable, systems solution and how diverse community and healthcare partners can collaborate to implement and scale this work, register for [this webinar](#) on **December 6th at 9am PST**.

### BC Active Transportation Design Guide Fall 2019 Training Workshops

The Ministry of Transportation and Infrastructure is excited to offer training on the Active Transportation Design Guide for design professionals across the province and to support applications for the provincial active transportation grant program. The training consists of a one-day workshop that provides a comprehensive overview of the Design Guide using a range of learning tools, including presentations, videos, discussions, and hands on exercises.



One workshop will be offered in the Interior Health area on **December 13<sup>th</sup> in Kelowna (Rotary Centre for the Arts) from 8:30am-5:30pm**. Registration is \$250 (plus GST and booking fee) per person and [can be done online](#).

## Healthy Public Policy Resources

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### New Employer Resource: The Living Wage for Local Governments

The living wage is crucial for local governments. Tens of thousands of working families live in poverty in BC, and we all suffer when our neighbours can't make ends meet. As significant employers in their communities, [local governments can make a difference](#) by paying their staff and contractors a living wage and becoming local champions for fair wages. Within the link you can click through to [The Business Case for a Living Wage](#) and [Working in a Living Wage Municipality](#).

### Municipal Natural Asset Management

[Municipal Natural Asset Management](#) is a relatively new concept. It is applying the asset management approach to natural features in the local setting (e.g. wetland, soils, etc.). It suggests these natural features are assets to the community and instead of taking them for granted a monetary value should be applied to them as it is to the sewer system or road network in order to manage them. Once a value has been applied then the asset can be monitored, managed and compared to all of the other assets of a community (i.e. not overlooked), and more fully informed decisions can be made.



### Website Launch - Canadian Network for the Health and Housing of the Homeless



The Canadian Network for the Health and Housing of the Homeless (CNH3) is [formally launching](#) with the goal of teaming up the health and housing sectors to collaboratively bring about a health-informed end to homelessness. [CNH3](#)

aims to be a collaborative problem-solving platform that will provide the opportunity for organizations across Canada that are working at the interface of health, shelter, and housing sectors to provide each other with mutual support and creative community practice.

### Relationship Between Neighbourhood Built Environments and Outdoor Play

[A recent study](#) examined the relationship between attributes of the neighbourhood built environment and the time BC children and adolescents (0–18 years) spend in self-directed outdoor play. Researchers found moderate evidence that lower traffic volumes, yard access, and increased neighbourhood greenness were positively associated with time spent in outdoor play for some age groups. To our knowledge, this is the first systematic review on this topic.

## Funding News

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### Community Greening Grants Now Open!

Tree Canada's [Edible Trees program](#) reconnects people back to their local food sources and builds community. Tree Canada is committed to providing the support and resources needed for planting edible trees and shrubs in communities across Canada. First Nations, municipalities, or any community-based projects looking to plant edible trees or shrubs may apply. Deadline for submission is **November 28, 2019**.



### C2C Funding and New Guide

Community to Community (C2C) Forum events are intended to provide a time and place for dialogue to build on opportunities, support reconciliation efforts, resolve issues of common responsibility, interest or concern, and/or to advance tangible outcomes. The updated [Guide to Community to Community Forums](#) in BC was published in September 2019 to support the provincial focus on reconciliation. Prior applicants are welcome to reapply to the funding program, and [application materials](#) are now available. Applications are due on **December 6<sup>th</sup>, 2019**.

Guide to Community  
to Community  
Forums in  
British Columbia

September 2019

### Funding for Indigenous Cultural Safety and Cultural Humility Training

UBCM now has [funding available](#) to support emergency management personnel with cultural safety and humility training in order to more effectively partner with and provide assistance to Indigenous communities during times of emergency. From a health perspective, Indigenous people are more likely to live shorter lives of poorer health compared with non-Indigenous people, so further resources need to go in the direction of supporting the well-being of Indigenous communities. Applications are due on **December 13<sup>th</sup>, 2019**.

### Gender Equity in Recreational Sport: Community Grants Initiative



Applications are now being accepted for the new [Gender Equity in Recreational Sport: Community Grants Initiative](#). Funding will support efforts to increase the participation and retention of girls and women in recreational sport in Canada. Canadian municipalities and Indigenous communities are encouraged to apply. Applications are due on **December 15, 2019**.

### Investing in Green Infrastructure Program - Environmental Quality

The Canadian and British Columbian governments have committed up to \$150 million towards the second intake of the [Green Infrastructure – Environmental Quality Program](#) to support cost-sharing of infrastructure projects in communities across the province. Applications are due on **February 26, 2020**.

**Sincerely,**

*Your Healthy Communities Team*

**Contact us at: [healthycommunities@interiorhealth.ca](mailto:healthycommunities@interiorhealth.ca)**

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October 31, 2019

Honourable Katrine Conroy  
Minister of Children & Family Development  
PO Box 9422 STN PROV GOVT  
Victoria, BC, V8W 9V1

Honourable Katrina Chen  
Minister of State for Childcare  
PO Box 9422 STN PROV GOVT  
Victoria, BC, V8W 9V1

**Re: Deadline Extension Request - Community Child Care Space Creation Program**

Dear Ministers,

The Alberni-Clayoquot Regional District (ACRD) Board of Directors were very pleased with the recent announcement for the second grant intake for the Community Child Care Space Creation Program and Community Child Care Planning Grant Program.

The ACRD, City of Port Alberni, District of Ucluelet and District of Tofino applied for and were successful in receiving funding for the Child Care Planning Project in 2019. Work on the regional Child Care Action plan commenced as soon as the grant funds were released. The project was initiated in May 2019 with project activities spanning a six-month timeline. The final report will be presented to the ACRD Board in November 2019, which includes recommendations as well as short and long-term opportunities for space creation. Through this process, local communities have heard the need for affordable and accessible childcare in the region and plan to expedite action to ensure progress is made where possible. The Community Child Care Space Creation grant program will assist us to continue the work we began earlier this year to address childcare needs in the region.


At the October 23, 2019 ACRD Board of Directors meeting, the Board of Directors passed the following motion:

*"THAT the Alberni-Clayoquot Regional District Board of Directors write a letter to Minister Conroy, Ministry of Childcare and Family Development and Minister Chen, Ministry of State for Childcare requesting the application deadline for the Community Child Care Space Creation Program be extended from November 22, 2019 until the end of January, 2020 allowing communities additional time to implement their Child Care Planning Action Plans and to develop local partnerships AND FURTHER a copy of this letter be forwarded to Scott Fraser, MLA, Mid-Island- Pacific Rim and all other Regional District's in British Columbia."*

The ACRD Board of Directors is requesting the application deadline for the Community Child Care Space Creation Program be extended from November 22, 2019 until the end of January 2020 allowing communities additional time to implement their Child Care Planning Action Plans and develop local partnerships.

Your consideration of our request is greatly appreciated.

Sincerely,

A handwritten signature in black ink that reads "John Jack". The signature is written in a cursive style with a large initial "J" and a distinct "Jack" at the end.

John Jack,  
Chairperson

CC     Honourable Scott Fraser, MLA (Mid Island-Pacific Region)  
         BC Regional Districts & Municipalities



November 12, 2019

Dear UBCM Member Local Governments,

I am writing on behalf of Victoria City Council, requesting favourable consideration of these resolutions and that you share this support with the Provincial Government for the following resolutions. Unfortunately, despite the fact that we have an opioid crisis across the Province, these resolutions did not make it onto the floor of the UBCM at this year's convention as the resolutions session ran out of time.

(B171) Safer Drug Supply to Save Lives

Whereas It has been two years since BC declared a public-health emergency due to increased overdoses, yet the death toll for those consuming substances continues to rise due to an unpredictable and highly-toxic drug supply;

And whereas people with opioid use disorder, a chronic relapsing medical condition, are at high risk of overdose- related harms including death and an estimated 42,200 people inject toxic substances in British Columbia, it is not possible for the treatment system to rapidly increase services fast enough to manage this number of people as "patients" within a medical treatment model given the many challenges in achieving and retaining the people on opioid use disorder treatment, people at risk of overdose in British Columbia do not have access to a safer alternative to the unpredictable, highly-toxic drug supply:

Therefore be it resolved that in an effort to save lives and reduce harm due to an unpredictable and highly-toxic drug supply, and as part of a holistic response to the public-health emergency, including prevention, treatment, and recovery, that the Province of British Columbia work with local communities, Health Authorities across the Province, the Ministry of Mental Health and Addictions, and the Ministry of Health ensure that people at risk of overdose harm have access to safer alternatives.

(B172) Observed Inhalation Sites for Overdose Prevention

Whereas British Columbia is currently experiencing an unprecedented public health emergency due to an unpredictable and highly-toxic drug supply, and smoking or inhalation is the second most common mode of consumption among all people who have died from a suspected illicit drug overdose and the most common mode of consumption among men and those between the ages of 15 and 29;

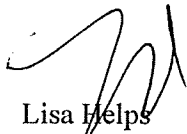


And whereas observed consumption services (i.e. supervised consumption services and overdose prevention services) are evidence-based harm reduction approaches shown to reduce overdose-related harm, and there is not adequate access to observed consumption services that provide space for inhalation where communities are facing crisis:

Therefore be it resolved that to ensure that people at risk of overdose across BC have access to observed consumption services that provide space for inhalation, that the Province of British Columbia fund and work through local communities, Health Authorities across the Province, the Ministry of Mental Health and Addictions and the Ministry of Health to provide these services as part of a holistic response to the public-health emergency, including prevention, treatment, and recovery.

We eagerly look forward to your support on this matter.

Sincerely,



Lisa Helps  
Victoria Mayor

## AGENDA

City of Salmon Arm  
Regular Council Meeting

Monday, November 25, 2019

1:30 p.m.

Room 100, City Hall

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

Council Chamber of City Hall

500 – 2 Avenue NE

Page #	Item #	Description
	1.	CALL TO ORDER
1 - 2	2.	IN-CAMERA SESSION
	3.	ADOPTION OF AGENDA
	4.	DISCLOSURE OF INTEREST
3 - 12	5.	CONFIRMATION OF MINUTES
	1.	Regular Council Meeting Minutes of November 12, 2019
13 - 16	6.	COMMITTEE REPORTS
	1.	Community Heritage Commission Meeting Minutes of October 18, 2019
17 - 24	2.	Community Heritage Commission Meeting Minutes of November 7, 2019
	7.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
25 - 26	8.	STAFF REPORTS
	1.	Director of Development Services - Appointment of Deputy Approving Officer
27 - 30	2.	Director of Development Services - GHG Reduction Funding Opportunities
31 - 38	3.	Director of Permits and Licencing - 2019 Enforcement Overview of Street Solicitation Bylaw No. 4273
39 - 46	4.	Director of Development Services - Design Review Panel Appointments
47 - 48	5.	Director of Corporate Services - Lease Agreement for Inner Core Parking Lot - 327 Alexander Street NE

- 8. STAFF REPORTS – Continued**
- 49 – 50      6.      Director of Corporate Services – Blackburn Park Concession Lease Agreement
- 51 – 54      7.      Director of Corporate Services – Janitorial Services Contract for Public Works Building and Fire Halls
- 55 – 56      8.      Director of Corporate Services – Rental of Land and Building located at 541 – 3<sup>rd</sup> Street, S.W.
- 57 – 88      9.      Director of Corporate Services – 2020 Tactical Plan – Municipal Regional District Tax
- 89 – 90      10.     Acting Chief Financial Officer – 2019 Permissive Tax Exemption – Bylaw 4352
- 91 – 94      11.     Director of Engineering & Public Works – Askew’s Proposed Frontage Improvements Sidewalk Extension and Patio Area
- 95 – 100      a.      D. Wallace, Operations Manager, Askew’s Foods – email dated November 13, 2019 – Lakeshore Drive Improvements
- 101 – 104    12.     Director of Engineering & Public Works – Pedestrian Crosswalk Signals Prioritization Study Budget Amendment
- 9. INTRODUCTION OF BYLAWS**
- 105 – 134    1.      City of Salmon Arm Business Improvement Area Bylaw No. 4357 – First, Second and Third Readings
- 10. RECONSIDERATION OF BYLAWS**
- 135 – 160    1.      City of Salmon Arm Official Community Plan Amendment Bylaw No. 4348 [OCP4000-40; Cornerstone Christian Reformed Church/Roodzant, E.; 1161 22 Street NE; HC to INS] – Final Reading
- 161 – 166    2.      City of Salmon Arm Zoning Amendment Bylaw No. 4349 [ZON-1154; Cornerstone Christian Reformed Church/Roodzant, E.; 1161 22 Street NE; R-1 to P-3] [*See item 10.1 for Staff Report*] – Final Reading
- 167 – 190    3.      City of Salmon Arm Official Community Plan Amendment Bylaw No 4353 [OCP4000-41; Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; LDR to NC] – Second Reading
- 191 – 194    4.      City of Salmon Arm Zoning Amendment Bylaw No. 4354 [ZON-1157; Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; R-1 to C-1] [*See item 10.3 for Staff Report*] – Second Reading
- 195 – 206    5.      City of Salmon Arm 2019 to 2023 Financial Plan Amendment Bylaw No. 4363 – Final Reading
- 11. CORRESPONDENCE**
- 207 – 208    1.      Informational Correspondence
- 12. NEW BUSINESS**
- 209 – 210    1.      Acknowledgement of Territory
- 211 – 212    2.      Japanese Sister City Visit – March 22 – 30, 2020

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

**7:00 p.m.**

<b>Page #</b>	<b>Item #</b>	<b>Description</b>
	20.	<b>DISCLOSURE OF INTEREST</b>
	21.	<b>SPECIAL PRESENTATIONS</b>
	1.	Salmon Arm Sockeyes Swim Club
	22.	<b>HEARINGS</b>
	23.	<b>STATUTORY PUBLIC HEARINGS</b>
213 - 224	1.	Zoning Amendment Application No. ZON-1159 [Voyer, C.; 1540 15 Street SE; R-1 to R-8]
225 - 234	2.	Zoning Amendment Application No. ZON-1160 [Reid, D./Lawson Engineering & Development Services Ltd.; 3341 20 Street NE; R-1 to R-8]
	24.	<b>RECONSIDERATION OF BYLAWS</b>
235- 238	1.	City of Salmon Arm Zoning Amendment Bylaw No. 4356 [ZON-1159; Voyer, C.; 1540 15 Street SE; R-1 to R-8] - Third and Final Readings
239 - 242	2.	City of Salmon Arm Zoning Amendment Bylaw No. 4359 [ZON-1160; Reid, D./Lawson Engineering & Development Services Ltd.; 3341 20 Street NE; R-1 to R-8] - Third and Final Readings
	25.	<b>QUESTION AND ANSWER PERIOD</b>
243 - 244	26.	<b>ADJOURNMENT</b>

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Item 2.

## CITY OF SALMON ARM

Date: November 25, 2019

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

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

### Vote Record

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

Opposed:

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

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Item 5.1

## CITY OF SALMON ARM

Date: November 25, 2019

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of November 12, 2019, be adopted as circulated.

### Vote Record

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

Opposed:

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

## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm commenced in the Council Chamber at 2:30 p.m. of the City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia on Tuesday, November 12, 2019.

### PRESENT:

Mayor A. Harrison  
Councillor T. Lavery  
Councillor S. Lindgren  
Councillor L. Wallace Richmond

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

### ABSENT:

Councillor D. Cannon  
Councillor C. Eliason  
Councillor K. Flynn

#### 1. CALL TO ORDER

Mayor Harrison called the meeting to order at 2:30 p.m.

#### 2. IN-CAMERA SESSION

#### 3. REVIEW OF AGENDA

Addition under item 11.3 D. Nettleton, Chief Executive Officer, Okanagan Regional Library – email dated October 10, 2019 – Request for Letter of Support for Public Access to E-Books

Addition under item 18.1 C. Newnes, Property Manager, Lakeshore Village Ltd. – email dated November 7, 2019 – Request for letter of Support for Amplify BC Grant Application

#### 4. DISCLOSURE OF INTEREST

#### 5. CONFIRMATION OF MINUTES

##### 1. Regular Council Meeting Minutes of October 28, 2019

0588-2019

Moved: Councillor Lavery  
Seconded: Councillor Wallace Richmond  
THAT: the Regular Council Meeting Minutes of October 28, 2019, be adopted as circulated.

CARRIED UNANIMOUSLY

**6. COMMITTEE REPORTS****1. Development and Planning Services Committee Meeting Minutes of November 4, 2019**

0589-2019

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee Meeting Minutes of November 4, 2019, be received as information.

CARRIED UNANIMOUSLY**2. Greenways Liaison Committee Meeting Minutes of October 17, 2019**

0590-2019

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Greenways Liaison Committee Meeting Minutes of October 17, 2019, be received as information.

CARRIED UNANIMOUSLY**7. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE****8. STAFF REPORTS****1. Director of Corporate Services - Shuswap Trail Alliance Fee for Service Agreement**

0591-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Mayor and Corporate Officer be authorized to execute a Fee for Service Agreement with the Shuswap Trail Alliance for a four (4) year term from January 1, 2020 to December 31, 2023 for \$44,000.00 per year plus the BC Consumer Price Index.

CARRIED UNANIMOUSLY**2. Director of Corporate Services - Visitor Information Centre Fee for Service Agreement**

0592-2019

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Mayor and Corporate Officer be authorized to execute a Fee for Service Agreement with the Chamber of Commerce for the operation of the Visitor Information Centre for a one (1) year term from January 1, 2020 to December 31, 2020 for \$137,140.00.

CARRIED UNANIMOUSLY

## 9. INTRODUCTION OF BYLAWS

1. City of Salmon Arm 2019 to 2023 Financial Plan Amendment Bylaw No. 4363 – First, Second and Third Readings

0593-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm 2019 to 2023 Financial Plan Amendment Bylaw No. 4363 be read a first, second and third time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Official Community Plan Amendment Bylaw No 4353 [OCP4000-41; Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; LDR to NC] – First Reading

0594-2019

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No 4353 be read a first time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Zoning Amendment Bylaw No. 4354 [ZON-1157; Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; R-1 to C-1] – First Reading

0595-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4354 be read a first time;

AND THAT: final reading be withheld subject to Ministry of Transportation and Infrastructure approval.

### Amendment:

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: a Section 219 Covenant be registered on title to exclude the following uses from Section 15 – C-1 – Local Commercial Zone, 15.3 Permitted Uses:

2. convenience store
4. licensee retail store;
6. neighbourhood pub; and
12. video store.

CARRIED UNANIMOUSLY

### Motion as Amended:

CARRIED UNANIMOUSLY

9. INTRODUCTION OF BYLAWS - continued

4. City of Salmon Arm Zoning Amendment Bylaw No. 4356 [ZON-1159; Voyer, C.; 1540 15 Street SE; R-1 to R-8] - First and Second Readings

0596-2019                      Moved: Councillor Wallace Richmond  
                                       Seconded: Councillor Lindgren  
                                       THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4356 be read a first and second time.

CARRIED UNANIMOUSLY

5. City of Salmon Arm Zoning Amendment Bylaw No. 4359 [ZON-1160; Reid, D./Lawson Engineering & Development Services Ltd.; 3341 20 Street NE; R-1 to R-8] - First and Second Readings

0597-2019                      Moved: Councillor Lindgren  
                                       Seconded: Councillor Wallace Richmond  
                                       THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4359 be read a first and second time.

CARRIED UNANIMOUSLY

10. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4351 [ZON-1156; Nova Capital Ltd. & McDiarmid, I.; 870 10 Street NE; R-1 to R-8] - Final Reading

0598-2019                      Moved: Councillor Lavery  
                                       Seconded: Councillor Lindgren  
                                       THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4351 be read a final time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment Bylaw No. 4355 [ZON-1158; Larson, A. & F.; 531 5 Street SE; R-1 to R-8] - Final Reading

0599-2019                      Moved: Councillor Wallace Richmond  
                                       Seconded: Councillor Lindgren  
                                       THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4355 be read a final time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Cemetery Management Amendment Bylaw No. 4360 - Final Reading

0600-2019                      Moved: Councillor Wallace Richmond  
                                       Seconded: Councillor Lindgren  
                                       THAT: the bylaw entitled City of Salmon Arm Cemetery Management Amendment Bylaw No. 4360 be read a final time.

CARRIED UNANIMOUSLY

10. RECONSIDERATION OF BYLAWS – Continued

4. City of Salmon Arm Curbside Collection Amendment Bylaw No. 4364 – Final Reading

0601-2019

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Curbside Collection Amendment Bylaw No. 4364 be read a final time.

CARRIED UNANIMOUSLY

11. CORRESPONDENCE

1. Informational Correspondence

10. T. Peasgood, Salty Dog Race Coordinator – letter dated November 4, 2019 – Salty Dog 6 Hour Enduro Mountain Bike Race May 10, 2020

0602-2019

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: Council authorize the use of the South Canoe Trails and lower Malibu Trail area to host the Salty Dog 6 Hour Enduro Mountain Bike Race on May 10, 2020 including the use of 10 Avenue and from 60 Street to 70 Street for the start of the race out of Klahani Park, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

2. M. Thomson, Community Housing Lead, Urban Matters CCC – memorandum dated November 4, 2019 – Project Update, Community Housing Strategy

Received for information.

3. D. Nettleton, Chief Executive Officer, Okanagan Regional Library – email dated October 10, 2019 – Request for Letter of Support for Public Access to E-Books

0603-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: staff be directed to prepare a letter of support for the Okanagan Regional Library for the statement on equitable public access to e-books.

CARRIED UNANIMOUSLY

12. NEW BUSINESS

13. PRESENTATIONS

14. COUNCIL STATEMENTS

15. SALMON ARM SECONDARY YOUTH COUNCIL



16. NOTICE OF MOTION17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS18. OTHER BUSINESS

1. C. Newnes, Property Manager, Lakeshore Village Ltd. – email dated November 7, 2019  
– Request for letter of Support for Amplify BC Grant Application

0604-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Mayor provide a letter of support to C. Newnes, Property Manager, Lakeshore Village Ltd. for the Amplify BC Grant Application.

CARRIED UNANIMOUSLY19. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 3:48 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

Mayor A. Harrison  
Councillor T. Lavery  
Councillor S. Lindgren  
Councillor L. Wallace Richmond

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

ABSENT:

Councillor D. Cannon  
Councillor C. Eliason  
Councillor K. Flynn

20. DISCLOSURE OF INTEREST21. HEARINGS22. STATUTORY PUBLIC HEARINGS

1. Official Community Plan Amendment No. OCP4000-40 [Cornerstone Christian Reformed Church/Roodzant, E.; 1161 22 Street NE; HC to INS]

The Director of Development Services explained the proposed Official Community Plan Amendment Application.

Submissions were called for at this time.

E. Roodzant, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:04 p.m.

2. Zoning Amendment No. ZON-1154 [Cornerstone Christian Reformed Church/Roodzant, E.; 1161 22 Street NE; R-1 to P-3]

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

Submissions were called for at this time.

E. Roodzant, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:05 p.m.

23. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4348 [OCP4000-40; Cornerstone Christian Reformed Church/Roodzant, E.; 1161 22 Street NE; HC to INS] - Third Reading

0605-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4348 be read a third time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment Bylaw No. 4349 [ZON-1154; Cornerstone Christian Reformed Church/Roodzant, E.; 1161 22 Street NE; R-1 to P-3] - Third Reading

0606-2019

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4349 be read a third time.

CARRIED UNANIMOUSLY

24. QUESTION AND ANSWER PERIOD

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

25. ADJOURNMENT

0607-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

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

CARRIED UNANIMOUSLY

The meeting adjourned at 7:07 p.m.

CERTIFIED CORRECT:

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

Adopted by Council the                      day of                      , 2019.

\_\_\_\_\_  
MAYOR

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Item 6.1

## CITY OF SALMON ARM

Date: November 25, 2019

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the Community Heritage Commission Meeting Minutes of October 18, 2019, be received as information.

### Vote Record

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

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

## **CITY OF SALMON ARM**

Minutes of the **Community Heritage Commission** Meeting held in Room 100 of City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, on **Friday, October 18, 2019** at 2:00 p.m.

### **PRESENT:**

Councillor Debbie Cannon, Chair  
 Pat Kassa, R.J. Haney Heritage & Museum  
 Deborah Chapman, R.J. Haney Heritage & Museum  
 Mary Landers  
 Linda Painchaud  
 Maureen Schaffer  
 Kevin Pearson, City of Salmon Arm, Director of Development Services  
 Barb Puddifant, City of Salmon Arm, Recorder

### **ABSENT:**

Cindy Malinowski, R.J. Haney Heritage & Museum

### **GUESTS:**

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

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

Moved: Deborah Chapman

Seconded: Mary Landers

THAT: the Community Heritage Commission Meeting Agenda of October 18, 2019, be approved as circulated.

**CARRIED UNANIMOUSLY**

4. **Approval of Minutes of September 20, 2019, Community Heritage Commission Meeting**

Moved: Pat Kassa

Seconded: Mary Landers

THAT: the minutes of the Community Heritage Commission Meeting of September 20, 2019 be approved.

**CARRIED UNANIMOUSLY**

Minutes of the Community Heritage Commission of Friday, October 18, 2019

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

a) **Heritage Meeting Schedule**

Meeting on Fridays do not work for some members. Wednesday afternoons were considered depending on committee member schedules. This will be discussed with Cindy Malinowski.

b) **Heritage App**

Councillor Cannon provided an overview of the app "On this Spot" and the communities currently using this heritage application. The Committee members discussed the components of the application and the purchase price. Councillor Cannon will arrange for a conference call with Committee members and the supplier for information gathering and suggested that this app could be featured during Heritage Week. The Committee members will decide on 15 photographs to be featured on the app and acknowledged the possibility of the supplier offering the prints for sale possibly having an effect on R.J. Haney Heritage & Museum revenue.

c) **Heritage Week / Heritage Conservation Awards**

Mary Landers provided the Committee with a Budget for the 2019/2020 Heritage Conservation Awards for presentation during Heritage Week and discussed a reception for the presentations.

d) **Community Heritage Commission 2020 Budget & Finances**

Kevin Pearson provided an overview of the 2020 Budget and the breakdown of the allotted funds totaling \$7,000.00 for heritage projects. The funds held from the Tea Tour in the amount of \$3,175.00 and the distribution of this amount was discussed. The Okanagan Historical Society has limitations and restrictions on the amount of \$500.00 and the proposed use of these funds is to be approved by Council.

Councillor Cannon spoke regarding upcoming expenses and the availability of MRDT funds.

6. **New Business**

a) **Wickett House**

Mary Landers provided an overview of the upgrades to Wickett House. The Committee will extend an invitation to Ian Wickett to attend a meeting of the Committee in the new year to discuss the upgrades and renovations.

Minutes of the Community Heritage Commission of Friday, October 18, 2019

**b) Photovoltaic Project Proposal – Salmon Arm Arts Centre, 70 Hudson Avenue NE**

Councillor Cannon spoke regarding the upcoming Solar project on the Salmon Arm Art Gallery building.

Moved: Pat Kassa

Seconded: Linda Painchaud

THAT: the Committee endorse the Photovoltaic Project Proposal at 70 Hudson Avenue NE.

**CARRIED UNANIMOUSLY**

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

**a) Action Log Update**

Pat Kassa provided the Committee with an update.

**8. Next meeting – November 4 or 5, 2019**

**9. Adjournment**

Moved: Pat Kassa

Seconded: Mary Landers

THAT: The meeting be adjourned at 2:56 p.m.

---

Debbie Cannon, Chair

Received for information by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2019



Item 6.2

## CITY OF SALMON ARM

Date: November 25, 2019

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Community Heritage Commission Meeting Minutes of November 7, 2019, be received as information.

### Vote Record

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

Opposed:

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

## **CITY OF SALMON ARM**

Minutes of the **Community Heritage Commission** Meeting held in Room 100 of City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, on **Thursday, November 7, 2019** at 2:00 p.m.

### **PRESENT:**

Councillor Debbie Cannon, Chair  
 Pat Kassa, R.J. Haney Heritage & Museum  
 Deborah Chapman, R.J. Haney Heritage & Museum  
 Maureen Schaffer  
 Denise Ackerman, City of Salmon Arm, Recorder  
 Gregg Patterson, City of Salmon Arm, left at 3:32 p.m.

### **ABSENT:**

Cindy Malinowski, R.J. Haney Heritage & Museum  
 Mary Landers  
 Linda Painchaud

### **GUESTS:**

Lana Fitt, Economic Development Society, arrived at 2:11 p.m., left at 4:20 p.m.

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

1. **Introductions and Welcome**
2. **Presentations – Ross Hiebert, On This Spot App**

Ross Hiebert along with two of his colleagues, Andrew and Sean presented On This Spot App. They provided an overview and highlighted the features of the App; and, demonstrated how currently subscribed communities use the App. They also presented a breakdown of the costs and the different packages available. There was discussion and questions regarding how the starter package costing \$7,500 could be utilized for the Community Heritage Commission.

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

Moved: Pat Kassa  
 Seconded: Deborah Chapman  
 THAT: the Community Heritage Commission Meeting Agenda of November 7, 2019, be approved as circulated.

**CARRIED UNANIMOUSLY**

4. **Approval of Minutes of October 18, 2019, Community Heritage Commission Meeting**

Moved: Maureen Shaffer  
 Seconded: Pat Kassa  
 THAT: the minutes of the Community Heritage Commission Meeting of October 18, 2019 be approved.

**CARRIED UNANIMOUSLY**

**5. Old Business /Arising from minutes****a) Funding for Heritage App**

There was discussion regarding the current available heritage funds for various heritage projects. The funds are held in different accounts budgeted for different heritage projects and an amalgamation of the accounts would be required to have access to the total funds. The starter package of On This Spot App totals \$7,500.00. Lana Fitt spoke about two available Grants that could be applied for and MRDT funding to aid in the funding of the App.

**b) Request for MRDT Funds**

Lana Fitt advised that a request for funds for the App could be made to the MRDT Committee. However, funds would not be available until January 2020 as the MRDT budget will not be approved until December 30, 2019. There was discussion about EDS contracting On This Spot App and not the City. The starter package of the App includes two tours, one tour could be used to highlight tourism and the other tour could be used to highlight heritage in the community. Due to the timing of MRDT funds becoming available, CHC funds would have to be utilized if the EDS wanted to proceed to retain the services of On This Spot App.

Moved: Pat Kassa

Seconded: Maureen Shaffer

THAT: The Commission be permitted to work with the Economic Development Society to contract On This Spot App for a starter package in the amount of up to \$7,500.00 to come from the Community Heritage Commission accounts; and, to authorize the Economic Development Society to pursue two available grants and MRDT funding.

**CARRIED UNANIMOUSLY**

**c) Photovoltaic Project Proposal - Salmon Arm Arts Centre, 70 Hudson Ave NE**

The renderings (attached) provided by Riverside Energy Systems were reviewed and discussed. Denise Ackerman provided additional information gathered from the BC Heritage Branch.

Moved: Pat Kassa

Seconded: Maureen Shaffer

THAT: The Commission approve the renderings provided by Riverside Energy Systems and endorse the Photovoltaic Project Proposal at 70 Hudson Avenue NE.

**CARRIED UNANIMOUSLY**

Minutes of the Community Heritage Commission of Thursday, November 7, 2019

6. **Other Business &/or Roundtable Updates**
7. **Next meeting - December, date to be determined**
8. **Adjournment**

Moved: Pat Kassa

Seconded: Maureen Shaffer

THAT: The meeting be adjourned at 4.38 p.m.

---

Debbie Cannon, Chair

Received for information by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2019

## Ben Giudici, P.Eng

Director

Riverside Energy Systems

c: (778) 220-2496

[Riversideenergy.ca](http://Riversideenergy.ca)

The solar panels would be mounted at a 10 degree tilt on ballasted racking.

I've attached some renderings from our approximate model of the building which may help to answer your questions.

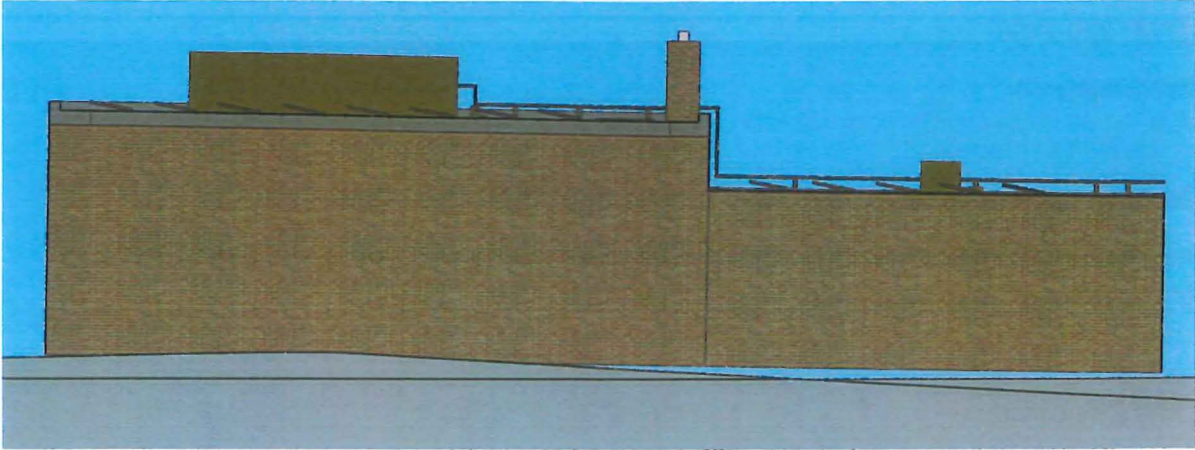
Some key points:

1. Because the north roof parapet is taller than the south, north roof panels will be more difficult to see from the ground. See the N-S Section cut rendering.
2. Panels will be more easily seen from the west side of the building because road elevation is considerably less on the east side.
3. Standing on the sidewalk just outside the building on the west side, north panels will not be visible, and south panels are not likely to be visible. See West Street View rendering.
4. Viewing the building from across the street on the west side, north panels should not be visible but south panels will be. See West across the Street View rendering.
5. Viewing from an uphill vantage point further to the west, both sets of panels will likely be visible.

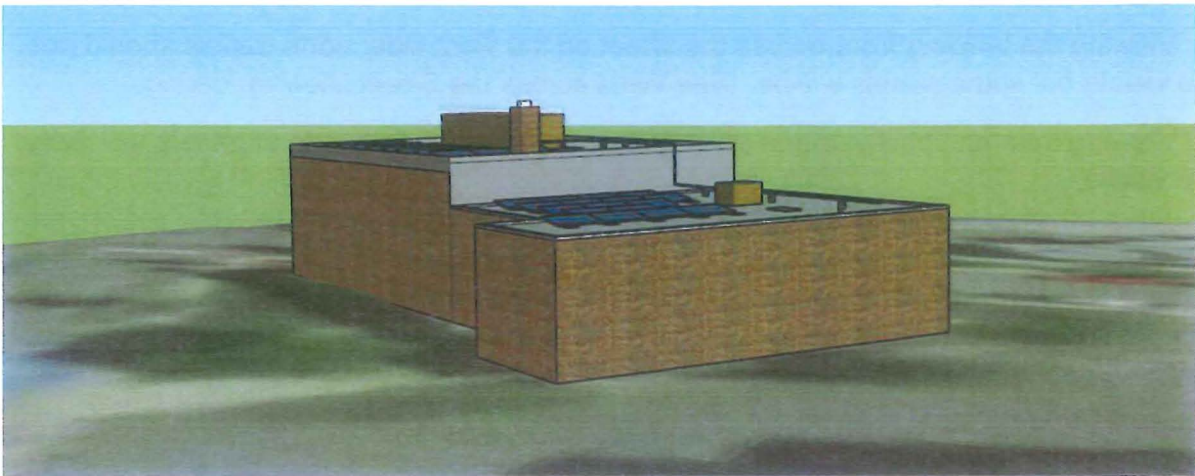
Please keep in mind our model is approximate. If the goal is for the panels to be out of site from all directions, this will be difficult to achieve.

I hope this helps.

Ben

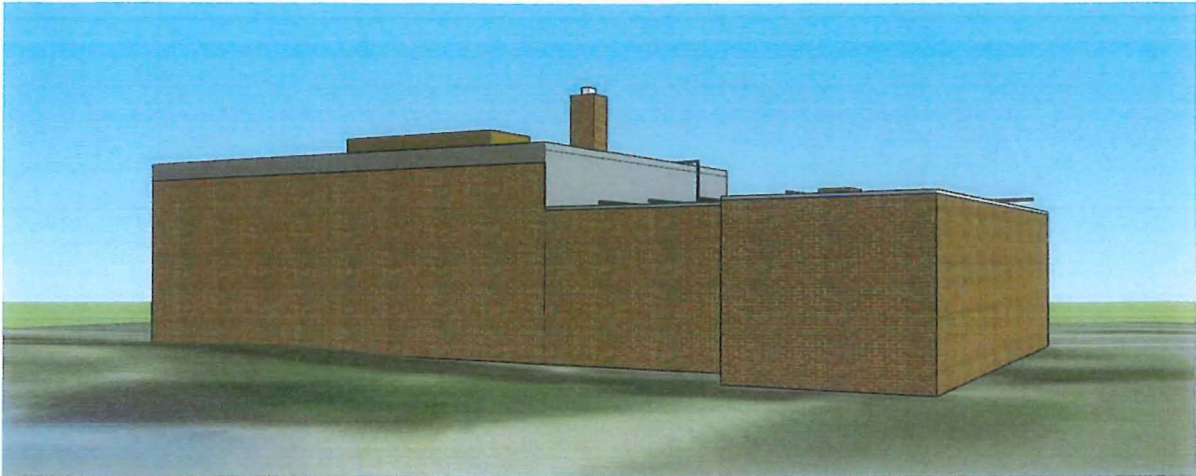


North South Section

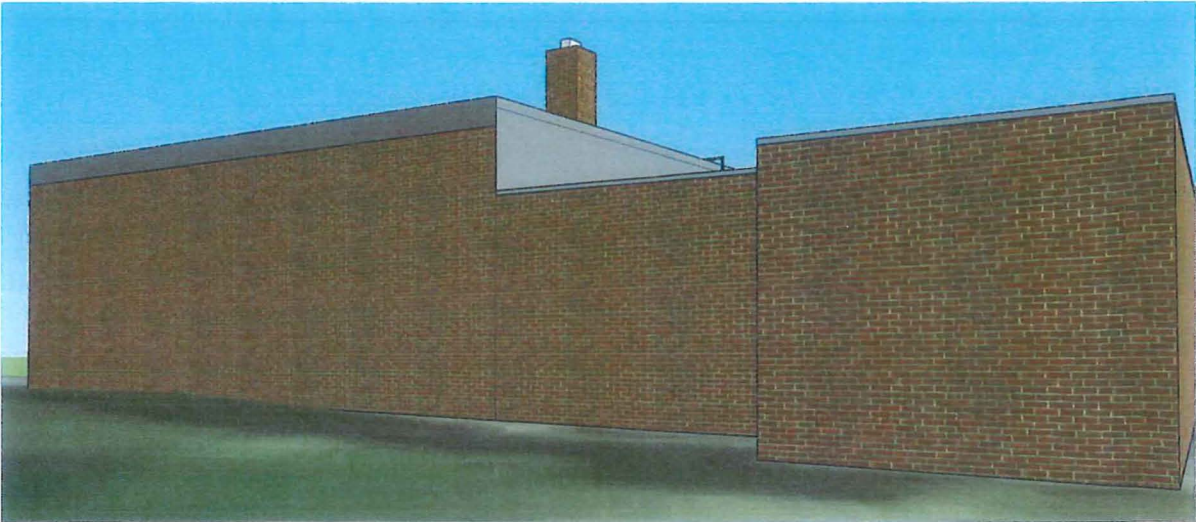


View from an uphill southwest distant vantage point





West across the street view



West street view

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Item 8.1

## CITY OF SALMON ARM

Date: November 25, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council appoint Scott Beeching, Senior Planner, to the Deputy Approving Officer position pursuant to Section 77 of the Land Title Act.

### Vote Record

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

Opposed:

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



---

TO: His Worship Mayor Harrison and Members of Council

FROM: Director of Development Services

DATE: November 18, 2019

SUBJECT: Appointment of Deputy Approving Officer

---

**RECOMMENDATION**

**THAT Council appoint Scott Beeching, Senior Planner, to the Deputy Approving Officer position pursuant to Section 77 of the Land Title Act.**

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Approving Officer (AO) and Deputy Approving Officer (DAO) positions in British Columbia are appointed by municipal Councils. At the present time, the City of Salmon Arm has one AO (the undersigned) and one DAO who is also the Chief Administrative Officer.

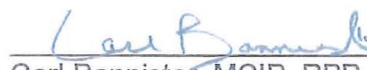
The AO / DAO positions are Statutory in nature pursuant to the Land Title Act of British Columbia, in which officials are obligated to conduct their duties independently from the jurisdiction of the local government and their Councils. The positions are, generally speaking, responsible for ensuring subdivision approvals are in compliance with Provincial statutes and regulations, local government bylaws and the public interest.

With five years of previous experience as a municipal AO and an increasing knowledge of subdivision management and approvals within the City, Mr. Beeching is recommended for a DAO appointment. With either an AO or DAO appointment, the Land Title Survey Authority is notified. The LTSA is the Provincial office where approved subdivisions plans are registered.

The undersigned is to remain the City's Approving Officer.

Sincerely,

  
\_\_\_\_\_  
Kevin Pearson, MCIP, RPP  
Director of Development Services

  
\_\_\_\_\_  
Carl Bannister, MCIP, RPP  
Chief Administrative Officer

Item 8.2

## CITY OF SALMON ARM

Date: November 25, 2019

Director of Development Services – GHG Reduction Funding Opportunities

### Vote Record

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

Opposed:

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



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To: His Worship Mayor Harrison and Members of Council

Date: November 15, 2019

Subject: GHG Reduction Funding Opportunities

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### FOR INFORMATION

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At the August 26, 2019 Council Meeting City Council recognized climate action as a strategic priority. At that time Council also resolved to join the Federation of Canadian Municipalities Partners for Climate Protection (PCP) and entered into an agreement with the Community Energy Association (CEA) for climate action planning.

Initial climate action planning will help to determine short-term financial, budgetary, and taxation implications and provide direction for future funding and grant opportunities. To be successful future infrastructure grant applications and asset management planning will require examination through a climate action lens and evidence of climate action planning. Partnering with PCP and CEA is a cost effective way to build capacity for climate action planning.

It is expected that as a result of Climate Action Planning the City will seek funding in four areas:

- building GHG adaptation and mitigation into the asset management process;
- continuing a GHG emission inventory to continually track and reduce emissions;
- create a business case to include emissions and adaptation helping the City to advance long-term planning goals; and,
- infrastructure adaptation and mitigation.

Future funding will compliment and build upon previous GHG reduction and climate action initiatives. The CARIP funding has been used to finance various GHG reduction projects since 2010. The current CARIP rebate application is expected to be approximately \$54,000 for the 2018 reporting year.

The 2008 Energy and Greenhouse Gas Emissions Studies and 2010 Facilities Report identified facility and corporate emissions, which helps track progress toward corporate carbon neutrality. The Climate Action Reserve has financed projects such as upgrades to the Recreation Centre and Arena (boilers, hot water tanks, heat exchanges, and LED lighting), helping to reduce emissions. The City continues to measure and report ongoing progress towards carbon neutrality.



The completion of the 2011 Greenways Strategy and subsequent OCP policies indicated a strong community support for strategies that maintain the natural environment and reduce emissions.

The City has been successful at obtaining funding like Small Community Grants and Community Works Funds, the City will pursue larger scale grants and funding opportunities, specifically those offered by Infrastructure Canada.

The City is participating with Simon Fraser University's Adaptation to Climate Change Team on a Low Carbon Resilience approach to land use planning and coordinate and evaluate adaptation and mitigation process to reduce emissions and vulnerability to climate change impacts.


The City may be interested in pursuing funding to help finance renewable energy opportunities, and closed-loop waste streams and active transportation which will have both emissions and resilience implications. Grant applications take staff time and resources to prepare and they are not always successful. The following is a list of funding opportunities and partnerships:

Fund	Scope of Work Funded	Eligible Projects
UBCM Community Emergency Preparedness Fund	Emergency Support, Training and Planning	Eligible Projects
FCM – Municipalities for Climate Innovation Program	<ul style="list-style-type: none"> <li>• Climate and Asset Management Network</li> <li>• Green Municipal Fund</li> <li>• Infrastructure</li> <li>• Public Transit</li> </ul>	Eligible Projects
Interior Health Community Food Action Initiatives	Development of a food security plan or network.	No current projects.
Government of Canada Disaster and Innovation Fund	Infrastructure based. Innovative energy possibilities.	No current projects.
Real Estate Foundation of BC	Land use, policy	No current projects.
Canadian Environmental Grantmakers Network	A funding database.	Could be used as a resource to seek funding.
Pacific Institute for Climate Solutions	Innovative Project Based.	No
Hewlett Foundation	Grants to philanthropic groups.	No
Ivey Foundation	Research Focused.	No

Climate Action planning could enable a reduction in operating costs, help the City maintain and plan for future community services, protect public health, and increase community resilience to environmental, economic and social stresses. As future climate action projects are identified it is important to identify and seek available funding.



Prepared by: Scott Beeching, MCIP, RPP  
Senior Planner



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

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Item 8.3

## CITY OF SALMON ARM

Date: November 25, 2019

### Director of Permits and Licencing – 2019 Enforcement Overview of Street Solicitation Bylaw No. 4273

#### **Vote Record**

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

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

**CITY OF  
SALMON ARM**

TO: His Worship Mayor Harrison and Council

DATE: November 04, 2019

SUBJECT: 2019 enforcement overview of Solicitation Bylaw No. 4273

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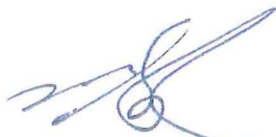
Council adopted Street Solicitation Bylaw No. 4273 on May 27, 2019, which is attached as Appendix "A". Following that, and to provide an enforcement option, Municipal Ticketing Bylaw No. 2670 was amended to include a \$50.00 fine for various solicitation infractions.

Since the adoption of the solicitation bylaw no municipal tickets have been issued by the City bylaw officer and, in fact, there have been no complaints filed with the bylaw department. The bylaw officer, on two occasions, provided clarification of the bylaw requirements for business owners in the downtown area. It is understood that the business owners then resolved their own issues with the street solicitors.

The RCMP also conducted patrols of the area and a separate report is attached as Appendix "B".

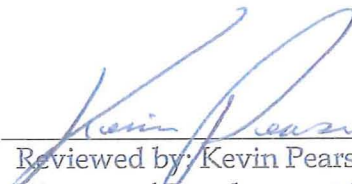
SUMMARY:

Staff are very pleased with the cooperation of the street solicitors in adhering to the requirements of the bylaw. We are hopeful that we can expect the same degree of cooperation in years to come.



---

Prepared by: Maurice Roy, RBO CRBO  
Manager of Permits & Licensing



---

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

mr:

Attachments: Appendix A – Solicitation Bylaw No. 4273  
Appendix B – RCMP summary report



## CITY OF SALMON ARM

BYLAW NO. 4273**A bylaw to regulate street solicitation in the City of Salmon Arm**

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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;

AND WHEREAS the City of Salmon Arm commits to working with social agencies to develop a coordinated and compassionate framework for the vulnerable street solicitation population;

AND WHEREAS the City of Salmon Arm recognizes that the main intention of this bylaw is not to issue fines;

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

1. This Bylaw may be cited as "City of Salmon Arm 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.

City of Salmon Arm Street Solicitation Bylaw No. 4273

“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,
- e) the entrance to a theatre or art gallery,
- f) the entrance to a liquor or cannabis retail store, or
- g) the entrance to a money service business.

.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.

## City of Salmon Arm Street Solicitation Bylaw No. 4273

## 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.

## 6. SEVERABILITY

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

## 7. EFFECTIVE DATE

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

READ A FIRST TIME THIS	11th	DAY OF	June	2018
READ A SECOND TIME THIS	11th	DAY OF	June	2018
READ A THIRD TIME THIS	13th	DAY OF	May	2019
ADOPTED BY COUNCIL THIS	27th	DAY OF	May	2019

"A. HARRISON"  
MAYOR

"E. JACKSON"  
CORPORATE OFFICER



Royal Canadian  
Mounted Police

Gendarmerie royale  
du Canada

Se.  
Classification/désignation sécuritaire

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

Your File - Votre référence

Our File - Notre référence

195-7

Date

October 29, 2019

Mayor and Council City of Salmon Arm

RE: Salmon Arm RCMP Detachment  
Summer Report on Enforcement of "Street Solicitation Bylaw 4273."

Dear Mayor and Council,

I have been advised that Mayor and Council would like to receive information in the form of a recap of our enforcement and actions as it pertains to the newly enacted City of Salmon Arm Street Solicitation By Law.

Over the past summer from the period of June 1 to September 10, 2019 the Salmon Arm RCMP was aware of the "Street Solicitation Bylaw 4273." RCMP officers at this detachment were also aware of Mayor and Council's wishes with respect to this bylaw that it be used in the most server and rare cases that caused issue within the community.

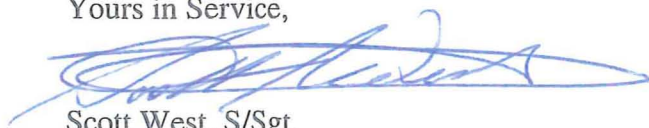
Our officers do not necessarily create a file or record that is searchable when they speak to people as they make patrols unless it is of legal consequence. With that in mind our officers did inform various members of the public who may be engaged in street solicitation in contravention of the City Bylaw over the past summer. I was able to search our records and found,

- 4 police files were opened for Street Solicitation.
  - In 2 of the 4 cases the subject was gone before officers arrived.
- 1 check was documented an RCMP officer informing a solicitor that there was a bylaw prohibiting the activity and the activity ceased.
- There were other cases noticed and not documented my officers where solicitation was in a location not prohibited by the bylaw so no action was taken.
- S/Sgt. West is sure the there are other undocumented cases where RCMP officers informed persons of the bylaw and they moved to a location where it was legal.

In summary the local RCMP Detachment did not issues any tickets under "Bylaw 4273". I have received positive feedback from downtown constituents, general public, and RCMP officers frequenting the downtown that there was a noticeable reduction in street solicitation this past summer. It is our opinion that this bylaw has had the desired effect and was enforced in keeping with local government wishes.

Sergeant Scott Lachapelle or I will attend to answer any questions council may have on this issue in the Council Session on November 25, 2019.

Yours in Service,



Scott West, S/Sgt.

NCO i/c Salmon Arm RCMP Detachment

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Item 8.4

## CITY OF SALMON ARM

Date: November 25, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council appoint the following persons to the Design Review Panel for a three (3) year term, expiring, December 31, 2021:

- Bill Laird;
- Paul Burrows;
- Marc Lamerton;
- Dennis Lowe;
- Trent Sismey; and
- Sharon Bennett.

### Vote Record

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

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

# CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

DATE: November 15, 2019

SUBJECT: Design Review Panel Appointments

## MOTION FOR CONSIDERATION:

**THAT:** *Council appoint the following persons to the Design Review Panel for a three (3) year term, expiring, December 31, 2021):*

*Bill Laird  
Paul Burrows  
Marc Lamerton  
Dennis Lowe  
Trent Sismey  
Sharon Bennett*

## STAFF RECOMMENDATION:

*That the motion for consideration be adopted.*

## BACKGROUND

The current term for the Design Review Panel has technically expired; however, no Development Permit Applications have been received since the new term began on January 1, 2019. The Terms of Reference state (Appendix 1), the panel shall consist of a minimum of five and a maximum of seven members of the public who are appointed by Council for a three (3) year term.

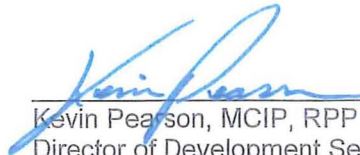
Advertisements seeking statements of interest were placed in the "Salmon Arm Observer" on July 10<sup>th</sup> and 17<sup>th</sup>, 2019. In addition, the ad was also posted on the City of Salmon Arm's website and on City Hall's public notice board.

All of the previous panel members requested to stay on the panel for another term. One new application was received from Sharon Bennett and her statement of interest is attached as Appendix 2.

Staff recommends that the above listed six people be appointed to the Design Review Panel for a three (3) year term expiring December 31, 2021.



Denise Ackerman  
Planner, Development Services Department



Kevin Pearson, MCIP, RPP  
Director of Development Services



# CITY OF SALMON ARM

## DESIGN REVIEW PANEL

### TERMS OF REFERENCE

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#### 1. MANDATE

- .1 The mandate of the Design Review Panel (Panel) is to advise the Council of the City of Salmon Arm (Council) on the design merits of Development Permit applications that are filed with the City under the following sections of Official Community Plan Bylaw No. 4000 (OCP):
 

Section 8.4	Residential Development Permit Area
Section 9.5	City Centre Development Permit Area
Section 9.6	Highway Service/Tourist Commercial and Neighbourhood Commercial Development Permit Areas
Section 10.5	Industrial Development Permit Area
- .2 When advising Council, the Panel will consider and make recommendations with respect to the design objectives and guidelines outlined in Sections 8.4, 9.5, 9.6 and 10.5 of the OCP, as applicable to each application.
- .3 The Panel should consider the following when critiquing an application and formulating its recommendation to Council:
  - (1) the overall form and character of the proposed development in relation to its surroundings;
  - (2) siting of the building and total site development including landscaping, parking, access, grades, safety and preservation of natural amenities;
  - (3) selection and quality of exterior design elements with regard to proposed materials, finishes and colour palettes;
  - (4) building design with reference to human needs, including entrances, size, location, corridors, stairs, views, privacy, security, noise and outdoor lighting; and
  - (5) selection and appropriateness of planting species, fencing and screening measures, hard surface materials and retaining wall design.

#### 2. PANEL APPOINTMENTS AND STRUCTURE

- .1 The Panel shall consist of a minimum of five (5) and a maximum of seven (7) members of the public who are appointed by Council for a three (3) year term.
- .2 Panel members are appointed by Council based on a number of qualifications, including but not limited to knowledge, interest and expertise in urban design and development, related experience and background. Preference is given to residents of the City.
- .3 If a vacancy arises for membership on the Panel, Council may appoint another member to fill such vacancy for the balance of the term.
- .4 As the first order of business for the first scheduled meeting of a term, Panel members will appoint one member to serve as Chair for a one (1) year term.
- .5 If the Panel Chair is not able to attend a scheduled meeting, then the Panel members present will appoint an Acting Panel Chair for that particular meeting.
- .6 The role of the Panel Chair is to keep the meeting on track, moderate discussion and questions, and state the Panel's recommendation at the conclusion of the meeting.

- .7 The Panel Chair is the spokesperson for the Panel.

### 3. ROLE OF CITY STAFF

- .1 City staff representatives from the Development Services Department will attend Panel meetings in an administrative, technical and non-voting capacity. City staff representatives are not Panel members.
- .2 Administrative duties by City staff include but are not limited to coordinating meetings, agenda preparation, referring applications with supporting materials to the Panel members, recording meeting minutes, and follow-up with the Panel Chair for approval of minutes.
- .3 Upon request by the Panel Chair, input by City staff during a Panel meeting may include technical matters and clarification pertaining to all aspects of the application, including a summary of the proposal, background on zoning and other related bylaw matters, and how consistent the proposal is with the design guidelines of the OCP.
- .4 City staff may cancel a Panel meeting under the following circumstances:
  - (1) When there is no quorum at a scheduled meeting in which a minimum of three (3) Panel members had committed to attend.
  - (2) If a meeting cannot be arranged within four (4) weeks after the date a completed application is filed with the City.

If a Panel meeting is cancelled, the Development Permit application may proceed to Council without review by the Panel.

### 4. MEETING STRUCTURE AND PROCEDURES

- .1 Panel members are expected to attend scheduled meetings. All attempts will be made by City staff to schedule meeting times that are suitable to Panel members, applicants and City staff.
- .2 As part of the Development Permit application referral, a brief written summary of the proposal and hard copies of the development drawings will be distributed as an agenda package by regular mail to each Panel member no less than five (5) business days prior to a scheduled meeting.
- .3 A minimum of three (3) Panel members at a meeting is required to constitute a quorum.
- .4 Only Panel members in attendance at a meeting can vote on a recommendation; Panel members who cannot attend a meeting are able to provide written comments on an application prior to a Panel meeting and for the Panel's consideration.
- .5 Copies of written comments provided by an absentee Panel member will be distributed to the Panel and the applicant at a scheduled meeting.
- .6 The Panel will only deal with matters on the meeting agenda and within their mandate.
- .7 No sub-committees will be established by the Panel.
- .8 It is the responsibility of Panel members to review the agenda package prior to a meeting.
- .9 Applicants and/or their agents are encouraged to attend meetings, present their development proposal and answer related questions from Panel members.
- .10 Meeting minutes recorded for an application will be reviewed by the Panel Chair for approval, after which time the minutes will be included as an attachment to the associated Development Services Department Memorandum to Council.
- .11 For convenience, the Panel Chair may authorize a City staff representative to sign the meeting minutes on his / her behalf.

## 5. PANEL RECOMMENDATIONS

- .1 The Panel is obliged to provide a recommendation to Council concerning each Development Permit application it reviews; the recommendation should be consistent with any one of the following statements:
  - (1) Support the application;
  - (2) Support the application, subject to clearly stated recommendations; or
  - (3) Not support the application.
- .2 If there is disagreement among Panel members regarding a recommendation, the recommendation will be determined by a majority vote of the Panel members who are present at a meeting.
- .3 Once a recommendation has been passed, it is expected that all Panel members will respect that recommendation.
- .4 The Panel's recommendation will be documented in the meeting minutes.

## 6. GENERAL

- .1 The Panel is an advisory body of Council and does not have the Statutory Authority to approve or deny Development Permit applications.
- .2 Council is the approving authority for Development Permit applications pursuant to the *Local Government Act* and City's Procedures Bylaw.
- .3 The Panel does not consider zoning bylaw matters relating to land use or density; although the Panel is encouraged to comment on bylaw variances requests that may impact the design of the development in the context of the development site and adjacent lands.

# CITY OF SALMON ARM

## Application for Appointment to the Design Review Panel

The City of Salmon Arm is seeking applications for Citizens at Large to become members of the Design Review Panel. The purpose of the Panel is to act as an advisory body and resource group to City Council on the design merits of Development Permit applications that are filed with the City under the Official Community Plan Bylaw No. 4000 (OCP).

In order to assist the City Council in the selection and appointment of the Panel membership, prospective members are requested to forward a completed application form to City Hall by July 26, 2019 at 4:00 p.m. Applications can be mailed to Box 40, Salmon Arm, BC, V1E 4N2, faxed to 250-803-4042, sent by email to [kfrese@salmonarm.ca](mailto:kfrese@salmonarm.ca) or dropped off at City Hall, 500 - 2 Avenue NE.

Name Sharon Bennett Number of years living in Salmon Arm 1 *- But family history in area since early 1900's.*

Civic address 1970 9th Ave SE

Mailing address (if different than above) \_\_\_\_\_

Email address smbennet@gmail.com

Telephone Home \_\_\_\_\_ Work \_\_\_\_\_ Cell 250 617-8136

Occupation Environmental Protection Officer Min. of Env.

Community Affiliations/Memberships \_\_\_\_\_

Shuswap Watershed Council - Public member

BC Institute of Agrologists.

Reasons for seeking Appointment As a mother of a young family and with deep roots in the community, I would like to contribute to the future development decisions of the City to adhere to the Official Community Plan objectives. I have an extensive background in Watershed Management & how land use decisions impact resources & community sustainability. I have a MSc. from UBC in Resource Mgt. & Env. Studies and have an appreciation for good design principles to ensure long term sustainability for communities.

I, Sharon Bennett, hereby signify that I am willing to accept an appointment to the Design Review Panel.

July 26 2019  
Date

Sharon Bennett  
Signature

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

In order to be considered, this application must be returned to City Hall prior to 4:00 p.m. on July 26, 2019.

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Item 8.5

## CITY OF SALMON ARM

Date: November 25, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council authorize the Mayor and Corporate Officer to execute a Lease Agreement with W.H. Laird Holdings Ltd. for the City to use Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP4908 (327 Alexander Street NE) for the term of January 1, 2020 to December 31, 2022 as a Downtown Parking Commission parking lot for an annual fee of 50% of the annual revenue.

### Vote Record

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

Opposed:

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



---

TO: His Worship Mayor Harrison and Members of Council

DATE: November 18, 2019

SUBJECT: Lease Agreement for Inner Core Parking Lot – 327 Alexander Street NE

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**Recommendation:**

THAT: Council authorize the Mayor and Corporate Officer to execute a Lease Agreement with W.H. Laird Holdings Ltd. for the City to use Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP4908 (327 Alexander Street NE) for the term of January 1, 2020 to December 31, 2022 as a Downtown Parking Commission parking lot for an annual fee of 50% of the annual revenue.

**Background:**

The City of Salmon Arm has been leasing the subject property from 151 Hudson Holdings Ltd. since 2010 and operating it as a Downtown Parking Commission (DPC) parking lot. During that time the fee has remained at 50% of the annual parking lot revenue.

City staff and Mr. Laird are agreeable to entering into a new lease agreement for a further three (3) years under the same terms and conditions as at expiry, and there are no concerns from the DPC.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Erin Jackson", written over a horizontal line.

Erin Jackson  
Director of Corporate Services



Item 8.6

## CITY OF SALMON ARM

Date: November 25, 2019

Moved: Councillor

Seconded: Councillor

THAT: the Mayor and Corporate Officer be authorized to execute a lease agreement with Rosa Guthrie dba Rosa's Taco Stand for a four (4) year term from January 1, 2020 to December 31, 2023, for the amount of \$450.00 per month (plus GST) from April to September and \$50.00 per month (plus GST) from October to March of each year, subject to Community Charter advertising requirements.

### Vote Record

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

Opposed:

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



---

TO: His Worship Mayor Harrison and Members of Council  
DATE: November 18, 2019  
SUBJECT: Blackburn Park Concession Lease Agreement

---

**MOTION FOR CONSIDERATION:**

THAT: the Mayor and Corporate Officer be authorized to execute a lease agreement with Rosa Guthrie dba Rosa's Taco Stand for a four (4) year term from January 1, 2020 to December 31, 2023, for the amount of \$450.00 per month (plus GST) from April to September and \$50.00 per month (plus GST) from October to March of each year, subject to Community Charter advertising requirements.

**BACKGROUND:**

A Request for Proposals (RFP) for Blackburn Park Concession Lease and Operation closed on November 1, 2019 and one (1) proposal was received. The proposal was submitted by the current lessee, Rosa Guthrie, who has been operating Rosa's Taco Stand for many years at Blackburn Park.

Rosa has proposed an increase of \$100.00 per month to bring the monthly lease fee during the regular season (April to September) to \$450.00 (plus GST) per month and has requested that the storage rent remain at \$50.00 (plus GST) per month during the period that she is not operating (October to March).

Rosa is a proven operator who takes pride in the park, provides a lost and found and information to tourists.

Staff recommend a four (4) year agreement at \$450.00 per month (plus GST) from April to September and \$50.00 per month (plus GST) from October to March. The agreement will be advertised in accordance with Community Charter requirements.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Erin Jackson", is written over a horizontal line.

Erin Jackson  
Director of Corporate Services

cc. Tracy Tulak, Acting Chief Financial Officer

Item 8.7

## CITY OF SALMON ARM

Date: November 25, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council award the Public Works Building – Janitorial Contract to Indigo Cleaning Services at the tendered price of \$24,255.00 plus taxes as applicable, for the period of January 1, 2020 to December 31, 2022 and authorize the Mayor and Corporate Officer to execute the contract for same, with the option to extend the contract for a further two (2) year term;

AND THAT: Council award the City of Salmon Arm Fire Halls – Janitorial Contract to Salmon Arm Janitorial Ltd. at the tendered price of \$16,200.00 plus taxes as applicable, for the period of January 1, 2020 to December 31, 2022 and authorize the Mayor and Corporate Officer to execute the contract for same, with the option to extend the contract for a further two (2) year term.

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

---

TO: Mayor Harrison & Members of Council  
 DATE: November 18, 2019  
 FROM: Erin Jackson, Director of Corporate Services  
 PERPARED BY: Caylee Simmons, Executive Assistant  
 SUBJECT: Janitorial Services Contract for Public Works Building and Fire Halls

---

## MOTION FOR CONSIDERATON:

THAT: Council award the Public Works Building – Janitorial Contract to Indigo Cleaning Services at the tendered price of \$24,255.00 plus taxes as applicable, for the period of January 1, 2020 to December 31, 2022 and authorize the Mayor and Corporate Officer to execute the contract for same, with the option to extend the contract for a further two (2) year term;

AND THAT: Council award the City of Salmon Arm Fire Halls – Janitorial Contract to Salmon Arm Janitorial Ltd. at the tendered price of \$16,200.00 plus taxes as applicable, for the period of January 1, 2020 to December 31, 2022 and authorize the Mayor and Corporate Officer to execute the contract for same, with the option to extend the contract for a further two (2) year term.

---

## BACKGROUND:

The current janitorial contracts for the Public Works Building and Fire Halls expire December 31, 2019.

The Invitations to Tender were advertised via newspaper, City website and social media throughout October and November. Tender Packages were made available to City Hall and on the City's website. Site tours were conducted on October 25, 2019.

The closing date for tenders was Friday, November 15, 2019.

Staff have reviewed each submission based on the entire Tender Package, including references, and there were no disqualified tenders. While price is not the only consideration, in each of proposals staff are recommending the lowest tenders for both the Public Works Building and Fire Halls.

The following are the results of the tenders:

#### **Public Works Building**

<b>Vendor</b>	<b>Tender Price</b>
Bliss Commercial Cleaning Services	42,738.48
<b>Indigo Cleaning Services</b>	<b>24,255.00</b>
Salmon Arm Janitorial Ltd.	27,900.00

#### **Fire Halls**

<b>Vendor</b>	<b>Tender Price</b>
Indigo Cleaning Services	21,456.00
<b>Salmon Arm Janitorial Ltd.</b>	<b>16,200.00</b>

#### **RECOMMENDATIONS:**

Should Council award the contracts, as recommended by staff, the City will face an increase of \$1,532.67 for the Public Works Building and \$1,668.60 for the Fire Halls over the course of the three years. These prices represent an increase over the 2019 amounts; which can be accommodated within the 2020 Budget.

#### **Public Works Building**

It is recommended that Council award the contract for the Public Works Building to Indigo Cleaning Services. This company has a well established business and is located in Salmon Arm.

#### **Fire Halls**

It is recommended that Council award the contract for the Fire Halls to Salmon Arm Janitorial Ltd. Salmon Arm Janitorial Ltd. have been providing janitorial services at the Fire Halls, City Hall and RCMP under the current contracts.

#### **Extension**

It is further recommended that Council authorize staff to extend the contracts for an additional two year period, should it be in the best interest of the City to do so. The tendering process requires a great deal of resources and allowing staff to negotiate a price that is favorable for the City, if the performance of the contractor has been satisfactory, would represent a significant savings. A three year term with the option of a two year extension also provides the City with more flexibility.



Erin Jackson  
Director of Corporate Services

cc: R. Niewenhuizen, Director of Engineering & Public Works  
T. Tulak, Acting Chief Financial Officer

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Item 8.8

## CITY OF SALMON ARM

Date: November 25, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council authorize the Mayor and Corporate Officer to execute a Licence for Use and Occupation Agreement with the Salmon Arm Folk Music Society, for use of the land and building located at 541 - 3<sup>rd</sup> Street, S.W., for a five (5) year term from February 1, 2020 to January 31, 2025, for the annual fee of \$1.00, subject to Community Charter advertising requirements.

### Vote Record

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

Opposed:

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



**CITY OF**  
**SALMON ARM**

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TO: His Worship Mayor Harrison and Members of Council

DATE: November 19, 2019

SUBJECT: Rental of Land and Building located at 541 – 3rd Street, S.W.

---

RECOMMENDATION:


THAT: Council authorize the Mayor and Corporate Officer to execute a Licence for Use and Occupation Agreement with the Salmon Arm Folk Music Society, for use of the land and building located at 541 – 3rd Street, S.W., for a five (5) year term from February 1, 2020 to January 31, 2025, for the annual fee of \$1.00, subject to Community Charter advertising requirements.

BACKGROUND:

The Salmon Arm Folk Music Society (SAFMS) has been occupying the building and land located at 541 – 3rd Street, S.W. since February 1, 2015 under a Licence of Use and Occupation Agreement. During that time, SAFMS has made significant improvements to the building, which is used as their main office.

David Gonella, Executive Director, has formally requested a new agreement. Staff do not have any concerns with this request, therefore it is recommended that the Mayor and Corporate Officer be authorized to execute a new agreement for a five (5) year period, under the same terms and conditions, subject to Community Charter advertising requirements.

Respectfully Submitted,



Erin Jackson  
Director of Corporate Services



Item 8.9

## CITY OF SALMON ARM

Date: November 25, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council approve the City of Salmon Arm Municipal Regional District Tax 2020 Tactical Plan, attached as APPENDIX A to the staff report dated November 29, 2019 for submission to the Province.

### Vote Record

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

Opposed:

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



---

TO: His Worship Mayor Harrison and Members of Council  
DATE: November 19, 2019  
SUBJECT: 2020 Tactical Plan - Municipal Regional District Tax

---

Motion for Consideration:

THAT: Council approve the City of Salmon Arm Municipal Regional District Tax 2020 Tactical Plan, attached as APPENDIX A to the staff report dated November 29, 2019, for submission to the Province.

Background:

The City of Salmon Arm has been collecting the Municipal Regional District Tax (MRDT) since June 2017. Each year, by November 30<sup>th</sup>, the City must submit a Tactical Plan (Plan) to the Province.

The Salmon Arm Economic Development Society (SAEDS) has prepared the Plan on behalf of the City and it has been approved by the SAEDS Board and the MRDT Committee. Once it has been approved by Council, the City will submit the Plan to the Ministry of Finance.

Recommendation:

It is recommended that the Motion for Consideration be adopted.

Respectfully Submitted,

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

Erin Jackson  
Director of Corporate Services

APPENDIX A - Municipal Regional District Tax 2020 Tactical Plan

# SALMON ARM

SMALL CITY, BIG IDEAS

## 2020 TACTICAL PLAN MUNICIPAL & REGIONAL DISTRICT TAX



#SAbigideas

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## SECTION 1: 2020 MRDT Strategic Overview

### 1.1 Strategic Direction

#### Salmon Arm's Tourism Model

Salmon Arm relies on a unique model of tourism service delivery which is based on a collaborative multi-agency approach. This approach is reflected in the foundation of the Five-Year MRDT Business Plan and closely linked to this 2020 Tactical Plan. Throughout Salmon Arm and the broader Shuswap Region, there are a number of organizations that have worked together to build the local tourism economy. These partners include local and regional governments, established tourism functions, economic development organizations, community NPO's, Visitor Centres and many others.

On an annual basis, the City of Salmon Arm contributes funding towards the Columbia Shuswap Regional District's (CSR) Shuswap Tourism function, enabling Salmon Arm to participate in this regional initiative. Shuswap Tourism is the destination marketing organization responsible for regional visitor attraction, which it achieves through the implementation of the Shuswap Tourism Development Plan. Since implementing the MRDT on June 1, 2017 the City of Salmon Arm continues to contribute financially towards the regional tourism function through the existing agreement and Shuswap Tourism staff continue their successful work implementing the regional tourism plan which now receives incremental support through a portion of the MRDT revenue, as detailed in *Section 2, 2020 Tactical Plan*.

Since its implementation mid-way through 2017, the City's MRDT Program has been administered by Salmon Arm Economic Development Society under a defined governance structure.

The following principles guide the Salmon Arm MRDT governance process:

- Strong priority must be placed on the tourism industry leading decision making related to the MRDT Business Plan
- A diverse tourism group, inclusive of both accommodators and broader tourism stakeholders is required, to ensure informed decision making
- Small operators need to be assured representation
- Community partners are an imperative part of the MRDT Business Plan and must inform decision making related to the MRDT Business Plan
- Administrative costs must be kept to a minimum to ensure the majority of MRDT revenues are flowing directly into the identified initiatives.

The Salmon Arm MRDT governance model can perhaps be considered a hybrid between the formation of a new non-profit organization and operating under an existing organization, as the SAEDS Board agreed to delegate decision making authority to a MRDT Committee. This governance model allows for industry leadership and decision making, while at the same time ensuring minimal administrative costs as it will be operating under an existing fiscally responsible and sustainable organization.

MRDT revenue collected by Salmon Arm accommodators is remitted to the Ministry of Finance, then transferred to the City of Salmon Arm who in turn transfers the funds to the third party service provider, Salmon Arm Economic Development Society, for implementation of the Business Plan.

## SALMON ARM 2020 Tactical Plan

- **City of Salmon Arm** – Applicant and recipient of MRDT funds received from Province of BC. As detailed within the City of Salmon Arm and Salmon Arm Economic Development Society Third Party Service Agreement, on a monthly basis the City of Salmon Arm disburses 100% of MRDT funds received to the Salmon Arm Economic Development Society for implementation of the Business Plan.
- **Salmon Arm Economic Development Society** – Third Party Service Provider
- **MRDT Committee** - Tourism industry stakeholders participating in a committee of the Salmon Arm Economic Development Society with the mandate to direct and oversee all aspects of the MRDT program, with the support of the Economic Development Manager staff position.

This model has been developed in a manner which ensures the MRDT program is led by the tourism industry, with established supports, communication and accountability measures to ensure its success. The MRDT Committee is led by the Salmon Arm Economic Development Society's Tourism Sector Director, acting as the Committee Chairperson. The Committee is supported/ resourced via the Salmon Arm Economic Development Society's Economic Development Manager. Further, the City of Salmon Arm has a non-voting membership on the MRDT Committee. Additional support and communication include six key partners participating as non-voting members on the MRDT Committee.

### About Salmon Arm Economic Development Society (SAEDS)

The Salmon Arm Economic Development Society is a non-profit society registered with the BC Corporate Registry. It was established on August 27, 2002 and has a 17 person Board of Directors comprising 12 voting members representing the major sectors of the local economy, including: Tourism, Construction, Commercial, Manufacturing, Business Services, Health, Forestry, Agriculture, Education, Arts and Culture, and Technology, and five non-voting members representing City of Salmon Arm, Columbia Shuswap Regional District, Salmon Arm Chamber of Commerce, Adams Lake Indian Band (vacant), and Neskonlith Indian Band.

The mandate of the Society is:

1. *Business Retention and Expansion*
2. *New Business Attraction and Development*
3. *Programs and Projects Designed to Enhance Resident Quality of Life, Economic Development and Prosperity in the Community.*

### MRDT Committee Membership

Voting membership consists of five members comprising:

- Three MRDT collection property representatives "Accommodators"
- A minimum of one of the three positions will represent a property with no more than 40 units (a smaller accommodator), as long as an expression of interest is received from a smaller accommodator
- Two Broader Tourism Stakeholder Representatives
  - No more than one representative from the same organization.



**SALMON ARM 2020 Tactical Plan****Non-voting membership:**

Non-voting members form part of the MRDT Committee for communication and partnership purposes. Non-voting members consist of one representative (designated by the organization) from each of the following:

- City of Salmon Arm
- Shuswap Tourism
- Shuswap Recreation Society
- Shuswap Trail Alliance
- Salmon Arm Visitor Centre
- Downtown Salmon Arm



Activities of the MRDT Committee are in accordance with the *Province of British Columbia's MRDT Program Requirements*, *City of Salmon Arm/SAEDS MRDT Agreement*, the *SAEDS Board Governance and Procedures Policies* and representative of the *Five-Year MRDT Business Plan and Annual Tactical Plan*.

#### **MRDT Committee Members**

<b>Voting: Accommodators</b>	
Jesse Ziercke (Acting Chairperson)	Prestige Harbourfront Resort
Carol Beaulieu	Viewpoint RV Park & Cottages
Jolene Lemarsh	Hilltop Inn
<b>Voting: General</b>	
Tovah Shantz	Shuswap Pie Company
Vacant Position	
<b>Non-Voting</b>	
Corryn Grayston	Salmon Arm Chamber of Commerce/Visitor Centre
Erin Jackson	City of Salmon Arm
Lindsay Wong	Downtown Salmon Arm
Darby Boyd	Shuswap Recreation Society
Phil McIntyre-Paul	The Shuswap Trail Alliance
Kyle Dearing	Shuswap Tourism
<b>Staff Contact</b>	
Lana Fitt	Salmon Arm Economic Development Society



### Accountability & Control

The following guidelines and terms have been established to ensure MRDT funds are spent in accordance with the MRDT Provincial Program Guidelines and Salmon Arm's MRDT Business Plan:

- Salmon Arm Economic Development Society will maintain separate accounting records, tracking all MRDT transactions in accordance with Generally Accepted Accounting Principles.
- Salmon Arm Economic Development Society and the MRDT Committee will provide the City of Salmon Arm copies of annual financial statements within 90 days of the fiscal year end.
- Salmon Arm Economic Development Society and the MRDT Committee will provide the City of Salmon Arm with a copy of the Annual Tactical Plan for each ensuing calendar year.
- Salmon Arm Economic Development Society and its MRDT Committee will provide the City of Salmon Arm with its annual performance report, prior to April 30<sup>th</sup> of each year.

## 1.2 Vision, Mission, Goals, Objectives & Targets

### Vision

Salmon Arm and the broader Shuswap region will be recognized as an all-season destination of choice for visitors from around the world.

### Mission

In the five-year period commencing in 2017, Salmon Arm's MRDT Program will increase visitation to Salmon Arm and the broader Shuswap region (measured by the growth of the annual MRDT revenue). This will be achieved by:

- Telling our story/sharing our experience
- Expanding destination and experiential marketing
- Developing/expanding industry partnerships
- Developing/expanding tourism experiences and assets.

### Overall Goals, Objectives and Targets

There are four guiding principles which form the foundation of Salmon Arm's MRDT Business Plan:

1. "Accommodator led" MRDT program with input and support from broader tourism stakeholders;
2. Support the implementation of specific local tourism initiatives which have been identified as gaps and high ROI opportunities;
3. Support and expand the work of multiple tourism stakeholder organizations across the broader Shuswap region;
4. Collaborative approach, ensuring a strong alignment with strategic plans of partner organizations, including Shuswap Tourism's Development Plan, Thompson Okanagan Tourism Association's Tourism Strategy, and Destination BC's Strategic Plan.

Each of the following goals and objectives of Salmon Arm's MRDT Business Plan will be guided by the overarching focus of "shoulder and off-season development" and "working collaborative with partner organizations".

**Primary Program Goal** - Expand the tourism economy in Salmon Arm and the broader Shuswap Region, measured by increased accommodation occupancy rates.

### Measurables

Of a heightened importance, as this is Salmon Arm's first business plan for MRDT, is measuring success. Each of the initiatives detailed within this 2020 Tactical Plan (Section 2) includes a matrix detailing how success will be measured, these vary by initiative, however the primary success measurements for Salmon Arm's MRDT program include the following:

- Increased room revenue
- Increased occupancy rates





### 1.3 2019 Lessons Learned

Salmon Arm's MRDT Program achieved some noteworthy milestones in 2019, both through the work of the MRDT Committee and through our partner organizations. In alignment with our Strategic Plan, work in 2019 focussed on event attraction and event hosting, an expansion of visitor services, tourism marketing, and place-making. 2019 also marked the launch of Salmon Arm's new Small City, Big Ideas Brand. Key lessons learned in 2019 are summarized below:

- Although only seven months of 2019 revenue has been received at the time of writing this report, projections indicate that 2019 will exceed 2018 MRDT revenue.
- 2019 was the first full-year of collection of MRDT on short term vacation rentals. Revenue from this taxation source proved to be sporadic and difficult to pattern for future years' financial projections.
- Several changes were made in 2019 to expand community engagement opportunities, including hosting an open house and engaging one-on-one with area accommodators. This approach ensured a well-informed tactical plan.
- The 2019 Tactical Plan prioritized supporting the expansion of local tourism businesses. This work included compiling and sharing tourism data and hosting workshops to support marketing efforts of local companies. Business participation exceeded expectations and feedback revealed these efforts were well-received.



## 1.4 Target Markets

**Geographic Market:** Shuswap Tourism has identified a primary market of “close to home” travellers from BC Interior and Northern BC as well as Pacific Northwest US. A secondary market of Alberta and Metro Vancouver are also priority areas. Salmon Arm’s MRDT Business Plan mirrors these target markets. As determined within Shuswap Tourism’s Development Plan and in alignment with Thompson Okanagan Tourism Association and Destination BC’s target markets, the following Explorer Quotient Audience has been identified for the Shuswap Region:

Explorer Quotient Audience (Profiles identified by Canadian Tourism Commission)

**Authentic Experiencers** - Typically understated travellers looking for authentic, tangible engagement with destinations. With a particular interest in understanding the history of the places they visit, these experiencers have a higher than average education and an average household income and are more likely to be retired with an average of 53% over the age of 55. Experience appeal for these visitors includes exhibits, architecture, historic sites/buildings and museums. They may also be interested in nature, shopping, foodie opportunities, performing arts, and water-based outdoor activities (among others).

**Free Spirits** - Highly social and open-minded. Their enthusiasm for life extends to their outlook on travel. Experimental and adventurous, they indulge in high-end experiences that are shared with others. These higher-than-average income earners tend to be full-time workers if they are not still students. 80% of the Free Spirits are in the 18-54 demographic. These travellers are more likely than most to be interested in shopping, dining and other food related activities, entertainment and performing arts, water-based outdoor activities, festival, events and spectator sports, outdoor and nature experiences (among others).

**Cultural Explorers** - defined by their love of constant travel and continuous opportunities to embrace, discover and immerse themselves in the culture, people and settings of the places they visit. With a higher-than-average education and average household income, 43% of these travellers are between the ages of 35-54. Similar to Free Spirits, Cultural Explorers are likely to find many activities appealing to do on a long-haul vacation, including nature and outdoor experiences, sightseeing, water-based outdoor activities, and festivals, events and spectator sports (among others).





## 1.5 Strategies – Key Actions

The 2020 MRDT Tactical Plan will see Salmon Arm continue on the path of the key actions identified within the Five-Year Business Plan. These key actions were arrived at through a six-month process of community engagement and assessment inclusive of the follow activities:

- 1) Accommodator consultation (one-on-one meetings as well as group meetings with the MRDT Committee)
- 2) Tourism industry consultation (one-on-one meetings with broad tourism industry representatives)
- 3) Consultation with community organizations (Shuswap Tourism, Salmon Arm Visitor Centre, Shuswap Trail Alliance, Salmon Arm Recreation and others)
- 4) Research and review of existing tourism strategies (Shuswap Tourism, Thompson Okanagan Tourism Association, Destination BC)
- 5) Assessment of emerging priorities to ensure:
  - a. Alignment with Provincial MRDT Program Guidelines
  - b. Alignment with Shuswap Tourism, Thompson Okanagan Tourism Association and Destination BC strategies
  - c. Opportunity assessment to determine possible return on investment, outcomes and measurables for each initiative
  - d. Assessment of required financial and staff resources
- 6) Community open house to provide an opportunity for further comment and input on identified key actions and strategies.

Following is a list of the key strategies which emerged (and remain) as community priorities for Salmon Arm's MRDT program.

- Research & Planning
  - Development and Implementation of a Community Event Strategy
  - Development of a Community Ambassador Program
- Marketing
  - Expansion of Shuswap Tourism's Regional Marketing – Non-Traditional Season Development
  - Event Attendee Visitor Information Packages
  - Media Fam Tour Hosting expansion
  - Consumer Shows
  - On-line Digital Marketing Campaigns
- Destination/Experience Development
  - Event Expansion (Sports Tourism, Cultural Festivals, Agri-Tourism, Conference/Conventions and Seminars)
  - Anchor Asset Support – planning, beautification and marketing of identified key tourism anchors: Community Trails and Canoe Beach
    - Specific tourism-based trail planning and marketing occurring throughout the Five-Year Business Plan
    - On-site signage, entrance beautification and expansion of sports tourism event opportunities at Canoe Beach over years two to four of the Business Plan
  - Facilitation of Visitor Package Development (industry partnerships)
- Visitor Services
  - Expanded visitor information and signage

## 1.6 Summary of 2020 Tactics

Each of the initiatives related to these strategies are detailed further in *Section 2, 2020 Tactical Plan*.

Research & Planning	
Data Collection & Distribution	Compile visitor statistics and distribute data to tourism stakeholders on a quarterly basis to support business development
Marketing Support Services for Local Tourism Stakeholders	Host group training opportunities and provide one-on-one support, designed to expand Salmon Arm's digital media presence
Marketing	
Expand Visitor Information	Expand distribution of visitor information in strategic locations where visitors gather – Street Team & Interactive Kiosk
Shuswap Tourism Regional Marketing	Support the expansion of Shuswap Tourism's visitor attraction marketing, specifically focussed on shoulder and off-season
Consumer Tradeshows	Secure tradeshow booths at a minimum of four consumer shows annually
Expand Digital and Print Marketing Opportunities	Distribute event attendee welcome packages, seasonal kiosk information displays, in-community marketing and digital marketing campaigns designed to support visitor attraction
Destination/Experience Development	
Destination Event Expansion	<ol style="list-style-type: none"> <li>1. Provide support to existing community events to expand the number of attendees &amp; number of event days</li> <li>2. Expand the number of destination events occurring in Salmon Arm</li> </ol>
Shuswap Trail Planning and Marketing	Expand trail-based marketing campaigns and support planning for future "high tourism potential" trail development
Cultural Development	Support the implementation of Salmon Arm's Cultural Master Plan through the implementation of initiatives that align with the goals and objectives of the MRDT strategy
Visitor Services	
Visitor Kiosks – Onsite Interpretive Information	Develop interactive kiosks inclusive of visitor information positioned at strategic locations where visitors gather



## 1.7 Sources of Funding

Figures included in the table below are estimates based on accommodator input (average room rates and occupancy rates) combined with 2019 actual revenue received. MRDT revenues will be incremental to existing tourism funding. On an annual basis, the City of Salmon Arm contributes funding towards the regional Shuswap Tourism function administered by the Columbia Shuswap Regional District. This existing contribution is funded by the City of Salmon Arm through tax requisition and will continue as such, it will not be replaced by MRDT revenues. All initiatives funded from MRDT revenue are new or expanded initiatives which, in the absence of MRDT revenue, do not have a funding source attached.

Estimated Annual 2% MRDT Revenue	\$227,000
2019 MRDT Revenue Carry Forward	\$ 86,672
<b>Total 2020 MRDT Program Budget</b>	<b>\$313,672</b>
Local Government Contribution to Tourism Projects	\$ 54,739
Co-op Funds – Destination BC	\$ 50,000
Co-op Funds – DMO Led Projects	\$187,261
<b>Total Revenue</b>	<b>\$605,672</b>



**SECTION 2: 2020 Tactical Plan****Project Plans**

<b>Major Category</b> Visitor Services	
<b>Activity Title</b> Visitor Kiosks – On-site Visitor Information	
<b>Tactics</b> To program and install an interactive kiosk, positioned at the Marine Peace Park visitor station	
<b>Partners</b> Shuswap Tourism, Salmon Arm Visitor Centre, Downtown Salmon Arm	
<b>Implementation</b> On-site interactive visitor information including customizable maps highlighting key destinations, services and experiences in the community.	
<b>Timeline</b> 2020	
<b>Sources of funding</b> MRDT Revenue	
<b>Budget</b> \$3,000	
<b>Performance Measures</b> <ul style="list-style-type: none"> <li>One interactive kiosk programmed and installed at Marine Peace Park visitor station</li> </ul>	<b>Outcomes:</b> <ul style="list-style-type: none"> <li>Increased visitor awareness and participation in regional tourism experiences</li> <li>Increased room occupancy rates</li> </ul>



<b>Major Category</b> Visitor Services	
<b>Activity Title</b> Visitor Outreach Street/Event Team	
<b>Tactics</b> To ensure a positive visitor friendly experience in Salmon Arm while providing expanded visitor information to encourage extended stays and/or repeat visits	
<b>Partners</b> Salmon Arm Visitor Centre	
<b>Implementation</b> Salmon Arm has several annual community events including arts and culture, sporting, festivals, etc. These events draw hundreds (in some cases thousands) of visitors to our region. In order to ensure the best possible experience for our visitors, as well as expand the economic value of events, visitors need to be well informed about additional activities and community assets which will enhance their experience. Visitor Centre Street Teams will conduct outreach at events and high-traffic visitor locations with the goal of expanding visitor participation in tourism activities, extending stays, and encouraging repeat visits.	
<b>Timeline</b> 2020	
<b>Sources of Funding</b> MRDT Revenue	
<b>Budget</b> \$10,000	
<b>Performance Measures</b> <ul style="list-style-type: none"> <li>Engage with a minimum 500 visitors over the summer months</li> </ul>	<b>Outcome</b> <ul style="list-style-type: none"> <li>Increased visitor awareness/access to tourism experiences</li> <li>Repeat visits to Salmon Arm</li> <li>Increased room occupancy rates</li> </ul>

<b>Major Category</b> Research & Planning	
<b>Activity Title</b> Knowledge Sharing	
<b>Tactics</b> Data Collection, Trend Identification and Data Distribution	
<b>Partners</b> Shuswap Tourism, TOTA	
<b>Implementation</b> <p>The Shuswap Tourism subscription to the TOTA Community Research Program will be extended through 2020, and SAEDS/MRDT will be added to the subscription so this data can be accessed and used by both organizations.</p> <p>There is a growing amount of data available through the TOTA Community Research Program concerning visitation to our region. This helps to identify the types of travelers that are visiting our region, where they are coming from, and what they are interested in experiencing and doing while they are here. This information can help better define marketing efforts and also support business development and expansion, event creation, and various other opportunities.</p>	
<b>Timeline</b> 2020	
<b>Sources of Funding</b> <b>MRDT Revenue \$5,000</b> City of Salmon Arm (through Shuswap Tourism) \$1,130.98 Shuswap Tourism \$3,869.02	
<b>Budget</b> \$10,000	
<b>Performance Measures</b> <ul style="list-style-type: none"> <li>• Renew TOTA Community Research Program subscription for 2020</li> <li>• Compile data and identify trends</li> <li>• Circulate quarterly reports to tourism stakeholders</li> </ul>	<b>Outcome</b> <ul style="list-style-type: none"> <li>• Support for tourism business sustainability and tourism business growth through informed decision making</li> </ul>

<b>Major Category</b> Destination Experience Development
<b>Activity Title</b> Destination Event Expansion
<b>Tactics</b> 1: Provide support to existing community events to expand the number of attendees and number of event days 2: Expand the number of destination events occurring in Salmon Arm
<b>Partners</b> Shuswap Tourism, Salmon Arm Visitor Centre and a variety of community NPO's
<b>Implementation</b> Visitors to Salmon Arm seek opportunities to interact not only with the region and its infrastructure, but also with its experiences and culture. When events are properly planned and executed, they can provide a long-term, ongoing sustainable source of value for the region's tourism. However, when staged poorly or in a manner that fails to resonate, events can also be a liability for the region, creating expectations that fail to be delivered on.  Through the Event Co-ordinator contract and the Event Fund, the following tasks will be undertaken:  <b>Support for Existing Events:</b> <ul style="list-style-type: none"> <li>• Event planning and co-ordination support</li> <li>• Financial support to assist with event hosting costs (grant funding program with pre-determined criteria including: must be a new event addition or expanded marketing designed to support increased number of overnight attendees, based on minimum targets)</li> <li>• Marketing support.</li> </ul> <b>New Event Development:</b> <ul style="list-style-type: none"> <li>• Submitting community bids to host targeted events</li> <li>• Planning and coordinating new events</li> <li>• Financial support for new event hosting costs</li> <li>• Event marketing</li> </ul>
<b>Timeline</b> 2020

<b>Sources of Funding</b>	
MRDT Revenue	
<b>Budget</b>	
<b>MRDT Contribution</b>	
\$74,000 (inclusive of contract wages, event grant fund, and bid and hosting costs for new event attraction)	
<b>Total Budget</b>	
\$74,000	
<b>Performance Measures</b>	<b>Outcome</b>
<ul style="list-style-type: none"> <li>• Minimum of five existing community events supported/expanded</li> <li>• Attraction of at least two new anchor events</li> </ul>	<ul style="list-style-type: none"> <li>• 5% event attendee increase for existing events supported</li> <li>• Increased room occupancy rates</li> </ul>



## SALMON ARM 2020 Tactical Plan

<b>Major Category</b>	
Destination Experience Development	
<b>Activity Title</b>	
Cultural Development Fund	
<b>Tactics</b>	
To support the development of cultural activities, experiences and events in Salmon Arm	
<b>Partners</b>	
City of Salmon Arm, Various Community Organizations	
<b>Implementation</b>	
<p>The City of Salmon Arm has developed a Cultural Master Plan Working Group to guide the development of a Cultural Master Plan. This Plan will guide new policy development, services and infrastructure planning as related to arts and culture. The Cultural Master Plan is anticipated to include initiatives for implementation in 2020 which relate to public art, cultural events, placemaking and public gathering opportunities, among other initiatives.</p> <p>The MRDT Cultural Development Fund will support the implementation of Master Plan Tasks and other identified cultural initiatives which directly relate to tourism development in Salmon Arm. Once the Plan is complete (anticipated to be early in 2020), action items will be assessed by the MRDT Committee to determine which align with the MRDT Strategic Plan. Further, the MRDT Committee may consider submissions from other community organizations. Again these project submissions will be assessed through the lens of alignment with Salmon Arm's MRDT Business Plan.</p>	
<b>Sources of Funding:</b>	
MRDT	
<b>Timeframe</b>	
2020	
<b>MRDT Budget</b>	
\$10,000	
<b>Performance Measure</b>	<b>Outcomes</b>
<ul style="list-style-type: none"> <li>Expanded number of cultural events and/or experiences for visitors to Salmon Arm</li> </ul>	<ul style="list-style-type: none"> <li>Increased room occupancy rates</li> </ul>

<b>Major Category</b>
Destination Experience Development
<b>Activity Title</b>
Shuswap Trail Planning and Marketing
<b>Tactics</b>
Expand trail-based marketing campaigns and support planning for future high tourism potential trail development
<b>Partners</b>
Shuswap Trail Alliance
<p>The 2020 Shuswap Trail Planning and Marketing Plan targets: 1) ongoing growth of trail-based marketing, 2) development of high tourism potential trails. This will be achieved through continued installation of trail signage, updated mapping, and online visitor information, and 3) ongoing planning for destination trails within the Salmon Arm Bay sub-region.</p> <p>Salmon Arm's success in expanding our tourism industry strongly depends on our ability to offer high-quality visitor experiences – tourism products and experiences that meet the needs and expectations of our visitors. Although there were a variety of important community assets identified during Salmon Arm's MRDT Business Plan process, the regional trail system was one that emerged in almost every meeting with tourism stakeholders and presents significant opportunity associated with visitor attraction.</p> <p>Three high-visitor attraction trail-based priorities emerged in the consultation process:</p> <ol style="list-style-type: none"> <li>1. Trail Marketing Campaigns – greenways signage and expanded mapping</li> <li>2. Trail Marketing Campaigns – expanded marketing for specific trail-based experiences</li> <li>3. Identification and planning for high tourism potential trail development</li> </ol> <p>In order to ensure alignment of trail related working priorities with high destination tourism value on an annual basis, the Shuswap Trail Alliance and Shuswap Tourism participate in the collaborative planning process for the development of the MRDT Tactical Plan, ensuring trail development and marketing priorities are being driven by the Shuswap Trail Alliance's annual strategy and Shuswap Tourism's trail based marketing work plans.</p> <p>Following are the trail based priorities for 2020:</p> <ol style="list-style-type: none"> <li>1. Greenway Signage and Expanded Mapping: <ul style="list-style-type: none"> <li>• 20 new trail signs on high traffic tourism trails installed (within the Salmon Arm and surrounding destination greenway trail system, including the new Cemetery mountain bike loop and Rubberhead Trails.)</li> <li>• 30 enhanced hike/bike icon plates added to existing trailhead signs</li> <li>• 10 Secwepemc Landmarks Trailhead 6x6 signs installed within Salmon Arm Bay</li> </ul> </li> </ol>



<ul style="list-style-type: none"> <li>• Update the City of Salmon Arm mapping database and website links to the Shuswap Trails master geo-referenced web-based guide maps showing all new trail additions.</li> <li>• Update embedded Shuswap Trail content on Google Earth mapping data base</li> </ul>	
<p>2. Expanded Marketing for Specific Trail-Based Experiences:</p> <ul style="list-style-type: none"> <li>• Update Shuswap Trail Guide content</li> <li>• Update Shuswap Trail Website content</li> <li>• Update TrailForks App</li> <li>• Update Mountain Biking BC website content and links</li> <li>• Update Shuswap Trail guide content on Shuswap Tourism, Salmon Arm, Thompson Okanagan Tourism Association, and Destination BC hosted websites</li> <li>• Assess and target three new online trail apps for Shuswap Trail guide content suitability for hiking, equestrian, and winter nordic (to complement TrailForks mountain bike reach)</li> <li>• Maintain Shuswap Trail social media posts and push through Shuswap Tourism network</li> </ul>	
<p>3. High Tourism Potential Trail Development Planning:</p> <ul style="list-style-type: none"> <li>• West Bay Trail Master Plan – add to the planning reserve to support leveraged funding of Phase Two Environmental &amp; Engineering Design with Adams Lake Band, Neskonlith Band, and City Salmon Arm</li> <li>• New destination trail planning – Three km of new destination trails within the Salmon Arm region</li> </ul>	
<p><b>Timeline</b> 2020</p>	
<p><b>Sources of Funding</b> MRDT Revenue \$31,460 MRDT Reserve Fund \$20,000</p>	
<p><b>Budget</b> Total Project Budget Value: 2020 projects = \$51,460</p>	
<p><b>Performance Measures</b></p> <ul style="list-style-type: none"> <li>• New trail signs and icons installed</li> <li>• Updated mapping database</li> <li>• Updated embedded trail content on Google Earth</li> <li>• Updated Trail Guide content</li> <li>• Updated website and trail app content</li> <li>• Support leveraged funding of West Bay Trail Master Plan Phase 2</li> </ul>	<p><b>Outcome</b></p> <p>Expanded visitor awareness of trail experiences in Salmon Arm and the Shuswap region</p> <ul style="list-style-type: none"> <li>• Expanded visitor access to trail maps, guides, and online information</li> <li>• Expanded trail-based visitor experiences</li> <li>• Expanded trail-based tourism visitations</li> </ul>

<b>Major Category</b>
Marketing
<b>Activity Title</b>
Expanded Visitor Information
<b>Tactics</b>
To create (or expand distribution of) print collateral and digital marketing for visitor attraction
<b>Partners</b>
Shuswap Tourism, Salmon Arm Visitor Centre
<b>Implementation</b>
<p>Shuswap Tourism is entering Year three of a five-year strategic marketing plan focused on growing tourism in the Shuswap region into a four-season destination. Various marketing collateral (ex. promotional videos, photography, written assets, etc.) have been developed in the past year as part of a previous digital marketing campaign that promoted the regional winter tourism season. These assets will be used in three ways in 2020:</p> <ol style="list-style-type: none"> <li>1. A new winter 2020 digital marketing campaign will be developed that uses these assets strategically on various online platforms to promote winter season visits to the Shuswap region.</li> <li>2. A FAM tour attraction package will be developed with the goal of attracting national and international level writers and publications to experience and then showcase winter experience in Salmon Arm and throughout the Shuswap region.</li> <li>3. A national-level digital-based contest will be developed around winning a winter getaway package to Salmon Arm and the Shuswap. This will include an itinerary that focuses on experiencing the region's best assets and involve the winner(s) participating in media coverage to help further promote the region through the sharing of their experiences and the associated development of marketing collateral.</li> <li>4. As directed by the Shuswap Tourism Marketing Strategy, various print materials will be updated and distributed including rack cards, itineraries, and vacation planners.</li> <li>5. Marketing campaigns to support Major Events and sub-sector marketing consortiums including the BC Ale Trail and Shuswap Wineries will be developed and launched.</li> </ol> <p>Growing Salmon Arm and the Shuswap region into a four-season destination requires the development and use of high-quality promotional materials in strategic ways to share and promote visitor experiences that highlight key local assets and experiences. A suite of winter videos, photography, and blog articles themed around outdoor</p>



<p>adventure activities around the Shuswap (e.g. snowshoeing, cross-country-skiing, sledding, etc.) was completed within the last year and used as part of a digital marketing campaign for the last winter season. These assets are all still very relevant and timely in promoting key local winter assets and experiences and can be re-used to maximize their lifespan.</p> <p>In addition to Shuswap Tourism marketing initiatives, MRDT staff will also undertake several marketing initiatives directly, including developing seasonal and/or event related displays at visitor structures, digital and print marketing of upcoming events, purchasing and distributing event attendee welcome packages and Salmon Arm branded collateral, as well as partnership marketing opportunities with Shuswap Tourism.</p>	
<p><b>Timeline</b></p> <p>On-going initiative</p>	
<p><b>Sources of Funding</b></p> <p><b>MRDT Revenue \$65,000</b></p> <p>City of Salmon Arm (through Shuswap Tourism) \$37,775</p> <p>Shuswap Tourism \$129,225.72</p>	
<p><b>Budget</b></p> <p>\$232,000</p>	
<p><b>Performance Measures</b></p> <ul style="list-style-type: none"> <li>Identify top digital platforms based on EQ and other visitor metrics and arrange for the 6 winter videos to be played to users based on winter season marketing timeframes (Jan/Feb 2020 and Oct/Nov/Dec 2020).</li> <li>Develop a FAM tour attraction package and winter-based itinerary. Identify and attract appropriate FAM tour participants with the goal of achieving national and/or international media coverage.</li> <li>Design and launch national-level Salmon Arm and Shuswap vacation package contest.</li> <li>Welcome packages for event attendees</li> </ul>	<p><b>Outcomes</b></p> <ul style="list-style-type: none"> <li>Expanded visitor awareness of winter product and experience availability in Salmon Arm and the Shuswap region</li> <li>Expanded awareness of winter product and experience availability in Salmon Arm and the Shuswap region in key target markets</li> <li>Increased room occupancy rates</li> </ul>

<b>Major Category</b> Marketing	
<b>Activity Title</b> Contract Tourism Promoter & Trainer	
<b>Tactics</b> To motivate, encourage and share marketing knowledge with tourism stakeholders, as well as expand Salmon Arm's presence on key digital tourism platforms.	
<b>Potential Partnerships</b> Shuswap Tourism Tourism Industry Representatives	
<b>Implementation Plan</b> The Tourism Promoter and Trainer will: <ol style="list-style-type: none"> <li>1) Host various training workshops for local tourism stakeholders to assist in elevating exposure on key digital tourism platforms.</li> <li>2) Work one-on-one with industry leaders where there is interest.</li> <li>3) Work to expand community postings on Trip Advisory, Yelp, Social Media Channels and other on-line tourism forums to promote community events, experiences and activities.</li> </ol>	
<b>Timeframe</b> On-going	
<b>Budget</b> \$32,000 (\$31,000 contract plus \$1,000 workshop hosting costs)	
<b>Performance Measures</b> <ul style="list-style-type: none"> <li>• Expand postings for a minimum of 30 tourism experiences in Salmon Arm on key tourism platforms</li> <li>• Host a minimum of 6 workshops on effective use of web, social media and on-line tourism platforms</li> </ul>	<b>Output</b> <ul style="list-style-type: none"> <li>• Increased visitor engagement</li> <li>• Expanded awareness of activities and experiences available in Salmon Arm</li> <li>• Increased room occupancy rates</li> </ul>

## SALMON ARM 2020 Tactical Plan

<b>Major Category</b>	
Marketing	
<b>Activity Title</b>	
Consumer Tradeshows	
<b>Tactics</b>	
Secure tradeshow booths at a minimum of four consumer shows.	
<b>Partners</b>	
Shuswap Tourism	
<b>Implementation</b>	
<p>Shuswap Tourism will secure tradeshow booths at relevant consumer tradeshows that attract target demographics, looking specifically at outdoor and/or travel shows in western Canada and United States. With a visually appealing booth design and engaging staff, Salmon Arm and the Shuswap region will be promoted for through the distribution of print collateral and focus on experiences that will increase visitation in the spring, fall, and winter.</p> <p>Shuswap Tourism has had considerable success in attracting visitors to the region via tradeshow booths at consumer shows in our primary and secondary target markets. Whenever possible, marketing at consumer shows is done in partnership with industry.</p>	
<b>Timeline</b>	
2020	
<b>Sources of Funding</b>	
MRDT Revenue - \$10,000	
City of Salmon Arm (Through Shuswap Tourism) - \$2,261.96	
Shuswap Tourism - \$7,738.04	
<b>Budget</b>	
\$20,000	
<b>Performance Measures</b>	<b>Outcome</b>
<ul style="list-style-type: none"> <li>Relevant tradeshows booked/attended throughout 2020</li> </ul>	<ul style="list-style-type: none"> <li>5% increase in visitation to the Shuswap Region.</li> <li>Increased room occupancy rates</li> </ul>



<b>Major Category</b>	
Marketing	
<b>Activity Title</b>	
Shuswap Trails Campaign	
<b>Tactics</b>	
Design and Implement a Shuswap Trails marketing campaign in alignment with Shuswap Tourism's five-year marketing strategy	
<b>Partners</b>	
Shuswap Tourism Shuswap Trail Alliance	
<b>Implementation</b>	
<p>In partnership with Shuswap Trail Alliance and as directed by the Shuswap Tourism five-year marketing strategy, a marketing campaign will be developed focussed on promotion of year-round use of the regional trail system. Launch of the campaign will include both digital and print distribution.</p> <p>A contract with a marketing consultant will be secured to assist Shuswap Tourism with the development of this project and will begin in the spring of 2020.</p>	
<b>Timeline</b>	
2020	
<b>Sources of Funding</b>	
City of Salmon Arm (Through Shuswap Tourism) - \$6,786 Shuswap Tourism - \$23,214 Destination BC - \$30,000	
<b>Budget</b>	
\$60,000	
<b>Performance Measures</b>	<b>Outcome</b>
<ul style="list-style-type: none"> <li>Development of a targeted marketing campaign designed to promote year-round use of the Shuswap regional trail system</li> </ul>	<ul style="list-style-type: none"> <li>Expanded visitor engagement</li> <li>Expanded awareness and use of the Shuswap Trail systems</li> <li>Increased number of visitors</li> </ul>

<b>Major Category</b>	
Marketing	
<b>Activity Title</b>	
Image Bank Project	
<b>Tactics</b>	
Shuswap Tourism will be updating their photography database. This photography will be used for all social media marketing and our printed marketing collateral and will focus on spring and fall experiences. They also intend to increase their videos to be used on various social channels and especially YouTube.	
<b>Partners</b>	
Shuswap Tourism	
<b>Implementation Plan</b>	
This photography will be used across Shuswap Tourisms social media marketing and printed marketing collateral and will focus on spring and fall experiences. ST also intends to increase the number of videos to be used on various social channels and especially YouTube. This photography and videos will create awareness of fall and spring experiences in the Shuswap.	
A contract with a photographer/videographer will be secured to assist Shuswap Tourism with the development of this project and will begin in the spring of 2020.	
<b>Timeline</b>	
2020	
<b>Sources of Funding</b>	
City of Salmon Arm (Through Shuswap Tourism) - \$4,524	
Shuswap Tourism - \$15,476	
Destination BC - \$20,000	
<b>Budget</b>	
\$40,000	
<b>Performance Measures</b>	<b>Outcome</b>
<ul style="list-style-type: none"> <li>Development of a refreshed, professional, multi-use and multi-season image bank (print and video) of Salmon Arm and the Shuswap Region</li> </ul>	<ul style="list-style-type: none"> <li>Expanded visitor engagement</li> <li>Expanded promotion of activities, events and experiences in the Shuswap</li> <li>Increased number of visitors</li> </ul>

**SECTION 3: 2020 MRDT Budget**

<b>Revenue</b>	
Carry-forward from previous calendar year	86,672
MRDT Revenue	227,000
Local Government Project Funding	54,739
Co-op funds (DBC Funding )	50,000
Co-op funds (DMO-led projects)	187,261
<b>Total Revenue</b>	<b>\$605,672</b>
<b>Expenses</b>	
<b>Marketing</b>	
Marketing staff – wage and benefits	32,000
Media advertising and production	338,608
Consumer shows and events	12,262
Collateral production and distribution	20,000
Travel media relations	5,000
<b>Subtotal</b>	<b>\$407,869</b>
<b>Destination &amp; Product Experience Management</b>	
Destination & Product Experience Management Staff – wage and benefits	39,000
Product experience enhancement	96,460
<b>Subtotal</b>	<b>\$135,460</b>
<b>Visitor Services</b>	
Visitor services activities	13,000
<b>Subtotal</b>	<b>\$13,000</b>
<b>Research &amp; Planning</b>	
Research & Planning Activities	6,131
<b>Subtotal</b>	<b>\$6,131</b>
<b>Administration</b>	
Management and staff unrelated to program implementation – wages and benefits	35,512
Finance staff – wages and benefits	2,000
Human Resources staff – wages and benefits	
Board of Directors costs	
Information technology costs – workstation-related costs (i.e. computers, telephone, support, networks)	
Office lease/rent	5,700
General office expenses	
<b>Subtotal</b>	<b>\$43,212</b>
<b>Total Expenses:</b>	<b>\$605,672</b>
<b>Balance or Carry Forward</b>	<b>\$0</b>



**SALMONARM 2020 Tactical Plan**
**Projected Spend by Market (*broad estimate*)**

Geographic Market	Total Marketing Budget by Market	% of Total \$ by Market
BC	\$244,316	65%
Alberta	\$ 93,967	25%
Ontario		
Other Canada ( <i>please specify</i> )		
Washington State	\$37,586	10%
California		
Other USA ( <i>please specify</i> )		
Mexico		
China		
UK		
Germany		
Australia		
Japan		
Other International ( <i>Please specify</i> )		
<b>Total</b>	\$375,869	

## Section 4: Conclusion

The 2020 MRDT Tactical Plan mirrors the strategic direction, vision, goals and objectives presented in Salmon Arm's Five-Year MRDT Business Plan. The Five-Year Plan is a community developed program which was prepared with extensive consultation and is reflective of strong accommodator and broader tourism industry support. Both the broader Five-Year Plan and the 2020 Tactical Plan align with goals and objectives within the Shuswap Tourism Development Plan, Thompson Okanagan Tourism Association Strategy and Destination BC Strategy. Our community continues to prioritize a collaborative approach to growing our tourism economy as represented in this 2020 Tactical Plan.





Item 8.10

## CITY OF SALMON ARM

Date: November 25, 2019

Moved: Councillor

Seconded: Councillor

THAT: the property at 391 Hudson Avenue NE be provided a grant for the 2020 Property Tax Levy on Assessment Class 8. The Class 8 assessment is based on the portion of the building that contains Lakeside Community Church.

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

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Date: November 19, 2019  
To: Mayor Harrison and Members of Council  
From: Acting Chief Financial Officer  
Subject: 2019 Permissive Tax Exemption – Bylaw 4352

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**Recommendation:**

THAT: The property at 391 Hudson Avenue NE be provided a grant for the 2020 Property Tax Levy on Assessment Class 8. The Class 8 assessment is based on the portion of the building that contains Lakeside Community Church

**Background:**

During the preparation of Tax Exemption Bylaw 4352, Living Water Church, located at 180 Lakeshore Dr NW, advised staff that the church was vacating the property effective November 30, 2019. The property located at 180 Lakeshore Dr NW is owned by a for profit business, therefore once the church vacates the property, the Permissive Tax Exemption is no longer applicable.

Once written confirmation was received from Living Water Church, staff proceeded to remove the property from the Permissive Tax Exemption Bylaw 4352. Unfortunately there was an administrative error and the property removed from Bylaw 4352 was Lakeside Community Church located at 391 Hudson Avenue NE.

BC Assessment has advised that due to the statutory deadline date of October 31, Lakeside Community Church located at 391 Hudson Avenue NE will have a taxable class 8 assessed value for the 2020 taxation year. The estimated property tax levy for 2020 for the portion of the building that contains Lakeside Community Church is \$2,700.00.

BC Assessment also advised that once staff submit the written confirmation from Living Water Church, the permissive tax exemption on the property located at 180 Lakeshore Dr NW would be removed. Staff have provided the necessary documentation to BC Assessment and the permissive tax exemption for 180 Lakeshore Dr NW will be removed from the 2020 assessment roll.

This should not be construed as assistance to business. Rather, it is correcting a staff error.

Respectfully Submitted,



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Tracy Tulak, CPA, CMA

Item 8.11

## CITY OF SALMON ARM

Date: November 25, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council grant the property owner/applicant of 111 Lakeshore Drive NE permission to construct the requested frontage alterations, subject to:

- Approved Engineering Drawings and Opinion of Probable Cost;
- Issuance of a Highway Use Permit; and
- A signed Encroachment Agreement.

### Vote Record

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

Opposed:

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



File: 111 Lakeshore Drive NE

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Jenn Wilson, City Engineer

DATE: November 18, 2019

SUBJECT: **ASKEW'S PROPOSED FRONTAGE IMPROVEMENTS  
SIDEWALK EXTENSION AND PATIO AREA**

---

### **STAFF RECOMMENDATION**

THAT: Council grant the property owners permission to construct the requested frontage alterations subject to:

- Approved Engineering Drawings and Opinion of Probable Cost
- Issuance of a Highway Use Permit
- A signed Encroachment Agreement

---

### **BACKGROUND**

Askew's Foods has been completing renovations to their downtown store and working towards the relocation of the main entrance onto Lakeshore Drive where the bus stop is currently located. Askew's approached the City for support to move the bus stop west towards Shuswap Street in support of this project. Council granted support for the bus stop relocation and works will be completed by the end of November 2019.

Askew's is now soliciting support for the next phase of their plan which includes widening out the sidewalk into the current parking lane in order to facilitate a patio area outside and to the east of their future main entrance.

The Downtown Parking Commission reviewed the Askew's concept drawings in reference to the approval of the bus stop relocation and approved the general concept and the net loss of two (2) parking stalls in November of 2018.

### **STAFF COMMENTS**

Staff support the development of a vibrant downtown core and recognize the contribution of patio areas towards this goal. Significant work was previously put into creating framework to allow temporary patio areas during the summer months; however, there was minimal uptake on this option from the core businesses.

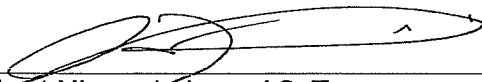
Generally, encroachments onto City land are not encouraged; however, the applicant is proposing to minimize impacts of the encroachment by widening out the boulevard area to maintain existing pedestrian facilities at the expense of approximately two (2) parking stalls.

The City could incur liability due to the encroachment and should maintain control as to how City land is being used and maintained. Staff therefore recommend that if Council supports the initiative a formalized encroachment agreement should be put into place that includes but is not limited to the following:

- Define the scope and use of the encroachment with ability to alter by written agreement
- Require proof of insurance (\$2 million General Liability) provided annually to the City naming the City as third party insured
- A termination clause to protect the City's rights to the land should the owner fail to meet any requirement of the agreement, or with reasonable notice should the City require use of the land

Should Council support the proposal, work within the City right-of-way requires approved engineering drawings and issuance of a Highway Use Permit. The Highway Use Permit includes but is not limited to general safety requirements, construction and testing requirements, bonding requirements (usually 25% of the cost of construction) and proof of contractor insurance. Maintenance bonding of 10% of the cost of construction is required on all City inherited works for one (1) year further to substantial completion.

Respectfully submitted,



---

Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works



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Item 8.11.a

## CITY OF SALMON ARM

Date: November 25, 2019

D. Wallace, Operations Manager, Askew's Foods – email dated  
November 13, 2019 – Lakeshore Drive Improvements

### Vote Record

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

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

-----Original Message-----

From: Dave Wallace

Sent: Wednesday, November 13, 2019 1:31 PM

To: Caylee Simmons

Cc: Jennifer Wilson

Subject: FW: Message from "RNP002673AB02A7"

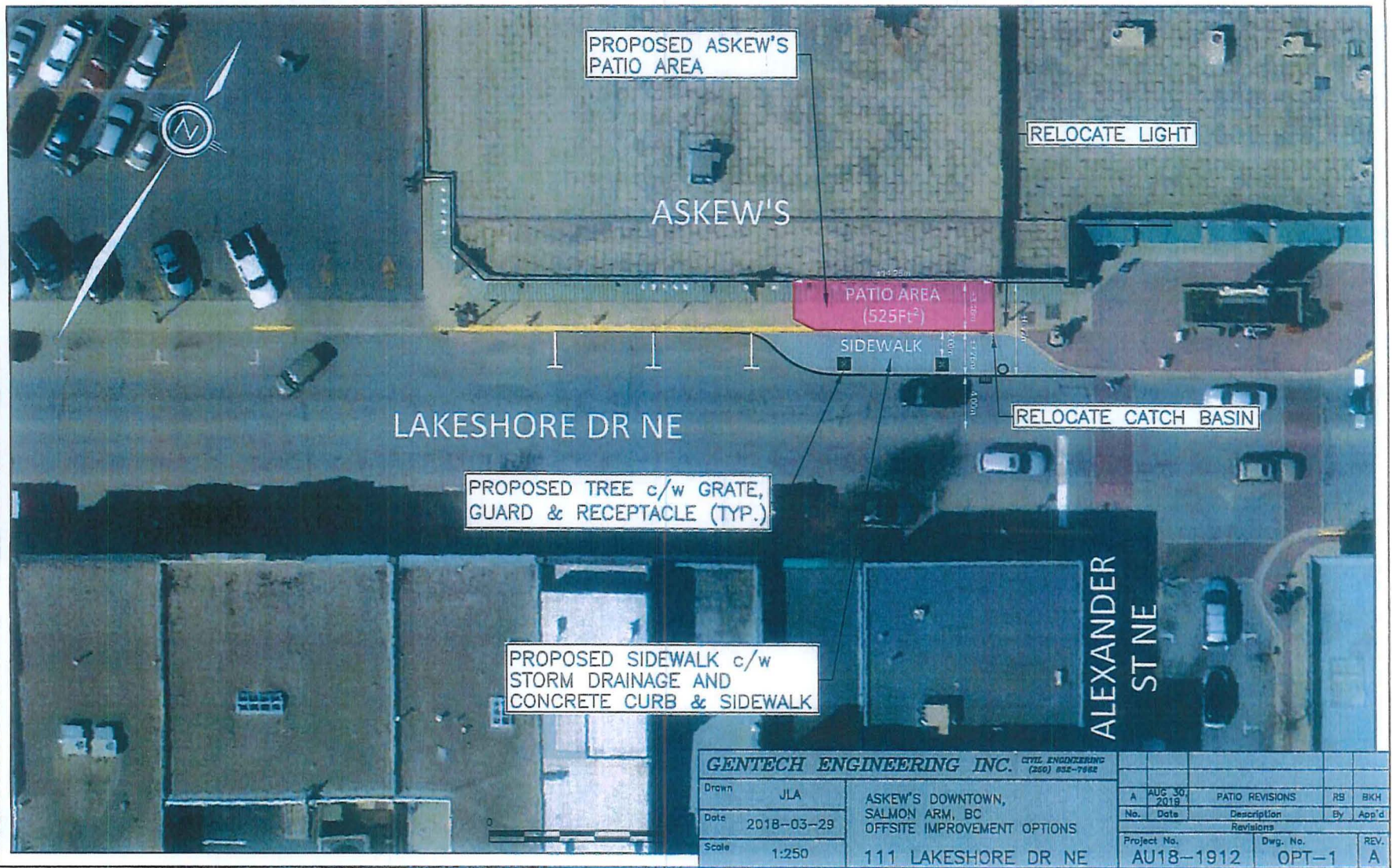
Good afternoon Caylee.

Now that the city of Salmon Arm has moved the bus stop from in front of our location, Askew's is looking to proceed with the bump out of the sidewalk in front of our store for the installation of a Patio. Our store has seen a shift from the large grocery cart purchase to more of a basket shop store with ever increasing sales of grab and go lunch deli options. The addition of a patio would not only add to our immediately consumed offerings at our store but we feel would benefit the downtown core, complimenting the patio and treble clef art piece already installed this year. Attached are the design drawings as well as the opinion of probable costs associated with the project. Please do not hesitate to contact me with any questions you may have.

Dave Wallace

Operations Manager, Askew's Foods.

PLOT August 30, 2019 COMPUTER-C:\PROJECTS\2018\AU18-1912 - ASKEW'S DOWNTOWN SIDEWALK OPTIONS\2018-04-02 COMP C - DESIGN OPTIONS\1912-OPT1 (REV. A).  
 GENTECH ENGINEERING INC. ENGINE AND PLAN AND ALL. THIS PLAN IS THE PROPERTY OF GENTECH ENGINEERING INC. IT SHALL NOT BE REPRODUCED OR USED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN CONSENT OF GENTECH ENGINEERING INC.





**ASKEW'S DOWNTOWN  
SEPTEMBER 2019  
ASKEW'S DOWNTOWN OFF-SITE IMPROVEMENTS  
OPINION OF PROBABLE COST**

**SCHEDULE OF APPROXIMATE QUANTITIES AND UNIT PRICES**

(\*Denotes Nominal Quantity)

Item No.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE \$	AMOUNT \$
<b>1.0</b>	<b>ROADS AND EARTHWORKS SECTION 1</b>				
1.1	Asphalt Removal	m <sup>2</sup>	75 *	\$ 15.00	\$ 1,125.00
1.2	Concrete Removal	m <sup>2</sup>	15 *	\$ 15.00	\$ 225.00
1.3	Common Excavation & Disposal	m <sup>3</sup>	50 *	\$ 15.00	\$ 750.00
1.4	Supply & Place Sub-Base	m <sup>3</sup>	25 *	\$ 50.00	\$ 1,250.00
1.5	Supply & Place Base	m <sup>3</sup>	10 *	\$ 80.00	\$ 800.00
1.6	Supply & Place Asphalt	m <sup>2</sup>	25 *	\$ 45.00	\$ 1,125.00
1.7	Line Painting	LS	1	\$ 500.00	\$ 500.00
	<b>Sub-Total: Roads and Earthworks</b>				\$ 5,775.00
<b>2.0</b>	<b>STORM SEWER WORKS SECTION 4</b>				
2.1	Relocate Catch Basin	ea	1 *	\$ 1,500.00	\$ 1,500.00
2.2	Supply & Install Catch Basin Lead c/w Tie-in	m	10 *	\$ 170.00	\$ 1,700.00
	<b>Sub-Total: Storm Sewer Works</b>				\$ 3,200.00
<b>3.0</b>	<b>CONCRETE, CURB, GUTTERS, SIDEWALK, STAIRS SECTION 5</b>				
3.1	Supply & Install Curb and Gutter (CGS-1)	m	30 *	\$ 95.00	\$ 2,850.00
3.2	Supply & Install 100mm Concrete Sidewalk	m <sup>2</sup>	75 *	\$ 125.00	\$ 9,375.00
	<b>Sub-Total: Concrete, Curb, Gutters, Sidewalk, Stairs</b>				\$ 12,225.00
<b>4.0</b>	<b>HYDRO, TELEPHONE, GAS AND CATV SECTION 7</b>				
4.1	Relocate Existing Street Light	LS	1	\$ 3,500.00	\$ 3,500.00
	<b>Sub-Total: Hydro, Telephone, Gas and CATV</b>				\$ 3,500.00



**ASKEW'S DOWNTOWN OFF-SITE IMPROVEMENTS**  
**OPINION OF PROBABLE COST**

Item No.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE \$	AMOUNT \$
<b>5.0</b>	<b>LANDSCAPING SECTION 8</b>				
5.1	Supply & Install Tree Well	ea	2 *	\$ 15,000.00	\$ 30,000.00
5.2	Supply & Install Shrubs	LS	1	\$ 500.00	\$ 500.00
	<b>Sub-Total: Landscaping</b>				<b>\$ 30,500.00</b>

**ASKEW'S DOWNTOWN OFF-SITE IMPROVEMENTS**  
**OPINION OF PROBABLE COST**

Item No.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE \$	AMOUNT \$
	<b>SUMMARY</b>				
1.0	ROADS AND EARTHWORKS				\$ 5,775.00
2.0	STORM SEWER WORKS				\$ 3,200.00
3.0	CONCRETE, CURB, GUTTERS, SIDEWALK, STAIRS				\$ 12,225.00
4.0	HYDRO, TELEPHONE, GAS AND CATV				\$ 3,500.00
5.0	LANDSCAPING				\$ 30,500.00
	<b>SUB-TOTAL</b>				\$ 55,200.00
6.0	CONTINGENCY (25%)				\$ 13,800.00
7.0	ENGINEERING				
	Design (5%)			\$ 3,450.00	
	Inspection (7%)			\$ 4,830.00	
	Records (1%)			\$ 690.00	
	Geotechnical Testing (2%)			\$ 1,380.00	\$ 10,350.00
	<b>SUB-TOTAL</b>				\$ 79,350.00
	<b>GST (5%)</b>				\$ 3,967.50
	<b>TOTAL</b>				\$ 83,317.50

**\*Opinion of Probable Cost Notes**

- 1) Quantities may vary depending on field revisions and/or conditions encountered at the time of construction, thereby affecting the final cost.
- 2) Unit Prices are influenced by supply & demand for both contractors and materials at the time of construction, thereby affecting the final cost.
- 3) Prices do not include BC Hydro, Telus, Gas contribution, Legal Survey (BCLS) and property/right-of-way acquisitions.
- 4) Prices do not include Geotechnical, Environmental and Archaeological studies, reviews and approvals.
- 5) Unit Prices are estimated in 2019 Canadian Dollars for similar works and exclude taxes.

Item 8.12

## CITY OF SALMON ARM

Date: November 25, 2019

Moved: Councillor

Seconded: Councillor

THAT: the 2019 Budget contained within the 2019 - 2023 Financial Plan Bylaw be amended to reflect additional funding for Pedestrian Crosswalk Signals - Priority Project Study in the amount of \$27,500.00, \$12,500.00 funded from Pedestrian Crosswalk Signals - 2 Locations and \$15,000.00 funded from other contributions.

### Vote Record

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

Opposed:

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



File: 2019-18

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Jenn Wilson, City Engineer

DATE: November 19, 2019

SUBJECT: **PEDESTRIAN CROSSWALK SIGNALS PRIORITIZATION STUDY  
BUDGET AMENDMENT**

---

### **STAFF RECOMMENDATION**

**THAT:** The 2019 Budget contained within the 2019-2023 Financial Plan Bylaw be amended to reflect additional funding for Pedestrian Crosswalk Signals – Priority Project Study in the amount of \$27,500.00, \$12,500.00 funded from Pedestrian Crosswalk Signals – 2 Locations and \$15,000 funded from Other Contributions

### **BACKGROUND**

The City has been installing Rapid Rectangular Flashing Beacon (RRFB) crossings at some crosswalks within the City boundaries. Locations for the RRFBs have been based on Staff's knowledge of high-risk areas. ICBC has provided funding in support of these installations.

The City is now getting frequent requests for the RRFBs in various locations and staff are facing decisions on the validity of each request without clear warrant criteria or ranking system.

Through discussions of the Traffic Safety Committee it was recommended that a Prioritization Study be completed to guide strategic decisions regarding RRFB installations and funding.

ICBC confirmed that they will provide matching funding contributions towards the project up to the amount of \$15,000.00 for a total project budget of \$30,000.00.

ICBC has a list of prequalified traffic consultants and approached two of these consultants to provide proposals for a RRFB prioritization project within the budget noted above. McElhanney Ltd. submitted a proposal that encompasses the anticipated scope of works within the anticipated budget.

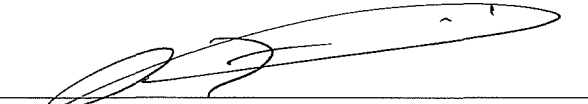
### **STAFF COMMENTS**

Having a prioritized safety program for installation of RRFBs will focus spending in an organized and strategic manner that is transparent to the public, council and staff.

Partnering with ICBC allows the City to tap into safety and traffic expertise and get excellent value for money.

We recommend that the 2019 Budget be amended to reflect additional funding for the Pedestrian Crosswalk Signals – Priority Project Study in the amount of \$27,500.00, of which \$12,500.00 can be funded from Pedestrian Crosswalk Signals – 2 locations (the capital budget for installation of RRFBs) and \$15,000.00 can be funded from Other Contributions (ICBC committed funding).

Respectfully submitted,



---

Robert Niewenhuizen, AScT  
Director of Engineering and Public Works



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Item 9.1

## CITY OF SALMON ARM

Date: November 25, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Business Improvement Area Bylaw No. 4357 be read a first, second and third time.

### Vote Record

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

Opposed:

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



---

TO: His Worship Mayor Harrison and Members of Council  
DATE: November 19, 2019  
SUBJECT: Business Improvement Area Bylaw No. 4357

---

**MOTION FOR CONSIDERATION:**

THAT: the bylaw cited as "City of Salmon Arm Business Improvement Area Bylaw No. 4357 by read a first, second and third time".

**BACKGROUND:**

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

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

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

In preparation for the expiry of the current BIA bylaw on December 31, 2019, DSA staff and Board members presented their proposal for a new seven (7) year term with an expanded boundary at the August 12, 2019 Regular Meeting of Council.

The DSA requested the following requisition amounts in each year of the new bylaw. The estimated associated levy per \$1,000.00 of assessed value is noted beside the applicable requisition amount:

Year	Proposed Requisition	Percentage Change	Levy Per \$1,000
2019 (current)	\$179,267.00	-	\$1.3933
2020	\$188,230.00	2.73 %	\$1.4314
2021	\$195,759.00	4.00 %	\$1.4886
2022	\$203,589.00	4.00 %	\$1.5482
2023	\$211,733.00	4.00 %	\$1.6101
2024	\$220,201.00	4.00 %	\$1.6745
2025	\$229,009.00	4.00 %	\$1.7415
2026	\$238,170.00	4.00 %	\$1.8111

At the August 26, 2019 Regular Meeting, Council authorized staff to undertake a Council Initiative process by giving notice of a petition against the proposed Business Improvement Area bylaw in accordance with section 94 of the Community Charter and by mailing notice to all owners of parcels that would be subject to the local service tax.

On October 4, 2019, the Council Initiative process was initiated by staff. A letter and DSA information brochure was sent to all owners of property within the proposed boundary of the BIA, regardless of whether they are currently assessed Class 6. The letters outlined the process for renewal and expansion of the BIA and the proposed budget, including a projection of what each property owner would be levied (if applicable). Properties that are currently assessed as Class 6 were given information on how to submit a petition against the renewal, if they were not in favour of proceeding with the renewal.

In order to prevent the bylaw from being adopted, the petition must be signed by the owners of at least 50 percent of the parcels (a lot in single ownership or under single control usually considered a unit for purposes of development and may include strata lots located on a single common property) that would be subject to the local area tax and those persons must be the owners of parcels that in total represent at least 50 percent of the assessed value of land and improvements that would be subject to the local service tax.

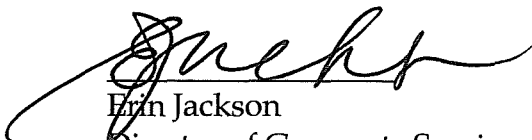
Petitions were due at City Hall by 4:00 pm on November 15, 2019. A total of 13 properties representing 7.5% of the total number of parcels and \$7,556,050.00 or 5.7% of the total assessed value of land and improvements within the boundary were received by closing. This does not meet the threshold outlined above, and as such, Council may adopt the bylaw.

A draft bylaw, based on the DSA proposal, is attached as Appendix A for Council's consideration. Copies of all petitions received by the closing date are attached as Appendix B and correspondence received regarding the process is attached as Appendix C.

**OPTIONS FOR COUNCIL:**

1. move forward as proposed by DSA and adopt the bylaw;
2. reject the proposal and start again with rigorous engagement with the businesses in the boundary to be followed by the establishment of a new boundary, new budget and full Council Initiative process. After this process has concluded then Council can adopt a bylaw based on the new particulars;
3. reject the proposal and request that DSA start again with rigorous engagement, the establishment of a new boundary and a new budget and then conduct a petition-for process that they would lead and deliver to Council. If Council is satisfied with the process and the results then Council can adopt a bylaw based on the new proposal;  
or
4. reject the proposal and let the BIA bylaw lapse on December 31, 2019.

Respectfully submitted,



Erin Jackson  
Director of Corporate Services

**APPENDICES:**

- A - City of Salmon Arm Business Improvement Area Bylaw No. 4357
- B - Petitions
- C - Correspondence



**CITY OF SALMON ARM****BYLAW NO. 4357****A bylaw to designate a Business Improvement Area**

---

WHEREAS the Council may grant money to a corporation or other organization under Section 215 of the Community Charter, SBC, Chapter 26 and amendments thereto for the purpose of the planning and implementation of a Business Promotion Scheme;

AND WHEREAS before a Council grants money for a Business Promotion Scheme, the Council shall pass a bylaw as required by Section 215 of the Community Charter, SBC, Chapter 26 and amendments thereto;

AND WHEREAS a Business Promotion Scheme is in effect for the Salmon Arm Downtown Business Area, which will expire on December 31, 2019;

AND WHEREAS the affected owners were notified of the proposed renewal and expansion of the Business Promotion Scheme pursuant to the provisions of Section 215 of the Community Charter, SBC, Chapter 26 and amendments thereto;

AND WHEREAS Council has been advised through a report prepared by the Corporate Officer that the petitions filed by affected property owners, requesting Council not to proceed with the initiative, are insufficient;

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

**DEFINITIONS:**

1. In this bylaw, unless the context otherwise requires:

"Applicant" means the Salmon Arm Downtown Improvement Association;

"Business Promotion Scheme" means

- i) carrying out studies or making reports respecting one or more business areas;
- ii) the improvement, beautification or maintenance of streets, sidewalks or municipally owned land, buildings or structures in one or more business improvement areas;
- iii) the removal of graffiti from building and other structures in one or more business improvement areas;
- iv) the conservation of heritage property in one or more business improvement areas; and
- v) the encouragement of business in one or more business improvement areas.

as set out in Schedule "B" attached hereto and forming part of this bylaw.

"Corporate Officer" means the Director of Corporate Services of the City of Salmon Arm as appointed from time to time;

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

"Downtown Business Improvement Area" means the business improvement area designated by Section 2 of this bylaw; and

"Municipality" means the City of Salmon Arm.

#### DESIGNATION

2. The lands within the area outlined in heavy black on the map attached hereto and forming part of this bylaw as Schedule "A" are hereby designated as a Business Improvement Area (BIA) pursuant to Section 215 of the Community Charter, SBC, Chapter 26 and amendments thereto, and the business improvement area shall be known as the Downtown Business Improvement Area.

#### ANNUAL GRANTS

3. The Municipality may grant to the Applicant annual grants in the years 2020 to 2026, both inclusive, not exceeding the following respective amounts:

2020	\$188,230.00
2021	\$195,759.00
2022	\$203,589.00
2023	\$211,733.00
2024	\$220,201.00
2025	\$229,009.00
2026	\$238,170.00

#### EXPENDITURE

4. The money granted under Section 215 of the Community Charter, SBC, Chapter 26 and amendments thereto pursuant to this bylaw shall be expended only:
  - a) by the Applicant;
  - b) in accordance with the conditions and limitations set out in this bylaw; and
  - c) for the Business Promotion Scheme set out in Schedule "B" attached hereto and forming part of this bylaw.

#### RECOVERY

5. All of the money granted to the Applicant pursuant to this bylaw shall be recovered within the Business Improvement Area from the owners of property within that area with Class 5 and Class 6 designations.

### TAX LEVY

6. For the purpose of recovering the monies granted to the Applicant under this bylaw pursuant to Section 215 of the Community Charter, SBC, Chapter 26 and amendments thereto, Council may levy and impose within the Downtown Business Improvement Area by way of an annual rate on taxable land and improvements, amounts sufficient to recover grants made to the Applicant in each respective year pursuant to Section 3 of this bylaw.

### CONDITIONS AND LIMITATIONS

7. The money granted pursuant to this bylaw under Section 215 of the Community Charter, SBC, Chapter 26 and amendments thereto shall be expended by the Applicant for the purpose of carrying out the Business Promotion Scheme.
8. The Applicant shall not incur any indebtedness or other obligations beyond those provided for in the budget for the current year as approved by Council.

### ACCOUNTING

9.
  - a) The monies granted pursuant to this bylaw shall be paid to the Applicant in quarterly instalments, based on the calendar year fiscal cycle.
  - b) The Applicant shall account for the money granted and approved by Council for the previous year at the same time as the annual budget is submitted pursuant to Section 10 hereof in the manner and form attached to and forming part of this bylaw as Schedule "C".
  - c) The City shall have access to the accounts and records of the Applicant for the purpose of inspection, verification or audit on the basis of providing the Applicant with twenty-four (24) hours written notice of its intentions and requirements.

### BUDGET

10. The Applicant shall submit annually, on or before February 28th in each year, a budget in the form of Schedule "D" attached hereto and forming part of this bylaw, for the approval of the Council and notwithstanding the preceding paragraph, no payments shall be made unless the payments are within the amounts set out in the budget approved by Council.

### INSURANCE

11. The Applicant shall provide to the City of Salmon Arm copies of insurance policies insuring the Applicant in accordance with the specifications set out in Schedule "E" attached hereto and forming part to this bylaw.

### EFFECTIVE DATE

12. This bylaw shall come into full force and effect on the 1st day of January, 2020.

EXPIRY DATE

13. This bylaw shall cease to have effect on the 31st day of December 2026.

MERGER

14. The Council may, by bylaw, merge this Business Improvement Area created by this bylaw with any other Business Improvement Area, whether contiguous or not, for the purpose of providing, consolidating or completing necessary works or services for such merged area.

CITATION

15. This bylaw may be cited for all purposes as "**City of Salmon Arm Business Improvement Area Bylaw No. 4357**".

READ A FIRST TIME THIS DAY OF 2019

READ A SECOND TIME THIS DAY OF 2019

READ A THIRD TIME THIS DAY OF 2019

ADOPTED BY COUNCIL THIS DAY OF 2019

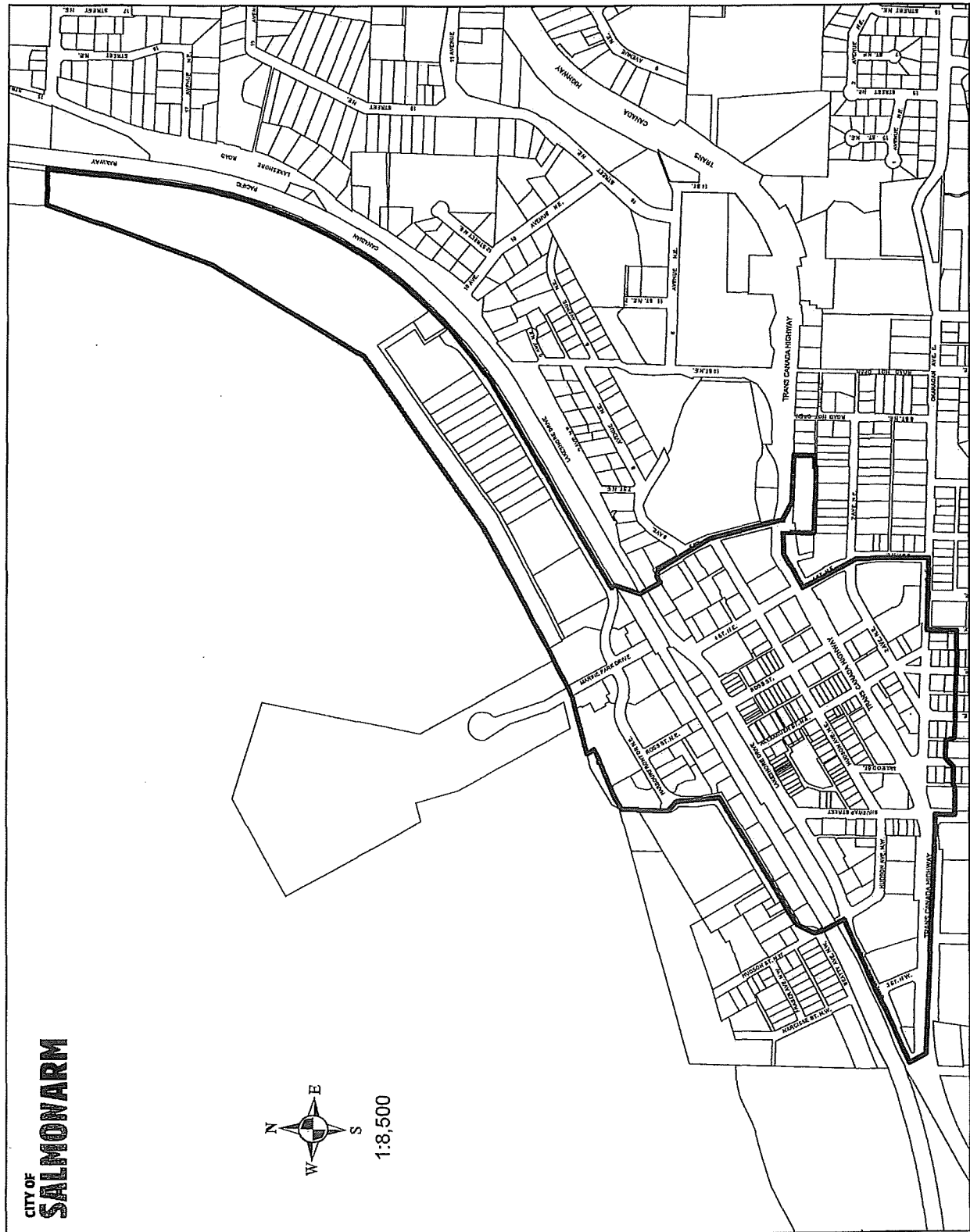
\_\_\_\_\_  
MAYOR

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

## BYLAW NO. 4357

## SCHEDULE "A"

## BUSINESS PROMOTION AREA





**BYLAW NO. 4357****SCHEDULE "B"****BUSINESS PROMOTION SCHEME**

The Business Promotion Scheme to be undertaken by the Salmon Arm Downtown Improvement Association pursuant to the provisions of this bylaw shall encompass the following activities:

- i) carrying out studies or making reports respecting one or more business areas;
- ii) the improvement, beautification or maintenance of streets, sidewalks or municipally owned land, buildings or structures in one or more business improvement areas;
- iii) the removal of graffiti from building and other structures in one or more business improvement areas;
- iv) the conservation of heritage property in one or more business improvement areas; and
- v) the encouragement of business in one or more business improvement areas.

**BYLAW NO. 4357****SCHEDULE "D"**

**DOWNTOWN IMPROVEMENT ASSOCIATION  
(BUSINESS IMPROVEMENT AREA)  
20\_ Budget**

**REVENUE**

Surplus Carried Forward:	\$ _____	\$ _____
City of Salmon Arm Grant	_____	_____
Other Revenue (Specify)	_____	_____
<b>TOTAL REVENUE</b>	<b>\$ _____</b>	<b>\$ _____</b>

**EXPENDITURE****PROMOTION & MARKETING: (specify projects)**

_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**OPERATING EXPENSE - OFFICE**

\_\_\_\_\_

**MANAGEMENT & OFFICE EXPENSES**

\_\_\_\_\_

**CAPITAL EQUIPMENT - OFFICE**

\_\_\_\_\_

**TOTAL EXPENDITURE****\$ \_\_\_\_\_**

**BYLAW NO. 4357****SCHEDULE "E"****INSURANCE SPECIFICATIONS**

1. General and Comprehensive Liability Insurance in the amount of Two Million (\$2,000,000.00) Dollars per occurrence, naming the City of Salmon Arm as an additional insured party.

## BYLAW NO. 4357

## SCHEDULE "C"

**DOWNTOWN IMPROVEMENT ASSOCIATION  
(BUSINESS IMPROVEMENT AREA)**

STATEMENT OF REVENUE & EXPENDITURE  
for the year ended December 31, \_\_.

	Budget	Actual
<b>REVENUE</b>		
Surplus Carried Forward:	\$ _____	\$ _____
City of Salmon Arm Grant	_____	_____
Other Revenue (Specify)	_____	_____
<b>TOTAL REVENUE</b>	\$ _____	\$ _____
<b>EXPENDITURE</b>		
Promotion & Marketing: (specify projects)		
_____	\$ _____	\$ _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>OPERATING EXPENSE - OFFICE</b>		
<b>MANAGEMENT &amp; OFFICE EXPENSES</b>	_____	_____
<b>CAPITAL EQUIPMENT - OFFICE</b>	_____	_____
<b>TOTAL EXPENDITURE</b>	\$ _____	\$ _____
Surplus, end of year		\$ _____

**CITY OF  
SALMON ARM**

Faxed Oct 11/19

**PETITION**

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2026	\$ 238,170.00

Owner(s) Name	Civic Address	Legal Description	Signature(s)
Allen Brown	80 Lakeshore Drive NE	Roll Number 06570.000	Allen Brown
Allen Brown	80 Lakeshore Dr. N.E. Poll # 06570.000		Allen Brown

# CITY OF SALMON ARM

## PETITION

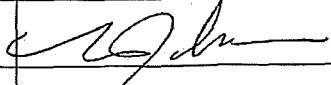
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Owner(s) Name	Civic Address	Legal Description	Signature(s)
MARGARET DAVIDSON	170 LAKEVIEW	ROLL 322 06585 001	
	DR NE	Plan 852 L+23	
		NE 14-20-10 254106	



# CITY OF SALMON ARM

## PETITION

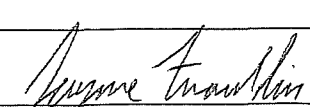
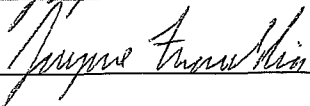
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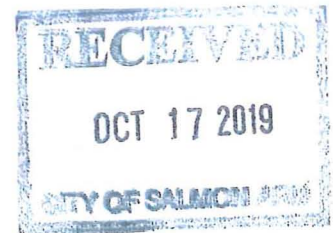
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Owner(s) Name	Civic Address	Legal Description	Signature(s)
JACCS CAPITAL CORP INC. NO. BC0922634	420 4 Street NE SALMON ARM, BC V1E 4R5	LOT 2 SECTION 14 TOWNSHIP 20 RANGE 10 WEST OF THE MERIDIAN KDYD PLAN 23331	
JACCS CAPITAL CORP, INC. NO. BC0922634	416 4 Street NE SALMON ARM, BC V1E 4R5	LOT 1 SECTION 14 TOWNSHIP 20 RANGE 10 WEST OF THE MERIDIAN KDYD PLAN 23331	



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Owner(s) Name	Civic Address	Legal Description	Signature(s)
Tara Andrus	1-680 Marine Park	Strata lot 1	
Len Andrus	Drive N.E. 1-680 Marine Park	Section 14 Township 20 Range 10	
	Dr. N-E		



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Owner(s) Name	Civic Address	Legal Description	Signature(s)
FRED GREEN	181 OKANAGAN AVE	NE 06645.032	[Signature]
DENISE GREEN	181 OKANAGAN AVE	NE 06645.032	[Signature]
Jian Li Lin	100 Trans Canada Hwy	N.E 06645.005	[Signature]

# CITY OF SALMON ARM

## PETITION

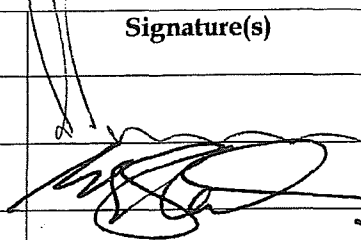
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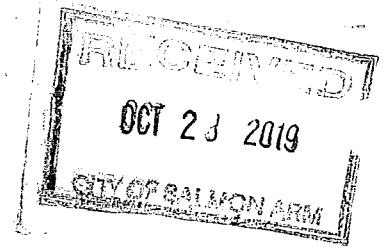
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Owner(s) Name	Civic Address	Legal Description	Signature(s)
MIKE VANDERMEER	160 Ross St. N.E.	06750.000	
MARK SCHNEIDER	" " " "	06750.000	

# CITY OF SALMON ARM



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Owner(s) Name	Civic Address	Legal Description	Signature(s)
Sieglinde H. Rohlfes	#10 1st St E	Plan 302 Lot 1 Block 2	



# CITY OF SALMON ARM

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Owner(s) Name	Civic Address	Legal Description	Signature(s)
SNUSWAP LAKE Brewing Company	11 1 ST. S.E.	Roll # 06158.000	<i>Stuart Bradford</i>



# CITY OF SALMON ARM

## PETITION

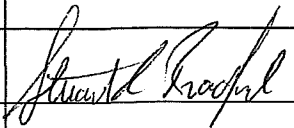
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Owner(s) Name	Civic Address	Legal Description	Signature(s)
SHUENAPLAK Brewing Company	21 1 ST. S.E.	Roll # 06157.000	

CITY OF  
**SALMON ARM**

**PETITION**

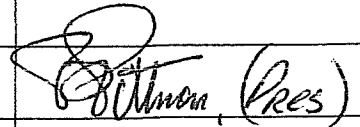
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Owner(s) Name	Civic Address	Legal Description	Signature(s)
HUNGARY HERBIES DRIVE INNS INC	20 SHUSWAP ST	PLAN KAP 53954 LOT 1	 (Pres)

# CITY OF SALMON ARM

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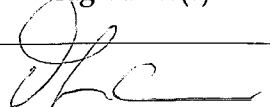
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Owner(s) Name	Civic Address	Legal Description	Signature(s)
49136A BC Ltd	11-2nd St SE	06181-001	

**From:** Heather Sinclair Smith <[heathersinclair@live.ca](mailto:heathersinclair@live.ca)>  
**Sent:** October 29, 2019 11:34 AM  
**To:** DIA Jennifer Moore <[info@salmonarmdowntown.com](mailto:info@salmonarmdowntown.com)>  
**Subject:** City of Salmon Arm Business Improvement Area Bylaw No. 4357

Attention Erin Jackson

Dear Ms Jackson

We are writing regarding the NOTICE we received Oct. 3, 2019 regarding City of Salmon Arm Business Improvement Area Bylaw No. 4357.

We see we are currently within the BIA Boundary but because we are not zoned Class 5 or 6 we are NOT able to vote on the proposed increase in levies. We find this quite unacceptable. If we are within the Boundary we should get a vote whether we are currently paying the levy or not!

We can not understand why our properties are even within the Boundary as we can not see what DOWNTOWN improvements will do to enhance our properties.

We wish to have my properties removed from the Boundary area.

I appreciate all your hard work and look forward to hearing back from you.

Sincere Regards

Heather and Kevin Smith  
320 and 370 Okanagan Ave. SE  
Salmon Arm, BC

**From:** Maggy Davidson  
**Sent:** Thursday, November 14, 2019 1:56 PM  
**To:** Erin Jackson; Alan Harrison  
**Subject:** DIA ByLaw Taxes

Ms Erin Jackson  
Director of Corporate Services  
City of Salmon Arm

Dear Ms Jackson

Re: Downtown Improvement Association – ByLaw Taxes

As a commercial property owner, I have the privilege of paying into the DIA annually through my taxes.

It is my understanding that the City of Salmon Arm has a requirement that banks are required to be located in the downtown area.

As all residents and visitors of Salmon Arm use some or part of the services of banks, it is my proposal that the of Salmon Arm taxes should be adjusted as follows:

- (1) Reduce Commercial Property Taxes (perhaps by 10%)
- (2) Increase residential property taxes (perhaps by 5%)

I look forward to your response.

Yours truly

*Margaret Davidson*

Margaret Davidson, Proprietor

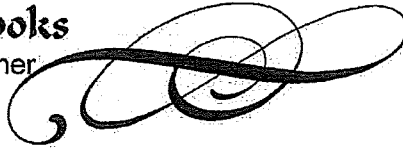
Cc: Alan Harrison

**Spirit Quest Books**

Margaret Davidson, Owner

[www.spiritquestbooks.com](http://www.spiritquestbooks.com)

Fax: (250) 804-0176



170 Lakeshore Drive NE

PO Box 1226

Salmon Arm, BC V1E 4P3

Phone: (250) 804-0392

October 22, 2019

Erin Jackson, Corporate Officer  
 City of Salmon Arm  
 Box 40, 500 – 2<sup>nd</sup> Avenue  
 Salmon Arm, BC V1E4N2

Gentlemen:

Re: ByLaw 4357 City of Salmon Arm Business Improvement Area

I have separately submitted my Petition to City Council to **NOT** proceed with this ByLaw. However, it is not the business improvement taxes I object to as much as it is the current management of the Downtown Business Association.

I have been a business owner in Salmon Arm since October 1999 and a downtown property owner since 2000. Over the years I have watched the DBA or DIA as it was later called become less involved in promoting business activities, specifically retail. I do not feel it sufficiently promotes and assists the downtown merchants. I have been told by the DIA that **retail merchants make up a very small portion of the downtown businesses**. Yet the downtown **retailers are asked to reduce our prices, give special rates**.

While there are a few merchants on the Board of the DIA, there are many individuals who are bankers, accountants, lawyers, etc. on the Board.

Decisions made by management of the DIA to purchase Christmas snowflake decorations at a rumored cost of \$375 each seems exorbitant. We have been told the **City will not pay for Christmas decorations** – yet historically they have done so. We are now asked to purchase trees for the street and decorate them at our cost. Where does our money go?

Office staff is seldom available to communicate (they all work part time hours) and merchant input is not sought – instead merchants are told to offer sales, reduce prices, etc., without regard for the merchant's bottom line. Do the banks, accountants, service industries participate in the Halloween Treat Trail?

Our downtown area is alive because of independently owned and operated retail stores offering unique merchandise.

Merchants/businesses on the Prestige Inn side of the tracks, receive no promotional benefit from the DIA.

In short, current policies and procedures of the DIA office staff is more hindrance than help. **Their management contract needs to be reviewed.**

Yours truly

Margaret Davidson





20 Shuswap St. S. Salmon Arm BC V1E4H7  
e – [bstation@telus.net](mailto:bstation@telus.net) 250 832 0999

To: City of Salmon Arm

Re: City of Salmon Arm Business Improvement Area

In regards to the proposed Bylaw# 4357 I have to disagree with the intention of increasing the budget at a fixed rate for a 7-year period. The City of Salmon Arm collects the levy (tax) for disbursement to the Association for projects that are in the best interest of the downtown businesses. This budget should be Annually approved. I do not believe that Council should rubber stamp a 7-year deal that includes a nearly 26.5% increase in the budget over the period without any information on how the money will be spent. It is incumbent on the Association to submit a budget each year within the means of acceptable terms to the property owners and businesses that are within the boundary.

I also think that business owners need to be more aware of the fact that the funds collected for the Association will, in all likelihood, be automatically reflected on an increase in their leases. This may give them more incentive to get involved in DSA activities and with their landlords, who I am sure would rather see full occupancy rather than empty stores resulting from increased lease rates that make it less affordable to locate downtown.

There is also an obvious disconnect with businesses on the South side of the highway. This area sees very little, if any, return on their investment and are quite frankly taken aback by having to pay more taxes for no return. I think you will find some strong opposition from these businesses who are also property owners, and who do not wish to be included in the Business Improvement Area (BIA) but have little or no control over their inclusion. If these property owners wish to be removed from the BIA then they should have an alternative process. The current 50% plus 50% makes it nearly impossible to change. This is another reason why I think it unwise to ink a 7- year deal. Times change and businesses need to change with the times.

I think Council should request a detailed report from the Association on the effectiveness of DSA to increase business in the Downtown Core. Have these programs resulted in more business or not? I believe a request for such a report would put the face of DSA in the front doors of each business which would be an incredible opportunity to introduce themselves and listen to what businesses have to say. After all it is the local shop owners who make the Downtown Area what it is. By engaging them they will perhaps find better ways to improve the business climate which would in return be a more effective way of allocating dollars. It is not enough to just say let's collect a bunch of money and then spend it. There needs to be accountability for it.

Thank you for your attention to this matter.

Regards,

Stu Bradford  
Barley Station Brew Pub

Excerpt from the DSA website;

In 1988 the DSA was the first association in the province to be established as a Business Improvement Area under the BC Municipal Act. This new act enabled property owners within a designated area to approve the collection of fees for the express purpose of promotion, beautification, and marketing of that designated area. The Municipality collects the levy for disbursement to the Association for projects that are annually approved.

From: Jonathon <[Jonathon@christys.ca](mailto:Jonathon@christys.ca)>

Sent: October 21, 2019 4:17 PM

To: Alan Harrison; Tim Lavery; Sylvia Lindgren; Louise Wallace-Richmond; Debbie Cannon; Chad Eliason; Kevin Flynn

Subject: Business Improvement Area

Hello Mayor and Councillors,

We here at the local A&W feel it unfair that we have been grouped in with the Downtown Improvement Area. We notice the businesses directly across the road from us have not been included; we suppose because they don't share in the benefit of the program much in the way we do not. We would like to ask for our removal from the area. Other communities that we operate in have excluded the business on the fringes of the border that were not getting value from the Downtown Improvement Areas. Please respond quickly as we do not have much time before the Nov 15th deadline.

Thank you for your time and service to the community.

--

Jonathon McMurray  
The McMurray Group  
250-540-0911

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Item 10.1

## CITY OF SALMON ARM

Date: November 25, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4348 be read a final time.

[OCP4000-40; Cornerstone Christian Reformed Church/Roodzant, E.; 1161 22 Street NE; HC to INS]

### Vote Record

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

Opposed:

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



TO: His Worship Mayor Harrison and Members of Council

DATE: September 30, 2019

SUBJECT: Official Community Plan Amendment Application No. OCP4000-40  
Zoning Amendment Application No. 1154

Legal: Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan KAP81982

Civic: 1161 – 22 Street NE

Owner: Cornerstone Christian Reformed Church

Applicant: Roodzant, E.

#### MOTION FOR CONSIDERATION

THAT: A bylaw be prepared for Council's consideration, adoption of which would amend the Official Community Plan Bylaw No. 4000 Land Use Designation of Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan KAP81982 from HC (Commercial – Highway Service / Tourist) to INS (Institutional);

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

AND THAT: Pursuant to Section 476 of the *Local Government Act*, Council has considered this Official Community Plan amendment after required consultation with School District No. 83;

AND THAT: Pursuant to Section 477 (3) (a) of the *Local Government Act*, Second Reading of the Official Community Plan bylaw be withheld pending Council's consideration of the amendment in conjunction with:

- 1) The Financial Plans of the City of Salmon Arm; and
- 2) The Liquid Waste Management Plan of the City of Salmon Arm.

AND THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan KAP81982 from R-1 (Single Family Residential) to P-3 (Institutional);

AND FURTHER THAT: Final Reading of the Zoning Amendment Bylaw be withheld subject to:

- 1) Ministry of Transportation and Infrastructure approval; and
- 2) Adoption of the associated Official Community Plan Amendment Bylaw.

#### STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.



PROPOSAL

The 0.113 ha subject parcel is on the corner of 11 Avenue NE and 22 Street NE, directly adjacent to the existing Cornerstone Church development (see Appendix 1). It is designated Commercial – Highway Service / Tourist (HC) in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 2 and 3). The purpose of this application is to redesignate and rezone the subject parcel to allow for the consolidation of property and potential future expansion of institutional use. P-3 zone regulations are attached (Appendix 4) for reference.

BACKGROUND

The subject property is located on 22 Street NE, an area close to the Uptown commercial node characterized by residential, commercial and institutional uses. The Zoning Map attached shows the mix of zones in the immediate area, predominantly Residential (R-4 with R-1 and R-5), with Commercial zones further to the east. Adjacent zoning and land uses include the following:

North:	P-3 & R-1	church & residential
East:	C-6	commercial
West:	P-3, R-4 & R-5	church & residential
South:	R-1 & P-3	vacant

The residential zoning of the subject property dates back to the 1970's, prior to the construction of the 11 Avenue NE frontage road of the TCH. The subject property is currently vacant, as shown in site photos attached as Appendix 5.

OCP POLICY

The proposed OCP amendment is from HC (Highway Service / Tourist Commercial) to Institutional (INS). The proposed amendment would align with the OCP's Community Services Objectives listed in Section 15.3, including providing institutional uses such as churches within the urban containment boundary, supporting compact communities through convenient access to transportation routes.

Section 475 & 476 - Local Government Act

Pursuant to Sections 475 and 476 of the Local Government Act (optional and mandatory consultation requirements during OCP amendments), the proposed OCP amendments were referred to the following organizations on July 25, 2019:

Adams Lake Indian Band:	No response to date
Neskonlith Indian Band:	Response attached (Appendix 6)
Economic Development Society:	No objections - response attached (Appendix 7)
School District No. 83: (pursuant to Section 476)	No response to date

Section 477 - Local Government Act

Pursuant to Section 477 of the Local Government Act (adoption procedures for an OCP amendment), prior to Second Reading of the bylaw, Council must consider the proposed OCP amendment in relation to the City's financial and waste management plans. In the opinion of staff, this proposed OCP amendment is largely consistent with both the City's financial and waste management plans.

COMMENTSMinistry of Transportation and Infrastructure

Preliminary approval has been granted (Appendix 8).



Engineering Department

No concerns with rezoning. Comments attached (Appendix 9).

Fire Department

No Fire Department concerns.

Building Department

No concerns with rezoning.

Planning Department

The surrounding neighbourhood has been undergoing slow development with a mix of older, single family housing and newer condominium, institutional and commercial development, most significantly the uptown SASCU / Askew's location and the 21 Street NE underpass. At present, the subject parcel may be considered less ideal for Highway Service / Tourist Commercial development as presently designated, considering the size of the parcel, the vacant commercial lands within the commercial node established to the east, and the proximity of other institutional uses (including schools) as well as recent residential development.

It should be noted that there have been five OCP amendments in this general area since 2015 involving an amendment to commercial designated land. Including this proposal, if supported, approximately 1.25 hectares of land will have been redesignated from commercial to other (generally residential) land use designations, representing a minor erosion of commercial inventory in this uptown area. Overall however, considering all areas of the City, there has been a net increase of approximately 6 hectares of commercial land over a similar timeframe.

The intended use of subject parcel under application is for future institutional use, likely related to the current *church* use. The ultimate intent is to consolidate the properties to create a single lot for future development options under P-3 zoning. The applicant also anticipates that changing the land use designation as proposed could have some taxation benefits.

Official Community Plan

The OCP's Community Services policies detailed in Chapter 15 is supportive of institutional use, with the General Policies under section 15.3 supporting churches as proposed within the Urban Containment Boundary.

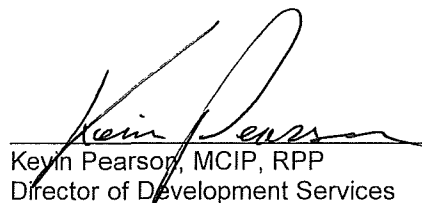
CONCLUSION

The proposed Institutional OCP designation and P-3 zoning of the subject property is consistent with the OCP and is therefore supported by staff.



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Chris Larson, MCP  
Planning and Development Officer



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Kevin Pearson, MCIP, RPP  
Director of Development Services



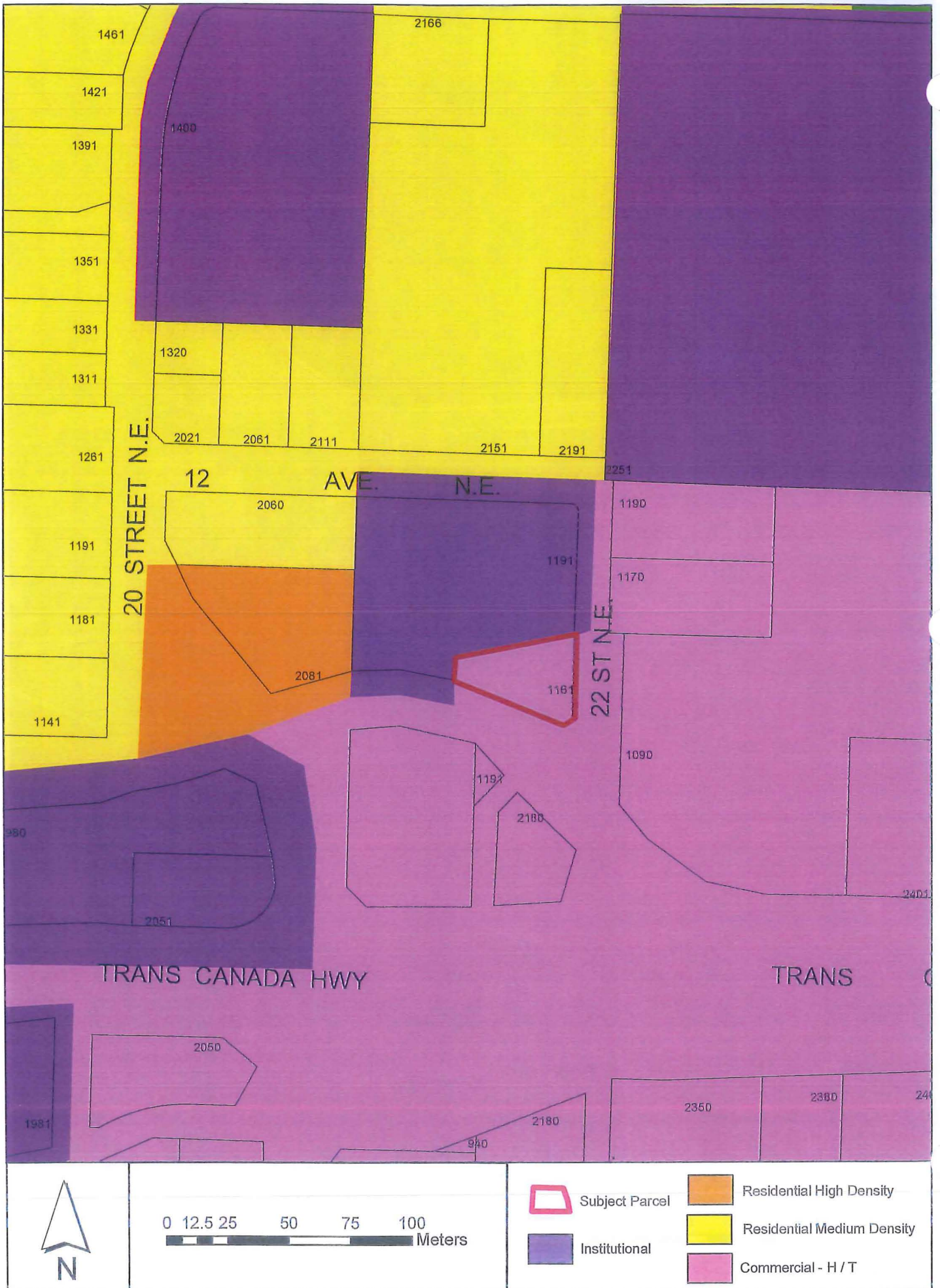


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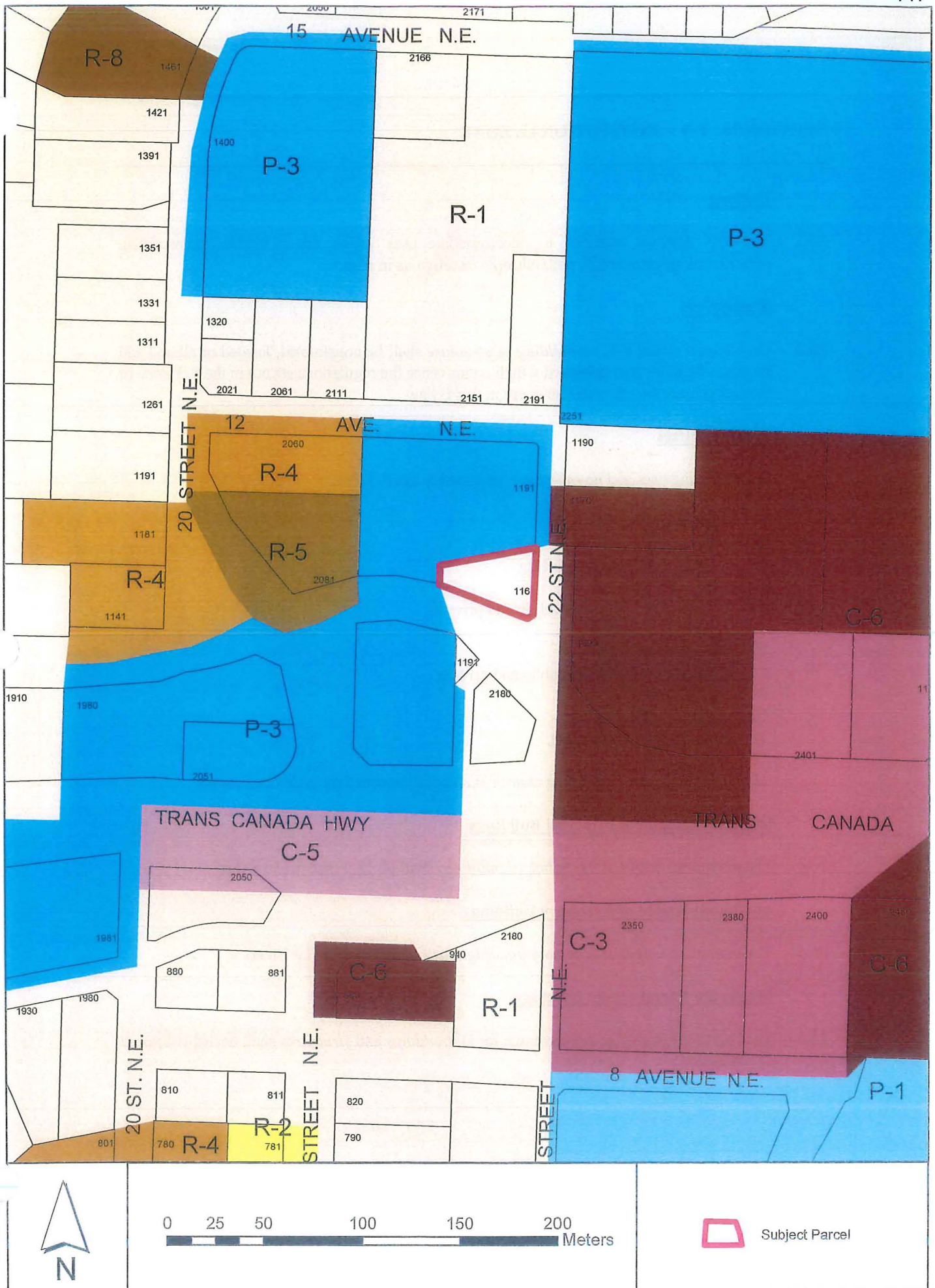


Subject Parcel









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## SECTION 26 - P-3 - INSTITUTIONAL ZONE

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### Purpose

- 26.1 The P-3 *Zone* is intended to accommodate uses which are charitable, correctional, educational, governmental, philanthropic or religious in nature.

### Regulations

- 26.2 On a *parcel zoned* P-3, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the P-3 *Zone* or those regulations contained elsewhere in this Bylaw.

### Permitted Uses

- 26.3 The following uses and no others are permitted in the P-3 *Zone*:

- .1 *assembly hall*;
- .2 *churches*;
- .3 *commercial daycare facility*;
- .4 *cultural facilities*;
- .5 *educational facilities*, public and private;
- .6 *government offices*;
- .7 *home occupation*;
- .8 *hospitals and clinics*, public and private;
- .9 *public use*;
- .10 *public utility*;
- .11 *recycling collection site*;
- .12 *rest home*;
- .13 *accessory use*, including *church manse* and detached portable class rooms.

### Maximum Height of Principal Buildings

- 26.4 The maximum *height* of the *principal buildings* shall be 12.0 metres (39.4 feet).

### Maximum Height of Accessory Buildings

- 26.5 The maximum *height* of *accessory buildings* shall be 6.0 metres (19.7 feet).

### Maximum Parcel or Site Coverage

- 26.6 The maximum *parcel* or *site* coverage for all *buildings* and *structures* shall be 40% of *parcel* or *site* area.

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## SECTION 26 - P-3 - INSTITUTIONAL ZONE - CONTINUED

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### Minimum Parcel Size or Site Area

- 26.7 The minimum *parcel* size or *site* area shall be 465.0 square metres (5,005 square feet).

### Minimum Parcel or Site Width

- 26.8 The minimum *parcel* or *site* width shall be 15.0 metres (49.0 feet).

### Minimum Setback of Principal and Accessory Buildings

- 26.9 The minimum *setback* of the *principal* and accessory *buildings* from the:
- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be         | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i>                   |                        |
|    | - adjacent to a lane shall be             | 6.0 metres (19.7 feet) |
|    | - all other cases shall be                | 1.0 metre ( 3.3 feet)  |
| .3 | <i>Interior side parcel line</i> shall be | 3.0 metres ( 9.8 feet) |
| .4 | <i>Exterior parcel line</i> shall be      | 6.0 metres (19.7 feet) |

### Outside Storage

- 26.10 Outside storage shall not be permitted.

### Parking and Loading

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



## Appendix 5: Site Photos



View of subject parcel east from the corner of 11 Avenue NE and 22 Street NE.



View of subject parcel southeast from 22 Street NE.



# Neskonlith Indian Band

743 Chief Neskonlith Drive  
Box 318, Chase, BC V0E 1M0  
T: 250.679.3295 F: 250.679.5306  
[www.neskonlith.net](http://www.neskonlith.net)



Appendix 6

## NESKONLITH INDIAN BAND PERMIT APPLICATION SUBMISSION REQUIREMENTS

### Mail:

The signed and completed Neskonlith Indian Band processing application form with cheque payable to "Neskonlith Indian Band"

### Mailing address:

Attn: Referrals Coordinator  
Neskonlith Indian Band  
743 Chief Neskonlith Drive  
Box 318, Chase, BC V0E 1M0

### Email complete application package:

To [referrals@neskonlith.net](mailto:referrals@neskonlith.net) in zipped format, USB device and/or use of a secure FTP site for the following:

- ☐ Signed and completed Neskonlith Indian Band processing application
- ☐ Copy of any permit/application relating to the Provincial Heritage Conservation Act
- ☐ Project description/Referral details (include any previous consultation for this project)
- ☐ Maps i.e. spatial data must be in ESRI format and include four file types: .shp, .shx, .dbf and .prj for all applicable maps; permit, general location, detailed development and site maps.
- ☐ Google .kml and .kmz formats will be accepted, with an additional *conversion fee of \$65.00*
- ☐ Mailing date of signed and completed Neskonlith Indian Band processing application form with cheque payable to "Neskonlith Indian Band"

\*To avoid delays in processing: Please ensure complete information package, along with confirmation of cheque in order to process application.



## NESKONLITH INDIAN BAND PERMIT APPLICATION

Application Date:
Applicants Name:
Company Name:
Contact Information:
Project Title:
Project Location:
Previous consultation? <input type="checkbox"/> Yes <input type="checkbox"/> No
Amendment for an existing NIB Permit? <input type="checkbox"/> Yes <input type="checkbox"/> No
Sk'atsin Resource Service agreement? <input type="checkbox"/> Yes (No permit fee). <input type="checkbox"/> No
*A Processing Fee \$500.00 to "Neskonlith Indian Band" is required with submission of this application.
*Include a Conversion Fee of \$65.00 for Spatial data not in Esri shapefile format

### Type of Cultural/Heritage Project:

- |   |   |
|---|---|
| <input type="checkbox"/> Heritage Inspection<br><input type="checkbox"/> Heritage Investigation | <input type="checkbox"/> Heritage Related Research Project<br><input type="checkbox"/> Specify other: _____ |
|---|---|

### Project Type:

- |  |   |
|--|---|
| <input type="checkbox"/> Commercial/Industrial Development<br><input type="checkbox"/> Crown Land transfer/sale<br><input type="checkbox"/> Mining<br><input type="checkbox"/> Oil and Gas<br><input type="checkbox"/> Transportation<br><input type="checkbox"/> Energy (Hydro, electric, solar or geothermal)<br><input type="checkbox"/> Specify other: _____ | <input type="checkbox"/> Agriculture<br><input type="checkbox"/> Fisheries<br><input type="checkbox"/> Forestry<br><input type="checkbox"/> Recreation<br><input type="checkbox"/> Residential Development<br><input type="checkbox"/> Riparian<br><input type="checkbox"/> Tourism |
|--|---|

### Estimated Project Time frame

Start Date:	End Date:
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### Permits obtained for this Project

First Nations:
Provincial:
Federal:
Specify other:

### Current State of Land:

- |  |   |
|--|---|
| <input type="checkbox"/> Archaeological site<br><input type="checkbox"/> Previously disturbed-bare<br><input type="checkbox"/> Previously disturbed-vegetated<br><input type="checkbox"/> Privately owned Riparian | <input type="checkbox"/> Riparian<br><input type="checkbox"/> Undisturbed<br><input type="checkbox"/> Waterways (seasonal or permanent) |
|--|---|

## NESKONLITH INDIAN BAND PERMIT APPLICATION

### Neskonlith Project Evaluation Guiding Principles

1. Secwepemc law, values and principles provide the primary context under which referrals will be evaluated.
2. Referrals will be evaluated using a consent-based approach as indicated by the Supreme Court of Canada in the Tsilhqot'in decision.
3. Assessments will consider impacts on ecosystem, landscape and watershed levels and will promote proactive management of Secwepemc land and resources from a Secwepemc perspective.
4. Decisions will be based on recognition, acceptance and preservation of the following:
  - United Nations Declaration on the Rights of Indigenous Peoples
  - Aboriginal Title and Rights as affirmed in the Supreme Court of Canada's Tsilhqot'in decision
  - Biodiversity Conservation
  - Connectivity and conservation of habitat
  - Cumulative impacts
  - Prevention of adverse impacts to Secwepemcúfcw Lands and Resources
  - Protection of cultural heritage
  - Protection of sensitive or endangered species and their habitat
  - Sustainable prosperity

## NESKONLITH INDIAN BAND PERMIT APPLICATION

### Permit Terms and Conditions

1. The Permit Holder is responsible for ensuring that all persons working on this project are familiar with "*Neskonlith Project Evaluation Guiding Principles*" see page 3 of application.
2. The Permit Holder is required at the outset of the project to develop a communication plan with the NIB Tmicw (Lands) department and band owned "Sk'atsin Resources".
3. The Permit Holder will make best efforts to work with Sk'atsin Resources to utilize a qualified NIB representative(s) to assist in conducting this project.
4. A representative appointed by the NIB Tmicw (Lands) Department may at any time, inspect and/or review any project being conducted under this Permit.
5. In the event, human remains are identified during this project, the Permit Holder must immediately stop work and stabilize disturbance of the remains. Inform the NIB Tmicw (Lands) Department.
6. The Permit Holder shall provide the NIB Tmicw (Lands) Department with updated or newly recorded British Columbia Archaeological Site Inventory Form(s) resulting from this project.
7. Prior to the Final Report, the Permit Holder will provide the NIB Tmicw (Lands) Department an opportunity to review and comment on proposed management recommendations relating to any cultural heritage sites and/or environmental concerns identified during this project.
8. Implementation and inclusion of editorial comments made by the NIB representatives regarding management recommendations and/or any other portion of the project report will be negotiated between the Permit Holder and the NIB representative, prior to report finalization.
9. All Final Reports are expected to meet or exceed the reporting standards developed by the Provincial Archaeology Branch. If Provincial reporting standards and/or guidelines are not applicable to this project, the Permit Holder is responsible for developing such standards/guidelines in consultation with the NIB's Tmicw (Lands) department.
10. The Permit Holder shall provide the NIB Tmicw (Lands) Department, with a copy of any Interim reports and Final Report (include NIB Permit number) for this project, prior to the permit expiration.
11. The Permit Holder is required to submit all project documentation such as; field notes, site forms, pictures, interim, and final reports in hardcopy and electronic .pdf format.

**NESKONLITH INDIAN BAND PERMIT APPLICATION****Permit Terms and Conditions cont.**

12. The need for confidentiality will vary from project to project. Access and use of information contained in the Interim or Final Report may require a separate *Confidentiality or Information-Sharing agreement*. Therefore, all prospective Project Proponents/Permit Holders are to disclose the nature of proposed investigations and to outline the intended and potential uses of any information gathered.
13. Any project related disturbances of archaeological sites/project area must be mitigated (i.e. returned to their pre-existing state) upon completion of the project.
14. Permit amendments may be requested in writing on an 'as needed' basis.
15. Permit extension applications must be made 30 days prior to the expiry date.
16. Failure to comply with any of the above permit conditions, may affect future permit eligibility.

Initial \_\_\_\_\_/\_\_\_\_\_



**NESKONLITH INDIAN BAND PERMIT APPLICATION****Neskonlith Indian Band Permit Agreement**

**This Permit will not be considered as consultation or accommodation of our Aboriginal Rights, including Aboriginal Title.**

**Acceptance of Permit Terms and Conditions:**

*As outlined herein, I understand that by signing this document I am entering into a binding agreement.*

Project Proponent/Permit holder: \_\_\_\_\_

Chief Archaeologist: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Neskonlith Indian Band Approval:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



Sept 13, 2019

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

Attention: Kevin Pearson  
Director of Development Services

Dear Sir:

**Re: OCP Amendment Application No OCP4000-40**

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The Salmon Arm Economic Development Society (SAEDS) Board of Directors has reviewed the information for the above-noted OCP Amendment Referral to amend the OCP designation of the property located at 1161 22 Street NE, Salmon Arm from Highway Commercial to Institutional and the zoning of the same property from R1 to P3. The Board has no objections to the application, based on the information provided.

We thank you for the opportunity to comment on this OCP Amendment Referral.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Lana Fitt'.

Lana Fitt, Economic Development Manager  
Salmon Arm Economic Development Society



BRITISH  
COLUMBIA

Ministry of Transportation  
and Infrastructure

Appendix 8: MOTI  
**DEVELOPMENT SERVICES  
PRELIMINARY BYLAW  
COMMUNICATION**

Your File #: ZON-1154  
eDAS File #: 2019-04684  
Date: Aug/27/2019

Development Services  
City of Salmon Arm  
500 2nd Avenue NE  
PO Box 40  
Salmon Arm, BC V1E 4N2  
Canada

Attention: City of Salmon Arm, Development Services

**Re: Proposed Bylaw 4349 for:**  
Lot 1 Section 24 Township 20 Range 10 W6M KDYD Plan KAP81982

Preliminary Approval is granted for the rezoning for one year pursuant to section 52(3)(a) of the *Transportation Act*.

It is recommended that the City of Salmon Arm consider imposing development cost charges towards intersection improvements (ie. Trans-Canada Highway and 30th Street SE), as warranted.

If you have any questions please feel free to call Tara Knight at (250) 833-3374.

Yours truly,

Tara Knight  
Development Officer

Local District Address
<p>Salmon Arm Area Office Bag 100 850C 16th Street NE Salmon Arm, BC V1E 4S4 Canada Phone: (250) 712-3660 Fax: (250) 833-3380</p>



*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Kevin Pearson, Director of Development Services  
 DATE: August 16 2019  
 PREPARED BY: Matt Gienger, Engineering Assistant  
 APPLICANT: Ed Roodzant  
 SUBJECT: OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO.  
                   OCP4000-40  
                   ZONING AMENDMENT APPLICATION FILE NO. ZON-1154  
 LEGAL: Lot 1, Section 24, Township 20, Range 10, W6M KDYD, Plan KAP81982  
 CIVIC: 1161 – 22 Street NE

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Further to your referral dated July 25, 2019, we provide the following servicing information. The following comments and servicing requirements are not conditions for OCP or Zoning Applications; 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 shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required at time of construction. ESC plans to be approved by the City of Salmon Arm.
7. At the time of building permit the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
8. For the off-site improvements at the time of 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 subdivision /



**OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000-40  
ZONING AMENDMENT APPLICATION FILE NO. ZON-1154**

August 16 2019

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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. 22 Street NE, on the subject properties eastern boundary, is designated as Urban Local Road standard, with an ultimate 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 BCLS).
2. 22 Street NE is currently constructed to an Interim Local Paved Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, street lighting. Owner / Developer is responsible for all associated costs.
3. 11 Avenue NE, on the subject properties southern boundary, is designated as Urban Local Road standard, with an ultimate 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 BCLS).
4. 11 Avenue NE is currently constructed to an Interim Urban Local Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, street lighting. Owner / Developer is responsible for all associated costs.
5. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
6. No driveway access will be permitted onto 11 Avenue NE. Only 1 (one) driveway access will be permitted onto 22 Street NE. Relocation of existing letdown on 22 Street NE is permitted, no closer than 12.0m from intersection of 22 Street NE and 11 Ave NE. All unused driveways shall be removed. Owner / Developer responsible for all associated costs.

**Water:**

1. The subject property fronts a 400mm diameter Zone 2 watermain on 22 Street NE and 250mm diameter Zone 2 watermain on 11 Avenue NE. No upgrades will be required at this time.
2. The subject property is to be serviced by a single metered water service (minimum 25mm) connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use. Water meter will be supplied by the City at the time of building permit. Owner / Developer is responsible for all associated costs.



**OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000-40**  
**ZONING AMENDMENT APPLICATION FILE NO. ZON-1154**

August 16 2019

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3. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
4. Fire protection requirements to be confirmed with the Building Department and Fire Department.

**Sanitary:**

1. The subject property fronts a 150mm diameter sanitary sewer on 22 Street NE. Since this section of sanitary sewer is the first run of pipe, has sufficient capacity and no further development is anticipated, no upgrades will be required at this time.
2. Records indicate that the existing property is not serviced by the City Sanitary System. Subject 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's engineer may be required to prove that there is sufficient downstream capacity within the existing City Sanitary System to receive the proposed discharge from the development. Owner / Developer is responsible for all associated costs.
3. 2180 11 Avenue NE (located directly south of subject property) is not currently able to be serviced by City Sanitary System. Since this parcel is property of the City and no development is anticipated, no extension of the sanitary is required at this time.

**Drainage:**

1. The subject property fronts a 450/525mm diameter storm sewer on 11 Avenue NE. A 600mm diameter storm sewer on 22 Street NE terminates approximately at the subject property's northern boundary. No upgrades or extension will be required at this time.
2. Records indicate that the existing property is not serviced by City Storm System.
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The subject property 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


**OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000-40**  
**ZONING AMENDMENT APPLICATION FILE NO. ZON-1154**  
August 16 2019  
Page 4

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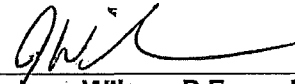
services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Geotechnical:**

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



**Matt Gienger**  
Engineering Assistant



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

**22. STATUTORY PUBLIC HEARINGS****1. Official Community Plan Amendment No. OCP4000-40 [Cornerstone Christian Reformed Church/Roodzant, E.; 1161 22 Street NE; HC to INS]**

The Director of Development Services explained the proposed Official Community Plan Amendment Application.

Submissions were called for at this time.

E. Roodzant, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:04 p.m.

## CITY OF SALMON ARM

### BYLAW NO. 4348

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

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WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on November 12, 2019, at the hour of 7:00 p.m. was published in the October 30 and November 6, 2019 issue of the Salmon Arm Observer;

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

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

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

1. Re-designate Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan KAP81982 from HC (Commercial - Highway Service/Tourist) to INS (Institutional Zone), as shown on Schedule "A" attached hereto and forming part of this bylaw;

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "**City of Salmon Arm Official Community Plan Amendment Bylaw No. 4348**".

READ A FIRST TIME THIS            15th            DAY OF            October            2019

READ A SECOND TIME THIS        28th            DAY OF            October            2019

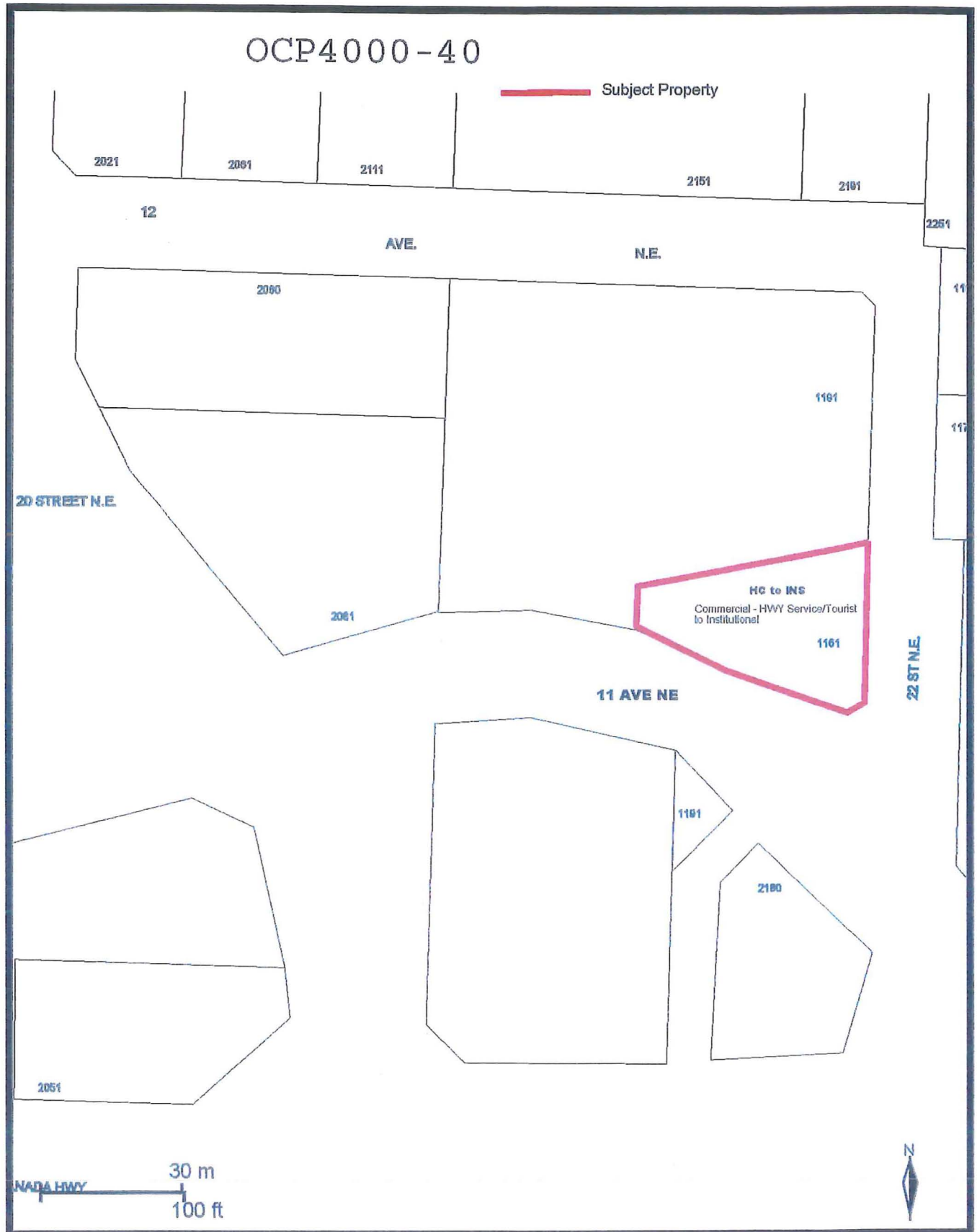
READ A THIRD TIME THIS        12th            DAY OF            November        2019

ADOPTED BY COUNCIL THIS                            DAY OF                            2019

\_\_\_\_\_  
MAYOR

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





Item 10.2

## CITY OF SALMON ARM

Date: November 25, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4349 be read a final time.

[ZON-1154; Cornerstone Christian Reformed Church/Roodzant, E.; 1161 22 Street NE; R-1 to P-3]

### Vote Record

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

Opposed:

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

**22. STATUTORY PUBLIC HEARINGS****2. Zoning Amendment No. ZON-1154 [Cornerstone Christian Reformed Church/Roodzant, E.; 1161 22 Street NE; R-1 to P-3]**

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

Submissions were called for at this time.

E. Roodzant, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:05 p.m.

## CITY OF SALMON ARM

### BYLAW NO. 4349

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on November 12, 2019 at the hour of 7:00 p.m. was published in the October 30 and November 6, 2019 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan KAP81982 from R-1 (Single Family Residential Zone) to P-3 (Institutional Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

City of Salmon Arm  
Zoning Amendment Bylaw No. 4349

5. CITATION

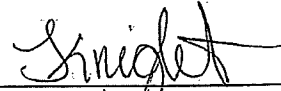
This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4349"

READ A FIRST TIME THIS 15th DAY OF October 2019

READ A SECOND TIME THIS 28th DAY OF October 2019

READ A THIRD TIME THIS 12th DAY OF November 2019

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE 15<sup>th</sup> DAY OF November 2019



For Minister of Transportation & Infrastructure

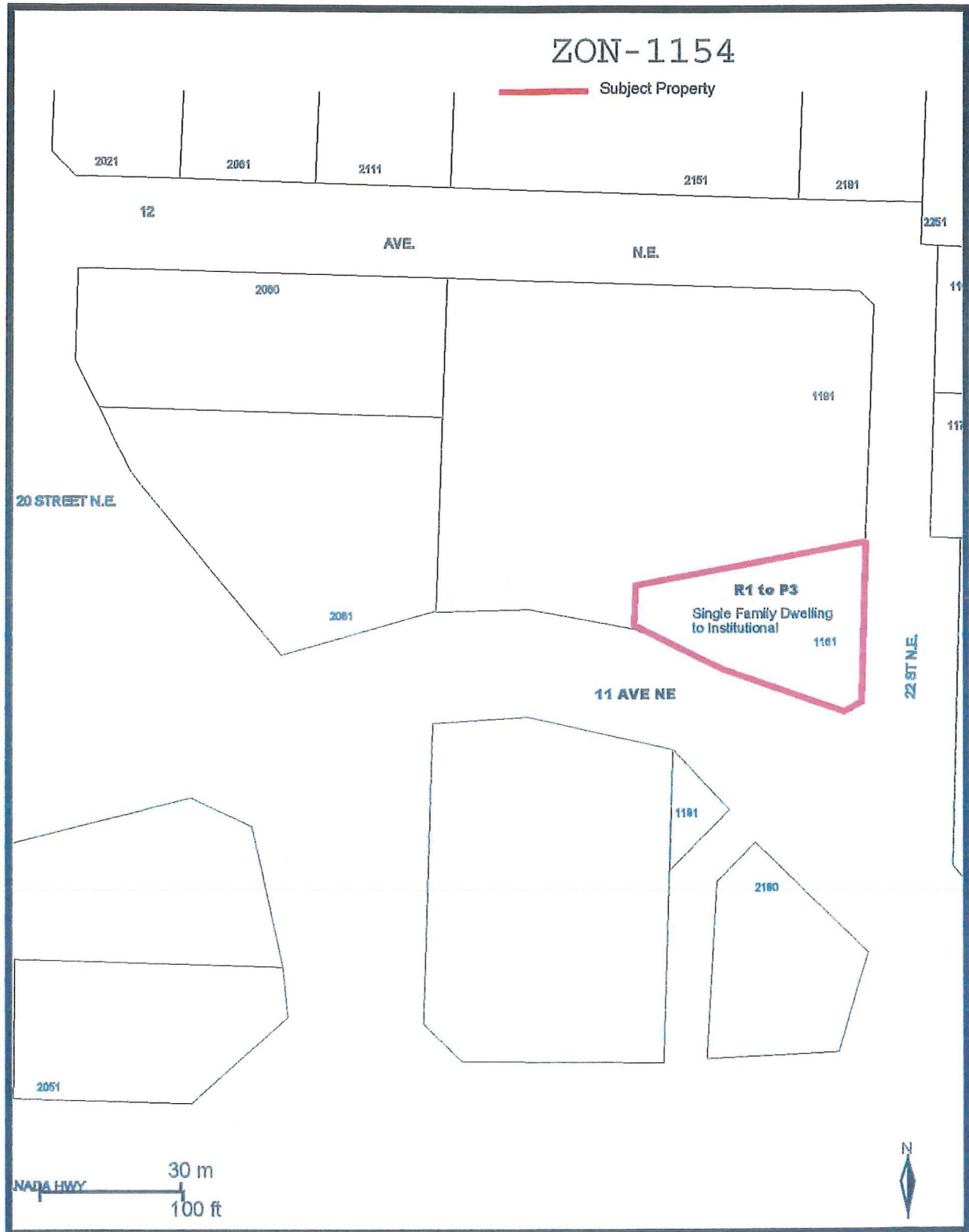
ADOPTED BY COUNCIL THIS DAY OF 2019

\_\_\_\_\_  
MAYOR

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



SCHEDULE "A"



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Item 10.3

## CITY OF SALMON ARM

Date: November 25, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No 4353 be read a second time;

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

AND THAT: Pursuant to Section 476 of the Local Government Act, Council has considered this Official Community Plan amendment after required consultation with School District No. 83;

AND THAT: Pursuant to Section 477 (3) (a) of the Local Government Act, Final Reading of the Official Community Plan bylaw be withheld pending Council's consideration of the amendment in conjunction with:

- 1) The Financial Plans of the City of Salmon Arm; and
- 2) The Liquid Waste Management Plan of the City of Salmon Arm.

[OCP4000-41; Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; LDR to NC]

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

DATE: October 29, 2019

SUBJECT: Official Community Plan Amendment Application No. OCP4000-41  
Zoning Amendment Application No. 1157

Legal: Lot 24, Section 18, Township 20, Range 9, W6M, KDYD, Plan 22473  
Civic: 480 – 30 Street SE  
Owner: Shuswap Christian Education Society  
Applicant/Agent: T. Horsting

## MOTION FOR CONSIDERATION

- THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend the Official Community Plan Bylaw No. 4000 Land Use Designation of Lot 24, Section 18, Township 20, Range 9, W6M, KDYD, Plan 22473 from LDR (Low Density Residential) to NC (Neighbourhood Commercial);
- AND THAT:** Pursuant to Section 475 of the *Local Government Act*, Council shall consider this Official Community Plan amendment after appropriate consultation with affected organizations and authorities;
- AND THAT:** Pursuant to Section 476 of the *Local Government Act*, Council shall consider this Official Community Plan amendment after required consultation with School District No. 83;
- AND THAT:** Pursuant to Section 477 (3) (a) of the *Local Government Act*, Second Reading of the Official Community Plan bylaw be withheld pending Council's consideration of the amendment in conjunction with:
- 1) The Financial Plans of the City of Salmon Arm; and
  - 2) The Liquid Waste Management Plan of the City of Salmon Arm.
- AND THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 24, Section 18, Township 20, Range 9, W6M, KDYD, Plan 22473 from R-1 (Single Family Residential Zone) to C-1 (Local Commercial Zone);
- AND FURTHER THAT:** Final Reading of the Zoning Amendment Bylaw be withheld subject to:
- 1) Adoption of the associated Official Community Plan Amendment Bylaw.

## STAFF RECOMMENDATION

The motion for consideration be adopted.

## BACKGROUND

The civic address of the subject property is 480 – 30 Street SE. The property is located on 30<sup>th</sup> Street, two lots south of Little Mountain Fieldhouse and across the street from Shuswap Middle School (Appendices 1 & 2). The applicant wishes to relocate a commercial daycare business to this location and has provided a letter rationale including a letter of support from the Shuswap Children's Association, and a site plan for the proposal (Appendix 3). The parcel is a relatively flat, 0.41 acres in size and is currently vacant; site photos are attached as Appendix 4. Both an OCP and a zoning amendment are necessary to permit a *commercial daycare facility*. The proposal includes an OCP Amendment, to change the OCP designation from Low Density Residential to Neighbourhood Commercial; and, a Zoning Amendment, to change the zoning from R-1, Single Family Residential Zone to C-1, Local Commercial Zone. OCP and zoning maps are attached as Appendices 5 & 6.

Land uses adjacent to the subject parcel include the following:

North: Vacant, City owned property – R-1, Single Family Residential,  
Little Mountain Fieldhouse – P-1, Park  
Public Works Yard – P-3, Institutional  
South: Single Family Residential – R-1  
East: Single Family Residential – R-1  
West: Single Family Residential – R-1  
Shuswap Middle School – P-3, Institutional

The property is owned by Shuswap Christian Education Society and the applicant has an accepted offer on the property subject to the approval of OCP and Zoning Amendments. In 2008, The Shuswap Christian Education Society made a similar application. At the time, their proposal included a zoning amendment application (File No. ZON-906) to rezone the property from R-1, Single Family Residential Zone to P-3, Institutional Zone, to permit a preschool and a daycare facility. The property remained zoned as R-1 as there were conditions for final reading of the Zoning Amendment Bylaw.

The previous proposal in 2008 did not include an OCP amendment because the applicant was rezoning to P-3 and the OCP supports institutional uses within the Urban Containment Boundary. A Development Permit was also not required, as what was proposed at the time was an institutional development. This proposal is a neighbourhood commercial development and it requires both an OCP Amendment and a Development Permit. Subject to the adoption of the OCP and Zoning Amendment Bylaws and as per OCP Policy 9.3.22, all lands designated and rezoned for Neighbourhood Commercial uses are designated as a Neighbourhood Commercial Development Permit Area which are subject to the guidelines contained in section 9.6 of the OCP, Neighbourhood Commercial Development Permit Areas.

The applicant's letter of rationale included a request for consideration of a formal lease agreement for parking on the northern, city owned parcel. Staff are not in support of a formal parking agreement as detailed later in this report.

## OCP POLICIES

As previously noted, the property is designated Low Density Residential in the City's OCP. OCP Policy 9.3.19 supports new Neighbourhood Commercial areas in High, Medium and Low Density Residential areas.

Although the surrounding properties are predominantly single family residential, there are many institutional uses nearby, including Shuswap Middle School, South Broadview Elementary School, and Kings Christian School; these schools are all located along 30<sup>th</sup> Street within 1 km from the subject property. A *commercial daycare facility* would provide support and complement the existing schools in the area. OCP Policy 9.2.2 & 9.2.5 are supportive of this proposed use of a commercial daycare:

"4.4.11 Continue to encourage local amenities such as schools, parks and local commercial uses in residential neighbourhoods..."

- "9.2.2 Encourage and support commercial businesses that are complementary to and utilize the strengths of the community."
- "9.2.5 Support small scale local commercial businesses in appropriate locations in residential neighbourhoods."

Daycare facilities are recognized as a social service in the City's OCP.

- "15.3.22(d) Encourage and facilitate child care facilities and services, e.g., in new developments, places of employment, education and cultural facilities."
- "15.3.22(g) ...encourage social issues to be considered in new development proposals where appropriate, recognizing that social issues may include affordable and accessible housing; daycare; transit, access to schools..."

#### Section 475 & 476– Local Government Act

Pursuant to Section 475 and 476 of the Local Government Act (consultation during OCP development / amendments), the proposed OCP amendment was referred to the following external organizations:

Adams Lake Indian Band:	No response to date
Neskonlith Indian Band:	Did not provide comments
Economic Development Society:	No objections to the application
School District No. 83:	No response to date

#### Section 477 – Local Government Act

Pursuant to Section 477 of the Local Government Act, adoption procedures for official community plan, after first reading, the OCP amendment bylaw must be considered in relation to the City's financial and waste management plans. In the opinion of staff, this proposed OCP amendment is largely consistent with both the City's financial and waste management plans.

#### COMMENTS

##### Engineering Department

Engineering comments are attached as Appendix 7. Regarding the request for consideration of a formal lease agreement for parking on the northern, city owned parcel, Engineering staff note the following:

Currently this property is used as an overflow parking area for Little Mountain Sports Complex and the City utilizes the area as a snow dump site during the winter months. This property is critical to our winter operations as we are short on winter dump sites and this particular site provides the needed space to dispose of the snow which is hauled from various City Facilities parking lots, Shaw & Recreation Centres, Curling Facility, Public Works Building, Little Mountain Field House, Fire Hall #2, and various other locations. Staff's concerns with allowing a portion of this lot to be used by the Daycare for parking are:

**#1 Safety**, during the winter months we have large trucks accessing the site to dump snow, this would create increased risk to the City and Contracted trucks as there is a high potential for conflicts and patrons of the Daycare (private vehicles, parents and small children). This could also create access issues along 30<sup>th</sup> Street SE impacting the City's Arterial Roadway. A risk assessment would be needed and possible emigration measure would need to be put into place (Costs?).

**#2 Access**: There is only one entrance to this lot, concerns with keeping any parked vehicles from blocking the access during winter operations or during sporting events that would require the overflow parking areas.

**#3 Drainage**: Concerns with snow pile melt on this property could create issues with the proposed Daycare parking.



Building Department

Professional soils review will be required for development. Comments attached as Appendix 8.

Fire Department

No Fire Department concerns.

Planning Department

Although this proposal is for a commercial daycare, the C-1 Local Commercial Zone includes a variety of other permitted uses. The C-1 Local Commercial Zone is attached as Appendix 9.

The subject property is well-suited for a *commercial daycare facility* as the use would complement and support current uses in the neighbourhood. The surrounding neighbourhood is comprised mainly of residential (single family homes) and institutional uses (ie. schools, churches and Little Mountain Park). From an accessibility perspective, 30 Street NE is a main transit and bike route.

The subject parcel is 0.41 acres and could accommodate a *commercial daycare facility* without the use of the property to north for parking. The parking requirements for a commercial daycare is 1 parking stall per 35 m<sup>2</sup> of gross floor area. For example, if the building was 300 m<sup>2</sup>, 9 parking spaces would be required. The applicant has not submitted a site or concept plan for their proposal at this stage, as the proposed development will be a commercial building and subject to a Development Permit.

Should the OCP and zoning amendments be approved, the applicant has been advised that submission of a Development Permit application is required, with an architect retained to provide a full set of drawings addressing the form and character of the building, landscaping, and additional details as per the design guidelines for Neighbourhood Commercial development as specified in Section 9.6 of the City's OCP. Such an application would be reviewed by Staff and the Design Review Panel prior to Councils' consideration.

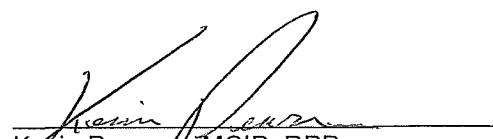
The applicant's letter of rationale included a request for consideration of a formal lease agreement for parking on the city owned property to the north. As previously noted in the comments from the Engineering Department, Staff are not in support of a formal parking agreement primarily for safety reasons. This section of 30<sup>th</sup> Street is already very busy with drop-off and pick-up for Shuswap Middle School. 30<sup>th</sup> Street NE is also designated as an Urban Arterial Road in the City's OCP. Urban arterial roads are designed with the function to facilitate the movement of large volumes of traffic through the community. A formal lease agreement would create another access off of 30<sup>th</sup> Street and due to the high volume of traffic and the function of 30<sup>th</sup> Street, Staff do not support a formal parking agreement.

CONCLUSION

As our City grows, there will be an increase in demand for local neighbourhood services, outside of the traditional TCH corridor. Just recently (2018), another property in the vicinity had similar applications approved by Council, an OCP amendment from Institutional to Neighbourhood Commercial and a zoning amendment from P-3 (Institutional) to C-10 (High Technology Research and Development Zone).

This proposed development is supported by the OCP and compliments the existing uses in the neighbourhood. In addition, the proposed development would provide an amenity to the community in a location that will be accessible and well-suited for this type of development. Therefore, Staff support the OCP and zoning amendments.

  
Denise Ackerman  
Planner, Development Services Department

  
Kevin Pearson, MCIP, RPP  
Director of Development Services





0 15 30 60 90 120  
Meters



Subject Parcel





0 2.5 5 10 15 20  
Meters



Subject Parcel



August 16th, 2019

To Salmon Arm City Council

My name is Teresa Horsting and I have owned and operated, 'Back in Nature Childcare Programming' for 10 years this December. I have received an acceptance on my offer for the vacant lot, (480 30 ST SE), (next to the overflow parking lot for the Field House) in hopes to build a nature based commercial daycare. I have enclosed a rezoning application for this property to rezone to Neighborhood Commercial zoning (C-1) with the \$1200.00 application fee. The location is suitable for a nature based program considering the close proximity to, "Little Mountain Park," as well as its central location, easy access to families. I am sure you are aware of the challenges Salmon Arm faces for parents to find quality childcare, a much needed service in our community. I have enclosed a letter of reference from the Shuswap Children's Association in support of my project. I have a couple subjects before finalizing the purchase of the property. One is, rezoning to C1 and the other is to receive a long term lease or permission, from the 'City of Salmon Arm,' to use the overflow parking lot for parents to safely pick up and drop off their child/children. The lot itself is not large enough for a commercial daycare and a parking lot to accommodate a commercial daycare. I have provided a map with the approximate measurements and the area that I propose to use. The daycare would be open Monday to Friday 7am to 600pm, closed on Statutory holidays.

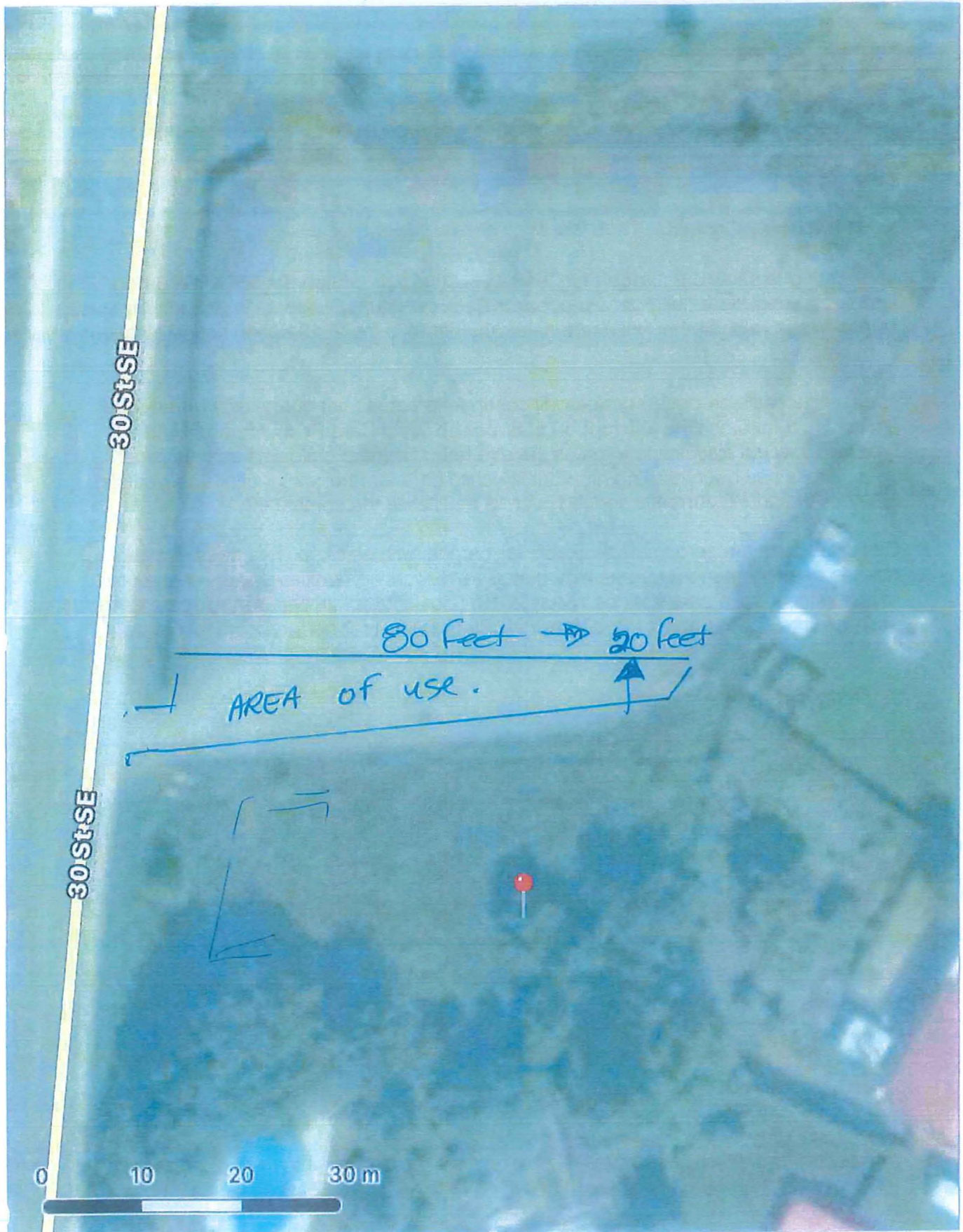
I will inform the neighbouring property owners of my proposal for rezoning for the purpose to build a childcare center. I will forward you a copy of the letter that shows the address of each each home that I had informed.

I am currently working with an architect, when I receive the plans, I will forward them with the development site plan application.

If you require further information please contact me.

I look forward to hear back from you and thank you for considering my application.

Teresa Horsing  
250-253-6366  
thorse66@telus.net





April 12, 2019

To Whom It May Concern,

I am writing to show our support for Teresa Horsting's proposed project of relocating and/or creating more child care spaces for Back In Nature Childcare in Salmon Arm. Teresa has to relocate her childcare center by end of June 2019 due to notice of rental termination.

I believe Teresa's proposed project will continue to benefit our community greatly and am writing to express the full support of Shuswap Child Care Resource and Referral Program. I would also like to express the dire need for more childcare spaces in our area. Teresa has been offering high quality child care for families for over nine years in Salmon Arm and is currently serving over 15 families in the community.

Currently, there are zero spots available for parents with children. This does fluctuate but has been the trend for some time now. The 15 working families she is serving now will be without child care spaces in July 2019. Losing Back In Nature Childcare center will have a negative impact our community. Please consider her proposal favorably.

Sincerely,

A handwritten signature in black ink, appearing to be "C. Ondang", written in a cursive style.

Christine Ondang  
Shuswap Child Care Resource and Referral Program Coordinator







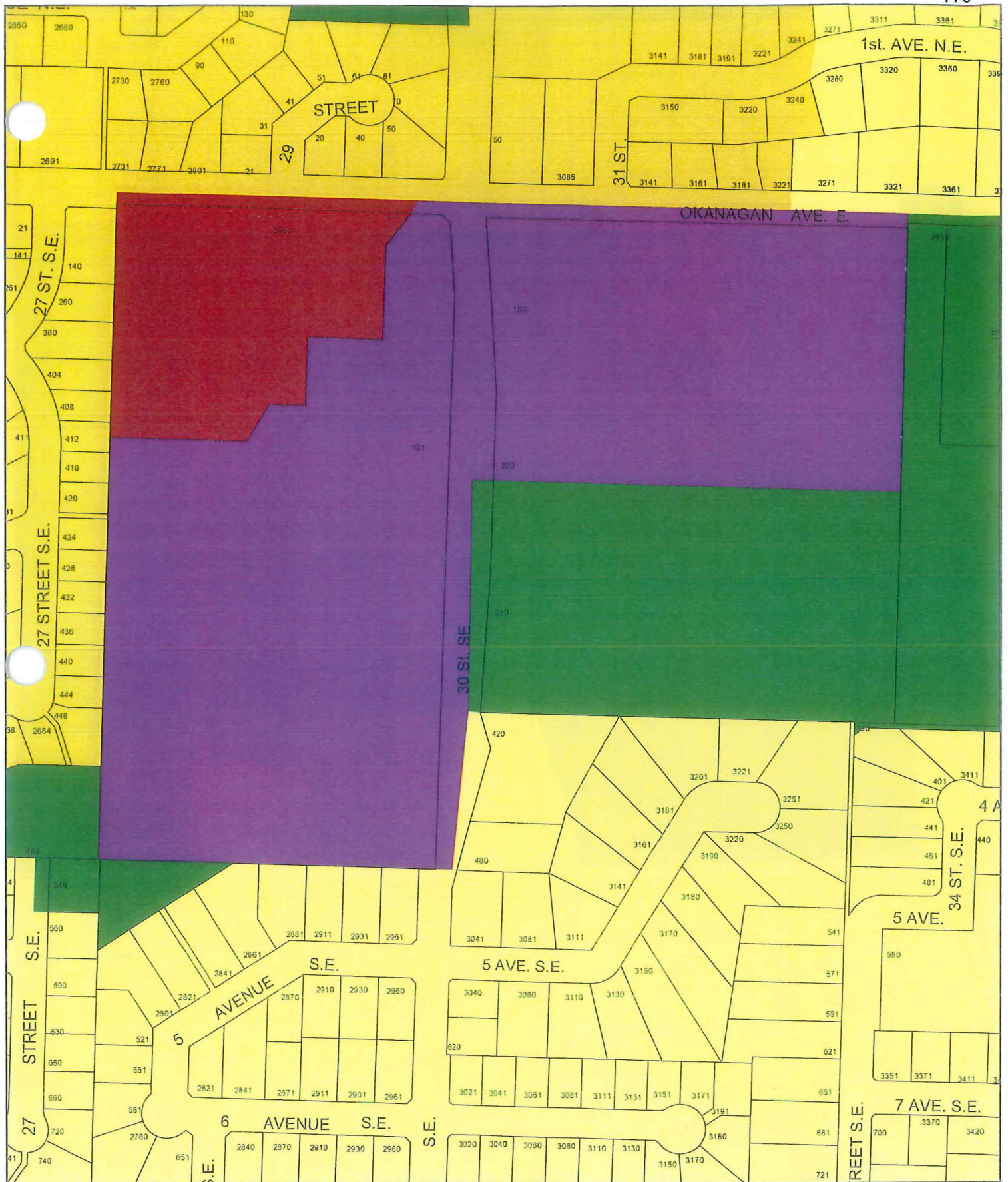



View looking southeast



View looking northeast







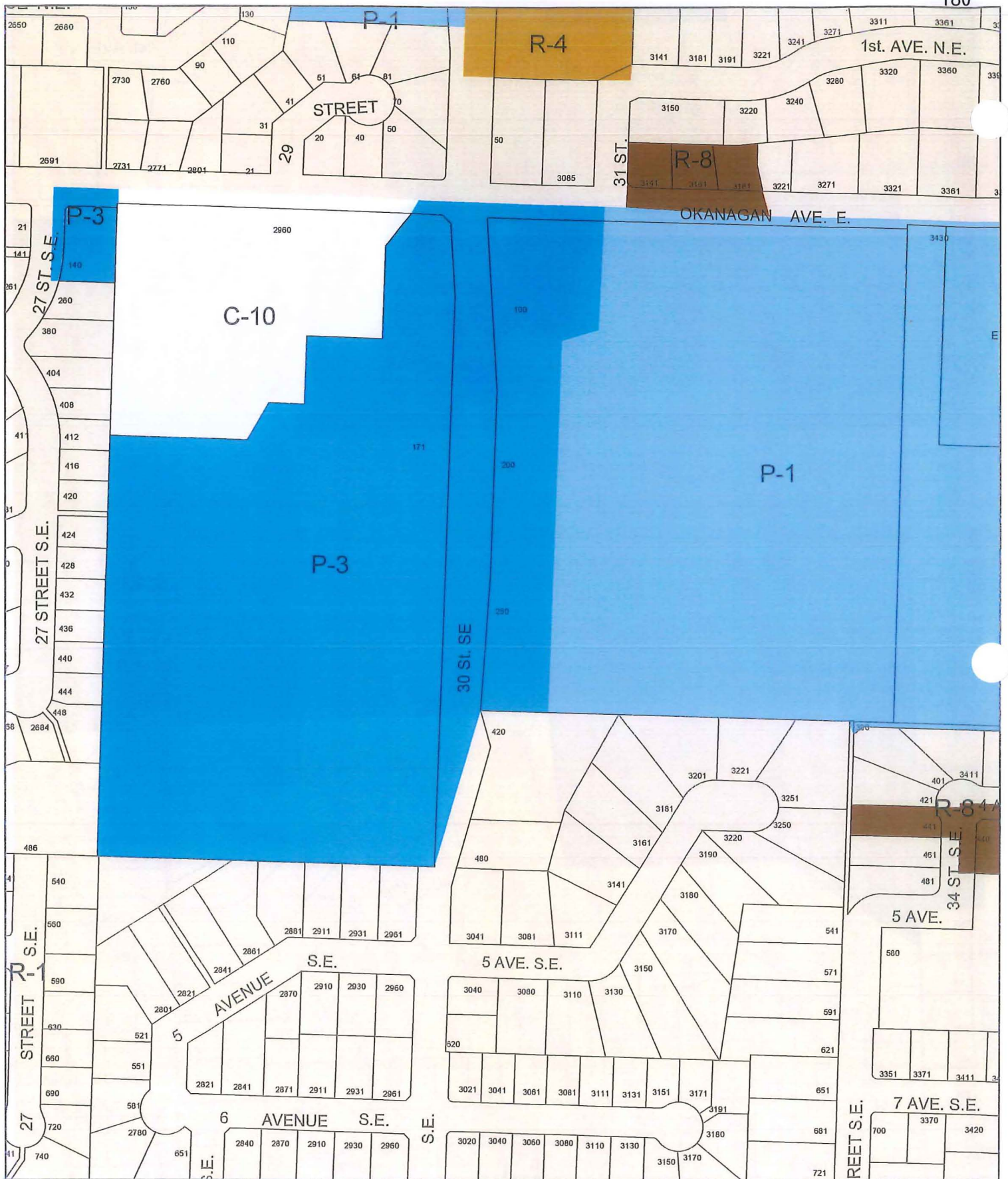
Subject Parcel

0
15
30
60
90
120

Meters

<div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="background-color: #ffffcc; width: 20px; height: 10px; border: 1px solid black;"></div> Low Density Residential</div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="background-color: #ffff00; width: 20px; height: 10px; border: 1px solid black;"></div> Medium Density Residential</div> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #ff0000; width: 20px; height: 10px; border: 1px solid black;"></div> Neighbourhood Commercial </div>	<div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <div style="background-color: #008000; width: 20px; height: 10px; border: 1px solid black;"></div> Park</div> <div style="display: flex; justify-content: space-between;"> <div style="background-color: #800080; width: 20px; height: 10px; border: 1px solid black;"></div> Institutional </div>
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Subject Parcel

0 15 30 60 90 120

Meters

P-1 Park & Rec. Zone

P-3 Institutional Zone

R-1 Single Family Residential

R-8 Residential Suite Zone

C-10 HighTech, Z





*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Kevin Pearson, Director of Development Services  
 DATE: Sept 5, 2019  
 PREPARED BY: Matt Gienger, Engineering Assistant  
 APPLICANT: Teresa Horsting, 3029 Cedar Drive, Sorrento, BC V0E 2W2  
 SUBJECT: OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000-41  
 ZONING AMENDMENT APPLICATION FILE NO. ZON-1157  
 LEGAL: LOT 24, SECTION 18, TOWNSHIP 20, RANGE 9, W6M KDYD, PLAN 22473  
 CIVIC: 480 – 30 Street SE

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Further to your referral dated August 21, 2019, we provide the following servicing information. The following comments and servicing requirements are not conditions for OCP or Zoning Applications; 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 shall have all necessary public infrastructure installed to ensure properties can be serviced with overhead electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required 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 subdivision / building permit 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.



**OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000-41**  
**ZONING AMENDMENT APPLICATION FILE NO. ZON-1157**

August 27 2019

Page 2

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9. For the off-site improvements at the time of subdivision / 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 subdivision / 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. 30 Street SE, on the subject properties western boundary, is designated as an Urban Arterial Road standard, with an ultimate 25.0m road dedication (12.5m on either side of road centerline). Although the City only requires an Interim total of 20.0m of road dedication (10.0m on either side of road centerline) at this time, all building setbacks will be required to conform to the ultimate 25.0m cross section. Available records indicate that no additional road dedication is required (to be confirmed by BCLS)
2. 30 Street SE is currently constructed to an Interim Urban Arterial Road standard. Upgrading to the current Urban Interim Arterial Road standard is required, in accordance with Specification Drawing No. RD-4. Upgrading may include, but is not limited to, road widening, curb & gutter, sidewalk and streetlights. Owner / Developer is responsible for all associated costs.
3. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
4. As 30 Street SE is designated as an Arterial Road, accesses shall be designed by keeping to a minimum number. Only one (1) driveway access will be permitted onto 30 Street SE. All unused driveways shall be removed. Owner / Developer responsible for all associated costs.

**Water:**

1. The subject property fronts a 305mm diameter Zone 4 watermain on 30 Street SE. No upgrades will be required at this time.
2. Records indicate that the existing property is serviced by an unknown size service from the 305mm diameter watermain on 30 Street SE. Demand of proposed development and existing size of service will determine if any upgrade is required. This service will require a water meter supplied by the City at the time of building permit, at the Owner / Developer's cost. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs
3. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
4. Fire protection requirements to be confirmed with the Building Department and Fire Department.

**OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000-41**  
**ZONING AMENDMENT APPLICATION FILE NO. ZON-1157**

August 27 2019

Page 3

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**Sanitary:**

1. The subject property fronts a 200mm diameter municipal sewer main on 30 Street SE. A 205mm diameter sanitary sewer main traverses the southeast property corner within Right of Way A13402.
2. Records indicate that the existing property is serviced by a 150mm service from the sanitary sewer on 30 Street SE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Sanitary System to receive the proposed discharge from the development. Owner / Developer is responsible for all associated costs.

**Drainage:**

1. The subject property fronts a 450/600mm diameter storm sewer on 30 Street SE. A groundwater inlet structure with 300mm diameter storm sewer to storm manhole exists 30 Street SE frontage of the property.
2. Records indicate that the existing property is serviced by a 100mm service from the storm sewer on 30 Street SE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided. The ISMP shall address the site drainage and any upstream drainage, including the safe passage of 100 year overland flow at the low point of the site to the storm water pond on the west side of 30 Street SE.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000-41  
ZONING AMENDMENT APPLICATION FILE NO. ZON-1157  
August 27 2019  
Page 4

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**Geotechnical:**

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



**Matt Gienger**  
Engineering Assistant



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



SUBMIT FORM

PRINT



DEVELOPMENT SERVICES DEPARTMENT  
Box 40, 500 - 2nd Avenue NE, Salmon Arm, BC, V1E 4N2  
Phone: 250-803-4010 FAX: 250-803-4041

**TO:**

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

**REFERRAL:**

DATE: August 21, 2019  
OWNER: Shuswap Christian Education Society Inc. 350 B – 30 Street NE, Salmon Arm, BC V1E 1J2  
APPLICANT/AGENT: Teresa Horsting, 3029 Cedar Drive, Sorrento, BC V0E 2W2  
SUBJECT: **OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000-41**  
**ZONING AMENDMENT APPLICATION FILE NO. ZON-1157**

LEGAL: Lot 24, Section 18, Township 20, Range 9, W6M KDYD, Plan 22473  
CIVIC: 480 – 30 Street SE

Proposal: 1) Commercial Daycare (letter attached); and  
2) Use of adjacent City land for daycare parking (see attached)

OCP Land Use Designation: Residential Low Density  
OCP Designation Requested: Neighbourhood Commercial  
Development Permit Areas: Environmentally Sensitive Riparian Areas  
Neighbourhood Commercial  
Current Zoning: R-1 (Single Family Residential Zone)  
Requested Zoning: C-1 Local Commercial Zone  
Previous Files: ZON-906  
Associated File: n/a

City Planner Assigned to File: Denise Ackerman  
(For more information contact): [dackerman@salmonarm.ca](mailto:dackerman@salmonarm.ca) or 250-803-4021

Please provide comments at your earliest opportunity.

**COMMENTS for OCP4000-41/ZON-1157:**

No concern with use of land but there is potential for substantial fill on this site.  
Professional soils review will be required for development.

SIGNATURE: MR

DATE: September 26, 2019

SECTION 15 - C-1 - LOCAL COMMERCIAL ZONE

**Purpose**

- 15.1 The C-1 Zone is intended to provide convenience shopping for people who reside in the adjacent neighbourhood. Development in the C-1 Zone should not, neither by its scale nor the variety of services or products offered, attract residents from other than the neighbourhood in which the C-1 use is located. New developments zoned C-1 shall be sited and required to obtain a Development Permit as per the requirements of the Official Community Plan. Commercial uses shall be limited to the ground floor only.

**Regulations**

- 15.2 On a parcel zoned C-1, no building or structure shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the C-1 Zone or those regulations contained elsewhere in this Bylaw.

**Permitted Uses**

- 15.3 The following uses and no others are permitted in the C-1 Zone:

- |       |     |                                 |
|-------|-----|---------------------------------|
|       | .1  | commercial daycare facility;    |
|       | .2  | convenience store;              |
| #2782 | .3  | home occupation;                |
| #3223 | .4  | licensee retail store;          |
| #4240 | .5  | mobile food vending;            |
|       | .6  | neighbourhood pub;              |
|       | .7  | office;                         |
| #2837 | .8  | outside vending;                |
|       | .9  | personal service establishment; |
|       | .10 | public use;                     |
|       | .11 | public utility;                 |
|       | .12 | video store;                    |
|       | .13 | upper floor dwelling units;     |
|       | .14 | accessory use.                  |

**Maximum Number of Principal Buildings**

- 15.4 The maximum number of principal buildings shall be one (1) per parcel.

**Maximum Height of Principal Building**

- 15.5 The maximum height of the principal building shall be 10.0 metres (32.8 feet).

**Maximum Parcel or Site Coverage**

- 15.6 The maximum parcel or site coverage for all buildings and structures shall be 65% of the parcel or site area.

**Maximum Gross Floor Area**

- 15.7 The total allowable building envelope (maximum ground floor area) shall not exceed 500.0 square metres (5,382.1 square feet).

**Minimum Parcel Size or Site Area**

- 15.8 The minimum parcel size or site area shall be 465.0 square metres (5,005.3 square feet).

**Minimum Parcel or Site Width**

- 15.9 The minimum parcel or site width shall be 15.0 metres (49.2 feet).

**Minimum Setback of Principal Buildings**

- 15.10 The minimum setback of the principal buildings from:

- |    |                                    |                        |
|----|------------------------------------|------------------------|
| .1 | Front parcel line shall be         | 6.0 metres (19.7 feet) |
| .2 | Rear parcel line shall be          | 3.0 metres ( 9.8 feet) |
| .3 | Interior side parcel line shall be | 3.0 metres ( 9.8 feet) |
| .4 | Exterior side parcel line shall be | 6.0 metres (19.7 feet) |

**Outside Storage**

- 15.11 Outside storage shall not be permitted.

**Parking and Loading**

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



## CITY OF SALMON ARM

### BYLAW NO. 4353

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

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

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

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

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

1. Re-designate Lot 24, Section 18, Township 20, Range 9, W6M, KDYD, Plan 22473 from LDR - Low Density Residential to NC - Neighbourhood Commercial, as shown on Schedule "A" attached hereto and forming part of this bylaw;

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Official Community Plan Amendment Bylaw No. 4353"**.

READ A FIRST TIME THIS                      12th                      DAY OF                      November                      2019

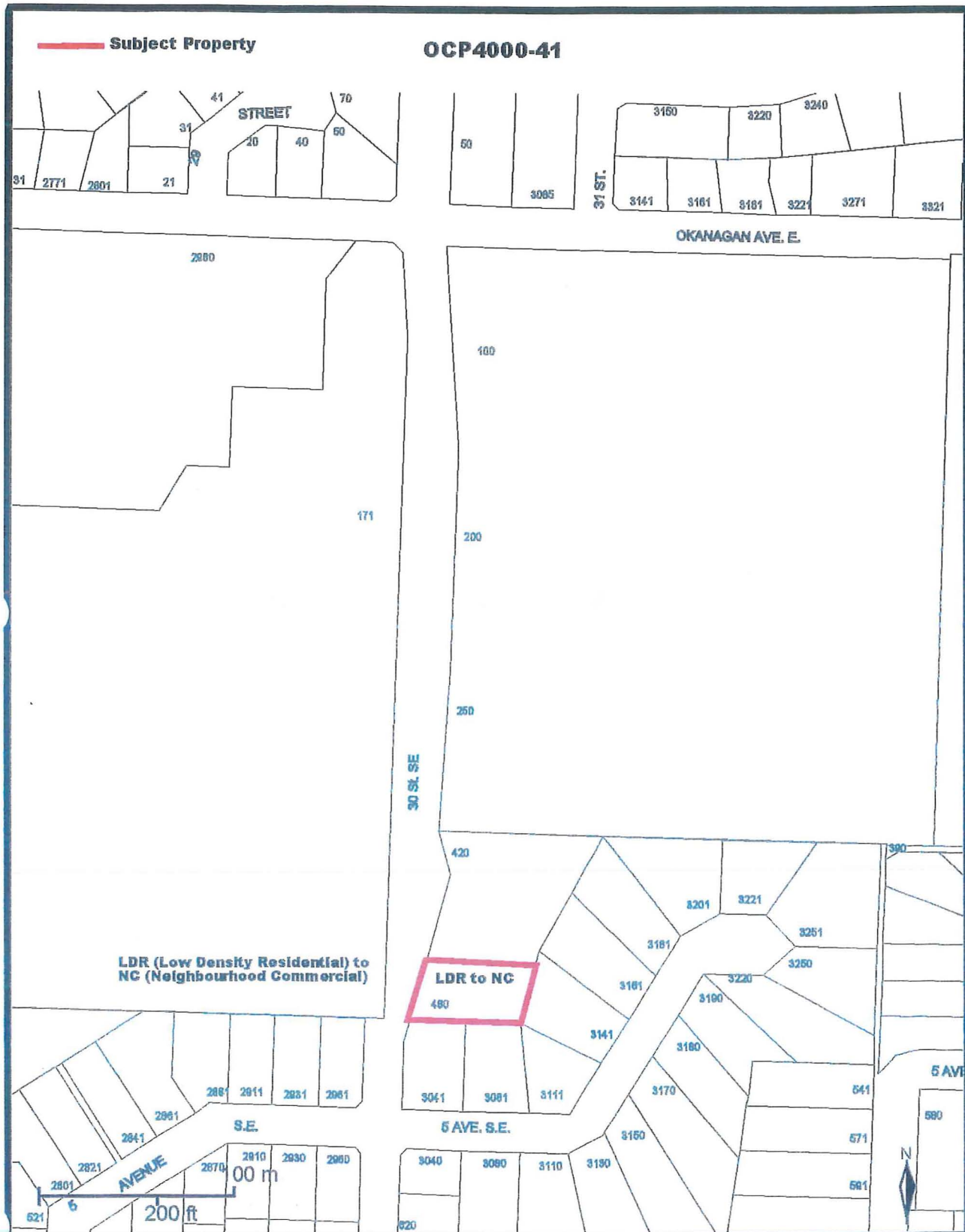
READ A SECOND TIME THIS    DAY OF    2019

READ A THIRD TIME THIS    DAY OF    2019

ADOPTED BY COUNCIL THIS    DAY OF    2019

\_\_\_\_\_  
MAYOR

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



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Item 10.4

## CITY OF SALMON ARM

Date: November 25, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4354 be read a second time.

[ZON-1157; Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; R-1 to C-1]

### **Vote Record**

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

Opposed:

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



# CITY OF SALMON ARM

## BYLAW NO. 4354

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

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

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

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

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

Rezone Lot 24, Section 18, Township 20, Range 9, W6M, KDYD, Plan 22473 from R-1 Single Family Residential Zone to C-1 Local Commercial Zone, attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

City of Salmon Arm  
Zoning Amendment Bylaw No. 4354

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4354"**

READ A FIRST TIME THIS                      12th                      DAY OF                      November                      2019

READ A SECOND TIME THIS    DAY OF    2019

READ A THIRD TIME THIS    DAY OF    2019

ADOPTED BY COUNCIL THIS    DAY OF    2019

\_\_\_\_\_  
MAYOR

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

SCHEDULE "A"



Item 10.5

## CITY OF SALMON ARM

Date: November 25, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm 2019 to 2023 Financial Plan Amendment Bylaw No. 4363 be read a final time.

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

Date: November 5, 2019  
 To: Mayor Harrison and Members of Council  
 From: Tracy Tulak, Deputy Chief Financial Officer  
 Subject: 2019 Amended Budget

## Recommendation

That: Bylaw No. 4363 cited as "City of Salmon Arm 2019 to 2023 Financial Plan Amendment Bylaw No. 4363" be given 3 readings.

## Background

The 2019 Final Budget requires an amendment to reflect Council Resolutions and to redirect allocations between budget accounts.

## General Fund

### Revenue

Business License Revenue (To Reflect Actual – Redirected to Small Communities Protection Grant)	\$ 12,000.00
Small Communities Protection Grant (To Reflect Actual)	(14,000.00)
Traffic Fine Revenue Sharing Grant (To reflect actual. Grant based on previous year's traffic fines)	(5,000.00)
Other Grant (LGMA 100 <sup>th</sup> Anniversary Tree Planting Campaign)	50.00
Transfer from Reserve – Climate Action (As Resolved by Council – Community Energy Plan)	15,000.00
Transfer from Reserve – Airport – Com./Ind. Land (To amalgamate reserves to one account. Offsets with expenditure for same)	15,740.00
Transfer from Reserve – Solid Waste/Rec. Program (As Resolved by Council)	30,000.00
School Tax Requisition – Residential (Provision to Reflect Actual – Requisition Received After Final Budget Adoption in April/2019 – Offsets With Expenditure for Same)	241,000.00
School Tax Requisition – Non-Residential (Provision to Reflect Actual – Requisition Received After Final Budget Adoption in April/2019 – Offsets With Expenditure for Same)	(116,000.00)

### Expenses

Council Expenses (As Resolved by Council)	\$ 750.00
Annual Report (To Reflect Actual – Redirected to Small Communities Protection Grant)	(2,000.00)
Council/Staff Orientation/Retreat (To Reflect Actual – Redirected to Traffic Fine Revenue Sharing Grant)	(5,000.00)
Grant – SA Children's Festival Society - Rental (As Resolved by Council)	1,224.00
Grant – EDS – National Advertising (As Resolved by Council)	5,000.00
Fire – Miscellaneous – Fire Protection (Increased Administration Fees for the Disposal of Fixed Assets - Funded from Reserve)	400.00
FTC – Office Supplies (Redirected to FTC – Capital – TV and Mount. No Budget Impact)	(1,000.00)
Transportation – Vandalism (As Resolved by Council)	1,573.00
Community Energy Plan (As Resolved by Council)	15,000.00
Solid Waste/Recycling Services – Advertising, Promotion & Education (As Resolved by Council)	10,000.00
Solid Waste/Recycling Services – Reusable Shopping Bags (As Resolved by Council)	20,000.00
Shaw Centre – Operating (As Resolved by Council)	38,000.00
Parks – Elks Park Maintenance (As Resolved by Council)	5,500.00



Mayor Harrison and Members of Council  
 Memorandum – 2019 Amended Budget  
 November 5, 2019

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Parks – Central Business District/Urban Street Tree Maintenance (Trees - LGMA 100 <sup>th</sup> Anniversary Tree Planting Campaign)	50.00
Parks – Foreshore Trail – Data Collection/Monitoring (As Resolved by Council)	1,800.00
Recreation Centre – Operating (As Resolved by Council)	(38,000.00)
Canada Day Celebrations (As Resolved by Council)	2,700.00
Council Initiatives (As Resolved by Council)	(18,547.00)
Transfer to Reserve – Planning –Ind./Com. Subd (Airport) Env. Rev (To amalgamate reserves to one account. Offsets with revenue for same)	15,740.00
Transfer to Reserve Fund – Fire – Emergency Apparatus (Redirected to Fire – Miscellaneous - Fire Protection – see above)	(400.00)
School Tax Requisition – Residential (Provision to Reflect Actual – Requisition Received After Final Budget Adoption in April/2019 – Offsets with Revenue for Same)	241,000.00
School Tax Requisition – Non-Residential (Provision to Reflect Actual – Requisition Received After Final Budget Adoption in April/2019 – Offsets with Revenue for Same)	(116,000.00)

Capital

General – Property Acquisition (As Resolved by Council)	\$ 750,000.00
Fire – Hydraulic Ladder Rack (As Resolved by Council)	(12,000.00)
Fire – Hose (As Resolved by Council)	(2,000.00)
Fire – Turnout Gear (As Resolved by Council)	(2,000.00)
Fire – Hall No. 4 – Roof Repair (As Resolved by Council)	11,000.00
Fire – Hall No. 3 – Exhaust System (As Resolved by Council)	5,000.00
Fire – Turnout Gear (Redirected to Radios & Pagers for same. No Budget Impact)	(2,300.00)
Fire – Radios & Pagers (Redirected from above. No Budget Impact)	2,300.00
FTC – TV and Mount (Redirected from FTC – Office Supplies. No Budget Impact)	1,000.00
Transportation – Storm Water Master Plan (As Resolved by Council. Funded From Reserve - No Budget Impact)	10,000.00
Transportation – Roads – 5 Ave SW – Constr. (Redirected to Alexander Street – No Budget Impact)	(8,500.00)
Transportation – S, C & G – Alexander Street (Redirected from above – No Budget Impact)	8,500.00
Transportation – Flusher Truck Bldg Addition (As Resolved by Council. Funded From Reserve - No Budget Impact)	25,000.00
Airport – Runway Paving – Construction (Unsuccessful grant application. No Budget Impact)	1,500,000.00
Shaw Centre – Chiller Replacement Design (As Resolved by Council. Funded From Reserve - No Budget Impact)	20,000.00
Parks – Blackburn Park – Covered Structure (As Resolved by Council. Funded From Reserve - No Budget Impact)	25,000.00
Parks – Blackburn Park – Covered Structure (To reflect funding change from Blackburn Park Reserve Account to Other Contributions – No Budget Impact)	25,000.00
Parks – Haney Heritage – Montebello Repairs (To reflect actual. Funded from Other Contributions – No Budget Impact)	1,600.00
Parks – SAGA Building – Solar PV System (As Resolved by Council. Funded From Reserve - No Budget Impact)	32,800.00

Water FundRevenue

Transfer from Reserve – Future Expenditure (As Resolved by Council)	\$ 15,000.00
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Expenditures

1860 Pump Station Maintenance (As Resolved by Council)	\$ 15,000.00
--	--------------

Mayor Harrison and Members of Council  
Memorandum – 2019 Amended Budget  
November 5, 2019

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Capital

Zone 1 – Generator – Secured Shed (As Resolved by Council, Redirected to Below)	\$ (6,500.00)
TCH Watermain Replacement Design (As Resolved by Council, Redirected From Above)	6,500.00

Sewer Fund

Capital

WPCC – Instrumentation Upgrade (As Resolved by Council, Redirected to Below)	\$ (8,000.00)
WPCC – Plant Improvements (As Resolved by Council, Redirected to Below)	(6,000.00)
WPCC – Electrical/Instrumentation Upgrades (As Resolved by Council, Redirected From Above)	14,000.00



Tracy Tulak, CPA, CMA

## CITY OF SALMON ARM

**BYLAW NO. 4363**

## A bylaw to amend the 2019 to 2023 Financial Plan

WHEREAS in accordance with the provisions of Section 165 of the Community Charter, the Council has adopted a financial plan for the period of 2019 to 2023;

AND WHEREAS it is deemed expedient to amend the Financial Plan;

NOW THEREFORE the Council of the City of Salmon Arm, in the Province of British Columbia, in an open meeting assembled, hereby enacts as follows:

1. "Schedule "A" of "City of Salmon Arm 2019 to 2023 Financial Plan Bylaw No. 4322 is hereby deleted in its entirety and replaced with Schedule "A" attached hereto and forming part of this bylaw.

## 2. SEVERABILITY

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

### 3. ENACTMENT

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

#### 4. EFFECTIVE DATE

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

## 5. CITATION

This bylaw may be cited for all purposes as “City of Salmon Arm 2019 to 2023 Financial Plan Amendment Bylaw No. 4363”.

READ A FIRST TIME THIS 12th DAY OF November 2019

READ A SECOND TIME THIS 12th DAY OF November 2019

READ A THIRD TIME THIS 12th DAY OF November 2019

ADOPTED BY COUNCIL THIS                      DAY OF                      2019

MAYOR

CORPORATE OFFICER

## Schedule "A" - Bylaw #4363

## City of Salmon Arm

## 2019 - 2023 Financial Plan

	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
<b>Consolidated Revenues</b>					
Property and MRDT Taxes - Net	\$ 18,948,635	\$ 19,771,765	\$ 20,167,200	\$ 20,570,544	\$ 20,981,955
Frontage & Parcel Taxes	3,603,450	3,631,450	3,704,079	3,778,161	3,853,724
Sales of Service	8,121,705	8,321,865	8,488,302	8,658,068	8,831,229
Revenue From Own Sources	3,343,550	2,500,730	2,550,745	2,601,760	2,653,795
Rentals	779,545	789,815	805,611	821,723	838,157
Federal Government Transfers	-	-	-	-	-
Provincial Government Transfers	349,100	343,100	349,962	356,961	364,100
Other Government Transfers	265,383	218,980	223,360	227,827	232,384
Transfer From Prior Year Surplus	600,875	508,655	518,828	529,205	539,789
Transfer From Reserve Accounts	1,266,035	883,645	901,318	919,344	937,731
Transfer From Reserve Funds	-	-	-	-	-
<b>Total Consolidated Revenues</b>	<b>\$37,278,278</b>	<b>\$36,970,005</b>	<b>\$ 37,709,405</b>	<b>\$ 38,463,593</b>	<b>\$ 39,232,864</b>
<b>Consolidated Expenditures</b>					
General Government Services	\$ 3,584,564	\$ 3,717,160	\$ 3,791,503	\$ 3,867,333	\$ 3,944,680
Protective Services	6,215,020	5,943,340	6,062,207	6,183,451	6,307,120
Transportation Services	5,575,453	5,578,145	5,689,708	5,803,502	5,919,572
Environmental Health Services	89,872	67,872	69,229	70,614	72,026
Environmental Development Service	3,146,645	2,829,630	2,886,223	2,943,947	3,002,826
Recreation and Cultural Services	4,506,210	4,538,105	4,628,867	4,721,444	4,815,873
Fiscal Services - Interest	1,346,843	1,434,243	1,462,928	1,492,187	1,522,031
Fiscal Services - Principal	1,316,705	1,162,910	1,186,168	1,209,891	1,234,089
Capital Expenditures	2,796,685	3,718,230	2,943,280	2,332,092	3,034,371
Transfer to Surplus	-	-	-	-	-
Transfer to Reserve Accounts	2,992,576	2,301,320	3,196,661	3,930,649	3,353,623
Transfer to Reserve Funds	1,128,655	1,195,200	1,219,104	1,243,486	1,268,356
Water Services	2,472,500	2,447,650	2,496,603	2,546,535	2,597,466
Sewer Services	2,106,550	2,036,200	2,076,924	2,118,462	2,160,831
<b>Total Consolidated Expenditures</b>	<b>\$37,278,278</b>	<b>\$36,970,005</b>	<b>\$ 37,709,405</b>	<b>\$ 38,463,593</b>	<b>\$ 39,232,864</b>

## Schedule "A" - Bylaw #4363

## City of Salmon Arm

## 2019 - 2023 Financial Plan

## Capital Projects

## Finances Acquired

	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
General Operating Fund	\$ 1,941,685	\$ 2,338,230	\$ 1,953,280	\$ 1,305,092	\$ 1,959,371
Water Operating Fund	547,500	670,000	490,000	500,000	500,000
Sewer Operating Fund	307,500	710,000	500,000	527,000	575,000
Federal Government Grants	2,812,615	2,169,000	-	-	-
Provincial Government Grants	2,979,370	2,264,000	-	-	-
Prior Year Surplus	81,000	50,000	510,000	-	-
Reserve Accounts	5,960,630	5,066,380	690,000	15,000	340,000
Reserve Funds	2,471,500	2,325,000	2,808,750	710,000	550,000
Development Cost Charges	624,000	604,000	2,307,500	3,335,000	3,445,000
Short Term Debt	-	-	-	-	-
Long Term Debt	6,145,000	7,845,000	-	-	-
Developer Contributions	1,206,800	1,250,000	40,000	44,000	40,000
<b>Total Funding Sources</b>	<b>\$ 25,077,600</b>	<b>\$ 25,291,610</b>	<b>\$ 9,299,530</b>	<b>\$ 6,436,092</b>	<b>\$ 7,409,371</b>

## Finances Applied

Transportation Infrastructure	\$ 18,436,360	\$ 16,392,335	\$ 4,222,000	\$ 3,622,000	\$ 3,619,500
Buildings	829,875	356,970	197,000	144,000	458,500
Land	750,000	-	-	-	300,000
IT Infrastructure	211,750	97,600	721,500	55,000	65,000
Machinery and Equipment	1,709,900	1,657,500	1,192,780	513,092	443,871
Vehicles	300,000	655,000	35,000	-	-
Parks Infrastructure	840,200	1,168,395	966,250	260,000	262,500
Utility Infrastructure	1,999,515	4,963,810	1,965,000	1,842,000	2,260,000
<b>Total Capital Expense</b>	<b>\$ 25,077,600</b>	<b>\$ 25,291,610</b>	<b>\$ 9,299,530</b>	<b>\$ 6,436,092</b>	<b>\$ 7,409,371</b>

## Departmental Summary:

	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
General Government Services	\$ 905,970	\$ 40,970	\$ 193,500	\$ 122,500	\$ 138,500
Protective Services	523,300	956,000	805,000	140,000	55,000
Transportation Services	20,360,860	17,341,835	4,523,500	3,918,500	4,233,500
Environmental Health Services	68,940	66,660	2,500	2,500	327,500
Environmental Development Services	-	-	-	-	-
Recreation and Cultural Services	1,077,865	1,702,335	1,235,030	335,592	319,871
Water Services	1,253,705	3,509,000	2,040,000	1,390,000	1,760,000
Sewer Services	886,960	1,674,810	500,000	527,000	575,000
<b>Total by Department</b>	<b>\$ 25,077,600</b>	<b>\$ 25,291,610</b>	<b>\$ 9,299,530</b>	<b>\$ 6,436,092</b>	<b>\$ 7,409,371</b>

24/10/2019

2019-2023 FP Bylaw (Cap)



**Schedule "B" – Bylaw #4363  
2019 Revenue Policy Disclosure**

1. Table One (1) reflects the proportion of total revenue proposed to be raised from each funding source in 2019. Property taxes form the greatest proportion of revenue of the City. The first column details the proposed percentage of revenue including Conditional Government Transfers and the second column shows the proposed percentage of revenue excluding Conditional Government Transfers. Conditional Government Transfers are funds provided by other levels of government or government agencies to fund specific projects. The absence of this funding would result in an increase to property taxes, debt borrowing or funding from reserves or other sources (ie. developers, donations, etc.) or result in the project not being undertaken.

The City collects three (3) types of parcel tax; a water frontage tax; a sewer frontage tax and a transportation parcel tax. The water and sewer frontage tax rate is applied to each parcel of land taxable foot frontage. The frontage rate is comprised of a capital debt repayment component plus 10% of the water and sewer operation and maintenance budget for preventative maintenance of the utilities infrastructure. The City introduced a transportation parcel tax in 2003. The transportation parcel tax is collected to maintain the City's transportation network to an adequate level to minimize future reconstruction costs and ensure the network is safe from hazards and disrepair. To this end, the transportation parcel tax provides a stable and dedicated source of funding. The transportation parcel tax was specifically implemented on a "flat rate per parcel" rather than an "ad velorum tax" basis recognizing that all classes of property are afforded equal access to the City's transportation network and should contribute to its sustainability equally. This method directed tax dollars away from business and industry to residential.

The City also receives a Municipal Regional District Tax (MRDT) which is levied and collected by the Provincial Government on all daily accommodation rentals within the City. Under the direction and approval of the Accommodation Industry, the City has applied to the Provincial Government to levy a 2% MRDT which will be utilized on initiatives that will increase exposure/awareness of Salmon Arm as a tourism destination with emphasis on off-season event expansion.

The City endorses a 'user pay' philosophy in its collection of fees and charges. Such fees and charges (ie. development, building, plumbing and fire permits, recreational program and rental fees and cemetery services) are reviewed annually to ensure adequate cost recovery for the provision of services. The policy of the City is to work towards full cost recovery for services provided. The objective in reviewing fees and charges periodically is to measure the cost of providing municipal services versus the cost recovery established through user fees and charges. Development Cost Charges are based on the City's Long Term Financial Plan. Included in this percentage is the City's investment income. The City exercises a stringent cash management plan to maximize investment and interest income.

Other sources of revenue provide funding for specific functions such as the Columbia Shuswap Regional District's contribution to the Shuswap Regional Airport, Recreation Centre, Shaw Centre, Cemetery and Fire Training Centre.

The proceeds from borrowing and developer contributions fund capital projects pursuant to the City's Long Term Financial Plan.

Schedule "B" – Bylaw #4363  
2019 Revenue Policy Disclosure

Table 1: Proportions of Total Revenue

Revenue Source	Percentage to Total Revenue	Percentage to Total Revenue
	Includes Conditional Government Transfers	Excludes Conditional Government Transfers
Property Taxes	39.02%	45.88%
Parcel Taxes	7.42%	8.72%
User Fees, Charges and Interest Income	25.22%	29.65%
Other Sources	15.68%	0.87%
Proceeds From Borrowing	12.66%	14.88%
	100.00%	100.00%

2. Table Two (2) reflects the distribution of property tax between the different property classes. The objective of the City is to set tax rates in order to maintain tax stability while maintaining equality between the property classes. The policy of the City is to develop a tax rate which maintains the proportionate relationship between the property classes. Inflationary increases in assessments are reduced to reflect only the 'real' increase attributed to new construction for each property class. This allows the property owner to be confident that, in any year, their property tax bill will only increase as much as their proportion of the increase in tax revenue required year to year.

The City reviewed the property tax multiple structure and equalized the general municipal property tax rate and associated multiple for Class 5 (Light Industry) and Class 6 (Business) by shifting general municipal property taxes from Class 5 (Light Industry) to Class 6 (Business) commencing in 2017. This property tax stability strategy is in keeping with its objective to maintain tax stability while maintaining equality between property classifications.

Assessment values fluctuate as market values change in one class or another. It is this market value change that may precipitate an amendment to the class multiple.

The Provincial Government has legislated a municipal taxation rate cap for the Class 2 (Utilities) assessments. The City of Salmon Arm Class 2 (Utilities) general municipal property tax rate adheres to this legislation.

Schedule "B" – Bylaw #4363  
2019 Revenue Policy Disclosure

Table 2: Distribution of Property Taxes Between Property Classes

Property Class	2019 Tax Rate	Class Multiple	Percentage to Total Property Tax	Percentage to Total Property Assessment Value
Residential	3.9378	1.00:1	66.01%	85.69%
Utilities	25.6419	6.51:1	0.83%	0.16%
Supportive Housing	0.000	0:1	0.00%	0.00%
Major Industry	72.7672	18.48:1	3.14%	0.22%
Light Industry	11.1080	2.82:1	2.25%	1.03%
Business	11.1080	2.82:1	27.03%	12.44%
Managed Forest Land	7.9356	2.02:1	0.01%	0.01%
Recreational/Non Profit	2.8745	0.73:1	0.12%	0.21%
Farm	12.7915	3.25:1	0.61%	0.24%

3. The City adopted a Permissive Tax Exemption Policy in 1998 which outlines the eligibility criteria to receive a permissive tax exemption. The Annual Municipal Report for 2017 contains a schedule of permissive tax exemptions granted for the year and the amount of tax revenue exempted.

Commencing in 1999, the City provided a three (3) year permissive tax exemption for each eligible organization. These include religious institutions, historical societies, some recreational facilities, service organizations and cultural institutions.

Table 3: Permissive Tax Exemptions

Organization	General Municipal Tax Exemption	Other Government Tax Exemption	Total
Churches	\$ 45,996.50	\$ 37,726.50	\$ 83,723.00
Non Profit Societies	409,140.00	243,030.00	652,170.00
Senior Centers	19,019.00	9,965.00	28,984.00
Other	15,104.00	11,523.00	26,627.00
Sports Clubs	271,559.00	146,616.00	418,175.00
<b>Total</b>	<b>\$ 760,818.50</b>	<b>\$ 448,860.50</b>	<b>\$ 1,209,679.00</b>

Schedule "B" – Bylaw #4363  
2019 Revenue Policy Disclosure

4. The Official Community Plan for the City of Salmon Arm identifies the revitalization of the downtown as a priority. As a result, in 2005, the City established a Downtown Revitalization Tax Exemption Program pursuant to City of Salmon Arm Revitalization Tax Exemption Bylaw No. 3471.

The Revitalization Tax Exemption Program is a tool that Council is using to encourage property investment in the downtown area (hereinafter referred to as the Revitalization Area). Council's objective is to stimulate and reinforce development initiatives in the Revitalization Area by promoting property investment within the C-2, "Town Centre Commercial Zone" and to reinforce the City's investment in infrastructure upgrades and beautification projects.

City of Salmon Arm Revitalization Tax Exemption Bylaw No. 3741 establishes property tax exemptions in respect of construction of a new improvement or alteration of an existing improvement where the alteration has a value in excess of \$75,000.00 to encourage revitalization in the Revitalization Area.

Table 4: Revitalization Tax Exemptions

Area	2014 General Municipal Tax Exemption	2015 General Municipal Tax Exemption	2016 General Municipal Tax Exemption	2017 General Municipal Tax Exemption	2018 General Municipal Tax Exemption	2019 General Municipal Tax Exemption
C-2 "Downtown Commercial Zone"	\$ 47,032.50	\$ 45,846.66	\$ 34,828.47	\$ 29,851.20	\$ 24,304.74	\$ 24,657.03

5. The Official Community Plan for the City of Salmon Arm identifies the revitalization of the "Industrial Zones" as a priority. As a result, in 2014, the City established an Industrial Revitalization Tax Exemption Program pursuant to City of Salmon Arm Revitalization Tax Exemption Bylaw No. 4020.

The Revitalization Tax Exemption Program is a tool that Council is using to encourage property investment in the "Industrial Zones" (hereinafter referred to as the Revitalization Area). Council's objective is to stimulate and reinforce development initiatives in the Revitalization Area by promoting property investment within the "Industrial Zone" and to reinforce the City's investment in infrastructure upgrades and beautification projects.

City of Salmon Arm Revitalization Tax Exemption Bylaw No. 4020 establishes general municipal property tax exemptions in respect of construction of a new improvement or alteration of an existing improvement where the alteration has a value in excess of \$300,000.00 to encourage revitalization in the Revitalization Area.

This bylaw shall have an expiration date of five (5) years from the date of adoption.

Schedule "B" – Bylaw #4363  
2019 Revenue Policy Disclosure

Table 5: Revitalization Tax Exemptions

<b>Area</b>	<b>2015 General Municipal Tax Exemption</b>	<b>2016 General Municipal Tax Exemption</b>	<b>2017 General Municipal Tax Exemption</b>	<b>2018 General Municipal Tax Exemption</b>	<b>2019 General Municipal Tax Exemption</b>
"Industrial Zone"	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,425.51	\$ 5,400.26



## Item 11.1

**INFORMATIONAL CORRESPONDENCE – NOVEMBER 25, 2019**

- |     |  |   |
|-----|--|---|
| 1.  | Letter and Petition – Intersection 2 Avenue NE/4 Street NE   | A |
| 2.  | J. Roy – email dated November 6, 2019 – Music Venue Idea   | A |
| 3.  | J. Marion – email dated November 13, 2019 – Speeding in school zone  | A |
| 4.  | J. Derpak – email dated November 18, 2019 – A suggestion and a concern, 5G Cell Towers   | A |
| 5.  | A. Slater, SILGA – email dated November 18, 2019 – Save the Date! Modernizing BC's Emergency Management Legislation  | N |
| 6.  | S. Smandych-Dack, Dragon Boat Director, Shuswap Rowing & Paddling Club – letter dated October 22, 2019 – Request for reservation of Marine Park and Wharf for the 2020 Shuswap Dragon Boat Festival June 20 – 21, 2020 | R |
| 7.  | L. Wong, Manager, Downtown Salmon Arm – letter dated November 8, 2019 – Vail Village Diorama   | R |
| 8.  | Climate Change Walk Students of Shuswap Middle School – letter dated November 14, 2019 – Climate Change  | N |
| 9.  | Interior Health Authority – monthly newsletter dated November 2019 – Healthy Communities   | N |
| 10. | J. Jack, Chairperson, Alberni-Clayoquot Regional District – letter dated October 31, 2019 – Deadline Extension Request – Community Child Care Space Creation Program   | N |
| 11. | L. Helps, Mayor, City of Victoria – letter dated November 12, 2019 – UBCM Resolutions  | N |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

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Item 12.1

## CITY OF SALMON ARM

Date: November 25, 2019

Moved: Councillor

Seconded: Councillor

THAT: the staff be directed to prepare a report to amend Council Procedure Bylaw No. 4279 to add the following section to the order of business on the Regular Council Meeting Agendas:

- Acknowledgement of Traditional Territory

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

### Vote Record

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

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

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Item 12.2

## CITY OF SALMON ARM

Date: November 25, 2019

Moved: Councillor

Seconded: Councillor

THAT: \_\_\_\_\_ be authorized to attend the Japanese Sister City Visit to Inashiki, Japan from March 22 – 30, 2020.

### Vote Record

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

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



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## CITY OF SALMON ARM

### NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the **Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Monday, November 25, 2019 at 7:00 p.m.**

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

**Proposed Rezoning** of Lot 1, Section 12, Township 20, Range 10, W6M, KDYD, Plan KAP89662 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone)

**Civic Address:** 1540 - 15 Street SE

**Location:** Southeast corner on intersection 15 Avenue SE and 15 Street SE

**Present Use:** Vacant land

**Proposed Use:** Single Family Dwelling with Suite

**Owner / Applicant:** Charley Construction Canada Inc./C. Voyer

**Reference:** ZON-1159/ Bylaw No. 4356



The files for the proposed bylaws is available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from November 13 to 25, both inclusive, in the office of the Corporate Officer at City Hall, 500 - 2 Avenue NE.

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

Erin Jackson, Director of Corporate Services

Item 23.1/24.1




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To: His Worship Mayor Harrison and Members of Council

Date: October 22, 2019

Subject: Zoning Bylaw Amendment Application No. 1159

Legal: Lot 1, Section 12, Township 20, Range 10, W6M, KDYD, Plan KAP89662

Civic: 1540 15 Street SE

Applicant: Charles Voyer

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### **MOTION FOR CONSIDERATION**

**THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 12, Township 20, Range 10, W6M, KDYD, Plan KAP89662 from R-1 (Single Family Residential) to R-8 (Residential Suite Zone).

---

### **STAFF RECOMMENDATION**

**THAT:** The motion for consideration be adopted.

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### **BACKGROUND**

The subject parcel is located at 1540 15 Street SE at the corner of 15 Avenue SE in the Hillcrest Neighbourhood as shown on Appendix 1 and 2. The proposal is to rezone the subject parcel to R-8 Residential Suite Zone to facilitate a single-family dwelling and secondary suite.

The parcel is approximately 630 m<sup>2</sup>, 20 m wide and 30 m deep, is designated Low Density Residential in the Official Community Plan (OCP) as shown on Appendix 3, and is currently zoned R-1 Single Family Residential as shown on Appendix 4.

The proposal meets the required minimum parcel size requirements of the R-8 zone. R-8 Zoning regulations are attached as Appendix 5. A conceptual drawing showing a single family dwelling and secondary suite, which is subject to change, has been provided as Appendix 6. Site photos are attached as Appendix 7.

The surrounding properties are designated Low Density Residential by the OCP and the area is comprised of R-1 zoned parcels containing single family dwellings. The property is vacant. The R-8 Zone would allow for one single family dwelling and an accessory secondary suite on the subject parcel. Any new construction would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.

### **OCP POLICY**

The subject parcel is designated Low Density Residential in the OCP, and is within Residential Development Area B. The proposed R-8 zone is consistent with the Low Density land use designation. Residential Development Area B means that the land and surrounding infrastructure are the second highest priority for City investment in capital works projects. The property is within the Urban Containment Boundary (UCB) and OCP Policy 4.4.1 supports new growth within the UCB.

The proposed density is consistent with OCP Policy 4.4.7, which supports a wide range of housing types in Salmon Arm in order to meet the needs of the diverse lifestyles and aging population including affordable housing, sensitively integrated infill and intensification of existing development areas, and provision of low density single family developments.

The proposed zoning aligns with the Urban Residential Policies listed in Section 8.3 supporting compact communities. The density is consistent with Low Density Residential Policy 8.3.13 with a maximum density of 22 units per hectare. In terms of siting, the proposal appears to match with OCP Siting Policies under Section 8.3.19, including good access to transportation routes, recreation, and community services

#### Secondary Suites

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

#### COMMENTS

##### Engineering Department

No engineering concerns.

##### Building Department

No building department concerns. Will be required to meet BC Building Code.

##### Fire Department

No Fire Department concerns.

##### Planning Department

The development as proposed is consistent with the Low Density Residential OCP designation. The proposed R-8 zoning is aligned with neighbouring R-1 land uses. The property next door, Richmond House, circa 1920, is on the City's Heritage Register.

The R-8 zone regulations of the Zoning Bylaw are attached as Appendix 5. The minimum parcel area permitted under R-8 zoning is 450 square metres, or 700 square metres for a parcel containing a detached suite. At 630 m<sup>2</sup> the subject property can meet the requirements for a secondary suite including an off-street parking space.

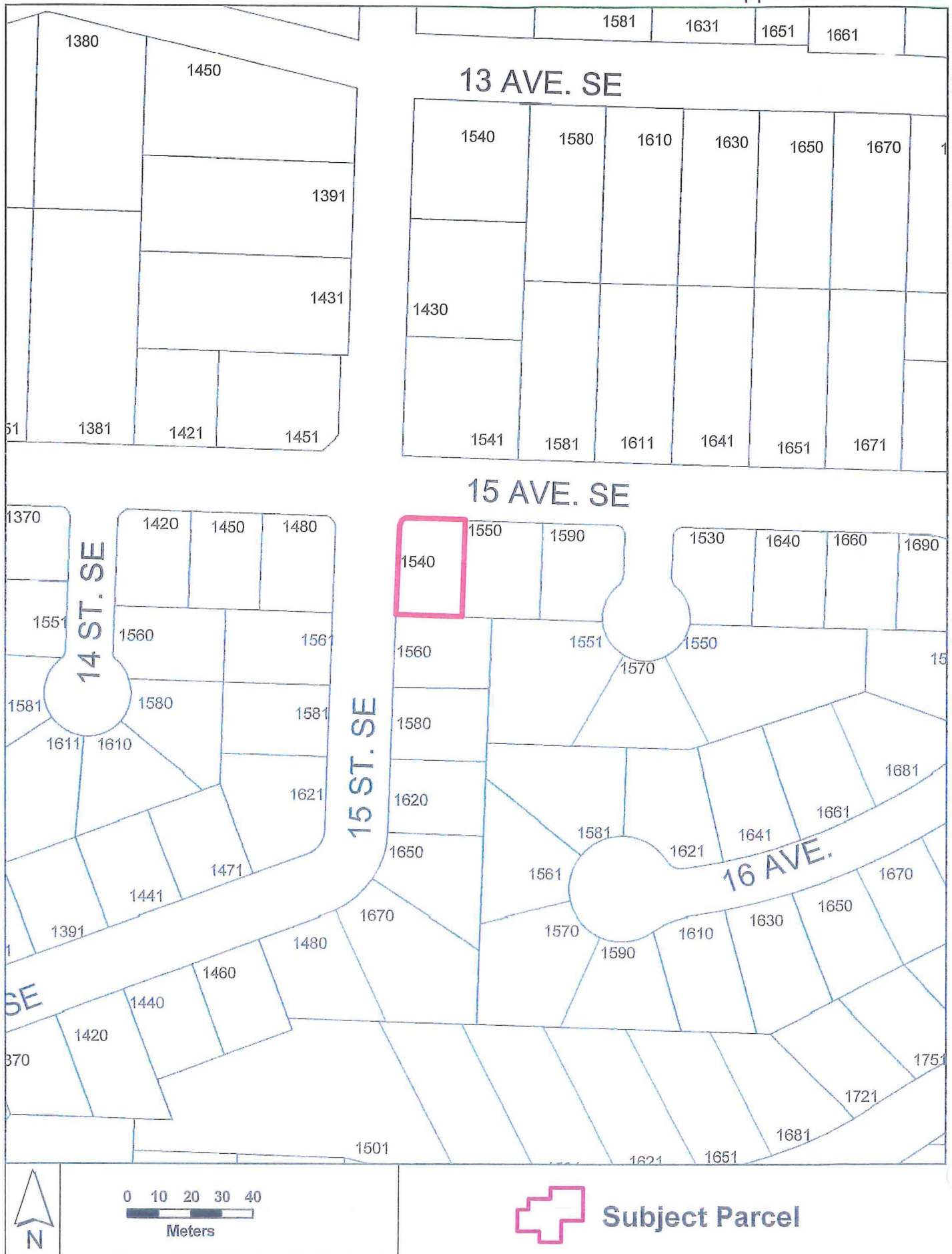
#### CONCLUSION

The proposed R-8 zoning is consistent with the OCP and is therefore supported by staff.

  
Prepared by: Scott Beeching, MCIP, RPP  
Senior Planner

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







Appendix 2 Orthophoto



0 5 10 20 30 40 Meters




Subject Parcel



# Appendix 3 OCP Designation





## Appendix 4 Zoning



## #3996 SECTION 13 - R-8 - RESIDENTIAL SUITE ZONE

**Purpose**

- 13.1 The purpose of the R-8 *Zone* is to permit the use of a *secondary suite* contained within a *single family dwelling* or a *detached suite* contained within an *accessory building*.

**Regulations**

- 13.2 On a *parcel zoned* R-8, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the R-8 *Zone* or those regulations contained elsewhere in this Bylaw.

**Permitted Uses**

- 13.3 The following uses and no others are permitted in the R-8 *Zone*:

- |       |    |  |
|-------|----|--|
| #3082 | .1 | <i>boarders</i> , limited to two;  |
| #3082 | .2 | <i>family childcare facility</i> ;   |
|       | .3 | <i>group childcare</i> ;   |
|       | .4 | <i>home occupation</i> ;   |
|       | .5 | <i>public use</i> ;  |
|       | .6 | <i>public utility</i> ;  |
|       | .7 | <i>single family dwelling</i> ;  |
|       | .8 | <i>accessory use</i> , including <i>secondary suite</i> or <i>detached suite</i> . |

**Maximum Number of Single Family Dwellings**

- 13.4 One (1) *single family dwelling* shall be permitted per *parcel*.

**Maximum Number of Secondary Suites**

- 13.5 One (1) *secondary suite* or one (1) *detached suite* is permitted per *parcel*.

**Maximum Height of Principal Building**

- 13.6 The maximum *height* of the *principal building* shall be 10.0 metres (32.8 feet).

**Maximum Height of Accessory Buildings**

- 13.7 .1 The maximum *height* of an *accessory building* shall be 6.0 metres (19.7 feet).  
 .2 The maximum *height* of an *accessory building* containing a *detached suite* shall be 7.5 metres (24.6 feet).

**Maximum Parcel Coverage**

- #4272 13.8 The total maximum *parcel coverage* for *principal* and *accessory buildings* shall be 45% of the *parcel area*, of which 10% shall be the maximum *parcel coverage* for all *accessory buildings*, which may be increased to a maximum of 15% for all *accessory buildings* including those containing a *detached suite* provided the *accessory building* containing the *detached suite* has a lesser *building area* than the *single family dwelling*.

**Minimum Parcel Area**

- 13.9 .1 The minimum *parcel area* shall be 450.0 square metres (4,843.9 square feet).  
 .2 The minimum *parcel area* of a *parcel* containing a *detached suite* shall be:  
     .1 With lane or second *street* frontage 465.0 square metres (5,005.2 square feet)  
     .2 Without lane or second *street* frontage 700.0 square metres (7,534.7 square feet)

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**SECTION 13 - R-8 - RESIDENTIAL SUITE ZONE - CONTINUED**


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**Minimum Parcel Width**

- 13.10 .1 The minimum *parcel width* shall be 14.0 metres (45.9 feet).  
 .2 The minimum *parcel width* of a *parcel* containing a *detached suite* shall be:  
     .1 With lane or second *street* frontage 15.0 metres (49.2 feet)  
     .2 Without lane or second *street* frontage 20.0 metres (65.6 feet)

**Maximum Floor Area and Floor Area Ratio**

- 13.11 .1 The maximum *floor area* of a *detached suite* shall be 90.0 square metres (968.8 square feet).  
 .2 The maximum *floor area ratio* of a *single family dwelling* shall be 0.65.

**Minimum Setback of Principal Building**

- 13.12 The minimum *setback* of the *principal building* from the:
- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be         | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> shall be          | 6.0 metres (19.7 feet) |
| .3 | <i>Interior side parcel line</i> shall be | 1.5 metres (4.9 feet)  |
| .4 | <i>Exterior side parcel line</i> shall be | 6.0 metres (19.7 feet) |
- #3426 .5 Notwithstanding Sections 13.12.2 and 13.12.3., a *principal building* on a corner *parcel* may be sited not less than 1.5 metres (4.9 feet) from the *rear parcel line* provided the combined total of the *rear* and interior *side yards* shall be not less than 6.0 metres (19.7 feet).
- #2811 .6 Refer to Section 4.9 for "Special Building Setbacks" which may apply.

**Minimum Setback of Accessory Buildings**

- 13.13 The minimum *setback* of accessory *buildings* from the:
- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be         | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> shall be          | 1.0 metre (3.3 feet)   |
| .3 | <i>Interior side parcel line</i> shall be | 1.0 metre (3.3 feet)   |
| .4 | <i>Exterior side parcel line</i> shall be | 6.0 metres (19.7 feet) |
- #2811 .5 Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply.

**Minimum Setback of a Detached Suite**

- 13.14 The minimum *setback* of an *accessory building* containing a *detached suite* from the:
- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be         | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> shall be          | 3.0 metres (9.8 feet)  |
| .3 | <i>Interior side parcel line</i> shall be | 2.0 metres (6.5 feet)  |
| .4 | <i>Exterior side parcel line</i> shall be | 6.0 metres (19.7 feet) |
| .5 | <i>Parcel line</i> adjacent to a lane     | 1.2 metres (3.9 feet)  |

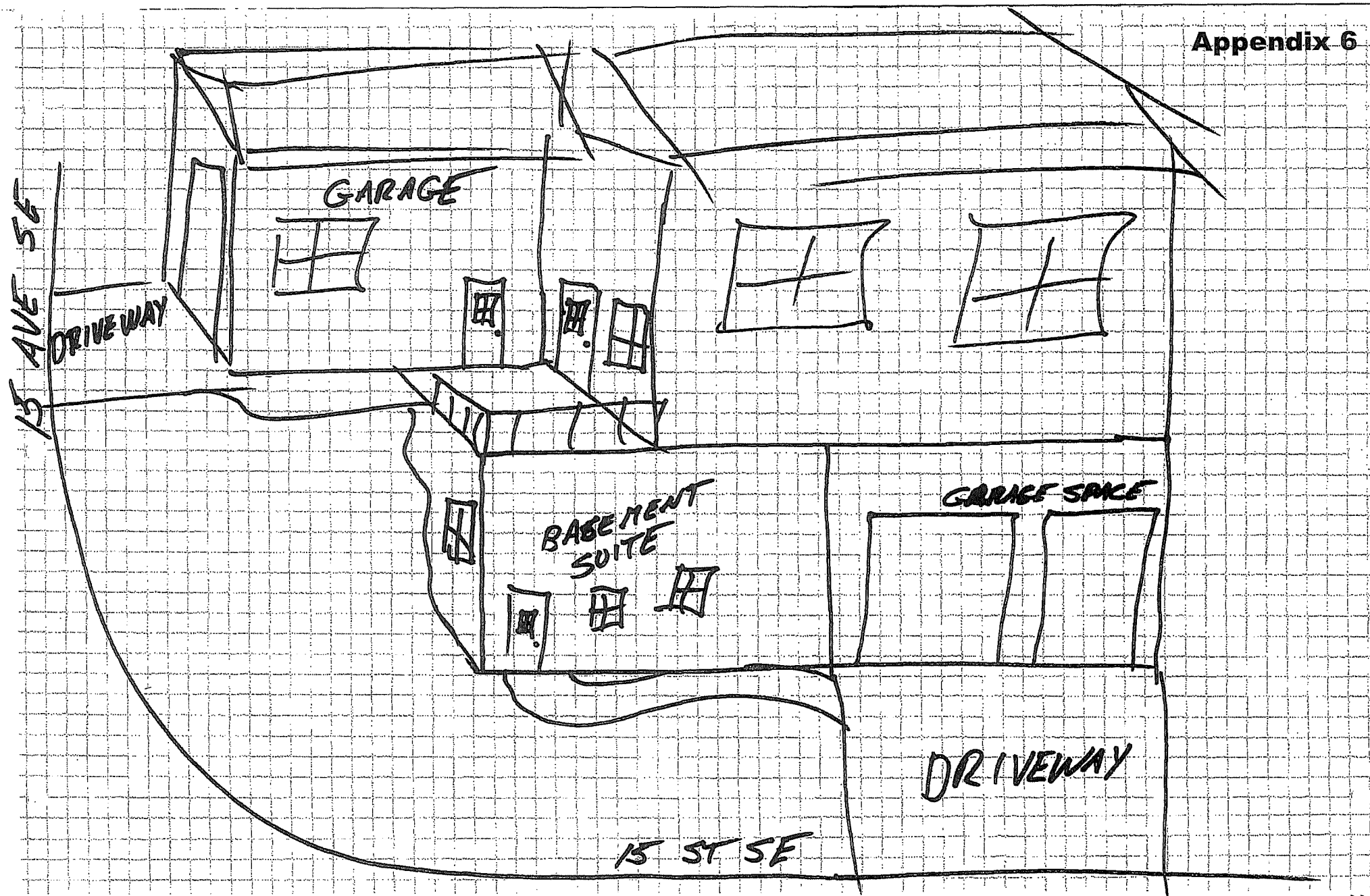
**Parking**

- 13.15 .1 Parking shall be required as per Appendix I.  
 .2 An offstreet parking space provided for a *secondary suite* or *detached suite* shall not be sited in tandem to a parking space provided for a *single family dwelling*.

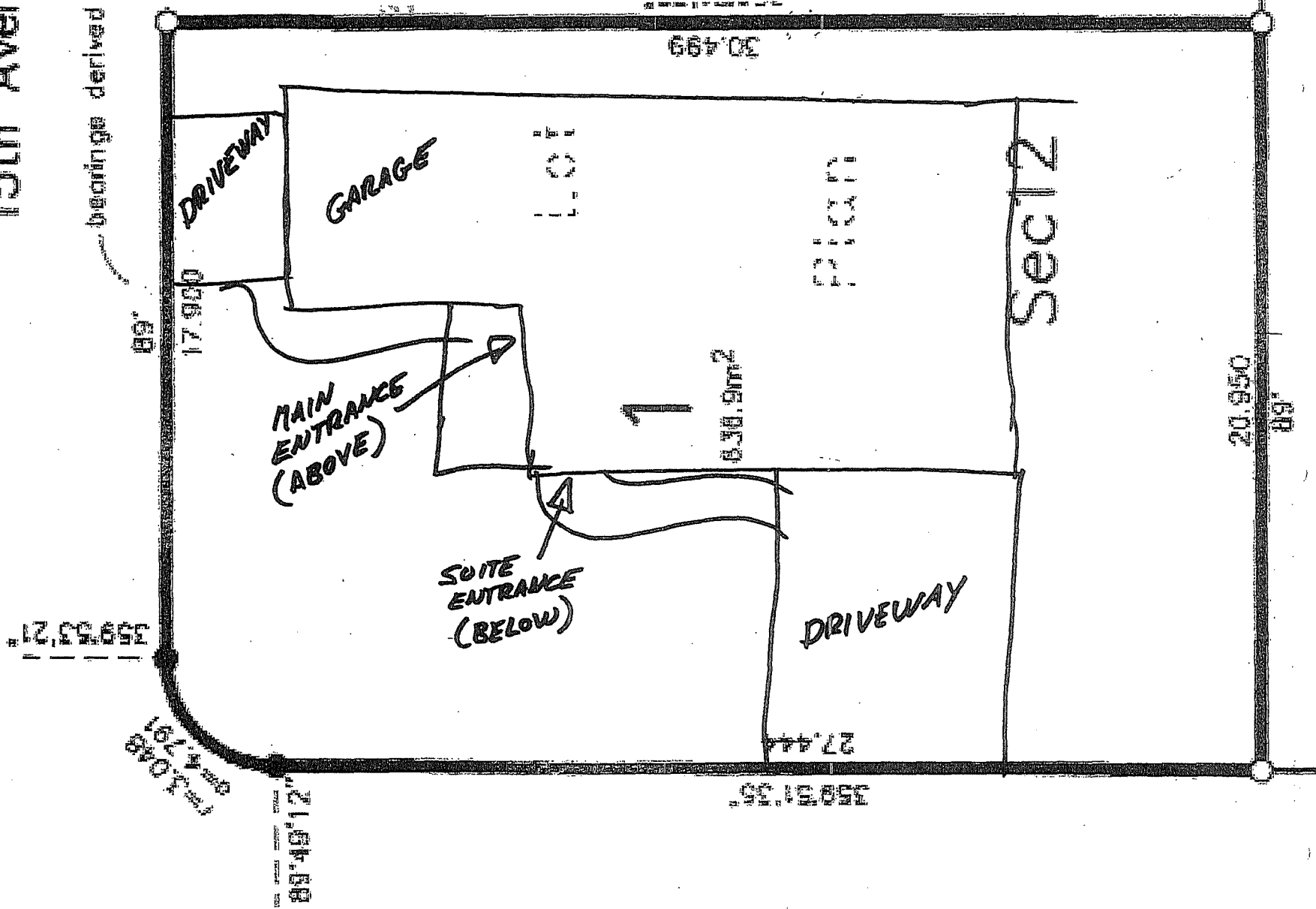
**Detached Suite**

- 13.16 Refer to Section 4.2 for General Regulations.





15th Ave



## Appendix 7



Looking SE at corner of 15 Street SE and 15 Avenue SE



Looking SW from 15 Street SE





# CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

Date: October 28, 2019

Subject: Zoning Bylaw Amendment Application No. 1160

Legal: Lot 1, Section 25, Township 20, Range 10, W6M, KDYD, Plan 40950 Except Plan EPP5384

Civic: 3341 – 20 Street NE

Owner/Applicant: Reid D. / Lawson EDS Ltd.

## MOTION FOR CONSIDERATION

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 25, Township 20, Range 10, W6M, KDYD, Plan 40950 Except Plan EPP5384 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

## STAFF RECOMMENDATION

**THAT:** The motion for consideration be adopted.

## PROPOSAL

The subject parcel is located at 3341 20 Street NE (Appendix 1 and 2) and presently contains a single family dwelling and various accessory buildings. The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the construction of a secondary suite.

## BACKGROUND

The large (1.243 hectare, approximately 102 metres wide by 102 metres deep) subject parcel is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The subject parcel is located in the Upper Lakeshore area, largely comprised of R-1 and R-7 zoned parcels containing single family dwellings with associated accessory buildings. There are currently six R-8 zoned parcels within the proximity of the subject parcel.

The subject parcel easily meets the conditions as specified to permit a secondary suite within the proposed R-8 zone. Site photos are attached as Appendix 5. The intent of the applicant is to develop a conforming *detached suite*. No site or development plan has been provided for this application. Development of either a *detached suite* or *secondary suite* within a dwelling would require a building permit and will be subject to meeting Zoning Bylaw, BC Building Code requirements.

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area, the subject property should have potential to meet the conditions for the development of a *detached suite*, including sufficient space for an additional off-street parking stall.



COMMENTSEngineering Department

No concerns with rezoning. Preliminary comments for development provided (Appendix 6).

Building Department

BC Building Code will apply.

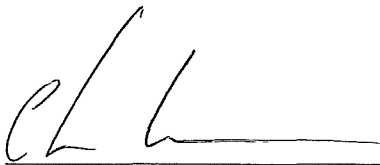
Development Cost Charges (DCCs) are payable at the time of Building Permit for a *Detached Suite* in the amount of \$6,064.31 (same as the DCCs for a High Density Residential Unit).

Fire Department

No concerns.

Planning Department

The proposed R-8 zoning is consistent with the OCP and is therefore supported by staff.



Prepared by: Chris Larson, MCP  
Planning and Development Officer



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



0 25 50 100 150 200 Meters



Subject Parcel





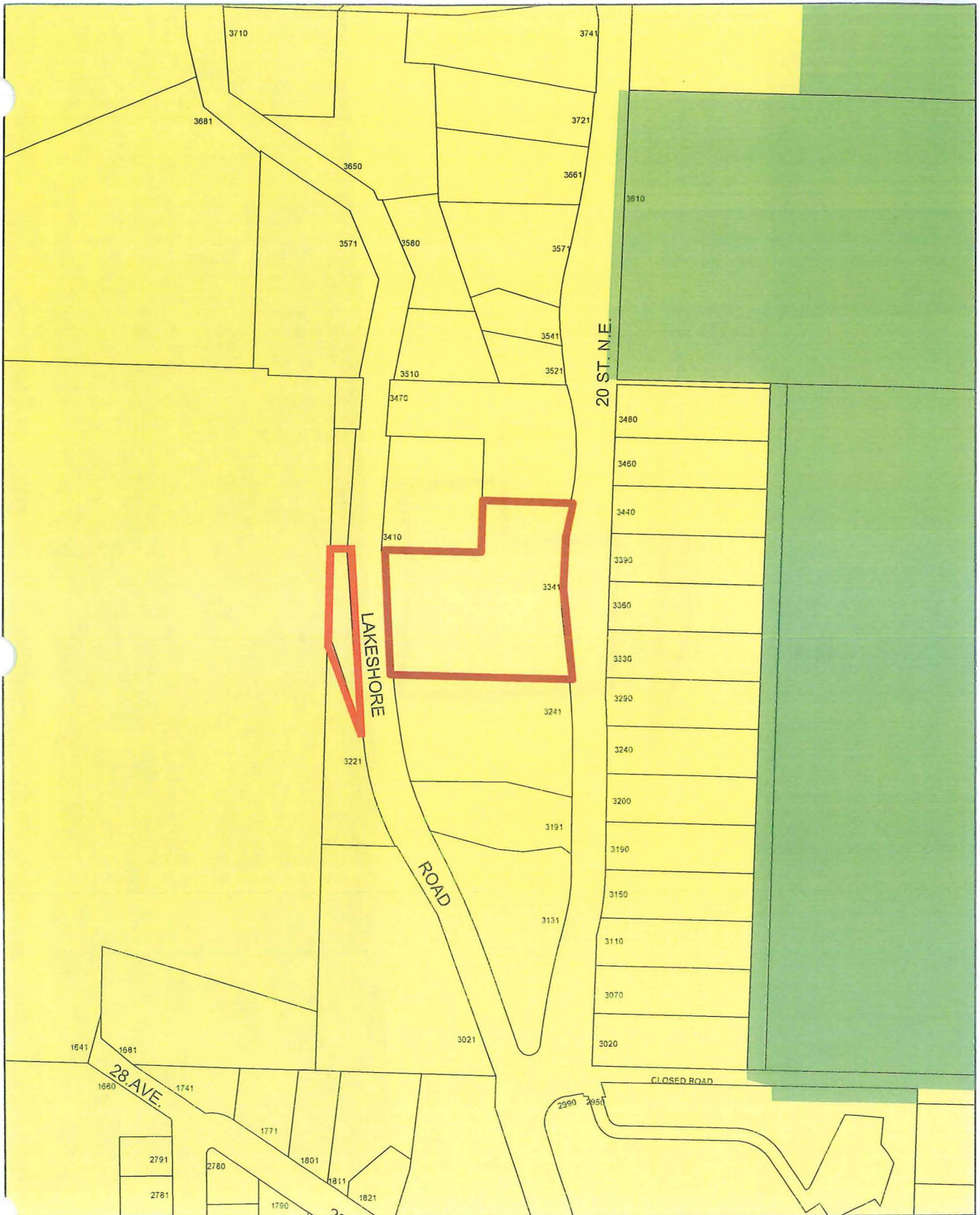
0 10 20 40 60 80 Meters



Subject Parcel







0 20 40 80 120 160 Meters



Subject Parcel

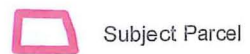
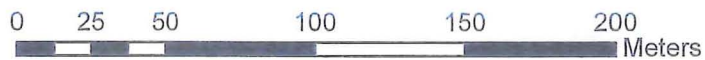
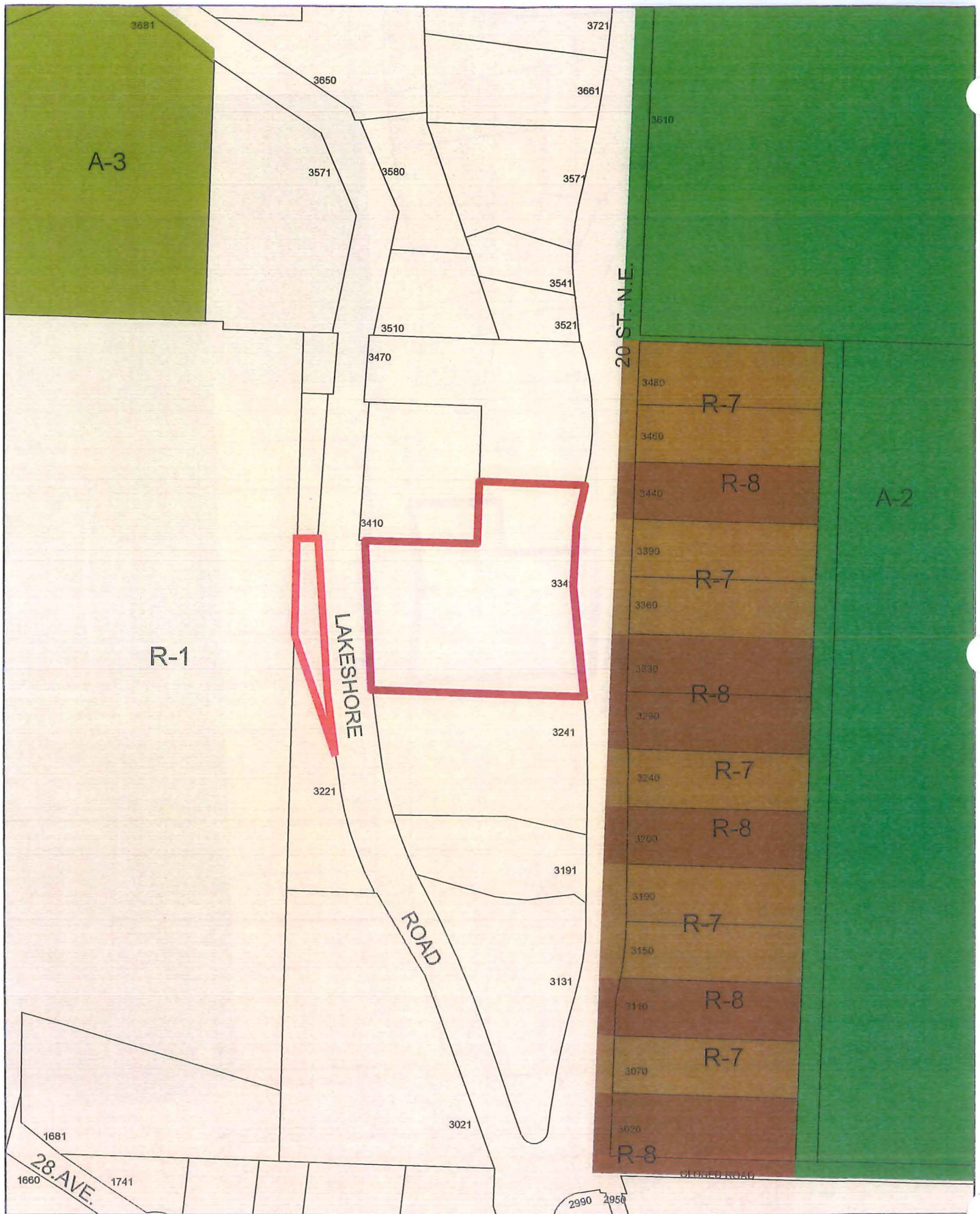


Acreage Reserve



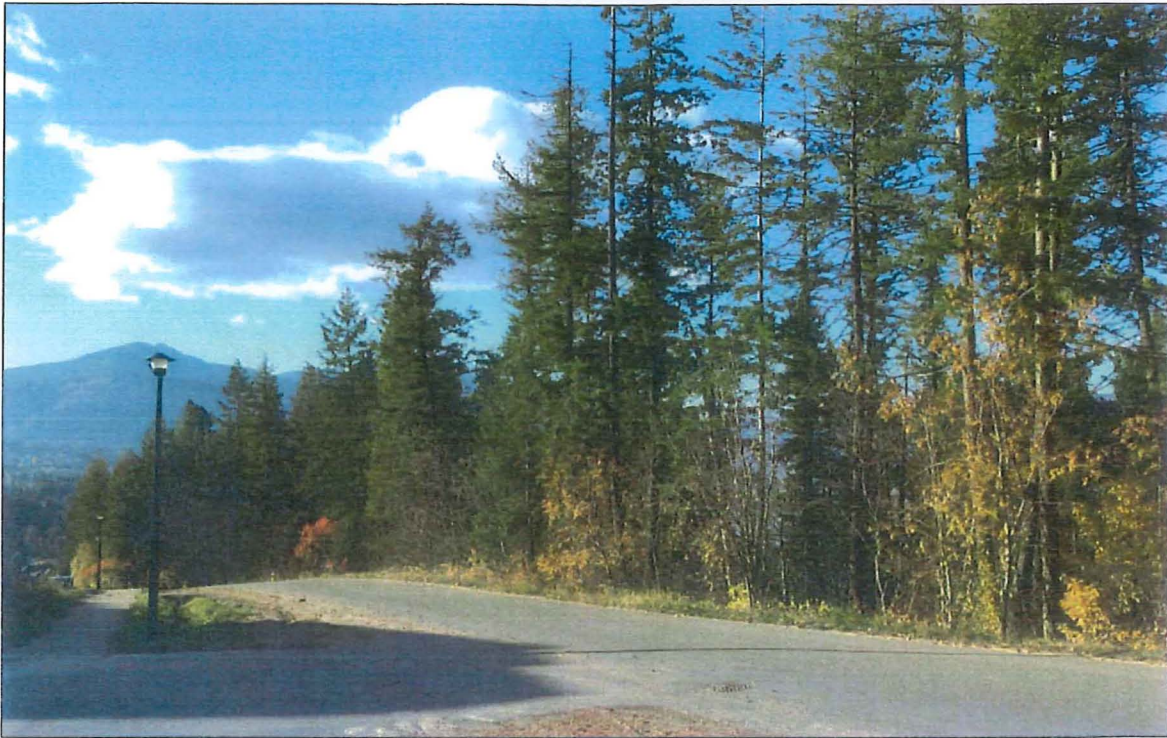
Residential Low Density







## Appendix 5: Site Photos



View of subject parcel looking southwest from 20 Street NE.



View of subject parcel looking northwest from 20 Street NE.





*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Kevin Pearson, Director of Development Services  
 DATE: Oct 18, 2019  
 PREPARED BY: Matt Gienger, Engineering Assistant  
 OWNER: Debra Reid, PO Box 2408 Salmon Arm, BC V1E 4R4  
 APPLICANT: Lawson Engineering and Development Services Ltd.,  
                   PO Box 106, Salmon Arm, V1E 1N4  
 SUBJECT: ZONING AMENDMENT APPLICATION FILE NO. ZON-1160  
 LEGAL: Lot 1, Section 25, Township 20, Range 10, W6M KDYD, Plan 40950  
               Except Plan EPP5384  
 CIVIC: 3341 – 20 Street NE

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Further to your referral dated October 9, 2019, we provide the following initial comments. The following comments are not conditions for Zoning Applications; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages.

1. Future Development of detached suite may require the installation of water meter pit within 2m of property line.
2. Future Development of property may require existing home and proposed detached suite to both be connected to City sanitary main at owner's cost. Estimate will be provided at building permit application.
3. Access will be limited to 20 Street NE and no access will be permitted to Lakeshore Road.

Please note that these comments do not constitute a full formal review of the subject property and such review will be complete upon building permit application.

A handwritten signature in blue ink, appearing to read "Matt Gienger".

**Matt Gienger**  
Engineering Assistant

A handwritten signature in blue ink, appearing to read "Jenn Wilson".

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

Item 24.1

## CITY OF SALMON ARM

Date: November 25, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4356 be read a third and final time.

[ZON-1159; Voyer, C.; 1540 15 Street SE; R-1 to R-8]

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

## BYLAW NO. 4356

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

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

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

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

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

Rezone Lot 1, Section 12, Township 20, Range 10, W6M, KDYD, Plan KAP89662 from R-1 Single Family Residential Zone to R-8 Residential Suite Zone, attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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



City of Salmon Arm  
Zoning Amendment Bylaw No. 4356

5. CITATION

This bylaw may be cited as "**City of Salmon Arm Zoning Amendment Bylaw No. 4356**"

READ A FIRST TIME THIS            12th            DAY OF            November            2019

READ A SECOND TIME THIS            12th            DAY OF            November            2019

READ A THIRD TIME THIS                            DAY OF                            2019

ADOPTED BY COUNCIL THIS                            DAY OF                            2019

\_\_\_\_\_  
MAYOR

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

## SCHEDULE "A"



Item 24.2

## CITY OF SALMON ARM

Date: November 25, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4359 be read a third and final time.

[ZON-1160; Reid, D./Lawson Engineering & Development Services Ltd.; 3341 20 Street NE; R-1 to R-8]

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

## BYLAW NO. 4359

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

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

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

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

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

Rezone Lot 1, Section 25, Township 20, Range 10, W6M, KDYD, Plan 40950 Except Plan EPP5384 from R-1 Single Family Residential Zone to R-8 Residential Suite Zone, attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

City of Salmon Arm  
Zoning Amendment Bylaw No. 4359

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4359"**

READ A FIRST TIME THIS            12th            DAY OF            November            2019

READ A SECOND TIME THIS        12th            DAY OF            November            2019

READ A THIRD TIME THIS                            DAY OF                            2019

ADOPTED BY COUNCIL THIS                            DAY OF                            2019

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MAYOR

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CORPORATE OFFICER



3341 - 20 Street NE

Subject Property

3511

3541

3521

3510

3470

3410

R-1 to R-8

3441

3441

3181

3131

3221

LAKESHORE ROAD

20 ST. N.E.

3480

3460

3440

3380

3360

3330

3290

3240

3200

3180

3150

3110

50 m

200 ft

N

Item 25.

## CITY OF SALMON ARM

Date: November 25, 2019

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Regular Council Meeting of November 25, 2019, be adjourned.

### Vote Record

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

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

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