



AGENDA

Regular Council Meeting

Monday, January 29, 2018

1:30 p.m.

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

Council Chamber of City Hall

500 – 2 Avenue NE

Page #	Item #	Description
	1.	CALL TO ORDER
1 - 2	2.	IN-CAMERA SESSION
	3.	ADOPTION OF AGENDA
	4.	DISCLOSURE OF INTEREST
	5.	PRESENTATIONS / DELEGATIONS
3 - 6	1.	T. Kutschker, Director/Curator, Salmon Arm Arts Centre - Update
7 - 34	2.	A. Spencer, BDO - Planning Report
35 - 36	3.	V. Olynik, Shuswap Branch Manager, BC SPCA - 2018 spay/neuter Project
	6.	CONFIRMATION OF MINUTES
37 - 46	1.	Regular Council Meeting Minutes of January 15, 2018
	7.	COMMITTEE REPORTS
47 - 50	1.	Development and Planning Services Committee Meeting Minutes of January 22, 2018
51 - 54	2.	Environmental Advisory Committee Meeting Minutes of January 4, 2018
	8.	INTRODUCTION OF BYLAWS
55 - 68	1.	City of Salmon Arm Highway Closure Bylaw No. 4230 - Portion of 7 Avenue SE - First, Second and Third Readings
69 - 92	2.	Zoning Amendment Bylaw No. 4243 [ZON-1114; 0703904 BC Ltd. / Lawson Engineering & Development Services Ltd.; 821 - 17 Street SE; P-3 to R-8] - First and Second Readings

- 93 - 98 **9. RECONSIDERATION OF BYLAWS**
1. Zoning Amendment Bylaw No. 4237 [ZON-1112; Peters-Durston, C.; 2790 - 25 Street NE; R-1 to R-8] - Final Reading
- 99 - 100 **10. CORRESPONDENCE**
1. Informational Correspondence
- 11. STAFF REPORTS**
- 101 - 106 1. Director of Development Services - Design Review Panel Appointments
- 107 - 126 2. Director of Development Services - City Greenways Liaison Committee Terms of Reference, Committee Appointments, and Trail Agreement
- 127 - 134 3. Corporate Officer - Environmental Advisory Committee Terms of Reference
- 135 - 150 4. Corporate Officer - Cultural Master Plan Task Force Recommendations
- 12. NEW BUSINESS**
- 13. COUNCIL STATEMENTS**
- 14. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**
- 15. SALMON ARM SECONDARY YOUTH COUNCIL**
- 16. NOTICE OF MOTION**
- 17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
- 18. OTHER BUSINESS**
- 151 - 172 1. Director of Development Services - Sanitary Sewer Main Extension to Elks Hall Property [3960 - 30 Street NE]
- 19. QUESTION AND ANSWER PERIOD**

7:00 p.m.

Page #	Item #	Description
	20.	DISCLOSURE OF INTEREST
	21.	HEARINGS
	22.	STATUTORY PUBLIC HEARINGS
173 - 186	1.	Zoning Amendment Application ZON-1111 [Wonderland Investments Inc.; 50 - 30 Street NE; R-1 to R-4]
187 - 198	2.	Zoning Amendment Application ZON-1113 [Lawson, B., Barnard, K. & Barnard, A. / Lawson Engineering & Development Services Ltd.; 3310 - 16 Avenue NE; R-1 to R-8]
199 - 200	3.	Zoning Amendment Application ZON-1117 [City of Salmon Arm; Text Amendment] - Mobile Food Vending
	23.	RECONSIDERATION OF BYLAWS
201 - 204	1.	Zoning Amendment Bylaw No. 4238 [ZON-1111; Wonderland Investments Inc.; 50 - 30 Street NE; R-1 to R-4] - Third Reading
205 - 208	2.	Zoning Amendment Bylaw No. 4239 [ZON-1113; Lawson, B., Barnard, K. & Barnard, A. / Lawson Engineering & Development Services Ltd.; 3310 - 16 Avenue NE; R-1 to R-8] - Third Reading
209 - 214	3.	Zoning Amendment Bylaw No. 4240 [ZON-1117; City of Salmon Arm; Text Amendment] - Third and Final Readings
215 - 218	4.	Ticket Information Utilization Amendment Bylaw No. 4241 - Final Reading
219 - 222	5.	Fee for Service Amendment Bylaw No. 4242 [Mobile Food Vending] - Final Reading
	24.	OTHER BUSINESS
223 - 278	1.	Director of Development Services - Mobile Food Vending Policy
	25.	QUESTION AND ANSWER PERIOD
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Item 2.

CITY OF SALMON ARM

Date: January 29, 2018

Moved: Councillor Jamieson

Seconded: Councillor Lavery

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

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

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Item 5.1

CITY OF SALMON ARM

Date: January 29, 2018

PRESENTATION

Name: Tracey Kutschker, Director/Curator, Salmon Arm Arts Centre
- Update

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

Shuswap District Arts Council 2017 Report Summary

Highlights of the Canada 150 Year

Exhibitions: Open Red & White Do-It exhibition – participation by 70 artists with 114 works. Beginning of the Long Dash, The Blue Trail and Rolling Stock engaged people on the issues and icons that tie us together as Canadians. Youth “Why I Love Canada” and Kanata/Qelmuculuc showed us that our culture is rich and varied. Chris Cran brought work that was featured at National Gallery of Canada in 2016, plus 9 new works.

Attendance and donations: Keeping in mind that in the 2015/16 fiscal year we had the last month of the Cardiff Miller exhibition, the Knitted Tree, and the first month of Trail Mix, then the 2016/17 year's attendance of 8700 is still significant. Our goal now is to convince people to donate more than 85 cents when they visit the gallery.

Reel Lunch: Held our last soup event in February 2017 (only one movie rather than four, diminishing soup-makers and the loss of major supporter Al Boucher led us to discontinue the event). Our sincerest thanks to Mayor and Council who supported this event with their celebrity serving skills over the past ten years.

Wednesday On the Wharf: a great series of 12 concerts programmed by Tori Jewell. Random Acts of Music and our donation collection team were filled with youth aged 15 to 21. The smoky weather kept some of the senior's care facilities from bringing their busloads down, but our attendance was still over 7000 for the summer. Donations are up a bit, helping to offset the \$25,000 costs of the program.

150 Voices Video Project: Our most ambitious Canada 150 legacy project. 56 youth contributed to this film with over 100 interviews, 12 animated sequences, 5 original music compositions, artwork and enthusiasm. The film is now on youtube: 150 Voices Full Movie.

Family Saturdays: a time for families to be creative together. Projects are on the theme of the exhibition, encouraging an understanding of the purpose of art and galleries. Special events like Elves' Workshop and the Literacy Week's bookmaking event are consistently well-attended. After five years of significant growth, the program is leveling off in attendance.

Education: Our school tours continue to increase in frequency and engagement. We design each visit to work with the theme of the exhibition, and create classroom follow-up activities for the teachers. We are busting at the seams for this program, because we can only offer it 9am to 11am Tuesday to Friday, because we can't have them during public hours. A solution would be to renovate and add space to the Arts Centre so that we can have classroom space at the back of the gallery.

Summer Art Camp: We held our third animation art camp for kids aged 11 to 16. The camp has helped meet the demand for more digital art-making, and the mini-film festival is a great celebration of the kids and their hard work creating animated films.

Canada Day: We were happy to be involved with the Cross-Canada Picnic at Canoe Beach. We utilized our contacts from WOW and Random Acts of Music to find musicians to play in each province, and really enjoyed working with Louise on making this day a success.

Outreach: We're often called upon to create special events along a theme for other group's events like Salty Dog and AppleFest. The Arts Centre is used by groups for small venue

concerts and recitals, like the youth open mic event held last May. We had a Canada 150 art journaling group that learned how to create a journal in the summer, and continued to work on them at several meet-ups afterwards. We decided that since Canada doesn't have a national cookie, we took it upon ourselves to decide on one. Our house baker offered a new contender at each Coffee Break throughout 2017, and then we held a vote in December – the butter tart cookie was the winner. We'll be submitting our official request to the Prime Minister.

Plans for 2018:

Exhibition program focuses on aboriginal art and stories, and climate change issues.

It's the 25th anniversary of Wednesday On the Wharf. Tori Jewell is the Artistic Director and we have ideas floating around about how to celebrate without new resources.

A Community Survey has been prepared to measure interest in our current programming. We'll be creating an online survey by end of January, in addition to the printed survey available at the Gallery. It's important to continually gauge the needs of our community, so that we are spending our resources on the programs that are meaningful to all.

Branding Leadership: After learning that both our own citizens and the world at large believes Salmon Arm has very little in the way of cultural programming, we will be spending some time and effort on telling the world about what we do. We do not have staff dedicated to marketing, which makes it challenging to communicate our programs to the whole community.

Three Year Focus: Our last focus really helped us develop excellent long term relationships with the Neskonlith and Splatshin communities, and projects like the Aboriginal Artist Database have helped us identify artists previously unknown to us, and allowed us to include their voices in many of our exhibitions. Our next focus is Climate Change.

At the CMA National Conference in Ottawa, two major issues were identified: Climate change and Indigenous relations. A new coalition of museums and art galleries has formed to address our role in climate change awareness, mitigation and resilience. It was noted that the time of promoting awareness is over, it's time for us to play a role in mitigation and resilience. Museums and galleries will be sharing more travelling resources, encouraging exhibitions specifically about climate change, and making changes within their own facilities to move toward renewable energy systems.

In addition to the front steps project, which we are happy to have council approval and funding to re-build the entrance to the Arts Centre, we are also hoping to have a solar energy system on the roof of the building to help us meet our power needs. This is an excellent time to show the community and the passing public on the Trans-Canada Hwy that we are a forward-thinking city with a high-tech sustainable energy vibe.

Finally, thank you, Mayor and Council, for continuing to support the Arts Centre and all the programs the Arts Council offers. We love our home, we want to take care of it, and we want everyone to feel welcome in it.

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Item 5.2

CITY OF SALMON ARM

Date: January 29, 2018

PRESENTATION

Name: Angela Spencer, BDO – Planning Report

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



City of Salmon Arm

Planning Report to Mayor and Council

November 2, 2017

November 2, 2017

Mayor and Council
City of Salmon Arm

Dear Mayor and Council Members:

We are pleased to present our audit plan for the audit of the financial statements of City of Salmon Arm, the "City" for the year ending December 31, 2017.

Our report is designed to highlight and explain key issues which we believe to be relevant to the audit including audit risks, the nature, extent and timing of our audit work and the terms of our engagement, including fees. The audit planning report forms a significant part of our overall communication strategy with the Mayor and Council and is designed to promote effective two-way communication throughout the audit process. It is important that we maintain effective two-way communication throughout the entire audit process so that we may both share timely information. The audit process will conclude with a Mayor and Council meeting and the preparation of our final report to the Mayor and Council.

This report has been prepared solely for the use of the Mayor and Council members and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

The Mayor and Council plays an important part in the audit planning process and we look forward to meeting with you to discuss our audit plan as well as any other matters that you consider appropriate.

Yours truly,



Angela Spencer, CPA, CA
Partner
BDO Canada LLP
Chartered Professional Accountants

Enclosure



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TERMS OF REFERENCE

Our overall responsibility is to form and express an opinion on the financial statements. These financial statements are prepared by management, with oversight by those charged with governance. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities. The scope of our work, as confirmed in our engagement letter (as set out in Appendix A), and a summary of our proposed fees are set out below.

ENGAGEMENT OBJECTIVES

- Forming and expressing an audit opinion on the financial statements.
- Present significant findings to the Mayor and Council including key audit and accounting issues, any significant deficiencies in internal control and any other significant matters arising from our work.
- Provide timely and constructive management letters. This will include deficiencies in internal control identified during our audit.
- Work with management towards the timely issuance of financial statements.

INDEPENDENCE

At the core of the provision of external audit services is the concept of independence. Canadian generally accepted auditing standards require us to communicate to the Council members at least annually, all relationships between BDO Canada LLP and its related entities and City of Salmon Arm and its related entities, that, in our professional judgment, may reasonably be thought to bear on our independence for the forthcoming audit of the City. Refer to Appendix B.



AUDIT TEAM

In order to ensure effective communication between the Council members and BDO Canada LLP, the contact details of the engagement team are outlined below.

Name	Role	Phone number	Email address
Angie Spencer, CPA, CA	Engagement Partner	250-832-7171 Ext. 5575	aspencer@bdo.ca
Mario Piroddi, CPA, CA, CISA	Engagement Quality Review Partner	250-372-9505 Ext. 8309	mpiroddi@bdo.ca
Mike Boven, CPA, CA	Speciality and Commodity Tax Partner	250-492-6020 Ext. 6001	mboven@bdo.ca
Jessica Wan, CPA, CA	Assurance Manager	250-832-7171 Ext. 5577	jwanchunwah@bdo.ca
Alisha Chappell	Assurance Audit Senior	250-832-7171 Ext. 5570	achappell@bdo.ca
Kate Robertson	Assurance Audit Staff	250-837-5225 Ext. 5558	krobertson@bdo.ca

RESPONSIBILITIES

It is important for the Council to understand the responsibilities that rest with the City and its management, those that rest with the external auditor and the responsibilities of those charged with governance. BDO's responsibilities are outlined within the annual engagement letter attached as Appendix A to this letter. The oversight and financial reporting responsibilities of management and the Council members are summarized below.

MANAGEMENT'S RESPONSIBILITIES

- Maintain adequate accounting records and maintain an appropriate system of internal control for the City.
- Select and consistently apply appropriate accounting policies.
- Prepare the annual financial statements.
- Safeguard the City's assets and take reasonable steps for the prevention and detection of fraud and other irregularities.
- Make available to us, as and when required, all of the City's accounting records and related financial information.

COUNCIL'S RESPONSIBILITIES

- Oversee the work of the external auditor engaged for the purpose of issuing an independent auditor's report.
- Facilitate the resolution of disagreements between management and the external auditor regarding financial reporting matters.
- Pre-approve all non-audit services to be provided to the City by the external auditor.
- Review the financial statements and Annual Report before the City publicly discloses this information.

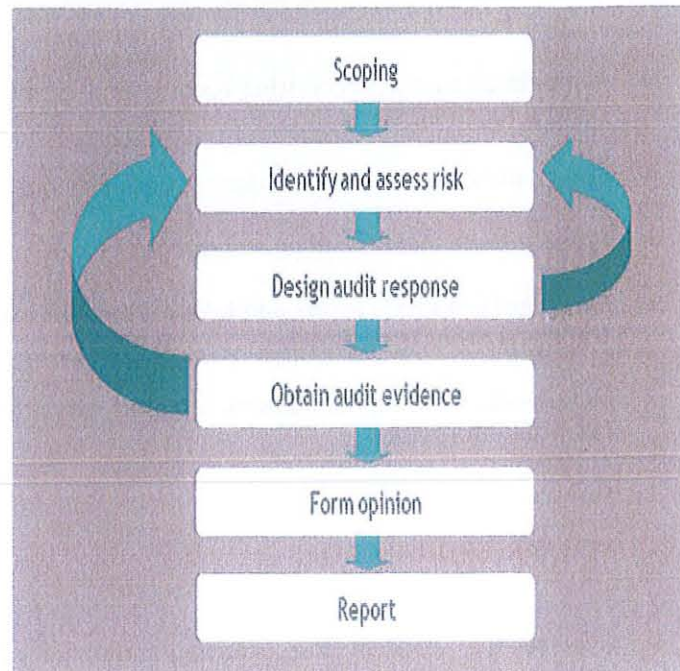
AUDIT STRATEGY

Our overall audit strategy involves extensive partner and manager involvement in all aspects of the planning and execution of the audit and is based on our overall understanding of the City.

We will perform a risk based audit which allows us to focus our audit effort on higher risk areas and other areas of concern for management and the Mayor and Council.

To assess risk accurately, we need to gain a detailed understanding of the City's business and the environment it operates in. This allows us to identify, assess and respond to the risks of material misstatement.

To identify, assess and respond to risk, we obtain an understanding of the system of internal control in place in order to consider the adequacy of these controls as a basis for the preparation of the financial statements, to determine whether adequate accounting records have been maintained and to assess the adequacy of these controls and records as a basis upon which to design and undertake our audit testing.



Based on our risk assessment, we design an appropriate audit strategy to obtain sufficient assurance to enable us to report on the financial statements.

We choose audit procedures that we believe are the most effective and efficient to reduce audit risk to an acceptable low level. The procedures are a combination of testing the operating effectiveness of internal controls, substantive analytical procedures and other tests of detailed transactions.

Having planned our audit, we will perform audit procedures, maintaining an appropriate degree of professional skepticism, in order to collect evidence to support our audit opinion.

MATERIALITY

Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances and include an assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

For purposes of our audit, we have set preliminary materiality at \$ 555,000 for the City.

Our materiality calculation is based on the City's prior year results. In the event that actual results vary significantly from those used to calculate preliminary materiality, we will communicate these changes to the Mayor and Council as part of our year end communication.

We will communicate all corrected and uncorrected misstatements identified during our audit to the Mayor and Council, other than those which we determine to be "clearly trivial". Misstatements are considered to be clearly trivial for purposes of the audit when they are inconsequential both individually and in aggregate.

We encourage management to correct any misstatements identified throughout the audit process.

RISKS AND PLANNED AUDIT RESPONSES

Based on our knowledge of the City's business, our past experience, and knowledge gained from management and the Council, we have identified the following significant risks; those risks of material misstatement that, in our judgment, require special audit consideration.

Significant risks arise mainly because of the complexity of the accounting rules, the extent of estimation and judgment involved in the valuation of these financial statement areas, and the existence of new accounting pronouncements that affect them. We request your input on the following significant risks and whether there are any other areas of concern that the Mayor and Council has identified.

Revenue Recognition

Significant Risk	Approach
<ul style="list-style-type: none"> CAS 240.26 states the auditor shall presume that there are risks of fraud in revenue recognition. Per CAS 240.A28, material misstatement due to fraudulent financial reporting relating to revenue recognition often results from an overstatement of revenues through or recording fictitious revenues. It may result also from an understatement of revenues. 	<ul style="list-style-type: none"> Review of controls in place for recording revenue. Review revenue recognition policy for consistency with the professional standards.

Risk of management override of controls

Significant Risk	Approach
<ul style="list-style-type: none"> Per Canadian Auditing Standard 240, "the auditor's responsibilities relating to fraud in an audit of financial statements," irrespective of our assessment of the risk of management control override, audit procedures must be performed to address the risk. 	<ul style="list-style-type: none"> Utilize computer-assisted audit techniques to analyze manual journal entries and unusual transactions. Review significant accounting estimates for potential biases.

FRAUD DISCUSSION

Canadian generally accepted auditing standards require us to discuss fraud risk with the Mayor and Council members on an annual basis. We have prepared the following comments to facilitate this discussion.

Required Discussion	BDO Response	Question to Mayor and Council
Details of existing oversight processes with regards to fraud.	Through our planning process, and based on prior years' audits, we have developed an understanding of your oversight processes including: <ul style="list-style-type: none"> • Discussions at Mayor and Council meetings and our attendance at those meetings; • Review of related party transactions; and • Consideration of tone at the top 	Are there any new processes or changes in existing processes relating to fraud that we should be aware of?
Knowledge of actual, suspected or alleged fraud.	Currently, we are not aware of any fraud.	Are you aware of any instances of actual, suspected or alleged fraud affecting the City?

AUDITORS' RESPONSIBILITIES FOR DETECTING FRAUD

We are responsible for planning and performing the audit to obtain reasonable assurance that the financial statements are free of material misstatements, whether caused by error or fraud, by:

- Identifying and assessing the risks of material misstatement due to fraud;
- Obtaining sufficient and appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- Responding appropriately to fraud or suspected fraud identified during the audit.

The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

During the audit, we will perform risk assessment procedures and related activities to obtain an understanding of the entity and its environment, including the entity's internal control, to obtain information for use in identifying the risks of material misstatement due to fraud and will make inquiries of management regarding:

- Management's assessment of the risk that the financial statements may be materially misstated due to fraud, including the nature, extent and frequency of such assessments;
- Management's process for identifying and responding to the risks of fraud in the entity, including any specific risks of fraud that management has identified or that have been brought to its attention, or classes of transactions, account balances, or disclosures for which a risk of fraud is likely to exist;
- Management's communication, if any, to those charged with governance regarding its processes for identifying and responding to the risks of fraud in the entity; and
- Management's communication, if any, to employees regarding its view on business practices and ethical behaviour.

In response to our risk assessment and our inquiries of management, we will perform procedures to address the assessed risks, which may include:

- Inquire of management, the Mayor and Council, and others related to any knowledge of fraud, suspected fraud or alleged fraud;
- Perform disaggregated analytical procedures and consider unusual or unexpected relationships identified in the planning of our audit;
- Incorporate an element of unpredictability in the selection of the nature, timing and extent of our audit procedures; and
- Perform additional required procedures to address the risk of management's override of controls including:
 - Testing internal controls designed to prevent and detect fraud;
 - Testing the appropriateness of a sample of adjusting journal entries and other adjustments for evidence of the possibility of material misstatement due to fraud;
 - Reviewing accounting estimates for biases that could result in material misstatements due to fraud, including a retrospective review of significant prior years' estimates; and
 - Evaluating the business rationale for significant unusual transactions.

BDO RESOURCES

BDO is one of Canada's largest accounting services firms providing assurance and accounting, taxation, financial advisory, risk advisory, financial recovery and consulting services to a variety of publicly traded and privately held companies.

BDO serves its clients through over 100 offices across Canada. As a member firm of BDO International Limited, BDO serves its multinational clients through a global network of over 1,400 offices in more than 150 countries. Commitment to knowledge and best practice sharing ensures that expertise is easily shared across our global network and common methodologies and information technology ensures efficient and effective service delivery to our clients.

Outlined below is a summary of certain BDO resources which may be of interest to the Council.

PUBLICATIONS

BDO's national and international accounting and assurance department issues publications on the application of Public Sector Accounting Standards (PSAS).

For additional information on PSAS, including links to archived publications and model financial statements, please refer to the following link:

<https://www.bdo.ca/en-ca/services/assurance-and-accounting/a-a-knowledge-centre/psas/>

TAX BULLETINS, ALERTS AND NEWSLETTERS

BDO's national tax department issues a number of bulletins, alerts and newsletters relating to corporate federal, personal, commodity, transfer pricing and international tax matters.

For additional information on tax matters and links to archived tax publications, please refer to the following link:

<https://www.bdo.ca/en-ca/services/tax/>

APPENDIX A - Engagement Letter



Tel: 250 832 7171
Fax: 250 832 2429
www.bdo.ca

BDO Canada LLP
571 6th Street NE, Suite 201
Salmon Arm BC V1E 1R6 Canada

November 2, 2017

DRAFT

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

Dear Sir/Madam,

We understand that you wish for us to continue as the auditors of City of Salmon Arm for its fiscal year ended December 31, 2017 and subsequent years.

We are pleased to continue as your auditors subject to the terms and conditions of this Agreement, to which the attached Standard Terms and Conditions form an integral part. The definitions set out in the Standard Terms and Conditions are applicable throughout this Agreement. This Agreement will remain in place and fully effective for future years until varied or replaced by another relevant written agreement.

Angie Spencer, CPA, CA will be the Engagement Partner for all assurance work we perform for you. The Engagement Partner will call upon other individuals with specialized knowledge to assist in the performance of Services.

Our Role as Auditors

We will conduct our audit(s) in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements ("financial statements") prepared in accordance with Canadian public sector accounting standards are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. Our audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by you, as well as evaluating the overall financial statement presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements, whether by fraud or error, may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

In making our risk assessments, we consider internal control relevant to your preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of your internal controls. However, we will communicate to you concerning any significant deficiencies in internal controls relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate matters required by professional standards, to the extent that such matters come to our attention, to you, those charged with governance and/or the board of directors.



Reporting

Our audit will be conducted on the basis that the financial statements have been prepared in accordance with Canadian public sector accounting standards.

Our independent auditor's report will be substantially in the form set out in Canadian Auditing Standard (CAS) 700. The form and content of our report may need to be amended in the light of our audit findings. If we are unable to issue or decline to issue an audit report, we will discuss the reasons with you and seek to resolve any differences of view that may exist.

Role of Management and Those Charged with Governance

You acknowledge and understand that you have responsibility for:

- (a) the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards. The audit of the financial statements does not relieve you of your responsibilities;
- (b) such internal controls as you determine are necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; and
- (c) providing us with:
 - access, in a timely manner, to all information of which you are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
 - additional information that we may request for the purpose of the audit;
 - unrestricted access to persons within the entity from whom we determine it is necessary to obtain audit evidence;
 - financial and non-financial information (other information) that will be included in document(s) containing financial statements and our audit report thereon prior to the date of our auditor's report. If it is not possible to provide all the other information prior to the date of our auditor's report, you are responsible for provision of such other information as soon as practicable; and
 - written confirmation concerning representations made to us in connection with the audit. If appropriate and adequate written representations are not provided to us, professional standards require that we disclaim an audit opinion.



Communication with the Securities Regulators

If the financial statements, supporting schedules and our audit thereon are included in a document required by securities legislation, they may be subject to review and comment by the staff of a securities regulator and to their interpretation of the applicable rules and regulations. This may involve discussions and communications with them, and/or the submission of supplemental data in connection with their review. You agree to inform us of any discussion, communication or submission, which may have bearing on the financial statements, schedules and other financial data in the filings and furnish us with copies of related written communications. If we are involved in such communications with the staff of a securities regulator, we will inform you and provide you with copies of the relevant communications.

Financial Statement Services

We will obtain your approval, if during the course of our engagement we:

- (a) prepare or change a journal entry; or
- (b) prepare or change an account code or a classification for a transaction.

As agreed, we will provide assistance in the preparation of the financial statements.

These services create a threat to our independence. We, therefore, require that the following safeguards be put into place:

- (a) that you create the source data for all accounting entries;
- (b) that you develop any underlying assumptions for the accounting treatment and measurement of entries; and
- (c) that you review and approve the draft financial statements, including the notes to the financial statements.

Tax Services

Our audit is conducted primarily to enable us to express an opinion on the financial statements. The audit process is not designed to provide us with a full understanding of your tax situation and in particular, to allow us to determine whether the entity has specific tax compliance issues. We understand that you are not looking to BDO to provide you with any guidance or advice in regard to tax planning or compliance.

Additional Services

We are available to provide a wide range of services beyond those outlined in this Agreement. To the extent that any additional services that we provide to you that are not provided under a separate written engagement agreement, the provisions of this Agreement will apply to the services.

Standard Terms and Conditions

A copy of our Standard Terms and Conditions is attached as Appendix 1. You should ensure that you read and understand them. The Standard Terms and Conditions include clauses that limit our professional liability.



Please sign and return the attached copy of this Agreement to indicate your agreement with it. If you have any questions concerning this Agreement, please contact us before signing it.

It is a pleasure for us to be of service and we look forward to many future years of association with you.

Yours truly,

BDO Canada LLP

Chartered Professional Accountants

Agreement of all the terms and conditions in this Agreement is hereby acknowledged by:

Signature

Position

Name (please print)

Date



Appendix 1 - Standard Terms and Conditions

1. Overview and Interpretation

- 1.1 This Agreement sets forth the entire agreement between the parties in relation to Services and it supersedes all prior agreements, negotiations or understandings, whether oral or written, with respect to Services. To the extent that any of the provisions of the accompanying letter conflict with these Standard Terms and Conditions, these Standard Terms and Conditions shall prevail. This Agreement may not be changed, modified or waived in whole or part except by an instrument in writing signed by both parties.

- 1.2 In this agreement, the following words and expressions have the meanings set out below:

This Agreement - these Standard Terms and Conditions, the letter to which they are attached, and any supporting schedules or other appendices to the letter

Services - the services provided or to be provided under this Agreement

We, us, our, BDO - refer to BDO Canada LLP, a Canadian limited liability partnership organized under the laws of the Province of Ontario

You, your - the party or parties contracting with BDO under this agreement, including the party's or parties' management and those charged with corporate governance. You and your does not include BDO, its affiliates or BDO Member Firms

BDO Member Firm or Firms - any firm or firms that form part of the international network of independent firms that are members of BDO International Limited

Confidential Information - information that contains identifying features that can be attributed to you or individual personnel

2. BDO Network and Sole Recourse

- 2.1 BDO is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international network of independent member firms (i.e. BDO Member Firms), each of which is a separate legal entity.
- 2.2 We may use other BDO Member Firms or subcontractors to provide Services; however, we remain solely responsible for Services. You agree not to bring any claim or action against another BDO Member Firm (or their partners, members, directors, employees or subcontractors) or our subcontractors in respect of any liability relating to the provision of Services.
- 2.3 You agree that any of our affiliates, subcontractors, and other BDO Member Firms and any subcontractors thereof whom we directly or indirectly involve in providing Services have the right to rely on and enforce Section 2.2 above as if they were a party to this agreement.

3. Respective Responsibilities

- 3.1 We will use reasonable efforts to complete, within any agreed-upon time frame, the performance of Services.



- 3.2 You shall be responsible for your personnel's compliance with your obligations under this Agreement. We will not be responsible for any delays or other consequences arising from you not fulfilling your obligations.

4. Working Papers and Deliverables

- 4.1 **Ownership** - Any documents prepared by us or for us in connection with Services belong solely to us.
- 4.2 **Oral advice and draft deliverables** - You should not rely upon any draft deliverables or oral advice provided by us. Should you wish to rely upon something we have said to you, please let us know and, if possible, we will provide the information that you require in writing.
- 4.3 **Translated documents** - If you engage us to translate any documents, advice, opinions, reports or other work product of BDO from one language to another, you are responsible for the accuracy of the translation work.
- 4.4 **Reliance by Third Parties** - Our Services will not be planned or conducted in contemplation of or for the purpose of reliance by any third party other than you and any party to whom the assurance report is addressed. Items of possible interest to a third party will not be addressed and matters may exist that would be assessed differently by a third party, possibly in connection with a specific transaction.
- 4.5 **Consent to use the Report** - If we are requested to consent to the use of our report in connection with a continuous disclosure document, a public or private offering document, an annual report or any other document, we will consider, at the relevant time, providing consent and any conditions applicable to our consent. Our consent must be in writing. In order to provide consent, professional standards require that we read the other information in the related document and consider whether such information is materially inconsistent with the related financial statements. We will require adequate notice of the request for consent to allow us to consider your identification and resolution of events occurring in the period since the date of our report, and to obtain updated written representation letters. Such procedures will be performed at your cost.

5. Confidentiality

- 5.1 We agree to use Confidential Information provided by you only in relation to the services in connection with which the information is provided and we will not disclose the information, except where required by law, regulation or professional obligation. We may, however, give Confidential Information to other BDO Member Firms or other subcontractors assisting us in providing Services.
- 5.2 BDO shall be entitled to include a description of services we render to or for you in marketing and research materials and disclose such information to third parties, provided that all such information will be made anonymous and not associated with you. Additionally, we may analyze information on an industry or sector basis for internal purposes or to provide industry/sector wide information to our clients or potential clients. You consent to our using information obtained from you in this way provided that the outputs therefrom will not contain any identifying features that can be attributed to you.



6. Independence

- 6.1 Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to our clients in the performance of our services. We will communicate to you any relationships between BDO (including its related entities) and you that, in our professional judgment, may reasonably be thought to bear on our independence. Further, we will confirm our independence in writing.

7. Offers of Employment

- 7.1 Any discussions that you, or any party acting on your behalf, have with professional personnel of our Firm regarding employment could pose a threat to our independence. Your recruitment of an engagement team member from the current or prior year's engagement may compromise our independence and our ability to render agreed services to you. Engagement team members may include current and former partners and staff of BDO, other BDO Member Firms and other firms who work under our direction. Therefore, you agree to inform us prior to any such discussions so that you and we can implement appropriate safeguards to maintain our independence.

8. Professional and Regulatory Oversight

- 8.1 As required by legal, regulatory, or professional authorities (both in Canada and abroad) and by BDO policy, our client files must periodically be reviewed by practice inspectors to ensure that we are adhering to professional and BDO standards. It is understood that by entering into this agreement, you provide your consent to us providing our files relating to your engagement to the practice inspectors for the sole purpose of their inspection.
- 8.2 Certain regulatory bodies may also have the right to conduct investigations of you, including the Services provided by us. To the extent practicable and permitted by law, we will advise you of any such investigation request or order prior to providing our working papers.
- 8.3 You agree to reimburse us for our time and expenses, including reasonable legal fees, incurred in responding to any investigation that is requested or authorized by you or investigations of you undertaken under government regulation or authority, court order or other legal process.

9. Privacy and Consents

- 9.1 You agree we will have access to all personal information in your custody that we require to complete our engagement. We may collect, use, transfer, store, or process such information disclosed by you of a personal nature (personal information). Our Services are provided on the understanding that:
- (a) you have obtained any consents for collection, use and disclosure to us of personal information required under all applicable privacy legislation; and
 - (b) we will hold all personal information in compliance with our Privacy Statement.

10. Electronic Communications

- 10.1 Both parties recognize and accept the security risks associated with email communications, including but not limited to the lack of security, unreliability of delivery and possible loss



of confidentiality and privilege. Unless you request in writing that we do not communicate by internet email, you assume all responsibility and liability in respect of risk associated with its use.

- 10.2 By signing this agreement, you provide BDO with express consent to communicate with you and your employees, as applicable, electronically, including sending BDO newsletters, publications, announcements, invitations and other news and alerts that may be of interest to you. You and your employees may withdraw such consent at any time by contacting BDO at www.bdo.ca/unsubscribe.

11. Limitation of Liability

- 11.1 In any dispute, action, claim, demand for losses or damages arising out of the Services performed by BDO pursuant to this Agreement, BDO shall only be liable for its proportionate share of the total liability based on degree of fault as determined by a court of competent jurisdiction or by an independent arbitrator as a result of the dispute resolution procedures, notwithstanding the provisions of any statute or rule of common law which create, or purport to create, joint and several liability.
- 11.2 Our liability shall be restricted to damages of a direct and compensatory nature and shall not include indirect, consequential, aggravated or punitive damages, or damages for loss of profits or expected tax savings, whether or not the likelihood of such loss or damage was contemplated.
- 11.3 You agree that BDO shall in no event be liable to you for any actions, damages, claims, liabilities, costs, expenses, or losses in any way arising out of or relating to the Services performed hereunder for an aggregate amount of more than the higher of:
- (a) three times the fees paid by you to BDO in the twelve months preceding the incident giving rise to the claim; and
 - (b) \$25,000.
- 11.4 No exclusion or limitation on the liability of other responsible persons imposed or agreed at any time shall affect any assessment of our proportionate liability hereunder, nor shall settlement of or difficulty enforcing any claim, or the death, dissolution or insolvency of any such other responsible persons or their ceasing to be liable for the loss or damage or any portion thereof, affect any such assessment.
- 11.5 You agree claims or actions relating to the delivery of Services shall be brought against us alone, and not against any individual. Where our individuals are described as partners, they are acting as one of our members.

12. Indemnity

- 12.1 To the fullest extent permitted by applicable law and professional regulations, you agree to indemnify and hold harmless BDO from and against all losses, costs (including solicitors' fees), damages, expenses, claims, demands or liabilities arising out of or in consequence of:
- (a) a misrepresentation by a member of your management or board of directors, regardless of whether such person was acting in your interest;



- (b) the services performed by BDO pursuant to this Agreement, unless, and to the extent that, such losses, costs, damages and expenses are found by a court of competent jurisdiction to have been due to the gross negligence of BDO. In the event that the matter is settled out of court, we will mutually agree on the extent of the indemnification to be provided by you, failing which, the matter may be referred to dispute resolution in accordance with the terms of this letter.

13. Alternative Dispute Resolution

- 13.1 Both parties agree that they will first attempt to settle any dispute arising out of or relating to this agreement or the Services provided hereunder through good faith negotiations.
- 13.2 In the event that the parties are unable to settle or resolve their dispute through negotiation, such dispute shall be subject to mediation pursuant to the National Mediation rules of the ADR Institute of Canada Inc. All disputes remaining unsettled for more than 60 days following the parties first meeting with a mediator or such longer period as the parties mutually agree upon shall be subject to arbitration pursuant to the National Arbitration Rules of the ADR Institute of Canada Inc. Such arbitration shall be final, conclusive and binding upon the parties, and the parties shall have no right of appeal or judicial review of the decision. The parties hereby waive any such right of appeal which may otherwise be provided for in any provincial arbitration statute made applicable under the National Arbitration Rules.

14. Limitation Period

- 14.1 You shall make any claim relating to Services or otherwise under this Agreement no later than one year after you became aware or ought reasonably to have become aware of the facts giving rise to any such claim.
- 14.2 You shall in no event make any claim relating to the Services or otherwise under this Agreement later than two years after the completion of the Services under this Agreement.
- 14.3 To the extent permitted by law, the parties to this Agreement agree that the limitation periods established in this Agreement replace any limitation periods under any limitations act and/or any other applicable legislation and any limitation periods under any limitations act and/or any other applicable legislation shall not alter the limitation periods specified in this Agreement.

15. Québec Personnel

- 15.1 We may sometimes have individual partners and employees performing Services within the Province of Québec who are members of the Ordre des comptables professionnels agréés du Québec. Any such members performing professional services hereunder assumes full personal civil liability arising from the practice of their profession, regardless of their status within our partnership. They may not invoke the liability of our partnership as grounds for excluding or limiting their own liability. The provisions in Sections 11 (Limitation of Liability) and 14 (Limitation Period) shall therefore not apply to limit the personal civil liability of partners and employees who are members of the Ordre des comptables professionnels agréés du Québec.



16. Termination

- 16.1 This Agreement applies to Services whenever performed (including before the date of this Agreement).
- 16.2 You or we may terminate this Agreement at any time upon written notice of such termination to the other party. We will not be liable for any loss, cost or expense arising from such termination. You agree to pay us for all Services performed up to the date of termination, including Services performed, work-in-progress and expenses incurred by us up to and including the effective date of the termination of this Agreement.

17. Fees and Billings

- 17.1 Our estimated fee is based on an assumed level of quality of your accounting records, the agreed upon level of preparation and assistance from your personnel and adherence to the agreed-upon timetable. Our estimated fee also assumes that your financial statements are in accordance with the applicable financial reporting framework and that there are no significant new or changed accounting policies or issues or internal control or other reporting issues. We will inform you on a timely basis if these factors are not in place.
- 17.2 Should our assumptions with respect to the quality of your accounting records be incorrect or should the conditions of the records, degree of cooperation, results of audit procedures, or other matters beyond our reasonable control require additional commitments by us beyond those upon which our estimated fees are based, we may adjust our fees and planned completion dates.
- 17.3 Our professional fees will be based on our regular billing rates which depend on the means by which and by whom our Services are provided. We also will bill you for our out-of-pocket expenses, our administrative charge (described below), and applicable Harmonized Sales Tax, Goods and Services Tax and Provincial Sales Tax.
- 17.4 Our administrative charge is calculated as a percentage of our professional fee and represents an allocation of estimated costs associated with our technology infrastructure, telephone charges, photocopying and some support staff time costs.
- 17.5 Our accounts are due when rendered. BDO may suspend the performance of Services in the event that you fail to pay an invoice when it is due. Interest may be charged at the rate of 12% per annum on all accounts outstanding for more than 30 days.

18. Governing Laws

- 18.1 The terms of our engagement shall remain operative until amended, terminated, or superseded in writing. They shall be interpreted according to the laws of the province or territory in which BDO's principal Canadian office performing the engagement is located, without regard to such province/territory's rules on conflicts of law.

19. Entire Agreement and Survival

- 19.1 This Agreement sets forth the entire agreement between the parties with respect to the subject matter herein, superseding all prior agreements, negotiations or understandings, whether oral or written, with respect to such subject matter. It is understood that this Agreement will not be superseded by any contract with us for other specific services that



are not of the same scope as the Services contemplated in this Agreement, unless the other contract explicitly references this Agreement and an intent to supersede it.

- 19.2 The provisions of this Agreement that give either of us rights or obligations beyond its termination shall continue indefinitely following the termination of this Agreement. Any clause that is meant to continue to apply after termination of this Agreement will do so.

20. Force Majeure

- 20.1 We will not be liable for any delays or failures in performance or breach of contract due to events or circumstances beyond our reasonable control, including acts of God, war, acts by governments and regulators, acts of terrorism, accident, fire, flood or storm or civil disturbance.

21. Assignment

- 21.1 No party may assign, transfer or delegate any of the rights or obligations hereunder without the written consent of the other party or parties. BDO may engage independent contractors and BDO Member Firms to assist us in performing the Services in this Agreement without your consent.

22. Severability

- 22.1 If a court or regulator with proper jurisdiction determines that a provision of this Agreement is invalid, then the provision will be interpreted in a way that is valid under applicable law or regulation. If any provision is invalid, the rest of this Agreement will remain effective.

Version: 201709a

APPENDIX B - Independence Letter

November 2, 2017

Mayor and Council
City of Salmon Arm

Dear Mayor and Council:

We have been engaged to audit the financial statements of City of Salmon Arm (the "City") for the year ended December 31, 2017.

Canadian generally accepted auditing standards (GAAS) require that we communicate at least annually with you regarding all relationships between the City and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, we have considered the applicable legislation and relevant rules of professional conduct and related interpretations prescribed by the appropriate provincial institute/ordre covering such matters as:

- Holding a financial interest, either directly or indirectly in a client;
- Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- Economic dependence on a client; and
- Provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since April 10, 2017, the date of our last letter.

We are not aware of any relationships between the City and our Firm that, in our professional judgment may reasonably be thought to bear on independence that have occurred from April 10, 2017 to November 2, 2017.

We are aware of the following relationship between the City and us that, in our professional judgment, may reasonably be thought to have influenced our independence. The following relationship represents matters that have occurred from April 10, 2017 to November 2, 2017.

We have been the auditors for the City for a long period of time. We, therefore, have required that the following safeguards be put in place:

- Management provided us with a trial balance and draft financial statements, including notes, prior to completion of our audit.
- Management reviewed advice and comments provided and undertook their own analysis considering the City's circumstances and generally accepted accounting principles.



- All financial information is approved by the Mayor and Council.
- Rotation of audit staff, including new engagement partner and manager in the current year.

We hereby confirm that we are independent with respect to the City within the meaning of the Rules of Professional Conduct of the Institute of Chartered Professional Accountants of British Columbia as of November 2, 2017.

This letter is intended solely for the use of the Mayor and Council, Management and others within the City and should not be used for any other purposes.

Yours truly,

A handwritten signature in blue ink, appearing to read "Angela Spencer", is positioned above the printed name.

Angela Spencer, CPA, CA
Partner
BDO Canada LLP
Chartered Professional Accountants

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Item 5.3

CITY OF SALMON ARM

Date: January 29, 2018

PRESENTATION

Name: Victoria Olynik, Shuswap Branch Manager
BC SPCA - 2018 spay/neuter Project

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

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Item 6.1

CITY OF SALMON ARM

Date: January 29, 2018

Moved: Councillor Eliason

Seconded: Councillor Harrison

THAT: the Regular Council Meeting Minutes of January 15, 2018, be adopted as circulated.

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chamber of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, January 15, 2018.**

PRESENT:

Mayor N. Cooper
Councillor K. Flynn
Councillor T. Lavery
Councillor L. Wallace Richmond
Councillor A. Harrison
Councillor Eliason
Councillor K. Jamieson

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

ABSENT:

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0001-2018 Moved: Councillor Harrison
 Seconded: Councillor Wallace Richmond
 THAT: Pursuant to Section 90 (1) of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.
Council returned to Regular Session at 2:22 p.m.
Council recessed until 2:30 p.m.

3. REVIEW OF AGENDA

Addition under Item 10.1, D. Hopp, BC Hydro - email dated January 8, 2018 - BC Hydro Community ReGreening Program

Addition under Item 10.1, D. Talerico, Talerico Art Gallery & Artists' Studio - email dated January 13, 2018 - Rainbow Crosswalk and NO crosswalk on Marine Park Drive

4. DISCLOSURE OF INTEREST

Councillor Flynn declared a conflict with item 9.1 as two hotels in Salmon Arm are clients of his firm.
Councillor Jamieson declared a conflict with item 5.1 as he is employed by School District No. 83.
Councillor Wallace Richmond declared a conflict with item 5.1 as her firm is under contract with School District No. 83.

Councillor Jamieson declared a conflict and left the meeting at 2:32 p.m.
Councillor Wallace Richmond declared a conflict and left the meeting at 2:34 p.m.

5. PRESENTATIONS / DELEGATIONS

1. P. Jory, Superintendent, School District No. 83 - Strategic Plan

Mike McKay, Official Trustee, and Peter Jory, Superintendent of School District No. 83 presented the School District's Strategic Plan to Council and were available to answer questions.

Councillors Jamieson and Wallace Richmond returned to the meeting at 3:12 p.m.

2. T. Smith, General Manager, Silvatech Consulting Ltd. - Wildfire Protection Plan

Terry Smith, General Manager of Silvatech Consulting Ltd. presented the Silvatech/Sk'atsin Wildfire Prevention Plan and was available to answer questions from Council.

Councillors Louis Thomas and Duane Manuel, Neskonlith Indian Band, spoke regarding the Wildfire Protection Plan and were available to answer questions from Council.

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of December 11, 2017

0002-2018 Moved: Councillor Eliason
 Seconded: Councillor Lavery
 THAT: the Regular Council Meeting Minutes of December 11, 2017, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of January 8, 2018

0003-2018 Moved: Councillor Wallace Richmond
 Seconded: Councillor Harrison
 THAT: the Development and Planning Services Committee Meeting Minutes of January 8, 2018, be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS - continued

2. Environmental Advisory Committee Meeting Minutes of December 7, 2017

0004-2018 Moved: Councillor Lavery
 Seconded: Councillor Harrison
 THAT: the Environmental Advisory Committee Meeting Minutes of December 7, 2017, be received as information.

CARRIED UNANIMOUSLY

3. Community Heritage Commission Meeting Minutes of November 17, 2017

0005-2018 Moved: Councillor Wallace Richmond
 Seconded: Councillor Flynn
 THAT: the Community Heritage Commission Meeting Minutes of November 17, 2017, be received as information.

CARRIED UNANIMOUSLY

4. Canada 150 Committee Meeting Minutes of December 13, 2017

0006-2018 Moved: Councillor Wallace Richmond
 Seconded: Councillor Jamieson
 THAT: the Canada 150 Committee Meeting Minutes of December 13, 2017, be received as information.

CARRIED UNANIMOUSLY

0007-2018 Moved: Councillor Wallace Richmond
 Seconded: Councillor Flynn
 THAT: Council approve the allocation of Canada 150 legacy funds as set out in the Canada 150 Committee Meeting Minutes of December 13, 2017.

CARRIED UNANIMOUSLY

8. INTRODUCTION OF BYLAWS

1. Zoning Amendment Bylaw No. 4238 [ZON-1111; Wonderland Investments Inc.; 50 - 30 Street NE; R-1 to R-4] - first and second readings

0008-2018 Moved: Councillor Harrison
 Seconded: Councillor Flynn
 THAT: the bylaw entitled Zoning Amendment Bylaw No. 4238, be read a first and second time;

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

1. confirmation that the building meets Zoning Bylaw and BC Building Code requirements; and
2. approval by the Ministry of Transportation and Infrastructure.

CARRIED UNANIMOUSLY

8. INTRODUCTION OF BYLAWS - continued

2. Zoning Amendment Bylaw No. 4239 [ZON-1113; Lawson, B., Barnard, K. & Barnard, A. / Lawson Engineering & Development Services Ltd.; 3310 - 16 Avenue NE; R-1 to R-8] - first and second readings

0009-2018 Moved: Councillor Wallace Richmond
 Seconded: Councillor Lavery
 THAT: the bylaw entitled Zoning Amendment Bylaw No. 4239, be read a first and second time.

CARRIED UNANIMOUSLY

3. Zoning Amendment Bylaw No. 4240 [ZON-1117; City of Salmon Arm; Text Amendment] - first and second readings

0010-2018 Moved: Councillor Jamieson
 Seconded: Councillor Eliason
 THAT: the bylaw entitled Zoning Amendment Bylaw No. 4240, be read a first and second time.

CARRIED UNANIMOUSLY

4. Ticket Information Utilization Amendment Bylaw No. 4241 - first, second and third readings

0011-2018 Moved: Councillor Flynn
 Seconded: Councillor Harrison
 THAT: the bylaw entitled City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4241, be read a first, second and third time.

CARRIED UNANIMOUSLY

5. Fee for Service Amendment Bylaw No. 4242 [Mobile Food Vending] - first, second and third readings

0012-2018 Moved: Councillor Eliason
 Seconded: Councillor Jamieson
 THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4242, be read a first, second and third time.

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict and left the meeting at 4:16 p.m.

9. RECONSIDERATION OF BYLAWS

1. Zoning Amendment Bylaw No. 4233 [ZON-1110; Turner, G., Turner, R. & Turner-Grave, J. / Hollypark Hotels Corporation; R-1 to C-6] - final reading

0013-2018

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4233 be read a final time.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 4:17p.m.

The Meeting recessed at 4:17 p.m.

The Meeting reconvened at 4:27 p.m.

Councillor Eliason returned to the meeting at 4:28 p.m.

10. CORRESPONDENCE

1. Informational Correspondence

8. L. Wong, Manager, Downtown Salmon Arm - letter dated December 5, 2017 - 2nd Annual Outdoor Movie Night in the Park

0014-2018

Moved: Councillor Jamieson

Seconded: Councillor Flynn

THAT: Council authorize Downtown Salmon Arm to host the Outdoor Movie Night event at Marine Peace Park from 4:00 p.m. to 12:00 p.m. on July 28, 2018, subject to the provision of adequate liability insurance;

AND THAT: Council authorize Downtown Salmon Arm to host a Multicultural event at Marine Peace Park from 4:00 p.m. to 7:00 p.m. on June 27, 2018, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

2. L. Samson, Administrative Services Manager, Okanagan Regional Library - letter dated December 4, 2017 - Appointment to the Okanagan Regional Library Board

0015-2018

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: Councillor Lavery be appointed to the Okanagan Regional Library Board as the Salmon Arm City Council representative until October, 2018.

CARRIED UNANIMOUSLY

11. STAFF REPORTS**1. Director of Engineering & Public Works - Report for Information - Rainbow Crosswalk Potential Locations**

0016-2018

Moved: Councillor Jamieson

Seconded: Councillor Wallace Richmond

THAT: Council approve the installation of a rainbow crosswalk in the location identified as Blackburn Park Option #1 in the staff report dated November 27, 2017.

CARRIED UNANIMOUSLY

0017-2018

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Staff choose the design and the treatment to be applied for a cost of \$2,000.00 funded from the 2018 allocation previously identified as Hudson Street NE Beautification Rainbow Crossing.

CARRIED UNANIMOUSLY**2. Manager of Permits & Licensing - Liquor License Application (Liquor Primary) - Tanto Latte - 1481 - 10 Avenue SW**

0018-2018

Moved: Councillor Eliason

Seconded: Councillor Flynn

BE IT RESOLVED THAT: Council of the City of Salmon Arm has no objection to the issuance of a liquor primary license to Tanto Latte Ltd. and further chooses to opt out of the process of gathering the views of the neighbors for the following reasons:

- (a) the issuance of a liquor primary license will not result in an increase in noise as the liquor consumption is supplementary to a cheese and Italian food tasting bar;
- (b) there will be no impact on the community if the application is approved; and
- (c) the issuance of the proposed license will not affect nearby residents as the hours of operation commence at 9:00 a.m. and do not extend past 5:00 p.m.

CARRIED UNANIMOUSLY**3. Director of Development Services - Agricultural Land Commission Application No. ALC-373 [Page, P.; 460 - 10 Avenue SW - Non-Farm Use within the ALR**

0019-2018

Moved: Councillor Harrison

Seconded: Councillor Eliason

THAT: Agricultural Land Commission Application No. ALC-373 be authorized for submission to the Agricultural Land Commission.

CARRIED UNANIMOUSLY

4. Corporate Officer – Housing Task Force

0020-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: Council adopt the Housing Task Force Terms of Reference attached as Appendix A to the staff report dated January 9, 2018.

CARRIED UNANIMOUSLY

12. NEW BUSINESS

13. COUNCIL STATEMENTS

1. Committees of Council/Agency Representatives

Members of Council reported on the Committees and Agencies they represent.

14. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

1. Media Release – January 9, 2018 – Purchase of CP Rail Corridor between Armstrong and Sicamous finalized.

2. Board in Brief – December 2017 – Received for information.

15. SALMON ARM SECONDARY YOUTH COUNCIL

Ava Wutke and Katrina Weicker, students from the Politics 12 class, addressed Council.

16. NOTICE OF MOTION

17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

18. OTHER BUSINESS

19. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 5:30 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

Mayor N. Cooper
 Councillor A. Harrison
 Councillor T. Lavery
 Councillor K. Flynn
 Councillor C. Eliason
 Councillor L. Wallace Richmond
 Councillor K. Jamieson

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

ABSENT:**20. DISCLOSURE OF INTEREST****21. HEARINGS****22. PUBLIC HEARING****1. Zoning Amendment Application No. ZON-1112 [Peters-Durston, C.; 2790 - 25 Street NE; R-1 to R-8]**

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

Submissions were called for at this time

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

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4237 was declared closed at 7:05 p.m.

23. RECONSIDERATION OF BYLAWS**1. Zoning Amendment Bylaw No. 4237 [ZON-1112; Peters-Durston, C.; 2590 - 25 Street NE; R-1 to R-8] - third reading**

0021-2018

Moved: Councillor Jamieson
 Seconded: Councillor Eliason
 THAT: the bylaw entitled Zoning Amendment Bylaw No. 4237 be read a third time.

CARRIED UNANIMOUSLY

24. OTHER BUSINESS1. Panhandling

0022-2018

Moved: Councillor Harrison

Seconded: Councillor Lavery

THAT: Council directs staff to prepare a report which will include governance and jurisdictional information to be presented at the Regular Council Meeting on March 26, 2018.

CARRIED UNANIMOUSLY25. QUESTION AND ANSWER PERIOD

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

26. ADJOURNMENT

0023-2018

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of January 15, 2018, be adjourned.

CARRIED UNANIMOUSLY

CERTIFIED CORRECT:

The meeting adjourned at 7:15 p.m.

Adopted by Council the day of 2018.

CORPORATE OFFICER_____
MAYOR

Item 7.1

CITY OF SALMON ARM

Date: January 29, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Jamieson

THAT: the Development and Planning Services Committee Meeting Minutes of January 22, 2018, be received as information.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ 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 the Council Chambers of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Monday, January 22, 2018.

PRESENT:

Mayor N. Cooper
Councillor L. Wallace Richmond
Councillor K. Flynn
Councillor T. Lavery
Councillor A. Harrison
Councillor K. Jamieson
Councillor C. Eliason

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

ABSENT:

1. CALL TO ORDER

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

2. REVIEW OF THE AGENDA

3. DECLARATION OF INTEREST

4. PRESENTATIONS

5. REPORTS

1. Zoning Amendment Application No. ZON-1114 [703904 BC Ltd. / Lawson Engineering & Development Services Ltd.; 821 - 17 Street SE; P-3 to R-8]

Moved: Councillor Harrison

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 25, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP79114 (821 - 17 Street SE) from P-3 (Institutional Zone) to R-8 (Residential Suite Zone);

5. REPORTS - continued

1. Zoning Amendment Application No. ZON-1114 [703904 BC Ltd. / Lawson Engineering & Development Services Ltd.; 821 - 17 Street SE; P-3 to R-8] - continued

AND THAT: Covenant KX134254 be authorized for discharge from the Title of the subject property.

CARRIED UNANIMOUSLY

6. FOR INFORMATION

7. IN CAMERA

8. LATE ITEMS

No Items.

9. ADJOURNMENT

Moved: Councillor Jamieson

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee meeting of January 22, 2018, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:05 a.m.

Minutes received as information by Council
at their Regular Meeting of _____, 2018.

Mayor Nancy Cooper
Chair

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Item 7.2

CITY OF SALMON ARM

Date: January 29, 2018

Moved: Councillor Lavery

Seconded: Councillor Harrison

THAT: the Environmental Advisory Committee Meeting Minutes of January 4, 2018, be received as information.

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

CITY OF SALMON ARM

Minutes of the Environmental Advisory Committee Meeting held in Council Chambers of City Hall, 500 – 2 Avenue NE on **Thursday, January 4, 2018** at 9:00 a.m.

PRESENT:

Councillor Tim Lavery
Nancy Cooper
Amy Vallarino
Barry Wilson
Warren Bell
Sherry Bowlby
Janet Pattinson
Luke Gubbels
Gary Arsenaault
Ron Pederson
John McLeod
Sarah Weaver
Erin Jackson

City of Salmon Arm, Chair
City of Salmon Arm, Mayor
Citizen at Large
Citizen at Large
WA:TER
Citizen at Large
Shuswap Naturalist Club
Canoe Forest Products
Shuswap Pro Development Association
Salmon Arm Fish & Game
Salmon Arm Farmers Institute (SAFI)
Salmon Arm Bay Nature Enhancement Society
City of Salmon Arm, Recorder

ABSENT:

Tim Dunne
Iva Jules
Hugh Tyson
Louis Thomas

Shuswap Construction Industry Professionals (SCIP)
Adams Lake Indian Band
Shuswap Environmental Action Society (SEAS)
Neskonlith Indian Band

GUEST:

Marijke Dake
Sue Kershaw
Karen Morgan

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

1. Introductions

Councillor Lavery congratulated the Members at Large on their appointments and welcomed new Member at Large Amy Vallarino.

2. Presentations

1) M. Dake – Coal Dust

Marijke Dake presented to the Committee regarding coal dust particulates that are being dispersed by passing trains and is requesting support for an additional re-spray facility east of Salmon Arm.

Moved: Warren Bell

Seconded: Ron Pederson

THAT: Coal dust presents environmental and human health hazards and 12 -20 coal trains pass through Salmon Arm daily, depositing coal dust and particulate. As a preliminary measure, the Environmental Advisory Committee recommends the installation of an additional re-spray facility east of Salmon Arm

CARRIED UNANIMOUSLY

Moved: Barry Wilson

Seconded: Sarah Weaver

THAT: the Environmental Advisory Committee recommends that a process be established to use a rigid barrier system for coal trains to eliminate coal dust dispersion.

CARRIED UNANIMOUSLY

3. Approval of Agenda and Additional Items

Moved: Janet Pattinson

Seconded: Warren Bell

THAT: the Environmental Advisory Committee Meeting Agenda of January 4, 2018 be approved as circulated.

CARRIED UNANIMOUSLY

4. Approval of Minutes of December 7, 2017 Environmental Advisory Committee Meeting

Moved: Janet Pattinson

Seconded: Warren Bell

THAT: the minutes of the Environmental Advisory Committee Meeting of December 7, 2017 be approved as circulated.

CARRIED UNANIMOUSLY

5. Old Business/Arising from minutes

1) Code of Conduct forms

Councillor Lavery thanked all members who have submitted forms and reminded those who have not to please send them to Erin Jackson, Corporate Officer.

2) Community Sustainability Fund (deferred to February)

3) City boulevard usage discussion (deferred to February)

6. New Business

1) Dark Sky Policy - deferred to February meeting

7. Other Business &/or Roundtable Updates

8. Next meeting – Thursday, February 1, 2018

Moved: Warren Bell

Seconded: Barry Wilson

THAT: the Environmental Advisory Committee Meeting of January 4, 2018 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 10:30 a.m.

Councillor Tim Lavery, Chair

Received for information by Council on the th day of , 2018

Item 8.1

CITY OF SALMON ARMDate: January 29, 2018

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the bylaw entitled City of Salmon Arm Highway Closure Bylaw No. 4230, be read a first, second and third time;

AND THAT: Authorization be granted for closure and disposal of Closed Road, a portion of 7 Street SE Plan B436, Section 11, Township 20, Range 10, W6M, KDYD for an area of 474.3 m² as shown on Appendix 2 of the staff report dated January 24, 2018, in exchange for road dedication shown on Plan EPP77066 for an area of 2015.7 m² as shown on Appendix 3 of the staff report dated January 24, 2018;

AND THAT: Final reading of City of Salmon Arm Highway Closure Bylaw No. 4230 and conveyance of the above noted lands be subject to the following:

1. compliance with Section 26 (Notice of Proposed Property Disposition) and Section 94 (Requirements for Public Notice) of the Community Charter and Policy 3.16 (Notification).

[Portion of 7 Street SE]

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



City of Salmon Arm

Development Services Department Memorandum

TO: Her Worship Mayor Cooper and Members of Council

DATE: January 24, 2018

SUBJECT: Proposed Road Closure and Disposal – Part of 7 Street SE
 Proposed Exchange of Municipal Property: Portion of 7 Street SE, Plan B436, Section
 11, Township 20, Range 10, W6M, KDYD
 Applicant: Interior Health Authority and the City of Salmon Arm

MOTION FOR CONSIDERATION

THAT: City of Salmon Arm Highway Closure Bylaw No. 4230 proceed to first, second and third readings;

AND THAT: Authorization be granted for closure and disposal of Closed Road, a Portion of 7 Street SE Plan B436, Section 11, Township 20, Range 10, W6M, KDYD for an area of 474.3 m² as shown on APPENDIX 2, in exchange for road dedication shown on Sketch Plan EPP77066 for an area of 2015.7 m² as shown in APPENDIX 3;

AND THAT: Final Reading of City of Salmon Arm Highway Closure Bylaw No. 4230 and conveyance of the above noted lands be subject to the following:

1. Compliance with Section 26 (Notice of Proposed Property Disposition) and Section 94 (Requirements for Public Notice) of the Community Charter and Policy 3.16 (Notification).

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The identified area in the Motion for Consideration is a dedicated but unconstructed portion of 7 Street SE on the eastern boundary of 510 – 10 Avenue SE. The owner of 510 & 620 10 Avenue SE, in coordination with the City of Salmon Arm, has requested the portion of road to be closed. The road will be incorporated into the adjacent property for future development purposes. A location map, and copy of Bylaw No. 4230 are attached as APPENDICES 1 and 2.

BACKGROUND

The area identified for the road closure and disposition is 474.3 m² in size and not required for future road construction. The road was originally dedicated in 1920 with roughly 6.0 m from the subject property and 4.0 m from the adjacent parcel to the east. The area identified for closure is the 6.0 m strip from the subject property with the eastern portion remaining as dedicated road at this time. The closure is part of an overall agreement between the property owners, Interior Health Authority and the City of Salmon Arm to acquire land dedication for key components of the Auto Road Connector and 5 Street SE. Council

agreed in principle to the road closure as part of the agreement subject to the road closure bylaw and related requirements.

Based on a total road closure area of 474.3 m² (7 Street SE) the estimated land value is \$21,930 based on 2017 BC Assessment numbers. Based on a total dedication area of 2015.7 m² (Auto Road, 5 Street SE and Walkway) the estimated land value is \$93,321. The dedication and closure is an unequal area of land being exchange with no financial compensation paid for the difference. However, it is part of an overall agreement between the two parties.

Prior to raising of title of the road and proposed land transfer, assuming the adoption of Bylaw No. 4230 would not be considered by the City's Approving Officer until the following conditions have been completed:

1. The subject lands being consolidated with Lot 1, Plan 1658 congruently with the proposed subdivision; and
2. Registration of a statutory right of way, as shown in APPENDIX 4, for future utilities and pedestrian access over the portion of road to be closed.

COMMENTS

Staff and outside agencies have reviewed the proposal and provide the following:

BC Hydro

No concerns.

FortisBC

No concerns.

Telus

No concerns.

Building Department

No concerns.

Fire Department

No concerns.

Engineering Department

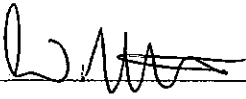
No concerns.

Planning Department

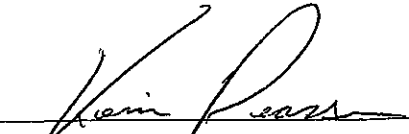
Staff are in support of the road closure and disposition as proposed for the following reasons:

1. The dedicated road is not required for future road network plans. A right of way for future utilities and pedestrian access will be acquired over the proposed closed portion of road;
2. The dedication is consistent with the overall development agreement between the Interior Health Authority and the City;

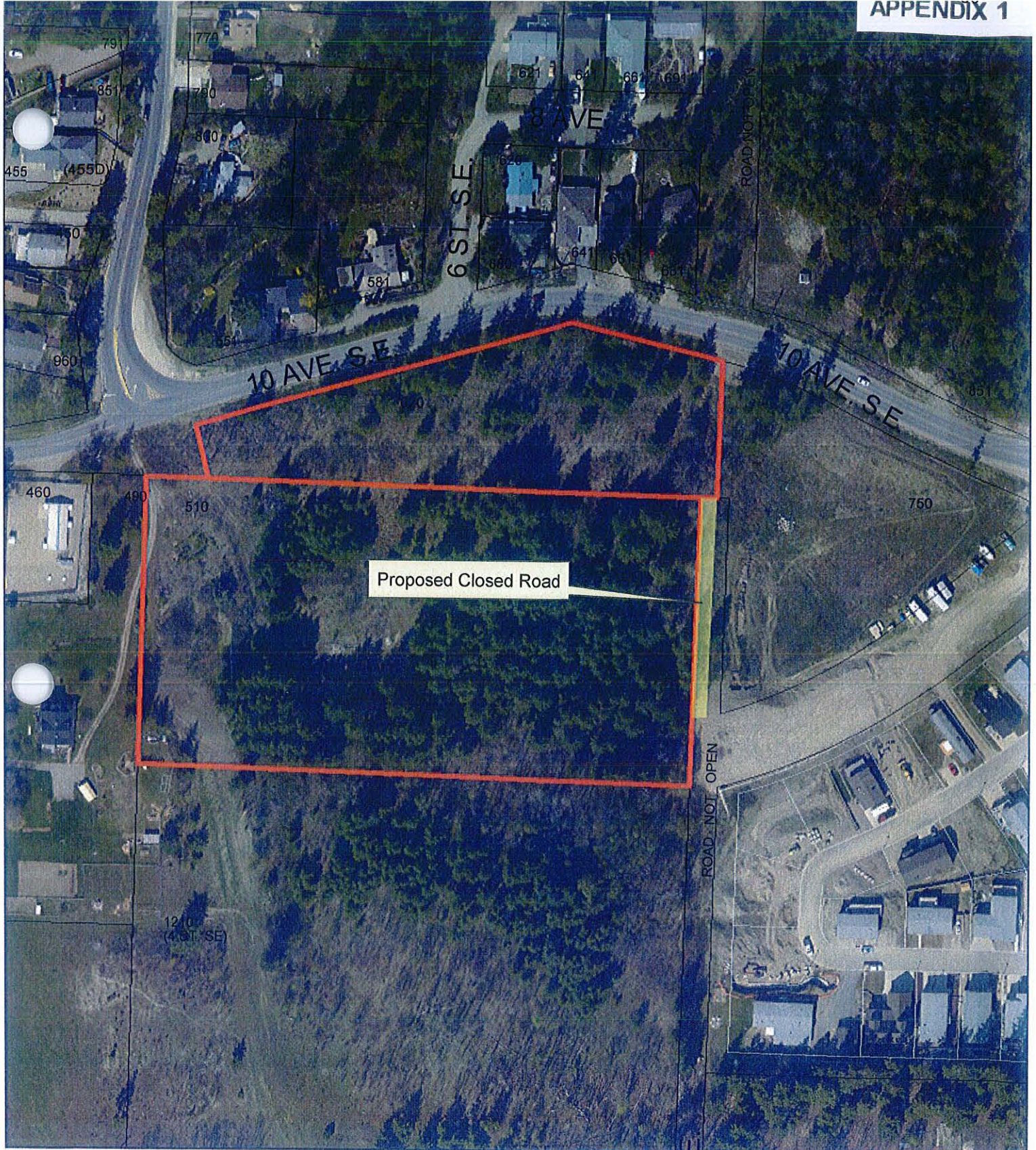
3. Staff is of the opinion that the proposal will benefit the adjoining development and provide a use for an unnecessary piece of dedicated road.



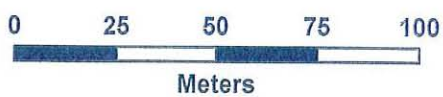
Prepared by: Wesley Miles, MCIP, RPP
Planning and Development Officer



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



Road Closure Blyaw No. 4230 (510 & 620 - 10 Avenue SE)



Subject Properties

Proposed Closed Road

*This map was created for explanatory purposes only and is not intended for any other use.

CITY OF SALMON ARM

BYLAW NO. 4230

Being a Bylaw to Close to Traffic, Remove the Dedication as Highway and Dispose of a Portion of 7 Street SE, Plan B436, Section 11, Township 20, Range 10, W6M, KDYD

WHEREAS, pursuant to Section 40 of the Community Charter, SBC, 2003 Chapter 26, and amendments thereto, Council may, by bylaw, close a portion of highway to traffic and remove the dedication of a highway, if prior to adopting the bylaw, Council publishes notice of its intention in a newspaper and posts the notice in the public notice posting place, and provides an opportunity for persons who consider they are affected by the bylaw to make representations to Council;

AND WHEREAS the Provincial Government's right of resumption under Section 35(8) of the Community Charter, SBC, 2003, Chapter 26 and amendments thereto, in relation to a highway or portion of a highway that was vested in a municipality pursuant to Section 35(1) of this Act, is cancelled if the Corporate Officer of the municipality files with the Land Title Office a statement certifying that the highway closure and removal of dedication complies with the Regulation of the Minister of Transportation B.C. Regulation 245/2004 (June 4, 2004) as amended by B.C. Regulation 18/2008 (January 25, 2005), made under the authority of the Community Charter, Section 35(10)(b);

AND WHEREAS the Council deems it expedient to close to traffic, remove the dedication of highway and dispose of that portion of 7 Street SE, comprising 474.3 m² dedicated at the Kamloops Land Title Office by Plan B436, Section 11, Township 20, Range 10, W6M, KDYD which is shown outlined in bold black ("Closed Road") on the Reference Plan prepared by Joseph Charles Johnson, BCLS, Browne Johnson Land Surveyors, on November 17, 2017, a reduced copy of which is attached hereto (the "Plan");

AND WHEREAS notices of the Council's intention to close the portion of highway to traffic, to remove its dedication as highway, and to dispose of it were published in a newspaper and posted in the public notice posting place;

AND WHEREAS the Council does not consider that the closure of the portion of highway will affect the transmission or distribution facilities or works of utility operators;

AND WHEREAS the disposition of Closed Road will be to Interior Health Authority, the registered owner of the adjacent property (legally described as Lot 1, Section 11 Township 20, Range 10, W6M, KDYD Plan 1658) and will be consolidated into the adjacent property;

NOW THEREFORE, the Council of the City of Salmon Arm, Province of British Columbia in open meeting assembled hereby enacts as follows:

1. Attached to this Bylaw, as Schedule "A" and forming part of this Bylaw is a reduced copy of the Reference Plan (the "Plan").
2. The City of Salmon Arm is hereby authorized to dispose of and convey the Closed Road to Interior Health Authority, the registered owner of the adjacent parcel.
3. The City of Salmon Arm hereby authorizes the closure to traffic and removal of the highway dedication of that portion of 7 Street SE, comprising 474.3 m² dedicated at the Kamloops Land Title Office by Plan B436, Section 11, Township 20, Range 10, W6M, KDYD which is shown outlined in bold black ("Closed Road") on the Plan.
4. On deposit of the Plan and all other applicable documentation for the removal of the highway dedication, in the Kamloops Land Title Office, the highway dedication of that portion of the road is cancelled.
5. The Mayor and Corporate Officer are hereby authorized to execute such conveyances, deeds, maps, plans, receipts and documents on behalf of the City of Salmon Arm as may be necessary for the purposes aforesaid and to affix the Corporate Seal of the City of Salmon Arm thereto.
6. The Council shall, before adopting this Bylaw, cause public notice of its intention to do so to be given by advertisement once each week for two consecutive weeks in a newspaper published or circulated in the City of Salmon Arm, and has provided an opportunity for persons who consider they are affected by the closure and disposition of the Closed Road to make representations to Council.

SEVERABILITY

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

ENACTMENTS

8. Any enactments 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.

EFFECTIVE DATE

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

CITATION

10. This Bylaw may be cited for all purposes as the "City of Salmon Arm Highway Closure Bylaw No. 4230".

READ A FIRST TIME THIS DAY OF 2018

READ A SECOND TIME THIS DAY OF 2018

READ A THIRD TIME THIS DAY OF 2018

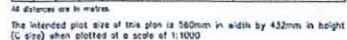
PUBLIC NOTICE OF INTENTION TO PROCEED ADVERTISED IN THE SALMON ARM
OBSERVER ON THE DAY OF , 2018 AND THE DAY OF , 2018.

ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER

PLAN EPP77065



Grid bearings are derived from differential dual frequency GNSS observations and are referred to the central meridian of UTM Zone 11.

This plan shows horizontal ground-level distances, unless otherwise specified. To compute grid distances, multiply ground-level distances by the average combined factor of 0.9858544. The average combined factor has been determined based on an unadjusted elevation of 424.4 metres.

The UTM coordinates and estimated horizontal positional accuracy achieved are derived from differential dual frequency GNSS observations post processed using the Natural Resources Canada Prairie Provinces Realtime Service.

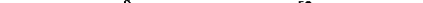
- Standard Iron Post Found
- Standard Iron Post Pinned
- Grooved Hub Found

This plan lies within the Columbia Shuswap Regional District

The field survey represented by this plan was completed on the 17th day of November, 2017
Joseph Charles Johnson, BCLS (604)

BYRONNE JOHNSON LAND SURVEYORS
B.C. AND CANADA LANDS
SALMON ARM, B.C. 250-832-0701
File 504-17 838-12.rsd

50 0 50 100



All distances are in metres.

The intended plot size of this plan is 560mm in width by 432mm in height (C size) when plotted at a scale of 1:1000

Grid bearings are derived from differential dual frequency GNSS observations and are referred to the central meridian of UTM Zone 11.

This plan shows horizontal ground-level distances, unless otherwise specified. To compute grid distances, multiply ground-level distances by the average combined factor of 0.9998544. The average combined factor has been determined based on an ellipsoidal elevation of 424.4 metres.

The UTM coordinates and estimated horizontal positional accuracy achieved are derived from differential dual frequency GNSS observations post processed using the Natural Resources Canada Precise Point Positioning Service.

- Standard Iron Post Found
- Standard Iron Post Placed
- ▲ Traverse Hub Found

This plan lies within the jurisdiction
of the Approving Officer for the
City of Salmon Arm

Total Road dedicated by this plan
= 0.313 ha

This plan lies within the Columbia Shuswap
Regional District

The field survey represented by this plan was completed on the 13th day of October, 2017
Joseph Charles Johnson, BCIS (604)

BROWNE JOHNSON LAND SURVEYORS
B.C. AND CANADA LANDS
SALMON ARM, B.C. 250-832-9701
File: 558-17 558-17.row

CITY OF SALMON ARM

BYLAW NO. 4230

Being a Bylaw to Close to Traffic, Remove the Dedication as Highway and Dispose of a Portion of 7 Street SE, Plan B436, Section 11, Township 20, Range 10, W6M, KDYD

WHEREAS, pursuant to Section 40 of the Community Charter, SBC, 2003 Chapter 26, and amendments thereto, Council may, by bylaw, close a portion of highway to traffic and remove the dedication of a highway, if prior to adopting the bylaw, Council publishes notice of its intention in a newspaper and posts the notice in the public notice posting place, and provides an opportunity for persons who consider they are affected by the bylaw to make representations to Council;

AND WHEREAS the Provincial Government's right of resumption under Section 35(8) of the Community Charter, SBC, 2003, Chapter 26 and amendments thereto, in relation to a highway or portion of a highway that was vested in a municipality pursuant to Section 35(1) of this Act, is cancelled if the Corporate Officer of the municipality files with the Land Title Office a statement certifying that the highway closure and removal of dedication complies with the Regulation of the Minister of Transportation B.C. Regulation 245/2004 (June 4, 2004) as amended by B.C. Regulation 18/2008 (January 25, 2005), made under the authority of the Community Charter, Section 35(10)(b);

AND WHEREAS the Council deems it expedient to close to traffic, remove the dedication of highway and dispose of that portion of 7 Street SE, comprising 474.3 m² dedicated at the Kamloops Land Title Office by Plan B436, Section 11, Township 20, Range 10, W6M, KDYD which is shown outlined in bold black ("Closed Road") on the Reference Plan prepared by Joseph Charles Johnson, BCLS, Browne Johnson Land Surveyors, on November 17, 2017, a reduced copy of which is attached hereto (the "Plan");

AND WHEREAS notices of the Council's intention to close the portion of highway to traffic, to remove its dedication as highway, and to dispose of it were published in a newspaper and posted in the public notice posting place;

AND WHEREAS the Council does not consider that the closure of the portion of highway will affect the transmission or distribution facilities or works of utility operators;

AND WHEREAS the disposition of Closed Road will be to Interior Health Authority, the registered owner of the adjacent property (legally described as Lot 1, Section 11 Township 20, Range 10, W6M, KDYD Plan 1658) and will be consolidated into the adjacent property;

NOW THEREFORE, the Council of the City of Salmon Arm, Province of British Columbia in open meeting assembled hereby enacts as follows:

1. Attached to this Bylaw, as Schedule "A" and forming part of this Bylaw is a reduced copy of the Reference Plan (the "Plan").
2. The City of Salmon Arm is hereby authorized to dispose of and convey the Closed Road to Interior Health Authority, the registered owner of the adjacent parcel.
3. The City of Salmon Arm hereby authorizes the closure to traffic and removal of the highway dedication of that portion of 7 Street SE, comprising 474.3 m² dedicated at the Kamloops Land Title Office by Plan B436, Section 11, Township 20, Range 10, W6M, KDYD which is shown outlined in bold black ("Closed Road") on the Plan.
4. On deposit of the Plan and all other applicable documentation for the removal of the highway dedication, in the Kamloops Land Title Office, the highway dedication of that portion of the road is cancelled.
5. The Mayor and Corporate Officer are hereby authorized to execute such conveyances, deeds, maps, plans, receipts and documents on behalf of the City of Salmon Arm as may be necessary for the purposes aforesaid and to affix the Corporate Seal of the City of Salmon Arm thereto.
6. The Council shall, before adopting this Bylaw, cause public notice of its intention to do so to be given by advertisement once each week for two consecutive weeks in a newspaper published or circulated in the City of Salmon Arm, and has provided an opportunity for persons who consider they are affected by the closure and disposition of the Closed Road to make representations to Council.

SEVERABILITY

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

ENACTMENTS

8. Any enactments 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.

EFFECTIVE DATE

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

CITATION

10. This Bylaw may be cited for all purposes as the "City of Salmon Arm Highway Closure Bylaw No. 4230".

READ A FIRST TIME THIS DAY OF 2018

READ A SECOND TIME THIS DAY OF 2018

READ A THIRD TIME THIS DAY OF 2018

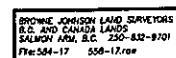
PUBLIC NOTICE OF INTENTION TO PROCEED ADVERTISED IN THE SALMON ARM
OBSERVER ON THE DAY OF , 2018 AND THE DAY OF , 2018.

ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER

)



Item 8.2

CITY OF SALMON ARM

Date: January 29, 2018

Moved: Councillor Harrison

Seconded: Councillor Jamieson

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4243 be read a first and second time.

[ZON-1114; 0703904 BC Ltd. / Lawson Engineering & Development Services Ltd.; 821 – 17 Street SE; P-3 to R-8]

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: January 8, 2018

Subject: Zoning Bylaw Amendment Application No. 1114

Legal: Lot 25, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP79114
Civic: 821 17 Street SE
Owner: 703904 BC Ltd.
Applicant: Lawson Engineering & Development Services Ltd.

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 25, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP79114 from P-3 (Institutional Zone) to R-8 (Residential Suite Zone);

AND THAT: Covenant KX134254 be authorized for discharge from Title of the subject property.

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcel is located at 821 - 17 Street SE and is currently vacant (Appendix 1 and 2). The proposal is to rezone the parcel from P-3 (Institutional) to R-8 (Residential Suite) which would facilitate a potential subdivision (an application to subdivide has been submitted: SUB17-33). The applicant intends to build one single family dwelling with potential for a *secondary suite* on each proposed lot.

BACKGROUND

The subject parcel is designated Medium Density Residential in the City's Official Community Plan (OCP) and zoned P-3 (Institutional) in the Zoning Bylaw (Appendices 3 and 4 respectively). The subject parcel is located in the residential area between Auto Road and Okanagan Avenue, an area largely comprised of R-1, R-4, and R-8 zoned parcels. There are currently 19 R-8 zoned parcels within close proximity of the subject parcel.

The subject property has been zoned for institutional use since 2005 when the Laurel Estates subdivision was under construction. The developer of Laurel Estates rezoned this panhandle lot from R-1 to P-3 with the intention of building a rest home/care facility. Around that time, Interior Health Authority was seeking lands and RFP's for such facilities.

As a result of the Public Hearing for the previous rezoning, Council required the covenant to be registered on Title, as concerns were raised by surrounding neighbours of the potential of the property being used as a correction facility with P-3 zoning (covenant is attached as Appendix 5). If Council approved this rezoning application, the covenant will no longer be applicable and should be discharged from Title, as stated in the Motion for Consideration.

The large subject parcel is just under 2 acres in area and meets the conditions of minimum parcel area and minimum parcel width as specified by the proposed R-8 zone. Site photos are attached as Appendix 6. The intent of the application is to facilitate the subdivision of the parcel (concept attached as Appendix 7), which would allow for the creation of two parcels each approximately 1 acre, and construction of two single family dwellings potentially with some form of *secondary suite* (the two new lots proposed would meet Zoning Bylaw requirements to permit either a home containing a *secondary suite* or a *detached suite*). The regulations of the current P-3 zone do not permit a primary residential use.

Any development of a single family dwelling, *secondary suite* or *detached suite* would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.

Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in Medium Density Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on the parcel area, the lot as it presently exists has potential for the development of either a *secondary suite* or a *detached suite*. Through the proposed subdivision scenario, the new lots would also have potential for the development of a *secondary suite* or *detached suite*.

COMMENTS

Engineering Department

Appendix 8.

Building Department

No concerns. A secondary suite is subject to BC Building Code requirements.

Fire Department


No concerns.

Planning Department

The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. Any development of a *single family dwelling*, a *secondary suite* or *detached suite* would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.

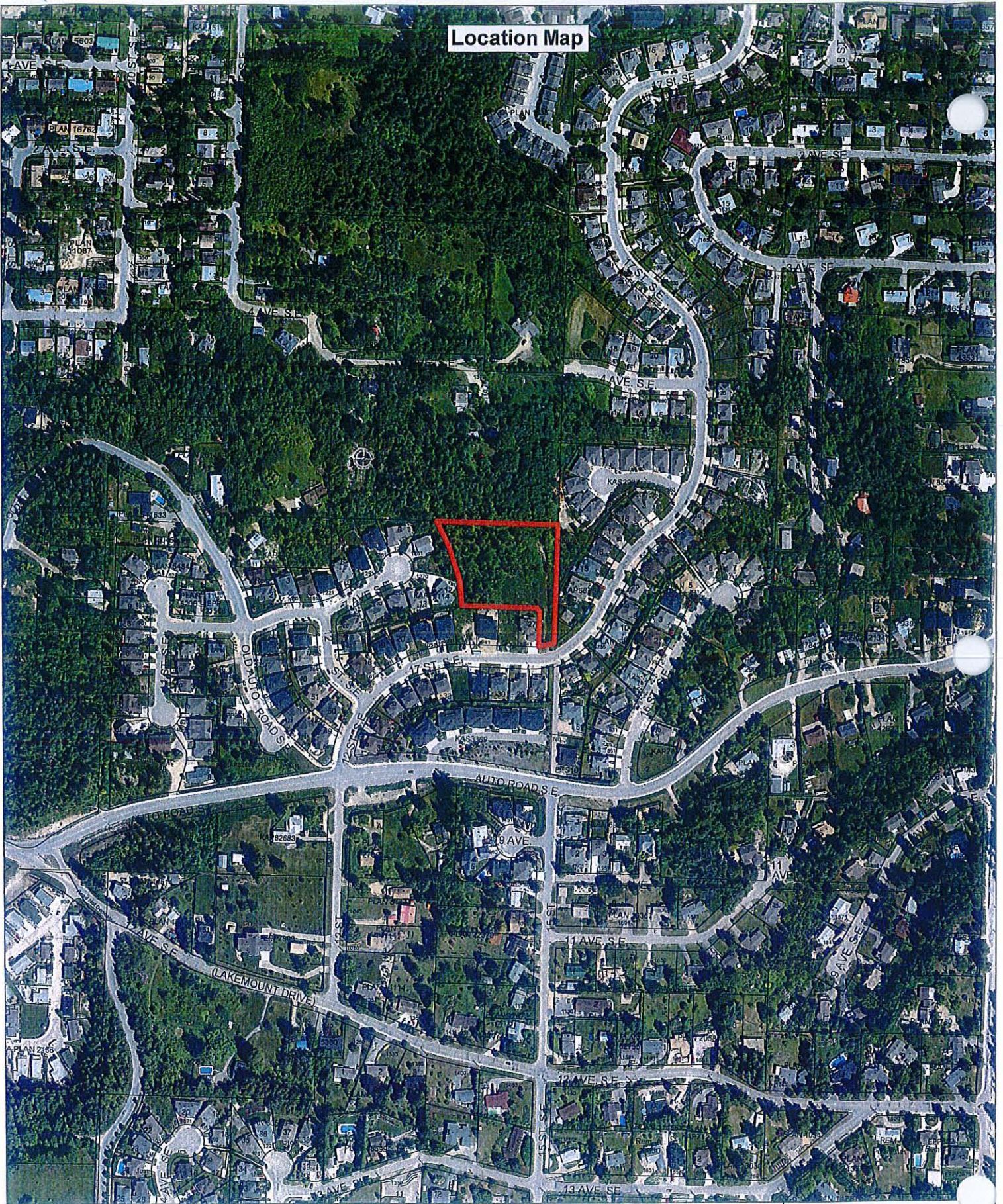
The intent of the rezoning is to facilitate future residential development in the form of a proposed subdivision which would result in two lots should the applicant proceed. The resulting parcels would substantially align with existing development patterns in the area.

The subject property is adjacent to dedicated green space to the east (Appendix 9). This green space was dedicated with a previous subdivision and allows for a pedestrian connection north to 4 Avenue SE.


Prepared by: Wesley Miles, MCIP, RPP
Planning and Development Officer


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

Location Map

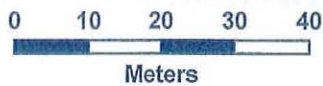
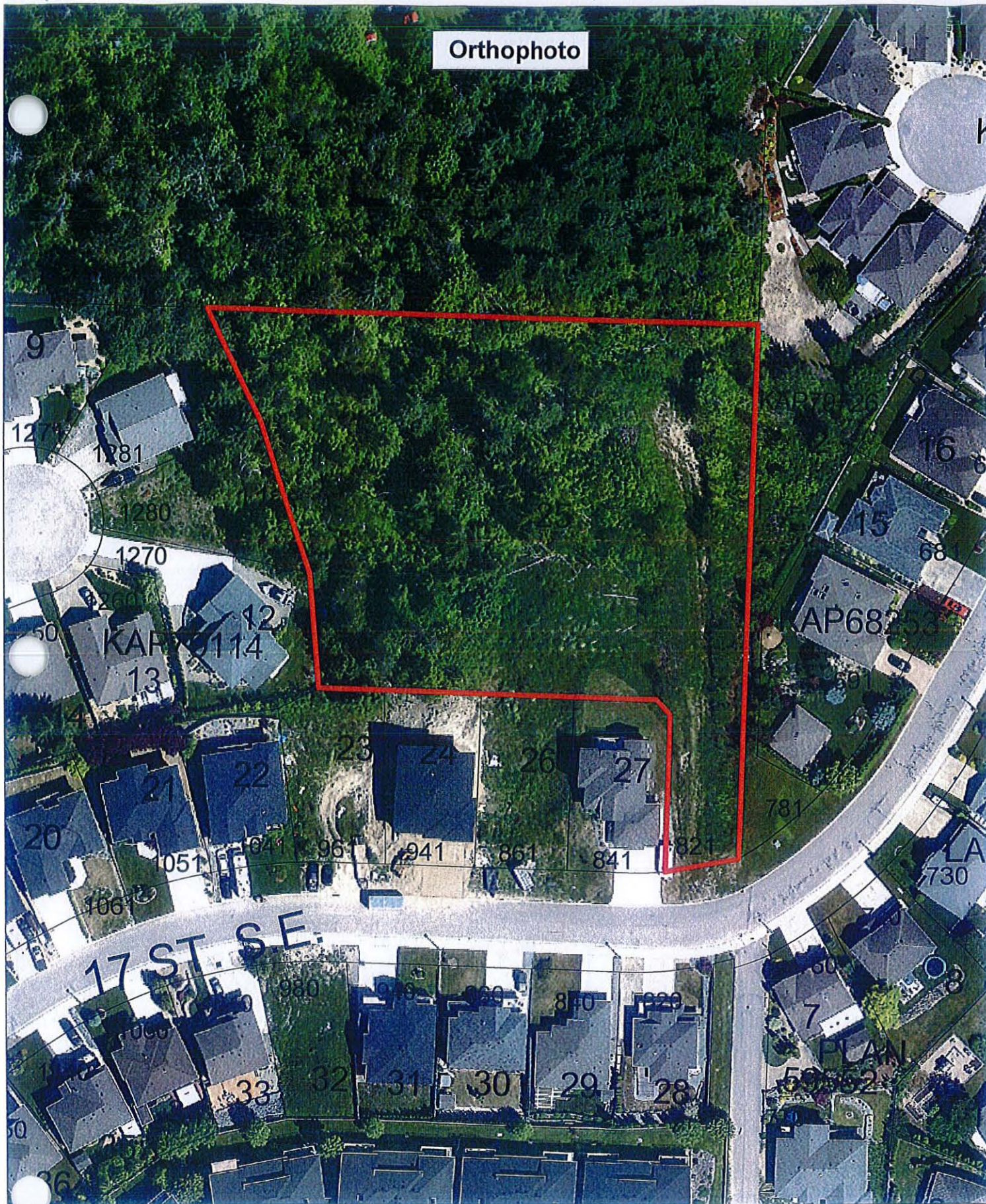


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Meters



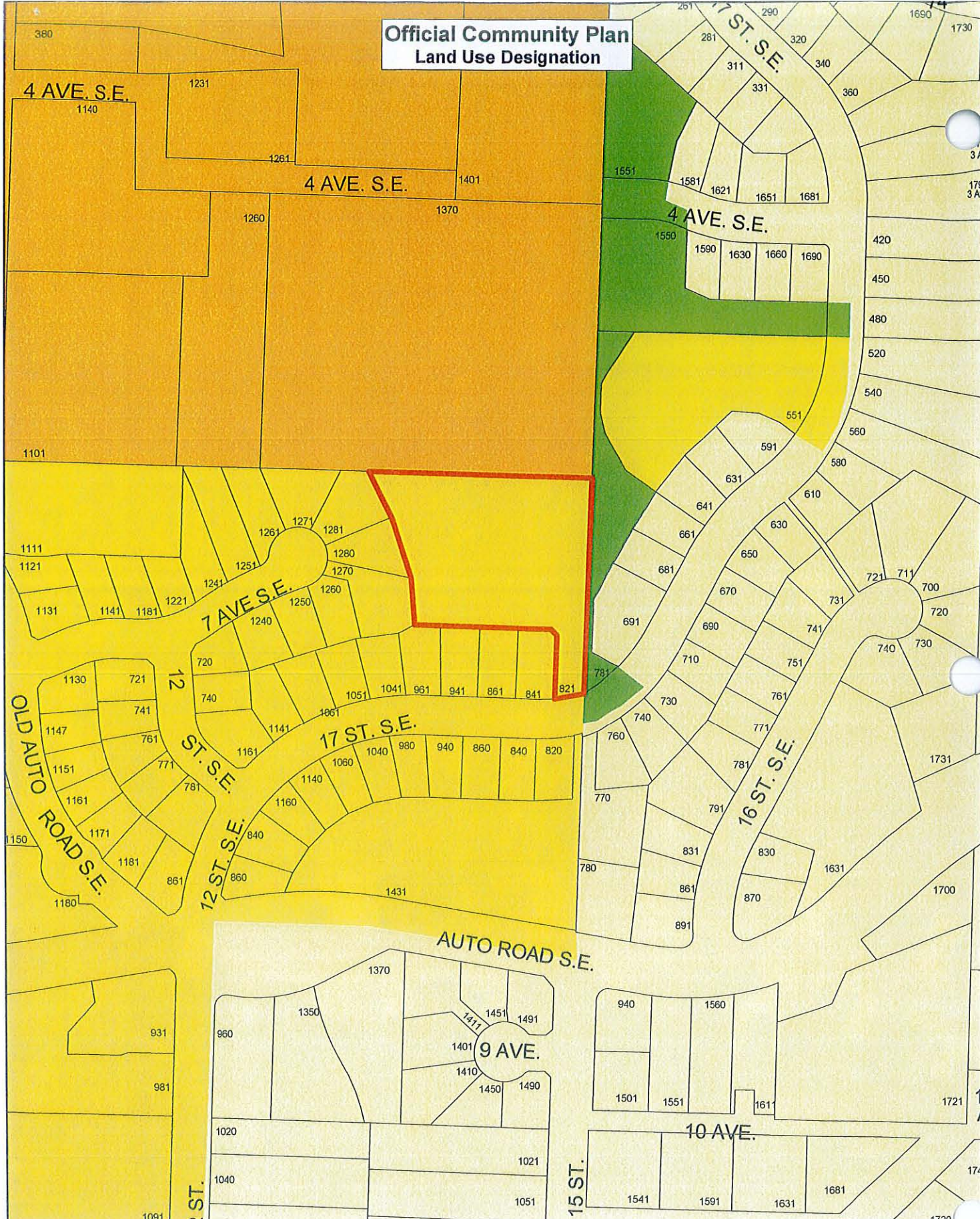
Subject Parcel


Orthophoto




Subject Parcel


Official Community Plan Land Use Designation











Meters


Subject Parcel

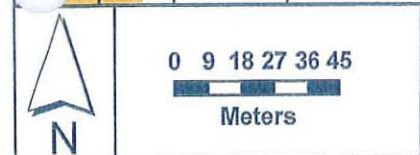
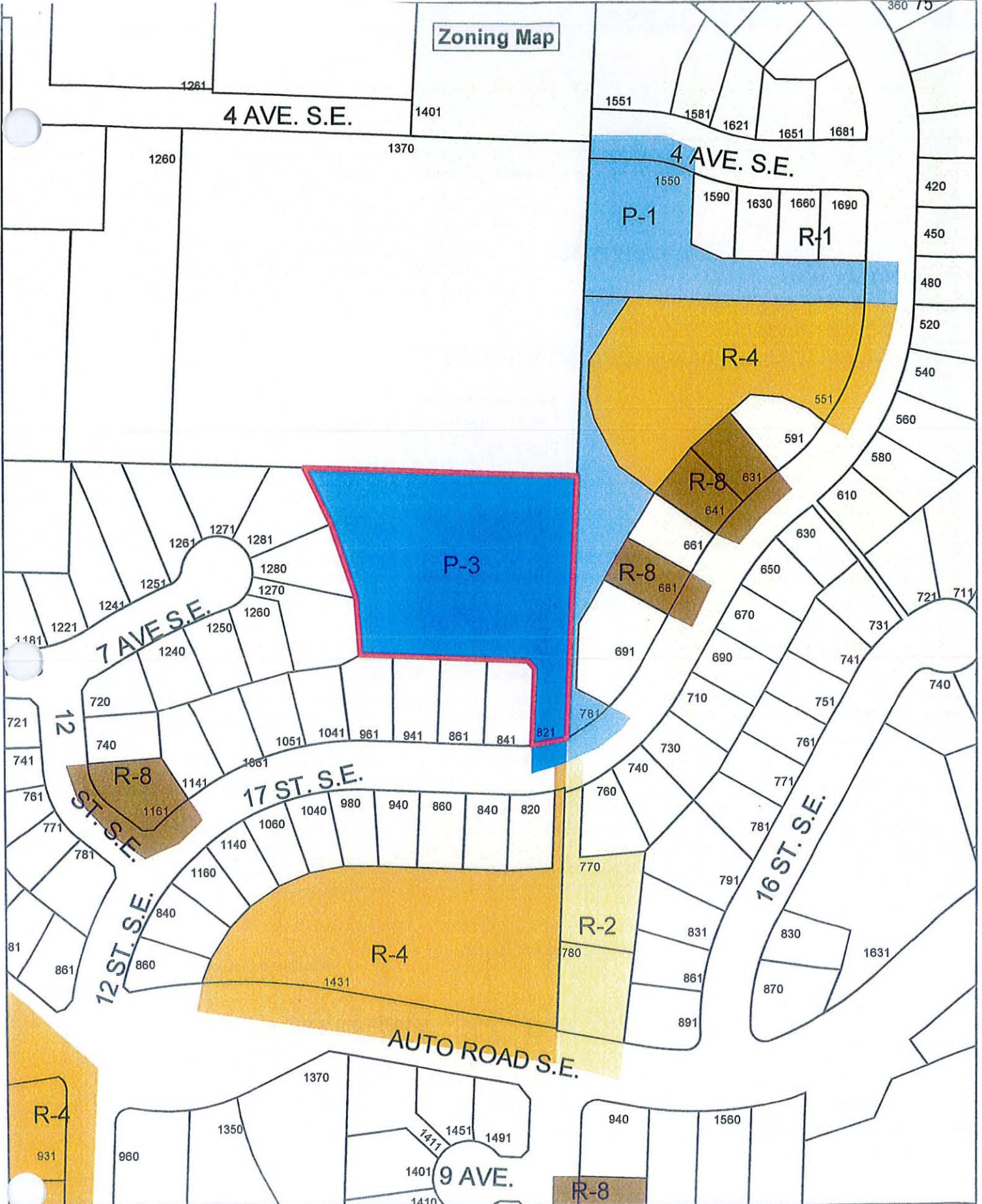

Park


Residential Low Density


Residential Medium Density


Residential High Density

Zoning Map



Subject Parcel



Institutional



Residential Suite



Single Family Residential



Park and Recreation



Medium Family Residential



Single Family / Duplex Residential

005.24 25

KX134255

23 SEP 2005 14 25

KX134254 (592)

Land Title Act

Form C

section 233)

Province of British Columbia

Restricted P-3 Uses

821-17 st SE

GENERAL INSTRUMENT - PART 1

(This area for Land Title Office use)

Page 1 of 6 pages

APPLICATION: (Name, address, phone number and signature of applicant, applicant's solicitor or agent)

Allan Francis & Pringle

Barristers & Solicitors.

3009B - 28th Street, Vernon, BC V1T 4Z7

(250) 542-1177

File Reference: DLS 31014

LTO Client # 10339



Signature of Applicant's Solicitor or Agent

PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION(S) OF LAND:*

(PID)

(LEGAL DESCRIPTION)

Lot 25, Section 13, Township 20, R10W6M, KDYD,
Plan KAP79114

NATURE OF INTEREST:*

DESCRIPTION

DOCUMENT REFERENCE
(page and paragraph)

PERSON ENTITLED TO INTEREST*

Section 219 Covenant
and Priority Agreement

ENTIRE DOCUMENT

TRANSFeree

4. TERMS: Part 2 of this instrument consists of (select one only)

(a) Filed Standard Charge Terms

☐ D.F. No.

(b) Express Charge Terms

☒ Annexed as Part 2

(c) Release

☐ There is no Part 2 of this instrument

A selection of (a) includes any additional or modified terms referred to in item 7 or in a schedule annexed to this instrument. If (c) is selected, the charge described in item 3 is released or discharged as a charge on the land described in item 2.

5. TRANSFEROR(S):*

0703904 B.C. LTD., (Inc. # BC0703904) grants Covenant and Frank Frederick Shunock grants Priority

6. TRANSFeree(S): (including postal address(es) and postal code(s))*

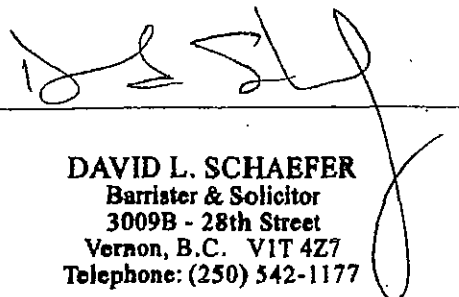
CITY OF SALMON ARM, 500 - 2nd Avenue N.E., P.O. Box 40, Salmon Arm, BC V1E 4N2

7. ADDITIONAL OR MODIFIED TERMS:*

N/A

8. EXECUTION(S):** This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature(s)


DAVID L. SCHAEFER
Barrister & Solicitor
3009B - 28th Street
Vernon, B.C. V1T 4Z7
Telephone: (250) 542-1177

Execution Date

Y	M	D
05	08	09

Party(ies) Signature(s)

0703904 B.C. LTD., by it's
authorized signatory(s):
Per Keith Harris

Officer Certification:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1996 c. 124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

* If space insufficient, enter "SEE SCHEDULE" and attach schedule in Form E.

**If space insufficient, continue execution on additional page(s) in Form D.

SUBMITTED BY: KERSHAW
KUROYAMA, REGISTRY

Land Title Act
FORM D


EXECUTIONS CONTINUED

Page 2 of 6 pages

Officer Signature(s)

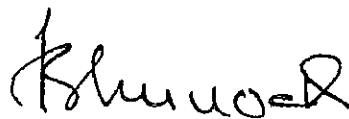
Y M D

Party(s) Signature(s)



Frank S. Sarlo
Wishart Law Firm, LLP
390 Bay St., 5th Floor
Sault Ste. Marie, On
P6A 1X2
(705) 949-6700
Barrister & Solicitor

2005 08 10



FRANK FREDERICK SHUNOCK

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C., 1996 c. 124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

- * If space insufficient, enter "SEE SCHEDULE" and attach schedule in Form E.
- ** If space insufficient, continue executions on additional page(s) in Form D.

COVENANT

Terms of Instrument—Part 2

THIS AGREEMENT dated for reference the 9th day of August, 2005 is

BETWEEN:

0703904 B.C. Ltd., (Inc. #BC0703904), a company duly incorporated pursuant to the laws of the Province of British Columbia and having its registered and records offices located at 3009B - 28th Street, Vernon, B.C. V1T 4Z7

(the "Owner")

AND:

CITY OF SALMON ARM, a municipality duly incorporated pursuant to the laws of the Province of British Columbia and having its offices located at 500 - 2nd Avenue NE, P.O. Box 40, City of Salmon Arm, BC, V1B 4N2

(the "City")

GIVEN THAT:

A. The Owner is the registered owner in fee simple of the land located in the City of Salmon Arm, British Columbia, legally described as:

1. PID # 011-535-491
Parcel A (DD K5138F and Plan E11629) of Lot 5,
Section 13, Township 20, Rge 10 W6M,
KDYD, Plan 1521 except Plan 41948; and
2. PID # 015-005-313
Lot 1,
Section 13, Township 20, Rge 10 W6M,
KDYD, Plan 41948

(herein the "Development Lands");

- B. It is proposed that a portion of the Development Lands be subdivided and developed for R-1, R-4 and P-3 uses.
- C. The Owner has asked the City to accept the covenant created by this Agreement so that the development and a rezoning of the Development Lands sought by the Owner can proceed more expeditiously; and
- D. The Owner wishes to grant, and the City accepts, the s. 219 Covenant contained in this Agreement over the lot to be rezoned as P-3 Institutional and legally described as:

PID # _____
 Lot 25, Section 13, Township 20, Rge 10 W6M, KDYD
 Plan KAP 79114

(herein the "Land")

THIS AGREEMENT is evidence that in consideration of payment of \$1.00 by the City to the Owner (the receipt of which is acknowledged by the Owner), and in consideration of the promises exchanged below, the Owner covenants and agrees with the City in accordance with s. 219 of the *Land Title Act* as follows:

- (1) The Owner covenants and agrees with the City that:
 - (a) although the Land is zoned P-3, development of the Land, including by construction or placement of any building or structure on the Land, is prohibited except for the construction of seniors housing, including but not limited to a seniors rest home, Intermediate Care Facility, Congregate Care Facility, Extended Care Facility; Multi-Level Care Facility and Assisted Living Residences.
- (2) Any opinion, decision, act or expression of satisfaction provided for in this Agreement is to be taken or made by the City's Director of Development and Planning or his or her delegate authorized as such in writing.
- (3) The parties agree that this Agreement creates only contractual obligations and obligations arising out of the nature of this document as a covenant under seal. The parties agree that no tort obligations or liabilities of any kind exist between the parties in connection with the performance of, or any default under or in respect of, this Agreement. The intent of this section is to exclude tort liability of any kind and to limit the parties to their rights and remedies under the law of contract and under the law pertaining to covenants under seal.
- (4) The rights given to the City by this Agreement are permissive only and nothing in this Agreement imposes any legal duty of any kind on the City to anyone, or obliges the City to enforce this Agreement, to perform any act or to incur any expense in respect of this Agreement.

This Agreement does not:

- (a) affect or limit the discretion, rights or powers of the City under any enactment (as defined in the *Interpretation Act*, on the reference date of this Agreement) or at common law, including in relation to the use or subdivision of the Land,
 - (b) affect or limit any enactment relating to the use or subdivision of the Land, or
 - (c) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Land.
- (6) Every obligation and covenant of the Owner in this Agreement constitutes both a contractual obligation and a covenant granted under s. 219 of the *Land Title Act* in respect of the Land and this Agreement burdens the Land and runs in perpetuity and binds the successors in title to the Land. This Agreement burdens and charges all of the Land and any parcel into which it is subdivided by any means and any parcel into which the Land is consolidated. The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Land.
- (7) The Owner agrees to do everything reasonably necessary, at the Owner's expense, to ensure that this Agreement is registered against title to the Land with priority over all financial charges, liens and encumbrances registered, or the registration of which is pending, at the time of application for registration of this Agreement.
- An alleged waiver of any breach of this Agreement is effective only if it is an express waiver in writing of the breach in respect of which the waiver is asserted. A waiver of a breach of this Agreement does not operate as a waiver of any other breach of this Agreement.
- (9) If any part of this Agreement is held to be invalid, illegal or unenforceable by a court having the jurisdiction to do so, that part is to be considered to have been severed from the rest of this Agreement and the rest of this Agreement remains in force unaffected by that holding or by the severance of that part.
- (10) This Agreement will not be modified or discharged except in accordance with the provisions of Section 219 of the *Land Title Act*. This Agreement will not be discharged without the prior written consent of the Transferee, which consent may be withheld.
- (11) This Agreement is the entire agreement between the parties regarding its subject.
- (12) This Agreement binds the parties to it and their respective successors, heirs, executors and administrators.
- (13) The Owner must do everything reasonably necessary to give effect to the intent of this Agreement, including execution of further instruments.
- (14) By executing and delivering this Agreement, each of the parties intends to create both a contract and a deed executed and delivered under seal.

Consent and Priority Agreement

Frederick

GIVEN THAT Frank Shunock (the "Chargeholder") is the holder of a Mortgage registered against the land legally described (the "Land") in the s. 219 covenant to which this Agreement is attached (the "Covenant"), which Mortgage is registered in the Kamloops Land Title Office under instrument number KW133092 (the "Charge"),

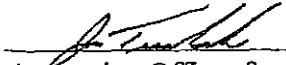
This Consent and Priority Agreement is evidence that in consideration of payment to it of \$1.00 by the transferee described in item 6 of Part 1 of the Form C to which this Agreement is attached (the "Transferee"), the Chargeholder agrees with the Transferee as follows:

- (1) The Chargeholder consents to the granting and registration of the Covenant and the Chargeholder agrees that the Covenant binds its interest in and to the Land.
- (2) The Chargeholder grants to the Transferee priority for the Covenant over the Chargeholder's right, title and interest in and to the Land and the Chargeholder postpones the Charge, and all of its right, title and interest thereunder, to the Covenant as if the Covenant had been executed, delivered and registered prior to the execution, delivery and registration of the Charge.

As evidence of its agreement with the Transferee to be bound by this Consent and Priority Agreement, as a contract and as executed and delivered under seal, the Chargeholder has executed and delivered this Agreement by executing Part 1 of the *Land Title Act* Form C to which this Agreement is attached and which forms part of this Agreement.

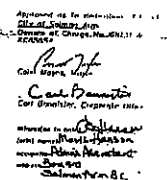
As evidence of their agreement to be bound by the above terms, the parties each have executed and delivered this Agreement under seal by executing Part 1 of the *Land Title Act* Form C to which this Agreement is attached and which forms part of this Agreement.

Approved as to form by the
City of Salmon Arm


Approving Officer for the City of
Salmon Arm

END OF DOCUMENT

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1871

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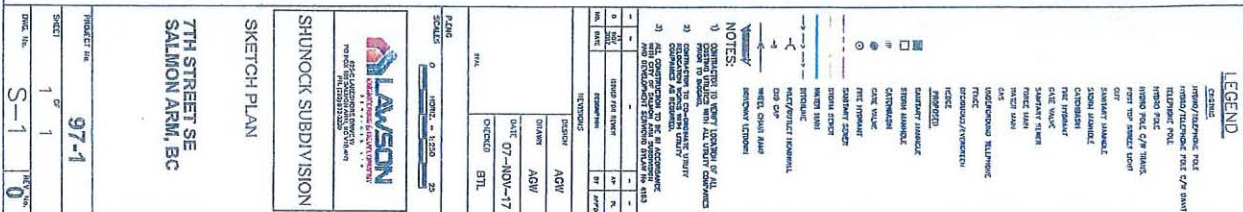


Photo 1: Photo looking north from 17 Street SE at the subject property proposed panhandle access.



Photo 2: Photo looking north-west at the subject property.

FILED December 14, 2017 COMPUTER-1-Z:\SHARAD MISHRA\WORK\ARCHON ENGINEERING AND DEVELOPMENT SERVICES\PROJECTS\2017-1 - CHAL ENGINEERING\DRINKING WATER\CHAL-ROCK - OPHONG (BRT-CHS-HALET)





City of Salmon Arm
Memorandum from the Engineering
and Public Works Department

TO: Kevin Pearson, Director of Development Services
 DATE: December 4, 2017
 PREPARED BY: Darin Gerow, Engineering Assistant
 OWNER: 703904 BC Ltd., 797 River Road, Sault Ste Marie, Ontario, P6A 5K9
 APPLICANT: Lawson Engineering, PO Box 106, Salmon Arm, BC, V1E 4N2
 SUBJECT: **ZONING AMENDMENT APPLICATION FILE NO. ZON-1114E**
 LEGAL: Lot 25, Section 12, Township 20, Range 10, W6M, KDYD, Plan KAP79114
 CIVIC: **821 – 17 Street SE**

Further to your referral dated November 27, 2017, we provide the following servicing information.

Engineering Department does not have any concerns with the proposed re-zoning.

The following comments and servicing requirements are not conditions for the rezoning; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages. These comments are generalized; more specific servicing requirements will be identified at a future stage:

General:

1. Full municipal services are required as noted herein. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties to be serviced completely by underground electrical and telecommunications wiring
4. Properties under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner/developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
7. Erosion and Sediment Control measures will be required at time of construction. ESC plans to be approved by the City of Salmon Arm.

ZONING AMENDMENT APPLICATION FILE NO. ZON-1114E

December 4, 2017

Page 2

-
8. Any existing services traversing proposed lots must be protected by easement and located outside of the proposed building envelope. Owner/developer is responsible for all associated costs.
 9. At the time of subdivision the applicant will be required to submit for City review and approval a detailed site servicing/lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
 10. For the off-site improvements at the time of subdivision the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of building permit approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

Roads/Access:

1. 17 Street SE on the subject properties south boundary is classified as an Urban Local Road requiring a road dedication of 20.0 meters (10.0 meters on either side of road centerline). Based on review of existing records, no additional dedication is required, (to be confirmed by BCLS).

17 Street SE is currently constructed to an Urban Local road standard. No upgrades are anticipated.

2. Owner/developer is responsible in ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
3. Owner/developers Engineering Consultant to provide details that driveways shall conform to Policy 3.11 at time of subdivision.

Water:

1. The subject property fronts on a 350mm diameter (zone 2) watermain along the eastern property boundary and a 200mm diameter (zone 2) watermain along 17 Street SE. No upgrades are anticipated.
2. The subject property is in an area with sufficient fire flows and pressures according to the 2011 water Study (OD&K 2012).
3. Each proposed lot to be serviced by a single water service connection (as per Specification Drawing No. W-10) adequately sized to satisfy the proposed use (minimum 25mm). Water meters will be required at time of building permit (meter provided by the City of Salmon Arm).

ZONING AMENDMENT APPLICATION FILE NO. ZON-1114E

December 4, 2017

Page 3

at the developers cost). Existing records indicate that the lot does not have existing servicing. All existing inadequate/unused services must be abandoned at the main. Applicant is responsible for all associated costs.

Sanitary Sewer:

1. The subject property fronts a 200mm diameter sanitary main along the majority of the eastern property boundary. No upgrades are anticipated.
2. Each proposed lots are to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Existing records indicate that the lot does not have existing servicing. All existing inadequate/unused services must be abandoned at the main; applicant is responsible for all associated costs.

Drainage:

1. The subject property fronts a 250mm storm main along the majority of the eastern property boudnary. No upgrades are anticipated. Owner/developer may be required to service the lots from this storm sewer main. Alternative methods of managing stormwater may be considered, with specific approval from the City Engineer as part of an Integrated Stormwater Management Plan, Owner/developer is responsible for all associated costs.
2. 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. Should discharge into the City Storm Sewer be part of the ISMP, owner/developers engineer is required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development
3. The proposed lots may be serviced by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. All existing inadequate/unused services must be abandoned at the main; applicant is responsible for all associated costs.

ZONING AMENDMENT APPLICATION FILE NO. ZON-1114E

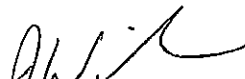
December 4, 2017

Page 4

Geotechnical:

1. A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference Category A (Building Foundation and Site Drainage) is required.



Darin Gerow, ASCT
Engineering Assistant

Jeff Wilson, P.Eng.
City Engineer



CITY OF SALMON ARM

BYLAW NO. 4243

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 at the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on February 13, 2018 at the hour of 7:00 p.m. was published in the , 2018 and , 2018 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 25, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP79114 from P-3 Institutional Zone to R-8 Residential Suite Zone 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 Zoning Amendment Bylaw No. 4243”

READ A FIRST TIME THIS DAY OF 2018

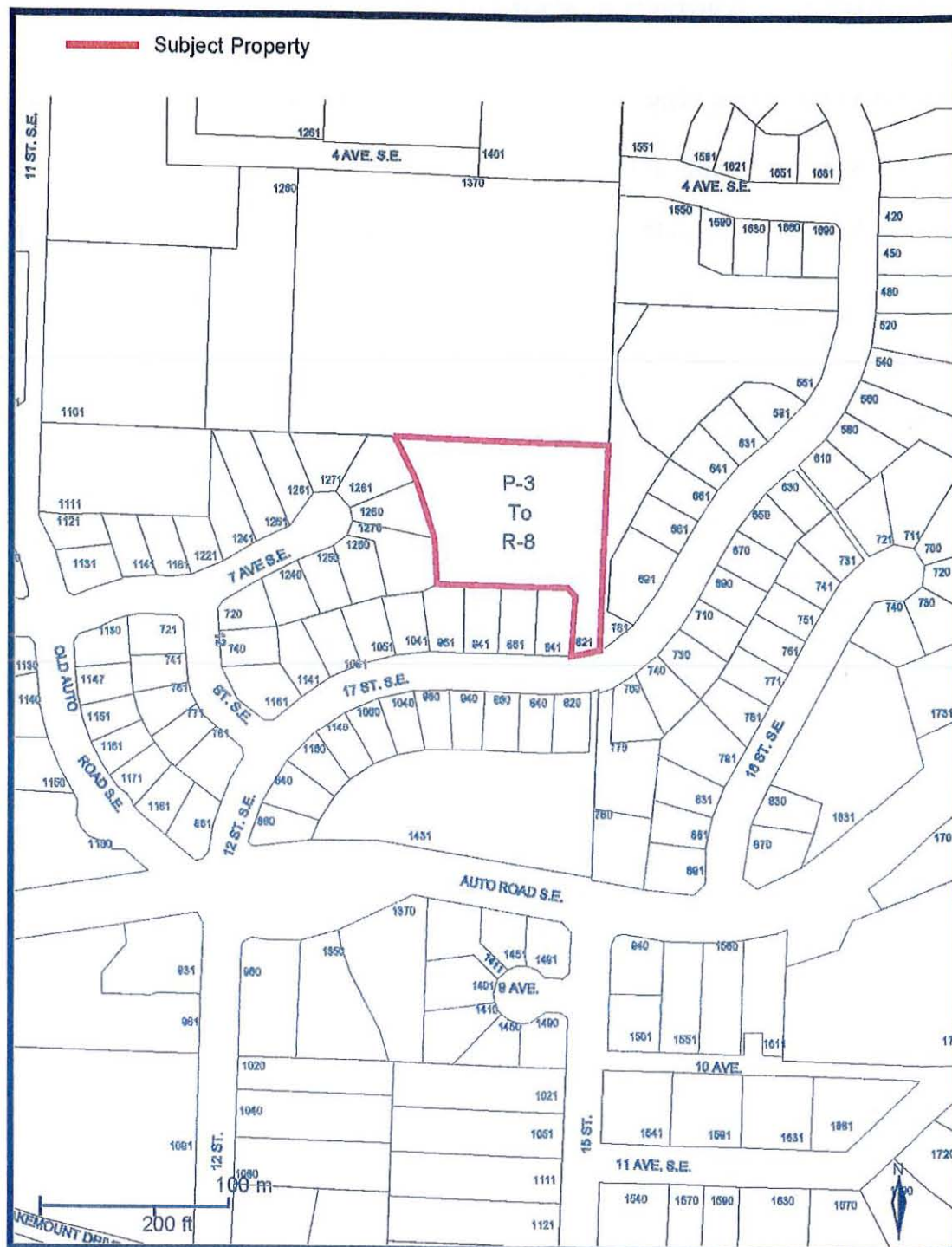
READ A SECOND TIME THIS DAY OF 2018

READ A THIRD TIME THIS DAY OF 2018

ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER



Item 9.1

CITY OF SALMON ARM

Date: January 29, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4237 be read a final time.

[ZON-1112; Peters-Durston, C.; 2790 – 25 Street NE; R-1 to R-8]

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

CITY OF SALMON ARM

BYLAW NO. 4237

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 at the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on January 15, 2018 at the hour of 7:00 p.m. was published in the January 3, 2018 and January 10, 2018 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 24, Township 20, Range 10, W6M, KDYD, Plan 28855 from R-1 Single Family Residential Zone to R-8 Residential Suite Zone 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.

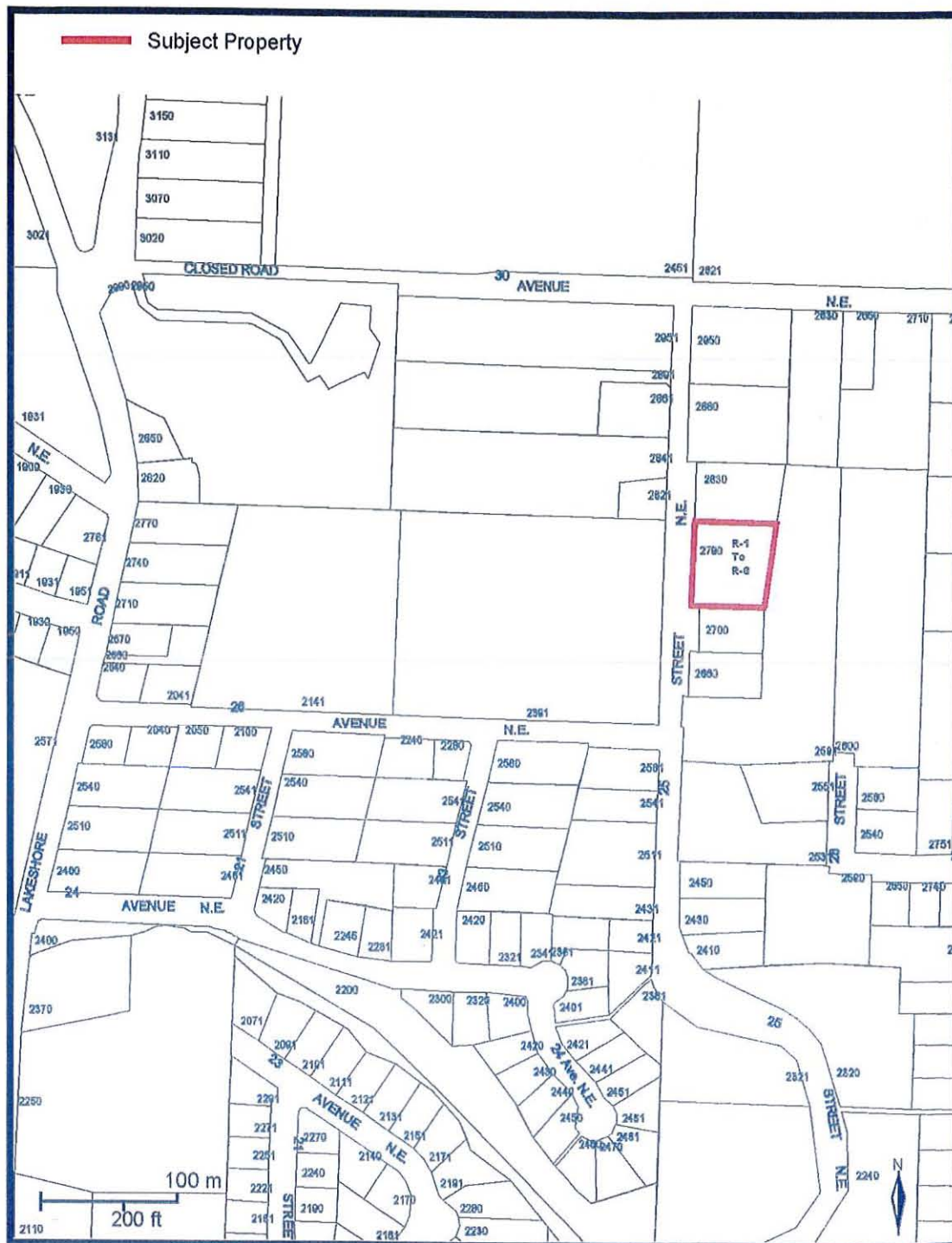
3. ENACTMENT

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.

CORPORATE OFFICER



22. PUBLIC HEARING**1. Zoning Amendment Application No. ZON-1112 [Peters-Durston, C.; 2790 - 25 Street NE; R-1 to R-8]**

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

Submissions were called for at this time

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

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4237 was declared closed at 7:05 p.m.

23. RECONSIDERATION OF BYLAWS

1. Zoning Amendment Bylaw No. 4237 [ZON-1112; Peters-Durston, C.; 2590 - 25 Street NE; R-1 to R-8] - third reading

0021-2018

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4237 be read a third time.

CARRIED UNANIMOUSLY

INFORMATIONAL CORRESPONDENCE - JANUARY 29, 2018

1. R. Niewenhuizen, Director of Engineering & Public Works - letter dated January 10, 2018 to P. Bruce, Program Coordinator, Okanagan College - Traffic Control Program
2. A. Bolton - letter received January 17, 2018 - David Harper
3. B. Healey, Head Coach, CSSSC and Waves swimming programs - letter received January 12, 2018 - Swim Meet and Marketing and Sponsorship options for the 2018 season
4. B. Wilson, Systems Ecologist - email dated January 16, 2018 - Retractable Speed Bumps
5. H. & L. Williamson - letter dated January 17, 2018 - Salmon Landfill Expansion
6. B. & R. Mierau - letter dated January 18, 2018 - Landfill expansion at 2750 40 St. SE Salmon Arm
7. D. Little - email dated January 23, 2018 - Landfill Expansion in Salmon Arm
8. L. Talerico, Talerico Art Gallery & Artists' Studio - email dated January 19, 2018 - Crosswalk on Marine Park Drive
9. B. Moffat, Chairman, Shuswap Youth Soccer Association - letter dated January 18, 2018 - Bench Project proposal - Blackburn Park
10. EDEN Medicinal Society - letters received January 17, 2018 - support of EDEN
11. H. Bremer, President, Kamloops Okanagan Dairymen's Association - letter dated January 19, 2018 - invitation for tour
12. Okanagan Mainline Real Estate Board - Media Release dated January 8, 2018 - Residential Sales Volume On-Trend for Time of Year
13. Interior Health - Healthy Communities update - January 2018
14. A. Slater, Executive Director, SILGA - email dated January 9, 2018 - Community excellence awards for 2017
15. A. Slater, Executive Director, SILGA - email dated January 18, 2018 - Geoscience BC strategic planning
16. Southern Interior Silviculture Community - email dated January 19, 2018 - Conference on Wildfire and Communities
17. M. Carr, Assistant Deputy Minister and General Manager, Liquor Control and Licensing Branch - Policy Directive dated January 10, 2018 - Special Event Permit Exemption
18. Parks Canada - Glacier National Park - Rogers Pass - Join the discussion
19. Health Canada - email dated January 12, 2018 - Health Canada: Advisory - Flintstones Plus Iron multivitamins for children: One bottle found to contain unidentified capsules instead of chewable tablets
20. M. Mennie, Stakeholder Relations Officer, BC SPCA - Animals matter, tell us how they matter to you
21. JoeAnna's House, Kelowna - Help us build JoeAnna's House
22. J. Van Laerhoven, Mayor, District of Kent - letter dated January 16, 2018 - Cannabis Sales Revenue Sharing
23. J. Coté, Mayor, City of New Westminster - letter dated January 17, 2018 - Prevention of Quagga and Zebra Mussels
24. L. Helps, Mayor, City of Victoria - letter dated January 4, 2018 - Modernizing the BC Motor Vehicle Act
25. J. Brown, Mayor, Township of Spallumcheen - letter dated January 16, 2018 - Letter of Support for the Adoption of a Flexible Ride-Sharing Regulation in the Province of BC

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Item 11.1

CITY OF SALMON ARM

Date: January 29, 2018

Design Review Panel Appointments

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



City of Salmon Arm

Memorandum from Director of Development Services

TO: Her Worship Mayor Cooper and Members of Council
DATE: January 18, 2018
SUBJECT: Design Review Panel Appointments

MOTION FOR CONSIDERATION:

THAT: Council appoint Trent Sismey and Dennis Lowe to the Design Review Panel from January 31, 2018 to December 31, 2018 for the remainder of the three (3) year term.

STAFF RECOMMENDATION:

That the motion for consideration be adopted.

BACKGROUND

Over the past few months three (3) design review panel members have resigned. This leaves four (4) existing panel members. To fill the vacant positions, advertisements were placed in the "Salmon Arm Observer" on December 20 and 27, 2017 requesting statements of interest (Appendix 1).

Two (2) statements of interest (Appendix 2) were received and Staff recommends that Council appoint Trent Sismey and Dennis Lowe to the Design Review Panel to fill the vacant panel member positions from January 31, 2018 to December 31, 2018, for the remainder of the three (3) year term.

Respectfully submitted,


Kevin Pearson, RPP, MCIP
Director of Development Services

:da
attach.

Opportunity for Citizen Membership

Request for Design Review Panel Members:

City Council will be selecting a group of up to three (3) volunteer members to serve on the City's Design Review Panel for a one (1) year term, ending December 31, 2018. Those with a background in urban design, architecture, landscape architecture, planning and/or development may be interested in serving on the Panel.

The City's Official Community Plan (OCP) designates commercial, industrial and multiple family residential development permit areas. Each development permit area has form and character objectives for new development and, in particular, guidelines intended for building, site and landscape design. The Panel's mandate is to review development permit applications at scheduled meetings and then provide recommendations to City Council with respect to the applicable guidelines.

Panel meetings are held on weekdays and typically during early afternoons. The number of meetings held over a term is dependent on the quantity of development permit applications received by the City.

Request for Greenways Liaison Committee Members:

The City of Salmon Arm is seeking three (3) citizens to volunteer as members on the Greenways Liaison Committee (GLC). "Greenway" is a broad term used to describe trails and other types of non-vehicular, transportation corridors. Since 2009, the GLC has played a leading role in creating the Greenways Strategy, a document tied to the City's Official Community Plan. Along with that, the GLC has been reviewing annual greenway budgets to City Council and members have been actively involved in greenway construction projects.

Three (3) citizens will be selected by City Council for a three (3) year term (2018 to 2020, inclusive). Other GLC members include representatives of the Shuswap Trail Alliance and Interior Health. A member of City Council is appointed as the GLC Chair. The GLC typically meets one (1) day per month. The GLC terms of reference and Greenways Strategy documents are available for review at City Hall and on the City's website at www.salmonarm.ca.

If you are interested in becoming a member of the Design Review Panel or the Greenways Liaison Committee, please forward a statement of interest with the following information:

- ☐ Name, address and contact information;
- ☐ Qualifications, background and related experience; and
- ☐ A brief statement indicating what you can contribute

Statements of interest will be received up to and including Friday, January 5, 2018, and should be mailed to the City of Salmon Arm, Box 40, Salmon Arm, BC, V1E 4N2, or hand delivered to City Hall located at 500 - 2 Avenue NE (there is also a dropbox at the front door of City Hall), or e-mailed to dackerman@salmonarm.ca. For more information, please contact Denise Ackerman, Development Services Assistant, at 250-803-4021. Please note City Hall will be closed from December 23 to January 1 inclusive for the Christmas Season.

Salmon Arm Observer: December 20 and December 27, 2017 Website Public Notice Board
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Denise Ackerman

Subject: Design Review Panel

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

From: Trent Sismey
Sent: December-30-17 7:59 PM
To: Denise Ackerman
Subject: Design Review Panel

Hi Denise,

Please accept this email as my statement of interest in becoming a member of the design review panel.

I am a Chartered Professional Accountant and the Principal Owner of Trent Sismey Inc. in Salmon Arm. I have also been an active real estate developer and owner over the past 10-15 years. My interests are in both commercial and residential properties. I have a keen interest in the City of Salmon Arm and plan to live, raise a family and work in the community and want to see it grow according to plan.

I have the professional background to make sound decisions on the information presented and the real estate experience to fully understand the impacts and undertakings involved with regards to development.

Regards,

Trent Sismey, MPAcc, CPA, CA
Principal
Trent Sismey Inc.

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Denise Ackerman

Subject: Design Review Panel

From: Dennis Lowe
Sent: January-05-18 12:14 PM
To: Denise Ackerman
Subject: Design Review Panel

Hello Ms.Ackerman,

My name is Dennis Lowe, and I am interested in becoming a member of the Design Review Panel. I believe that I could share experienced opinions and provide constructive feedback on projects submitted to the development permit process.

I graduated with honors from the Architectural Technologies program at SAIT in 2003. Prior to my 10+ years as a business owner and Designer/Draughtsman in Salmon Arm, I worked for a design firm in the City of Calgary. During my 5 year tenure there, I was involved not only in the design of fine homes, but on the implementation of Architectural Controls/Guidelines for a high-end residential community. This, along with my experience with the Development Permit process involved for new homes within established heritage communities in Calgary, has given me some valuable insight.

With my design experience, I feel that I could help contribute to ensuring positive changes to our established and changing streetscapes within Salmon Arm. Please contact me if you have any questions at all.

Thank you for your consideration,

Dennis Lowe

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Item 11.2

CITY OF SALMON ARM

Date: January 29, 2018

City Greenways Liaison Committee Terms of Reference, Committee Appointments, and Trail Agreement

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



City of Salmon Arm

Development Services Department Memorandum

To: Development and Planning Services Committee

From: Director of Development Services

Date: January 12, 2018

Subject: City Greenways: Greenways Liaison Committee Terms of Reference, Committee Appointments, and Trail Agreement

MOTION FOR CONSIDERATION

THAT: Council adopt the attached Greenways Liaison Committee Terms of Reference;

AND THAT: Council appoint the following persons to the Greenways Liaison Committee for a three year term (from January 2018 to December 31, 2020):

**Anita Ely (Salmon Arm Greenways);
Robert Bickford (citizen-at-large);
Joe Johnson (citizen-at-large);
Brian Browning (The Shuswap Trail Alliance); and
Joan Mitchell (The Shuswap Trail Alliance).**

BACKGROUND

Terms of Reference Update

The three-year term of the Greenways Liaison Committee (GLC) started in early 2014 and ended on December 31, 2017. During that time, the Salmon Arm Greenways groups, referenced in the previous Terms of Reference, has dissolved. The attached GLC Terms of Reference have been updated under the review of the GLC (Appendix 1).

The attached updated GLC Terms of Reference reflects the new term and the change in local groups, stipulating that seven voting members of the GLC shall be appointed by Council for a three year term, including:

- One City Council member;
- One Interior Health representative;
- Two Shuswap Trail Alliance representatives; and
- Three citizens at large.

Staff recommend the adoption of the updated GLC Terms of Reference.

GLC Appointments

Councillor Ken Jamieson was appointed by Council as the returning GLC Chair. It is assumed that Councillor Jamieson would continue to serve as Chair.

The Shuswap Trail Alliance has recommended Joan Mitchell (a new addition to the GLC – Appendix 2) and Brian Browning (a continuing STA representative) for representation. Phil McIntyre-Paul of the Shuswap Trail Alliance is committed to attending GLC meetings in a non-voting advisory capacity.

The GLC has recommended the inclusion of a representative from the Interior Health, reflecting their Healthy Built Environment and Healthy Communities initiatives. Anita Ely, Specialist Environmental Health Officer, Healthy Built Environment program has expressed interest in joining the GLC.

Solicitation for three citizen at large members was advertised in the Salmon Arm Observer on December 20 & 27, 2017. Two previous term citizen-at-large GLC representatives, Robert Bickford and Joe Johnson, have requested to remain a part of the GLC for the following term. No new expressions of interest have been received. Should a new representative come forward, staff will bring any such expression of interest to Council for consideration.

At this point, it is assumed that the following City staff members will continue to attend committee meetings in a technical, advisory and non-voting capacity:

- Rob Hein, Manager of Roads and Parks (Engineering and Public Works Department); and
- Chris Larson, Planning and Development Officer (Development Services Department).

Development Services staff will also continue with committee administration.

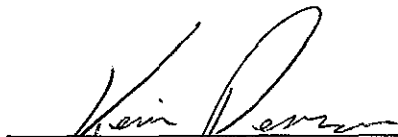
Staff recommend the appointments as described in the motion for consideration.

Trail Agreement

On December 20, 2017, staff received confirmation from Richard Hunter, landowner at 1540 TCH NE, that he accepts the City's offer of \$20,000 in exchange for a right-of-way for a greenway, subject to the installation of gates and fencing as described within the 9 Street Connector Project Plan prepared by the Shuswap Trail Alliance (Appendix 3). The works involved in this project are estimated to cost just under \$67,000 to complete, with fencing being the primary expense.

As a key component of the City's active transportation network and the Heritage Trail, linking downtown, schools, and places of work to our residential areas, Staff view this as a priority project for 2018.

Staff have initiated next steps to proceed with the legal and surveying elements of this project. Related to the survey work, Browne Johnson Land Surveyors have offered to donate their services for this project. Such services are estimated to be valued between \$3,500 and \$4,000.


Kevin Pearson, MCIP, RPP
Director of Development Services

CITY OF SALMON ARM

GREENWAYS LIAISON COMMITTEE

TERMS OF REFERENCE

BACKGROUND

A "greenway" is a linear corridor of land reserved and appropriately surfaced for public use. They are most commonly used as recreational trails for the purposes of walking, hiking and bicycling, and may include sidewalk connections and on-street bicycle lanes.

The original Greenways Liaison Committee (the "Committee") was initially formed as a select committee of Council in 2009, with its primary goals being to:

- 1) promote greenways in the City of Salmon (the "City");
- 2) assist with the facilitation of the City's Greenways Strategy; and
- 3) provide Council with responsive and strategic advice on Greenways projects.

The Salmon Arm Greenways Strategy was adopted in 2011 with a purpose to provide direction for the long-term planning and implementation of a trail/path network spanning the City providing outdoor recreation and tourism opportunities, accommodating alternative transportation, and supporting corridors for ecological connectivity.

COMMITTEE MANDATE

The mandate of the Greenways Liaison Committee (the "Committee") is now to continue as a select committee that will utilize the knowledge and resources of the City and community including, among others, citizens and greenway project stakeholders, to coordinate new and improved greenway projects, provide recommendations regarding outdoor recreation and alternative transportation opportunities, and promote the implementation of the Greenways Strategy within the City of Salmon Arm.

COMMITTEE PRODUCTS

During the course of its mandate, the Committee will:

- Work towards the implementation of the City's Greenways Strategy;
- Review plans for new and improved greenways, including providing recommendations about potential land acquisition, design, signage, construction and funding;
- Review and provide recommendations about the City's Long Term Financial Plan and annual budgets with respect to monies planned and allocated for greenway development and maintenance;
- Encourage the promotion of the City's greenways network; and,

- Provide recommendations to Council for long-term planning and budgeting to accommodate alternative transportation.

COMMITTEE MEMBERSHIP

The Committee shall consist of nine (9) members.

The seven (7) voting members shall include:

- One (1) City Council member;
- One (1) Interior Health Authority representatives;
- Two (2) Shuswap Trail Alliance representatives; and,
- Three (3) citizens at-large.

Voting members shall be appointed by Council. The City Council member shall be appointed on an annual basis. The remaining voting members shall be appointed for a three year term (The current term will end on December 31, 2020).

Committee members will serve on a voluntary basis.

Two (2) non-voting City staff members from the following departments shall attend each meeting in a technical and administrative capacity:

- Development Services Department (1 staff member)
- Engineering and Public Works Department (1 staff member)

GREENWAY PROJECT STAKEHOLDERS

Greenway project stakeholders will be invited to participate in Committee meetings in a technical and advisory capacity when their interests and/or projects are being considered by the Committee.

COMMITTEE ADMINISTRATION

The Development Services Department will coordinate, prepare agendas, record and post minutes, and prepare follow-up correspondence for Committee meetings.

MEETING FREQUENCY AND ATTENDANCE

It is expected that the Committee will meet four times per year. Additional meetings may be required depending upon the topics and projects under consideration by the Committee.

Committee members are expected to attend meetings on a regular basis.

MEETING STRUCTURE

- The appointed City Councillor will serve as the Committee's Chair and spokesperson;
- Attendance by four (4) voting members of the Committee will constitute a quorum;
- A majority vote shall be a majority of the members present;
- Non-voting members of the Committee will attend in a technical and advisory capacity;
- No sub-committees will be established by the Committee;
- The Committee will conduct its meetings in accordance with the City's Procedure Bylaw;
- Committee meetings are open to the public, with the exception of any in-camera item; and
- Minutes of each meeting shall be available to the public upon request, with the exception of in-camera items.

DECISION MAKING

- Committee members will deal with matters on the established agenda and within their mandate;
- Any recommendation to City Council will be determined with a majority vote by the voting members of the Committee;
- Any member who has a conflict of interest in a matter being dealt with by the Committee must advise the Chair and that member will be excused from the Committee meeting while the matter is being dealt with; and
- Once a decision or recommendation has been made by the Committee, it is expected that all Committee members will respect that decision.

Adopted by City Council on this _____ day of _____ 2018.

The Shuswap **TRAIL** ALLIANCE

The Shuswap Trail Alliance
PO Box 1531, Salmon Arm, BC V1E 4P6
Phone: 250-832-0102
Email: info@shuswaptrails.com
www.shuswaptrailalliance.com

November 07, 2017

Attn: Mayor and Council, City of Salmon Arm

Re: recommendation for appointment to the City of Salmon Arm Greenway Liaison Committee

Dear Mayor and Council,

Joan Mitchell, who has been a long-standing Shuswap Trail Alliance board member, past chair, treasurer, and very involved in groups like the Lady Striders in Salmon Arm, expressed interest and willingness to sit as the second Shuswap Trail Alliance representative on the City of Salmon Arm Greenway Liaison committee. She is a knowledgeable and long-time resident of Salmon Arm.

We submit her name as our recommendation for your consideration.

Sincerely,



for the Shuswap Trail Alliance
Brian Sansom, Secretary
Phone: (250) 832 7916/email: bsansom@hotmail.com



CSA Greenways - 9th Ave Connector Trail

Prepared by: Jacob 'Sutra' Brett
The Shuswap Trail Alliance

Updated Version: 04.12.2017

CSA Greenways - 9th Ave Connector Trail

Prepared by: Jacob 'Sutra' Brett
The Shuswap Trail Alliance

Updated Version: 04.12.2017

Purpose: to connect the lower part of 9th Ave beside the Podollan Inn to the upper section near the Bowling Alley. This would create a multi-use trail alternative to the section of the Turner creek trail the crosses the Podollan Inn Property. This is a steep section of hillside that would require a series of tight switchbacks to maintain a sustainable and useable grade.

Background: This has been an area bypassed traditionally by a connector trail to the Turner creek trail which followed an old skid/farm road down from the end of upper 9th Ave. There is also a private connection down from Upper 9th to connect with lower ninth via a steep private driveway. As this second option is the more direct route it has found increasing use over recent years, especially from students and bikers to the point where it has begun to frustrate the private landowner, creating liability concerns. They also has also seen local vehicle traffic trying to connect their way through and mentioned on several occasions even had to help out stuck vehicles off their driveway in winter.

He is very keen to work with the City of Salmon Arm to find a viable solution. This coupled with the ongoing trail access issues with the podollan landowners and the possible closure to a section of the busiest trail within the City of Salmon Arm. A trail that can see between 500-100 users a day, commuting to work and school, has created an increasing need to explore other possible options connecting upper and lower Salmon Arm via a multi-use trail.

General Observances:

- It is important that this new trail connector be designed and built as a multi-use trail in the presence of the Turner creek section being closed. Offering a direct walking route and trying to divert cyclist away to another less direct route would have mediocre results at best. History has shown us that most would either attempt to use the new walking route anyway or in this scenario most likely lead to an increase use of the private driveway.
- The soil type in this area is high in clay and can become very slippery when wet, this coupled with high grade of surrounding slope and the potential high number of users all year around would require a gravel cap.
- Due to the high slope grade approx 9 switchback corners would need to be built to maintain a 10-15% grade average. While some of these corners can be dug into the hillside or on small flat areas approx 3 - 4 will need to be built out and retained. In these cases it would also be recommended to install catch fences to stop users from slipping off the edge.
- Due to the stacked corner nature of this trail and a lack of underbrush, logs and rocks, there is a high chance for potential short cutting and braiding, it would be recommended that some sort of filters or barriers be placed between corners to mitigate this. Example would be lower 1 1/2ft high filter fences, logs, large rocks etc.

Proposed scope of work: Design and construct a multi-use trail that connects upper and lower 9th ave NE

- a) Construct approx 250m x 4 ft (min 4 ft width due to heavy use)
- b) High slope grade would require approx 9 switch back corners to be constructed -
 - a. 3-4 of these corners would need to be built up and retained using GSR techniques
 - b. 3 will be built on flatish area
 - c. 2-3 can be dug in with minimal retaining
 - d. Sidehill tread may require some outer edge retaining to maintain width.
- c) Filter fencing & anchoring to mitigate braiding
- d) Catch fences along steep pitches and drops
- e) Fill section near bottom to avoid cutting into road slope.
- f) Perimeter fencing - Contract out

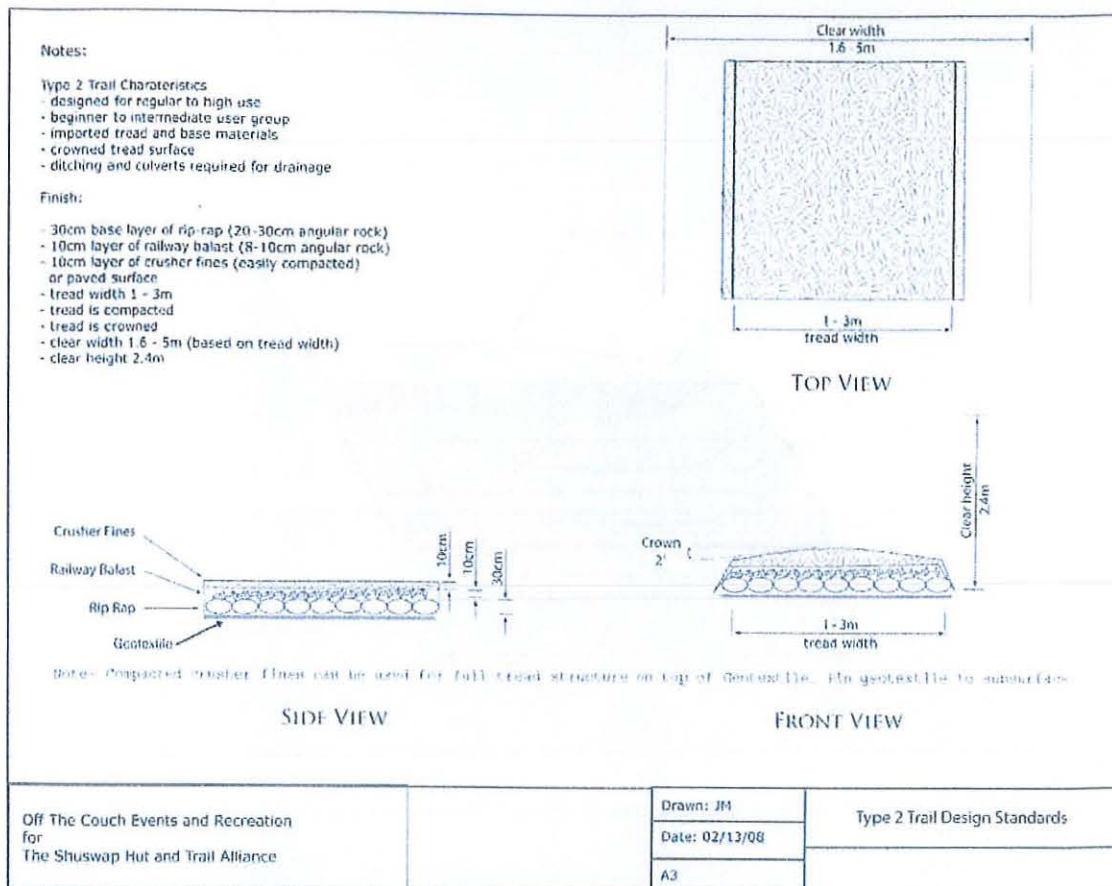


Characteristics:

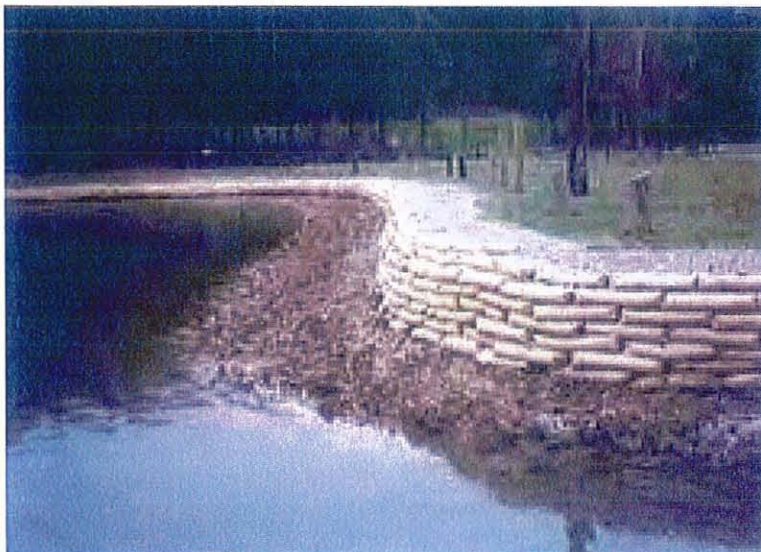
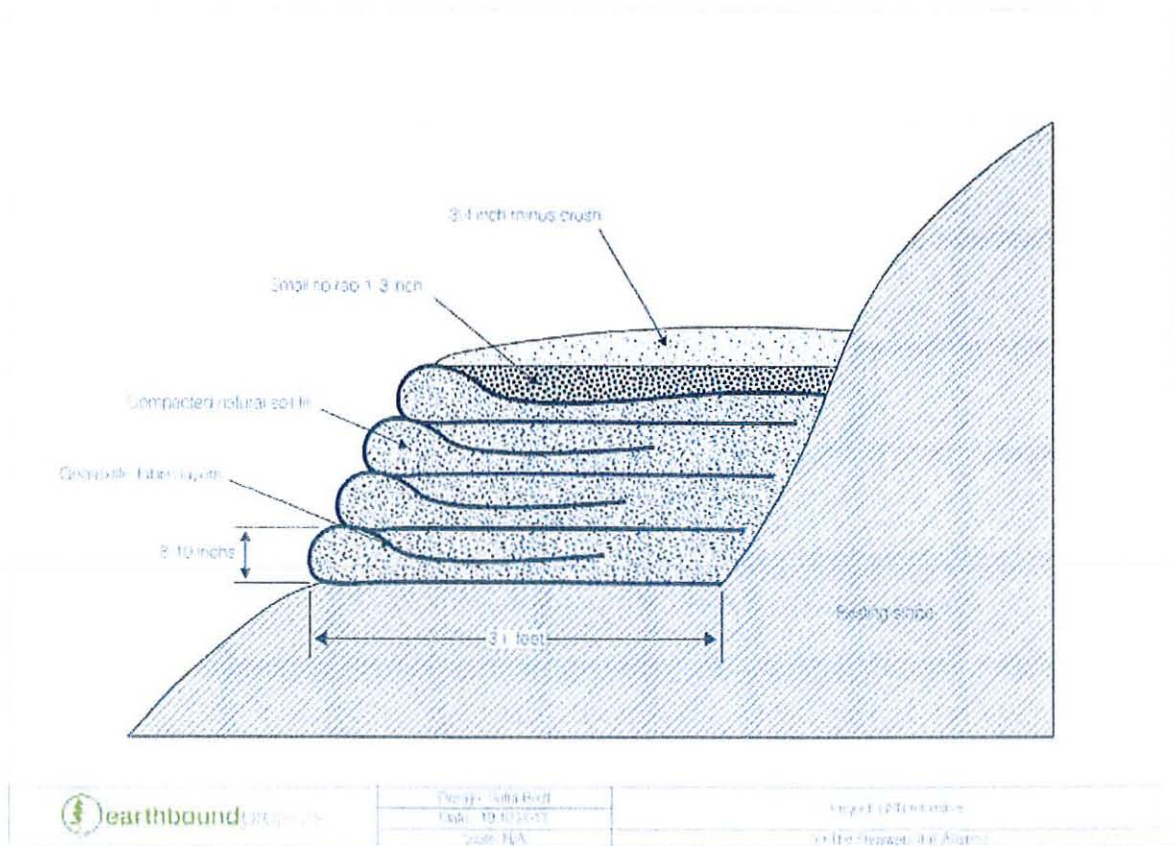
- Designed for regular to High use
- Walking, cycling and winter pedestrian use
- Imported crushed gravel tread and base materials
- Geotextile underlay
- Rolling crown tread surface

Construction Standards: Type 2-3 Trail with a compacted $\frac{3}{4}$ " minus gravel crush surface tread.

All work to the Shuswap Trail Design Standards (STA, 2008. aka Provincial/Whistler/IMBA Standards, 2003).



Example of type 2 tread



Examples of GRS style retaining

Note: our implementation of this style of retaining would be on a much smaller scale, no more than about 1m in height and 10m in length. We will be using Dan Murray from 'Dan Murray landscaping' who has an extensive history working with 'Landmark Solutions' building GRS retaining. These sections will be constructed with small bump outs as shown above (Right) to allow for planting of native shrub and bushes, which over time will add to the structural integrity of the corners.

Finish:

- Compacted crushed gravel finish
- 1.22m width (4ft)
- Rolling crown, approx 5cm rise to center, (will lessen with use)
- Clear width 3m
- Clear height, 2.4m.

Note: Ideally, the shape of the tread should be crowned with 2% out-slope from the tread center, or a 5% out-slope on side hill trail where the hill grade exceeds the trail grade. In flat and low-grade areas, a crowned surface should be used to ensure positive drainage from the tread surface.

Project Details

Section	Length (m)	Notes
NAC-01	N/A	Upper trailhead, signage and anchoring
NAC-1 - NAC-02	50m	Existing tread, Cap
NAC-02 - NAC-03	35m	Existing tread, Reclam
NAC-02 - NAC-04	approx 20m	Tread, Mixture of flat and sidehill tread
NAC-04	11m Filter fence/Anchoring	Tread, Reshape
NAC-04 - NAC-05	approx 12m	Sidehill Tread, Reshape sidehill
NAC-05	approx 8m	Corner, Flat Corner, 4-5m R
NAC-05 - NAC-06	15m Filter fence/Anchoring	Sidehill Tread, Sidehill Tread w filter fence
NAC-06	approx 8m	Corner, Retained Corner, 4-5m R, 3ft H
NAC-06 - NAC-07	20m Filter fence/Anchoring	Sidehill Tread, Sidehill Tread w filter fence
NAC-07	approx 8m	Corner, Flat Corner, Dig in not out, 4-5m R
NAC-07 - NAC-08	12m Filter fence/Anchoring	Sidehill Tread, Sidehill Tread w filter fence
NAC-08	approx 7m Catch fence	Corner, Retained Corner, 4-5m R, 3ft H
NAC-08 - NAC-09	13m Filter fence/Anchoring	Sidehill Tread, Sidehill Tread w filter fence
NAC-09	approx 8m	Corner, Dig in Corner, 4-5m R
NAC-09 - NAC-10	8m Filter fence/Anchoring	Sidehill Tread, Sidehill Tread w filter fence
NAC-10	6.5m Catch fence	Corner, Dig in Corner & Fill, 4-5m R w Catch fence 3ftH
NAC-10 - NAC-11	11m Filter fence/Anchoring	Sidehill Tread, Sidehill Tread w filter fence
NAC-11	approx 8m	Corner, Dig in Corner, 4-5m R
NAC-11 - NAC-12	6m Filter fence/Anchoring	Sidehill Tread, Sidehill Tread w filter fence
NAC-12	approx 8m Catch fence	Corner, Dig in Corner & Fill, 4-5m R w Catch fence 3ftH
NAC-12 - NAC - 13	approx 25m	Sidehill Tread, Sidehill Tread
NAC-13 - NAC-14	approx 10m x 0-2ft	Fill, Fill in and Ramp up
NAC-14 - NAC-15	approx 5m	Tread, Flat Tread

NAC-15	N/A	Lower Trailhead, signage and anchoring
NAC-16 - NAC-17	90m Chain link fence	Low side boundary fence
NAC-18 - NAC-19	100m Chain Link fence	High side boundary fence
NAC-20		Turning Bump out (Property owner would like to keep this)

(NAC-# = Ninth Ave Connector - #)

Signage: (STA Sign Standards, 2008)

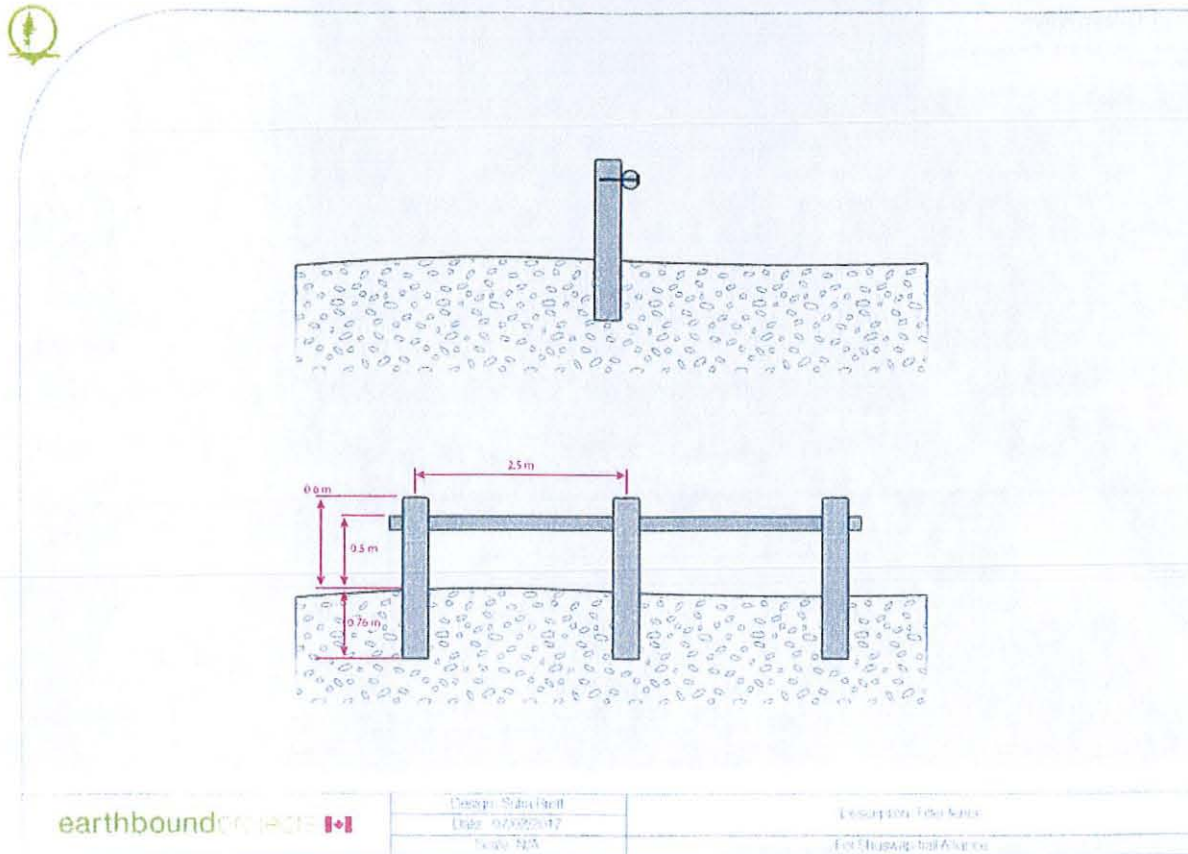
- List Details (See Sign Standards)
- 1 x move existing 6x6 post (new sign) to realign use to NEw trail and away from Podollan section.
- Install 2 x New 6x6 trailhead posts with mini map,
- Install 2 x New 4x4 enroute sign post with 'Private property' sign

Signage Details

Location	Type	Notes
NAC-P01	6x6	Mini Map (relocated and resigned from Rotary trail)
NAC-P02	6x6	Mini Map
NAC-P03	6x6	Mini Map
NAC-P04	4x4	Private property
NAC-P05	4x4	Private property
NAC-P06	4x4	Private property

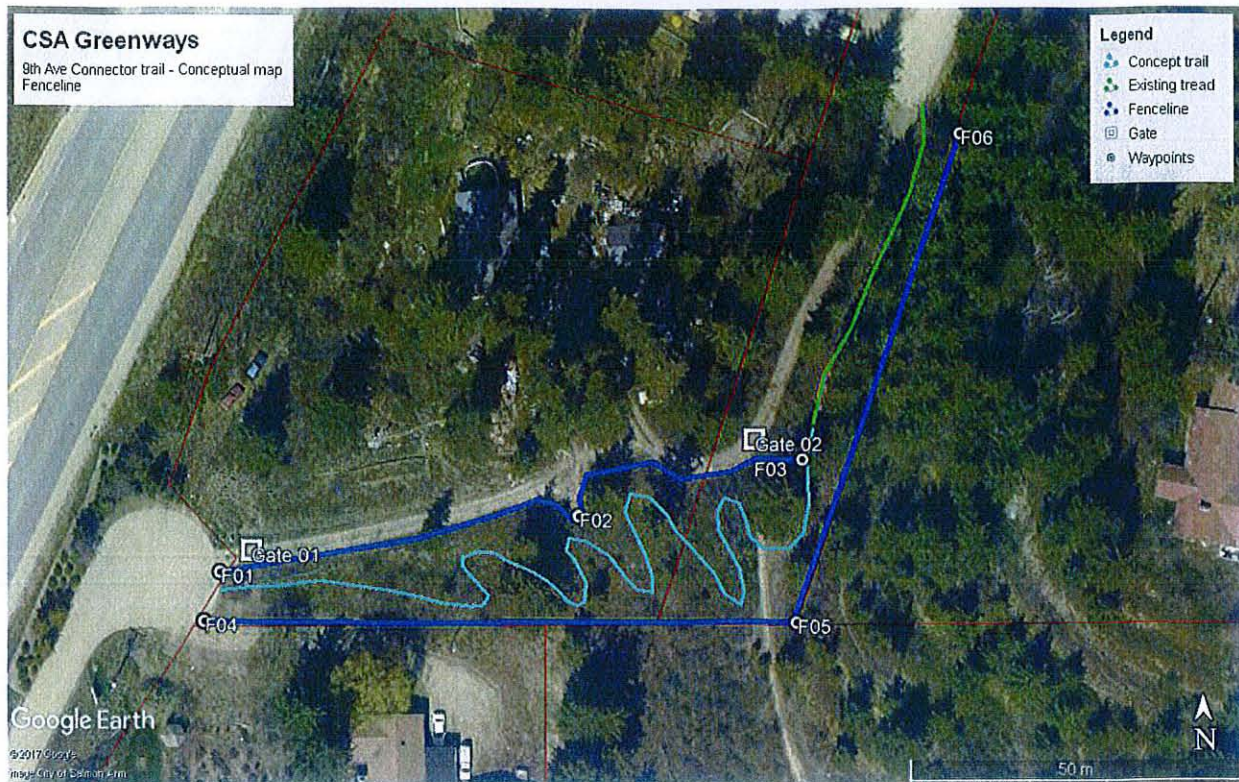
(NAC-P# = Ninth Ave Connector - Post#)

Anchoring & Filter fences: Due to the staked nature of this trail there is a concern users may short cut the corners, creating their own route through, especially mountain bikes. To inhibit this the use of placed anchors and filter fences will be implemented. In this project immediate anchors will be the installation of logs, rocks and filter fences. Filter fences are low (1.5ft) single rail pole rail type fences. They are designed low enough to not be a visual eyesore and eventually be absorbed within the low bushes and shrubs, but high enough to deter shortcutting. We have used these to great success at Mt tuam community park (Blind bay) to keep bikers on the designated trails and stop short cutting. Long term anchors would include the planting of native trees and shrubs that will over time grow up and create further deterrents.



Fencing: It has been requested by the CSA that 4ft chain link fencing be installed along the eastern and southern (Podollan) edges of the property. It has also been requested by the northern property owners (Hunters) that a 4ft chain link fence be installed along the northern edge of the property inhibiting users from migrating into their property, whose driveway has become a habituated route for students moving to school. We are also recommending the installation of gates on both upper and lower driveways. These are to act primarily (including signage) as visual cues that users are moving into someone's property. This type of fencing is outside the scope of the STA to construct and so at the CSA request we have included an outside quote from Good Neighbour Fencing (STA preferred vendor).

Location	Qty	Notes
F01 - F03	125m	4ft chain link fence
F02	10m apx	Requested bump out to be left for property owners (turn around area)
F04 - F05	125m	4ft chain link fence
F05 - F06	100m	4ft chain link fence
Gate 01	4.26 apx	4' x 14' commercial grade double swing gates
Gate 02	4.26 apx	4' x 14' commercial grade double swing gates



Fence line map



Lower trailhead & gate location



Upper trailhead & gate location

Budget Summary - Note: as requested we have included and sourced an outside quote for the fencing component. This is reflected in the Additional contract segment of the budgets below, along with outside specialist support for the GRS retaining sections.

#01 9th ave Connector PROJECT COSTING (WORKING).

Project Costing Updated: 04.12.2017		
Budget Summary		
Project Management & Technical	\$1,306.86	2%
Labour	\$15,024.65	23%
Administration	\$0.00	0%
Equipment	\$3,466.19	5%
Materials	\$4,264.04	6%
Additional Contracts	\$36,635.98	55%
Sub-Total	\$60,697.72	
Contingency	\$6,069.77	10%
Project Total	\$66,767.49	
metres		
Overall Average cost/meter	250	\$267.07

Budget Details

#01 9th ave Connector PROJECT COSTING (WORKING).				
Project Costing Updated: 04.12.2017				
Item	Qty	Rate	per	Budget
Project Management & Technical				
Project Coordination	4	\$46.00	hr	\$184.00
Route Development & Design	4	\$46.00	hr	\$184.00
GIS/Mapping	2	\$46.00	hr	\$92.00
Planning Documents & Approvals	8	\$46.00	hr	\$368.00
Field Plotting/Flagging	2	\$46.00	hr	\$92.00
Sign Layout/Design: Consultant Service	1	\$60.00	hr	\$60.00
Sign Layout/Coordination: STA	2	\$46.00	hr	\$92.00
Consultation & Meetings	3	\$46.00	hr	\$138.00
Reporting	2	\$46.00	hr	\$92.00
Travel - On Road	9	\$0.54	km	\$4.86
Project Management Total	2%			\$1,306.86
Labour				
Field Supervision	23	\$46.00	hr	\$1,035.00
Field Coordinator	123	\$36.00	hr	\$4,410.00
Corridor Brushing	48	\$26.00	hr	\$1,248.00
Tread Prep	36	\$26.00	hr	\$936.00
Corner Prep	30	\$26.00	hr	\$780.00
Retaining	54	\$26.00	hr	\$1,404.00
Reclamation	6	\$26.00	hr	\$162.50
Geotextile laying	12	\$26.00	hr	\$312.00
Capping	72	\$26.00	hr	\$1,872.00
Mobilization/Demobilization	0	\$26.00	hr	\$0.00
Fence Installation	28.65	\$26.00	hr	\$744.90
Riprap installation	48	\$26.00	hr	\$1,248.00
Tamping	12	\$26.00	hr	\$312.00
Anchoring	23	\$21.00	hr	\$488.25
Danger tree assessment	2	\$36.00		\$72.00
Labour Total	23%			\$15,024.65
Administration				
Bookkeeping		\$26.00	hr	\$0.00
Insurance		\$20.00	day	\$0.00
Other Expenses (Office) - GST PST Included				\$0.00
Workshop		\$25.00	day	\$0.00
Administration Total	0%			\$0.00
Equipment				
	Build Out	15	days	
Truck	100	\$0.54	km	\$54.00
Mini Ex Rental	2	\$800.00	day	\$1,600.00
Vertical Tamper Rental: _____	1	\$280.00	day	\$280.00
Horizontal Tamper Rental: _____	2	\$55.00	day	\$110.00
Muck Truck Rental:	1	\$400.00	wk	\$400.00
Chainsaw	2	\$22.00	day	\$44.00
Brush Saw	2	\$22.00	day	\$44.00
Cordless drill	5	\$22.00	day	\$110.00
Cordless Impact driver	5	\$22.00	day	\$110.00

Additional Fuel - Diesel (if not included above)	220	\$1.20	ltr	\$264.00
Additional Fuel - Gas (if not included above)	10	\$1.27	ltr	\$12.69
Tools - Daily	15	\$15.00	day	\$225.00
Safety - Daily	15	\$10.00	day	\$150.00
Snowshoes/Special Equipment		\$7.00	day/ps	\$0.00
Field Radios		\$10.00	day	\$0.00
GPS Units	1	\$10.00	day	\$10.00
Field Phones (Cell) - Daily	15	\$3.50	day	\$52.50
Trail Bike		\$15.00	day	\$0.00
Equipment Total	5%			\$3,466.19
Materials				
Large rock	3.00	\$25.00	yrd	\$75.00
Site delivery	1	\$75.00	load	
Logs	10.00	\$0.00	ea	\$0.00
Rails	41.00	\$10.31	ea	\$422.71
Posts	40.00	\$9.45	ea	\$378.00
3/4" minus Gravel crush	42.00	\$9.00	yrd	\$378.00
Site delivery	3.50	\$75.00	load	\$262.50
3-5" Riprap	36.00	\$22.00	yrd	\$792.00
Site delivery	3.00	\$75.00	load	\$225.00
Fill/Pitrun	11.00	\$18.00	yrd	\$198.00
Site delivery	1.00	\$75.00	load	\$75.00
Geotextile Fabric	3158.00	\$0.156	ft2	\$492.65
Geotextile Staples	902.00	\$0.1180	ea	\$106.44
Geotextile Fabric	2627.00	\$0.156	ft2	\$409.81
Geotextile Staples	285.00	\$0.1180	ea	\$33.63
Tuck tape	3.00	\$9.99	ea	\$29.97
Stain	0.50	\$59.84	ea	\$29.92
Grass seed	0.50	\$129.99	ea	\$65.00
Galv Lag Bolts - 6" x 3/8"	90.00	\$0.98	sign	\$88.20
Galv Flat washers - 3/8"	90	\$0.11	sign	\$9.90
Signs - Type 3 (6x6)	2	\$51.22	sign	\$102.44
Signs - En Route (4x4)	2	\$41.34	sign	\$82.68
Glave Lock washers - 3/8"	90	\$0.08	blz	\$7.20
Materials Total	6%			\$4,264.04
Additional Contracts				
Good Neighbour Fencing (Quote)	1	\$31,735.98	ft	\$31,735.98
Dan Murray Landscaping (retaining specialist)	122.5	\$40.00	cu m	\$4,900.00
Additional Contracts Total	55%			\$36,635.98
Sub-Total				\$60,697.72
Contingency	10%			\$6,069.77
MINUS GST - 50% rebate				
Project Total				\$66,767.49
	metres			budget cost/metre
Overall Average cost/meter	250			\$267.07

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Item 11.3

CITY OF SALMON ARM

Date: January 29, 2018

Environmental Advisory Committee Terms of Reference

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: Council approve the Environmental Advisory Committee change in membership from seventeen (17) voting members to fifteen (15) by removing the following organizations from the Terms of Reference:

- Salmon Arm Greenways Committee; and
- Salmon River Watershed Roundtable

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



City of Salmon Arm
Memorandum from the Corporate Officer

TO: Her Worship Mayor Cooper and Council

DATE: January 23, 2018

SUBJECT: Environmental Advisory Committee Terms of Reference

MOTION FOR CONSIDERATION:

THAT: Council approve the Environmental Advisory Committee change in membership from seventeen (17) voting members to fifteen (15) by removing the following organizations from the Terms of Reference:

- Salmon Arm Greenways Committee; and
 - Salmon River Watershed Roundtable
-

Background:

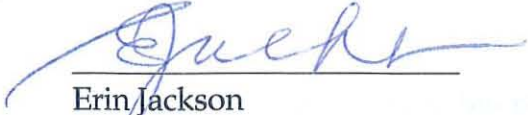
The Terms of Reference (attached as Appendix 1), outlines the composition of the Environmental Advisory Committee. Until recently, Committee membership has included one (1) Council representative, three (3) Citizens at Large and thirteen (13) organizations; however, Salmon Arm Greenways Committee and Salmon River Watershed Council are no longer able to participate and it is recommended that they be removed from the list and not replaced.

An expression of interest process was undertaken in November 2017 to seek replacement organizations, though no applications were received by the closing date. While additional members may provide a wider perspective, achieving quorum has presented some challenges due to the size of the committee. Reducing the membership to fifteen (15) will enable the members to more easily conduct business.

With the change in membership, quorum will now be achieved when eight (8) members are present. For this reason, staff support the reduction of membership and recommend

that Council adopt the motion for Consideration which will effectively amend the Environmental Advisory Committee Terms of Reference.

Respectfully Submitted,

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

Erin Jackson
Corporate Officer

Appendices:

Appendix 1 -Environmental Advisory Committee Terms of Reference

City of Salmon Arm
Environmental Advisory Committee
Terms of Reference

The City of Salmon Arm recognizes that we live in a finite world and that the natural ecosystem around us is what we depend on for our survival. As a community we will be respectful of the local and global ecosystems.

The Environmental Advisory Committee, "the Committee", has been established to advise the Council for the City of Salmon Arm on environmental matters.

1. Purpose of the Committee:

To act as an advisory body and resource group to City Council and Administration regarding ways to protect, maintain and enhance the natural environment in accordance with the provisions of the Environmental section of the Official Community Plan.

2. Activities:

1. The Committee shall undertake activities and projects with City Council's support or direction.
2. Project review and comment:
 - 2.1 Council or City staff may elect to forward specific City projects or private development projects to the committee for review and comment. The Committee will provide written review and comment on these projects in a timely manner.
 - 2.2 The Committee may also independently elect to provide review and comment on environmental issues and concerns that come directly to the attention of the Committee.
 - 2.3 The Committee's comments and recommendations will not bind council to a course of action. The Committee's reviews and comments will be presented to Council in a positive, respectful and well researched fashion.
 - 2.4 The Committee's comments and reviews will have due regard for federal, provincial and municipal legislation and the policies and direction of City Council.
 - 2.5 As part of completing recommendations, the Committee may consult with outside parties having an interest in the natural environment such as property owners, the development industry, government agencies, school boards, experts, consultants and

public interest groups. Such consultation would require the approval of City Council.

3. Upon the direction of City Council, the Committee will undertake and co-ordinate with City Administration the completion of natural environmental research projects.
4. The Committee may undertake educational initiatives both formally and informally, which raise the profile of the natural environment of the City of Salmon Arm. The nature of this education will be determined from time to time on the basis of need.
5. The Committee will provide input and comments on environmental aspects of policies of the City of Salmon Arm. Further, the Committee may make recommendations and advise Council on policies to be developed.

6. Membership

6.1 The Committee shall be composed of 17 members, as follows:

- ♦ One (1) member of City Council;
- ♦ One (1) member appointed to represent Salmon Arm Bay Nature Enhancement Society [SABNES];
- ♦ One (1) representative from the Forest Industry;
- ♦ One (1) representative from the Agricultural Industry;
- ♦ One (1) representative appointed to represent the Adams Lake Indian Band;
- ♦ One (1) representative appointed to represent the Neskonlith Indian Band;
- ♦ One (1) member appointed to represent Shuswap Environmental Action Society [SEAS];
- ♦ One (1) member appointed to represent the Fish and Game Club;
- ♦ One (1) member appointed to represent Salmon Arm Greenways Committee;
- ♦ One (1) member appointed to represent Shuswap Naturalists;
- ♦ One (1) member appointed to represent Salmon River Watershed Round Table;
- ♦ One (1) member appointed to represent Shuswap Construction Industry Professionals;
- ♦ One (1) member appointed to represent WA:TER;
- ♦ One (1) member appointed to represent Shuswap Pro Development Association; and
- ♦ Three (3) citizens at large with professional expertise respecting environmental and/or as personal interest in the environment

6.2 Appointment of members, other than the City Councillor and those appointed by a specific group, shall be advertised and ratified by City Council. Committee membership shall be two (2) years. The terms of office for appointments may be varied to provide for continuity in the Committee.

6.3 The Committee shall be chaired by the member of City Council appointed to the Committee. If this Councillor is unable to attend a scheduled meeting, the Committee will appoint a chair from the attending membership at that meeting. Any comments, recommendations or motions of the Committee will be as valid as if the Councillor had been present.

6.4 Fifty percent (50%) + one (1) shall constitute a quorum.

6.5 The Committee may request that members resign after missing three consecutive meetings without prior notice.

6.6 Committee members representing a specific group or organization are responsible for designating an alternate representative of that group or organization if they are unable to attend themselves.

7. Procedural Matters

7.1 The Committee shall meet once per month at City hall. The date and time of such meetings shall be determined by the Committee, and may be varied at any time by the Committee. The actual starting time may be altered to accommodate site tours. There shall be no regular meeting held during the months of July or August, unless otherwise agreed by a majority of members.

7.2 The City Councillor chairing the Committee may vote on any motion. In the event of a tie vote, the motion is defeated.

7.3 A member of City staff will be available to the Committee on a regular basis to assist with any administrative or procedural matters, including the recording of minutes. City staff members may be invited, from time to time, to attend committee meetings to comment on matters relevant to Committee proceedings.

7.4 There shall be no remuneration payable to members for sitting on the Environmental Advisory Committee.

7.5 Environmental Advisory Committee members shall obtain permission from property owners prior to entering private property.

7.6 Committee meetings are open to the public, but members of the public who attend will not be permitted to vote on any matter before the Committee. Such members of the public may ask questions or make comments, at the discretion of the Committee.

8. Reporting

Committee minutes will be presented to Council for information purposes.

- 8.1 All recommendations of the Committee must be ratified by Council prior to being actioned.
- 8.2 The Environmental Advisory Committee is responsible directly to Council.
- 8.3 All media releases must be ratified by Council.

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Item 11.4

CITY OF SALMON ARM

Date: January 29, 2018

Cultural Master Plan Task Force Recommendations

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



City of Salmon Arm

Memorandum from the Corporate Officer

TO: Her Worship Mayor Cooper and Council

DATE: January 23, 2018

SUBJECT: Cultural Master Plan Task Force Recommendations

Motion for Consideration:

THAT: Council authorize staff to issue a Request for Proposals inviting submissions from consultants to prepare a Cultural Master Plan.

Background:

At the Regular Council Meeting of January 11, 2016, a Resolution was adopted by Council acknowledging that it is incumbent upon the City to take a lead role in the process of commissioning a Cultural Master Plan and facilitating collaboration amongst the interested parties.

As the first step, a Task Force was established to investigate the potential preparation of a Cultural Master Plan and, by consensus, indentify the following:

- Scope;
- Phases;
- Consultation / Cooperation;
- Best Practices;
- Probable Cost / Budget; and
- External Funding Opportunities.

The Task Force is comprised of Councillor Wallace Richmond, Tracey Kutschker (Shuswap District Arts Council), Susan Robinson (Shuswap Society for the Arts and Culture), Lana Fitt (Salmon Arm Economic Development Society), Doug Leatherdale (Citizen at Large) and Jodie Pruden (Alternate Citizen at Large). Meetings began on March 30, 2016 and were held regularly until July 2017.

On June 10, 2016 a workshop was facilitated by Patricia Huntsman of Patricia Huntsman Culture and Communication. This workshop was provided to members of the Task Force and funded by the Shuswap Rotary Club in order to assist with the process.

Following the workshop, it became apparent that the City is well positioned to take Cultural Planning to the next level. Salmon Arm is rich with Cultural assets and resources as well as enthusiastic partners willing to participate either financially or through in-kind contributions. The direct benefit of a formal plan will be to provide a comprehensive inventory of what the community already has and to determine what, if any, gaps there are so that future projects and initiatives are most effectively targeted to meet the needs of the community.

In March 2017, the Task Force held an Open House which featured information panels and a survey. To date, 265 responses have been received (summary is attached as Appendix 1); however, the members of the Youth Council also plan to conduct the survey at the Salmon Arm Secondary Sullivan campus in the future.

Since the beginning stages of the Cultural Master Plan Task Force, several projects have started to take shape that will impact the planning process. First of all, the Salmon Arm Economic Development Society launched a Place Branding initiative that is anticipated to conclude in the Spring of 2018. Information gathered from this process will help to inform the Cultural Master Plan. In addition, early planning has begun for a Recreation Centre Facility Study, which will consider the concept of a Performing Arts Theater as part of a retrofit of the existing facility or incorporating it into a new facility. This study will also look at community demographic demands, which will provide valuable data for the Cultural Master Plan.

While there are presently no known grant opportunities, the Task Force has determined that the total cost of the Master Plan should not exceed \$20,000.00. The lower than anticipated budget is largely due to the generous commitment of the partners to provide considerable in-kind resources to the project. As this is a City-led initiative, the Corporate Officer would work directly with the consultant and coordinate the efforts of Task Force members and other stakeholders during the process.

The funding partners and respective contributions are as follows:

• City of Salmon Arm	\$ 15,000.00
• Rotary Club of the Shuswap	2,500.00
• Shuswap Society for the Arts and Culture	2,500.00 + In-kind
• Salmon Arm Economic Development Society	In-kind
• Shuswap District Arts Council	<u>In-kind</u>
	\$ 20,000.00

As the identified objectives of the Task Force have been met, it is recommended that a Request for Proposals be prepared and issued following the conclusion of the Salmon Arm Place Branding project. The consultant would engage in a process based upon the following:


- an in-depth review and analysis of the existing situation;
- a comprehensive public consultation process and community survey;
- clear and targeted research of the experiences of other municipalities to identify best practices; and
- a realistic and appropriate strategy for future implementation.

Numerous stakeholders have already been identified and consulted in order to advance the conversation about what cultural assets Salmon Arm presently has and what needs exist in the community. The information gathered during this preliminary Cultural Inventory data collection will be useful during the preparation of the Cultural Master Plan, which will ultimately help the stakeholders to make better use of existing infrastructure and resources and also identify where the missing pieces are.

In addition to identifying the current and projected needs of the community, the anticipated outcome of a Cultural Master Plan will be increased livability, new resident attraction and greater tourism draw.

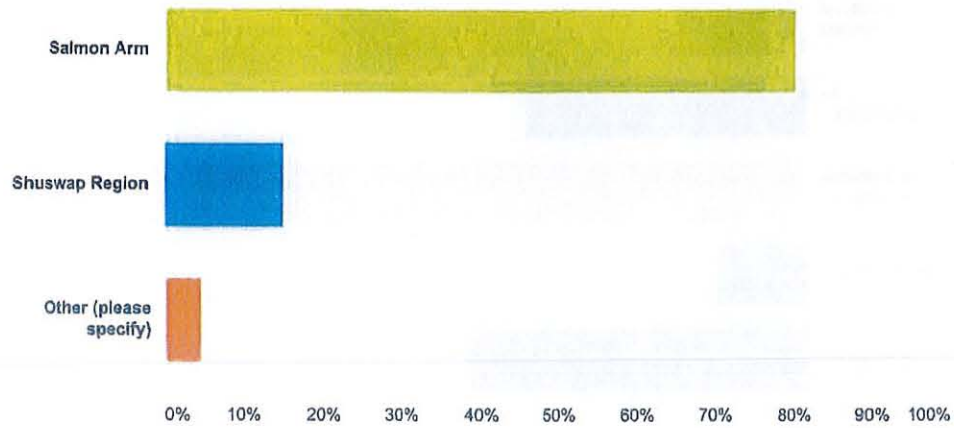
It is recommended that the Motion for Consideration be adopted.

Respectfully Submitted,


Erin Jackson
Corporate Officer

Q1 I am a resident of

Answered: 265 Skipped: 1



Answer Choices

Responses

Salmon Arm

80.38%

213

Shuswap Region

15.09%

40

Other (please specify)

4.53%

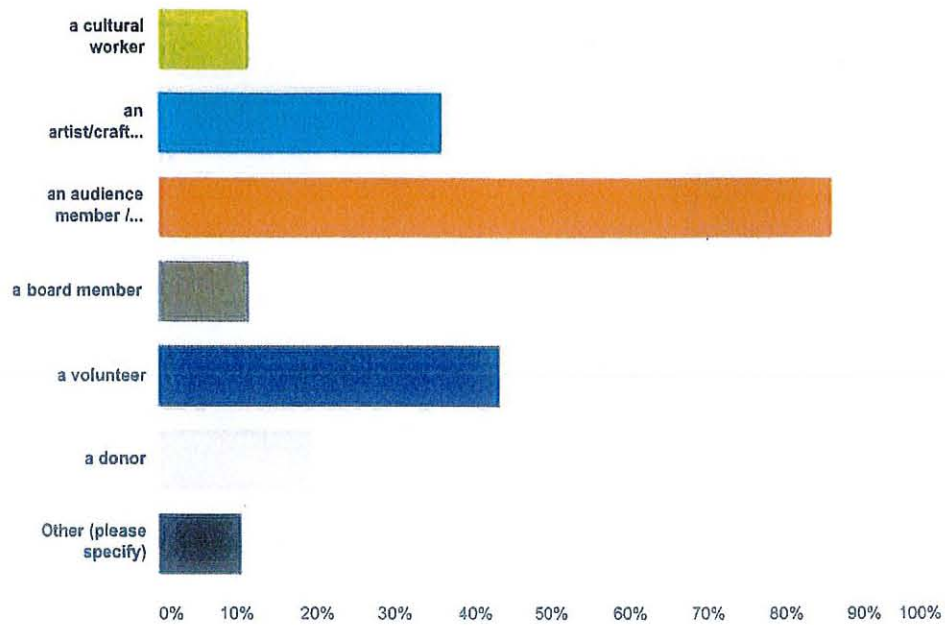
12

Total

265

Q2 I participate in local arts and culture as

Answers: 264 Skipped: 2



Answer Choices

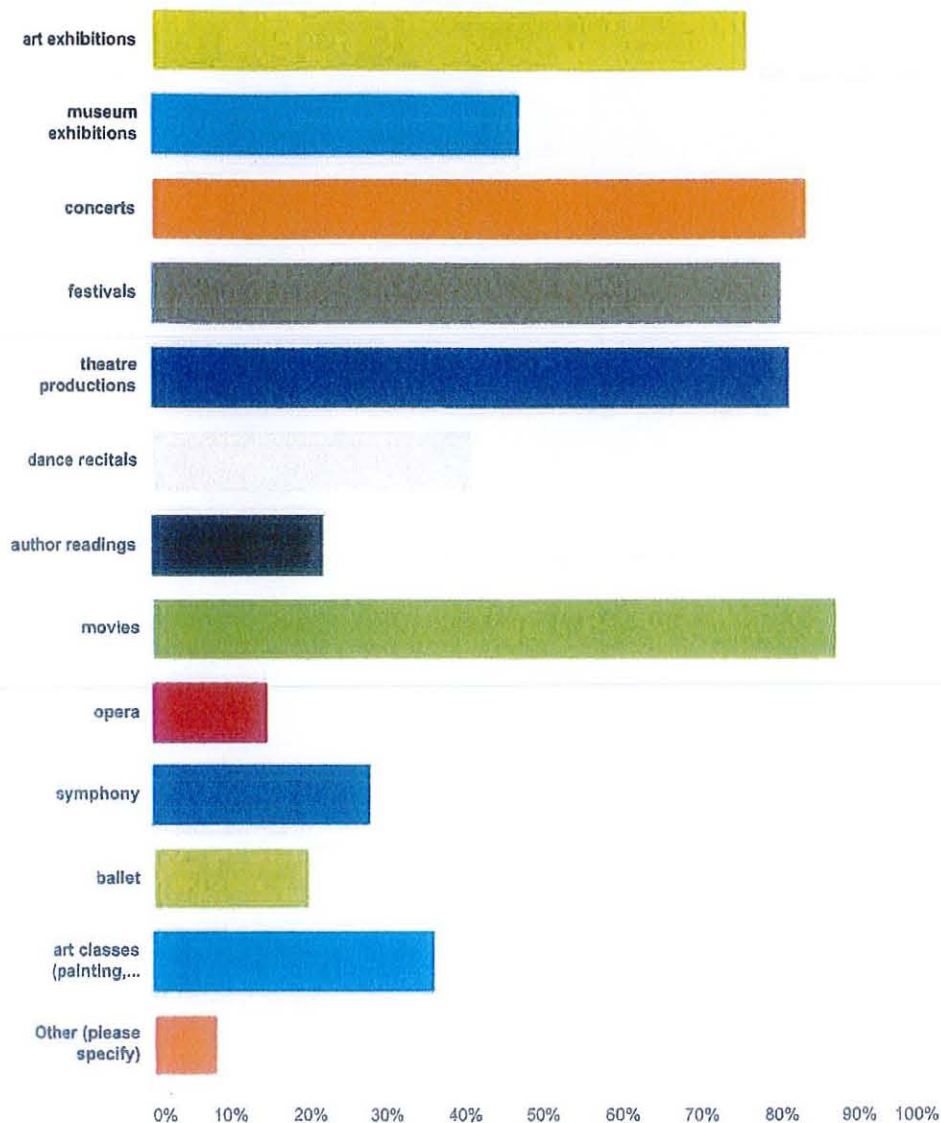
Responses

a cultural worker	11.74%	31
an artist/craftsperson	35.98%	95
an audience member / spectator / guest	85.98%	227
a board member	11.74%	31
a volunteer	43.18%	114
a donor	19.32%	51
Other (please specify)	10.61%	28

Total Respondents: 264

Q3 I attend the following types of arts and cultural offerings (select all that apply)

Answered: 236 Stopped: 0



Answer Choices

Responses

art exhibitions	75.56%	201
museum exhibitions	46.62%	124
concerts	83.46%	222
festivals	80.08%	213
theatre productions	81.20%	216
dance recitals	40.60%	108

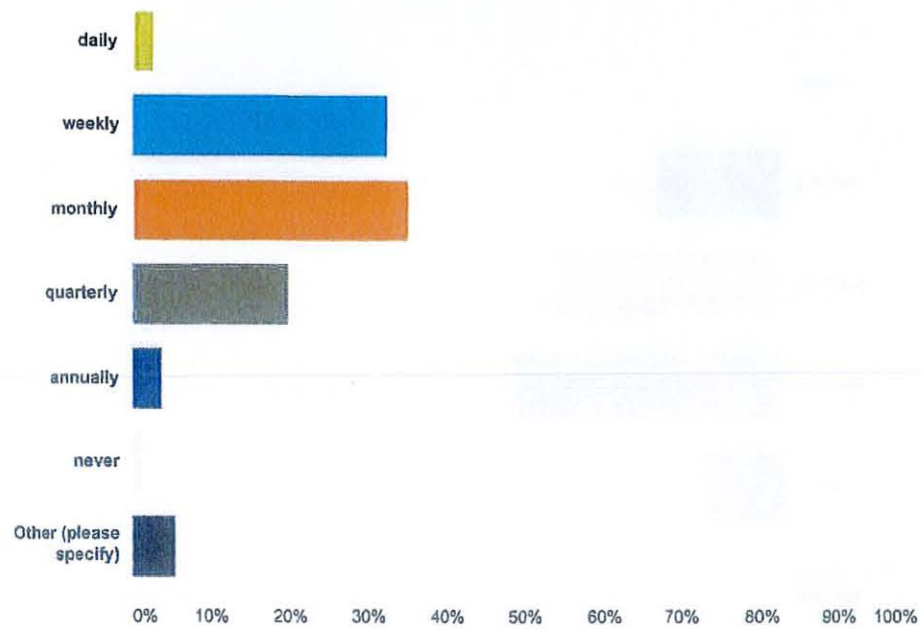
Cultural Master Plan

SurveyMonkey

author readings	21.80%	58
movies	87.22%	232
opera	14.66%	39
symphony	27.82%	74
ballet	19.92%	53
art classes (painting, sketching, pottery, etc)	36.09%	96
Other (please specify)	8.27%	22
Total Respondents: 266		

Q4 I visit local art and cultural facilities

Answered 261 Skipped 5



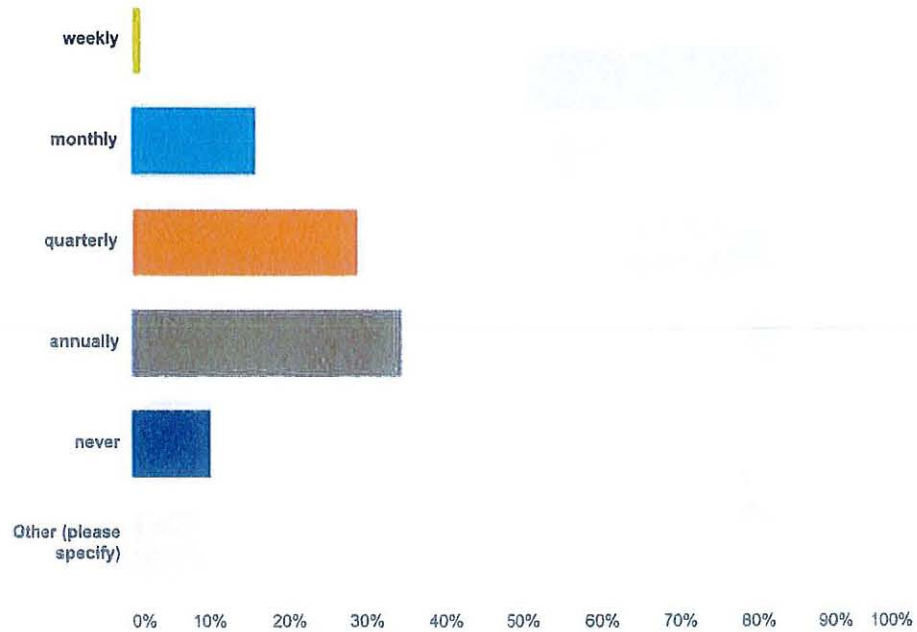
Answer Choices

Responses

daily	2.68%	7
weekly	32.18%	84
monthly	34.87%	91
quarterly	19.92%	52
annually	3.83%	10
never	1.15%	3
Other (please specify)	5.36%	14
Total		261

Q5 I travel out of town to attend arts and culture events

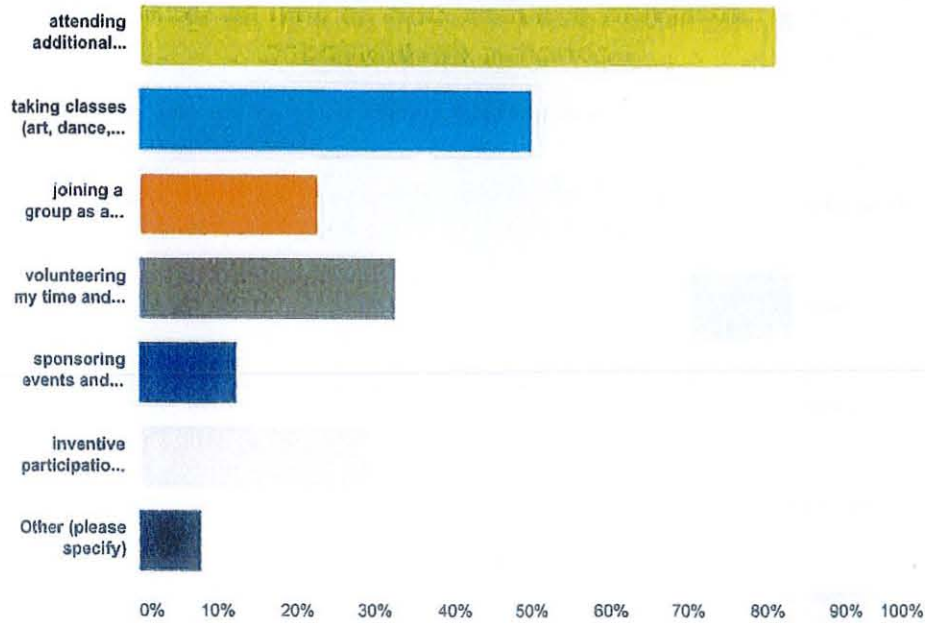
Answered: 261 Skipped: 2



Answer Choices	Responses	
weekly	1.52%	4
monthly	15.91%	42
quarterly	28.79%	76
annually	34.47%	91
never	10.23%	27
Other (please specify)	9.09%	24
Total		264

Q6 I am interested in

Answered: 252 Skipped: 14



Answer Choices

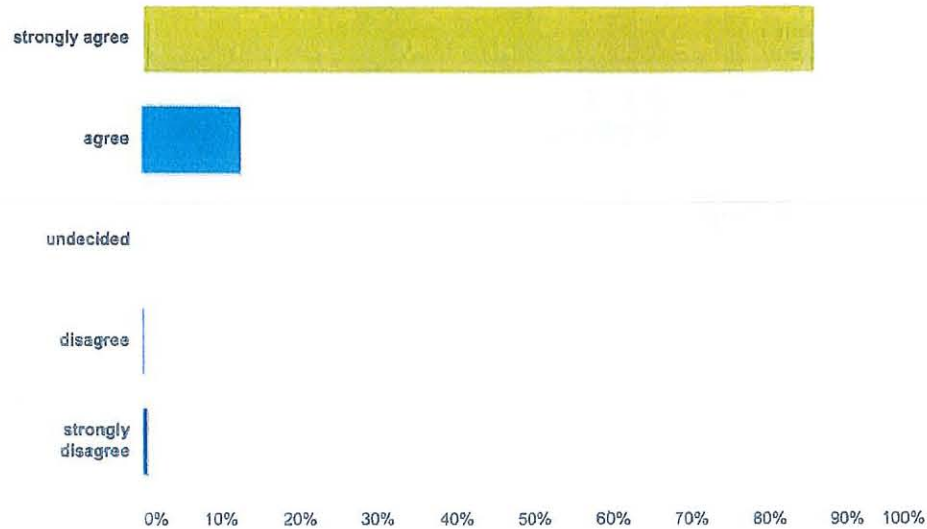
Responses

attending additional events	80.95%	204
taking classes (art, dance, pottery etc)	49.60%	125
joining a group as a member	22.62%	57
volunteering my time and expertise	32.54%	82
sponsoring events and initiatives	12.30%	31
inventive participation (art, theatre, concert, etc)	28.97%	73
Other (please specify)	7.94%	20

Total Respondents: 252

Q7 I believe that arts and culture is critical to community vibrancy, social inclusion, cultural diversity, tourism, resident attraction and retention as well as local economic development.

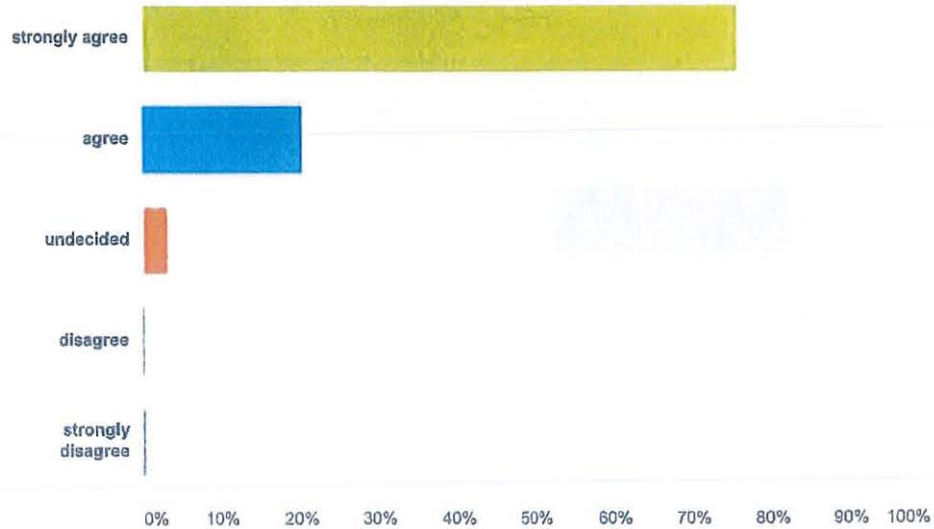
Answered: 265 Skipped: 1



Answer Choices	Responses	
strongly agree	86.04%	228
agree	12.83%	34
undecided	0.00%	0
disagree	0.38%	1
strongly disagree	0.75%	2
Total		265

Q8 I believe that a vibrant arts and culture scene foster entrepreneurship and innovation and are key factors in bolstering the expanding creative economy in British Columbia (coding, video game development, film, music, design and publishing)

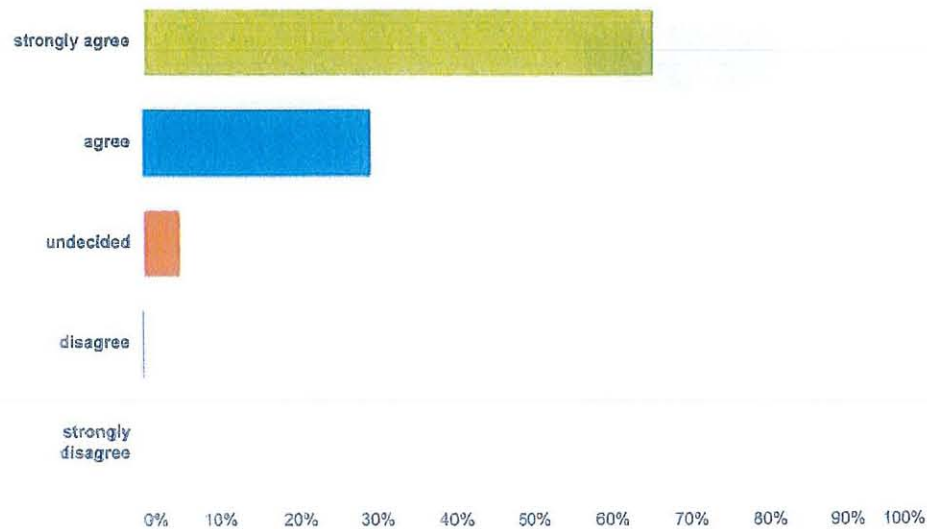
Answered: 262 Skipped: 4



Answer Choices	Responses	
strongly agree	75.57%	198
agree	20.23%	53
undecided	3.44%	9
disagree	0.38%	1
strongly disagree	0.38%	1
Total		262

Q9 I support the stated objectives in the OCP that acknowledge the role of community groups in providing arts, culture and heritage services, and work in collaboration with these groups, particularly in terms of supporting volunteer organizations and encouraging shared facilities including the preparation of a Cultural Master Plan.

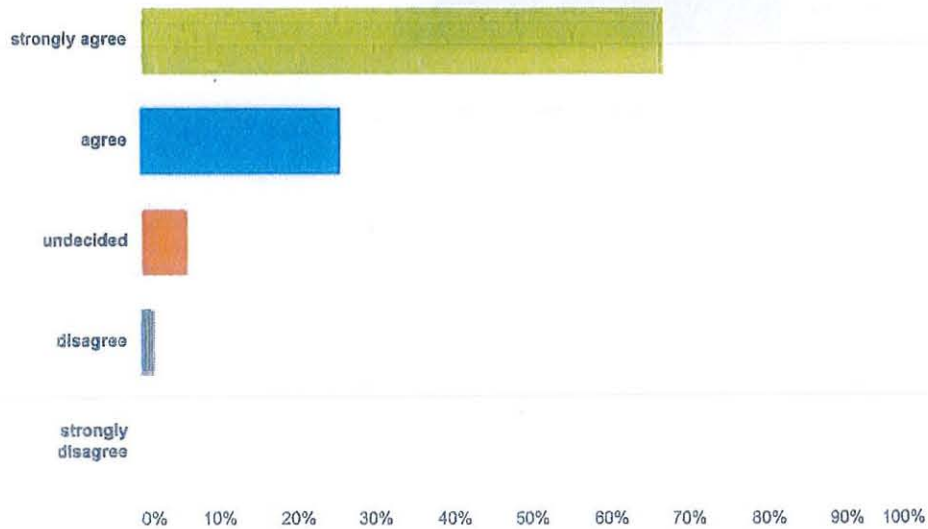
Answered: 264 Skipped: 2



Answer Choices	Responses	
strongly agree	65.53%	173
agree	29.17%	77
undecided	4.92%	13
disagree	0.38%	1
strongly disagree	0.00%	0
Total		264

Q10 I believe a cultural master plan with support from the City of Salmon Arm and community partners will be a valuable planning tool to enhance collaboration among existing groups, encourage greater community participation, improve and expand existing facilities and offerings and support sustainable community development.

Answered: 266 Skipped: 0



Answer Choices	Responses	
strongly agree	66.54%	177
agree	25.56%	68
undecided	6.02%	16
disagree	1.88%	5
strongly disagree	0.00%	0
Total		266

**Q11 I would like to help with this process
and stay informed on progress by sharing
my email address**

Answered: 264 Skipped: 2

no thank you



yes please!
Here is my...



0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Answer Choices

no thank you

yes please! Here is my email address

Total

Responses

55.68% 147

44.32% 117

264

Item 18.1

CITY OF SALMON ARM

Date: January 29, 2018

Sanitary Sewer Main Extension to Elks Hall Property

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

11. STAFF REPORTS**5. Director of Development Services – Sanitary Sewer Main Extension to Elks Hall Property [3690 – 30 Street NE]**

0420-2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: Council authorize the extension of the City's sanitary sewer through the Rural Area to accommodate a connection to the property located at 3690 – 30 Street NE, owned by the Elks Recreation Society, as per the proposal from Franklin Engineering Ltd. dated August 8, 2017;

AND THAT: Approval of the above is subject to the Elks Recreation Society being responsible for all associated costs of the main extension, including payment to the City of a Capital Cost Equivalent in lieu of the Sanitary Sewer Development Cost Charge of \$2,890.04;

AND THAT: Final design is subject to approval by the City Engineer.

CARRIED

Councillor Lavery Opposed



Agricultural Land Commission
 133-4940 Canada Way
 Burnaby, British Columbia V5G 4K6
 Tel: 604 660-7000
 Fax: 604 660-7033
 www.alc.gov.bc.ca

January 22, 2018

Reply to the attention of: Benjamin Daly
 ALC File: 56561

Franklin Engineering
DELIVERED ELECTRONICALLY

Attention: Sean Husband

Re: Application 56561 to conduct a non-farm use in the Agricultural Land Reserve

Please find attached the Reasons for Decision of the Okanagan Panel for the above noted application (Resolution #25/2018). As agent, it is your responsibility to notify the applicant accordingly.

Review of Decisions by the Chair

Under section 33.1 of the *Agricultural Land Commission Act* (ALCA), the Chair of the Agricultural Land Commission (the Commission) has 60 days to review this decision and determine if it should be reconsidered by the Executive Committee in accordance with the ALCA. You will be notified in writing if the Chair directs the reconsideration of this decision. The Commission therefore advises that you consider this 60 day review period prior to acting upon this decision.

Request for Reconsideration of a Decision

Under section 33(1) of the ALCA, a person affected by a decision (e.g. the applicant) may submit a request for reconsideration. The request must be received within one (1) year from the date of this decision's release. For more information, refer to *ALC Policy P-08: Request for Reconsideration* available on the Commission website.

Please direct further correspondence with respect to this application to Benjamin Daly at (Benjamin.Daly@gov.bc.ca).

Yours truly,

Benjamin Daly, Land Use Planner

Enclosures: Reasons for Decision (Resolution #25/2018)
 Schedule A: Decision Map

cc: City of Salmon Arm



AGRICULTURAL LAND COMMISSION FILE 56561
REASONS FOR DECISION OF THE OKANAGAN PANEL

Utility application submitted under s. 6 of the ALR Use, Subdivision and Procedure
Regulation (BC Regulation 171/2002)

Applicants:

George Vanderheyden
Gilbert Deshima
Barbara Deshima
Salmon Arm Elks Recreation Society

Agent:

Sean Husband, Franklin Engineering

Properties:

Property 1

Parcel Identifier: 011-351-101

Legal Description: Lot 3, Section 25, Township 20,
Range 10, West of the 6th Meridian, Kamloops
Division Yale District, Plan 1705 Except Part
Outlined Red on Plan B5539

Civic: 3461 30th St NE Salmon Arm, BC

Area: 3.9 ha

**Property 2****Parcel Identifier: 011-153-784****Legal Description: Lot 2, Section 25, Township 20,
Range 10, West of the 6th Meridian, Kamloops
Division Yale District, Plan 1705 Except Plan
13691****Civic: 3601 30th St NE Salmon Arm, BC****Area: 7.4 ha****Property 3****Parcel Identifier: 010-544-364****Legal Description: Lot 3, Section 30, Township 20,
Range 9, West of the 6th Meridian, Kamloops
Division Yale District, Plan 4469****Civic: 3690 30th St NE Salmon Arm, BC****Area: 4.2 ha****Panel:****Gerald Zimmermann, Okanagan Panel Chair****Greg Norton****Jim Johnson**



OVERVIEW

- [1] The Properties are located within the Agricultural Land Reserve (ALR) as defined in s. 1 of the *Agricultural Land Commission Act* (the ALCA). The Properties are located within Zone 1 as defined in s. 4.2 of the ALCA.
- [2] The Applicants are applying to the Agricultural Land Commission (the "Commission") to register a Right-of-Way (ROW), in favour of the City of Salmon Arm (the "City"), to extend a sanitary sewer through ± 0.2 ha of ALR land from the sewer's existing terminus at 28th Street NE to Property 3 (the "Proposal"). The ROW is proposed to be 6 m wide by ± 450 m long, with ± 350 m of the ROW in the ALR. The purpose of the proposed sanitary sewer extension is to connect the Elks Recreation Society (Property 3) to municipal sanitary services, because the existing on-site sanitary disposal system on Property 3 is deficient and cannot accommodate any future expansion.
- [3] The issue in the Proposal is whether the proposed sanitary sewer extension would impact the agricultural utility of the Properties.
- [4] The issue was considered in the context of the purposes of the Commission set out in s. 6 of the ALCA. These purposes are:
- (a) to preserve agricultural land;
 - (b) to encourage farming on agricultural land in collaboration with other communities of interest; and
 - (c) to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of agricultural land and uses compatible with agriculture in their plans, bylaws and policies.

EVIDENTIARY RECORD

- [5] The Proposal along with related documentation from the Applicants, Agent, local government and Commission is collectively referred to as the "Application". All documentation in the Application was disclosed to the Agent in advance of this decision.



EVIDENCE AND FINDINGS

- [6] To assess agricultural capability on the Properties, the Panel referred to agricultural capability ratings. The ratings are identified using the Canada Land Inventory (CLI), 'Soil Capability Classification for Agriculture' system. The improved agricultural capability ratings applicable to the Properties are Class 2 and Class 3, more specifically (6:2X – 4:3TM).

Class 2 - land is capable of producing a wide range of crops. Minor restrictions of soil or climate may reduce capability but pose no major difficulties in management.

Class 3 - land is capable of producing a fairly wide range of crops under good management practices. Soil and/or climate limitations are somewhat restrictive.

The limiting subclasses associated with this parcel of land are M (moisture deficiency), T (topographic limitations), and X (a combination of soil factors).

- [7] Based on the agricultural capability ratings, the Panel finds that the Properties have prime agricultural capability.
- [8] Property 1 is the only property being actively used for agriculture, with the proposed sewer crossing beneath $\pm 80\text{m}$ of cultivated hayfield. The Application submits that the sewer line will be directionally drilled to avoid surface disturbance and designed at a depth of at least 1.5 m to avoid any impacts to the farm operations. The Application also submits that the sewer has been aligned, where possible, along property boundaries and existing roads. The Panel is satisfied with the measures being taken to limit the proposed sewer's impacts on current and future agricultural activities and finds that the routing and construction methods of the proposed sanitary sewer will not impact the agricultural utility of the Properties.
- [9] The Panel is, however, concerned with potential conflicts that could arise during the construction of the sanitary sewer. The Panel finds that in order to avoid conflicts with the active agricultural operation on Property 1 the sewer must be constructed between harvesting and seeding times.



[10] The Application has proposed that the portion of the ROW that is parallel to 30th Street NE be offset by 0.5 m from the road ROW to prevent downstream properties from being subject to a municipal sanitary sewer frontage tax. In a report prepared by City of Salmon Arm Development Services, City Staff made the recommendation that the proposed sanitary sewer should be aligned with the existing 30th Street NE ROW and not in a separate ROW on private property. City Staff reasoned that including the sanitary sewer in the existing ROW is more prudent from a long-term planning and financial planning perspective.

[11] At its meeting of October 23, 2017, the City of Salmon Arm Council resolved to approve the extension of the sanitary sewer main as proposed, with the ROW being offset from 30th Street NE.

[12] The Panel agrees with City Staff's recommendation to locate the proposed sanitary sewer within the existing road ROW instead of offsetting the sanitary sewer from 30 Street NE onto ALR land. Offsetting the ROW would require further applications to the Commission if other downstream properties sought to connect to the sanitary sewer in the future.

DECISION

[13] For the reasons given above, the Panel refuses the Proposal as proposed.

[14] The Panel approves an alternate configuration to extend the sanitary sewer from 28th Street NE to Property 3 with the portion of the sewer running parallel to 30th Street NE being located within the existing road ROW as identified in Schedule A: Decision Map, subject to the following conditions:

PRE-CONSTRUCTION PHASE

- a. the submission of a survey plan delineating the area to be registered as a ROW;
- b. the location of the right-of-way for the sanitary sewer line be in substantial compliance with Schedule A: Decision Map of this decision;



- c. the submission of a written and signed agreement that indicates the construction dates of the sanitary sewer that has been mutually agreed upon by the agent and the owner of Property 1, as per condition g.
- d. the survey plan be submitted within three years from the date of release of this decision;

CONSTRUCTION PHASE

- e. the sanitary sewer must be constructed using directional drilling;
- f. the sanitary sewer must be located at a depth of at least 1.5m below Property 1;
- g. the construction of the sanitary sewer must be conducted between harvesting and seeding of Property 1, or at such a time that does not disrupt the agricultural activities occurring on Property 1;
- h. That any existing topsoil on the Property that is disturbed during construction of the Proposal must be stripped and salvaged for future soil reclamation purposes. Stock piled topsoil must not be removed from the Property; and
- i. Unauthorized fill material must not be placed on the Property.

[15] When the Commission confirms that conditions a. through d. have been met, it will authorize the Registrar of Land Titles to accept registration of the statutory right-of-way plan.

[16] These are the unanimous reasons of the Panel.

[17] A decision of the Panel is a decision of the Commission pursuant to s. 11.1(5) of the ALCA.

[18] Resolution #25/2018

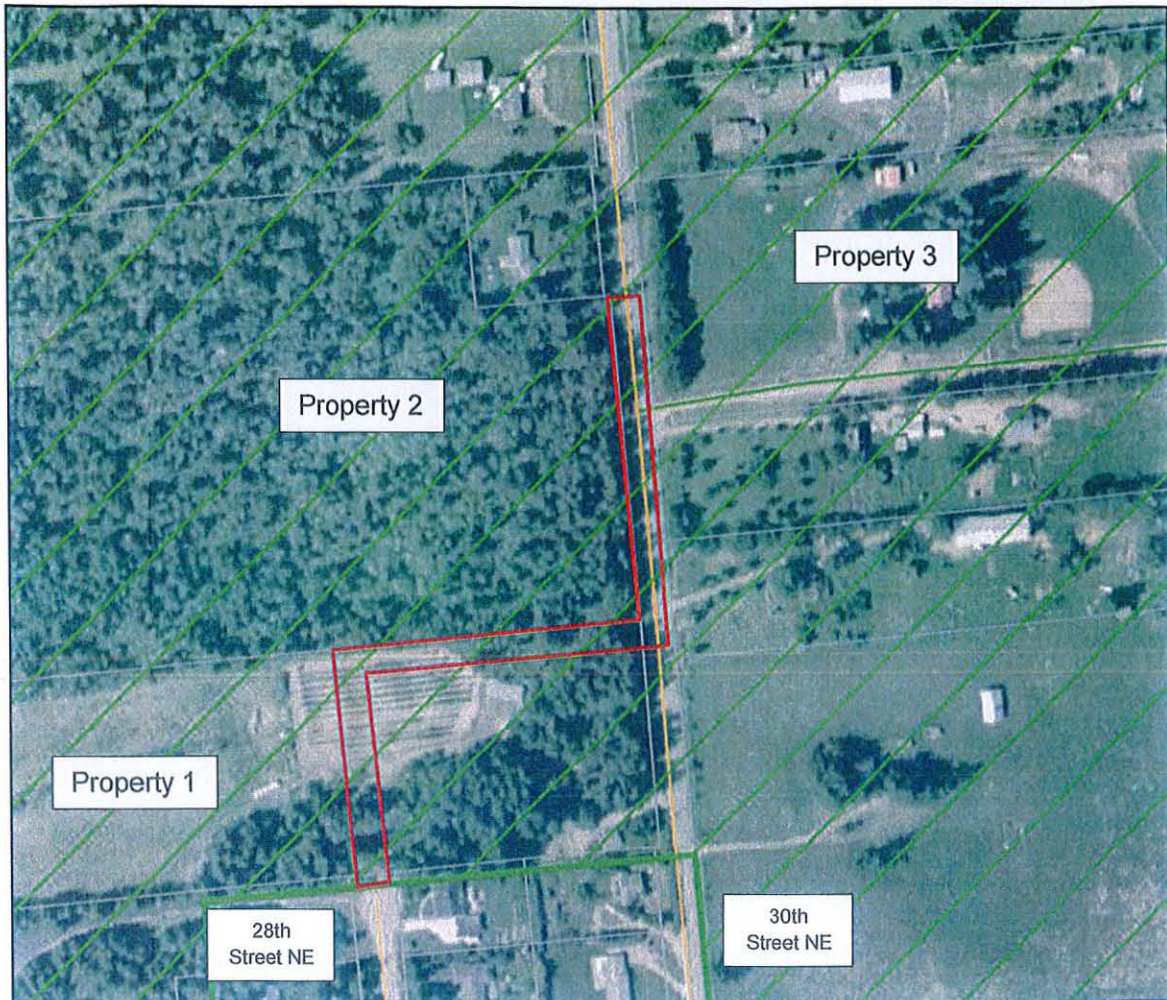
Released on January 22, 2018

Gerald Zimmermann, Chair

On behalf of the Okanagan Panel



Schedule A: Agricultural Land Commission Decision Map
ALC File 56561 (Elks Recreation Society)
Conditionally Approved Utility Right-of-Way
ALC Resolution #25/2018



Conditionally Approved Utility Right-of-Way (0.2 ha)



Development Services Department Memorandum

TO: Her Worship Mayor Cooper and Council

FROM: Director of Development Services

DATE: October 11, 2017

SUBJECT: Sanitary Sewer Main Extension to Elks Hall Property – 3690 - 30 Street NE

MOTION FOR CONSIDERATION

THAT: Council authorize the extension of the City's sanitary sewer through the Rural Area to accommodate a connection to the property located at 3690 - 30 Street NE, owned by the Elks Recreation Society, as per the proposal from Franklin Engineering Ltd. dated August 8, 2017;

AND THAT: Approval of the above is subject to the Elks Recreation Society being responsible for all associated costs of the main extension, including payment to the City of a Capital Cost Equivalent in lieu of the Sanitary Sewer Development Cost Charge of \$2,890.04;

AND FURTHER THAT: Final design is subject to approval by the City Engineer.

STAFF RECOMMEDATION

The motion for consideration is recommended for approval, subject to the sanitary sewer main extension being aligned within the dedicated, east half of 30 Street NE, instead of within a statutory right of way over the property addressed at 3601 - 30 Street NE.

BACKGROUND

The Elks are requesting to connect to the City's sanitary sewer main and their proposal is attached as APPENDIX 1. A reference map is attached as APPENDIX 2.

The proposed extension would continue from the main's present terminus at 28 Street NE and traverse two rural properties in the ALR for a total length of 400+ m.

The proposal includes statutory rights of ways over two rural lots that would be in favour of the City. This main would not be a private connection as the ownership, operations and maintenance responsibilities would be that of the City.

The intent of the right of way over 3601 - 30 Street NE, 0.5 m off-set from the street along the east lot boundary, is to avoid a sanitary sewer frontage tax levy on two other rural lots south of the Elks property addressed at 3530 & 3590 30 Street NE. If the main was aligned within 30 Street NE, the two properties referenced along the east side of the street would be subject to an annual sewer frontage tax levy and each would have an ability to connect to the system. Furthermore, the costs involved in aligning the main within 30 Street NE would be higher for the Elks in comparison to the right of way option.

CONSIDERATIONS

The Elks on-site sanitary disposal system is deficient and cannot accommodate expansion of the campground or other facilities.

The Elks had a similar proposal prepared for Council's review approximately 9 years ago, which involved alignment of the sanitary sewer main within 30 Street NE. The Elks withdrew that previous proposal because of opposition of the extension by some of the downstream property owners who did not want to pay sewer frontage taxes.

The owners of the four properties highlighted in APPENDIX 2 who would or may be affected by Council's decision have been notified in writing by City staff of the Elks proposal and, with that, each owner has been afforded an opportunity to comment. Written responses are attached as APPENDIX 3.

The Official Community Plan (OCP) does not support the extension of City's sanitary sewer main into the Rural Area as per the OCP policy below:

"3.3.22 Do not support the extension of the sanitary sewer system outside the Urban Containment Boundary (UCB). Private sanitary sewer connections outside the UCB may be considered where main extensions are not required, subject to Council approval."

The above policy is in effect as a means to temper expectations for subdivision and development outside of the UCB, and to keep City-wide infrastructure costs down.

The proposed right of way requires consideration and approval by the Agricultural Land Commission (ALC). The Elks made an application to the ALC for this proposal, and these types of utility corridor and transportation applications are not reviewed by City Council. The ALC requested City staff's comments for that application, which were provided on September 29, 2017 (attached as APPENDIX 4). The ALC since advised its decision will follow Council's decision.

The Elks proposal references proximity to the water main along the west boulevard as being an obstacle; however according to the City Engineer, the main could be extended along the eastern boulevard, albeit with a higher construction cost compared to the right of way option proposed. Other than that, the City Engineer would require some technical tweaking of the present proposal.

Assuming the present ALR status and OCP, there is a possibility that the larger rural lot addressed at 3601 - 30 Street NE could someday be subdivided for a relative (one-lot only), subject to Section 514 of the Local Government Act, Council and ALC approval, and City Approving Officer approval. If subdivided, approximately 2.44 m width of road dedication would be required from that property to widen 30 Street NE to 10 m from the centerline.

Or there may be a time when the City negotiates a land purchase to widen the street to 12.5 m from centreline, which is the width ultimately needed for this Rural Arterial Street. In either a subdivision or land acquisition scenario, the main would become aligned within the dedicated street and properties fronting the main would be subject to the annual sewer frontage tax.

STAFF RECOMMENDATION

Notwithstanding OCP Policy 3.3.22, staff is generally supportive of the Elks property connecting to the City's sanitary sewer system, which would involve a significantly long main extension and investment. Staff appreciates the planning and work that has gone into the proposal by Franklin Engineering Ltd., and recognizes the Elks as an important, non-profit entity that provides and accommodates community recreation and other services.

Staff is concerned with the proposed main alignment through a right of way off-set from 30 Street NE. The Elks intentions are understood in that regard, to accommodate the wishes of the downstream lot owners who do not want to pay frontage tax and to lower the project's cost. However, from staff's perspective, the main should be aligned within the 30 Street NE right of way for the following reasons related to long-term planning, financial sustainability of the system and other technicalities:

- 1) The sewer main would become the City's infrastructure and should be available for future public connections and use. Current or future owners of the lots addressed at 3530 & 3590 30 Street NE may want to connect to the main; with the Elks proposal, they could not do so without either trespassing or amending the right of way, which could be illegal, complicated or uncertain.
- 2) City utility mains aligned within a street are preferred as infrastructure within rights of ways can be difficult to access and maintain. This is because many rights of ways become obstructed with landscaping improvements such as retaining walls and fencing or overgrown vegetation. These obstacles typically become more costly and difficult to manage over time with successive land ownership and in particular with land owners not aware of a right of way charge on title.
- 3) The operations and maintenance of sanitary sewer mains are financed by the sewer frontage tax regime; the more properties contributing to the levy (i.e. the higher the lot density) relative to the length of the main, the more financially sustainable the system remains. Long main extensions into the rural areas are simply more costly to the City.



Kevin Pearson, MCIP, RPP
Director of Development Services

cc Chief Administrative Officer
Chief Financial Officer
Director of Engineering and Public Works

Attention: City of Salmon Arm Mayor and Council

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

August 8th, 2017

Request for Sanitary Main Extension Resolution

Dear Nancy and City of Salmon Arm Councilors,

The Salmon Arm Elks Recreation Society is required to upgrade its Wastewater System due to deficiencies in its existing system.

It is proposed to extend the sanitary sewer reticulation from 28th St NE, to provide a gravity sewer connection to the Elks Hall. The Elks would finance the construction of the main, whose ownership would then become the City's. When crossing private land, the sewer would be located within a 6m Right-of-Way (RoW) allowing City access should it require future maintenance.

The required extension is outside the urban containment boundary as defined in Map 4.1 of the Official Community Plan (OCP), and hence requires the Council to approve this proposal by way of a resolution.

The proposed sewer alignment crosses through private property within the ALR land. The owners of the private property have been consulted and are supportive of the proposal. An application for a transportation and utilities corridor through ALC lands is being undertaken concurrently.

The alignment remains in private property as it runs parallel with 30th Street NE, with the RoW maintaining a 0.5m offset from the Roadway. Should the sewer main be located within, or without separation from the City Roadway, the two adjacent eastern land owners (3530 and 3590 30th St NE) would be unsupportive of the proposal as they would be required to pay a frontage fee on their annual taxes. By maintaining the alignment of the sanitary main within private property, the adjacent residents are supportive of the proposal as there is no increase to their taxes.

There is an existing water main within the West boulevard of 30th St NE. Due to the minimum 3m separation required between a water main and sanitary main, there is insufficient space to also include the sanitary main in the western boulevard. As the boulevard on the eastern side of the road is

unsuitable, the only remaining alignment in the city roadway is beneath the paved road, which would make the project not financially viable.

Through consultation with City Development Services staff, it is understood that access is important to enable future maintenance. It is proposed to provide widened road shoulders at the locations of the manholes adjacent to 30th St NE to provide access. This would allow maintenance vehicles to park safely on the road shoulder whilst conducting any required maintenance.

Other options have been considered; a preliminary assessment of site conditions was undertaken which show that the Elks parcel is not suitable for large onsite wastewater system. Whilst in theory it would be possible to engineer an onsite system, this was not considered a financially feasible option for a non-profit organization.

The Salmon Arm Elks Recreation Society are an active non-profit society, widely involved in benefitting the local community. Most specifically minor baseball. Please review the proposed resolution for extending the City services outside of the urban boundary, to provide a much needed wastewater disposal option for the Salmon Arm Elks organization.

Please contact Franklin Engineering if you have any further questions regarding the proposed sanitary main extension.

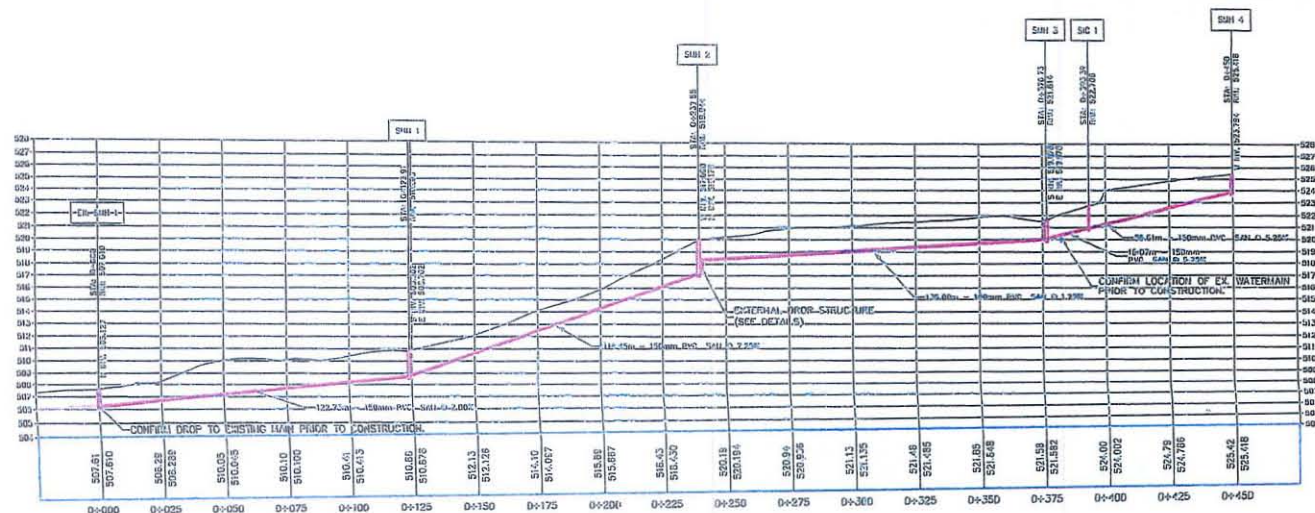
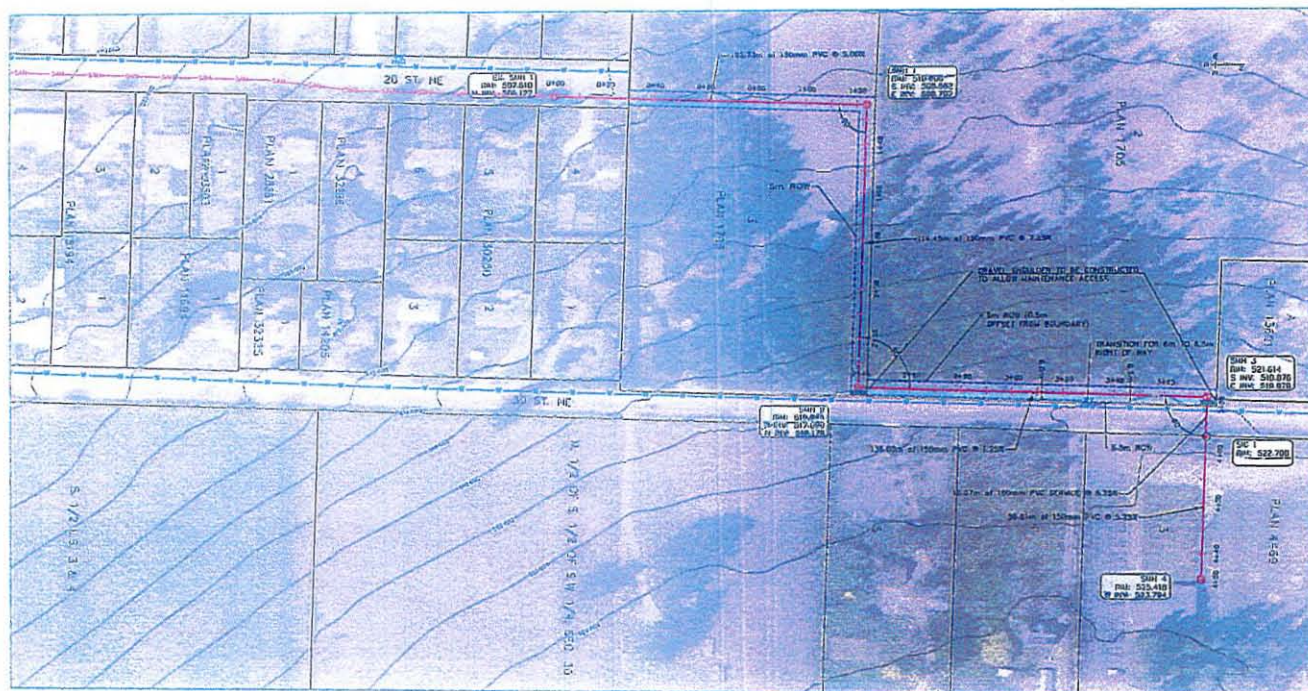
Prepared by:



Sean Husband
Franklin Engineering

On Behalf of: Ole Cummings
Salmon Arm Elks Recreation Society

Attached: Franklin Engineering Drawing 17-051 C-01 (Rev4)

[illegible]

30 Street NE

Elks Property

3601

3690

3590

3530

3461

30 STREET NE

30 AVENUE NE

28 AVENUE NE

- Urban Containment Boundary
- Existing Sani-System
- Proposed Sani-Extension

Reference Map



October 04, 2017

Kevin Pearson

Director of Development Services

Regarding the Request for Sanitary Main Extension Resolution by Franklin Engineering Ltd & Elks Recreation Society

Barbara & Gil Deshima just received this proposal October 02 2017 and HAVE NOT given the Elks Recreation Society approval for this proposal and will not be responsible for any cost associated with this proposal.

We are in a difficult situation as our property 3601 30th Street NE was sold and the transfer of ownership is October 27 2017. 4 days after City Council's October 23 Regular Council meeting which this proposal is scheduled to be reviewed.

We have notified our Realtor to pass along all letters in regard, to this proposal to the new owners Realtor

***Yours Truly,
Barbara and Gil Deshima***

From: Tina Cosman [tina@tinacosman.com]
Sent: October 4, 2017 12:23 PM
To: Kevin Pearson
Subject: RE: 3601 30th street letters from city

I did. I will forward it to them.

Thanks

Tina

From: Kevin Pearson [mailto:kpearson@salmonarm.ca]
Sent: Wednesday, October 4, 2017 12:21 PM
To: 'Tina Cosman'
Subject: RE: 3601 30th street letters from city

Thank you Tina. Not sure if you have seen my letter to the current owners, but here it is just in case. Please let me know if you / your clients have any questions or concerns, otherwise I will advise Council of what you mention below.

Kevin

From: Tina Cosman [mailto:tina@tinacosman.com]
Sent: October 4, 2017 12:11 PM
To: Kevin Pearson
Subject: FW: 3601 30th street letters from city

Good afternoon Kevin

My clients, Susan and Arthur Willms are the buyers of the above noted property and have spoken with Elks and are in agreement.

At this time they are out of the country. The sale is scheduled to complete at the end of this month.

Tina Cosman
Tina Cosman & Associates
www.tinacosman.com
Century 21 Executives Realty Ltd.
Salmon Arm, BC
Cell: (250) 804-6765
Office: (250) 833-9921
Fax#: 1-250-483-1598

IMPORTANT - CONFIDENTIAL INFORMATION

This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. Any other distribution, copying or disclosure is strictly prohibited. If you have received this message in error, please notify us immediately by

From: Shirley Gasparin [<mailto:shirleygasparin@royallepage.ca>]
Sent: Wednesday, October 4, 2017 11:18 AM
To: Tina Cosman
Subject: Fwd: 3601 30th street letters from city

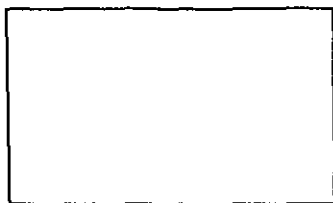
Hello Tina

Please find attached letters that were sent to my clients. Also you will find upon reading it that it states my clients "agree" to the proposed sewer lines. This is a false statement and my clients have written a letter to inform whom it concerns that they did not agree to the sewer system. In addition they have added in their letter that the property has been sold and that a copy of the letters have been passed onto the new buyers. I am not sure if you are able to get a hold of your clients because the as your read the letters there is some time sensitive meetings .

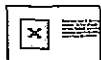
confirm you have received this email and attachments.

Regards,
Shirley Gasparin,
Realtor

"With you all the way"



Royal Lepage Westwin Realty
800 Seymour Street, Kamloops, BC
Direct: 250-819-8354
Office: 250-374-1461



Virus-free. www.avg.com

Kevin Pearson

From: Kevin Pearson
Sent: September 29, 2017 12:19 PM
To: 'Dorward, Caitlin ALC:EX'; Denise Ackerman
Cc: Barlow, Celeste ALC:EX; Daly, Benjamin ALC:EX
Subject: RE: Application ID 56561
Attachments: Elks_Sani.pdf

Thank you Caitlin, Celeste & Benjamin.

I am just finishing my report to Council on the Elks Sanitary Sewer Extension. Our Council will be reviewing the Elks proposal on October 23 next month. The staff recommendation to Council is to have the sanitary sewer main aligned within the dedicated road allowance of 30 Street NE rather than along a statutory right of way, offset 0.5 metres within the lot boundary of 3601 30 Street NE. I have attached a reference map.

Our reasons for this recommendation are technical and have more to do with frontage taxation, long term considerations for other properties having an ability to connect, and operations and maintenance of the system. The proposed right of way alignment through the lot addressed at 3461 30 Street NE is not as much of a concern for City staff.

Our OCP has a policy that discourages the extension of the sanitary sewer into the Rural Area. That is tied to our urban containment policies which generally discourage subdivision in the ALR. However, staff understands the Elks predicament with their failing on-site septic system, and we value the importance of their non-profit organization and the recreational amenities they offer our community.

I cannot predict how our Council will vote on the Elks proposal the ALC is reviewing, or if they will agree with the staff recommendation. So the above are obviously City staff's comments and may not represent Council's view.

Kevin Pearson
 Director of Development Services
 City of Salmon Arm
 250.803.4015

From: Dorward, Caitlin ALC:EX [mailto:Caitlin.Dorward@gov.bc.ca]
Sent: September 29, 2017 11:58 AM
To: Denise Ackerman
Cc: Kevin Pearson; Barlow, Celeste ALC:EX; Daly, Benjamin ALC:EX
Subject: RE: Application ID 56561

Hi Denise;

Just wanted to let you know that there have been some staff changes at our office and as of this week I am now covering the Island Panel Region.

I've copied my colleagues Celeste Barlow and Ben Daly, who are now the ALC Land Use Planners for the Okanagan Region. If you do intend to submit comments from the City regarding application #56561, please direct them to Celeste and Ben.

Regards,
 Caitlin

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CITY OF SALMON ARM
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in Council Chambers of the City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on Monday, January 29, 2018 at 7:00 p.m.

1) Proposed Amendment to Zoning Bylaw No 2303:

Proposed Rezoning of Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 13368 from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone).

Civic Address: 50 - 30 Street NE

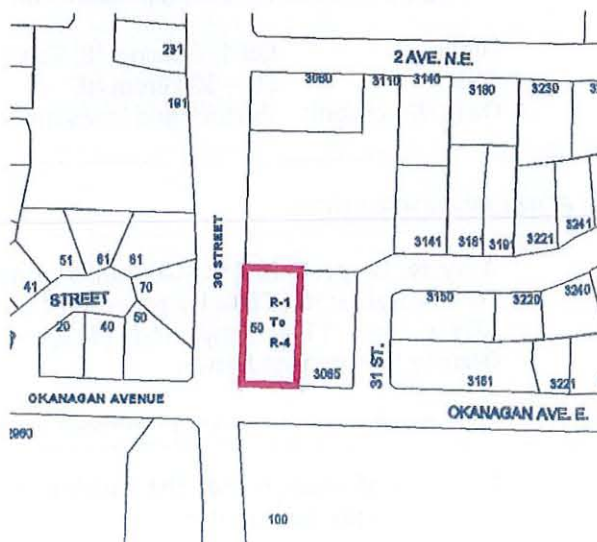
Location: Northeast corner of the intersection of Okanagan Avenue and 30 Street NE

Present Use: Non-conforming 6 unit Multi-family residential

Proposed Use: medium density, multi-Family residential development

Owner / Applicant: Wonderland Investments Inc.

Reference: ZON-1111/ Bylaw No. 4238



The file for the proposed bylaw is available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from January 16, 2018 to January 29, 2018, both inclusive, in the office of the Corporate Officer at the City of Salmon Arm, 500 - 2 Avenue NE.

Those who deem their interest affected by the proposed bylaw are urged to review the file available in the Development Services Department (or telephone 250-803-4021) to obtain the facts of the proposal prior to the Public Hearing.

Erin Jackson, Corporate Officer

Salmon Arm Observer: January 17 and January 24



Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: December 4, 2017

Subject: Zoning Bylaw Amendment Application No. 1111

Legal: Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 13368

Civic: 50 – 30 Street NE

Owner/Applicant: Wonderland Investment Inc.

MOTION FOR CONSIDERATION

THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 13368 from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone);

AND THAT: Final reading of the zoning amendment bylaw be withheld subject to:

1. confirmation that the building meets Zoning Bylaw and BC Building Code requirements; and
2. approval by the Ministry of Transportation and Infrastructure.

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

BACKGROUND

The 0.2 hectare (0.5 acre) subject parcel is located at 50 – 30 Street NE (Appendix 1 & 2). Presently zoned R-1, the parcel contains an existing non-conforming 6 unit multi-family building. The proposal is to rezone the parcel from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone) to bring the existing non-conforming building into alignment with regulations, including associated BC Building Code upgrades, and potentially facilitate future development of additional rental units.

The subject parcel is designated Medium Density Residential in the City's Official Community Plan (OCP) as shown in Appendix 3, and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 4). This area is comprised of a mix of residential zoned parcels (R-1, R-4, and R-5), as well as institutional (P-3 and P-1) parcels.

Land uses adjacent to the subject parcel include the following:

- North: Medium Density Residential (R-4) parcel,
- South: Road (Okanagan Avenue E), with Institutional (P-3) parcel beyond,
- East: Single-Family Residential (R-1) parcel, and
- West: Road (30 Street NE), with Single-Family Residential (R-1) parcels beyond.

A site plan has been provided, indicating that zoning regulations can be met (Appendix 5). Site photos are attached as Appendix 6. The applicant has been in contact with City Building Inspectors, who have

advised that building renovations to meet Building Code requirements are subject to full design and supervision by registered professionals.

OCP POLICY

The subject parcel is designated Medium Density Residential in the OCP, and is within Residential Development Area A, the highest priority area for development. The proposal appears to align with OCP Policy 4.4.3, which encourages all growth to be sensitively integrated with neighbouring land uses. Furthermore, the proposed zoning aligns with the Urban Residential Objectives of Section 8.2 and Urban Residential Policies listed in Section 8.3, including providing a variety of housing types and options.

In terms of siting, the proposal appears to match with OCP Siting Policies under Section 8.3.19, including good access to transportation routes, recreation, community services, and utility servicing. OCP Map 11.2 designates a pedestrian corridor (greenway / sidewalk) along the Okanagan Avenue East frontage of the subject property, while OCP Map 12.2 designates a bike route along the 30 Street NE frontage. 30 Street is designated as an Urban Arterial Road (OCP Map 12.1).

As per OCP residential policy, multi-family development is subject to a future Development Permit application, thus a significant future redevelopment of the site would likely trigger the DP process.

COMMENTS

Engineering Department

While not conditions of rezoning, full municipal services are required involving frontage improvements to Okanagan Avenue E including sidewalk extension, as well as street lighting. The extent and level of works and services, both on and off-site would be dependent on the scale of redevelopment. The attached comments have been provided to the applicant (Appendix 7).

Building Department

Building renovations and alterations are subject to full design and supervision by registered professionals (Architect).

Fire Department

Fire Department notes concerns regarding potential upgrades required to achieve building code compliance.

Planning Department

Keeping in mind the Medium Density Residential OCP designation, the subject parcel is located in an area well-suited for medium density residential development with R-4 zoning as proposed, within a reasonable walking distance to schools, greenspace, the recreation centre and uptown commercial area. The maximum residential density permitted under R-4 (Medium Density) zoning is 40 dwelling units per hectare of land. As the subject property is 0.2 hectares in area, the maximum permitted density under R-4 would be 8 dwelling units assuming the present gross areas of the subject parcel and no density bonus. With a density bonus, the parcel could permit additional units. The ultimate intent of the owner is to develop 10 rental units as supported by the density bonus provisions under the proposed R-4 zoning.

In order to qualify for a density bonus, the owner would be required to register a covenant on the title of the subject parcel restricting the use to rental multiple family dwelling units, including a clause prohibiting stratification of the building.

Staff note that the existing building has been present for some time and feel that the proposal represents a reasonable balance between growth management principles while respecting existing land uses: the proposed density (10 units) appears sensitive to established neighbouring land uses, while representing an increase in present density.

As 30 Street is a Designated Urban Arterial Road, frontage improvements along the subject property would typically be an important consideration, however these improvements are largely in place including sidewalk facilities. Staff note the Okanagan frontage (just over 30 m) would require some upgrading.

Opportunity for on-street parking at this site is very limited, thus it is important that the proposed development meet (or exceed) parking requirements. Additionally, a screened refuse/recycling area is required. Review at later stages of development (Development Permit and/or Building Permit) will be required to illustrate how the applicant's proposed development would address such requirements relative to the subject parcel.

As previously noted, if rezoned to R-4, a form and character development permit application may be required prior to future development to demonstrate how the proposed buildings, lot grading, site and landscape designs will address the various requirements. Review of such an application would proceed through City staff, the Design Review Panel, and Council for consideration of approval.

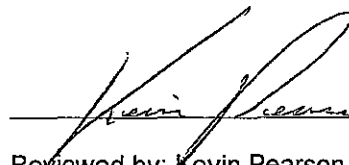
Should development proceed as proposed, City staff will review the proposal at the Building Permit stage to ensure that the various requirements previously discussed are met.

CONCLUSION

The proposed R-4 zoning of the subject property is supported by OCP policy and is therefore supported by staff. Furthermore, an increase in the supply of rental units is deemed by staff to be a positive step towards addressing a pressing community need. Development of future units would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.



Prepared by: Chris Larson, MCP
Planning and Development Officer



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



Subject Parcel



0 4.5 9 18 27 36 Meters



Subject Parcel



0 10 20 40 60 80
Meters



Subject Parcel



Park



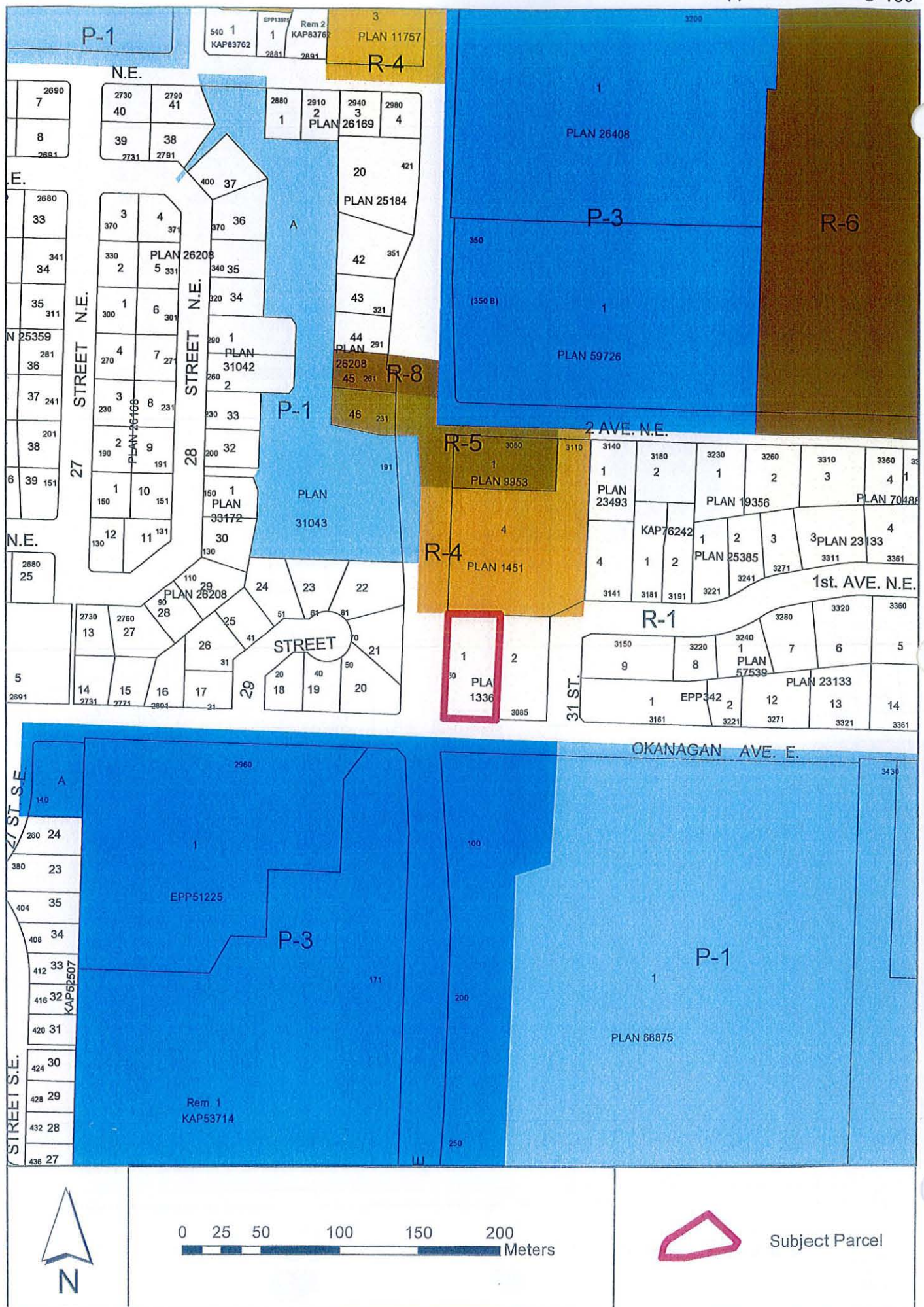
Medium Density Residential



Low Density Residential



Institutional





View south-east of subject parcel from 30 Street NE.



View north-west from Okanagan Avenue East.



City of Salmon Arm
Memorandum from the Engineering
and Public Works Department

TO: Kevin Pearson, Director of Development Services
 DATE: November 16, 2017
 PREPARED BY: Chris Moore, Engineering Assistant
 OWNER: Wonderland Investment Inc., 117, 1811 – 4 Street SW, Calgary, AB T2S 1W2
 APPLICANT: Owner
 SUBJECT: ZONING AMENDMENT APPLICATION FILE NO. ZON-1111
 LEGAL: Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 13368
 CIVIC: 50 – 30 Street NE

Further to your referral dated 17 October 2017, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Rezoning; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

General:

1. Full municipal services are required as noted herein. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties to be serviced completely by underground electrical and telecommunications wiring.
4. Properties under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner/developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required as per the Subdivision and Development Services Bylaw 4163, Section 3.1.
7. At the time of development the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
8. For the off-site improvements at the time of development the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of building permit approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

ZONING AMENDMENT APPLICATION FILE NO. ZON-1111

November 16, 2017

Page 2

Roads/Access:

1. 30 Street NE on the subject property's west boundary is designated as an Urban Arterial Road requiring a 20.0m dedication. Current records indicate that no additional dedication is required at this time (to be confirmed by BCLS).
2. 30 Street NE is constructed to an Interim Urban Arterial Road standard. Due to the location of existing three phase hydro poles and the extended right of way width on the west side of 30 Street NE, no frontage improvements will be required on 30 Street NE. However, an additional pole mounted street light will be required on the existing hydro pole.
3. Okanagan Avenue NE on the subject property's south boundary is designated as an Urban Local Road requiring a 20.0m dedication. Current records indicate that no additional dedication is required at this time (to be confirmed by BCLS).
4. Okanagan Avenue NE is constructed to an Interim Urban Local Road standard. Upgrading to the Urban Local Road standard (RD-2) will be required. Upgrading may include, but is not limited to sidewalk and street lighting. Owner / developer is responsible for all associated costs.
5. A 5m x 5m corner cut will be required at the junction of 30 Street NE and Okanagan Avenue NE.

Water:

1. The subject property fronts a 300mm diameter Zone 4 water main and a 200mm diameter Zone 4 water main on 30 Street NE and a 200mm diameter Zone 4 water main on Okanagan Avenue NE. No further upgrades are anticipated.
2. The property is to be serviced with a single, metered water service connection, adequately sized to satisfy the proposed use, as per specification drawing W-11 (minimum 25mm diameter). City records indicate that the subject property is currently serviced with a 19mm service from the water main on 30 Street NE. All existing inadequate services must be abandoned at the main at the owner/developers cost. The City of Salmon Arm will supply new meter at the time of building permit application (at the owner/developers cost).
3. The subject property is in an area with sufficient fire flows, according to the 2011 Water Study (OD&K 2012).
4. Fire protection requirements to be confirmed with the Building Department and Fire Department.

Sanitary Sewer:

1. The subject property fronts a 150mm diameter sanitary sewer on 30 Street NE, a 150mm diameter sanitary sewer in a right of way towards the north of the property and a 150mm sanitary sewer on Okanagan Avenue NE. Since this is the head of the sewer and there would be no benefiting properties, no further upgrades are anticipated.

ZONING AMENDMENT APPLICATION FILE NO. ZON-1111

November 16, 2017

Page 3

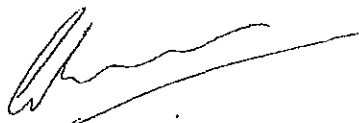
-
2. The subject property is to be serviced by a single sanitary service connection adequately sized (minimum 100mm) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs. City records do not indicate the location of the current sanitary service. 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 250mm diameter storm sewer on Okanagan Avenue NE. There is no storm sewer on 30 Street NE in this location. Extension of storm sewer along 30 Street NE frontage is not required as 30 Street NE has adequate drainage and there would be no benefiting properties. No further upgrades are anticipated.
2. 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. Should discharge into the City Storm Sewer be part of the ISMP, owner/developers engineer is required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development.
3. Subject to approval of the ISMP, the proposed lots may be serviced by single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. All existing inadequate/unused services must be abandoned at the main; applicant is responsible for all associated costs. City records indicate that the existing property was not serviced with a City storm service.

Geotechnical:

1. A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference Category A (Building Foundation and Site Drainage) is required.



Chris Moore
Engineering Assistant

Jennifer Wilson, P. Eng., LEED @ AP
City Engineer

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CITY OF SALMON ARM
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the Council Chambers of the City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on Monday, January 29, 2018 at 7:00 p.m.

1) Proposed Amendment to Zoning Bylaw No 2303:

Proposed Rezoning of Lot C, Section 19, Township 20, Range 9, W6M, KDYD, Plan 17284 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

Civic Address: 3310 - 16 Avenue NE

Location: East of 30 Street NE on the south side of 16 Avenue NE

Present Use: Single family dwelling

Proposed Use: Single family dwelling with a residential suite

Owner / Applicant: Lawson, S., Barnard, K. & Barnard, A. / Lawson Engineering & Development Services Ltd.

Reference: ZON-1113/ Bylaw No. 4239



The file for the proposed bylaw is available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from January 16, 2018 to January 29, 2018, both inclusive, in the office of the Corporate Officer at the City of Salmon Arm, 500 - 2 Avenue NE.

Those who deem their interest affected by the proposed bylaw are urged to review the file available in the Development Services Department (or telephone 250-803-4021) to obtain the facts of the proposal prior to the Public Hearing.

Erin Jackson, Corporate Officer

Salmon Arm Observer: January 17 and January 24



City of Salmon Arm

Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: December 19, 2017

Subject: Zoning Bylaw Amendment Application No. 1113

Legal: Lot C, Section 19, Township 20, Range 9, W6M, KDYD, Plan 17284

Civic: 3310 16 Avenue NE

Owner: Barnard, A., Barnard, K. & Lawson, S.

Applicant: Lawson Engineering & Development Services Ltd.

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot C, Section 19, Township 20, Range 9, W6M, KDYD, Plan 17284 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

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

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcel is located at 3310 16 Avenue NE which currently has an existing single family dwelling on the property (Appendix 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite), followed by a potential subdivision (an application to subdivide has been submitted: SUB17-32). Should the zoning proposal proceed, this subdivision would allow for a single-family dwelling with some form of a *secondary suite* on each proposed lot.

BACKGROUND

The subject parcel is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 and 4). The subject parcel is located east of Salmon Arm Secondary School, a residential area largely comprised of R-1 zoned parcels. There are currently three R-8 zoned parcels within close proximity of the subject parcel.

The subject parcel is approximately 0.34 acres in area, roughly 35 metres wide, and meets the conditions of minimum parcel area and minimum parcel width as specified by the proposed R-8 zone. Site photos are attached as Appendix 5. The intent of the application is to facilitate the subdivision of the parcel (concept attached as Appendix 6), which would allow for the creation of two parcels.

The proposed east parcel would be 19.4 m x 39.9 m (approximately 774 square metres) and would contain the existing house should the subdivision proceed. Based on this proposed area, this proposed lot would meet Zoning Bylaw requirements to permit either a *secondary suite* (within a house) or *detached suite*.

The proposed west parcel would be 15.5 m x 39.9 m (approximately 618 square metres). Based on the proposed area, this new lot would meet Zoning Bylaw requirements to permit a *secondary suite* but not a *detached suite*.

This amendment would facilitate future development and use. Any development of a single family dwelling, *secondary suite* or *detached suite* would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.

OCP - Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in Low Density Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. The subject parcel as it currently exists and the proposed parcels which would be created by a future subdivision all meet the conditions of the R-8 Zone and would allow for some form of *secondary suite* to be developed

The Zoning Bylaw requires secondary suites to have one designated offstreet parking stall in addition to the two stalls required for a single family dwelling. The subject parcel (and proposed parcels) has more than adequate space to accommodate this requirement.

COMMENTS

Ministry of Transportation and Infrastructure

MoTI has granted Preliminary Approval for the rezoning.

Engineering Department

No concerns.

Building Department

No Concerns. A secondary suite is subject to BC Building Code requirements.

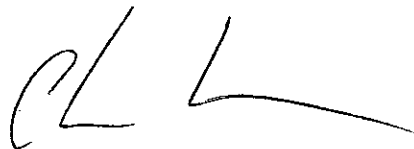
Fire Department

No concerns.

Planning Department

The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. Any development of a *secondary suite* would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.

The proposed subdivision under the proposed R-8 Zone regulations, which would result in two lots should the applicant proceed, would substantially align with current development patterns in the area.



Prepared by: Chris Larson, MCP
Planning and Development Officer



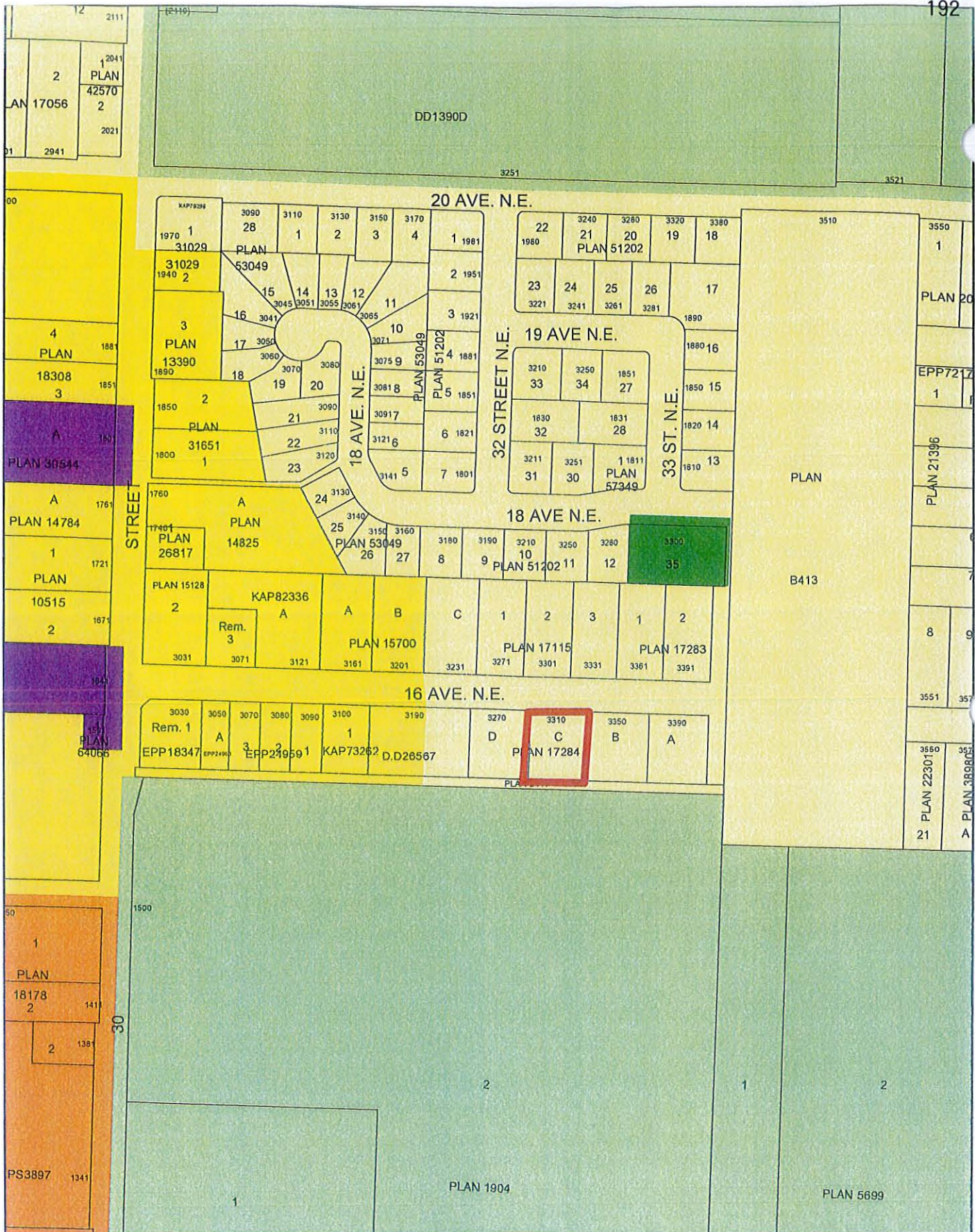
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services



0 5 10 20 30 40 Meters



Subject Parcel



0 10 20 40 60 80
Meters



Subject Parcel



Institutional

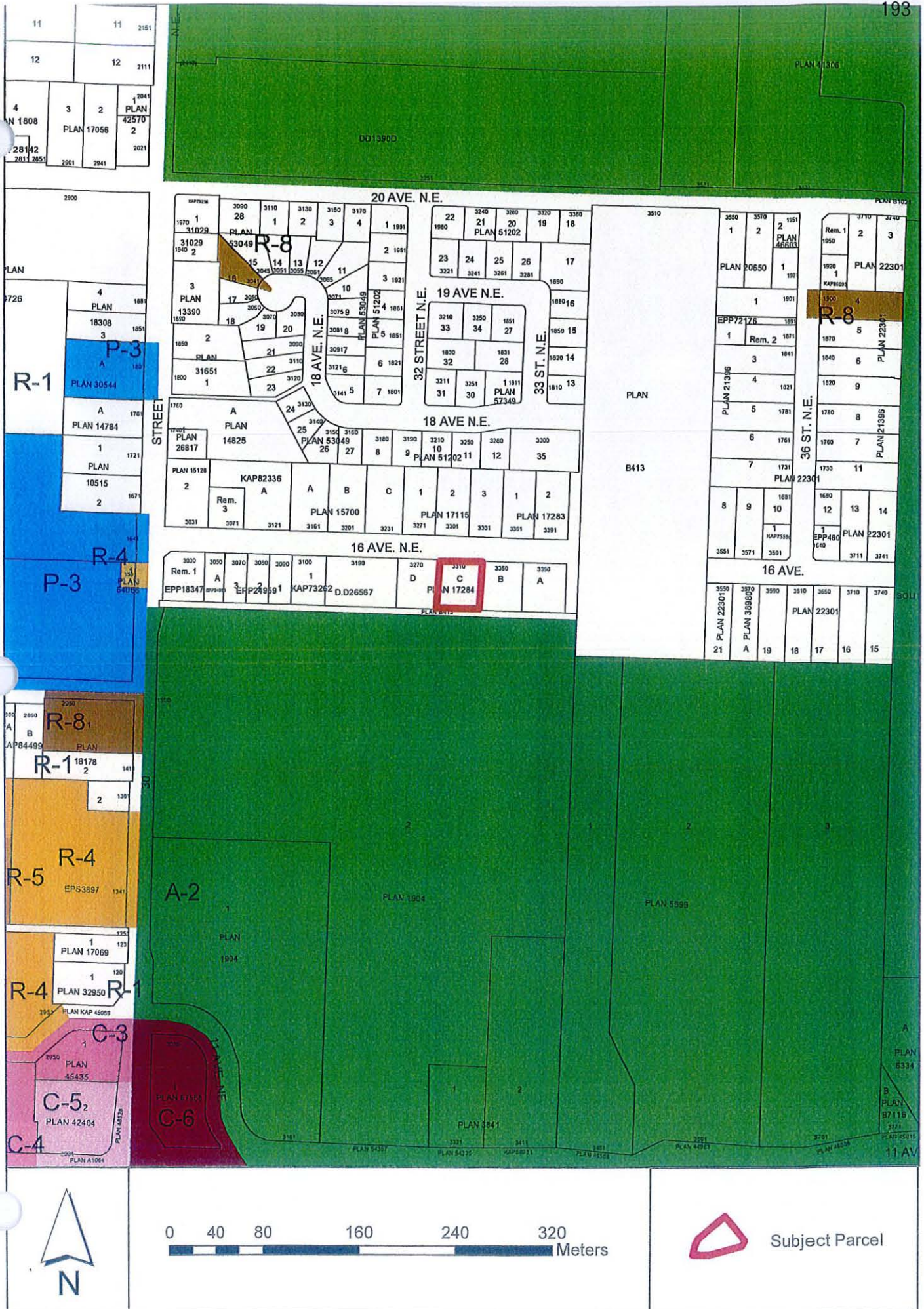
Acreage Reserve

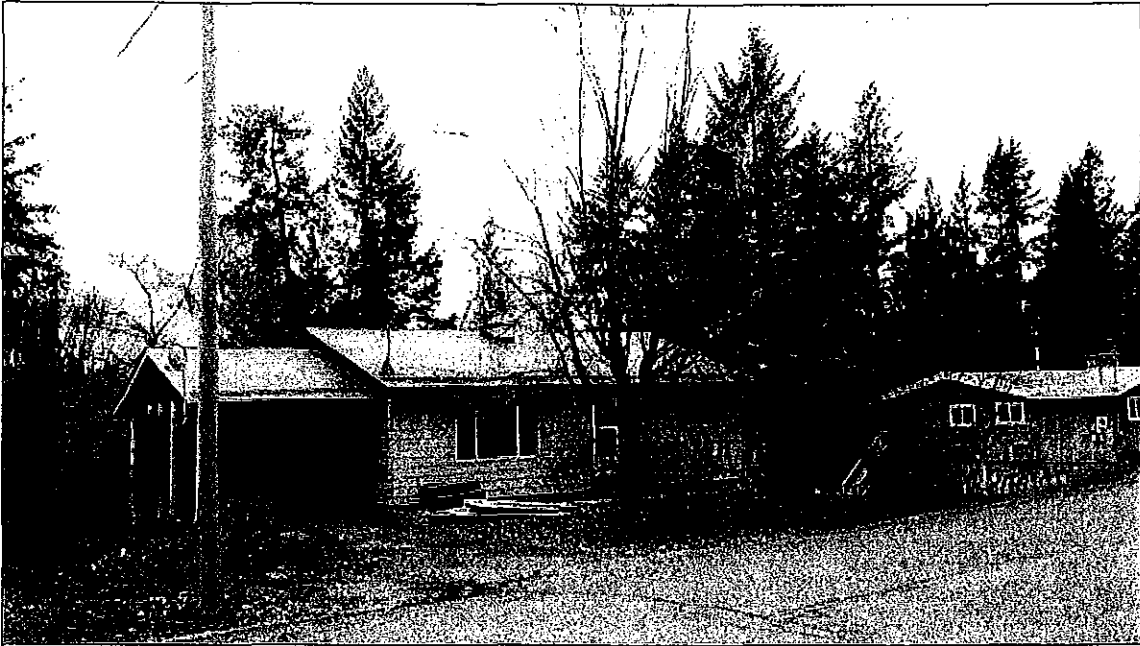
Park

High Density Residential

Medium Density Residential

Low Density Residential

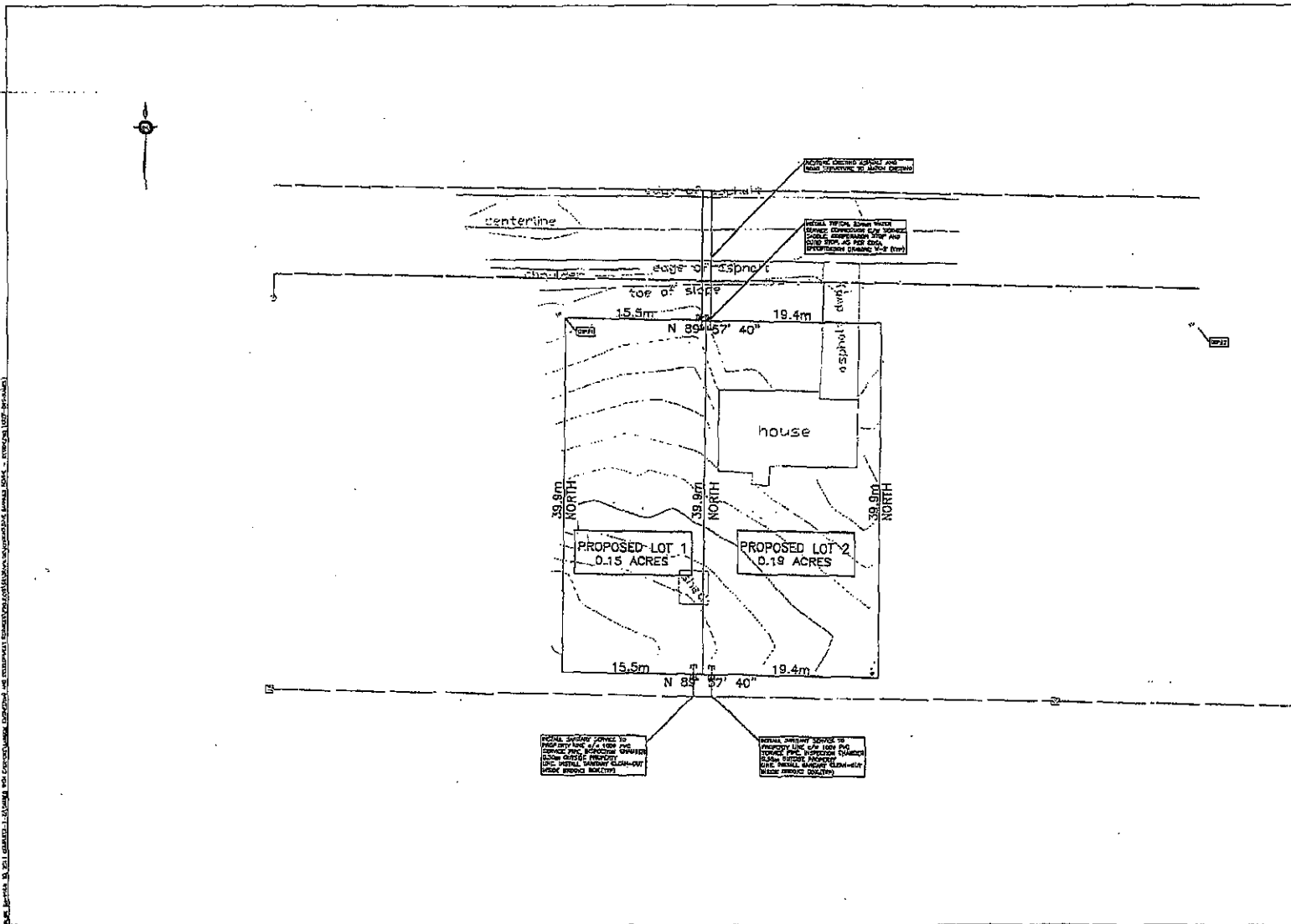




View south-west of subject parcel from 16 Avenue NE.



View south-east of subject parcel from 16 Avenue NE.



LEGEND

Centerline
Edge of asphalt
Toe of slope
House
Proposed Lot 1
Proposed Lot 2
Asphalt
Grass
Sewer
Water
Electric
Gas
Fence
Boundary
Survey
Easement
Right of Way
Other

NOTES:

1. CONSTRUCTION TO BE COMPLETED BY ALL CONTRACTORS WITHIN 90 DAYS OF THE DATE OF THE PLAN.
2. CONSTRUCTION TO BE COMPLETED BY ALL CONTRACTORS WITHIN 90 DAYS OF THE DATE OF THE PLAN.
3. CONSTRUCTION TO BE COMPLETED BY ALL CONTRACTORS WITHIN 90 DAYS OF THE DATE OF THE PLAN.

TITLE BLOCK

PROJECT NO. 98-1
SHEET 1 OF 1
DATE 11-NOV-17
SK-1

LAWSON
SKA VENTURES
3310 10TH AVE NE
SALMON ARM, BC
PRELIMINARY SITE SERVING PLAN

CITY OF SALMON ARM

BYLAW NO. 4239

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 at the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on January 29, 2018 at the hour of 7:00 p.m. was published in the _____, 2018 and _____, 2018 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot C, Section 19, Township 20, Range 9, W6M, KDYD, Plan 17284 from R-1 Single Family Residential Zone to R-8 Residential Suite Zone 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 Zoning Amendment Bylaw No. 4239"**

READ A FIRST TIME THIS DAY OF 2018

READ A SECOND TIME THIS DAY OF 2018

READ A THIRD TIME THIS DAY OF 2018

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF 2018

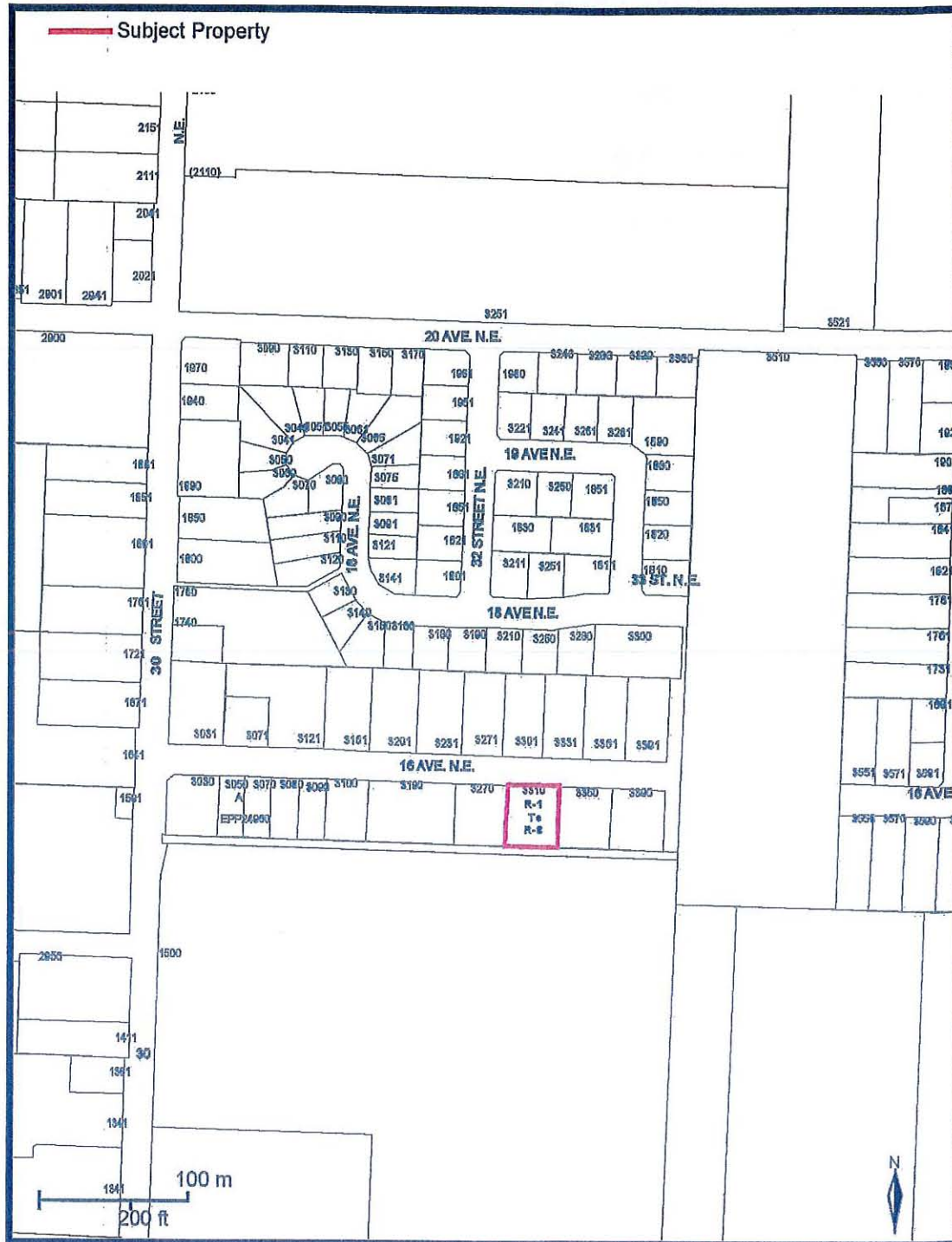
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER

SCHEDULE "A"



CITY OF SALMON ARM
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the Council Chamber of the City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Monday, January 29, 2018, at 7:00 p.m.**

Proposed Zoning Bylaw Text Amendments:

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

1. Section 2 – Definitions – Add the following use and definition:

“Mobile food vending means the preparation and sale of food and beverage items from a vehicle, trailer or cart in accordance with Section 4.19 (General Regulations).

2. Add mobile food vending as a permitted use to the following zones and renumber each sub-section accordingly:

Section 15.3	C-1 Local Commercial Zone
Section 16.3	C-2 Town Centre Commercial Zone
Section 17.3	C-3 Service Commercial Zone
Section 20.3	C-6 Tourist/ Recreation Commercial Zone
Section 21.3	C-7 Shopping Centre Commercial Zone
Section 22.3	C-8 Farm Produce Commercial Zone
Section 24.3	P-1 Park and Recreation Zone
Section 26.3	P-3 Institutional Zone
Section 28.3	M-1 General Industrial Zone
Section 29.3	M-2 Light Industrial Zone
Section 46.3	CD-8 Comprehensive Development Zone (Smart REIT site)
Section 47.3	CD-9 Comprehensive Development Zone (Askew's Uptown and S.A.S.C.U. site)
Section 50.3	CD-12 Comprehensive Development Zone (Gibbons Motor Toys site)
Section 54.3	CD-16 Comprehensive Development Zone (The Hive site)

3. Section 4 - General Regulations - Add the following sub-section pertaining to general regulations for *mobile food vending*:

Mobile Food Vending

4.19 A *mobile food vending* business shall comply with the following regulations:

- .1 The maximum length of a *mobile food vending* vehicle, trailer or cart shall not exceed 7 m (23 ft.), unless a greater length is approved by an *official*.
- .2 A maximum area of 15 m² (162 ft²) is permitted for patron seating or the display of items, outside of a *mobile food vendor* vehicle, trailer or cart. City roads, sidewalks and boulevards shall not be used for this purpose, unless otherwise authorized by an *official*.

- .3 A location of a *mobile food vending* business shall not interfere with pedestrian or vehicular traffic circulations, points of access or egress, or public or private utilities.
- .4 A location of a *mobile food vending* business shall not cause damage to landscaped or hard surfaced areas.
- .5 A *mobile food vending* business shall not cause a *nuisance* to the public or to neighbouring *parcel* owners. The noise level of a generator or any music playing device used by a mobile food vending business shall not exceed 60 decibels.
- .6 Approval is required by the business or property owner where the *mobile food vending* business is to be located.
- .7 Report of current Interior Health Authority food safety approval is required at the time of a Business Licence application.
- .8 A *mobile food vending* business conducted on a *parcel*, *park* or road owned by or under the jurisdiction of the *municipality* shall comply with City of Salmon Arm Policy 3.19.
- .9 A *mobile food vending* business shall be permitted on a *parcel* in all *zones* as an *accessory use* for the purpose of catering private parties, festivals, and similar types of events not exceeding a time frame of two (2) days per calendar month, unless a lesser or greater time period is approved by an *official*.
- .10 The registered owner of a *parcel* on which a mobile food vending business operates shall be responsible for any associated *nuisance* complaints and related bylaw infractions.

Applicant: City of Salmon Arm

Reference: ZON-1117 / Bylaw No. 4240

The file for the proposed bylaw is available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from 16, 2018 to January 29, 2018, both inclusive, in the office of the Corporate Officer at the City of Salmon Arm, 500 - 2 Avenue NE.

Those who deem their interest affected by the proposed bylaw are urged to review the file available in the Development Services Department (or telephone 250-803-4021) to obtain the facts of the proposal prior to the Public Hearing.

Erin Jackson
Corporate Officer

Item 23.1

CITY OF SALMON ARM

Date: January 29, 2018

Moved: Councillor Harrison

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4238 be read a third time.

[ZON-1111; Wonderland Investments Inc.; 50 - 30 Street NE; R-1 to R-4]

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

CITY OF SALMON ARM

BYLAW NO. 4238

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 at the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on January 29, 2018 at the hour of 7:00 p.m. was published in the January 17, 2018 and January 24, 2018 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 18, Township 20, Range 9, W6M, KDYD, Plan 13368 from R-1 Single Family Residential Zone to R-4 Medium Density Residential Zone 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 Zoning Amendment Bylaw No. 4238"**

READ A FIRST TIME THIS 15th DAY OF January 2018

READ A SECOND TIME THIS 15th DAY OF January 2018

READ A THIRD TIME THIS DAY OF 2018

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF 2018

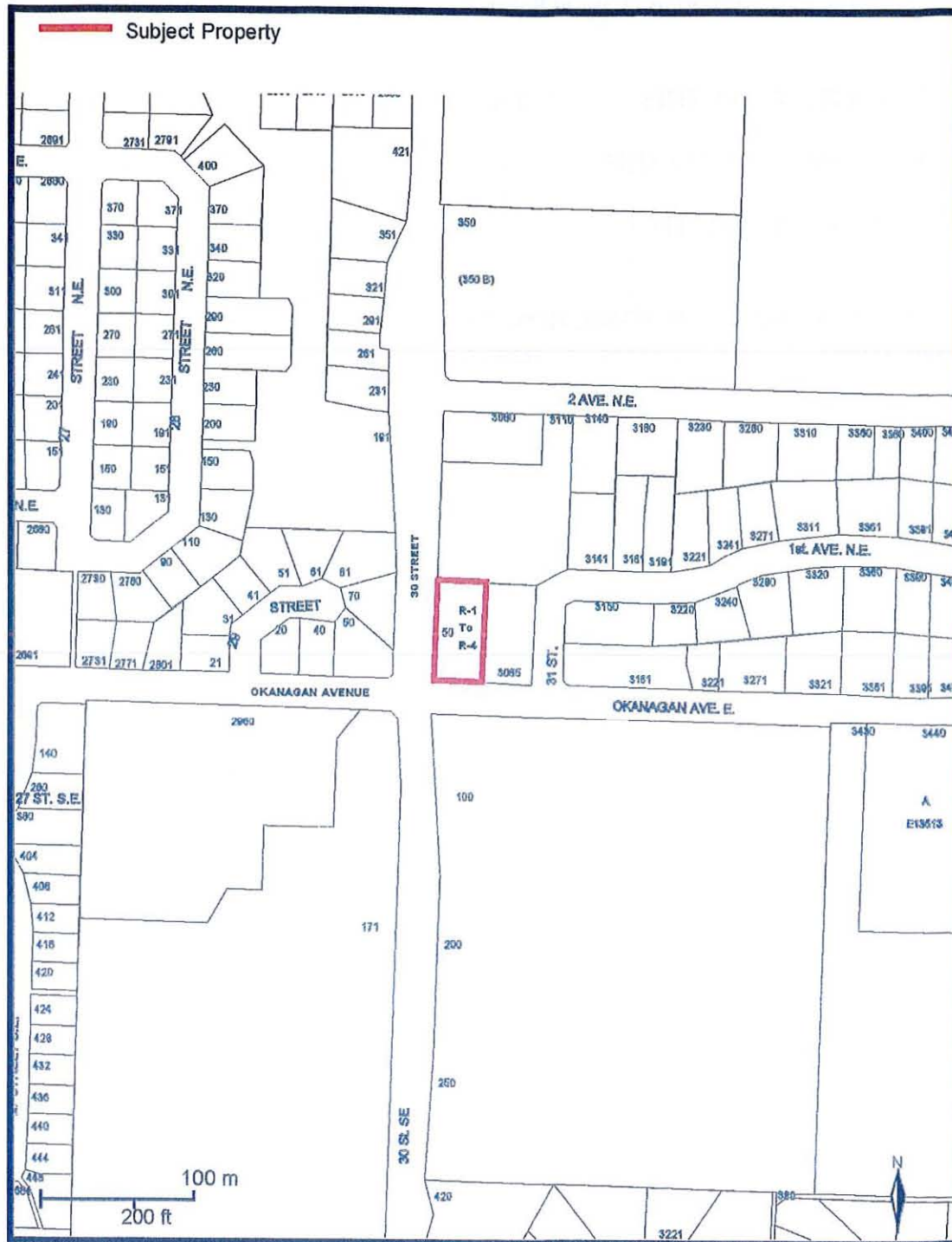
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER

SCHEDULE "A"



Item 23.2

CITY OF SALMON ARM

Date: January 29, 2018

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4239 be read a third time.

[ZON-1113; Lawson, B., Barnard, K. & Barnard, A. / Lawson Engineering & Development Services Ltd.; 3310 - 16 Avenue NE; R-1 to R-8]

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

CITY OF SALMON ARM

BYLAW NO. 4239

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

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

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

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

Rezone Lot C, Section 19, Township 20, Range 9, W6M, KDYD, Plan 17284 from R-1 Single Family Residential Zone to R-8 Residential Suite Zone 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 Zoning Amendment Bylaw No. 4239"**

READ A FIRST TIME THIS 15th DAY OF January 2018

READ A SECOND TIME THIS 15th DAY OF January 2018

READ A THIRD TIME THIS DAY OF 2018

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF 2018

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER

SCHEDULE "A"



Item 23.3

CITY OF SALMON ARM

Date: January 29, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Jamieson

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4240 be read a third and final time.

[ZON-1117; City of Salmon Arm; Text Amendment]

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

CITY OF SALMON ARM

BYLAW NO. 4240

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 Chamber of City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **January 29, 2018**, at the hour of 7:00 p.m. was published in the January 17, 2018 and January 24, 2018, issues of the Salmon Arm Observer;

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

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

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

1. Section 2 - Definitions - Add the following use and definition:

"Mobile food vending means the preparation and sale of food and beverage items from a vehicle, trailer or cart in accordance with Section 4.19 (General Regulations).

2. Add mobile food vending as a permitted use to the following zones and renumber each sub-section accordingly:

Section 15.3	C-1 Local Commercial Zone
Section 16.3	C-2 Town Centre Commercial Zone
Section 17.3	C-3 Service Commercial Zone
Section 20.3	C-6 Tourist/Recreation Commercial Zone
Section 21.3	C-7 Shopping Centre Commercial Zone
Section 22.3	C-8 Farm Produce Commercial Zone
Section 24.3	P-1 Park and Recreation Zone
Section 26.3	P-3 Institutional Zone
Section 28.3	M-1 General Industrial Zone
Section 29.3	M-2 Light Industrial Zone
Section 46.3	CD-8 Comprehensive Development Zone (<i>Smart REIT site</i>)

City of Salmon Arm
Zoning Amendment Bylaw No. 4240

Section 47.3	CD-9 Comprehensive Development Zone (<i>Askew's Uptown and S.A.S.C.U. site</i>)
Section 50.3	CD-12 Comprehensive Development Zone (<i>Gibbons Motor Toys site</i>)
Section 54.3	CD-16 Comprehensive Development Zone (<i>The Hive site</i>)

3. Section 4 - General Regulations - Add the following sub-section pertaining to general regulations for *mobile food vending*:

Mobile Food Vending

4.19 A *mobile food vending* business shall comply with the following regulations:

- .1 The maximum length of a *mobile food vending* vehicle, trailer or cart shall not exceed 7 m (23 ft.), unless a greater length is approved by an *official*.
- .2 A maximum area of 15 m² (162 ft²) is permitted for patron seating or the display of items, outside of a *mobile food vendor* vehicle, trailer or cart. City roads, sidewalks and boulevards shall not be used for this purpose, unless otherwise authorized by an *official*.
- .3 A location of a *mobile food vending* business shall not interfere with pedestrian or vehicular traffic circulations, points of access or egress, or public or private utilities.
- .4 A location of a *mobile food vending* business shall not cause damage to landscaped or hard surfaced areas.
- .5 A *mobile food vending* business shall not cause a *nuisance* to the public or to neighbouring *parcel* owners. The noise level of a generator or any music playing device used by a mobile food vending business shall not exceed 60 decibels.
- .6 Approval is required by the business or property owner where the *mobile food vending* business is to be located.
- .7 Report of current Interior Health Authority food safety approval is required at the time of a Business Licence application.

- .8 A *mobile food vending* business conducted on a *parcel*, *park* or road owned by or under the jurisdiction of the *municipality* shall comply with City of Salmon Arm Policy 3.19.
- .9 A *mobile food vending* business shall be permitted on a *parcel* in all *zones* as an *accessory use* for the purpose of catering private parties, festivals, and similar types of events not exceeding a time frame of two (2) days per calendar month, unless a lesser or greater time period is approved by an *official*.
- .10 The registered owner of a *parcel* on which a mobile food vending business operates shall be responsible for any associated *nuisance* complaints and related bylaw infractions.

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. 4240

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4240".

READ A FIRST TIME THIS 15th DAY OF January 2018

READ A SECOND TIME THIS 15th DAY OF January 2018

READ A THIRD TIME THIS DAY OF 2018

ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER

)

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Item 23.4

CITY OF SALMON ARM

Date: January 29, 2018

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4241, be read a final time.

[Ticket Information Utilization Amendment Bylaw No. 4241]

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

CITY OF SALMON ARM

BYLAW NO. 4241

A Bylaw to amend City of Salmon Arm Ticket Information Utilization Bylaw No. 2760

WHEREAS Council may designate certain Bylaw offences, authorize the use of certain words or expressions, set certain fine amounts and designate persons as Bylaw Enforcement Officers;

AND WHEREAS the Council deems it expedient to authorize the use of the Municipal Ticket Information for the enforcement of the Bylaws listed in Schedule 5 of "City of Salmon Arm Ticket Information Utilization Bylaw No. 2760";

AND WHEREAS the Council deems it expedient to amend "City of Salmon Arm Ticket Information Utilization Bylaw No. 2760";

NOW THEREFORE the Council of the City of Salmon Arm, in open meeting assembled, ENACTS AS FOLLOWS:

1. "City of Salmon Arm Ticket Information Utilization Bylaw No. 2760" is hereby amended as follows:

- a) The amendment of Schedule 15 to include:

Bylaw	Infraction	Section	Fine
Zoning Bylaw No. 2303	Mobile Food Vending - Non-Compliance	4.19	\$100.00

2. SEVERABILITY

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

3. EFFECTIVE DATE

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

4. This bylaw may be cited for all purposes as "City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4241 (Mobile Food Vendors)".

READ A FIRST TIME THIS 15th DAY OF January 2018

READ A SECOND TIME THIS 15th DAY OF January 2018

READ A THIRD TIME THIS 15th DAY OF January 2018

ADOPTED BY COUNCIL THIS DAY OF 2018

MAYOR

CORPORATE OFFICER

8. INTRODUCTION OF BYLAWS4. Ticket Information Utilization Amendment Bylaw No. 4241 – first, second and third readings

0011-2018

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: the bylaw entitled City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4241, be read a first, second and third time.

CARRIED UNANIMOUSLY

Item 23.5

CITY OF SALMON ARM

Date: January 29, 2018

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4242, be read a final time.

[Fee for Service Amendment Bylaw No. 4242 (Mobile Food Vending)]

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

CITY OF SALMON ARM

BYLAW NO. 4242

A bylaw to amend "District of Salmon Arm Fee for Service Bylaw No. 2498"

WHEREAS it is deemed desirable and expedient to alter the fees imposed by "District of Salmon Arm Fee for Service Bylaw No. 2498";

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

1. Schedule "B" - Business Licence Fees for Business Categories and Fees Payable for the Licensing Period of "District of Salmon Arm Fee for Service Bylaw No. 2498" is hereby amended by the addition of:

Single Site Mobile Food Vending on Private Land (including a Single Event Licence)	\$150.00
Multiple Site Mobile Food Vending on Private Lands (Land not owned by the City of Salmon Arm)	\$300.00
Multiple Site Mobile Food Vending on City and Private Lands	\$500.00

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 Fee For Service
Amendment Bylaw No. 4242

5. CITATION

This bylaw may be cited as “**City of Salmon Arm Fee for Service Amendment Bylaw No. 4242**”.

READ A FIRST TIME THIS	15th	DAY OF	January	2018
READ A SECOND TIME THIS	15th	DAY OF	January	2018
READ A THIRD TIME THIS	15th	DAY OF	January	2018
ADOPTED BY COUNCIL THIS		DAY OF		2018

MAYOR

CORPORATE OFFICER

8. INTRODUCTION OF BYLAWS

5. Fee for Service Amendment Bylaw No. 4242 [Mobile Food Vending] - first, second and third readings

0012-2018

Moved: Councillor Eliason

Seconded: Councillor Jamieson

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4242, be read a first, second and third time.

CARRIED UNANIMOUSLY

Item 24.1

CITY OF SALMON ARM

Date: January 29, 2018

Mobile Food Vending Policy

Vote Record

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

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond



Report from the Director of Development Services

TO: Her Worship Mayor Cooper and Members of Council

DATE: January 2, 2018

SUBJECT: Mobile Food Vending Policy and Bylaw Regulations

MOTION FOR CONSIDERATION

THAT: The "Mobile Food Vending - Policy 3.19" presented in this report be considered for approval, subject to the adoption of the associated Bylaw amendments outlined in this Motion for Consideration;

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

- 1) Section 2 - Definitions - Add the following use and definition:

"Mobile food vending means the preparation and sale of food and beverage items from a vehicle, trailer or cart in accordance with Section 4.19 (General Regulations).

- 2) Add mobile food vending as a permitted use to the following zones and renumber each sub-section accordingly:

Section 15.3	C-1 Local Commercial Zone
Section 16.3	C-2 Town Centre Commercial Zone
Section 17.3	C-3 Service Commercial Zone
Section 20.3	C-6 Tourist/Recreation Commercial Zone
Section 21.3	C-7 Shopping Centre Commercial Zone
Section 22.3	C-8 Farm Produce Commercial Zone
Section 24.3	P-1 Park and Recreation Zone
Section 26.3	P-3 Institutional Zone
Section 28.3	M-1 General Industrial Zone
Section 29.3	M-2 Light Industrial Zone
Section 46.3	CD-8 Comprehensive Development Zone (<i>Smart REIT site</i>)
Section 47.3	CD-9 Comprehensive Development Zone (<i>Askew's Uptown and S.A.S.C.U. site</i>)
Section 50.3	CD-12 Comprehensive Development Zone (<i>Gibbons Motor Toys site</i>)
Section 54.3	CD-16 Comprehensive Development Zone (<i>The Hive site</i>)

- 3) Section 4 - General Regulations - Add the following sub-section pertaining to general regulations for *mobile food vending*:

Mobile Food Vending

4.19 A *mobile food vending* business shall comply with the following regulations:

- .1 The maximum length of a *mobile food vending* vehicle, trailer or cart shall not exceed 7 m (23 ft.), unless a greater length is approved by an *official*.

- .2 A maximum area of 15 m² (162 ft²) is permitted for patron seating or the display of items, outside of a *mobile food vendor* vehicle, trailer or cart. City roads, sidewalks and boulevards shall not be used for this purpose, unless otherwise authorized by an *official*.
- .3 A location of a *mobile food vending* business shall not interfere with pedestrian or vehicular traffic circulations, points of access or egress, or public or private utilities.
- .4 A location of a *mobile food vending* business shall not cause damage to landscaped or hard surfaced areas.
- .5 A *mobile food vending* business shall not cause a *nuisance* to the public or to neighbouring *parcel* owners. The noise level of a generator or any music playing device used by a mobile food vending business shall not exceed 60 decibels.
- .6 Approval is required by the business or property owner where the *mobile food vending* business is to be located.
- .7 Report of current Interior Health Authority food safety approval is required at the time of a Business Licence application.
- .8 A *mobile food vending* business conducted on a *parcel*, park or road owned by or under the jurisdiction of the *municipality* shall comply with City of Salmon Arm Policy 3.19.
- .9 A *mobile food vending* business shall be permitted on a *parcel* in all zones as an *accessory use* for the purpose of catering private parties, festivals, and similar types of events not exceeding a time frame of two (2) days per calendar month, unless a lesser or greater time period is approved by an *official*.
- .10 The registered owner of a *parcel* on which a mobile food vending business operates shall be responsible for any associated *nuisance* complaints and related bylaw infractions.

AND THAT: A Bylaw be prepared, adoption of which would amend Schedule 15 of Municipal Ticket Information Systems Bylaw No. 2760 as follows:

Bylaw	Add Section	Add Fine
Zoning Bylaw No. 2303	4.19	\$100.00
Mobile Food Vending – Non-Compliance		

AND THAT: A Bylaw be prepared for Council's consideration, adoption of which would amend Schedule "B" of Fee for Service Bylaw No. 2498 - "Business Licence Fees for Business Categories and Fees Payable for the Licensing Period":

Add Categories:	Add Fees:
Single Site Mobile Food Vending on Private Land (Including a Single Event Licence)	\$150.00
Multiple Site Mobile Food Vending on Private Lands (Land not owned by the City of Salmon Arm)	\$300.00
Multiple Site Mobile Food Vending on City and Private Lands	\$500.00

DRAFT POLICY

CITY OF SALMON ARM

POLICY NO. 3.19

A) TOPIC: Mobile Food Vending

B) PURPOSE:

1. To assist the City with decision making for proposals by Mobile Food Vendors and event organizers who are requesting permission to vend, or who are organizing events involving mobile food vending on City owned parks, land, parking lots and streets ("City lands").
2. To identify City lands that are appropriate for "Mobile Food Vending" as defined and regulated in the City's Zoning Bylaw.
3. To clarify who within the City (e.g. a City Official, City Council or another entity) has authority to approve Mobile Food Vending on City lands. For clarification "City Official" shall mean the Manager of Permits and Licensing, Director of Development Services or Director of Engineering and Public Works of the City.
4. To clarify expectations and responsibilities needed to be met by Proponents and land owners for Mobile Food Vending on private properties.
5. To assist vendors and event organizers by clarifying the City's regulations, licence requirements, and by identifying City lands and private properties where such businesses are supported.

C) MOBILE FOOD VENDING – ZONING BYLAW:

1. Permission by the City and a Mobile Food Vending Business Licence must be obtained prior to the operation of Mobile Food Vending business.
2. "Mobile Food Vending" is defined as the preparation and sales of food and beverage items, meals and from a vehicle, trailer or cart in accordance with Section 4.19 (General Regulations) of the Zoning Bylaw.
3. The following zones allow Mobile Food Vending as an outright permitted use, subject to property owner consent and meeting General Regulations:

C-1 Local Commercial Zone
 C-2 Town Centre Commercial Zone
 C-3 Service Commercial Zone
 C-6 Tourist/Recreation Commercial Zone
 C-7 Shopping Centre Commercial Zone
 C-8 Farm Produce Commercial Zone
 P-1 Park and Recreation Zone
 P-3 Institutional Zone
 M-1 General Industrial Zone
 M-2 Light Industrial Zone
 CD-8 Comprehensive Development Zone (*Wal-Mart Smart REIT Ste*)
 CD-9 Comprehensive Development Zone (*Askew's Uptown and S.A.S.C.U. Site*)
 CD-16 Comprehensive Development Zone (*The Hive Site*)

D) TEMPORARY USE:

In addition, Mobile Food Vending is permitted on private property or non-City lands in all zones not listed in Section C), on a temporary basis, not exceeding two calendar days per month unless a greater time period is permitted by a City Official, and only for the purpose of catering to private parties, festivals or similar types of events held on the same parcel of land.

E) CITY LANDS:

1. The Table below identifies the locations of City lands where Mobile Food Vending sites are supported by this Policy; the corresponding location / site maps are attached as APPENDIX 1.

Location	Operating Season / Times	Restrictions	Approval Requirements
Blackburn Park Map 1	March 1 - October 31 7:00 a.m. to 10:00 p.m. Daily Site Access: "First Arrival", set up no earlier than 5:00 a.m.	Siting and business operations and hours shall not conflict with City operations and scheduling Only one of the two sites identified on Map 1 shall be occupied by a Food Truck at any one time Prohibited during Root & Blues Festival and SA Fall - Fair Days and Evenings; and City Council sanctioned Special Events (see F)	Issuance of Multi-Site / City Lands Business Licence Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19
Canoe Ball Diamonds Map 2	March 1 - October 31 7:00 a.m. to 10:00 p.m. Daily Site Access: "First Arrival", set up no earlier than 5:00 a.m.	Siting and business operations and hours shall not conflict with City operations and scheduling City Council sanctioned special events (see F)	Issuance of Multi-Site / City Lands Business Licence Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19
Fletcher Park Map 3	March 1 - October 31 7:00 a.m. to 10:00 p.m. Daily Access: "First Arrival", set up no earlier than 5:00 a.m. City Hall Rear Parking Lot: days restricted to Saturday, Sunday and Stat. Holidays	Siting and business operations and hours shall not conflict with City operations and scheduling City Council sanctioned special events (see F)	Issuance of Multi-Site / City Lands Business Licence Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19
Klahani Park Map 4	March 1 - October 31 7:00 a.m. to 10:00 p.m. Daily Site Access: "First Arrival", set up no earlier than 5:00 a.m.	Siting and business operations and hours shall not conflict with City operations and scheduling City Council sanctioned special events (see F)	Issuance of Multi-Site / City Lands Business Licence Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19
Little Mountain Park Map 5	March 1 - October 31 7:00 a.m. to 10:00 p.m. Daily Site Access: "First Arrival", set up no earlier than 5:00 a.m.	Siting and business operations and hours shall not conflict with City operations and scheduling City Council sanctioned special events (see F)	Issuance of Multi-Site / City Lands Business Licence Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19

Mobile Food Vending Policy and Regulations

Marine Park Map 6	March 1 - October 31 7:00 a.m. to 10:00 p.m. Daily Site Access: "First Arrival", set up no earlier than 5:00 a.m. *Siting / operation in Lease Area subject to approval by Lease Holder	Siting and business operations and hours shall not conflict with City operations and scheduling City Council sanctioned special events (see F) *Siting / operation in Lease Area subject to approval by Lease Holder	Issuance of Multi-Site / City Lands Business License Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19 *Siting / operation in Lease Area subject to approval by Lease Holder
McGuire Lake (6 Street NE Boulevard) Map 7	March 1 - October 31 7:00 a.m. to 10:00 p.m. Daily Site Access: "First Arrival", set up no earlier than 5:00 a.m.	Siting and business operations and hours shall not conflict with City operations and scheduling	Issuance of Multi-Site / City Lands Business Licence Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19
Recreation Centre Map 8	March 1 - October 31 7:00 a.m. to 10:00 p.m. *Siting / operation subject to approval by Salmon Arm Recreation Society	Siting and business operations and hours shall not conflict with City operations and scheduling *Siting / operation subject to approval by Salmon Arm Recreation Society	Issuance of Multi-Site / City Lands Business Licence Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19 *Siting / operation subject to approval by Salmon Arm Recreation Society
Hudson Ave. NE (Ross Street Plaza) Map 9	March 1 - October 31 7:00 a.m. to 10:00 p.m. *One season Trial Period in Effect for the year 2018 Daily Access along Hudson Ave. NE: "First Arrival", set up no earlier than 5:00 a.m.	Siting and business operations and hours shall not conflict with City operations and scheduling Only one of the three parking stalls identified on Map 9 shall be occupied by a Food Truck at any one time City Council sanctioned special events (see F)	Issuance of Multi-Site / City Lands Business Licence Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19

- Specific locations or City lands not listed in the Table of Section E) 1. may be considered for addition as a Policy amendment, which would be subject to approval by City Council.
- Specific locations on City lands not listed in the Table of Section E) 1. may be considered for Mobile Food Vending on a temporary basis, subject approval by a City Official.
- The intent of the "First Arrival" policy is to provide equitable access to each location on a daily basis, without the need for a specialized licensing system.

F) CITY COUNCIL SANCTIONED SPECIAL EVENTS:

The holder of a Multi-Site / City Lands Business Licence forfeits the right to vend on any location or site identified on Maps 1 - 9 or on any other City land where and during the time a special event has been approved by City Council, unless the Business Licence holder has been sanctioned by the event organizer to operate within the special event.

G) VENDOR RESPONSIBILITIES:

In addition to compliance with Section E) of this Policy and Section 4.19 – General Regulation of the Zoning Bylaw, Mobile Food Vendors are responsible for the following when operating on City lands:

- The holder of a valid Business Licence, including proof of liability insurance and Interior Health Authority approval
- Complete removal of the truck and/or trailer and all equipment after each day of operation, and prior to 11:00 p.m.
- Not setting up an operation prior to 5:00 a.m.
- Cooperation with other mobile food vendors in regards to competing for a site
- Providing refuse / recycling containers
- Complete clean-up of the site after each day of operation
- Supplying own power source where City electrical facilities are not available
- Not vending any foods or items or operating in a manner deemed to be illegal under Federal or Provincial laws
- Mobile food vending operations on City lands shall not cause a public nuisance (see General Regulation 4.19.5 of the Zoning Bylaw).

H) NON-COMPLIANCE:

Non-compliance with this Policy may result in any the following:

- Verbal or written warning
- Municipal Ticketing
- Suspension of Business Licence
- Revocation of Business Licence and prohibition to operate on City lands

I) FEES:

The fee for a Multi-Site / City Lands Business Licence is set in the City's Fee for Service Bylaw. The single fee is inclusive of electricity on those sites with readily available power supply.

J) POLICY AMENDMENTS:

Any of the following City Officials may approve minor amendments to this Policy, if necessary:

- Manager of Permits and Licensing
- Director of Development Services
- Director of Engineering and Public Works

Amendments not considered by the above to be minor (i.e. major) shall be presented to Council for consideration of approval. Major Policy amendments that require consideration by Council include:

- Adding City land not listed in the Table of Section E 1)
- An additional site on City lands
- An amendment requiring a Bylaw amendment
- An amendment requiring additional staff resources or City expenditures

BACKGROUND

This report follows the December 3, 2017 Planning and Development Services Committee meeting when the committee reviewed the November 24, 2017 report from the undersigned. Based on feedback and discussion from the committee members, some of the proposed Zoning Bylaw regulations and policies / maps have been slightly amended in the revised motion for consideration and in Policy No. 3.19 (highlighted in yellow), which will be explained by the undersigned. Amendments to the Recreation Centre Map 8 and related policy within Table E) 1 are not recommended at this time, as discussed on Page 10 of this report.

At the July 7, 2016 Regular Council meeting, staff was directed to draft a policy and associated regulations to support and regulate mobile food vending ("food trucks") on both private property and on public land, parks and streets ("City lands"). The proposed policy, regulations and fees take into consideration the following:

- The current zoning restrictions on private property and City lands;
- Desire by a small number of food truck operators to vend on City lands;
- Desire by the public to have greater food choices available on City lands;
- Competition among concession vendors, lease holders, restaurants;
- Licence fees that are consistent with other municipalities;
- Consultation with the public and numerous stakeholders, including the business community and concession lease holders;
- Some input from Council; and
- The capability of City staff to administer, monitor and enforce a new mobile food vending policy and associated regulations.

Over the past three years there has consistently been fewer than five Business Licences issued for permanent food truck vending. During 2017 five licences have been issued to four food truck operators; most of whom conduct their business on private property zoned to permit *outside vending*. Periodic requests by some food truck vendors and event organizers to operate on City lands have made their way to Council during that time. Staff is not in a clear position to grant approval to these requests in the absence of a policy or updates to related bylaws.

This exercise revealed a few deficiencies with our current regulations that needed to be reviewed and resolved because of the linkages between the various bylaws involved. Selecting and mapping the nine proposed nine City land locations was fairly tedious due to some opposition to some of the sites by various stakeholders.

If approved, Policy No. 3.19 and the associated bylaw amendments will significantly open opportunities for food truck vendors to operate on private property and City lands, while introducing manageable and reasonable food truck regulations. After considerable research and consultation, the undersigned believes that the few food truck businesses operating in the City represent a low impact land use that should be permitted to operate within most zones.

PROPOSED POLICY

The intent of Policy 3.19 is to serve as guidelines for City staff and Council, and to establish opportunities and expectations for food truck vendors and event organizers who wish to vend on City lands. The policy is linked to the related proposed bylaw amendments pertaining to food truck zoning regulations, business licencing and fees.

The nine City land locations selected and mapped for Policy 3.19 are based on consultation and seemingly a public desire for more food choices at City park and recreation facilities, and each is deemed by staff to be appropriate for seasonal food truck vending. Each City land location is either park or public space that experiences high use.

Some concerns were expressed on various locations and specific sites during the consultation process, which is discussed further. Because of some resistance and strong opposition to a few sites, the location analysis was difficult and time consuming. The balance between protecting existing businesses versus opportunities for other business to flourish and greater consumer choice was considered.

Access to any of the nine City land locations by a mobile food vendor is proposed to be on a "First Arrival" basis, in order to minimize administrative complexities and burdening the present Business Licencing system. In other words, staff will be able to manage the present licensing system with the amendments and without the need to change the system as a whole.

The "First Arrival" policy is not perfect and could likely be unpopular with some food truck vendors for various reasons. Some of the City land sites will be more attractive than others on different days and circumstances. Allowing one food truck to remain on a site multiple days in a row defeats the spirit of Policy No. 3.19. In terms of enforcement, there is no Bylaw Enforcement service available on weekends or before/after 8:00 a.m. to 4:00 p.m.

PROPOSED BYLAW AMENDMENTS

The amendments to the three bylaws in the motion for consideration are summarized below.

1. Zoning Bylaw

If the proposed zoning bylaw amendments are adopted, the opportunities for food truck vending would open up considerably to what exists now under the present regulations. In fact, *mobile food vending* is technically not defined or permitted in the Zoning Bylaw. Staff has been permitting food trucks on lands where *outside vending* is a permitted use, even though that definition speaks to smaller scale food carts (e.g. not vehicles or large trailers, but old fashion type ice cream or hot dog carts).

The map attached as APPENDIX 1 shows most of the commercially zoned land in the City where outside vending is a permitted use. Not included on the map is Canoe where there is currently one property with zoning that permits outside vending; that being the Canoe Store site and others nearby that are zoned C-1 (Neighbourhood Commercial). The Hive Restaurant / Coffee manufacturing business in Canoe is zoned Comprehensive Development (CD) Zone - 16.

The new and defined use *mobile food vending* is proposed to be permitted in 10 commercial zones (including four Comprehensive Development (CD) Zones), two public park and institutional zones (P-1 and P-3), and two industrial zones (M-1 and M-2). The four site-specific CD zones are essentially spin-offs of the C-1, C-2, C-3 and C-6 zones.

Significant amendments include the allowance of food truck businesses in the C-2 zone, which covers most of the downtown core, along with an allowance for temporary food truck vending in all zones not listed in the motion for consideration. Vending in the C-2 zone has always been restricted to sidewalk vending along with one Park Vending site in the Ross Street Plaza and another in Fletcher Park, with no allowance for outside vending on private property or permission for food trucks.

Including the new use in the two P zones is Key to allowing food truck vending on the City lands proposed in Policy No. 3.19. Other beneficiaries of this zoning amendment would be the School District, other government institutional properties, such as Interior Health and churches. Under the current regime, for example, a school or the hospital would need to apply for and receive Council's approval of a Temporary Commercial Use Permit (TUP) to allow food truck vending on any of these sites. The TUP process can take several months, the application fee is \$600, and there is no guarantee of approval.

The proposed new General Regulations (Section 4.19) represent 10 regulations applicable to private and public land in any zone that allows *mobile food vending*. The regulations are enforceable and consistent with the bylaw regulations for sidewalk vending, outside vending and park vending. Staff has received occasional requests to permit food truck catering at a birthday party or wedding on private property. The zoning bylaw does not permit that use in the residential or agricultural zones, and staff has no avenue to approve such requests.

The temporary use provision to allow mobile food vending in all other zones (i.e. zones not included in the motion for consideration) clarifies this use as being a permitted accessory use without the need for a Temporary Use Permit.

The maximum length of 7 m (23 ft) for a food truck would allow for a length approximately 0.5 m (1.6 ft) longer than a downtown on-street parking stall. This regulation allows a City official to consider approving a longer vehicle or trailer length, potentially with restrictions, and without the need for a Development Variance Permit application to City Council.

3. Municipal Ticket Information Bylaw

This amendment would enable Bylaw Enforcement staff to issue a \$100 fine for a breach of the proposed new General Regulations of the Zoning Bylaw, as one of several options for enforcement.

4. Fee for Service and Business Licence Bylaw

At present, a mobile food vendor pays an annual Business Licence fee of \$150 per site. The two additional categories proposed below would be options for multiple site business licencing:

Single Site Mobile Food Vending on Private Land (Including a Single Event Licence)	\$150
Multiple Site Mobile Food Vending on Private Lands (Land not owned by the City of Salmon Arm)	\$300
Multiple Site Mobile Food Vending on City and Private Lands	\$500

Fees and lease type methods levied in other municipalities were researched by staff. While the average Business Licence fees were approximately \$500, some communities such as Kelowna, Penticton and Squamish require lease areas or licence of occupations from \$1,000 to \$2,000 per year for a single site. As a local comparison, concession operators at Marine Park, Canoe Beach and Blackburn Park pay well over \$1,000 per year for their respective leases. In that regard, the proposed \$500 per year fee for a multi-site, City / private land category Business Licence may be seen as a low, but there are notable differences between concession facilities built by the City versus self-contained food trucks.

CONSULTATION

In addition to public notification and requests for input to the public at large near the end of 2016, the following organizations were contacted:

Food Truck Vendors	Economic Development Society
Park Concession Operators	Salmon Arm Recreation Society
Chamber of Commerce	Salmon Arm Folk Music Society
Downtown Salmon Arm	Salmon Arm Fall Fair Society
Downtown Parking Commission	Interior Health Authority (IHA)

Staff considered the input attached as APPENDIX 2, which is mostly positive. Actual input from citizens was sparse and no written responses were received; however the undersigned heard an overall message of support from the community (i.e. "open up opportunities for food trucks").

One mobile food vendor provided a comprehensive proposal of what she would like to see in terms of policies / regulations to support the local food truck businesses (the first item in APPENDIX 2).

The three concession operators at Canoe Beach Park, Blackburn Park and Marine Park expressed concerns ranging from strong to mild on the idea of allowing mobile food truck vending near their respective lease areas. The concession operator at Canoe Beach has "exclusivity" written into that lease agreement, which is why there is not a site proposed at that park.

The Salmon Arm Fall Fair Association and the Salmon Arm Folk Music Society each expressed concerns about allowing mobile food vending near their festivals, which is why the two Blackburn Park sites are proposed to be off-limits during the Salmon Arm Fall Fair and Roots & Blues concert.

Some suggestions are made for the City to provide some light infrastructure, such as additional off-street parking pads. This report does not contemplate the City budgeting for anything related to food truck operations in 2018. The proposed policies and regulations are intended to be simple to administer under present staffing levels and priorities. While many of the suggestions from the input sound good in theory, the City does not have the capability or time to regulate food and menus (that is IHA's responsibility); to be involved in a body or committee for the selection of vendors; to hold annual licence auctions for rights to specific City lands; or to alter the present Business Licensing program.

The idea of the City specifying sites on Map 8 to allow mobile food vending on those sites without necessarily approval of the Salmon Arm Recreation Society management was raised at that Board's meeting of December 19, 2017. The Board prefers the City's policy as presented and directed SARS management to draft its own policy for the siting of food trucks within the boundary shown on Map 8, including potential fees (minutes attached as APPENDIX 3). **City staff recommends the status-quo with respect to the related policy proposed in Table E) 1.** If Council agrees, mobile food vendors will be directed to SARS staff for specific on-site approvals. This section of the Policy along with the SARS policy can be re-visited in the future if needed.

CONCLUSION

With a small number of food truck vendors operating in the City, proposed Policy 3.19 and the related regulations proposed in the three bylaws should work well as an initial framework to manage this type of roaming business activity. The Policy is flexible and can be amended by either staff or Council with relative ease. Ultimately, the City of Salmon Arm is in control of its lands.

As mentioned throughout this report, the opportunities for food truck vendors would expand to just about any private property in the City either an outright permitted use or on a temporary use basis. The proposed fees are fair and consistent with other municipalities, many of those which offer far fewer options and public sites for food trucks.

It is realized that vending on some of the proposed City lands with or near concession facilities or near established restaurants is not wholeheartedly supported by lease holders, concession operators and restaurant owners. Competition between food truck vendors for certain City land sites may also grow over time. As the Policy mentions, cooperation between food vendors will be expected. If necessary, there are enforcement options available.

Monitoring and enforcement will be a challenge at certain times as there is none after office hours or on weekends. However, this is also true for any other type of business regulated by the Zoning Bylaw.


 Kevin Pearson, MCIP, RPP
 Director of Development Services

Map 1 - Blackburn Park



Concession Stand
(Rosa's Taco Lease)

5 AVE. S.W.

10 AVENUE S.W.

Restricted to one (1) site and no more than one (1) Food Truck at any one time
See Policy 3.19 for additional Restrictions

50 25 0 50 Meters



Map 2 - Canoe Ball Diamonds



Ball Park Boundary



Food Truck Site See Policy 3.19 for Restrictions



Map 3 - Fletcher Park



Food Truck Site (Days restricted to Saturday, Sunday and Statutory Holidays Only)



Food Truck Site See Policy 3.19 for Restrictions

25 12.5 0

25 Meters



Map 4 - Klahani Park

237



South Park Boundary

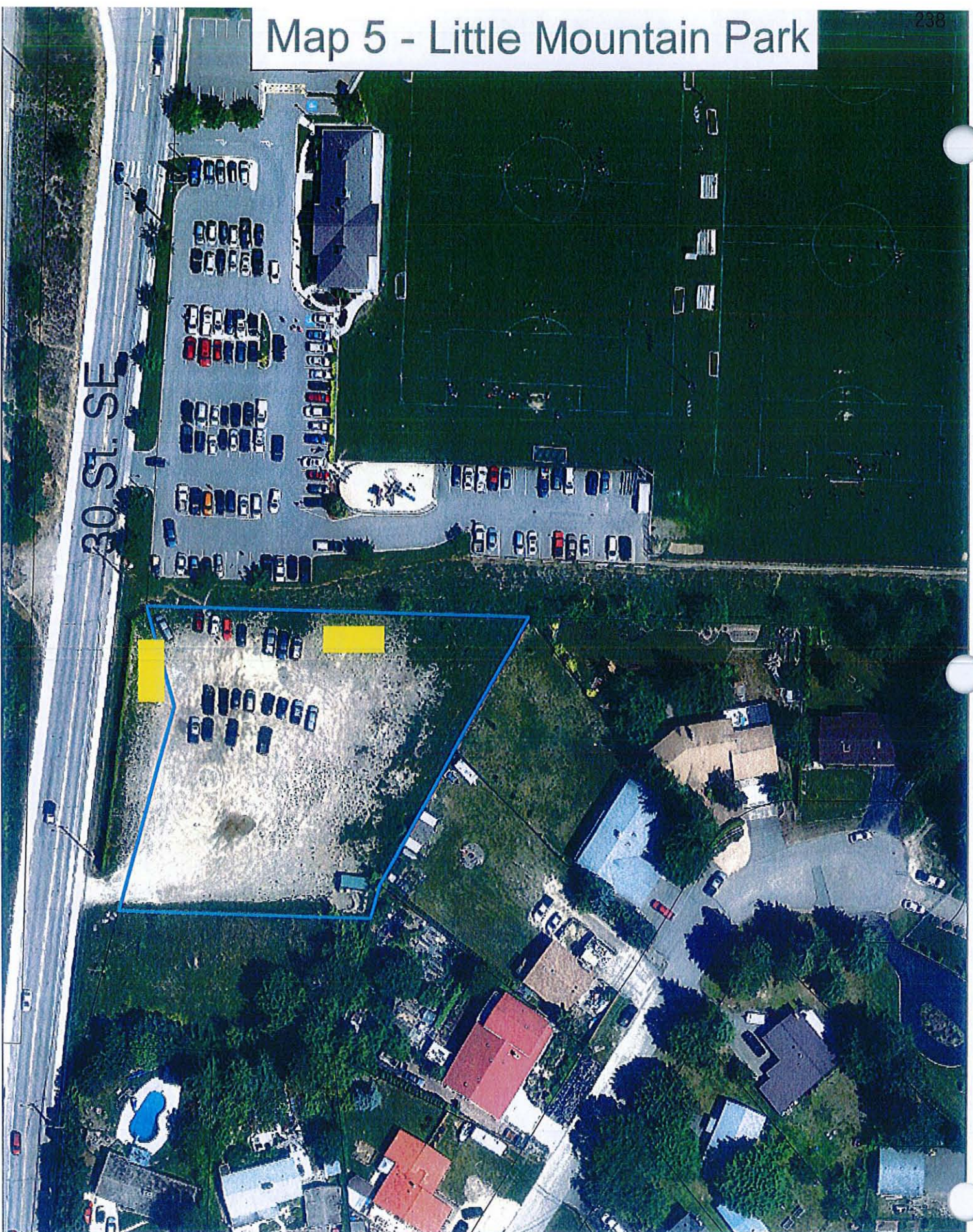


Food Truck Sites See Policy 3.19 for Restrictions



Map 5 - Little Mountain Park

238



-  Field of Dreams Overflow Parking Lot
-  Food Truck Sites

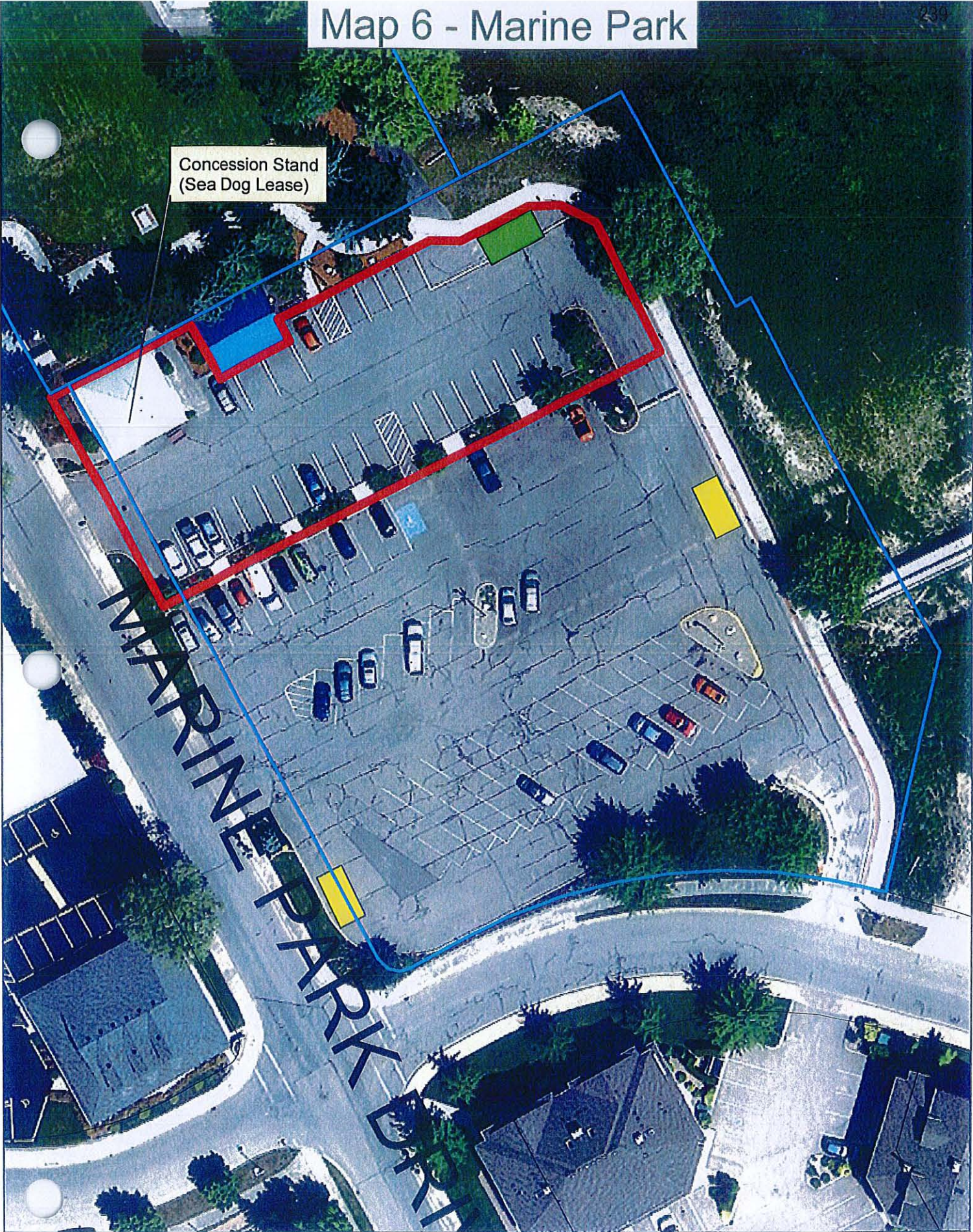
25 12.5 0 25 Meters



Map 6 - Marine Park

239

Concession Stand
(Sea Dog Lease)



Marine Park / Parking Lot

Sea Dog Lease Area

Food Truck Sites [See Policy 3.19 for Restrictions](#)

Food Truck Site, Subject to Approval by Lease Holder



Map 7 - McGuire Lake

240



 Food Truck Site See Policy 3.19 for Restrictions

10 5 0 10 Meters



Map 8 - Recreation Centre



Salmon Arm
Curling Club
Lease Area

 City Property Boundary

 Food Siting is subject to Salmon Arm Recreation Society Approval

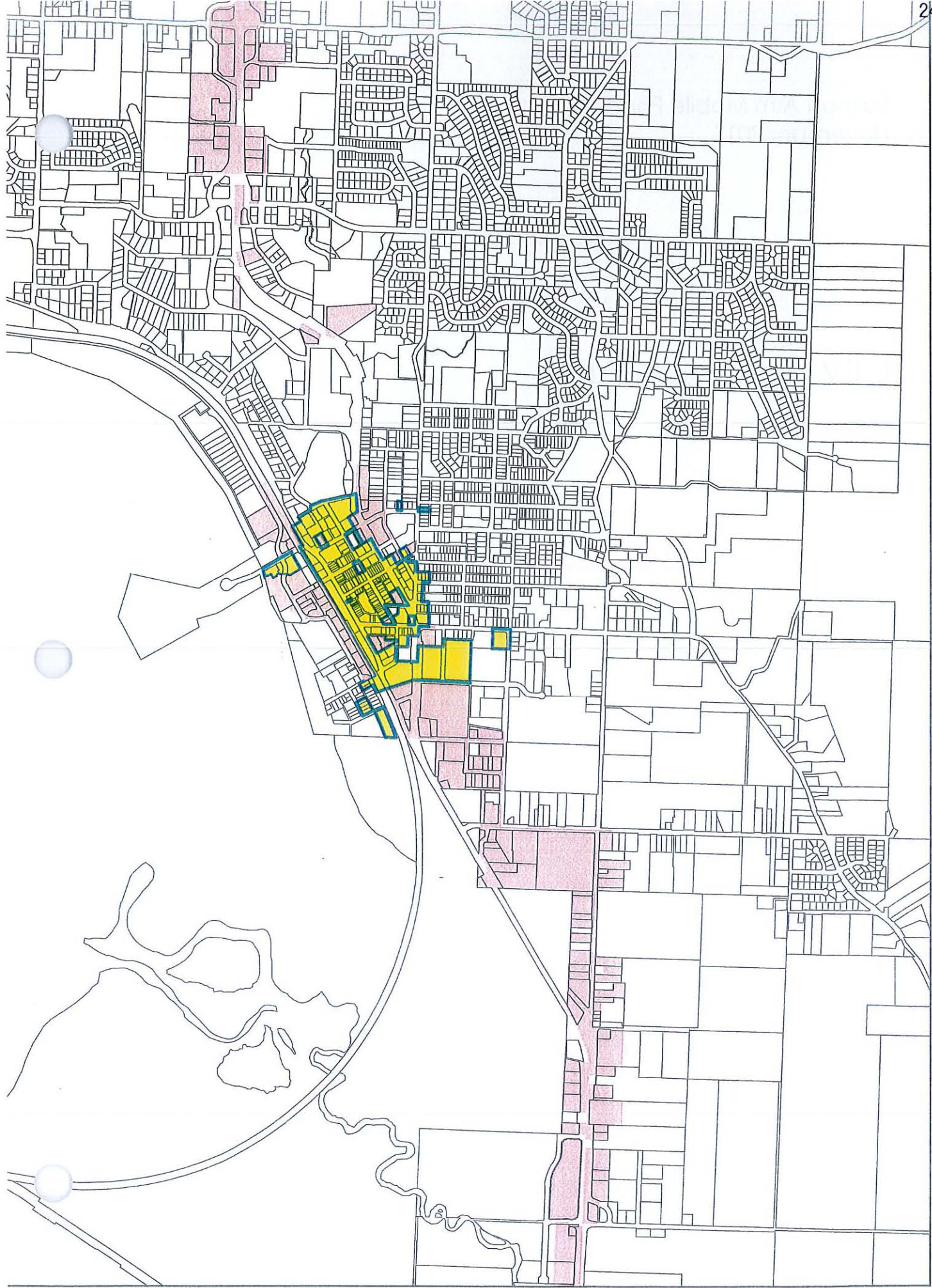
Secured Plaza Vending Site



Restricted to one (1) on-street parking stall and no more than one (1) Food Truck at any one time
See Policy 3.19 for additional Restrictions

10 5 0 10 Meters





Commercial Zoning - Presently Permitting Outside Vending
Commercial Zoning - Proposed to Permit Mobile Food Vending

Salmon Arm Mobile Food Vendors
November 2016

Proposal For

City of Salmon Arm

I. Summary

Several mobile food truck - trailer and cart operators have collaborated to provide city council and staff with several recommendations and requests related to mobile food vending and licensing in Salmon Arm. Our mandate as a group is to articulate current challenges and offer solutions that improve our business models and are easily administrable by city staff.

This proposal will present our challenges with the current policies and bylaws, offer recommendations and provide detail of our research and discussions:

- Our group consists of the following businesses: Panzudos, Michelles Dawg Waggin, Fire on Wheels, Happy Buddah Belly and Hungry Panda. Community Futures was also consulted through this process;
- The purpose of our proposal is to offer our perspective as mobile food vendors in the city and provide recommendations that improve the business climate, marketability and profitability of our businesses;
- Our proposal acknowledges the need for recommendations to be easily administered and not complex policies or sweeping bylaw changes;
- We would like to see our recommendations implemented for the 2017 operating season.

II. Introduction

Mobile food businesses are growing in the B.C. interior and are an exciting and vibrant alternative to existing food services. Food trucks and trailers are synonymous with trendy menu's, creative and fun dishes, and an ever evolving source of culinary adventure. The City of Salmon Arm is experiencing growth in the mobile food industry and as a result, needs to review its existing policies and administration.

According to information sourced by The Salmon Arm Economic Development Society, there are nine registered mobile food truck businesses in the region, not including caterers or park concession stands such as at Canoe Beach or Blackburn Park. Of those nine, six operate primarily in the City of Salmon Arm and two of those are park/sidewalk vendors.

On August 11, 2016, the City of Salmon Arm sent out an email questionnaire to several mobile food vendors in the city. In response, a group of local operators met to discuss the challenges and opportunities the current by-laws present to the day to day operations of mobile food vending.

After consultation with the vendors, City of Salmon Arm Administration, the Downtown Improvement Association, and Salmon Arm Chamber of Commerce, the group has developed several recommendations for consideration by City Council. Our objective is to provide insight to our challenges and offer solutions that are easy to administrate, improve the delivery of services and promoted collaboration between business, sports organizations, non-profit groups and The City of Salmon Arm.

III. Needs/Challenges

As a part of the discussion between the operators, several key issues were identified as consistent barriers for all operators.

- Decision making based on confrontation (who is going to complain the most?);
- Zoning restrictions are prohibitive, particularly in the downtown core;
- No vendor guidelines for sports-fields and ball diamonds;
- Permits are expensive and are required for each location even if it is a onetime event;
- No ability for food trucks to be hired for private events on residential property;
- No roaming allowed for the exception of hand carts that have a permanent vendor spot;
- Park vendors are unable to use sandwich boards;
- Sidewalk vendor spots are not conducive for food sales, as they require mechanical refrigeration and fresh water. Hard to do in such a restrictive space and with no generators
- No park spot at Marine Park;
- No flexibility with permitting - we need one licence and a clear guideline of operations;
- No zoning map or ability for vendors to know where they are allowed to go - decisions are made on a case by case basis, heavily reliant on administration to dictate;.
- No enforcement of out of town vendors that operate ad hoc, without any permits;
- No true street parking - would be beneficial to have the ability to park on the street. Perhaps after a certain evening hour, to encourage more activity in select areas of town;
- No clarity on how we can work with non profit organizations who are using public spaces for their events (Field of Dreams, Marine Park, Rec. Centre, Ball Diamonds, Parking lots, Blackburn Park, Fletcher Park) Are we under their "umbrella" and can we operate in tandem with their event without having to get a separate permit?

IV. Goals/Recommendations

In recognizing the challenges the current bylaws present, several recommendations were suggested by the group which include:

- A vendor spot at Marine Park;
- A single business permit that allows operators to go from location to location;
- Improved operational guidelines with a comprehensive land-use map;
- Changes to permitted use of C2 zoning to allow mobile food vendors particularly in the Downtown core;
- Allowance of sandwich board signs for park and sidewalk vendors;
- Ability to cater private events that may take place at a residence;
- Changes to the recreation rental agreement that allows users of the parks (sport clubs etc) to hire food trucks to attend their sporting events. Specific sites include Field of Dreams, Mosquito Park and Klahani Park. The recommendation would exclude parks such as Blackburn which already have a leased and active concession;
- Special event permits that are inclusive. Organizations take out the permit for the public space and this permit would allow for the event based partners to participate without additional fees or permissions.

V. Parameters

As mobile food vendors, we understand that the City of Salmon Arm wants to ensure that we are operating safely, in places appropriate to operate and in a manner that does not conflict with other businesses in the area. We also feel that it is important that the City Council and administration understand that we are MOBILE in nature and that our business models require flexibility to capitalize on the business opportunities that mobility brings.

Under the existing bylaws, mobile food vendors are required to purchase a license for each location they visit, regardless of how many times they are at such location. For example, if they are providing a lunch for a business, they are required to pay \$75 to be there. That is tremendous overhead. In contrast, a company that provides a mobile service such as gutter cleaning, mobile car detailing, has a one-time business license application and is free to operate from location to location without encountering additional fees.

Having an annual operating business license combined with clear operational guidelines, a land use map and a basic administration reporting system would be an improvement.

A similar approach would work for user groups of recreation facilities to partner with mobile food operators. A change to the rental agreement allowing sport clubs to partner with operators would be a very simple solution and easy to both administer and enforce by the By-law Officer.

We have not requested street parking downtown per-se. While this is the vision of all mobile food vendors, the reality is that space is limited and administratively, it would be a challenge to enforce. However the group felt that a fair alternative would be changes to the permitted use of C2, to allow mobile vendors to partner with businesses to operate. A caveat attached could ensure that competing food vendors could not be within a certain distance of a similar type of establishment. (No pizza trailer within 150m of a pizza restaurant for example) Other locations throughout the city could lend itself to street parking, this is something that could be explored in detail in the future.

VII. Conclusion

Salmon Arm is a growing, changing city. We are at the forefront of a very exciting time for the city and its businesses . We understand that change takes time, but we are encouraged by the collaboration of our business partners and business organizations and hope to continue to have an open dialogue with the City of Salmon Arm to improve the vitality and prosperity of our burgeoning industry.

We believe there are positive socio-economic impacts to this proposal, especially in the creation of partnerships between other community organizations and small businesses. Improved delivery of services and streamlined operational guidelines will encourage our industry and allow for growth and expansion.

We hope that we have demonstrated our challenges and solutions successfully and look forward to future opportunities within our outstanding community.



Addendum

Food Trucks

- Diversity of food options is not a valid argument for more competition at Canoe Beach. It doesn't mean more visitors to the Park. It just splits up the little business that is there. Also, as you can see in this report, our offerings are diverse and will continue to evolve with demand.
- The Canoe Beach Café will not be the only party negatively impacted by Food Trucks / Trailers. What about The Hive or The Canoe Village Market? They too give more to the community than they take. Is this fair to them? Is the risk of Canoe losing another business worth it just to let the Food Truck group in because "they really want to be there?"
- Food Concessions are a SERVICE. We are the one's who help Clean the Park, who Attend to Injuries and who Keep the Peace when bi-law enforcement can't be there. We are true partners with the City. Who led the charge to clean up the beach after the flood a few years back? It was the then owner of what is now the Canoe Beach Café. That is the type of Good Will Christine and Steve bought from her and we in turn bought from them. Would a Food Truck have stayed put? No. They would have moved on to the next better location. It's what they do.



Thank you for considering our concerns. We look forward to and respectfully request a speedy resolution to this alarming turn of events.

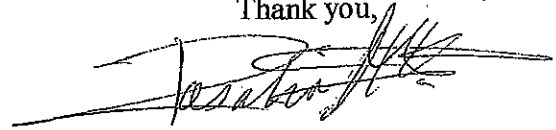
Joyce & Jim Dunlop

Dec. 19, 2016

To whom it may concern,

I Rosa Guthrie of Rosa's Taco Stand express my concerns regarding vending trucks in close proximity of my Stand. I've worked hard at building up my business, induring on going construction, electrical outages, street closures etc. I serve healthy food, keep the area clean and provide some safety to the people of the park. I would like to continue in the service I provide. I'm not against other Venders as variety is o.k. I know the struggle envolved, but I'm concerned about the impact to my business if they were close by or in the park.

Thank you,

A handwritten signature in black ink, appearing to read 'Rosa Guthrie', with a long horizontal line extending to the left.

Rosa Guthrie.

Kevin Pearson

From: David Gonella [davidg@rootsandblues.ca]
nt: December 7, 2016 11:20 AM
Subject: Kevin Pearson
 Re: Food Trucks

Hi Kevin,

We would not be in favour to have food trucks located on 5th Street, 5th Avenue and on 10th Avenue during the days the festival is operating. The food vendors who have applied and paid a fee to be on site would experience added competition from non-festival food vendors who were located next to the event grounds which includes Blackburn Park.

In contrast, with the assumption that the City has considered mitigating the impact food trucks will have on existing restaurants and food serving businesses, we support having more food trucks in town throughout the rest of the year to allow the community to enjoy the opportunity to have more meal diversity in town.

Hope this helps,

David

--

David Gonella, Executive Director
 25th Annual Roots&Blues Festival
 Salmon Arm Folk Music Society

Office: 250-833-4096
 Cell: 250-833-9910
 Fax: 250-833-4097
 Email: davidg@rootsandblues.ca
 Mail: Salmon Arm Folk Society, Box 21 Salmon Arm, BC V1E 4N2

On Dec 6, 2016, at 1:10 PM, Kevin Pearson <kpearson@salmonarm.ca> wrote:

Hi David,

Some consultation for you. We would appreciate R&B's feedback. Let me know if you need any clarification. Thanks

Kevin Pearson, MCIP, RPP
 Director of Development Services
 City of Salmon Arm
 Phone: 250.803.4015

<CSA_Mobile_Vend.pdf>



January 31, 2017

Kevin Pearson
 Director of Development Services
 City of Salmon Arm
 P.O. Box 40, 500 – 2nd Avenue NE
 Salmon Arm, BC V0E 4N2

Dear Kevin Pearson:

RE: Mobile Food Vending on Public Lands

Thank you for the opportunity to provide comments related to the proposal to expand opportunities for mobile food vendors to vend on private properties and public lands. It is our understanding this would include adding mobile food vending as an allowable use under the Park and Recreation (P-1) and Institutional (P-3) Zones of the Zoning Bylaw. This would allow, from the City of Salmon Arm's perspective, mobile food vendors to operate in community parks, school properties and health care facilities, such as Shuswap Lake General Hospital. The intended result would be to increase food service options for residents and places from which to operate for mobile food vendor businesses. Food vendors would still require approval from the land owner (e.g. City of Salmon Arm, School District 83 and Interior Health) prior to operating on any of this land. It is also our understanding, a Zoning Bylaw amendment cannot address the types of food the mobile food vendor can sell.

The bylaw amendment has been reviewed from Healthy Food Systems, Public Health Protection and Interior Health Facilities management perspectives. The following information is provided for your consideration.

Healthy Food Systems

Interior Health has an interest in supporting communities to create healthy food environments through policy and regulations. Healthy food environments make it easier for residents of all ages to make good food choices and lower their risk of obesity and chronic disease.

We encourage the City of Salmon Arm to consider the impact of mobile food vendors on healthy eating. While mobile food vendors have the potential to increase access to healthy foods (e.g. fresh fruit cart) and introduce residents to new foods (e.g. ethnic foods, local foods) often times the food sold by mobile vendors does not contribute to a healthy diet. Prepared foods from retail outlets usually have more calories, salt, sugar, and fat and provide fewer fruits and vegetables than recommended by national nutrition guidelines; thus, frequent consumption of these foods contributes to obesity, hypertension, diabetes, heart disease, and cancer.

Bus: 1-855-744-6328 ext. 4
 Fax: (250) 851-7341
hbe@interiorhealth.ca
www.interiorhealth.ca

Healthy Built Environment Team
Population Health
 519 Columbia Street
 Kamloops, BC, V2C 2T8

Mobile food vendors may have an even greater influence on the food environment (seasonally) than brick and mortar food outlets because the public can so easily see and smell the food. Research shows that people are highly responsive to subtle environmental cues and can gain weight when unhealthy food choices are easily accessible. As well, mobile vendors may be able to gain greater access to vulnerable populations such as children. For these reasons, many local governments restrict *where* mobile vendors can operate or *what type of foods* can be sold. We recommend caution when considering this zoning amendment to expand the places from which mobile food vendors can operate to those also used by vulnerable populations, such as children.

Where Food is Sold

Many cities restrict mobile vendors from operating near schools and parks, and sometimes near recreation centres, hospitals, and places of worship as a way to protect children from unhealthy food environments. Policies usually state a minimum distance in meters away from such locations. A sample of US cities noted in a [2012 American Heart Association Policy Statement](#) showed buffers ranging from 300-1500 meters around schools (includes some parks and recreation centres) to limit access, including times when children come and go from school. The [Guidelines for Food and Beverage Sales in BC Schools](#) are a mandated provincial policy that has improved the school food environment. These nutrition standards apply to all food and beverages sold to students. The presence of mobile vendors just outside school property could undermine healthy eating efforts in schools. Food trucks next to playgrounds, recreation centres and child care centres could have similar effects on healthy eating efforts of families.

What Type of Food is Sold

Offering incentives to mobile vendors to sell healthier food may be a way to encourage healthier food (e.g. free access to government sponsored community events, discounted permit fees, etc.). As well, access to a commercial kitchen for food preparation could significantly increase vendors' capacity to provide healthier food. An inventory of approved kitchens in the Salmon Arm area could be provided to mobile food vendors. In Vancouver, all vendors must belong to the Vancouver Street Food Association which selects vendors based on a set of criteria established by the City of Vancouver, that govern the type of food offered (e.g. evidence of sourcing regionally grown, locally produced, organic, sustainable, fair trade items; and quality of the food, including attention to freshness, nutrition, innovation, uniqueness etc.). Some US cities issue only "green cart" permits (for the sale of fresh fruit and vegetables) in areas with high concentrations of children such as near parks, schools and recreation centres.

The following links include examples of how other communities have used policy to regulate mobile food trucks and create healthier food environments:

- [Mobile Vending Near Schools Policy Statement - American Heart Association](#)
- [Healthy Mobile Vending Policies -National Policy & Legal Analysis Network To Prevent Childhood Obesity](#)
- [Model Healthy Food Zone Ordinance](#) - includes sample wording

- [Toronto Municipal Code - Healthier Street Food](#)
- [Street Food Vancouver](#)

The province of BC supports healthy communities through a variety of initiatives that target [healthy built environments, healthy schools, and healthy workplaces](#). The province has been improving the food environment in provincial public buildings (and property) through its' [healthy vending machine policy](#) which has been in effect since 2006. "Provincial public buildings" include universities, colleges, healthy authority facilities (hospitals, health centres), provincial ministry offices, etc. Local governments are encouraged to adopt similar policies or guidelines for public facilities (for example, municipal parks, and regional districts). Guidelines and supporting resources to create healthy eating environments where people work, learn and play are available on the [Province of BC Healthy Eating Initiatives](#) webpage.

In keeping with the province's lead, the City of Salmon Arm and Interior Health signed a partnership agreement in February of 2013 to collaborate on actions that will improve the health of the community by reducing chronic disease and obesity. The Public Health Dietitians at Interior Health are able and willing to assist the city of Salmon Arm explore and develop suitable options that favour the creation of healthy eating environments and protect vulnerable populations with respect to mobile vendors. This may be through existing bylaw amendment, a new bylaw or other means such as policy or guidelines. The Interior Health Community Nutrition and Food Security Program can be contacted by emailing linda.boyd@interiorhealth.ca.

Public Health Protection:

Regulatory Requirements:

The [B.C. Reg. 210/99 Food Premises Regulation](#) (FPR) defines food vending businesses as Food Premises and more specifically as Food Service Establishments. There are different levels of requirements depending on the complexity of food processing. The simplest is a Mobile Food Vending Cart that dispenses only beverages and/or prepackaged, non-potentially hazardous foods. For example, a bicycle cart that sells popsicles. This type of operation is exempt from the regulation. The next level of complexity is a Mobile Food Vending Cart which serves up to one potentially hazardous food; for example, a hot dog cart. These carts are subject to the FPR; however, the requirements have been adapted to reflect the less complex circumstance. For example, the cart is allowed to have smaller and less equipment but a suitable base of operation for sanitizing and storing the cart is required. A Mobile Food Service Establishment is subject to all requirements and is allowed a more complex menu. It is essentially a commercial kitchen on wheels. However, the complexity of the menu is still limited by the amount of storage and food preparation space available. All Food Service Establishments, except the ones selling non-potentially hazardous foods (e.g. popsicles), require an operating permit issued by an Environmental Health Officer. More information about food premise requirements can be found on the [Interior Health - Food Safety & Inspection webpage](#).

Kevin Pearson, City of Salmon Arm
January 26, 2017 – Proposed Amendments - Mobile Food Vendors

Ensuring Safe and Sanitary Conditions:

In most instances the operating permit of a Mobile Food Vending Cart or Mobile Food Service Establishment does not have conditions pertaining to where the business is allowed to operate. The City of Salmon Arm can help to provide safe and sanitary conditions by locating allowable spaces for mobile food vendors in areas away from mud and debris and, if at all possible, serviced by potable water and sanitary sewer.

Interior Health is interested in continuing to work with the City of Salmon Arm to ensure safe and sanitary conditions for mobile food vending operations. Therefore, it is recommended the practice of confirming with Interior Health - Environmental Health program that all regulatory requirements have been met prior to Business License issuance continue. The Environmental Health program in Salmon Arm can be contacted by emailing Pam.Makeiff@interiorhealth.ca or by calling 250 – 833 – 4106 (Environmental Health Admin Support).

Interior Health Facilities:

Consultation with other Interior Health portfolios revealed that food vendors operating on Interior Health land is not a common practice. It appears Interior Health does not currently have a process for considering such a request. Such a request could be considered; however, it was questioned whether it is necessary as food trucks most often operate from municipally owned streets or property. If a proposal from a food vendor were to be considered parking availability, flow of patients, visitors, emergency vehicles and deliveries to the site would be priority, as well as benefits to staff, patients, residents and visitors to the facility.

Interior Health recognizes City of Salmon Arm's intent to increase food choices and business opportunities in the community. However, we caution the proposed bylaw change could result in negative health outcomes by allowing increased access to unhealthy foods, especially by vulnerable children and youth, without a complimentary policy and process/criteria in place to address where, when or what kind of food can be sold. As such, Interior Health is willing to work with the City of Salmon Arm and other stakeholders to create healthier food environments.

If you would like more information or have any other question please feel free to contact Linda Boyd at 250-549-5715 or linda.boyd@interiorhealth.ca, Anita Ely at 250-833-4114, or the Healthy Built Environment Team at 1-855-744-6328 ext. 4 or hbe@interiorhealth.ca.

Sincerely,



Linda Boyd, RD
Public Health Dietitian



Anita Ely, CPHI(C)
Environmental Health Officer

LB&AE/ae



The Salmon Arm and Shuswap Lake Agricultural Association

351 – 3rd Street SW, Salmon Arm BC V1E 1V4 Ph. 250-832-0442 www.salmonarmfair.com

January 30, 2017

City of Salmon Arm
500 -2 Avenue NE
Salmon Arm, BC V1E 4N2

Attention: Denise Akerman

Dear Denise:

Re: Mobile Food Vending on Public Lands

Thank you for including us in the consultation process related to Salmon Arm's review of policy and regulatory options to potentially expand opportunities for mobile food vendors (in particular food trucks) to vend on private properties and public lands.

Our Fair sells opportunities for food vendors to set up on the grounds and operate during our three-day Fair. We gain considerable income from these vendors who are selected to offer a variety of food experiences. Each vendor has a menu that is unique and not duplicated by other vendors. We restrict the number in order to provide a positive marketing opportunity for each stall.

Our concern is with food vendors that locate within approximately 150 metres of our gates to take advantage of the Fair patrons for which we forgo any income that lessens sales opportunities for our selected vendors. An additional point is that the paying vendors are not happy with paying a fee to be on the grounds while having other vendors set up outside the venue on private property. This results in a less attractive option for us to sell and control a positive mix of vending opportunities at our event.

We suggest that a workable solution is to have a bylaw that addresses food trucks at special events or festivals.

Some municipalities have bylaws that state food trucks are not be permitted to operate within 150 metres of a special event or festival, except where permission from the event coordinator has been obtained. (Staff report – April 18, 2016 Options for Food Truck Pilot Project in Courtenay).

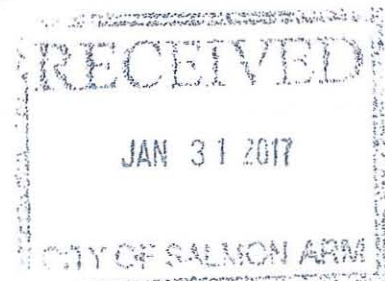
We believe that restricting the placement of food trucks near significant community events will assist our community organizations in presenting a profitable and memorable experience for everyone.

We look forward to the positive impact these guidelines will create in our community.

Yours sincerely,

Phil Wright

President



January 23, 2017

City of Salmon Arm
Kevin Pearson, Director of Development Services
PO Box 40
Salmon Arm BC
V1E 4N2

Re: Mobile Food Vending

Dear Kevin

The Salmon Arm Economic Development Society (SAEDS) Board of Directors has considered the information City staff provided regarding the review of mobile food vending policies and regulations. As well, the Board also considered a proposal from a consortium of mobile food truck operators consisting of several goals and recommendations related to this review. Following group discussion at our January Board meeting, the SAEDS Board provides the following comments related to this policy review:

In conducting research regarding the economic potential of the food truck industry, a 2012 report from *Intuit Network* provided valuable information. This report indicates that in 2012 mobile food vending generated approximately \$650 million in revenue in the United States. The report further indicates that the industry was projected to quadruple over the next 5 years, accounting for approximately \$2.7 billion in food sales revenue by 2017. This *Intuit Network* report speaks to industry growth potential specifically related to consumer trending towards fresh, local, quality food served quickly and in convenient locations.

Beyond the growth potential and direct economic impact this industry provides via revenue and job creation, food trucks are also recognized as a contributor towards a community's cultural development and tourism visitation. There are numerous successful examples of communities that have embraced the food truck movement and successfully incorporated


them into the fabric of their community, in many examples working hand in hand with bricks and mortar restaurants to establish a vibrant and unique "foodie" environment benefiting a wide range of tourism businesses.

In recognition of the existing cluster of food truck operators in Salmon Arm, coupled with industry growth potential and related tourism opportunities, SAEDS supports revising mobile food vending policies and regulations to ensure the sustainability and growth of this industry in our community. The Board recommends alterations to the existing regulations to streamline permitting processes and provide increased access to public spaces, while at the same time recognizing the value and investment made by our bricks and mortar restaurants. Specifically, SAEDS provides the following recommendations for Council's consideration when reviewing existing policies:

- Ensure improved operational guidelines with a comprehensive land-use map. Clear operational guidelines are an important resource for both existing food truck operators and those considering a new start-up.
- Establish a single business permit that allows operators to go from location to location. In addition to cost considerations, developing a streamlined permitting process would likely benefit both the mobile vendors and city staff directly due to diminished amount of work for each.
- Implement changes to permitted use of C2 zoning providing expanded access to mobile food vendors. If planned correctly, both mobile vendors and restaurants can successfully operate in proximity to one another enhancing the vibrancy and tourism activity in our community. Recognizing likely competition concerns, consideration could be given to establishing proximity restrictions, following examples from other communities who have struck an effective balance between embracing the food truck culture and supporting their bricks and mortar restaurants. *The National League of Cities report "Food on Wheels: Mobile Vending Goes Mainstream*, reviews and analyzes food truck regulatory examples from 13 cities (USA). This data includes competition considerations and may provide information to the City of Salmon Arm as you undertake this review.
- Improving food truck access to other public locations specifically those that host music/arts and sporting events (Little Mountain Park, Marine Park, Canoe Ball Fields, and Blackburn Park, among others) in a consistent manner. Access to food options on-site at public events would enhance visitor experiences. Again, noted competition concern where there are food vendors in proximity, could perhaps be balanced by considering proximity restrictions.

We thank you for the opportunity to comment on the City's review of the policies and regulations related to Mobile Food Vending in Salmon Arm.

Sincerely,

A handwritten signature in dark ink, appearing to read "William Laird". The signature is fluid and cursive, with a large initial "W" and a stylized "L".

William Laird, Chairperson



January 27, 2017

City of Salmon Arm
500 – 2 Avenue NE
Salmon Arm, BC
Attention: Denise Ackerman

Dear Denise:

Re: Mobile Food Vending on Public Lands

Further to City of Salmon Arm correspondence dated December 6, 2016, requesting feedback on mobile food vendors, the Salmon Arm Chamber of Commerce completed a survey of our membership with respect to this topic.

We received a total of 97 responses which consisted of 3 specific questions:

1. Do you feel food vendor trucks are a valuable addition to the food & beverage options in Salmon Arm?
 - a. Yes - 97%
 - b. No - 3%
2. Would you support the location of food vendor trucks on public property outside of the downtown?
 - a. Yes – 95%
 - b. No – 5%
3. Would you support the location of food vendor trucks on public property inside the downtown core?
 - a. Yes – 90%
 - b. No – 10%

There were numerous written comments from the membership with a general theme indicating that proposed changes should also provide consideration to existing eating establishments so as not to create hardship by allowing mobile food vendors to locate in immediate proximity, except in very unique circumstances such as a short-term large-scale event.

On behalf of our membership we appreciate the opportunity to provide feedback on this important issue for our community.

Yours truly,

Corryn Grayston,
Executive Director,
Salmon Arm Chamber of Commerce.

PO Box 999 , #101, 20 Hudson Avenue N.E. Salmon Arm, BC V1E 4P2
Phone: (250) 832-6247 Web: www.sachamber.bc.ca



Denise Ackerman

From: Kevin Pearson
Sent: January-24-17 12:56 PM
To: Denise Ackerman
Subject: FW: Mobile Food Vendor Survey
Attachments: Mobile Food Vendor Survey Results.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

[More input...](#)

From: Lindsay Wong [<mailto:info@salmonarmdowntown.com>]
Sent: January 24, 2017 2:09 PM
To: Kevin Pearson
Subject: Mobile Food Vendor Survey

Good day Kevin

I have attached the results from our survey.

There were a few comments and if they were opposed, it was a definitive NO.

There seems to be a perception that mobile food vendors do not pay any taxes or have to get any business permits.

If you wish to discuss, please contact me.

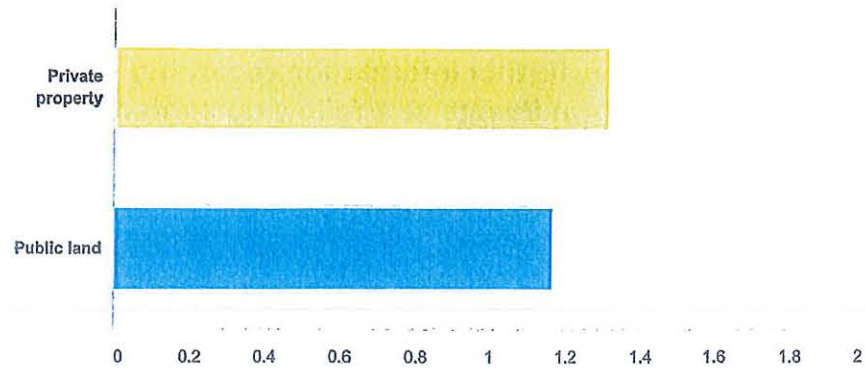
Thank you
Have a wonderful afternoon!

Lindsay Wong

Manager
Downtown Salmon Arm
402-251 Trans Canada Hwy
Salmon Arm, BC V1E 4P9
250-832-5440

Q9 Do you think "food trucks" should be allowed to vend on:

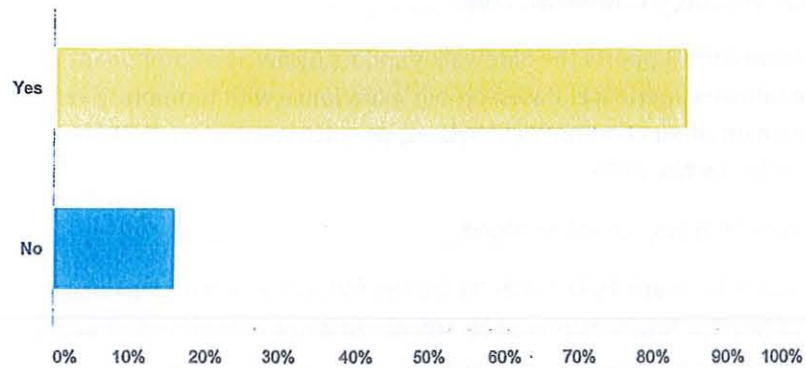
Answered: 37 Skipped: 41



	Yes	No	Total	Weighted Average
Private property	69.44% 25	30.56% 11	36	1.31
Public land	83.78% 31	16.22% 6	37	1.16

Q8 Do you think "Mobile Food Trucks" are an asset to the community?

Answered: 38 Skipped: 40



Answer Choices	Responses	
Yes	84.21%	32
No	15.79%	6
Total		38

downtown SALMON ARM

January 27, 2016

Attention: Kevin Pearson, Director of Development Services

RE: Mobile Food Vending – Downtown Core

Downtown Salmon Arm supports the Sidewalk Vendors Bylaw as a component of a diverse and compelling downtown experience. Based on our experience with temporary vendors in the downtown core and research on other communities' bylaws, we wish to submit a list of recommendations for consideration to Bylaw No. 2928

For the application process, we recommend

- Applications be made by October 31 for the following January 1 to December 31 operating year
- Proof of Interior Health approval be submitted along with the application
- All applications received by October 31 undergo a selection process
- A current licence holder not be entitled to first right of renewal for the same operating site (as shown on Schedule A) in any subsequent year. Preference can be given to a current licence holder given that they have not violated any terms of the bylaw
- A current licence holder may apply for up to 2 locations in one year

For Licence Revocation, we strongly recommend

- Item 1. – a sidewalk vendor who fails to operate for one continuous month in accordance with the sidewalk vendor's approved operating plan, or in breach of this bylaw, will have his licence revoked by the Business Licence Inspector. The exception would be for the winter months of October to April. There would be no expectation of operating during this time.

Under Miscellaneous, we recommend

- Freestanding sandwich boards, tables, chairs, benches will not be permitted. Any signage and business related material be attached to the trailer or side of vending cart.

For general consideration

- There be a 'Preferred Vendor's List' at the start of each year. Any mobile food vendor wishing to do business in Salmon Arm, whether it be for an on-going static location, single day permit or as part of an event, must submit an application to a selection process committee.
- Selection Process Committee may consist of City Staff, Downtown Salmon Arm, Chamber of Commerce, Salmon Arm Recreation Society
- Vending sites will be awarded based on, but not limited to: returning vendors in good standing, to City residents, consideration of proximity to direct competition, visual appearance of mobile cart or site set up
- Designate specific vending sites as day rentals
- Impose a daily license fee
- Increase yearly fee

DOWNTOWN SALMON ARM
402 – 251 TRANSCANADA HIGHWAY NW
SALMON ARM, BRITISH COLUMBIA V1E 3B8

downtown SALMON ARM

- Create an 'Inter-community business license'

I reviewed many other communities' bylaws and regulations regarding food vending, mobile carts and events on public lands.

- ⇒ City of Lethbridge Pop. 89,074
- ⇒ City of New Westminster Pop. 65,976 (which hosts the StrEATS Food Truck Festival, largest one day food truck festival in Canada)
- ⇒ City of Vernon Pop. 40,000
- ⇒ City of Kamloops Pop. 85,678
- ⇒ City of Penticton Pop. 32,877
- ⇒ City of Parksville Pop. 11,977
- ⇒ City of St. Albert Pop. 61,466
- ⇒ City of Kelowna Pop. 117,312
- ⇒ City of Tacoma Pop. 203,446
- ⇒ City of Victoria Pop. 80,000
- ⇒ City of Hamilton Pop. 519,950

Some common themes

- Seasonal permits
- Special event permit
- Approved Vendor list
- Only vendors who are on the Approved Vendor List may be permitted to vend at an event and must be invited by the event host
- Different regulations permitting Mobile Food Vendors on private property
- Mobile Vendors (food and non-food) are generally required to not be within 20-60 metres of an entrance to a fixed address business selling a similar product
- City approved events can preclude operating at an approved location

Our suggestions

We would like to see a Special Event Permit be created (good example – City of Vernon)

Special Mention – Wharf and Marine Park

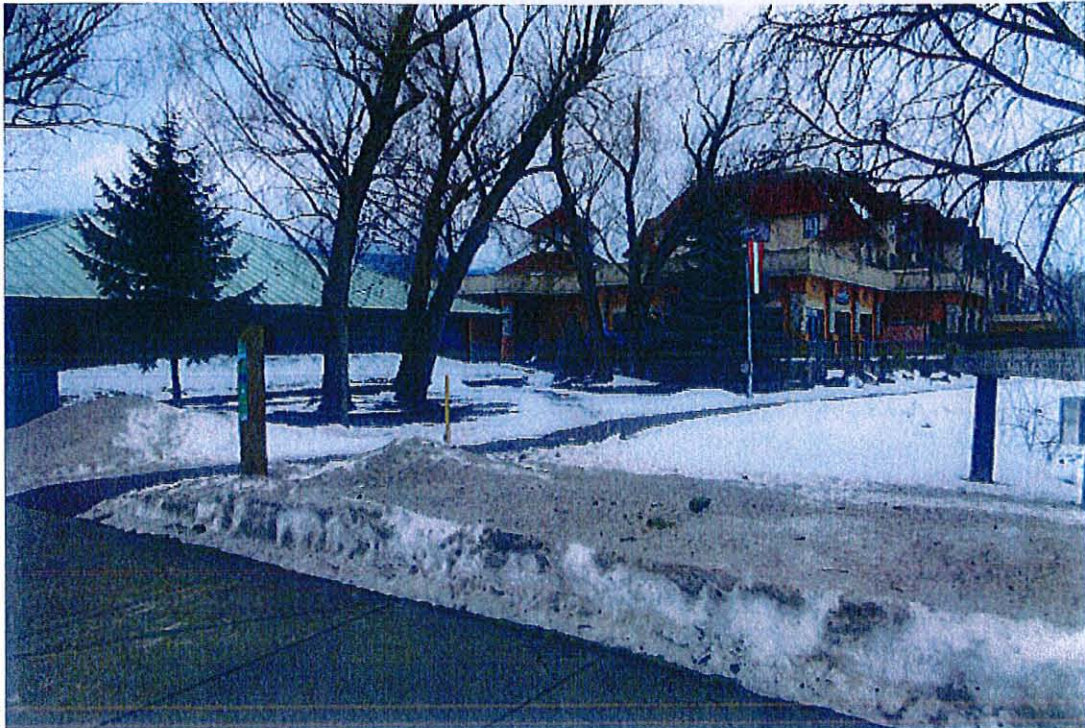
DSA would like to see food vending opportunities at the Wharf and Marine Park, for special events and day rental. For long term utilization of this great asset, it is important to be able to facilitate short term vending. Events, whether they be private or public, are a key to increasing vitality and usage. We encourage City of Salmon Arm to pursue a vision for mobile food vending opportunities.

DOWNTOWN SALMON ARM
402 ~ 251 TRANSCANADA HIGHWAY NW
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downtown SALMON ARM

Our suggestions for locations – please see attached photos

1. Behind Old CSRD building



2. At opposite end of boat launch



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downtown **SALMON ARM**

3. Install concrete pad on lawn area



DOWNTOWN SALMON ARM
402 - 251 TRANSCANADA HIGHWAY NW
SALMON ARM, BRITISH COLUMBIA V1E 3B8

downtown **SALMON ARM**

4. On road where yellow lines are painted



OR



DOWNTOWN SALMON ARM
402 - 251 TRANSCANADA HIGHWAY NW
SALMON ARM, BRITISH COLUMBIA V1E 3B8

downtown **SALMON ARM**

At this time, DSA feels that the amount of specific sites designated in Sidewalk Vending Bylaw 2928 Schedule A is sufficient. In the future, there may be a larger demand for sidewalk vending sites and some municipalities allow mobile vendors to park on City streets, utilizing a metered parking spot. There would be many other and different concerns surrounding this option, so therefore is not explored in any great depth at this time.

We strongly suggest a selection process committee that DSA would be a part of. By having the application deadline of October 31, this allows for committee meetings.

It would be a pleasure to speak further, should you require more explanation.

Thank you for your time on this matter.

Regards

Lindsay Wong
Manager

DOWNTOWN SALMON ARM
402 – 251 TRANSCANADA HIGHWAY NW
SALMON ARM, BRITISH COLUMBIA V1E 3B8

4. Mobile Food Vending

- K. Pearson gave report on process he will be presenting to council. Discussion followed.

Motion: R. Ready / C. Ingebrigtsen

To: Allow a limited number of spots in downtown core for food vendors,
and to allow 2 spots in Ross St / Hudson NW lots for 2 year trial period.
Carried Unanimously

5. Snow Control Downtown

- R. Hein and R. Niewenhuizen presented on City snow removal policy & practices. Information well received. DPC thanks city crews on snow removal in town centre – they have done a great job this year.

Received As information

6. Correspondence

- none

Received As Information

7. Any Other Business

- None

8. Adjournment

- Next meeting scheduled for January 9, 2017
- Note date change is 2nd Tuesday, not 3rd

Motion: R. Ready / C. Ingebrigtsen

To: Adjourn Meeting

Carried Unanimously

Meeting Adjourned at 8:45 am

Certified Correct



Marcel A. Bedard
Bylaw Enforcement Officer

Minutes received as information by Council on the day of , 2017

cc: Downtown Improvement Association
Kevin Pearson, Director of Development Services
Council Correspondence



DOWNTOWN PARKING COMMISSION

Tuesday, December 20, 2016

TIME: 8:00 A.M.

MEETING ROOM 100 - CITY HALL

Minutes of the Downtown Parking Commission Meeting held in Meeting Room 100, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC on Tuesday, December 20, 2016 at 8:00 a.m.

Present:

City of Salmon Arm
Representatives:

Bill Laird
Regan Ready
Cathy Ingebrigtsen

Downtown Improvement Association
Representatives:

Matt Koivisto
Jacquie Gaudreau
Heather Finn

Resource Personnel:

Chad Eliason, Councillor
Robert Niewenhuizen, Director of Engineering & Public Works
Rob Hein, Manager Roads & Parks
Kevin Pearson, Director of Development Services
Jenn Wilson, Engineer
Marcel Bedard, Bylaw Officer

Absent:

Gerald Foreman
Vic Hamilton

The meeting was called to order at 8:00 am, by Chairperson Chad Eliason

1. Minutes of Meeting: November 15, 2016

Motion: M. Koivisto/ B. Laird
To: Receive minutes as information

Carried Unanimously

2. Downtown Parking Commission - CSA Representatives

- terms up for renewal, DPC supports current members to be reappointed

Motion: J. Gaudreau/ M. Koivisto
To: To recommend to City Council that current DPC CSA members to be re-appointed for term.

Carried Unanimously

3. Inner Core Lot – Lease renewal

- B. Laird stepped out due to conflict of interest

Motion: R. Ready/ C. Ingebrigtsen
To: Renew lease as presented by R. Niewenhuizen

Carried Unanimously

Kevin Pearson

From: Jim Dunlop [jim.dunlop62@gmail.com]
Sent: December 20, 2016 9:33 AM
To: Erin Jackson
Cc: Kevin Pearson; Joyce Dunlop
Subject: Re: Food Trucks

Hello Erin and Kevin. Best of the holiday season to you both. We will reply in more detail, however, in short please know that it is our sincere belief that any additional competition at the Canoe Beach area would decimate our business. As it stands the margins are incredibly small with our take home anticipated to be very, very modest. We purchased this business as a means to semi-retire in Salmon Arm and have worked diligently to improve the safety and ascetics of the facility spending over \$10,000 to date on improvements. This is over and above the cost of purchase of the facility in late September of 2016. We are currently preparing a report outlining our progress to date including some suggestions as to how we might bring improved value to the area in the future.

This news comes as a complete surprise to us and we would respectfully ask that the Canoe Beach area not be considered as a location for the operation of food trucks.

Sincerely yours,

Joyce and Jim Dunlop

On Dec 20, 2016, at 9:13 AM, Erin Jackson <ejackson@salmonarm.ca> wrote:

Hi Kevin,

There is a new operator at the Canoe Beach Concession- Jim Dunlop. I have cc'd him into this email so that he can provide input.

Thanks,

Erin

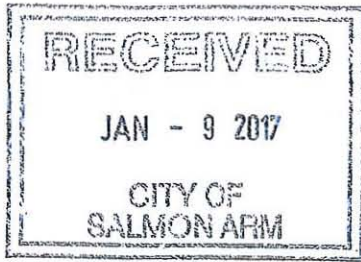
From: Christine Grenier [<mailto:christine-grenier@outlook.com>]
Sent: Tuesday, December 20, 2016 6:57 AM
To: Erin Jackson
Subject: TR: Food Trucks

Hello Erin,

I received this e-mail from Kevin Pearson. I send it back but I never had confirmation. Can you tell him to send it to Jim and Joyce please. jim.dunlop62@gmail.com

In the same time, Steve and me wish you a Very Merry Christmas and a Happy New Year!!

Christine and Steve
 819-640-9337



Christine Grenier
 Stefan Manikis
 361 rue William
 Drummondville, Québec
 J2C 3C4
 819-640-9337

christine-grenier@outlook.com

December 21, 2016

Mayor Nancy Cooper and members of Salmon Arm City Council
 Po Box 40
 500 2 Avenue NE
 Salmon Arm, BC
 V1E 4N2

Objet : Disagreement for Mobile Food Vending on Public Lands – Canoe Beach Park

Dear Mayor Nancy Cooper and Council members,

We were deeply concern about the reserch of the City of Salmon Arm in the process of reviewing policy and regulatory options to potentially expand opportunities for mobile food vendors to vend on Canoe Beach.

As the last owner of the concession at Canoe Beach , I can assure you that having several concessions on this beach would not work for any of them. That is just not enough money for more than one concession to make a simple living or for more than one small family to get by during the season. As you know in Salmon Arm the tourisme season is really short. Also, this concession is at the mercy of the weather, the water level and all of the economics factors. This is not an easy business to get into and this is a lot of work to make it happen.

When we bought the concession in 2013, the only way that we had sign the City of Salmon Arm contract was that line :

- v. provide exclusive concession services to the public during the seasonal operation of the park;

Our experience at Canoe Beach gives us the right to tell you that it will be very very important to keep this exclusivity.

During three seasons we worked really hard. We put our hearts and our souls in this place. After the first season, I got a surprise, I was pregnate. We could'nt take the risk financially to have that kind of business with a child we have to keep, to dress and to feed. The revenues of this concession are impredictible. With heart broken we sold the place.

We sold the concession to great people. We took the time to chose them. With all of the energy we have put into this project, we wanted to see the beach growing and improve. That why we choose Jim and Joyce Dunlop to continue the trail we had built. They are motivated and passionate people.

At the time of the transfer of the contract with Erin Jackson, we explained to her that we did not want to sell it to anyone. We made unforgettable friend and had really good relationship with ours customers. We didn't want to let them down. We gave to Jim and Joyce everything we know. This concession is difficult to manage but with there background, we are confident that they will succeed.

We hope to you will considere this letter on your reserch. Please feel free to contact us if you have any questions about the subject.

Sincerely,

Christine and Stefan

c.c. Erin Jackson

c.c. Kevin Pearson

**RECREATION SOCIETY
BOARD OF DIRECTORS**

Minutes of a Meeting held on Tuesday, December 19, 2017, in the Multi-purpose Room of the Shaw Centre, Salmon Arm, British Columbia.

PRESENT:

Bruce Cook, Past President	Tim Giandomenico
Cathy Lipsett	Ralph Segreto
Steve Hammer	Al Mostrovich
Dan Renaud	Carl Bannister, Secretary
Councillor Kevin Flynn (entered the meeting at 7:32 a.m.)	
Vic Hamilton (entered the meeting at 7:34 a.m.)	
Nancy Cooper entered the meeting at 7:35 a.m.)	

REGRETS:

Glen Ritchie, President

STAFF:

Dale Berger	Darby Boyd
-------------	------------

GUESTS:

1. Call to Order

Acting Chair Bruce Cook called the meeting to order at 7:30 a.m.

2. Adoption of Minutes of November 28, 2017

Moved: Steve Hammer / Seconded: Cathy Lipsett
THAT: the Minutes of the Board Meeting of November 28, 2017, be approved.

CARRIED UNANIMOUSLY

3. Presentations/Delegations

Kevin Flynn entered the meeting at 7:32 a.m.

4. Staff Reports

Vic Hamilton entered the meeting at 7:34 a.m.
Nancy Cooper entered the meeting at 7:35 a.m.

Dale Berger presented the staff report.

1. Moved: Dan Renaud / Seconded: Cathy Lipsett
THAT: a policy be developed regarding Food Trucks, including where and when they can be located and potential fees.

CARRIED UNANIMOUSLY

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Item 26.

CITY OF SALMON ARM

Date: January 29, 2018

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: the Regular Council Meeting of January 29, 2018, be adjourned.

Vote Record

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

Opposed:

- ☐ Cooper
- ☐ Flynn
- ☐ Eliason
- ☐ Harrison
- ☐ Jamieson
- ☐ Lavery
- ☐ Wallace Richmond

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