



AGENDA

**City of Salmon Arm
Regular Council Meeting**

**Monday, March 27, 2023
1:30 p.m.**

[Public Session Begins at 2:30 p.m.]
**Council Chambers of City Hall
500 – 2 Avenue NE
Salmon Arm, BC**

Electronic Meeting Link: <https://meet.goto.com/931301501>
Phone Access: Canada: +1(647) 497-9373 / Access Code: 931-301-501

Page #	Item #	Description
	1.	CALL TO ORDER
1 - 2	2.	IN-CAMERA SESSION
	3.	ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	ADOPTION OF AGENDA
	5.	DISCLOSURE OF INTEREST
	6.	CONFIRMATION OF MINUTES
3 - 20	1.	Regular Council Meeting Minutes of March 13, 2023
21 - 28	2.	Parcel Tax Roll Review Panel Meeting Minutes of March 13, 2023: <ul style="list-style-type: none"> • Water and Sewer Frontage • 73 Avenue Watermain Extension • Transportation Parcel Tax
	7.	COMMITTEE REPORTS
29 - 32	1.	Development and Planning Services Committee Meeting Minutes of March 20, 2023
33 - 38	2.	Social Impact Advisory Committee Meeting Minutes of March 17, 2023
39 - 44	3.	Agricultural Advisory Committee Meeting Minutes of March 8, 2023
	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
45 - 50	1.	CSRD Connect – Board Meeting Highlights – March 2023

- 9. **STAFF REPORTS**
 - 51 – 52 1. Chief Financial Officer – Transit Service – Columbia Shuswap Regional District
 - 53 – 68 2. Planner - Agricultural Land Commission Application No. ALC-415 [Thurgood, J. & L.; 5491 10 Avenue NE; Non-Farm Use]
 - 69 – 72 3. Director of Engineering & Public Works – Water Treatment Plant – Chemtrac Particle Counters Purchase
 - 73 – 76 4. Director of Engineering & Public Works – Airport Fuel Tank Removal - Award
 - 10. **INTRODUCTION OF BYLAWS**
 - 11. **RECONSIDERATION OF BYLAWS**
 - 77 – 82 1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4560 [OCP4000-53; 1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; MR to HR] – Final Reading
 - 83 – 88 2. City of Salmon Arm Zoning Amendment Bylaw No. 4561 [ZON-1255; 1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; R-1 to R-5] – Final Reading
 - 89 – 94 3. City of Salmon Arm Zoning Amendment Bylaw No. 4553 [ZON-1252; Folkman, D.; 3361 16 Avenue NE; R-1 to R-8] – Final Reading
 - 95 – 100 4. City of Salmon Arm Zoning Amendment Bylaw No. 4563 [ZON-1257; Braga, M.L.; 60 10 Street SE; R-1 to R-4] – Final Reading
 - 12. **CORRESPONDENCE**
 - 101 – 102 1. Informational Correspondence
 - 13. **NEW BUSINESS**
 - 14. **PRESENTATIONS**
 - 103 – 130 1. Presentation 4:00 – 4:15 (approximately)
J. Broadwell, Manager, Downtown Salmon Arm – 2022 Year End Presentation
 - 15. **COUNCIL STATEMENTS**
 - 16. **SALMON ARM SECONDARY YOUTH COUNCIL**
 - 17. **NOTICE OF MOTION**
 - 18. **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
 - 19. **OTHER BUSINESS**
 - 131 – 132 1. FCM Board of Directors - Nomination
 - 20. **QUESTION AND ANSWER PERIOD**

7:00 p.m.

Page #	Item #	Description
	21.	DISCLOSURE OF INTEREST
	22.	HEARINGS
	23.	STATUTORY PUBLIC HEARINGS
133 - 144	1.	Zoning Amendment Application No. ZON-1262 [Dyck, S. & K./Browne Johnson Surveying; 2761 20 Avenue NE; R-1 to R-8]
	24.	RECONSIDERATION OF BYLAWS
145 - 148	1.	City of Salmon Arm Zoning Amendment Bylaw No. 4571 [ZON-1262; Dyck, S. & K./Browne Johnson Surveying; 2761 20 Avenue NE; R-1 to R-8] - Third and Final Reading
	25.	QUESTION AND ANSWER PERIOD
149 - 150	26.	ADJOURNMENT

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Item 2

CITY OF SALMON ARM

Date: March 27, 2023

Moved: Councillor Cannon

Seconded: Councillor Gonella

THAT: pursuant to Section 90(1)(c) labour relations or other employee relations; (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (m) a matter that, under another enactment [FOIPPA 18.1(1)(a)], is such that the public may be excluded from the meeting; and (2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party; of the *Community Charter*, Council move In-Camera.

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

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Item 6.1

CITY OF SALMON ARM

Date: March 27, 2023

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting Minutes of March 13, 2023, be adopted as circulated.

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chambers of City Hall 500 – 2 Avenue NE and by electronic means, at 1:30 p.m. and reconvened at 2:30 p.m. on Monday, March 13, 2023.

PRESENT:

- Mayor A. Harrison
- Councillor K. Flynn
- Councillor T. Lavery (participated remotely)
- Councillor L. Wallace Richmond
- Councillor S. Lindgren
- Councillor D. Gonella
- Councillor D. Cannon

- Chief Administration Officer E. Jackson
- Chief Financial Officer C. Van de Cappelle
- Director of Corporate Services S. Wood
- Director of Engineering & Public Works R. Niewenhuizen
- Director of Planning & Community Services G. Buxton
- Senior Planner C. Larson
- Deputy Corporate Officer R. West

ABSENT:

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0112-2023

Moved: Councillor Lindgren
Seconded: Councillor Flynn

THAT: pursuant to Section 90(1)(d) the security of the property of the municipality; (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party; of the *Community Charter*, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.
Council returned to Regular Session at 2:27 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

- Late Item 22.2 – J. Clement – Email dated March 11, 2023 – VP-571
- Late Item 23.1 – R. & I. Haack – Email dated March 13, 2023
- Item 22.1 moved to after Item 24 – Reconsideration of Bylaws

5. DISCLOSURE OF INTEREST

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of February 27, 2023

0113-2023 Moved: Councillor Wallace Richmond
 Seconded: Councillor Cannon
 THAT: the Regular Council Meeting Minutes of February 27, 2023, be adopted as
 circulated.

CARRIED UNANIMOUSLY

2. Special Council Meeting Minutes of March 6, 2023

0114-2023 Moved: Councillor Lindgren
 Seconded: Councillor Gonella
 THAT: the Special Council Meeting Minutes of March 6, 2023, be adopted as
 circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of March 6, 2023

0115-2023 Moved: Councillor Flynn
 Seconded: Councillor Cannon
 THAT: the Development and Planning Services Committee Meeting Minutes of
 March 6, 2023 be received as information.

CARRIED UNANIMOUSLY

2. Downtown Parking Commission Meeting Minutes of February 28, 2023

0116-2023 Moved: Councillor Lavery
 Seconded: Councillor Lindgren
 THAT: the Downtown Parking Commission Meeting Minutes of February 28, 2023
 be received as information.

CARRIED UNANIMOUSLY

3. Active Transportation Task Force Meeting Minutes of March 6, 2023

0117-2023 Moved: Councillor Lavery
 Seconded: Councillor Flynn
 THAT: the Active Transportation Task Force Meeting Minutes of March 6, 2023 be
 received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS - continued

4. Environmental Advisory Committee Meeting Minutes of March 7, 2023

0118-2023

Moved: Councillor Lindgren
 Seconded: Councillor Wallace Richmond
 THAT: the Environmental Advisory Committee Meeting Minutes of March 7, 2023 be received as information.

CARRIED UNANIMOUSLY

5. Community Heritage Commission Meeting Minutes of March 6, 2023

0119-2023

Moved: Councillor Gonella
 Seconded: Councillor Cannon
 THAT: the Community Heritage Commission Meeting Minutes of March 6, 2023 be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

1. CSRD Connect – Board Meeting Highlights – February 2023

For information.

9. STAFF REPORTS

1. Director of Corporate Services – Policy #1.14 – Council Code of Responsible Conduct – Legislative Requirements

0120-2023

Moved: Councillor Flynn
 Seconded: Councillor Lindgren
 THAT: a review of Policy #1.14, Council Code of Responsible Conduct is not required at this time as the Code of Conduct was recently created, reviewed, adopted and agreed to by all of Council;

AND THAT: Council will reconsider the decision to review the Code of Responsible Conduct before January 1, 2026.

CARRIED UNANIMOUSLY

2. Director of Corporate Services – Policy Housekeeping

0121-2023

Moved: Councillor Cannon
 Seconded: Councillor Lindgren
 THAT: City Policies 1.7 "Race Relations", 1.8 "Allegations of Conflict of Interest", 4.1 "Staff Hiring – Authority and Responsibility", 4.2 "Financial Disclosures – Staff", 4.7 "Asset / Property Control", 4.8 "Employee Theft", 6.1 "Safety Policy Statement", 6.2 "Employees & Officers of the District of Salmon Arm who may be infected with AIDS virus", 7.25 "Conflict of Interest", and 8.5 "Tobacco Free Sports Events and Sports Facilities" be rescinded.

CARRIED UNANIMOUSLY

9. STAFF REPORTS - continued

3. Chief Administrative Officer – RCMP Musical Ride Reception

0122-2023

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the 2023 Budget contained in the 2023-2027 Financial Plan Bylaw be amended to reallocate \$3,000 towards the RCMP Musical Ride funded from Canada Day Celebrations.

CARRIED UNANIMOUSLY

4. Director of Engineering & Public Works – 2023/2024/2025 Traffic Line & Airport Marking - Award

0123-2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: Council accept the quote received from Line West Ltd., to undertake the Traffic Line Markings & Airport Marking Program for the three (3) year term 2023, 2024 and 2025 in accordance with the unit prices quoted as follows:

- 2023 - \$62,037.00 plus applicable taxes
- 2024 - \$62,037.00 plus applicable taxes
- 2025 - \$62,037.00 plus applicable taxes

AND THAT: The contract include an option to extend, up to an additional two (2) years, upon acceptance by both parties.

CARRIED UNANIMOUSLY

5. Director of Engineering & Public Works – Seasonal Sidewalk Café Considerations for Stillfood Bistro & Cappuccino Bar and Weekends Restaurant & Lounge

0124-2023

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: Council approve two temporary Sidewalk Café applications at the following locations:

- Stillfood Bistro & Cappuccino Bar, 371 Alexander Street NE
- Weekends Restaurant & Lounge, 321 Alexander Street NE

AND THAT: the approval be subject to the following conditions being met:

- Completion of an application under the Sidewalk Café Extension Program, including fees, security deposit and proof of insurance;
- The construction of the temporary structures conform to the design and construction guidelines as set out in the Sidewalk Café Extension program Policy No. 1.13.

9. STAFF REPORTS - continued

5. Director of Engineering & Public Works – Seasonal Sidewalk Café Considerations for Stillfood Bistro & Cappuccino Bar and Weekends Restaurant & Lounge

Amendment:

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: Council approve two temporary Sidewalk Café applications, provided each business only utilizes one parking stall, at the following locations:

- Stillfood Bistro & Cappuccino Bar, 371 Alexander Street NE
- Weekends Restaurant & Lounge, 321 Alexander Street NE

CARRIED UNANIMOUSLY

Motion as amended:

CARRIED UNANIMOUSLY

6. Director of Engineering & Public Works – Purchase Recommendation for Replacement of Four Pickup Trucks

0125-2023

Moved: Councillor Cannon

Seconded: Councillor Gonella

THAT: The 2023 Budget contained in the 2023 – 2027 Financial Plan Bylaw be amended to reflect additional funding in the amount of \$91,500.00, which includes the additional funds, PST and miscellaneous costs for radio purchase/installation, GPS, etc. reallocated from:

- \$18,000.00 from 'Hole Hog - Unit No. 841'
- \$7,800.00 from 'Tractor Infield Groomer'
- \$65,700.00 from the Equipment Replacement Reserve Fund

And allocated as follows:

	Additional Budget	Total Budget
Unit No. 938 Replacement	\$8,625.00	\$58,625.00
Unit No. 944 Replacement	\$8,625.00	\$58,625.00
Unit No. 948 Replacement	\$37,125.00	\$87,125.00
Unit No. 996 Replacement	\$37,125.00	\$87,125.00
	\$91,500.00	\$291,500.00

AND THAT: Council approve the purchase for the replacement of Units #938, #944, #948 and #996 – Pickup Trucks, from Braby Motors Ltd. for the quoted amount of \$261,388.00 plus taxes as applicable.

CARRIED
Councillor Lindgren Opposed

9. STAFF REPORTS - continued

7. Director of Engineering & Public Works - Mosquito Control & Surveillance Program - Contract Award

0126-2023

Moved: Councillor Cannon
Seconded: Councillor Flynn

THAT: The 2023 Budget contained in the 2023 - 2027 Financial Plan Bylaw be amended to reflect additional funding for the contract award for the Mosquito Control and Surveillance Program in the amount of \$7,355.00, reallocated from the Future Expenditure Reserve;

AND THAT: Council accept the proposal received from Duka Environmental Services Ltd. to undertake the Mosquito Control and Surveillance Program for a three (3) year term 2023, 2024 and 2025 in accordance with the unit prices quoted as follows:

- 2023 - \$21,445.00 plus applicable taxes
- 2024 - \$22,517.00 plus applicable taxes
- 2025 - \$23,644.00 plus applicable taxes

AND THAT: The contract include an option to extend, up to an additional two (2) years, upon acceptance by both parties.

Amendment:

Moved: Councillor Lindgren
Seconded: Councillor Gonella

THAT: the item be referred to the Environmental Advisory Committee for review.

DEFEATED

Mayor Harrison, Councillors Lavery, Wallace Richmond, Cannon, Flynn Opposed

Main Motion:

CARRIED

Councillors Lindgren and Gonella Opposed

Councillor Wallace Richmond left the meeting at 4:11 p.m. and returned at 4:12 p.m.

8. Chief Financial Officer - Council Remuneration

0127-2023

Moved: Councillor Lavery
Seconded: Councillor Lindgren

THAT: Council authorize staff to amend the City of Salmon Arm Council Member Remuneration and Expense Bylaw No. 3834 to include a CPI cap of 3% to the annual Council remuneration effective January 1, 2023.

9. STAFF REPORTS - continued

8. Chief Financial Officer – Council Remuneration

Amendment:

Moved: Councillor Lindgren
Seconded: Councillor Gonella
THAT: a 3% increase be applied to the annual Council remuneration for a one year period, January 1, 2023 to December 31, 2023.

CARRIED UNANIMOUSLY

Motion as amended:

CARRIED UNANIMOUSLY

The meeting recessed at 4:18 p.m.
The meeting reconvened at 4:20 p.m.

10. INTRODUCTION OF BYLAWS

- 1. City of Salmon Arm Zoning Amendment Bylaw No. 4571 [ZON-1262; Dyck, S. & K./Browne Johnson Surveying; 2761 20 Avenue NE; R-1 to R-8] – First and Second Reading

0128-2023 Moved: Councillor Gonella
Seconded: Councillor Wallace Richmond
THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4571 be read a first and second time.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS

- 1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4555 [OCP4000-52; Switzer, C. & Muxlow, R.; 6450 50 Street NE; INS to LR] – Final Reading

0129-2023 Moved: Councillor Lindgren
Seconded: Councillor Flynn
THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4555 be read a final time.

CARRIED UNANIMOUSLY

- 2. City of Salmon Arm Zoning Amendment Bylaw No. 4556 [ZON-1253; Switzer, C. & Muxlow, R.; 6450 50 Street NE; P-3 to R-8] – Final Reading

0130-2023 Moved: Councillor Cannon
Seconded: Councillor Gonella
THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4556 be read a final time.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE

1. Informational Correspondence

- 5. J. Broadwell, Manager, Downtown Salmon Arm – Letter dated January 19, 2023 – Request for Hudson Street Closure for Downtown Farmer’s Market 2023-2025 Season

0131-2023

Moved: Councillor Flynn

Seconded: Councillor Gonella

THAT: Council approve the closure of the 200 block of Hudson Avenue, the Ross Street Plaza and additional parking stalls as needed for a two-year term effective May 13, 2023 for the Downtown Farmer’s Market & Salty Street Fest as follows:

- 2023 Summer Season Weekly Market - Saturdays, May 13 - October 21, from 9 am - 1 pm
- 2023 and 2024 Winter Biweekly Market - Alternating Saturdays, November 4 - April 27, 2024, from 10 am - 1 pm
- 2024 Summer Season Weekly Market - Saturday, May 11- October 19, from 9 am to 1pm
- 2024 and 2025 Winter Biweekly Market - Alternating Saturdays, November 2 -April 26, 2025, from 10 am to 1 pm;
- 2023 and 2024 - Salty Street Fest and Farmer’s Market on Saturday, May 13, 2023 and Saturday, May 14, 2024;

AND THAT: the road closures and events are subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

- 4. K. Huyter, Squadron Sponsoring Committee Chair, 222 Shuswap Air Cadets – Email dated February 28, 2023 – Storage of Sea Can at Airport

0132-2023

Moved: Councillor Gonella

Seconded: Councillor Wallace Richmond

THAT: the Air Cadets request for storage of a sea can at the airport be referred to the Airport Operations Committee for review.

CARRIED UNANIMOUSLY

- 3. B. Castle – Email dated February 24, 2023 – Request to Reconsider Bylaw 2398

0133-2023

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the request from B. Castle dated February 24, 2023 to reconsider sections of Bylaw 2398 be referred to the Environmental Advisory Committee and the Agricultural Advisory Committee for review.

CARRIED UNANIMOUSLY

6. P. Wallensteen - Email dated March 9, 2023 - Sage Orienteering Club - Request to use various parks and trails for orienteering, April/May, 2023

0134-2023

Moved: Councillor Cannon
Seconded: Councillor Gonella

THAT: Council authorize Sage Orienteering Club to use City parks and trails for orienteering training at Shuswap Memorial Cemetery trails on April 7-15, Little Mountain Park trails on April 20-27, Park Hill trails on May 4-11 and South Canoe trails on May 18-27, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

13. NEW BUSINESS

14. PRESENTATIONS

15. COUNCIL STATEMENTS

0135-2023

Moved: Councillor Lavery
Seconded: Councillor Flynn

THAT: Council authorize Councillor Wallace Richmond to attend the UBCM Housing Summit on April 4-5, 2023 in Vancouver with allowable expenses up to \$1700.00 funded from Council Initiatives.

CARRIED UNANIMOUSLY

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

1. Climate Action Plan

0136-2023

Moved: Councillor Lindgren
Seconded: Councillor Gonella

WHEREAS on August 26, 2019 Council for the City of Salmon Arm recognized, by Resolution, that Climate Action is a Strategic Priority to be considered in decision making and investment moving forward, and identified the urgent need for a Climate Action Plan and corresponding action for the City;

AND WHEREAS on September 9, 2019, the City declared a Climate Emergency and resolved to work towards achieving carbon neutrality consistent with the research of the Inter-Governmental Panel on Climate Change (IPCC) as well as the BC Climate Leadership Plan;

AND WHEREAS the City completed a Community Energy and Emissions Plan in 2019 to guide City policies and programs for climate mitigation;

AND WHEREAS in 2022 Council authorized a new Service Delivery Management Coordinator staff position which includes a climate lens;

19. OTHER BUSINESS - continued

1. Climate Action Plan

AND WHEREAS the City's 2022 Corporate Strategic Plan identifies Climate Action Initiatives as a Short Term Priority;

AND WHEREAS the City will be imminently engaging in an Official Community Plan review which would benefit from a comprehensive Climate Action Plan to help inform it;

THEREFORE BE IT RESOLVED THAT: \$60,000 (Climate Action Reserve Account \$16,000 and Local Government Climate Action Program Grant \$44,000) be set aside to fund a portion of the cost of a consultant (in conjunction with additional grant funding), to develop a Climate Action Plan in 2024 which will incorporate the CEEP Climate Mitigation planning with Climate Adaptation strategies.

CARRIED UNANIMOUSLY

2. Elected Officials Benefit Review

0137-2023

Moved: Councillor Cannon
Seconded: Councillor Gonella

WHEREAS extended benefit programs must be reviewed regularly to ensure that the City of Salmon Arm continues to provide Elected Officials with coverage that is relevant, equitable and offers the best value;

AND WHEREAS a thorough review of the Elected Officials benefit package has not been conducted in several years;

THEREFORE BE IT RESOLVED THAT Council direct staff to review the current benefit package and report back with options and cost implications for Council's consideration, with a focus on comparing Elected Officials benefits against those of Exempt City Staff, specifically in the areas of out of country coverage, dental and extended health benefits.

CARRIED

Mayor Harrison, Councillors Lavery and Flynn Opposed

20. QUESTION AND ANSWER PERIOD

0138-2023

Moved: Councillor Flynn
Seconded: Councillor Cannon

THAT: pursuant to Section 90(1)(d) the security of the property of the municipality; (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party; of the *Community Charter*, Council move In-Camera.

CARRIED UNANIMOUSLY

Council returned to In-Camera session at 5:22 p.m.
Council returned to Regular session at 5:56 p.m.

The Meeting recessed at 5:57 p.m.
The Meeting reconvened at 7:07 p.m.

PRESENT:

- Mayor A. Harrison
- Councillor L. Wallace Richmond
- Councillor D. Gonella
- Councillor D. Cannon
- Councillor K. Flynn
- Councillor S. Lindgren
- Councillor T. Lavery (participated remotely)

- Chief Administrative Officer E. Jackson
- Chief Financial Officer C. Van de Cappelle
- Director of Corporate Services S. Wood
- Director of Engineering and Public Works R. Niewenhuizen
- Director of Planning & Community Services G. Buxton
- Senior Planner C. Larson
- Deputy Corporate Officer R. West

ABSENT:

21. **DISCLOSURE OF INTEREST**

22. **HEARINGS**

2. **Development Variance Permit Application No. VP-571 [Muto Holdings Ltd.; 130 Shuswap Street SE; Servicing Requirements]**

0139-2023

Moved: Councillor Lindgren
Seconded: Councillor Cannon

THAT: Development Variance Permit No. VP-571 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4163 Specification Drawing No. RD-4, for the frontage of Lot 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 28506 as follows:

- i) waive the requirement to install an offset multi-use path;
- ii) waive the requirement to install street lighting; and
- iii) waive the requirement to install underground hydro and telecommunications.

The Planning Official explained the proposed Development Permit Application.

R. Muto, the applicant, provided an overview of the application and was available to answer questions from Council.

Submissions were called for at this time.

J. Clement - Email dated March 11, 2023

Following three calls for submissions and questions from Council, the Hearing closed at 7:34 p.m. and following comments from Council the Motion was split:

0139-2023

Moved: Councillor Lindgren
Seconded: Councillor Cannon
THAT: Development Variance Permit No. VP-571 vary the Subdivision and Development Servicing Bylaw No. 4163 as follows:

- i) waive the requirement to install an offset multi-use path;

Amendment:

Moved: Councillor Wallace Richmond
Seconded: Councillor Flynn
THAT: the developer provide \$19,201.00 cash in lieu of construction of a multi-use path.

CARRIED
Councillor Lavery Opposed

Motion as amended:

CARRIED UNANIMOUSLY

- 2. Development Variance Permit Application No. VP-571 [Muto Holdings Ltd.; 130 Shuswap Street SE; Servicing Requirements]

0140-2023

Moved: Councillor Lindgren
Seconded: Councillor Cannon
THAT: Development Variance Permit No. VP-571 vary the Subdivision and Development Servicing Bylaw No. 4163 as follows:

- ii) waive the requirement to install street lighting;

DEFEATED

Mayor Harrison, Councillors Wallace Richmond, Gonella, Cannon, Flynn, Lindgren & Lavery Opposed

0141-2023

Moved: Councillor Lindgren
Seconded: Councillor Cannon
THAT: Development Variance Permit No. VP-571 vary the Subdivision and Development Servicing Bylaw No. 4163 as follows:

- iii) waive the requirement to install underground hydro and telecommunications.

CARRIED UNANIMOUSLY

0142-2023

Moved: Councillor Lavery
Seconded: Councillor Wallace Richmond
THAT: Development Variance Permit No. VP-571 be withheld subject to registration of a right of way on title for the purpose of constructing a multi-use path.

CARRIED UNANIMOUSLY

22. HEARINGS - continued

2. Development Variance Permit Application No. VP-571 [Muto Holdings Ltd.; 130 Shuswap Street SE; Servicing Requirements]

0143-2023

Moved: Councillor Flynn

Seconded: Councillor Gonella

THAT: Development Variance Permit No. VP-571 be withheld subject to registration of a *Land Title Act* Section 219 covenant restricting tenure to rental for up to 8 units for a 5-year term commencing on the date of occupancy.

CARRIED

Councillor Lavery Opposed

23. STATUTORY PUBLIC HEARINGS

1. Official Community Plan Amendment Application No. OCP4000-53 [1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; MR to HR]

The Planning Official explained the proposed Official Community Plan Amendment Application.

R. Bestoon, IBA Architecture Inc., agent for the applicant, outlined the proposal and was available to answer questions from Council.

Submissions were called for at this time.

R. & I. Haack – Email dated March 13, 2023

E. Poustie expressed concerns about screening and buffers to the adjacent property, the amount of parking on site, potential flooding, snow removal on the development site and management of the units. There was also concerns about whether consideration was given to the potential conflict between residential and agricultural.

Councillor Flynn left the meeting at 8:29 p.m. and returned at 8:30 p.m.

D. Lamboo expressed concerns about traffic and parking.

R. St. Arnault expressed concerns about the location of the garbage receptacle, snow removal on the site and emergency response access. There were also concerns about the management of the building.

R. Adams spoke in favour of the application.

C. Burden expressed concerns about parking and inquired about a traffic impact assessment, upgrades on 10th Street, utility interruptions and project timelines.

The meeting recessed at 8:52 p.m.

The meeting reconvened at 8:59 p.m.

R. Bestoon, the agent, responded to the questions.

23. STATUTORY PUBLIC HEARINGS - continued

1. Official Community Plan Amendment Application No. OCP4000-53 [1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; MR to HR]

Following three calls for submissions and questions from Council, the Public Hearing closed at 9:19 p.m. followed by comments from Council.

2. Zoning Amendment Application No. ZON-1255 [1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; R-1 to R-5]

The Planning Official explained the proposed Zoning Amendment Application.

Submissions were called for at this time.

R. Bestoon, IBA Architecture Inc., agent for the applicant, outlined the proposal and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing closed at 9:22 p.m. followed by comments from Council.

3. Zoning Amendment Application No. ZON-1252 [Folkman, D.; 3361 16 Avenue NE; R-1 to R-8]

The Planning Official explained the proposed Zoning Amendment Application.

Submissions were called for at this time.

D. Folkman, the applicant, was available to answer questions from Council.

3. Zoning Amendment Application No. ZON-1252 [Folkman, D.; 3361 16 Avenue NE; R-1 to R-8]

Following three calls for submissions and questions from Council, the Public Hearing closed at 9:24 p.m. followed by comments from Council.

4. Zoning Amendment Application No. ZON-1257 [Braga, M.L.; 60 10 Street SE; R-1 to R-4]

The Planning Official explained the proposed Zoning Amendment Application.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing closed at 9:27 p.m. followed by comments from Council.

24. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4560 [OCP4000-53; 1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; MR to HR] – Third Reading

0144-2023

Moved: Councillor Cannon
 Seconded: Councillor Flynn
 THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4560 be read a third time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment Bylaw No. 4561 [ZON-1255; 1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; R-1 to R-5] – Third Reading

0145-2023

Moved: Councillor Lavery
 Seconded: Councillor Gonella
 THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4561 be read a third time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Zoning Amendment Bylaw No. 4553 [ZON-1252; Folkman, D.; 3361 16 Avenue NE; R-1 to R-8] – Third Reading

0146-2023

Moved: Councillor Wallace Richmond
 Seconded: Councillor Gonella
 THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4553 be read a third time.

CARRIED UNANIMOUSLY

4. City of Salmon Arm Zoning Amendment Bylaw No. 4563 [ZON-1257; Braga, M.L.; 60 10 Street SE; R-1 to R-4] – Third Reading

0147-2023

Moved: Councillor Cannon
 Seconded: Councillor Lindgren
 THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4563 be read a third time.

CARRIED UNANIMOUSLY22. HEARINGS

1. Development Permit Application No. DP-447 [1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; 19 Unit - High Density Residential]

0148-2023

Moved: Councillor Cannon
 Seconded: Councillor Flynn
 THAT: Development Permit No. 447 be authorized for issuance for Lot 2, Section 10, Township 20, Range 10, W6M, KDYD, Plan 31437 (1481 – 10 Street SW) in accordance with the Development Permit drawings in Appendix 3 attached to the staff report dated January 25, 2023 subject to:

22. HEARINGS - continued

1. Development Permit Application No. DP-447 [1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; 19 Unit - High Density Residential]

- 1. Adoption of the associated Official Community Plan (Bylaw No. 4560) and Zoning Amendment (Bylaw No. 4561) Bylaws; and
- 2. Receipt of an Irrevocable Letter of Credit in the amount of 125% of the landscape estimate for completion of the landscaping plan.

The Planning Official explained the proposed Development Permit Application.

R. Bestoon, IBA Architecture Inc., agent for the applicant, outlined the proposal and was available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing closed at 9:43 p.m. and the Motion was:

CARRIED UNANIMOUSLY

26. QUESTION AND ANSWER PERIOD

27. ADJOURNMENT

0149-2023

Moved: Councillor Cannon
Seconded: Councillor Flynn
THAT: the Regular Council Meeting of March 13, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:44 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

MAYOR

Adopted by Council the 27th day of March, 2023.

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Item 6.2

CITY OF SALMON ARM

Date: March 27, 2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Gonella

THAT: the Parcel Tax Roll Review Panel Meeting Minutes of March 13, 2023, for the Water and Sewer Frontage, 73 Avenue Watermain Extension and the Transportation Parcel Tax be adopted as circulated.

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

**CITY OF SALMON ARM PARCEL TAX ROLL REVIEW PANEL
2023 WATER AND SEWER FRONTAGE ASSESSMENTS**

Minutes of the Parcel Tax Roll Review Panel for the 2023 Water and Sewer Frontage Tax Rolls held in the Council Chambers of City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, at 7:00 p.m. on Monday, March 13, 2023.

PRESENT:

Mayor A. Harrison
Councillor D. Cannon
Councillor D. Gonella
Councillor K. Flynn
Councillor S. Lindgren
Councillor T. Lavery (participated remotely)
Councillor L. Wallace Richmond

Chief Administrative Officer E. Jackson
Director of Engineering & Public Works R. Niewenhuizen
Director of Corporate Services S. Wood
Director of Planning & Community Services G. Buxton
Chief Financial Officer C. Van de Cappelle
Deputy Corporate Officer R. West

1. **CALL TO ORDER**

Mayor Harrison called the meeting to order at 7:00 p.m.

2. **PARCEL TAX ROLL REVIEW PANEL FOR WATER AND SEWER - APPEALS**

The Chief Financial Officer addressed the Court advising that no appeals had been received.

Mayor Harrison called for input from the public.

3. **AUTHENTICATION OF 2023 WATER AND SEWER FRONTAGE TAX ASSESSMENT ROLL**

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: this frontage tax assessment roll, comprised of 7,453 properties for water and 6,506 for sewer, and representing a total taxable frontage of 716,246 feet for water and 502,012 feet for sewer, is hereby confirmed by the Parcel Tax Roll Review Panel of the City of Salmon Arm and, except as may be amended on further appeal, is hereby certified to be the frontage tax assessment roll for Water and Sewer.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:02 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

MAYOR

Received as information by Council
on the 27th day of March, 2023.

**CITY OF SALMON ARM PARCEL TAX ROLL REVIEW PANEL
2023 73 AVENUE WATER MAIN
EXTENSION PARCEL TAX ASSESSMENTS**

Minutes of the Parcel Tax Roll Review Panel for the 2023 73 Avenue Water Main Extension Parcel Assessments held in the Council Chambers, at 7:00 p.m. on Monday, March 13, 2023.

PRESENT:

Mayor A. Harrison
Councillor D. Cannon
Councillor D. Gonella
Councillor K. Flynn
Councillor S. Lindgren
Councillor T. Lavery (participated remotely)
Councillor L. Wallace Richmond

Chief Administrative Officer E. Jackson
Director of Engineering & Public Works R. Niewenhuizen
Director of Corporate Services S. Wood
Director of Planning & Community Services G. Buxton
Chief Financial Officer C. Van de Cappelle
Deputy Corporate Officer R. West

1. CALL TO ORDER

Mayor Harrison called the meeting to order at 7:04 p.m.

2. PARCEL TAX ROLL REVIEW PANEL FOR 2023 73 AVENUE WATER MAIN EXTENSION - APPEALS

The Chief Financial Officer addressed the Court advising that no appeals had been received.

Mayor Harrison called for input from the public.

3. AUTHENTICATION OF 2023 73 AVENUE WATER MAIN EXTENSION PARCEL TAX ASSESSMENT ROLL

Moved: Councillor Gonella
Seconded: Councillor Wallace Richmond
THAT: this 73 Avenue Water Main Extension Parcel Tax Assessment Roll, comprised of 6 parcels, is hereby confirmed by the Parcel Tax Roll Review Panel of the City of Salmon Arm, and, except as may be amended on further appeal, is hereby certified to be the "73 Avenue Water Main Extension Parcel Tax Assessment Roll."

CARRIED UNANIMOUSLY

The meeting adjourned at 7:05 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

MAYOR

Received as information by Council
on the 27th day of March, 2023.

CITY OF SALMON ARM PARCEL TAX ROLL REVIEW PANEL
2023 TRANSPORTATION PARCEL TAX

Minutes of the Parcel Tax Roll Review Panel for the 2023 Transportation Parcel Tax Rolls held in the Council Chambers of City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, at 7:00 p.m. on Monday, March 13, 2023.

PRESENT:

Mayor A. Harrison
Councillor D. Cannon
Councillor D. Gonella
Councillor K. Flynn
Councillor S. Lindgren
Councillor T. Lavery (participated remotely)
Councillor L. Wallace Richmond

Chief Administrative Officer E. Jackson
Director of Engineering & Public Works R. Niewenhuizen
Director of Corporate Services S. Wood
Director of Planning & Community Services G. Buxton
Chief Financial Officer C. Van de Cappelle
Deputy Corporate Officer R. West

1. **CALL TO ORDER**

Mayor Harrison called the meeting to order at 7:03 p.m.

2. **PARCEL TAX ROLL REVIEW PANEL FOR TRANSPORTATION PARCEL TAX - APPEALS**

The Chief Financial Officer addressed the Court advising that no appeals had been received.

Mayor Harrison called for input from the public.

3. **AUTHENTICATION OF 2023 TRANSPORTATION PARCEL TAX ASSESSMENT ROLL**

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: this Transportation Parcel Tax Assessment Roll, comprised of 8,730 parcels, is hereby confirmed by the Parcel Tax Roll Review Panel of the City of Salmon Arm and, except as may be amended on further appeal, is hereby certified to be the "Transportation Parcel Tax Assessment Roll".

CARRIED UNANIMOUSLY

The meeting adjourned at 7:04 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

MAYOR

Received as information by Council
on the 27th day of March, 2023.

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Item 7.1

CITY OF SALMON ARM

Date: March 27, 2023

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee Meeting Minutes of March 20, 2023 be received as information.

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Harrison
- Cannon
- Flynn
- Gonella
- 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, City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, and by electronic means on Monday, March 20, 2023.

PRESENT:

Mayor A. Harrison
Councillor T. Lavery (participated remotely)
Councillor K. Flynn
Councillor D. Cannon (participated remotely)
Councillor D. Gonella (participated remotely) entered the meeting at 8:05 a.m.
Councillor L. Wallace Richmond (participated remotely)

Chief Administration Officer E. Jackson
Director of Engineering & Public Works R. Niewenhuizen
Director of Planning & Community Services G. Buxton
Planner M. Smyrl
Executive Assistant 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

Councillor Flynn declared a conflict with Item 5.1 as the applicants are clients of his firm.

Councillor Flynn declared a conflict and left the meeting at 8:01 a.m.

5. REPORTS

1. Agricultural Land Commission Application No. ALC-415 [Thurgood, J. & L.; 5491 10 Avenue NE; Non-Farm Use]

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Agricultural Land Commission Application No. 415 be authorized for submission to the Agricultural Land Commission.

L. Thurgood, the applicant, outlined the application and was available to answer questions from the Committee.

Councillor Gonella entered the meeting at 8:05 a.m.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 8:12 a.m.

Councillor Gonella declared a conflict with Item 6.1 as he is employed by the Salmon Arm Folk Music Society and left the meeting at 8:12 a.m.

6. FOR INFORMATION

1. Agricultural Land Commission - Extension of approval - ALC Application No. 56448 - 550 10 Avenue SW/690 10 Avenue SW/1300 10 Street SW

Received for information.

7. IN-CAMERA

8. ADJOURNMENT

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee meeting of March 20, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:14 a.m.

Mayor A. Harrison, Chair

Minutes received as information by Council at their Regular Meeting of _____, 2023.

Item 7.2

CITY OF SALMON ARM

Date: March 27, 2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Social Impact Advisory Committee Meeting Minutes of March 17, 2023 be received as information.

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

CITY OF SALMON ARM

Minutes of the Social Impact Advisory Committee meeting held electronically on Friday, March 17, at 8:00 a.m.

PRESENT:

Councillor Louise Wallace Richmond	City of Salmon Arm, Chair
Shannon Hecker	Canadian Mental Health Association
Paige Hilland	Shuswap Area Family Emergency (SAFE) Society
Jen Gamble	Shuswap Immigrant Services
Tim Gibson	Shuswap Children's Association
Kim Sinclair	Aspiral Youth Partners
Karen Hansen	Shuswap Association for Community Living
Patti Thurston	Shuswap Family Centre (entered the meeting at 8:13 a.m.)
Erin Jackson	Chief Administrative Officer, City of Salmon Arm
Gary Buxton	Director of Planning & Community Services, City of Salmon Arm
Barb Puddifant	City of Salmon Arm, Recorder

ABSENT:

Shannon Kiehlbauch	Adams Lake Indian Band
Larissa Image	Neskonlith Indian Band
David Parmenter	Seniors Resource Centre
	Okanagan College
	Okanagan Regional Library
	Interior Health Association-Mental Health

GUESTS:

Isha Matous-Gibbs	Urban Matters
Joel Torrens	Salvation Arm

1. Introductions

Erin Jackson, Chief Administrative Officer introduced Gary Buxton, Director of Planning & Community Service and outlined his position with the City.

6. **Old Business/Arising from minutes**
a) **Urban Matters - update**

Isha Matous-Gibbs provided an update on the anti-stigmatization campaign and spoke regarding the success of recent workshops held in our community. Isha expressed gratitude for the articles published in the Salmon Arm Observer.

Isha shared an email from Rise Up, an Indigenous run organization. Sherrelle Anderson and Launa Payne conveying the organizations gratitude for the workshops expressing that the attendees felt safe and comfortable sharing their experiences.

Patti Thurston entered the meeting at 8:13 a.m.
The meeting was called to order at 8:15 a.m.

2. **Acknowledgement of Traditional Territory**

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

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

Moved: Kim Sinclair

Seconded: Karen Hansen

THAT: the Social Impact Advisory Committee Meeting Agenda of March 17, 2023, be approved as circulated.

CARRIED UNANIMOUSLY

4. **Approval of Minutes of February 17, 2023 Social Impact Advisory Committee Meeting**

Moved: Karen Hansen

Seconded: Paige Hilland

THAT: the minutes of the Social Impact Advisory Committee Meeting of February 17, 2023 be approved as circulated.

CARRIED UNANIMOUSLY

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

a) **Urban Matters – update - continued**

Moved: Patti Thurston

Seconded: Tim Gibson

THAT: the Committee send a letter to Martha Wickett and Blackpress to express gratitude and appreciation for their supportive articles highlighting vulnerable populations, food security and anti-stigmatism.

CARRIED UNANIMOUSLY

Isha Matous-Gibbs left the meeting at 8:26 a.m.

5. **Presentations**

a) **Lieutenant Joel Torrens, Salvation Army – Christmas Planning**

Joel Torrens, Salvation Army, outlined the possibility of creation of a group to co-ordinate accessible Christmas services in the community and the creation of a central intake and interview process.

Joel Torrens left the meeting at 8:34 a.m.

7. **New Business**

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

a) **Correspondence – D. Galbraith, Deputy Minister, Ministry of Social Development and Poverty Reduction – February 16, 2023**

Received for information.

9. **Next meeting – Friday, April 21, 2023**

10. Adjournment

Moved: Patti Thurston

Seconded: Dawn Dunlop

THAT: the Social Impact Advisory Committee Meeting of March 17, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:01 a.m.

Councillor Louise Wallace Richmond, Chair

Minutes received as information by Council at their Regular Meeting of _____, 2023.

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Item 7.3

CITY OF SALMON ARM

Date: March 27, 2023

Moved: Councillor Gonella

Seconded: Councillor Lavery

THAT: the Agricultural Advisory Committee Meeting Minutes of March 8, 2023 be received as information.

Vote Record

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

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

CITY OF SALMON ARM

Minutes of the Agricultural Advisory Committee Meeting held in Room 100 of City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, on March 8, 2023 at 3:30 p.m. (GoTo Meeting and in-person)

Present

Councillor David Gonella, Chair

Don Syme

James Hanna

Ken Jamieson

Barrie Voth

Serena Caner (online)

Jen Gamble (online)

Melinda Smyrl, Planner/Recorder - staff (non-voting)

Lindsay Benbow, Ministry of Agriculture – staff (non-voting)

Regrets:

Ron Ganert

Mike Schroeder

The meeting was called to order at 3:31pm

1. **Call to Order**
2. **Acknowledgment of Traditional Territory**
3. **Approval of Agenda**

The following Late Items were added to the Agenda:

- 7.1 After Terms of Reference Review: Cariboo and Williams Lake Examples
- 7.2 Ministry of Agriculture – Projects and Grants (*Late Item*)
- 7.3 Ministry of Social Development and Poverty Reduction (*Late Item*)
- 7.4 Food Secure Canada (*Late Item*)
- 7.5 Committee Updates

Moved: Barrie Voth

Seconded: James Hanna

THAT: the Agricultural Advisory Committee Meeting Agenda of March 8, 2023 be approved with additions.

CARRIED UNANIMOUSLY

4. Approval of Minutes February 8, 2023

Moved: Barrie Voth

Seconded: James Hanna

THAT: the Agricultural Advisory Committee Meeting Minutes of February 8, 2023 be approved as circulated.

CARRIED UNANIMOUSLY

5. Disclosure of Interest**6. New Business****6.1 ALC - 415 Thurgood - Non-Farm Use: 5491 10 Avenue NE**

Staff introduced the application. The owners are seeking ALC approval in order to construct a pet crematorium on the subject property. The use and proposed area (less than 100sq.m.) is compliant with the Zoning Bylaw regulations for Home Occupations.

The applicants were in attendance and answered questions of the group. Committee members requested more information on the use of the unit. The applicants confirmed that the unit would be smokeless and odourless and would not be used for animals less than 1000lbs. No chemicals would be added and no on site disposal of remains. Remains would be sent back to the pet owners. This is a private service and would not generate traffic from the general public.

Moved: James Hanna

Seconded: Ken Jamieson

THAT: the AAC supports Application No. ALC 415.

CARRIED UNANIMOUSLY

7. Discussion**7.1 Terms of Reference**

Since the February meeting members have been providing suggestions for consideration via email. The Agenda attachments include these emails. After the Agenda was sent, MOA staff were able to find and provide some examples of TORs and work recently completed in the Cariboo and Williams Lake, these examples were added to the Agenda s Late Items.

The group discussed the contents of the email submissions and possible amendments were discussed, at length, by the group.

7. Discussion - continued

7.1 Terms of Reference - continued

Moved: Jen Gamble

Seconded: Serena Caner

THAT: the AAC recommends that the AAC Terms of Reference be amended to add "Increase public awareness, education and support for the role Agriculture plays in regional food security" under the Mandate Section.

CARRIED UNANIMOUSLY

7.2 Ministry of Agriculture – Projects and Grants (Late Item)

The Knowledge Transfer Grant application portal is opening on April 1. Details are on the MOA website. The grant could be used to cover the cost of a guest speaker at an educational event. Committee members may be interested in applying for the grant to host a seminar at the Fall Fair.

A Cover Cropping Workshop is being held in West Kelowna on April 17, 2023. Preregistration is required.

7.3 Ministry of Social Development and Poverty Reduction (Late Item)

The Chair briefly described this grant opportunity.

7.4 Food Secure Canada (Late Item)

Website Link:

https://foodsecurecanada.org/sites/foodsecurecanada.org/files/files/nfp_brief_youth_in_farming.docx3.pdf

Serena Caner brought this information forward to the group. The link provides information on the Engagement of Youth in Farming and the Problem of Farm Succession Considerations for the Development of the Canadian National Food Policy. This may be discussed by the group in more detail at an upcoming meeting.

7.5 Committee Updates

Committee Updates will be a standing item on the Agenda. This item provides an opportunity to committee members to update the group on items or projects that other boards or committees that they sit on are working on (i.e. EDS, EAC, etc.). Lack of knowledge of what other groups in the community may be working on was identified as an area to improve during previous discussions regarding the Terms of Reference.

8. Next Meeting – April 12, 2023 3:30pm to 5:00pm

The meeting will be a hybrid meeting with online and in-person options for members of the group and public to attend.

8.1 Questions for Shuswap Emergency Program (presentation at April 12 meeting)

Staff asked that the members forward questions for the Shuswap Emergency Program so that the questions may be collected and forwarded to the presenters in advance of the next meeting.

9. Adjournment

Moved: Barrie Voth

Seconded: Don Syme

THAT: The Agricultural Advisory Committee Meeting of March 8, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting was adjourned at 5:05pm

“D. Gonella”
Councillor D. Gonella, Chair

Received for information by Council on the ___TH day of ___, 2023.

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Item 8.1

CITY OF SALMON ARM

Date: March 27, 2023

CSRD Connect Board Meeting Highlights - March 2023

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

P46

Rhonda West

From: Columbia Shuswap Regional District <listserv@civicplus.com>
Sent: Wednesday, March 22, 2023 1:17 PM
To: Rhonda West
Subject: [External] CSRD Connect - Board Meeting Highlights - March 2023



March 2023

Welcome!

As part of the shift to our new website, the Columbia Shuswap Regional District is now able to integrate our E-newsletter directly with our website's [sign-up function](#). This will not only save money, but allows subscribers to select which communication tools suit them best, so you can stay informed. We'd love to hear feedback about our new format. Please email communications@csrd.bc.ca with any comments or suggestions.

Correspondence

Floodplain Mapping Initiative

The Board approved the CSRD's participation in [floodplain mapping project](#) led by the Fraser Basin Council to map flood hazards and help reduce flood risks. This initiative aims

to develop high quality, standardized, consistent floodplain mapping for higher-risk communities in BC.

Business General

FireSmart Coordinator

The Board agreed to extend a contract agreement with Len Youden, CSRD FireSmart Coordinator, for a one-year term beginning in April 2023. The contract value is \$125,000 and involves providing FireSmart coordination services and activities in all seven of the CSRD's Electoral Areas.



Liquid Waste Management Plan

The CSRD will be proceeding with updates to the [Liquid Waste Management Plans](#) for Electoral Areas C, G, E, F and Seymour Arm. Plans are to promote septic education programs, termed "Septic Smart 2.0" and possibly advance a septic system inspection rebate program. The CSRD is now preparing a public engagement process to solicit community feedback on the initiative.

Shuswap North Okanagan Rail Trail

The Board agreed to enter into an \$86,500 [agreement with Urban Systems](#) to provide engineering, design and construction oversight for the section of the rail trail from [Lansdowne Road to Armstrong Project](#). This section will be developed to the same standard as already set out for other portions of the rail trail.

Business By Area

Seymour Arm Community Wharf

Much-needed repairs to the Seymour Arm Community Wharf will proceed after Directors voted unanimously to provide \$180,000 towards the project. The CSRD funding will be allocated from the Electoral Area F Community Works Fund, creating no direct impact on the 2023 tax rates in the area. The \$180,000 CSRD contribution will be added to the \$120,000 contribution from the non-profit Seymour Arm Community Association to ensure the project moves ahead as soon as possible. The wharf was closed to public use in October 2022 due to structural safety concerns. See [news release](#).



MacArthur Reedman Water System Intake

Due to issues with low lake levels in Shuswap Lake, the Board approved a study to identify new options for design of the [MacArthur Reedman Water System](#) intake. Currently the configuration of the lake-water supply pump is experiencing problems when water levels are below a certain threshold. The issue will come back to the Board once options and possible costs are identified in the report.

Golden and Electoral Area A Indoor Aquatic Centre

Work continued to move the project forward with the Board approving [two contracts](#) for services. The first is an agreement with Ross Templeton and Associates Quantity

Surveyors for \$90,000, while the second is a contract with HCMA Architecture + Design for \$100,000 to provide website redevelopment, communication materials and grant writing support.

Administration Bylaws

Five Year Financial Plan 2023-2027

The CSRD Board passed one of the most significant annual milestones in approving the Five Year Financial Plan Bylaw. This bylaw is the culmination of much work, including meetings with Directors, staff and two public budget workshop sessions. The Five Year Financial Plan directs all spending for the upcoming fiscal year. The Local Government Act requires the plan to be adopted before March 31 of each year.

Land-Use Matters



Electoral Areas B, C, D, E, F, and G: Secondary Dwelling Units - Phase 1

With the approval of the Board at first reading, staff are proposing amendments to nine zoning bylaws and three Official Community Plans in order to increase the opportunities for secondary dwelling units in the CSRD. Providing more options for secondary dwelling units creates the potential to increase the supply of rental housing units and assists in addressing some housing affordability challenges. The project will now be moving forward into stakeholder consultation and gathering public input. More information on this project can be found at the [CSRD Connect Project Page](#).

Electoral Areas B, C, D, E, F, and G: Accessory Building Amendments - Phase 1

First readings were approved for proposed amendments to zoning bylaws and land-use bylaws for consistent regulations on accessory building height and floor area sizes for single-detached residential properties. Updating regulations to meet the current market needs throughout the CSRD's nine zoning bylaws will make development easier for the public and construction industry, reduce the amount of development variance permits and improve timelines for development. This project goes hand-in-hand with the Secondary Dwelling Unit proposal, so that accessory buildings may be constructed large enough to accommodate a dwelling. The project will now be moving forward into stakeholder consultation and gathering public input. More information on this project can be found at the [CSRD Connect Project Page](#).

Next Board Meeting


Thursday, April 20, 2023


The Regular CSRD Board Meeting will be held in the CSRD Boardroom, at 555 Harbourfront Drive NE, Salmon Arm. The Regular Board meeting public session generally starts at 9:30 AM (PT) / 10:30 AM (MT). Any scheduling changes to the meeting start time will be noted on the [Meeting Calendar](#) on the CSRD's website.




The public is encouraged to join the meeting in-person or via [Zoom](#). The access link can also be found on the [Meeting Calendar](#) of the CSRD website under the Board meeting date.

Please note: the CSRD Connect newsletter is not a substitute for the regional district's Board meeting minutes, which cover all agenda items. Minutes are available for public review at the [Agendas & Minutes](#) page of our website, www.csr.bc.ca

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Item 9.1

CITY OF SALMON ARMDate: March 27, 2023

Moved: Councillor

Seconded: Councillor

THAT: The Mayor and Corporate Officer be authorized to execute a renewal agreement for a five (5) year period, January 1, 2023 to December 31, 2028, with the Columbia Shuswap Regional District for transit services to parts of the Regional District;

AND THAT: The Mayor and Corporate Officer be authorized to execute an amending agreement to reflect the split of Area C into Areas C and G, following the Columbia Shuswap Regional District's update to Bylaw 5091 to reflect the same.

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

CITY OF
SALMON ARM

To: His Worship Mayor Harrison and Members of Council
Date: March 14, 2023
From: Chelsea Van de Cappelle, Chief Financial Officer
Subject: Transit Service – Columbia Shuswap Regional District

MOTION FOR CONSIDERATION:

THAT: The Mayor and Corporate Officer be authorized to execute a renewal agreement for a five (5) year period, January 1, 2023 to December 31, 2028, with the Columbia Shuswap Regional District for transit services to parts of the Regional District;

AND THAT: The Mayor and Corporate Officer be authorized to execute an amending agreement to reflect the split of Area C into Areas C and G, following the Columbia Shuswap Regional District's update to Bylaw 5091 to reflect the same.

BACKGROUND:

The transit agreement with the Columbia Shuswap Regional District (CSRD) expired on March 31, 2012. The City, through its contract with BC Transit, provides transit services to parts of the Regional District, specifically:

The boundaries of the Salmon Arm Regional Transit Service Area shall be the corporate boundaries of the City of Salmon Arm and Electoral Area "C" and portions of Electoral Area "D" of the Columbia Shuswap Regional District as defined in Bylaw No. 5091;

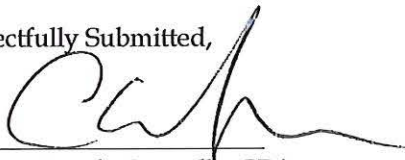
The CSRD is currently in the processes of reviewing Bylaw No. 5091 to reflect the recent split of Area C into Areas C and G. Following this, an amendment will be required to the Transit Service agreement.

The costs of providing this service for the last five (5) years are summarized below. These costs are billed back monthly to the CSRD.

2022 - \$ 24,507.05	2019 - \$ 24,033.80
2021 - \$ 19,412.77	2018 - \$ 24,714.14
2020 - \$ 21,844.80	

While the previous agreement expired in 2012, services and cost recovery have continued with the CSRD. This motion for consideration will formalize the continuation of shared transit services.

Respectfully Submitted,



Chelsea Van de Cappelle, CPA

Item 9.2

CITY OF SALMON ARM

Date: March 27, 2023

Moved: Councillor

Seconded: Councillor

THAT: Agricultural Land Commission Application No. 415 be authorized for submission to the Agricultural Land Commission.

[Thurgood, J. & L.; 5491 10 Avenue NE; Non-Farm Use]

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

To: His Worship Mayor Harrison and Council

Date: March 14, 2023

Subject: Agricultural Land Commission Application No. 415 (Non-Farm Use)
Legal: Parcel A, (Plan B1123) of the West ½ of the South West ¼ Section 20, Township
20, Range 10, W6M, KDYD,
Civic: 5491 10 Avenue NE
Owner/Applicant: Jay and Lennie Thurgood

STAFF RECOMMENDATION:

THAT: Agricultural Land Commission Application No. 415 be authorized for submission to the Agricultural Land Commission.

PROPOSAL

The owner of 5491 10 Avenue NE is requesting Non-Farm Use approval from the Agricultural Land Commission (ALC) in order to construct and operate a pet crematorium in an accessory building on the subject property. The ALC application is enclosed as Appendix 1.

BACKGROUND

The subject property is approximately 10ha (25ac). It is within the Agricultural Land Reserve (ALR), designated Acreage Reserve in the Official Community Plan (OCP), outside the Urban Containment Boundary (UCB), and is zoned A2 - Rural Holding Zone (Appendices 2 to 6). The subject property is comprised of a number of agricultural buildings, a single family dwelling constructed in 2013 and a decommissioned building that was previously the principle dwelling. The applicant is proposing to demolish the decommissioned building to make way for the proposed accessory building.

The proposed accessory building would include a detached dwelling and pet crematorium. The applicant has stated the floor area of the pet crematorium would be under 100m² (1076ft²) and the detached dwelling less than 90m² (968ft²). Given the proposed area of the detached dwelling and pet crematorium (operating as a Home Occupation) the uses are permitted under the City's A2 and General Regulations of the Zoning Bylaw. A site plan and a photo of the building to be demolished are included as Appendix 6.

The subject property has an Improved Soil Capability Rating of 100% Class 4 (W) and O4 (W), affected by conditions of excess water and low fertility (Appendix 7). With regard to the Unimproved Soil Capability Rating, the subject property is 80% Class 5 and 20% Class O5 (Appendix 8), affected by conditions of excess water and low fertility. Soil capability rating ranges from Class 1 to Class 7, "O" is in reference to Organic Soils. The best agricultural lands are rated Class 1 because they have ideal climate and soil to allow the growth of the widest range of crops. Class 7 is considered non-arable, with no potential for soil bound agriculture.

Adjacent zoning and land uses include the following:

North: Rural Holding (A-2) – ALR – Single Family Dwelling/ Home Occupation
South: Rural Holding (A-2) – ALR – Agriculture/Hay Fields
East: Mobile Home Park (R6) – Mobile Home Park
West: Rural Holding (A-2) - ALR – Residential/Agriculture/Pasture

COMMENTSEngineering Department

No concerns.

Building Department

No concerns.

Fire Department

No concerns.

Agricultural Advisory Committee

The Agricultural Advisory Committee reviewed the application at their March 8, 2023 meeting and passed the following resolution:

THAT: The AAC supports ALC Application No. 415.

The applicants attended the meeting and confirmed that the unit is designed to facilitate only small animals and is designed to be smokeless and odourless. Following cremation the animal remains would be returned to the owners and the operation would not include any on-site disposal.

Planning Department


Home Occupations are defined in the Zoning Bylaw as "any occupation or profession carried out in a home, where the occupation or profession is accessory to the use of a dwelling for residential purposes". Further the regulations stipulate that the Home Occupation shall not create a nuisance and is limited to 100m² (1076ft²). Further, the Home Occupation shall not generate noise, vibration, smoke, dust, toxic or noxious matter, or odour beyond the subject property.

The pet crematorium as proposed would be consistent with the regulations of a Home Occupation. The applicant has provided a letter from the manufacturer of the crematorium that provides details for the unit. The letter is enclosed as Appendix 9.

Should the application be supported by the ALC, the applicant would then apply for a Building Permit and compliance with zoning regulations would be confirmed. If in the future the applicant wishes to expand the operation or increase the area of the building further approvals through the City and ALC would be necessary. As mentioned above, the proposed second dwelling and pet crematorium are permitted uses under the Zoning Bylaw No. 2303, staff are supportive of the application.



Prepared by: Melinda Smyrl, MCIP, RPP
Planner



Reviewed by: Rob Niewenhuizen, ASCT
Director of Engineering and Public Works



Provincial Agricultural Land Commission - Applicant Submission

Application ID: 67441

Application Status: Under LG Review

Applicant: Joseph Thurgood

Local Government: City of Salmon Arm

Local Government Date of Receipt: 01/26/2023

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

Proposal Type: Non-Farm Use

Proposal: To demolish existing old home on property and replace with new building to house a pet crematorium service.

Mailing Address :

5491 10th Ave NE

Salmon Arm, BC

V1E 1Y1

Canada

Primary Phone : (250) 832-2084

Mobile Phone : (250) 833-2754

Email : jjthurgood@msn.com

Parcel Information

Parcel(s) Under Application

1. **Ownership Type :** Fee Simple

Parcel Identifier : 008-287-121

Legal Description : PARCEL A (PLAN B1123) OF THE WEST 1/2 OF THE SOUTH WEST 1/4 OF SECTION 20 TOWNSHIP 20 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT EXCEPT PLANS B1937 AND 10416

Parcel Area : 9.5 ha

Civic Address : 5491 10th Ave NE

Date of Purchase : 06/24/2004

Farm Classification : Yes

Owners

1. **Name :** Joseph Thurgood

Address :

5491 10th Ave NE

Salmon Arm, BC

V1E 1Y1

Canada

Phone : (250) 832-2084

Cell : (250) 833-2754

Email : jjthurgood@msn.com

Applicant: Joseph Thurgood

Current Use of Parcels Under Application

1. **Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**
Sheep 50%, chicken 5% and horse breeding/raising 45%
2. **Quantify and describe in detail all agricultural improvements made to the parcel(s).**
Fencing 7hectares, new barn, new arena and new home built since purchased in 2004
3. **Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**
House and old decommissioned home

Adjacent Land Uses

North

Land Use Type: Residential
Specify Activity : homes with small acreage

East

Land Use Type: Agricultural/Farm
Specify Activity : neighbour has cattle and horses , Excavation company

South

Land Use Type: Residential
Specify Activity : Has a dog grooming business and Auto detailing shop

West

Land Use Type: Agricultural/Farm
Specify Activity : White mountain nursery, haskap berries, horse acreage

Proposal

1. **How many hectares are proposed for non-farm use?**
0.01 ha
2. **What is the purpose of the proposal?**
To demolish existing old home on property and replace with new building to house a pet crematorium service.
3. **Could this proposal be accommodated on lands outside of the ALR? Please justify why the proposal cannot be carried out on lands outside the ALR.**
The cost of purchasing more property for proposed business would make the business non profitable.
4. **Does the proposal support agriculture in the short or long term? Please explain.**

Applicant: Joseph Thurgood

P58

Yes in the long term, we may be able to offer a livestock cremation service if the business is profitable. There are no current cremation services in our area. The nearest one is in Armstrong and Lake country. The current companies do not do any livestock. My wife and I are both large animal veterinarians and have an interest in the livestock viability in the area.

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

No

Applicant Attachments

- Proposal Sketch - 67441
- Other correspondence or file information - BC assessment
- Site Photo - #2 photo
- Site Photo - #1 photo
- Certificate of Title - 008-287-121

ALC Attachments

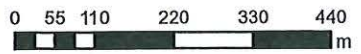
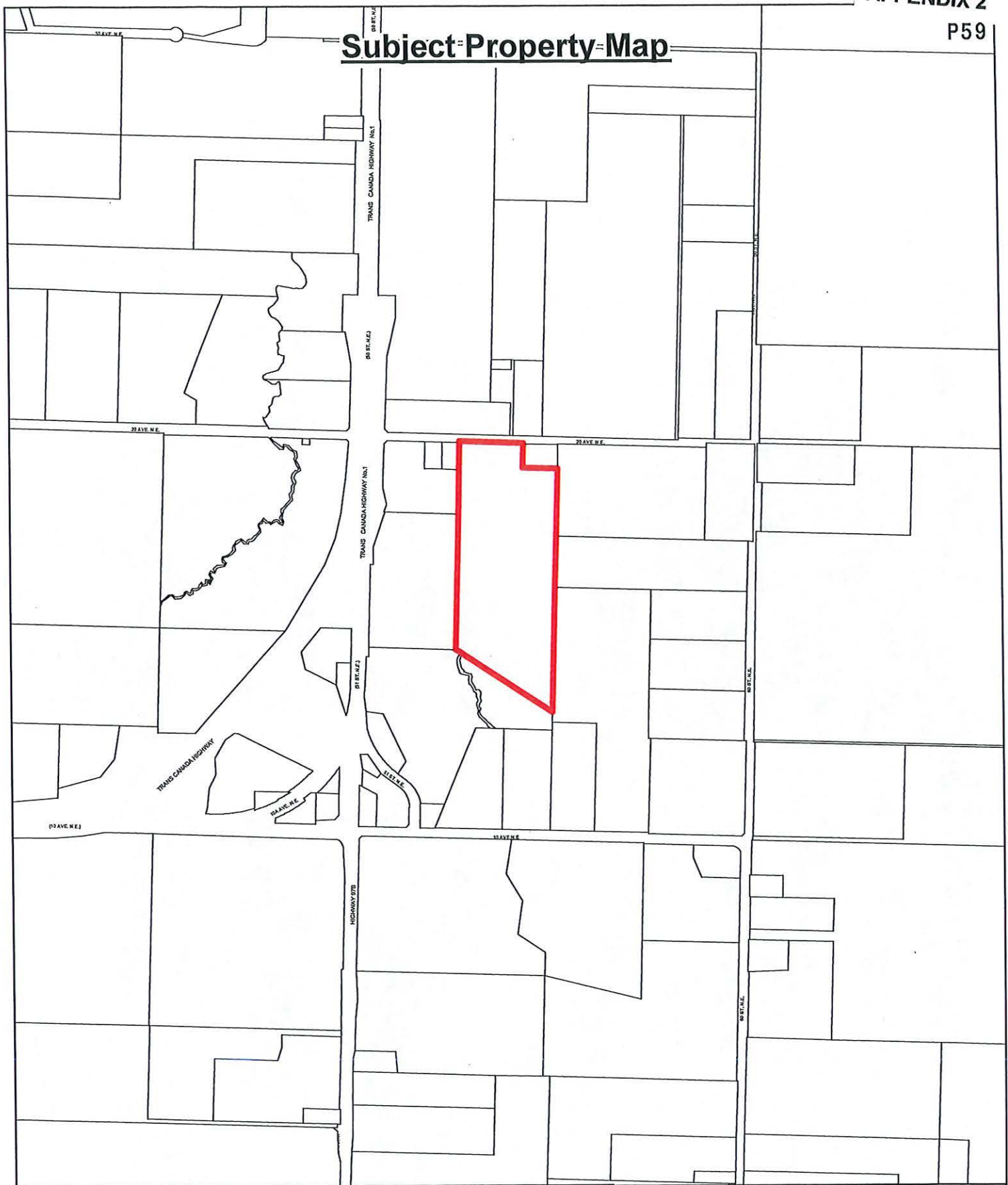
None.

Decisions

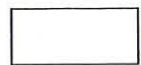
None.

Applicant: Joseph Thurgood

Subject Property Map

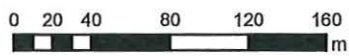
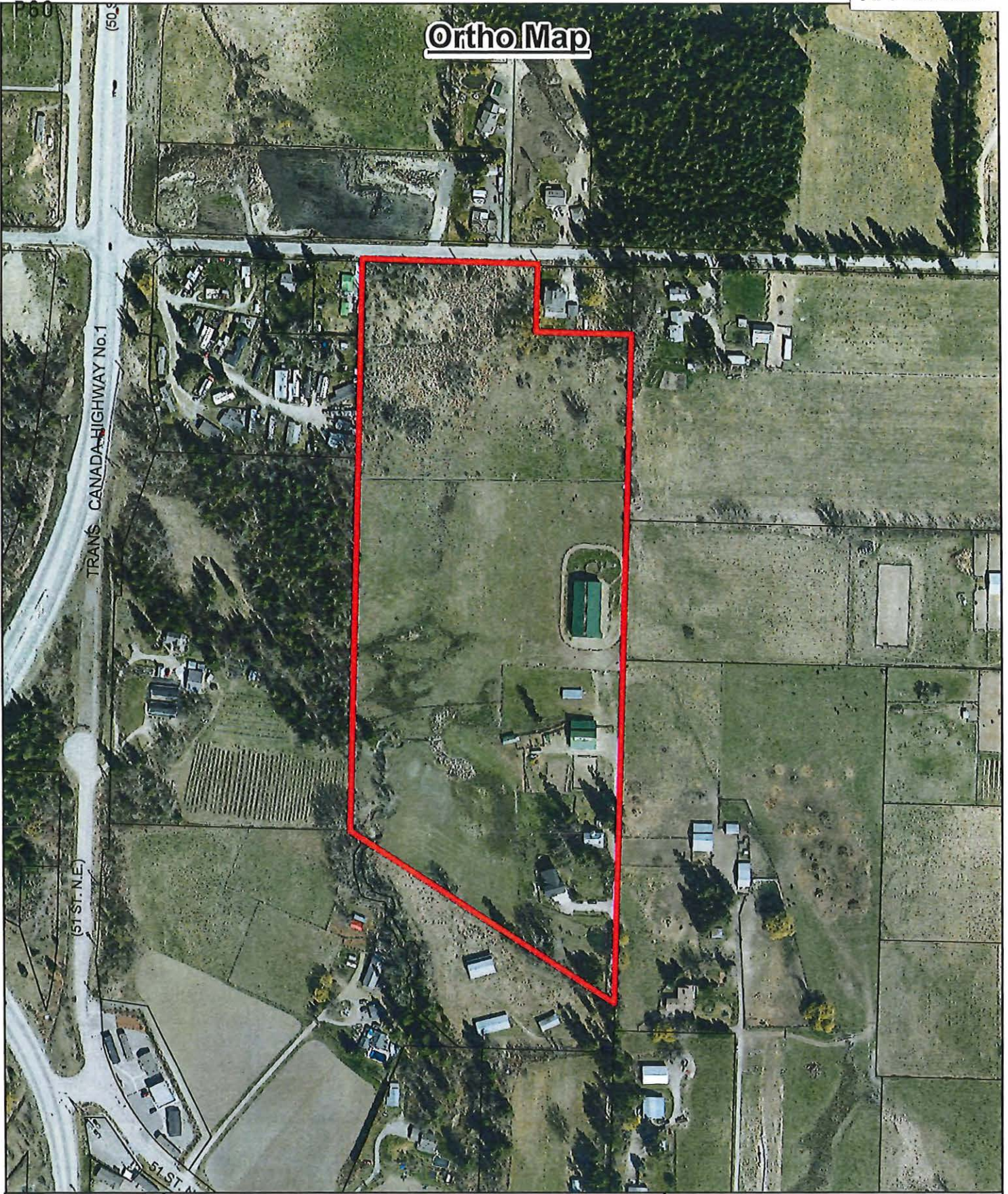


Subject Property



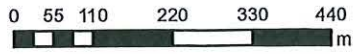
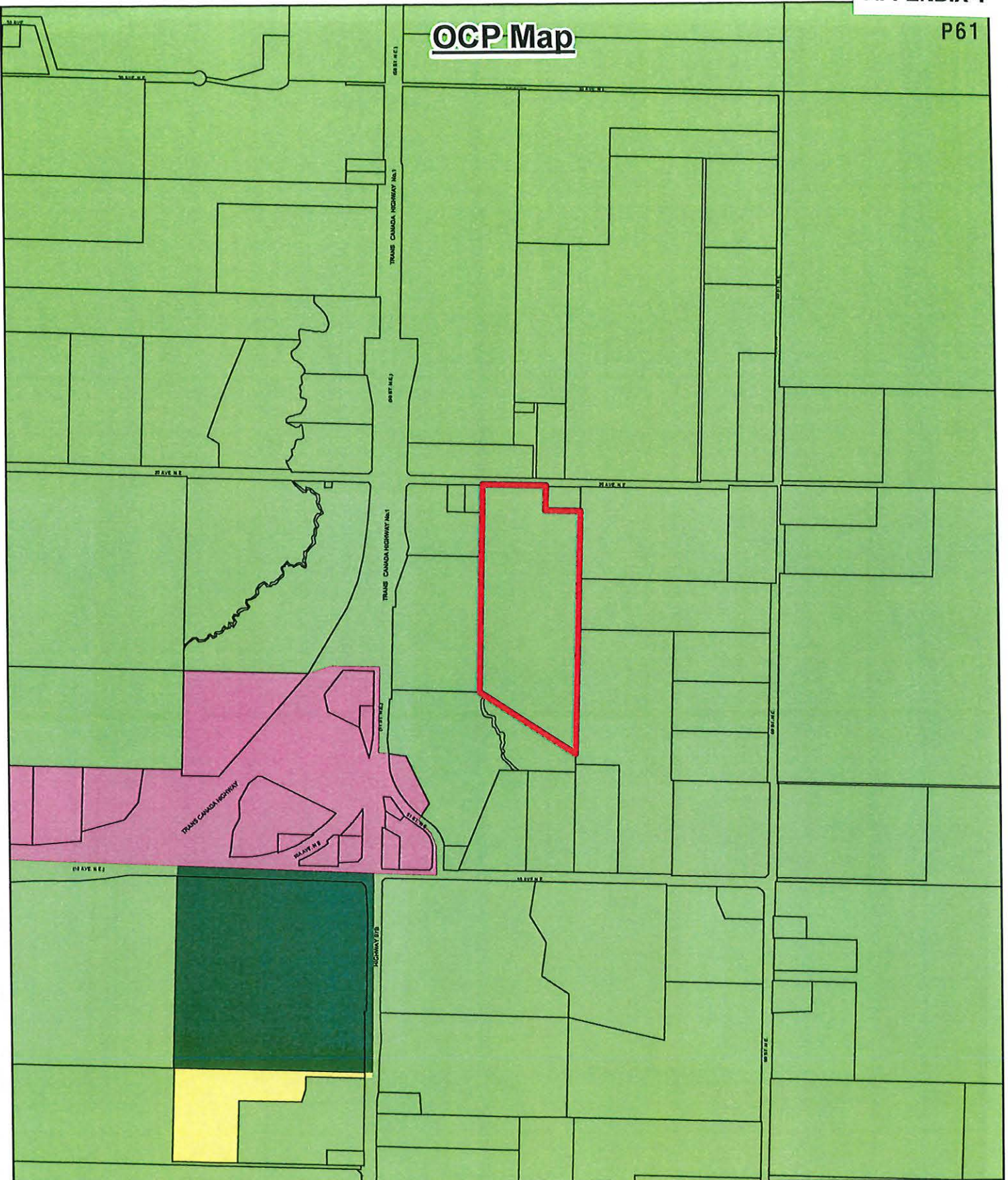
Parcels

Ortho Map



-  Subject Property
-  Parcels

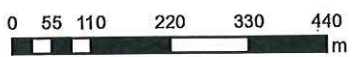
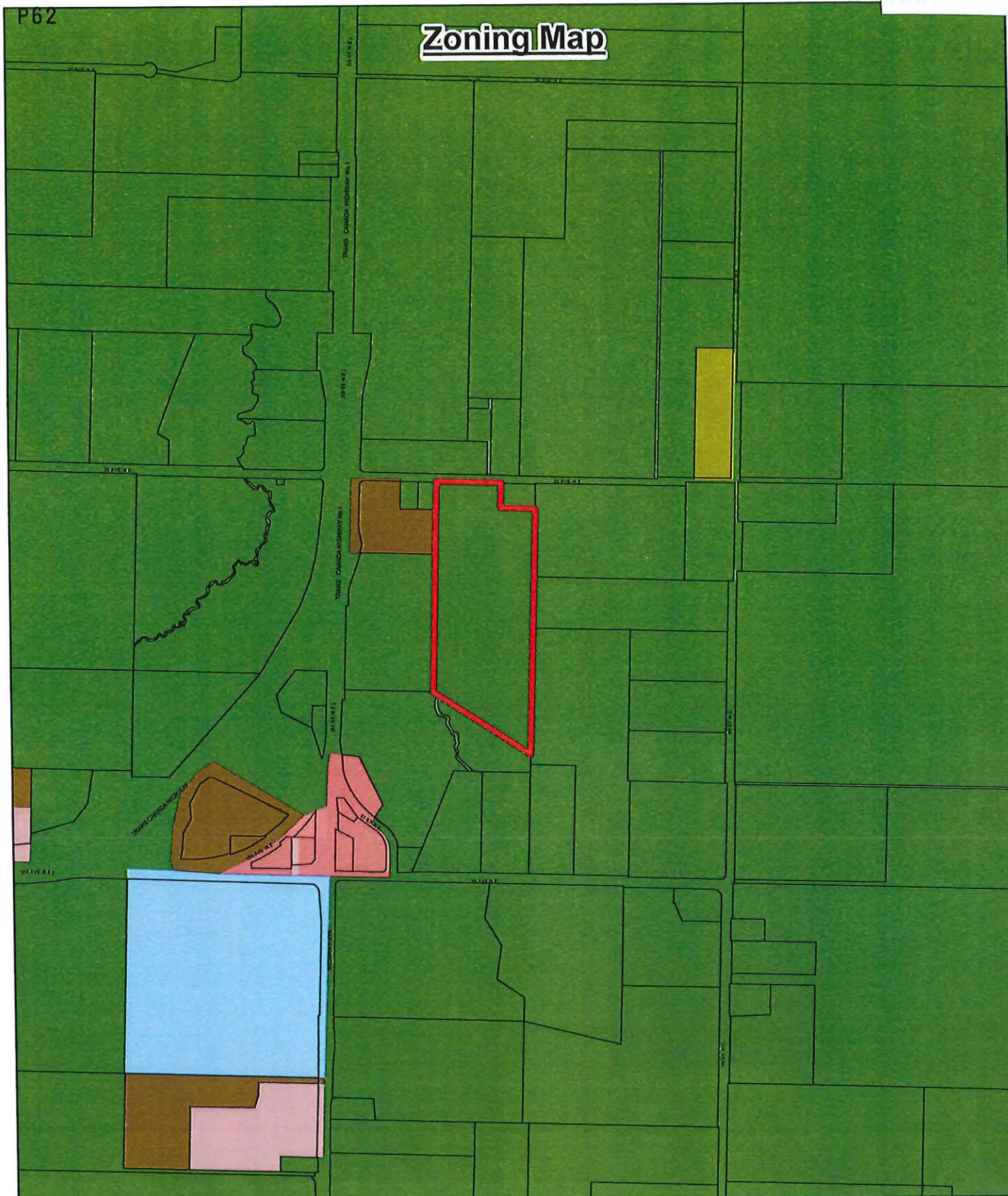
OCP Map



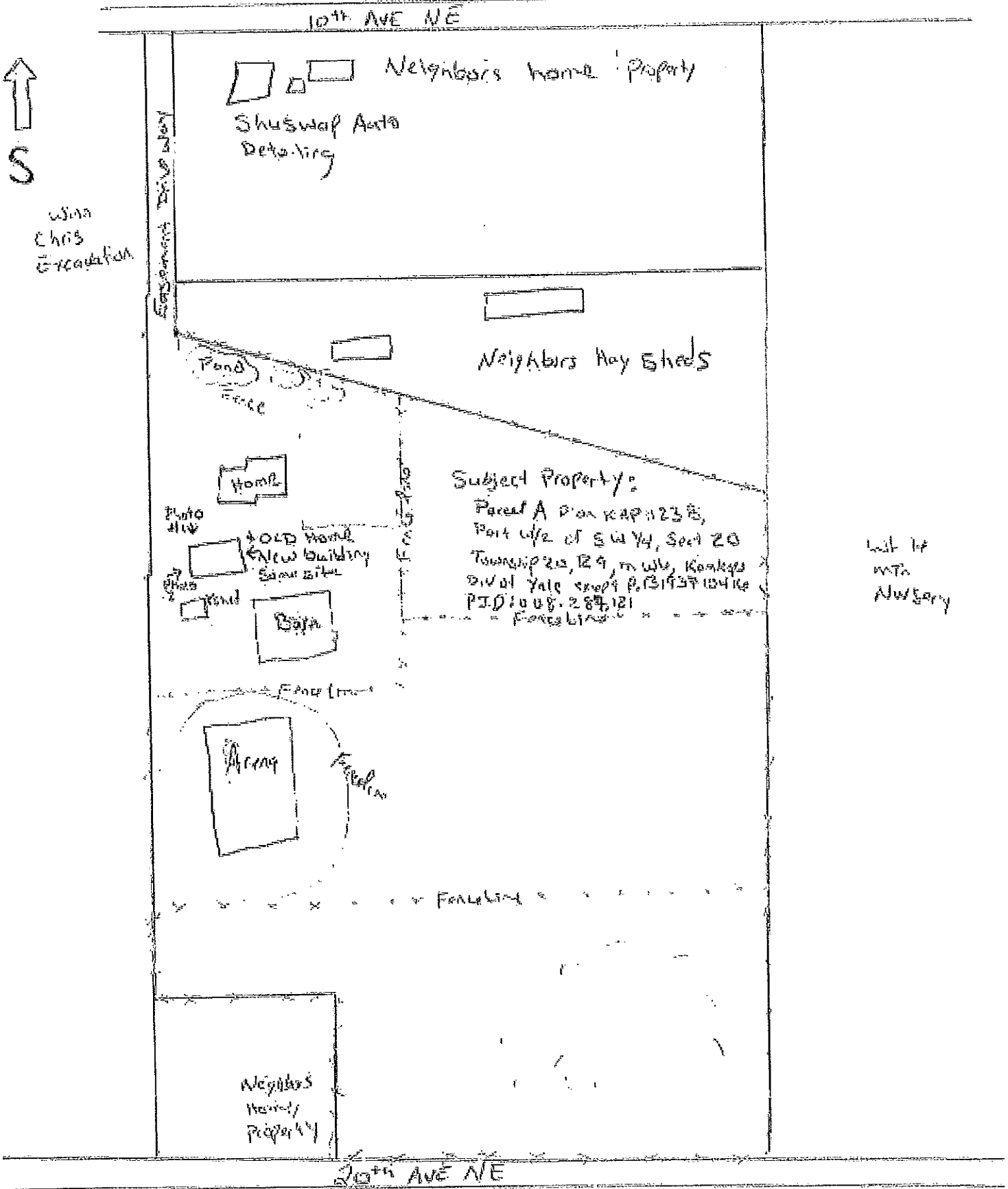
-  Subject Property
-  Acreage Reserve
-  Park
-  Residential - Low Density
-  Commercial - Highway Service / Tourist
-  Parcels

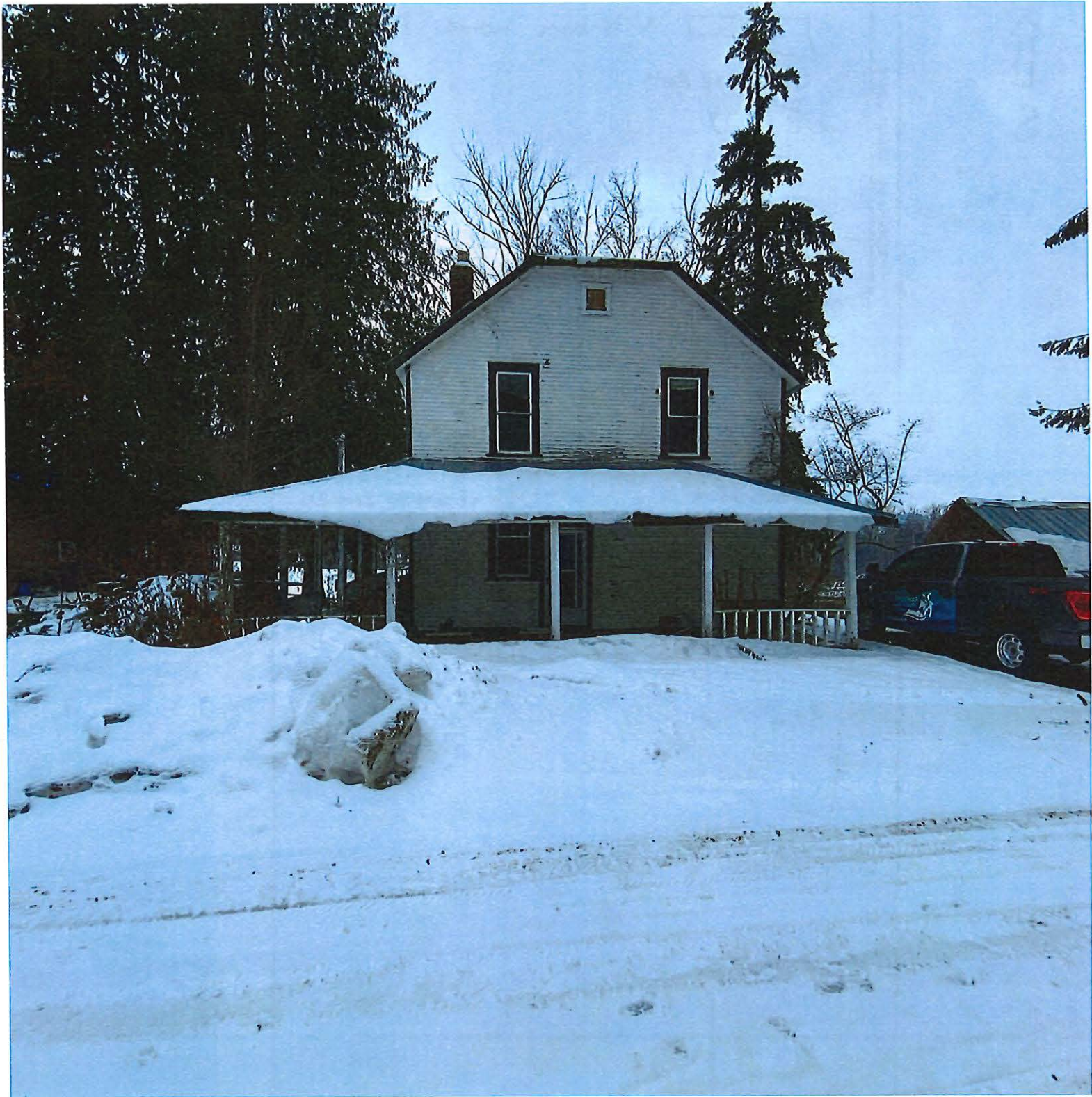
P62

Zoning Map

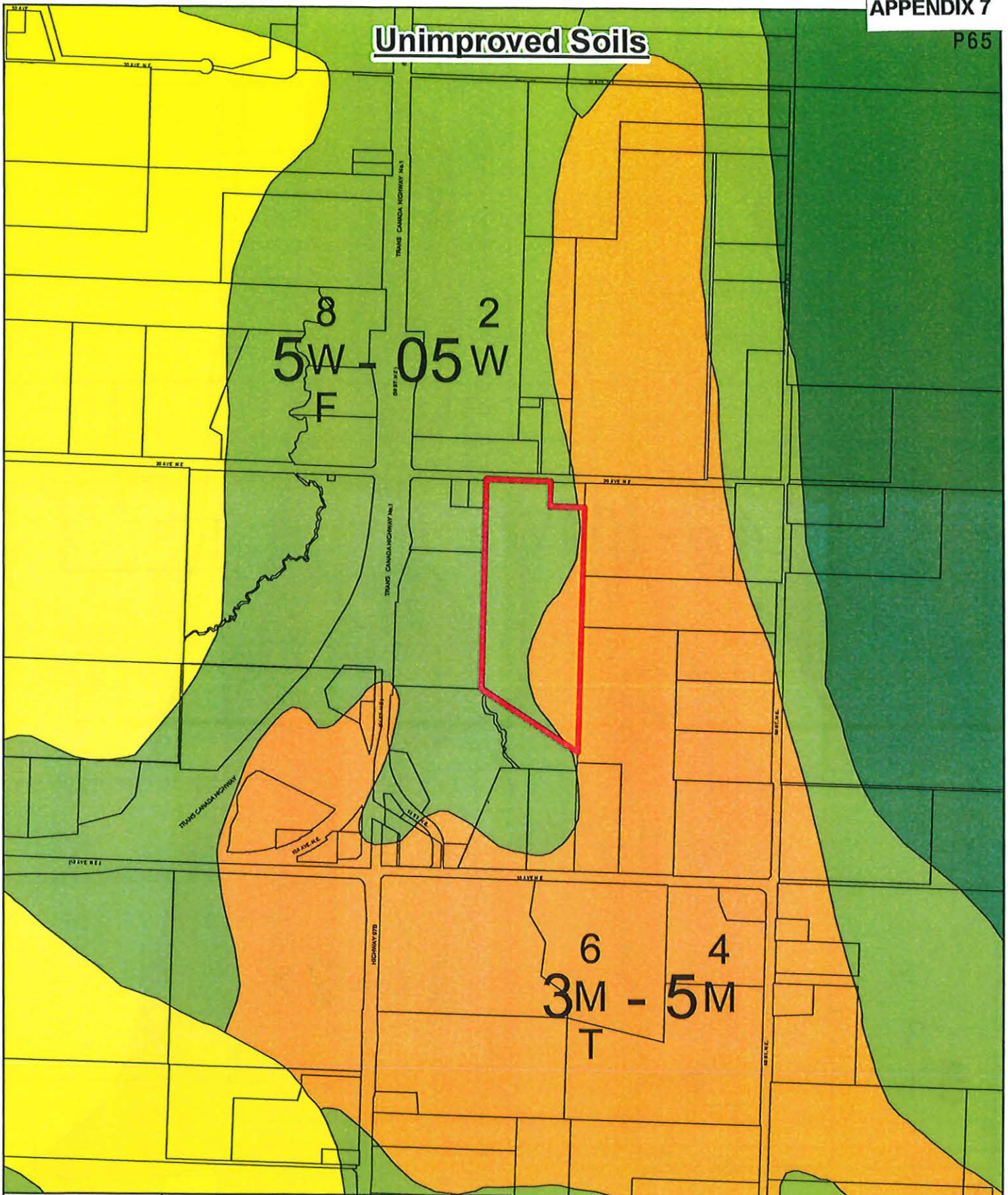








	Subject Property		A-2		C-5
	Parcels		A-3		P-1
			C-3		P-3
			C-4		R-6



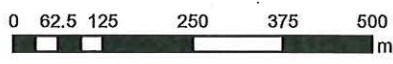
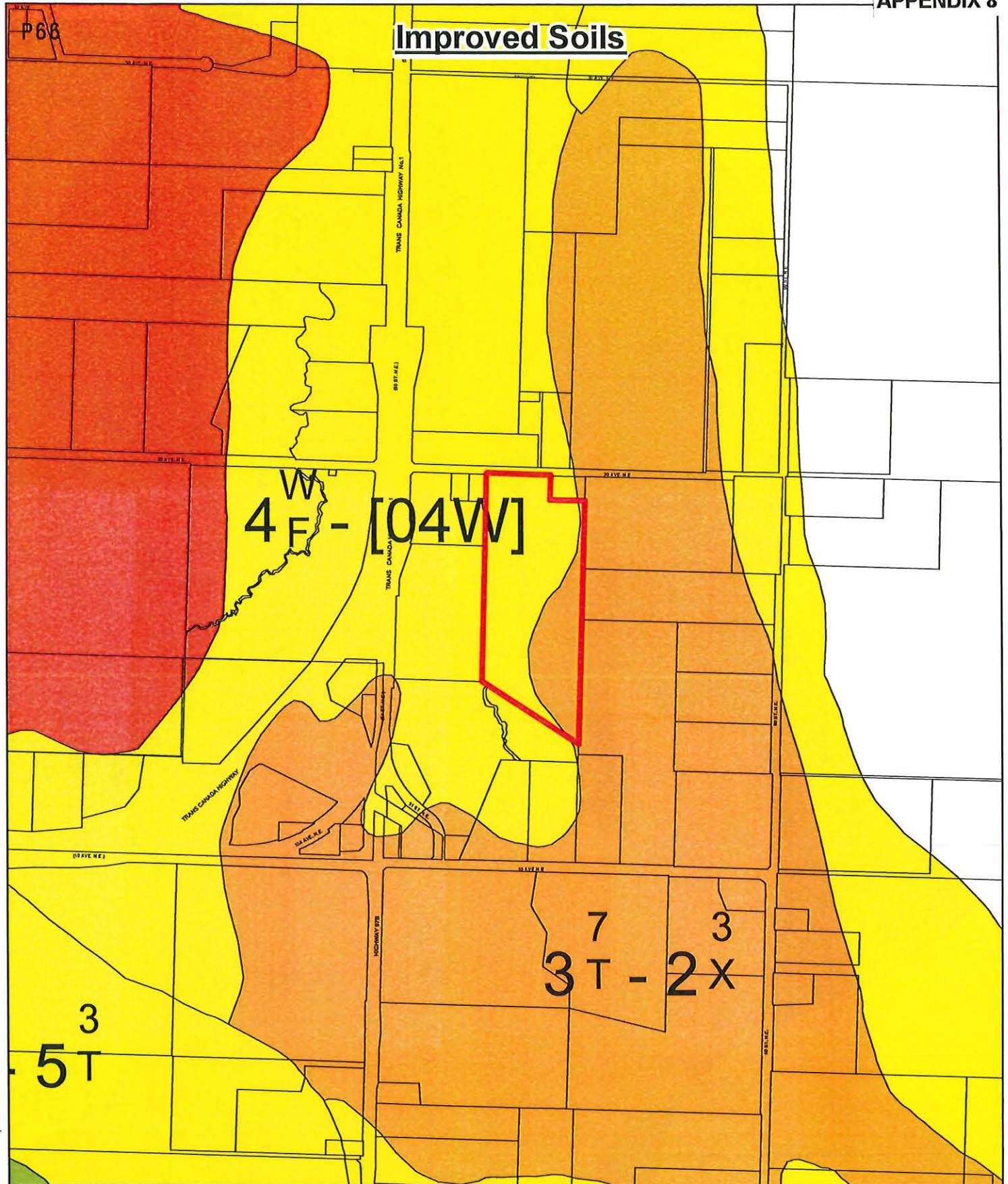








Unimproved Soils



-  Subject Property
-  Parcels
-  CLASS 3
-  CLASS 4
-  CLASS 5
-  CLASS 6

Improved Soils



-  Subject Property
-  Parcels
-  CLASS 2
-  CLASS 3
-  CLASS 4
-  CLASS 5



Re: Pet crematory impact on the environment and surrounding areas.

Under normal operating conditions, modern crematories operate efficiently and inconspicuously, without smoke or odor. Unless specifically identified, the crematory is not noticeable to an outside observer. In addition, crematories do not discharge wastewaters or use any water in the cremation process.

Pet remains are mostly made of organic compounds such as hydrogen and water. Cremation (chemically known as oxidation) is ideal for disposing of pet remains as organic compounds that can be completely transformed into carbon dioxide and water. Only 2% to 8% of pet remains are inorganic and comprised of sodium and potassium (bones). At the end of the cremation cycle, only a few sterile bone fragments remain.

Modern cremators have a 99.99% combustion efficiency. Cremation containers, if used, are designed to be cremated without causing Hazardous Air Pollutants as defined by the EPA under the Clean Air Act.

Complete combustion is achieved in the temperature controlled (1,600° – 1,800° Fahrenheit) Secondary Chamber, also called the Afterburner. The volatilized carbon created in the combustion process is fully converted to carbon dioxide. In addition, an Opacity Sensor is located at the base of the stack to monitor the clarity of exhaust gases. If the exhaust gases were to reach the maximum locally allowed opacity, the PLC (Programmable Logic Control) would automatically shut down the primary burner and adjust combustion air supply to slow the combustion rate and prevent visible emissions from exiting the stack. The cremation process is fully automated and PLC based. Operating temperatures and air flows are constantly monitored for maximum efficiency. Temperature Recorder Charts also provide auditable data to insure the cremator operates within the environmentally mandated limits.

Our modern cremators fully comply with all stringent Federal, State and local requirements.

Sincerely,

U.S. Cremation Equipment

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Item 9.3

CITY OF SALMON ARM

Date: March 27, 2023

Moved: Councillor

Seconded: Councillor

THAT: Council approve the purchase of three new Chemtrac Particle Counters for process monitoring at the Water Treatment Plant from CB Process Instrumentation & Controls, for the quoted amount of \$35,972.16 including applicable taxes;

AND THAT: The City's Purchasing Policy No. 7.13 be waived in procurement of these works and services to authorize the sole sourcing to CB Process Instrumentation & Controls.

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

TO: His Worship Mayor Harrison and Members of Council
FROM: Robert Niewenhuizen, Director of Engineering and Public Works
PREPARED BY: Gerry Rasmuson, Manager of Utilities
DATE: March 8, 2023

SUBJECT: **Water Treatment Plant – Chemtrac Particle Counters Purchase**

STAFF RECOMMENDATION

THAT: Council approve the purchase of three new Chemtrac Particle Counters for process monitoring at the Water Treatment Plant from CB Process Instrumentation & Controls, for the quoted amount of \$35,972.16 including applicable taxes;

AND THAT: The City's Purchasing Policy No.7.13 be waived in procurement of these works and services to authorize the sole sourcing to CB Process Instrumentation & Controls.

BACKGROUND

The City of Salmon Arm's Water Treatment Plant was placed online in May 2009 to treat raw water from Shuswap Lake to meet the parameters specified under the Drinking Water Protection Act. The City incorporates a direct filtration process followed by Ultra Violet and Chlorine disinfection prior to distribution to the water network for consumption.

The initial phase of water treatment involves the addition of chemicals to enhance the coagulation/flocculation process in removing particulate. Part of the operational analysis to optimize this process includes utilizing particle counters, which are a measureable gauge indicating the effectiveness of the filtration process. Initially five Hach particle counters were installed at the time of construction of the plant. One analyzer is utilized to count particulate in the raw water while the other four are utilized to monitor the effluent from the four filters. Two of the units failed last year and were subsequently replaced with the Chemtrac PC3400 analyzer.

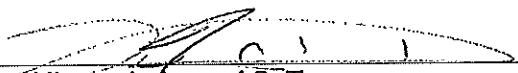
STAFF COMMENTS

When the two Hach particle counters failed within days of each other staff determined that replacement with the Chemtrac PC3400 particle counter was the most viable solution as they were considerably cheaper than the Hach model and peers in the industry recommended them. Further, the Chemtrac units are calibration friendly for staff whereas the proprietary Hach models require a service technician from Hach to attend the site to complete the work at a considerable

expenditure. Satisfied with the new analyzers staff proceeded to budget (\$40,000) for replacement of the other three units in 2023. In the process of obtaining quotes staff was informed by Hach that they have discontinued the production of their particle counters so the search for comparable products went online and staff reached out to industry peers for other recommendations. Eventually we determined that the only particle counter available in North America for water analysis is the Chemtrac PC3400. Utilizing one specific analyzer is also beneficial for operations as it offers redundancy for spare parts while providing for one point of contact for maintenance. As such, staff views this as a sole source project under Policy No. 7.13 Section 3 whereby it is a non-competitive situation due to the proprietary nature of the analyzer.

Staff recommends purchasing three Chemtrac PC3400 Online Particle Counters from CB Process Instrumentation and Controls for a total expense of \$35,972.16 including applicable taxes.

Respectfully submitted,



Robert Niewenhuisen, ASCT
Director of Engineering and Public Works

cc. Chelsea Van de Cappelle, CFO

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Item 9.4

CITY OF SALMON ARM

Date: March 27, 2023

Moved: Councillor

Seconded: Councillor

THAT: the 2023 Budget contained in the 2023-2027 Financial Plan Bylaw be amended to increase the budget for Re & Re Old Fuel Tanks Underground by \$17,520.00 funded from the Airport Major Maintenance Reserve;

AND THAT: the 2023 Budget contained in the 2023-2027 Financial Plan Bylaw be amended to increase the Apron Paving Capital Budget by \$9,000.00 funded from the Airport Capital Improvements Reserve;

AND THAT: Council accept the quote received from D Webb Contracting Ltd. to undertake the removal of 3 in-ground fuel tanks for a unit price quote of \$39,520.00 plus applicable taxes.

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering & Public Works

PREPARED BY: Gabriel Bau Baiges, City Engineer

DATE: March 22, 2023

SUBJECT: **2023-06 Airport Fuel tank Removal – AWARD**

RECOMMENDATION:

- THAT:** The 2023 Budget contained in the 2023 – 2027 Financial Plan Bylaw be amended to increase the budget for Re & Re Old Fuel Tanks Underground by \$17,520.00 funded from the Airport Major Maintenance Reserve;
- AND THAT:** The 2023 Budget contained in the 2023 – 2027 Financial Plan Bylaw be amended to increase the Apron Paving Capital Budget by \$9,000.00 funded from the Airport Capital Improvements Reserve.
- AND THAT:** Council accept the quote received from D Webb Contracting Ltd. to undertake the removal of 3 in-ground fuel tanks for a unit price quoted of \$39,520.00 plus applicable taxes.

BACKGROUND:

The City requested quotes from 5 contractors for the removal of the 3 in-ground fiberglass fuel tanks on February 24, 2023. Work includes: removal of existing asphalt, removal of tanks and piping, regrading and installation of drainage. City will be responsible for fine grading and paving under the Apron Paving budget which will be facilitated through a different contractor. City will look after necessary airport closures to facilitate the contractor's and paving schedules in April 2023.

The City reviewed the submitted quote upon quote closing on March 2, 2023. The following quotation was received:

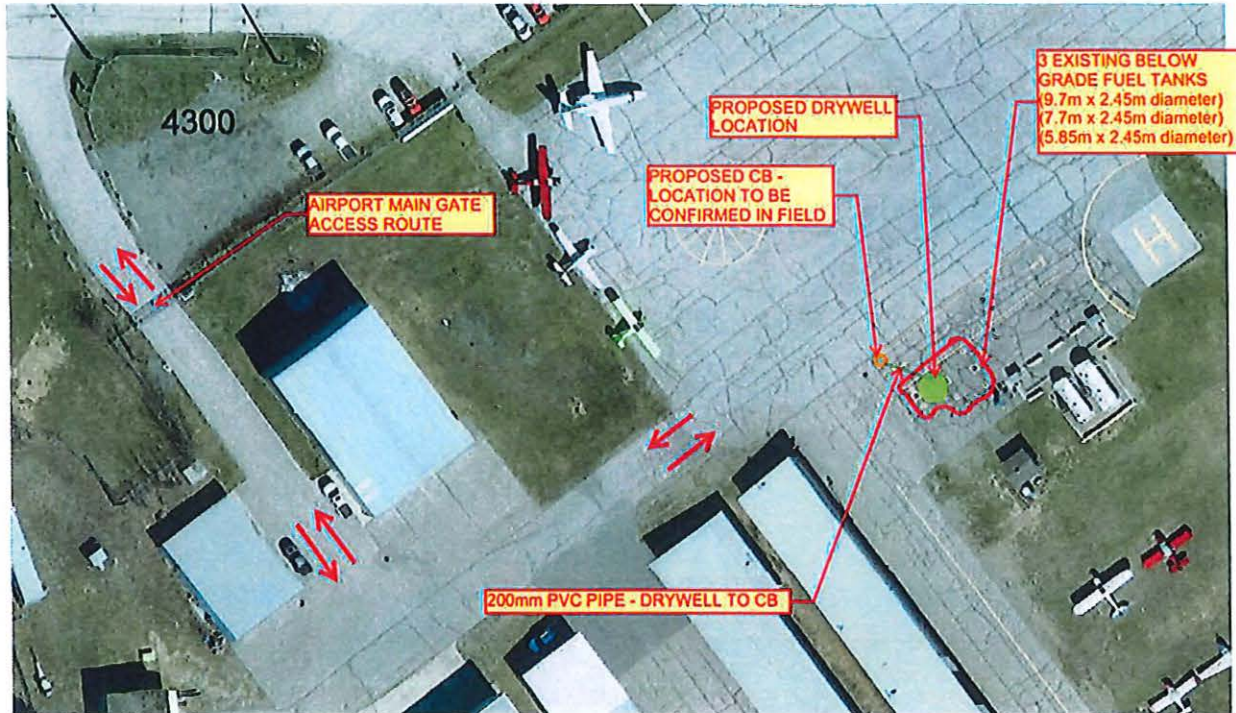
Company	Price*
D Webb Contracting Ltd	\$39,520.00

*taxes not included

D Webb Ltd. is a contractor out of Enderby, BC and has successfully completed many other City projects successfully.

2023-06 Airport Fuel Tank Removal – QUOTE AWARD

For information see below map showing the project site.



Approved budget:

- 2023 Airport Fuel Tanks removal is \$22,000 which includes tank removal to be completed by Contractor ,
- 2023 Apron Paving is \$15,000.00.

Additional funding is required to allow this project to proceed.

Staff are recommending:

- Additional funding required to proceed with the tank removal be taken from the Airport Major Maintenance Reserve (\$17,520.00), and
- Additional funding to proceed with the Apron Paving be taken from the Airport Capital Improvement Reserve (\$9,000.00).

Staff recommend that D Webb Contracting Ltd. be awarded the Airport Fuel Removal Contract at their quoted price of \$39,520.00, plus applicable taxes.

Respectfully submitted,

Robert Niewenhuizen, A.Sc.T
Director of Engineering & Public Works

c.c. Chelsea Van de Cappelle, Chief Financial Officer

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Item 11.1

CITY OF SALMON ARM

Date: March 27, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4560 be read a final time.

[OCP4000-53; 1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; MR to HR]

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

23. STATUTORY PUBLIC HEARINGS

1. Official Community Plan Amendment Application No. OCP4000-53 [1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; MR to HR]

The Planning Official explained the proposed Official Community Plan Amendment Application.

R. Bestoon, IBA Architecture Inc., agent for the applicant, outlined the proposal and was available to answer questions from Council.

Submissions were called for at this time.

R. & I. Haack – Email dated March 13, 2023

E. Poustie expressed concerns about screening and buffers to the adjacent property, the amount of parking on site, potential flooding, snow removal on the development site and management of the units. There was also concerns about whether consideration was given to the potential conflict between residential and agricultural.

Councillor Flynn left the meeting at 8:29 p.m. and returned at 8:30 p.m.

D. Lamboo expressed concerns about traffic and parking.

R. St. Arnault expressed concerns about the location of the garbage receptacle, snow removal on the site and emergency response access. There were also concerns about the management of the building.

R. Adams spoke in favour of the application.

C. Burden expressed concerns about parking and inquired about a traffic impact assessment, upgrades on 10th Street, utility interruptions and project timelines.

The meeting recessed at 8:52 p.m.

The meeting reconvened at 8:59 p.m.

R. Bestoon, the agent, responded to the questions.

Following three calls for submissions and questions from Council, the Public Hearing closed at 9:19 p.m. followed by comments from Council.

CITY OF SALMON ARM

BYLAW NO. 4560

**A bylaw to amend "City of Salmon Arm Official Community Plan
Bylaw No. 4000"**

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on March 13, 2023 at the hour of 7:00 p.m. was published in the March 1 and March 8, 2023 issues of the Salmon Arm Observer;

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

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

1. "City of Salmon Arm Official Community Plan Bylaw No. 4000" is hereby amended as follows:
 1. Re-designate Lot 2, Section 10, Township 20, Range 10, W6M, KDYD, Plan 31437 from MR (Medium Density Residential) to HR (High Density Residential), as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Official Community Plan Amendment Bylaw No. 4560".

READ A FIRST TIME THIS 13th DAY OF FEBRUARY 2023

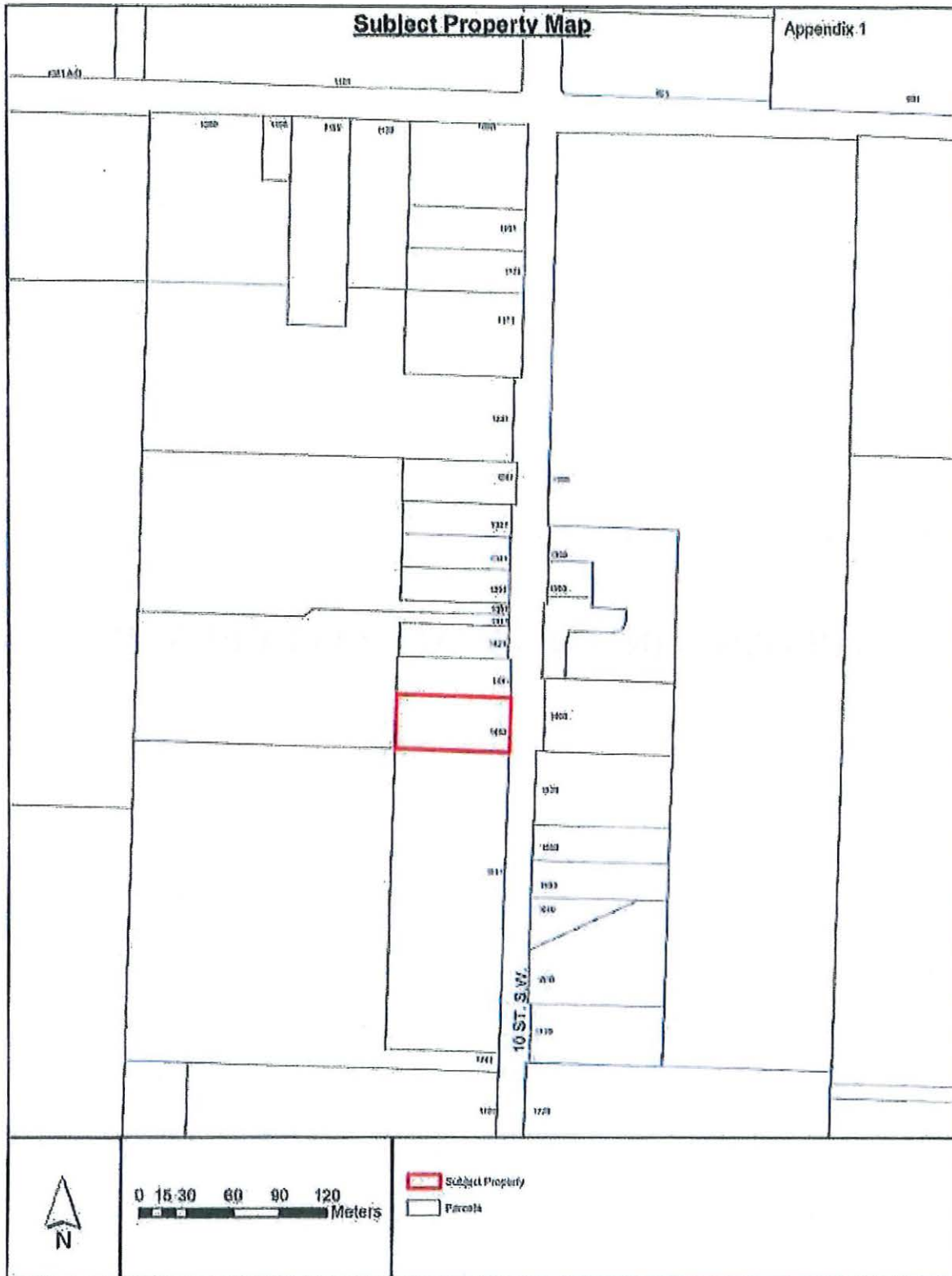
READ A SECOND TIME THIS 27th DAY OF FEBRUARY 2023

READ A THIRD TIME THIS 13th DAY OF MARCH 2023

ADOPTED BY COUNCIL THIS DAY OF 2023

MAYOR

CORPORATE OFFICER



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Item 11.2

CITY OF SALMON ARM

Date: March 27, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4561 be read a final time.

[ZON-1255; 1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; R-1 to R-5]

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

23. STATUTORY PUBLIC HEARINGS

2. Zoning Amendment Application No. ZON-1255 [1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; R-1 to R-5]

The Planning Official explained the proposed Zoning Amendment Application.

Submissions were called for at this time.

R. Bestoon, IBA Architecture Inc., agent for the applicant, outlined the proposal and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing closed at 9:22 p.m. followed by comments from Council.

CITY OF SALMON ARM

BYLAW NO. 4561

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on March 13, 2023 at the hour of 7:00 p.m. was published in the March 1 and March 8, 2023 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 2, Section 10, Township 20, Range 10, W6M, KDYD, Plan 31437 from R-1 (Single Family Residential Zone) to R-5 (High Density Residential Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4561"

READ A FIRST TIME THIS 13th DAY OF FEBRUARY 2023

READ A SECOND TIME THIS 27th DAY OF FEBRUARY 2023

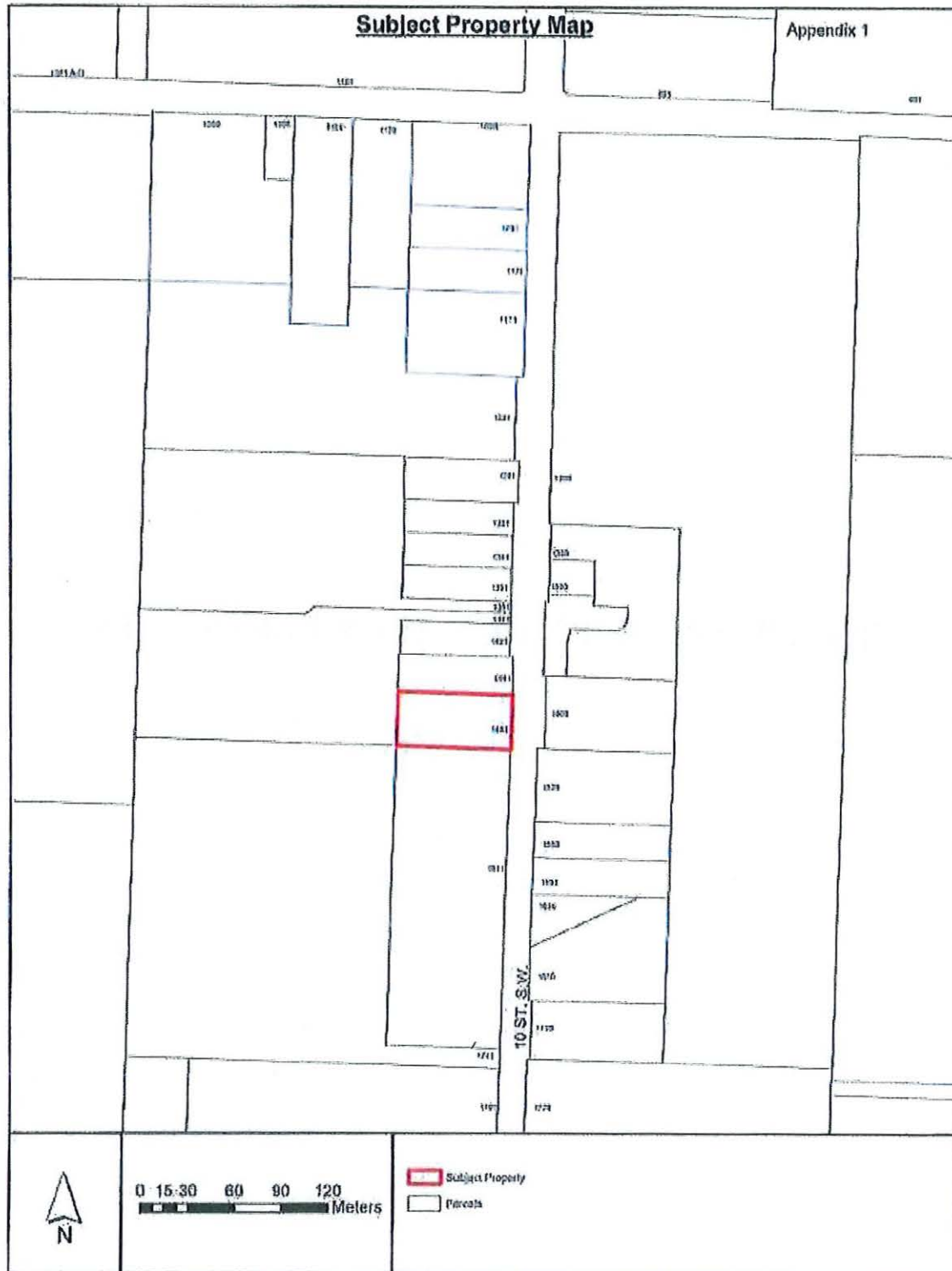
READ A THIRD TIME THIS 13th DAY OF MARCH 2023

ADOPTED BY COUNCIL THIS DAY OF 2023

MAYOR

CORPORATE OFFICER

Schedule "A"



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Item 11.3

CITY OF SALMON ARM

Date: March 27, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4553 be read a final time.

[ZON-1252; Folkman, D.; 3361 16 Avenue NE; R-1 to R-8]

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

23. STATUTORY PUBLIC HEARINGS

3. Zoning Amendment Application No. ZON-1252 [Folkman, D.; 3361 16 Avenue NE; R-1 to R-8]

The Planning Official explained the proposed Zoning Amendment Application.

Submissions were called for at this time.

D. Folkman, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing closed at 9:24 p.m. followed by comments from Council.

CITY OF SALMON ARM**BYLAW NO. 4553****A bylaw to amend "District of Salmon Arm Zoning Bylaw No. 2303"**

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on March 13, 2023 at the hour of 7:00 p.m. was published in the March 1 and March 8, 2023 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 1, Section 19, Township 20, Range 9, W6M, KDYD, Plan 17283 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

City of Salmon Arm
Zoning Amendment Bylaw No. 4553

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4553"

READ A FIRST TIME THIS 27th DAY OF FEBRUARY 2023

READ A SECOND TIME THIS 27th DAY OF FEBRUARY 2023

READ A THIRD TIME THIS 13th DAY OF MARCH 2023

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE 20 DAY OF MARCH, 2023

Avinash Bani

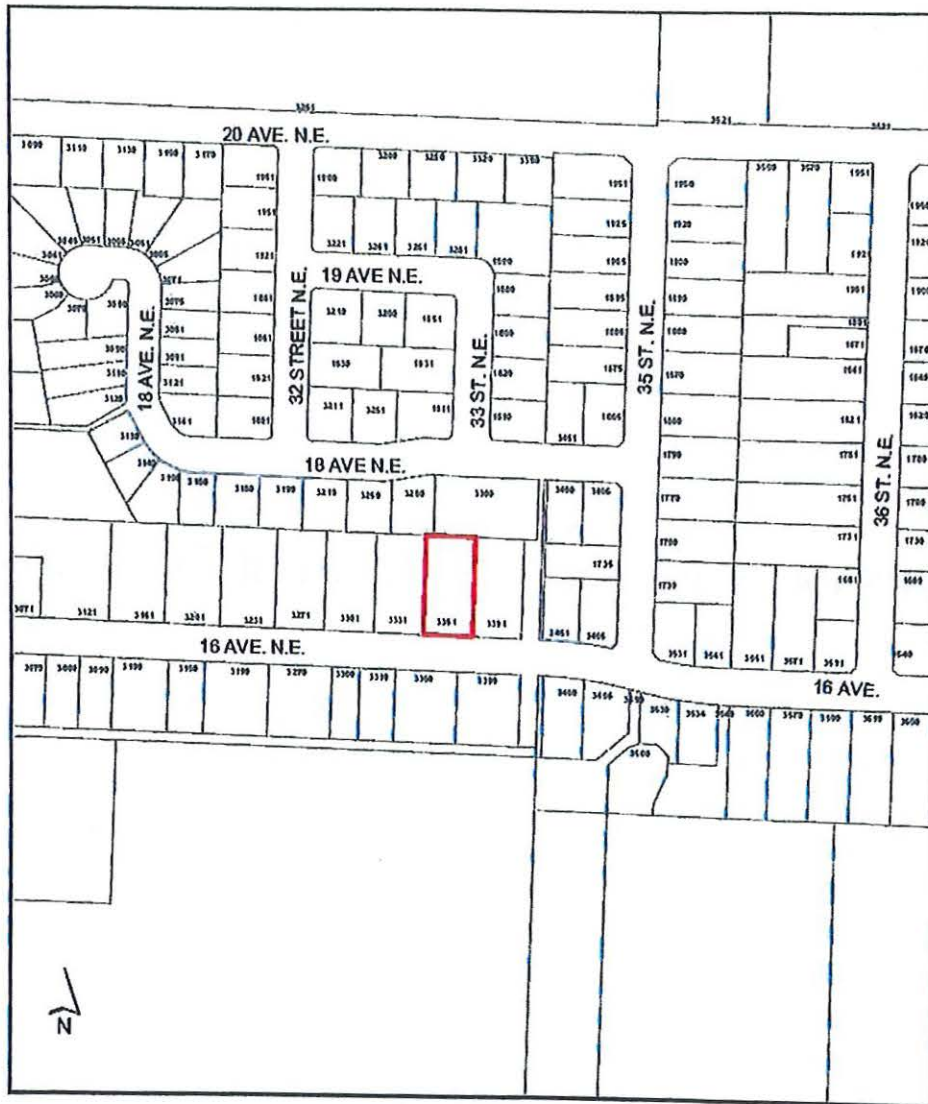
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2023

MAYOR

CORPORATE OFFICER

Schedule "A"



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Item 11.4

CITY OF SALMON ARM

Date: March 27, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4563 be read a final time.

[ZON-1257; Braga, M.L.; 60 10 Street SE; R-1 to R-4]

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

23. STATUTORY PUBLIC HEARINGS

4. Zoning Amendment Application No. ZON-1257 [Braga, M.L.; 60 10 Street SE; R-1 to R-4]

The Planning Official explained the proposed Zoning Amendment Application.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing closed at 9:27 p.m. followed by comments from Council.

CITY OF SALMON ARM**BYLAW NO. 4563**

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on March 13, 2023 at the hour of 7:00 p.m. was published in the March 1 and March 8, 2023 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 5, Block 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 1255 from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4563"

READ A FIRST TIME THIS 27th DAY OF FEBRUARY 2023

READ A SECOND TIME THIS 27th DAY OF FEBRUARY 2023

READ A THIRD TIME THIS 13th DAY OF MARCH 2023

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE 21 DAY OF MARCH, 2023

Amir Khan Bani

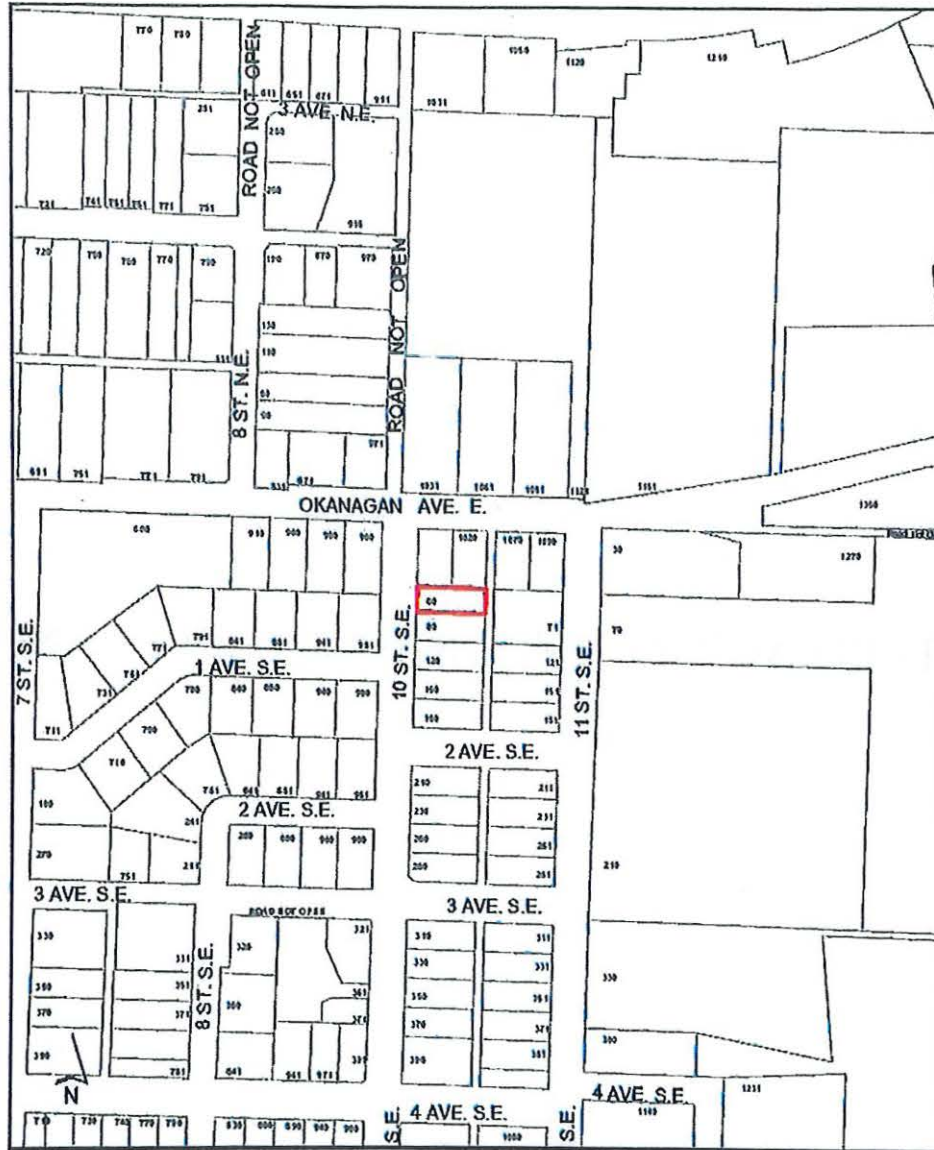
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2023

MAYOR

CORPORATE OFFICER

Schedule "A"



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INFORMATIONAL CORRESPONDENCE – March 27, 2023

- | | | |
|-----|--|---|
| 1. | B. and J. Conner – Email dated March 6, 2023 – Newspaper Article re Homeless | N |
| 2. | D. Bierwirth – Email dated March 14, 2023 – Homeless/Weapons | N |
| 3. | D. Bieber – Email dated March 18, 2023 – Narcisse Homeless Camp | R |
| 4. | The Honourable A. Kang, Minister of Municipal Affairs – Letter dated March 16, 2023 – Growing Communities Fund – City of Salmon Arm | N |
| 5. | S. Anderson, Principal, Shuswap Middle School – Letter dated March 13, 2023 – Request to Use a Portion of the Little Mountain Field House Parking Lot – Earth Day Recycling Drive-Thru | R |
| 6. | T. Timoffee, Early Years Family Navigator and Outdoor Play Facilitator, Shuswap Children’s Association – Letter dated March 16, 2023 – Travelling Tots Playgroup - Request for Weekly Morning Use of Gazebo at Blackburn Park – May 2, 2023 – September 26, 2023 | R |
| 7. | J. Broadwell, Manager, Downtown Salmon Arm – Email dated March 8, 2023 - Request for Temporary Use of Six Parking Stalls in Ross Street Parking Lot – Earth Day Celebration | R |
| 8. | S. Dhaliwal and M. Schneider – Letter dated March 14, 2023 – Request for Support – Bollywood Bang Fundraiser | R |
| 9. | S. Dhaliwal, President, Salmon Arm Cricket Club – Letter received March 16, 2023 – Request for Allotment of Playing Field to Play Cricket | R |
| 10. | D. St. John, Pastor, Living Waters Church – Email dated March 20, 2023 – Request to use Fletcher Park – Hot Dog BBQ and Easter Scavenger Hunt on April 8, 2023 | R |
| 11. | R. Smith, President, Rotary Club of Salmon Arm Daybreak Club – Letter dated March 14, 2023 – Proposal to assist with pathway lighting project at McGuire Lake and Blackburn Park | R |
| 12. | C. Burt, South Canoe Community FireSmart Champion – Letter dated March 10, 2023 – Thank you for FireSmart Activity Day Support | N |
| 13. | J. Ford, UBCM President – Letter dated March 6, 2023 – Provincial Response to 2022 Resolutions | N |
| 14. | H. O’Hara, Executive Director and W. Bystedt, President, Board of Directors, BC Association of Farmers’ Markets – Letter dated February 16, 2023 – Community Update and Request to Send Thank You Letter | R |
| 15. | Shuswap Watershed Council – Council Meeting Highlights – March 8, 2023 | N |
| 16. | Shuswap Watershed Council – Media Release dated March 17, 2023 – Letter from Minister of Environment regarding algal bloom, new commitments made for monitoring action | N |
| 17. | P. & L. Briddon – Copy of letter dated March 20, 2023 to the Honourable George Heyman, Minister of Environment and Climate Change Strategy regarding Water Quality of the Shuswap Lake | N |
| 18. | S. Martens, Community & Indigenous Relations Manager, FortisBC – FortisBC’s Energy Transition Plan | 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: March 27, 2023

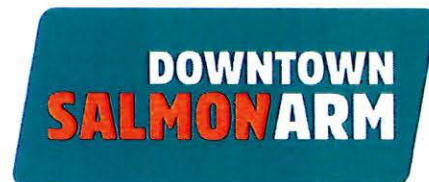
J. Broadwell, Manager, Downtown Salmon Arm
2022 Year End Presentation

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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



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

March 20, 2023

Dear Mayor and Council

Downtown Salmon Arm 2022 Year End Presentation to Council

Back in the swing! Bigger and better than ever.

Growth of the Downtown Salmon Arm membership continued in 2022 as we welcomed twenty-four new businesses into the downtown fold, ranging from fitness gyms to restaurants, retail spaces to spa services, engineering firms to kitchen design, and lighting design to fine chocolate sales.

We know we are not alone when we proclaim "It's good to be back!" We also welcomed the return of most of our beloved annual activations and attractions, while having the opportunity to introduce some new and expanded programs.

In year three of our the seven-year bylaw renewal, collaborations remained vital to execute these activations and we were proud to partner with dedicated community groups who share their talents for the collective gain. Below are a few of what we consider remarkable examples of successes from our shared efforts:

MRDT - THE BIG SPEND

Together with new MRDT staffing, we launched The Big Spend, a program that funds Downtown Dollar gift vouchers as give-aways to conferencing and sports competing visitors. We distributed \$3,530 between The Salute to the Sockeye, BC Bike Race, ROOTS and BLUES, and the BC Tennis Tournament. These Downtown Dollars encourage community guests to visit Downtown businesses to spend their time and their prize. This program has returned and is already begun distributing funds for 2023.

SISS -MULTICULTURAL DAY

With Shuswap Immigrant Service Society, we welcomed back the GATHERING TOGETHER Festival on June 27. This annual celebration of our rich cultural mix highlights beauty in diversity. With SISS, we look for opportunities to continue connections between our migrated community members and their downtown with invitations to participate our other annual programs.

DOWNTOWN SALMON ARM
250 SHUSWAP STREET NE, PO BOX 1928
SALMON ARM, BRITISH COLUMBIA V1E 4P9

The logo for Downtown Salmon Arm is a dark teal rounded rectangle. The word "DOWNTOWN" is written in white, uppercase, sans-serif font at the top. Below it, the words "SALMON ARM" are written in a larger, bold, sans-serif font. "SALMON" is in red and "ARM" is in white.

ROOTS and BLUES DOWNTOWN

We were elated to partner with the SAFMS to extend Salmon Arm's beloved ROOTS and BLUES festival into the downtown core through the TUNED UP SERIES and the Alexander Street KICK OFF CONCERT. Daily performances, free of charge, at the Ross Street Stage were well attended by music-loving locals and grew to include festival visitors as the weekend approached. The Thursday evening street concert was nothing short of a great success. Our business members remarked at the increase of retail visitors during what had typically been a lower-sales week of the tourism season. This combined entertainment offering, and the introduction of the DOWNTOWNER shuttle, helped build a bridge between festival grounds and our downtown core. We are grateful for the opportunity to collaborate with Kevin Tobin and David Gonella to continue developing this unified effort to bring the festival to the people downtown, and the people of Salmon Arm to the festival.

LOUD & PROUD CELEBRATION: SALMON ARM PRIDE PROJECT

A smalltown super power was created when the Shuswap District Arts Council, SAFMS, SAEDS, and Downtown Salmon Arm gathered to create the first ever LOUD & PROUD CELEBRATION STREET CONCERT supporting The Pride Project, in October. For nearly eight months, and for the first time, our organizations were drawn together to create an electric jubilee offering every body A PLACE TO BELONG. Ironically landing on election day, the celebrations were many! Programming is underway for 2023 and the success of these unions has sparked discussions for further partnerships ahead.

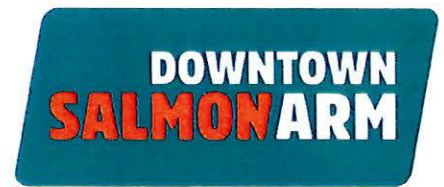
DOWNTOWN TREAT TRAIL

The businesses of downtown delivered a wonderful community event on October 31! After a two-year hiatus, the 30th DOWNTOWN TREAT TRAIL returned with a renewed energy. Improvements to programming that included cost-savings bulk candy purchases, shared maps of participating businesses, and wider-spread advertisements made the 2022 Treat Trail the largest in recent history. The community has spoken loudly through their attendance and this activation remains a favourite for multiple generations of the Salmon Arm community.

DOWNTOWN DOLLARS

With renewed awareness and messaging, we are proud to report \$11,930 Downtown Dollar gift vouchers were purchased in 2022. These vouchers act as collective "gift card" for over 70 downtown businesses. This was our largest sales year to date.

DOWNTOWN SALMON ARM
250 SHUSWAP STREET NE, PO BOX 1928
SALMON ARM, BRITISH COLUMBIA V1E 4P9



DOWNTOWN SEASONAL DÉCOR

DSA was able to enhance the holiday décor downtown with improved lighting of the holiday snowflakes. Thanks to City of Salmon Arm Roads and Parks staff, we are able to illuminate the streets of downtown throughout our dark season, and until after The Coldest Night of The Year. We appreciate our continued working relationship with the hard-working humans in this department who create the year-long beauty of downtown Salmon Arm.

This was a great year of growth and learning. I continue to believe the vision shared by our board of directors and staff encourages best-practice policies to prove worth for every levied dollar collected for this organization. Our Downtown Improvement Association remains honoured to be one of many key players for team Salmon Arm and will continue fostering strong connections with our community partners. We believe these ties increase the value for property owners and business operators of Downtown Salmon Arm.

Included in this package, please find our 2022 Year End Financial Statement, the 2022 annual operating budget, and our prepared visual presentation planned for the March 27 Council meeting. Should you have any questions or concerns ahead of our meeting, please contact me.

Thank you for your support, time, and attention.

Respectfully submitted,

Jennifer Broadwell, Manager

Ron Langridge, President

DOWNTOWN SALMON ARM
250 SHUSWAP STREET NE, PO BOX 1928
SALMON ARM, BRITISH COLUMBIA V1E 4P9

MINUTE BOOK

SALMON ARM DOWNTOWN IMPROVEMENT ASSOCIATION

Financial Statements

December 31, 2022

SALMON ARM DOWNTOWN IMPROVEMENT ASSOCIATION

December 31, 2022

Contents

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Compilation Engagement Report	1
Financial Statements	
Statement of Financial Position	2
Statement of Operations and Changes in Net Assets	3
Notes to Financial Statements	4
Schedule 1 - Program Expenses (Recovery)	5



Allen Finch*
CPA, CGA, ASSOCIATE
allen@acuitycpa.ca

Eric Penner*
CPA, PARTNER
eric@acuitycpa.ca

Harlan Anderson*
CPA, CA, PARTNER
harlan@acuitycpa.ca

*DENBIS PROFESSIONAL CORPORATION

COMPILATION ENGAGEMENT REPORT

To Management of Salmon Arm Downtown Improvement Association

On the basis of information provided by management, we have compiled the statement of financial position of Salmon Arm Downtown Improvement Association as at December 31, 2022, the statement of operations and changes in net assets for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Acuity Advisors LLP

Chartered Professional Accountants

Salmon Arm, BC
February 15, 2023

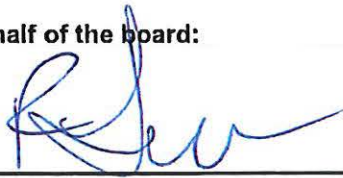
SALMON ARM DOWNTOWN IMPROVEMENT ASSOCIATION

Statement of Financial Position

As at December 31, 2022

	2022	2021
Assets		
Current		
Cash	\$ 53,278	\$ 49,019
Accounts receivable	11,197	8,164
Deposits	5,980	5,975
	70,455	63,158
Equipment	43,500	37,282
	\$ 113,955	\$ 100,440
 Liabilities		
Current		
Accounts payable and accrued liabilities	\$ 15,318	\$ 15,841
Deferred income	20,890	7,975
	36,208	23,816
 Net assets	77,747	76,624
	\$ 113,955	\$ 100,440

On behalf of the board:


 _____ Member

The accompanying notes are an integral part of these financial statements

SALMON ARM DOWNTOWN IMPROVEMENT ASSOCIATION

Statement of Operations and Changes in Net Assets

For the year ended December 31, 2022

	2022	2021
Revenue		
Grants	\$ 203,589	\$ 195,759
Street cleaning	18,300	17,546
Busk stop	120	-
Interest income	120	43
	222,129	213,348
Operating expenses		
Amortization	19,606	17,066
Bookkeeping	1,750	1,563
Consulting Fees	2,713	2,085
Employee benefits	7,926	5,225
Insurance	3,815	3,017
Meals and entertainment	878	200
Office	12,338	11,484
Office and equipment maintenance	3,807	1,930
Professional fees	1,475	1,725
Program expenses (Schedule 1)	69,980	58,717
Rent	11,314	11,227
Salaries	80,104	78,765
Training and planning	2,912	(685)
Unrecovered GST	1,727	1,811
Website	660	270
	221,005	194,400
Excess of revenues over expenditures	1,124	18,948
Net assets, beginning of year	76,623	57,675
Net assets, end of year	\$ 77,747	\$ 76,623

The accompanying notes are an integral part of these financial statements

SALMON ARM DOWNTOWN IMPROVEMENT ASSOCIATION

Notes to Financial Statements

December 31, 2022

1. Basis of Accounting

The basis of accounting applied in the preparation of the statement of financial position of Salmon Arm Downtown Improvement Association as at December 31, 2022 and the statement of operations and changes in net assets for the year then ended is on the historical cost basis, reflecting cash transactions with the addition of:

- Accounts receivable
- Prepaid expenses and deposits
- Accounts payable and accrued liabilities

2. Property and equipment

			2022	2021
	Cost	Amortization	Net Book Value	Net Book Value
Banners	\$ 65,701	\$ 64,882	\$ 819	\$ 1,366
Computer equipment	16,854	13,532	3,322	614
Computer software	934	932	2	2
Decorations	84,883	50,119	34,764	32,452
Office equipment	28,699	25,268	3,431	1,396
Signage	5,025	3,863	1,162	1,452
	\$ 202,096	\$ 158,596	\$ 43,500	\$ 37,282

Property and equipment are recorded at cost and are amortized over their estimated useful lives on the diminishing balance method at the following rates, except in the year of acquisition when only one-half of the rate is applied:

Banners	- 40%	diminishing balance
Computer equipment	- 55%	diminishing balance
Computer software	- 30%	diminishing balance
Decorations	- 40%	diminishing balance
Office equipment	- 20%	diminishing balance
Signage	- 20%	diminishing balance

SALMON ARM DOWNTOWN IMPROVEMENT ASSOCIATION

Schedule 1 - Program Expenses (recovery)

For the year ended December 31, 2022

	2022	2021
Annual General Meeting	\$ 207	\$ 153
Alexander Plaza	-	6,719
Applefest	360	-
Banner Project	-	682
The Big Spend	4,816	-
Christmas	10,140	8,997
Community Appreciation	151	-
Community Clean Up Day	175	-
Downtown Live	2,300	-
Downtown Gift Boxes	-	(228)
Farmer's Market	723	(15)
Flowerbed	899	500
Gift Vouchers	561	1,190
Halloween Treat Trail	573	80
Marketing and Advertising	4,766	12,739
Membership Engagement	1,076	283
Multicultural Day	1,124	84
Outside Movie	-	23
Pride Project	962	59
Project Supplies	958	3,314
Roots & Blues	5,511	118
SASCU - Dollars	-	665
Salty Dog	623	-
Seasonal Beautification	1,522	-
Seasonal Decorations	12,917	3,669
Sinage	-	16
Sponsorships	1,316	184
Street Cleaning	18,300	19,485
	\$ 69,980	\$ 58,717

**SALMON ARM DOWNTOWN IMPROVEMENT ASSOCIATION
PROPOSED Budget for the year ending: December 31, 2023**

	BUDGET		TOTAL
	OPERATIONAL	PARTNERSHIP	
INCOME:			
Levy	\$ 211,733.00		
Total DIA Levy			\$ 211,733.00
Street Cleaning		\$ 17,546.00	
Donations			
Total Partnership Income			17,546.00
2022 Surplus			1,124.33
TOTAL INCOME			\$ 230,403.33
EXPENSES:			
OFFICE ADMINISTRATION			
Accounting & Legal	\$ 2,000.00		2,000.00
Bookkeeping	2,000.00		2,000.00
Insurance	3,600.00		3,600.00
Memberships	750.00		750.00
Communication (Tel. Cell. IT.)	3,000.00		3,000.00
Website	750.00		750.00
Office Maintenance	4,000.00		4,000.00
Office Supplies & Expense	7,500.00		7,500.00
Awards & Gifts			-
Professional Development	3,000.00		3,000.00
Rent Office	13,200.00		13,200.00
Sponsorships	1,850.00		1,850.00
Wages	97,500.00		97,500.00
Benefits	8,000.00		8,000.00
CPP/EI/WCB Expense	7,200.00		7,200.00
TOTAL OFFICE ADMINISTRATION	\$ 154,350.00		\$ 154,350.00
PROJECT EXPENSES:			
AGM	650.00		650.00
BIG SPEND Marketing & Advertising & Trade Show	5,500.00		5,500.00
Street Cleaning		17,546.00	17,546.00
Capital Projects			-
Street Lights - Power	75.00		75.00
Seasonal Decorations/storage	13,000.00		13,000.00
Graffiti Removal	500.00		500.00
Branding	-		-
Events	32,782.33	-	32,782.33

Early Year	Community Clean Up	500.00		500.00
	Salty Street Fest	750.00		750.00
	Flower Bed	1,100.00		1,100.00
Summer	Multicultural Day	750.00		750.00
	Roots and Blues	7,500.00		7,500.00
	Downtown Live	3,500.00		3,500.00
Fall	Farmers Market	1,000.00		1,000.00
	Applefest	820.33		820.33
	Pride Project Concert	1,000.00		1,000.00
	Halloween Treat Trail	750.00		750.00
Holidays	Christmas	12,000.00		12,000.00
Other	Membership Engagement	1,500.00		1,500.00
	Project Supplies	1,612.00		1,612.00
	Gift Vouchers			
	TOTAL PROJECT EXPENSES:			-
		\$ 52,507.33	\$ 17,546.00	\$ 70,053.33
	GST Expense (50% payable)	2,000.00		2,000.00
	Amortization Expense	4,000.00		4,000.00
	TOTAL EXPENSES:	<u>212,857.33</u>	<u>17,546.00</u>	<u>230,403.33</u>
	SURPLUS/DEFICIT			\$ -

DOWNTOWN SALMON ARM

Annual Review



2022 YEAR IN REVIEW

DOWNTOWN SALMONARM

2022/23 BOARD OF DIRECTORS

- Ron Langridge, Century 21, *President*
- Jacquie Gaudreau, HUB International, *Vice President*
- Jeff Johnson, BDO, *Treasurer*
- Bill Laird, WH Laird Holdings, *Director*
- Claire Askew, Askews Foods, *Director*
- Craig Newnes, Lakeshore Village, *Director*
- Jenna Meikle, Meikle Studios, *Director*
- Nicole Duxbury, Prisa Lighting, *Director*
- Sheri Greeno, SASCU, *Director*
- Shawna Mattson, Prestige Harbourfront Resort, *Director*
- Vera Chomyshen - Saponi Olive Oils & Vinegars, *Director*

STAFF

- Jennifer Broadwell, *Manager*
- Althea Mongerson, *Member and Community Coordinator*

CITY COUNCIL REPRESENTATIVE

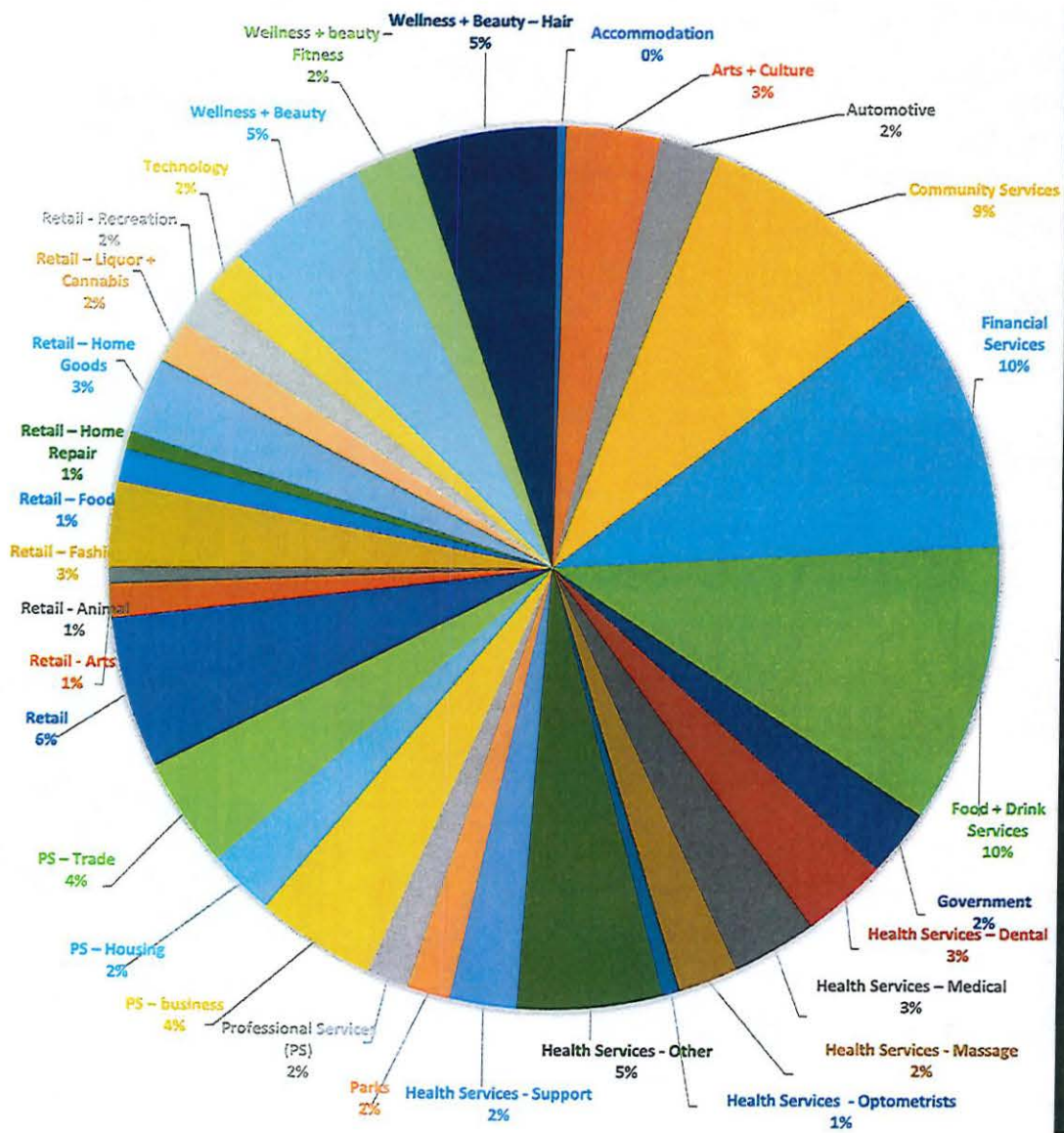
- Kevin Flynn



**DOWNTOWN
SALMON ARM**

Vision Statement:

**To create a vibrant destination
where commerce thrives and
where community pride and
collaboration are valued**



Business Mix 2022

- .1% Accommodation
- 3% Arts and Entertainment
- 2% Automotive
- 2% Technology
- 2% Government
- 9% Community Services
- 10% Financial Services
- 10% Food and Drink services
- 12% Professional Services
- 12% Wellness + Beauty
- 16% Health Services
- 22% Retail

New Business 2022/23

- | | |
|----------------------------|---|
| 1. Blonde Hair + Co. | 13. StillFood Bistro |
| 2. Chose Refill | 14. TaylorMade Wellness Clinic |
| 3. Eden Salmon Arm | 15. The Luminary Collective |
| 4. Essential Edge Clothing | 16. The Nom Shuswap |
| 5. Fern and Co. | 17. Weekends Restaurant |
| 6. Galleria Estima Fitness | 18. Whizbang Boxing |
| 7. Sheikha's Hair Salon | 19. Rangoli East Indian |
| 8. Hidden Notes and Gems | 20. Sun City Liquidation |
| 9. Marquee Kitchen & Bath | 21. McElhanney Engineering |
| 10. Papa Johns Pizza | 22. Curiosity Shop and Retro Haus Designs |
| 11. Redd Threads Clothing | 23. Cecelia's Hair Designs |
| 12. Robinson Lighting | 24. Chocolate With Geoseph |



BACK IN ACTION



Collaboration

col-lab-o-ra-tion

/kəˌlæbəˈrɑːʃ(ə)n/

noun

1. the action of working with someone(s) to produce or create something **AMAZING!!!**



SALMON
ARM
ROOTS &
BLUES



salmon arm
arts
centre



salmon arm
FAIR
september 8-10, 2023



CITY OF
SALMON ARM



DOWNTOWN
SALMON ARM



SALMON ARM
ECONOMIC DEVELOPMENT SOCIETY

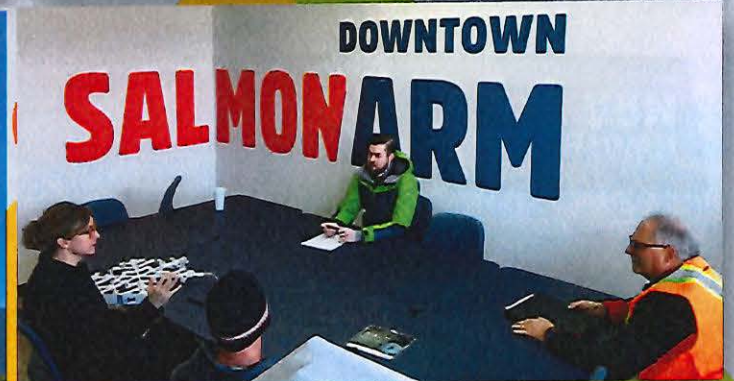



SHUSwap
Beautiful. Casual. Down-to-earth.



 **Shuswap**
IMMIGRANT
SERVICES SOCIETY

CITY OF SALMON ARM



TEAM WORK MAKES THE DREAM WORK.

THE BIG SPEND!

THANK YOU!

Thank you for visiting our community! We are pleased to offer you this **\$5 Downtown Dollar** to spend at shops in Salmon Arm's downtown.

This **Downtown Dollar** can be treated just like cash for purchases at participating retailers, so be sure to keep your 'coupon'!

We love it when you share! Please tag us during your downtown shopping experience. **#SAbigideas**



SALMON ARM
ECONOMIC DEVELOPMENT SOCIETY

Shop local & save!

Thank you so much for visiting our incredible community! We are pleased to offer you **Downtown Dollars** in collaboration with Downtown Salmon Arm!

Tag us during your shopping experience and let us know about your favorite local businesses!

#SAbigideas

The Salmon Arm Pride Project and Awareness Festival

2022

Salmon Arm
Pride Project Presents

LOUD
and
PROUD
celebration

Saturday,
October 15
At Hudson & Meleod in
Downtown Salmon Arm

4pm - 10pm

4:00 Food Vendors
4:30 Just for Kicks
5:00 The Della Kit
6:30 Just for Kicks
7:30 Hyaenas
9:00 DJ Dance Party

@salmonarmprideproject

A COLLABORATION WITH

SALMON ARM
ROOTS & BLUES
SALMON ARM
salmon arm
arts & culture
SALMON ARM



ROOTS and BLUES TUNED UP SERIES

ROOTS and BLUES
TUNED UP SERIES
PRESENTED BY DOWNTOWN SALMON ARM
ALL FREE! ALL AGES!

<p>MONDAY AUGUST 15 WILLIE NILE & BAND <small>11:45AM, ROSS ST PLAZA</small></p>	<p>THURSDAY AUGUST 18 MOZI BONES <small>11:45AM, ROSS ST PLAZA</small></p>
<p>TUESDAY AUGUST 16 THE SALMON ARMENIANS <small>11:45AM, ROSS ST PLAZA</small></p>	<p>FRIDAY AUGUST 19 ORAL FUENTES REGGAE BAND <small>11:45AM, ROSS ST PLAZA</small></p>
<p>WEDNESDAY AUGUST 17 BEST LAID PLANS <small>6:45PM, MARINE PEACE PARK</small> <small>SPONSORED BY WEDNESDAY ON THE WHARF</small></p>	<p>SATURDAY AUGUST 20 MEG N' MIKE <small>10:30AM, ROSS ST PLAZA</small></p>

30TH ANNUAL SALMON ARM ROOTS & BLUES AUG 18-21 2022
WHERE MUSICIANS GO TO PLAY · ROOTS and BLUES.ca

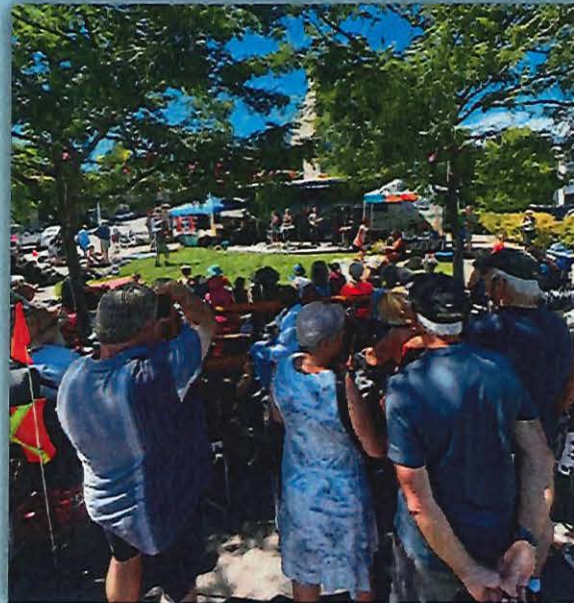












SALMON ARM ROOTS & BLUES
DOWNTOWNER
Sponsored by Downtown Salmon Arm

Downtown Treat Trail



After a 2-year hiatus, we were happy to work with the Merchants of Downtown Salmon Arm to bring back this much loved community event.

DECEMBER DOWNTOWN



Merry Christmas! Dinner & A Movie

WEDNESDAYS
November 30
December 7
December 14
December 21

BE MERRY & SHINE BRIGHT

SALMAR CINEMA

Must be 18 or older and must present a valid photo ID for this event.

Participating Businesses at the Salmar Cinema

- Hungry Planet Curbside Pickups
- Chang Mai Diner
- Sushi Kitan Japanese Restaurant
- Villaggio's Restaurant & Lounge
- Avondale Italian Restaurant
- Berkeley Station Brew Pub
- Cambria Village
- Night Cafe
- Harol 26

Other participating businesses available through the website.

Merry Christmas! \$5 Downtown Dollars

BE MERRY & SHINE BRIGHT

This coupon entitles the bearer to **\$5.00 OFF** their purchase at any participating Downtown Business.

ONE COUPON PER PERSON PER VISIT NO CASH VALUE. EXPIRES JANUARY 31, 2023

SALMONARM SASCU

SALMONARM SHOP & WIN Enter Here!

SCAN THE CODE to enter the draw!

Draw Dates: November 23, December 6, 13, and 20

Where is featured on Facebook and Instagram. There's no limit to how many times you can enter and draw!

SALMONARM SHOP & WIN!

Shop from November 23 to December 13th. Win a chance to win weekly draws of **\$250** (minimum \$1000).

Shop LOCAL Businesses this Holiday Season

Holiday MARKET

December 3rd, 11 - 2PM
Ross Street Plaza & Hudson Ave

Photos with Santa Rotary Chill Taste-Off

Local food, artisan crafts, music and photos with Santa. Enjoy!

Holiday Classics @ The Classic

December 19 - A Christmas Story
December 20 - Arthur Christmas
December 21 - The Grinch (2018)

*** 10:15AM Doors Open, 11AM Start ***

FREE Admission
Non-perishable food or cash donation to Second Harvest Food Bank encouraged

SALMONARM



FEBRUARY 2023

DOWNTOWN UPDATE

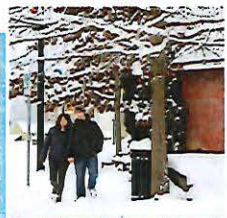
New Year, New Look

Happy 2023 Downtowners, and congratulations! You've made it through the holidays with a substantial start to the new year. We hope it's proving to be great, thus far!

In our office, we're kicking off the first quarter with a refreshed look. The same great Salmon Arm branding principles just applied a little differently. You will notice our logo, newsletter, and other media posts showcasing these updates. We welcome your thoughts on the new styles!

Though it's only February, we are happy to report MANY wonderful collaborations on this year's horizon. The motto "together, we are stronger" couldn't ring more true and we feel fortunate to be connected with talented community partners to help activate Downtown Salmon Arm, attract new customers, and provide value for your membership in our Business Improvement Association.

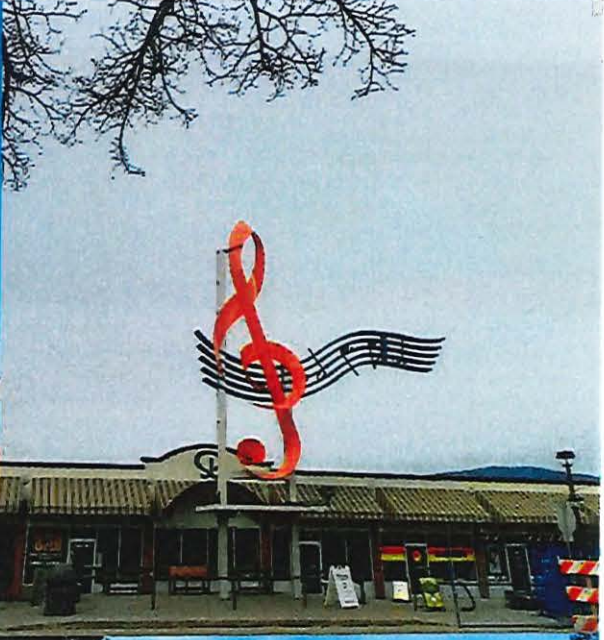
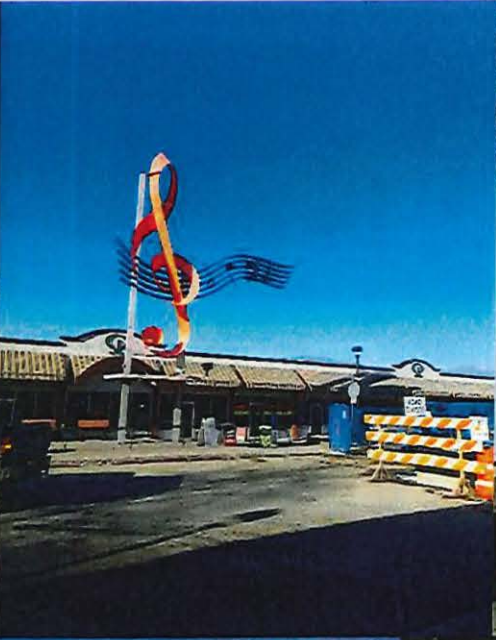
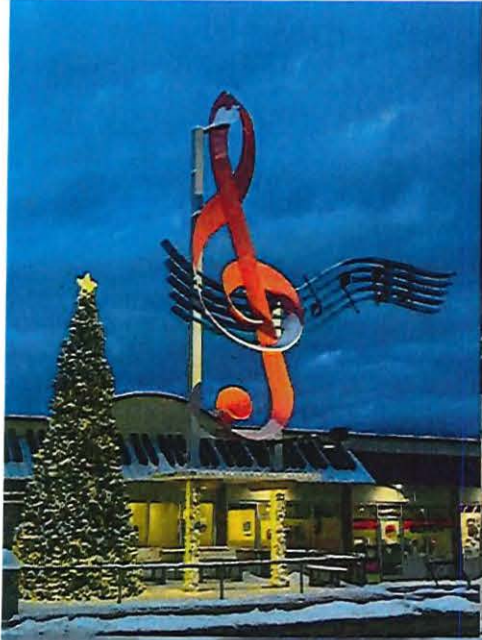
More information will be distributed in the coming weeks and months... stay tuned and be sure to stay connected!



COMMUNICATIONS



NEWSLETTER & SOCIAL MEDIA CAMPAIGNS



DOWNTOWN SALMON ARM

Thank You



Item 19.1

CITY OF SALMON ARM

Date: March 27, 2023

Moved: Councillor

Seconded: Councillor

WHEREAS the Federation of Canadian Municipalities (FCM) represents the interests of member municipalities on policy and program matters that fall within federal jurisdiction;

WHEREAS FCM's Board of Directors is comprised of elected municipal officials from all regions and sizes of communities to form a broad base of support and provide FCM with the united voice required to carry the municipal message to the federal government; and

WHEREAS FCM's Annual General Meeting (AGM) will be held in conjunction with the Annual Conference and Trade Show, May 25 to 28, 2023, followed by the election of FCM's Board of Directors;

BE IT RESOLVED that Council of the City of Salmon Arm endorse Councillor Louise Wallace Richmond to stand for election on FCM's Board of Directors for the period starting in May 2023 and ending June, 2024; and

BE IT FURTHER RESOLVED that Council assumes all costs associated with Councillor Louise Wallace Richmond attending FCM's Board of Directors meetings.

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

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Item 23.1

CITY OF SALMON ARM
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing virtually and in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on Monday, March 27, 2023 at 7:00 p.m.

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

Proposed Rezoning of That Part of Legal Subdivision 9 of Section 24 shown on Plan B1997; Township 20, Range 10, W6M, KDYD from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

Civic Address: 2761 20 Avenue NE

Location: West of 30 Street on the North side of 20 Avenue NE

Present Use: Single Family Dwelling

Proposed Use: Residential Suite Zone

Owner / Agent: S. & K. Dyck/Brown Johnson Surveyors

Reference: ZON-1262 Bylaw No. 4571



The staff report for the proposal is available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from March 14, 2023 to March 27, 2023 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

Meetings are being held in person, with limited capacity, and virtually. In person attendance will be on a first come first serve basis. If you wish to attend electronically email cityhall@salmonarm.ca.

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

Sue Wood, Director of Corporate Services
March 15 and March 22

Vote Record

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

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

To: His Worship Mayor Harrison and Members of Council

Date: February 27, 2023

Subject: Zoning Bylaw Amendment Application No. 1262

Legal: That Part of Legal Subdivision 9 of Section 24, Shown on Plan B1997;
Township 20, Range 10, W6M, KDYD
Civic Address: 2761 20 Avenue NE
Owners: Stephen and Katherine Dyck
Agent: Browne Johnson Surveyors (Melanie Howard)

STAFF RECOMMENDATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning That Part of Legal Subdivision 9 of Section 24, Shown on Plan B1997; Township 20, Range 10, W6M, KDYD from R1 (Single Family Residential) to R8 (Residential Suite Zone).

PROPOSAL

To rezone a single family dwelling R1 (Single Family Residential Zone) property to R8 (Residential Suite Zone). The applicant has also made a concurrent application for a two lot subdivision of the subject property.

BACKGROUND

The subject property is designated Residential Medium Density in the City's Official Community Plan (OCP), and zoned R1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The existing single family dwelling is to be demolished in order to proceed with a two lot residential subdivision. The subject property is approximately 935m² (see Appendix 5).

Adjacent land uses include the following:

North: single family residence/R1
South: single family residence and vacant lot/R4
East: single family residence/R1
West: single family residence/R1

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 and proposed lots have potential to meet the conditions for the development of a secondary suite or detached dwelling, including sufficient space to meet the building setback and parking requirements.

COMMENTS

Engineering Department

The Engineering Department has no concerns to the rezoning of this property. The Engineering Report dated February 24, 2023 (Appendix 6) will form the basis for the Preliminary Layout Review letter for the two lot subdivision application. Given the lot area and zoning, the proposed development is deemed "in-fill" and is exempt from frontage improvements.

Building Department

No concerns with the rezoning.

Fire Department

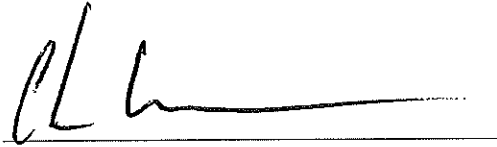
No concerns.

Public Consultation

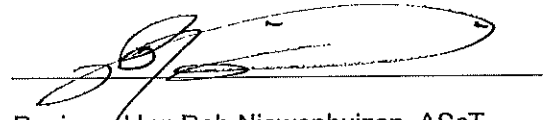
Pursuant to the *Local Government Act* and City of Salmon Arm Zoning Bylaw notices are mailed to land owners within a 30m radius of the application. Newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. The notices outline the proposal and advises those with an interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on March 27, 2023.

Planning Department

Given the proposed lot area and width, a residential two lot subdivision would be permitted and rezoning from R1 to R8 is supported by the previously mentioned OCP policy. Staff support the rezoning of the subject property from R1 (Single Family Residential Zone) to R8 (Residential Suite Zone).

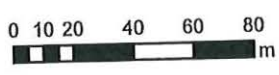
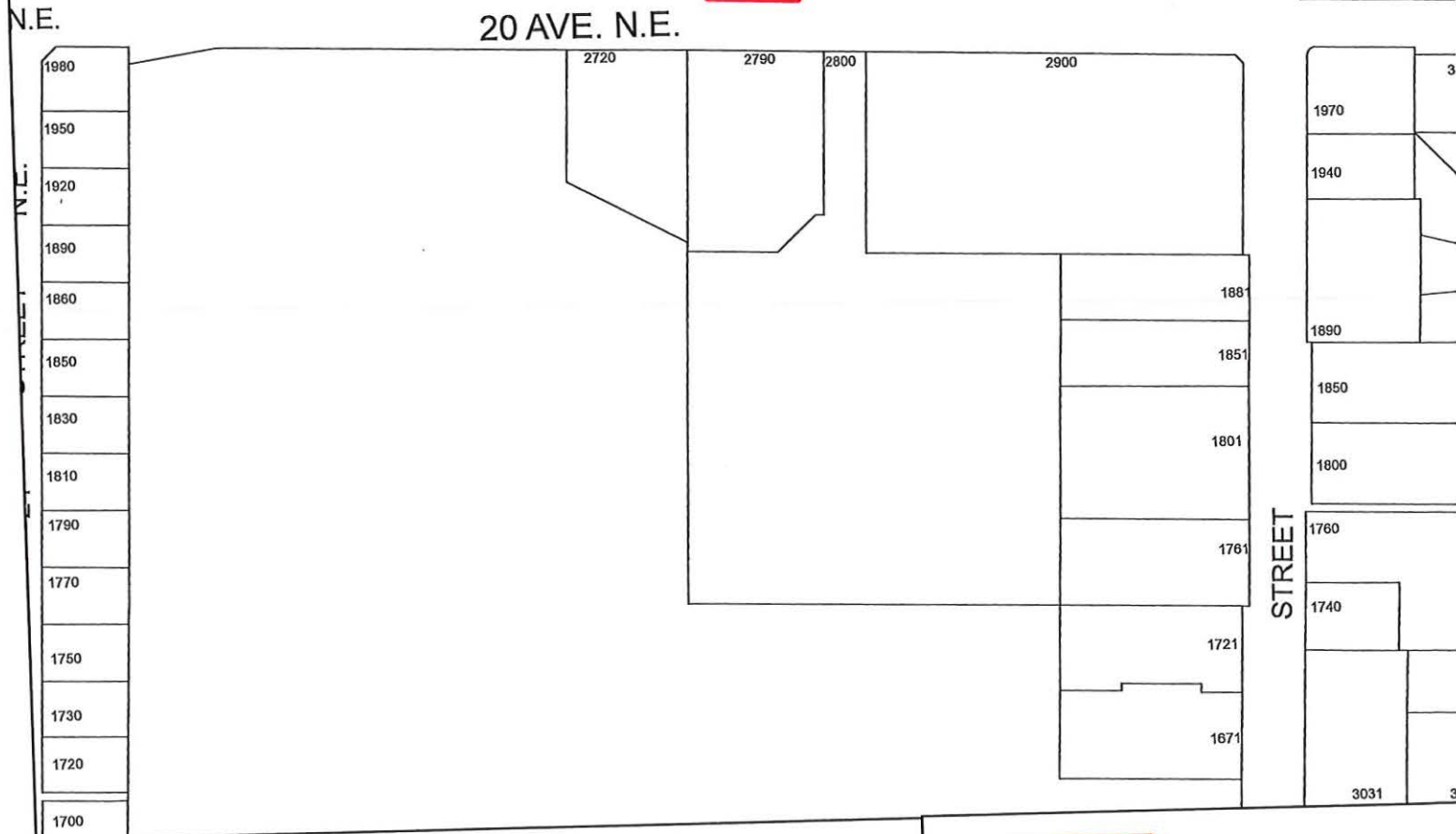
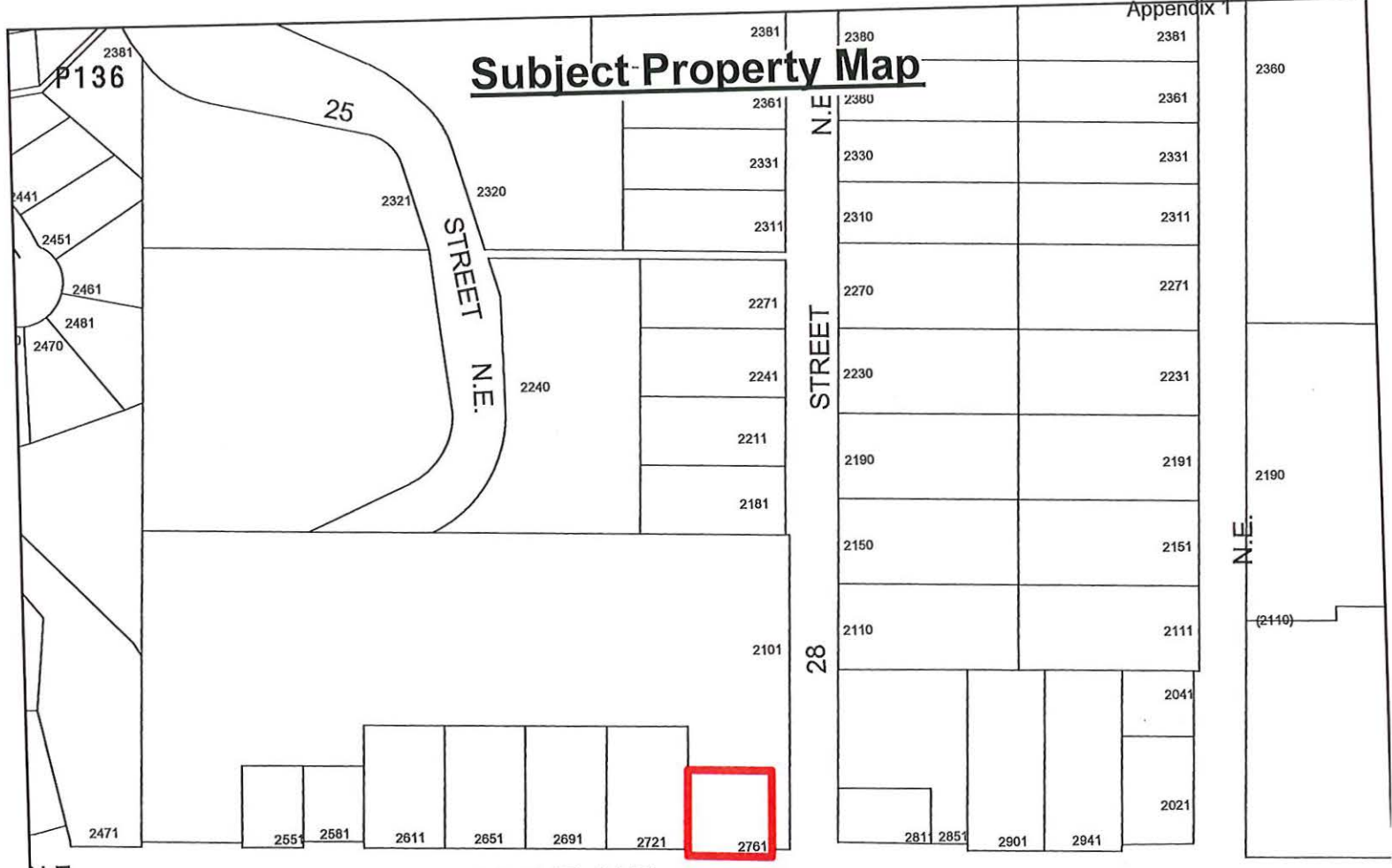


Prepared by: Melinda Smyrl, MCIP, RPP
Planner



Reviewed by: Rob Niewenhuizen, ASCT
Director of Engineering and Public Works

Subject Property Map

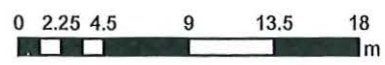


- Subject Property
- Parcels

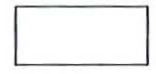


28 ST NE

20 AVE. N.E.



Subject Property



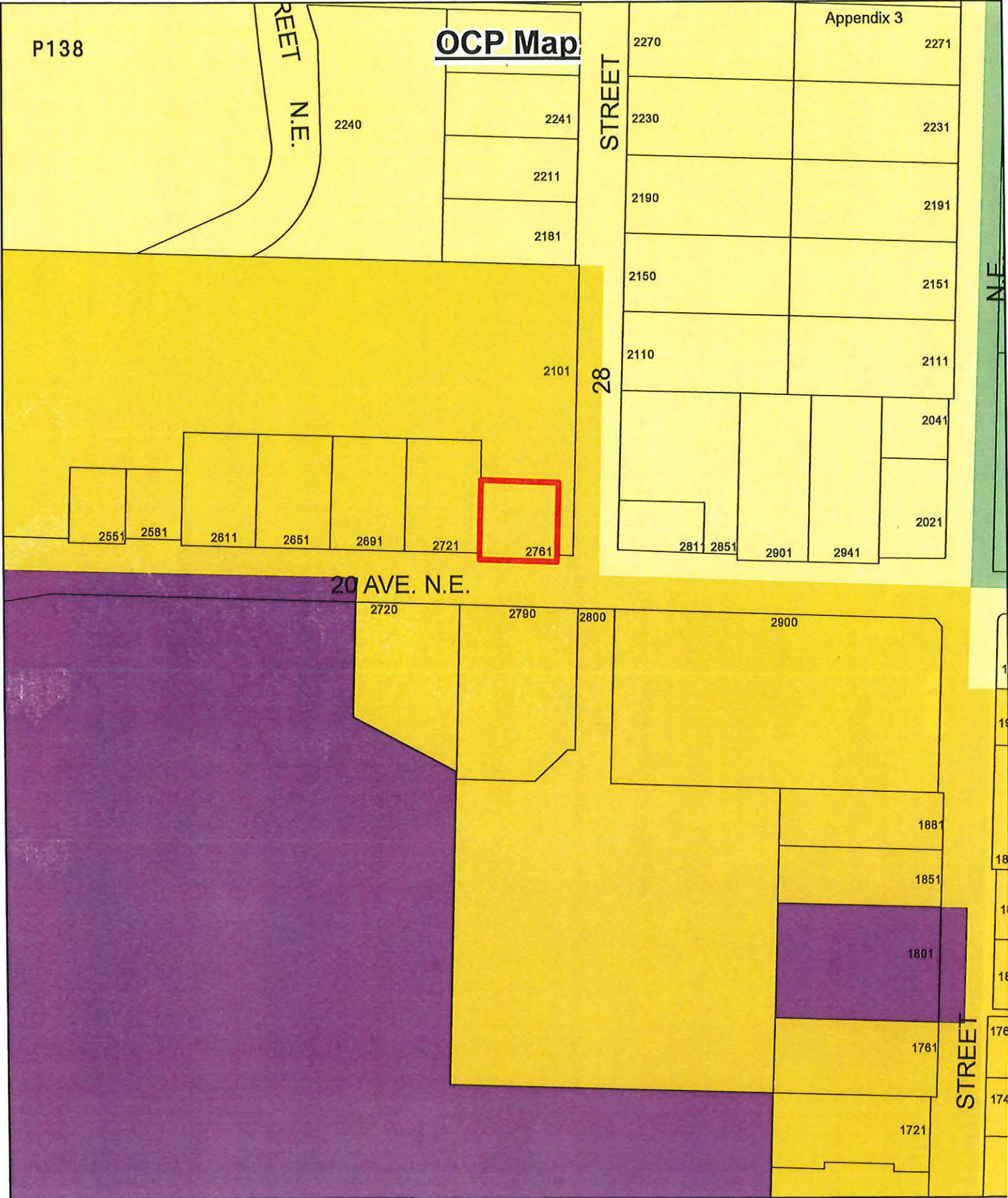
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P138

REET
N.E.

OCP Map

Appendix 3

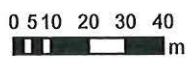


20 AVE. N.E.

28 STREET

N.E.

STREET



- Subject Property
- Acreage Reserve
- Residential - Low Density
- Parcels
- Institutional
- Residential - Medium Density

Zoning Map

Appendix 4

PT 39

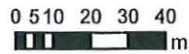
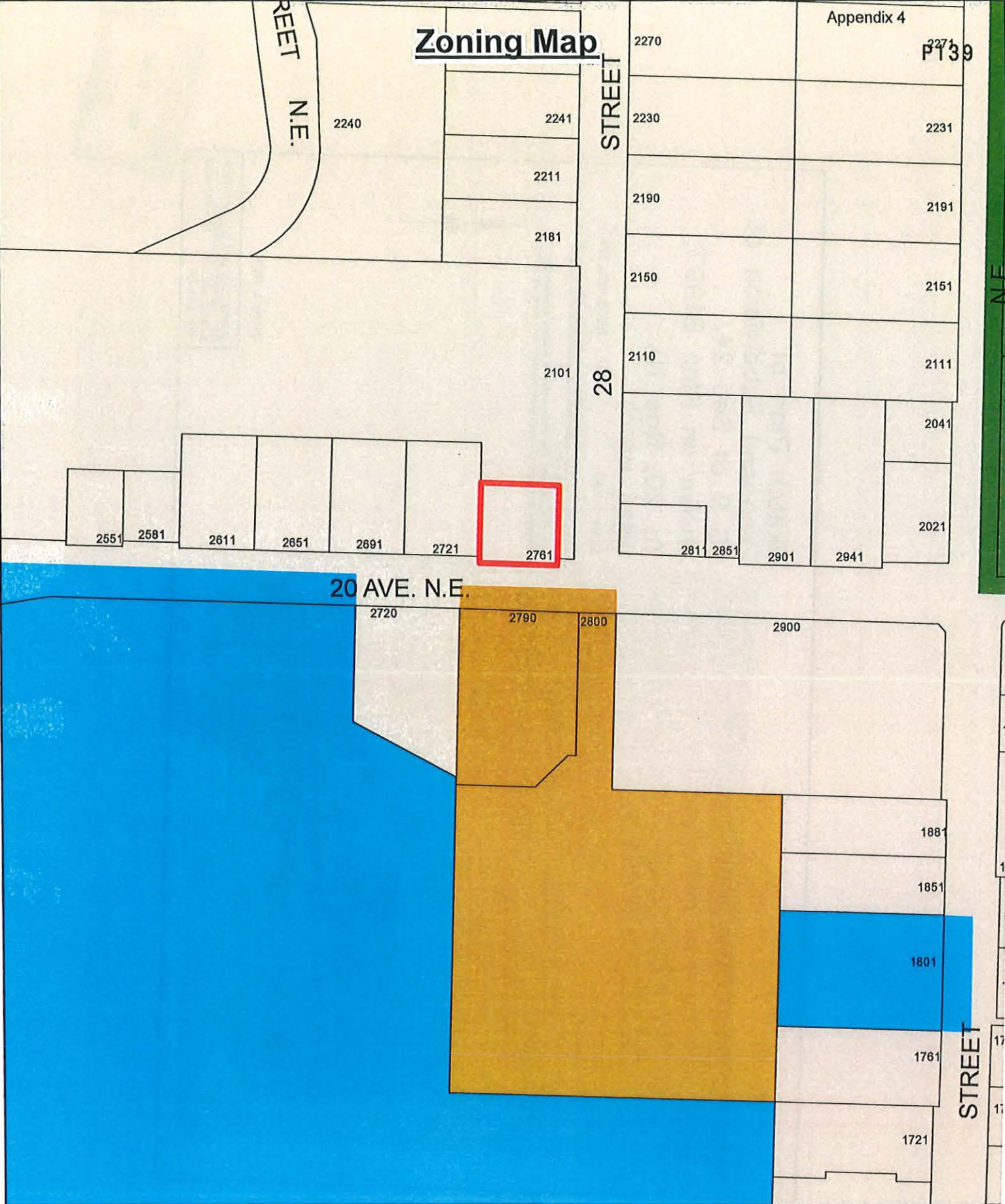
REET
N.E.

STREET
28

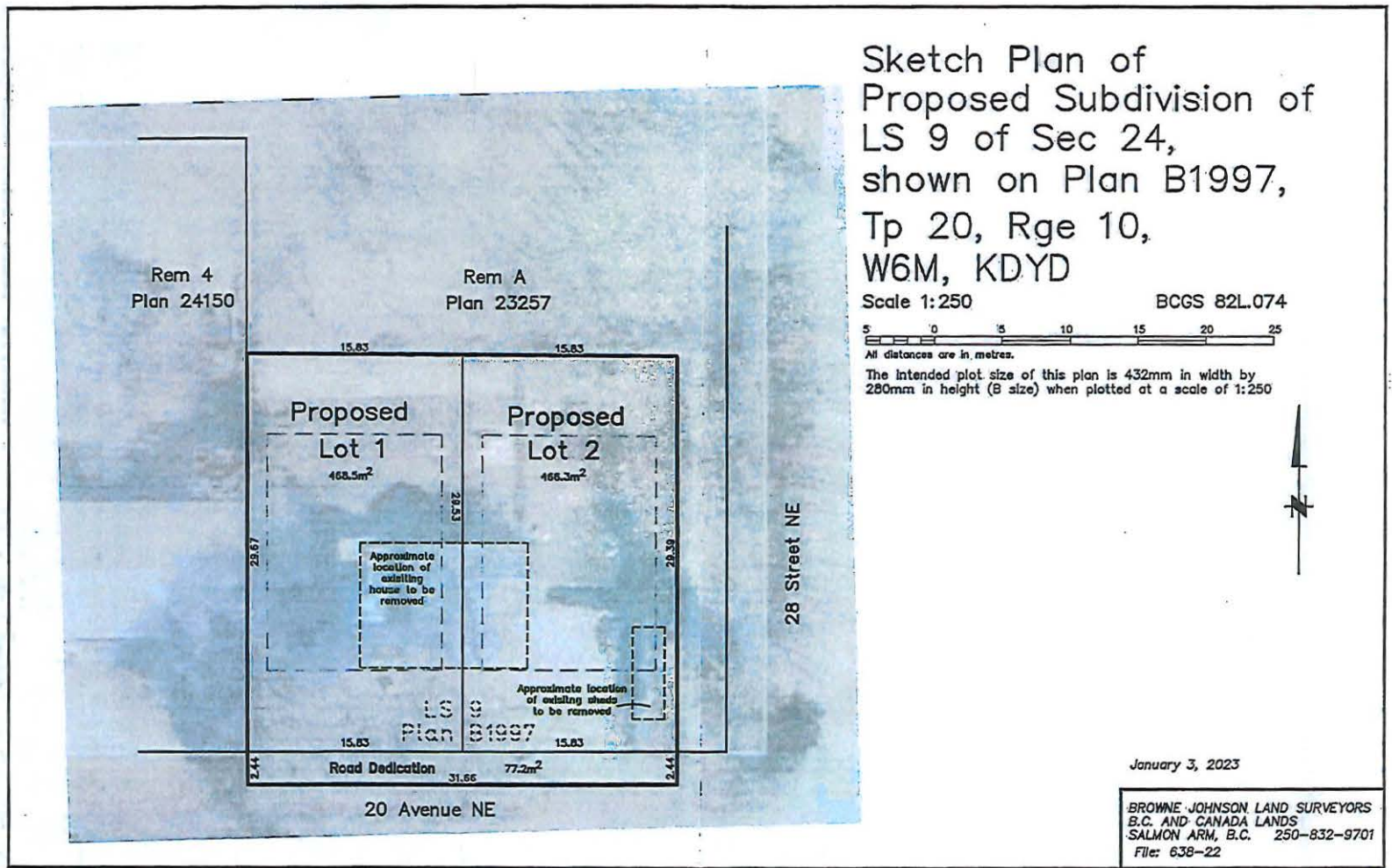
N.E.

STREET

20 AVE. N.E.

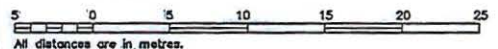


- Subject Property
- A-2
- R-1
- Parcels
- P-3
- R-4



Sketch Plan of
Proposed Subdivision of
LS 9 of Sec 24,
shown on Plan B1997,
Tp 20, Rge 10,
W6M, KDYD

Scale 1:250 BCGS 82L.074



The intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1:250



January 3, 2023

BROWNE JOHNSON LAND SURVEYORS
B.C. AND CANADA LANDS
SALMON ARM, B.C. 250-832-9701
File: 638-22



Appendix 5



*Memorandum from the
Engineering and Public
Works Department*

TO: Director of Development Services
DATE: February 24, 2023
PREPARED BY: Chris Moore, Engineering Assistant
APPLICANT: S. & K. Dyck
SUBJECT: SUBDIVISION APPLICATION NO. SUB-23.01 and
 ZONING AMENDMENT APPLICATION FILE NO. ZON- 1262
LEGAL: That Part of Legal Subdivision 9 of Section 24 Shown on Plan B1997;
 Township 20, Range 10, W6M, KDYD
CIVIC: 2761 – 20 Avenue NE

Further to your referral dated 10 February 2023, we provide the following servicing information. The following comments and servicing requirements are not conditions for Rezoning, but are requirements as a condition of Subdivision. Engineering Department does not have any concerns related to the Rezoning and recommends that it be approved.

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. This proposed subdivision is deemed "infill" and is exempt from frontage improvements under Subdivision and Development Servicing Bylaw No. 4163, Section 5.4.
4. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with electrical and telecommunication wiring upon development.
5. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction, after any work has been undertaken related to the subdivision.
6. 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.
7. Erosion and Sediment Control measures will be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.

Roads / Access:

1. 20 Avenue NE, on the subject property's southern boundary, is designated as an Urban Collector Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that 2.38m of additional road dedication is required (to be confirmed by a BCLS).

SUBDIVISION APPLICATION FILE: 23.01

February 24, 2023

Page 2

-
2. 20 Avenue NE is currently constructed to an Interim Local Road standard. No improvements will be required as per previously noted exemptions.
 3. Since 20 Avenue NE is designated as a Collector Road, accesses shall be designed by keeping to a minimum number. Only 1 driveway access will be permitted onto 20 Avenue NE and a reciprocal access agreement will be required to service both lots. All unused driveways shall be removed. The Owner shall determine where the shared driveway to both lots will be located and should a new access be required across the City ditch, the Owner / Developer shall be responsible for all associated costs including tree removal, ditching, culvert and any works relating to the existing lawn basin that is located on the property's frontage.

Water:

1. The subject property fronts a 200mm diameter Zone 2 watermain on 20 Avenue NE. No upgrades will be required at this time.
2. Records indicate that the existing property is serviced by a 12.5mm diameter service from the 200mm diameter watermain on 20 Avenue NE. Due to size of the existing service, upgrading to a new metered service (minimum 25mm) is required. Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs
3. The proposed parcel 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 (minimum 25mm). Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
4. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012)
5. Fire protection requirements to be confirmed with the Building Department and Fire Department.

Sanitary:

1. The subject property fronts a 200mm diameter sanitary sewer on 20 Avenue NE. No upgrades will be required at this time.
2. The remainder and proposed parcel(s) are each to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
3. The subject property is in an area with no current sanitary capacity concerns according to the City Sanitary Study (Urban Systems 2016).

SUBDIVISION APPLICATION FILE: 23.01

February 24, 2023

Page 3

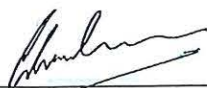
-
4. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer on 20 Avenue NE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

Drainage:

1. The subject property fronts a 675mm diameter storm sewer on 20 Avenue NE. No upgrades will be required at this time.
2. Records indicate that the existing property is not connected to the City storm sewer.
3. The subject property is in an area with no current storm capacity concerns according to the Stormwater Master Plan Study (April 2020)- (Check section 6- Existing system assessment)
4. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
5. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
6. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

Geotechnical:

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



Chris Moore
Engineering Assistant



Gabriel Beau Baiges P.Eng.
City Engineer

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Item 24.1

CITY OF SALMON ARM

Date: March 27, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4571 be read a third and final time.

[ZON-1262; Dyck, S. & K./Browne Johnson Surveying; 2761 20 Avenue NE; R-1 to R-8]

Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

CITY OF SALMON ARM

BYLAW NO. 4571

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on March 27, 2023 at the hour of 7:00 p.m. was published in the March 15 and March 22, 2023 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 Part of Legal Subdivision 9 of Section 24 shown on Plan B1997; Township 20, Range 10, W6M, KDYD 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.

Schedule "A"



Item 26

CITY OF SALMON ARM

Date: March 27, 2023

Moved: Councillor Gonella

Seconded: Councillor Cannon

THAT: the Regular Council Meeting of March 27, 2023, be adjourned.

Vote Record

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

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

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