



AGENDA

City of Salmon Arm Regular Council Meeting

Monday, November 23, 2020
1:00 p.m.

[Public Session Begins at 2:30 p.m.]
Council Chambers of City Hall
500 – 2 Avenue NE and by Electronic means
as authorized by Ministerial Order M192

Page #	Item #	Description
	1.	CALL TO ORDER
1 - 2	2.	IN-CAMERA SESSION
	3.	ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	ADOPTION OF AGENDA
	5.	DISCLOSURE OF INTEREST
3 - 14	6.	CONFIRMATION OF MINUTES 1. Regular Council Meeting Minutes of November 9, 2020
15 - 18	7.	COMMITTEE REPORTS 1. Development and Planning Services Committee Meeting Minutes of November 16, 2020
19 - 22	2.	Active Transportation Task Force Meeting Minutes of November 16, 2020
	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
23 - 26	9.	STAFF REPORTS 1. Director of Engineering & Public Works – RCMP Cell Block Upgrade – Tender Award
27 - 30	2.	Director of Engineering & Public Works – Mosquito Control & Surveillance Program – Contract Extension
31 - 34	3.	Director of Corporate Services – Poverty Reduction Planning & Action Planning Grant Social Supports Inventory and Assessment RFP Award

9. **STAFF REPORTS - continued**
 - 34 – 36 4. Chief Financial Officer – Disposal of Surplus Equipment
 - 37 – 46 5. Chief Financial Officer – COVID-19 Safe Restart Grant – For Information
 - 47 – 48 6. Director of Engineering & Public Works – Water Pollution Control Centre Centrifuge Rebuild
 - 49 – 54 7. Director of Corporate Services – Mt. Ida & Shuswap Memorial Cemetery Operations and maintenance Contract
10. **INTRODUCTION OF BYLAWS**
 - 55 – 60 1. City of Salmon Arm Cemetery Management Amendment Bylaw No. 4424 [Cemetery Rates] – First, Second and Third Readings
 - 61 – 70 2. City of Salmon Arm Highway Closure Bylaw No. 4422 - First, Second and Third Readings
 - 71 – 86 3. City of Salmon Arm Zoning Amendment Bylaw No. 4417 [South Central Electric Ltd.; 1140 17 Avenue SE; R1 to R8] – First and Second Readings
11. **RECONSIDERATION OF BYLAWS**
12. **CORRESPONDENCE**
 - 87 – 88 1. Informational Correspondence
13. **NEW BUSINESS**
14. **PRESENTATIONS / DELEGATIONS**
 - 89 – 98 1. Presentation 4:00 – 4:15 p.m. (approximately)
Erin Viera, Program Manager and Paul Demenok, Chair, Shuswap Watershed Council – Shuswap Watershed Council Annual Update
 - 99 – 112 2. Presentation 4:15 – 4:30 p.m. (approximately)
Patricia Huntsman, Patricia Huntsman Culture + Communication – Salmon Arm Arts and Culture Plan (*See City Website for Full Plan*)
15. **COUNCIL STATEMENTS**
16. **SALMON ARM SECONDARY YOUTH COUNCIL**
17. **NOTICE OF MOTION**
18. **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
19. **OTHER BUSINESS**
20. **QUESTION AND ANSWER PERIOD**

7:00 p.m.

Page #	Item #	Description
	21.	DISCLOSURE OF INTEREST
	22.	HEARINGS
	23.	STATUTORY PUBLIC HEARINGS
113 – 128	1.	Official Community Plan Amendment Application No. OCP4000-43 [Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 & 1091 18 Street NE; HR to HC]
129 – 130	2.	Zoning Amendment Application No. ZON-1184 [Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 and 1091 18 Street NE; R-5 to C-6]
	24.	RECONSIDERATION OF BYLAWS
131 – 134	1.	City of Salmon Arm Official Community Plan Amendment Bylaw No. 4410 [OCP4000-43; Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 & 1091 18 Street NE; HR to HC] – Third Reading
135 – 138	2.	City of Salmon Arm Zoning Amendment Bylaw No. 4411 [ZON-1184; Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 and 1091 18 Street NE; R-5 to C-6] – Third Reading
	25.	QUESTION AND ANSWER PERIOD
139 – 140	26.	ADJOURNMENT

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Item 2.

CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor Eliason

Seconded: Councillor Lindgren

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

Vote Record

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

Opposed:

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

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Item 6.1

CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting Minutes of November 9, 2020, be adopted as circulated.

Vote Record

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

Opposed:

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

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chambers and by electronic means as authorized by Ministerial Order M192, at 1:30 p.m. and reconvened at 2:30 p.m. of the City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia on Monday, November 9, 2020.

PRESENT:

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

Chief Administrative Officer C. Bannister
 Director of Engineering & Public Works R. Niewenhuizen
 Director of Corporate Services E. Jackson
 Director of Development Services K. Pearson
 Chief Financial Officer C. Van de Cappelle (participated remotely)
 Fire Chief B. Shirley
 Recorder C. Simmons

ABSENT:

Councillor C. Eliason

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0481-2020 Moved: Councillor Cannon
 Seconded: Councillor Flynn
 THAT: pursuant to Section 90(1) of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.
 Council returned to Regular Session at 2:05 p.m.
 Council recessed until 2:30 p.m.

3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

4. REVIEW OF AGENDA

Additional information under item 9.5 Regency Consultants Ltd. – letter dated November 4, 2020 – ALR Application 61443

Additional information under item 11.1/11.2 D. McGregor – email dated November 5, 2020 – Query of proposed zoning change to 1050 18 Street NE

Addition under item 12.2 C. Novakowski, Vice President, Salmon Arm Métis Association – email dated October 15, 2020 – Request for Mayor and Council

5. DISCLOSURE OF INTEREST

Councillor Lindgren declared a conflict of interest with item 12.1.7 as she is employed at the Storefront Alternate School, School District 83.

6. CONFIRMATION OF MINUTES**1. Regular Council Meeting Minutes of October 26, 2020**

0482-2020

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of October 26, 2020, be adopted as circulated.

CARRIED UNANIMOUSLY**7. COMMITTEE REPORTS****1. Development and Planning Services Committee Meeting Minutes of November 2, 2020**

0483-2020

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee Meeting Minutes of November 2, 2020, be received as information.

CARRIED UNANIMOUSLY**2. Shuswap Regional Airport Operations Committee Meeting Minutes of October 21, 2020**

0484-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Shuswap Regional Airport Operations Committee Meeting Minutes of October 21, 2020, be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS – continued

3. Active Transportation Task Force Meeting Minutes of November 2, 2020

0485-2020

Moved: Councillor Lavery

Seconded: Mayor Harrison

THAT: the Active Transportation Task Force Meeting Minutes of November 2, 2020, be received, as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

1. Board in Brief – October, 2020

Received for information.

9. STAFF REPORTS

1. Chief Administrative Officer – Corporate Strategic Plan Update

0486-2020

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: Council award the Strategic Planning Update Consulting Services Contract to Urban Systems Ltd. in the amount of \$45,000.00;

AND THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to include the Strategic Plan Update for \$45,000.00 funded from the Strategic Plan Update Reserve Account;

AND FURTHER THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of the Strategic Planning Update Consulting Services Contract to authorize sole sourcing of same to Urban Systems Ltd.

CARRIED

Councillor Lindgren Opposed

3. Manager of Permits & Licensing – Recommendation to Cancel Notice On Title – P. & M. Klem

0487-2020

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the notice filed on the property title of Lot 9, Plan KAP60529, Section 12, Township 20, Range 10, W6M, KDYD (1020 14 Avenue SE) pursuant to Section 57 of the Community Charter be cancelled.

CARRIED UNANIMOUSLY

9. STAFF REPORTS – continued

2. Fire Chief – Purchase of Aerial Ladder Platform Truck

0488-2020

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: Council approve the purchase of a 2021 Rosenbauer Aerial ladder platform truck for the purchase price of \$1,492,858.00 plus applicable taxes;

AND THAT: Council authorize an additional \$98,000.00 from Emergency Apparatus Reserve account towards the purchase.

CARRIED UNANIMOUSLY

4. Director of Development Services - Agricultural Land Commission Application No. ALC-398 [Charlton, S. & H./Browne Johnson Land Surveyors; 4270 10 Avenue SE; Exclusion]

0489-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Agricultural Land Commission Application No. ALC-398 be authorized for submission to the Agricultural Land Commission.

The Mayor called three times for input.

CARRIED UNANIMOUSLY

5. Director of Development Services - Agricultural Land Commission Application No. ALC-397 [Smith, R. & M.; 1281 70 Avenue NE; Inclusion and Exclusion]

0490-2020

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: Agricultural Land Commission Application No. ALC-397 be authorized for submission to the Agricultural Land Commission.

The Mayor called three times for input.

R. Smith, the applicant, outlined the application and was available to answer questions from Council.

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS

11. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4410 [OCP4000-43; Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 & 1091 18 Street NE; HR to HC] – Second Reading

0491-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

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;

11. RECONSIDERATION OF BYLAWS – continued

1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4410 [OCP4000-43; Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 & 1091 18 Street NE; HR to HC] – Second Reading – continued

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, Council has considered the proposed Official Community Plan 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 FURTHER THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4410 be read a second time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment Bylaw No. 4411 [ZON-1184; Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 and 1091 18 Street NE; R-5 to C-6] – Second Reading

0492-2020

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4411 be read a second time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Zoning Amendment Bylaw No. 4407 [ZON-1186; Neufeld, B.; 1831 22 Street NE; R-1 to R-8] – Final Reading

0493-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4407 be read a final time.

CARRIED UNANIMOUSLY

4. City of Salmon Arm Zoning Amendment Bylaw No. 4412 [ZON-1187; Wiens, R.; 2830 25 Street NE; R-1 to R-8] – Final Reading

0494-2020

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4412 be read a final time.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS – continued

5. City of Salmon Arm Zoning Amendment Bylaw No. 4414 [ZON-1188; Lamb, K. & G./1261694 BC Ltd.; 3510 20 Avenue NE; R-1 to R-8] – Final Reading

0495-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4414 be read a final time.

CARRIED UNANIMOUSLY

6. City of Salmon Arm Five Year Financial Plan Amendment Bylaw No. 4423 (2020 – 2024) – Final Reading

0496-2020

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Five Year Financial Plan Amendment Bylaw No. 4423 (2020 – 2024) be read a final time.

CARRIED UNANIMOUSLY

7. City of Salmon Arm Zoning Amendment Bylaw No. 4405 [ZON-1182; Cornerstone Christian Reformed Church/Roodzant, J.; 1191 22 Street NE; P-3 to C-6] – Second Reading

0497-2020

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4405 be read a second time.

CARRIED

Councillor Lavery Opposed

Councillor Wallace Richmond left the meeting at 3:47 p.m. and returned at 3:50 p.m.

12. CORRESPONDENCE

1. Informational Correspondence

5. M. Brock, Girl Guides of Canada, 2nd Salmon Arm Pathfinders – letter received November 3, 2020 – Use of Blackburn Park Gazebo

0498-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Council approve the Salmon Arm Girl Guides to host their weekly meetings at the picnic shelter at Blackburn Park on Tuesdays from 6:00 p.m. to 8:30 p.m. until June 30, 2021, subject to following the guidelines of the Provincial Health Officer and the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE – continued1. Informational Correspondence – continued

Councillor Lindgren declared a conflict of interest and left the meeting at 4:06 p.m.

7. Storefront Alternate School, School District 83 – email dated November 4, 2020 – Art in Little Mountain

0499-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: Council authorize the placement of carvings at Little Mountain park in consultation with City of Salmon Arm Staff.

CARRIED UNANIMOUSLY

Councillor Lindgren returned to the meeting at 4:09 p.m.

2. C. Novakowski, Vice President, Salmon Arm Métis Association – email dated October 15, 2020 – Request for Mayor and Council

0500-2020

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: Council authorize the BC Métis Flag be raised for one day at City Hall on November 16, 2020, instead of the City of Salmon Arm Flag, in commemoration of Louis Riel Day in BC.

CARRIED

Councillor Flynn and Lavery Opposed

13. NEW BUSINESS14. PRESENTATIONS1. Matt Thompson, Urban Matters – Community Housing Strategy

Matt Thompson, Urban Matters presented the Community Housing Strategy and was available to answer questions from Council.

Councillor Flynn left the meeting at 4:23 p.m. and returned at 4:24 p.m.

Mayor Harrison left the meeting at 4:28 p.m.

Deputy Mayor Flynn assumed the Chair.

Mayor Harrison returned at 4:30 p.m. and reassumed the Chair.

0501-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: Council receive the Salmon Arm Housing Needs Report dated April 2020 and the Salmon Arm Community Housing Strategy dated August 2020 for information.

CARRIED UNANIMOUSLY

14. PRESENTATIONS – continued

2. Trish Dehnel, Community Energy Association – Community Energy Plan

Trish Dehnel, Community Energy Association presented the Community Energy Plan and was available to answer questions from Council.

0502-2020

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: Council receive the Community Energy and Emissions Plan dated November 2020.

CARRIED UNANIMOUSLY

3. Anne Morris - ICAN Cities Appeal

Anne Morris, Chair, Salmon Arm Ecumenical KAIROS Committee, presented on the ICAN Cities Appeal and was available to answer questions from Council.

0503-2020

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the City of Salmon Arm join the ICAN Cities Appeal.

DEFEATED

Councillors Cannon, Flynn and Lavery Opposed

15. COUNCIL STATEMENTS

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

20. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 5:27 p.m.

The Meeting reconvened at 7:02 p.m.

PRESENT:

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

PRESENT:

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

ABSENT:

Councillor C. Eliason

21. DISCLOSURE OF INTEREST**4. REVIEW OF AGENDA - continued**

Addition under item 23.1 S. Heggenstaller – letter received October 10, 2020 – VP-520, retaining wall

22. PUBLIC INPUT - 2021 BUDGET**1. Salmon Arm Curling Club - Bob Genoway, Doug Murray and Donna Shultz - Request for Operating and Capital Funding**

Bob Genoway, Doug Murray and Donna Shultz provided an overview of the request for operating funding for three years and future capital funding for the replacement of the roof. They were available to answer questions from Council.

2. W. H. Laird, Tech-Crete Processors Ltd. - Consideration of Sanitary Sewer Service to 13th Avenue SW Industrial Area

Received for information.

Mayor Harrison called for further submissions on the 2021 Budget.

23. HEARINGS

1. Development Variance Permit Application No. VP-520 [Clark, I. & L./Green Emerald Estates/Arsenault, G.; 3181 Okanagan Avenue NE; Fences and Retaining Walls height]

0504-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-520 be authorized for issuance for Lot 3, Section 18, Township 20, Range 9, W6M, KDYD, Plan EPP78527, which will vary Zoning Bylaw No. 2303 as follows:

1. Section 4.12.1 (a) Fences and Retaining Walls – increase the maximum permitted combined height of a retaining wall and fence from 2.0 m (6.5 ft) to 4.5 m (14.8 ft);

AND THAT: Issuance of Development Variance Permit No. VP-520 be withheld subject to an amendment, at cost of the applicant, to the Statutory Right of Way registered under CA6583185 to document the area of encroachment of the retaining wall over Statutory Right of Way Plan EPP78528; and should the City require access to the City sewer manhole, any removal or replacement costs for the wall, be the responsibility of the property owner.

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

Submissions were called for at this time.

S. Heggenstaller – letter received October 10, 2020 – VP-520, retaining wall

I. Clark, the owner, was available to answer questions from Council.

G. Arsenault, Green Emerald Estates, the applicant, provided an overview of the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:44 p.m. and the motion was:

CARRIED UNANIMOUSLY

24. STATUTORY PUBLIC HEARINGS**25. RECONSIDERATION OF BYLAWS****26. QUESTION AND ANSWER PERIOD**

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

27. ADJOURNMENT

0505-2020

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the Regular Council Meeting of November 9, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:49 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

MAYOR

Adopted by Council the day of , 2020.

Item 7.1

CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee Meeting Minutes of November 16, 2020, be received as information.

Vote Record

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

Opposed:

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

DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers and by electronic means by Ministerial Order M192, on Monday, November 16, 2020.

PRESENT:

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

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

ABSENT:

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

3. REVIEW OF THE AGENDA

4. DISCLOSURE OF INTEREST

5. REPORTS

1. Zoning Amendment No. ZON-1189 [South Central Electric Ltd. [1140 17 Avenue SE; R-1 to R-8]

Moved: Councillor Cannon
 Seconded: Councillor Lavery
 THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 29, Section 12, Township 20,

5. REPORTS - continued

1. Zoning Amendment No. ZON-1189 [South Central Electric Ltd. [1140 17 Avenue SE; R-1 to R-8] - continued

Range 10, W6M, KDYD, Plan EPP83069 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

CARRIED UNANIMOUSLY

Councillor Lindgren left the meeting at 8:06 a.m. and returned at 8:10 a.m.

2. Highway Closure Bylaw No. 4422 [City of Salmon Arm; Part of 17 Street SW]

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee recommends to Council that the Bylaw entitled City of Salmon Arm Highway Closure Bylaw No. 4422 proceed to first, second and third readings;

AND THAT: final reading of the Bylaw be subject to compliance with Section 26 (Notice of Proposed Property Disposition) and Section 94 (Requirements for Public Notice) of the Community Charter and Policy 3.16 (Notification).

CARRIED UNANIMOUSLY

6. PRESENTATIONS

1. J. Wilson, City Engineer - City of Salmon Arm Asset Management

Jennifer Wilson, City Engineer, outlined the City of Salmon Arm Asset Management Program and was available to answer questions from the Committee. Chelsea Van de Cappelle, Chief Financial Officer was also available to answer questions from the Committee.

7. FOR INFORMATION

8. CORRESPONDENCE

9. ADJOURNMENT

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee meeting of November 16, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:55 a.m.

Mayor Alan Harrison
Chair

Minutes received as information by Council
at their Regular Meeting of , 2020.

Item 7.2

CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor Lavery

Seconded: Mayor Harrison

THAT: the Active Transportation Task Force Meeting Minutes of November 16, 2020, 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 Meeting of the **Active Transportation Task Force** held by electronic means on Monday, **November 16, 2020** at 10:00 a.m.

PRESENT:

Mayor Alan Harrison	City of Salmon Arm, Chair
Councillor Tim Lavery	City of Salmon Arm, Chair
Phil McIntyre-Paul	Shuswap Trail Alliance
Craig Newnes	Downtown Salmon Arm
Marianne VanBuskirk	School District No. 83
David Major	Shuswap Cycling Club
Joe Johnson	Greenways Liaison Committee
Kristy Smith	Social Impact Advisory Committee
Lana Fitt	Salmon Arm Economic Development Society
Blake Lawson	Citizen at Large
Steve Fabro	Citizen at Large
Kathy Atkin	Citizen at Large
Camilla Papadimitropoulos	Citizen at Large
Gary Gagnon	Citizen at Large
Chris Larson	City of Salmon Arm, Planner
Jenn Wilson	City of Salmon Arm, City Engineer
Barb Puddifant	City of Salmon Arm, Recorder

ABSENT:

Anita Ely	Interior Health
Gina Johnny	Councillor, Adams Lake Indian Band
Louis Thomas	Councillor, Neskonlith Indian Band

GUESTS:

The meeting was called to order at 10:02 a.m.

1. Call to Order, Introductions and Welcome

2. Acknowledgement of Traditional Territory

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

3. Approval of Agenda and Additional Items

Item 7.a – Ministry of Transportation presentation – questions

The Agenda with above addition for the November 16, 2020 Active Transportation Task Force Meeting was approved by general consensus of the Task Force members.

4. Approval of minutes from October 19, 2020

The minutes of the Active Transportation Committee Meeting of November 2, 2020 were approved by general consensus of the Task Force Members.

5. Presentations**6. Old Business / Arising from Minutes****a) ATTF sub group – new ideas and objectives**

Blake Lawson spoke regarding the organization of ideas and objectives presented by Task Force members. Ideas will be grouped into sub-categories such as Health Benefits, Implementation Plan, Engagement Process, Safety Considerations, future Technology, cost and funding opportunities, gaging the success of active transportation planning and general ideas for City policies.

David Major and Phil McIntyre-Paul volunteered to assist with compiling the ideas and objectives into an outline of a summary to present to Council.

The timeline for a presentation to Council was discussed. A brief summary will be available for review and discussion by the Task Force at the January 4, 2021 meeting. The objective will be to present to Council at the Regular Council Meeting on January 11, 2021.

Mayor Harrison outlined the process of achieving short, medium and long terms goals through City Council.

7. New Business

- a) Councillor Lavery spoke regarding the Ministry of Transportation presentation scheduled for the December 7, 2020 ATTF meeting. Councillor Lavery requested that Task Force members submit questions that members would like addressed by the Ministry via the Trello platform.

8. Other Business &/or Roundtable Updates, Ideas and Questions**9. Next Meeting – December 7, 2020 – 10:00 a.m. to 11:30 a.m.**

10. Adjournment

The Active Transportation Task Force Meeting of November 16, 2020 be adjourned by general consensus of the Task Force Members.

CARRIED UNANIMOUSLY

The meeting adjourned at 11:01 a.m.

Mayor Alan Harrison, Co-Chair

Councillor Tim Lavery, Co-Chair

Received for information by Council the day of , 2020.

Item 9.1

CITY OF SALMON ARMDate: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding for the Salmon Arm RCMP Detachment Cell Block Upgrade project in the amount of \$45,0000.00. This amount be transferred from the RCMP Prison Cell Retro Fit Reserve, current balance estimated at \$34,000.00 and the remainder funded from the RCMP Storage Building Construction Reserve, current balance estimated at \$84,000.00;

AND THAT: Council approve the award of the Salmon Arm RCMP Detachment Cell Block Upgrade project to 478868 BC Ltd dba McDiarmid Construction, in accordance with their tender price , in the amount of \$176,888.00 plus GST.

Vote Record

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

Opposed:

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



File: ENG 2020-80

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Darin Gerow, Manager of Roads & Parks

DATE: November 13, 2020

SUBJECT: **RCMP CELL BLOCK UPGRADE – TENDER AWARD**

STAFF RECOMMENDATION

THAT: The 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding for the Salmon Arm RCMP Detachment Cell Block Upgrade project in the amount of \$45,000. This amount be transferred from the RCMP Prison Cell Retro Fit Reserve, current balance estimated at \$34,000.00 and the remainder funded from the RCMP Storage Building Construction Reserve, current balance estimated at \$84,000.00.

AND THAT: Council approve the award of the Salmon Arm RCMP Detachment Cell Block Upgrade project to 478868BC Ltd dba McDiarmid Construction., in accordance with their tender price, in the amount of \$176,888.00 plus GST;

BACKGROUND

The RCMP had previously conducted a study into design standards of cells, specifically a review of safeguards for handling, monitoring, and housing detainees to improve prisoner safety, providing optimum view of entire cell and removing blind spots and providing safe environments for members and guards.

In 2007 and once again in 2016 a review of Salmon Arm detachment cells were completed and requirements were put forth that must be incorporated within a cell block upgrade to be in compliance with RCMP Departmental Security. In 2017, Bernd Hermanski Architect Inc. was hired to provide architectural design services for the cell retrofit.

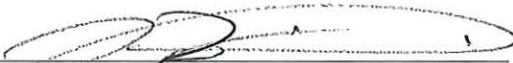
Tender and drawings were prepared to issue March of 2020, however due to COVID it was put on hold. On October 16, 2020, the City invited four (4) pre-qualified contractors. A mandatory site meeting was held on October 28, 2020 and on November 12, 2020 at 2:00pm, we received two (2) tender submissions as follows:

Company	Bid Price excluding GST
478868 BC Ltd d/a McDiarmid Construction	\$ 176,888.00
Lutz Consulting & Contracting	\$ 264,057.77
Capstone Renovations	Did Not Submit
Tamitik Builders	Did Not Submit

The approved budget for this project was \$142,000.00, this amount was based on an estimate done in 2018. Staff are recommending award of the RCMP Cell Block Upgrade to McDiarmid Construction, of Salmon Arm for a total quoted price of \$176,888.00, plus GST. In addition, the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding in the amount of \$45,000.00. This amount be transferred from the RCMP Prison Cell Retro Fit Reserve, current balance estimated at \$34,000.00 and the remainder funded from the RCMP Storage Building Construction Reserve, current balance estimated at \$84,000.00.

McDiarmid Construction is a local contractor who have successfully completed many city projects.

Respectfully submitted,


Robert Niewenhuizen, ASCT
Director of Engineering and Public Works

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Item 9.2

CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council award a two (2) year contract extension to Duka Environmental Services Ltd. for the 2021 & 2022 Mosquito Control and Surveillance Program as per the extension clause in the Request for Quotation at a rate of \$14,100.00 per year.

Vote Record

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

Opposed:

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



File: 5280-WNV 2021

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Darin Gerow, Manager of Roads & Parks

DATE: November 09, 2020

SUBJECT: MOSQUITO CONTROL & SURVEILLANCE PROGRAM – CONTRACT
EXTENSION

STAFF RECOMMENDATION

THAT: Council award a two (2) year contract extension to Duka Environmental Services Ltd. for the 2021 & 2022 Mosquito Control & Surveillance Program as per the extension clause in the Request for Quotation. Duka Environmental Services Ltd. have offered to hold their original pricing.

BACKGROUND

Since 2005, the City has conducted a West Nile Virus Vector Mosquito Abatement Program. The primary focus of this program is public education, mosquito habitat mapping, species identification, vector larval control, and adult mosquito surveillance. As part of the abatement of mosquitoes, larvaciding is performed where larvae are present in standing water, ponds and low lying areas and storm water catch basins.

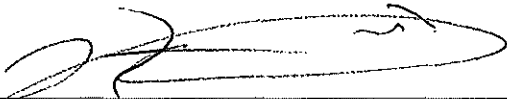
The goal of the annual mosquito control & surveillance program is to reduce the potential for widespread adult mosquito annoyance, and the possibility of mosquito-borne disease, for the benefit of residents, workers, and area visitors. This is achieved by the suppression of larval mosquito populations using an integrated pest management (IPM) approach for their surveillance, prevention, and control. This approach focuses on the timely detection and treatment of larval mosquito populations using biological methodologies and products. Where possible, and appropriate, physical, or cultural processes are recommended that reduce larval habitat and which will enhance, or conserve, natural mosquito predators. Where required, larval mosquito populations were controlled using the bio-rational larvicide products VectoBac 200G (*Bacillus thuringiensis* var. *israelensis*, PCP #18158) and VectoLex CG or WSP (*Bacillus sphaericus*, PCP # 28008, 28009).

Fifteen species of larval mosquitos were collected during the 2020 sampling: eleven *Aedes*, three *Culex* and one *Culiseta*. All of these mosquitos are capable, under the right conditions, of developing multiple generations during the season and causing reportable, and occasionally extreme annoyance, especially *Aedes*, which are noted as aggressive biters of man and animals. *Culex* and *Culiseta* mosquitos are also noted pests of man and animals and several species are highly competent vectors of disease such as West Nile virus (WNV). A total of 6 species, accounting for 56% of all larvae collected this season at Salmon Arm are competent vectors of WNV. Control of locally occurring *Aedes*, *Culex* and *Culiseta* populations not only prevents widespread adult mosquito nuisance for the benefit of residents, workers, businesses, and visitors, but also contributes to the protection of public health.

STAFF COMMENTS

Duka Environmental Services Ltd. has provided services for this program the past three (3) years. Their cooperation and communication have made this program quite successful. We recommend securing the extension of this contract for two (2) additional years, expiring December 31, 2022, as per the extension clause in the original Request for Quotation at their quotes rate of \$14,100.00 per year.

Respectfully submitted,



Robert Niewenhuizen, ASCT
Director of Engineering and Public Works

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Item 9.3

CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council award the Social Supports Inventory and Assessment Plan contract to SPARC BC for the quoted price of \$24,800.00.

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 17, 2020

SUBJECT: Poverty Reduction Planning & Action Planning Grant
Social Supports Inventory and Assessment RFP Award

MOTION FOR CONSIDERATION:

THAT: Council award the Social Supports Inventory and Assessment Plan contract to SPARC BC for the quoted price of \$ 24,800.00.

BACKGROUND:

In July 2020, the City of Salmon Arm was notified that the application for funding in the amount of \$25,000.00 under the UBCM administered 2020 Poverty Reduction Planning & Action program was successful. The RFP, which closed on October 30, 2020, was advertised on BC Bid, the City's website and in the Salmon Arm Observer.

Six (6) proposals were received and evaluated by staff. All proposals met the minimum requirements identified in the mandatory criteria sections and were further ranked based on the following:

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

The price proposal for each of the proponents is identified below:

Proponent	Price (excluding GST)
Objective Research / Moorhouse & Associates	\$24,000.00
Veris Inc.	\$22,400.00
Think Ahead Business Solutions	\$21,000.00
Effect Change Management	\$22,495.00
Neuquinn Consulting	\$22,500.00
SPARC BC	\$24,800.00 (including honoraria of \$1,000)


Following a thorough evaluation, staff agreed that the proposal that best demonstrates an understanding of the requirements set out in the RFP document, including relevant experience is the Social Planning and Research Council of B.C. (SPARC BC). SPARC BC is an independent, non-partisan, registered charity that is located in Burnaby, BC.

Staff had the following comments regarding SPARC BC proposal:

- SPARC BC is presently working on a similar project for the City of Richmond;
- The team is well rounded and highly suitable for the project;
- Proposed timeline is suitable;
- The proposal was clear and easy to read; and
- Honoraria for persons with lived/living experience has been included in the fee.

It is recommended that Council award the Poverty Reduction Planning & Action contract to SPARC BC for the quoted price of \$ 24,800.00.

Respectfully submitted,



Erin Jackson
Director of Corporate Services

cc. C. Van de Cappelle, Chief Financial Officer

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Item 9.4

CITY OF SALMON ARMDate: November 23, 2020

Moved: Councillor

Seconded: Councillor

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

<i>Equipment</i>	<i>Buyer</i>	<i>Bid Amount (plus GST and PST)</i>
2008 Jeep Compass S/N 1J8FF47W48D510424	Debbie McGregor of behalf of Jenna Elidoros	\$3,051.00
2014 Dodge Truck Box	583021 BC Ltd. dba Westside Used Auto parts	\$625.00

Vote Record

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

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

CITY OF SALMON ARM

Date: November 17, 2020
 To: Mayor Harrison and Members of Council
 From: Chelsea Van de Cappelle, Chief Financial Officer
 Subject: Disposal of Surplus Equipment

Motion for Consideration:

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

<u>Equipment</u>	<u>Buyer</u>	<u>Bid Amount</u> <i>(plus GST and PST)</i>
2008 Jeep Compass S/N 1J8FF47W48D510424	Debbie McGregor on behalf of Jenna Elidoros	\$3,051.00
2014 Dodge Truck Box	583021 BC Ltd dba Westside Used Auto Parts	\$625.00

Background:

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

- 2008 Jeep Compass S/N 1J8FF47W48D510424 \$ 2,000.00
- 2014 Dodge Truck Box \$ 300.00

2008 Jeep Compass

Two (2) bids were received on the 2008 Jeep Compass as follows:

- Debbie McGregor - \$3,051.00; and
- Kirk Graham - \$2,008.00.


It is recommended that Debbie McGregor’s offer of \$3,051.00 (plus taxes) be accepted.

2014 Dodge Truck Box

One (1) bid was received on the 2014 Dodge Truck Box as follows:

- Westside Used Auto Parts - \$625.00.

It is recommended that Westside Used Auto Parts offer of \$625.00 (plus taxes) be accepted.


 Chelsea Van de Cappelle, CPA

Item 9.5

CITY OF SALMON ARM

Date: November 23, 2020

Chief Financial Officer – COVID-19 Safe Restart Grant – For Information

Vote Record

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

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



Date: November 16, 2020
 To: Mayor Harrison and Members of Council
 From: Chelsea Van de Cappelle, Chief Financial Officer
 Subject: COVID-19 Safe Restart Grant

FOR INFORMATION

Further to the letter from the Deputy Minister of the Ministry of Municipal Affairs and Housing received by Council at the Regular Council meeting of November 9, 2020 in regards to the City's receipt of a COVID-19 Safe Restart Grant (Appendix A), please find below further information on the grant and process.

The City was fortunate to receive \$3,598,000 in grant funding. As outlined in the letter, the funding is to assist local governments with increased operating costs and reduced revenues as a result of COVID-19. The letter outlines several eligible cost categories that the City may have as related to the pandemic. As confirmed with the Ministry of Municipal Affairs, eligible costs were left quite broad to provide latitude for local governments to address priorities that are being experienced locally. Further, the funding is applicable retroactively (costs or lost revenues experienced in 2020) as well as for ongoing and future costs. As such, there is no deadline to expend the funds.

As Council is aware, several strategies were actioned to minimize costs and lessen the impact of reduced revenues including a transfer from the 'Emergency' reserve of \$470,460 to reduce the 2020 tax rate increase for all classes to nil (Appendix B). At this time it is difficult to quantify the end result that the pandemic has had on the City's financial position and whether additional funding from the grant would be required.

Staff will have a better understanding of funding shortfalls and potential uses of the grant during the year-end process and final budget amendment for 2020 that would be brought forward in the Spring of 2021. However, at this time Staff can report the following:

Please note these figures are not final (Year-end adjustments and reconciliations have not been completed) and represent only a moment in time. The amounts have not been finalized and are being provided as general information for Council.

- Transfer from Emergency Reserve - \$470,460;
- COVID Leave – wages for staff when off for COVID testing etc. – approx. \$91,000;
- COVID Emergency Grants for Non-Profits – approx. \$8,000 of \$20,000 allotted;
- Metered Utility Penalties Waived – approx. \$4,500;

- Reduced Lessee Revenues:
 - Sea Dog Rentals – approx. \$20,000;
 - Rosa's Taco Stand – approx. \$470; and
 - Airport – North Okanagan Vertical Adventures – approx. \$3,800
- Reduced revenues as follows:
 - Parking Fees – approx. \$51,000 vs. budget \$89,000 (\$38,000 deficit);
 - Burning Permits – approx. \$4,000 vs. budget \$12,000 (\$8,000 deficit);
 - Traffic Fines – approx. \$500 vs. budget \$15,000 (\$14,500 deficit); and
 - Transit Revenues – approx. \$90,000 vs. budget \$162,000 (\$72,000 deficit);
- Shaw Centre – Operating Deficits – approx. \$477,000 vs. budget \$675,000;
- Community Centre – Operating Deficits approx. \$462,000 vs. budget \$679,000. Both the Shaw Centre and Community Centre are managed by the Shuswap Recreation Society and the City funds the net operating deficits. For a detailed explanation of reduced revenues and increased costs associated with the facilities related to COVID-19, it is recommended that they be brought forward by the Society.
- As a result of the hiring freeze and part/relief staff layoff, it is anticipated that the operating and maintenance accounts will see a reduction in costs as a result of reduced staff available to complete the work;
- Many conferences and training workshops throughout the budget were cancelled or virtual in 2020, as a result it is anticipated to see savings in these areas. An estimation is not available.
- Roots and Blues, Salmon Arm Children's Festival and Canada Day Celebrations did not occur, resulting in savings of approximately \$78,000.

As a result of the numerous accounts impacted and the uncertainty surrounding funding shortfalls, it is recommended that at least \$1 million of the grant funding remain in place until the completion of the 2020 year-end.

In regards to future expenditures (i.e. those impacting the 2021 Budget), it is recommended that they be discussed at the 2021 budget deliberations, similar to the format Council has taken with Community Works Grant funding. It is expected that staff will have some recommendations and it would likely prove the best use of discussion to review both Councils suggestions alongside those of staff.

Respectfully Submitted,



Chelsea Van de Cappelle, CPA



November 2, 2020

Ref: 257671

Carl Bannister
Chief Administrative Officer
City of Salmon Arm
Box 40
Salmon Arm BC V1E 4N2

Dear Carl Bannister:

The provincial government understands the fiscal impacts that COVID-19 has placed on local service providers. To help address these challenges, in September the Province of British Columbia announced nearly \$2 billion in joint federal/provincial spending, including: \$540 million for local governments, \$418 million for community infrastructure, and \$1 billion for transit, TransLink and ferries.

The \$540 million for local governments was further divided into three funding streams. Two of the streams ("Development Services" for \$15 million and "Strengthening Communities" for \$100 million) will be application-based funding. More information on these funding streams will be forthcoming.

The third stream will provide direct grants to local governments. This funding stream is called the "COVID-19 Safe Restart Grants for Local Governments" and will provide up to \$425 million for local operations impacted by COVID-19. This funding will support local governments as they deal with increased operating costs and lower revenue due to COVID-19. It will also ensure local governments can continue to deliver the services people depend on in their communities. Eligible costs will include:

- addressing revenues shortfalls;
- facility reopening and operating costs;
- emergency planning and response costs;
- bylaw enforcement and protective services like fire protection and police;
- computer and other electronic technology costs (to improve interconnectivity and virtual communications);
- services for vulnerable persons (e.g. persons living with disabilities, mental illness or addictions, persons experiencing homelessness or other vulnerabilities); and
- other related costs.

I am pleased to advise you that **Salmon Arm** is the recipient of a **\$3,598,000** grant under the COVID-19 Safe Restart Grant for Local Governments. This amount will be directly transferred to your local government in the coming days.

.../2

Carl Bannister
Page 2

Under section 36 of the Local Government Grants Regulation, the amount of the grant to each local government is set by Minister of Municipal Affairs and Housing. The determination of this amount was based on a formula that applies to all municipalities.

This formula is based on two components: a flat funding amount and an "adjusted per-capita" amount. The flat amount is \$169,000, and the "adjusted per-capita" amount is \$308.34 per adjusted population.

The adjusted population formula is designed to ensure that larger municipalities receive more money than smaller ones, but that smaller municipalities receive higher per capita funding than larger ones. This is because small municipalities often lack a diverse tax base and the economies-of-scale to easily restart their operations.

An example of the funding formula (for a municipality of 43,000 people) is provided as an attachment to this letter. If you wish, you can apply this formula to your 2018 population of **19,299** to determine both your adjusted population and total funding amount. 2018 population data was used because it is the last year in which we have complete financial and demographic data for each municipality.

To ensure full transparency regarding the use of funds, your local government will be required to annually report on how it spent this grant. This will be part of your annual financial reporting under section 167 of the Community Charter. Your local government will provide a schedule to the audited financial statements respecting the amount of funding received, the use of those funds, and the year-end balance of unused funds. Your local government must continue to annually report on the use of grant money until the funds are fully drawn down.

If you have questions or comments regarding this letter, please feel free to contact Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch, by email at: Jennifer.Richardson@gov.bc.ca, or by phone at: 778 698-3243.

The provincial government welcomes this opportunity to support COVID-19 restart and recovery throughout British Columbia. We believe that this funding will contribute to the long-term recovery of local governments who are both critical service providers and crucial drivers in the British Columbia economy.

Sincerely,



Kaye Krishna
Deputy Minister

Attachment

pc: Jennifer Richardson, Grants Analyst, Local Government Infrastructure and Finance Branch
Tracy Tulak, Chief Financial Officer, City of Salmon Arm

Attachment: Example Calculation for a Municipality with 43,000 People

City of Rockridge

Population	43,000
Adjusted Per Capita Funding	\$308.34 per adjusted population
Flat Funding Amount	\$169,000

Funding model

A B						
Population Range		C=B-A	D	E = C (up tp 43,000)	F = E x D	F
From	to	Range	Adjustmen t Ratio	Rockridge Pop	Adjusted Pop Calc	Adjusted Pop
-	2,000	2,000	1	2,000	= 2,000 x 1	2,000
2,001	5,000	3,000	0.8	3,000	= 3,000 x 0.8	2,400
5,001	10,000	5,000	0.6	5,000	= 5,000 x 0.6	3,000
10,001	20,000	10,000	0.4	10,000	= 10,000 x 0.4	4,000
20,001	40,000	20,000	0.2	20,000	= 20,000 x 0.2	4,000
40,001	150,000	110,000	0.1	3,000	= 3,000 x 0.1	300
150,001	900,000	750,000	0.05	-	= 0 x 0.05	-
Sum				43,000		15,700 G=ΣF
					Per capita funding	\$308.34 H
					Funding per Adjusted Pop	4,840,938 I=GxH
					Flat Funding Amount	169,000 J
					Total Funding Amount	5,009,938 K=I+J

Thus, a municipality with a population of 43,000 would have an adjusted population of 15,698. With per capita funding of \$308.34, the funding per adjusted population would \$4.84 million. Plus a flat funding amount of \$169,000, the total funding to this municipality would be \$5.009M.

The Population data was taken from the Ministry's Local Government Stats System for 2018 (Schedule 201).

<https://www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework/statistics/statistics>

CITY OF SALMON ARM

To: Mayor Harrison and Members of Council
 Date: May 7, 2020
 Subject: 2020 Budget Analysis – COVID-19

FOR DISCUSSION

Further to Council's request, please find summarized below information relative to Revenues and Expenses for 2020 in relation to the current COVID-19 pandemic.

Any surplus funds recognized as a result of projects postponed or cancelled will be set aside or 'parked' and will not be reallocated to any other projects. These surplus funds may be used to support the City's cash reserves, in anticipation of late collections of current year property taxes. All of the expenses listed below have been included in the 2020 budget and the actions contemplated in this memo will have no impact on the taxes payable or collected for the current year.

Steps Already Taken

The following steps have all been recommended by staff and approved by Council:

- Hiring freeze – Savings approximately \$238,000;
- Part Time & Relief Staff Layoff – Savings approximately \$33,000 per month;
- 0% Property Tax Increase across all classes – Funded from 'Emergency' Reserve Account \$470,460; and
- Metered Utility Penalty Waived for first two bills of 2020 – Loss of revenue approximately \$4,500.

Possible Future Steps

Expenses

The following expenses have been reviewed as potential items that may be 'parked' or removed, should there be a significant decrease in revenue collection that impacts the 2020 budget.

The following capital and major maintenance projects could be 'parked', resulting in funds still being available to complete the project(s) in the near future:

16 Avenue SE (1600 Blk) Replacement	\$ 30,000.00
Bump Out (5 Ave SE – 2 Ave SE)	40,000.00
10 St NE (8 Ave NE)	75,000.00
Okanagan Speed Calming	20,000.00
Asphaltic Overlays – Additional	200,000.00
Marine Park – Round-A-Bout Garden	25,000.00
Disk Golf Course	20,000.00
Beverage Recycling Canisters	5,000.00
Shuswap Middle School – Court Resurfacing	10,700.00
Natural Gas Services – Rap Attack Base	3,000.00
Ticket Spitter (Marine Park)	20,000.00
Total	\$ 448,700.00

The following events may/will not take place, arguably resulting in funding not being required:

Roots and Blues	\$ 52,900.00
Salmon Arm Children's Festival – Canada Day	8,200.00
Canada Day Celebrations	17,000.00
Total	\$ 78,100.00

Please be advised that both the Roots and Blues Festival and the Salmon Arm Children's Canada Day Festival have been cancelled by the organizer. The Canada Day Celebrations are organized by the City and moving forward with the event is yet to be determined

The following transfers to reserves could be removed/deferred or reallocated back to the 'Emergency' Reserve Account:

Civic Building – Carpet Replace/Re-Painting	\$ 30,000.00
Senior Centre – Drop In – Structural Eng.	15,000.00
Active Transportation	20,000.00
Food & Urban Agricultural Plan	5,000.00
20 Ave/20 St Intersection Realignment	59,630.00
Gateway Signage	10,000.00
Shuswap Memorial Cemetery – Development	10,000.00
Parks Preplan	25,000.00
McGuire Park – Japanese Garden	5,000.00
Blackburn Park – Upgrade Ball Diamonds	50,000.00
Total	\$ 229,630.00

The total amount of expenses listed above amount to \$756,430.00, not including the steps already taken to reduce expenses.

Contracts

The following operating and maintenance contracts could be reviewed, removed, or deferred; however, there are contractual obligations to consider.

	Budget	Paid to Date	Remaining
Shuswap Trail Alliance	\$ 44,000.00	\$ 11,000.00	\$ 33,000.00
Economic Development Society	340,000.00	170,000.00	170,000.00
Chamber of Commerce – Tourism	137,140.00	68,570.00	68,570.00
Senior Resource Centre	22,550.00	11,266.50	11,283.50
Haney Heritage Park	115,000.00	57,500.00	57,500.00
Salmon Arm Art Gallery	42,500.00	0.00	42,500.00
Total	\$ 701,190.00	\$ 318,336.50	\$ 382,853.50

Revenue

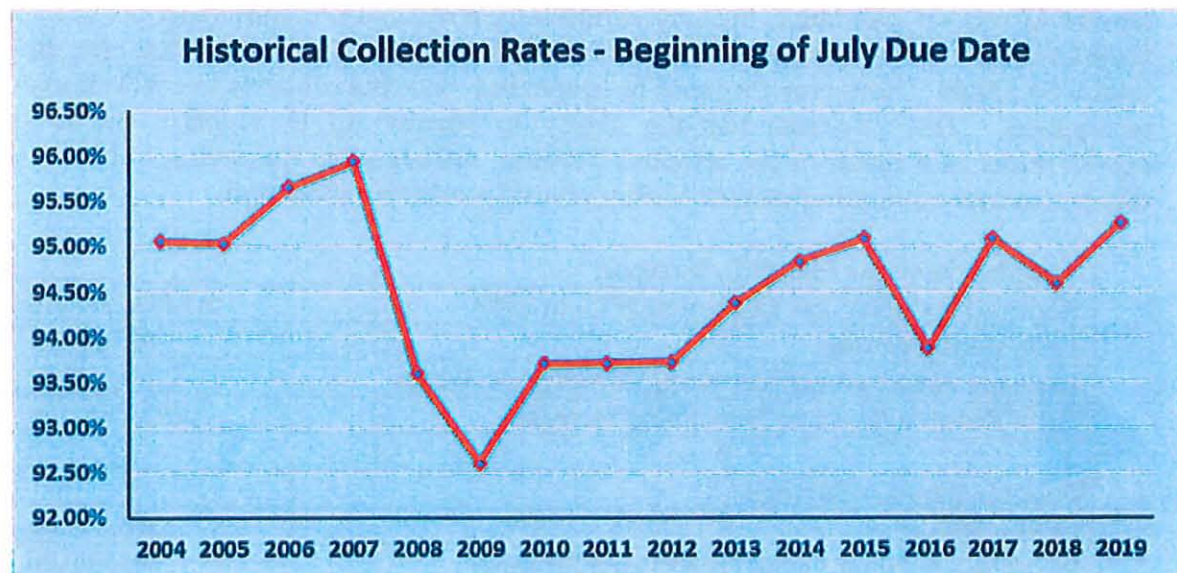
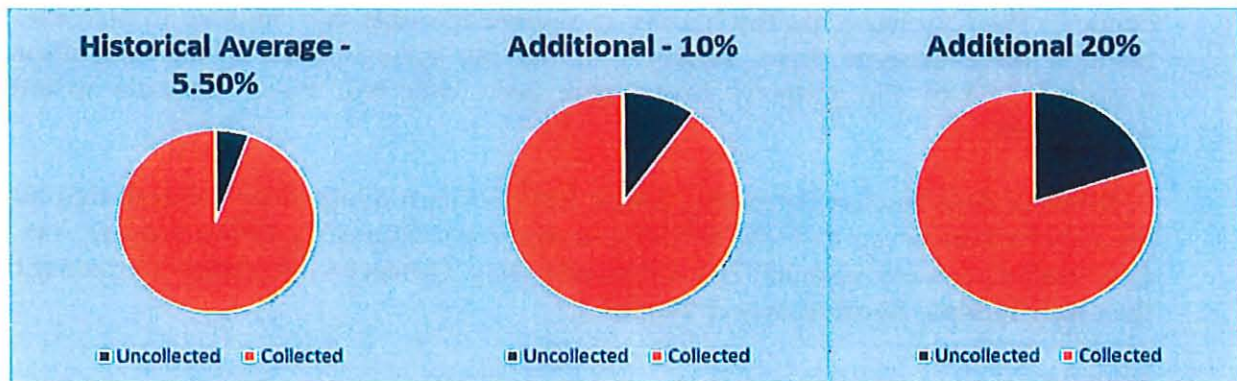
The City may see a decrease in revenue for items such as parking fees, burning permits, dog licenses, traffic fines, rental/lease fees, etc. A 15% decrease in these revenues would amount to approximately \$63,500.00.

Property Tax Collections

The historical average of Property Taxes Collected is 94.5%, based on the last sixteen (16) years. Based on the 2020 Municipal Property Taxation Levy (\$18,614,220.00), the following shows the possible impact to revenues, if property tax collections were delayed:

Additional 10% Uncollected Due to COVID-19	\$ 1,861,422.00
Additional 20% Uncollected Due to COVID-19	\$ 3,722,844.00

Based on Beginning of July Due Date



Outcomes from Hiring Freeze

There will be many cost savings as a result of the City implementing a hiring freeze for 2020. Staff are focused on essential operating and maintenance required for our parks, roads, and water and sewer functions. There will be less mowing and weed whacking in the parks, resulting in savings in our regular operating and maintenance budgets. A minimum approach was taken when planting flower beds and planters in the City, to reduce the staffing hours required to pull weeds and water planters that are not irrigated. Utilities will maintain their focus on essential repairs and maintenance and emergencies as they arise. Some capital projects or other projects that may not be essential (weed control, ditch maintenance, brushing, etc.) would see a decrease as a result of reduced staffing.

Cash Flow

The Province has provided grace to municipalities by extending the School Tax remittance date to December 31, 2020. In 2019, the two (2) School Tax Payments due in July totaled \$2,914,972.41. Deferring these payments will allow the City to use the tax revenue collected to pay other government agencies on July 31, in the amount of \$2,819,175.00.

The Province has also allowed municipalities to borrow from reserve funds to address revenue shortfalls. Any money borrowed must be repaid within five years of borrowing. Over the past many years, the City (staff and elected officials) have worked extremely hard to develop reserve accounts to help fund future projects as recommended by staff and council. The City has a healthy balance in reserve accounts that can help to float the City through these extreme times, should property tax collections be lower than normally expected. Once the property taxes have been collected, these accounts would be replenished.

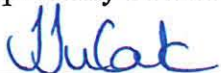
A Revenue Anticipation Borrowing Bylaw has also been adopted by Council, that allows the City to borrow up to \$1,000,000.00 to cover expenditures up to the property tax due date. Staff do not envision that this will be necessary. However, temporary borrowing from the City's Reserve Account may be required.

Summary

In summary, if the Property Tax Collections were reduced by an additional 10% due to the current COVID-19 pandemic, the City would have a reduction in municipal tax revenue of \$1,861,422.00. The expenses detailed above that could be 'parked' for the current year total \$756,430.00. These projects could be 'unparked' once the property tax collections were recognized. The City also has the ability to borrow up to \$1,000,000.00 to cover expenditures as a result of the adopted Revenue Anticipation Borrowing Bylaw. This report assumes no requirement for further phased workforce reduction.

Possible Revenue Shortfall/Increase:	
Reduced Property Tax Collection (95% to 85%)	\$(1,860,000.00)
Fees/Rent/Permits	(63,500.00)
Revenue Anticipation Borrowing/Reserve Accounts	1,000,000.00
Total Possible Revenue (Shortfall)/Increase	(923,500.00)
Possible Expense Savings:	
Hiring Freeze	238,000.00
Part Time & Relief Layoff (based on 3 Months)	99,000.00
'Parked' Projects	756,430.00
Total Possible Expenses Savings	1,093,430.00
Surplus / (Deficit)	\$ 169,930.00

Respectfully Submitted,



Tracy Tulak, CPA, CMA
 Acting Chief Financial Officer

Item 9.6

CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council approve Mearl's Machine Works Ltd. of Kelowna, BC to complete the repairs to the original Pieralisi centrifuge at a cost of approximately \$20,000.00 - \$25,000.00;

AND THAT: the City's Purchasing Policy No. 7.13 be waived to authorize sole sourcing of same to Mearl's Machine Works Ltd.

Vote Record

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

Opposed:

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

**CITY OF
SALMON ARM**

File: 2020-xx

TO: His Worship Mayor Harrison and Members of Council
FROM: Robert Niewenhuizen, Director of Engineering and Public Works
PREPARED BY: Gerry Rasmuson, Utilities Manager
DATE: November 18, 2020
SUBJECT: Water Pollution Control Center Centrifuge Rebuild

STAFF RECOMMENDATION

THAT: Council approve the repairs to the original Peralisi centrifuge be completed by Mearl's Machine Works Ltd of Kelowna, at approximately \$20,000 - \$25,000;

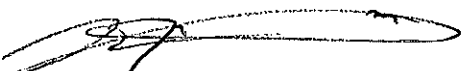
AND THAT: The City's Purchasing Policy No. 7.13 be waived to authorize sole sourcing of same to Mearl's Machine Works Ltd.

BACKGROUND

The City of Salmon Arm's Water Pollution Control Center utilizes Peralisi centrifuges to dewater highly treated bio solids produced from the treatment process of the wastewater. This dewatering process is necessary to increase the handling ability of the valuable bio solids as well as reduce transportation costs. The original Peralisi Centrifuge was installed in 1997 and rebuilt in 2003 and then again in 2013. An additional redundant Peralisi centrifuge was purchased and installed in 2004 and then rebuilt in 2008 and again in 2018. The separation principle utilizes centrifugal force generated by rotating a stainless steel bowl and scroll at 3,500 revolutions per minute to separate the solids from the liquid.

Staff performs all routine daily maintenance on the centrifuges however since the bowl and scroll weigh 420 kg any major maintenance must be performed by a qualified and trained contractor. All consumable parts must be purchased directly from Peralisi's sole Distribution Representative. Fortunately, the recommended contractor who can perform this specialized work is based in Kelowna and have completed the work on the previous rebuilds for the City. It is for this reason staff recommend Mearl's Machine Works Ltd. of Kelowna be selected to complete the required rebuild. Their current estimate is \$21,000 however, certain parts requiring replacement may not be identified until the machine has been totally disassembled.

Respectfully submitted,



Robert Niewenhuizen, ASCT
Director of Engineering and Public Works

Item 9.7

CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: the Mayor and Corporate Officer be authorized to execute the Cemetery Operation and Maintenance Contract with MADA Contracting for the period of January 1, 2021 to December 31, 2025 for the amount of \$585,250.00.

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 17, 2020

SUBJECT: Mt. Ida & Shuswap Memorial Cemetery Operations and Maintenance Contract

MOTION FOR CONSIDERATION:

THAT: the Mayor and Corporate Officer be authorized to execute the Cemetery Operation and Maintenance Contract with MADA Contracting for the period of January 1, 2021 to December 31, 2025 for the amount of \$585,250.00.

Background:

The City issued a Request for Proposals (RFP) seeking submissions from qualified contractors to provide for the operation and maintenance of the Mt. Ida Cemetery and the Shuswap Memorial Cemetery. Three (3) submissions were received by the closing date of Friday, November 6, 2020.

Under the terms of the Contract, the successful proponent will be required to complete the following:

- Ensure that the Cemeteries are open and available to the public during regular operating hours and that there is a qualified Caretaker available, if required, to answer public inquiries and assist with locating plots and niches;
- Conduct interments, including burial of human and cremated remains and placement of cremated remains into niches, ossuary or scattering garden in an appropriate manner and in accordance with applicable bylaws, laws and regulations;
- Provide plaque and memorial installations and maintenance programs;
- Clean and level headstones;
- Remove snow from all public areas except the main access road which is the responsibility of the City and for interments, as required;
- Maintain Cemetery buildings and storage areas on the grounds;
- Overall landscaping of the properties including cutting and maintenance of turf grass;
- Control litter; and
- Control pests.

In addition, the Contractor must provide all licenses, permits, tools, equipment, labour, uniforms and materials necessary to complete the works and services described above.

MADA Contracting has had the contract since 2015 and the 2020 rate was \$110,000.00 plus additional fees (Option B). There were 40 burial interments and 60 cremation interments included in the base rate for Option B. The fee for each interment over the included number was \$200.00 per burial interment and \$75.00 per cremated interment. There is also a \$50.00 charge for interments that are conducted on statutory holidays or weekends.

As of October 31, 2020, the City had not exceeded the included numbers of burial interments or cremation interments under the contract for this calendar year, however, there have been 18 statutory holiday / weekend interments at a total cost of \$900 over the contract price.

The following proposals were received at City Hall by the closing date and time and all were conforming:

Option A*

Proponent	2021	2022	2023	2024	2025	Total:
JWAY Contracting Ltd.	\$ 871,412.00	\$ 890,427.00	\$ 904,227.00	\$ 928,499.00	\$942,299.00	\$ 4,536,864.00
Lorwal Golf & Turf Solutions Inc.	\$ 114,000.00	\$ 117,500.00	\$ 120,000.00	\$ 125,000.00	\$125,000.00	\$ 601,500.00
MADA Contracting	\$ 113,650.00	\$ 115,325.00	\$ 117,025.00	\$ 118,750.00	\$120,500.00	\$ 585,250.00

* This option is all-inclusive. There are no maximum interments or additional fees for statutory holidays or weekends.

Option B**

Proponent	2021	2022	2023	2024	2025	Total:
JWAY Contracting Ltd.	\$871,412.00	\$890,427.00	\$904,227.00	\$928,499.00	\$942,299.00	\$ 4,536,864.00
Lorwal Golf & Turf Solutions Inc.	\$105,000.00	\$107,000.00	\$110,000.00	\$112,500.00	\$112,500.00	\$ 547,000.00
MADA Contracting	\$ 111,650.00	\$ 113,325.00	\$ 115,025.00	\$ 116,750.00	\$118,500.00	\$ 575,250.00

** This option is not all-inclusive.

For Option B, Lorwal Golf & Turf Solutions has included 20 burial interments and 60 cremated remains interments per year for the duration of the five (5) years. Interments over those numbers will be charged at \$500 per burial interment in 2021, 2022 and 2023 with an increase to \$600 in 2024 and 2025 and \$200 per cremation interment. The fee for interments on weekends and statutory holidays is \$150.00.

MADA Contracting (MADA) has specified that there are 40 burial interments and 70 cremation interments included in the base rate for Option B in 2021, with an increase to 75 cremation interments for 2022, 2023, 2024 and 2025. The fee for each interment over the included number is \$200.00 per burial interment and \$65.00 per cremated interment in 2020, 2021 and 2022 with an increase to \$75.00 in 2024 and 2025. There is also a \$65.00 charge for interments that are conducted on statutory holidays or weekends for 2021, 2022 and 2023 with an increase to \$75 in 2024 and 2025.

Review of historic data indicates that under Option B, the cost of selecting Lorwal Golf and Turf Solutions could be upwards of \$10,000 per year extra for interments over the included number and statutory holiday/weekend interments. Due to the higher number of included interments and the lower charge for statutory holiday/weekend interments, the anticipated cost over the base rate for MADA would be less than \$2,000 per year.

Historical data regarding the number of interments:

	2015	2016	2017	2018	2019	2020 YTD
Burial Interments	20	22	22	24	19	20
Cremation Interments	50	44	57	46	48	40
Niche Interments	9	10	8	12	11	8
Scattering Gardens	n/a	n/a	n/a	n/a	1	-
Total	79	76	87	82	79	68

MADA has provided the lowest price for Option A (all inclusive) and Lorwal Golf & Turf Solutions has provided the lowest cost for Option B (not including fees for interments over the number indicated and on statutory holidays/weekends). If the City selects the Lorwal Golf & Turf Solutions Option B proposal, it could end up paying over \$10,000/year in extra fees which makes the actual cost much higher. This level of risk is not deemed acceptable to staff as it may result in the City incurring \$50,000.00 or more of additional costs above the contract price over the five (5) year agreement.


Recommendation:

It is recommended that Council award the contract for Cemetery Operation and Maintenance for the period of January 1, 2021 to December 31, 2025 to MADA Contracting in accordance with the RFP and in respect of the unit prices specified in Option A of the proposal received November 6, 2020, plus GST.

Due to the reality that many families have delayed interment as a result of the gathering restrictions that are in effect due to COVID-19 and the potential for increased deaths should Salmon Arm and surrounding areas see a surge in cases, it is prudent to mitigate the risk by selecting the fixed cost option.

MADA Contracting has been providing excellent service to the City for the past five (5) years and has extensive experience working in both the City of Armstrong /Township of Spallumcheen and City of Enderby cemeteries for many years. In addition, Mike Hodge, the designated contact and sole proprietor of MADA, has a background in the funeral home industry as a Crematorium Operator and Funeral Director Assistant, which provides him with the requisite skills to compassionately assist members of the public during their times of grief.

Respectfully Submitted,



Erin Jackson

Director of Corporate Services

cc. Chelsea Van de Cappelle, Chief Financial Officer
Robert Niewenhuizen, Director of Engineering and Public Works

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Item 10.1

CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Cemetery Management Amendment Bylaw No. 4424 be read a first, second and third time.

[Cemetery Rates]

Vote Record

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

Opposed:

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



Date: November 17, 2020
To: Mayor Harrison and Members of Council
From: Chelsea Van de Cappelle, Chief Financial Officer
Subject: Cemetery Rates

Recommendation:

THAT: Bylaw No. 4424 cited as the "City of Salmon Arm Cemetery Management Amendment Bylaw No. 4424" be given three readings.

Background:

In 2018 Lees & Associates and staff undertook a Cemetery Price Study to provide a benchmark for pricing of the City's current and future cemetery products and services. The study compared the City's current pricing with both regional municipalities (Penticton, Vernon, Nelson and Kamloops) and with the national average. At the time, the City's cemetery fees were priced below the regional average and in the majority of cases below the national average as well.

In 2019, Council approved a phased pricing approach to increase the existing fee structure in both 2019 and 2020 by 40% each year. This brought current offerings closer to the regional average, while addressing part of the risk of underpricing. There were also a number of new services being offered at the Shuswap Memorial Cemetery such as Family Vessels, Ossuary Interments, Memorial Wall Plaques, Scattering Garden Interments and Cremation Family Estate Lots. These services were increased in 2020 by 2.5% to address inflation.

For 2021, staff are proposing to increase Cemetery Rates by 1%. The 2019 BC CPI was 2.33%; however, inflation for 2020 from January to October averages 0.69%. Given the uncertainty in the economic environment as a result of COVID-19, staff are proposing a conservative increase of 1%. It is important that rates be reviewed annually and increased at least to address inflation to ensure that the City does not fall below the regional averages.

Attached (Appendix A) is a comparative of the proposed rate increases, associated required Care Fund contributions and impact users. The bylaw (Appendix B) proposes rates for both Mt. Ida and Shuswap Memorial Cemetery for 2021.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Chelsea Van de Cappelle".

Chelsea Van de Cappelle, CPA

Cemetery Rates

Proposed Rate Increase 40.00%
 Estimated Inflationary Increase (BC CPI) 2.50%

Grave Space
Ground Burial

	2020 Net Rate	2020 Care Fund	2020 Total Rate	2020 Care Fund %	2021 Net Rate	2021 Care Fund	2021 Total Rate	2021 Care Fund %	\$ Change
Adult Res	813.00	272.00	1,085.00	25.07%	821.00	275.00	1,096.00	25.09%	11.00
Adult Non-Res	1,074.00	358.00	1,432.00	25.00%	1,085.00	362.00	1,447.00	25.02%	15.00
Child/Infant Res	491.00	164.00	655.00	25.04%	496.00	166.00	662.00	25.08%	7.00
Child/Infant Non-Res	700.00	234.00	934.00	25.05%	707.00	236.00	943.00	25.03%	9.00
Cremation Res	335.00	112.00	447.00	25.06%	338.00	113.00	451.00	25.06%	4.00
Cremation Non-Res	452.00	151.00	603.00	25.04%	457.00	153.00	610.00	25.08%	7.00
Family Estate Res	1,230.00	410.00	1,640.00	25.00%	1,242.00	414.00	1,656.00	25.00%	16.00
Family Estate Non-Res	1,599.00	533.00	2,132.00	25.00%	1,615.00	538.00	2,153.00	24.99%	21.00

Cremation

Columbarium Niche Res	1,980.00	661.00	2,641.00	25.03%	2,000.00	668.00	2,668.00	25.04%	27.00
Columbarium Niche Non-Res	2,589.00	864.00	3,453.00	25.02%	2,615.00	873.00	3,488.00	25.03%	35.00
Family Vessel Res	4,997.00	1,666.00	6,663.00	25.00%	5,047.00	1,683.00	6,730.00	25.01%	67.00
Family Vessel Non-Res	6,495.00	2,166.00	8,661.00	25.01%	6,560.00	2,188.00	8,748.00	25.01%	87.00
Ossuary Res	315.00	105.00	420.00	25.00%	318.00	106.00	424.00	25.00%	4.00
Ossuary Non-Res	405.00	135.00	540.00	25.00%	409.00	136.00	545.00	24.95%	5.00
Scattering Res	155.00	52.00	207.00	25.12%	157.00	53.00	210.00	25.24%	3.00
Scattering Non-Res	200.00	67.00	267.00	25.09%	202.00	68.00	270.00	25.19%	3.00

Services

License Transfer Fee	94.00	-	94.00	0.00%	95.00	-	95.00	0.00%	1.00
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Interment (Open/Close)

Adult	1,021.00	-	1,021.00	0.00%	1,031.00	-	1,031.00	0.00%	10.00
Child/Infant	687.00	-	687.00	0.00%	694.00	-	694.00	0.00%	7.00
Cremation/Family Estate	456.00	-	456.00	0.00%	461.00	-	461.00	0.00%	5.00
Niche/Vessel/Ossuary	308.00	-	308.00	0.00%	311.00	-	311.00	0.00%	3.00
Scattering	308.00	-	308.00	0.00%	311.00	-	311.00	0.00%	3.00
Extra Depth	403.00	-	403.00	0.00%	407.00	-	407.00	0.00%	4.00

After 3:30pm/Weekends/Holidays

Adult	519.00	-	519.00	0.00%	524.00	-	524.00	0.00%	5.00
Child/Infant	519.00	-	519.00	0.00%	524.00	-	524.00	0.00%	5.00
Cremation/Family Estate	269.00	-	269.00	0.00%	272.00	-	272.00	0.00%	3.00
Niche/Vessel/Ossuary	162.00	-	162.00	0.00%	164.00	-	164.00	0.00%	2.00
Scattering	162.00	-	162.00	0.00%	164.00	-	164.00	0.00%	2.00

Disinterment (Open/Close)

Adult	1,567.00	-	1,567.00	0.00%	1,583.00	-	1,583.00	0.00%	16.00
Child/Infant	1,170.00	-	1,170.00	0.00%	1,182.00	-	1,182.00	0.00%	12.00
Cremation/Family Estate	588.00	-	588.00	0.00%	594.00	-	594.00	0.00%	6.00

After 3:30pm/Weekends/Holidays

Adult	519.00	-	519.00	0.00%	524.00	-	524.00	0.00%	5.00
Child/Infant	519.00	-	519.00	0.00%	524.00	-	524.00	0.00%	5.00
Cremation/Family Estate	269.00	-	269.00	0.00%	272.00	-	272.00	0.00%	3.00

MemorialsMarker Installation Permit

Flat Marker Memorial	105.00	35.00	140.00	25.00%	106.00	35.00	141.00	24.82%	1.00
Upright Monument Memorial	105.00	35.00	140.00	25.00%	106.00	35.00	141.00	24.82%	1.00
Columbarium Niche Plate	105.00	35.00	140.00	25.00%	106.00	35.00	141.00	24.82%	1.00
Memorial Wall Plaque	105.00	35.00	140.00	25.00%	106.00	35.00	141.00	24.82%	1.00
Community Memorial Wall Plaque	105.00	35.00	140.00	25.00%	106.00	35.00	141.00	24.82%	1.00

Granite Memorial Wall Plaque

Individual/Family	231.00	77.00	308.00	25.00%	233.00	78.00	311.00	25.08%	3.00
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Cemetery ProductsGrave Liners

Single	507.00	-	507.00	0.00%	512.00	-	512.00	0.00%	5.00
Double	507.00	-	507.00	0.00%	512.00	-	512.00	0.00%	5.00
Cremation Vault - Double	133.00	-	133.00	0.00%	134.00	-	134.00	0.00%	1.00

35,273.00	8,202.00	43,475.00		35,627.00	8,285.00	43,912.00		437.00
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Notes:

* 2019 BC CPI per Stats Canada = 2.33%

* 2020 BC CPI per Stats Canada (up to October) = 0.69%

Appendix B

GRAVE SPACE (RIGHT OF INTERMENT)		DESCRIPTION	RATE	2021 CARE FUND	TOTAL
Ground Burial					
Adult	Resident		\$ 821.00	\$ 275.00	\$ 1,096.00
	Non-Resident		1,085.00	362.00	1,447.00
Child/Infant	Resident		496.00	166.00	662.00
	Non-Resident		707.00	236.00	943.00
Cremation	Resident		338.00	113.00	451.00
	Non-Resident		457.00	153.00	610.00
* Family Estate - Cremation	Resident		1,242.00	414.00	1,656.00
	Non-Resident		1,615.00	538.00	2,153.00
Cremation					
Columbarium Niche	Resident		2,000.00	668.00	2,668.00
	Non-Resident		2,615.00	873.00	3,488.00
* Family Vessel	Resident		5,047.00	1,683.00	6,730.00
	Non-Resident		6,560.00	2,188.00	8,748.00
* Ossuary	Resident		318.00	106.00	424.00
	Non-Resident		409.00	136.00	545.00
* Scattering	Resident		157.00	53.00	210.00
	Non-Resident		202.00	68.00	270.00
SERVICE FEES					
Regular services rendered Monday to Friday 8:00am until 3:30pm.					
After 3:30pm on weekdays, weekends and statutory holidays are subject to an additional charge over the weekday interment fee.					
License Transfer Fee			95.00	-	95.00
Interment (Open/Close)					
Adult	Weekday		1,031.00	-	1,031.00
	After Regular Hours		524.00	-	524.00
Child/Infant	Weekday		694.00	-	694.00
	After Regular Hours		524.00	-	524.00
Cremation/Family Estate - Cremation	Weekday		461.00	-	461.00
	After Regular Hours		272.00	-	272.00
Columbarium Niche/Vessel/Ossuary	Weekday		311.00	-	311.00
	After Regular Hours		164.00	-	164.00
Scattering	Weekday		311.00	-	311.00
	After Regular Hours		164.00	-	164.00
Extra Depth			407.00	-	407.00
Disinterment (Open/Close)					
Adult	Weekday		1,583.00	-	1,583.00
	After Regular Hours		524.00	-	524.00
Child/Infant	Weekday		1,182.00	-	1,182.00
	After Regular Hours		524.00	-	524.00
Cremation/Family Estate - Cremation	Weekday		594.00	-	594.00
	After Regular Hours		272.00	-	272.00
MEMORIALS					
Marker Installation Permit					
Flat Marker Memorial			106.00	35.00	141.00
Upright Monument Memorial			106.00	35.00	141.00
Columbarium Niche Plate			106.00	35.00	141.00
* Memorial Wall Plaque			106.00	35.00	141.00
* Community Memorial Wall Plaque			106.00	35.00	141.00
Granite Memorial Wall Plaques					
* Individual/Family Plaque	Plaque/Installation		233.00	78.00	311.00
CEMETERY PRODUCTS					
Grave Liners	Single		512.00	-	512.00
	Double		512.00	-	512.00
Cremation Vault	Cremation		134.00	-	134.00

* Only Available at the Shuswap Memorial Cemetery
All Cemetery Charges are Subject to GST at the Prescribed Rate

CITY OF SALMON ARM
BYLAW NO. 4424

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

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

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

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

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

This bylaw shall come into full force and effect on January 1, 2021.

5. CITATION

This bylaw may be cited as "City of Salmon Arm Cemetery Management Amendment Bylaw No. 4424."

READ A FIRST TIME THIS	DAY OF	2020
READ A SECOND TIME THIS	DAY OF	2020
READ A THIRD TIME THIS	DAY OF	2020
ADOPTED BY COUNCIL THIS	DAY OF	2020

MAYOR

CORPORATE OFFICER

SCHEDULE "A" CEMETERY FEES

GRAVE SPACE (RIGHT OF INTERMENT)		DESCRIPTION	RATE	2021 CARE FUND	TOTAL
Ground Burial					
Adult	Resident		\$ 821.00	\$ 275.00	\$ 1,096.00
	Non-Resident		1,085.00	362.00	1,447.00
Child/Infant	Resident		496.00	166.00	662.00
	Non-Resident		707.00	236.00	943.00
Cremation	Resident		338.00	113.00	451.00
	Non-Resident		457.00	153.00	610.00
* Family Estate - Cremation	Resident		1,242.00	414.00	1,656.00
	Non-Resident		1,615.00	538.00	2,153.00
Cremation					
Columbarium Niche	Resident		2,000.00	668.00	2,668.00
	Non-Resident		2,615.00	873.00	3,488.00
* Family Vessel	Resident		5,047.00	1,683.00	6,730.00
	Non-Resident		6,560.00	2,188.00	8,748.00
* Ossuary	Resident		318.00	106.00	424.00
	Non-Resident		409.00	136.00	545.00
* Scattering	Resident		157.00	53.00	210.00
	Non-Resident		202.00	68.00	270.00
SERVICE FEES					
Regular services rendered Monday to Friday 8:00am until 3:30pm.					
After 3:30pm on weekdays, weekends and statutory holidays are subject to an additional charge over the weekday interment fee.					
License Transfer Fee			95.00	-	95.00
Interment (Open/Close)					
Adult	Weekday		1,031.00	-	1,031.00
	After Regular Hours		524.00	-	524.00
Child/Infant	Weekday		694.00	-	694.00
	After Regular Hours		524.00	-	524.00
Cremation/Family Estate - Cremation	Weekday		461.00	-	461.00
	After Regular Hours		272.00	-	272.00
Columbarium Niche/Vessel/Ossuary	Weekday		311.00	-	311.00
	After Regular Hours		164.00	-	164.00
Scattering	Weekday		311.00	-	311.00
	After Regular Hours		164.00	-	164.00
Extra Depth			407.00	-	407.00
Disinterment (Open/Close)					
Adult	Weekday		1,583.00	-	1,583.00
	After Regular Hours		524.00	-	524.00
Child/Infant	Weekday		1,182.00	-	1,182.00
	After Regular Hours		524.00	-	524.00
Cremation/Family Estate - Cremation	Weekday		594.00	-	594.00
	After Regular Hours		272.00	-	272.00
MEMORIALS					
Marker Installation Permit					
Flat Marker Memorial			106.00	35.00	141.00
Upright Monument Memorial			106.00	35.00	141.00
Columbarium Niche Plate			106.00	35.00	141.00
* Memorial Wall Plaque			106.00	35.00	141.00
* Community Memorial Wall Plaque			106.00	35.00	141.00
Granite Memorial Wall Plaques					
* Individual/Family Plaque	Plaque/Installation		233.00	78.00	311.00
CEMETERY PRODUCTS					
Grave Liners	Single		512.00	-	512.00
	Double		512.00	-	512.00
Cremation Vault	Cremation		134.00	-	134.00

* Only Available at the Shuswap Memorial Cemetery
All Cemetery Charges are Subject to GST at the Prescribed Rate

Item 10.2

CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Highway Closure Bylaw No. 4422 be read a first, second and third time;

AND THAT: final reading of City of Salmon Arm Highway Closure Bylaw No. 4422 be subject to Compliance with Section 26 (Notice of Proposed Property Disposition) and Section 94 (Requirements for Public Notice) of the Community Charter.

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 16, 2020

SUBJECT: Proposed Road Closure and Disposal – Part of 17 Street SW
Applicant: City of Salmon Arm

MOTION FOR CONSIDERATION

THAT: City of Salmon Arm Highway Closure Bylaw No. 4422 proceed to first, second and third readings;

AND THAT: Final Reading of City of Salmon Arm Highway Closure Bylaw No. 4422 be subject to Compliance with Section 26 (Notice of Proposed Property Disposition) and Section 94 (Requirements for Public Notice) of the Community Charter.

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The identified area in the Motion for Consideration is a section of 17 Street SW between 1771 – 10 Avenue SW and 921 – 17 Street SW (Appendix 1). The purpose of the road closure is to accommodate Trans Canada Highway (TCH) intersection works (Appendix 2). The new intersection design effectively eliminates the access to 17th and therefore the City needs the road closure to ensure that proper access onto 10 Ave can be maintained for City property. It is expected that the piece of road will be incorporated into the two adjacent properties, with the details of the realignment to be determined in the future. A copy of Bylaw No. 4422 including Reference Plan EPP106452 is attached (Appendix 3).

BACKGROUND

The area identified for the road closure is 0.221 ha (0.55 acres) in size to the east of the intersection of the TCH and 10 Avenue SW. The northern portion of 17 Street SW across First Nations lands has been officially closed for over a decade (July 2004), with the proposed closure of this section of City road right-of-way initiated to support the Ministry of Transportation and Infrastructure's highway intersection works. This City portion of closed road area will be consolidated into the adjacent parcels at some future point with the final configuration to be determined.

More specifically, the raising of title of the road and proposed land transfer, assuming the adoption of Bylaw No. 4422, would not be considered by the City's Approving Officer until the following conditions have been completed:

1. The subject lands being consolidated with adjacent parcels concurrently with the proposed subdivision;
2. Registration of a statutory right of way, as required by Telus, for the protection of existing infrastructure;

3. Registration of a statutory right of way, as required by Fortis BC, for protection of the existing gas main;
4. Registration of a statutory right of way, as required by BC Hydro, for the protection of existing infrastructure.

COMMENTS

Staff and outside agencies have reviewed the proposal and provide the following:

Ministry of Transportation & Infrastructure

No comment at time of writing this report. Final Approval required.

Telus

Telus has existing infrastructure within the area of proposed road closure. No concerns subject to registration of a statutory right of way.

FortisBC

No concerns.

Fire Department

No concerns.

Engineering Department

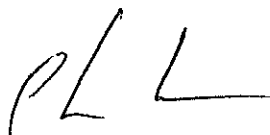
The Engineering Department supports the proposal.

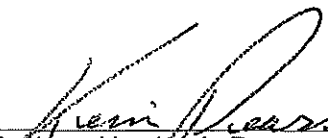
Planning Department

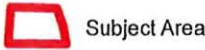
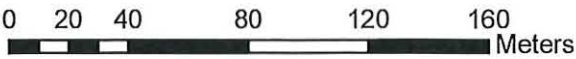
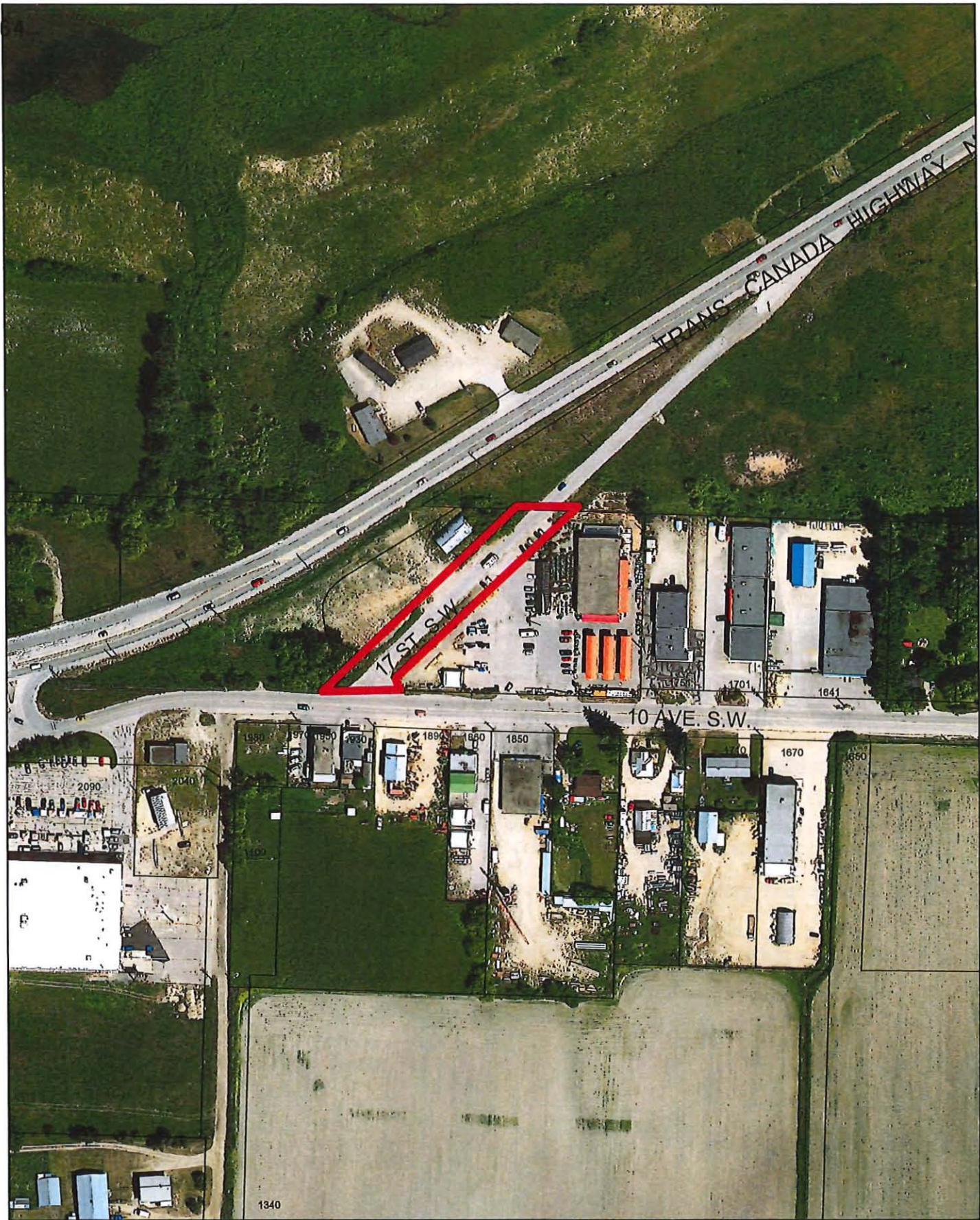
This is one of several necessary steps to support MOTI's new intersection at 17 Street SW and the TCH. The plan and details for physically closing the road are not addressed in this report, nor are the future parcel line adjustments involving the City land and Buckerfields.

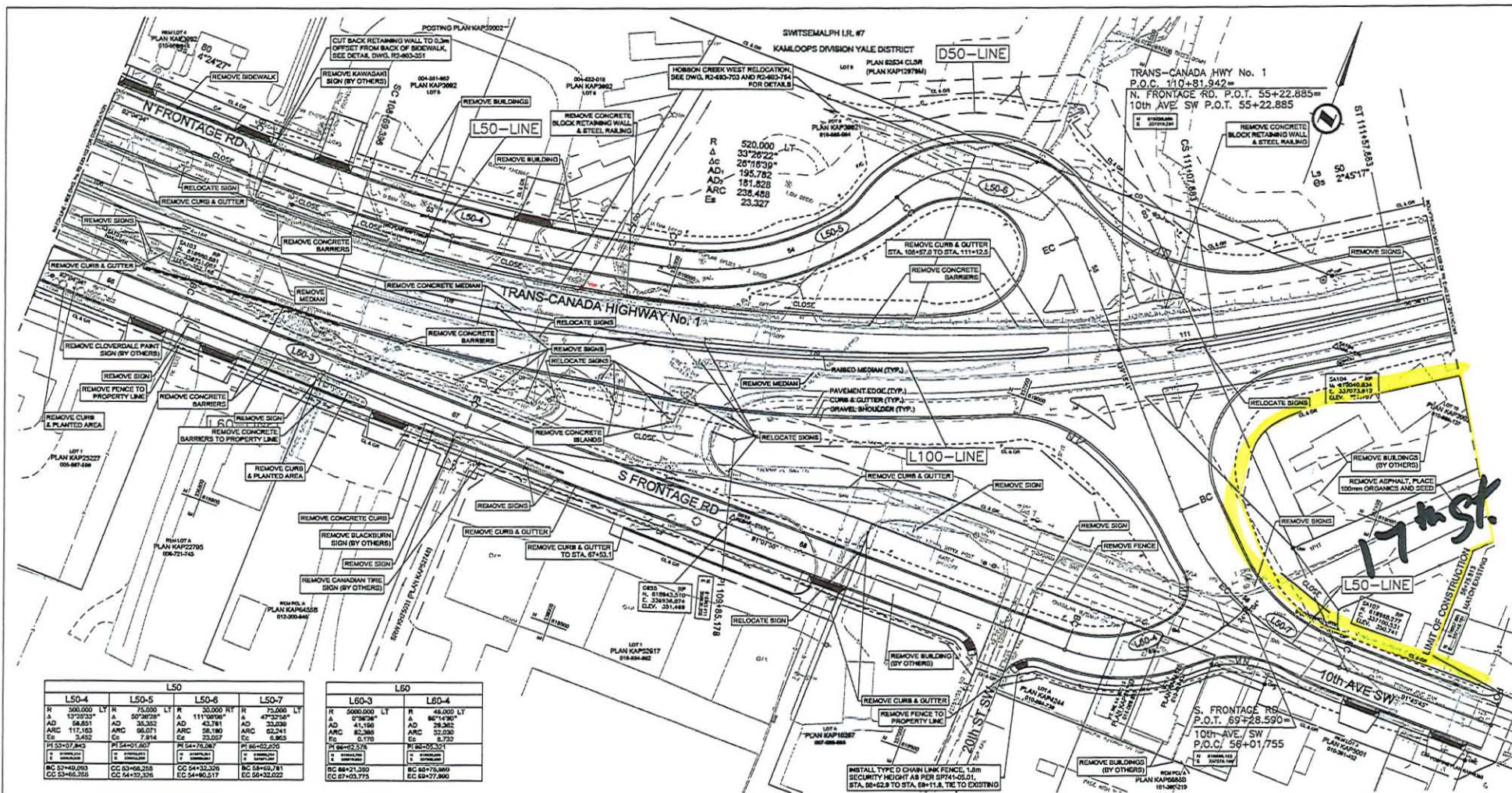
Staff are in support of the road closure and disposition as proposed for the following reasons:

1. The dedicated road is not required for future road networks plans.
2. Staff is of the opinion that the proposal will benefit the potential of adjoining lands.
3. Staff understands that MOTI will address requisite consultation and complete the associated works to address the closed northern portion of 17 Street SW.


Prepared by: Chris Larson, MCIP, RPP
Senior Planner


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





L50			
L50-4	L50-5	L50-6	L50-7
R 300.000 A 13°29'33" AD 18.851 ARC 117.183 EC 3.402 PT 55+07.843 BC 52+49.003 CC 53+66.356	R 75.000 A 50°28'28" AD 35.362 ARC 58.071 EC 7.814 PT 64+10.263 BC 63+66.218 CC 64+30.326	R 30.000 A 111°09'08" AD 43.791 ARC 58.180 EC 23.057 PT 64+10.263 BC 64+30.326 CC 64+30.326	R 75.000 A 47°32'56" AD 33.098 ARC 52.241 EC 6.965 PT 64+10.263 BC 64+30.326 CC 64+30.326

L60			
L60-3	L60-4	L60-5	L60-6
R 300.000 A 13°29'33" AD 18.851 ARC 117.183 EC 3.402 PT 55+07.843 BC 52+49.003 CC 53+66.356	R 75.000 A 50°28'28" AD 35.362 ARC 58.071 EC 7.814 PT 64+10.263 BC 63+66.218 CC 64+30.326	R 30.000 A 111°09'08" AD 43.791 ARC 58.180 EC 23.057 PT 64+10.263 BC 64+30.326 CC 64+30.326	R 75.000 A 47°32'56" AD 33.098 ARC 52.241 EC 6.965 PT 64+10.263 BC 64+30.326 CC 64+30.326

FOR PROFILE
SEE DWG. No. R2-693-202, 203, 209, 210 & 212

FOR PAVEMENT REMOVALS
SEE DWG. No. R2-693-363

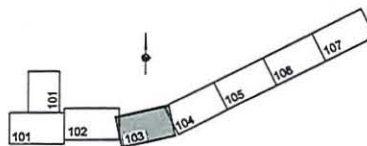
FOR GEOMETRICS & LANEING
SEE DWG. No. R2-693-409

FOR DRAINAGE & UTILITIES
SEE DWG. No. R2-693-703

DESIGN SPEED 80 km/h L100

DESIGN SPEED 50/40 km/h L50

DESIGN SPEED 50 km/h L60



CLEARING & GRUBBING
TOTAL THIS SHEET 4.0625 ha

SCALE: 0 5 1:500 25m		MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE SOUTHERN INTERIOR REGION HIGHWAY ENGINEERING	
PLAN TRANS - CANADA HIGHWAY No. 1 30th ST SW to 10th ST SW - FOUR LANING 107+06.000 TO 111+75.000		DESIGNED: J. JONES DATE: 2013-10-23 QUALITY CONTROL: S. JONES DATE: 2013-10-23 QUALITY ASSURANCE: J. JONES DATE: 2013-10-23 DRAWN: D. JONES DATE: 2013-10-23	
REV	DATE	REVISIONS	SIGNATURE
A	2013-10-23	75% DETAIL DESIGN	
B	2013-10-23	100% DETAIL DESIGN	
PROJECT NUMBER: 2775		PROJECT NUMBER: 23457-0001	
SHEET NUMBER: 2		SHEET NUMBER: R2-693-103	

CITY OF SALMON ARM**BYLAW NO. 4422**

Being a Bylaw to Close to Traffic, Remove the Dedication as Highway and Dispose of a Portion of Road, Plan 1672, Sec. 15, Tp. 20, R. 10, W6M, KDYD

WHEREAS, pursuant to Section 40 of the Community Charter, SBC, 2003 Chapter 26, and amendments thereto, Council may, by bylaw, close a portion of highway to traffic and remove the dedication of a highway, if prior to adopting the bylaw, Council publishes notice of its intention in a newspaper and posts the notice in the public notice posting place, and provides an opportunity for persons who consider they are affected by the bylaw to make representations to Council;

AND WHEREAS the Provincial Government's right of resumption under Section 35(8) of the Community Charter, SBC, 2003, Chapter 26 and amendments thereto, in relation to a highway or portion of a highway that was vested in a municipality pursuant to Section 35(1) of this Act, is cancelled if the Corporate Officer of the municipality files with the Land Title Office a statement certifying that the highway closure and removal of dedication complies with the Regulation of the Minister of Transportation B.C. Regulation 245/2004 (June 4, 2004) as amended by B.C. Regulation 18/2008 (January 25, 2005), made under the authority of the Community Charter, Section 35(10)(b);

AND WHEREAS the Council deems it expedient to close to traffic, remove the dedication of highway and dispose of that portion of Road, comprising 0.221 ha dedicated at the Kamloops Land Title Office by Plan 1672, Sec. 15, Tp. 20, R. 10, W6M, KDYD which is shown outlined in bold black ("Closed Road") on the Reference Plan EPP106452 prepared by Joseph Charles Johnson, BCLS, Browne Johnson Land Surveyors, on October 28, 2020, a reduced copy of which is attached hereto (the "Plan");

AND WHEREAS notices of the Council's intention to close the portion of highway to traffic, to remove its dedication as highway, and to dispose of it were published in a newspaper and posted in the public notice posting place;

AND WHEREAS the Council does not consider that the closure of the portion of highway will affect the transmission or distribution facilities or works of utility operators;

AND WHEREAS the disposition of Closed Road will be to the registered owner of the adjacent property (legally described as Lot 10, Plan 3992 Except EPP79117, Sec. 15, Tp. 20, R. 10, W6M, KDYD and as Parcel A (Plan B5781) of Lot 3, Plan 1672, Sec. 15, Tp. 20, R. 10, W6M, KDYD and will be consolidated into the adjacent property;

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

1. Attached to this Bylaw, as Schedule "A" and forming part of this Bylaw is a reduced copy of the Reference Plan EPP106452 (the "Plan").
2. The City of Salmon Arm is hereby authorized to dispose of and convey the Closed Road to the registered owner of the adjacent parcels.
3. The City of Salmon Arm hereby authorizes the closure to traffic and removal of the highway dedication of that portion of Road, comprising 0.221 ha dedicated at the Kamloops Land Title Office by Plan 1672, Sec. 15, Tp. 20, R. 10, W6M, KDYD which is shown outlined in bold black ("Closed Road") on the Plan.
4. On deposit of the Plan and all other applicable documentation for the removal of the highway dedication, in the Kamloops Land Title Office, the highway dedication of that portion of the road is cancelled.
5. The Mayor and Corporate Officer are hereby authorized to execute such conveyances, deeds, maps, plans, receipts and documents on behalf of the City of Salmon Arm as may be necessary for the purposes aforesaid and to affix the Corporate Seal of the City of Salmon Arm thereto.
6. The Council shall, before adopting this Bylaw, cause public notice of its intention to do so to be given by advertisement once each week for two consecutive weeks in a newspaper published or circulated in the City of Salmon Arm, and has provided an opportunity for persons who consider they are affected by the closure and disposition of the Closed Road to make representations to Council.

SEVERABILITY

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

ENACTMENTS

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

EFFECTIVE DATE

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

CITATION

10. This Bylaw may be cited for all purposes as the "City of Salmon Arm Highway Closure Bylaw No. 4422".

READ A FIRST TIME THIS DAY OF November , 2020

READ A SECOND TIME THIS DAY OF November , 2020

READ A THIRD TIME THIS DAY OF November , 2020

APPROVED PURSUANT TO SECTION 41 (3) OF THE COMMUNITY CHARTER ON THE
DAY OF , 2020

For Minister of Transportation and Infrastructure

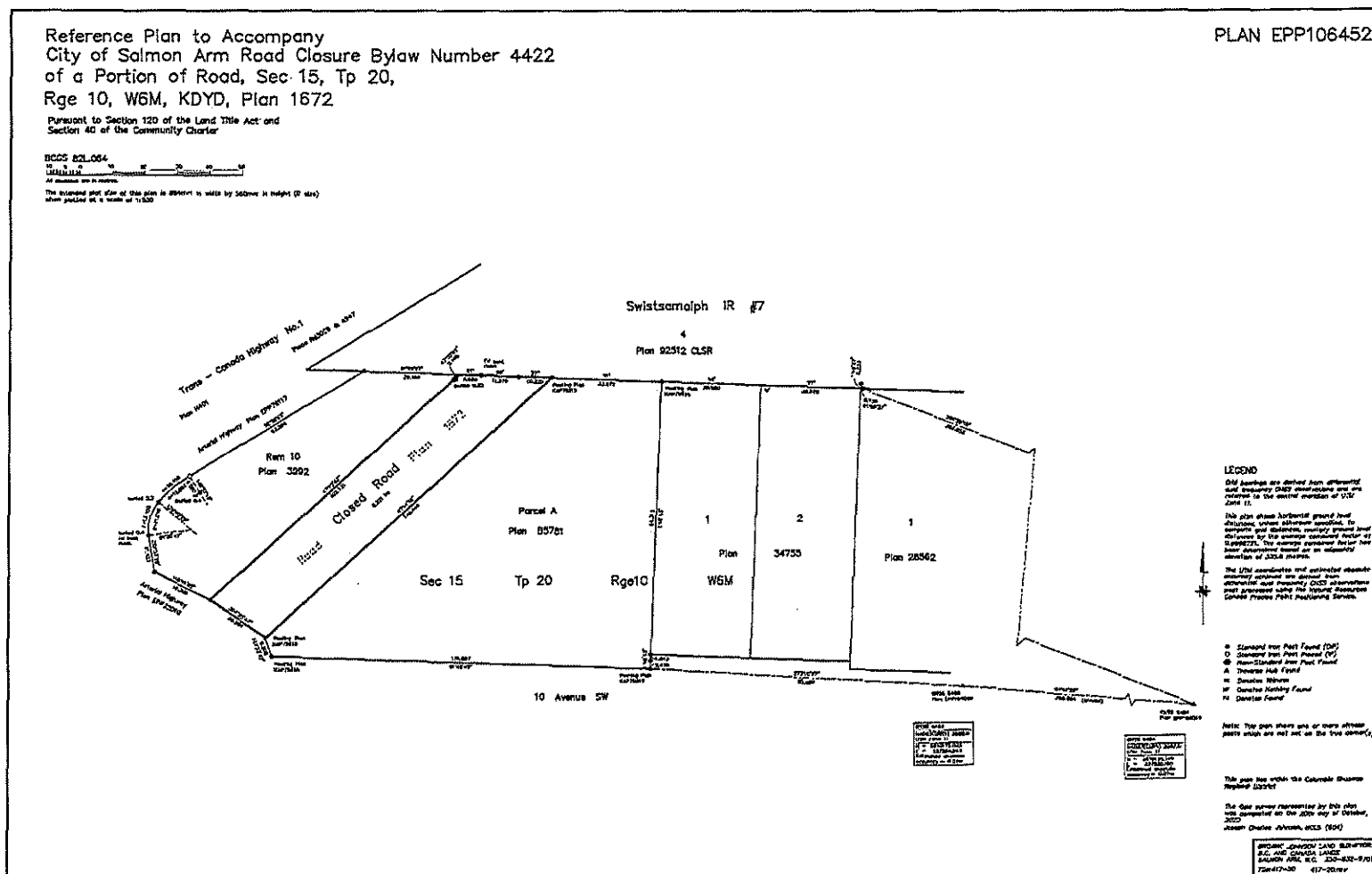
PUBLIC NOTICE OF INTENTION TO PROCEED ADVERTISED IN THE SALMON ARM
OBSERVER ON THE __ DAY OF November, 2020 AND THE __ DAY OF November, 2020.

PUBLIC INPUT PROVIDED ON THIS DAY OF , 2020

ADOPTED BY COUNCIL THIS DAY OF , 2020

MAYOR

CORPORATE OFFICER



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Item 10.3

CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4417 be read a first and second time.

[South Central Electric Ltd.; 1140 17 Avenue SE; R1 to R8]

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 9, 2020

Subject: Zoning Bylaw Amendment Application No. 1189

Legal: Lot 29, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP83069

Civic: 1140 – 17 Avenue SE

Owner/Applicant: South Central Electric 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 29, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP83069 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 1140 – 17 Avenue SE in the new Byersview Subdivision (Appendix 1 & 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit a secondary suite within a new single family dwelling. Site photos are attached as Appendix 3.

BACKGROUND

The subject parcel is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned R-1, Single Family Residential in the Zoning Bylaw (Appendix 4 & 5). The neighbourhood is largely comprised of R-1 zoned parcels containing single family dwellings. There are four other lots in the subdivision with R-8 zoning for secondary suites in new houses. There are still many larger rural properties zoned A-2 to the south and west of Byersview. In 2019, a large A-2 zoned parcel to the east was rezoned to R-8 in preparation for a future, 40-lot subdivision.

The subject parcel has an area of 882 m² (.22 acres) and a parcel width of 19.86 m (65 ft). The size and width of the subject property can meet the conditions as specified within the proposed R-8 Zone.

The applicant wishes to construct a new house with a secondary suite on the lower level. Building plans have been submitted, see Appendix 6. The lower level floor plan indicates the proposed suite to be 80 m² (864 ft²) and the site plan shows a double car garage and a driveway with a width of 13.4 m (44 ft). Although the driveway width can easily accommodate an extra parking space for the suite, additional suite parking is shown on the site plan adjacent to the eastern parcel line. There is a 3 metre easement where the additional suite parking is proposed. The easement is for securing sanitary and storm services located on private property and the applicant has indicated this parking area will be of gravel to provide unobstructed access to the easement area.

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

COMMENTSEngineering Department

No Engineering Department concerns.

Building Department

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

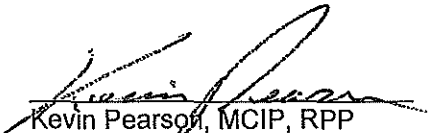
Fire Department

No response to date.

Planning Department

The proposed R-8 zoning is consistent with the OCP and therefore supported by staff. The plans provided indicate the requirements specified in the R-8 Zone are achievable, including the provision of onsite parking. Development of a dwelling with a secondary suite requires a building permit and is subject to meeting Zoning Bylaw and BC Building Code regulations.

Report by: Denise Ackerman, Planner



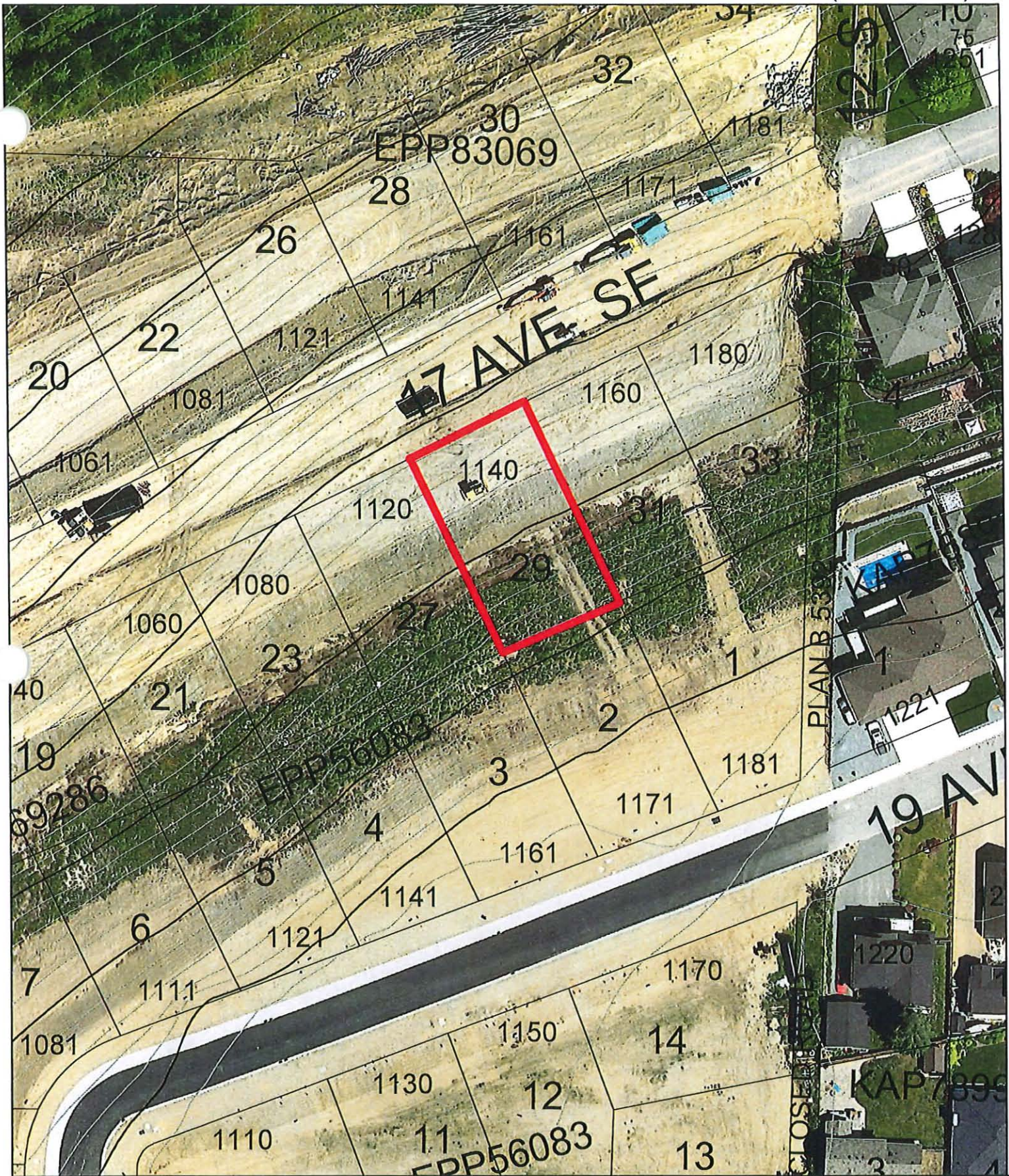
Kevin Pearson, MCIP, RPP
Director of Development Services



0 15 30 60 90 120
Meters



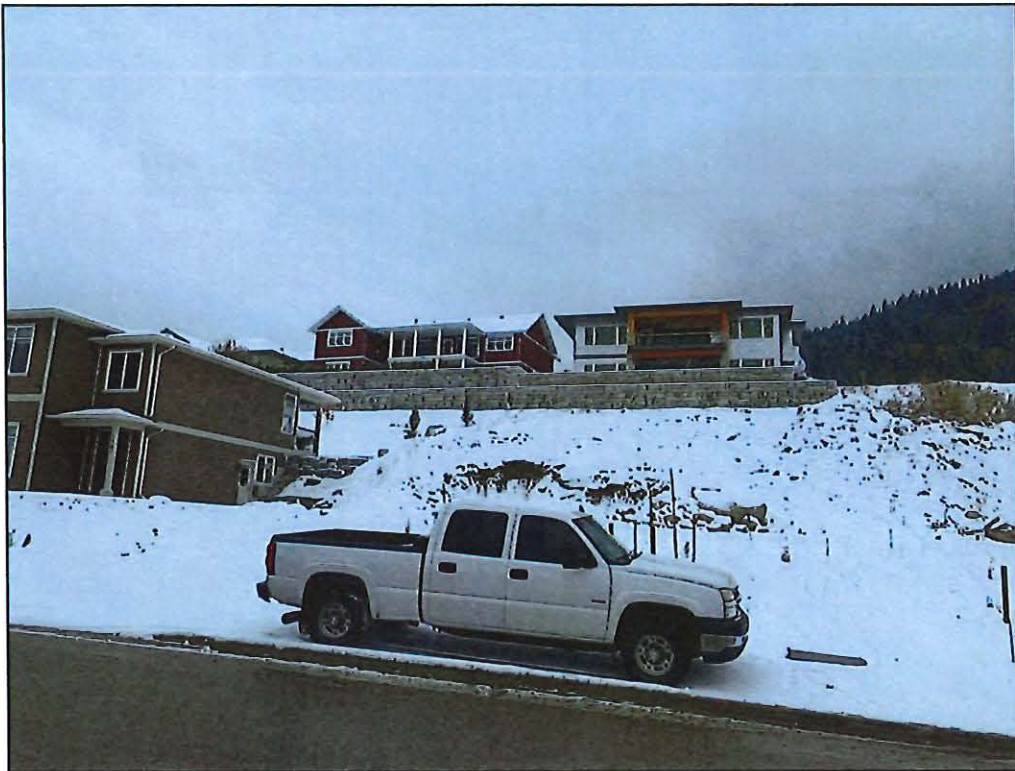
Subject Parcel



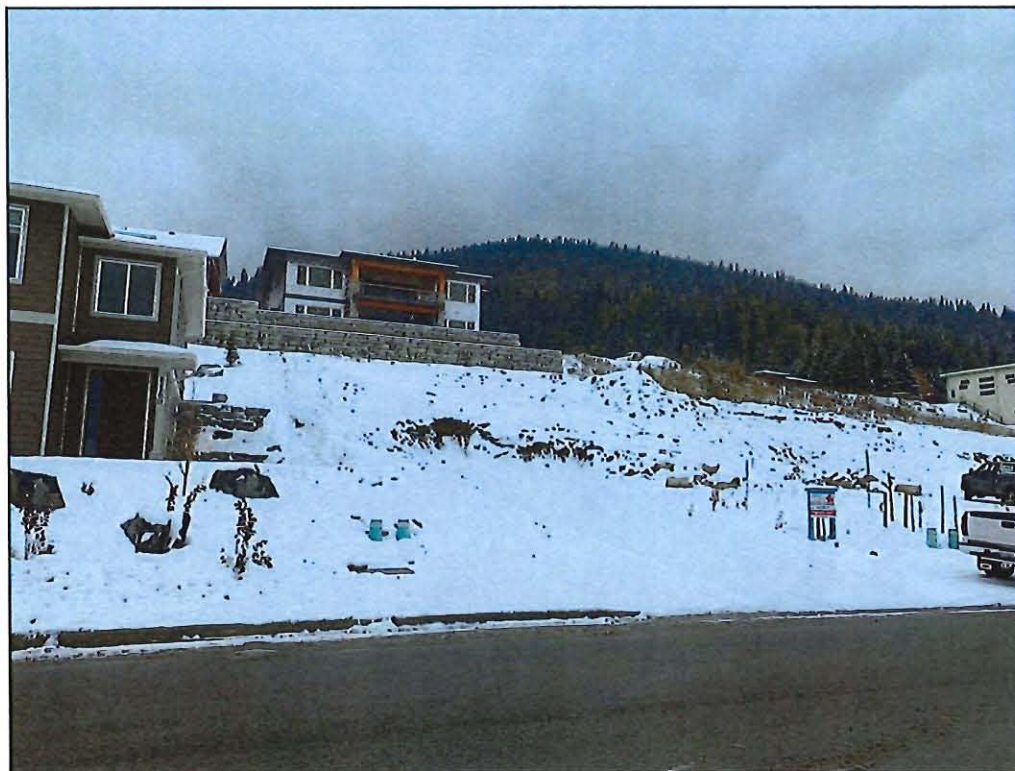
0 4.5 9 18 27 36
Meters



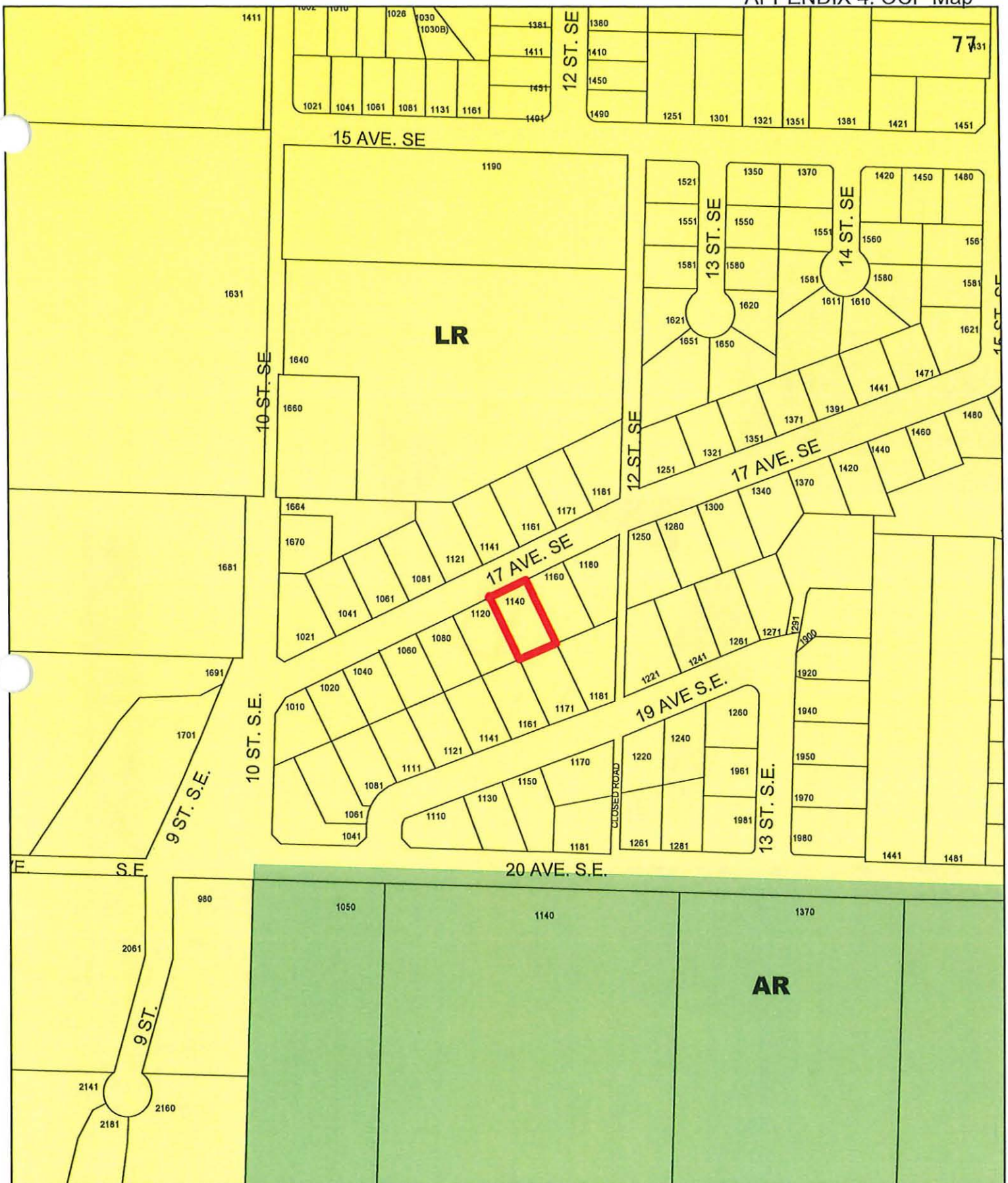
Subject Parcel



View of subject property looking south.



View of subject property looking southwest.



Subject Parcel

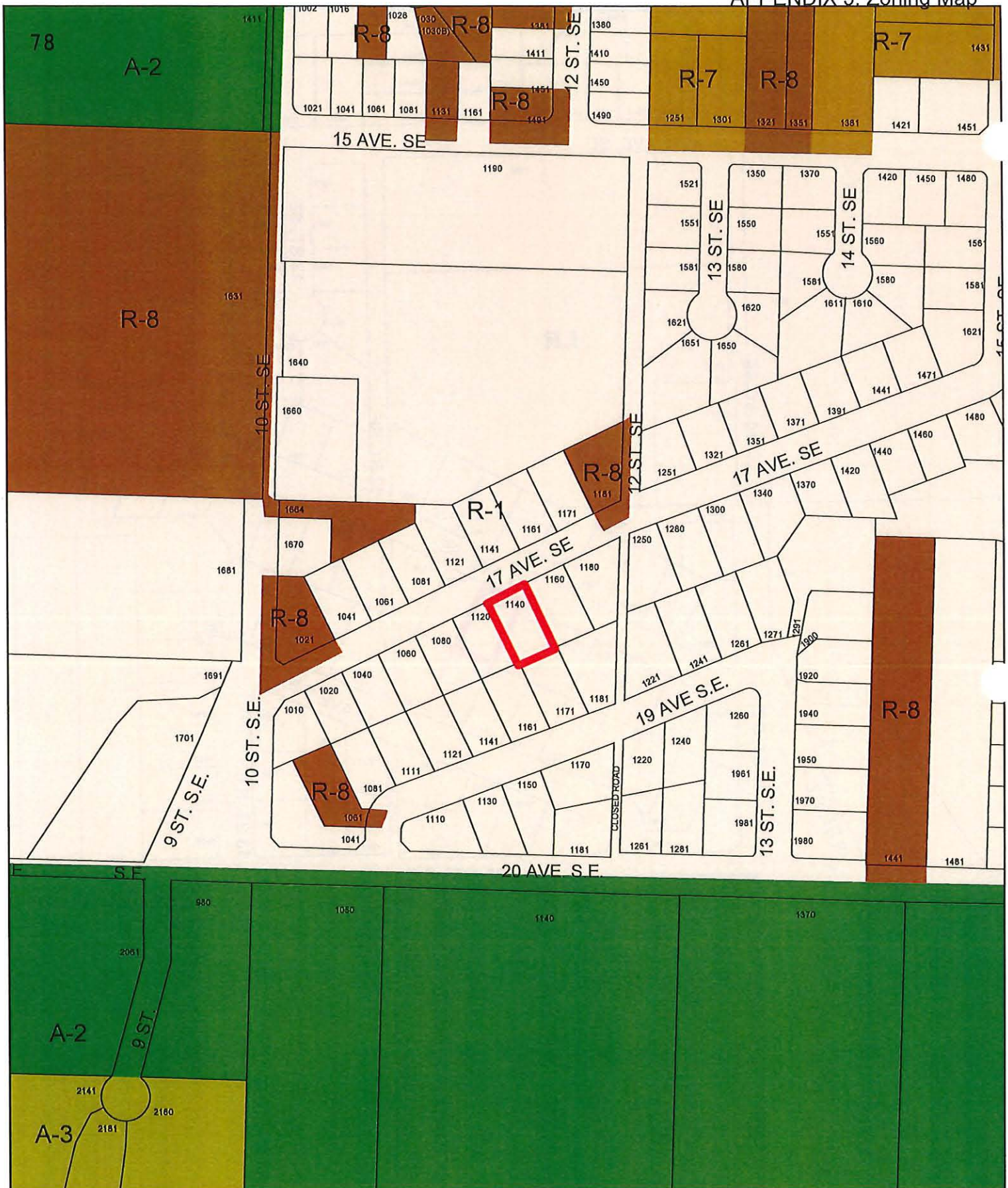
0 12.5 25 50 75 100
Meters



LR Low Density Residential



AR Acreage Reserve



Subject Parcel

0 12.5 25 50 75 100
Meters



R-1 Single Family Residential



A-2 Rural Holding



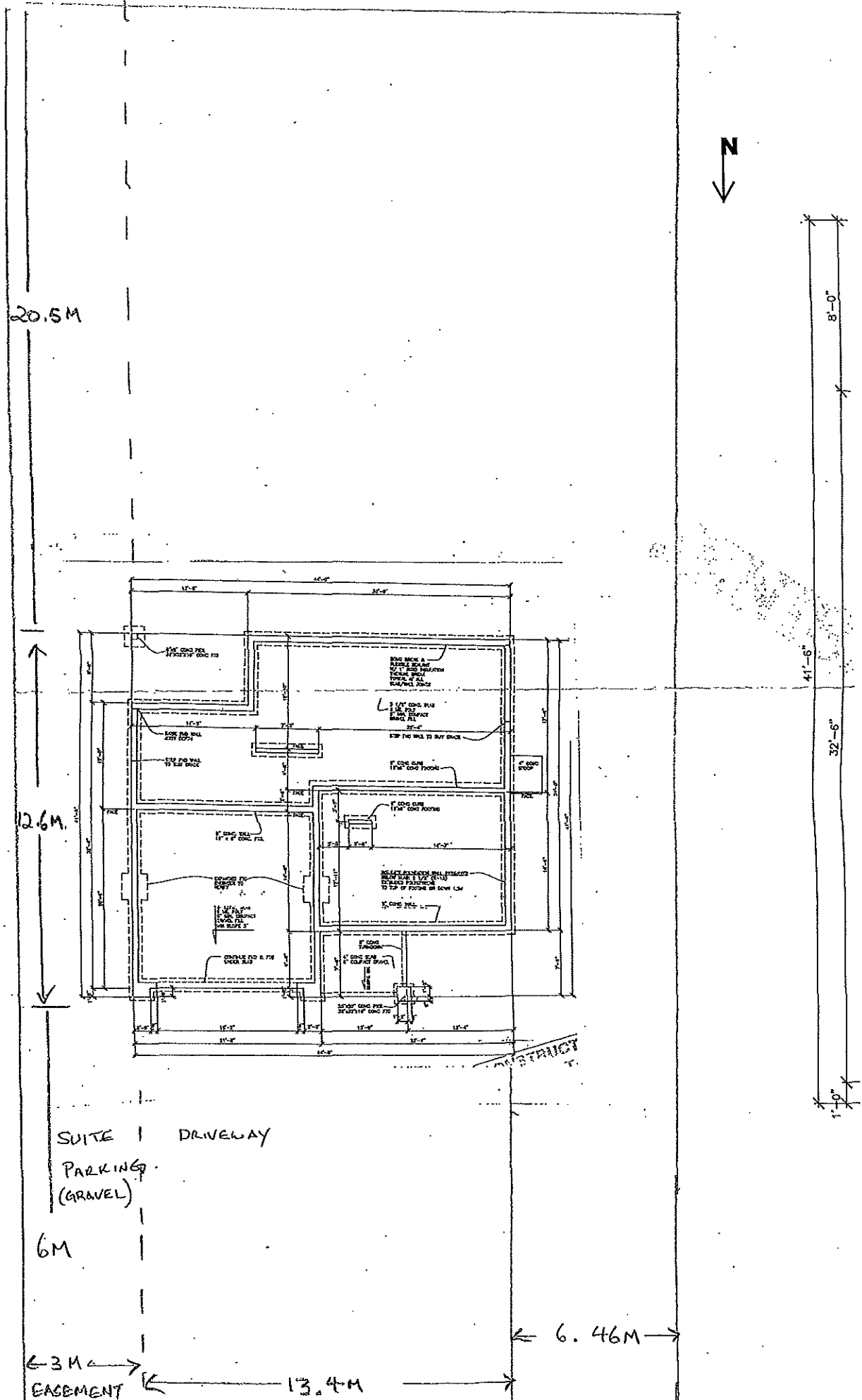
A-3 Small Holding

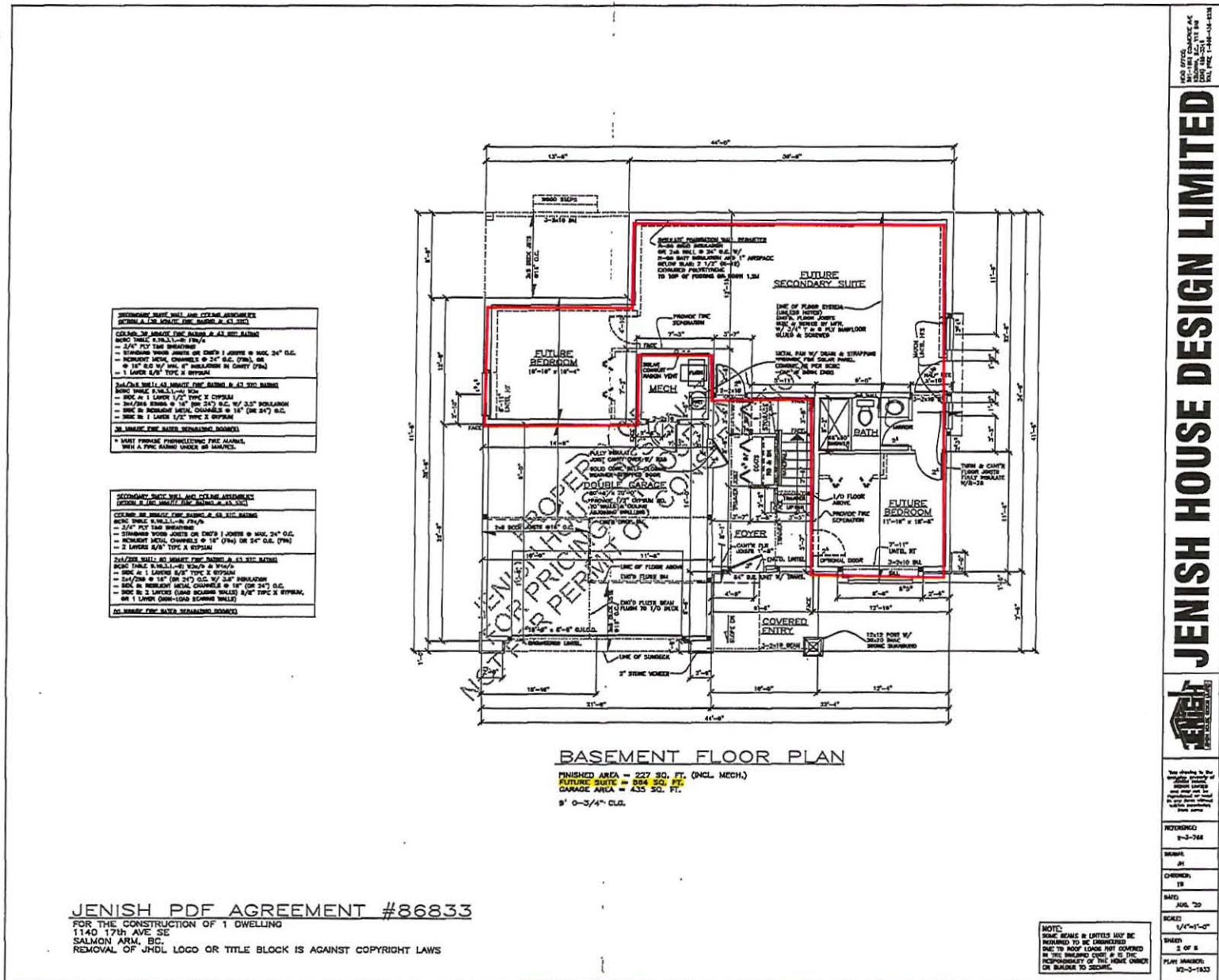


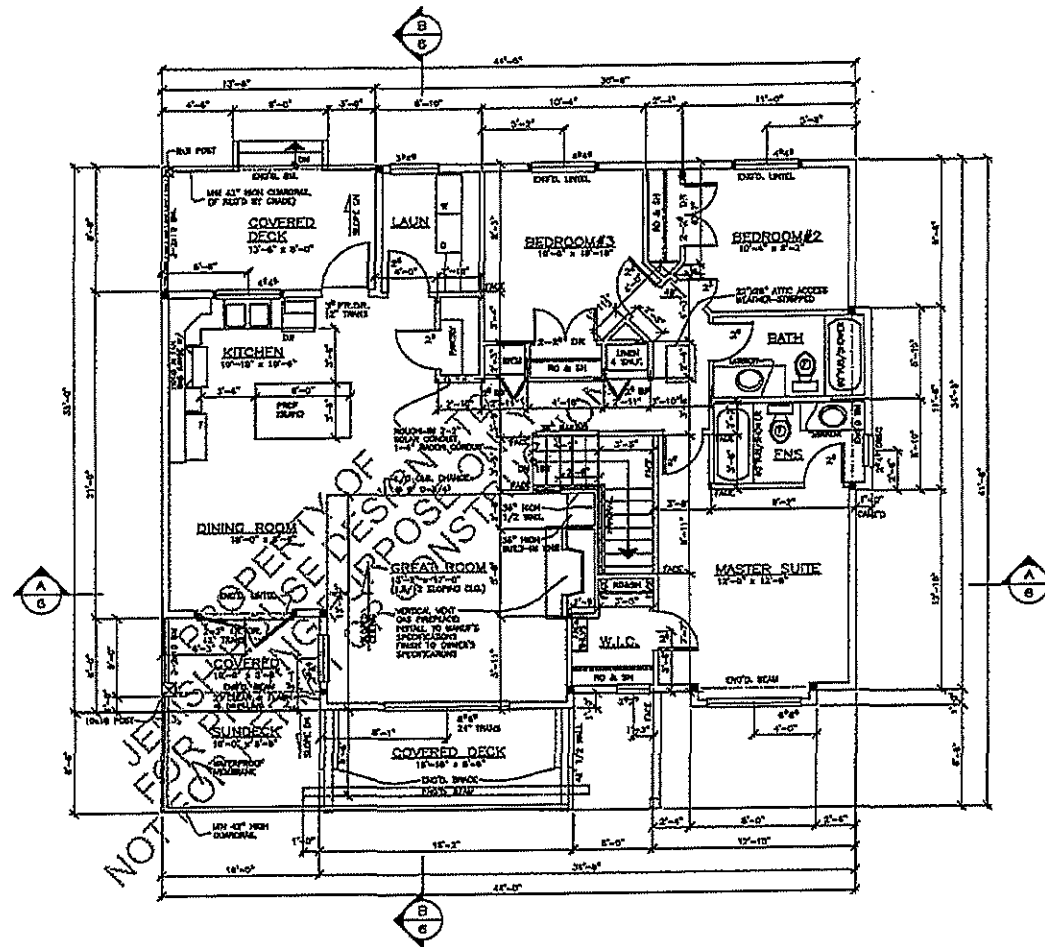
R-8 Residential Suite



R-7 Large Lot Single Family Residential







MAIN FLOOR PLAN

FINISHED AREA = 1374 SQ. FT.
9" 0-3/4" C.L.O.

JENISH PDF AGREEMENT #86833

FOR THE CONSTRUCTION OF 1 DWELLING
1140 17th AVE SE
SALMON ARM, BC
REMOVAL OF JHDL LOGO OR TITLE BLOCK IS AGAINST COPYRIGHT LAWS

NOTE:
SOME ROOMS & DETAILS MAY BE
REQUIRED TO BE ENGINEERED
DUE TO LOADS THEY WILL CARRY
IN THE BUILDING CODE & BE THE
RESPONSIBILITY OF THE HOME OWNER
OR BUILDER TO SECURE.

100% SPEED
JENISH HOUSE DESIGN LTD.
1140 17th AVE SE
SALMON ARM, BC
V2Y 1A6
TEL: 250-345-1140
FAX: 250-345-1141

JENISH HOUSE DESIGN LIMITED

APPENDIX 6: Building Plans

81

JENISH HOUSE DESIGN LIMITED

[illegible]

REF ID: A66666
II-3-76

DATE

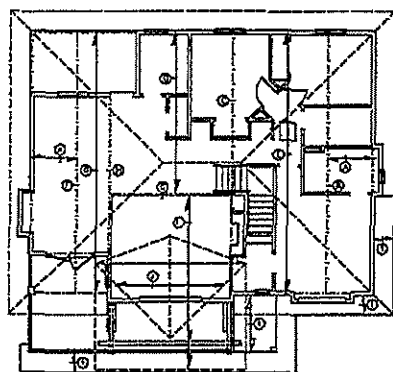
206

14

410

HEALTH

TEST 1



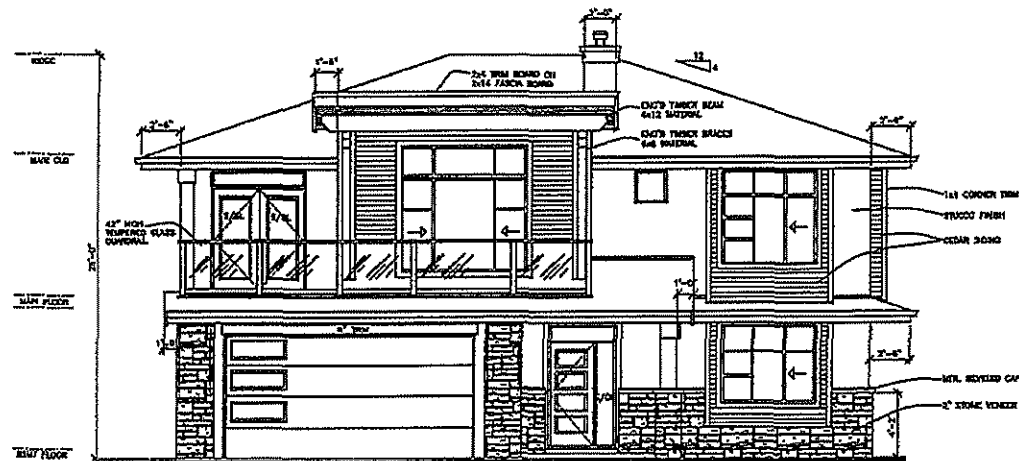
- MAIN ROOF**
- ① JACK TRUSSES @ 21' O.C.
 - ② HP BRIDGE TRUSS
 - ③ BRIDGE TRUSS
 - ④ BOTTOM ROOF TRUSSES @ 21' O.C.
 - ⑤ ROOF TRUSSES @ 24' O.C.
 - ⑥ 3-POINT BEAMING HP BRIDGE TRUSS
 - ⑦ 3-POINT BEAMING TRUSS
 - ⑧ BOTTOM BRIDGE TRUSS
 - ⑨ 2x12 ROOF JOISTS @ 24' O.C.
 - ⑩ HANDRAIL OR VALLEY RST
- LEAFER ROOF**
- ① JACK TRUSSES @ 31' O.C.

ROOF FRAME PLAN

SCALE: 1/8" = 1'-0"

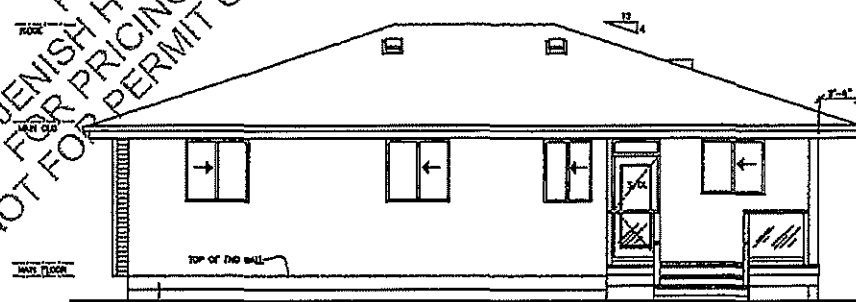
* THESE LAYOUTS TO BE CHECKED, VERIFIED & ENGINEERED BY THESE MANUFACTURERS

* PROVIDE FOR FURTHER LOCATION OF
110 30.7L USE WATER BODIES PANEL



FRONT ELEVATION

SCALE 1/8" = 1'-0"



REAR ELEVATION

SCALE 1/4" = 1'-0"

JENISH PDF AGREEMENT #86833

FOR THE CONSTRUCTION OF 1 DWELLING
1140 17th AVE SE
SALMON ARM, BC.
REMOVAL OF JMDL LOGO OR TITLE BLOCK IS AGAINST COPYRIGHT LAWS



FOR THE CONSTRUCTION OF 1 DWELLING
1140 17th AVE SE
SALMON ARM, BC.
REMOVAL OF JMDL LOGO OR TITLE BLOCK IS AGAINST COPYRIGHT LAWS

GENERAL NOTES

ELECTRICAL SYMBOLS			
SYMBOL	DESCRIPTION	SYMBOL	DESCRIPTION
	GROUND (GND)		RESISTOR (RES)
	VARIABLE CAPACITOR (VAR CAP)		VARIABLE RESISTOR (VAR RES)
	INDUCTOR (IND)		VARIABLE INDUCTOR (VAR IND)
	TRANSFORMER (TRANS)		VARIABLE TRANSFORMER (VAR TRANS)
	CAPACITOR (CAP)		VARIABLE CAPACITOR (VAR CAP)
	DIODE (DIODE)		VARIABLE DIODE (VAR DIODE)
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	TRIODE (TRIODE)		VARIABLE TRIODE (VAR TRIODE)
	TETRODE (TETRODE)		VARIABLE TETRODE (VAR TETRODE)
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	HEXODE (HEXODE)		VARIABLE HEXODE (VAR HEXODE)
	SEPTODE (SEPTODE)		VARIABLE SEPTODE (VAR SEPTODE)
	OCTODE (OCTODE)		VARIABLE OCTODE (VAR OCTODE)
	NONODE (NONODE)		VARIABLE NONODE (VAR NONODE)
	DECADE (DECADE)		VARIABLE DECADE (VAR DECADE)
	ELEVENTH (ELEVENTH)		VARIABLE ELEVENTH (VAR ELEVENTH)
	TWELFTH (TWELFTH)		VARIABLE TWELFTH (VAR TWELFTH)
	THIRTEENTH (THIRTEENTH)		VARIABLE THIRTEENTH (VAR THIRTEENTH)
	FOURTEENTH (FOURTEENTH)		VARIABLE FOURTEENTH (VAR FOURTEENTH)
	FIFTEENTH (FIFTEENTH)		VARIABLE FIFTEENTH (VAR FIFTEENTH)
	SIXTEENTH (SIXTEENTH)		VARIABLE SIXTEENTH (VAR SIXTEENTH)
	SEVENTEENTH (SEVENTEENTH)		VARIABLE SEVENTEENTH (VAR SEVENTEENTH)
	EIGHTEENTH (EIGHTEENTH)		VARIABLE EIGHTEENTH (VAR EIGHTEENTH)
	NINETEENTH (NINETEENTH)		VARIABLE NINETEENTH (VAR NINETEENTH)
	TWENTIETH (TWENTIETH)		VARIABLE TWENTIETH (VAR TWENTIETH)

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CITY OF SALMON ARM

BYLAW NO. 4417

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means as authorized by Ministerial Order M192, British Columbia, on _____, 2020 at the hour of 7:00 p.m. was published in the _____ and _____, 2020 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 29, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP83069 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4417"

READ A FIRST TIME THIS DAY OF 2020

READ A SECOND TIME THIS DAY OF 2020

READ A THIRD TIME THIS DAY OF 2020

ADOPTED BY COUNCIL THIS DAY OF 2020

MAYOR

CORPORATE OFFICER

SCHEDULE "A"



INFORMATIONAL CORRESPONDENCE - NOVEMBER 23, 2020

- | | | |
|-----|---|---|
| 1. | K. Burgess, Canoe Traffic-Calming Work Group Leader - email received November 2020 - Traffic Safety in Canoe | A |
| 2. | H. Zieber - letter dated November 6, 2020 - Taxes Used to Support Groups | N |
| 3. | D. Duford - email dated November 9, 2020 - Santa Tour | A |
| 4. | T. and J. Verwijst - email dated November 12, 2020 - City Rat Problem | A |
| 5. | R. Parenteau, Manager, Shuswap Community Foundation - letter dated November 4, 2020 - Memorial Walkway | A |
| 6. | Interior Health - newsletter dated November 2020 - Healthy Communities | N |
| 7. | Canadian Pacific Railway - Virtual CP Holiday Train December 12, 2020 | N |
| 8. | K. Krishna, Deputy Minister, Ministry of Municipal Affairs and Housing - letter dated November 9, 2020 - 2020 UBCM Annual Convention | N |
| 9. | K. Richter, Acting Deputy Minister, Ministry of Transportation and Infrastructure - letter dated November 10, 2020 - UBCM Convention 2020 | N |
| 10. | S. Dhaliwal, Assistant Deputy Minister, Ministry of Citizens' Services - letter dated November 10, 2020 - 2020 Grant-in-Lieu of Property Tax Payment | N |
| 11. | N. Schmidt, Manager of Operations, Planning Institute of British Columbia - email dated November 9, 2020 - PIBC - Certified Institute of Planners, Christopher Larson | N |

N = No Action Required
A = Action Requested

S = Staff has Responded
R = Response Required

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Item 14.1

CITY OF SALMON ARM

Date: November 23, 2020

Presentation 4:00 p.m. (approximately)

NAME: Erin Viera, Program Manager and Paul Demenok, Chair, Shuswap Watershed Council

TOPIC: Shuswap Watershed Council Annual Update

Vote Record

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

Opposed:

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

ANNUAL HIGHLIGHTS REPORT

Including Overview of Achievements since 2016

Photo Credit: Megan Ludwig

APRIL
2019
—
MARCH
2020

shuswapwater.ca

Who We Are

About the Shuswap Watershed Council

The SWC was established in 2014 as a watershed-based partnership of several organizations to enhance water quality and safe recreation in the Shuswap. There are 18 members that represent three regional districts, two municipalities, the Secwepemc Nation, two provincial government agencies, and Shuswap communities. The SWC is a collaborative, non-regulatory group. It works alongside organizations that have regulatory roles in managing the Shuswap watershed, complementing their work and carefully avoiding duplication.

Staff

The Fraser Basin Council, a provincial non-government organization, provides contract staff services to the Shuswap Watershed Council.

Our Vision

Enhanced water quality that supports human and ecosystem health and the local economy in the Shuswap watershed.

What We Do

Our Objectives

The SWC's primary objective is to maintain and enhance water quality in the Shuswap watershed by working with water quality monitors and advocating for good practices to prevent water quality degradation. Its other objectives are to coordinate and report on water quality in the Shuswap; to inform residents and visitors about water quality, and to encourage and promote safe boating and water-based recreation.

The Work

The SWC's work is guided by its five-year plan for 2016–2021.

2019 was the fourth year of program operations for the SWC. In this Annual Report you'll find the highlights of the SWC's work on water quality monitoring and research, invasive mussel prevention, safe recreation, and a summary of expenditures. This report also includes an overview of the SWC's achievements since 2016, as it nears completion of its first five-year plan.



Paul Demenok
Columbia Shuswap
Regional District Area C
—South Shuswap

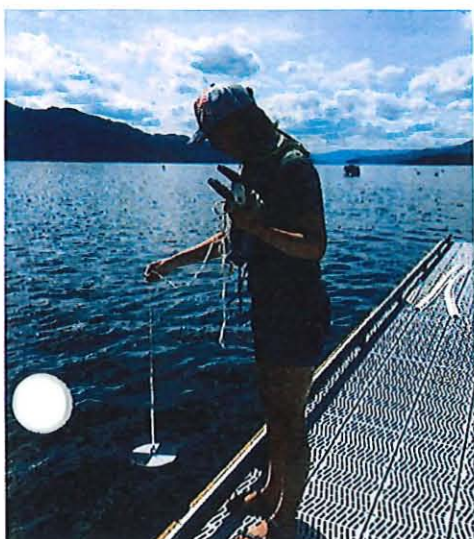
Message from the Chair

As residents and visitors, we are very fortunate to be able to enjoy and use the clean, pristine waters of the Shuswap watershed. The Shuswap Watershed Council is proud to serve as a steward of this remarkable natural resource; our goal is to maintain and enhance its water quality for generations to come. Over the past four years, we have invested in important research to identify sources of nutrient inputs,

and we now look forward to reducing these impacts, guided by this science.

I am honoured to be part of this Council, and I would like to sincerely thank the Fraser Basin Council, all members of our Water Protection Advisory Committee and Water Quality Monitoring Group, and all members of the Council for their dedication and contributions to the Shuswap watershed.

Highlights for 2019



Staff prepare to lower a Secchi disk to take a water quality reading. The Secchi disk gives an indication of water clarity.

Water Quality Monitoring

The Shuswap Watershed Council serves as a convener and facilitator for the **Shuswap Water Quality Monitoring Group**, which is made up of several organizations in the watershed that are responsible for monitoring. Regular meetings of the Monitoring Group enable dialogue, information sharing, and planning to ensure that the entire watershed—large lakes, small lakes, and rivers—is adequately and efficiently monitored.

16

different organizations
involved in water
quality monitoring

1000+

water samples
collected and
analyzed in 2019

The SWC provided **over \$15,000 in support of an expanded monitoring program on Shuswap Lake** to determine the effects of the 2018 dominant salmon return. Shuswap Lake and its many rivers and creeks provide important migration and spawning habitat for Pacific salmon. Salmon are a natural source of nutrients and organic matter. Decaying salmon carcasses release nutrients along shorelines and directly into creeks and rivers; this is especially impactful to water quality in the months following a dominant salmon return. The monitoring program is a partnership between the SWC and the BC Ministry of Environment and Climate Change Strategy.

Water Quality Research

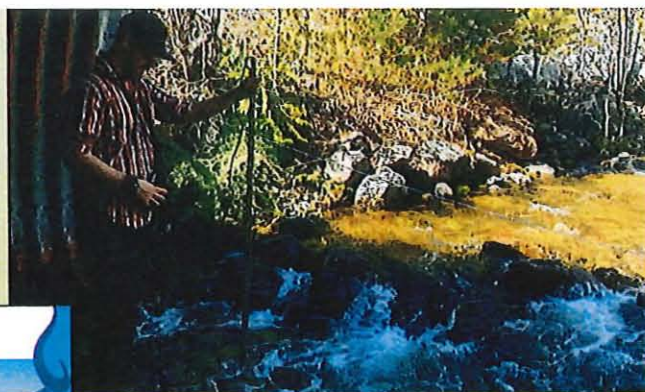
The SWC completed a **three-year research project with UBC-Okanagan** to better understand where and how nutrients are getting into the Shuswap River and Salmon River, and ultimately into Mara and Shuswap Lakes.

Nutrients have long been of interest in the Shuswap because of their importance to lake health and productivity, but also their ability to trigger an algae bloom. The SWC initiated this research project to gain answers the following questions:

- Are there excess nutrients in the rivers that are not from the natural environment?
- If so, where are they coming from and how are they getting into the rivers?

A member of the research team takes a gauge measurement on Fall Creek, a tributary to the Shuswap River.

Photo credit:
Megan Ludwig.



Research results are summarized in a new report, *Understanding Nutrients and Water Quality in the Shuswap River and Salmon River*. A full report from the research team will be ready later this year.



This water sample was collected from White Lake. It was tested for Zebra and Quagga mussel larvae, called veligers. Veligers are microscopic and free-swimming.

Photo credit: Kim Kaiser.

Invasive Zebra and Quagga Mussel Prevention

The SWC partnered with the **Columbia Shuswap Invasive Species Society** to monitor the Shuswap watershed for invasive Zebra and Quagga Mussels (ZQM) throughout boating season, and to conduct education and outreach with residents and visitors to the Shuswap about preventing the spread of ZQM. The SWC promoted **watercraft inspection** and **Clean-Drain-Dry** through news articles and print media, social media, and signage. Additionally, staff presented at the *International Conference on Aquatic Invasive Species* about prevention work underway in the Shuswap.

Zebra and Quagga mussels would have negative effects on water quality, beaches, and fish populations; they would also cause nuisance clogging in water utilities and irrigation systems. **Fortunately, the Shuswap—and all of British Columbia—remains invasive mussel-free. The SWC is helping to keep it that way!**

24

24 sites on 14 waterbodies were monitored for Zebra and Quagga Mussels

8

8 new signs were installed at boat launches describing Clean-Drain-Dry practices

Media messaging reached up to

55,000

NEWS SUBSCRIBERS

&

15,000

SOCIAL MEDIA USERS

&

775,000

TRAVELLERS

through advertising, billboards and travel magazines

In 2019, **invasive Asian clams** were found on the shores of Shuswap Lake. At this time, only dead specimens have been found. Nevertheless, this new detection of an invasive species underscores the importance of practicing several prevention measures such as:

- cleaning, draining, and drying watercraft when moving from one waterbody to another
- stopping for watercraft inspection when travelling
- avoiding using invasive species as fishing bait,
- never releasing aquarium plants or animals.

Monitoring will continue in 2020 to determine if there is a living population of the clams in Shuswap Lake.



Report suspected sightings of invasive species via the Report Invasives BC app.

Safe Recreation

The SWC is committed to helping keep the Shuswap safe for boaters and recreationists through raising awareness for unsafe practices, and **promoting safe practices** such as lifejacket use, cold water safety, drowning prevention, and sober boating. The SWC promoted "7 top tips" through a combination of articles, social media, signage, and advertising. The SWC is also pleased to work with the **Royal Canadian Marine Search & Rescue** to promote free lifejacket loans for children at several locations throughout the Shuswap.

The SWC's safety messaging had over

50,000

IMPRESSIONS ON
SOCIAL MEDIA

215,000

IMPRESSIONS IN THE
NEWS & IN PRINT

300,000

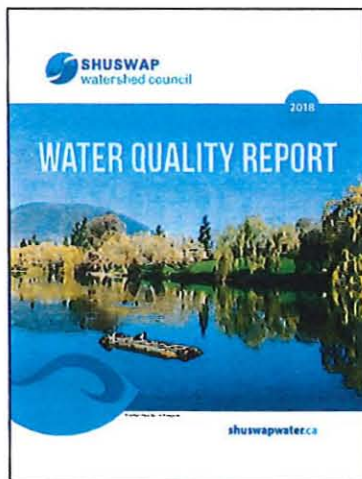
IMPRESSIONS
ON THE RADIO

Grant funding from Transport Canada enabled the SWC to deliver more safety campaigns than ever before!

Rack cards and posters describing 7 top tips for safety were distributed throughout the Shuswap



Communications and Advocacy



The SWC is open and transparent about its program operations, expenditures, achievements and decisions. Some of its key communiqués include:

- SWC Meeting Highlights Summaries (4 times per year)
- Completion and distribution of the third annual water quality report, the **2018 Shuswap Water Quality Summary**
- Maintaining an **up-to-date website** and an active presence on **social media**
- Making all meeting summaries and financial reports available online

The SWC focused its advocacy work in 2019 on preventing the spread of Zebra and Quagga Mussels to British Columbia. Early in 2019, the SWC presented to the *House of Commons Standing Committee on Fisheries and Oceans* during the committee's review of the national Aquatic Invasive Species Program. The SWC also corresponded with the provincial and federal governments regarding its concern for the risk of an invasion, and called for additional measures to protect BC from such an invasion.

Photo credit: Darren Robinson Photography.



f /ShuswapWater
@ShuswapWater
@shuswap.water

shuswapwater.ca

Administration and Governance

Four Council meetings were held throughout the year to approve projects and work plans, receive operational updates from staff, hear informative presentations from other groups, and discuss arising issues. The SWC also had a strategic planning workshop early in 2020 to draft a new Strategic Plan for 2021–2026, to immediately follow the completion of its current five-year plan for 2016–2021. Council meetings are open to the public.

2019–20 Budget and Operational Expenses (April 1, 2019–March 31, 2020)

The SWC's work is supported by contributions from the following governments:

Contributor	Amount (\$)
2018–19 surplus (carried forward from March 31st, 2019)	186,896
Columbia Shuswap Regional District (Areas C, D, E, F and the District of Sicamous)	160,000
Thompson-Nicola Regional District	53,600
City of Salmon Arm	40,000
Adams Lake Indian Band	1,300
Grant Funding: Transport Canada, Boating Safety Contribution Program	19,538
Revenue for 2019–20	461,334

Operational Expenses

Program	Budgeted (\$)	Expenses (\$)	Variance (\$)
Water Quality Program: Monitoring Initiative	51,150	41,964	9186
Water Quality Program: Protection Initiative	79,500	39,759	39,742
Zebra & Quagga Mussel Prevention Program	30,825	31,087	-262
Safe Recreation Program	26,050	25,810	240
Communications and Advocacy	42,200	39,967	2233
Administration and Governance	43,150	40,753	2397
Sub-total Operational Expenses	272,875	219,339	53,536
Operating Reserve*	188,459	0	188,459
Summary of Expenses	461,334	219,339	241,995

* The Operating Reserve has been growing each year since 2016, as a result of annual surpluses. Within the reserve the SWC holds a \$20,000 water quality contingency fund that can be drawn from in case of arising water quality issues that require additional, unplanned monitoring or response. The fund has not been drawn from to-date.



The SWC recently published its Strategic Plan for 2021–2026. Find it on their website.

shuswapwater.ca



Activities and Achievements since 2016

The SWC was established in 2014 as a partnership of several organizations working on water quality and safe water-based recreation in the Shuswap. It began implementing its programs in 2016, according to its five-year plan for 2016–2021. Here is a summary of its key activities and achievements since that time.

WATER QUALITY MONITORING

- The SWC convenes the Shuswap Water Quality Monitoring Group twice per year for dialogue, information sharing, planning, and to identify and reduce potential redundancies or duplication with respect to water quality monitoring. This collaboration is one of the most important roles fulfilled by the SWC.

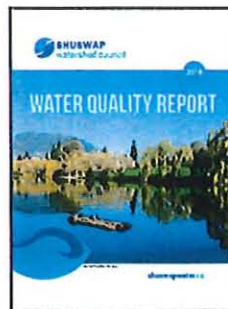
Up to 18 organizations with responsibilities for water quality monitoring participate in the Monitoring Group including municipalities, regional districts, First Nations, health organizations, and the BC Ministry of Environment and Climate Change Strategy

- The SWC serves as a 'tracker' of monitoring activities across the watershed, with input from water quality monitoring organizations
- The SWC published a user guide for the provincial Environmental Monitoring System to enable easier use of the water quality database by the general public

- The SWC partnered with the BC Ministry of Environment and Climate Change Strategy to do attainment monitoring (a more in-depth monitoring program) on the Salmon River from 2016–19. Funding from the SWC enabled this work to be done.
- The SWC coordinated a special monitoring project in Shuswap Lake in 2017 to test for a group of synthetic compounds called nonylphenols. These are known to be harmful to aquatic life if they're present in high enough concentrations, and they are not routinely monitored by regulatory agencies.

The results of this monitoring were good—nonylphenols were not detected in Shuswap Lake. You can learn more in the SWC's 2017 *Shuswap Water Quality Summary Report*, available on its website.

WATER QUALITY REPORTING



- The SWC has published three annual Shuswap Water Quality Summary Reports, to-date. Some monitoring organizations share their data and expertise with the SWC for including in these reports. Publicly reporting on water quality data is a unique role fulfilled by the SWC.

WATER QUALITY RESEARCH

- The SWC has been working with researchers at UBC–Okanagan since 2016 to learn about nutrients in the Shuswap watershed, with a focus on the Shuswap River and Salmon River. The SWC has invested \$150,000 over three years in this research. It is the first research of its kind in the Shuswap watershed. The first phase of research involved the collection and analysis of water samples from over 100 different sites over a three year period to essentially create a ‘nutrient budget’ illustrating how different regions of the watershed contribute more—or less—nutrients to the rivers. A second phase of research in 2019 involved the collection and analysis of a sediment core from the bottom of Mara Lake to learn how nutrient-loading in the watershed has changed over the past century. Analysis and results to-date have shown us which regions of the watershed and which land use types contribute the most significant amounts of nutrients to the rivers, on a kg/hectare/year basis. Full reports from the research team will be ready later this year.



WATER QUALITY IMPROVEMENT

- In 2016 and 2017, the SWC offered grant funding for water quality improvement projects.
 - In 2016 a \$10,000 grant was provided to Yucwmenlucwu, a resource management company owned and operated by Splatshin First Nation, to restore a section of Alderson Creek (a tributary to Fortune Creek and ultimately to the Shuswap River). Livestock exclusion fencing was installed along the creek and the riparian area was restored with new plants.
 - In 2017 a \$10,000 grant was provided to Gardom Lake Stewardship Society to restore a wetland along Gardom Creek, the in-flow to Gardom Lake. Wetlands are very good at improving water quality because they capture sediments and nutrients; they also provide valuable habitat.
- Early in 2020, the SWC launched a new water quality grant program: up to \$100,000 is available to help land-owners and agriculturalists in the Shuswap River and Salmon River valleys with projects to protect water quality.

SAFE RECREATION

- The SWC has delivered safe boating and safe water-based recreation campaigns every year during the summer months, focusing on lifejackets, sober boating, cold water awareness, drowning prevention, and boating preparedness. These safe practices are promoted through various media, and have had over 750,000 impressions on residents and visitors since 2016.
- The SWC has been pleased to partner with the Royal Canadian Marine Search & Rescue (Station 106 Shuswap, based in Sicamous) to make the Shuswap a safer place for all recreationists. The SWC has supported the RCM-SAR's *Kids Don't Float* initiative—which provides free lifejacket loans for children—by providing funding to build and equip some of the lifejacket kiosks and also by promoting the network of kiosks across the Shuswap.

COMMUNICATIONS AND ADVOCACY

- The SWC has been open and transparent about its program operations, expenditures, decisions, and key activities. It has made all of this information available through a variety of media including its website, social media, editorials, council meeting summaries, and annual reports.
- The SWC has focused its advocacy efforts on the two issues which, if they are not managed well into the future, are perceived to pose the greatest threat to our water quality and lake ecosystems: invasive Zebra and Quagga mussels, and nutrient inputs via the Shuswap River and Salmon River. The SWC has corresponded with the provincial and federal governments about invasive mussels on several occasions, relaying its concerns and asking for more funding and resources to prevent the spread to British Columbia. Additionally, the SWC provided input to the provincial review of the *Agricultural Waste Control Regulation*, calling for enhanced measures to protect our watershed from excessive phosphorus run-off.

Activities and Achievements since 2016, *continued*

ZEBRA & QUAGGA MUSSEL PREVENTION

- The SWC has partnered with the Columbia Shuswap Invasive Species Society (CSISS) to monitor the Shuswap watershed for aquatic invasive Zebra and Quagga mussels (ZQM) since 2018. The SWC has provided financial support to CSISS, which has enabled them to expand their monitoring program in the Shuswap watershed significantly.
- The SWC promotes invasive mussel prevention practices extensively through the spring and summer boating and tourism season. Messages of 'Clean-Drain-Dry' and promoting the Province's watercraft inspection stations have reached over 650,000 people per year, in the last two years.

The SWC is concerned about the threat posed by invasive Zebra and Quagga mussels to British Columbia. Education and outreach to residents and visitors, and early detection monitoring for mussels, are high priority items.

GOVERNANCE AND REPRESENTATION

- The SWC established a Council of 18 representatives from several governments and communities within the Shuswap watershed —Council membership includes one representative from each of the BC Ministry of Environment and Climate Change Strategy and the BC Ministry of Agriculture who provide in-kind expertise to the SWC; additionally, four community representatives provide valuable input on a voluntary basis.
- The SWC established and abides by a governing Terms of Reference
- The SWC established two supporting technical committees: a Water Quality Monitoring Group, and a Water Protection Advisory Committee

The SWC performed an interim review of its programs in 2018. A review committee considered the SWC's program performance and achievements, financial management, and staff services. The results of the review were positive, and the committee recommended the SWC stay the course and continue their work on water quality and safe recreation.

Looking ahead

The SWC will complete the work in its current five-year plan at the end of 2020. A new strategic plan for 2021–2026 will guide the SWC's work in the future.



SWC Members

as at March 31, 2020

Paul Demenok—Chair
CSRD Area 'C'

Tim Lavery—Vice Chair
City of Salmon Arm

Rene Talbot
CSRD Area 'D'

Rhona Martin
CSRD Area 'E'

Jay Simpson
CSRD Area 'F'

Rod Crowe
TNRD, Village of Chase

Ken Christian
TNRD, City of Kamloops

Colleen Anderson
District of Sicamous

Dave Nordquist
Secwepemc Nation,
Adams Lake Indian Band

Steven Teed
Secwepemc Nation,
Adams Lake Indian Band

Rick Fairbairn
RDNO, Area 'D'

Denis Delisle
RDNO, Area 'F'

Dennis Einarson
BC Ministry of Environment
& Climate Change Strategy

Chris Zabek
BC Ministry of Agriculture

Lorne Hunter
Community Representative

Randy Wood
Community Representative

Sharon Bennett
Community Representative

Natalya Melnychuk
Community Representative

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Item 14.2

CITY OF SALMON ARM

Date: November 23, 2020

Presentation 4:15 p.m. (approximately)

NAME: Patricia Huntsman, Patricia Huntsman Culture + Communication

TOPIC: Salmon Arm Arts and Culture Plan

Vote Record

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

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

SALMON ARM

Arts and Culture Plan

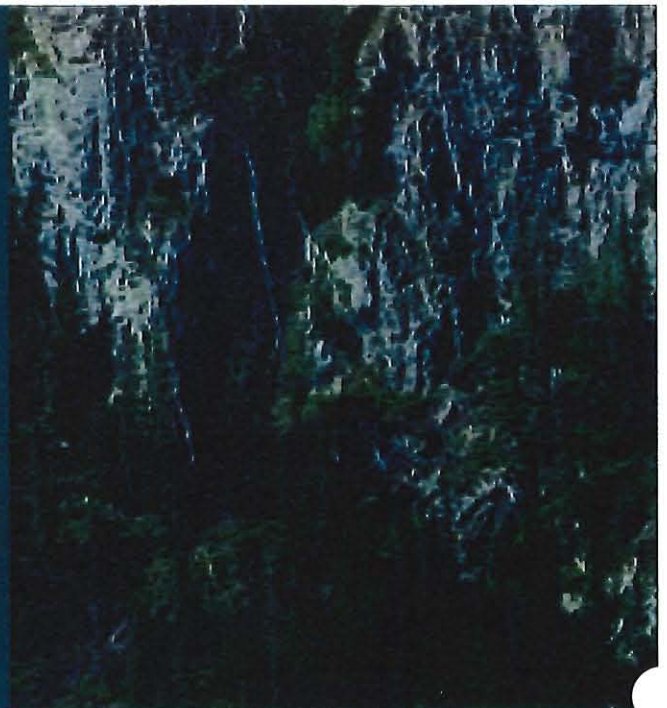
#SAbigideas

Alive with the Arts- Cultural Plan Overview

Council Presentation-
November 23, 2020

INDIGENOUS ACKNOWLEDGEMENT

The City of Salmon Arm extends its gratitude to the Secwepemc People on whose traditional and unceded lands we conduct our activities. We recognize the guidance and wisdom of Neskonlith knowledge-sharers as we learn and listen in Truth and Reconciliation. In keeping with the Government of British Columbia Declaration, the City acknowledges the United Nations Declaration of Rights of Indigenous Peoples.



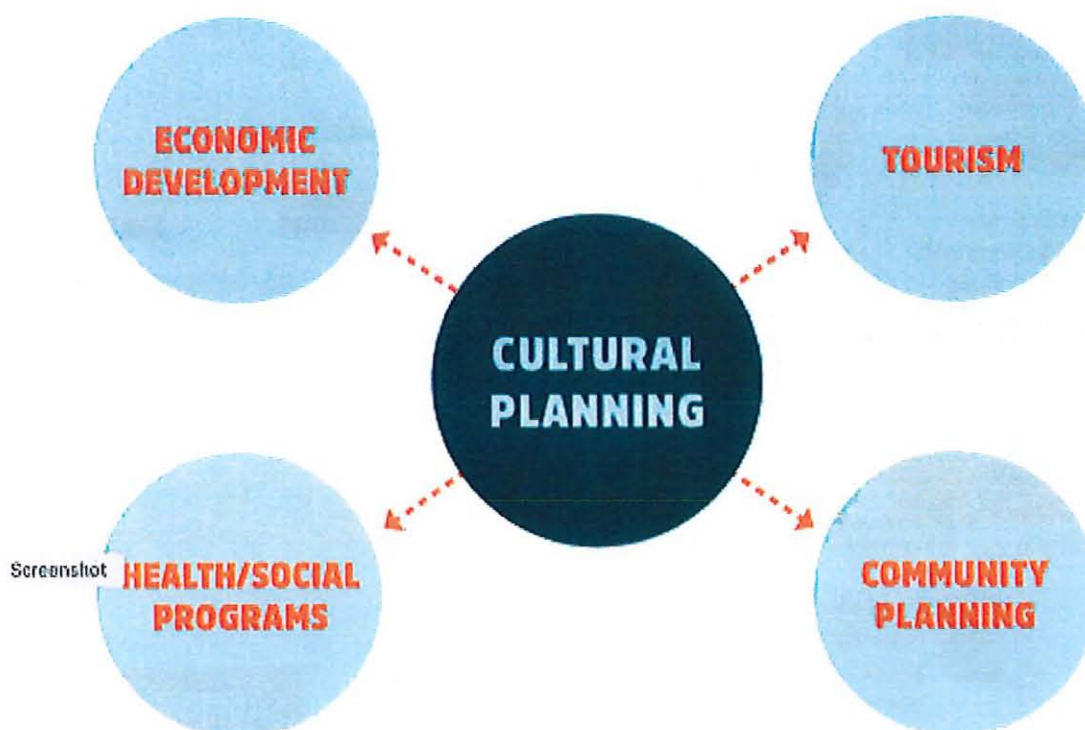
Alive with the Arts: Key Highlights

- Timing: 1st cultural plan but times nicely with major sector changes
- Blends community-driven input and sector expertise
- Builds on the grassroots cultural development to-date and keeps that centered
- Intentionally a low resource-intensive plan

- Back fills some cultural policy pre-requisites and building blocks (e.g. art in public spaces policy)
- Strategic level lens of planning culturally which intersects with points of collaboration with tech, tourism and natural heritage
- Successful due to emphasis on co-leadership shared implementation model

SALMONARM
Arts and Culture Plan

#SAbigIdeas



ECOSYSTEMS-BASED ENGAGEMENT



SALMON ARM
Arts and Culture Plan

#SAbigideas

ENGAGEMENT ACTIVITIES INCLUDED:



7 community workshops and focus groups.

WITH 20+ community members and City Staff representing Salmon Arm's ecosystem that reached beyond the arts community and recognized the interconnectedness to business, environment, social wellness, infrastructure and capital plans, tourism and Indigenous Interests.

115 inputs collected from the broader public from mid-September 2019 to Early October through Sounding Boards located at various gathering place around the City including:

- City Hall
- Salmon Arm Art Centre
- Okanagan College
- The Aréna
- Innovation Centre
- Farmers Market

3 Validation and Prioritization Workshop Sessions
Cultural Plan Task Group and Staff Team

Sounding Board Example:

WHAT'S YOUR VISION FOR ARTS AND CULTURE IN SALMON ARM.

SALMON ARM
Arts and Culture Plan

What do you see as key themes or directions for the plan?
Please respond in the spaces below.

Thank you for your input!

SALMON ARM
Arts and Culture Plan

#SAbigideas

Our Vision

We see:

Arts, nature and technology co-existing as cornerstones of our creative ecosystem.

Our small city energized as an all-seasons cultural destination and creative marketplace.

Arts and culture being valued as keys to community wellness and success.

The Arts Happening Here Everyday for Everyone.

SALMON ARM
Arts and Culture Plan

#SAbigideas

Our Commitments

**What will guide our greatness.
We believe in....**

- Building sustainable cultural capital.
- Showing up and celebrating our rich arts and cultural life.
- Honouring Indigenous voices, cultural and natural heritage.
- Making it* happen- no excuses!
- Being environmentally conscious in our cultural development.
- Cultivating innovative ideas and being future-ready.
- Creating safer, inviting, diverse and accessible artistic spaces for everyone.
- Demonstrating leadership in culture.

**it= artistic awesomeness. A vibrant cultural scene, activity, programs, small city life.*

SALMON ARM
Arts and Culture Plan

#SAbigideas

What are BIG IDEAS?

In keeping with Salmon Arm's 'Small City, Big Ideas' approach, the cultural plan reflects big ideas and bold moves as strategic directions, objectives or actions--- anything that marks a significant step forward in cultural development.

Sometimes it can be looking at new ways to solve challenges and issues in a community, or perhaps advancing the conversation, or demonstrating leadership and asking others to come on-board. These Big Ideas are supported by a framework that sees action and change.



BIG IDEA #1: LET CULTURE LEAD.

SALMON ARM
Arts and Culture Plan

#SAbigideas

GOAL STATEMENT:

**INVEST IN CULTURE-LED
ECONOMIC DEVELOPMENT
AND SOCIAL WELLNESS.**

Culture is the make it or break it factor in the success of communities large or small*. By using a strategic cultural lens and linking to partnering initiatives, Salmon Arm will advance its economic and social prosperity.

* Want to learn more about arts strategies? Visit creativecity.ca/makingthecase to learn more

BIG IDEA #2: SHOW UP AND CELEBRATE.

SALMON ARM
Arts and Culture Plan

#SAbigideas

GOAL STATEMENT: INCREASE AWARENESS AND PARTICIPATION IN THE ARTS.

A great number of cultural successes in Salmon Arm are linked with visitors valuing the arts in our city. A key goal of *Alive with the Arts* is to see arts and culture being valued, celebrated, and integrated into everyday community life by building our home base.

BIG IDEA #3: ACTIVATE SPACES THROUGH THE ARTS.

SALMON ARM
Arts and Culture Plan

#SAbigideas

GOAL STATEMENT: SALMON ARM IS ENERGIZED WITH ARTISTIC ACTIVITY THROUGH TRANSFORMATIVE CREATIVE PLACEMAKING.

Activating spaces sees inviting, accessible and inclusive participation in the arts by residents and creative workers alike. Cultural infrastructure is maintained and meets demand for cultural production.

BIG IDEA #4: CONNECT + COLLABORATE

SALMONARM
Arts and Culture Plan

#SAbigideas

GOAL STATEMENT:

Community connections are strengthened through collaboration and capacity-building.

Everyone feels they can participate in the cultural life of our City where diversity is welcomed.

BIG IDEA #5: CULTIVATE CREATIVE ENTREPRE- NEURSHIP

SALMONARM
Arts and Culture Plan

#SAbigideas

GOAL STATEMENT:

Arts, technology and entrepreneurship feed our healthy creative ecosystem. Affordability, lifestyle, and openness to new ideas and innovation, are catalysts to creative worker attraction.

BIG IDEA #1: Let Culture Lead.

Objective 1.1.

There is sustainable support and investment in culture as part of Salmon Arm's economic strategy and community planning initiatives.

Objective 1.2.

Enhanced capacity-building and cultural leadership is fostered in the community through the role of the City- its strategic direction, departments, bylaws, policies and programs.

Objective 1.3. Identify opportunities to address the community needs of equity, diversity, accessibility and social inclusion.



BIG IDEA #2: Show Up and Celebrate.

Objective 2.1.

Develop and implement a comprehensive arts and culture communications strategy (and campaign) to build audiences and awareness.

Objective 2.2.

Promote social change arts practices, and arts-based strategies for addressing matters of civic importance.



Objective 2.3

Celebrate a sense of place and share the Shuswap's story.



BIG IDEA #2: Show Up and Celebrate.

Objective 2.4

Support efforts to reconnect and preserve language and place names.

Objective 2.5. ' . Build connections between the local Indigenous communities and the broader Shuswap community through art.



BIG IDEA #3: Activating Spaces Through the Arts.

Objective 3.1.

To transform spaces by intentionally leveraging artistic and creative activity to serve the community and build character and quality of place.

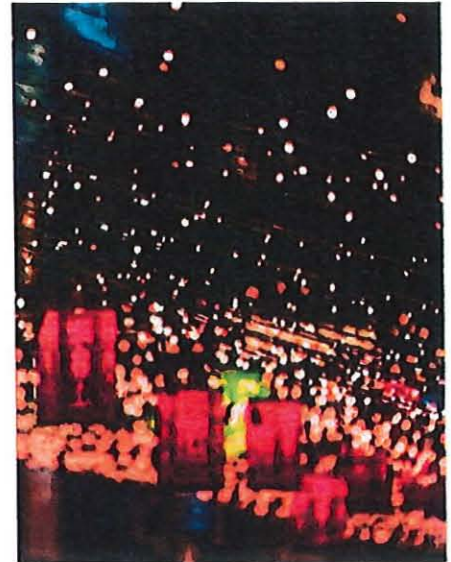
Objective 3.2 Facilitate social inclusion, promote diversity, community wellness and accessibility in cultural spaces.



BIG IDEA #4: Connect + Collaborate.

Objective 4.1. Invest in capacity-building and foster collaborations through knowledge-sharing, gatherings, and skills development opportunities for volunteers and administrators.

Objective 4.2. Work with neighbourhoods to encourage a distributed model of arts, culture and heritage activity and connection points.



SALMON ARM
Arts and Culture Plan

#SAbigideas

BIG IDEA #5: Cultivate Creative Entrepreneurship.

Objective 5.1. Cultivate a creative economy by positioning Salmon Arm as a marketplace for creative entrepreneurship.

SALMON ARM
Arts and Culture Plan

#SAbigideas

Going Forward: Quick Wins

- Work on Tri-Partite Agreement.
- Keep engagement going via Cultural Roundtable with quarterly check-ins.
- Use Task Group to contribute input towards Implementation Framework: on timeline, measures, first steps and suggested partnerships.
- Build communications and focus on sector development actions.



Recommendation:

THAT Council move to adopt in principle the *Alive with the Arts* Salmon Arm Cultural Plan with a view to approving implementation items on a yearly basis in keeping with the City's annual budget process and in consultation with community representatives.



Thank you.

SALMON ARM
Arts and Culture Plan

#SAbigideas

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Item 23.1

CITY OF SALMON ARM

Date: November 23, 2020

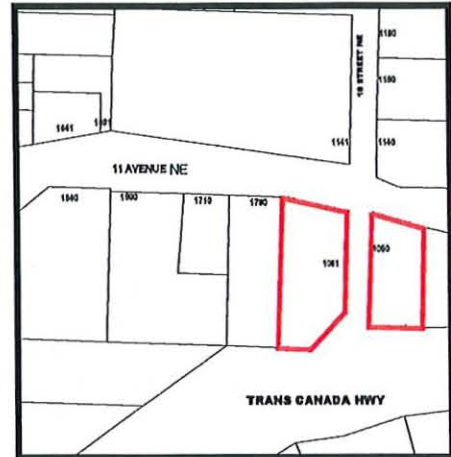
NOTICE OF PUBLIC HEARING

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 23, 2020 at 7:00 p.m.**

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

Redesignate Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510 Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13130 Except Plan KAP54559 from HR (Residential High Density) to HC (Highway Service/Tourist Commercial).

Civic Address: 1050 & 1091 - 18 Street NE
Location: On the Southwest and Southeast sides of 18 Street NE and 11 Avenue NE intersection North of Trans Canada HWY
Present Use: Single Family Dwelling and Vacant land
Proposed Use: Commercial office building with a residential unit above and parking lot
Owner/Applicant: R. Kearl
Reference: OCP4000-43/Bylaw No. 4410 and ZON-1184/ Bylaw No. 4411



The staff reports for the proposals are available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> November 10 - 23, 2020 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4010 to obtain the facts of the proposal prior to the hearing.

Pursuant to Ministerial Order No. M192 made under the *Emergency Program Act*, R.S.B.C. 1996, c.111, s.10, City Council will now be allowing public attendance on a first come first serve basis subject to the provisions of the City of Salmon Arm COVID 19 Exposure Control Plan.

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

Erin Jackson, Director of Corporate Services

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: October 14, 2020

Subject: Official Community Plan Amendment Application No. 4000 - 43 & Zoning Bylaw Amendment Application No. 1184

Legal: Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510, Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13130, Except Plan KAP54559

Civic Address: 1050 & 1091 18 Street NE

Owner/Applicant: Russell Kearl

MOTION FOR CONSIDERATION

THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000 by redesignating Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510, Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, Plan 13130, Except Plan KAP54559 from Residential High Density to Highway Service/Tourist Commercial.

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*, Council has considered the proposed Official Community Plan 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 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510, Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13130, Except Plan KAP54559 from R5 (High Density Residential) to C6 (Tourist/Recreation Commercial Zone).

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 subject property is located at 1050 and 1091 18 Street NE (Appendix 1 and 2). The proposal is to rezone the parcel from R5 (High Density Residential) to C6 (Tourist/Recreation Commercial Zone) to permit the development of a commercial office building with a residential unit above. The applicant has indicated that the building would occupy one property and the other property would be used primarily for parking.

BACKGROUND

The subject property comprises of two legal parcels with a total area of approximately 4159m² (1ac) and is bisected by 18 St NE. The parcels were the focus of an OCP Amendment and Rezoning application in 2015 in which the OCP designation was amended from Highway Service/Tourist Commercial to Residential High Density (RHD) and rezoned R1 (Single Family Residential Zone) to R5 (High Density Residential) in order to accommodate a proposal for a 24 unit residential townhouse development. Appendices 3 and 4 show the OCP and zoning of the subject property and surrounding area. Site photos are included as Appendix 5. Currently, a single family dwelling is located on 1091 18 St NE and 1050 18 St NE is vacant.

The Zoning Map attached as Appendix 4 shows that the site is surrounded by properties currently zoned R1 (Single Family Residential Zone) and R4 (Medium Density Residential Zone). The OCP Map shows that the subject property adjacent to areas designated as Residential Medium Density and is within the Highway Service/Tourist Commercial area which encourages commercial development for the travelling public with some medical and retail services meeting the needs of the surrounding residential areas. The surrounding uses are as follows:

North: Single Family Dwelling
East: Single Family Dwelling
West: Single Family Dwelling
South: Trans Canada Highway 1/Lakeside Bowling Lanes

The applicant is proposing build an office and retail commercial space with some residential accommodations on the second floor. The applicant has stated that one of the office spaces would be used for a dentist office and the retail space is undetermined. Should the OCP Amendment and Rezoning applications be supported, the owner would have to make application for a Highway Service/Tourist Commercial Development Permit. At which time drawings for a proposed building, building massing, parking, site plan and landscaping can be reviewed through the Development Permit Guidelines for the Highway Service/Tourist Commercial Area.

OCP POLICY

The OCP includes policies on the Highway Service/Tourist Commercial Area, citing that this area is intended to support commercial, retail and medical services for the travelling public but also for the growing residential in the vicinity. Highway access is approximately 500m away at the recently constructed interchange east of 21 St NE. The OCP supports providing retail and service opportunities. In addition, the area is within the boundaries of 30 St SW and 30 St NE; therefore a proposal to provide medical services and retail that meets the needs of the surrounding residential area is supported by the OCP.

Currently, the inventory of Commercial lands, as per the OCP designation, is approximately 212.23 ha (524.43ac). The subject area, not including the consolidation of 18 St NE into the development area, is approximately 4159m² (1ac). The proposal does not mark a significant increase in the commercial inventory, neither does the removal of the lands from the residential inventory have a significant adverse impact to the residential land inventory.

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 August 11, 2020:

Adams Lake Indian Band:	No response to date
Neskonlith Indian Band:	no response to date
Economic Development Society:	Support - response attached (Appendix 6)

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.

COMMENTS

Ministry of Transportation and Infrastructure

The Ministry of Transportation and Infrastructure (MOTI) have given preliminary approval of the rezoning provided that there is no direct access to the Trans-Canada Highway and that all new structures must be located outside of the provincial setback of 4.5m from the Trans-Canada Highway road/property line.

Engineering Department

The requirements for 18 St NE include road dedication, upgrades along the frontages to the Urban Local Road standard and the construction and dedication of a full cul-d-sac. There are some additional upgrades that would be required along the 11 Ave NE frontages and are detailed in the report. In noting the various upgrade requirements along the 18 St NE frontages, Engineering staff are supportive of the closure, purchase and consolidation of 18 St NE. Should 18 St NE be closed and purchased by the owner/applicant then the improvements would not be necessary. Engineering comments are attached as Appendix 7.

The applicant has expressed interest in purchasing 18 St NE and consolidating the subject property and road. There is a Road Closure and purchase process that could be initiated by the applicant in order to facilitate the purchase of 18 St NE and staff will continue to work through this process. The Road Closure and purchase process requires Council approval.

Building Department

No concerns were raised during the review period.

Fire Department

No concerns.

Planning Department

Staff are supportive of the application to amend the OCP and rezone the subject property in order to bring small scale commercial that caters to the growing residential development in the surrounding area. Staff were also supportive of the previous OCP and rezoning applications due to there being no direct access to Trans Canada Highway 1 from 18 Street NE and the scale of residential development could have easily integrated into the surrounding area.

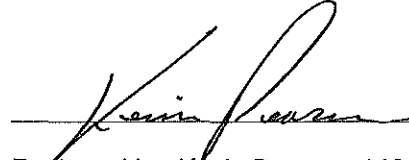
The closure of the 18 St NE and the possibility of a consolidated lot frontage would align the C6 zoning setbacks with a building being required to be at least 3m from each side property line. There are no front or rear yard setbacks in the zoning regulations; however, the Ministry of Transportation and Infrastructure (MOTI) responded that there are to be no buildings or structures located within a 4.5m area from the highway. This setback negates parking in the same area because should MOTI have to use that area for right of way into the future it could reduce the parking areas and potentially leave the development non-conforming. Note that, there are OCP guidelines encouraging parking area to be located at the back of buildings. Again, the details of the building location, form and character elements, building massing, and site parking can be addressed in more detail at the Development Permit stage.

Further to this, while the applicant is proposing to use one lot for the building and other lot primarily for parking it should be noted that the C6 zone does not permit "parking lot" or "parkade/off-street parking" as a permitted use for this site. Therefore, should the lots remain separate legal entities or lots, at the time of

Development Permit, one lot being utilized as a parking area for the adjacent development could be secured by way of lot consolidation or covenant so it does not conflict with the permitted uses in the zone. Given that preliminary drawings for the building and site plan have not been submitted, approvals related to parking may be addressed at the time of Development Permit.



Prepared by: Melinda Smyrl, MCIP, RPP
Planner

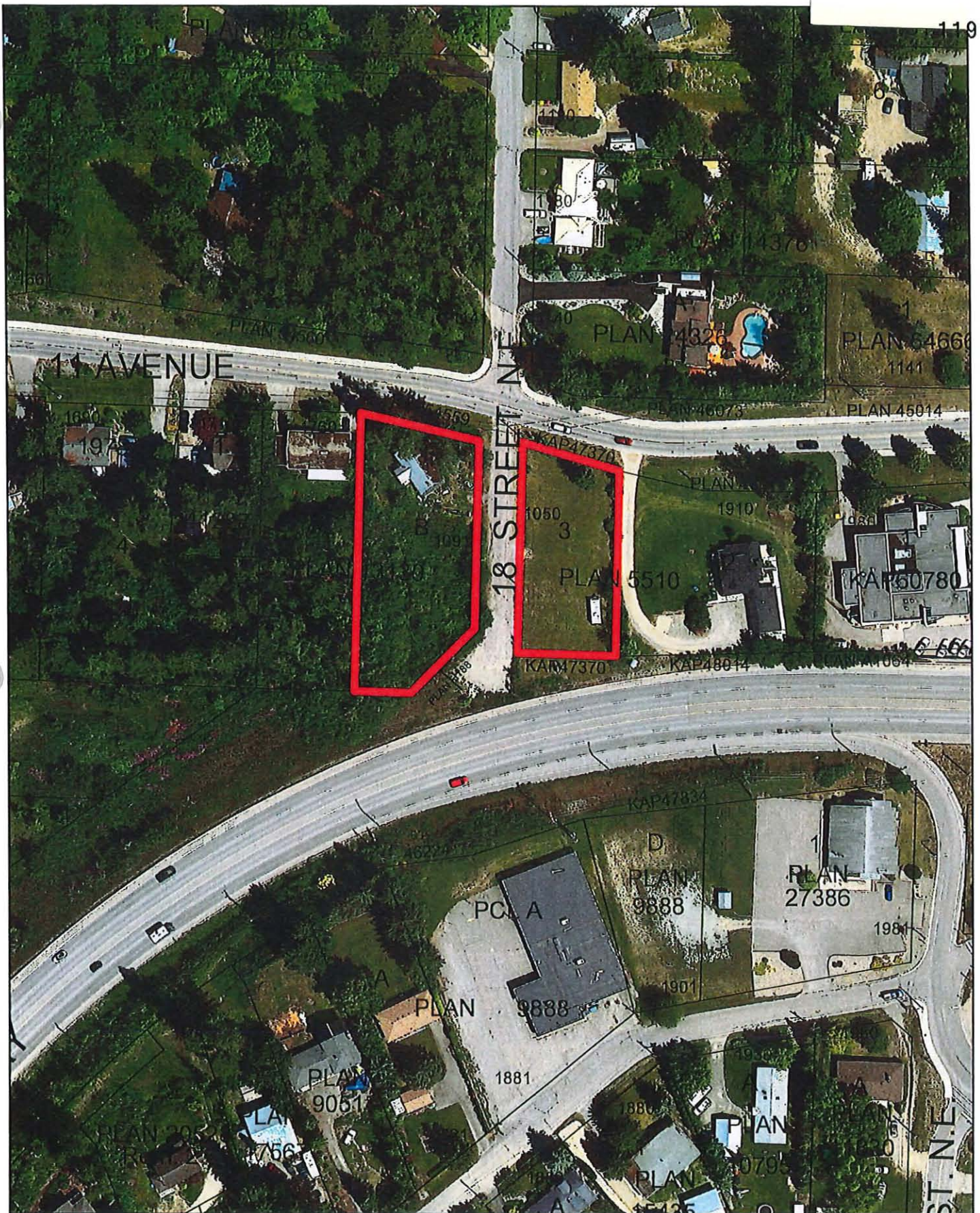


Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services



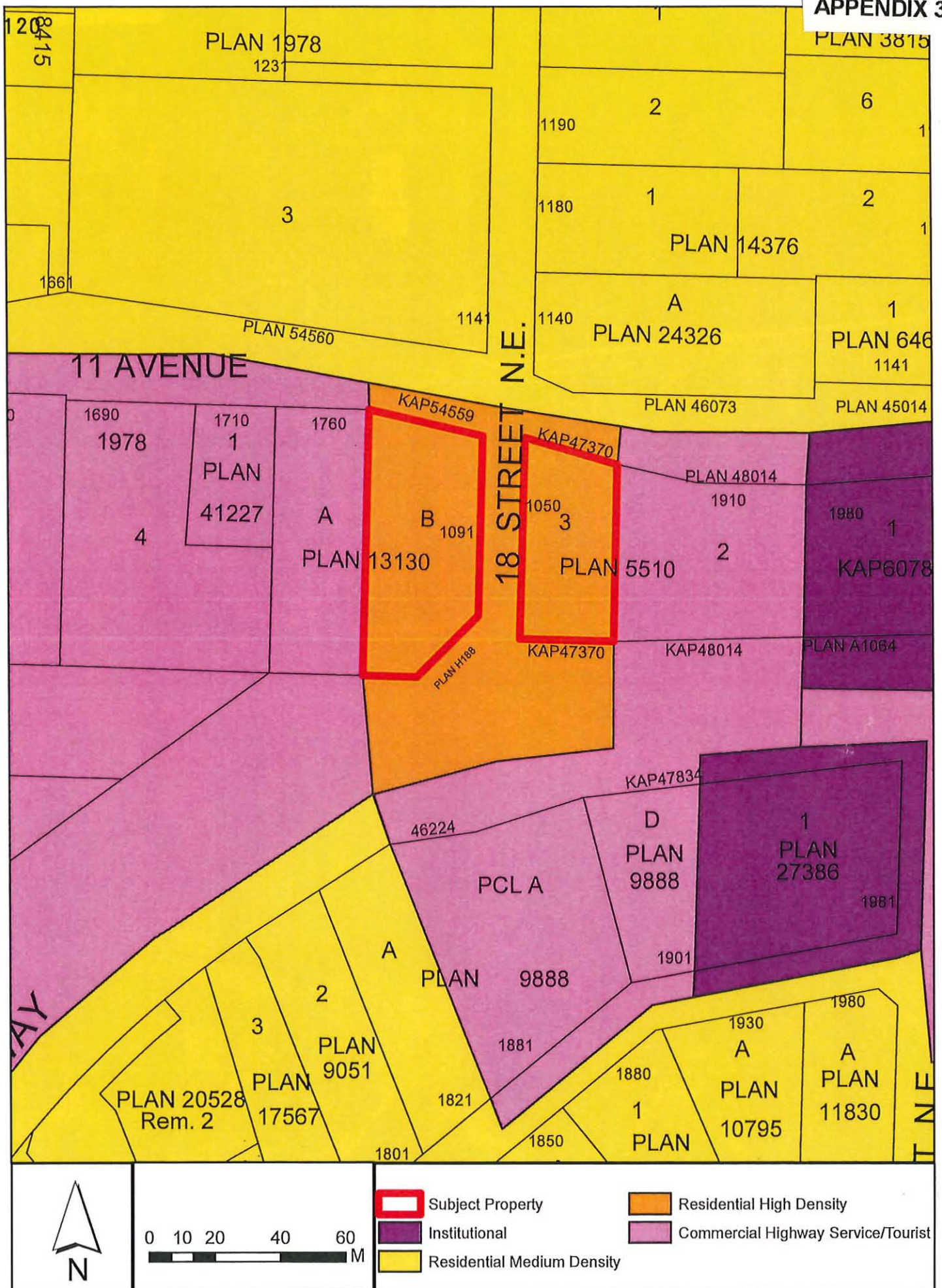
A scale bar with markings at 0, 10, 20, 40, 60, and 80 meters. The bar is black with white markings and the word "Meters" is written at the end.

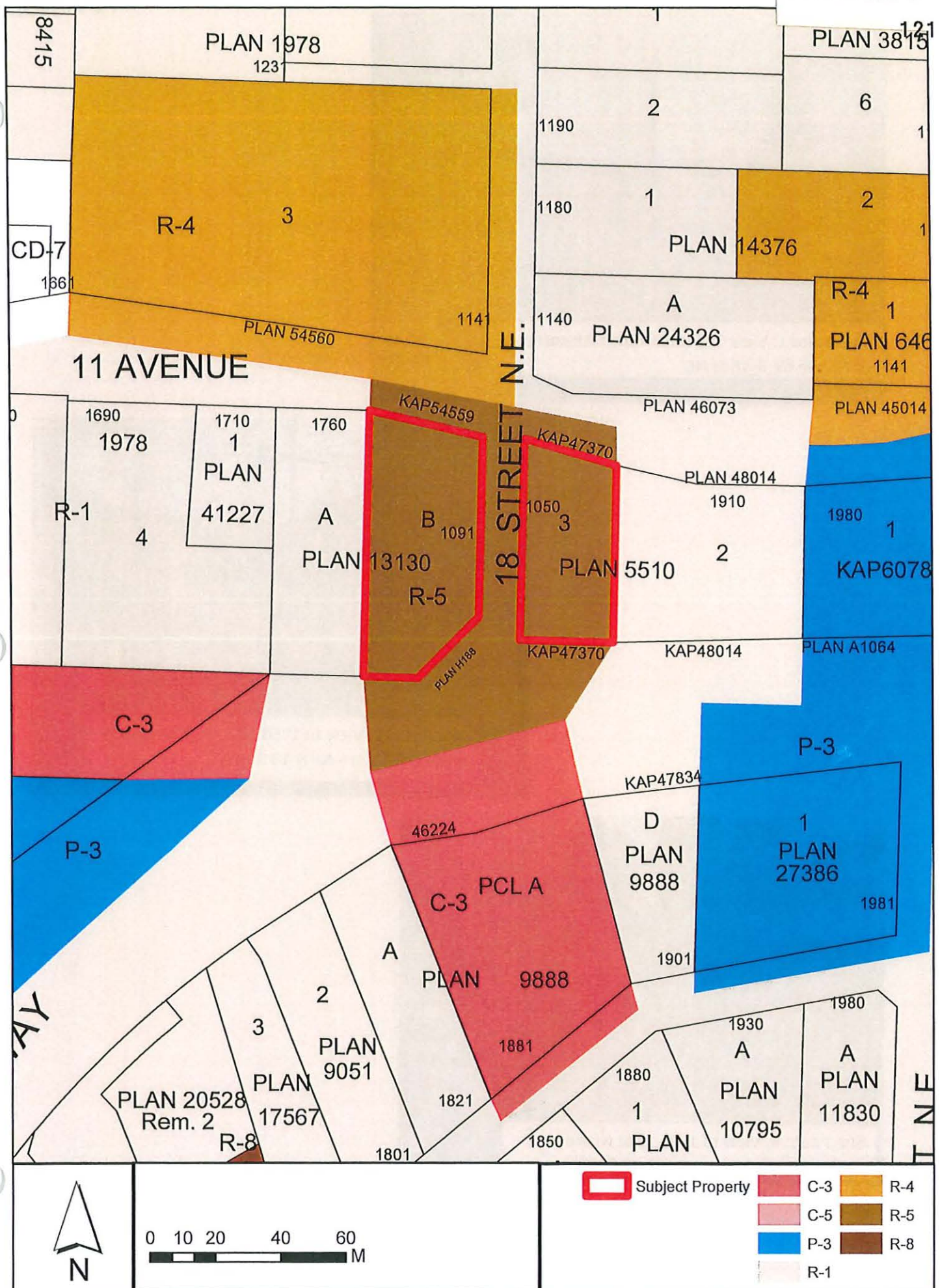
☐ Subject Property

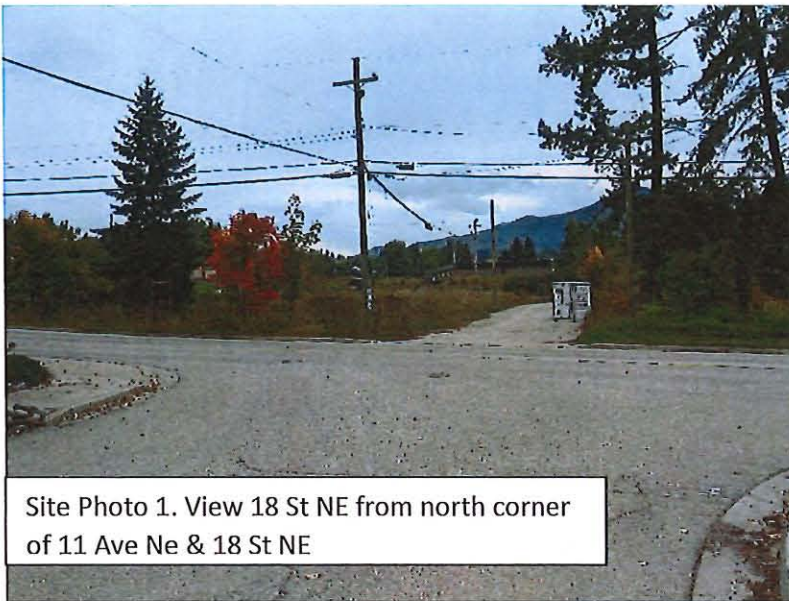


0 12.5 25 50 75 100 M

 Subject Property







Site Photo 1. View 18 St NE from north corner of 11 Ave Ne & 18 St NE



Site Photo 2. View to 1050 18 St NE from north corner of 11 Ave Ne & 18 St NE



Site Photo 3. View to 1091 18 St NE from north corner of 11 Ave Ne & 18 St NE



Sept 10, 2020

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 OCP4000-43

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 properties located at 1050 18 Street NE and 1091 18 Street NE SE, Salmon Arm, from High Density Residential to Highway Commercial, and the Zoning Category from R5 to C6. The Board supports 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 black ink, appearing to read "Lana Pitt".

Lana Pitt, Economic Development Manager
Salmon Arm Economic Development Society



*Memorandum from the
Engineering and Public
Works Department*

TO: Kevin Pearson, Director of Development Services
 DATE: September 23, 2020
 PREPARED BY: Matt Gienger, Engineering Assistant
 APPLICANT: **Russell Kearl**, - 101, 571 – 6 Street NE, Salmon Arm, BC V1E 1R6
 OWNER: **H. & D. Clarke, C.**, 38, 1231 – 10 Street SW,
 Salmon Arm, BC V1E 0A5 (1050 – 18 Street NE)
 Northern Propane Ltd. Inc./969730 AB Ltd. – 38, 1231 – 10 Street SW,
 Salmon Arm, BC V1E 0A5 (1091 – 18 Street NE)
 SUBJECT: **OFFICIAL COMMUNITY PLAN FILE NO. OCP4000-43 &
 ZONING AMENDMENT APPLICATION FILE NO. ZON-1184**
 LEGAL: Lot 3, Section 24, Township 20, Range 10, W6M KDYD, Plan 5510
 Except Plan KAP47370
 Lot B, Section 24, Township 20, Range 10, W6M KDYD, Plan 13130
 Except Plan KAP54559
 CIVIC: **1050 & 1091 – 18 Street NE**

Further to your referral dated August 10, 2020, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Rezoning or OCP amendment; 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 prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.

OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000.43E**ZONING AMENDMENT APPLICATION NO. ZON-1184**

September 23, 2020

Page 2

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7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement and/or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.
 8. At the time of development permit / 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.
 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. 11 Avenue NE on the subject property's north boundary is classified as an Urban Local Road (RD-2) and requires an ultimate 20.0 meters dedication (10.0 meters from centerline). Available records indicate that existing dedication varies and additional dedication may be required from the subject property (to be confirmed by BCLS).
2. 11 Avenue NE is currently developed to an interim Urban Local Street standard. Upgrading to the Urban Local Road Standard (RD-2) is required; however, all infrastructure specifications and offsets must conform to the Urban Collector Road Standard (RD-3). Upgrading may include, but is not limited to, road widening and construction, boulevard grading/construction, curb & gutter, street drainage and streetlights (spacing to be confirmed by professional engineer).
3. 18 Street NE bisects the subject properties from north to south and is classified as an urban local street (RD-1), requiring an ultimate 18.0 meters dedication (9.0 meters from centerline). Available records indicate approximately 6.0 meters dedication will be required, split between the east and west sides of 18 Street NE (to be confirmed by BCLS).
4. 18 Street NE is currently not constructed to a city standard. Upgrading to the Urban Local Road Standard (RD-1) is required. Upgrading may include, but is not limited to, road construction, boulevard grading/construction, curb & gutter, sidewalk, street drainage, utility installation, underground hydro and telecommunications, and street lighting.
5. A full cul-de-sac constructed and dedicated will be required at the termination of 18 Street NE, as per specification drawing No. RD-10.

OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000.43E**ZONING AMENDMENT APPLICATION NO. ZON-1184**

September 23, 2020

Page 3

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6. Engineering staff would consider supporting the closure and sale of 18 Street NE and amalgamation with the two properties, subject to a Road Closure Bylaw. Doing so would negate the dedication and upgrading requirements, and the City would absolve its responsibility for maintenance.
 7. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
 8. 3.0m by 3.0m corner cuts are required to be dedicated at the intersection of 11 Avenue NE and 18 Street NE.
 9. Accesses shall be designed by keeping to a minimum number. Only one (1) driveway access per parcel will be permitted onto 18 Street NE. All unused driveways shall be removed. Owner / Developer responsible for all associated costs. Should the developer proceed with the closure of 18 Street NE, one access would be permitted onto 11 Avenue NE at the existing intersection location.
 10. Trans Canada Highway (TCH) along the south side of the subject property is a provincial controlled access highway. Additional dedication/improvements will be determined by ministry of Transportation

Water:

1. The subject property fronts the following watermains:

- 450mm diameter Zone 1 watermain on 11 Avenue NE
- 200mm diameter Zone 2 watermain on 11 Avenue NE east of 18 Street NE
- 150mm diameter Zone 2 watermain on 11 Avenue NE west of 18 Street NE
- 150mm diameter Zone 2 watermain on 18 Street NE

Upgrading of the 150mm watermain on 11 Avenue NE to a 200mm diameter is required under the Subdivision and Development Servicing Bylaw No.4163. The Engineering department considers the 11 Avenue NE upgrade work pre-mature at this time; therefore, the City of Salmon Arm will require cash-in-lieu for this upgrade.

Upgrading of the 150mm watermain on 18 Street NE to a 200mm diameter is required under the SDSB Bylaw; however, as this main only services the subject parcels and is not required for the future, it should be abandoned south of 11 Avenue NE or retrofitted as a service.

OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000.43E**ZONING AMENDMENT APPLICATION NO. ZON-1184**

September 23, 2020

Page 4

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2. Both properties are to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use (minimum 25mm). City records indicate that both properties are currently serviced with unknown diameter services from 18 Street NE. Relocating the existing services to the Zone 2 watermain on 11 Avenue NE and decommissioning existing service to 1050 18 Street NE will be required. Water meter(s) will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
 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 200mm diameter sanitary main on 11 Avenue NE. No upgrades are anticipated, Subject to Owner / Developer's engineer proving 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.
2. Extension of the sanitary main along 18 Street NE is not required as there are no reliant upstream parcels and both of the subject parcels can be serviced adequately from the existing main on 11 Avenue NE.
3. Subject properties to be serviced each by a single sanitary service connection adequately sized (minimum 100 mm diameter) to satisfy the servicing requirements of the development. City records indicate that both existing lots have a 100 mm diameter service from 11 Avenue NE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

Drainage:

1. The subject property fronts a 525 mm diameter storm main on 11 Avenue NE. No upgrades are required at this time.
2. The subject property does not front an enclosed storm sewer system on 18 Street NE. Extension of the storm main along 18 Street NE is not required as there are no reliant upstream parcels or no reliant upstream stormwater discharge and both of the subject parcels can discharge stormwater on site or be serviced adequately from the existing main on 11 Avenue NE.

OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000.43E

ZONING AMENDMENT APPLICATION NO. ZON-1184


September 23, 2020

Page 5

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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. Both subject parcels shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development.

Geotechnical:

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



Matt Glenger
Engineering Assistant



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

Item 23.2

CITY OF SALMON ARM

Date: November 23, 2020

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 23, 2020 at 7:00 p.m.**

1) Proposed Amendment to Zoning Bylaw No 2303:

Rezone Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510 Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13130 Except Plan KAP54559 from R-5 (High Density Residential Zone) to C-6 (Tourist/Recreation Commercial Zone).

Civic Address: 1050 & 1091 – 18 Street NE

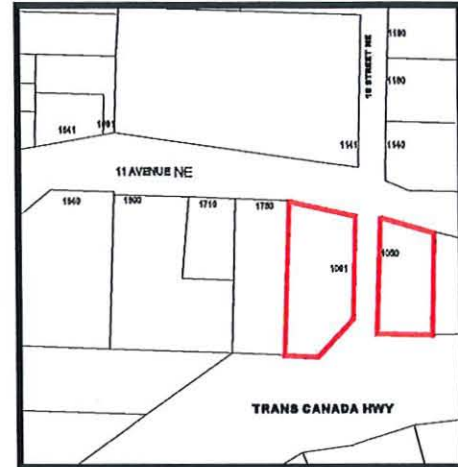
Location: On the Southwest and Southeast sides of 18 Street NE and 11 Avenue NE intersection North of Trans Canada HWY

Present Use: Single Family Dwelling and Vacant land

Proposed Use: Commercial office building with a residential unit above and parking lot

Owner/Applicant: R. Kearl

Reference: OCP4000-43/Bylaw No. 4410 and ZON-1184/ Bylaw No. 4411



The staff reports for the proposals are available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> November 10 - 23, 2020 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4010 to obtain the facts of the proposal prior to the hearing.

Pursuant to Ministerial Order No. M192 made under the *Emergency Program Act*, R.S.B.C. 1996, c.111, s.10, City Council will now be allowing public attendance on a first come first serve basis subject to the provisions of the City of Salmon Arm COVID 19 Exposure Control Plan.

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

Erin Jackson, Director of Corporate Services

Vote Record

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

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

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Item 24.1

CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4410 be read a third time.

[OCP4000-43; Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 & 1091 18 Street NE; HR to HC]

Vote Record

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

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

CITY OF SALMON ARM

BYLAW NO. 4410

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 and by electronic means as authorized by Ministerial Order M192, British Columbia, on _____, 2020 at the hour of 7:00 p.m. was published in the _____ and _____, 2020 issues of the Salmon Arm Observer;

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

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

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

1. Re-designate Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510 Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13130 Except Plan KAP54559 from HR (Residential High Density) to HC (Highway Service/Tourist 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. 4410**".

READ A FIRST TIME THIS 26 DAY OF October 2020

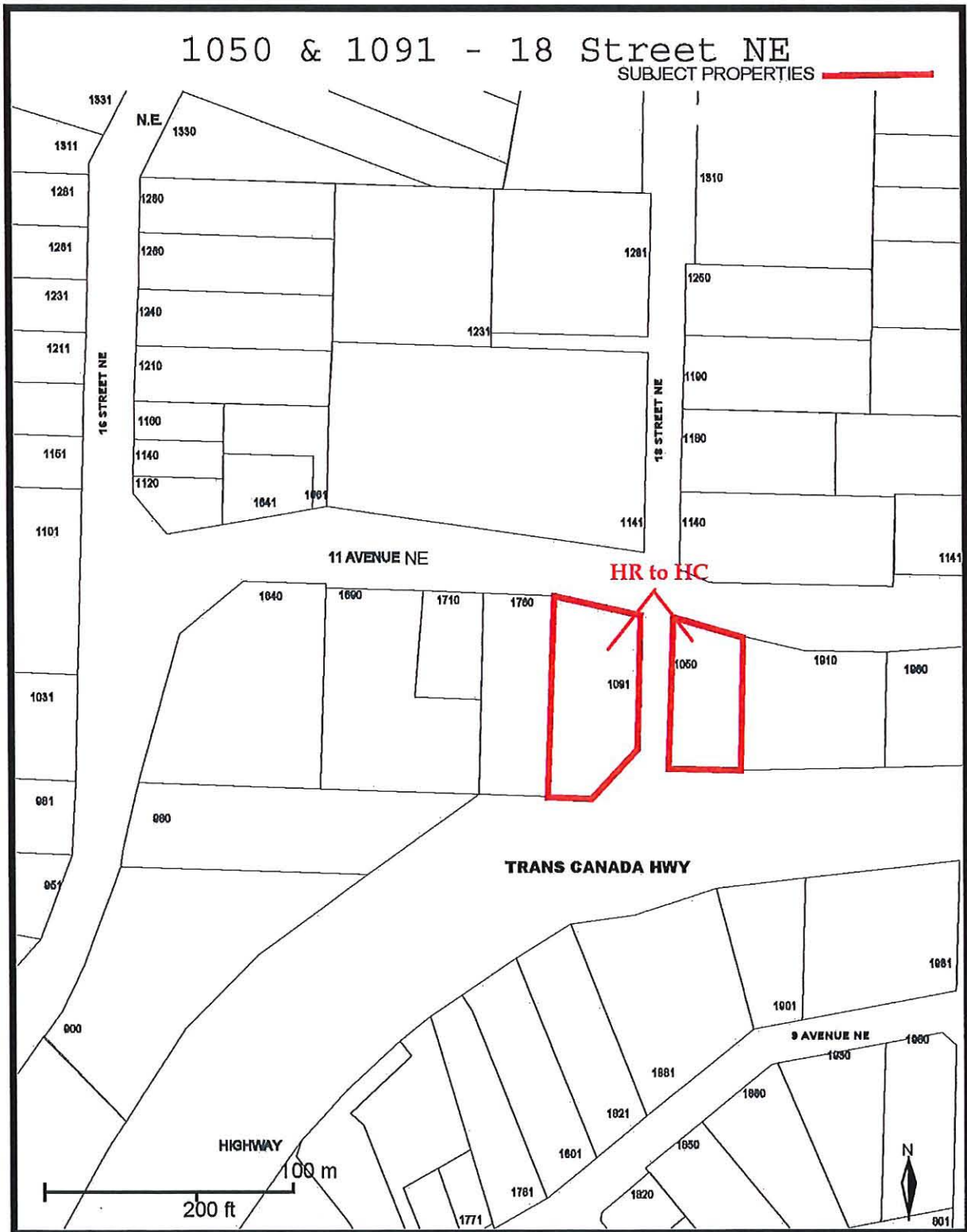
READ A SECOND TIME THIS 9 DAY OF November 2020

READ A THIRD TIME THIS DAY OF 2020

ADOPTED BY COUNCIL THIS DAY OF 2020

MAYOR

CORPORATE OFFICER



Item 24.2

CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4411 be read a third time.

[ZON-1184; Clarke, H. & D./Northern Propane Ltd./Kearl, R.; 1050 and 1091 18 Street NE; R-5 to C-6]

Vote Record

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

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

CITY OF SALMON ARM

BYLAW NO. 4411

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means as authorized by Ministerial Order M192, British Columbia, on _____, 2020 at the hour of 7:00 p.m. was published in the _____ and _____, 2020 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510 Except Plan KAP47370 and Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13130 Except Plan KAP54559 from R-5 (High Density Residential Zone) to C-6 (Tourist/Recreation Commercial Zone), shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “City of Salmon Arm Zoning Amendment Bylaw No. 4411”

READ A FIRST TIME THIS 26 DAY OF October 2020

READ A SECOND TIME THIS 9 DAY OF November 2020

READ A THIRD TIME THIS DAY OF 2020

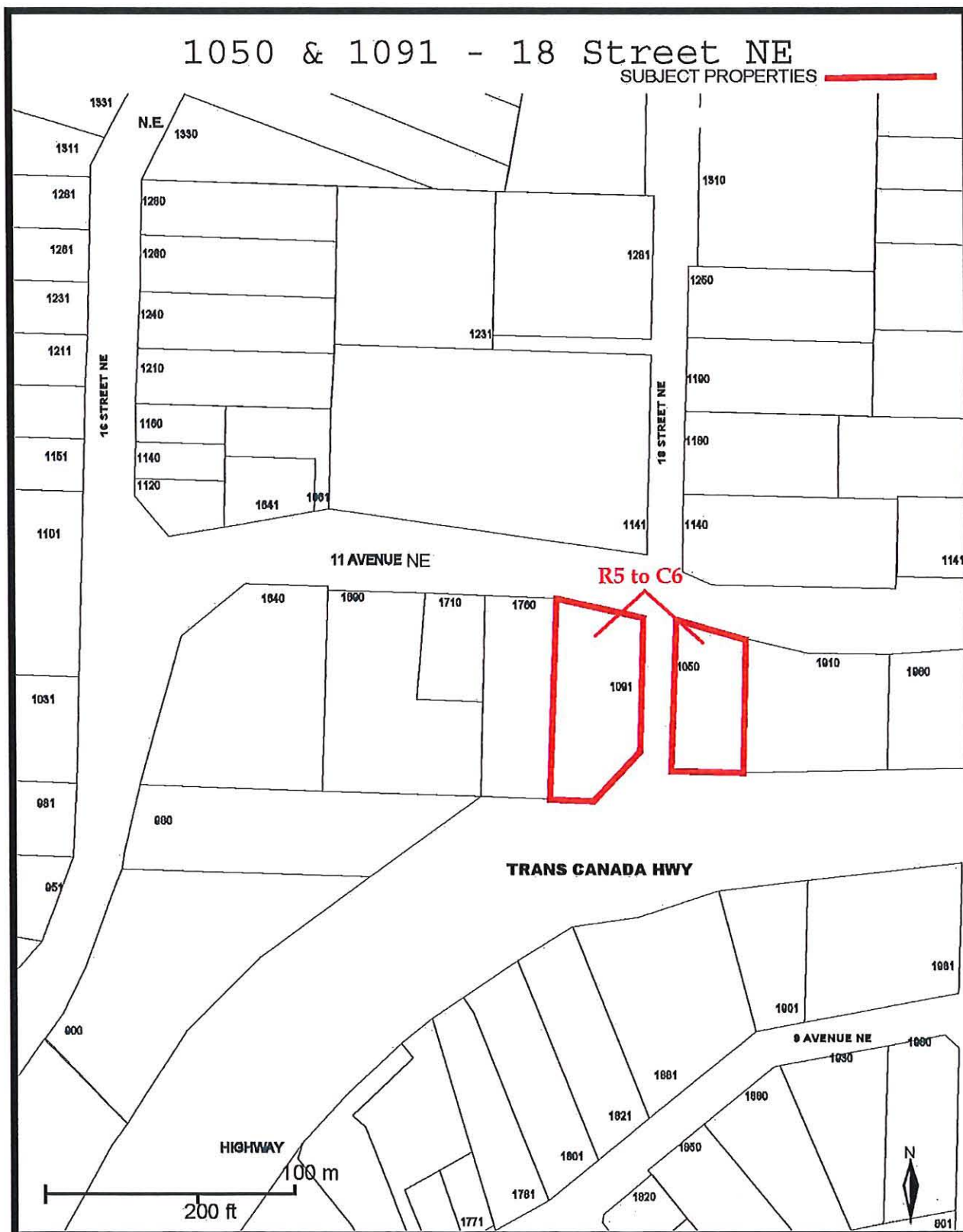
APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF 2020

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2020

MAYOR

CORPORATE OFFICER



Item 26.

CITY OF SALMON ARM

Date: November 23, 2020

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting of November 23, 2020, be adjourned.

Vote Record

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

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

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