



## AGENDA

City of Salmon Arm  
Regular Council Meeting

Monday, December 9, 2019

1:30 p.m.

Room 100, City Hall

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

Council Chamber of City Hall

500 – 2 Avenue NE

Page #	Item #	Description
	1.	CALL TO ORDER
1 - 2	2.	IN-CAMERA SESSION
	3.	ADOPTION OF AGENDA
	4.	DISCLOSURE OF INTEREST
	5.	CONFIRMATION OF MINUTES
3 - 14	1.	Regular Council Meeting Minutes of November 25, 2019
	6.	COMMITTEE REPORTS
15 - 18	1.	Development and Planning Services Committee Meeting Minutes of December 2, 2019
19 - 24	2.	Traffic Safety Committee Meeting Minutes of November 14, 2019
25 - 28	3.	Environmental Advisory Committee Meeting Minutes of November 15, 2019
29 - 32	4.	Social Impact Advisory Committee Meeting Minutes of November 22, 2019
33 - 36	5.	Shuswap Regional Airport Operations Committee Meeting of November 20, 2019
	7.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
37 - 44	1.	Board in Brief - November, 2019
	8.	STAFF REPORTS
45 - 74	1.	Director of Corporate Services - Environmental Advisory Committee - Citizens at Large Appointments
75 - 76	2.	Director of Corporate Services - Janitorial Services Contract Renewal for City Hall/Court House Facility

- 77 - 78            3.        Director of Engineering & Public Works – Shuswap Regional Airport Management and Maintenance Services Contract Extension
- 79 - 82            4.        Director of Engineering and Public Works – British Columbia Air Access Program 2020 – 2021 Intake
- 83 - 106          5.        Director of Corporate Services – Fire Dispatch Agreement
- 107 - 110        6.        Director of Corporate Services – Transit Bench Advertising Agreement
- 111 - 114        7.        Director of Corporate Services – Seniors Drop-In Centre Lease – 31 Hudson Avenue NE
- 115 - 118        8.        Director of Corporate Services – Salmon Arm Economic Development Society Fee for Service Agreement

**9. INTRODUCTION OF BYLAWS**

- 119 - 126        1.        City of Salmon Arm Zoning Amendment Bylaw No. 4368 [ZON-1133; City of Salmon Arm; Text Amendment; C-2, C-3, C-6, CD-9, CD-17, M-1, M-2 and P-3 Zones]– First and Second Readings
- 127 - 132        2.        City of Salmon Arm Council Procedure Amendment Bylaw No. 4369 – First, Second and Third Readings

**10. RECONSIDERATION OF BYLAWS**

- 133 - 162        1.        City of Salmon Arm Business Improvement Area Bylaw No. 4357 – Final Reading

**11. CORRESPONDENCE**

- 163 - 164        1.        Informational Correspondence

**12. NEW BUSINESS**

**13. PRESENTATIONS / DELEGATIONS**

**14. COUNCIL STATEMENTS**

**15. SALMON ARM SECONDARY YOUTH COUNCIL**

**16. NOTICE OF MOTION**

**17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**

**18. OTHER BUSINESS**

- 1.        Community Futures Appointment

**19. QUESTION AND ANSWER PERIOD**



**7:00 p.m.**

<b>Page #</b>	<b>Item #</b>	<b>Description</b>
	<b>20.</b>	<b>DISCLOSURE OF INTEREST</b>
	<b>21.</b>	<b>HEARINGS</b>
	<b>22.</b>	<b>STATUTORY PUBLIC HEARINGS</b>
165 – 186	1.	Official Community Plan Amendment Application No. OCP4000-41 [Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; LDR to NC]
187 – 188	2.	Zoning Amendment Application No. ZON-1157 [Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; R-1 to C-1]
	<b>23.</b>	<b>RECONSIDERATION OF BYLAWS</b>
189 – 192	1.	City of Salmon Arm Official Community Plan Amendment Bylaw No 4353 [OCP4000-41; Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; LDR to NC] - Third Reading
193 – 196	2.	City of Salmon Arm Zoning Amendment Bylaw No. 4354 [ZON-1157; Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; R-1 to C-1] - Third Reading
	<b>24.</b>	<b>QUESTION AND ANSWER PERIOD</b>
197 – 198	<b>25.</b>	<b>ADJOURNMENT</b>

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Item 2.

## CITY OF SALMON ARM

Date: December 9, 2019

Moved: Councillor Eliason

Seconded: Councillor Lindgren

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

### Vote Record

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

Opposed:

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



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Item 5.1

## CITY OF SALMON ARM

Date: December 9, 2019

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Regular Council Meeting Minutes of November 25, 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 1:30 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, November 25, 2019.

### PRESENT:

Mayor A. Harrison  
 Councillor D. Cannon  
 Councillor C. Eliason  
 Councillor K. Flynn  
 Councillor T. Lavery  
 Councillor S. Lindgren  
 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  
 Acting Chief Financial Officer T. Tulak  
 Recorder C. Simmons

### 1. CALL TO ORDER

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

### 2. IN-CAMERA SESSION

0608-2019

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

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.  
 Council returned to Regular Session at 1:44 p.m.  
 Council recessed until 2:30 p.m.

### 3. REVIEW OF AGENDA

### 4. DISCLOSURE OF INTEREST

Councillor Flynn declared a conflict of interest with item 8.7 as one of the bidders is a client of his firm and 8.11/8.11.a as the business is a client of his firm.



5. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of November 12, 2019

0609-2019

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

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

CARRIED UNANIMOUSLY

6. COMMITTEE REPORTS

1. Community Heritage Commission Meeting Minutes of October 18, 2019

0610-2019

Moved: Councillor Cannon

Seconded: Councillor Flynn

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

CARRIED UNANIMOUSLY

2. Community Heritage Commission Meeting Minutes of November 7, 2019

0611-2019

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

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

CARRIED UNANIMOUSLY

7. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

0612-2019

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: Council allocate \$1,000.00 for the Columbia Shuswap Regional District's Application for the Interior Health Community Food Action Initiative funded as follows: \$513.00 from 2019 Council Initiatives and \$487.00 from the Food Agricultural Reserve; subject to a successful application.

CARRIED  
Mayor Harrison Opposed

8. STAFF REPORTS

1. Director of Development Services - Appointment of Deputy Approving Officer

0613-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

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

CARRIED UNANIMOUSLY

8. STAFF REPORTS – continued

2. Director of Development Services – GHG Reduction Funding Opportunities

The Director of Development Services outlined the GHG Reduction Funding Opportunities, as detailed in the staff report.

3. Manager of Permits and Licencing – 2019 Enforcement Overview of Street Solicitation Bylaw No. 4273

The Director of Development Services provided an overview of the 2019 enforcement for Street Solicitation Bylaw No. 4273.

Staff Sargent West was available to answer questions from Council.

4. Director of Development Services – Design Review Panel Appointments

0614-2019

Moved: Councillor Eliason

Seconded: Councillor Lavery

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

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

CARRIED UNANIMOUSLY

5. Director of Corporate Services – Lease Agreement for Inner Core Parking Lot – 327 Alexander Street NE

0615-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

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

CARRIED UNANIMOUSLY

6. Director of Corporate Services – Blackburn Park Concession Lease Agreement

0616-2019

Moved: Councillor Lavery

Seconded: Councillor Cannon

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

CARRIED UNANIMOUSLY

8. STAFF REPORTS – continued

Councillor Flynn declared a conflict of interest and left the meeting at 3:01 p.m.

7. Director of Corporate Services – Janitorial Services Contract for Public Works Building and Fire Halls

0617-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

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

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

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 3:04 p.m.

8. Director of Corporate Services – Rental of Land and Building located at 541 – 3<sup>rd</sup> Street, S.W.

0618-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

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

CARRIED UNANIMOUSLY

9. Director of Corporate Services – 2020 Tactical Plan – Municipal Regional District Tax

0619-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Council approve the City of Salmon Arm Municipal Regional District Tax 2020 Tactical Plan, attached as APPENDIX A to the staff report dated November 19, 2019 for submission to the Province.

Lana Fitt, Manager, Salmon Arm Economic Development Society, was available to answer questions from Council.

CARRIED UNANIMOUSLY



8. STAFF REPORTS - continued10. Acting Chief Financial Officer - 2019 Permissive Tax Exemption - Bylaw 4352

0620-2019

Moved: Councillor Flynn

Seconded: Councillor Lavery

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

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict of interest and left the meeting at 3:14 p.m.

11. Director of Engineering & Public Works - Askew's Proposed Frontage Improvements Sidewalk Extension and Patio Areaa. D. Wallace, Operations Manager, Askew's Foods - email dated November 13, 2019 - Lakeshore Drive Improvements

0621-2019

Moved: Councillor Cannon

Seconded: Councillor Eliason

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

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

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 3:20 p.m.

12. Director of Engineering & Public Works - Pedestrian Crosswalk Signals Prioritization Study Budget Amendment

0622-2019

Moved: Councillor Lavery

Seconded: Councillor Cannon

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

CARRIED UNANIMOUSLY

9. INTRODUCTION OF BYLAWS

1. City of Salmon Arm Business Improvement Area Bylaw No. 4357 – First, Second and Third Readings

0623-2019

Moved: Councillor Flynn

Seconded: Councillor Eliason

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

CARRIED  
Councillor Cannon and Lavery Opposed

The Meeting recessed at 4:21 p.m.

The Meeting reconvened at 4:30 p.m.

15. SALMON ARM SECONDARY YOUTH COUNCIL

E. Brennan, advised that Lieutenant Governor Austin will be visiting Salmon Arm in the New Year and has requested to visit the local City Hall and Schools.

Councillor Eliason entered the meeting 4:32 p.m.

Council supported, in principle, the Lieutenant Governor visiting Council and City Hall.

10. RECONSIDERATION OF BYLAWS

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

0624-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

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

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment Bylaw No. 4349 [ZON-1154; Cornerstone Christian Reformed Church/Roodzant, E.; 1161 22 Street NE; R-1 to P-3] [See item 10.1 for Staff Report] – Final Reading

0625-2019

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

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

CARRIED UNANIMOUSLY

**10. RECONSIDERATION OF BYLAWS – continued**

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

0626-2019

Moved: Councillor Lindgren

Seconded: Councillor Lavery

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

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

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

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

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

CARRIED UNANIMOUSLY

4. City of Salmon Arm Zoning Amendment Bylaw No. 4354 [ZON-1157; Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; R-1 to C-1] [See item 10.3 for Staff Report] – Second Reading

0627-2019

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

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

CARRIED UNANIMOUSLY

5. City of Salmon Arm 2019 to 2023 Financial Plan Amendment Bylaw No. 4363 – Final Reading

0628-2019

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the bylaw entitled City of Salmon Arm 2019 to 2023 Financial Plan Amendment Bylaw No. 4363 be read a final time.

CARRIED UNANIMOUSLY



11. CORRESPONDENCE

1. Informational Correspondence

6. S. Smandych-Dack, Dragon Boat Director, Shuswap Rowing & Paddling Club - letter dated October 22, 2019 - Request for reservation of Marine Park and Wharf for the 2020 Shuswap Dragon Boat Festival June 20 - 21, 2020

0629-2019

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Council authorize Shuswap Association for Rowing and Paddling to use Marine Park for the 2019 Dragon Boat Festival June 20 - 21, 2020 subject to booking through Shuswap Recreation Society and payment of any associated fees and the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

12. NEW BUSINESS

1. Acknowledgement of Territory

0630-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: staff be directed to prepare a report to amend Council Procedure Bylaw No. 4279 to add the following section to the order of business on the Regular Council Meeting Agendas:

- Acknowledgement of Traditional Territory

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

CARRIED UNANIMOUSLY

2. Japanese Sister City Visit - March 22 - 30, 2020

0631-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Mayor Harrison be authorized to attend the Japanese Sister City Visit to Inashiki, Japan from March 22 - 30, 2020.

CARRIED UNANIMOUSLY

13. PRESENTATIONS

14. COUNCIL STATEMENTS

16. NOTICE OF MOTION

17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

18. OTHER BUSINESS19. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 4:58 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 S. Lindgren  
 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 C. Simmons

20. DISCLOSURE OF INTEREST21. SPECIAL PRESENTATIONS1. Salmon Arm Sockeyes Swim Club

Council presented Matthew Bushell of the Salmon Arm Sockeyes Swim Club with a certificate in recognition of his success at the BCSSA Swim Meet.

22. HEARINGS23. STATUTORY PUBLIC HEARINGS1. Zoning Amendment Application No. ZON-1159 [Voyer, C.; 1540 15 Street SE; R-1 to R-8]

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

Submissions were called for at this time.

C. Voyer, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:06 p.m.

23. STATUTORY PUBLIC HEARINGS - continued

2. Zoning Amendment Application No. ZON-1160 [Reid, D./Lawson Engineering & Development Services Ltd.; 3341 20 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.

B. Lawson, Lawson Engineering & Development Services, Ltd., the agent, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:08 p.m.

24. RECONSIDERATION OF BYLAWS

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

0632-2019

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4356 be read a third and final time.

CARRIED UNANIMOUSLY

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

0633-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4359 be read a third and final time.

CARRIED UNANIMOUSLY

25. QUESTION AND ANSWER PERIOD

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

26. ADJOURNMENT

0634-2019

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Regular Council Meeting of November 25, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:10 p.m.

CERTIFIED CORRECT:

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

Adopted by Council the day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
MAYOR

Item 6.1

## CITY OF SALMON ARM

Date: December 9, 2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee Meeting Minutes of December 2, 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 **Monday, December 2, 2019.**

### PRESENT:

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

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

### ABSENT:

#### 1. CALL TO ORDER

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

#### 2. REVIEW OF THE AGENDA

Addition of Item 6.2 – Rogers Hometown Hockey

#### 3. DISCLOSURE OF INTEREST

#### 4. PRESENTATIONS

#### 5. REPORTS

1. Zoning Amendment Application No. ZON-1133 [City of Salmon Arm; Text Amendment; C-2, C-3, C-6, CD-9, CD-17, M-1, M-2 and P-3 Zones]

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by adding the defined "High Technology

5. REPORTS1. Zoning Amendment Application No. ZON-1133 (City of Salmon Arm; Text Amendment; C-2, C-3, C-6, CD-9, CD-17, M-1, M-2 and P-3 Zones) - continued

Research and Development" use to the C-2 (Town Centre Commercial), C-3 (Service Commercial), C-6 (Tourist/Recreation Commercial), CD-9

(Comprehensive Development Zone - 9), CD-17 (Comprehensive Development Zone - 17), M-1 (Industrial), M-2 (Light Industrial), and P-3 (Institutional) Zones.

CARRIED UNANIMOUSLY

6. FOR INFORMATION1. K. Pearson, Director of Development Services - Community Heritage Commission

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that the Community Heritage Commission consolidate accounts into one Heritage Project Account totaling \$4,000.00 for the purchase and development of the Heritage App as follows:

• Heritage Information Board Program	\$1,500.00
• Historic Road Name Program	\$1,000.00
• Community Heritage Register	\$1,000.00
• BC Heritage Week	\$ 500.00
	\$4,000.00

AND THAT: the 2019 Budget contained in the 2019-2022 Financial Plan Bylaw be amended to include an allocation to the Heritage Project Account in the amount of \$2,675.00 funded from the Heritage Activities Related Reserve.

CARRIED UNANIMOUSLY

2. Rogers Hometown Hockey

Received for information.

7. IN CAMERA8. LATE ITEMS

9. **ADJOURNMENT**

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee meeting of December 2, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:29 a.m.

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Mayor Alan Harrison  
Chair

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



Item 6.2

## CITY OF SALMON ARM

Date: December 9, 2019

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Traffic Safety Committee Meeting Minutes of November 14, 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 **Traffic Safety Committee** Meeting held in Room 100 of City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, on **Thursday, November 14, 2019** at 9:00 a.m.

### PRESENT:

Lisa Bennett  
David Dean  
Norma Leslie  
Peter Cocker  
Jenn Wilson  
Darin Gerow  
Chris Moore  
Matt Glenger

Direct Drive Driver Training  
ICBC  
ICBC Driver Examiner  
Ministry of Transportation & Infrastructure  
City staff, City Engineer  
City staff, Manager of Roads & Parks  
City staff, Engineering Assistant  
City staff, Engineering Assistant

### ABSENT:

Scott West  
Rob Niewenhuizen  
Andrea Kathrein  
Doreen Stanton  
Ingrid Brakop  
Marcel Bedard

RCMP  
City staff, Director of Engineering & Public Works  
ICBC Driver Examiner  
First Group  
ICBC  
City staff, Bylaw Enforcement Officer

### GUESTS:

The meeting was called to order at 9:00 a.m.

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

None.

Moved: David Dean

Seconded: Norma Leslie

THAT: the Traffic Safety Committee Meeting Agenda of November 14, 2019, be approved.

**CARRIED UNANIMOUSLY**

4. **Approval of Minutes of May 16, 2019 Traffic Safety Committee Meeting**

Moved: David Dean

Seconded: Norma Leslie

THAT: the minutes of the Traffic Safety Committee Meeting of May 16, 2019 be approved as circulated.

**CARRIED UNANIMOUSLY**

## 5. Old Business /Arising from minutes

- a) The City has approved a budget for a mobile speed-reader sign.
- b) ICBC and the City are working on pedestrian crosswalks prioritizing for Rectangular Rapid Flashing Beacons (RTFB). Proposal received.

## 6. New Business

- a) D. Didow - letter dated May 21, 2019 - Intersection at 3 Street SW and 5 Avenue SW - a request has been made for a 4 way stop sign at this location. The Committee noted that there are some sightline issues with parking on the southwest side. ICBC noted that curb bumps or a centre island could reduce the crossing distance and that there is a substantial amount of truck traffic. Any design should consider truck turning radius. The Committee recommends that traffic be monitored and potentially budget for future improvements. This location could be considered for RRFB intersection site selection.
- b) P. Turner - letter dated May 26, 2019 - Pedestrian crossing at 20 Avenue NE just above intersection of 20 Avenue and 28 Street NE - concerns expressed regarding placement of pedestrian crossing. The Committee feels that sightlines are acceptable however, eastbound crosswalk warning signs appear to be missing. The Committee recommends that advance warning signs be installed.
- c) J. Fremlin - email dated August 19, 2019 - Traffic concerns at 70 Avenue NE and TCH - The Committee noted that this road is narrow but is a two-way road, Google Maps shows incorrectly a one-way arrow. No action recommended.
- d) D. Gerow - email dated June 18, 2019 - Intersection at 20 Street SE and Auto Road SE - City staff have rectified this issue.
- e) R. Lipscomb - letter dated August 22, 2019 - School Zone 12 Avenue NE - The Committee noted that the school could send out notices for appropriate pick up/drop off locations and consider a crosswalk guard if necessary. The Committee recommends no action. SD83 and RCMP have been advised.
- f) R. Lipscomb - letter dated October 1, 2019 - Refrain from using retarder brakes - The Ministry of Transportation has referred to their Engineering Department and 3 signs are proposed; 2 in Canoe and 1 at the top of the hill entering downtown.

## 6. New Business - continued

- g) S. Figgess – Customer Service Form dated September 13, 2019 – Crosswalk at 30<sup>th</sup> Street NE, Setters Pub to McDonalds – City staff noted that the 4 way stop in this location was approved by Ministry of Transportation & Infrastructure and that a mid-block crosswalk would be dangerous due to left turn lanes. Norma Leslie said that ideally a roundabout would be installed with a sidewalk on the east side. ICBC noted this could potentially be an RRFB location. The Committee will monitor this location.
- h) H. Arnold – Customer Service Form dated September 5, 2019 – Use of Jake brake – The Committee recommends no action.
- i) G. Pelletier – email dated August 19, 2019 – 2 Avenue NE, Four Way stop – The Committee noted there are no issues with this location and that this street is on a City of Salmon Arm priority snow clearing route. The Committee recommends no action.
- j) P. Clough – Online form submittal dated August 21, 2019 – Posting speed signage on 12 Avenue SE – The Committee noted that sight lines in this location are good and traffic volumes are low. The Committee recommends no action.
- k) J. Emmel – email dated September 23, 2019 – Speed Board on Foothill Road between 10 and 14 Street SW – ICBC noted that average speed is normal but 85<sup>th</sup> percentile is high. The Committee recommends that this be added to the list of locations for the proposed mobile speed-reader board.
- l) D. Gerow – email dated August 29, 2019 – Intersection at Cenotaph – Long term solution is to close Alexander wing, for local traffic only. COSA to investigate options.
- m) J. Wilson – email dated October 15, 2019 – Cross Walk Request @ Lakeshore & 50 Avenue NE – City staff noted that the school bus stops on the east side with kids crossing twice a day. The school bus has flashing signs which should allow children to cross safely. Other pedestrian crossing is minimal. Vegetation is impairing sight lines and the Committee recommends that vegetation be removed.
- n) D. Roell – letter dated November 4, 2019 – Speeding – The Committee will refer the writer to the Citizens on Patrol.

## 7. Other Business &/or Roundtable Updates

- a) Ross Street Underpass – City staff provided an update on the status of construction.
- b) TCH Traffic Light changes – City staff provided the Committee with an update.
- c) TCH Four Laning – City staff provided the Committee with an update.

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

- d) Lisa Bennett noted there is confusion for southbound traffic at 4 Street and Hudson Avenue following the recent upgrades. COSA to add additional arrows and/or signage.
- e) Ministry of Transportation and Infrastructure has been presenting letters to owners of LED billboard signs on the TCH due to brightness complaints.

**8. Next meeting - Thursday, May 21, 2020****9. Adjournment**


Moved: Chris Moore

Seconded: Jennifer Wilson

THAT: the Traffic Safety Committee Meeting of November 14, 2019 be adjourned.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 10:10 a.m.

  
Chris Moore, Chair

Received for information by Council on the       day of       , 2019.

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Item 6.3

## CITY OF SALMON ARM

Date: December 9, 2019

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the Environmental Advisory Committee Meeting Minutes of November 15, 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 **Environmental Advisory Committee** Meeting held in Room 100 of City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, on **Friday, November 15, 2019** at 9:00 a.m.

### PRESENT:

Councillor Sylvia Lindgren  
Amy Vallarino  
Sherry Bowlby  
Luke Gubbels  
Louis Thomas  
Ron Pederson  
John McLeod  
Janet Pattinson  
Pauline Waelti  
Warren Bell  
Erin Jackson

City of Salmon Arm, Chair  
Citizen at Large  
Citizen at Large  
Canoe Forest Products  
Councillor, Neskonlith Indian Band  
Salmon Arm Fish and Game Club  
Salmon Arm Farmers Institute (SAFI)  
Shuswap Naturalist Club  
Shuswap Environmental Action Society (SEAS)  
WA:TER  
City of Salmon Arm, Director of Corporate Services,  
recorder

### ABSENT:

Sarah Weaver

Barry Wilson  
Gary Arsenault  
Gina Johnny

Shuswap Construction Industry Professionals (SCIP)  
Salmon Arm Nature Bay Enhancement Society  
(SABNES)  
Citizen at Large  
Shuswap Pro Development Association  
Adams Lake Indian Band

### GUESTS:

Julia Beatty

Citizen

The meeting was called to order at 9:00 a.m.

#### 1. Introductions and Welcome

#### 2. Approval of Agenda and Additional Items

Addition of item 6 h) - J. Beatty – Organic Matters

Moved: Sherry Bowlby

Seconded: Luke Gubbels

THAT: the Environmental Advisory Committee Meeting Agenda of November 15, 2019, be approved with addition.

CARRIED UNANIMOUSLY



**3. Approval of Minutes of June 6, 2019 Environmental Advisory Committee Meeting**

Moved: Janet Pattinson

Seconded: Amy Vallarino

THAT: the minutes of the Environmental Advisory Committee Meeting of June 6, 2019 be approved with addition.

CARRIED UNANIMOUSLY

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

- a) Climate Change Update –  
Councillor Lindgren provided a review of recent Council tour at the City's Water Treatment Plant and Water Pollution Control Centre and has proposed an open house at these facilities. The operation of the plants and the treatment of the waste must meet provincial regulations. The waste is taken to the landfill after dewatering. The Committee discussed new technology and enhanced regulations to address chemicals in waste.

**6. New Business**

- a) Active Transportation  
Councillor Lindgren spoke to the Committee regarding her bike tour and an overview of a recent meeting with Art and Annette Borkent. Councillor Lindgren would like to have bike trails more prevalent in the community.
- b) City of Salmon Arm Water Pollution Control Centre and biosolid disposal  
Councillor Lindgren discussed this Agenda item under Item 5.a). John McLeod
- c) Roots and Blues Festival – installation of power at fairgrounds  
The specific referral request of the Salmon Arm Folk Music Society for the City to contribute funds to facilitate access to electricity at the fair grounds was discussed. The City is unable to accommodate this request in the budget for 2020. The Solar Society will speak with Roots and Blues.
- d) Engine Idling  
Councillor Lindgren provided the Committee with an update of Council discussions regarding anti-idling. The Committee discussed the possibility of an anti-idling bylaw, placement of anti-idling signage and bylaw enforcement. The Committee will research possible bylaws in other communities.

**6. New Business - continued**

- e) Pesticide Use  
The Committee discussed existing City of Salmon Arm Pesticide Use Control Bylaw No. 3744 and possible revisions as well as the importance of public education. The Committee will research the level of education in schools and will prepare a report for Council on the risks of exposure to pesticides.
- f) Enforcement of Riparian Regulations  
The Committee reviewed Kevin Pearson's email regarding enforcement of riparian regulations with the City of Salmon Arm. The Committee discussed the public complaint process and the lack of enforcement of regulations as well as the Professional Reliance model.
- g) Food Waste program  
This Agenda item will be moved forward to the next Committee meeting.
- h) Organic Matters  
This Agenda item will be moved forward to the next Committee meeting.

**7. Other Business &/ or Roundtable Updates****8. Next meeting - Friday, December 13, 2019****9. Adjournment**

Moved: Ron Pederson

Seconded: Janet Pattinson

THAT: the Environmental Advisory Committee Meeting of November 15, 2019 be adjourned.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 10:32 a.m.

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Councillor Sylvia Lindgren, Chair

Item 6.4

## CITY OF SALMON ARM

Date: December 9, 2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Social Impact Advisory Committee Meeting Minutes of November 22, 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 **Social Impact Advisory Committee** meeting held in Room 101 of City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, on **Friday, November 22, 2019**, at 8:00 a.m.

### **PRESENT:**

Councillor Louise Wallace Richmond	City of Salmon Arm, Chair
Dawn Dunlop	Canadian Mental Health Association
Gudrun Malmqvist	Shuswap Family Centre
June Stewart	Shuswap Children's Association
Jo-Anne Crawford	Shuswap Association for Community Living (SACL)
Kim Sinclair	Aspiral Youth Partners
Jane Shirley	Shuswap Area Family Emergency (SAFE) Society
Barb Puddifant	City of Salmon Arm, Recorder

### **ABSENT:**

Adrienne Munro	Shuswap Immigrant Services Society
Kristy Woodcock	Okanagan Regional Library
Cappi Bowers	Okanagan College
Neal Green	Interior Health Association-Mental Health

### **GUEST:**

Jennifer Broadwell	Downtown Salmon Arm
Patricia Thurston	Shuswap Family Centre (entered the meeting at 8:13 am)

The meeting was called to order at 8:02 a.m.

1.     **Introductions**
  
2.     **Presentations**
  
3.     **Approval of Agenda and Additional Items**

Addition of Item 5.c. – Community Action Initiative (CAI) funding follow up  
 Addition of Item 6.a. – Catholic Women's League donation

Moved: Jane Shirley

Seconded: June Stewart

THAT: the Social Impact Advisory Committee Meeting Agenda of November 22, 2019, be approved with revisions.

**CARRIED UNANIMOUSLY**

#### 4. **Approval of Minutes of October 18, 2019 Social Impact Advisory Committee Meeting**

Moved: Dawn Dunlop

Seconded: Jo-Anne Crawford

THAT: the minutes of the Social Impact Advisory Committee Meeting of October 18, 2019 be approved as circulated.

**CARRIED UNANIMOUSLY**

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

- a) Downtown Salmon Arm – update on potential funding in place of street solicitation

Jennifer Broadwell, Downtown Salmon Arm, spoke regarding the impact of the Street Solicitation Prevention Bylaw and provided an overview of Downtown Salmon Arm's initiative in starting the Downtown Cares program involving local businesses who wish to host a giving receptacle. This program is in the design stages with no anticipated start date. Downtown Salmon Arm welcomes ideas as to the distribution of funds raised through this program.

- b) Social Development Services – Potential Role of the City – update on application progress for UBCM grant

Dawn Dunlop spoke regarding the commitment made by Council for a deeper level of engagement after the adoption of the Street Solicitation Prevention Bylaw and the need for a multi-sector table to be established to deal with social issues within the City.

Councillor Wallace Richmond providing an overview of her tour of homeless camps conducted with City Bylaw enforcement and the Ministry Community Integration Specialist and provided an update on the Social Planning grant.

- c) Community Action Initiative (CAI) funding follow up  
Councillor Wallace Richmond outlined the application timeline for the Community Action Initiative funding. Due to timing and capacity, the City was not able to apply for this funding prior to the deadline for applications.

#### 6. **New Business**

- a) Catholic Women's League donation

Councillor Wallace Richmond spoke regarding the Catholic Women's League donation. Jane Shirley will reach out to the League to clarify the League's wishes.

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

8. **Next meeting – January 17, 2020**

9. **Adjournment**

Moved: Jane Shirley

Seconded: Gudrun Malmqvist

THAT: the Social Impact Advisory Committee Meeting of November 22, 2019 be adjourned.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 9:03 a.m.

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Councillor Louise Wallace Richmond, Chair

Minutes received as information by Council at their Regular Meeting of



Item 6.5

## CITY OF SALMON ARM

Date: December 9, 2019

Moved: Mayor Harrison

Seconded: Councillor Lavery

THAT: the Shuswap Regional Airport Operations Committee Meeting of November 20, 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 **Shuswap Regional Airport Operations Committee Meeting** held at City Hall, 500 – 2 Avenue NE, Room 100 on **Wednesday, November 20, 2019** at 3:00 p.m.

**PRESENT:**

Alan Harrison  
Terry Rysz  
Keith Watson  
John McDermott  
Doug Pearce  
Mark Olson  
Darin Gerow  
Robert Niewenhuizen

Mayor, City of Salmon Arm, CHAIR  
Mayor, District of Sicamous  
Airport Manager  
Lakeland Ultralights  
Salmon Arm Flying Club  
Hangar Owner  
City staff, Manager of Roads and Parks  
City staff, Director of Engineering & Public Works

**ABSENT:**

Jeremy Neufeld  
Gord Newnes

Rap Attack  
Hangar Owner

**GUESTS:**

Tim Perepolkin

City Staff, Capital Works Supervisor

The meeting was called to order at 3:00 p.m.

**1. Introductions and Welcome**

**2. Approval of Agenda and Additional Items**

Moved: T. Rysz

Seconded: K. Watson

THAT: the Shuswap Regional Airport Operations Committee Meeting Agenda of November 20, 2019, be approved as circulated.

**CARRIED UNANIMOUSLY**

**3. Approval of Minutes of September 18, 2019 Shuswap Regional Airport Operations Committee Meeting**

Moved: K. Watson

Seconded: M. Olson

THAT: the minutes of the Shuswap Regional Airport Operations Committee Meeting of September 18, 2019 be approved as circulated.

**CARRIED UNANIMOUSLY**

**4. Approval of Minutes of September 10, 2019 Shuswap Regional Airport Safety Committee Meeting**

Moved: T. Rysz

Seconded: K. Watson

THAT: the minutes of the Shuswap Regional Airport Safety Committee Meeting of September 10, 2019 be approved as circulated.

**CARRIED UNANIMOUSLY**

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

**1) Taxiway Charlie Update**

**a) Plan of Construction Operations - approved**

- Project update provide by Tim Perepolkin, Taxi-way 'C' work progressing on schedule.

**6. New Business**

**1) Airport Manager's Report**

- Working to obtain an Airport Scare & Cull permit, minor update to Wildlife Management plan required. Aspen Park Consulting has been contacted
- Airport currently closed due to Taxi-way construction
- Working with supplier on fuel system flow rates

**2) Safety Management System Review (Stantec)**

- Staff met with Philip Van Manen to discuss the Airport SMS
- Phase I includes a document review
- Recommendations will be provided in early January

**3) After Action Review - For information**

- Update provided on the October 17<sup>th</sup>, post incident debrief

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

**1) 2020 Meeting Calendar**

- Reviewed meeting schedule

**2) Airport - Golf Course encroachment easements**

- Maps shown of the proposed easements being requested by the Salmon Arm Golf Course

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

- Easement documents will contain wording, which will allow City to have the encroachments removed if required and provided a reasonable timeframe is given.

Moved: T. Rysz

Seconded: D. Pearce

THAT: the Shuswap Regional Airport Operations Committee is in support of the proposed easements between the City of Salmon Arm and the Salmon Arm Golf Club.

**CARRIED UNANIMOUSLY**

**8. Next meeting – Wednesday, March 18, 2020**

**9. Adjournment**

Moved: T. Rysz

Seconded: D. Pearce

THAT: the Shuswap Regional Airport Operations Committee Meeting of November 20, 2019 be adjourned.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 4:50 p.m.

"R. NIEWENHUIZEN"

Robert Niewenhuizen, ASCT  
Director of Engineering & Public Works

Item 7.1

## CITY OF SALMON ARM

Date: December 9, 2019

### Board in Brief – November, 2019

#### Vote Record

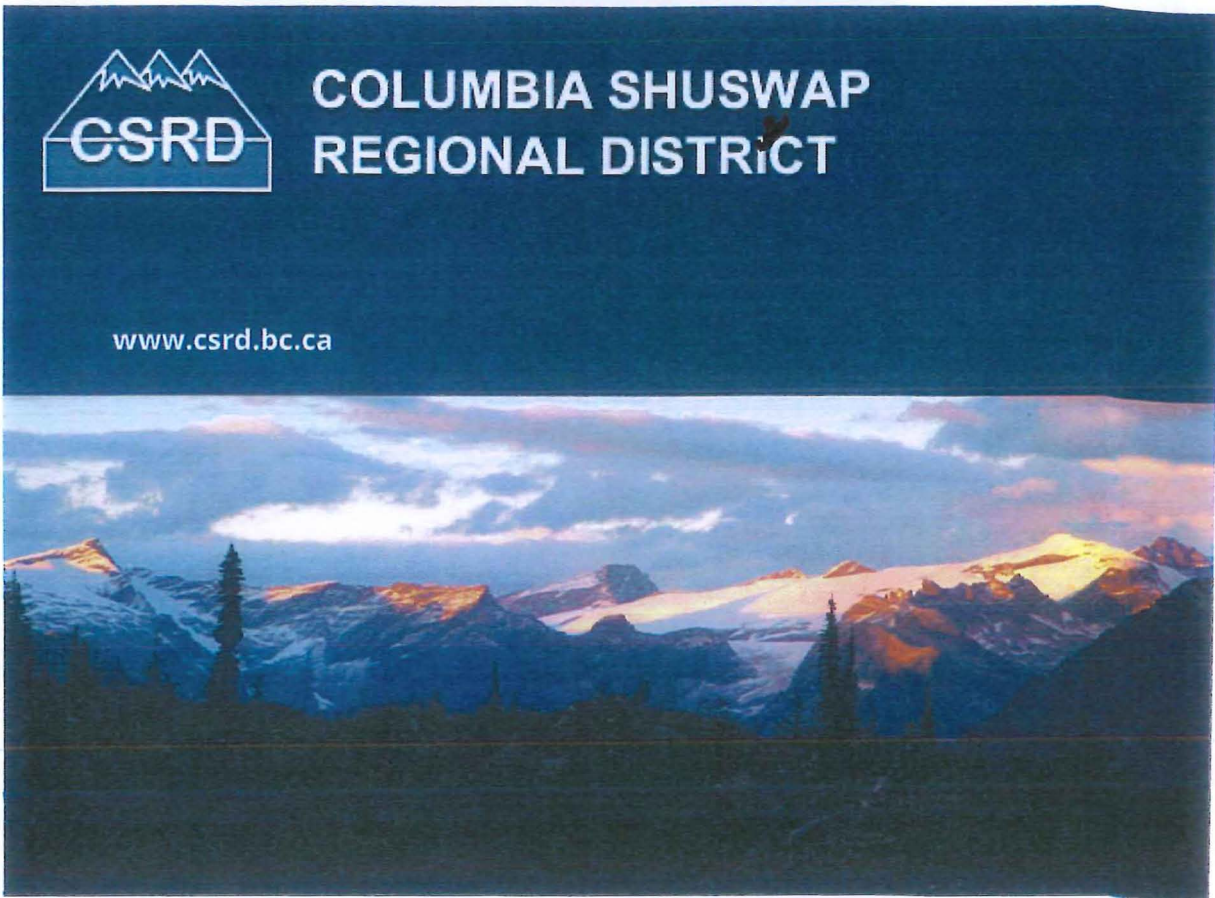
- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

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



**From:** Columbia Shuswap Regional District <communications@csrd.bc.ca>  
**Sent:** Wednesday, November 27, 2019 11:34 AM  
**To:** Caylee Simmons  
**Subject:** #YourCSRD - November 2019



## #YourCSRD - November 2019

November 2019



[Web version](#)

## Highlights from the Regular Board Meeting

## Inaugural Proceedings

### Election of Chair and Vice-Chair

Columbia Shuswap Regional District (CSRD) Board of Directors selected a new chairperson at their November Regular Board Meeting. City of Salmon Arm Councillor Kevin Flynn will replace longtime Electoral Area E Director Rhona Martin as Chair of the Board. Martin was nominated for the role, but declined the nomination. She then agreed to let her name stand for the role of Vice-Chair and was declared elected by acclamation. [View press release.](#)



## Correspondence

### Letter from District of Sicamous

The Board received a letter from Amanda Passmore, Deputy Corporate Officer, District of Sicamous regarding bottle depot and recycling facility location. This item was discussed later in the agenda. [View letter.](#)

### Community Connections Proposal (November 8, 2019)

The Board discussed an email from Melissa Hemphill, Food Security Coordinator, Community Connections (Revelstoke) Society regarding Interior Health's Community Food Action Initiative funding for a regional food security network. The Board made a motion to consider funding options for the request at the December 6 Regular Meeting. [View email.](#) [View proposal.](#)

## Business General

### 2020 Board and Committee Meeting Schedule

The Board approved the 2020 Board and Committee meeting schedule. [View report.](#) [View calendar.](#)

### Regional Broadband Committee Memorandum of Understanding Extension to April 30, 2023

The Board authorized the extension of the Regional Broadband Committee Memorandum of Understanding Agreement to April 30, 2023. [View memorandum.](#)

### Servicing Agreements – Adams Lake and Little Shuswap Lake Indian Bands.

The Board approved entering into Servicing Agreements with the Adams Lake Indian Band and Shuswap Lake Indian Band for the provision of Regional District Services to designated lands for a five-year term commencing January 1, 2020 up to December 31, 2024. [View report.](#)

### Director Cathcart Request for Letter of Support re: Moratorium on Licencing for Commercial Groundwater Bottling

The Board agreed to send a letter to Doug Donaldson, Minister of Forests, Lands and Natural Resources Operations and Rural Development, in support of a letter sent by Dr. Annette Lutterman, calling for a moratorium on Licencing for Commercial Groundwater Bottling. [View letter.](#)



### **2020 Community Resiliency Investment Program Grant**

The Board supported an application for a FireSmart Community Funding & Supports Program grant for the continued development and implementation of localized FireSmart program up to a maximum amount of \$150,000. It will also include in-house contributions to support overall grant and project management. [View report.](#)

### **Contract Award - Shuswap Tourism 2019/2020 Winter Marketing Campaign**

The Board supported entering into an agreement with Destination Think! for the Shuswap Tourism 2019/2020 Winter Marketing Campaign in the amount of \$70,000 plus applicable taxes. [View report.](#)

### **Shuswap Economic Development Advisory Committee – Updated Terms of Reference**

The Board approved the amended terms of reference for the Shuswap Economic Development Advisory Committee. [View report.](#) [View terms of reference.](#)

### **Director Simpson Request for Post Service Customer Satisfaction Survey**

The Board directed staff to prepare a report regarding options for obtaining feedback and increasing two-way communications regarding customer satisfaction with CSRD services. [View request.](#)

### **Grant in Aid requests**

The Board approved allocations from the 2019 electoral grants-in-aid. [View report.](#)

### **Electoral Area A Community Works Fund – Energy Efficient Upgrades for the Nicholson Fire Hall**

The Board approved spending up to \$20,000 plus applicable taxes from the Electoral Area A Community Works Fund allocation for energy efficient upgrades at the Nicholson Fire Hall. [View report.](#)

### **Area C Community Works Funds – Sunnybrae Seniors Society**

The Board approved spending up to \$2,991 plus applicable taxes from the Area C Community Works Fund for Emergency Exit Door replacement at the Sunnybrae Seniors Hall. [View report.](#)

### **Recycling Depot Contract Awards**

Board agreed to enter into an agreement with Sicamous Return-It Depot effective December 1, 2019, for a total cost of \$103,800 plus applicable taxes over a two-year term, with an optional two-year extension (with concurrence of the District of Sicamous), for the provision of location and site attendant operations for the downtown Sicamous recycling depot service. [View report.](#) [View press release.](#)

### **Scotch Creek Water Engineering Assessment and Master Water Plan Update**

CSRD directors voted to rescind previous motions made at the October 21 Regular Board Meeting regarding the proposed referendum and expansion of the Saratoga Water System. The Board supported new motions to spend up to \$45,000 on an engineering assessment completed by Urban Systems which will consider the development of a new, smaller community water system. [View report.](#)

### **CSRD Water Systems Operation and Maintenance Services Contract Award**

The Board agreed to enter into an agreement with Interior Utility Management Ltd, commencing January 1, 2020 for a total cost of \$2,328,000 plus applicable taxes over a



five-year term, with an optional five-year extension, for the water systems operation and maintenance services at 10 CSRD-owned water systems. [View report.](#)

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### **Saratoga Waterworks Upgrade Contract Award**

Board approved entering into an agreement with General Assembly Excavating Ltd. to construct the Saratoga Waterworks reservoir and supply main project for a total cost of \$763,339.70 plus applicable taxes. [View report.](#)



## **LAND USE MATTERS**

### **Development Permits (DPs) & Development Variance Permits (DVPs)**

#### **Electoral Area C: Development Permit No. 725-169 (O'Connor)**

The subject property is located at #4 – 1801 Archibald Road in Sorrento of Electoral Area C and is waterfront to Shuswap Lake. The owner installed a floating dock and private mooring buoy on the foreshore of the subject property in spring 2015 without prior approvals from the CSRD. The installed dock is 35.3 m<sup>2</sup> and 4.27 m wide, which means it does not comply with the permitted maximum upward facing surface area or width in CSRD Lakes Zoning Bylaw No. 900. The Board voted to defer the proposal and review the status of past variances before making a determination. [View report.](#)

#### **Electoral Area C: Development Permit No. 725-200 (Simard)**

The subject property is located in Blind Bay of Electoral Area C, near Reedman Point Community Park, and is waterfront to Shuswap Lake. The owner installed an oversized dock in spring 2015 without a prior approval from the CSRD. The installed dock is 46.48 m<sup>2</sup> in upward facing surface area, which does not comply with Lakes Zoning Bylaw No. 900. The board concurred with the staff recommendation and denied the DVP. [View report.](#)

#### **Electoral Area C: Development Variance Permit No. 701-93 (Dean)**

The subject property is located at 4071 Reid Road in Eagle Bay. The applicant wanted to vary rear and side parcel line setbacks to accommodate an already constructed



**Electoral Area E: Development Variance Permit No. 2000-76 (Sachro)**

The subject property is located at 8882 Swanshore Road in Swansea Point of Electoral Area E. The owners applied to vary minimum setbacks to accommodate a reconstructed a deck at the front of the single family dwelling which encroaches into the front and interior side parcel boundary setbacks. The owners also proposed to vary the setbacks to acknowledge that the location of the eaves of the existing house and the wooden patio are also located within the front and interior side parcel boundary setbacks. The Board approved the DVP. [View report.](#)

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

**Electoral Area B: Electoral Area B Official Community Plan Amendment (F. Linden Logging Co. Ltd.) Bylaw No. 850-13 and Electoral Area B Zoning Amendment (F. Linden Logging Co. Ltd.) Bylaw No. 851-18**

The applicant wants to subdivide property at 4545 Highway 31, Trout Lake into 1 lot plus a remainder. To do so, the applicant is proposing to amend the OCP designation from RSC – Rural and Resource to SH – Small Holdings and amend the zoning designation from RH – Rural Holdings to SH – Small Holdings. The applicant has offered a Section 219 covenant to limit the subdivision to a total of two parcels. The Board gave first reading to the application and directed staff to refer the bylaw to applicable agencies and First Nations. [View report.](#)

**Electoral Area C: South Shuswap Zoning Amendment (Venier) Bylaw No. 701-97**

The owner of the subject property has made application to amend the zoning bylaw to recognize the existing use of the property as a mobile home park. The Board gave first reading to the application and directed staff to refer the bylaw to applicable agencies and First Nations. [View report.](#)

**Electoral Area C: Electoral Area C Official Community Plan Amendment (1174355 BC Ltd.) Bylaw No. 725-16 and South Shuswap Zoning Amendment (1174355 BC Ltd.) Bylaw No. 701-94**

The applicants are proposing to use a portion of the subject property located at 1336 Taylor Road, Notch Hill for a cannabis production facility. The bylaw amendments under consideration would redesignate a portion of the property from Industrial to LH - Large Holdings and would rezone a portion of the property from M2 – General Industrial to CP – Cannabis Production and another portion of the property from M2 – General Industrial to LH – Large Holdings. As a result of comments received at the public hearing the applicant amended the proposal to reduce the area proposed to be rezoned to CP Cannabis Production from eight ha to four ha. The Board supported third reading and adoption of the amendments. [View report.](#) [View press release.](#)

**Electoral Area C: Electoral Area C Official Community Plan Bylaw Amendment (Barnard-Western Tree Seeds Ltd.) Bylaw No. 725-18 and South Shuswap Zoning Amendment (Western Tree Seeds Ltd.) Bylaw No. 701-96**

The applicant wants to redesignate and rezone the subject parcels located at 2288 and 2304 Blind Bay Road and the neighbouring parcel Lot 17, PL12829 in the Blind Bay area. The northern portion of the properties are proposed to be redesignated

from RR - Rural Residential to NR - Neighbourhood Residential and rezoned from RR1 - Rural Residential to R1- Low Density Residential to facilitate a five-lot bare land strata subdivision. The southern and easterly portion of the properties are proposed to be redesignated to allow for the creation of a lot to be used as a CSRD park. The Board gave first reading to the application and directed staff to refer the bylaw to applicable agencies and First Nations. [View report.](#)

#### **Electoral Area D: Salmon Valley Land Use Amendment (Montgomery) Bylaw No. 2562**

The subject property is located at 5777 Highway 97 in Falkland of Electoral Area D. The owner has applied to redesignate and rezone the property from C-Commercial to RS- Single and Two Family Residential in order to recognize the current residential use on the property. The Board approved third reading. The amendments will be sent to the Ministry of Transportation and Infrastructure for statutory approval prior to adoption. [View report.](#)

### **NEXT BOARD MEETING**

The Regular CSRD Board Meeting will be held Friday, December 6, 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  
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Item 8.1

## CITY OF SALMON ARM

Date: December 9, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council appoint the following three (3) persons to the Environmental Advisory Committee as Citizens at Large for a two (2) year term, expiring December 31, 2020:

- 
- 
- 

### Vote Record

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

Opposed:

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



# CITY OF SALMON ARM

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TO: Mayor Harrison & Members of Council  
 DATE: November 25, 2019  
 FROM: Erin Jackson, Director of Corporate Services  
 SUBJECT: Environmental Advisory Committee – Citizens at Large Appointments

---

## Background:

The Environmental Advisory Committee Terms of Reference (TOR) stipulates a membership that includes three (3) Citizens at Large, with terms of two (2) years each. These positions are to be advertised and ratified by City Council.

Staff advertised these positions in the newspaper, on the City website, Facebook page and in the lobby of City Hall. Eight (8) applications (attached as Appendix A) were received by the November 22, 2019 closing date, from the following individuals:

Amy Vallarino	Carmen Fennell
Annsafia Haglund	Kailey Charest
Chélie-Renée Elsom	Julia Beatty
Sherry Bowlby	Kevin Gooden

It is recommended that Council appoint three (3) Citizens at Large to serve on the Environmental Advisory Committee for a period of two (2) years.

Respectfully submitted,



Erin Jackson  
 Director of Corporate Services



## Application for Appointment to the Environmental Advisory Committee

The City of Salmon Arm is seeking applications for Citizens at Large to become members of the Environmental Advisory Committee. The purpose of the Committee is to act as an advisory body and resource group to City Council and Administration regarding ways to protect, maintain and enhance the natural environment in accordance with the provisions of the Environmental section of the Official Community Plan.

In order to assist the City Council in the selection and appointment of the Committee membership, prospective members are requested to forward a completed application form to City Hall by November 15, 2019 at 4:00 p.m. Applications can be mailed to Box 40, Salmon Arm, BC, V1E 4N2, faxed to 250-803-4042, sent by email to [ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca) or dropped off at City Hall, 500 - 2 Avenue NE.

Name Amy Vallarino Number of years living in Salmon Arm 7

Civic address [REDACTED]

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

Email address [REDACTED]

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

Occupation Research Technician - FLNRORD

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

Larch Hills Nordic Society

Shuswap Trail Alliance

Roots and Blues Volunteer ( 6 yrs)

Shuswap Food Action Society

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

I have enjoyed sitting on the committee for the last 2 years. I now have a stronger understanding of how the city and municipal government work, as a result I can contribute more to the committee. Furthermore, since the city has recently declared a climate emergency, I am compelled to see this declaration's actions through.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

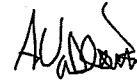
I, Amy Vallarino, hereby signify that I am willing to accept an appointment to the Environmental Advisory Committee.

Nov 14 2019

Date

Amy Vallarino

Signature



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

In order to be considered, this application must be returned to City Hall prior to 4:00 p.m. on November 22, 2019.

**Amy Vallarino**



Erin Jackson, Director of Corporate Services  
City of Salmon Arm  
500-2 Ave. NE Box 40, Salmon Arm BC V1E 4N2  
Phone:250-803-4029 email: ejackson@salmonarm.ca

November 14, 2017.

Dear Erin Jackson and Council,

I am seeking to renew my term on the EAC as a *citizen at large*. Over the past 2 years, I have a proven record of making the meetings an importance in my life, even during work hours. I would like to continue to work with the city and council to strengthen the environment and all that entails making it a priority. Over the past two years, I have become involved with the climate change sub-committee that sits on the EAC. This work was a success, and I would like to continue to see climate actions develop. As a community member of Salmon Arm, I have enjoyed being apart of the table where concerns are raised, and decisions are made. I am hopeful, to continue my participation at that table.

Sincerely,

Amy Vallarino MSc, AAg

## **Summary**

A professional individual with a strong academic background that is multifaceted in Geography and Environmental Sciences. Transferable skillset within the natural resource sector.

## **Highlights**

- Proficient at MS Office products, ArcGIS, and R Studio
- Skilled researcher with use of various databases, literatures, and online sources
- Practiced in natural resource land use regulation and forestry planning and development, as well as silviculture
- Experience administering contracts and request for proposals ranging from \$5000-\$250,000
- Experience mapping BEC systems, and identifying site series in the field
- Valid BC driver's licence
- Registered with the British Columbia Institute of Agrologists (A.Ag)

## **Education**

- Master of Science - Geography - University of Victoria, Victoria BC (2014)
- Bachelor of Science - (Environmental Sciences) - Natural Resource Management - University of Guelph, Guelph ON (2009)

## **Related Work Experience**

Office of the Chief Forester (FLNRORD) – Vernon, BC June 2018 to present  
Research Technician

Supports the Assisted Migration and Adaption Trial (AMAT) and Spruce Genecology research programs in a project management capacity with field work, weather station maintenance, programming and offloading, brushing, collaboration, contract writing, report updating, and planning. Responsible for research program's inventory, equipment ordering, and budget tracking.

Spatial analysis using ArcGIS is used for this position. Mapping projects include updating fine-scaled gridded database of shifts in updated BEC layer and information from the Vegetation Resource Inventory (VRI); heat map with climate migration distances; and large-scaled climate related forest disturbance maps. Other tasks in this role include literature reviews, filing, and data and statistical analysis.

Forsite Consultants Limited – Salmon Arm, BC Sept 2013 to Feb 2015  
Forest Technician

Worked primarily as a timber developer designing and delivering cutting permits for licensees to the regulations set by Forest and Range Practices Act, and other land management plans that govern the region such as the Okanagan Shuswap Land and Resource Management Plan. Collected and produced an array of field data including GPS traversing, volume estimates, road grades, stream assessments, and silviculture assessments.

Wrote technical reports for timber development during the initial land assessments and final proposed cutting permits. Accessed and utilized online provincial databases to retrieve natural resource management data for initial investigation of development areas, such as: stakeholder information, First Nation reserves, recreational use areas, tenures for rangeland, sight lines for general public, community watersheds, and invasive species.

University of Victoria – Victoria, BC Aug 2011 to Jun 2013, Dec 2015 to Feb 2016  
Research Assistant

Worked with a team of researchers from four different academic institutions coordinated sampling times, accommodation, and annual meetings. Collected and analyzed water samples from over 100 water wells, for chemical analysis from the Athabasca Oil Sands Region.

Setup, maintain and downloaded four weather stations. Wrote quarterly and annual reports for Cumulative Environmental Management Association (CEMA). Researched necessary permits required for developing research plots, and road access. This project's result diminished the knowledge gap of long-term impacts that industrialization can have in the Boreal specifically to the nitrogen cycle.

Blue Collar Reforestation – Quesnel, BC Sept 2009 to Jun 2011  
Brinkman Reforestation – Alberta and Ontario May 2004 to Aug 2008  
Tree Planter

Plant 1000s of trees in remote cut-block locations. Reforestation contracts varied based on licensee specifications. Worked with various types of land prep conditions, drag, mount, trench, and stumping and various density requirements. Became familiar with seedlots and tree coding, and seedling production.

### **Additional Experiences**

#### BC Elections – Shuswap, BC March 2017 to May 2017 Voter Identification

Worked with regional candidate to identify voters through various means. Analyzed previous election results for region to create campaign plan for 2017 elections. Used an online database to input collected field information, notes and updated pertinent information for future use. Assisted in motivating volunteers for daily outings. Additionally, helped with phone banks, calling over 1000 people in the area.

#### Canadian Pacific – Revelstoke, BC Feb 2015 to May 2018 Conductor

Knowledgeable of best practices imposed by the regulatory bodies for rail transport to maintain public safety, specifically: transportation of dangerous goods, public crossings and emergency response plans. Familiar with previous derailment locations and the resulting environmental hazards associated with them, as well as the abatement protocols. Furthermore, well versed with the geography surrounding the rail line from Kamloops to Golden and Field BC. Ability to act in unforeseen circumstances, while being on call 24 hours a day, 7 days a week.

#### **Courses, Seminars, and Professional Development**

Employee Advisory Committee Office of the Chief Forester – 2018/2019  
BCIA ethics course – 2019  
Interior Technical Advisory Committee (ITAC) extension meeting – 2018  
Chainsaw Safety Course -2018  
Environmental Advisory Committee – Salmon Arm – 2017/2018/2019  
Election Training Workshop -BC Federation of Labour -2017  
Emergency Social Services, Emergency Management – Justice Institute BC - 2016  
Emergency First Aid CPR – Canadian Red Cross – 2015, 2019  
Aboriginal Cultural Awareness – Global Indigenous Services - 2014  
SYPC Media and Communication Workshop – Canadian Water Network – 2014  
S- 100 Basic Fire Suppression and Safety – BC Forest Services - 2014  
Watertech 2013- Environmental Services and Association of Alberta – 2013  
Connecting Water Resources – Canadian Water Network -2013  
2012 AGU fall meeting – American Geophysical Union

#### **Awards**

Northern Scientific Training Program – 2012

Deans list – University of Guelph - 2009  
Arthur D. Latornell Undergraduate Travel Award - 2009  
Hunter Award (environmental interests) -2004



# CITY OF SALMON ARM

## Application for Appointment to the Environmental Advisory Committee

The City of Salmon Arm is seeking applications for Citizens at Large to become members of the Environmental Advisory Committee. The purpose of the Committee is to act as an advisory body and resource group to City Council and Administration regarding ways to protect, maintain and enhance the natural environment in accordance with the provisions of the Environmental section of the Official Community Plan.

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Name Carmen Fennell Number of years living in Salmon Arm 23

Civic address [REDACTED]

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

Email address [REDACTED]

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

Occupation Recycle BC Field Services Specialist

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

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

Reasons for seeking Appointment I have been employed in an environmental field since beginning of my career. Environmental stewardship is important to me, and I take the issue of appropriate planning for our community seriously. I had been the Waste Reduction Co-ordinator for the CSRS for twelve years, which involved significant community engagement in matters dealing with waste reduction. I would like to continue community involvement in matters pertaining to environmental sustainability.

I, Carmen Tennell, hereby signify that I am willing to accept an appointment to the Environmental Advisory Committee.

Nov 7/2019

Date

Carmen Tennell

Signature

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

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**Carmen Fennell**

**Address :** [REDACTED]  
 Salmon Arm BC V1E 1M8

**Phone** [REDACTED]

**E-mail** [REDACTED]

I am a waste reduction professional, experienced at providing information to residents, contractors, stakeholders and internal staff from a local government and stewardship perspective. Adept in handling several tasks at one time, while staying committed to meeting deadlines and providing a high degree of accuracy are just some of my strengths. I have a strong history of collaborating with numerous agencies to reach common goals. I was instrumental in implementing the Recycle BC program throughout the Columbia Shuswap Regional District (CSRD) in 2014.

## **Experience**

### **2019-present Field Services Specialist**

#### *Recycle BC*

- Manage forty five collection contracts with private collectors and local governments throughout the province of British Columbia, and oversee more than 450 collection areas.
- Conduct audits for collection receiving facilities in several British Columbia communities.
- Act as a liaison between collectors and Recycle BC, offering support to collectors for effective program management.
- Prepare reports and presentations for community events.
- Provide education to both collectors and residents throughout British Columbia.

### **2007-present Waste Reduction Facilitator**

#### *Columbia Shuswap Regional District*

- Manage recycling and waste reduction programs for the CSRD, and implement new programs to utilize waste as a resource.
- Managing contractors and providing information, training, and communicating messages for 18 recycling depots.
- Conducting audits, both for Recycle BC materials, as well as landfill waste audits.
- Implement CSRD and Stewardship programs at depots throughout the CSRD.
- Delivering presentations throughout the CSRD to community and professional groups and schools, on a variety of waste reduction topics.
- Develop, implement, and maintain communication plans and strategies promoting CSRD initiatives.
- Develop promotional and informational materials such as brochures, flyers, media releases, website campaigns, and newsletters.
- Responsible for developing website pages, advertisement campaigns for newsprint and radio, and writing and issuing press releases and e-blasts.
- Preparing reports, presentations, and assisting with the development of procurement documents.
- Management of a large scale composting process, including technical operations, adherence to Ministry of Environment testing criteria, and marketing of finished product.

### **2006-2007 Referral Agent**

#### *Shuswap Children's Association-Child Care Resource and Referral Program*

- Provided support to parents seeking child care in the community, and offer support materials to enrich the parenting experience, as well as support child care providers with supplies, workshops, and referrals.

2000-2001

**Consultant*****Fennell Forest Resources***

- Consultant to Lignum Forest Products Limited as a Forest Renewal BC (FRBC) Project Administrator. The position required management of all FRBC programs, which included project tendering, assigning duties to project coordinators, and budgeting the FRBC funding.

1996-2000

**Project Manager*****Forsite Consultants Ltd.***

- Responsible for the implementation, coordination, and supervision of FRBC funded projects on behalf of Weyerhaeuser Canada (Lumby and Merritt divisions). Included project tendering, contract development and implementation, site inspection, and quality control, as well as budgeting and year end reporting.
- Managed various projects including appraisal and industry outstanding regeneration and free growing surveys, fertilization research projects, and reforestation projects.
- Coordinator for Access Management Plans, and Integrated Watershed Restoration Plans for a variety of Stakeholders.

**Education**

2017-2019

**Public Administration Certificate Program (PADM)**

Enrollment in the Capilano University Local Government Administration Certificate Program.

Completed: PADM 203-Municipal Law in BC

PADM 306-Project Management

Currently enrolled in PADM 202-Local Government Finance in BC (completion March 2019).

2017

**Justice Institute of BC**

Emergency Management of BC-1350: Emergency Operations Centre Applied Training (2017).

Emergency Management-700: Introduction to Emergency Management in BC (2009).

Emergency Management-710/711: Emergency Operations Centre Level 1 and 2 (2009).

1993

**B.A. University of Victoria**

Major in Geography, with a focus on human and cultural geography, with a minor in psychology.

**Certificates**

2016

Workplace Hazardous Materials information System (WHMIS)

Transport of Dangerous Goods (TDG)

2011

Transform Compost Systems-Compost Facility Operators Certificate

**Skills**

Attention to detail

Excellent written and verbal communication skills

Excel at time management, meeting deadlines, and multi-tasking

Skilled at website and social media platform management

Exceptional public speaker



# CITY OF SALMON ARM

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Name Annsofie Haglund Number of years living in Salmon Arm Since last summer, w. th  
Civic address [REDACTED] hopefully you  
Mailing address (if different than above) PO Box 516 Stn. Main, don't see as a  
Salmon Arm, V1E 4N6 negative ☺  
Email address [REDACTED]  
Telephone Home [REDACTED] Work [REDACTED] Cell [REDACTED]  
Occupation Self employed  
Community Affiliations/Memberships Larch Hills Nordic  
Society, Tsuts'weye Women's Entrepreneur  
and Innovation Network.

Reasons for seeking Appointment I am passionate about the natural environment! I have a Degree in Geography (physical geography), and Biology from SFU. Additionally, I have Post Degree courses in Environmental Planning and Management. I have worked for The Ministry of the Environment, Environment Canada and spent many years in private industry (in environmental management). Protecting, maintaining and enhancing the natural spaces is of vital importance to the health and well being of all who share them. Our communities can not thrive without nature.

I, Annsofie Haglund, hereby signify that I am willing to accept an appointment to the Environmental Advisory Committee.

Nov. 15/2019  
Date

A Haglund  
Signature

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# CITY OF SALMON ARM

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Name Kailey Charest Number of years living in Salmon Arm 3.5

Civic address [REDACTED]

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

Email address [REDACTED]

Telephone Home n/a

Work n/a

Cell [REDACTED]

Occupation student / forest technician

Community Affiliations/Memberships I am not a member of any club right now as I have spent the last 5 years at Thompson Rivers University. My degree is in Natural Resource Sciences and has included management courses such as watershed, wildlife, fisheries and range. I have also taken courses in forestry, soils, and conflict management.



Reasons for seeking Appointment I have a passion for the environment and  
I want to have a say in protecting it. I will be settling in  
Salmon Arm for the foreseeable future (3+ years) which  
means I can commit to a 2 year term on the EAC. Prior  
to moving into Salmon Arm, I spent 20 years living in Silver  
Creek. I care deeply about what goes on in our city (I am  
an avid voter) and I care even more about the environment  
we all live in. My degree is in Natural Resource Sciences  
so if this committee 'shoe' doesn't fit, I don't know  
what will.

I, Kailey Charest, hereby signify that I am willing to  
 accept an appointment to the Environmental Advisory Committee.

November 14, 2019  
 Date

K Ch  
 Signature

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

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**Name :** Chélie-Renée Elsom

**Number of years living in Salmon Arm:** 9

**Civic address:** [REDACTED]

**Mailing address (if different than above):** Same as above

**Email address:** [REDACTED]

**Telephone Home:** [REDACTED]

**Work:** [REDACTED]

**Cell:** [REDACTED] Preferred number

**Occupation:** Certified Education Assistant with School District 83

**Community Affiliations/Memberships:** Currently, I am not involved in any community groups, however, I am looking forward to the opportunity to become more involved.

**Reasons for seeking Appointment:** I am currently enrolled at The University of Cambridge in their Business Sustainability Management program and have been a resident of Salmon Arm for nearly ten years.

I have a strong desire to grow and share my knowledge in the area of sustainability, preserving our natural systems, mitigating climate change, and reducing waste.

Over the past three years, my interest in this area has inspired me to take action in the following ways:

- I created Petition 1834, *Environmental Pollution*, calling for a national plastics strategy. It received 9,676 signatures and was presented to the House of Commons on June 5, 2019.
- I started an online blog, *Think Bigger Be Better*, to highlight sustainable and innovative ideas to improve our shared world.
- I registered a business, *Up-A-Tee*, seeking to turn post-consumer textiles into sustainable solutions to replace plastic packaging (still in R&D).
- Most recently, I started a Litter-Less lunch campaign at Shuswap Middle School to reduce our unnecessary waste.

I believe my knowledge around sustainable practices in business paired with my passion for the environment would be an asset on Salmon Arm's Environmental Advisory Committee and would provide a unique perspective. I look forward to collaborating with a team of like-minded individuals to protect, maintain, and enhance our beautiful area while respecting the natural boundaries set by our planet.

I, Chélie-Renée Elsom, hereby signify that I am willing to accept an appointment to the Environmental Advisory Committee.

Date Signature November 19, 2019

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

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# CITY OF SALMON ARM

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Name Julia Beatty Number of years living in Salmon Arm 5

Civic address [REDACTED]

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

Email address [REDACTED]

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

Occupation Biologist (retired status), Agrologist (retired status), QEP.

Community Affiliations/Memberships Horse Council of BC, Dressage BC,

Shuswap Immigrant Services Society, Shuswap Solar Energy Society, Salmon Arm Bay

Nature Enhancement Society, Southern Interior Dressage Association (SIDA).

Professional Memberships: College of Applied Biologists (R.P.Bio., retired),

BC Institute of Agrologists (P.Ag., retired), Qualified Environmental Professional (QEP)

Reasons for seeking Appointment Some time ago I heard about Salmon Arm's Environmental Advisory Committee which immediately sparked my interest. I am a professional biologist and agrologist with over 30 years of experience working for the BC Ministry of Environment's Environmental Protection Division conducting environmental impact assessments. In 2018, I fully retired but wanted to continue to use the experience and knowledge gained through my career to do something positive for the community I now live in. In September 2018, Mayor Cooper invited me to attend the EAC meetings. Since then I have attended all the meetings and volunteered my time to assist the committee with their initiative that resulted in the City declaring a climate emergency and begin working on a comprehensive climate action plan. I hope to continue my volunteer work with the EAC on various environmental issues to ensure our community continues to be one of Canada's finest places to live and visit.

I, Julia Beatty, hereby signify that I am willing to accept an appointment to the Environmental Advisory Committee.

Nov. 20 2019  
Date

  
Signature

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# Julia Beatty

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## Education

**B.SC. | 1981 | UNIVERSITY OF GUELPH** (major in marine biology)

**UNIVERSITY COURSEWORK** | Hydrology 223, Dept. of Earth Sciences, University of Waterloo (2005); Land, Food and Community 250, Dept. of Agricultural Science, UBC (2006); Riparian Area Regulation assessment method certificate course, Vancouver Island University (2017)

## Professional Designations

**REGISTERED PROFESSIONAL BIOLOGIST** | College of Applied Biologists of BC (R.P.Bio. since 1988, retired 2018)

**REGISTERED PROFESSIONAL AGROLOGIST** | British Columbia Institute of Agrologists (P.Ag. since 2006, retired 2018)

**QUALIFIED ENVIRONMENTAL PROFESSIONAL (QEP)** | Riparian Area Regulation assessments (March 2017)

## Skills & Abilities

- Certified QEP under BC's Riparian Areas Reg'n
- Expertise in selenium aquatic toxicology
- EIA program implementation (air, water, biota)
- Professional technical trainer
- Biological monitoring (CaBIN certified)
- Agricultural pollution investigation
- Source water protection and planning
- Develop water quality guidelines and objectives
- Community watershed support and advice
- Project management
- Environmental monitoring audits
- Environmental policy development
- Interpretation of Provincial Regulations (BC)
- Technical meeting facilitation

## MANAGEMENT

- Head of the regional Environmental Quality Section in the Environmental Protection Division, BC Ministry of Environment (MoE) for 16 years.
- Responsible for budgets, hiring, supervising and training staff, and program planning and delivery.

## COMMUNICATION

- Very good written and oral communication skills.
- Numerous presentations at technical symposia, including the Lake Roosevelt Water Quality Council and Lake Roosevelt Forum (1992 - 2008), the Aquatic Toxicity Workshop (1994), the International Dioxin Symposium (1995), and at the CIDA-sponsored international scientific exchange with Russian environmental professionals in Irkutsk RU (1999).
- Facilitated/chaired meetings, government multi-stakeholder groups, including Columbia River transboundary groups.

## LEADERSHIP

- Served as the Environmental Quality Section Head and Assistant Regional Manager for 16 years.
- Served on the Board of Directors for the College of Professional Biologists (then APB), and the Kootenay-Boundary Branch of the British Columbia Institute of Agrologists.

## Experience

### PRINCIPAL | BEATTY ENVIRONMENTAL CONSULTING | SALMON ARM BC | 2013-2018

- Completed final edits on the BC Provincial WQGs for selenium.
- Provided expert advice to MoE and First Nations related to toxicological evaluation and modeling predictions of selenium effects on aquatic life.
- Water quality (chemical, physical, microbiological) data compilation and evaluation to assess water quality objectives (WQOs) attainment for the Peace River (Feb 2015), and Similkameen River.
- Assisted in development of science-based environmental benchmarks for MoE.
- Evaluated adequacy of environmental assessment submitted to MoE from coal mining development proposal.

### WATER QUALITY SCIENCE SPECIALIST | BC MoE | NELSON BC | 2009 - 2013

- Developed and assisted in development of Provincial Water Quality Guidelines (WQGs) including lead author of the updated BC WQGs for selenium.
- Drafted an updated Working Water Quality Guidelines for BC.
- Provided expert advice on aquatic toxicology, water quality, EIAs and WQG interpretation to industry, consultants and regional biologists across BC.



#### ENVIRONMENTAL QUALITY SECTION HEAD | BC MoE | NELSON BC | 2006 – 2009

- Managed and directed activities of the Environmental Quality Section in several BC regional offices over 16 years between 1992 and 2009, supervising as many as 13 staff and related budgets.
- Co-ordinated public consultation activities and liaised with industry, environmental and other interest groups.
- Chaired the Columbia River Integrated Environmental Monitoring Program (CRIEMP), a diverse Canada-US stakeholder committee consisting of federal and provincial agencies, municipalities, industries and special interest organisations. CRIEMP carried out and reported on an aquatic ecosystem monitoring program for the Lower Columbia River.
- Developed and managed regional Forest Renewal BC Water Quality/Quantity Program, including hiring and supervising contracted and ministry implementation staff, liaising with forest partners and procuring equipment.
- Served on many technical and resource management groups on behalf of the regional Environmental Section and/or the Ministry of Environment (e.g., served on Natural Resources Canada's Aquatic Effects Technology Assessment (AETE) technical committee 1994-98, laying the foundation for federal requirements to conduct Environmental Effects Monitoring programs at metal mines in Canada; chaired the water quality sub-committee for the Upper Columbia River Sturgeon Recovery Initiative 2001-03).
- Developed regional positions on resource management issues as part of a provincial team reviewing major project proposals submitted to the Environmental Assessment Office.
- Designed and implemented environmental impact assessment (EIA) projects to evaluate the impacts of proposed and existing waste discharges and emissions to aquatic life, wildlife and vegetation.

#### A/SOURCE WATER PROTECTION HYDROLOGIST | BC MoE | NELSON BC | 2005 – 2006

- Provided source water protection advice to agencies, water purveyors and the public.
- Contributed to a variety of inter-agency watershed management planning processes in the Okanagan and Kootenay regions.

#### ENVIRONMENTAL QUALITY SECTION HEAD | BC MoE | NELSON BC | 1992 – 2005

- See same position above, Sept 2006-July 2009.

#### SENIOR IMPACT ASSESSMENT BIOLOGIST | BC MoE | SMITHERS BC | MAY 1988 – JULY 1992

- Designed and implemented EIA studies to determine the impacts from point and non-point sources from industrial, municipal and agricultural land use activities.
- Evaluated potential impacts of proposed major development projects (mostly mining related).
- Majority of work related to the effects of mining, aluminum smelting and pulp mill effluents and emissions on aquatic life, wildlife and vegetation.

#### PRINCIPAL | BEATTY ENVIRONMENTAL CONSULTING | PENTICTON BC | 1987 – 1988

- Under contract with BC Provincial Ministries of Environment and Forests, conducted a variety of services including water quality data assessment, provided advice on potential fish and wildlife impacts related to pesticide use, developed timber harvesting guidelines for lakeshore zones, established and monitored vegetation plots to track herbicide treatment efficacy.

#### PESTICIDE BIOLOGIST | BC MoE | VICTORIA BC | 1986 – 1987

- One year secondment as Fish and Wildlife Branch representative on the multi-agency BC Pesticide Control Committee (BCPCC), handling approximately 670 referrals for pesticide use, most of which were related to forestry uses.
- Co-ordinated regional input and developed Ministry's permit conditions for pesticide use to mitigate impacts on fish and wildlife resources.

#### IMPACT ASSESSMENT BIOLOGIST | BC MoE | PENTICTON BC | 1985 – 1986

- Designed, implemented and reported on EIA projects to evaluate impacts to aquatic, terrestrial and plant life from a variety of industrial, municipal and agricultural land use activities.
- Carried out the regional ambient air quality monitoring program and assisted with data assessment.
- Investigated pollution complaints related to dairy, beef and hog farms, fruit tree farming and fruit processing plants in the Okanagan to assess environmental impact and compliance with existing legislation.

#### ENVIRONMENTAL ASSESSMENT TECHNICIAN | BC MoE | SURREY BC | 1982 – 1985

- Carried out and reported on EIA projects to document and assess environmental impacts sources from land use activities, including industrial, municipal and agricultural discharges.
- Investigated agricultural pollution complaints to assess environmental impact and compliance with existing legislation.
- Consulted with agricultural producer groups in the Lower Mainland, including mushroom, dairy and hog farms and abattoirs, to implement best management practices aimed at mitigating environmental impacts.
- Assisted with data assessment and reporting.

#### REFERENCES PROVIDED UPON REQUEST



# CITY OF SALMON ARM

## Application for Appointment to the Environmental Advisory Committee

The City of Salmon Arm is seeking applications for Citizens at Large to become members of the Environmental Advisory Committee. The purpose of the Committee is to act as an advisory body and resource group to City Council and Administration regarding ways to protect, maintain and enhance the natural environment in accordance with the provisions of the Environmental section of the Official Community Plan.

In order to assist the City Council in the selection and appointment of the Committee membership, prospective members are requested to forward a completed application form to City Hall by November 15, 2019 at 4:00 p.m. Applications can be mailed to Box 40, Salmon Arm, BC, V1E 4N2, faxed to 250-803-4042, sent by email to [ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca) or dropped off at City Hall, 500 - 2 Avenue NE.

Name Sherry Bowlby Number of years living in Salmon Arm approx 30

Civic address [REDACTED]

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

Email address [REDACTED]

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

Occupation \_\_\_\_\_

Community Affiliations/Memberships Shuswap Theatre, SALMON ARM COMM. ASSOC,  
5th Avenue SRS, Shuswap lady striders, Shuswap  
Naturalists, Shuswap Film Society, Wetland Keepers

Reasons for seeking Appointment I have a continuing interest and concern for our degrading environment and would like to continue as a committee member to learn what I can, and to exercise what little influence I can on the ways our city can address some of the problems we face.

Although I am wanting to be reappointed to the committee, if there are applicants with more relevant background, or more ability to influence political action, I would encourage you to appoint them at my expense.

I, Sherry Bowlby, hereby signify that I am willing to accept an appointment to the Environmental Advisory Committee.

17 Nov 2019  
Date

Sherry Bowlby  
Signature

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

In order to be considered, this application must be returned to City Hall prior to 4:00 p.m. on November 22, 2019.

# CITY OF SALMON ARM

## Application for Appointment to the Environmental Advisory Committee

The City of Salmon Arm is seeking applications for Citizens at Large to become members of the Environmental Advisory Committee. The purpose of the Committee is to act as an advisory body and resource group to City Council and Administration regarding ways to protect, maintain and enhance the natural environment in accordance with the provisions of the Environmental section of the Official Community Plan.

In order to assist the City Council in the selection and appointment of the Committee membership, prospective members are requested to forward a completed application form to City Hall by November 22, 2019 at 4:00 p.m. Applications can be mailed to Box 40, Salmon Arm, BC, V1E 4N2, faxed to 250-803-4042, sent by email to [ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca) or dropped off at City Hall, 500 - 2 Avenue NE.

Name Kevin Gooden Number of years living in Salmon Arm 28 (total)

Civic address [REDACTED]

Mailing address (if different than above) [REDACTED]

Email address [REDACTED]

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

Occupation CNS Manager, NAV CANADA Vancouver Remote Sites

Community Affiliations/Memberships New member of the Shuswap Trails Alliance  
and Larch Hills Nordic Society. I have been a member of the Okanagan College Electronic  
Engineering Technology Program's Advisory Committee for 4 years and am  
presently the co-chair.

Reasons for seeking Appointment Both my wife and I were born in Salmon Arm in the 1960's and grew up here. We moved away in the early 1990's for career opportunities not available to us here. While away, both in my 15 years at BC Hydro, and in the 8 years with my present employer NAV CANADA, I have been a manager responsible for a large number of equipment sites, and environmental responsibilities have been one aspect of my portfolio. For example, one site I presently have is on Mt Tuam on Saltspring Island, and is in an ecologically sensitive area, so I support and participate in a special management area resource team comprised of many stakeholders. When I retire next year I would like to continue to provide public service, and as the environment is very important to me, this looks like it would be a great fit, back in our beautiful home!

I, Kevin Gooden, hereby signify that I am willing to accept an appointment to the Environmental Advisory Committee.

2019-11-22

Date

  
Signature

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

In order to be considered, this application must be returned to City Hall prior to 4:00 p.m. on November 22, 2019.

# Kevin Gooden

---

## Experience

Jan 2015 – Present      NAV CANADA      Location: Kelowna

**CNS Manager, Remote Sites** (Vancouver Island, South & Central Interior, and Northwest)

- Responsible for dozens of equipment sites province-wide that supply critical navigation and communications to aircraft. Many of these sites are located in sensitive areas requiring ongoing awareness and care of environmental considerations and regulations.
- Coordinating decommissioning of some navigational aid sites, with special care being taken with respect to diesel fuel systems for generators.
- Winner of 2018 President's Award for work on Williams Lake Wildfire response team.
- Worked with YVR airport Wildlife Management department to test new avian radar, allowing better management of birds on Vancouver airport lands.
- Planned and scheduled province-wide deployment of new trace machines for Revenue Services department and CATSA screening authority.
- Led development of new electronic interactive pdf check sheets now being used by CATSA Technologists across Canada.
- Winner of 2017 Chairman's Award for Employee Excellence (People), after scoring 100% on 2016 Employee Engagement survey.
- Ongoing work with Mt Tuam Special Management Area Resource Team, comprised of numerous stakeholders, ensuring protection of sensitive ecological area on Saltspring Island.
- Worked with BC Wildfire Service to have Vancouver FIR remote equipment locations mapped, leading to better ability to protect our sites from wildfire. This initiative was recognized by a Senior Vice President as one of the highlights from his national tour.
- Member of the Okanagan College Program Advisory Committee for their Electronics Engineering Technology Program.

**Experience**  
 (continued)

2011-2014      NAV CANADA      Terrace

**CNS Team Supervisor**

- Completed initial training in fastest possible time and was one of the fastest promotions to Team Supervisor in company history.
- Nominated for Chairman's Award for Customer Service.

2009-2011      self-employed      Terrace

- Photography sales online and an electronics training website online.

1993-2009      BC Hydro      various locations around BC

- Completed four year apprenticeship 6 months early.
- Promoted to manager in 2001.
- Dealt with numerous environmental requirements, which were especially stringent at dams and generating stations.

1990-1993      Newnes Automation &amp; Newnes Machine      Salmon Arm

- Solved numerous technical problems, improving efficiency.
- Promoted to Engineering department in 1992.
- Coordinated first CSA certification of a scanner optimizer.
- Solved a design problem that saved the company \$1 million/year in parts costs.

**Education**

2011 - 2018      NAV CANADA      various locations

- Numerous internal technical and leadership courses

1993 - 2008      BC Hydro      various locations

- Coaching for Commitment
- Leading for Results (Knightsbridge)
- Business Leadership Development Program
- Project Management
- Conflict Resolution (Justice Institute of BC)
- Negotiation Skills (Justice Institute of BC)
- Overcoming Workplace Negativity (Skill Path)

1987-1990      Okanagan University College      Kelowna, BC

- Electronic Engineering Technology Program
  - *Graduated with distinction (overall average B+ or better)*
  - Recognized with BC Tel Award and William Arthur Bursary

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Item 8.2

## CITY OF SALMON ARM

Date: December 9, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council extend the Janitorial Services Contract for City Hall/ Court House Facility to Salmon Arm Janitorial Ltd. at the quoted price of \$47,124.00 plus taxes as applicable, for the period of January 1, 2020 to December 31, 2020 and authorize the Mayor and Corporate Officer to execute the contract for same with the option to renew for an additional one (1) year term.

### **Vote Record**

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

Opposed:

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



# CITY OF SALMON ARM

---

TO: Mayor Harrison & Members of Council  
 DATE: November 28, 2019  
 FROM: Erin Jackson, Director of Corporate Services  
 PREPARED BY: Caylee Simmons, Executive Assistant  
 SUBJECT: Janitorial Services Contract Renewal for City Hall/Court House Facility

---

## MOTION FOR CONSIDERATION:

THAT: Council extend the Janitorial Services Contract for City Hall/Court House Facility to Salmon Arm Janitorial Ltd. at the quoted price of \$47,124.00 plus taxes as applicable, for the period of January 1, 2020 to December 31, 2020 and authorize the Mayor and Corporate Officer to execute the contract for same with the option to renew for an additional one (1) year term.

---

## BACKGROUND:

The current janitorial contract for the City Hall/Court House Facility expires December 31, 2019.

The City entered in to a three (3) year contract with Salmon Arm Janitorial Ltd. in January 2017 for janitorial services for City Hall and the Court House Facility with the option to renew for an additional two (2) years. During the term of the contract the City has been satisfied with the services provided.

Staff negotiated with Salmon Arm Janitorial Ltd. and have agreed on a two percent increase from the 2019 rates for an additional one (1) year term. The total increase of \$924.00 can be accommodated within the 2020 budget.



Erin Jackson  
 Director of Corporate Services

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

Item 8.3

## CITY OF SALMON ARM

Date: December 9, 2019

Moved: Councillor

Seconded: Councillor

THAT: the Mayor and Corporate Officer be authorized to execute a contract extension with East West Transportation (2000) Corp. for Airport Management and Maintenance Services for a two (2) year term commencing January 1, 2020 for an annual amount of \$124,082.00 (2020) and \$125,944.00 (2021) plus applicable taxes.

### Vote Record

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

Opposed:

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



File: 8400-58

TO: His Worship Mayor Harrison and Members of Council  
 FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
 DATE: November 18, 2019  
 SUBJECT: **SHUSWAP REGIONAL AIRPORT MANAGEMENT AND MAINTENANCE SERVICES CONTRACT EXTENSION**

#### RECOMMENDATION:

**THAT:** Mayor and Corporate Officer be authorized to execute a contract extension with East West Transportation (2000) Corp. for Airport Management and Maintenance Services for a two (2) year term commencing January 1, 2020 for an annual amount of \$124,082.00 (2020) and \$125,944.00 (2021) plus applicable taxes.

#### BACKGROUND:

In 2017, Request For Proposal (RFP) was issued seeking the services of a qualified contractor to provide the City with the Airport Management and Maintenance Services for the Shuswap Regional Airport (Salmon Arm). The wording of the Request for Proposal (RFP) was for an initial three years term (2017-2019) with an optional two-year extension (2020 & 2021). Unfortunately, there was an oversight in the preparation of the original Contract document and it did not include the wording for the extension. Staff are recommending that the optional two-year extension be executed under the agreed upon terms and payments.

East West Transportation (2000) Corp. currently leases property at the Shuswap Regional Airport (Salmon Arm) and owns a hangar operating a helicopter business serving the forestry, construction and fire fighting services in the southern interior. East West Transportation (2000) Corp. has successfully managed the Airport contract since April 2012.

Respectfully submitted,

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

Robert Niewenhuizen  
 Director of Engineering and Public Works

cc Tracy Tulak, Chief Financial Officer  
 Erin Jackson, Director of Corporate Services

Item 8.4

## CITY OF SALMON ARM

Date: December 9, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council authorize submission of a grant application under the British Columbia Air Access Program (BCAAP) 2020 – 2021 Intake, for the Shuswap Regional Airport Runway 14-32 Paving Project, estimated cost \$1,500,000.00 plus taxes.

### Vote Record

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

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





File 2020-99

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

DATE: December 2, 2019

SUBJECT: **BRITISH COLUMBIA AIR ACCESS PROGRAM 2020-2021 INTAKE**

### STAFF RECOMMENDATION

**THAT:** Council authorize submission of a grant application under the British Columbia Air Access Program (BCAAP) 2020-2021 Intake, for the Shuswap Regional Airport Runway 14-32 Paving Project, estimated cost \$ 1,500,000 plus taxes.

### BACKGROUND

Air Access Program (BCAAP) provides capital funding to assist B.C. airports with improvements to their infrastructure. Through this cost-sharing program, airports can invest in safety and infrastructure enhancements that help strengthen local, regional and provincial economies.

There is no limit on the number of applications for a facility and the BCAAP grant can fund up to 75% of eligible project costs for airside project and other core aviation infrastructure.

On November 25<sup>th</sup>, the Ministry of Transportation and Infrastructure announced BCAAP 2020-2021 intake with the deadline for application on **January 13, 2020**. All applications for funding require a resolution of Council supporting the application.

In January of this year, the City submitted an application to BCAAP under the 2019 intake for the paving of Runway 14-32. The Shuswap Regional Airport Commission provided their support for the project with funding to come from the Airport Taxiway Runway Reserve in the amount of \$300,000.00 and the Airport Fuel System Reserve in the amount of \$75,000.00. On June 6<sup>th</sup>, we received notification that we were un-successful due to the high volume of applications.

Runway 14-32 at the Shuswap Regional Airport is 1,299 m (4,260 ft) long and 23 m (75 ft) wide. From our records it appears it was last paved in 1981 and is in need of resurfacing. This grant will provide an opportunity to rehabilitate the runway surface, the extent of works being proposed would include pulverizing, grading, compacting and repaving approximately 30,000 m<sup>2</sup> of asphalt.

The City is investing a large amount of capital in the airport over the next few years through Taxiway Charlie construction and tree clearing and the runway paving cannot be delayed much longer without operational consequences.

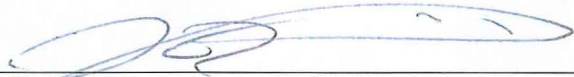
**BRITISH COLUMBIA AIR ACCESS PROGRAM 2020-2021 INTAKE**Page 2

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A pavement rehabilitation study was commissioned in 2008, with recommendations that included 3 options (*1 maintenance and 2 major pavement rehabilitation*). Option 1 was considered maintenance and noted as being viable for the next 3-5 years until such a time as major rehabilitation can occur. Options 2 & 3 were for complete asphalt resurfacing with the later including an increased structure if there was a desire to increase the strength of the runway for heavier aircraft.

Staff request that Council authorize submission of the grant application under the BCAAP for the Shuswap Regional Airport Runway Paving project, estimated cost \$ 1,500,000 plus taxes.

Respectfully submitted,



Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

cc Tracy Tulak, CFO

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**Runway 14-32**

Length: 1,299 m

Width: 23 m

Area: 33,040 m<sup>2</sup>



Item 8.5

## CITY OF SALMON ARM

Date: December 9, 2019

Moved: Councillor

Seconded: Councillor

THAT: the Mayor and Corporate Office be authorized to execute the Fire Dispatch Agreement with the Columbia Shuswap Regional District for a term of five (5) years commencing January 1, 2020 to December 31, 2024.

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

---

TO: Mayor Harrison & Members of Council  
 DATE: December 2, 2019  
 FROM: Erin Jackson, Director of Corporate Services  
 SUBJECT: Fire Dispatch Agreement

---

## MOTION FOR CONSIDERATION:

THAT: the Mayor and Corporate Officer be authorized to execute the Fire Dispatch Agreement with the Columbia Shuswap Regional District for a term of five (5) years commencing January 1, 2020 to December 31, 2024.

---

## BACKGROUND:

In early 2007, the City of Salmon Arm undertook a preliminary study of its Fire Dispatching Centre infrastructure and determined that in order to complete the necessary upgrading the City would face a significant expense. Following discussions with the Columbia Shuswap Regional District (CSRD), it was agreed that the Regional District would take a closer look at the options, one of which was to investigate alternative dispatch providers.

In May 2010, the CSRD entered into an agreement with the City of Surrey to provide fire dispatch services for the Regional District's volunteer fire departments, its member municipalities and the Townsite of Field.

Simultaneously, the City entered into a Fire Dispatch Agreement with the CSRD that spelled out the roles and responsibilities of the City under this master agreement, including the City's portion of the Annual Dispatch Fees, which have been as follows:

- May 1, 2010 to December 31, 2010      \$11,097.00
- January 1, 2011 to December 31, 2011      \$17,086.00
- January 1, 2012 to December 31, 2012      \$17,488.00
- January 1, 2013 to December 31, 2013      \$17,925.00
- January 1, 2014 to December 31, 2014      \$18,373.00
- January 1, 2015 to December 31, 2015      \$19,145.00

- January 1, 2016 to December 31, 2016 \$19,700.00
- January 1, 2017 to December 31, 2017 \$20,272.00
- January 1, 2018 to December 31, 2018 \$20,859.00
- January 1, 2019 to December 31, 2019 \$21,464.00

The CSRD has renewed the agreement for a further five (5) year term and has provided a renewal agreement to the City for execution by the Mayor and Corporate Officer. Staff have been advised that the annual costs for dispatching service for the entire CSRD have increased by approximately 26% overall, as a result of increased call volume since the last agreement was endorsed in 2014. Additionally, an annual increase of 3% (to reflect labour and equipment costs) is built into the new pricing.

The City of Surrey has also proposed rate bands for call volume, with 10% future call volume increases per band; which is necessary to address escalation in agency call volume increases over the term of the agreement. If overall call volumes exceed the prescribed rate bands, rates will increase accordingly. Over the past five years, however, the entire CSRD exceeded the lowest threshold call volume band only once, during 2017, which was an extraordinary year for flooding and fire events for most of the Province.

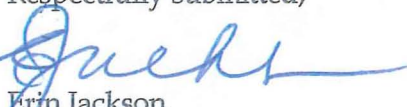
An annual report, which summarizes the City's call volumes in 2018, is attached as Appendix A. This information will be provided to the City on an annual basis moving forward, which will be necessary in order to determine whether the call volume threshold has been exceeded and whether there will be any resulting increase in charges.

Based on these new calculations, the City's portion will reflect an increase of approximately 8% in the first year, 10% in the second year and 5% thereafter:

- January 1, 2020 to December 31, 2020 \$23,197.00
- January 1, 2021 to December 31, 2021 \$25,685.00
- January 1, 2022 to December 31, 2022 \$27,117.00
- January 1, 2023 to December 31, 2023 \$28,628.00
- January 1, 2024 to December 31, 2024 \$30,224.00

The City pays roughly 34% of the total cost of the contracted services, which was originally calculated based on each participant's assessed value of improvements. Despite what appears to be a significant increase, the yearly rates are a fraction of the cost of operating a Fire Dispatch Centre locally and there are no concerns with the service that the City of Surrey is providing.

Respectfully submitted,



Erin Jackson  
Director of Corporate Services

cc: B. Shirley, Fire Chief  
T. Tulak, Acting Chief Financial Officer



# 2018

## Surrey Fire Services Dispatch Annual Report for Salmon Arm Fire Department



This following report is a detailed account of FDM CAD and RMS statistical data for review, Dispatch performance standards, Dispatch service equipment upgrades, as well as systems availability during the year.





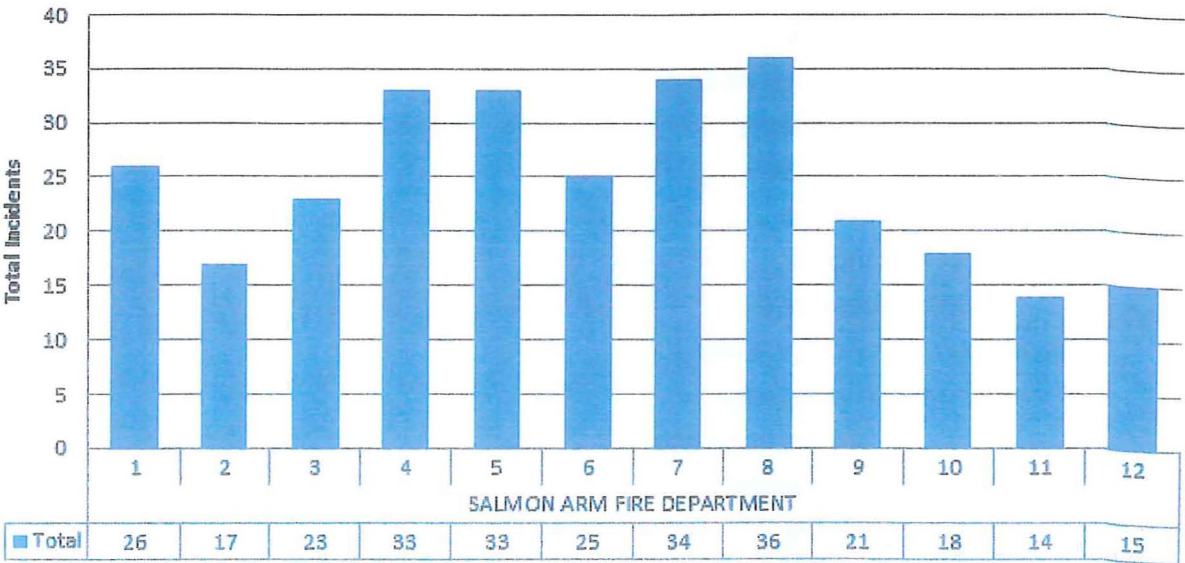
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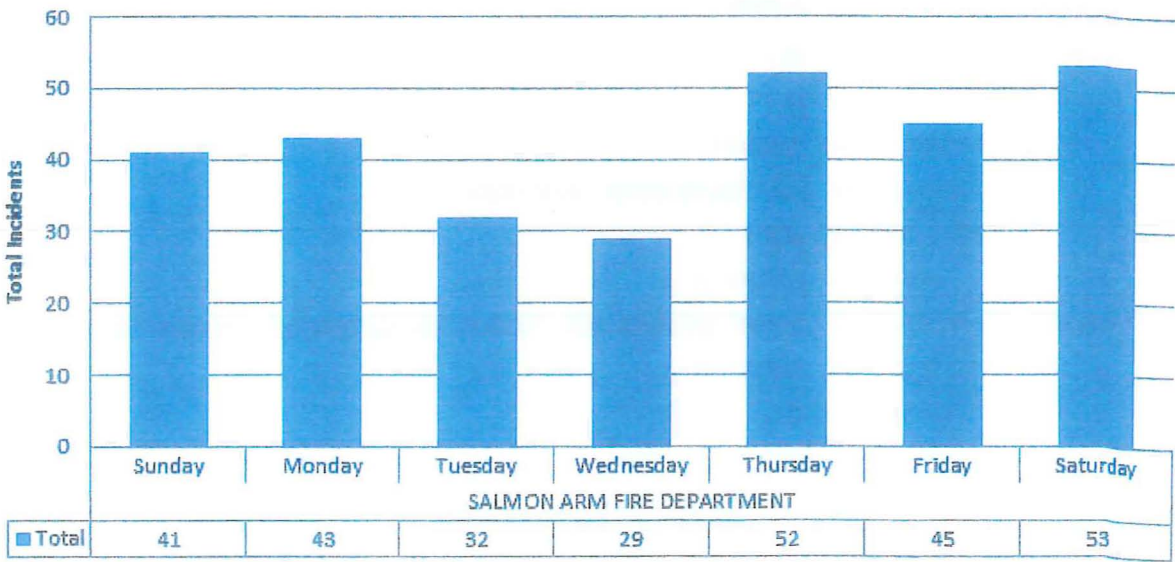


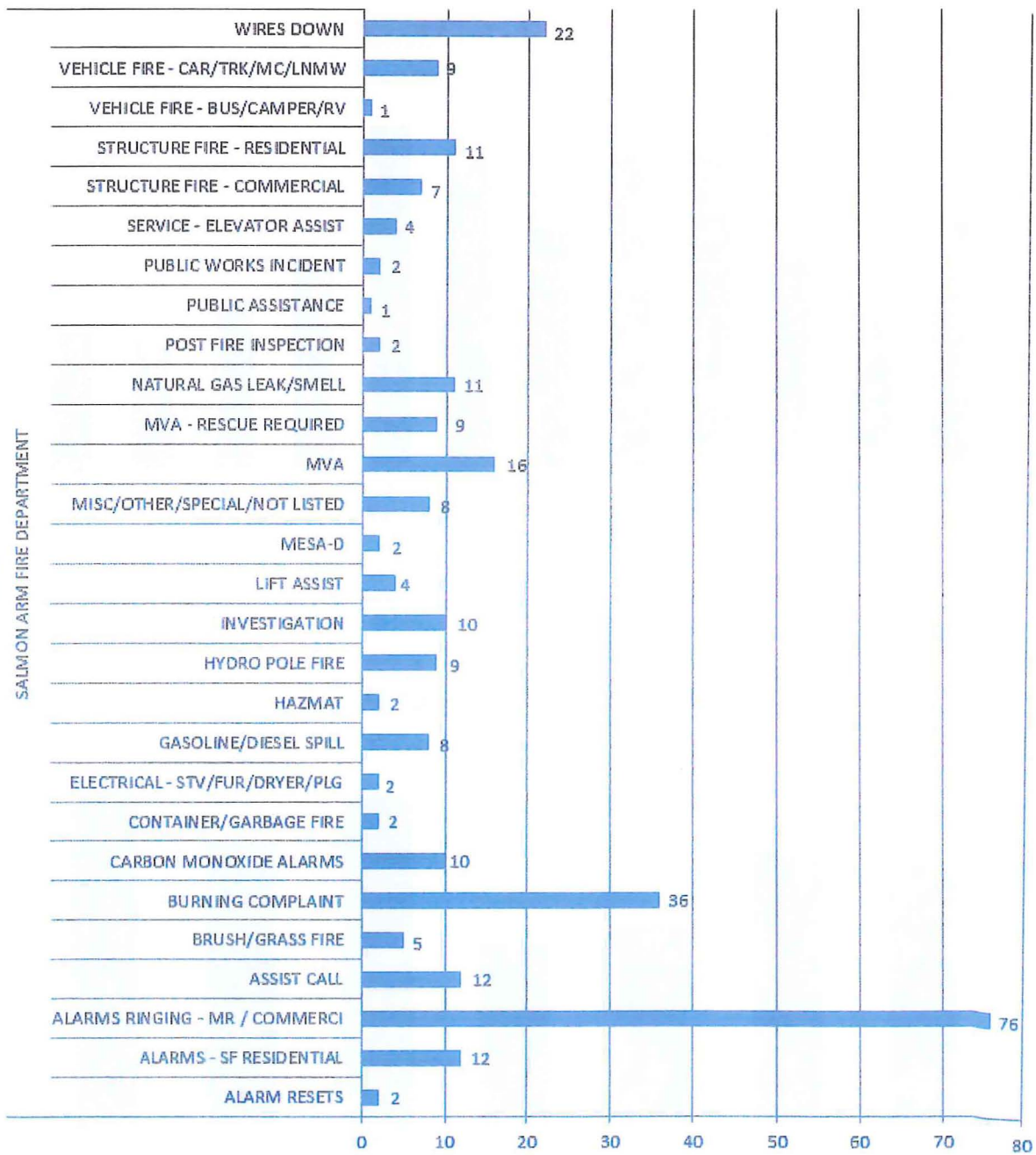
Salmon Arm Fire Department Incident Statistics

Salmon Arm Incidents by Month: 295



Salmon Arm Incidents by Day of Week: 295



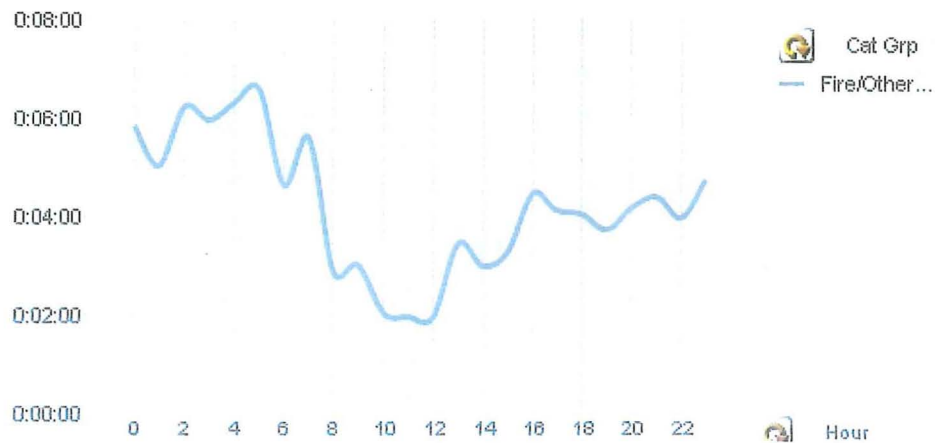
**Salmon Arm Incidents by Type: 295**

## Salmon Arm Fire Department Turnout Times

### Average Turnout and Travel Times to Emergency Incidents

Turnout  
03:54

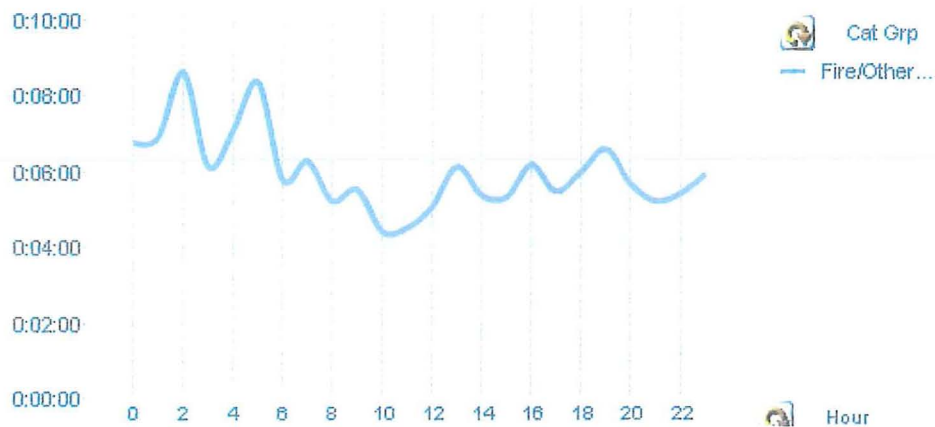
Travel  
03:10



### 90<sup>th</sup> % Turnout and Travel Times to Emergency Incidents

Turnout  
06:04

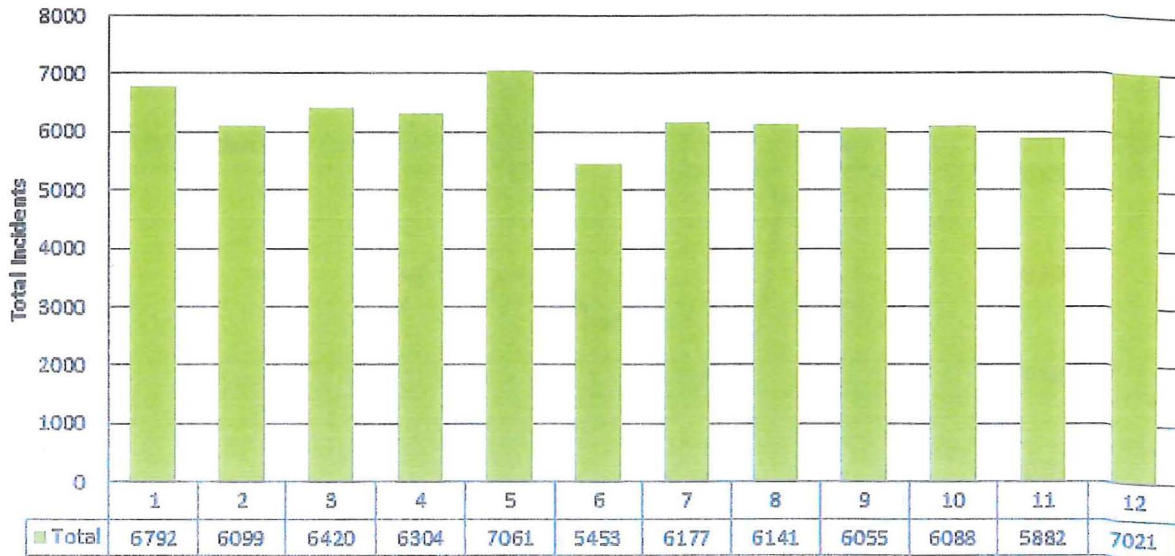
Travel  
06:13



## Surrey Regional Dispatch Total Incident Statistics

(Including Fire, Medical, Rescue, Public Assist, Public Works, Bylaws)

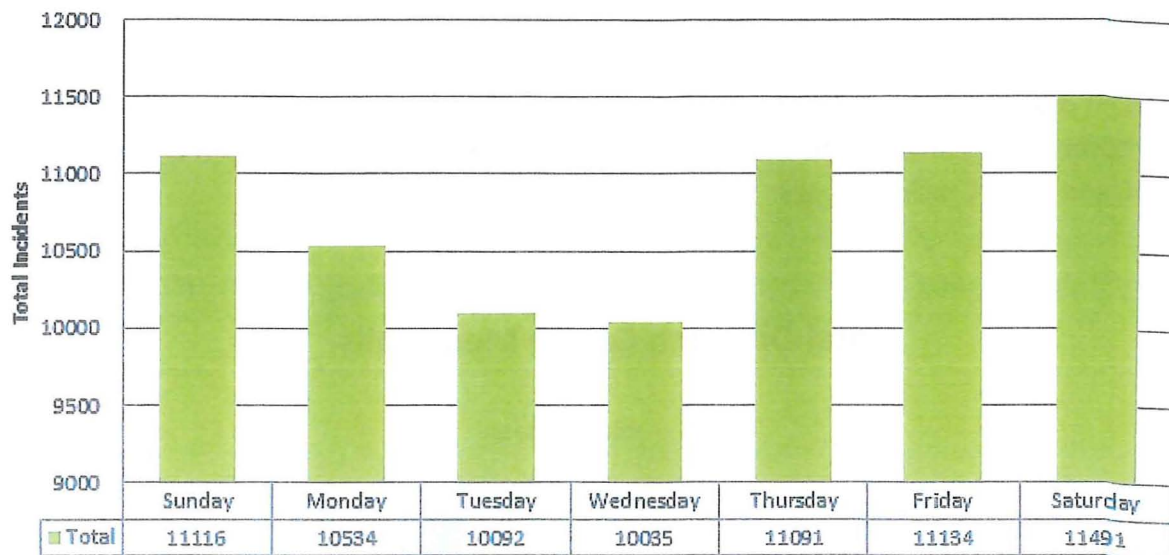
### 2018 Total Incidents by Month: 75,493



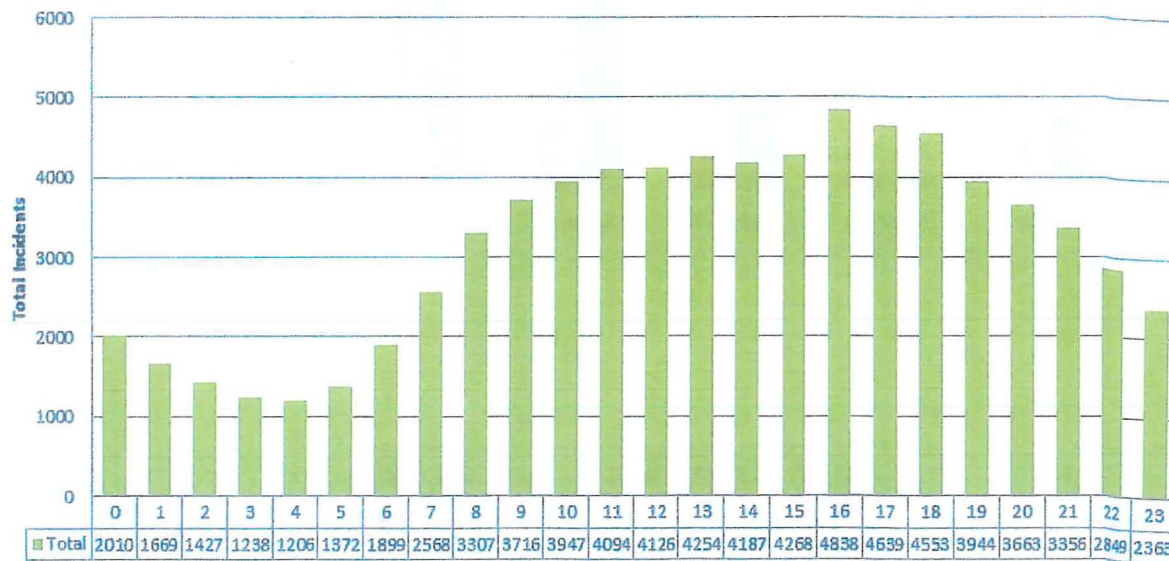
**Note:** Not included in the above total are **3,533** transferred incidents, that were created for tracking purposes, where calls were either misdirected from other PSAPs (ie Ecomm, Westshore PD, Victoria PD) or BCAS, or where calls were received in the centre from the public that were intended for other outside agencies (ie police, forestry, BCAS).



### 2018 Total Incidents by Day of Week: 75,493



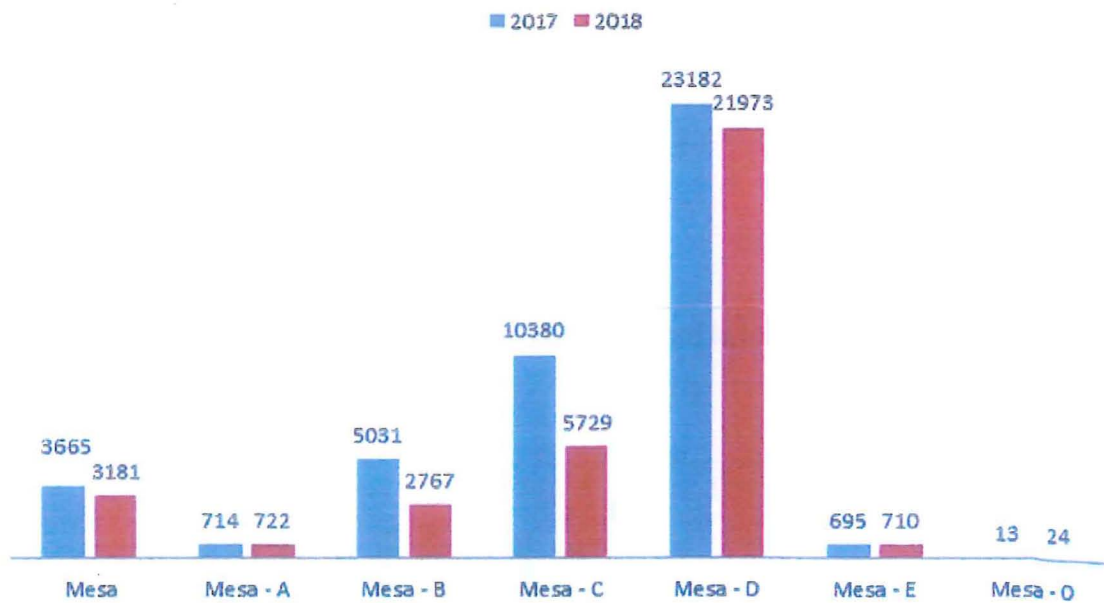
### 2018 Total Incidents by Hour of Day: 75,493



## Total Centre Call Volume Decrease from 2017

When comparing the total mesa call incident data from 2017 (84,358) to 2018 (74,493), the significant drop in call volume (8,865) is primarily due to the BC EHS Clinical Response Model Changeover that occurred at the end of May 2018. The largest decrease occurred with the Mesa-B and Mesa-C incident types.

### Total Dispatch Centre Mesa Calls

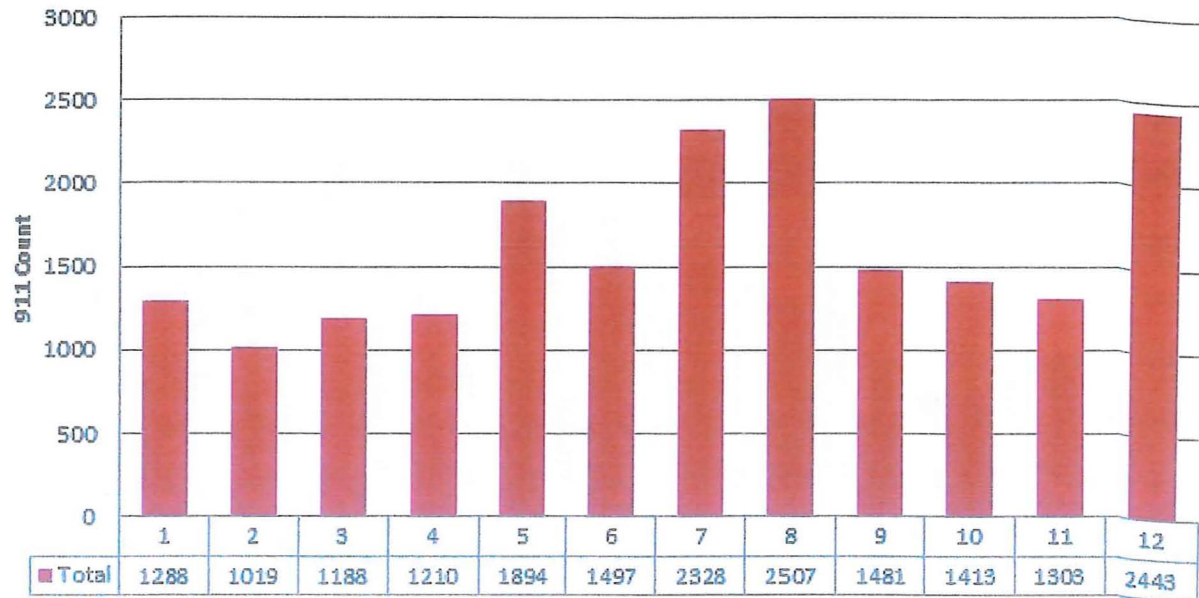


2017 Mesa Calls	43,680
2018 Mesa Calls	35,106
Decrease	8,574
Decrease in %	-19.62%

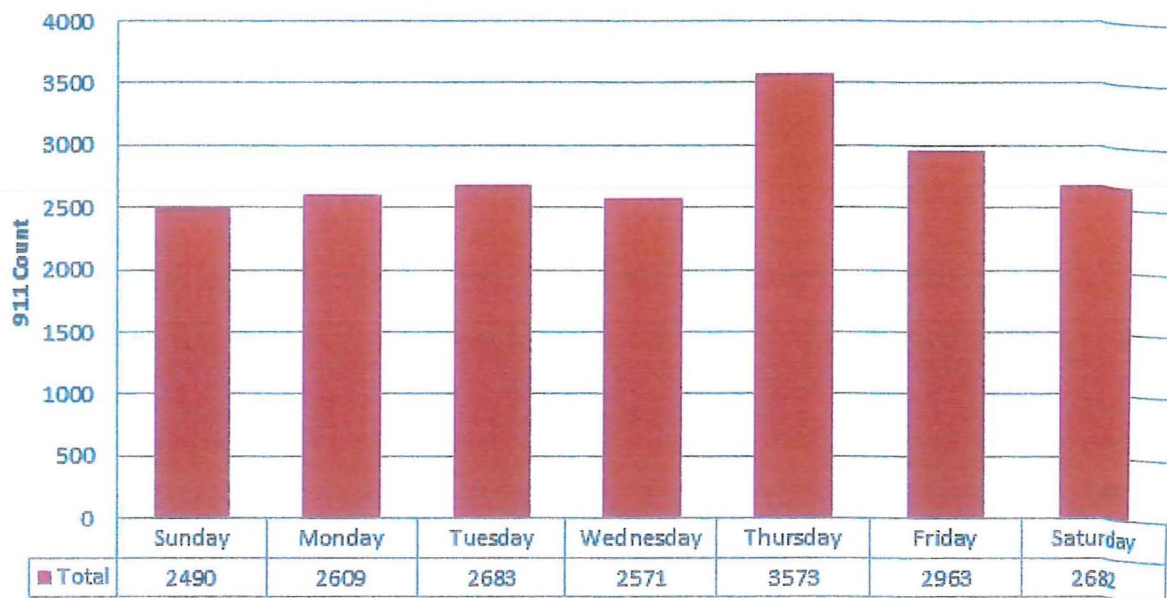


## 911 Calls Answered by Centre

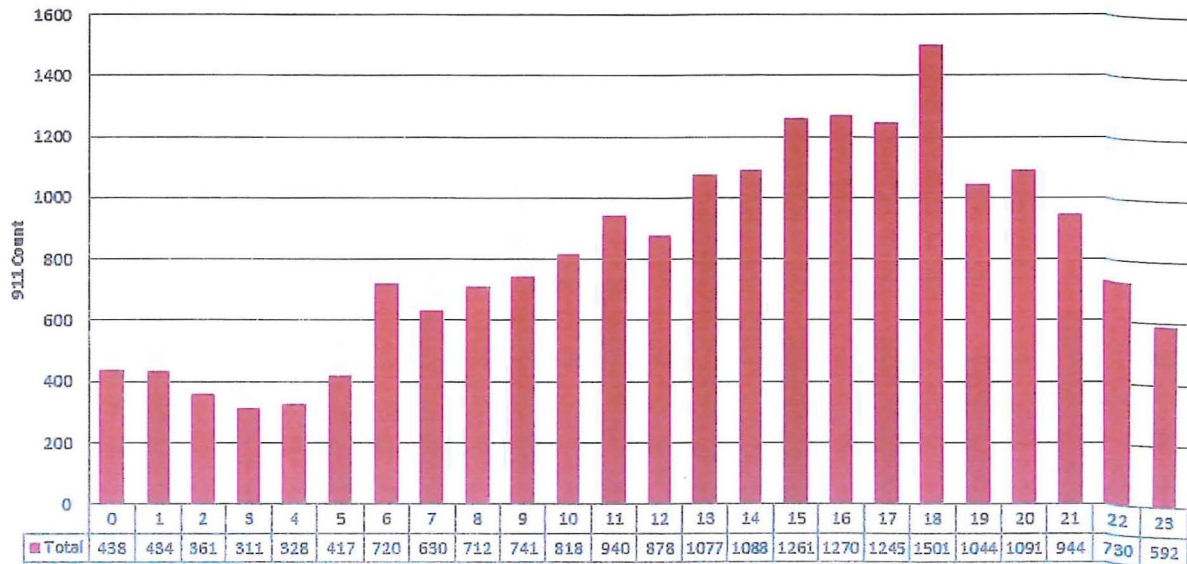
### 911 Calls Answered by Month: 19,571



### 911 Calls Answered by Day of Week: 19,571



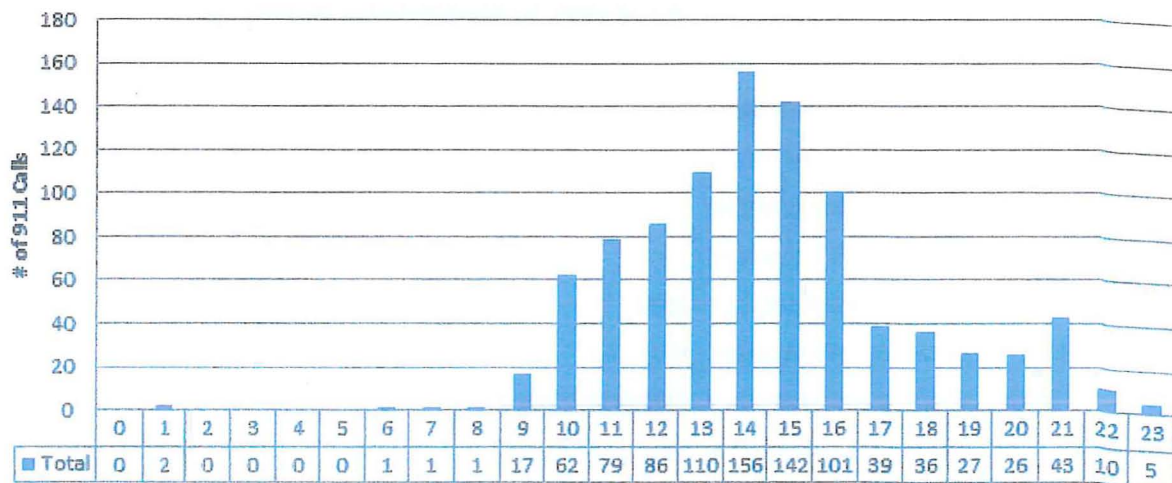
911 Calls Answered by Hour of Day: 19,571



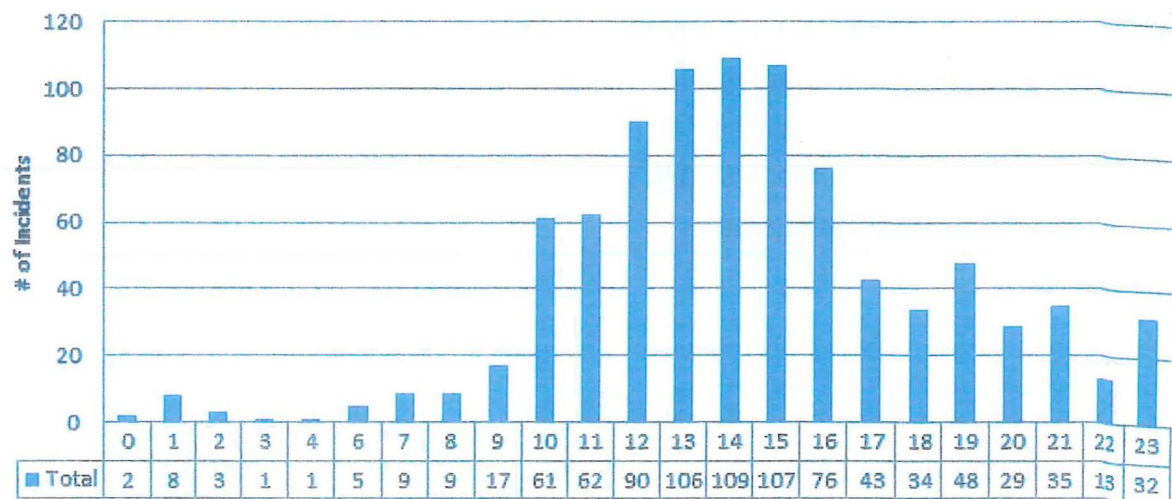
## December 20<sup>th</sup> Wind Storm

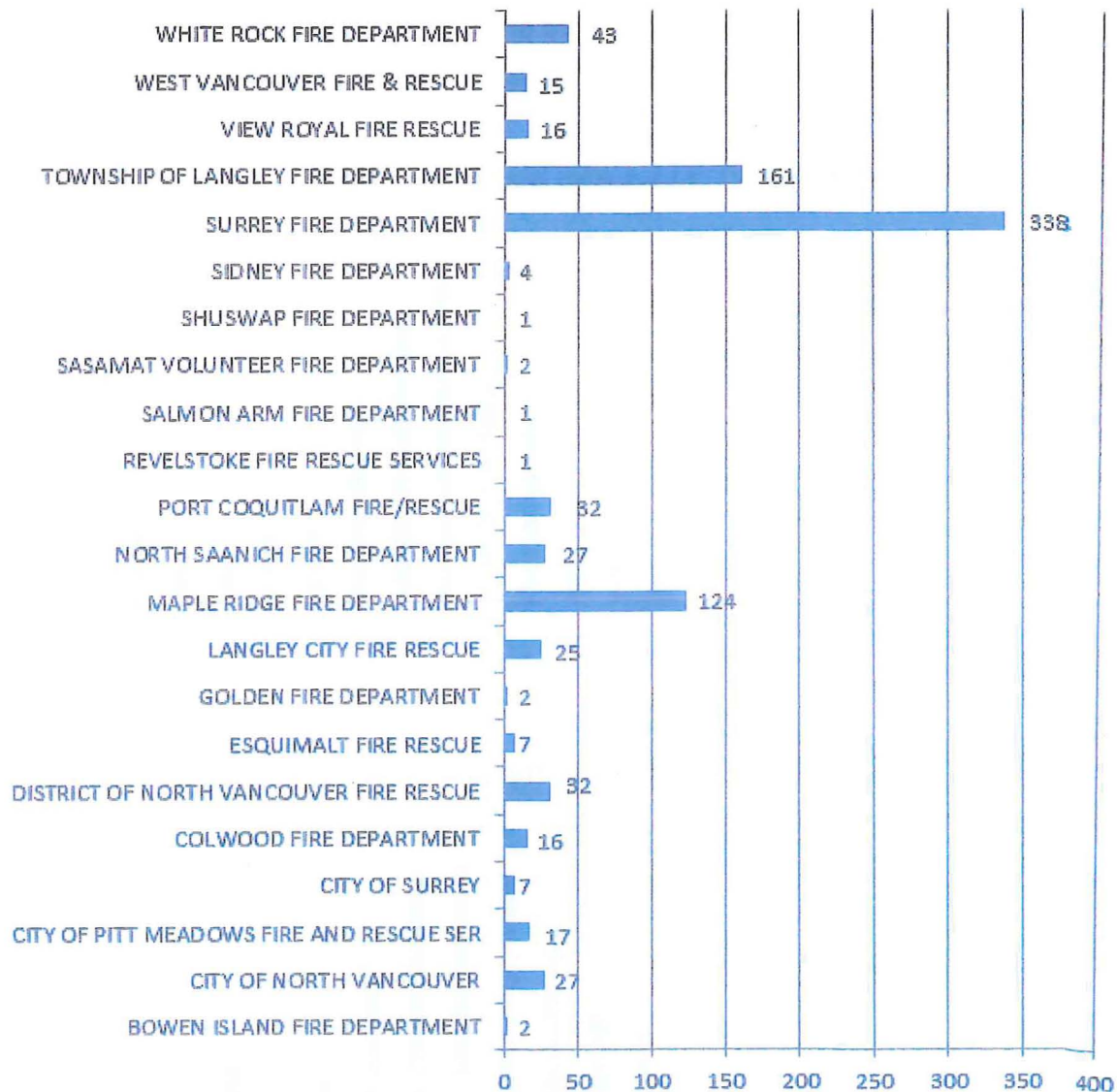
On December 20<sup>th</sup> at approximately 10:00, Vancouver Island and the Lower Mainland were hit with an intense wind storm, with reports of gusting winds 90+ km per hour lasting for several hours into the evening. Our enhanced reader board provided us great insight to the 911 queue and allowed us to dynamically shift resources between dispatch and call taking responsibilities.

### Dec 20th 911 Calls by Hour: 944

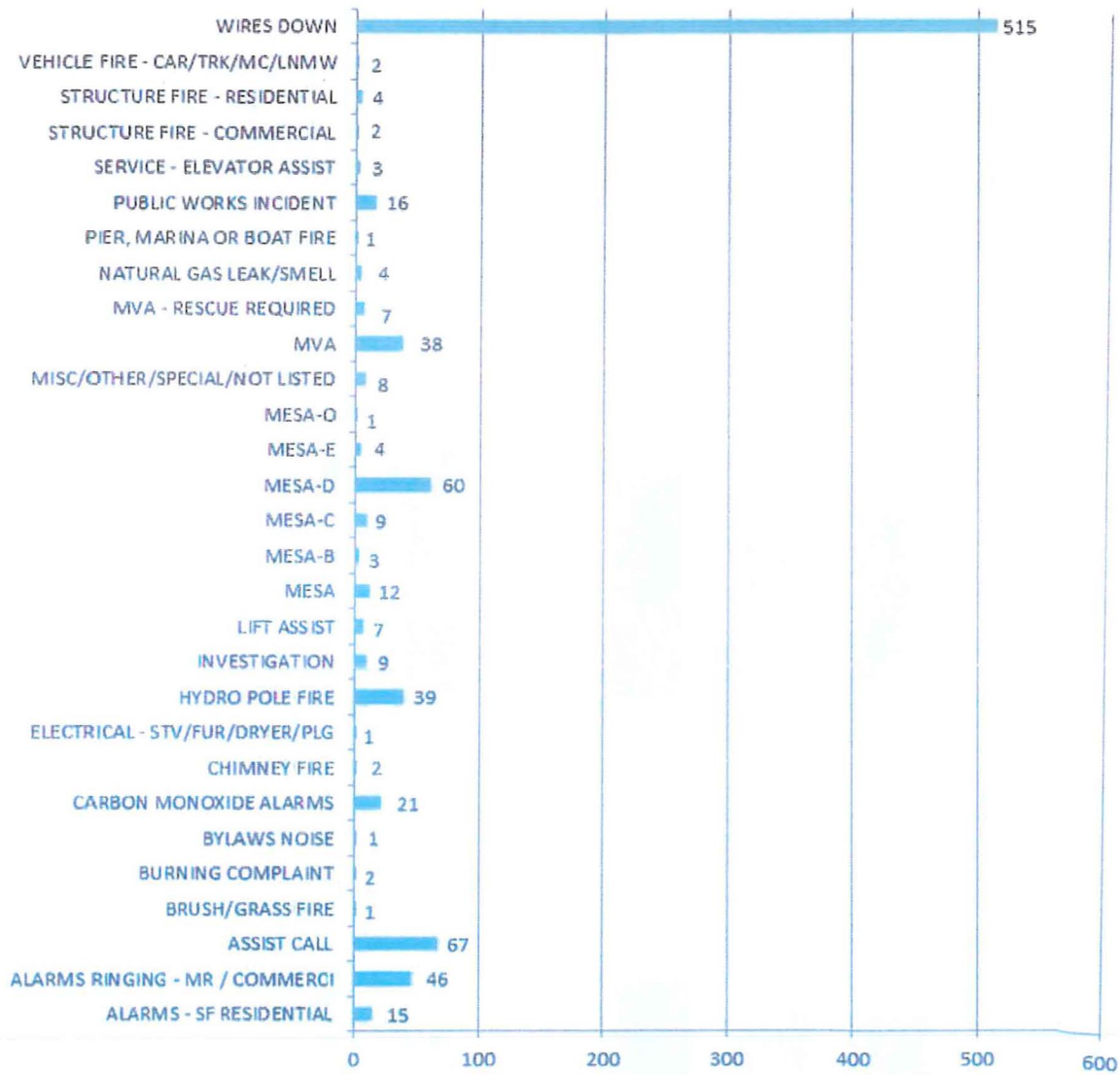


### Dec 20th Incidents by Hour: 900



**Dec 20th Incidents by Department: 900**



**Dec 20<sup>th</sup> Incidents by Incident Type: 900**

**Note:** Not included in the above incident totals are 72 transferred incidents, that were created for tracking purposes, where calls were either misdirected from other PSAPs (ie Ecomm, Westshore PD, Victoria PD) or where calls were received in the centre from the public that were intended for other outside agencies (ie police, forestry, BCAS).



## Dispatch Performance

Surrey Fire Dispatchers are committed to providing service excellence in call handling and dispatching of emergency incidents.

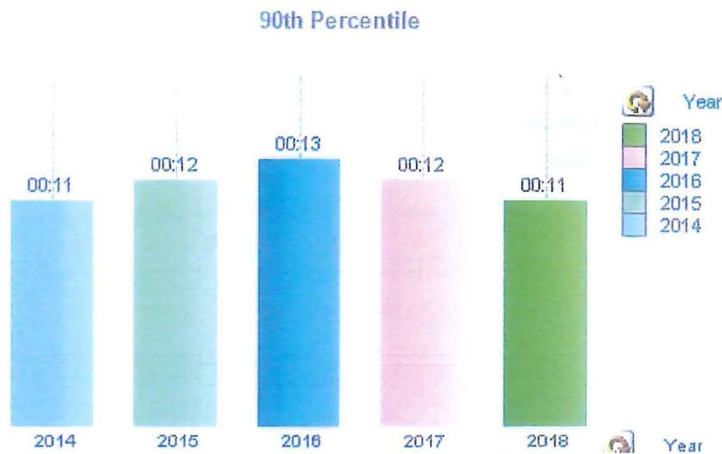
Our performance statistics for the past 5 years are provided below. Surrey Fire Dispatch continually meets and exceeds the NFPA 1221 standard year after year.

**Standard is NFPA 1221 – 2016: Emergency call processing 64 seconds or less 90% of the time**

*90<sup>th</sup> % Call Processing in seconds*



*90<sup>th</sup> % Dispatch in seconds*



Average 90% Call Handling (5 year period)	
Call Handling	34.0 seconds
Dispatch	11.8 seconds
Total	45.8 seconds

# Surrey Fire Services Dispatch Annual Report **2018**

## Average Call Processing in seconds



## Average Call Dispatch in seconds

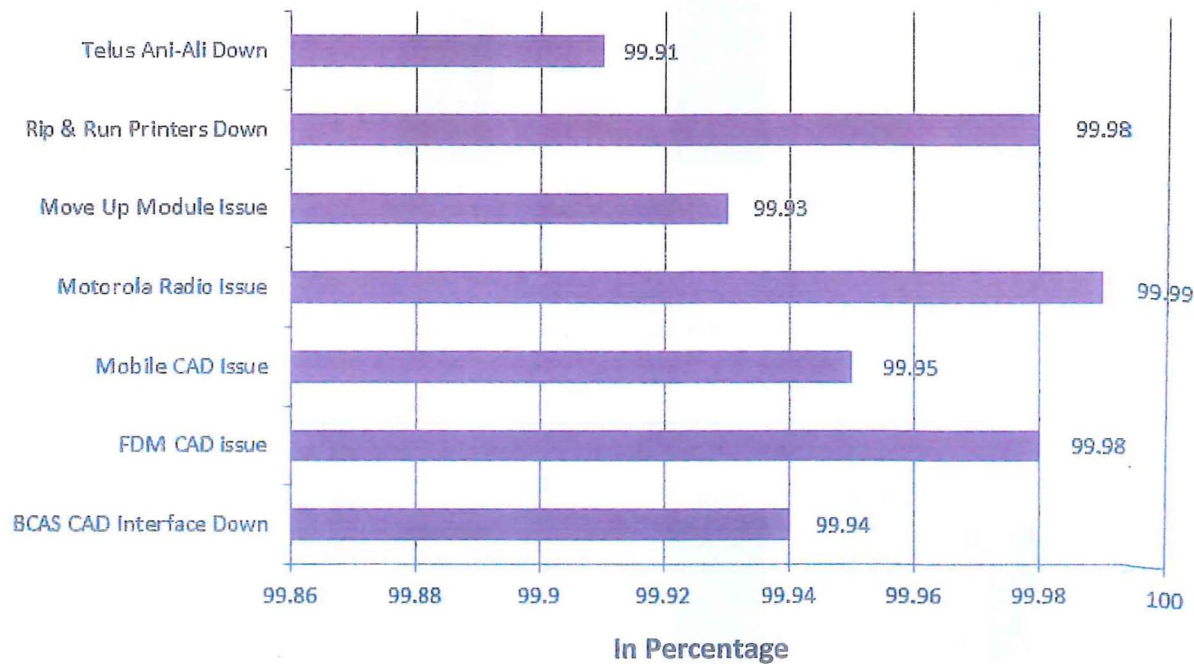


Average Call Handling (5 year period)	
Call Handling	15.4 seconds
Dispatch	8.4 seconds
Total	23.8 seconds

## Dispatch Services Uptimes and Outages/Issues

System uptimes are calculated to quantify the service that occurred in 2018.

### % of Dispatch Service Availability - 2018



2018 Total System Downtime (hr:min)	
Telus Ani-Alt Down	07:39
Rip & Run Printers Down	01:34
Move up Module Issue	05:57
Motorola Radio Issue	00:55
Mobile CAD Issue	04:05
FDM CAD Issue	02:05
BCAS CAD Interface Down	04:50

## Dispatch Service and Equipment Upgrades

### February

- Port Coquitlam Fire & Emergency Services transitioned to the Motorola P25 Radio System.

### April

- Langley City Fire-Rescue Service transitioned to the Motorola P25 Radio System.

### May

- Township of Langley Fire Department transitioned to the Motorola P25 Radio System.
- FDM CAD, originally installed in 2003, was upgraded to the latest version (13.1.29). We operate three databases:
  - Production CAD (Live) - utilized by our Dispatch Staff for Incident Processing
  - Development CAD (Dev) - for testing new processes, CAD logic, upgrades
  - Demo CAD - utilized by the Dispatch Staff for training purposes

### June

- For additional radio network failover redundancy, a new 100 MB dedicated layer 2 Telus fibre WAN connection has been installed by Telus for direct connection between Surrey Fire and Ecomm. Our back up is a Harris 12 Mb microwave radio.
- To eliminate the use of physical Citrix security tokens for the Virtual Private Network (VPN), an alternative method to connect to Surrey applications was explored. A firewall to firewall connection enables users to use a login ID/password to connect the private network. For our clients, this allows the following applications to run seamlessly through the VPN on their network PC's:
  - Rip n Run printers
  - Access to FDM RMS
  - Access to CAD Active Monitor
  - QlikView/QlikSense
  - LiveMum 2.0



The diagram illustrates a network architecture connecting three main environments: the Client Municipal Network, the Surrey Network, and the Internet.

- Client Municipal Network:**
  - Includes a **Remote Municipal Client Fire Hall Workstation Citrix Receiver** connected to a computer.
  - A **Client Central Firewall** acts as the primary security barrier.
  - Below the firewall is a **Client Firewall II** with IP address **192.168.91.100 (10.0.0.100)**.
  - Other devices include a **HP & Scan Printer** and a **HP & Scan printer** with IP **192.168.91.101**.
  - A box labeled **Client/Surrey Interconnection Network 192.168.91.2/28** is shown on the left.
- Surrey Network:**
  - Connected via a **Surrey VPN Portal/Gateway**.
  - Contains a **Surrey Firewall II** with IP **192.168.91.253**.
  - Includes a **Surrey Server** with IP **192.168.91.252**.
  - A **Surrey Citrix StoreFront Gateway Proxy** is also present.
- Internet:**
  - Represented by a central cloud.
  - Contains a **Citrix StoreFront Gateway** with IP **192.168.91.254**.
- Other Components:**
  - A **SFD/COS Router** is shown at the bottom, connected to the Surrey Network and the Internet.
  - A **HP & Scan print server** is located near the router.
  - A box at the bottom left represents **Surrey Fire Hall 1 - Fire Dispatch Services**, showing a person at a computer and server racks.
  - A box at the bottom right represents **Surrey City Hall - Citrix Environment**, showing **XenApp Servers**, **Silo**, and **Fire Client Applications**.

Connections are shown with solid lines for physical links and dashed lines for logical or VPN connections. Arrows indicate the direction of data flow.

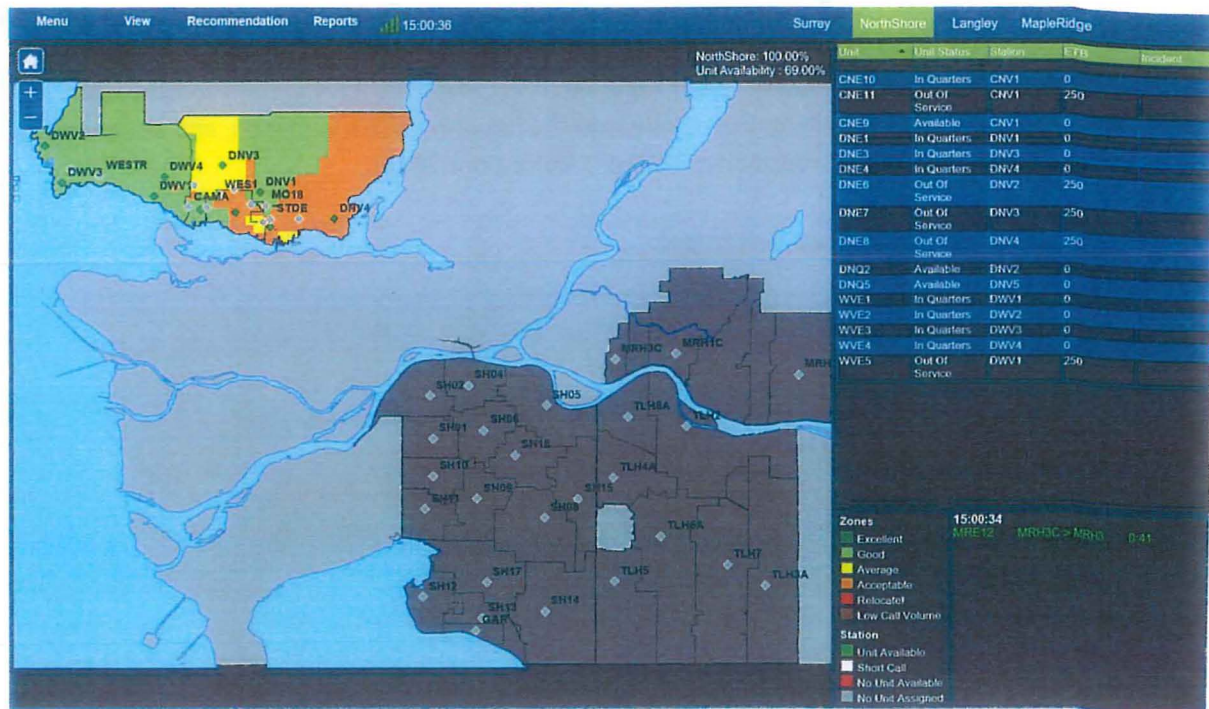
- After several months of preparation including radio connectivity to the CREST network on Vancouver Island, re-programming phone system, programming of Motorola paging consoles, site visits and training Dispatch staff, we successfully transitioned five (5) new clients from the Capital Regional District (CRD) into our centre (Colwood, Esquimalt, North Saanich, Sidney & View Royal) bringing our total to 39 fire departments, 8 engineering departments and one bylaws representing Metro Vancouver, SLRD, CSRD and CRD.



# Surrey Fire Services Dispatch Annual Report 2018

- With the addition of the CRD clients, the staffing model increased to add an eight hour dispatch position (15:00 – 23:00) 7 days a week.
- LiveMUM software is provided by Deccan international. It is used for ensuring the City has adequate fire response coverage when an area is depleted of apparatus due to a significant call with numerous apparatus, or several calls in the same area.

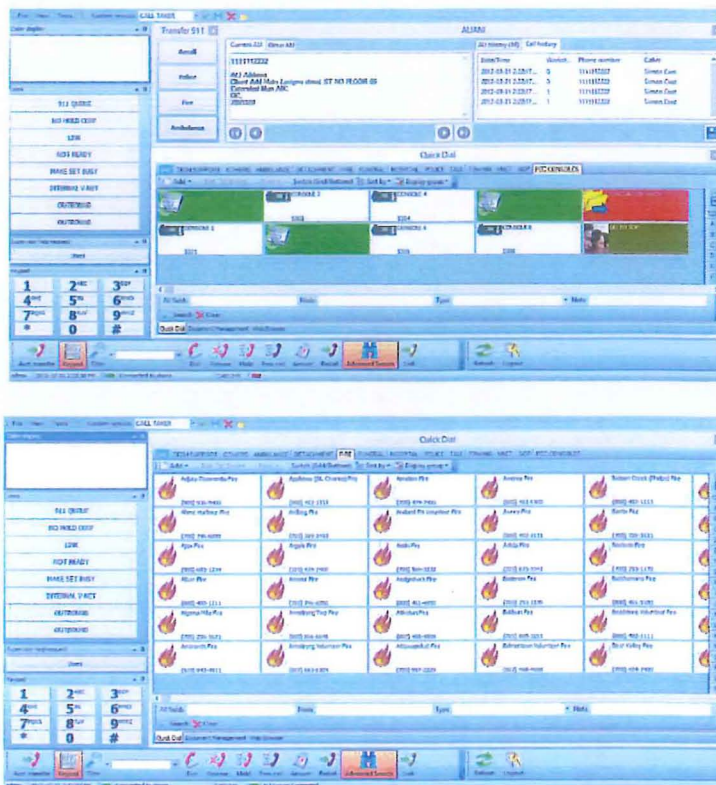
On September 18<sup>th</sup>, Surrey Fire Dispatch moved to LiveMUM software, Version 2. This is a web client based application that will allow for Surrey and our clients using LiveMUM to monitor the recommendations and call volumes in the various areas of their City.



## 2019 Upcoming Projects and Initiatives

- We will work with our existing clients to configure firewall connections, thus eliminating the use of a physical Citrix token while accessing Surrey applications from their department network computers. Access through personal computers (not on a city network) will still require use of Citrix tokens.
- We will be upgrading QlikView and implementing QlikSense
- We will be upgrading Mobile CAD to MDS
- Fire Active Incident is under development. This online mapping application will display where incidents are located for your department.
- With Next Gen 9-1-1 on the horizon, we will be transitioning our phone system to one that provides interoperability between CAD, PBX and IP Ali Dmarc. The new softphone system will allow for smooth operational continuity and reliability with the future NG 9-1-1 evolution, and will enable us to be prepared for the first transition of NG 9-1-1 Voice (June 2020).

Example of a softphone application below:



Item 8.6

## CITY OF SALMON ARM

Date: December 9, 2019

Moved: Councillor

Seconded: Councillor

THAT: the Mayor and Corporate Officer be authorized to execute the Transit Bench Advertising Agreement with Carene Wooster for a two (2) year period from January 1, 2020 to December 31, 2021, subject to Community Charter advertising requirements at the rate of \$45 per bench per year.

### Vote Record

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

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





---

TO: His Worship Mayor Harrison and Members of Council

DATE: December 3, 2019

SUBJECT: Transit Bench Advertising Agreement

---

**RECOMMENDATION:**

THAT: the Mayor and Corporate Officer be authorized to execute the Transit Bench Advertising Agreement with Carene Wooster for a two (2) year period from January 1, 2020 to December 31, 2021, subject to Community Charter advertising requirements at the rate of \$45 per bench per year.

**BACKGROUND:**

Carene Wooster has requested renewal of the Transit Bench Advertising agreement for a further two (2) year term, for \$45 per bench for the 2020 and 2021 years.

The Agreement grants Ms. Wooster exclusive permission, within the City of Salmon Arm, to erect, construct, maintain and manage bus benches and advertising, subject to the following conditions:

1. A minimum of thirty [30] Transit Bus Benches must be constructed and maintained;
2. Benches shall be installed only at such locations approved by the City (consent of adjacent property owners may be required prior to the placement of Transit Bus Benches);
3. Benches shall be of design, size, style and material approved by the City;
4. Advertising displayed on the Benches shall be in "good taste" and conform to the *Canadian Code of Advertising Standards*, (as approved by the City); and

5. Benches shall be maintained in good and safe condition and clean and attractive appearance to the satisfaction of the City. Transit Bus Benches shall be removed if they are not properly maintained.

Installation and replacement of each bench costs approximately \$1,250.00 and is completed as needed. Over the last term several benches have been refurbished and powder coated. Given that Ms. Wooster owns and maintains the benches at her own expense and there are no concerns regarding the upkeep of these benches, staff recommend entering into a two (2) year agreement for \$45 .00 per month, per bench per year.

Respectfully Submitted,

  
Erin Jackson  
Director of Corporate Services



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Item 8.7

## CITY OF SALMON ARM

Date: December 9, 2019

Moved: Councillor

Seconded: Councillor

THAT: the Mayor and Corporate Officer be authorized to execute a lease agreement with Shuswap Lake Senior Citizens Society for a term of five (5) years commencing January 1, 2020 to December 31, 2024, subject to Community Charter advertising requirements.

### Vote Record

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

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




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TO: His Worship Mayor Harrison and Members of Council

DATE: December 3, 2019

SUBJECT: Seniors Drop-In Centre Lease – 31 Hudson Ave N.E.

---

**RECOMMENDATION:**

THAT: the Mayor and Corporate Officer be authorized to execute a lease agreement with Shuswap Lake Senior Citizens Society for a term of five (5) years commencing January 1, 2020 to December 31, 2024, subject to Community Charter advertising requirements.

**BACKGROUND:**

The lease agreement with the Shuswap Lake Senior Citizens Society (the Society) expires on December 31, 2019 and the Society wishes to enter into a new lease agreement for a further five (5) year term.

The Society has been leasing the property, located at 31 Hudson Avenue N.E., from the City for over twenty (20) years. It has been operating the facility as a Seniors Drop-In Centre, hosting a variety of activities designed to keep seniors active and engaged in the community. In addition, the Society provides the internal and external maintenance to the building.

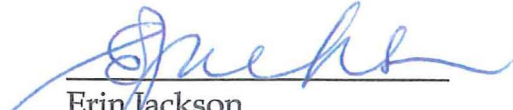
Since the previous renewal, the City has undertaken the following:

- Asbestos Building Materials Management Survey Report completed in 2019;
- Structural Assessment completed in 2016;
- Roof Replacement completed in 2019; and
- Routine Landscape Maintenance (grass, flowers, irrigation, etc.).

It is recommended that Council enter into the renewal lease agreement under the same terms and conditions as the previous agreement. The \$1.00 per year rental fee is consistent with property leased to other non-profit groups and allows the Society to continue to provide their valuable services without financial burden.

This agreement is subject to the advertising requirements of the Community Charter.

Respectfully submitted,

  
Erin Jackson  
Director of Corporate Services

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Item 8.8

**CITY OF SALMON ARM**Date: December 9, 2019

Moved: Councillor

Seconded: Councillor

THAT: the Mayor and Corporate Officer be authorized to execute a Fee for Service Agreement with the Salmon Arm Economic Development Society for a five (5) year term from January 1, 2020 to December 31, 2024:

AND THAT: the funding for the agreement be as follows:

- 2020: \$340,000.00;
- 2021: \$305,000.00 + BC CP;
- 2022: 2021 rate + BC CPI;
- 2023: 2022 rate + BC CPI; and
- 2024: 2023 rate + BC CPI.

**Vote Record**

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

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

# CITY OF SALMON ARM

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TO: Mayor Harrison & Members of Council  
 DATE: December 4, 2019  
 FROM: Erin Jackson, Director of Corporate Services  
 SUBJECT: Salmon Arm Economic Development Society Fee for Service Agreement

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## MOTION FOR CONSIDERATION:

THAT: the Mayor and Corporate Officer be authorized to execute a Fee for Service Agreement with the Salmon Arm Economic Development Society for a five (5) year term from January 1, 2020 to December 31, 2024;

AND THAT: the funding for the agreement be as follows:

- 2020: \$340,000.00
- 2021: \$305,000.00 + BC CPI
- 2022: 2021 rate + BC CPI
- 2023: 2022 rate + BC CPI
- 2024: 2023 rate + BC CPI

## BACKGROUND:

The City's Fee for Service Agreement with the Salmon Arm Economic Development Society (SAEDS) will expire on December 31, 2019. During the 2020 Budget deliberations, the following motion was adopted, as amended:

0555-2019

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: an additional amount of \$84,000.00 be added to the Economic Development Operational Funding in the 2020 Budget, to address staffing needs and the completion of a Strategic Plan.

Amendment:

0556-2019

Moved: Councillor Lindgren

Seconded: Mayor Harrison

THAT: the Economic Development Operational Funding Contract amount be reduced by \$35,000.00 in 2021 through 2023.

CARRIEDCouncillor Cannon Opposed

The question was called on the original motion:

CARRIEDCouncillor Cannon Opposed

Staff recommend renewing the Fee for Service Agreement with SAEDS for a five (5) year term. With the exception of the change in location to the Innovation Centre, all other terms and conditions of the agreement are to remain the same.

Respectfully Submitted,



Erin Jackson  
Director of Corporate Services

cc. Tracy Tulak, Acting Chief Financial Officer

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Item 9.1

## CITY OF SALMON ARM

Date: December 9, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4368 be read a first and second time.

[ZON-1133; City of Salmon Arm; Text Amendment; C-2, C-3, C-6, CD-9, CD-17, M-1, M-2 and P-3 Zones]

### Vote Record

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

Opposed:

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





TO: His Worship Mayor Harrison and Members of Council

DATE: November 25, 2019

SUBJECT: Zoning Amendment Application No. 1133 - Amendment

### MOTION FOR CONSIDERATION

**THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by adding the defined "High Technology Research and Development" use to the C-2 (Town Centre Commercial), C-3 (Service Commercial), C-6 (Tourist / Recreation Commercial), CD-9 (Comprehensive Development Zone - 9), CD-17 (Comprehensive Development Zone - 17), M-1 (Industrial), M-2 (Light Industrial), and P-3 (Institutional) Zones.

### STAFF RECOMMENDATION

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

### PROPOSAL

An application (ZON-1133) approved in late 2018 proposed a new use to the Zoning Bylaw, "High Technology Research and Development." The use was proposed in association with the adopted C-10 Zone (Appendix 1) with an intent to merge elements of office and light industrial land uses, while limiting the intensity of any light industrial uses to minimize related impacts on neighbouring properties. The "High Technology Research and Development" use is intended to permit establishments specializing in the research, development, and or creation of products (software and hardware), services, systems, processes, and or prototyping.

"High Technology Research and Development" is defined in the Zoning Bylaw as:

Commercial office use involving the research and/or design, including the light assembly and value added production of items and components used in the fields of computer software and programming, electronics, telecommunications, aeronautics, precision engineering, robotics, biochemistry, health care, and related industries. *High Technology Research and Development* does not include activities that may cause a nuisance or negative impacts, such as noises, odours, emissions, vibrations or other externalities off the parcel line.

At the time of the ZON-1133 application a specific property was under consideration for the use, with staff noting that the proposed use could also fit well within the City's Industrial Park and other established Commercial areas. However, the "High Technology Research and Development" use was only included in the C-10 Zone at that time. The ultimate intent of staff was that in the future, the new use would be applied to other zones throughout the City.

At this time, staff are proposing a number of amendments to the Zoning Bylaw to incorporate this use into a range of applicable zones.

## OCP Policies

Section 9.2.2 of the OCP directs staff to encourage and support commercial businesses that are complimentary to and utilize the strengths of the community. The proposed use was developed to support the expansion of an existing local commercial business. Input from the Salmon Arm Economic Development Society has indicated that there are many high technology firms in our community that contribute to local economic well being. Furthermore, input from the Salmon Arm Economic Development Society has indicated that supporting the growth of the technology sector is a priority. Staff feel that this proposal supports reasonable future options for Commercial lands.

Section 10.2.1 of the OCP directs staff to promote industrial businesses that are complimentary to and based on the strengths of the community. As previously noted, input from the Salmon Arm Economic Development Society has indicated that there are many high technology firms in our community that contribute to local economic well being. Staff feel that this proposal supports reasonable future options for Industrial lands.

Section 15.2.2 of the OCP directs staff to support health and education services consistent with the needs in the City and Region. Staff feel that this proposal supports reasonable future options for Institutional lands.

## COMMENTS

### Planning Department

As previously discussed, it was the intent of staff that the "High Technology Research and Development" use would be included in additional zones at some point.

Staff are recommending the inclusion of this use in the C-2 (Town Centre Commercial), C-3 (Service Commercial), C-6 (Tourist / Recreation Commercial), CD-9 (Comprehensive Development Zone - 9), CD-17 (Comprehensive Development Zone - 17), M-1 (Industrial), M-2 (Light Industrial), and P-3 (Institutional) Zones at this time. Staff view the technology sector as easily aligned with existing permitted uses in these commercial, industrial and institutional zones.

Considering a future development proposal, the Development Permit process will assist to ensure that any proposed building under commercial and light industrial zoning (as well as some industrial zoned parcels) is consistent in terms of form and character with adjacent development, and that new development is of high quality under the Development Permit requirements of the OCP.

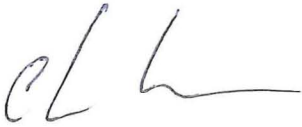
Furthermore, future development supported by this use will be bound by the requirements of the zoning bylaw specific to each zone (such as setbacks and building heights), helping to ensure alignment with existing development.

Additionally, the "High Technology Research and Development" definition as previously described is inherently limiting in an attempt to lessen any potential impacts, with specific detail paid to excluding any "activities that may cause a nuisance or negative impacts, such as noises, odours, emissions, vibrations or other externalities off the parcel line." As such, staff view this as a low impact use aligned with office use, particularly when compared to other commercial (including such uses as an automotive repair shop, car wash, or tire repair) or industrial uses.

The intent is that offstreet Parking will be calculated based on the "Office" requirement of one offstreet space for every 35 square metres of gross floor area.

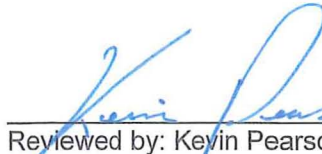
CONCLUSION

The proposed zoning bylaw amendments as presented are consistent with OCP policy. The additions proposed to the Zoning Bylaw serve to clarify municipal policy, and may provide opportunity and support for commercial operators with the technology sector. The proposal is supported by staff.



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Prepared by: Chris Larson, MCP  
Planning and Development Officer



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

**SECTION 24 - C-10 - HIGH TECHNOLOGY RESEARCH & DEVELOPMENT ZONE****Purpose**

- 24.1 The C-10 Zone is primarily intended to accommodate *office* and ancillary scientific or *high technology research and development* land uses. Accessory residential use is also supported. *Development* within the C-10 Zone shall be subject to a *Development Permit* as per the *Official Community Plan*.

**Regulations**

- 24.2 On a *parcel* zoned C-10, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the C-10 Zone or those regulations contained elsewhere in this Bylaw.

**Permitted Uses**

- 24.3 The following uses and no others are permitted in the C-10 Zone:

- .1 *high technology research and development;*
- .2 *office;*
- .3 *education/training facility;*
- .4 *parts assembly;*
- .5 *commercial daycare facility;*
- .6 *health services centre;*
- .7 *public use;*
- .8 *private utility;*
- .9 *public utility;*
- .10 *work/live studios; and*
- .11 *accessory use; including multiple family dwelling units intended for employees of a principal use of which the floor area of a dwelling unit shall not exceed 200 m<sup>2</sup> (2,152.7 ft<sup>2</sup>) or be less than 29 m<sup>2</sup> (312 ft<sup>2</sup>).*

**Maximum Height of Principal Buildings**

- 24.4 The maximum *height* of *principal buildings* shall be 10.0 metres (32.8 feet). This may be increased to 13.0 metres (42.7 ft.), via the *Development Permit* process.

**Maximum Height of Accessory Buildings**

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

**Maximum Parcel or Site Coverage**

- 24.6 The maximum *parcel* or *site* coverage for all buildings shall be 65% of the *parcel* or *site* area.

**Minimum Parcel Size or Site Area**

- 24.7 The minimum *parcel* size or *site* area shall be 6,500.0 square metres (69,965.0 square feet).

**Minimum Parcel or Site Width**

- 24.8 The minimum *parcel* or *site* width shall be 80.0 metres (262.5 feet).

**Minimum Setback of Principal and Accessory Buildings**

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

- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i>                  | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i>                   | 6.0 metres (19.7 feet) |
| .3 | <i>Interior side parcel line</i>          |                        |
|    | - adjacent to a residential zone shall be | 6.0 metres (19.7 feet) |
|    | - all other cases                         | 3.0 metres (9.8 feet)  |
| .4 | <i>Exterior parcel line</i>               | 6.0 metres (19.7 feet) |

**Outside Storage**

- 24.10 Outside storage shall be screened as per Appendix III.

**Parking and Loading**

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



# CITY OF SALMON ARM

## BYLAW NO. 4368

### 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 , 2020 at the hour of 7:00 p.m. was published in the , 2020 issues of the Salmon Arm Observer;

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

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

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

1) The addition of the defined "High Technology Research and Development" use to the following zones:

1. C-2 (Town Centre Commercial) Permitted Uses Section 16.3,
2. C-3 (Service Commercial) Permitted Uses Section 17.3,
3. C-6 (Tourist / Recreation Commercial) Permitted Uses Section 20.3,
4. CD-9 (Comprehensive Development Zone - 9) Permitted Uses Section 47.3,
5. CD-17 (Comprehensive Development Zone - 17) Permitted Uses Section 55.3,
6. M-1 (Industrial) Permitted Uses Section 28.3,
7. M-2 (Light Industrial) Permitted Uses Section 29.3 and
8. P-3 (Institutional) Zones Permitted Uses Section 27.3.

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. 4368"**

READ A FIRST TIME THIS DAY OF 2019

READ A SECOND TIME THIS DAY OF 2019

READ A THIRD TIME THIS DAY OF 2020

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

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

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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

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Item 9.2

## CITY OF SALMON ARM

Date: December 9, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Council Procedure Amendment Bylaw No. 4369 be read a first, second and third time.

### Vote Record

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

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

# CITY OF SALMON ARM

---

TO: His Worship Mayor Harrison and Members of Council

DATE: December 2, 2019

SUBJECT: Amendment to Council Procedure Bylaw No. 4276

---

## RECOMMENDATION:

**THAT:** the bylaw entitled Council Procedure Amendment Bylaw No. 4369, be read a first, second and third time;

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

---

## BACKGROUND:

In accordance with Section 124 of the Community Charter, a council must, by bylaw, establish the general procedures to be followed in conducting their business.

In August 2018, Council adopted a new Procedure bylaw and in May 2019 amended it to include a new Order of Business.

The bylaw under consideration will amend Section 15 – Order of proceedings and business to include an Acknowledgement of Traditional Territory, which will become item 3. All other items will be renumbered accordingly, as follows:

1. Call to Order
2. In-Camera Session
3. Acknowledgement of Traditional Territory
  - We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.
4. Adoption of Agenda
5. Disclosure of Interest
6. Confirmation of Minutes

7. Committee Reports
8. Columbia Shuswap Regional District Update
9. Staff Reports
10. Introduction of Bylaws
11. Reconsideration of Bylaws
12. Correspondence
  - Informational Correspondence
13. New Business
14. Presentations/Delegations
15. Council Statements
16. Salmon Arm Secondary Youth Council
17. Notice of Motion
18. Unfinished Business and Deferred/Tabled Items
19. Other Business
20. Question and Answer Period
21. Disclosure of Interest
22. Hearings
23. Statutory Public Hearings
24. Reconsideration of Bylaws
25. Question and Answer Period
26. Adjournment

The following Acknowledgement will be included on the physical Agenda and announced by Mayor Harrison (or his alternate) prior to Adoption of the Agenda at each meeting:

*We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.*

It is recommended that Council Procedure Amendment Bylaw No. 4369 be given three readings. Staff will then conduct the required public notice (in accordance with Section 94 of the Community Charter) prior to bringing it back for adoption.

Respectfully submitted,



Erin Jackson  
Director of Corporate Services



## CITY OF SALMON ARM

### BYLAW NO. 4369

#### A bylaw to amend "City of Salmon Arm Council Procedure Bylaw No. 4276"

---

WHEREAS pursuant to the provisions of the *Community Charter*, SBC 2003, c.26, Council shall, by bylaw, establish the procedures that are to be followed for the conduct of its business;

AND WHEREAS Council has adopted Procedure Bylaw No. 4276;

AND WHEREAS it is deemed desirable to amend the existing procedure bylaw;

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

1. "City of Salmon Arm Council Procedures Bylaw No. 4276" is hereby amended as follows:

#### Section 15 – Order of proceedings and business

- (1) The agenda for all Regular Council meetings contains the following matters in the order in which they are listed below:

1. Call to Order
2. In-Camera Session
3. Acknowledgement of Traditional Territory
  - We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.
4. Adoption of Agenda
5. Disclosure of Interest
6. Confirmation of Minutes
7. Committee Reports
8. Columbia Shuswap Regional District Update
9. Staff Reports
10. Introduction of Bylaws
11. Reconsideration of Bylaws
12. Correspondence
  - Informational Correspondence
13. New Business
14. Presentations/Delegations
15. Council Statements
16. Salmon Arm Secondary Youth Council
17. Notice of Motion
18. Unfinished Business and Deferred/Tabled Items

19. Other Business
20. Question and Answer Period
21. Disclosure of Interest
22. Hearings
23. Statutory Public Hearings
24. Reconsideration of Bylaws
25. Question and Answer Period
26. Adjournment

## 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 Council Procedure Amendment Bylaw No. 4369"

READ A FIRST TIME THIS	DAY OF	2019
READ A SECOND TIME THIS	DAY OF	2019
READ A THIRD TIME THIS	DAY OF	2019
ADOPTED BY COUNCIL THIS	DAY OF	2020

\_\_\_\_\_  
MAYOR

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

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Item 10.1

## CITY OF SALMON ARM

Date: December 9, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Business Improvement Area Bylaw No. 4357 be read a final time.

### Vote Record

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

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

# CITY OF SALMON ARM

---

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

---

## MOTION FOR CONSIDERATION:

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

## BACKGROUND:

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

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

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

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



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

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

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

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

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


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

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

**OPTIONS FOR COUNCIL:**

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

Respectfully submitted,



Erin Jackson  
Director of Corporate Services

**APPENDICES:**

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

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

---

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

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

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

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

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

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

**DEFINITIONS:**

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

"Applicant" means the Salmon Arm Downtown Improvement Association;

"Business Promotion Scheme" means

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

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

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

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

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

"Municipality" means the City of Salmon Arm.

#### DESIGNATION

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

#### ANNUAL GRANTS

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

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

#### EXPENDITURE

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

#### RECOVERY

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

#### TAX LEVY

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

#### CONDITIONS AND LIMITATIONS

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

#### ACCOUNTING

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

#### BUDGET

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

#### INSURANCE

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

#### EFFECTIVE DATE

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



---

 EXPIRY DATE

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

## MERGER

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

## CITATION

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

READ A FIRST TIME THIS	25th	DAY OF	November	2019
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READ A SECOND TIME THIS	25th	DAY OF	November	2019
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READ A THIRD TIME THIS	25th	DAY OF	November	2019
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ADOPTED BY COUNCIL THIS		DAY OF		2019
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 MAYOR

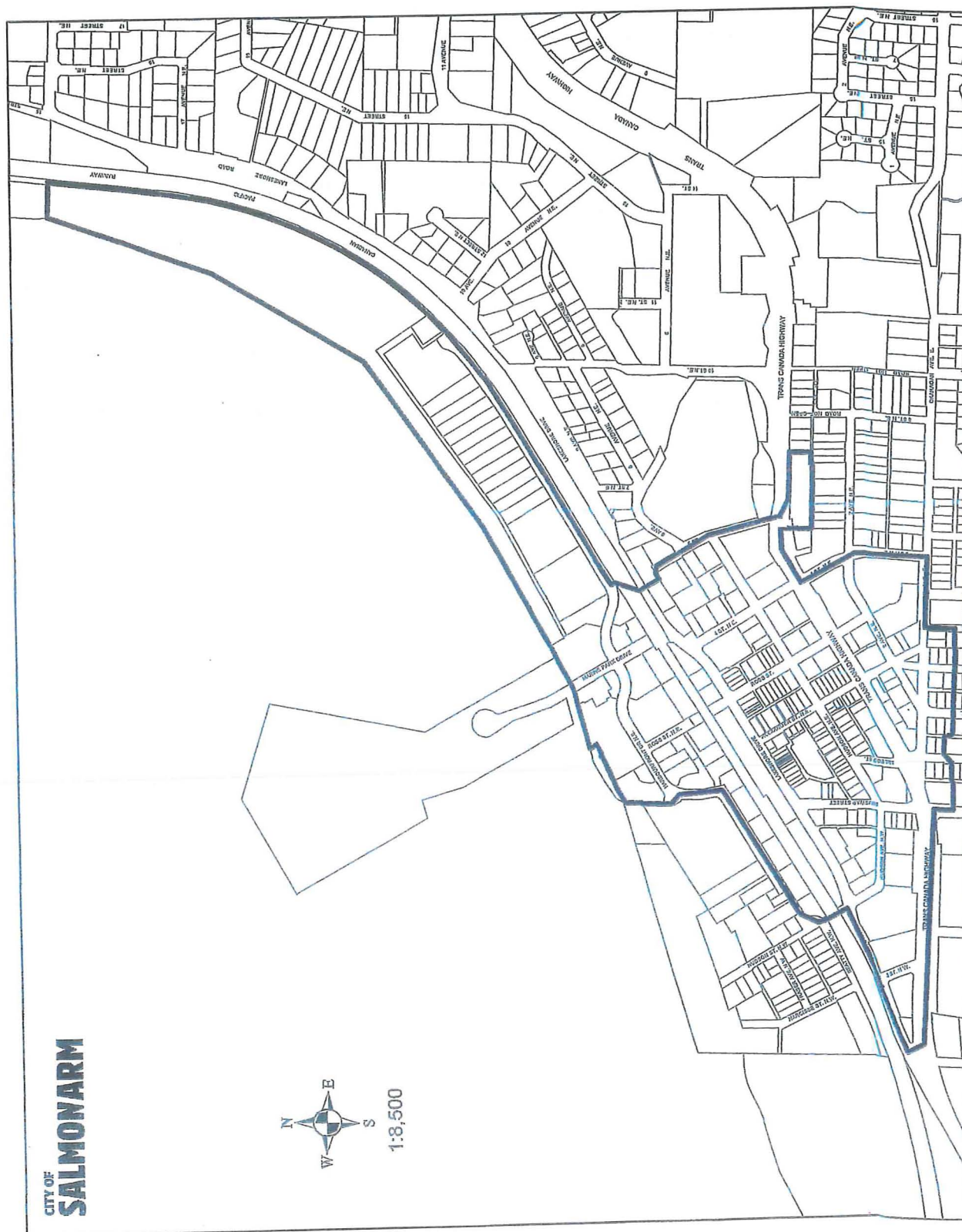
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 CORPORATE OFFICER

## BYLAW NO. 4357

## SCHEDULE "A"

## BUSINESS PROMOTION AREA



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

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

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

## BYLAW NO. 4357

## SCHEDULE "D"

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

**REVENUE**

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

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

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

**OPERATING EXPENSE - OFFICE**

\_\_\_\_\_

**MANAGEMENT & OFFICE EXPENSES**

\_\_\_\_\_

**CAPITAL EQUIPMENT - OFFICE**

\_\_\_\_\_

**TOTAL EXPENDITURE**

\$ \_\_\_\_\_

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

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



## BYLAW NO. 4357

## SCHEDULE "C"

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

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

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

**CITY OF  
SALMON ARM**

Faxd Oct 11/19

**PETITION**

I/We, the undersigned property owners(s) are located within the area outlined in heavy black on the plan attached, do **HEREBY PETITION** the Council of the City of Salmon Arm not to proceed with the proposed Bylaw No. 4357, cited as "City of Salmon Arm Business Improvement Area Bylaw No. 4357", for the purpose of:

Funding on an annual basis, for the years 2020 throughout 2026 inclusive, the total cost of a business promotion scheme to carry out the following activities by the Salmon Arm Downtown Improvement Area:

- i. the carrying out of studies and making of reports respecting the Business Improvement Area;
- ii. the undertaking of certain improvements, beautification and maintenance of the streets, sidewalks, municipally-owned lands, buildings and structures in the Business Improvement Area such as street cleaning, signage, decorative painting, installation of planters and other similar projects;
- iii. the removal of graffiti from building and other structures;
- iv. the conservation of heritage property; and
- v. the encouragement of business in the Business Improvement Area.

The total cost of the Program to be raised in each of the effective years by a levy on the assessed value of all taxable lands and improvements assessed as Class 5 (light industry) and/or Class 6 (business and other) within the designated Downtown Business Improvement Area, for each of the respective years, is as follows:

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

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

# CITY OF SALMON ARM

## PETITION


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2024	\$ 220,201.00
2025	\$ 229,009.00
2026	\$ 238,170.00

Owner(s) Name	Civic Address	Legal Description	Signature(s)
MARGARET DAVIDSON	170 LAKE SHORE	Roll 322 06585 001	
	DR NE	Plan 852 Lot 23	
		NE 14-20-10 254106	

# CITY OF SALMON ARM

## PETITION

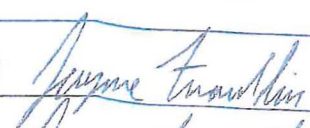
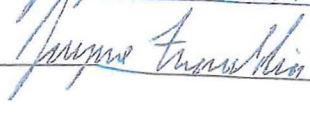
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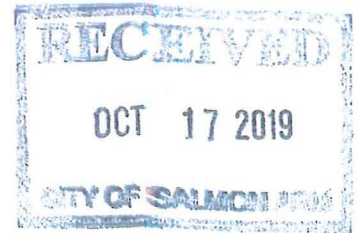
Funding on an annual basis, for the years 2020 throughout 2026 inclusive, the total cost of a business promotion scheme to carry out the following activities by the Salmon Arm Downtown Improvement Area:

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The total cost of the Program to be raised in each of the effective years by a levy on the assessed value of all taxable lands and improvements assessed as Class 5 (light industry) and/or Class 6 (business and other) within the designated Downtown Business Improvement Area, for each of the respective years, is as follows:

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2024	\$ 220,201.00
2025	\$ 229,009.00
2026	\$ 238,170.00

Owner(s) Name	Civic Address	Legal Description	Signature(s)
JACCS CAPITAL CORP INC. NO. BC0922634	430 4 Street NE SALMON ARM, BC V1E 4R5	LOT 2 SECTION 14 TOWNSHIP 20 RANGE 10 WEST OF THE MERIDIAN KDYD PLAN 28331	
JACCS CAPITAL CORP, INC. NO. BC0922634	416 4 Street NE SALMON ARM, BC V1E 4R5	LOT 1 SECTION 14 TOWNSHIP 20 RANGE 10 WEST OF THE MERIDIAN KDYD PLAN 28331	



## PETITION

I/We, the undersigned property owners(s) are located within the area outlined in heavy black on the plan attached, do **HEREBY PETITION** the Council of the City of Salmon Arm not to proceed with the proposed Bylaw No. 4357, cited as "City of Salmon Arm Business Improvement Area Bylaw No. 4357", for the purpose of:

Funding on an annual basis, for the years 2020 throughout 2026 inclusive, the total cost of a business promotion scheme to carry out the following activities by the Salmon Arm Downtown Improvement Area:

- i. the carrying out of studies and making of reports respecting the Business Improvement Area;
- ii. the undertaking of certain improvements, beautification and maintenance of the streets, sidewalks, municipally-owned lands, buildings and structures in the Business Improvement Area such as street cleaning, signage, decorative painting, installation of planters and other similar projects;
- iii. the removal of graffiti from building and other structures;
- iv. the conservation of heritage property; and
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The total cost of the Program to be raised in each of the effective years by a levy on the assessed value of all taxable lands and improvements assessed as Class 5 (light industry) and/or Class 6 (business and other) within the designated Downtown Business Improvement Area, for each of the respective years, is as follows:

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2025	\$ 229,009.00
2026	\$ 238,170.00

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





## PETITION

I/We, the undersigned property owners(s) are located within the area outlined in heavy black on the plan attached, do **HEREBY PETITION** the Council of the City of Salmon Arm not to proceed with the proposed Bylaw No. 4357, cited as "City of Salmon Arm Business Improvement Area Bylaw No. 4357", for the purpose of:

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2024	\$ 220,201.00
2025	\$ 229,009.00
2026	\$ 238,170.00

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

# CITY OF SALMON ARM

## PETITION

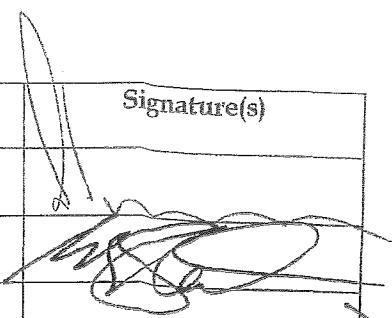
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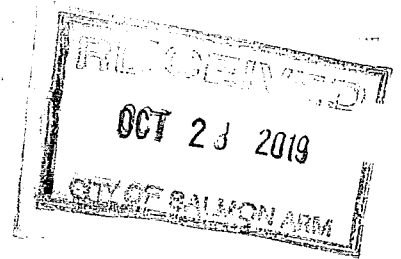
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Owner(s) Name	Civic Address	Legal Description	Signature(s)
MIKE VANDERMEER	160 Ross St. N.E.	06750.000	
MARK SCHLEIBER	" " " "	06750.000	

# CITY OF SALMON ARM



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

# CITY OF SALMON ARM

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

# CITY OF SALMON ARM

## PETITION

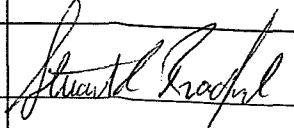
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Owner(s) Name	Civic Address	Legal Description	Signature(s)
SHUENAPLAKE Brewing Company	21 1 ST. S.E	Roll # 06157.000	



CITY OF  
**SALMON ARM**

**PETITION**


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Owner(s) Name	Civic Address	Legal Description	Signature(s)
HUNARY HABIBS DRIVE INNS INC	20 SHUSwap ST	PLAN KAP 53954 LOT 1	 (Pres)



## PETITION

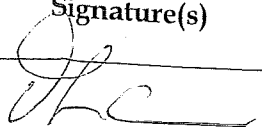
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Owner(s) Name	Civic Address	Legal Description	Signature(s)
49136A BC Ltd	11-2nd St SE	06181-001	

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

Attention Erin Jackson

Dear Ms Jackson

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

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

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

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

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

Sincere Regards

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

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

Ms Erin Jackson  
Director of Corporate Services  
City of Salmon Arm

Dear Ms Jackson

Re: Downtown Improvement Association – ByLaw Taxes

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

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

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

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

I look forward to your response.

Yours truly

*Margaret Davidson*

Margaret Davidson, Proprietor

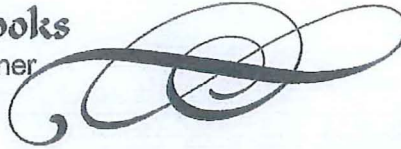
Cc: Alan Harrison

**Spirit Quest Books**

Margaret Davidson, Owner

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

Fax: (250) 804-0176



170 Lakeshore Drive NE

PO Box 1226

Salmon Arm, BC V1E 4P3

Phone: (250) 804-0392

October 22, 2019

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

Gentlemen:

Re: ByLaw 4357 City of Salmon Arm Business Improvement Area

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

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

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

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

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

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

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

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

Yours truly

Margaret Davidson





20 Shuswap St. S. Salmon Arm BC V1E4H7

e – [bstation@telus.net](mailto:bstation@telus.net) 250 832 0999

To: City of Salmon Arm

Re: City of Salmon Arm Business Improvement Area

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

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

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

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

Thank you for your attention to this matter.

Regards,

  
Stu Bradford  
Barley Station Brew Pub

Excerpt from the DSA website;

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

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

Sent: October 21, 2019 4:17 PM

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

Subject: Business Improvement Area

Hello Mayor and Councillors,

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

Thank you for your time and service to the community.

--

Jonathon McMurray  
The McMurray Group  
250-540-0911

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## Item 11.1

## INFORMATIONAL CORRESPONDENCE - DECEMBER 9, 2019

- |     |  |   |
|-----|--|---|
| 1.  | Building Department – Building Statistics – November 2019  | N |
| 2.  | Building Department – Building Permits – Yearly Statistics   | N |
| 3.  | J. Vezina, Teacher, Shuswap Middle School – letter and attachments received<br>November 26, 2019 – Student letters regarding concerns with the community and City<br>of Salmon Arm                                       | R |
| 4.  | N. Harisch, President, R. J. Haney Heritage Village & Museum – letter dated November<br>19, 2019 – R.J. Haney Heritage Village Request Council Appointment   |   |
| 5.  | T. Lundberg-Schimpf – email dated November 22, 2019 – Shuswap North Okanagan<br>(Sicamous to Armstrong) Rail Trail Project Information   | N |
| 6.  | L. Samson, Administrative Services Manager, Okanagan Regional Library – letter<br>dated November 26, 2019 – Annual Appointment to the Okanagan Regional Library<br>Board   | A |
| 7.  | M. Tait, President, UBCM – letter dated November 27, 2019 – Gas Tax Agreement<br>Community Works Fund Payment  | N |
| 8.  | J. Torrens, The Salvation Army Salmon Arm Ministries – letter dated November 29,<br>2019 – CPR Holiday Train Event – December 14, 2019   | N |
| 9.  | M. LoVecchio, Director of Government Affairs, Canadian Pacific – email dated October<br>4, 2019 – 2019 CP Holiday Train  | N |
| 10. | S. Fraser, Executive Director, Ministry of Forests, Lands, Natural Resource Operations<br>and Rural Development – letter dated November 18, 2019 – Rural Dividend Program  | N |
| 11. | N. Marotz, Chair, Board of Examiner, Ministry of Municipal Affairs and Housing –<br>letter dated November 22, 2019 – Certificate in Local Government Service Delivery to<br>Erin Jackson, Director of Corporate Services | N |
| 12. | M. Farnworth, Minister, Ministry of Public Safety and Solicitor General – letter dated<br>November 27, 2019 – UBCM Convention  | N |
| 13. | Diabetes Canada BC & Yukon and JDRF BC & Yukon – certificate dated November 14,<br>2019 – Certificate of Appreciation “Light up in Blue”   | N |

N = No Action Required

A = Action Requested

S = Staff has Responded

R = Response Required

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# CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

DATE: October 29, 2019

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

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

## MOTION FOR CONSIDERATION

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

## STAFF RECOMMENDATION

The motion for consideration be adopted.

## BACKGROUND

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

Land uses adjacent to the subject parcel include the following:

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

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

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

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

## OCP POLICIES

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

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

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



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

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

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

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

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

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

#### Section 477 – Local Government Act

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

#### COMMENTS

##### Engineering Department

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

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

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

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

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



### Building Department

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

### Fire Department

No Fire Department concerns.

### Planning Department

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

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

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

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

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

### CONCLUSION

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

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

  
Denise Ackerman  
Planner, Development Services Department

  
Kevin Pearson, MCIP, RPP  
Director of Development Services





0 15 30 60 90 120  
Meters



Subject Parcel





0 2.5 5 10 15 20  
Meters



Subject Parcel



August 16th, 2019

To Salmon Arm City Council

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

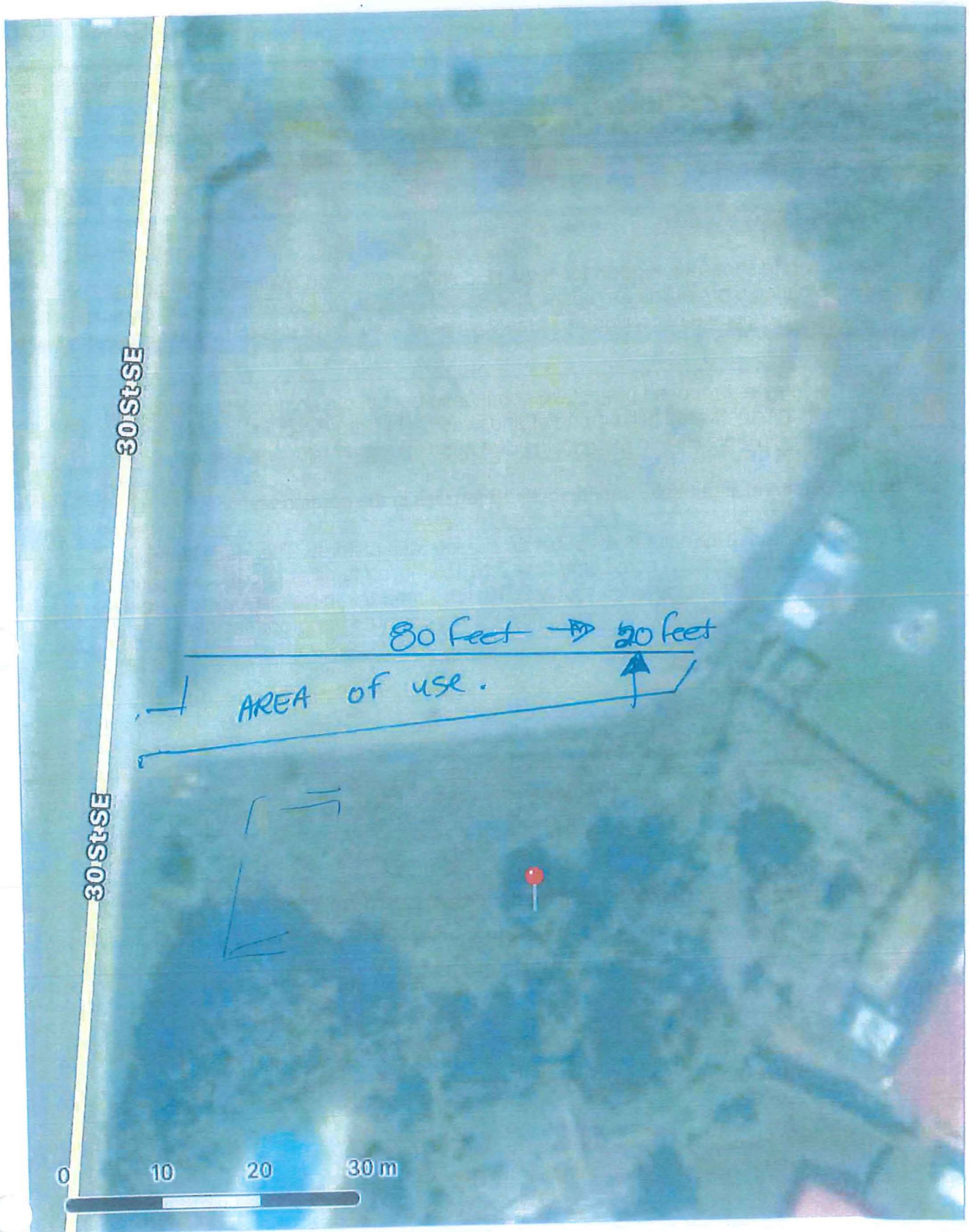
I will inform the neighbouring property owners of my proposal for rezoning for the purpose to build a childcare center. I will forward you a copy of the letter that shows the address of each each home that I had informed.

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

If you require further information please contact me.

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

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





April 12, 2019

To Whom It May Concern,

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

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

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

Sincerely,

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

Christine Ondang  
Shuswap Child Care Resource and Referral Program Coordinator





DEVELOPMENT DATA	
CIVIC ADDRESS:	480 - 30th St SE, Salmon Arm, BC
LEGAL DESCRIPTION:	Lot 24, Section 18, Township 20, Range 9, W64, KD0D, Plan 22473
SITE AREA:	1,851.4sqm (17,775sf)
GROSS FLOOR AREA:	Ground Floor = 140.00sqm (1,507sf) Second Floor = 140.00sqm (1,507sf) Total = 280.00sqm (3,014sf)
ZONING:	C-1 - Local Commercial Zone
Proposed Uses:	Commercial Daycare Facility (Permitted)
Maximum Lot Coverage:	60% (Proposed 9.1%)
Minimum Setbacks:	- 4.0m Front Yard - 3.0m Rear Yard - 3.0m Interior Side Yard - 6.0m Exterior Side Yard
Maximum Building Heights (for Principal Building):	10.0m

**PRELIMINARY**

UNLESS OTHERWISE SPECIFIED, ALL DIMENSIONS ARE IN METERS AND DECIMALS THEREOF.

ISSUE DATE

DATE

DRAWN BY: JL

DATE: October 2019

SCALE: 1:10



10, BOX 2250  
4168 - 46th St NE  
SALMON ARM BC V1E 4P3  
T 250-816-8800  
E jlm@alderarchitects.com  
W www.alderarchitects.com

PROJECT: P-408

**WALDORF  
DAYCARE  
FACILITY**

480 - 30th St SE  
Salmon Arm BC

DRAWING TITLE:

**SITE PLAN**

DRAWING NO:

**A01**

APP-ENDEX 3: Site Plan 175



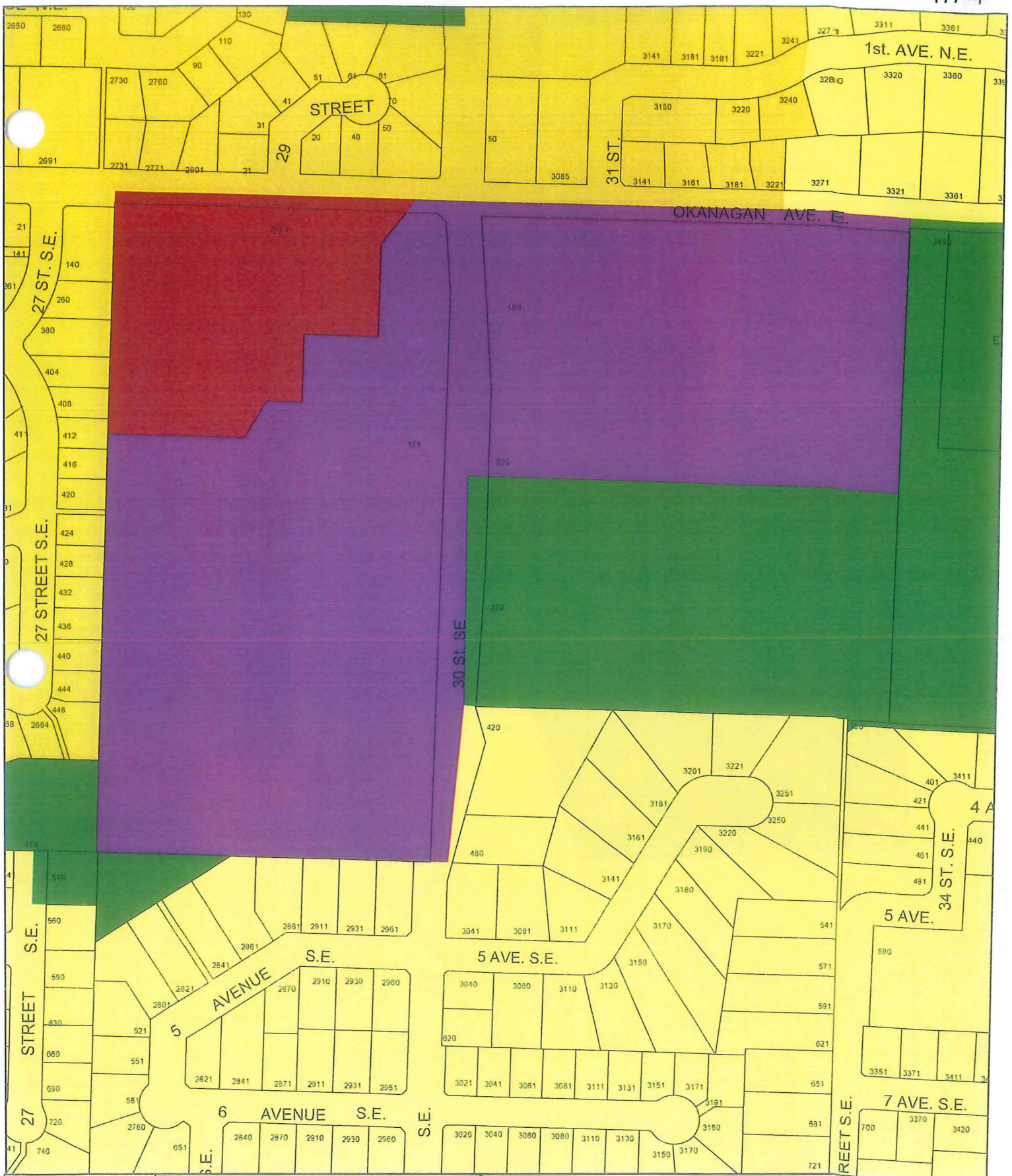


View looking southeast



View looking northeast





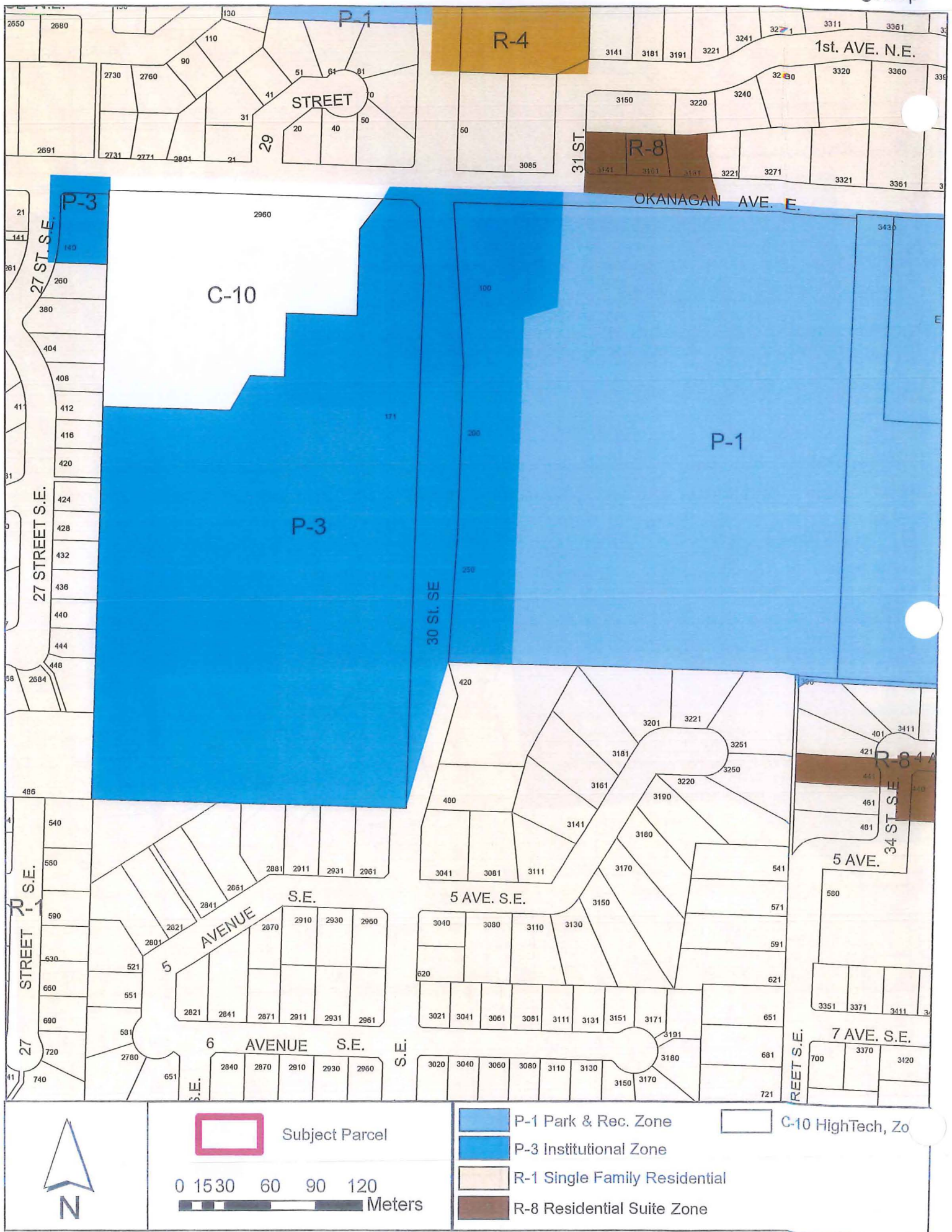
Subject Parcel

0 15 30 60 90 120  
Meters

A scale bar with markings for 0, 15, 30, 60, 90, and 120 meters.

- |                            |               |
|----------------------------|---------------|
| Low Density Residential    | Park          |
| Medium Density Residential | Institutional |
| Neighbourhood Commercial   |               |







# CITY OF SALMON ARM

*Memorandum from the  
Engineering and Public  
Works Department*

---

TO: Kevin Pearson, Director of Development Services  
 DATE: Sept 5, 2019  
 PREPARED BY: Matt Gienger, Engineering Assistant  
 APPLICANT: Teresa Horsting, 3029 Cedar Drive, Sorrento, BC V0E 2W2  
 SUBJECT: OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP 4000-41  
 ZONING AMENDMENT APPLICATION FILE NO. ZON-1157  
 LEGAL: LOT 24, SECTION 18, TOWNSHIP 20, RANGE 9, W6M KDYD, PLAN 22473  
 CIVIC: 480 – 30 Street SE

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Further to your referral dated August 21, 2019, we provide the following servicing information. The following comments and servicing requirements are not conditions for OCP or Zoning Applications; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages.

## General:

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with overhead electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required at time of construction. ESC plans to be approved by the City of Salmon Arm.
7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.
8. At the time of subdivision / building permit the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.



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

August 27 2019

Page 2

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

**Roads / Access:**

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

**Water:**

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

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

August 27 2019

Page 3

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**Sanitary:**

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

**Drainage:**

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

OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000-41

ZONING AMENDMENT APPLICATION FILE NO. ZON-1157

August 27 2019

Page 4

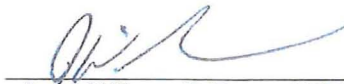
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**Geotechnical:**

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



**Matt Gienger**  
Engineering Assistant



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





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

**TO:**

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

**REFERRAL:**

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

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

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

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

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

Please provide comments at your earliest opportunity.

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

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

SIGNATURE: MR

DATE: September 26, 2019



**SECTION 15 - C-1 - LOCAL COMMERCIAL ZONE****Purpose**

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

**Regulations**

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

**Permitted Uses**

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

- .1 commercial daycare facility;
- .2 convenience store;
- .3 home occupation;
- .4 licensee retail store;
- .5 mobile food vending;
- .6 neighbourhood pub;
- .7 office;
- .8 outside vending;
- .9 personal service establishment;
- .10 public use;
- .11 public utility;
- .12 video store;
- .13 upper floor dwelling units;
- .14 accessory use.

#2782

#3223

#4240

#2837

**Maximum Number of Principal Buildings**

- 15.4 The maximum number of principal buildings shall be one (1) per parcel.

**Maximum Height of Principal Building**

- 15.5 The maximum height of the principal building shall be 10.0 metres (32.8 feet).

**Maximum Parcel or Site Coverage**

- 15.6 The maximum parcel or site coverage for all buildings and structures shall be 65% of the parcel or site area.

**Maximum Gross Floor Area**

- 15.7 The total allowable building envelope (maximum ground floor area) shall not exceed 500.0 square metres (5,382.1 square feet).

**Minimum Parcel Size or Site Area**

- 15.8 The minimum parcel size or site area shall be 465.0 square metres (5,005.3 square feet).

**Minimum Parcel or Site Width**

- 15.9 The minimum parcel or site width shall be 15.0 metres (49.2 feet).

**Minimum Setback of Principal Buildings**

- 15.10 The minimum setback of the principal buildings from:

- .1 Front parcel line shall be 6.0 metres (19.7 feet)
- .2 Rear parcel line shall be 3.0 metres (9.8 feet)
- .3 Interior side parcel line shall be 3.0 metres (9.8 feet)
- .4 Exterior side parcel line shall be 6.0 metres (19.7 feet)

**Outside Storage**

- 15.11 Outside storage shall not be permitted.

**Parking and Loading**

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



**North Okanagan-Shuswap School District No 83**  
**Operations Department**

P.O. Box 129 ~ 341 Shuswap St. S.W. ~ Salmon Arm, B.C. V1E 4N2  
 Phone: (250) 832-9415 Fax: (250) 832-2584

December 2, 2019

Dear Erin Jackson:

Re: Proposed Daycare at 480-30 Street SE

I am writing to express our concerns regarding the proposed Daycare at 480-30 Street SE near Shuswap Middle School and the Little Mountain Sports Complex (Field House) and the alarming lack of infrastructure to support this additional facility.

Traffic/pedestrian congestion already raises significant safety concerns in this area of Salmon Arm. There is currently a critical demand to provide more adequate parking for the services along 30 St SE.

As well, our school buses are required to travel through the Little Mountain Sport Complex parking lot in order to go North out of Shuswap Middle School. This parking lot is already difficult to access with the magnitude of public and parents utilizing it.

We feel that the additional traffic/pedestrian congestion and parking requirements would create a significant risk not only to our students and parents but also to the motoring and pedestrian public that utilize the current services in the area.

Sincerely,

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

Andrea Kathrein  
 Transportation Manager  
 North Okanagan-Shuswap School District No. 83



December 4, 2019

Mayor and Councillors  
City of Salmon Arm  
Box 40  
Salmon Arm, B.C. V1E 4N2

Dear Mayor Harrison & Councillors:

We are supportive of the rezoning amendment to permit a much needed child care to locate at 480 30 Street SE. Our agency has been working closely with the City of Salmon Arm's Child Care Planning Committee, which is conducting a child care needs assessment and developing a plan to address the lack of child care spaces through a UBCM planning grant. The province is committing significant resources through the Child Care Action Plan to ensure that communities are able to respond to the critical shortages and the City of Salmon Arm's support to establish child cares is an essential element to making progress for our community.

Lack of child care is a barrier to economic growth and allowing parents to be part of the workforce and contributing taxpayers for the well-being of our community. The chosen location offers convenience for families as it is close to schools, major transportation routes, residential areas, and proximity to downtown. It is our belief that the impacts on the surrounding area by an 8 child multi-age facility will be minimal and we encourage the City of Salmon Arm to approve the rezoning application for the benefit of the entire community.

Yours truly,

June Stewart  
Executive Director



## 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, December 9, 2019 at 7:00 p.m.

**1. b) Proposed Amendment to Zoning Bylaw No 2303:**

Rezone Lot 24, Section 18, Township 20, Range 9, W6M, KDYD, Plan 22473 from R-1 Single Family Residential Zone to C-1 Local Commercial Zone.

**Civic Address:** 480 - 30 Street SE

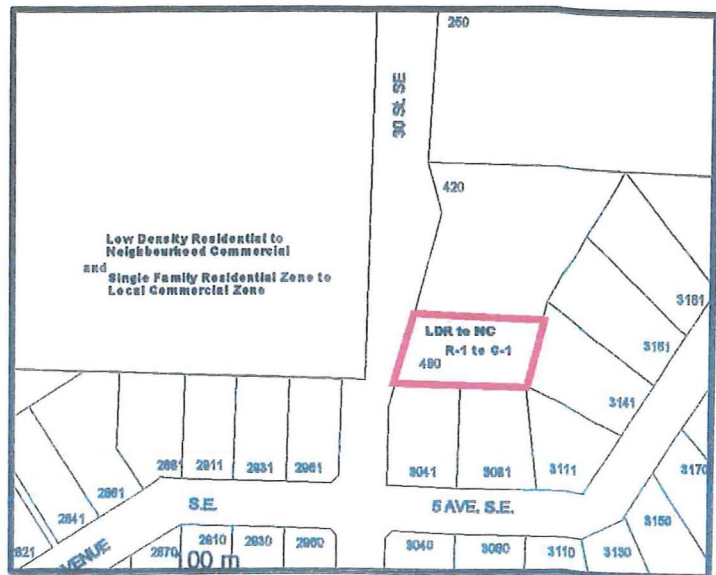
**Location:** South of Okanagan Avenue and 30 Street, East side of 30 Street SE

**Present Use:** Vacant land

**Proposed Use:** Daycare

**Owner/Applicant:** Shuswap Christian Education Society, Inc No. S32105/T. Horsting

**Reference:** OCP4000-41/Bylaw No. 4353 and ZON-1157/ Bylaw No. 4354



The file for the proposed bylaws is available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from November 26 to December 9, 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 bylaw are urged to review the file available in the Development Services Department (or telephone 250-803-4010) to obtain the facts of the proposal prior to the Public Hearing.

Erin Jackson, Director of Corporate Services

Item 22/23.2



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Item 23.1

## CITY OF SALMON ARM

Date: December 9, 2019

Moved: Councillor

Seconded: Councillor

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

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

### Vote Record

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

Opposed:

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

# **CITY OF SALMON ARM**

## **BYLAW NO. 4353**

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

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

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

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

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

1. Re-designate Lot 24, Section 18, Township 20, Range 9, W6M, KDYD, Plan 22473 from LDR – Low Density Residential to NC – Neighbourhood Commercial, as shown on Schedule "A" attached hereto and forming part of this bylaw;

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "**City of Salmon Arm Official Community Plan Amendment Bylaw No. 4353**".

READ A FIRST TIME THIS 12th DAY OF November 2019

READ A SECOND TIME THIS 25th DAY OF November 2019

READ A THIRD TIME THIS DAY OF 2019

ADOPTED BY COUNCIL THIS DAY OF 2019

\_\_\_\_\_  
MAYOR

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





Item 23.2

## CITY OF SALMON ARM

Date: December 9, 2019

Moved: Councillor

Seconded: Councillor

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

[ZON-1157; Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; R-1 to C-1]

### Vote Record

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

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

# CITY OF SALMON ARM

## BYLAW NO. 4354

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

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

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

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

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

Rezone Lot 24, Section 18, Township 20, Range 9, W6M, KDYD, Plan 22473 from R-1 Single Family Residential Zone to C-1 Local Commercial Zone, attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

City of Salmon Arm  
Zoning Amendment Bylaw No. 4354

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4354"

READ A FIRST TIME THIS            12th            DAY OF            November            2019

READ A SECOND TIME THIS        25th            DAY OF            November            2019

READ A THIRD TIME THIS                            DAY OF                            2019

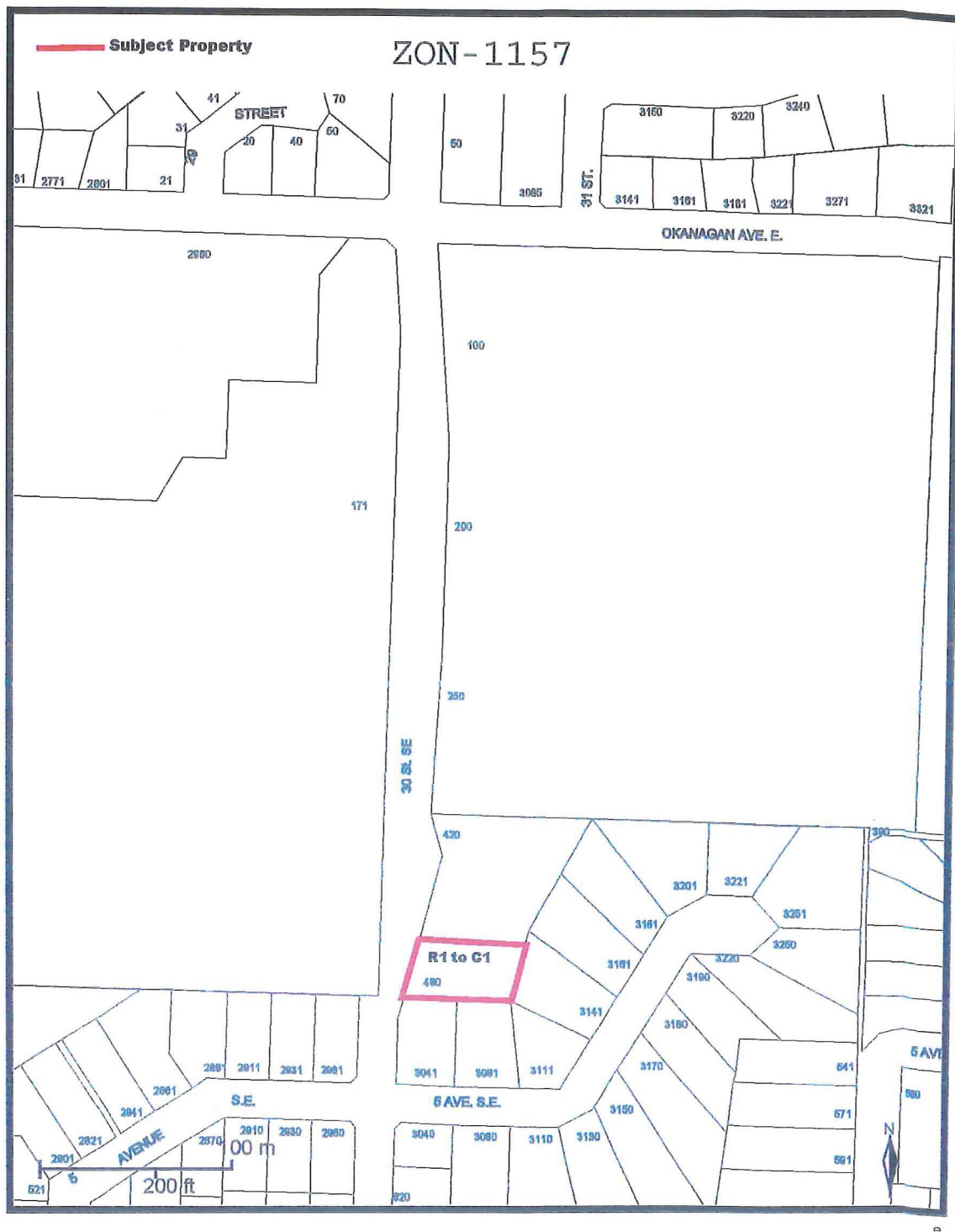
ADOPTED BY COUNCIL THIS                            DAY OF                            2019

\_\_\_\_\_  
MAYOR

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



## SCHEDULE "A"



Item 25.

## CITY OF SALMON ARM

Date: December 9, 2019

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Regular Council Meeting of December 9, 2019, be adjourned.

### Vote Record

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

Opposed:

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

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