

## REGULAR COUNCIL

### Minutes of a Regular Meeting of Council of the City of Salmon Arm

October 14, 2025, 1:00 p.m.  
Council Chambers of City Hall  
500 – 2 Avenue NE, Salmon Arm, BC

COUNCIL PRESENT: Mayor A. Harrison  
Councillor K. Flynn  
Councillor T. Lavery  
Councillor D. Cannon  
Councillor S. Lindgren  
Councillor D. Gonella

ABSENT: Councillor L. Wallace Richmond

STAFF PRESENT: Chief Administrative Officer E. Jackson  
Director of Engineering & Public Works R. Niewenhuizen  
Chief Financial Officer P. Gramiak  
Director of Planning and Community Services G. Buxton  
Manager of Planning & Building M. Smyrl  
Corporate Officer R. West  
Deputy Corporate Officer B. Puddifant  
Executive Assistant M. Evans-Bunkis

Other Staff Present: Manager of Engineering J. Wilson; Deputy Fire Chief C. Guidos;  
Manager of Roads & Parks D. Gerow; Senior Planner C. Larson;  
Manager of Financial Services B. Armstrong; Planner M. Paiement

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#### 1. CALL TO ORDER

Mayor Harrison called the meeting to order at 1:00 p.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. ADOPTION OF AGENDA

**Moved by:** Councillor Lindgren  
**Seconded by:** Councillor Gonella

THAT: the Agenda be adopted as presented with the addition of Late Item 21.3 - Development Permit No. 449 - submission from E and A Sadorsky, L. Gubbels and L. Rhodes.

Carried Unanimously

**4. DISCLOSURE OF INTEREST**

Councillor Gonella declared a conflict of interest relating to Item 9.8 - Tree Removal Permit No. T-48, as the applicant, Prestige Hotel, is a significant sponsor of the annual festival his employer (Salmon Arm Folk Music Society) programs.

Councillor Gonella declared a conflict of interest relating to Item 11.2 - Permissive Tax Exemption Bylaw No. 4735 - as his employer, Salmon Arm Folk Music Society, has two applications under consideration.

Councillor Gonella declared a conflict of interest relating to Item 13.1.5 - Street Closure Request - as his employer, Salmon Arm Folk Music Society, has a long time business relationship with Downtown Salmon Arm and will be a sponsor for this event.

Mayor Harrison declared a conflict of interest relating to Item 11.2 - Permissive Tax Exemption Bylaw No. 4735 - as he is a member of the Salmon Arm Tennis Club who is applying for an exemption.

Councillor Flynn declared a conflict of interest relating to Item 9.4 - 2025 FireSmart Fuel Mitigation Contract Award - as Forsite Consultants Ltd. are clients of his firm.

**5. CONFIRMATION OF MINUTES**

5.1 Regular Council Meeting Minutes of September 8, 2025

**Moved by:** Councillor Lindgren  
**Seconded by:** Councillor Gonella

THAT: the Regular Council Meeting Minutes of September 8, 2025 be adopted as circulated.

Carried Unanimously

5.2 Special Council Meeting Minutes of September 29, 2025

**Moved by:** Councillor Lavery  
**Seconded by:** Councillor Flynn

THAT: the Special Council Meeting Minutes of September 29, 2025, be adopted as circulated.

Carried Unanimously

**6. COMMITTEE REPORTS**

6.1 Development and Planning Services Committee Meeting Minutes of October 6, 2025

6.2 Active Transportation Advisory Committee Meeting Minutes of October 6, 2025

**7. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**

For information.

8. PRESENTATIONS

9. STAFF REPORTS

9.1 Chief Administrative Officer – Officer Appointments for 2026 General Local Election

**Moved by:** Councillor Lindgren

**Seconded by:** Councillor Cannon

THAT: pursuant to Section 58(1) of the *Local Government Act* Council appoint:

- Rhonda West as the Chief Election Officer with power to appoint other election officials as required; and
- Barb Puddifant as the Deputy Chief Election Officer

for the City of Salmon Arm 2026 General Local Election.

Carried Unanimously

9.2 Deputy Corporate Officer- Renewal of Lease to Farmcrest Foods Ltd. – 2191 30 Street SW (Minion Field)

**Moved by:** Councillor Flynn

**Seconded by:** Councillor Cannon

THAT: Council authorize the Mayor and Corporate Officer to execute a Lease Agreement with Farmcrest Foods Ltd. for the property at 2191 30 Street SW, commonly known as Minion Field, for a two year term commencing April 1, 2026 to October 31, 2027, subject to *Community Charter* advertising requirements;

AND THAT: the annual rate for the year 2026 will be \$24,000.00 increased by the BC Consumer Price Index percentage and the annual rate for 2027 will be the 2026 rate plus the BC Consumer Price Index percentage.

Carried Unanimously

9.3 Deputy Corporate Officer – Shuswap Youth Soccer Association – Storage Containers at Little Mountain field and Safeway Field Parking Lot

**Moved by:** Councillor Gonella

**Seconded by:** Councillor Cannon

THAT: Council authorize the Mayor and Corporate Officer to execute an agreement with Shuswap Youth Soccer Association for the continued use of an 8' by 20' portion of the field at Little Mountain Park for a storage container from November 1, 2025 to October 31, 2028;

AND THAT: the agreement include authorization for the annual temporary placement of a 20' storage container in the parking lot between 3 Street SW and the downtown fields for Shuswap Youth Soccer programs from March 1 to June 30 of each year until June 30, 2028.

Carried Unanimously

9.4 Deputy Fire Chief – 2025 FireSmart Fuel Mitigation Contract Award

Councillor Flynn declared a conflict of interest and left the meeting at 1:25 p.m.

**Moved by:** Councillor Lavery

**Seconded by:** Councillor Cannon

THAT: Council award the contract for the City of Salmon Arm “Fuel Management Prescription Development and Treatment CWPP 2025” to Forsite Consultants Ltd. of Salmon Arm in the amount of \$32,475.00 plus taxes as applicable.

Carried Unanimously

9.5 Corporate Officer – Inner Core Parking Lot Lease

Councillor Flynn returned to the meeting at 1:30 p.m.

Councillor Lindgren left the meeting at 1:33 p.m. and was not present for the vote.

**Moved by:** Councillor Cannon

**Seconded by:** Councillor Gonella

THAT: Council authorize the Mayor and Corporate Officer to execute a Lease Agreement with WH Laird Holdings Ltd. for the City to use Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP4908 (327 Alexander Street NE) for the term of January 1, 2026 to December 31, 2026 as a downtown parking lot for an annual fee of 50% of the annual revenue.

Carried Unanimously

9.6 Manager of Engineering - LWMP - Joint Advisory and Steering Committee Formation

Councillor Lindgren returned to the meeting at 1:34 p.m.

**Moved by:** Councillor Lavery

**Seconded by:** Councillor Cannon

THAT: Council support an application to the Ministry of Environment and Parks (MOEP) to complete a full amendment to the 2004 Liquid Waste Management Plan to reflect the current state of infrastructure, costs and the environment and to prepare and plan for future growth, regulation and other risks to community Liquid Waste Management needs;

AND THAT: Council approve the formation of a Liquid Waste Management Steering Committee to oversee the completion of the Liquid Waste Management Plan Update, guide a Joint Advisory Committee and make recommendations to Council;

AND THAT: Council approve the formation of a Liquid Waste Management Plan Joint Advisory Committee (JAC) to provide technical, regulatory, and public input to the Steering Committee;

AND FURTHER THAT: Council approve the Terms of Reference for the Liquid Waste Management Plan Joint Advisory Committee and Steering Committee as attached to this memo.

Carried Unanimously

- 9.7 Manager of Engineering - Strategic Priorities Fund Grant – WPCC Stage IV Upgrades and Long-Term Financial Plan (Updated Resolution)

**Moved by:** Councillor Cannon

**Seconded by:** Councillor Gonella

THAT: Council authorize staff to provide grant management resources in relation to the previously authorized 2025 UBCM Strategic Priorities Fund submission (Water Pollution Control Centre Stage IV Upgrade Project and Long-Term Financial Plan Project), if successful;

AND THAT: Council acknowledge the City's responsibility for funding any project overruns in relation to both grant applications, if successful.

Carried Unanimously

- 9.8 Director of Planning & Community Services - Tree Removal Permit No. T-48

Councillor Gonella declared a conflict of interest and left the meeting at 1:44 p.m.

**Moved by:** Councillor Cannon

**Seconded by:** Councillor Flynn

THAT: Tree Permit Application No. T-48 be authorized for issuance for that part of Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP134497 (251 Harbourfront Drive NE) and Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP48068 (781 Marine Park Drive NE) for the removal of four Landscape Trees in accordance with the drawings date stamped received August 26, 2025;

AND THAT: Issuance of Tree Permit No. T-48 be withheld subject to the receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan.

Carried Unanimously

## 10. IN-CAMERA SESSION

Councillor Gonella returned to the meeting at 1:51 p.m.

**Moved by:** Councillor Lindgren

**Seconded by:** Councillor Cannon

THAT: pursuant to Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by 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; (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98; of the *Community Charter*, Council move In-Camera.

Carried Unanimously

## 11. INTRODUCTION OF BYLAWS

Council returned to Regular Session at 2:49 p.m. and the meeting recessed.  
The meeting resumed at 3:00 p.m.

### 11.1 Zoning Amendment Bylaw No. 4438 (ZON-1198)

Legal: Lot A, Section 5, Township 20, Range 9, W6M, KDYD, Plan 12843  
Civic: 5561 Auto Road SE  
Owner: D. Webb Developments Ltd.  
Agent: D. Webb

**Moved by:** Councillor Lavery

**Seconded by:** Councillor Lindgren

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4438 be read a first and second time.

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

1. Registration of a Section 219 covenant and survey plan to secure road reserve aligned with a road network preplan approved by the Engineering Department; and
2. Approval by the Ministry of Transportation and Transit.

Carried Unanimously

### 11.2 2026, 2027 and 2028 Permissive Tax Exemption Bylaw No. 4735

Councillor Gonella declared a conflict of interest and left the meeting at 3:02 p.m.

Mayor Harrison declared a conflict of interest and left the meeting at 3:02 p.m.

Deputy Mayor Lindgren assumed the Chair.

**Moved by:** Councillor Cannon

**Seconded by:** Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm 2026, 2027 and 2028 Permissive Tax Exemption Bylaw No. 4735 be read a first and second time.

**Moved by:** Councillor Cannon  
**Seconded by:** Councillor Flynn

THAT: the item be deferred to the Regular Council meeting of Monday, October 27, 2025.

Carried Unanimously

## 12. RECONSIDERATION OF BYLAWS

### 12.1 Official Community Plan (OCP) Bylaw No. 4707 - Second Reading & Public Hearing Schedule

Councillor Gonella returned to the meeting at 3:22 p.m.

Mayor Harrison returned to the meeting at 3:22 p.m. and resumed the Chair.

**Moved by:** Councillor Flynn  
**Seconded by:** Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Official Community Plan (OCP) Bylaw No. 4707, as amended, be read a second time;

AND THAT: a public hearing with respect to City of Salmon Arm OCP Bylaw No. 4707 be scheduled for Monday, November 10, 2025 in Council Chambers, City Hall, Salmon Arm at 7:00 p.m.

Carried Unanimously

## 13. CORRESPONDENCE

### 13.1 Informational Correspondence

#### 13.1.5 J. Broadwell, Manager, Downtown Salmon Arm - Street Closure Request

Councillor Gonella declared a conflict of interest and left the meeting at 4:09 p.m.

**Moved by:** Councillor Flynn  
**Seconded by:** Councillor Cannon

THAT: Council authorize the following street closure for the Forage General Yuletide Market:

1. the 200 block Alexander Street from 12:00 p.m. on Friday, November 28, 2025 to 6:00 p.m. on Sunday, November 30, 2025;
2. the 300 block Alexander Street from 4:00 p.m. on Friday, November 28, 2025 to 6:00 p.m. on Sunday, November 30, 2025.

Carried Unanimously

#### 13.1.8 R. Sakaki, Salmon Arm Minor Hockey Association - Request for Insurance Coverage

Councillor Gonella returned to the meeting at 4:11 p.m.

**Moved by:** Councillor Cannon  
**Seconded by:** Councillor Lavery

THAT: Council authorize funding in the amount of up to \$300.00 from Council Initiatives to the Salmon Arm Minor Hockey Association, for costs associated with the provision of insurance coverage for the tribute to the Salmon Arm Arena event on October 19, 2025.

Carried Unanimously

13.1.9 S. Spyksma - email dated September 26, 2025 - Rainbow Crosswalk

**Moved by:** Councillor Lindgren  
**Seconded by:** Councillor Flynn

THAT: Council direct staff to prepare a report to Council that investigates the possibility of installing surveillance cameras at the Rainbow Crosswalk locations (Downtown and Blackburn Park).

Carried Unanimously

13.1.3 D. Martin - email dated September 4, 2025 - Decreasing speed limits in all residential areas and removing yellow line on residential street

**Moved by:** Councillor Flynn  
**Seconded by:** Councillor Gonella

THAT: correspondence items 13.1.3 - letter from D. Martin - and 13.1.4 - letter from G. Gauthier - be referred to the Traffic and Safety Committee for review.

Carried Unanimously

13.1.11 A. Tilden, Project Lead and A. Banks, Project Manager, BC Nature - letter dated September 4, 2025

Participation in the Municipal Protected Areas Project

**Moved by:** Councillor Lindgren  
**Seconded by:** Councillor Gonella

THAT: Council direct staff to consult with BC Nature Federation of BC Naturalists, to explore the possibility of inclusion of the City of Salmon Arm's parks and protected lands in the federal conservation database (Canadian Protected and Conserved Areas Database).

Carried Unanimously

**14. NEW BUSINESS**

**15. COUNCIL STATEMENTS**

**16. NOTICE OF MOTION**

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

**18. OTHER BUSINESS**

18.1 Planner II – Community Heritage Commission Citizen at Large Appointments

**Moved by:** Councillor Gonella

**Seconded by:** Councillor Cannon

THAT: Council appoint Jim Bontempo, Linda Painchaud and Mary Landers as citizens at large to the City of Salmon Arm Community Heritage Commission for a term ending August 31, 2028.

Carried Unanimously

18.2 Deputy Corporate Officer – Active Transportation Advisory Committee Citizen at Large Appointments

**Moved by:** Councillor Lavery

**Seconded by:** Councillor Flynn

THAT: Council appoint Blake Lawson, Brian Browning and Candice Benner to the Active Transportation Advisory Committee for a two-year term commencing October 1, 2025.

Carried Unanimously

**Moved by:** Councillor Lavery

**Seconded by:** Councillor Lindgren

THAT: Council directs staff to re-advertise for a Citizen at Large for one (1) member who uses a mobility device, or has experience with those who use a mobility device.

Carried Unanimously

**Moved by:** Councillor Lavery

**Seconded by:** Councillor Lindgren

THAT: Council direct staff to prepare a report to Council on options for amending the Terms of Reference to provide for additional members.

Carried Unanimously

18.3 Southern Interior Regional Economic Summit

**Moved by:** Councillor Lindgren

**Seconded by:** Councillor Cannon

THAT: Council support the registration and attendance of Councillor Gonella and Councillor Flynn at the Southern Interior Regional Economic Summit on November 3-5, 2025 in Salmon Arm in the amount of \$550 plus taxes (registration fee) as applicable funded from Council expenses.

Carried Unanimously

18.4 UBCM - FIFA World Cup 26 Public Watch Parties - Expression of Interest

**Moved by:** Councillor Cannon

**Seconded by:** Councillor Gonella

THAT: Council authorize staff to submit an Expression of Interest (EOI) to the province confirming the City's interest in hosting FIFA World Cup 26 free public watch parties for over 1,000 attendees.

Carried Unanimously

**19. QUESTION AND ANSWER PERIOD**

**Moved by:** Councillor Gonella

**Seconded by:** Councillor Lindgren

THAT: pursuant to Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by 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; (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98; of the Community Charter, Council move In-Camera.

Carried Unanimously

19.1 Return to Regular Session

Council returned to Regular Session at 5:29 p.m. and the meeting recessed.  
The meeting resumed at 7:00 p.m.

**20. DISCLOSURE OF INTEREST**

**21. HEARINGS**

21.1 Development Variance Permit No. VP-619

Legal: That part of the Southeast ¼ of the Southwest ¼ of Section 20 shown on Plan B1746; Township 20, Range 9, W6M, KDYD, Except Plan B1912

Civic: 5871 10 Avenue NE

Owner: Paula and Hanni Christensen

Agent: TJ Christensen

Following a motion from the floor, the Planning Official explained the proposed Development Variance Permit Application.

The applicant was available to answer questions from Council.

Submissions were called for at this time.

M. Mason - email dated August 21, 2025 regarding road dedication requirement.

N. Werner - letter dated August 19, 2025 regarding road dedication requirement.

Following three calls for submissions and questions from Council, the Hearing closed at 7:04 p.m. and the Motion was:

**Moved by:** Councillor Gonella

**Seconded by:** Councillor Cannon

THAT: Development Variance Permit No. VP-619 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No.4293, for That part of the Southeast ¼ of the Southwest ¼ of Section 20 shown on Plan B1746; Township 20, Range 9, W6M, KDYD, Except Plan B1912 as follows:

1. Waive the requirement for statutory right-of-way on 60 Street NE.
2. Waive the requirement for statutory right-of-way on 10 Avenue NE.

Carried Unanimously

21.2 Development Variance Permit No. 621

Legal: Strata Lot 17, Section 11, Township 20, Range 10, W6M, KDYD, Strata Plan EPS3413

Civic: #15 1330 – 10 Street SW

Owner/Agent: Willness Construction Ltd./C. Willness

Following a motion from the floor, the Planning Official explained the proposed Variance Permit Application.

C. Willness, the applicant, 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 was closed at 7:08 p.m. and the Motion was:

**Moved by:** Councillor Lindgren

**Seconded by:** Councillor Lavery

THAT: Development Variance Permit No. 621 be authorized for issuance for Strata Lot 17, Section 11, Township 20, Range 10, W6M, KDYD, Strata Plan EPS3413 (#15 1330 – 10 Street SW) to vary the provisions of Zoning Bylaw No. 2303 as follows:

- i. Section 7.10.2 – reduce the rear parcel line setback from 5 m to 3 m
- ii. Section 7.10.4 – reduce the exterior side parcel line setback from 5 m to 2.5 m

Carried Unanimously

21.3 Development Permit No. 449

Legal: Lot 5, Section 12, Township 20, Range 10, W6M, KDYD, Plan 782 Except Plan B5363

Civic: 1150 12 Avenue SE

Owner: Sunnyhill Town Homes Ltd.

Agent: Flat Architecture Inc. (R. Warraich)

Following a motion from the floor, the Planning Official explained the proposed Development Permit Application.

R. Warraich, Flat Architecture Inc., the agent, provided an overview of the application and was available to answer questions from Council.

Submissions were called for at this time.

L. Lagore - email expressing concerns about increased traffic.

B. Smith - email expressing concerns about lack of school facility, increased traffic.

E and A Sadorsky - email expressing concerns about reduced driveway length, impacts on snow removal, increased reliance for on-street parking, lack of parking spaces for daycare site, removal of existing tree canopy.

L. Gubbels - email expressing concerns about lack of parking spaces, lack of transit services and sidewalks, removal of trees, potential light pollution.

L. Rhodes - email expressing concerns about increased traffic at the intersection of 12 Avenue and 10 Street SE, increased foot traffic and the impact on the transit system and wildlife.

L. Gubbels was in attendance and reiterated his concerns contained in his written submission.

H. Amdam - expressed concerns relating to removal of the tree canopy, potential decrease in property value and inquired if a covenant was registered on the subject property title that would prevent the removal of trees along his property line.

The Chair made three calls for submissions and questions from Council.

**Moved by:** Councillor Cannon

**Seconded by:** Councillor Gonella

THAT: Development Permit No. 449 be authorized for issuance for Lot 5, Section 12, Township 20, Range 10, W6M, KDYD, Plan 782 Except Plan B5363 (1150 12 Avenue SE) in accordance with the site plan, elevation drawings, and landscape plan attached as Appendices 6 and 7 in the staff report dated October 6, 2025;

AND THAT: the following variances to Zoning Bylaw No. 2303 be approved in accordance with the site plan attached as Appendix 14 in the staff report dated October 6, 2025 and as follows:

Section 9.9 – Minimum Setback of Principal Buildings

.1 Reduce the front parcel line setback from 5 m to 3.5 m for a deck on Building 1;

.4 Reduce the exterior side parcel line from 5 m to 3.5 m for decks on Buildings 4 and 9

.5 Reduce the minimum clear driveway length for accessing any garage or carport from 5 m to 0.6 m

AND THAT: issuance of Development Permit No. 449 be withheld subject to:

- i. the Registration of a *Land Title Act* Section 219 Covenant on the Title of the subject parcel restricting residential use on the parcel to Rental Housing and;
- ii. the receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscape estimate.

AND FURTHER THAT: a bylaw be prepared for Council's consideration, adoption of which would authorize the City to enter into a Housing Agreement for market rental housing for Lot 5, Section 12, Township 20, Range 10, W6M, KDYD, Plan 782 Except Plan B5363 (1150 12 Avenue SE).

**Moved by:** Councillor Lavery

**Seconded by:** Councillor Gonella

THAT: the hearing for Development Permit No. 449 recess and reconvene at the next Regular Council meeting on October 27, 2025.

Opposed (2): Councillor Flynn, and Councillor Cannon

Carried

22. **STATUTORY PUBLIC HEARINGS**
23. **RECONSIDERATION OF BYLAWS**
24. **QUESTION AND ANSWER PERIOD**
25. **ADJOURNMENT**

There being no further business on the agenda, the meeting adjourned at 8:23 p.m.

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CORPORATE OFFICER

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MAYOR, A. HARRISON