SALMONARM

SMALL CITY, BIG IDEAS

AGENDA

City of Salmon Arm
Regular Council Meeting

Monday, August 12, 2019
1:00 p.m.
Room 100, City Hall

[Public Session Begins at 2:30 p.m.]
Council Chamber of City Hall
500 – 2 Avenue NE

Page #	Item #		Description
	1.		**CALL TO ORDER**
1 – 2	**2.**		**IN-CAMERA SESSION**
	3.		**ADOPTION OF AGENDA**
	4.		**DISCLOSURE OF INTEREST**
	5.		**CONFIRMATION OF MINUTES**
3 – 14		1.	Regular Council Meeting Minutes of July 22, 2019
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	6.		**COMMITTEE REPORTS**
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23 – 26		2.	Downtown Parking Commission Meeting Minutes of July 16, 2019
	7.		**COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**
27 – 36		1.	Board in Brief – July, 2019
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37 – 40		1.	Director of Development Services – Solar Feasibility Study
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53 – 64		3.	Chief Administrative Officer – Canoe Beach Campsites – Rental Agreements (Previously provided July 11, 2016)
65 – 68		4.	Director of Engineering and Public Works – Award of Engineering Services (Phase 2.4) Ross Street Underpass Design and Tender Services
69 – 70		5.	Chief Financial Officer – Policy No. 7.1 – Banking Services
71 – 74		6.	Director of Corporate Services – Telus Communications Inc. – Hazard Beacon H2 Lease Agreement

	9.		**INTRODUCTION OF BYLAWS**
	10.		**RECONSIDERATION OF BYLAWS**
75 - 90		1.	City of Salmon Arm Zoning Amendment Bylaw No. 4341 [ZON-1152; Bennett, K. & S.; 1811 22 Street NE; R-1 to R-8] – Final Reading
	11.		**CORRESPONDENCE**
91 - 92		1.	Informational Correspondence
	12.		**NEW BUSINESS**
	13.		**PRESENTATIONS / DELEGATIONS**
93 - 98		1.	Presentation 4:00 – 4:15 p.m. (approximately) Staff Sergeant West, Salmon Arm RCMP Detachment – Quarterly Policing Report – April – June 2019
99 - 106		2.	Presentation 4:15 – 4:30 p.m. (approximately) Lindsay Wong, Manager, Downtown Salmon Arm – Business Improvement Area Bylaw
	14.		**COUNCIL STATEMENTS**
	15.		**SALMON ARM SECONDARY YOUTH COUNCIL**
	16.		**NOTICE OF MOTION**
107 - 112		1.	Councillor Lindgren – Climate Action Plan
113 - 114		2.	Councillor Lavery – FireSmart Curbside Chipping Program
115 - 116		3.	Councillor Lavery – Active Transportation Plan: Let's Move Salmon Arm
117 - 118		4.	Councillor Lavery - Food and Urban Agricultural Plan: Let's Grow Salmon Arm
119 - 120		5.	Councillor Lavery - Affordable Housing Reserve
	17.		**UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
	18.		**OTHER BUSINESS**
121 - 130		1.	Disc Golf Proposal for 4380 10 Avenue SE – For Information
	19.		**QUESTION AND ANSWER PERIOD**

7:00 p.m.

Page #	Item #		Description
	20.		**DISCLOSURE OF INTEREST**
	21.		**HEARINGS**
131 - 152		1.	Development Variance Permit Application No. VP-499 [0924020 BC Ltd. (T-1 Enterprises) and Dinoflex Holdings Inc.; 5731 Auto Road SE and 5590 46 Avenue SE; Fire Hydrant Requirement]
153 - 164		2.	Development Variance Permit Application No. VP-500 [Cowan, W. & S./Arsenault, G.; 4340 20 Street NE; Retaining Wall & Fence]
	22.		**STATUTORY PUBLIC HEARINGS**
165 - 176		1.	Zoning Amendment Application No. ZON-1151 [Gagnon, G.R. & Morgan, K.; 741 - 2 Avenue NE; R-1 to R-8]
	23.		**RECONSIDERATION OF BYLAWS**
177 - 180		1.	City of Salmon Arm Zoning Amendment Bylaw No. 4346 [ZON-1151; Gagnon, G.R. & Morgan, K.; 741 - 2 Avenue NE; R-1 to R-8] - Third Reading
	24.		**QUESTION AND ANSWER PERIOD**
181 - 182	**25.**		**ADJOURNMENT**

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Item 2.

CITY OF SALMON ARM

Date: August 12, 2019

Moved: Councillor Cannon

Seconded: Councillor Flynn

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

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

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Item 5.1

CITY OF SALMON ARM

Date: August 12, 2019

Moved: Councillor Flynn

Seconded: Councillor Lavery

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

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

  Opposed:

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

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm commenced in Room 100 at 1:00 p.m. and reconvened in the Council Chamber at 2:30 p.m. of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia on **Monday, July 22, 2019.**

PRESENT:

Mayor A. Harrison
Councillor D. Cannon
Councillor C. Eliason
Councillor K. Flynn
Councillor T. Lavery
Councillor L. Wallace Richmond

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

ABSENT:

Councillor S. Lindgren

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0392-2019 Moved: Councillor Lavery
Seconded: Councillor Eliason
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 2:06 p.m.
Council recessed until 2:30 p.m.

3. REVIEW OF AGENDA

Addition under 14.1 - Brad Bennett - Woodlands Manager, Interfor Corporation Adams Lake Division - Forest tenure (Canfor Vavenby operation) - Motion 0389-2019.

Additional information for item 22.1 - L. Fitt, Manager, Salmon Arm Economic Development Society - email dated July 22, 2019 - Proposed Fee Schedule Changes

4. DISCLOSURE OF INTEREST

5. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of July 8, 2019

0393-2019 Moved: Councillor Cannon
Seconded: Councillor Wallace Richmond
THAT: the Regular Council Meeting Minutes of July 8, 2019, be adopted as circulated.

CARRIED UNANIMOUSLY

6. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of July 15, 2019

0394-2019 Moved: Councillor Flynn
Seconded: Councillor Cannon
THAT: the Development and Planning Services Committee Meeting Minutes of July 15, 2019 be received as information.

CARRIED UNANIMOUSLY

2. Downtown Parking Commission Meeting Minutes of June 18, 2019

0395-2019 Moved: Councillor Eliason
Seconded: Councillor Lavery
THAT: the Downtown Parking Commission Meeting Minutes of June 18, 2019, be received as information.

CARRIED UNANIMOUSLY

3. Social Impact Advisory Committee Meeting Minutes of July 12, 2019

0396-2019 Moved: Councillor Wallace Richmond
Seconded: Councillor Flynn
THAT: the Social Impact Advisory Committee Meeting Minutes of July 12, 2019, be received as information.

CARRIED UNANIMOUSLY

0397-2019 Moved: Councillor Wallace Richmond
Seconded: Councillor Lavery
THAT: the Terms of Reference for the Social Impact Advisory Committee be amended to include a representative of the Okanagan Regional Library in the membership of the Committee.

CARRIED UNANIMOUSLY

7. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

8. STAFF REPORTS

1. Chief Financial Officer – Property Tax Collection

Received for information.

8. STAFF REPORTS - continued

3. Chief Financial Officer – Annual Financial Audit Services – 2019, 2020 and 2021

0398-2019

Moved: Councillor Eliason
Seconded: Councillor Cannon
THAT: BDO Canada LLP, Chartered Accountants, be appointed as the Municipal Auditors for the City of Salmon Arm for the three (3) year term of 2019 to 2021;

AND THAT: the fee for services provided be as follows:

- 2019 - $19,100.00 (plus taxes);
- 2020 - $19,600.00 (plus taxes); and
- 2021 – $20,000.00 (plus taxes).

CARRIED UNANIMOUSLY

4. Director of Engineering and Public Works – Purchase Recommendation for Replacement of Unit #86 – Rubber Backhoe

0399-2019

Moved: Councillor Eliason
Seconded: Councillor Flynn
THAT: Council approve the purchase of the Unit #86 Rubber Tire backhoe replacement, from Brandt Tractor Ltd. for the quoted amount of $183,338.40 including extended warranty and taxes.

CARRIED UNANIMOUSLY

5. Director of Development Services – Agricultural Advisory Committee Appointment

0400-2019

Moved: Councillor Eliason
Seconded: Councillor Lavery
THAT: Council appoint the following two (2) people to the Agricultural Advisory Committee for the remainder of this Committees term (ending July 31, 2020):

1) Barrie Voth; and
2) Mike Schroeder.

CARRIED UNANIMOUSLY

6. Director of Corporate Services – Community Housing Strategy RFP Award

0401-2019

Moved: Councillor Wallace Richmond
Seconded: Councillor Lavery
THAT: Council award the Community Housing Strategy contract to Urban Matters CCC for the quoted price of $59,000.00, excluding applicable taxes.

CARRIED UNANIMOUSLY

9. INTRODUCTION OF BYLAWS

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

0402-2019

Moved: Councillor Flynn
Seconded: Councillor Eliason
THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4346 be read a first and second time;

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

CARRIED UNANIMOUSLY

10. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Cemetery Management Amendment Bylaw No. 4340 (2019/2020 Cemetery Rates) – Final Reading

0403-2019

Moved: Councillor Lavery
Seconded: Councillor Eliason
THAT: the bylaw entitled City of Salmon Arm Cemetery Management Amendment Bylaw No. 4340 be read a final time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Municipal Ticket Information Amendment Bylaw No. 4342 - Street Solicitation – Final Reading

0404-2019

Moved: Councillor Wallace Richmond
Seconded: Councillor Lavery
THAT: the bylaw entitled City of Salmon Arm Municipal Ticket Information Amendment Bylaw No. 4342 be read a final time.

CARRIED UNANIMOUSLY

11. CORRESPONDENCE

1. Informational Correspondence

3. B. Magneson – letter dated July 10, 2019 – 39th Annual Terry Fox Run, now proclaimed to be 'Terry Fox Day', Sunday, September 15, 2019

0405-2019

Moved: Councillor Eliason
Seconded: Councillor Cannon
THAT: Council authorize Brady Magneson to use Blackburn Park from 8:00 a.m. to 1:00 p.m. on September 15, 2019 to host the annual fundraising event for the Terry Fox Foundation subject to the provision of adequate liability insurance and any applicable fees.

CARRIED UNANIMOUSLY

11. CORRESPONDENCE – continued

1. Informational Correspondence – continued

7. P. Wright, Co Chair, Salmon Arm Fair – letter dated July 16, 2019 – Request for permission to use the Safeway Field for parking during the Fair (September 6, 7 and 8, 2019)

0406-2019

Moved: Councillor Eliason
Seconded: Councillor Lavery
THAT: Council authorize Salmon Arm and Shuswap Lake Agricultural Association/Girl Guides to use 251 - 5 Avenue SW for parking during the Salmon Arm Fall Fair from September 6 - 8, 2019, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

1. D. Didow – letter dated May 21, 2019 – Intersection at 3rd Street South West and 5 Avenue South West

0407-2019

Moved: Councillor Eliason
Seconded: Councillor Lavery
THAT: Council refer Mr. Didow's correspondence to the Traffic & Safety Committee for review.

CARRIED UNANIMOUSLY

10. D. Hewitt, Peace Vigil Chair, GreenSpace – letter received June 2019 – Request for "Peace Vigil" September 21, 2019 at Marine Peace Park

0408-2019

Moved: Councillor Wallace Richmond
Seconded: Councillor Flynn
THAT: Council authorize GreenSpace Community to use Marine Peace Park for a "Peace Vigil" on September 21, 2019 from 3:00 to 5:00 p.m., subject to the provision of adequate liability insurance.

J. Carter, representative of GreenSpace, spoke regarding the proposed event and was available to answer questions from Council.

CARRIED UNANIMOUSLY

2. T. Piccini – letter dated July 18, 2019 – Request to hold Josh Hunter Memorial Skateboard Competition at Blackburn Skateboard Park, September 28, 2019

0409-2019

Moved: Councillor Cannon
Seconded: Councillor Eliason
THAT: Council authorize the Josh Hunter Memorial Skateboard Competition at Blackburn Skateboard Park on September 28, 2019 from 9:00 a.m. to 7:00 p.m., subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

12. NEW BUSINESS

14. COUNCIL STATEMENTS

1. Brad Bennett – Woodlands Manager, Interfor Corporation Adams Lake Division – Forest tenure (Canfor Vavenby operation) – Motion 0389-2019

0410-2019

Moved: Councillor Cannon
Seconded: Councillor Wallace Richmond
THAT: Council reconsider Motion 0389-2019.

CARRIED
Mayor Harrison and Councillor Flynn Opposed

0389-2019

Moved: Councillor Lindgren
Seconded: Councillor Wallace Richmond
THAT: Council send a letter to Minister Doug Donaldson supporting the transfer of the Canfor Vavenby timber licenses to Interfor to provide ongoing timber supply support to the Adams Lake operation and the associated jobs the facility provides to the regional economy and copied to Gorman Brothers and Canoe Forest Products.

Amendment:

Moved: Councillor Cannon
Seconded: Lavery
THAT: Council send a letter to Minister Doug Donaldson supporting the transfer of a portion of the Canfor Vavenby timber licences to Interfor and the balance allocated between community forests and First Nations.

CARRIED
Mayor Harrison and Councillor Flynn Opposed

Motion as Amended:

CARRIED
Mayor Harrison and Councillor Flynn Opposed

17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

Councillor Eliason left the meeting at 3:40 p.m. and returned at 3:41 p.m.

1. Councillor Lavery – Transportation Parcel Tax (Notice of Motion from June 24, 2019)

0411-2019

Moved: Councillor Lavery
Seconded: Councillor Wallace Richmond
WHEREAS the existing Transportation Parcel Tax funds important asphaltic maintenance and upgrading of our road systems;

AND WHEREAS there has not been a council review of taxation method options to fund this function, other than periodic increases to the parcel tax, since the inception of the Transportation Parcel Tax;

17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS – continued

1. Councillor Lavery – Transportation Parcel Tax (Notice of Motion from June 24, 2019) - continued

THEREFORE BE IT RESOLVED THAT Council ask staff to report back on taxation options to achieve the annual goals of maintaining and improving our road system;

AND THAT a public input session be held after that report is available;

AND FURTHER THAT Council review and decide on the taxation approach it wishes to pursue to maintain road networks in the 2021 budget and beyond.

CARRIED
Councillor Eliason Opposed

The Meeting recessed at 3:54 p.m. and reconvened at 4:00 p.m.

15. SALMON ARM SECONDARY YOUTH COUNCIL

16. NOTICE OF MOTION

13. PRESENTATIONS

1. Carson Carter, Canoe Beach Rental Lots

Councillor Cannon entered the meeting at 4:03 p.m.

Carson Carter and Kendall Pritchard presented on the Canoe Beach Rental Lots and requested Council reconsider allowing tenancy beyond October 31, 2021. They were available to answer questions from Council.

This item and the previously submitted Staff Report dated June 10, 2016, will be placed on the next Regular Council Meeting Agenda.

8. STAFF REPORTS - continued

2. Chief Administrative Officer Report dated June 10, 2016 – Canoe Beach Campsites – Rental Agreements, Original Motion and Background

Received for information.

13. PRESENTATIONS - continued

2. Dale Unruh and Brooks Christensen, Salmon Arm Silverbacks

Dale Unruh and Brooks Christensen, Salmon Arm Silverbacks provided an overview of the Salmon Arm Silverbacks and presented their contract proposal. They were available to answer questions from Council.

18. OTHER BUSINESS

19. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 4:41 p.m.
The Meeting reconvened at 7:00 p.m.

PRESENT:

Mayor A. Harrison
Councillor D. Cannon
Councillor C. Eliason
Councillor K. Flynn
Councillor T. Lavery
Councillor L. Wallace Richmond

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

ABSENT:

Councillor S. Lindgren

20. DISCLOSURE OF INTEREST

21. HEARINGS

22. PUBLIC HEARINGS

1. Fee for Service Amendment Bylaw No. 4343 – Development Services Fees

The Director of Development Services explained the proposed Fee for Service Amendment Bylaw No. 4343.

Submissions were called for at this time.

The letter from Lana Fitt, Manager, Salmon Arm Economical Development Society was received for information.

Councillor Wallace Richmond left the meeting at 7:10 p.m. and returned at 7:13 p.m.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:19 p.m. and consideration of the next item ensued.

23. STATUTORY PUBLIC HEARINGS

1. Zoning Amendment Application No. 1152 [Bennett, K. & S.; 1811 22 Street NE; R-1 to R-8]

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

Submissions were called for at this time.

K. & S. Bennett, the applicants, were available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:22 p.m.

24. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Fee for Service Amendment Bylaw No. 4343 - Development Services Fees - Third and Final Readings

0412-2019

Moved: Councillor Eliason
Seconded: Councillor Flynn
THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4343 be read a third and final time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment Bylaw No. 4341 [ZON-1152; Bennett, K. & S.; 1811 22 Street NE; R-1 to R-8] - Third Reading

0413-2019

Moved: Councillor Wallace Richmond
Seconded: Councillor Lavery
THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4341 be read a third time.

CARRIED UNANIMOUSLY

25. QUESTION AND ANSWER PERIOD

26. ADJOURNMENT

0414-2019 Moved: Councillor Eliason
Seconded: Councillor Flynn
THAT: the Regular Council Meeting of July 22, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:27 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

Adopted by Council the day of , 2019.

MAYOR

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Item 5.2

CITY OF SALMON ARM

Date: August 12, 2019

Moved: Councillor Cannon

Seconded: Councillor Flynn

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

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

SPECIAL COUNCIL

Minutes of a Special Meeting of Council of the City of Salmon Arm commenced in the Council Chamber at 8:00 a.m. of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Thursday, August 1, 2019.**

PRESENT:

Mayor A. Harrison
Councillor D. Cannon
Councillor C. Eliason (entered the meeting at 8:01 a.m.)
Councillor K. Flynn
Councillor T. Lavery

Director of Corporate Services E. Jackson
Director of Development Services K. Pearson
Chief Financial Officer C. Van de Cappelle

ABSENT:

Councillor S. Lindgren
Councillor L. Wallace Richmond

1. CALL TO ORDER

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

2. REVIEW OF AGENDA

Councillor Eliason entered the meeting at 8:01 a.m.

3. DISCLOSURE OF INTEREST

4. CORRESPONDENCE

1. L. Fitt, Salmon Arm Economic Development Society - letter dated July 30, 2019 - Advertising Partnership Request

L. Fitt, Manager, Salmon Arm Economic Development Society, spoke regarding the request and was available to answer questions from Council.

0415-2019

Moved: Councillor Cannon
Seconded: Councillor Flynn
THAT: Council provide $5,000.00 from 2019 Council Initiatives to the Salmon Arm Economic Development Society for the Salmon Arm advertising partnership opportunity as outlined in the letter dated July 29, 2019.

CARRIED
Councillor Eliason Opposed

4. CORRESPONDENCE - continued

2. B. Sansom, Salmar Community Association - letter dated July 29, 2019 - Blackburn Park Picnic Structure Financial Contribution - For Information

Received for information.

5. ADJOURNMENT

0416-2019 Moved: Councillor Lavery
Seconded: Councillor Eliason
THAT: the Special Council Meeting of August 1, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:08 a.m.

CERTIFIED CORRECT:

_____
CORPORATE OFFICER

_____
MAYOR

Adopted by Council the day of , 2019.

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Item 6.1

CITY OF SALMON ARM

Date: August 12, 2019

Moved: Councillor Eliason

Seconded: Councillor Lavery

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

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Tuesday, August 6, 2019.**

PRESENT:

Mayor A. Harrison
Councillor K. Flynn
Councillor T. Lavery
Councillor D. Cannon
Councillor C. Eliason

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

ABSENT:

Councillor L. Wallace Richmond
Councillor S. Lindgren

1. CALL TO ORDER

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

2. REVIEW OF THE AGENDA

3. DECLARATION OF INTEREST

4. PRESENTATIONS

5. REPORTS

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

Moved: Councillor Eliason
Seconded: Mayor Harrison
THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit Application No. VP-499 be authorized for issuance for Lot A, Section 5, Township 20, Range 9, W6M, KDYD, Plan 28401 and Lot 1, Section 5, Township 20, Range 9, W6M, K DYD, Plan KAP59849, which will vary Subdivision & Development Servicing Bylaw No. 4163 as follows:

5. **REPORTS - continued**

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

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

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

CARRIED UNANIMOUSLY

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

Moved: Councillor Eliason
Seconded: Councillor Flynn
THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit Application No. VP-500 be authorized for issuance for Lot 17, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP90378, which will vary Zoning Bylaw No. 2303 as follows:

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

CARRIED UNANIMOUSLY

6. **FOR INFORMATION**

1. **Solar Feasibility Study**

Moved: Councillor Eliason
Seconded: Councillor Lavery
THAT: the Development and Planning Services Committee recommends to Council receive as information the Solar PV Feasibility Review prepared by Riverside Energy Ltd.;

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

CARRIED UNANIMOUSLY

2. **Body Gripping Animal Traps**

Received as information.

7. **IN CAMERA**

8. LATE ITEM

9. ADJOURNMENT

Moved: Councillor Cannon
Seconded: Councillor Lavery
THAT: the Development and Planning Services Committee meeting of August 6, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:40 a.m.

Minutes received as information by Council
at their Regular Meeting of , 2019.

Mayor Alan Harrison
Chair

Item 6.2

CITY OF SALMON ARM

Date: August 12, 2019

Moved: Councillor Eliason

Seconded: Councillor Lavery

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

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

  Opposed:

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

CITY OF SALMON ARM

Minutes of the **Downtown Parking Commission** Meeting held in Room 100 at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Tuesday, July 16, 2019.**

PRESENT:

Chad Eliason	Councillor, City of Salmon Arm
Regan Ready	Member at Large
Bill Laird	Member at Large
Linda Thompson	Downtown Salmon Arm Representative
Jacquie Gaudreau	Downtown Salmon Arm Representative
June Stewart	Downtown Salmon Arm Representative, Chair
Rob Niewenhuizen	Resource Personnel, Director of Engineering & Public Works
Marcel Bedard	Resource Personnel, Bylaw Officer
Jenn Wilson	Resource Personnel, City Engineer

ABSENT:

Vic Hamilton	Member at Large
Cathy Ingebrigston	Member at Large
Gerald Foreman	Downtown Salmon Arm Representative

GUEST:

The meeting was called to order at 8:00 a.m. by Chairperson June Stewart.

1. INTRODUCTIONS AND WELCOME

2. PRESENTATIONS

3. APPROVAL/CHANGES/ADDITIONS TO AGENDA

Addition of 6.2) – Street parking at the Post Office - update

Moved: Jacquie Gaudreau
Seconded: Bill Laird
THAT: the Downtown Parking Commission Meeting Agenda of July 16, 2019 be approved with addition.

CARRIED UNANIMOUSLY

4. APPROVAL OF MINUTES FROM JUNE 18, 2019

Moved: Regan Ready
Seconded: Jacquie Gaudreau
THAT: the Downtown Parking Commission Meeting Minutes of June 18, 2019 be adopted as circulated.

CARRIED UNANIMOUSLY

5. OLD BUSINESS ARISING FROM MINUTES

6. NEW BUSINESS

1) **Hudson Street Revite Update - parking & temporary loading zone**
The parking and temporary loading zone has been removed.

2) **Street parking at the Post Office - update**
A parking machine will be installed at this location in place of the parking meters.

7. OTHER BUSINESS

8. NEXT MEETING - Tuesday, August 20, 2019

The next meeting of the Downtown Parking Commission will be Tuesday, August 20, 2019. Chairperson will be Gerald Foreman.

9. ADJOURNMENT

Moved: Regan Ready
Seconded: Bill Laird
THAT: the Downtown Parking Commission Meeting of July 16, 2019 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:19 a.m.

Marcel A. Bedard
Bylaw Officer

Minutes received as information by Council
at their Regular Meeting of , 2019.

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Item 7.1

CITY OF SALMON ARM

Date: August 12, 2019

Board in Brief – July, 2019

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

COLUMBIA SHUSWAP REGIONAL DISTRICT

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#YourCSRD - July 2019

July 2019

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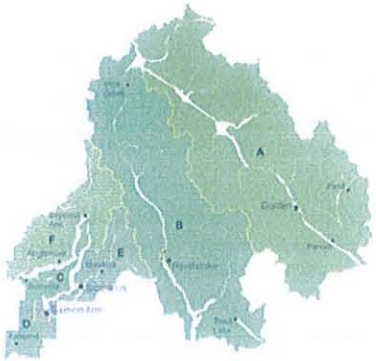
Highlights from the Regular Board Meeting

Bylaw Approval from Ministry of Municipal Affairs and Housing (July 3, 2019)

The CSRD has been advised that the bylaw regarding the proposed North & South Shuswap Community Arts, Recreation and Culture Programs Financial Contribution Service Area Establishment has been approved by the Ministry. The Board may now proceed with the Alternative Approval Process in Electoral Area C and a portion of Electoral Area F. View Letter.



Delegations

Ministry of Transportation and Infrastructure

Steve Sirett, District Manager, Okanagan-Shuswap District, was in attendance to present about the Ministry of Transportation and Infrastructure, and how it fits in and interacts with the CSRD. View Report.

Correspondence

Correspondence from Canadian Wildlife Service (June 17, 2019)

The Board discussed a letter from Blair Hammond, Regional Director of the Canadian Wildlife Service regarding early engagement on the approach to developing the federal Grizzly Bear Management Plan. View Letter.

Correspondence from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (July 15, 2019)

The Board discussed a letter from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development in response to letter from Chair Martin regarding Crown land closures and protection of mountain caribou. View Letter.

Business General

Electronic Submissions Policy A-73

The CSRD currently accepts Alternative Approval Process (AAP) Elector Response Forms in the paper format only and delivered to the CSRD by mail or in person to the CSRD office. This policy was brought forward to allow for AAP Elector Response Forms to be delivered to the CSRD by email for all future AAP initiatives. Citing concerns with fraud or tampering, a majority of the Board defeated the introduction of this policy. View Report. View Press Release.

Alternative Approval Process – Centennial Field Community Park Service Establishment and Loan Authorization

The Board approved proceeding with four motions to set up the Centennial Field Community Park Service Establishment and Loan Authorization Alternative Approval Process in Electoral Area C. View Report.

Electoral Area Feasibility Study Fund – Centennial Field

The Board approved accessing to the Electoral Area Feasibility Study Fund in the amount of up to $25,000 to cover the costs of legal and administrative fees associated with the development of the Centennial Field purchase agreement and to conduct the Alternative Approval Process in Electoral Area C. View Report.

Encumbrances on CSRD Owned Lands, Amendment to Policy A-47

The Board endorsed the revised Policy A-47 regarding Encumbrances on CSRD-Owned Lands, and approved its inclusion into the CSRD Policy Manual. The amendment allows for exceptions on the Sicamous-to-Armstrong Rail Trail Corridor (formerly the CP Rail lands) only. View Report.

Amendments to Cannabis Business Related Policy A-71

The Board agreed to amend the policy to provide consistency with the latest Agricultural Land Reserve regulations. It also clarified separation and setback distances from other buildings or public places. View Report.

Director Brooks-Hill – Request for Board support for a letter to write letter to Ministry of FLNRO

Director David Brooks-Hill made a verbal request for the Board to write a letter to the Ministry regarding concerns from residents about bike trails on Mount Cartier and the need for public consultation on the topic. The motion was denied by the Board, however, it was suggested that Revelstoke Mayor Gary Sulz and Brooks-Hill work together to consult with some of the affected groups. It was also noted Brooks-Hill could write his own letter to the ministry.

Director Brooks-Hill - Request for Board Support - Remove portion of Electoral Area B from Building Inspection Service

Director Brooks-Hill was seeking Board support for a motion to direct staff to prepare a petition that would initiate a process for the removal of a portion of Electoral Area B, outside the Fire Protection Area, from the Sub-Regional Building Inspection Service. A majority of Board Directors defeated the motion. View Memo. View Press Release.

Surveillance Cameras Policy A-74

CSRD drafted a policy dealing with the use of video surveillance cameras in light of their use on CSRD-property. The Board endorsed adding Policy A-74 "Overt Surveillance Policy" into the CSRD Policy Manual. View Policy.

Grant applications for South Shuswap Transportation Society

In a late addition to the agenda, the Board approved a motion directing CSRD staff to oversee the development of grant applications to the BC Rural Dividend Fund and the BC Gaming Capital Projects Fund in support of the South Shuswap Transportation Society for the purchase of an electric vehicle.

Grant-in-Aid Requests

The Board approved allocations from the 2019 electoral grants-in-aid. View Report.

Grant in Aid – Policy Waiver

The Board agreed to waive policy to consider an application from the Carlin Hall Community Association for emergent work needed to be completed at the Carlin Hall and approved a $6,000 contribution to Carlin Hall Community Association for the repair of a retaining wall and foundation. View Report.

Overview of the Engagement Process and Feedback Results – Proposed Electoral Area C Residential Curbside Garbage and Recycling Collection Service

The Board approved two motions to conclude the public outreach process and not proceed with the establishment of a Residential Curbside Collection Program within Electoral Area C at this time. View report. View Survey Results. View Press Release.

Sorrento Waterworks Service Area Amendment Bylaw No. 5803, 2019

The Board approved the amendment which adds one property to the service area. View Bylaw.

Saratoga Waterworks Service Area Amendment Bylaw No. 5799, 2019

The Copper Island RV Park property owners have requested their property located at 4162 Squilax Anglemont Road be connected to the Saratoga Water System. The Board supported three readings of the bylaw for the inclusion of the property into the service area. The bylaw requires approval of the Inspector of Municipalities. View Report.

LAND USE MATTERS

Agricultural Land Commission (ALC) Applications

Electoral Area A: Agricultural Land Commission (ALC) Application under Section 30 (1) – Exclusion LC2569A

The owners of subject properties located at Imler Road and Hwy 95 in the Parson area of Electoral Area A want to exclude a 51.8 ha portion of the properties from the ALR for future subdivision and development. The Board endorsed staff's recommendation for approval and it will now be sent to the ALC for final decision. **View Report**.

Electoral Area C: Agricultural Land Commission (ALC) Application Section 20(3) – Non-Farm Use in the Agricultural Land Reserve (ALR) LC2567C

Owners of the subject property located at 2336 Balmoral Road of Electoral Area C have made an application to the ALC for non-farm use in the Agricultural Land Reserve (ALR) for newly constructed buildings to be used for a stable operation and for boarding horses and livestock. The Board endorsed staff's recommendation for approval and it will now be sent to the ALC for final decision. **View Report**.

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

Electoral Area C: Development Variance Permit No. 701-77

The owner of the subject property at 1585 Blind Bay Road would like to establish setbacks for an existing boathouse, an existing deck attached to an existing cabin and an existing detached garage located on the property. This required variances to the front and rear parcel line setbacks, which were approved by the Board. Other

requested variances associated with the existing boathouse were denied. View Report.

Electoral Area C: Development Variance Permit No. 701-92

The subject property is located at 2495 Rocky Point Road in Blind Bay of Electoral Area C. The owners want to construct a new detached garage adjacent to the unconstructed McArthur Road right of way. The proposal needed a Development Variance Permit to vary the exterior side parcel line setback from 4.5 m to 1 m. The Board approved issuance of the DVP but withheld issuance until a Lakes 100m Development Permit is also issued. View Report.

Electoral Area F: Development Variance Permit No. 800-33

The property is located at 6346 Squilax-Anglemont Road. As part of the bylaw amendment application (BL800-31) to rebuild a garage that burned down on the subject property, the proposed building required a variance to front and side parcel setbacks. A variance to the maximum gross floor area and the height was also required. The Board approved the issuance of the permit. View Report.

Zoning, OCP and Land Use Amendments

Electoral Area B: Electoral Area B Official Community Plan Amendment (Illecillewaet Development Inc.) Bylaw No. 850-12 and Electoral Area B Zoning Amendment (Illecillewaet Development Inc.) Bylaw 851-15

The subject property is located east of Revelstoke at Greely, south of the Trans-Canada Highway. Illecillewaet Development Inc. is applying for an amendment to the Electoral Area B Official Community Plan Bylaw and Zoning Bylaw to incorporate proposed expansions of the Revelstoke Adventure Park. The Board approved second reading and delegation of a public hearing. View Report. View Press Release.

Electoral Area C: Electoral Area C Official Community Plan Amendment (Zappone) Bylaw No. 725-15

The subject property is located at 3453 Ford Road, Tappen. The property owner wants to subdivide a 2 ha parcel from the 18.27 ha parent parcel. One of the conditions of subdivision approval is successful redesignation of the parcel from MH – Medium Holdings to RR2 – Rural Residential 2. The Board adopted the amendment. View Report.

Electoral Area D: Salmon Valley Land Use Amendment (674816 BC LTD.) Bylaw No. 2558

The owner of property on Highway 97 in Falkland has amended a previous application by removing the special regulation for outdoor storage and seacan storage and is now only applying to redesignate and rezone the northern portion of the property from C - Commercial to RS - Single and Two Family Residential to facilitate a subdivision. The Board approved second reading as amended and delegation of a public hearing. View Report.

Electoral Area D: Salmon Valley Land Use Amendment (Tereposky-MacDonald) Bylaw No. 2561

The subject property is located at 2950 Wetaskiwin Road in Falkland. The owners applied to amend the zone and designation of the Salmon Valley Land Use Bylaw No. 2500 from R – Rural to RH – Rural Holding. The Board approved second reading and delegation of a public hearing. View Report.

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

The CSRD was proposing to amend the Lakes Zoning Bylaw No. 900 to increase the maximum allowable size of docks and walkways. Following a public hearing, staff proposed to amend the bylaw to increase the total upward facing surface area of a floating or fixed dock in foreshore residential zones from 24 m2 to 32 m2. The Board further amended this to 33.45 m2. The Board approved third reading as amended and the bylaw will now be sent to the Ministry of Transportation and Infrastructure for statutory approval. View Report.

Electoral Area F: Scotch Creek/Lee Creek Zoning Amendment (Mosher) Bylaw No. 825-40

The subject property is located at 3740 Ancient Creek Lane in Scotch Creek. The owners are applying to amend the zone of the Scotch Creek/Lee Creek Zoning Bylaw No. 825 from MU – Mixed Use to R1 – Residential – 1. This will continue to allow a single family dwelling or standalone residential campsite as a principal use for the subject property but will not permit the commercial principal uses that are listed in the MU zone. The Board approved third reading and adopted the amendment. View Report.

Electoral Area F: Magna Bay Zoning Amendment (Coueffin) Bylaw No. 800-31

The applicant is wanting to rebuild a garage that burned down at 6346 Squilax-Anglemont Road in Magna Bay. With the construction of the garage, the property will exceed the maximum allowed parcel coverage for the RS (Residential) zone. The

applicant is proposing a site-specific amendment to the RS zone to increase the permitted parcel coverage. The Board approved third reading and adopted the amendment. View Report.

NEXT BOARD MEETING

The Regular CSRD Board Meeting will be held Thursday, August 15, 2019 at 9:30 AM at the CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

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

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Item 8.1

CITY OF SALMON ARM

Date: August 12, 2019

Director of Development Services – Solar Feasibility Study

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

6. FOR INFORMATION

1. Solar Feasibility Study

Moved: Councillor Eliason
Seconded: Councillor Lavery
THAT: the Development and Planning Services Committee recommends to Council receive as information the Solar PV Feasibility Review prepared by Riverside Energy Ltd.;

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

CARRIED UNANIMOUSLY

CITY OF
SALMONARM

To: His Worship Mayor Harrison and Members of Council

From: Development Services Department

Date: July 24, 2019

Subject: Solar Feasibility Study

MOTION FOR CONSIDERATION

THAT: Council receive as information the report prepared by Riverside Energy Ltd.

BACKGROUND

At the January 28, 2019 Council Meeting City Council passed the following Resolution:

THAT: Council direct staff to engage a consultant and/or solar provider to evaluate the solar electricity potential for the following existing City buildings and/or properties:

- **Salmon Arm Arts Centre (70 Hudson Avenue NE);**
- **City Hall (500 2 Avenue NE); and**
- **Fire Hall #3 (141 Ross Street NE);**

AND THAT: the intent of the feasibility assessment be to make recommendations and provide a cost estimate for the design and installation of a potentially grid fed solar photovoltaic (PV) system, including structural assessment, the capital cost and projected annual operating and maintenance costs;

AND THAT: the project be funded to a maximum of $5,000.00 from the Climate Action Reserve;

AND THAT: the 2019 Budget contained in the 2019 – 2023 Financial Plan Bylaw be amended to reflect a solar feasibility assessment in the amount of $5,000.00 funded from the Climate Action Reserve.

The City issued a Request for Proposals to complete the feasibility assessment in February 2019 and Riverside Energy Ltd. was the successful proponent. The Riverside Energy Systems Solar PV Feasibility Review, dated July 8, 2019 (.PDF version), was distributed to City Council on July 26, 2019.

PROCESS

Riverside Energy Systems examined the feasibility of both a demonstration, 4 -10 kWp, and ultimate build out solar PV system at three locations. All three locations were said to have very good to excellent potential for solar PV performance. In all cases the existing electrical systems can accommodate demonstration systems with minor modifications. The assessment was completed within the parameters of the BC Hydro Net-Metering program.

Riverside Energy conducted solar photography and assessed the suitability of each site for ballasted racking installations. The results are summarized in the table on Page 2.

	City Hall	Fire Hall No. 3	Arts Centre
Demonstration	4 -10 kWp	4-10 kWp	4-10 kWp
Electricity Consumption Reduction	0.8% - 2%	13% - 33%	26% - 53%
Annual Savings (2019 Rates)	$281 - $703	$583 - $1,415	$708-$1,416
Installation Cost Estimate	$10,600 - $24,000	$11,130 - $24,480	$13,260 - $24,480
Ultimate Build Out	108 kWp	19.2 kWp	19.8 kWp
Electricity Consumption Reduction	22%	62%	Net Zero (100%)
Annual Savings (2019 Rates)	$7,972	$2,664	$2,747
Installation Cost Estimate	$221,400	$45,120	$62,880

Each site has it benefits and constraints. City Hall, being the newest building, has existing electrical system capacity and the most unobstructed roof area. Fire Hall No. 3 and the Arts Centre are limited in size, but could provide a better return on investment considering the BC Hydro rates. The Arts Centre may provide the best opportunity for demonstration and public engagement. The Arts Centre has been designated as a municipal heritage site since 1992 and a resolution by Council (at a minimum) would be required for any exterior alterations. The report also contemplates a patio shade structures or covered parking structures at City Hall or the Arts Centre which would be effective for demonstration purposes but capital costs would likely be higher.

A professional structural assessment would be required at the chosen location and the estimated costs could be between $1,500 and $3,500. The estimated ongoing annual maintenance include monitoring, cleaning and inspections is between 12 and 15 hours. The effective lifespan of the panels is typically 30 years, but they can last much longer. Other hardware replacement costs could be between $2,500 and $4,000 for a 4-10 kWp system over the effective lifespan. A careful assessment of the roof warranty would be required.

CONCLUSION

The Riverside Energy Ltd. report provides a clear concise description of the feasibility and costs involved for both a demonstration solar PV system that meets the required criteria of the RFP and a larger scale system. If Council wanted to proceed with a demonstration project they would need to budget for between $12,500 and $28,000 for capital costs plus the required annual maintenance with reserves for demonstration/public engagement and to replace components as required.

At present there are no funds specifically earmarked for this project.

Prepared by: Scott Beeching, MCIP, RPP
Senior Planner

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

Item 8.2

CITY OF SALMON ARM

Date: August 12, 2019

Director of Development Services – Body Gripping Animal Traps
For Information

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF
SALMONARM

To: His Worship Mayor Harrison and Members of Council

Date: July 24, 2019

Subject: Body Gripping Animal Traps

FOR INFORMATION

At the May 22, 2019 Council Meeting City Council received a 22 page petition signed by supporters of Molly's Law, to ban snare traps within Salmon Arm City Limits by way of a bylaw. The petition was prompted by a family dog that was, unfortunately, ensnared and killed in a trap situated on private property and presumably meant for wildlife. A letter of support for the ban was also received from the Fur Bearers, a wildlife non-profit based in BC.

Staff reviewed a bylaw to regulate such traps that was adopted by the Town of Gibsons in 2011 after a similar incident (bylaw attached). Staff communicated with Gibsons Bylaw Enforcement Officer and was told that only one known bylaw infraction has occurred since it was adopted. Staff is unaware of other municipalities in the Province with a similar bylaw.

The Wildlife Act regulates trapping in the Province and is administered by the Ministry of Forests, Lands, Natural Resource Operations & Rural Development (regulations attached). A permit can be authorized to trap wildlife on your own property for the purpose of agriculture crop protection, to protect personal property from destructive wildlife, for educational purposes, for scientific study of wildlife and capture of wildlife for research or salvage. Licensed fur trappers can set their lines on Crown land with no requirement to give public notice. It is an offence to trap within 200 metres of a residence. There is no requirement to set traps back from public roadways or trails.

Local governments have "concurrent authority" with the Province, pursuant to the Community Charter, to adopt bylaws regulating the use of body gripping animal traps (neck snares, leg hold traps, etc.). Similar to the Plastic Bag Bylaw of the City requiring approval by the Ministry of Environment & Climate Change, a bylaw to regulate trapping practices would require approval by the Ministry of Forests, Lands, Natural Resource Operations & Rural Development. A local government bylaw could ban the use of body-gripping traps or require notice requirements on public land, but cannot contradict the authority of the Wildlife Act.

Conservation Officers are exempt from the Wildlife Act and Firearm Act when engaged in the performance of their duties and may deem it necessary to use body-gripping animal traps, which would also be exempt from a local government bylaw. Conservation Officers and licensed trappers prefer not to post signage; when the public is aware of the location, traps can be stolen or tampered with.

CONCLUSION

Staff does not recommend proceeding with the creation of a bylaw to regulate body-gripping animal traps. The responsibility of regulation and enforcement of animal trapping lies with the Ministry of Forests, Lands, Natural Resource Operations & Rural Development. Provincial Conservation Officers have the authority and expertise to manage the Wildlife Act and its regulations. A City bylaw would have no effect on legal trapping under the Wildlife Act; Conservation Officers and agricultural operators could continue to use body-gripping traps without posting notice.

If the 200 m distance or other aspects of the Wildlife Act regulations are deemed to be insufficient, Council may want to lobby the Ministry responsible for a province-wide regulatory change.

Prepared by: Scott Beeching, MCIP, RPP
Senior Planner

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

TOWN OF Gibsons
474 South Fletcher Road | P 604.886.2274 | F 604.886.9735 | info@gibsons.ca
For the most up to date information on the Town of Gibsons please visit us online at www.gibsons.ca

Gibsons, BC: August 2, 2011 – Gibsons Town Council has adopted the first bylaw in Canada to totally ban leghold, conibear and snare traps.

The Town of Gibsons Ban of Body Gripping Traps Bylaw No. 1147, 2011 was adopted August 2, 2011 after two separate major incidents where pets were caught and seriously injured in body griping traps.

In the first incident a dog out for a walk with its owner in Sechelt got stuck in a leghold trap intended for wolves and had to be rescued by a Conservation Officer. The second incident at the end of June was a cat caught in a conibear trap in a residential area.

A delegation including, members of Concerned Citizens of the Sunshine Coast and the Association for the Protection of Fur-Bearing Animals proposed the bylaw to the Town of Gibsons, the District of Sechelt and the Sunshine Coast Regional District. Town Council pushed the bylaw forward with very little opposition.

Mayor Janyk stated:

- 30 -

The Town of Gibsons is a thriving community of 4,182 residents known as the "Gateway to the Sunshine Coast." Recently named the world's most liveable community in the United Nations-endorsed International Awards for Liveable Communities, Gibsons is spectacularly located on B.C.'s west coast and just a scenic 40-minute ferry trip from Horseshoe Bay in West Vancouver. For more information visit www.gibsons.ca.

Reference:

Warren Waycheshen
Chief Administrative Officer
Town of Gibsons
604-886-2274
paul.gipps@gibsons.ca

Barry Janyk
Mayor
Town of Gibsons
604-886-2274
bjanyk@gibsons.ca

TOWN OF GIBSONS

POLICY AND PROCEDURE MANUAL

SUBJECT: BODY GRIPPING TRAPS	SECTION: PARKS NUMBER: 6.8 PAGE 1 OF 1
ADOPTED: July 19th, 2011 REVISED:	RESOLUTION NO.:

A. **Purpose**

1. Conservation Officers are exempt from Trapping of Wildlife regulation under Section 86 of the Wildlife Act:
   Officers exempted
   86. *The offence provisions of this Act and the regulations and section 9 of the Firearm Act do not apply to an officer engaged in the performance of his or her duties.*

2. For Public Safety reasons Conservation Officers may deem it necessary to use "Body Gripping" traps for control of dangerous animals within the boundaries of the Town of Gibsons.

3. The Town of Gibsons Ban of Body Gripping Traps Bylaw No. 1147, 2011 states that:
   No person shall use a body-gripping trap or device within the municipality.

4. The Provincial Wildlife Act will take priority over the Town of Gibsons bylaw in the event that the provincial employees deem it necessary for public safety to use "Body Gripping" traps.

B. **Policy**

In the event that Provincial regulations are imposed and Conservation Officers use "Body Gripping" traps they will be requested to:

1. Advise the Town of Gibsons Chief Administrative Officer or his designate the reason for, location and number of traps being used.
2. Post signage at trail entrances or public access areas to warn the public of the potential danger from the dangerous animal and the use of "Body Gripping" traps.
3. Once the animal has been captured or the "Body Gripping" traps have been removed the Conservation Officers will be asked for a brief report which will be submitted to Council for information purposes only.

C. **Procedures**

1. This policy will be referred to the local Conservation Officers and their cooperation solicited.
2. When Conservation Officers use "Body Gripping" traps they will be asked in writing to provide the information and the signage as noted above.

TRAPPING REGULATIONS

Major Regulation Changes for 2018-2020

1. **Updated list of certified traps under the Agreement on International Humane Trapping Standards**
2. **Lengthened wolf trapping season on Vancouver Island**
3. **Revised wolf trapping seasons in the Kootenay Region**
4. **Shortened wolverine trapping season in the Kootenay Region**

BC FUR MANAGEMENT PROGRAM

▸ In British Columbia, some 3,500 trappers actively manage 17 furbearing animal species, following standards, legislation and regulations developed by Ministry of Forests, Lands, Natural Resource Operations and Rural Development. About half of the province's trappers are Aboriginal.

▸ The Fur Management Program includes:

- The BC Trappers Association's (BCTA) Trapper Education Program courses for new and experienced trappers.
- The "Furbearer Management Guidelines" available for muskrat, beaver, mink, marten, fisher, weasel, wolverine, otter, bobcat, lynx, fox, coyote, and wolf. These guidelines outline the role that trappers can play in the wise management of these species. The guidelines can be found on the Wildlife and Habitat Branch website at **www.gov.bc.ca/hunting.**

Regulating Harvest

▸ In general, appropriate trapping seasons have been developed by considering a variety of criteria including pelt primeness, relative vulnerability of age and sex classes to harvesting, abundance and capture technology.

▸ The registered trapline system continues to be the primary system for setting harvest guidelines and managing furbearing animals. Harvest levels are guided by species management strategies, with furbearers being divided into three classes:

Class 1 Species - can be managed on individual traplines. This class includes beaver, fox, marten, mink, muskrat, raccoon, skunk, squirrel and weasel.

Class 2 Species - move between and among traplines and thus are not manageable on individual traplines. Harvests will be regulated regionally, in consultation with local trappers. This class includes lynx, bobcat, wolverine, fisher and otter.

Class 3 Species - also move between and among traplines, but generally are not vulnerable to over-trapping. This class includes the wolf and coyote. Trappers will be encouraged to trap these species, especially in areas of chronic animal damage control problems.

DEFINITIONS

egg trap - means a holding device set in a manner to capture a raccoon by a front paw.

foot snare - means a snare that is designed to capture the animal for which it is set by the foot or leg.

furbearing animal or furbearer - means any fox, beaver, marten, fisher, Canada lynx, bobcat, mink, muskrat, river otter, raccoon, skunk, squirrel (excluding ground squirrels), weasel, wolverine, wolf, coyote and black bear.

killing snare - means a snare that is designed to capture the animal for which it is set by the neck.

killing trap - means a trap or trapset that is designed to kill an animal.

leghold trap - means a trap or device, other than a snare, which is set in such a way as to capture the animal for which it is set by the leg or foot.

modified leghold trap - means a trap which has a minimum space of 5 mm between the jaws of the trap when in the closed position, or has manufactured pads of a rubber-like substance fastened to the trap jaws, or has lamination of the trap jaws to increase the surface area of the jaw face.

trapping - means the act of setting or placing a trap in an operative condition or killing by the use of a firearm.

GENERAL REGULATIONS & INFORMATION

Checking Traps

▸ A holder of a licence, permit or other authorization to trap commits an offence unless that person examines the holding or non-killing traps he or she has set on a trapline at least once every 72 hours, the egg trap(s) he or she has set for raccoons at least once every 24 hours, and killing traps or killing snares that he or she has set on the trapline at least once every 14 days.

▸ A holder of a licence, permit or other authorization to trap on private property commits an offence unless that person examines the holding or non-killing traps he or she has set on private property at least once every 24 hours.

▸ It is an offence to trap a furbearing animal, and if the animal is alive when the trap is checked, fail to immediately release or kill the animal.

▸ Except as authorized by regulation, it is an offence to trap a furbearing animal, and if the animal is alive, to transport it to another area and release it without a permit.

Use of Firearms

▸ It is an offence to trap wildlife using a firearm from one hour after sunset on any day until one hour before sunrise on the day following, unless using a firearm to kill a furbearing animal caught in a trap on a registered trapline.

Trapping Near A Dwelling Or On Private Property

▸ It is an offence to trap within 200 metres of a dwelling, unless you use:

If trapping on land, a live box trap or egg trap, or if trapping on or in water;

- a Conibear trap not larger than size #330 or equivalent, or
- leghold traps not larger than size #2, or
- submarine traps.

▸ It is an offence to trap on private property without a trapping licence and the written permission of the property owner.

Removal of Fur Bearer Hides

It is an offence to kill fur bearers and fail to remove either the hide or the edible portions to the person's normal dwelling place or to a meat cutter or the owner or operator of a cold storage plant. A person who kills wildlife is exempted from the requirement to remove the hide if that person transfers possession of the wildlife to another person who complies with the requirement.

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Online Store - www.bctrapping.com

THE AGREEMENT ON INTERNATIONAL HUMANE TRAPPING STANDARDS

On June 1, 1999, the Agreement on International Humane Trapping Standards (AIHTS, or the "Agreement") came into effect. Signed by the Government of Canada, the European Community, and the Government of the Russian Federation, the Agreement serves to protect Canada's access to the European fur market and thus protects the wild fur industry in Canada.

The AIHTS sets performance thresholds on traps for specific species. Those traps that meet the performance thresholds are then eligible for certification.

In order to comply with the Agreement, BC has made numerous regulatory changes and will make further regulatory changes to ensure that only certified traps will be legal for those species listed in the AIHTS.

WHAT DOES THE AGREEMENT MEAN FOR BRITISH COLUMBIA'S TRAPPERS?

The Agreement applies to most furbearers trapped in B.C., including beaver, bobcat, coyote, ermine, fisher, lynx, marten, muskrat, otter, raccoon and wolf for the following purposes:

1. for wildlife management purposes, including wildlife conflict control;
2. to obtain furs, skins or meat;
3. for conservation purposes.

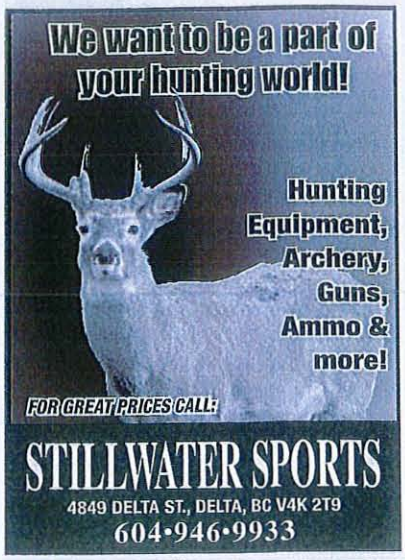
Since the 2007/2008 trapping season, a person using killing traps for beaver, fisher, marten, raccoon and muskrat and restraining traps for lynx has been required, by law, to use only species-specific traps included in BC's trapping regulations which have been certified under the Agreement. See page 94 for the list of traps. As additional traps are tested and certified for these species they will be added to this list of legal traps – traps for these species are not legal until they have been added to BC's regulations.

If no certified trap is available for a given species after June 2007, current trap types and/or models will be allowed for the given species until a reasonable number of traps have been certified through the aforementioned process.

Please consult the Ministry's website at **www.gov.bc.ca/hunting** or the Fur Institute of Canada website at **www.fur.ca** for a list of killing traps currently certified for lynx, weasel and river otter. Notice is being given now of these intended regulation changes to allow trappers sufficient time to acquire certified traps for these species.

Since 1999, the Province of British Columbia has been moving towards meeting its obligations under the Agreement. The implementation of the Agreement allows trappers to continue to market their furs internationally, and will ensure Canada continues to play a leading role in the research, development and implementation of humane trapping methods to effectively manage our fur resource.

For more information on the Agreement and to see an updated list of traps currently meeting the standards of the Agreement, please visit the Fur Institute of Canada's website at **www.fur.ca**.



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Use of Road-Kill Wildlife

▸ Trappers may pick up and transport any dead mule deer, white-tailed deer, elk, moose, black bear, or any wildlife listed in Schedules B or C (see the "What is Wildlife?" section for current schedules) if:

(a) the wildlife is dead as a result of colliding with a motor vehicle, other than a motor vehicle operated by the trapper;
(b) the meat of the wildlife is unfit for human consumption;
(c) the carcass of the wildlife is to be used only
  (i) by the trapper, and
  (ii) as bait for traps set under the authority of the trapper's licence or licence exemption; and
(d) at the time of possession and transportation, the trapper has, on his or her person, the trapper's current trapping licence or proof of the trapper's licence exemption.

▸ Trappers who pick up road-kill wildlife to use as bait must, within 30 days of picking up the road kill, complete a "Trapper Road Kill Possession Report Form" (available at any regional office, Service BC office, or on the Ministry website: **www.gov.bc.ca/hunting** and submit it to the address shown on the form.

▸ Trappers must retain a copy of every completed Trapper Road Kill Possession Report Form for at least 2 years after the date of pick up of the road kill described on the form.

Bait for traplines

Trappers may keep the carcass of a Beaver, Coyote, Ermine, Fox, Marmot (except Vancouver Island Marmots), Mink, Mole, Muskrat, Prairie dog, River Otter, Squirrel (ground, flying, Douglas, red), or wildlife described in Schedules B or C

(see the "What is Wildlife?" section for current schedules) trapped out of season if:

(a) the wildlife carcass is to be used only by the trapper, and
  (i) as bait for traps set under the authority of the trapper's licence or licence exemption, and

(b) at the time of possession and transport, the trapper has, on his or her person,
  (i) his or her current trapping licence or proof of licence exemption, and
  (ii) a permit issued under section 2 (c) (iii) of the Permit Regulation, BC Reg. 253/2000, permitting him or her to trap that wildlife during the closed season.

Collared, Implanted or Ear-tagged Furbearing Animals

▸ Several furbearing animal research projects are under way within the province. Please report the harvest of any collared, implanted or ear-tagged animal and return collars or implants to the nearest Ministry regional office. Radio collars and implants are property of the Crown and must be returned.

Trapline Cabins

▸ Trappers must register their trapline cabins that are on Crown land. Cabin applications may take six months or more to process. Contact the Ministry regional office in the area of the trapline for more information. See below for more information on trapline cabins in parks.

Ecological Reserves, Provincial Parks, & Recreation Areas

▸ Trapping within ecological reserves is prohibited.

▸ Registered trapline tenure within Provincial Parks is subject to the provisions of the *Park Act* and its regulations. Trappers are required to obtain a Park or Resource Use Permit to trap that part of their trapline occurring within a Provincial Park or Recreation Area. This permit can be obtained from FrontCounter BC (see page 24).

Trapline cabins in Provincial Parks and Recreation Areas also require authorization by a Park Use or a Resource Use Permit.

TRAPLINE REGISTRATION USE & RELINQUISHMENT

▸ It is an offence to set a trap for, hunt, kill, take or capture a furbearing animal in any area of the province unless you are the registered holder of the trapline for that area or are authorized by regulation or permit.

▸ Registration of a trapline on Crown land may only be granted to a person 19 years of age or older who is a citizen of Canada or has the status of a permanent resident of Canada.

▸ No more than one trapline shall be registered to a person unless traplines are adjoining, and a fur management plan is approved by the Regional Manager.

▸ Registration of a trapline does not:

- give the holder of a trapline any proprietary rights in wildlife, or
- restrict the rights of another person to hunt or capture wildlife where authorized by regulation or permit.

▸ The boundaries of a trapline are defined by the Regional Manager.

▸ The relinquishment or transfer of a trapline must be approved by the Regional Manager.

▸ No person shall continue to hold a registered trapline unless he or she:

- carries on active trapping on his or her registered trapline to the satisfaction of the Regional Manager, or
- obtains permission from the Regional Manager to temporarily discontinue the use of his or her registered trapline for a period not exceeding two years, or
- uses or causes the use of his or her trapline by a licensed trapper or a person exempted from holding a licence.

▸ A person fails to use a trapline where, within a year, that person fails to take from the trapline furbearing animals of a value of $200, or 50 pelts, except where it is unreasonable for that value of animals or number of pelts to be taken from the trapline.

▸ The Province reserves the right to remove nuisance animals from Crown land, whether or not the Crown land in question is under a trapline registration.

OTHER RESTRICTIONS AND INFORMATION

▸ The Assigned Trapper Number (ATN) is required by the Fur Trader when accepting, exporting and selling fur. It is also required when paying fur royalties. Please remember to write your ATN on a slip of paper or letter when shipping your fur to a fur trader. This will prevent delays in getting your furs to market and cash returns to you. Fur traders cannot ship or sell fur without recording your ATN.

▸ You are reminded that, under Sections 247 and 446 of the Criminal Code of Canada, it is an offence for anyone to wilfully cause, or permit to be caused, unnecessary pain, suffering or injury to an animal or injury to a person.

▸ As approved humane traps become available, trapping regulations restricting or prohibiting the use of certain other traps in the capture of various animals will be brought into effect. Please see the notice on page 91.

▸ A person who knowingly damages or interferes with a lawfully-set trap commits an offence.

▸ It is an offence to have live wildlife in your personal possession except under a licence or permit or as provided by regulation. A trapping licence does NOT authorize the possession of live wildlife.

▸ Any raw fur or skin of a furbearing animal shipped out of the province for commercial purposes must be accompanied by an Export Permit.

▸ When trapping near recreational areas or communities, trappers should evaluate whether lethal traps are necessary at the site. It is important to remember that the landscape is utilized by a number of different user groups and that the safety of non-target species is vital to good trapline management. Warning signs should be used to inform people of trapping activities.

COMPULSORY REPORTING & INSPECTION

▸ In order to better record the harvest of furbearing animals, the Wildlife and Habitat Branch requires that certain species be reported or submitted to a Ministry office. The information gathered is critical to the management of these populations, and trapper compliance is needed to ensure that seasons are properly set. Please review the following requirements and keep accurate records pertaining to them.

Compulsory Reporting

▸ Trappers must, within 15 days following the end of the trapping season, report the harvest of:

- **fisher** in all MUs, other than region 3, when trapped in a fisher open season;
- **wolverine** in regions 3, 5, 6 and 7;
- **lynx** in region 8;
- **bobcat** in MUs 1-14 and 1-15, and in regions 2 and 8; and
- **wolf** in regions 1 and 2.

▸ Compulsory reporting forms are available at any Ministry regional office and **www.gov.bc.ca/hunting.** Reporting may be done by mail (to the address on the form), phone or in person.

When reporting, please give the following information:

- name, address and Assigned Trapper Number (top of licence),
- location and date of kill,
- type of trap and set used,
- number of days the trap was set before the animal was killed, and
- the sex and age class of the animal.

Compulsory Inspecting

▸ Trappers must submit a carcass and pelt of the following to a Ministry office, within 15 days following the end of the trapping season:

- furbearers that are killed incidentally in areas with no open season; and
- fisher in all MUs when trapped outside a fisher open season.

These animals cannot be reclaimed by the trapper and may be donated by the Province to the Trapper Education Program.

▸ Trappers must submit the following to a compulsory inspection center, within 15 days following the end of the trapping season:

- fisher in region 3;
- wolf in region 4;
- wolverine in regions 1, 2, 4 and 8;
- weasel in region 1 and MUs 6-12 and 6-13, and a long-tailed weasel in MU's 2-3, 2-4, 2-6, 2-18 and 2-19;
- lynx in MUs 1-14 and 1-15, regions 2 and 4; and
- bobcat in region 4.

▸ Trappers must provide the following to the compulsory inspection center:

- entire carcass of the animal and the pelt,
- name, address and Assigned Trapper Number (top right corner of licence),
- location and date of kill,
- type of trap and set used, and
- number of days the trap was set before the animal was killed.

LICENCE AND REGISTRATION FEES

▸ Applications for trapping licences are available at **www.frontcounterbc.gov.bc.ca.** For assistance with your application please contact FrontCounter BC at 1-877-855-3222. (See Wildlife Permits & Commercial Licences article, page 24.)

▸ The fees payable for the issuance of the following licences are:

1. For a trapping licence issued to a citizen or permanent resident of Canada to trap furbearing animals (includes Habitat Conservation Trust Foundation surcharge)
   One Year Licence..... $40.00
   Five Year Licence $200.00
2. For a duplicate licence to a person who, upon satisfactory proof, shows that his/her licence has been lost or destroyed $10.00
3. To transfer registered trapline rights to a person or group of persons $50.00
4. For a fur trader's licence..... $100.00
5. For a fur trader to trade from a place of business in another province.... $400.00

Note: Trapping licences shall be valid from the date of issuance to June 30.

FUR ROYALTY REGULATIONS

▸ Royalty must be paid by a person to keep the pelt or skin of a furbearing animal (not raised in captivity) lawfully taken under their TRAPPING licence, unless that person sells the pelt or skin to a licensed fur trader.

▸ Royalty fee payments may be submitted by mail or courier with cheque (payable to The Minister of Finance), money order or credit card to any FrontCounter BC location (see page 24).

▸ If the pelt or skin of a furbearing animal was lawfully taken under a person's HUNTING licence, a royalty does not need to be paid, unless that person intends to offer the pelt or skin for sale.

Fur Royalties

▸ **Royalty payments for pelts/skins is set at 3% of the average price paid at auction for the pelt or skin of the particular species over the preceding three years.**

▸ **Royalty values vary from year to year, and generally range from between $0.25 to $10 per pelt, depending on the species.**

▸ **Because royalties vary from year to year, they are not included in this two year synopsis. Visit www.gov.bc.ca/hunting for the current year fur royalties.**

TRAPPER EDUCATION PROGRAM

▸ British Columbia is committed to regulating humane traps as they become available and ensuring that trappers are educated in the use of humane traps. All trappers have a responsibility to ensure they are trained and use the most humane traps available, that furbearing animals in their trapping areas are managed wisely, and pelts are handled professionally.

▸ It is an offence to trap unless you have completed a Trapper Education Program (TEP) approved by the Director of the Wildlife and Habitat Branch. Approved TEP courses include those obtained in British Columbia since July 1, 1982; from Quebec since July 1, 1988; and from the Yukon, Alberta and Ontario since July 1, 1989.

▸ In cooperation with the Ministry, the BC Trappers Association (BCTA) delivers TEP.

▸ TEP courses are 3 days in length.

▸ The cost of the TEP course is $390.00.

▸ The BC Trapper Education Manual is available from the BCTA (who produced and published it) at TEP courses for $35.00.

▸ Instructors are located around the Province. The demand for TEP courses continues to be high and the delivery of a course is subject to instructor availability.

▸ If you are interested in TEP, please contact BC Trappers Association PO Box 1063, Prince George, BC V2L 4V2 Phone: 250-962-5452, fax: 250-962-5462.

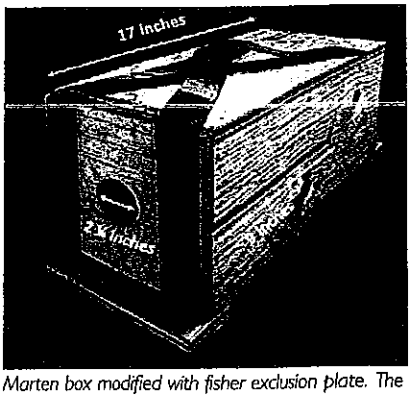
LEAST WEASEL INFORMATION WANTED

Least weasels are the smallest carnivore in the world and also the one we know the "least" about. To get a better picture of where the species occurs in BC, FTs are interested in getting information from trappers about this species. You can tell least weasels apart from other weasels by their tails – usually <2" long with a few or no black hairs on the tip (much less than ermines or long-tailed weasels). If you have caught or seen least weasels in the past 10 years, please call the Weasel Hotline at 1-888-223-4376 or email weasels@artemiswildlife.com and pass along this important information.

IMPORTANT NOTICE ABOUT FISHERS

▸ Fishers are blue-listed in B.C., but trapping seasons are open in areas of the province that can support a harvest. All fishers trapped during an open season must be Compulsory Reported, and those incidentally trapped in areas or at times with no open season must be Compulsory Inspected (see Compulsory Reporting/Inspection requirements, page 92). Fisher populations will continue to be assessed as new data becomes available. Trappers are encouraged to help provide this data by ensuring all fishers taken are compulsory reported or inspected in a timely manner.

▸ To minimize incidental capture of fisher in marginal areas and to enhance populations, marten boxes can be modified by making them longer and the entry hole ≤2¼" in diameter (see diagram below).



Marten box modified with fisher exclusion plate. The exclusion plate splits in middle and is held in place with thick rubber straps to allow of extraction of an animal.

Population Enhancement

▸ Establish food sites for fishers by hanging carcasses in trees to reduce competition by other land predators.

▸ Finish marten trapping early in the season to reduce incidental capture of adult female fishers.

SPECIES	CERTIFIED KILLING TRAPS		
BEAVER *Underwater or on land*	Bélisle Classique 330 Bélisle Super X 280 and Super X 330 B.M.I. 280 Bodygripper, 330 Bodygripper B.M.I. BT 300 Bridger 330	Duke 280 and Duke 330 LDL C280 and LDL C280 Magnum LDL C330 and LDL C330 Magnum Rudy 280 and Rudy 330 Sauvageau 1000-11F	Sauvageau 2001-8, 2001-11, 2001-12 Species-Specific 330 Dislocator Half Magnum Species-Specific 440 Dislocator Half Magnum Woodstream Oneida Victor Conibear 280 Woodstream Oneida Victor Conibear 330
BOBCAT	Bélisle Super X 280 and Super X 330 B.M.I. 220 Body Gripper B.M.I. 280 Body Gripper B.M.I. 220 Magnum Body Gripper B.M.I. 280 Magnum Body Gripper	Bridger 220 Bridger 280 Magnum Body Gripper LDL C220 and C220 Magnum LDL C280 Magnum LDL C330 and C330 Magnum	Rudy 330 Sauvageau 2001-8 Sauvageau 2001-11 Woodstream Oneida Victor Conibear 330
CANADA LYNX	Bélisle Super X 280 and Super X 330 B.M.I. 220 Body Gripper B.M.I. 280 Body Gripper B.M.I. 220 Magnum Body Gripper B.M.I. 280 Magnum Body Gripper	Bridger 220 Bridger 280 Magnum Body Gripper Duke 280 LDL C220 LDL C220 Magnum	LDL C330 LDL C330 Magnum Rudy 330 Sauvageau 2001-8, Sauvageau 2001-11 Woodstream Oneida Victor Conibear 330
FISHER	Bélisle Super X 120 Bélisle Super X 160 Bélisle Super X 220 Koro #2	LDL C160 Magnum LDL C220 Magnum Rudy 120 Magnum Rudy 160 Plus and Rudy 220 Plus	Sauvageau 2001-5 Sauvageau 2001-6 Sauvageau 2001-7 Sauvageau 2001-8
MARTEN	Bélisle Super X 120 Bélisle Super X 160 B.M.I. 126 Magnum Body Gripper LDL B120 Magnum	LDL C160 Magnum Koro #1 and Koro #2 Northwoods 155 Rudy 120 Magnum	Rudy 160 Plus Sauvageau C120 Magnum Sauvageau 2001-5 Sauvageau 2001-6
MUSKRAT *On land only*	Bélisle Super X 110 and Super X 120 B.M.I. 120 Body Gripper B.M.I. 120 Body Gripper Magnum B.M.I. 126 Body Gripper Magnum Bridger 120 Bridger 120 Magnum Body Gripper Bridger 155 Magnum Body Gripper Duke 120	Koro Muskrat Trap Koro Large Rodent Double spring LDL B120 and LDL B120 Magnum Oneida Victor 120 Stainless Steel Oneida Victor Conibear 110-3 Stainless Steel Ouell 411-180 and Ouell RM Rudy 110	Rudy 120 and Rudy 120 Magnum Sauvageau C120 Magnum Sauvageau C120 "Reverse Bend" Sauvageau 2001-5 Triple M WCS Tube Trap International Woodstream Oneida Victor Conibear 110 Woodstream Oneida Victor Conibear 120
MUSKRAT *Underwater only*	Any jaw type trap (body gripping or leghold) set as a submersion set that exerts clamping force on a muskrat and that maintains this animal underwater.		
OTTER	Bélisle Super X 220 and Super X 280 Bélisle Super X 330 LDL C220 and LDL C220 Magnum LDL C280 Magnum	Rudy 220 Plus Rudy 280 and Rudy 330 Sauvageau 2001-8 Sauvageau 2001-11	Sauvageau 2001-12 Woodstream Oneida Victor Conibear 220 Woodstream Oneida Victor Conibear 280 Woodstream Oneida Victor Conibear 330
RACCOON	Bélisle Classique 220 Bélisle Super X 160, 220 and 280 B.M.I. 160 and B.M.I. 220 B.M.I. 280 Body Gripper B.M.I. 280 Magnum Body Gripper Bridger 160 and Bridger 220	Bridger 280 Magnum Body Gripper Duke 160 and Duke 220 Koro #2 LDL C160 and LDL C160 Magnum LDL C220 and LDL C220 Magnum LDL C280 Magnum	Northwoods 155 Rudy 160, 160 Plus, 220 and 220 Plus Sauvageau 2001-6, 2001-7 and 2001-8 Species-Specific 220 Dislocator Half Magnum Woodstream Oneida Victor Conibear 160 Woodstream Oneida Victor Conibear 220
WEASELS	Bélisle Super X 110 and Super X 120 B.M.I. #60 B.M.I. 120 Magnum Bodg Gripper B.M.I. 126 Magnum Body Gripper Bridger 120 Bridger 120 Magnum Body Gripper Bridger 155 Magnum Body Gripper	Koro Muskrat Trap and Koro Rodent Trap Koro Large Rodent Double Spring LDL B120 Magnum Ouell 411-180 and Ouell 3-10 Ouell RM Rudy 120 Magnum Sauvageau 2001-5	Sauvageau C120 Magnum Sauvageau C120 "Reverse Bend" Triple M Victor Rat Trap WCS Tube Trap Int'l Woodstream Oneida Victor Conibear 110 Woodstream Oneida Victor Conibear 120
SPECIES	**CERTIFIED LEGHOLD RESTRAINING TRAPS**		
BOBCAT	Bélisle Footsnare #6 and Bélisle Sélectif Oneida Victor #1.5 Soft Catch equipped with 4 coil springs Oneida Victor #1.75, offset, laminated jaws equipped with 2 coil springs Oneida Victor #3 Soft Catch equipped with 2 coil springs and 4 coil springs Oneida Victor #3 equipped with 3/16-inch offset, double rounded steel jaw laminiations (3/16-inch on topside of jaw and 1/4-inch on underside of jaws), with 2 coil springs		
LYNX	Bélisle Footsnare #6, Bélisle Sélectif Oneida Victor #3 Soft Catch equipped with 2 coil springs and 4 coil springs Oneida Victor #3 equipped with at least 8 mm thick, non-offset steel jaws, 4 coil springs and an anchoring swivel centre mounted on a base plate		

TRAPPING METHODS

	Killing Snare	Modified Leghold	Leghold - Submerging	Killing Trap	Live Box Trap	Foot Snare	Rifle, Shotgun or Bow	Egg Trap
Beaver	X		X	X[5]	X		X	
Black Bear*							X[3,4]	
Bobcat	X	X		X[5]	X	X	X	
Coyote	X	X		X	X	X	X	
Fisher	X			X[5]	X		X	
Fox	X	X		X	X	X	X	
Lynx	X	X[6]		X[5]	X	X	X	
Marten	X			X[5]	X		X	
Mink	X		X	X	X		X	
Muskrat	X		X[2]	X[5]	X		X	
Otter	X		X	X[5]	X		X	
Raccoon	X			X[5]	X		X	X
Skunk	X			X	X		X	
Squirrel	X			X	X		X	
Weasel	X			X[5]	X		X	
Wolf	X	X[1]		X	X	X	X[3]	
Wolverine	X			X	X		X	

"X" means that this is a legal trapping method in B.C.
*** black bear may not be trapped by placing bait or by using a dead animal or part of it as bait.**

1. For solidly-fastened leghold traps designed to trap wolves, no more than 60 cm of chain between the trap and the point to which it is fastened may be used.
2. A minimum weight of 150 g must be securely attached to all muskrat submerging sets smaller than size #1 1/2
3. It is an offence to shoot/kill a black bear, or a wolf not caught in a trap or a snare, with a rifle using a rimfire cartridge, or with a shotgun with a bore size of less than 20 gauge, or using shells of shot size smaller than No. 1 Buck.
4. Refer to the Hunting Methods table, page 16, for firearm and archery requirements for black bear, the Bears section page 9, and the Important Notice for Bear Hunters page 63.
5. Only killing traps certified under the AIHTS may be used see list on page 94.
6. Only leghold restraining traps certified under the AIHTS may be used see page 94.

NOTE: Use of certified bobcat restraining and killing traps will become mandatory in the fall of 2018. Use of certified restraining traps will become mandatory for wolf and beaver (cages) in the fall of 2020.

It's Unlawful

You should know that it is unlawful to:

- Use a leghold trap which has teeth or other projections on the jaws of the trap.
- Use a killing snare on land, unless the snare is equipped with a locking device, or is designed to catch squirrels or hares, or is a mechanically-powered killing snare.
- Use a snare made of wire heavier than 20 gauge unless licenced or authorized to trap.
- Use a snare made of braided wire unless licenced or authorized to trap.
- Set spring poles or running poles unless they are equipped with a killing trap.
- Use a trap equipped with a spearing device.
- Use any Conibear trap larger than, but not including, #220 for land sets within any municipality in the Province.
- Use a rat trap unless the bait and trigger are completely covered, with an opening not larger than 4.5 cm wide and 5 cm high.
- Trap with a rifle using a full metal jacketed non-expanding bullet, or a tracer, incendiary, or explosive bullet, or with a shotgun using a tracer or incendiary shot shell.
- Use electronic or recorded calls for trapping furbearing animals other than for trapping wolf, coyote, bobcat or lynx.
- To cause or allow dogs to pursue furbearers under the authority of a trapping licence.

Trappers should be aware of the restrictions described in the It's Unlawful section (page 14) and the Hunting Methods and Restrictions sections (pages 16 and 17).

Modern Humane Trapping Methods
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Item 8.3

CITY OF SALMON ARM

Date: August 12, 2019

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

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

City of Salmon Arm
Memorandum from the Chief Administrative Officer

TO: Her Worship Mayor Cooper and Council

DATE: June 10, 2016

SUBJECT: Canoe Beach Campsites – Rental Agreements

RECOMMENDATIONS

THAT: the Rental Agreements for the Canoe Beach Lots be offered for a final five year Rental (Licence for Use and Occupation) term commencing on November 1, 2016 and expiring on October 31, 2021, with no change to the associated fee;

AND THAT: all tenants be provided formal notice that this is the final term and that all structures (including underground) must be removed upon expiry, at the renters expense, as outlined in the Rental Agreement;

AND FURTHER THAT: a gate be installed at the entrance to the campsites that is closed/locked during the months of November through March inclusive.

BACKGROUND

Term / Official Community Plan

The Canoe Beach Campsites have, in recent years, been offered on a three year rental term with the current term ending on October 31, 2016.

The following forms part of the current Rental Agreements:

2.02 The Tenant acknowledges that:

(a) the Official Community Plan which has been adopted by the City of Salmon Arm designates that the Property is to be converted to park land at some future date;

(b) this Rental Agreement is for a relatively short fixed term and it is without renewal rights; and

(c) while the Tenant may apply to rent the Campsite for a further period upon the expiry of the Term, there is no assurance that this Rental Agreement will be rewritten, extended, or renewed by the Landlord upon the expiry of the Term.

The following excerpt is from the Official Community Plan:

> 11.3.7 Retain the Canoe Beach waterfront land leases until the year 2021. In the interim, Council may review and renew individual leases on an annual or longer basis to a maximum term of three years less one day. Eventually, as demand increases, the land will be developed with park facilities, including picnic areas, children's play equipment, and other beach-related uses as determined through public consultation.

The proposed 5 year term will align with this OCP Policy. Despite the above OCP reference, there is no legal requirement to continue to rent these areas until 2021, if Council should choose otherwise. The fact is that this date has been moved forward in successive OCP revisions, as much for political expediency as anything else (i.e. no desire to hold up adoption of a new OCP on this issue alone). Dating back 20 years, Official Community Plan Bylaw No. 2301 (1995) indicated that the Canoe Beach waterfront residential leases be retained to the year 2005 and this date has been moved forward ever since.

While this is admittedly a difficult issue for Council to deal with, and the present occupiers likely stand to lose the equity in their cabins / structures, they are located on prime waterfront land that is best suited for a park/public beach. It is preferable to deal with the issue now with clarity and conviction, rather than kick the proverbial can down the road again.

Rental Area Tenure

There are 28 rental lots in total (See Appendix 1). These are not surveyed and are not fee simple lots. Rather, they simply represent a portion of City owned Lot 1, Plan No. 4310 (see Appendix 2) and are defined by crude measurements referenced in the respective rental agreements and shown on a 1977 Plan (see Appendix 3). The gravel road which accesses these rental lots is not a dedicated city road, but simply part of Lot 1, Plan No. 4310.

The Shuswap Association for Rowing and Paddling (SARP) is on a 5 year Licence for Use and Occupation, ending December 31, 2017 and occupies the easternmost portion of Lot 1, Plan 4310, adjacent to the wharf.

Recent case law, *International Paper Industries Ltd. v. Top Line Industrial Inc. (1996)*, provided that a person may not lease an un-subdivided lot of a legal parcel of land for a term of more than three years (leases of portions of a building are exempt). Legal Counsel has advised that the proposed 5 year Rental Agreement/Licence for Use and Occupation is permissible (although likely not registerable at the Land Title Office).

Fee/Rental Amount

While a slight increase may be justified due to market forces, staff are recommending no change to the fee/rental amount as this is contemplated as the final rental term.

Beach Area

The beach area at this location is seldom used by the public. The rental lot areas generally extend west of the cabins / structures to the natural boundary of Shuswap Lake (within City Lot 1, Plan 4310). The beach area(s) form part of the Rental Agreements, but the bed of Shuswap Lake is Crown Land. At this location, the lake is spotted with decks, buoys and boats, appears to be private and is generally not accessible to or used by the public.

Canoe Beach Master Plan

The Canoe Beach Master Plan, which has not yet been approved by Council, shows parking, a multi-use path, public beach and expansion of public amenities at this location (see Appendix 4). Although it has not emerged as a major issue, the culmination of this plan, which will ultimately be a refinement to the OCP, obviously requires an end to the Canoe Beach Rental Agreements and removal of all structures. A presentation to Council of the Canoe Beach Master Plan is scheduled for the July 4 Development and Planning Services Committee meeting.

City Resources

The Canoe Beach Rental Lots have become a major administrative burden to the City (not to mention the BC Assessment Authority). Over recent years staff have been embroiled in prolonged and protracted disputes and discussions on a multitude of issues:

- lease/rental rates;
- taxes;
- assessments;
- zoning;
- building code;
- rental area definition;
- flood construction levels and setbacks;
- Riparian Areas Regulation;
- demand for additions and redevelopment;
- third party rental use outside of defined rental period;
- maximum floor area ratios;
- parking/use of RV's by unauthorized third parties
- excessive noise;
- land ownership disputes;
- non-payment of rent;
- demolitions/removals; and
- legal challenges.

There have been numerous instances of unauthorized building / alteration of structures which has consumed a great deal of staff resources. During recent site visits to the area in preparation for sewer main reconstruction, it has come to the attention of staff that some tenants have expanded outside of the campsite area and at least one unauthorized septic system has been installed. The environmental implications of this are considerable and may further complicate the eventual demolition of the sites.

Insurance brokers are having increasing difficulty finding insurance for these sites and it is felt that the City will be left vulnerable if coverage is cancelled or denied. The structures are in varying degrees of dilapidation and, without the ability to quickly and easily remedy the issues, renters will likely continue to complete unauthorized alterations.

Should Council accept and follow the staff recommendation to only one more 5-year term, it is anticipated that some non-compliance will carry on for several more years, putting us well past the year 2021 referred to in the OCP. Many, if not most, of the renters will likely leave the structures for the City to deal with and this will be problematic.

Revenue

The City derives approximately $124,000/year in revenue from these rental lots and has established a reserve of $278,000. It is anticipated that most, if not all, of this reserve fund will be consumed in the City's efforts to return this property to parkland.

Seasonal Restriction

The Agreements clearly state that occupancy is limited to the months of April through October; however, there is evidence to suggest that some of the tenants may be occupying the cabins on a year round basis. In an effort to further discourage entry to the area during the period of November through March, staff recommend installing a gate across the entrance to the campsites and locking it during those months.

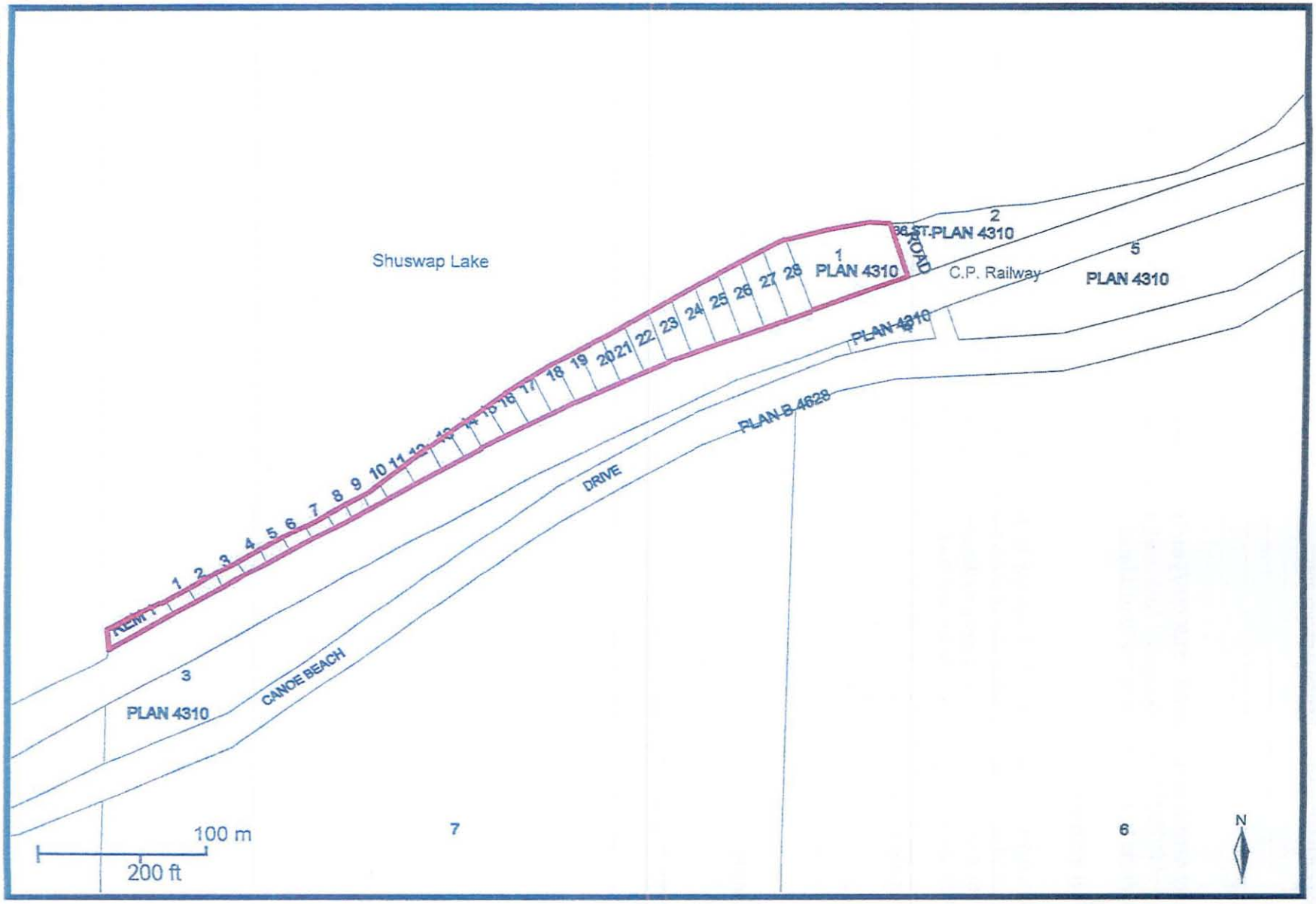
Respectfully submitted,

Carl Bannister

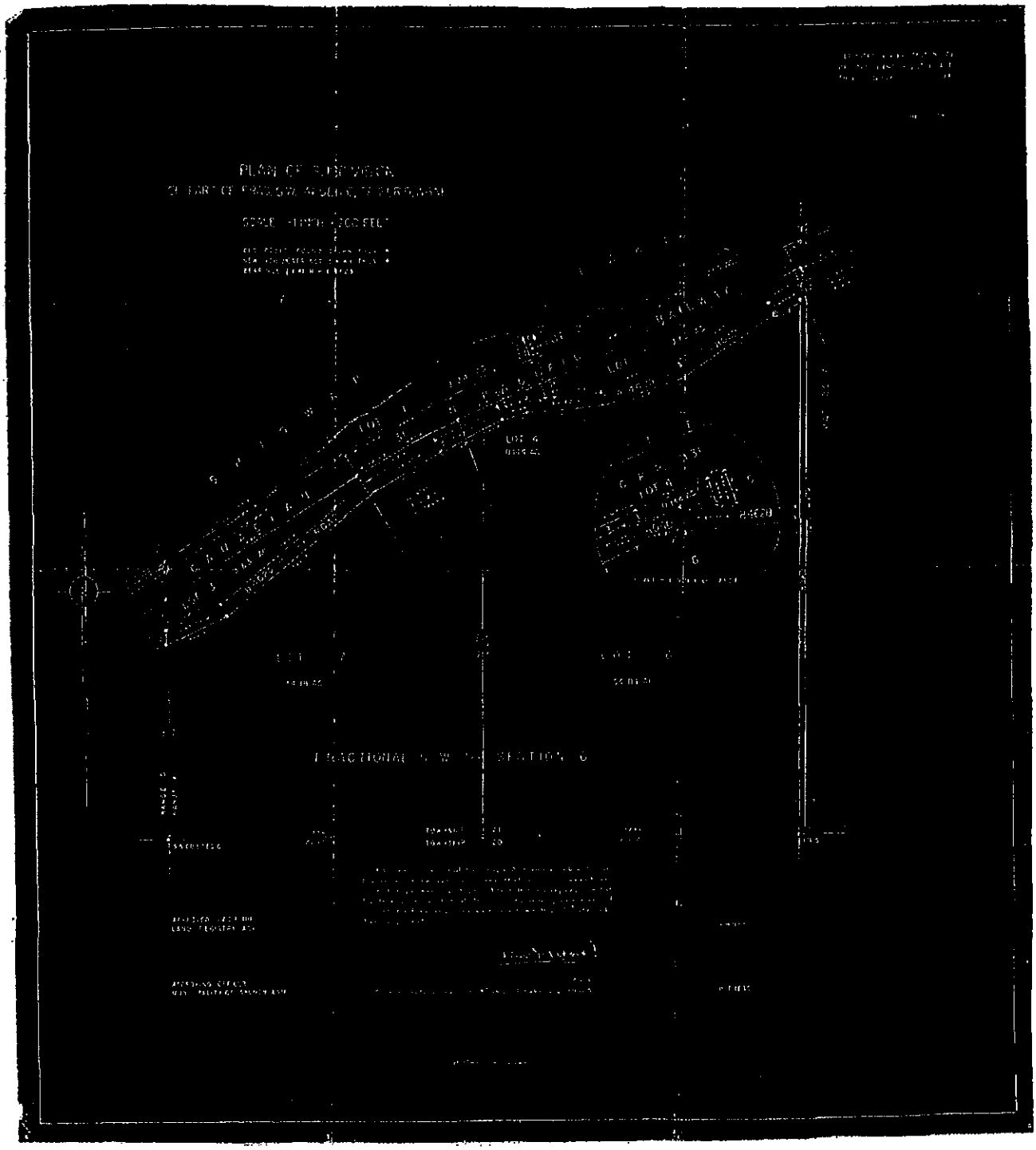
Carl Bannister, MCIP, RPP

Appendices
Appendix 1: Subject Property
Appendix 2: Plan No. 4310
Appendix 3: 1977 Plan
Appendix 4: Canoe Beach Concept Plan

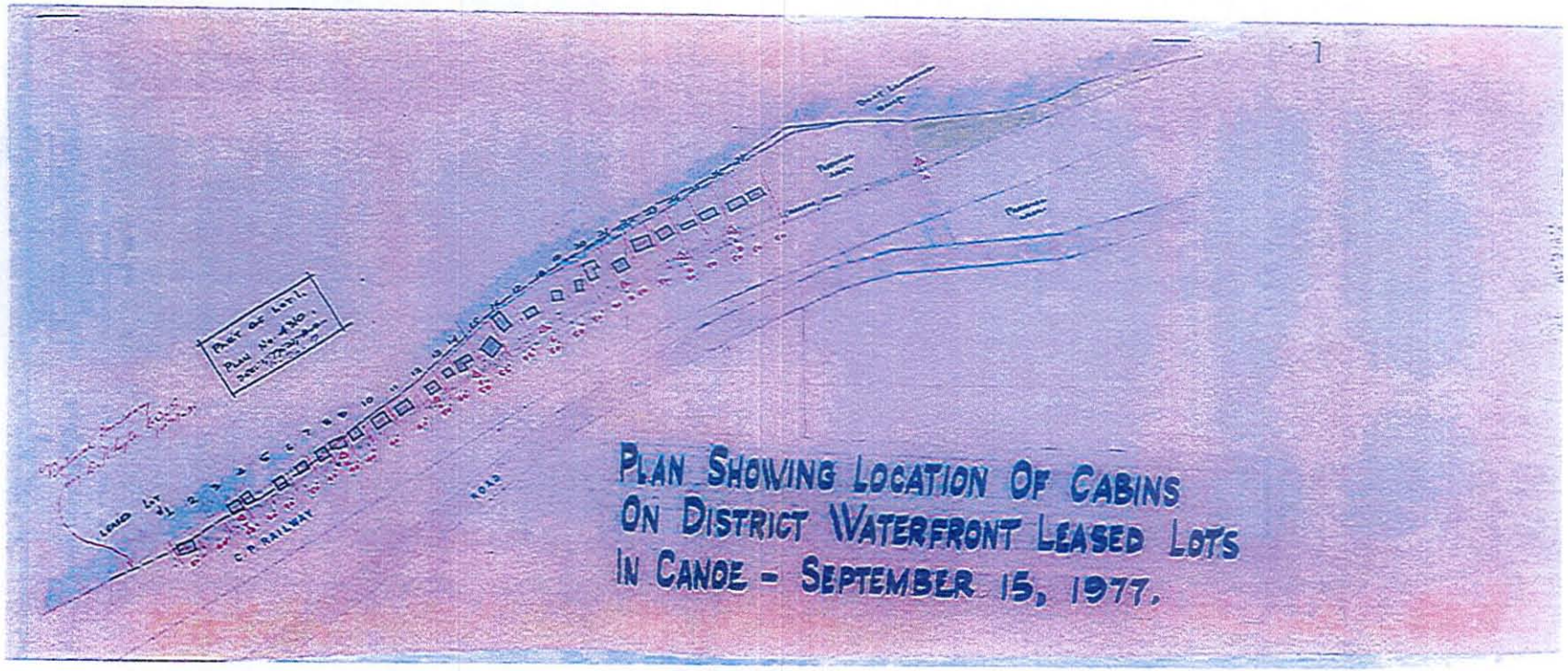
APPENDIX 1


Shuswap Lake
NEW 1
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
1
PLAN 4310
36 ST. ROAD
2
PLAN 4310
C.P. Railway
5
PLAN 4310
PLAN 4310
PLAN B 4628
DRIVE
CANOE BEACH
3
PLAN 4310
7
6
100 m
200 ft
N

APPENDIX 2



APPENDIX 3


PLAN SHOWING LOCATION OF CABINS
ON DISTRICT WATERFRONT LEASED LOTS
IN CANDE - SEPTEMBER 15, 1977.

CANOE BEACH PARK MASTER PLAN

EX=Existing

Salmon Arm

URBAN systems

APPENDIX 4

11. STAFF REPORTS

1. Chief Administrative Officer - Canoe Beach Campsites Rental Agreement

0276-2016

Moved: Councillor Flynn
Seconded: Councillor Lavery

THAT: the Rental Agreements for the Canoe Beach Lots be offered for a final five year Rental (Licence for Use and Occupation) term commencing November 1, 2016 and expiring on October 31, 2021, with no change to the associated fee;

AND THAT: all tenants be provided formal notice that this is the final term and that all structures (including underground) must be removed upon expiry, at the renters expense, as outlined in the Rental Agreement;

AND FURTHER THAT: a gate be installed at the entrance to the campsites that is closed/locked during the months of November through March inclusive.

CARRIED UNANIMOUSLY

City of Salmon Arm
500 - 2 Avenue NE
Mailing Address: Box 40
Salmon Arm, BC V1E 4N2
Tel: 250.803.4000 Fax: 250.803.4041
www.salmonarm.ca

July 12, 2016

Dear

Re: Canoe Beach Rental Agreement
Campsite No. - Roll No.

I wish to advise that at the July 11, 2016 Regular Meeting of Council for the City of Salmon Arm, Council resolved to enter into a five (5) year Licence of Use and Occupation for the Canoe Beach Campsites, subject to the following:

- that this shall be the final term and all improvements and personal belongings must be removed from the property at the expiry of the term;
- that the rental fee for each of the five (5) years (not including property taxes) remain unchanged from the 2016 amount;
- that there will be a gate installed and locked during the period of November 1 to March 31 of each year, in order to prohibit vehicular access to the sites; and
- **that the sites are for the use and enjoyment of the tenants. Sub-letting and rental of the sites to third parties is not permitted.**

Council's decision aligns with both the City of Salmon Arm Official Community Plan, which designates that this area will be returned to parkland and the Canoe Beach Master Plan, which envisions the area as an extension of the public beach.

Please note that pursuant to the Community Charter, Council's intent to allow use and occupation of this property will be advertised in the local newspaper.

The Agreement requires that you provide the City with a copy of your comprehensive general liability insurance in the amount of $2,000,000.00 per occurrence naming the City of Salmon Arm as an additional insured.

Prior to the execution of the Agreement for the term of November 1, 2016 to October 30, 2021, the outstanding balance on your property tax account and 2016 rental fee must be paid in full and a copy of your liability insurance forwarded to the City.

Enclosed are two (2) copies of the Agreement, please sign both copies of and return to our office. Following execution by the City, one (1) copy will be returned to you for your records.

Should you have any questions, please contact the undersigned at 250-803-4029 or by e-mail at ejackson@salmonarm.ca.

Yours truly,

Erin Jackson
Corporate Officer

Item 8.4

CITY OF SALMON ARM

Date: August 12, 2019

Moved: Councillor

Seconded: Councillor

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

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

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF
SALMONARM

File: 2019-36

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Jenn Wilson, City Engineer

DATE: July 10, 2019

SUBJECT: **AWARD OF ENGINEERING SERVICES (PHASE 2.4)**
ROSS STREET UNDERPASS DESIGN AND TENDER SERVICES

STAFF RECOMMENDATION

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

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

BACKGROUND

City Council approved the award to RF Binnie & Associates Ltd. (Binnie) on January 28, 2019 (Resolution 0079-2019) for the detailed design Phase 2.3A (90% detailed design drawings) and 2.3B (100% detailed design and tender package). Since the award City Staff have been working with Binnie and Canadian Pacific Railway (CPR) to finalize the underpass and rail designs.

This is a very complex project and as we move forward with the varied components additional works are being realized in order to bring the designs to a tender ready state. We are also managing the project risks by putting the additional effort into the design. The due diligence being put into the detailed design may help mitigate any costly overages during the construction phase of the project.

The attached Schedule of Effort (Phase 2.4) prepared by Binnie provides a breakdown and hourly rates for these project items:

- CP Rail coordination, weekly meetings, advance Agreements
- Third Party Utility Coordination (need to finalize and capture in tender documents)
- Shoring Wall Design and supporting Geotechnical Investigation
- CP Rail Signaling and Communications Design
- Hot Box Detector Survey, Design and Field Reviews

- Tender Documents – we still need to pull all components together (will do when shoring wall design complete)
- Utility Crossing Agreement – working with CP's review team to get this to the finish line
- Design/Report Updates

Please note that Phase 2.4 would be undertaken under the same Terms and Conditions that were agreed in previous Phases.

CPR has taken on the responsibly for the Hot Box Detector (HBD) set-off track extension "early works" tender and construction; however the City and our consultants are responsible for detailed design of these works. Mobilization and construction of this portion of the works is imminent. There are several other important elements to the overall design which may see additional design works being required, these include the mainline track diversion, shoring wall, geotechnical design, utility crossings, Rogers fibre line coordination, etc., these elements are all dependant on approvals from CPR and third parties.

Although we do not yet have the funding agreement in place with CPR we must keep this project moving in order to meet critical path tasks on the tender and construction schedules. The project is more or less on schedule at this point.

STAFF COMMENTS

Staff have thoroughly reviewed the proposal and above fees and recommend award of the additional design components and tender services (Phase 2.4) for the Ross Street Underpass to R.F. Binnie & Associates Ltd. in an amount of $307,018.00 plus taxes as applicable per their proposal dated July 8, 2019.

We note that we are still projecting to complete the project within the approved project budget ($1,400,000.00 for Engineering portion) including the above noted work and anticipated future costs through construction.

Respectfully submitted,

Robert Niewenhuizen, AScT
Director of Engineering and Public Works

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Item 8.5

CITY OF SALMON ARM

Date: August 12, 2019

Moved: Councillor

Seconded: Councillor

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

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF
SALMON ARM

To: Mayor Harrison and Members of Council
Date: July 30, 2019
From: Chelsea Van de Cappelle, Chief Financial Officer
Subject: Policy No. 7.1 – Banking Services

Recommendation

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

Background

A Request for Proposal (RFP) was undertaken in 2014 for the years 2015 to 2019. Scotiabank was the successful proponent. Policy 7.1 - Banking Services - provides for the extension of services for a further two (2) year period. Scotiabank has agreed to provide banking services to the City of Salmon Arm (City) under the same terms and conditions. It is quite an extensive process to change banking institutions given the onset of electronic banking (i.e. property tax prepayments, payroll, electronic funds transfer not to mention the replacement of cheques, deposit bags, books, etc.) and the level of commitment to programming changes by the bidding bank, consequently it is prudent to only proceed to RFP every seven (7) years.

Scotiabank has provided cooperative and responsive service in meeting the City's needs.

It is recommended that the City extend the Banking Services contract for a further two (2) year period and proceed to RFP in 2021 for the next seven (7) year term.

Chelsea Van de Cappelle, CPA

Item 8.6

CITY OF SALMON ARM

Date: August 12, 2019

Moved: Councillor

Seconded: Councillor

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

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF
SALMONARM

TO: His Worship Mayor Harrison and Council

DATE: August 7, 2019

SUBJECT: Telus Communications Inc. – Hazard Beacon H2 Lease Agreement

MOTION FOR CONSIDERATION:

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

In early 2017, Telus acquired Mascon Cable Systems and assumed Mascon's lease for space on the City's Airport Hazard Beacon H2, located on that part of the Northeast ¼ of Section 9, Township 20, Range 9, West of the Sixth Meridian, Kamloops Division of Yale District (as shown on Appendices A-1 & A-2).

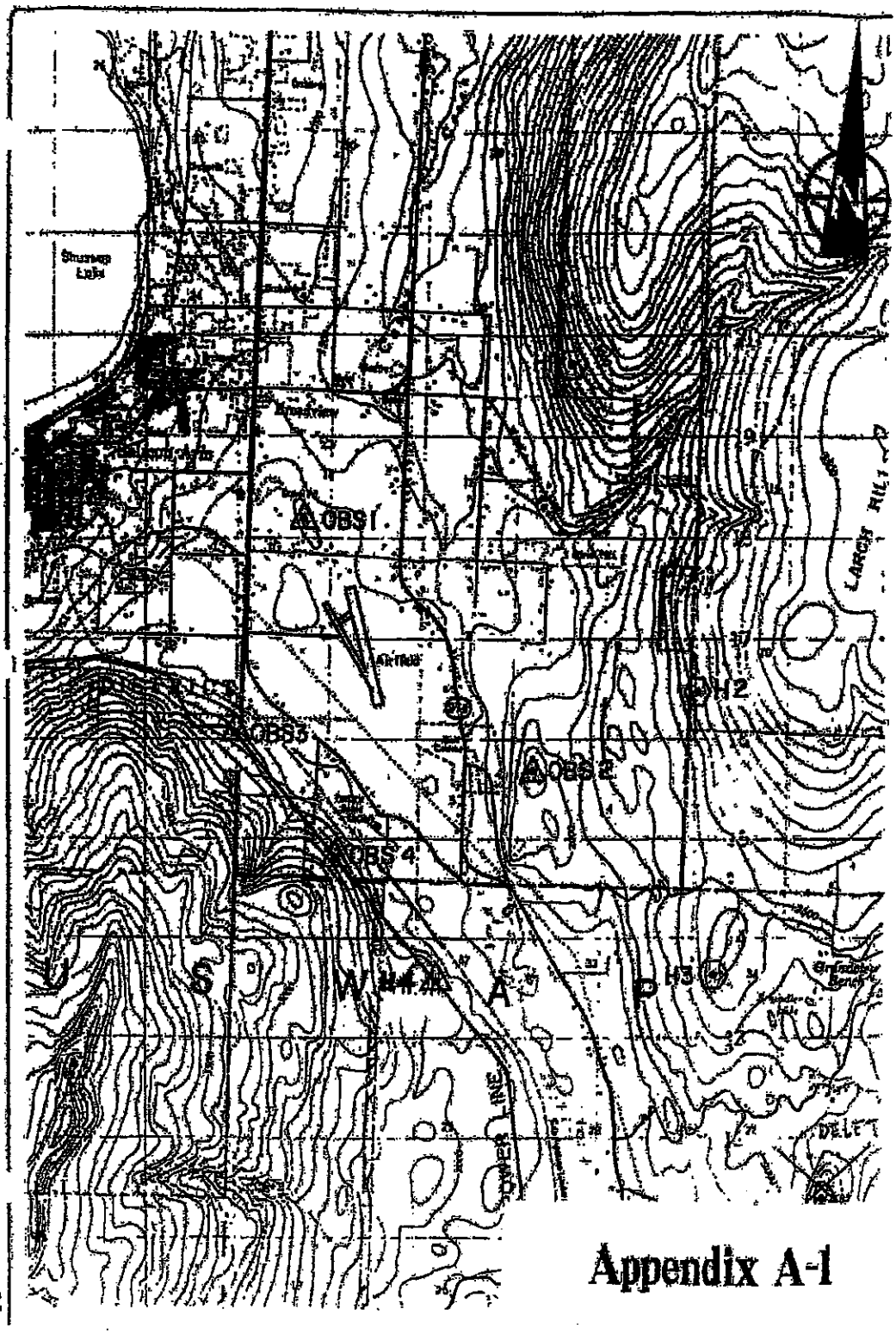
The agreement allows the company to attach wireless communication equipment to the beacon and operate, repair, replace and maintain the equipment as necessary. The current agreement will expire on April 30, 2020 and Telus has formally requested a renewal for an additional five (5) year term. Due to the increased cost of providing hydro to the site, the new lease rate will be increased from $1,500.00 to $1,750.00 (plus GST), per year.

The City has a similar five (5) year agreement with MYBC Datacom which has wireless communication equipment on Airport Hazard Beacon H3.

The agreement will be advertised pursuant to the Community Charter.

Respectfully submitted,

Erin Jackson



Appendix A-1

Province of British Columbia | Ministry of Forests and Lands | **Legal Description Schedule**

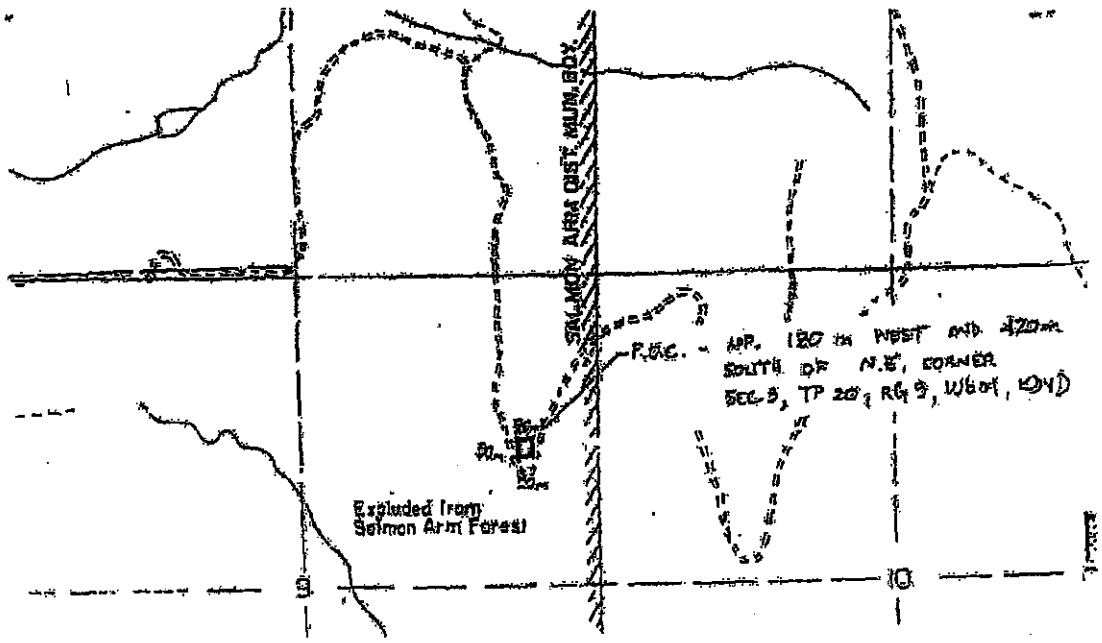
LICENCE No. 333021 | FILE No. 3404015

1.1 Legal Description

That part of the Northeast 1/4 of Section 9, Township 20, Range 9, West of the Sixth Meridian, Kamloops Division of Yale District, more particularly shown outlined in red on sketch below, and containing 0.2500 hectares more or less.

H-2

1.2 Sketch Plan



MAP: 82L/11g
SCALE: 1:5000

Appendix A-2

LS2(a) R(06/86)

Item 10.1

CITY OF SALMON ARM

Date: August 12, 2019

Moved: Councillor

Seconded: Councillor

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

[ZON-1152; Bennett, K. & S.; 1811 22 Street NE; R-1 to R-8]

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF
SALMONARM

To: His Worship Mayor Harrison and Members of Council

Date: June 26, 2019

Subject: Zoning Bylaw Amendment Application No. 1152

Legal: Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP73048
Civic: 1811 22 Street NE
Owner/Applicant: Bennett, K. & S.

MOTION FOR CONSIDERATION

THAT: **a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP73048 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);**

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

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcel is located at 1811 22 Street NE (Appendix 1 and 2) and is currently under development. The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the construction and use of a *secondary suite* within a single family dwelling.

BACKGROUND

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

The subject parcel is part of a four-lot subdivision approved in June 2017. The parcel is approximately 22.8 m wide by 57.7 m deep, with an area of approximately 0.133 ha. The subject parcel meets the conditions as specified to permit a secondary suite within the proposed R-8 zone. Site photos are attached as Appendix 5. The intent of the applicant is to develop a conforming *secondary suite* within the basement of the single family dwelling currently being built, as shown in the plans attached (Appendix 6).

Secondary Suites

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

COMMENTS

Ministry of Transportation & Infrastructure

MOTI has granted preliminary approval.

Engineering Department

No engineering concerns.

Building Department

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

Fire Department

No concerns.

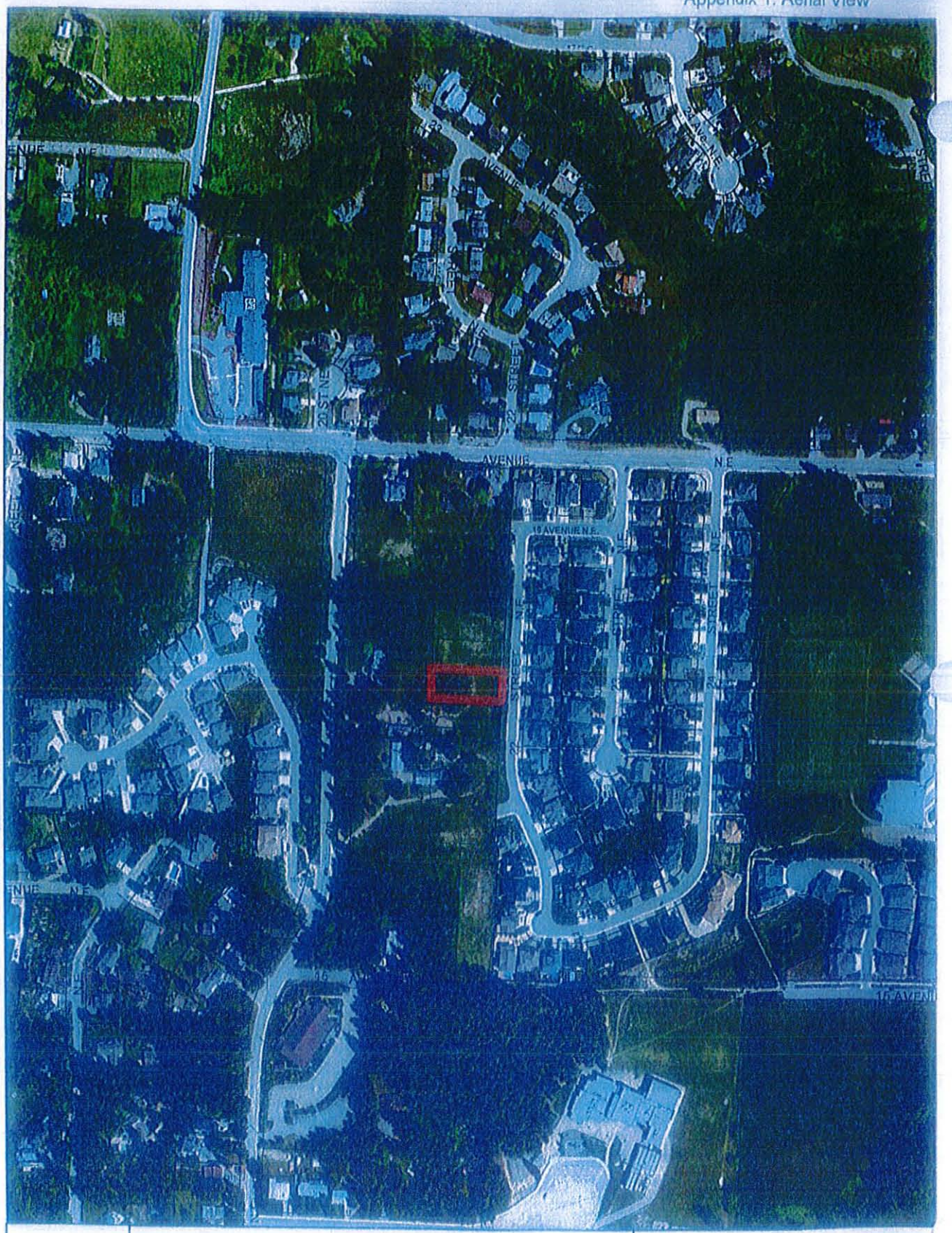
Planning Department

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

Prepared by: Chris Larson, MCP
Planner, Development Services

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

Appendix 1: Aerial View



N

0 40 80 160 240 320 Meters

Subject Parcel

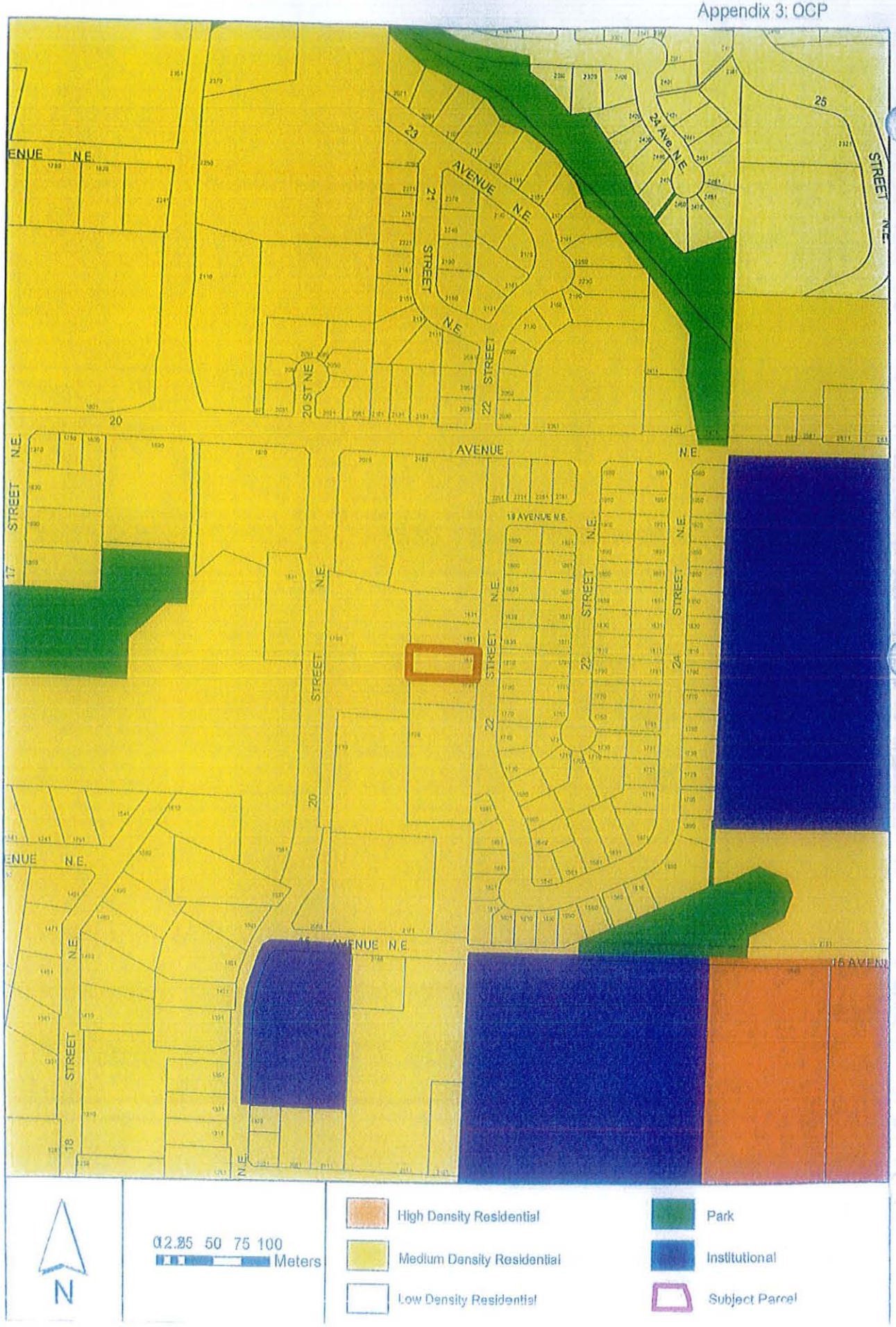
Appendix 2: Parcel View

N

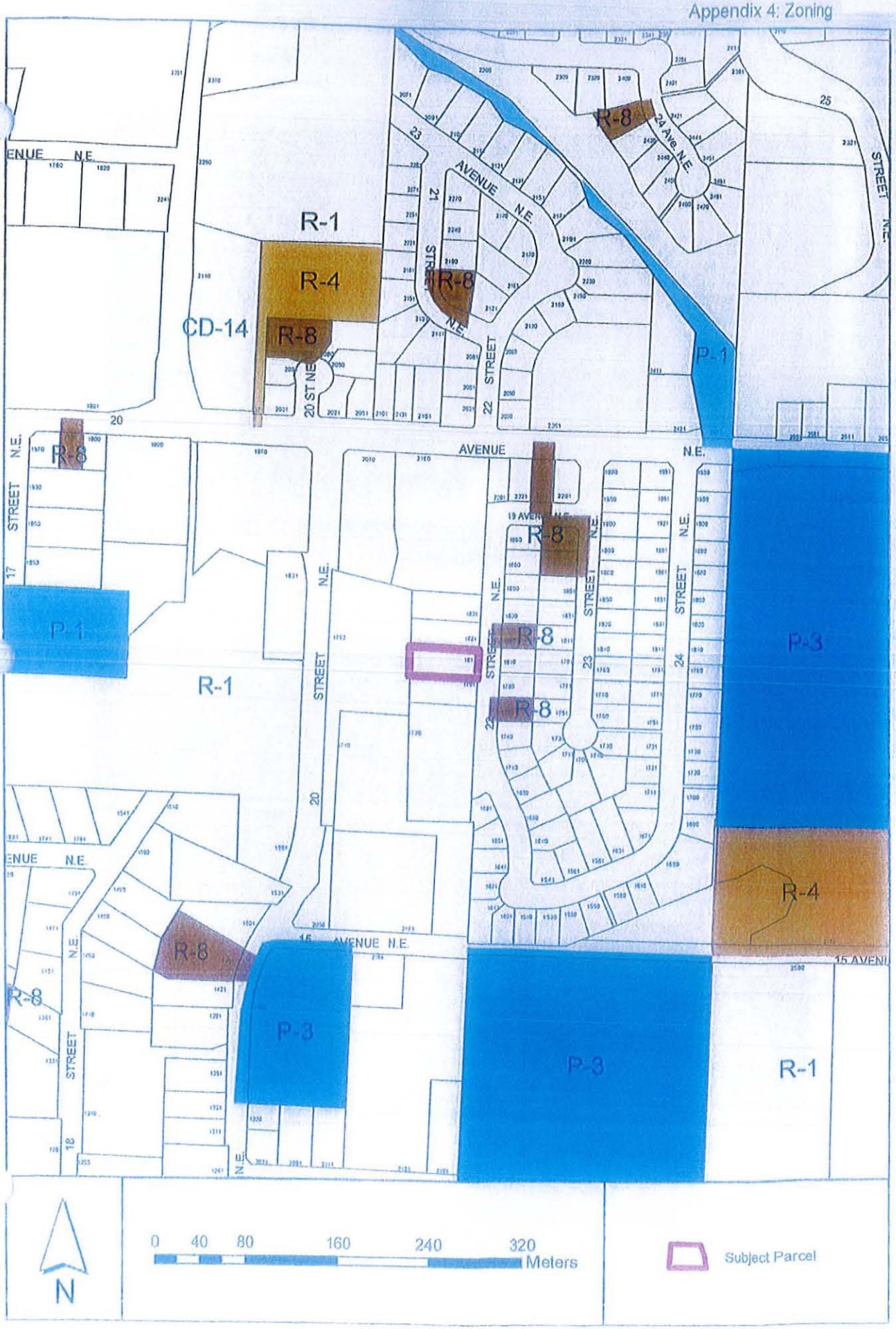
0 5 10 20 30 40 Meters

Subject Parcel

Appendix 3: OCP

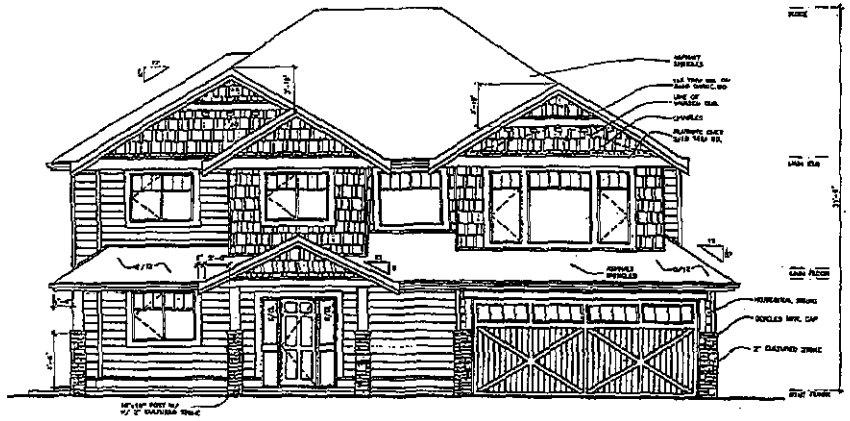


Appendix 4: Zoning

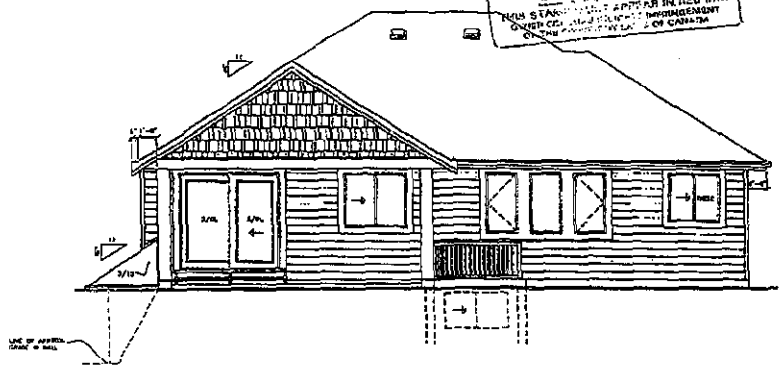


View north from 22 Street NE.

View south-west from 22 Street NE.



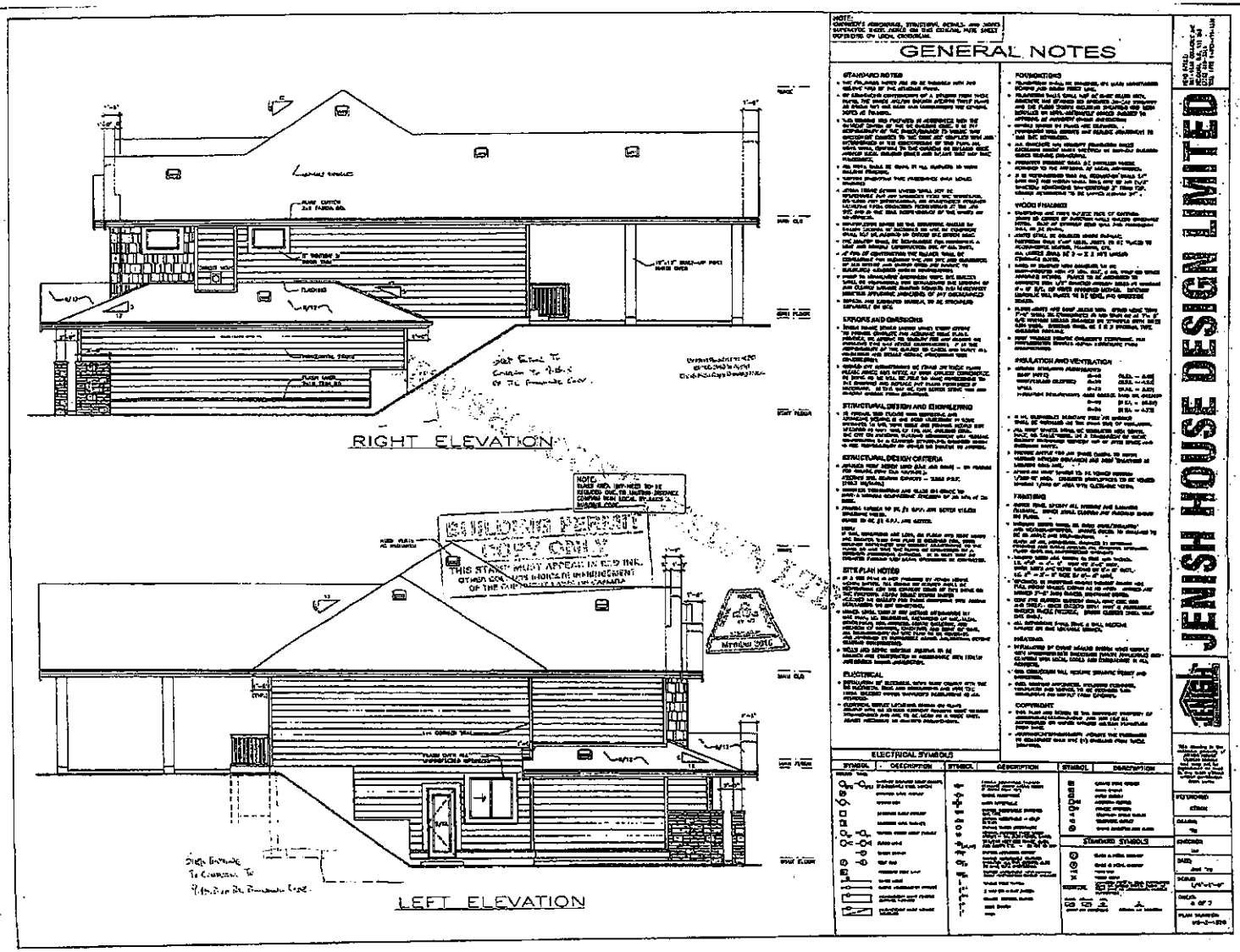
FRONT ELEVATION



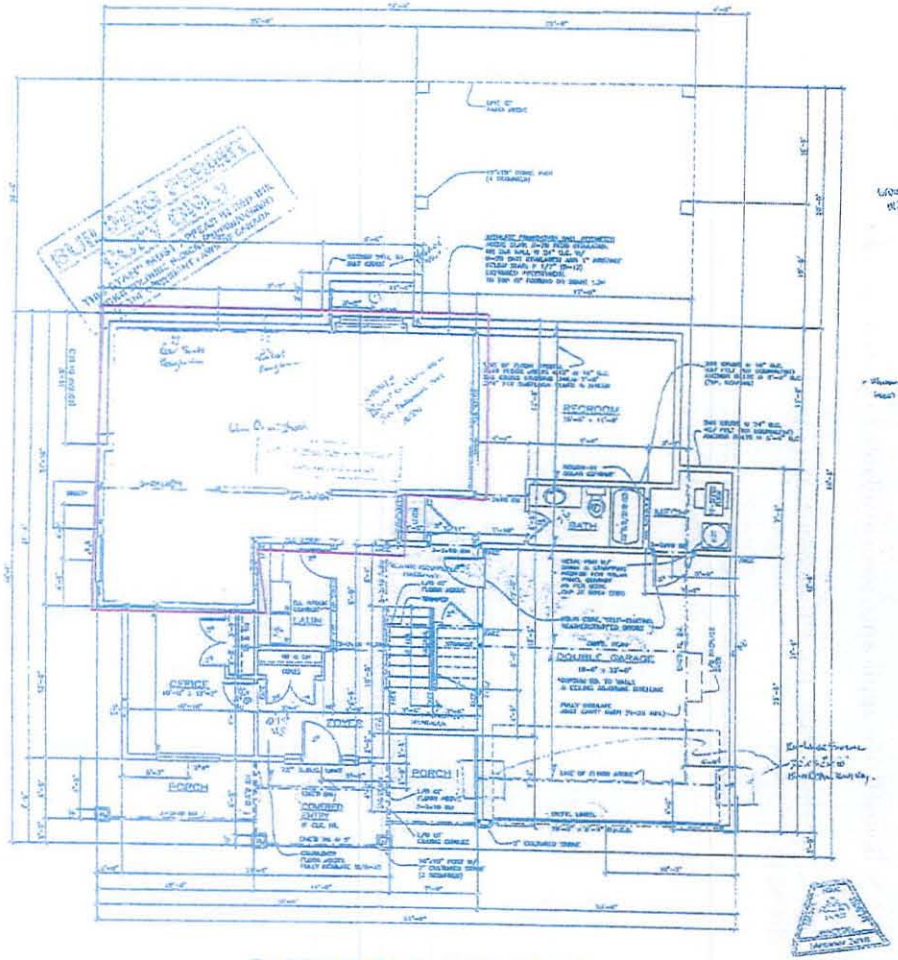
REAR ELEVATION

JENSEN HOUSE DESIGN LIMITED

Appendix 6: Site & Building Plans



Appendix 6: Site & Building Plans



JENISH HOUSE DESIGN LIMITED

23. STATUTORY PUBLIC HEARINGS

1. Zoning Amendment Application No. 1152 [Bennett, K. & S.; 1811 22 Street NE; R-1 to R-8]

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

Submissions were called for at this time.

K. & S. Bennett, the applicants, were available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:22 p.m.

CITY OF SALMON ARM

BYLAW NO. 4341

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on July 22, 2019 at the hour of 7:00 p.m. was published in the July 10 and July 17, 2019 issues of the Salmon Arm Observer;

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

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

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

   Rezone Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP73048, from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4341"**

READ A FIRST TIME THIS	8th	DAY OF	July	2019
READ A SECOND TIME THIS	8th	DAY OF	July	2019
READ A THIRD TIME THIS	22nd	DAY OF	July	2019

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE 25th DAY OF July 2019

For Minister of Transportation & Infrastructure

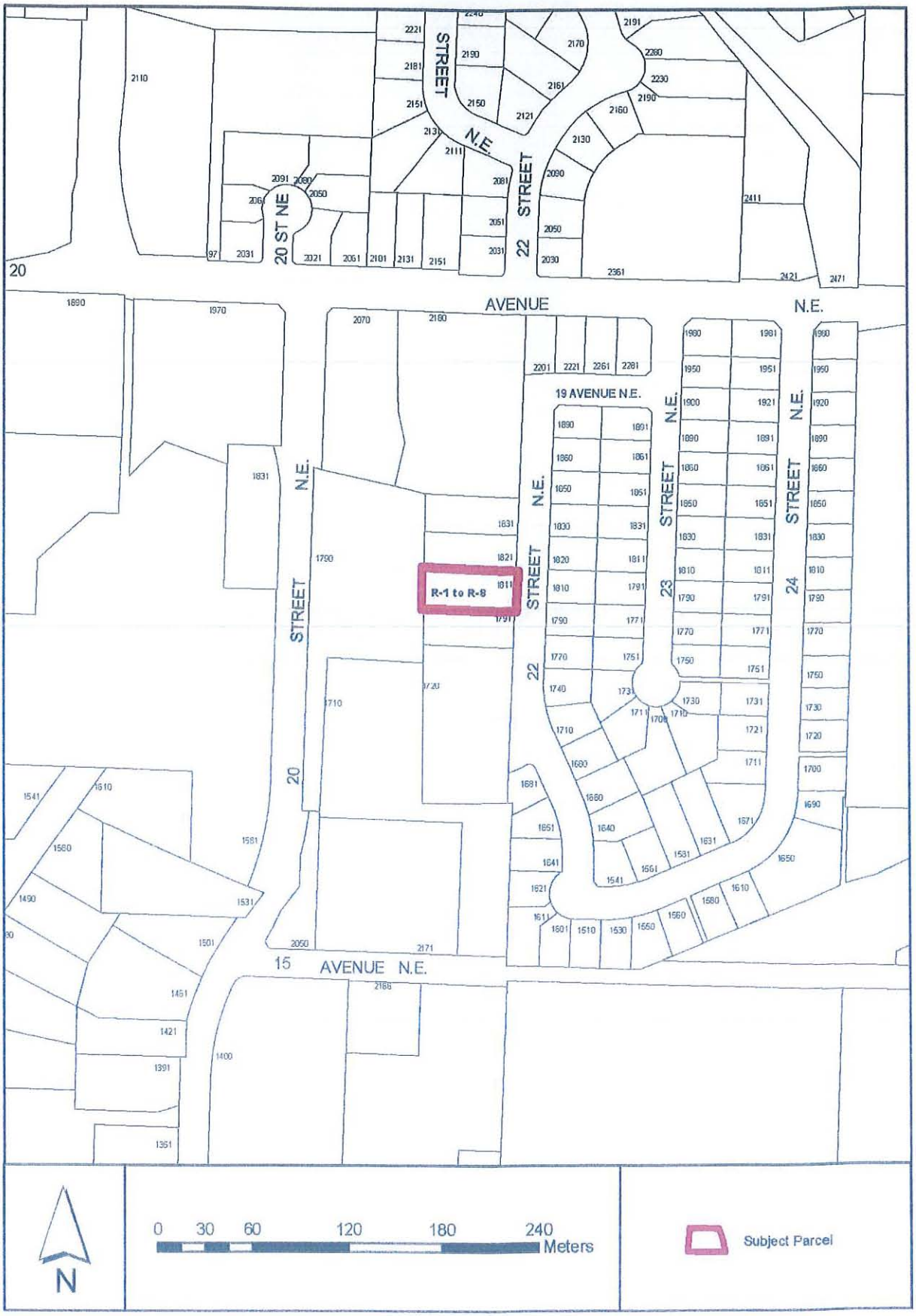
ADOPTED BY COUNCIL THIS DAY OF 2019

MAYOR

CORPORATE OFFICER

City of Salmon Arm
Zoning Amendment Bylaw No. 4341

SCHEDULE "A"



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INFORMATIONAL CORRESPONDENCE - AUGUST 12, 2019

1.	Building Department - Building Statistics - July 2019	N
2.	Building Department - Building Permits - Yearly Statistics	N
3.	A. Reid - email dated July 13, 2019 - New panhandling bylaw	N
4.	A. Priefer - email dated July 14, 2019 - Bag ban	N
5.	S. Campolin - email dated July 14, 2019 - Panhandling fines	N
6.	D. Gregory - email dated July 17, 2019 - Salmon Arm approved $50 fine for people sitting on sidewalks asking for money	N
7.	A. Arcand - letter dated July 18, 2019 - Intersection at 3rd Street South West and 5th Avenue South West	A
8.	P. Martin - email dated July 18, 2019 - Sidewalk fines	N
9.	M. and R. Moerike - letter dated July 26, 2019 - Letter of October 31, 2018	N
10.	J. Funfer - email dated July 29, 2019 - Paper	A
11.	A. Kirkpatrick - email dated July 29, 2019 - Accessibility... not	A
12.	K. Spalding - email from August 5, 2019 - Canoe cottages	N
13.	P. McIntyre-Paul, Secretariat for the Sicamous-to-Armstrong Rail Trail Governance Advisory Committee and Technical Operational Committee c/o The Shuswap Trail Alliance - media release dated July 26, 2019 - Governance partners move planning and technical consultation forward for Sicamous-to-Armstrong Rail Trail	N
14.	G. Arsenault, Green Emerald Construction Inc. - email dated August 1, 2019 - Regarding Utility Billing date after issuance of building permit (Policy 7.22)	A
15.	A. Singh, UBCM President - letter dated July 22, 2019 - Gas Tax Agreement Community Works Fund Payment	N
16.	Dr. Sue Pollock, Dr. Karin Goodison, Dr. Silvina Mema, and Dr. Kamran Golmohammadi, Medical Health Officer, Interior Health letter dated July 25, 2019 - Heat and Smoke Community Planning	N
17.	G. Mandziuk, President and Chief Executive Officer, Thompson Okanagan Tourism Association - letter dated July 16, 2019 - "Drive for Sustainability"	A
18.	R. Fraser, Mayor, District of Taylor to the Honourable Rob Fleming, Minister of Education - letter dated July 15, 2019 - Provincial Support for Libraries	N
19.	L. Ackerman, Mayor, City of Fort St. John to the Honourable Rob Fleming, Minister of Education - letter dated July 15, 2019 - Provincial Support for Libraries	N
20.	M. O'Halloran, Deputy Corporate Officer, Municipality of North Cowichan - letter dated July 15, 2019 - UBCM Resolution - Regional Management of Forestry	N
21.	B. Beamish, Mayor, Town of Gibsons to the Honourable Rob Fleming, Minister of Education - letter dated July 16, 2019 - Provincial Support for Libraries	N
22.	L. Michetti, Mayor, Corporation of the Village of Pouce Coupe to the Honourable Rob Fleming, Minister of Education - letter dated July 19, 2019 - Provincial Support for Libraries	N
23.	L. Hall, Mayor, City of Prince George to the Honourable Rob Fleming, Minister of Education - letter dated July 23, 2019 - Provincial Support for Libraries	N
24.	D. McKerracher, Mayor, District of Elkford to the Honourable Rob Fleming, Minister of Education - letter dated July 24, 2019 - Provincial Support for Libraries	N
25.	B. Dingwall, Mayor, City of Pitt Meadows - letter dated July 24, 2019 - District of West Vancouver Council Resolution regarding "Confirming Municipal Jurisdiction to Regulate Single-Use Items"	N

N = No Action Required
A = Action Requested
S = Staff has Responded
R = Response Required

26. B. Dingwall, Mayor, City of Pitt Meadows to the Honourable Rob Fleming, Minister of Education– letter dated August 2, 2019 – City of Victoria's resolution requesting provincial support for libraries N
27. British Columbia Utilities Commission – letter dated August 1, 2019 – British Columbia Utilities Commission – An Inquiry into the Regulation of Municipal Energy Utilities – Regulatory Timetable Establishment N

N = No Action Required
A = Action Requested
S = Staff has Responded
R = Response Required

Item 13.1

CITY OF SALMON ARM

Date: August 12, 2019

Presentation 4:00 p.m. (approximately)

NAME: Staff Sergeant West, Salmon Arm RCMP Detachment

TOPIC: Quarterly Policing Report – April – June 2019

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 11th Ave NE,
Salmon Arm, BC.
V1E 2V5

Your File - Votre référence

Our File - Notre référence

195-7

Date

August 8, 2019

Mayor and Council City of Salmon Arm

RE: Salmon Arm RCMP Detachment
Quarterly Policing Report – April through June 30, 2019

Dear Mayor and Council,

I provide you this report on our detachment's efforts in policing the Salmon Arm and greater area. The report covers the period of April through June of 2019.

Detachment News

Our Detachment has had one of our veteran members transfer to New Brunswick. Constable Dan Booker and his family are in the midst of a cross Canada journey. He had been stationed in Salmon arm since 2008 straight from the Depot Training Academy. We all wish him well. We will have a member arriving at our detachment in September to fill one of our two vacant positions.

Our Municipal and Public Service staffing is up to full complement with the filling of our final municipal vacancy in to the Detachment in mid June.

Administratively our office has three major projects slated for the upcoming fall. The province and our information section requires a file audit and retention of all files pertaining to First Nations persons, purging of historical PRIME files, and the migration of remaining files under our previous information management program (PIRS) to our current information management system (PRIME). All three audits and migrations are tasks that will be labor intensive and time consuming.

In order to facilitate these projects internally we are seeking the availability of a Public Service Employee on a short term contract. At this time it appears that wages would be covered under our existing budget but the CFO will be engaged.

In the City of Salmon Arm our calls for service overall were down just slightly over the same period last year. When we look at specific statistics it appears that property crime and violent criminal code offences were up over last year and motor vehicle collisions were down. I will remind council that our statistic's reporting had changed which would skew these statistics. The reporting of collisions is down but the threshold for reporting is now $10,000 so we are opening less files. Based on the drastic number change in this specific statistic I believe that collision reports did decline.

Our officers were active in traffic law enforcement in this period.
Our officers:

- Wrote 308 traffic tickets and warnings in the quarter.
- 36 high risk driving charges were laid.
- Conducted 9 traffic enforcement blitz's.

We did unfortunately have one fatal collision in the rural area which we serve which is being investigated by our Regional Highway Patrol.

Investigative highlights from the past quarter:

- 30 Downtown Foot Patrols.
- 22 Curfew checks of priority offenders.
- Investigation of a Homicide in the City of Salmon Arm.

As you are all aware we did have a homicide in Salmon Arm in April. Our member have been working diligently on that investigation in consultation with Provincial Crown Council. The person believed responsible for that horrible act is in custody and has remained in custody since the incident. Our General Investigation Section has sent Provincial Crown Council a number of disclosure packages and the investigation and prosecution is on track with a number of charges being laid as a result.

Additionally, our local Police Based Victim Services has been and continues to be engaged with the congregation and family involved in this horrible incident. They are helping all directly involved that were negatively impacted by this incident. On the Police Based Victim Services topic they dealt with 156 new clients in this quarter of which 108 were referred by police and the balance was referred from other sources. The City's valuable support of the Safe Society and Police Based Victim Services is appreciated and contributes to the success of this program in providing support to the victims of crime in our area.

The community session that was held after this event which was supported by The City of Salmon Arm at the SASCU Recreation Center was well received and did help in connecting some people with help. Some of these people were citizens that were not directly involved but were traumatized due to this occurring in our community.

I have attached a copy of our statistics for your review locally as well.

Yours in Service,

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

SALMON ARM RCMP
MAYOR'S REPORT
QUARTER 2, 2019

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

August 6, 2019

Dear Mayor Alan Harrison,

RE: Quarterly Crime Statistics - April / May / June

CRIME CATEGORIES	CITY Q2 2018	CITY Q2 2019	RURAL Q2 2018	RURAL Q2 2019
Homicide / Attempted Homicide	0	1	0	0
Assaults	9	15	8	2
Sexual Offences	5	7	0	5
Robbery	1	1	0	0
Auto Theft	9	15	4	6
Break and Enters	15	22	5	5
Theft From Motor Vehicle	20	34	8	3
Drug Investigations	12	12	5	1
Motor Vehicle Collisions	48	26	21	15
Motor Vehicle Collisions W Fatality	0	0	0	1
Impaired Driving - CC	8	11	6	7
Impaired Driving - MVA (IRPs)	11	3	0	3
TOTAL PERSONS/VIOLENT CC	36	74	19	25
TOTAL PROPERTY CC	102	233	42	55
TOTAL OTHER CC	67	85	15	11
TOTAL CRIMINAL CODE (CC)	205	392	76	91

TOTAL CALLS FOR SERVICE	1359	1304	586	373

COMMUNITY	CITY Q2 2018	CITY Q2 2019	RURAL Q2 2018	RURAL Q2 2019
Files with youth negative contacts	8	10	2	4
Mental Health Related Calls	101	97	19	19
Files involving Alcohol / Drugs	248	176	82	42
Domestic Violence	36	35	16	18

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
Salmon Arm RCMP Detachment

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Item 13.2

CITY OF SALMON ARM

Date: August 12, 2019

Presentation 4:15 p.m. (approximately)

NAME: Lindsay Wong, Manager, Downtown Salmon Arm

TOPIC: Business Improvement Area Bylaw

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

DOWNTOWN

SALMONARM

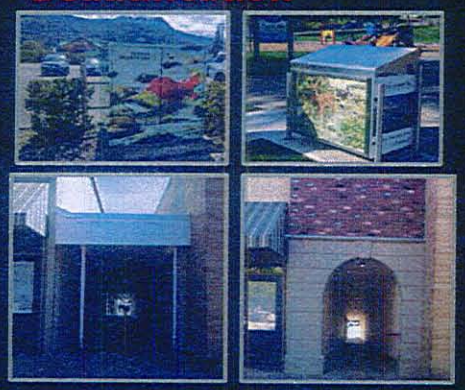
Our vision is to create a vibrant destination where *commerce* thrives, and *community* pride and *collaborations* are valued.

COMMUNITY

COMMERCE

Education

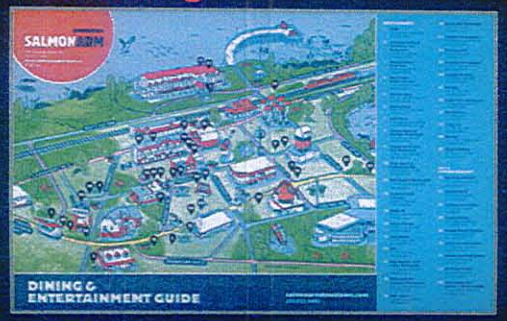
Beautification



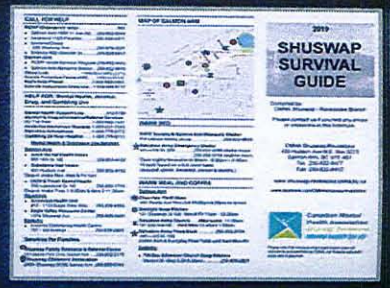
Transportation and Parking

Social Media

Marketing



Social Issues & Safety



Downtowncares

COLLABORATION

SALMONARM
SMALL CITY, BIG IDEAS

CITY OF
SALMONARM

#bigideas

DOWNTOWN
SALMONARM

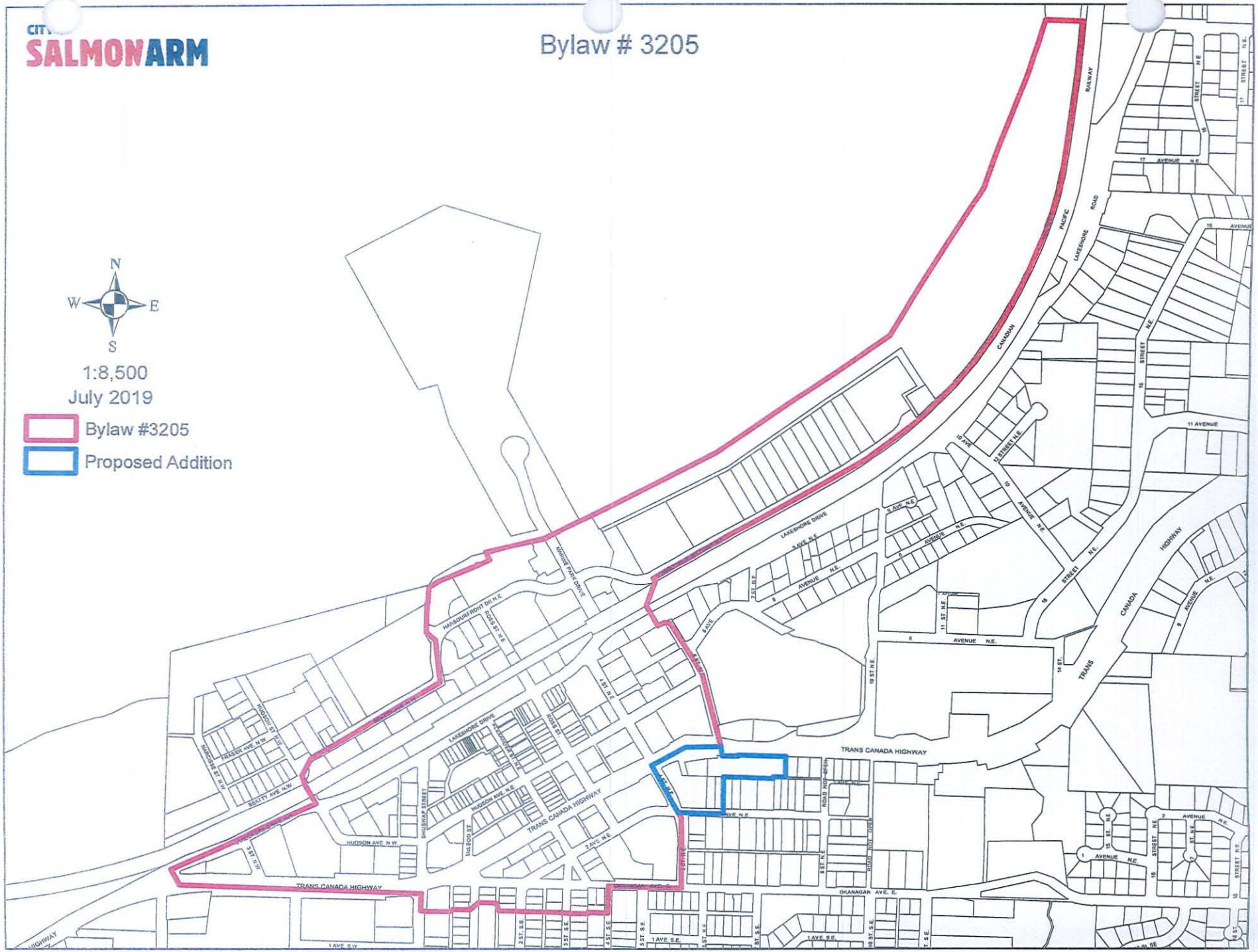
DOWNTOWN
SALMONARM

2020 - 2027

- Build upon current successes
- Continue advocacy for our downtown businesses
- Promote sustainable growth and thoughtful development in the downtown core

CITY OF SALMONARM

Bylaw # 3205



Downtown Salmon Arm Bylaw Budget Year	2020	2021	2022	2023	2024	2025	2026	2019
Total Levy Revenue	188230	195759	203589	211733	220201	229009	238170	179267
Other Income - Grants								
Other Income-Sponsors								
Street Cleaning Contract								
OFFICE ADMINISTRATION								
Accounting & Legal	1800	1854	1909	1966	2025	2085	2148	
Bookkeeping	2200	2310	2310	2425	2425	2546	2546	
Insurance	2000	2040	2080	2122	2164	2207	2251	
Memberships	800	800	800	840	840	840	882	
Communications	3840	3840	3916	3916	3994	3994	4074	
Website	5000	1575	1575	1653	1653	1735	1735	
Office Maintenance	1200	1260	1260	1323	1323	1389	1389	
Office Supplies & Expenses	3500	3500	3850	3850	4235	4235	4235	
computer upgrades	1000			1200			1000	
Awards & Gifts	700	735	735	735	771	771	771	
Professional Development	3000	3000	3000	3300	3300	3300	3300	
bia conference, workshops								
Rent	14000	14560	14560	14560	15142	15747	16376	
Sponsorships	700	700	770	770	770	847	847	
Wages & Benefits	96000	97920	99878	101875	103913	105991	108111	
	135740	134094	136643	140535	142555	145687	149665	
PROJECT EXPENSES								
AGM	700	757	757	757	794	836	833	
Marketing & Advertising	9000	9900	9900	10890	11979	11979	11979	
dining guide, tourism, print, radio ads, signage								
BEAUTIFICATION								
banners	3000	3000	4830	1830	1830	2830	5830	
wayfinding signage	500	1500	1500	4550	4550	3050	1150	
Lighting - Hydro Chargeback Fee								
Christmas decorations	10400	11753	5100	5100	15641	16105	16105	
grad flower bed	600	630	630	630	661	661	661	
graffiti removal	300	300	330	330	330	363	363	
streetscape/sidewalks	1000	1000	1000	4000	1100	1100	2710	
street cleaning contract SACL *flow throught from CSA*								
MEMBERSHIP ENGAGEMENT	1700	1785	1874	1967	2066	2169	2273	
newsletter, open house,								
continuing education								
Downtown Dollars	1590	1590	2473	2547	2623	2702	2783	
	28790	32215	28394	32601	41574	41795	44687	
EVENTS								
Applefest	1000	1100	1210	1210	1464	1610	1776	
Downtown Live	3500	4400	7400	4840	4840	6324	5324	
Halloween Treat Trail	750	750	787	787	826	826	826	
Christmas	13000	15750	16537	17364	17364	17364	18232	
Outdoor Movie	250	250	250	262	262	275	275	
Salty Street Fest	400	400	440	440	440	882	484	
Multicultural Day	800	800	840	840	840	882	882	
Farmers Market	1500	1500	2500	3500	1650	1917	1815	
Community Clean-Up	500	500	550	550	605	665	665	
Alexander Street Closure	2000	4000	3400	3400	5400	4000	8700	
signage, barricades, beautification								
funding events and special programming								
Other Projects			4638	5404	2381	6782	4839	
bike transportation, wharf, breezeway								
	23700	29450	38552	38597	36072	41527	43818	

Item 16.1

CITY OF SALMON ARM

Date: August 12, 2019

Notice of Motion - Councillor Lindgren – Climate Action Strategy

[To be brought forward for consideration at the August 26, 2019 Regular Council Meeting]

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

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

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

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

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

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

Vote Record

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

Opposed:

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

Item 16.1 – Continued

CITY OF SALMON ARM

Date: August 12, 2019

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

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

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

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

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

Funding sources for Climate Action Initiatives

Mitigation

BC Government –

- Funding: climate action revenue incentive program (CARIP) reports. (CHECK!) https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/climate-action-revenue-incentive-program-carip
- BC Government Climate Action Toolkit – see links on https://www.toolkit.bc.ca/funding-local-government-climate-action-initiatives

Federation of Canadian Municipalities

- Partners for Climate Protection - no funding available by helps to monitor and build a framework towards emission reduction – may be redundant, as already signed up for CARIP.
- Transition 2050 – funding for training and support to reduce GHG emissions.
    - List of Partners – examples of ones that have already partnered with BC municipalities: City Green Solutions, CUSP, West Kootenay EcoSociety

Adaptation

BC Government – Local Government Climate Action

- Matrix to identify strategies that are appropriate for your specific community
    - Broad overview of areas for initial scoping: hydrology and water resources; agriculture; biodiversity; forests, forest industry, parks and urban trees; tourism and recreation; energy; transportation; infrastructure; ~~coastal resources and ecosystems;~~ aquatic ecosystems and fisheries; business; health; emergency response. Pg14-17
    - https://www.wcel.org/sites/default/files/publications/WCEL_climate_change_FINAL.pdf

Pacific Climate Impacts Consortium – Plan2Adapt

- No funding available; however, helps identify what will be a real need in the region under future climate models.
    - Chose which predictor period you wish to look at under the Columbia/Shuswap Regional District
    - Can see real impacts from a changing climate – look at impact tab in tool

Union of BC Municipalities (UBCM)

- Funding for Strategic Wildfire Prevention (check!)

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

Federation of Canadian Municipalities (FCM)

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

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

Universities and School with partnership opportunities

- The Pacific Institute for Climate Solutions PICS
- Funding opportunities for up to $250 000/ year in collaboration with UBC, SFU, or UNBC. Letter of intent must come from a faculty member from one of those schools
    - some funding must go to a graduate student/post-doc.

- The Intact Centre on Climate Adaptation ICCA
- Training and guides through the University of Waterloo for
    - Home Flood protection program
    - Infrastructure adaptation program
    - Corporate-specific adaptation program.
- SFU's ACT group, the Adaptation to Climate Change Team, a policy planning initiative which is part of the Faculty of Science. The City of Vernon' climate leadership group has received non-financial support from this, with links to the Real Estate Foundation funding. https://act-adapt.org/about-sfu-new/

Government of Canada
Disaster Mitigation and Adaptation Fund

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

Adaptation and / or Mitigation?

Foundations
Real Estate Foundation of BC "REFBC grants support projects that address current land use challenges and help communities to plan for the future." See https://www.refbc.com/sites/default/files/Info-GeneralGrants.pdf Local governments are eligible; the Foundation funds up to 50% of the cash costs of a project. Partnerships and collaborations are encouraged.

Hewlett Foundation

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

A focus on vehicle electrification:

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

Ivey Foundation
All proposals must be submitted from a registered Canadian charitable organization. Partnerships with a local charitable organization will be essential.
The primary focus for the Foundation's resources is the **Economy and Environment Program.**
http://www.ivey.org/program/

Canadian Environmental Grantmakers Network
See http://www.cegn.org/about/members/

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Item 16.2

CITY OF SALMON ARM

Date: August 12, 2019

Notice of Motion - Councillor Lavery - FireSmart Curbside Chipping Program

[To be brought forward for consideration at the Monday, August 26, 2019 Regular Council Meeting]

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

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

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

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

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Item 16.3

CITY OF SALMON ARM

Date: August 12, 2019

Notice of Motion - Councillor Lavery – Active Transportation Plan: Let's Move Salmon Arm

[To be brought forward for consideration at the October 21, 2019 Special Council Budget Meeting]

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

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

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

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

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

  Opposed:

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

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Item 16.4

CITY OF SALMON ARM

Date: August 12, 2019

Notice of Motion - Councillor Lavery – Food and Urban Agricultural Plan: Let's Grow Salmon Arm

[To be brought forward for consideration at the October 21, 2019 Special Council Budget Meeting]

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

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

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

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

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Item 16.5

CITY OF SALMON ARM

Date: August 12, 2019

Notice of Motion - Councillor Lavery - Affordable Housing Reserve

[To be brought forward for consideration at the October 21, 2019 Special Council Budget Meeting]

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

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

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

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

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Item 18.1

CITY OF SALMON ARM

Date: August 12, 2019

Disc Golf Proposal for 4380 10 Avenue SE – For Information

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

6. STAFF REPORTS

2. Director of Development Services – Disc Golf Course Proposal – 4380 – 10 Avenue SE

0038-2019 (ic)

Moved: Councillor Lindgren
Seconded: Councillor Lavery
THAT: Council authorize staff to enter into a Letter of Understanding authorizing the Rapattack team to brush the property located at 4380 10 Avenue SE in preparation for a disc golf course.

CARRIED UNANIMOUSLY

CITY OF
SALMONARM

RECEIVED
AUG 0 7 2019
CITY OF SALMON ARM

July 25, 2019

LETTER OF UNDERSTANDING

Duncan Walters
Salmon Arm, BC
604-833-3627
Duncan.walters@hotmail.com

Dear Sir:

RE: Disc Golf Proposal for 4380 – 10 Avenue SE

This letter is to confirm the City's approval for brushing and clearing works to be completed for the above address in support of an informal disc golf course. It is understood that any maintenance and any issues that arise from such use or otherwise as a direct result are the sole responsibility of the Proponent.

This letter has been made to the best of City Staff's knowledge, information and belief. It does not constitute acceptance of any work not in accordance with the disc golf proposal. It is understood that the City of Salmon Arm may allow the proposed use until September 1, 2024, at which time the City will evaluate the use of the parcel and other potential considerations.

At any time prior to September 1, 2024, the City may require the use of the informal disc golf course to cease due to unforeseen factors. In such a case, the City will attempt to provide reasonable notice to the Proponent.

At this point in time, the City of Salmon Arm has not committed any budget towards related facilities, and is not considering formally opening the site for formal public use until such time as a suitable public access and parking area is constructed.

Please sign and return to the City at your earliest possible convenience.

Regards,

Kevin Pearson, MCIP, RPP
Director of Development Services

Duncan Walters

Authorized Signatory: _____
Name (Print) DUNCAN WALTERS
Title: Proponent
Date: AUG. 06, 2019

Cc: Mayor & Council, Director of Engineering & Public Works

Prepared By: Duncan Walters – April 11, 2019
duncan.walters@hotmail.com – 604-833-3627

Disc Golf Course Proposal

General Information

This proposal is for an 18-hole disc golf course located on the municipal parcel North of the Salmon Arm airport and south of 10th Ave, SE. This parcel is roughly 3.25 ha, or 8 acres in size and provides variable terrain and sparsely treed areas that suit this particular use well.

Benefits

Low-cost added recreation and livability

Disc golf is one of the fastest growing sports in North America and a course in Salmon Arm would further make the town an exciting place to live. These courses have relatively low setup costs and provide recreational opportunities to citizens without financial barrier. A wide range of ages tend to use these courses and it would provide a good space to for all ages to socialize in an outdoor setting.

Connected greenway

The greenway on the municipal easement surrounding the Rapattack base is used regularly by walkers. This trail system could connect in with trails built on the disc golf course and help connect 40th street SE to 10th Ave, adding trail length and usable greenspace. In other areas disc golf courses are often multi-use, combining with other trail networks and parks that can be used by more than just disc golf users.

Rapattack involvement

One of the main focuses of the Rapattack program is community involvement and work is often done in parks or in the local trail systems. Being a partner in the disc golf course provides a good opportunity to have a positive impact on the community and fulfill our chainsaw training requirements when doing upkeep.

Map

This draft course was mapped out on March 30, 2019. Holes were placed to manage encroachment on the airport and also to manage risk to houses, roadways and park users. Without specific knowledge of the property, the holes would have to be checked to ensure they are on municipal land.

Prepared By: Duncan Walters – April 11, 2019
duncan.walters@hotmail.com – 604-833-3627

Cost

The baskets constitute a large portion of the cost so during the design of the course an attempt was made to have some of the baskets serve multiple holes. This resulted in only 13 baskets needing purchasing. It is asked that the cost of the baskets be supplied by the City of Salmon Arm. For cost comparison, the DGA Mach 2 basket is an entry level basket often used at schools/college campuses and summer camps. The Mach 3 basket is more expensive but is more common in parks that see reasonably heavy use. Both types of baskets are removable if the park was to change locations.

	DGA Mach 2 Basket	DGA Mach 3 Basket
13 Baskets	13x$366.67 = $4766.67	13*413.33 = $5,373
13 bags of concrete	13x$6.60 = $85	13x$6.60 = $85
18 Hole Signs	18x65 = $1170	18x65 = $1170
1 Large Greeting Sign	$200	$200
Freight for baskets	$931	$931
Total	$7152.67	$7759.00

Signage also represents a large cost, and although important for the playability of the course, a lower cost solution could be worked out if the longevity of the course was in question.

Maintenance and Construction

The maintenance and construction of the course will be handled by the Rapattack crew. Minimal work needs to be done in order to prepare the course for play. Fairways would be brushed out and tee boxes would be constructed from material onsite. Currently there are no plans to have buildings on site, so the project would not require building permits. Disc golf courses generally need very little maintenance, but Rapattack members are close by to ensure the course does not pose a safety risk and to plan ongoing improvements.

Timeline

Given that there is a master plan for Klahani park there is recognition that this disc golf course may not be permanent and that the baskets may be relocated to the new park. Despite this fact, the relatively minor improvements that the park needs in order to be a very enjoyable course make it a great stepping stone that we think is worth exploring. This potentially temporary park would still serve the community well and act as somewhat of a trial course. The current Industrial A2 zoning was noted in preliminary discussion and lease options and potential rezoning (to park & rec zone or having a temporary use permit) may be required prior to the commencement of the project.

Concerns/Liability

The holes were designed on the course to greatly reduce the chance of an errant disc going off course. The course itself has a mostly treed perimeter which stops discs, and holes are oriented in such a way that there is a minimal risk to structures or public. The hole placed closest to the airport is 130 meters away from the Northern part of the runway. This hole is situated laterally to the runway and is lower in elevation.

Prepared By: Duncan Walters – April 11, 2019
duncan.walters@hotmail.com – 604-833-3627

Despite every effort to design a safe course, it would be requested that the City provide liability insurance for the course.

CITY OF
SALMONARM

August 8, 2019

Re: 4380 - 10 Avenue SE

The purpose of this letter to inform you of the City's intent to permit a temporary outdoor recreation use through the development of a disc golf course on the City-owned property at 4380 - 10 Avenue SE.

The City owns the parcel of land at 4380 - 10 Avenue SE, noted as A-2 (Rural Holding) in our Zoning Bylaw which allows park and public use, including active and passive park and recreation, community or special events uses. The subject parcel is designated Industrial - Light in the City's Official Community Plan (OCP). The City's OCP and Greenways Strategy identify a future trail on this parcel, and there is also a future road network proposed in this area.

The City will work with the proponents, users, and neighbours towards maintaining and enhancing this parcel. The understanding is for this use of the site to be temporary, starting with a 5-year period.

City Council has not committed any 2019 funds for the project, however funding may be proposed for improvements as a part of the 2020 budget.

The aim is for these improvements to result in an improved experience for all user groups, as well as adjacent home owners.

Please let me know if you have any questions or concerns regarding this proposal.

Sincerely,

CL

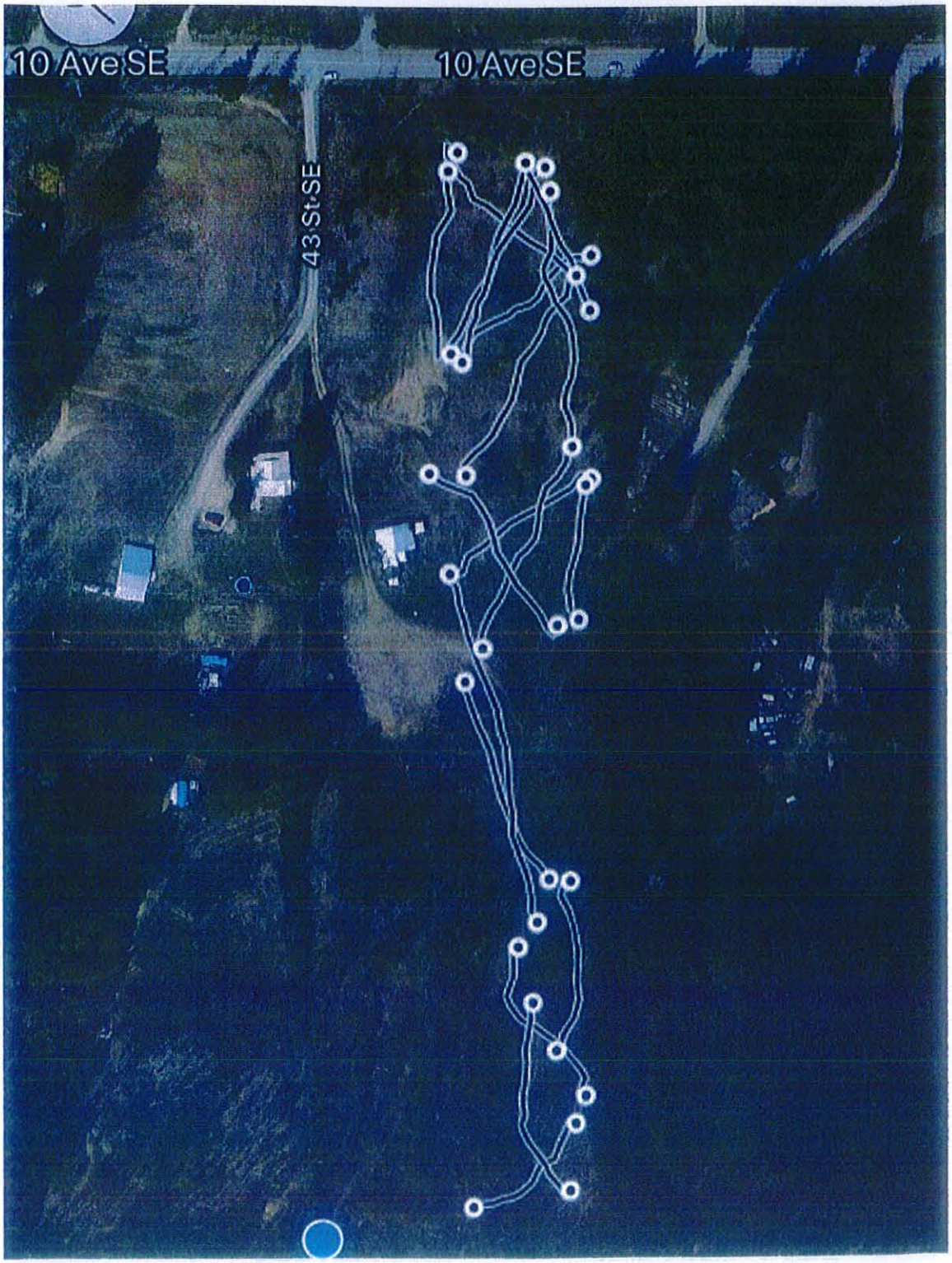
Chris Larson
Planner
City of Salmon Arm

Parcel & Proposal

N

0 45 90 180 270 360 Meters

Subject Parcel


10 Ave SE
10 Ave SE
43 St SE

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Item 21.1

CITY OF SALMON ARM

Date: August 12, 2019

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit Application No. VP-499 be authorized for issuance for Lot A, Section 5, Township 20, Range 9, W6M, KDYD, Plan 28401 and Lot 1, Section 5, Township 20, Range 9, W6M, KDYD, Plan KAP59849, which will vary Subdivision & Development Servicing Bylaw No. 4163 as follows:

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

[VP-499; 0924020 BC Ltd. (T-1 Enterprises) and Dinoflex Holdings Inc.; 5731 Auto Road SE and 5590 46 Avenue SE; Fire Hydrant Requirement]

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF
SALMONARM

TO: His Worship Mayor Harrison and Members of Council

FROM: Director of Development Services

DATE: July 24, 2019

SUBJECT: Development Variance Permit Application No. VP-499

Legal:	Lot A, Section 5, Township 20, Range 9, W6M, KDYD, Plan 28401; and Lot 1, Section 5, Township 20, Range 9, W6M, KDYD, Plan KAP59849
Civic Address:	5731 Auto Road SE and 5590 – 46 Avenue SE
Owner:	0924020 BC Ltd (T-1 Enterprises) and Dinoflex Holdings Inc.
Applicant:	Owners

MOTION FOR CONSIDERATION

THAT: Development Variance Permit No. VP-499 be authorized for issuance for Lot A, Section 5, Township 20, Range 9, W6M, KDYD, Plan 28401 & Lot 1, Section 5, Township 20, Range 9, W6M, KDYD, Plan KAP59849, which will vary Subdivision & Development Servicing Bylaw No. 4163 as follows:

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

STAFF RECOMMENDATION

THAT: The motion for consideration be defeated.

PROPOSAL

This variance application includes two properties, 5731 Auto Road SE and 5590 – 46 Avenue SE. The properties are located in the Industrial Park and are across the street (Auto Road SE) from each other. (Appendix 1 & 2). The applicants are requesting to vary the provisions of the Subdivision and Servicing Bylaw No. 4163, by waiving the requirement to install two fire hydrants to meet the minimum spacing of 90 metres as specified for properties zoned industrial. This variance application includes two properties because the business owners have applied for a building permit at approximately the same time and are required to install one of the same hydrants (along Auto Road SE). The applicants have submitted letters of rationale attached as Appendix 3, and site photos are attached as Appendix 4.

BACKGROUND

Both properties are designated Industrial - General in the City's Official Community Plan (OCP) and are zoned M-1 General Industrial Zone in the City's Zoning Bylaw (Appendix 5 & 6).

T-1 Enterprises is a steel fabrication business located at 5731 Auto Road SE. Building Permit No. 16016B was issued for a 42' x 56' fabric building (SpanMaster Structures Ltd.) The building permit value is $43,998. The fire hydrant is the only frontage improvement required and the estimated cost, including a standard 25% contingency is $16,587.

Dinoflex Holdings Inc., located at 5590 – 46 Avenue SE, is the other property under application. Building Permit No. 16025B was issued for a 10,000 ft^2 addition with a building permit value of $500,000. Frontage upgrades required for the building permit included two fire hydrants, one fire hydrant along 48 Avenue SE and, one fire hydrant along Auto Road SE. The fire hydrants are the only frontage improvements required, and the estimated cost including a standard 25% contingency is $33,175. As the one fire hydrant along Auto Road is the same fire hydrant required for T-1 Enterprises, the two business owners each bonded for the cost of half of the hydrant ($8,293.75).

Both properties have existing fire hydrants along their property frontages. The three closest fire hydrants to the subject properties are spaced approximately 130 metres apart and do not meet the required minimum spacing of 90 metres as specified in the Subdivision & Development Servicing Bylaw (Appendix 7).

STAFF COMMENTS

Fire Department
See attached referral comments (Appendix 8).

Building Department
No BC Building Code concerns.

Engineering Department
See attached engineering report (Appendix 9).

Planning Department
As per Subdivision & Development Servicing Bylaw No. 4163, all development (which includes building permits), are subject to the minimum servicing levels as specified in Table 1: Service Levels for Subdivision & Development (Appendix 10). Fire hydrants are included in the water service level and are to be spaced every 90 metres in industrial areas.

Industrial properties are exempt from frontage improvements if the footprint of expansion is equal to or less than 50m^2 (538 ft^2). The building permit issued for T-1 Enterprises is for a 219 m^2 (2,352 ft^2) building; and, the building permit issued for Dinoflex is for a 929 m^2 (10,000 ft^2) addition. Therefore, both properties do not qualify for an exemption.

Although both properties are within the Industrial Revitalization Tax Exemption Area, only Dinoflex qualifies for an Industrial Revitalization Tax Exemption Application as the building permit value is $500,000. Applications for Industrial Revitalization Tax Exemptions can only be made if the building permit value is in excess of $300,000 (as determined by the City of Salmon Arm). Dinoflex has been approved for an Industrial Revitalization Tax Exemption.

Currently there are six active building permits in the industrial area, and four businesses out of the six, have a related variance application to waive the requirement to install fire hydrants (Appendix 11). One of the four applications, VP-497 for The Woodshop Millwork & Joinery Inc., located at 4921 Auto Road SE has an approved variance to install one fire hydrant. Due to the fact that there are two other active building permits, there is potential (or an expectation) for two more fire hydrant variance requests to Council. In addition to the active building permits, there have been three recent preliminary development proposals northwest of the subject property. If any of these proposed development plans proceed, each proposed development would trigger a minimum of two to four hydrants per development to be installed.

CONCLUSION
Although the Fire Department comments indicate no potential problem with fighting a fire on the subject property using the existing nearby hydrants, the engineering report strongly recommends that the requirement to waive the installation of a fire hydrant be denied.

Considering the potential for future development in the industrial park, the City's ongoing participation in the Fire Underwriters Survey (which has an impact on insurance rates) and, the servicing level requirements of the Subdivision & Development Servicing Bylaw No. 4163, it is recommended Council deny this variance request.

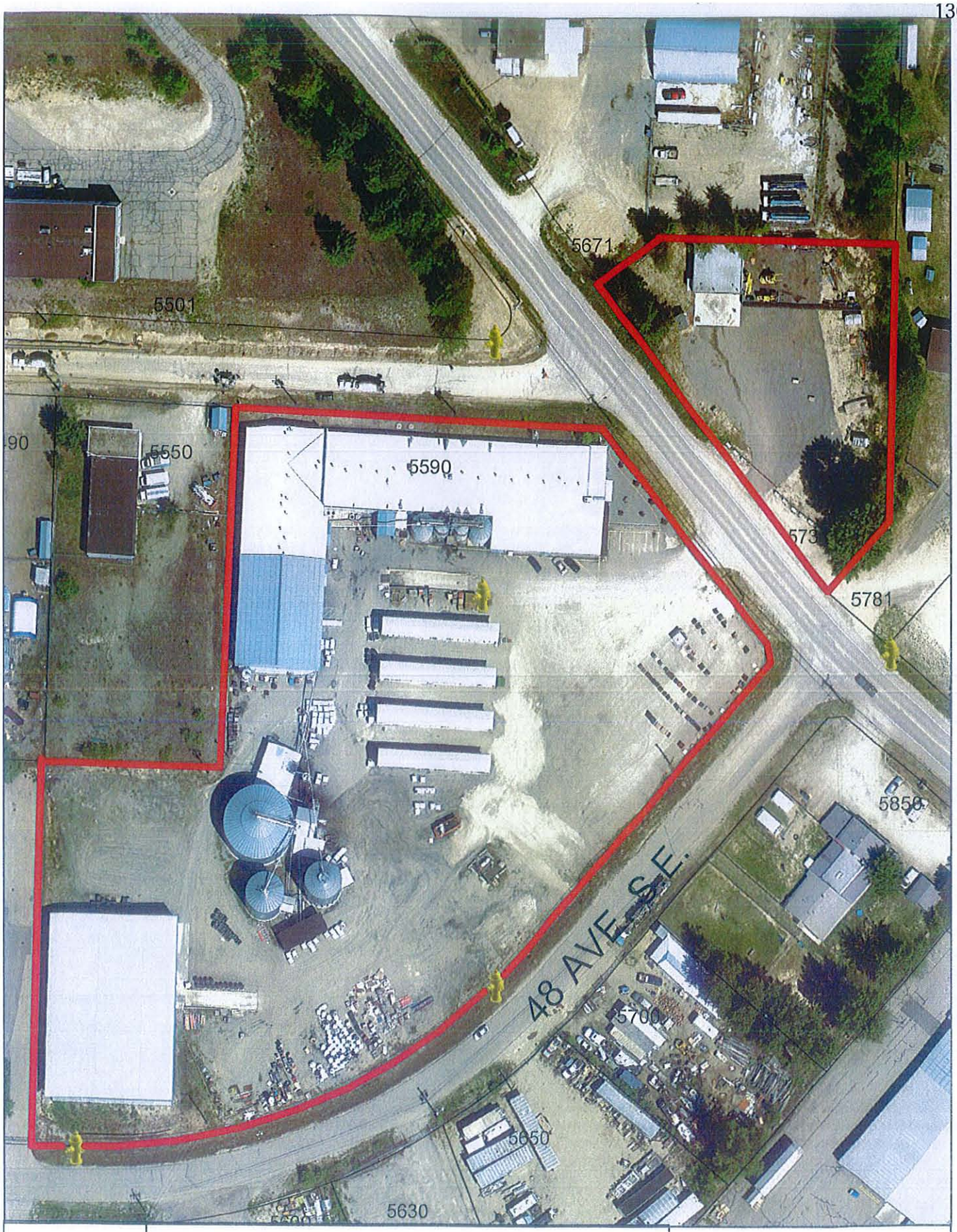
Denise Ackerman
Planner, Development Services Department

Kevin Pearson, MCIP,RPP
Director of Development Services

N

0 37.5 75 150 225 300 Meters

Subject Parcel



N

0 12.5 25 50 75 100 Meters

Subject Parcel

To the Council of the City of Salmon Arm April 30, 2019

I am writing this letter to ask for a variance regarding Subdivision and Development Services Bylaw No. 4163 that requires fire hydrants to be spaced at 90 meters apart within the Industrial Zone. I am being required by the city to do upgrading along Auto road by installing an additional fire hydrant on my frontage due to my application to put up a 42' x 56' portable fabric building on my property at 5731 Auto road SE. Along my Auto road frontage the existing fire hydrants are approx. 120 meters apart.

Description of my business,

I am the owner/operator of T-1 Enterprises in Salmon Arm located at 5731 Auto rd. SE which is a small company I started through community futures in 2008. We contract steel fabrication services to the local sawmill engineering companies also located in the Salmon Arm Industrial park. My business currently has two fulltime employees who are local, and I also work with the school district and Industry Training Authority (ITA) by providing skills training and employment opportunities to students.

To stay competitive in this industry it became apparent my company needed to move into a new location in 2014 to allow us to safely handle and fabricate bigger equipment to meet client needs. I purchased the land and building at this location (5731 auto road SE) in 2014 and cleaned up the property over the past few years which I think has reflected very positively on the surrounding businesses in the Salmon Arm industrial park.

In January of this year I decided to purchase a fabric building to store raw steel materials and partially completed work in a secure area protected from the weather to free up space in the small fabrication shop. There have been a lot of thefts in the surrounding area, so this building gives me the option to extend my security system to monitor unauthorized entry of the enclosed building.

Before purchasing the fabric building, I researched my options and worked with city staff on how best to go about this project in a timely, cost effective manner. In doing so I also contracted a local company, who has previously worked with the city building department, to supply and erect the building turn key. This contractor has supplied and erected new fabric buildings in various location throughout the Salmon Arm industrial park and was very knowledgeable of the building requirements. I felt assured this building would conform with all city requirements and bylaws as my contractor put up a very similar fabric building across the street from me in July of 2018 for Talius (46 Ave SE # 5501). To my knowledge they were not required to do any upgrading to the fire hydrants spaced at 120 meters along it frontages on Auto road and 155 meters on 46 Ave SE.

I applied for a building permit Feb 12, 2019. As requested by the city I had my property surveyed, provided a professional architect report on a fire risk assessment on the building structure and supplied all engineering documentation conforming to the most recent building codes (schedule B). All theses steps were communicated to me as a requirement in my Jan 2019 inquiry with the city which led me to believe I was in full compliance with the city to obtain a building permit.

APPENDIX 3: Letter of Rationale

On March 12, 2019 I received an email from the city informing me I was now required to install a new fire hydrant along my Auto road frontage as there was a bylaw passed in 2016 that changed the existing fire hydrant spacing to 90 meters apart. Cost estimate for a fire hydrant as per email was is $16,587.50, including a 25% contingency.

The existing two fire hydrants along my frontage are approx. 120 meters apart with one located at each end of my property. On the north west side of my frontage the existing fire hydrant that is directly across Auto road from my shop is approx. 50 meters to the corner of my main building's concrete foundation. From the center of Auto road to my property line it is approx. 11 meters away in a direct straight line to the main shop. A new fire hydrant between the 2 existing ones along my frontage would put the spacing at approx. 60 meters apart and the new one would be further away from my building than the existing one across the street.

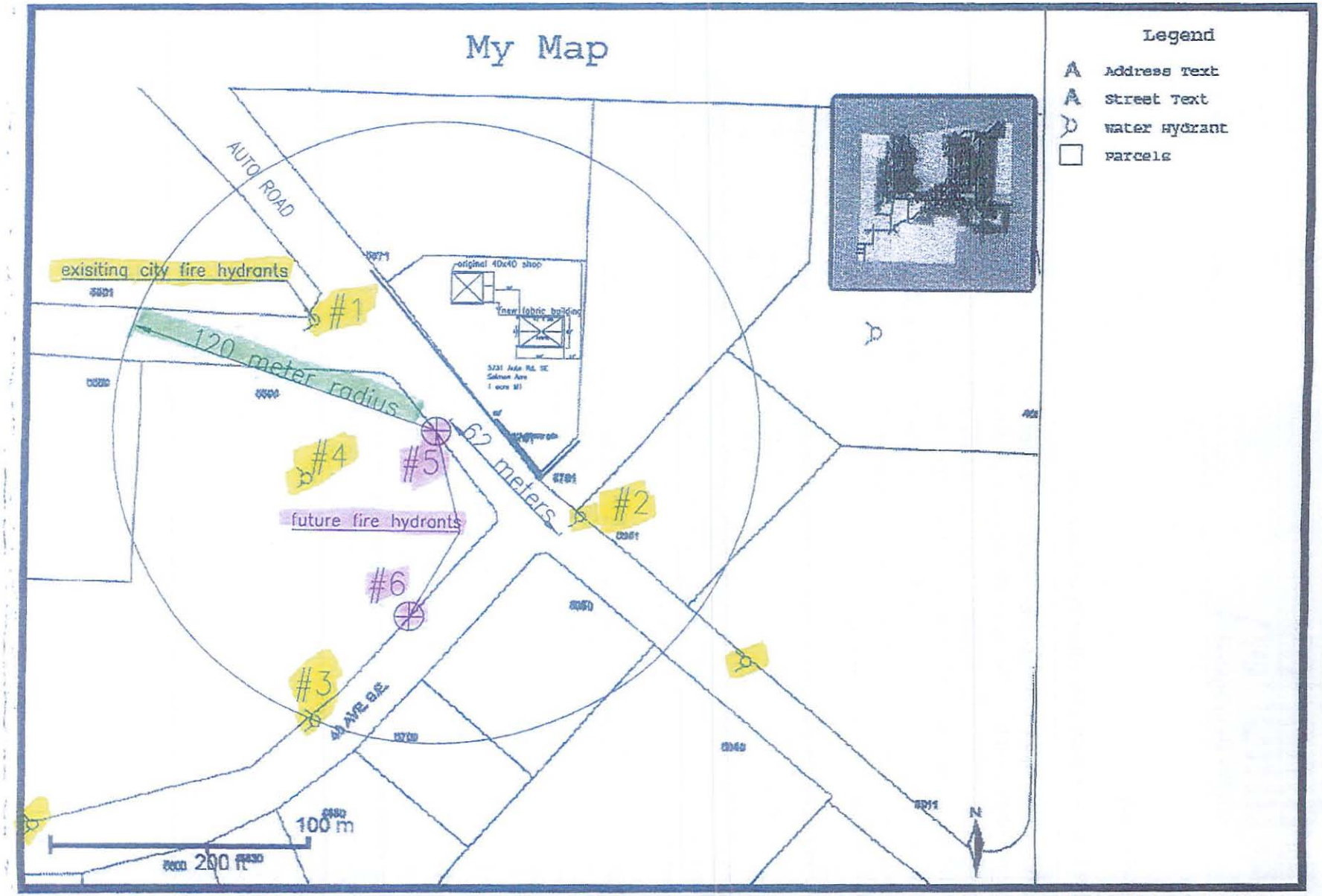
With a new fire hydrant installed on my frontage along Auto road, along with another new hydrant Dino Flex across the street is being requested to install on 48th Ave SE, would bring the number of fire hydrants to six in a 120 meter radius from the "new" fire hydrant location along Auto road. At present time there are four fire hydrants on the city map in this radius.

I am asking city council for a variance to forgo the requirement of an additional fire hydrant along my Auto road frontage. I have submitted a drawing using the city's online mapping tool to clearly show the existing fire hydrants around my property. The costs associated to have three fire hydrants 60 meters apart on my frontage is quite significant for a small business to absorb.

Thank you for your time and consideration to review this variance request.

Tom Boman

owner/operator



The City of Salmon Arm makes no representation as to the completeness, timeliness and accuracy of the information contained on this website. The City of Salmon Arm expressly disclaims liability for any and all damages and losses arising from or in any way related to the use of this website.

dinoflex
Rubber Reimagined

5590 – 46th Ave S.E. ·P.O. Box 3309
Salmon Arm, British Columbia
Canada V1E 4S1
www.dinoflex.com
P 250 832-7780 F 250 832-7788

June 21, 2019

Dear Mayor and Councillors of the City of Salmon Arm:

This letter is to request a variance regarding Bylaw No. 4163 that requires fire hydrants to be at a minimum distance of 90 metres apart. Dinoflex is responsible to fund the installation of 1.5 hydrants under this bylaw, 50% of the addition of hydrant along Auto Road, and 100% of the addition of a hydrant on 48th Ave. These were required by the city as part of our building permit for an addition to our existing manufacturing facility at 5590 46th Ave SE in the Industrial park of Salmon Arm. T1 Enterprises is responsible for the remaining 50% of the hydrant along Auto Road for his application for a portable fabric building at 5731 Auto Road SE.

Dinoflex currently employs 44 people at our facility in the Salmon Arm industrial park. We have been a leading innovator in the manufacture of recycled rubber products for over 30 years, specializing in producing premium quality rubber flooring, surfaces, tiles and custom products. Our merchandise provides solutions for architects, designers, and builders across the globe that are cost effective and environmentally friendly. Our unique process produces an impressive range of richly colored flooring suitable for a multitude of sport and commercial applications.

A second component of our business in Salmon Arm operates as International Polyurethane Solutions (IPS) and has been a long-standing innovator in the production of polyurethane and polyurea products for over two decades. IPS specializes in premium quality binder, casting resin, spray coatings, and foam products and are sold throughout North America.

Our IPS production, warehouses, and racking are all equipped with engineered sprinkler systems.

There are four existing fire hydrants on the peripheral of our property. In addition to these four hydrants, we have a certified hydrant directly in the centre of our property. This hydrant is professionally certified each year and all proper connections supplied. This hydrant is also kept accessible all year round. The fire department has a key to the property for easy access during non-business hours via a key box at the gate.

We believe that the current configuration of five hydrants satisfies what we interpret is the intent of Bylaw No. 4163 - which is to provide reasonable redundancy of fire hydrants for fire services in the event of an emergency. The additional two hydrants proposed creates needless redundancy in our view – which would lead to higher and unnecessary maintenance and service costs for the city in future years.

The location of the fire hydrant on 48th Avenue is near a dirt parking lot – with no proximity to structures. We also noticed that 48th Avenue was recently paved and it would be unnecessary for the city to now proceed with excavation for a water line on this newly paved road.

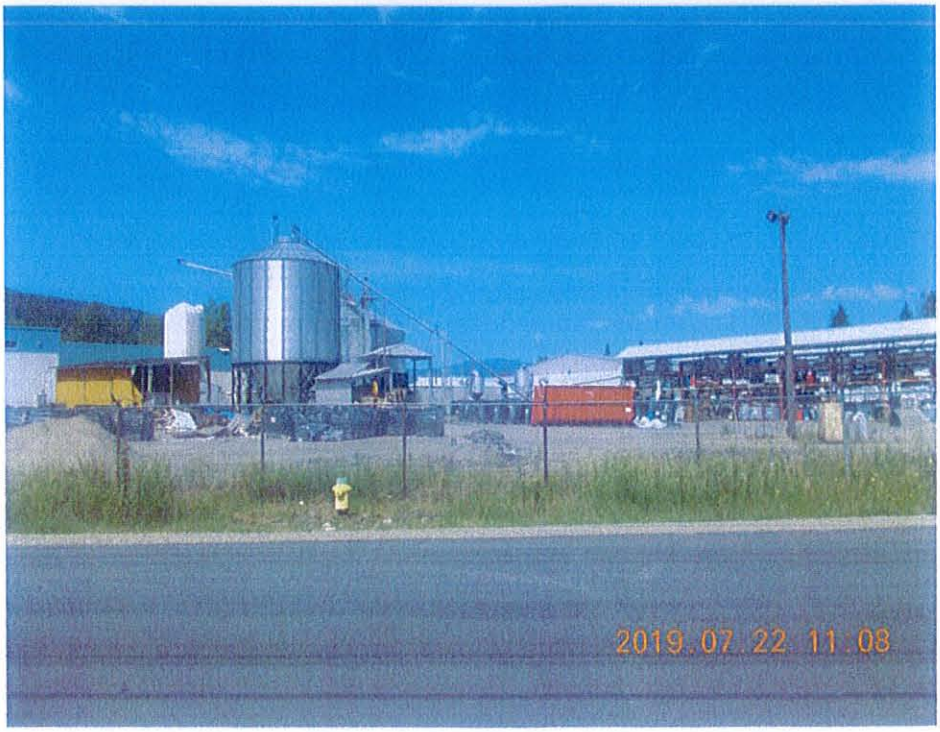
We ask the council to approve our variance request of not being required to install the fire hydrant on the Auto Road frontage and the fire hydrant on the 48th frontage.

Mark Bunz, CEO

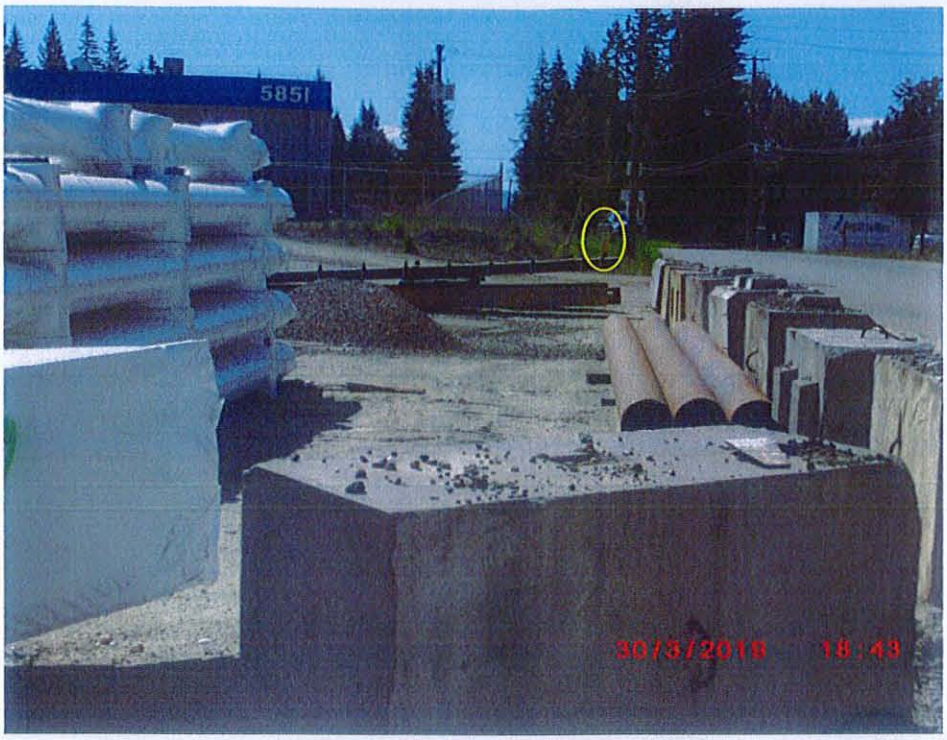
Dinoflex Group LP

for Mark Bunz

T-1 Enterprises, new fabric structure shown on the right



Facing northwest, showing hydrant along 48 Avenue SE with Dinoflex in the background



Facing southeast, showing the hydrant on Auto Road SE, southeast of the subject properties

Facing east towards T-1 Enterprises, showing the fire hydrant at the intersection of 46 Avenue & Auto Road SE

N

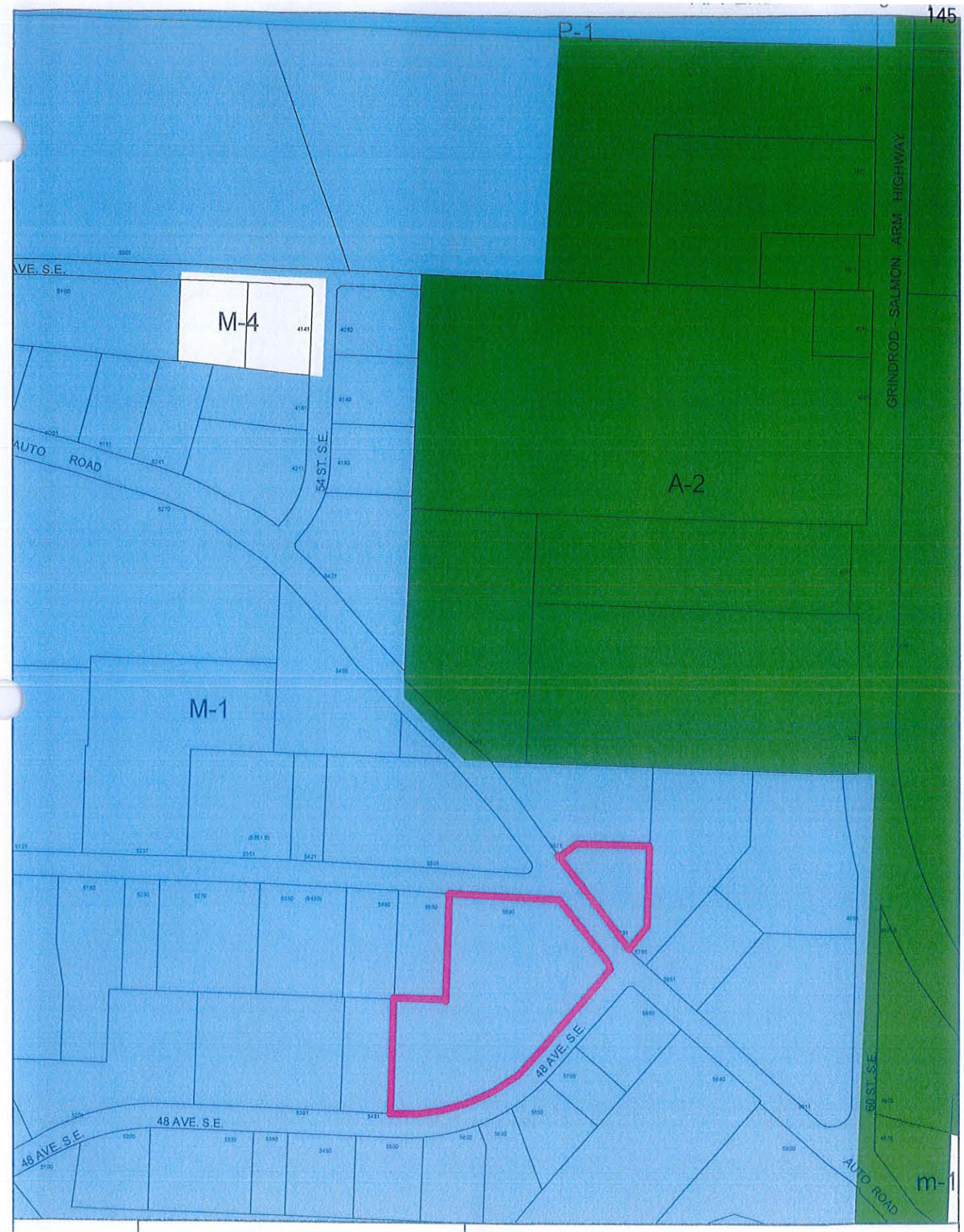
0 30 60 120 180 240 Meters

Acreage Reserve

Industrial - General

Industrial - Airside

Subject Parcel



N

0 2040 80 120 160 Meters

M-1 General Industrial Zone

A-2 Rural Holding Zone

M-4 Abattoir Zone

Subject Parcel

AUTO ROAD S.E.
46 AVE S.E.
48 AVE S.E.
45 m. Radius From Hydrant
N
0 25 50 100 150 200
Meters
Subject Parcel
Required Hydrant
Existing Hydrant

Submit Form Print

CITY OF SALMONARM

DEVELOPMENT SERVICES DEPARTMENT
Box 40, 500 - 2nd Avenue NE, Salmon Arm, BC, V1E 4N2
Phone: 250-803-4021 FAX: 250-803-4041

TO:

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

REFERRAL:

DATE:	May 03, 2019
OWNER:	**0924020 BC Ltd, [Tom Boman]** 3281 – 10 Avenue SE, Salmon Arm, BC V1E 1W8
APPLICANT / AGENT:	**n/a**
SUBJECT:	**DEVELOPMENT VARIANCE PERMIT APPLICATION NO. VP- 499**
LEGAL:	Lot A, Section 5, Township 20, Range 9, W6M KDYD, Plan 28401
CIVIC:	**5731 Auto Road SE**
ASSOCIATED:	**n/a**
PREVIOUS:	n/a

Attached is an application and supporting documentation. The applicant is requesting a servicing variance to not install a fire hydrant.

Your comments are required A.S.A.P.

Thank you.

Kevin Pearson, MCIP, RPP
Director of Development Services

COMMENTS for VP-499

Further to my visit to the business located at 5731 auto road S.E, my opinion is the fire department would have no problems in combatting a fire and establishing a sufficient water supply from fire hydrants located adjacent to this property.

SIGNATURE: Brad Shirley

DATE: May 27th, 2019

Submit Form Print

CITY OF SALMONARM

DEVELOPMENT SERVICES DEPARTMENT
Box 40, 500 - 2nd Avenue NE, Salmon Arm, BC, V1E 4N2
Phone: 250-803-4021 FAX: 250-803-4041

TO:

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

REFERRAL:

DATE:	June 25, 2019
OWNER:	**0924020 BC Ltd, [Tom Boman]** 3281 – 10 Avenue SE, Salmon Arm, BC V1E 1W8 **Dinoflex Holdings Inc.** 5590 – 46 Avenue SE, Salmon Arm, BC V1E 1X2
APPLICANT / AGENT:	**Owner(s)**
SUBJECT:	**DEVELOPMENT VARIANCE PERMIT APPLICATION NO. VP- 499 Amended**
LEGAL:	Lot A, Section 5, Township 20, Range 9, W6M KDYD, Plan 28401
CIVIC:	**5731 Auto Road SE** **5590 – 46 Avenue SE**
ASSOCIATED:	**n/a**
PREVIOUS:	n/a

Attached is an application and supporting documentation. The applicant is requesting a servicing variance to not install a fire hydrant.

Your comments are required A.S.A.P.

Thank you.

Kevin Pearson, MCIP, RPP
Director of Development Services

COMMENTS for VP-499 Amended

Do not disagree with the 90m spacing of fire hydrants however from a response perspective, there are sufficient hydrants adjacent to this property.

SIGNATURE: Brad Shirley

DATE: May 27th, 2019

CITY OF
SALMONARM

Memorandum from the Engineering and Public Works Department

TO:	Kevin Pearson, Director of Development Services
DATE:	June 4, 2019
PREPARED BY:	Jenn Wilson, City Engineer
OWNER:	0924020 BC Ltd. (Tom Boman), 3281 – 10 Avenue SE, Salmon Arm, BC V1E 1W8 Dinoflex Holdings Inc. 5590 – 46 Avenue SE, Salmon Arm, BC V1E 1X2
APPLICANT:	Owner(s)
SUBJECT:	**DEVELOPMENT VARIANCE PERMIT APPLICATION NO. VP-499 Amended**
LEGAL:	Lot A, Section 5, Township 20, Range 9, W6M KDYD, Plan 28401
CIVIC:	5731 Auto Road SE 5590 – 46 Avenue SE
ASSOCIATED:	BP 16016B
PREVIOUS:	N/A

Further to the request for variance dated May 3, 2019; the Engineering Department has reviewed the site and offers the following comments and recommendations relative to the requested variances:

1. Waive the requirement to install a fire hydrant.

Subdivisions and Developments are required to complete frontage improvements to meet the service levels required in the Subdivision and Development Services Bylaw 4163 (SDSB) unless they fall under one of several exemptions.

Industrial properties are exempt from frontage improvements if the footprint of expansion is equal to or lesser than 50m2. This exemption was changed from the previous SDSB which had a value based exemption of up to $150,000 because this resulted in many developers artificially lowering their building permit values in order to fall under the exemption. These building permit applications have a value of $43,998 for 5731 Auto Road SE and $500,000 for 5590 – 46 Avenue SE and do not fall under any current exemptions.

The SDSB states that fire hydrant spacing shall be approximately, and in all cases shall not exceed 150 meters in low density residential zones and 90 meters in medium and high density residential zones, commercial, industrial and institutional (ICI) zones and 300 meters in ALR/Rural zones. Please refer to the attached map showing the hydrant coverage deficiencies. The hydrant installation is the only frontage improvement that either property is subject to through the SDSB. It is the City's understanding that the applicants intend to split the cost of the hydrant installation on Auto Road 50-50% should the variance application fail.

DEVELOPMENT VARIANCE PERMIT APPLICATION NO. VP-497
Page 2

Fire Hydrant spacing recommendations are provided by the Fire Underwriters Survey (formerly the Insurers' Advisory Organization and Canadian Underwriters Association), a national organization that provides data on public fire protection for fire insurance statistical work and underwriting purposes of subscribing insurance companies. Specifically, the Water Supply for Public Fire Protection (Fire Underwriters Survey – A service to insurers and municipalities, 1999) states:

"The maximum recommended spacing of hydrants in commercial, industrial, institutional and multi-family residential areas is 90 meters; in single family residential areas 180 metres is recommended."

Staff reviewed over 25 other municipalities and found that the City of Salmon Arm's bylaw is very consistent with municipalities throughout BC and Canada.

We note that the cost of hydrant installation in ICI & high density areas can be quite high due to the size of the water mains (a significant portion of the cost is the hot-tap into the watermain). We also note that **the estimate that has been given to the applicants has significant contingency values added and it would be expected that the applicant will pay 75% of the estimate or less if no issues are encountered during installation.**

Recommendation:

The Engineering Department strongly recommends that the requirement to waive the installation of a fire hydrant be denied. Setting a precedent of waiving safety related requirements against the recommendation of FUS would likely cause liability issues for the City and creates a grey area for applicants on City requirements.

Although Engineering would not support such an initiative, if the hydrant spacing in the ICI & high density residential areas is deemed too onerous by Council the inherent risks of reduced coverage should be explored and the service level (SDSB hydrant spacing requirements) should be decreased to create a known requirement for applicants.

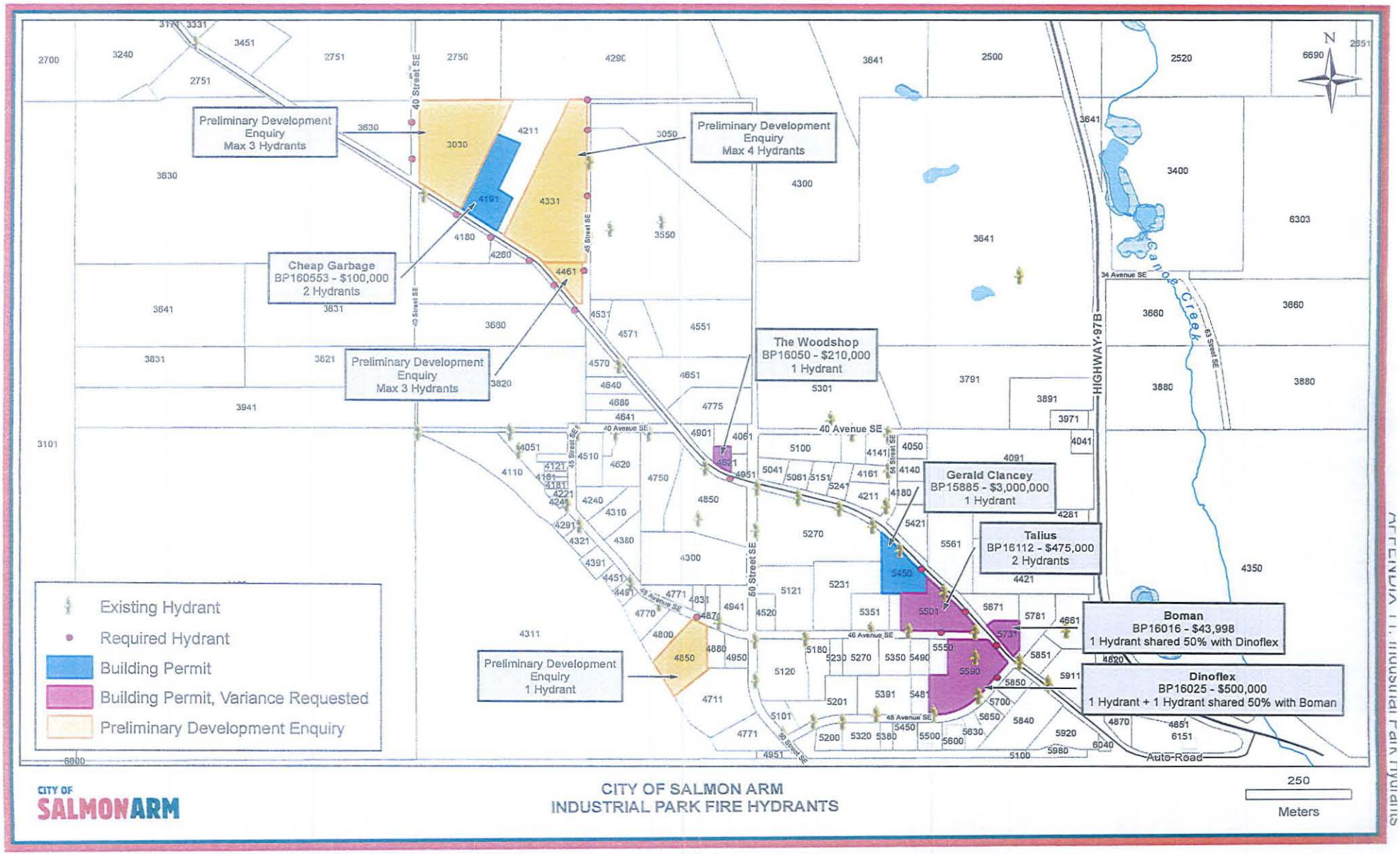
Jenn Wilson
City Engineer

APPENDIX 10: Table 1 - Service Levels For Subdivision & Development

TABLE 1: Service Levels for Subdivision and Development (1)

SERVICE	SERVICE LEVEL	DEVELOPMENT AREA						
		Urban	Rural	Industrial	Light Industrial	*City* Centre	Urban Hillside	Rural Hillside
Highways: Road Standards, including curb, gutter, paving, etc. shown on applicable specification drawing. Collector and Arterial Road Standards shall be applied where designated in the *Official Community Plan*	RD-1 - Urban Local (18m)	X					X	
	RD-2 - Urban Local (20m)	X					X	
	RD-3 - Urban Collector (20m)	X					X	
	RD-4 - Urban Arterial (25m)	X (7)					X (7)	
	RD-5 - Town Centre (Varies)	X				X		
	RD-6a - Industrial Area (20m)			X				
	RD-6b – Light Industrial (20m)				X			
	RD-7 - Rural Local (20m)		X					X
	RD-8 - Rural Collector (20m)		X	X				X
	RD-9 - Rural Arterial (25m)		X (7)	X (7)				X (7)
	RD-14 – Canoe Beach Drive (20m)	X						
	RD-15 – Urban Local Hillside (18m)						X	
	RD-16 – Rural Local Hillside (18m)							X
Road dedication	Based on applicable road cross-section (2)	X	X	X	X	X	X	X
Water	*City* Water System including fire hydrants	X	(8)	X	X	X	X	(8)
	Alternate Water Supply		X (6)					X (6)
Sanitary	*City* Sewer System	X		X (3)	X (3)	X	X	
	Sewage Disposal to Ground System		X	X	X			X
Storm	*City* Storm Sewer System	X		X	X	X	X	
	Open Channel System	X (10)	X	X	X		X (10)	X
	Ground Discharge	X (10)	X	X	X		X (10)	X
Hydro, Telecommunications (Civil Works Required)	Overhead Distribution to Property Line	(4)	X	X	X		(4)	X
	Underground Distribution to Property Line	X (5)				X (5)	X (5)	
	Overhead Service (within lot)	(4)	X	X	X		(4)	X
	Underground Service (within lot)	X				X	X	
Natural Gas (Optional)	Underground	X	X	X	X	X	X	X
Street Lighting	Schedule B, Part 1, Section 8.0	X	(9)	X	X	X	X	(9)
Sidewalk	One Side (Limited Local)	X		X	X		X	
	Two Sides (Collector/Arterial or Medium to High Density Development)	X				X	X	
Street Tree & *Boulevard* Furnishings & Planting	Street Trees/Park Benches/Planters					X		
Trail and Roadside Corridors	CGS-7 to CGS-12	X	X	X	X	X	X	X

1 The applicable service level is indicated with an X.
2 Road dedication is capped at a 20 metre wide right-of-way and is not required for *Development*.
3 Required where the *City* system is within 100 metres and a gravity connection is possible.
4 Small *Subdivisions* and *Developments* do not require underground distribution where they are in an area of existing overhead distribution and the *City Engineer in consultation with BC Hydro* approves overhead works.
5 Three-phase BC Hydro distribution to be located underground only where a tri-party cost sharing agreement is in place between the *Owner/Developer*, BC Hydro and the *City*.
6 The *Owner/Developer* is required to grant a potable water treatment covenant in a form acceptable to the *Approving Officer*.
7 The *Owner/Developer* is to construct adjacent arterial road *Frontage* with one traffic lane (second lane funded by *City* if required).
8 Extension of municipal system into the rural area is permitted where supported by the OCP.
9 If street lighting is required for safety purposes. Rural Street lighting covered under Policy 5.5.
10 With specific approval from the *City Engineer* as part of an integrated stormwater management plan. *Owner/Developer may be* required to grant an Alternative Stormwater maintenance covenant in a form acceptable to the *Approving Officer* and the *Director of Development Services*.



CITY OF SALMON ARM

CITY OF SALMON ARM
INDUSTRIAL PARK FIRE HYDRANTS

X:\Administration Dept\Information Services\GIS\Projects\Hydrants\Industrial Park Hydrants\Industrial Park Hydrants.mxd

Item 21.2

CITY OF SALMON ARM

Date: August 12, 2019

Moved: Councillor

Seconded: Councillor

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

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

[VP-500; Cowan, W. & S. / Arsenault, G.; 4340 20 Street NE; Retaining Wall & Fence]

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF
SALMONARM

TO: His Worship Mayor Harrison and Members of Council

FROM: Director of Development Services

DATE: July 25, 2019

SUBJECT: Development Variance Permit Application No. VP-500
Legal: Lot 17, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP90378
Civic Address: 4340 – 20 Street NE
Owner /Applicant: W. & S. Cowan
Agent: G. Arsenault

MOTION FOR CONSIDERATION

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

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

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject property is located at 4340 – 20 Street NE which is located in the Green Emerald Estates subdivision (Appendix 1 & 2). The proposal is to build a rock retaining wall along the west property line at the rear of the house (Appendix 3). The applicant is requesting a variance to increase the maximum permitted height of a retaining wall from 2.0 m (6.5 ft) to 4.9 m (16 ft) as per the elevation plan provided by the applicant (Appendix 4). Site photos are attached as Appendix 5

BACKGROUND

The subject property is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned R-7, Large Lot Single Family Residential Zone in the City's Zoning Bylaw (Appendix 6 & 7). It is noted on the site and elevation plans, the wall is encroaching on the property to the west. This property to the west is still owned by the developer. For access and maintenance purposes, it has been suggested to the developer that an easement be registered.

The lots along 20 Street NE naturally slope up to the east from 20th Street. The subject property is a panhandle lot off of 20 Street and a retaining wall is required to stabilize the slope from the west to the east, between the two lots. The retaining walls will be constructed with native large rock from the site. There will be two walls, each with a height of 2.4 m (8 ft). The walls will be setback 1.2 m (4 ft) from each other. Both walls exceed the maximum permitted height of a retaining wall in a rear and interior side yard of 2.0 m (6.5 ft). A building permit has been issued for the first 2.0 m (6.5 ft) section of the wall closest to the property line (as shown in Appendix 5, site photos).

STAFF COMMENTS

Fire Department
No Fire Department Concerns.

Building Department
Wall will be designed and reviewed by a registered professional. A building permit is in place for the initial section of the wall which does not exceed 2 metres in height.

Engineering Department
No Engineering Concerns.

Planning Department

The applicant is requesting a variance to Section 4.12.1 of the Zoning Bylaw. The Zoning Bylaw permits a maximum height of 2.0 m (6.5 ft) for a retaining wall in all rear and interior side yards in residential zones.

In this situation, the applicant is requesting a variance from the maximum height of 2.0 m (6.5 ft) to 4.9 m (16 ft) to allow for a level swimming pool in the rear yard. Each wall will have a height of 2.4 m (8 ft) and will be spaced 1.2 m (4 ft) apart. From a structural stability and building code perspective, the walls are considered one wall, with a total height of 4.9 m (16 ft). This is because the distance between the walls does not meet the 1:1.5 vertical to horizontal spacing ratio. To achieve this vertical to horizontal ratio, the distance between the walls would need to be 3.7 m (12 ft). However, a height variance would still be required with each wall being over 2.0 m (6.5 ft) in height. It should be noted that properties in Green Emerald Estates have a restrictive no build covenant stating no single family dwellings can be constructed within 15 m (49 ft) of the eastern parcel line. Because of this covenant, the rear yards are significantly reduced in size, making it difficult to off-set walls to achieve structural stability, while working within the confines of maximum permitted retaining wall heights.

As the natural slope of the property is from the west to the east, the retaining walls will commence along the north and south parcel lines and extend across the entire length of the west parcel line. As shown on the contour map on Appendix 8, the western portions of the panhandle lots significantly slope; thus, some form of a retaining wall will be required between the lots. The south adjacent lot (4270 – 20 Street NE) already has a new house and a retaining wall, built out of the same rock as with this proposal. Therefore, this retaining wall will fit in well with neighbouring properties and will provide stability to the slope between the lots to the west and east.

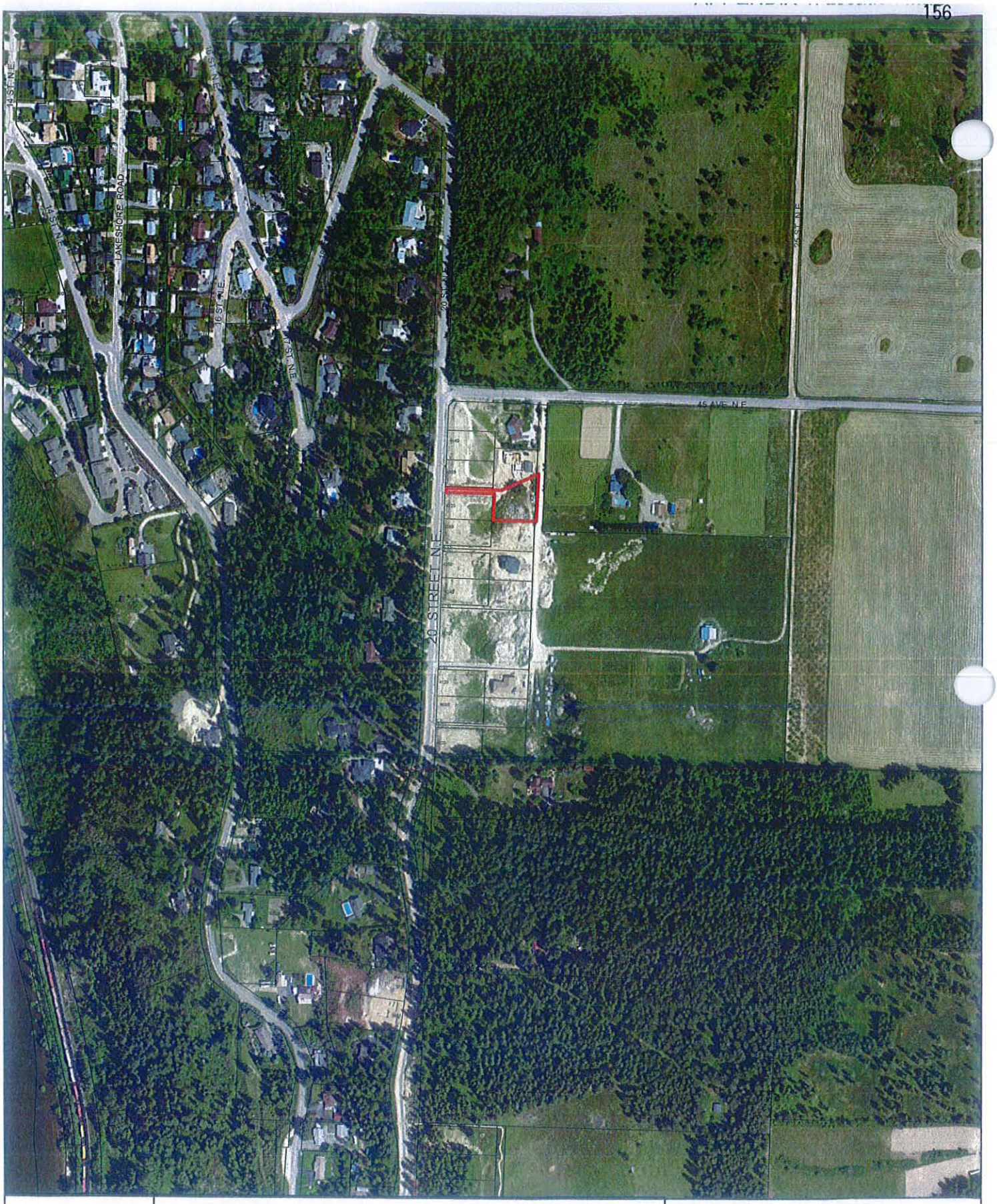
Due to the topography of Salmon Arm, there are many residential neighbourhoods built on steep slopes and construction of retaining walls is a common approach to creating level backyards in residential neighbourhoods such as this. Although OCP Policy 8.3.22 suggests minimizing cut, fill and retaining walls on hillside areas, as well as the preparation of grading plans prior to servicing and construction, this is the first retaining wall variance application for this neighbourhood and the neighbouring property to the south was able to achieve a level backyard, not going over the maximum permitted height of 2.0 m.

CONCLUSION

Although the applicant is asking for a significant height variance for the retaining walls, the walls will conform and fit in well with existing retaining walls on neighbouring properties. Staff feel that there are unique site specifics such as the topography and the restrictive no build covenant which justify this variance request.

Denise Ackerman
Planner, Development Services Department

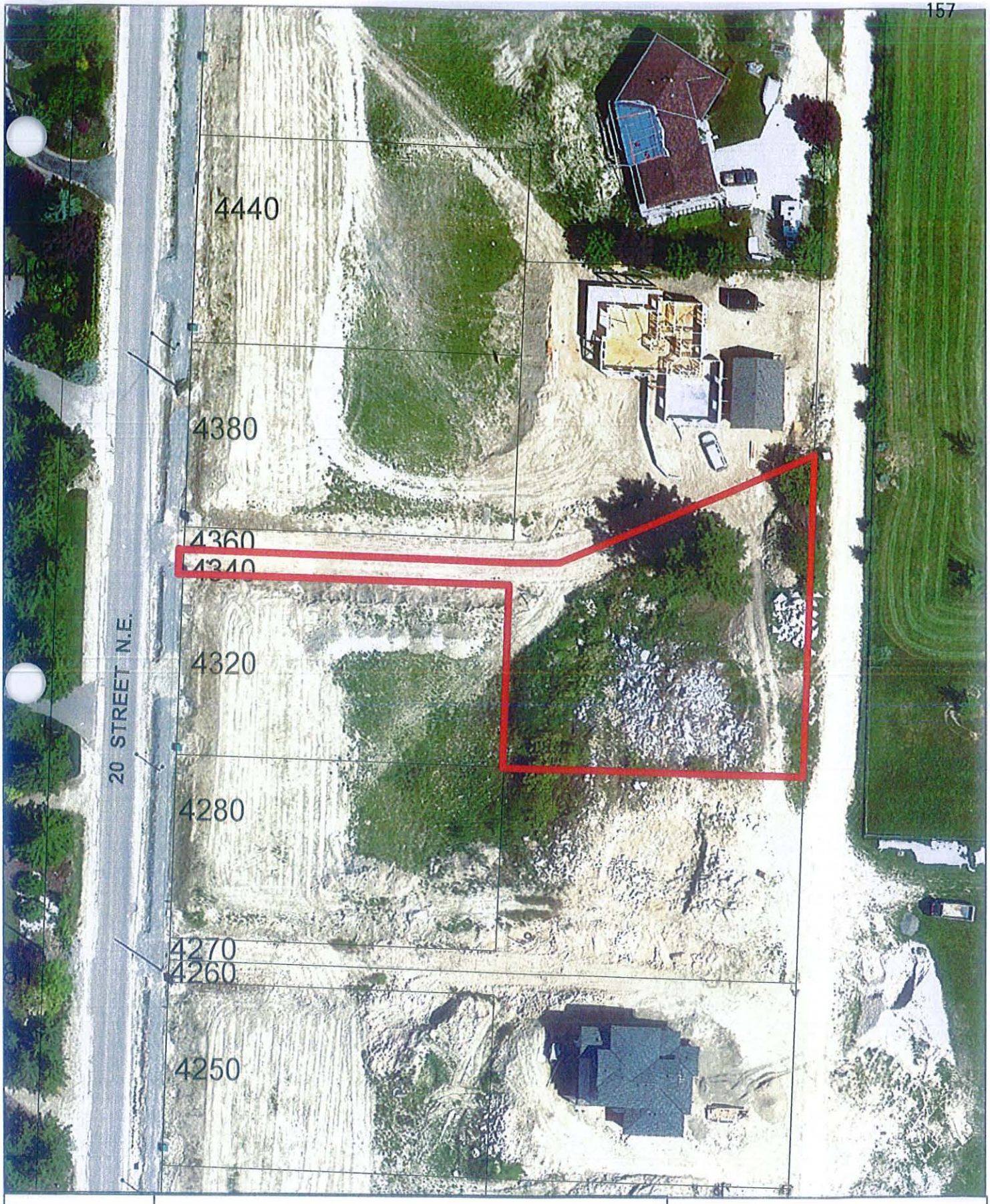
Kevin Pearson, MCIP, RPP
Director of Development Services



N

0 50 100 200 300 400 Meters

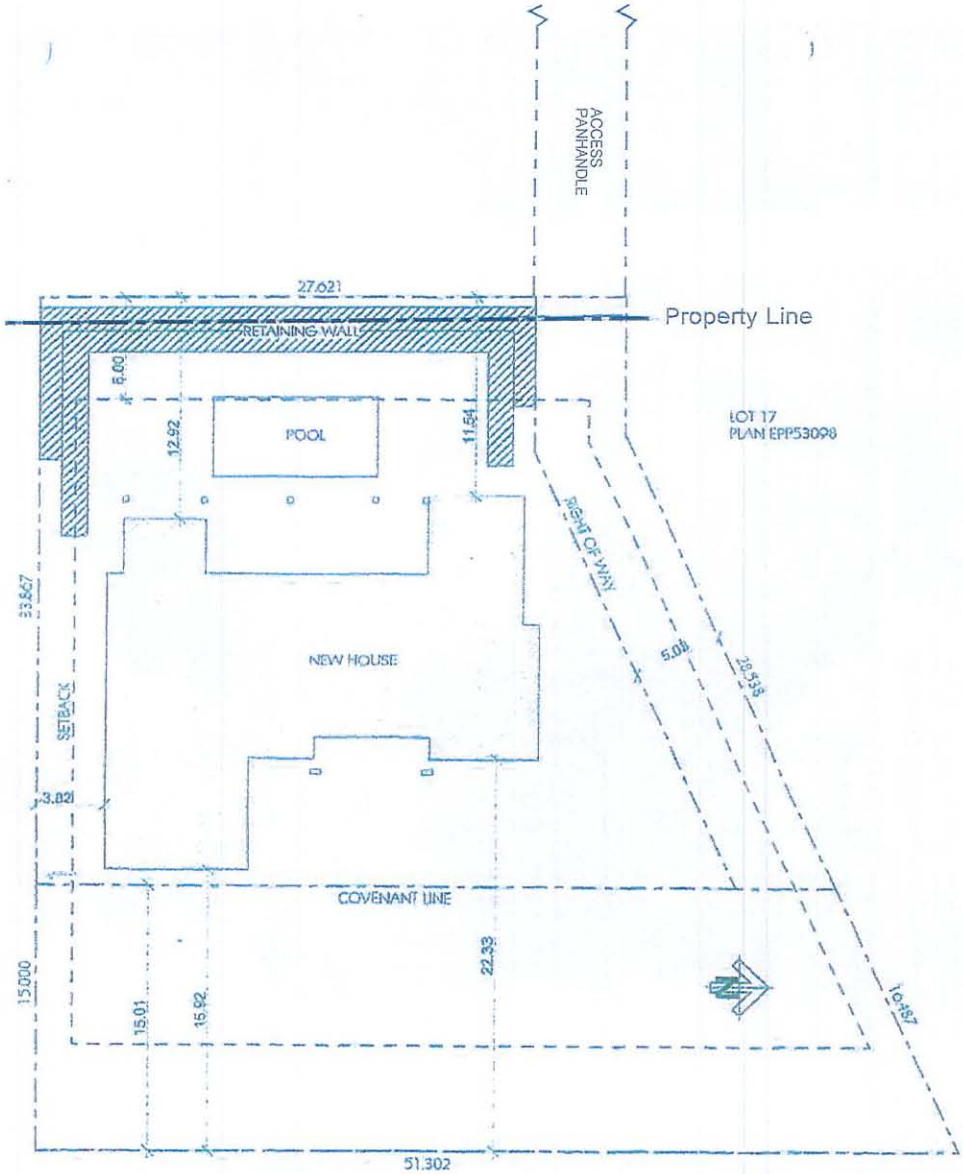
Subject Parcel



N

0 5 10 20 30 40
Meters

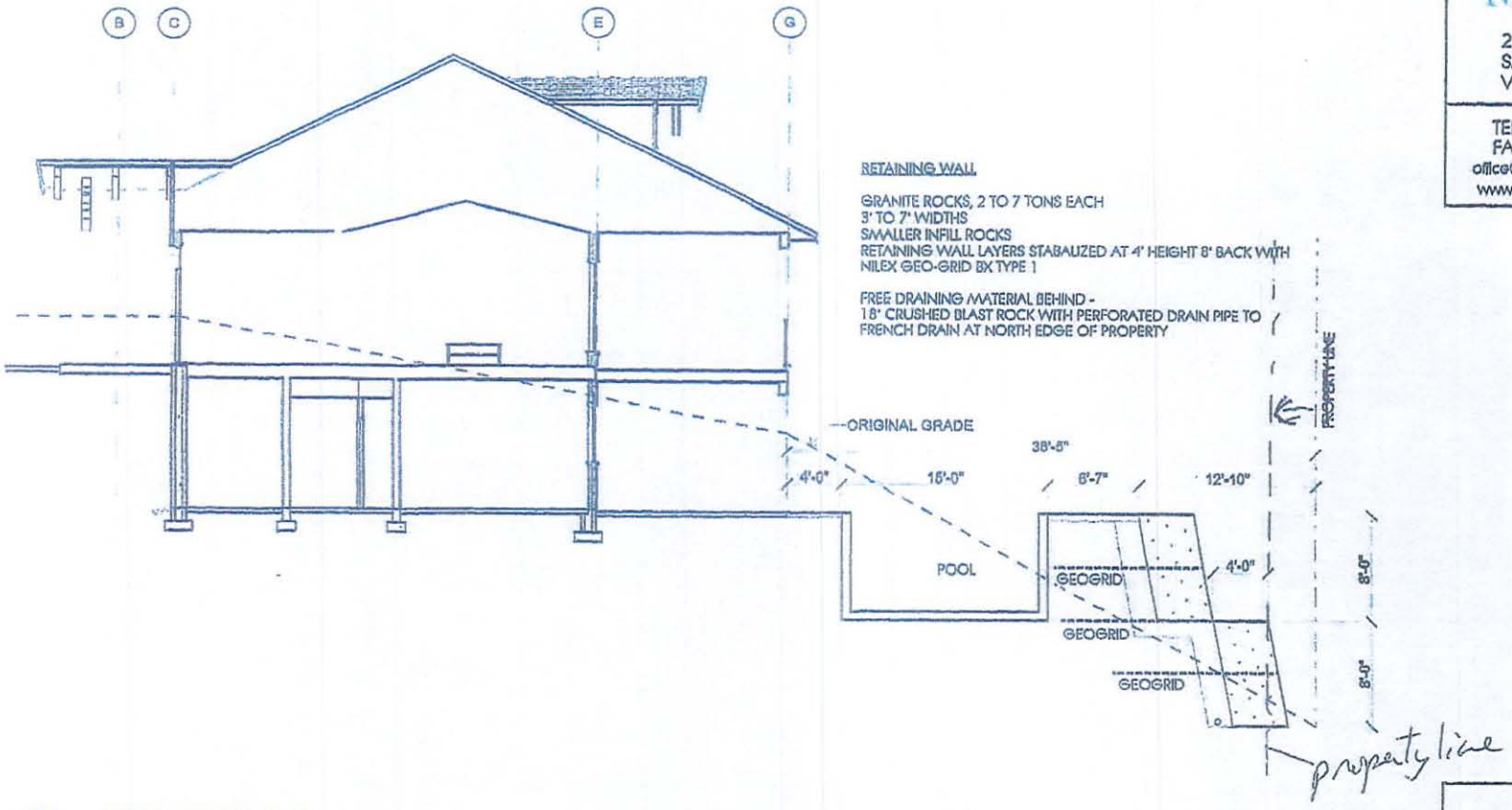
Subject Parcel



1 SITE PLAN RETAINING WALL
SCALE: 1:250

GREEN EMERALD
CONSTRUCTION
2100 45 AVE NE
SALMON ARM, BC
V1E 2A3
TEL : (250) 833-5855
FAX : (250) 833-5815
office@greenemeraldinc.com
www.greenemeraldinc.com

COWAN
RESIDENCE
4/23/2019

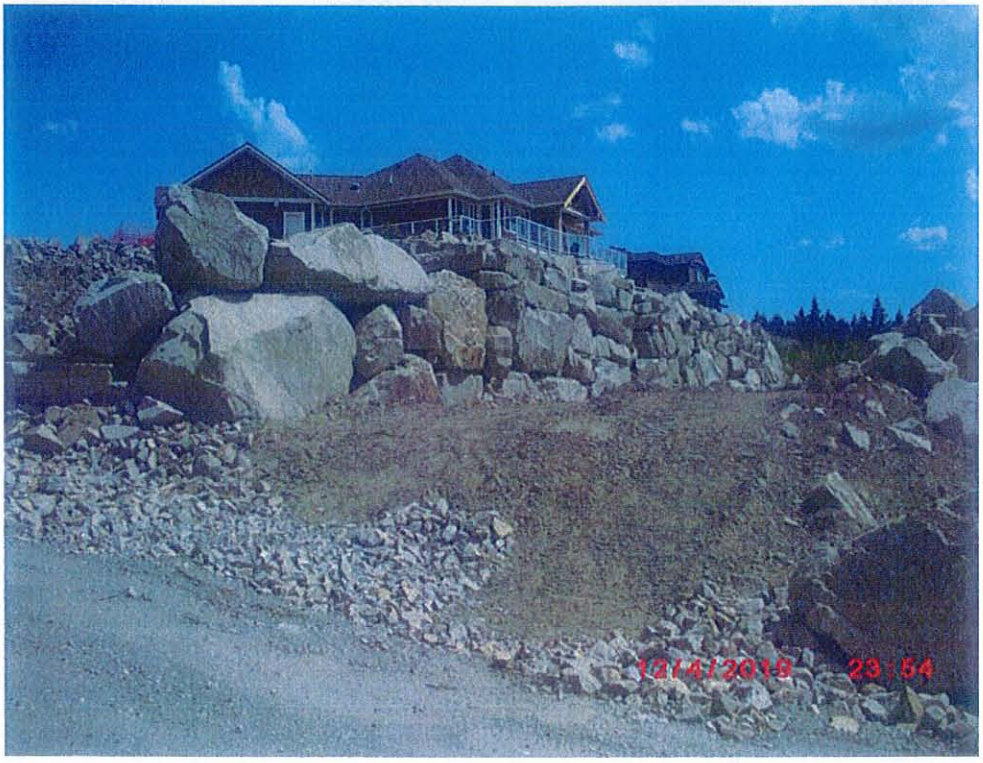


1 SITE SECTION
SCALE: 1/8" = 1'-0"

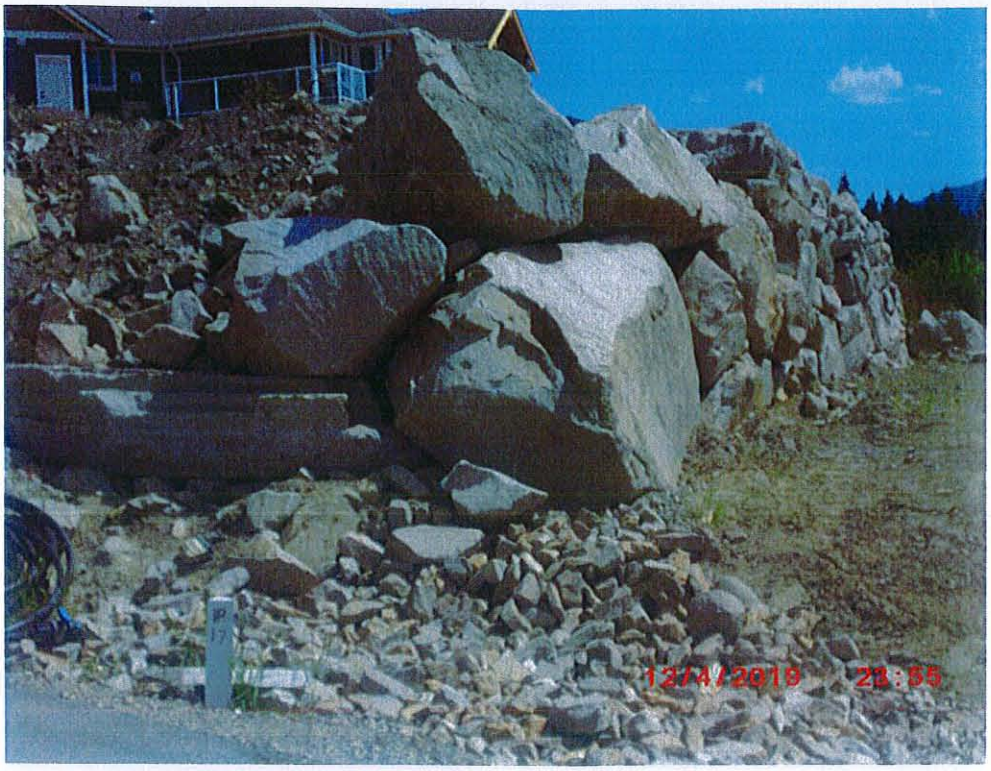
GREEN EMERALD
CONSTRUCTION
2100 45 AVE NE
SALMON ARM, BC
V1E 2A3
TEL : (250) 833-5855
FAX : (250) 833-5815
office@greenemeraldinc.com
www.greenemeraldinc.com

COWAN
RESIDENCE
4/23/2019

View looking west towards 20th Street NE



View looking southeast



View of retaining wall under construction along property line

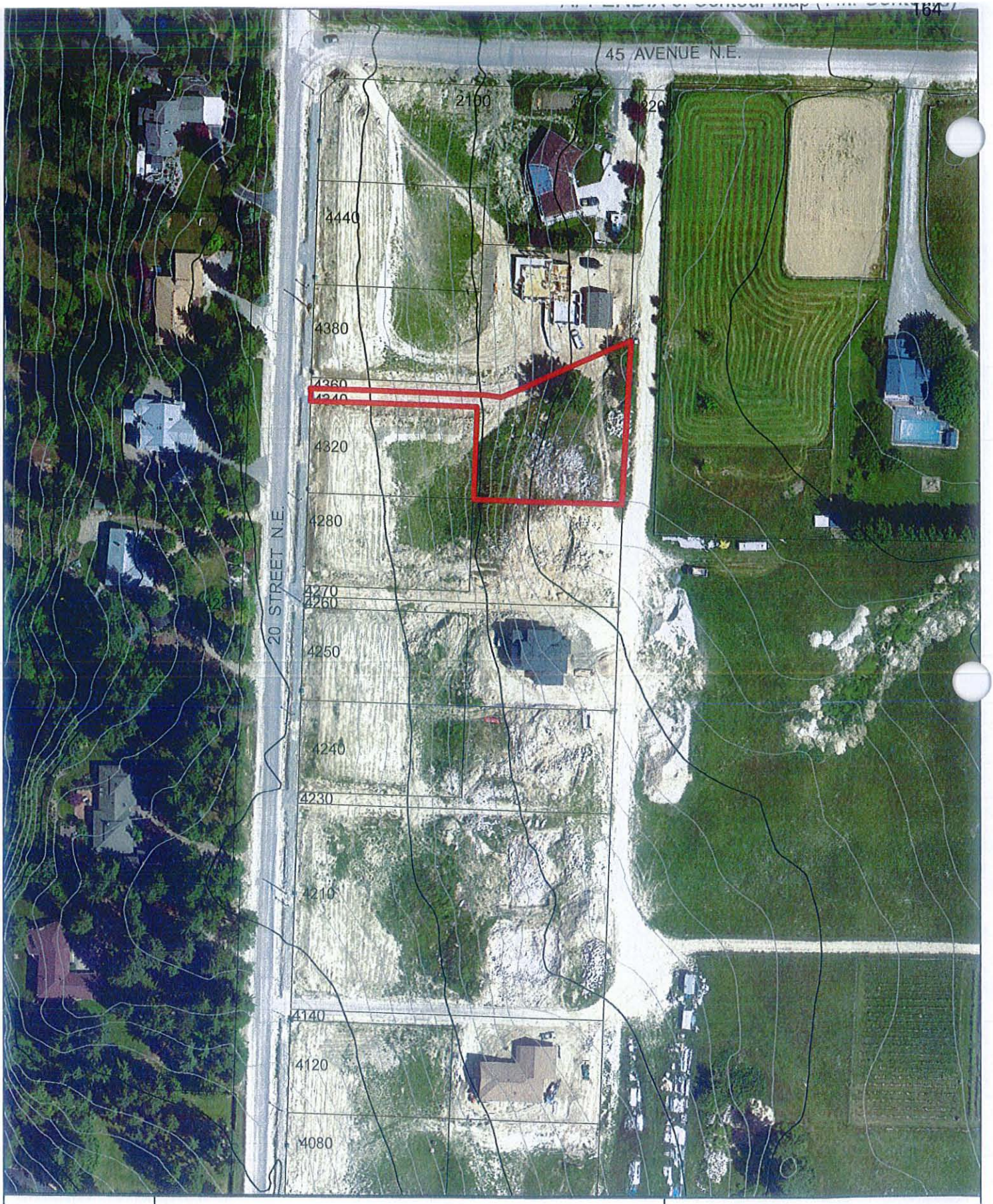
View of property to the south of the subject property

50 AVE N.E.
14 ST. N.E
14 ST. N.E
LAKESHORE ROAD
16 ST. N.E
16 ST. N.E
17 ST. N.E
18 ST. N.E
50 AVE
20 ST. N.E
25 ST. N.E
45 AVE N.E
20 STREET N.E
20 ST. N.E
N
0 50 100 200 300 400
Meters
Subject Parcel
Acreage Reserve
Low Density Residential

N

0 50 100 200 300 400 Meters

Subject Parcel



N

0 12.5 25 50 75 100 Meters

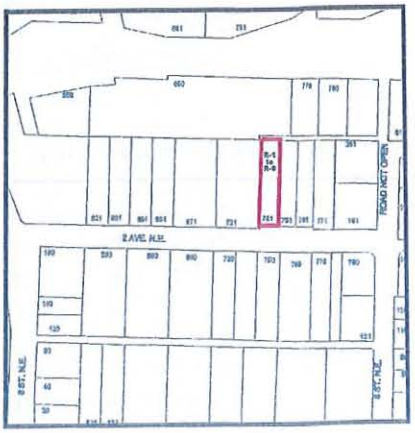
Subject Parcel

CITY OF SALMON ARM
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the **Council Chambers at City Hall,** 500 – 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, August 12, 2019 at 7:00 p.m.**

3) **Proposed Amendment to Zoning Bylaw No 2303:**

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



Civic Address: 741 2 Avenue NE

Location: Northeast of the intersection of 4 & 6 Street NE and 2 Avenue/West of 8 Street NE

Present Use: Vacant land

Proposed Use: Single family dwelling with suite

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

Reference: ZON-1151/ Bylaw No. 4346

The files for the proposed bylaws are available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from July 30 to August 12, 2019 both inclusive, in the office of the Corporate Officer at City Hall, 500 - 2 Avenue NE.

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

Erin Jackson, Director of Corporate Services

Item 22.1 + 23.1

CITY OF
SALMONARM

To: His Worship Mayor Harrison and Members of Council

Date: July 8, 2019

Subject: Zoning Bylaw Amendment Application No. 1151

Legal: Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP47149
Civic: 741 – 2 Avenue NE
Owner/Applicant: G.R. Gagnon & K. Morgan

MOTION FOR CONSIDERATION

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

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

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

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

BACKGROUND

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

This property was created via a three lot subdivision in 2015 and parcel width variances were also issued to reduce the minimum parcel width from 14.0 m (45.9 ft) to 12.7 m (41.6 ft) for the three lots. The subject property is long and narrow, approximately 58 m (164 ft) long by 13 m (43 ft) wide with an area of approximately 0.18 acres. The subject parcel is currently vacant, see site photos in Appendix 5. The applicant wishes to build a house with a secondary suite on the lower floor. The suite is proposed to be 89 m^2 (964 ft^2), see Appendix 6. The plans indicate a double car garage and a driveway width of 7.3 m (24 ft). The minimum dimensions of a parking space are 5.8 m (19 ft) x 2.6 m (8.5 ft); thus, the driveway can easily accommodate two cars, in addition to the garage parking. Overall, the subject parcel meets the specifications to permit a *secondary suite* within the proposed R-8 zone.

Secondary Suites

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

COMMENTS

Ministry of Transportation & Infrastructure

MOTI has granted preliminary approval.

Engineering Department

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

Building Department

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

Fire Department

No concerns.

Planning Department

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

Prepared by: Denise Ackerman
Planner, Development Services

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

N

0 5 10 20 30 40
Meters

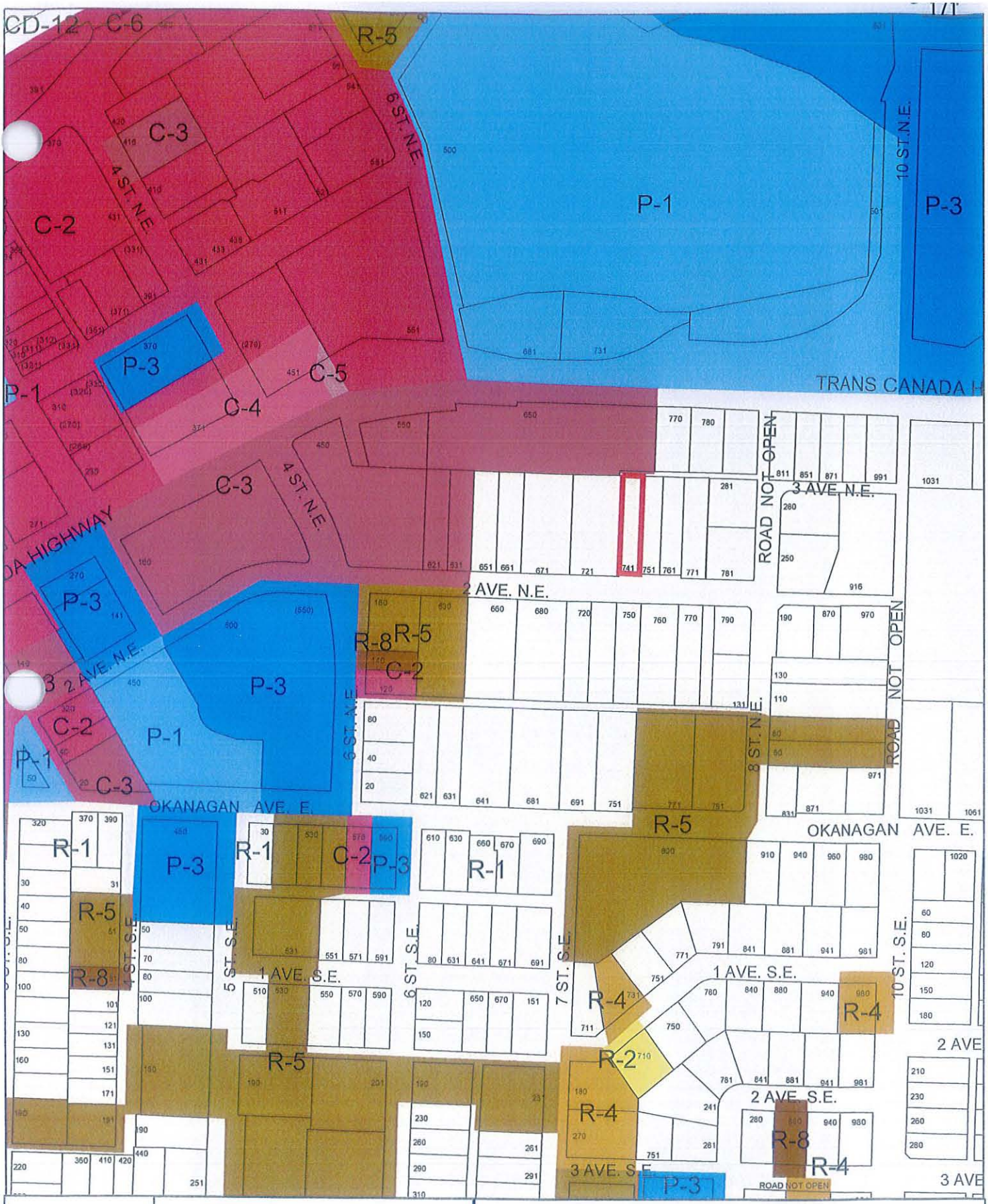
Subject Parcel

N

01.75 3.5 7 10.5 14
Meters

Subject Parcel

4 ST. N.E.
6 ST. N.E.
10 ST. N.E.
TRANS CANADA H
DA HIGHWAY
4 ST. N.E.
ROAD NOT OPEN
3 AVE. N.E.
2 AVE. N.E.
2 AVE. N.E.
6 ST. N.E.
8 ST. N.E.
ROAD NOT OPEN
OKANAGAN AVE. E.
OKANAGAN AVE. E.
4 ST. S.E.
5 ST. S.E.
1 AVE. S.E.
6 ST. S.E.
7 ST. S.E.
1 AVE. S.E.
10 ST. S.E.
2 AVE
2 AVE. S.E.
3 AVE. S.E.
ROAD NOT OPEN
3 AVE
N
Subject Parcel
0 15 30 60 90 120
Meters
High Density Residential
Medium Density Residential
Park
City Centre Commerci
Highway Service/ Tourist Commercial
Institutional



N

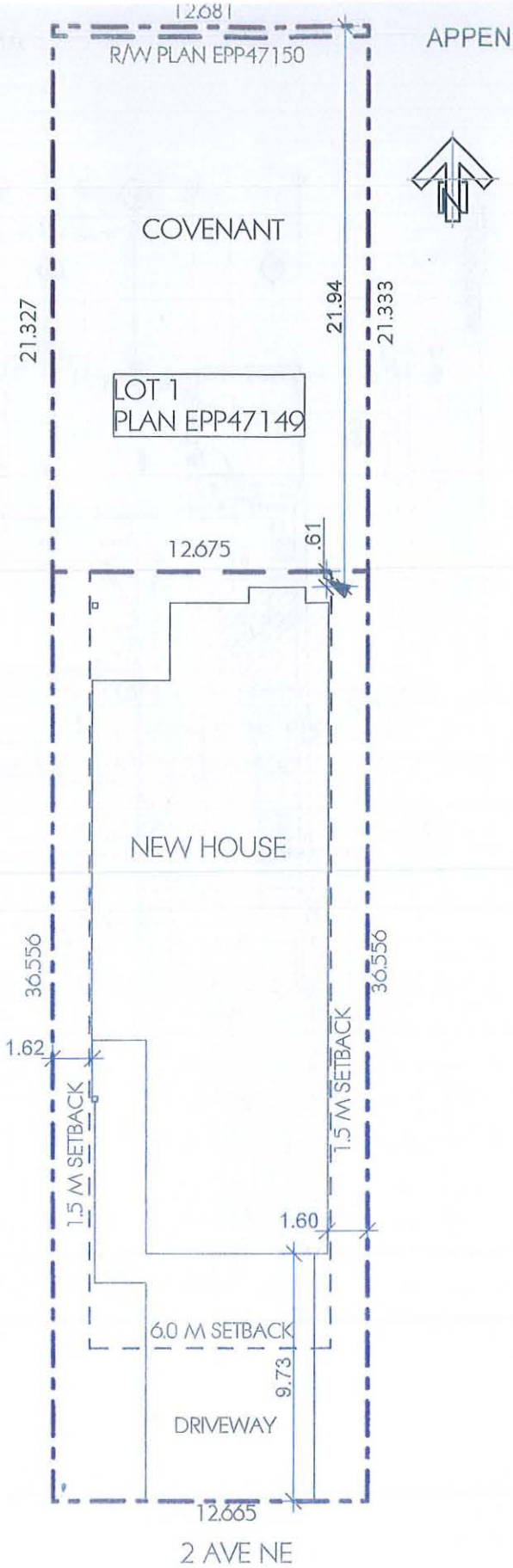
Subject Parcel

0 15 30 60 90 120 Meters

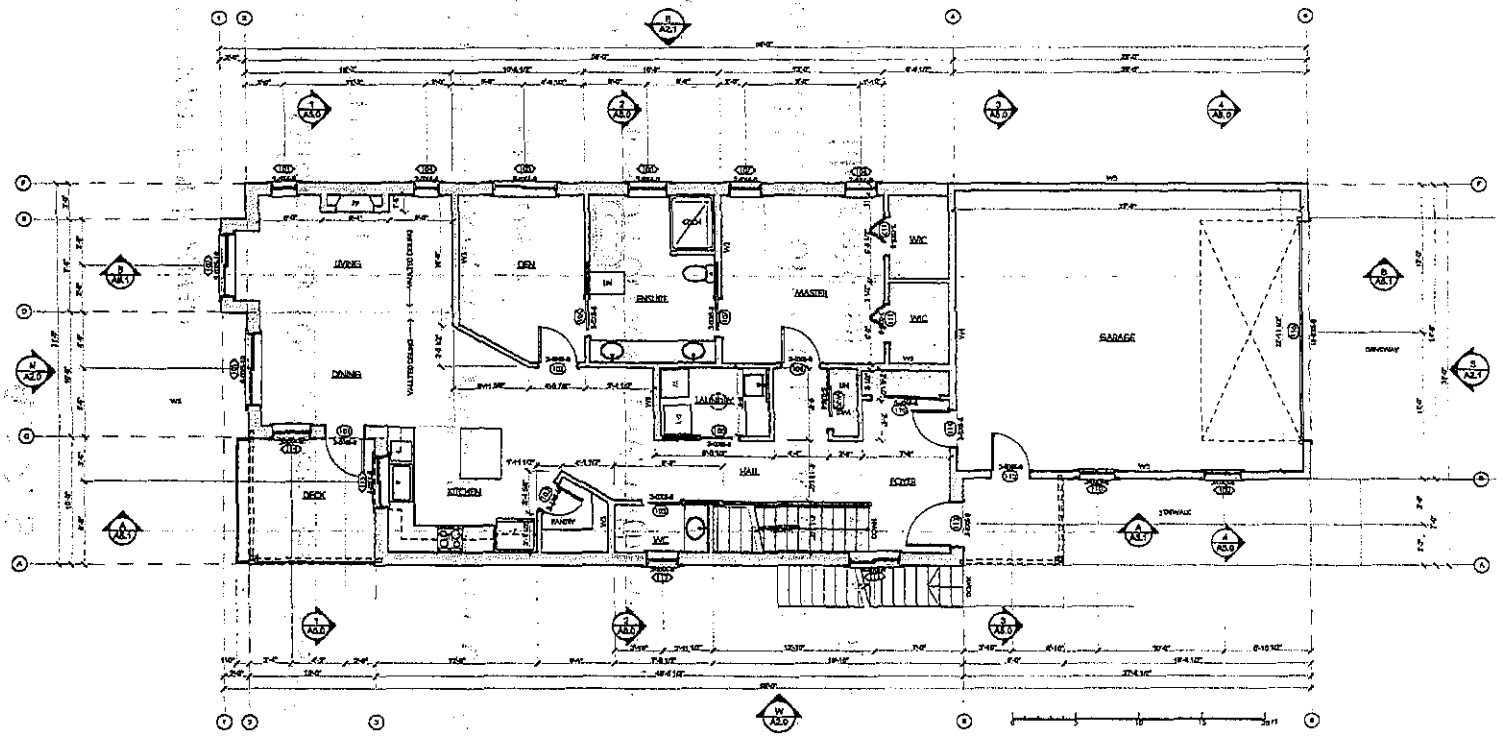
- R-1 Single Family Residential
- R-4 Medium Density Residential
- R-5 High Density Residential
- C-2 Town Centre Commercial
- C-3 Service Commercial
- P-3 Institutional

View facing north towards the rear parcel line.

View facing south towards the front parcel line.



1 GAGNON SITE PLAN
SCALE: 1:250



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

WALLNOTES

W1 : TYPICAL EXTERIOR WALL UNO - HARDIE SIDING
- 6" CONC FP
1/2" DW

W2 : TYPICAL INTERIOR WALL UNO -
1/2" DW
2X4 @ 16" OC
1/2" DW

W3 : 1/2" DW
2X6 @ 16" OC
1/2" DW

W4 : GARAGE TO HOUSE
1/2" DW
2X6 @ 24" OC W/ R23 BATT
6 MIL VB
1/2" DW

W5 : 1/2" WALL @ GARAGE HARDIE SIDING
TYVEK
1/2" DW
2X6 @ 24" OC W/ R23 BATT
6 MIL VB
1/2" DW

W6 : INT WALL SUITE TO HOUSE
3/8" TYPE X GWB
2X6 @ 16" OC
3/8" TYPE X GWB

AREA SCHEDULE

AREA NAME	SQFT
MAIN FLOOR	1,803
GARAGE	672
MAIN FLOOR DECK	110
MAIN FLOOR PORCH	30
LOWER FLOOR	701
SUITE	604
LOWER PATIO	119
BLDG FOOTPRINT	2,440
GFA	2,961

KHM DESIGN
3200 26 ST NE
SALMON ARM, BC
V1E 3X7
TEL: (250) 517-7131
www.khmdesign.ca
info@khmdesign.ca

PROJECT
GAGNON RESIDENCE
741 2 AVE NE
SALMON ARM, BC
V1E 1H2

DRAWING
MAIN FLOOR PLAN

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

DATE 4/27/2010
DRAWN KHM
JOB # —

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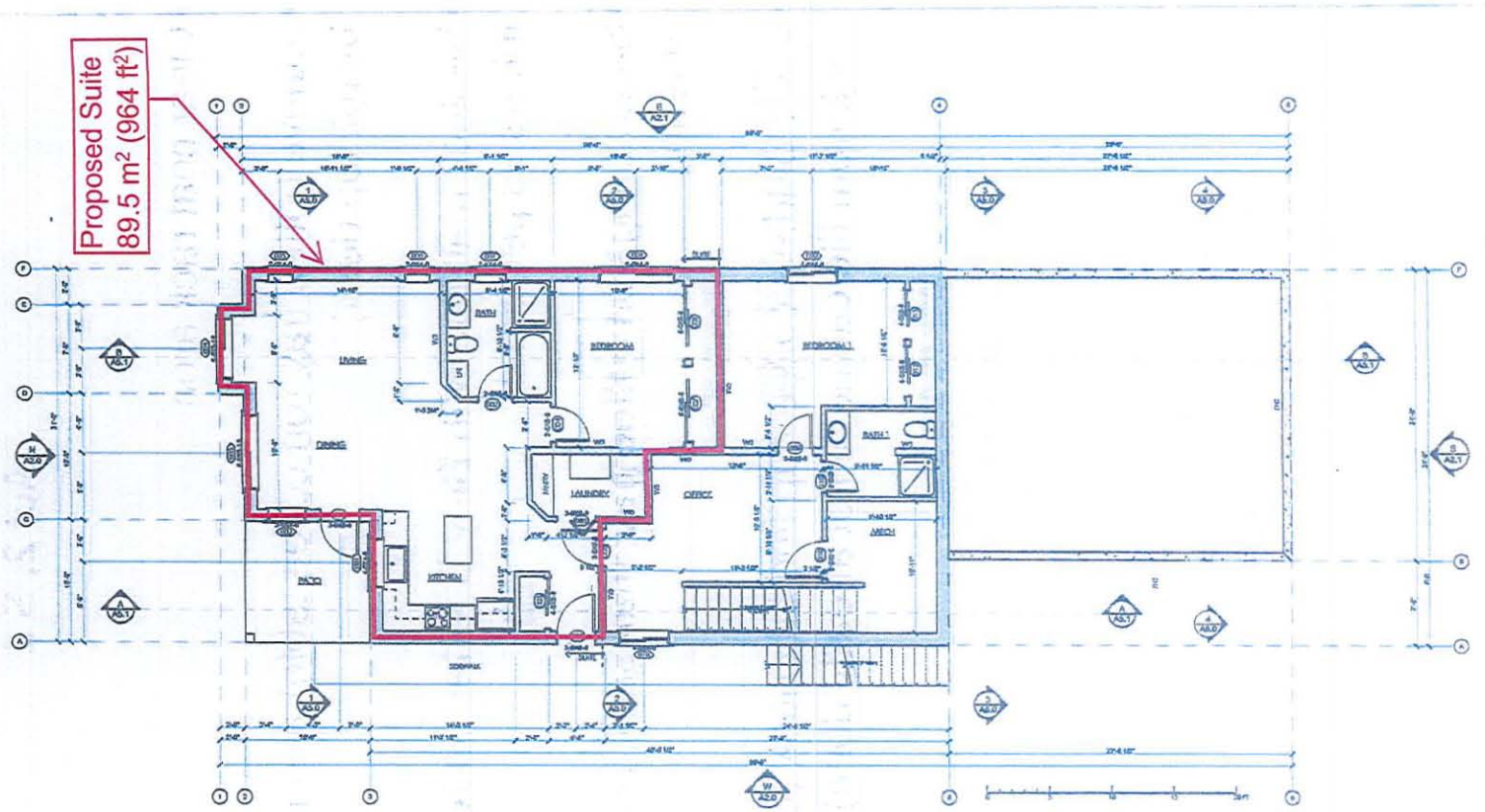

1 LOWER FLOOR PLAN
SCALE: 1/4" = 1'-0"

WALLNOTES

W1 TYPICAL EXTERIOR WALL UNO - HARDIE SIDING 1/2" GYPSUM 1/2" GWB

W2 TYPICAL INTERIOR WALL UNO - 1/2" GWB 2x4 @ 16" OC 1/2" GWB

W3 1/2" GWB 2x6 @ 16" OC 1/2" GWB

W4 GARAGE TO HOUSE 1/2" GWB 2x6 @ 24" OC W R22 BATT 6 MIL VB 1/2" GWB

W5 TYPICAL WALL BETWEEN SUITES

W6 1/2" GWB 2x6 @ 16" OC 1/2" GWB

AREA SCHEDULE

AREA NAME	SQFT
MAIN FLOOR	1,653
GARAGE	672
MAIN FLOOR DECK	110
MAIN FLOOR PORCH	70
LOWER FLOOR	781
SUITE	964
LOWER PATIO	110
BLDG FOOTPRINT	2,480
TOT	3,801

KHM DESIGN
3200 28 ST NE
SALMON ARM, BC
V1E 1S7
TEL: (250) 517-7151
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info@khmdesign.ca

PROJECT
GAGNON RESIDENCE
741 2 AVE NE
SALMON ARM, BC
V1E 1H2

SHEET NAME
LOWER FLOOR PLAN

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DATE 4/27/2010
DRWN KHM
JOB # —

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Item 23.1

CITY OF SALMON ARM

Date: August 12, 2019

Moved: Councillor

Seconded: Councillor

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

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

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF SALMON ARM

BYLAW NO. 4346

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

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

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

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

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

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

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

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

READ A FIRST TIME THIS	22	DAY OF	July	2019
READ A SECOND TIME THIS	22	DAY OF	July	2019
READ A THIRD TIME THIS		DAY OF		2019

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

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2019

MAYOR

CORPORATE OFFICER

City of Salmon Arm
Zoning Amendment Bylaw No. 4346

SCHEDULE "A"

Item 25.

CITY OF SALMON ARM

Date: August 12, 2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

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

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

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