



# AGENDA

**City of Salmon Arm  
Regular Council Meeting**

**Monday, August 24, 2020  
1:30 p.m.**

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

Page #	Item #	Description
	1.	<b>CALL TO ORDER</b>
1 – 2	2.	<b>IN-CAMERA SESSION</b>
	3.	<b>ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY</b> <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	<b>ADOPTION OF AGENDA</b>
	5.	<b>DISCLOSURE OF INTEREST</b>
3 – 10	6.	<b>CONFIRMATION OF MINUTES</b>
	1.	Regular Council Meeting Minutes of August 10, 2020
11 – 14	7.	<b>COMMITTEE REPORTS</b>
	1.	Development and Planning Services Committee Meeting Minutes of August 17, 2020
	8.	<b>COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE</b>
15 – 20	9.	<b>STAFF REPORTS</b>
	1.	Director of Corporate Services – Active Transportation Task Force Member Appointment
21 – 22	2.	Director of Corporate Services – 2019 Annual Report
23 – 24	3.	Acting Chief Financial Officer – Parking Payments by Credit Card, phone and/or Interac – For Discussion
25 – 46	4.	Director of Development Services - Agricultural Land Commission Application No. ALC-394 [Anthony, L./Browne Johnson Land Surveyors; 5271 and 5311 30 Street NE; Boundary Adjustment/Subdivision in the ALR]



18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS
19. OTHER BUSINESS
20. QUESTION AND ANSWER PERIOD
- 125 - 126 21. ADJOURNMENT

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Item 2.

## CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor Flynn

Seconded: Councillor Lavery

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

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

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Item 6.1

## CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of August 10, 2020, be adopted as circulated.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm commenced the Council Chambers and by electronic means as authorized by Ministerial Order M192, at 1:30 p.m. and reconvened at 2:30 p.m. of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia on Monday, August 10, 2020.

### PRESENT:

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

Chief Administrative Officer C. Bannister  
 Director of Corporate Services E. Jackson (participated remotely)  
 Director of Engineering & Public Works R. Niewenhuizen  
 Director of Development Services K. Pearson  
 Acting Chief Financial Officer T. Tulak (participated remotely)  
 Recorder C. Simmons

### ABSENT:

Councillor K. Flynn  
 Councillor S. Lindgren

### 1. CALL TO ORDER

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

### 2. IN-CAMERA SESSION

0278-2020

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

CARRIED UNANIMOUSLY

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

Council returned to Regular Session at 1:43 p.m.

Council recessed until 2:30 p.m.

### 3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

4. REVIEW OF AGENDA

5. DISCLOSURE OF INTEREST

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of July 27, 2020

0279-2020

Moved: Councillor Eliason  
Seconded: Councillor Wallace Richmond  
THAT: the Regular Council Meeting Minutes of July 27, 2020, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Community Heritage Commission Meeting Minutes of March 2, 2020

0280-2020

Moved: Councillor Cannon  
Seconded: Councillor Wallace Richmond  
THAT: the Community Heritage Commission Meeting Minutes of March 2, 2020, be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

1. Board in Brief – July, 2020

Received for information.

9. STAFF REPORTS

1. Director of Engineering and Public Works – 2020 Capital Works Projects ‘Unparking’

0281-2020

Moved: Councillor Eliason  
Seconded: Councillor Cannon  
THAT: Staff be authorized to proceed with the following Capital Works projects, previously ‘parked’ as part of the COVID-19 finance strategy:

- 10 Street NE (8 Avenue NE) Road Reconstruction - \$75,000.00
- Okanagan Speed Calming - \$20,000.00
- Asphaltic Overlays-Additional - \$200,000.00
- Marine Park Roundabout Garden - \$25,000.00
- Disk Golf Course - \$20,000.00;
- Ticket Spitter (Marine Park) - \$20,000.00;
- Shuswap Middle School – Court Resurfacing - \$10,700.00; and
- Natural Gas Services – Rap Attack Base \$3,000.00.

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS

1. City of Salmon Arm Council Procedure Amendment Bylaw No. 4408 – First, Second and Third Readings

0382-2020

Moved: Councillor Cannon  
 Seconded: Councillor Eliason  
 THAT: the bylaw entitled City of Salmon Arm Council Procedure Amendment Bylaw No. 4408 be read a first, second and third time;

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

CARRIED UNANIMOUSLY11. RECONSIDERATION OF BYLAWS12. CORRESPONDENCE

1. Informational Correspondence

9. W. Laird, Chairperson, Salmon Arm Economic Development Society – letter dated July 30, 2020 – Industrial Park Cellular Service

0383-2020

Moved: Councillor Wallace Richmond  
 Seconded: Councillor Cannon  
 THAT: Council write a letter for submission to the cellular service providers expressing the concerns regarding cellular coverage in the Salmon Arm Industrial Park.

CARRIED UNANIMOUSLY

10. J. Body, Board Member/Artistic Committee Member, Shuswap Theatre – email dated August 3, 2020 – Shuswap Theatre

0384-2020

Moved: Councillor Wallace Richmond  
 Seconded: Councillor Cannon  
 THAT: Council approve Shuswap Theatre hosting a “Walk-About” Theatre on August 28 and 29, 2020, subject to the provision of adequate liability insurance and adherence to Provincial Health Guidelines.

CARRIED UNANIMOUSLY

Councillor Cannon declared a conflict of interest as she is related to the letter writer and left the meeting at 2:56 p.m.

11. P. Cannon, Family Support Worker/Early Years Family Navigator, Shuswap Children’s Association – letter dated August 4, 2020 – StoryWalk (Fletcher Park)

0385-2020

Moved: Councillor Wallace Richmond  
 Seconded: Councillor Lavery  
 THAT: Council approve the Shuswap Children’s Association StoryWalk at Fletcher Park on August 12, 2020, subject to the provision of adequate liability insurance and adherence to Provincial Health Guidelines.

CARRIED UNANIMOUSLY

Councillor Cannon returned at 2:57 p.m.

13. NEW BUSINESS

14. PRESENTATIONS

1. Chad Shipmaker - Operations in New Industrial Park building- Prism Cannabis

Chad Shipmaker provided an overview of Prism Cannabis, a new business operation proposed in the Salmon Arm Industrial Park. He was available to answer questions from Council.

0386-2020

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Council provide a letter of support for the Pantheon Group business proposal in the City of Salmon Arm Industrial Park.

CARRIED UNANIMOUSLY

15. COUNCIL STATEMENTS

0387-2020

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Council provide a letter to the Ministry of Transportation and Infrastructure to request improvements and expand the paving of the rural portion of Shaw Road.

CARRIED UNANIMOUSLY

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

20. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 3:30 p.m.

The Meeting reconvened at 7:00 p.m.

**PRESENT:**

Mayor A. Harrison  
Councillor D. Cannon (participated remotely)  
Councillor C. Eliason (participated remotely) (entered the meeting at 7:05 p.m.)  
Councillor T. Lavery (participated remotely)  
Councillor L. Wallace Richmond (participated remotely)

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

**ABSENT:**

Councillor K. Flynn  
Councillor S. Lindgren

21. **DISCLOSURE OF INTEREST**

22. **HEARINGS**

23. **STATUTORY PUBLIC HEARINGS**

- 1. **Zoning Amendment Application No. ZON-1178 [111 60 Street NE; Nyland, H. & Brierley, B.; A2 to A3]**

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

Councillor Eliason entered the meeting at 7:05 p.m.

H. Nyland, the applicant, was available to answer questions from Council.

S. Wickie, 791 60 Street NE, requested clarification on the proposal.

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

24. **RECONSIDERATION OF BYLAWS**

- 1. **City of Salmon Arm Zoning Amendment Bylaw No. 4399 [ZON-1178; 111 60 Street NE; Nyland, H. & Brierley, B.; A2 to A3] - Third and Final Readings**

0388-2020

Moved: Councillor Cannon  
Seconded: Councillor Lavery  
THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4399 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

0389-2020

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of August 10, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:10 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Adopted by Council the day of \_\_\_\_\_, 2020.

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Item 7.1

## CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee Meeting Minutes of August 17, 2020, be received as information.

### Vote Record

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

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

## DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers and by electronic means by Ministerial Order M192, on Monday, August 17, 2020.

### PRESENT:

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

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

### ABSENT:

Councillor S. Lindgren

#### 1. CALL TO ORDER

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

#### 2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

#### 3. REVIEW OF THE AGENDA

#### 4. DISCLOSURE OF INTEREST

#### 5. REPORTS

##### 1. Agricultural Land Commission Application No. ALC-394 [Anthony, L./Browne Johnson Land Surveyors; 5271 and 5311 30 Street NE; Boundary Adjustment/Subdivision in the ALR]

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that Agricultural Land Commission Application No. ALC-394 be authorized for submission to the Agricultural Land Commission.

5. REPORTS – continued

- 1. Agricultural Land Commission Application No. ALC-394 [Anthony, L./Browne Johnson Land Surveyors; 5271 and 5311 30 Street NE; Boundary Adjustment/Subdivision in the ALR] – continued

J. Johnson, Browne Johnson Land Surveyors, the agent, outlined the application and was available to answer questions from the Committee.

L. Anthony, the applicant, was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

- 2. Zoning Amendment Application No. ZON-1179 [Warden, E. & T.; 1270 52 Avenue NE; R-1 to R-8]

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council’s consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 11, Section 36, Township 20, Range 10, W6M, KDYD, Plan 31502, Except Plan KAP54919 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

AND THAT: final reading of the zoning amendment bylaw be withheld subject to confirmation that the proposed secondary suite in the existing single family dwelling meets Zoning Bylaw and BC Building Code requirements.

T. Warden, the applicant was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

- 3. Zoning Amendment Application No. ZON-1180 [Beck, S. & S.; 1021 17 Avenue SE; R-1 to R-8]

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

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 16, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP69286 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

CARRIED UNANIMOUSLY

6. PRESENTATIONS

7. FOR INFORMATION

- 1. Agricultural Land Commission – ALC Policy-Lab on Exclusion Application: Frequently Asked Questions

Received for information.

8. CORRESPONDENCE9. ADJOURNMENT

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee meeting of August 17, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:33 a.m.

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Mayor Alan Harrison  
Chair

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

Item 9.1

**CITY OF SALMON ARM**

Date: August 24, 2020

Director of Corporate Services – Active Transportation Task Force Member Appointment

**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 14, 2020

SUBJECT: Active Transportation Task Force Member Appointment

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**BACKGROUND:**

At the July 13, 2020 Regular Council Meeting, the following Resolution was adopted:

THAT: the Active Transportation Task Force Terms of Reference be amended to include five (5) total Citizens at Large;

AND THAT: Council approve the designated organization's representatives;

AND THAT: Council appoint the following four (4) individuals to serve on the Active Transportation Task Force for a one (1) year term from September 1, 2020 to September 21, 2021:

- Kathy Atkins;
- Blake Lawson;
- Steve Fabro; and
- Camilla Papadimitropoulos;

AND FURTHER THAT: Staff advertise further for a representative from the mobility aid representative.


Following Council's direction, staff advertised the Citizen at Large, mobility aid representative position in the newspaper, on the City website and Facebook page. One (1) application (attached as Appendix A) was received by the August 14, 2020 closing date:

- Gary Gagnon



It is recommended that Council appoint Mr. Gagnon to serve as a Citizen at Large on the Active Transportation Task Force for a one (1) year term from September 1, 2020 to September 1, 2021. The full membership list is attached as Appendix B.

Respectfully Submitted,



Erin Jackson  
Director of Corporate Services

Appendix A - Applications for Appointment to the Active Transportation Task Force  
Appendix B - Active Transportation Task Force Membership List

## Community Affiliations/Memberships

Former President of the Reaching Out MS Society of Salmon Arm (5 years)  
 Charity dissolved due to decline in membership & Board Members

Reasons for seeking Appointment I'VE BEEN WORKING CLOSELY WITH PEOPLE WITH PHYSICAL DISABILITIES SINCE LIVING IN SALMON ARM AND HAVE EXTENSIVE EXPERIENCE WITH THE CHALLENGES THEY FACE.

SINCE I AM PHYSICALLY HANDICAPPED MYSELF, I HAVE A GOOD UNDERSTANDING OF THE DAILY NEEDS FACED BY PEOPLE LIKE ME

I, GARY R. GAGNON, hereby signify that I am willing to accept an appointment to the Active Transportation Task Force.

AUGUST 10, 2020

Date

*Gary Gagnon*  
 Signature

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

In order to be considered, this application must be returned to City Hall prior to 4:00 p.m. on June 30, 2020.

## Active Transportation Task Force Membership

- Two (2) members of council as co-chairs - Mayor Harrison and Councillor Lavery
- One (1) member from Adams Lake Indian Band
- One (1) member from Neskonlith Indian Band
- One (1) member from Shuswap Trails Alliance - Phil McIntyre-Paul and Scott McKee (alternate)
- One (1) member from Salmon Arm Economic Development Society - Lana Fitt and Jocelyne Johnson (alternate)
- One (1) member from Downtown Salmon Arm - Craig Newnes, Lindsay Wong (alternate)
- One (1) member from School District #83 - Marianne Van Buskirk, Amanda Krebs (alternate)
- One (1) member from Interior Health - Anita Ely and Janelle Rimell (alternate)
- One (1) member from Shuswap Cycle Club - David Major and Dan Capek (alternate)
- One (1) member from Greenways Liaison Committee - Joe Johnson
- One (1) member from Social Impact Advisory Committee - Kristy Smith
- Five (5) Citizens-At-Large, including (1) member from the mobility aid community and (1) senior citizen.
  - Kathy Atkins;
  - Blake Lawson;
  - Steve Fabro;
  - Camilla Papadimitropoulos; and
  - Vacant

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Item 9.2

## CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council receive the City of Salmon Arm 2019 Annual Report.

### 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 17, 2020

SUBJECT: 2019 Annual Report

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**RECOMMENDATION**

**THAT: Council receive the City of Salmon Arm 2019 Annual Report.**

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The City of Salmon Arm 2019 Annual Report has been compiled pursuant to Section 98 of the *Community Charter*, which also requires that the report be made available for public inspection. Due to COVID-19, the Ministry of Municipal Affairs and Housing extended the date from June 30 to August 31 in 2020.

The report was released for viewing on the City's website on August 11 and hard copies will be made available at the front counter of City Hall on August 20, 2020.

In addition, a notice was published in the Salmon Arm Observer on August 12 and 19, 2020 to advise that Council will consider submissions from the public about the report at the August 24, 2020, Regular Council Meeting.

A copy of the 2019 Annual Report has been distributed to Mayor and Council under separate cover.

Respectfully,



Eryn Jackson  
Director of Corporate Services

Item 9.3

**CITY OF SALMON ARM**Date: August 24, 2020

Acting Chief Financial Officer -  
Parking Payments by Credit Card, phone and/or Interac  
For Discussion

**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 17, 2020  
 Subject: Parking Payments by Credit Card, phone and or Interac

**FOR DISCUSSION**

Further to Council request at the regular council meeting of June 22, 2020, please find summarized below information to allow parking payments by credit, card, phone and/or Interac.

In April 2020, the City purchased three (3) "Pay by Plate" parking pay stations from Mackay Meters. These parking pay stations are equipped to take cash payments only. However, a card reader assembly can be purchased from Mackay Meters and easily installed to allow for other payment options. There are two card reader assembly options available:

Option 1 - EMV1

- Available immediately
- Price per assembly \$500.00 plus delivery and tax
- Only accepts Credit Card payments
- Funding is available in the Pay Parking Station Capital Budget

Option 2 - EMV3

- Available in approximately six (6) months
- Price per assembly \$1,000.00 - \$1,200.00 plus delivery and tax
- Card reader and PIN pad, as well as EMV chip card ability and mobile payment (eg. Apple Pay, Google Pay and Samsung Pay)
- Funding to be added to 2021 Budget

Additional fees to consider when installing a card reader assembly to the "Pay by Plate" parking pay stations include:

- Back end service fees (Mackay Meters) increase by \$10.00 per month
- A one-time Credit Call set-up fee of \$295.00
- Chase Paymentech - monthly fee plus transaction fees per use (amount unknown)

It is staff recommendation to wait to purchase the card reader assembly until the EMV3 is available. This will delay the availability to pay parking with a credit card, however once it is purchased, it will provide multiple options to pay and have the most up to date technology.

Respectfully Submitted,



Tracy Tulak, CPA, CMA  
 Acting Chief Financial Officer



Item 9.4

## CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor

Seconded: Councillor

THAT: Agricultural Land Commission Application No. ALC-394 be authorized for submission to the Agricultural Land Commission.

[Anthony, L./Browne Johnson Land Surveyors; 5271 and 5311 30 Street NE; Boundary Adjustment/Subdivision in the ALR]

### 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 7, 2020

Subject: Agricultural Land Commission Application No. ALC-394  
(Boundary Adjustment - Subdivision in the ALR)

Legal: Lots 1 and 2, Plan KAP87679  
Civic: 5271 30 Street NE and  
5311 30 Street NE

Owner/Applicant: Anthony, L.  
Agent: Browne Johnson Land Surveyors

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## MOTION FOR CONSIDERATION

**THAT: Agricultural Land Commission Application No. ALC-394 be authorized for submission to the Agricultural Land Commission.**

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## STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

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## PROPOSAL

The subject parcels are located at 5271 30 Street NE and 5311 30 Street NE (Appendix 1).

The applicants are proposing a boundary adjustment between two existing properties: the existing property at 5271 30 Street NE is 4.3 ha in size, while the existing property at 5311 30 Street NE is 1.8 ha in size. The proposed boundary adjustment would result in 0.668 ha being exchanged between the existing parcels, resulting in no change in area for either parcel.

The applicant's proposal, including the proposed layout / site plan, is provided in Appendix 2.

The application is being made to the Agricultural Land Commission (ALC) pursuant to Sections 21 and 25 of the ALC Act.

## BACKGROUND

The subject property is designated Acreage Reserve in the Official Community Plan (OCP), is zoned Rural Holding (A-2), and is completely within the Agricultural Land Reserve (ALR) (Appendix 3, 4, & 5).

The agricultural capability of the property is largely unconstrained, with some slope (site photos attached as Appendix 6). The parcel at 5271 30 Street NE is entirely an alfalfa field, while 5311 30 Street NE is cross fenced (for sheep).

Adjacent zoning and land uses include the following:

North: Rural Holding (A-2) / rural residential and forest  
South: Rural Holding (A-2) / rural residential and alfalfa field  
East: Rural Holding (A-2) / rural residential  
West: Rural Holding (A-2) / rural residential and forest

A greenway corridor is identified within the OCP along the west parcel boundary of 5271 30 Street NE (Appendix 7). An existing informal trail runs along this parcel line. In response to an application to subdivide, the provision of a right-of-way for a greenway (trail) may be required, which would involve an application to the ALC for Transportation, Utility, and Recreational Trail Use.

#### *Improved Soil Classification*

The land is identified as Class 2 and 3 soils (moderate limitations) in the Canadian Land Inventory: an Improved Soil Capability Rating of 60% Class 2(X) and 40% Class 3(T). Soil Classification Mapping is shown in Appendix 8.

Soil capability rating ranges from Class 1 to Class 7. The best agricultural lands are rated Class 1 because they have ideal climate and soil to allow a farmer to grow the widest range of crops. Class 7 is considered non-arable, with no potential for soil bound agriculture.

#### COMMENTS

##### Building Department

No concerns.

##### Engineering Department

Full comments attached as Appendix 9. No concerns. Future Building Permit applications would trigger full frontage upgrades and servicing at owner/developer's expense.

##### Agricultural Advisory Committee

With committees inactive due to the COVID-19 pandemic, the application was not referred to the Agricultural Advisory Committee (AAC) for review.

##### Planning Department

The application is for a boundary adjustment between two rural/agricultural parcels which are designated Acreage Reserve.

The applicable Rural and Agriculture OCP policies include:

7.2.3 - Preserve land with agricultural potential in the ALR.

7.3.3 - Maintain or enhance the configuration and size of parcels designated Acreage Reserve, Salmon Valley Agriculture and Forest Reserve through boundary (lot line) adjustments and/or consolidations; rezoning, subdivision and/or Agricultural Land Reserve exclusion applications are not encouraged.

7.3.4 - Support adjusting the boundaries between the Acreage Reserve, Salmon Valley Agriculture and Forest Reserve designations only on the basis of improved soil capability ratings.

7.3.5 - Support boundary (lot line) adjustments which bring lot sizes more in compliance with the regulations of the City's Zoning Bylaw throughout the Acreage Reserve, Salmon Valley Agriculture and Forest Reserve designations. Boundary adjustments should not add to the degree of non-conformity of any lot.

Staff is of the opinion that the proposal does not contradict the intent of the OCP policies and the above listed criteria. There is no change in the lot areas so there is no increased non-conformity, and the soil capability is the same across all of the subject land.

Under Section 3 of the ALR General Regulations, the approving officer is enabled to approve boundary adjustments within the ALR that meet a number of criteria, including proposals that will allow for the enhancement of the owner's overall farm or for the better utilization of farm buildings for farm purposes. In relation to this proposal, it is not clear how the boundary adjustment would enhance farming.

The proposal allows the retention of fence structures on the 5311 30 Street NE parcel utilized for sheep farming, however these are maintained by the current boundary alignment and the proposal would impact agricultural lands by creating a potential building envelope for a new home on the western portion of the parcel at the end of a fairly long panhandle. The proposal would allow for a building envelope closer to the road at 5271 30 Street NE, lessening potential disturbance from a longer driveway on that parcel. However, for staff this realignment ultimately does not demonstrate a clear benefit to farming.

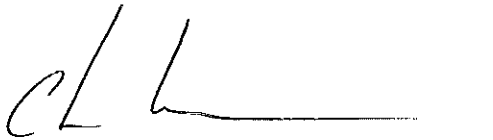
In terms of preserving agricultural land (OCP 7.2.3), supporting agricultural activity and enhancing the productivity of the land on both parcels, a boundary alignment which eliminates longer panhandle driveways and encourages building envelopes closer to 30 Street NE on both parcels would disturb less agricultural land and may be more ideal from this perspective. Staff note that there is no restrictive municipal policy related to the specific siting of a single family dwelling on an agricultural parcel, however the policies and regulations of the ALC would apply.

The City's approving officer has approved boundary adjustments in the recent past in situations where a professional agrologist has provided written opinion and support for a proposal in the context of Section 3 of the ALR General Regulations, and it is more clearly evident that the reconfiguration of lot boundaries would provide larger parcels of land for farming operations. The proposal under consideration lacks supportive reporting, such as the inclusion of an agrology report or some form of professional farm plan which would consider the capabilities of the land and how the farm potential is enhanced or impacted by the proposal. Without any such supportive professional reporting, or detailed information clarifying the proposal's benefit to farming, City staff must defer to the expertise of the ALC for their determination.


CONCLUSION

The proposal is for a boundary adjustment between two existing parcels. Staff consider the proposal to more or less fit within the broad intent of the agricultural policies of the OCP, and as such staff have no concerns with forwarding the proposal to the ALC. Staff note that the proposal would allow for the retention of the fencing and continuation of the sheep farming at 5311 30 Street NE, however there may be other boundary configurations that would better improve the agricultural capabilities of the lands.

As the proposal reasonably aligns with current municipal policy, staff recommends this application be forwarded to the ALC for consideration.

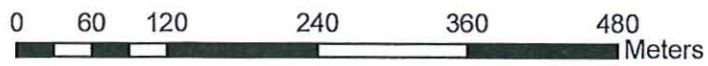
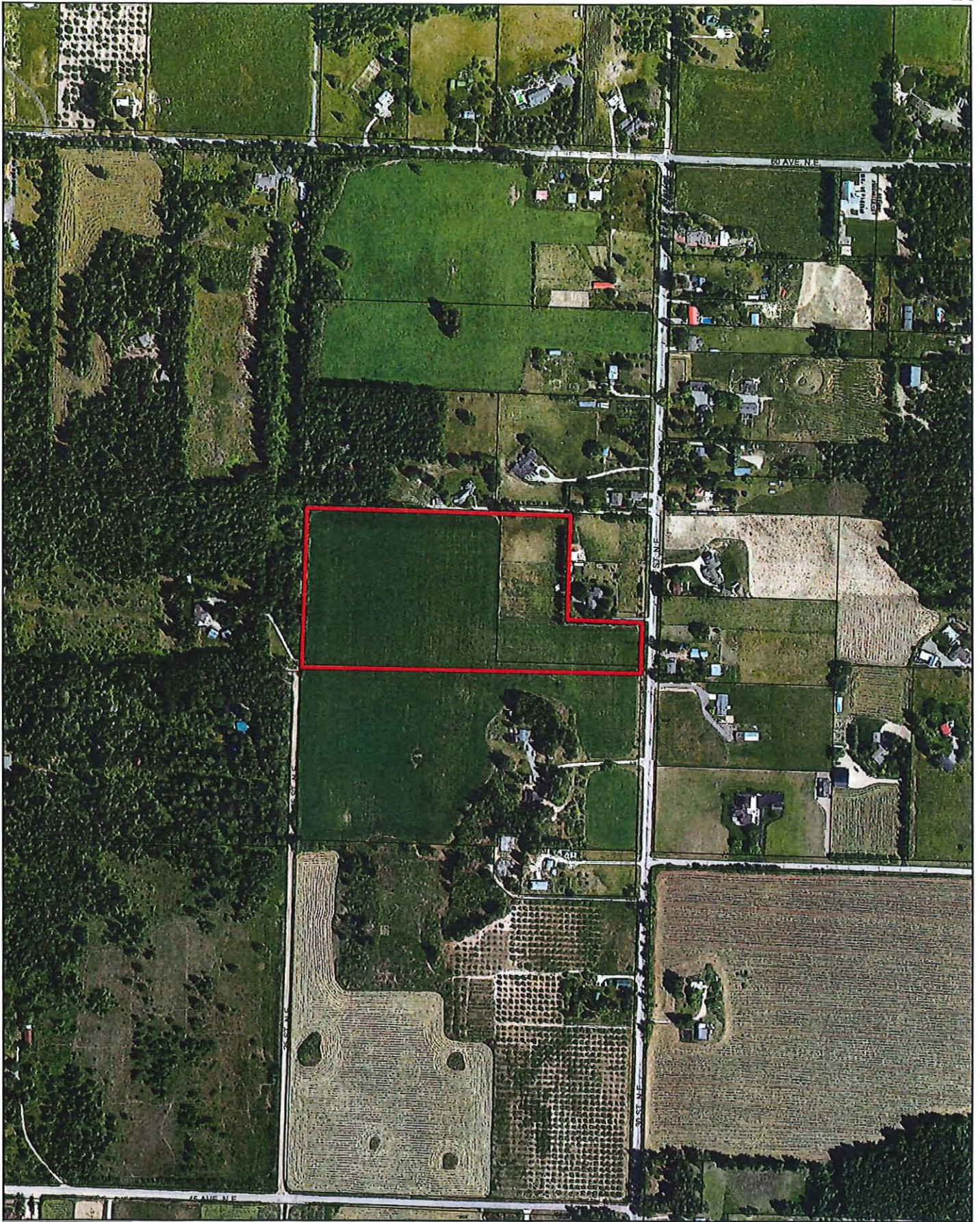


Prepared by: Chris Larson, MCP  
Senior Planner, Development Services



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







# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 60495  
**Application Status:** Under LG Review  
**Applicant:** Lori Anthony  
**Agent:** Browne Johnson Land Surveyors  
**Local Government:** City of Salmon Arm  
**Local Government Date of Receipt:** 06/05/2020  
**ALC Date of Receipt:** This application has not been submitted to ALC yet.  
**Proposal Type:** Subdivision

**Proposal:** Lori would like to realign the boundaries between the 2 parcels, keeping their sizes identical. She would like to build a house on proposed Lot B. By re configuring the shape of the lots she could retain her current farming operations and existing fencing and build her new residence. She would build a driveway down the new proposed panhandle along the row of 30 year old fir trees, minimizing impact on current farming.

## Agent Information

**Agent:** Browne Johnson Land Surveyors  
**Mailing Address:**  
 201 - 371 Alexander Street  
 Salmon Arm, BC  
 V1E 4N5  
 Canada  
**Primary Phone:** (250) 832-9701  
**Email:** melanie@brownejohnson.com

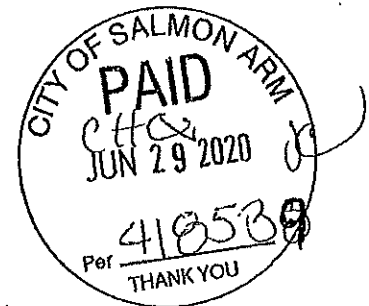
## Parcel Information

### Parcel(s) Under Application

- 1. Ownership Type:** Fee Simple  
**Parcel Identifier:** 027-677-648  
**Legal Description:** Lot 2, Sec 36, Tp 20, R 10, W6M, KDYD, Plan KAP87679  
**Parcel Area:** 1.8 ha **STREET**  
**Civic Address:** 5311 30th Ave NE, Salmon Arm, BC  
**Date of Purchase:** 11/27/2007  
**Farm Classification:** Yes

### Owners

- 1. Name:** Lori Anthony  
**Address:**  
 5371 30th St NE  
 Salmon Arm, BC  
 V1E 2A6  
 Canada  
**Phone:** (250) 832-8002  
**Email:** lori3anthony@gmail.com



**Applicant:** Lori Anthony

- 
2. **Ownership Type:** Fee Simple  
**Parcel Identifier:** 027-677-630  
**Legal Description:** Lot 1, Sec 36, Tp 20, R 10, W6M, KDYD, Plan KAP87679  
**Parcel Area:** 4.3 ha  
**Civic Address:** 5271 30th St NE, Salmon Arm, BC  
**Date of Purchase:** 11/27/2007  
**Farm Classification:** Yes  
**Owners**
1. **Name:** Shuswap Flight Center Ltd., Inc. No. BC0206567  
**Address:**  
5371 30th St NE  
Salmon Arm, BC  
V1E 2A6  
Canada  
**Phone:** (250) 832-8002  
**Email:** lori3anthony@gmail.com
- 

#### Ownership or Interest in Other Lands Within This Community

1. **Ownership Type:** Fee Simple  
**Parcel Identifier:** 010-103-007  
**Owner with Parcel Interest:** Lori Anthony  
**Parcel Area:** 1.1 ha  
**Land Use Type:** Residential  
**Interest Type:** Full Ownership
- 

#### Current Use of Parcels Under Application

1. **Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**  
*Lot 1 is in Alfalfa crop and is leased to a farmer for crop sales. There are no physical structures on this parcel.*  
*Lot 2 is cross fenced with 2 paddocks for sheep grazing. One paddock has a small sheep shed on it - a portion used for housing Rams/ Ram lambs and the other portion is used for hay storage. A portion of lot 2 is leased out to the same farmer for Crop sales (grass/alfalfa)*
2. **Quantify and describe in detail all agricultural improvements made to the parcel(s).**  
*Lot 2 has 2 acres cross fenced in four foot high page wire fencing with top rails for sheep pens.*
3. **Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**  
*Both Lot 1 and Lot 2 are used 100% for agricultural purposes*

#### Adjacent Land Uses

##### North

**Land Use Type:** Residential  
**Specify Activity:** residential

##### East

**Applicant:** Lori Anthony

**Land Use Type:** Agricultural/Farm  
**Specify Activity:** Sheep for meat sales, Chickens for eggs

### South

**Land Use Type:** Agricultural/Farm  
**Specify Activity:** Crops Grass/Alfalfa

### West

**Land Use Type:** Residential  
**Specify Activity:** Residential

## Proposal

### 1. Enter the total number of lots proposed for your property.

1.8 ha  
 4.3 ha

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

*Lori would like to realign the boundaries between the 2 parcels, keeping their sizes identical. She would like to build a house on proposed Lot B. By re configuring the shape of the lots she could retain her current farming operations and existing fencing and build her new residence. She would build a driveway down the new proposed panhandle along the row of 30 year old fir trees, minimizing impact on current farming.*

### 3. Why do you believe this parcel is suitable for subdivision?

*We believe that the boundary adjustment would allow the client to maintain her current farming structure while being able to live on the property. We are not looking to change the size of either lot, just the configuration.*

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

*Short term the proposal allows Lori Anthony to keep her sheep farm and grow it. She would be able to build a house without disrupting the current operation. Her goal is to live on Proposed Lot B and raise sheep and layer chickens, grow veggies and garlic and fruit trees. Any land not used will for those purposes will be leased to the farmer who currently leases proposed Lot A to cut grass and alfalfa.*

### 5. Are you applying for subdivision pursuant to the ALC Homesite Severance Policy? If yes, please submit proof of property ownership prior to December 21, 1972 and proof of continued occupancy in the "Upload Attachments" section.

*No*

## Applicant Attachments

- Agent Agreement - Browne Johnson Land Surveyors
- Other correspondence or file information - Sketch showing existing fencing
- Proposal Sketch - 60495
- Certificate of Title - 027-677-648
- Certificate of Title - 027-677-630

## ALC Attachments

Applicant: Lori Anthony



None.

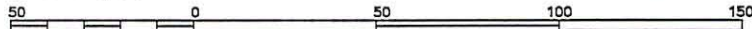
**Decisions**

None.

# Sketch Plan of Proposed Boundary Adjustment Subdivision of Lots 1 and 2, Sec 36, Tp 20, R 10, W6M, KDYD, Plan KAP87679

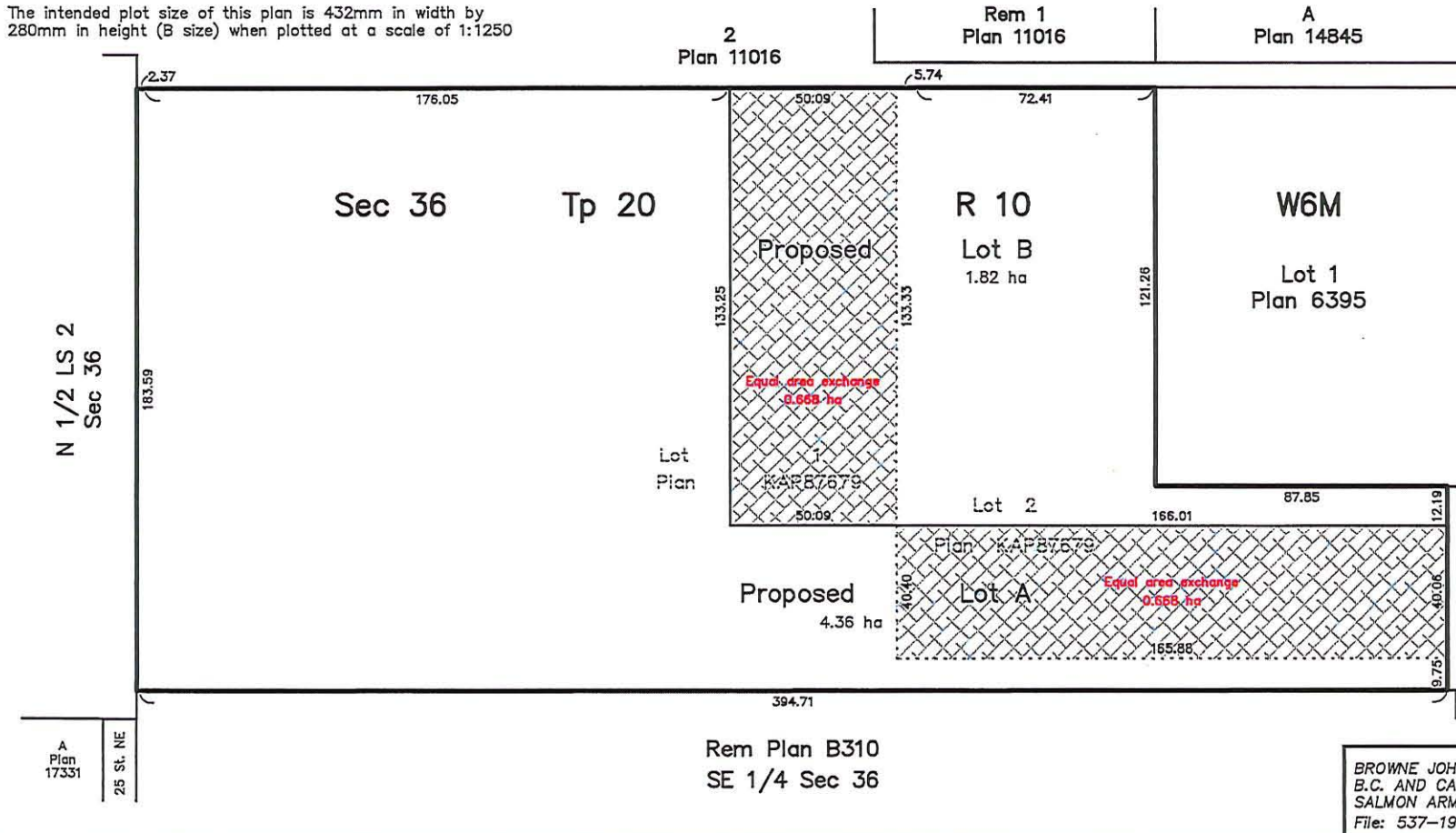
Scale 1:1250

BCGS 82L074



All distances are in metres.

The intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1:1250

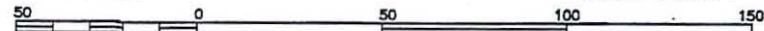


November 13, 2019  
 BROWNE JOHNSON LAND SURVEYORS  
 B.C. AND CANADA LANDS  
 SALMON ARM, B.C. 250-832-9701  
 File: 537-19

**Sketch Plan of Proposed Boundary Adjustment  
Subdivision of Lots 1 and 2, Sec 36, Tp 20,  
R 10, W6M, KDYD, Plan KAP87679**

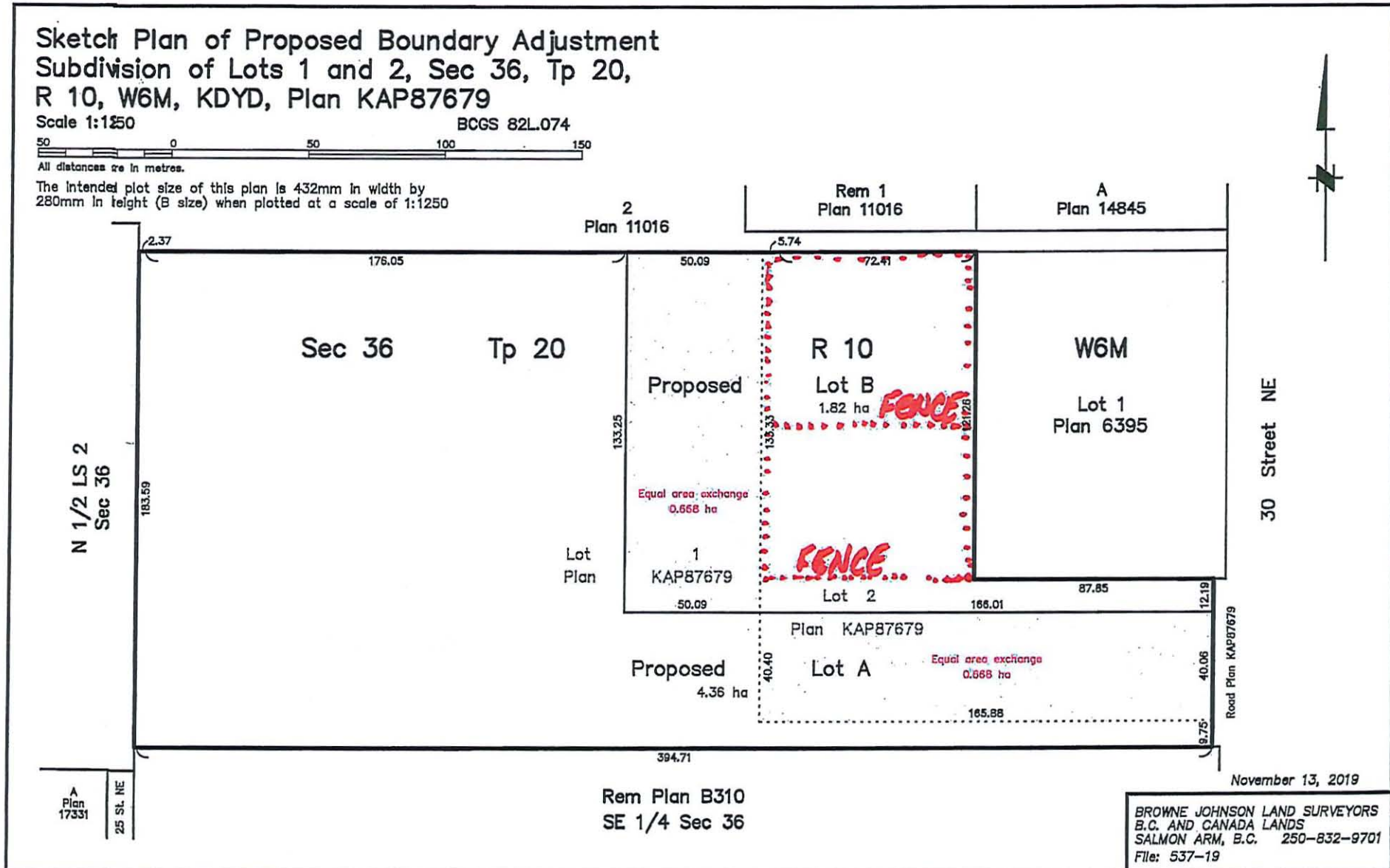
Scale 1:1250

BCGS 82L.074



All distances are in metres.

The intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1:1250

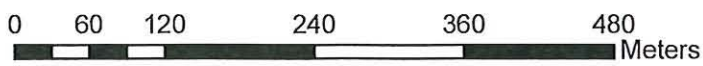
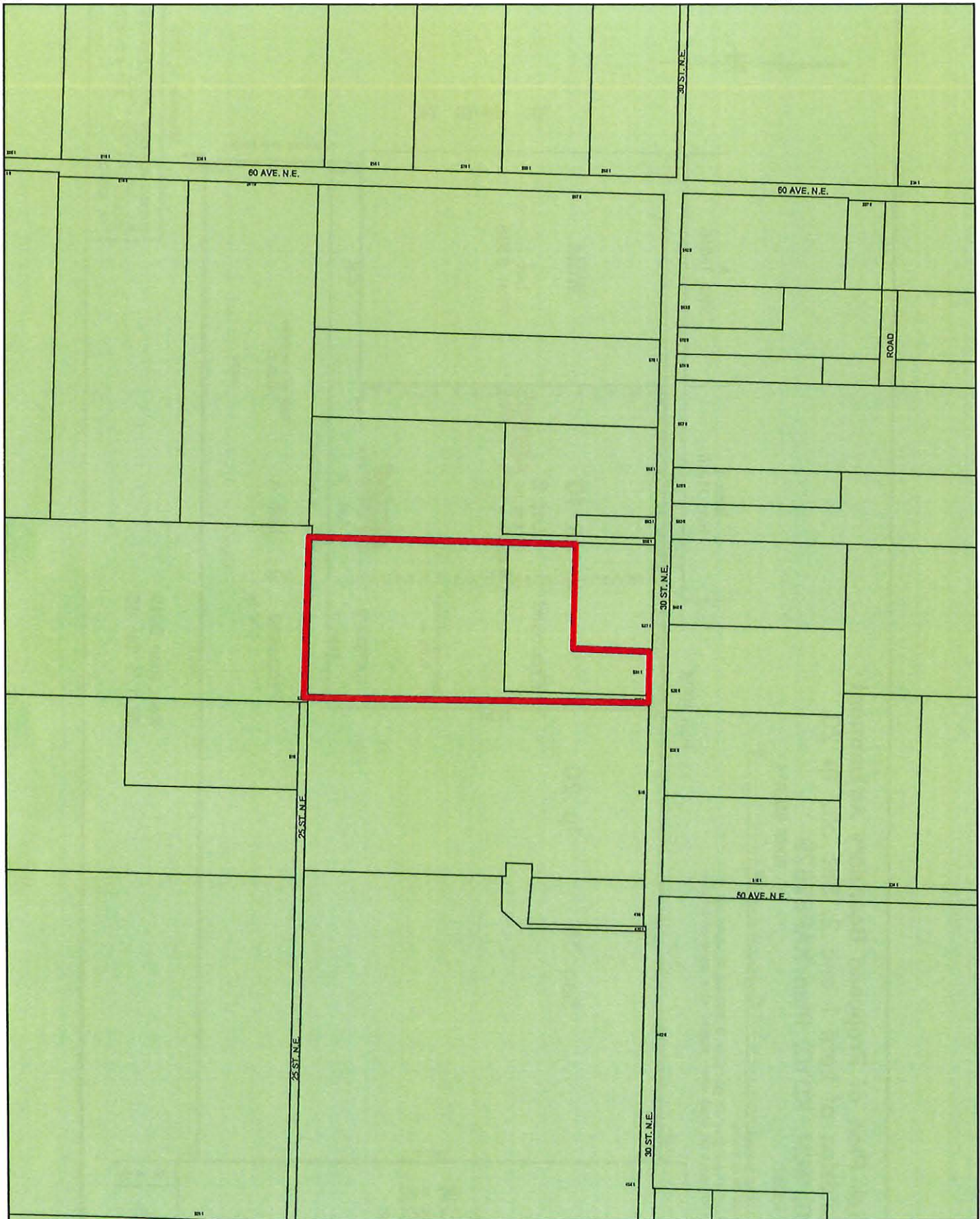


November 13, 2019


**BROWNE JOHNSON LAND SURVEYORS**  
B.C. AND CANADA LANDS  
SALMON ARM, B.C. 250-832-9701  
File: 537-19

Appendix 2: ALC Application

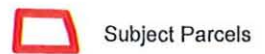
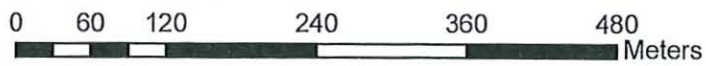
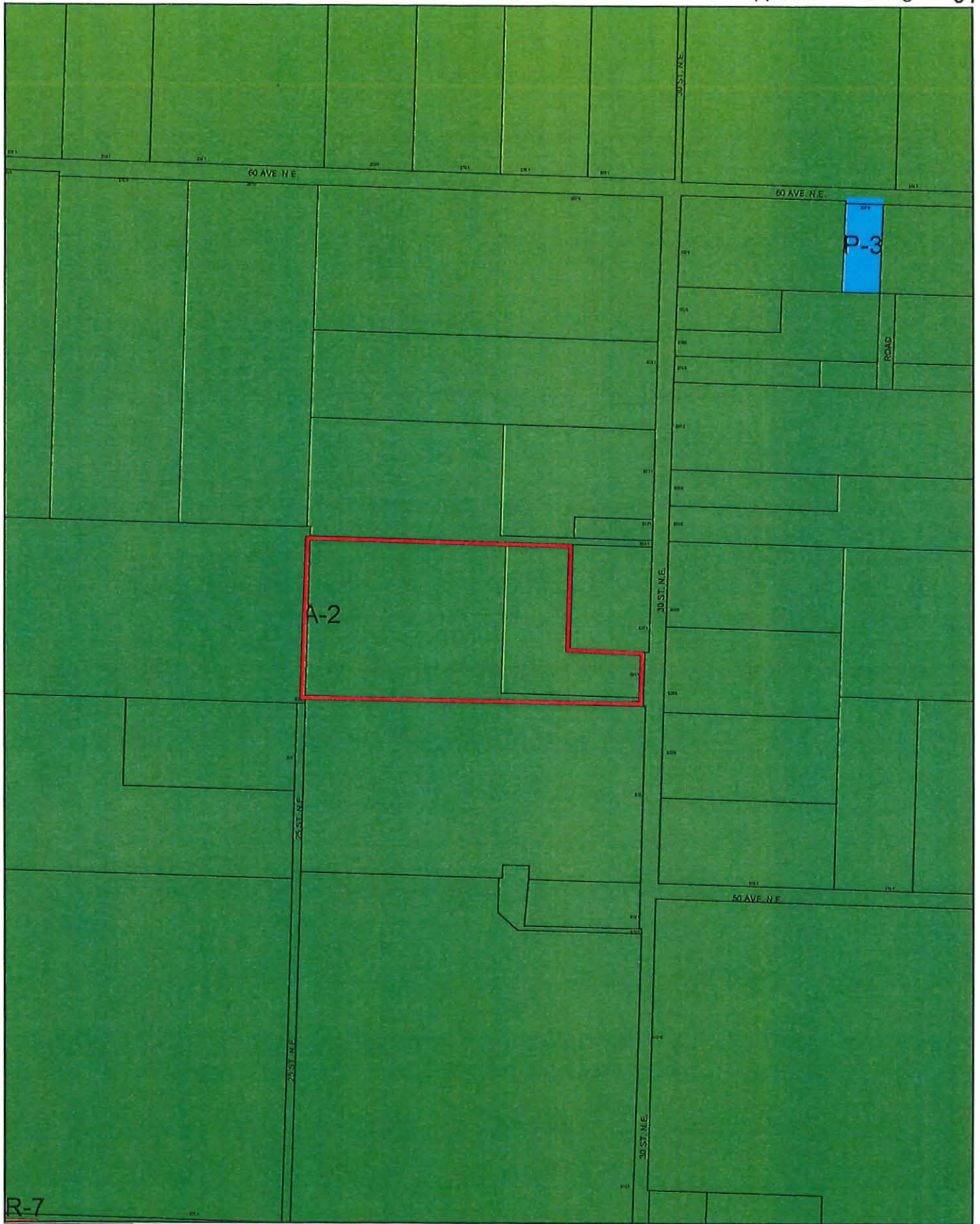


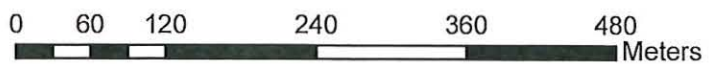
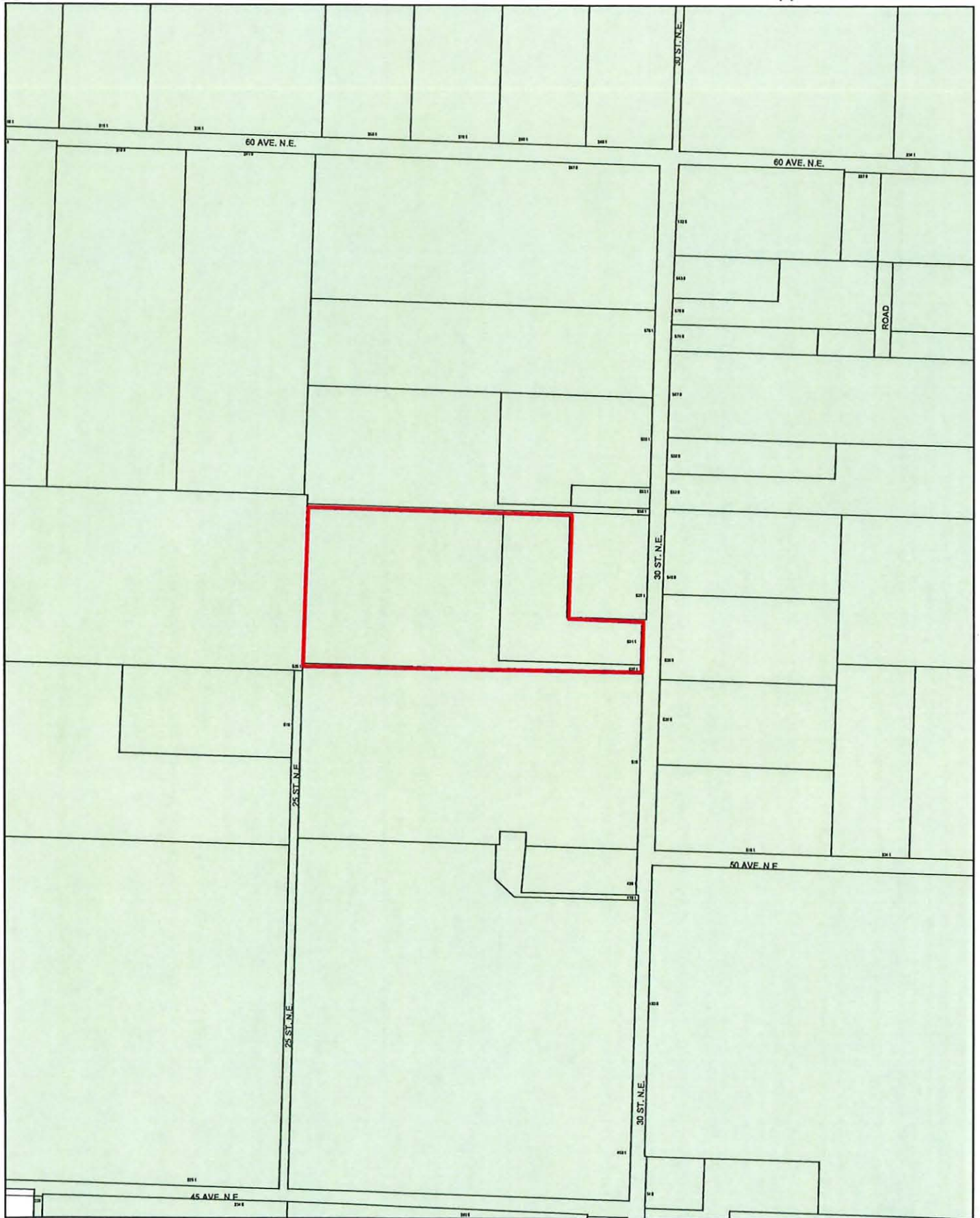


 Acreage Reserve

 Subject Parcel











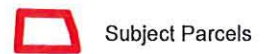
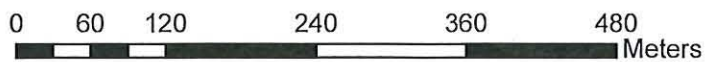
View northwest of subject parcels from 30 Street NE



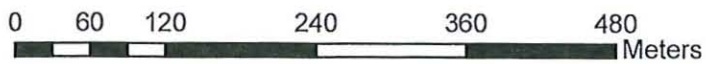
View west from 30 Street NE.



View north of informal trail from end of 25 Street NE, subject parcel on right.







TO:

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

**PRINT**

**SUBMIT FORM**

REFERRAL:

DATE: July 2, 2020  
OWNER: L. Anthony – 5371 30 Street NE, Salmon Arm, BC V1E 2A6  
AGENT: Browne Johnson Land Surveyors, 201, 371 Alexander Street NE, Salmon Arm, BC V1E 4N5  
SUBJECT: **AGRICULTURAL LAND COMMISSION APPLICATION FILE NO. ALC-394 / ID: 60495**  
LEGAL: Lot 1 & 2, Section 36, Township 20, Range 10, W6M KDYD, Plan KAP87679  
CIVIC: **5271 & 5311 – 30 Street NE**

Please provide comments on the attached ALC Subdivision Application for boundary adjustment at your earliest opportunity.

OCP Designation: Acreage Reserve  
Development Permit Area: Environmentally Sensitive Riparian Areas  
Current Zoning: A-2 (Rural Holding Zone)  
ALR: Yes  
Previous Files:  
Associated File: SUB 19.23

Thank you.

*Chris Larson*  
Senior Planner

COMMENTS for **ALC-394**:  
-No Engineering concerns.  
-No record of existing services to either lot.  
-Future building permit(s) would trigger full frontage upgrades, including services to lot of respective building permit, at owner/developer's expense.

SIGNATURE:

DATE: July 29 2020





*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Kevin Pearson, Director of Development Services  
 DATE: February 27, 2020  
 PREPARED BY: Matt Gienger, Engineering Assistant  
 APPLICANT: **Browne Johnson Surveyors**, PO Box 362, Salmon Arm, BC V1E 4N5  
 OWNER: **Shuswap Flight Center Ltd.**, 5371 – 30 Street NE, Salmon Arm, BC V1E 2A6  
           **Lori Anthony**, 5371 – 30 Street NE, Salmon Arm, BC V1E 2A6  
 SUBJECT: **SUBDIVISION APPLICATION FILE NO. SUB 19.23**  
 LEGAL: Lot 1, Section 36, Township 20, Range 10, W6M KDYD, Plan KAP87679  
           Lot 2, Section 36, Township 20, Range 10, W6M KDYD, Plan KAP87679  
 CIVIC: **5271 – 30 Street NE**  
           **5311 – 30 Street NE**

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Further to your referral dated Dec 17, 2019, we provide the following servicing information applicable to both lots independantly. **The following comments and servicing requirements are not conditions for Lot Line Adjustment; however, these comments are provided as a courtesy in advance of any Single Family Dwelling development proceeding to the next stages.**

**General:**

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with (overhead) electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required at time of construction.

**Roads / Access:**

1. 30 Street NE, on the subject properties eastern boundary, is designated as an Rural Arterial Road standard, with an ultimate 25.0m road dedication (12.5m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by BCLS).

**SUBDIVISION APPLICATION FILE: 19-23**

February 27, 2020

Page 2

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2. 30 Street NE is currently constructed to an Interim Rural Arterial Road standard. Upgrading to the current Rural Arterial Road standard is required, in accordance with Specification Drawing No. RD-8. Upgrading may include, but is not limited to, road widening and construction (including bike lane). Records indicate existing paved width of approximately 8.0m, which is 4.0m less than the current RD-8 standard. 2.0m of road widening and construction would be required. Since this upgrade is premature at this time, a 100% cash in lieu payment towards future upgrading will be accepted. City will require a third party Engineer's Opinion of Probable Cost to determine value of works. Owner / Developer is responsible for all associated costs.
3. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
4. As 30 Street NE is designated as an Arterial Road, accesses shall be designed by keeping to a minimum number. Only 1 driveway access per parcel will be permitted onto 30 Street NE and a reciprocal access agreement will be required to service lots. All unused driveways shall be removed. Owner / Developer responsible for all associated costs.

**Water:**

1. The subject property fronts a 150mm diameter Zone 3A watermain on 30 Street NE. No upgrades to watermain will be required at this time.
2. The existing lot is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use. Water meter will be supplied by the City at the time of building permit. If the length of service from the property line exceeds 25.0m, a meter vault will be required within 1.0m of property line. Owner / Developer is responsible for all associated costs.
3. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
4. Existing fire hydrant is approximately 5.0m south of the southern boundary of 5271 30 Street NE and parcel is well within hydrant spacing specified in the SDSB. No upgrades are required at this time.

**Sanitary:**

1. The site does not front on a City of Salmon Arm sanitary sewer system. Subject to the required approvals from Interior Health Authority, private on-site disposal systems will be required for each lot.

**SUBDIVISION APPLICATION FILE: 19-23**

February 27, 2020

Page 3

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**Drainage:**

1. The site does not front on an enclosed storm sewer system. Site drainage will be by an Overland and / or Ground Discharge system. Drainage issues related to development to be addressed at time of Building Permit application to meet requirements of Building Inspection Department.

**Geotechnical:**

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



**Matt Gienger**  
Engineering Assistant



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

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Item 9.5

## CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor

Seconded: Councillor

THAT: the 2020 Budget contained in the 2020 - 2024 Financial Plan Bylaw be amended to reflect additional funding for the purchase of the 'Single Axle Dump/Plow Unit' in the amount of \$58,500.00, which includes the additional funds, PST, and miscellaneous costs for radio purchase, GPS, etc. reallocated from funds from the Equipment Reserve Fund;

AND THAT: Council approve the purchase of the replacement of Unit #30 - Single Axle Dump/Plow truck, from Fort Garry Industries for the quoted amount of \$220,551.00 plus taxes as applicable.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

# CITY OF SALMON ARM

File: ENG 2020-00-03

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 7, 2020

SUBJECT: **PURCHASE RECOMMENDATION FOR REPLACEMENT OF UNIT #30  
SINGLE AXLE DUMP/PLOW UNIT**

## STAFF RECOMMENDATION

**THAT:** The 2020 Budget contained in the 2020 – 2024 Financial Plan Bylaw be amended to reflect additional funding for the purchase of the 'Single Axle Dump/Plow Unit' in the amount of \$58,500.00, which includes the additional funds, PST, and miscellaneous costs for radio purchase, GPS, etc. reallocated from funds from the Equipment Reserve Fund.

**AND THAT:** Council approve the purchase of the replacement of Unit #30 – Single Axle Dump/Plow Truck, from Fort Garry Industries for the quoted amount of \$220,551.00.00 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. The benefits within the shorter wheel base allowing for more accessibility within tight areas, specifically in winter operations.

A Request for Quotation was advertised on BC Bid and City webpage for the supply & delivery of a Single Axle Dump/Sander Truck. Four (4) companies quoted, with Ten (10) different truck options, and were received on Thursday June 25, 2020, as follows:

Company	Model	Sub-Total Price	Price Incl. Tax
IRL International Truck Centre Ltd.	2021 International HV507 w/ Viking Cives	\$ 209,223.03	\$ 234,329.79
	2021 International HV507 w/ Fort Garry	\$ 225,123.03	\$ 252,137.79
	2021 International HV507 w/ Drive Products	\$ 237,123.03	\$ 265,577.79



	2021 International HV507 w/ Commercial Truck	\$ 246,316.03	\$ 275,873.95
Fort Garry Industries	2021 Freightliner M2-106 w/ Fort Garry	\$ 220,551.00	\$ 247,005.08
R.James Management Group	2021 Freightliner M2-106 w/ Drive Products	\$ 226,587.00	\$ 253,777.44
	2021 Freightliner M2-106 w/ Commercial Truck	\$ 235,780.00	\$ 264,073.60
	2021 Western Star 4700 w/ Drive Products	\$ 243,315.00	\$ 272,512.80
	2021 Western Star 4700 w/ Commercial Truck	\$ 252,508.00	\$ 282,808.96
Inland Kenworth Ltd.	2021 Kenworth T470 w/ unknown Body Builder	\$ 271,132.00	\$ 303,667.84

Staff had specified many detailed aspects of the truck, which a vast majority have been met in the 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 experience with existing equipment and history and involvement from operators.

Our specifications closely copied our existing Unit #30 – 2004 Freightliner M2-106 (shown below). This existing truck has been in our fleet for a number of years and has presented itself an important piece for subdivisions, or tight areas in winter operations. Due to its smaller wheelbase, this truck thrives in our new urban subdivision and even cul-de-sacs, but can also handle larger collector or arterial roads and hills without a problem. As Unit #30 is coming to the end of its life, we are trying to maintain this classification of truck. The existing truck will remain in the fleet due to the need for additional plow trucks as our roads are increasing whereas our plow equipment is not.



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

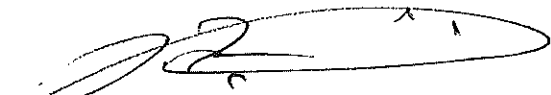
After review, all cab and chassis (trucks) are suitable for our needs, therefore we ranked the dump box, plow, and controllers. We are recommending award for the purchase to Fort Garry Industries with the 2021 Freightliner M2-106, a Tenco box and Bosch Rexroth Controllers. It is our highest evaluated quote meeting our specifications. Our reasoning for selecting this truck is as follows:

- Our newly purchased Tandem Dump/Plow Unit #63 has the Tenco box with Bosch Rexroth Controls. There is a large benefit having the same brand and parts, as we are able to stock parts that can save multiple days in winter operation breakdowns.
- Conveyor chain adjustments are more user friendly
- The proposed plow & mounting system is more favorable due to operations and weight than the other options
- The Freightliner wheelbase is anticipated to fit our needs of this truck more than others.
- This quote has met 98% of the specifications as set out in the Request for Quotation.

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 \$180,000 from the 2020 Machinery & Equipment Capital Budget. We recommend that the budget contained in the 2020 – 2024 Financial Plan Bylaw be amended to reflect additional funding for the purchase of Unit #30 – Single Axle Dump/Plow Unit replacement to be awarded to Fort Garry Industries, for the quoted price of \$220,551.00 plus taxes as applicable.

Respectfully submitted,



---

Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

Cc Tracy Tulak, CFO (Acting)

Item 9.6

## CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor

Seconded: Councillor

THAT: the 2020 Budget contained in the 2020 - 2024 Financial Plan Bylaw be amended to reflect additional funding required for the Dock Replacement at the Downtown Wharf in the amount of Two Hundred Thousand (\$200,000.00), which includes the additional funds to complete the entire area as quoted, hired QEP and contingencies reallocated from funds from the Wharf/Float - Major Maintenance;

AND THAT: Council award the Downtown Wharf Dock Replacement contract to Landmark Solutions Ltd. in accordance with the unit prices specified in their proposal, in the amount of Six Hundred and Fifty Thousand Seven Hundred and Thirty Five (\$650,735.00), plus taxes as applicable.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

---

TO: His Worship the Mayor Harrison and Members of Council

FROM: Jennifer Wilson, City Engineer

PREPARED BY: Darin Gerow, Manager of Roads & Parks

DATE: August 8, 2020

SUBJECT: **AWARD RECOMMENDATION – WHARF MARINA DOCK REPLACEMENT**

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**STAFF RECOMMENDATION**

**THAT:** The 2020 Budget contained in the 2020 – 2024 Financial Plan Bylaw be amended to reflect additional funding required for the Dock Replacement at the Downtown Wharf in the amount of \$200,000, which includes the additional funds to complete the entire area as quoted, hired QEP and contingencies reallocated from funds from the Wharf/Float – Major Maintenance.

**AND THAT:** Council award the Downtown Wharf Dock Replacement contract to Landmark Solutions Ltd. in accordance with the unit prices specified in their proposal, in the amount of Six Hundred and Fifty Thousand Seven Hundred and Thirty Five (\$650,735.00), plus taxes as applicable.

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**BACKGROUND**

The Downtown Wharf Marina is owned by the City and currently leased by Sea Dog Rentals. At present, it provides moorage for privately owned boats. Currently the marina is comprised of a main walkway, secondary fingers, boat slips constructed of wood with plumbing (water supply & fire protection), and electrical, all of which is held in place by steel piles. The existing structures are overdue for replacement and currently present high maintenance and safety concerns.

The intent of the project is to ensure safe use by the public by replacing the existing docks, designed in a manner that respects sensitive fish habitat and the navigation corridor through the marina. The plan is to remove and replace existing structures with similar dimensions and layout.

A Request for Proposal was advertised on BC Bid and City webpage for the Requests for Proposals on May 8, 2020. Five (5) companies submitted, and were received on Thursday June 11, 2020, as follows:

Company	Price excl. tax	Proposal Ranking
Landmark Solutions Ltd	\$ 650,735.00	1
RW Gallant Equipment Ltd.	\$ 675,389.85	2
Arise Marine Construction	\$ 697,426.35	4
Queensboro Marine Equipment Ltd.	\$ 750,816.40	3
VVI Construction Ltd.	\$ 1,045,460.00	5



Staff evaluation committee have reviewed all submitted proposals. The evaluation was based on the following breakdown:

- 30% - Proposal is clear and captures all requirements within the Request for Proposal
- 25% - Proponents experience and team qualifications
- 15% - Proponent has successfully completed projects on Shuswap Lake
- 30% - Price

The two highest ranked proponents met with the evaluation committee to discuss design rationales, possible design changes or restrictions and environmental impact or concerns. The clarifications and additional information were included in the evaluation. The highest ranked proposal prior to and after the secondary meeting was from the same proponent, Landmark Solutions Ltd. Staff note that the price of the Gallant proposal went up to deal with environmental concerns, but this did not change the overall proposal rankings. As such the committee recommends that the project be awarded to Landmark Solutions Ltd. Landmark has proven their extensive knowledge throughout their site layout, proposed plans and other completed projects. The attached documents show the scope of work and proposed plans. The proposed dock replacement will improve the lifespan of this facility and will also add to the economic viability of the City's Marina.

Landmark Solutions Ltd. is based out of Salmon Arm, BC and has completed projects for the City of Salmon Arm in other capacities.

The approved funding for this project is \$500,000. We recommend that the budget contained in the 2020 – 2024 Financial Plan Bylaw be amended to reflect additional funding for the completion of the entire replacement and be awarded to Landmark Solutions Ltd, for the quoted price of \$650,735.00 plus taxes as applicable.

Respectfully submitted,

Reviewed by:

Approved by:

  
\_\_\_\_\_  
Jenifer Wilson, P.Eng.  
City Engineer

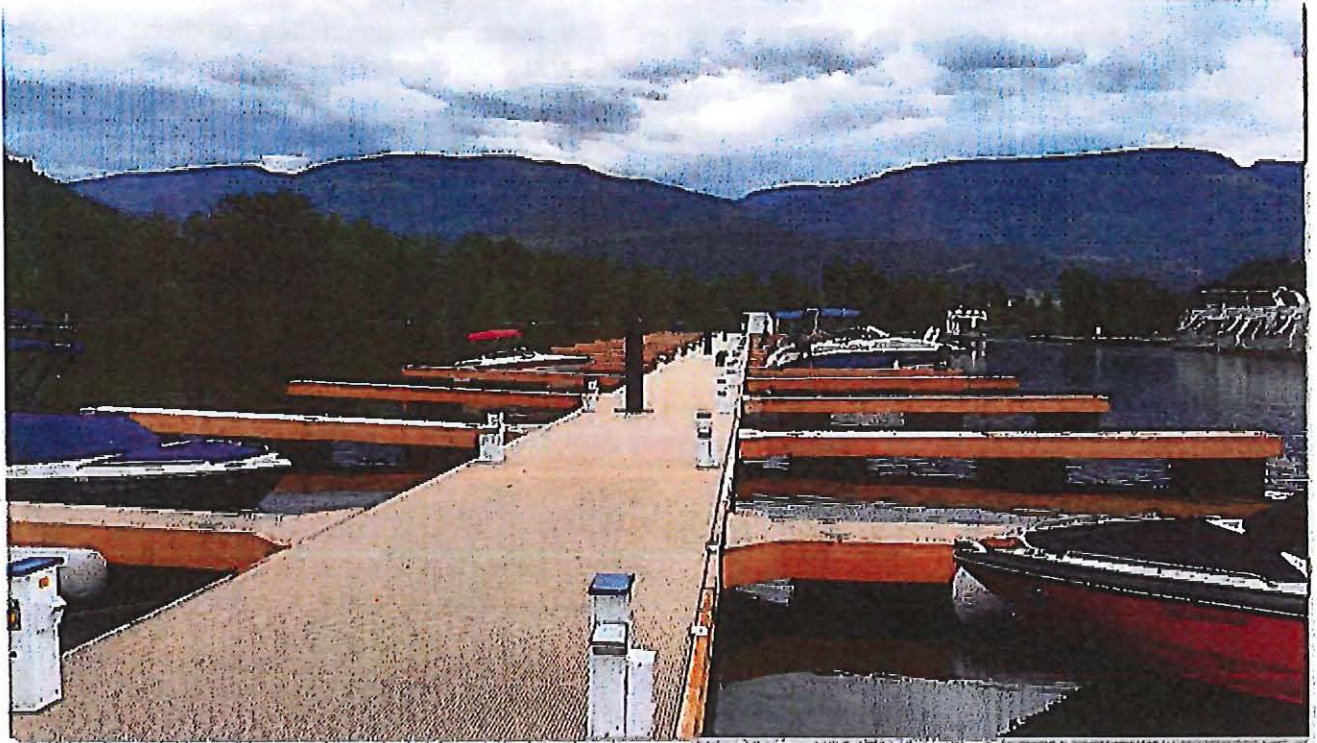
  
\_\_\_\_\_  
Carl Bannister,  
Chief Administrative Officer

cc Tracy Tulak, CFO (Acting)

### 3. PROPOSED DESIGN

#### 3.1 DESIGN CONCEPT

Landmark Solutions Ltd. is proposing its *Landmark Dock System* marina components which are aligned with the design guidance in the RFP. See **Appendix C** for a description of components. Final design will be influenced by any additional information provided by the client.

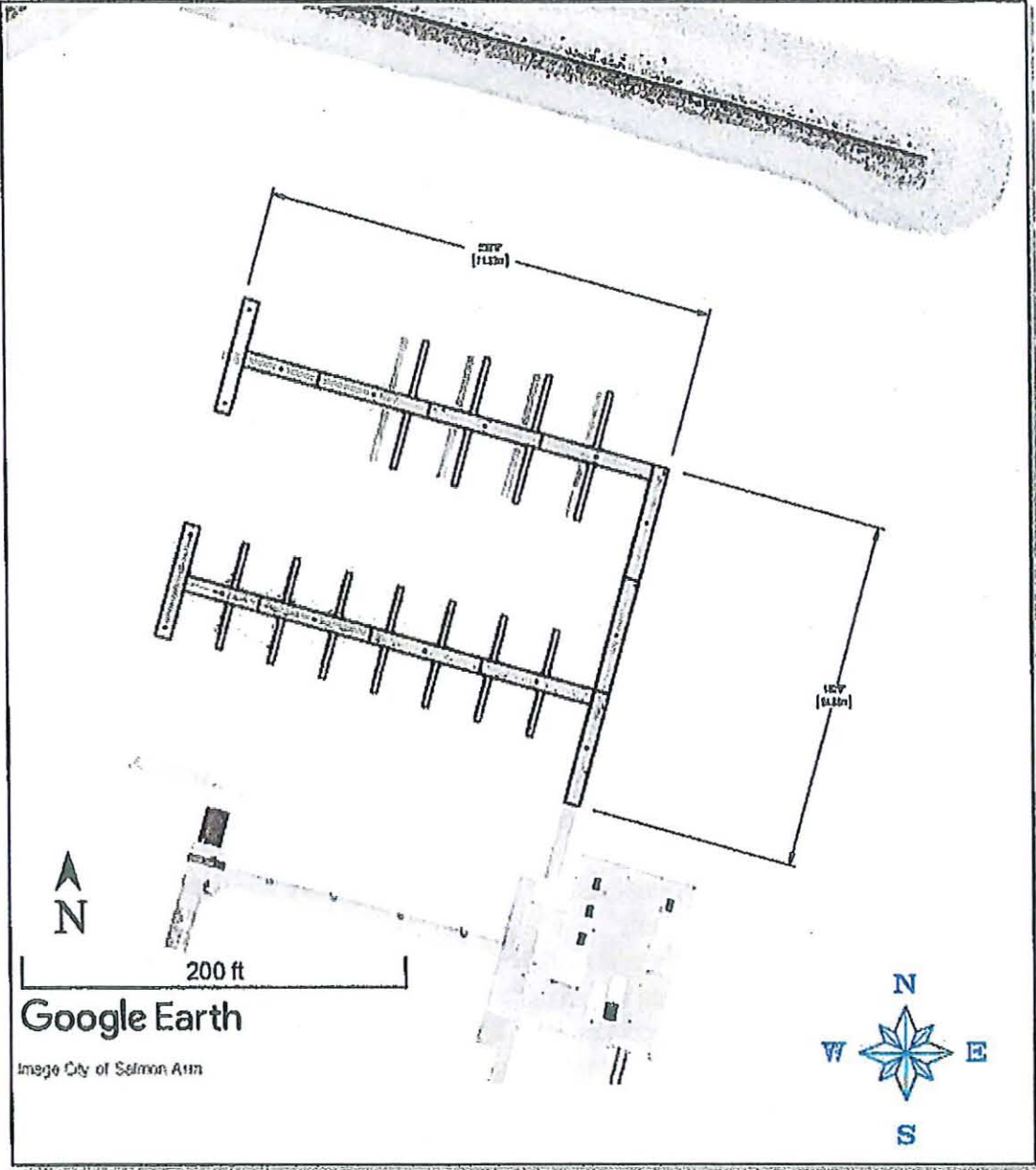


*Photo above shows an example of the Landmark Dock System with pedestals including power, water, and LED lighting. This provides the reader with a visual representation of the components to be used for the Salmon Arm Downtown Wharf Marina.*

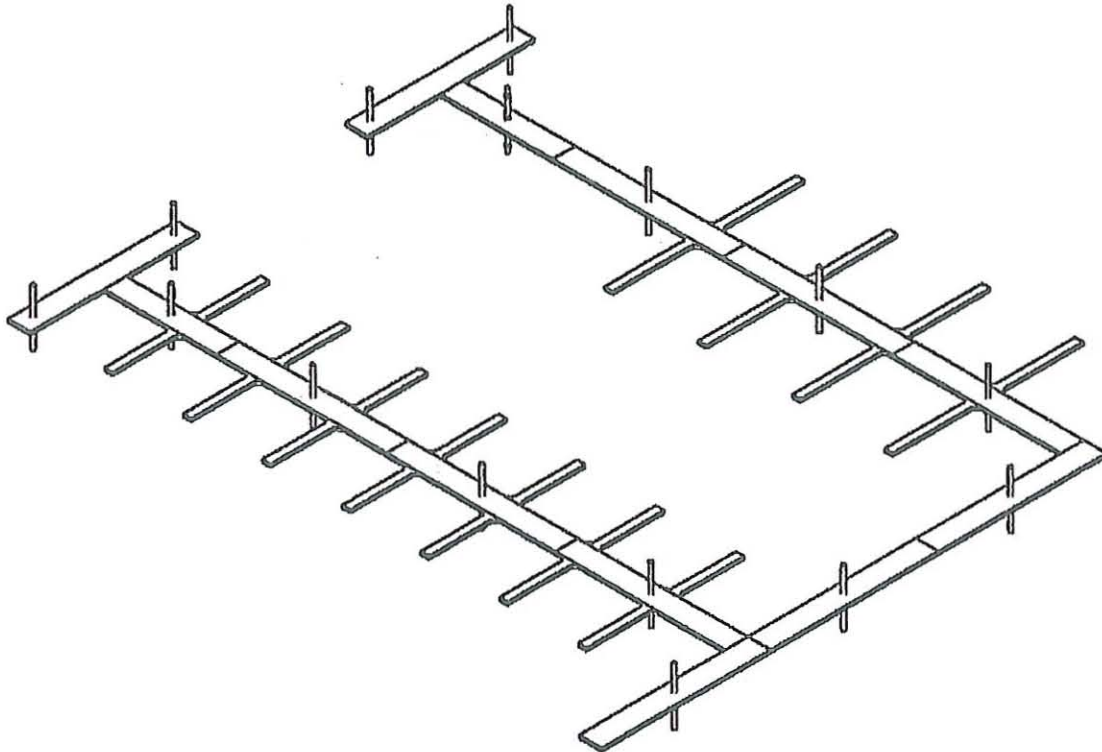


### 3.1 PRELIMINARY DESIGN SCHEMATIC

The following schematic has been overlaid on a google image and shows the approximate footprint of the proposed marina. It will be substantially in the same location as the existing marina.



The drawing below shows the orientation as well as pile securing concept. Desktop design drawings including dimensions have been included in **Appendix D**.



### 3.2 PRELIMINARY DESIGN FEATURES

The Landmark preliminary design includes:

- 8' wide main docks with steel pontoon construction secured with repositioned existing piles,
- 8' wide end docks (optional),
- 24' and 30' long fingers (a total of 22 fingers) with 4 or 6 folding cleats/finger provide a total of 50 slips plus areas for day use on the optional end docks and north dock,
- Galvanized subdeck to accommodate utilities,
- Hose bibs, electrical connections and fire extinguisher cabinets,
- LED edge lighting,
- Light-penetrating fiberglass reinforced plastic (FRP) decking,
- Douglas fir facia
- Access gate with keypad security

Landmark would also recommend that the City of Salmon Arm consider additional safety measures including signage, throw rings and strategically positioned ladders.

The table below identifies Landmark's response to the requirements including design criteria and site constraints.



Item 9.7

## CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor

Seconded: Councillor

THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding for the Marine Park Drive Parking Lot project in the amount of \$13,500.00. This amount to be transferred from the Gas Tax Source from the 1 Street SE Sidewalk project;

AND THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect a new Transportation project, the Lakeshore Road Repair project in the amount of \$23,500.00. \$8,500.00 to be transferred from General Revenue Source from the 1 Street SE Sidewalk project, and \$10,00.00 to be transferred from General Revenue Source from the Lakeshore Road Slope Stabilization Design project and \$5,000.00 to be transferred from Gas Tax Source from the 23 Street Sidewalk project;

AND THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect a new Transportation project, the 10 Avenue NW Road Repair project in the amount of \$19,000.00. This amount to be transferred from General Revenue Source from the 1 Street SE Sidewalk project;

AND THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect a new Transportation project, the Harbourfront Drive NE Sidewalk Replacement project in the amount of \$25,000.00. This amount to be transferred from General Revenue Source from the 1 Street SE Sidewalk project.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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



File: 5220.2020-001

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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 17, 2020

SUBJECT: CAPITAL PROJECT BUDGET AMENDMENTS

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### **STAFF RECOMMENDATION**

**THAT:** The 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding for the Marine Park Drive Parking Lot project in the amount of \$13,500.00. This amount to be transferred from General Revenue Source from the 1 Street SE Sidewalk project;

**AND THAT:** The 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect a new Transportation project, the Lakeshore Road Repair project in the amount of \$23,500.00. \$8,500.00 to be transferred from General Revenue Source from the 1 Street SE Sidewalk project, \$10,000.00 to be transferred from General Revenue Source from the Lakeshore Road Slope Stabilization Design project and \$5,000.00 to be transferred from Gas Tax Source from the 23 Street Sidewalk project;

**AND THAT:** The 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect a new Transportation project, the 10 Avenue NW Road Repair project in the amount of \$19,000.00. This amount to be transferred from General Revenue Source from the 1 Street SE Sidewalk project;

**AND THAT:** The 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect a new Transportation project, the Harbourfront Drive NE Sidewalk Replacement project in the amount of \$25,000.00. This amount to be transferred from General Revenue Source from the 1 Street SE Sidewalk project;

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### **BACKGROUND**

The details of the requested budget amendments are described below:

1 Street SE Sidewalk – This project involved the replacement of approximately 200m of sidewalk and installation of street lighting. The unit price of concrete was significantly less expensive this year resulting in substantial savings of approximately \$70,000.

23 Street NE Sidewalk – This project involved the replacement of approximately 100m of sidewalk and replacement of existing street light fixtures with LEDs. The unit price of concrete was significantly less expensive this year resulting in substantial savings of approximately \$11,000.

Marine Park Parking Lot – This project involved pulverizing the existing pavement surface, grading and drainage works, geogrid for additional strength and asphalt paving of the Marine Park Parking Lot. Originally, the budget only included half the parking lot area due to budgeting constraints; however, due to the logistics of completing half the project, low unit price of asphalt paving this year and savings in other transportation projects, the decision was made to complete the entire parking lot. The budget was exceeded by approximately \$9,500. Staff would like to finish off the project with replacing existing lighting with LED fixtures which would add another \$4,000 to the project for a total overage of \$13,500.

Lakeshore Drive Road Repair – Lakeshore Drive had superficial slippage at the usual locations between 10 Street and 17 Avenue NE during the Spring/Summer. The slippage impacted the northern driving lane and had to be remedied immediately due to safety concerns. Staff worked with the engineering firm completing the preliminary design assessment for Lakeshore Drive to come up with a suitable treatment. Public works staff came up with a creative and successful treatment that should hold for a much longer time period than previous road patches. Works are estimated to be \$23,500.

Lakeshore Drive Road Stabilization Design – The feasibility study for the stabilization of Lakeshore Drive has been ongoing throughout 2020. The results of the feasibility study are required to move forward with the next phase which is the Lakeshore Drive Road Stabilization Design project. At this point in the season, it is not feasible to complete this project in its entirety this year and as such budget is available to be redirected to cover funding for emergency repairs on Lakeshore Drive within the study area.

10 Ave NW Road Repair – The culvert replacement works at 10 Avenue NW at Palmer Creek resulted in steep slopes with challenging erosion concerns. During the Spring rain events, serious erosion was occurring threatening the structural integrity of the roadway and support slopes requiring immediate remedy. Staff worked with the engineering firm that completed the Palmer Creek culvert replacement design to come up with a long-term solution for erosion concerns. Works are estimated at \$19,000.

Harbourfront Drive NE – The bike path located along Harbourfront Drive NE has long been a maintenance concern for staff due to the lifting of panels by tree roots causing severe tripping hazards. Due to an increase in complaints and issues in the area (see attached) and reduced concrete pricing in 2020, staff are requesting a new capital project to removed the printed concrete bike lane and sidewalk and install a 2.5m wide concrete sidewalk offset from the existing trees. This will alleviate the constant maintenance concerns and align with the cross-section requested of the recent development at the west end of Harbourfront Drive. Works are estimated at \$25,000.

### **STAFF COMMENTS**

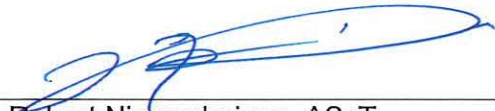
Since instituting the Capital Works Supervisor position the City has been able to focus more staff time towards efficient design and installation of projects which results in substantial savings in our capital works programs. Our supervisor has gone above and beyond to save the City money and maximize the efficiency of our capital works spending and to use savings to minimize operations and maintenance spending through installation of LED fixtures, reduce existing maintenance hazards and much more. For the 2020 Capital program this has meant full completion of the

Marine Park Parking Lot, substantial savings on several projects, installation of LED fixtures on relevant projects, the ability to potentially expand the program to include an additional projects and the ability to cover the unforeseen costs of two road repairs.

With consideration to the above, Staff recommend adjusting the 2020 Capital Works program as follows:

- Amended the Marine Park Drive Parking Lot project in the amount of \$13,500.00. This amount to be transferred from General Revenue Source from the 1 Street SE Sidewalk project;
- Add a new Transportation project, the Lakeshore Road Repair project in the amount of \$23,500.00. \$8,500.00 to be transferred from General Revenue Source from the 1 Street SE Sidewalk project, \$10,000.00 to be transferred from General Revenue Source from the Lakeshore Road Slope Stabilization Design project and \$5,000.00 to be transferred from Gas Tax Source from the 23 Street Sidewalk project;
- Add a new Transportation project, the 10 Avenue NW Road Repair project in the amount of \$19,000.00. This amount to be transferred from General Revenue Source from the 1 Street SE Sidewalk project;
- Add a new Transportation project, the Harbourfront Drive NE Sidewalk Replacement project in the amount of \$25,000.00. This amount to be transferred from General Revenue Source from the 1 Street SE Sidewalk project;

Respectfully submitted,



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Robert Niewenhuizen, AScT  
Director of Engineering and Public Works



Marine Park – Parking Lot – Construction & Completion photos





Harbourfront Drive Sidewalk Condition



Item 9.8

## CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council approve the award of the Taxiway Charlie Edge Lighting work to All Phase Electric Ltd., in accordance with their quote, in the amount of \$103,611.35 plus taxes as applicable;

AND THAT: Council approve the award of the Optional Works to upgrade the existing runway edge lighting, taxiway edge lighting and apron lighting to LED technology to All Phase Electric Ltd., in accordance with their quote, in the amount of \$72,249.17 plus taxes as applicable.

### 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: Tim Perepolkin, Capital Works Supervisor  
DATE: August 18, 2020  
SUBJECT: **PROJECT AWARD – TAXIWAY CHARLIE EDGE LIGHTING**

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### **STAFF RECOMMENDATION**

**THAT: Council Approve the award of the Taxiway Charlie Edge Lighting Work to All Phase Electric Ltd., in accordance with their quote, in the amount of \$103,611.35 plus taxes as applicable;**

**AND THAT: Council Approve the award of the Optional Works to Upgrade the Existing Runway Edge Lighting, Taxiway Edge Lighting and Apron Lighting to LED Technology to All Phase Electric Ltd., in accordance with their quote, in the amount of \$72,249.17 plus taxes as applicable.**

### **BACKGROUND**

The 2020 budget contained in the 2020 to 2024 Financial Plan included \$1,168,000 (*\$520,000 Grant Funded*) for the Taxiway Charlie Upgrading Project. The Taxiway Charlie Project is nearing completion with installation of the New Edge Lighting remaining. The overall project is significantly under budget and staff have reviewed all possible options for additional work that could be attributed to the Taxiway Charlie Project Upgrade to utilize all available grant funding. The existing Runway, Taxiway and Apron Lighting is over 30 years old and at the end of its useful life. An upgrade to LED would reduce overall circuit loading and allow the Taxiway Charlie Edge Lighting to remain on the same closed circuit as the existing lighting rather than construction an additional new circuit.

Many challenges were faced during this project, including delays in Engineering Design, Transport Canada approvals and construction process implementation requiring full closure of the Airport during construction along with accommodating emergency Medi-vac services.

Quote requests for the Supply & Installation of Edge Lighting were issued to three (3) local electrical contractors with two (2) received, results as follows:



Company	Total Quote Amount (excl. taxes)	Taxiway Charlie Edge Lighting "BASE SCOPE" (excl. taxes)	LED Upgrade of Existing Lighting "OPTIONAL WORK" (excl. taxes)
<b>All Phase Electric Ltd.</b>	<b>\$ 175,860.52</b>	<b>\$ 103,611.35</b>	<b>\$ 72,249.17</b>
Inskip Electric Ltd.	\$ 201,215.24	\$ 126,069.48	\$ 75,145.76
<i>Staff Estimate</i>	<i>\$ 199,380.00</i>	<i>\$ 131,380.00</i>	<i>\$ 68,000.00</i>

**STAFF COMMENTS**

Staff have contacted the grant funding authority to seek an additional completion extension to allow both the completion of Taxiway Charlie Edge Lighting and proposed Optional LED Upgrade of Existing Runway, Taxiway and Apron Edge Lighting. The current deadline of September 30, 2020 will be sufficient to complete the Taxiway Charlie Edge Lighting, however, it will not be sufficient to allow for necessary Transport Canada Approvals to upgrade the existing lighting to LED. Staff have been advised that a grant completion extension is possible, but may not necessarily be approved. Staff will work with the grant authority for a completion extension if Council approves award of the Optional Work, to upgrade existing lighting to LED technology.

Staff recommend that Council approve the award of both the 'Base Scope' Taxiway Charlie Edge Lighting and "Optional Scope" Upgrade of Existing Runway, Taxiway and Apron Lighting to LED. If the grant is not approved or the costs do not qualify under the current approved scope, then the City could use the Airport Lighting Reserve which has \$80,736.88 available for this proposed upgrade.

Respectfully submitted,



Robert Niewenhuizen, AScT  
Director of Engineering and Public Works

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Item 9.9

## CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor

Seconded: Councillor

THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding for the 75 Avenue NE Sanitary Upgrade project in the amount of \$13,115.00, to be transferred from the Canoe Sanitary Relining 49-50 Street NE project.

### 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: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Jenn Wilson, City Engineer

DATE: August 17, 2020

SUBJECT: **75 AVENUE NE SANITARY UPGRADE BUDGET AMENDMENT**

**STAFF RECOMMENDATION**

**THAT:** The 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding for the 75 Avenue NE Sanitary Upgrade project in the amount of \$13,115.00. This amount to be transferred from the Canoe Sanitary Relining 49-50 Street NE project;

**BACKGROUND**

The 75 Avenue NE Sanitary upgrade design includes a crossing of the Canadian Pacific Railway (CPR) right-of-way. The design budget was prepared based on similar recent projects that included trenchless installations of utility crossings of the CPR right of way; however, the requirements for CPR review have changed and now require a geotechnical report and third party review, increasing costs significantly.

The Canoe Sanitary Relining 49-50 Street NE project was phased upon inspection of the sanitary main (varying conditions required replacement only of a small section of the main), leaving a surplus of approximately \$238,390.

**STAFF COMMENTS**

With consideration to the above, Staff recommend that The 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding for the 75 Avenue NE Sanitary Upgrade project in the amount of \$13,115.00. This amount to be transferred from the Canoe Sanitary Relining 49-50 Street NE project;

Respectfully submitted,



Robert Niewenhuizen, ASCT  
 Director of Engineering and Public Works

Item 10.1

## CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4401 be read a first and second time;

AND THAT: final reading be withheld subject to confirmation that the proposed secondary suite in the existing single family dwelling meeting Zoning Bylaw and BC Building Code requirements.

[ZON-1179; Warden, E. & T.; 1270 52 Avenue NE; R-1 to R-8]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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



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

To: His Worship Mayor Harrison and Members of Council

Date: August 5, 2020

Subject: Zoning Bylaw Amendment Application No. 1179

Legal: Lot 11, Section 36, Township 20, Range 10, W6M, KDYD, Plan 31502,  
 Except Plan KAP54919

Civic Address: 1270 – 52 Avenue NE

Owner/Applicant: Warden, E. & T.

**MOTION FOR CONSIDERATION**

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 11, Section 36, Township 20, Range 10, W6M, KDYD, Plan 31502, Except Plan KAP54919 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

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

**STAFF RECOMMENDATION**

THAT: The motion for consideration be adopted.

**PROPOSAL**

The subject parcel is located at 1270 – 52 Avenue NE (Appendix 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the development of a legal *secondary suite* within the existing single family dwelling.

**BACKGROUND – SECONDARY SUITES**

The parcel is designated Low Density Residential in the City's Official Community Plan (OCP), and zoned Single Family Residential (R-1) in the Zoning Bylaw (Appendix 3 & 4).

The subject parcel is located in the "Raven" residential neighbourhood, largely comprised of R-1 zoned parcels containing single family dwellings. There are currently five R-8 zoned parcels within the proximity of the subject parcel, including the parcel directly to the east.

The property is approximately 1,800 square metres in size, and contains a non-conforming *secondary suite* within the existing single family dwelling. The applicant has provided a letter of intent (Appendix 5) and has submitted a Building Permit application (BP-16455B). Site photos are attached as Appendix 6.

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

COMMENTSEngineering Department

No concerns with rezoning. An account has been created for the required water service upgrade.

Building Department

BC Building Code requirements must be met to construct a *secondary suite*. Building Permit application (BP-16455B) submitted.

Fire Department

No concerns.

Planning Department

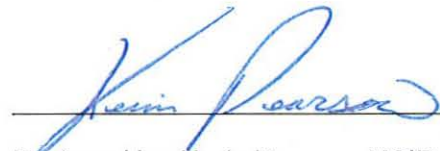
The owners have been forthcoming in their intent to convert an existing non-conforming suite within the existing single family dwelling to a legal *secondary suite* in conformance with the BC Building Code through a Building Permit application (BP-16455B). Their stated intent for the suite is for the use of family members. Prior to final reading of the zoning amendment bylaw, confirmation will be required that the *secondary suite* in the existing single family dwelling meets BC Building Code requirements, included in the motion for consideration as is standard practice with such applications.

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



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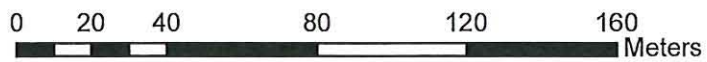
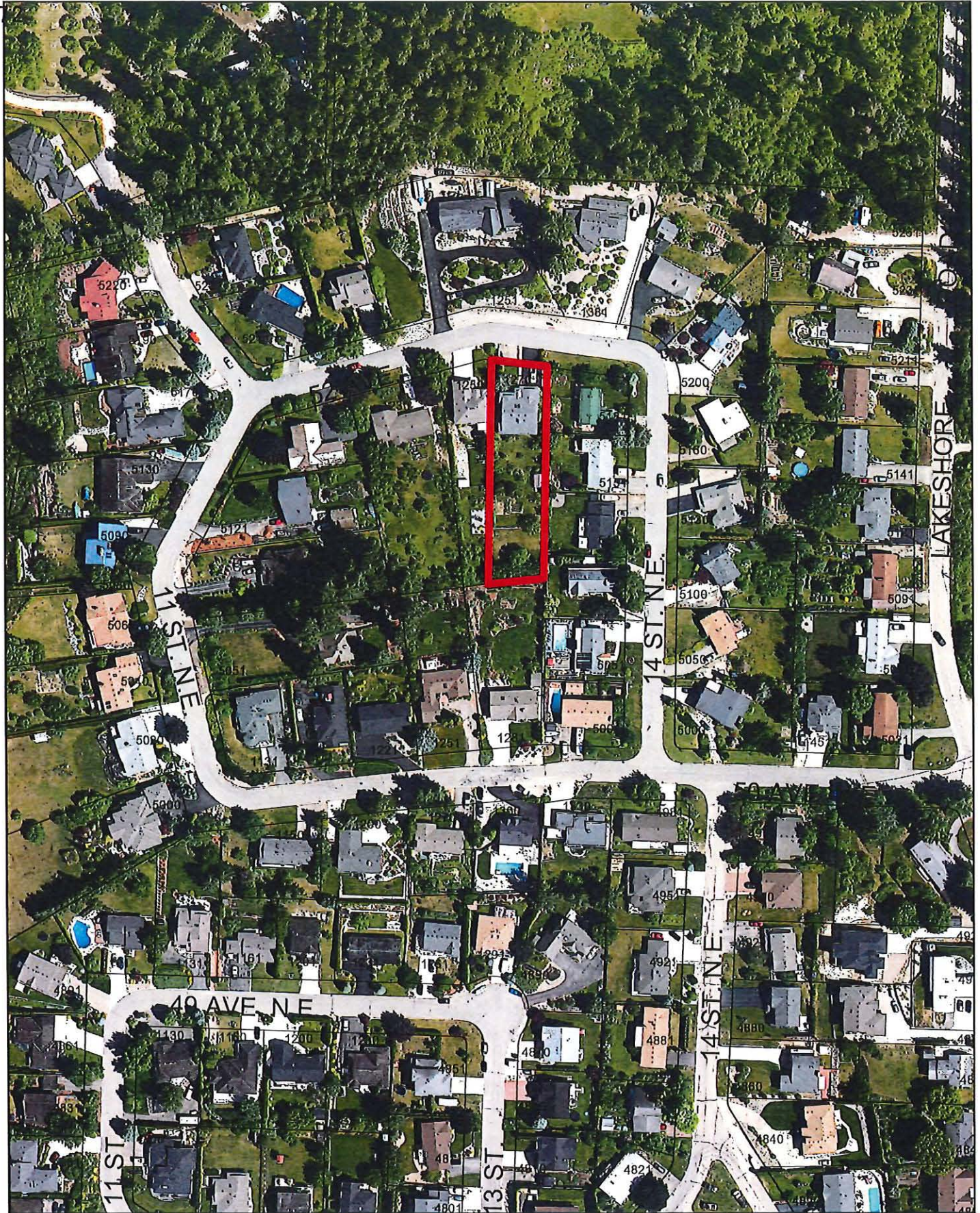
Prepared by: Chris Larson, MCP  
Senior Planner




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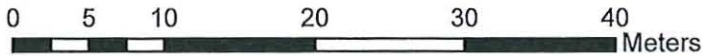
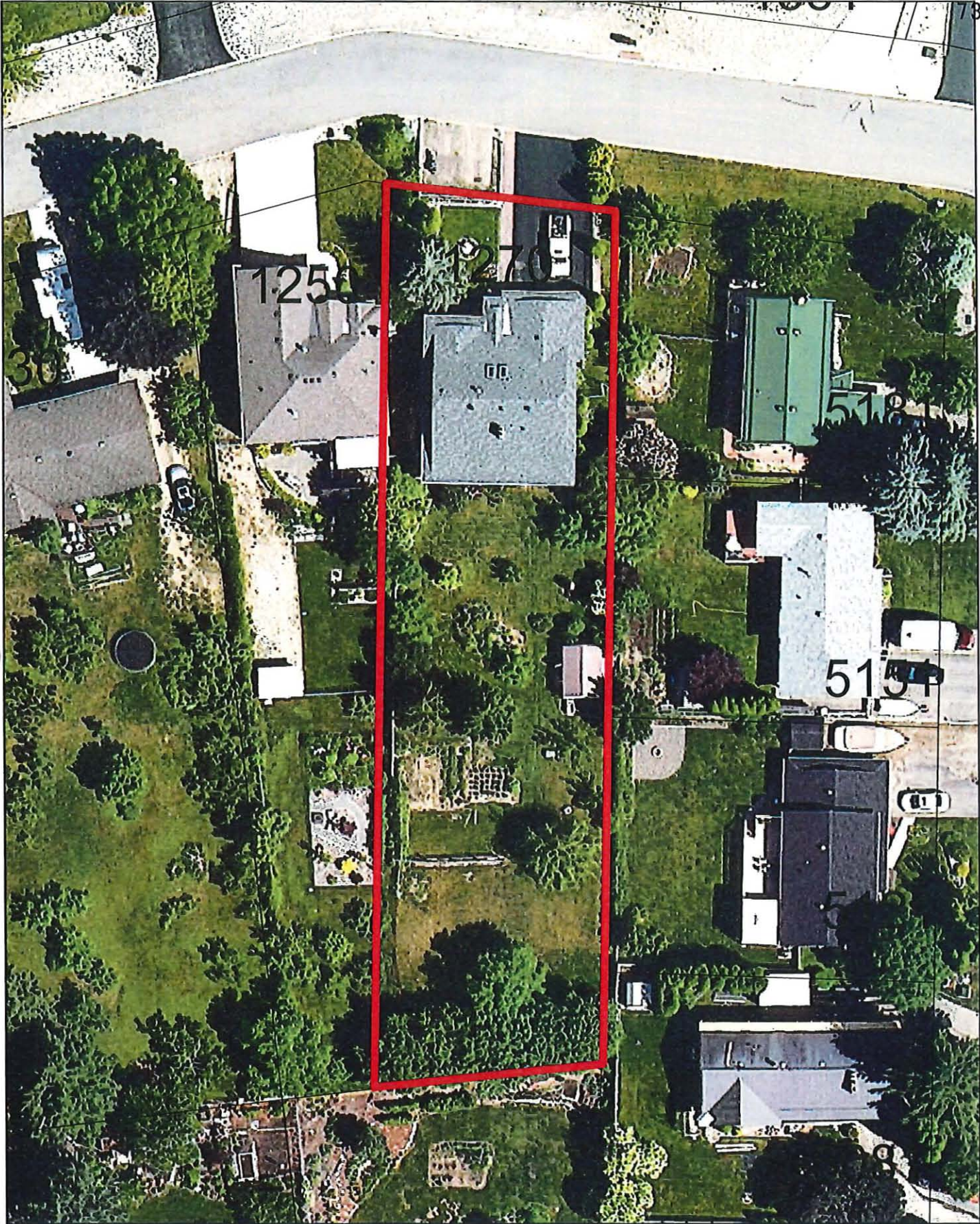
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services






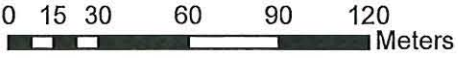
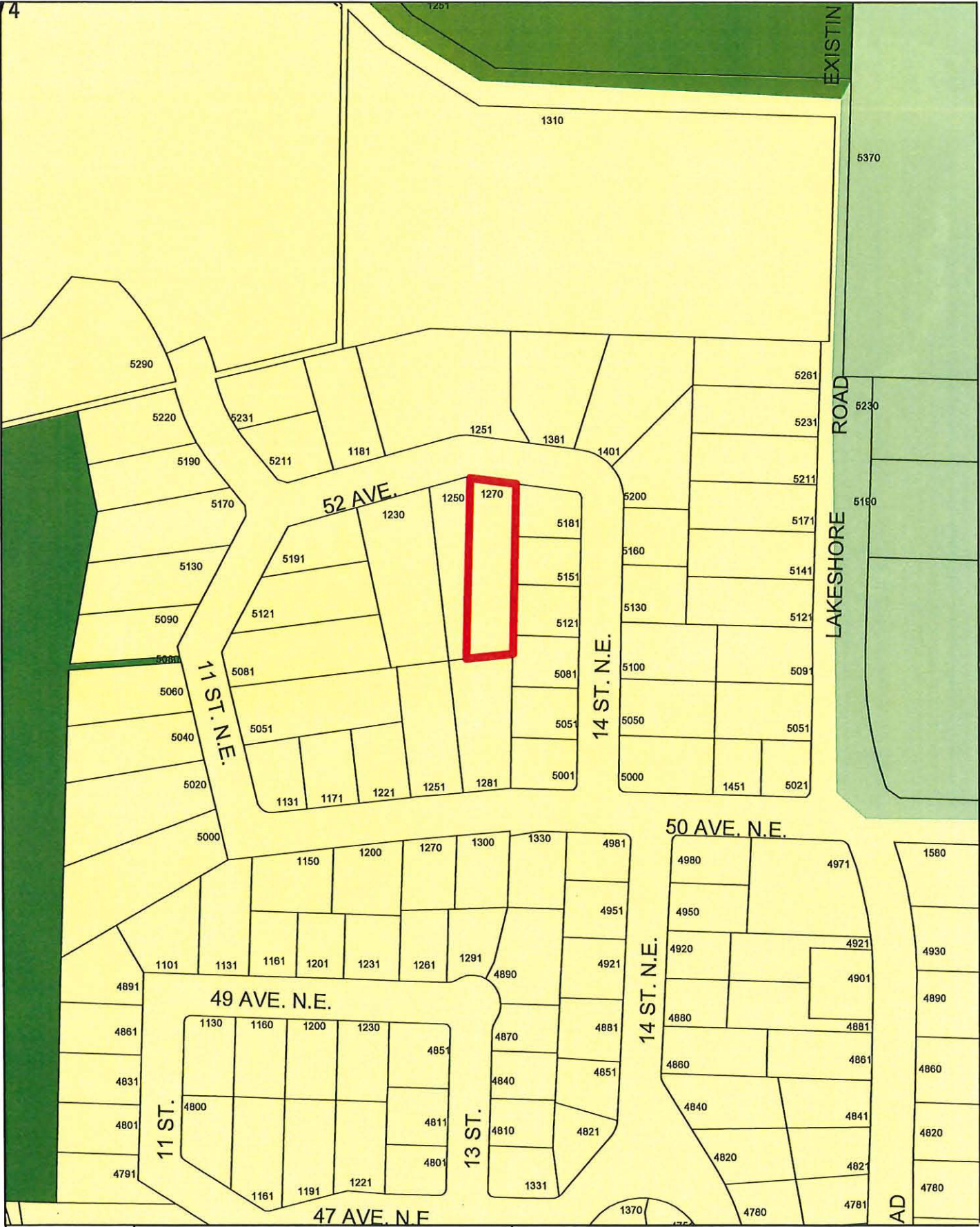
 Subject Parcel







 Subject Parcel

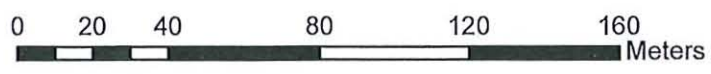
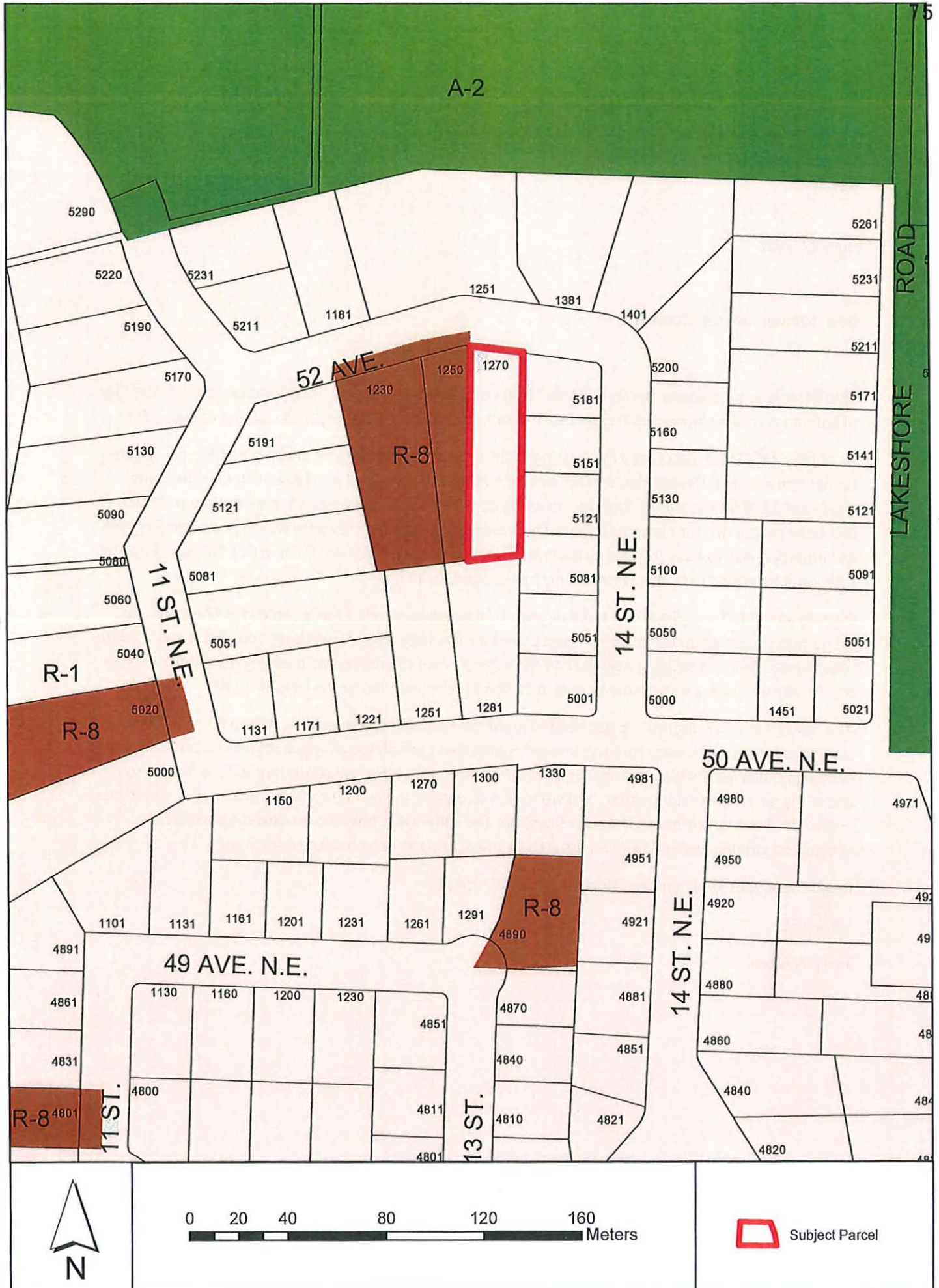




 Subject Parcel

-  Residential Low Density
-  Acreage Reserve
-  Park





 Subject Parcel

Terry Warden  
1270 52 Avenue NE  
Salmon Arm, BC  
V1E 3M7

June 22, 2020

Attn: Salmon Arm City Council

This letter is to accompany my formal submission of a Zoning Amendment Application Form to the City of Salmon Arm Development Services Department, from Zoning Category R1 to Zoning Category R8.

As of May 27<sup>th</sup>, 2019, I accepted the posting of Government Agent for the Ministry of Citizens' Services for Salmon Arm and Revelstoke. On October 16<sup>th</sup>, 2019, my wife and I purchased our current home located at 1270 52 Avenue NE here in Salmon Arm, where there was an existing secondary suite that had been rented out for numerous years. Our assumption was that this suite was in good standing and our intention was to have my elderly parents, Evan and Betty Warden (of Vernon BC), to move into the suite until extended care would eventually be required for them.

On May 21<sup>st</sup>, 2020, I applied for a building permit to upgrade some of the amenities of the suite and found that proper permits had never been pulled for the suite when it was built and that it was now our requirement to meet building permit requirements in order to proceed with having my elderly parents occupy the secondary suite, most importantly, the requirement to rezone from R1 to R8.

As a result, I am now requesting approval to grant the rezoning of my residence from R1 to R8 so that I can move forward this plan, with the understanding that I will oblige all requirements under BC building code and municipal building permit requirements. Our intent is for the secondary suite is for the sole use of my parents and none other, and we intend to occupy the residence for a minimum of 15-20 years as our kids have now entered the school system. The suite will require no modification to current designated parking and will have minimal to no impact on the neighboring residences.

I appreciate your kind consideration for this amendment.

Sincerely,

Terry Warden





View of subject parcel looking southwest from 52 Avenue NE.



View of subject parcel looking southeast from 52 Avenue NE.

## CITY OF SALMON ARM

### BYLAW NO. 4401

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

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

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

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

Rezone Lot 11, Section 36, Township 20, Range 10, W6M, KDYD, Plan 31502, Except Plan KAP54919 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

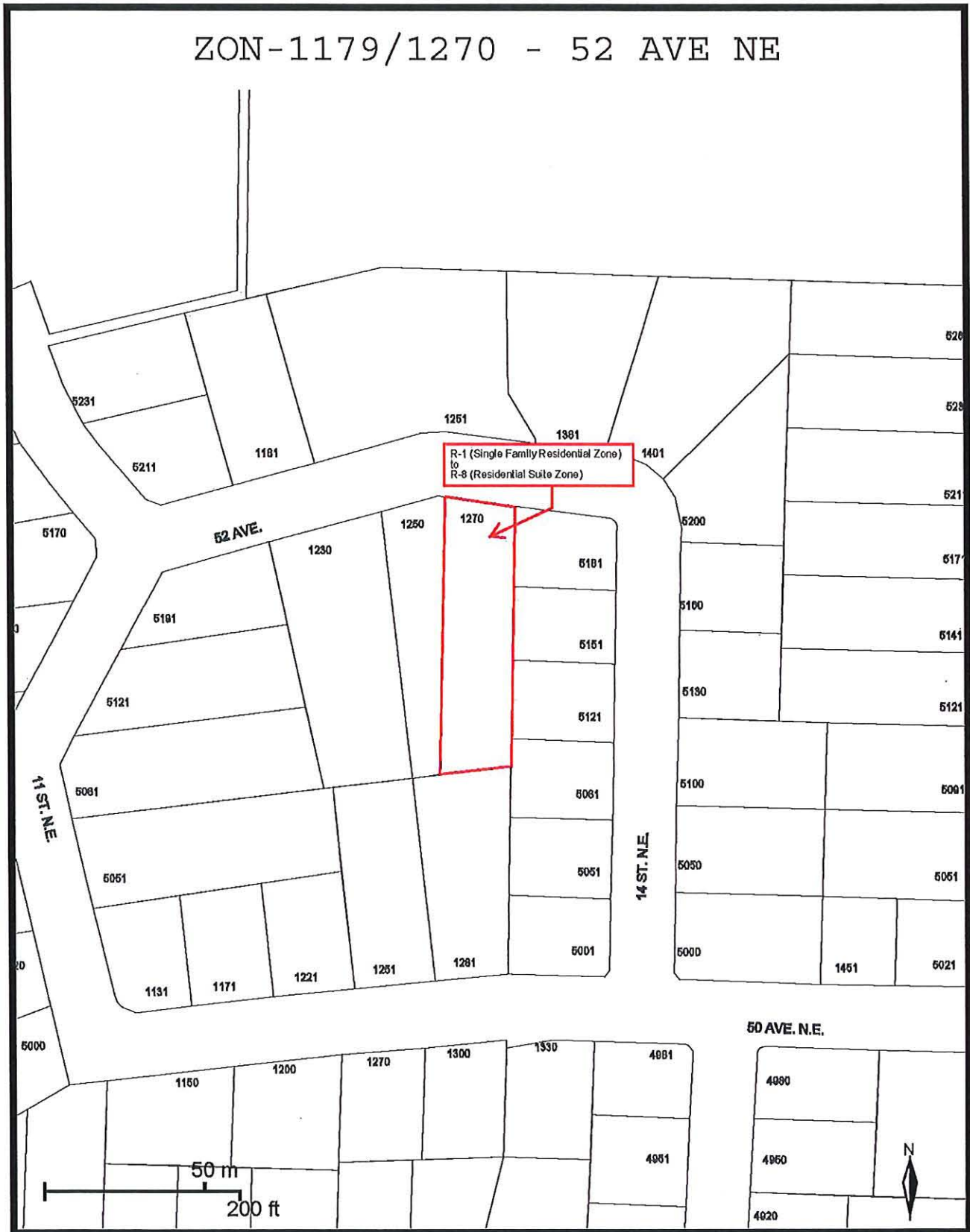
This bylaw may be cited as **“City of Salmon Arm Zoning Amendment Bylaw No. 4401”**

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

\_\_\_\_\_  
MAYOR

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





Item 10.2

## CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4403 be read a first and second time.

[ZON-1180; Beck, S. & S.; 1021 17 Avenue SE; R-1 to R-8]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

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

---

To: His Worship Mayor Harrison and Members of Council

Date: August 07, 2020

Subject: Zoning Bylaw Amendment Application No. 1180

Legal: Lot 16, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP69286

Civic: 1021 – 17 Avenue SE

Owner/Applicant: S. & S. Beck

---

**MOTION FOR CONSIDERATION**

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 16, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP69286 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

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**STAFF RECOMMENDATION**

**THAT:** The Motion for Consideration be adopted.

---

**PROPOSAL**

The subject parcel is located at 1021 – 17 Avenue SE, in the new Byersview Subdivision (Appendix 1 & 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit a secondary suite within a new single family dwelling. Site photos are attached as Appendix 3.

**BACKGROUND**

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

The subject parcel is located at the corner of 10 Street and 17 Avenue SE with an area of 0.109 hectares (.27 acres). There is a covenant registered to the Title of the property restricting access to 10 Street SE; therefore, the house and driveway will face 17 Avenue SE. The south / front parcel line has a width of approximately 32 m. The size and width of the subject property can meet the conditions as specified within the proposed R-8 Zone.

The applicant wishes to construct a new house with a secondary suite on the lower level. Building plans have been submitted, see Appendix 6. The lower level floor plan indicates the proposed suite to be 74.4 m<sup>2</sup> (801 ft<sup>2</sup>) and the site plan shows a double car garage and a driveway with a width of 7.3 m (24 ft). Thus, the size of the suite is within the maximum 90 m<sup>2</sup> (968.8 ft<sup>2</sup>); and, the provision to provide an additional off-street parking stall for the suite can be fulfilled.

Secondary Suites

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

COMMENTSEngineering Department

No concerns.

Building Department

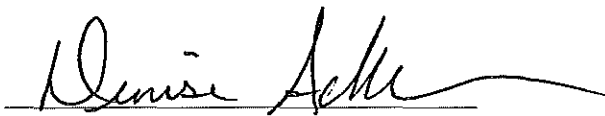
BC Building Code will apply. No concerns with proposed zoning.

Fire Department

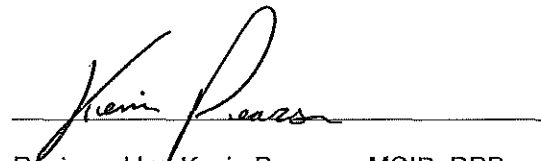
No concerns.

Planning Department

The proposed R-8 zoning is consistent with the OCP; and, the plans provided indicate that the requirements specified in the R-8 Zone can be achieved, including the provision of onsite parking. Therefore, this application is supported by staff. Development of a single family dwelling with a secondary suite requires a building permit and is subject to meeting Zoning Bylaw and BC Building Code regulations.



Prepared by: Denise Ackerman  
Planner, Development Services



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



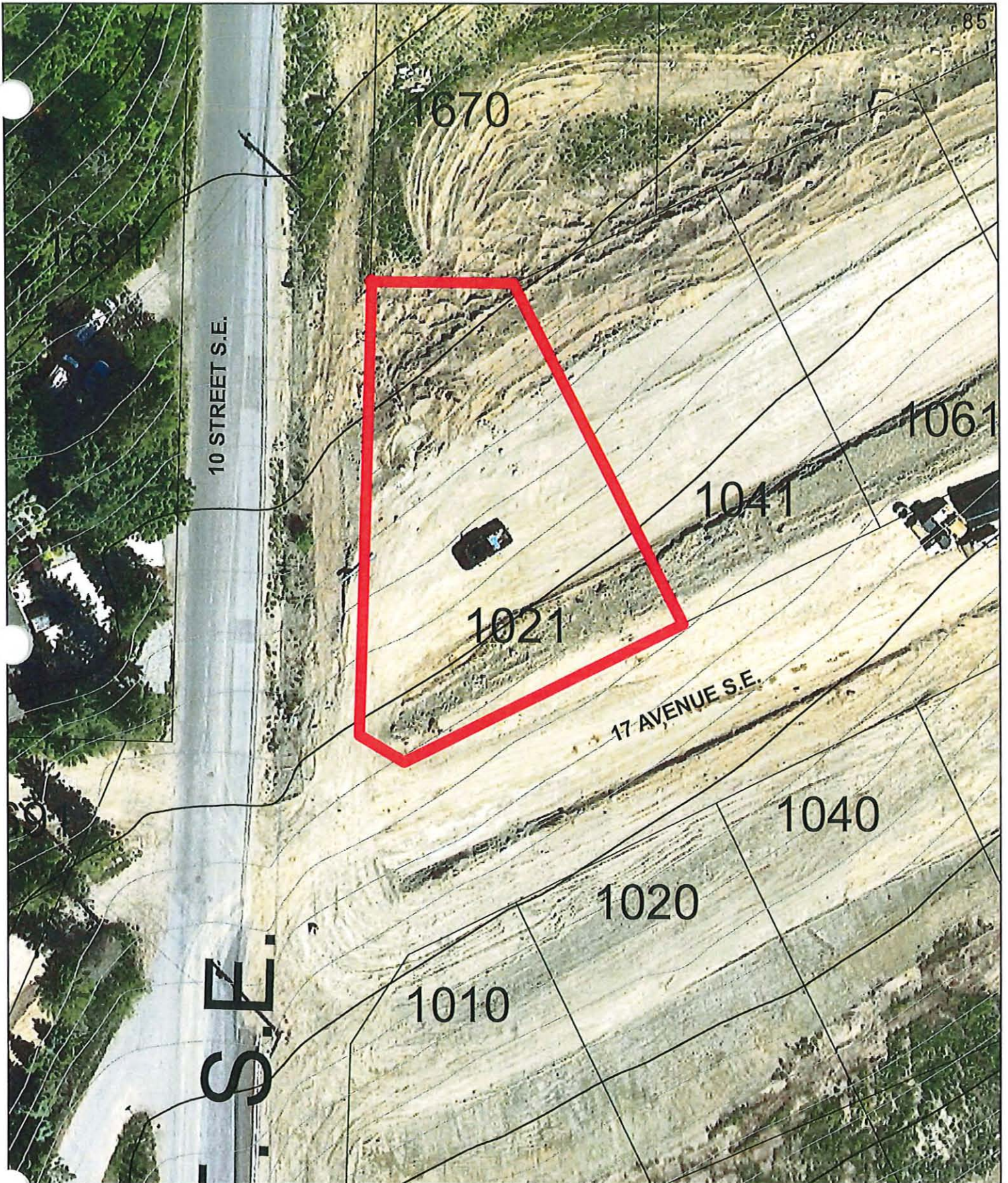


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Meters



Subject Parcel



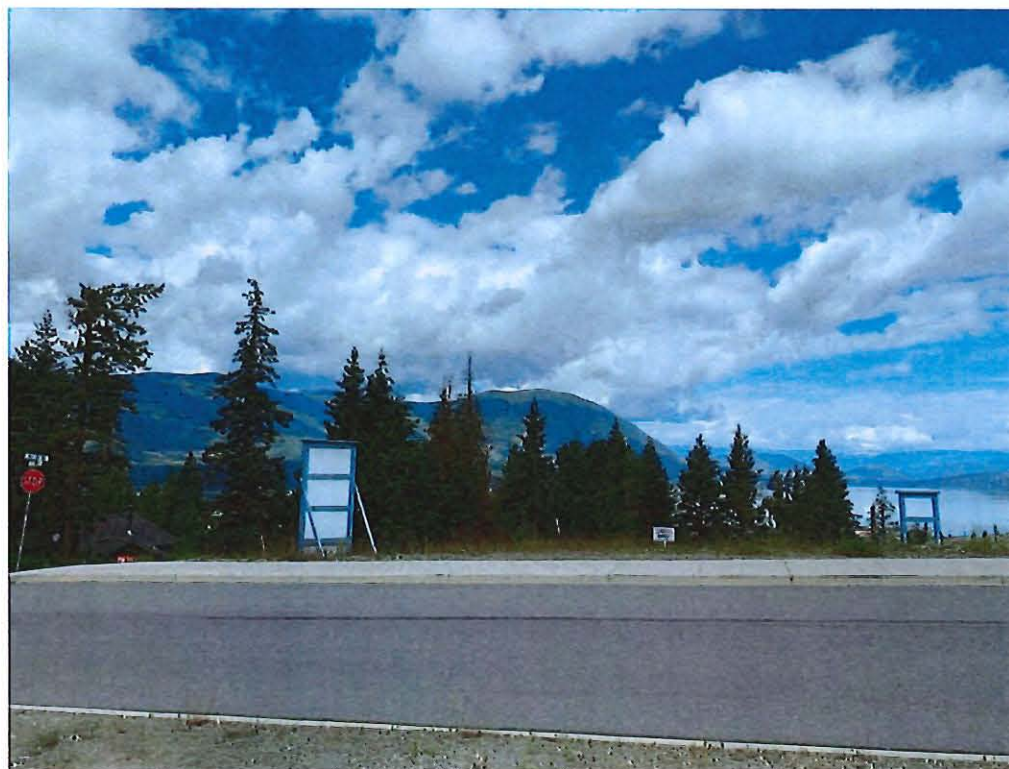


Subject Parcel



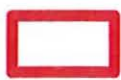
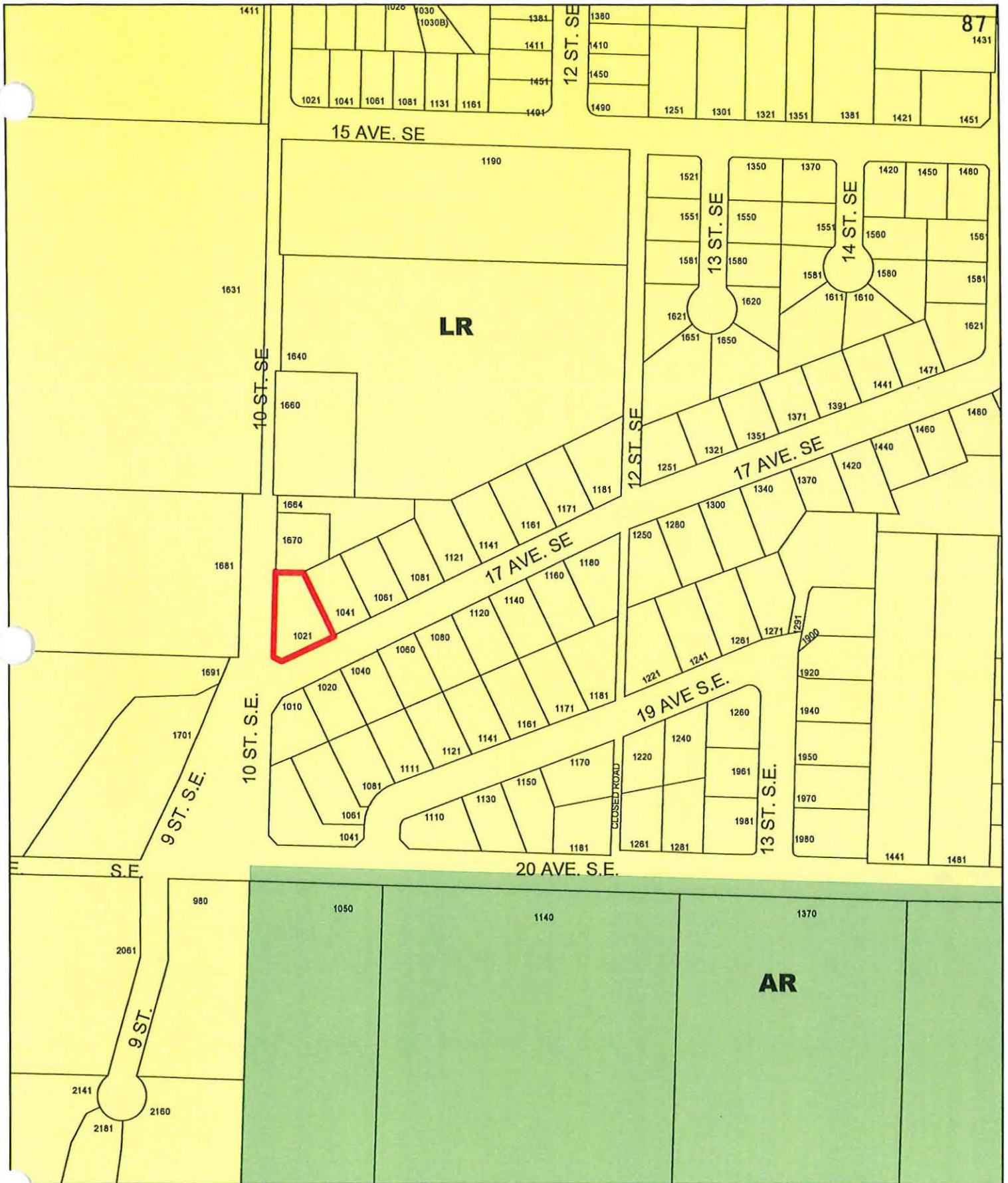


View of subject property looking east.



View of subject property looking northwest.





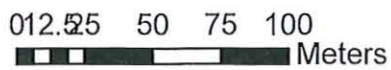
Subject Parcel



LR Low Density Residential

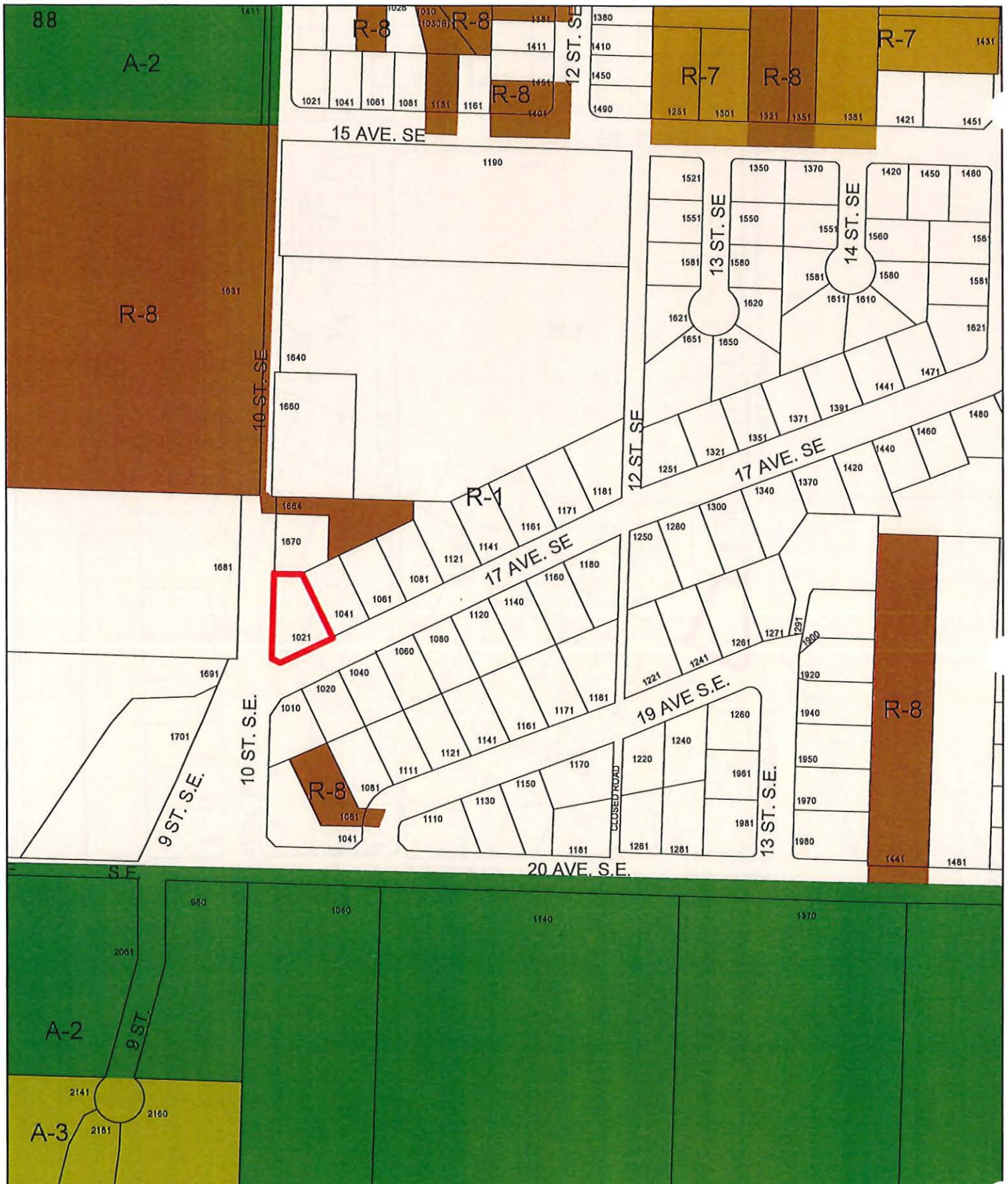










AR Acreage Reserve





APPENDIX 5: Zoning Map



 	 Subject Parcel	 R-1 Single Family Residential	 R-8 Residential Suite
	 A-2 Rural Holding	 A-3 Small Holding	 R-7 Large Lot Single Family Residential









**WINDOW/DOOR LEGEND**  
 PICTURE - P  
 AWNING - A  
 HORIZONTAL SLIDER - SL  
 SINGLE HUNG - SH

SAFE & SOUND INSULATION  
 PLUMB WALL

- FLOOR NOTES**
1. FRAMED EXTERIOR WALLS INCLUDE EXTERIOR SHEATHING.
  2. ALL DIMENSIONS SHOWN ARE TO FRAMING AND DO NOT INCLUDE DRYWALL OR OTHER FINISHES
  3. ALL HEADERS TO BE 3-2X10 IN 2X6 WALLS AND 2-2X10 IN 2X4 WALLS UNLESS NOTED OTHERWISE
  4. ALL DOORS AND WINDOWS FRAMED 4-1/2" FROM ADJACENT WALLS UNLESS NOTED OTHERWISE
  5. ALL DOOR SLABS TRO MEASURE 80" IN HEIGHT UNLESS OTHERWISE NOTED
  6. INDIVIDUAL ROOM AREAS ARE CALCULATED FROM INSIDE OF FRAMING WHEREAS THE OVERALL FLOOR AREA IS CALCULATED TO OUTSIDE EXTERIOR WALLS

NOTE: ALL CONSTRUCTION SHALL CONFORM TO ALL APPLICABLE LOCAL CODES AND BYLAWS. DESIGN OF FOUNDATION AND FOOTINGS TO BE MODIFIED TO SUIT LOCAL SOIL CONDITIONS AS REQUIRED. DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE. THIS DRAWING IS THE PROPERTY OF WOOD CREEK CONSTRUCTION AND MAY BE USED ONLY FOR THE PROJECT FOR WHICH IT IS ISSUED BY THE COMPANY.

NO.	DATE	DESCRIPTION
1	JULY 23, 2020	ISSUE FOR PERMIT
2	JULY 23, 2020	ISSUE FOR PERMIT
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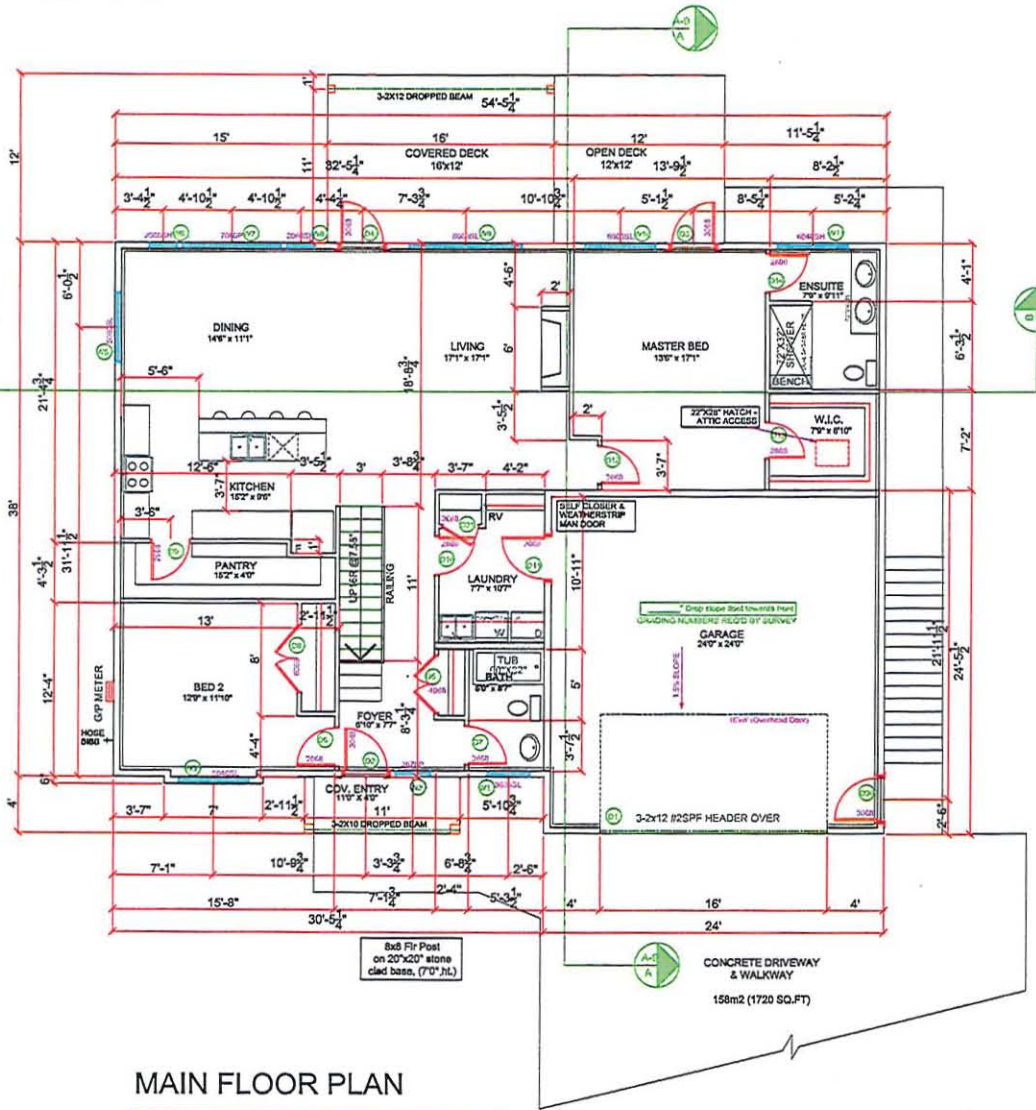


LEGAL DESCRIPTION  
 LOT 16, SEC 12, TP 25, R 16, W34 N010, Plan #092826

CLIENT: BECK  
 PROJECT: MAIN FLOOR PLAN

DATE: JULY 23, 2020  
 SCALE: 1/4"=1'-0"  
 DRAWN BY: PC  
 CHECKED BY: JK

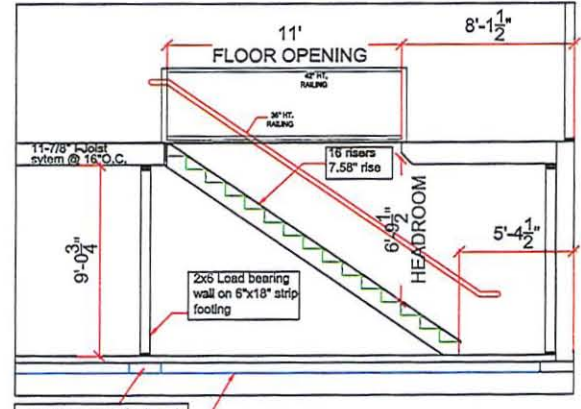
A-3



**MAIN FLOOR PLAN**

1669 SQ. FT.  
 9' Ceilings

Stair Note: 11-1/8" tread with 1" nosing.  
 10-1/8" run, rise as shown, 3/4" plywood kicks,  
 1" OSB Treads, 2x12 stringers.  
 All glued and screwed



**CROSS SECTION - C**

APPENDIX 6: Building Plans



## CITY OF SALMON ARM

### BYLAW NO. 4403

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

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

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

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

Rezone Lot 16, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP69286 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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



5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4403"

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

---

MAYOR

---

CORPORATE OFFICER



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Item 10.3

## CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4413 be read a first, second and third time.

[Water and Sewer Rates]

### 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 18, 2020  
 Subject: Fee for Service Amendment

---

**Recommendation**

That: Bylaw No. 4413 cited as "City of Salmon Arm Fee for Service Amendment Bylaw No. 4413" be given 3 readings.

**Background**

Annual water and sewer user fees have historically been billed in December for the upcoming year. Typically water and sewer user fees are assessed and brought forward to Council with the annual budget presentation in November. However, the 2021 Budget Presentation is not scheduled until January 2021. In order to proceed with the annual billing in December, it is necessary to review the user fees.

It is recommended that that 2021 Budget include a 2% increase and the 2022 Budget include a 2% increase in both Water and Sewer User Fees. It should be noted, however, that the Budgets will not reflect an increase to the Water and Sewer Frontage Taxes.

**Water and Sewer Funds**

As noted above both the Water and Sewer Funds reflect an increase of 2% in 2021 and 2% in 2022 to address increasing costs pertaining to labour, equipment and materials; maintain reserves and adequate annual capital upgrades. The City has been a very good steward regarding user fee increases and as a result they have been infrequent. For the most part increases have been absorbed as a result of development and reducing reserve allocations. The water and sewer rates were last increased in 2020 by 2% and in 2019 by 1.5%.

The impact of the residential water and sewer user fee increase is as follows:

	2020	2021	Difference	2022	Difference
Sewer	\$314.70	\$321.00	\$6.30	\$327.40	\$6.40
Water	\$280.70	\$286.30	\$5.60	\$292.00	\$5.70
	\$595.40	\$607.30	\$11.90	\$619.40	\$12.10
Discount	(\$ 59.54)	(\$ 60.73)	(\$1.19)	(\$ 61.94)	(\$1.21)
Net	\$535.86	\$546.57	\$10.71	\$557.46	\$10.89

The annual increase to a residential user is \$10.71 in 2021 and \$10.89 in 2022.

The proposed increase in users fees will result in new water and sewer revenue of approximately \$51,631 and \$44,507 in 2021 and in 2022, respectively.

For the most part, the Utility Funds are funding approximately one half million dollars in infrastructure upgrades from water/sewer revenues. This reflects that user fees and frontage taxes are not 'only' funding maintenance and debenture payments, but are also contributing to capital infrastructure thus reducing the need to borrow funds for smaller scale upgrades.

As cited in previous reports to Council the use of long term debt and the accumulation of reserves to undertake certain projects is prudent and a combination of both funding mechanisms is a good strategy to maintain a healthy financial foundation. In order to accomplish this, the City must continue to transfer to reserves to ensure sufficient funding is in place. This will also serve to minimize borrowing costs.

Future Water Capital Expenditures

Over the past several years, staff have been reviewing the ages and condition of the City's water mains in conjunction with an Asset Management Plan. Portions of the City's water system are nearing or have surpassed their expected lifespan which may require some large expenditures in renewal/replacement projects in the future.

In conjunction with the City's Water Master Plan and Asset Management plan, some significant future projects of note are listed below:

- Zone 5 Booster Station, estimated cost at \$2 million;
- Trans Canada Highway East (from 20 Ave NE to 50 St NE), replacement cost is estimated at \$1.3 million;
- Foothills Road Watermain – Phase 1, estimated cost at \$507,000.00;
- Zone 2 Reservoir, estimated cost at \$1 million;
- Park Hill Reservoir, estimated cost at \$1.5 million;
- Canoe Zone 1 Secondary Feed, estimated cost at \$900,000.00; and
- 20 Avenue SE Watermain Upgrade, estimated cost at \$800,000.00.

Future Sewer Capital Expenditures

The City completed its Sanitary Sewer Master Plan in 2016, as part of this process a risk evaluation was completed on the City's 125 km of sanitary sewer mains. Findings estimate that 1,200 metres of clay tile pipe will have exceeded its useful life in 2034. In addition, promoted by growth, the City may need to address system capacity constraints resulting in capital upgrades to gravity mains, pump stations and forcemains, etc.

Some significant future projects of note are listed below:

- Water Pollution Control Centre - Stage IV Upgrade, estimated construction cost at \$20 million;
- Foreshore Main - Stage 2 (of 4), estimated construction cost at \$3 million;
- Foreshore Main – Stage 3 (of 4), estimated construction cost at \$3 million; and
- Wharf Street Lift Station (Impellor and pump replacement), estimated cost at \$1.5 million.

Respectfully Submitted,



Tracy Tulak, CPA, CMA  
Acting Chief Financial Officer



2021 and 2022  
WATER RATES

CLASSIFICATION OF PREMISES	EQUIVALENT MONTHLY GALLONAGE	2021		2022	
		MONTHLY CHARGE	ANNUAL CHARGE	MONTHLY CHARGE	ANNUAL CHARGE
<b>1 Dwellings</b>					
a Private Dwellings	8,600	23.86	\$ 286.30	24.33	\$ 292.00
b Apartments & Suites - each	4,300	\$ 11.93	\$ 143.15	\$ 12.17	\$ 146.00
c Boarding or Lodging - per sleeping room	2,900	\$ 7.92	\$ 95.05	\$ 8.08	\$ 96.95
d Residence combined with Corner Store or combined with Office or Business	8,600	\$ 23.86	\$ 286.30	\$ 24.33	\$ 292.00
<b>2 Offices</b>					
a For first 1,000 sq. ft. of floor area	5,700	\$ 15.94	\$ 191.25	\$ 16.25	\$ 195.05
b For each 1,000 sq. ft. or portion thereof	2,900	\$ 7.92	\$ 95.05	\$ 8.08	\$ 96.95
<b>3 Rental Accommodation</b>					
a Hotel - per sleeping room see also Eating Establishments and Liquor Outlets for ancillary services	2,900	\$ 7.92	\$ 95.05	\$ 8.08	\$ 96.95
b Motel, Auto Court, Resort - per unit see also Eating Establishments and Liquor Outlets for ancillary services Trailer Park, Mobile Home Park	2,900	\$ 7.92	\$ 95.05	\$ 8.08	\$ 96.95
c Each occupiable permanent space	5,700	\$ 15.94	\$ 191.25	\$ 16.25	\$ 195.05
d Each occupiable travel trailer space	1,400	\$ 4.00	\$ 48.05	\$ 4.08	\$ 49.00
e Each occupiable tenting space	700	\$ 2.00	\$ 23.95	\$ 2.04	\$ 24.45
<b>4 Stores</b>					
a Barber Shop - per chair	5,700	\$ 15.94	\$ 191.25	\$ 16.25	\$ 195.05
b Beauty Salon and/or Hairdresser - per chair	5,700	\$ 15.94	\$ 191.25	\$ 16.25	\$ 195.05
c Dry Cleaner	21,000	\$ 59.75	\$ 716.95	\$ 60.94	\$ 731.30
d Laundry - other than steam or coin op.	21,000	\$ 59.75	\$ 716.95	\$ 60.94	\$ 731.30
e Coin operated or laundromat per unit	2,900	\$ 7.92	\$ 95.05	\$ 8.08	\$ 96.95
f Steam Lunch Counter or Lunch Service where in conjunction with another use - See Eating Establishments and Liquor Outlets	57,000	\$ 160.21	\$ 1,922.50	\$ 163.41	\$ 1,960.95
g Other - first 1,000 sq. ft. of floor area	2,900	\$ 7.92	\$ 95.05	\$ 8.08	\$ 96.95
h Each 1,000 sq. ft. or portion thereof	1,920	\$ 5.28	\$ 63.40	\$ 5.39	\$ 64.65
<b>5 Eating Establishments and Liquor Outlets</b> Includes Restaurants, Coffee Shop, Dining Rooms Cocktail Lounges, Beer Parlor or Public House and licenced Club Room (minimum of 20 seats taken once for total seating capacity of business)					
a First 20 seats	9,000	\$ 24.95	\$ 299.45	\$ 25.45	\$ 305.45
b Each Additional seat	360	\$ 1.00	\$ 12.00	\$ 1.02	\$ 12.20
c Banquet Room	9,000	\$ 24.95	\$ 299.45	\$ 25.45	\$ 305.45
CLASSIFICATION OF PREMISES	EQUIVALENT MONTHLY GALLONAGE	2021 MONTHLY CHARGE	2021 ANNUAL CHARGE	2022 MONTHLY CHARGE	2022 ANNUAL CHARGE
<b>6 Other Commercial Premises</b>					
a Bowling Alley - per alley	700	\$ 2.00	\$ 23.95	\$ 2.04	\$ 24.45
b Bowling Green - per green	2,900	\$ 7.92	\$ 95.05	\$ 8.08	\$ 96.95
c Bus Depot	13,000	\$ 35.52	\$ 426.20	\$ 36.23	\$ 434.70
d Car Wash - first bay (minimum charge)	36,000	\$ 98.83	\$ 1,185.90	\$ 100.80	\$ 1,209.60
e Each additional bay	6,000	\$ 16.48	\$ 197.80	\$ 16.81	\$ 201.75
f Commercial Farm	21,000	\$ 59.75	\$ 716.95	\$ 60.94	\$ 731.30
g Commercial Workshop - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 7.92	\$ 95.05	\$ 8.08	\$ 96.95
h Fruit Stand	14,000	\$ 39.53	\$ 474.35	\$ 40.32	\$ 483.85
i Funeral Parlour - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 7.92	\$ 95.05	\$ 8.08	\$ 96.95
j Garage or Service Station or Keylock					



**2021 and 2022  
WATER RATES**

4 No complaint of an error in any charge for water rates or charges shall be considered and no adjustment of any such error shall be made after a period of one year has elapsed since the end of the period for which such water rates or charges were made. After the termination of this period, all such water rates or charges shall be deemed to have been properly and correctly made.

5 All meters are owned by the City. They will be supplied for installation for the fee as set out in the bylaw. Installation of the meter is the responsibility of the property owner and must be done in such a manner as to meet all City standards and specifications. Meter installations shall be located in a convenient and safe place, readily accessible for meter readings, inspection, repair or removal.

6 Meters will be tested upon request, provided that a fee is paid in advance. Such fee is to be refunded if the meter is found to be registering incorrectly, otherwise the fee shall become the property of the City.

7 The City shall maintain and repair all meters which are the property of the City, but where replacements or repairs, except through ordinary wear, or rendered necessary by the acts, neglect or carelessness of the owner or occupant of any premise, any expense caused to the City shall be chargeable to and paid by the owner of such premise.

8 The use of bypasses is strictly prohibited without prior approval of the City of Salmon Arm. Anyone using a bypass without authorization is subject to fines and penalties as set out in Section 27 of By-Law No. 1274 - Regulation of Waterworks.

**ALL WATER USBR RATES ARE GST EXEMPT**



BYLAW NO. 4413

**2021 and 2022  
WATER RATES**

SCHEDULE "C"

CLASSIFICATION OF PREMISES	EQUIVALENT MONTHLY GALLONAGE	2021		2022	
		MONTHLY CHARGE	ANNUAL CHARGE	MONTHLY CHARGE	ANNUAL CHARGE
<b>1 Dwellings</b>					
a Private Dwellings	8,600	\$ 26.75	\$ 321.00	\$ 27.28	\$ 327.40
b Apartments & Suites - each	4,300	\$ 13.37	\$ 160.45	\$ 13.64	\$ 163.65
c Boarding or Lodging - per sleeping room	2,900	\$ 8.97	\$ 107.65	\$ 9.15	\$ 109.80
d Residence combined with Corner Store or combined with Office or Business	8,600	\$ 26.75	\$ 321.00	\$ 27.28	\$ 327.40
<b>2 Offices</b>					
a For first 1,000 sq. ft. of floor area	5,700	\$ 17.86	\$ 214.35	\$ 18.22	\$ 218.60
b For each 1,000 sq. ft. or portion thereof	2,900	\$ 8.97	\$ 107.65	\$ 9.15	\$ 109.80
<b>3 Rental Accommodation</b>					
a Hotel - per sleeping room see also Eating Establishments and Liquor Outlets for ancillary services	2,900	\$ 8.97	\$ 107.65	\$ 9.15	\$ 109.80
b Motel, Auto Court, Resort - per unit see also Eating Establishments and Liquor Outlets for ancillary services Trailer Park, Mobile Home Park	2,900	\$ 8.97	\$ 107.65	\$ 9.15	\$ 109.80
c Each occupiable permanent space	5,700	\$ 17.86	\$ 214.35	\$ 18.22	\$ 218.60
d Each occupiable travel trailer space	1,400	\$ 4.40	\$ 52.75	\$ 4.48	\$ 53.80
e Each occupiable tenting space	700	\$ 2.20	\$ 26.35	\$ 2.24	\$ 26.85
<b>4 Stores</b>					
a Barber Shop - per chair	5,700	\$ 17.86	\$ 214.35	\$ 18.22	\$ 218.60
b Beauty Salon and/or Hairdresser - per chair	5,700	\$ 17.86	\$ 214.35	\$ 18.22	\$ 218.60
c Dry Cleaner	21,000	\$ 66.70	\$ 800.40	\$ 68.03	\$ 816.40
d Laundry - other than steam or coin op.	21,000	\$ 66.70	\$ 800.40	\$ 68.03	\$ 816.40
e Coin operated or laundromat per unit	2,900	\$ 8.97	\$ 107.65	\$ 9.15	\$ 109.80
f Steam Lunch Counter or Lunch Service where in conjunction with another use - See Eating Establishments and Liquor Outlets	57,000	\$ 178.38	\$ 2,140.50	\$ 181.94	\$ 2,183.30
g Other - first 1,000 sq. ft. of floor area	2,900	\$ 8.97	\$ 107.65	\$ 9.15	\$ 109.80
h Each 1,000 sq. ft. or portion thereof	1,920	\$ 5.89	\$ 70.70	\$ 6.01	\$ 72.10
<b>5 Eating Establishments and Liquor Outlets</b>					
Includes Restaurants, Coffee Shop, Dining Rooms Cocktail Lounges, Beer Parlor or Public House and licenced Club Room (minimum of 20 seats taken once for total seating capacity of business)					
a First 20 seats	9,000	\$ 27.71	\$ 332.55	\$ 28.27	\$ 339.20
b Each Additional seat	360	\$ 1.05	\$ 12.55	\$ 1.07	\$ 12.80
c Banquet Room	9,000	\$ 27.71	\$ 332.55	\$ 28.27	\$ 339.20
CLASSIFICATION OF PREMISES	EQUIVALENT MONTHLY GALLONAGE	2021 MONTHLY CHARGE	2021 ANNUAL CHARGE	2022 MONTHLY CHARGE	2022 ANNUAL CHARGE
<b>6 Other Commercial Premises</b>					
a Bowling Alley - per alley	700	\$ 2.20	\$ 26.35	\$ 2.24	\$ 26.85
b Bowling Green - per green	2,900	\$ 8.97	\$ 107.65	\$ 9.15	\$ 109.80
c Bus Depot	13,000	\$ 40.13	\$ 481.55	\$ 40.93	\$ 491.15
d Car Wash - first bay (minimum charge)	36,000	\$ 111.23	\$ 1,334.75	\$ 113.45	\$ 1,361.45
e Each additional bay	6,000	\$ 18.56	\$ 222.75	\$ 18.93	\$ 227.20
f Commercial Farm	21,000	\$ 66.70	\$ 800.40	\$ 68.03	\$ 816.40
g Commercial Workshop - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 8.97	\$ 107.65	\$ 9.15	\$ 109.80
h Fruit Stand	14,000	\$ 44.61	\$ 535.35	\$ 45.50	\$ 546.05
i Funeral Parlour - for each 1,000 sq. ft.					

2021 and 2022  
WATER RATES

	of floor area or any portion thereof	2,900	\$ 8.97	\$ 107.65	\$ 9.15	\$ 109.80
	Garage or Service Station or Keylock					
j	Station - first bay (minimum charge)	8,600	\$ 26.49	\$ 317.85	\$ 27.02	\$ 324.20
k	Each additional bay	1,400	\$ 4.40	\$ 52.75	\$ 4.48	\$ 53.80
l	Theatre	14,000	\$ 44.61	\$ 535.35	\$ 45.50	\$ 546.05
m	Warehouse - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 8.97	\$ 107.65	\$ 9.15	\$ 109.80
n	Other - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 8.97	\$ 107.65	\$ 9.15	\$ 109.80
7	<b>Industrial Premises</b>					
a	Abattoir	21,000	\$ 66.70	\$ 800.40	\$ 68.03	\$ 816.40
d	Stockyard - per acre	4,300	\$ 13.37	\$ 160.45	\$ 13.64	\$ 163.65
e	Other - for each 1,000 sq. ft. of floor area	2,900	\$ 8.97	\$ 107.65	\$ 9.15	\$ 109.80
8	<b>Public, Institutional and Non-Commercial Premises</b>					
a	Church	5,700	\$ 17.86	\$ 214.35	\$ 18.22	\$ 218.60
	Club Room Licenced (see Eating Establishments and Liquor Outlets)					
b	Club Rooms - Unlicenced	5,700	\$ 17.86	\$ 214.35	\$ 18.22	\$ 218.60
c	Court House	13,000	\$ 40.13	\$ 481.55	\$ 40.93	\$ 491.15
d	Curling Rink, Skating Rink, Arena	28,500	\$ 89.23	\$ 1,070.75	\$ 91.01	\$ 1,092.15
e	Meeting Hall, Public Hall	5,700	\$ 17.86	\$ 214.35	\$ 18.22	\$ 218.60
f	Fall Fair Grounds (Annually)		\$ 88.88	\$ 1,066.55	\$ 90.65	\$ 1,087.85
9	<b>Schools and Hospitals</b>					
a	Hospital, per patient bed	8,600	\$ 26.75	\$ 321.00	\$ 27.28	\$ 327.40
b	School, per classroom	8,600	\$ 26.75	\$ 321.00	\$ 27.28	\$ 327.40

**SEWER ON METERED WATER PROPERTIES**

Sewer rates applicable to all metered water users that have a sewer connection within the City of Salmon Arm

The user rate is a combination of A and B

**A Base Rate (Based on connection size)**

	2021	2022
4 inch	\$ 27.40	\$ 27.95
6 inch	\$ 100.30	\$ 102.30
8 inch	\$ 140.45	\$ 143.25

Larger connections - Base rate to be determined by Council

**B Per gallon charge (Based on metered water)**

	2021	2022
First 80,000 gallons	\$2.75 per 1000 gals or part thereof	\$2.92 per 1000 gals or part thereof
Next 80,000 gallons	\$2.99 per 1000 gals or part thereof	\$3.18 per 1000 gals or part thereof
Next 80,000 gallons	\$3.27 per 1000 gals or part thereof	\$3.47 per 1000 gals or part thereof
Next 80,000 gallons	\$3.56 per 1000 gals or part thereof	\$3.78 per 1000 gals or part thereof
Next 80,000 gallons	\$3.98 per 1000 gals or part thereof	\$4.22 per 1000 gals or part thereof
All over 400,000 gallons	\$4.42 per 1000 gals or part thereof	\$4.69 per 1000 gals or part thereof

**Notes:**

- 1 Rates will be billed bi-monthly and are subject to the same penalty dates and provisions as the metered water billings.
- 2 No complaint of an error in any charge for sewer rates or charges shall be considered and no adjustment of any such error shall be made after a period of one year has elapsed since the end of the period for which such sewer rates or charges were made. After the termination of this period, all such sewer charges shall be deemed to have been properly and correctly made.
- 3 Property owners wishing to qualify for an irrigation credit must install a secondary meter to record water used for irrigation. Water gallonage that is subject to sewer charges will be calculated by deducting consumption at the secondary meter from that at the primary meter.

**ALL SEWER USER RATES ARE GST EXEMPT**

Item 11.1

## CITY OF SALMON ARM

Date: August 24, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Council Procedure Amendment Bylaw No. 4408 be read a final time.

### Vote Record

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

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





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TO: His Worship Mayor Harrison and Members of Council

DATE: August 4, 2020

SUBJECT: Amendment to Council Procedure Bylaw No. 4276 – Electronic Meetings

---

**RECOMMENDATION:**

**THAT:** the bylaw entitled City of Salmon Arm Council Procedure Amendment Bylaw No. 4408, be read a first, second and third time;

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

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**BACKGROUND:**

During the COVID-19 pandemic, Ministerial Orders have made it easier for elected officials to meet through electronic mediums so that local governments can continue to conduct their day-to-day business while following physical distancing guidelines.

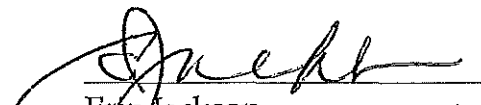
City of Salmon Arm Council Procedure Bylaw No. 4276 presently allows for the electronic participation of not more than two (2) members of Council at a Regular or Special Council Meeting due to other commitments. It also limits the number of Committee Members who may participate electronically to not more than two (2). This was largely due to the capacity of the phone system that integrates with the City's Council Chamber and large boardroom. During the pandemic, however, we have moved to using the GoToMeeting platform which can accommodate up to 250 participants.

At present, three (3) members of Council and at least two (2) staff members are regularly attending meetings online to allow for adequate distancing. It is anticipated that the current guidelines will remain in place for some time, therefore, staff recommend amending the bylaw to increase the number of Council members who may participate remotely and permit entire committees to meet remotely when they resume in the fall. These measures will ensure that the City can continue to conduct business in accordance with the Provincial Health Officer's guidelines.

In addition, it would be appropriate to add 'extenuating circumstances' to the reasons why members may attend electronically as 'other commitments' does not allow for electronic attendance for health and safety reasons.

It is recommended that Council Procedure Amendment Bylaw No. 4408 be given three readings. Staff will then conduct the required public notice (in accordance with Section 94 of the Community Charter) prior to bringing it back for adoption.

Respectfully submitted,



---

Erin Jackson

Director of Corporate Services

## CITY OF SALMON ARM

BYLAW NO. 4408

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

---

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

AND WHEREAS Council has adopted Procedure Bylaw No. 4276;

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

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

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

Section 6 - Electronic Meetings

(1)(b)(ii) the member is unable to attend because of extenuating circumstances/other commitments.

(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).

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

**CITY OF SALMON ARM**

**BYLAW NO. 4408**

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

---

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4. EFFECTIVE DATE

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



5. CITATION

This bylaw may be cited as **"City of Salmon Arm Council Procedure Amendment Bylaw No. 4408"**

READ A FIRST TIME THIS	10	DAY OF	August	2020
READ A SECOND TIME THIS	10	DAY OF	August	2020
READ A THIRD TIME THIS	10	DAY OF	August	2020
ADOPTED BY COUNCIL THIS		DAY OF		2020

---

MAYOR

---

CORPORATE OFFICER

**INFORMATIONAL CORRESPONDENCE - AUGUST 24, 2020**

- |     |  |   |
|-----|--|---|
| 1.  | B. Weicker – letter and petition dated August 6, 2020 – Public Safety on 10 <sup>th</sup> Avenue SE – 400 Block thru 600 Block                   | A |
| 2.  | L. Prosser – email dated August 9, 2020 – Please help animals in our community   | A |
| 3.  | D. Martinuk – email dated August 16, 2020 – Ban the use of rodenticides please   | A |
| 4.  | E. Frost – email dated August 16, 2020 – Please help animals in our community  | A |
| 5.  | S. Jagt – email dated August 16, 2020 – Ban the use of rodenticides please   | A |
| 6.  | C. Meakes – email dated August 17, 2020 – Rat poison kills wildlife  | A |
| 7.  | W. Bell – email dated August 19, 2020 – Animals are important to me  | A |
| 8.  | E. Shipmaker – email dated August 17, 2020 – Lemonade stand for cross walk   | A |
| 9.  | S. Hecker, Manager of Wellness Programs & Innovation, CMHA – Shuswap/Revelstoke – email dated August 14, 2020 – CMHA Event                       | A |
| 10. | Interior Health Authority – letter dated August 14, 2020 – Repurposing Public Space for Cycling and Walking in Response to the COVID-19 Pandemic | N |
| 11. | Interior Health Authority – monthly newsletter dated August 2020 – Health Communities  | N |
| 12. | S. Lowry, Salmon Arm Citizens Patrol – email dated August 15, 2020 – SACP Resumption of Services   | N |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

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Item 14.1

**CITY OF SALMON ARM**Date: August 24, 2020**Presentation 4:00 p.m. (approximately)**

**NAME:** Libby Jay Chisholm, Project Coordinator, Secwépemc Landmarks, Shuswap Trail Alliance

**TOPIC:** Secwépemc Landmark and Trail Sign Project

**Vote Record**

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

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



## Secwépemc Landmark and Trail Sign Project

Salmon Arm City Council

Re: Approval Request for Sxwesmélłp Landmark installation at Salmon Arm Marine Peace Park

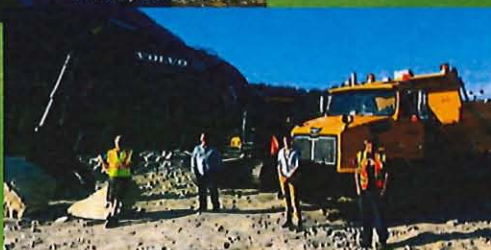


- Adams Lake Band Councillor Shelley Witzky, B.A.
- Libby Jay Chisholm, M.A. (Candidate), Project Coordinator
- Jacob "Sutra" Brett, Technical Lead

## Project Updates



- Heritage Legacy Fund \$10,000
- 5 Meetings with Secwépemc Lakes Elders Advisory Group
  - Place names verification
  - Sculpture location and design verification
  - Direction for metalwork imagery
- Artist Designs for Sxwesmélłp Monument





# Sxwesméllp Landmark



Photo by Jacob Sutra Brett.



Photo by Jacob Sutra Brett.

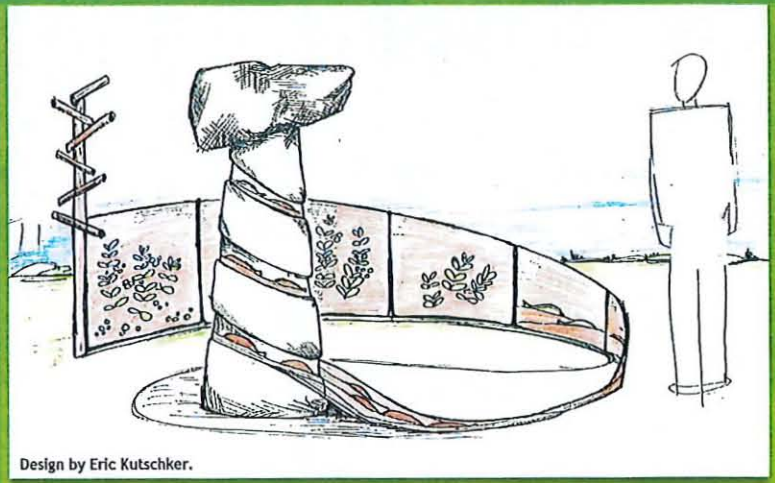


Photo by Jacob Sutra Brett.

- Secwépemc Lakes Elders Advisory Group Approval of Design on 22 July 2020
- Briefing Note with Design to four local Secwepemc Bands

## Sxwesméllp Landmark Design (Front View)

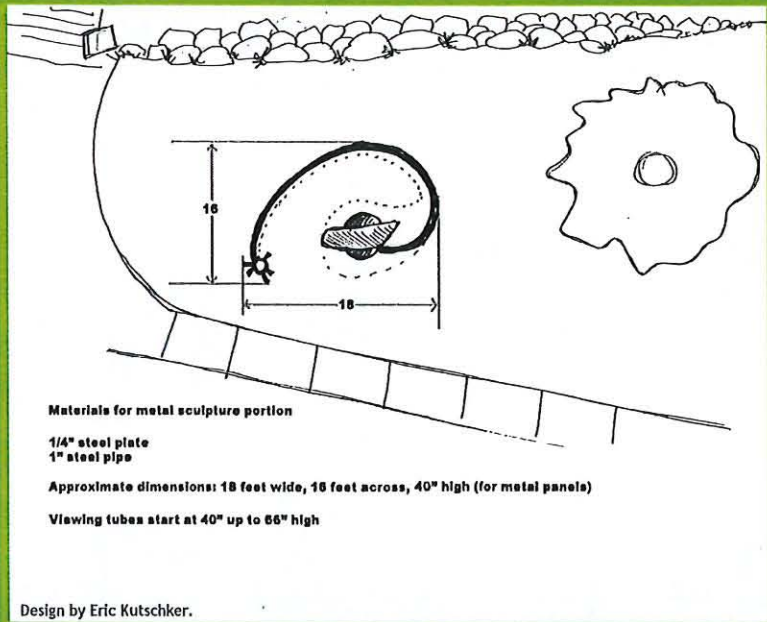
- Draft Design by Eric Kutschker of the collaboration between Eric and Secwepemc rock sculptors Rod Tomma and Tilkotmes Tomma



Design by Eric Kutschker.



## Sxwesméllp Landmark Design (Overhead View)



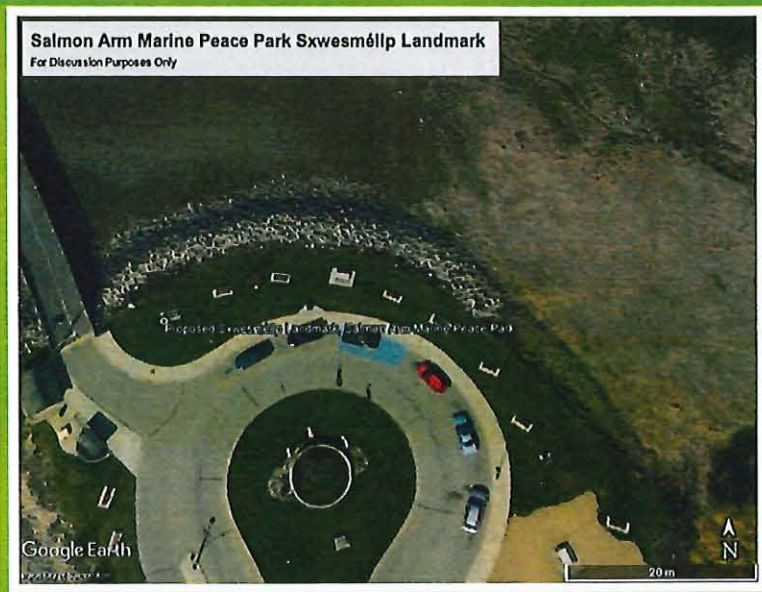
## Sxwesméllp Landmark Design (Map Location)

### Onsite Engineering (Geotech)

- Relevant background information survey (geology mapping and reports)
- Site review (machine-dug test pits)
- Recommendations for foundation construction (bearing capacity, backfill requirements, structural fill requirements)
- Field review to confirm foundation construction requirements have been met

### Syme Structural Engineering

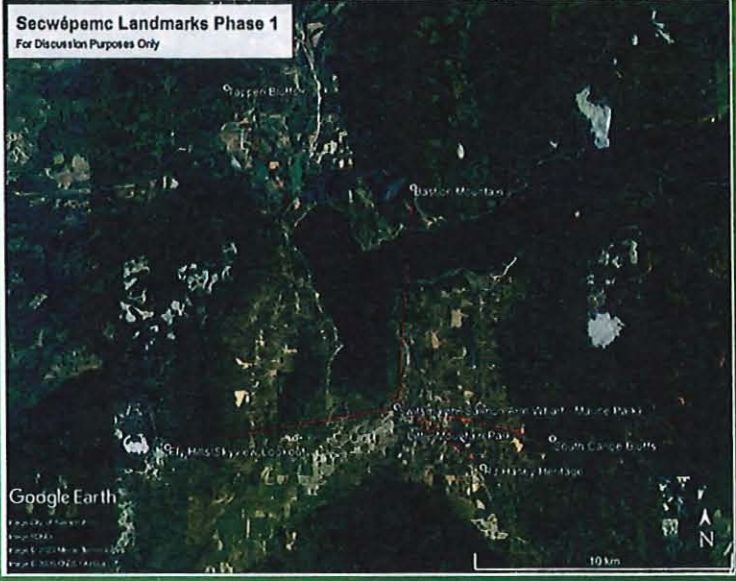
- Design and inspections for engineered foundations





# Sentinel Landmarks (Metalwork designs)

Sculpture Location	Landmark (& Storyboard)	Metalwork Designs
Salmon Arm Marine Peace Park	Main	Salmon, soopolallie
Little Mountain	Sentinel	Turtles, tule, bulrush
RJ Haney Heritage Village	Sentinel	Bulrush, tule, trout, berries



Kukwstsemc (Thank You) for your time

*The Secwépmc Landmarks partners gratefully acknowledge the financial support of the Province of British Columbia, the three Secwépmc Bands: Adams Lake Indian Band, Neskonlith, and Splatshin, Shuswap Tourism, the Shuswap Trail Alliance, and the City of Salmon Arm.*



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Item 17.1

## CITY OF SALMON ARM

Date: August 24, 2020

### Notice of Motion

Councillor Lavery - Active Transportation Plan: Let's Move Salmon Arm  
*(to be considered during the 2021 Budget Meeting)*

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 \$20,000 to establish an Active Transportation reserve in the 2020 budget year;

THEREFORE BE IT RESOLVED THAT a further Twenty Thousand dollars (\$20,000) be allocated to that reserve in the 2021 budget to leverage potential Active Transportation funding opportunities from other levels of government and for funding 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 17.2

## CITY OF SALMON ARM

Date: August 24, 2020

### Notice of Motion

Councillor Lavery - Food and Urban Agricultural Plan: Let's Grow Salmon Arm  
*(to be considered during the 2021 Budget Meeting)*

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 allocated \$5,000 to establish and Food & Ag reserve in the 2020 budget year:

THEREFORE BE IT RESOLVED THAT a further \$7,500 be allocated to that reserve in the 2021 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 17.3

## CITY OF SALMON ARM

Date: August 24, 2020

### Notice of Motion

#### Councillor Lavery - Affordable Housing Reserve *(to be considered during the 2021 Budget Meeting)*

WHEREAS incentivizing attainable housing options across the full housing spectrum and obtaining future affordable housing grants will likely depend on further financial contributions from the City;

AND WHEREAS a Salmon Arm Community Housing Strategy that will highlight policy and financial options for sustainable funding of affordable housing will be developed shortly;

THEREFORE BE IT RESOLVED THAT Council add \$100,000 to the Affordable Housing Reserve in the 2021 fall budget process.

#### Vote Record

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

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

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Item 21.

**CITY OF SALMON ARM**

Date: August 24, 2020

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting of August 24, 2020, be adjourned.

**Vote Record**

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

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



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