



**AGENDA**

**City of Salmon Arm  
Regular Council Meeting**

**Monday, January 11, 2021  
1:30 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*

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	3.	<b>ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY</b> <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.	<b>ADOPTION OF AGENDA</b>
	5.	<b>DISCLOSURE OF INTEREST</b>
	6.	<b>CONFIRMATION OF MINUTES</b>
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10. **INTRODUCTION OF BYLAWS**
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- 93 – 104 2. City of Salmon Arm Zoning Amendment Bylaw No. 4432 [ZON-1195; Ginn, G.; 861 35 Street SE; R-1 to R-8] - First and Second Readings
- 105 – 136 3. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4419 [OCP4000-44; McGregor, D.; 1910 11 Avenue NE; HC to HR] - First Reading
- 137 – 140 4. City of Salmon Arm Zoning Amendment Bylaw No. 4420 [ZON-1190; McGregor, D.; 1910 11 Avenue NE; R1 to R5] [*See item 10.3 for Staff Report*] - First Reading
- 141 – 146 5. City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4425 [Sewer Connection] - First, Second and Third Readings
11. **RECONSIDERATION OF BYLAWS**
- 147 – 172 1. 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] - Final Reading
12. **CORRESPONDENCE**
- 173 – 174 1. Informational Correspondence
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14. **PRESENTATIONS / DELEGATIONS**
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Staff Sergeant West, Salmon Arm RCMP Detachment - Quarterly Policing Report October - December 2020
- 181 – 190 2. Presentation 4:15 - 4:30 p.m. (approximately)  
David Gonella, Executive Director, Salmon Arm Folk Music Society - Roots and Blues Festival
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  - 201 - 204 1. Okanagan Regional Library Board - Alternate Appointment
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- 205 - 206 21. **ADJOURNMENT**

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Item 2.

## CITY OF SALMON ARM

Date: January 11, 2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

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: January 11, 2021

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the Regular Council Meeting Minutes of December 14, 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 1:00 p.m. and reconvened at 2:30 p.m. of the City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia on Monday, December 14, 2020.

### PRESENT:

Mayor A. Harrison  
 Councillor D. Cannon (participated remotely)  
 Councillor C. Eliason (participated remotely)  
 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)  
 Manager of Human Resources S. Wood  
 Recorder B. Puddifant

### 1. CALL TO ORDER

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

### 2. IN-CAMERA SESSION

0525-2020                      Moved: Councillor Lavery  
   Seconded: Councillor Wallace Richmond  
   THAT: pursuant to Section 90(1) of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:00 p.m.  
 Council returned to Regular Session at 2:29 p.m.  
 Council recessed until 2:33 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

Addition under item 19.2 Committee Appointments

Addition under item 19.3 LGLA Leadership Forum



4. REVIEW OF AGENDA - continued

Addition under item 22.2 J. and T. Dyck – email dated December 11, 2020 – Proposed Cannabis Store in the Piccadilly Mall

Addition under item 22.1 R. Hirtle – email dated December 14, 2020 – Development Variance Permit Application No. VP-522

5. DISCLOSURE OF INTEREST

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of November 23, 2020

0526-2020

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the Regular Council Meeting Minutes of November 23, 2020, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of December 7, 2020

0527-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee Meeting Minutes of December 7, 2020, be received as information.

CARRIED UNANIMOUSLY

2. Downtown Parking Commission Meeting Minutes of November 17, 2020

0528-2020

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the Downtown Parking Commission Meeting Minutes of November 17, 2020, be received as information.

CARRIED UNANIMOUSLY

3. Community Heritage Commission Meeting Minutes of October 19, 2020

0529-2020

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the Community Heritage Commission Meeting Minutes of October 19, 2020, be received as information.

CARRIED UNANIMOUSLY

**7. COMMITTEE REPORTS - continued****4. Greenways Liaison Committee Meeting Minutes of November 12, 2020**

0530-2020

Moved: Councillor Lavery  
Seconded: Councillor Lindgren  
THAT: the Greenways Liaison Committee Meeting Minutes of November 12, 2020, be received as information.

CARRIED UNANIMOUSLY

0531-2020

Moved: Councillor Lavery  
Seconded: Councillor Flynn  
THAT: Council direct staff to undertake a one (1) year pilot program at the South Canoe Trail System for winter grooming, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

**5. Traffic Safety Committee Meeting Minutes of November 19, 2020**

0532-2020

Moved: Councillor Eliason  
Seconded: Councillor Cannon  
THAT: the Traffic Safety Committee Meeting Minutes of November 19, 2020, be received as information.

CARRIED UNANIMOUSLY

**6. Shuswap Regional Airport (Salmon Arm) Commission Meeting Minutes of November 23, 2020**

0533-2020

Moved: Mayor Harrison  
Seconded: Councillor Wallace Richmond  
THAT: the Shuswap Regional Airport (Salmon Arm) Commission Meeting Minutes of November 23, 2020, be received as information.

CARRIED UNANIMOUSLY

**7. Environmental Advisory Committee Meeting Minutes of December 4, 2020**

0534-2020

Moved: Councillor Lindgren  
Seconded: Councillor Wallace Richmond  
THAT: the Environmental Advisory Committee Meeting Minutes of December 4, 2020, be received as information.

CARRIED UNANIMOUSLY

**8. Active Transportation Committee Meeting Minutes of December 7, 2020**

0535-2020

Moved: Mayor Harrison  
Seconded: Councillor Lavery  
THAT: the Active Transportation Committee Meeting Minutes of December 7, 2020, be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS - continued

9. Social Impact Advisory Committee Meeting Minutes of November 20, 2020

0536-2020

Moved: Councillor Wallace Richmond  
Seconded: Councillor Flynn  
THAT: the Social Impact Advisory Committee Meeting Minutes of November 20, 2020, be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

1. Board in Brief - November 2020

Received for information.

9. STAFF REPORTS

1. Director of Engineering & Public Works - Kault Hill Communication Tower - Crown Tenure Reassignment

0537-2020

Moved: Councillor Cannon  
Seconded: Councillor Lavery  
THAT: Council authorize submission of a Crown Tenure Assignment for the transfer of rights of land tenure for the Kault Hill communications tower to the City of Salmon Arm.

CARRIED UNANIMOUSLY

2. Director of Development Services - Lounge and Special Event Area Liquor License [Shuswap Cider Company; 2090 10 Avenue SW (Westgate Mall)]

0538-2020

Moved: Councillor Flynn  
Seconded: Councillor Wallace Richmond  
THAT: Council has no objection to the issuance of a lounge and special event area liquor license to the Shuswap Cider Company and submits the following:

- a) The issuance of the lounge and special event area liquor license will have no impact on the surrounding residents;
- b) There will be no detrimental impact on the community if the application is approved; and
- c) The views of the neighbouring residents have not been gathered due to the considerable physical distance (125m) to the nearest residential building.

CARRIED UNANIMOUSLY

9. STAFF REPORTS - continued

3. Director of Engineering and Public Works – Foreshore Saniary Main – CCTV Survey – Award to AquaCoustic Remote Technologies Inc.

0539-2020

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the 2020 Budget contained in the 2020 – 2024 Financial Plan Bylaw be amended to reflect funding for CCTV Survey of the Foreshore Main in the amount of \$70,000.00 funded from the reallocation of funds from the Foreshore Main Rehabilitation – Phase 1 Point Repairs project;

AND THAT: the contract to undertake a CCTV inspection of approximately 4,900m of the Sanitary Foreshore Main be awarded to AquaCoustic Remote Technologies Inc. for the quoted amount of \$61,909.96 plus applicable taxes;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in the procurement of the CCTV Survey of the Foreshore Main to authorize sole sourcing of same to AquaCoustic Remote Technologies Inc.

CARRIED UNANIMOUSLY

4. Chief Financial Officer – Uncollectible Accounts Receivable

0540-2020

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the 2020 Budget in the 2020 – 2024 Financial Plan be amended to record the following accounts receivable as bad debts funded from the Reserve for Doubtful Accounts:

1. Donald Cookson - \$656.25

CARRIED UNANIMOUSLY

5. Director of Engineering and Public Works – Purchase Recommendation for Replacement of Unit #55 Mechanics Service Truck

0541-2020

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the 2020 Budget contained in the 2020 – 2024 Financial Plan Bylaw be amended to reflect additional funding for the purchase of the 'Mechanics Service Truck' in the amount of \$7,500.00 which includes the additional funds, PST, and miscellaneous costs for radio purchase/installation, etc., reallocated from funds from the Equipment Reserve Fund;

AND THAT: Council approve the purchase of the replacement of Unit #55 – Mechanics Service Truck, from Metro Motors Ltd. for the quoted amount of \$96,325.00 plus taxes as applicable.

CARRIED UNANIMOUSLY

9. STAFF REPORTS - continued

6. Director of Engineering and Public Works - Shuswap Regional Airport - Training & Quality Assurance Audit

0542-2020

Moved: Councillor Flynn  
 Seconded: Councillor Cannon  
 THAT: Council approve the SMS Implementation & Airport Staff Training for Quality Assurance Audit Compliance to Stantec Consulting Ltd. for the total quoted price of \$33,880.00 plus taxes as applicable;

AND THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding in the amount of \$35,000.00 for the Airport Training and Quality Assurance Audit to be transferred from Airport Major Maintenance Reserve;

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

CARRIED UNANIMOUSLY

7. Director of Corporate Services - Project Award - Computer Upgrade 2021

0543-2020

Moved: Councillor Eliason  
 Seconded: Councillor Flynn  
 THAT: the 2020 Budget contained in the 2020 - 2024 Financial plan Bylaw be amended to include allocation for the replacement of City Computers in the amount of \$160,000.00 funded from the following:

Cemetery Wages & Benefits - Clerical (Digitization)	\$30,000.00
General - COVID-19 Grant Reserve	\$60,000.00
General - Future Expenditure Reserve	\$60,000.00
General Contingencies Reserve	\$11,000.00
	\$161,000.00

AND THAT: Council award the supply of Lenovo Computers to SkySail Technologies in accordance with their quote in the amount of \$149,742.74 plus applicable taxes.

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS

1. City of Salmon Arm Land Use Contract Termination Bylaw No. 4430 [LUC N54304; Abacus Cities Ltd.; Units 101 - 506, 1449 - 1 Avenue NE; Units 302 - 806, 1451 - 1 Avenue NE; 130 - 230 - 15 Street NE; 1480 - 1570 - 1 Avenue NE; 1451 - 1531 Okanagan Avenue NE] - First and Second Readings

0544-2020

Moved: Councillor Flynn  
 Seconded: Councillor Wallace Richmond  
 THAT: the bylaw entitled City of Salmon Arm Land Use Contract Termination Bylaw No. 4430 be read a first and second time;

10. INTRODUCTION OF BYLAWS - continued

1. City of Salmon Arm Land Use Contract Termination Bylaw No. 4430 [LUC N54304; Abacus Cities Ltd.; Units 101 - 506, 1449 - 1 Avenue NE; Units 302 - 806, 1451 - 1 Avenue NE; 130 - 230 - 15 Street NE; 1480 - 1570 - 1 Avenue NE; 1451 - 1531 Okanagan Avenue NE] - First and Second Readings - continued

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

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment Bylaw No. 4431 [ZON-1196; Abacus Cities Ltd.; Units 101 - 506, 1449 - 1 Avenue NE; Units 302 - 806, 1451 - 1 Avenue NE; 1451 - 1531 Okanagan Avenue NE; R1 - R4] - First and Second Readings

0545-2020

Moved: Councillor Flynn  
Seconded: Councillor Cannon  
THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4431 be read a first and second time;

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

CARRIED UNANIMOUSLY

3. City of Salmon Arm Zoning Amendment Bylaw No. 4421 [ZON-1191 Brentwell Construction Ltd./Crevier, L. & S.; 31 - 4 Street SE; R-1 to R-5/Text Amendment R5 Zone] - First and Second Reading

0546-2020

Moved: Councillor Lavery  
Seconded: Councillor Lindgren  
THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4421 be read a first and second time;

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

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Cemetery Management Amendment Bylaw No. 4424 [Cemetery Rates] - Final Reading

0547-2020

Moved: Councillor Wallace Richmond  
Seconded: Councillor Lindgren  
THAT: the bylaw entitled City of Salmon Arm Cemetery Management Amendment Bylaw No. 4424 be read a final time.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS - continued

- 2. 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] - Final Reading

0548-2020                    Moved: Councillor Flynn  
                                   Seconded: Councillor Cannon  
                                   THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4410 be read a final time.

CARRIED UNANIMOUSLY

- 3. 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] - Final Reading

0549-2020                    Moved: Councillor Lavery  
                                   Seconded: Councillor Lindgren  
                                   THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4411 be read a final time.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE

13. NEW BUSINESS

The Meeting recessed at 3:50 p.m.  
 The Meeting reconvened at 3:59 p.m.

14. PRESENTATIONS

- 1. Lana Fitt, Manager, Salmon Arm Economic Development Society - 2021 MRDT Tactical Plan

L. Fitt, Manager, Salmon Arm Economic Development Society provided an overview of the 2021 MRDT Tactical Plan. She was available to answer questions from Council.

0550-2020                    Moved: Councillor Flynn  
                                   Seconded: Councillor Lindgren  
                                   THAT: Council authorize the submission of the 2021 MRDT Tactical Plan to the Province.

CARRIED UNANIMOUSLY

15. COUNCIL STATEMENTS1. Councillor Lindgren – Salmon Arm and Shuswap Lake Agricultural Association – Security at Fairgrounds

0551-2020

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the City convene a meeting with community partners to develop a coordinated approach to support the Salmon Arm and Shuswap Lake Agricultural Association with respect to issues at the Fall Fair Grounds.

CARRIED UNANIMOUSLY16. SALMON ARM SECONDARY YOUTH COUNCIL17. NOTICE OF MOTION18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS1. COVID-19 Safe Restart Grant – For Discussion

Received for information.

19. OTHER BUSINESS2. Committee Appointments

0552-2020

Moved: Councillor Louise Wallace Richmond

Seconded: Councillor Cannon

THAT: Council approve the Committees of Council as circulated at the December 14, 2020 Regular Council Meeting.

CARRIED UNANIMOUSLY1. L. Samson, Administrative Services Manager, Okanagan Regional Library – letter dated November 12, 2020 – Annual Appointment – Okanagan Regional Library Board

0553-2020

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: Councillor Wallace Richmond be appointed to the Okanagan Regional Library Board as the Salmon Arm City Council representative until December 2021.

CARRIED UNANIMOUSLY



19. OTHER BUSINESS - continued

3. LGLA Leadership Forum

0554-2020

Moved: Councillor Lavery  
Seconded: Councillor Flynn  
THAT: Council authorize all members of Council to attend the LGLA online Leadership Forum February 3 and 4, 2021 up to a cost of \$200.00 plus applicable taxes funded from 2021 Council Expenses, subject to 2021 Budget approval.

CARRIED UNANIMOUSLY

20. QUESTION AND ANSWER PERIOD

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

2. IN-CAMERA SESSION - continued

0555-2020

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 5:10 p.m.  
Council returned to Regular Session and recessed at 5:29 p.m.  
The Meeting reconvened at 7:00 p.m.

PRESENT:

- Mayor A. Harrison
- Councillor D. Cannon (participated remotely)
- 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
- Recorder B. Puddifant

ABSENT:

- Councillor C. Eliason

21. DISCLOSURE OF INTEREST

22. HEARINGS1. Development Variance Permit Application No. VP-522 [Pym, M./Bernd Hermanski Architect Inc./Hermanski, B.; Setback Requirements]

0556-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Development Variance Permit No. VP-522 be authorized for issuance for Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 43148 which will vary the provisions of Zoning Bylaw No. 2303 as follows:

- 1) Section 6.10.1 - reduce the minimum setback of the principal building from the front parcel line from 6.0 m to 0 m as shown in Schedule A of the Staff Report dated November 25, 2020.

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

Submissions were called for at this time.

R. Hirtle - email dated December 14, 2020 - Development Variance Permit Application No. VP-522

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

CARRIED UNANIMOUSLY

2. Cannabis Retail Store Application No. CRS-10 [Inspired Cannabis Co. (1217025 BC Ltd.; #246, 1151 10 Avenue SW)]

0557-2020

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: Council approve application CRS-10;

AND THAT: Council consider its Resolution with respect to the following:

1. Provincial Cannabis Retail Store License Referral No. 007440;
2. City Zoning Bylaw No. 2303 and City Policy No. 3.20;
3. Public notification followed by the holding of a Hearing on December 14, 2020; and
4. The impact of the application on the community.

The Director of Development Services explained the proposed Provincial Cannabis Retail Store Licence Referral.

S. Biln, the applicant, outlined the application and was available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:13 p.m. and the motion was:

CARRIED  
Councillor Lavery Opposed

23. STATUTORY PUBLIC HEARINGS

- 1. Zoning Amendment Application No. ZON-1182 [Cornerstone Christian Reformed Church/Roodzant, J.; 1191 22 Street NE; P-3 to C-6]

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

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:21 p.m. and consideration of the next item ensued.

- 2. Zoning Amendment Application No. ZON-1189 [South Central Electric Ltd.; 1140 17 Avenue SE; R1 to R8]

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

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

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:23 p.m.

24. RECONSIDERATION OF BYLAWS

- 1. 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] - Third Reading

0558-2020                      Moved: Councillor Flynn  
   Seconded: Councillor Wallace Richmond  
   THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4405 be read a third time.

CARRIED  
Councillor Lavery Opposed

- 2. City of Salmon Arm Zoning Amendment Bylaw No. 4417 [ZON-1189; South Central Electric Ltd.; 1140 17 Avenue SE; R1 to R8] - Third and Final Readings

0559-2020                      Moved: Councillor Wallace Richmond  
   Seconded: Councillor Lindgren  
   THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4417 be read a third and final time.

CARRIED UNANIMOUSLY

25. QUESTION AND ANSWER PERIOD

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

26. ADJOURNMENT

0560-2020

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting of December 14, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:25 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Adopted by Council    the day of                    , 2020.

Item 7.1

## CITY OF SALMON ARM

Date: January 11, 2021

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee Meeting Minutes of January 4, 2021, 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 by electronic means by Ministerial Order M192, on Monday, January 4, 2021.

### PRESENT:

Mayor A. Harrison  
 Councillor T. Lavery (participated remotely)  
 Councillor L. Wallace Richmond (participated remotely)  
 Councillor D. Cannon (participated remotely)  
 Councillor S. Lindgren  
 Councillor K. Flynn (participated remotely) left the meeting at 8:28 a.m.  
 Councillor C. Eliason (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  
 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

Councillor Flynn declared a conflict of interest with item 5.5 as the applicant is a client of his firm.

#### 5. REPORTS

##### 1. Zoning Amendment No. ZON-1194 [Ewanyshyn, A./Schmidt, K.; 3150 20 Street NE; R-7 to R-8]

Moved: Councillor Cannon  
 Seconded: Councillor Eliason  
 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 13, Section 25, Township 20,

5. REPORTS - continued1. Zoning Amendment No. ZON-1194 [Ewanyshyn, A./Schmidt, K.; 3150 20 Street NE; R-7 to R-8] - continued

Range 10, W6M, KDYD, Plan EPP56746 from R-7 (Large Lot Single Family Residential Zone) to R-8 (Residential Suite Zone).

CARRIED UNANIMOUSLY

2. Zoning Amendment No. ZON-1195 [Ginn, G.; 861 35 Street SE; R-1 to R-8]

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

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 11, Section 18, Township 20, Range 9, W6M, KDYD, Plan KAP73719 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

AND THAT: Final Reading of the Zoning Amendment Bylaw be withheld subject to confirmation that the proposed Secondary Suite meets Zoning Bylaw and BC Building Code Requirements.

CARRIED UNANIMOUSLY

3. Official Community Plan Amendment Application No. OCP4000-44 [McGregor, D.; 1910 11 Avenue NE; HC to HR

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000 Land Use Designation of Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510 Except Plans 14376, 24326 and KAP48014 from HC (Commercial-Highway Service/Tourist) to HR (Residential High Density).

D. McGregor, the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

4. Zoning Amendment Application No. ZON-1190 [McGregor, D.; 1910 11 Avenue NE; R-1 to R-5]

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which

5. REPORTS - continued4. Zoning Amendment Application No. ZON-1190 [McGregor, D.; 1910 11 Avenue NE; R-1 to R-5] - continued

would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510 Except Plans 14376, 24326 and KAP48014 from R-1 (Single Family Residential Zone) to R-5 (High Density Residential Zone);

AND 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.

D. McGregor, the applicant, was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict and left the meeting at 8:28 a.m.

5. Agricultural Land Commission Application No. ALC-400 [Birch Haven Farms Ltd./DeMille, B.; 3710 10 Avenue SW; Non-Farm Use

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Agricultural Land Commission Application No. ALC-400 be authorized for submission to the Agricultural Land Commission.

B. DeMille, the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

6. PRESENTATIONS7. FOR INFORMATION8. CORRESPONDENCE



9. ADJOURNMENT

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee meeting of January 4, 2021, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:38 a.m.

---

Mayor Alan Harrison  
Chair

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

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Item 7.2

## CITY OF SALMON ARM

Date: January 11, 2021

Moved: Councillor Lavery

Seconded: Mayor Harrison

THAT: the Active Transportation Task Force Meeting Minutes of January 4, 2021, 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, January 4, 2021 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
Anita Ely	Interior Health
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:

Shelley Witzky	Councillor, Adams Lake Indian Band
Louis Thomas	Councillor, Neskonlith Indian Band

### GUESTS:

Brian Patterson	Urban Systems
Lindsay Wong	Downtown Salmon Arm

The meeting was called to order at 10:00 a.m.

1. **Call to Order, Introductions and Welcome**
2. **Acknowledgement of Traditional Territory**
3. **Approval of Agenda and Additional Items**

The Agenda for the January 4, 2021 Active Transportation Task Force Meeting was approved by general consensus of the Task Force members.

**4. Approval of minutes from December 7, 2020**

Moved: Joe Johnson

Seconded: Marianne VanBuskirk

THAT: The minutes of the Active Transportation Committee Meeting of December 7, 2020 be approved.

CARRIED UNANIMOUSLY

**5. Presentations**

Brian Patterson, Urban Systems provided an outline of Active Transportation in Salmon Arm including context and focus on active transportation, plans and practices in other communities, infrastructure, support programs and policies as well as emerging trends. He was available to answer questions from the Task Force.

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

a) Continuation of January 11, 2021 presentation to Council discussion  
Blake Lawson reviewed the draft of the recommendations to Council posted on the Task Force Trello site for review and input from the Task Force.

Moved: Joe Johnson

Seconded: Camilla Papadimitropoulos

THAT: the Task Force endorse the presented ideas for presentation to Council at the Regular Council Meeting of January 11, 2021.

CARRIED UNANIMOUSLY

**7. New Business****8. Other Business &/or Roundtable Updates, Ideas and Questions****9. Next Meeting - February 1, 2021 - 10:00 a.m. to 11:00 a.m.**

**10. Adjournment**

The Active Transportation Task Force Meeting of January 4, 2021 be adjourned by general consensus of the Task Force members.

CARRIED UNANIMOUSLY

The meeting adjourned at 11:36 a.m.

---

Mayor Alan Harrison, Co-Chair

---

Councillor Tim Lavery, Co-Chair

Received for information by Council the            day of            , 2020.

Item 8.1

## CITY OF SALMON ARM

Date: January 11, 2021

Board in Brief - December 2020

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

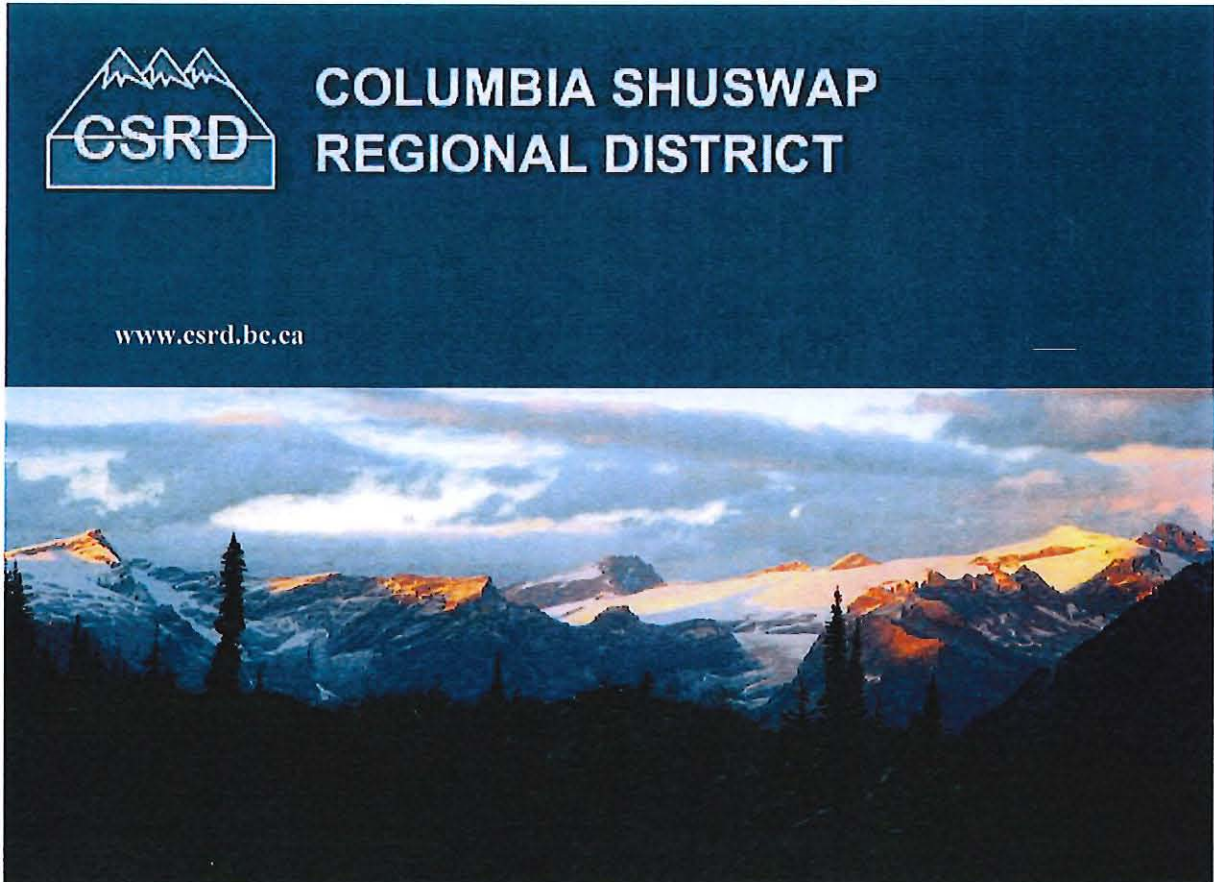
Opposed:

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

**Caylee Simmons**

---

**From:** Columbia Shuswap Regional District <communications@csrd.bc.ca>  
**Sent:** December-14-20 1:57 PM  
**To:** Caylee Simmons  
**Subject:** #YourCSRD - December 2020



## #YourCSRD - December 2020

December 2020



Web version

## Highlights from the Regular Board Meeting



## Announcements

### Board Presentation to Staff

Board Chair Kevin Flynn presented a gift to Lynda Shykora, Deputy Manager, Corporate Administration Services, in recognition of her retirement. Numerous Directors and the Chief Administrative Officer, praised Shykora for her dedication and commitment to public service. Shykora has spent more than 40 years working in local government, starting as a receptionist and working her way into management roles. She has been with the CSRD for seven years as Deputy Manager, Corporate Administration.



### Employee Long Service Awards

The CSRD Board acknowledged the service of these long-serving employees.

Five years of service:

Scott Bepple,  
Sean Coubrough,  
Suzanne Fordyce,  
Laura Schumi.

Ten years of service:

Gerald Christie,  
Jodi Pierce,  
Phaedra Turner,  
Ben Van Nostrand,  
Isaac Walker.

Twenty years of service:

Dona Thiem.

Thirty-five years of service:

Hamish Kassa.

### Reporting on Statistics from the November 2020 Board Zoom Meeting

The Board reviewed a report from staff regarding the November live-streamed meeting. Staff will bring a report to the Board in January regarding the continuation of live-streaming and recording of Board Meetings. **View report.**

## Committee Reports & Updates

### Action item arising from Electoral Area Directors Committee Meeting, November 24, 2020

The Board agreed to send a letter to the Minister of Public Safety and Solicitor General requesting the finalization and release of the Road Rescue Report commissioned by the Fire Chiefs Association of BC to facilitate road rescue decision making at a local level.

### Action items arising from Committee of the Whole Meeting, December 3, 2020

Acting on the recommendation of the Committee of the Whole, the Board agreed to include the words "enhanced housing opportunities" in the CSRD 2019 - 2022 Strategic Plan as an amendment in the Healthy Communities section.

The Board also directed staff to bring forward an Anti-Discrimination Policy for the Board to consider at the January Board meeting.

## Business General & Business by Area

### Okanagan-Kootenay Sterile Insect Release (OKSIR) Program

The Board approved a series of resolutions regarding a new funding apportionment formula for the organization. This will see a reduction in the amount paid by the CSRD into the program. **View report.**

### COVID-19 Safe Restart Grant Allocation

The Board endorsed allocating \$387,907 from the COVID-19 Safe Restart Grant as recommended by staff for the following purposes:

\$93,907 Operational expenses incurred to date (See **attached**);

20,000 Ongoing operational expenses (technology costs);

\$130,000 SCBA Facemasks and bags for all fire personnel;

\$64,000 CityView Workspace Migration (remote application);

\$80,000 Shuswap Tourism (financial support for two years); this 10th day of December, 2020.

Staff will continue to review other established services to identify lost revenue and/or additional costs due to the COVID-19 pandemic and report back with a recommendation on allocation for the remaining \$257,093 by December 31, 2021. **View report. View press release.**

#### **2021 Annual Appointments to Committees, Boards and External Agencies**

The Board endorsed the listing of 2021 annual appointments to Committees, external Boards and Agencies. The appointments remained status quo from the previous year. **View report. View list.**

#### **Grant-in-Aid Requests**

The Board approved allocations to organizations to Electoral Areas D and E from the 2020 electoral grants-in-aid. **View report.**

#### **Adaptation, Resilience and Disaster Mitigation Program Grant Application**

The Board approved the submission of an application for grant funding to the Adaptation, Resilience and Disaster Mitigation Program Grant to a maximum amount of \$6,312,198 representing 100% of the total eligible costs for flood erosion mitigation work and infrastructure along Newsome Creek in the community of Sorrento. This is the second program CSRD staff have applied to, in hopes of receiving funds for the mitigation work. **View report.**

#### **Solid Waste Disposal Tipping Fee and Regulation Bylaw**

The Board agreed to changes to the Solid Waste Disposal Tipping Fee Bylaw to create a consistent fee for loads of yard and garden waste and land clearing waste delivered to the refuse sites in tandem axle trucks and trailers. Residential yard waste will remain free, but these large loads will now be charged the same rate of \$80/tonne. This is already the tipping fee rate for land clearing waste. The new rate takes effect March 1, 2021. **View report.**

#### **2020 Five Year Financial Plan Amendment Bylaw No. 5825, 2020**

A budget amendment was necessary to authorize changes that have been made to the budget throughout 2020. These included: additional costs for mosquito control, updated costs for the Sicamous arena and emergency equipment replacement for the Eagle Bay Water System. The Board adopted the amendment. **View report.**



# LAND USE MATTERS

## **Development Permits (DPs), Temporary Use Permits (TUPs) & Development Variance Permits (DVPs)**

### **Electoral Area C: Development Variance Permit No. 641-42 (073182 BC Ltd. (Hagglund))**

The subject property is located at 1885, Tappen Notch Hill Road, Tappen. The owner is requesting to vary the maximum grade permitted for an access driveway servicing two lots in a proposed subdivision. The owner has applied to subdivide the properties into four lots, and proposes to utilize an existing access driveway for two of those four lots. The access driveway has a maximum grade of 15%, whereas the CSRD Subdivision Servicing Bylaw requires a maximum grade of 12.5% for driveways accessing more than one dwelling. The owner is applying for a variance for the driveway grade. The Board approved the DVP subject to the CSRD's approval of a Hazardous Lands (Steep Slope) Development Permit for the subdivision. **View report.**

### **Electoral Area F: Development Variance Permit No. 650-41 (De Weerd)**

The subject property is located at 7761 Columbia Drive, Anglemont. The owners have constructed two Allan-block retaining walls up to 3.05m in height on the subject property that have been built into the interior parcel line setbacks. The applicant has applied for a development variance permit to allow for these walls to remain in their current location. The Board approved the DVP subject to the registration of Land Title Covenant Easement agreements for the two lots. **View report.**

### **Electoral Area C: Development Variance Permit No. 641-43 (Turner)**

This item was tabled by the Board until the January 21, 2020 meeting. **View report.**

## **Zoning, OCP and Land Use Amendments**

### **Electoral Area F: Setback Exception Bylaw Amendments**

Development Services staff is proposing amendments to all three zoning bylaws in Electoral Area F:

- Anglemont Zoning Bylaw No. 650 (Bylaw No. 650);
- Magna Bay Zoning Bylaw No. 800 (Bylaw No. 800);
- Scotch Creek/Lee Creek Zoning Bylaw No. 825 (Bylaw No. 825).

The amendments proposed would update the setback exceptions and sight plan regulations in all three bylaws to be the same as the Electoral Area B Zoning Bylaw No. 851 (Bylaw No. 851) for consistency between bylaws; allow a setback exception for eaves and gutters; and simplify site triangle regulations. The proposed zoning is consistent with the Official Community Plan policies. The Board approved third reading and adopted the bylaw amendments. **View report.**

### **Electoral Area E: Lakes Zoning Amendment (Hill) Bylaw No. 900-28**

The applicants have applied to amend Lakes Zoning Bylaw No. 900 to recognize the existing fixed dock associated with 673 Swanbeach Road. Fixed docks are not permitted in the Foreshore Residential (FR1) Zone. This dock is not currently in compliance with the required setbacks and has a larger surface area and wider walkway than is permitted in the FR1 Zone. The applicant has also proposed to increase the number of permitted private mooring buoys for this property to allow for two buoys, as well as include a setback variance for one of the buoys, which is currently not in compliance. The Board gave first reading to the application and directed staff to refer the bylaw to applicable agencies and First Nations. The Board also agreed to waive the public hearing for the proposed bylaw amendment. **View report.**

## **Release of In-Camera Resolutions**

The following resolutions were released from the In-Camera session of the December 10, 2020 meeting:

### **Sicamous and District Recreation Centre Management Agreement**

The Board endorsed the authorized signatories to invoke Section 26 of the Sicamous and District Recreation Centre Management Agreement, and provide six months' written notice to the Sicamous

and District Recreation Centre Society that the existing agreement will be terminated on June 10, 2021.

#### **Appointments to Shuswap Tourism Advisory Committee**

The Board appointed four members of the Shuswap Tourism Advisory Committee for a three-month extension starting January 1, 2021 and ending March 31, 2021. They are:

David Gonella,  
Mark Lane,  
Piotr Ujma,  
Gord Bushell.

#### **Officer Appointment**

The Board appointed Jennifer Sham as Deputy Manager, Corporate Administration Services to perform the powers, duties, and responsibilities of the position of Manager of Corporate Administration Services (Secretary) as outlined in the Officers Bylaw No. 5301.

### **NEXT BOARD MEETING**

The Regular CSRSD Board Meeting will be held Thursday, January 21, 2021 at 9:30 AM at the CSRSD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

Any scheduling changes to the start time will be noted on the events tab of the CSRSD's webpage. Currently, the public is not allowed to attend Board meetings in person, but can view the meetings electronically. Information on how to register will be available on the Events tab of the CSRSD website as of Friday, January 15, 2021.

At this time, it is unknown whether regulations from the Provincial Health Officer will be changed to allow for in-person attendance by January 21, 2021. The CSRSD will update their website with new information as it becomes available.



Columbia Shuswap Regional District  
555 Harbourfront Drive NE, PO Box 978  
Salmon Arm, BC V1E 4P1  
[www.csrld.bc.ca](http://www.csrld.bc.ca) | 250.832.8194

You are receiving this because you are currently involved in or were previously involved with one of the CSRSD's programs; or have subscribed to the CSRSD Newsletter.

**Unsubscribe**

Item 9.1

## CITY OF SALMON ARM

Date: January 11, 2021

Moved: Councillor

Seconded: Councillor

THAT: Council approve the Environmental Advisory Committee change in membership from fifteen (15) voting members to thirteen (13) by removing the following organizations from the Terms of Reference:

- Shuswap Pro-Development Association; and
- Shuswap Construction Industry Professionals.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

**CITY OF  
SALMON ARM**

---

TO: His Worship Mayor Harrison and Members of Council  
DATE: January 5, 2021  
SUBJECT: Environmental Advisory Committee Terms of Reference

---

**MOTION FOR CONSIDERATION:**

THAT: Council approve the Environmental Advisory Committee change in membership from fifteen (15) voting members to thirteen (13) by removing the following organizations from the Terms of Reference:

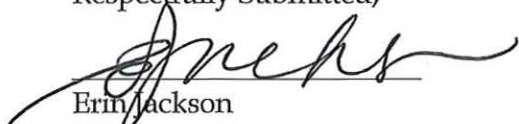
- Shuswap Pro-Development Association; and
  - Shuswap Construction Industry Professionals
- 

**Background:**

The Terms of Reference (attached as Appendix 1), outlines the composition of the Environmental Advisory Committee. Committee membership currently includes one (1) Council representative, three (3) Citizens at Large and eleven (11) organizations; however, two of the member organizations, Shuswap Pro-Development and Shuswap Construction Industry Professionals (SCIP), are no longer able to participate. As such, it is recommended that they be removed from the list of voting members and not replaced. Should circumstances change in the future, one or both organizations can request reinstatement or attend as guests when time permits.

With the change in membership, quorum will now be achieved when seven (7) members are present. There have been some difficulties achieving quorum in recent months and for this reason, staff support the reduction of membership and recommend that Council adopt the Motion for Consideration which will effectively amend the Environmental Advisory Committee Terms of Reference.

Respectfully Submitted,



Erin Jackson  
Director of Corporate Services

Appendices:  
Appendix 1 -Environmental Advisory Committee Terms of Reference

**City of Salmon Arm**  
**Environmental Advisory Committee**  
**Terms of Reference**

The City of Salmon Arm recognizes that we live in a finite world and that the natural ecosystem around us is what we depend on for our survival. As a community we will be respectful of the local and global ecosystems.

The Environmental Advisory Committee, "the Committee", has been established to advise the Council for the City of Salmon Arm on environmental matters.

**1. Purpose of the Committee:**

To act as an advisory body and resource group to City Council and Administration regarding ways to protect, maintain and enhance the natural environment in accordance with the provisions of the Environmental section of the Official Community Plan.

**2. Activities:**

1. The Committee shall undertake activities and projects with City Council's support or direction.
2. Project review and comment:
  - 2.1 Council or City staff may elect to forward specific City projects or private development projects to the committee for review and comment. The Committee will provide written review and comment on these projects in a timely manner.
  - 2.2 The Committee may also independently elect to provide review and comment on environmental issues and concerns that come directly to the attention of the Committee.
  - 2.3 The Committee's comments and recommendations will not bind council to a course of action. The Committee's reviews and comments will be presented to Council in a positive, respectful and well researched fashion.
  - 2.4 The Committee's comments and reviews will have due regard for federal, provincial and municipal legislation and the policies and direction of City Council.
  - 2.5 As part of completing recommendations, the Committee may consult with outside parties having an interest in the natural environment such as property owners, the development industry, government agencies, school boards, experts, consultants and

public interest groups. Such consultation would require the approval of City Council.

3. Upon the direction of City Council, the Committee will undertake and co-ordinate with City Administration the completion of natural environmental research projects.
4. The Committee may undertake educational initiatives both formally and informally, which raise the profile of the natural environment of the City of Salmon Arm. The nature of this education will be determined from time to time on the basis of need.
5. The Committee will provide input and comments on environmental aspects of policies of the City of Salmon Arm. Further, the Committee may make recommendations and advise Council on policies to be developed.

## 6. Membership

6.1 The Committee shall be composed of 15 members, as follows:

- ◆ One (1) member of City Council;
- ◆ One (1) member appointed to represent Salmon Arm Bay Nature Enhancement Society [SABNES];
- ◆ One (1) representative from the Forest Industry;
- ◆ One (1) representative from the Agricultural Industry;
- ◆ One (1) representative appointed to represent the Adams Lake Indian Band;
- ◆ One (1) representative appointed to represent the Neskonlith Indian Band;
- ◆ One (1) member appointed to represent Shuswap Environmental Action Society [SEAS];
- ◆ One (1) member appointed to represent the Fish and Game Club;
- ◆ One (1) member appointed to represent Shuswap Naturalists;
- ◆ One (1) member appointed to represent Shuswap Construction Industry Professionals;
- ◆ One (1) member appointed to represent WA:TER;
- ◆ One (1) member appointed to represent Shuswap Pro Development Association; and
- ◆ Three (3) citizens at large with professional expertise respecting environmental and/or as personal interest in the environment

6.2 Appointment of members, other than the City Councillor and those appointed by a specific group, shall be advertised and ratified by City Council. Committee membership shall be two (2) years. The terms of office for appointments may be varied to provide for continuity in the Committee.

6.3 The Committee shall be chaired by the member of City Council appointed to the Committee. If this Councillor is unable to attend a scheduled meeting, the Committee will appoint a chair from the attending membership at that meeting. Any



comments, recommendations or motions of the Committee will be as valid as if the Councillor had been present.

6.4 Fifty percent (50%) + one (1) shall constitute a quorum.

6.5 The Committee may request that members resign after missing three consecutive meetings without prior notice.

6.6 Committee members representing a specific group or organization are responsible for designating an alternate representative of that group or organization if they are unable to attend themselves.

## **7. Procedural Matters**

7.1 The Committee shall meet once per month at City hall. The date and time of such meetings shall be determined by the Committee, and may be varied at any time by the Committee. The actual starting time may be altered to accommodate site tours. There shall be no regular meeting held during the months of July or August, unless otherwise agreed by a majority of members.

7.2 The City Councillor chairing the Committee may vote on any motion. In the event of a tie vote, the motion is defeated.

7.3 A member of City staff will be available to the Committee on a regular basis to assist with any administrative or procedural matters, including the recording of minutes. City staff members may be invited, from time to time, to attend committee meetings to comment on matters relevant to Committee proceedings.

7.4 There shall be no remuneration payable to members for sitting on the Environmental Advisory Committee.

7.5 Environmental Advisory Committee members shall obtain permission from property owners prior to entering private property.

7.6 Committee meetings are open to the public, but members of the public who attend will not be permitted to vote on any matter before the Committee. Such members of the public may ask questions or make comments, at the discretion of the Committee.

## **8. Reporting**

Committee minutes will be presented to Council for information purposes.

8.1 All recommendations of the Committee must be ratified by Council prior to being actioned.

8.2 The Environmental Advisory Committee is responsible directly to Council.

8.3 All media releases must be ratified by Council.

Item 9.2

**CITY OF SALMON ARM**Date: January 11, 2021

THAT: Council appoint \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ as citizens-at-large to the Greenways Liaison Committee for a three year term, expiring December 31, 2023.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

**CITY OF  
SALMON ARM**

---

TO: His Worship Mayor Harrison and Members of Council

DATE: December 4, 2020

SUBJECT: **Greenways Liaison Committee Appointments**

---

**MOTION FOR CONSIDERATION**

**THAT: Council appoint one (1) City Councillor and three (3) citizens-at-large to the Greenways Liaison Committee.**

---

**BACKGROUND**

Aligned with the Greenways Liaison Committee's Terms of Reference (Appendix 1), solicitation for citizens-at-large members was advertized in the Salmon Arm Observer and the City's website over the month of November. Six letters of interest were received and are attached as Appendix 2.

Other committee members include two representatives from the Shuswap Trail Alliance and one from the Interior Health Authority.

The following City staff will attend committee meetings in a technical / advisory (non-voting) capacity:

Chris Larson, Senior Planner; and  
Darin Gerow, Manager of Public Works/Parks

Depending on the appointed Councillor's schedule, the first meeting of the new committee term is tentatively scheduled for Thursday, January 14<sup>th</sup> at 3:00 p.m. This date and time can be adjusted if necessary.



---

Kevin Pearson, RPP, MCIP  
Director of Development Services

# CITY OF SALMON ARM

## GREENWAYS LIAISON COMMITTEE

### TERMS OF REFERENCE

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#### BACKGROUND

A "greenway" is a linear corridor of land reserved and appropriately surfaced for public use. They are most commonly used as recreational trails for the purposes of walking, hiking and bicycling, and may include sidewalk connections and on-street bicycle lanes.

The original Greenways Liaison Committee (the "Committee") was initially formed as a select committee of Council in 2009, with its primary goals being to:

- 1) promote greenways in the City of Salmon (the "City");
- 2) assist with the facilitation of the City's Greenways Strategy; and
- 3) provide Council with responsive and strategic advice on Greenways projects.

The Salmon Arm Greenways Strategy was adopted in 2011 with a purpose to provide direction for the long-term planning and implementation of a trail/path network spanning the City providing outdoor recreation and tourism opportunities, accommodating alternative transportation, and supporting corridors for ecological connectivity.

#### COMMITTEE MANDATE

The mandate of the Greenways Liaison Committee (the "Committee") is now to continue as a select committee that will utilize the knowledge and resources of the City and community including, among others, citizens and greenway project stakeholders, to coordinate new and improved greenway projects, provide recommendations regarding outdoor recreation and alternative transportation opportunities, and promote the implementation of the Greenways Strategy within the City of Salmon Arm.

#### COMMITTEE PRODUCTS

During the course of its mandate, the Committee will:

- Work towards the implementation of the City's Greenways Strategy;
- Review plans for new and improved greenways, including providing recommendations about potential land acquisition, design, signage, construction and funding;
- Review and provide recommendations about the City's Long Term Financial Plan and annual budgets with respect to monies planned and allocated for greenway development and maintenance;
- Encourage the promotion of the City's greenways network; and,

- 
- Provide recommendations to Council for long-term planning and budgeting to accommodate alternative transportation.

### **COMMITTEE MEMBERSHIP**

The Committee shall consist of nine (9) members.

The seven (7) voting members shall include:

- One (1) City Council member;
- One (1) Interior Health Authority representatives;
- Two (2) Shuswap Trail Alliance representatives; and,
- Three (3) citizens at-large.

Voting members shall be appointed by Council. The City Council member shall be appointed on an annual basis. The remaining voting members shall be appointed for a three year term (the current term will end on December 31, 2023).

Committee members will serve on a voluntary basis.

Two (2) non-voting City staff members from the following departments shall attend each meeting in a technical and administrative capacity:

- Development Services Department (1 staff member)
- Engineering and Public Works Department (1 staff member)

### **GREENWAY PROJECT STAKEHOLDERS**

Greenway project stakeholders will be invited to participate in Committee meetings in a technical and advisory capacity when their interests and/or projects are being considered by the Committee.

### **COMMITTEE ADMINISTRATION**

The Development Services Department will coordinate, prepare agendas, record and post minutes, and prepare follow-up correspondence for Committee meetings.

### **MEETING FREQUENCY AND ATTENDANCE**

It is expected that the Committee will meet four times per year. Additional meetings may be required depending upon the topics and projects under consideration by the Committee.

Committee members are expected to attend meetings on a regular basis.

**MEETING STRUCTURE**

- The appointed City Councillor will serve as the Committee's Chair and spokesperson;
- Attendance by four (4) voting members of the Committee will constitute a quorum;
- A majority vote shall be a majority of the members present;
- Non-voting members of the Committee will attend in a technical and advisory capacity;
- No sub-committees will be established by the Committee;
- The Committee will conduct its meetings in accordance with the City's Procedure Bylaw;
- Committee meetings are open to the public, with the exception of any in-camera item; and
- Minutes of each meeting shall be available to the public upon request, with the exception of in-camera items.

**DECISION MAKING**

- Committee members will deal with matters on the established agenda and within their mandate;
- Any recommendation to City Council will be determined with a majority vote by the voting members of the Committee;
- Any member who has a conflict of interest in a matter being dealt with by the Committee must advise the Chair and that member will be excused from the Committee meeting while the matter is being dealt with; and
- Once a decision or recommendation has been made by the Committee, it is expected that all Committee members will respect that decision.

Adopted by City Council on this \_\_\_\_\_ day of \_\_\_\_\_.

NOVEMBER 24, 2020

PAGE 1/2

# CITY OF SALMON ARM

## Application for Appointment to the Greenways Liaison Committee

The City of Salmon Arm is seeking applications for Citizens at Large to become members of the Greenways Liaison Committee. The mandate of this Committee is to utilize the knowledge and resources of the City of coordinate new greenway projects, make recommendations regarding outdoor recreation, alternative transportation opportunities and to promote the implementation of the Greenways Strategy within the City.

In order to assist the City Council in the selection and appointment of the Committee membership, prospective members are requested to forward a completed application form to City Hall by November 27, 2020 at 4:00 p.m. Applications can be mailed to Box 40, Salmon Arm, BC, V1E 4N2, faxed to 250-803-4042, sent by email to [ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca) or dropped off at City Hall, 500 - 2 Avenue NE.

Name ROBERT A. BICKFORD Number of years living in Salmon Arm 12

Civic address [REDACTED]

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

Email address [REDACTED]

Telephone Home [REDACTED] Work \_\_\_\_\_ Cell \_\_\_\_\_

Occupation (RETIRED) FOREST ENGINEER • (RETIRED) LOGS/LANDS,  
SAWMILLS AND PLYWOOD PLANT DIVISIONAL MANAGEMENT.

### Community Affiliations/Memberships

- B.C. REGISTERED PROFESSIONAL FORESTER #750 (RET.)
- CITY OF SALMON ARM GREENWAYS LIAISON COMMITTEE - 2012 → PRESENT
- COLUMBIA SHUSWAP REGIONAL DISTRICT AIRBIAE PARKS AND RECREATION ADVISORY COMMITTEE - 2010 → PRESENT - CHAIR - 2 TERMS (9 YRS)
- SALMON ARM FLY FISHERS ASSOCIATION - 2010 → PRESENT.
- SALMON ARM BOY NATURE ENHANCEMENT SOCIETY MEMBER
- SALMON ARM CITY AND SABLES' FORESHORE DOG USE JOINT COMMITTEE



ROBERT BICKFORD

Reasons for seeking Appointment

A CAREER IN THE FOREST INDUSTRY (BC/ONTARIO) PRESENTED THE OPPORTUNITY FOR OUR FAMILY TO ENJOY MUNICIPAL SPONSORED RECREATIONAL 'OUT DOOR' ACTIVITIES YEAR ROUND. 'TO GIVE BACK' BY VOLUNTEERING IS A REASON TO BE INVOLVED.

I ENJOY EVALUATING EXISTING AND PROPOSED TRAILS WITH AN EYE TO DESIGN - SIDE SLOPE, SOIL TYPE, VERTICAL GRADE, TREE RETENTION AND SURFACE WATER.

I ENJOYED BEING INVOLVED WITH THE FORESHORE DOG USE COMMITTEE MAKE UP OF CITY AND SAGONS REPRESENTATIVES. TRAIL MONITORING SUGGESTS A SUCCESSFUL RESULT.

REVIEWING annual Greenways budgets, proposed works and year end performance is key to a successful programme, and validating the need for the committee.

I, ROBERT A BICKFORD, hereby signify that I am willing to accept an appointment to the Greenways Liaison Committee.

NOVEMBER 24 2020  
Date

*R. A. Bickford*  
Signature

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

In order to be considered, this application must be returned to City Hall prior to 4:00 p.m. on November 27, 2020

# CITY OF SALMON ARM

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Name Steve Fabro Number of years living in Salmon Arm 18

Civic address [REDACTED]

Mailing address (if different than above) A/A

Email address [REDACTED]

Telephone Home [REDACTED] Work [REDACTED] Cell [REDACTED]

Occupation Driving Instructor - Direct Drive Driver Training

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

Shuswap Trail Alliance - Member

Greenways Liaison Committee - Citizen at large

Active Transportation Task Force - Citizen at large

Shuswap Cycling Club - Member

Royal Canadian Legion - Branch 62 - Salmon Arm - Member

Larch Hills Nordic Society - Member

Reasons for seeking Appointment To provide Feed back From  
user groups that will enhance our trail  
systems + increase useage of our  
greenways.

Actively promote the creation oF  
more greenways that will bring  
visitors to our area.

As a regular user oF our local  
trails I am passionate about the  
upkeep oF our trails + creation oF  
new trails. I regularly volunteer for trail  
maintenance + trail building.

I, Steve Fabro, hereby signify that I am willing to  
 accept an appointment to the Greenways Liaison Committee.

Nov 24/20  
 Date

Steve Fabro  
 Signature

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Reasons for seeking Appointment \_\_\_\_\_

This would be my 4th term on GLC, I believe my experience on the Committee presents me with an opportunity to contribute based on long history with this group. I am also the GLC rep on the Active Transportation Task Force.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, Joseph C. Johnson, hereby signify that I am willing to accept an appointment to the Greenways Liaison Committee.

November 13, 2020

Date

Joseph Johnson  
G5W5CT

Signature

Digitally signed by Joseph Johnson G5W5CT  
Date: 2020.11.13 07:32:37 -08'00'

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

In order to be considered, this application must be returned to City Hall prior to 4:00 p.m. on November 27, 2020

# CITY OF SALMON ARM

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The City of Salmon Arm is seeking applications for Citizens at Large to become members of the Greenways Liaison Committee. The mandate of this Committee is to utilize the knowledge and resources of the City of coordinate new greenway projects, make recommendations regarding outdoor recreation, alternative transportation opportunities and to promote the implementation of the Greenways Strategy within the City.

In order to assist the City Council in the selection and appointment of the Committee membership, prospective members are requested to forward a completed application form to City Hall by May 17, 2019 at 4:00 p.m. Applications can be mailed to Box 40, Salmon Arm, BC, V1E 4N2, faxed to 250-803-4042, sent by email to [ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca) or dropped off at City Hall, 500 - 2 Avenue NE.

Name Pamela Dettwiler Number of years living in Salmon Arm 24

Civic address \_\_\_\_\_

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

Email address \_\_\_\_\_

Telephone Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Occupation Retired Teacher

Community Affiliations/Memberships SABNES, Lady Striders,

Larch Hills Nordic Society, SEAS,

Shuswap Outdoors Club, Shuswap Trail Alliance,

Shuswap Theatre, Shuswap District Arts

Council, R.J. Haney Heritage Village and Museum

Reasons for seeking Appointment I love walking in Salmon Arm. I really want to make it more convenient for others of all ages and fitness levels to walk and be active in our community. I believe that I have something to contribute with my knowledge of Salmon Arm and what I have learned about creating walkable neighbourhoods. Working with the other committee members to brainstorm possibilities, share ideas, research options and present recommendations would be a valuable way that I could contribute to our beautiful city.

I, Pamela Dettwiler, hereby signify that I am willing to accept an appointment to the Greenways Liaison Committee.

Nov. 25, 2020  
Date

  
Signature

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

In order to be considered, this application must be returned to City Hall prior to 4:00 p.m. on May 17, 2019.

November 25, 2020

To Salmon Arm City Council

It is very exciting to have the opportunity to apply to join the Greenways Liaison Committee as a Citizen-at-Large. Salmon Arm has done some wonderful work in creating greenways, and other opportunities for active recreation and transportation. It would be wonderful to be able to contribute to continued improvement in this area.

I am an enthusiastic pedestrian and have walked over much of Salmon Arm in the twenty-four years that I've been here. Having lived in four different neighbourhoods, and always walked for both transportation and recreation; I am knowledgeable about the city, as a pedestrian, as a cyclist, and as a driver. I have seen what works well and what could be improved.

In addition to having excellent map reading skills; I am very interested in urban design and walkability. It is a subject that I enjoy reading about. Having lived in, and visited, a number of other cities, large and small; I have seen things that have worked well in other communities. I enjoy collaborating and sharing ideas. I'm creative and very good at problem solving. As a former teacher, I am also organized and practical.

I have served on a variety of boards for a number of different organizations. This however, is a particular passion of mine. I believe that everyone benefits from spending more time outside. Designing communities that make it easier to get around without a car and to be active outside makes individuals healthier and happier. Helping people to get out of their cars makes a city friendlier, more beautiful and a more desirable place to live. It also creates more recreation opportunities for tourists. It would be wonderful to be able to contribute to the continual improvement of Salmon Arm by being a Citizen-at-Large on the Greenways Liaison Committee.

Thank you very much for considering my application

A handwritten signature in cursive script, appearing to read 'Pamela Dettwiler', written in black ink.

Pamela Dettwiler



**Pamela Dettwiler**



**Currently retired from 28 years as a teacher**

- planning the year and units of study
- designing lessons
- instructing students as a group and individually using a variety of strategies
- supporting and encouraging students
- researching and creating resources and teaching materials
- collaborating with other teachers, and with teaching assistants
- evaluating student work and giving constructive feedback
- assessing student learning
- completing report cards and communicating with parents
- working on committees and making presentations to colleagues
- supporting extra-curricular activities for students
- organizing field trips and other events
- staying current with alterations to curriculum and other changes in the profession

Employment History

**School District #83 North Okanagan Shuswap**

<i>2013-2019</i>	North Canoe Elementary:	grades 4 and 5
<i>2010-2013</i>	Education Outreach program	science and math 9-12
<i>2006-2010</i>	Shuswap Middle School	grades 6 and 7
<i>1997-2006</i>	Shuswap Junior High	science and math 8-10

**School District #57 Prince George**

<i>1991-1996</i>	Mackenzie Secondary School	science and math 8-12
------------------	----------------------------	-----------------------

### Current Volunteer Positions

Tutoring ESL online through Okanagan University College

Helping with the Good Food Box

Working at the Reino Keski-Salmi Loppet

Acting and volunteering backstage with Shuswap Theatre

### Previous Volunteer Positions

Board Member with the Shuswap Theatre Society

Board member on the Shuswap Exceptional Children's Association

Board member for SABNES (Salmon Arm Nature Bay Enhancement Society)

### Education

1990

**Bachelor of Education** (Secondary Science)

*University of British Columbia – Vancouver campus*

1986

**Bachelor of Science** (Agriculture-Animal Sciences)

*University of British Columbia – Vancouver campus*

### Hobbies and Interests

hiking and walking, cooking for friends, singing, painting, and sewing,

travelling to visit friends and family, cross country skiing, reading,

learning about local history, science and nature, and also architecture and design

# CITY OF SALMON ARM

## Application for Appointment to the Greenways Liaison Committee

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Name Margo Longland Number of years living in Salmon Arm 1.5 yrs

Civic address \_\_\_\_\_

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

Email address \_\_\_\_\_

Telephone Home \_\_\_\_\_

Work \_\_\_\_\_

Cell \_\_\_\_\_

Occupation Senior Program Manager, Conservation and Energy Management, BCHydro

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

Salmon Arm Bay Nature Enhancement Society

Tsuts'weye Women's Entrepreneur + Innovation Network (Salmon Arm)

Salmon Arm Minor Hockey Assoc.

Larch Hills Nordic Society

Salmon Arm Curling Club

Reasons for seeking Appointment \_\_\_\_\_

See attached cover letter. Thanks  
for your consideration.

I, Margo Longland, hereby signify that I am willing to accept an appointment to the Greenways Liaison Committee.

Nov 26, 2020  
Date

[Signature]  
Signature

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

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November 26, 2020

Erin Jackson  
500-2 Avenue NE, Box 40  
Salmon Arm, B.C. V1E 4N2

Dear Erin,

Please find enclosed my application and resume for a role as Citizen at Large for the Greenways Liaison Committee. Thank-you for the opportunity to be considered for this position.

My young family and I recently relocated to Salmon Arm from Vancouver. We choose to move to Salmon Arm because we loved the community and thought it would be a great place to raise a family.

In Salmon Arm, I see a community with so much potential and its developing greenway system is and will be a great asset to the City. As a society, we need greenways to reduce our reliance on fossil fuels, improve our health, connect with our communities, and support our mental health. I have spent much time using the greenways already and have thought and talked about issues that I see shaping their use and improvement such as connectivity, maintenance, public awareness, and safety. A major decision-making factor in choosing our home was its location near trails and greenways for moving about the City. The importance of greenways and connectivity was something we enjoyed in Vancouver and didn't want to lose when we moved. I regularly walk or bike downtown (or to uptown), walk the kids to school at Bastion via the trails behind our house through Hoadley Park, and walk for fitness on the many city trails such as Cress Creek, Turner, and the Foreshore. In short, I am an active and knowledgeable citizen user of our greenways system.

While I am newcomer to the community, I bring a strong background with my educational, work, and life experiences, which will be an asset to the committee. I have extensive experience working and collaborating on teams and working groups with various levels of government. I am an easy-going, enthusiastic, and committed person. I am growing my connections in the community. In a short time since arriving, I already have a variety of memberships and associations that will support my ability to reach out and represent our community on this committee over the next three years.

Sincerely,



Margo Longland  
[REDACTED]

# MARGO LONGLAND

---

## ABOUT ME

I am a highly respected, passionate and skilled environmental program manager, who would like to use my unique skill set and interests to support community building and development for a sustainable future. I recently relocated to Salmon Arm with my young family after living in Vancouver for 25yrs.

## EXPERIENCE

2003 – 2005

### RESEARCHER AND ANALYST, INDEPENDENT CONTRACTOR

Decision analysis and values of recreation (Guam Coral Reefs, Backcountry Skiers)

2004 – 2008

### EVALUATION ANALYST, BC HYDRO

Quantitative and qualitative assessment of BC Hydro's energy efficiency programs

2008 – PRESENT

### PROGRAM MANAGER, BC HYDRO

Development and management of residential energy efficiency programs for BC Hydro

## EDUCATION

2004

### MASTER'S DEGREE - RESOURCE AND ENVIRONMENTAL MANAGEMENT, SFU

Multi-disciplinary resource management degree with a research focus on human decision making and choice assessment related to environmental issues and valuation.

2000

### BACHELOR'S DEGREE – CONSERVATION BIOLOGY, UBC

Extensive training in biology, ecology, conservation and management of species at risk

## SKILLS

- Business case planning and development
- Budgeting, financial planning, and forecasting
- Extensive experience managing complex, high-value projects with budgets > \$15 million
- Collaborative engagement and work with government, community, and business groups
- Developing and managing environmental programs to engage citizens to participate
- Survey and research project design
- Contract management
- Data Analytics/Excel

## ACTIVITIES

I enjoy any activity in nature including hiking, biking, gardening, and birdwatching. I have a regular yoga and meditation practice for fitness and wellbeing. I am also an avid reader who loves to learn.

# CITY OF SALMON ARM

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Name Joshua Meikle Number of years living in Salmon Arm 13

Civic address [REDACTED]

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

Email address [REDACTED]

Telephone Home [REDACTED] Work [REDACTED] Cell [REDACTED]

Occupation Program and Technology Manager for Shuswap Makerspace

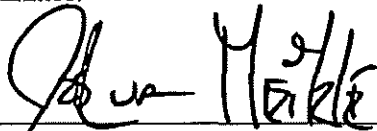
Community Affiliations/Memberships \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reasons for seeking Appointment \_\_\_\_\_

I would like to contribute to bettering this amazing community: this is where I'm raising my family and I strongly support the protection and development of new greenways and pathways (it is essential to contributing to the 'liveability' of a community).

I, Joshua Meikle, hereby signify that I am willing to accept an appointment to the Greenways Liaison Committee.

November 5, 2020  
Date

  
Signature

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# CITY OF SALMON ARM

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Name Anita Olson Number of years living in Salmon Arm 47

Civic address [REDACTED]

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

Email address [REDACTED]

Telephone Home \_\_\_\_\_ Work \_\_\_\_\_ Cell [REDACTED]

Occupation Physiotherapist

Community Affiliations/Memberships I am a member of the Larch Hills Nordic Society and was a local gym member pre-COVID. I raised 3 children in Salmon Arm and was involved in many local organizations such as ringette, hockey, soccer and school PACs. In June 2020, I retired from Interior Health. I was the Physiotherapy Professional Practice Leader for Allied Health in Salmon Arm. I was responsible for the operational and program management of a 30 person department and administered close to a 2 million dollar annual budget. I recently was one of the organizers of a Seniors Health and Wellness Centre for our area.

Reasons for seeking Appointment As I have recently retired, I now have the time and the energy  
to contribute to my community. I am an avid outdoor enthusiast - hiking, walking and cycling in the summer and  
cross-country skiing and snowshoeing in the winter. I regularly use the local trails in our area and always explore  
trails during my travels.

I would be very excited to be involved in the Greenways Liaison Committee. I see many benefits  
to greenways projects. Trails provide health benefits by improving health through active living. Transportation is  
improved and fuel costs decreased with pedestrian and bike trails. Trails can also generate economic activity by  
increasing the value of properties, by making the community more attractive to live in and by promoting tourism.  
They also help to preserve natural landscape.

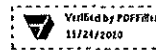
~~I have spent the last third of my career planning, participating and chairing various committees in my health care~~  
~~role. My entire career involved working with teams. I feel I would be a valuable and enthusiastic asset to the~~  
Greenways Liaison Committee.

Anita Olson

I, \_\_\_\_\_, hereby signify that I am willing to accept an appointment to the Greenways Liaison Committee.

November 23, 2020

Anita Olson



\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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

In order to be considered, this application must be returned to City Hall prior to 4:00 p.m. on November 27, 2020

Item 9.3

## CITY OF SALMON ARM

Date: January 11, 2021

Moved: Councillor

Seconded: Councillor

THAT: the following individuals be appointed as the Columbia Shuswap Regional District representatives to the Shuswap Regional Airport Commission for a term ending December 31, 2022:

- Terry Rysz, District of Sicamous;
- Paul Demenok, CSRD- Area C;
- Rene Talbot, CSRD - Area D; and
- Rhona Martin, CSRD - Area E.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

# CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council  
 DATE: January 6, 2021  
 SUBJECT: Shuswap Regional Airport Commission Appointments

**Recommendation:**

THAT: the following individuals be appointed as the Columbia Shuswap Regional District representatives to the Shuswap Regional Airport Commission for a term ending December 31, 2022:

- Terry Rysz, District of Sicamous;
- Paul Demenok, CSRD – Area C;
- Rene Talbot, CSRD – Area D; and
- Rhona Martin, CSRD – Area E.

**Background:**

Pursuant to the City of Salmon Arm Shuswap Regional Airport Commission Establishment Bylaw No. 2152, Council must appoint all members to the Shuswap Regional Airport Commission (Airport Commission) by resolution. The bylaw specifies that all appointments, except those to fill interim vacancies, shall be for a two (2) year term based on the calendar year.

In 2019 the following individuals were appointed as the City of Salmon Arm representatives to the Shuswap Regional Airport Commission for a term expiring December 31, 2021:

- Mayor Alan Harrison, City of Salmon Arm;
- Chelsea Van de Cappelle, Chief Financial Officer;
- Robert Niewenhuizen, Director of Engineering and Public Works; and
- Tim Auger, Salmon Arm Flying Club.

During the committee appointments that occurred at the end of 2020, Councillor Eliason was appointed to replace Mayor Harrison for the duration of this term.

Respectfully submitted,

  
 Erin Jackson  
 Director of Corporate Services



## COLUMBIA SHUSWAP REGIONAL DISTRICT

555 Harbourfront Drive NE, PO Box 978, Salmon Arm, BC V1E 4P1  
 T: 250.832.8194 | F: 250.832.3375 | TF: 1.888.248.2773 | [www.csrdd.bc.ca](http://www.csrdd.bc.ca)

December 11, 2020

File No:8400 20 01

Via Email: [ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca)

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

Dear Sirs:

**RE: Shuswap Regional Airport Commission – 2021 Appointees**

Please be advised that the Columbia Shuswap Regional District Board has made its appointments for 2021 on the Shuswap Regional Airport Commission. The individuals appointed remains unchanged from 2020:

Paul Demenok (Electoral Area C),  
 Rene Talbot (Electoral Area D),  
 Rhona Martin (Electoral Area E), and  
 Terry Rysz (District of Sicamous).

The contact information for the above individuals remains unchanged.

Please copy any correspondence sent to the appointees to the Columbia Shuswap Regional District by email to [admin@csrdd.bc.ca](mailto:admin@csrdd.bc.ca).

Yours truly,  
**COLUMBIA SHUSWAP REGIONAL DISTRICT**  
 Per:

Lynda Shykora, Deputy Manager  
 Corporate Administration Services

cc: Directors Demenok, Talbot, Martin and Rysz

#### ELECTORAL AREAS

A GOLDEN-COLUMBIA  
 B REVELSTOKE-COLUMBIA

C SOUTH SHUSWAP  
 D FALKLAND-SALMON VALLEY

E SICAMOUS-MALAKWA  
 F NORTH SHUSWAP-SEYMOUR ARM

#### MUNICIPALITIES

GOLDEN  
 REVELSTOKE

SALMON ARM  
 SICAMOUS

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Item 9.4

## CITY OF SALMON ARM

Date: January 11, 2021

Moved: Councillor

Seconded: Councillor

THAT: ALC Application No. 400 (ALC ID 61586) be forwarded to the Agricultural Land Commission.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

# CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

DATE: December 16, 2020

FROM: Development Services Department

RE: Agricultural Land Commission (ALC) Application No. 400  
Type: Non-Farm Use - ALC ID 61586

PROPERTY: Lot B, Plan KAP15907, Sec. 9, Twp. 20, Rge. 10  
3710 – 10 Avenue SW

OWNER / APPLICANT: Birch Haven Farms Ltd. / Brad DeMille

## STAFF RECOMMENDATION

THAT: ALC Application No. 400 (ALC ID 61586) be forwarded to the Agricultural Land Commission.

## BACKGROUND

The subject property fronts the south side of the Trans Canada Highway and the Salmon River along its western boundary. The land has had a long history as a farming operation and an associated retail business (DeMille's Farm Market). The applicant is proposing retail liquor sales within the C-8 zoned portion of the subject property (ALC application is attached).

The majority of the property is an active farm, zoned "Salmon Valley" (A-1), while the retail site, approximately 3,900 m<sup>2</sup>, is zoned "Farm Produce Commercial" (C-8). All of the land is designated "Salmon Valley Agriculture" for Land Use in the Official Community Plan. Reference map is attached.

The C-8 Zone (attached) had historically been aligned with ALC Policy and Regulations. In 2009, the area of the C-8 zone boundary on the subject property was slightly expanded and the regulations of the C-8 zone were amended as follows:

- 1) An additional 170 m<sup>2</sup> portion of the subject property was rezoned from A-1 to C-8;
- 2) "retail sales of arts and crafts" was added as a permitted accessory use in the C-8 zone;
- 3) The maximum sales floor area in the C-8 zone was increased from 400 m<sup>2</sup> (4,306 ft<sup>2</sup>) to 680 m<sup>2</sup> (7,319 ft<sup>2</sup>); and
- 4) The parking space requirement for "Farm Produce Sales" was amended from 1 per 13 m<sup>2</sup> (140 ft<sup>2</sup>) of gross floor area and covered area to 1 per 17 m<sup>2</sup> (183 ft<sup>2</sup>) of sales floor area.

All of the above was first approved by the ALC by Non-Farm Use Resolution No. 341/2009.

Retail sales in the ALR are supposed to be directly related to items produced on the farm. More specifically, the ALC Regulations stipulate that at least 50% of the retail sales area must be used for the sale of farm product produced on that farm... and the total retail sales area for all products, both farm and off-farm in origin, must not exceed 300 m<sup>2</sup>. Wineries, cideries, breweries, distilleries and meaderies are held to this standard for their operations. The off-farm origin liquor sales is an expansion of the non-farm retail sales and is considered a non-farm use of the property.



## CITY BYLAW REQUIREMENTS

*Licensee Retail Store* (LRS) is the permitted use of the City's Zoning Bylaw required for retail liquor sales. LRS is currently not permitted in the C-8 zone; therefore a Zoning Bylaw Amendment application is also required for the applicant's proposal.

There are two possible scenarios for a Zoning Bylaw Amendment:

- 1) Add LRS as a permitted use to the C-8 Zone, which would then be applicable to the other C-8 zoned properties in the City. The nearest and only other being the Pedro's Farm & Garden Market on the neighbouring farmland to the east.
- 2) Create a site specific zone (CD) which would mirror the C-8 Zone with the addition of LRS and only be applicable to the subject property.

The ALC's decision on this Non-Farm Use application will help in determining the better option to consider. The applicant has not applied for the Zoning Bylaw Amendment yet.

LRS is an outright permitted use in most commercial zones but has not been contemplated for C-8 until now. The Liquor Cannabis Regulation Branch of the Province has the ultimate authority over liquor licensing. Staff are not privy to the LCRB's involvement with the applicant's proposal to date.

## AGRICULTURAL ADVISORY COMMITTEE

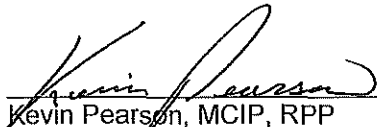
On December 8, 2020, the City's Agricultural Advisory Committee met when this application was under review and supported as follows.

THAT: the ACC recommends that Council support the Non-Farm Use application submitted by Birch Haven Farms Ltd.  
 Moved: Mike Schroeder  
 Seconded: Don Syme

Opposed: John McLeod, James Hanna  
 Abstain: Ron Ganert  
 CARRIED

## CONCLUSION

Staff is of the opinion that this application should be forwarded to the ALC for a decision. If approved, a Zoning Bylaw Amendment and Provincial Liquor Licensing would then be required for LRS.

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

# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 61586

**Application Status:** Under LG Review

**Applicant:** Birch Haven Farms Ltd.

**Local Government:** City of Salmon Arm

**Local Government Date of Receipt:** 10/22/2020

**ALC Date of Receipt:** This application has not been submitted to ALC yet.

**Proposal Type:** Non-Farm Use

**Proposal:** We would like to sell liquor at our Farm Market. Our proposal makes no changes to the size, integrity and continuity of the Agricultural Land Reserve. We will continue to farm lands we own and lease in order to supply our market. In addition our proposal will encourage the farming of agriculture lands and the growth of the industry in our region and throughout BC as we seek out grower and suppliers for our new venture.

**Mailing Address:**

3710 10th Avenue S.W.

Salmon Arm, BC

V1E 3k1

Canada

**Primary Phone:** (250) 833-9976

**Email:** demilles@shaw.ca

## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

**Parcel Identifier:** 008-678-111

**Legal Description:** Lot B, KAP15901, section 9 township 20, range 10, meridian land district 25 except 32284 manufactured home reg #57018

**Parcel Area:** 27.9 ha

**Civic Address:** 3710 10th Ave SW Salmon Arm BC V1E 3K1

**Date of Purchase:** 01/01/1979

**Farm Classification:** Yes

**Owners**

1. **Name:** Birch Haven Farms Ltd.

**Address:**

3710 10th Avenue S.W.

Salmon Arm, BC

V1E 4M2

Canada

**Phone:** (250) 833-9976

**Cell:** (250) 832-7550

**Email:** demilles@shaw.ca

## Current Use of Parcels Under Application

### 1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).

*DeMille's Farm market is a third generation family farm. With roots in California farming, the family moved to the Salmon Arm Valley in 1970 and has owned this property since 1979. From a humble beginning of ten rows of corn and roadside stand, DeMille's now farm 67 acres of our 69 acres site - all of which is in the Agricultural Land Reserve. Famous for our sweet corn, we also grow and sell alfalfa, pumpkins, vegetables, sunflowers and hemp on a total of 130 acres. In addition, our Farm Market sells agriculture products from throughout BC.*

### 2. Quantify and describe in detail all agricultural improvements made to the parcel(s).

*None part of the application*

### 3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).

*Existing Farm Market.*

## Adjacent Land Uses

### North

**Land Use Type:** Agricultural/Farm  
**Specify Activity:** Highway

### East

**Land Use Type:** Agricultural/Farm  
**Specify Activity:** Farm

### South

**Land Use Type:** Agricultural/Farm  
**Specify Activity:** Farm

### West

**Land Use Type:** Agricultural/Farm  
**Specify Activity:** Orchard

## Proposal

### 1. How many hectares are proposed for non-farm use?

*1 ha*

### 2. What is the purpose of the proposal?

*We would like to sell liquor at our Farm Market. Our proposal makes no changes to the size, integrity and continuity of the Agricultural Land Reserve. We will continue to farm lands we own and lease in order to supply our market. In addition our proposal will encourage the farming of agriculture lands and the growth of the industry in our region and throughout BC as we seek out grower and suppliers for our new venture.*

### 3. Could this proposal be accommodated on lands outside of the ALR? Please justify why the proposal cannot be carried out on lands outside the ALR.

*No*

**Applicant:** Birch Haven Farms Ltd.

**4. Does the proposal support agriculture in the short or long term? Please explain.**

*DeMille's Farm Market is proud to contribute to the Salmon Arm economy by serving residents of our valley and attracting tourists from and wide. With the addition of liquor sales, we believe our revenue will be further diversified and enable us to remain viable during difficult economic times.*

**5. Do you need to import any fill to construct or conduct the proposed Non-farm use?**

*No*

**Applicant Attachments**

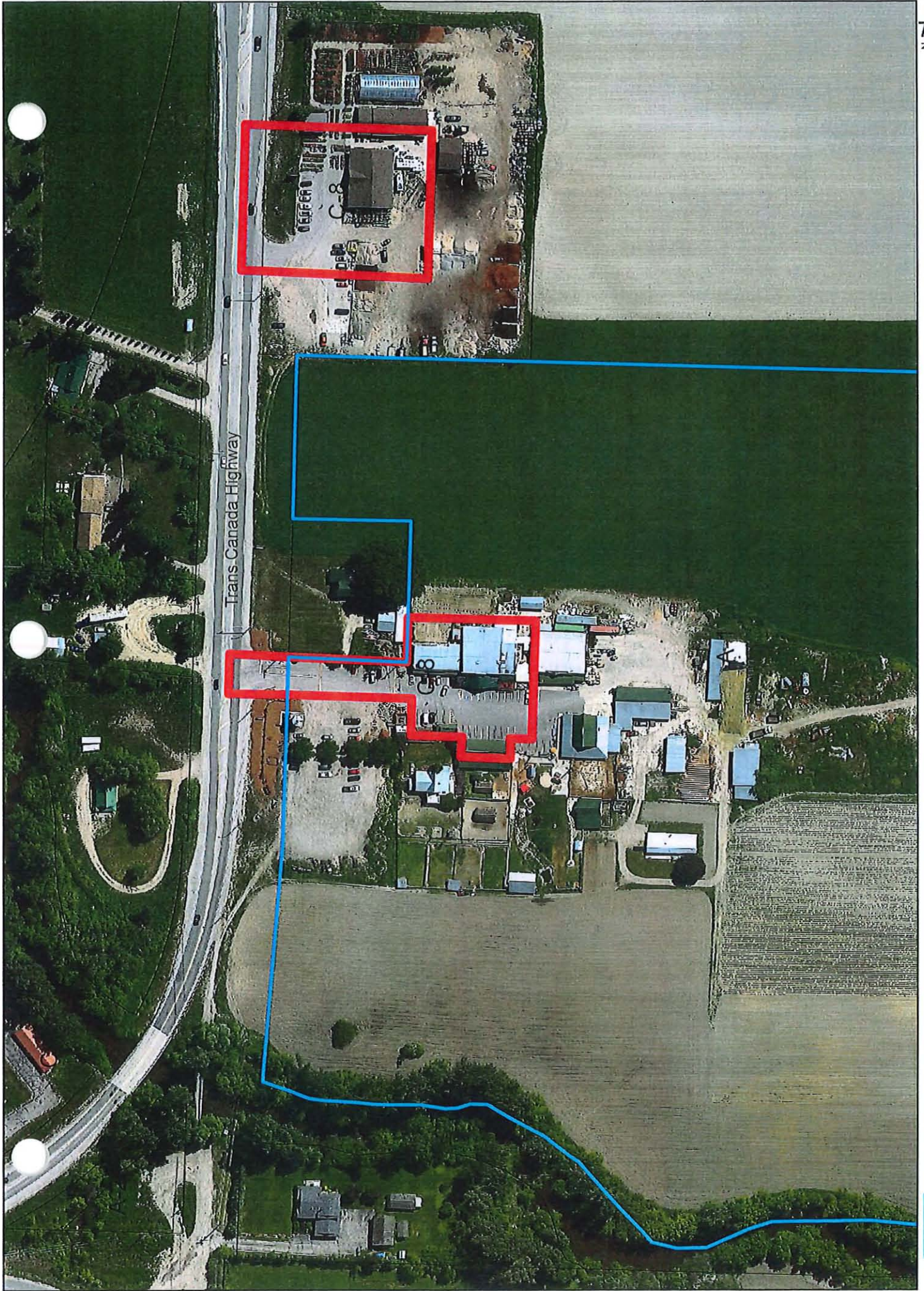
- Proposal Sketch - 61586
- Certificate of Title - 008-678-111

**ALC Attachments**

None.

**Decisions**

None.

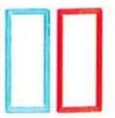


100 Meters



Subject Property

C-8 Zone



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**SECTION 22 - C-8 - FARM PRODUCE COMMERCIAL ZONE**


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**Purpose**

22.1 The C-8 *Zone* is intended to provide for the year-round retail sale of farm produce.

**Regulations**

22.2 On a *parcel zoned C-8*, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the C-8 *Zone* or those regulations contained elsewhere in this Bylaw.

**Permitted Uses**

22.3 The following uses and no others are permitted in the C-8 *Zone*:

- .1 retail sale of farm produce;
- .2 *mobile food vending*;
- .3 *outside vending*;
- .4 *public use*;
- .5 *public utility*;
- .6 *accessory use*.

#4240

#2837

**Accessory Use**

22.4 The following *accessory uses* and no others are permitted in the C-8 *Zone*:

- .1 retail sale of confectioneries and soft drinks;
- .2 retail sale of packaged food stuffs;
- .3 retail sale of bedding plants, processed fruits, shrubs or trees and plant food;
- .4 retail sales of arts and crafts.

#3768

**Maximum Parcel or Site Coverage**

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

**Maximum Height of Principal Buildings**

22.6 The maximum *height* of the *principal buildings* shall be 10.0 metres (32.8 feet).

**Minimum Parcel Size or Site Area**

22.7 The minimum *parcel* size or *site* area shall be 1,000.0 square metres (10,764 square feet).

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**SECTION 22 - C-8 - FARM PRODUCE COMMERCIAL ZONE - CONTINUED**

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**Minimum Parcel or Site Width**

22.8 The minimum *parcel* or *site* width shall be 20.0 metres (65.6 feet).

**Minimum Setback of Principal Building**

22.9 The minimum *setback* of the *principal building* from all *parcel* lines shall be 6.0 metres (19.7 feet).

**Maximum Sales Floor Area**

#3768 22.10 The maximum sales *floor area* shall be 680.0 square metres (7,319 square feet).

**Outside Storage**

22.11 Outside storage shall be screened as per Appendix III.

**Parking and Loading**

#3768 22.12 Parking and loading shall be required as per Appendix I.

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Item 9.5

## CITY OF SALMON ARM

Date: January 11, 2021

Moved: Councillor

Seconded: Councillor

THAT: the Mayor and Corporate Officer be authorized to execute the Amended 2020/2021 Annual Operating Agreement between the City of Salmon Arm and BC Transit, as outlined in the memorandum dated January 5, 2021.

### Vote Record

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

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



File: 2240.20.11

---

TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
DATE: January 5, 2021  
SUBJECT: **2020/2021 ANNUAL TRANSIT OPERATING AGREEMENT – AMENDED**

---

**RECOMMENDATION:**

**THAT: The Mayor and Corporate Officer be authorized to execute the Amended 2020/2021 Annual Operating Agreement between the City of Salmon Arm and BC Transit.**

**BACKGROUND:**

BC Transit has forwarded an Amended 2020/2021 Annual Operating Agreement (AOA) for the Shuswap Regional Transit system for approval.

This agreement is based on the Transit Service Agreement (2014-2023) which is the new principal overarching service agreement. Each year, the AOA confirms the budgeted service levels, revenue projections and cost structure for the transit system. The Amended AOA reflects services levels and revenue related to the changes due to COVID-19 pandemic. Specifically, it reflects reduced forecasts for passenger revenues and reduced vehicle lease fees.

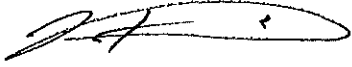
Under the Federal 'Safe Restart' Program the federal and provincial governments have committed to provide joint contributions in support of transit services. BC Transit has entered into a Contribution Agreement to receive \$86 million to provide relief to Local Government Partners to help meet their share of costs to maintain affordable essential Transit Service Levels during the COVID-19 pandemic recovery period.

The City of Salmon Arm has been allocated \$130,646.00 under this contribution agreement. Once the Amended AOA has been approved by Council, BC Transit will apply approximately 50% (\$65,323.00) of the contribution to offset the Municipality's share of reduced revenues and consequently net increase in costs for 2020/21 and any excess contributions will be deferred to the Municipality's Local Transit Fund to be used in 2021/22. In addition to Safe Restart funding, BC Transit has also reduced the cost of vehicle lease fees by waiving associated fees from July 1 – December 31, 2020. This is anticipated to result in savings of approximately \$66,300.00.

Staff have reviewed the agreements along with the projected revenues and expenses associated with the Amended 2020/2021 AOA. Budgeted revenues are anticipated to be reduced by \$42,600.00 and budgeted costs reduced by \$100,000.00, resulting in net savings of \$57,400.00. It is not recommended that the 2020 budget be amended at this time, rather staff will review the changes once finalized with the 2020 year-end process and any adjustments will be presented to Council with

the final year-end amendment in the spring 2021. Any net savings realized will be redirected to the Transit Services reserve to offset future related costs.

Respectfully submitted,



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Robert Niewenhuizen,  
Director of Engineering and Public Works

cc Chelsea Van de Cappelle, CFO

X:\Operations Dept\Engineering Services\8500-TRANSIT\Annual Operating Agreements\2020-2021\Amendment\Annual Operating Agreement Amendment 2020-21 (R1).docx

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Item 10.1

## CITY OF SALMON ARM

Date: January 11, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4426 be read a first and second time.

[ZON-1194; Ewanyshyn, A. & Schmidt, K.; 3150 20 Street NE; R-7 to R-8]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

# CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: December 14, 2020

Subject: Zoning Bylaw Amendment Application No. 1194

Legal: Lot 13, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP56746  
 Civic Address: 3150 – 20 Street NE  
 Owner/Applicant: Ewanyshyn, A. & Schmidt, K.

## MOTION FOR CONSIDERATION

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 13, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP56746 from R-7 (Large Lot 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 3150 – 20 Street NE (Appendix 1 and 2). The proposal is to rezone the parcel from R-7 (Large Lot Single Family Residential) to R-8 (Residential Suite).

## BACKGROUND – SECONDARY SUITES

The parcel is designated Low Density Residential in the City's Official Community Plan (OCP), and zoned Large Lot Single Family Residential (R-7) in the Zoning Bylaw (Appendix 3 & 4).

The subject parcel is located in the Upper Lakeshore residential neighbourhood, largely comprised of R-1, R-7 and R-8 zoned parcels. There are currently ten R-8 zoned parcels within the proximity of the subject parcel, including the parcel directly to the south.

The property is approximately 0.24 hectares (2,400 square metres) in size, and contains an existing single family dwelling. The parcel is large enough to either permit a *secondary suite* within the existing house, or for a new *detached suite*. With the existing single family dwelling positioned towards the rear of the parcel, which is restricted by covenants on title from residential development, the front yard is the most likely location for a potential future *detached suite*. Site photos are attached as Appendix 5.

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area, the large subject property has potential to meet the conditions for the development of a *secondary suite*, including sufficient space to meet the parking requirement.

## COMMENTS

### Engineering Department

No concerns with rezoning.

Building Department

No concerns. BC Building Code requirements must be met to construct a *secondary suite*.

Fire Department

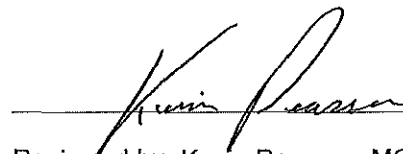
No concerns.

Planning Department

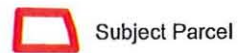
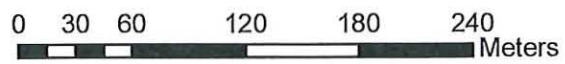
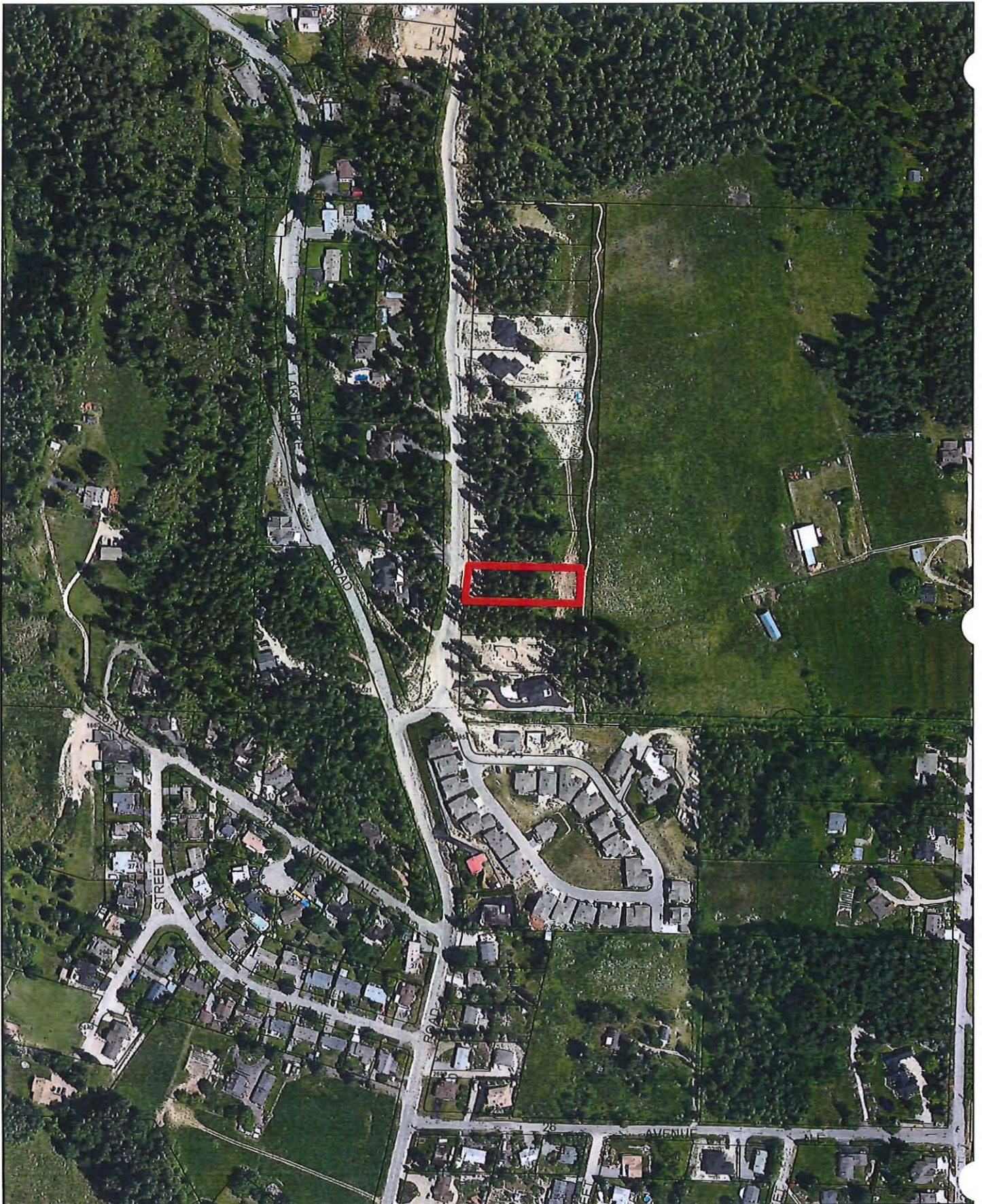
The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. Any new development will require a building permit and will be subject to applicable Development Cost Charges, as well as meeting Zoning Bylaw and BC Building Code requirements.



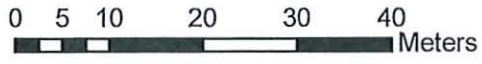
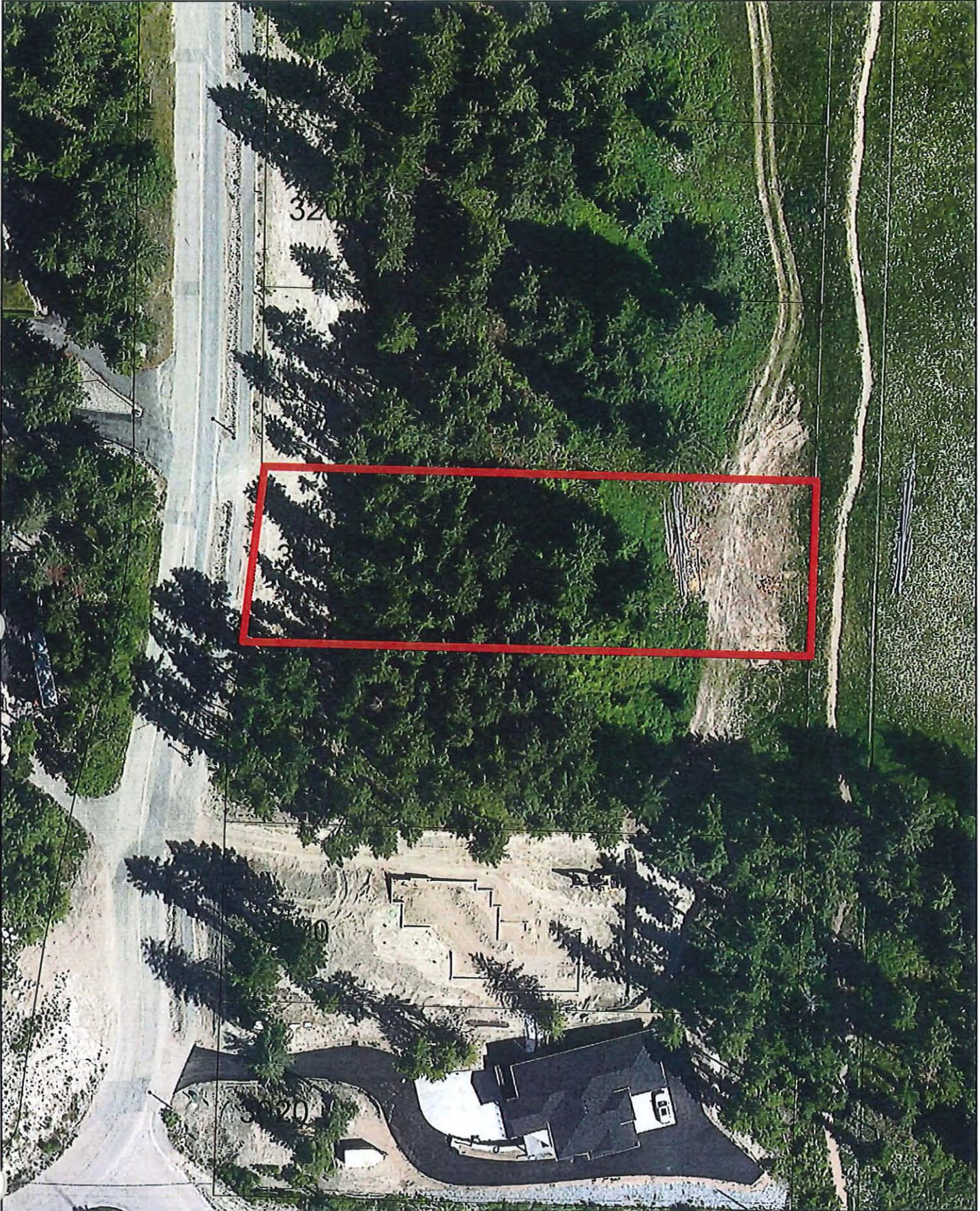
Prepared by: Chris Larson, MCIP, RPP  
Senior Planner



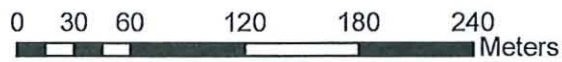
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services













View northeast from 20 Street NE.



View southeast from 20 Street NE.

## CITY OF SALMON ARM

### BYLAW NO. 4426

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

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WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means as authorized by Ministerial Order M192, British Columbia, on \_\_\_\_\_ at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_ 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 13, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP56746 from R-7 (Large Lot 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.

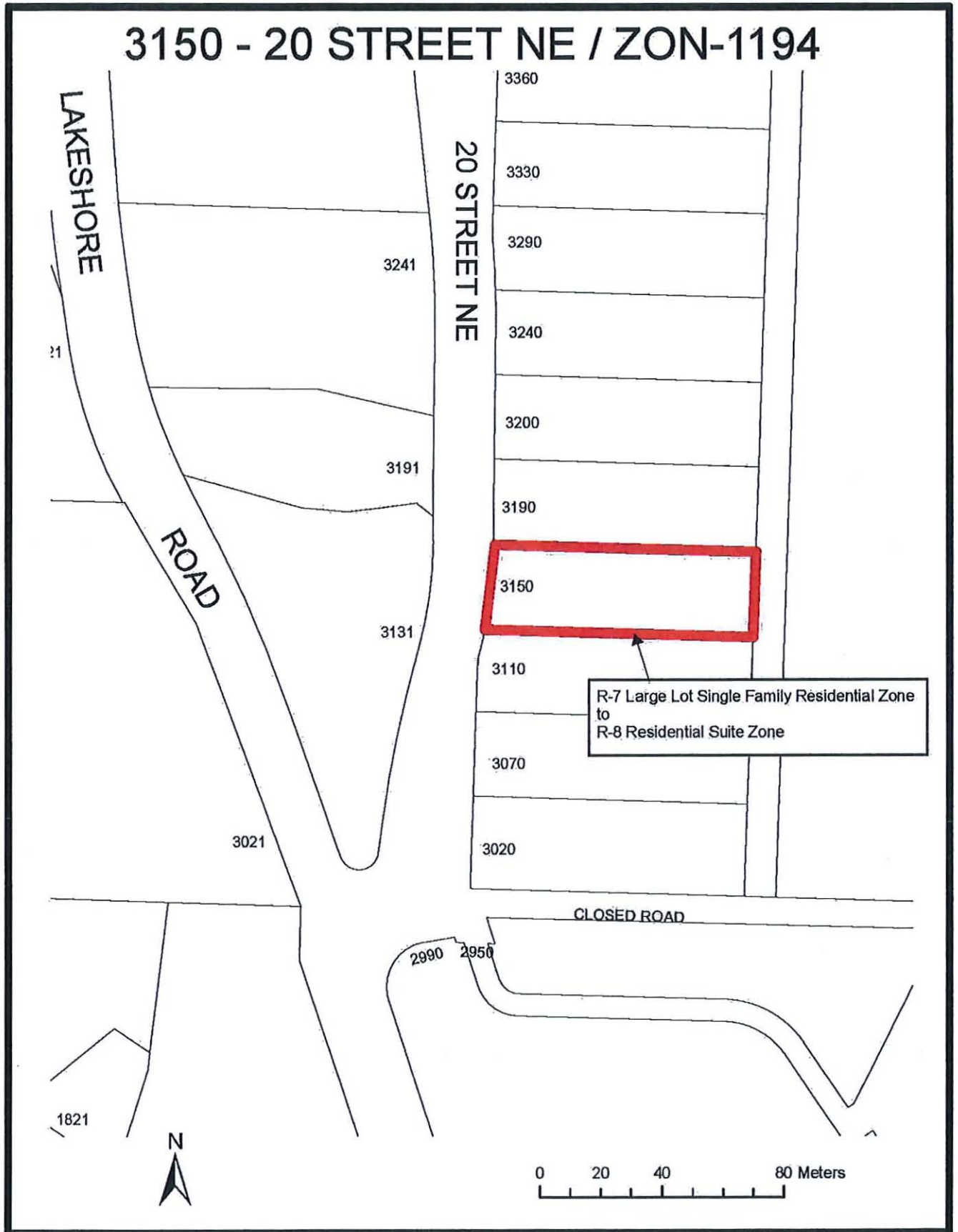
5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4426"

READ A FIRST TIME THIS	DAY OF	2021
READ A SECOND TIME THIS	DAY OF	2021
READ A THIRD TIME THIS	DAY OF	2021
ADOPTED BY COUNCIL THIS	DAY OF	2021

\_\_\_\_\_  
MAYOR

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



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Item 10.2

## CITY OF SALMON ARM

Date: January 11, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4432 be read a first and second time;

AND THAT: final reading be withheld subject to confirmation that the proposed secondary suite meetings Zoning Bylaw and BC Building Code requirements.

[ZON-1195; Ginn, G.; 861 35 Street SE; R-1 to R-8]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

# CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: December 10, 2020

Subject: Zoning Bylaw Amendment Application No. 1195

Legal: Lot 11, Section 18, Township 20, Range 9, W6M, KDYD, Plan KAP73719  
 Civic Address: 861 35 St SE  
 Owner/Applicant: Gena Ginn

## MOTION FOR CONSIDERATION

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 11, Section 18, Township 20, Range 9, W6M, KDYD, Plan KAP73719 from R1 (Single Family Residential) to R8 (Residential Suite Zone);

**AND THAT:** Final reading of the zoning amendment bylaw be withheld subject to confirmation that the proposed *secondary suite* meets Zoning Bylaw and BC Building Code requirements.

## STAFF RECOMMENDATION

**THAT:** The motion for consideration be adopted.

## PROPOSAL

To rezone a single family dwelling R1 (Single Family Residential Zone) property to R8 (Residential Suite Zone) in order to permit the development of a secondary suite within the existing single family dwelling.

## BACKGROUND

The subject property is located in the Little Mountain Subdivision (Appendix 1 & 2). The parcel is designated Residential Low Density in the City's Official Community Plan (OCP), and zoned R1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4).

Adjacent land uses include the following:

North: R8/Single Family Residence and Suite  
 South: R1/Single Family Residence  
 East: R1/Single Family Residence  
 West: R1/Single Family Residence and P3/Church

The subject property is 527m<sup>2</sup> (5672.5ft<sup>2</sup>) in area and contains a single family dwelling with two car garage that was constructed in 2003. The single family residence is approximately 120m<sup>2</sup> (1300 ft<sup>2</sup>) above a basement of approximately 118.9m<sup>2</sup> (1280ft<sup>2</sup>) in area. The site plan for the basement, as per the 2003 Building Permit, is included as Appendix 5.

The proposed suite is approximately 68m<sup>2</sup> (736ft<sup>2</sup>) in area within a portion of the basement. At the time that the house was constructed the builder included features such as an interconnected smoke alarm system and plumbing that allows for an easier conversion of the basement area into a suite. Drawings submitted in support of the application are enclosed as Appendix 6.

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area, the subject property has potential to meet the conditions for the development of a secondary suite, including sufficient space to meet the parking requirement.

#### COMMENTS

##### Engineering Department

No concerns with rezoning. Off-street parking must be provided for both the single family residence and the suite.

##### Building Department

The applicant has submitted a Building Permit Application for the conversion of a portion of the basement to a secondary suite. The Building Department has no issues with the proposed suite provided that the applicant upgrade the existing  $\frac{3}{4}$ " water service to a 1" water service and that the construction of the unit meets the BC Building Code requirements.

##### Fire Department

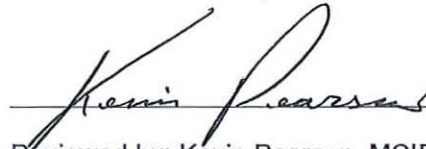
No concerns.

##### Planning Department

The conversion of a portion of the basement into a secondary suite is supported by the previously mentioned OCP policy and the proposed layout of the unit is compliant with zoning requirements, including an additional off-street parking space for the suite. Staff support the rezoning of the subject property from R1 (Single Family Residential Zone) to R8 (Residential Suite Zone).



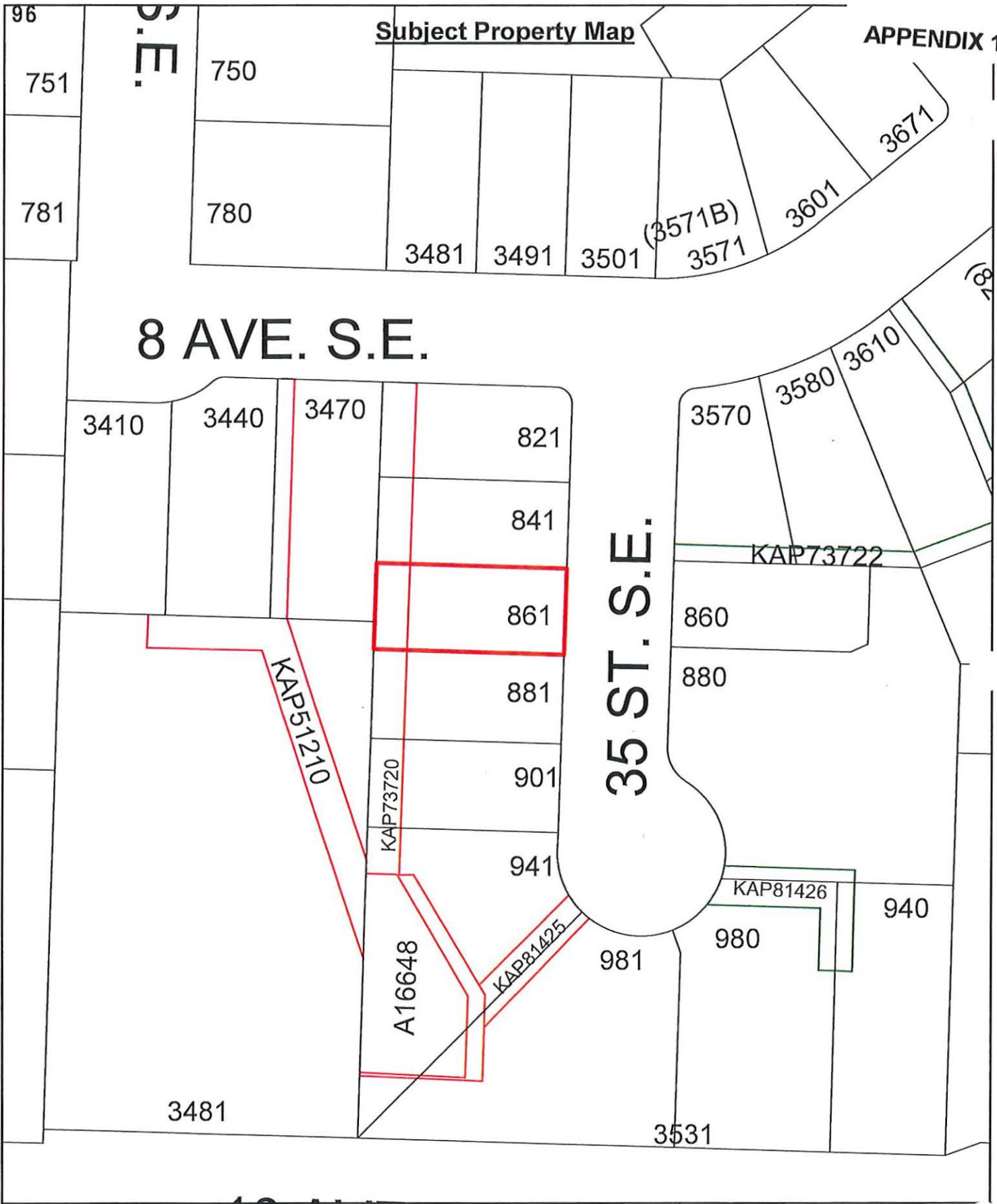
Prepared by: Melinda Smyrl, MCIP, RPP  
Planner



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

Subject Property Map

APPENDIX 1



8 AVE. S.E.


35 ST. S.E.



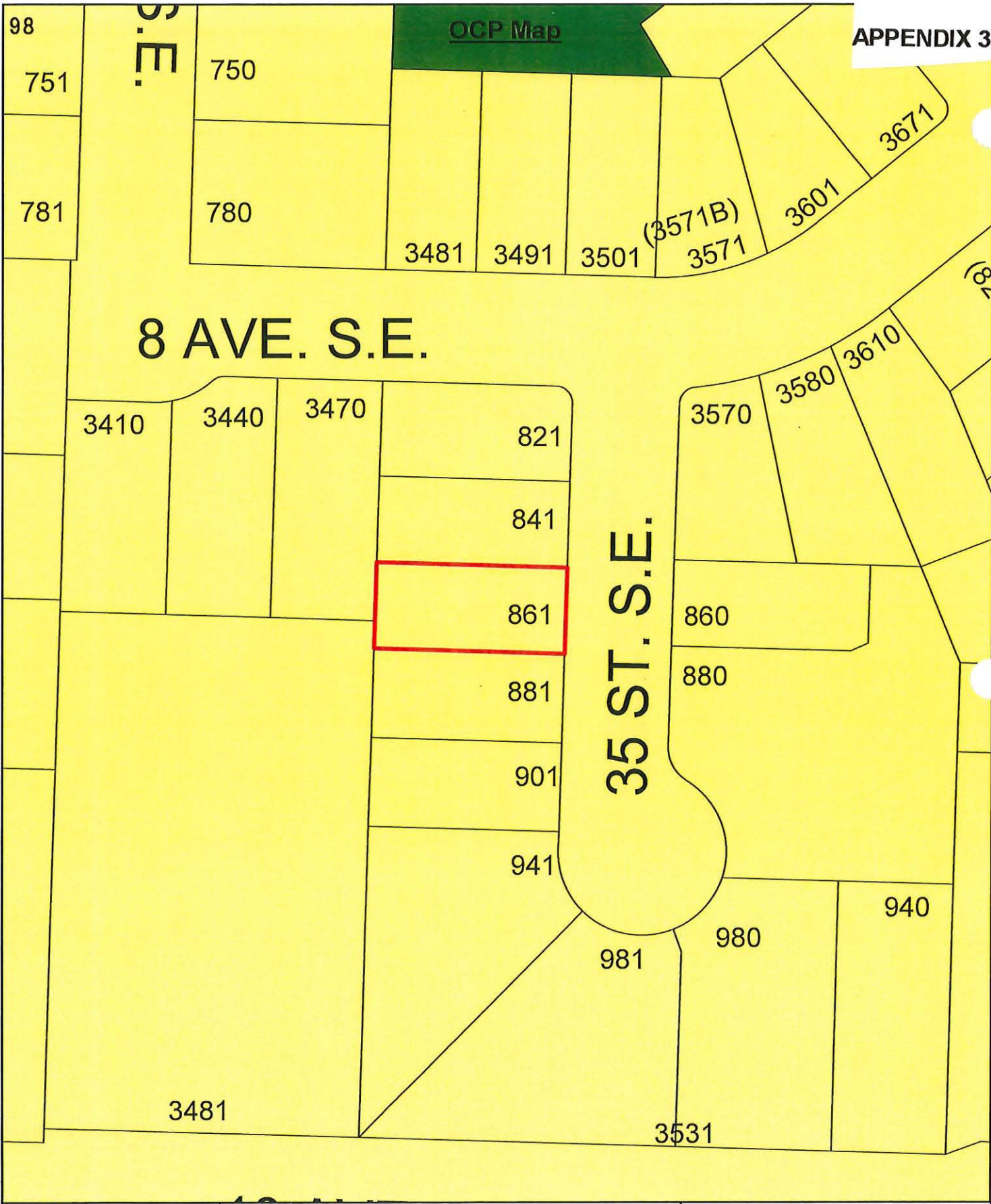
-  Subject Property
-  Right of Way
-  Easement

Ortho Map



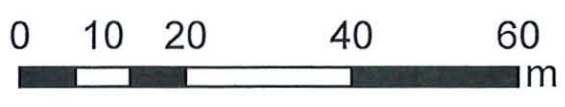
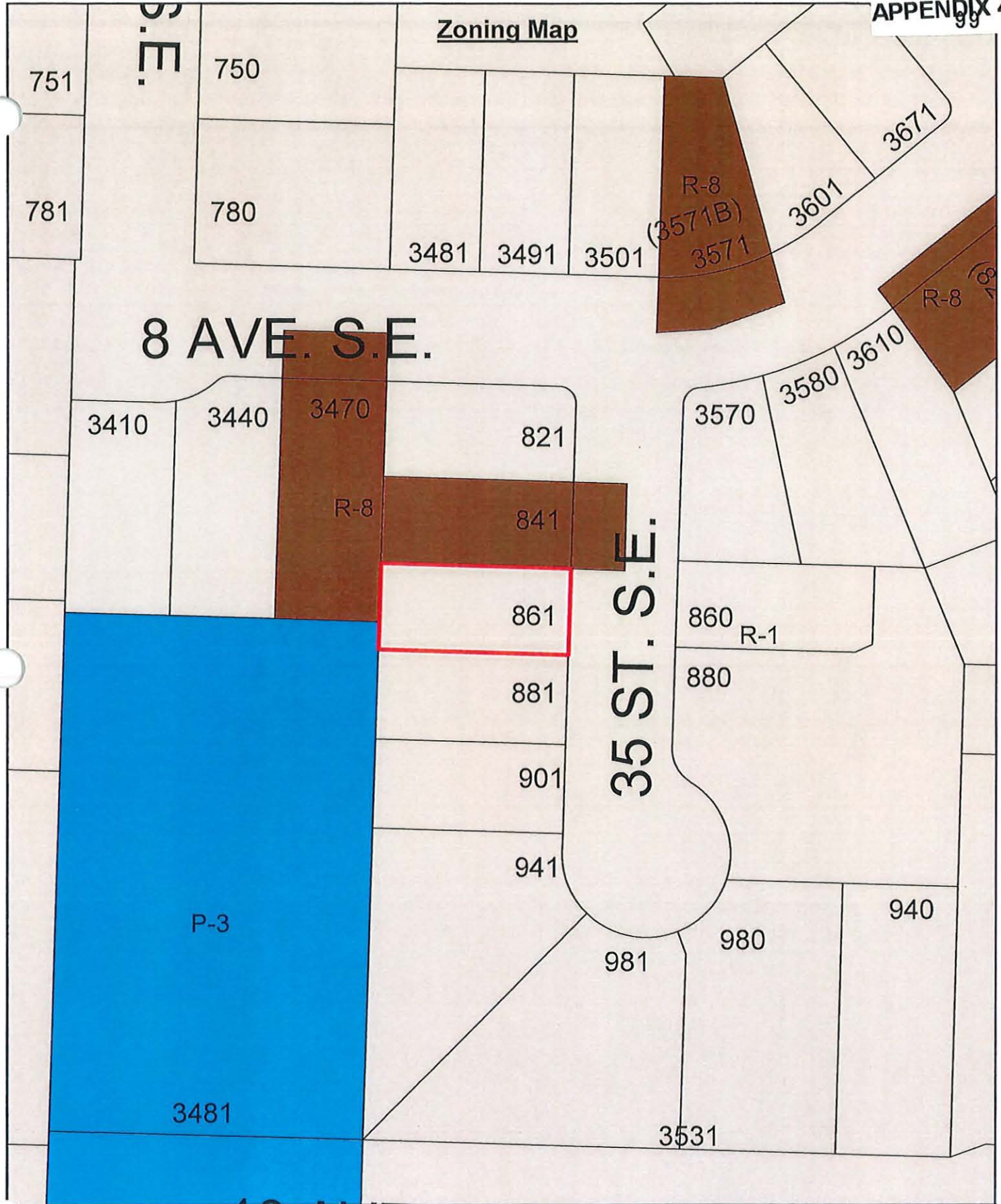
 Subject Property

OCP Map

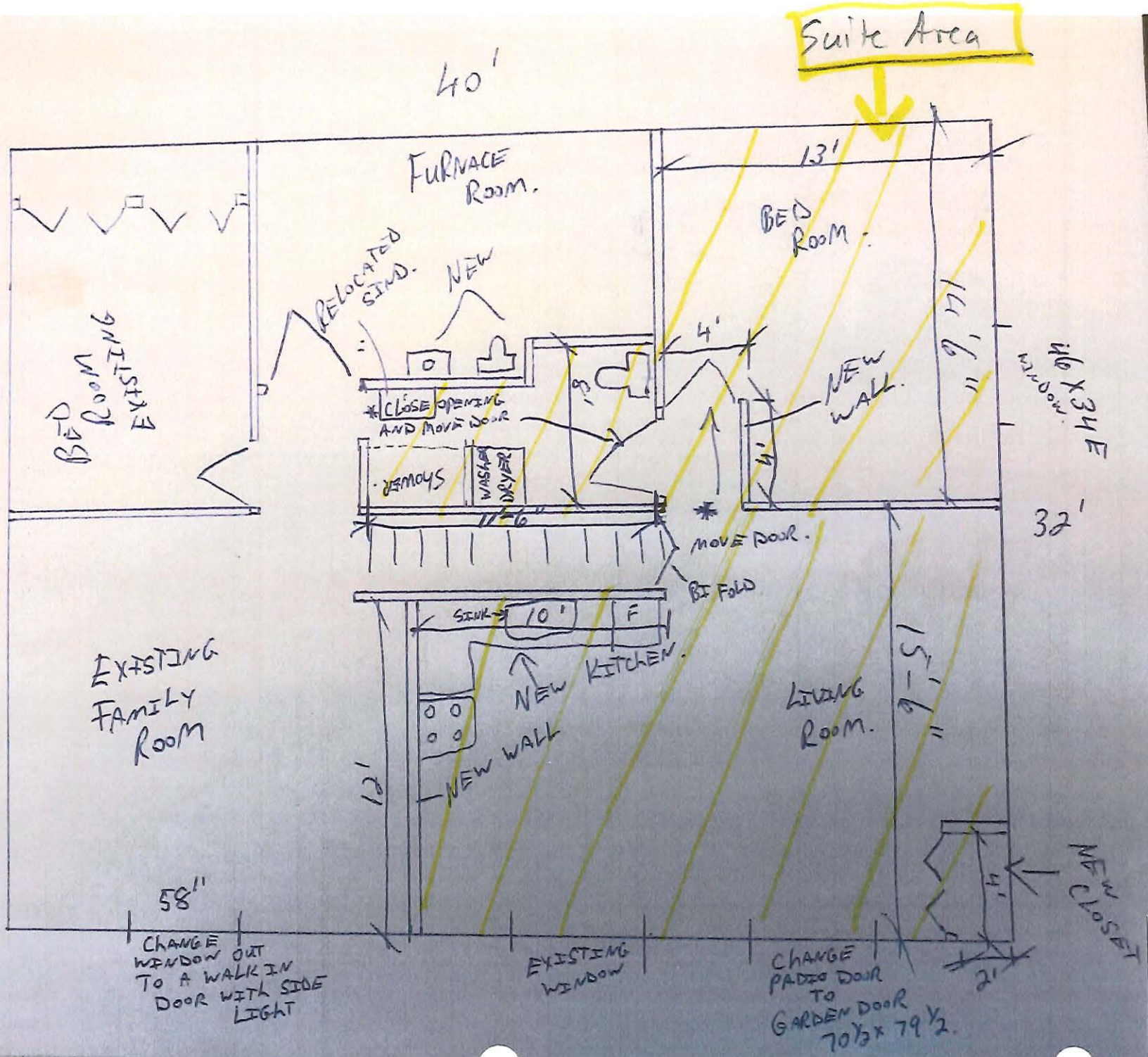


- Subject Property
- Park
- Residential - Low Density

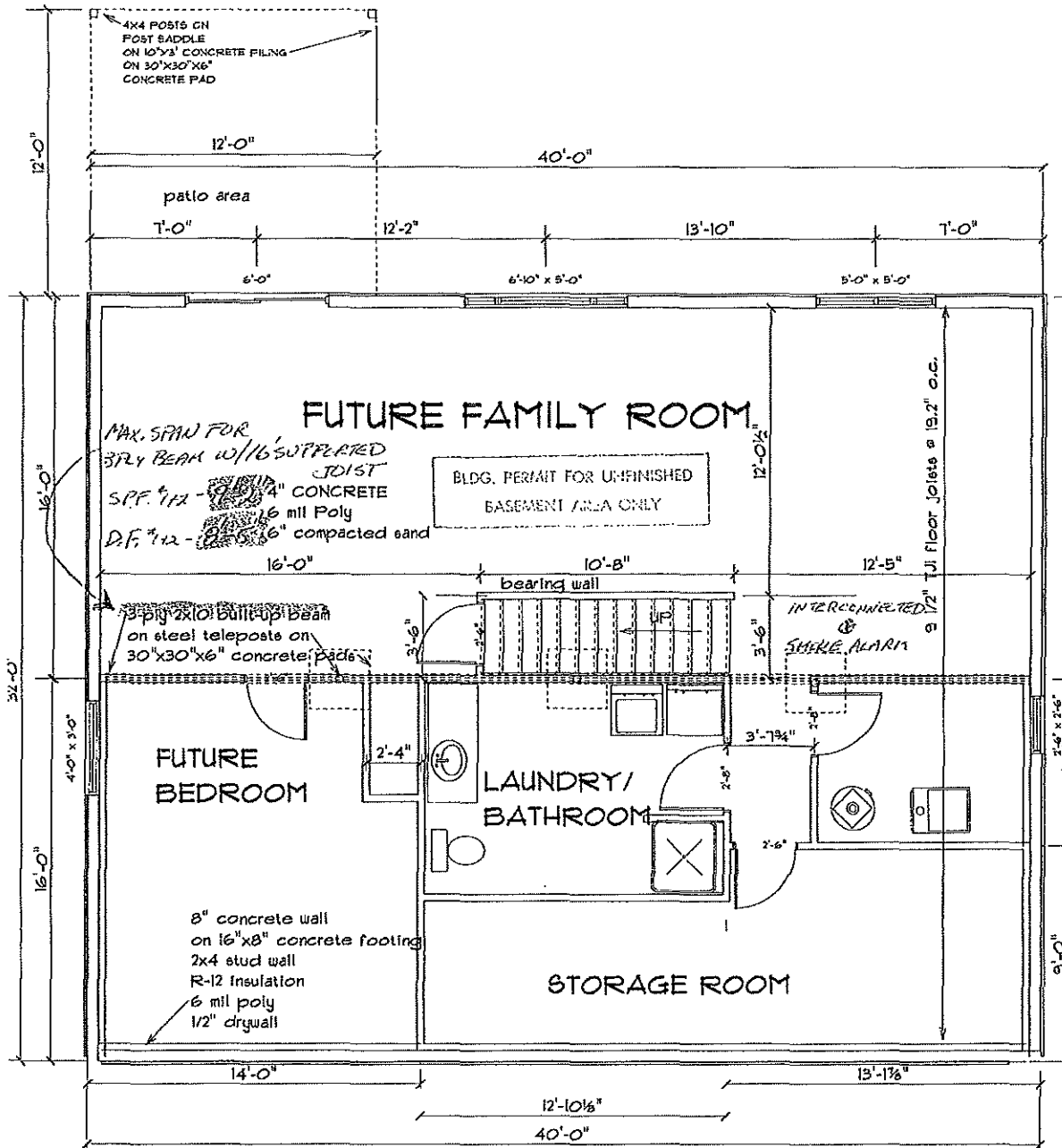
Zoning Map



	Subject Property		R-1
	P-3		R-8







**BASEMENT LAYOUT**  
SCALE: 1/4" = 1'-0"

## CITY OF SALMON ARM

### BYLAW NO. 4432

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

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WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means as authorized by Ministerial Order M192, British Columbia, on \_\_\_\_\_ at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_ 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 11, Section 18, Township 20, Range 9, W6M, KDYD, Plan KAP73719 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

City of Salmon Arm  
Zoning Amendment Bylaw No. 4432

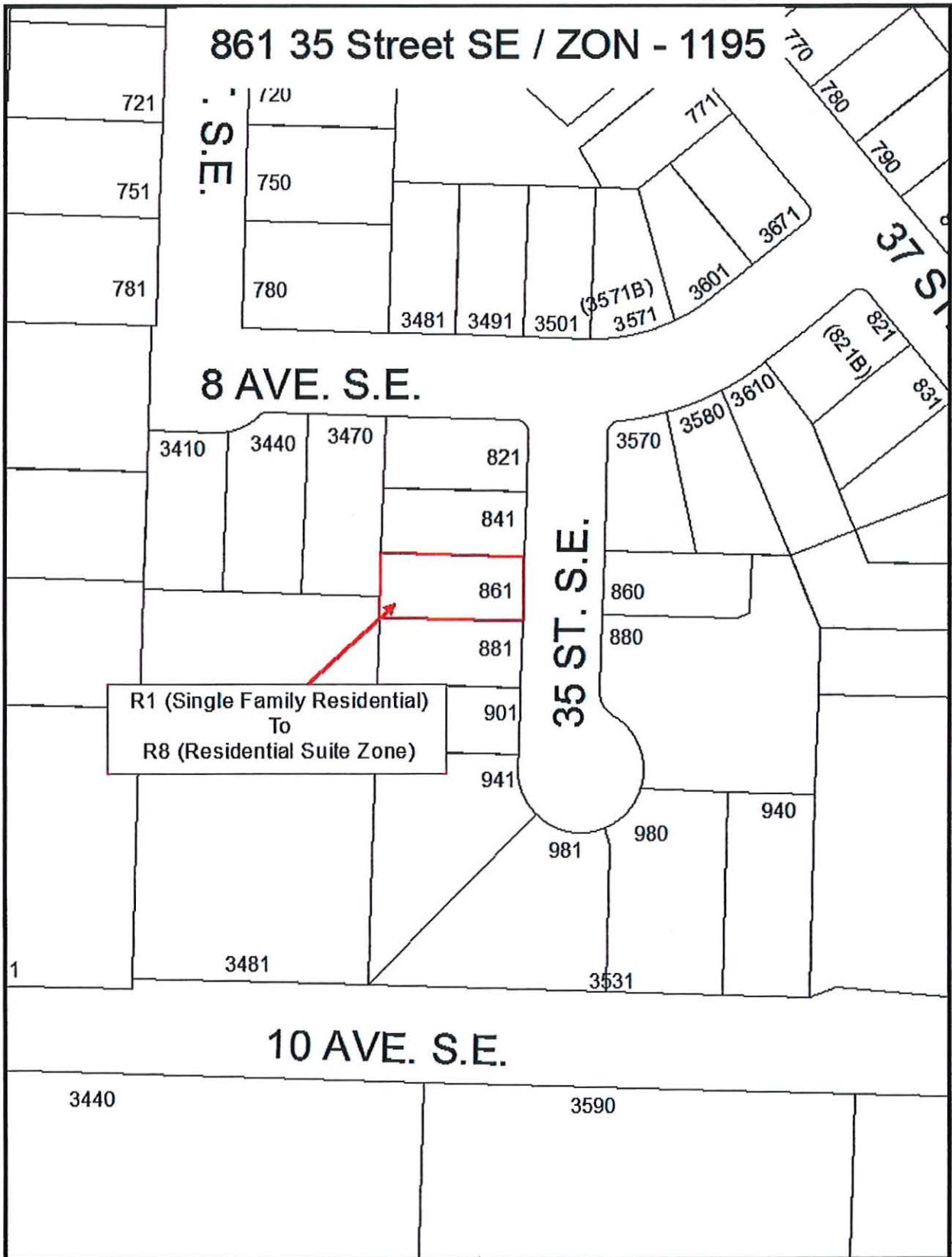
5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4432"

READ A FIRST TIME THIS	DAY OF	2021
READ A SECOND TIME THIS	DAY OF	2021
READ A THIRD TIME THIS	DAY OF	2021
ADOPTED BY COUNCIL THIS	DAY OF	2021

\_\_\_\_\_  
MAYOR

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



Item 10.3

**CITY OF SALMON ARM**

Date: January 11, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4419 be read a first time.

[OCP4000-44; McGregor, D.; 1910 11 Avenue NE; HC to HR]

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

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

TO: His Worship Mayor Harrison and Members of Council

Date: December 11, 2020

Subject: Official Community Plan Amendment Application No. OCP4000-44  
 Zoning Bylaw Amendment Application No. 1190

Legal: Lot 2, Section 24, Township 20, Range 10, W6M KDYD, Plan 5510 Except Plans  
 14376, 24326 and KAP48014  
 Civic: 1910 – 11 Avenue NE  
 Owner/Applicant: McGregor, D.

**MOTION FOR CONSIDERATION**

**THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend the Official Community Plan Bylaw No. 4000 Land Use Designation of Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510 Except Plans 14376, 24326 and KAP48014 from HC (Commercial – Highway Service / Tourist) to HR (Residential High Density);

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

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

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

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

**AND THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510 Except Plans 14376, 24326 and KAP48014 from R-1 (Single-Family Residential Zone) to R-5 (High Density Residential 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 defeated.

## BACKGROUND

The subject parcel is located at 1910 – 11 Street NE, directly west of the RCMP station and north of the Trans Canada Highway (Appendix 1 and 2). The subject parcel is designated Highway Service / Tourist Commercial (HC) in the City's Official Community Plan (OCP), and zoned R-1 (Single-Family Residential) in the Zoning Bylaw (Appendix 3 and 4). This area is generally residential with a mix of zones, predominantly Residential (R-1), Institutional (P-3) and Commercial zones, with some Medium and High Density Residential (R-4 and R-5) zoned parcels also in the vicinity.

The subject parcel is approximately 2,821 square metres (0.7 acres) in area, with approximately 58 metres of frontage along 11 Street NE, and currently contains a single family dwelling. Site photos are attached as Appendix 5.

Land uses adjacent to the subject parcel include the following:

- South: Road – Trans Canada Highway (TCH)
- North: Road (11 Street NE), with Residential (R-1 and R-4) parcels beyond
- East: Institutional (P-3) parcel
- West: High Density Residential (R-5), currently under consideration for C-6 commercial

The proposal is to amend the OCP to the High Density Residential Land Use Designation and rezone the subject parcel to R-5 (High Density) to facilitate future high density residential development. Although not required at this rezoning stage, a development concept showing 18 units has been provided (Appendix 6). Staff note that while the provision of the development concept illustrates the intent of the applicant, this concept fails to address the requirements of the proposed R-5 Zone. Further details and professional analysis would be required to demonstrate feasibility and compliance with applicable regulations.

If rezoned to R-5 as proposed, a multi-family development would require a Development Permit application, and such an application is expected to be detailed in expressing the proposed development concept. A Development Permit application would consider precisely the form and character details of the proposed development concept, including a site plan, landscape plan, and building elevations.

## OCP POLICY

The subject parcel is designated Highway Service / Tourist Commercial in the OCP. The request to amend the OCP to the High Density Residential designation would support R-5 zoning.

However, the proposal would result in a reduction of Commercial designated land. In terms of commercial policies of the current HC (Highway Service / Tourist Commercial) OCP designation, the subject parcel aligns with the Commercial Objectives and Policies listed in OCP Section 9, including supporting commercial uses within the primary commercial areas of the City, in proximity to the TCH. As previously noted, this parcel has highway exposure, a limited feature supporting commercial use. Furthermore, staff note OCP policy 9.3.3 which states that the intrusion of primary residential uses in commercially designated areas should be minimized.

The current OCP HC designation would support C-6 Tourist/Recreation Commercial zoning. The subject parcel is considered by staff to be well-suited for commercial use, being within close proximity to the TCH, residential areas, as well as the recreation centre and arena. Staff note that the C-6 Zone allows for residential use, including *upper floor dwelling units* and *work/live studios*.

## Section 475 – Local Government Act

Pursuant to Section 475 of the *Local Government Act* (consultation during OCP development / amendments) the proposed OCP amendments were referred to the following external organizations:

- |                              |                     |
|------------------------------|---------------------|
| Economic Development Society | No response to date |
| Adams Lake Indian Band       | Appendix 7          |
| Neskonlith Indian Band       | No response to date |

Formal response was received from the Title and Rights Coordinator of the Adams Lake Indian Band noting concerns on October 28, 2020. Subsequently, the City inquired via Data Request to the Archeological Branch of British Columbia on November 5, 2020 as to the status of the subject property. The response from the Archeological Branch on November 18, 2020 asserts the following:

1. Provincial records indicate no known archeological sites are recorded on the property, however Archeological Potential Mapping indicates portions of the property could contain unknown archaeological sites.
2. No study or permit is required at this time however it is the responsibility of the proponent to proceed under the *Heritage Conservation Act* accordingly.

## COMMENTS

### Ministry of Transportation and Infrastructure

It is recommended that final reading of the Bylaw be withheld subject to approval of the Bylaw by the Ministry of Transportation and Infrastructure. Preliminary approval granted December 8, 2020. Comments provided to applicant (Appendix 8).

### Engineering Department

Comments provided to applicant (Appendix 9). Frontage improvements as per the Subdivision and Servicing Bylaw would be required for development.

### Building Department

No concerns with rezoning. Architect required for 5-plex.

### Planning Department

The surrounding neighbourhood is characterized by a mix of older, single family housing and newer residential, commercial and institutional development, most significantly the uptown SASCU / Askew's location and the 21 Street NE underpass. The subject parcel is located in an area adjacent the TCH within close walking distance of the eastern commercial node, recreation centre, arena, schools including Okanagan College, and transit routes, with the City Centre and hospital approximately 1 km to the west.

The maximum residential density permitted under R-5 (High Density) zoning is 100 dwelling units per hectare of land. As the subject property is approximately 0.28 hectares in area (0.7 acres), the maximum permitted density under R-5 would be 28 dwelling units assuming: 1) some form of strata development; 2) the present gross area of the subject parcel; and 3) no density bonus. The R-5 Zoning regulations are attached as Appendix 10.

This proposal includes an 18 unit multi-family development concept at this preliminary stage. Staff note that if rezoned to R-5, a number of multi-family residential development scenarios could present themselves, potentially involving subdivision, or stratification.

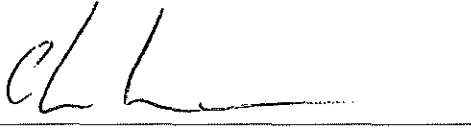
It should be noted that there have been eight OCP amendments in this general area since 2015 involving amendments to commercial designated land, with approximately 1.25 hectares of land redesignated from commercial to other (generally residential) land use designations. This represents a minor erosion of commercial inventory in this uptown area. Recently however, there have been applications for lands adjacent the TCH in close proximity to this subject parcel for commercial land use. Should this proposal be supported, it would represent a decrease in the commercial land base of the City.

Staff recognize the need for a range of diverse housing options within the community, however the need for commercial options must also be acknowledged. The TCH frontage adds specific value at this location as a potential commercial site. Staff note that C-6 zoning is supported under the current OCP land use designation, which would allow for both commercial and residential development permitting residential use in the form of both *upper floor dwelling units* and *work/live studios*. Such a commercial development would similarly involve a Development Permit application to address form and character.



CONCLUSION

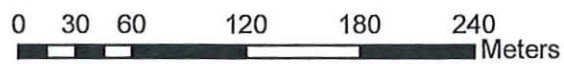
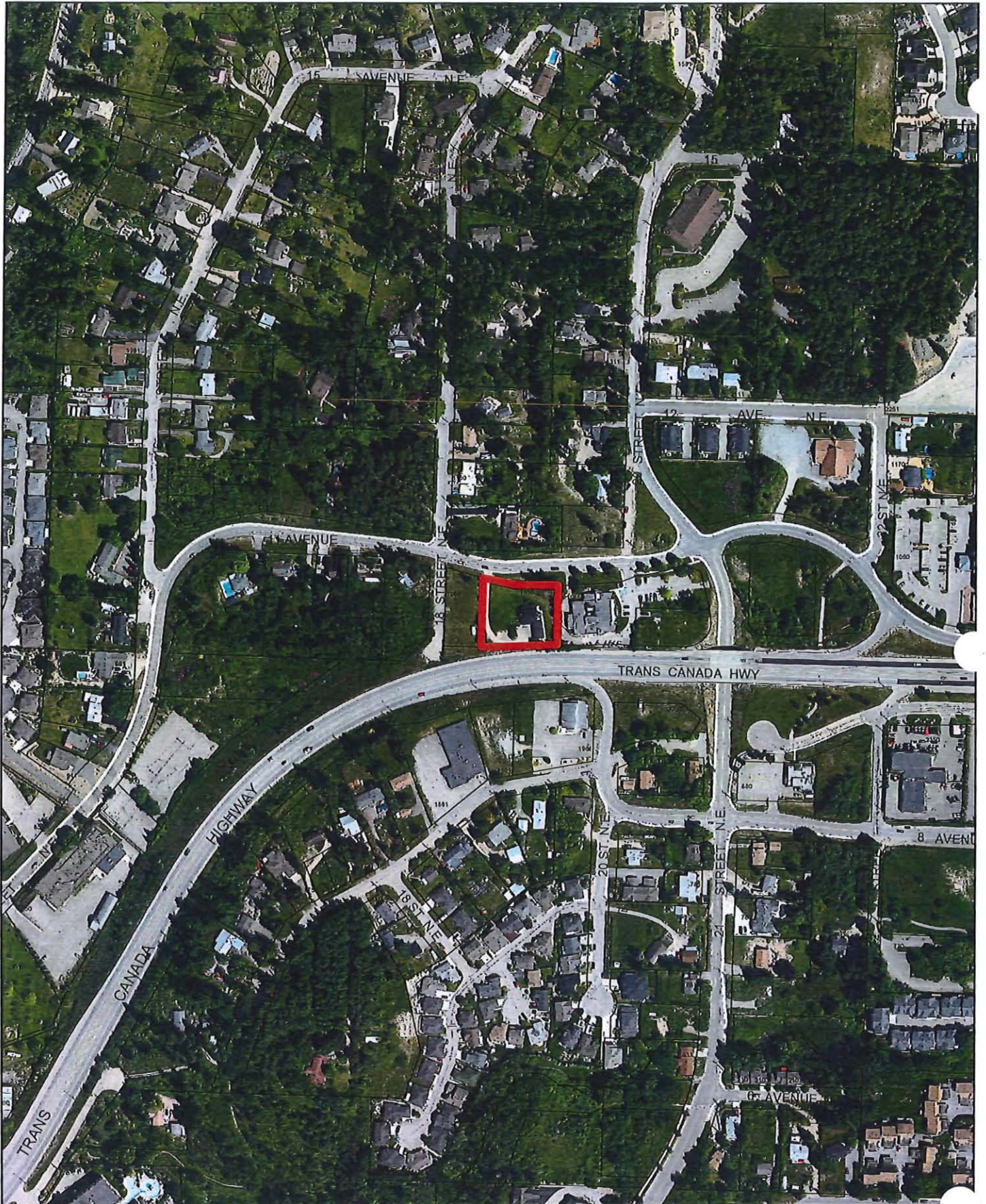
Staff's opinion is that the location and specific site characteristics are suited to commercial development. Given the OCP policy to minimize the intrusion of primary residential uses in commercially designated areas, and the recent trend towards commercial development in the area, the proposed HR land use designation and R-5 zoning of the subject property is not supported by staff.




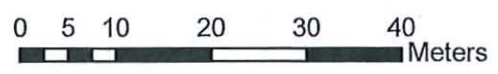
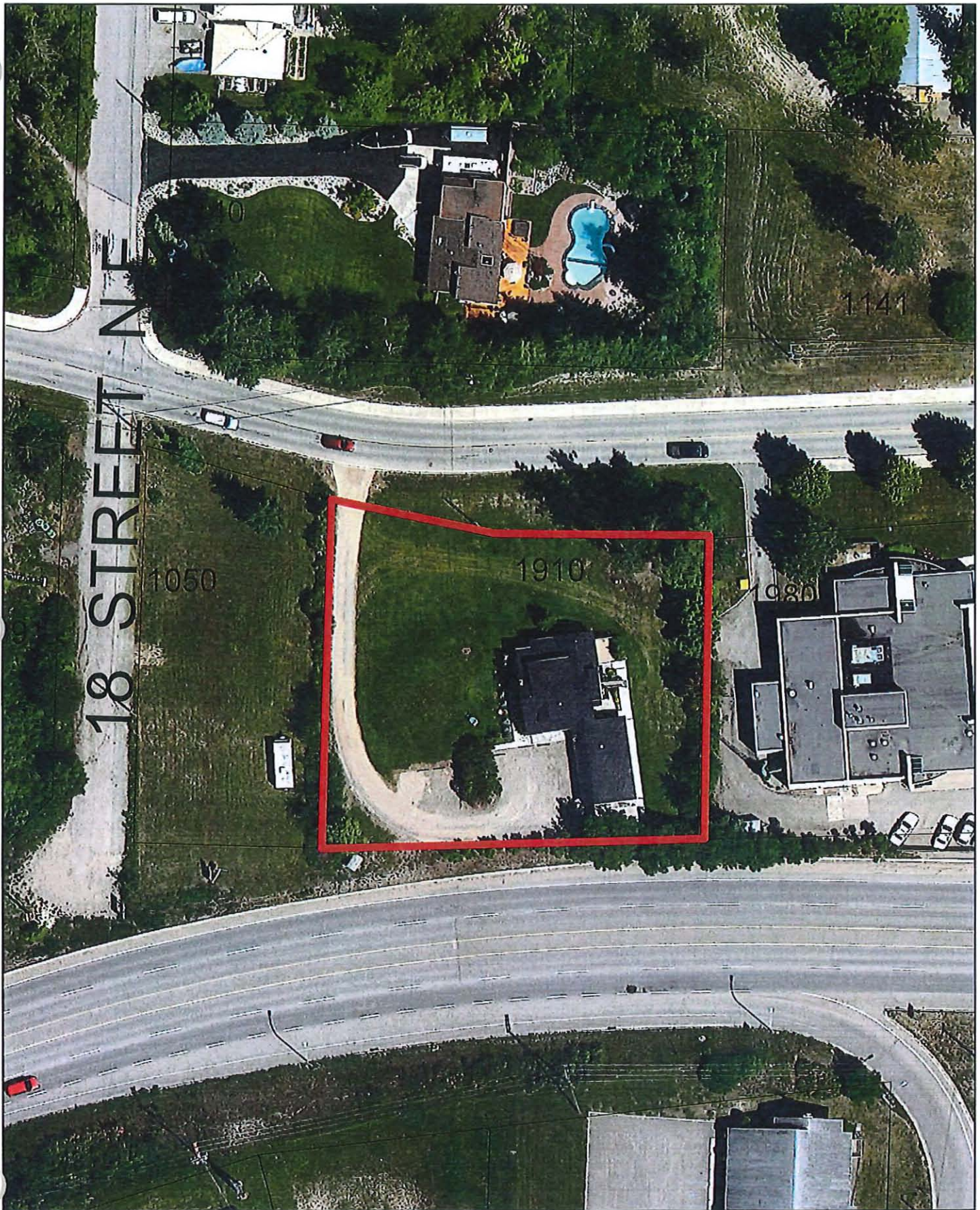
Prepared by: Chris Larson, RPP, MCIP  
Senior Planner

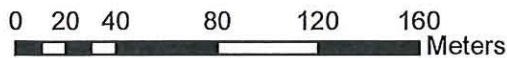








Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services

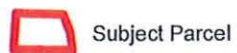
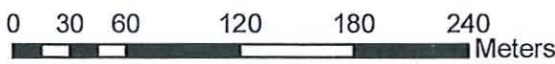
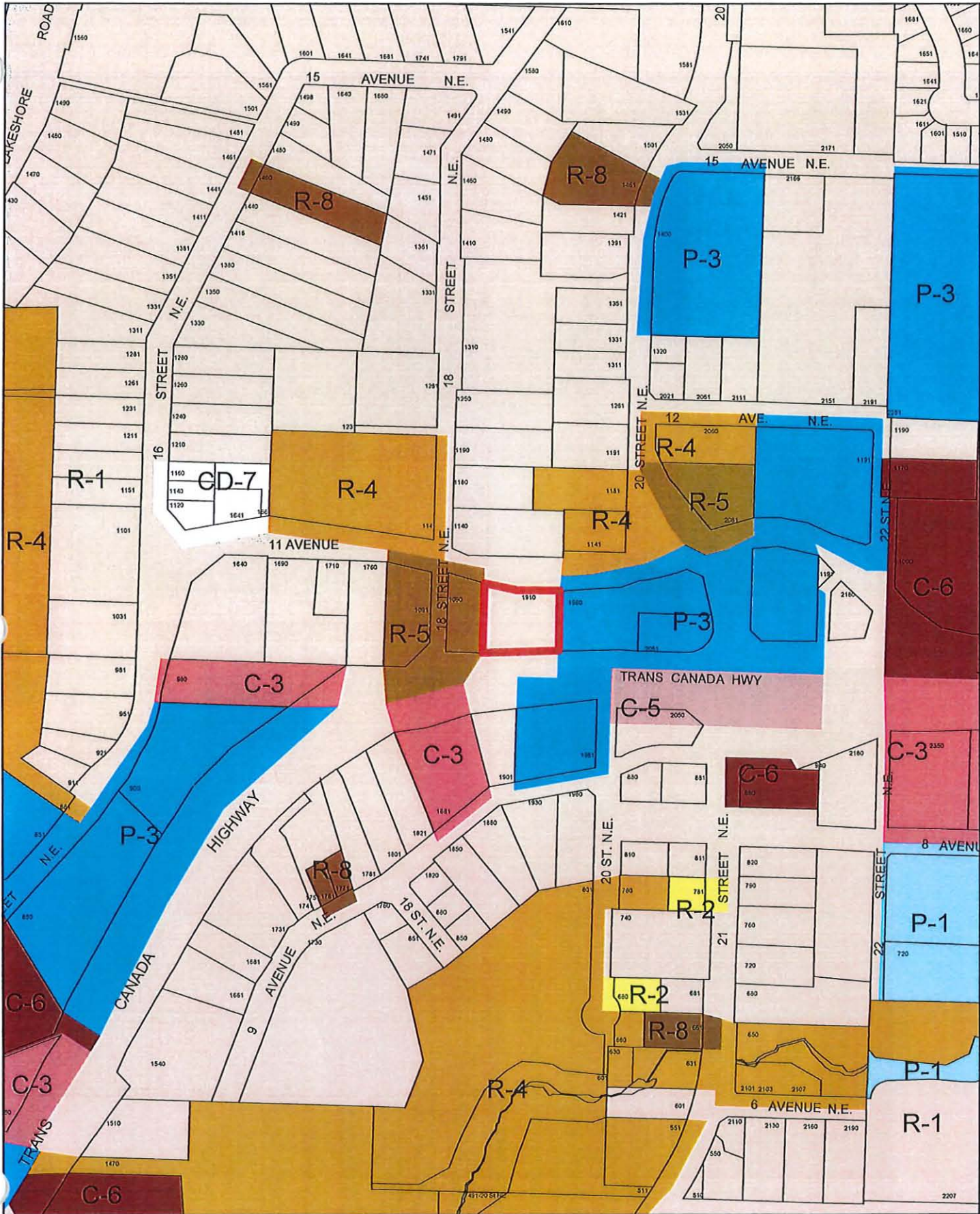


 Subject Parcel





- |   |                |   |                            |
|---|----------------|---|----------------------------|
|  | Subject Parcel |  | Residential High Density   |
|  | Institutional  |  | Residential Medium Density |
|  | Park           |  | Highway S/T Commercial     |





View of subject parcel looking southeast from 11 Avenue NE.



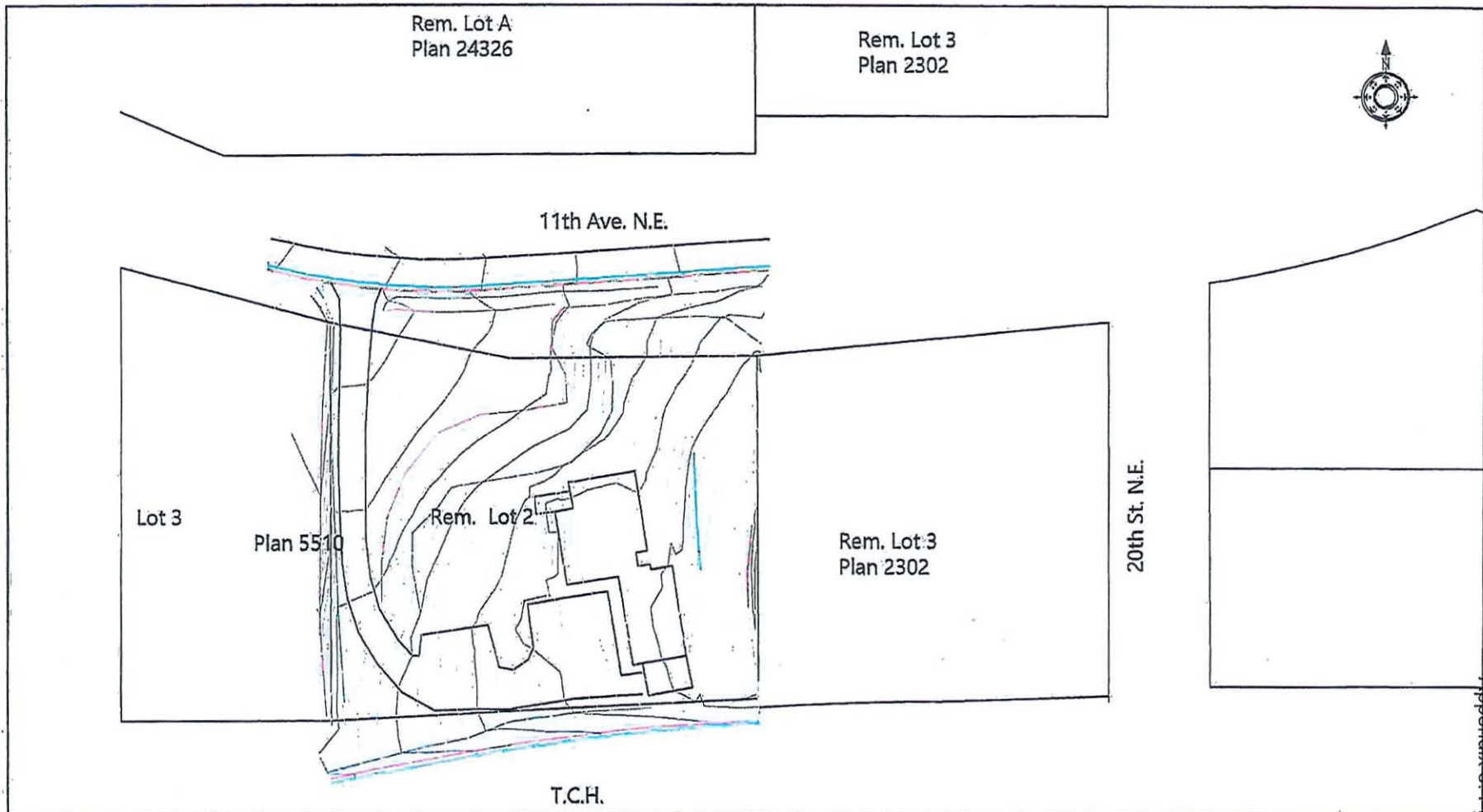
View of subject parcel looking southwest from 11 Avenue NE.



Proposed plan – Townhomes - 18 units







**PLAN SHOWING TOPOGRAPHIC SURVEY.**  
**LOCATION:**

LOT 2 SECTION 24 TOWNSHIP 20 RANGE 10 WEST OF THE 6TH MERIDIAN KAMLOOPS  
 DIVISION YALE DISTRICT PLAN 5510 EXCEPT PLANS 14376, 24326 AND KAP48014  
 PID: 002-817-071; PHYSICAL ADDRESS: 1910 11 AVE NE SALMON ARM V1E 2V5.

BLACKBURN SURVEYING LTD.  
 Box 625, Salmon Arm BC, V1E 4N7  
 250.804.5465  
 blackburnsurveying@gmail.com

**PLAN**

SCALE: 1 : 500

DATE: 8/14/2018    PAGE: 1 of 1    FILE: 8033



## Adams Lake Indian Band

---

**Project Name:**

Salmon Arm OCP amend proposed High Density Residential Development

**Consulting Org Contact:**

Kathe Frese

**Consulting Organization:**

[City of Salmon Arm](#)

**Date Received:**

Wednesday, October 28, 2020

The Adams Lake Indian Band has concerns with the Salmon Arm OCP amend proposed High Density Residential Development. Through a preliminary analysis we have identified some concerns which include:

- 340 overlapping or nearby traditional use sites.
- nearby archeological sites.

We reiterate that Adams Lake holds constitutionally protected Aboriginal rights including title throughout the entirety of its traditional territory. Members of Adams Lake continue to exercise their Aboriginal rights as their ancestors have done for generations, including hunting, trapping, gathering and fishing, along with rights associated with spiritual and cultural traditions which are practiced in accordance with Secwepemc customs, laws and governance structures. al title based on a pattern of regular occupation throughout the various seasons for hunting and gathering, as well as spiritual practices within Sun Peaks. [Emphasis added]

Therefore we require that you satisfy any appropriate archeological studies needed.

Regards,

Dave Nordquist, RPF  
Title and Rights Coordinator  
Adams Lake Indian Band

---

**Chris Larson**

---

**From:** Cooper, Diana FLNR:EX <Diana.Cooper@gov.bc.ca>  
**Sent:** November-18-20 12:58 PM  
**To:** Chris Larson  
**Subject:** RE: Data Request: Chris Larson - City of Salmon Arm

Hello Chris,

Thank you for your referral regarding 1910 11 Avenue NE, Salmon Arm, PID 002817071, LOT 2 SECTION 24 TOWNSHIP 20 RANGE 10 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 5510 EXCEPT PLANS 14376, 24326 AND KAP48014. Please review the screenshot of the property below (outlined in yellow) and notify me immediately if it does not represent the property listed in your referral.

**Results of Provincial Archaeological Inventory Search**

According to Provincial records, there are no known archaeological sites recorded on the subject property.

Data is not currently available to the Province that describes the potential for previously unidentified archaeological sites to occur in the area.

**Archaeology Branch Advice**

The Archaeology Branch does not identify a need for archaeological study or Provincial heritage permit(s) at the time of this referral.

Please notify all individuals (e.g., owners, developers, equipment operators) involved in land-altering activities (e.g., home renovations, property redevelopment, landscaping, service installation) that if archaeological material is encountered during development, they **must stop all activities immediately** and contact the Archaeology Branch for direction at 250-953-3334.

**Rationale and Supplemental Information**

- Archaeological study and Provincial heritage permit(s) are not required in the absence of an archaeological site.
- There is always a possibility for previously unidentified archaeological sites to exist on the property.
- Archaeological sites are protected under the *Heritage Conservation Act* and must not be damaged or altered without a Provincial heritage permit issued by the Archaeology Branch. This protection applies even when archaeological sites are previously unidentified or disturbed.

**Questions?**

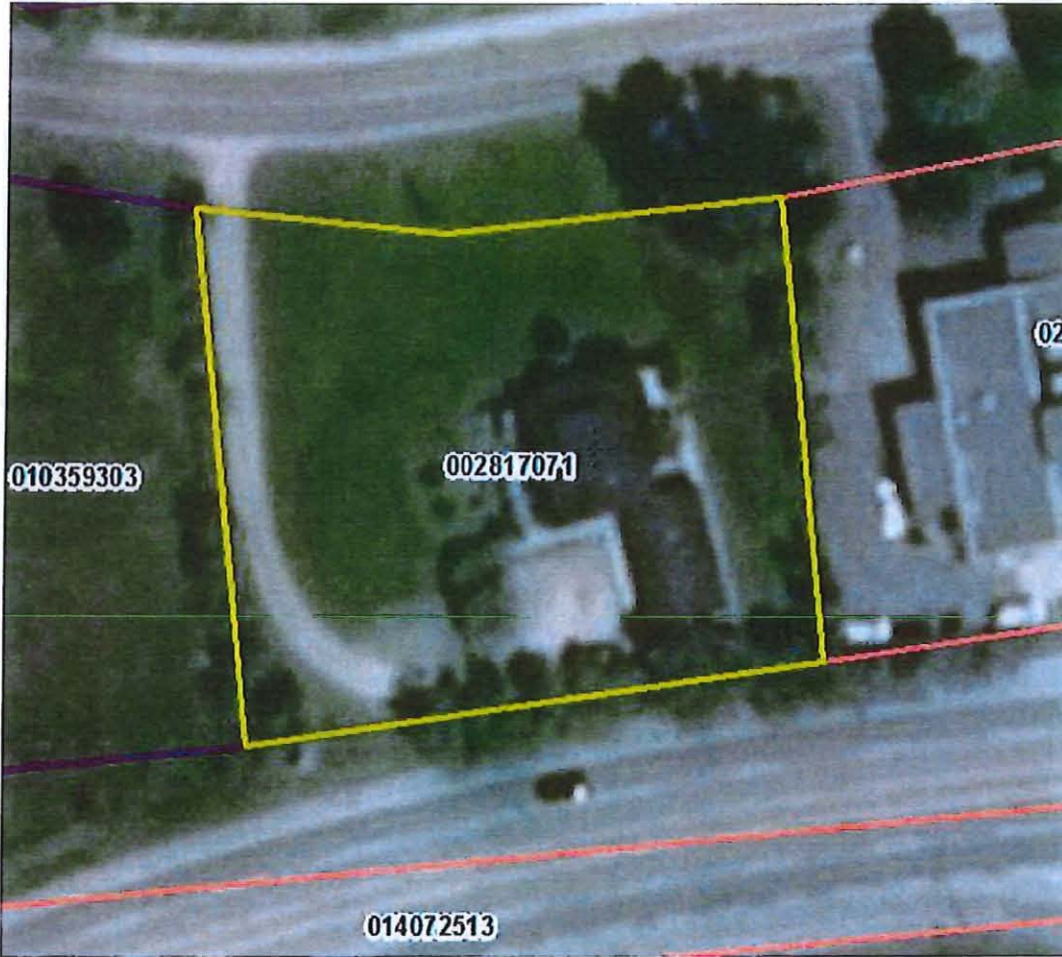
For questions about the archaeological permitting and assessment process, please contact the Archaeology Branch at 250-953-3334 or [archaeology@gov.bc.ca](mailto:archaeology@gov.bc.ca).

For more general information, visit the Archaeology Branch website at [www.gov.bc.ca/archaeology](http://www.gov.bc.ca/archaeology).

Please let me know if you have any questions regarding this information.

Kind regards,

*Diana*



*Please note that subject lot boundaries (yellow) indicated on the enclosed screenshot are based on information obtained by the Archaeology Branch on the date of this communication and may be subject to error or change.*



**Diana Cooper**  
**Archaeologist/Archaeological Information Administrator**  
 Archaeology Branch | [Ministry of Forests, Lands, Natural Resource Operations and Rural Development](#)  
 Phone: (250) 953-3343 | Email: [diana.cooper@gov.bc.ca](mailto:diana.cooper@gov.bc.ca) | Website [www.gov.bc.ca/archaeology](http://www.gov.bc.ca/archaeology)

**From:** [clarson@salmonarm.ca](mailto:clarson@salmonarm.ca) <[clarson@salmonarm.ca](mailto:clarson@salmonarm.ca)> **On Behalf Of** [ArchDataRequest@gov.bc.ca](mailto:ArchDataRequest@gov.bc.ca)  
**Sent:** November 5, 2020 4:16 PM  
**To:** Arch Data Request FLNR:EX <[ArchDataRequest@gov.bc.ca](mailto:ArchDataRequest@gov.bc.ca)>  
**Subject:** Data Request: Chris Larson - City of Salmon Arm

Terms and Conditions Accepted Yes  
 Name Chris Larson  
 Email [clarson@salmonarm.ca](mailto:clarson@salmonarm.ca)  
 I am a Local Government Representative

## Appendix 7: Adams Lake &amp; Archeology Branch

Affiliation	City of Salmon Arm
Address	500 - 2 Avenue NE Box 40
City	Salmon Arm
Province	BC
Postal Code	V1E 4N2
Phone Number	250-803-4051
Information Requested	I request information and advice about archaeological sites on the parcel(s) described below (include civic address, PID, legal description; attach maps below if available): Lot 2, Section 24, Township 20, Range 10, W6M KDYD, Plan 5510 Except Plans 14376, 24326 and KAP48014 CIVIC: 1910 – 11 Avenue NE PID: 002-817-071
Why Site Information is Required	Other (describe below):  Official Community Plan Amendment Application No. OCP 4000-44 Zoning Amendment Application No. ZON-1190. Owner wishes to redesignate and rezone the property to accommodate future residential development.
Third Party Access	The following person(s) may have access to this information: City of Salmon Arm staff, owner/applicant, Adams Lake Band
Format Required	PDF, Map(s)
Who Prompted	<a href="#">Archaeology Branch web site</a>
File Attachment#1	APP1 - Aerial ZON1190.pdf
File Attachment#2	APP2 - parcel - ZON1190.pdf
File Attachment#3	
File Attachment#4	
File Attachment#5	



BRITISH  
COLUMBIA

Ministry of Transportation  
and Infrastructure

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

Your File #: OCP4000-44 &  
ZON-1190  
eDAS File #: 2020-05636  
Date: Dec/08/2020

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

Attention: City of Salmon Arm Development Services

**Re: Proposed Bylaw 4420 for:  
Lot 2, 24-20-10 W6M KDYD Plan 5510 Except Plans 14376, 24326 and  
KAP48014**

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

The land owner must be aware of the following:

The subject property must have access off a municipal road as direct access to the Trans-Canada Highway will not be permitted.

All new structures must be located outside of the provincial setback of 4.5m from the Trans-Canada Highway road/property line.

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

Yours truly,

Tara Knight  
Development Officer

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

**CITY OF  
SALMON ARM**

*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Kevin Pearson, Director of Development Services  
 DATE: 27 October 2020  
 PREPARED BY: Chris Moore, Engineering Assistant  
 OWNER: McGregor, D., PO Box 10023, Salmon Arm, BC V1E 3B9  
 APPLICANT: Owner  
 SUBJECT: OCP AMENDMENT APPLICATION No. OCP4000-44  
 ZONING AMENDMENT APPLICATION FILE No. ZON-1190  
 LEGAL: Lot 2, Section 24, Township 20, Range 10, W6M KDYD, Plan 5510 Except  
 Plans 14376, 24326 and KAP48014  
 CIVIC: 1910 – 11 Avenue NE

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Further to your referral dated 21 October 2020, we provide the following servicing information. The following comments and servicing requirements are not conditions for Rezoning and 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.
7. At the time of building permit the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.

OCP AMENDMENT APPLICATION No. OCP4000-44  
ZONING AMENDMENT APPLICATION FILE No. ZON-1190  
27 October 2020  
Page 2

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8. For the on-site development, prior to commencement the applicant will be required to submit to the City for review and approval detailed engineering plans in accordance with the requirements of the Subdivision and Development Servicing bylaw 4163. These plans must be prepared by a qualified professional engineer. As a condition of final subdivision approval, the applicant will be required to deposit with the City for a period of 1 year, funds equaling 10% of the estimated cost for all works that are to be transferred to the City.
9. For the off-site improvements at the time of building permit the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of 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 northern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
2. 11 Avenue NE is currently constructed to an Interim Local Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, offset sidewalk, boulevard construction, street lighting, and hydro and telecommunications. Offsets and streetlight specifications to conform to Specification Drawing No. RD-3. Owner / Developer is responsible for all associated costs.
3. Trans Canada Highway on the subject properties southern boundary is a provincial controlled access highway. Additional dedication/improvements will be determined by Ministry of Transportation.
4. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
5. Only one (1) driveway access will be permitted onto 11 Avenue NE. The existing letdown may be relocated at time of building permit, subject to approval of City Engineer. Owner / Developer responsible for all associated costs.
6. Internal roadways are to be a minimum of 7.3m measured from face of curb. Truck turning movements shall be properly analysed to ensure internal road network will allow emergency and service vehicle access.



OCP AMENDMENT APPLICATION No. OCP4000-44  
ZONING AMENDMENT APPLICATION FILE No. ZON-1190  
27 October 2020  
Page 3

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**Water:**

1. The subject property fronts a 200mm diameter Zone 2 watermain on 11 Avenue NE. No upgrades will be required at this time.
2. The subject property is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use. Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
3. Records indicate that the subject property is currently serviced by a 19mm service from the 200mm diameter watermain on 11 Avenue NE. Due to the size and / or age of the existing service, upgrading to a new metered service (minimum 25mm) will be required. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
4. Bare Land Strata developments with ground oriented access have the option of a bulk water meter installed at property line at time of subdivision with invoicing to the Strata Corporation or individual strata lot metering with invoicing to each strata lot (currently on an annual flat rate). To qualify for the second option each unit requires a separate outside water service shut-off connected to the onsite private water main. Contact Engineering Department for more information. All meters will be provided at time of building permit by the City, at the owner/developers cost.
5. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
6. Fire protection requirements to be confirmed with the Building Department and Fire Department.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary sewer on 11 Avenue NE. No upgrades will be required at this time.
2. The subject property is to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer on 11 Avenue NE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

OCP AMENDMENT APPLICATION No. OCP4000-44  
ZONING AMENDMENT APPLICATION FILE No. ZON-1190  
27 October 2020  
Page 4

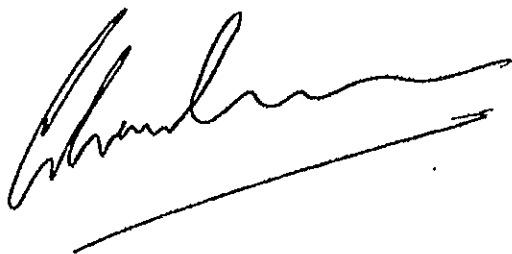
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**Drainage:**

1. The subject property fronts a 525mm diameter storm sewer on 11 Avenue NE. No upgrades will be required at this time.
2. Records indicate that the existing property is not currently serviced with a storm service connection.
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Geotechnical:**

1. 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.



Chris Moore  
Engineering Assistant



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

From: Debbie McGregor  
Date: 2020-12-16 7:35 a.m. (GMT-08:00)  
To: Chris Larson , Kevin Pearson  
Subject: Re: 1910 11 Avenue NE - OCP-44 ZON-1190

Good morning,

And thank you again, for sending the list of 'uses' that apply under C-6 zoning. I've looked it over, and just can't envision any of the suggested uses, on the property at 1910 - 11th Ave NE.

With the need for housing so high, and with so many vacant commercial buildings and lots, I really think it is in the best interest of the City/young families that are moving here, that I go forward with my application to change the zoning to R5 and ideally go ahead with the project to build 18 affordable townhomes with tandem garages and 2-car driveways. I realize the concept plan I submitted will need to be adjusted to conform with the BC Building Code, but that will be taken care of when I have my architect create the final plans.

Thank you for your time, and if you need any further information, feel free to email or call me at 604-307-9714. I look forward to meeting you in person at the first reading.

Regards,  
Debbie McGregor

---

**SECTION 10 - R-5 - HIGH DENSITY RESIDENTIAL ZONE**


---

Purpose

- #2789 10.1 The purpose of the R-5 Zone is to provide for high *density, multiple family residential development* in selected locations throughout the *Municipality*. New *developments* zoned R-5 shall be required to obtain a *Development Permit* as per the requirements of the *Official Community Plan*, and shall comply with the provisions of the *Fire Services Act, British Columbia Building Code*, and other applicable legislation.

Regulations

- 10.2 On a *parcel zoned R-5*, no *building or structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the *R-5 Zone* or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 10.3 The following uses and no others are permitted in the *R-5 Zone*:

- #2789 .1 *boarders*, limited to two;  
 #2782 .2 *boarding home*;  
 #2782 .3 *commercial daycare facility*;  
 #2782 .4 *home occupation*;  
 .5 *multiple family dwellings*;  
 .6 *public use*;  
 .7 *public utility*;  
 #2789 .8 *rooming house*;  
 #2356 .9 *triplex*;  
 .10 *accessory use*.

Maximum Height of Principal Building

- 10.4 The maximum *height* of the *principal buildings* shall be 12.0 metres (39.4 feet). This may be increased to 15.0 metres (49.2 ft.), via the Development Permit process, if any of the special amenity(ies) in Table 3 are provided.

Maximum Height of Accessory Building

- 10.5 The maximum *height* of an *accessory building* shall be 6.0 metres (19.7 feet).

Maximum Parcel Coverage

- #2811 10.6 .1 The total maximum *parcel coverage* for *principal and accessory buildings* shall be 55% of the *parcel area*, of which 10% shall be the maximum parcel coverage for *accessory buildings*.  
 .2 The above *parcel coverage* may be increased to 70% of the *parcel area* if all requisite parking, except for visitors, is provided underground.

---

**SECTION 10 - R-5 - HIGH DENSITY RESIDENTIAL ZONE - CONTINUED**


---

Minimum Parcel Area

10.7 The minimum *parcel area* shall be 775.0 square metres (8,342.3 square feet).

Minimum Parcel Width

10.8 The minimum *parcel width* shall be 30.0 metres (98.5 feet).

Minimum Setback of Principal Buildings

10.9 The minimum *setback* of buildings from the:

- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be                                     | 5.0 metres (16.4 feet) |
| .2 | <i>Rear parcel line</i> shall be                                      | 5.0 metres (16.4 feet) |
| .3 | <i>Interior side parcel line</i> shall be                             | 2.4 metres (7.8 feet)  |
| .4 | <i>Exterior side parcel line</i> shall be                             | 5.0 metres (16.4 feet) |
| .5 | Refer to Section 4.9 for "Special Building Setbacks" which may apply. |                        |

#2811

Minimum Setback of Accessory Buildings

10.10 The minimum *setback* of accessory buildings from the:

- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be   | 5.0 metres (16.4 feet) |
| .2 | <i>Rear parcel line</i> shall be  | 1.0 metre (3.3 feet)   |
| .3 | <i>Interior side parcel line</i> shall be                                       | 1.0 metre (3.3 feet)   |
| .4 | <i>Exterior side parcel line</i> shall be                                       | 5.0 metres (16.4 feet) |
| .5 | Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply. |                        |

#2811

Maximum Density

Note: The following *density* provisions are based on the *gross parcel area*. Parking requirements, *setback* requirements, road dedication, etc. have not been taken into consideration.

- |       |    |  |
|-------|----|--|
| 10.11 | .1 | The maximum <i>density</i> shall be a total of 100 <i>dwelling units</i> or <i>sleeping units</i> per hectare (40.5 <i>dwelling units</i> or <i>sleeping units</i> per acre).  |
|       | .2 | Notwithstanding Section 10.11.1, the maximum <i>density</i> in the R-5 Zone may be increased to a maximum of 130 <i>dwelling units</i> per hectare (52.6 units per acre) in accordance with Table 3. In Table 3, Column I sets out the special amenity to be provided and Column II sets out the added <i>density</i> assigned for each amenity. |

#2789

## SECTION 10 - R-5 - HIGH DENSITY RESIDENTIAL ZONE - CONTINUED

TABLE 3

COLUMN I SPECIAL AMENITY TO BE PROVIDED	COLUMN II ADDED DENSITY
1. Provision of each <i>dwelling unit</i> which caters to the disabled (e.g. wheelchair access)	▪ 2 units per hectare (0.8 units per acre)
2. Provision of <i>commercial daycare facility</i>  7 - 10 children 11 - 15 children 16 or more children	▪ 4 units per hectare (1.6 units per acre) ▪ 6 units per hectare (2.4 units per acre) ▪ 8 units per hectare (3.2 units per acre)
3. Provision of below <i>grade</i> or parkade type parking for at least 50% of the required off street parking	▪ 10 units per hectare (4.0 units per acre)
4. Provision of each rental <i>dwelling unit</i>	▪ 2 units per hectare (0.8 units per acre)
5. Provision of affordable rental <i>dwelling unit</i> in accordance with special agreement under Section 904 <small>(s)218)</small>	▪ 5 units per hectare (2.0 units per acre)

Parking

10.12 Parking shall be required as per Appendix I.

---

**SECTION 20 - C-6 - TOURIST / RECREATION COMMERCIAL ZONE**


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**Purpose**

- 20.1 The C-6 Zone is intended to accommodate pedestrian oriented tourist/recreation businesses. The area zoned C-6 is envisioned to be developed with a mixture of land uses in an integrated manner and is intended to cater to the resident and tourist alike with a small shop and resort atmosphere. *Development* within the C-6 Zone shall be subject to a *Development Permit* as per the *Official Community Plan*.

**Regulations**

- 20.2 On a *parcel zoned C-6*, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the C-6 Zone or those regulations contained elsewhere in this Bylaw.

**Permitted Uses**

- 20.3 The following uses and no others are permitted in the C-6 Zone:

- .1 art gallery;
- .2 banking kiosk;
- .3 boat and marine sales, repair and rental, including outside covered or screened storage;
- #3637 .4 *commercial daycare facility*
- .5 convention centre;
- .6 craft making and sales;
- .7 farmers market;
- .8 *health service centre*;
- #2782 .9 *home occupation*;
- .10 *hotel*;
- .11 library;
- #3223 .12 *licensee retail store*;
- .13 *motel*;
- .14 museum;
- .15 night club;
- #3426 .16 *offices*;
- #2837 .17 *outside vending*;
- #3163 .18 parkade/off-street parking, in Areas "A", "B" and "C" [Waterfront Area] as shown on Schedule "C" attached hereto and forming part of this bylaw.
- .19 *personal service establishment*;
- .20 pub;
- .21 *public use*;
- #3060 .22 *private utility*;
- .23 *public utility*;

---

**SECTION 20 - C-6 - TOURIST / RECREATION COMMERCIAL ZONE - CONTINUED**


---

- (
- |       |     |                                       |
|-------|-----|---------------------------------------|
|       | .24 | <i>recreation facility - indoor;</i>  |
|       | .25 | <i>recreation facility - outdoor;</i> |
| #3517 | .26 | <i>resort accommodation;</i>          |
|       | .27 | <i>restaurant;</i>                    |
| #4005 | .28 | <i>retail store;</i>                  |
|       | .29 | <i>theatre;</i>                       |
| #2554 | .30 | <i>upper floor dwelling units;</i>    |
| #3167 | .31 | <i>work/live studios; and</i>         |
|       | .32 | <i>accessory use.</i>                 |

**Accessory Uses**

- #2554 20.4 .1 Outside storage and *warehouse* facilities are only permitted within Area "B" as shown on Schedule "C" attached to and forming part of this Bylaw.  
#3426

**Maximum Height of Principal Buildings**

- #2748 20.5 The maximum *height* of *principal buildings* shall be 19.0 metres (62.3 feet).

**Maximum Height of Accessory Buildings**

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

**Minimum Parcel Size or Site Area**

- 20.7 The minimum *parcel* size or *site* area shall be 325.0 square metres (3,498.4 square feet).

**Minimum Parcel or Site Width**

- 20.8 The minimum *parcel* or *site* width shall be 10.0 metres (32.8 feet).

**Minimum Setback of Principal and Accessory Buildings**

- 20.9 The minimum *setback* of the *principal* and *accessory buildings* from the:

- |    |   |                       |
|----|---|-----------------------|
| .1 | <i>Rear parcel line</i> adjacent to a residential <i>zone</i> shall be          | 3.0 metres (9.8 feet) |
| .2 | <i>Interior side parcel line</i> adjacent to a residential <i>zone</i> shall be | 3.0 metres (9.8 feet) |



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**SECTION 20 - C-6 - TOURIST / RECREATION COMMERCIAL ZONE - CONTINUED**

---

**Outside Storage**

20.10 Outside storage shall be screened as per Appendix III.

**Parking and Loading**

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

**CITY OF SALMON ARM****BYLAW NO. 4419****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 at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_ 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 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510, Except Plans 14376, 24326 and KAP48014 from HC (Highway Service/Tourist Commercial) to HR (Residential High Density), 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. 4419".

READ A FIRST TIME THIS DAY OF 2021

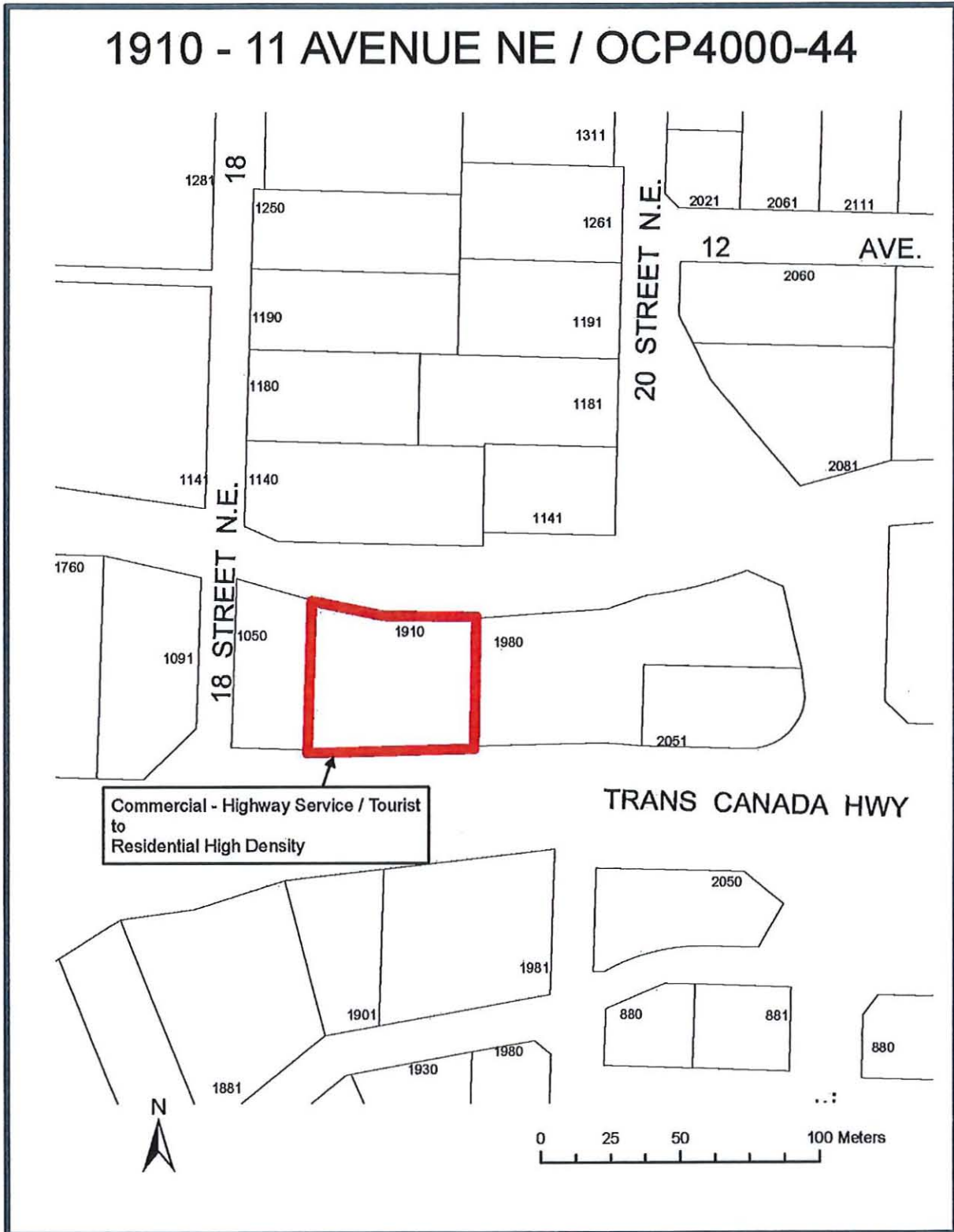
READ A SECOND TIME THIS DAY OF 2021

READ A THIRD TIME THIS DAY OF 2021

ADOPTED BY COUNCIL THIS DAY OF 2021

\_\_\_\_\_  
MAYOR

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



Item 10.4

## CITY OF SALMON ARM

Date: January 11, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4420 be read a first time;

AND THAT: final reading be withheld subject to:

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

[ZON-1190; McGregor, D.; 1910 11 Avenue NE; R1 to R5]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

## CITY OF SALMON ARM

### BYLAW NO. 4420

#### 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 \_\_\_\_\_ at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_ 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 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510, Except Plans 14376, 24326 and KAP48014 from R-1 (Single Family Residential Zone) to R-5 (High Density Residential Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

City of Salmon Arm  
Zoning Amendment Bylaw No. 4420

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4420"

READ A FIRST TIME THIS DAY OF 2021

READ A SECOND TIME THIS DAY OF 2021

READ A THIRD TIME THIS DAY OF 2021

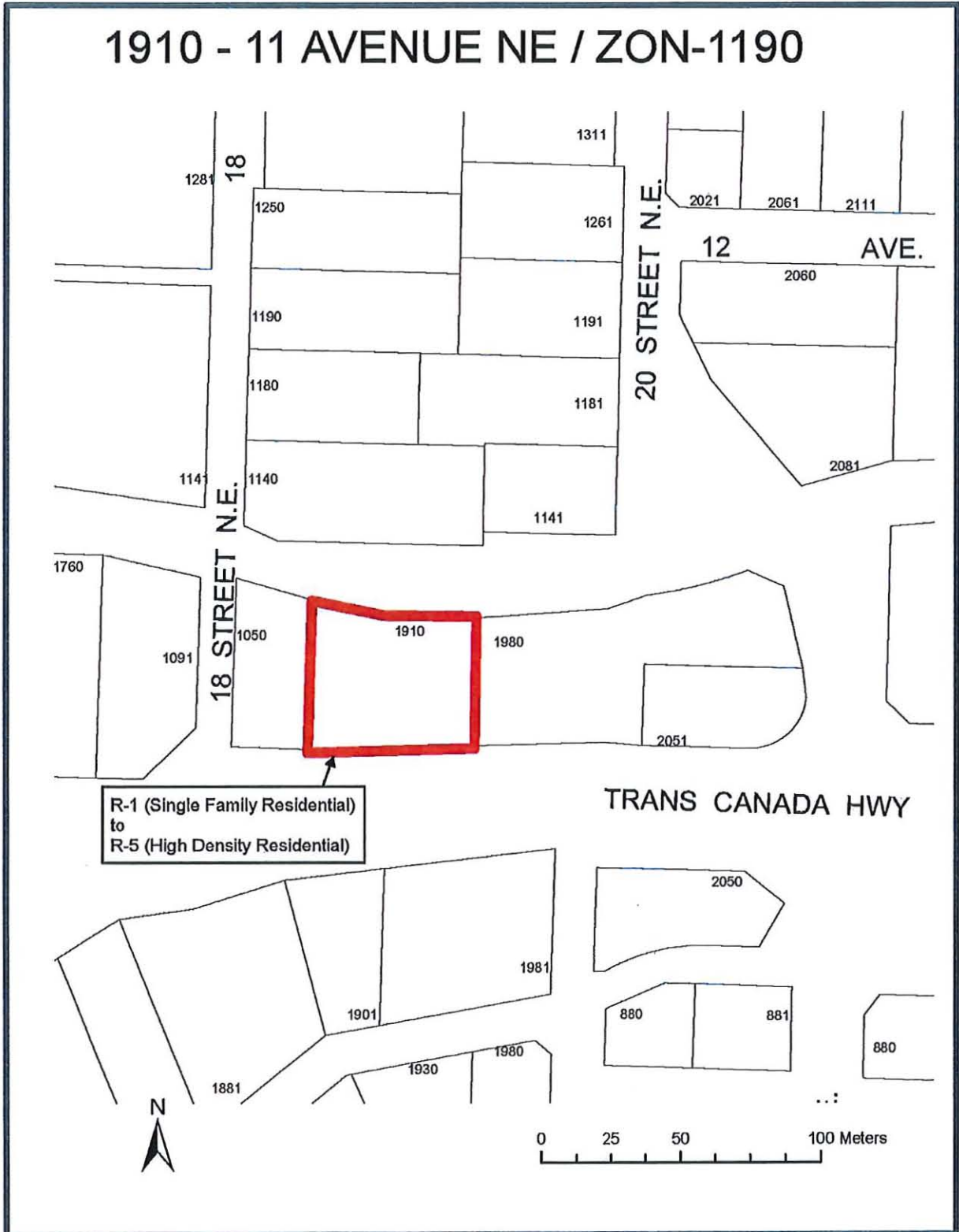
APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE DAY OF 2021

\_\_\_\_\_  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2021

\_\_\_\_\_  
MAYOR

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





Item 10.5

**CITY OF SALMON ARM**

Date: January 11, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4425 be read a first, second and third time.

[Sewer Connection]

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

**CITY OF  
SALMON ARM**File: ENG 5340.Sewerage/Bylaw

---

TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
Maurice Roy, Manager of Permits and Licensing  
PREPARED BY: Matt Gienger, Engineering Assistant  
DATE: January 5, 2021  
SUBJECT: AMENDMENTS FOR TICKETING BYLAW

---

## STAFF RECOMMENDATION:

THAT: Council give the "City of Salmon Arm Ticket Information Utilization Bylaw No 4425" first, second and third reading.

---

PROPOSAL: To amend Schedule 1 of the bylaw to include:

"20. Sewer Connection Bylaw No. 1410

- Bylaw Enforcement Officer
- Director of Engineering and Public Works
- Building Official

And to add Schedule 21 to the bylaw as attached.

---

## BACKGROUND:

By listing the Sewer Connection Bylaw No. 1410 in the Ticketing Bylaw, the City will be able to ticket infractions as listed in the attached proposed Schedule 21.



---

**Rob Niewenhuizen**  
Director of Engineering & Public Works

## BYLAW NO. 2760

## SCHEDULE 21

BYLAW	SECTION	FINE
<b>Sewer Connection Bylaw No. 1410</b>		
Connection without permit.	3, 4	\$200.00
Tampering or interfering.	6	\$200.00
Failure to connect.	7	\$200.00
Unauthorized discharge.	9	\$100.00
Unauthorized discharge.	10	\$100.00
Obstructing substances.	11	\$100.00
Unauthorized substances.	12	\$100.00
Non-conforming garbage grinder.	14	\$100.00
Not allowing inspection.	15	\$100.00
Damage to public sewer.	17	\$200.00
Failure to allow entry.	18	\$100.00

## CITY OF SALMON ARM

BYLAW NO. 4425

A bylaw to amend City of Salmon Arm Ticket Information Utilization Bylaw No. 2760

---

WHEREAS Council may designate certain bylaw offences, authorize the use of certain words or expressions, set certain fine amounts and designate persons as Bylaw Enforcement Officers;

AND WHEREAS it is deemed expedient to amend City of Salmon Arm Ticket Information Utilization Bylaw No. 2760;

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

1. City of Salmon Arm Ticket Information Utilization Bylaw No. 2760 is hereby amended as follows:
  - a) Schedule 1 is hereby amended to include:
    20. Sewer Connection Bylaw No. 1410
      - Bylaw Enforcement Officer
      - Director of Engineering and Public Works
      - Building Official
  - b) Schedule 21 of the Sewer Connection Bylaw No. 1410 is hereby inserted to the Ticket Information Utilization Bylaw No. 2760.
2. This bylaw may be cited for all purposes as "City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4425".

READ A FIRST TIME THIS	DAY OF	2021
READ A SECOND TIME THIS	DAY OF	2021
READ A THIRD TIME THIS	DAY OF	2021
ADOPTED BY COUNCIL THIS	DAY OF	2021

\_\_\_\_\_  
MAYOR

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

## BYLAW NO. 2760

SCHEDULE 21

BYLAW	SECTION	FINE
<b>Sewer Connection Bylaw No. 1410</b>		
Connection without permit.	3, 4	\$200.00
Tampering or interfering.	6	\$200.00
Failure to connect.	7	\$200.00
Unauthorized discharge.	9	\$100.00
Unauthorized discharge.	10	\$100.00
Obstructing substances.	11	\$100.00
Unauthorized substances.	12	\$100.00
Non-conforming garbage grinder.	14	\$100.00
Not allowing inspection.	15	\$100.00
Damage to public sewer.	17	\$200.00
Failure to allow entry.	18	\$100.00

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Item 11.1

## CITY OF SALMON ARM

Date: January 11, 2021

Moved: Councillor

Seconded: Councillor

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

[ZON-1182; Cornerstone Christian Reformed Church/Roodzant, J.; 1191 22 Street NE; P-3 to C-6]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

# CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

DATE: September 15, 2020

SUBJECT: Zoning Amendment Application No. 1182

Legal: Lot A, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP97409

Civic: 1191 – 22 Street NE

Owner: Cornerstone Christian Reformed Church

Applicant: Roodzant, J.

## MOTION FOR CONSIDERATION

**THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning the southern portion of Lot A, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP97409 from P-3 (Institutional) to C-6 (Tourist / Recreational Commercial);

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

## STAFF RECOMMENDATION

**THAT:** The motion for consideration be adopted.

## PROPOSAL

The 0.8 acre subject parcel is on the corner of 11 Avenue NE and 21 Street NE, directly south of the existing Cornerstone Church development (see Appendix 1 and 2). It is designated Commercial – Highway Service / Tourist (HC) in the City's Official Community Plan (OCP) and zoned P-3 (Institutional) in the Zoning Bylaw (Appendix 3 and 4). The portion of land under application is hooked to the Cornerstone Church property to the north, and the purpose of this application is to rezone the subject parcel to allow for subdivision and potential future commercial use. C-6 zone regulations are attached (Appendix 5).

## BACKGROUND

The subject property is located in an area close to the Uptown commercial node characterized by residential, commercial and institutional uses. The Zoning Map attached shows the mix of zones in the immediate area, predominantly Residential (R-4 with R-1 and R-5) and Institutional (P-3), with Commercial zones to the south and east. Adjacent zoning and land uses include the following:

North:	P-3 & R-5	road, church & residential
East:	R-1	walkway and vacant land (City owned)
West:	P-3	road and institutional
South:	n/a	TCH and commercial

The subject property is currently vacant, as shown in site photos attached (Appendix 6).



OCP POLICY

The proposed zoning amendment aligns with the HC (Highway Service / Tourist Commercial) designation in the OCP. The amendment would align with the Commercial Objectives and Policies listed in OCP Section 9, including supporting commercial uses within the primary commercial areas of the City. Development of the parcel would be subject to the guidelines of the Highway Service / Tourist Commercial Development Permit Area.

COMMENTSMinistry of Transportation and Infrastructure

Preliminary approval has been granted (Appendix 7).

Engineering Department

No concerns with rezoning. Servicing requirements for future development have been provided. Comments attached (Appendix 8).

Fire Department

No Fire Department concerns.

Building Department

No concerns with rezoning.

Planning Department


The surrounding neighbourhood has been undergoing slow development with a mix of older, single family housing and newer condominium, and commercial development, most significantly the uptown SASCU/Askew's location, Copper View residential development, and the 21 Street NE underpass.

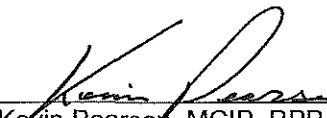
It should be noted that there have been six OCP amendments in this general area since 2015 involving an amendment to commercial designated land, with approximately 1.25 hectares of land redesignated from commercial to other (generally residential) land use designations, representing a minor erosion of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

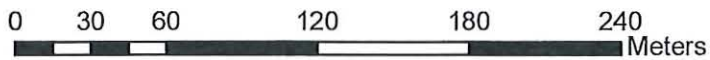
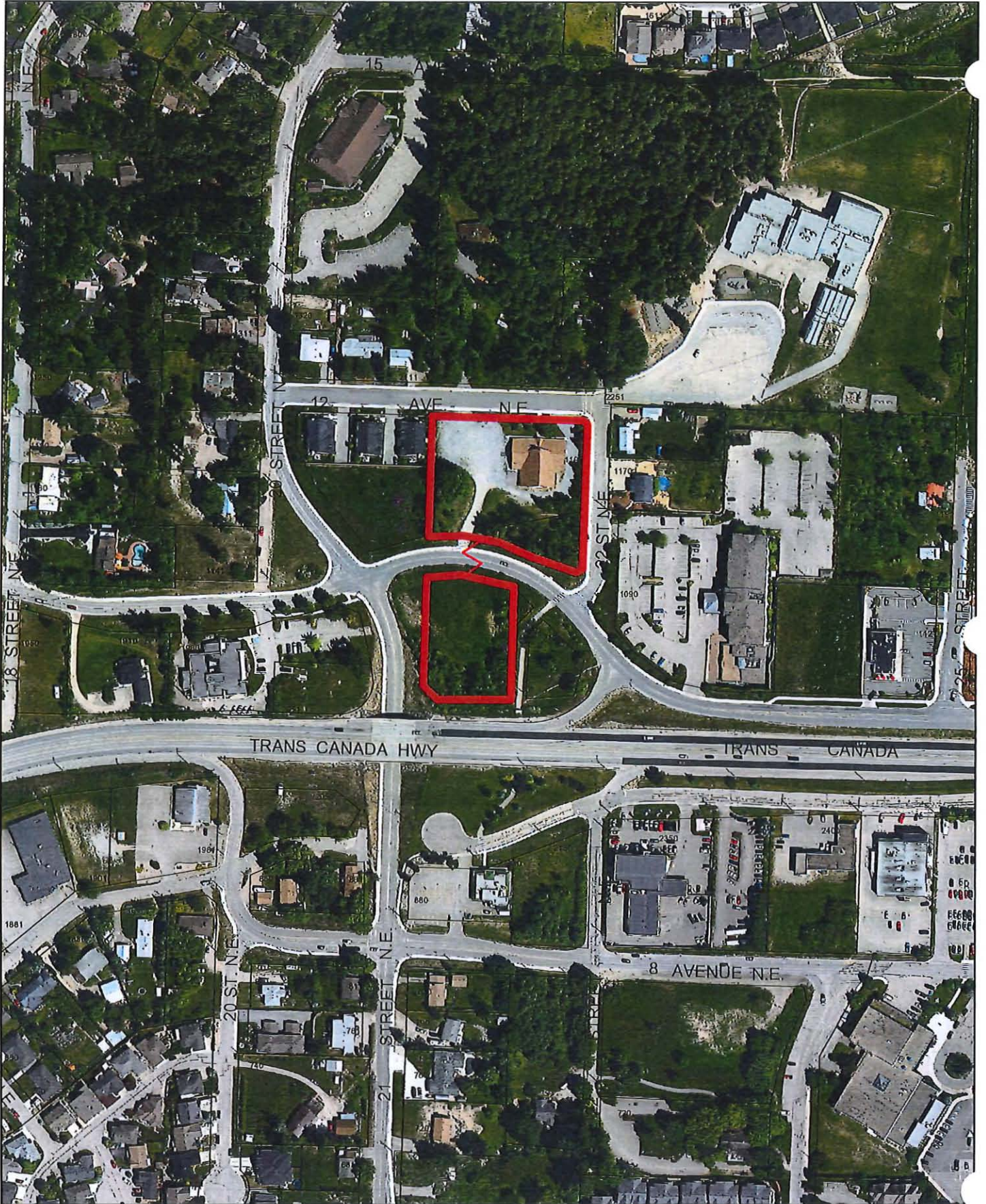
The intent for the subject parcel under application is for subdivision, sale, and future commercial use. There is no development concept proposed at this time. The parcel would be subject to the guidelines of the Highway Service / Tourist Commercial Development Permit Area, with future development requiring a Development Permit Application.

CONCLUSION

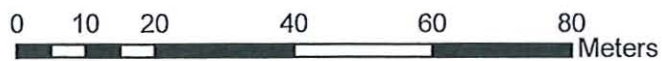
The OCP HC designation supports the proposed C-6 zoning. The subject parcel is considered by staff to be well-suited for commercial use, being within close proximity to the Trans Canada Highway, residential areas, as well as the recreation centre and arena. The proposed C-6 zoning of the subject property is consistent with OCP and is therefore supported by staff.

  
Chris Larson, MCP  
Planning and Development Officer

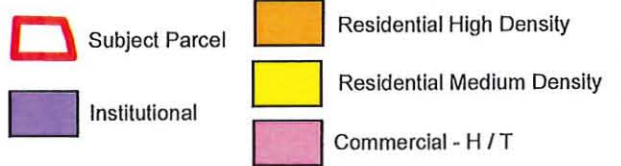
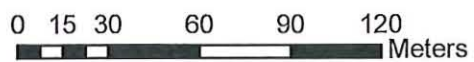
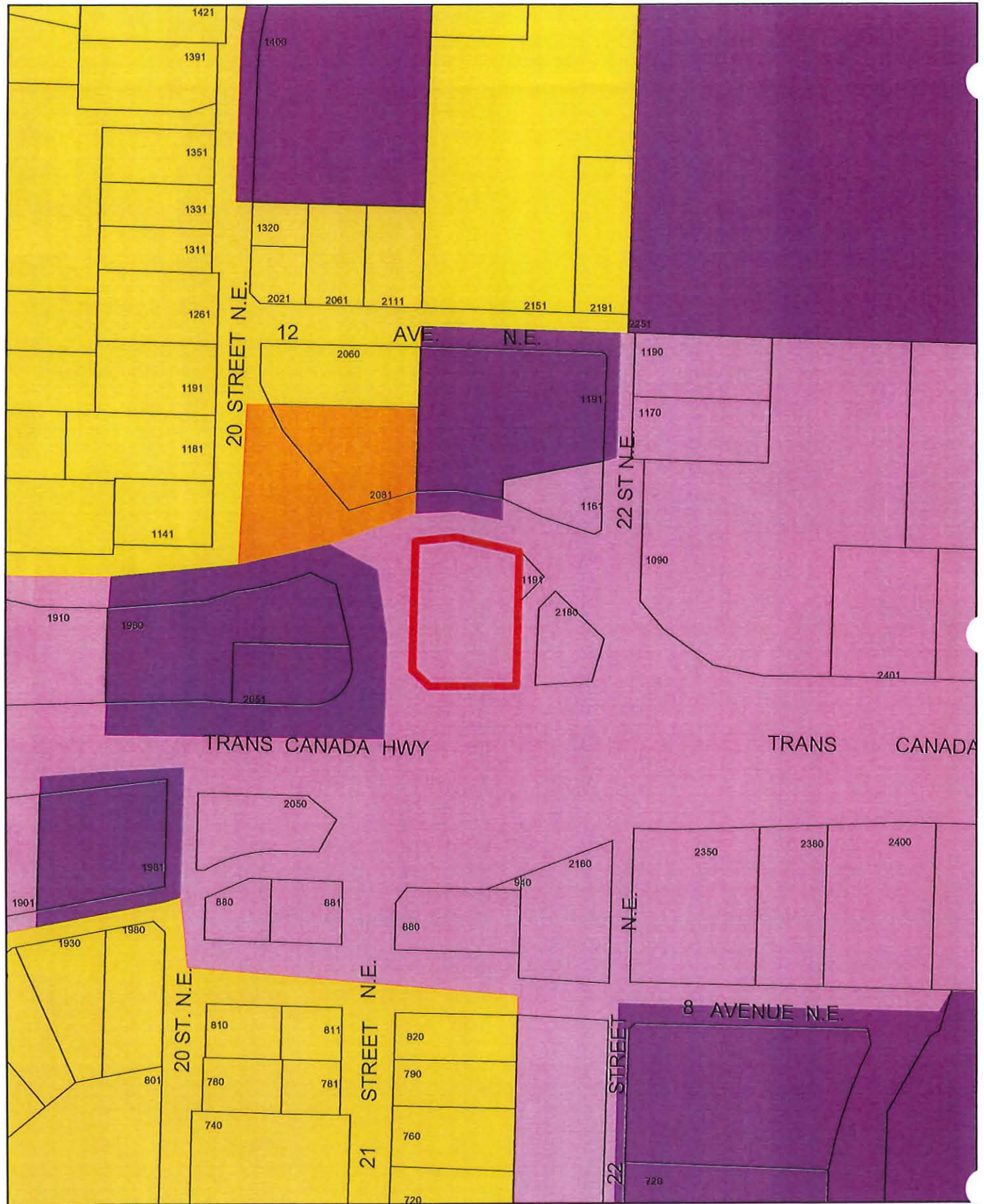
  
Kevin Pearson, MCIP, RPP  
Director of Development Services

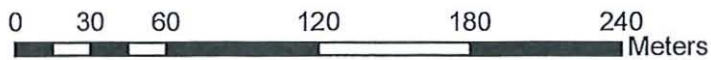
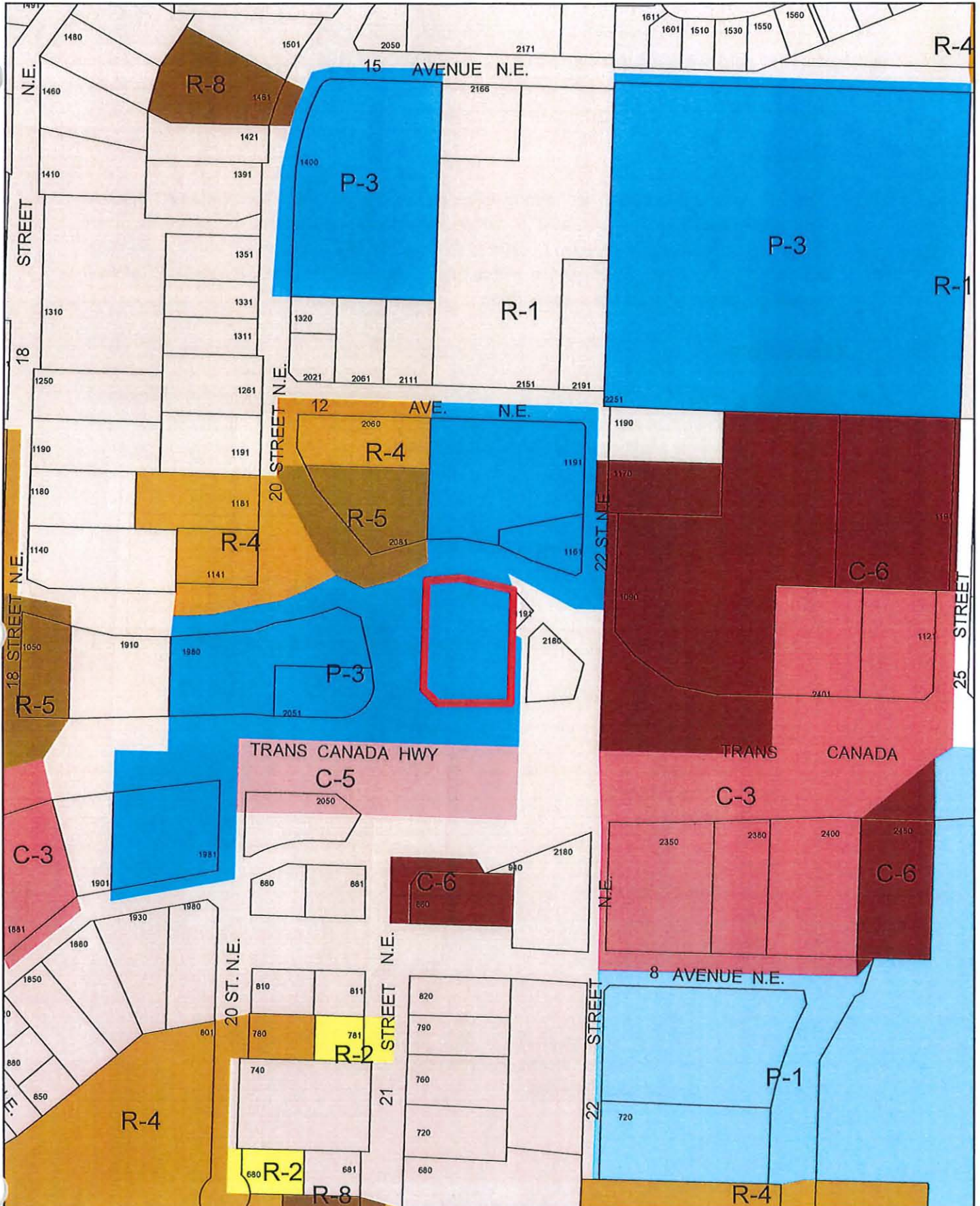


Subject Parcel



 Subject Parcel





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**SECTION 20 - C-6 - TOURIST / RECREATION COMMERCIAL ZONE**


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Purpose

- 20.1 The C-6 Zone is intended to accommodate pedestrian oriented tourist/recreation businesses. The area zoned C-6 is envisioned to be developed with a mixture of land uses in an integrated manner and is intended to cater to the resident and tourist alike with a small shop and resort atmosphere. *Development* within the C-6 Zone shall be subject to a *Development Permit* as per the *Official Community Plan*.

Regulations

- 20.2 On a *parcel zoned C-6*, no *building or structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the C-6 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 20.3 The following uses and no others are permitted in the C-6 Zone:

- .1 art gallery;
- .2 banking kiosk;
- .3 boat and marine sales, repair and rental, including outside covered or screened storage;
- #3637 .4 *commercial daycare facility*
- .5 convention centre;
- .6 craft making and sales;
- .7 farmers market;
- .8 *health service centre*;
- #2782 .9 *home occupation*;
- .10 *hotel*;
- .11 library;
- #3223 .12 *licensee retail store*;
- .13 *motel*;
- .14 museum;
- .15 night club;
- #3426 .16 *offices*;
- #2837 .17 *outside vending*;
- #3163 .18 parkade/off-street parking, in Areas "A", "B" and "C" [Waterfront Area] as shown on Schedule "C" attached hereto and forming part of this bylaw.
- .19 *personal service establishment*;
- .20 pub;
- .21 *public use*;
- #3060 .22 *private utility*;
- .23 *public utility*;

---

**SECTION 20 - C-6 - TOURIST / RECREATION COMMERCIAL ZONE - CONTINUED**


---

- |       |     |                                       |
|-------|-----|---------------------------------------|
|       | .24 | <i>recreation facility - indoor;</i>  |
|       | .25 | <i>recreation facility - outdoor;</i> |
| #3517 | .26 | <i>resort accommodation;</i>          |
|       | .27 | <i>restaurant;</i>                    |
| #4005 | .28 | <i>retail store;</i>                  |
|       | .29 | <i>theatre;</i>                       |
| #2554 | .30 | <i>upper floor dwelling units;</i>    |
| #3167 | .31 | <i>work/live studios; and</i>         |
|       | .32 | <i>accessory use.</i>                 |

**Accessory Uses**

- |       |      |    |   |
|-------|------|----|---|
| #2554 | 20.4 | .1 | Outside storage and <i>warehouse</i> facilities are only permitted within Area "B" as shown on Schedule "C" attached to and forming part of this Bylaw. |
| #3426 |      |    |   |

**Maximum Height of Principal Buildings**

- |       |      |   |
|-------|------|---|
| #2748 | 20.5 | The maximum <i>height</i> of <i>principal buildings</i> shall be 19.0 metres (62.3 feet). |
|-------|------|---|

**Maximum Height of Accessory Buildings**

- |  |      |  |
|--|------|--|
|  | 20.6 | The maximum <i>height</i> of <i>accessory buildings</i> shall be 6.0 metres (19.7 feet). |
|--|------|--|

**Minimum Parcel Size or Site Area**

- |  |      |  |
|--|------|--|
|  | 20.7 | The minimum <i>parcel</i> size or <i>site</i> area shall be 325.0 square metres (3,498.4 square feet). |
|--|------|--|

**Minimum Parcel or Site Width**

- |  |      |  |
|--|------|--|
|  | 20.8 | The minimum <i>parcel</i> or <i>site</i> width shall be 10.0 metres (32.8 feet). |
|--|------|--|

**Minimum Setback of Principal and Accessory Buildings**

- |  |      |   |   |
|--|------|---|---|
|  | 20.9 | The minimum <i>setback</i> of the <i>principal</i> and <i>accessory buildings</i> from the: |   |
|  |      | .1  | <i>Rear parcel line</i> adjacent to a residential <i>zone</i> shall be 3.0 metres (9.8 feet)          |
|  |      | .2  | <i>Interior side parcel line</i> adjacent to a residential <i>zone</i> shall be 3.0 metres (9.8 feet) |

---

**SECTION 20 - C-6 - TOURIST / RECREATION COMMERCIAL ZONE - CONTINUED**

---

**Outside Storage**

20.10 Outside storage shall be screened as per Appendix III.

**Parking and Loading**

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





View east of subject property from the corner of 20 Street and 11 Avenue NE.



View southwest of subject property from the corner of 22 Street and 11 Avenue NE.



Your File #: ZON-1182  
eDAS File #: 2020-03510  
Date: Aug/07/2020

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

Attention: City of Salmon Arm, Development Services

**Re: Proposed Bylaw for:  
LOT A 24-20-10 W6M KDYD PLAN EPP97409**

Thank you for the above noted referral.

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

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

Yours truly,

Tara Knight  
Development Officer

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



*Memorandum from the  
Engineering and Public  
Works Department*

---

TO: Kevin Pearson, Director of Development Services  
DATE: August 20, 2020  
Amended October 10, 2020  
PREPARED BY: Matt Gienger, Engineering Assistant  
OWNER: **Cornerstone Christian Reformed Church, Inc.,**  
1191 22 Street NE Salmon Arm, BC, V1E 2V5  
APPLICANT: **Roodzant, J., 5041 50 Street NW, Salmon Arm, BC, V1E 3A6**  
SUBJECT: **ZONING AMENDMENT APPLICATION NO. ZON-1182**  
**SUBDIVISION APPLICATION NO. SUB-20.08**  
LEGAL: Lot A, Section 24, Township 20, Range 10, W6M KDYD, Plan EPP97409  
CIVIC: **1191 – 22 Street NE**

---

Further to your referral dated July 22, 2020, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Rezoning; however, these comments are conditions of subdivision and 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.
7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.

**ZONING AMENDMENT APPLICATION NO. ZON-1182****SUBDIVISION APPLICATION NO. SUB-20.08**

October 5, 2020

Page 2

- 
8. At the time of building permit the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
  9. For the off-site improvements at the time of subdivision 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 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 southern and northern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
2. 11 Avenue NE is currently constructed to an Interim Local Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, offset sidewalk on south side of road (proposed zoning for south parcel requires sidewalk on both sides of road), boulevard construction, street lighting, and hydro and telecommunications. Offsets and streetlight specifications to conform to Specification Drawing No. RD-3. Owner / Developer is responsible for all associated costs.
3. 12 Avenue NE, on the subject property's northern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
4. 12 Avenue NE is currently constructed to an Interim Local Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, fire hydrant and street lighting. Owner / Developer is responsible for all associated costs.
5. 21 Street NE, on the subject property's western boundary, is designated as an Urban Collector Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
6. 21 Street NE is currently constructed to an Interim Local Road standard. Upgrading to an Urban Collector Road standard is required, in accordance with Specification Drawing No. RD-3. Upgrading may include, but is not limited to, separated sidewalk and boulevard construction. Foot traffic travelling south is encouraged to use the foot path on the subject parcel's eastern boundary and as such, sidewalk along 21 Street would only be required at the intersection of 21 Street NE and 11 Avenue NE for crosswalk access. Owner / Developer is responsible for all associated costs.

**ZONING AMENDMENT APPLICATION NO. ZON-1182****SUBDIVISION APPLICATION NO. SUB-20.08**

October 5, 2020

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- 
7. 22 Street NE, on the subject property's eastern boundary, is designated as Urban Local Road standard, with an ultimate 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by BCLS).
  8. 22 Street NE is currently constructed to an Interim Local Paved Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, fire hydrant and street lighting. Owner / Developer is responsible for all associated costs.
  9. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
  10. A 3.0m by 3.0m corner cut is required to be dedicated at the intersection of 12 Avenue NE and 22 Street NE.
  11. A 5.0m by 5.0m corner cut would typically be required at the intersection of 11 Avenue NE and 21 Street NE; however, the large boulevard and significant distance from property line to edge of road on the west side of the subject parcel deem a corner cut unnecessary at this time.
  12. For the remaining parcel, existing accesses may remain, but no additional accesses will be allowed.
  13. For the proposed parcel, accesses shall be designed by keeping to a minimum number. Only one (1) driveway access will be permitted onto 11 Avenue NE at existing letdown location (directly opposed to remaining parcel access from 11 Avenue NE). Existing letdown may be widened at time of building permit or development permit, subject to approval of City Engineer. Owner / Developer responsible for all associated costs.
  14. Engineering staff recommend that a Section 219 Land Title Act Covenant be registered prior to Final Reading stipulating no future Development approval on the proposed parcel until a Traffic Impact Analysis (TIA) is provided to the satisfaction of the City Engineer with acknowledgement that the owner/applicant is responsible for any and all off-site improvements recommended by the TIA.

**Water:**

1. The subject property fronts a 250mm diameter Zone 2 watermain on 11 Avenue NE. No upgrades will be required at this time.
2. The subject property fronts a 150mm diameter Zone 2 watermain on 12 Avenue NE. No upgrades will be required at this time.
3. The subject property fronts a 350mm diameter Zone 2 watermain on footpath to the east. No upgrades will be required at this time.

**ZONING AMENDMENT APPLICATION NO. ZON-1182****SUBDIVISION APPLICATION NO. SUB-20.08**

October 5, 2020

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- 
4. The subject property fronts a 400mm diameter Zone 2 watermain on 22 Street NE. No upgrades will be required at this time.
  5. No water main is present within the subject property's frontage on 21 Street NE. No upgrades will be required at this time.
  6. Records indicate the remaining parcel is serviced from 22 Street NE. Service install date of 1982 is recorded. Size and condition of existing service is unknown. If City finds the existing connection is undersized for current demand, upgrade to the service will be required. Owner / Developer responsible for all associated costs.
  7. Records indicate that the proposed parcel is not currently serviced by City Water.
  8. The proposed parcel is to be serviced by a single metered water service connection (as per Specification Drawing No. W-11), adequately sized to satisfy the proposed use (minimum 25mm). Because proposed use and demand is not known at this time, installing a new water service will not be required for subdivision. A covenant stating the parcel is not connected to water is required for subdivision and connection will be required at the time of building permit. Water meter will be supplied by the City at the time of building permit. Owner / Developer is responsible for all associated costs.
  9. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
  10. 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 12 Avenue NE. No upgrades will be required at this time.
2. A 200mm sanitary main terminates at the western extent of the subject property's frontage on 11 Avenue NE. City has no plans to develop the parcel at 2180 11 Avenue NE (east of the subject parcel) and therefore no extension or upgrades will be required at this time.
3. The subject property fronts a 150mm diameter sanitary main on 22 Street NE. No upgrades will be required at this time.
4. No sanitary main is present within the subject property's frontage on 21 Street NE. No upgrades or extension of main will be required at this time.
5. Records indicate that the remaining parcel is serviced by a 100mm service from the sanitary main on 12 Avenue NE. No upgrades are required at this time.
6. Records indicate that the proposed parcel is serviced by a 100mm service (to be confirmed) from the sanitary main on 11 Avenue NE. No upgrades are required at this time.

**ZONING AMENDMENT APPLICATION NO. ZON-1182****SUBDIVISION APPLICATION NO. SUB-20.08**

October 5, 2020

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**Drainage:**

1. The subject property fronts a 525mm diameter storm main on 11 Avenue NE. No upgrades will be required at this time.
2. The subject property fronts a 600mm diameter storm main on 12 Avenue NE. No upgrades will be required at this time.
3. The subject property fronts a 600mm diameter storm main on 22 Street NE. No upgrades will be required at this time.
4. No storm main is present within the subject property's frontage on 21 Street NE. No upgrades or extension of main will be required at this time
5. Records indicate that the remaining parcel is serviced from the storm sewer on 12 Avenue NE. No upgrades are required at this time.
6. Records indicate that the proposed parcel is serviced by a 150mm storm service (size to be confirmed) from the sanitary sewer on 11 Avenue NE. No upgrades are required at this time.
7. 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.

**Geotechnical:**

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



**Matt Gienger**  
Engineering Assistant



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

10. INTRODUCTION OF BYLAWS

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

0445-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

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

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

Amendment:

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: Council require a Traffic Impact Assessment prior to Public Hearing with the applicant being responsible for all associated costs.

DEFEATED

Mayor Harrison, Councillors Cannon and Flynn Opposed

Amendment:

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: a Section 219 Covenant be registered on title of the subject property requiring a Traffic Impact Assessment prior to development of the property.

DEFEATED

Mayor Harrison, Councillors Cannon and Flynn Opposed

Amendment:

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

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

CARRIED

Councillors Cannon and Flynn Opposed

Motion as Amended:CARRIED UNANIMOUSLY



**From:** Amy Megyesi <[dramymegyesi@gmail.com](mailto:dramymegyesi@gmail.com)>

**Sent:** November 2, 2020 11:29 AM

**To:** Alan Harrison <[aharrison@salmonarm.ca](mailto:aharrison@salmonarm.ca)>; Debbie Cannon <[dcannon@salmonarm.ca](mailto:dcannon@salmonarm.ca)>; Chad Eliason <[celiason@salmonarm.ca](mailto:celiason@salmonarm.ca)>; Kevin Flynn <[kflynn@salmonarm.ca](mailto:kflynn@salmonarm.ca)>; Tim Lavery <[tlavery@salmonarm.ca](mailto:tlavery@salmonarm.ca)>; Louise Wallace-Richmond <[lwallacerichmond@salmonarm.ca](mailto:lwallacerichmond@salmonarm.ca)>

**Cc:** Alexandra Enns <[alex.enns@outlook.com](mailto:alex.enns@outlook.com)>

**Subject:** Request for Traffic Impact Analysis for property to be rezoned/subdivided from Cornerstone Christian Reform Church

Dear Sirs and Mesdames:

Further to the October 13 Council meeting, I am requesting your support to waive the request for a Traffic Impact analysis on the above noted property. (1191 22 St NE). Should the rezoning proceed, we are the intended purchasers.

The intended use of this property will be a medical clinic on the first floor and commercial offices on the second floor. We do not anticipate large volumes of vehicular traffic, especially in comparison with the surrounding current uses (school, grocery store, hotel.) As a rough estimate I would anticipate 6-8 clients per hour. The commercial office will largely be workers who are there all day long. Our peak periods are not anticipated to coincide with the school. We will have adequate on-site parking for our patients and staff.

Also Mr Roodzant (applicant from Cornerstone Church) assures me he has spoken with the Ministry of Transportation and they have no concerns regarding traffic and this property.

Requiring this additional step is going to increase our costs and really produce no meaningful result.

Respectfully yours,  
Amy Megyesi



Dear Council Members,

On behalf of Cornerstone Christian Reformed Church, I request that city council accept the rezoning application without the requirement of completing a Traffic Impact Analysis.

We understand that some councilors have concerns about the traffic on 11<sup>th</sup> Avenue, and that they would like to receive an outside opinion from someone not connected with developing the property. It is also my understanding that this requirement typically comes from the city Engineering and Public Works department. This department has considered the request and did not anticipate any problems and did not request this study to be completed. It was stated that the intersection and pedestrian crosswalk have recently been upgraded and they are not concerned with this zoning.

We are currently entertaining an offer to purchase the property for the building of a doctor's office. We feel that this would be a fantastic use for this piece of property, bringing a beneficial service to the upper part of town. We also feel that this development would not add a significant traffic burden to the area.

We feel that imposing a traffic study on a road that has recently been studied and improved, will not provide any benefit for the extra work and cost involved.

Respectfully,  
Ed Roodzant

On behalf of  
Cornerstone Christian Reformed Church.

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

From: June Stewart

Sent: December-08-20 6:28 PM

To: Caylee Simmons

Subject: Amendment to Zoning Bylaw 2303

I do not have any objections to the rezoning but ask that the City of Salmon Arm ensure that consideration is given to providing a traffic circle at the intersection of 11 Ave NE and 20 Street NE, which forms one border of the property in question.

One adjoining property was built on last year, another property at the intersection is still vacant but with future plans for high density housing, and the subject property forms a third boundary. 20th Street is one of the few north/south connector roads and additional development will only add pressure to the intersection. Take planning action now, so it doesn't become another Okanagan and 20th Street problem.

June Stewart

7-2060 12 Avenue NE

Salmon Arm

**23. STATUTORY PUBLIC HEARINGS**

1. Zoning Amendment Application No. ZON-1182 [Cornerstone Christian Reformed Church/Roodzant, J.; 1191 22 Street NE; P-3 to C-6]

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

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:21 p.m. and consideration of the next item ensued.

## CITY OF SALMON ARM

### BYLAW NO. 4405

#### 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 December 14, 2020 at the hour of 7:00 p.m. was published in the December 2 and 9, 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 A, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP97409 from P-3 (Institutional Zone) to C-6 (Tourist / Recreation Commercial Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

City of Salmon Arm  
Zoning Amendment Bylaw No. 4405

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4405"

READ A FIRST TIME THIS 13 DAY OF October 2020

READ A SECOND TIME THIS 9 DAY OF November 2020

READ A THIRD TIME THIS 14 DAY OF December 2020

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE 16th DAY OF December 2020



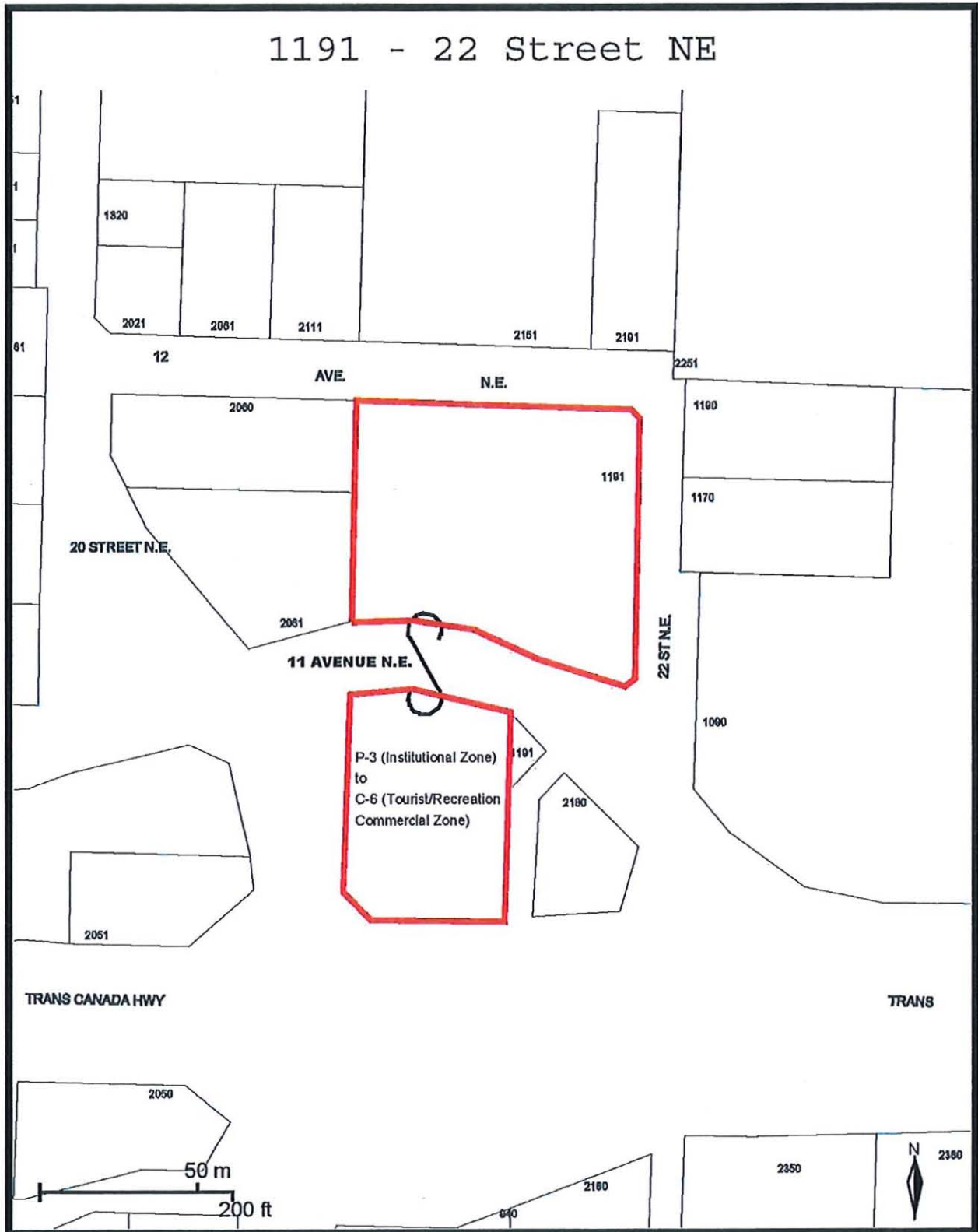
\_\_\_\_\_  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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

SCHEDULE "A"



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## Item 12.1

## INFORMATIONAL CORRESPONDENCE - JANUARY 11, 2021

- |     |  |     |
|-----|--|-----|
| 1.  | Building Department - Building Statistics - December 2020  | N   |
| 2.  | Building Department - Building Permits - Yearly Statistics   | N   |
| 3.  | D. Boyd, General Manager, Shuswap Recreation Society - letter dated December 21, 2020 - Recreation Campus Planning   | S/R |
| 4.  | V. Morris - email dated December 23, 2020 - 3.6 million: spend on foreshore trail  | A   |
| 5.  | P. Cannon, Family Support Worker/Early Years Family Navigator, Shuswap Children's Association - letter dated January 4, 2021 - StoryWalk for Unplug & Play Family Literacy Week  | R   |
| 6.  | A. Slater, Southern Interior Local Government Association - letter dated December 12, 2020 - Call for Resolutions for 2021 Convention  | A   |
| 7.  | Southern Interior Local Government Association - letter dated December 15, 2020 - SILGA Constitution   | N   |
| 8.  | A. Slater, Southern Interior Local Government Association - letter dated December 15, 2020 - SILGA Convention Call for Nominations 2021  | A   |
| 9.  | Southern Interior Local Government Association - letter received December 2020 - SILGA Community Excellence Awards   | N   |
| 10. | Auditor General for Local Government - email dated December 15, 2020 - AGLA releases Performance Audit Report on the District of Mackenzie   | N   |
| 11. | D. Isinger, Provincial Commissioner (BC), Girl Guides of Canada - email dated December 13, 2020 - Guiding Lights Across BC - February 22, 2021   | A   |
| 12. | K. Leinweber, Owner/Race Director, Moose Mountain Trail Races & Shuswap Ultra c/o The Lewiston Ultra Events - email dated December 17, 2020 - City Council Approval 2021 Shuswap Ultra (Lewiston Ultra Events)                                       | A   |
| 13. | K. Leinweber, Director, Salty Dog Enduro - email dated December 17, 2020 - City Council Approval 2021 Salty Dog Enduro   | A   |
| 14. | K. Moore, Mayor, City of Rossland to Premier J. Horgan, A. Dix, Minister of Health, S. Robinson, Minister of Finance and K. Conroy, MLA Kootenay West - letter dated December 16, 2020 - Letter of Support for The Corporation of The City of Vernon | N   |
| 15. | K. Christian, Mayor, City of Kamloops - letter dated December 18, 2020 - Overdose Crisis and Call for Overdose Action Plan   | N   |
| 16. | Inashiki Sister City Exchange Committee - letter and newsletter dated December 2020  | 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: January 11, 2021**Presentation 4:00 p.m. (approximately)****NAME:** Staff Sergeant West, Salmon Arm RCMP Detachment**TOPIC:** Quarterly Policing Report October – December 2020**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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



Royal Canadian  
Mounted Police

Gendarmerie royale  
du Canada

Security Classification/Designation  
Classification/désignation sécuritaire

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

Your File - Votre référence

Our File - Notre référence

195-7

Mayor and Council City of Salmon Arm

Date

January 5, 2021

RE: Salmon Arm RCMP Detachment  
Quarterly Policing Report – October 1 through December 31, 2020

Dear Mayor and Council,

My report this quarter covers the time period from October 1 to December 31, 2020.

### Detachment News

Our members and staff continue to be committed to our community's public safety as we do our best to ensure public safety within our Detachment boundaries. We have put in place the necessary materials and safety protocols to ensure all of our RCMP staff and members are as safe in their work place as they can be.

Civil fingerprinting for local residents did resume in October for Police Information Checks and Vulnerable Sector Checks. It did take some time to resume this service to ensure our staff and the public felt safe.

Over this quarter the officers responded to over 1765 calls for service in this quarter. Of these calls, 1228 were within the City of Salmon Arm. The calls for service represent 70% of our total file workload, and decreased by approximately 110 calls over 2019 which was up substantially over 2018.

In 2020 your Detachment responded to 7680 calls for service which was up by 2.8% over 2019 and within the Municipality it was up 2.1% over 2019.

Due to transfers and member retirements we have seen a vacancy pattern that we are working to address at this time and I am happy to inform council that we have 2 new members named to transfer in to our office. We presently have 3 other staffing requests to fill vacancies within our regular member ranks. Due to these vacancies we have engaged the RCMP's Southeast District Reserve Constable program to provide well need relief to our officers. Engaging this program is the most cost effective way to maintain our level of response to calls for service.

Canada

RCMP GRC 2823 (2002-11) WPT

Our Detachment has now received approval to staff the General Investigation Section position that was approved by Council last year. We will staff the position internally and request a transfer in to back fill a General Duty Constable position. I am happy to report that we have internal interest from qualified members within our office to fill this General Investigation Section position.

#### **Officers continued to be busy in traffic law enforcement despite COVID and logged:**

- Over 119 Documented traffic stops.
  - Which includes 13 - 17 impaired drivers being removed from our roads.
  - Aldo includes 13 prohibited drivers being charged and vehicles impounded.
- Our officers laid 13 high risk driving charges which include distracted driving, excessive speed, and other high risk offences in this quarter.
- 25 injury and damage over \$10,000 within Salmon in the quarter. Up from 9 in 2019 over the same quarter. Collisions overall are down over last year in total.
- Impaired Driving Collisions are trending downward.
- There was 1 fatal collision which was just outside Salmon Arm on the Trans Canada Highway and road conditions at the time was a causal factor.

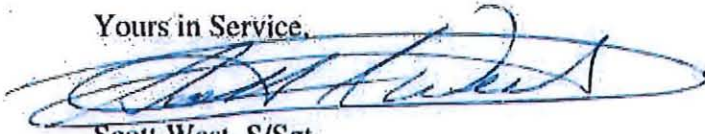
#### **Investigative highlights this past quarter:**

- In the past quarter we have arrested one individual on 3 occasions for drug related offences and this person now had outstanding warrants for his arrest.
- In a recent property related search for stolen items officers seized drug paraphernalia attributed to drug trafficking and over \$3500 in cash.
- One cases resulted in charges against one person who recently moved to the Salmon Arm area and a substantial quantity of stolen property was recovered which had just been stolen from a local business.
- We continue other drug investigations within the city.
- Breach charges:
  - There were 20 breach of interim release charges laid in this quarter which is up over last year by 42% (6 files).
- Domestic violence cases were down 11% (6 Cases) this quarter over 2019
- Property Crime:
  - Break and Enter reports were down which we expected due to people being at home more often during the pandemic.
  - Break and enter complaints to business were also down to 6 from 11 in 2019.
  - Theft from vehicles were down.
- A number of search warrants and production orders were conducted to recover property and gain information to support child pornography cases with our area.

**Looking forward:**

Our on line crime reporting system did see some minor technical issues and will be publicized in 2021. I have attached statistics for the city jurisdiction and the rural area that we police.

Yours in Service,



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



**SALMON ARM RCMP  
MAYOR'S REPORT  
QUARTER 4, 2018**

Salmon Arm Detachment

1980 11th Ave N.E.

Salmon Arm, BC

V1E 2V5

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

City of Salmon Arm

500 2nd Ave N.E.

Salmon Arm, BC

V1E 4 N2

January 6, 2020

Dear Mayor Alan Harrison,

**RE: Quarterly Crime Statistics - October / November / December**

CRIME CATEGORIES	CITY Q4 2019	CITY Q4 2020	RURAL Q4 2019	RURAL Q4 2020
Homicide / Attempted Homicide	0	0	0	0
Assaults	19	14	7	10
Sexual Offences	1	1	0	2
Robbery	1	0	0	0
Auto Theft	5	9	2	7
Break and Enters	22	6	6	10
Theft From Motor Vehicle	30	18	12	3
Drug Investigations	11	14	0	5
Motor Vehicle Collisions	54	46	29	49
Motor Vehicle Collisions W Fatality	0	1	1	1
Impaired Driving - CC	13	11	3	6
Impaired Driving - MVA (IRPs)	16	6	1	4
TOTAL PERSONS/VIOLENT CC	68	56	14	29
TOTAL PROPERTY CC	225	182	56	57
TOTAL OTHER CC	88	99	17	27
TOTAL CRIMINAL CODE (CC)	381	337	87	113

TOTAL CALLS FOR SERVICE	1339	1228	495	521
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COMMUNITY	CITY Q4 2019	CITY Q4 2020	RURAL Q4 2019	RURAL Q4 2020
Files with youth negative contacts	7	5	0	1
Mental Health Related Calls	93	120	24	34
Files involving Alcohol / Drugs	216	207	52	81
Domestic Violence	51	45	14	20

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

Yours truly,

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

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Item 14.2

**CITY OF SALMON ARM**Date: January 11, 2021**Presentation 4:15 p.m. (approximately)****NAME:** David Gonella, Executive Director, Salmon Arm Folk Music Society**TOPIC:** Roots and Blues Festival**Vote Record**

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

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



Salmon Arm Folk Music Society  
 Mailing: PO Box 21, Salmon Arm, BC V1E 4N2  
 Location: 541 3rd St. SW, Salmon Arm, BC V1E 1V4  
 Phone: 250.833.4096 | Fax: 250.833.4097  
 Website: [www.rootsandblues.ca](http://www.rootsandblues.ca)  
 General Inquiries: [info@rootsandblues.ca](mailto:info@rootsandblues.ca)  
 Executive Director: [davidg@rootsandblues.ca](mailto:davidg@rootsandblues.ca)  
 Sponsorship: [sponsor@rootsandblues.ca](mailto:sponsor@rootsandblues.ca)  
 Volunteer: [volunteer@rootsandblues.ca](mailto:volunteer@rootsandblues.ca)

October 17, 2020

City of Salmon Arm  
 500 - 2nd Ave. N.E.  
 Salmon Arm, B.C.  
 V1E 1H1

Dear Debbie Canon,

**RE: Multi-Year Grant Request**

The Salmon Arm Folk Music Society deeply appreciates the Mayor and Council's support of the ROOTS and BLUES Festival, which continues to be an important cultural and economic contributor to the Salmon Arm region. The 2020 Festival was affected by the ongoing COVID-19 pandemic and considering the negative impact the pandemic had on our community the SAFMS decided to do our part and forgo the City grant support for the 28th annual event.

Unlike many other festivals across Canada the local festival did not cancel, we saw this as an opportunity to pivot and improve our ability to offer a professionally produced event online. The 28<sup>th</sup> Annual Festival reached over 20k viewers and proved SAFMS has the ability to transform programming to meet the needs of our audiences and adjust to any obstacle we face as an organization. We are very proud of the online festival, many in the cultural community across Canada consider our online version to be the bar that other festival organizers will attempt to reach.

Looking forward to the 29th Annual Festival, the SAFMS will consider building into the performer agreements and supplier contracts a fee scale based on our predicted audience size and the three event format options below:

1. Traditional festival format with 20-40% less attendance. This option will only be followed if we have permission from the provincial health authority to program a mass gathering event. Festival camping will be available. For guests unready to attend a mass gathering event, the organizers will provide an online streaming access for a fee. Time period to be determined.
2. A multi-venue format based on the well-regarded Celtic Colours Festival in Nova Scotia. Plans in the community would be to secure 15-25 venues with 50-100 room attendance capacity to allow each band/performer to perform 4-5 music sets in a single venue with the same crew. For guests unready to attend a mass gathering event the organizers will provide an online streaming access for a fee. Time period to be determined.

3. Virtual Online Program. A stay at home order is in effect in the late Spring of 2021, the organizers will program an online show and revenue will be generated from a streaming fee. Festival camping will be considered and conducted only in the event we have support from the provincial health authority and the City.

Considered by Tourism Canada, Destination BC and Shuswap Tourism to be the primary "anchor" tourism event in the Okanagan and Shuswap regions. The long-term stability of the event will ensure the event will continue to be a major tourism draw to Salmon Arm benefitting local business and cultural industries. The pivot to a multi-venue and an online program is to retain the festival dates in the minds of our patrons, and continue to establish the Salmon Arm ROOTS and BLUES Festival as a premiere and relevant event that patrons can expect to be available in the future and continue to stimulate tourism to the City of Salmon Arm and the Shuswap region.

In an effort to promote the festival's long-term financial stability we respectfully request a multi-year grant for the amount per year listed below:

2021 - \$50,000  
2022 - \$51,000  
2023 - \$52,000  
2024 - \$53,000

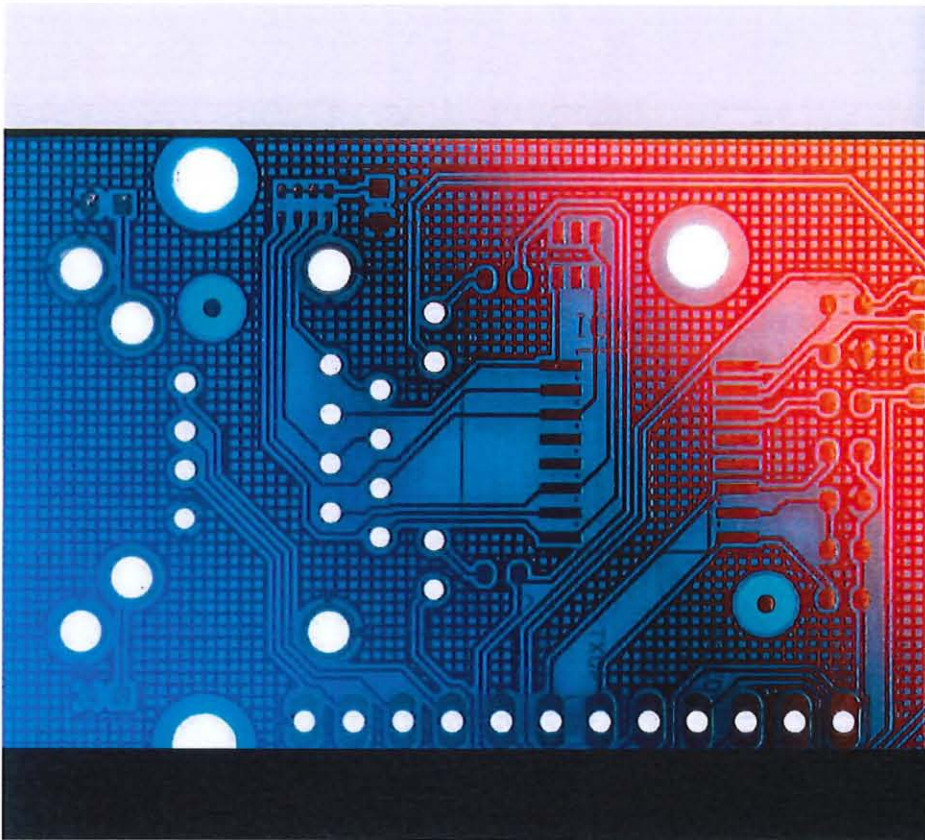
When the time is convenient, we would like the opportunity to meet with Council in the Fall of 2020 to review the 28th Annual event, and if requested, provide details supporting our grant request.

Sincerely,



David Gonella  
Executive Director

Recognition of Territory Message: We respectfully acknowledge and recognize that the work of the SAFMS takes place on the unceded traditional territory of the Secwepemc Peoples.



SALMON  
ARM **ROOTS &  
BLUES**

LIVE TO ONLINE

**OUR CHALLENGE**

- No mass gatherings
- \$ loss
- Convince
- Retain
- Relevancy



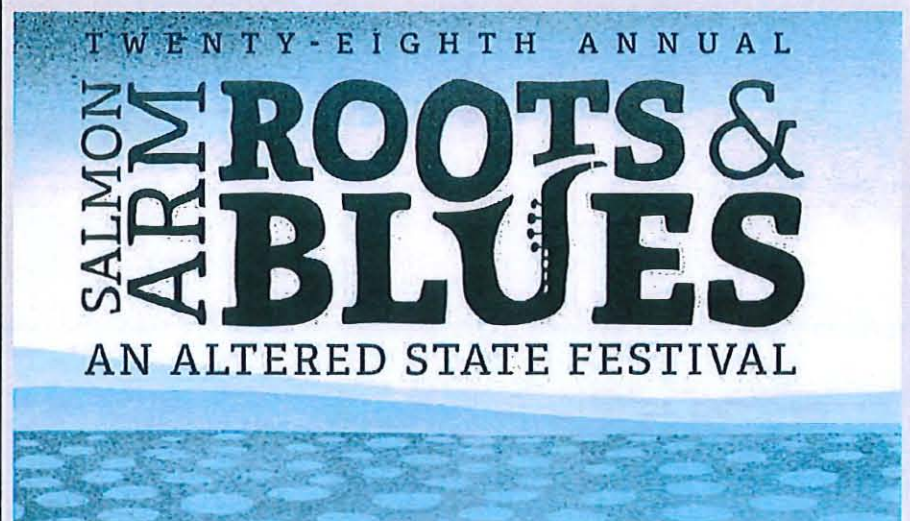
## OUR PIVOT

- Pivot
- Repurpose
- Maximize
- Shift
- Key
- Roles



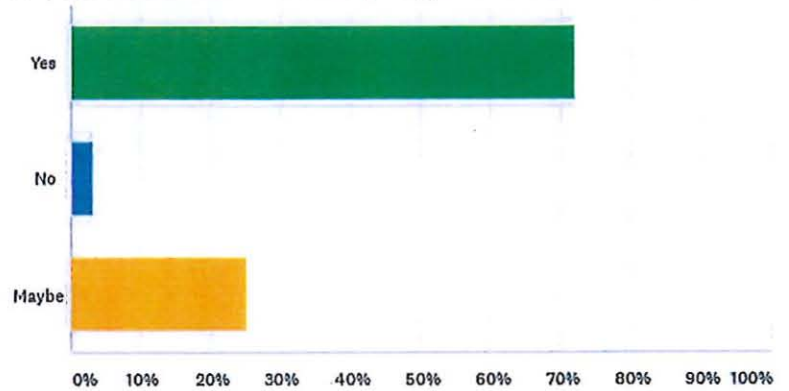
## RESULTS

- Glimmer
- Positive
- Building
- New \$



**POST  
EVENT  
SURTVEY  
RESULTS**

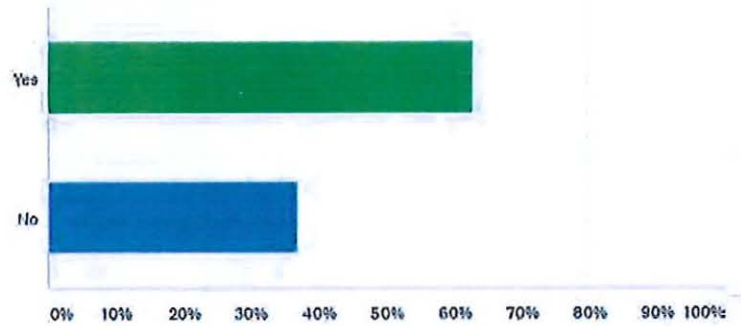
Would you attend an online program in the future?



ANSWER CHOICES	RESPONSES	
Yes	71.90%	284
No	3.04%	12
Maybe	25.06%	99
<b>TOTAL</b>		<b>395</b>

**POST  
EVENT  
SURTVEY  
RESULTS**

Would you attend a multi-venue festival?



ANSWER CHOICES	RESPONSES	
Yes	62.98%	245
No	37.02%	144
<b>TOTAL</b>		<b>389</b>

**POST  
EVENT  
SURTVEY  
RESULTS**

Selection of Patron Comments

"Intimacy created by the broadcast to experience the artists. The broadcast made us want to go to Salmon Arm and the festival. Loved how the partnership with tourism created a sense of such a special place to be."

"Spread the festival as far and wide as you can--whether we are still dealing with a pandemic or not. I had friends from all over BC and AB watching and enjoying. Even without a pandemic, they could not have attended. You have done a GREAT thing by putting the festival online. And, yes, it's worth charging a fee to make the online component happen again. Maybe there's even a grant for outreach to the disabled."

**POST  
EVENT  
SURTVEY  
RESULTS**

Selection of Patron Comments

"Considering the challenges you were up against I think your organization did a great job. I have never been to your annual event before and this year was to be my first. I look forward to future opportunities to attend in the traditional fashion."

"Since we knew nothing about the festival before running across a blurb in some travel literature we had no idea what to expect. The music was great but giving insight into the experience was fantastic. Hope we can actually get there next year!"

# WHAT'S NEXT?

## OUR PIVOT

v.2021

- Health Protocols
- Traditional Format
- Multi-Venue Format
- Virtual Format

SALMON  
ARM  
ROOTS &  
BLUES  
ES



# THE REQUEST



# QUESTIONS



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Item 14.3

## CITY OF SALMON ARM

Date: January 11, 2021

### Presentation 4:30 p.m. (approximately)

**NAME:** B. Lawson, A. Ely and C. Newnes, Active Transportation Task Force

**TOPIC:** Task Force Update

#### Vote Record

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

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



# City of Salmon Arm – Active Transportation Task Force

## Interim Report to Council

### Introduction

Active Transportation (AT) is defined as any self-propelled, human-powered mode of travel such as walking, cycling, in-line skating, skateboarding, skiing, and canoeing, as well as travelling with the help of devices such as mobility aids, electric bikes (e-bikes) and electric kick scooters (e-scooters). Active Transportation can also be combined with other modes of travel such as public transit.

As outlined in the Terms of Reference, the primary goal of the Active Transportation Task Force is to provide information and recommendations to Council to best position the City in further developing the Active Transportation system to achieve a modern, more efficient system that meets the needs of the community as it continues to grow. The recommendations should guide the city in developing a modern Active Transportation Plan and in seeking potential funding opportunities from higher levels of government.

The general scope of this task force is to:

- Review the existing Greenways plans and strategies;
- Identify potential funding opportunities;
- Identify and engage potential private, non-profit, and government partners to collaborate in the development of Active Transportation;
- Research best practices in Active Transportation from other jurisdictions; and
- Make recommendations to Council regarding next steps for policies and actions for safe, attractive, and convenient Active Transportation options for people of all ages and abilities over the next 20 years.

### Task Force Work to Date

The task force was formed in July of 2020 and brought together various members of the community including two members of City of Salmon Arm Council, one member of each of Neskonlith and Adams Lake Indian Band Councils, City staff, members of: Shuswap Trail Alliance, Salmon Arm Economic Development Society, Downtown Salmon Arm, School District #83, Interior Health, Shuswap Cycle Club, Greenways Liaison

Committee, Social Impact Advisory Committee, and five citizens at large. Keeping in mind the terms of reference above, some of the highlights of the work to date include:

- The group has been learning and working on a file sharing and organizational platform called Trello where it has gathered existing documents, templates, reports, and articles related to Active Transportation. The Trello platform has also been a useful tool to communicate, comment, and distribute information and ideas.
- Beginning in September, the group has met virtually (due to COVID-19 protocols) on an approximately bi-weekly basis.
- These meetings included the following presentations:
  - City staff members Chris Larson and Jennifer Wilson reviewed the city's current plans and strategies, discussed AT from a development planning and engineering perspective, and shared how AT is currently funded on a municipal level.
  - Phil McIntyre-Paul with Shuswap Trails Alliance reviewed the history and current status of trails and active transportation research, planning, and connectivity work in Salmon Arm and the surrounding region and acknowledged the commitment of the City of Salmon Arm, Neskonlith and Adams Lake Bands and their partners. He also reviewed the Shuswap Regional Trails Strategy and the supporting policies and guidelines that have been developed to support trail and active transportation work in this region.
  - Kate Berniaz from Transportation Programs and Corporate Initiatives, and Jesse Skulmoski with Strategic Initiatives and Active Transportation Grants, BC Ministry of Transportation and Infrastructure. This presentation focused on current provincial programs and initiatives including the Provincial Active Transportation Design Guide and provided valuable information regarding grant funding opportunities for both planning and infrastructure that may be available to the City.
  - Brian Patterson, an Active Transportation planning expert with Urban Matters Consulting discussed design elements of AT, best practices in infrastructure development, and ideas for support programs and policies. He also highlighted statistics on AT usage in Salmon Arm compared to other communities, discussed how other communities are developing AT plans and projects, and shared some emerging trends in the industry.

## Emerging “Big Ideas” and Initial Recommendations:

The Terms of Reference outlined that we will look to “make recommendations to Council regarding next steps regarding policies and actions for safe, attractive, and convenient Active Transportation options for people of all ages and abilities over the next 20 years”. The Task Force is still working toward making its final recommendations to council later this year, but would like to now present initial recommendations in anticipation of provincial funding opportunities in the near future. To establish these initial recommendations each member of the Task Force, using their increased knowledge of Active Transportation, contributed several ideas to the Trello platform. These were then grouped into broad goals and big ideas which are detailed in the Appendix below. The most common and pressing findings to emerge are included in our initial recommendations.

The Task Force encourages council to consider the following recommendations at this time:

1. The City should continue to collaborate with Neskonith and Adams Lake Bands through our partnership agreements in developing an equitable, complete, and connected Active Transportation system.
2. A quality comprehensive Active Transportation Master Plan should be developed through an inclusive, equitable public participation approach. The plan should include engineering, enforcement, education, encouragement, and evaluation components for all active modes of travel (walking, cycling, transit, and small wheeled transportation) and should integrate with existing city and regional systems and plans.
3. Council should consider allocating \$30,000 of the 2021 budget toward developing a quality comprehensive Active Transportation Plan. It is our understanding:
  - a. Through cost comparison of Active Transportation plans developed by other similarly sized communities, and our discussions with Active Transportation planning specialists, we determined that a plan for Salmon Arm would be in the \$60,000 – \$100,000 range, with a quality plan closer to \$100,000. The main cost and better outcome of a higher quality plan is the thoroughness of the public engagement process.
  - b. \$20,000 was allocated for Active Transportation in the 2020 budget.
  - c. Another \$30,000 allocated in 2021 budget for a total of \$50,000 would maximize Provincial grant funding anticipated to contribute up to a maximum of 50% towards the cost of a plan or \$50,000, which would reach the desired total of \$100,000 for a quality plan.
  - d. Active transportation improves equity and vitality of community members and the community as a whole by lowering costs of living, and increasing access to amenities, businesses, and natural elements. It also contributes to reduced greenhouse gas emission

targets. As such, Active Transportation improvements are considered a good way at a community level to support recovery from COVID-19 and longer-term community resilience.

- e. According to Brian Patterson of Urban Matters, the majority of communities in BC already have some kind of Active Transportation master plan in place. Furthermore, in the limited data available, Salmon Arm ranks fairly low on the scale of AT participation and well below similar cities like Nelson.
  
4. The process for developing an Active Transportation plan should begin in 2021 and be completed before the next OCP update. Senior levels of government are supporting local COVID-19 recovery through increased funding levels. As the country and province recovers it is anticipated these funding opportunities will significantly decrease.
  
5. Support interim Active Transportation measures which could include:
  - a. Any projects that increase walking, cycling, accessibility, safety and participation.
  - b. Not supporting variance applications for Active Transportation elements of developments whenever possible.
  - c. Request staff review the Provincial Active Transportation Design Guide and work with the province to improve local design guidelines.
  
6. Continue to educate and advertise the use of Active Transportation within the city to ensure that the public is aware of the significant environmental benefits of Active Transportation.

The Task Force would like to thank council members for their time and attention to this subject. We believe Active Transportation is a necessary and vital component of a vibrant, modern, and inclusive city and look forward to your continued support.

**APPENDIX:**

The Task Force has been sharing and discussing many ideas from broad goals and concepts to specific projects as a first step toward establishing recommendations to council. We would like to introduce some of the key benefits of Active Transportation, offer a few ideas for project design and implementation, and highlight some important considerations for the development of an AT Master Plan.

**Active Transportation Key Concepts & Big Ideas****1. Health Benefits**

One of the main benefits of AT is active living for health and well-being. Plan H from the BC Healthy Communities Society states the following:

- Well-planned multi-purpose facilities and safe and accessible outdoor spaces and trails not only support and promote healthy, active lifestyles, but they enable people of all ages, abilities, and backgrounds to connect to their neighbours and contribute to the social fabric of the community.
- Local governments play a large role in building the conditions that support all British Columbians to lead healthier, more active lives. These conditions for active living begin right in our communities – where people live, work, learn, and play.

The task force sees health benefits as a key component of an AT Master Plan and should be a strong element of community engagement and education. Some of our ideas around AT health benefits include:

- Consider both commuting and leisure use of our AT network, looking at the different needs of each.
- Consider both physical health and social health. The vision of an improved AT network is to support the entire community and work toward improving equity and accessibility.
- Consider what encourages people to use modes of AT (i.e. culture, health/wellness, habits, convenience).
- Increased usage of AT modes reduces pollution and greenhouse gas emissions. This aligns with the city's declaration of a climate emergency.



## **2. Safety Benefits**

Increased safety is a major benefit of modern, effective AT infrastructure and should be a key consideration in future planning, development, and design. Some of our initial ideas on safety include:

- Main transportation corridors and high-traffic networks should have a high emphasis on increased safety for users of AT modes. This could include bike lanes, separated multi-use paths, properly marked shared roads, traffic calming measures, temporary lane dividing tools like bollards, and better signage.
- Much of the AT literature talks about the importance of reduced speed and traffic calming, especially within the downtown core.
- Consider adopting the 'Vision Zero' approach - a global initiative with a clear and simple goal of zero fatalities or serious injuries on roadways. The approach looks to increase safety, healthy, and equitable mobility for everyone and has been adopted by several major cities in Canada.

## **3. Design Considerations**

Presentations from the Province of BC and Brian Patterson from Urban Matters highlighted several areas of evolution on concepts of municipal planning and design. The province specifically encouraged feedback on the AT Design Guide and would like it to function as an updatable, working document.

The task force has reviewed numerous design concepts and discussed how they will influence future planning and implementation of AT infrastructure. Some of our initial ideas include:

- Design and planning should consider the four distinct seasons in Salmon Arm, account for the surplus of tourists in the summer, and look at how AT is used in the winter.
- Consider multi-use paths throughout our transportation network in place of sidewalks.
- Review the AT Design Guide and consider how to incorporate new standards for road widths and separated transportation lanes where possible.
- AT planning and implementation should consider key priority connections including schools, work, retail, shopping centres, uptown, west-bay and suburban residential areas, looking at how people move to and from these areas.
- Consider future densification of the downtown core which should be looked at differently than suburban residential areas.
- The needs of mobility challenged citizens must be considered, specifically from areas like Raven and Hillcrest. The foreshore trail could be upgraded to accommodate scooters and wheelchairs. A multi-use path from Hillcrest would also increase independence for these citizens and take pressure off the Handy Dart.
- AT planning should consider working from the centre out which may include a central arterial multi-use path to act as the main hub of the AT network.

#### **4. The Future of Active Transportation & Technology**

The task force has considered technology and the emergence of alternative modes of transportation.

Some of our ideas include:

- Assisted technology like e-bikes and e-scooters have emerged in recent years, especially in cities like Salmon Arm with geographical challenges (ie. hills and winter conditions). The city could consider incentives to employers and/or users to increase use of these modes.
- Consider what technologies may emerge in the future and look at ways that society may evolve to operate in the coming years. This may include driverless cars which could impact commuting and parking. Salmon Arm may see an increase in density for our downtown core which could increase usage of AT and demand for a more robust AT network.

### **Active Transportation Master Plan Considerations**

The recurring theme of all the work to date and every presentation so far has been the urgent need for an Active Transportation Master Plan. The task force has been discussing the following aspects of this process:

#### **1. Engagement**

We see community engagement as key to incorporating the ideas, needs, and values of the community and developing a plan that works for everyone. Engagement should continue through all stages of planning and implementation, and throughout the lifetime of the infrastructure. Some of our initial ideas for engagement include:

- Initiate an engagement process that encourages ideas and feedback from a wide demographic.
- Include youth in the process.
- Include a component of educational programming for both youth and adults.
- Look for areas where Salmon Arm could be a leader and raise awareness of AT such as the 'Vision Zero' concept - a strategy to eliminate all traffic fatalities and severe injuries, while increasing safe, healthy, equitable mobility for all.
- Collaborate with Neskonlith, Adams Lake, and Little Shuswap Bands, and seek opportunities for reconciliation.

## **2. Costs and Funding Opportunities**

The task force has sought to understand how AT projects are currently funded and look at ways this system could be improved. We have also investigated what funding may be available from higher levels of government. Some of our initial findings include:

- Provincial AT grants are available for both plans and projects in the near term.
- Extra funding may be ready and available short-term due to COVID-19 recovery programs, but that funding will likely dry up in future years.
- The main sources of funding for AT planning, design, and infrastructure are public (taxpayer) funds, developer funds, and funding from higher level of government (i.e. grants). All three funding sources should be considered in future planning and implementation.
- Evaluate how reserve funds are saved and distributed, including investigating what is done in other communities and any potential legal issues.
- Council could consider not approving variance requests for AT aspects of development projects where possible to increase the pool of money from developers.
- The city should allocate funding as soon as possible to conduct a comprehensive Active Transportation Master Plan that addresses policy, codes and bylaws, budget, design, development requirements, education, and connects with complementary elements of community planning (social health, equity, and resilience, environment, parking, roads and vehicle traffic, housing, building codes, parks and greenways, energy, food security, and arts & culture.)

## **3. Implementation**

The task force encourages the City to carefully consider how best to implement an AT plan to ensure short, medium, and long-term results. Some of our initial ideas for implementation include:

- The AT plan should be completed before the next OCP update and become a key piece of that update.
- The AT plan should include a strong monitoring and reporting program to ensure that the goals, targets, and schedules of the plan are being met.
- The AT plan should be able to be effectively implemented alongside other current and future master plans including parking, overall transportation, parks, greenways, arts and culture, and recreation.
- Create a short- and medium-term implementation plan with steps the city could take toward interim AT improvements. This could include updating and maintaining of maps, routes, and other transportation planning documents.

#### **4. Ideas for Possible City Policies**

The task force has discussed ideas for possible short-term policy updates and how the city may make improvements to AT infrastructure in the short and medium term until a comprehensive plan is developed. Some of our initial ideas include:

- Council could consider policies which would encourage existing roads to be upgraded with sidewalks, bike lanes, and multi-use paths rather than re-surfacing the same surface road width.
- Policies encouraging the introduction of designated bike lanes and walking lanes will encourage AT participation.
- Look for small 'quick-win' type projects like wayfinding signage or the use of bollards (temporary posts) to establish lane separation.
- The task force has reviewed the Subdivision and Servicing Bylaws and understand recent improvements to the standardization of AT planning and infrastructure. The idea of re-opening the Subdivision and Servicing Bylaw to look at further AT opportunities has been discussed.

Item 19.1

## CITY OF SALMON ARM

Date: January 11, 2021

Moved: Councillor

Seconded: Councillor

THAT: Councillor Lindgren be appointed to the Okanagan Regional Library Board Alternate for the City of Salmon Arm until December 2021.

### Vote Record

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

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

19. OTHER BUSINESS2. Committee Appointments

0552-2020

Moved: Councillor Louise Wallace Richmond

Seconded: Councillor Cannon

THAT: Council approve the Committees of Council as circulated at the December 14, 2020 Regular Council Meeting.

CARRIED UNANIMOUSLY1. L. Samson, Administrative Services Manager, Okanagan Regional Library - letter dated November 12, 2020 - Annual Appointment - Okanagan Regional Library Board

0553-2020

Moved: Councillor Flynn

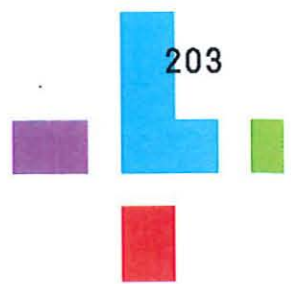
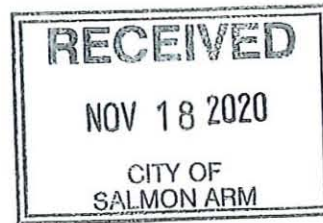
Seconded: Councillor Lindgren

THAT: Councillor Wallace Richmond be appointed to the Okanagan Regional Library Board as the Salmon Arm City Council representative until December 2021.

CARRIED UNANIMOUSLY

November 12, 2020

Mayor  
City of Salmon Arm  
Box 40  
500 – 2nd Avenue NE  
Salmon Arm, BC V1E 4N2



**Re Annual Appointment - Okanagan Regional Library Board**

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Annual appointments to the Library Board are made according to the *BC Library Act*. There are four regular meetings required of the Board in each year and such other meetings as the Board may decide. Regular meetings are generally held on the third Wednesday in February, May, September and November, except in years when municipal elections are held. In election years, there is a meeting in October and no meeting in November. Meetings typically start at 9:30 AM and may constitute a full day. They are held at Library headquarters at 1430 K.L.O. Road, Kelowna. During the pandemic, meetings are held virtually. Pursuant to Board Policy, Board members' expenses for travel, meals and hotel only are paid by the Library. The 2021 Meeting Schedule will be approved at the November 18, 2020 Board Meeting and then uploaded to our website [www.orl.bc.ca](http://www.orl.bc.ca)

Please complete and return:

- Letter of Appointment form: Name the Library Trustee and the Alternate you wish to appoint;
- Library Trustee and Alternate Trustee Contact Information forms: Have both the representative and the alternate complete one each.

The forms can be returned by fax 250-861-8696 or e-mail [lsamson@orl.bc.ca](mailto:lsamson@orl.bc.ca). If you have any questions, please reach out.

Thank you for your continuing support of the Okanagan Regional Library.

Sincerely,

A handwritten signature in black ink, appearing to read "Leah Samson".

**Leah Samson**  
**Administrative Services Manager**  
**Okanagan Regional Library**

Attached:

Letter of Appointment Form

Trustee Contact Information Form

## **LIBRARY ACT, Part 3 – Regional Library Districts**

### **How the library board is appointed**

- 16 (1) The library board is to consist of a representative of each municipality and regional district that is a party to the agreement to establish the regional library district.
- (2) A municipal council must, by resolution,
- (a) appoint one of its members to be a member of the library board, and
  - (b) appoint another of its members as an alternate member to serve on the library board if the member appointed under paragraph (a) is absent or unable to act.
- (3) If there is more than one electoral participating area in the regional library district, the regional district board must, by resolution,
- (a) appoint from among the directors of the electoral participating areas a member of the library board, and
  - (b) appoint another of the directors of the electoral participating areas as an alternate member to serve on the library board if the member appointed under paragraph (a) is absent or unable to act.
- (4) If there is only one electoral participating area in a region library district,
- (a) the director of the electoral participating area is a member of the library board, and
  - (b) the alternate director of the electoral participating area is the alternate member on the library board if the director of the electoral participating area is absent or unable to act.

### **When members are appointed**

- 17 (2) All subsequent regular appointments must be made each December at the first meeting of the municipal council or regional district board.
- (4) If an appointment is not made at the time specified in this section, the appointment must be made as soon as convenient.

### **Term of Office**

- 18 (1) A member of the library board holds office for a term of one year, or for the remainder of the year for which the appointment is made.
- (2) A member is eligible for reappointment, but no member may serve for more than 8 consecutive years.”
- (3) The term of office of a member continues until a successor is appointed unless the member is removed for cause.



Item 21.

## CITY OF SALMON ARM

Date: January 11, 2021

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting of January 11, 2021, be adjourned.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

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