

1. August 23, 2021 Council Agenda And Correspondence

Documents:

[AUGUST 23, 2021 AGENDA.PDF](#)

[AUGUST 23, 2021 CORRESPONDENCE.PDF](#)



# AGENDA

## City of Salmon Arm Regular Council Meeting

Monday, August 23, 2021  
1:30 p.m.

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

Page #	Item #	Description
	1.	CALL TO ORDER
1 – 2	2.	IN-CAMERA SESSION
	3.	ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	ADOPTION OF AGENDA
	5.	DISCLOSURE OF INTEREST
3 – 14	6.	CONFIRMATION OF MINUTES
	1.	Regular Council Meeting Minutes of August 9, 2021
15 – 18	7.	COMMITTEE REPORTS
	1.	Development and Planning Services Committee Meeting Minutes of August 16, 2021
19 – 22	2.	Downtown Parking Commission Meeting Minutes of July 20, 2021
	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
	9.	STAFF REPORTS
23 – 28	1.	Chief Financial Officer – Shuswap Community Foundation – 2021 Unallocated Funding – For Direction
29 – 32	2.	Director of Corporate Services – Meetings – Transitioning from Ministerial Order M192 – For Information
33 – 58	3.	Director of Engineering and Public Works – City of Salmon Arm – Water Conservation Policy and Plan



- 59 – 62            4.        Director of Engineering and Public Works – Project Award – Shuswap Street Sidewalk Upgrade
- 63 – 66            5.        Director of Engineering and Public Works – Purchase Recommendation for Replacement of Unit #78 & #930 with Single Axle Dump/Plow Unit
- 67 – 70            6.        Director of Engineering and Public Works – Funding Reallocation from Reserve – Jackson Park Ramp Installation & Blackburn Park Bike Pump Track Design
- 71 – 72            7.        Chief Financial Officer – Shuswap Regional Airport Commission Appointments

**10.                    INTRODUCTION OF BYLAWS**

- 73 – 86            1.        City of Salmon Arm Zoning Amendment Bylaw No. 4473 [ZON-1219; DeMille's Farm Market; Text Amendment; C-8 – Farm Produce Commercial Zone] – First and Second Readings
- 87 – 92            2.        City of Salmon Arm Zoning Amendment Bylaw No. 4474 [ZON-1220; Text Amendment; Regulating Ground Water Bottling] – First and Second Readings
- 93 – 112           3.        City of Salmon Arm Zoning Amendment Bylaw No. 4452 [ZON-1205; Optland, D.; 4091 Highway 97B SE; A-2 to M-1] – First and Second Readings

**11.                    RECONSIDERATION OF BYLAWS**

- 113 – 118           1.        City of Salmon Arm Traffic Amendment Bylaw No. 4470 – Final Reading

**12.                    CORRESPONDENCE**

- 119 – 120           1.        Informational Correspondence
- 121 – 128           2.        Lana Fitt, Manager, Salmon Arm Economic Development Society – letter dated August 18, 2021 – Wayfinding Signage Project

**13.                    NEW BUSINESS**

**14.                    PRESENTATIONS / DELEGATIONS**

- 129 – 130           1.        Presentation 4:00 – 4:15 p.m. (approximately)  
Terry Smith, Sk'atsin Silvatech Ventures LLP, a Neskonlith Indian Band Subsidiary and Brad Shirley, Fire Chief – CRI Update

**15.                    COUNCIL STATEMENTS**

**16.                    SALMON ARM SECONDARY YOUTH COUNCIL**

**17.                    NOTICE OF MOTION**

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

- 131 – 132           1.        P. Wright, President, the Salmon Arm and Shuswap Lake Agricultural Association – letter dated July 23, 2021 – Lighting on the South Fair Grounds – Deferred Motion 0432-2021

19. **OTHER BUSINESS**
- 133 – 134 1. Councillor Lavery Notice of Motion from August 9, 2021 - Active Transportation: Let's Move Salmon Arm
- 135 – 136 2. Councillor Lavery Notice of Motion from August 9, 2021 - Food and Urban Agricultural Plan: Let's Grow Salmon Arm

20. **QUESTION AND ANSWER PERIOD**

**7:00 p.m.**

Page #	Item #	Description
	21.	<b>DISCLOSURE OF INTEREST</b>
	22.	<b>HEARINGS</b>
137 – 144	1.	Development Variance Permit Application No. VP-537 [Shott, B.; 830 30 Street SE; Setback]
	23.	<b>STATUTORY PUBLIC HEARINGS</b>
145 – 154	1.	Zoning Amendment Application No. ZON1215 [Green Emerald Investments Inc.; 4380 20 Street NE; R7 to R8]
	24.	<b>RECONSIDERATION OF BYLAWS</b>
155 – 158	1.	City of Salmon Arm Zoning Amendment Bylaw No. 4469 [ZON1215; Green Emerald Investments Inc.; 4380 20 Street NE; R7 to R8] – Third and Final Readings
	25.	<b>QUESTION AND ANSWER PERIOD</b>
159 – 160	26.	<b>ADJOURNMENT</b>

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Item 2.

## CITY OF SALMON ARM

Date: August 23, 2021

Moved: Councillor Lindgren

Seconded: Councillor Eliason

THAT: pursuant to Section 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; of the Community Charter, Council move In-Camera.

### Vote Record

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

Opposed:

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

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Item 6.1

## CITY OF SALMON ARM

Date: August 23, 2021

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting Minutes of August 9, 2021, be adopted as circulated.

### Vote Record

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

Opposed:

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



## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held by electronic means as authorized by Ministerial Order M192, at 1:30 p.m. and reconvened at 2:30 p.m. on Monday, August 9, 2021.

### PRESENT:

Mayor A. Harrison (participated remotely)  
 Councillor D. Cannon (participated remotely)  
 Councillor C. Eliason (participated remotely) (entered the meeting at 2:37 p.m.)  
 Councillor K. Flynn (participated remotely)  
 Councillor T. Lavery (participated remotely)  
 Councillor S. Lindgren (participated remotely)  
 Councillor L. Wallace Richmond (participated remotely)

Acting Chief Administrative Officer/ Director of Corporate Services E. Jackson (participated remotely)  
 Director of Development Services K. Pearson (participated remotely)  
 Director of Engineering and Public Works R. Niewenhuizen (participated remotely)  
 Manager of Financial Services T. Tulak (participated remotely)  
 City Engineer J. Wilson (participated remotely)  
 Recorder C. Simmons (participated remotely)

### ABSENT:

#### 1. CALL TO ORDER

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

#### 2. IN-CAMERA SESSION

0423-2021

Moved: Councillor Eliason  
 Seconded: Councillor Lavery  
 THAT: pursuant to Section 90(1)(e) of the Community Charter the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.

Council returned to Regular Session at 2:30 p.m.

Council recessed until 2:34 p.m.

#### 3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

4. REVIEW OF AGENDA

Late submission item 22.1 C. Grover – email dated August 5, 2021 – 1230, 1260, 1290 – 10 Avenue SW Development Permit Application.

Late submission item 22.1 R. and M. Timoffee – email dated August 6, 2021 – Dev. Permit No. DP-434.

Late submission item 23.1/24.1 P. Mundy, Trustee/Treasurer and K. Spohr, Trustee/Director, Little Mountain Bible Chapel – letter dated August 8, 2021 – OCP4000-46 Bylaw No. 4449 and ZON-1203/Bylaw No. 4450 Single Family Residential to Medium Density Residential.

Addition under item 17.1 Councillor Lavery Notice of Motion - Active Transportation: Let's Move Salmon Arm.

Addition under item 17.2 Councillor Lavery Notice of Motion - Food and Urban Agricultural Plan: Let's Grow Salmon Arm.

5. DISCLOSURE OF INTEREST

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of July 26, 2021

0424-2021

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting Minutes of July 26, 2021, be adopted as circulated.

Councillor Eliason entered the meeting at 2:37 p.m.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of August 3, 2021

0425-2021

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee Meeting Minutes of August 3, 2021, be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

9. STAFF REPORTS1. Director of Engineering and Public Works – 75 Ave NE Sani Upgrade – Budget Amendment and Award

0426-2021

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the 2021 Budget contained in the 2021 to 2025 Financial Plan be amended to reflect additional funding for the 75 Avenue NE Sanitary Upgrade Project in the amount of \$65,000.00. This amount to be funded from unexpended surplus available from the Canoe Sanitary Relining 49-50 Street NE project;

AND THAT: Council approve the award of the CIP Pipe Lining Services for the CP Rail Crossing to Down Under Pipe Inspection in accordance with their quote in the amount of \$14,000.00 plus taxes as applicable;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in the procurement of CIP Pipe Lining Services related to the CP Rail Sanitary Pipe Crossing Upgrade to authorize sole sourcing of same to Down Under Pipe Inspection.

CARRIED UNANIMOUSLY2. Director of Engineering and Public Works – 20 Ave SW Culvert Replacement – Budget Amendment

0427-2021

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the 2021 Budget contained in the 2021 to 2025 Financial Plan be amended to reflect additional funding for the 20 Avenue SW Culvert Replacement Project in the amount of \$40,000.00 to be funded from the East Canoe Creek Culvert Replacement project.

CARRIED UNANIMOUSLY3. Chief Financial Officer – Zone 5 Booster Station – For Information

Received for information.

10. INTRODUCTION OF BYLAWS1. City of Salmon Arm Road Closure Bylaw No. 4468 [Part of 53 Street NE and Lane Adjacent to 5331 71 Avenue NE; Baker, S. & J.] – First, Second and Third Readings

0428-2021

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Road Closure Bylaw No. 4468 be read a first, second and third time

AND THAT: final reading be withheld subject to:

1. Consideration of a Highway Closure Bylaw in accordance with Sections 26 and 94 of the *Community Charter*;
2. The owner of 5331 71 Avenue NE being responsible for all surveying and associated legal and registration costs;

**10. INTRODUCTION OF BYLAWS – continued**

1. City of Salmon Arm Road Closure Bylaw No. 4468 [Part of 53 Street NE and Lane Adjacent to 5331 71 Avenue NE; Baker, S. & J.] – First, Second and Third Readings – continued

3. Dedication of that part of 53 Street NE along the west property line of 5331 71 Avenue NE; and  
4. Registration of a Statutory Right of Way in favour of BC Hydro.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment Bylaw No. 4469 [ZON1215; Green Emerald Investments Inc.; 4380 20 Street NE; R7 to R8] – First and Second Readings

0429-2021

Moved: Councillor Cannon  
Seconded: Councillor Lavery  
THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4469 be read a first and second time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Traffic Amendment Bylaw No. 4470 – First, Second and Third Readings

0430-2021

Moved: Councillor Flynn  
Seconded: Councillor Wallace Richmond  
THAT: the bylaw entitled City of Salmon Arm Traffic Amendment Bylaw No. 4470 be read a first, second and third time.

CARRIED UNANIMOUSLY

**11. RECONSIDERATION OF BYLAWS****12. CORRESPONDENCE**

1. Information Correspondence

4. J. McEwan, Salmon Arm Fair GM – letter dated July 19, 2021 – Noise Bylaw

0431-2021

Moved: Councillor Wallace Richmond  
Seconded: Councillor Flynn  
THAT: Council authorize the extension of the noise bylaw for the 2<sup>nd</sup> Annual Barn Dance at the Salmon Arm Fair to 12:00 a.m. on September 10 and 11, 2021, subject to adherence with the Public Health Officer's guidelines.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE – continued1. Information Correspondence – continued5. P. Wright, President, the Salmon Arm and Shuswap Lake Agricultural Association – letter dated July 23, 2021 – Lighting on the South Fair Grounds

0432-2021

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: the letter dated July 23, 2021 from the Salmon Arm and Shuswap Lake Agricultural Association for Lighting on the South Fair Grounds be forwarded to the 2021 Budget;

AND THAT: staff be directed to determine if the COVID-19 Safe Restart Grant can be utilized for the project.

0433-2021

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: resolution 0432-2021 be deferred to the August 26, 2021 Regular Council Meeting.

CARRIED UNANIMOUSLY13. NEW BUSINESS

The Meeting recessed at 3:23 p.m.

The Meeting reconvened at 3:26 p.m.

14. PRESENTATIONS1. Lorraine Copas, SPARC BC – Social Impact Assessment

Lorraine Copas, SPARC BC provided an overview of the City of Salmon Arm Social Impact Assessment and was available to answer questions from Council.

0434-2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the City of Salmon Arm Social Impact Assessment report from SPARC BC be received by Council;

AND THAT: the Social Impact Assessment report be forwarded to the Columbia Shuswap Regional District, MLA, MP, Social Impact Advisory Committee and Minister Social Development and Poverty Reduction.

CARRIED UNANIMOUSLY15. COUNCIL STATEMENTS16. SALMON ARM SECONDARY YOUTH COUNCIL

**17. NOTICE OF MOTION****1. Councillor Lavery Notice of Motion - Active Transportation: Let's Move Salmon Arm**

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

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

AND WHEREAS Council allocated \$50,000 to establish an Active Transportation reserve in the past two budget years;

THEREFORE BE IT RESOLVED THAT a further Twenty Five Thousand dollars (\$25,000) be allocated to that reserve in the 2022 budget to leverage potential Active Transportation funding opportunities from other levels of government and for developing and implementing an Active Transportation plan as part of the upcoming OCP review.

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

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

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

AND WHEREAS Council has funded a Food & Ag reserve for the past two budget years:

THEREFORE BE IT RESOLVED THAT a further \$7,500 be allocated to that reserve in the 2022 budget to leverage potential Food and Urban Agricultural Plan funding opportunities from other levels of government and for funding a Food and Urban Agricultural Plan as part of the upcoming OCP review.

**18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS****19. OTHER BUSINESS****20. QUESTION AND ANSWER PERIOD**

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

0435-2021

Moved: Councillor Eliason

Seconded: Councillor Lindgren

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

CARRIED UNANIMOUSLY



Council moved In-Camera at 3:59 p.m.  
 Council returned to Regular Session at 4:25 p.m.  
 Council recessed until 7:00 p.m.

**PRESENT:**

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

Acting Chief Administrative Officer/ Director of Corporate Services E. Jackson (participated remotely)  
 Director of Development Services K. Pearson (participated remotely)  
 Director of Engineering and Public Works R. Niewenhuizen (participated remotely)  
 Recorder C. Simmons (participated remotely)

**ABSENT:**

Councillor L. Wallace Richmond

**21. DISCLOSURE OF INTEREST**

**4. REVIEW OF AGENDA**

Addition under item 23.1/24.1 T. Boman – email dated August 9, 2021 – Proposed Amendment to Zoning Bylaw No 2303.

**22. HEARINGS**

**1. Development Permit Application No. DP-434 [West Urban Developments Ltd./LST Ventures Ltd.; 1230, 1260 and 1290 10 Avenue SW]**

0436-2021

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: Development Permit No. 434 be authorized for issuance for Lot 6, Section 10, Township 20, Range 10, W6M, KDYD, Plan 3991 Except Plans 6136, 35041 and KAP76862, Lot 2, Section 10, Township 20, Range 10, W6M, KDYD, Plan 3991 Except Plan KAP76862 and Lot 1, Section 10, Township 20, Range 20, W6M, KDYD, Plan 3991, Except Plan KAP76862 in accordance with the Development Permit drawings attached as Appendix 1 to the Staff Report dated July 26, 2021;

AND THAT: Issuance of Development Permit No. 434 be withheld subject to:

1. Receipt of an Estimate and Irrevocable Letter of Credit in the amount of 125% of the Estimate for landscaping; and
2. Consolidation of Lots 1 and 2, Section 10, Township 20, Range 10, W6M, KDYD, Plan 3991 Except Plan KAP76862 and Lot 6, Section 10, Township 20, Range 10, W6M, KDYD, Plan 3991 Except Plans 6136, 35041 and KAP76862 into one lot.

22. HEARINGS – continued

1. Development Permit Application No. DP-434 [West Urban Developments Ltd./LST Ventures Ltd.; 1230, 1260 and 1290 10 Avenue SW] – continued

Submissions were called for at this time.

C. Grover – email dated August 5, 2021 – 1230, 1260, 1290 – 10 Avenue SW Development Permit Application.

R. and M. Timoffee – email dated August 6, 2021 – Dev. Permit No. DP-434.

S. Alexander, and L. Svisdahl, on behalf of WestUrban Developments Ltd., the applicant, outlined the application. S. Alexander, L. Svisdahl, and B. Sampson, on behalf of WestUrban Developments Ltd., were available to answer questions from Council.

V. Burton and G. Mattie, 1200 10 Avenue SW spoke to concerns regarding removal trees along the property line, fencing, traffic congestion and location of waste receptacles.

S. Alexander, and L. Svisdahl, on behalf of WestUrban Developments Ltd., were available to answer questions.

B. Sampson, and S. Alexander, on behalf of WestUrban Developments Ltd., were available to answer questions regarding electric vehicle charging stations.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:35 p.m. and the Motion was:

CARRIED UNANIMOUSLY

23. STATUTORY PUBLIC HEARINGS

1. Official Community Plan Amendment Application No. OCP4000-46 [Passey, B. & T.; 3381 10 Avenue SE; LR to MR]

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

Submissions were called for at this time.

P. Mundy, Trustee/Treasurer and K. Spohr, Trustee/Director, Little Mountain Bible Chapel – letter dated August 8, 2021 – OCP4000-46 Bylaw No. 4449 and ZON-1203/Bylaw No. 4450 Single Family Residential to Medium Density Residential

T. Boman – email dated August 9, 2021 – Proposed Amendment to Zoning Bylaw No 2303

B. Passey, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:48 p.m. and the next item ensued.

23. STATUTORY PUBLIC HEARINGS – continued

2. Zoning Amendment Application No. ZON-1203 [Passey, B. & T.; 3381 10 Avenue SE; R-1 to R-4]

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

Submissions were called for at this time.

P. Mundy, Trustee/Treasurer and K. Spohr, Trustee/Director, Little Mountain Bible Chapel – letter dated August 8, 2021 – OCP4000-46 Bylaw No. 4449 and ZON-1203/Bylaw No. 4450 Single Family Residential to Medium Density Residential

T. Boman – email dated August 9, 2021 – Proposed Amendment to Zoning Bylaw No 2303

B. Passey, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:55 p.m.

24. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4449 [OCP4000-46; Passey, B. & T.; 3381 10 Avenue SE; LR to MR] – Third and Final Readings

0437-2021

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4449 be read a third and final time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment Bylaw No. 4450 [ZON-1203; Passey, B. & T.; 3381 10 Avenue SE; R-1 to R-4] – Third and Final Readings

0438-2021

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4450 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

0439-2021

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Regular Council Meeting of August 9, 2021, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:00 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Adopted by Council the day of \_\_\_\_\_, 2021.

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Item 7.1

## CITY OF SALMON ARM

Date: August 23, 2021

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee Meeting Minutes of August 16, 2021, be received as information.

### Vote Record

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

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



## **DEVELOPMENT AND PLANNING SERVICES COMMITTEE**

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held by electronic means by Ministerial Order M192, on Monday, August 16, 2021.

### **PRESENT:**

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

Acting Deputy Chief Administrative Officer/Director of Engineering  
 & Public Works R. Niewenhuizen (participated remotely)  
 Director of Development Services K. Pearson (participated remotely)  
 Recorder C. Simmons (participated remotely)

### **ABSENT:**

Councillor L. Wallace Richmond

#### **1. CALL TO ORDER**

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

#### **2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

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

#### **3. REVIEW OF THE AGENDA**

Item 5.2 Zoning Amendment Application No. ZON-1219 [DeMille's Farm Market; Text Amendment; Addition of Licensee Retail Store in C-8 Zone] be moved to follow item 5.3 Zoning Amendment Application No. ZON-1205 [Optland, D.; 4091 Highway 97B SE; A-2 to M-1.

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

#### **4. DISCLOSURE OF INTEREST**

Councillor Flynn declared a conflict of interest with item 5.2 as the applicant is a client of his firm.

Mayor Harrison recognized the efforts of the firefighters and emergency services personal during the time.

## 5. REPORTS

### 1. Development Variance Permit Application No. VP-537 [Shott, B.; 830 30 Street SE; Setback requirements]

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. 537 be authorized for issuance for Lot 17, Section 18, Township 20, Range 9, W6M, KDYD, Plan 14512 to vary Zoning Bylaw No. 2303 as follows:

1. Section 13.14.3 – Interior Side Parcel Line Setback reduction from 2.0 m to 1.6 m (east parcel line) to facilitate conversion of an existing detached garage into a detached suite.

CARRIED UNANIMOUSLY

### 3. Zoning Amendment Application No. ZON-1205 [Optland, D.; 4091 Highway 97B SE; A-2 to M-1]

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 rezoning Lot C, Section 5, Township 20, Range 9, W6M, KDYD, Plan 12843 Except Plan H10964 from A-2 (Rural Holding Zone) to M-1 (General Industrial Zone).

AND THAT: final reading of the Zoning Bylaw be withheld subject to:

1. Registration of a Section 219 Covenant and survey plan to secure road reserve aligned with the road network plan attached as Appendix 9 to the staff report dated August 11, 2021; and
2. Approval by the Ministry of Transportation and Infrastructure.

Councillor Flynn left the meeting at 8:10 a.m. and returned at 8:11 a.m.

D. & C. Optland, the applicants, requested clarification to the requirements of the applicants for building the proposed road. They were available to answer questions from the Committee.

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict of interest and left the meeting at 8:27 a.m.

5. REPORTS – continued2. Zoning Amendment Application No. ZON-1219 [DeMille's Farm Market; Text Amendment; Addition of Licensee Retail Store in C-8 Zone]

Moved: Councillor Lavery

Seconded: Councillor Lindgren

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 as follows:

1. Section 22 – C-8 – Farm Produce Commercial Zone

Add a subsection to section 22.3 Permitted Uses – and renumber the balance accordingly; and

.2 – *licensee retail store*

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

CARRIED UNANIMOUSLY

6. PRESENTATIONS7. FOR INFORMATION8. CORRESPONDENCE9. ADJOURNMENT

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee meeting of August 16, 2021, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:35 a.m.

---

Mayor Alan Harrison  
Chair

Minutes received as information by Council  
at their Regular Meeting of \_\_\_\_\_, 2021.

Item 7.2

## CITY OF SALMON ARM

Date: August 23, 2021

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Downtown Parking Commission Meeting Minutes of July 20, 2021, be received as information.

### Vote Record

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

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

## CITY OF SALMON ARM

Minutes of the Downtown Parking Commission Meeting held by electronic means on Tuesday, July 20, 2021.

### PRESENT:

Chad Eliason	Councillor, City of Salmon Arm
Bill Laird	Member at Large
Vic Hamilton	Member at Large
Cathy Ingebrigston	Member at Large
Regan Ready	Member at Large
Gerald Foreman	DSA Representative (arrived late)
Morgan Matthison	DSA Representative
Linda Thompson	DSA Representative
Jacquie Gaudreau	DSA Representative, Chair
Maurice Roy	Resource Personnel, Manager Permits & Licencing
Sam Darlington	Resource Personnel, Bylaw Officer
Debbie Wood	Resource Personnel, Bylaw Officer
Jenn Wilson	Resource Personnel, City Engineer
Robert Niewenhuizen	Resource Personnel, Director of Engineering & Public Works

### ABSENT:

### GUEST:

The meeting was called to order at 8:00 a.m. by Chair Jacquie Gaudreau.

#### 1. INTRODUCTIONS AND WELCOME

Councillor Eliason welcomed and introduced Morgan Matthison as a representative of Downtown Salmon Arm. Maurice Roy welcomed and introduced Bylaw Enforcement Officer Debbie Wood.

#### 2. 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.*

#### 3. PRESENTATIONS

#### 4. APPROVAL / CHANGES / ADDITIONS TO AGENDA

Moved: Regan Ready

Seconded: Vic Hamilton

THAT: the Downtown Parking Commission Meeting Agenda of July 20, 2021 be approved as circulated.

CARRIED UNANIMOUSLY

5. APPROVAL OF MINUTES FROM May 18, 2021

Moved: Reagan Ready

Seconded: Vic Hamilton

THAT: the Downtown Parking Commission Meeting Minutes of May 18, 2021 be adopted as circulated.

CARRIED UNANIMOUSLY

6. OLD BUSINESS ARISING FROM MINUTES

a) Downtown Parking Plan 2021 - Recommendations - Discussion

- No motion to approve the Parking Plan, in principal, at this time
- Parking Plan recommendations and implantation plan was discussed point by point
- a reasonable timeline will need to be determined for completion of the Plan's recommendations
- ICBC will not enable collection of parking fines as a means of parking enforcement
- CCTV is not a viable means to police downtown parking
- Parking availability may be limited after completion of the Ross Street Underpass
- The installation of bike lock ups was discussed. The current use does not indicate a need for further options for bicycle users
- Pay parking at individual electric vehicle charging stations was discussed

7. NEW BUSINESS - for discussion

a) Email from June Stewart dated June 4, 2021

- June's Stewart's comments on the Downtown Parking Plan were reviewed and discussed.

b) Penticton Parking - Discussion

8. OTHER BUSINESS

9. NEXT MEETING - Tuesday, August 17, 2021

The next meeting of the Downtown Parking Commission will be Tuesday, June 15, 2021. Chairperson will be Gerald Foreman.

A return to in-person meetings in the coming months was discussed.



**10. ADJOURNMENT**

Moved: Regan Ready

Seconded: Vic Hamilton

THAT: the Downtown Parking Commission Meeting of July 20, 2021 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:05 a.m.

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Maurice Roy  
Manager of Permits & Licensing

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

Item 9.1

## CITY OF SALMON ARM

Date: August 23, 2021

### Chief Financial Officer – Shuswap Community Foundation – 2021 Unallocated Funding – For Direction

#### Vote Record

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

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

**CITY OF  
SALMON ARM**

---

To: Mayor Harrison and Members of Council  
Date: August 4, 2021  
From: Chelsea Van de Cappelle, Chief Financial Officer  
Subject: Shuswap Community Foundation – 2021 Unallocated Funding

---

**BACKGROUND**

Since 1999, the City of Salmon Arm (City) has contributed \$5,000.00 annually to the City Endowment Fund which is held "in trust" by the Shuswap Community Foundation (SCF). The purpose of the Fund is to eventually provide for the funding of the City's annual grant program from the interest earned annually on the Fund. The annual grant allocation approved by Council for 2021 was \$57,500.00.

On March 22, 2010, Council resolved to deposit the unallocated annual grant funds, each year, into the City Endowment Fund. Since then a number of transfers were made to the City's Endowment Fund as a result of unallocated grants or "surpluses".

In February 2021, the SCF provided Mayor and Council with a summary of the adjudication of the 2021 Grants in Aid (Appendix A). Following the adjudication process, \$17,111.00 remained unallocated and SCF is seeking Council's direction as to the use of these funds.

The request was discussed at the Regular Council Meeting of February 22, 2021 where Council elected to defer making a decision about the 2021 unallocated grant funds until they had considered the City's 2021 COVID 19 Safe Restart Grants in Aid. The COVID 19 Safe Restart Grants in Aid were reviewed and adjudicated on July 26, 2021 and the SCF request has been brought forward for further consideration.

**STAFF COMMENTS**

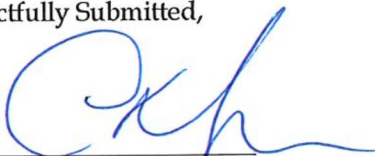
There is a motion (2010) that directs future unallocated funds to the City's Endowment Fund. If Council chooses to proceed with this option, no further action is required.

Council could elect to have the SCF hold the funds to top-up the 2022 annual grant of \$57,500.00, making the 2022 Grants in Aid \$74,611.00. A motion of Council would be required.

Council could elect to have the SCF hold the funds to top-up the 2022 annual grant to \$57,500.00, thereby reducing the allocation needed in the 2022 Budget to \$40,389.00. A motion of Council would be required.

Alternatively, Council could request to have the \$17,111.00 returned to the City to hold for a future project or expense. A motion of Council would be required.

Respectfully Submitted,



Chelsea Van de Cappelle, CPA



**SHUSWAP  
COMMUNITY  
FOUNDATION**

PO Box 624  
102-160 Harbourfront Drive NE  
Salmon Arm BC, V1E 4P9  
Ph: 250-832-5428  
Email: [info@shuswapfoundation.ca](mailto:info@shuswapfoundation.ca)

February 10, 2021

Mayor and Council  
City of Salmon Arm  
Box 40  
Salmon Arm, BC V1E 4N2

Dear Mayor and Council,

The Shuswap Community Foundation's Grants-in-Aid Adjudication Committee met on January 14 to review the applications for funding received for the City of Salmon Arm Grants-In-Aid Program.

The Committee is comprised of Mayor Alan Harrison and Shuswap Community Foundation Board members: Ralph Segreto, Lindsay Wong, Kathryn Vennard and Manager, Roger Parenteau.

With \$64,039 available and requests totalling \$72,910, the Committee faced difficult decisions. We are pleased to announce that 14 groups were approved and will receive funds shortly. A spreadsheet with a list of the allocations is attached. With funds remaining, we would like to suggest reinvestment of those funds to the City of Salmon Arm Endowment fund to allow that fund to grow further to support self-sufficiency.

Once adjudication was complete, \$17,111 unallocated funds remained. SCF is awaiting council direction as to the use of these funds.

Following the adjudication, \$17,111.00 remained unallocated. SCF requests council direction as to the use of these funds. We have included the City of Salmon Arm's quarterly letter for the City's Endowment as this would be an excellent opportunity to increase the Endowment Fund.

We thank you for this opportunity to serve our community.

Regards,

A handwritten signature in black ink, appearing to read 'Roger Parenteau', with a stylized flourish at the end.

Roger Parenteau, SCF Manager

On behalf of  
Lindsay Wong, Chair of the City of Salmon Arm Grants-In-Aid Committee



**SHUSWAP  
COMMUNITY  
FOUNDATION**

PO Box 624  
102-160 Harbourfront Drive NE  
Salmon Arm BC, V1E 4N7  
Ph: 250-832-5428  
Email: [info@shuswapfoundation.ca](mailto:info@shuswapfoundation.ca)

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January 15, 2021

Friends  
Box 40  
Salmon Arm BC V1E 4N2

Dear Friends,

Please find your quarterly fund statements for: City of Salmon Arm Endowment

Contributed Capital as of December 31, 2020:	\$204,945
Retained Earnings as of December 31, 2020:	\$126,300
Market Value of fund as of December 31, 2020:	\$331,245
Grant Reserve accumulated to date:	\$5,735

("Grant Reserve" represents the funds accumulated for 2020/21 fiscal year for distribution in the 2021/22 fiscal year. (July - June))

Shuswap Community is grateful for the continued support of our Donors and Fundholders whose commitment to building a strong and vibrant Shuswap Community guides SCF in all that we do.

If this letter was sent to you via mail, please connect with the Foundation office to provide an email address as we continue to work at reducing our environmental footprint.

Roger Parenteau, Manager





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Item 9.2

## CITY OF SALMON ARM

Date: August 23, 2021

### Director of Corporate Services – Meetings – Transitioning from Ministerial Order M192 – For Information

#### **Vote Record**

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

Opposed:

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





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TO: Mayor Harrison and Members of Council

DATE: August 18, 2021

SUBJECT: Meetings - Transitioning from Ministerial Order M192

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Since the onset of Covid-19, local governments have grappled with how to safely and effectively hold public meetings in the midst of a global health crisis, while also satisfying legislative requirements and ensuring procedural fairness. During the provincial state of emergency which was declared under the *Emergency Program Act* on March 17, 2020 and ended on June 30, 2021, several Ministerial Orders were put in place to allow for fully electronic meetings.

On June 1, 2021, Bill 10 *Municipal Affairs Statutes Amendments Act* was passed. This Bill includes changes to the Community Charter that will allow municipalities to choose whether to conduct regular and committee meetings electronically by adopting amendments to their procedures bylaws. These new rules will come into force by regulation on September 29, 2021, after the authority to hold electronic meetings under the Covid Related Measures Act (CRMA) and M192 expires on September 28, 2021 (90 days after the end of the provincial state of emergency).

The City of Salmon Arm Council Procedure Bylaw No. 4276 currently authorizes electronic special meetings and electronic participation of up to three members of Council for regular meetings. This means that with the exception of the chair, all members of Council could participate in a special council meeting electronically and a hybrid format (attendance both in person and electronically) could be utilized for regular meetings.

The applicable excerpt of Bylaw No. 4276 is as follows:

## Electronic Meetings

6. (1) Provided the conditions set out in subsection 128(2) of the *Community Charter* are met,
  - (a) a special Council meeting may be conducted by means of visual and audio electronic or other communication facilities if:
    - (i) the Mayor requires;
    - (ii) the Council requires; or
  - (b) a member of Council or a Council Committee member who is unable to attend at a Council meeting or Council Committee meeting, as applicable, may participate in the meeting by means of visual and audio electronic or other communication facilities, if:
    - (i) the meeting is a regular, special and/or committee meeting; and
    - (ii) the member is unable to attend because of extenuating circumstances/other commitments.
- (2) The member presiding at a special Council or Council committee meeting must not participate electronically.
- (3) No more than three (3) members of Council at one time may participate at a Council meeting under section 6(1)(b).
- (4) There is no limit to the number of Council Committee members who may participate at a Council Committee meeting under section 6(1)(b).

Local governments cannot amend their procedure bylaws to allow for fully electronic meetings until the new authorities in the Community Charter take effect on September 29, 2021. Local governments can continue to hold electronic meetings and electronic public hearings under the authority of M192 until September 28, 2021. Once the amendments are brought into force, local governments can then provide public notice, communicate changes to the public, and begin to give readings to a procedure bylaw amendment.

It is recommended that a Council Procedure Amendment Bylaw be prepared and introduced at the October 12, 2021 Council Meeting to allow all members of Council to participate electronically in regular meetings. The bylaw could be adopted as soon as

October 25, 2021, following the notification required under section 94 of the Community Charter. In conjunction with the mandatory advertising, staff also plan to create a fact sheet on how members of the public can participate in meetings and will continue providing support to anyone who needs technical assistance with the GoToMeeting platform.

Offering a hybrid meeting model on an ongoing basis lowers the barriers to participation for the public, Council and staff. Barring any changes to the public health landscape, hybrid meetings will resume on October 4, 2021 (Development and Planning Services Committee Meeting). This meeting will be held in the Council Chamber, with up to three members of Council permitted to attend electronically. Members of the public may choose to attend in person at City Hall (with appropriate safety protocols in place), by telephone or via their computer.

Respectfully,



Erin Jackson

Acting Chief Administrative Officer / Director of Corporate Services

Item 9.3

## CITY OF SALMON ARM

Date: August 23, 2021

Moved: Councillor

Seconded: Councillor

THAT: Council adopt the Water Conservation Policy No. 5.19 and repeal Water Use Efficiency Policy No. 5.16.

### Vote Record

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

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





File: 2020-40

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TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Jenn Wilson, City Engineer

DATE: August 16, 2021

SUBJECT: **CITY OF SALMON ARM – WATER CONSERVATION POLICY AND PLAN**

---

### **STAFF RECOMMENDATION**

**THAT: Council adopt the Water Conservation Policy No. 5.19 and repeal Water Use Efficiency Policy No. 5.16**

---

### **BACKGROUND**

The City of Salmon Arm's Water Use Efficiency Policy No. 5.16 was prepared in 2003, amended in 2006 and included water use reduction strategies and goals spanning a five-year period to 2007. The Policy is significantly out of date and is no longer accepted by Senior Government funding programs risking future grant funding for City infrastructure projects. Beyond risk to grant funding, the City has experienced extreme weather events this summer that have been severely taxing to the water supply system.

To address the concern, staff have prepared a new Water Conservation Policy focused around three (3) principles (Responsible and Risk-based, Long Term Sustainability, Ecologically Positive) with five (5) policy statements that address planning, education, sustainable service delivery, emergency preparedness and environmental awareness. The policy is intended to give direction to planning efforts, but leave specific conservation targets to the Water Conservation Plan; the policy should not require updating regularly.

The Province of British Columbia published a Water Conservation Guide for British Columbia (WCG) in December of 2013 which provides a step-by-step approach to aid municipalities in drafting their own Water Conservation Plan. The City hired an Environmental Engineering co-op student from UBC over the summer to aid in preparing a Water Conservation Policy and Plan based on the approach in the WCG. The City also engaged professionals at Associated Environmental Consultants to provide a technical advisory role.

A brief presentation on the plan and the conclusions and recommendations is attached to this report. We note that the plan itself is undergoing a final review; however, the conclusions and recommendations are unlikely to change.

---


**STAFF COMMENTS**

The proposed Water Conservation Policy and Plan include direction and recommendations for the City's water conservation efforts that will help ensure responsible and sustainable service delivery. Resources will be required to achieve the plan goals in the form of funding for various programs and potential human resources. Funding requests would be brought forward through the annual budgeting process.

Adoption of the Water Conservation Policy is the first step in implementing a Water Conservation Program and will meet the requirements for most senior government grants. As such, staff recommend that Council adopt the Water Conservation Policy No. 5.19 and repeal Water Use Efficiency Policy No. 5.16.

The Water Conservation Plan will be finalized shortly and would be used to guide prioritized Water Conservation Program recommendations to Council.

Respectfully submitted,



Robert Niewenhuizen, AScT  
Director of Engineering and Public Works

**CITY OF SALMON ARM POLICY NO. 519****TOPIC: Water Conservation****POLICY: The City of Salmon Arm Water Conservation Policy**

**PURPOSE:** To establish the basic direction, philosophies, and values for the conservation of water within the City of Salmon Arm, in order to enable the achievement of the City's vision and goals as stated in the Official Community Plan.

**Scope**

- i. This policy applies to all City departments and other entities that manage or influence water service delivery.
- ii. This policy applies to all city assets involved in water service delivery, which means all items, things, or entities which have actual or potential value to the organization. This includes but is not limited to infrastructure, staff, knowledge, data and information, and finances.
- iii. This policy applies to all properties and residents receiving domestic water supply from the City's water supply network.

**Principles****1. Responsible and Risk-based:**

The City recognizes that responsible municipal water management is necessary for effective and efficient development, operations, and delivery of potable water resources. The City will manage the risks and benefits associated with attaining water conservation goals by focusing resources, expenditures, and priorities based upon risk assessments and the corresponding cost/benefit recognizing that public safety is the priority.

- 2. Long Term Sustainability:** The City believes that services and assets should be socio-culturally, environmentally, and economically sustainable into the long term. This will involve triple bottom line considerations where appropriate, long-term planning, climate change awareness, and implementing resiliency actions. The City will make appropriate long-term decisions and provisions to better enable our assets to meet the challenges of customer expectations, legislative requirements, climate change impacts, and future generations.

**3. Ecologically Positive:**

The City takes protection of the environment seriously and will hold our water conservation practices to ecologically positive concepts. Drinking water is one of the most needed and important resources in the world, one that is only truly renewable if it is effectively managed and used wisely. The City values and promotes a water conservation lifestyle to help ensure a safe and reliable water supply for the present and future needs of the community.

## Policy

### 1. Water Conservation Planning

The City will create and maintain a *Water Conservation Plan* that embodies the Principles listed in this Policy. The plan will be updated at minimum every five (5) years and will outline the City's current Water Conservation Goals along with a draft work plan outline for achieving the goals.

### 2. Water Conservation Awareness

The City will promote awareness of water conservation goals, challenges and successes to the community. Public engagement, education and awareness is key to the success of water conservation initiatives.

### 3. Sustainable Service Delivery

Water conservation is a powerful tool for overall sustainable *Asset* service delivery. Water conservation strategies shall be identified and prioritized in conjunction with the City's *Asset Management* practices to delay infrastructure upgrades, reduce system risks and deliver sustainable water service to the community.

### 4. Emergency Preparedness

The City will use water conservation programs to help ensure water demand is available for unforeseen emergencies such as a major service disruption and firefighting.

### 5. Environmental Awareness

The City shall consider climate change impacts and system resiliency when evaluating water conservation strategies.

## RELATED POLICIES AND DOCUMENTS

- The City of Salmon Arm Official Community Plan
- The City of Salmon Arm Water Conservation Plan



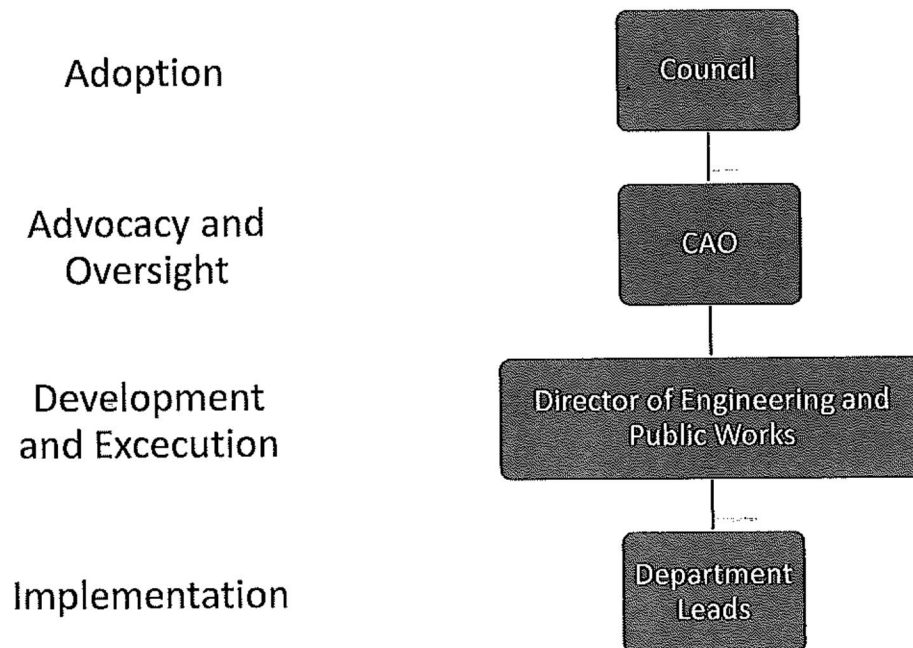
## ROLES AND RESPONSIBILITIES

**City Council** is responsible for adopting the Water Conservation Policy and allocating resources for the implementation of the Water Conservation Program.

**CAO** is responsible for advocacy and oversight of the implementation of the Water Conservation Program.

**Director of Engineering and Public Works** is responsible for creating and maintaining the *Water Conservation Plan* and implementing and maintaining water conservation programs within their service area as identified within the *Water Conservation Plan*.

**Department Leads** are responsible for ensuring implementation of water conservation programs as identified within the *Water Conservation Plan* within their service area.



## TERMS AND DEFINITIONS

**Asset** is an item, thing or entity that has potential or actual value to an organization. The value can be tangible or intangible, and financial or non-financial.

**Asset management (AM)** is an integrated approach, involving all municipal departments, to choosing and managing existing and new assets. The intent is to maximize benefits, reduce risks, and provide satisfactory levels of service to the community in a sustainable manner. Good AM practices are fundamental to achieving sustainable and resilient communities.

**Water Conservation Plan** is documentation that identified specific water conservation goals and objectives. The plan also specifies the activities, Resources, and time scales required to achieve the organization's water conservation objectives. A *Water Conservation Plan* should define the activities to be undertaken with regard to water conservation, and should have specific and measurable objectives (e.g., time frames and the resources to be used).

Prepared By: City Engineer	Date: August 16, 2021
Approved by Council	Date:
Amended or replaced by Council	Date:



# **CITY OF SALMON ARM**

## Water Conservation Policy and Community Water Conservation Plan

August 23<sup>rd</sup> 2021

Jessica Nelson

# Water Conservation Policy

## Principles

- ▶ Responsible and Risk Based
  - ▶ Manage municipal water in a manner which considers risks, benefits and public safety
- ▶ Long Term Sustainability
  - ▶ Ensure services are resilient to climate change and socially, economically and environmentally sustainable
- ▶ Ecologically Positive
  - ▶ Water conservation practices follow ecologically positive concepts which ensures a safe and reliable drinking supply for the present and future



# Water Conservation Policy

## Policy

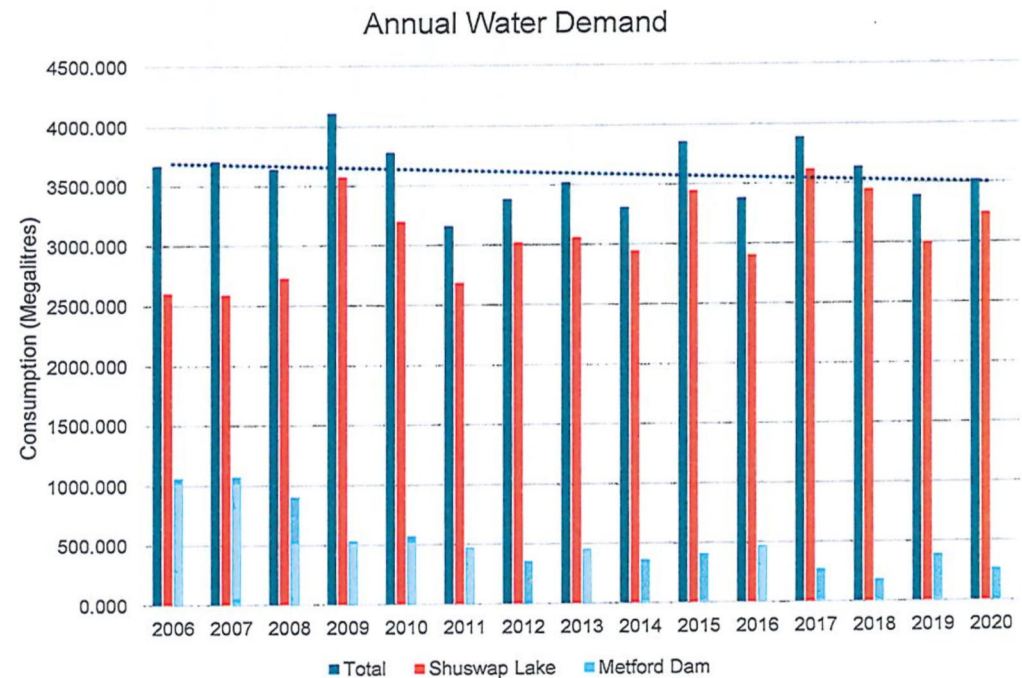
- ▶ Water Conservation Planning
  - ▶ Develop and maintain a *Water Conservation Plan*
- ▶ Water Conservation Awareness
  - ▶ Engage the community in water conservation initiatives
- ▶ Sustainable Service Delivery
  - ▶ Delay infrastructure upgrades, reduce system risks, and deliver water service sustainably
- ▶ Emergency Preparedness
  - ▶ Ensure there is water to meet demand even in emergency situations
- ▶ Environmental Awareness
  - ▶ Water conservations strategies consider climate change

# Water Conservation Plan



## Background

- ▶ Annual Water Demand
  - ▶ 12,827 residents served by City water



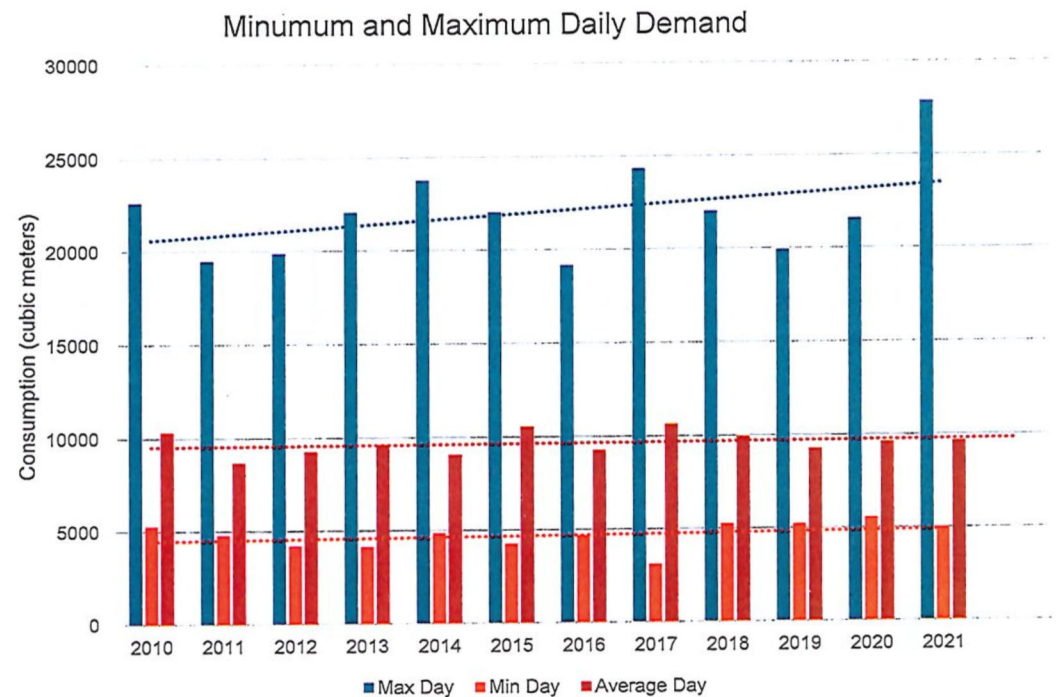


# Water Conservation Plan



## Background

- ▶ Minimum and Maximum Daily Demand
  - ▶ Upward trend likely due hotter, drier summers
  - ▶ Cost of water for historical minimum daily demand: \$498.56
  - ▶ Cost of water on historical maximum daily demand: \$4448.00

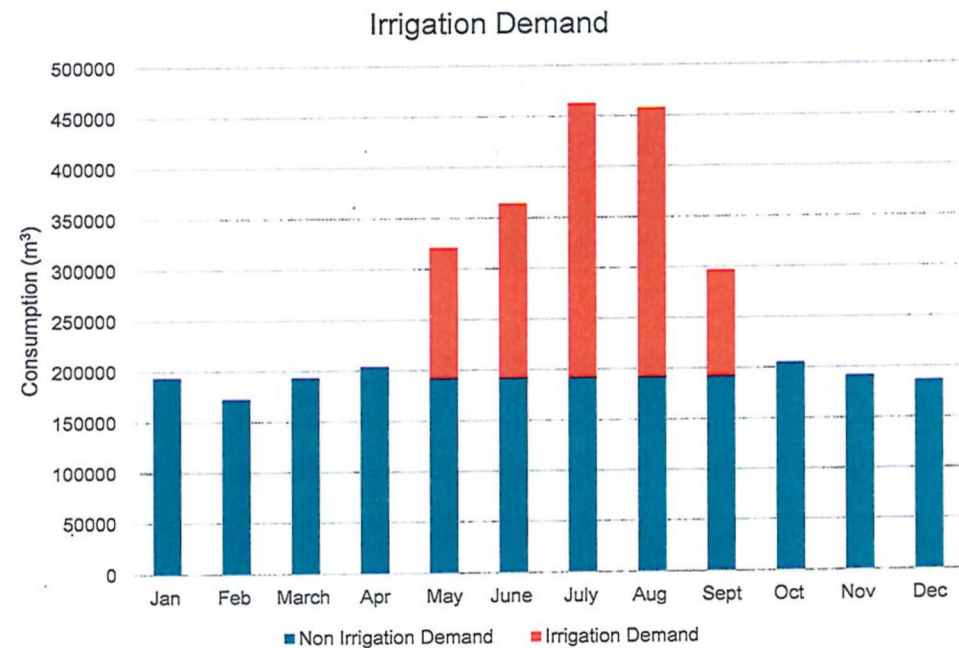


# Water Conservation Plan



## Background

- ▶ Irrigation Demand
  - ▶ Average annual cost of irrigation: \$ 150,730
  - ▶ Percentage of annual water demand: 30%





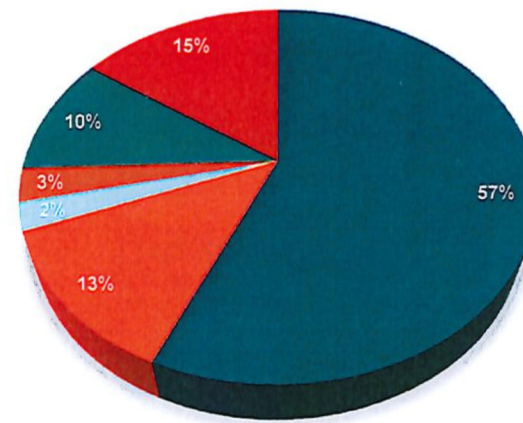
# Water Conservation Plan



## Background

- ▶ Annual Demand by Sector
  - ▶ Average annual cost of unbilled water: \$82,816

Annual Demand by Sector



■ Residential ■ Commercial ■ Agricultural ■ Industrial ■ Institutional ■ Non-Revenue

# Water Conservation Plan

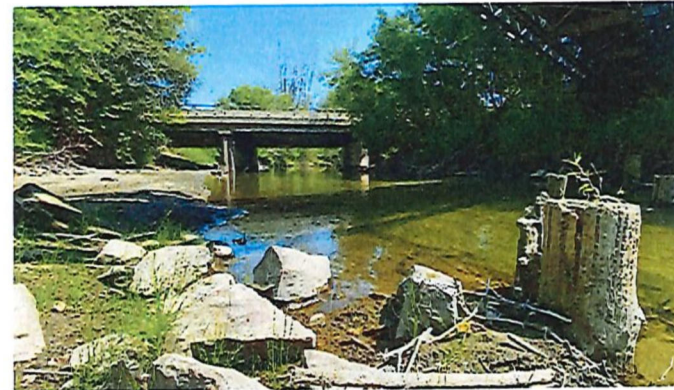


## Future Trends

- ▶ Climate Change
  - ▶ Rising annual temperatures
  - ▶ Decreased precipitation in summer months
  - ▶ Decreased precipitation as snow
  - ▶ Increased frequency of wildfires



(White Rock Lake Fire, vernonmatters.ca)



(Salmon River, saobserver.net)

# Water Conservation Plan

## Future Trends

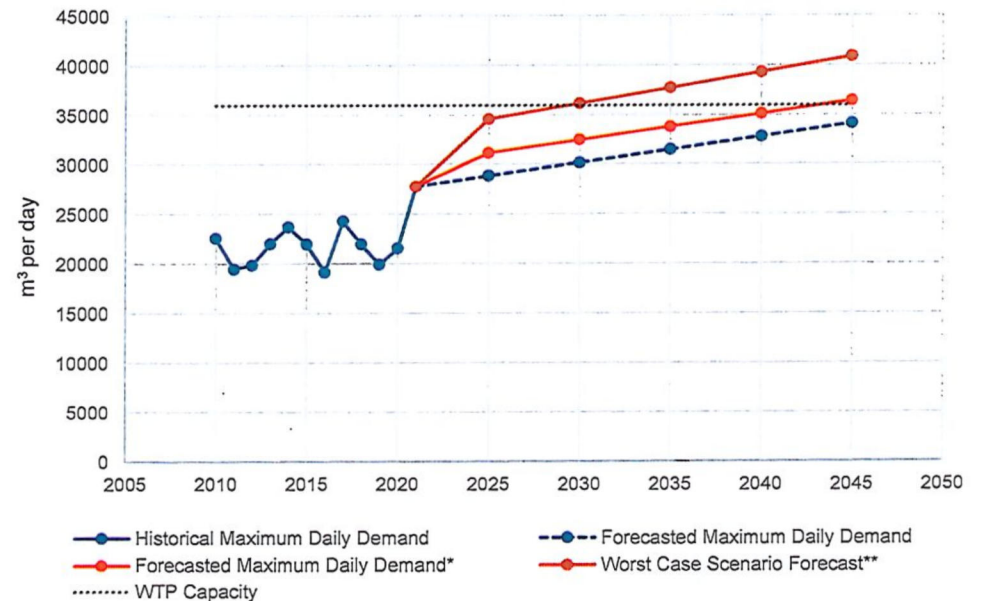
- ▶ Maximum Daily Demand
  - ▶ Sustainable maximum capacity of Water Treatment Plant: 36,000 m<sup>3</sup> per day
  - ▶ Given climate trends predicted for the Columbia-Shuswap region, maximum capacity of WTP could be reached sooner than expected

\* Forecasted Maximum Daily Demand SD = Standard Deviation of Average Historical Maximum Daily Demand

\*\* Worst Case Scenario Forecast = Forecast considering unprecedented drought levels and high temperatures

## CITY OF SALMON ARM

Daily Water Demand Forecast



# Water Conservation Plan



## Conservation Objectives

- ▶ **Goal #1:** Delay Infrastructure Upgrades due to increased demand
- ▶ **Goal #2:** Reduce peak demand
- ▶ **Goal #3:** Quantify non-revenue water\*
- ▶ **Goal #4:** Spread awareness of water conservation efforts
- ▶ **Goal #5:** Increase information available for decision making

\*Non-revenue water is water that is unbilled for, and therefore unaccounted for in the system. System leakage is a form of non-revenue water.

## Water Conservation Plan



### Conservation Targets

- ▶ **Target #1:** Reduce peak usage to within double the average daily use
  - ▶ Approx. 10% reduction of projected maximum daily demand
- ▶ **Target #2:** No infrastructure is replaced until it has exceeded a minimum of 85% of its anticipated useful life
- ▶ **Target #3:** Quantify all system water demands, including non-revenue water demand, using high confidence level data rather than pro-rated or estimated data
- ▶ **Target #4:** The City and the community engage in communication and education regarding water conservation at least once annually



# Water Conservation Plan



## Selecting Conservation Measures

### ► Local Priorities:

- Reduction of maximum daily demand
- Ability to spread awareness of the importance of water conservation
- How much information it provides to aid the City in future decision making
- If the conservation measure will delay infrastructure upgrades and the need for construction of additional infrastructure
- The amount of resources required (cost) to implement the conservation measure

## Evaluation Table

### ► Top Ranked Measures:

1. Universal metering and usage based pricing
2. Multistage Watering Restrictions
3. Xeriscaping
4. Excessive User Program
5. Leak Detection and Repair Program

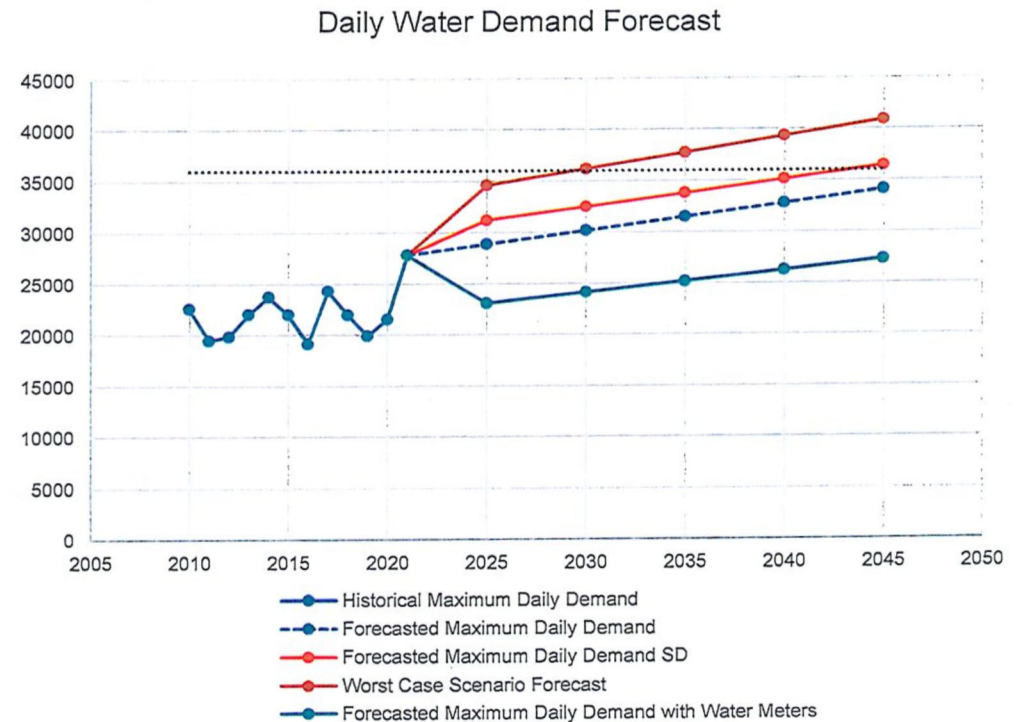
Conservation Option	Criteria							
	Reduce Peak Demand	Spread Awareness	Increase Information	Delay Infrastructure Upgrades and Additions	Resources Required			
	30%	20%	25%	15%	10%	Raw Score (/15)	Weighted Score (/100)	
Universal metering	1	2	3	1	1	8	56.7	
Universal metering and usage based pricing	3	3	3	3	1	13	93.3	
Community Education	2	3	1	2	3	11	68.3	
Retrofit Kits	2	2	1	2	1	8	55.0	
Toilet Rebates	2	2	1	2	1	8	55.0	
Voluntary Water Audits	1	3	3	1	3	11	70.0	
Leak Detection and Repair Program	2	2	3	2	1	10	71.7	
Rain Barrel Program	2	2	1	2	2	9	58.3	
Xeriscaping	3	2	1	3	3	12	76.7	
Multistage Watering Restrictions	3	3	1	3	3	11	83.3	
Excessive User Program	2	2	3	2	2	11	75.0	

# Water Conservation Plan



## Recommended Conservation Projects

- ▶ **Universal Water Metering paired with Usage Based Pricing:**
  - ▶ Reduction of maximum daily demand by up to 30%





# Water Conservation Plan

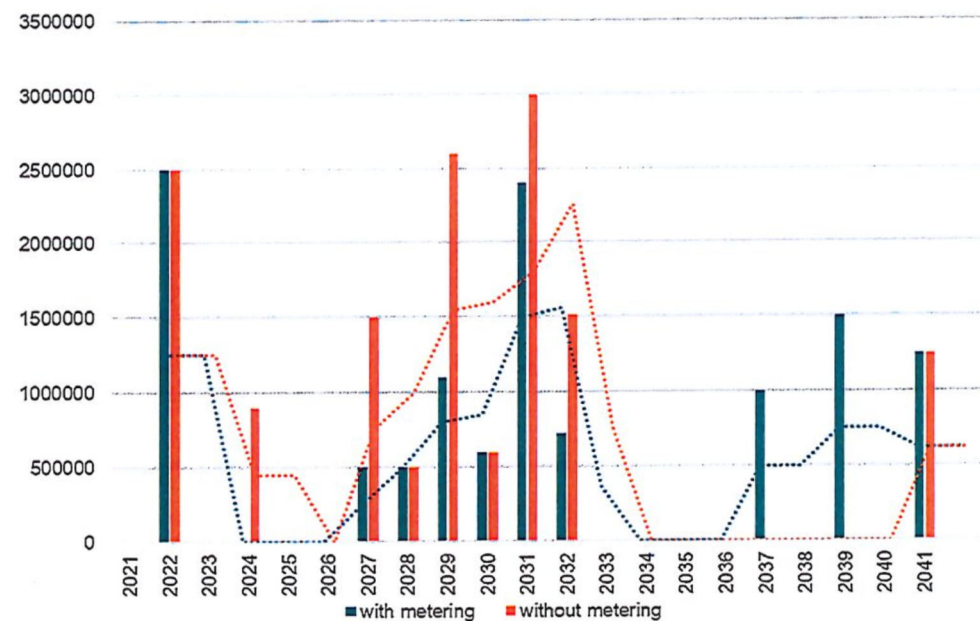


## Recommended Conservation Projects

### ► Major Capital Expenditures with Universal Water Metering paired with Usage Based Pricing:

- Significant delays to infrastructure upgrades
- Spreads costs of capital renewals and upgrades

20 Year Forecast: Capital Renewals and Upgrades



# Water Conservation Plan



## Recommended Conservation Projects

- ▶ **Xeriscaping and Water Efficient Landscaping**
  - ▶ Reduces need for irrigation, thus reducing peak demand
  - ▶ Inexpensive to implement
  - ▶ City "leads by example"



## Water Conservation Plan



### Recommended Conservation Projects

- ▶ **Leak Detection and Repair Program**
  - ▶ Reduce water wasted through leakage
  - ▶ Provide valuable information about infrastructure condition
  - ▶ Proactive asset management





# Water Conservation Plan

## Recommended Conservation Projects

### ► Multistage Watering Restrictions

- Reduce peak demand
- Increase communication to community about condition of water supply and need for conservation
- Inexpensive to implement
- Increase community buy-in



 <b>WATER CONSERVATION REGULATIONS</b> <a href="http://www.scrd.ca/sprinkling-regulations">www.scrd.ca/sprinkling-regulations</a>				
	1	2	3	4
ACTIVITY	NORMAL	MODERATE	ACUTE	SEVERE
<b>LAWNS</b> (Sprinkler or soaker hose)	2 days/week ** 7 am - 8 am (and including in scheduled watering)	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED
<b>NEW LAWNS</b> (With permit)	1 day/week 7 am to 9 am and 5 pm to 6 pm	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED
<b>TREES, SHRUBS, FLOWERS</b> (Sprinkler or soaker hose)	3 days/week *** 7 am - 9 am and 5 pm - 6 pm	2 days/week ** 7 am - 9 am	NOT PERMITTED	NOT PERMITTED
<b>TREES, SHRUBS, FLOWERS</b> (Hand held hose with nozzle, hand held container, microdrip-irrigation)	PERMITTED	PERMITTED	1 day/week 7 am - 8 am and 5 pm - 6 pm	NOT PERMITTED
<b>FOOD PRODUCING PLANTS AND TREES</b> (Sprinkler or soaker hose)	3 days/week *** 7 am - 9 am 5 pm - 6 pm	2 days/week ** 7 am - 9 am 5 pm - 6 pm	NOT PERMITTED	NOT PERMITTED
<b>FOOD PRODUCING PLANTS AND TREES</b> (Hand held hose with nozzle, hand held container, microdrip-irrigation)	PERMITTED	PERMITTED	PERMITTED	NOT PERMITTED
<b>COMMERCIAL FOOD PRODUCING FARMS</b>	PERMITTED	PERMITTED	PERMITTED	NOT PERMITTED
<b>WASHING VEHICLES OR BOATS</b>	PERMITTED with pressure washer, hand held hose with nozzle, or commercial car washes	PERMITTED with car wash, hand held hose with nozzle, or commercial car washes	PERMITTED only with car wash	NOT PERMITTED
<b>WASHING SIDEWALKS, DRIVEWAYS, WINDOWS, FENCES OR EXTERIOR BUILDING SURFACES</b>	PERMITTED with hand held hose with nozzle, or pressure washer	PERMITTED for preparing surfaces for painting or paving. For health and safety.	NOT PERMITTED except for health and safety	NOT PERMITTED except for health and safety
<b>FILLING SWIMMING POOLS, SPAS, GARDEN PONDS, FOUNTAINS</b>	PERMITTED	PERMITTED	NOT PERMITTED (except for health and safety)	NOT PERMITTED
<b>PUBLIC SPORTS FIELDS</b>	Restricted under separate schedule	Restricted under separate schedule	NOT PERMITTED	NOT PERMITTED
<b>FINES</b>	\$200	\$300	\$400	\$500

**WATERING SCHEDULES:** Two days per week \*\*  
Thursday and Sunday for even numbered address.  
Wednesday and Saturday for odd numbered address.

Three days per week \*\*\*  
Tuesday, Thursday and Sunday for even numbered address.  
Monday, Wednesday and Saturday for odd numbered address.

(Sunshine Coast Watering Restrictions [scr.d.ca](http://scr.d.ca))

## Water Conservation Plan



### Recommended Conservation Projects

#### ▶ Community Education

- ▶ Increase community buy-in
  - ▶ Update City website with water conservation education
  - ▶ Water conservation brochures
  - ▶ School outreach programs
  - ▶ Presence at community events

Item 9.4

## CITY OF SALMON ARM

Date: August 23, 2021

Moved: Councillor

Seconded: Councillor

THAT: Council approve the award of the Shuswap Street Sidewalk Upgrade Project to Little Projects Ltd., in accordance with their quote, in the amount of \$211,881.80 plus taxes as applicable;

AND THAT: the 2021 Budget contained in the 2021 – 2025 Financial Plan be amended to consolidate two project budgets into one for a combined budget of \$220,000.00 funded from:

- Bump Out (5 Ave – 2 Ave) \$40,000.00; and
- Shuswap St (5 Ave – 2 Ave) Sidewalk Replacement \$180,000.00.

### Vote Record

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

Opposed:

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



File: 2021-17

TO: His Worship Mayor Harrison and Members of Council  
 FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
 PREPARED BY: Tim Perepolkin, Capital Works Supervisor  
 DATE: August 16, 2021  
 SUBJECT: **PROJECT AWARD – SHUSWAP STREET SIDEWALK UPGRADE**

### **STAFF RECOMMENDATION**

**THAT:** Council Approve the award of the Shuswap Street Sidewalk Upgrade Project to Little Projects Ltd., in accordance with their quote, in the amount of \$211,881.80 plus taxes as applicable;

**And THAT:** The 2021 Budget contained in the 2021 – 2025 Financial Plan be amended to consolidate two project budgets into one for a combined budget of \$220,000 funded from:

- Bump Out (5 Ave – 2 Ave) \$40,000.00
- Shuswap St. (5 Ave – 2 Ave) Sidewalk Replacement \$180,000.00

### **BACKGROUND**

The 2021 budget contained in the 2021 to 2025 Financial Plan included \$220,000 (\$180,000 Shuswap Sidewalk + \$40,000 Bump Outs) for the Shuswap Street Sidewalk Upgrade project. The lowest quoted price is under budget with competitive pricing from the three (3) bidders.

The west side of Shuswap Street was upgraded with the School District Office Construction and Jackson Property Frontage Improvements in 2015. The sidewalk on the east side is very old and in very poor condition and in need of replacement. The existing cracks and grade separations create a significant trip/fall hazard.

Quote requests were issued to six (6) local contractors with three (3) received, results as follows:

Company	Total Quote Amount (excl. taxes)
<b>Little Projects Ltd.</b>	<b>\$ 211,881.80</b>
Mounce Construction Ltd.	\$ 232,228.47
Blackburn Excavating Ltd.	\$ 263,323.55
<i>Staff Estimate (2020 pricing)</i>	<i>\$ 171,250.00</i>



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**STAFF COMMENTS**

Staff recommend that council approve the award of the Shuswap Street Sidewalk Upgrade Project to Little Projects Ltd. in accordance with their quote of \$211,881.80 plus taxes as applicable.

Over the past year we have seen a price increase in concrete materials of approximately 25-30% on other tendered projects. The staff estimate was prepared in 2020 and based on 2019 construction costs with estimated inflation. In an attempt to get good competitive pricing, a specified completion date of October 31, 2022 was included in this quote request. Little Projects are proposing to complete this project in September-October 2021.

Respectfully submitted,



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Robert Nieuwenhuizen, ASCT  
Director of Engineering and Public Works



CITY OF SALMON ARM  
DEPARTMENT OF ENGINEERING & PUBLIC WORKS

SHUSWAP STREET SIDEWALK REPLACEMENT

10  
Meters



Item 9.5

## CITY OF SALMON ARM

Date: August 23, 2021

Moved: Councillor

Seconded: Councillor

THAT: the 2021 Budget contained in the 2021 – 2025 Financial Plan Bylaw be amended to reflect additional funding for the purchase of the 'Single Axle Dump/Plow Unit' in the amount of \$17,700.00, which includes the additional funds, PST, and miscellaneous costs for radio purchase, GPS, etc. reallocated from funds from the Equipment Replacement Reserve Fund and other contribution be reduced by \$11,000.00;

AND THAT: Council approve the purchase of the replacement of Unit #78 & #930 with a Single Axle Dump/Plow Truck, from Fort Garry Industries for the quoted amount of \$218,938.00 plus taxes as applicable.

### Vote Record

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

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



File: ENG 2021-00-10

TO: His Worship the Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Darin Gerow, Manager of Roads & Parks

DATE: August 5, 2021

SUBJECT: **PURCHASE RECOMMENDATION FOR REPLACEMENT OF UNIT #78 & #930 WITH SINGLE AXLE DUMP/PLOW UNIT**

### **STAFF RECOMMENDATION**

**THAT:** The 2021 Budget contained in the 2021 – 2025 Financial Plan Bylaw be amended to reflect additional funding for the purchase of the 'Single Axle Dump/Plow Unit' in the amount of \$17,700.00, which includes the additional funds, PST, and miscellaneous costs for radio purchase, GPS, etc. reallocated from funds from the Equipment Replacement Reserve Fund and other contribution be reduced by \$11,000.00.

**AND THAT:** Council approve the purchase of the replacement of Unit #78 & #930 with a Single Axle Dump/Plow Truck, from Fort Garry Industries for the quoted amount of \$218,938.00 plus taxes as applicable.

### **BACKGROUND**

The City of Salmon Arm Public Works utilizes a single axle dump truck with combo box year round. The combo box allows for standard hauling of material, in addition acts as a sanding/salt unit within winter operations complete with a front mounted plow. With a single axle, the quantity of hauling is significantly decreased from a tandem axle from 13 cubic yards down to 7, however benefits with shorter wheel base allowing for more accessibility within tight areas, specifically in residential subdivisions in winter operations.

A Request for Quotation was advertised on BC Bid for the supply & delivery of a Single Axle Dump/Sander Truck. Three (3) companies quoted, and were received on Thursday July 29, 2021, as follows:

Company	Model	Sub-Total Price	Price Incl. Tax
Fort Garry Industries	2023 Freightliner M2-106 w/ Fort Garry (Tenco)	\$ 218,938.00	\$ 245,198.52
R.James Management Group	2022 Western Star 4700 SB w/ Tenco	\$ 219,217.86	\$ 245,524.00
Falcon	2023 Freightliner M2-106 w/ MG 4 Season	\$ 247,612.82	\$ 277,326.36



Staff had specified many detailed aspects of the truck, which a vast majority have been met in all quote submissions. These specifications range from dimensions of the truck, weight of plows & axles, hydraulic specific operations, lighting and mounting location, etc. All specifications were set from our most recent purchase of our Unit #30 – 2021 Freightliner M2-106 Dump/Plow Combo Unit. We gave preference in our specifications so that we could attempt to create continuity within our fleet. Having continuity within our fleet can significantly reduce downtime, especially in winter operations by stocking known high use/wear items.

These smaller Single Axle Dump/plow combo units have presented themselves as an important piece for subdivisions, or tight areas in winter operations. Due to its smaller wheelbase, these trucks thrive in our new urban subdivision and even cul-de-sacs, but can also handle larger collector or arterial roads and hills without a problem.

Within the Request for Quotation and the purchase of this truck we will be trading in two existing units; Unit #930 – 2004 Freightliner M2-106 and Unit #78 – 2008 Sterling Truck. Both these trucks have come to the end of their lifespan within our fleet.

Within budgetary preparation there was \$30,000.00 allocated from 'other funding', which was an estimated amount for trade in value. As the trade in values were less than the estimated, the majority of the budget amendment is a result of this value.

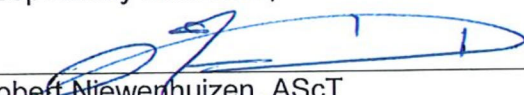
Staff have reviewed all proposals in detail. Our main focus is an attempt to select a truck that will prevent downtime in winter operations by creating continuity within the fleet. A single breakdown in winter, can present criticism from the public and potential un-finished routes throughout normal working hours and extreme costs.

After review, all cab and chassis (trucks) are suitable for our needs. Although the option presented by Fort Garry Industries was not the lowest "net" cost to the City as a result of the trade in values on the old units, we are recommending award for the purchase to Fort Garry Industries with the 2023 Freightliner M2-106, Tenco combo box and Bosch Rexroth Controllers. This unit will result in approximately \$1,100.00 more out of the Equipment Replacement Reserve Fund, however it is our highest evaluated quote and creates the continuity we are striving for.

Fort Garry Industries is based out of Langley, BC and has supplied units to the City of Salmon Arm and other municipalities.

The approved funding for this purchase is \$230,000 from the 2021 Machinery & Equipment Capital Budget. We recommend that the budget contained in the 2021 – 2025 Financial Plan Bylaw be amended to reflect additional funding for the purchase of Unit #78 – Single Axle Dump/Plow and be awarded to Fort Garry Industries, for the quoted price of \$218,938.00 plus taxes as applicable.

Respectfully submitted,

  
Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

cc – Chelsea Van de Cappelle, CFO

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Item 9.6

## CITY OF SALMON ARM

Date: August 23, 2021

Moved: Councillor

Seconded: Councillor

THAT: the 2021 Budget contained in the 2021 – 2025 Financial Plan Bylaw be amended to reflect funding for the supply & installation costs of bike/skateboard/scooter ramps at Jackson Park, in the amount of \$57,000.00 to be funded from the Jackson Park Improvements Reserve;

AND THAT: the 2021 Budget contained in the 2021 – 2025 Financial Plan Bylaw be amended to reflect funding for the design only of a Bike Pump Track at Blackburn Park in the amount of \$5,500.00 to be funded from the Bike Skills Park Reserve.

### 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  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Darin Gerow, Manager of Roads & Parks  
DATE: August 12, 2021  
SUBJECT: **FUNDING REALLOCATION FROM RESERVE – JACKSON PARK RAMP  
INSTALLATION & BLACKBURN PARK BIKE PUMP TRACK DESIGN**

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### **STAFF RECOMMENDATION**

**THAT:** The 2021 Budget contained in the 2021 - 2025 Financial Plan Bylaw be amended to reflect funding for the supply & installation costs of bike/skateboard/scooter ramps at Jackson Park, in the amount of \$57,000.00 to be funded from the Jackson Park Improvements Reserve.

**AND THAT:** The 2021 Budget contained in the 2021 - 2025 Financial Plan Bylaw be amended to reflect funding for the design only of a Bike Pump Track at Blackburn Park in the amount of \$5,500.00 to be funded from the Bike Skills Park Reserve.

### **BACKGROUND**

Jackson Park located at 7241 – 51 Street NE in Canoe is an approximate 0.36 Acre Park consisting of a playground, greenspace, and hard surface court with a 'Rogers Hometown' hockey/basketball net installed. In recent years, a budget for the supply & installation of a ramp system had been included within the approved year's budget however was relocated into a reserve account. Staff have reached out and received budgetary costing and are now ready to proceed with Request for Quotation to purchase the ramps. The proposed location of the ramps will be situated in the northern half of the hard surface area. As the existing area dimensions are constricting, staff are recommending 1- Banked Ramp, 1 - Jump Box and 1 - Wedge-Flat Wedge with a grindrail. The below photo is a mock design of the ramps proposed.

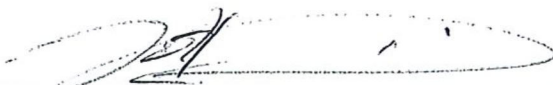


Blackburn Park located at 681 – 10 Avenue SW is an approximate 1.75 acre park consisting of Soccer Fields, Baseball Fields, Playgrounds, Concession, Gazebo, greenspace, walking paths, lifeskills park and a skate park. In recent years, a budget for a bike pump track had been included within the approved year's budget however was relocated into a reserve account. Staff have been in communication with a design consultant and are ready to complete a design, including cost estimates for future construction. The proposed area for the pump track is shown in the green outline below, measuring 1,700 square meters.



If reallocation of monies are approved, staff will aim to have the ramps ordered by mid October, with installation based on the availability of contractors and materials. The design only of the Bike Pump Track is proposed to be completed, inclusive of cost estimates by November.

Respectfully submitted,

  
Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

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Item 9.7

## CITY OF SALMON ARM

Date: August 23, 2021

Moved: Councillor

Seconded: Councillor

THAT: the following individuals be appointed, as the City of Salmon Arm representatives, to the Shuswap Regional Airport Commission for a two (2) year term expiring December 31, 2023:

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

### 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 and Members of Council  
 Date: August 19, 2021  
 From: Chelsea Van de Cappelle, Chief Financial Officer  
 Subject: Shuswap Regional Airport Commission Appointment

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**Recommendation:**

THAT: The following individuals be appointed, as the City of Salmon Arm representatives, to the Shuswap Regional Airport Commission for a two (2) year term expiring December 31, 2023:

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

**Background:**


Pursuant to the City of Salmon Arm Shuswap Regional Airport Commission Establishment Bylaw No. 2152, Council must appoint all members to the Shuswap Regional Airport Commission (Airport Commission) by resolution. The bylaw specifies that all appointments, except those to fill interim vacancies, shall be for a two (2) year term based on the calendar year, however, the first term of Council appointees shall be one (1) year.

During the committee appointments that occurred at the end of 2020, Councillor Chad Eliason was appointed to replace Mayor Alan Harrison for the duration of the previous term ending December 31, 2021. As this is the second term of Council appointees, the appointment shall be for a two (2) year period. The Salmon Arm Flying Club can be included in either the City of Salmon Arm (City) or the Columbia Shuswap Regional District (CSRD) nominations. Tim Auger, President of the Salmon Arm Flying Club, has agreed to serve on the Airport Commission.

The following individuals, who were appointed as the CSRD representatives to the Shuswap Regional Airport Commission, will continue to serve until their two (2) year term expires on December 31, 2022.

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

Respectfully Submitted,



Chelsea Van de Cappelle, CPA

Item 10.1

## CITY OF SALMON ARM

Date: August 23, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4473 be read a first and second time.

[ZON-1219; DeMille's Farm Market; Text Amendment; C-8 – Farm Produce Commercial Zone]

### 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: August 10, 2021

Subject: Zoning Bylaw Amendment Application No. 1219  
Addition of Licensee Retail Store in C8 Zone

Applicant: DeMille's Farm Market

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## STAFF RECOMMENDATION

**THAT:** A Bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 as follows:

**1) Section 22 – C-8 - Farm Produce Commercial Zone**

Add a subsection to section 22.3 – Permitted Uses – and renumber the balance accordingly;

**.2 licensee retail store**

**AND THAT:** Final reading be withheld subject to approval of the Bylaw by the Ministry of Transportation and Infrastructure.

---

## PROPOSAL

To amend the Zoning Bylaw to include *licensee retail store* as a permitted use in the C8 (Farm Produce Commercial) Zone as per ALC decision #400/2021 (Appendix 1). Only two properties in the city are zoned C8: 3710 10 Avenue (TCH) SW and 3390 10 Avenue (TCH) SW. Although ALC Application #400/2021 relates specifically to a proposal by DeMille's Farm Market (3710 10 Avenue (TCH) SW) to allow for retail liquor sales, this rezoning would apply to the entire C8 zone.

## BACKGROUND

On July 5 of this year, the ALC approved an application for a non-farm use at 3710 10 Avenue (TCH) SW. This approval applies only to the portion of this property that is zoned C8 (note that only the existing retail market is zoned C8).

An ALC Non-Farm Use application was required because DeMille's Farm Market is located within the Agricultural Land Reserve (ALR) and their proposal to sell liquor at the market is considered a non-farm use. Although the ALC application was approved, the C8 zoning does not currently allow for retail liquor sales. In order to permit this use, a text amendment is required to add *licensee retail store* to the C8 zone.

While this text amendment would also apply to Pedro Gonzales at 3390 10 Avenue (TCH) SW (the only other property zoned C8), separate ALC and Liquor Licensing approval would be needed if a *licensee retail store* were also proposed at that location.

DeMille's Farm Market is located at 3710 10 Avenue (TCH) SW (Appendices 2). This property is designated Salmon Valley Agriculture in the City's Official Community Plan (OCP) and zoned Farm Produce Commercial (C8) and Agriculture (A1) in the Zoning Bylaw (Appendices 3 and 4).

See C8 regulations attached as Appendix 5.



The Market is located at the end of a strip of highway commercial businesses in an area consisting of a mixture of commercial and agricultural land, as well as reserve land.

Land uses directly adjacent to the subject properties include the following:

North: Trans Canada Highway and Farmland (in the ALR)	Zoned A2 and C5
South: Farmland (in the ALR)	Zoned A1
East: Pedro Gonzales, Country Camping, and Farmland (some in ALR)	Zoned C3, C8, A1, A2, and A3
West: Farmland	Zoned A1 and A2

### DISCUSSION

Policy 7.2.4 shows general support for agri-business opportunities in rural and agricultural areas that are complementary to local agriculture. Although perhaps not exactly an agri-business, staff do feel that this use would be complementary to existing agri-businesses at this location.

The C8 zone of the City of Salmon Arm's Zoning Bylaw does not currently include *licensee retail store* as a permitted use. This use is permitted in all commercial zones except in the C4 (Fuel Service Station Commercial), C8 (Farm Produce Commercial), C9 (Country Inn Commercial), and C10 (High Technology Research & Development) zones. All other commercial zones, as well as three comprehensive development zones, allow for *licensee retail store*.

In addition to requiring Ministry of Transportation and Infrastructure approval, Provincial Liquor Licensing is required by the Liquor and Cannabis Regulation Branch. Proof of appropriate licensing will be required at the building permit stage (or business license stage if no renovations are proposed).

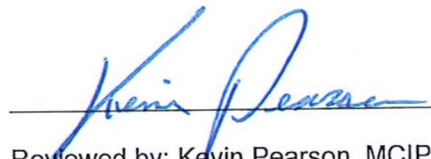
Parking requirements for licensee retail store use is 1 space per 12 sq. m. of retail floor area. If accommodated within the existing building, this may not require additional parking. This would be assessed at the building permit or business license stage.

### CONCLUSION

Given that most commercial zones already permit *licensee retail store* use, staff feel that this use would be compatible with the C8 zone and are in support of this application.



Prepared by: Brenda Kolenbrander  
Planner



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

### Appendices:

- Appendix 1 – ALC Non-Farm Use Application and Proposal Map
- Appendix 2 – DeMille's Location Map
- Appendix 3 – OCP Map
- Appendix 4 – Zoning Map
- Appendix 5 – C8 Zoning Regulations

# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 61586

**Application Status:** Under LG Review

**Applicant:** Birch Haven Farms Ltd.

**Local Government:** City of Salmon Arm

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

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

**Proposal Type:** Non-Farm Use

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

**Mailing Address:**

3710 10th Avenue S.W.

Salmon Arm, BC

V1E 3K1

Canada

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

**Email:** demilles@shaw.ca

## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

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

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

**Parcel Area:** 27.9 ha

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

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

**Farm Classification:** Yes

**Owners**

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

**Address:**

3710 10th Avenue S.W.

Salmon Arm, BC

V1E 4M2

Canada

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

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

**Email:** demilles@shaw.ca

---

## Current Use of Parcels Under Application

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

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

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

*None part of the application*

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

*Existing Farm Market.*

## Adjacent Land Uses

### North

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Highway

### East

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Farm

### South

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Farm

### West

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Orchard

## Proposal

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

*1 ha*

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

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

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

*No*

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

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

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

*No*

**Applicant Attachments**

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

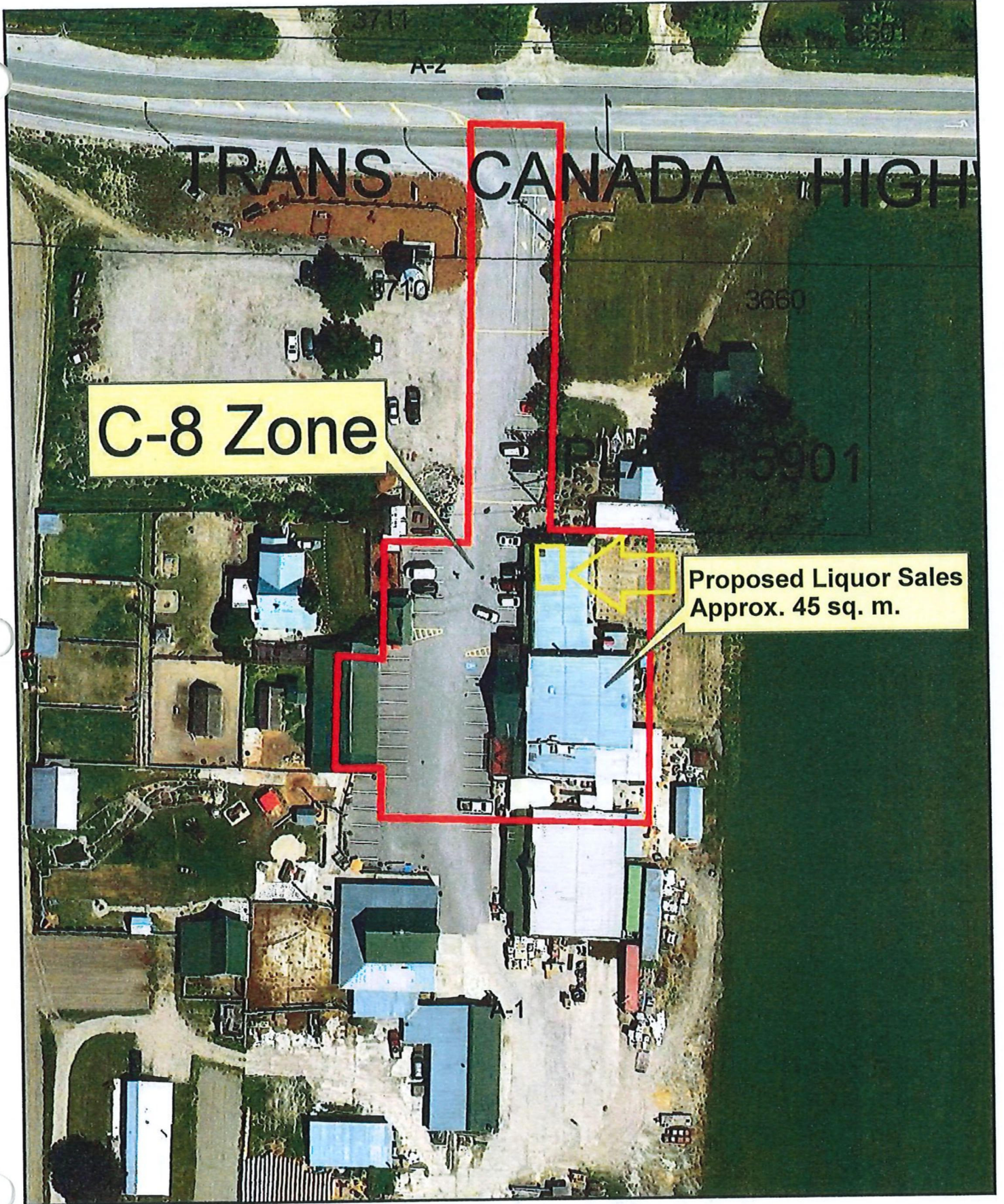
**ALC Attachments**

None.

**Decisions**

None.



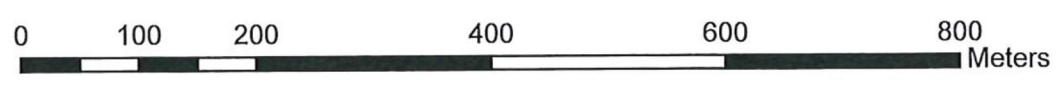
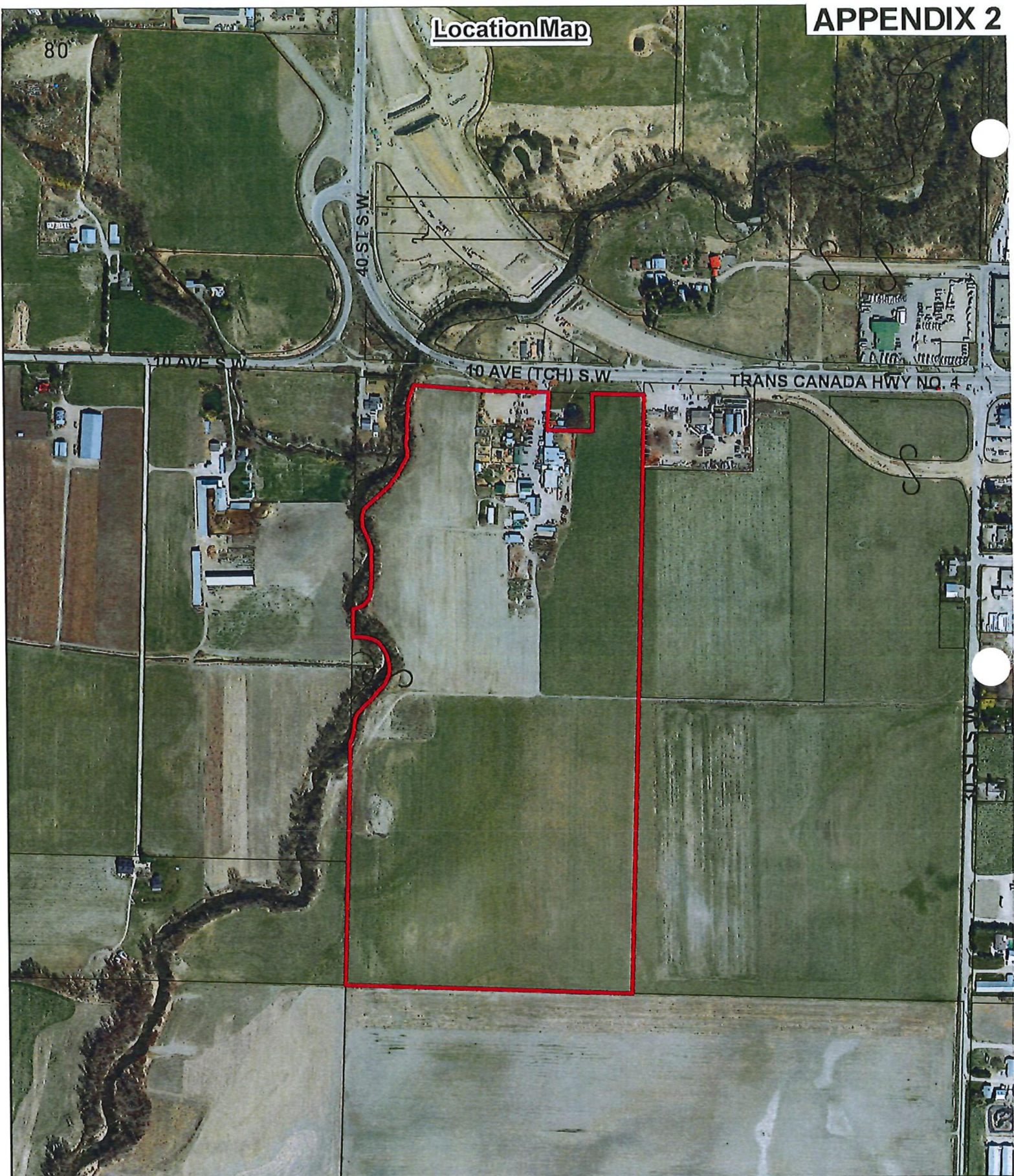




50 25 0 50 Meters





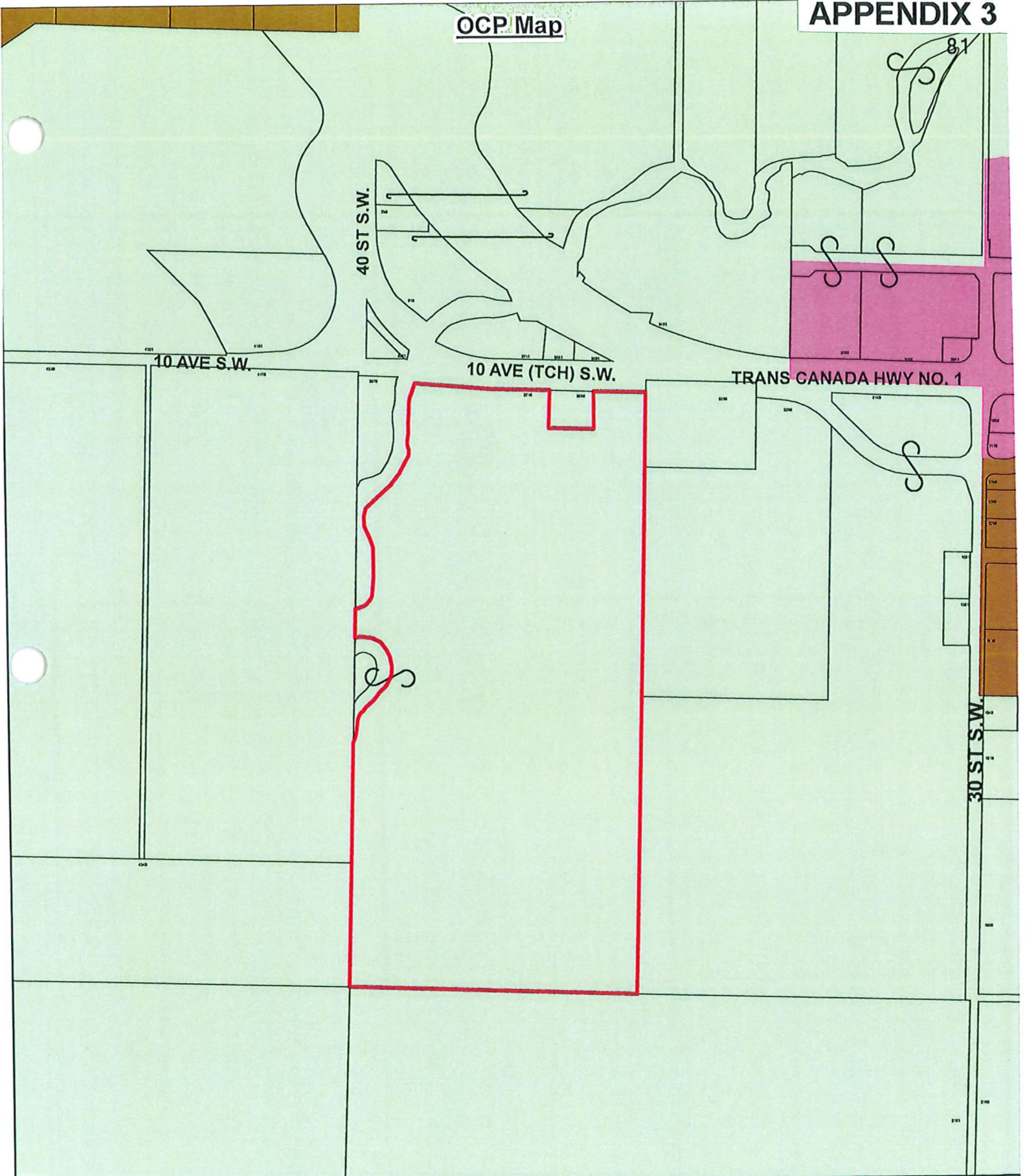
Location Map



-  Subject Property
-  Parcels



## OCP Map

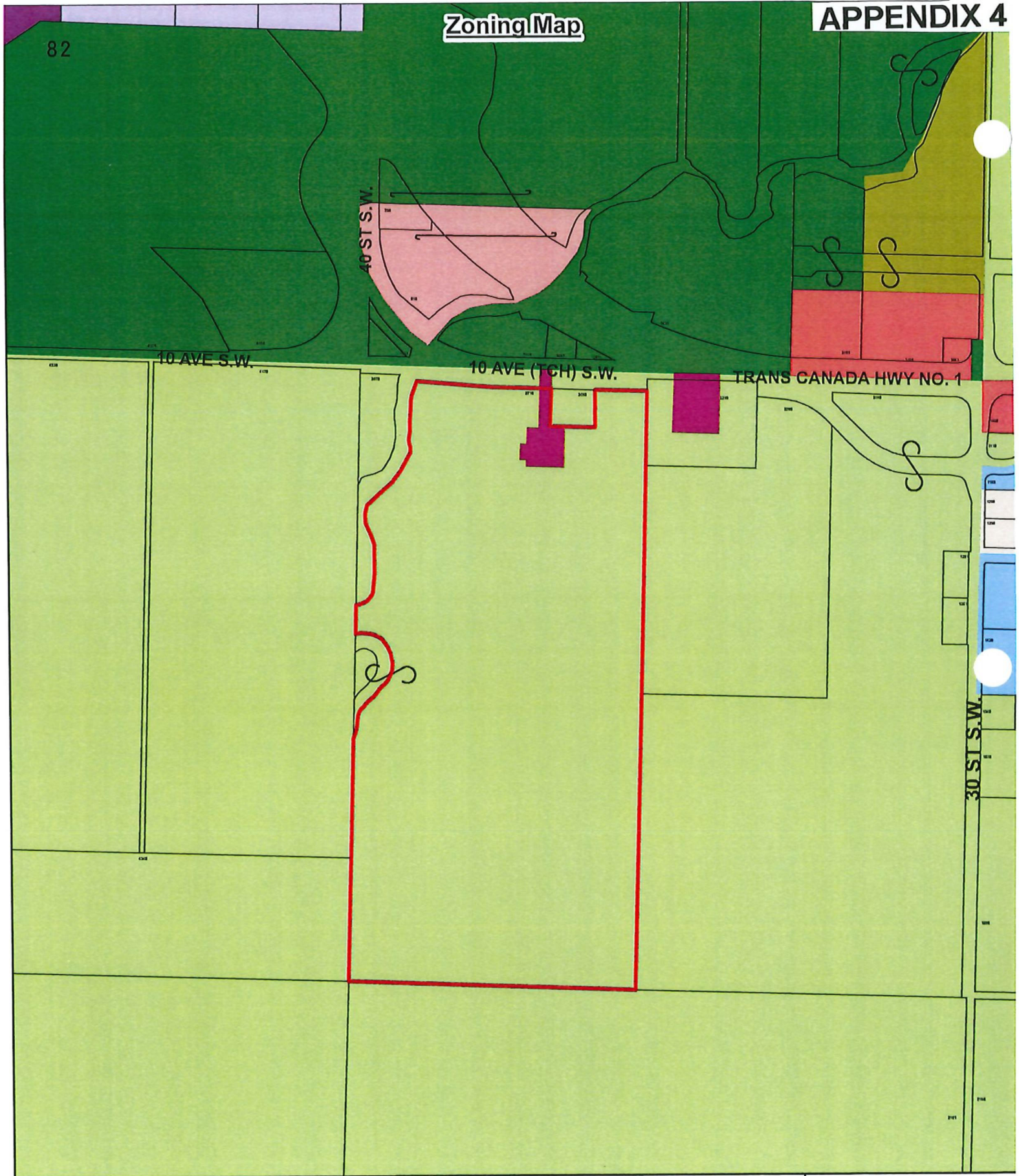


### OCP Designation












- Salmon Valley Agriculture
- Commercial - Highway Service / Tourist
- Industrial - General



- Subject Property
- Parcels





0 37.575 150 225 300 Meters

Zoning							
	A-1		C-3		M-1		P-3
	A-2		C-5		M-2		R-1
	A-3		C-8		M-5		

	Subject Property
	Parcels



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

### Purpose

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

### Regulations

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

### Permitted Uses

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

- .1 retail sale of farm produce;
- .2 *mobile food vending*; #4240
- .3 *outside vending*; #2837
- .4 *public use*;
- .5 *public utility*;
- .6 *accessory use*.

### Accessory Use

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

- .1 retail sale of confectioneries and soft drinks;
- .2 retail sale of packaged food stuffs;
- .3 retail sale of bedding plants, processed fruits, shrubs or trees and plant food;
- .4 retail sales of arts and crafts. #3768

### Maximum Parcel or Site Coverage

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

### Maximum Height of Principal Buildings

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

### Minimum Parcel Size or Site Area

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

### Minimum Parcel or Site Width

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

### Minimum Setback of Principal Building

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

### Maximum Sales Floor Area

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

### Outside Storage

22.11 Outside storage shall be screened as per Appendix III.

### Parking and Loading

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

**HEALTH SERVICES CENTRE** means an establishment primarily engaged in furnishing medical, surgical or other services to individuals, including the offices of physicians, dentists and other health practitioners, medical and dental laboratories, out-patient care facilities, blood banks, and oxygen and miscellaneous types of medical supplies and services.

**HEIGHT** when determining the *height* of *buildings*, except for those *structures* listed in Section 4.4 (Height Exceptions), means the vertically measured distance between the lowest of the average levels of *grade* adjoining each exterior wall of a *building* prior to the start of construction of the *building*, to the roof line of the *building* when roof line means the highest point on any roof top or edge or parapet forming the top line of the (roof) *building* silhouette.

**HELIPORT** means a facility where an area of land is used for the arrival and departure of helicopters on a regular basis and may or may not include facilities for repair, refuelling and/or overnight storage for same.

**HIGH TECHNOLOGY RESEARCH AND DEVELOPMENT** means 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, odors, emissions, vibrations or other externalities off the *parcel* line..

**HIGHWAY** includes a street, road, lane, walkway, viaduct and any other way open to *public use*, but does not include a private right-of-way on private property.

**HOME OCCUPATION** means any occupation or profession carried out in a home, where the occupation or profession is accessory to the use of a dwelling for residential purposes. A *home occupation* shall not include a *family* or *commercial daycare facility*, boarders, or a *bed and breakfast* (Also see Section 4.5 General Regulations).

**HOTEL** means a *building* which contains *sleeping units* and may contain assembly, commerce, entertainment, indoor recreation, or *restaurant* uses and premises licensed for beer and wine sales and on-site consumption of alcoholic beverages.

**INTENSIVE AGRICULTURE** means the use of land, *buildings* and *structures* by a commercial enterprise or an institution for the confinement of poultry, livestock or fur bearing animals, or the growing of mushrooms.

**INTERIOR SIDE PARCEL LINE** means a *parcel* line other than a rear or *front parcel line* which is not common to a *highway* or *access route*, excluding *lanes* and *walkways*.

**KENNEL** means any *building*, *structure*, compound, group of pens or cages or property in which or where four (4) or more dogs or cats in total are intended to be trained, cared for, bred, boarded, or kept for any commercial purpose. A dog or cat means a member of the canine or feline species which is two (2) or more months in age.

**KEY/CARD-LOCK FUEL INSTALLATION** means a private facility, not available to the general public, for the dispensing of motor fuel.

**LICENSEE RETAIL STORE** means an establishment that specializes in the retail sale of liquor products, and which is licensed in accordance with the Provincial Liquor Control and Licensing Act Regulations. #3223, #3249, #3630

**LIGHT INDUSTRY** means the wholesaling, warehousing, testing, processing, service, repair or maintenance of an article, substance, material, fabric or compound; and includes artisan and manufacturing shops, and industrial retail sales accessory to the *principal use*, excluding all other industrial uses that create a *nuisance*.

**LOWER FLOOR DWELLING UNIT** means a dwelling unit located below an industrial, commercial, retail or office use where the uppermost floor of the dwelling unit is more than 1.2 metres below the lowest of the average levels of grade adjoining the dwelling unit, and contains a separate entrance. #3951

**MANUFACTURED HOME** means a *single family dwelling* manufactured in component parts and constructed to CSA A277 standards with the intention of the parts being transported to a new ultimate *site* and only once fully assembled, attached to a foundation and connected to services is it ready for occupancy.

# CITY OF SALMON ARM

## BYLAW NO. 4473

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

WHEREAS notice of a Public Hearing to be held by electronic means as authorized by Ministerial Order M192, British Columbia, on \_\_\_\_\_ at the hour of 7:00 p.m. was published in \_\_\_\_\_ and \_\_\_\_\_, 2021 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:

The addition to Section 22 - C-8 - Farm Produce Commercial Zone:

Add a subsection to section 22.3 - Permitted Uses - and renumber the balance accordingly;

*.2 licensee retail store*

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. 4473"

READ A FIRST TIME THIS DAY OF 2021

READ A SECOND TIME THIS DAY OF 2021

READ A THIRD TIME THIS DAY OF 2021

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

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

ADOPTED BY COUNCIL THIS DAY OF 2021

\_\_\_\_\_  
MAYOR

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



Item 10.2

## CITY OF SALMON ARM

Date: August 23, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4474 be read a first and second time.

[ZON-1220; Text Amendment; Regulating Ground Water Bottling]

### Vote Record

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

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

To: His Worship Mayor Harrison and Members of Council

From: Director of Development Services

Date: August 16, 2021

Subject: Zoning Text Amendment Bylaw - Regulating Ground Water Bottling - ZON 1220

### Motion for Consideration

THAT a Bylaw be prepared for Council's consideration, adoption of which would amend the text of Zoning Bylaw No. 2303 as follows:

1. Section 2 - Definitions - Add the following definition for "ground water":

*Ground Water* means water naturally occurring below the surface of the ground.

2. Section 2 - Definitions - Add to the definition of *light industry*:

In accordance with Section 4.20.1, *light industry* does not permit a *building* or facility used for the bottling of *ground water* either on its own or as a by-product for beverage manufacturing and for the purpose of commercial sale.

3. Section 2 - Definitions - Add to the definition of *private utility*:

In accordance with Section 4.20.1, *private utility* does not permit a *building* or facility used for the bottling of *ground water* either on its own or as a by-product for beverage manufacturing and for the purpose of commercial sale.

4. Section 4 - Retitle General Regulations to "General Regulations and Prohibitions"

5. Section 4 - Add sub-sections 4.20 titled "General Prohibitions" and:

4.20.1 A *building* or facility used for the bottling of *ground water* either on its own or as a by-product for beverage manufacturing and for the purpose of commercial sale in all *zones*.

### Background

Earlier this year, a ground water extraction licence application to the Province for land within the municipality raised concerns by Council on the possibility of a ground water bottling facility locating in the City.

This report is an update to the July 27, 2021 report presented to the Development and Planning Services Committee meeting on August 3, 2021. The above motion for consideration is a result of direction provided to staff at that Committee meeting.

### Zoning Bylaw Amendments

A water bottling facility, as is the case for other types of beverage production facilities, is permitted in the General Industrial (M1) and Light Industrial (M2) zones under the use *light industry*. The use "distillery and brewery" (undefined) is also permitted in the M1 and M2 zones. Arguably, a ground water bottling facility could also fit within the defined use *private utility*, also permitted in M1 and M2.

*Light industry* is a light manufacturing use defined as "...the wholesaling, warehousing, testing, processing, service, repair or maintenance of an article, substance, material, fabric or compound...".

*Private utility* is defined as: "a system, work, building, plant, equipment, or resource owned privately for the provision of water, sewer, drainage, gas or telecommunication services...".

The proposed zoning bylaw amendments would have the following outcome:

1. A definition for *ground water*, which would be consistent with the BC Water Sustainability Act definition. This definition would effectively differentiate ground water from treated City water.
2. Establish a new "General Prohibition" within the existing General Regulations section. The first prohibition would apply to all zones be:

"A *building* used for the bottling of *ground water* either on its own or as a by-product for beverage manufacturing and for the purpose of commercial sale."

3. Clarify the above prohibition within the definitions for *light industry* and *private utility*. These are permitted uses in the M1 and M2 zones.

## Discussion

City staff understands the intent and purpose of Council's direction. The Province is the authority over extraction under the Water Sustainability Act. Without consultation, the unknowns with ground water (supply, demand, quality, impacts of a large-scale commercial extraction license, etc.) remain a mystery.

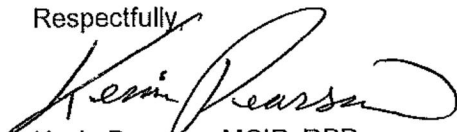
The City has some control over surface land use and development with its zoning bylaw. *Light industry* is a long-standing land use in Salmon Arm's M1 and M2 zones. The use *light industry* is presently wide open to light manufacturing options and consistent with the Official Community Plan.

The proposed amendments are similar to zoning bylaw regulations adopted by the City of Courtney and the Comox Valley Regional District. As was raised at the August 3 meeting, there are approximately 18 other zoning bylaws in BC with similar regulations. From the options outlined in the July 27 staff report, legal advice was received earlier this month. The advice assisted in firming up the language of the amendments and closing potential loopholes.

As a core service, the City is a provider of treated water for residential, public, commercial and industrial purposes, along with irrigation, and for some agriculture / silvaculture operations. The main source being Shuswap Lake starting at its main Canoe intake and treatment centre and distribution systems, and includes a bulk water supply station (a metered and user pay system). There are several business operating in Salmon Arm dispensing bulk treated City water for commercial retail sale (permitted as *retail store* in various commercial zones). Two business licences and numerous water vending machines exist in various locations and grocery stores.

The additional demands on the City's treated water system due to growth in all sectors could be considered with the present ability of a commercial/industrial operation to utilize ground water. With the amendments, a beverage manufacturer, could locate on a M1 or M2 zoned property, connect to the City's water system, pay the metered commercial rate, and sell products in plastic bottles or single use containers. There would also be no ability to restrict H<sub>2</sub>O tanker trucks from filling up on a Provincially licenced extraction site and exporting the ground water to jurisdictions where bottling facilities are permitted.

Respectfully,



Kevin Pearson, MCIP, RPP  
Director of Development Services

## CITY OF SALMON ARM

### BYLAW NO. 4474

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

---

WHEREAS notice of a Public Hearing to be held by electronic means as authorized by Ministerial Order M192, British Columbia, on \_\_\_\_\_ at the hour of 7:00 p.m. was published in \_\_\_\_\_ and \_\_\_\_\_, 2021 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. Section 2 - Definitions - Add the following definition for "ground water":

*Ground Water* means water naturally occurring below the surface of the ground.

2. Section 2 - Definitions - Add to the definition of *light industry*:

In accordance with Section 4.20.1, *light industry* does not permit a *building* or facility used for the bottling of *ground water* either on its own or as a by-product for beverage manufacturing and for the purpose of commercial sale.

3. Section 2 - Definitions - Add to the definition of *private utility*:

In accordance with Section 4.20.1, *private utility* does not permit a *building* or facility used for the bottling of *ground water* either on its own or as a by-product for beverage manufacturing and for the purpose of commercial sale.

4. Section 4 - Retitle General Regulations to "General Regulations and Prohibitions"

5. Section 4 - Add sub-sections 4.20 titled "General Prohibitions" and:

4.20.1 A *building* or facility used for the bottling of *ground water* either on its own or as a by-product for beverage manufacturing and for the purpose of commercial sale in all *zones*.

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. 4474"

READ A FIRST TIME THIS DAY OF 2021

READ A SECOND TIME THIS DAY OF 2021

READ A THIRD TIME THIS DAY OF 2021

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

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

ADOPTED BY COUNCIL THIS DAY OF 2021

\_\_\_\_\_  
MAYOR

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



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Item 10.3

## CITY OF SALMON ARM

Date: August 23, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4452 be read a first and second time.

[ZON-1205; Optland, D.; 4091 Highway 97B SE; A-2 to M-1]

### Vote Record

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

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

# CITY OF SALMON ARM

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To: His Worship Mayor Harrison and Members of Council

Date: August 11 2021

Subject: Zoning Bylaw Amendment Application No. 1205

Legal: Lot C, Section 5, Township 20, Range 9, W6M, KDYD, Plan 12843 Except Plan H10964

Civic: 4091 Highway 97B SE

Applicant: Optland, D.

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## STAFF RECOMMENDATION

**THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot C, Section 5, Township 20, Range 9, W6M, KDYD, Plan 12843 Except Plan H10964 from A-2 (Rural Holding Zone) to M-1 (General Industrial Zone).

**AND FURTHER THAT:** final reading of the zoning amendment bylaw be withheld subject to:

- 1) Registration of a Section 219 covenant and survey plan to secure road reserve aligned with the attached road network preplan (Appendix 9); and
  - 2) Approval by the Ministry of Transportation and Infrastructure.
- 

## BACKGROUND

The subject parcel is located at 4091 Highway 97B SE, at the north-eastern end of the Industrial Park adjacent to Highway 97B (Appendix 1 and 2). The parcel has a total area of approximately 18 acres, is designated Industrial General in the City's Official Community Plan (OCP), and zoned A-2 (Rural Holding) in the Zoning Bylaw (Appendix 3 & 4). This area is generally comprised of M-1 and A-2 zoned parcels.

The proposal is to rezone the parcel from A-2 (Rural Holding) to M-1 (General Industrial) to facilitate future industrial development. M-1 Zoning regulations and site photos are attached (Appendix 5 & 6).

The Zoning Map attached shows the mix of zones in the immediate area. Land uses adjacent to the subject parcel include the following:

North:	General Industrial (M-1) and Rural Holding (A-2);
South:	Rural Holding (A-2);
East:	Highway 97 with Rural Holding (A-2) beyond; and
West:	General Industrial (M-1).

Staff note that two parcels directly south of the subject parcel are also under application to be rezoned to M-1. Coordination between these adjacent parcels is necessary for access due to MOTI's restrictions on access and egress to Highway 97B.

## OCP POLICY

The subject parcel is designated as General Industrial in the OCP. The proposed M-1 zone is in alignment with this land use designation. The proposal generally aligns with OCP Objective 10.2.3, which supports similar industrial land uses in specific locations, and OCP Policy 10.3.8 which suggests access to appropriate roads, servicing and potential for buffering.

Given the size of the subject parcel, and the 465 square metre minimum parcel size permitted in the M-1 zone, the land under application has substantial potential, subject to road access and servicing.

Staff note that the parcel is also subject to OCP Policy 10.3.9 which guides the form and character of industrial development fronting major transportation corridors. While zoning requirements for screening and landscaping would be applicable, additionally at time of Building Permit, a Development Permit application would be required.

The subject parcel is also subject to the Road Network Policy within the OCP, with the future extension of 40 Avenue SE over this parcel identified in OCP Map 12.1 (Appendix 10). Additionally, the proposal also relates to OCP Policy 12.3.15 (a) to work with MOTI to improve Provincial Highways including an intersection on Highway 97B at 40 Avenue SE for the Salmon Arm Industrial Park. However, MOTI comments state that a new intersection at 40 Avenue SE and Highway 97B is not supported at this time.

## COMMENTS

### Ministry of Transportation and Infrastructure

Full MOTI comments are attached as Appendix 7.

The rezoning adjacent to a Controlled Access Highway is of concern to MOTI, as it would allow for land uses which would generate impactful traffic and potential safety concerns relative to direct access on to Highway 97B. As such, MOTI has withheld preliminary approval subject to access being provided from a municipal street to restrict potential highway access, and a covenant restricting access to Highway 97B.

### Engineering Department

While not conditions of rezoning, full municipal services are required at time of development. Attached comments have been provided to the applicant (Appendix 8).

### Building Department

No concerns.

### Fire Department

No Fire Department concerns.

### Planning Department

While the subject parcel has been historically used for rural-residential land use, the OCP envisions this parcel as a component of the City's primary industrial park. Keeping in mind the Industrial General OCP land use designation, the subject parcel is located in an area well-suited for industrial development, within close proximity to similar industrial lands.

The proposed zoning is generally aligned with the neighbouring land uses, largely separated from adjacent parcels by roadways and topography. It is important to note that the OCP also envisions the neighbouring A-2 zoned parcels to the north and south as Industrial General. The M-1 zone regulations of the Zoning Bylaw are attached as Appendix 5. While no buildings are proposed at this time, the maximum height of buildings is 15 metres, while maximum parcel coverage for all buildings is 60%.

As the parcel fronts a major transportation corridor and acts as a gateway to the community, screening and landscaping is an important element related to general industrial use. Outside storage is required to be screened as per the Zoning Bylaw. The site plan specifies screening provisions including fencing with privacy slats and low growth trees/shrubs which would meet the requirements of the Zoning Bylaw. Should development proceed in the future involving a building, a Development Permit application would be required, including a detailed landscape plan.

### Road Reserve

In order to address MOTI concerns restricting highway access, as well as to provide access to the lands beyond those under application which would face similar access restrictions, City staff has commissioned a preliminary advanced road plan for the area (Appendix 9). This future road network would support the future development and expansion of the Industrial Park by enabling efficient subdivision of the lands under application, provide access aligned with MOTI concerns, and allow access to the land beyond, and as such is a key element of this proposal.

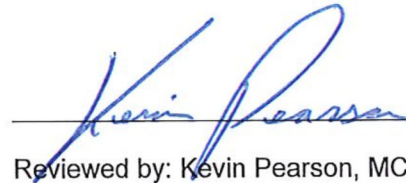
The proposed road network includes a strip along the north parcel line aligned with the previously discussed proposed 40 Avenue SE extension identified in the OCP, and bisecting the parcel for the future road network. Given full road construction is premature at this time but recognizing the importance of the future road plan, staff have recommended the registration of a Section 219 road reserve covenant be made a condition of issuance of rezoning to secure the future road alignment.

#### CONCLUSION

Staff note the importance of the future road plan for this area. Considering the proposed use and the location, MOTI concerns, and noting the development potential of the site and adjacent lands, staff recommend support of the proposal subject to the registration of a Section 219 road reserve covenant. The proposed M-1 zoning of the subject property is supported by OCP policy and, subject to road reserve covenant, is therefore supported by staff.

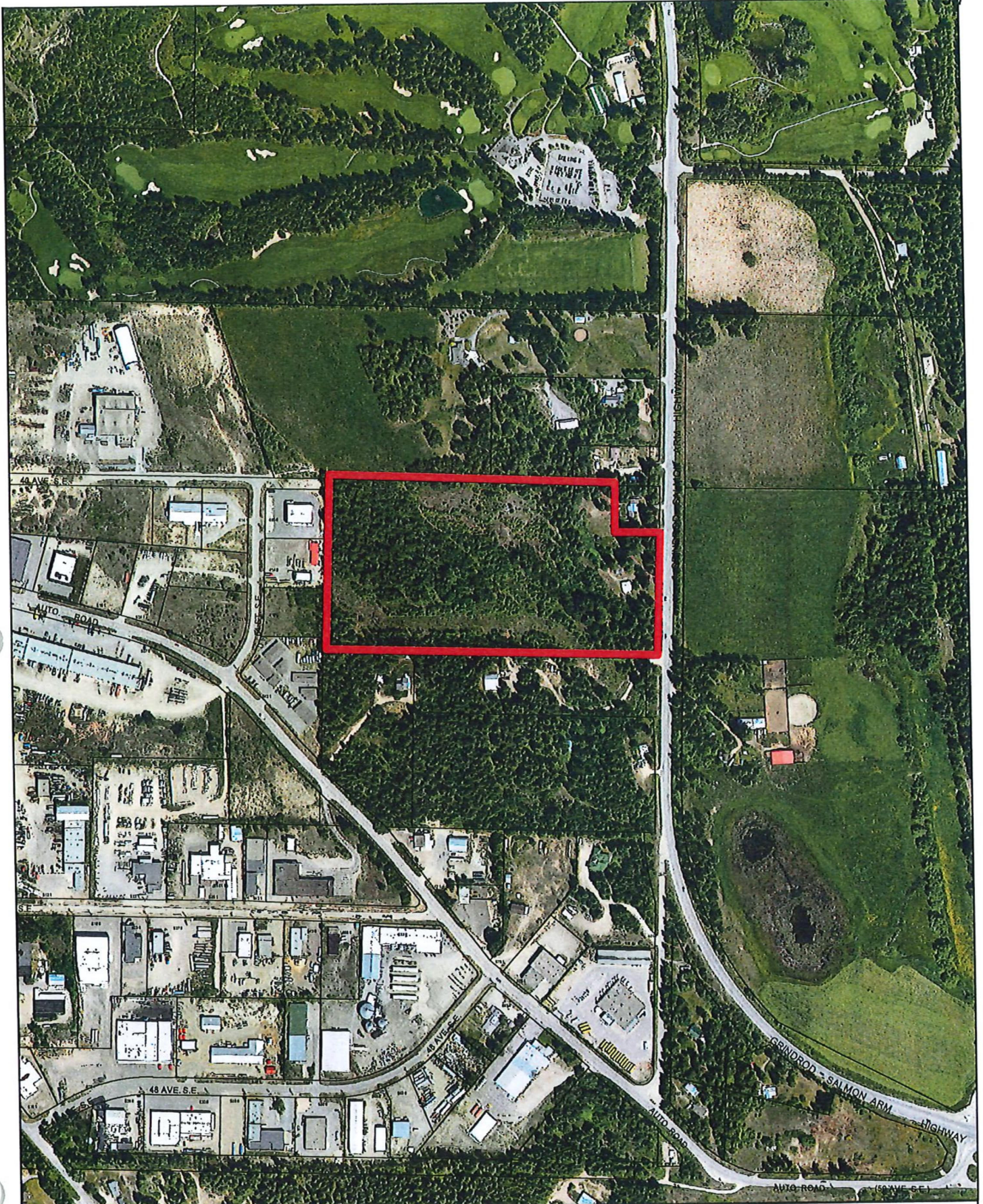


Prepared by: Chris Larson, MCIP, RPP  
Senior Planner



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





0 50 100 200 300 400 Meters




Subject Parcel

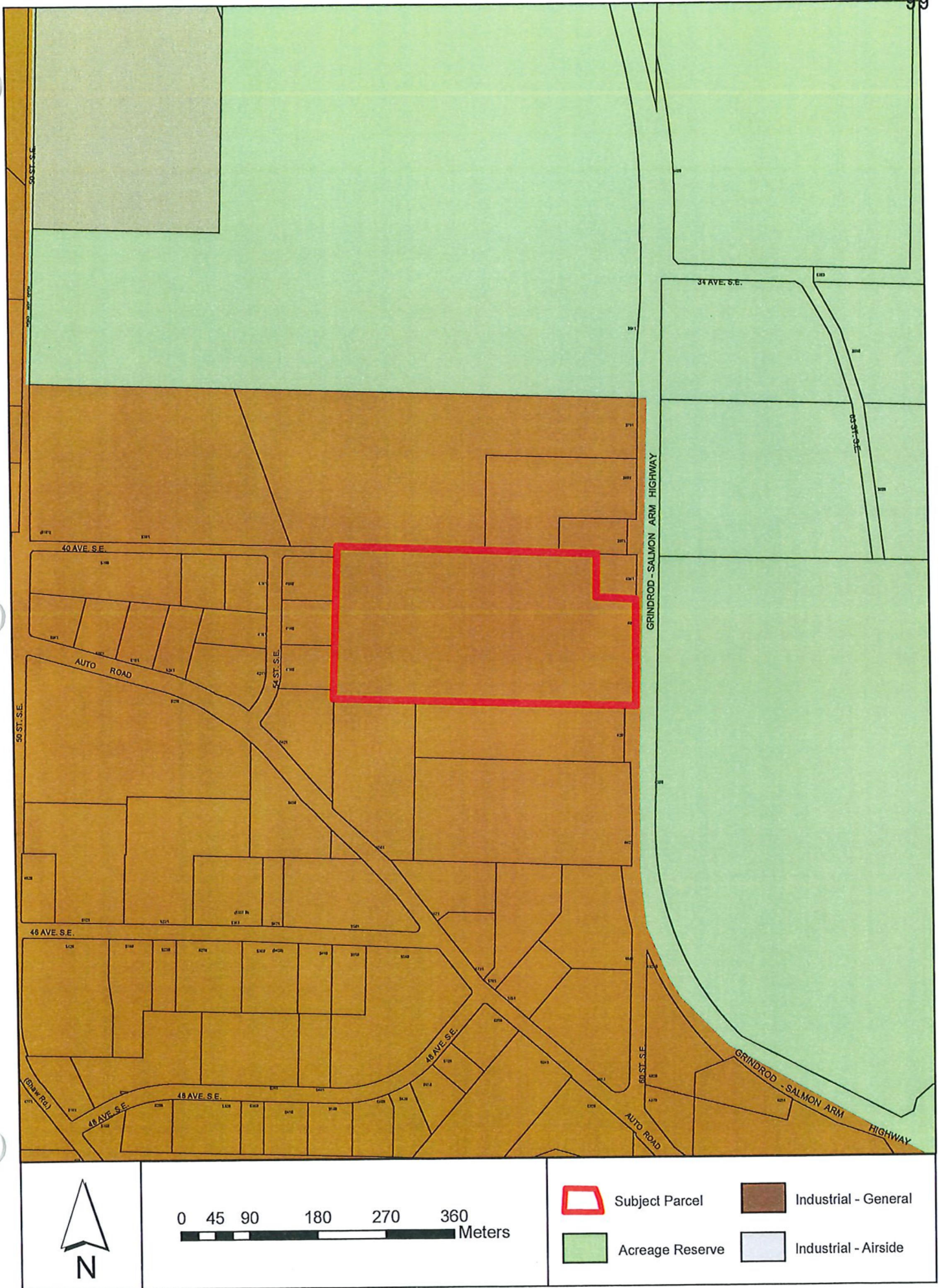




0 25 50 100 150 200 Meters

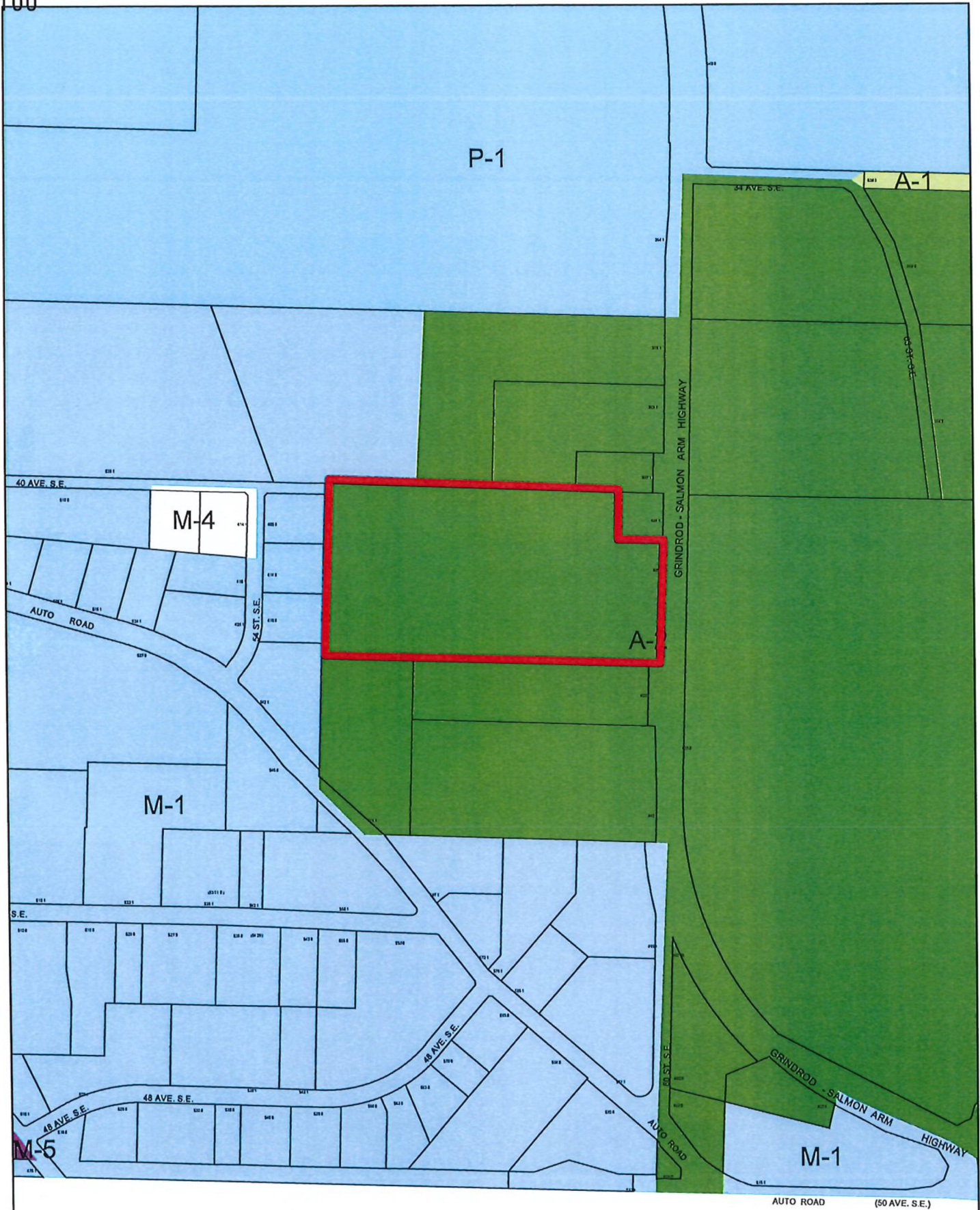
 Subject Parcel







100



0 50 100 200 300 400 Meters



Subject Parcel

**SECTION 28 - M-1 - GENERAL INDUSTRIAL ZONE****Purpose**

28.1 The M-1 Zone provides for the location of general industrial and manufacturing uses to be located in areas where conflict with other uses is unlikely to occur.

**Regulations**

28.2 On a *parcel zoned M-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 M-1 Zone or those regulations contained elsewhere in this Bylaw.

**Permitted Uses**

28.3 The following uses and no others are permitted in the M-1 Zone:

- .1 auction yards; #2736
- .2 automotive and truck repair shop, including body repair and painting;
- .3 building supply establishment; #2736
- .4 bulk petroleum products sales and limited retail fuel sales, maximum two [2] pumps;
- .5 *cafe*; #2736
- .6 *commercial daycare facility*; #3724
- .7 concrete products and ready-mix concrete;
- .8 distillery and brewery;
- .9 farm equipment sales and rentals; #2736
- .10 greenhouses, nurseries, including retail sales; #2736
- .11 *high technology research and development*; #4368
- .12 *home occupation*; #2782
- .13 *key lock fuel installation*;
- .14 laboratory, scientific and research; #2736
- .15 *light industry*;
- .16 machinery sales, rental; #2736
- .17 *mini warehousing*;
- .18 *mobile food vending*; #4240
- .19 *mobile home manufacturing and sales*;
- .20 moving and storage establishment; #2736
- .21 *office, storage building, workshop and yard for general contractor and trade contractor*;
- .22 *outside vending*; #2837
- .23 *private utility*;
- .24 *public use*;
- .25 *public utility*;
- .26 radiator repair shop; #2736
- .27 *recreation facility - indoor*; #2736
- .28 recreation vehicle sales and rental lots, and showroom (new and used); #2736
- .29 *recycling depot*;
- .30 rental and repair of tools, small equipment; #2736
- .31 sale and repair of machinery, farm implements, and heavy equipment;
- .32 *storage building, warehousing and wholesale establishment, packing and crating, cold storage*;
- .33 *storage yard*;
- .34 *transportation use*;
- .35 truck and truck-tractor sale or rental lot;
- .36 veterinary hospital; #2736
- .37 welding, machine or metal fabrication;
- .38 wood products manufacturing;
- .39 *ancillary retail sales*; #2736
- .40 *accessory use, including one dwelling unit, or one single family dwelling, or one upper floor dwelling unit*. #2761



**Maximum Height of Principal and Accessory Buildings**

28.4 The maximum *height* of *principal* and *accessory buildings* shall be 15.0 metres (49.2 feet).

**Maximum Parcel or Site Coverage**

28.5 The maximum *parcel* or *site* coverage for all *buildings* and *structures* shall be 60% of the *parcel* or *site* area.

**Minimum Parcel Size or Site Area**

28.6 The minimum *parcel* size or *site* area shall be 465.0 square metres (5,005.4 square feet).

**Minimum Parcel or Site Width**

28.7 The minimum *parcel* or *site* width shall be 15.0 metres (49.2 feet).

**Minimum Setback of Principal and Accessory Buildings**

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

- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be         | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> shall be          | 6.0 metres (19.7 feet) |
| .3 | <i>Interior side parcel line</i>          |                        |
|    | - adjacent to a <i>parcel</i> not zoned   |                        |
|    | industrial shall be                       | 6.0 metres (19.7 feet) |
|    | - all other cases shall be                | 4.0 metres (13.1 feet) |
| .4 | <i>Exterior side parcel line</i> shall be | 6.0 metres (19.7 feet) |

**Accessory Retail Use**

28.9 Accessory retail uses, including showrooms and display areas, shall not exceed 25% of the maximum *floor area* of the *principal building* as defined under *Light Industry*.

**Outside Storage**

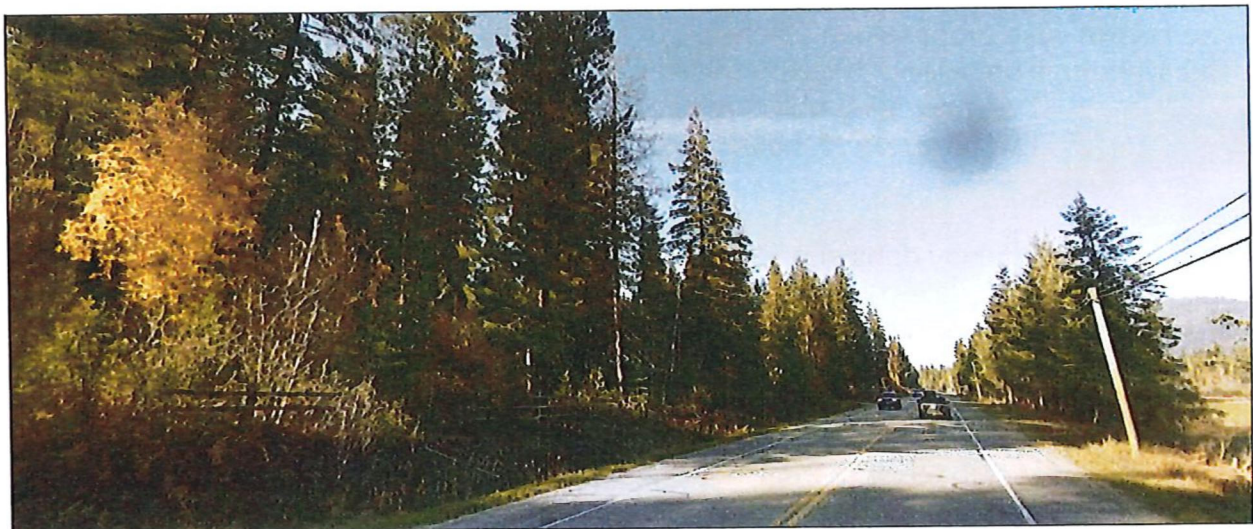
28.10 Outside storage shall be screened from any adjacent *parcel* not zoned Industrial as per Appendix III.

**Parking and Loading**

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



View west of northwest corner of subject parcel from 54 Street SE and 40 Avenue SE.



Google Streetview view north of southeast corner of subject parcel from Highway 97B.



Your File #: ZON-1205  
eDAS File #: 2021-01666  
Date: May/05/2021

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

**Re: Proposed Bylaw 4452 for:**  
**Legal Description: LOT C, 5-20-9, W6M, KDYD, PLAN 12843 EXCEPT PLAN H10964**  
**PID: 004-678-923**  
**Civic Address: 4091 Highway 97 B**

Preliminary Approval is granted for the rezoning of the above noted parcel from A2-Rural Holding Zone to M-1 General Industrial Zone for one year pursuant to section 52(3)(a) of the *Transportation Act*, subject to the following conditions:

1. All access is to be taken from the municipal street of 40<sup>th</sup> Ave SE.
2. Proof of constructed access from the municipal street will be required.
3. A covenant will be required to be placed on title restricting any access to and from the controlled access Highway no. 97 B.

The referral also proposes an extension of 40<sup>th</sup> Ave SE to connect with Highway 97 B. The Ministry is not willing to support this extension for the following reasons:

1. The increasing traffic volumes along Highway 97 B
2. The proximity to the intersection of Highway 97 B and Auto Road.

However, the Ministry does support the extension of 40<sup>th</sup> Ave SE as a municipal road to serve as access for the parcels currently only accessed from Highway 97 B, the municipal road would need to terminate before intersecting with the highway.

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

If you have any questions please feel free to call Samantha Biggs at (250) 503-3606.  
Yours truly,

105

A handwritten signature in black ink, appearing to read 'S. Biggs', with a stylized flourish at the end.

Samantha Biggs  
Development Services Officer



**CITY OF  
SALMON ARM**

*Memorandum from the  
Engineering and Public  
Works Department*

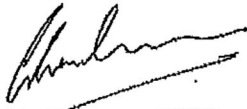
---

TO: Kevin Pearson, Director of Development Services  
DATE: 27 April 2021  
PREPARED BY: Chris Moore, Engineering Assistant  
SUBJECT: **ZONING AMENDMENT APPLICATION FILE NO. ZON-1205**  
OWNER: Optland, D., 726 Grandview Bench RD., Salmon Arm, BC V1E 2X9  
APPLICANT: Owner  
LEGAL: Lot C, Section 5, Township 20, Range 9, W6M KDYD, Plan 12843 Except  
Plan H10964  
CIVIC: 4091 HWY 97B SE

---

Further to your referral dated March 26, 2021, the Engineering Department does not have any objections to the rezoning of this property and recommend that rezoning be approved.

Once development proceeds to the next stage (Building Permit / Subdivision), full compliance with the Subdivision and Development Services Bylaw No 4163 will be required and further servicing requirement details will be provided by the Engineering Department.



---

Chris Moore  
Engineering Assistant



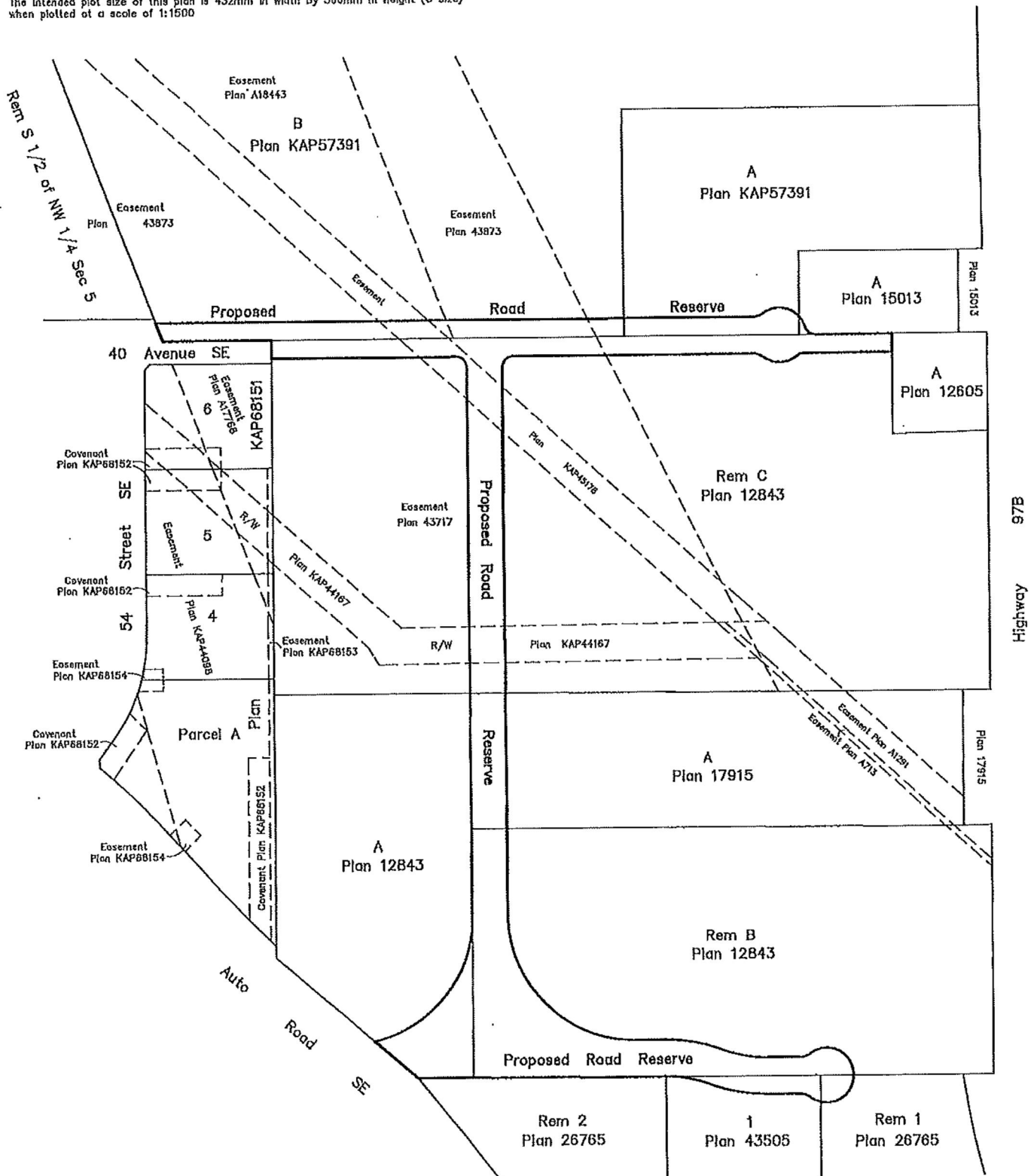
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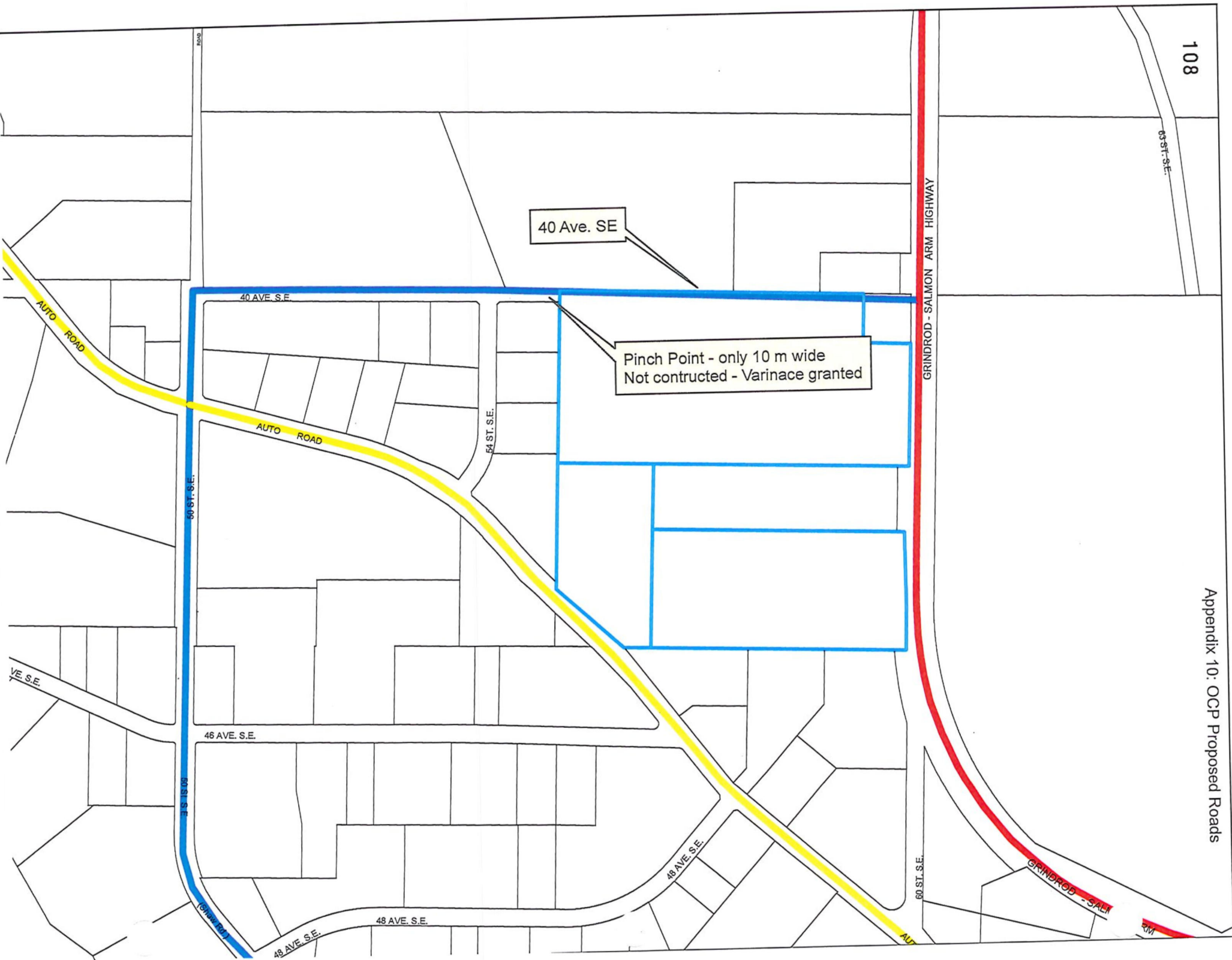
Jenn Wilson P.Eng., LEED ® AP  
City Engineer

# Sketch Plan of Proposed Road Reserve Covenants in Region of Auto Road SE and Highway 97B, Sec 5, Tp 20, Rge 9, W6M, KDYD

BCGS 82L.064

All distances are in metres.

The intended plot size of this plan is 432mm in width by 560mm in height (C size)  
when plotted at a scale of 1:1500



## CITY OF SALMON ARM

### BYLAW NO. 4452

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

---

WHEREAS notice of a Public Hearing to be held by electronic means as authorized by Ministerial Order M192, British Columbia, on \_\_\_\_\_ at the hour of 7:00 p.m. was published in \_\_\_\_\_ and \_\_\_\_\_, 2021 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 C, Section 5, Township 20, Range 9, W6M, KDYD, Plan 12843 Except Plan H10964 from A-2 (Rural Holding Zone) to M-1 (General Industrial Zone), as shown on Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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



5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4452"

READ A FIRST TIME THIS DAY OF 2021

READ A SECOND TIME THIS DAY OF 2021

READ A THIRD TIME THIS DAY OF 2021

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

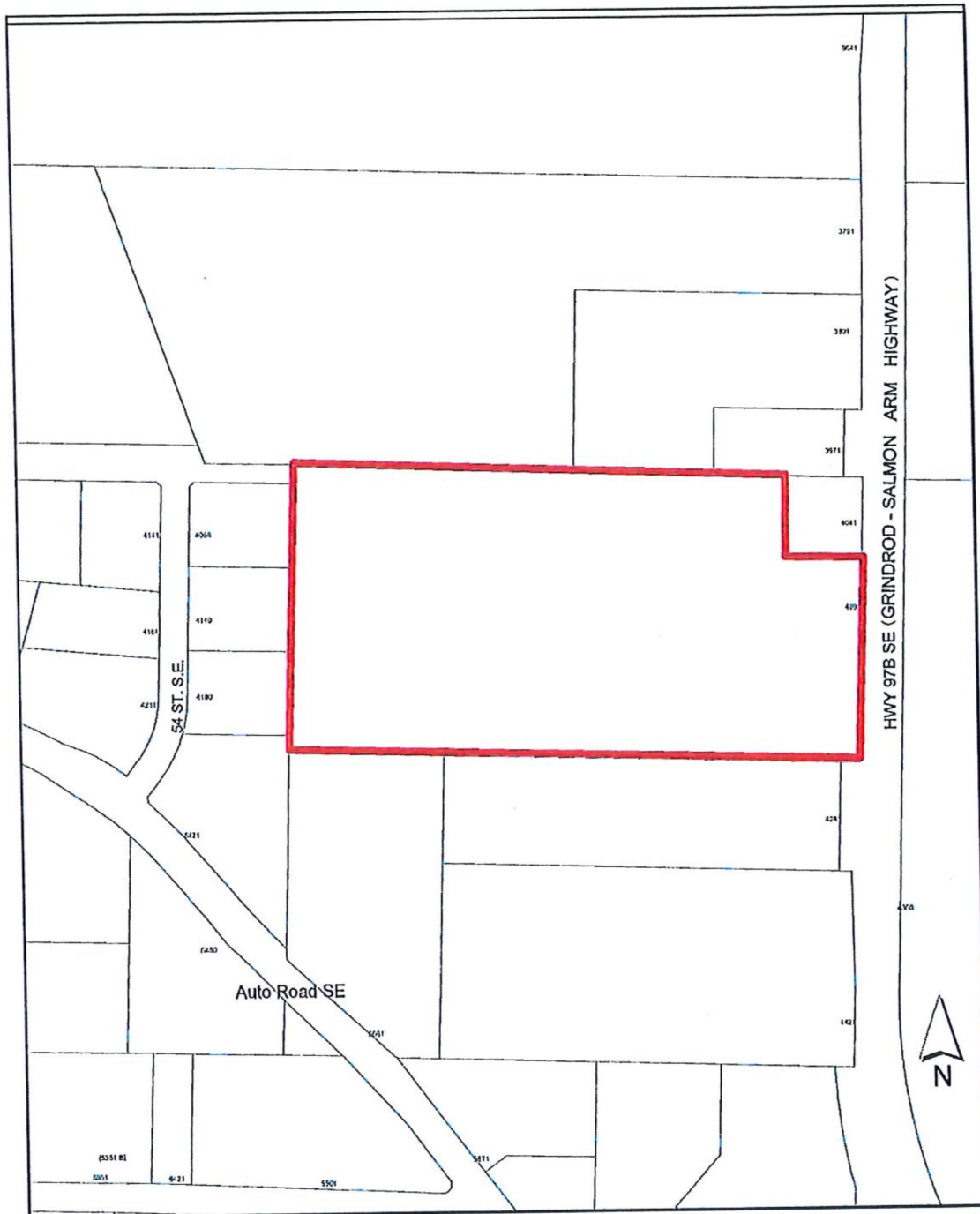
\_\_\_\_\_  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2021

\_\_\_\_\_  
MAYOR

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

Schedule "A"



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Item 11.1

## CITY OF SALMON ARM

Date: August 23, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Traffic Amendment Bylaw No. 4470 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

BYLAW NO. 4470

## A bylaw to amend Traffic Bylaw No. 1971

---

WHEREAS it is deemed advisable to amend "City of Salmon Arm Traffic Bylaw No. 1971";

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

1. "District of Salmon Arm Traffic Bylaw No. 1971" PART I - Definitions is hereby amended by the following:

- a) adding the definition "City" in its appropriate location that reads:

"CITY" means the *City* of Salmon Arm.

- b) deleting the definition for "DISTRICT" .

And replacing "District" with "City" in the appropriate locations throughout the District of Salmon Arm Traffic Bylaw No. 1971.

- c) deleting the definition for "DIRECTOR OF OPERATIONS".

- d) deleting the definition for "DIRECTOR OF ENGINEERING AND PUBLIC WORKS".

And replacing it with:

"DIRECTOR" means the Director of Engineering and Public Works and the person appointed as such by the *City*, and any person delegated to assist them in carrying out their duties under this bylaw.

And replacing "DIRECTOR OF OPERATIONS" and "DIRECTOR OF ENGINEERING AND PUBLIC WORKS" with "DIRECTOR" in the appropriate locations throughout the District of Salmon Arm Traffic Bylaw No. 1971.

- c) deleting the definition for "OWNER".

And replacing it with:

"OWNER" means:

- a) as applied to a vehicle, the person who holds the legal title to the vehicle; or
- b) as applied to a vehicle, the person who is entitled to be and is in possession of the vehicle; or
- c) as applied to a vehicle, the person in whose name the vehicle is registered; or
- d) as applied to real property, the registered owner of a property immediately fronting a subject portion of a *Highway*.

2. PART VI - USE OF HIGHWAYS REGULATIONS be amended by adding the following to subsection 606:

- on the property or within the *Boulevard*

To read as follows:

606. Every person being the *owner* or occupier of real property shall cause all trees, shrubs or other vegetation on the property or within the *Boulevard* to be properly trimmed and cut back, so as to prevent physical obstruction or visibility impairment to pedestrian and vehicle traffic on the *sidewalk* or *highway*.

3. PART VI - USE OF HIGHWAYS REGULATIONS be amended by adding the following:

612. BOULEVARD OBSTRUCTIONS

1. Every person being the *Owner* or occupier of real property shall ensure no obstructions exist within the *Boulevard* which may negatively affect sightlines, the *City's* operations and maintenance procedures, or that are in contravention of any relevant guidelines, regulations or bylaws. This includes but is not limited to landscaping, vegetation, structures and vehicles.
2. The *Director of Engineering and Public Works*, acting reasonably, may require the modification or removal of any obstructions within the *Boulevard*, at the *Owner* or occupier's expense.
3. Subject to Item 4 and unless otherwise maintained by the *City*, the *Owner* or occupier of the property adjacent to a *Boulevard* shall be responsible for regular maintenance of plants, trees, lawn, shrubs or vegetation within that *Boulevard*.
4. *Owner* or occupiers shall not be responsible for *City* installed infrastructure or plantings within the *Boulevard*.

4. Schedule "A" Highway Use Permit is hereby deleted in its entirety and replaced with Schedule "A" - Highway Use Permit, attached hereto and forming part of this bylaw.

5. SEVERABILITY

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

6. 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.

7. EFFECTIVE DATE

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

8. This bylaw may be cited for all purposes as "**City of Salmon Arm Traffic Amendment Bylaw No. 4470**".

READ A FIRST TIME THIS                      23       DAY OF       August                      2021

READ A SECOND TIME THIS                      23       DAY OF       August                      2021

READ A THIRD TIME THIS                      23       DAY OF       August                      2021

ADOPTED BY COUNCIL THIS                      DAY OF                                      2021

\_\_\_\_\_  
MAYOR

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



## CITY OF SALMON ARM

### Highway Use Permit Schedule "A"

#### City of Salmon Arm Traffic Bylaw 1971

**DATE:**

**PERMIT NO:**

**FILE NO:**

**NAME OF PERMITTEE:**

**ADDRESS OF PERMITTEE:**

Pursuant to the provisions of City of Salmon Arm Traffic Bylaw No. 1971, permission is hereby granted to the above named Permittee to:  
(see attached plan)

This permit shall be valid and subsisting from the            day of            ,            and at all times shall be subject to cancellation if the holder neglects, fails or refuses to observe and to comply with all the requirements of the City of Salmon Arm Traffic Bylaw No. 1971 and is issued subject to the following conditions:

- 1) That all necessary plans and specifications of any works involved have been deposited with the City Engineer and have been approved by him.
- 2) That the safety, economy, and convenience of the travelling public must at all times be recognized and all traffic control must be undertaken by the Permittee to the satisfaction of the City Engineer.
- 3) That the Permittee shall at all times accept full responsibility for any accident that may occur or damage that may be done to any person or property whatsoever caused directly or indirectly by the said works, and shall save harmless and keep indemnified the City from all claims and demands whatsoever in respect of the works. That, prior to proceeding with any excavation, the Permittee will be responsible for notifying any public or private utility company whose works may be close to or affected by the installation.
- 4) This permission shall not be deemed to vest in the Permittee any right, title, or interest whatsoever in or to the lands upon which the works are constructed.
- 5) That this permit will be valid only for these specific works or uses of the City highway stated herein. A separate permit must be obtained cover all other alternations and additions.
- 6) That the construction and maintenance of any works under this Permit will be carried out and completed to the satisfaction of the City Engineer.
- 7) That any person appointed by the City Engineer for that purpose will have free access at all times to all parts of any works constructed under this Permit for the purpose of inspecting the same.



**CITY OF SALMON ARM - Highway Use Permit - City of Salmon Arm Traffic Bylaw**

Page 2

- 8) That before opening up any highway or interfering with any public work under this Permit, notice in writing of intention to do so shall be given to the City Engineer not less than seven (7) clear days before the work is commenced.
- 9) That where the said works are in the proximity of any bridge, culvert, ditch or other existing work, such work shall be properly maintained and supported in such manner as not to interfere with its proper function, and on the completion of the said works any bridge, culvert, ditch or other existing work interfered with shall be completely restored to its original condition.
- 10) That while reasonable care will be taken by the City to do as little damage as possible to any private work in carrying-out of the construction, extension, alterations, improvement, repair, or maintenance of any public work adjacent thereto, the City can accept no responsibility for any kind of such damage.
- 11) That the Permittee shall hold and save harmless the City of Salmon Arm from and against all claims, damages and lien claims of every kind, arising out of or in any way connected with any works or other things for which this permit is issued.
- 12) This permission is granted only to the person or corporation named above, and any change in ownership to the property renders this permit void.
- 13) This permit may be cancelled in the absolute discretion of the City Engineer without any notice or hearing.
- 14) That the Permittee shall obtain and maintain during the term of this Permit a comprehensive general liability insurance policy providing coverage of not less than \$2,000,000.00 naming the City of Salmon Arm as **"an additional named insured"** and providing that the said policy shall not be cancelled, lapsed or materially altered without 30 days notice in writing to the City of Salmon Arm. A copy of such policy shall be delivered to the City of Salmon Arm prior to the issue of this Permit.
- 15) Other Conditions:

I, the applicant of this permit, agree to all terms and conditions expressed and am bound by all provisions of the City of Salmon Arm Traffic Bylaw No. 1971 and this permit. The required security being \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) in cash or by irrevocable letter of credit to guarantee the fulfilment of the terms and conditions set out within the time specified in this permit.

\_\_\_\_\_  
Signature of Permittee

Permit No. \_\_\_\_\_ issued this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Signature of City Engineer

## INFORMATIONAL CORRESPONDENCE -

- |     |  |   |
|-----|--|---|
| 1.  | K. Campbell – email dated August 9, 2021 – Peter Jannik Park   | A |
| 2.  | B. Harper – email dated August 13, 2021 – 10% Penalty (Homeowner Grant)  | A |
| 3.  | J. Jones, Office Manager and J. de Boer, General Manager, Salmar Cinemas – email dated August 12, 2021 – Salmar Community Association  | N |
| 4.  | S. Caner, Shuswap Food Action Society – letter dated August 18, 2021 – Downtown Farmer's Market  | A |
| 5.  | B. M'Clellan, Shuswap Dragon Boat Society – letter dated August 19, 2021 – Dragon Boar Storage Shed ("Shed") modifications to original design  | A |
| 6.  | J. Jensen, Director, Building Policy, Ministry of Attorney General and Minister Responsible for Housing – email dated August 10, 2021 – BC Building Code Accessibility Update (LG Officials) | N |
| 7.  | B. Frenkel, UBCM President – letter dated August 11, 2021 – Canada Community-Building Fund/Gas Tax Fund: Community Works Fund Top-up Payment and Updated Eligibility Guidelines              | N |
| 8.  | P. Rasmussen, Assistant Deputy Minister, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – letter dated August 12, 2021 – Salmon Arm Water Licence Application | N |
| 9.  | L. Beare, Minister, Ministry of Citizens' Services – letter dated August 18, 2021 – High-speed Internet  | N |
| 10. | Fortis BC – email dated August 16, 2021 – Nominate a charity worthy of receiving \$15,000 from FortisBC  | N |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

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Item 12.2

## CITY OF SALMON ARM

Date: August 23, 2021

Lana Fitt, Manager, Salmon Arm Economic Development Society – letter dated August 18, 2021 – Wayfinding Signage Project

### Vote Record

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

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





August 18, 2021

City of Salmon Arm  
Mayor Harrison & Council  
PO Box 40  
Salmon Arm, BC V1E 4N2

Dear Mayor Harrison and Council,

Salmon Arm Economic Development Society (SAEDS) and the City's Municipal and Regional District (MRDT) Tax Program are pleased to provide a progress update on the previously approved city wayfinding signage project. Further, we wish to request Council's consideration to partner with SAEDS and the MRDT Committee to support site preparation for the new sign installation. A brief progress report is included below for your review.

The installation of visitor wayfinding signage was identified as a priority project within Salmon Arm's MRDT Five-Year Business Plan. The project aims to establish a consistent, highly recognizable visitor information system in the City, in alignment with our Small City, Big Ideas brand. The goal of the project is to highlight anchor tourism assets and provide clear wayfinding direction in an effort to increase visitation and encourage lengthier dwell times in our City. Approximately two years ago, the MRDT Committee presented the proposed wayfinding signage project to City Council for consideration. At that time, the project was supported by Council with the commitment that MRDT staff would continue to work with City staff to finalize the project details. There was a delay in the project progressing due to the redirection of resources that was required as a result of the pandemic; however, we are now well positioned to move forward. The following tasks have been completed to date:

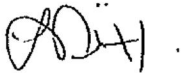
- Three wayfinding signage needs were defined:
  - i. Vehicle wayfinding signage to direct visitors to key tourism assets (Alupanel street signs)
  - ii. Pedestrian/cycling wayfinding signage to direct visitors to key tourism assets (4 downtown rock pillars)
  - iii. Destination location signage to clearly identify key tourism assets (park entrance signs).
- A draft list of anchor assets was prepared with input from Downtown Salmon Arm and other stakeholders
- A draft list of sign locations was identified in partnership with Downtown Salmon Arm and in consultation with City staff
- A draft sign design was prepared by SAEDS' Marketing Coordinator, in alignment with our Small City, Big Ideas brand guidelines and with input from key stakeholders

- A budget was defined and approved by the MRDT Committee.
  - ❖ This project was included in the MRDT Five-Year Business Plan. Further, this project was included in the 2021 MRDT Tactical Plan approved by the MRDT Committee, SAEDS Board and City Council
- A Request for Proposals (RFP) was issued, and the MRDT Committee selected High Impact Signs & Designs as the successful proponent
- Consultation meetings were held with project stakeholders, inviting input on the list of anchor assets to be included in signage, as well as sign locations and designs
- Consultation meetings were held with City staff to review the project and receive input
- Based on input received, final changes were made to the locations and designs

The proposed sign designs as well as a map indicating the proposed sign locations are attached for your review. As this project progresses, we will continue to work with City staff to finalize the specific locations of the wayfinding signs and parks signs, as well as any required design alterations, to ensure approvals prior to install. These proposed signs are considered phase one of this project. Future phases will comprise additional anchor assets and signage locations.

The approved MRDT budget is sufficient to cover the costs of supply and install for the identified signs; however, we are requesting the City's consideration to partner to support the site preparation work for the four downtown rock pillars as well as the signage at the park locations, where required. SAEDS and the MRDT Committee feel this project will support the resiliency of our tourism economy by increasing our capacity to welcome visitors and improve visitor experiences. For these reasons, we are eager to complete this project this season, prior to snowfall. We appreciate Council's consideration of this request and are pleased to provide further information.

Sincerely,



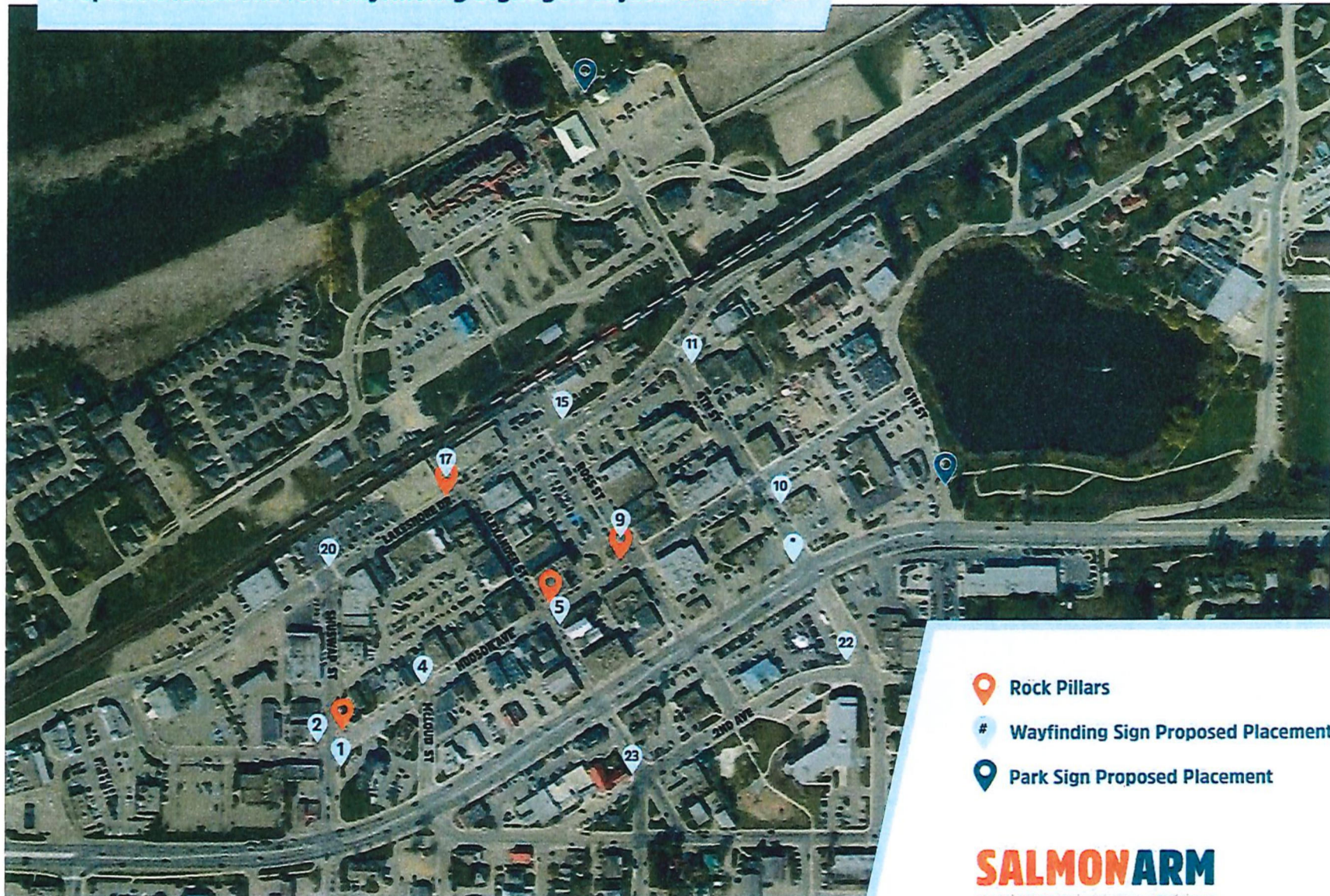
Lana Fitt  
Economic Development Manager



**SALMON ARM**  
SMALL CITY, BIG IDEAS



Proposed locations for Wayfinding Signage Project: **Downtown**

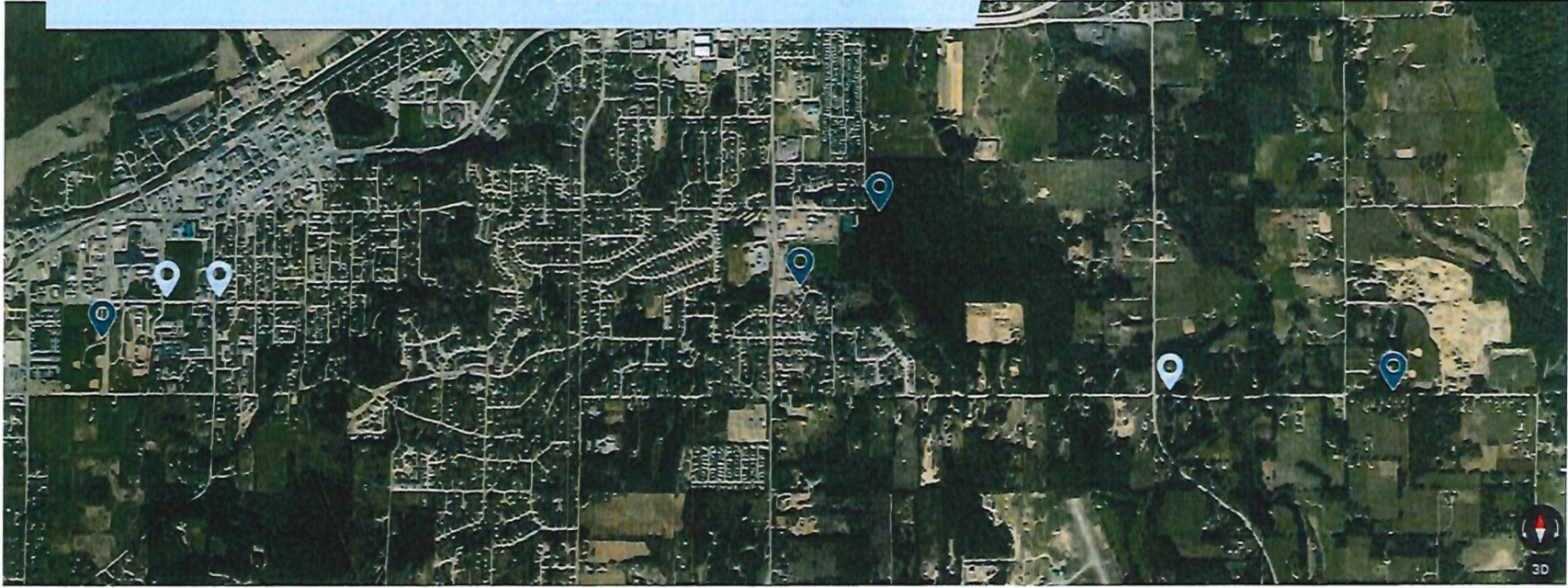


-  Rock Pillars
-  Wayfinding Sign Proposed Placement
-  Park Sign Proposed Placement

**SALMON ARM**  
ECONOMIC DEVELOPMENT SOCIETY



**Proposed locations for Wayfinding Signage Project: City**





Proposed locations for Wayfinding Signage Project: **Canoe**



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Item 14.1

## CITY OF SALMON ARM

Date: August 23, 2021

### Presentation 4:00 p.m. (approximately)

**NAME:** Terry Smith, Sk'atsin Silvatech Ventures LLP, a Neskonlith Indian Band Subsidiary  
and Brad Shirley, Fire Chief

**TOPIC:** CRI Update

#### Vote Record

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

Opposed:

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



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Item 18.1

## CITY OF SALMON ARM

Date: August 23, 2021

August 9, 2021 Regular Council Meeting

### 12. CORRESPONDENCE

#### 1. Information Correspondence

5. P. Wright, President, the Salmon Arm and Shuswap Lake Agricultural Association - letter dated July 23, 2021 - Lighting on the South Fair Grounds

0432-2021

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: the letter dated July 23, 2021 from the Salmon Arm and Shuswap Lake Agricultural Association for Lighting on the South Fair Grounds be forwarded to the 2021 Budget;

AND THAT: staff be directed to determine if the COVID-19 Safe Restart Grant can be utilized for the project.

0433-2021

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: resolution 0432-2021 be deferred to the August 26, 2021 Regular Council Meeting.

CARRIED UNANIMOUSLY

#### Vote Record

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

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

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Item 19.1

## CITY OF SALMON ARM

Date: August 23, 2021

Moved: Councillor

Seconded: Councillor

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

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

AND WHEREAS Council allocated \$50,000 to establish an Active Transportation reserve in the past two budget years;

THEREFORE BE IT RESOLVED THAT a further Twenty Five Thousand dollars (\$25,000) be allocated to that reserve in the 2022 budget to leverage potential Active Transportation funding opportunities from other levels of government and for developing and implementing an Active Transportation plan as part of the upcoming OCP review.

### Vote Record

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

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



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Item 19.2

## CITY OF SALMON ARM

Date: August 23, 2021

Moved: Councillor

Seconded: Councillor

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

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

AND WHEREAS Council has funded a Food & Ag reserve for the past two budget years:

THEREFORE BE IT RESOLVED THAT a further \$7,500 be allocated to that reserve in the 2022 budget to leverage potential Food and Urban Agricultural Plan funding opportunities from other levels of government and for funding a Food and Urban Agricultural Plan as part of the upcoming OCP review.

### Vote Record

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

Opposed:

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

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Item 22.1

## CITY OF SALMON ARM

Date: August 23, 2021

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. 537 be authorized for issuance for Lot 17, Section 18, Township 20, Range 9, W6M, KDYD, Plan 14512 to vary Zoning Bylaw No. 2303 as follows:

1. Section 13.14.3 - Interior Side Parcel Line Setback reduction from 2.0 m to 1.6 m (east parcel line) to facilitate conversion of an existing detached garage into a detached suite.

[Shott, B.; 830 30 Street SE; Setback]

### 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: August 9, 2021

Subject: Variance Application No. 537

Legal: Lot 17, Section 18, Township 20, Range 9, W6M, KDYD, Plan 14512  
 Civic Address: 830 - 30 Street SE  
 Owner/Applicant: Brent Shott

### STAFF RECOMMENDATION

**THAT:** Development Variance Permit No. VP-537 be authorized for issuance for Lot 17, Section 18, Township 20, Range 9, W6M, KDYD, Plan 14512 to vary Zoning Bylaw No. 2303 as follows:

**Section 13.14.3 – Interior Side Parcel Line Setback reduction from 2.0 m to 1.6 m (east parcel line) to facilitate conversion of an existing detached garage into a detached suite.**

### PROPOSAL

The subject parcel is located at 830 - 30 Street SE (Appendix 1). The proposal is to convert a portion of the existing detached garage on this property into a *detached suite*. This conversion requires a setback variance for the east parcel line, reducing the interior side setback of the proposed *detached suite* to 1.6 m.

### BACKGROUND

The parcel is designated Low Density Residential (LDR) in the City's Official Community Plan (OCP), and currently zoned R1 (Single Family Residential) in the Zoning Bylaw (Appendices 2 and 3). The subject property is located in the Little Mountain Park neighbourhood which largely consists of R1 and some R8 zoned parcels.

Land uses directly adjacent to the subject property include the following:

North:	Single Family Residences	Zoned R1
South:	Single Family Residences and Five Corners Church	Zoned R1, A2, and P3
East:	Single Family Residences and Residential Suites	Zoned R1 and R8
West:	Single Family Residences	Zoned R1

The property is approximately 0.20 ha (2,030 m<sup>2</sup>) in size and currently contains a single family dwelling and detached garage. The applicant is proposing to convert approximately 55.7 m<sup>2</sup> (600 ft<sup>2</sup>) of the existing garage into a *detached suite*. This would be well within the 90 m<sup>2</sup> (968.8 ft<sup>2</sup>) maximum size permitted for a *detached suite*. Site photos are attached as Appendix 4.

This application is associated with an outstanding application to rezone this parcel from R1 (Single Family Residential) to R8 (Residential Suite Zone) (Bylaw No. 4447). This Bylaw has received three readings and gone through a public hearing process as required under Section 465 of the *Local Government Act*. Through the public hearing process for the rezoning, no comments were received from neighbours regarding impacts of this proposal. Bylaw No. 4447 cannot receive final reading until a variance permit is approved and issued, and a building permit application has been submitted that shows compliance with BC Building Code and Zoning Bylaw regulations. A setback variance is required for this conversion because

the existing building was built to meet setback requirements for an accessory building. For accessory buildings in the R8 zone, the building must be sited at least 1.0 m from the interior side parcel line and for a *detached suite* the requirement is for a setback of 2.0 m from the interior side parcel line. A legal survey plan was submitted to the city as part of the building permit process for the detached garage (see attached as Appendix 5). This shows the building is sited 1.6 m from the east property line with roughly a 3.0 ft (0.9 m) eave overhang on this side.

## COMMENTS

### Engineering Comments

Any future building permit that increases demand on water service will require a water service upgrade. For more information and pricing contact Matt Gienger in Engineering Services. This is not a requirement of re-zoning or variance.

### Building Department

BC Building Code issues need to be addressed for the associated rezoning application.

### Fire Department

No comment.

### Planning Department

Development Variance Permits are considered on a case-by-case basis and in doing so a number of factors are taken into consideration when reviewing a request. These factors include site specific conditions such as lot configuration, negative impact to general form and character of the surrounding neighbourhood and negative impact(s) on adjacent properties.

Staff note that this is a large city lot with frontages on three sides. The accessory building is sited quite a distance from the single family dwelling on the property and neighbouring single family dwelling. Both properties are also quite treed on either side so staff feel that privacy should not be a major concern for this proposal. The applicant has also indicated that no windows are proposed on the east side of the building bordering the neighbouring property. Given that this is an existing building and the form and character are likely to remain largely the same, staff feel that this will not have a major visual impacts. It is also noted that no comments or concerns were received during the public hearing process for the associated rezoning.

This property has two existing driveways fronting onto 9 Avenue SE, one for the single family dwelling and one for the existing detached garage. Three parking spaces are required for proposed uses on the property (two for the single family dwelling and one for the *detached suite*). Access and parking requirements are more than satisfied by these existing driveways.

Staff feel that this is a minor setback variance to an existing building that is proposing a change in use. Given this rationale, staff are in support of this application.



Prepared by: Brenda Kolenbrander  
Planner



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

### Appendices:

- Appendix 1 – Location Map
- Appendix 2 – OCP Map
- Appendix 3 – Zoning Map
- Appendix 4 – Survey Plan
- Appendix 5 – Site Photos





0 10 20 40 60 80 Meters

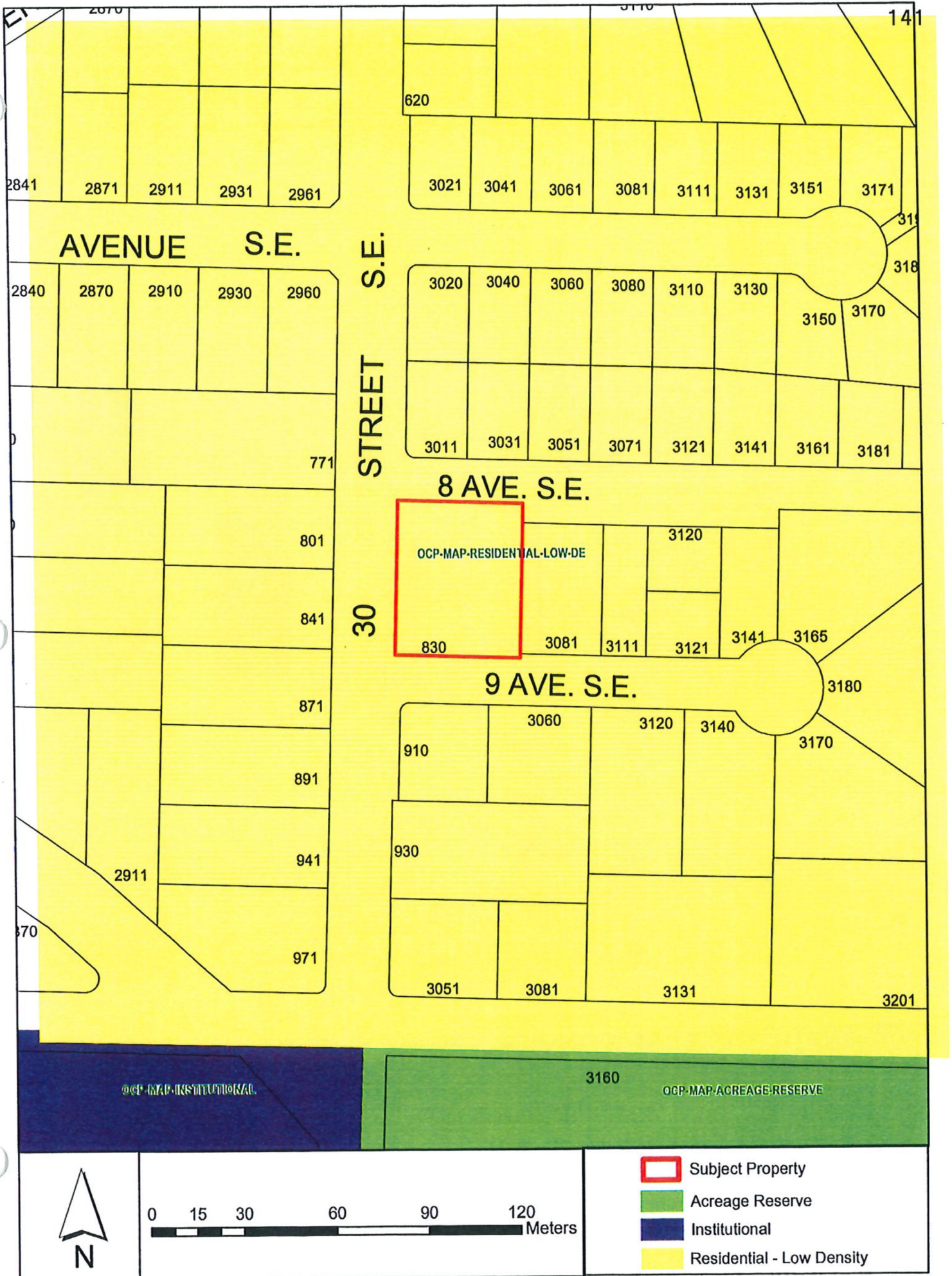


Subject Property



# OCP Map

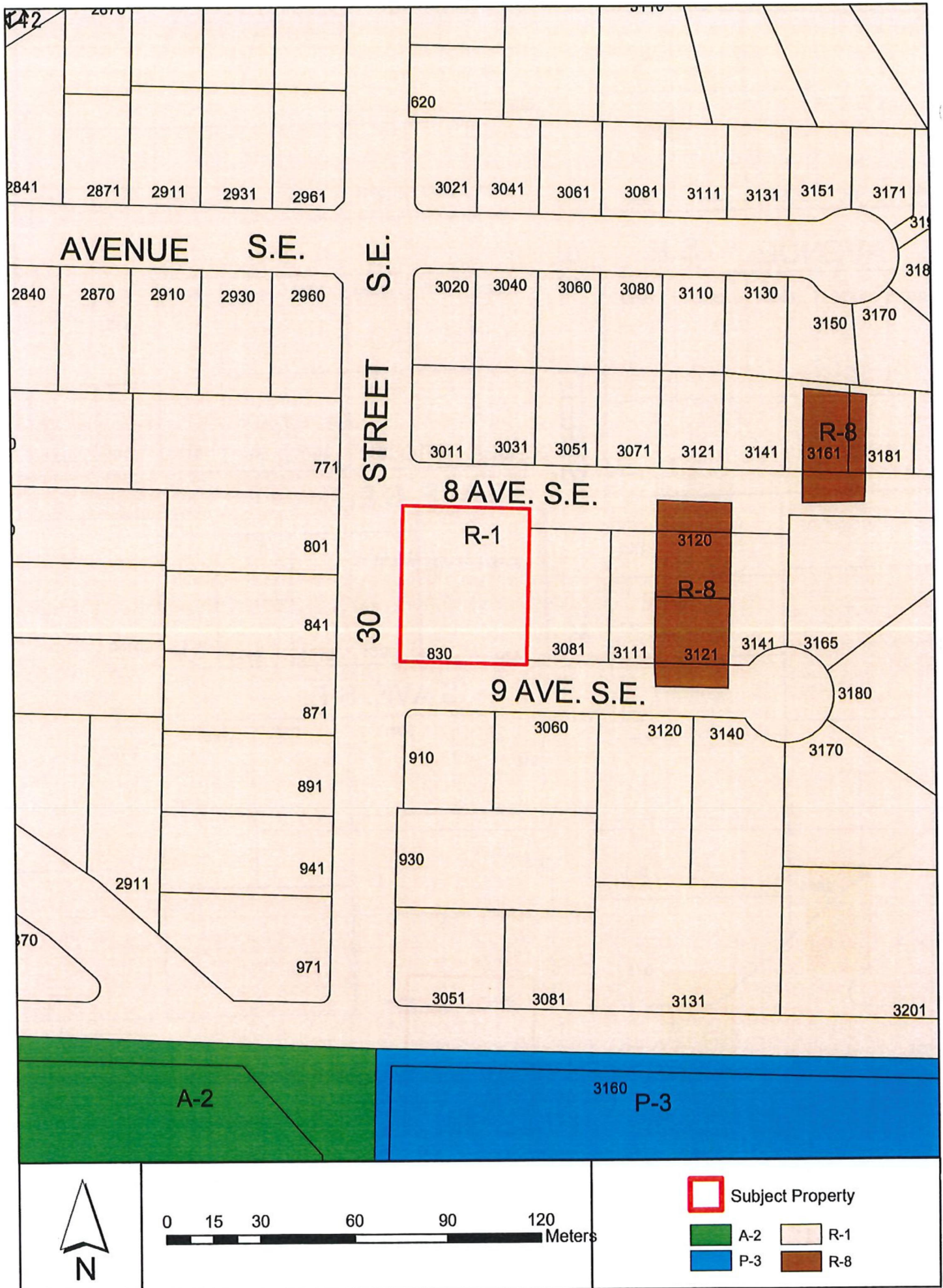
APPENDIX 2





# Zoning Map

APPENDIX 3



<b>BROWNE JOHNSON LAND SURVEYORS*</b> BRITISH COLUMBIA AND CANADA LANDS Box 362, Salmon Arm, B.C. V1E 4N5 (250)832-9701	
<b>B.C. LAND SURVEYOR'S CERTIFICATE OF LOCATION</b>	
To: Don Oulley 830 30th St. SE Salmon Arm, BC V1E 1J5 Your File:	Re: Lot 17, Plan 14512 Section 18, Township 20 Range 9, W6M, KDYO Parcel Identifier(PID): 008-985-341 Civic Address: 830 30th St. SE
List of documents registered on title which may affect the location of improvements:	
8th Ave S.E. 41.04	
Lot 17 Plan 14512	
Note: New construction located only	
Scale 1:300	
Dimensions derived from Plan KAP54441	
Offsets from property line to building are measured from the foundation.	
The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.  This plan was prepared for inspection purposes and is for the exclusive use of our client. This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property lines or property corners.  This building location certificate has been prepared in accordance with the Manual of Standard Practice and is certified correct this 18th day of November, 2009.	COPY RIGHT © BROWNE JOHNSON 2009 All rights reserved. No person may copy, reproduce, transmit or alter this document in whole or in part without the prior written consent of BROWNE JOHNSON.  THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED.
B.C.L.S. Our File: 409-09 File: R116 p.35	

\* A PARTNERSHIP PROVIDING LAND SURVEYING SERVICES THROUGH LAND SURVEYING COMPANIES



144



Property from 9 Avenue SE (facing north)



Property from 8 Avenue SE (facing south)



Item 23.1

# CITY OF SALMON ARM

## CITY OF SALMON ARM

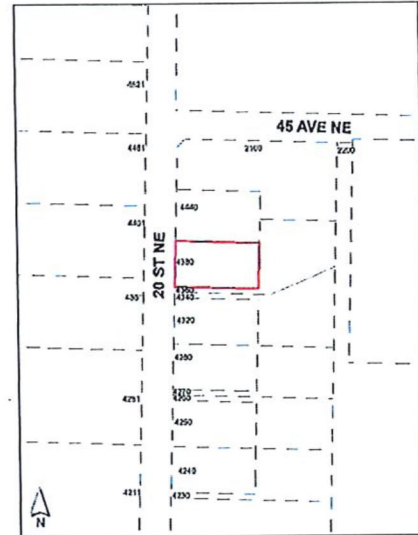
### NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a virtual Public Hearing on **Monday, August 23, 2021 at 7:00 p.m.**

#### 1) Proposed Amendment to Zoning Bylaw No 2303:

Rezone Lot 8, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP68403 from R7 (Large Lot Single Family Residential Zone) to R8 (Residential Suite Zone).

**Civic Address:** 4380 20 Street NE  
**Location:** South of 45 Avenue NE on the East side of 20 Street NE  
**Present Use:** Vacant Lot  
**Proposed Use:** Single Family Dwelling with Suite  
**Owner/Applicant:** Green Emerald Investments Inc.  
**Reference:** ZON1215/Bylaw 4469



The staff reports for the proposals are available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> August 10 to 23, 2021 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

Pursuant to Ministerial Order No. M192 made under the *Emergency Program Act*, R.S.B.C. 1996, c.111, s.10, City Council will not be allowing members of the public to attend this meeting. If you wish to attend virtually email [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca).

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

Erin Jackson, Director of Corporate Services

#### Vote Record

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

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



To: His Worship Mayor Harrison and Members of Council

Date: July 13, 2021

Subject: Zoning Bylaw Amendment Application No. 1215

Legal: Lot 8, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP68403  
 Civic Address: 4380 20 Street NE  
 Owner/Applicant: Green Emerald Investments Inc.

### STAFF RECOMMENDATION

**THAT:** A Bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 8, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP68403 from R7 (Large Lot Single Family Residential Zone) to R8 (Residential Suite Zone).

### PROPOSAL

The subject parcel is located at 4380 20 Street NE (Appendices 1 and 2). The proposal is to rezone this parcel from Large Lot Single Family Residential (R7) to Residential Suite Zone (R8) to facilitate construction of a *secondary suite* in the new single family dwelling to be constructed on this property.

Site photo is attached as Appendix 3.

### BACKGROUND

This parcel is designated Low Density Residential (LDR) in the City's Official Community Plan (OCP), and zoned Large Lot Single Family Residential in the Zoning Bylaw (Appendices 4 & 5).

The subject property is located within the Urban Containment Boundary (UCB) in the Raven neighbourhood which consists largely of single family residential properties.

Land uses directly adjacent to the subject property include the following:

North: R7 (Large Lot Single Family Residential) and A2 (Rural Holding)  
 South: R7 (Large Lot Single Family Residential)  
 East: R7 (Large Lot Single Family Residential) and A2 (Rural Holding)  
 West: R9 (Estate Residential), R8 (Residential Suite), and R1 (Single Family Residential)

The subject property is 1,560.1 m<sup>2</sup> in area and is currently vacant with no building permit application having been made for the building at the time of writing this report. A building permit will be required for the proposed single family dwelling with a *secondary suite*.

A *secondary suite* can be no larger than 40% of the habitable floor space of a building, to a maximum size of 90 m<sup>2</sup> (968.8 ft<sup>2</sup>). Compliance with BC Building Code and zoning regulations will need to be confirmed at the building permit stage (see Appendix 6 attached for R8 zoning regulations).

A previous application was made to rezone this property to R8 in 2014 as part of a rezoning application for the entire subdivision. At the time, the subdivision was just three lots; however, earlier this year a preliminary layout review letter was issued for the final five lots (bringing the total number of lots in this subdivision to 23 single family lots spanning north to 45 Avenue NE). In 2014, Council had granted first and second reading to Zoning Bylaw Amendment Application No. 1007. In anticipation of potential neighbourhood

opposition, the applicant withdrew the application and the Public Hearing for that rezoning was cancelled. Since that time, only 4080 20 Street NE has been rezoned to R8, all other lots in this subdivision remain R7.

## COMMENTS

### Engineering Department

*Secondary suites* are generally exempt from off-site works and services. Engineering comments related to this proposal and site servicing will be provided directly to the applicant.

### Building Department

No concern with rezoning. BC Building Code applies.

### Fire Department

No comment.

### Planning Department

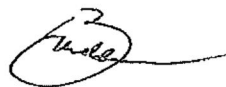
Policy 8.3.25 within the OCP provides support for either a *secondary suite* or *detached suite* within all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code.

While the R8 zone would allow a separate *detached suite* instead of a *secondary suite* within a single family dwelling, it does not appear that this lot would be large enough to accommodate this in addition to the proposed residence.

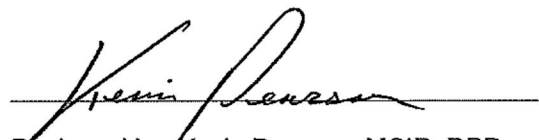
Three parking spaces will be required for uses on the property (two for the single family dwelling and one for the *secondary suite*). It is unclear if adequate parking can be provided at on the subject property but given that this lot is almost identical in size to the lots to the south and the proposed single family dwelling is likely to be of similar size and form, staff feel that there is likely ample room to accommodate three parking spaces.

Parking requirements and suite footprint must be confirmed at the building permit stage.

This property is well suited to a *secondary suite* given their size and location. Subject to compliance with the BC Building Code, staff are in support of this rezoning application.



Prepared by: Brenda Kolenbrander  
Planner



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

Appendices:  
Appendix 1 – Location Map  
Appendix 2 – Subject Property Map  
Appendix 3 – Site Photo  
Appendix 4 – OCP Map  
Appendix 5 – Zoning Map  
Appendix 6 – R8 Zoning Regulations



Location Map



0 25 50 100 150 200 Meters



Subject Property



Parcels



Subject Property

4440

20 STREET NE

4380

4360

4340

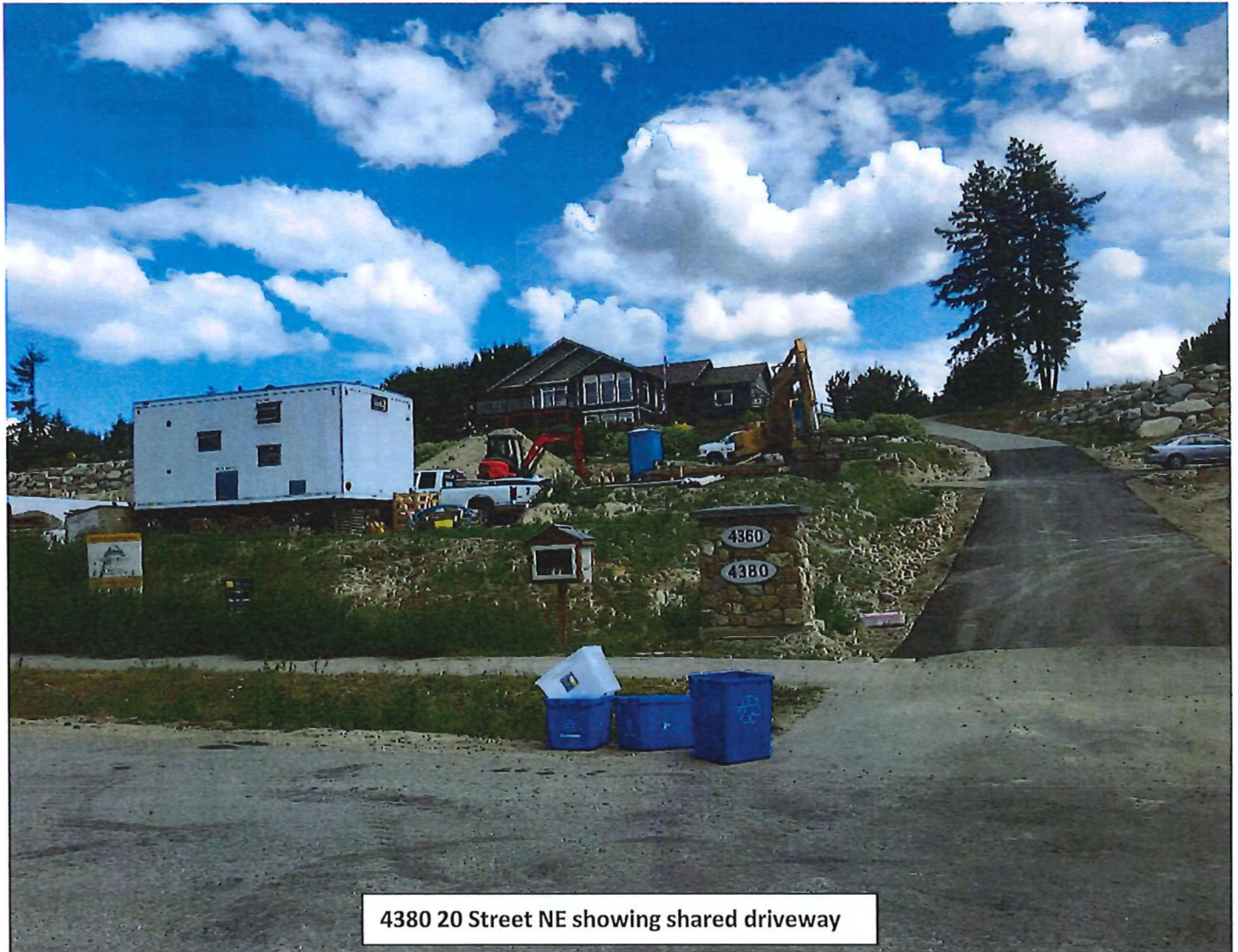
4320



0 5 10 20 30 40 Meters

Subject Property  
 Parcels





4380 20 Street NE showing shared driveway



4551

4521

4461

4401

4351

4281

4211

20 STREET NE

45 AVENUE NE

2100

2200

4440

4380

4360

4340

4320

4280

4270

4260

4250

4240

4230

4210

Land Use Designation



Acreage Reserve



Residential - Low Density



Subject Property



Parcels








0 10 20 40 60 80 Meters







0 10 20 40 60 80 Meters

Zoning

	A-2		R-7		R-9
	R-1		R-8		

	Subject Property
	Parcels



**Purpose**

- 13.1 The purpose of the R-8 Zone is to permit the use of a *secondary suite* contained within a *single family dwelling* or a *detached suite* contained within an *accessory building*.

**Regulations**

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

**Permitted Uses**

- 13.3 The following uses and no others are permitted in the R-8 Zone:
- .1 *boarders*, limited to two;
  - .2 *family childcare facility*; #3082
  - .3 *group childcare*; #3082
  - .4 *home occupation*;
  - .5 *public use*;
  - .6 *public utility*;
  - .7 *single family dwelling*;
  - .8 *accessory use*, including *secondary suite* or *detached suite*.

**Maximum Number of Single Family Dwellings**

- 13.4 One (1) *single family dwelling* shall be permitted per *parcel*.

**Maximum Number of Secondary Suites**

- 13.5 One (1) *secondary suite* or one (1) *detached suite* is permitted per *parcel*.

**Maximum Height of Principal Building**

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

**Maximum Height of Accessory Buildings**

- 13.7
- .1 The maximum *height* of an *accessory building* shall be 6.0 metres (19.7 feet).
  - .2 The maximum *height* of an *accessory building* containing a *detached suite* shall be 7.5 metres (24.6 feet).

**Maximum Parcel Coverage**

- 13.8 The total maximum *parcel coverage* for *principal* and *accessory buildings* shall be 45% of the *parcel area*, of which 10% shall be the maximum *parcel coverage* for all *accessory buildings*, which may be increased to a maximum of 15% for all *accessory buildings* including those containing a *detached suite* provided the *accessory building* containing the *detached suite* has a lesser *building area* than the *single family dwelling*. #4272

**Minimum Parcel Area**

- 13.9
- .1 The minimum *parcel area* shall be 450.0 square metres (4,843.9 square feet).
  - .2 The minimum *parcel area* of a *parcel* containing a *detached suite* shall be:
    - .1 With lane or second *street* frontage 465.0 square metres (5,005.2 square feet)
    - .2 Without lane or second *street* frontage 700.0 square metres (7,534.7 square feet)

**Minimum Parcel Width**

- 13.10
- .1 The minimum *parcel width* shall be 14.0 metres (45.9 feet).
  - .2 The minimum *parcel width* of a *parcel* containing a *detached suite* shall be:
    - .1 With lane or second *street* frontage 15.0 metres (49.2 feet)
    - .2 Without lane or second *street* frontage 20.0 metres (65.6 feet)



**Maximum Floor Area and Floor Area Ratio**

13.11

- .1 The maximum *floor area* of a *detached suite* shall be 90.0 square metres (968.8 square feet).
- .2 The maximum *floor area ratio* of a *single family dwelling* shall be 0.65.

**Minimum Setback of Principal Building**13.12 The minimum *setback* of the *principal building* from the:

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line* shall be 6.0 metres (19.7 feet)
- .3 *Interior side parcel line* shall be 1.5 metres (4.9 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
- .5 Notwithstanding Sections 13.12.2 and 13.12.3., a *principal building* on a corner *parcel* may be sited not less than 1.5 metres (4.9 feet) from the *rear parcel line* provided the combined total of the *rear* and *interior side yards* shall be not less than 6.0 metres (19.7 feet). #3426
- .6 Refer to Section 4.9 for "Special Building Setbacks" which may apply #2811

**Minimum Setback of Accessory Buildings**13.13 The minimum *setback* of accessory *buildings* from the:

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line* shall be 1.0 metre (3.3 feet)
- .3 *Interior side parcel line* shall be 1.0 metre (3.3 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
- .5 Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply. #2811

**Minimum Setback of a Detached Suite**13.14 The minimum *setback* of an accessory *building* containing a *detached suite* from the:

- .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 2.0 metres (6.5 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
- .5 *Parcel line* adjacent to a lane 1.2 metres (3.9 feet)

**Parking**

13.15

- .1 Parking shall be required as per Appendix I.
- .2 An offstreet parking space provided for a *secondary suite* or *detached suite* shall not be sited in tandem to a parking space provided for a *single family dwelling*.

**Detached Suite**

13.16 Refer to Section 4.2 for General Regulations.

Item 24.1

## CITY OF SALMON ARM

Date: August 23, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4469 be read a third and final time.

[ZON1215; Green Emerald Investments Inc.; 4380 20 Street NE; R7 to R8]

### Vote Record

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

Opposed:

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

## CITY OF SALMON ARM

### BYLAW NO. 4469

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

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

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

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

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

Rezone Lot 8, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP68403 from R7 (Large Lot Single Family Residential Zone) to R8 (Residential Suite Zone), as shown on Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4469"**

READ A FIRST TIME THIS	23	DAY OF	August	2021
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READ A SECOND TIME THIS	23	DAY OF	August	2021
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READ A THIRD TIME THIS		DAY OF		2021
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ADOPTED BY COUNCIL THIS		DAY OF		2021
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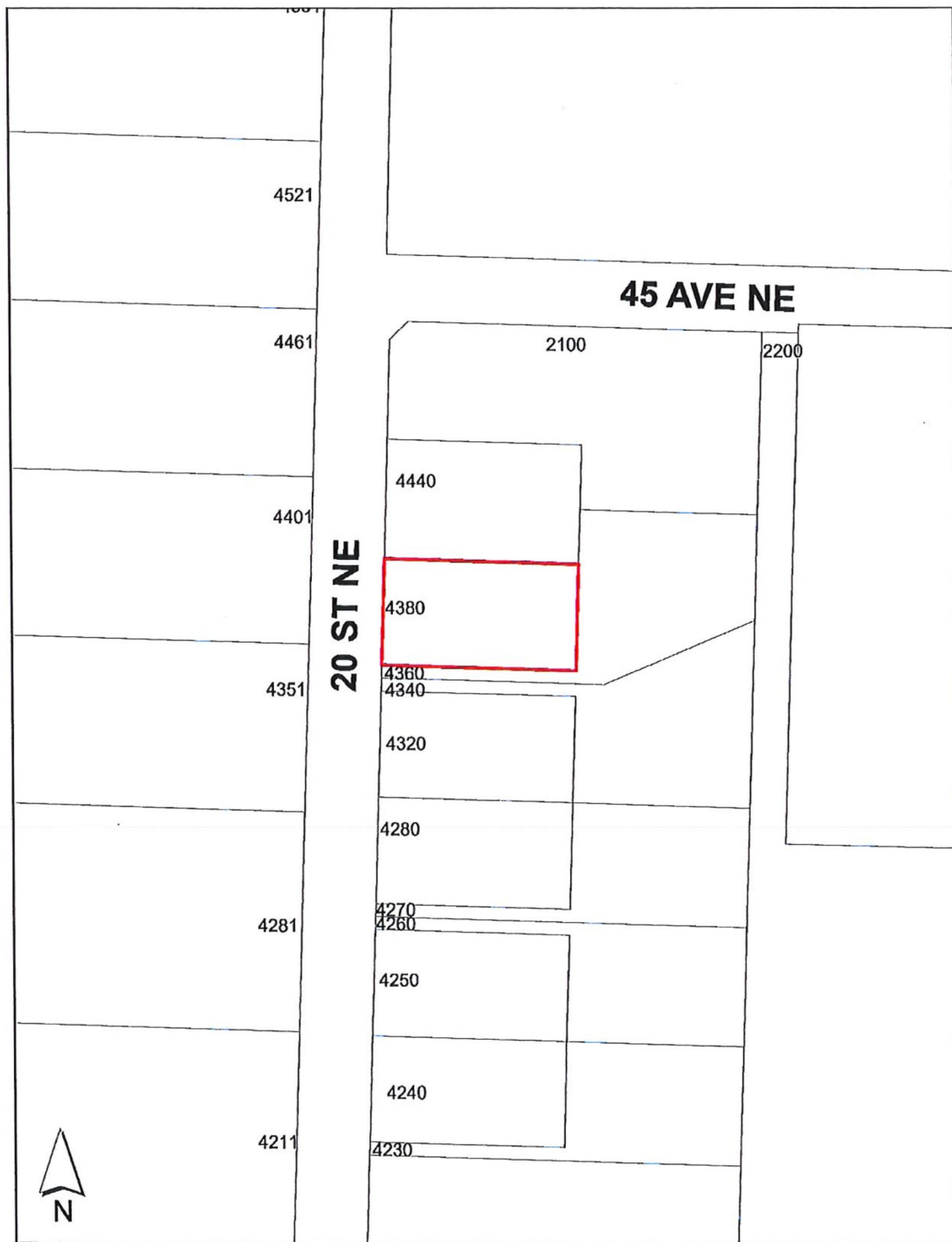
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MAYOR

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CORPORATE OFFICER





Item 26.

## CITY OF SALMON ARM

Date: August 23, 2021

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting of August 23, 2021, be adjourned.

### Vote Record

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

Opposed:

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

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# INFORMATIONAL CORRESPONDENCE -

1.	K. Campbell – email dated August 9, 2021 – Peter Jannik Park	A
2.	B. Harper – email dated August 13, 2021 – 10% Penalty (Homeowner Grant)	A
3.	J. Jones, Office Manager and J. de Boer, General Manager, Salmar Cinemas – email dated August 12, 2021 – Salmar Community Association	N
4.	S. Caner, Shuswap Food Action Society – letter dated August 18, 2021 – Downtown Farmer’s Market	A
5.	B. M’Clellan, Shuswap Dragon Boat Society – letter dated August 19, 2021 – Dragon Boar Storage Shed (“Shed”) modifications to original design	A
6.	J. Jensen, Director, Building Policy, Ministry of Attorney General and Minister Responsible for Housing – email dated August 10, 2021 – BC Building Code Accessibility Update (LG Officials)	N
7.	B. Frenkel, UBCM President – letter dated August 11, 2021 – Canada Community-Building Fund/Gas Tax Fund: Community Works Fund Top-up Payment and Updated Eligibility Guidelines	N
8.	P. Rasmussen, Assistant Deputy Minister, Ministry of Forests, Lands, Natural Resource Operations and Rural Development – letter dated August 12, 2021 – Salmon Arm Water Licence Application	N
9.	L. Beare, Minister, Ministry of Citizens’ Services – letter dated August 18, 2021 – High-speed Internet	N
10.	Fortis BC – email dated August 16, 2021 – Nominate a charity worthy of receiving \$15,000 from FortisBC	N

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required



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

From: keith campbell

Sent: Monday, August 9, 2021 1:58 PM

To: Caylee Simmons

Subject: Peter Jannik Park

Hello Caylee

Not sure if I spelled that right.

This is Keith Campbell

#22-601 Beatty ave NW

604-910-4609

As a resident of Salmon Arm I am asking to have signs posted at Peter Jannik Park to have dogs on Leash.

Reasons are——

-Wild life have been attacked.

-Other dogs on leash have been attacked.

People walking though the park have been attacked.

-Dog owners don't pick up after they dogs.

-When asked the off leash dog owners to have some control of there dogs normally that goes into a yelling match.

-By-laws officer have a hard time enforcing these off leash dogs because there is no sign to do so.

-Dog owners have ripped branches off tree so they can have sticks to play with they off leash dogs.

-I don't walk my dog on leash at Peter Jannik park anymore because of me and my dog being attacked by dog owners who are not a responsible dog owners.

Residents who live close to Peter Jannik Park are not happy with off leash dogs barking.

-It's bad enough dealing with homeless people not picking up they garbage.

-Thank you for taking your time to hear about the on going problems a lot of people are having at the park.

Sent from my iPhone

**From:** Brian Harper [REDACTED]  
**Sent:** Friday, August 13, 2021 6:13 PM  
**To:** Finance <[Finance@salmonarm.ca](mailto:Finance@salmonarm.ca)>  
**Subject:** Re: 10% Penalty (Homeowner Grant) Folio [REDACTED]

Please note a correction to our email earlier today (August 13, 2021). The date we received an email from Biannco was August 9, 2021 not August 2, 2021.

Thank you.

Alana and Brian Harper

On Fri., Aug. 13, 2021, 2:52 p.m. Brian Harper, [REDACTED] wrote:  
Hello,

Further to our conversation, and as requested, I am writing to dispute the 10% penalty which has been applied to our account.

My wife and I attended city hall prior to July 1, 2021 and paid our property taxes. The female employee serving us did not advise us that we were responsible for applying for the BC Home Owner Grant (HOG) either online or by phone. We left city hall on the understanding that our Salmon Arm property taxes were fully paid and dealt with, just as we have for the past 31 years.

On August 2, 2021, we received an email from Bianca Colonna advising us that our Prepayment Plan Account had an outstanding balance of \$1149.50, and that a 10% penalty (\$104.50) was applied to our account on July 3, 2021 as we were late in applying for our Homeowner Grant.

We called Bianca and she explained to us that effective 2021, homeowners are now responsible for applying for the HOG online or by phone. We explained to her that we had no knowledge of this requirement, and if we had known of this requirement, we would have done so prior to the deadline. Frontline staff at city hall need to ensure that the public they assist are fully aware of details about any changes to government programs and policies city hall administers. I worked for the BC Government for 35 years and was responsible for gov't program delivery and I and my colleagues went the extra mile to facilitate public knowledge of same when changes were made. City Hall staff need to do the same.

We are appealing the penalty of \$104.50. and request that it be waived.

Thank you.

Brian and Alana Harper

[REDACTED]  
Salmon Arm, BC

**From:** [office@salmartheatre.com](mailto:office@salmartheatre.com)  
**Sent:** Thursday, August 12, 2021 2:12 PM  
**To:** Chelsea Van de Cappelle  
**Subject:** Salmar Community Association

Hi Chelsea,

I wanted to send you an email on behalf of the Management of the Salmar Community Association to thank you, and the City of Salmon Arm for this grant. This has been a tough run for the Salmar since March of 2020, and this money will be huge in aiding us back on our feet to once again serve our community in all aspects that we have been able to previous to Covid. We are very grateful that we were informed about this through our Mayor, Alan Harrison and able to access this very generous grant for our Association. We appreciate the ease and how straight forward the application process was.

Sincerely,

Jody Jones (Office Manager) and Joel de Boer (General Manager)



Jody Jones  
Office Manager

Phone: 250-832-2263

Email: [office@salmartheatre.com](mailto:office@salmartheatre.com)

100 Hudson Ave NW  
Salmon Arm, BC  
V1E 4N5

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



August 18<sup>th</sup>, 2021

Shuswap Food Action Society would like to begin by thanking the City of Salmon Arm and Council for their ongoing support of the Downtown Farmer's Market. Despite COVID protocols limiting vendor numbers and ongoing smoke, our market attendance continues to be good and our farmers and artisans feel well supported by the community. Since loosening of restrictions, we have welcomed new vendors and hosted music on the Ross Street stage. We continue to have consistent attendance of 1,000-1,500 residents and visitors pass through the market each week. We also operate a number of local food box programs and run the BCFMA Nutrition Coupon program to provide "market dollars" to low-income populations to purchase fruit, vegetables, eggs or meat.

Given for our community's support of local food, and our farmer's growing capacity to provide food throughout the year and desire to continue selling it, we are requesting to extend the season of the Downtown Farmer's market. Once our regular market season is completed (Thanksgiving weekend), we would like to continue with a bi-weekly "winter" Saturday market. There would likely be 10-15 vendors involved in this market, mostly for food, and we would run the market later in the day (12-3 pm or 1-4 pm), to accommodate any snow clearing and encourage warmer temperatures for vendors and consumers alike. Our aim would be to have the market continue until the following market season begins, or until farmer's and vendors run out of food. We believe our market encourages residents to visit the Downtown core, shop at other downtown businesses and contribute to a feeling of community.

Thank you for your consideration,

Serena Caner





August 19, 2021

**To:** City of Salmon Arm ("City")

**Re:** Dragon Boat Storage Shed ("Shed") modifications to original design

Please find enclosed the following documents submitted for review and approval of the proposed Shed:

- A drawing of the Shed (separate pdf document);
- Updated list of primary contacts (below);
- Updated list of contacts for Dragon Boat participants (below); and
- Description of changes to shed design and construction (below).

The primary contacts and their role for this project are:

- Brenda M'Clellan, Shuswap Dragon Boat Society – Friends Abreast, Project Organizer; and
- Don Hinbo, HINDBO Construction Group Inc. (construction)

The Dragon Boat clubs and their primary representatives are:

- Sandra Konicek, Shuswap Grey Grebes Paddling Society;
- Janet Ferns, Shuswap Dragon Boat Society – Friends Abreast; and
- Blair Acton, Shuswap Rowing and Paddling Club (Pink Piston Paddlers and Dragon Tao).

**1. Changes to Shed Design, please refer to new drawing for changes:**

**a. Dimensions:**

- i. **Original Proposal** was approximately 12.5' by 4' by approximately 9' (width, depth and height) with 3 entry doors, one for each team. Interior dimensions are to be approximately 4' by 4' by 6'. Exact dimensions are on Diagram 2. Total approximate weight is 1500 KG or 3307 LB.
- ii. **Changed to** 10' by 4' by approximately 8' with a sloping roof (width, depth and height) with one common entry door. Approximate weight was not provided but can be supplied on request.

**b. Construction:**

**Original Proposal:**

- i. Pre-build Shed components at contractors site;
- ii. Disassemble and transport components to Wharf;
- iii. At Wharf, attach Shed base to Wharf and reassemble shed components; and
- iv. Attach roof joice and finish roofing at Wharf.

**Changes to Proposal:**

- i. No change; and
- ii. Transport Shed to Wharf and assemble as required.

**c. Materials:**

**Original Proposal:**

- i. 2" by 4" framing;
- ii. Board and Batten siding will be Cedar;

- iii. Roofing will be ¾" plywood with red metal cladding;
- iv. Two interior dividing walls will be 2" by 4" with ½" plywood on either side; and
- v. Doors are to be made using Board and Batten siding and 2" by 4" supports.

**Changes to Proposal:**

- i. No Change;
  - ii. Siding will be corrugated metal siding (charcoal);
  - iii. Roofing will be corrugated metal (red) with ½" plywood and 2" by 4" rafters;
  - iv. No interior walls; and
  - v. One commercial flat panel metal door with security plate.
- d. Timing change:**
- i. To accommodate both the City and Hinbo Construction Group Inc. construction is anticipated to be between now and fall 2021 with installation to follow shortly thereafter and no later than April 2022.
- e. Security change:**
- i. As a metal door is being installed with a security plate, no additional bars are considered necessary.
  - ii. A solid floor (3/3" pressure treated Plywood) is being installed to ensure nothing can get in from the bottom and nothing can drop through the Wharf boards.

**2. Other upgrades to be installed by the teams:**

The Interior of the Shed may be customized to add:

- a. Lockers or bins; and if space permits could include:
- b. Life jacket hooks; and
- c. Minor hooks or holders for buckets and cleaning supplies.

These upgrades will be done after the Shed is in place and secured.

**3. Budget of Sponsorship funding:**

- a. Hinbo Construction Group Inc. has kindly volunteered to build the Shed as a community project.
- b. To offset some of the construction costs and to assist with appropriate construction recognition signage and possible interior enhancements, the Shuswap Dragon Boat Society – Friends Abreast applied for and received a Grant in Aid Community Grant.
- c. Therefore, a budget for construction has not been requested at this time. A summary of the costs will be obtained after construction for purposes of insuring the structure.

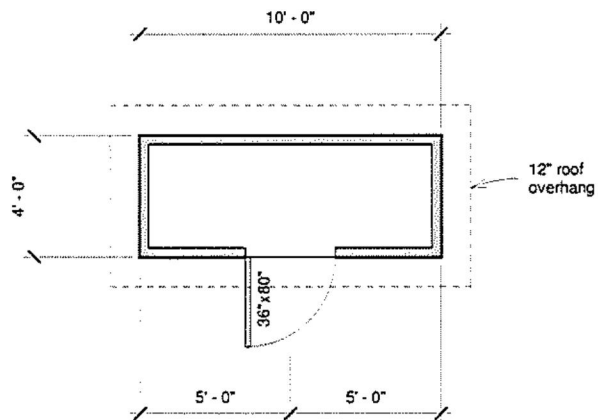
On behalf of the Dragon Boat teams, I would like to thank the Mayor and Council for approving our original proposal for the common shed and for the assistance provided by City Staff. We are very excited to finally bring this project to the point of construction. If you have any additional questions, please contact either the undersigned or the Don Hinbo and one of us will respond as quickly as possible.

Sincerely,

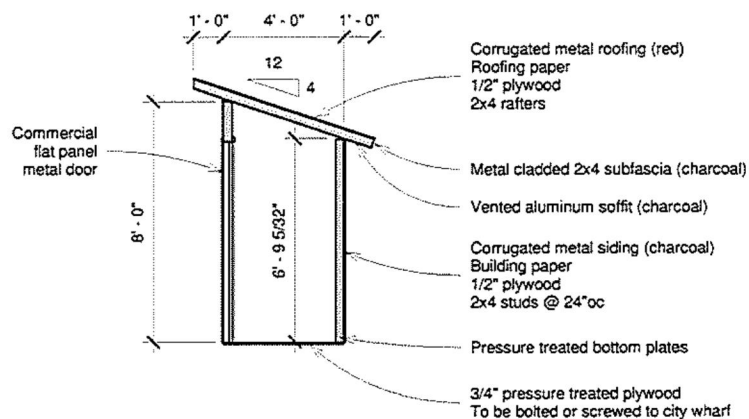
Brenda M'Clellan

Shuswap Dragon Boat Society – Friends Abreast, Project Organizer on behalf of the Dragon Boat teams

Attachments: 2021 Dragon Boat Shed V1.0

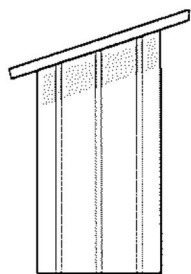


1 Plan  
1/4" = 1'-0"

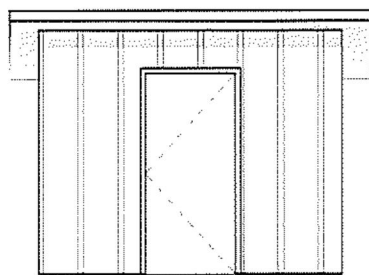


2 Section  
1/4" = 1'-0"

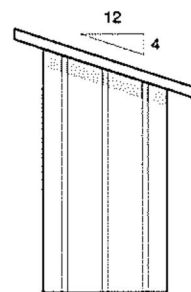
Proposed Shed  
for the  
Dragon Boat Society



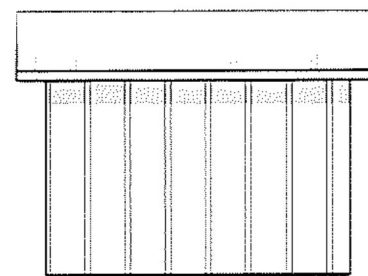
6 Left Elevation  
1/4" = 1'-0"



3 Front Elevation  
1/4" = 1'-0"



4 Right Elevation  
1/4" = 1'-0"



5 Rear Elevation  
1/4" = 1'-0"

**From:** OHCS Building & Safety Standards Branch OHCS:EX  
**Sent:** Tuesday, August 10, 2021 2:58 PM  
**To:** OHCS Building & Safety Standards Branch OHCS:EX  
**Subject:** BC Building Code Accessibility Update (LG Officials)

Dear Local Government Officials:

The Attorney General and Minister Responsible for Housing is working with the Parliamentary Secretary for Accessibility to fulfill the mandate commitment to include changes in the next British Columbia Building Code to make new buildings more accessible for all people.

### **Building Code Public Engagement**

In fall 2021, the Building and Safety Standards Branch will seek public feedback regarding the British Columbia Building Code's accessibility requirements for new buildings.

Your input is important. Please stay tuned for a fall engagement invitation about how and when you can participate. Details will also be provided on the building code public review [website](https://www2.gov.bc.ca/gov/content/industry/construction-industry/building-codes-standards/bc-codes/public-review) [LINK

<https://www2.gov.bc.ca/gov/content/industry/construction-industry/building-codes-standards/bc-codes/public-review>] in the fall.

### **Building Code Accessibility**

The Building Code's accessibility requirements govern the design and construction of buildings so that people can approach, enter, and exit buildings, and move safely throughout to enjoy the facilities and services.

The 2018 British Columbia Building Code accessibility requirements are based on the 2015 National Building Code with some improvements to achieve higher levels of accessibility.

British Columbia is committed to harmonizing the British Columbia Building Code with the National Building Code requirements to reduce differences and provide consistent Canadian codes and standards.

The Building and Safety Standards Branch is working closely with national partners to develop new accessibility requirements for adoption in future national and provincial building codes.

More information about building accessibility requirements is available on our [website](https://www2.gov.bc.ca/gov/content/industry/construction-industry/building-codes-standards/accessibility) [LINK

<https://www2.gov.bc.ca/gov/content/industry/construction-industry/building-codes-standards/accessibility>].

Removing barriers to accessibility and inclusion experienced by British Columbians will help create better buildings and stronger communities for all people.

Please share this information with others in your organization as appropriate.

Sincerely,

Jun'ichi Jensen

Director, Building Policy

Building and Safety Standards Branch

Office of Housing and Construction Standards

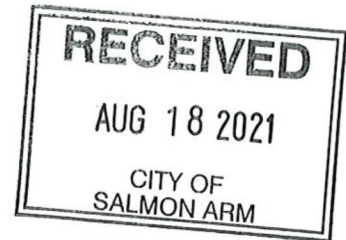
Ministry of Attorney General and Minister Responsible for Housing

Recognizing with gratitude the Lekwungen peoples and the Songhees and Esquimalt Nations upon whose traditional territories we live and work.



August 11, 2021

Mayor Alan Harrison  
City of Salmon Arm  
Box 40  
Salmon Arm, BC V1E 4N2



Dear Alan Harrison:

**RE: CANADA COMMUNITY-BUILDING FUND/GAS TAX FUND:  
COMMUNITY WORKS FUND TOP-UP PAYMENT AND UPDATED ELIGIBILITY  
GUIDELINES**

I am pleased to advise that UBCM is in the process of distributing a top-up to your Community Works Fund (CWF) payment for fiscal 2021/2022. An electronic transfer of \$800,759.91 is expected to occur the week of August 16, 2021.

This additional one-time payment from UBCM for the CWF was approved for disbursement by the Government of Canada to supplement the fiscal 2021/2022 allocation which was delivered in July.

Also announced by the Government of Canada is the expansion of CWF investment categories to now include fire halls and fire station infrastructure.

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund (Gas Tax Fund) can be found on our website at [www.ubcm.ca](http://www.ubcm.ca).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at [ccbf@ubcm.ca](mailto:ccbf@ubcm.ca) or by phone at 250-356-5134.

Yours truly,

A handwritten signature in black ink, appearing to read "B. Frenkel".

Brian Frenkel  
UBCM President

PC: Chelsea Van de Cappelle, Chief Financial Officer



Reference: 265928

August 12, 2021

His Worship Alan Harrison, Mayor  
City of Salmon Arm  
Box 40  
500 - 2 Avenue NE  
Salmon Arm, British Columbia  
V1E 4N2

Dear Mayor Harrison:

Thank you for your letter, dated June 7, 2021, to Minister Katrine Conroy expressing your concerns regarding a water licence application in the Salmon Arm area. I have been asked to respond on her behalf.

The proponent has applied for a water license, pursuant to the *Water Sustainability Act* (the Act), for 131,490 cubic metres per year for the purposes of establishing a commercial water bottling operation.

A proponent wanting to divert and/or use water in BC is required to make application for a licence, pursuant to the Act and associated regulations.

Statutory decision makers are required to adjudicate license applications and make determinations in accordance with Section 9 of the Act.

In the water license application adjudication process, potentially affected parties are given notice of the application and can provide comments for the ministry decision maker to consider. Consistent with the Act, those parties are designated as:

1. Other water license holders reasonably likely to be affected;
2. Riparian landowners reasonably likely to be affected; and
3. Anyone whose land is reasonably likely to be affected if the application is granted.

Generally, such parties tend to be located in close proximity to the application, e.g. neighbours, nearby well owners, etc. In the future, the Okanagan Shuswap Natural Resource District Water Authorizations team can notify the city of Salmon Arm for large groundwater license applications if the city so wishes.

His Worship Alan Harrison, Mayor

For this particular application, notices have been sent to potentially affected parties and responses have been gathered. The decision rests with the Statutory Decision maker.

There is no moratorium on issuing ground water licenses in the area. However, an application may be rejected if it is determined that the operation of the well would unduly impact affected parties or the environment.

The parties have the right to appeal the final decision to the BC Environmental Appeal Board.

If you wish to discuss your concerns further, or would like more information, please contact Tony Zanotto at: [tony.zanotto@gov.bc.ca](mailto:tony.zanotto@gov.bc.ca)

Thank you for expressing your concerns regarding this application.

Sincerely,



Paul Rasmussen  
Assistant Deputy Minister  
South Area

pc: Honourable John Horgan, Premier of British Columbia  
Honourable Katrine Conroy, Minister of Forests, Lands, Natural  
Resource Operations and Rural Development  
Honourable George Heyman, Minister of Environment and Climate Change Strategy  
Tony Zanotto, Acting Resource Manager, South Area





August 18, 2021

Ref: 115524

First Nations Leaders, Mayors, Regional District Chairs and Alternates  
Attendees at the June 24, 2021, Passive Infrastructure Table

Dear Attendees:

Thank you for taking the time to join me and my colleagues Bruce Ralston, Minister of Energy, Mines and Low Carbon Innovation, and Roly Russell, Parliamentary Secretary for Rural Development, on June 24, 2021 to discuss passive infrastructure and its role in helping to expand connectivity to more homes throughout B.C. For those that were not able to attend the meeting, you are receiving this letter as we would like to share with you a summary of the insightful discussions that took place.

We appreciated hearing about the experiences and concerns with accessing the various types of passive infrastructure, and perspectives on how we can work together to overcome some of the challenges. Key themes emerged from the conversation that highlight the need to reduce barriers to connectivity, including addressing common and systemic service delivery, and policy gaps that include permitting, access to utility poles, and taxation. Some of these issues will be easier to tackle than others, and work is underway to do so. These issues will require a collaborative approach with all levels of government and industry to solve them step by step.

We know that high-speed internet is as crucial today as electricity and roads, and we heard during the roundtable that connectivity should be deemed an essential service - a fourth infrastructure by default - and as such be considered in all land-based infrastructure planning and decision-making. This includes better utilization of existing infrastructure such as rail lines for public benefit.

Challenges around timely access to utility poles formed a key part of our discussion. We heard that to enable internet service providers to invest and deploy high-speed networks, access to poles must be more equitable, affordable, timely, transparent, and predictable. Communities, and small and large internet service providers, face considerable challenges as they navigate the permitting process to allow access to utility poles. Excessive wait times to gain access to poles was highlighted as a key reason for project delays.

.../2

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Ministry of  
Citizens' Services

Office of the Minister

Mailing Address:  
PO Box 9068 Stn Prov Govt  
Victoria BC V8W 9E2  
Phone: 250 387-9699  
Fax: 250 387-9722

Location:  
Room 151  
Parliament Buildings  
Victoria BC V8V 1X4  
[www.gov.bc.ca/citz](http://www.gov.bc.ca/citz)



To address this issue, my ministry established a permitting and single window process for projects funded through the Connecting British Columbia StrongerBC funding intake. We will continue to use this mechanism to support projects, communities, and service providers by addressing permitting issues that have the potential to delay projects. Additionally, we have initiated work with the Ministry of Mines and Low Carbon Innovation, BC Hydro and TELUS to target improved access to hydro poles.

It was interesting to hear more about your concerns regarding 'future-proofing' connectivity. Focusing on achieving 50/10 Mbps, while important, is not sufficient, and planning for emerging technologies, combined with a desire for a lifestyle afforded by working remotely in rural communities, will continue to accelerate demand for connectivity into the future.

I want to assure you that we listen to your concerns and there are some actions we have taken recently in response to feedback. In cooperation with UBCM, we support the Regional Connectivity Knowledge Network (RCKN) and the opportunity it provides us to be in open, ongoing dialogue directly with communities to clearly understand where policy and program improvements can be made. We also recognize the work of the Federation of Canadian Municipalities with its supports for communities to do blanket permitting to accelerate connectivity projects.

Calls to address internet service speeds used to determine program funding eligibility were also raised, and I am pleased to report that we took steps to address the funding eligibility issue in early May when the Ministry of Citizens' Services, UBCM, and Northern Development Initiative Trust (NDIT) launched an independent study to understand why there are differences between the broadband internet speeds experienced in some B.C. communities, and the 50/10 Mbps speed identified on the federal government's National Broadband Internet Service Availability Map.

The study, which is underway, will produce information on internet speeds experienced in rural and remote communities, supporting analysis, and informing dialogue between the NDIT, Indigenous and local governments, internet service providers, the Province, and the federal government. Data gathering and analysis continues this summer, and we anticipate the study results in the fall. We encourage everyone to participate in the study by having their residents, businesses, and other community stakeholders complete the CIRA Internet speed test so that we can improve the accuracy and depth of the Internet speed data for their area. The link to the speed test can be found at <https://performance.cira.ca/bc>.

While we have made some progress and appreciate your acknowledgement that efforts by the Province have benefitted many areas, we also understand that bringing B.C. to a place where everyone can access high-speed internet requires solutions for the remaining connectivity needs, which are higher cost and require different strategies to resolve. In 2017, we estimated 25% of rural and Indigenous communities were fully connected with all households having access to minimum speeds of 50/10 Mbps. Today, that percentage is nearing 40%. When all the projects in flight by service providers are complete, including those that are federally and/or provincially funded, we will see that number increase to over 60%. This is progress but going forward we will need to tackle some of the most challenging and expensive areas to connect, and novel approaches will be required to fill in the remaining gaps.

Working to connect all people in B.C. – regardless of where they live – is a priority for our government. Building on the Province's most recent investments totalling \$180 million, Budget 2021 establishes stable base funding of \$40 million over the plan to further invest in the Province's connectivity strategy. This will provide better high-speed internet and cell coverage to help connect more people in rural, remote and Indigenous communities and Connecting British Columbia funding is available now for projects.

My ministry staff would welcome continuing the dialogue with you and your community leaders to better understand the issues. If you would like to discuss this further or receive additional information on the Province's activities to expand high-speed internet connectivity and on passive infrastructure, please contact [Howard Randell](#), Executive Director, Network BC at 250-415-6867. For information about the RCKN group or other community planning questions, please contact [Jeanne Holliss](#), A/Executive Director, Connected Communities at 250-516-3848.

We all have a vested interest in improving services in B.C., and solutions begin with a common understanding of the nature of the barriers, and how we can each effect change. We continue to benefit from the insights each of you shared. Thank you again for your participation, ongoing leadership, and collaboration as we collectively work towards a better future for British Columbians.

Sincerely,



Lisa Beare  
Minister

pc: Honourable Bruce Ralston  
Minister of Energy, Mines and Low Carbon Innovation

Roly Russell  
Parliamentary Secretary for Rural Development  
Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Connected Communities  
[ConnectedCommunitiesBC@gov.bc.ca](mailto:ConnectedCommunitiesBC@gov.bc.ca)



Erin Jackson

---

**From:** FortisBC <no-reply@email.myfortisbc.com>  
**Sent:** Monday, August 16, 2021 1:02 PM  
**To:** Erin Jackson  
**Subject:** Nominate a charity worthy of receiving \$15,000 from FortisBC

2021-Aug-10



## Nominate a charity in your community

**Please join us again this year in celebrating the charities  
working to strengthen our communities.**

Giving back to the communities where we live and work is an important part of helping to create a sustainable future for British Columbians. As we reach out once again to members of the Union of BC Municipalities, we invite each of you to [nominate a local charity](#) deserving of a \$15,000 donation to support a project in your community.

The deadline for submissions is September 17, 2021. Three awards of \$15,000 will be given. Winners will be announced on Tuesday, November 9, 2021. [Terms and conditions apply.](#)

**Nominate now**