

1. April 14, 2020 Agenda And Correspondence

Documents:

[APRIL 14, 2020 AGENDA.PDF](#)

[APRIL 14, 2020 CORRESPONDENCE.PDF](#)



# AGENDA

City of Salmon Arm  
Regular Council Meeting

Tuesday, April 14, 2020  
1:00 p.m.

*[Public Session Begins at 2:30 p.m.]*  
By Electronic means as authorized by  
Ministerial Order M083

Page #	Item #	Description
	1.	CALL TO ORDER
1 - 2	2.	IN-CAMERA SESSION
	3.	ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	ADOPTION OF AGENDA
	5.	DISCLOSURE OF INTEREST
	6.	CONFIRMATION OF MINUTES
3 - 12	1.	Regular Council Meeting Minutes of March 23, 2020
13 - 16	2.	Special Council Meeting Minutes of April 6, 2020
	7.	COMMITTEE REPORTS
17 - 24	1.	Development and Planning Services Committee Meeting Minutes of April 6, 2020
	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
	9.	STAFF REPORTS
25 - 52	1.	Director of Development Services - Agricultural Land Commission Application No. ALC-391 [Lakeland Farms; 6710 50 Avenue SW; Non-Farm Use]
53 - 56	2.	Director of Engineering & Public Works - Canoe Beach Public Use Tenure
	14.	PRESENTATIONS / DELEGATIONS
57 - 58	1.	Presentation 2:45 - 3:00 p.m. (approximately) A. Spencer, BDO Canada LLP - 2019 Audited Financial Statements



9. **STAFF REPORTS – Continued**
- 59 – 62 3. Chief Financial Officer – 2019 Financial Statements
- 63 – 64 4. Chief Financial Officer – 2020 Assessments/ New Construction – For Information
10. **INTRODUCTION OF BYLAWS**
- 65 – 70 1. City of Salmon Arm Canoe Pond Watercourse and Drainage System Bylaw No. 4388 – First, Second and Third Readings
- 71 – 88 2. City of Salmon Arm Zoning Amendment Bylaw No. 4375 [ZON-1169; Lewis, S.F.; 710 10 Street SW; R-1 to R-5] – First and Second Readings
- 89 – 104 3. City of Salmon Arm Zoning Amendment Bylaw No. 4389 [ZON-1173; Shantz, C.; 2760 30 Street NE; R-1 to R-8] – First and Second Readings
- 105 – 118 4. City of Salmon Arm Zoning Amendment Bylaw No. 4381 [ZON-1172; Wild Blue Development Ltd.; 271 3 Street SE; R-1 to R-8] – First and Second Readings
- 119 – 136 5. City of Salmon Arm Zoning Amendment Bylaw No. 4377 [ZON-1170; Gilmore, C.; 390 6 Street SE; R-1 to R-8] – First and Second Readings
- 137 – 154 6. 2020 Final Budget
- a. City of Salmon Arm 2020 – 2024 Financial Plan Amendment Bylaw No. 4391 – First, Second and Third Readings
- b. City of Salmon Arm 2020 Annual Rate of Taxation Bylaw No. 4392 – First, Second and Third Readings
11. **RECONSIDERATION OF BYLAWS**
- 155 – 176 1. 2019 Final Budget
- a. City of Salmon Arm 2019 – 2023 Financial Plan Bylaw No. 4380 – Final Reading
- b. City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4382 – Final Reading
- c. City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4383 – Final Reading
- d. City of Salmon Arm Development Cost Charge Parks Reserve Fund Expenditure Bylaw No. 4384 – Final Reading
- e. City of Salmon Arm Community Center Major Maintenance Reserve Fund Expenditure Bylaw No. 4385 – Final Reading
- f. City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4386 – Final Reading
- g. City of Salmon Arm Development Cost Charge Sewer Reserve Fund Expenditure Bylaw No. 4387 – Final Reading
- 177 – 196 2. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4345 [OCP4000-39; Muto Holdings Ltd.; 130 Shuswap Street SW; INS to HDR] – Final Reading
- 197 – 202 3. City of Salmon Arm Zoning Amendment Bylaw No. 4347 [ZON-1153; Muto Holdings Ltd.; 130 Shuswap Street SW; P-3 to R-5] [*See item 11.2 for Staff Report*] – Final Reading
- 203 – 226 4. City of Salmon Arm Zoning Amendment Bylaw No. 4372 [ZON-1166; Westside Farms Ltd., Inc. No. BC 1075703; 1490 10 Avenue SW; A-1 and R-1 to C-3] – Final Reading
- 227 – 310 5. City of Salmon Arm Zoning Amendment Bylaw No. 4370 [ZON-1165; 628746 BC Ltd./Laird, B.; 521 10 Street SW; C-7 to C-3] – Final Reading

- |           |            |   |
|-----------|------------|---|
|           | <b>12.</b> | <b>CORRESPONDENCE</b>   |
| 311 – 312 | 1.         | Informational Correspondence  |
| 313 – 328 | 2.         | WH Laird, 151 Hudson Holdings Ltd. – letter dated April 8, 2020 – Hanoi 36 Restaurant application for a Sidewalk Patio at 141 Hudson Street |
|           | a.         | Director of Engineering and Public Works – report dated April 23, 2014 – Sidewalk Café Extension Program                                    |
| 329 – 334 | 3.         | A. Bostock, The Shuswap Trail Alliance – letter received April 8, 2020 – Shuswap Memorial Cemetery Trails, Upper Slope                      |
|           | <b>13.</b> | <b>NEW BUSINESS</b>   |
|           | <b>15.</b> | <b>COUNCIL STATEMENTS</b>   |
|           | <b>16.</b> | <b>SALMON ARM SECONDARY YOUTH COUNCIL</b>   |
|           | <b>17.</b> | <b>NOTICE OF MOTION</b>   |
|           | <b>18.</b> | <b>UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS</b>  |
|           | <b>19.</b> | <b>OTHER BUSINESS</b>   |
|           | <b>20.</b> | <b>QUESTION AND ANSWER PERIOD</b>   |

**7:00 p.m.**

Page #	Item #	Description
	<b>21.</b>	<b>DISCLOSURE OF INTEREST</b>
	<b>22.</b>	<b>HEARINGS</b>
335 – 346	1.	Development Variance Permit Application No. VP-513 [Labbe, S. & J.; 4731 75 Avenue NE; Setbacks]
347 – 370	2.	Development Variance Permit Application No. VP-515 [Christensen, K./Christensen, M. & H.; 3220 20 Avenue SE; Fire Hydrant and Bike Lane]
	<b>23.</b>	<b>STATUTORY PUBLIC HEARINGS</b>
371 – 380	1.	City of Salmon Arm Zoning Amendment No. ZON-1167 [Domo Holdings Ltd.; 2761 & 2771 30 Avenue NE; R-1 to R-8]
	<b>24.</b>	<b>RECONSIDERATION OF BYLAWS</b>
381 – 384	1.	City of Salmon Arm Zoning Amendment Bylaw No. 4373 [ZON-1167; Domo Holdings Ltd.; 2761 & 2771 30 Avenue NE; R-1 to R-8] – Third and Final Readings
	<b>25.</b>	<b>QUESTION AND ANSWER PERIOD</b>
385 – 386	<b>26.</b>	<b>ADJOURNMENT</b>

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Item 2.

## CITY OF SALMON ARM

Date: April 14, 2020

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

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

### Vote Record

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

Opposed:

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

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Item 6.1

## CITY OF SALMON ARM

Date: April 14, 2020

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the Regular Council Meeting Minutes of March 23, 2020, be adopted as circulated.

### Vote Record

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

Opposed:

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



## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm commenced in Room 100 at 1:30 p.m. and reconvened in the Council Chamber at 2:30 p.m. of the City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia on Monday, March 23, 2020.

### PRESENT:

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

Chief Administrative Officer C. Bannister  
 Director of Corporate Services E. Jackson  
 City Engineer J. Wilson  
 Director of Development Services K. Pearson  
 Acting Chief Financial Officer T. Tulak  
 Fire Chief B. Shirley  
 Manager of Human Resources S. Wood  
 Recorder B. Puddifant

### 1. CALL TO ORDER

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

### 2. IN-CAMERA SESSION

0104-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

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 2:29 p.m.

Councillor Lindgren left the meeting at 2:30 p.m.

Council recessed until 2:35 p.m.

### 3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

4. **REVIEW OF AGENDA**

Addition under item 22.1 M. A. Mills – letter dated March 20, 2020 – Development Variance Permit No. VP-511.

Addition under item 22.1 J. Sawchuk and J. Halliday – email and attachments dated March 20, 2020 – Development Variance Permit No. VP-511.

Addition under item 22.1 I. McDiarmid, McDiarmid Construction – email dated March 23, 2020 – Development Variance Permit No. VP-511.

5. **DISCLOSURE OF INTEREST**

6. **CONFIRMATION OF MINUTES**

1. **Regular Council Meeting Minutes of March 9, 2020**

0105-2020                      Moved: Councillor Wallace Richmond  
                                       Seconded: Councillor Flynn  
                                       THAT: the Regular Council Meeting Minutes of March 9, 2020, be adopted as circulated.

**CARRIED UNANIMOUSLY**

2. **Special Council Meeting Minutes of March 18, 2020**

0106-2020                      Moved: Councillor Eliason  
                                       Seconded: Councillor Cannon  
                                       THAT: the Special Council Meeting Minutes of March 18, 2020, be adopted as circulated.

**CARRIED UNANIMOUSLY**

7. **COMMITTEE REPORTS**

1. **Development and Planning Services Committee Meeting Minutes of March 16, 2020**

0107-2020                      Moved: Councillor Cannon  
                                       Seconded: Councillor Lavery  
                                       THAT: the Development and Planning Services Committee Meeting Minutes of March 16, 2020, be received as information.

**CARRIED UNANIMOUSLY**

2. **Greenways Liaison Committee Meeting Minutes of January 30, 2020**

0108-2020                      Moved: Councillor Lavery  
                                       Seconded: Councillor Cannon  
                                       THAT: the Greenways Liaison Committee Meeting Minutes of January 30, 2020, be received as information.

**CARRIED UNANIMOUSLY**

7. **COMMITTEE REPORTS - continued**

3. **Court of Revision for the 2020 73 Avenue Water Main Extension Parcel Assessments Meeting Minutes of March 9, 2020**

0109-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Court of Revision for the 2020 73 Avenue Water Main Extension Parcel Assessments Meeting Minutes of March 9, 2020, be received as information.

CARRIED UNANIMOUSLY

4. **Court of Revision for the 2020 Transportation Parcel Tax Rolls Meeting Minutes of March 9, 2020**

0110-2020

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: the Court of Revision for the 2020 Transportation Parcel Tax Rolls Meeting Minutes of March 9, 2020, be received as information.

CARRIED UNANIMOUSLY

5. **Court of Revision for the 2020 Water and Sewer Frontage Tax Rolls Meeting Minutes of March 9, 2020**

0111-2020

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the Court of Revision for the 2020 Water and Sewer Frontage Tax Rolls Meeting Minutes of March 9, 2020, be received as information.

CARRIED UNANIMOUSLY

8. **COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**

Councillor Flynn provided an update on CSRD operations and closures.

9. **STAFF REPORTS**

1. **Director of Engineering and Public Works – Project Award – TCH – Water Main & Sanitary Replacement**

0112-2020

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding for the TCH – Watermain & Sanitary Replacement Upgrade in the amount of \$35,000.00 funded from PLC Radio Upgrades Project;

AND THAT: Council approve the award of the TCH- Watermain & Sanitary Replacement project to General Assembly Excavating Ltd., in accordance with the terms and conditions of their tender, excluding Optional Sanitary Sewer Works, in the amount of \$351,081.24 plus taxes as applicable.

CARRIED UNANIMOUSLY

9. STAFF REPORTS - continued2. Acting Chief Financial Officer – 2019 Yearend Surplus – For Information

Received for information.

10. INTRODUCTION OF BYLAWS1. 2019 Final Budget

- a) City of Salmon Arm 2019 – 2023 Financial Plan Bylaw No. 4380 – First, Second and Third Readings
- b) City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4382 – First, Second and Third Readings
- c) City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4383 – First, Second and Third Readings
- d) City of Salmon Arm Development Cost Charge Parks Reserve Fund Expenditure Bylaw No. 4384 – First, Second and Third Readings
- e) City of Salmon Arm Community Center Major Maintenance Reserve Fund Expenditure Bylaw No. 4385 – First, Second and Third Readings
- f) City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4386 – First, Second and Third Readings
- g) City of Salmon Arm Development Cost Charge Sewer Reserve Fund Expenditure Bylaw No. 4387 – First, Second and Third Readings

0113-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the following bylaws be read a first, second and third time:

- a) City of Salmon Arm 2019 – 2023 Financial Plan Bylaw No. 4380;
- b) City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4382;
- c) City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4383;
- d) City of Salmon Arm Development Cost Charge Parks Reserve Fund Expenditure Bylaw No. 4384;
- e) City of Salmon Arm Community Center Major Maintenance Reserve Fund Expenditure Bylaw No. 4385;
- f) City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4386; and
- g) City of Salmon Arm Development Cost Charge Sewer Reserve Fund Expenditure Bylaw No. 4387.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment Bylaw No. 4373 [ZON1167; Domo Holdings Ltd.; 2761 & 2771 30 Avenue NE; R-1 to R-8] – First and Second Readings

0114-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4373 be read a first and second time.

CARRIED UNANIMOUSLY

# 11. RECONSIDERATION OF BYLAWS

## 1. City of Salmon Arm Parks Regulation Amendment Bylaw No. 4379 – Final Reading

0115-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Parks Regulation Amendment Bylaw No. 4379 be read a final time.

CARRIED UNANIMOUSLY

# 19. OTHER BUSINESS

## 1. Community Emergency Preparedness Fund Evacuation Route Planning – 2020 Application

0116-2020

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: Council support the proposed activities outlined in the Community Emergency Preparedness Fund - Evacuation Route Planning Grant Application, dated March 10, 2020 and agree to provide overall grant management for the project.

Fire Chief Brad Shirley outlined the application and was available to answer questions from Council.

CARRIED UNANIMOUSLY

# 12. CORRESPONDENCE

## 1. Informational Correspondence

### 1. E. McDonald, President, Shuswap Naturalist Club – letter received March 5, 2020 – Request to Plant 50 Trees in Blackburn Park

0117-2020

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: Council direct staff to work with the Shuswap Naturalist Club to determine the best locations and type for the planting of the donated trees.

CARRIED UNANIMOUSLY

### 2. S. Witzky, ALIB Councillor, L. Chrisholm, Project Coordinator/Storyboard Assistant and J. Brett, Technical Lead – letter received March 11, 2020 – Secwépemc Landmarks Letter of Request

0118-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: Council authorize the Secwépemc Landmarks partners to replace the existing trailhead markers on the trail system within the City of Salmon Arm, as attached on the map and chart to the letter received March 11, 2020;

12. CORRESPONDENCE - continued

2. S. Witzky, ALIB Councillor, L. Chrisholm, Project Coordinator/Storyboard Assistant and J. Brett, Technical Lead - letter received March 11, 2020 - Secwépemc Landmarks Letter of Request - continued

AND THAT: Council authorize the Secwépemc Landmarks partners to install 3 Landmark Sculptures and Storyboards on trail systems within the City of Salmon Arm at the following locations:

- Marine Peace Park Main Landmark and Storyboard;
- Little Mountain Trails Sentinel Landmark and Storyboard; and
- RJ Haney Heritage Village Sentinel Landmark and Storyboard.

CARRIED UNANIMOUSLY

13. NEW BUSINESS14. PRESENTATIONS15. COUNCIL STATEMENTS16. SALMON ARM SECONDARY YOUTH COUNCIL17. NOTICE OF MOTION18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS20. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 3:16 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

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

Chief Administrative Officer C. Bannister  
 Director of Corporate Services E. Jackson  
 City Engineer J. Wilson  
 Fire Chief B. Shirley  
 Director of Development Services K. Pearson



**ABSENT:**

Councillor Lindgren

**21. DISCLOSURE OF INTEREST****22. HEARINGS****1. Development Variance Permit Application No. VP-511 [Nova Capital Ltd./McDiarmid, I.; 870 10 Street NE; Servicing]**

0119-2020

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: Development Variance Permit No. VP-511 be authorized for issuance for lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 10397 which will vary the provisions of Subdivision and Development Servicing Bylaw No. 4163 for the subdivision and development of a single family dwelling and secondary suite (or detached suite) as permitted under the current R-8 Residential Suite Zone regulations as follows:

1. Waive the requirement for road dedication along the lane frontage of the subject property;
2. Waive the requirement for road dedication along the 9 Avenue NE frontage of the subject property; and
3. Waive the requirement to upgrade the sanitary sewer main.

The Director of Development Services explained the proposed Development Variance Permit Application.

Submissions were called for at this time.

M. A. Mills – letter dated March 20, 2020 – Development Variance Permit No. VP-511.

J. Sawchuk and J. Halliday – email and attachments dated March 20, 2020 – Development Variance Permit No. VP-511.

I. McDiarmid, McDiarmid Construction- email dated March 23, 2020 – Development Variance Permit No. VP-511.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:07 p.m.

**Amendment::**

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Item 1. be deleted in its entirety;

AND THAT: Item 2. be deleted in its entirety;

22. HEARINGS – continued

1. Development Variance Permit Application No. VP-511 [Nova Capital Ltd./McDiarmid, I.; 870 10 Street NE; Servicing] – continued

AND FURTHER THAT: Item 3 read as follows:

3. Waive the requirement to upgrade the sanitary sewer main subject to payment of a 50% cash in lieu contribution.

CARRIED UNANIMOUSLY

Motion as Amended:

CARRIED UNANIMOUSLY

2. Development Variance Permit Application No. VP-512 [Murray Campbell, A.; 3631 40 Street SE; Fire Hydrant]

0120-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Development Variance Permit No. VP-512 be authorized for issuance for the North ½ of Legal Subdivision 11 of Section 6, Township 20, Range 9, W6M, KDYD to vary Subdivision and Development Servicing Bylaw No. 4163 and waive the requirement to install a fire hydrant to the minimum 300 meter spacing.

The Director of Development Services explained the proposed Development Variance Permit Application.

Submissions were called for at this time.

B. Shirley, Fire Chief, spoke regarding the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:15 p.m. and the Motion was:

Amendment:

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: Council waive the requirement to install a fire hydrant subject to payment of a 50% cash in lieu contribution.

DEFEATED

Mayor Harrison, Councillors Flynn, Cannon, Eliason and Wallace Richmond Opposed

Motion as Amended:

DEFEATED UNANIMOUSLY

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

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

**26. ADJOURNMENT**

0121-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Regular Council Meeting of March 23, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:22 p.m.

CERTIFIED CORRECT:

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

Adopted by Council the      day of      , 2020.

\_\_\_\_\_  
MAYOR

Item 6.2

## CITY OF SALMON ARM

Date: April 14, 2020

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Special Council Meeting Minutes of April 6, 2020, be adopted as circulated.

### Vote Record

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

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

## SPECIAL COUNCIL

Minutes of a Special Meeting of Council of the City of Salmon Arm commenced by electronic means as authorized by Ministerial Order M083, at 9:30 a.m. on Monday, April 6, 2020:

**PRESENT:**

Mayor A. Harrison  
 Councillor D. Cannon  
 Councillor C. Eliason  
 Councillor K. Flynn  
 Councillor T. Lavery  
 Councillor S. Lindgren  
 Councillor L. Wallace Richmond

Chief Administrative Officer C. Bannister  
 Director of Corporate Services E. Jackson  
 Director of Development Services K. Pearson  
 Acting Chief Financial Officer T. Tulak  
 Director of Engineering & Public Works R. Niewenhuizen  
 Manager of Human Resources S. Wood  
 General Manager, Shuswap Recreation Society D. Boyd

**1. CALL TO ORDER**

Mayor Harrison called the meeting to order at 9:30 a.m.

**2. IN-CAMERA SESSION**

0122-2020                      Moved: Councillor Flynn  
                                       Seconded: Councillor Lindgren  
                                       THAT: pursuant to Section 90(1) of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 9:30 a.m.  
 Council returned to Regular Session at 12:48 p.m.  
 Council recessed until 1:30 p.m.

**3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

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

4. ADOPTION OF AGENDA

5. OTHER BUSINESS

1. City of Salmon Arm COVID-19 Economic Response / Recovery Plan

Council discussed the following Resolution which was released from In-Camera:

THAT: Council direct staff to execute the following measures, as identified in the City of Salmon Arm COVID-19 Economic Response/Recovery Plan, dated April 3, 2020:

1. (b) 0% Tax Increase for 2020 (for All Classes);
2. Extension of 2020 Tax Deadline Across All Classes to July 30, 2020 (and other Tax Measures);
3. Phased Workforce Reduction and Hiring Freeze Phase 1 (a) and (b) and 2 as early as April 17, 2020; and
4. Delay of Ross Street Underpass Tender Process to July 15, 2020 (with Fall 2020 construction).

6. ADJOURNMENT

0xxx-2020

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Special Council Meeting of April 6, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 1:49 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Adopted by Council the      day of      , 2020.



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Item 7.1

## CITY OF SALMON ARM

Date: April 14, 2020

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee Meeting Minutes of April 6, 2020, be received as information.

### Vote Record

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

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

## **DEVELOPMENT AND PLANNING SERVICES COMMITTEE**

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held by electronic means, as authorized under Ministerial Order M083, on Monday, April 6, 2020.

### **PRESENT:**

Mayor A. Harrison  
 Councillor D. Cannon  
 Councillor K. Flynn  
 Councillor C. Eliason  
 Councillor T. Lavery  
 Councillor S. Lindgren  
 Councillor L. Wallace Richmond

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

### **ABSENT:**

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

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

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

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

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

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

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

5. REPORTS

1. Agricultural Land Commission Application No. ALC-391 [Lakeland Farms; 6710 50 Avenue SW; Non-Farm Use]

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee recommends to Council that Agricultural Land Commission Application No. ALC-391 be authorized for submission to the Agricultural Land Commission.

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict and left the meeting at 8:05 a.m.

2. Zoning Amendment No. ZON-1169 [Browne Johnson Land Surveyors; 710 10 Street SW; R-1 to R-5]

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 2016 Except Plan KAP71234, from R-1 (Single Family Residential) to R-5 (High Density Residential);

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

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 8:13 a.m.

3. Zoning Amendment Application No. ZON-1170 [Gilmore, C.; 390 6 Street SE; R-1 to R-8]

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 5, Section 14, Township 20, Range 10, W6M, KDYD, Plan 9644 from R-1 (Single Family Residential) to R-8 (Residential Suite Zone);

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

CARRIED UNANIMOUSLY

5. REPORTS – continued

4. Zoning Amendment Application No. ZON-1172 [Wild Blue Development Ltd.; 271 3 Street SE; R-1 to R-8]

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lots 21 and 22, Block 6, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392 from R-1 (Single Family Residential) to R-8 (Residential Suite Zone);

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

CARRIED UNANIMOUSLY

5. Zoning Amendment Application No. ZON-1173 [Shantz, C.; 2760 30 Street NE; R-1 to R-8]

Moved: Councillor Cannon

Seconded: Councillor Eliason

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 20, Section 19, Township 20, Range 9, W6M, KDYD, Plan 18220 from R-1 (Single Family Residential) to R-8 (Residential Suite Zone).

CARRIED UNANIMOUSLY

6. Development Variance Permit Application No. VP-513 [Labbe, S. & J.; 4731 75 Avenue NE; Setback requirements]

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-513 be authorized for issuance for Lot 1, Section 6, Township 21, Range 9, W6M, KDYD, Plan EPP26171, which will vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 6.10.1 – R-1 Single-Family Residential Zone – reduce the minimum building setback from the front parcel line from 6.0 m (19.7 ft) to 5.0 m (16.4 ft) for the construction of a new single-family dwelling, as shown in Schedule A of the staff report dated March 24, 2020.

S. & J. Labbe, the applicants, were available to answer questions from the Committee.

CARRIED UNANIMOUSLY

5. REPORTS – continued

7. Development Variance Permit Application No. VP-515 [Christensen, K./Christensen, M. & H.; 3220 20 Avenue SE, Fire Hydrant and Bike Lane requirements]

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-515 be authorized for issuance for Lot A, Section 7, Township 20, Range 9, W6M, KDYD, Plan 32539, which will vary Subdivision & Development Servicing Bylaw No. 4163 as follows:

1. Waive the requirement to install bike lanes along the subject property's 20 Avenue and Auto Road frontages;
2. Waive the requirement to install a fire hydrant along Auto Road to the required 300 metre spacing in rural zones.

K. Christensen, the applicant, outlined the application and was available to answer questions from the Committee.

The Motion was split:

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-515 be authorized for issuance for Lot A, Section 7, Township 20, Range 9, W6M, KDYD, Plan 32539, which will vary Subdivision & Development Servicing Bylaw No. 4163 as follows:

1. Waive the requirement to install a bike lane along the subject property's 20 Avenue frontage.

CARRIED UNANIMOUSLY

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-515 be authorized for issuance for Lot A, Section 7, Township 20, Range 9, W6M, KDYD, Plan 32539, which will vary Subdivision & Development Servicing Bylaw No. 4163 as follows:

1. Waive the requirement to install a bike lane along the subject property's Auto Road frontage.



5. REPORTS – continued7. Development Variance Permit Application No. VP-515 [Christensen, K/Christensen, M. & H.; 3220 20 Avenue SE, Fire Hydrant and Bike Lane requirements] - continuedAmendment:

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: Subdivision & Development Servicing Bylaw No. 4163 be varied as follows:

1. Waive the requirement to install a bike lane along the subject property's Auto Road frontage subject to payment of a 50% cash in lieu contribution.

CARRIED

Councillor Flynn Opposed

Motion as Amended:

CARRIED UNANIMOUSLY

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-515 be authorized for issuance for Lot A, Section 7, Township 20, Range 9, W6M, KDYD, Plan 32539, which will vary Subdivision & Development Servicing Bylaw No. 4163 as follows:

2. Waive the requirement to install a fire hydrant along Auto Road to the required 300 metre spacing in rural zones.

CARRIED

Councillor Lavery Opposed

6. PRESENTATIONS7. FOR INFORMATION8. IN CAMERA9. LATE ITEMS

10. ADJOURNMENT

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee meeting of April 6, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:54 a.m.

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Mayor Alan Harrison  
Chair

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

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Item 9.1

## CITY OF SALMON ARM

Date: April 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: Agricultural Land Commission Application No. ALC-391 be authorized for submission to the Agricultural Land Commission.

### Vote Record

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

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




---

To: His Worship Mayor Harrison and Council

Date: March 24, 2020

Subject: Agricultural Land Commission Application No. ALC-391  
Non-Farm Use

Legal: NW ¼, Section 32, Township 19, Range 10, W6M, KDYD  
Civic: 6710 – 50 Avenue SW  
Owner: Lakeland Farms

---

#### **MOTION FOR CONSIDERATION**

**THAT: Agricultural Land Commission Application No. ALC-391 be authorized for submission to the Agricultural Land Commission.**

---

#### **STAFF RECOMMENDATION**

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

---

#### **PROPOSAL**

The subject property is located at 6710 50 Avenue SW as shown on Appendices 1 and 2. The applicant is proposing to construct an organic feed mill on the subject property. The footprint of the mill will be 334 m<sup>2</sup> (3,600 ft<sup>2</sup>). The intention is to provide feed for an existing poultry operation and future commercial feed production. For the mill to be considered a farm use the ALC requires that at least 50% of the raw materials are produced on-farm or at least 50% of the product is used on-farm. An approved Non-Farm Use would allow for raw materials to be imported and the product be sold off-farm.

The property is approximately 65 ha (160 ac) in size which contains two residences and agricultural buildings. The property is entirely within the Agricultural Land Reserve (ALR) as shown on Appendix 3. The application and background information from the applicant are attached as Appendix 4.

#### **BACKGROUND**

The subject property is designated Salmon Valley Agriculture in the Official Community Plan (OCP), outside the Urban Containment Boundary (UCB), and the property is zoned Agriculture (A-1) as shown on Appendices 5 and 6. A new chicken layer barn was constructed in 2018 and the use would be considered accessory to the existing permitted Intensive Agriculture Use in the Zoning Bylaw. As per historical city practice a building permit is not required for agricultural buildings.

The property supports both field crops and animal production. It is intended that the property will remain in the ALR and be used for an agricultural purpose.

Adjacent zoning and land uses include the following:

North: Agriculture (A-1) – Single Family Dwelling and Agriculture  
South: Agriculture (A-1) – Single Family Dwelling and Agriculture  
East: Agriculture (A-1) – Single Family Dwelling and Agriculture  
West: Agriculture (A-1) – Single Family Dwelling and Agriculture

#### Agricultural Land Commission Act (ACLA)

The purposes of the commission as stated in Section 6 of the *Agricultural Land Commission Act* are:

- (a) to preserve agricultural land;
- (b) to encourage farming on agricultural land in collaboration with other communities of interest;
- (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.

#### Agricultural Land Reserve Use Regulation

11 (2) The use of agricultural land for storing, packing, preparing and processing farm products is designated as a farm use and may not be prohibited as described in section 4 if at least 50% of the farm product is

- (a) produced either on that agricultural land or by an association to which the owner of the agricultural land belongs, or
- (b) feed required for farm use on that agricultural land.

When the ALC is considering a non-farm use it is important that any non-agricultural use within the ALR is compatible and/or clearly justified. Once agricultural land is lost, it is rarely ever reclaimed to agricultural use. The ALC also considers whether that land is available for future farm use if circumstances change, often it may be difficult to reclaim or convert to agricultural use.

ALC Policy L-24 Development of Farm Structures for Farm-Related Commercial and Farm-Related Industrial Uses in the ALR is attached as Appendix 7. Those guidelines aim to ensure that:

- agriculture remains the principal use of land in the ALR;
- land taken out of agricultural production to accommodate farm-related commercial and farm-related industrial uses, if any, is minimized;
- regard is given to the long-term cumulative impact of structures on the ALR;
- proposed farm-related commercial and farm-related industrial uses are of a size and scale appropriate for the size of the farm operation; and,
- servicing requirements (e.g. water and wastewater, road access, parking, fire services, etc.) are appropriate and fit with the agricultural context.

#### Improved Soil Classification

The subject property has the Improved Soil Capability Rating of 70% Class 2 and 30% Class 3 with fertility and excess water being limiting factors as shown on Appendix 8. Soil capability rating ranges from Class 1 to Class 7. The best agricultural lands are rated Class 1 because they have ideal climate and soil to allow a farmer to grow the widest range of crops. Class 7 is considered non-arable, with no potential for soil bound agriculture.

#### Planning Department Comments

City of Salmon Arm Official Community Plan Bylaw No. 4000

Section 7.2.4 Support agri-business opportunities in rural and agricultural areas that are complementary to local agriculture, including agri-tourism and agri-food business.

Section 7.2.5 Encourage and support the expansion of local food production.

Section 7.3.17 Encourage and support the development and expansion of alternative, smaller scale agricultural businesses, such as production and marketing of locally grown foods, organic farms, on-site sales of onsite and locally grown food, incentives for farmers to remain on their land, and support for new farmers to obtain land.

City of Salmon Arm Zoning Bylaw No. 2303

The A-1 zone as shown on Appendix 9 permits Intensive Agriculture such as the poultry layer barn; the feed mill would be considered a permitted accessory use.

Agricultural Advisory Committee

Due to the COVID-19 crisis and the suspension of all City Committees, Commissions and Panels this application was not referred to the Agricultural Advisory Committee.


CONCLUSION

The proposal is for approval of a feed mill as a non-farm use within the ALR. Agriculture and agricultural business are supported by the OCP in the Salmon Valley Agriculture designated areas. The feed mill supports the processing of local agricultural products and local food production. The use is permitted by Zoning Bylaw No. 2303 and is consistent with the surrounding agricultural uses. The proposal is consistent with the guidelines of ALC Policy L-24; agricultural remains the principal use of the land, impacts on agriculture are minimized and the use is of size and scale appropriate to the existing farm operation.

Staff recommends this application be forwarded on to the ALC for consideration for the above noted reasons. The proposed feed mill is an opportunity for increasing value-added agricultural production in the Salmon Valley and has the potential to support organic local food security. The demolition of previously unused structures and reclamation of fill areas has minimized the impact on the farm land.

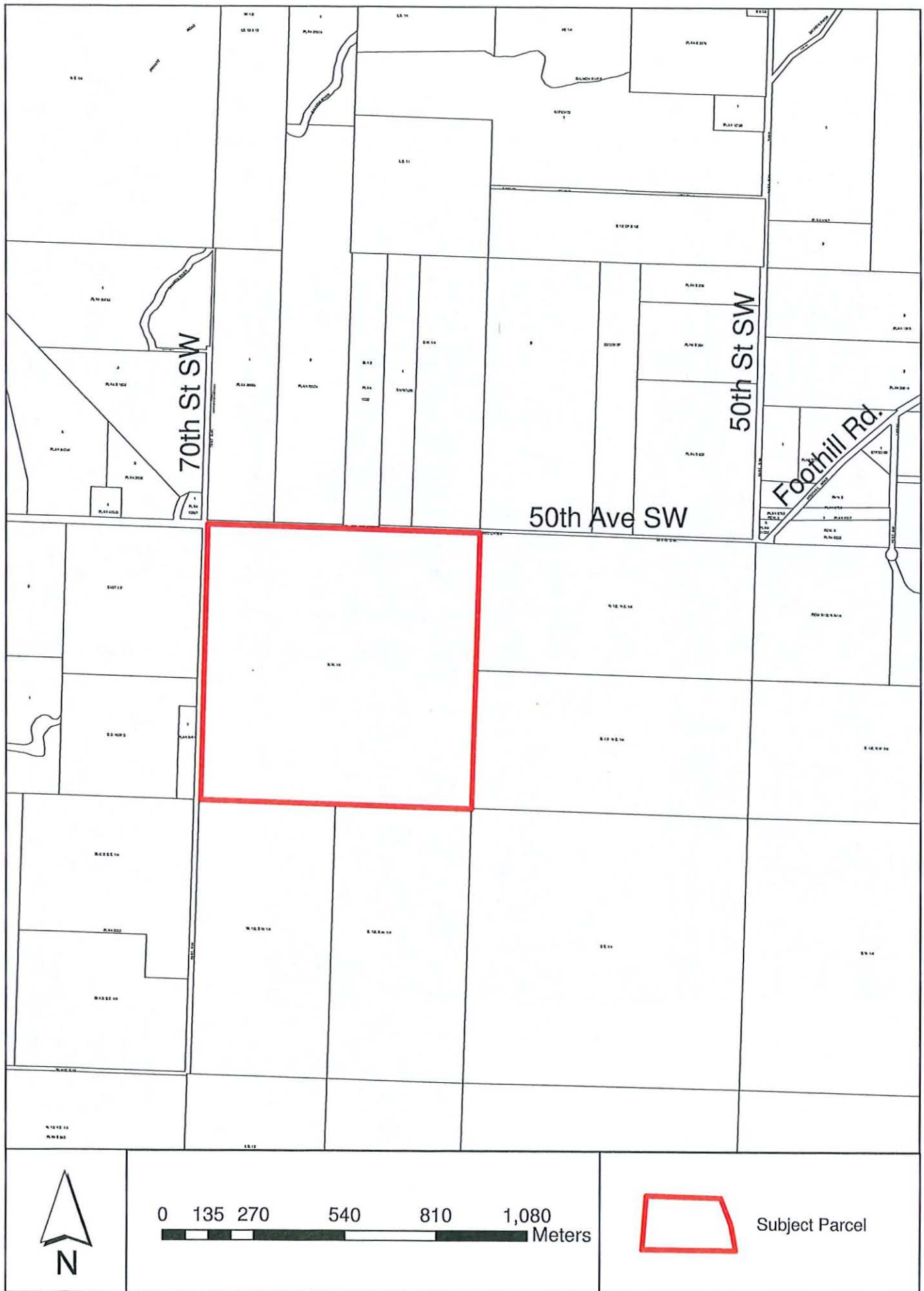


Prepared by: Scott Beeching, MCIP, RPP  
Senior Planner



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

# Appendix 1: Location 29





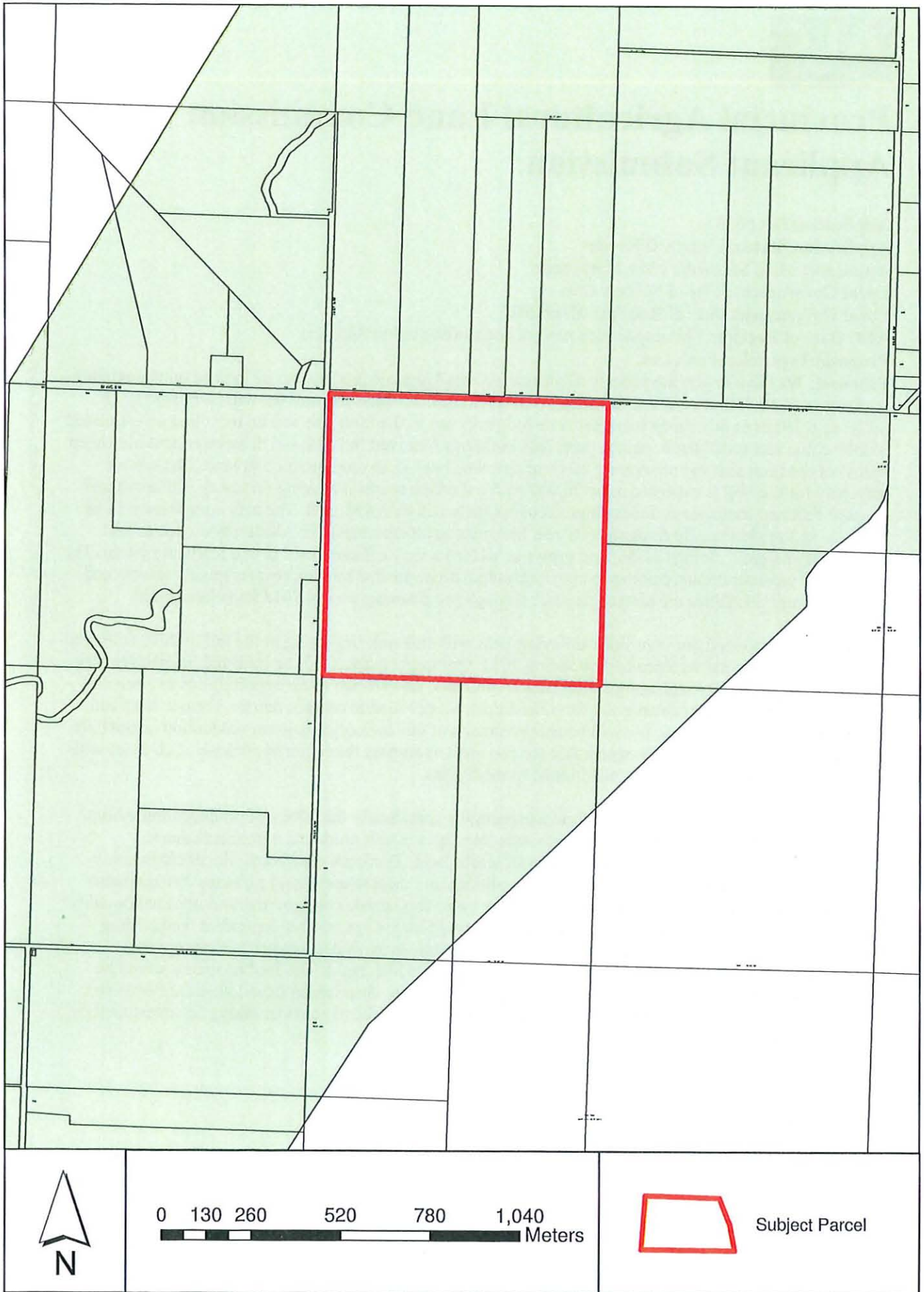


0 40 80 160 240 320 Meters



Subject Parcel







## Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 60537

**Application Status:** Under LG Review

**Applicant:** Mike Schroeder , Sarah Schroeder

**Local Government:** City of Salmon Arm

**Local Government Date of Receipt:** 03/19/2020

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

**Proposal Type:** Non-Farm Use

**Proposal:** We have begun the process of planning a small organic feed mill to be located on the existing yard site at 6710 50th Ave SW next to our 2018 layer barn. To build the mill we will be removing an 8,200 sq ft 1950s or 60s sheep barn that is no longer of use to the farm, we will be recycling an estimated 30,000 cubic feet of fill from various parts (old buildings removed in 2018, old driveways, and old sheep barns) of the farm site and recovering much of that area back in to crop production land. The service driveway for the mill is expected to be 26,000 sq ft (of which much is existing driveway and lawn) and the mill building footprint including ingredient bin pads will be 3,600 sq ft. The mill equipment will be modular and professionally designed (10 year blueprint in attachments). The design allows us to add equipment and grain storage as demand grows as well as a very efficient load in and load out system. The design will incorporate ingredient pre-cleaning, automation, precise mixing, regular quality testing and tight biosecurity. Utilities are already in place through pre planning on our 2018 layer barn build.

Our intention is to feed our own flock of laying hens with this mill beginning in the fall of 2020 followed by commercial organic feed production spring 2021. Our target market will be bulk and bagged feed for certified organic poultry and unregistered backyard flocks; we also see some opportunities to clean our food grade grains, custom clean grain for other farms, supply feed to organic dairies, organic beef and organic broilers in the future. We will be using as much of our own organic grain production as possible (600 metric tonne in 2019). We expect that we can meet or surpass the required 50% per ALC rules with the rations developed through our nutritionist in most years.

The reason we are applying for a non-farm use permit is specifically the 50% self produced ingredient requirement for on farm processing. We may face shortages in self produced ingredients due to unforeseen circumstances like weather or loss of leased land. There are also yearly fluctuations in our crop rotations depending on soil and weather conditions and disease and insect pressure. We may also have opportunities on certain crops to sell as higher value food grade commodities and use lower quality feed grade ingredients from other farms. Lastly, we would like to create an independent feed milling company (Lakeland Feeds) for liability and accounting reasons as well as integrity of our organic certificate (should we be denied on one of our other products like eggs). The feed company would be owned by Mike and Sarah Schroeder and the land required long term leased from Lakeland Farms Inc. (also owned solely by Mike and Sarah Schroeder). I would also like to consider taking on investment in this business from family members and neighbours.

**Mailing Address:**

5151 50th St SW  
Salmon Arm, BC  
V1E 3C2  
Canada

**Primary Phone:** (250) 804-5773

**Applicant:** Mike Schroeder , Sarah Schroeder

Email: mike@lakelandfarms.ca

## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type:** Fee Simple  
**Parcel Identifier:** 014-129-469  
**Legal Description:** Part NW1/4, SECTION 32, TOWNSHIP 19, RANGE 10, MERIDIAN W6, KAMLOOPS DIV OF YALE LAND DISTRICT  
**Parcel Area:** 64.8 ha  
**Civic Address:** 6710 50th Ave SW  
**Date of Purchase:** 01/31/2006  
**Farm Classification:** Yes

#### Owners

1. **Name:** Mike Schroeder  
**Address:**  
5151 50th St SW  
Salmon Arm, BC  
V1E 3C2  
Canada  
**Phone:** (250) 804-5773  
**Email:** mike@lakelandfarms.ca
  2. **Name:** Sarah Schroeder  
**Address:**  
5151 50th St SW  
Salmon Arm, BC  
V1E 3C2  
Canada  
**Phone:** (250) 804-5773  
**Email:** mike@lakelandfarms.ca
- 

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

1. **Ownership Type:** Fee Simple  
**Parcel Identifier:** 002-212-927  
**Owner with Parcel Interest:** Mike Schroeder  
**Parcel Area:** 32.3 ha  
**Land Use Type:** Agricultural/Farm  
**Interest Type:** Rental Agreement
- 

### Current Use of Parcels Under Application

1. **Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**  
*The 160 acre property currently has 155 acres of cultivated land used for organic grain and forage production (both food grade and animal feed) by us, the owners. We are on a 3-4 year crop rotation of cereals, grain corn, beans and flax. We're also practice heavily with cover crops, intercroops and reduced tillage. In 2020 we will be starting a small beef herd on a rotational grazing schedule. Five acres of the property is yard site including 2 barns used for crop, manure and equipment storage. Also located on the yard site is our 2018 built layer barn housing 4,500 laying hens with quota awarded through BCEgg's*

**Applicant:** Mike Schroeder , Sarah Schroeder

*New Producer Program. We also lease and crop share an additional 120 acres for the same cropping rotation. We are a young farm family (started full time farming in 2017) working our way in to the industry and have strong goals in holistic management and regenerative agriculture.*

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

*When we began farming this property it was a very tired hay field with a history of heavy fallowing. We certified it as organic to add value to our products and switched to grain production to maximize the amount of organic matter we could return to the soil. We also began investing in targeted nutrients to rebalance our soil.*

*In 2017 we began experimenting with cover crops and reduced tillage to recover our heavily fallowed soil. We are seeing improvements in soil organic matter, water infiltration, crop health, weed density and nutrient cycling. As of winter 2019/2020 we are 80% covered and hope for 100% in 2020/2021.*

*In 2018 we removed several old, deteriorating barns from the main yard site and replaced them with a new and productive layer barn. We made an effort to utilize the old building sites, existing driveways and fill materials as much as possible during this project and for future growth. Manure from the layer barn is composted on site and spread on our fields to improve soil health. It has become a valuable source of nutrients for growing a variety of crops.*

*In 2019 we began fencing the perimeter of the property with a long term goal of rotational grazing on cover crops and perennial forage crops.*

*In 2020 we will be cleaning up the landscaping and planting trees around the buildings and possibly the perimeter of the property. We will also begin the process of an environmental farm plan for this property and our leased and crop shared fields.*

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

*No non-agricultural activities*

**Adjacent Land Uses**

**North**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Dairy and hobby farms

**East**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Lakeland crop share - organic grain

**South**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Dairy, beef

**West**

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Crop production - organic grain and forages

**Proposal**

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

*1 ha*

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

*We have begun the process of planning a small organic feed mill to be located on the existing yard site at*

**Applicant:** Mike Schroeder , Sarah Schroeder



6710 50th Ave SW next to our 2018 layer barn. To build the mill we will be removing an 8,200 sq ft 1950s or 60s sheep barn that is no longer of use to the farm, we will be recycling an estimated 30,000 cubic feet of fill from various parts (old buildings removed in 2018, old driveways, and old sheep barns) of the farm site and recovering much of that area back in to crop production land. The service driveway for the mill is expected to be 26,000 sq ft (of which much is existing driveway and lawn) and the mill building footprint including ingredient bin pads will be 3,600 sq ft. The mill equipment will be modular and professionally designed (10 year blueprint in attachments). The design allows us to add equipment and grain storage as demand grows as well as a very efficient load in and load out system. The design will incorporate ingredient pre-cleaning, automation, precise mixing, regular quality testing and tight biosecurity. Utilities are already in place through pre planning on our 2018 layer barn build.

Our intention is to feed our own flock of laying hens with this mill beginning in the fall of 2020 followed by commercial organic feed production spring 2021. Our target market will be bulk and bagged feed for certified organic poultry and unregistered backyard flocks; we also see some opportunities to clean our food grade grains, custom clean grain for other farms, supply feed to organic dairies, organic beef and organic broilers in the future. We will be using as much of our own organic grain production as possible (600 metric tonne in 2019). We expect that we can meet or surpass the required 50% per ALC rules with the rations developed through our nutritionist in most years.

The reason we are applying for a non-farm use permit is specifically the 50% self produced ingredient requirement for on farm processing. We may face shortages in self produced ingredients due to unforeseen circumstances like weather or loss of leased land. There are also yearly fluctuations in our crop rotations depending on soil and weather conditions and disease and insect pressure. We may also have opportunities on certain crops to sell as higher value food grade commodities and use lower quality feed grade ingredients from other farms. Lastly, we would like to create an independent feed milling company (Lakeland Feeds) for liability and accounting reasons as well as integrity of our organic certificate (should we be denied on one of our other products like eggs). The feed company would be owned by Mike and Sarah Schroeder and the land required long term leased from Lakeland Farms Inc. (also owned solely by Mike and Sarah Schroeder). I would also like to consider taking on investment in this business from family members and neighbours.

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

Building this project off our farm site would add \$600,000 to \$1,000,000 the project budget for property and commercial upgrades depending on the site. While the demand and volume for organic feed is increasing in the interior it does not justify that kind of expense, we would simply build the mill as planned for our own use and sell feed as we find we're able under the 50% ingredient rule. Off site would also decentralize our operations, increase our environmental impact and increase distances for transport of ingredients and finished feeds. We feel that a feed mill serving our needs and that of agricultural producers in the area is very much a farm use.

I have confirmed with the city of Salmon Arm that a Non Farm Use Permit would not trigger a building permit and subsequent upgrades to roads and services for this site.

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

To our knowledge there are currently no commercially viable, CFIA recognized, organic feed mills producing high quality poultry feed located in the North Okanagan. There are currently, approximately, 20,000 organic commercial laying hens, 5 small lot egg producers, and estimated 915 unregistered backyard egg flocks, 700 organic dairy cows, an unknown amount of organic beef, and an unknown amount of organic broilers. There are also indications that the BC Egg Marketing Board may award organic layer quota to new interior farms in 2021. Lastly, as land values increase in the Fraser Valley there is and has always been interest from producers to relocate to the Interior. Ourselves and our neighbouring organic egg producers are currently trucking feed from the Lower Mainland adding an extra 10-15% in feed cost which is significant when feed is 50% of the cost of production. Small backyard flocks also don't have a locally produced organic bagged feed option. Shipping feed such a distance increases our risk of running out of feed due to weather delays, provides a consistent link for avian

*diseases to make their way back and forth from the lower mainland to the interior, reduces our flexibility in flock nutrition, reduces our resource efficiency, increases our environmental impact and restricts our regional agricultural viability. In the case of a disease outbreak like the 2014 Avian Influenza outbreak in Abbotsford our feed supply may be completely quarantined. Often, the ingredients in our current feed pass us on their way from the Canadian Prairies to the Fraser Valley by train or truck, is milled, then turned around and sent all the way back on another truck. With the continued and anticipated growth in the organic market and the number of organic farms now located in the Interior the current situation is completely counterintuitive and uncomfortable to communicate to consumers. We believe our project supports regional agriculture by making it more efficient, reducing risk, adding value, and improving production flexibility. Our plan will support our rural economy through employment, materials, trades and contractors during the building phase and ongoing employment during production.*

*Our intention is to build this mill building and site as designed, regardless of the outcome of this application. Having increased ingredient flexibility and confidence in our ability to reliably supply feed to other producers through the challenges of weather and rotation listed above will improve our economic viability and let us invest in higher quality, more efficient and more automated equipment. These improvements will benefit us, our potential customers and future producers in our region.*

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

*Yes*

**Proposal dimensions**

**Total fill placement area (to one decimal place) 1 ha**

**Maximum depth of material to be placed as fill 1 m**

**Volume of material to be placed as fill 1060 m<sup>3</sup>**

**Estimated duration of the project. 6 Months**

**Describe the type and amount of fill proposed to be placed.**

*3 inch minus rock/gravel for the lower 2 ft of the driveway and building base. Driveway top 6 inches city spec 1" crush/gravel. Under concrete foundation of the building and bin pads will be sand.*

**Briefly describe the origin and quality of fill.**

*Fill source will be Blackburn Excavating's pit located on Mount Ida, 2 km from building site. This is a local pit using native rock material only.*

**Applicant Attachments**

- Site Photo - Lakeland farm site 2010
- Site Photo - Lakeland farm site 2019
- Other correspondence or file information - Agent Authorization
- Site Photo - Looking south from 50th
- Site Photo - Looking south west
- Site Photo - Mill site looking north east
- Proposal Sketch - 60537
- Other correspondence or file information - Notice of Articles - Lakeland
- Professional Report - Mill Design 10 year Plan
- Certificate of Title - 014-129-469

**ALC Attachments**

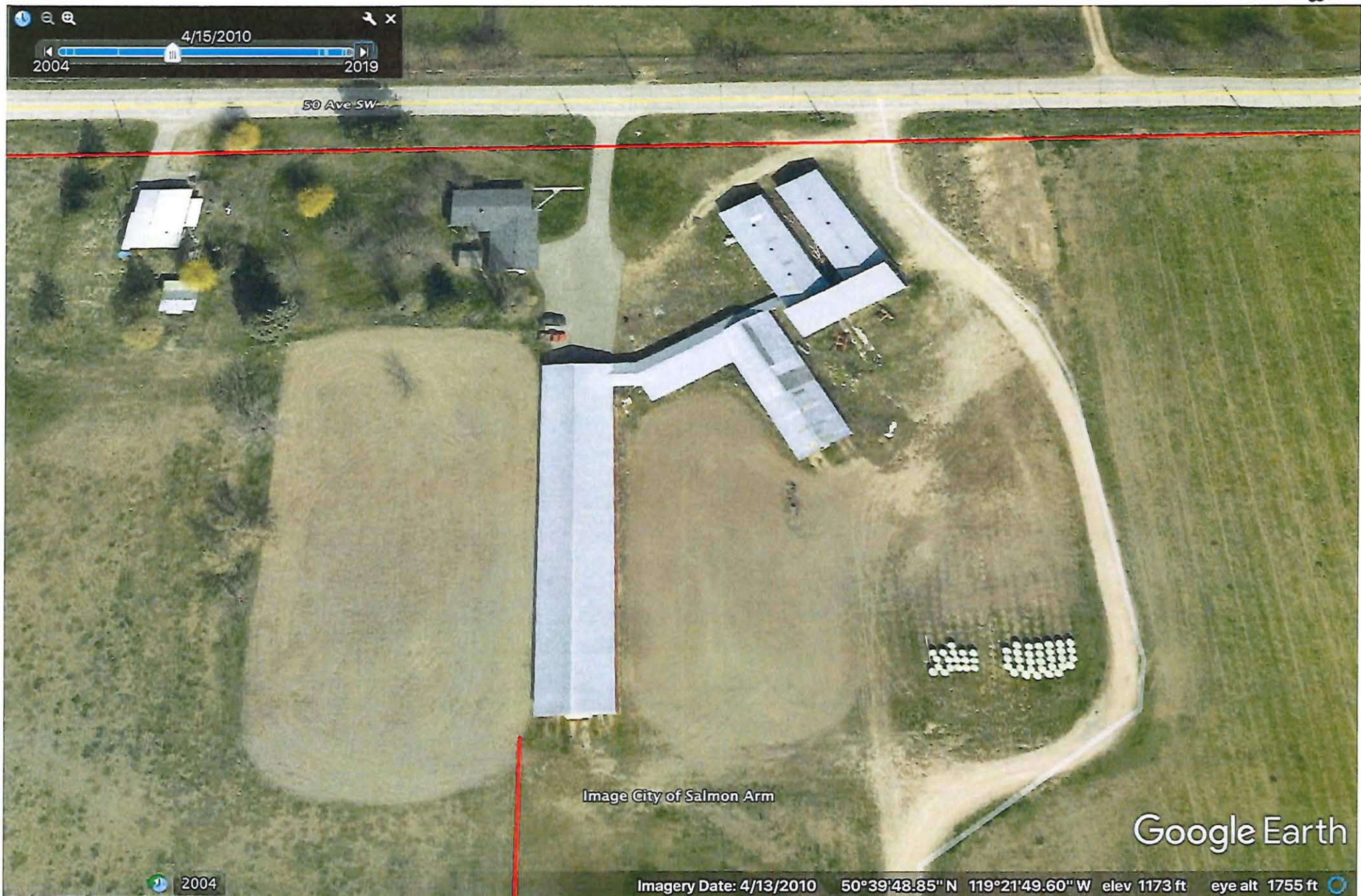
None.

**Applicant: Mike Schroeder , Sarah Schroeder**

**Decisions**

None.









8/21/2019 SW

6710 50th Ave SW

Utility Shed

Layer Barn

Sheep Barn to be Removed

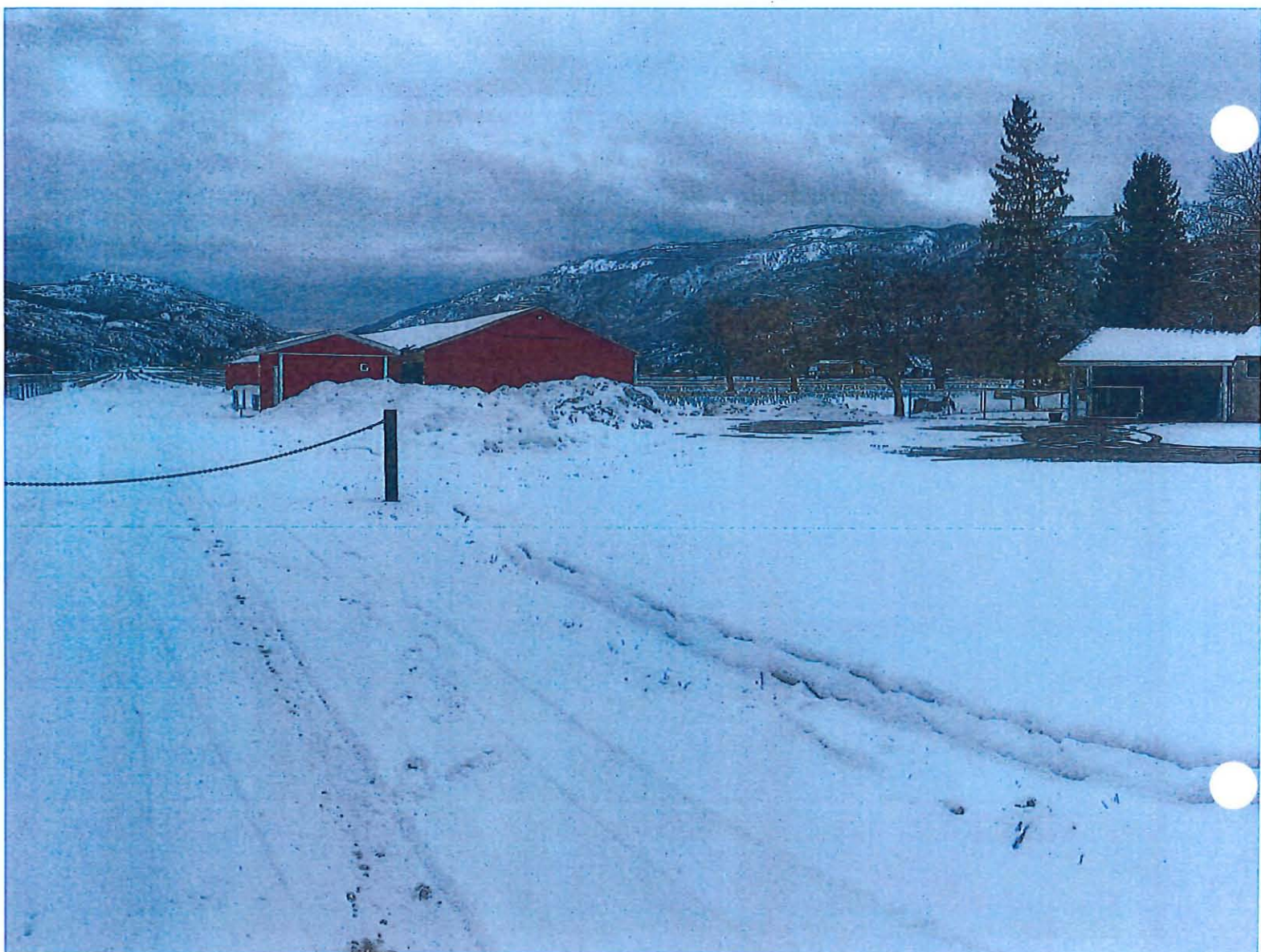
Image © 2020 CNES / Airbus

Google Earth

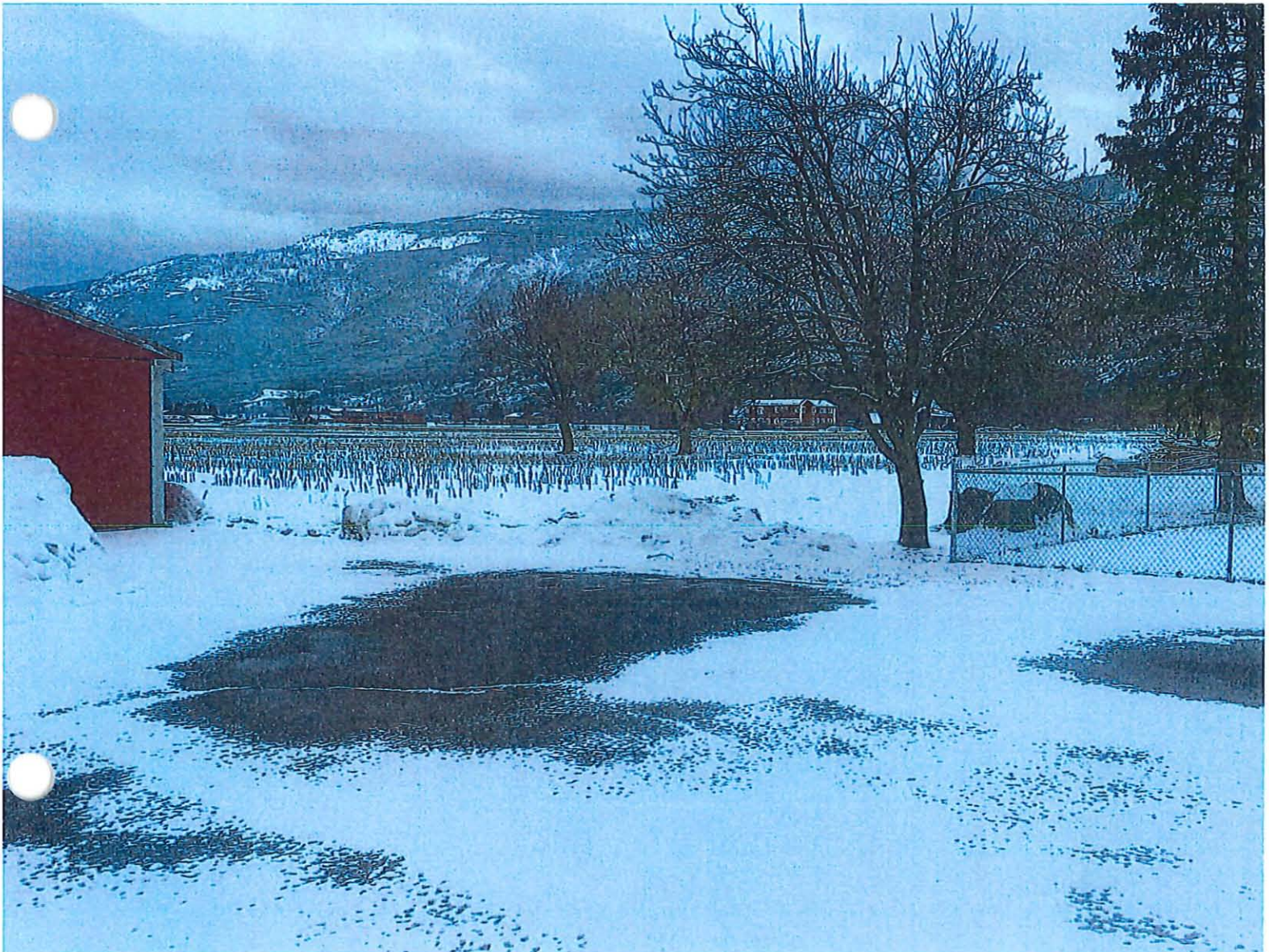
2004

Imagery Date: 8/21/2019 50°39'44.95"N 119°21'44.26"W elev 1173 ft eye alt 1724 ft





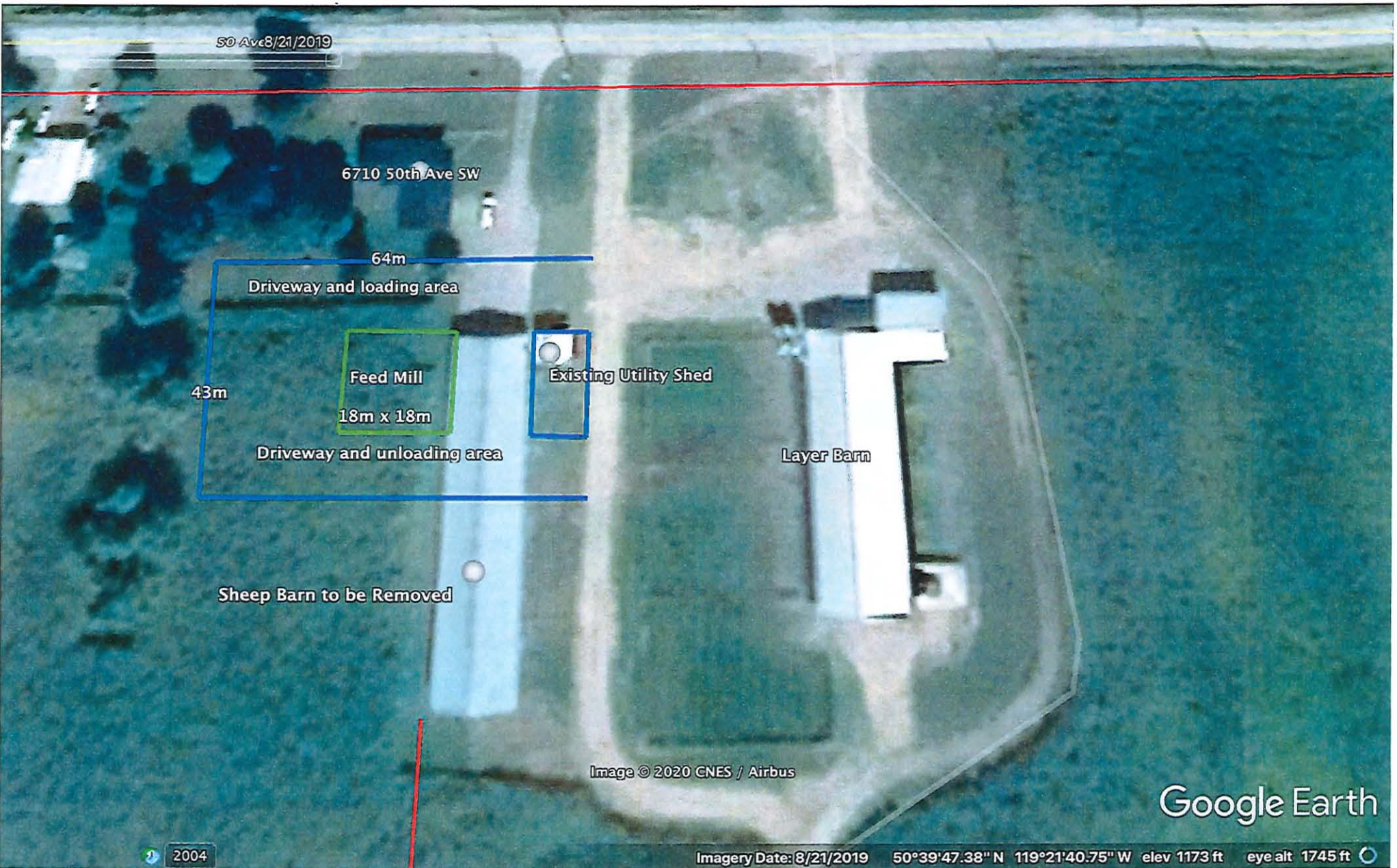








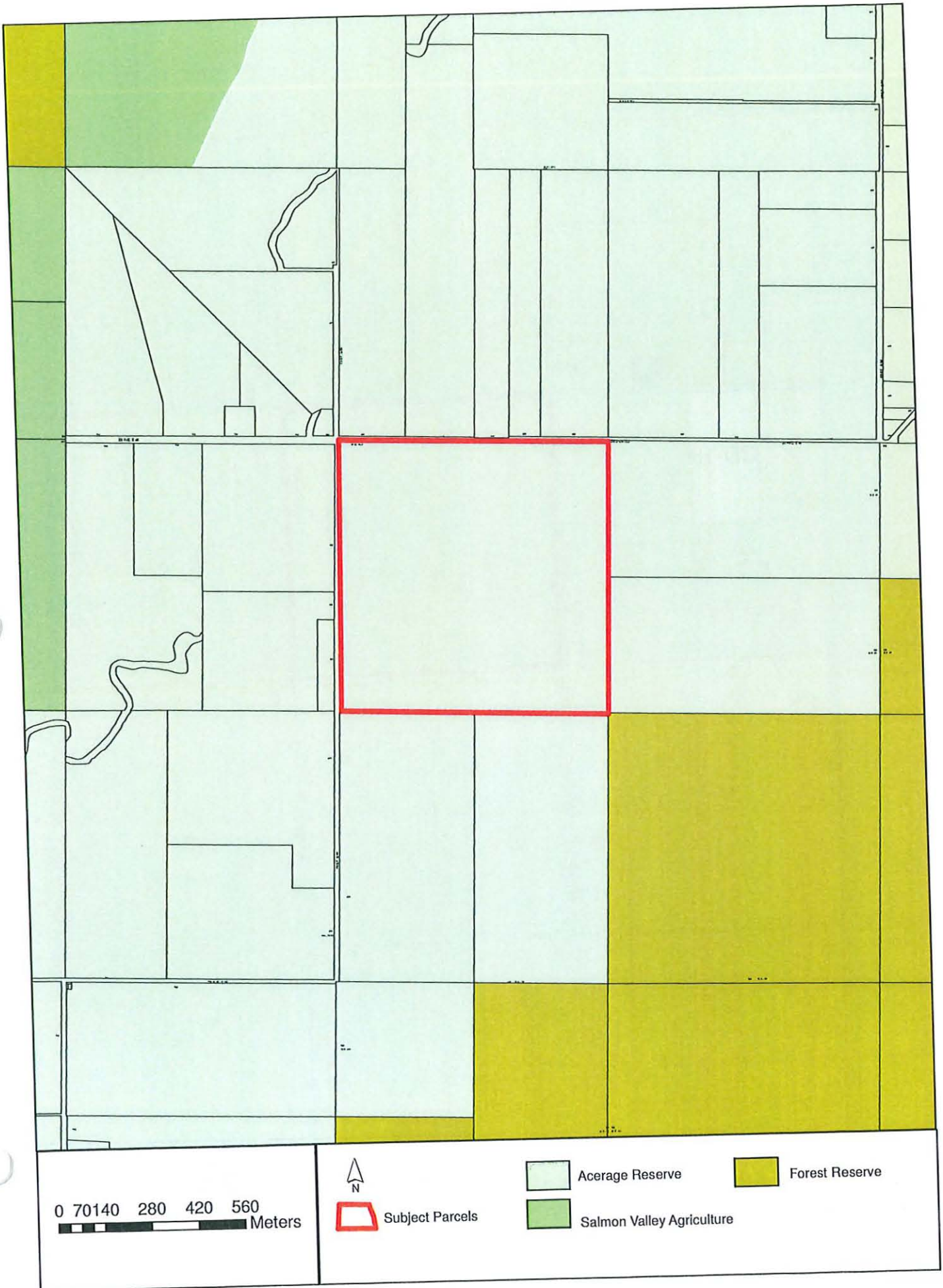




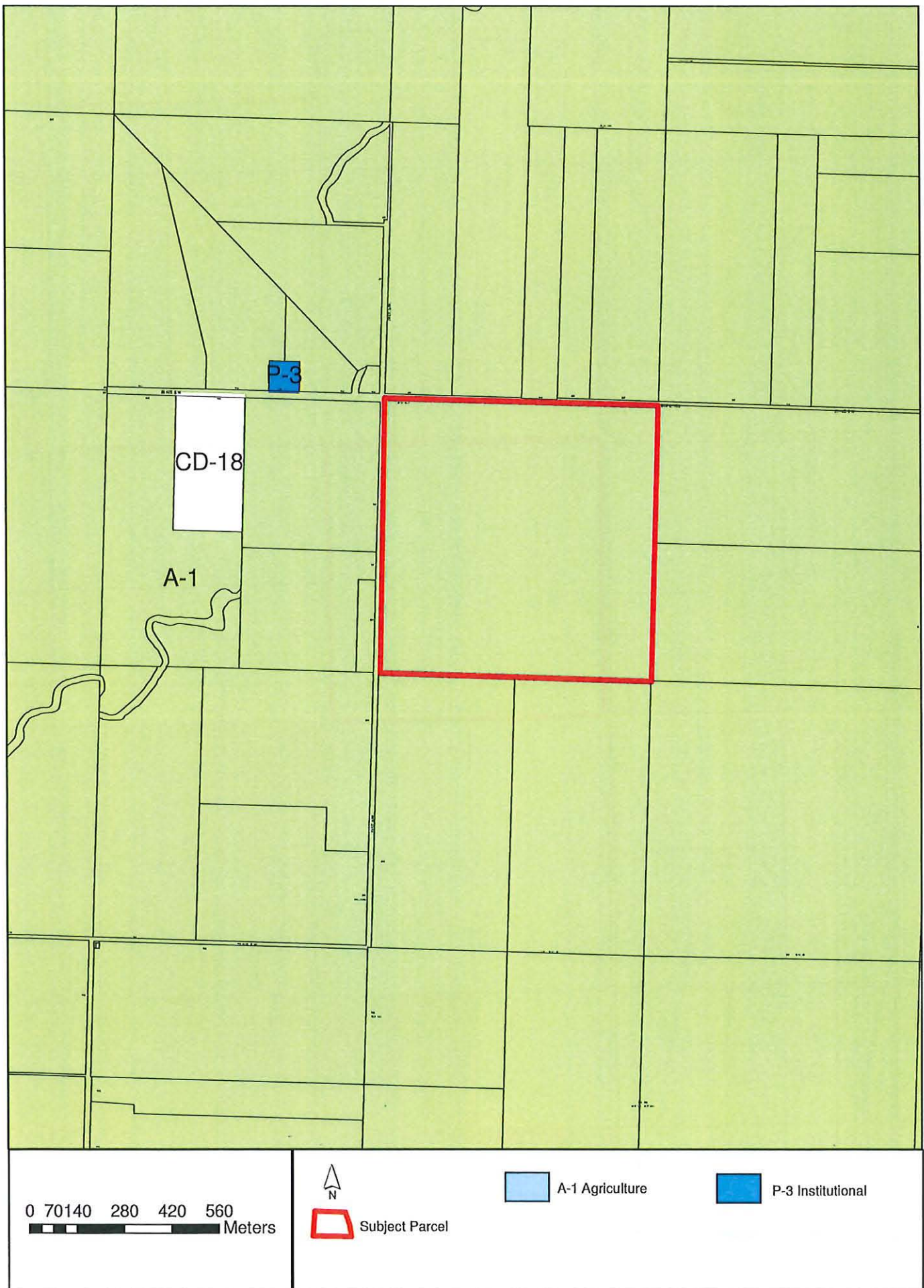





VIS ENTERPRISES INC.  
140 PARKLAND RD. OAK BLUFF MB R4G 0A5  
204-897-0949 WWW.VIS-AGGROWTH.COM







 <p><b>Agricultural Land Commission</b></p>	<p><b>DEVELOPMENT OF FARM STRUCTURES FOR FARM-RELATED COMMERCIAL AND FARM- RELATED INDUSTRIAL USES IN THE ALR</b></p>	<p><b>POLICY L-24</b></p> <p>October 2019</p>
--	---	---

This policy provides general guidelines for Commission decision-making when considering the placement of fill, removal of soil, and applications for non-farm use pertaining to the development of farm structures for *farm-related commercial and farm-related industrial uses*, as applicable.

These guidelines aim to ensure that:

- agriculture remains the principal use of land in the ALR;
- land taken out of agricultural production to accommodate farm-related commercial and farm-related industrial uses, if any, is minimized;
- regard is given to the long-term cumulative impact of structures on the ALR;
- proposed farm-related commercial and farm-related industrial uses are of a size and scale appropriate for the size of the farm operation; and,
- servicing requirements (e.g. water and wastewater, road access, parking, fire services, etc.) are appropriate and fit with the agricultural context.

## GENERAL GUIDELINES:

### Infrastructure

*Farm-related commercial and farm-related industrial uses* should be appropriate for the available rural services and not require the level of road access, water and wastewater servicing, utilities, fire protection, and other public services typically found in urban areas.

High water use/effluent generating operations should be, whenever possible, located in urban areas where municipal services are available.

*Farm-related commercial and farm-related industrial uses* should be consistent with the Ministry of Agriculture's Guide for Bylaw Development in Farming Area's (the Minister's Bylaw Standard):

- Parking and loading areas should be permeable in nature, whenever possible, to reduce impervious cover and minimize the impacts of stormwater discharge on surrounding agricultural land; and,
- Stormwater and agricultural liquid waste management plans should be required where the total impervious area of buildings and structures exceeds 3,700 m<sup>2</sup> (approximately 40,000 ft<sup>2</sup>).

**DEFINITIONS:**

*Agriculture* means the growing and raising of plants, truffles, mushrooms, or animals, including aquaculture.

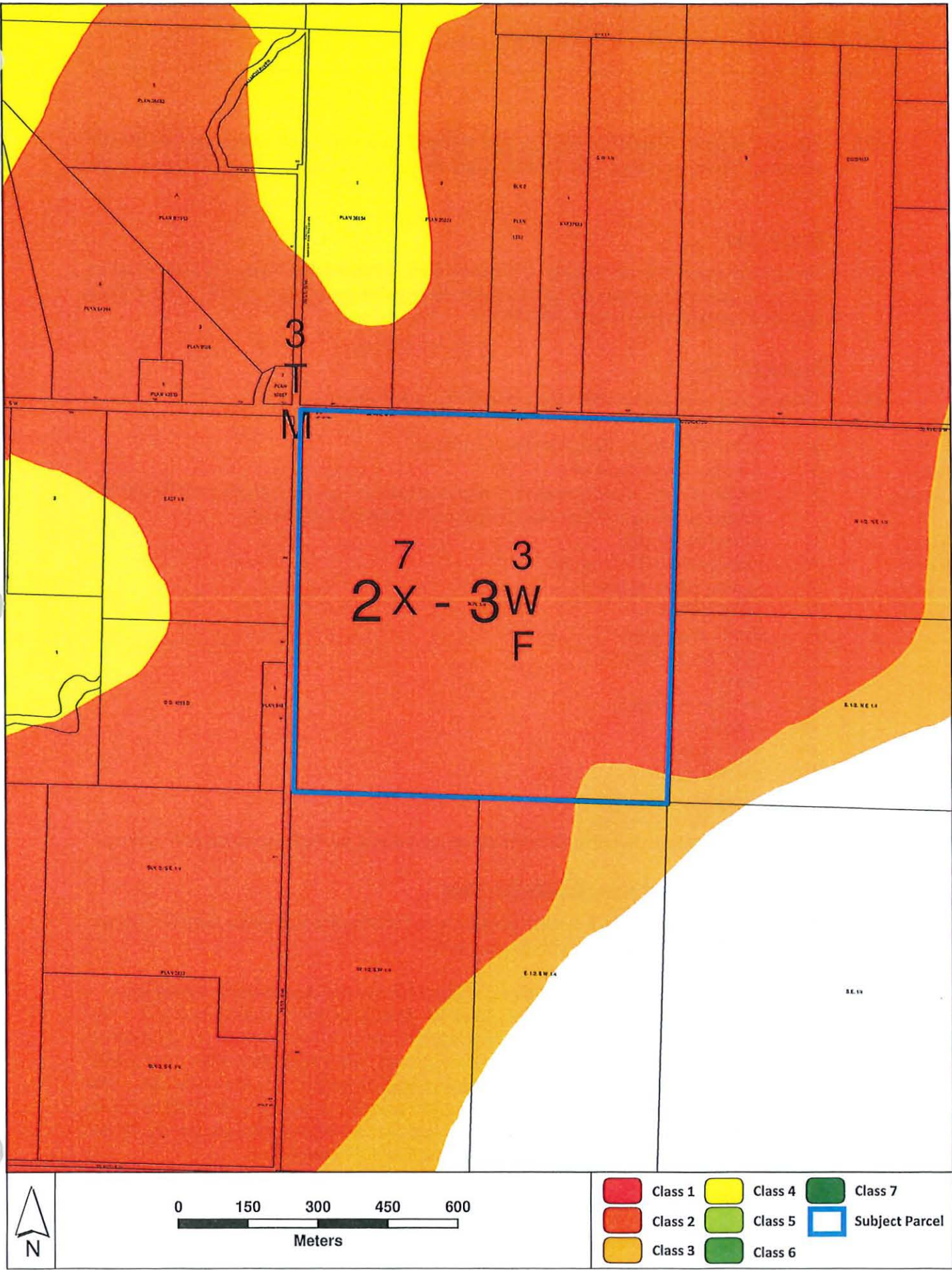
*Farm-related commercial and farm related industrial uses* means:

- Farm product processing facilities under section 11(2) of the ALR Use Regulation;
- Farm product retail sales buildings under section 11(3) of the ALR Use Regulation;
- Alcohol production facilities and their ancillary uses under section 13 of the ALR Use Regulation;
- Pet breeding and boarding facilities under section 23 of the ALR Use Regulation;
- Class A compost facilities under section 27(2) of the ALR Use Regulation;
- Permanent infrastructure to support agri-tourism activities if approved through application by the Commission under section 25 of the ALC Act; and,
- Permanent infrastructure to support gathering for events if approved through application by the Commission under section 25 of the ALC Act.

**LOT COVERAGE LIMIT CALCULATION EXAMPLES:**

<b>Parcel Area</b>	<b>5% Lot Coverage Limit</b>		
40 ha (~100 acres)	2 ha	(~5.0 acres)	(~20,000 square metres)
20 ha (~50 acres)	1 ha	(~2.5 acres)	(~10,000 square metres)
10 ha (~25 acres)	0.5 ha	(~1.25 acres)	(~5,000 square metres)
8 ha (~17 acres)	0.4 ha	(~1.0 acres)	(~4,000 square metres)
4 ha (~10 acres)	0.2 ha	(~0.5 acres)	(~2,000 square metres)
2 ha (~5 acres)	0.2 ha	(~0.5 acres)	(~2,000 square metres)
0.8 ha (~2 acres)	0.2 ha	(~0.5 acres)	(~2,000 square metres)
0.4 ha (~1 acre)	0.2 ha	(~0.5 acres)	(~2,000 square metres)





---

## SECTION 34 - A-1 - AGRICULTURE ZONE

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### Purpose

- 34.1 The A-1 Zone is intended to identify and preserve land with good agricultural or forestry potential. *Development* on land located in the A-1 Zone will respect the rural nature of the area.

### Regulations

- 34.2 On a *parcel* zoned A-1, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the A-1 Zone or those regulations contained elsewhere in this Bylaw.

### Permitted Uses

- 34.3 The following uses and no others are permitted in the A-1 Zone:
- .1 *agriculture*;
  - .2 *bed and breakfast*, limited to three let rooms;
  - #2767 .3 *boarders*, limited to two;
  - #4013, #4193 .4 *detached suite* (*development* of a *detached suite* in the Agricultural Land Reserve is subject to the Agricultural Land Commission Act and Regulations);
  - #3218 .5 *equestrian facility*;
  - #3218 .6 *equestrian facility campsite*;
  - #3426 .7 *family childcare facility*;
  - #3426 .8 *group childcare*;
  - .9 *home occupation*;
  - .10 *intensive agriculture*;
  - .11 *kennel*;
  - .12 *outdoor recreation*;
  - .13 *public use*;
  - .14 *public utility*;
  - .15 *silviculture*;
  - #3212 .16 *secondary suite*;
  - .17 *single family dwelling*;
  - .18 *accessory use*, including the retail sale of agricultural products produced on the *parcel*.

### Maximum Number of Single Family Dwellings

- 34.4 .1 On *parcels* less than 8.0 hectares (19.8 acres) in area, the maximum number of *single family dwellings* shall be one (1) per *parcel*
- #3322 .2 On *parcels* 8.0 hectares (19.8 acres) or larger in area, a second dwelling is permitted provided the second dwelling is used for farm help and is a mobile home. The additional dwelling shall be for the exclusive use of a person employed full-time to work on the farm or for temporary farm help and, where applicable, shall comply with the provisions of the Agricultural Land Commission Act and amendments thereto. The property owner will sign a Declaration, substantially in the form attached hereto as Schedule "H" and forming part of this bylaw, that the second dwelling is to be for the exclusive use of a person employed full-time to work on the farm.
- .3 A second dwelling may be permitted under Section 4.13 of this bylaw.

---

## SECTION 34 - A-1 - AGRICULTURE ZONE - CONTINUED

---

### #4018 Maximum Number of Secondary Suites

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

### #4223 Maximum Residential Building Area

34.6 The maximum combined building area for all dwelling units (single family dwelling, detached suite and farm help) shall be no greater than 500 m<sup>2</sup> (5,382ft<sup>2</sup>).

### Maximum Height of Residential Buildings

34.7 The maximum *height* of a residential *building* shall be 10.0 metres (32.8 feet).

### Maximum Height of Accessory Buildings

34.8 The maximum *height* of an accessory *building* shall be 12.0 metres (39.4 feet).

### Minimum Parcel Size

34.9 The minimum *parcel* size shall be 8.0 hectares (19.8 acres).

### Minimum Parcel Width

34.10 The minimum *parcel width* shall be 150.0 metres (492.1 feet).

### Minimum Setback of Principal and Accessory Buildings Intended to Accommodate Non-Agricultural Uses

34.11 The minimum *setback* of *principal* and accessory *buildings* intended to accommodate non-agricultural uses from the:

- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be                                     | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> shall be                                      | 6.0 metres (19.7 feet) |
| .3 | <i>Interior side parcel line</i> shall be                             | 3.0 metres ( 9.8 feet) |
| .4 | <i>Exterior side parcel line</i> shall be                             | 6.0 metres (19.7 feet) |
| .5 | Refer to Section 4.9 for "Special Building Setbacks" which may apply. |                        |

### #4018 Minimum Setback of Detached Suites

34.12 The minimum *setback* of a *detached suite* from all *parcel* lines shall be 6.0 metres (19.7 feet).

---

## SECTION 34 - A-1 - AGRICULTURE ZONE - CONTINUED

---

### Minimum Setback of Buildings or Structures Intended to Accommodate Agricultural Uses

34.13 The minimum *setback* of *buildings* and *structures* intended to accommodate agricultural uses from the:

- |    |   |                          |
|----|---|--------------------------|
| .1 | <i>Front parcel line</i> shall be   | 30.0 metres ( 98.4 feet) |
| .2 | <i>Rear parcel line</i> shall be  | 15.0 metres ( 49.2 feet) |
| .3 | <i>Interior side parcel line</i> shall be                                       | 15.0 metres ( 49.2 feet) |
| .4 | <i>Exterior side parcel line</i> shall be                                       | 30.0 metres ( 98.4 feet) |
| .5 | Any <i>single family dwelling</i> shall be                                      | 15.0 metres ( 49.2 feet) |
| .6 | Any <i>watercourse</i> or body of water shall be                                | 30.0 metres ( 98.4 feet) |
| .7 | Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply. |                          |

#2811

### Minimum Setback of Kennels

34.14 The minimum *setback* of *kennels* from all *parcel* lines shall be 30.0 metres (98.4 feet).

### Minimum Setback of Feed Lots

34.15 The minimum *setback* of feed lots from:

- |    |   |                           |
|----|---|---------------------------|
| .1 | any <i>highway</i> right-of-way shall be        | 100.0 metres (328.1 feet) |
| .2 | any <i>parcel</i> not <i>zoned</i> A-1 shall be | 65.0 metres (213.3 feet)  |

### Sale of Agricultural Products

34.16 The retail sale of agricultural products produced on the *parcel* is permitted provided the maximum *floor area* of the retail sale stand does not exceed 40.0 square metres (430.5 square feet).

### Parking

34.17 Parking shall be required as per Appendix I.

Item 9.2

## CITY OF SALMON ARM

Date: April 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council direct staff to work with the Province to obtain a Public Use Tenure Agreement for Canoe Beach Park including the proposed Boat Launch and all existing structures for a period of twenty-five (25) years.

### Vote Record

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

Opposed:

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





File: 0920.20.06

TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Jenn Wilson, City Engineer  
DATE: March 31, 2020  
SUBJECT: **CANOE BEACH PUBLIC USE TENURE**

---

### **STAFF RECOMMENDATION**

**THAT: Council directs staff to work with the Province to obtain a Public Use Tenure Agreement for Canoe Beach Park including the proposed Boat Launch and all existing structures for a period of twenty-five (25) years.**

---

### **BACKGROUND**

As part of the Canoe Beach Boat Launch capital project, staff requested and received direction from Council to apply for Public Use Tenure for the Boat Launch. During the application process, the Province noted that the City currently does not have a Public Tenure for any of the Canoe Beach Park area or structures.

The City has retained Western Water to complete the Tenure Application on behalf of the City and a Council Resolution is a required document for application.

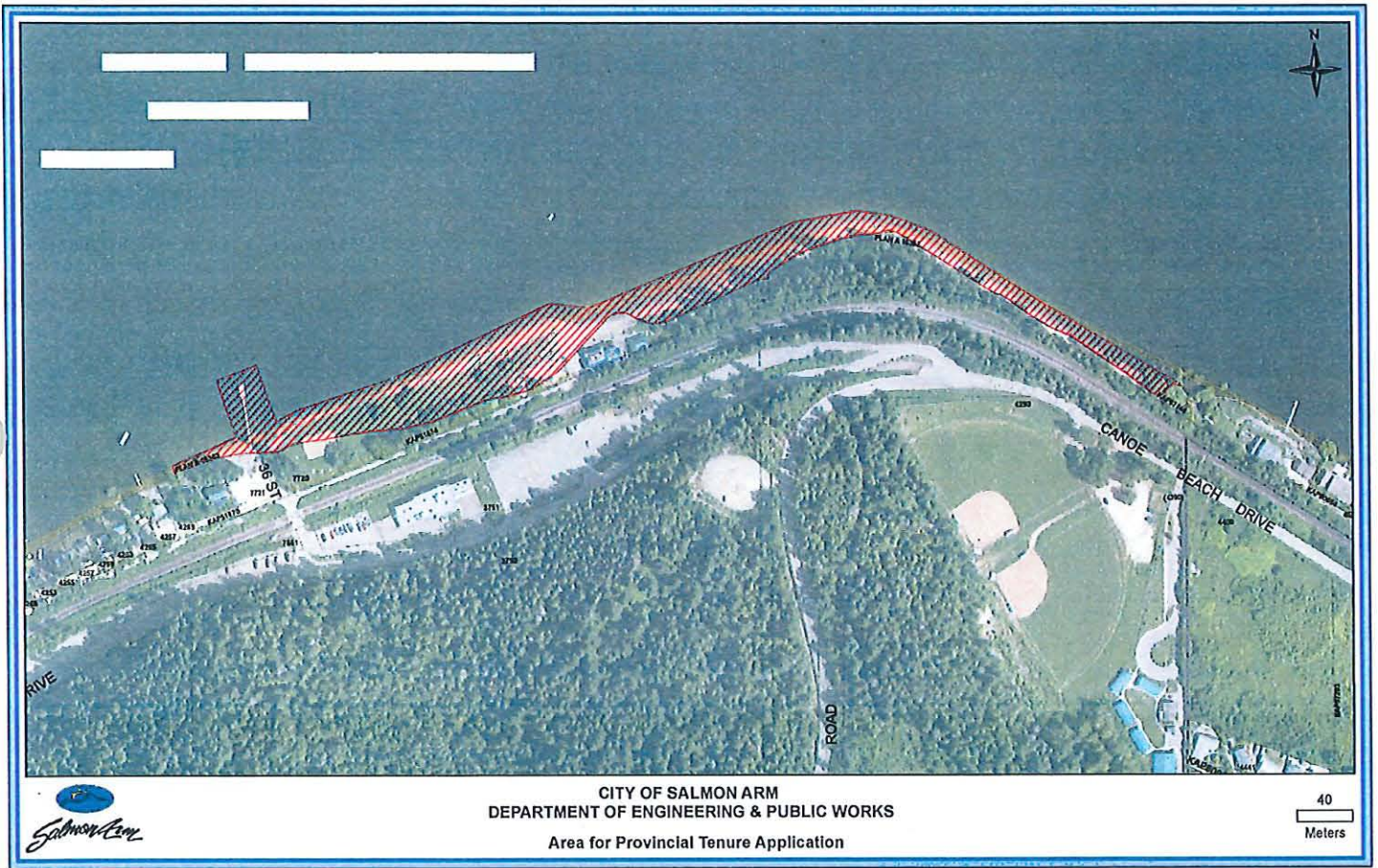
The 2020 approved budget contains adequate funding within the Canoe Beach Boat Launch project to fund the application.

Respectfully submitted,

A handwritten signature in black ink, appearing to be "R. Niewenhuizen", written over a horizontal line.

---

Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works



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Item 14.1

## CITY OF SALMON ARM

Date: April 14, 2020

### **Presentation 2:45 p.m. (approximately)**

**NAME:** A. Spencer, BDO Canada LLP  
**TOPIC:** 2019 Audited Financial Statements

#### **Vote Record**

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

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

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Item 9.3

## CITY OF SALMON ARM

Date: April 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: the Financial Statements for the year ended December 31, 2019 be adopted as presented.

### Vote Record

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

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



To: Mayor Harrison and Members of Council  
 Date: April 14, 2020  
 Subject: 2019 Financial Statements

### **Recommendation**

That the Financial Statements for the year ended December 31, 2019 be adopted as presented.

### **Background**

Draft Financial Statements for the year ended December 31, 2019 have been emailed. Provided below is a summary of changes between 2018 and 2019.

The following analysis encompasses all Operating, Capital, Reserve and Trust Funds (consolidated format):

The net Annual Surplus has increased by \$662,689.00 and is attributed to the following:

Tax Revenue	\$ 1,195,591.00
Other Levies & Fees <i>(Largely attributed to Water and Sewer Connections and User Fees, Cemetery Sales, Investments and Community Centre (Offset by Decrease in Building Permits, Airport Sales and Recovery of Wildfire Assistance Costs))</i>	299,979.00
Other Contributions <i>(Decrease in DCC Funds Used in Capital Projects and Developer Contributed Capital Assets (Offset by an Increase in Gains on Disposals of Capital Assets and Debt Retirement Payouts))</i>	(379,697.00)
Grants <i>(Decrease attributed to Emergency Preparedness Grant, BC Air Access Grant, and Strategic Priorities &amp; Innovations Fund Grant received in prior year (Offset by Increase in Food Hub Feasibility Grant, and Community Works Fund Grant))</i>	(272,113.00)
Expenditures (overall increase)*	(181,071.00)
	\$ 662,689.00

\* The overall expenditures increased by \$181,071.00 and is largely attributed to an increase in amortization expense, RCMP police force costs, R.R. Grade Crossings costs, solid waste and recycling program costs and wages and benefits, offset by decrease in community grants, debt costs, snow removal costs and tree encroachment costs.

The City's Net Financial Assets (the amount of assets greater than liabilities before capital assets) has increased by \$5,272,039.00 and is attributed to the following:

Annual Surplus (Does Not Include Principal Repayments or Reserve Transfers)	\$ 6,578,871.00
Acquisition of Capital Assets	(9,308,640.00)
Amortization Expense	7,915,698.00
Disposal of Tangible Capital Assets	99,739.00
Decrease in Prepaid Expenses	(13,629.00)
	\$ 5,272,039.00

Reserve Funds, Developer Cost Charges and Reserve Accounts have increased by a net amount of \$4,740,972, largely attributable to developer cost charges, transfers to specific projects (such as, Emergency Apparatus, Recreation Amenities, Police Operating, Drainage, Blackburn Park, General Parking Lots, Underpass, Wharf Major Maintenance, Snow Removal, Shoemaker Hill, 4 Street Connector, Water Major Maintenance and Sewer Major Maintenance) and interest earned on deposit, offset by reduction to equipment replacement reserves.

Long Term Debt has increased by \$3,980,617.00 and is attributed to the following:

Principal Debt Repayments and Actuarial Payments	\$ (2,164,383.00)
Debt Issuance	6,145,000.00
	\$ 3,980,617.00



Tracy Tulak, CPA  
Acting Chief Financial Officer



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Item 9.4

## CITY OF SALMON ARM

Date: April 14, 2020

### Chief Financial Officer – 2020 Assessments/ New Construction For Information

#### **Vote Record**

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

Opposed:

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

# CITY OF SALMON ARM

---

To: Mayor Harrison and Members of Council  
 Date: April 14, 2020  
 From: Tracy Tulak, Acting Chief Financial Officer  
 Subject: 2020 Assessments / New Construction

---

## For Information

### Assessments/Property Taxation

City of Salmon Arm property owners have received their 2020 assessment notices.

Average inflationary/deflationary changes in assessment for 2020 for each property class are as follows:

<i>Property Class</i>	<i>Increase (Decrease)</i>
Class 1 (Residential)	1.41%
Class 2 (Utilities)	8.02%
Class 3 (Supportive Housing)	0.00%
Class 4 (Major Industry)	0.01%
Class 5 (Light Industry)	10.39%
Class 6 (Business)	4.00%
Class 7 (Managed Forest Land)	0.00%
Class 8 (Rec Non Profit)	1.87%
Class 9 (Farm)	0.70%

Moderate inflationary/deflationary changes to assessments are not unusual. For example, the average inflationary increase in residential assessments in 2019 was 5.91% as opposed to an inflationary increase in 2020 of 1.41%.

It is important to note that the tax rate will be adjusted and applied against current assessments to collect the same amount of revenue in 2019 plus a 0.00% tax increase approved by Council. The only time that property owners will see an increase/decrease in their general municipal levy is if their assessment increase/decrease is proportionately higher/lower than the average assessment change.

### New Construction

The City has received the B.C. Assessment Authority's Authenticated Roll for 2020. The revenue from new construction or new growth was projected at 2% or \$365,026.09 the actual new construction estimates for 2020 is 2.03% or \$370,819.27.

---

Tracy Tulak, CPA, CMA

Item 10.1

## CITY OF SALMON ARM

Date: April 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Canoe Pond Watercourse and Drainage System Bylaw No. 4388 be read a first, second and third time.

### Vote Record

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

Opposed:

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



File: 8500.05

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Jenn Wilson, City Engineer

DATE: March 24, 2020

SUBJECT: **CANOE POND WATERCOURSE AND DRAINAGE SYSTEM  
BYLAW NO. 4388**

---

### **STAFF RECOMMENDATION**

**THAT: Council adopt Canoe Pond Watercourse and Drainage System Bylaw No. 4388 under Section 69 (d) of the *Community Charter* making Canoe Pond part of the municipal drainage system.**

---

### **BACKGROUND**

The City has many natural drainage courses and ponds that act as part of the stormwater conveyance system for minor or major flows. In some cases, the City has ownership or a right-of-way over the land containing the drainage course or pond, but in many cases does not.

The use of natural drainage courses and ponds as part of the municipal drainage system is commonplace in most municipalities and if used responsibly can be much more favorable for the environment than piping water away from its natural drainage route.

Enactment of the bylaw would allow the City jurisdiction to approve use of natural systems for detention/retention, in this case Canoe Pond, and help prevent unnecessary infrastructure, subject to engineer review of the impact of increased flows on the pond level and adjacent properties.

### **STAFF COMMENTS**

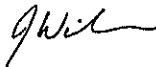
Staff note that enactment of the bylaw will not negate the requirement for appropriate environmental permitting.

Bylaw No. 4388 – Canoe Pond Watercourse and Drainage System  
Page 2

---

Staff recommend that Council adopt a bylaw under Section 69 (d) of the Community Charter making Canoe Pond part of the municipal drainage system. Furthermore, subject to Council approval of the bylaw, staff will be bringing forward further bylaws to incorporate other key natural watercourses and ponds into our stormwater management system.

Respectfully submitted,



---

Per: Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

X:\Operations Dept\Engineering Services\5225-DRAINAGE AND FLOOD CONTROL\5225.12 Stormwater Retention Ponds\Canoe Pond\FWM - Canoe Pond bylaw.docx

**CITY OF SALMON ARM****BYLAW NO. 4388****A Bylaw to make Canoe Pond part of the Municipal Drainage System**

---

WHEREAS the City operates a municipal drainage system as a municipal service under section 8 of the Community Charter;

AND WHEREAS under section 69 (d) of the *Community Charter*, the City is authorized to "make a watercourse part of the municipal drainage system";

AND WHEREAS under section 32 of the Community Charter, the City is authorized to undertake specified measures in relation to its drainage service or to construct works to protect highways from damage by water;

AND WHEREAS under section 154 of the Community Charter, the City may delegate powers to officers or employees of the City, including powers under section 32;

AND WHEREAS the City wishes to make Canoe Pond, and the watercourse of which it is a part, a part of the municipal drainage system;

AND WHEREAS the City wishes to delegate certain powers to the Director of Engineering to facilitate the proper functioning of the watercourse as part of the City's drainage system.

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

1. DEFINITION

In this Bylaw, the term "Canoe Pond Watercourse" means the watercourse of which Canoe Pond is a part.

2. INCORPORATION OF CANOE POND WATERCOURSE AS PART OF CITY'S DRAINAGE SYSTEM

The Canoe Pond Watercourse is hereby made part of the City's drainage system.

3. DELEGATION OF OPERATIONAL POWERS

The Director of Engineering is authorized to take on behalf of the City any action the Director considers necessary or desirable for the useful, proper or better functioning of the Canoe Pond Watercourse as part of the municipal drainage system, including any action referred to in section 32 of the *Community Charter*.

## Canoe Pond Watercourse and Drainage System Bylaw No. 4388

## 4. 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.

## 5. 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.

## 6. EFFECTIVE DATE

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

## 7. CITATION

This bylaw may be cited as "City of Salmon Arm Canoe Pond Watercourse and Drainage System Bylaw No. 4388".

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

---

MAYOR

---

CORPORATE OFFICER



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Item 10.2

## CITY OF SALMON ARM

Date: April 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4375 be read a first and second time;

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

[ZON-1169; Lewis, S.; 710 10 Street SW; R-1 to R-5]

### Vote Record

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

Opposed:

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




---

To: His Worship Mayor Harrison and Members of Council

Date: March 20, 2020

Subject: Zoning Bylaw Amendment Application No. 1169

Legal: Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 2016 Except Plan KAP71234

Civic: 710 10 Street SW

Owner/ Applicant: S.F. Lewis

Agent: Browne Johnson Land Surveyors

---

#### **MOTION FOR CONSIDERATION**

**THAT:** Bylaw No. 4375 be considered by Council, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 2016 Except Plan KAP71234, from R-1 (Single Family Residential) to R-5 (High Density Residential).

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

---

#### **STAFF RECOMMENDATION**

**THAT:** The motion for consideration be adopted.

---

#### **BACKGROUND**

The subject parcel is located at 710 10<sup>th</sup> Street SW between 5<sup>th</sup> Avenue SW and 10<sup>th</sup> Avenue SW as shown on Appendix 1 and 2. The parcel area is 1910 m<sup>2</sup>, is designated High Density Residential in the Official Community Plan (OCP) and is currently zoned R-1 Single Family Dwelling as shown on Appendix 3 and 4. The proposal is to rezone the subject parcel to R-5 High Density Residential Zone to facilitate future high density residential development; the R-5 Zoning regulations are attached as Appendix 5.

There is a subdivision application under review for this same parcel (File SUB 20.03) to subdivide a 450 m<sup>2</sup> parcel, including the existing single family dwelling, leaving a vacant 1460 m<sup>2</sup> parcel. The proposed sketch plan is attached as Appendix 6. The proposal meets the required minimum parcel size requirements of the R-5 zone; however, the new R-5 zoned lot would require a parcel width variance prior to subdivision. A single family dwelling is not permitted in the R-5 zone; however, in a rezoning and subdivision scenario the use may continue as a non-conforming use as per Section 528 of the Local Government Act.

The R-5 Zone allows for 100 residential units per hectare and there is potential for 14 dwelling units on this parcel; although, there is an opportunity for density bonusing if rental or accessible units are provided. The minimum parcel width in the R-5 zone is 30 m and the width of the R-5 zoned lot measured beyond the 8 m wide panhandle would be 22.9 m. Any new construction would require a development permit, building permit and be subject to meeting Zoning Bylaw and BC Building Code requirements.

The surrounding properties are designated High Density Residential, City Centre Commercial and Park by the OCP. Land uses directly adjacent to the subject property include the following:

- North: Single-Family Residential (R-1) and Medium Density Residential (R-4)
- South: Single-Family Residential (R-1)
- East: Medium Density Residential (R-4) and Park and Recreational (P-1)
- West: 10 Street SW/Shopping Centre Commercial (C-7) and vacant land under application to Service Commercial (C-3)

### OCP POLICY

The subject parcel is designated High Density Residential in the OCP, and is within Residential Development Area A. The proposed R-5 zone is consistent with the High Density land use designation. Residential Development Area A means that the land and surrounding infrastructure are the highest priority for City investment in capital works projects. The property is within the Urban Containment Boundary (UCB) and OCP Policy 4.4.1 supports new growth within the UCB.

The proposed density is consistent with OCP Policy 4.4.7, which supports a wide range of housing types in Salmon Arm in order to meet the needs of the diverse lifestyles and aging population including affordable housing, sensitively integrated infill and intensification of existing development areas, and provision of low density single family developments.

The proposed zoning aligns with the Urban Residential Policies listed in Section 8.3, supporting compact communities and opportunities to incorporate transportation plans, parks and greenways. The density is consistent with High Density Residential Policy 8.3.9 with a maximum density of 100 units per hectare. 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, and community services.

If rezoned to R-5, a form and character development permit application would be required, prior to building permit, to address building, site and landscaping designs. A development permit application would be reviewed by City staff, the Design Review Panel, and then by Council for consideration of approval.

### COMMENTS

#### Engineering Department

Subdivision and development is subject to the requirements of the City's Subdivision and Development Servicing Bylaw No 4163. Engineering Comments are attached as Appendix 7.

#### Building Department

No concerns with the rezoning application.

#### Fire Department


No comments received at the time of writing this report.

#### Planning Department

The development as proposed is consistent with the High Density Residential OCP designation. The proposed R-5 zoning is aligned with neighbouring land uses, including existing R-5 properties.

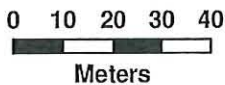
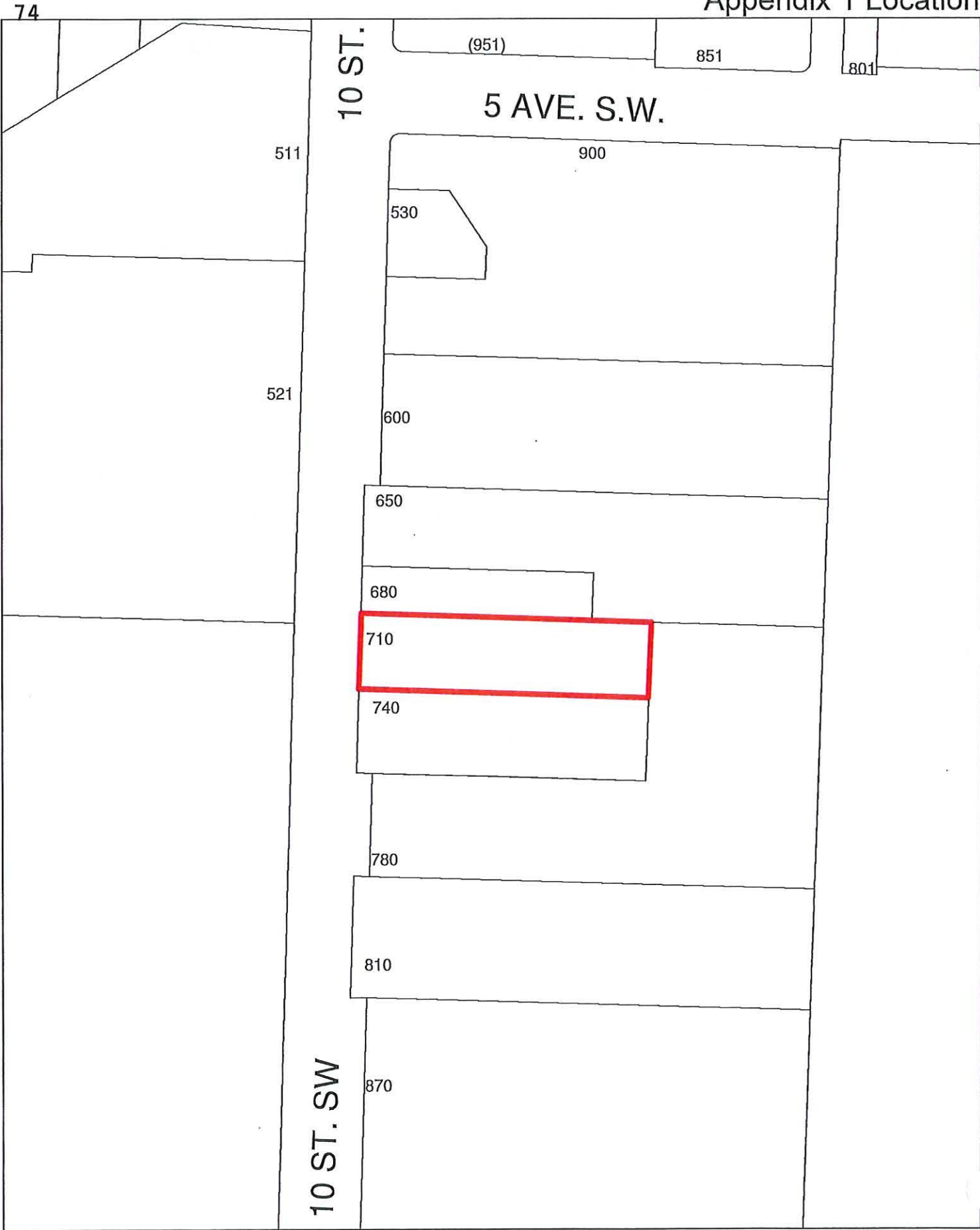
### CONCLUSION

The proposed R-5 zoning is consistent with the OCP and is therefore supported by staff. It is reasonable to rezone the subject parcel prior to subdivision. The high density residential development as proposed is compatible with the surrounding land uses including commercial and medium density residential. This proposal would provide a high density residential housing option within walking distance of Piccadilly Mall and Blackburn Park.

  
Prepared by: Scott Beeching, MCIP, RPP  
Senior Planner

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



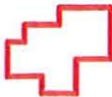


**Subject Parcel**



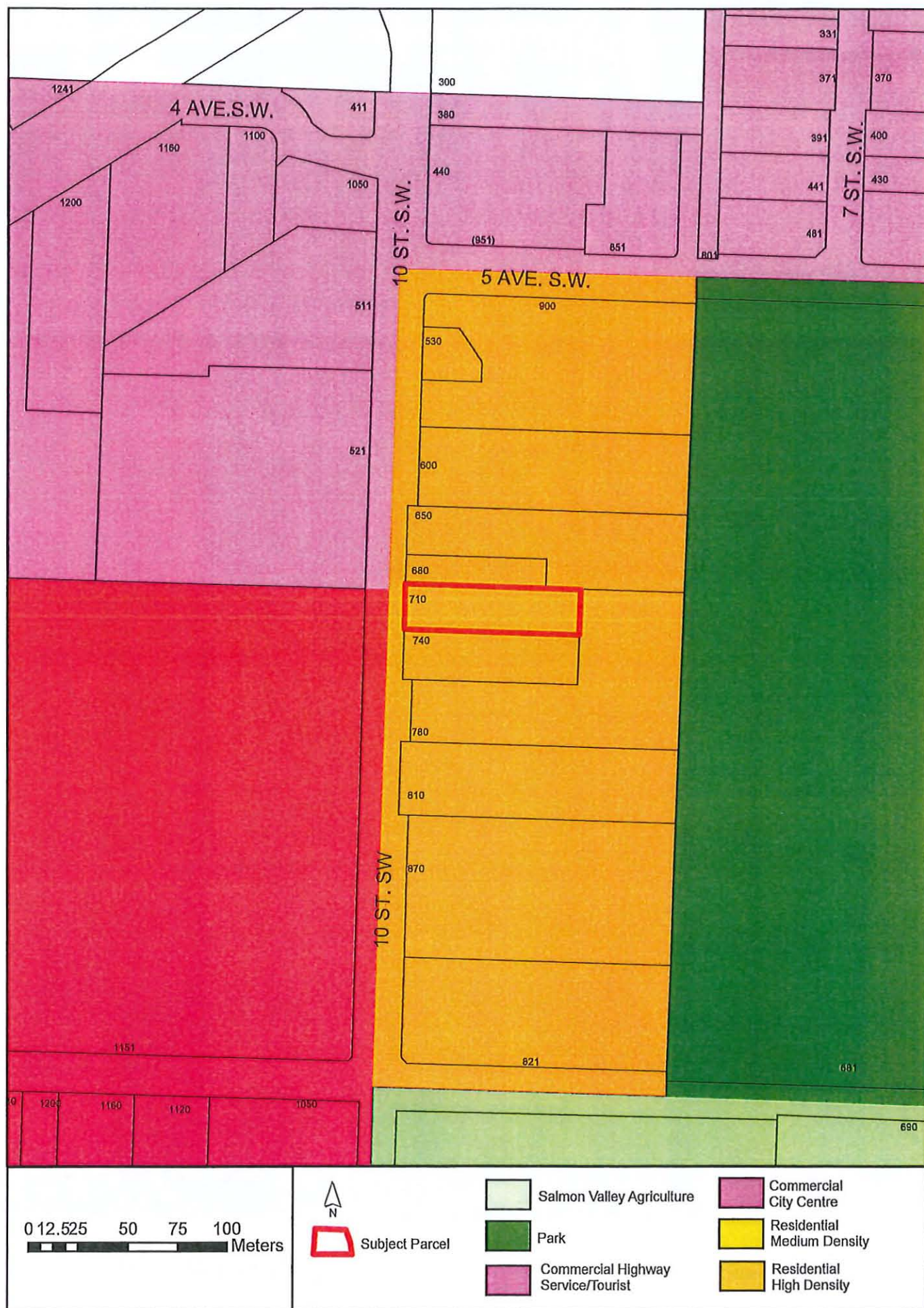


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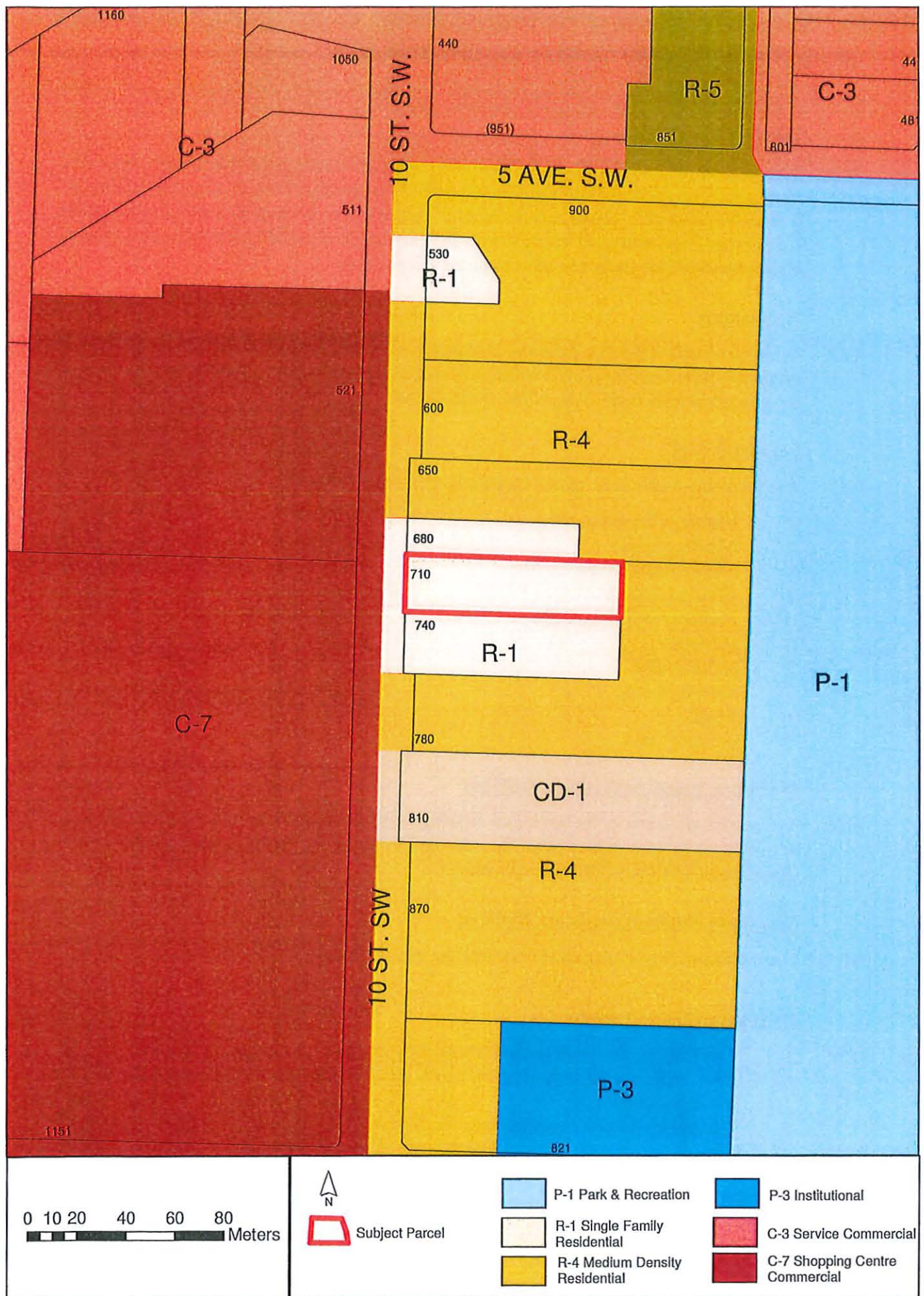


Subject Parcel











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**SECTION 10 - R-5 - HIGH DENSITY RESIDENTIAL ZONE**


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**Purpose**

- #2789 10.1 The purpose of the R-5 Zone is to provide for high *density, multiple family* residential *development* in selected locations throughout the *Municipality*. New *developments* zoned R-5 shall be required to obtain a *Development Permit* as per the requirements of the *Official Community Plan*, and shall comply with the provisions of the *Fire Services Act, British Columbia Building Code*, and other applicable legislation.

**Regulations**

- 10.2 On a *parcel* zoned R-5, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the R-5 Zone or those regulations contained elsewhere in this Bylaw.

**Permitted Uses**

- 10.3 The following uses and no others are permitted in the R-5 Zone:
- .1 *boarders*, limited to two;
  - #2789 .2 *boarding home*;
  - .3 *commercial daycare facility*;
  - #2782 .4 *home occupation*;
  - .5 *multiple family dwellings*;
  - .6 *public use*;
  - .7 *public utility*;
  - #2789 .8 *rooming house*;
  - #3286 .9 *triplex*;
  - .10 *accessory use*.

**Maximum Height of Principal Building**

- 10.4 The maximum *height* of the *principal buildings* shall be 12.0 metres (39.4 feet). This may be increased to 15.0 metres (49.2 ft.), via the Development Permit process, if any of the special amenity(ies) in Table 3 are provided.

**Maximum Height of Accessory Building**

- 10.5 The maximum *height* of an accessory *building* shall be 6.0 metres (19.7 feet).

**Maximum Parcel Coverage**

- #2811 10.6 .1 The total maximum *parcel coverage* for *principal* and *accessory buildings* shall be 55% of the *parcel area*, of which 10% shall be the maximum parcel coverage for *accessory buildings*.
- .2 The above *parcel coverage* may be increased to 70% of the *parcel area* if all requisite parking, except for visitors, is provided underground.

---

## SECTION 10 - R-5 - HIGH DENSITY RESIDENTIAL ZONE - CONTINUED

---

### Minimum Parcel Area

- 10.7 The minimum *parcel area* shall be 775.0 square metres (8,342.3 square feet).

### Minimum Parcel Width

- 10.8 The minimum *parcel width* shall be 30.0 metres (98.5 feet).

### Minimum Setback of Principal Buildings

- 10.9 The minimum *setback* of *buildings* from the:

- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be                                     | 5.0 metres (16.4 feet) |
| .2 | <i>Rear parcel line</i> shall be                                      | 5.0 metres (16.4 feet) |
| .3 | <i>Interior side parcel line</i> shall be                             | 2.4 metres (7.8 feet)  |
| .4 | <i>Exterior side parcel line</i> shall be                             | 5.0 metres (16.4 feet) |
| .5 | Refer to Section 4.9 for "Special Building Setbacks" which may apply. |                        |

#2811

### Minimum Setback of Accessory Buildings

- 10.10 The minimum *setback* of accessory *buildings* from the:

- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be   | 5.0 metres (16.4 feet) |
| .2 | <i>Rear parcel line</i> shall be  | 1.0 metre (3.3 feet)   |
| .3 | <i>Interior side parcel line</i> shall be                                       | 1.0 metre (3.3 feet)   |
| .4 | <i>Exterior side parcel line</i> shall be                                       | 5.0 metres (16.4 feet) |
| .5 | Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply. |                        |

#2811

### Maximum Density

Note: The following *density* provisions are based on the *gross parcel area*. Parking requirements, *setback* requirements, road dedication, etc. have not been taken into consideration.

- 10.11 .1 The maximum *density* shall be a total of 100 *dwelling units* or *sleeping units* per hectare (40.5 *dwelling units* or *sleeping units* per acre).
- .2 Notwithstanding Section 10.11.1, the maximum *density* in the R-5 Zone may be increased to a maximum of 130 *dwelling units* per hectare (52.6 units per acre) in accordance with Table 3. In Table 3, Column I sets out the special amenity to be provided and Column II sets out the added *density* assigned for each amenity.

#2789

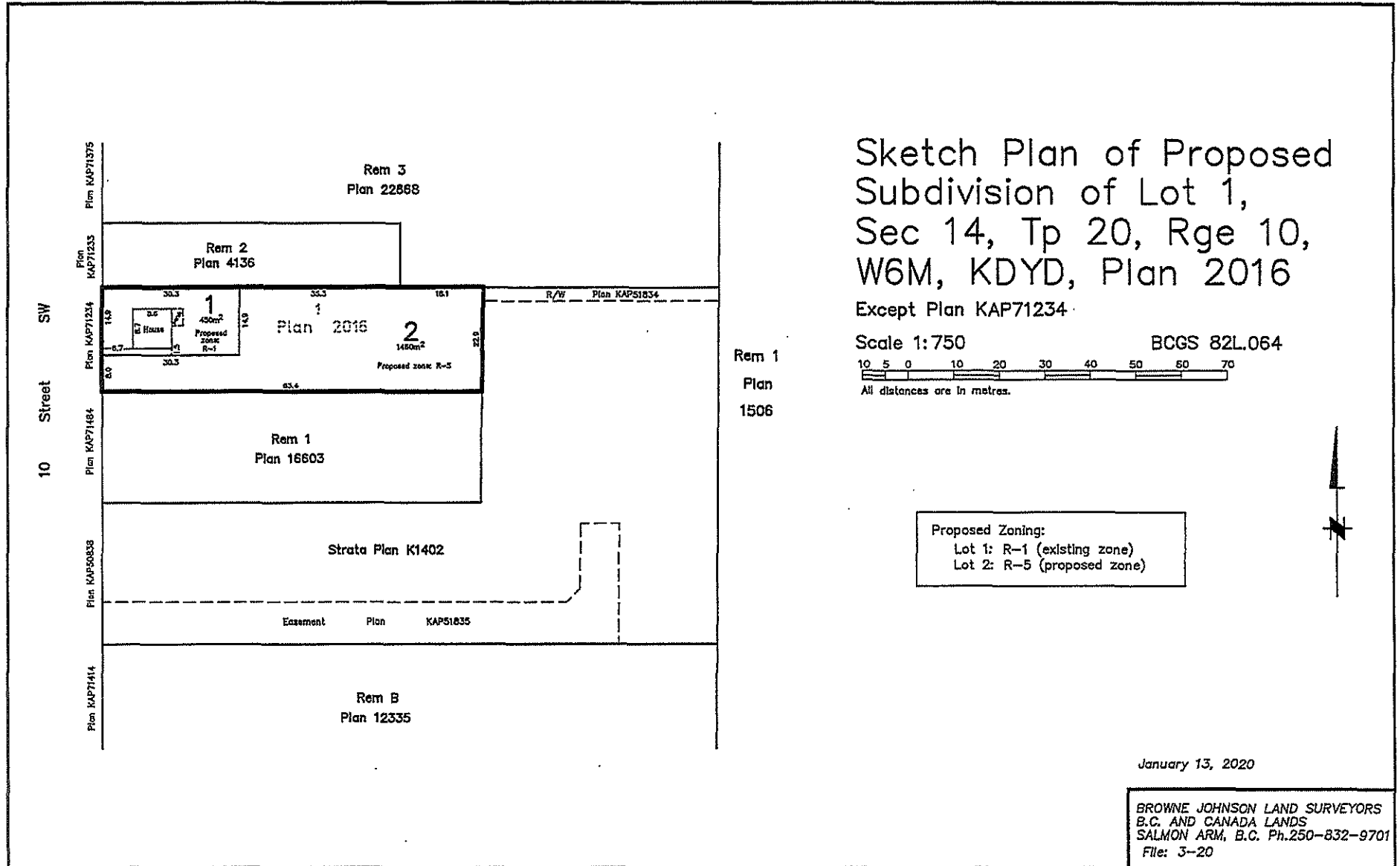
## SECTION 10 - R-5 - HIGH DENSITY RESIDENTIAL ZONE - CONTINUED

TABLE 3

COLUMN I SPECIAL AMENITY TO BE PROVIDED	COLUMN II ADDED DENSITY
1. Provision of each <i>dwelling unit</i> which caters to the disabled (e.g. wheelchair access)	▪ 2 units per hectare (0.8 units per acre)
2. Provision of <i>commercial daycare facility</i>  7 - 10 children 11 - 15 children 16 or more children	▪ 4 units per hectare (1.6 units per acre) ▪ 6 units per hectare (2.4 units per acre) ▪ 8 units per hectare (3.2 units per acre)
3. Provision of below <i>grade</i> or parkade type parking for at least 50% of the required off street parking	▪ 10 units per hectare (4.0 units per acre)
4. Provision of each rental <i>dwelling unit</i>	▪ 2 units per hectare (0.8 units per acre)
5. Provision of affordable rental <i>dwelling unit</i> in accordance with special agreement under Section 904 (#3218)	▪ 5 units per hectare (2.0 units per acre)

**Parking**

10.12 Parking shall be required as per Appendix I.





*Memorandum from the  
Engineering and Public  
Works Department*

---

TO: Kevin Pearson, Director of Development Services  
 DATE: 25 February 2020  
 PREPARED BY: Chris Moore, Engineering Assistant  
 OWNER: **Lewis, Steven**, PO Box 72, Salmon Arm, BC V1E 4N2  
 APPLICANT: **Browne Johnson Surveyors**, PO Box 362, Salmon Arm, BC V1E 4N5  
 SUBJECT: **SUBDIVISION APPLICATION NO. SUB 20-03**  
               **ZONING AMENDMENT APPLICATION FILE NO. ZON-1169**  
 LEGAL: Lot 1, Section 14, Township 10, Range 10, W6M KDYD, Plan 2016 Except  
               Plan KAP71234  
 CIVIC: **710 – 10 Street SW**

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Further to your referral dated January 28 2020, we provide the following servicing information.

**Engineering Department does not have any concerns related to the re-zoning and recommends that the Zoning be granted.**

**General:**

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required at time of construction. ESC plans to be approved by the City of Salmon Arm.
7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.
8. 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

**SUBDIVISION APPLICATION FILE: 20-03**  
**ZONING AMENDMENT APPLICATION FILE NO. ZON-1169**

25 February 2020

Page 2

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grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.

9. For the off-site improvements at the time of subdivision / building permit 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 subdivision / 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. 10 Street SW, on the subject properties western boundary, is designated as an Urban Collector Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that 2.38m of additional road dedication is required (to be confirmed by a BCLS).
2. 10 Street SW is constructed to a modified Collector Road standard from 5 Avenue SW to 10 Avenue SW. However, the frontage of the subject property is one of two properties that do not comply with this standard. Upgrading to the 10 St SW modified Collector Road standard is required, in accordance with the adjacent properties. Upgrading will include, but is not limited to, 2m wide boulevard with offset sidewalk and fire hydrant. Street lighting will not be required, due to limited boulevard space and three phase power lines. Owner / Developer is responsible for all associated costs.
3. As 10 Street SW is designated as a Collector Road, accesses shall be designed by keeping to a minimum number. Only 1 driveway access will be permitted onto 10 Street SW and a reciprocal access agreement will be required to service the remainder lot from the proposed pan handle access. All unused driveways shall be removed and the curb and gutter reinstated. Owner / Developer responsible for all associated costs.

**Water:**

1. The subject property fronts a 250mm diameter Zone 1 watermain on 10 Street SW. No upgrades will be required at this time.
2. The existing lot is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use. Water meter will be supplied by the City at the time of subdivision, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing property is serviced by a 12.5mm service from the 250mm diameter watermain on 10 Street SW. Due to the size and age of the existing service, upgrading to a new metered service (minimum 25mm) will be required. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.



**SUBDIVISION APPLICATION FILE: 20-03**  
**ZONING AMENDMENT APPLICATION FILE NO. ZON-1169**  
25 February 2020  
Page 3

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4. The proposed lot is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use (minimum 25mm). Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
5. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
6. Fire protection requirements to be confirmed with the Building Department and Fire Department.
7. Fire hydrant installation will be required. One additional fire hydrant is required to meet the medium density spacing requirements of 90 meters.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary sewer on 10 Street SW. No upgrades will be required at this time.
2. The remainder and proposed parcel(s) are each to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Sanitary System to receive the proposed discharge from the development. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer on 10 Street SW. 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 450mm diameter storm sewer on 10 Street SW. No upgrades will be required at this time.
2. Records indicate that the existing property is not serviced by storm service. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
3. 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.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.

**SUBDIVISION APPLICATION FILE: 20-03**  
**ZONING AMENDMENT APPLICATION FILE NO. ZON-1169**  
25 February 2020  
Page 4

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5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Geotechnical:**

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



**Chris Moore**  
Engineering Assistant



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



## CITY OF SALMON ARM

### BYLAW NO. 4375

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on \_\_\_\_\_, 2020 at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_, 2020 issues of the Salmon Arm Observer;

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

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

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

Rezone, Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 2016 Except Plan KAP71234 from R-1 (Single Family Residential Zone) to R-5 (High Density Residential Zone) attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4375"

READ A FIRST TIME THIS DAY OF 2020

READ A SECOND TIME THIS DAY OF 2020

READ A THIRD TIME THIS DAY OF 2020

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE DAY OF 2020

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

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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

## SCHEDULE "A"



Item 10.3

## CITY OF SALMON ARM

Date: April 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4389 be read a first and second time.

[ZON-1173; Shantz, C.; 2760 30 Street NE; R-1 to R-8]

### Vote Record

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

Opposed:

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



To: His Worship Mayor Harrison and Members of Council

Date: March 27, 2020

Subject: Zoning Bylaw Amendment Application No. 1173

Legal: Lot 20, Section 19, Township 20, Range 9, W6M, KDYD, Plan 18220  
 Civic: 2760 30 Street NE  
 Applicant: Craig Shantz

---

### **MOTION FOR CONSIDERATION**

**THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. by rezoning Lot 20, Section 19, Township 20, Range 9, W6M, KDYD, Plan 18220 from R-1 (Single Family Residential) to R-8 (Residential Suite Zone).**

---

### **STAFF RECOMMENDATION**

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

---

### **BACKGROUND**

The subject parcel is located at 2760 30 Street NE at the corner of 28 Avenue NE in the South Broadview Neighbourhood as shown on Appendix 1 and 2. The proposal is to rezone the subject parcel to R-8 Residential Suite Zone to facilitate a single-family dwelling and secondary suite on each of three parcels.

The existing parcel is approximately 1385.96 m<sup>2</sup> is designated Low Density Residential in the Official Community Plan (OCP) as shown on Appendix 3, and is currently zoned R-1 Single Family Residential as shown on Appendix 4.

A subdivision application has been received, to create 3 parcels between 451-474 m<sup>2</sup>. The proposed parcels meet the required minimum parcel size requirements of the R-8 zone. R-8 Zoning regulations are attached as Appendix 5. A conceptual drawing showing the 3 parcel subdivision, which is subject to change, has been provided as Appendix 6. Site photos are attached as Appendix 7.

A single family dwelling exists on the current parcel. The surrounding properties are designated Low Density Residential by the OCP and the area is comprised of R-1 zoned parcels containing single family dwellings and four R-8 zoned parcels in the vicinity. The R-8 Zone would allow for one single family dwelling and an accessory secondary suite on each new parcel. Any new construction would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.

### **OCP POLICY**

The subject parcel is designated Low Density Residential in the OCP, and is within Residential Development Area A. The proposed R-8 zone is consistent with the Low Density land use designation. Residential Development Area A means that the land and surrounding infrastructure are the highest priority for City investment in capital works projects. The property is within the Urban Containment Boundary (UCB) and OCP Policy 4.4.1 supports new growth within the UCB.



The proposed density is consistent with OCP Policy 4.4.7, which supports a wide range of housing types in Salmon Arm in order to meet the needs of the diverse lifestyles and aging population including affordable housing, sensitively integrated infill and intensification of existing development areas, and provision of low density single family developments.

The proposed zoning aligns with the Urban Residential Policies listed in Section 8.3 supporting compact communities. The density is consistent with Low Density Residential Policy 8.3.13 with a maximum density of 22 units per hectare. 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, and community services.

#### Secondary Suites

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

#### COMMENTS

##### Engineering Department

Engineering has no objections to the re-zoning. Detailed servicing comments were provided as part of the subdivision application.

##### Building Department

No building department concerns. Will be required to meet BC Building Code.

##### Fire Department

No Fire Department concerns.

##### Planning Department

The development as proposed is consistent with the Low Density Residential OCP designation. The proposed R-8 zoning is aligned with neighbouring R-1 and R-8 land uses.

The R-8 zone regulations of the Zoning Bylaw are attached as Appendix 5. The minimum parcel area permitted under R-8 zoning is 450 square metres, or 700 square metres for a parcel containing a detached suite. The proposed parcels can meet the requirements for a secondary suite including an off-street parking space.

#### CONCLUSION

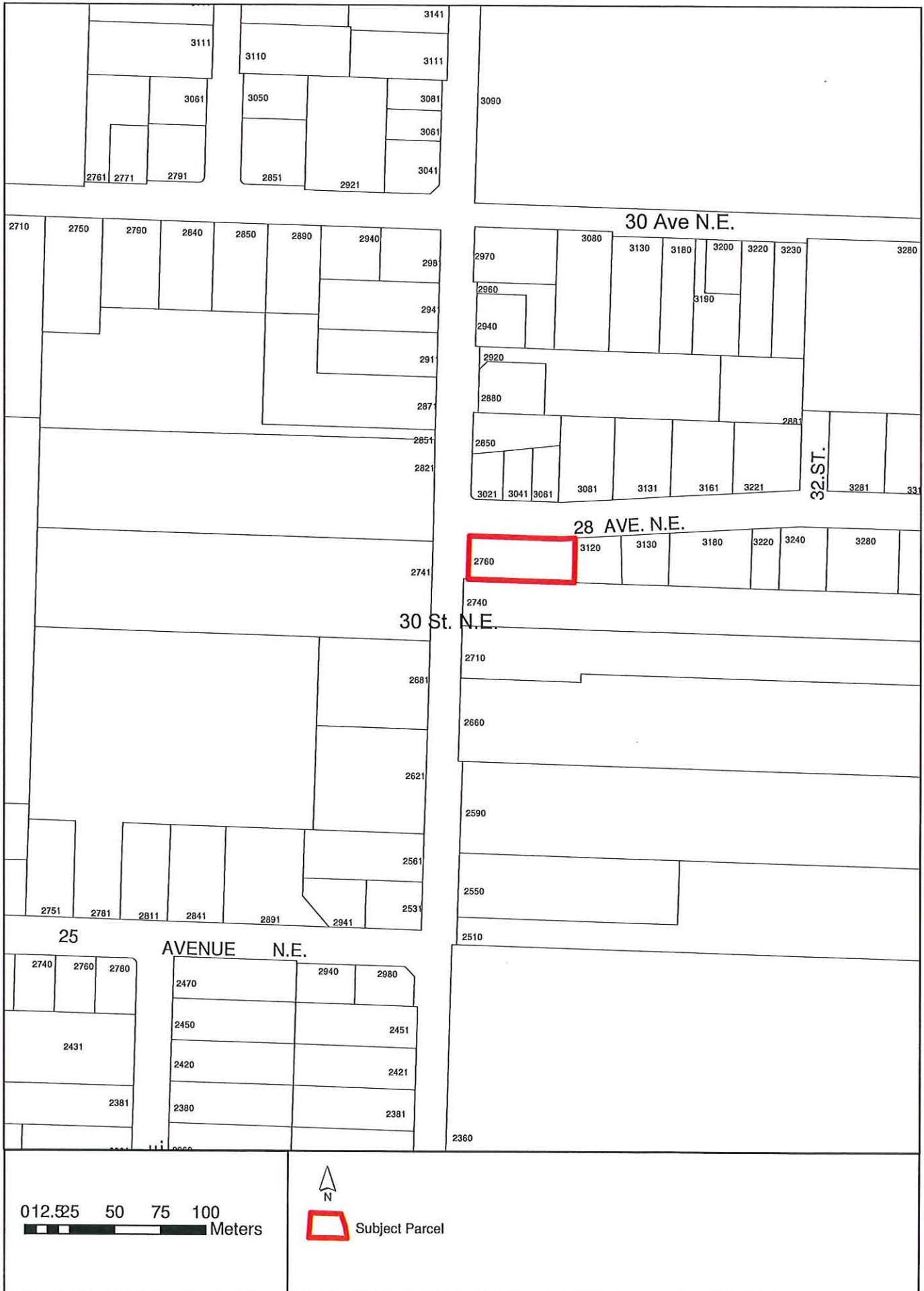
The proposed R-8 zoning is consistent with the OCP and is therefore supported by staff.

1073 —

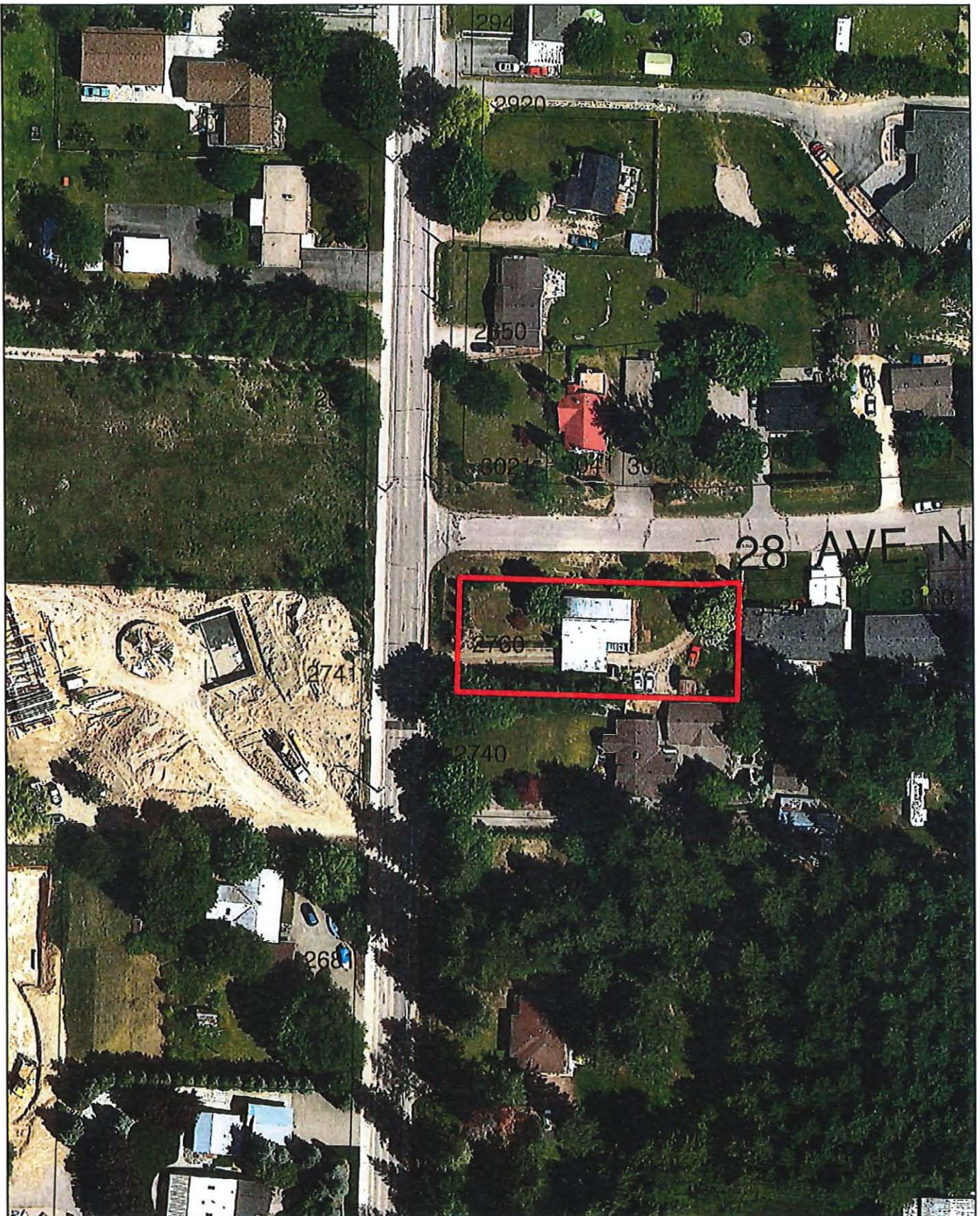
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Prepared by: Scott Beeching, MCIP, RPP  
Senior Planner

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





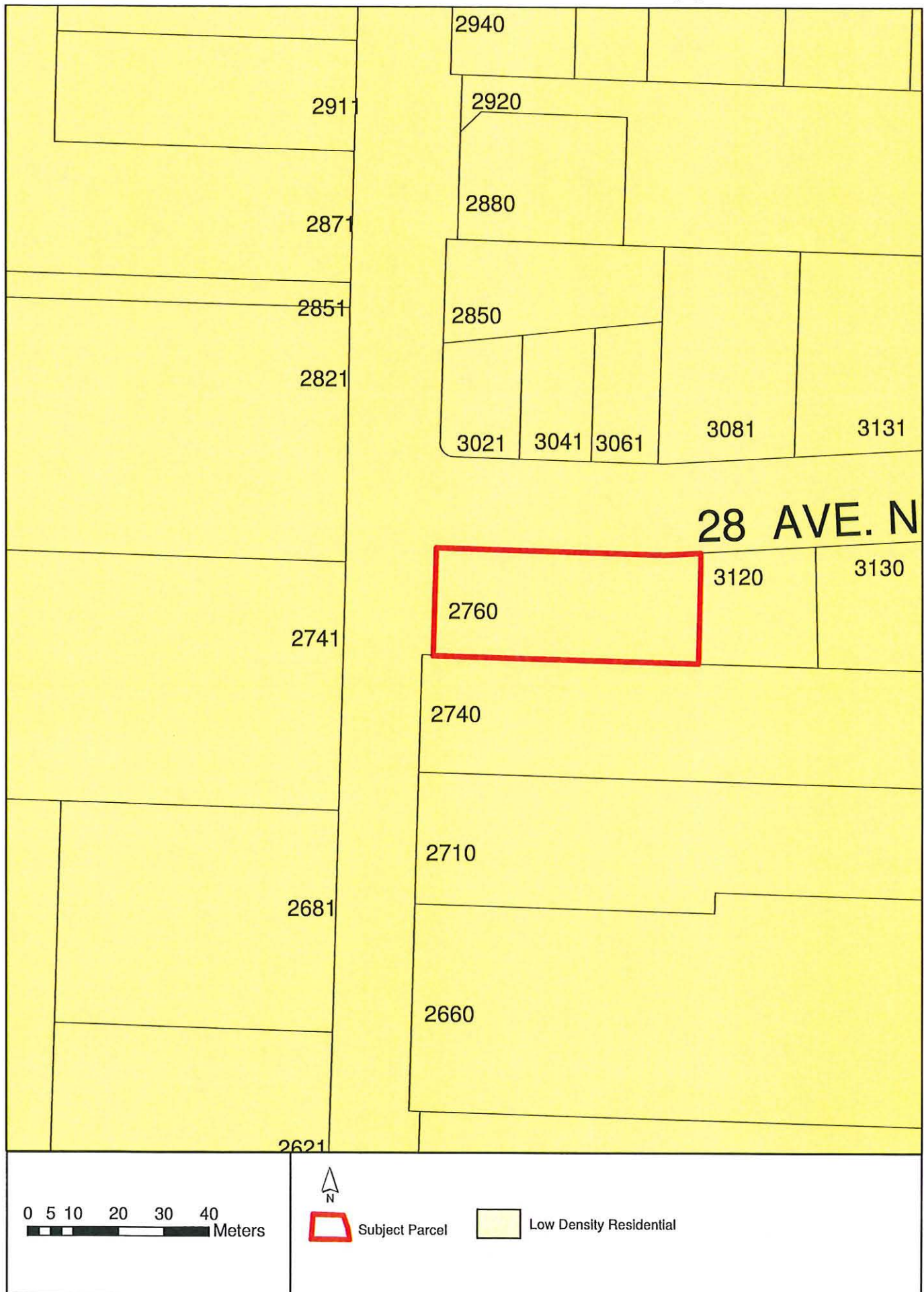


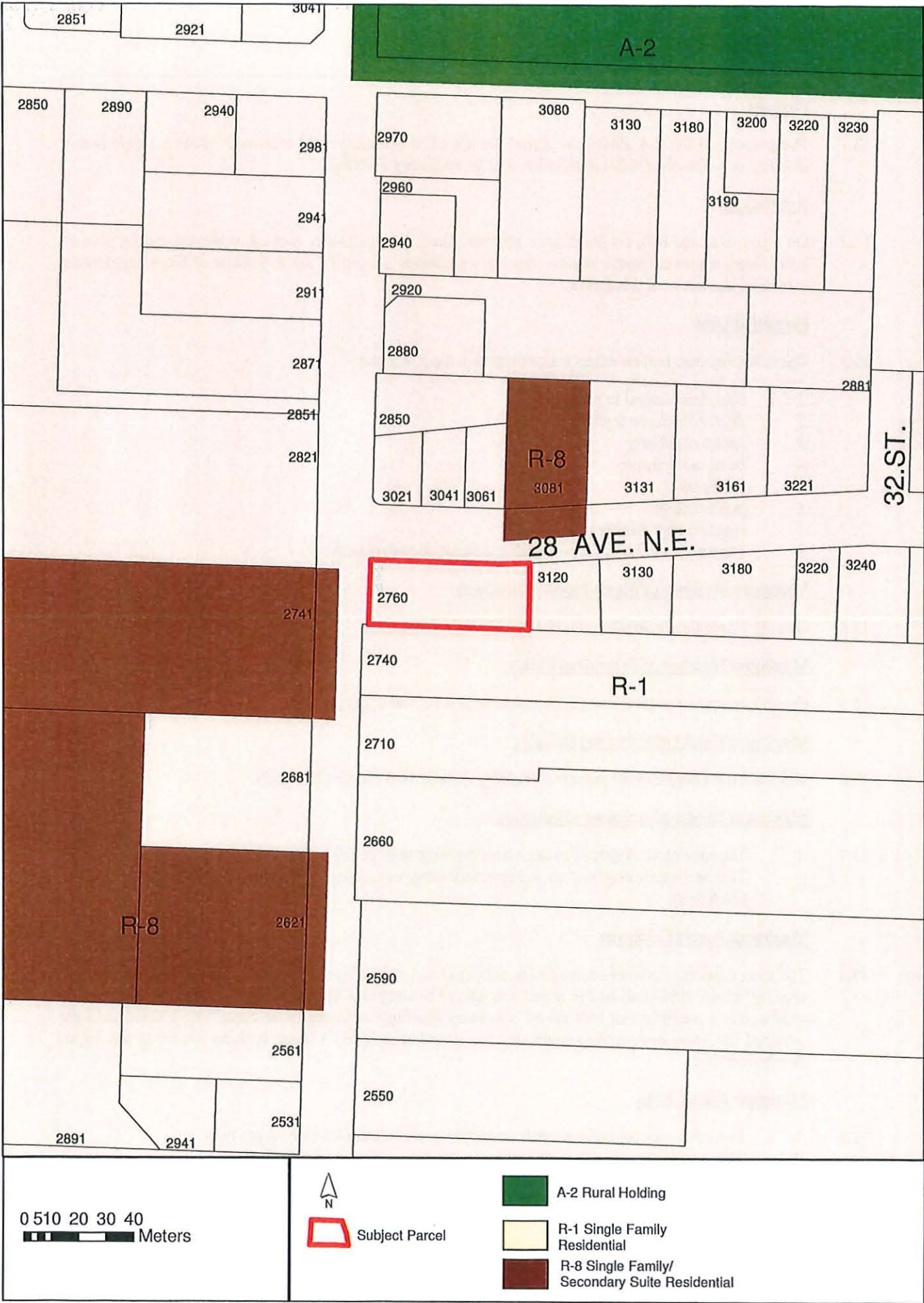
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Subject Parcel









#3996

**SECTION 13 - R-8 - RESIDENTIAL SUITE ZONE****Purpose**

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

**Regulations**

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

**Permitted Uses**

- 13.3 The following uses and no others are permitted in the R-8 *Zone*:

- |       |    |  |
|-------|----|--|
|       | .1 | <i>boarders</i> , limited to two;  |
| #3082 | .2 | <i>family childcare facility</i> ;   |
| #3082 | .3 | <i>group childcare</i> ;   |
|       | .4 | <i>home occupation</i> ;   |
|       | .5 | <i>public use</i> ;  |
|       | .6 | <i>public utility</i> ;  |
|       | .7 | <i>single family dwelling</i> ;  |
|       | .8 | <i>accessory use</i> , including <i>secondary suite</i> or <i>detached suite</i> . |

**Maximum Number of Single Family Dwellings**

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

**Maximum Number of Secondary Suites**

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

**Maximum Height of Principal Building**

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

**Maximum Height of Accessory Buildings**

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

**Maximum Parcel Coverage**

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

**Minimum Parcel Area**

- 13.9 .1 The minimum *parcel area* shall be 450.0 square metres (4,843.9 square feet).  
 .2 The minimum *parcel area* of a *parcel* containing a *detached suite* shall be:  
     .1 With lane or second *street* frontage 465.0 square metres (5,005.2 square feet)  
     .2 Without lane or second *street* frontage 700.0 square metres (7534.7 square feet)

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**SECTION 13 - R-8 - RESIDENTIAL SUITE ZONE - CONTINUED**


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**Minimum Parcel Width**

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

**Maximum Floor Area and Floor Area Ratio**

- 13.11 .1 The maximum *floor area* of a *detached suite* shall be 90.0 square metres (968.8 square feet).  
 .2 The maximum *floor area ratio* of a *single family dwelling* shall be 0.65.

**Minimum Setback of Principal Building**

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

**Minimum Setback of Accessory Buildings**

- 13.13 The minimum *setback* of accessory *buildings* from the:
- |          |   |                        |
|----------|---|------------------------|
| .1       | <i>Front parcel line</i> shall be   | 6.0 metres (19.7 feet) |
| .2       | <i>Rear parcel line</i> shall be  | 1.0 metre (3.3 feet)   |
| .3       | <i>Interior side parcel line</i> shall be                                       | 1.0 metre (3.3 feet)   |
| .4       | <i>Exterior side parcel line</i> shall be                                       | 6.0 metres (19.7 feet) |
| #2811 .5 | Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply. |                        |

**Minimum Setback of a Detached Suite**

- 13.14 The minimum *setback* of an *accessory building* containing a *detached suite* from the:
- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be         | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> shall be          | 3.0 metres (9.8 feet)  |
| .3 | <i>Interior side parcel line</i> shall be | 2.0 metres (6.5 feet)  |
| .4 | <i>Exterior side parcel line</i> shall be | 6.0 metres (19.7 feet) |
| .5 | <i>Parcel line</i> adjacent to a lane     | 1.2 metres (3.9 feet)  |

**Parking**

- 13.15 .1 Parking shall be required as per Appendix I.  
 .2 An offstreet parking space provided for a *secondary suite* or *detached suite* shall not be sited in tandem to a parking space provided for a *single family dwelling*.

**Detached Suite**

- 13.16 Refer to Section 4.2 for General Regulations.

---

## SECTION 6 - R-1 - SINGLE-FAMILY RESIDENTIAL ZONE

---

### Purpose

- 6.1 The purpose of the R-1 Zone is to provide for *single-family* residential areas developed to an urban *density*.

### Regulations

- 6.2 On a *parcel* zoned R-1, no *building* or *structure* shall be constructed located or altered and no plan of subdivision approved which contravenes the regulations set out in the R-1 Zone or those regulations contained elsewhere in this Bylaw.

### Permitted Uses

- 6.3 The following uses and no others are permitted in the R-1 Zone:

- .1 *bed and breakfast*, limited to two let rooms;
- .2 *boarders*, limited to two;
- .3 *family childcare facility*;
- .4 *group childcare*;
- .5 *home occupation*;
- .6 *public use*;
- .7 *public utility*;
- .8 *shelter*;
- .9 *single family dwelling*;
- .10 *accessory use*.

### Maximum Number of Single-Family Dwellings

- 6.4 The maximum number of *single family dwellings* shall be one (1) per *parcel*.

### Maximum Height of Principal Building

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

### Maximum Height of Accessory Building

- 6.6 The maximum *height* of an *accessory building* shall be 6.0 metres (19.7 feet).

### Maximum Parcel Coverage

- 6.7 The total maximum *parcel coverage* for *principal* and *accessory buildings* shall be 45% of the *parcel area*, of which 10% shall be the maximum *parcel coverage* for *accessory buildings*.

---

## SECTION 6 - R-1 - SINGLE-FAMILY RESIDENTIAL ZONE - CONTINUED

---

### Minimum Parcel Area

- 6.8 The minimum *parcel area* shall be 450.0 square metres (4,843.9 square feet).

### Minimum Parcel Width

- 6.9 The minimum *parcel width* shall be 14.0 meters (45.9 feet).

### Minimum Setback of Principal Building

- 6.10 The minimum *setback* of the *principal building* from the:
- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
  - .2 *Rear parcel line* shall be 6.0 metres (19.7 feet)
  - .3 *Interior side parcel line* shall be 1.5 metres (4.9 feet)
  - .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
  - .5 Notwithstanding Sections 6.10.2 and 6.10.3, a *principal building* on a corner *parcel* may be sited not less than 1.5 metres (4.9 feet) from the *rear parcel line* provided the combined total of the *rear* and *interior side yards* shall be not less than 6.0 metres (19.7 feet).
  - .6 Refer to Section 4.9 for "Special Building Setbacks" which may apply.

### Minimum Setback of Accessory Buildings

- 6.11 The minimum *setback* of an accessory *building* from the:
- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
  - .2 *Rear parcel line* shall be 1.0 metre (3.3 feet)
  - .3 *Interior side parcel line* shall be 1.0 metre (3.3 feet)
  - .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
  - .5 Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply.

### Maximum Floor Area Ratio

- 6.12 The maximum *floor area ratio* of a *single family dwelling* shall be 0.65.

### Parking

- 6.13 Parking shall be required as per Appendix I.





Looking south and west from 28<sup>th</sup> Avenue NE.



Looking south and east from 30<sup>th</sup> Street NE.

## **CITY OF SALMON ARM**

### **BYLAW NO. 4389**

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on April 27, 2020 at the hour of 7:00 p.m. was published in the \_\_\_\_\_, 2020 and \_\_\_\_\_, 2020 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 20, Section 19, Township 20, Range 9, W6M, KDYD, Plan 18220 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

City of Salmon Arm  
Zoning Amendment Bylaw No. 4389

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4389"**

READ A FIRST TIME THIS DAY OF 2020

READ A SECOND TIME THIS DAY OF 2020

READ A THIRD TIME THIS DAY OF 2020

ADOPTED BY COUNCIL THIS DAY OF 2020

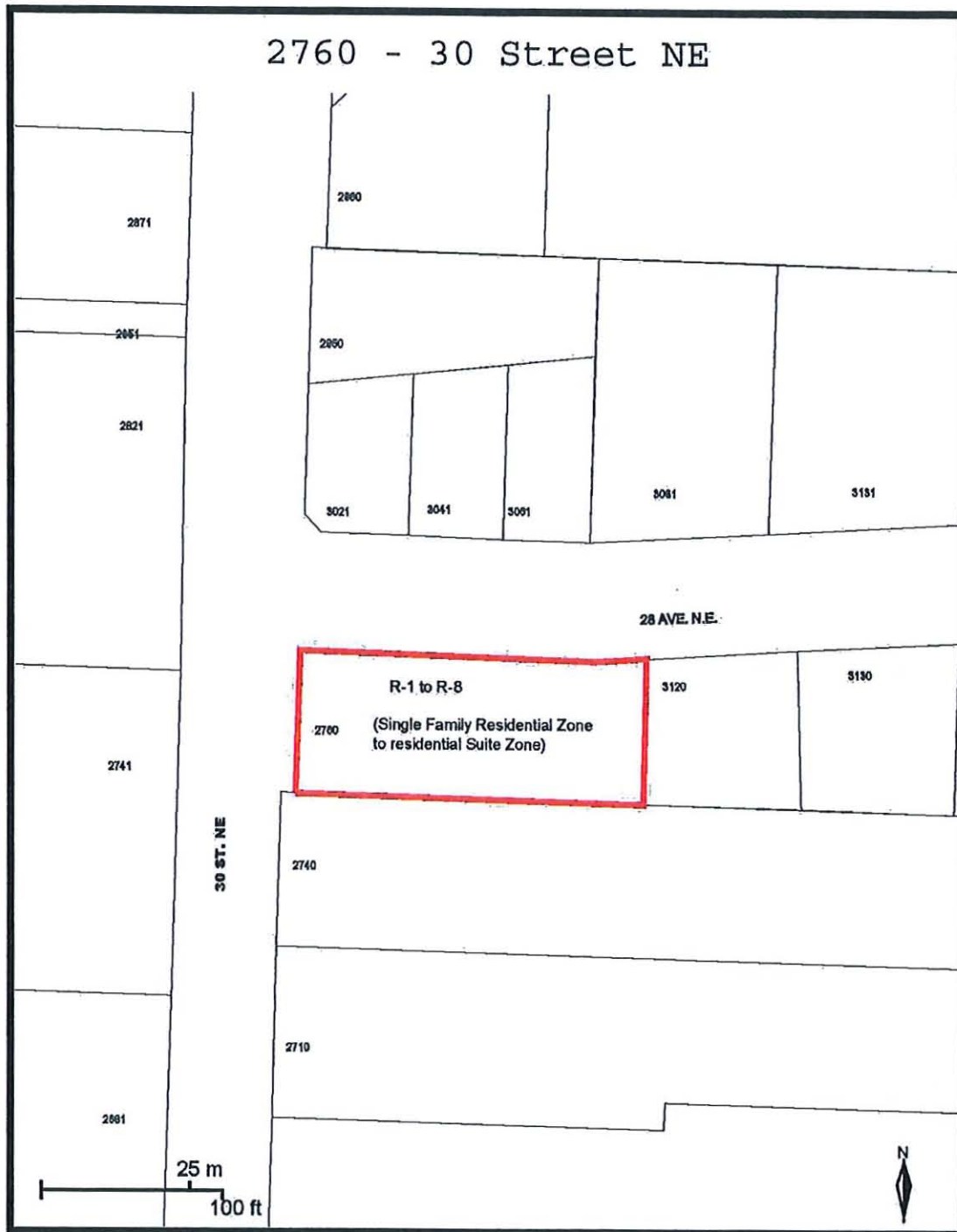
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MAYOR

---

CORPORATE OFFICER

SCHEDULE "A"





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Item 10.4

## CITY OF SALMON ARM

Date: April 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4381 be read a first and second time;

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

[ZON-1172; Wild Blue Development Ltd.; 271 3 Street SE; R-1 to R-8]

### Vote Record

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

Opposed:

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




---

To: His Worship Mayor Harrison and Members of Council

Date: March 24, 2020

Subject: Zoning Bylaw Amendment Application No. 1172

Legal: Lots 21 and 22, Block 6, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392

Civic: 271 3rd Street SE

Applicant: Wild Blue Development Ltd.

---

#### **MOTION FOR CONSIDERATION**

**THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lots 21 and 22, Block 6, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392 from R-1 (Single Family Residential) to R-8 (Residential Suite Zone).

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

---

#### **STAFF RECOMMENDATION**

**THAT:** The motion for consideration be adopted.

---

#### **BACKGROUND**

The subject parcels are located at 271 3<sup>rd</sup> Street SE within the downtown neighbourhood as shown on Appendix 1 and 2. The proposal is to rezone the subject parcels to R-8 Residential Suite Zone to facilitate a single-family dwelling and secondary suite on each.

The parcels are each 465 m<sup>2</sup>, 15 m wide and 30 m deep, are designated High Density Residential in the Official Community Plan (OCP) as shown on Appendix 3, and are currently zoned R-1 Single Family Residential as shown on Appendix 4. The proposal meets the required minimum parcel size and width requirements of the R-8 zone for a secondary suite or detached suites with lane access. R-8 Zoning regulations are attached as Appendix 5. Site photos are attached as Appendix 6.

The surrounding properties are designated High Density Residential by the OCP and the area is a mix of R-1 and R-5 zoned parcels. The properties are currently vacant, a single family dwelling was demolished in 2018. The R-8 Zone would allow for one single family dwelling and an accessory secondary suite on each of the subject parcels. Any new construction would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.

#### **OCP POLICY**

The subject parcel is designated High Density Residential in the OCP, and is within Residential Development Area A. The proposed R-8 zone is consistent with the High Density land use designation. Residential Development Area A means that the land and surrounding infrastructure are the highest priority for City investment in capital works projects. The property is within the Urban Containment Boundary (UCB) and OCP Policy 4.4.1 supports new growth within the UCB.

The proposed density is consistent with OCP Policy 4.4.7, which supports a wide range of housing types in Salmon Arm in order to meet the needs of the diverse lifestyles and aging population including affordable housing, sensitively integrated infill and intensification of existing development areas, and provision of low density single family developments.

The proposed zoning aligns with the Urban Residential Policies listed in Section 8.3 supporting compact communities. The density is consistent with Low Density Residential Policy 8.3.13 with a maximum density of 22 units per hectare. 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, and community services

#### Secondary Suites

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

#### COMMENTS

##### Engineering Department

No engineering comments have been received.

##### Building Department

No building department concerns. Will be required to meet BC Building Code.

##### Fire Department

No Fire Department concerns.

##### Planning Department


The development as proposed is consistent with the High Density Residential OCP designation although higher density development may be more consistent with current planning principles. The proposed R-8 zoning is aligned with neighbouring R-1 and R-5 land uses.

The minimum parcel area permitted under R-8 zoning is 450 m<sup>2</sup>, or 465 m<sup>2</sup> for a parcel containing a detached suite with land and street frontage. At 465 m<sup>2</sup> the subject properties can meet the requirements for a secondary suite or detached suite including an off-street parking space.

Detached suite construction would require the payment of Development Cost Charges, currently \$6,064 per unit.

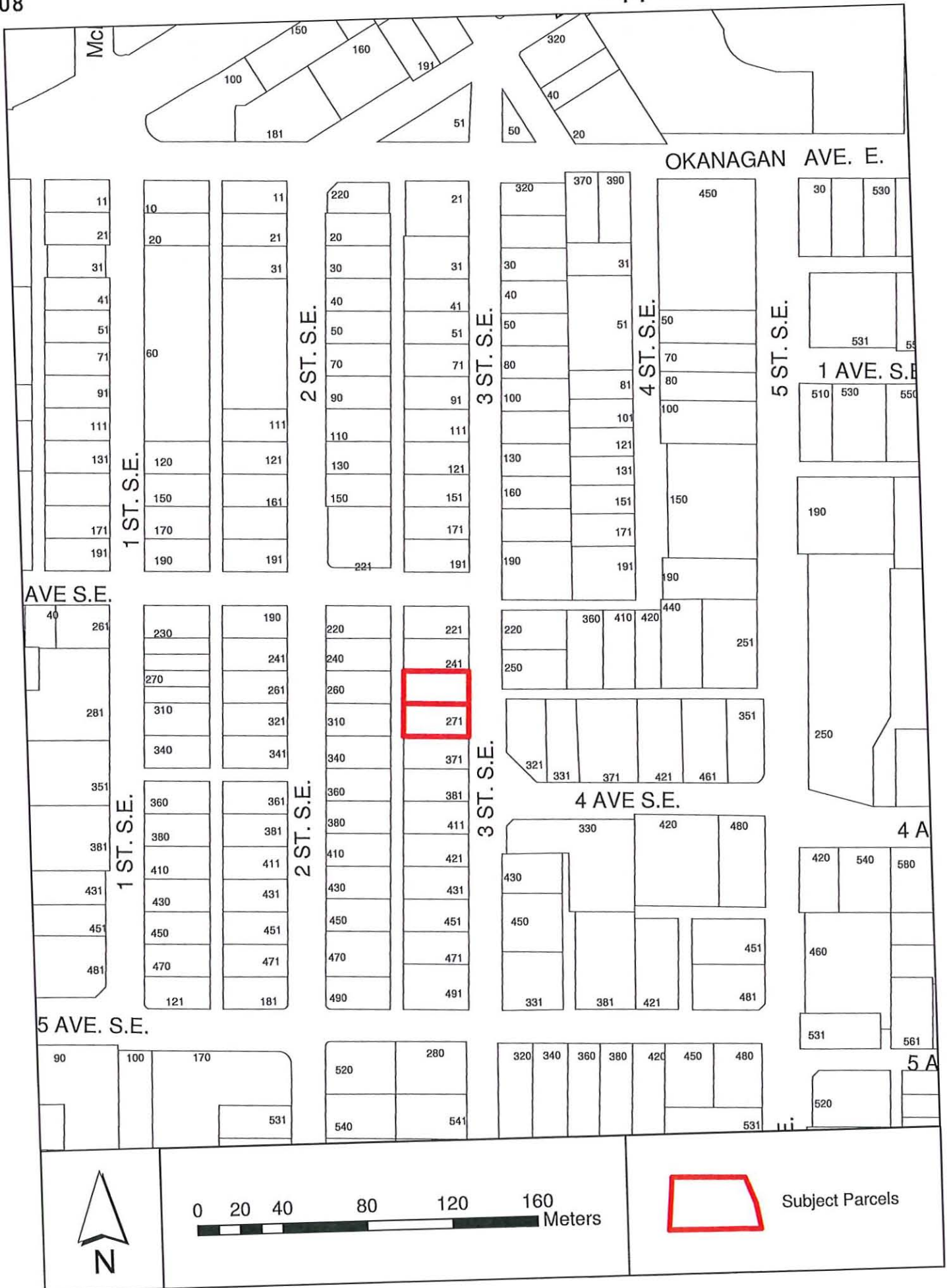
#### CONCLUSION

The proposed R-8 zoning is consistent with the OCP and is therefore supported by staff.

  
Prepared by: Scott Beeching, MCIP, RPP  
Senior Planner

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

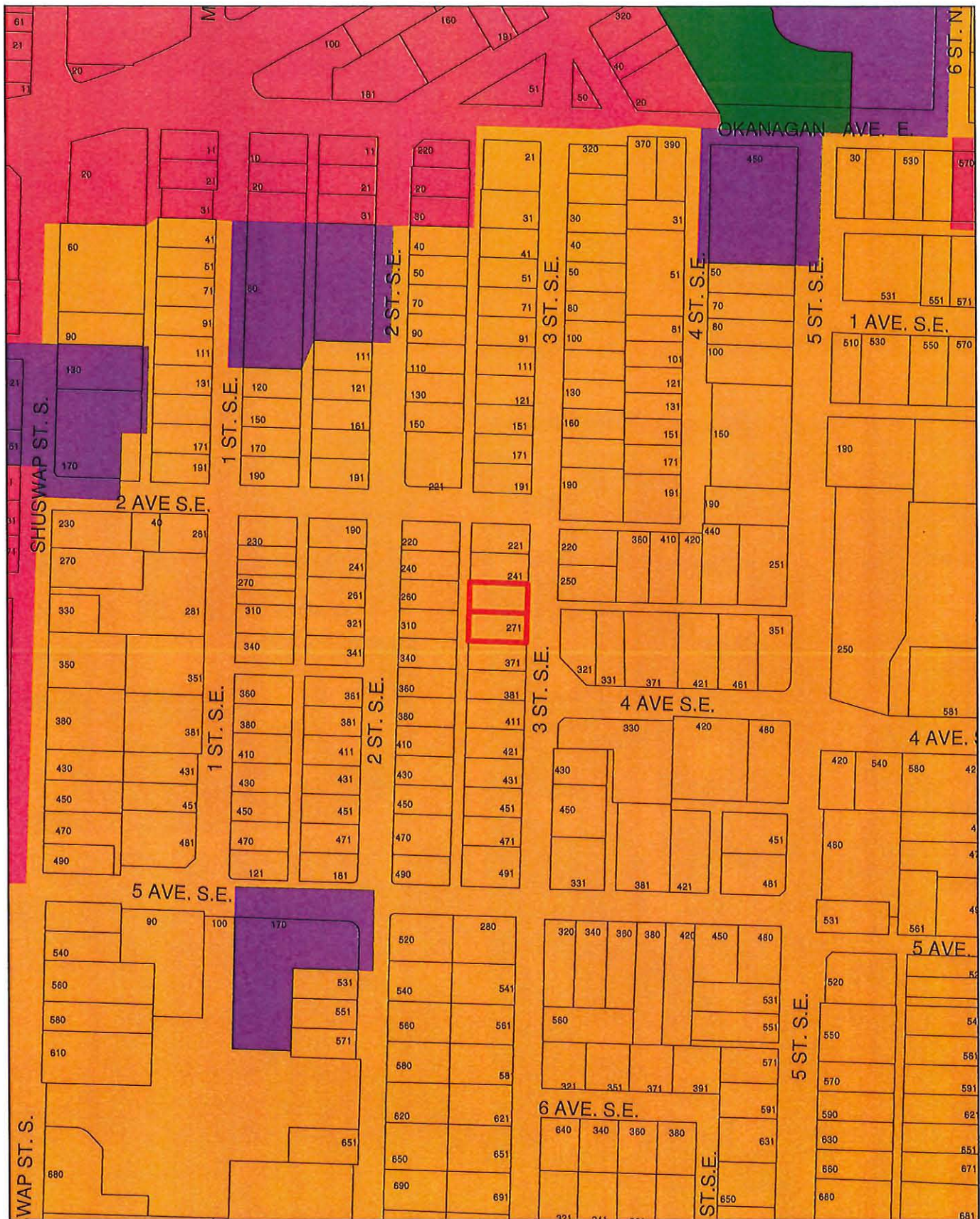












0 12.5 25 50 75 100  
Meters



Subject Parcels



Park



Residential  
High Density

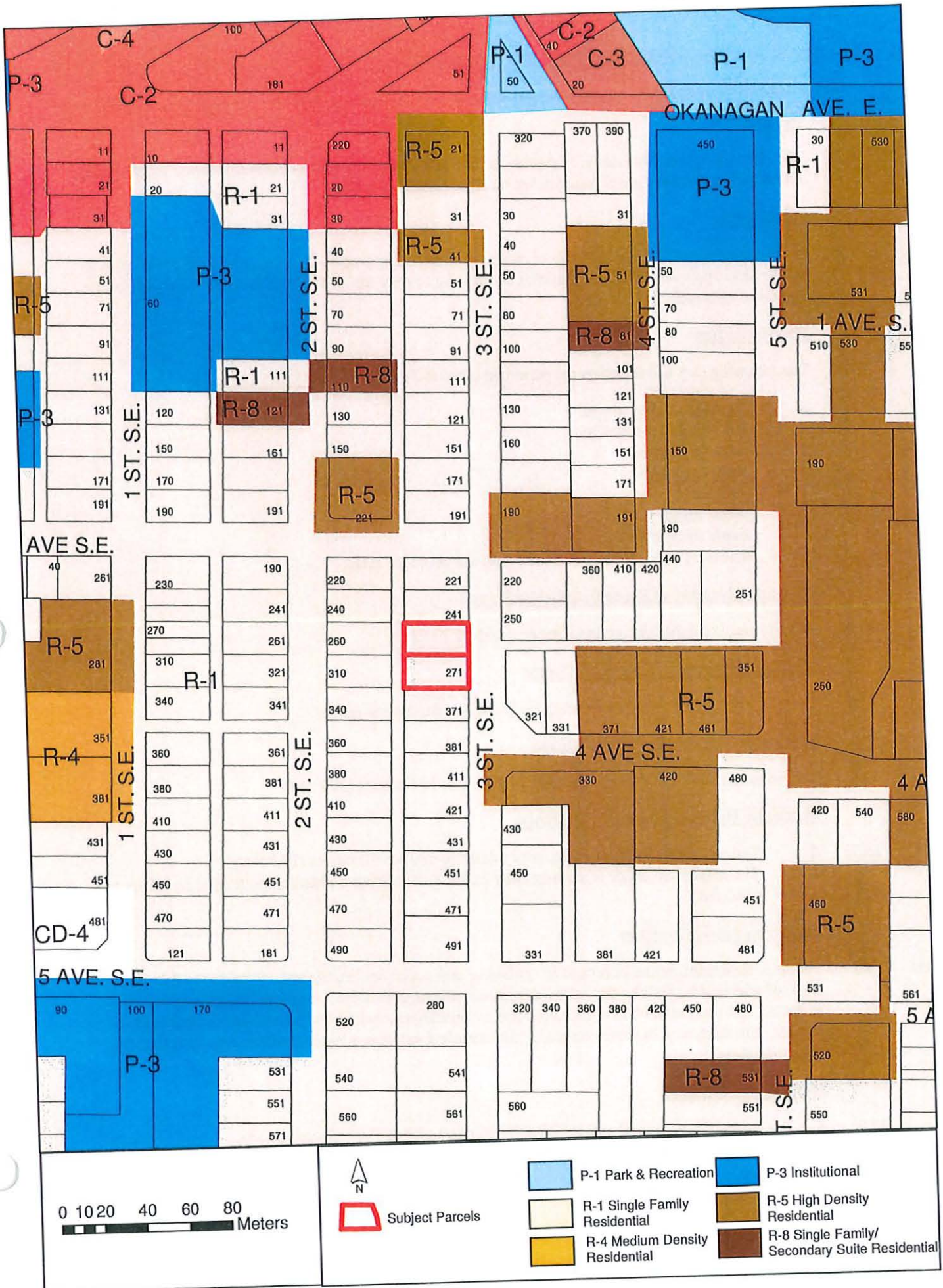


Institutional



Commercial  
City Centre







#3996

**SECTION 13 - R-8 - RESIDENTIAL SUITE ZONE****Purpose**

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

**Regulations**

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

**Permitted Uses**

- 13.3 The following uses and no others are permitted in the R-8 *Zone*:

- |       |    |  |
|-------|----|--|
| #3082 | .1 | <i>boarders</i> , limited to two;  |
|       | .2 | <i>family childcare facility</i> ;   |
| #3082 | .3 | <i>group childcare</i> ;   |
|       | .4 | <i>home occupation</i> ;   |
|       | .5 | <i>public use</i> ;  |
|       | .6 | <i>public utility</i> ;  |
|       | .7 | <i>single family dwelling</i> ;  |
|       | .8 | <i>accessory use</i> , including <i>secondary suite</i> or <i>detached suite</i> . |

**Maximum Number of Single Family Dwellings**

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

**Maximum Number of Secondary Suites**

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

**Maximum Height of Principal Building**

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

**Maximum Height of Accessory Buildings**

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

**Maximum Parcel Coverage**

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

**Minimum Parcel Area**

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

---

**SECTION 13 - R-8 - RESIDENTIAL SUITE ZONE - CONTINUED**


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**Minimum Parcel Width**

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

**Maximum Floor Area and Floor Area Ratio**

- 13.11 .1 The maximum *floor area* of a *detached suite* shall be 90.0 square metres (968.8 square feet).  
 .2 The maximum *floor area ratio* of a *single family dwelling* shall be 0.65.

**Minimum Setback of Principal Building**

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

**Minimum Setback of Accessory Buildings**

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

**Minimum Setback of a Detached Suite**

- 13.14 The minimum *setback* of an *accessory building* containing a *detached suite* from the:  
     .1 *Front parcel line* shall be 6.0 metres (19.7 feet)  
     .2 *Rear parcel line* shall be 3.0 metres (9.8 feet)  
     .3 *Interior side parcel line* shall be 2.0 metres (6.5 feet)  
     .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)  
     .5 *Parcel line* adjacent to a lane 1.2 metres (3.9 feet)

**Parking**

- 13.15 .1 Parking shall be required as per Appendix I.  
 .2 An offstreet parking space provided for a *secondary suite* or *detached suite* shall not be sited in tandem to a parking space provided for a *single family dwelling*.

**Detached Suite**

- 13.16 Refer to Section 4.2 for General Regulations.



View of the Property looking north and west.



View of the property looking south and west.

## CITY OF SALMON ARM

### BYLAW NO. 4381

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on April 27, 2020 at the hour of 7:00 p.m. was published in the \_\_\_\_\_, 2020 and \_\_\_\_\_, 2020 issues of the Salmon Arm Observer;

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

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

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

Rezone Lots 21 and 22, Block 6, Section 14, Township 20, Range 10, W6M, KDYD, Plan 382 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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



City of Salmon Arm  
Zoning Amendment Bylaw No. 4381

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4381"**

READ A FIRST TIME THIS DAY OF 2020

READ A SECOND TIME THIS DAY OF 2020

READ A THIRD TIME THIS DAY OF 2020

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE DAY OF 2020

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

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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

## SCHEDULE "A"



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Item 10.5

## CITY OF SALMON ARM

Date: April 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4377 be read a first and second time;

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

[ZON-1170; Gilmore, C.; 390 6 Street SE; R-1 to R-8]

### Vote Record

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

Opposed:

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





---

To: His Worship Mayor Harrison and Members of Council

Date: March 30, 2020

Subject: Zoning Bylaw Amendment Application No. 1170

Legal: Lot 5, Section 14, Township 20, Range 10, W6M, KDYD, Plan 9644

Civic: 390 – 6 Street SE

Owner/Applicant: C. Gilmore

---

#### **MOTION FOR CONSIDERATION**

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 5, Section 14, Township 20, Range 10, W6M, KDYD, Plan 9644 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

**AND THAT:** Final Reading of the Zoning Amendment Bylaw be withheld subject to Ministry of Transportation and Infrastructure approval.

---

#### **STAFF RECOMMENDATION**

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

---

#### **PROPOSAL**

The subject parcel is located at 390 – 6 Street SE (Appendix 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit a detached suite on the property.

#### **BACKGROUND**

The property is designated High Density Residential in the City's Official Community Plan (OCP) and is zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The property is located in a residential neighbourhood consisting primarily of R-1, Single Family Residential and R-5, High Density Residential directly to the west and north. There are presently six properties zoned R-8 (Residential Suite Zone) in the vicinity.

The subject property fronts onto 6<sup>th</sup> Street SE and backs onto a laneway. It is approximately 38 m x 17 m with an area of approximately 655 m<sup>2</sup>. Site photos are attached as Appendix 5. The parcel area and width meet the following requirements as specified in the R-8 zone:

- Minimum parcel area (with lane or second street frontage): 465 m<sup>2</sup>
- Minimum parcel width (with lane or second street frontage): 15 m

The applicant has submitted a site plan (Appendix 6) which indicates there is an existing house with a footprint of approximately 98 m<sup>2</sup> located on the property 6.22 m from the front parcel line. The provided building plans, see Appendix 7, illustrates a 89.3 m<sup>2</sup> detached suite with crawlspace (maximum size permitted is 90 m<sup>2</sup>) to the rear of the existing house.

Based on the size of the property and the siting of the existing house, the property is well suited for development of a detached suite. The parking requirement for a detached suite could easily be achieved and has been shown on the site plan.

### Secondary Suites

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

Any development of a secondary suite or detached suite would require a building permit and would be subject to Zoning Bylaw regulations, BC Building Code requirements, and applicable Development Cost Charges (DCCs). DCCs are payable at the time of Building Permit for detached suites in the amount of \$6,064.31.

### COMMENTS

#### Engineering Department

No engineering concerns. For future building permit application, only one water, sanitary and sewer service is permitted per parcel.

#### Building Department

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

#### Fire Department

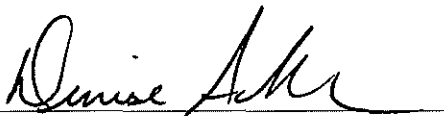
No concerns.

#### Planning Department

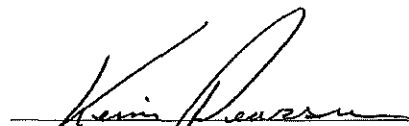
The proposed R-8 zoning of the subject property is consistent with the OCP. This application is supported by staff for the following reasons:

- the proposal meets the required minimum parcel area and width for a detached suite;
- the building plans indicate the suite will meet the size requirements; and,
- the site plan indicates the additional parking requirement for the suite can be met.

Any development of a secondary suite requires a building permit and is subject to meeting Zoning Bylaw and BC Building Code regulations.

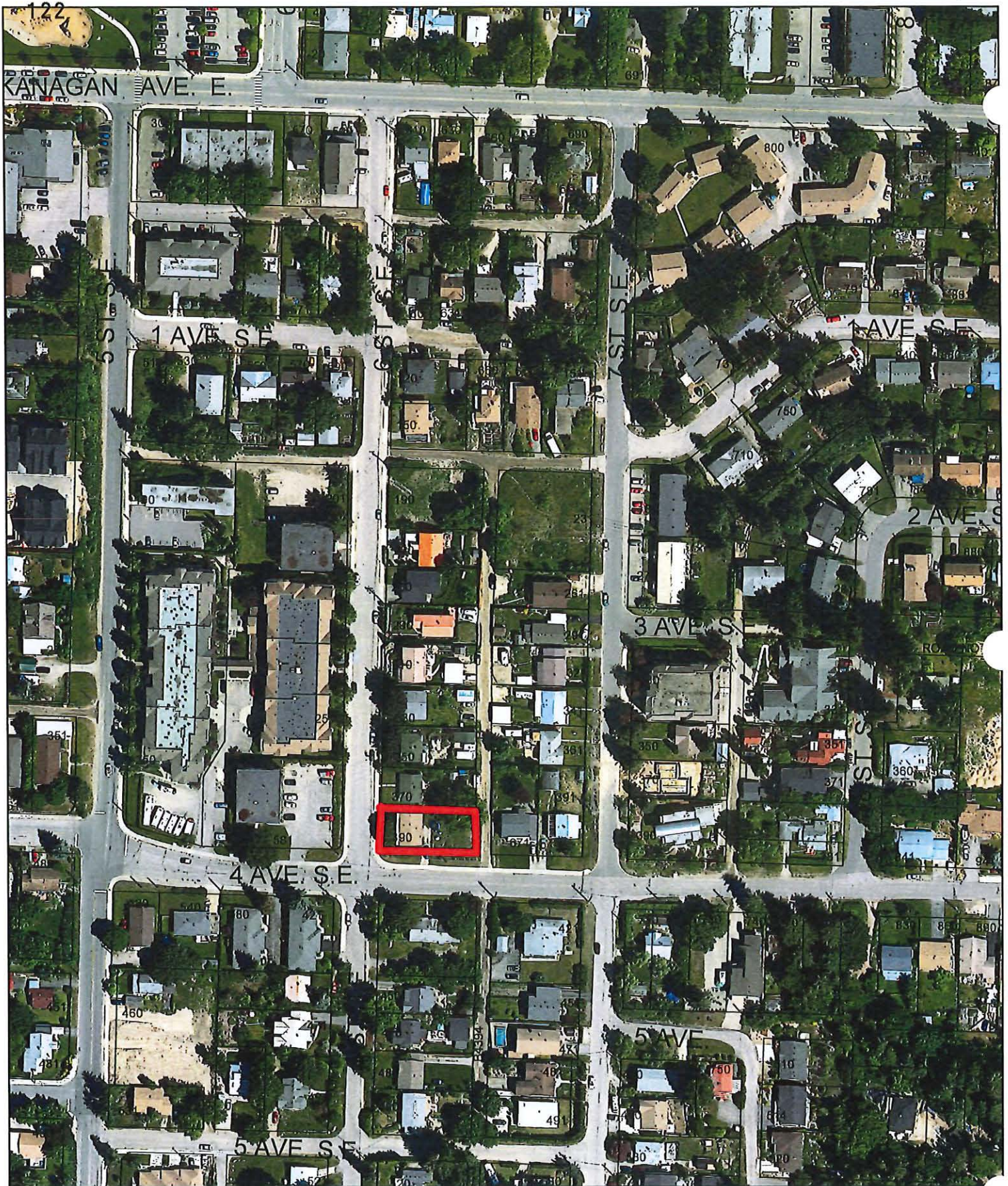


Prepared by: Denise Ackerman  
Planner, Development Services



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





0 10 20 40 60 80  
Meters



Subject Parcel



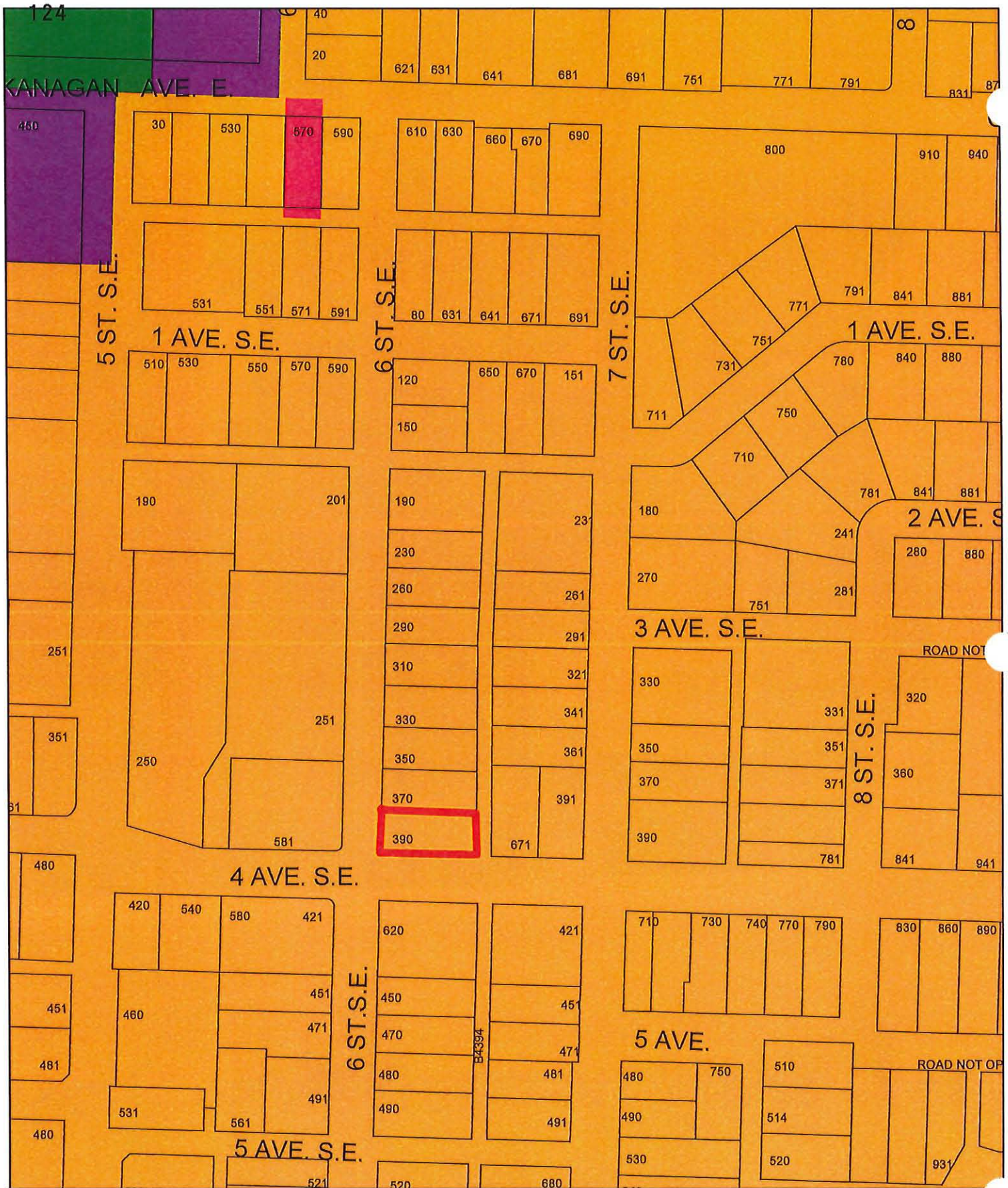


0 1.5 3 6 9 12  
Meters



Subject Parcel





Subject Parcel

0 10 20 40 60 80  
Meters

High Density Residential

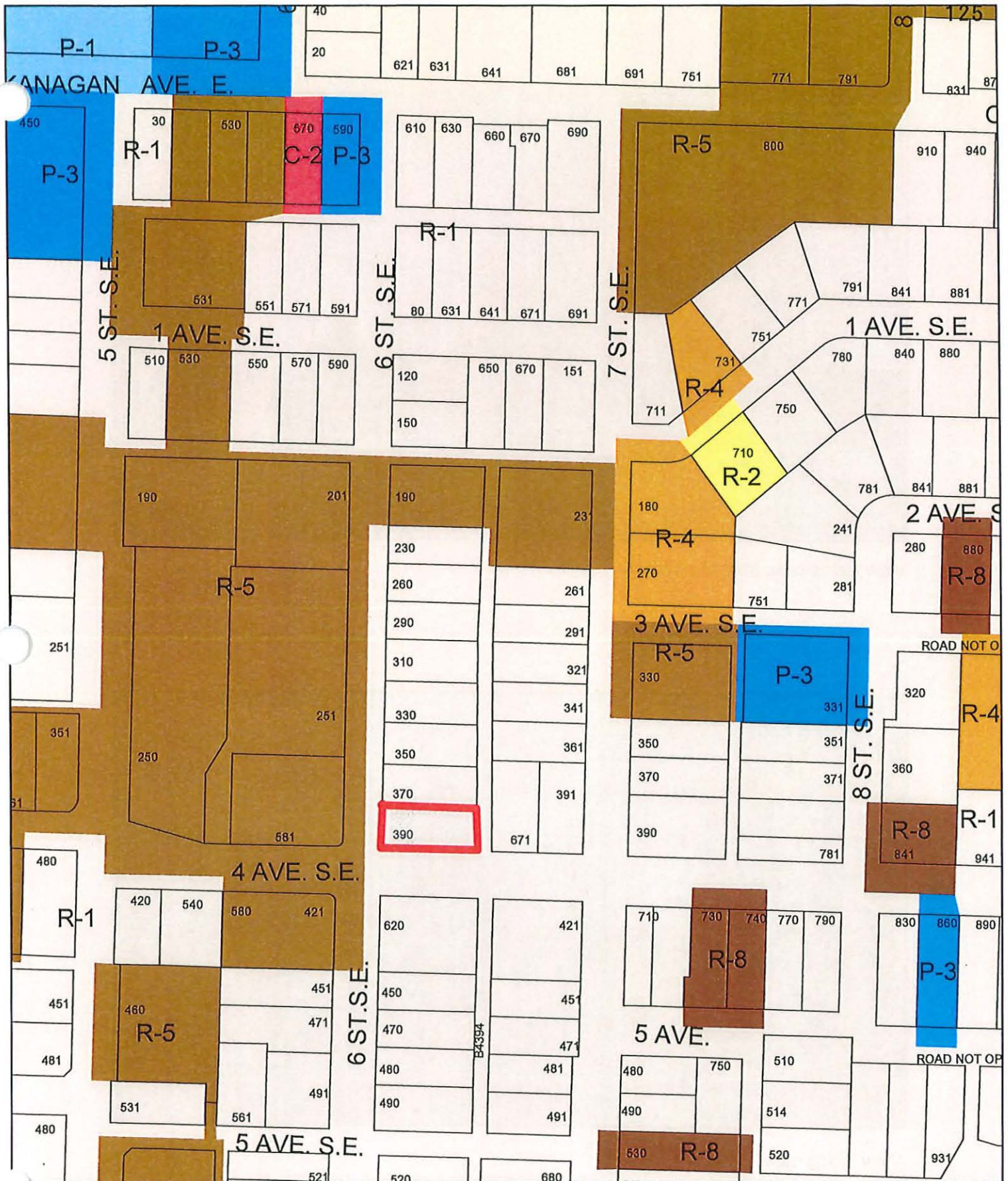
Commercial - City Centre

Institutional

Park



# APPENDIX 4: Zoning Map



Subject Parcel

0 10 20 40 60 80  
Meters

R-1 Single Family Residential

R-5 High Density Residential

R-4 Medium Density Residential

R-2 Duplex

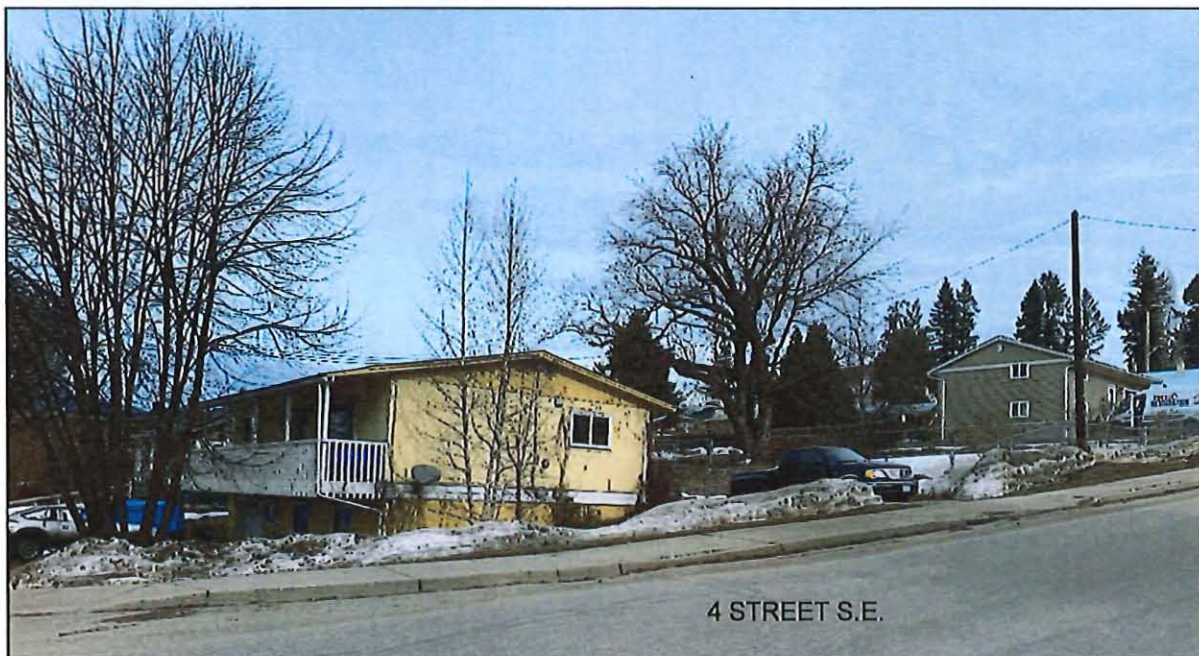
R-8 Residential Suite

P-3 Institutional





View facing east, front of property.



View facing north.





View facing northeast.

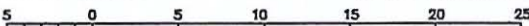


View facing west, rear of property.

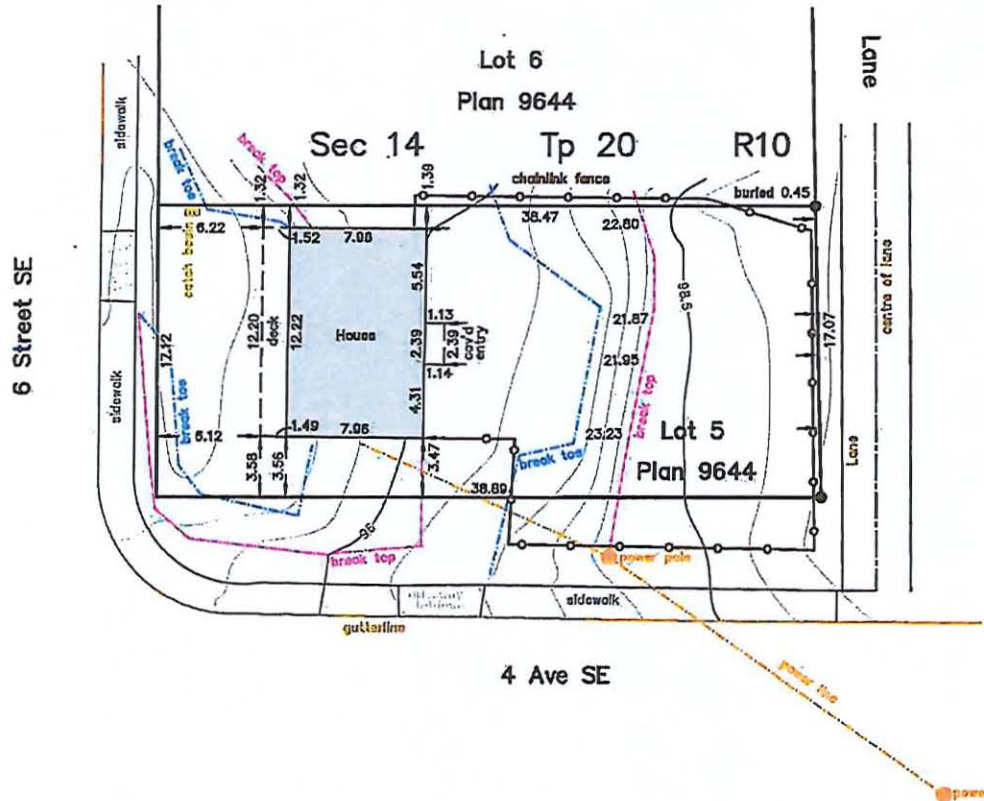


# Site Plan of Lot 5, Sec 14, Tp 20, R 10, W6M, KDYD, Plan 9644

Scale 1:250 BCGS 82L.064



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



## LEGEND

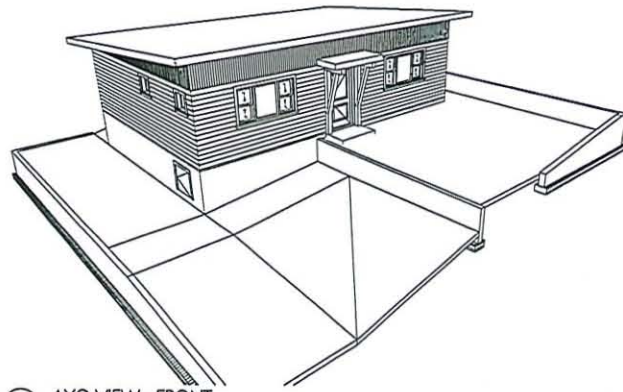
- Standard Iron Post Found (OIP)
- Date of Survey: September 24, 2019
- Dimensions derived from field measurements
- Contour interval is 0.5m
- Vertical datum used: local arbitrary
- Civic Address: 390 6th St SE, Salmon Arm
- Parcel Identifier(PID): 002-410-672
- List of documents registered on title which may affect the location of improvements: none
- This plan was prepared for construction planning purposes and is for the exclusive use of our client. BROWNE JOHNSON LAND SURVEYORS accepts no responsibility or liability for any damages that may be suffered by a third party as a result of reproduction, transmission or alteration to this document without consent of BROWNE JOHNSON LAND SURVEYORS.

October 8, 2019

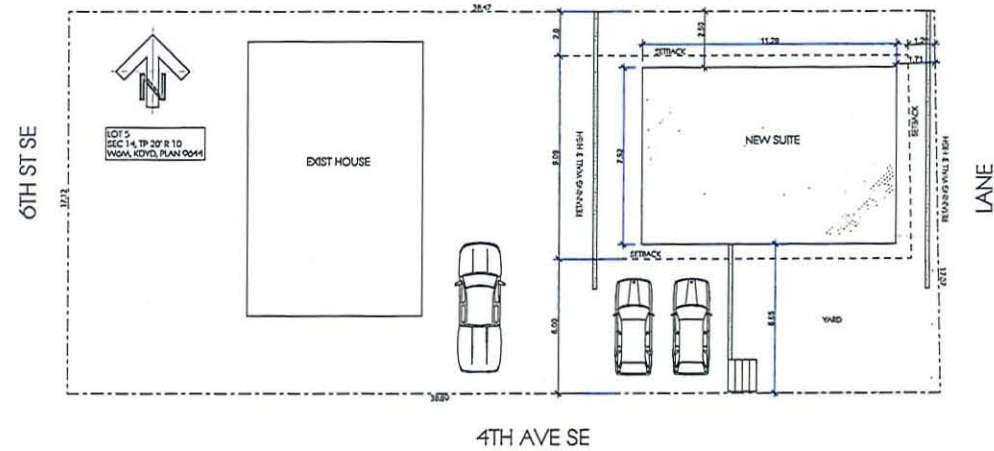
BROWNE JOHNSON LAND SURVEYORS  
B.C. AND CANADA LANDS  
SALMON ARM, B.C. 250-832-9701  
File: 458-19

# SECONDARY SUITE

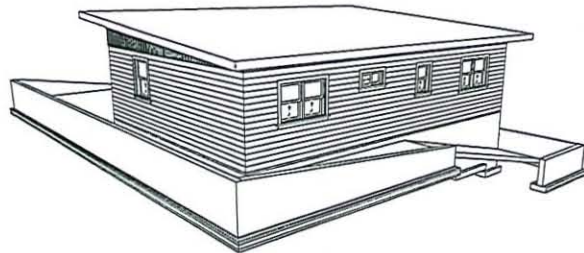
390 6 ST SE SALMON ARM, BC V1E 4E8



4 AXO VIEW - FRONT  
SCALE: 1:300



3 SITE PLAN  
SCALE: 1:100



5 AXO VIEW - BACK  
SCALE: 1:300

AREA SCHEDULE		
AREA NAME	SCFT	
001 MAIN FLOOR SUITE	062	
002 EXIST HOUSE	1,053	
003 LOT AREA	2,115	

DRAWING LIST	
#	SHEET NAME
A00	COVER SHEET, SITE PLAN
A01	GENERAL NOTES, BUILDING CODE
A02	BUILDING CODE
A10	MAIN FLOOR PLAN, LOWER FLOOR PLAN, SCHEDULES
A20	ELEVATIONS
A30	FOUNDATION PLAN, ROOF DRAWING
A40	SECTIONS, TYP SECTION

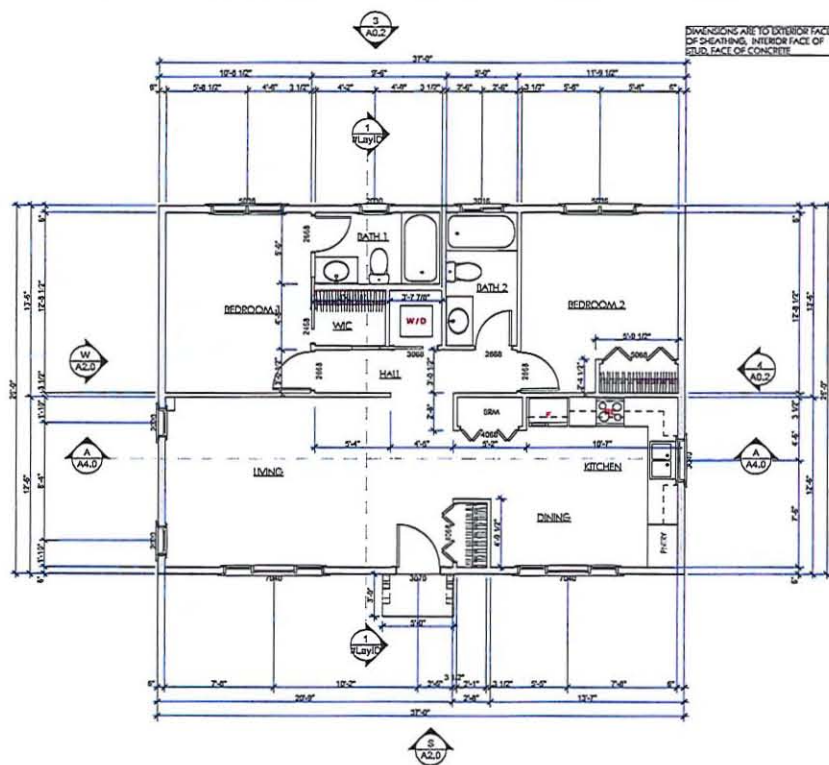
KHM DESIGN  
3200 20 ST NE  
SALMON ARM, BC  
V1E 3X7  
TEL: (250) 517-7131  
www.khmdesign.ca  
kris@khmdesign.ca

PROJECT  
SECONDARY SUITE  
390 6 ST SE  
SALMON ARM BC  
V1E 4E8

SHEET NAME  
COVER SHEET, SITE PLAN

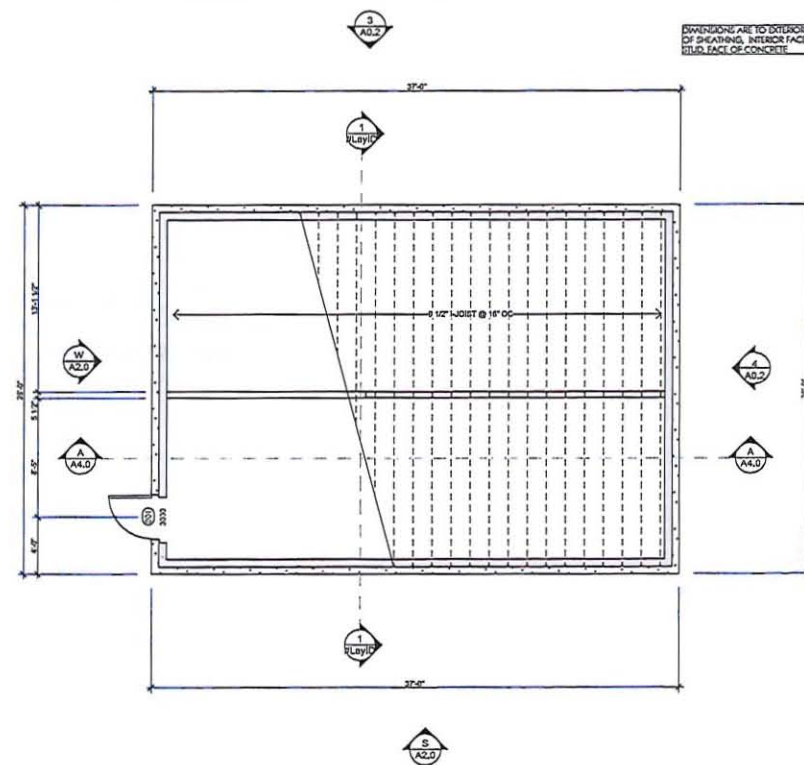
THESE DESIGNS AND DRAWINGS  
ARE THE EXCLUSIVE PROPERTY  
OF KHM DESIGN AND MAY NOT  
BE USED OR REPRODUCED  
WITHOUT CONSENT.  
DATE 12/30/2010  
DRAWN KHM  
JOB #

A0.0



DOOR SCHEDULE			
ID	WIDTH	HEIGHT	NOTES
001	3'-0"	3'-0"	CRAWL SPACE
101	3'-0"	7'-0"	FRONT ENTRY
102	2'-0"	6'-8"	BATH 1
103	2'-4"	6'-8"	BED 1 W/C - POCKET
104	2'-8"	6'-8"	BEDROOM 1
105	3'-0"	6'-8"	LAUNDRY - POCKET
106	4'-0"	6'-8"	ENTRY CLOSET - BIFOLD
107	4'-0"	6'-8"	BRM CLST - BIFOLD
108	2'-0"	6'-8"	BATH 2
109	2'-8"	6'-8"	BEDROOM 2
110	3'-0"	6'-8"	BED 2 CLOSET - BIFOLD

WINDOW SCHEDULE			
ID	WIDTH	HEIGHT	NOTES
101	7'-0"	4'-0"	—
102	2'-0"	2'-0"	—
103	2'-0"	2'-0"	—
104	3'-0"	3'-0"	—
105	2'-0"	3'-0"	—
106	3'-0"	1'-0"	—
107	3'-0"	3'-0"	—
108	3'-0"	4'-0"	—
109	7'-0"	4'-0"	—



KHM DESIGN

3200 28 ST NE  
SALMON ARM, BC  
V1E 3G7  
TEL: (250) 517-7131  
www.khmdesign.ca  
khs@khmdesign.ca

PROJECT  
SECONDARY SUITE

390 6 ST SE  
SALMON ARM, BC  
V1E 4E8

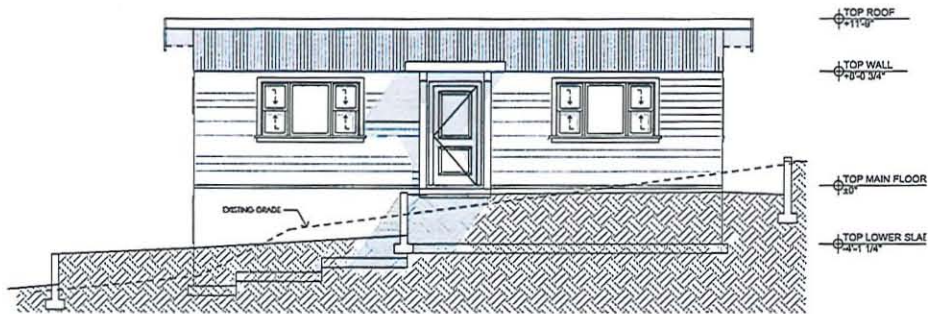
SHEET NAME  
MAIN FLOOR PLAN, LOWER FLOOR PLAN,  
SCHEDULES

THESE DESIGNS AND DRAWINGS  
ARE THE EXCLUSIVE PROPERTY  
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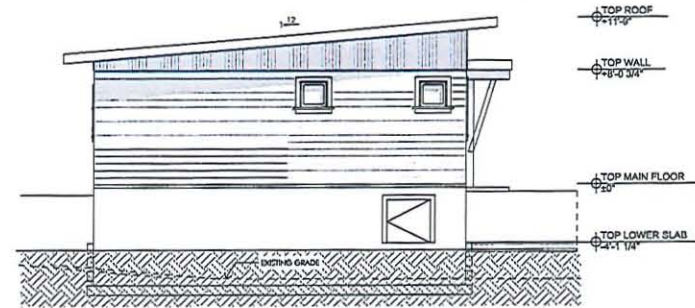
DATE 12/30/2010  
DRAWN KHM  
JOB # —

A1.0





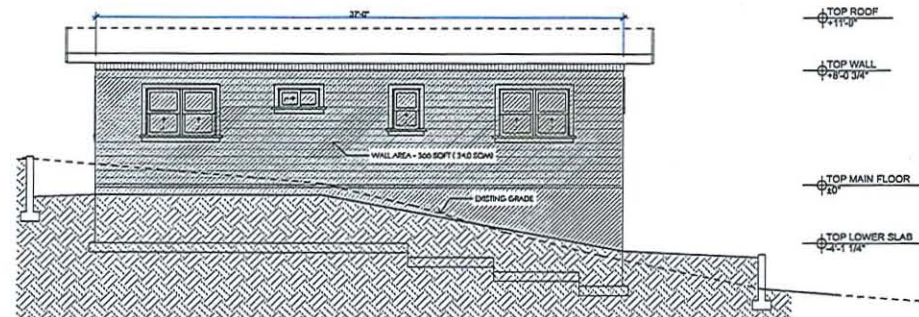
**S SOUTH ELEVATION**  
SCALE: 1/4" = 1'-0"



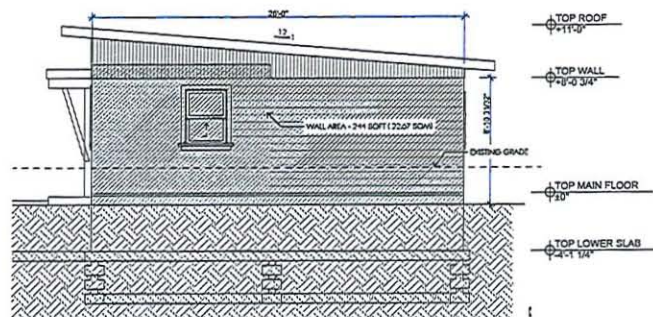
**W WEST ELEVATION**  
SCALE: 1/4" = 1'-0"

**ELEVATION NOTES**

WALL FINISH:  
HARDI BOARD SIDING  
CORUGATED METAL SIDING  
ROOF FINISH:  
3 PLY TYPHOON SIDING



**N NORTH ELEVATION**  
SCALE: 1/4" = 1'-0"



**E EAST ELEVATION**  
SCALE: 1/4" = 1'-0"

**KHM DESIGN**

3200 28 ST NE  
SALMON ARM, BC  
V1E 3G7

TEL: (250) 517-7131  
WWW.KHMDSIGN.CO  
KRS@KHMDSIGN.CO

PROJECT  
SECONDARY SUITE

3906 ST SE  
SALMON ARM, BC  
V1E 4E8

SHEET NAME  
ELEVATIONS

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WITHOUT CONSENT.

DATE 12/30/2019  
DRAW KHM  
JOB #

A2.0



**KHM DESIGN**  
 3300 28 ST NE  
 SAUMON ARMY BC  
 V1E 2G7  
 TEL: (250) 517-7131  
 www.khmdesign.ca  
 info@khmdesign.ca

PROJECT  
 SECONDARY SUITE  
 3000 ST SE  
 SAUMON ARMY BC  
 V1E 4E8

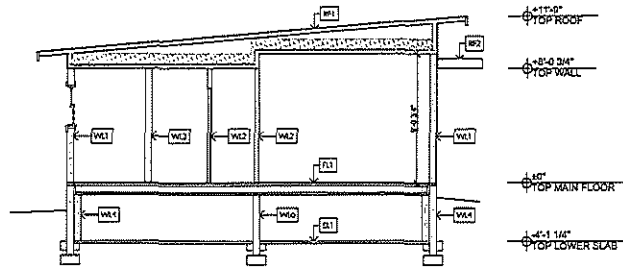
SECTIONS, TYP SECTION

DATE 12/30/2019  
 DRAWN KHM  
 JOB #

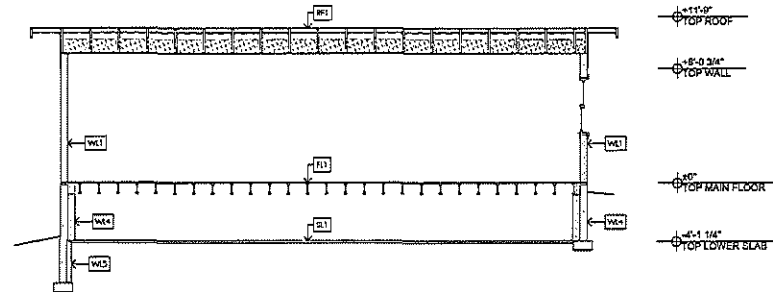
A4.0

## SECTION NOTES

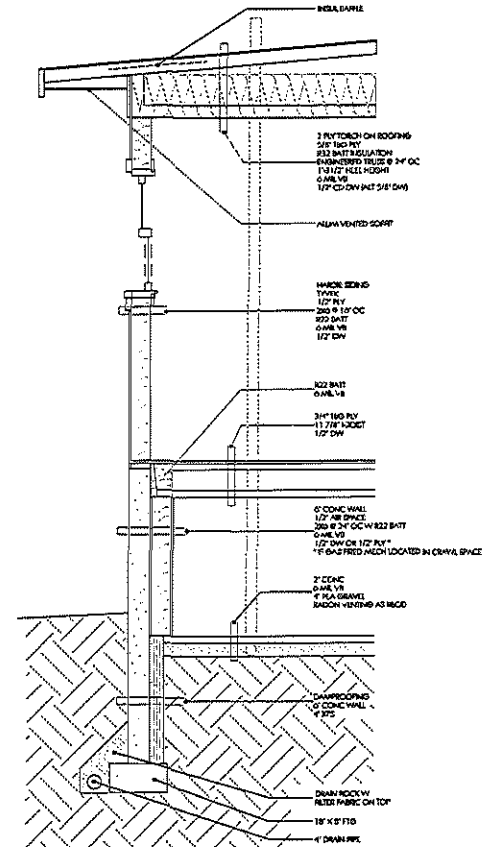
- W11 HARDCORE DRIVING  
 THICK  
 1/2" RY  
 2X6 @ 24" OC W R22 BATT  
 6 MIL V8  
 1/2" DW
- W12 1/2" DW  
 2X4 R 16" OC  
 1/2" DW
- W13 1/2" DW  
 2X6 @ 16" OC  
 1/2" DW
- W14 6" CONC WALL  
 1/2" AIR SPACE  
 2X6 @ 24" OC W R22 BATT  
 6 MIL V8  
 1/2" DW OR 1/2" RY\*  
 \*IF GAS FRED MACH LOCATED IN CRAWL SPACE
- W15 6" CONC  
 1" XPS INSULATION
- W16 2X6 @ 16" OC
- F11 3/4" RY  
 6 1/2" X JOIST @ 16" OC
- S11 2" CONC SLAB
- R11 2 RY TOSCH ON ROOFING  
 2X8 TNG RY  
 UNWATERED TRUSS @ 24" OC  
 R33 INSUL  
 6 MIL V8  
 1/2" CD DW
- R12 2 RY TOSCH ON ROOFING  
 1/2" RY  
 2X6 @ 16" OC  
 ALUM SOFFIT



SECTION 1  
 SCALE 1/4" = 1'-0"



SECTION A  
 SCALE 1/4" = 1'-0"



4 TYPICAL WALL SECTION  
 SCALE 3/4" = 1'-0"

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DEVELOPMENT SERVICES DEPARTMENT  
Box 40, 500 - 2 Avenue NE,  
Salmon Arm, BC, V1E 4N2  
Phone: 250-803-4010 // FAX: 250-803-4041

**TO:****PRINT****SUBMIT FORM**

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

**REFERRAL:**

DATE: February 28, 2020  
OWNER: Gilmore, C., 57 Sage Hill Court NW, Calgary, AB T3R 0H2  
APPLICANT: Owner  
AGENT: Chris Muller, 1040 Stockwell Avenue, Kelowna, BC V1Y 6W5  
SUBJECT: ZONING AMENDMENT APPLICATION FILE NO. ZON-1170  
LEGAL: Lot 5, Section 14, Township 20, Range 10, W6M KDYD, Plan 9644  
CIVIC: 390 - 6 Street SE

Please provide comments on the attached Zoning Amendment Application at your earliest opportunity.

OCP Designation: HR (High Density Residential)  
OCP Designation Request: n/a  
Development Permit Area: Environmentally Sensitive Riparian Areas  
Current Zoning: R-1 (Single Family Residential Zone)  
Requested Zoning: R-8 (Residential Suite Zone)  
ALR: No  
Previous Files: n/a  
Associated File: n/a

Thank you.

Denise Ackerman  
Development Services Planner

**COMMENTS for ZON-1170:**

No Engineering concerns.  
For future building permit application: Only one water, sanitary and sewer service is permitted per parcel.

SIGNATURE & DEPARTMENT: Matt Gienger

DATE: Mar 12 2020

**CITY OF SALMON ARM****BYLAW NO. 4377****A bylaw to amend "District of Salmon Arm Zoning Bylaw No. 2303"**

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on April 27, 2020 at the hour of 7:00 p.m. was published in the \_\_\_\_\_, 2020 and \_\_\_\_\_, 2020 issues of the Salmon Arm Observer;

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

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

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

Rezone Lots Lot 5, Section 14, Township 20, Range 10, W6M, KDYD, Plan 9644 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

City of Salmon Arm  
Zoning Amendment Bylaw No. 4377

5. CITATION

This bylaw may be cited as "**City of Salmon Arm Zoning Amendment Bylaw No. 4377**"

READ A FIRST TIME THIS DAY OF 2020

READ A SECOND TIME THIS DAY OF 2020

READ A THIRD TIME THIS DAY OF 2020

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE DAY OF 2020

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

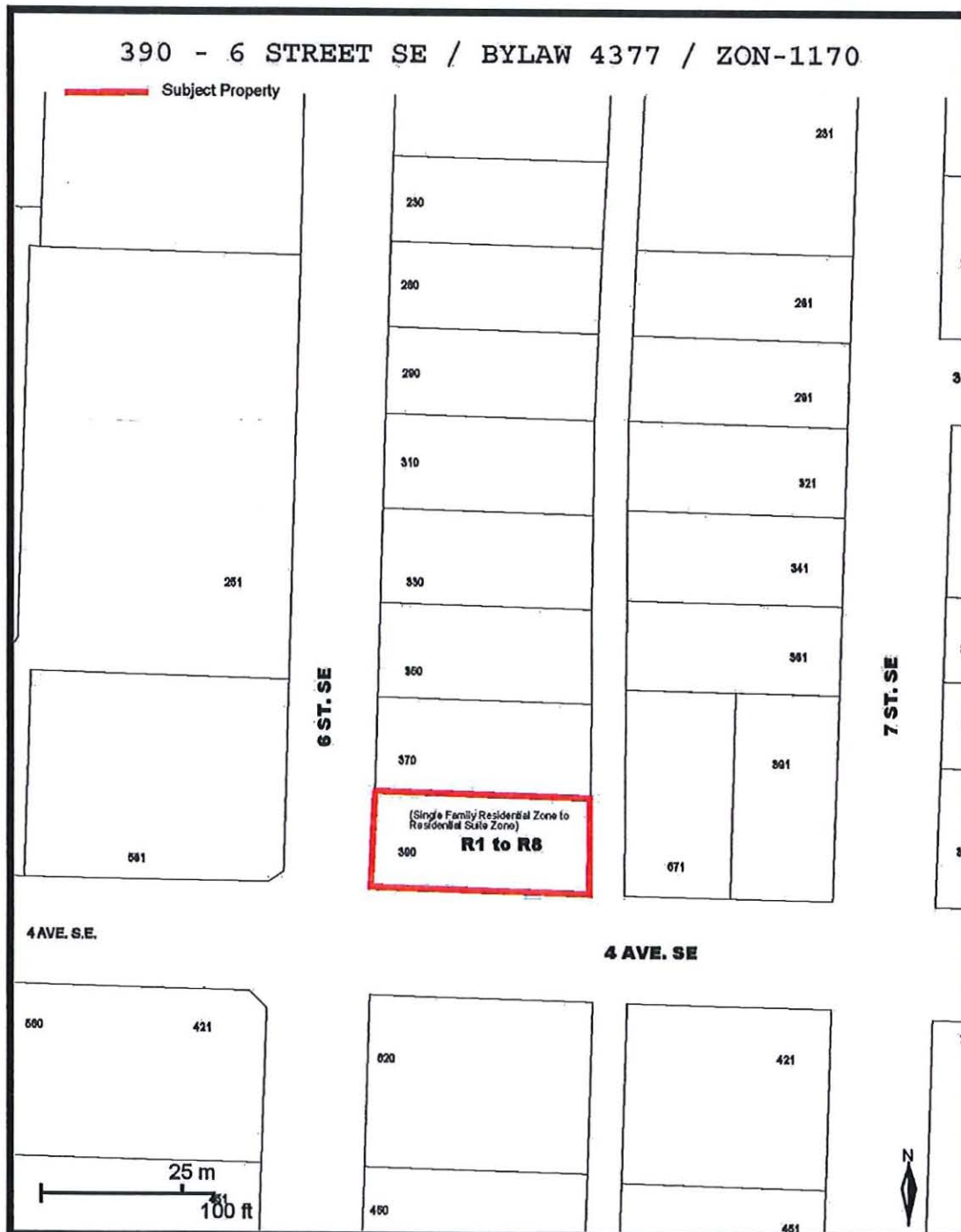
ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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



## SCHEDULE "A"



Item 10.6

## CITY OF SALMON ARM

Date: April 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm 2020 – 2024 Financial Plan Amendment Bylaw No. 4391 be read a first, second and third time;

AND THAT: the bylaw entitled City of Salmon Arm 2020 Annual Rate of Taxation Bylaw No. 4392 be read a first, second and third time.

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

---

Date: April 14, 2020  
 To: Mayor Harrison and Members of Council  
 Subject: 2020 Final Budget

---

## Recommendation

That: Bylaw No. 4391 cited as "City of Salmon Arm 2020 to 2024 Financial Plan Amendment Bylaw No. 4391" be given 3 readings;

And That: Bylaw No. 4392 cited as "City of Salmon Arm 2020 Annual Rate of Taxation Bylaw No. 4392" be given 3 readings.

## Background

The 2020 – 2024 Financial Plan was adopted by Council in October, 2019. A re-visitation of the Financial Plan is required in April of each year to provide for outstanding items such as:

- 2019 Capital Carry Forward Projects;
- 2019 Operational Carry Forward Projects;
- Authenticated Assessment Roll;
- Tax Requisitions from Other Governments (MFA, Regional District, Regional Hospital, BC Assessment Authority, etc.);
- Council Resolutions;
- Grants; and
- Other budget adjustments as noted below.

The 2020 Final Budget reflects a 0.00% tax increase and a 2.03% "new construction" factor. As per Council's resolution from February 24, 2020, \$50,000.00 in taxation revenue has been shifted from Class 4 (Major Industry) to Class 1 (Residential). Also, in keeping with Council's resolution in 2017, the Light Industry (Class 5) and Business (Class 6) property tax rate has been re-equalized resulting in a shift in general municipal property taxes of \$24,524.32 from the former to the latter.

The property tax increase impact to a Residential (Class 1) and Business (Class 6) assessment per \$100,000.00 of assessed value is \$0.00. In addition, Business (Class 6) will experience a slight decrease of \$5.20/\$100,000 (2019 – decrease of \$3.94/\$100,000) of assessed value as a result of a shift of general municipal property tax revenue and Light Industry (Class 5) will experience an increase of \$56.66/\$100,000 (2019 – increase of \$47.39/\$100,000) of assessed value.

In August 2019 the City received a letter from the Local Government Finance Director for the Ministry of Municipal Affairs and Housing advising that the ratios to be used when setting the Library Tax Rates must in be in accordance with s.197(3) of the Community Charter. The Library Tax Rates for 2020 have been set as such.

Budget Revisions

Council resolutions made thus far in 2020 and projects that commenced in 2019 have been included in the 2020 Final Budget for completion. Several O & M (i.e. various studies and assessments [Pedestrian Crosswalk Signals, Gravel Pit Assessment, Pavement Management, Lakeshore Road Rehabilitation, Superior Tanker Shuttle Accreditation, etc.], Police Station – Cell Block and Storage Bay Design projects, Cemetery – Digitizing of Records, Cemetery – Software, Park Major Maintenance projects, etc.) and capital projects (i.e. Fire – Hall 3 Exhaust System, Hall 4 Roof Repair, Police Building – Prison Cell Improvements, Hazardous Chemical Room, Transfer Switch, Mt. Ida Cemetery – Cemetery Mapping, and Lower Road Upgrade, Shuswap Memorial Cemetery – Road Widening & Parking, Development of Turner Creek Connector Trail, Canoe Boat Launch Improvements, Blackburn Park Covered Structure, Blackburn Park Bike Skills Project, Jackson Park – Bike Skills Park, a couple pieces of equipment (funded from Reserve), Asphaltic Overlays, Hudson Street Revitalization Project, Underpass Design and Construction, and Taxiway Charlie Design, various road, drainage, sidewalk, equipment, water and sewer projects, incomplete/not started gas tax projects, etc.) have been included in the 2020 budget revision.

With the exception of the above noted, changes to the 2020 Final Budget are largely attributed to the following items:

General Fund

Revenue

General Municipal Tax Revenue (To reduce tax increase to 0%, as resolved by Council.	
Offset with Transfer from Reserve – Surplus)	\$(470,460.00)
Special Assessments – SIR Parcel Tax (To reflect actual - offsets with expenditure for same)	2,605.00
Grant in Lieu of Taxes – BC Hydro (To reflect actual, redirected to Future Expenditure Reserve)	5,380.00
Grant in Lieu of Taxes – Fortis BC (To reflect actual)	(2,900.00)
Grant in Lieu of Taxes – Telus (To reflect actual)	(1,600.00)
Franchise Fee – Fortis BC (To reflect actual, redirected to Future Expenditure)	17,600.00
Airport – Rental – Telus Communications Inc. (To reflect actual)	(1,750.00)
Parks – Blackburn Park Concession (To reflect actual)	600.00
Traffic Fine Revenue Sharing Grant (To reflect actual, offsets with reduction in Grant in Lieu of Taxes – Fortis & Telus)	17,890.00
Other (ICBC – Pedestrian Crossing) (To reflect grant approval, offsets with expenditure for same)	15,000.00
Community Child Care Grant (To reflect grant approval, offsets with expenditure for same)	10,000.00
Rogers Hometown Hockey – EDS – MRDT (To reflect grant approval, offsets with expenditure for same)	8,000.00
Transfer from Reserve – Surplus (To reflect carry forward 2019 operational projects and offset to General Municipal Tax Revenue as resolved by Council, 0% tax increase)	511,450.00
Transfer from Reserve – Climate Action (To reflect 2019 carry forward project)	15,000.00
Transfer from Reserve – Canada 150 Celebration (To reflect 2019 carry forward project)	8,300.00
Transfer from Reserve – Affordable Housing (To reflect 2019 carry forward project)	50,990.00
Transfer from Reserve – Airport Major Maint. (To reflect 2019 carry forward projects)	29,150.00
Transfer from Reserve – Specified Area Parking (To reflect 2019 carry forward projects)	13,300.00
Transfer from Reserve – Heritage Related Activities (To reflect 2019 carry forward projects)	2,675.00



Okanagan Regional Library Tax Requisition (To reflect actual, offsets with expenditure for same)	5,000.00
Regional Hospital District Tax Requisition (To reflect actual, offsets with expenditure for same)	297,450.00
BC Assessment Authority Tax Requisition (To reflect actual, offsets with expenditure for same)	24,000.00
Regional District Tax Requisition (To reflect actual, offsets with expenditure for same)	66,315.00
Regional District SIR Tax Requisition (To reflect actual, offsets with expenditure for same)	(390.00)
Municipal Finance Authority Tax Requisition (To reflect actual, offsets with expenditure for same)	40.00

### Expenses

Civic Building Maint. – Jan. (To reflect actual)	925.00
Salaries and Benefits (To reflect actual, offsets with Other expenditure)	10,800.00
Other (To reflect actual, offsets with Various Salary and Wage expenditures for same)	(25,000.00)
Safety Coordinator – Wages & Benefits (To reflect actual, offsets with Other expenditure)	1,400.00
Other Grants – Lakeside Community Church – Permissive Property Taxes (As resolved by Council)	2,700.00
Fire – Station #3 – Bldgs & Grounds - Mats. (COVID Bunk Beds, offset with Fire Fighting Equipment for same)	3,500.00
Administration Fire – Wages & Benefits (To reflect actual, offsets with Other expenditure)	5,000.00
Fire Fighting Equipment – (COVID Bunk Beds, offset with Station #3 – Bldgs & Grounds – Mats. for same)	(3,500.00)
Transportation – Shop & Yard - Janitor (To reflect actual)	350.00
Transportation – Administration Wages & Benefits (To reflect actual, offsets with Other expenditure)	5,500.00
Transportation – Wages & Benefits – PW Foremen (To reflect actual, offsets with Other expenditure)	1,500.00
Transportation – Engineering Wages & Benefits (To reflect actual, offsets with Other expenditure)	1,100.00
Planning – Salaries & Benefits (To reflect actual, offsets with Other expenditure)	4,200.00
Engineering – Wages & Benefits (To reflect actual, offsets with Other expenditure)	2,000.00
Heritage Information Board Program (As resolved by Council, amalgamate accounts)	(4,500.00)
Historic Road Name Program (As resolved by Council, amalgamate accounts)	(1,000.00)
Community Heritage Register (As resolved by Council, amalgamate accounts)	(1,000.00)
BC Heritage Week (As resolved by Council, amalgamate accounts)	(500.00)
Heritage Projects (As resolved by Council, amalgamate accounts)	9,675.00
Parks – Wages & Benefits (To reflect actual, offsets with Other expenditure)	(6,500.00)
Rogers Hometown Hockey (To reflect grant approval, offsets with revenue for same)	8,000.00
Trans. Capital – Elgin Sweeper (Unit No. 35) (As resolved by Council)	38,000.00
Airport Capital – Runway Paving (As resolved by Council, provision for BC Air Access Grant application and Airport Taxiway Runway Reserve funding)	1,500,000.00
Shaw Capital – Chillers (As resolved by Council)	134,140.00
Parks Capital – Fall Fair Grounds Power Supply (As resolved by Council)	64,000.00
Parking Capital – Pay Parking Stations (As resolved by Council)	40,000.00
Transfer to Reserve – Future Expenditure (Reallocated from Traffic Fine Revenue Grant, Franchise Fee – Fortis BC)	32,045.00
Regional Hospital District Tax Requisition (To reflect actual, offsets with revenue for same)	297,450.00

BC Assessment Authority Tax Requisition (To reflect actual, offsets with revenue for same)	24,000.00
Regional District Tax Requisition (To reflect actual, offsets with revenue for same)	66,315.00
Regional District SIR Tax Requisition (To reflect actual, offsets with revenue for same)	(390.00)
Regional District SIR Parcel Requisition (To reflect actual, offsets with revenue for same)	2,605.00
Okanagan Regional Library Tax Requisition (To reflect actual, offsets with revenue for same)	5,000.00
Municipal Finance Authority Tax Requisition (To reflect actual, offsets with revenue for same)	40.00

Water Fund

Revenue

Other – Infrastructure Planning Grant (To reflect 2019 carry forward project)	10,000.00
Transfer from Reserve – Surplus (To reflect 2019 carry forward project)	34,000.00

Expenses

Water Conservation/Education – Lab. (To reflect 2019 carry forward project)	14,000.00
Secondary Water Supply Assessment (To reflect 2019 carry forward project)	30,000.00

Sewer Fund

Revenue

Transfer from Reserve – Asset Management Reserve (To reflect reduced 2019 carry forward project)	(5,000.00)
--	------------

Expenses

Asset Management Plan (To reflect reduced 2019 carry forward project)	(5,000.00)
Sewer Capital – 75 Ave NE Design (As resolved by Council)	11,885.00
Sewer Capital – Sanitary Relining (49 St-50 St NE) (As resolved by Council)	(11,885.00)
Sewer Capital – Canoe Sanitary Extension (TCH East) (As resolved by Council)	15,775.00
Sewer Capital – Sanitary Relining (49 St-50 St NE) (As resolved by Council)	(15,775.00)

Respectfully Submitted,

  
\_\_\_\_\_  
Tracy Tulak, CPA, CMA

CITY OF SALMON ARM

BYLAW NO. 4391

A bylaw to amend the 2020 to 2024 Financial Plan

WHEREAS in accordance with the provisions of Section 165 of the Community Charter, the Council has adopted a financial plan for the period of 2020 to 2024;

AND WHEREAS it is deemed expedient to amend the Financial Plan;

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

- 1. "Schedule "A" of "City of Salmon Arm 2020 to 2024 Financial Plan Bylaw No. 4358 is hereby deleted in its entirety and replaced with 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 for all purposes as "City of Salmon Arm 2020 to 2024 Financial Plan Amendment Bylaw No. 4391".

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

\_\_\_\_\_  
MAYOR

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

Schedule "A" - Bylaw #4391

**City of Salmon Arm****2020 - 2024 Financial Plan**

	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
<b>Consolidated Revenues</b>					
Property and MRDT Taxes - Net	\$ 19,299,580	\$ 19,685,572	\$ 20,079,283	\$ 20,480,869	\$ 20,890,486
Frontage & Parcel Taxes	3,634,055	3,706,736	3,780,871	3,856,488	3,933,618
Sales of Service	8,321,865	8,488,302	8,658,068	8,831,229	9,007,854
Revenue From Own Sources	2,518,330	2,568,697	2,620,071	2,672,472	2,725,921
Rentals	788,665	804,438	820,527	836,938	853,677
Federal Government Transfers	-	-	-	-	-
Provincial Government Transfers	395,990	403,910	411,988	420,228	428,633
Other Government Transfers	226,980	231,520	236,150	240,873	245,690
Transfer From Prior Year Surplus	1,054,105	1,075,187	1,096,691	1,118,625	1,140,998
Transfer From Reserve Accounts	998,060	1,018,021	1,038,381	1,059,149	1,080,332
Transfer From Reserve Funds	-	-	-	-	-
<b>Total Consolidated Revenues</b>	<b>\$37,237,630</b>	<b>\$37,982,383</b>	<b>\$ 38,742,030</b>	<b>\$ 39,516,871</b>	<b>\$ 40,307,209</b>
<b>Consolidated Expenditures</b>					
General Government Services	\$ 3,744,175	\$ 3,819,059	\$ 3,895,440	\$ 3,973,349	\$ 4,052,816
Protective Services	5,948,340	6,067,307	6,188,653	6,312,426	6,438,675
Transportation Services	5,663,870	5,777,147	5,892,690	6,010,544	6,130,755
Environmental Health Services	83,622	85,294	87,000	88,740	90,515
Environmental Development Service	2,863,305	2,920,571	2,978,982	3,038,562	3,099,333
Recreation and Cultural Services	4,567,520	4,658,870	4,752,047	4,847,088	4,944,030
Fiscal Services - Interest	1,434,243	1,462,928	1,492,187	1,522,031	1,552,472
Fiscal Services - Principal	1,162,910	1,186,168	1,209,891	1,234,089	1,258,771
Capital Expenditures	3,718,230	2,943,280	2,332,092	3,034,371	2,929,967
Transfer to Surplus	-	-	-	-	-
Transfer to Reserve Accounts	2,333,365	3,229,348	3,963,989	3,387,631	3,620,474
Transfer to Reserve Funds	1,195,200	1,219,104	1,243,486	1,268,356	1,293,723
Water Services	2,491,650	2,541,483	2,592,313	2,644,159	2,697,042
Sewer Services	2,031,200	2,071,824	2,113,260	2,155,525	2,198,636
<b>Total Consolidated Expenditures</b>	<b>\$37,237,630</b>	<b>\$37,982,383</b>	<b>\$ 38,742,030</b>	<b>\$ 39,516,871</b>	<b>\$ 40,307,209</b>



**2020 - 2024 Financial Plan****City of Salmon Arm**

2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
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**Capital Projects****Finances Acquired**

General Operating Fund	\$ 2,338,230	\$ 1,953,280	\$ 1,305,092	\$ 1,959,371	\$ 1,954,967
Water Operating Fund	670,000	490,000	500,000	500,000	800,000
Sewer Operating Fund	710,000	500,000	527,000	575,000	175,000
Federal Government Grants	2,430,800	-	-	-	-
Provincial Government Grants	3,750,800	-	-	-	-
Prior Year Surplus	50,000	510,000	-	-	-
Reserve Accounts	11,159,913	690,000	15,000	340,000	1,200,000
Reserve Funds	2,325,000	2,808,750	710,000	550,000	1,122,000
Development Cost Charges	604,000	2,307,500	3,335,000	3,445,000	3,373,000
Short Term Debt	-	-	-	-	-
Long Term Debt	2,348,000	-	-	-	500,000
Developer Contributions	1,270,000	40,000	44,000	40,000	40,000

**Total Funding Sources**

<b>\$ 27,656,743</b>	<b>\$ 9,299,530</b>	<b>\$ 6,436,092</b>	<b>\$ 7,409,371</b>	<b>\$ 9,164,967</b>
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**Finances Applied**

Transportation Infrastructure	\$ 18,227,980	\$ 4,222,000	\$ 3,622,000	\$ 3,619,500	\$ 5,219,500
Buildings	418,793	197,000	144,000	458,500	140,000
Land	-	-	-	300,000	-
IT Infrastructure	97,600	721,500	55,000	65,000	185,000
Machinery and Equipment	1,799,425	1,192,780	513,092	443,871	397,967
Vehicles	655,000	35,000	-	-	-
Parks Infrastructure	1,418,120	966,250	260,000	262,500	782,500
Utility Infrastructure	5,039,825	1,965,000	1,842,000	2,260,000	2,440,000

**Total Capital Expense**

<b>\$ 27,656,743</b>	<b>\$ 9,299,530</b>	<b>\$ 6,436,092</b>	<b>\$ 7,409,371</b>	<b>\$ 9,164,967</b>
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**Departmental Summary:**

2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
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General Government Services	\$ 40,970	\$ 193,500	\$ 122,500	\$ 138,500	\$ 208,500
Protective Services	991,800	805,000	140,000	55,000	55,000
Transportation Services	19,225,825	4,523,500	3,918,500	4,233,500	5,518,500
Environmental Health Services	56,510	2,500	2,500	327,500	27,500
Environmental Development Services	-	-	-	-	-
Recreation and Cultural Services	2,115,428	1,235,030	335,592	319,871	840,467
Water Services	3,506,000	2,040,000	1,390,000	1,760,000	2,340,000
Sewer Services	1,720,210	500,000	527,000	575,000	175,000

**Total by Department**

<b>\$ 27,656,743</b>	<b>\$ 9,299,530</b>	<b>\$ 6,436,092</b>	<b>\$ 7,409,371</b>	<b>\$ 9,164,967</b>
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Schedule "B" – Bylaw #4391  
2020 Revenue Policy Disclosure

1. Table One (1) reflects the proportion of total revenue proposed to be raised from each funding source in 2020. Property taxes form the greatest proportion of revenue of the City. The first column details the proposed percentage of revenue including Conditional Government Transfers and the second column shows the proposed percentage of revenue excluding Conditional Government Transfers. Conditional Government Transfers are funds provided by other levels of government or government agencies to fund specific projects. The absence of this funding would result in an increase to property taxes, debt borrowing or funding from reserves or other sources (ie. developers, donations, etc.) or result in the project not being undertaken.

The City collects three (3) types of parcel tax; a water frontage tax; a sewer frontage tax and a transportation parcel tax. The water and sewer frontage tax rate is applied to each parcel of land taxable foot frontage. The frontage rate is comprised of a capital debt repayment component plus 10% of the water and sewer operation and maintenance budget for preventative maintenance of the utilities infrastructure. The City introduced a transportation parcel tax in 2003. The transportation parcel tax is collected to maintain the City's transportation network to an adequate level to minimize future reconstruction costs and ensure the network is safe from hazards and disrepair. To this end, the transportation parcel tax provides a stable and dedicated source of funding. The transportation parcel tax was specifically implemented on a "flat rate per parcel" rather than an "ad velorum tax" basis recognizing that all classes of property are afforded equal access to the City's transportation network and should contribute to its sustainability equally. This method directed tax dollars away from business and industry to residential.

The City also receives a Municipal Regional District Tax (MRDT) which is levied and collected by the Provincial Government on all daily accommodation rentals within the City. Under the direction and approval of the Accommodation Industry, the City has applied to the Provincial Government to levy a 2% MRDT which will be utilized on initiatives that will increase exposure/awareness of Salmon Arm as a tourism destination with emphasis on off-season event expansion.

The City endorses a 'user pay' philosophy in its collection of fees and charges. Such fees and charges (ie. development, building, plumbing and fire permits, recreational program and rental fees and cemetery services) are reviewed annually to ensure adequate cost recovery for the provision of services. The policy of the City is to work towards full cost recovery for services provided. The objective in reviewing fees and charges periodically is to measure the cost of providing municipal services versus the cost recovery established through user fees and charges. Development Cost Charges are based on the City's Long Term Financial Plan. Included in this percentage is the City's investment income. The City exercises a stringent cash management plan to maximize investment and interest income.

Other sources of revenue provide funding for specific functions such as the Columbia Shuswap Regional District's contribution to the Shuswap Regional Airport, Recreation Centre, Shaw Centre, Cemeteries and Fire Training Centre.

The proceeds from borrowing and developer contributions fund capital projects pursuant to the City's Long Term Financial Plan.

Schedule "B" – Bylaw #4391  
2020 Revenue Policy Disclosure

Table 1: Proportions of Total Revenue

<b>Revenue Source</b>	<b>Percentage to Total Revenue</b> Includes Conditional Government Transfers	<b>Percentage to Total Revenue</b> Excludes Conditional Government Transfers
Property Taxes	42.90%	51.79%
Parcel Taxes	8.08%	9.75%
User Fees, Charges and Interest Income	25.85%	31.20%
Other Sources	17.95%	0.96%
Proceeds From Borrowing	5.22%	6.30%
	100.00%	100.00%

2. Table Two (2) reflects the distribution of property tax between the different property classes. The objective of the City is to set tax rates in order to maintain tax stability while maintaining equality between the property classes. The policy of the City is to develop a tax rate which maintains the proportionate relationship between the property classes. Inflationary increases in assessments are reduced to reflect only the 'real' increase attributed to new construction for each property class. This allows the property owner to be confident that, in any year, their property tax bill will only increase as much as their proportion of the increase in tax revenue required year to year.

The City has reviewed the property tax multiple structure and adjusted the property tax multiple for Class 4 (Major Industry) by shifting \$50,000.00 in general municipal taxes from Class 4 (Major Industry) to Class 1 (Residential) for the taxation year 2020 in keeping with its objective to maintain tax stability while maintaining equality between property classes.

The City reviewed the property tax multiple structure and equalized the general municipal property tax rate and associated multiple for Class 5 (Light Industry) and Class 6 (Business) by shifting general municipal property taxes from Class 5 (Light Industry) to Class 6 (Business) commencing in 2017. This property tax stability strategy is in keeping with its objective to maintain tax stability while maintaining equality between property classifications.

Assessment values fluctuate as market values change in one class or another. It is this market value change that may precipitate an amendment to the class multiple.

The Provincial Government has legislated a municipal taxation rate cap for the Class 2 (Utilities) assessments. The City of Salmon Arm Class 2 (Utilities) general municipal property tax rate adheres to this legislation.

Schedule "B" – Bylaw #4391  
2020 Revenue Policy Disclosure

Table 2: Distribution of Property Taxes Between Property Classes

Property Class	2020 Tax Rate	Class Multiple	Percentage to Total Property Tax	Percentage to Total Property Assessment Value
Residential	3.8984	1.00:1	66.25%	85.27%
Utilities	23.7386	6.09:1	0.83%	0.18%
Supportive Housing	0.000	0.00:1	0.00%	0.00%
Major Industry	66.4164	17.04:1	2.81%	0.21%
Light Industry	10.6288	2.73:1	2.47%	1.17%
Business	10.6288	2.73:1	26.93%	12.72%
Managed Forest Land	7.9356	2.04:1	0.00%	0.00%
Recreational/Non Profit	2.8219	0.72:1	0.12%	0.22%
Farm	12.7025	3.26:1	0.59%	0.23%

3. The City adopted a Permissive Tax Exemption Policy in 1998 which outlines the eligibility criteria to receive a permissive tax exemption. The Annual Municipal Report for 2019 contains a schedule of permissive tax exemptions granted for the year and the amount of tax revenue exempted.

Commencing in 1999, the City provided a three (3) year permissive tax exemption for each eligible organization. These include religious institutions, historical societies, some recreational facilities, service organizations and cultural institutions.

Table 3: Permissive Tax Exemptions

Organization	General Municipal Tax Exemption	Other Government Tax Exemption	Total
Churches	\$ 46,063.50	\$ 36,955.00	\$ 83,018.50
Non Profit Societies	392,803.00	222,863.00	615,666.00
Senior Centers	19,338.00	9,601.00	28,939.00
Other	13,754.00	10,356.00	24,110.00
Sports Clubs	290,408.00	149,213.00	439,621.00
<b>Total</b>	<b>\$ 762,366.50</b>	<b>\$ 428,988.00</b>	<b>\$ 1,191,354.50</b>



Schedule "B" – Bylaw #4391  
2020 Revenue Policy Disclosure

4. The Official Community Plan for the City of Salmon Arm identifies the revitalization of the downtown as a priority. As a result, in 2005, the City established a Downtown Revitalization Tax Exemption Program pursuant to City of Salmon Arm Revitalization Tax Exemption Bylaw No. 3471.

The Revitalization Tax Exemption Program is a tool that Council is using to encourage property investment in the downtown area (hereinafter referred to as the Revitalization Area). Council's objective is to stimulate and reinforce development initiatives in the Revitalization Area by promoting property investment within the C-2, "Town Centre Commercial Zone" and to reinforce the City's investment in infrastructure upgrades and beautification projects.

City of Salmon Arm Revitalization Tax Exemption Bylaw No. 3741 establishes property tax exemptions in respect of construction of a new improvement or alteration of an existing improvement where the alteration has a value in excess of \$75,000.00 to encourage revitalization in the Revitalization Area.

Table 4: Revitalization Tax Exemptions

Area	2015 General Municipal Tax Exemption	2016 General Municipal Tax Exemption	2017 General Municipal Tax Exemption	2018 General Municipal Tax Exemption	2019 General Municipal Tax Exemption	2020 General Municipal Tax Exemption
C-2 "Downtown Commercial Zone"	\$ 45,846.66	\$ 34,828.47	\$ 29,851.20	\$ 24,304.74	\$ 24,657.03	\$ 18,939.56

5. The Official Community Plan for the City of Salmon Arm identifies the revitalization of the "Industrial Zones" as a priority. As a result, in 2014, the City established an Industrial Revitalization Tax Exemption Program pursuant to City of Salmon Arm Revitalization Tax Exemption Bylaw No. 4020.

The Revitalization Tax Exemption Program is a tool that Council is using to encourage property investment in the "Industrial Zones" (hereinafter referred to as the Revitalization Area). Council's objective is to stimulate and reinforce development initiatives in the Revitalization Area by promoting property investment within the "Industrial Zone" and to reinforce the City's investment in infrastructure upgrades and beautification projects.

City of Salmon Arm Revitalization Tax Exemption Bylaw No. 4020 establishes general municipal property tax exemptions in respect of construction of a new improvement or alteration of an existing improvement where the alteration has a value in excess of \$300,000.00 to encourage revitalization in the Revitalization Area.

This bylaw shall have an expiration date of five (5) years from the date of adoption.

Schedule "B" – Bylaw #4391  
2020 Revenue Policy Disclosure

Table 5: Revitalization Tax Exemptions

<b>Area</b>	<b>2016 General Municipal Tax Exemption</b>	<b>2017 General Municipal Tax Exemption</b>	<b>2018 General Municipal Tax Exemption</b>	<b>2019 General Municipal Tax Exemption</b>	<b>2020 General Municipal Tax Exemption</b>
"Industrial Zone"	\$ 0.00	\$ 0.00	\$ 5,425.51	\$ 5,400.26	\$ 7,614.60

**CITY OF SALMON ARM****BYLAW NO. 4392****A bylaw to set the rate of taxation for the year 2020**

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WHEREAS in accordance with the provisions of Section 197 of the *Community Charter*, SBC, 2003, Chapter 26 the Council is required, by bylaw, to impose property value taxes for the year by establishing tax rates for Municipal, Hospital, Library, Regional District, Off-Street Parking and Business Improvements purposes for the year 2020;

AND WHEREAS pursuant to Section 235 of the *Community Charter* Council must establish an Alternative Municipal Tax Collection Scheme, including penalties to be applied in relation to payments made after a tax due date established by such bylaw;

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

1. The following rates are hereby imposed and levied for the year 2020:
  - a) For all lawful general and debt purposes of the municipality on the value of land and improvements taxable for General Municipal purposes, rates appearing in Column "A" of Schedule "A" attached hereto and forming a part hereof.
  - b) For Regional Hospital District purposes on the value of land and improvements taxable for Hospital purposes rates appearing in Column "B" of Schedule "A" attached hereto and forming a part hereof.
  - c) For Columbia Shuswap Regional District purposes on the value of land and improvements taxable for Hospital purposes, rates appearing in Column "C" of Schedule "A" attached hereto and forming a part hereof.
  - d) For Columbia Shuswap Regional District - SIR purposes on the value of land taxable for Hospital purposes, rates appearing in Column "D" of Schedule "A" attached hereto and forming a part hereof.
  - e) For Business Improvement Area purposes on the value of land and improvements taxable for General Municipal purposes, rates appearing in Column "E" of Schedule "A" attached hereto and forming a part hereof.
  - f) For Off-Street Parking Specified Area purposes on the value of land and improvements taxable for General Municipal purposes, rates appearing in Column "F" of Schedule "A" attached hereto and forming a part hereof.

- 
- g) For Okanagan Regional Library purposes on the value of lands and improvements taxable for General Municipal purposes, rates appearing in Column "G" of Schedule "A" attached hereto and forming a part hereof.
  - h) For BC Assessment Authority purposes the rates have been established by legislation and rates appearing in Column "H" of Schedule "A" attached hereto and forming a part hereof.
  - i) For Municipal Finance Authority purposes the rates have been established by legislation and rates appearing in Column "I" of Schedule "A" attached hereto and forming a part hereof.
2. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
  3. Unless Section 4 applies, the rates and taxes named under this Bylaw are due and shall be paid in accordance with Sections 3, 4, 5 and 6 of this Bylaw on or before July 30, 2020.
  4. An owner may elect to pay the rates and taxes named under this Bylaw in accordance with the General Tax Collection Scheme established under Part 7: Division 10 of the *Community Charter* by giving written notice of that election to the Chief Financial Officer at their office at the City of Salmon Arm offices on or before June 19, 2020.
  5. If an owner does not make an election under Section 4, the Alternate Municipal Tax Collection Scheme applies to the rates and taxes payable to that owner.
  6. Upon the 31<sup>st</sup> day of July, 2020, or as soon thereafter as is practicable, the Chief Financial Officer shall add to the unpaid balance of the current year's taxes, in respect of each parcel of land and the improvements as shown upon the Real Property Tax Roll of the City of Salmon Arm for 2020, ten per cent (10%) of the amount unpaid as of the 30<sup>th</sup> day of July, 2020.
  7. Despite Section 3, taxes resulting from a supplementary assessment roll which remain unpaid 30 days after sending of the notice of the taxes payable to the assessed owner are to incur and bear a penalty for that year of ten percent (10%) of the amount of such taxes.
  8. 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.
  9. 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.



2020 Annual Rate of Taxation  
Bylaw No. 4392

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10. EFFECTIVE DATE

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

11. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm 2020 Annual Rate of Taxation Bylaw No. 4392".

READ A FIRST TIME THIS DAY OF 2020

READ A SECOND TIME THIS DAY OF 2020

READ A THIRD TIME THIS DAY OF 2020

ADOPTED BY COUNCIL THIS DAY OF 2020

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MAYOR

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CORPORATE OFFICER

City of Salmon Arm  
2020 Property Tax  
Rates

Bylaw No.  
4392

Schedule "A"

	Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
Property Class	General Municipal	Regional Hospital District	Regional District	Regional District SIR	Specified Area Business Improvement	Specified Area Off-Street Parking	Regional Library	BC Assessment Authority	Municipal Finance Authority
Residential	3.8984	0.3402	0.2265	0.0312	-	0.2629	0.1602	0.0426	0.0002
Utilities	23.7386	1.1909	0.7926	0.1093	-	0.9201	0.9753	0.4788	0.0007
Supportive Housing	-	-	-	-	-	-	-	-	0.0002
Major Industry	66.4164	1.1568	0.7700	0.1061	-	-	2.7290	0.4788	0.0007
Light Industry	10.6288	1.1568	0.7700	0.1061	-	-	0.4372	0.1099	0.0007
Business/Other	10.6288	0.8336	0.5548	0.0765	1.3763	0.6440	0.4372	0.1099	0.0005
Managed Forest Land	7.9356	1.0207	0.6794	0.0936	-	-	0.3267	0.2242	0.0006
Recreational/Non Profit	2.8219	0.3402	0.2265	0.0312	-	-	0.1153	0.0426	0.0002
Farm	12.7025	0.3402	0.2265	0.0312	-	-	0.5221	0.0426	0.0002

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## Item 11.1

**CITY OF SALMON ARM**Date: April 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: the following bylaws be read a final time:

- a) City of Salmon Arm 2019 – 2023 Financial Plan Bylaw No. 4380;
- b) City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4382;
- c) City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4383;
- d) City of Salmon Arm Development Cost Charge Parks Reserve Fund Expenditure Bylaw No. 4384;
- e) City of Salmon Arm Community Center Major Maintenance Reserve Fund Expenditure Bylaw No. 4385;
- f) City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4386; and
- g) City of Salmon Arm Development Cost Charge Sewer Reserve Fund Expenditure Bylaw No. 4387.

**Vote Record**

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

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



## CITY OF SALMON ARM

BYLAW NO. 4380**A bylaw to amend the 2019 to 2023 Financial Plan**


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WHEREAS in accordance with the provisions of Section 165 of the Community Charter, the Council has adopted a financial plan for the period of 2019 to 2023;

AND WHEREAS it is deemed expedient to amend the Financial Plan;

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

1. "Schedule "A" of "City of Salmon Arm 2019 to 2023 Financial Plan Bylaw No. 4363 is hereby deleted in its entirety and replaced with 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 for all purposes as "City of Salmon Arm 2019 to 2023 Financial Plan Amendment Bylaw No. 4380".

READ A FIRST TIME THIS	23rd	DAY OF	March	2020
READ A SECOND TIME THIS	23rd	DAY OF	March	2020
READ A THIRD TIME THIS	23rd	DAY OF	March	2020
ADOPTED BY COUNCIL THIS		DAY OF		2020

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MAYOR

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CORPORATE OFFICER

Schedule "A" - Bylaw #4380

**City of Salmon Arm****2019 - 2023 Financial Plan**

	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
<b>Consolidated Revenues</b>					
Property and MRDT Taxes - Net	\$ 18,991,635	\$ 19,771,765	\$ 20,167,200	\$ 20,570,544	\$ 20,981,955
Frontage & Parcel Taxes	3,603,450	3,631,450	3,704,079	3,778,161	3,853,724
Sales of Service	8,511,395	8,321,865	8,488,302	8,658,068	8,831,229
Revenue From Own Sources	2,771,950	2,500,730	2,550,745	2,601,760	2,653,795
Rentals	828,045	789,815	805,611	821,723	838,157
Federal Government Transfers	-	-	-	-	-
Provincial Government Transfers	440,100	343,100	349,962	356,961	364,100
Other Government Transfers	217,975	218,980	223,360	227,827	232,384
Transfer From Prior Year Surplus	600,875	508,655	518,828	529,205	539,789
Transfer From Reserve Accounts	930,195	883,645	901,318	919,344	937,731
Transfer From Reserve Funds	-	-	-	-	-
<b>Total Consolidated Revenues</b>	<b>\$ 36,895,620</b>	<b>\$ 36,970,005</b>	<b>\$ 37,709,405</b>	<b>\$ 38,463,593</b>	<b>\$ 39,232,864</b>
<b>Consolidated Expenditures</b>					
General Government Services	\$ 3,478,174	\$ 3,717,160	\$ 3,791,503	\$ 3,867,333	\$ 3,944,680
Protective Services	5,147,520	5,943,340	6,062,207	6,183,451	6,307,120
Transportation Services	4,972,555	5,578,145	5,689,708	5,803,502	5,919,572
Environmental Health Services	89,872	67,872	69,229	70,614	72,026
Environmental Development Services	2,802,695	2,829,630	2,886,223	2,943,947	3,002,826
Recreation and Cultural Services	4,160,765	4,538,105	4,628,867	4,721,444	4,815,873
Fiscal Services - Interest	1,356,393	1,434,243	1,462,928	1,492,187	1,522,031
Fiscal Services - Principal	1,316,705	1,162,910	1,186,168	1,209,891	1,234,089
Capital Expenditures	2,664,885	3,718,230	2,943,280	2,332,092	3,034,371
Transfer to Surplus	-	-	-	-	-
Transfer to Reserve Accounts	4,651,051	2,301,320	3,196,661	3,930,649	3,353,623
Transfer to Reserve Funds	1,570,705	1,195,200	1,219,104	1,243,486	1,268,356
Water Services	2,656,600	2,447,650	2,496,603	2,546,535	2,597,466
Sewer Services	2,027,700	2,036,200	2,076,924	2,118,462	2,160,831
<b>Total Consolidated Expenditures</b>	<b>\$ 36,895,620</b>	<b>\$ 36,970,005</b>	<b>\$ 37,709,405</b>	<b>\$ 38,463,593</b>	<b>\$ 39,232,864</b>

**2019 - 2023 Financial Plan****City of Salmon Arm**

2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
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**Capital Projects****Finances Acquired**

General Operating Fund	\$ 1,836,685	\$ 2,338,230	\$ 1,953,280	\$ 1,305,092	\$ 1,959,371
Water Operating Fund	544,500	670,000	490,000	500,000	500,000
Sewer Operating Fund	283,700	710,000	500,000	527,000	575,000
Federal Government Grants	2,808,865	2,169,000	-	-	-
Provincial Government Grants	2,975,620	2,264,000	-	-	-
Prior Year Surplus	81,000	50,000	510,000	-	-
Reserve Accounts	5,960,630	5,066,380	690,000	15,000	340,000
Reserve Funds	2,471,500	2,325,000	2,808,750	710,000	550,000
Development Cost Charges	624,000	604,000	2,307,500	3,335,000	3,445,000
Short Term Debt	-	-	-	-	-
Long Term Debt	6,092,000	7,845,000	-	-	-
Developer Contributions	1,206,800	1,250,000	40,000	44,000	40,000

**Total Funding Sources**

<b>\$ 24,885,300</b>	<b>\$ 25,291,610</b>	<b>\$ 9,299,530</b>	<b>\$ 6,436,092</b>	<b>\$ 7,409,371</b>
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**Finances Applied**

Transportation Infrastructure	\$ 18,286,360	\$ 16,392,335	\$ 4,222,000	\$ 3,622,000	\$ 3,619,500
Buildings	793,075	356,970	197,000	144,000	458,500
Land	750,000	-	-	-	300,000
IT Infrastructure	206,750	97,600	721,500	55,000	65,000
Machinery and Equipment	1,709,900	1,657,500	1,192,780	513,092	443,871
Vehicles	300,000	655,000	35,000	-	-
Parks Infrastructure	840,200	1,168,395	966,250	260,000	262,500
Utility Infrastructure	1,999,015	4,963,810	1,965,000	1,842,000	2,260,000

**Total Capital Expense**

<b>\$ 24,885,300</b>	<b>\$ 25,291,610</b>	<b>\$ 9,299,530</b>	<b>\$ 6,436,092</b>	<b>\$ 7,409,371</b>
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**Departmental Summary:**

2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
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General Government Services	\$ 905,970	\$ 40,970	\$ 193,500	\$ 122,500	\$ 138,500
Protective Services	523,300	956,000	805,000	140,000	55,000
Transportation Services	20,195,360	17,341,835	4,523,500	3,918,500	4,233,500
Environmental Health Services	68,940	66,660	2,500	2,500	327,500
Environmental Development Services	-	-	-	-	-
Recreation and Cultural Services	1,077,865	1,702,335	1,235,030	335,592	319,871
Water Services	1,250,705	3,509,000	2,040,000	1,390,000	1,760,000
Sewer Services	863,160	1,674,810	500,000	527,000	575,000

**Total by Department**

<b>\$ 24,885,300</b>	<b>\$ 25,291,610</b>	<b>\$ 9,299,530</b>	<b>\$ 6,436,092</b>	<b>\$ 7,409,371</b>
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Schedule "B" – Bylaw #4380  
2019 Revenue Policy Disclosure

1. Table One (1) reflects the proportion of total revenue proposed to be raised from each funding source in 2019. Property taxes form the greatest proportion of revenue of the City. The first column details the proposed percentage of revenue including Conditional Government Transfers and the second column shows the proposed percentage of revenue excluding Conditional Government Transfers. Conditional Government Transfers are funds provided by other levels of government or government agencies to fund specific projects. The absence of this funding would result in an increase to property taxes, debt borrowing or funding from reserves or other sources (ie. developers, donations, etc.) or result in the project not being undertaken.

The City collects three (3) types of parcel tax; a water frontage tax; a sewer frontage tax and a transportation parcel tax. The water and sewer frontage tax rate is applied to each parcel of land taxable foot frontage. The frontage rate is comprised of a capital debt repayment component plus 10% of the water and sewer operation and maintenance budget for preventative maintenance of the utilities infrastructure. The City introduced a transportation parcel tax in 2003. The transportation parcel tax is collected to maintain the City's transportation network to an adequate level to minimize future reconstruction costs and ensure the network is safe from hazards and disrepair. To this end, the transportation parcel tax provides a stable and dedicated source of funding. The transportation parcel tax was specifically implemented on a "flat rate per parcel" rather than an "ad valorem tax" basis recognizing that all classes of property are afforded equal access to the City's transportation network and should contribute to its sustainability equally. This method directed tax dollars away from business and industry to residential.

The City also receives a Municipal Regional District Tax (MRDT) which is levied and collected by the Provincial Government on all daily accommodation rentals within the City. Under the direction and approval of the Accommodation Industry, the City has applied to the Provincial Government to levy a 2% MRDT which will be utilized on initiatives that will increase exposure/awareness of Salmon Arm as a tourism destination with emphasis on off-season event expansion.

The City endorses a 'user pay' philosophy in its collection of fees and charges. Such fees and charges (ie. development, building, plumbing and fire permits, recreational program and rental fees and cemetery services) are reviewed annually to ensure adequate cost recovery for the provision of services. The policy of the City is to work towards full cost recovery for services provided. The objective in reviewing fees and charges periodically is to measure the cost of providing municipal services versus the cost recovery established through user fees and charges. Development Cost Charges are based on the City's Long Term Financial Plan. Included in this percentage is the City's investment income. The City exercises a stringent cash management plan to maximize investment and interest income.

Other sources of revenue provide funding for specific functions such as the Columbia Shuswap Regional District's contribution to the Shuswap Regional Airport, Recreation Centre, Shaw Centre, Cemetery and Fire Training Centre.

The proceeds from borrowing and developer contributions fund capital projects pursuant to the City's Long Term Financial Plan.



Schedule "B" – Bylaw #4380  
2019 Revenue Policy Disclosure

Table 1: Proportions of Total Revenue

<b>Revenue Source</b>	<b>Percentage to Total Revenue</b> Includes Conditional Government Transfers	<b>Percentage to Total Revenue</b> Excludes Conditional Government Transfers
Property Taxes	39.20%	46.09%
Parcel Taxes	7.44%	8.75%
User Fees, Charges and Interest Income	25.00%	29.40%
Other Sources	15.79%	0.97%
Proceeds From Borrowing	12.57%	14.79%
	100.00%	100.00%

2. Table Two (2) reflects the distribution of property tax between the different property classes. The objective of the City is to set tax rates in order to maintain tax stability while maintaining equality between the property classes. The policy of the City is to develop a tax rate which maintains the proportionate relationship between the property classes. Inflationary increases in assessments are reduced to reflect only the 'real' increase attributed to new construction for each property class. This allows the property owner to be confident that, in any year, their property tax bill will only increase as much as their proportion of the increase in tax revenue required year to year.

The City reviewed the property tax multiple structure and equalized the general municipal property tax rate and associated multiple for Class 5 (Light Industry) and Class 6 (Business) by shifting general municipal property taxes from Class 5 (Light Industry) to Class 6 (Business) commencing in 2017. This property tax stability strategy is in keeping with its objective to maintain tax stability while maintaining equality between property classifications.

Assessment values fluctuate as market values change in one class or another. It is this market value change that may precipitate an amendment to the class multiple.

The Provincial Government has legislated a municipal taxation rate cap for the Class 2 (Utilities) assessments. The City of Salmon Arm Class 2 (Utilities) general municipal property tax rate adheres to this legislation.

Schedule "B" – Bylaw #4380  
2019 Revenue Policy Disclosure

Table 2: Distribution of Property Taxes Between Property Classes

Property Class	2019 Tax Rate	Class Multiple	Percentage to Total Property Tax	Percentage to Total Property Assessment Value
Residential	3.9378	1.00:1	66.01%	85.69%
Utilities	25.6419	6.51:1	0.83%	0.16%
Supportive Housing	0.000	0:1	0.00%	0.00%
Major Industry	72.7672	18.48:1	3.14%	0.22%
Light Industry	11.1080	2.82:1	2.25%	1.03%
Business	11.1080	2.82:1	27.03%	12.44%
Managed Forest Land	7.9356	2.02:1	0.01%	0.01%
Recreational/Non Profit	2.8745	0.73:1	0.12%	0.21%
Farm	12.7915	3.25:1	0.61%	0.24%

3. The City adopted a Permissive Tax Exemption Policy in 1998 which outlines the eligibility criteria to receive a permissive tax exemption. The Annual Municipal Report for 2017 contains a schedule of permissive tax exemptions granted for the year and the amount of tax revenue exempted.

Commencing in 1999, the City provided a three (3) year permissive tax exemption for each eligible organization. These include religious institutions, historical societies, some recreational facilities, service organizations and cultural institutions.

Table 3: Permissive Tax Exemptions

Organization	General Municipal Tax Exemption	Other Government Tax Exemption	Total
Churches	\$ 45,996.50	\$ 37,726.50	\$ 83,723.00
Non Profit Societies	409,140.00	243,030.00	652,170.00
Senior Centers	19,019.00	9,965.00	28,984.00
Other	15,104.00	11,523.00	26,627.00
Sports Clubs	271,559.00	146,616.00	418,175.00
<b>Total</b>	<b>\$ 760,818.50</b>	<b>\$ 448,860.50</b>	<b>\$ 1,209,679.00</b>

Schedule "B" – Bylaw #4380  
2019 Revenue Policy Disclosure

4. The Official Community Plan for the City of Salmon Arm identifies the revitalization of the downtown as a priority. As a result, in 2005, the City established a Downtown Revitalization Tax Exemption Program pursuant to City of Salmon Arm Revitalization Tax Exemption Bylaw No. 3471.

The Revitalization Tax Exemption Program is a tool that Council is using to encourage property investment in the downtown area (hereinafter referred to as the Revitalization Area). Council's objective is to stimulate and reinforce development initiatives in the Revitalization Area by promoting property investment within the C-2, "Town Centre Commercial Zone" and to reinforce the City's investment in infrastructure upgrades and beautification projects.

City of Salmon Arm Revitalization Tax Exemption Bylaw No. 3741 establishes property tax exemptions in respect of construction of a new improvement or alteration of an existing improvement where the alteration has a value in excess of \$75,000.00 to encourage revitalization in the Revitalization Area.

Table 4: Revitalization Tax Exemptions

Area	2014 General Municipal Tax Exemption	2015 General Municipal Tax Exemption	2016 General Municipal Tax Exemption	2017 General Municipal Tax Exemption	2018 General Municipal Tax Exemption	2019 General Municipal Tax Exemption
C-2 "Downtown Commercial Zone"	\$ 47,032.50	\$ 45,846.66	\$ 34,828.47	\$ 29,851.20	\$ 24,304.74	\$ 24,657.03

5. The Official Community Plan for the City of Salmon Arm identifies the revitalization of the "Industrial Zones" as a priority. As a result, in 2014, the City established an Industrial Revitalization Tax Exemption Program pursuant to City of Salmon Arm Revitalization Tax Exemption Bylaw No. 4020.

The Revitalization Tax Exemption Program is a tool that Council is using to encourage property investment in the "Industrial Zones" (hereinafter referred to as the Revitalization Area). Council's objective is to stimulate and reinforce development initiatives in the Revitalization Area by promoting property investment within the "Industrial Zone" and to reinforce the City's investment in infrastructure upgrades and beautification projects.

City of Salmon Arm Revitalization Tax Exemption Bylaw No. 4020 establishes general municipal property tax exemptions in respect of construction of a new improvement or alteration of an existing improvement where the alteration has a value in excess of \$300,000.00 to encourage revitalization in the Revitalization Area.

This bylaw shall have an expiration date of five (5) years from the date of adoption.

Schedule "B" – Bylaw #4380  
2019 Revenue Policy Disclosure

Table 5: Revitalization Tax Exemptions

<b>Area</b>	<b>2015 General Municipal Tax Exemption</b>	<b>2016 General Municipal Tax Exemption</b>	<b>2017 General Municipal Tax Exemption</b>	<b>2018 General Municipal Tax Exemption</b>	<b>2019 General Municipal Tax Exemption</b>
"Industrial Zone"	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,425.51	\$ 5,400.26



## CITY OF SALMON ARM

BYLAW NO. 4382**A bylaw authorizing the expenditure of monies in the  
Equipment Replacement Reserve Fund**


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WHEREAS under the provisions of Section 189 of the Community Charter (S.B.C., 2003, c.26), the Council may, by bylaw, provide for the expenditure of any money in a reserve fund and interest earned on it;

AND WHEREAS Council deems it desirable to expend a portion of the monies set aside under the District of Salmon Arm Equipment Replacement Reserve Fund for the purpose of purchasing machinery and equipment;

AND WHEREAS there is an unappropriated balance in the Equipment Replacement Reserve Fund established under District of Salmon Arm Equipment Replacement Reserve Fund Bylaw, 1973 (Bylaw No. 1080) of \$3,656,868.52 as at December 31, 2019, which amount has been calculated as follows:

Balance in Equipment Replacement Reserve Fund at December 31, 2018	\$3,060,491.99
Add: Additions to fund including interest earnings for current year to date	596,376.53
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Equipment Replacement Reserve Fund at December 31, 2019	<u>\$ 3,656,868.52</u>

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

1. The sum of one million three hundred and twelve thousand four hundred and fifty-eight dollars and two cents (\$1,312,458.02) is hereby appropriated from the Equipment Replacement Reserve Fund for the following purchases:

Backhoe – Unit No. 62 & 66	\$ 175,565.35
Tandem Dump/Plow Truck – Unit No. 63	276,419.21
Double Drum Roller – Unit No. 8	61,000.70
Flusher Truck – Unit No. 69	463,319.24
Truck, Crane & Dump – Unit No. 46	96,926.69
Hybrid SUV – Unit No. 90	26,475.28
Toro Mower – Unit No. 85	122,792.48

Equipment Replacement Reserve  
Fund Expenditure Bylaw No. 4382

½ Ton Truck – Unit No. 37	44,547.90
½ Ton Truck – Unit No. 96	45,411.17
	<u>\$1,312,458.02</u>

2. The expenditures to be carried out by monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the Equipment Replacement Reserve Fund.

4. 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.

5. 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.

6. EFFECTIVE DATE

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

7. CITATION

This bylaw may be cited as "City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4382".

READ A FIRST TIME THIS	23rd	DAY OF	March	2020
READ A SECOND TIME THIS	23rd	DAY OF	March	2020
READ A THIRD TIME THIS	23rd	DAY OF	March	2020
ADOPTED BY COUNCIL THIS		DAY OF		2020

\_\_\_\_\_  
MAYOR

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

## CITY OF SALMON ARM

BYLAW NO. 4383

**A bylaw authorizing the expenditure of monies in the  
General Capital Reserve Fund**

---

WHEREAS under the provisions of Section 189 of the Community Charter (S.B.C., 2003, c.26), the Council may, by bylaw, provide for the expenditure of any money in a reserve fund and interest earned on it;

AND WHEREAS Council deems it desirable to expend a portion of the monies set aside under the District of Salmon Arm General Capital Reserve Fund for the purposes of capital works;

AND WHEREAS there is an unappropriated balance in the General Capital Reserve Fund established under District of Salmon Arm Bylaw No. 1, 1979, (Bylaw No. 1304) of \$593,746.10 as at December 31, 2019, which amount has been calculated as follows:

Balance in General Capital Reserve Fund at December 31, 2018	\$ 332,733.20
Add: Additions to fund including interest earnings for current year to date	261,012.90
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in General Capital Reserve Fund at December 31, 2019	<u>\$ 593,746.10</u>

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

1. The sum of twenty-five thousand dollars (\$25,000.00) is hereby appropriated from the General Capital Reserve Fund to be expended on the Blackburn Park - Covered Structure.
2. The expenditures to be carried out by monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the General Capital Reserve Fund.

General Capital Reserve  
Fund Expenditure Bylaw No. 4383

4. 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.

5. 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.

6. EFFECTIVE DATE

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

7. CITATION

This bylaw may be cited as "City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4383".

READ A FIRST TIME THIS                      23rd    DAY OF            March            2020

READ A SECOND TIME THIS                      23rd    DAY OF            March            2020

READ A THIRD TIME THIS                      23rd    DAY OF            March            2020

ADOPTED BY COUNCIL THIS                      DAY OF    2020

\_\_\_\_\_  
MAYOR

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



## CITY OF SALMON ARM

BYLAW NO. 4384

**A bylaw authorizing the expenditure of monies in the  
Development Cost Charge Parks Reserve Fund**

---

WHEREAS under the provisions of Section 566 of the Local Government Act (S.B.C., 2015, c.1), the Council may, by bylaw, provide for the expenditure of any money in a reserve fund and interest earned on it;

AND WHEREAS Council deems it desirable to expend a portion of the monies set aside under the District of Salmon Arm Development Cost Charge Parks Reserve Fund for the purposes of acquisition or development of parkland;

AND WHEREAS the said capital works will serve, directly or indirectly, the developments in respect of which the charges were imposed;

AND WHEREAS there is an unappropriated balance in the Development Cost Charge Parks Reserve Fund of \$542,192.06 as at December 31, 2019, which amount has been calculated as follows:

Balance in Development Cost Charge Parks Reserve at December 31, 2018	\$ 454,197.27
Add: Additions to fund including interest earnings for current year to date	87,994.79
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Development Cost Charge Parks Reserve Fund at December 31, 2019	<u>\$ 542,192.06</u>

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

1. The sum of fifty thousand dollars (\$50,000.00) is hereby appropriated from the Development Cost Charge Parks Reserve Fund to be expended on Property Acquisition - 341/391 Fraser & 350 Narcisse.
2. The expenditures to be carried out by monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the Development Cost Charge Parks Reserve Fund.

#### 4. 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.

#### 5. 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.

#### 6. EFFECTIVE DATE

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

#### 7. CITATION

This bylaw may be cited as "City of Salmon Arm Development Cost Charge Parks Reserve Fund Expenditure Bylaw No. 4384".

READ A FIRST TIME THIS	23rd	DAY OF	March	2020
READ A SECOND TIME THIS	23rd	DAY OF	March	2020
READ A THIRD TIME THIS	23rd	DAY OF	March	2020
ADOPTED BY COUNCIL THIS		DAY OF		2020

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MAYOR

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CORPORATE OFFICER

## CITY OF SALMON ARM

BYLAW NO. 4385**A bylaw authorizing the expenditure of monies in the  
Community Centre Major Maintenance Reserve Fund**


---

WHEREAS under the provisions of Section 189 of the Community Charter (S.B.C., 2003, c.26), the Council may, by bylaw, provide for the expenditure of any money in a reserve fund and interest earned on it;

AND WHEREAS Council deems it desirable to expend a portion of the monies set aside under the Community Centre Major Maintenance Reserve Fund for the purposes of capital project expenditures and purchase of land, machinery or equipment at the Community Centre;

AND WHEREAS there is an unappropriated balance in the Community Centre Major Maintenance Reserve Fund established under District of Salmon Arm Community Centre Major Maintenance Reserve Fund Bylaw No. 3149 of \$698,130.30 As at December 31, 2019 which has been calculated as follows:

Balance in General Capital Reserve Fund at December 31, 2018	\$ 685,450.40
Add: Additions to fund including interest earnings for current year to date	12,679.90
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in General Capital Reserve Fund at December 31, 2019	<u>\$ 698,130.30</u>

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

1. The sum of twelve thousand and thirteen dollars and ninety-four cents (\$12,013.94) is hereby appropriated from the Community Centre Major Maintenance Reserve Fund to be expended on capital upgrades to the SASCU Recreation Centre – Access Door – Auditorium.
2. The expenditures to be carried out by monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the Community Centre Major Maintenance Reserve Fund.

4. 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.

5. 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.

6. EFFECTIVE DATE

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

7. CITATION

This bylaw may be cited as "City of Salmon Arm Community Centre Major Maintenance Reserve Fund Expenditure Bylaw No. 4385".

READ A FIRST TIME THIS	23rd	DAY OF	March	2020
READ A SECOND TIME THIS	23rd	DAY OF	March	2020
READ A THIRD TIME THIS	23rd	DAY OF	March	2020
ADOPTED BY COUNCIL THIS		DAY OF		2020

\_\_\_\_\_  
MAYOR

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



## CITY OF SALMON ARM

BYLAW NO. 4386

**A bylaw authorizing the expenditure of monies in the  
Parks Development Reserve Fund**

---

WHEREAS under the provisions of Section 189 of the Community Charter (S.B.C., 2003, c.26), the Council may, by bylaw, provide for the expenditure of any money in a reserve fund and interest earned on it;

AND WHEREAS Council deems it desirable to expend a portion of the monies set aside under the District of Salmon Arm Parks Development Reserve Fund for the purposes of park development;

AND WHEREAS there is an unappropriated balance in the Parks Development Reserve Fund established under District of Salmon Arm Parks Development Reserve Fund Bylaw No. 2404 of \$626,642.85 as at December 31, 2019, which amount has been calculated as follows:

Balance in General Capital Reserve Fund at December 31, 2018	\$ 509,358.29
Add: Additions to fund including interest earnings for current year to date	117,284.56
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in General Capital Reserve Fund at December 31, 2019	<u>\$ 626,642.85</u>

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

1. The sum of ninety thousand dollars (\$90,000.00) is hereby appropriated from the Parks Development Reserve Fund to be expended on the Klahani Park - Playground.
2. The expenditures to be carried out by monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the Parks Development Reserve Fund.

#### 4. 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.

#### 5. 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.

#### 6. EFFECTIVE DATE

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

#### 7. CITATION

This bylaw may be cited as "City of Salmon Arm Parks Development Reserve Fund Expenditure Bylaw No. 4386".

READ A FIRST TIME THIS	23rd	DAY OF	March	2020
READ A SECOND TIME THIS	23rd	DAY OF	March	2020
READ A THIRD TIME THIS	23rd	DAY OF	March	2020
ADOPTED BY COUNCIL THIS		DAY OF		2020

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MAYOR

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CORPORATE OFFICER

## CITY OF SALMON ARM

BYLAW NO. 4387

**A bylaw authorizing the expenditure of monies in the  
Development Cost Charge Sewer Reserve Fund**

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WHEREAS under the provisions of Section 566 of the Local Government Act (S.B.C., 2015, c.1), the Council may, by bylaw, provide for the expenditure of any money in a reserve fund and interest earned on it;

AND WHEREAS Council deems it desirable to expend a portion of the monies set aside under the District of Salmon Arm Development Cost Charge Sewer Reserve Fund for the purposes of sewer capital works;

AND WHEREAS the said capital works will serve, directly or indirectly, the developments in respect of which the charges were imposed;

AND WHEREAS there is an unappropriated balance in the Development Cost Charge Sewer Reserve Fund of \$3,307,761.88 as at December 31, 2019, which amount has been calculated as follows:

Balance in Development Cost Charge Sewer Reserve at December 31, 2018	\$ 2,927,216.66
Add: Additions to fund including interest earnings for current year to date	380,545.22
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Development Cost Charge Sewer Reserve Fund at December 31, 2019	<u>\$ 3,307,761.88</u>

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

1. The sum of three hundred and fourty thousand dollars (\$340,000.00) is hereby appropriated from the Development Cost Charge Sewer Reserve Fund to be expended on Property Acquisition – 341/391 Fraser & 350 Narcisse.
2. The expenditures to be carried out by monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the Development Cost Charge Sewer Reserve Fund.

## 5. ENACTMENT

## 6. EFFECTIVE DATE

## 7. CITATION

READ A FIRST TIME THIS	23rd	DAY OF	March	2020
READ A SECOND TIME THIS	23rd	DAY OF	March	2020
READ A THIRD TIME THIS	23rd	DAY OF	March	2020
ADOPTED BY COUNCIL THIS		DAY OF		2020

MAYOR

CORPORATE OFFICER



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## Item 11.2

**CITY OF SALMON ARM**Date: April 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4345 be read a final time.

[OCP4000-39; Muto Holdings Ltd.; 130 Shuswap Street SW; INS to HDR]

**Vote Record**

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

Opposed:

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

# CITY OF SALMON ARM

---

TO: His Worship Mayor Harrison and Members of Council

DATE: August 27, 2019

SUBJECT: Official Community Plan Amendment Application No. OCP4000-39  
Zoning Amendment Application No. 1153

Legal: Lot 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 28506  
Civic: 130 Shuswap Street SE  
Owners/Applicant: Muto Holdings LTD.

---

## MOTION FOR CONSIDERATION

- THAT: A bylaw be prepared for Council's consideration, adoption of which would amend the Official Community Plan Bylaw No. 4000 Land Use Designation of Lot 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 28506 from INS (Institutional) to HDR (High Density Residential);
- AND THAT: Pursuant to Section 475 of the *Local Government Act*, Council has considered this Official Community Plan amendment after appropriate consultation with affected organizations and authorities;
- AND THAT: Pursuant to Section 476 of the *Local Government Act*, Council has considered this Official Community Plan amendment after required consultation with School District No. 83;
- AND THAT: Pursuant to Section 477 (3) (a) of the *Local Government Act*, Second Reading of the Official Community Plan bylaw be withheld pending Council's consideration of the amendment in conjunction with:
- 1) The Financial Plans of the City of Salmon Arm; and
  - 2) The Liquid Waste Management Plan of the City of Salmon Arm.
- AND THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 28506 from P-3 (Institutional) to R-5 (High Density Residential);
- AND FURTHER THAT: Final Reading of the Zoning Amendment Bylaw be withheld subject to:
- 1) Ministry of Transportation and Infrastructure approval; and
  - 2) Adoption of the associated Official Community Plan Amendment Bylaw.
- 

## STAFF RECOMMENDATION

THAT: The motion for consideration be adopted;

---

## PROPOSAL

The subject parcel is located at 130 Shuswap Street NE, just south of the Trans Canada Highway (Appendices 1 and 2). It is designated Institutional (INS) in the City's Official Community Plan (OCP) and zoned P-3 (Institutional) in the Zoning Bylaw (Appendix 3 and 4). The parcel is currently vacant (site photos are attached as Appendix 5).

The purpose of this application is to amend the OCP and rezone the subject parcel to accommodate a multi family residential use. As discussed in more detail, a high density land use designation is deemed to be the most appropriate designation of the OCP.

The Zoning Map attached shows the mix of zones in the immediate area, predominantly Residential and Institutional (R-1, R-4, and R-5, as well as P-3), with Commercial zones to the north and further west. Land uses adjacent to the subject parcel include the following:

North: Residential (R-1 Single Family and R-5 High Density Residential beyond)  
South: Institutional (P-3 Institutional with R-1 Single Family Residential beyond)  
East: Residential (R-1 Single Family Residential)  
West: Institutional (P-3 Institutional with C-2 Commercial beyond)

A conceptual site plan (Appendix 6) has been submitted to illustrate the development proposal featuring 10 residential units in the form of two 4-plex buildings and a duplex building. While the details of the attached plans are not final, they represent the intent of the applicant at this time and would be subject to detailed review at the Development Permit stage.

If rezoned to R-5, a form and character residential development permit application would be required prior to development to address building forms, site plan, lot grading, and landscaping designs. A Development Permit application would be reviewed by City staff, the Design Review Panel, and then by Council for consideration of approval.

Staff note that preliminary analysis indicates that site configuration may present challenges in achieving the development scenario as indicated by the applicant. Some form of underground or under-building parking may be required to meet parking requirements at the proposed density. Additionally, a screened refuse/recycling area would be required. Site plans submitted at the development permit stage would be required to address such requirements.

## OCP POLICY

The proposed OCP amendment from Institutional (INS) to HR (High Density - Residential) would place the subject parcel in Residential Development Area A, considered the highest priority for development. The proposed amendment would align with the OCP's Urban Residential Objectives listed in Section 8.2 and the Urban Residential Policies listed in Section 8.3, including providing a variety of housing types, providing housing options, and supporting compact communities. In terms of siting, the proposal appears aligned with OCP Siting Policies under Section 8.3.19, including good access to transportation routes, recreation, community services, and utility servicing.

## Section 475 & 476 - Local Government Act

Pursuant to Sections 475 and 476 of the Local Government Act (consultation during OCP amendments), the proposed OCP amendments were referred to the following organizations on July 8, 2019:

Adams Lake Indian Band:	No response to date
Neskonlith Indian Band:	No response to date
Economic Development Society:	No response to date
School District No. 83:	No response to date
(pursuant to Section 476)	



Section 477 - Local Government Act

Pursuant to Section 477 of the Local Government Act (adoption procedures for an OCP amendment), prior to Second Reading of the bylaw, Council must consider the proposed OCP amendment in relation to the City's financial and waste management plans. In the opinion of staff, this proposed OCP amendment is largely consistent with both the City's financial and waste management plans.

COMMENTSMinistry of Transportation & Infrastructure

MOTI has granted preliminary approval (Appendix 7).

Engineering Department

Servicing information provided to applicant in advance of any future development (Appendix 8).

Staff note that the parcel does not currently have a vehicular access to Shuswap Street, a designated Urban Arterial, and that future vehicular access will not be permitted by the City Engineer.

Building Department

Potential limiting distance concerns. BC Building Code applies.

Fire Department

No concerns.

Planning Department

The surrounding neighbourhood has been undergoing slow development with a mix of older, single family housing and newer condominium, institutional and commercial development. The subject parcel is located in an area well-suited for higher density residential development featuring sidewalks and transit routes, being within close walking distance of the commercial City Centre. As noted, the High Density - Residential (HD) designation in the City's Official Community Plan (OCP) supports the proposed development scenario, which in the opinion of staff aligns with broad OCP policies.

The maximum residential density permitted under R-5 zoning is 100 dwelling units per hectare of land. As the subject property is 0.105 hectares in area, the maximum permitted density would be 10 dwelling units. With a density bonus under R-5 zoning, the maximum density is 130 units per hectare, or 13 units, with a potential height increase to 15 m. The minimum residential density permitted under R-5 zoning is 3 units in the form of a triplex. The applicant is currently proposing a 10 unit development subject to a Development Permit application.

Table 1 – R-5 Zoning Analysis (0.105 hectare area)

	<b><u>R-5 Permitted/Required</u></b>	<b><u>R-5 with Bonus</u></b>	<b><u>Proposed</u></b>
<b>Density</b>	10 units	13 units	10 units
<b>Height</b>	12 m	15 m	tbd
<b>Parcel Coverage</b>	55 %	70 %	tbd
<b>Setback – front</b>	5 m	5 m	tbd
<b>Setback – interior side</b>	2.4 m	2.4 m	tbd
<b>Setback – rear</b>	5 m	5 m	tbd
<b>Parking</b>	12	16	tbd
<b>Small Car Spaces</b>	20 % (2)	20 % (3)	tbd

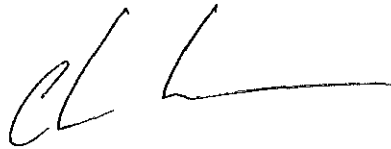
Considering the proposed development concept, a 10 unit development would be required to provide 12 parking stalls. The provision of on-site parking is practical and necessary, as the opportunity for on-street parking at this site is very limited. With Shuswap Street designated as an Urban Arterial road and expected to carry greater traffic flows into the future, access from development is expected to be kept at a minimum under the provisions of the Subdivision and Development Servicing Bylaw.

If rezoned as proposed, a form and character development permit application would be required prior to development. Detailed site plans, building renderings, a landscape plan provided by a landscape architect, and a lot grading plan submitted at the development permit stage are all required. Specific details regarding building design including heights, and site planning including the requisite screened refuse/recycling area, fencing and landscaping have not yet been determined.

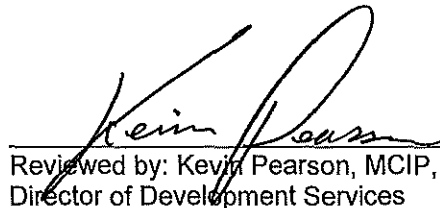
Staff note that as vehicular access will not be permitted to Shuswap Street, the site configuration presented by the applicant's preliminary site plan would not be feasible. Parking and access details eliminating access to Shuswap Street would be required with a Development Permit application. Parking areas are required to meet the standards specified in the Zoning Bylaw, including hard surfacing, grading, drainage, and delineation (painted lines) of parking spaces.

### CONCLUSION

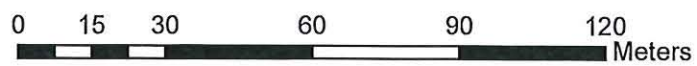
The proposed High Density - Residential (HR) OCP land use designation and R-5 zoning of the subject properties is consistent with OCP residential policy, and is therefore supported by staff.



Prepared by: Chris Larson, MCP  
Planning and Development Officer

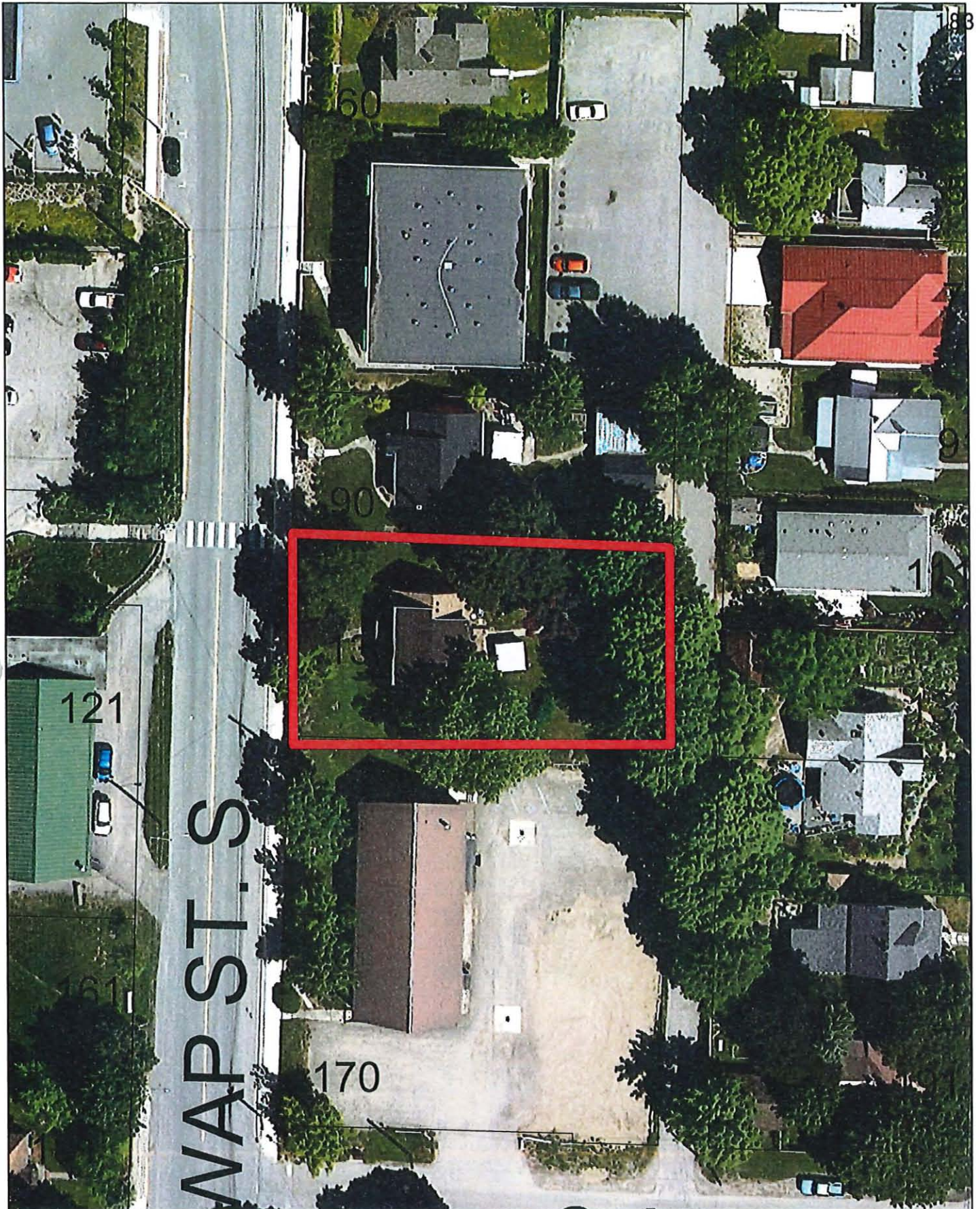
  
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services





Subject Parcel



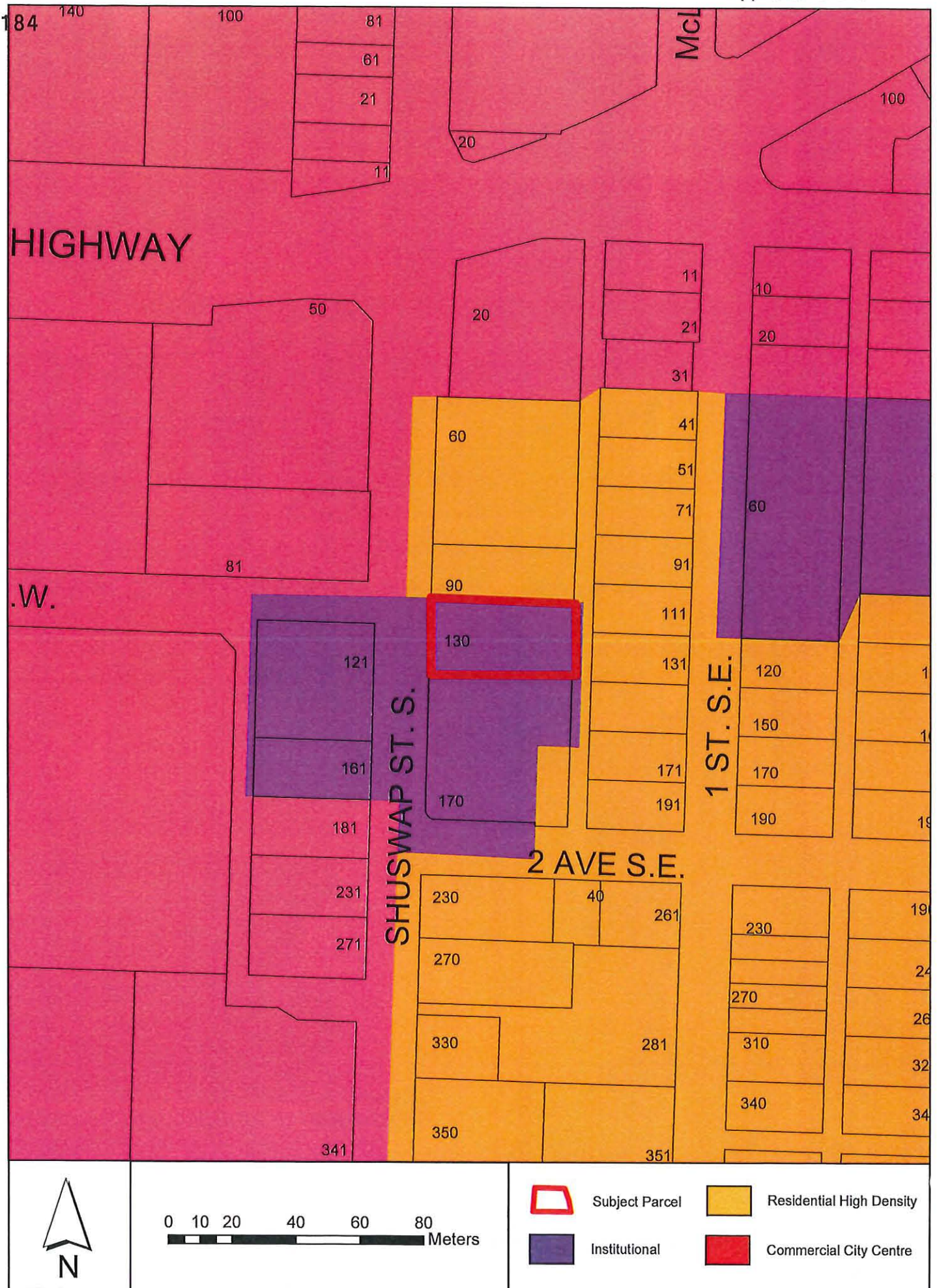


0 5 10 20 30 40 Meters

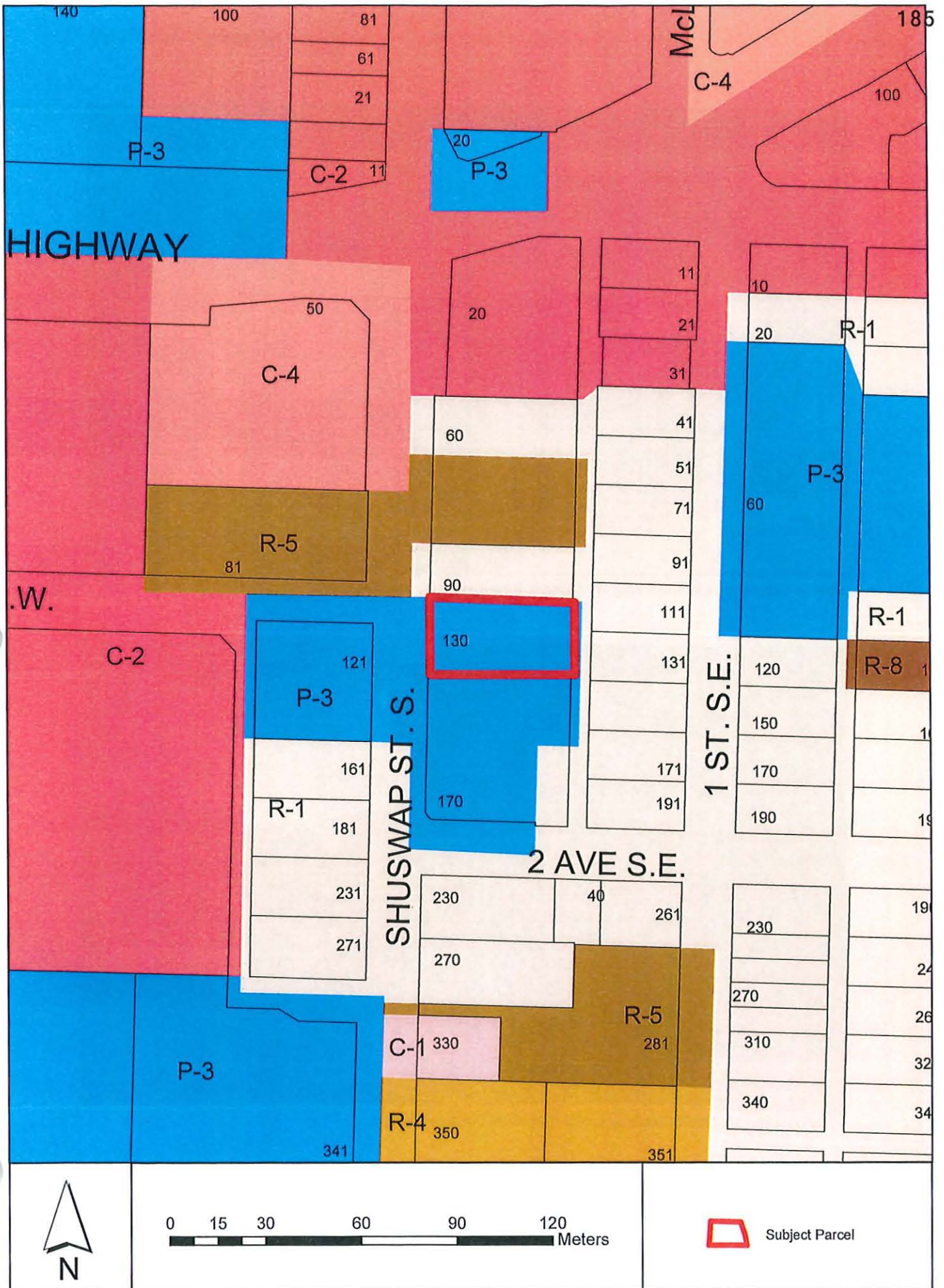


Subject Parcel





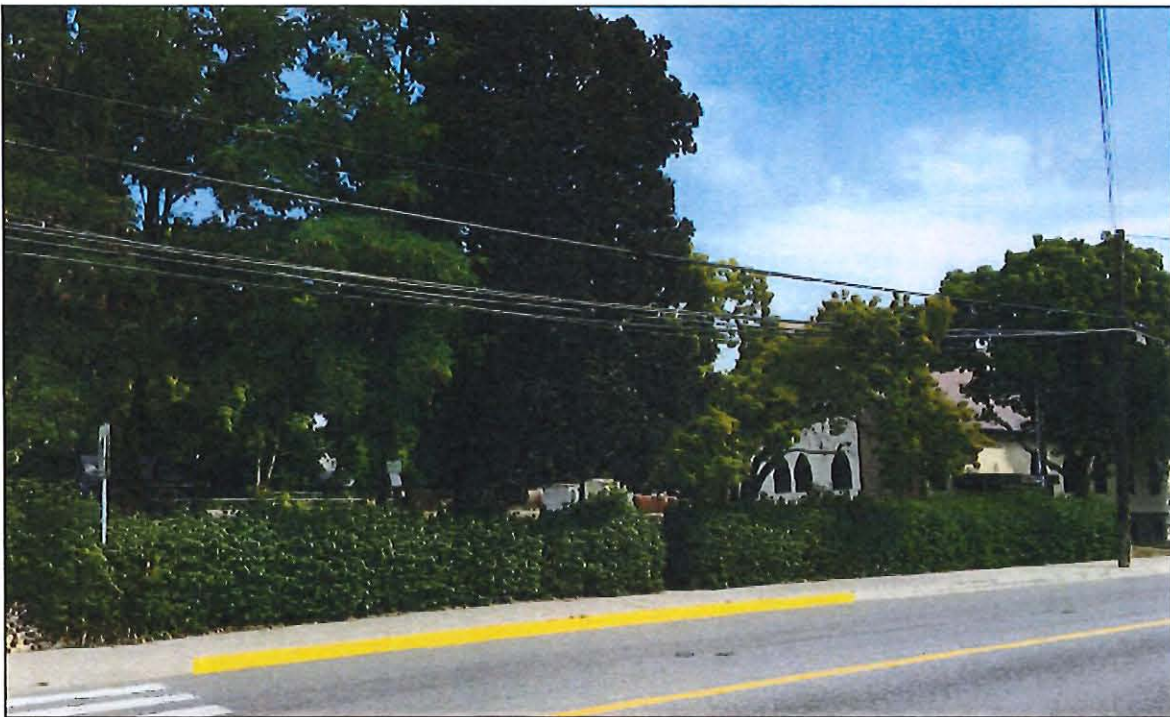






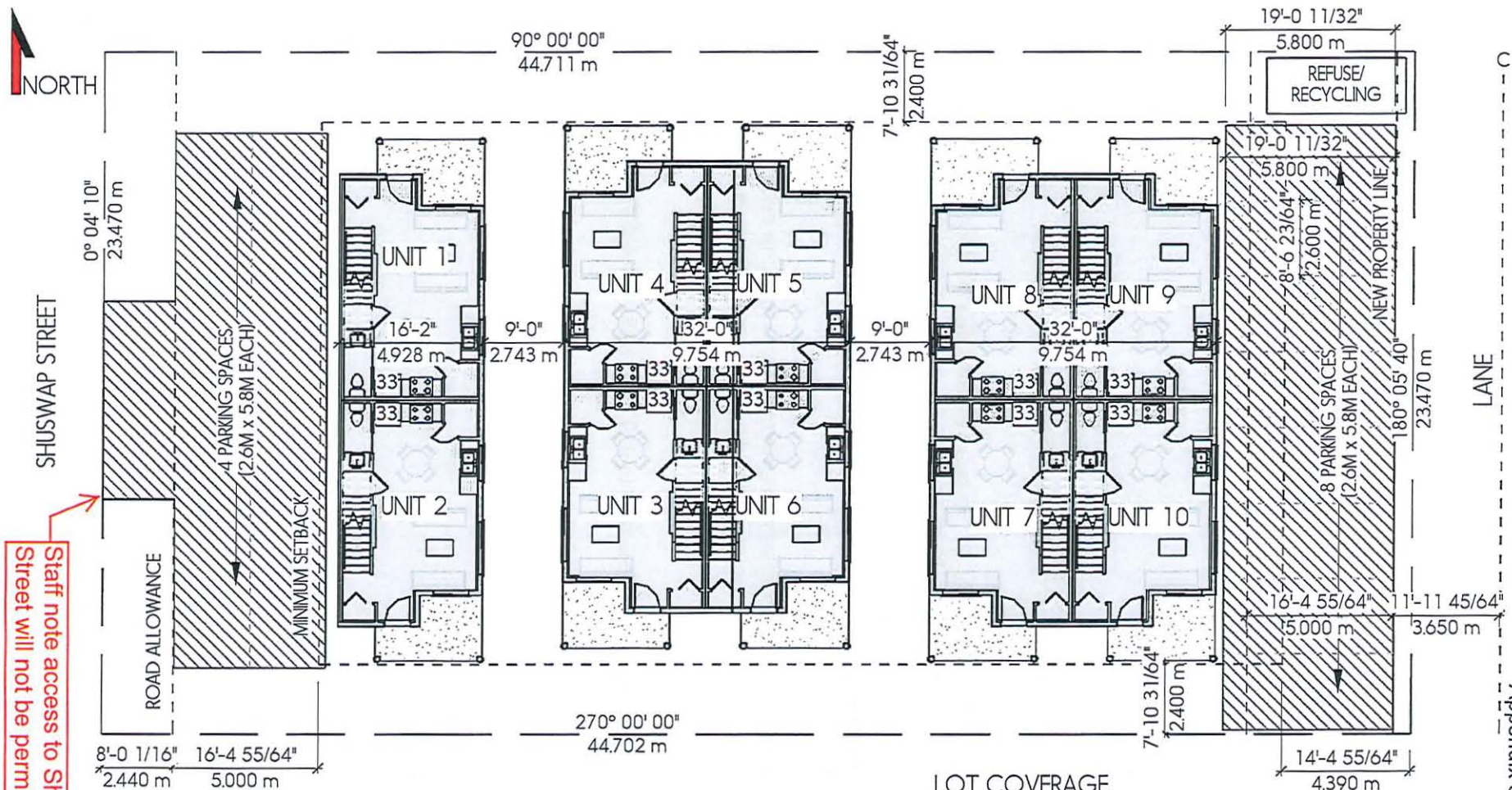


View of subject property looking south-west from lane.



View of subject property looking south-east from Shuswap Street.





Staff note access to Shuswap Street will not be permitted.

**SITE**  
1:200

MUTO FOURPLEXES  
130 SHUSWAP STREET N.E.  
SALMON ARM, B.C.  
JUNE 12 2019



BRITISH  
COLUMBIA

Ministry of Transportation  
and Infrastructure

Appendix 7: MOTI  
**DEVELOPMENT SERVICES  
PRELIMINARY BYLAW  
COMMUNICATION**

Your File #: ZON-1153  
eDAS File #: 2019-03817  
Date: Jul/16/2019

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

Attention: City of Salmon Arm, Development Services

Re: **Proposed Bylaw 4348** for:  
Lot 2, Section 14, Township 20, Range 10 W6M, KDYD, Plan 28506  
130 Shuswap Street SE, Salmon Arm

Preliminary Approval is granted for the rezoning for one year pursuant to section 52(3)(a) of the *Transportation Act*.

It is recommended that the City of Salmon Arm consider imposing development cost charges towards intersection improvements with the Trans-Canada Highway, as warranted.

If you have any questions please feel free to call Tara Knight at (250) 833-3374.  
Yours truly,

Tara Knight  
Development Officer

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



**CITY OF  
SALMON ARM***Memorandum from the  
Engineering and Public  
Works Department*

---

TO: Kevin Pearson, Director of Development Services  
DATE: 2 August 2019  
PREPARED BY: Chris Moore, Engineering Assistant  
OWNER: **Muto Holdings Ltd. Inc. No. BC0235957, 381 HWY 97B NE,**  
Salmon Arm, BC V1E 1X5  
SUBJECT: **OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000-39**  
**ZONING AMENDMENT APPLICATION FILE NO. ZON-1153**  
LEGAL: Lot 2, Section 14, Township 20, Range 10, W6M KDYD, Plan 28506  
CIVIC: **130 Shuswap Street SE**

---

Further to your referral dated July 5 2019, we provide the following servicing information. **The following comments and servicing requirements are not conditions for OCP or Zoning Applications; 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. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required at time of construction. ESC plans to be approved by the City of Salmon Arm.
7. At the time of building permit 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 building permit 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.

**OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000-39  
ZONING AMENDMENT APPLICATION FILE NO. ZON-1153**

2 August 2019

Page 2

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**Roads / Access:**

1. Shuswap Street, on the subject properties western boundary, is designated as an Urban Arterial Road standard, with an ultimate 25.0m road dedication (12.5m on either side of road centerline). Although the City only requires an Interim total of 20.0m of road dedication (10.0m on either side of road centerline) at this time, all building setbacks will be required to conform to the ultimate 25.0m cross section. Available records indicate that no additional road dedication is required (to be confirmed by BCLS).
2. Shuswap Street is currently constructed to an Interim Urban Arterial Road standard. Upgrading to the current Urban Interim Arterial Road standard is required, in accordance with Specification Drawing No. RD-4. Upgrading may include, but is not limited to, street lighting and underground hydro and telecommunications. Owner / Developer is responsible for all associated costs.
3. The Lane on the subject properties eastern boundary, is designated as a Lane standard, requiring 7.3m road dedication (3.65m on either side of lane centerline). Available records indicate that 0.65m of additional road dedication is required (to be confirmed by a BCLS).
4. The Lane is currently constructed to a Lane standard. No upgrades are anticipated at this time.
5. As Shuswap Street is designated as an Arterial Road and is a significant connection between 10 Avenue and the TCH, no vehicular access onto Shuswap Street will be permitted.

**Water:**

1. The subject property fronts a 200mm diameter Zone 1 watermain on Shuswap Street. No upgrades will be required at this time.
2. The subject property is to be serviced by a single metered water service connection, installed in a pit at property line (as per Specification Drawing No. W-11), adequately sized to satisfy the proposed use. Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost.
3. Records indicate that the existing property is serviced by a 19mm service from the 200mm diameter watermain on Shuswap Street. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
4. Fire protection requirements to be confirmed with the Building Department and Fire Department.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary sewer on Shuswap Street and partially fronts a 150mm diameter sanitary sewer on the Lane on the east property line. Upgrading this sanitary 150mm diameter sewer to 200mm diameter is required.

2. The subject property is to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer located in the Lane on the eastern property line. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Drainage:**

1. The site does not front on an enclosed storm sewer system.
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.
3. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
4. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The subject property shall be serviced by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer is to identify a suitable existing City storm sewer to receive the proposed discharge from the development and offsite extension of the City storm sewer will be required. Owner / Developer is responsible for all associated costs.

**Geotechnical:**

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



**Chris Moore**  
Engineering Assistant



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



Sept 13, 2019

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

Attention: Kevin Pearson  
Director of Development Services

Dear Sir:

**Re: OCP Amendment Application No OCP4000-39**

---

The Salmon Arm Economic Development Society (SAEDS) Board of Directors has reviewed the information for the above-noted OCP Amendment Referral to amend the OCP designation of the property located at 130 Shuswap Street SE, Salmon Arm, from Industrial to High Density Residential. The Board has no objections to the application, based on the information provided.

We thank you for the opportunity to comment on this OCP Amendment Referral.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lana Fitt".

Lana Fitt, Economic Development Manager  
Salmon Arm Economic Development Society



22. STATUTORY PUBLIC HEARINGS

1. Official Community Plan Amendment Application No. OCP4000-39 [Muto Holdings Ltd.; 130 Shuswap Street SE; INS to HDR]

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

Submissions were called for at this time.

R. Muto, the applicant, outlined the application and was available to answer questions from Council.

J. Young, on behalf of the Anglican Church, 170 Shuswap Street SE, expressed concerns for parking, drainage and snow removal.

D. Revel, 40 2 Avenue SE outlined concerns regarding the number of structures being proposed and concerns with increase in traffic and parking.

J. Sawatzky, 41 1 Street SE outlined concerns for the width of the existing laneway.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 8:31 p.m.

**CITY OF SALMON ARM****BYLAW NO. 4345****A bylaw to amend "City of Salmon Arm Official Community Plan  
Bylaw No. 4000"**

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on October 28, 2019, at the hour of 7:00 p.m. was published in the October 16 and 23, 2019 issue of the Salmon Arm Observer;

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

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

1. "City of Salmon Arm Official Community Plan Bylaw No. 4000" is hereby amended as follows:

1. Re-designate Lot 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 28506 from INS (Institutional) to HDR (High Density Residential), as shown on Schedule "A" attached hereto and forming part of this bylaw;

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Official Community Plan Amendment Bylaw No. 4345".

READ A FIRST TIME THIS            9th            DAY OF            September            2019

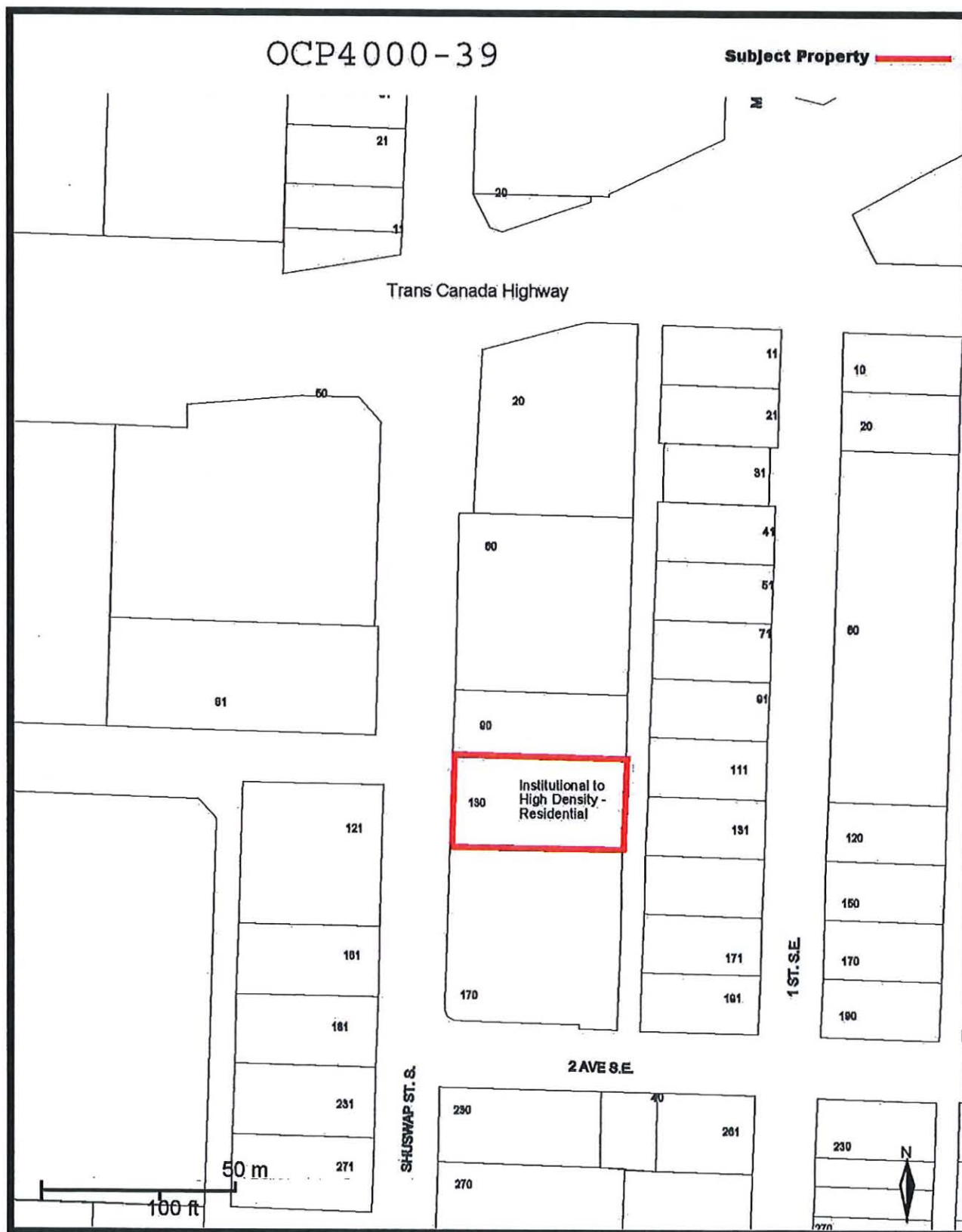
READ A SECOND TIME THIS        15th           DAY OF            October            2019

READ A THIRD TIME THIS        28th           DAY OF            October            2019

ADOPTED BY COUNCIL THIS                            DAY OF                            2019

\_\_\_\_\_  
MAYOR

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





Item 11.3

## CITY OF SALMON ARM

Date: April 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4347 be read a final time.

[ZON-1153; Muto Holdings Ltd.; 130 Shuswap Street SW; P-3 to R-5]

### Vote Record

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

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

22. STATUTORY PUBLIC HEARINGS

2. Zoning Amendment Application No ZON-1153 [Muto Holdings Ltd.; 130 Shuswap Street SE; P-3 to R-5]

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

Submissions were called for at this time.

R. Muto, the applicant, was available to answer questions from Council.

D. Revel, 40 2 Avenue SE, asked if the proposed units would be rentals or for purchase.

R. Muto, the applicant, advised that a decision has not been made but that the developer is leaning toward rentals.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 8:33 p.m.

## CITY OF SALMON ARM

### BYLAW NO. 4347

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on October 28, 2019 at the hour of 7:00 p.m. was published in the October 16 and 23, 2019 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 14, Township 20, Range 10, W6M, KDYD, Plan 28506 from P-3 (Institutional) to R-5 (High Density Residential) , as shown on Schedule "A" attached hereto and forming part of this bylaw;

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "**City of Salmon Arm Zoning Amendment Bylaw No. 4347**"

READ A FIRST TIME THIS            9th            DAY OF            September            2019

READ A SECOND TIME THIS        15th           DAY OF            October            2019

READ A THIRD TIME THIS        28th           DAY OF            October            2019

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE                                  6th            DAY OF            March            2020

"T. KNIGHT"

For Minister of Transportation & Infrastructure

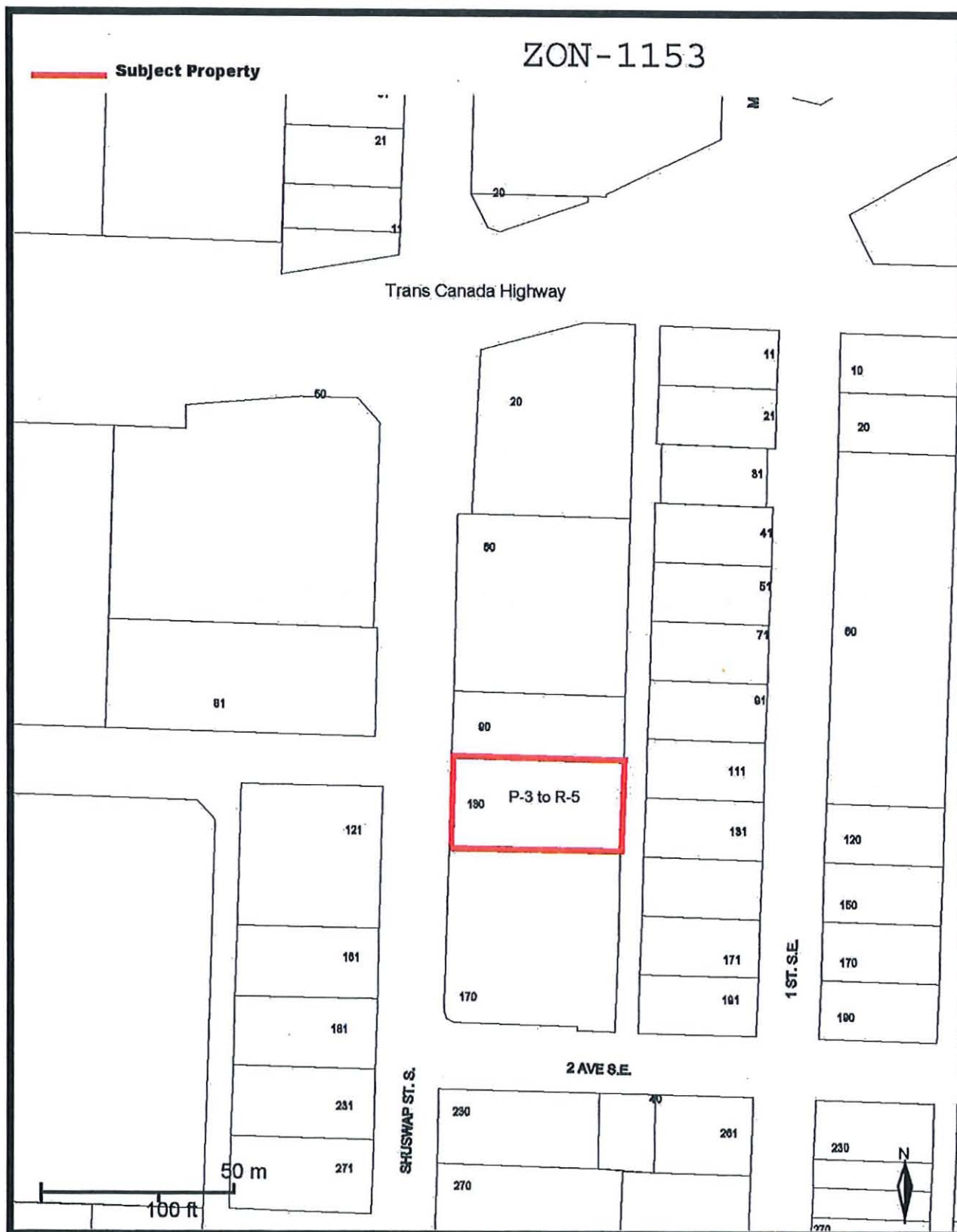
ADOPTED BY COUNCIL THIS                                  DAY OF                                  2020

\_\_\_\_\_  
MAYOR

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



ZON-1153



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Item 11.4

## CITY OF SALMON ARM

Date: April 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4372 be read a final time.

[ZON-1166; Westside Farms Ltd., Inc. No. BC 1075703; 1490 10 Avenue SW; A-1 and R-1 to C-3]

### Vote Record

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

Opposed:

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

# **CITY OF SALMON ARM**

TO: His Worship Mayor Harrison and Members of Council

DATE: February 6, 2020

FROM: Director of Development Services

RE: Zoning Bylaw Amendment Application No. 1166  
Development Variance Permit Application No. 510

Subject Property: Proposed Lot 1, Plan EPP99304  
Civic Address: 1490 - 10 Avenue SW  
Owner/Applicant: Westside Farms Ltd., Inc. No. BC 1075703

## **MOTION FOR CONSIDERATION**

**THAT:** Bylaw No. 4372 be considered, adoption of which would amend Zoning Bylaw No. 2303 by rezoning the northerly 2.77 hectares of that part of the NE ¼ of Section 10 included in plan attached to absolute fees parcel book volume 5, folio 614; Township 20 Range 10 W6M, KDYD, shown on Schedule A, from A-1 (Agricultural Zone) and R-1 (Single Family Residential Zone) to C-3 (Service Commercial Zone);

**AND THAT:** Final reading Bylaw No. 4372 be withheld subject to the following:

- 1) Ministry of Transportation and Infrastructure approval;
- 2) Registration of a Section 219 Land Title Act Covenant addressing the City's Floodplain Regulations and the Provincial Riparian Areas Protection Regulation;

**AND THAT:** Development Variance Permit No. 510 be authorized for issuance for that part of the NE ¼ of Section 10 included in plan attached to absolute fees parcel book volume 5, folio 614; Township 20 Range 10 W6M, KDYD, which will vary Subdivision and Development Servicing Bylaw No. 4163 as follows:

Section 4.0 – waive all City of Salmon Arm works and services requirements;

**AND THAT:** Issuance of Development Variance Permit No. 510 be withheld subject to Registration of a Section 219 Land Title Act Covenant on titles stipulating the following:

- 1) No further subdivision or development of Proposed Lot 1, Plan EPP99304 or the Remainder until fully serviced to City of Salmon Arm Standards; and
- 2) No development on Proposed Lot 1, Plan EPP99304 until fencing is adequately installed along the ALR boundary, in a phased manner and to be approved by a future Development Permit.

## **PROPOSAL**

The rezoning application (ZON-1166) proposes Bylaw No. 4372 intended to rezone the northerly 2.77 ha portion of the subject property (Proposed Lot 1) from Agriculture (A-1) and Single Family Residential (R-1) to Service Commercial (C-3) in order to: 1) facilitate a single lot subdivision along the ALR boundary; and 2) allow for future service commercial land uses and development on Proposed Lot 1.



The second application, Development Variance Permit (DVP-510), is a request for Council to waive all servicing bylaw related requirements to the proposed subdivision; mainly to not upgrade the 10 Avenue SW frontage to the Urban Arterial Street Standard.

The owner/applicant is agreeable to the subject conditions outlined in the Motion for Consideration.

Schedule A and the sketch plan of subdivision "Proposed Lot 1, Plan EPP99304" are attached as APPENDIX 1 and various reference maps are attached as APPENDIX 2. The C-3 zone regulations are attached as APPENDIX 3.

### BACKGROUND

The owner/applicant intends to sell the proposed remainder in the ALR to a local, large scale farming operation. There are no immediate plans to further subdivide or develop Proposed Lot 1 and farming activity on the 2.77 ha portion is likely continue over the short-term. The remaining 9.19 ha southern portion in the ALR is to remain zoned A-1 (Agriculture).

Proposed Lot 1 cannot be subdivided under the current A-1 / R-1 zoning due to the minimum parcel size requirement of 8.0 ha for an A-1 zoned lot.

The subject property has a long history of farm use. Proposed Lot 1 and the lots to the east and west have been designated for "Highway Commercial" (HC) land use in the Official Community Plan (OCP) since at least the 1990s. Long standing farm operations have occurred on the lands to the south, southwest and southeast for generations.

### **Site / Context**

The subdivision plan for Proposed Lot 1 shows a 15 m wide panhandle access from 10 Ave. SW to the southern remainder along the present west parcel boundary. It also shows 2.4 m of road dedication along the 273 m length of the 10 Ave. SW frontage. The panhandle and lot depth is approx. 110 m. Within the panhandle is a proposed 6.5 m wide statutory right of way for a drainage ditch that is subject to the Provincial Riparian Areas Protection Regulation (RAPR) and needed by the City for its master drainage planning; mostly for Residential Development Area B to the southeast.

The subject property is relatively flat, a large portion of which lies below the 200-Year Floodplain Elevation (< 352 m Geodetic Survey Coordinate). Tenth Ave. SW has acted somewhat as a dike throughout Salmon Arm's urbanized history as the north side of this road is not within the floodplain. Although excellent land for agriculture with Class 2 soils, it may also be well suited for commercial development with stabilized, raised and drained surface conditions.

Properties across 10 Ave. SW to the north and those to the east and west that are not in the ALR include a mix of service commercial, regional mall (zoned C-3, C-7) and low to medium density residential land uses and developments (zoned R-1 and R-4).

### **OCP / Zoning**

The Highway Commercial land use policies of the OCP applicable to Proposed Lot 1 support C-3 zoning. No development is proposed at this time. If rezoned to C-3, development on Proposed Lot 1 would be subject to a Development Permit application to address architectural form and character; the "Highway Commercial Development Permit Area" guidelines of the OCP and zoning regulations would be applicable.

Proposed Lot 1 was entirely zoned Rural Residential (RR-1) in the mid 1970s and it appears that the ALR boundary today is the original alignment from the early 1970s. The remaining 9 ha portion in the ALR proposed to be severed is to remain designated "Salmon Valley Agriculture" and zoned Agriculture (A-1).

The subject property is designated "Potential Hazardous Areas Development Permit Area - Floodplain". The registration of a Floodplain Covenant as detailed in the Motion for Consideration will satisfy the OCP's policies in this regard. The covenant will generally restrict new development to an elevation above the minimum flood construction level, require favourable geotechnical review prior to development, and save the City harmless from liability.

In terms of the RAPR, the subject property is designated "Environmentally Sensitive Riparian Areas Development Permit Area" in the OCP due to the drainage ditch traversing south to north and mostly aligned with the eastern parcel boundary of the adjacent lot to the west. The default RAPR setback or "Streamside Protection and Enhancement Area" (SPEA) is 30 m. The associated Assessment Report (No. 6034 - January 20, 2020) by Jeremy Ayotte, RP. Bio, Qualified Environmental Professional states:

*"This Riparian Areas Regulation assessment report was triggered by a subdivision proposal that also requires dedication of a City of Salmon Arm Right of Way (6.5 m width), and road access to the remaining lot (4.5 m width). The City of Salmon Arm Right of Way will be within the 10 m SPEA on this stream. The road access to the remaining lot will be outside of the 10 m SPEA (see site plan). There is no requirement for any development within the SPEA (soil disturbance or vegetation removal) as a consequence of this proposed development. Establishing a 10 m SPEA on this stream will lead to improved streamside vegetation potential."*

The registration of a Riparian Areas Covenant will satisfy the OCP policies in this regard. It will have the effect of prohibiting any development or disturbance of the SPEA on the subject property's proposed panhandle, but it will not apply to the adjacent property where the drainage ditch is primarily located.

A SPEA width less than 30 m needs to be approved by the Ministry of Environment and Climate Change (MOE). Staff understands from the owner/applicant's QEP that MOE will allow a 10 m wide SPEA as proposed; however, as of this date, official notification of approval from MOE has not been received.

The owner/applicant has been cooperating with staff for almost a year with plan to secure a City statutory right of way over the entire length of this critical drainage ditch that would cross over 1,000 m of farmland to the south. The right of way still requires ALC and possibly MOE approval through technical application processes which do not require City Council's approvals.

### **Servicing Variances**

The owner/applicant is requesting that Council waive all servicing requirements for the related subdivision, which would primarily involve road upgrades to the Urban Arterial Standard along the 10 Ave. SW frontage. The related 2016 cross-section from the Subdivision and Development Servicing (SDS) Bylaw shows a 25 m wide (12.5 m wide from centerline) road intended to accommodate on the south side: 7.5 m of asphalt, curb and gutter, street-lighting, 3 m wide multi-use path, fire hydrants and underground utility connections.

The present alignment of 10 Ave. SW is not constructed to the current standard along most of its north and south frontages; newer developments have been subject to an interim Urban Arterial standard of the SDS Bylaw. Recent road works costs for those developments along the north side of 10 Ave. SW have been a minimum of \$1000 / m of frontage, not including hydro and utilities.

The sketch plan of subdivision indicates 2.4 m width of road dedication to achieve a width of 10 m from centerline for a total dedicated area of 657 m<sup>2</sup>. Additional road width may need to be negotiated and secured by a statutory right of way in the future.

The existing water main and sanitary sewer mains within 10 Ave. SW are consistent with the SDS Bylaw standards and do not require upgrading at this time. The existing storm sewer main, however, is at capacity and an alternate storm water management solution is needed for this area which will need to be addressed prior to commercial development proceeding on the subject property.

Staff recommend approval of DVP-510 subject to the registration of a covenant stipulating:

No further subdivision or development of Proposed Lot 1, Plan EPP99304 or the Remainder until fully serviced to City of Salmon Arm Standards

The above covenant would defer all servicing requirements to the next subdivision or development, whichever is applied for first.

#### **Engineering Department**

Comments are attached.

#### **Ministry of Transportation and Infrastructure**

Ministry approval of the Rezoning Bylaw is required as the subject property is within 800 m of the Trans Canada Highway.

#### **Agricultural Advisory Committee**

The AAC's mandate includes reviewing planning / development applications for properties in the ALR and along its fringe. The AAC reviewed the rezoning application on February 5, 2020 and unanimously recommended approval.

#### **ALR Buffering**

To be somewhat consistent with the OCP policies for agricultural land, the City's Approving Officers have consistently required the installation of fencing along ALR boundaries for past proposals under similar circumstances. At a minimum, fencing should be installed to separate agricultural uses from commercial, residential and other non-compatible activities. The C-3 zone allows for a broad range of commercial uses and accessory residential development on upper floors.

The fencing work is requested to be deferred to future Development Permit approvals and potentially in a phased manner depending on how Proposed Lot 1 is subdivided and developed. The fencing requirements are to be addressed in the same Covenant as the servicing requirements associated with the DVP. Staff support this request. The type and height of fencing can be reviewed in the future with reference to the Ministry of Agriculture's / ALC's Fencing and Buffering Guidelines and relative to the proposed C-3 uses.

#### **CONCLUSION**

The proposed rezoning is consistent with the OCP and supported by City staff. The proposed variance will defer off-site servicing and fencing along the ALR boundary to a later date when future development or subdivision is applied for. The owner/applicant is agreeable to the subject conditions outlines in the Motion for Consideration.

  
Prepared by: Kevin Pearson, MCIP, RPP  
Planning and Development Officer



The intended plot size of this plan is 560mm in width by 656mm in height (D size) when plotted at a scale of 1:1000

[illegible]

Grid bearings are derived from differential dual frequency GNSS observations and are referred to the central meridian of UTM Zone 13.

This plan shows horizontal ground-level distances, unless otherwise specified. To compute grid distances, multiply ground-level distances by the average combined factor of 0.5598763. The average combined factor has been determined based on an ellipsoidal elevation of 338.1 meters.

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
- ▲ Traversa Hub Found
- W Denotes Witness
- Rm Denotes Reminder

Note: This plan shows one or more witness posts which are not set on the true corner(s)

This plan lies within the Agricultural  
Land Reserve

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

This plot lies within the Columbia Shuswap  
Regional District

The field survey represented by this plan was completed on the 15th day of December, 2019  
Joseph Charles Johnson, BOLS (804)

BROWNE JOHNSON LAND SURVEYORS  
B.C. AND CANADA LANDS  
SALMON ARM, B.C. 250-832-9701  
FAX: 655-18 655-1800



# SCHEDULE A BYLAW NO. 4372

TRANS CANADA HIGHWAY No. 1

2.77 ha Proposed to be Rezoned

R-1  
TO  
C-3

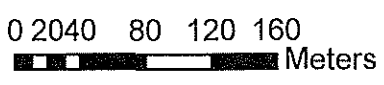
A-1  
TO  
C-3

R-1  
TO  
C-3

To Remain A-1 & ALR

N.E.1/4

Rem. Parcel B  
N.E.1/4



Subject Parcel

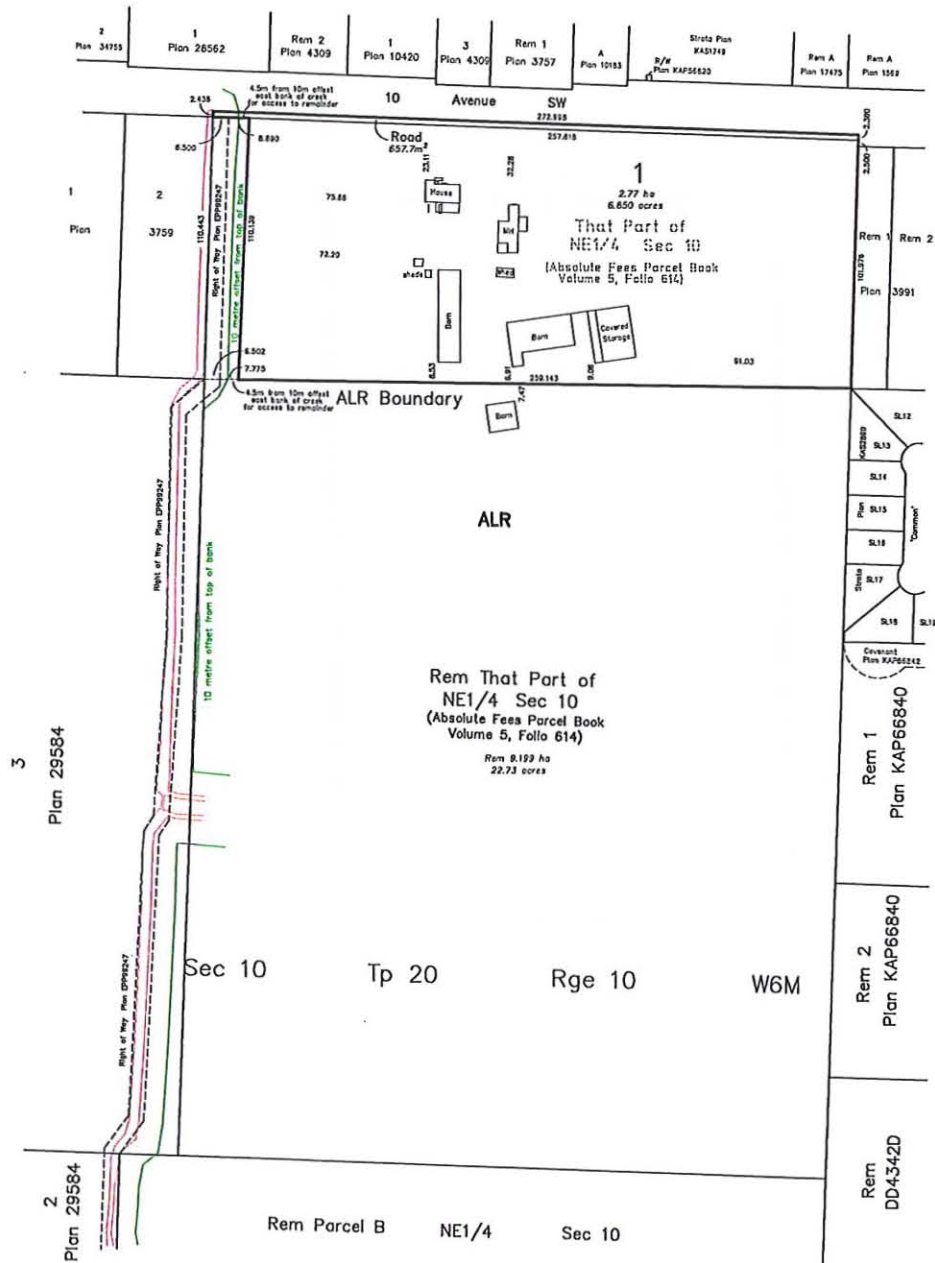


ALR Boundary

Sketch Plan of Proposed Subdivision of Part of  
That Part of the NE1/4 of Sec 10 included in  
Plan attached to Absolute Fees Parcel Book  
Volume 5 Folio 614, LTP 20, Rge 10,  
W6M, KDYD

BCGS 82L.064

50 0 50 100  
All distances are in metres.  
The intended plot size of this plan is 560mm in width by  
864mm in height (D size) when plotted at a scale of 1:1000



Approval pursuant to Section 10(1)(d) of  
Agricultural Land General Regulation  
171/2002 - Subdivision along an ALR boundary





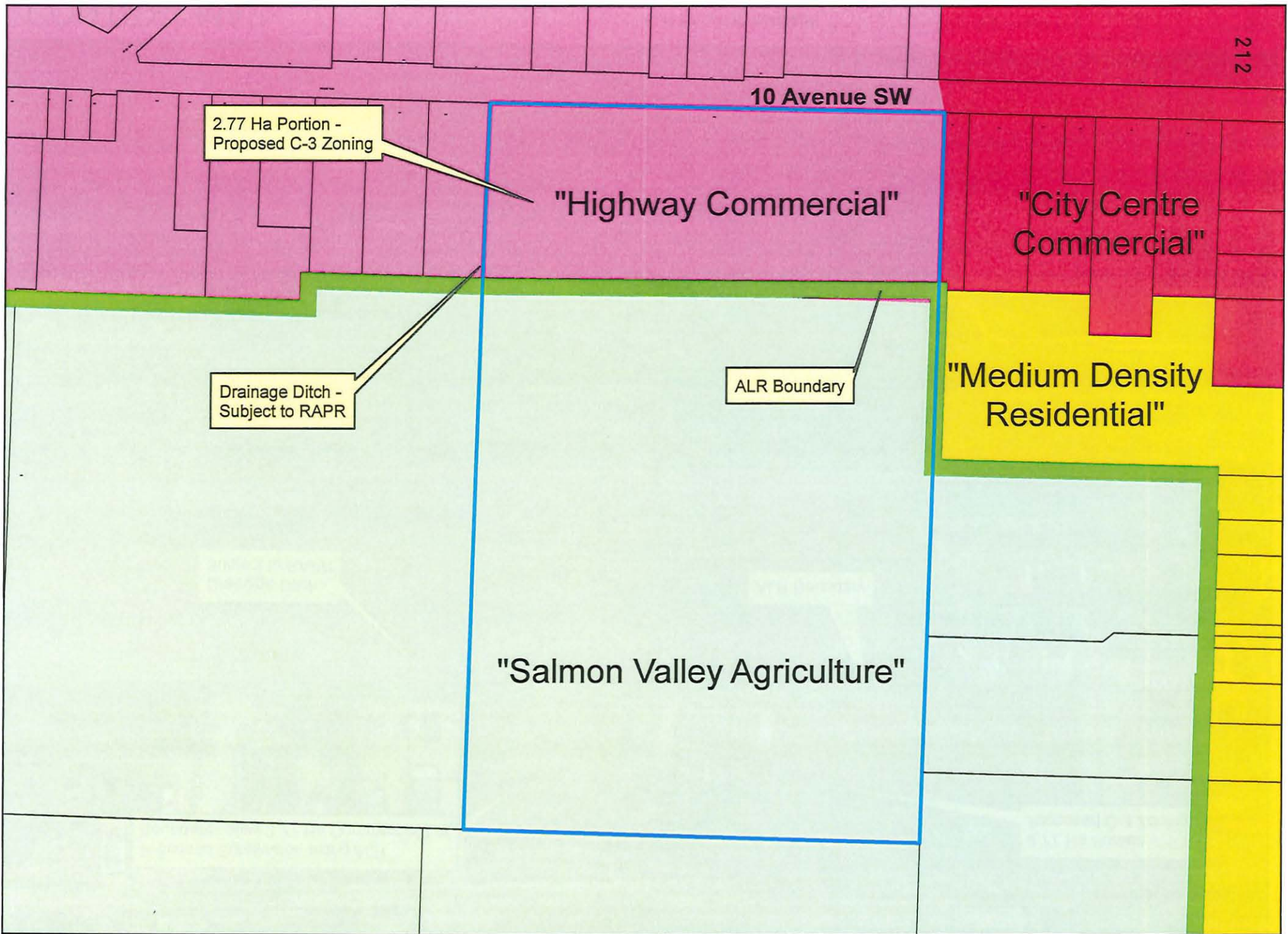
## CONTEXT MAP

ALR Boundary

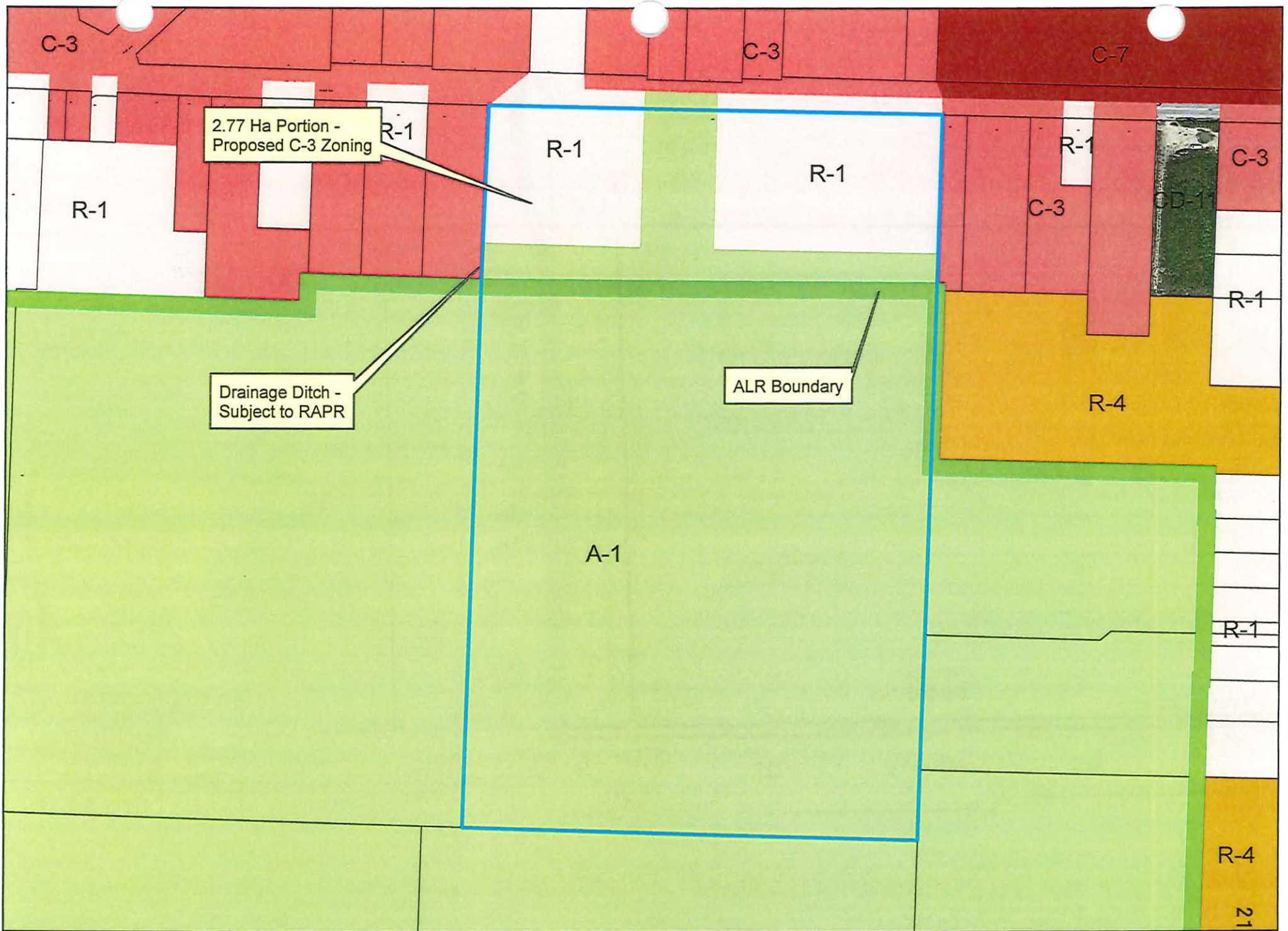
Subject Property











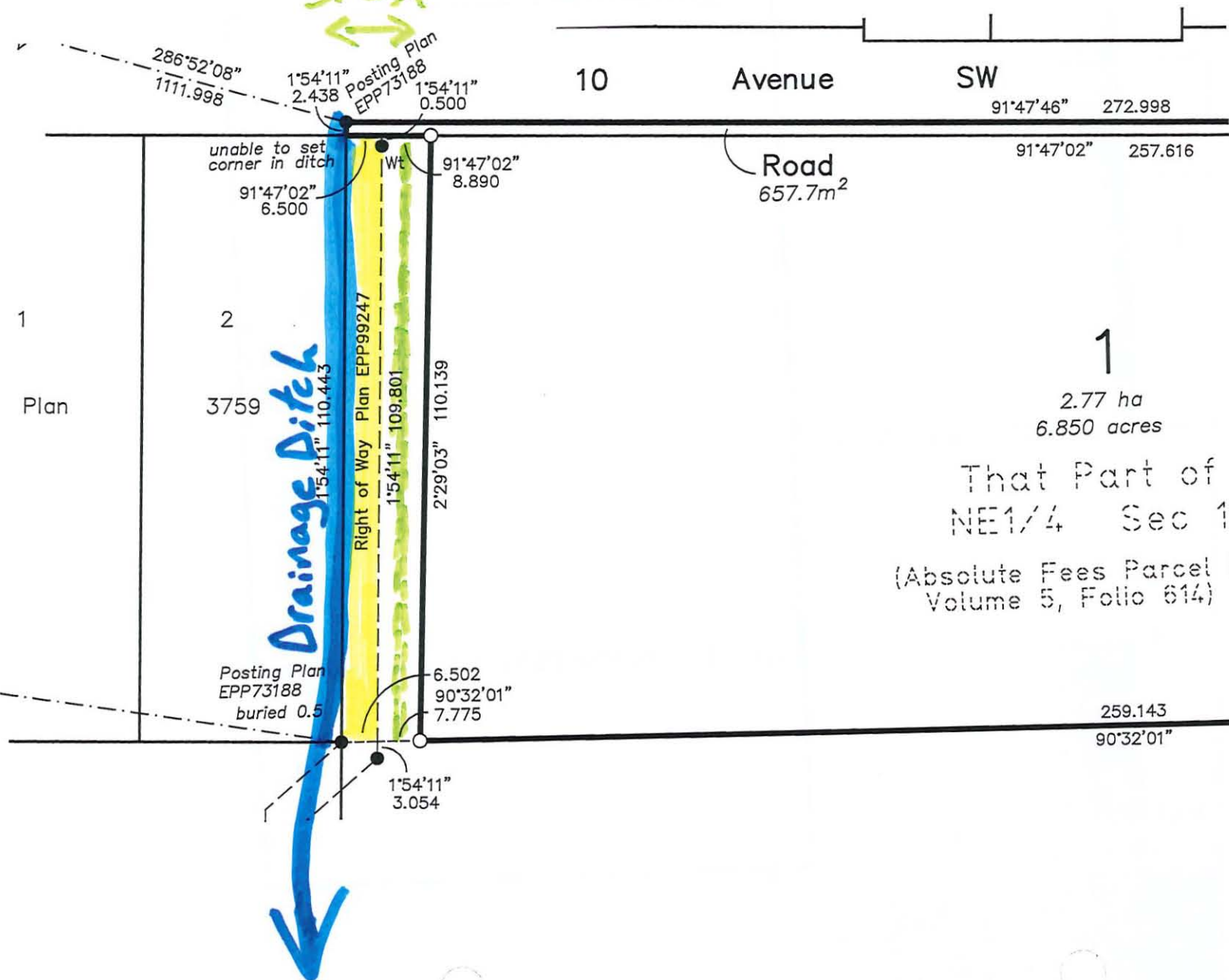
ZONING

Subject Property



GNSS 5428  
NAD83(CSRS) 2002.0  
UTM Zone 11  
N=5618488.761  
E=336201.540  
Estimated absolute  
accuracy= 0.06m

GNSS 5206  
Plan EPP61546

$$\begin{array}{r} 6 \\ \hline \text{RS) } 2002.0 \\ 11 \\ \hline -0.145 \\ \hline \end{array}$$






216

Purpose

- 17.1 The C-3 Zone is intended to accommodate commercial uses which are oriented towards vehicular traffic and require large areas of land for storage and/or display purposes and/or to accommodate large *buildings*. New *developments* zoned C-3 may be required to obtain a *Development Permit* as per the requirements of the *Official Community Plan*.

Regulations

- 17.2 On a *parcel zoned C-3*, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the C-3 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 17.3 The following uses and no others are permitted in the C-3 Zone:

- .1 auto parts and accessories (new) sales;
- .2 automotive repair shop, excluding *fuel service stations*;
- .3 automotive sales and rental lots and showroom (new and used);
- .4 boat and trailer sales and rental showrooms, including minor repairs;
- .5 *building* supply establishment;
- .6 *cafe*; #2736
- .7 car wash;
- .8 *commercial daycare facility*;
- .9 *craft distillery and brewery*
- .10 electrical appliance repair shop;
- .11 farm equipment sales and rental;
- .12 frozen food lockers, including retail sales;
- .13 funeral home including accessory crematorium;
- .14 greenhouses and nurseries, including retail sales;
- .15 *high technology research and development*; #4368
- .16 *home occupation*; #2782
- .17 laboratory, scientific and research;
- .18 laundromat;
- .19 locksmith shop;
- .20 *licensee retail store*; #3223
- .21 *mini warehousing*;
- .22 *mobile food vending*; #4240
- .23 *mobile home* sales; #2736
- .24 moving and storage establishment;
- .25 *neighbourhood pub*; #3223
- .26 *offices*;
- .27 *outside vending*; #2837
- .28 *personal service establishment*; #4049
- .29 print shop;
- .30 *public use*;
- .31 *public utility*;
- .32 radiator repair shop;
- .33 *recreation facility-indoor*;
- .34 recreation vehicle sales, repair, rental and assembly on parcels greater than 1.0 hectare with maximum 25% of gross floor area to be used for *parts assembly*. #2596
- .35 rental and repair of tools, small equipment; #2736
- .36 *restaurant*;
- .37 *retail store*; #4049
- .38 tire sales and repair establishment;



- .39 *transportation use;*
- .40 *truck sales and rental lots and showroom;*
- .41 *upholstery shop;*
- .42 *upper floor dwelling units;*
- .43 *veterinary hospital;*
- .44 *accessory use;*

**Maximum Height of Principal Buildings**

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

**Maximum Height of Accessory Buildings**

17.5 The maximum *height* of *accessory buildings* shall be 6.0 metres (19.68 feet).

**Minimum Parcel Size or Site Area**

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

**Minimum Parcel or Site Width**

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

**Minimum Setback of Principal Buildings**

17.8 The minimum *setback* of the *principal buildings* from the:

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line*
  - adjacent to a residential *zone* shall be 3.0 metres ( 9.8 feet)
  - all other cases shall be 1.0 metre ( 3.3 feet)
- .3 *Interior side parcel line*
  - adjacent to a residential *zone* shall be 3.0 metres (9.8 feet)
  - all other cases shall be 1.0 metre ( 3.3 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)

**Minimum Setback of Accessory Buildings**

17.9 The minimum *setback* of *accessory buildings* from the:

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line* shall be 1.0 metre ( 3.3 feet)
- .3 *Interior side parcel line* shall be 1.0 metre ( 3.3 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)

**Outside Storage**

17.10 Outside storage shall be screened as per Appendix III.

**Parking and Loading**

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

# CITY OF SALMON ARM

*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Kevin Pearson, Director of Development Services  
 DATE: DATE  
 PREPARED BY: Chris Moore, Engineering Assistant  
 OWNER: **Westside Farms Ltd.**, PO Box 1022, Salmon Arm, BC V1E 4P2  
 APPLICANT: **Owner – W. H. Laird**  
 SUBJECT: **ZONING AMENDMENT APPLICATION FILE NO. ZON-1166**  
**VARIANCE PERMIT APPLICATION NO. VP-510**  
**SUBDIVISION APPLICATION NO. SUB-20.01**

LEGAL: THAT PART OF THE NORTH EAST ¼ OF SECTION 10 INCLUDED IN  
 PLAN ATTACHED TO ABSOLUTE FEES PARCEL BOOK VOLUME 5  
 FOLIO 614; TOWNSHIP 20, RANGE 10, W6M, KDYD (PID: 014-070-464)

CIVIC: **1490 – 10 Avenue SW**

Further to your referral dated 15 January 2020, we provide the following servicing information.

**Engineering Department does not have any concerns related to the re-zoning and recommends that the Zoning be granted.**

## **General:**

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

**SUBDIVISION APPLICATION FILE: 20-01**

06 February 2020

Page 2

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8. 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.
  9. 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 subdivision / 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. 10 Avenue SW, on the subject properties northern boundary, is designated as an Urban Arterial Road standard, with an ultimate 25.0m road dedication (12.5m on either side of road centerline). Although the City only requires an Interim total of 20.0m of road dedication (10.0m on either side of road centerline) at this time, the City will require a right of way to allow construction of City services within the additional 2.5m. Additional road dedication may be required to achieve the 20m road dedication, exact extent to be confirmed by BCLS.
2. 10 Avenue SW is currently constructed to an Interim Urban Arterial Road standard. Upgrading to the Urban Arterial Road standard is required, in accordance with Specification Drawing No. RD-4 (currently being amended.) Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs.

Since the owner does not plan to develop either of the proposed lots at this time, the Engineering Department would support:

- Proposed Lot 1: Deferring the upgrades on 10 Avenue SW until development, subject to a covenant preventing further development until full upgrades are completed.
- Remainder Lot: Cash in lieu payment for future upgrade of 10 Avenue SW (work to be carried out with Lot 1 frontage improvements.)

**Water:**

1. The subject property fronts a 200mm diameter Zone 1 watermain on 10 Avenue SW. No upgrades will be required at this time.
2. Proposed Lot 1 is to be serviced by a single metered water service connection (as per Specification Drawing No. W-11), adequately sized to satisfy the proposed use. However since there are no immediate plans to develop this lot, lot servicing may be deferred to the development stage, subject to covenant. Records indicate that Proposed Lot 1 is currently serviced by two un-metered residential 19mm services from the 200mm main on 10 Ave SW. Only one service will be permitted per lot. A water meter shall be installed on the existing service to remain in a meter pit at property line prior to subdivision. All inadequate / redundant

**SUBDIVISION APPLICATION FILE: 20-01**

06 February 2020

Page 3

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services are to be disconnected at the watermain, Owner / Developer is responsible for all associated costs.

3. The Remainder Lot is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use (minimum 25mm). However since there are no immediate plans to develop this lot, lot servicing may be deferred to the development stage, subject to covenant. Owner / Developer is responsible for all associated costs.
4. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
5. Fire protection requirements to be confirmed with the Building Department and Fire Department.
6. Fire hydrant installation will be required. One additional hydrant is required to meet the commercial density spacing requirements of 90 meters.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary sewer on 10 Avenue SW. No upgrades will be required at this time.
2. Proposed Lot 1 is to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Sanitary System to receive the proposed discharge from the development. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer on 10 Avenue SW. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
4. Remainder Lot 2 is outside the Urban Containment Boundary and cannot therefore connect to the City sanitary sewer without requesting consent from Council and the payment of DCC equivalents. Subject to the required approvals from Interior Health Authority, a private on-site disposal systems may be used for lot 2.

**Drainage:**

1. The subject property fronts a 1500mm diameter storm sewer on 10 Avenue SW. This storm sewer is currently at full capacity and the City is investigating options to mitigate upsizing of the main which may result in changes to the future cross-section of 10 Avenue SW. Deferring construction of the frontage to development is advantageous to the City to allow the final cross-section to be determined.



**SUBDIVISION APPLICATION FILE: 20-01**

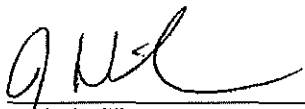
06 February 2020

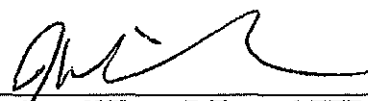
Page 4

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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.
  3. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
  4. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Due to the existing capacity issues, if not resolved, post-development flows shall be restricted to the 2 year pre-development flow. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Geotechnical:**

1. A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference may be deferred to development stage, subject to covenant.

  
for: **Chris Moore**  
Engineering Assistant

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

24. STATUTORY PUBLIC HEARINGS

1. City of Salmon Arm Zoning Amendment Application No. ZON-1166 [Westside Farms Ltd., Inc. No. BC 1075703; 1490 10 Avenue SW; A-1 and R-1 to C-3]

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

Submissions were called for at this time.

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

P. Pudwell, on behalf of his mother located at 10 – 1231 10 Street SW, spoke to concerns with increased noise, potential future operations, and property values.

P. Pudwell, on behalf of his mother located at 10 – 1231 10 Street SW, asked questions regarding the proposed fence along the ALC boundary.

Staff confirmed that another notification process would ensue if and when a Development Permit application is made for the subject property.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:38 p.m. and the next item ensued.

## CITY OF SALMON ARM

### BYLAW NO. 4372

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

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WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on March 9, 2020 at the hour of 7:00 p.m. was published in the February 26 and March 4, 2020 issues of the Salmon Arm Observer;

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

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

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

Rezone that part of the north east  $\frac{1}{4}$  of Section 10 included in plan attached to absolute fees parcel book volume 5 folio 614; Township 20, Range 10, W6M, KDYD from R-1 & A-1 (Single Family Residential Zone & Agriculture Zone) to C-3 (Service Commercial Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4372"

READ A FIRST TIME THIS 24 DAY OF February 2020

READ A SECOND TIME THIS 24 DAY OF February 2020

READ A THIRD TIME THIS 9 DAY OF March 2020

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE 12 DAY OF March 2020

"E. KEAM"

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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



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Item 11.5

## CITY OF SALMON ARM

Date: April 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4370 be read a final time.

[ZON-1165; 628746 BC Ltd./Laird, B.; 521 10 Street SW; C-7 to C-3]

### Vote Record

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

Opposed:

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



To: His Worship Mayor Harrison and Members of Council

Date: February 11, 2020

Subject: Zoning Bylaw Amendment Application No. 1165  
Development Permit Application No. 423 (Highway Service / Tourist Commercial)

Legal: Lot 5, Section 15, Township 20, Range 10, W6M, KDYD, Plan 12965 Except Plans 21358, 24962, KAP73904 and EPP40251  
Civic: 521 – 10 Street SW  
Owner & Applicant: 628746 BC LTD. / Laird, B.

#### **MOTION FOR CONSIDERATION**

- THAT:** Bylaw No. 4370 be considered, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 5, Section 15, Township 20, Range 10, W6M, KDYD, Plan 12965 Except Plans 21358, 24962, KAP73904 and EPP40251 (521 – 10 Street SW) from C-7 (Shopping Centre Commercial Zone) to C-3 (Service Commercial Zone);
- AND THAT:** Final reading of Bylaw No. 4370 be withheld subject to:
1. Approval by the Ministry of Transportation and Infrastructure, and
  2. The modification of Covenant CA3712464 – CA3712465 to allow for subdivision and the construction of a furniture store in accordance with the elevations and site plan attached in Appendix 3;
- AND THAT:** Development Permit No. 423 be authorized for issuance for Lot 5, Section 15, Township 20, Range 10, W6M, KDYD, Plan 12965 Except Plans 21358, 24962, KAP73904 and EPP40251 (521 – 10 Street SW) in accordance with the elevations and site plan attached in Appendix 3;
- AND FURTHER THAT:** Issuance of Development Permit No. DP-423 be withheld subject to the receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of landscaping.

#### **STAFF RECOMMENDATION**

**THAT:** The motion for consideration be adopted.

#### **PROPOSAL**

The proposal is to rezone and develop the parcel located at 521 – 10 Street SW (Appendix 1 and 2) for a new 19,000 square foot commercial furniture store building. Rezoning will allow for a planned subdivision (SUB-19.20) as shown in the attached site plans. The proposed building design is for a single storey commercial building on the northeast corner of the parcel, with a showroom, storage and office space.



Public parking will be located in the front of the building, with loading and staff parking located at the rear of the building.

Letters of Intent, elevations and site plan drawings are attached as Appendix 3.

### SITE CONTEXT

The site is designated Highway Service / Tourist Commercial in the City's Official Community Plan (OCP) and is zoned Shopping Centre Commercial (C-7) in the Zoning Bylaw (Appendix 4 and 5). The parcel is subject to the guidelines of the OCP's Highway Service / Tourist Commercial Development Permit Area as described further in this report.

The site is currently vacant of any buildings (site photos attached as Appendix 6). The property under consideration has a gross area of 3.6 acres and has approximately 43 m of frontage along 10 Street SW.

The adjacent land uses are described as follows:

North:	C-3 - Service Commercial
South:	C-7 - Shopping Centre Commercial
East:	10 Street SW with R-1 & R-4 – residential beyond
West:	C-3 - Service Commercial

In support of their Development Permit application, the applicant has provided a detailed site plan (Appendix 3) to demonstrate their concept for the property, and elevations depicting the proposed building design.

### **Traffic Impact Analysis**

This site was before Council in 2013/2014 related to the subdivision and development of the neighbouring Kal Tire parcel. Due to the potential traffic increase related to the proposed development impacting the intersection of 10 Street and 5 Avenue, a Traffic Impact Analysis (TIA – Appendix 7) was required and a subsequent covenant restricting future development was placed on the remaining undeveloped property (Appendix 8). The TIA considered the highest practical use of the site, assuming an ultimate build out of over 105,000 square feet of gross floor area under C-3 (Kal Tire, 11,300 square feet) and C-7 zoning (94,500 square feet), and a peak trip generation of 352 per hour.

Some of the TIA recommended improvements have been completed, however concerns remain regarding the adjacent intersection and roadways which are expected to see increased traffic volumes related to future development. The applicant has requested an amendment to the covenant (Appendix 9) which would allow for the building of the proposed furniture store and single lot subdivision without an update to the TIA, while the requirement would remain on title to be triggered by future development.

### COMMENTS

#### Fire Department

No concerns.

#### Building Department

No concerns.

#### Engineering Department

Comments attached as Appendix 10.

### Ministry of Transportation and Infrastructure

The subject property is located within 800 m of the Trans Canada Highway therefore the zoning bylaw amendment requires approval by MOTI pursuant to the Transportation Act. The application was referred to MOTI for comment on January 9, 2020. Approval from MOTI will be required prior to final adoption of the zoning bylaw. Preliminary approval of the zoning bylaw amendment has been granted.

The MOTI comments and covenant are attached as Appendix 11.

### Design Review Panel

A Design Review Panel (DRP) meeting was held on January 23, 2020 to discuss the form and character of the proposed development (meeting minutes attached - Appendix 12). The DRP was supportive of the proposal as presented. Noting their support of the proposal as presented and the design features proposed, the panel did mention an opportunity to potentially enhance the design of the north and south elevations.

Staff noted that from initial pre-application discussions with the applicant, that the design has been enhanced with the vertical features brought in to break up the north and south elevations.

### Planning Department

#### **OCP Commercial Policy - Zoning**

The OCP's Highway Service / Tourist Commercial designation supports the proposed C-3 zone. The current C-7 – Shopping Centre zone has a minimum parcel size of 1.0 hectares. Rezoning to C-3, which has a minimum parcel size of 465 square metres, is required to support the proposed subdivision.

Staff are supportive of allowing the City's "no build / no subdivision" covenant to be amended to allow a Building Permit for the furniture store and the related single lot subdivision. Without amending the covenant, a Building Permit can not be issued. The amendment would allow for a furniture store only, and compared to the full build out of a shopping mall, the development of a 19,000 square foot furniture store should generally produce limited impact in terms of traffic generation.

The City's covenant would remain on title, meaning that an updated TIA would be required for any further development proposal.

#### **Form and Character Development Permit**

The proposed development is subject to the "Highway Service/Tourist Commercial Development Permit Area" design guidelines of the OCP, suggesting characteristics under the topics of siting and building, landscape and screening, as well as access, circulation and parking area guidelines.

#### *Siting and Building*

The one storey, rectangular shaped building will be approximately 7.0 m in height (10 m maximum is permitted), presenting architectural interest with an enhanced facade divided into three elements by an elevated central entrance feature. The building is oriented to the street frontage as main entry way and multiple windows face 10 Avenue SW, complimented with awnings and fascia signage.

#### *Landscape and Screening*

The proposed site plan (Appendix 3) shows two general sites for landscaping: an island located adjacent the proposed building and a boulevard strip including two parking area islands adjacent 10 Street SW helping to define the edge of the site. The refuse containers are located at the rear of the site.

#### *Access, Circulation and Parking Area*

Vehicle access is via a let down shared with Kal Tire from 10 Street SW with an access route along the north parcel line to the rear parking area. Future access routes may be created in the future over the adjacent property to the south. There are a total of 28 parking stalls proposed: 22 parking stalls proposed in the front area with 6 stalls at the rear of the site. The front parking area is broken by landscaping.

There are two loading areas: one at the rear of the building and one at the entrance way. Furthermore, the proposal shows an asphalt parking surface.

The subject property is proposed for commercial use including retail, office and storage/warehouse space. A strict interpretation of the Zoning Bylaw would require 81 parking spaces for a retail uses, while 28 parking spaces are proposed. The Zoning Bylaw requires a range of parking spaces for different retail uses, however "furniture store" is not amongst the uses contemplated. In the opinion of staff, the most appropriate category for the proposed use would be "Equipment, Machinery, Tool and Appliance Sales, Rental and Repair."

The applicant has included a letter from the prospective tenant (and potential owner) indicating that the 28 proposed parking spaces would exceed their needs (Appendix 3). Staff have reviewed local furniture stores as well as recent applications in adjacent communities, and concur that the parking proposed appears sufficient for the use intended. Related to parking requirements, the "Equipment, Machinery, Tool and Appliance Sales, Rental and Repair" category appears to largely align with existing furniture stores of similar format.

#### **Servicing and Future Road Widening / Building Setbacks**

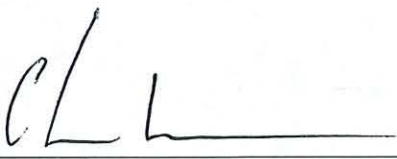
10 Street SW is designated as an Urban Collector Road in the OCP, and is currently constructed with a 20 m dedicated width. The proposed building is setback over 25 m from the front parcel line, far exceeding the required setback. The proposed location is in conformance with zoning regulations and any relocation would need to meet appropriate setback and regulatory requirements.

#### **CONCLUSION**

The proposed C-3 zone is consistent with the OCP Highway Service / Tourist Commercial designation, and is therefore supported by staff.

The proposal involves the development of the subject property with a commercial retail building. The application substantially aligns with the "Highway Service/Tourist Commercial Development Permit Area" guidelines of the OCP. The form and character proposed is consistent with these guidelines. The applicant has been forthcoming and co-operative, working with staff to ensure alignment with OCP guidelines. Overall, staff is satisfied with the design proposed.

Zoning Bylaw Amendment Application No. 1165 and Development Permit No. 423 are recommended for approval by staff.



Prepared by: Chris Larson, MCP  
Planning and Development Officer




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

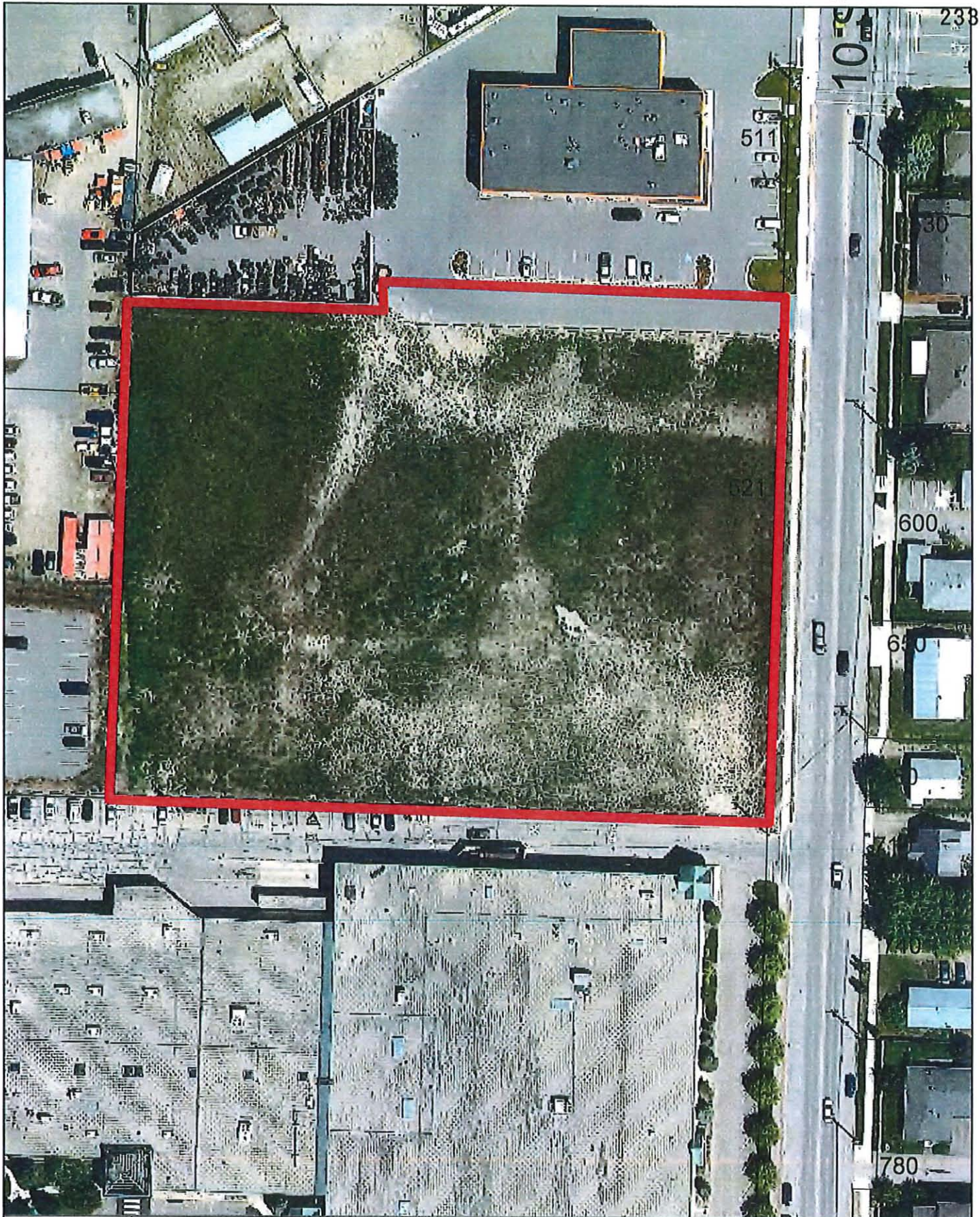




0 25 50 100 150 200 Meters

 Subject Parcel





0 10 20 40 60 80 Meters

 Subject Parcel



628746 B.C. Ltd.  
Box 1022  
Salmon arm BC.  
V1E 4P2

Dec. 27, 2019  
Mayor and Council  
Re: development of 521 10<sup>th</sup> ST SW

The undersigned will be representing the owner during construction of a proposed 20,000 sq. ft. building to accommodate a new Ashley Furniture store. It is the intent of the developer to subdivide and rezone this property from C-7 to C-3 as current zoning restricts lot size. Access to the new lot will be via the existing service road from 10<sup>th</sup> street, shared with Kal Tire. The owner has provided a letter requesting a parking variance based on their experience at 2 other stores.

Ashley corporate will not own the building but has influence re design and finishes. Attached are proposed elevations which include considerable glazing, stone, durable fiber cement and metal siding elements which are compatible with and exceed the character of neighbouring buildings. Landscaping will include bricks between the sidewalk and 10<sup>th</sup>, matching the existing Kal Tire and Piccadilly sites.

We believe this proposed building will add substantially to the existing street scape and retail opportunities in Salmon Arm.

Yours truly,



W.H. Laird.



September 9, 2019

This letter is to advise pertinent departments and/or other stakeholders that based on previous parking requirements in both our Penticton and Vernon stores that we will require a peak parking need for **17 customer stalls and 6 staff parking stalls** for the location in Salmon Arm.

We have more staff in both Penticton and Vernon but we are expecting customer numbers to be slightly lower but basically in the realm of these two stores.

If you require anything further with regard to this, please feel free to contact me at the above phone number, or via email [cturcotte@ashleyok.ca](mailto:cturcotte@ashleyok.ca).

Regards,

Cheryl Turcotte, CPA, CGA  
Controller  
Case Furniture Ltd./Ashley Homestores

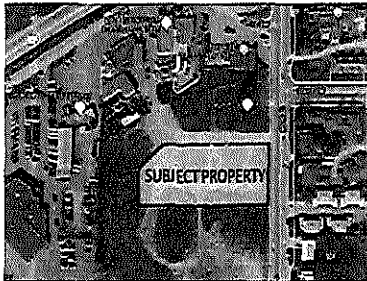
/ct





# ASHLEY'S FURNITURE WH LAIRD HOLDINGS LTD. SALMON ARM, BC

LOCATION MAP



## CONSULTANTS:

**ARCHITECTURAL:**  
GARRY TOMPOROWSKI ARCHITECT LTD.  
CONTACT: GARRY TOMPOROWSKI  
4243 - 1889 SPRINGFIELD ROAD  
KELOWNA, B.C. V1Y 1S3  
PHONE: (250) 879-1668, FAX: (250) 879-4366  
EMAIL: garry@garch.ca

**STRUCTURAL: (SLAB ONLY)**  
R & A ENGINEERING (1997) LTD.  
CONTACT: GREG WYUJE  
202-3401 33 RD. STREET  
VICTORIA B.C. V8T 7X7  
PHONE: (250) 545-1357, FAX: (250) 545-1358  
EMAIL: admin@raengineering.ca

**ELECTRICAL:**  
**REQUIRE**

**SURVEYOR:**  
BROWNE JOHNSON LANE SURVEYORS  
CONTACT: JOE JOHNSON  
371 ALEXANDER ST. NE. #201  
SALMON ARM, B.C. V1E 4N5  
PHONE: (250) 872-9701  
EMAIL: joe@brownejohnson.com

**LANDSCAPE:**  
INTERIOR TESTING SERVICES LTD.  
CONTACT: ERIC REYNARD  
277 SALMON ARM DRIVE  
SHERRILL, B.C. V1E 1V3  
PHONE: (250) 804-6440  
EMAIL: eric.reynard@interiortesting.com

**STRUCTURAL:**  
KD KETCHEN & ASSOCIATES LTD.  
CONTACT: KLINT KETCHEN  
SUITE 123, 800 - 15355 24th AVENUE  
STRASBURG, B.C. V1A 2H9  
PHONE: (250) 560-5540  
EMAIL: ketchen@shaw.com

**MECHANICAL:**  
HPF ENGINEERING LTD.  
CONTACT: NEIL ROGERS, P. ENG.  
101 - 1402 MCGILL ROAD  
SALMON ARM, B.C. V1E 1L3  
PHONE: (250) 878-0984  
EMAIL: neil@hpfengineering.com

**GEOTECHNICAL:**  
INTERIOR TESTING SERVICES LTD.  
CONTACT: PETER HANENBURG P. ENG.  
#1 - 1365 MOSS COURT  
KELOWNA, B.C. V1Y 9L3  
PHONE: (250) 860-6540  
EMAIL: info@interiortesting.com

**CIVIL:**  
GENTECH ENGINEERING INC.  
CONTACT: BRIAN HILLSON  
BOX 328, #3 - 551 TRANS CANADA HIGHWAY NE  
SALMON ARM, B.C. V1E 4N5  
PHONE: (250) 872-7602  
EMAIL: gentech@gentechengineering.com

## LIST OF DRAWINGS:

**ARCHITECTURAL:**  
DP 0.0 COVER SHEET  
DP 1.0 B.C. BUILDING CODE REVIEW  
DP 1.1 OVERALL SITE PLAN  
DP 1.2 ENLARGED SITE PLAN  
DP 2.1 MAIN FLOOR PLAN  
DP 2.2 FRONT ENTRY DETAIL  
DP 2.3 MEZZANINE PLAN & STAIR DETAIL  
DP 2.4 ROOF PLAN  
DP 3.1 ELEVATIONS  
DP 3.2 ELEVATIONS  
DP 4.1 BUILDING SECTIONS  
DP 5.1 SIGNAGE DETAILS

## PROJECT INFO:

**CIVIC ADDRESS:**  
321, 10th STREET SW, SALMON ARM, B.C.

**LEGAL ADDRESS:**  
PART OF LOT 5, SEC. 15, TP. 20  
R.10, W6M, E0Y0, PLAN 12305

**ZONING:**  
C7

**SITE AREA:**  
3,694 AC (157,000.0 sq ft)

## GROSS FLOOR AREA (SF (m2)):

**MAIN FL.** 19,202.0 sf (1,853.68 sq m)  
**MEZZANINE (15.5M)** 680.0 sf (63.17 sq m)  
**TOTAL GFA** 19,882.0 sf (1,916.85 sq m)

# FOR INFORMATION ONLY

## CITY OF SALMON ARM ZONING BYLAW (No. 2303) ANALYSIS:

### SECTION 21: C-7 SHOPPING CENTRE COMMERCIAL ZONE

REQUIRED	PROVIDED
PURPOSE	PURPOSE
21.1 C-7 ZONE IS INTENDED TO PROVIDE FOR THE DEVELOPMENT OF SHOPPING CENTRES	21.1 SHOPPING CENTRE

REGULATIONS	REGULATIONS
21.2 C-7 ZONE REGULATIONS TO APPLY.	21.2 C-7 ZONE REGULATIONS

PERMITTED USES	PERMITTED USES
21.3 FOLLOWING USES PERMITTED SHOPPING CENTRES	21.3 FOLLOWING USES PROPOSED SHOPPING CENTRES

MAX. HEIGHT OF PRINCIPAL BUILDING	MAX. HEIGHT OF PRINCIPAL BUILDING
21.4 MAX. HEIGHT 12.0m (39.4 ft)	21.4 MAX. HEIGHT 7.01m (23.0 ft)

MIN. PARCEL SIZE	MIN. PARCEL SIZE
21.5 MIN. PARCEL SIZE 1.0ha (2.5 ac)	21.5 PARCEL SIZE 1.46ha (3.6 ac)

MIN. PARCEL WIDTH	MIN. PARCEL WIDTH
21.6 MIN. PARCEL 75.0m (243.1 ft)	21.6 PARCEL 109.24m (358.4 ft)

MIN. SETBACK OF PRINCIPAL BUILDING	MIN. SETBACK OF PRINCIPAL BUILDING
21.7 MIN. SETBACK FROM ALL PARCEL LINES 6.0m (19.7 ft)	21.7 SETBACK FROM PARCEL LINES NORTH 9.75m (32.0 ft) WEST 62.56m (205.25 ft) SOUTH 82.8m (271.6 ft) EAST 25.0m (82.0 ft)

OUTSIDE STORAGE	OUTSIDE STORAGE
21.8 NOT PERMITTED	21.8 NONE

PARKING AND LOADING	PARKING AND LOADING
PARKING REQUIRED 1 PER 24 sqm = 1057 / 24 = 43.5	PARKING PROVIDED 28 STALLS

LOADING REQUIRED	LOADING REQUIRED
2 PER 1957sqm	LOADING PROVIDED 2 BAYS

## VARIANCES REQUIRED

1) PARKING FROM 81 TO 28 STALLS

## B.C. BUILDING CODE (2018) ANALYSIS:

MAJOR OCCUPANCY CLASSIFICATION:	GROUP E
GOVERNING CODE PART: <td>PART 3</td>	PART 3
BUILDING HEIGHT: <td>23.0' (7.01m)</td>	23.0' (7.01m)
BUILDING FOOTPRINT: <td>19,202.0 sf (1,783.68 sq m)</td>	19,202.0 sf (1,783.68 sq m)
SPRINKLERS: <td>NO</td>	NO
FACING NO. OF STREETS: <td>1 STREET</td>	1 STREET

## BC BUILDING CODE

3.2.2.68. GROUP E UP TO 2 STOREYS  
SPRINKLERED

1) A BUILDING CLASSIFIED AS GROUP E IS PROVIDED TO CONFORM TO SENTENCE 2 PROVIDED:  
a) SPRINKLERED THROUGHOUT  
b) NOT MORE THAN 2 STOREYS IN HEIGHT  
c) BUILDING AREA NOT MORE THAN 6,300 sqm IF 1 STOREYS

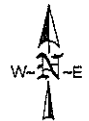
2) THE BUILDING IS PERMITTED TO BE COMBUSTIBLE CONSTRUCTION OR NONCOMBUSTIBLE CONSTRUCTION USED SINGLY OR IN COMBINATION AND  
a) FLOOR ASSEMBLIES SHALL HAVE A FIRE SEPARATION WITH A FRR NOT LESS THAN 45 MIN. AND  
b) LOADBEARING WALLS, COLUMNS SHALL HAVE A FRR NOT LESS THAN THAT REQUIRED FOR THE SUPPORTING ASSEMBLY

## SPATIAL SEPARATION

3.2.2.68. GROUP E, UP TO 2 STOREYS SPRINKLERED

NORTH ELEVATION	SOUTH ELEVATION
AREA 343.8sqm	AREA 343.8sqm
LIMITING DISTANCE 9.75m	LIMITING DISTANCE 18.29m
OPENINGS 0.0m	OPENINGS 0.0m
OPENING ALLOWED 48.0%	OPENING ALLOWED 100.0%
OPENING PROVIDED 0.0%	OPENING PROVIDED 0.0%
WALL RATING REQUIRED 1 HR	WALL RATING REQUIRED 1 HR
WEST ELEVATION	EAST ELEVATION
AREA 258.6sqm	AREA 305.3sqm
LIMITING DISTANCE 10.12m	LIMITING DISTANCE 24.95m
OPENINGS 13.0m	OPENINGS 41.8m
OPENING ALLOWED 100.0%	OPENING ALLOWED 100.0%
OPENING PROVIDED 5.0%	OPENING PROVIDED 13.7%
WALL RATING REQUIRED 1 HR	WALL RATING REQUIRED 1 HR

-THIS DRAWING MUST NOT BE SCALED.  
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DATE	BY	NO.	REVISION
2019/11/20	DB	B	ISSUE FOR REVIEW
2019/10/10	DB	A	ISSUE FOR REVIEW

SCALE

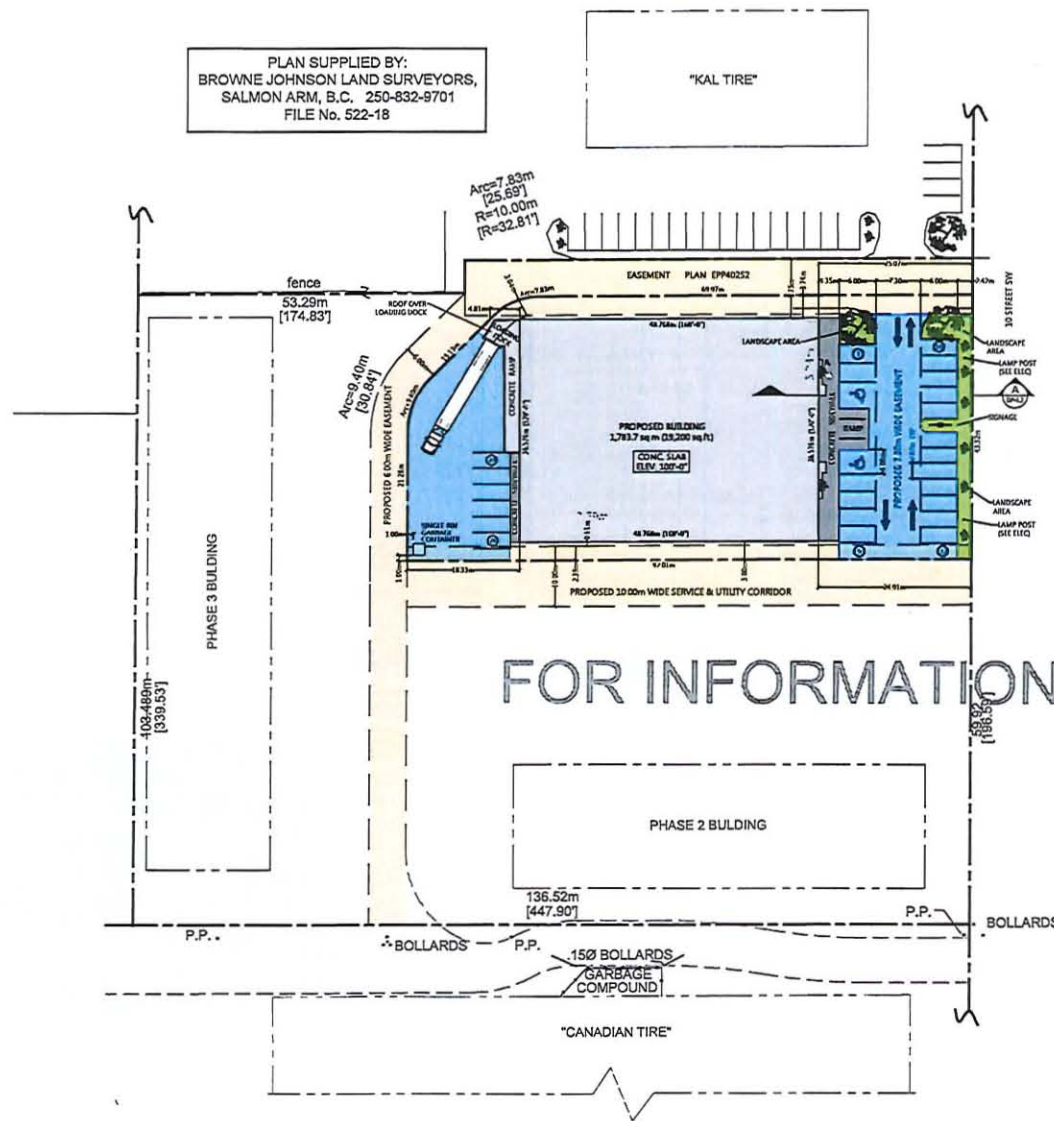
**BUILDING BY:**  
**ECONOSPAN**  
STRUCTURES CORP.  
PLANTS:  
172 JAYLOR ROAD, CHICAGO, IL 60641  
PHONE: 256 719-2400  
FAX: 256 479-3421

**gta**  
GTA ARCHITECTURE LTD.  
243-1889 Springfield Road  
Kelowna, British Columbia  
V1Y 5V5  
Fax: 250.979.4366  
Telephone: 250.979.1668

**PROJECT:**  
W.H. LAIRD HOLDINGS LTD.  
160'-0"x120'-0" BUILDING  
SALMON ARM, B.C.

**SHEET TITLE**  
CODE REVIEW

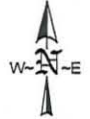
DESIGN	W.SOKEL	SHEET NO.	DP-1.0
DESIGN	D. HILSDEN		
SCALE	1/2" = 1'-0"		
DATE	Nov. 20, 2019	15-10-1127	B



## SITE PLAN

Scale: 1/64" = 1'-0"

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2019/11/20	DB	B	ISSUE FOR REVIEW
2019/10/16	DB	A	ISSUE FOR REVIEW
DATE	BY	NO.	REVISION

SEAL

BUILDING BY:

**ECONOSPAN**  
STRUCTURES CORP.

PLANT:  
472 AYLMER ROAD. PHONE: 250 679-3400  
CHASE, BC FAX: 250 679-3421

gta

GTA ARCHITECTURE LTD.  
243-1889 Springfield Road  
Kelowna, British Columbia  
V1Y 5V5  
Fax: 250.979.4366  
Telephone: 250.979.1688

PROJECT  
W.H. LAIRD HOLDINGS LTD.  
160'-0"x120'-0" BUILDING  
SALMON ARM, B.C.

SHEET TITLE	
SITE PLAN	App

DRAWN D. BROWN		SHEET NO.  DP-1.1
DESIGN D. NELSON		
SCALE 1/32" = 1'-0"		
DATE Nov. 20, 2019	JOB # ES-19-1127	REV # B

—THIS DRAWING MUST NOT BE SCALED.  
 —VERIFY ALL DIMENSIONS AND DATUMS  
 PRIOR TO COMMENCEMENT OF WORK.  
 REPORT ALL ERRORS AND OMISSIONS TO  
 THE ARCHITECT.  
 —VARIATIONS AND MODIFICATIONS ARE  
 NOT ALLOWED WITHOUT WRITTEN  
 PERMISSION FROM THE ARCHITECT.  
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 —ANY REPRODUCTION MUST BEAR  
 THEIR NAME AS ARCHITECT.



2019/11/20	DB	B	ISSUE FOR REVIEW
2019/10/16	DB	A	ISSUE FOR REVIEW
DATE	BY	NO.	REVISION

BUILDING BY:  
**ECONOSPAN**  
 STRUCTURES CORP.  
 472 AVENUE ROAD, PHONE: 250 479-3488  
 CHILLIWACK, BC FAX: 250 479-3421

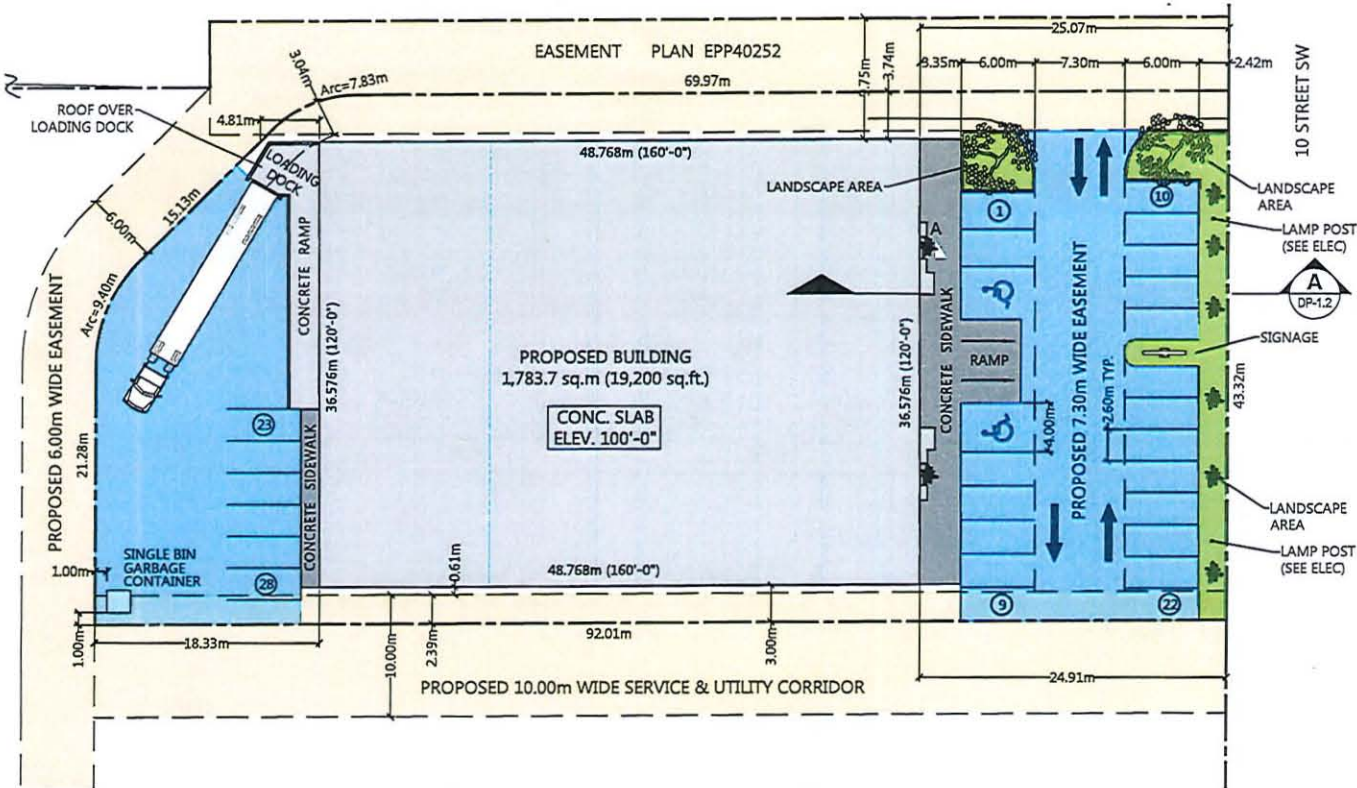
**gta**

GTA ARCHITECTURE LTD.  
 243-1880 Springfield Road  
 Kelowna, British Columbia  
 V1Y 5V5  
 Fax: 250.879.4366  
 Telephone: 250.879.1668

PROJECT  
 W.H. LAIRD HOLDINGS LTD.  
 160'-0"x120'-0" BUILDING  
 SALMON ARM, B.C.

SHEET TITLE  
 ENLARGED SITE PLAN

DRAWN D. BROWN	SHEET NO. DP-1.2
DESIGN D. NELSON	
SCALE 1/32" = 1'-0"	
DATE Nov. 20, 2019	REV # B



## LEGEND

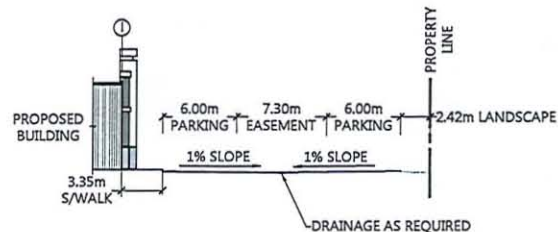
N.T.S.

- PROPOSED BUILDING
- CONCRETE SIDEWALK
- PAVEMENT
- LANDSCAPE
- EASEMENTS

PARKING STALL NOTE:  
 REGULAR STALLS: 6.00m X 2.60m  
 H/CAP STALLS : 6.00m X 4.00m

## ENLARGED SITE PLAN

Scale: 1/32" = 1'-0"



## SECTION A LOOKING NORTH

Scale: 1/32" = 1'-0"

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2019/11/20 DB B ISSUE FOR REVIEW  
 2019/10/18 DB A ISSUE FOR REVIEW  
 DATE BY NO. REVISION  
 SEAL

BUILDING BY:

**ECONOSPAN**  
 STRUCTURES CORP.

PLAINTY: 472 AYLMER ROAD, FISHKILL 250 479-3400  
 CRANFORD, NC FAX: 250 479-3421

**gta**

GTA ARCHITECTURE LTD.  
 243-1889 Springfield Road  
 Kelowna, British Columbia  
 V1Y 3V5  
 Fax: 250.879.4366  
 Telephone: 250.879.1668

PROJECT

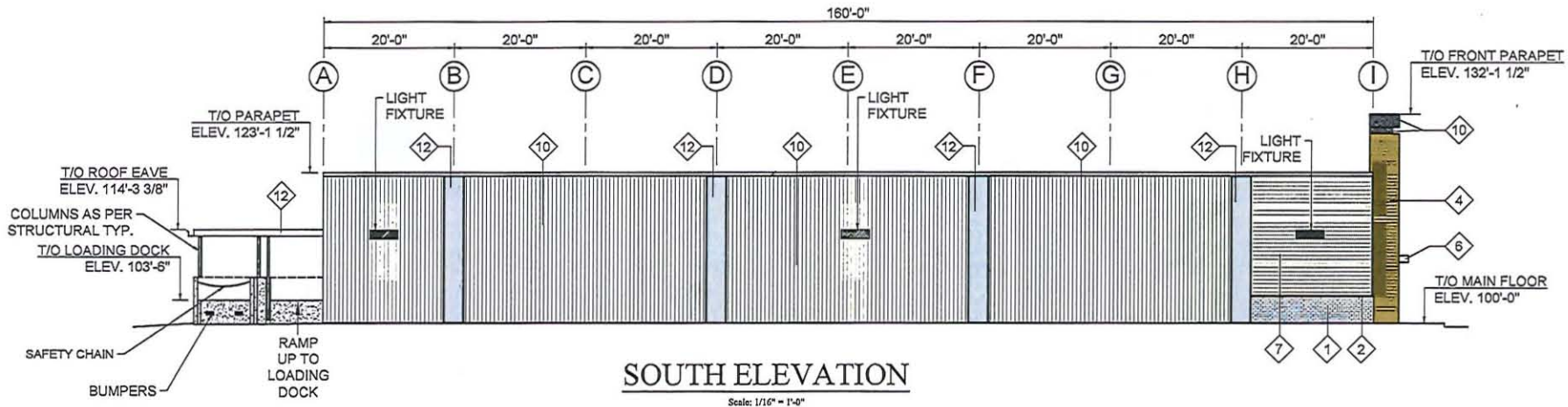
W.H. LAIRD HOLDINGS LTD.  
 150'-0"x120'-0" BUILDING  
 SALMON ARM, B.C.

SHEET TITLE

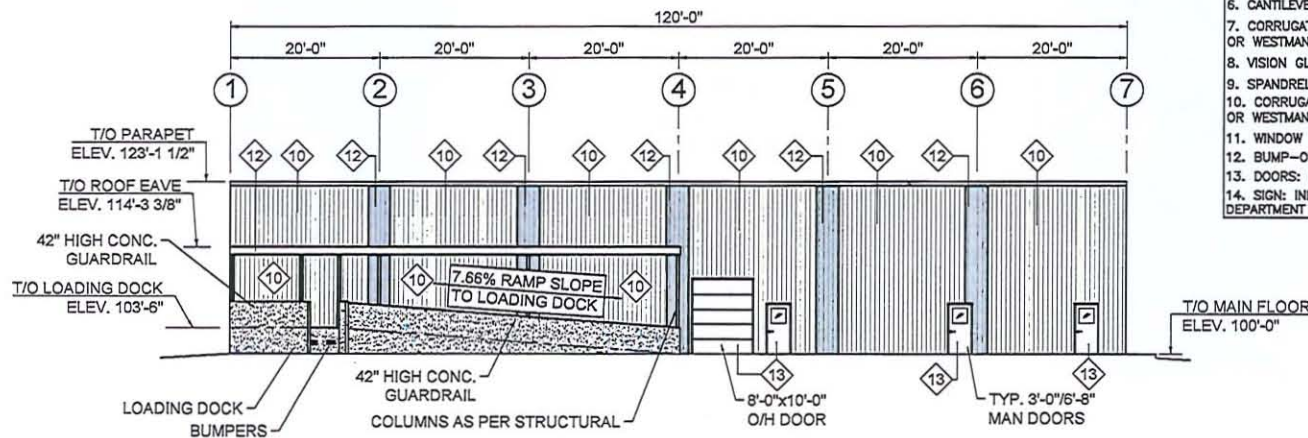
ELEVATIONS

Appendix 3

DRAWN D. BROWN SHEET NO.  
 DESIGN D. NELSON DP-3.1  
 SCALE 1/16" = 1'-0"  
 DATE Nov. 20, 2019 JOB # ES-19-1137 REV # B



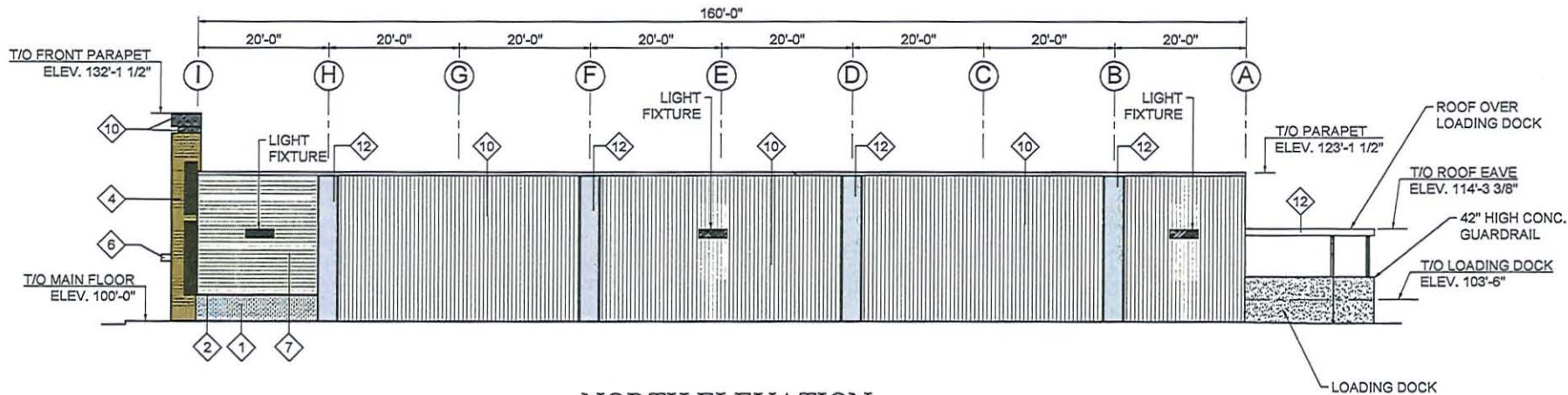
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#### FACADE FINISHES KEY

1. BRICK: ACME BRICK, SLATE GRAY 167, SMOOTH
2. STONE TOP CAP TO MATCH BRICK
3. EIFS SYSTEM: PAINT, SHERWIN WILLIAMS, SW7076 CYBERSPACE, FLAT
4. FIBER CEMENT: CERACLAD, RUSTIC WOOD, BRONZE
5. EIFS SYSTEM METALLIC: DRYVIT, REFLECTIT SMOOTH, #253 CLEOPATRA
6. CANTILEVER: PAINT, SHERWIN WILLIAMS, SW7076 CYBERSPACE, FLAT
7. CORRUGATED METAL: PAC-CLAD, PRECISION SERIES, HWP 12", STONE WHITE, OR WESTMAN STEEL ALT. AWR PROFILE, LIGHT STONE (HORIZONTAL ORIENTATION)
8. VISION GLASS: VITRO, SOLARBAN (2) R100 CLEAR + CLEAR GLASS
9. SPANDREL GLASS: MATCH VISION GLASS
10. CORRUGATED METAL: PAC-CLAD, PRECISION SERIES, HWP 12", STONE WHITE, OR WESTMAN STEEL ALT. AWR PROFILE, LIGHT STONE (ORIENTATION AS SHOWN)
11. WINDOW FRAME AND MULLIONS: FLAT BLACK
12. BUMP-OUTS AND FACIA: TO MATCH SHERWIN WILLIAMS, SW7066 GRAY MATTERS
13. DOORS: PAINT, SHERWIN WILLIAMS, SW7666 FLEUR DE SEL
14. SIGN: INFORMATION TO BE SUPPLIED BY ASHLEY HOMESTORE DESIGN DEPARTMENT FOR EXACT SIGN SPECIFICATIONS





**NORTH ELEVATION**

Scale: 1/16" = 1'-0"

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2019/10/16	DB	A	ISSUE FOR REVIEW
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SEAL			

BUILDING BY:  
**ECONOSPAN**  
STRUCTURES CORP.  
PLANT: 472 AVENUE ROAD, CHAMPEL, NC  
PHONE: 252-279-3400  
FAX: 252-279-3421

**gta**

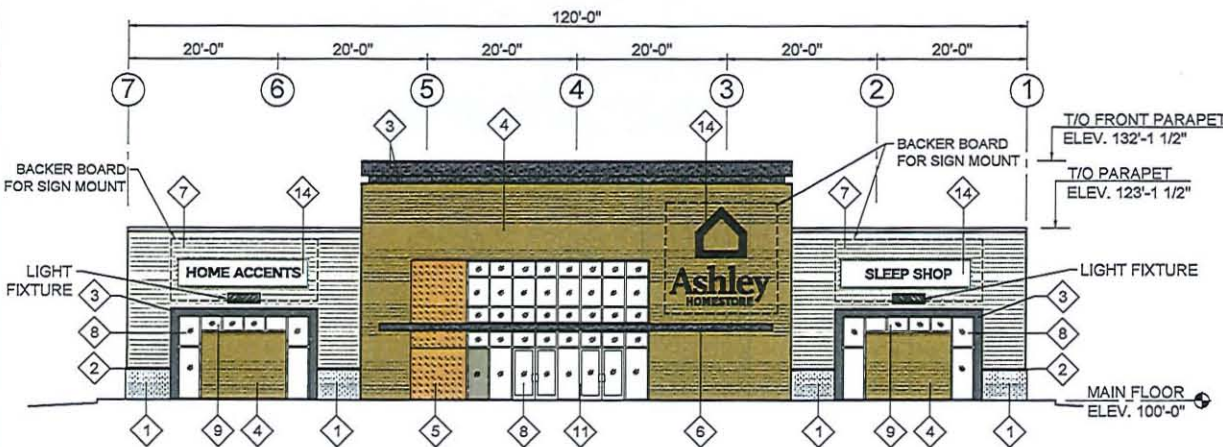
GTA ARCHITECTURE LTD.  
243-1889 Springfield Road  
Kalamazoo, British Columbia  
V1Y 5V5  
Fax: 250.979.4366  
Telephone: 250.979.1668

PROJECT  
W.H. LAIRD HOLDINGS LTD.  
160'-0"x120'-0" BUILDING  
SALMON ARM, B.C.

SHEET TITLE	ELEVATIONS
Appendix 3	
DESIGN	D. BROWN
CHECK	D. NELSON
SCALE	1/16" = 1'-0"
DATE	Nov. 20, 2019
JOB #	ES-19-1127
REV #	B

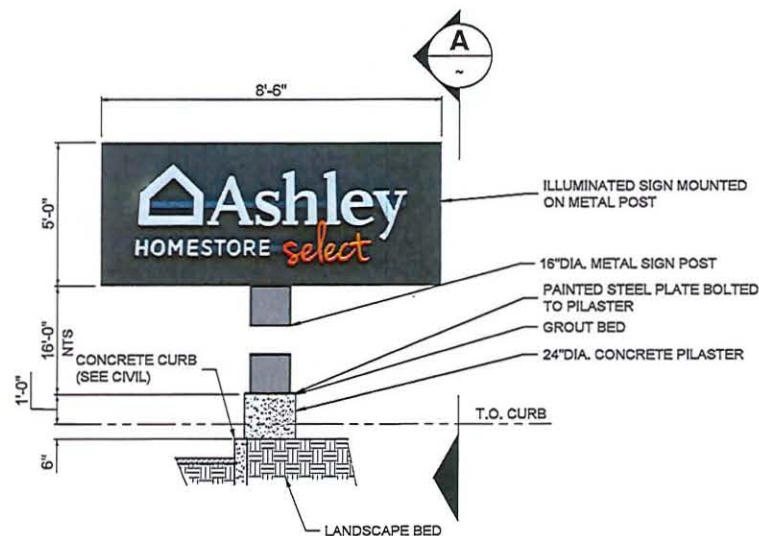
**FACADE FINISHES KEY**

1. BRICK: ACME BRICK, SLATE GRAY 167, SMOOTH
2. STONE TOP CAP TO MATCH BRICK
3. EIFS SYSTEM: PAINT, SHERWIN WILLIAMS, SW7076 CYBERSPACE, FLAT
4. FIBER CEMENT: CERACLAD, RUSTIC WOOD, BRONZE
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9. SPANDREL GLASS: MATCH VISION GLASS
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11. WINDOW FRAME AND MULLIONS: FLAT BLACK
12. BUMP-OUTS AND FACIA: TO MATCH SHERWIN WILLIAMS, SW7066 GRAY MATTERS
13. DOORS: PAINT, SHERWIN WILLIAMS, SW7666 FLEUR DE SEL
14. SIGN: INFORMATION TO BE SUPPLIED BY ASHLEY HOMESTORE DESIGN DEPARTMENT FOR EXACT SIGN SPECIFICATIONS

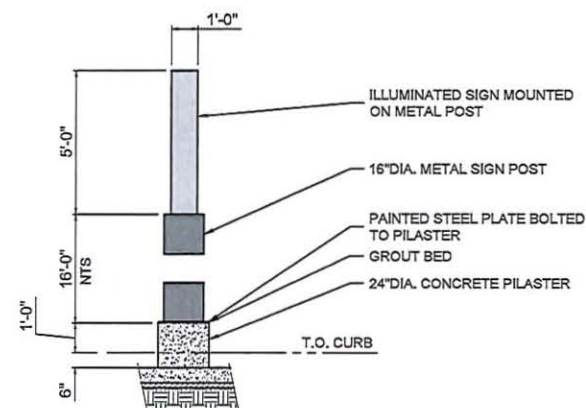


**EAST ELEVATION**

Scale: 1/16" = 1'-0"



FRONT SIGNAGE



SECTION A

1/4"=1'

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2019/10/16	DB	A	ISSUE FOR REVIEW
DATE	BY	NO.	REVISION

SEAL

BUILDING BY:

**ECONOSPAN**  
STRUCTURES CORP.

PLANTY  
472 AYMER ROAD, PHONE: 250 679-3400  
CHAGUE, BC FAX: 250 679-3421

**gta**

GTA ARCHITECTURE LTD.  
243-1888 Springfield Road  
Kelowna, British Columbia  
V1Y 5V5  
Fax: 250.879.4366  
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PROJECT

W.H. LAIRD HOLDINGS LTD.  
160'-0"x120'-0" BUILDING  
SALMON ARM, B.C.

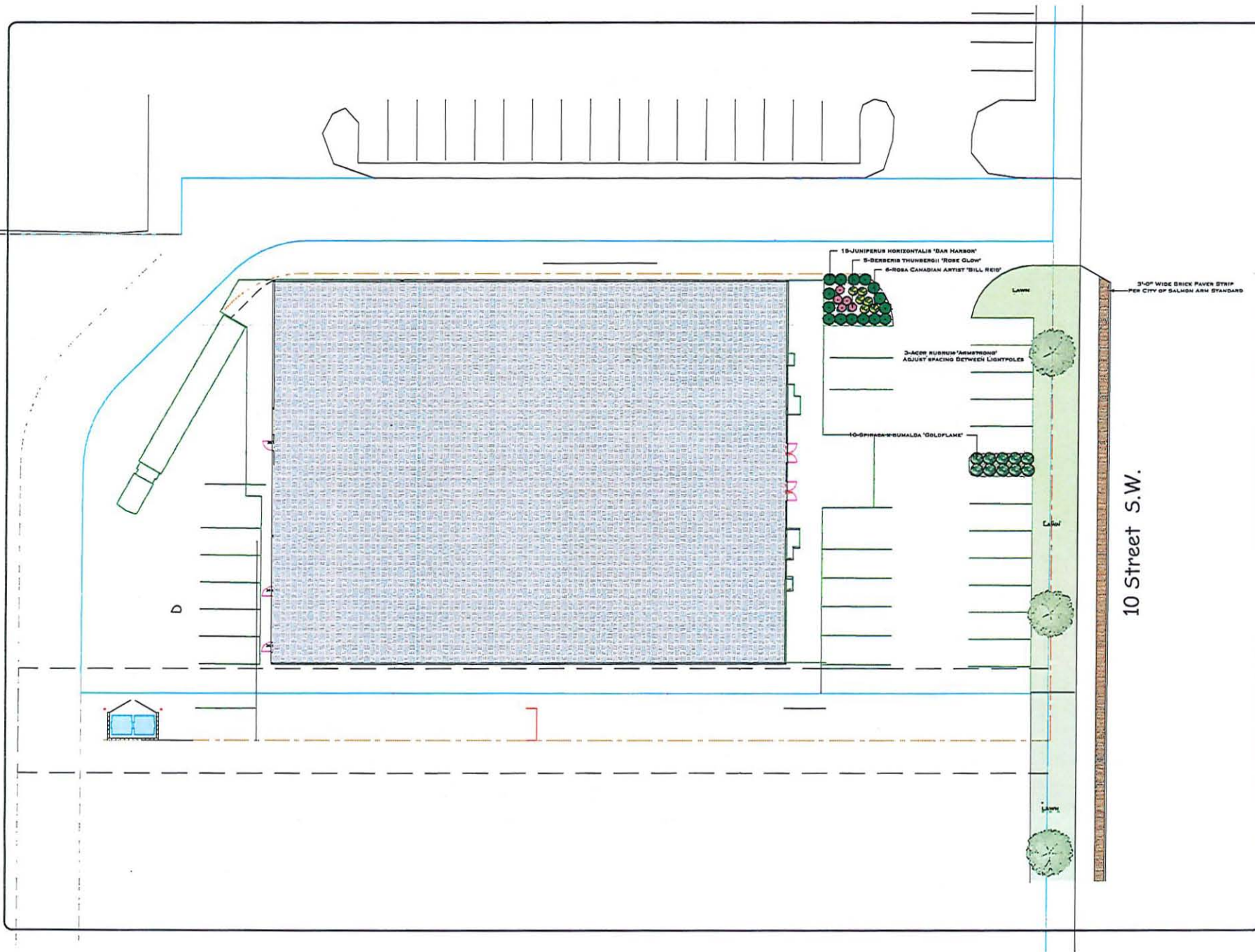
SHEET TITLE

SITE SIGNAGE

Appendix 3


DESIGN D. BROWN	SHEET NO. DP-5.1
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SCALE 1/4" = 1'-0"	
DATE Nov. 20, 2019	REV # B

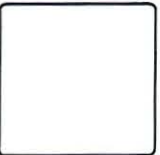




DATE	
SUBMISSION	26 Aug 2019
SUBMISSION	14 Aug 2019
REVIEW	8 Aug 2019

DRAWN BY	ER
DATE	August 2019
SCALE	1:150
<small>           DEVELOPMENT PERMIT LANDSCAPE PLAN            FOR THE PROPOSED DEVELOPMENT OF THE            10TH ST SW SALMON ARM BC         </small>	

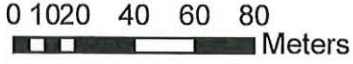
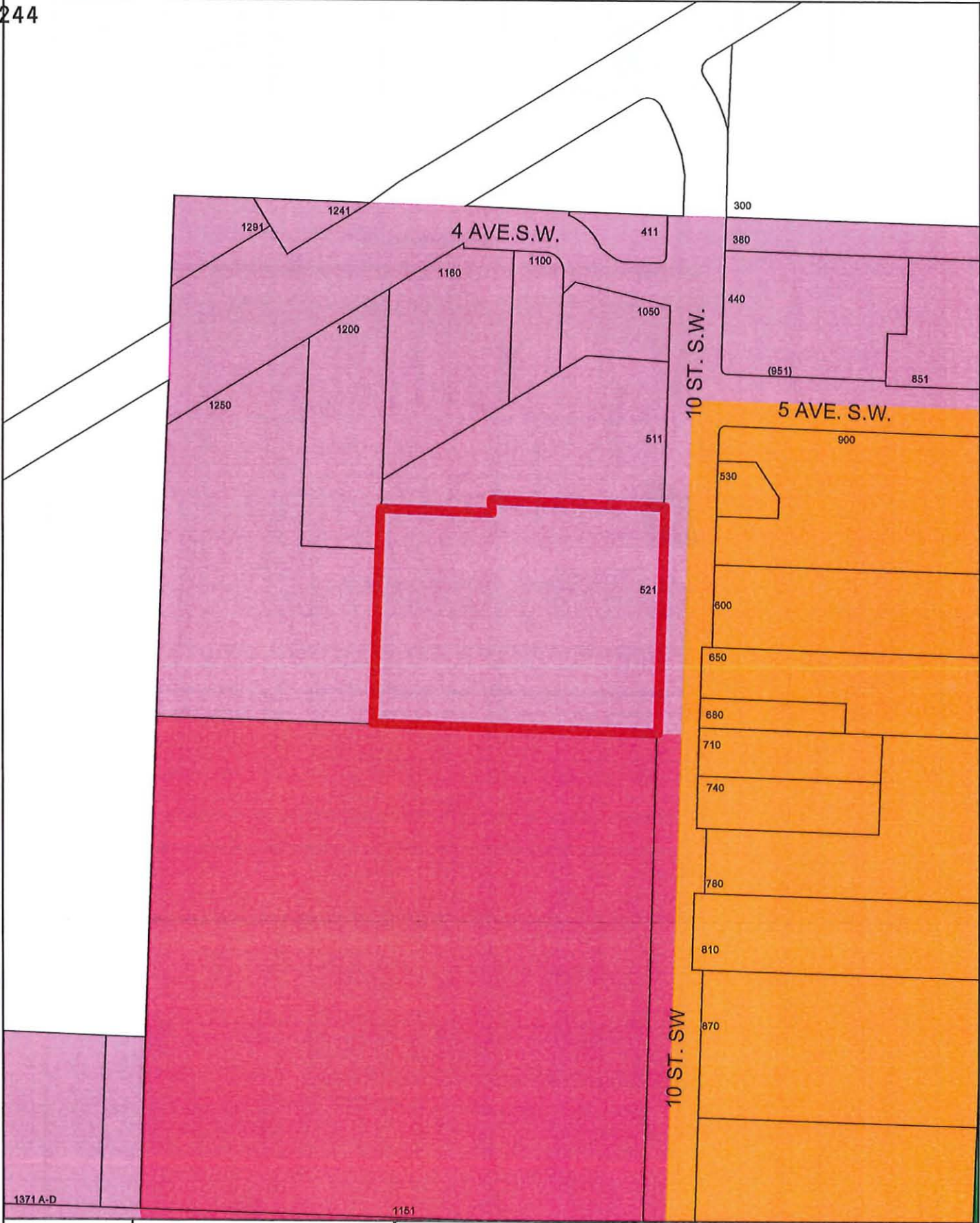
  
**ERIC REYNARD**  
 Landscape Architect  
ERIC REYNARD NPLA 1004



PROJECT  
**ASHLEY FURNITURE**  
 10TH ST SW  
 SALMON ARM BC

DEVELOPMENT  
 PERMIT  
 LANDSCAPE  
 PLAN

SHEET  
**L.01**  
 Appendix 1



Subject Parcel



High Density Residential

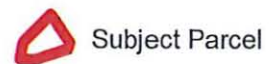
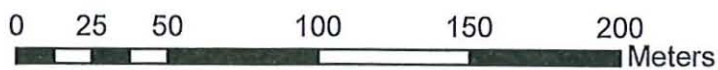
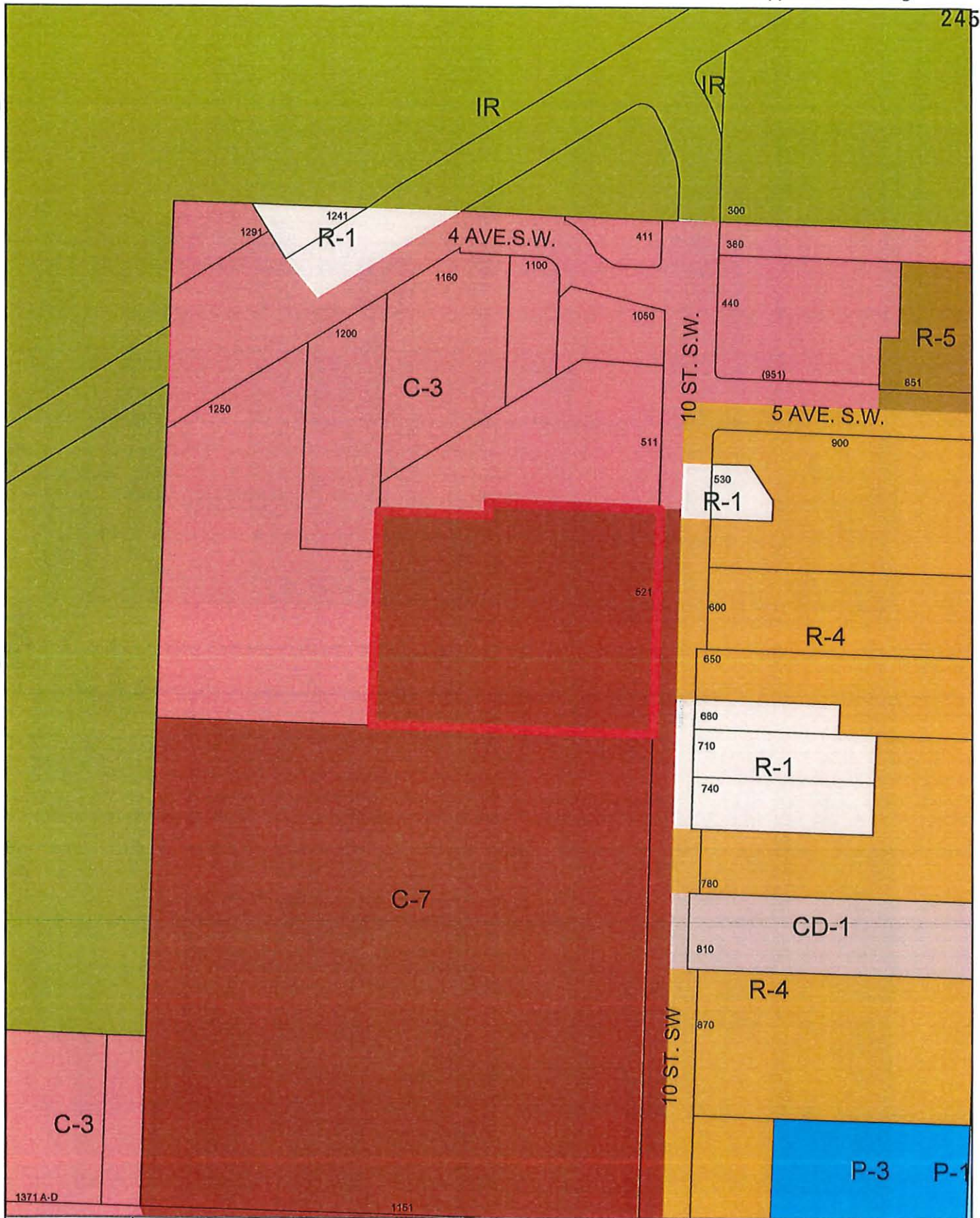


Commercial - Highway Service



Commercial City Centre







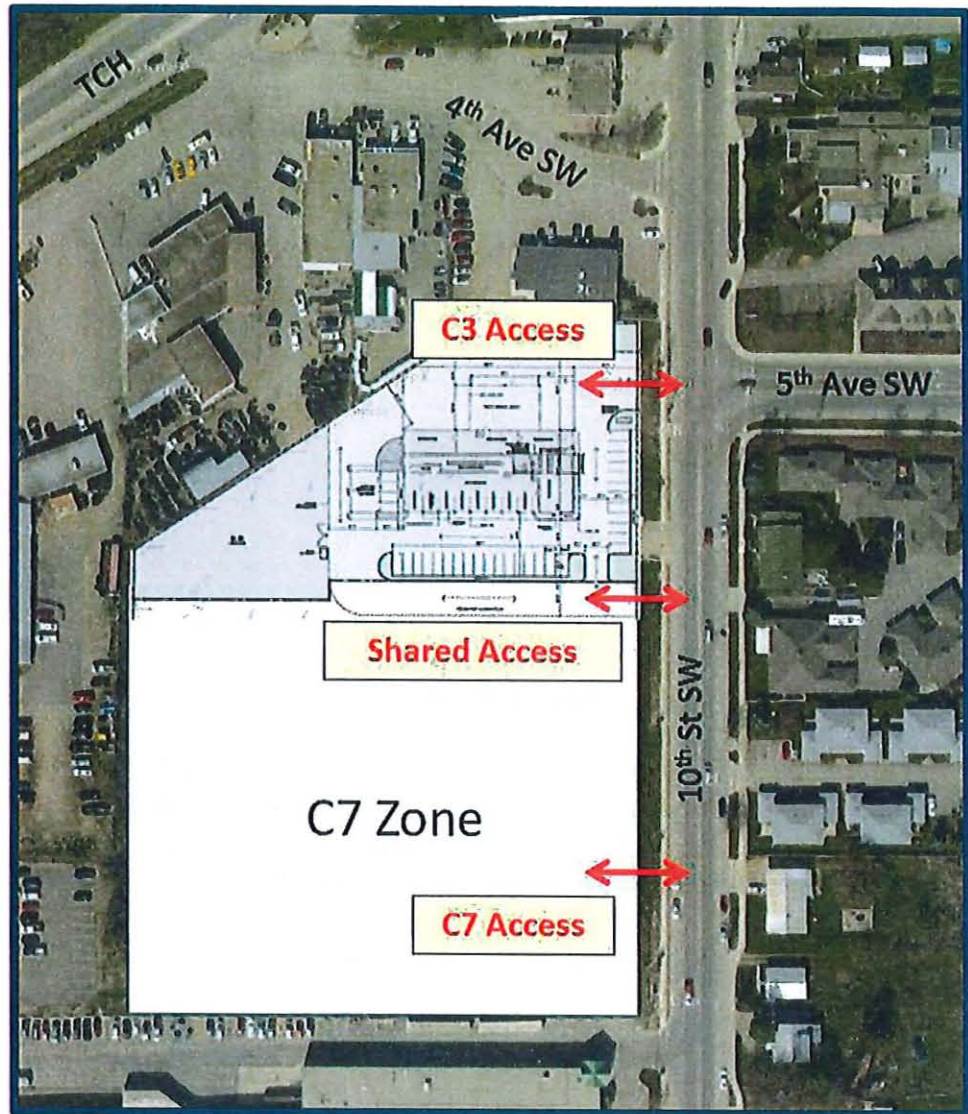


View of subject parcel looking southwest along 10 Street SW.



View of subject parcel looking northwest along 10 Street SW.





## **Salmon Arm Lot 5 Plan 12965 Traffic Impact Assessment**

**D.C. Dean Associates Inc.**

32 – 1900 Irongate Place, Kamloops BV2E 2K1  
Phone: 250-372-9166 Fax: 250-372-8603  
Cell: 250-371-4822 email: dcdean@shaw.ca

2014 January 29

W.H. Laird Holdings Ltd.  
Box 1022  
Salmon Arm, BC  
V1E 4P2

Attention: Bill Laird

Dear Sir,

**Re: Traffic Impact Assessment, Lot 5 Plan 12965 Salmon Arm**

As requested an analysis has been completed on the traffic impacts of the proposed development on Lot 5, Plan 12965 in Salmon Arm, including the implications of increased traffic on the existing highway and city road network and the necessary measures required to mitigate the growth in traffic. The impact review has been undertaken in accordance with the terms of reference approved by the City and the Ministry of Transportation and Infrastructure on November 25, 2013.

The work undertaken, the analysis results, and conclusions as well as recommendations are all summarized in this report.

I trust this provides the required information as your development proceeds through the approval process. Please do not hesitate to call if you have any questions or need clarification.

Yours truly,

D.C. DEAN ASSOCIATES INC.

A handwritten signature in black ink, appearing to read 'D. Dean'.

David Dean, P.Eng.





**D.C. Dean Associates Inc.**

32 – 1900 Irongate Place, Kamloops BV2E 2K1  
Phone: 250-372-9166 Fax: 250-372-8603  
Cell: 250-371-4822 email: dcdean@shaw.ca

W. H. Laird Holdings Ltd.

---

## Salmon Arm Lot 5 Plan 12965

### Traffic Impact Assessment

DRAFT

January 29, 2013

## Table of Contents

<u>Section</u>	<u>Page</u>
1. Introduction	1
2. Proposed Development	2
3. Existing Area Conditions	3
3.1 Study Area Land Use	3
3.2 Road Network	3
3.3 Transit Service	4
3.4 Pedestrians and Cyclists	5
3.5 Existing Traffic Volumes	5
4. Projected Traffic	5
4.1 Background Traffic	5
4.2 Site Traffic	6
4.2.1 Trip Generation	6
4.2.2 Trip Distribution and Assignment	7
4.3 Total Traffic	9
5. Transportation Analysis	10
5.1 Capacity and Level of Service	10
5.1.1 Weekday PM Peak Hour Analysis	10
5.1.2 Saturday Peak Hour Analysis	13
5.2 Capacity Improvements	15
5.2.1 2014 (Opening Day) Horizon	15
5.2.2 2019 Horizon	16
5.2.3 2024 Horizon	17
5.3 10 <sup>th</sup> Street SW Treatment	19
5.3.1 Access	19
5.3.2 Truck Access	19
5.3.3 Pedestrian Improvements	20
5.3.4 10 <sup>th</sup> Street SW Cross-Section	21
6. Improvement Summary	21
6.1 Recommended Improvements	21
6.2 Impediment for Improvement	23
6.2.1 Land Acquisition Required	23
6.2.2 Traffic Redistribution	23
6.2.3 Future Uncertainties	24
7. Conclusions and Recommendations	25
 <u>Appendices</u>	
A Summer Annual Daily Traffic Factors	27
B Study Traffic Volumes	29
C Synchro / SimTraffic Results	37

## 1. Introduction

The property of Lot 5, Plan 12965 in Salmon Arm is being considered for rezoning and development by W.H. Laird Holdings Ltd. The lands are located on 10<sup>th</sup> Street S.W. in the southwest sector of the City as shown in Figure 1. The developer has retained D.C. Dean Associates to undertake a traffic impact assessment of the proposed development to identify the impact increased traffic has on the existing highway and City road system. As the property is located within 800 metres of the Trans-Canada Highway the traffic impact study has been prepared for approval by both the City of Salmon Arm and the Ministry of Transportation and Infrastructure (MOTI).

Figure 1  
Site Location



The purpose of the report is to identify the increased traffic growth the development will generate and the capacity and safety considerations that may arise with the development. The report will address the requirements outlined in the proposed Terms of Reference dated November 24, 2013 and approved by MOTI and the City on November 25, 2013.

The study area includes intersections around the development site that include both MOTI and City controlled intersections. These include the intersections shown in Figure 2.

Figure 2  
Study Area





## 2. Proposed Development

It is proposed that Lot 5, Plan 12965 will be rezoned to accommodate C3 (Service Commercial) zoning for the northern portion of the lot, and C7 (Shopping Centre Commercial) zoning for the southern portion. Active planning for the C3 portion of the site to accommodate an 11,300 square foot tire service and retail store, while no definitive plans currently exist for the C3 zone. Figure 3 shows the proposed tire service centre site plan and the remaining C3 site. It also shows the access required for the tire centres truck circulation, and the proposed access for the remainder.

Although the plans are moving forward for the tire centre, the trip generations for this study will be based on the highest practical use of the site. This includes an 11,300 square foot building supply store on the C3 site, and a 94,500 square foot shopping centre on the C7 site (based on 42% site coverage).

For the purpose of the traffic study it is assumed that the C3 site will initially be developed with opening day occurring in 2014. Development of the shopping centre site will not occur for at least 5 years, with an assumed full build-out in 10 years. In reality, the development timing will be subject to market conditions and given the size of development full build-out could take longer.

The agreed upon study horizons include the following:

Opening Day 2014 – includes full build-out of the C3 Zone;

5-year 2019 – includes full build-out of the C3 Zone; and

10-year 2024 – includes full build-out of both the C3 and C7 Zones.

Figure 3  
Site Plan





### 3. Existing Area Conditions

#### 3.1. Study Area Land Use

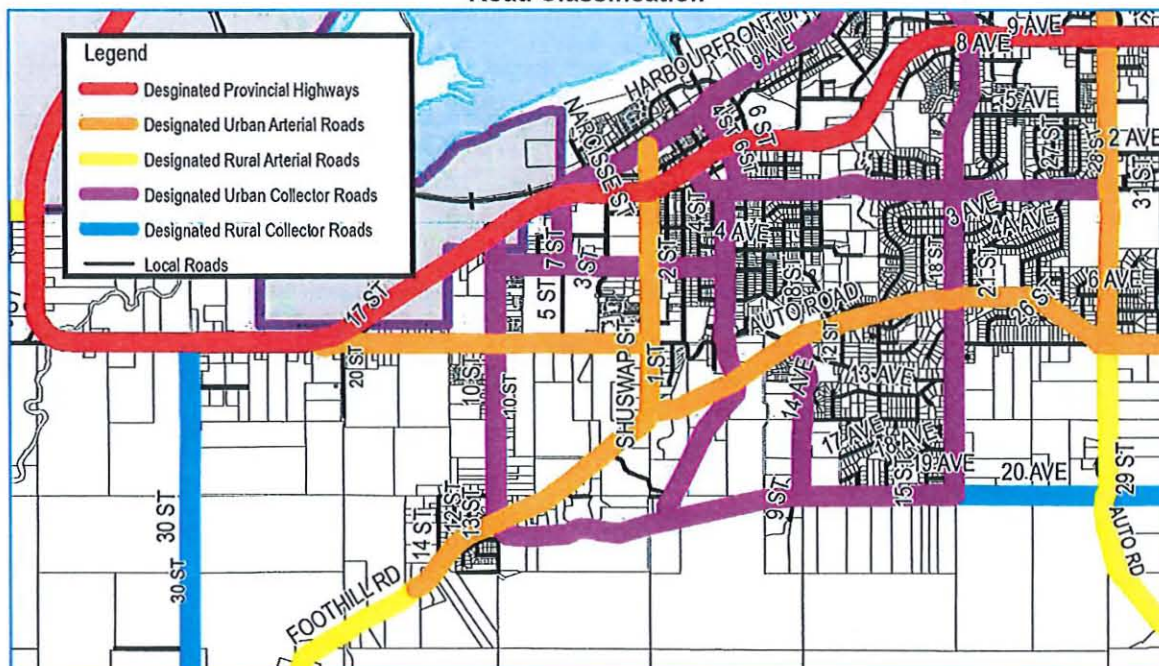
The existing land use in the vicinity of the proposed development consists of a mixture of residential, agricultural, commercial and service oriented developments. On the west side of 10<sup>th</sup> Street just south of the development is the Piccadilly Mall, and north of the development is a veterinarian clinic and automobile servicing establishments. Residential developments are situated on the east side of 10<sup>th</sup> Street across from the proposed development, as well as south of Piccadilly Mall. The mixture of residential and commercial generates pedestrian activity that needs to be accommodated along and across the roadways.

The Wal Mart in the Smart Centre has recently opened creating a noticeable increase of traffic along the Trans-Canada Highway corridor. In addition, the recent relocation of Canada Tire to the Piccadilly Mall has increased the traffic on 10<sup>th</sup> Street. Planning work has been undertaken on a proposed Gaming Centre at the southeast corner of 10<sup>th</sup> Street SW and the Trans-Canada Highway, but no start-up date has been announced.

#### 3.2. Road Network

The City of Salmon Arm's Official Community Plan provides a road classification system for the roads within the City. The designation of the roads in the vicinity of the proposed development is shown in Figure 4.

Figure 4  
Road Classification



Trans-Canada Highway (TCH) – this provincially designated highway has had some recent road widenings west of the 10<sup>th</sup> Avenue intersection due to the Smart Development impacts. From the protected tee at the 10<sup>th</sup> Avenue intersection the highway is two lanes east to the connection with 4<sup>th</sup> Avenue where it widens to a four lane cross-section. The intersections of the TCH with 10<sup>th</sup> Street and with 5<sup>th</sup> Street are signalized and have left turn bays on the TCH. The TCH is posted at 60 km/h between 10<sup>th</sup> Avenue and approximately 4<sup>th</sup> Avenue where it reduces to 50 km/h eastward through the City Centre.

10<sup>th</sup> Street SW – this roadway is classified as an urban collector road between the TCH and Foothill Road. The 14 metre wide roadway is marked as a two lane roadway with parking on both sides where appropriate. It is built to an urban standard with sidewalks on both sides. The majority of the traffic on the roadway is generated by the Piccadilly Mall. North of the TCH the roadway connects with Lakeshore Drive.

10<sup>th</sup> Avenue SW – this is an urban arterial road that provides an east-west alternative to the TCH. It is a two-lane roadway with a mixture of rural and urban treatment (curb, gutter and sidewalk) and is posted at 50 km/h. The intersection of 10<sup>th</sup> Avenue SW and 10<sup>th</sup> Street SW is controlled with a four-way stop.

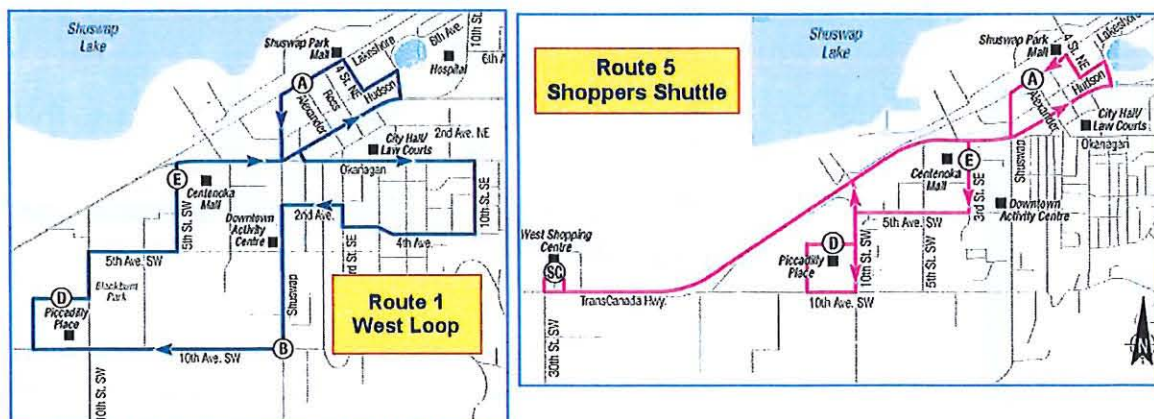
5<sup>th</sup> Avenue SW – this two lane urban collector road also provides an east-west connection between 10<sup>th</sup> Street SW and 5<sup>th</sup> Street SE. Within the study area it has curb, gutter and sidewalk on both sides of the roadway, with provision for parking.

5<sup>th</sup> Street SW – This also is a two lane urban collector road having parking on both sides and built to an urban standard with curb, gutter and sidewalks.

### 3.3. Transit Service

The development site is well served by the local transit system with two routes utilizing 10<sup>th</sup> Street SW. Route 1 (West Loop) provides daytime hourly service as does Route 6 (Shoppers Shuttle) with the buses arriving approximately ½ hour apart. Figure 5 shows the routes.

Figure 5 – Bus Routes





### 3.4. Pedestrians and Cyclists

Due to the proximity of commercial and residential developments, the existing pedestrian activity in the study area is relatively high and will continue to grow as the proposed shopping centre develops on the C7 site. The surrounding roadways have at least one sidewalk, with many of the roadways having sidewalks on both sides. Crosswalks are in place at the intersections, including one crossing of 10<sup>th</sup> Street SW at the intersection of the Piccadilly Mall driveway entrance. Concerns have been made regarding this crossing; it is a popular crosswalk with the seniors' residential community across the street, and a busy mall access with a high number of eastbound left turning motorists leaving the parking lot and turning over the crosswalk. The City is undertaking a safety review of this crossing in 2014 to determine whether enhancements are required.

### 3.5. Existing Traffic Volumes

Traffic counts were downloaded from the traffic controllers for the week of Nov 14 to 21, 2013 at the 10th Street SW and the 5th Street SW intersections with the TCH. These provided the lane counts through the intersection which were then converted to turning movement counts by supplementing peak hour spot counts. Peak hour traffic counts were conducted on the non-signalized intersections on Saturday Jan 11, 2014 and Tuesday Jan 14, 2014.

The MOTI periodically collects traffic count data from a site located on the TCH 200 metres east of Salmon River Road (TM Site ID 22-007EW). This site has classified the TCH as Seasonal and therefore summer peak volumes will be different than those counted in November and January. MOTI has provided a Summer Annual Daily Traffic (SADT) factor table to convert traffic volumes to summer volumes which is presented in Appendix A. In discussion with the City, it was decided to also adjust the City intersection counts to summer peak hour counts using the MOTI's SADT factor table. It was agreed that this would provide conservative summer traffic volumes (i.e. overestimate) – although the City traffic will increase in the summer, it may not increase to the same degree as the TCH.

The factor for the November counts is 1.631 and for January it is 1.973. The original traffic counts and the adjusted summer peak volumes are shown in Appendix B.

## 4. Projected Traffic

Within the study area future traffic volumes will increase due to growth of the background traffic (both highway and City generated) and the addition of traffic from the proposed development.

### 4.1. Background Traffic

Traffic is anticipated to grow each year on the TCH and within the community of Salmon Arm. The MOTI's traffic counting site on the TCH east of 5<sup>th</sup> Avenue (TM Site ID 22-020EW) identifies an average annual growth of 0.7% from 2005 to 2010. In recognition that this may

represent a low growth period, a typical highway growth rate of 2% annually has been applied in this analysis. The same 2% growth rate has been used on the City traffic.

The terms of reference indicated that the projected traffic from the Smart Centre development will be added to the road network. However, the prime tenant and traffic generator Wal Mart had opened and was in full operation when the traffic count information was collected for this study. Traffic generated from the ancillary buildings will be covered by the background growth rate.

The background traffic volumes for each study intersection at the 5-year horizon (2019) and 10-year horizon (2024) projected using these growth rates are shown in Appendix B.

## 4.2. Site Traffic

This section calculates the expected traffic that will be generated by each of the developments and distributes it upon the local road network.

### 4.2.1. Trip Generation

The trip generation rates have been established using the Institute of Transportation Engineers Trip Generation Manual (8<sup>th</sup> Edition) for the peak hours at the required horizon years.

The allowable land uses for each zone are identified in the City of Salmon Arm's Zoning Bylaw No. 2303. Different land uses have varying trip generation rates, but they also have a reasonable maximum size of development. Therefore to choose the land use to base the maximum number of trips generated from, it is necessary to consider both its trip generation rate and its reasonable maximum size. The maximum size for the C3 lot will be the proposed 11,300 sq. ft. Kal Tire proposal, whereas the maximum size for the shopping centre will be 42% lot coverage which is similar to the adjacent Piccadilly Mall. Key permitted uses in this evaluation are shown in the following table.

Figure 6 – Traffic Generation of Permitted Uses

Zone	Land Use	ITE Code	PM Peak Hr Trip Generation (trip / 1000 sq.ft)	Reasonable Building Size (sq.ft.)	PM Peak Hr Trips Generated
C3	Auto parts and accessories	843	5.98	7,500	45
	Building supply store	812	4.49	11,300	63
	Café / Restaurant	932	11.15	5,000	56
	Neighbourhood pub	925	11.34	5,000	57
	Tire store	848	4.15	11,300	47
C7	Shopping centre	820	3.73	94,500	352

Based on the trips generated, the land uses to be used for the analysis includes Building Supply Store in the C3 zone and Shopping Centre in the C7 zone.



The applicable trip generation rates for these land uses are shown in Figure 7 below:

Figure 7 – Trip Generation Rates

Zone	ITE Code	Land Use	Units	Weekday Peak Hour of Adjacent Street Traffic Between 4 and 6 pm	Saturday Peak Hour
C3	812	Building Supply Store	1000 sq.ft.	4.49 (47% in / 53% out)	9.58 (51% in / 49% out)
C7	820	Shopping Centre	1000 sq.ft.	3.73 (49% in / 51% out)	4.89 (53% in / 47% out)

For the purpose of the study it will be assumed that all trips generated by the development will be made by automobile, although it is recognized that some trips to the shopping centre in particular may be accommodated by transit or by walking from nearby residences. The number of trips generated by the development is therefore shown in Figure 8:

Figure 8 – Trip Generation

	PM Peak Hour		Saturday Peak Hour	
Zone	C3	C7	C3	C7
Land Use	Building Supply Store	Shopping Centre	Building Supply Store	Shopping Centre
Size	11,300 sq.ft.	94,500 sq.ft.	11,300 sq.ft.	94,500 sq.ft.
Generation Rate	4.49 trips / 1000 sq.ft.	3.73 trips / 1000 sq.ft.	9.58 trips / 1000 sq.ft.	4.89 trips / 1000 sq.ft.
Inbound / Outbound	47% / 53%	49% / 51%	51% / 49%	53% / 47%
Inbound Trips	24	173	55	245
	197		300	
Outbound Trips	27	179	53	217
	206		270	
Total Trips	51	352	108	462
	403		570	

It is also assumed that an estimated 10% of trips coming to the development sites that will be pass-by trips. These are trips by motorists already in the study area (e.g. going to Piccadilly Mall) and therefore should not be added to the surrounding intersection counts.

#### 4.2.2. Trip Distribution and Assignment

The proposed development will attract trips from throughout the region. Manual trip distribution and assignment has been based on 70% of the generated traffic using 10<sup>th</sup> Street SW to/from the north, 20% to/from the south, and 10% to/from the east on 5<sup>th</sup> Avenue SW. The resulting traffic assignment on the study intersections is shown in Figures 9 and 10.

Figure 9  
C3 Zone Development Traffic Assignment

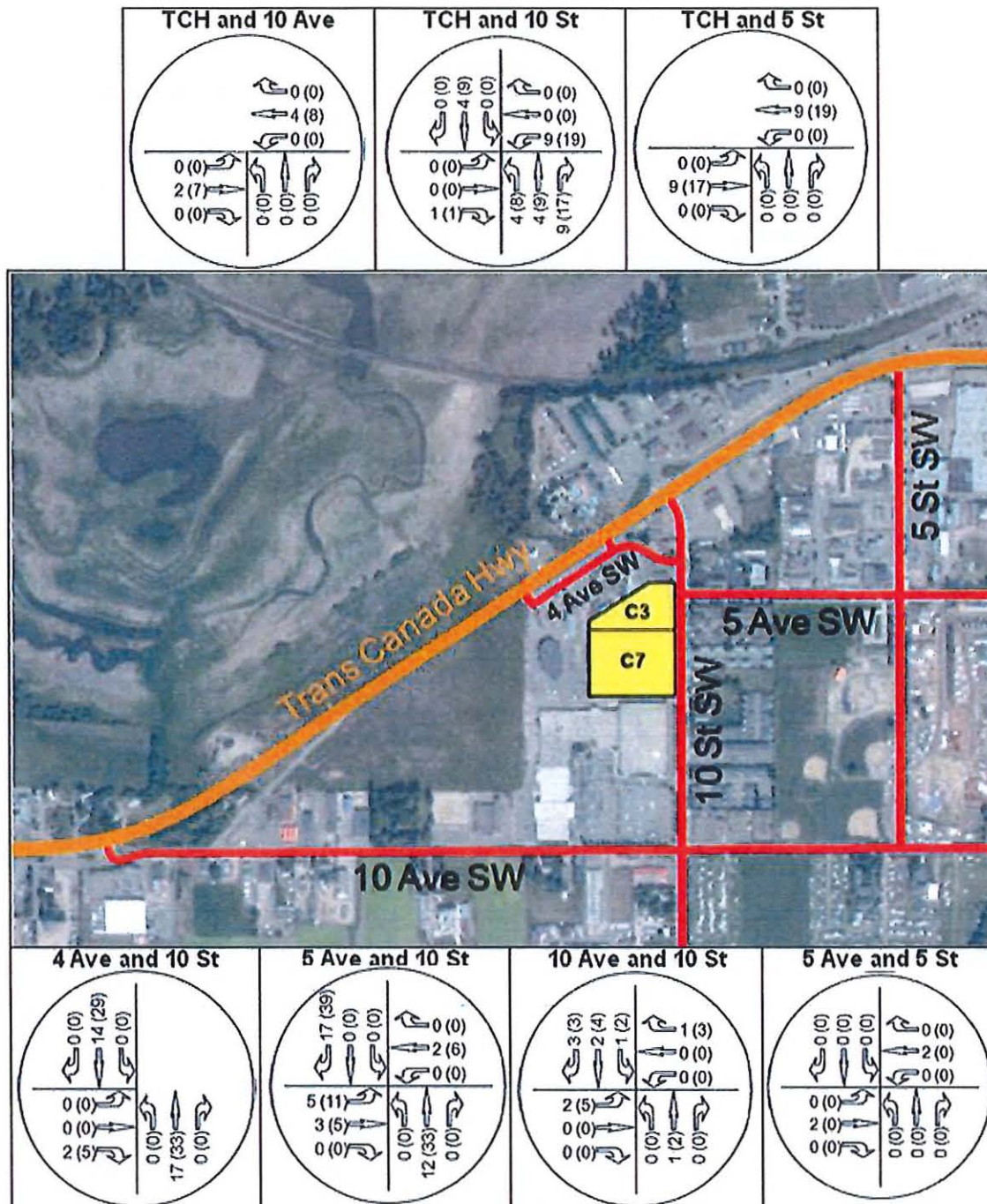
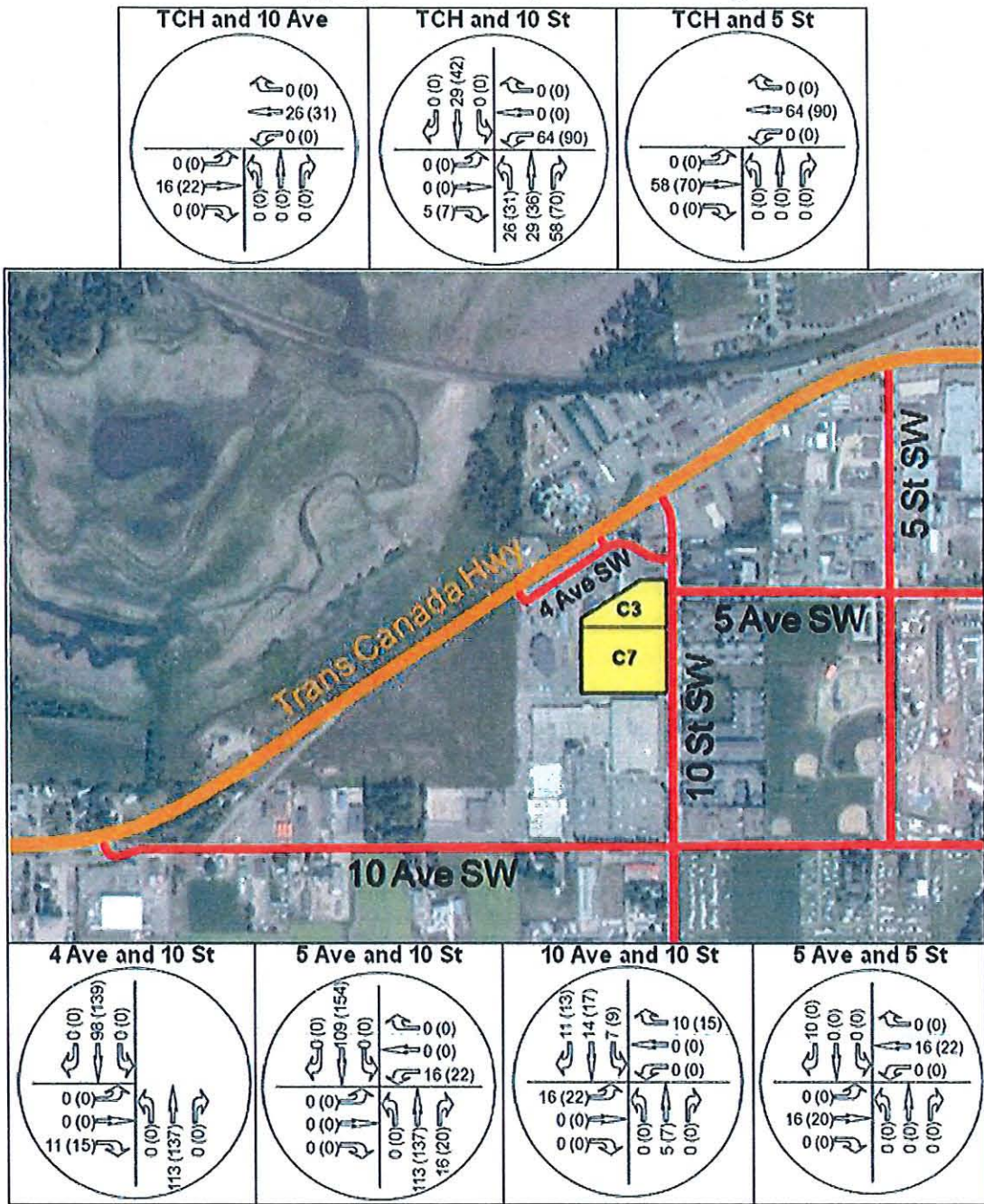




Figure 10  
C7 Zone Shopping Centre Development Traffic Assignment



#### 4.3. Total Traffic

The development traffic has been added to the background traffic to determine the total traffic for each of the peak periods in each of the planning horizons. This includes adding the C3 Zone development traffic to the 2014 and 2019 planning horizons, and both the C3 and C7 Zone development traffic to the 2024 horizon. The resulting traffic volumes are shown in Appendix B.

## 5. Transportation Analysis

This section of the report summarizes the capacity analyses for each of the horizon years that have been undertaken on the existing road network with the background traffic growth as well as the future road network with the addition of the proposed development traffic. The purpose of the analyses is to determine whether traffic growth (with and without development) can be accommodated by the road network and if not, what mitigation measures are required to provide acceptable levels of service.

### 5.1. Capacity and Level of Service

The performance of the intersections within the study area was reviewed using the methodology prescribed in the Highway Capacity Manual, through the use of Synchro and SimTraffic software. Key outputs of the analysis include the volume to capacity ratio (v/c), the level of service (LOS), and the queue lengths. For the volume to capacity ratio, the volume is the number of vehicles making a certain movement, and the capacity is the maximum number of vehicles that can be accommodated. The level of service is defined in terms of delay. Delay is a measure of driver discomfort, frustration, fuel consumption, and lost travel time. The relationship between level of service and delays for unsignalized intersections is shown in the following Figure 11. Motorists in a community the size of Salmon Arm would typically find an overall level of service C as being satisfactory, as long as each individual movement was a level of service D or better. The third output to consider is the queue length relative to the storage capacity of the turn bays or link lengths between intersections.

Figure 11  
Level of Service Criteria for Intersections

Level of Service Designation	Signalized Intersection Criteria Average Total Delay (Seconds per Vehicle)	Unsignalized Intersection Criteria Average Total Delay (Seconds per Vehicle)
A	≤ 10.0	≤ 10.0
B	10.1 to 20.0	10.1 to 15.0
C	20.1 to 35.0	15.1 to 25.0
D	35.1 to 55.0	25.1 to 35.0
E	55.1 to 80	35.1 to 50.0
F	> 80	> 50

Source: Highway Capacity Manual, Transportation Research Board; Washington, DC; 2000

#### 5.1.1. Weekday PM Peak Hour Analysis

This section summarizes the results of the Synchro / SimTraffic analysis of the Weekday PM Peak Hour levels of service for the various planning horizons. For each study year, results for both the background (base) traffic and the combined traffic (base plus development traffic) are shown. No intersection improvements are considered at this time. The traffic movements that



experience a level of service LOS D or worse or queue length exceeding the existing queue storage are noted. Full results of the Synchro / SimTraffic analyses are shown in Appendix C.

#### 2014 PM Peak Hour

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Base	5 <sup>th</sup> St & TCH	B	WBL	0.84	33.3	C	47	40
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	A	WBL	1.07	29.7	D	63	345
Combined	5 <sup>th</sup> St & TCH	B	WBL	0.85	47.4	D	48	40
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	A	WBL	1.13	33.3	D	74	345
			EBT	0.08	28.5	D	6	25
			WBR	1.54	37.0	D	29	345

The study intersections operate at an acceptable level of service during the 2014 PM peak hour both with and without the additional development traffic. Each scenario has some traffic movements at a couple of intersections operating at a LOS D but overall delays are acceptable.

#### 2019 PM Peak Hour

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Base	10 <sup>th</sup> St & TCH	C	EBL	0.56	45.5	D	49	40
			WBL	0.96	77.7	E	95	75
	5 <sup>th</sup> St & TCH	B	WBL	1.02	51.0	D	54	40
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	C	WBL	1.45	94.8	F	210	345
			WBR	1.45	66.3	E	29	345
Combined	10 <sup>th</sup> St & TCH	C	EBL	0.94	42.9	D	45	40
			WBL	0.91	48.9	D	85	75
			NBT / NBL	0.90	48.4	D	99	113
	5 <sup>th</sup> St & TCH	B	WBL	0.92	35.5	D	49	40
			NBL	0.49	46.6	D	62	180
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	B	WBL	1.54	62.4	E	117	345
			WBR	1.54	37.0	D	29	345

As traffic increases over the next five years the background growth causes more delays at the study intersections. Unacceptable LOS E and F are experienced for some movements and a number of left turn bay storage lengths are exceeded. Similar signal timings were used with

the additional development traffic, but resulted in fewer LOS E and F – the model runs are similar to real situations in that a short burst of traffic can set the service level off for a long period. Although the Combined level of service has only one LOS E, a number of queues exceeded the storage.

#### 2024 PM Peak Hour

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Base	10 <sup>th</sup> St & TCH	D	EBL	0.60	69.5	E	55	40
			EBT/EBR	0.98	44.2	D	121	133
			WBL	1.00	73.9	E	96	75
			NBT/NBL	0.98	57.7	E	104	113
	5 <sup>th</sup> St & TCH	B	WBL	1.15	77.7	E	56	40
			NBL	0.59	54.5	D	73	180
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	F	WBL / WBT	1.93	257.2	F	406	345
			WBR	1.93	233.9	F	26	345
	5 <sup>th</sup> St & 5 <sup>th</sup> Ave	E	NBL/NBT	0.34	95.9	F	77	410
			SBL/SBT	0.79	136.8	F	214	180
Combined	10 <sup>th</sup> St & TCH.	D	EBL	0.65	91.6	F	59	40
			EBT/EBR	1.06	76.5	E	137	133
			WBL	1.16	94.1	F	83	75
			NBT/NBL	1.12	62.3	E	117	113
			SBT/SBL	0.36	50.4	D	97	30
	5 <sup>th</sup> St & TCH	F	EBT/EBR	0.57	450.8	F	321	425
			WBL	1.27	959	F	49	40
			WBT	0.50	290	F	352	200
			NBL	0.59	52.6	D	75	180
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	F	EBL/EBT	0.27	37.9	E	7	25
			WBL/WBT/ WBR	2.98	496	F	330	345
	5 <sup>th</sup> St & 5 <sup>th</sup> Ave	F	NBL/NBT/N BR	0.37	963	F	231	410
			SBL/SBT/S BR	0.83	1424	F	399	130
	10 <sup>th</sup> St & 4 <sup>th</sup> Ave	A	EBL	0.48	31.5	D	33	80
	10 <sup>th</sup> Ave & TCH	A	NBL	1.10	41.9	E	69	220
			NBR	1.10	82.2	F	20	220

Numerous study intersections show failure in both the base and combined scenarios in the study year 2024 without any network improvements. This is not surprising given a 2% growth



rate over 10 years and the full build-out of development traffic. As with any road network, the failure of adjacent intersections can have a detrimental effect on the adjacent intersections.

### 5.1.2. Saturday Peak Hour Analysis

Similar to the previous section, this section summarizes the results of the Synchro / SimTraffic analysis of the Saturday Peak Hour levels of service for the various planning horizons.

#### 2014 Saturday Peak Hour

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Base	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	A	WBL	0.77	44.7	D	86	345
Combined	10 <sup>th</sup> St & TCH	C	WBL	0.95	38.4	D	76	75
			NBL/NBT	0.84	39.4	D	86	110
	5 <sup>th</sup> St & TCH	B	WBL	0.77	33.7	C	41	40
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	B	WBL/WBT	1.62	42.3	D	76	345

As was seen in the PM Peak Hour, the levels of service for the study intersections during the Saturday Peak hour are acceptable with some individual traffic movements at LOS D but overall LOS remaining at C or better.

#### 2019 Saturday Peak Hour

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Base	10 <sup>th</sup> St & TCH	D	EBL	0.48	60.4	E	59	40
			EBT/EBR	1.07	56.9	E	129	113
			WBL	0.93	76.6	E	56	75
			NBT/NBL	0.85	43.9	D	89	110
	5 <sup>th</sup> St & TCH	B	WBL	0.95	43.3	D	49	40
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	D	WBL/WBT	1.94	216	F	335	345
			WBR	1.94	174	F	30	345
Combined	10 <sup>th</sup> St & TCH	D	EBL	0.45	42.3	D	53	40
			WBL	1.05	142	F	100	75
			NBT / NBL	0.91	46.4	D	97	110
	5 <sup>th</sup> St & TCH	B	WBL	0.95	53.6	D	50	40
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	F	WBL/WBT	2.18	417	F	386	345
			WBR	2.18	393	F	30	345

Five years of background growth have caused traffic movements at two intersections to fail for both the base and combined scenarios.

### 2024 Saturday Peak Hour

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Base	10 <sup>th</sup> St & TCH	E	EBL	0.51	81.7	F	61	40
			EBT/EBR	1.05	78.2	E	142	113
			WBL	1.13	275	F	98	75
			NBT/NBL	0.97	66.0	E	107	110
	5 <sup>th</sup> St & TCH	C	WBL	1.04	91.6	F	56	40
			NBL	0.59	79	E	108	180
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	F	WBL / WBT	2.65	553	F	411	345
			WBR	2.65	521	F	32	345
	5 <sup>th</sup> St & 5 <sup>th</sup> Ave	F	SBL/SBT	0.59	565	F	336	130
	10 <sup>th</sup> St & 4 <sup>th</sup> Ave	B	EBL	0.34	53.9	F	39	80
			EBR	0.34	38.8	E	39	80
	10 <sup>th</sup> Ave & TCH	D	NBL	1.05	99.7	F	101	220
			NBR	1.05	68.6	E	30	220
Combined	10 <sup>th</sup> St & TCH.	F	EBL	0.66	80.2	F	62	40
			EBT/EBR	1.09	79.4	E	147	113
			WBL	1.67	654	F	109	75
			NBT/NBL	1.23	44.6	D	99	110
	5 <sup>th</sup> St & TCH	F	EBT/EBR	0.85	109	F	275	400
			WBL	1.52	702	F	59	40
			WBT	0.76	260	F	279	270
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	F	EBL/EBT	1.00	66.9	F	9	25
			WBL/WBT/ WBR	4.98	614	F	330	345
	5 <sup>th</sup> St & 5 <sup>th</sup> Ave	F	NBL/NBT/N BR	0.20	396	F	17	410
			SBL/SBT/S BR	0.65	1007	F	359	130
	10 <sup>th</sup> Ave & TCH		NBL	1.10	57.7	F	85	220
			NBR	1.10	42.9	E	25	220
	Shopping Centre Access	C	EBL/EBR	4.06	169	F	51	25

Similar to the PM Peak Hour, numerous study intersections show failure in both the base and combined scenarios in the study year 2024 without any network improvements. An additional intersection at the proposed shopping centre is now active, and shows with full build-out the exiting movement fails (this has assumed all shopping centre traffic exiting at the one access as opposed to splitting volumes with the shared access – if this is done the access exiting movement still operates at LOS F).



## 5.2. Capacity Improvements

A number of intersection control, signal timing and phasing, and road widenings are required to accommodate the expected future growth of traffic within the study area if an acceptable level of service is to be maintained. This section of the report identifies what those capacity improvements should be at each planning year, and the resulting levels of service that would result in the weekday PM and Saturday peak hours if they were to be implemented.

### 5.2.1. 2014 (Opening Day) Horizon

No mitigation is required to maintain an adequate level of service at the opening day horizon. The levels of service remain what was previously reported with some traffic movements operating at a LOS D while the overall level of service remains LOS C or better for each study intersection.

#### 2014 PM Peak Hour

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Base	5 <sup>th</sup> St & TCH	B	WBL	0.84	33.3	C	47	40
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	A	WBL	1.07	29.7	D	63	345
Combined	5 <sup>th</sup> St & TCH	B	WBL	0.85	47.4	D	48	40
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	A	WBL	1.13	33.3	D	74	345
			EBT	0.08	28.5	D	6	25
			WBR	1.54	37.0	D	29	345

#### 2014 Saturday Peak Hour

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Base	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	A	WBL	0.77	44.7	D	86	345
Combined	10 <sup>th</sup> St & TCH	C	WBL	0.95	38.4	D	76	75
			NBL/NBT	0.84	39.4	D	86	110
	5 <sup>th</sup> St & TCH	B	WBL	0.77	33.7	C	41	40
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	B	WBL/WBT	1.62	42.3	D	76	345

### 5.2.2. 2019 Horizon

The following mitigation measures are required to maintain an acceptable level of service within the study area at the 2019 planning horizon.

**Figure 12**  
**Mitigation Measures Required Prior to 2019**

Without Development Traffic	With Development Traffic
<ul style="list-style-type: none"> <li>• Install new traffic signal at the intersection of 10 Street SW and 5<sup>th</sup> Avenue SW</li> </ul>	<ul style="list-style-type: none"> <li>• Install new traffic signal at the intersection of 10 Street SW and 5<sup>th</sup> Avenue SW</li> </ul>
<ul style="list-style-type: none"> <li>• Install westbound advance left turn signal phase at 5<sup>th</sup> Street SW and the TCH</li> </ul>	<ul style="list-style-type: none"> <li>• Install westbound advance left turn signal phase at 5<sup>th</sup> Street SW and the TCH</li> </ul>

After applying these mitigation measures the level of service analysis identifies the following traffic movements having a LOS E or worse and/or queue lengths exceeding storage bays.

#### 2019 PM Peak Hour (with mitigation)

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Base	10 <sup>th</sup> St & TCH	C	EBL	0.53	33.9	C	45	40
			NBL/NBT	0.92	52.8	D	101	110
	5 <sup>th</sup> St & TCH	B	WBL	0.72	26.2	C	48	40
Combined	10 <sup>th</sup> St & TCH	C	EBL	0.53	33.1	C	46	40
			WBL	0.85	39.1	D	80	75
			NBT / NBL	0.94	52.7	D	99	110
	5 <sup>th</sup> St & TCH	B	WBL	0.72	26.5	C	46	40

#### 2019 Saturday Peak Hour (with mitigation)

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Base	10 <sup>th</sup> St & TCH	C	EBL	0.42	36.2	D	52	40
			WBL	0.95	40.7	D	80	75
			NBL/NBT	0.90	49.0	D	95	110
Combined	10 <sup>th</sup> St & TCH	C	EBL	0.44	51.0	D	52	40
			EBT/EBR	0.99	42.5	D	106	113
			WBL	0.95	53.1	D	90	75
			NBT / NBL	0.94	52.6	D	100	110

### 5.2.3. 2024 Horizon

The following mitigation measures are required to maintain an acceptable level of service within the study area at the 2024 planning horizon.

**Figure 12**  
**Mitigation Measures Required Prior to 2024**

<b>Without Development Traffic</b>	<b>With Development Traffic</b>
<ul style="list-style-type: none"> <li>• Install new traffic signal at the intersection of 10 Street SW and 5<sup>th</sup> Avenue SW</li> </ul>	<ul style="list-style-type: none"> <li>• Install new traffic signal at the intersection of 10<sup>th</sup> Street SW and 5<sup>th</sup> Avenue SW</li> </ul>
<ul style="list-style-type: none"> <li>• Install westbound advance left turn signal phase at 5<sup>th</sup> Street SW and the TCH</li> </ul>	<ul style="list-style-type: none"> <li>• Install westbound advance left turn signal phase at 5<sup>th</sup> Street SW and the TCH</li> </ul>
<ul style="list-style-type: none"> <li>• Install four-way stop control at the intersection of 5<sup>th</sup> Street SW and 5<sup>th</sup> Avenue SW</li> </ul>	<ul style="list-style-type: none"> <li>• Install four-way stop control at the intersection of 5<sup>th</sup> Street SW and 5<sup>th</sup> Avenue SW</li> </ul>
<ul style="list-style-type: none"> <li>• Realign the 10<sup>th</sup> Avenue and TCH intersection to a signalized 20<sup>th</sup> Street intersection in accordance with City plans.</li> </ul>	<ul style="list-style-type: none"> <li>• Realign the 10<sup>th</sup> Avenue and TCH intersection to a signalized 20<sup>th</sup> Street intersection in accordance with City plans.</li> </ul>
<ul style="list-style-type: none"> <li>• Widen the 10<sup>th</sup> Street SW northbound and southbound approaches to the TCH to include 1 shared left/thru, 1 thru, and 1 right turn lane</li> </ul>	<ul style="list-style-type: none"> <li>• Widen the 10<sup>th</sup> Street SW northbound and southbound approaches to the TCH to include 1 shared left/thru, 1 thru, and 1 right turn lane</li> </ul>
<ul style="list-style-type: none"> <li>• Widen the TCH westbound approach to 10<sup>th</sup> Street SW and install dual left turn lanes (required for Saturday Peak Hour)</li> </ul>	<ul style="list-style-type: none"> <li>• Widen the TCH westbound approach to 10<sup>th</sup> Street SW and install dual left turn lanes (required for Saturday Peak Hour)</li> </ul>
	<ul style="list-style-type: none"> <li>• Widen the TCH eastbound approach to 10<sup>th</sup> Street SW and add a 3<sup>rd</sup> eastbound through lane (required for Saturday Peak Hour)</li> </ul>
	<ul style="list-style-type: none"> <li>• Install new traffic signal on 10<sup>th</sup> Street SW at the south access to the proposed shopping centre</li> </ul>

After applying these mitigation measures the level of service analysis identifies the following traffic movements having a LOS E or worse and/or queue lengths exceeding storage bays.



**2024 PM Peak Hour (with mitigation\*)**

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Base	10 <sup>th</sup> St & TCH	C	EBL	0.54	39.4	D	37	40
			WBL	0.85	35.3	D	70	75
			NBL	0.66	44.7	D	71	110
	5 <sup>th</sup> St & TCH	B	WBL	0.78	31.2	C	50	40
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	B	SBL	0.39	43.6	D	39	37
	10 <sup>th</sup> Ave & TCH	B	WBL	0.60	36.3	D	11.7	40?
Combined	10 <sup>th</sup> St & TCH.	C	EBL	0.53	44.2	D	41	40
			NBL	0.73	44.1	D	78	110
			SBL	0.25	37.1	D	36	30
	5 <sup>th</sup> St & TCH	C	WBL	0.85	37.9	D	55	40

\*except those measures identified as required for Saturday Peak Hour

**2024 Saturday Peak Hour (with mitigation)**

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Base	10 <sup>th</sup> St & TCH	C	NBL	0.51	36.8	D	67	110
Combined	10 <sup>th</sup> St & TCH.	C	EBL	0.58	40.0	D	39	40
			EBR/EBT	0.83	49.3	D	66	113
			WBL	0.80	40.5	D	61	75
			NBL	0.66	47.6	D	81	110
	5 <sup>th</sup> St & TCH	B	WBL	0.79	28.3	C	49	45
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	B	SBL	0.61	40.9	D	42	37
	Shopping Centre Access	B	NBT	0.73	39.9	D	67	100



### 5.3. 10<sup>th</sup> Street SW Treatment

The width of 10<sup>th</sup> Street SW is approximately 14 metres between the TCH and 10<sup>th</sup> Avenue SW. For the portion between 5<sup>th</sup> and 10<sup>th</sup> Avenues the roadway has one travel lane and one parking lane in each direction. Sidewalks exist on both sides of 10<sup>th</sup> Street SW and crosswalks are located at 5<sup>th</sup> Avenue, the entrance to Piccadilly Mall and 10<sup>th</sup> Avenue. With the projected increase in background traffic and the proposed new development, traffic volumes will increase on 10<sup>th</sup> Street SW and modification to the cross-section will be required. A plan for access to the development site is required to adequately and safely provide access.

#### 5.3.1. Access

Access to the two developments is proposed as shown in Figure 13. Both the C3 and C7 sites will have a full turns access, and also share a full turns access at their boundary. The north access is directly across from 5<sup>th</sup> Avenue SW and should be constructed with curb returns to visually reinforce the 4<sup>th</sup> leg of the intersection. This is particularly important when the intersection is signalized.

As the C7 zoned shopping centre develops the south access will need to be provided. By full build-out, the traffic exiting the south access will be operating at a LOS F. Although the level of service could be improved through the application of a protected T the future need of 4-laning 10<sup>th</sup> Street makes a traffic signal a more logical measure.

Figure 13  
Development Access



#### 5.3.2. Truck Access

The likely use of the C3 zone will be for a tire service and retail shop, and therefore access for semi-trailers is required. On-site movements and circulation is important, and this is what has identified the need for the mid access that will be shared by the C3 and C7 zone. Figure 14 shows the turning movements of the design vehicle (WB-67 US) used by Kal-Tire in their site designs. The turn into the development site requires a 15 metre wide access throat. To minimize the crossing distance for pedestrians, it is suggested that this could be designed with a truck turning apron and having a standard crossing width access.



Also shown in Figure 15 is the turning radius of the design vehicle for the eastbound right turn from the TCH onto 10<sup>th</sup> Street SW. Due to the tight turning radius the truck cannot make the turn without utilizing additional lane space. The drawing is reflective of what currently exists when the semi-trucks servicing the Piccadilly Mall make this movement. A less disruptive movement that would be known by the local truck drivers using the Kal Tire service bays would be to turn right off of the TCH at the 4<sup>th</sup> Avenue connection, and make the turn onto 10<sup>th</sup> Street SW from 4<sup>th</sup> Avenue.

**Figure 14**  
**Truck Access and Circulation**



**Figure 15**  
**TCH Eastbound Right Turn onto 10<sup>th</sup> St SW**



### 5.3.3. Pedestrian Movements

The development of the C3 zone lands will likely not add to the pedestrian activity within the area. However, as the shopping centre is developed in the C7 zone lands, it will attract pedestrian traffic from the neighbouring residential developments. For the residential complexes across the street from the proposed shopping centre, it is unlikely that pedestrians will walk north or south to the existing crosswalks. Similarly, a bus stop exists opposite the proposed shopping centre (see Figure 16) creating a pedestrian desire line across 10<sup>th</sup> Street at this location. Therefore a future warranted crosswalk at the south entrance to the shopping centre should be anticipated in the access design, and pedestrian routing from the access to the shopping centre buildings should be considered.

**Figure 16**  
**Bus Stop Locations**





### 5.3.4. 10<sup>th</sup> Street SW Cross-Section

The background and development traffic projections indicate close to 2000 vehicles during the peak hours on 10<sup>th</sup> Street SW south of 5<sup>th</sup> Avenue within the next 10 years. With parked vehicles and turning movements into the existing residences and future developments, the existing 2 travel lane roadway could experience delays and safety issues due to congestion.

Consideration should be given to removing the turning vehicles from the through lanes, thereby increasing the corridor's capacity, by removing the parking and installing a centre two-way left turn lane. This extends the ability for the corridor to remain as a two-lane roadway and retain the benefits of slower traffic and shorter pedestrian crossings. The added benefit for vulnerable road users is that room would exist for bicycle lanes or wider shared lanes and medians could be installed at crosswalks to provide a mid-crossing refuge as shown in Figure 17. As traffic volumes increase throughout the corridor, the cross-section will need to change to a 4 lane roadway.

Figure 17  
Two-way Left Turn Lane Example



## 6. Improvement Summary

This section summarizes the recommended improvements required to maintain capacity and address safety issues of road network experiencing high traffic growth. It also discusses possible impediments for carrying through with the recommendations and the consequences if that were to happen.

### 6.1. Recommended Improvements

A list of road network improvements have been identified for the study area based on the projection of background traffic increases and the addition of the proposed development traffic. These improvements have been identified for the three planning horizon years – opening day (2014), 2019, and 2024.

Although tied to specific years, the improvements will be required based on the actual traffic growth. It is noted that the projected traffic growth in this study could be overestimated for the following reasons:

- The highway and City traffic growth factor of 2% is higher than recent historical growth (highway growth from 2005 to 2010 was 0.7%);
- The highway SADT factors (1.973 for January counts and 1.631 for November counts) were used on the City intersections;
- Assumed use of development land was based on highest trip generator whereas the C3 site is being developed for a tire service and retail store, and the C7 site development plans are unknown at this time.

It is therefore suggested that the planning time frames be used as a guide and the timing of the recommended mitigation measures be based on actual traffic growth.

The following mitigation measures are required with and without development traffic:

- For opening day (2014):
- No mitigation measures are required
  - Consider removing parking on 10<sup>th</sup> Street SW between 5<sup>th</sup> Avenue SW and 10<sup>th</sup> Avenue SW and installing a centre two-way left turn lane
- Prior to 2019:
- Install new traffic signal at the intersection of 10 Street SW and 5<sup>th</sup> Avenue SW
  - Install westbound advance left turn signal phase at 5<sup>th</sup> Street SW and the TCH
- Prior to 2024:
- Install four-way stop control at the intersection of 5<sup>th</sup> Street SW and 5<sup>th</sup> Avenue SW
  - Realign the 10<sup>th</sup> Avenue and TCH intersection to a signalized 20<sup>th</sup> Street intersection in accordance with City plans.
  - Widen the 10<sup>th</sup> Street SW northbound and southbound approaches to the TCH to include 1 shared left/thru, 1 thru, and 1 right turn lane
  - Widen the TCH westbound approach to 10<sup>th</sup> Street SW and install dual left turn lanes (required for Saturday Peak Hour)

In addition to the above mitigation measures, the addition of development traffic requires the following further mitigation:

- Prior to 2024:
- Widen the TCH eastbound approach to 10<sup>th</sup> Street SW and add a 3<sup>rd</sup> eastbound through lane (required for Saturday Peak Hour)
  - Install new traffic signal on 10<sup>th</sup> Street SW at the south access to the proposed shopping centre



## 6.2. Impediment for Improvement

### 6.2.1. Land Acquisition Required

The proposed improvements at the intersection of 10<sup>th</sup> Street SW and the TCH require road widenings and land acquisition on both 10<sup>th</sup> Street SW and the TCH. The adjacent properties are First Nations lands which may extend the timing of acquisition or impact its feasibility. It is likely that improvements would only be achieved during a full corridor upgrade where property issues are better addressed. The result may be that with or without the development, the level of service of the 10<sup>th</sup> Street intersection with the TCH will fall below acceptable levels.

### 6.2.2. Traffic Redistribution

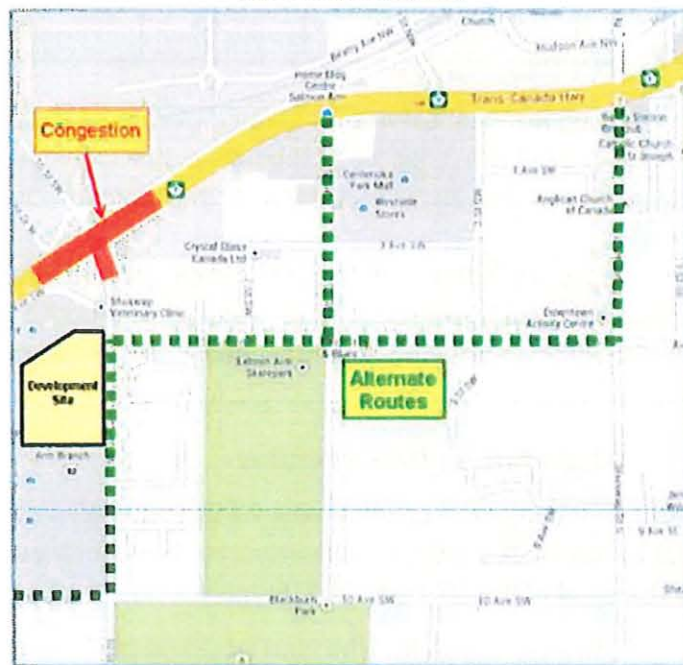
As the levels of service decrease and the congestion and delays increase, it is likely that those motorists that have a choice of routing in their travels change their travel patterns. In this situation, the 5<sup>th</sup> Avenue corridor parallels the highway and is currently under-utilized. Access to the 10<sup>th</sup> Street destinations could rely on the 5<sup>th</sup> Avenue corridor connecting with either 5<sup>th</sup> Street or Shuswap as shown in Figure 18. Similarly, northbound vehicles on 10<sup>th</sup> Street turning left at TCH could choose to go southbound on 10<sup>th</sup> Street to turn right on 10<sup>th</sup> Avenue to connect to the highway.

A simulation of the redistribution of traffic onto these alternate routes was undertaken to determine whether the alternate routes could accommodate more traffic. The 2024 Saturday Peak Hour scenario was run with no improvements to the intersection of 10<sup>th</sup> Street and TCH, but with the following movements reduced by 50% and redistributed onto the network:

- Northbound left turn
- Northbound right turn
- Westbound left turn

The level of service implications are shown in the following table.

**Figure 18**  
**Route Alternatives**



**2024 Saturday Peak Hour (No improvements at 10<sup>th</sup> Street and TCH)  
Traffic Redistributed**

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Combined	10 <sup>th</sup> St & TCH.	28.2	EBL/EBT/EBR	0.97	41.2	D	110	113
			WBL	0.82	63.1	E	105	75
			NBT/NBL	0.83	50.2	D	91	110
			SBL	0.40	37.9	D	87	30
	5 <sup>th</sup> St & TCH	24.2	WBL	0.86	45.3	D	56	40
			NBL	0.39	41.2	D	98	180
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	16.3	SBL	0.68	57.7	E	41	37
	10 <sup>th</sup> Ave & TCH	20.1	WBL	0.32	70.3	E	21	75
			NBL	0.81	37.3	D	93	220
	Shopping Centre Access	14.3	NBL	0.73	50.6	D	73	110

The resulting levels of service for some movements are below acceptable limits at some intersections but are reflective of the delays that would be required to encourage alternative routing. The overall levels of service for the intersections are all at LOS C or better.

This would indicate that if the preferred improvement strategy needed to accommodate background growth (with or without development) cannot be undertaken at the optimum time, alternate routing exists that can reasonably accommodate the growth in traffic.

### 6.2.3. Future Uncertainties

There are a number of uncertainties within this analysis where assumptions had to be made in order to assess the road network impacts. Some of these uncertainties related to the development of the C7 zone land, namely:

- The assumption that the land would be built out within 10 years;
- The assumption that 94,500 sq.ft. of retail space would be built.

However, the biggest uncertainty is the growth of the background traffic and the ability to accommodate this growth by making improvements to the 10<sup>th</sup> Street and TCH intersection.

Based on the consequences that these uncertainties have on the road network it is suggested that this TIA provide the information required to approve the rezoning subject to a 219 covenant (no build clause) on the C7 zone land. When the timing and nature of the C7 zone

development is known, updated traffic impact analysis could be done to identify the measures required to remove the covenant.

## 7. Conclusions and Recommendations

The following is a summary of findings and recommendations for this analysis of the proposed development of Lot 5 Plan 12965 in Salmon Arm.

- A development is proposed on Lot 5 Plan 12965 consisting of an 11,300 square foot tire service and retail store on the northern C3 zone land and a shopping centre on the southern C7 zone land. The tire service and retail store is anticipated to be built in 2014, where as the shopping centre will be developed between 2019 and 2024.
- Based on a higher trip generating land use, the C3 zone land could generate 51 and 108 trips in the weekday PM peak hour and Saturday peak hour respectively.
- The C7 zone land could generate 352 and 462 trips in the weekday PM peak hour and Saturday peak hour respectively.
- Each development will have one full-turns access and will share a second full-turns access, all from 10<sup>th</sup> Street SW.
- Capacity analyses were undertaken for Ministry of Transportation and Infrastructure (MOTI) and City intersections within the vicinity of the new developments, both with and without the traffic added by the developments. Horizon years of 2014, 2019 and 2024 were considered.
- At opening day of the tire and retail store in 2014 all intersections within the study area operate at a level of service (LOS) C or better, with individual movements not worse than a LOS D.
- At the 2019 planning horizon, all intersections operate at a LOS C or better, but some individual movements at the intersections of 10<sup>th</sup> Street SW & TCH and 10<sup>th</sup> Street SW & 5<sup>th</sup> Street SW operate at LOS E and F, with and without the development traffic.
- At the 2024 planning horizon, a number of intersections within the study area fail with an overall LOS F, with and without the development traffic.
- In order to mitigate the poor levels of service of the growth in background traffic, the following improvement strategy is recommended:

For opening day (2014):	<ul style="list-style-type: none"> <li>• No mitigation measures are required</li> <li>• Consider removing parking on 10<sup>th</sup> Street SW between 5<sup>th</sup> Avenue SW and 10<sup>th</sup> Avenue SW and installing a centre two-way left turn lane</li> </ul>
Prior to 2019:	<ul style="list-style-type: none"> <li>• Install new traffic signal at the intersection of 10 Street SW and 5<sup>th</sup> Avenue SW</li> <li>• Install westbound advance left turn signal phase at 5<sup>th</sup> Street SW and the TCH</li> </ul>

Prior to 2024:	<ul style="list-style-type: none"> <li>• Install four-way stop control at the intersection of 5<sup>th</sup> Street SW and 5<sup>th</sup> Avenue SW</li> <li>• Realign the 10<sup>th</sup> Avenue and TCH intersection to a signalized 20<sup>th</sup> Street intersection in accordance with City plans.</li> <li>• Widen the 10<sup>th</sup> Street SW northbound and southbound approaches to the TCH to include 1 shared left/thru, 1 thru, and 1 right turn lane</li> <li>• Widen the TCH westbound approach to 10<sup>th</sup> Street SW and install dual left turn lanes (required for Saturday Peak Hour)</li> </ul>
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- When the development traffic is added to the road network, further mitigation measures are required to attain acceptable levels of service:

Prior to 2024:	<ul style="list-style-type: none"> <li>• Widen the TCH eastbound approach to 10<sup>th</sup> Street SW and add a 3<sup>rd</sup> eastbound through lane (required for Saturday Peak Hour)</li> <li>• Install new traffic signal on 10<sup>th</sup> Street SW at the south access to the proposed shopping centre</li> </ul>
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- The recommended improvements at the intersection of 10<sup>th</sup> Street SW and TCH may be difficult to achieve due to difficulties in achieving the road right-of-way. If that occurs, the background growth of highway and city traffic over the next 10 years will result in intersection failure and excessive delays and will encourage motorists that have routing alternatives to avoid the intersection.
- A review of major redistribution of traffic (50% of traffic having 10<sup>th</sup> Street SW as origin/destination) indicates that adjacent corridors have excess capacity and can accommodate the redistributed traffic. The levels of service of the study area intersections all had LOS C or better, with 3 intersections having one movement with a LOS E.
- This indicates that until such time as highway widening can occur through this area, congestion will influence the routing choices within the study area. Highway improvement at the 10<sup>th</sup> Street intersection will likely occur only with a corridor wide improvement program, as opposed to intersection specific.
- All results of this study are based on traffic volume projections that are deemed to be quite conservative (i.e. overestimated). The timing of specific improvements with and without development traffic is shown for comparison purposes; actual timing of improvements should be based on the traffic conditions of the day.
- Due to the uncertainties with respect to the C7 zone land development's timing and size, and the uncertainty of background growth rate and the ability to accommodate the growth with improvements at the 10<sup>th</sup> Street and TCH intersection, consideration should be given to zoning approval subject to a 219 Covenant restricting development of the C7 zone lands. It is recommended that once the timing and nature of the C7 zone development is known updated traffic impact analysis be done to identify the measures required to remove the covenant.



## Appendix A

### Summer Annual Daily Traffic Factors

## 2007 SADT Factors

Group	Type	Day of Week	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Consistent		1.226	1.138	1.105	1.08	1.059	1.032	1.003	0.998	1.04	1.088	1.128	1.191
2	Seasonal		1.973	1.777	1.605	1.482	1.296	1.23	1.032	0.971	1.186	1.393	1.631	1.838
3	Highly Seasonal		3.028	2.714	2.224	1.929	1.631	1.451	1.03	0.978	1.412	1.916	2.512	2.754
1	Daily	Sun	1.242	1.283	1.224	1.219	1.236	1.207	1.207	1.194	1.217	1.254	1.237	1.344
1	Daily	Mon	1.031	1.001	1.003	1.005	1.039	1.009	1.023	1.031	1.047	1.025	1.063	1.014
1	Daily	Tue	0.968	0.972	0.968	0.969	0.974	0.979	0.969	0.979	0.973	0.969	0.975	1.026
1	Daily	Wed	0.965	0.959	0.953	0.954	0.959	0.961	0.962	0.948	0.953	0.966	0.955	0.933
1	Daily	Thu	0.963	0.938	0.946	0.916	0.928	0.943	0.939	0.933	0.942	0.942	0.926	0.894
1	Daily	Fri	0.877	0.878	0.898	0.947	0.885	0.892	0.9	0.904	0.891	0.872	0.871	0.856
1	Daily	Sat	1.087	1.124	1.133	1.104	1.1	1.117	1.101	1.112	1.087	1.1	1.102	1.113
2	Daily	Sun	1.24	1.251	1.139	1.119	1.128	1.079	1.042	1.027	1.037	1.226	1.174	1.225
2	Daily	Mon	1.02	0.99	1.019	1.013	0.984	1.024	0.99	1	0.982	0.983	1.033	1.093
2	Daily	Tue	0.97	1.008	1.008	1.023	1.05	1.048	1.039	1.079	1.047	1.012	0.995	1.176
2	Daily	Wed	0.923	0.98	0.974	0.996	1.033	1.013	1.035	1.037	1.025	1.017	0.978	0.958
2	Daily	Thu	0.949	0.949	0.957	0.91	0.957	0.964	0.985	0.992	1.012	0.952	0.952	0.87
2	Daily	Fri	0.886	0.847	0.886	0.894	0.828	0.852	0.888	0.881	0.896	0.83	0.856	0.843
2	Daily	Sat	1.165	1.157	1.145	1.139	1.129	1.102	1.071	1.039	1.058	1.13	1.116	1.042
3	Daily	Sun	1.091	1.044	1.002	1.004	1.02	1.008	0.994	0.975	0.976	1.103	1.07	1.056
3	Daily	Mon	1.019	1.032	1.023	1	0.925	1.08	0.98	0.984	0.939	0.954	1.019	1.188
3	Daily	Tue	1.029	1.046	1.078	1.117	1.12	1.129	1.093	1.113	1.085	1.077	1.055	1.291
3	Daily	Wed	0.977	1.016	1.063	1.071	1.115	1.091	1.083	1.089	1.084	1.094	1.048	0.974
3	Daily	Thu	0.974	1	0.994	0.948	0.991	0.962	1.024	1.014	1.055	0.987	0.987	0.893
3	Daily	Fri	0.911	0.876	0.899	0.875	0.853	0.841	0.893	0.888	0.928	0.841	0.868	0.844
3	Daily	Sat	1.114	1.093	1.063	1.091	1.102	1.013	1.018	1.015	1	1.063	1.069	0.962

## NOTE:

Group 1 Consistent  
 Group 2 Seasonal  
 Group 3 Highly Seasonal

## Appendix B

### Study Traffic Volumes

Salmon Arm Lot 5 Plan 12965 TIA

Appendix 7: Traffic Impact Analysis  
January 29, 2013

Intersection: TCH and 10<sup>th</sup> Avenue SW  
 Count Data Source: Manual Count  
 Date: Jan 11, 2014 / Jan 14, 2014  
 SADT Factor: 1.973

Scenario	Peak	Eastbound			Westbound			Northbound			Southbound			Total
		LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	
Base Traffic														
Existing	Weekday PM		400	88	8	524		92		4				1116
	Saturday Peak		428	148	12	472		72		16				1148
Seasonal Adjustment	Weekday PM		789	174	16	1034		182		8				2202
	Saturday Peak		844	292	24	931		142		32				2265
2019	Weekday PM		871	192	17	1141		200		9				2431
	Saturday Peak		932	322	26	1028		157		35				2501
2024	Weekday PM		962	212	19	1260		221		10				2684
	Saturday Peak		1029	356	29	1135		173		38				2761
Development Traffic														
Kal Tire	Weekday PM		2											2
	Saturday Peak		7											7
Shopping Centre	Weekday PM		16											16
	Saturday Peak		22											22
Combined Traffic														
Opening Day 2014	Weekday PM		791	174	16	1034		182		8				2204
	Saturday Peak		851	292	24	931		142		32				2272
2019	Weekday PM		873	192	17	1141		200		9				2433
	Saturday Peak		939	322	26	1028		157		35				2508
2024	Weekday PM		980	212	19	1260		221		10				2702
	Saturday Peak		1058	356	29	1135		173		38				2790



Intersection: TCH and 10<sup>th</sup> Street SW  
 Count Data Source: Controller Download  
 Date: Nov 14 to 21, 2013  
 SADT Factor: 1.631

Scenario	Peak	Eastbound			Westbound			Northbound			Southbound			Total
		LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	
Base Traffic														
Existing	Weekday PM	42	469	10	176	486	15	105	73	237	9	86	50	1758
	Saturday Peak	41	507	10	199	425	13	123	85	256	9	88	50	1806
Seasonal Adjustment	Weekday PM	69	765	16	287	793	24	171	119	387	15	140	82	2867
	Saturday Peak	67	827	16	325	693	21	201	139	418	15	144	82	2946
2019	Weekday PM	76	845	18	317	875	27	189	131	427	16	155	90	3166
	Saturday Peak	74	913	18	358	765	23	221	153	461	16	158	90	3252
2024	Weekday PM	84	932	20	350	966	30	209	145	471	18	171	99	3495
	Saturday Peak	82	1008	20	396	845	26	245	169	509	18	175	99	3591
Development Traffic														
Kal Tire	Weekday PM			1	9			4	4	9		4		31
	Saturday Peak			1	19			8	9	17		9		63
Shopping Centre	Weekday PM			5	64			26	29	58		29		211
	Saturday Peak			7	90			31	36	70		42		276
Combined Traffic														
Opening Day 2014	Weekday PM	69	765	17	296	793	24	175	123	396	15	144	82	2898
	Saturday Peak	67	827	17	344	693	21	209	148	435	15	153	82	3009
2019	Weekday PM	76	845	19	326	875	27	193	135	436	16	159	90	3197
	Saturday Peak	74	913	19	377	765	23	229	162	478	16	167	90	3315
2024	Weekday PM	84	932	26	423	966	30	239	178	538	18	204	99	3737
	Saturday Peak	82	1008	28	505	845	26	284	214	596	18	226	99	3930

Intersection: TCH and 5<sup>th</sup> Street SW  
 Count Data Source: Controller Download  
 Date: Nov 14 to 21, 2013  
 SADT Factor: 1.631

Scenario	Peak	Eastbound			Westbound			Northbound			Southbound			Total
		LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	
Base Traffic														
Existing	Weekday PM		669	43	111	622		65		130				1640
	Saturday Peak		700	45	95	645		60		106				1651
Seasonal Adjustment	Weekday PM		1091	70	181	1014		106		212				2675
	Saturday Peak		1142	73	155	1052		98		173				2693
2019	Weekday PM		1205	77	200	1120		117		234				2953
	Saturday Peak		1261	81	171	1161		108		191				2973
2024	Weekday PM		1330	85	221	1237		129		258				3261
	Saturday Peak		1392	89	189	1282		119		211				3282
Development Traffic														
Kal Tire	Weekday PM		9			9								18
	Saturday Peak		17			19								36
Shopping Centre	Weekday PM		58			64								122
	Saturday Peak		70			90								160
Combined Traffic														
Opening Day 2014	Weekday PM		1100	70	181	1023		106		212				2693
	Saturday Peak		1159	73	155	1071		98		173				2729
2019	Weekday PM		1214	77	200	1129		117		234				2971
	Saturday Peak		1278	81	171	1180		108		191				3009
2024	Weekday PM		1397	85	221	1310		129		258				3401
	Saturday Peak		1479	89	189	1391		119		211				3478



Intersection: 4<sup>th</sup> Avenue SW and 10<sup>th</sup> Street SW  
Count Data Source: Manual Count  
Date: Jan 11, 2014 / Jan 14, 2014  
SADT Factor: 1.973

Scenario	Peak	Eastbound			Westbound			Northbound			Southbound			Total
		LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	
Base Traffic														
Existing	Weekday PM	11		26				10	307			208	14	575
	Saturday Peak	10		24				10	335			234	12	624
Seasonal Adjustment	Weekday PM	22		51				19	605			410	27	1134
	Saturday Peak	19		47				20	661			461	23	1231
2019	Weekday PM	24		56				21	668			453	30	1252
	Saturday Peak	21		52				22	730			509	25	1359
2024	Weekday PM	27		62				23	737			500	33	1382
	Saturday Peak	23		57				24	806			562	28	1501
Development Traffic														
Kal Tire	Weekday PM			2					17			14		33
	Saturday Peak			5					33			29		67
Shopping Centre	Weekday PM			11					113			98		222
	Saturday Peak			15					137			139		291
Combined Traffic														
Opening Day 2014	Weekday PM	22		53				19	622			424	27	1167
	Saturday Peak	19		52				20	694			490	23	1298
2019	Weekday PM	24		58				21	685			467	30	1285
	Saturday Peak	21		57				22	763			538	25	1426
2024	Weekday PM	27		75				23	867			612	33	1637
	Saturday Peak	23		77				24	976			730	28	1859

Intersection: 5<sup>th</sup> Avenue SW and 10<sup>th</sup> Street SW

Count Data Source: Manual Count

Date: Jan 11, 2014 / Jan 14, 2014

SADT Factor: 1.973

Scenario	Peak	Eastbound			Westbound			Northbound			Southbound			Total
		LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	
Base Traffic														
Existing	Weekday PM				96		68		252	124	32	244		816
	Saturday Peak				100		56		288	64	40	216		764
Seasonal Adjustment	Weekday PM				189		134		497	245	53	407		1525
	Saturday Peak				197		110		568	126	79	426		1507
2019	Weekday PM				209		148		549	270	59	449		1684
	Saturday Peak				218		122		627	139	87	471		1664
2024	Weekday PM				231		164		606	298	65	496		1859
	Saturday Peak				241		135		693	154	96	519		1837
Development Traffic														
Kal Tire	Weekday PM	5	3			2			12				17	39
	Saturday Peak	11	2			6			25				39	83
Shopping Centre	Weekday PM				16				113	16		109		254
	Saturday Peak				22				137	20		154		333
Combined Traffic														
Opening Day 2014	Weekday PM	5	3	0	189	2	134	0	509	245	53	407	17	1564
	Saturday Peak	11	2	0	197	6	110	0	593	126	79	426	39	1590
2019	Weekday PM	5	3	0	209	2	148	0	561	270	59	449	17	1723
	Saturday Peak	11	2	0	218	6	122	0	652	139	87	471	39	1747
2024	Weekday PM	5	3	0	247	2	164	0	731	314	65	605	17	2152
	Saturday Peak	11	2	0	263	6	135	0	855	174	96	673	39	2253



Salmon Arm Lot 5 Plan 12965 TIA

January 29, 2013

Intersection: 10<sup>th</sup> Avenue SW and 10<sup>th</sup> Street SW

Count Data Source: Manual Count

Date: Jan 11, 2014 / Jan 14, 2014

SADT Factor: 1.973

Scenario	Peak	Eastbound			Westbound			Northbound			Southbound			Total
		LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	
Base Traffic														
Existing	Weekday PM	74	94	28	20	70	42	8	22	12	26	50	38	484
	Saturday Peak	91	97	20	12	76	24	12	41	5	16	33	65	493
Seasonal Adjustment	Weekday PM	146	185	55	39	138	83	16	43	24	51	99	75	955
	Saturday Peak	179	192	39	24	150	47	24	82	11	32	66	129	973
2019	Weekday PM	161	205	61	44	152	91	17	48	26	57	109	83	1054
	Saturday Peak	198	212	44	26	166	52	26	90	12	35	73	142	1075
2024	Weekday PM	178	226	67	48	168	101	19	53	29	63	120	91	1164
	Saturday Peak	218	234	48	29	183	58	29	99	13	38	80	157	1187
Development Traffic														
Kal Tire	Weekday PM	2					1			1	1	2	2	9
	Saturday Peak	5					3			2	2	4	3	19
Shopping Centre	Weekday PM	16					10			5	7	14	11	63
	Saturday Peak	22					15			7	9	17	13	83
Combined Traffic														
Opening Day 2014	Weekday PM	148	185	55	39	138	84	16	43	25	52	101	77	964
	Saturday Peak	184	192	39	24	150	50	24	82	13	34	70	132	992
2019	Weekday PM	163	205	61	44	152	92	17	48	27	58	111	85	1063
	Saturday Peak	203	212	44	26	166	55	26	90	14	37	77	145	1094
2024	Weekday PM	196	226	67	48	168	112	19	53	35	71	136	104	1236
	Saturday Peak	245	234	48	29	183	76	29	99	22	49	101	173	1289

Intersection: 5<sup>th</sup> Avenue SW and 5<sup>th</sup> Street SW  
 Count Data Source: Manual Count  
 Date: Jan 11, 2014 / Jan 14, 2014  
 SADT Factor: 1.973

Scenario	Peak	Eastbound			Westbound			Northbound			Southbound			Total
		LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	
Base Traffic														
Existing	Weekday PM	20	100	4	20	144	28	8	12	16	24	36	24	436
	Saturday Peak	40	120	0	40	128	16	0	8	20	20	8	20	420
Seasonal Adjustment	Weekday PM	39	197	8	39	284	55	16	24	32	47	71	47	860
	Saturday Peak	79	237	0	79	253	32	0	16	39	39	16	39	829
2019	Weekday PM	44	218	9	44	314	61	17	26	35	52	78	52	950
	Saturday Peak	87	261	0	87	279	35	0	17	44	44	17	44	915
2024	Weekday PM	48	241	10	48	346	67	19	29	38	58	87	58	1049
	Saturday Peak	96	289	0	96	308	38	0	19	48	48	19	48	1010
Development Traffic														
Kal Tire	Weekday PM		2			2								4
	Saturday Peak		5			5								10
Shopping Centre	Weekday PM		16			16								32
	Saturday Peak		20			20								40
Combined Traffic														
Opening Day 2014	Weekday PM	39	199	8	39	286	55	16	24	32	47	71	47	864
	Saturday Peak	79	242	0	79	258	32	0	16	39	39	16	39	839
2019	Weekday PM	44	220	9	44	316	61	17	26	35	52	78	52	954
	Saturday Peak	87	266	0	87	284	35	0	17	44	44	17	44	925
2024	Weekday PM	48	259	10	48	364	67	19	29	38	58	87	58	1085
	Saturday Peak	96	314	0	96	333	38	0	19	48	48	19	48	1060

## Appendix C

### Synchro / SimTraffic Results

(To be supplied on CD)



LAND TITLE ACT  
FORM C (Section 233) CHARGE  
GENERAL INSTRUMENT - PART 1 Province of British Columbia

May-07-2014 09:38:19.004

CA3712464 CA3712465

until serviced &amp; filed PAGE 1 OF 5 PAGES

Your electronic signature is a representation that you are a subscriber as defined by the Land Title Act, RSBC 1996 c.250, and that you have applied your electronic signature in accordance with Section 168.3, and a true copy, or a copy of that true copy, is in your possession.

Elizabeth Ann  
Sadorsky  
2P2J8T

Digitally signed by Elizabeth Ann  
Sadorsky 2P2J8T  
DN: c=CA, cn=Elizabeth Ann  
Sadorsky 2P2J8T, o=Lawyer,  
ou=Verify ID at www.juricert.com/  
LKUP.cfm?id=2P2J8T  
Date: 2014.05.07 09:18:47 -0700

## 1. APPLICATION: (Name, address, phone number of applicant, applicant's solicitor or agent)

Elizabeth Sadorsky, Brooke, Jackson, Downs LLP

Barristers and Solicitors

PO Box 67, 51-3rd Street NE

Salmon Arm

BC V1E 4N2

Client No. 10348

File No. 36-049/ES

Telephone No. 250-832-9311 (Kelly)

Document Fees: \$147.00

Deduct LTSA Fees? Yes ☒

## 2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:

[PID]

[LEGAL DESCRIPTION]

009-333-461

LOT 5 SECTION 15 TOWNSHIP 20 RANGE 10 W6M KDYD PLAN 12965  
EXCEPT PLANS 21358, 24962, KAP73904 AND EPP40251

STC? YES ☐

## 3. NATURE OF INTEREST

CHARGE NO.

ADDITIONAL INFORMATION

Covenant

Priority Agreement

## 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

A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument.

## 5. TRANSFEROR(S):

SEE SCHEDULE

## 6. TRANSFEREE(S): (including postal address(es) and postal code(s))

CITY OF SALMON ARM

BOX 40

SALMON ARM

V1E 4N2

BRITISH COLUMBIA

CANADA

## 7. ADDITIONAL OR MODIFIED TERMS:

Nil

## 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)

Elizabeth Sadorsky

Barrister &amp; Solicitor

51 - 3 Street NE, PO Box 67

Salmon Arm, BC

V1E 4N2

Execution Date

Y	M	D
14	04	24

Transferor(s) Signature(s)

628746 B.C. Ltd. by its authorized  
signatory:

William Herbert Laird

## 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.

LAND TITLE ACT  
FORM D

## EXECUTIONS CONTINUED

PAGE 2 of 5 pages

Officer Signature(s)

Execution Date

Transferor / Borrower / Party Signature(s)

\_\_\_\_\_  
Janet Rose Palmer

14

05

05

Commissioner for Taking Affidavits in BC

Commissioner No. 2013-1177

Until October 31, 2016

Box 868

Salmon Arm, British Columbia

V1E 4N9

Salmon Arm Savings and Credit Union  
by its authorized signatories:\_\_\_\_\_  
Michael Wagner\_\_\_\_\_  
Dan Morin

as to both signatures

\_\_\_\_\_  
Elizabeth Sadorsky

Barrister &amp; Solicitor

51 - 3 Street NE, PO Box 67

Salmon Arm, BC

V1E 4N2

This is the instrument creating the  
conditions or covenants entered into  
under Section 219 of the Land Title Act  
by the Transferor herein described:\_\_\_\_\_  
Nancy Cooper, Mayor

as to signature of Carl Bannister

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

## 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.

**LAND TITLE ACT  
FORM E****SCHEDULE****PAGE 3 OF 5 PAGES**

ENTER THE REQUIRED INFORMATION IN THE SAME ORDER AS THE INFORMATION MUST APPEAR ON THE FREEHOLD TRANSFER FORM, MORTGAGE FORM, OR GENERAL INSTRUMENT FORM.

**5. TRANSFEROR(S):**

628746 B.C. LTD. (Inc. No. BC628746)  
Box 1022  
Salmon Arm, BC  
V1E 4P2

- and -

SALMON ARM SAVINGS AND CREDIT UNION, joining this instrument to grant priority over Mortgage CA2389617 and Assignment of Rents CA2389618

**GENERAL INSTRUMENT - PART 2**

Page 4 of 5 pages

**SECTION 219 COVENANT****W H E R E A S:**

A. The Transferor is the registered owner in fee simple of that certain parcel or tract of land situate in the City of Salmon Arm, Province of British Columbia, more particularly described in Section 2 of Part 1 of this Form C General Instrument (hereinafter called the "Transferor's Land").

B. It was a condition of the approval by the Transferee of the subdivision which created the Transferor's Land that the Transferor would enter into the covenants herein set out, pursuant to Section 219 of the Land Title Act.

NOW THEREFORE in consideration of payment by the Transferee of the sum of ONE DOLLAR (\$1.00) of lawful money of Canada and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by the Transferor) and pursuant to Section 219 of the Land Title Act, the Transferor hereby covenants and agrees with the Transferee as follows:

1. Hereafter, and so long as the covenants herein contain shall remain in full force and effect, no buildings, improvements or other structures shall be built, constructed or located on the Transferor's Land and the Transferor's Land shall not be subdivided until such time as:
  - a) the Transferor's Land is fully serviced to the standards of the Transferee; and
  - b) the Transferor has completed all traffic improvements to 10 Street SW required by the Transferee in connection with the proposed development of the Transferor's Land to the satisfaction of the Transferee, which may include a traffic impact analysis.
2. The Transferor covenants and agrees to indemnify and save harmless the Transferee, its servants and agents, from and against all suits, demands, claims, losses, damages, costs, and expenses arising out of any breach, violation or non-performance by the Transferor of any of the covenants set out herein.



Page 5 of 5 pages

3. The Transferor and the Transferee further agree with one another as follows:
- (a) that whenever the expressions "Transferor" or "Transferee" are used herein, the same shall be construed as meaning the singular, plural, or body corporate or politic where the context so requires;
  - (b) that the covenants herein contained are and shall be deemed to be covenants with title to the Transferor's Land to the benefit of the Transferee and shall be binding upon the Transferor and the successors in title to the Transferor, in perpetuity, or until such time as the same shall be released by the Transferee or shall be ordered discharged by a Court of competent jurisdiction; and
  - (c) that this Section 219 Covenant shall only be modified or discharged in accordance with the requirements of Section 219 of the Land Title Act.

#### CONSENT TO SECTION 219 COVENANT

KNOW ALL PERSONS BY THESE PRESENTS that **SALMON ARM SAVINGS AND CREDIT UNION**, the registered holder of Mortgage CA2389617 and Assignment of Rents CA2389618 (collectively the "Prior Charges"), for an in consideration of the sum of ONE DOLLAR (\$1.00) of lawful money of Canada, paid to it by the Transferee (the receipt and sufficiency of which is hereby acknowledged) does hereby grant and convey to the Transferee, its successors and assigns, priority to the within Section 219 Covenant over the Prior Charges as if the said Section 219 Covenant had been dated and registered prior to the Prior Charges.

628746 B.C. Ltd.  
Box 1022  
Salmon arm BC.  
V1E 4P2

Feb. 07, 2020

Mayor and Council

Re: 521 - 10 St SW. - Subdivision, Down zoning and 219 Covenants.

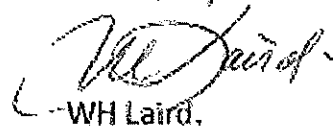
This property is approx. 3.5 acres. We have applied to down zone the site from C-7 to C-3, and subdivide approx. one acre to construct an Ashley furniture store. Currently the City of Salmon Arm and MoTi each have covenants restricting future development subject to the size and type of project proposed.

The owner proposes that the City covenant will remain on the title of the new 1 acre Ashley lot, but modified to restrict development to a furniture store only, and any future use may require the owner to provide an updated traffic impact analysis and a greater number of on-site parking stalls.

It is our understanding that MoTi will discharge their covenant on the new 1 acre lot.

We expect the terms and conditions of the existing covenants restricting future development will continue to be registered on the remaining 2.5 acre lot.

Yours Truly

  
-WH Laird.

# CITY OF SALMON ARM

## *Memorandum from the Engineering and Public Works Department*

---

TO: Kevin Pearson, Director of Development Services  
 DATE: January 22, 2020  
 PREPARED BY: Chris Moore, Engineering Assistant  
 OWNER: 628746 BC Ltd., Box 1022, Salmon Arm, BC, V1E 4P2  
 APPLICANT: 628746 BC Ltd. / Laird, B.  
 SUBJECT: **DEVELOPMENT PERMIT APPLICATION FILE NO. DP-423**  
 LEGAL: Lot 5, Section 15, Township 20, Range 10, W6M KDYD, Plan 12965 Except Plans 21358, 24962, KAP73904 AND EPP40251  
 CIVIC: **521 – 10 Street SW**

---

Further to your referral dated January 6, 2020b, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Development Permit; 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. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required at time of construction. ESC plans to be approved by the City of Salmon Arm.
7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.
8. At the time of building permit 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.

**DEVELOPMENT PERMIT APPLICATION FILE NO. DP-423**

January 22, 2019

Page 2

- 
9. For the off-site improvements at the time of building permit 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. 10 Street SW, on the subject properties eastern boundary, is designated as an Urban Collector Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
2. 10 Street SW is currently constructed to an interim Urban Collector Road standard. Davit poles and fixtures are required on all collector roads. Existing ornamental lights were installed when designated as Town Centre standard, therefore, Illumination level calculations will be required for City review and approval, to be submitted by a qualified professional engineer. Owner / Developer is responsible for all associated costs.
3. As 10 Street SW is designated as a Collector Road, accesses shall be designed by keeping to a minimum number. Only existing driveway locations shall be used for this and all future phases of this development.
4. The subject property has existing covenants on it requiring compliance with the recommendations of a Traffic Impact Assessment (TIA) carried out in 2013 (attached). The TIA requirement may be postponed subject to limiting use to furniture store only as trip generation would be anticipate to be minor for this use.

**Water:**

1. The subject property fronts a 250mm diameter Zone 1 watermain on 10 Street SW. No upgrades will be required at this time.
2. The property is to be serviced by a single metered water service connection (as per Specification Drawing No. W-11), adequately sized to satisfy the proposed use. Water meter will be supplied by the City at the time of Building Permit, at the Owner / Developer's cost.
3. Records indicate that the property is serviced by a 200mm diameter service at the south east corner of the lot from the 250mm diameter watermain on 10 Street SW. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
4. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).



**DEVELOPMENT PERMIT APPLICATION FILE NO. DP-423**

January 22, 2019

Page 3

- 
5. Fire protection requirements to be confirmed with the Building Department and Fire Department.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary sewer on 10 Street SW. No upgrades will be required at this time.
2. The subject property is to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
3. Records indicate that the property is serviced by a 200mm service from the sanitary sewer on 10 Street SW. 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 375mm diameter storm sewer on 10 Street SW. No upgrades will be required at this time.
2. Records indicate that the existing property is serviced by a 375mm service from the storm sewer on 10 Street SW. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
3. 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.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. Based on available information, it is expected that site retention and release at 5 year pre-development flows will be required. Owner / Developer is responsible for all associated costs. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**DEVELOPMENT PERMIT APPLICATION FILE NO. DP-423**

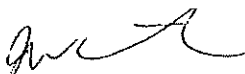
January 22, 2019


Page 4

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**Geotechnical:**

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

  
per: **Chris Moore**  
Engineering Assistant

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



**DEVELOPMENT SERVICES  
PRELIMINARY BYLAW  
COMMUNICATION**

Your File #: ZON-1165  
Bylaw 4370  
eDAS File #: 2020-00139  
Date: Feb/12/2020

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

Attention: City of Salmon Arm Development Services

**Re: Proposed Bylaw 4370 for:  
LOT 5 SECTION 15 TOWNSHIP 20 RANGE 10 W6M KDYD PLAN 12965  
EXCEPT PLANS 21358, 24962, KAP73904 AND EPP40251**

Thank you for the opportunity to provide comments on the above noted rezoning.

The Ministry is prepared to grant preliminary approval for the rezoning for one year pursuant to section 52(3)(a) of the *Transportation Act*.

Included with the rezoning referral was the Development Permit (DP) referral, however, the Ministry endorsement is not required on the DP as the legislated threshold has not been met. Please note there is a covenant in favour of the Province that will be addressed prior to the building permit being issued.

If you have any questions please feel free to call Elizabeth KEAM at (250) 833-7404.

Yours truly,

Elizabeth KEAM  
Development Officer

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

LAND TITLE ACT  
FORM C (Section 233) CHARGE  
GENERAL INSTRUMENT - PART 1 Province of British Columbia

May-07-2014 09:38:19.003

CA3712462 CA3712463

PAGE 1 OF 5 PAGES

Your electronic signature is a representation that you are a subscriber as defined by the Land Title Act, RSBC 1996 c.250, and that you have applied your electronic signature in accordance with Section 168.3, and a true copy, or a copy of that true copy, is in your possession.

Elizabeth Ann  
Sadorsky  
2P2J8T

Digitally signed by Elizabeth Ann  
Sadorsky 2P2J8T  
DN: c=CA, cn=Elizabeth Ann  
Sadorsky 2P2J8T, o=Lawyer,  
ou=Verify ID at www.juricert.com/  
LKJP.cfm?id=2P2J8T  
Date: 2014.05.07 09:15:21 -0700

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

Elizabeth Sadorsky, Brooke, Jackson, Downs LLP

Barristers and Solicitors

PO Box 67, 51-3rd Street NE

Salmon Arm

BC V1E 4N2

Client No. 10348

File No. 36-049/ES

Telephone No. 250-832-9311 (Kelly)

Document Fees: \$147.00

Deduct LTSA Fees? Yes ☒

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:

[PID]

[LEGAL DESCRIPTION]

009-333-461

LOT 5 SECTION 15 TOWNSHIP 20 RANGE 10 W6M KDYD PLAN 12965  
EXCEPT PLANS 21358, 24962, KAP73904 AND EPP40251

STC? YES ☐

3. NATURE OF INTEREST

CHARGE NO.

ADDITIONAL INFORMATION

Covenant

Priority Agreement

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

A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument.

5. TRANSFEROR(S):

SEE SCHEDULE

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

SEE SCHEDULE

7. ADDITIONAL OR MODIFIED TERMS:

NIL

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)

Elizabeth Sadorsky

Barrister & Solicitor

51 - 3 Street NE, PO Box 67

Salmon Arm, BC

V1E 4N2

Execution Date		
Y	M	D
14	04	07

Transferor(s) Signature(s)

628746 B.C. LTD. by its authorized signatory:

William Herbert Laird

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.



LAND TITLE ACT  
FORM D

## EXECUTIONS CONTINUED

PAGE 2 of 5 pages

Officer Signature(s)

Execution Date

Transferor / Borrower / Party Signature(s)

Daniel Arthur Morin

14

04

10

Commissioner for Taking Affidavits in BC

Commissioner No. 2013-0639

Until May 31, 2016

Box 868

Salmon Arm, British Columbia

V1E 4N9

Salmon Arm Savings and Credit Union  
by its authorized signatories:

Michael Wagner

Ken Hawrys

as to both signatures

14

04

09

This is the instrument creating the  
conditions or covenants entered into  
under Section 219 of the Land Title Act  
by the Transferor herein described:William G. Sparkes, Approving Officer  
for the Ministry of Transportation and  
Infrastructure

## 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.

LAND TITLE ACT  
FORM E

## SCHEDULE

PAGE 3 OF 5 PAGES

ENTER THE REQUIRED INFORMATION IN THE SAME ORDER AS THE INFORMATION MUST APPEAR ON THE FREEHOLD TRANSFER FORM, MORTGAGE FORM, OR GENERAL INSTRUMENT FORM.

## 5. TRANSFEROR(S):

628746 B.C. LTD. (Inc. No. BC628746)  
Box 1022  
Salmon Arm, BC  
V1E 4P2

- and -

SALMON ARM SAVINGS AND CREDIT UNION, joining this Instrument to grant priority over Mortgage CA2389617 and Assignment of Rents CA2389618

## 6. TRANSFEREE(S):

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA  
as represented by the Minister of Transportation and Infrastructure  
Parliament Buildings  
Victoria, BC  
V8X 1V4

## GENERAL INSTRUMENT PART 2

Page 4 of 5 pages

### SECTION 219 COVENANT

#### WHEREAS:

- A. The Transferor is the registered owner in fee simple of that certain parcel or tract of land situate in the City of Salmon Arm, Province of British Columbia, more particularly described in Section 2 of this Form C General Instrument (the "Transferor's Land").
- B. The Transferor applied to the Transferee for approval of its application to the City of Salmon Arm to re-zone the parent property of the Transferor's Land from A-1 (Agriculture) to C-3 (Service Commercial) and C-7 (Shopping Centre Commercial).
- C. It is a condition of the approval by the Transferee of the re-zoning application recited herein that the Transferor agree to certain restrictions with respect to the development of the Transferor's Land and the Transferor has agreed to grant the covenants hereinafter set out, pursuant to Section 219 of the Land Title Act, to evidence those restrictions.

NOW THEREFORE in consideration of payment by the Transferee of the sum of ONE DOLLAR (\$1.00) of lawful money of Canada and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by the Transferor) and pursuant to Section 219 of the Land Title Act, the Transferor hereby covenants and agrees with the Transferee as follows:

1. Hereafter, and so long as the covenants herein contained shall remain in full force and effect, no buildings, improvements or other structures shall be built, constructed or located on the Transferor's Land, and the Transferor's Land shall be used only as bare land, until such time as the Transferor has submitted a site plan with current traffic impact analysis based on the proposed use to the Transferee, has completed any offsite works as recommended by the Transferee's traffic engineer, and has obtained the Transferee's approval.
2. The Transferor covenants and agrees to indemnify and save harmless the Transferee, its servants and agents, from and against all suits, demands, claims losses, damages, costs or expenses arising out of any breach, violation or non-performance by the Transferor of any of the covenants set out herein.
3. The Transferor and the Transferee further agree with one another, as follows:
  - (a) that whenever the expressions "Transferor" or "Transferee" are used herein, the same shall be construed as meaning the singular, plural, or body corporate or politic where the context so requires;

Page 5 of 5 pages

- (b) that the covenants herein contained are and shall be deemed to be covenants with title to the Transferor's Land to the benefit of the Transferee and shall be binding upon the Transferor and the successors in title to the Transferor, in perpetuity, or until such time as the same shall be released by the Transferee or shall be ordered discharged by a Court of competent jurisdiction;
- (c) that this Covenant shall only be modified or discharged in accordance with the requirements of the Land Title Act.

#### CONSENT TO SECTION 219 COVENANT

KNOW ALL PERSONS BY THESE PRESENTS that **SALMON ARM SAVINGS AND CREDIT UNION**, the registered holder of Mortgage CA2389617 and Assignment of Rents CA2389618 (collectively the "Prior Charges"), for and in consideration of the sum of ONE DOLLAR (\$1.00) of lawful money of Canada, paid to it by the Transferee (the receipt and sufficiency of which is hereby acknowledged) does hereby grant and convey to the Transferee, its successors and assigns, priority to the within Section 219 Covenant over the Prior Charges as if the said Section 219 Covenant had been dated and registered prior to the Prior Charges.



**DESIGN REVIEW PANEL MINUTES**

January 23, 2020  
Room No. 100, City Hall

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**Present:** Trent Sismey (Panel Member – Acting Chair)  
Paul Burrows (Panel Member)  
Marc Lamerton (Panel Member)  
Dennis Lowe (Panel Member)

Bill Laird (Applicant DP-423)

Chris Larson (Planning and Development Officer)  
Scott Beeching (Senior Planner)

**Absent:** Sharon Bennett (Panel Member)

**Application:** Proposed Commercial Development at 521 – 10 Street SW  
Development Permit Application No. DP-423

---

The meeting was called to order at 2:34 p.m.

**Development Permit Application No. DP-423**

The Applicant summarized the proposal, referring to the site plans and building elevations, including future development plans and the requested parking variance. The intent is to build and sell the parcel.

Panel members sought clarification on the design including landscaping, and parking. It was noted that there will be street parking and potential options for parking along the north and south building elevations.

The applicant left the meeting at 2:49.

Panel members discussed the proposal, noting that the elevations were generally pleasing with vertical elements to break up the larger less featured walls.

The applicant returned to the meeting at 3:02.

**Panel Recommendation**

THAT the application drawings under review for application DP-423 be supported as presented, noting no concerns with the requested parking variance. While not a requirement and recognizing the vertical design elements, the DRP noted a potential opportunity to enhance the north and south elevations through some form of design feature, such as windows for natural lighting or artistic branding.

The meeting adjourned at 3:07 p.m.

---

Endorsed by Acting Chair

24. STATUTORY PUBLIC HEARINGS

2. City of Salmon Arm Zoning Amendment Application No. ZON-1165 [628746 BC Ltd./Laird, B.; 521 10 Street SW; C-7 to C-3]

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

Submissions were called for at this time.

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

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:40 p.m. and the next item ensued.

## CITY OF SALMON ARM

### BYLAW NO. 4370

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

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WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on March 9, 2020 at the hour of 7:00 p.m. was published in the February 26 and March 4, 2020 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 5, Section 15, Township 20, Range 10, W6M, KDYD, Plan 12965 Except Plans 21358, 24962, KAP73904 and EPP40251 from C-7 Shopping Centre Commercial Zone to C-3 Service Commercial Zone, attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4370"

READ A FIRST TIME THIS 24 DAY OF February 2020

READ A SECOND TIME THIS 24 DAY OF February 2020

READ A THIRD TIME THIS 9 DAY OF March 2020

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE 12 DAY OF March 2020

"E. KEAM"

For Minister of Transportation & Infrastructure

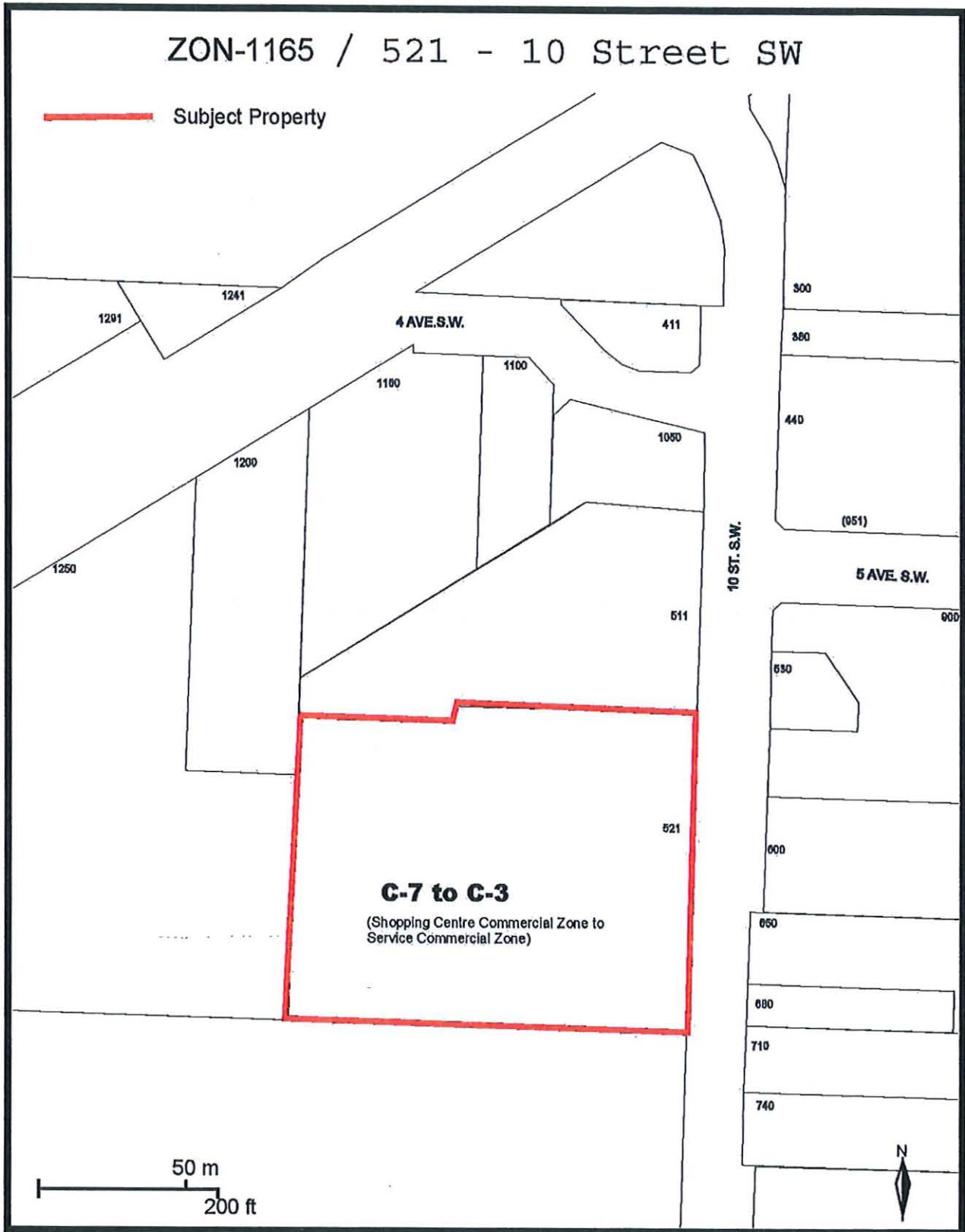
ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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



SCHEDULE "A"



**INFORMATIONAL CORRESPONDENCE - APRIL 14, 2020**

1.	Building Department – Building Statistics – March 2020	N
2.	Building Department – Building Permits – Yearly Statistics	N
3.	L. Prosser – email dated march 19, 2020 – Skateboard park	R
4.	D. Gonella, Executive Director, Salmon Arm Folk Music Society – letter dated March 30, 2020 – Temporary Campground	R
5.	D. Gonella, Executive Director, Salmon Arm Folk Music Society – letter dated March 30, 2020 – Noise Bylaw Variance Request	R
6.	S. Niven, Associate, Fund Development, Cystic Fibrosis Canada, British Columbia and Yukon Region – email dated March 24, 2020 – Proclamation Request	R
7.	L. Mindnich, SILGA President – letter dated March 24, 2020 – SILGA cancellation	N
8.	S. Howard, Senior Director, BC and Strategic Projects – Supporting small businesses in light of COVID-19	N
9.	M. Tait, UBCM President – letter dated March 27, 2020 – Provincial Response to 2019 Resolutions	N
10.	L. Deisroth, SAMBA Secretary – letter dated March 13, 2020 – Proposed Batting Cage at Klahani Park	R
11.	L. Edwards, Executive Director, Local Government Infrastructure & Engineering, Ministry of Municipal Affairs and Housing to R. Nitchie, Team Leader Community Services, Columbia Shuswap Regional District – letter dated March 18, 2020 – Investing in Canada Infrastructure Program – Rural and Northern Communities Project #IR0091 – Sicamous to Armstrong Rail Trail	N
12.	Water Canada – email dated March 23, 2020 – Internship Program   Flushable Wipes   COVID-19	N
13.	H. Cowan, MLA Greg Kylo – email dated March 26, 2020 – Important Information from MLA Greg Kylo: List of essential services in BC during COVID-19 pandemic	N
14.	L. Hall, Mayor, City of Prince George – letter dated March 24, 2020 – Sharing Payments for Opioid Class Action Lawsuit	N
15.	B. Zeinabova, Deputy City Clerk, City of Burnaby – letter dated March 6, 2020 – 2020 UBCM Resolutions	N
16.	Community Development Institute – email dated March 27, 2020 – The Community Development Institute at UNBC	N
17.	S. Kakehi, Mayor, Inashiki – letter received March 25, 2020 – International Cultural Exchange	N
18.	C. Peters, BC anti-human trafficking educator, speaker, advocate – email dated March 22, 2020 – Ontario Releases a New and Comprehensive Strategy to Combat Human Trafficking	N

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

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## Item 12.2

**CITY OF SALMON ARM**Date: April 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council renew the City of Salmon Arm Sidewalk Extension Policy and Terms of Reference indefinitely, as attached to the staff report dated April 23, 2014;

AND THAT: Council approve the proposed Sidewalk Café for Hanoi 36 as outlined in the letter dated April 8, 2020, subject to the following;

- Payment of fees;
- Meeting all requirements specified in the Sidewalk Extension Policy and Terms of Reference;
- Approval by the City of Salmon Arm Engineering Department;
- Approval by the City of Salmon Arm Building Department; and
- Approval by Interior Health.

**Vote Record**

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

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

**151 Hudson Holdings Ltd.**

**Box 1022  
Salmon Arm, BC.  
V1E 4P2**

April 08, 2020

Mayor and Council  
City of Salmon Arm

RE: Hanoi 36 Restaurant application for a Sidewalk Patio at 141 Hudson St.

The undersigned is the owner of 141 Hudson and is acting as agent for Mr. Michael Vu proprietor of Hanoi 36 Restaurant.

We have reviewed and intend to follow the terms of reference in the 2014 Sidewalk Café Extension Program. Subject to approval of the proposed design by the Engineering and Building departments, it is the desire of Mr. VU that the patio be open for occupancy upon the lifting of the current COVID restrictions. Mr. Vu has spoken with his immediate neighbours who have enthusiastically endorsed his proposal.

Attached are:

Plan and elevation drawings of the seating area.

Photo of location

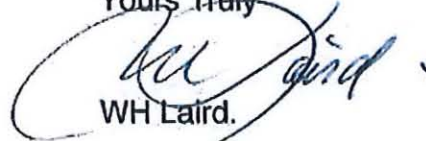
Completed application form

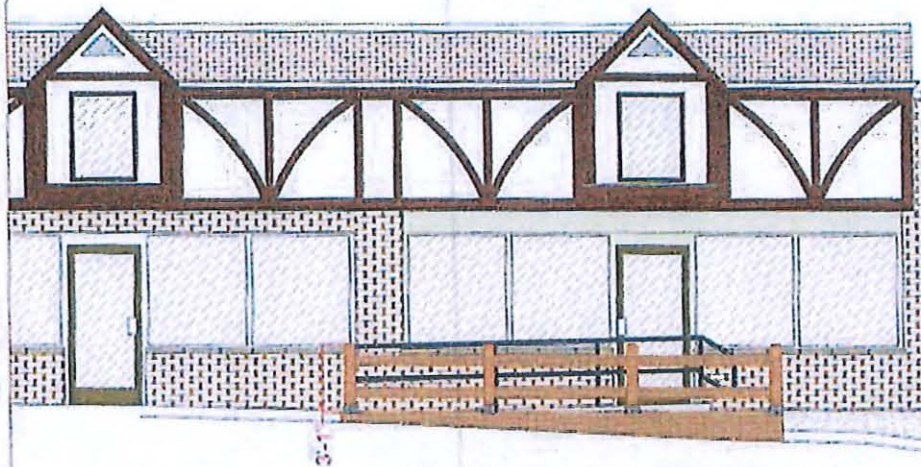
DSA support letter

Downtown parking commission minutes stating support

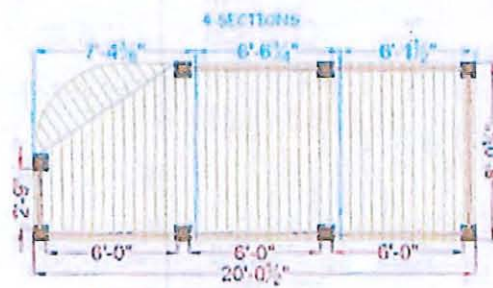
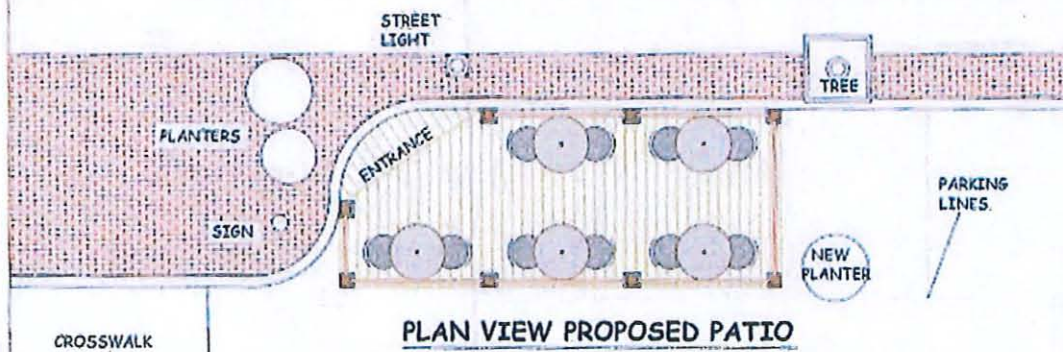
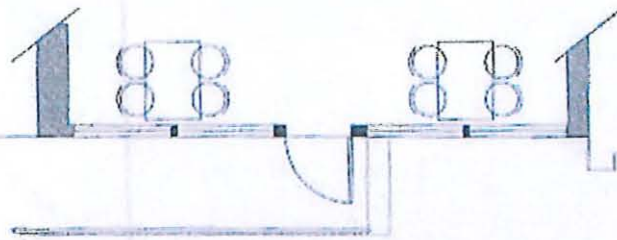
It is anticipated we would attend a council meeting to answer any questions or concerns council may have.

Yours Truly

  
WH Laird.



**ELEVATION 141 A HUDSON AVE.**









6 | Page

**City of Salmon Arm**  
**Sidewalk Cafe Extension Program – Terms of Reference**

Form SC-1

## Application for Sidewalk Cafe Extension

Please check appropriate box:

New application ☒
 Renewal of existing permit ☐  
 Amended design? Yes ☐ No ☐
**Applicant:**

Business Name: Hanoi 36 Restaurant		Business Licence Number: HAN01
Applicant Name: Hai Manh Vu		Property Owner: 151 Hudson Holdings Ltd.
Mailing Address: PO Box 665 141 A Hudson Ave NE		Telephone: 778-489-5608
City: Salmon Arm	Cell: 778-322-5986	
Prov.: BC	Postal Code: V1E 4N8	Email: hanoi36sa@gmail.com

**Location:**

Street Address: 141 A Hudson Ave NE, Salmon Arm, BC, V1E4N8
Legal Description:

**Specifications:**

Dates of Operation: 01/05/20 to 31/10/20 <small>DD MM YY DD MM YY</small>	Number of Tables: 5
Days of Operation: Tuesday - Sunday	Number of Chairs: 10
Hours of Operation: 11:00am - 8:00pm	Number of parking stalls occupied: 1 <small>(Maximum of five stalls)</small>
Dimensions of seating area: 8' x 20	Will alcohol be served? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Area of seating (m2): 16 m <sup>2</sup>	

**Application Checklist:**

Application Fee (\$300)	<input checked="" type="checkbox"/>
Detailed Dimensioned Plan (scale 1:100)	<input checked="" type="checkbox"/>
Updated Licence from the Liquor Control and Licensing Branch	<input type="checkbox"/>
Letter of approval from neighbours (if encroaching on neighbours frontage)	<input type="checkbox"/>

I/we have read the Terms of Reference for the Sidewalk Café Extension Program and if granted a permit, agree to abide by the terms and conditions set out therein.

  
 Applicant's Signature.

February 17, 2020  
 Date.



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

March 11, 2020

Dear Mayor and Council

RE: Hanoi 36 Restaurant Sidewalk Patio Application

The Salmon Arm Downtown Improvement Association, at the regular meeting of March 11, 2020, approved the motion *'that we support a patio extension at Hanoi 36 Restaurant, as displayed in the diagram presented'*. Diagram is attached.

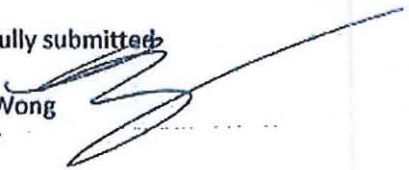
All those present at the Board meeting voted in favour, except for Bill Laird, who abstained from voting and declared a conflict of interest.

We support this initiative of the owners of the restaurant and believe that it will contribute immensely to the overall vibrancy and atmosphere of the downtown.

Thank you

Respectfully submitted,

Lindsay Wong  
Manager



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

**4. APPROVAL OF MINUTES FROM DECEMBER 17, 2019**

Moved: B. Laird

Seconded: C. Ingebrigstson

THAT: the Downtown Parking Commission Meeting Minutes of December 17, 2019 be adopted as circulated.

CARRIED UNANIMOUSLY

**5. OLD BUSINESS ARISING FROM MINUTES**

None

**6. NEW BUSINESS**

a. **Downtown Parking Plan Summary – Update  
ISL Engineering & Land Services**

- Conference Call with ISL, Borg Chan
- DPC reviewed the draft Parking User Satisfaction Survey Questionnaire
- Modify some of the questions and circulate changes for review
- Advertise Survey on social media, News paper (City Section) and possibly Friday AM
- Contact Downtown Salmon Arm for assistance with distribution of Survey
- Survey to be hosted on City Web Site and paper copies to be distributed to downtown businesses.

b. **Sidewalk Patio – 141A Hudson Ave – Hanoi 36**

- Proposal was presented by B Laird
- No City policy currently in place; however, recommendation to follow policy which was developed by City Staff during the 2014 Trial period.

*Note: B. Laird declared a conflict and abstained from the vote.*

Moved: C. Ingebrigstson

Seconded: J. Gaudreau

THAT: the Downtown Parking Commission supports the proposed sidewalk patio plan for 141A Hudson Ave (Hanoi 36) as presented.

CARRIED UNANIMOUSLY

**7. OTHER BUSINESS****8. NEXT MEETING – Tuesday, March 17, 2020**

The next meeting of the Downtown Parking Commission will be Tuesday, March 17, 2020. Chairperson will be Regan Ready.





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

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TO: Her Worship Mayor and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Chris Moore, Engineering Assistant

DATE: 23 April 2014

SUBJECT: **SIDEWALK CAFE EXTENSION PROGRAM**

---

**RECOMMENDATION:**

**THAT:** Council approve a one year trial period ending on October 31, 2014 for the Sidewalk Cafe Extension Program.

**BACKGROUND**

Council has expressed interest in allowing sidewalk cafes in the downtown and directed staff to investigate the pros and cons of sidewalk cafes and draft a policy to allow them.

A sidewalk cafe is an outdoor eating and drinking area which is part of a restaurant establishment extending on to municipal property (sidewalk, parking stalls and/or street right of way). They are known to exist in places such as Kelowna, Nelson and Victoria and staff have researched these and other communities guidelines and policies documents.

The purpose of this report is to update Council on what staff believes are the pros and cons of sidewalk cafes, present a draft policy, and to explain what staff believes is an appropriate method to implement such a policy.

**PROS**

Sidewalk Cafes appear to function well in the above noted municipalities. They can provide an opportunity for outdoor seating during appropriate weather, and increase the sense of 'street vitality' thereby adding to a positive downtown experience for locals and tourists. If there is 'buy in' by other merchants on a particular downtown block, the sidewalk cafe will be an accepted entity.

**CONS**

Sidewalk cafes are untested in the City of Salmon Arm. While some restaurants have outdoor patios, there is no legal arrangement for an outdoor seating area that encroaches fully over a sidewalk and perhaps into a street (e.g. on street parking stalls). In this regard, there are several issues and concerns that come to mind: 1) traffic safety, 2) potentially public safety (e.g. with the serving of alcohol), 3) the loss of parking stalls, and 4) a perceived disruption of



**SIDEWALK CAFE EXTENSION PROGRAM**  
Page 2

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business as a result of the loss of parking or diversion of foot traffic by other merchants on a particular block in the downtown.

There are other technical concerns relating to BC Building Code, emergency egress from a building, and City liability. From aesthetic design point of view, and to address some of the above concerns, there should also be a method for notification and for approval by staff and Council for a proposed street cafe.

Finally, there is the question of equity and expectations. It is doubtful that most blocks in downtown Salmon Arm could accommodate more than one street cafe based on logistics. There will likely be pressure to allow more than one per block once the first street cafe is approved.

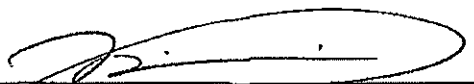
**DRAFT POLICY**

Draft Terms of Reference for the Sidewalk Cafe Extension Program are attached to this report. The Downtown Parking Commission was given the opportunity to comment on this document.

The Highway Use Permit (HUP) will be used as a means for implementing construction of Sidewalk Cafe Extensions. HUP's are granted by the Director of Engineering and Public Works and are used to permit works to take place within the City's right-of-ways.

It is intended that these terms of reference be established on a trial basis in the first year, after which time feedback from affected businesses will be requested. Based on this information and feedback from staff, a new bylaw for Sidewalk Cafe Extensions will be drafted and put before Council for approval, together with an updated policy and an update to the Fee for Services bylaw.

Respectfully submitted,

  
Robert Niewenhuizen  
Director of Engineering and Public Works

c.c. Monica Dalziel, Chief Financial Officer

X:\City\Public Works\Engineering Services\440-61 STREET & ROADS - GENERAL\West Cofes\2012 - Sidewalk Cafe Extension Program.docx



# Sidewalk Cafe Extension Program

## Terms of Reference

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### Definition

A sidewalk cafe extension is defined as the temporary extension of an eating establishment onto the adjacent public right-of-way, requiring no permanent construction.

### Application Procedure

- Applicants should request a pre-application meeting with City staff (contact Development Services 250-803-4021). Staff will be able to give preliminary advice on factors that may affect your proposals.
  - It is recommended that you contact your neighbours at an early stage who may be affected by your proposal, to identify and address any potential concerns.
  - If alcohol is to be served, an updated Licence from the Liquor Control and Licensing Branch will be required to support the application.
  - An application should be submitted using form SC-1 (attached) at least 30 working days prior to the date that installation of the seating facility is required.
  - Merchants adjacent to proposed outdoor seating areas will be notified by the City that an application has been received. This notification is intended to give such businesses the option of communicating any concerns to the City related to a proposed seating area, so that these concerns might be considered in the sighting and design of the proposed seating facility.
  - Once the application is approved, the applicant will be required to provide proof of insurance, permit fees and a security deposit before a permit will be issued, allowing the seating facility to be installed.
- 

### Permitted Use and Areas to be Designated

- Use is limited to businesses engaged in food and beverage service within the downtown area of the City of Salmon Arm, holding a valid business license.
- A permit will only be issued where the permit area is immediately in front of the establishment to which it is operationally tied, and may only occupy a space as wide as the establishment frontage unless approvals to the contrary is granted in writing by affected adjoining tenants or their agents.
- There will be a limit of two (2) permits issued, utilizing no more than two (2) parking stalls per City Block.

### Decommissioning of Parking Stalls

- A permit may be issued to occupy a maximum of 2 parallel parking stalls. Consideration will also be given to other permits already issued in the same street as the application.

- Only one permit per block will be issued and no more than 20% of the total number of parking stalls available in one street, (excluding handicapped parking stalls and loading zone stalls) may be used by sidewalk cafe extensions.

#### **Permit Period**

- A Permit will be issued and must be renewed annually. The permit will allow the sidewalk cafe to operate from May 1 to the "Thanks Giving" Long Weekend, no later than October 31, inclusive, during that calendar year. Permits will be issued on a first come, first served basis. Existing permit holders will be given priority and allowed to apply to renew their permit for the following year, prior to the end of the current year.
- After each six (6) month period, the applicant is responsible for completely dismantling the sidewalk cafe extension and reinstating the sidewalk, street and parking areas to its previous condition.

### **Application Requirements**

A new application for a Sidewalk Cafe Extension shall be submitted each year. (Please note that the permit may be transferable provided that the new owner conforms to the Terms of Reference and provides proper proof of insurance.)

#### **Application Fee**

Applicants shall submit a non-refundable \$300.00 application and review fee. An application fee is not required in subsequent years where a seating facility has been in continuous operation and where the layout and/or design of the facility, in the estimation of staff, has not been significantly altered.

#### **Drawings**

Applicants shall submit a plan at 1:100 scale, to include the following:

- Extent of cafe area and seating arrangement;
- Provisions for pedestrian re-routing and building access/egress;
- Fencing, railings, construction materials, heights of fencing or barriers;
- Lighting, water and heating equipment;
- Power and energy sources;
- Location of City utilities, irrigation fixtures and service chambers and any existing street furniture and/or appurtenances within a distance measured from 3 meters on either side of the business frontage
- Elevations of the permit area including any ramps, ramp grades, fences, and overhead structures;
- Section through any proposed ramps and changes in elevations.

#### **Security Deposit**

Prior to the issuance of the Permit, the applicant shall place with the City, a cash deposit in the amount of \$500.00 as security that the obligations imposed by the permit are fulfilled. The City may use this security for reimbursement of the cost of any damage to the sidewalk, walkway, roadway, or other City facilities as a result of occupancy that are not rectified by the owner

within a reasonable time period. Also to cover the cost of enforcement, in the event of non-compliance.

**Certificate of Insurance**

Prior to the issuance of the Permit, the City requires a copy of the applicants Insurance with The City of Salmon Arm as an additional named Insured, insurance in the amount of \$2,000,000.00.

**Permit Fees**

There is an annual fee of \$150 per parking stall, to be paid prior to issuing of the permit, for each parking stall or part thereof that is required to accommodate the seating facility or re-routing of the sidewalk.

**Design and Construction Guidelines****General**

- Structures within a permit area must be free standing. Anchorage to the sidewalk or roadway is not permitted.
- Construction must conform to the provisions of the BC Building Code, where applicable.
- Provision should be made for access by individuals with physical disabilities. Applicants are strongly encouraged to make seating areas accessible and traversable by all members of the public.

**Aesthetics**

- Outdoor seating areas should not appear to be additions to buildings, but rather maintain their character as additions or enhancements to the streetscape. In this regard, it is recommended that such structures remain open to the street and to the sky.
- High quality materials are expected together with appropriate landscaping, where practical.
- Consideration should be given to all angles from which the facility will be viewed at ground level.
- Consideration must be given to the ability to maintain a clean appearance and sanitary environment including the prevention of the accumulation of debris around and under the structure together with provision for the uninterrupted flow of storm water run-off.

**Seating Area**

- The seating area can be comprised of more than one level with the top of deck not more than 0.3 metres above the top of the adjoining sidewalk.
- The seating area must provide a non-slip, all-weather surface; use of carpeting is prohibited. Where wood planking is used, applicants are cautioned to ensure that cupping and flexing of wood members under the weight of pedestrian traffic does not create a tripping hazard. Planking must conform, at minimum, to the provisions of the BC Building Code.
- Tables and chairs within the seating area should preferably have a high degree of colour contrast to their surroundings.

**Walkway**

- Any structure providing a route around an area used by a permit holder for the purpose of serving its patrons, herein termed a "walkway", must have a minimum 2.0m width throughout its length. The width must not be reduced by the overhang of any vehicle in



an adjacent parking stall, or by any element structural or otherwise, forming part of, or provided in conjunction with the adjoining seating area.

- No angle along the horizontal plane of a walkway can be less than 90 degrees. There can be no change in elevation between a walkway and the adjoining sidewalk surface.
- The walkway surface must provide a non-slip surface.
- The number of joints or seams should be minimized. Use of carpeting is prohibited.
- Where a walkway includes a ramp or ramps, such ramp or ramps must conform to the requirements of the BC Building Code, including any provision for handrails and the requirements for construction of such handrails.
- Where a meter obstructs the use of a walkway, it may be relocated to an appropriate location, by the City, at the permit holders' expense.
- The walkway must be completed according to the terms set out herein prior to the sidewalk being closed for construction of the seating area. Approval of the walkway construction must be granted by the City prior to closing of the sidewalk for construction of the seating area.

#### **Fencing**

- A fence must separate the seating area from the walkway / roadway.
- Fence structures must incorporate a continuous solid vertical plane rising at least 100mm from the top of the walking surface to help white cane users maintain direction and orientation.
- A high degree of visual contrast is encouraged to increase the visibility of all fences.
- The entrance to the seating area must be clearly marked.

#### **Vehicular Barriers**

- Structural barriers (such as concrete no-posts or planters) shall be placed in a manner that protects patrons from vehicular traffic on the right-of-way, including vehicles entering and exiting adjacent parking or loading stalls. Concrete barriers or planters provided by the applicant must be approved by the City and dimensions must be included as part of the permit application.
- Planting material must be supplied and maintained by the applicant.
- Planters placed on the roadway around the perimeter of a facility, must be planted by the permit holder prior to use of the facility and must be maintained May to September inclusive.

#### **Signage**

- Advertising and identification signage should be limited to the name of the business and/or a discrete menu board and must be located outside of the City right-of-way. A separate Sign Permit application may be required and signs must comply with the provisions of the City of Salmon Arm Sign Bylaw 2880.

#### **Lighting**

- All lighting in conjunction with the outdoor seating facility shall be located and arranged so no rays of light are directed onto adjacent businesses or onto the road right-of-way that would impede the visibility of motorists or would in any way interfere with the effectiveness of any traffic control device.
- Electrical extensions, either at grade or overhead across the public sidewalk, will not be allowed.

**Obligation to Maintain Permit Area**

- Permit holders are required to ensure that the permit area and immediate vicinity are kept tidy and free of all garbage.
- Permit holders are required to keep all pedestrian surfaces associated with the permit area free of snow and ice, and must provide a secure footing in all weather conditions.

**Entertainment within Outdoor Seating Areas.**

Outdoor entertainment must be non-amplified. Entertainment within outdoor seating areas is allowed, subject to compliance with the Salmon Arm Noise Bylaw 2037.

**Restrictions within Permit Areas**

- Permit holders are NOT allowed to cook on or from appliances located within a patron seating area.
- The use of electric heaters is NOT permitted.
- The use of Gas heater may be considered, pending review of the proposal.
- Permit holders shall not carry out, or allow any activity within the permit area which would constitute an annoyance or nuisance to others or obstruct or interfere with the free and unrestricted use of areas adjacent to the permit area.

**The City may ask for revisions to the design of a proposed facility where it is deemed by the City to not conform to the above criteria. Furthermore, the City may deny a permit where those changes are not made, or may dismantle any facility, at the owner's expense, not built to the design standard indicated in the application, or to any terms and conditions pertaining to design, set out by the City as a condition of approval.**

**Where there is a discrepancy between the Terms of Reference and any applicable Bylaws, the provisions set out in the Bylaws will apply.**

**Cancellation of Permit by City of Salmon Arm and Emergency Access**

Should the City require the use of the permit area for any reason, the City may cancel the permit. The City shall give the permit holder at least 24 hours written notice of such cancellation, except in the case of an emergency. In case of emergency the City may, without notice, order that the outdoor seating facility be vacated, and if deemed necessary by the City, any structure(s) removed, until further notice.

**Application for Sidewalk Cafe Extension**

Please check appropriate box:

New application ☐Renewal of existing permit ☐  
Amended design? Yes ☐ No ☐**Applicant:**

Business Name:		Business Licence Number:
Applicant Name:		Property Owner:
Mailing Address:		Telephone:
City:		Cell:
Prov.:	Postal Code:	Email:

**Location:**

Street Address:
Legal Description:

**Specifications:**

Dates of Operation:	<u>  </u> / <u>  </u> / <u>  </u> TO <u>  </u> / <u>  </u> / <u>  </u> DD MM YY DD MM YY	Number of Tables:
Days of Operation:		Number of Chairs:
Hours of Operation:		Number of parking stalls occupied: (Maximum of two stalls)
Dimensions of seating area:		Will alcohol be served? Yes <input type="checkbox"/> No <input type="checkbox"/>
Area of seating (m2):		

**Application Checklist:**

Application Fee (\$300)	<input type="checkbox"/>
Detailed Dimensioned Plan (scale 1:100)	<input type="checkbox"/>
Updated Licence from the Liquor Control and Licensing Branch	<input type="checkbox"/>
Letter of approval from neighbours (if encroaching on neighbours frontage)	<input type="checkbox"/>

I/we have read the Terms of Reference for the Sidewalk Café Extension Program and if granted a permit, agree to abide by the terms and conditions set out therein.

Applicant's Signature. \_\_\_\_\_

Date. \_\_\_\_\_

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Item 12.3

## CITY OF SALMON ARM

Date: April 14, 2020

A. Bostock, The Shuswap Trail Alliance – letter received April 8, 2020 – Shuswap  
Memorial Cemetery Trails, Upper Slope

### Vote Record

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

Opposed:

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



P.O. Box 1531, Salmon Arm, BC V1E 4P6, Phone: 250-832-0102

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

## Shuswap Memorial Cemetery Trails, Upper Slope

Prepared by: Adrian Bostock, The Shuswap Trail Alliance

Updated Version : 2020 04 07

**To: City of Salmon Arm (Contact: Darin Gerow)**

**Purpose:** to update budget and plan for the Shuswap Memorial Cemetery Trails. The Shuswap Trail Alliance has received funding to help complete the Shuswap Memorial Cemetery Trails. The City of Salmon Arm has committed to contribute \$15,000 for this project, PO # 51223.

The Shuswap Trail Alliance has been able to leverage that funding to secure funds in a BC Rural Dividend Fund grant, enabling us to complete the planned 2km of with in the upper slope of the Shuswap Memorial Cemetery Trail.

### Project Budget for PO 51223

Revenue Summery	
Shuswap Trail Alliance Contribution	\$ 18,707.53
City Of Salmon Arm Contribution	\$ 15,000.00
Project Budget Total	\$ 33,707.53

### Contact:

Adrian Bostock, 250-253-6938, email: [1425shuswaptrails@gmail.com](mailto:1425shuswaptrails@gmail.com)



## Shuswap Memorial Trails; Upper Slopes

Prepared by: Adrian Bostock  
The Shuswap Trail Alliance

Updated Version: 2019 11 07

**Purpose:** Create two stacked loop trails with in the Upper Slope of the Shuswap Memorial Cemetery property.

**Background:** The Shuswap Memorial Cemetery trails are a year around recreational trail network located at 20th Ave SE & Auto Road, developed in partnership with the City of Salmon Arm and The Shuswap Trail Alliance.

**Proposed scope of work:** Continue the trail development of the Shuswap Memorial Cemetery property with an additional 2000m of trails added to the upper slope of the property. These trails will also add future access to the eastern slope of Kela7scen (Mt. Ida). This will consist of Type 3 trail natural surface tread consistent with the existing trails with in the park

### **Construction Standards: Type 3 trail natural surface tread**

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

### **Links:**

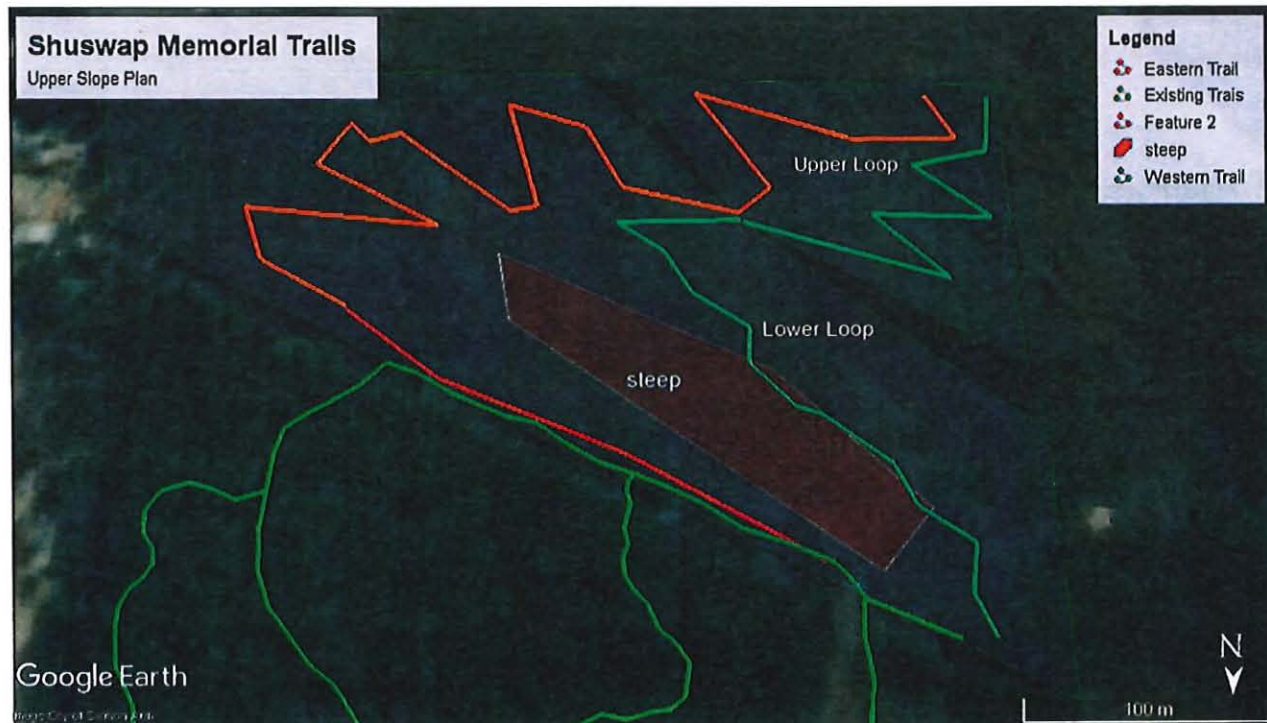
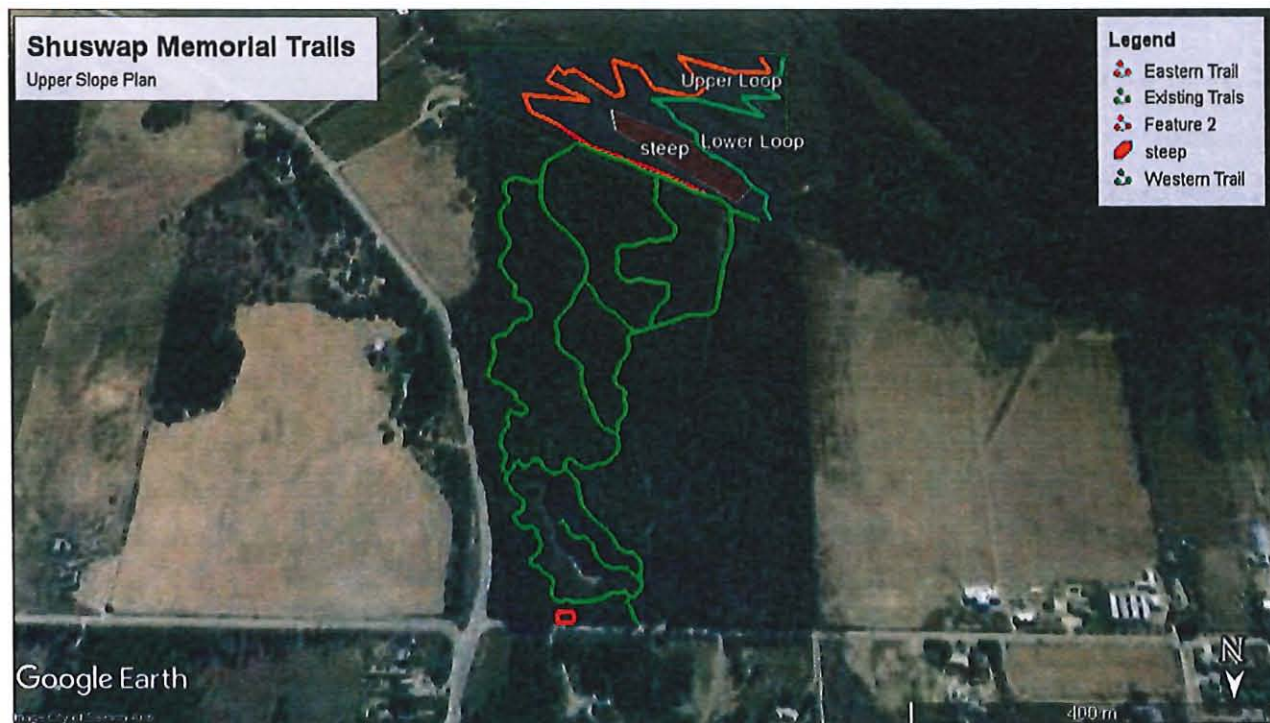
[Shuswap Memorial Upper Slope KMZ](#)

[Trail Design Standards](#)

[Sign Standard Examples](#)

[Kela7scen \(Mt Ida\) planning document](#)

## Maps:





<b>Shuswap Memorial Cemetery; Upper Slopes</b>				
<b>Project Costing Updated: 2019 10 20</b>				
Item	Qty	Rate	per	Budget
<b>Project Management &amp; Technical</b>				
Project Coordination	8	\$47.01	hr	\$376.08
Route Development & Design	8	\$47.01	hr	\$376.08
Sign Layout/Coordination: STA	8	\$47.01	hr	\$376.08
Travel - Off Road	50	\$0.54	km	\$27.00
<b>Project Management Total</b>	<b>3%</b>			<b>\$1,155.24</b>
<b>Labour</b>				
Field Supervision	21	\$47.01	hr	\$968.56
Field Coordinator	206	\$36.79	hr	\$7,579.91
Corridor Brushing	83	\$26.57	hr	\$2,214.17
Tread Construction	450	\$26.57	hr	\$11,956.50
Mobilization/Demobilization	155	\$26.57	hr	\$4,105.70
Sign Installation	8	\$26.57	hr	\$199.28
Blazing	6	\$26.57	hr	\$151.83
<b>Labour Total</b>	<b>81%</b>			<b>\$27,175.93</b>
<b>Administration</b>				
Bookkeeping		\$26.57	hr	\$0.00
Insurance		\$20.00	day	\$0.00
Other Expenses (Office) - GST PST Included				\$0.00
Workshop		\$25.00	day	\$0.00
<b>Administration Total</b>	<b>0%</b>			<b>\$0.00</b>
<b>Equipment</b>				
	<b>Build Out</b>	<b>26</b>	<b>days</b>	
Truck	600	\$0.54	km	\$324.00
Chainsaw	26	\$22.00	day	\$572.00
Brushsaw	10	\$22.00	day	\$220.00
Drill (1/2 & 3/8)	1	\$22.00	day	\$22.00
Tools - Daily	26	\$15.00	day	\$390.00
Safety - Daily	26	\$10.00	day	\$260.00
Field Phones (Cell) - Daily	26	\$3.50	day	\$91.00
<b>Equipment Total</b>	<b>6%</b>			<b>\$1,879.00</b>
<b>Materials</b>				
Signs - En Route (4x4)	4	\$73.26	sign	\$293.04
Blazes	70	\$2.00	blz	\$140.00
<b>Materials Total</b>	<b>1%</b>			<b>\$433.04</b>
<b>Additional Contracts Total</b>				
	<b>0%</b>			<b>\$0.00</b>
<b>Sub-Total</b>				<b>\$30,643.21</b>
Contingency	10%			\$3,064.32
MINUS GST - 50% rebate				
<b>Project Total</b>				<b>\$33,707.53</b>
	metres			budget cost/metre
Overall Average cost/meter	2000			\$16.85

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Item 22.1

## CITY OF SALMON ARM

Date: April 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-513 be authorized for issuance for Lot 1, Section 6, Township 21, Range 9, W6M, KDYD, Plan EPP26171, which will vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 6.10.1 – R-1 Single-Family Residential Zone – reduce the minimum building setback from the front parcel line from 6.0 m (19.7 ft) to 5.0 m (16.4 ft) for the construction of a new single-family dwelling, as shown in Schedule A of the staff report dated March 24, 2020.

[Labbe, S. & J.; 4731 75 Avenue NE; Setbacks]

### Vote Record

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

Opposed:

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

---

TO: His Worship Mayor Harrison and Members of Council

DATE: March 24, 2020

SUBJECT: Development Variance Permit Application No. VP-513  
(Front Parcel Line Setback)  
Legal: Lot 1, Section 6, Township 21, Range 9, W6M, KDYD, Plan EPP26171  
Civic: 4731 75 Avenue NE  
Owner / Applicant: Labbe, S. & J.

---

#### **MOTION FOR CONSIDERATION**

**THAT: Development Variance Permit No. VP-513 be authorized for issuance for Lot 1, Section 6, Township 21, Range 9, W6M, KDYD, Plan EPP26171, which will vary the provisions of Zoning Bylaw No. 2303 as follows:**

**Section 6.10.1 – R-1 Single-Family Residential Zone – reduce the minimum building setback from the front parcel line from 6.0 m (19.7 ft) to 5.0 m (16.4 ft) for the construction of a new single-family dwelling, as shown in Schedule A.**

---

#### **STAFF RECOMMENDATION**

**THAT: The motion for consideration be adopted.**

---

#### **PROPOSAL**

Schedule A referred to in the motion for consideration and attached as Appendix 1 is a site plan illustrating the requested variance. The subject property is a 0.12 acre parcel located at 4731 – 75 Avenue NE, in Canoe, and contains an existing house (see Appendix 2 and 3). Directly adjacent to Shuswap Lake, the subject property is entirely within the 30 m streamside protection and enhancement area (SPEA) specified by the Province's Riparian Area Protection Regulations (RAPR). Site photos are attached as Appendix 4.

A new single-family dwelling has been proposed (Appendix 5), subject to a Building Permit application. A RAPR Assessment report has been completed for the subject parcel, allowing for a 15 m RAPR setback while noting that the existing house is non-conforming with respect to RAPR.

With consideration for removing the non-conformance and redeveloping in accordance with RAPR, the applicant has requested a reduction to the front parcel line setback requirement of the Zoning Bylaw through this variance application. Specifically, this application seeks to vary the required 6.0 m (19.7 ft) front parcel setback to 5.0 m (16.4 ft) along the southern parcel line adjacent to 75 Avenue NE. This request translates into a variance of 1.0 m (3.3 ft).

#### **BACKGROUND**

The parcel faces some level of hardship with respect to the front setback area, floodplain provisions, as well as RAPR, with the existing home in non-conformance with RAPR and the floodplain provisions. The subject parcel is zoned R-1 in the Zoning Bylaw (Appendix 6) and is designated as Low Density in the Official Community Plan.



For context, adjacent zoning and land uses include the following:

North:	P-1 (Park and Recreation) Zone	Shuswap Lake
East:	R-1 (Single-Family Residential) Zone	single-family dwelling
South:	R-1 (Single-Family Residential) Zone	road/lane, CPR Right of Way
West:	R-1 (Single-Family Residential) Zone	single-family dwelling

With respect to 75 Avenue NE, which is the boundary of the front parcel line, this is a local road requiring an ultimate setback of 10 metres from centreline. The width of this road is only approximately 5 m at this time and is constrained from widening by the CP Rail right-of-way to the south and private development to the north. Staff have taken the position with other proposals that this road will not be widened further, and therefore no variance is required in this regard.

#### *Riparian Areas Protection Regulation*

When the subject parcel was created in 2013, a RAPR / Floodplain Covenant (CA2943544) was registered on title, as well as on the two adjacent parcels to the east. A RAPR Assessment Report (number 2487, referred to in the Covenant) was created for the property outlining how development can proceed with respect to RAPR. Adjacent to Shuswap Lake, almost the entire lot and all existing structures are within the general 30 m streamside protection and enhancement area (SPEA) specified by RAPR. The RAPR report allows for development within the 30 m RAPR setback, subject to removal of non-conforming buildings and restriction of future development from within 15 m of the lake.

A post-construction report from a QEP would be undertaken to ensure alignment of the development with the intent of RAPR. It is the City's standard practice to not monitor or enforce RAPR, and in particular the recommendations contained in a RAPR assessment report. It is the City's view that completion, monitoring, and enforcement are the responsibility of the owner and Province.

#### *Floodplain Provisions*

The area of the parcel within 15 metres of the Natural Boundary of Shuswap Lake is additionally restricted from development by the Floodplain Provisions of the Zoning Bylaw. This aligns with the requirements of the RAPR report. The existing house is non-conforming in this respect, however, the intent of the applicant is to remove the old home and develop a new single family dwelling in compliance. The development design will also meet the minimum flood construction level prescribed by these provisions.

#### COMMENTS

##### Engineering Department

No concerns.

##### Fire Department

No Fire Department concerns.

##### Building Department

No BC Building Code concerns.

##### Planning Department

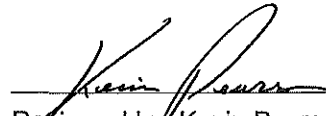
Setback regulations enable adequate separation between buildings and streets for aesthetic, privacy, view preservation, and traffic safety reasons. They also help to ensure that buildings and structures are setback appropriately to facilitate vehicle parking, as well as future road widening. The proposed variance is relatively minor and will still allow for parking, while the road, 75 Avenue NE constructed by CPR, is not expected to be widened at any point in the near future. Some future proposal not presently being contemplated could potentially create a demand for a wider road and improved traffic movements.

In terms of neighbourhood design, the subject property is within an established neighbourhood and the proposal is consistent with neighbouring parcels, supporting a non-conformity similar to homes along the length of 75 Street NE, while improving conformance with RAR. The proposal will not impact City utilities, pose any BC Building Code concerns, or restrict future development on neighbouring lots. Furthermore, the City's Floodplain Provisions would not be compromised with the proposed development.

Considering the conditions noted above, the variance requested in this proposal is viewed as reasonable by staff. If approved, Development Variance Permit No. VP-513 will only be applicable to the structure as shown in Appendix 1: Schedule A.



Prepared by: Chris Larson, MCP  
Planning and Development Officer



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







0 15 30 60 90 120 Meters



Subject Parcel





0 4.75 9.5 19 28.5 38 Meters

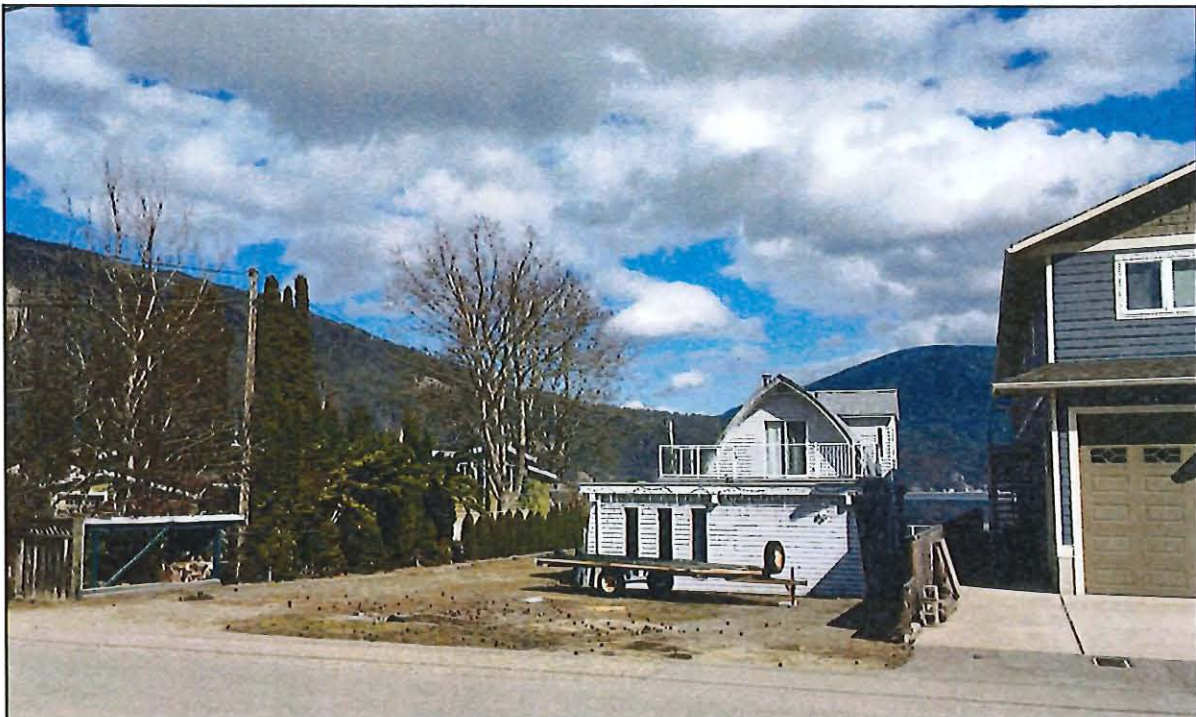


Subject Parcel





View of subject parcel looking northeast from 75 Avenue NE.



View of subject parcel looking northwest from 75 Avenue NE.





LEGAL DESCRIPTION: Plan FPP28171, Lot 1, Town of Maize, PG: 078-285-72  
CITY ADDRESS: 9731 73rd Ave, Salem Ave, BC

Grand total: 21Grand total: 10

Date	Jan 22 2020
Drawn by	MU
Project No.	925RDI 1808
Scale	1/4" = 1'-0"

A0



250.307.6818 - S2SRDesign.com

No. Description Date

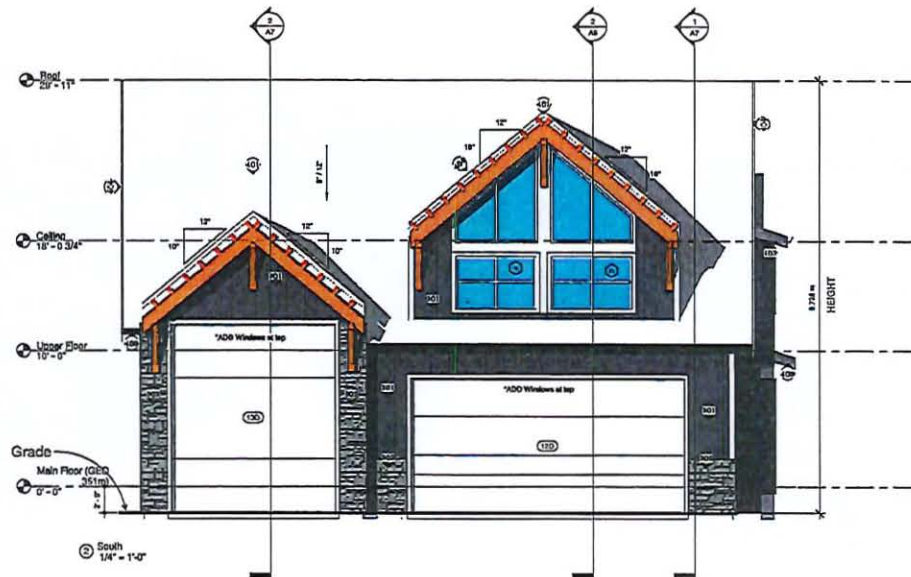
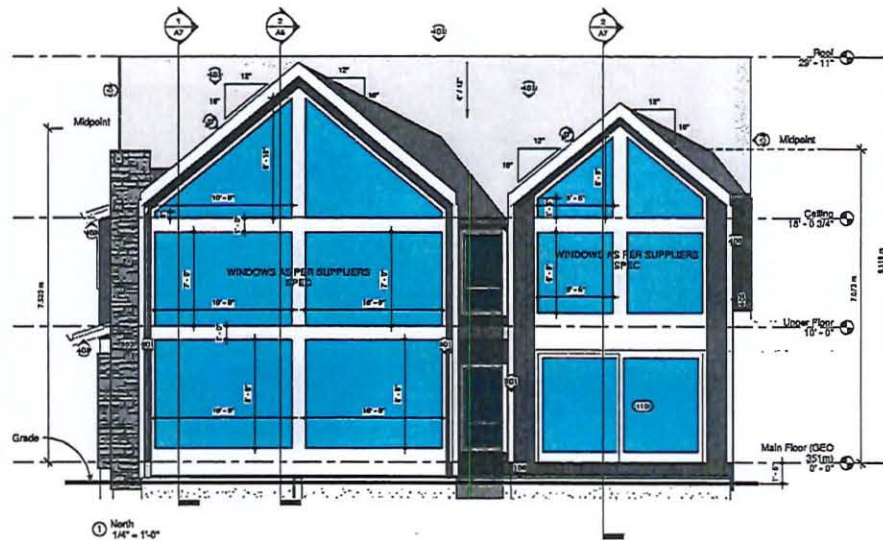
SP BUILDING PERMIT JAN 18 2019

SPS BUILDING PERMIT DEC 18 2018

SPS BUILDING PERMIT JAN 22 2020

Door Schedule			
Type Mark	Family	Type	Count
1	Single-Raised Panel with Sidelights	36" x 96"	1
2	Single-Flush	36" x 96"	2
3	Single-Flush	36" x 80"	2
4	Single-Flush	36" x 80"	4
5	Single-Flush	36" x 80"	1
6	Double-Flush	48" x 80"	1
7	Pocket Door	28" x 80"	2
8	Sliding-2 Panel	72" x 85"	1
9	Barn Door 5547	28-68-Sliding	2
10	Barn Door 5547	26-68-Sliding	2
11	Sliding-2 Panel	144" x 96"	1
12	Overhead-Sectional with Trim	20'-0" x 10'-0"	1
13	Overhead-Sectional with Trim	12'-0" x 14'-0"	1
Grand total: 21			

Window Schedule		
Type Mark	Family and Type	Count
a	Fixed with Trim: 22" x 84"	1
a1	Fixed with Trim: 22" x 18"	6
c	Fixed with Trim: 30" x 156"	1
d	Fixed with Trim: 18" x 48"	1
e	Casement with Trim: 30" x 54"	2
f	Casement with Trim: 30" x 72"	2
g	Casement with Trim: 24" x 42"	1
g1	Casement with Trim: 24" x 42"	1
h	Slider with Trim: 72" x 48"	3
Grand total: 18		



Labbe  
4731  
75th Ave N.E.  
Salmon Arm BC  
(Canoe)  
North / South  
Elevations

Date Jan 22 2020

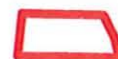
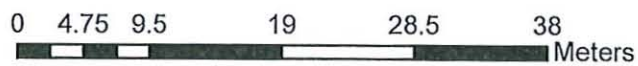
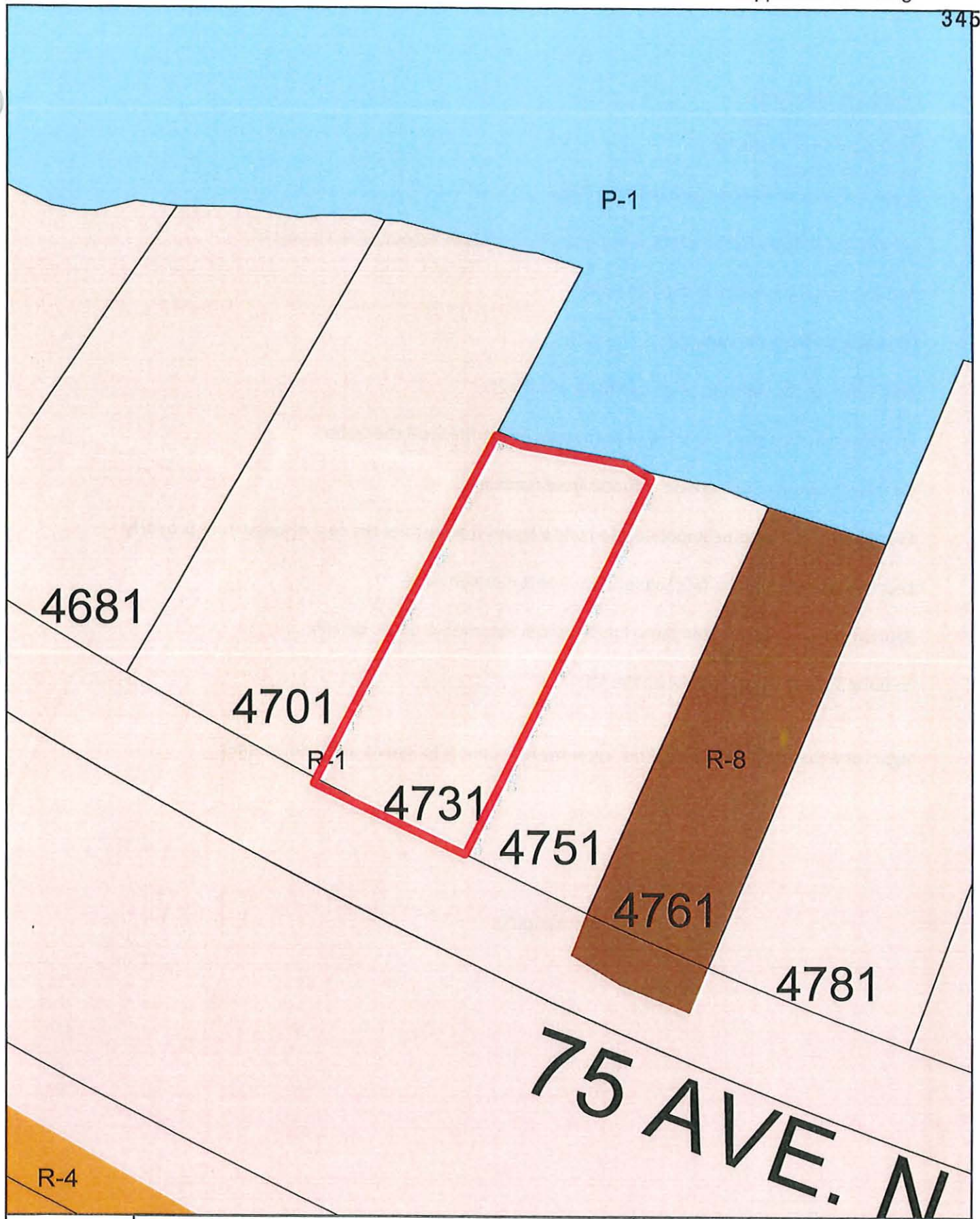
Drawn by ML

Project No. 025RDL 18088

Scale 1/4" = 1'-0"

A5





Subject Parcel

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

From: William Merrell

Sent: April-05-20 1:26 PM

To: Caylee Simmons

Subject: development variance permit VP-513

My name is William (bill) Merrell. i reside at 4751 N/E 75th avenue which is east of

And the next lot to Steve & Jennifer Labbe.

I strongly endorse the variance.

Properties on the waterfront are caught in a catch 22.

Fisheries and civic gov't continue to push them further back off the water.

Civic gov't continue to increase setbacks from roadways.

Eventually it will become impossible to build a house that justifies the cost of waterfront property

Lets not lose track of the fact Salmon Arm wants more housing

Salmon Arm also designated these lots R1 which tells me job 1 is to be able

to build a reasonable dwelling on the lot

Again as a taxpayer and a neighbour i give my full support to issuing a develop permit

W F MERRELL

Item 22.2

## CITY OF SALMON ARM

Date: April 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-515 be authorized for issuance for Lot A, Section 7, Township 20, Range 9, W6M, KDYD, Plan 32539, which will vary Subdivision & Development Servicing Bylaw No. 4163 as follows:

1. Waive the requirement to install bike lanes along the subject property's 20 Avenue and Auto Road frontages;
2. Waive the requirement to install a fire hydrant along Auto Road to the required 300 metre spacing in rural zones.

[Christensen, K./Christensen, M. & H.; 3220 20 Avenue SE; Fire Hydrant and bike lane]

### Vote Record

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

Opposed:

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

5. REPORTS7. Development Variance Permit Application No. VP-515 [Christensen, K./Christensen, M. & H.; 3220 20 Avenue SE, Fire Hydrant and Bike Lane requirements]

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-515 be authorized for issuance for Lot A, Section 7, Township 20, Range 9, W6M, KDYD, Plan 32539, which will vary Subdivision & Development Servicing Bylaw No. 4163 as follows:

1. Waive the requirement to install bike lanes along the subject property's 20 Avenue and Auto Road frontages;
2. Waive the requirement to install a fire hydrant along Auto Road to the required 300 metre spacing in rural zones.

K. Christensen, the applicant, outlined the application and was available to answer questions from the Committee.

The Motion was split:

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-515 be authorized for issuance for Lot A, Section 7, Township 20, Range 9, W6M, KDYD, Plan 32539, which will vary Subdivision & Development Servicing Bylaw No. 4163 as follows:

1. Waive the requirement to install a bike lane along the subject property's 20 Avenue frontage.

CARRIED UNANIMOUSLY

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-515 be authorized for issuance for Lot A, Section 7, Township 20, Range 9, W6M, KDYD, Plan 32539, which will vary Subdivision & Development Servicing Bylaw No. 4163 as follows:

1. Waive the requirement to install a bike lane along the subject property's Auto Road frontage.



5. REPORTS - continued

7. Development Variance Permit Application No. VP-515 [Christensen, K./Christensen, M. & H.; 3220 20 Avenue SE, Fire Hydrant and Bike Lane requirements] - continued

Amendment:

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: Subdivision & Development Servicing Bylaw No. 4163 be varied as follows:

1. Waive the requirement to install a bike lane along the subject property's Auto Road frontage subject to payment of a 50% cash in lieu contribution.

CARRIED

Councillor Flynn Opposed

Motion as Amended:

CARRIED UNANIMOUSLY

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-515 be authorized for issuance for Lot A, Section 7, Township 20, Range 9, W6M, KDYD, Plan 32539, which will vary Subdivision & Development Servicing Bylaw No. 4163 as follows:

2. Waive the requirement to install a fire hydrant along Auto Road to the required 300 metre spacing in rural zones.

CARRIED

Councillor Lavery Opposed




---

TO: His Worship Mayor Harrison and Members of Council

FROM: Director of Development Services

DATE: March 30, 2020

SUBJECT: Development Variance Permit Application No. VP-515  
           Legal: Lot A, Section 7, Township 20, Range 9, W6M, KDYD, Plan 32539  
           Civic Address: 3220 – 20 Avenue SE  
           Owner: M. & H. Christensen  
           Applicant/Agent: K. Christensen

---

#### **MOTION FOR CONSIDERATION**

**THAT: Development Variance Permit No. VP-515 be authorized for issuance for Lot A, Section 7, Township 20, Range 9, W6M, KDYD, Plan 32539, which will vary Subdivision & Development Servicing Bylaw No. 4163 as follows:**

- 1) Waive the requirement to install bike lanes along the subject property's 20 Avenue and Auto Road frontages;**
  - 2) Waive the requirement to install a fire hydrant along Auto Road to the required 300 metre spacing in rural zones.**
- 

#### **STAFF RECOMMENDATION**

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

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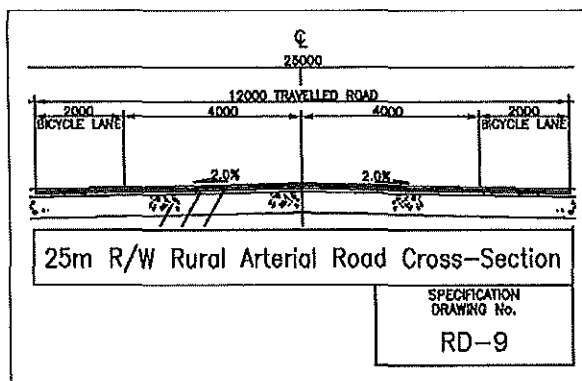
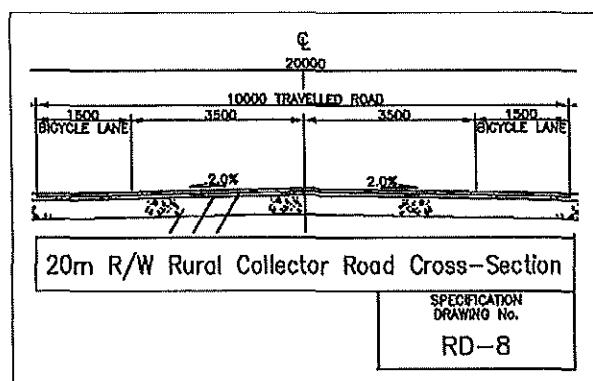
#### **PROPOSAL**

The subject property is located at 3220 – 20 Avenue SE, near the airport and landfill (Appendix 1). The applicant is requesting two variances to the Subdivision and Development Servicing Bylaw No. 4163: waive the requirement to install bike lanes along the property frontage (20 Avenue SE and Auto Road SE); and, waive the requirement to install a fire hydrant along Auto Road to the required 300 metre spacing as specified for rural areas. The applicant has submitted a report from Lawson Engineering & Development Services Ltd. which provides a rationale and an Opinion of Probable Cost for the requested variances (Appendix 2). Site photos are attached as Appendix 3.

#### **BACKGROUND**

The property is designated Acreage Reserve in the City's Official Community Plan (OCP) and zoned A-2, Rural Holding Zone in the City's Zoning Bylaw (Appendix 4 & 5). The property is also in the Agricultural Land Reserve. The applicant has applied for a building permit to build a house and a shop on the property. Any development, which includes building permits, are subject to minimum servicing levels specified in Subdivision and Development Servicing Bylaw No. 4163, Table 1: Service Levels for Subdivision & Development (Appendix 6). The applicant is requesting to waive frontage improvement requirements which would entail the applicant to upgrade 20 Avenue SE and Auto SE to the respective RD-8, Rural Collector Road Standard and RD-9, Rural Arterial Road Standard. Both road standards include asphalt bike lanes

as shown in the below cross-sections. The applicant is also requesting to waive the installation of one required fire hydrant along Auto Road SE.



Development of a single family dwelling in the urban area is exempt from road frontage improvements in most instances, according to the SDS Bylaw. Over successive SDS Bylaws, this exemption has not been extended to the development of single family dwellings in rural areas. Furthermore, construction of new single family dwellings on rural properties is rare because most rural properties have been rural for many years and already have an existing single family dwelling; this is due to the OCP and the ALC not supporting subdivisions on rural and ALC properties. This property is one of those rare properties, which has remained without a dwelling since the property was created with Plan B1871, which dates back to 1912.

#### STAFF COMMENTS

##### Fire Department

See attached referral comments (Appendix 7). Given the location of the required fire hydrant on Auto Road SE, The Fire Department supports this variance for the following reasons:

1. The fire hydrant would not be of benefit to surrounding properties.
2. It would be unsafe to utilize the fire hydrant for water shuttling given the heavy traffic on Auto Road SE.
3. The existing hydrants on 20<sup>th</sup> Avenue SE are sufficient, should a fire occur on the subject property.

##### Building Department

No BC Building Code concerns.

##### Engineering Department

See attached Engineering Department comments (Appendix 8).

##### Planning Department

The property is approximately 7.66 hectares in size and has significant frontage, approximately 420 metres along 20 Avenue SE and approximately 220 metres along Auto Road SE. Due to the size and location of the property, there are significant costs to provide the required SDS Bylaw service levels. Arguably, these costs (\$147,287) are proportionally high in comparison to the value of construction (\$650,000).

The applicant has consulted with Lawson Engineering and Development Services Ltd. and they have provided an Opinion of Probable Cost (OPC) for the requested variances (Appendix 2). The below table summarizes the costs associated with each variance according to the OPC.

**Table A: Costs of Requested Variances, Based on Lawson Engineering & Development Services Ltd Opinion of Probable Cost**

	REQUESTED VARIANCE	ESTIMATED COST
1.	1.5 m bike lane along 20 Avenue frontage (approx. 420 m)	\$ 84,852
2.	Extend 1.5 m bike lane to 2.0 m along Auto Road frontage (approx. 220 m)	\$ 47,460
3.	Fire hydrant along Auto Road frontage	\$ 14,975

20 Avenue is designated as a Rural Collector Road (RD-8) which requires a width of 10 metres, including 1.5 metre bike lanes on both sides of the road. Currently, this road has a width of approximately 7.0 metres and the applicant is required to install a 1.5 metre bike lane along the total length of the property frontage, approximately 420 metres. As the Engineering Department report notes, there is no plan to install a bike lane on 20 Avenue SE in the near future as this road leads to the airport and landfill and is not highly frequented by pedestrians or bicyclists; for those reasons, the Engineering Department supports waiving the frontage improvements along 20 Avenue SE. Conversely, OCP Map 11.2, Existing & Proposed Greenways identifies 20 Avenue SE as a proposed greenway because it leads to an existing greenway which will eventually connect to the existing Little Mountain Park and South Canoe Trails (Appendix 9).

Auto Road is designated as a Rural Arterial Road (RD-9) which requires a width of 12 metres, including 2.0 metres of bike lane on both sides of the road. Currently, this road has a width of approximately 10 metres with an additional 1.5 metres of bike lane. The applicant is required to extend the 1.5 metre bike lane to 2.0 metres along the property frontage, approximately 220 metres. Auto Road is identified in the OCP as a cyclist route, see OCP Map 12.2 Cycle Network Plan attached as Appendix 10.

Although the City has expended funds in the past to delineate a cycle lane along Auto Road leading from 30 Street SE to the Industrial Park; and past plans have identified that corridor as being a priority route for active transportation; it is important to note, the City is not intending to construct bike lanes along either of these two roads in the near future. At this time, the City does not have the capital or a financial bylaw approved for the construction of these bike lanes, as they are not deemed a high priority.

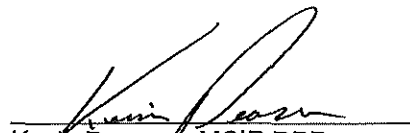
In regards to the fire hydrant variance request, there are two fire hydrants along the property's 20 Avenue frontage (Appendix 11). These two fire hydrants are spaced approximately 310 metres apart. Being that the distance between the two hydrants along the 20 Avenue frontage are just over the minimum required 300 metre spacing in comparison to the hydrants along the Auto Road frontage, spaced 460 metres apart; only one additional fire hydrant is a condition to issuance of the building permit. The City recently had a similar fire hydrant variance, VP- 512 which was also for the development of a single family dwelling on a rural property. Council denied that variance, which was consistent with the Fire Department's recommendation.

### CONCLUSION

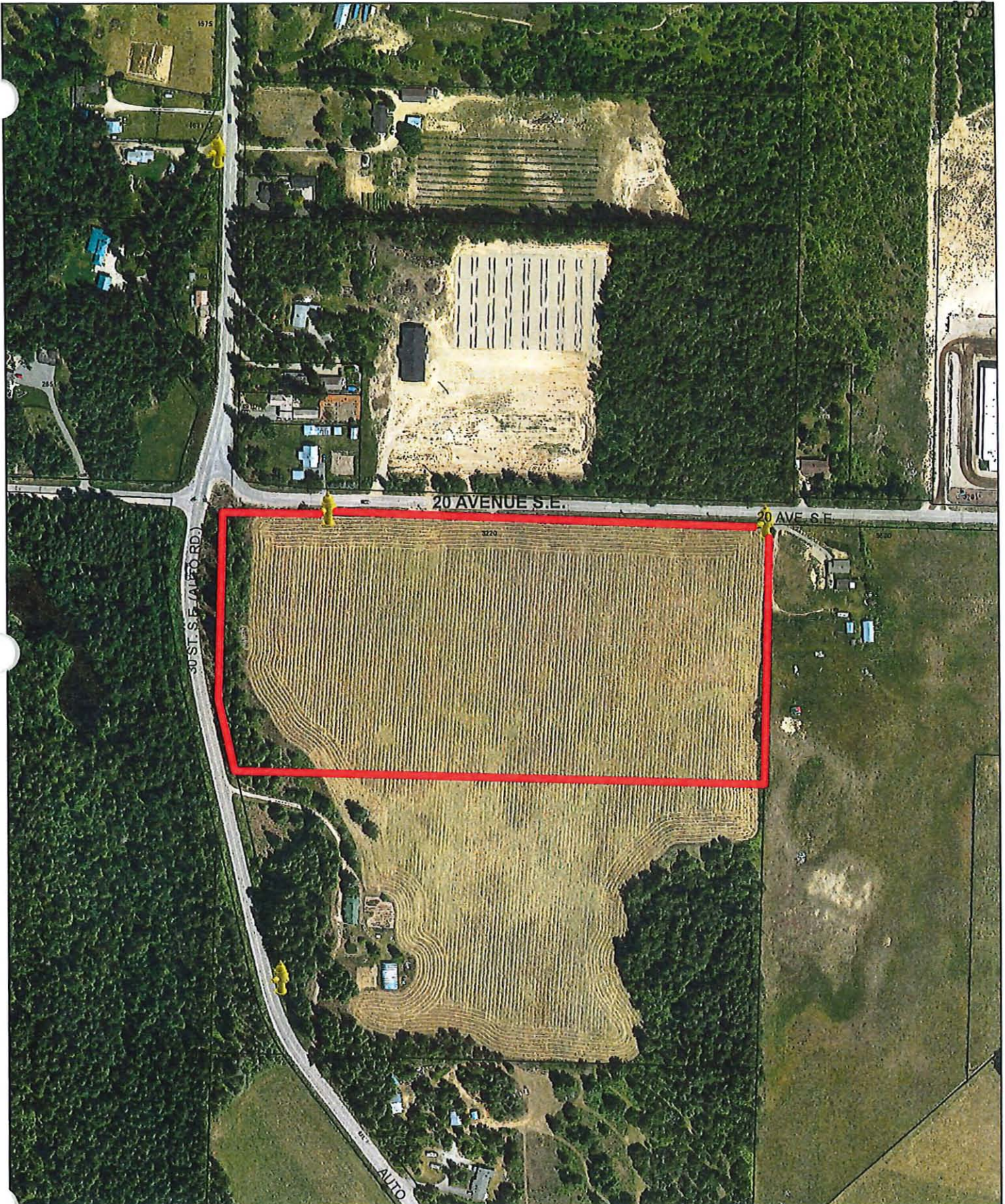
Options for Council to consider are:

1. Approve the Motion for Consideration which would waive all of the off-site servicing requirements (approve all of the requested variances).
2. Defeat the Motion for Consideration, which would entail the applicant to provide all of the off-site servicing requirements (deny all of the requested variances).
3. Align with Engineering Department's recommendation, waive the bike lane along 20 Avenue SE but still require the construction/installation of a bike lane and fire hydrant along Auto Road SE.
4. Waive the requirement to construct bike lanes along property frontage but still require the installation of a fire hydrant along Auto Road SE.

  
Denise Ackerman  
Planner, Development Services Department

  
Kevin Pearson, MCIP, RPP  
Director of Development Services





0 37.5 75 150 225 300 Meters



Subject Parcel



Existing Hydrant





825C Lakeshore Drive W  
PO Box 106  
Salmon Arm, BC V1E 4N2

Monday, March 02, 2020

Kevin Pearson, Approving Officer  
City of Salmon Arm  
Box 40 500 2<sup>nd</sup> Avenue NE  
Salmon Arm, B.C. V1E 4N2

RE: 3220 20<sup>th</sup> Avenue SE – BP #16367 & 16368 Variances

Dear Mr. Kevin Pearson:

Further to Building Permits 16367 & 16368 this letter is intended to provide insight into the variance the property owners (Mogens & Hanni Christensen), agent (Ken Christensen), and consultant (Lawson Engineering and Development Services Ltd.) have proposed regarding this application.

The proposed residential construction is located at 3220 20 Avenue SE at the junction of Auto Road and 20 Avenue SE in Salmon Arm, BC. The subject parcel is a vacant 19 acre parcel that has historically been used for agricultural purposes with the majority of it being cleared with some remaining forest along the southern and western property-line. The owners are proposing to build a single-family residence and separated work-shop on the vacant parcel of land. The City of Salmon Arm has requested that the owner complete the following as conditions to the issuance of either building permit:

- (1) Install Fire Hydrant along Auto Road;
- (2) Cash-in-lieu for the Installation of a +/-1.5m wide Bike Lane along 20 Avenue SE (420m) and +/- 1.0m wide Bike Lane along Auto Road (220m);

The owners are requesting the following variances:

1) *Subdivision & Development Servicing Bylaw No. 4163 (Schedule B, Part 1, Section 4.0):*

Waive the requirement to install 420m of +/-1.5m wide Bike Lane for the extent of the subject parcel along 20 Avenue SE and the requirement to install 220m of +/- 1.0m wide Bike Lane for the extent of the subject parcel along Auto Road:

- a) The reason for this variance request is that adding a single residence on a previously vacant parcel of property will not significantly increase traffic, vehicular or bicycle, along either 20 Avenue SE or Auto Road however would burden the owner with major financial costs:
  - i) City of Salmon Arm Official Community Plan – Map 12.2 Cycle Network Plan does not outline 20 Avenue SE as a 'Bike Route'.
  - ii) As per attached Class D Opinion of Probable Costs the owners would be required to pay \$146,688.00 to the City in scenario that would add little in regards to public value.

2) *Subdivision & Development Servicing Bylaw No. 4163 (Schedule B, Part 1, Section 5.0):*

Waive the requirements to install Fire Hydrant along Auto Road to meet minimum fire hydrant spacing:

- a) The reason for this variance request is that the Fire Hydrant would provide little practical application in relation to the construction of a single residence at 3220 20 Avenue SE and the surrounding area.
  - i) It is highly unlikely the requested Fire Hydrant would provide any serviceability to the subject parcel to the East as there is a +/- 20m vertical drop between that of the subject parcel building envelope and existing elevation of Auto Road.
  - ii) There are already two existing Fire Hydrants located along the Northern Property Line of the subject parcel (20 Avenue SE).
  - iii) The property directly adjacent to the requested Fire Hydrant location is the City of Salmon

Arm Cemetery that has an existing 150mm PVC Water Service with Fire Hydrant centrally located within the Park.

Based on the information provided above, we request that the City provide these variances to waive the owners' responsibility of paying for the installation of bike lane along 20 Avenue SE and Auto Road as well as the installation of a Fire Hydrant along Auto Road. We feel that these variances will not take-away from public value meanwhile would come at a massive expense to the owners.

If you have questions or concerns, please don't hesitate to call or email.

Best Regards,

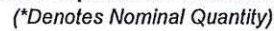
Lawson Engineering and Development Services Ltd.



Alistair Waters  
Project Manager, ASCT, CCA  
[al@lawsondevelopments.com](mailto:al@lawsondevelopments.com)

Attachments:

- Class D Opinion of Probable Cost – 3220 20 Avenue SE - Lawson Engineering and Development Services – February 28, 2020
- City of Salmon Arm – Service Estimate – Fire Hydrant – February 27, 2020



Project No.: 171-1  
Page:1





3220 20 Avenue SE - Auto Road

23-Mar-20

Class D Opinion of Probable Cost

(\*Denotes Nominal Quantity)

ITEM NO.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT \$
<b>1.0</b>	<b>ROADS AND EARTHWORKS</b>				
1.1	Supply & Install Asphalt (100mm)	m2	220 *	48.00	10,560.00
1.2	Remove & Dispose Asphalt	m2	50 *	12.00	600.00
1.3	Supply & Place 25mm Crushed Base Course	m3	40 *	80.00	3,200.00
1.4	Supply & Place 75mm Crushed Granular Sub-Base Course	m3	315 *	50.00	15,750.00
1.5	Common Excavation & Disposal	m3	250 *	18.00	4,500.00
1.6	Asphalt Milling - Key-in Joints	m	220 *	7.00	1,540.00
1.7	Boulevard Grading & Ditching	LS	LS *	1,875.00	1,875.00
1.8	Bike Lane Painting	LS	LS *	1,125.00	1,125.00
1.9	Street Sign Relocation	ea.	1 *	400.00	400.00
<b>2.0</b>	<b>WATER WORKS</b>				
2.1	Supply & Install Fire Hydrant	LS	LS *	11,980.00	11,980.00

**SUMMARY**

<b>1.0</b>	<b>ROADS AND EARTHWORKS</b>				\$ 39,550.00
<b>2.0</b>	<b>WATERWORKS</b>				\$ 11,980.00
	<b>SUB-TOTAL:</b>				\$ 51,530.00
	<b>ENGINEERING (10%)</b>				\$ 5,153.00
	<b>CONTINGENCY (10%)</b>				\$ 5,153.00
	<b>TOTAL</b>				\$ 61,836.00

1) Quantities may vary depending on field revisions and/or conditions encountered at the time of construction, thereby affecting the final cost.

2) Unit Prices are influenced by supply & demand for both contractors & materials at the time of construction, thereby affecting the final cost.



View looking southeast. The fire hydrant seen is the most westerly hydrant, closest to Auto Road SE.



Northwesterly corner of property at the intersection of Auto Road & 20 Avenue SE





View looking southwest.



View looking west along 20 Avenue frontage.









10

 IND - Light Industrial



TABLE 1: Service Levels for Subdivision and Development (1)

SERVICE	SERVICE LEVEL	DEVELOPMENT AREA						
		Urban	Rural	Industrial	Light Industrial	City Centre	Urban Hillside	Rural Hillside
<b>Highways:</b>  Road Standards, including curb, gutter, paving, etc. shown on applicable specification drawing. Collector and Arterial Road Standards shall be applied where designated in the <i>Official Community Plan</i>	RD-1 - Urban Local (18m)	X					X	
	RD-2 - Urban Local (20m)	X					X	
	RD-3 - Urban Collector (20m)	X					X	
	RD-4 - Urban Arterial (25m)	X (7)					X (7)	
	RD-5 - Town Centre (Varies)	X				X		
	RD-6a - Industrial Area (20m)			X				
	RD-6b - Light Industrial (20m)				X			
	RD-7 - Rural Local (20m)		X					X
	RD-8 - Rural Collector (20m)		X	X				X
	RD-9 - Rural Arterial (25m)		X (7)	X (7)				X (7)
	RD-14 - Canoe Beach Drive (20m)	X						
	RD-15 - Urban Local Hillside (18m)						X	
	RD-16 - Rural Local Hillside (18m)							X
Road dedication	Based on applicable road cross-section (2)	X	X	X	X	X	X	X
Water	City Water System including fire hydrants	X	(8)	X	X	X	X	(8)
	Alternate Water Supply		X (6)					X (6)
Sanitary	City Sewer System	X		X (3)	X (3)	X	X	
	Sewage Disposal to Ground System		X	X	X			X
Storm	City Storm Sewer System	X		X	X	X	X	
	Open Channel System	X (10)	X	X	X		X (10)	X
	Ground Discharge	X (10)	X	X	X		X (10)	X
Hydro, Telecommunications (Civil Works Required)	Overhead Distribution to Property Line	(4)	X	X	X		(4)	X
	Underground Distribution to Property Line	X (5)				X (5)	X (5)	
	Overhead Service (within lot)	(4)	X	X	X		(4)	X
	Underground Service (within lot)	X				X	X	
Natural Gas (Optional)	Underground	X	X	X	X	X	X	X
Street Lighting	Schedule B, Part 1, Section 8.0	X	(9)	X	X	X	X	(9)
Sidewalk	One Side (Limited Local)	X		X	X		X	
	Two Sides (Collector/ Arterial or Medium to High Density Development)	X				X	X	
Street Tree & Boulevard Furnishings & Planting	Street Trees/Park Benches/Planters					X		
Trail and Roadside Corridors	CGS-7 to CGS-12	X	X	X	X	X	X	X

1 The applicable service level is indicated with an X.

2 Road dedication is capped at a 20 metre wide right-of-way and is not required for Development.

3 Required where the City system is within 100 metres and a gravity connection is possible.

4 Small Subdivisions and Developments do not require underground distribution where they are in an area of existing overhead distribution and the City Engineer in consultation with BC Hydro approves overhead works.

5 Three-phase BC Hydro distribution to be located underground only where a tri-party cost sharing agreement is in place between the Owner/Developer, BC Hydro and the City.

6 The Owner/Developer is required to grant a potable water treatment covenant in a form acceptable to the Approving Officer.

7 The Owner/Developer is to construct adjacent arterial road Frontage with one traffic lane (second lane funded by City if required).

8 Extension of municipal system into the rural area is permitted where supported by the OCP.

9 If street lighting is required for safety purposes. Rural Street lighting covered under Policy 5.5.

10 With specific approval from the City Engineer as part of an integrated stormwater management plan. Owner/Developer may be required to grant an Alternative Stormwater maintenance covenant in a form acceptable to the Approving Officer and the Director of Development Services.



DEVELOPMENT SERVICES DEPARTMENT  
Box 40, 500 - 2 Avenue NE,  
Salmon Arm, BC, V1E 4N2  
Phone: 250-803-4010 / FAX: 250-803-4041

TO:

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

REFERRAL:

DATE: March 04, 2020  
OWNER: M & H Christensen, 5067 – 214 Street, Langley, BC V3A 5B6  
APPLICANT/AGENT: Ken Christensen, 980 – 60 Street NE, Salmon Arm, BC V1E 1Y3  
SUBJECT: DEVELOPMENT VARIANCE PERMIT AMENDMENT APPLICATION No. VP-51s5  
LEGAL: LOT A SECTION 7 TOWNSHIP 20 RANGE 9 W6M KDYD PLAN 32539  
CIVIC: 3220 – 20 Avenue SE

Attached is an application and supporting documentation for the following variances to Subdivision and Development Service Bylaw No. 4163:

1. Section 4.8.4: Waive the requirement to install bike lanes along the subject property's 20 Avenue and Auto Road frontages.
2. Section 5.8.1: Waive the requirement to install a fire hydrant along Auto Road to meet the required 300 m fire hydrant spacing in rural zones

Thank you.

Denise Ackerman  
Development Services Planner

**COMMENTS for VP-515:**

Agree with applicant to waive requirement of a fire hydrant installation along auto road,

SIGNATURE: B. Shirley

DATE: March 9th, 2020

# CITY OF SALMON ARM

*Memorandum from the  
Engineering and Public  
Works Department*

TO: Kevin Pearson, Director of Development Services  
 DATE: 16 March, 2020  
 PREPARED BY: Matt Gienger, Engineering Assistant  
 OWNER: M & H Christensen, 5067 214 Street, Langley BC, V3A 5B6  
 APPLICANT: Ken Christensen, 980 60 Street NE, Salmon Arm BC, V1E 1Y3  
 SUBJECT: **DEVELOPMENT VARIANCE PERMIT AMENDMENT APPLICATION No. VP-515**  
 LEGAL: LOT A SECTION 7 TOWNSHIP 20 RANGE 9 W6M KDYD PLAN 32539  
 CIVIC: **3631 – 40 Street SE**  
 ASSOCIATED: BP16050B [DPW-1995]

Further to the request for variance dated March 4, 2020, the Engineering Department has reviewed the site and offers the following comments and recommendations relative to the requested variances:

1. Section 4.8.4: Waive the requirement to install bike lanes along the subject property's 20 Avenue and Auto Road frontages.
2. Section 5.8.1: Waive the requirement to install a fire hydrant along Auto Road to meet the required 300m fire hydrant spacing in rural zones.

**1. Section 4.8.4: Waive the requirement to install bike lanes along the subject property's 20 Avenue and Auto Road frontages.**

20 Avenue SE on the subject property's northern frontage is designated as an Rural Collector Road (RD-8), requiring 10.0m of travelled road, which includes 1.5m bike lanes on both sides of the road. Currently this road has a constructed width of approximately 7.0m and requires the construction of 1.5m of bike lane along the property's frontage.

There are currently no plans to install a bike lane on 20 Avenue SE in the near future. This road sees low levels of foot and bicycle traffic, with a gravel shoulder extending well past the extents of the paved road to accommodate non-vehicular traffic. Staff support the request to waive the requirement of bike lane construction on 20 Avenue SE.

Auto Road SE on the subject property's western frontage is dedicated as rural arterial (RD-9), requiring 12.0m of travelled road, which includes 2.0m bike lanes on both sides of the road. Currently this road has a constructed width of approximately 10.0m, with approximately 1.5m of bike lane on both sides of the road. Construction of 2.0m of bike lane is required along the property's frontage.



**DEVELOPMENT VARIANCE PERMIT APPLICATION NO. VP-497**

Page 2

Auto Road SE sees a high level of vehicle, bicycle and foot traffic, and these levels are expected to increase in the future. The posted speed limit along Auto Road SE varies from 50km/h to 60km/h, with vehicular traffic often exceeding this limit. Widening the existing travelled road and bike lane would improve safety by increasing distance between vehicles and foot traffic. Although upgrades would not be completed immediately and cash-in-lieu is required, widening the road in the future is essential in improving safety along this area of high traffic.

**Recommendation:**

**The Engineering Department recommends that the requested variance to waive the requirement for bike lane construction along 20 Avenue SE and Auto Road SE be denied.** However, staff would support the variance if amended to waive the improvements of 20 Ave SE only.

**2. Section 5.8.1: Waive the requirement to install a fire hydrant along Auto Road to meet the required 300m fire hydrant spacing in rural zones.**

Subdivisions and Developments are required to complete frontage improvements to meet the service levels required in the Subdivision and Development Services Bylaw 4163 (SDSB) unless they fall under one of several exemptions.

The SDSB states that fire hydrant spacing shall be approximately, and in all cases shall not exceed 150 meters in low density residential zones and 90 meters in medium and high density residential zones, commercial, industrial and institutional (ICI) zones and 300 meters in ALR/Rural zones.

Existing fire hydrants within the property's frontage or near the property are located as follows:

1. On Auto Road approximately 155 metres south of the southwest corner of the property,
2. On 20 Ave SE approximately 80 meters east of the northwest corner of the property,
3. On 20 Ave SE near the northeast corner of the property.

The distance between hydrant 1 and 2 measured along centreline of road, is approximately 460m, well above the 300m spacing required in this area.

**Fire Hydrant spacing recommendations are provided by the Fire Underwriters Survey** (formerly the Insurers' Advisory Organization and Canadian Underwriters Association), a national organization that provides data on public fire protection for fire insurance statistical work and underwriting purposes of subscribing insurance companies.

Staff reviewed over 25 other municipalities and found that the City of Salmon Arm's bylaw is very consistent with municipalities throughout BC and Canada.



The Applicant has applied to construct a new dwelling on the subject parcel, increasing development density and therefore fire risk.

**DEVELOPMENT VARIANCE PERMIT APPLICATION NO. VP-497**

Page 3

**Recommendation:**

**The Engineering Department recommends that the requirement to waive the installation of a fire hydrant be denied.** Setting a precedent of waiving safety related requirements against the recommendation of FUS would likely cause liability issues for the City and creates a grey area for applicants on City requirements.

  
\_\_\_\_\_  
**Matt Glenger**  
Engineering Assistant  
\_\_\_\_\_  
**Jenn Wilson P. Eng., LEED ® AP**  
City Engineer

**Map 11.2**  
**Existing and Proposed**  
**Greenways**

- Legend**
-  Existing Greenways
  -  Proposed Greenways
  -  Community Park
  -  Neighbourhood Park
  -  Open Space
  -  Indoor Recreation Facilities
  -  Schools
  -  City Boundary
  -  Indian Reserves
  -  East Canoe Creek Watershed Boundary
  -  Parcels
  -  Streams
- Note:**

Match existing and proposed  
ways Strategy.





Map

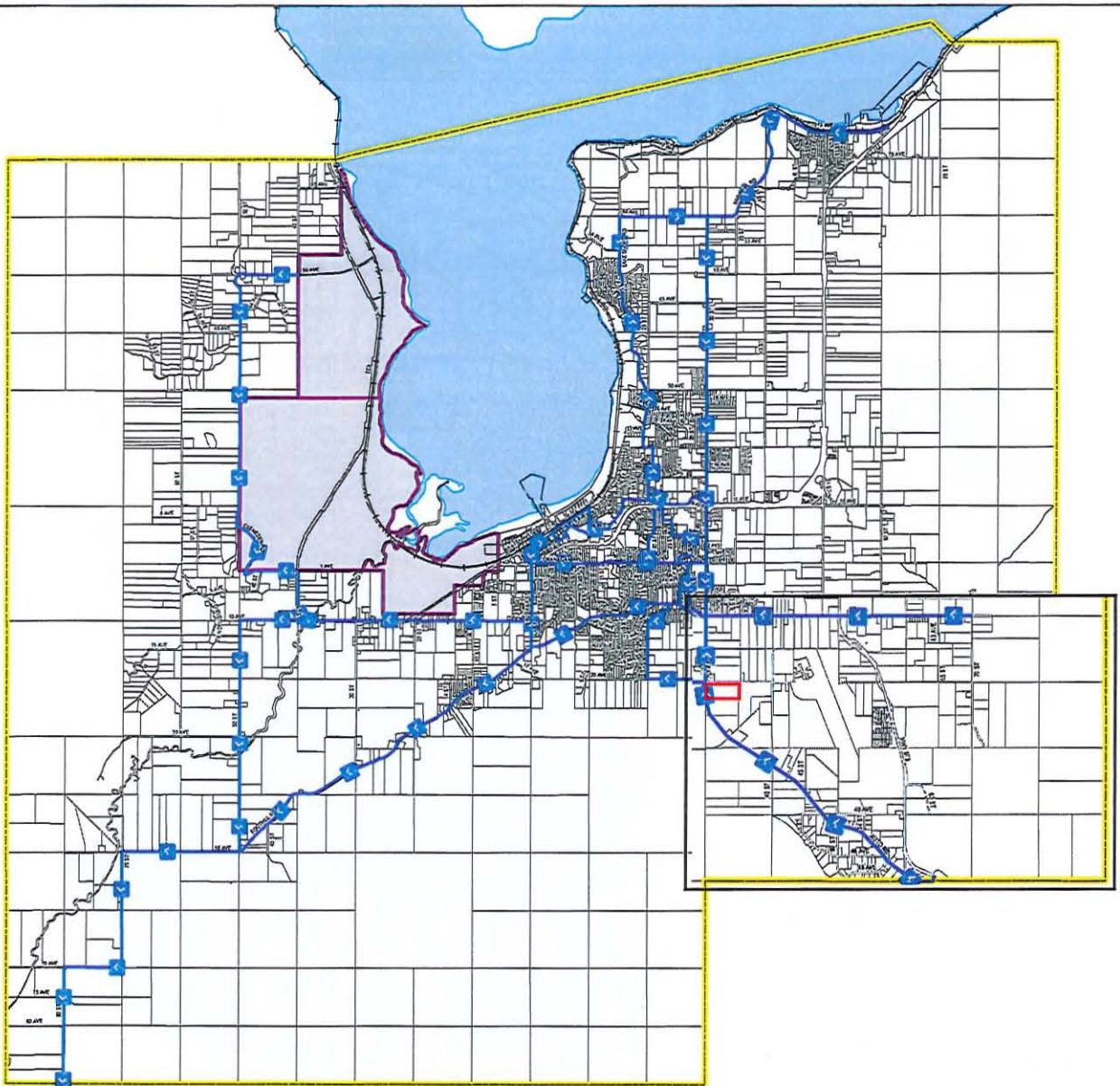
Plot Date: June 2017



**Map 12.2**  
**Cycle Network Plan**

Legend

-  Bike Route
-  City Boundary
-  Indian Reserves
-  Parcels



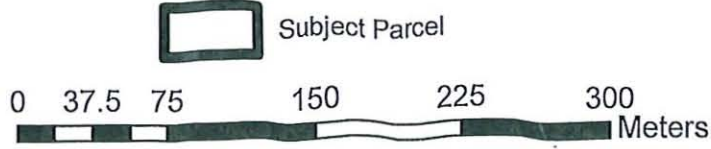
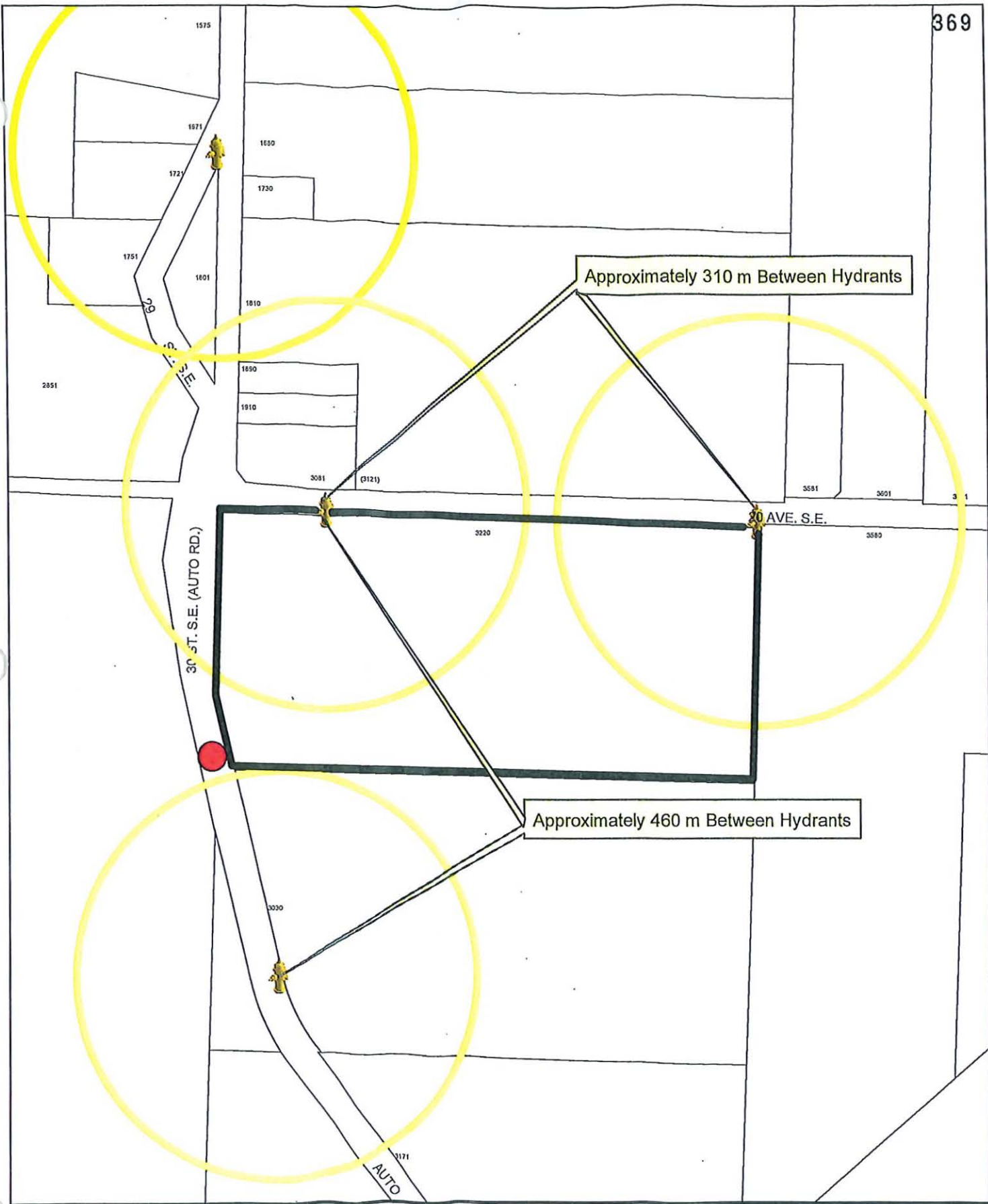
Plot Date: September 22nd, 2011

Key Map






0 0.25 0.5 1  
kilometres





 Subject Parcel

-  Existing Hydrant
-  150 m Hydrant Radius
-  Required Hydrant

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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 by electronic means on **Tuesday, April 14, 2020 at 7:00 p.m.** Please see the information below on how to participate if you deem your interest to be affected by the proposed bylaw.

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

**Proposed Rezoning** of Lots A & B, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP70445 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

**Civic Address:** 2761 & 2771 – 30 Avenue NE

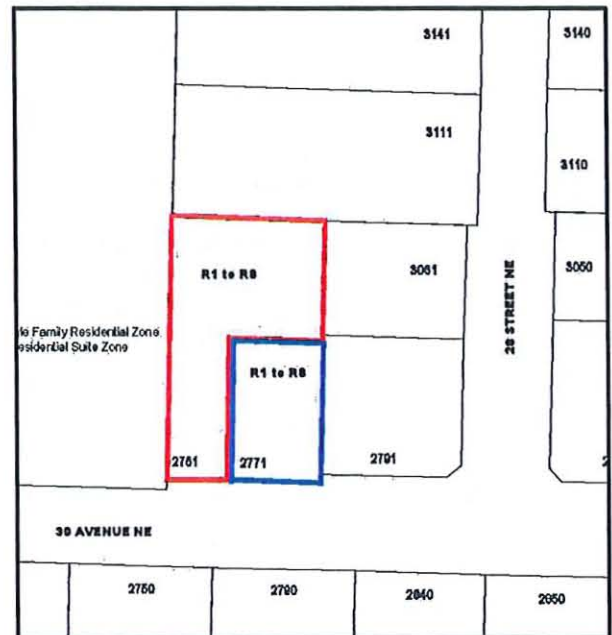
**Location:** West of intersection 30 Avenue NE and 28 Street on the North side of 30 Avenue NE

**Present Use:** 2771 – 30 Avenue NE - Single Family Dwelling / 2761 – 30 Avenue NE – vacant lot

**Proposed Use:** Single Family Dwellings with Suite

**Owner/Applicant:** DOMO Holdings Ltd. (Linda Rohlf)

**Reference:** ZON-1167/Bylaw 4373



The file for the proposed bylaw is available for inspection on our website at [www.salmonarm.ca](http://www.salmonarm.ca).

Those who deem their interest affected by the proposed bylaw are urged to contact the Development Services Department by telephone at 250-803-4010 to obtain the facts of the proposal prior to the Public Hearing. Pursuant to Ministerial Order No. M083 made under the *Emergency Program Act*, R.S.B.C. 1996, C.111, S. 10, Council will not be allowing members of the public to attend this meeting. If you wish to provide input with respect to this Bylaw you may do so by email at [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca).

Erin Jackson, Director of Corporate Services

Hem 23.1/24.1



To: His Worship Mayor Harrison and Members of Council

Date: March 10, 2020

Subject: Zoning Bylaw Amendment Application No. 1167

Legal: Lots A & B, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP70445  
 Civic: 2761 & 2771 – 30 Avenue NE  
 Owner/Applicant: Domo Holdings Ltd.

---

### MOTION FOR CONSIDERATION

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lots A & B, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP70445 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

---

### STAFF RECOMMENDATION

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

---

### PROPOSAL

This application includes rezoning two adjacent parcels (Appendix 1 & 2), 2761 – 30 Avenue NE and 2771 – 30 Avenue NE from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone) to permit secondary and detached suites.

### BACKGROUND

The properties are designated Low Density Residential in the City's Official Community Plan (OCP) and are zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The properties are located in a residential neighbourhood bordering larger A-2 zoned properties in the ALR. There are presently nine properties zoned R-8 (Residential Suite Zone) in the vicinity. The bordering property to the north was rezoned from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone) in 2016.

The subject properties were created via subdivision with a servicing infill exemption in 2018 (Appendix 5). Site photos are attached as Appendix 6. There is an existing house on 2771 – 30 Avenue NE (Lot B) which has an unfinished basement. Lot B does not meet the minimum parcel area requirement for a detached suite, see below Table A. However, based on parcel area and sufficient parking for the suite, there is potential for the development of a secondary suite within the existing house.

2761 – 30 Avenue NE (Lot A) is a vacant lot and should the parcel be re-zoned, the applicant would have the option to either build a house with a secondary suite or a detached suite, as Lot A meets both the minimum required parcel area and width as specified in the R-8 zoning regulations for detached suites. Based on the area of the parcel and it being a panhandle lot, additional parking for a secondary or detached suite could easily be achieved.



**Table A: Parcel Area & Width Requirements for Secondary & Detached Suites**

	2761 – 30 Ave. NE (Lot A)	2771 – 30 Ave. NE (Lot B)
Min. Parcel Area (450 m <sup>2</sup> )	Yes (1,360 m <sup>2</sup> )	Yes (665.1 m <sup>2</sup> )
Min. Parcel Area Req. for a Detached Suite (700 m <sup>2</sup> )	Yes (1,360 m <sup>2</sup> )	No (665.1 m <sup>2</sup> )
Min. Parcel Width (14.0 m)	Yes (20.868 m)	Yes (20.873 m)
Min. Parcel Width Req. for a Detached Suite (20.0 m)	Yes (20.868 m)	Yes (20.873 m)

Secondary Suites

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

Any development of a secondary suite or detached suite would require a building permit and would be subject to Zoning Bylaw regulations, BC Building Code requirements, and applicable Development Cost Charges (DCCs). DCCs are payable at the time of Building Permit for detached suites in the amount of \$6,064.31.

COMMENTSEngineering Department

Engineering comments attached as Appendix 7

Building Department

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

Fire Department

No concerns.

Planning Department

Future development of residential suites on these two lots will conform and fit in with the surrounding neighbourhood. The proposed R-8 zoning of the subject properties is consistent with the OCP and based on parcel area and configuration the R-8 Zone requirements can be met, including the provision of onsite parking. Therefore, this application is supported by staff. Any development of a secondary suite requires a building permit and is subject to meeting Zoning Bylaw and BC Building Code regulations.



Prepared by: Denise Ackerman  
Planner, Development Services



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





0 2040 80 120 160  
Meters



Subject Parcel



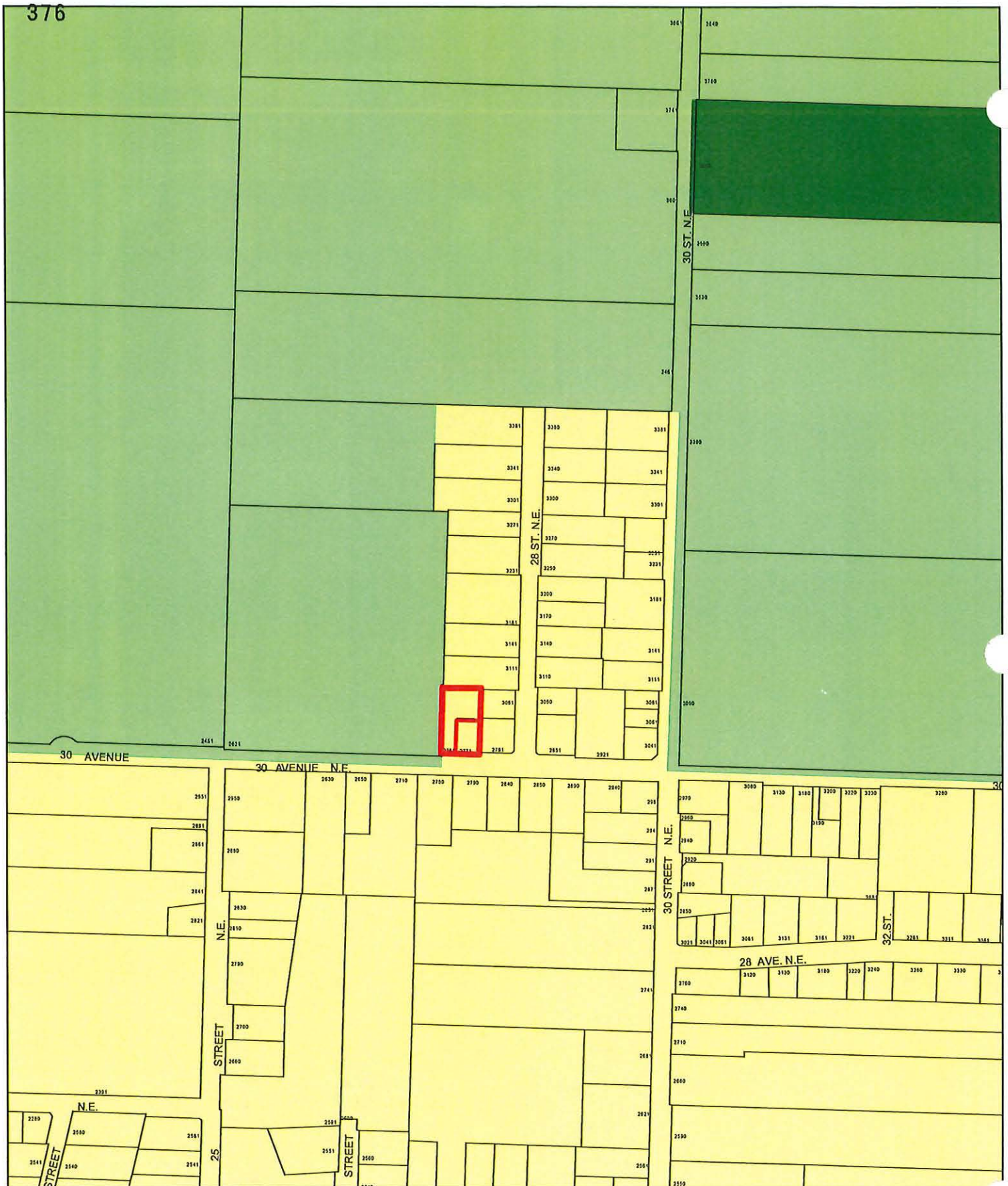


03.2 5 13 19.5 26  
Meters



Subject Parcel





Subject Parcel

0 2040 80 120 160  
Meters



Residential - Low Density

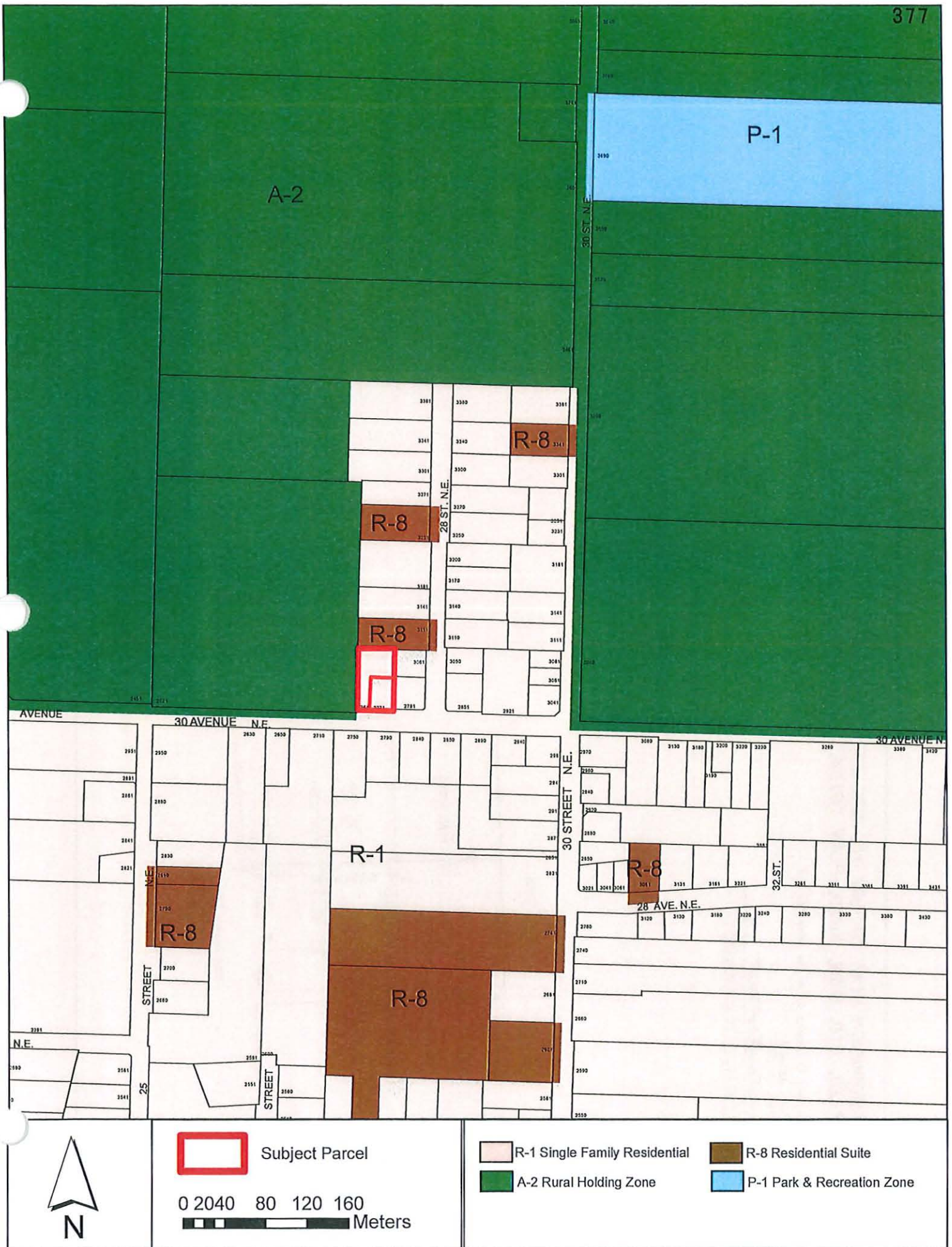


Acreage Reserve



Park





# SUBDIVISION PLAN OF LOT 10, SEC 25, TP 20, R10, W6M, KDYD, PLAN 10164.

Pursuant to Section 67 of the Land Title Act

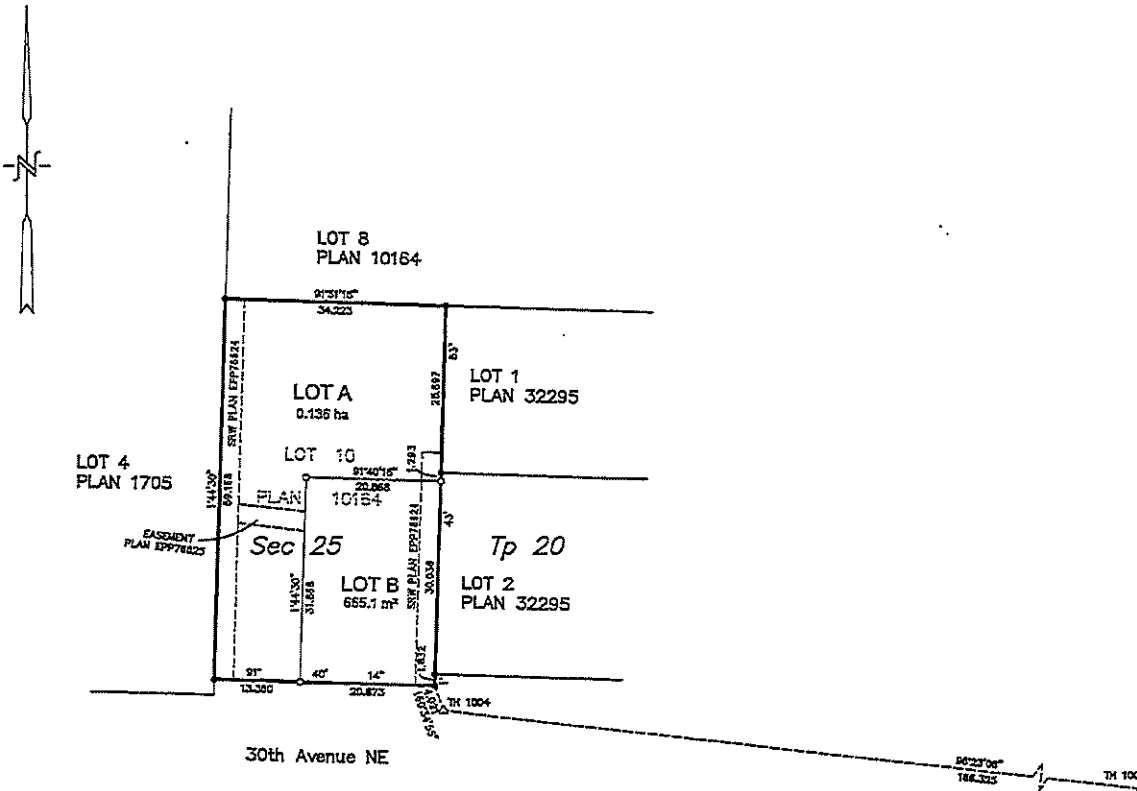
BCGS 82L074

SCALE 1: 500

10m 0m 10m 20m 30m

All distances are horizontal ground level, in metres and decimetre thereof

THE INTENDED PLOT SIZE OF THIS PLAN IS 550mm IN WIDTH BY 425mm IN HEIGHT (C size) WHEN PLOTTED AT A SCALE OF 1:500



PLAN EPP70445

## LEGEND

- DENOTES STANDARD IRON POST FOUND
- DENOTES STANDARD IRON POST PLACED
- △ DENOTES TRAVERSE HUB SET

GRID BEARINGS ARE NAD83 (CSRS) AND ARE DERIVED FROM DIFFERENTIAL CARRIER PHASE GPS OBSERVATIONS AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 11. TO OBTAIN LOCAL ASTRONOMICAL BEARINGS REFERRED TO THE MERIDIAN THROUGH TH 1004, SUBTRACT 1°44'40" FROM GRID BEARINGS.

THIS PLAN SHOWS HORIZONTAL GROUND LEVEL DISTANCES BASED ON A MEAN ELLIPSOIDAL ELEVATION OF 486.0 METRES. TO COMPUTE GRID DISTANCES, MULTIPLY GROUND-LEVEL DISTANCES BY THE MEAN COMBINED FACTOR OF 0.99963472.

Datum	NAD83 (CSRS) (2002.0), UTM Zone 11
REFERENCE POINT TH 1004	
UTM NORTHING	5221323.463
UTM EASTING	540073.180
ESTIMATED HORIZONTAL POSITIONAL ACCURACY IS 0.05m	
COMBINED FACTOR IS 0.99963333	
REFERENCE POINT TH 1001	
UTM NORTHING	5221284.920
UTM EASTING	541136.434
ESTIMATED HORIZONTAL POSITIONAL ACCURACY IS 0.05m	
COMBINED FACTOR IS 0.99963330	

THIS PLAN LIES WITHIN THE JURISDICTION OF THE APPROVING OFFICER FOR THE CITY OF SALMON ARM.

THIS PLAN LIES WITHIN THE REGIONAL DISTRICT OF COLUMBIA SHUSWAP

THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED ON THE 13th DAY OF NOVEMBER, 2017.  
JASON RUSSELL SHORTT, BCLS # 770

EDR #205693 COMPLETED NOVEMBER 21, 2017.

**russell shortt**

land SURVEYORS

2801-22nd Street, Vernon, B.C. V1T 5L2  
Phone: (250)545-0311 Fax: (250)545-0741 Email: jason@rshortt.ca  
F.O. 1263, 1205 File: 28321 sub





Northeasterly view.



Northwesterly view.

Existing house on Lot B (2771). Panhandle Lot A (2761) to the west of existing house.

**CITY OF  
SALMON ARM**

*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Kevin Pearson, Director of Development Services  
DATE: 12 March 2020  
OWNER: DOMO Holdings Ltd. #10, 121 Harbourfront Dr NE, Salmon Arm  
APPLICANT: Linda Rohlfis - Owner  
SUBJECT: ZONING AMENDMENT APPLICATION FILE NO. ZON-1167  
LEGAL: Lots A & B, Section 25, Township 20, Range 10, W6M KDYD,  
Plan EPP70445  
CIVIC: 2761 & 2771 – 30 Avenue NE

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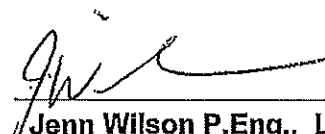
Further to your referral dated 23 January 2020, we provide the following servicing information. The following comments and servicing requirements are not conditions for Rezoning amendment; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:

Engineering Department does not have any concerns related to the Re-zoning and recommends approval.

1. At the time of building permit the applicant will be required to install a culvert across the existing ditch on 30 Avenue NE for the new driveway. This work will be carried out by the City at the owners/developers cost. Owner / Developer is responsible for all associated costs.
2. 2761 30 Avenue NE will require a water meter to be installed in a pit at property line at time of Building Permit. Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
3. 2761 30 Avenue NE has a sanitary sewer in a City Right of Way along the western property line and a Private Easement for the sanitary service to 2771 bisecting the pan handle from west to east. Construction work within the Right of Way and Private Easement are limited as per the terms of the legal agreements. The Owner / Developer is advised to refer to these agreements prior to submission of building permit applications and prior to commencement of any work onsite.



**Chris Moore**  
Engineering Assistant



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



Item 24.1

## CITY OF SALMON ARM

Date: April 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4373 be read a third and final time.

[ZON-1167; Domo Holdings Ltd.; 2761 & 2771 30 Avenue NE; R-1 to R-8]

### Vote Record

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

Opposed:

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

## CITY OF SALMON ARM

### BYLAW NO. 4373

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on \_\_\_\_\_, 2020 at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_, 2020 issues of the Salmon Arm Observer;

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

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

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

Rezone Lots A & B, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP70445 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4373"

READ A FIRST TIME THIS DAY OF 2020

READ A SECOND TIME THIS DAY OF 2020

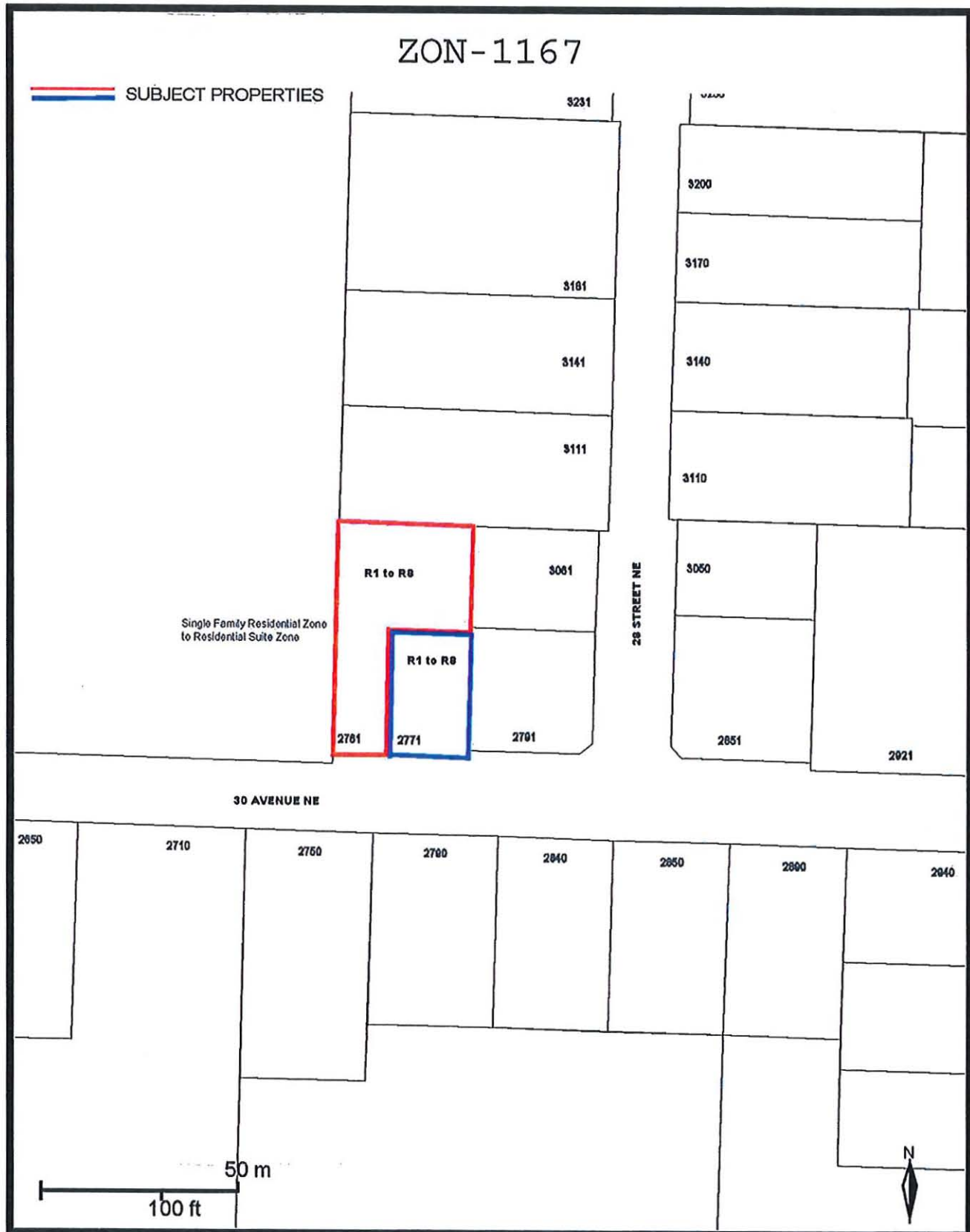
READ A THIRD TIME THIS DAY OF 2020

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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

SCHEDULE "A"





Item 26.

## CITY OF SALMON ARM

Date: April 14, 2020

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the Regular Council Meeting of April 14, 2020, be adjourned.

### Vote Record

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

Opposed:

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

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**INFORMATIONAL CORRESPONDENCE - APRIL 14, 2020**

1.	Building Department - Building Statistics - March 2020	N
2.	Building Department - Building Permits - Yearly Statistics	N
3.	L. Prosser - email dated march 19, 2020 - Skateboard park	R
4.	D. Gonella, Executive Director, Salmon Arm Folk Music Society - letter dated March 30, 2020 - Temporary Campground	R
5.	D. Gonella, Executive Director, Salmon Arm Folk Music Society - letter dated March 30, 2020 - Noise Bylaw Variance Request	R
6.	S. Niven, Associate, Fund Development, Cystic Fibrosis Canada, British Columbia and Yukon Region - email dated March 24, 2020 - Proclamation Request	R
7.	L. Mindnich, SILGA President - letter dated March 24, 2020 - SILGA cancellation	N
8.	S. Howard, Senior Director, BC and Strategic Projects - Supporting small businesses in light of COVID-19	N
9.	M. Tait, UBCM President - letter dated March 27, 2020 - Provincial Response to 2019 Resolutions	N
10.	L. Deisroth, SAMBA Secretary - letter dated March 13, 2020 - Proposed Batting Cage at Klahani Park	R
11.	L. Edwards, Executive Director, Local Government Infrastructure & Engineering, Ministry of Municipal Affairs and Housing to R. Nitchie, Team Leader Community Services, Columbia Shuswap Regional District - letter dated March 18, 2020 - Investing in Canada Infrastructure Program - Rural and Northern Communities Project #IR0091 - Sicamous to Armstrong Rail Trail	N
12.	Water Canada - email dated March 23, 2020 - Internship Program   Flushable Wipes   COVID-19	N
13.	H. Cowan, MLA Greg Kylo - email dated March 26, 2020 - Important Information from MLA Greg Kylo: List of essential services in BC during COVID-19 pandemic	N
14.	L. Hall, Mayor, City of Prince George - letter dated March 24, 2020 - Sharing Payments for Opioid Class Action Lawsuit	N
15.	B. Zeinabova, Deputy City Clerk, City of Burnaby - letter dated March 6, 2020 - 2020 UBCM Resolutions	N
16.	Community Development Institute - email dated March 27, 2020 - The Community Development Institute at UNBC	N
17.	S. Kakehi, Mayor, Inashiki - letter received March 25, 2020 - International Cultural Exchange	N
18.	C. Peters, BC anti-human trafficking educator, speaker, advocate - email dated March 22, 2020 - Ontario Releases a New and Comprehensive Strategy to Combat Human Trafficking	N

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required



**CITY OF SALMON ARM  
BUILDING DEPARTMENT REPORT  
MARCH 2020**

**LAST YEAR (2019)  
CURRENT MONTH      YEAR-TO-DATE**

**CURRENT YEAR (2020)  
CURRENT MONTH      YEAR-TO-DATE**

		NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE
1	New Single Family Dwellings	2	825,000	4	1,425,000	3	1,475,000	8	3,574,000
2	Misc. Additions etc. to SFD's	4	61,000	11	677,625	9	310,545	17	1,186,095
3	New Single Family Dwellings with suites	2	813,000	4	1,708,000	1	375,000	1	375,000
4	New Secondary/Detached Suites	1	30,000	2	35,000	2	90,000	6	225,000
5	New Modulares/MH's (Factory Built)	1	250,000	4	1,040,000	1	195,000	3	470,000
6	Misc. Additions etc. to Modulares/MH's	2	14,000	2	14,000	2	19,200	2	19,200
7	MFD's (# Units)	-	-	-	-	-	-	-	-
8	Misc. Additions etc. to MFD's	-	-	3	70,000	1	4,855	3	54,855
9	New Commercial	1	1,860,000	1	1,860,000	1	120,960	1	120,960
10	Misc. Additions etc. to Commercial	-	-	4	135,353	1	6,000	6	257,000
11	New Industrial	-	-	1	3,000,000	-	-	1	100,000
12	Misc. Additions etc. to Industrial	-	-	-	-	-	-	2	505,000
13	New Institutional	-	-	2	586,033	-	-	-	-
14	Misc. Additions etc. to Institutional	1	11,000	2	26,000	1	5,000	1	5,000
15	Signs	1	500	11	122,834	2	5,250	4	7,950
16	Swimming Pools, Pool Buildings	-	-	-	-	-	-	-	-
17	Demolitions	-	-	3	-	1	-	4	-
18	Temporary Trailers, A & B Permits	-	-	-	-	-	-	-	-
19	Misc. Special Inspections, etc.	1	-	10	-	3	-	10	-
	<b>TOTAL PERMITS ISSUED</b>	<b>16</b>	<b>3,864,500</b>	<b>64</b>	<b>10,699,845</b>	<b>28</b>	<b>2,606,810</b>	<b>69</b>	<b>6,900,060</b>

MFD's - Apartment, Row, Duplex, Strata (# of dwelling units created)  
Farm building values not included

1



BUILDING PERMITS - YEARLY												
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
2001	585,500	11,938,550	12,265,250	12,842,790	13,534,790	14,712,550	16,330,650	17,717,625	19,031,075	19,895,255	21,318,855	21,458,195
2002	585,500	1,952,500	3,340,850	3,821,240	5,455,840	6,411,690	8,844,690	10,932,510	15,780,890	16,705,600	17,738,200	17,923,700
2003	130,110	920,780	2,974,020	4,486,120	5,993,320	13,294,120	15,555,250	17,937,005	20,318,920	22,000,340	24,005,740	24,782,360
2004	430,700	1,506,500	5,903,780	8,379,104	10,122,768	12,086,319	14,779,343	21,598,763	30,371,023	33,614,173	34,957,458	35,881,343
2005	1,072,000	2,269,650	4,344,750	6,806,152	12,110,482	28,031,457	29,985,585	34,743,645	37,600,445	42,915,856	45,525,611	47,576,746
2006	815,550	3,224,468	8,012,449	11,501,929	16,084,809	20,066,533	23,714,194	26,370,890	36,479,806	37,278,358	42,332,995	43,077,170
2007	1,531,087	3,901,669	16,148,674	22,413,118	27,232,134	32,401,472	35,657,297	42,829,750	51,945,799	55,703,387	65,885,802	66,289,555
2008	1,797,604	4,203,429	12,947,058	27,647,379	33,857,533	36,582,025	39,759,375	42,395,454	45,412,474	50,699,301	53,383,541	53,522,880
2009	409,369	864,839	2,039,460	5,207,311	6,763,615	7,800,085	9,677,455	11,579,746	18,882,737	20,713,554	23,523,664	24,337,664
2010	1,518,563	2,708,062	5,931,546	10,081,816	12,260,236	13,526,546	16,597,121	18,790,511	19,848,804	21,174,632	22,953,692	27,249,702
2011	568,645	2,003,976	5,063,837	7,449,773	9,471,416	11,761,850	12,794,028	14,222,970	18,194,801	19,682,061	30,563,013	31,934,415
2012	2,189,660	3,128,562	4,794,040	6,337,260	10,000,544	12,120,246	17,883,185	24,375,078	26,118,787	26,493,820	28,130,500	28,666,430
2013	881,740	1,440,110	13,907,060	15,814,195	17,433,454	20,194,778	23,204,628	24,180,485	26,567,302	29,195,224	30,890,086	31,231,349
2014	665,304	2,806,404	8,075,941	20,789,869	27,574,834	29,877,686	33,456,523	41,971,923	42,784,769	44,804,191	46,460,471	47,707,993
2015	1,172,285	1,853,539	3,894,754	6,750,389	8,575,425	18,388,180	20,475,407	26,442,225	29,143,303	31,248,595	35,417,465	37,368,595
2016	1,268,865	2,298,280	4,987,625	8,904,610	12,253,660	16,279,464	19,265,124	23,811,029	29,823,014	36,084,949	40,154,959	41,418,659
2017	1,183,280	2,841,725	7,219,495	11,761,657	18,136,656	23,823,576	30,793,243	36,066,891	52,130,226	59,858,542	63,366,686	64,675,041
2018	1,970,104	3,943,104	10,028,787	14,363,122	20,252,322	30,488,747	37,540,412	40,421,060	55,689,215	59,634,580	64,988,531	66,797,572
2019	6,060,645	6,835,345	10,699,845	18,074,843	22,220,523	26,015,593	31,103,281	45,971,877	48,902,359	52,267,409	56,765,409	58,511,534
2020	2,218,950	4,293,250	6,900,060									

**Barb Puddifant**

---

**From:** Lorraine Prosser  
**Sent:** March-19-20 1:40 PM  
**To:** Barb Puddifant  
**Subject:** Urgent Attention Mayor and Council

I know that public recreational buildings have been closed. My sister went by the skateboard park and noted that it was full of children. I wonder if some of the city staff may take a look at the park to see if children are maintaining social distancing and speak with them about the provincial emergency measures as some families not taking this as seriously as others. with the nicer weather there could be alot of close contact in city playgrounds where sanitation and keeping surfaces clean is impossible. I realize these are hard times for children and they do need to play but they can transmit very easily and much more so than adults. Thx for your attention, Lorraine Prosser

# SALMON ARM **ROOTS & BLUES**

Salmon Arm Folk Music Society  
Mail: PO Box 21, Salmon Arm, BC V1E 4N2  
Location: 541 3rd St. SW, Salmon Arm, BC  
Phone: 250.833.4096 | Fax: 250.833.4097  
General Inquiries: [info@rootsandblues.ca](mailto:info@rootsandblues.ca)  
Sponsor: [sponsor@rootsandblues.ca](mailto:sponsor@rootsandblues.ca)  
Volunteer and Grants: [volunteer@rootsandblues.ca](mailto:volunteer@rootsandblues.ca)  
[www.rootsandblues.ca](http://www.rootsandblues.ca)

March 30, 2020

Attn. Kevin Pearson, Director of Development Services  
City of Salmon Arm  
Box 40  
100-30 Street SE  
Salmon Arm, BC. V1E 4N2

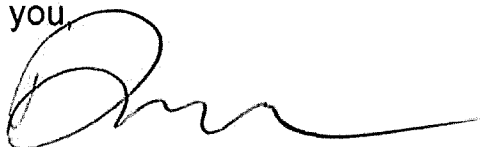
RE: Temporary Campground

Dear Mr. Pearson:

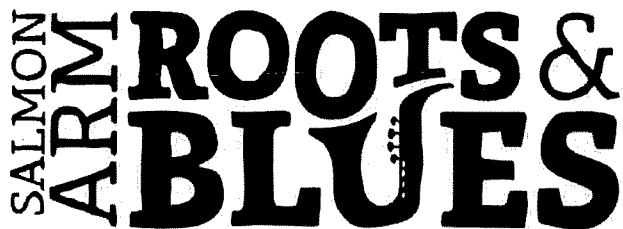
On behalf of the Salmon Arm Folk Music Society and the ROOTSandBLUES Festival, I would like to request the use of the southeast section of Blackburn park for the use as a volunteer and over-flow campground during the 28th Annual ROOTSandBLUES Festival.

The dates we would require the fields are August 10<sup>h</sup> to 19<sup>rd</sup>, 2019 to allow for set-up and a proper amount of time to restore the area to its pre-event condition. We are truly grateful for your support.

Thank you,



David Gonella, Executive Director  
Salmon Arm Folk Music Society  
28th Annual ROOTSandBLUES Festival  
PO Box 21, Salmon Arm, BC V1E 4N2  
Phone: 250-833-4096 - Fax: 250-833-4097



Salmon Arm Folk Music Society  
Mail: PO Box 21, Salmon Arm, BC V1E 4N2  
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Volunteer and Grants: [volunteer@rootsandblues.ca](mailto:volunteer@rootsandblues.ca)  
[www.rootsandblues.ca](http://www.rootsandblues.ca)

March 30, 2020

Attn. Robert Niewenhuizen  
Director Of Engineering  
City of Salmon Arm  
Box 40  
100 - 30 Street SE  
Salmon Arm, BC V1E 4N2

**RE: NOISE BYLAW VARIANCE REQUEST**

Dear Mr. Niewenhuizen:

The Salmon Arm folk Music Society is planning the 28<sup>th</sup> Annual ROOTSandBLUES Festival and we would like to request an extension to the noise bylaw during festival starting on Thursday, August 12<sup>th</sup>, through Sunday, August 16<sup>th</sup>, with music performances ending on each night at 11:59 PM.

Please feel free to contact me with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "David Gonella".

David Gonella, Executive Director  
Salmon Arm Folk Music Society  
28th Annual ROOTSandBLUES Festival  
PO Box 21, Salmon Arm, BC V1E 4N2  
Phone: 250-833-4096  
Fax: 250-833-4097



## Caylee Simmons

---

**From:** Sandra Niven  
**Sent:** March-24-20 5:02 PM  
**Subject:** Proclamation request: May is Cystic Fibrosis Awareness Month

Hello,

I would like to submit a request for a proclamation, that May is 'Cystic Fibrosis Awareness Month'. I realise that, with the ongoing coronavirus restrictions, I cannot appear in person but am happy to make a call, if needed.

About CF: <https://www.cysticfibrosis.ca/about-cf>

Cystic fibrosis (CF) is the most common fatal genetic disease affecting Canadian children and young adults. At present, there is no cure. CF causes various effects on the body, but mainly affects the digestive system and lungs. The degree of CF severity differs from person to person, however, the persistence and ongoing infection in the lungs, with destruction of lungs and loss of lung function, will eventually lead to death in the majority of people with CF.

Below (and attached) is the draft proclamation wording for your consideration:

WHEREAS the exceptional progress that has been made in Canada in cystic fibrosis research and care for many Canadians who battle this progressive disease every day merits recognition, and

WHEREAS cystic fibrosis affects 4,371 Canadians and is the most common fatal genetic disease affecting Canadian children and young adults, and

WHEREAS Cystic Fibrosis Canada is one of the world's top charitable organizations committed to finding a cure for cystic fibrosis, and

WHEREAS since 1960, Cystic Fibrosis Canada has invested more than \$261 million in leading research, innovation and care, resulting in one of the world's highest survival rates for people living with cystic fibrosis, and

WHEREAS, thanks to significant progress in cystic fibrosis care, the majority of Canadian children with cystic fibrosis will reach adulthood, and

WHEREAS Cystic Fibrosis Canada is committed to ensuring that those living with cystic fibrosis have access to the innovative treatments and medications they need to live healthier and longer lives, and

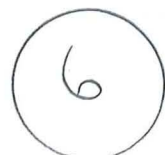
WHEREAS British Columbians are urged to lend their whole-hearted support, most particularly in the month of May, towards the goal of finding a cure for cystic fibrosis;

NOW KNOW YE THAT, We do by these presents proclaim and declare that May 2020 shall be known as "Cystic Fibrosis Awareness Month"

Thank you for considering this request. Please let me know if you have any questions. I look forward to hearing from you.

Kind regards,

Sandra



**Sandra Niven**

**Associate, Fund Development**

**Cystic Fibrosis Canada, British Columbia and Yukon Region**

Effective April: 254 - 4664 Lougheed Hwy, Burnaby, BC V5C 3Y2

Tel: 604-436-1158 ext. 105 | Mobile: 778-861-1972

Monday – Friday 8:00am – 4:00pm (PDT)

[sniven@cysticfibrosis.ca](mailto:sniven@cysticfibrosis.ca)

[www.cysticfibrosis.ca](http://www.cysticfibrosis.ca)

Sign up for our newsletter! <http://bit.ly/CFBCYKnewsletter>



Charitable Registration No. 10684-5100 RR0001

## Caylee Simmons

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**From:** southern interior local government <yoursilga@gmail.com>  
**Sent:** March-24-20 12:58 PM  
**To:** Carole Fraser; Carolyn Black; Caylee Simmons; Cheryl Hardisty; Christy Malden; City Of Armstrong; City Of Enderby; City Of Kamloops; City Of Kelowna; City Of Merritt; City of Penticton; City Of Revelstoke; Caylee Simmons; City of Vernon; CSRD; District Of Barriere; District Of Clearwater; District Of Coldstream; District of Lake Country ...; District Of Lillooet; District Of Logan Lake; District Of Peachland; District of Sicamous; District Of West Kelowna; Jan Johnston; kelly bennett; Maria Doyle; marja sheare; mary jane drouin; Melisa Miles; polly palmer; RDCO; RDNO; RDOS; Rebecca Narinesingh; SLRD; Sun Peaks Resort Municipality; Tasha Buchanan; TNRD; Tom Kadla; Toni Boot; Town Of Oliver; Town Of Osoyoos; Town Of Princeton; Township Of Spallumcheen; Tracey Batten; Trevor Seibel; Village Of Ashcroft; Village Of Cache Creek; Village Of Chase; Village Of Clinton; Village Of Keremeos; Village Of Lumby; Village Of Lytton; Wendy Rockafellow  
**Cc:** Lori Mindnich  
**Subject:** Update from SILGA regarding the 2020 AGM and Convention cancellation  
**Attachments:** SILGA members re convention cancellation letter March 24, 2020.pdf

Good afternoon,

Please find attached an update from SILGA President Mindnich regarding the cancellation of the 2020 AGM and Convention. Please forward this letter to all elected officials and staff that have been impacted by this cancellation.

If you have any questions, please do not hesitate to call.

Thanks, Alison

--

Alison Slater  
PO Box 27017 Cityview PO  
Kamloops, BC V2E 0B2  
250-851-6653  
[www.silga.ca](http://www.silga.ca)





*Southern Interior Local  
Government Association*

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March 24, 2020

Good morning Mayors, Chairs, Councillors, Area Directors & staff,

In this time of uncertainty, I want to thank everyone for doing their part in helping to stop the spread of Covid-19. To our CEOs, Executive Directors and front end staff who are still at work as an essential service helping our citizens, to our workers maintaining our roads, water and sewer services – words can not express how grateful we are.

Many of us have family members that are working in hospitals, grocery stores, driving trucks, day care centers, senior's homes - the list goes on. Please take the time to say thank you to them.

To deal with the financial aspect of cancelling the convention, we can provide the following information. CivicInfo started the refund process for credit cards on March 24<sup>th</sup>; if you haven't received your refunds yet, they will be coming shortly. If you paid for the registrations by cheque, Alison will be refunding your money by return cheque. Staff is also contacting all our sponsors to ensure they are kept up to date.

Your SILGA board and staff are continuing to look at ways to still have the 2020 AGM, which includes the election of the 2020-21 SILGA board and dealing with all of the association's financial business.

The SILGA board has set a meeting date of April 29<sup>th</sup> to re-evaluate the situation.

There are a couple of options:

- i. Have a shorter convention sometime in the summer, dependent on the BC Chief Medical Officer's guidelines.
- ii. Have an abbreviated SILGA AGM take place during the UBCM convention.
- iii. Re-evaluate again in late summer if there is no UBCM convention.



UBCM has assured us that if resolutions are not debated at Area Association AGMs, they will go directly to the UBCM convention. The only exception are those resolutions that are regional in nature and which the local government did not wish to make provincial.

We will continue to provide updates when more information is known.

If you have any questions I am available by phone or email, and Alison is available by phone or email as well.

I hope everyone stays healthy. Please maintain your social distance.

In Friendship,

*Lori Mindnich*

Lori Mindnich  
SILGA President  
Councillor Village of Lumby

**Subject: Supporting small businesses in light of COVID-19**

Dear Mayor and Council,

We are writing in regards to the significant challenges facing independent business owners during these difficult times as we all face the implications of COVID-19 in British Columbia.

As you may know, the Canadian Federation of Independent Business (CFIB) is a not for profit, non-partisan organization that represents over 110,000 SMEs across Canada, with over 10,000 here in BC. Our phone lines have been flooded by small business owners with questions regarding COVID-19, with many inquiries on the subject of how government is working to support communities.

We know and trust government is doing everything in their power to protect citizens and put healthcare at the forefront of our priorities. It is also essential we consider the vast economics implications COVID-19 has on our communities, and ensure we take action now so businesses, jobs, and the people behind those jobs can return to normality once we get there.

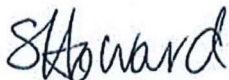
For these reasons, CFIB is asking all Mayors and Councils across BC to take the following actions to help support small businesses during these challenging times:

1. Waive all interest and penalties for unpaid property tax installments for a minimum of 60 days;
2. Wave all interest and penalties for unpaid water and wastewater billings for a minimum period of 60 days; and
3. Call on the Provincial government to expand the Property Tax Deferral Program to provide immediate relief for small businesses and non-profits.

We understand you may already be taking some of the above, or other measures currently to help support small businesses, and we thank you for that. If there are any other initiatives you are taking to support small business, we welcome you to share your ideas with us so we can share the ideas and inform our members where they have support.

Thank you for considering our correspondence, and for all your efforts in prioritizing the health of British Columbians.

Sincerely,



Samantha Howard  
Senior Director, BC and Strategic Projects

March 27, 2020

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

Dear Mayor Harrison:

**Re: Provincial Response to 2019 Resolutions**

UBCM has received the Province's response(s) to your Council resolution(s) from 2019. Please find the enclosed resolution(s) and their provincial response(s).

Responses received from the Province have been posted to the UBCM web site under Resolutions & Policy.

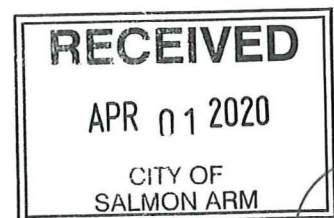
If you have any questions about this process, please contact Jamee Justason, Resolutions and Policy Analyst at 604.270.8226 ext. 100 or [jjustason@ubcm.ca](mailto:jjustason@ubcm.ca)

Yours truly,



Maja Tait  
UBCM President

*Enclosure*



Whereas flying recreational drones is an increasingly popular hobby that can disturb and pose risks to wildlife in sensitive ecological areas and recreational drones are prohibited in Canada's national parks for similar reasons;

And whereas there are multiple stakeholders including federal and provincial agencies and complex regulations involved in drone usage:

Therefore be it resolved that the federal and provincial governments collaborate to provide clarity and options for local governments in restricting the use of drones in local sensitive ecological areas.

**Convention Decision:                      Endorsed**

#### Provincial Response

##### ***Ministry of Environment and Climate Change Strategy***

*Government is interested in supporting local governments in managing recreational drone use (also known as unmanned air vehicles (UAV's)) that can disturb and pose risks wildlife in sensitive ecological areas.*

*Transport Canada (TC) and the Canadian Aviation Regulations regulate UAV (drone) use in Canada's airspace. However, BC Parks has the authority to allow or not allow UAV users to take off or land in a provincial park. As such, drone operators must obtain permission from BC Parks to take-off and/or land in any provincial park or protected area.*

*TC's federal flight requirements for use of UAVs include distances from people, buildings, built-up areas, and animals (both domestic and wildlife), meaning there are few, if any, locations in BC Parks where permission to fly UAVs can be granted and the pilot would still have the ability to meet the current federal flight requirements. Further, in protected areas established as Ecological Reserves, or in areas of parks with sensitive ecological values, UAV use is not permitted.*





March 13, 2020

Attention: Salmon Arm City Counsel

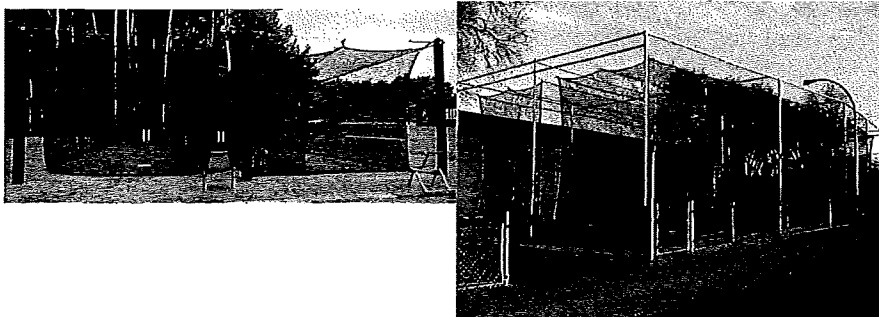
Salmon Arm Minor Baseball (SAMBA) is proposing to build a batting cage at Klahani Park. As you may know, it has been several years since our baseball athletes have had the use of a batting cage. This is considered a key facility for baseball athletic development. This will also help relieve our total impact on the town ball diamonds, as it can act as a practice facility, sometimes in place of a diamond practice. It is getting more difficult to get sufficient ball diamond time for our growing numbers. The 2020 Spring season has 270 kids registered thus far.

**Batting Cage Plan:**

The structure footprint will be 30'x70'. The support system will be made of vertical posts 12-14' high, cemented 2' into the ground.

This year, the structure will have a grass or dirt floor. The netting system will hang on a cable and post system. They will have the ability to slide, like curtains to one end, so that they can be rolled up. There will be a sign thanking SASCU for their support, as they are our main sponsor for this project.

The installation of the support pole structure and prepping of floor surface will be done by SAMBA parents with appropriate skills. The netting will be up for the baseball season, then taken down. SAMBA has currently secured \$7000 towards this project's budget. This includes netting system, sign and building supplies. The following are pictures of similar structures.



Thanks for your consideration,  
Lori Deisroth, SAMBA Secretary



Canada

March 18, 2020

Ref: 252253

Ryan Nitchie  
Team Leader Community Services  
Columbia Shuswap Regional District  
PO Box 978  
Salmon Arm BC V1E 4P1

Dear Ryan Nitchie:

**Re: Investing in Canada Infrastructure Program (ICIP) – Rural and Northern Communities  
Project # IR0091 - Sicamous to Armstrong Rail Trail**

Thank you for your application for funding under the ICIP – Rural and Northern Communities Program.

We would like to advise that, after careful consideration, the above-noted project was not selected for funding under the ICIP – Rural and Northern Communities Program.

The program received significantly more applications than could be funded. This decision does not reflect on the importance of this project for your community, but rather the degree by which the program has been oversubscribed. All applications were equitably reviewed and given consideration for funding. If you have any questions, please contact Justin Langton, Rural and Northern Communities Program Lead, by email at: [Justin.Langton@gov.bc.ca](mailto:Justin.Langton@gov.bc.ca).

Additional program information can be found at the Investing in Canada Infrastructure Program website: [www.gov.bc.ca/Investing-in-Canada-Infrastructure-Program](http://www.gov.bc.ca/Investing-in-Canada-Infrastructure-Program). Should future funding become available, staff are pleased to provide advice on preparing an application.

.../2

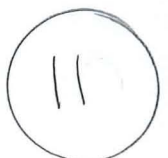
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Ministry of Municipal Affairs  
and Housing

Local Government Infrastructure  
and Finance Branch

Mailing Address:  
PO Box 9838 Stn Prov Govt  
Victoria, BC V8W 9T1  
Phone: 250 387-4060  
Fax: 250 387-7972

Location:  
4th Floor - 800 Johnson Street  
Victoria BC V8W 1N3  
[www2.gov.bc.ca/mah](http://www2.gov.bc.ca/mah)



Ryan Nitchie

Page 2

Thank you for your interest in the ICIP-Rural and Northern Communities Program. We wish you every success with your community project.

Best regards,



Liam Edwards, Executive Director  
Local Government Infrastructure and Finance  
Ministry of Municipal Affairs and Housing

pc: Brian Bedford, Director  
Local Government Infrastructure & Engineering  
Ministry of Municipal Affairs and Housing  
  
Charles Hamilton, Chief Administrative Officer  
Columbia Shuswap Regional District

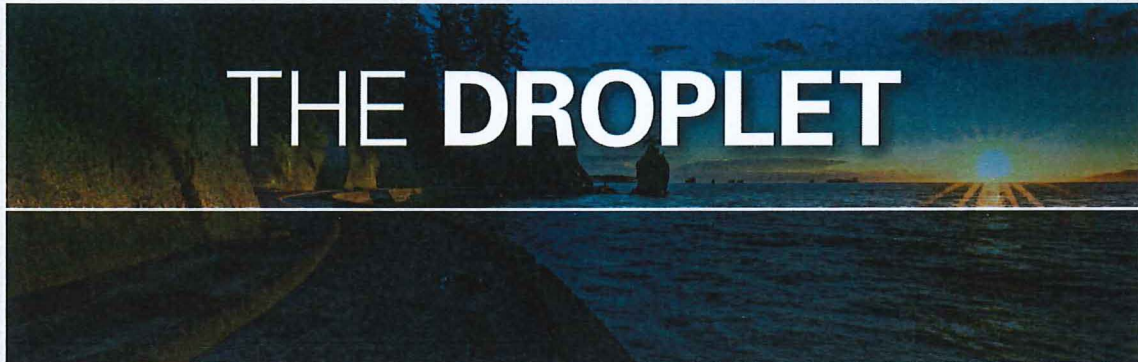
## Caylee Simmons

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**From:** Water Canada <water@actualmedia.ca>  
**Sent:** March-23-20 6:45 AM  
**To:** Caylee Simmons  
**Subject:** Internship Program | Flushable Wipes | COVID-19

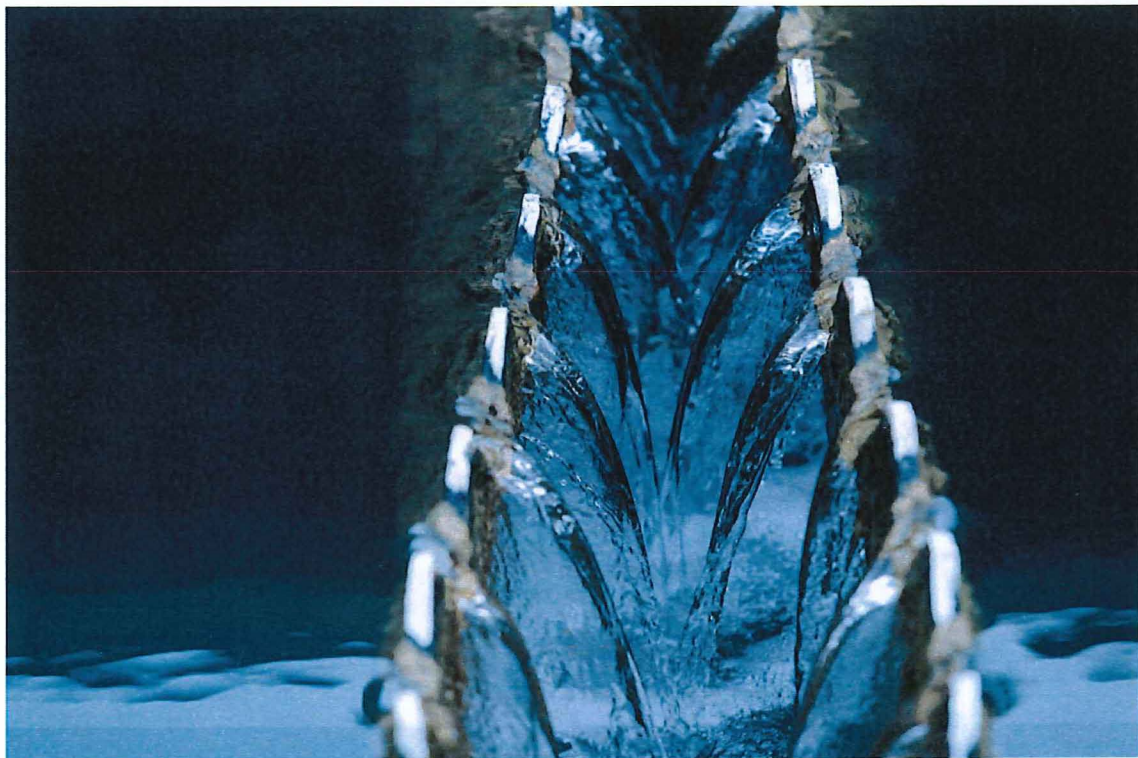
You are receiving this, because you are subscribed to Water Canada's Droplet mailing list.

[View this email in your browser](#)



News and insights from the editors of [Water Canada](#)

March 23rd, 2020





## **New Internship Program Aims to Address Water Challenges in First Nations**

A new partnership between the Bimose Tribal Council and Water First will deliver a drinking water treatment and environmental water management internship program for young Indigenous adults.

[Read More](#)

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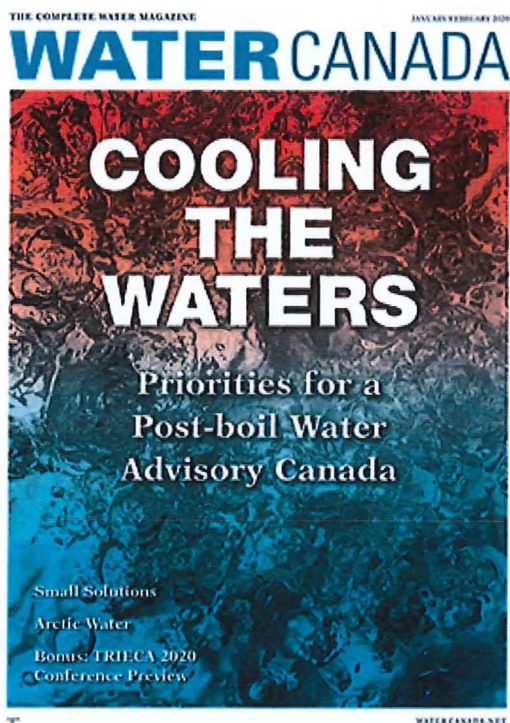
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# NEWS



## **Municipal Leaders Urge Residents to Think About What They Flush**

Canadian municipal leaders and wastewater professionals are urging everyone to NOT flush anything but the 3P's—pee, poop, and paper (toilet paper).

[Read More](#)

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## **Climate Change and Urbanization Threaten Groundwater Quality: Study**

Climate change urbanization are expected to threaten groundwater quality around the world, according to a new study.



[Read More](#)



## **PCL Construction Partners with Eddy Solutions**

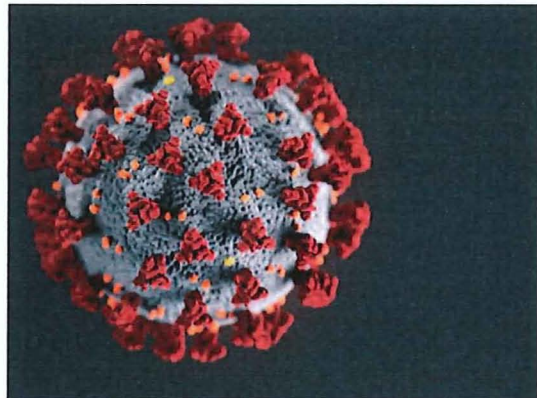
PCL announced that it has joined forces with Eddy Solutions, a supplier of IoT water leak mitigation services, to protect construction sites from water damage.

[Read More](#)

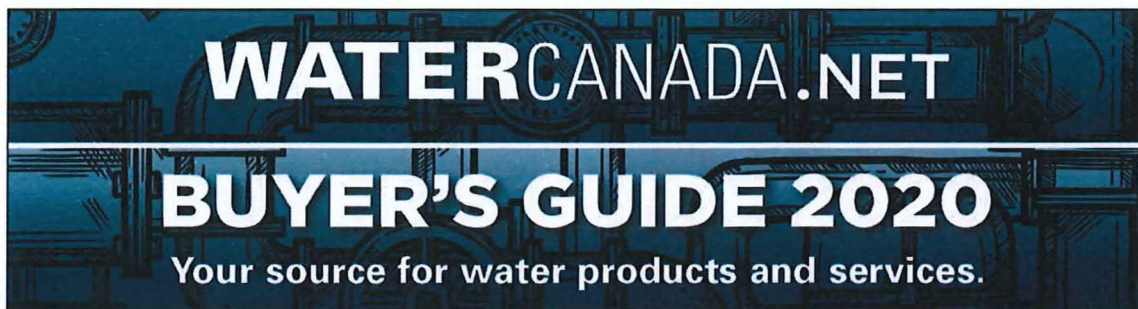
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## **Water Canada and COVID-19**

We are taking the necessary precautions to keep our team, our loved ones, our colleagues, and everyone else in society safe from COVID-19.



[Read More](#)





## Caylee Simmons

---

**From:** Cowan, Holly <Holly.Cowan@leg.bc.ca>  
**Sent:** March-26-20 12:54 PM  
**To:** manager@aschamber.com; Sheila Devost; Corryn Grayston; General Manager; Donna Smith; North Shuswap; manager@southshuswapchamber.com; Caylee Simmons; info@cityofarmstrong.bc.ca; info@cityofenderby.com; mail@spallumcheentwp.bc.ca; cityhall@sicamous.ca; Lana Fitt; Rob Marshall  
**Subject:** Important Information from MLA Greg Kylo: List of essential services in B.C. during COVID-19 pandemic

Please forward to others.

### List of essential services in B.C. during COVID-19 pandemic

Essential services are those daily services essential to preserving life, health, public safety and basic societal functioning. They are the services British Columbians rely on in their daily lives.

Developed by Emergency Management BC in consultation with other government ministries and the provincial health officer (PHO), this definition is intended to clarify what qualifies as an essential service in the context of the Province's response to COVID-19. In consultation with the PHO, these services should and are encouraged to remain open. They must, however, follow the orders and guidance provided by the PHO to ensure safe operations and reduce the risk of transmission of COVID-19.

The PHO has ordered some types of businesses to close. Any business or service that has not been ordered to close, and is also not identified on the essential service list, may stay open if it can adapt its services and workplace to the orders and recommendations of the PHO.

Child care providers and schools providing care and/or in-class instruction for children are to prioritize placements for those children whose parents are employed as front-line workers in direct to public health and health services, social services, law enforcement, first responders and emergency response.

A list of essential services follows.

#### Health and health services

##### Direct-to-public health services

- all health-care services, including acute care (hospitals), secondary/long-term care, coroners' services, health-care providers working within and outside an acute care setting and other health services, including public health, detox facilities, safe-injection sites, COVID-19 testing, clinical research supporting the COVID-19 response, blood/plasma donation services and emergency pre-hospitalization services;
- other health services and caregivers (e.g., physicians, dentists, psychiatrists, psychologists, mid-level practitioners, nurses and assistants, infection-control and quality-assurance personnel, pharmacists, physical and occupational therapists and assistants, social workers, mental-health and substance-use workers, including peer support workers, speech pathologists, diagnostic and therapeutic technicians and technologists, counsellors, chiropractors, naturopaths, dentists, crisis centres, outreach workers, overdose and harm-reduction services, meal programs; and
- health first responders (paramedics).

##### Health service providers

- pharmaceutical production, medical laboratories/research, medical testing, pharmacies, medical supply and equipment manufacturers, wholesale, distribution and stores, and analytical testing labs related to testing of finished product for pathogens and contaminants;
- safety supply (e.g., work clothes, personal protective equipment, medical/pharmaceutical/ laboratory supplies, etc.) stores, manufacturers, technicians, logistics and warehouse operators;
- medical wholesale and distribution; and
- health plans, billing and health information.

#### **Law enforcement, public safety, first responders, emergency response personnel**

- first responders, including police, fire and those services providing for public safety, including commercial vehicle safety enforcement, corrections and detainment facilities, park rangers, security and protective services, court services, bylaw enforcement, as well as communications/dispatching support for first responders and volunteers, such as search-and-rescue and public-safety lifeline volunteers;
- public-sector workers for peace, order and good government, and employees of contracted service providers in these fields, including maintenance of technical infrastructure to support this work and compliance with health and public-safety orders;
- businesses that provide support to police and correctional services;
- operations and services in support of the Canadian Armed Forces and Canadian Border Services Agency;
- emergency management personnel at local, regional and provincial levels;
- businesses that ensure global continuity of supply of aggregates to support critical infrastructure repairs and emergency response requirements (e.g., sandbags, armour stone barriers, etc.); and
- equipment and uniform suppliers for first responders.

#### **Vulnerable population service providers**

- businesses and non-profits that provide food, shelter, social and support services, and other necessities of life for economically disadvantaged or otherwise vulnerable individuals, such as:
  - food banks, community kitchens, and voluntary and community service providers;
  - residential health facilities, mental-health, substance-use and addictions services;
  - transitional, social and supportive housing, and single-room occupancy housing;
- community services and outreach for immigrants, refugees, vulnerable populations and non-market housing, including businesses that sell, rent or repair assistive/mobility/medical devices, aids and/or supplies;
- care for seniors, adults, children or individuals with disabilities;
- child care services for those persons providing essential services;
- caregivers for children in care and out of care;

- elder and disability care, including disabled service support for people with physical and cognitive disabilities;
- residential care for individuals with mental health and substance use challenges, including licensed and registered treatment and recovery facilities;
- government and non-profit service delivery staff who provide access to income supports for people in need of food and shelter;
- residential and care facilities and shelters for seniors, adults, children and people with disabilities;
- overdose prevention sites, clinical overdose prevention services or medical marijuana provision; and
- businesses that sell, rent or repair assistive/mobility/medical devices, aids and/or supplies, or other products/services that support the health sector, including mental-health and addictions/counselling supports.

#### **Critical infrastructure service providers**

- infrastructure, drilling and production, refineries, processing, completion facilities, utilities, transportation, transmission, stations and storage facilities critical in supporting daily essential electricity needs, drinking water, waste water, electricity (including associated infrastructure), steam, alternative energy production, waste and hazardous management, industrial recycling, oil and natural and propane gas, fuel and other fuel sources, such as heating oil and wood pellets, as well as operating staff;
- manufacturing of goods necessary for the continued and immediate operation of other essential infrastructure and businesses;
- gas stations, diesel, propane and heating fuel providers including providers of motor vehicle, aircraft and water/marine fuels, and providers of charging stations for electric vehicles; and
- operations and employees needed to operate and maintain drinking water and wastewater/drainage infrastructure, including:
  - operational staff at water authorities;
  - operational staff at community water systems;
  - operational staff at wastewater treatment facilities;
  - workers repairing water and wastewater conveyances and performing required sampling or monitoring;
  - operational staff for water distribution and testing;
  - operational staff at wastewater collection facilities;
  - operational staff and technical support for supervisory control and data-acquisition control systems;
  - chemical disinfectant suppliers for wastewater and personnel protection; and
  - workers who maintain digital systems infrastructure supporting water and wastewater operations.

#### **Food and agriculture service providers**

- food cultivation, including farming, livestock, aquaculture and fishing, and businesses that support the food supply chain, as well as community gardens and subsistence agriculture;
- food processing, manufacturing, storage and distribution of foods, feed products and beverages;
- workers essential to maintaining or repairing equipment in food processing and distribution centres;
- workers, including temporary foreign workers, to support agricultural operations to enhance food security;
- retail: grocery stores, convenience stores, farmers markets and other establishments engaged in the retail sale or provision of food, pet or livestock supply, liquor, cannabis (including producers), and any other household consumer products, such as cleaning and personal care products.
  - includes stores that sell groceries and also sell other non-grocery products, and products necessary to maintaining the safety, sanitation and essential daily operation of residences. such as home supply, hardware, building material stores, pawn brokers, and garden centres and nurseries;
- farming supply, including seed, fertilizer, pesticides, farm-machinery sales and maintenance;
- inspection services and associated regulatory and government workforce and supporting businesses required for slaughter of animals, dairy production and food safety; and
- businesses that provide for the health and welfare of animals, including veterinarians, farms, boarding kennels, stables, animal shelters, zoos, aquariums, research facilities and other service providers.

#### **Transportation, infrastructure and manufacturing**

- supply chain services needed to supply goods for societal functioning, including cooling, storing, packaging, transportation, warehousing and distribution;
- workers who support the maintenance and operation of cargo transportation services, including crews, maintenance, operations and other facilities workers;
- manufacturers and distributors (to include service centres and related operations) of packaging materials, pallets, crates, containers and other supplies needed to support manufacturing, packaging staging and distribution operations;
- truck drivers who haul hazardous and waste materials to support critical infrastructure, capabilities, functions, and municipal and provincial services;
- local, regional, and provincial delivery services, including but not limited to businesses that ship or deliver groceries, food, goods or services directly to business and residences and mailing and shipping services;
- services to support and enable transportation, including highway, road, bridge maintenance and repair;
- employees who repair, maintain and overhaul vehicles, aircraft and parts, rail equipment, marine vessels, and the equipment and infrastructure that enables operations that encompass movement of cargo and passengers, as well as vehicle rentals and leasing;
- services that facilitate the transportation of essential supplies, personnel and services, including port/waterfront operations, road, air and rail operations;



- facilities supporting interprovincial and intra-provincial delivery of goods, including truck scales, commercial vehicle inspection stations, brokerages, truck towing and repair services, commercial cardlock fuel providers, truck and rest stops;
- government-owned or leased buildings;
- businesses that supply other essential businesses and people working from home with the support or supplies necessary to operate;
- private transportation services, such as taxis, ride-hailing, helicopter, aircraft and marine vessels;
- public transportation services under rules for physical distancing or other recommendations from the PHO;
- workers supporting the chemical and industrial gas supply chains, including workers at chemical manufacturing plants, workers in laboratories, workers at distribution facilities, workers who transport basic raw chemical materials to the producers of industrial and consumer goods and support the natural resource sector, as well as workers supporting safety at such facilities;
- provision of public services that support the safe operation of regulated businesses and the provision of public services that support those businesses to meet other regulatory requirements;
- workers who support the operation, inspection, and maintenance of essential public works facilities and operations;
- workers who support the inspection and maintenance for ongoing safety at industrial facilities;
- inspectors who ensure worksites are safe and health for workers, and who investigate serious workplace accidents;
- workers who process and manage claims made by injured workers, including services related to their care and treatment, as well as the provision of workers' compensation benefits;
- hotels and places of accommodation;
- activities of the consuls general and staff who support the work of the consuls general;
- landlords of buildings where the consulates are located and those who must guarantee access to consular offices as well as the operation of the consular offices;
- storage for essential businesses;
- businesses that provide materials and services for the operation, maintenance and safety of transportation systems (road, transit, rail, air and marine) including delivery of maintenance services, such as clearing snow, response to collisions and completing needed repairs to transportation systems;
- businesses that extract, manufacture, process and distribute goods, products, equipment and materials, including businesses that manufacture inputs to other manufacturers (e.g., primary metal/steel, blow moulding, component manufacturers, chemicals, etc., that feed the end-product manufacturer);
- vegetation management crews and traffic workers who support environmental remediation/monitoring and who respond to environmental emergencies;
- businesses providing staffing services, including temporary labour services; and
- businesses that support the safe operations of residences, essential businesses and facilities/buildings.

## **Sanitation**

- cleaning services necessary to provide and maintain disinfection;
- manufacturing of sanitary products, household paper products, chemicals, microelectronics/semi-conductor, including companies able to retrofit their production facilities to produce goods/services that can be used to address critical shortages of sanitary and protective goods;
- businesses that support environmental management/monitoring and spill cleanup and response, including environmental consulting firms, professional engineers and geoscientists, septic haulers, well drillers, pesticides applicators and exterminators, management of industrial sewage/effluent (e.g., for mining operations) and environmental laboratories; and
- waste (garbage and organics) and recycling collection, processing and disposal.

## **Communications, information sharing and information technology (IT)**

- workers maintaining IT and communications infrastructure for medical facilities, governments facilities, emergency response and command agencies, energy and utilities, banks and financial institutions, employees working from home, and other critical infrastructure categories and personnel, including managing information and cyber-security incidents;
- newspapers, television, radio, online news outlets and other media services;
- IT, radio, cable providers and telecommunications services, including phone, internet, wireless communications and data centres; and
- satellite operations, undersea cable landing stations, internet exchange points, and manufacturers and distributors of communications equipment.

## **Non-health essential service providers**

- feed, water, bedding, veterinary care, veterinary supply, transport and processing services for livestock, animal shelters and pets;
- coroners and workers performing mortuary services, including funeral homes, crematoriums and cemeteries, as well as workers supporting the appropriate handling, identification, storage, transportation and certification of human remains;
- banks and their branches, credit unions and related financial institutions, as well as workers who support security and technical operations supporting financial institutions;
- capital markets, including the British Columbia Securities Commission, self-regulatory organizations, exchanges, clearing agencies and investment-fund dealers, advisers and managers;
- services related to bankruptcy/credit restructuring and non-bank sources of capital, cheque-cashing outlets, money sending and money remittance services, currency exchange services, pawn brokers;
- accounting, payroll, translation services, legal services and insurance providers; insurance assessment and adjudication providers;
- plumbers, electricians, elevator maintenance providers, exterminators, property management services, custodial/janitorial workers, cleaning services, fire safety and sprinkler systems, building systems maintenance and repair technicians, engineers, mechanics, smelters and other service providers who provide services that are necessary to maintaining the safety, sanitation and daily essential operation of residences and commercial buildings;

- educational institutions — including public and private K-12 schools, and public post-secondary institutions — for purposes of facilitating remote learning or performing essential functions, including services that are needed to ensure the safety, security, welfare, integrity and health of the community, property and research and certain operational and contractual activities, if operating under rules for physical distancing or other recommendations from the PHO;
- in relation to research universities, services including COVID-19-related research, residential housing and food services for students on campus, building operations and risk management, animal care services, health services for students, IT including data security and infrastructure, finance/payroll/administration/HR/communications and child care for essential university staff;
- laundromats, dry cleaners and laundry service providers;
- restaurants and other facilities that prepare and serve food, if operating under rules for social and physical distancing or other recommendations from the PHO;
- towing services and other vehicle repair/maintenance operations;
- schools and other entities that provide free food services to students or members of the public, if operating under rules for physical distancing or other recommendations from the PHO;
- construction work, in accordance with PHO direction, construction firms, skilled trades and professionals, and construction and light industrial machinery and equipment rental;
- businesses that ensure global continuity of supply of primary and value-added forestry/silviculture products (e.g., lumber, pulp, paper, wood fuel, etc.) including soft-pulp products, such as protective masks, gowns, drapes, screens and other hospital supplies, as well as household paper products;
- postal services, including both public and private mailing, shipping, logistics, courier, delivery services and post office boxes;
- research services supporting essential sectors, including medical/clinical research and industrial research;
- all government (local, regional, provincial) functions or services;
- businesses and non-profits that provide support services to citizens and businesses on behalf of government – these include but are not limited to: income assistance and disability assistance, pensions, residential tenancy, BC Services Card, drivers' licensing, Affordable Child Care Benefit, Medical Services Plan, forest-worker support programs, notary, commissioner, affidavits, pesticide exams, invigilation for essential trades, 1 888 COVID19, verify by video, and helpdesk for BCeID;
- weather forecasters;
- businesses that ensure global continuity of supply of mining materials and products (e.g., metals such as copper, nickel and gold) and that support supply chains including
  - mining operations, production and processing;
  - mineral exploration and development; and
  - mining supply and services that support supply chains in the mining industry including maintenance of operations, health and safety;
- workers at operations centres necessary to maintain other essential functions;

- professional services, including lawyers and paralegals, engineers, accountants, translators;
- land registration services and real estate agent services;
- building code enforcement, inspection of buildings, building sites and building systems by building officials and registered professionals (architects and engineers);
- public washrooms and hygiene facilities (toilets, handwash stations, showers) for unsheltered persons; and
- parks and green space for public health and sheltering (for people experiencing homelessness).





## OFFICE OF THE MAYOR

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9  
p: 250.561.7600 | [www.princegeorge.ca](http://www.princegeorge.ca)

March 24, 2020

*Via email*

Dear Mayor and Council:

At the City of Prince George regular Council meeting held March 9, 2020, Council endorsed the following resolution titled **Sharing Payments from Opioid Class Action Lawsuit** for submission to the Union of BC Municipalities (UBCM) for consideration at their annual convention this year.

### **Sharing Payments from Opioid Class Action Lawsuit**

*WHEREAS* under the Opioid Damages and Health Care Costs Recovery Act (the "Act") the provincial government may sue a manufacturer or wholesaler of an opioid product to recover the costs of health care benefits on an aggregate basis, for a population of persons who have suffered damage caused or contributed to by the use of or exposure to an opioid product;

*AND WHEREAS* pursuant to the Act and other legislation, the provincial government has launched a class action lawsuit on behalf of all federal, provincial and territorial governments to recover the costs of health care benefits from manufacturers and wholesalers of opioid products, whose marketing practices have had devastating impacts on the lives of thousands of British Columbians;


*AND WHEREAS* the definition of "health care benefits" under the Act includes "other expenditures by the government, made directly or through one or more agents or other intermediate bodies, for programs, services, benefits or similar matters associated with disease, injury or illness" and local governments have faced substantial "health care benefits" costs due to the opioid crisis;

*THEREFORE BE IT RESOLVED* that UBCM advocate to the provincial government to share any recovery of damages from the class action lawsuit with local governments, to further enable local governments to continue offering services and support programs that aim to reduce harm and stigma, address the root causes of the opioid crisis, and support people struggling with mental health and addiction.

On behalf of Prince George Council, I am requesting your favourable consideration and support for this resolution should it be accepted for debate at the 2020 Annual Convention of UBCM.

If you have any questions or would like more information please feel free to contact my office at [Mayoradmin@princegeorge.ca](mailto:Mayoradmin@princegeorge.ca) or 250-561-7609.

Sincerely,

A handwritten signature in black ink, appearing to be 'Lyn Hall', written in a cursive style.

Mayor Lyn Hall

c.

North Central Local Government Association (NCLGA)  
The Union of British Columbia Municipalities (UBCM) Annual Convention  
British Columbia Municipalities and Regional Districts  
Shirley Bond, MLA  
Mike Morris, MLA



Office of the City Clerk

K. O'Connell, City Clerk  
B. Zeinabova, Deputy City Clerk

2020 March 6

FILE: 02145-01

Dear UBCM Member Municipalities:

**SUBJECT: 2020 UBCM Resolutions**

(Item 7(01), Manager's Reports, Council Meeting 2020 February 24)

(Item 4(B), Delegation, Council Meeting 2020 February 24)

Burnaby City Council, at the Open Council meeting held on 2020 February 24, received the above noted report and adopted the following recommendations contained therein:

1. THAT Council endorse the new resolution outlined in Section 3.0 of this report for submission to the 2020 LMLGA AGM and the 2020 UBCM Convention.
2. THAT staff be authorized to forward a copy of this report, accompanied by any applicable background reports and information, to the UBCM, located at Suite 60, 10551 Shellbridge Way, Richmond, BC V6X 2W9.
3. THAT a copy of this report be forwarded for information to Burnaby MLAs and to Selina Robinson, Minister of Municipal Affairs and Housing.

Without objection of any member of Council, the following motion was introduced:

1. THAT the following resolution be submitted to the 2020 LMLGA AGM and the 2020 UBCM Convention:

THAT the Union of BC Municipalities call upon the Province to take action to address the skyrocketing costs for condo insurance.

2. THAT a copy of this resolution be sent to all BC municipalities and to Burnaby MLAs, and Selina Robinson, Minister of Municipal Affairs and Housing.

.../2

Our Vision: A world-class city committed to creating and sustaining the best quality of life for our entire community.

In addition, Council at the same meeting, heard a delegation from MoveUP regarding benefits of public car insurance, and adopted the following motion:

1. THAT the following resolution be submitted to the LMLGA AGM and the 2020 UBCM:

WHEREAS public car insurance creates local jobs and significant investments in municipalities through road safety and improvement, grants-in-lieu, and community grants while providing greater control to municipalities to plan for risks and costs;

WHEREAS jurisdictions with only private insurance options have experienced significant rate hikes year after year while accident benefits dramatically decline;

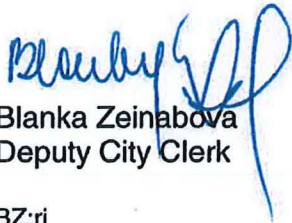
THEREFORE BE IT RESOLVED the UBCM will call on the provincial government to preserve public car insurance, including jobs and local investments, in British Columbia.

2. THAT a copy of the resolution be sent to Burnaby MLAs and BC municipalities for consideration.

Please find attached a copy of the report and resolutions.

Thank you.

Yours truly,



Blanka Zeinabova  
Deputy City Clerk

BZ:rj



**RESOLUTION: Addressing Increases to Condominium Insurance**

**WHEREAS** stratified condominium home ownership is a growing form of tenure in communities across the province and insurance rates have been increasing;

**AND WHEREAS** over the past year condominium stratas have experienced substantial increase to insurance premiums or found it difficult to secure an insurer for their buildings;

**THEREFORE BE IT RESOLVED** that the Union of BC Municipalities call upon the Province to take action to address the skyrocketing costs for condo insurance.

*Approved by Burnaby City Council at its meeting of 2020 February 24.*

**RESOLUTION: Benefits of Public Car Insurance**

**WHEREAS** public car insurance creates local jobs and significant investments in municipalities through road safety and improvement, grants-in-lieu, and community grants while providing greater control to municipalities to plan for risks and costs;

**AND WHEREAS** jurisdictions with only private insurance options have experienced significant rate hikes year after year while accident benefits dramatically decline;

**THEREFORE BE IT RESOLVED** the UBCM will call on the provincial government to preserve public car insurance, including jobs and local investments, in British Columbia.

*Approved by Burnaby City Council at its meeting of 2020 February 24.*



Item.....
Meeting..... 2020 February 24

## COUNCIL REPORT

**TO:** CITY MANAGER **DATE:** 2020 February 19

**FROM:** DIRECTOR PLANNING AND BUILDING **FILE:** 2125 20  
*Reference:* UBCM Resolutions

**SUBJECT:** 2020 UBCM RESOLUTIONS

**PURPOSE:** To present resolutions for submission to the 2020 Lower Mainland Local Government Association (LMLGA) Annual General Meeting and the Union of BC Municipalities (UBCM) Convention.

### RECOMMENDATIONS:

1. **THAT** Council endorse the new resolution outlined in Section 3.0 of this report for submission to the 2020 LMLGA AGM and the 2020 UBCM Convention.
2. **THAT** staff be authorized to forward a copy of this report, accompanied by any applicable background reports and information, to the UBCM, located at Suite 60, 10551 Shellbridge Way, Richmond, BC V6X 2W9.
3. **THAT** a copy of this report be forwarded for information to Burnaby MLAs and to Selina Robinson, Minister of Municipal Affairs and Housing.

### REPORT

#### 1.0 INTRODUCTION

Each year, resolutions are considered for submission to the Lower Mainland Local Government Association (LMLGA) Annual General Meeting and the Union of B.C. Municipalities (UBCM) Convention. These resolutions are a means to request amendments to the *Community Charter*, *Local Government Act* and other Provincial or Federal legislation and policies to address issues of significance to local government.

This report presents a new resolution for Council's consideration as a submission to the 2020 LMLGA AGM and the 2020 UBCM Convention. The UBCM Convention will take place from 2020 September 21 – 25, in Victoria B.C. The deadline for any further resolution submissions made directly to the UBCM is 2020 June 30.

For the convenience of Council, this report also details senior government response to resolutions previously approved by Council and submitted to the UBCM Convention in 2018 and 2019.

## 2.0 POLICY

The proposed 2020 resolutions are aligned with the City of Burnaby's *Corporate Strategic Plan* by supporting the following goals and sub-goals of the Plan:

- ***A Connected Community***
  - Partnership – Work collaboratively with businesses, educational institutions, associations, other communities and governments
- ***An Inclusive Community***
  - Serve a Diverse Community – Ensure City services fully meet the needs of our dynamic community
  - Create a Sense of Community – Provide opportunities that encourage and welcome all community members and create a sense of belonging
- ***A Dynamic Community***
  - Community Development – Manage change by balancing economic development with environmental protection and maintaining a sense of belonging

## 3.0 2020 UBCM RESOLUTION

This section provides background information on a new resolution that has been developed for Council's consideration and possible submission to the 2020 LMLGA AGM and UBCM Convention.

### 3.1 ***Resolution: Increase Effectiveness of Tenant Assistance***

The British Columbia *Residential Tenancy Act* (RTA) establishes the rights and responsibilities of landlords and tenants. Under the *RTA*, a landlord who wishes to end a tenancy in order to redevelop a rental property can only do so on certain grounds and must provide each tenant with at least four months' written notice and compensation equal to one month's rent. The landlord must have obtained required permits and approvals prior to issuing the notice, and must abide by other provisions governing special circumstances, such as fixed-term tenancies, vacancy prior to notice date, dispute resolution.

While the provisions of the *RTA* establish a landlord's obligation to tenants, many municipalities have adopted policies to secure supplementary assistance for tenants facing displacement due to redevelopment. The patchwork of tenant assistance policies and approaches from municipalities, while demonstrated to substantially benefit tenants, creates an unequal and uncertain environment for tenants, landlords, and developers. In 2016, Council sponsored a UBCM resolution to ask the Province to amend the *RTA* to include an improved and standardized approach to tenant assistance, helping to create even expectations across the province. While the provincial response at the time was to not amend the *RTA*, the City received correspondence from the Ministry of Municipal Affairs and Housing on 2020 January 17 indicating that the Province is now working with local governments to develop tenant compensation and relocation guidelines.

Currently under Section 298(2) of the *Local Government Act* and Section 54(2) of the *Community Charter*, a local government is limited in its ability to require tenant assistance. Specifically, it may only require it as a condition of rezoning approval, but not of development permit, building permit,



To: City Manager  
From: Director Planning and Building  
Re: 2020 UBCM Resolutions  
2020 February 19.....Page 3

or demolition permit issuance. The *RTA* was amended in 2018 to require landlords to give tenants the first right of refusal to enter into a new tenancy agreement, at a rent determined by the landlord, if the landlord ends the tenancy due to renovation or repair. Should the landlord fail to provide the right of first refusal, the tenant is to be compensated 12 months' rent. While this new requirement will assist some tenants, benefits often required through municipal tenant assistance policies, such as financial assistance to help find alternate housing in the interim period and pay for moving expenses, are not required under the *RTA*, and may cause significant hardship for tenants, especially vulnerable tenants, such as seniors or individuals on limited or fixed incomes.

Furthermore, municipalities are limited in their ability to enforce the satisfactory completion of tenant assistance plans. For example, municipalities cannot withhold occupancy of a new building even if the property owner has failed to follow through with their required assistance to tenants of the building that was demolished. The availability of additional tools to help ensure all agreed upon tenant assistance is delivered are desirable.

The *Employment and Assistance Regulation* and the *Employment and Assistance for Persons with Disabilities Act* regulate the provision of income assistance in British Columbia. Staff received confirmation from the Ministry of Social Development and Poverty Reduction that rent top-ups provided for tenants as required by a tenant assistance policy will be considered income under the above regulations and therefore would negatively affect tenants who receive income assistance or disability assistance payments. As a goal of a tenant assistance policy is to keep tenants housed while minimizing stress and life disruption resulting from displacement due to redevelopment of rental housing, a tenant's ability to maintain their income levels while awaiting tenancy in a new building would be in keeping with this goal.

In addition, the nature of a tenant assistance policy requires that tenants' personal information is collected for the purposes of provision of assistance. Collection and sharing of personal information is governed by the *Freedom of Information and Protection of Privacy Act (FIPPA)* and the *Personal Information Protection Act (PIPA)*. These Acts are complex and difficult to navigate. To assist with the application of this legislation, it is requested that a guidance document specific to tenant assistance policies be developed to assist municipalities and property owners with adherence to the respective Acts.

To expand tenant protections beyond the current legislative scope, the following resolution has been prepared for Council's consideration:

**RESOLUTION: Supporting Tenants and Local Governments in the Delivery of Tenant Assistance**

**WHEREAS** municipalities have limited authority to require enhanced protections for tenants, except in limited instances, such as rezoning applications;

**AND WHEREAS** the benefits provided to tenants under municipal tenant assistance policies often help vulnerable individuals and families in the community, including those receiving income assistance from senior levels of government;

To: City Manager  
From: Director Planning and Building  
Re: 2020 UBCM Resolutions  
2020 February 19.....Page 4

**AND WHEREAS** even when local government tenant assistance policies may apply, implementation and enforcement of municipal tenant assistance plans are challenging due to overarching provincial mandates, jurisdiction, and processes;

**THEREFORE BE IT RESOLVED** that UBCM urge the provincial government to review the *Residential Tenancy Act* and other provincial legislation to:

- Allow municipalities the ability to require tenant assistance for additional types of permits and applications, and provide municipalities greater enforcement powers to ensure compliance and delivery of tenant assistance benefits secured by local governments;
- Ensure monthly rental supplement payments received during displacement as benefits under municipal tenant assistance policies are not considered income, which may inadvertently affect an individual's ability to qualify for income and disability assistance programs and other financial assistance; and,
- Have the Office of the Information and Privacy Commissioner for British Columbia create guidance documents for municipalities and landlords on the collection of personal information for the purpose of tenant assistance policies.

### **3.2 Next Steps**

Pending approval by Council, the proposed new resolution will be forwarded to the Lower Mainland Local Government Association (LMLGA) AGM (deadline 2020 March 05) and the Union of BC Municipalities (UBCM) annual Convention (2020 September 21 – 25) for discussion and endorsement consideration. The UBCM deadline for any further resolutions desired by Council is 2020 June 30.

## **4.0 2019 UBCM RESOLUTIONS**

### **4.1 Resolution: Elected Local Government Officials Participation in the Municipal Pension Plan**

At its meeting on 2019 March 25, Council approved a resolution urging the Province to enable elected local government officials to participate in the provincially administered pension plans in place in these jurisdictions. Currently in British Columbia elected officials do not meet the employee eligibility requirements to become members of the Municipal Pension Plan. This is based upon the Plan's definition of an eligible employee. Elected officials hold tenure of office and as such they are not bound by a contract of service as would normally apply to an 'employee'. As there is no contract of service with specific duties and responsibilities that would exist in a typical employee/employer relationship, members of Council are not considered to be an employee under the Municipal Pension Plan and are therefore not eligible for membership in the plan.

This resolution was endorsed at the 2019 UBCM Convention. The Ministry of Finance and the Public Sector Employers' Council Secretariat responded to this resolution in 2020 February. They recognized the important role of elected local officials in helping communities grow and the commitments that often last many years. They state that a first step in considering the inclusion of local government officials in the Municipal Pension Plan is to identify any barriers, including legal barriers. Ministry of Finance staff have initiated stakeholder engagement such as with the BC

To: City Manager  
From: Director Planning and Building  
Re: 2020 UBCM Resolutions  
2020 February 19.....Page 5

Pension Corporation on potential challenges that exist before considering amendments to the *Public Sector Pension Plans Act*.

#### **4.2 Resolution: BC Building Code Alignment with National Building Code of Canada – Secondary Suites**

Council also adopted a resolution urging the provincial government to align the provisions for secondary suites in the British Columbia Building Code with those of the National Building Code. While some provinces, such as Saskatchewan and Nova Scotia, adopt the National Building Code in its entirety, British Columbia publishes its own Code through regulations that are informed by the National Building Code. Variations between the two codes can sometimes cause unnecessary confusion and limit the possibilities for creation of rental housing.

For example, the BC Building Code 2018 currently does not permit secondary suites in a duplex or other multi-family building such as a townhouse. However, the National Building Code 2015 does outline provisions for including suites in multi-family buildings. Secondary suites are an affordable rental alternative to apartment living for many individuals and families in tight housing markets across B.C. As such, limiting the creation of such suites through the BC Building Code regulations is problematic, particularly when the National Building Code permits them.

The recently updated 2018 BC Building Code has in many respects moved closer, or exceeds, the standards contained within the most recent 2015 National Building Code. For example, the BC Building Code 2018 combines the requirements of the National Building Code 2015 with B.C.'s existing requirements to achieve a higher level of building accessibility. However, standards relating to secondary suites have not been harmonized between the two Codes leading to missed rental housing opportunities. This is a common experience of many local governments across British Columbia, particularly those in the Lower Mainland and Southern Vancouver Island.

At the 2019 UBCM Convention, this resolution was not considered at the Convention due to a lack of time and was therefore referred to UBCM Executive for further review. The Executive Committee referred the resolution to an UBCM Committee for consideration and recommendations. Staff will update Council should the results of that review be received.

### **5.0 2018 UBCM RESOLUTIONS**

#### **5.1 Resolution: Taxation Reforms to protect farming uses in the Agricultural Land Reserve**

At its meeting of 2018 March 12, Council approved a resolution urging the Province to pursue taxation reform mechanisms to protect Agricultural Land Reserve (ALR) land for farming uses. The ALR is a provincial zone in which agriculture is recognized as the priority use. Farming is encouraged and non-agricultural uses are restricted. The zone is managed by the Provincial Agricultural Land Commission (ALC). Burnaby's agricultural lands are located in the Big Bend area, and include 234 hectares within the ALR as well as lands outside the ALR that are zoned for agriculture.

To: City Manager  
From: Director Planning and Building  
Re: 2020 UBCM Resolutions  
2020 February 19.....Page 6

The resolution was prepared as a result of a discussion stemming from *The Metro Vancouver Regional Report (Summer 2010 & 2011) Agriculture Land Use Inventory*, which outlines that only 13 percent of the ALR in Metro Vancouver is used solely for farming, with another 43 percent used for farming in combination with other uses (e.g. residential). This resolution was endorsed at the 2018 UBCM Convention.

In 2018 November, the Provincial Government introduced Bill 52, the *Agricultural Land Commission Amendment Act*. The Bill restricts the size of residential buildings on ALR lands to 5,400 square feet. Exemptions would be potentially available should special circumstances warrant (e.g. multi-generational farming family living together). As well, existing homes and homes well advanced in construction are exempt. The Bill also eliminates the previous two zone administrative structure (i.e. Zone 1: Island, Okanagan, South Coast / Zone 2: Interior, Kootenay, North), and increases penalties for the dumping of construction debris and other toxic waste on ALR land.

On 2018 November 27, Bill 52 received Royal Assent and the changes officially took effect on 2019 February 22. As well, in its response to the resolution noted above, the Ministry of Agriculture noted that “Ministry staff are working with the Ministry of Municipal Affairs and Housing and the Ministry of Finance to explore potential options to better ensure farm property tax benefits support the intended recipients”.

In its final report released on 2019 April 30, *Revitalizing the Agricultural Land Reserve and the Agricultural Land Commission: Final Committee Report to the Minister of Agriculture*, the Minister of Agriculture’s Advisory Committee proposed 32 recommendations under three strategic shifts: agriculture first ALR governance; a protected, productive ALR; and farmer and rancher resilience in the ALR; to support agriculture in the province. Under the farmer and rancher resilience in the ALR strategic direction, the Committee recommended that the Ministry of Agriculture consider reviewing and increasing the income threshold for farm properties qualifying for the BC Assessment Farm Class. The Ministry of Agriculture has yet to initiate work on this particular recommendation.

## **5.2 Resolution: Software Consumer Protections for Public Institutions**

At its meeting of 2018 March 12, Council approved a resolution asking for the Federal government to consider additional consumer protection mechanisms for public institutions when purchasing software as well as related support and maintenance programs. This resolution arose from concerns discussed by Council in Fall 2018 regarding the significant financial pressure upon cities and other public institutions to make financially prudent software investment decisions while still maintaining an expected level of electronic customer service. More specifically, the terms and conditions imposed by the software/technology vendors are becoming increasingly problematic in terms of accelerated product obsolescence, total cost of ownership and the ability to maintain citizen data across the entire product lifecycle.

This resolution was endorsed at the 2018 UBCM Convention. To date, no response has been received from the Federal government. Staff will update Council should a response be received.



To: City Manager  
From: Director Planning and Building  
Re: 2020 UBCM Resolutions  
2020 February 19.....Page 7

### 5.3 Resolution: Enhanced Municipal Bylaw Fine Collection Procedures

At its meeting of 2018 March 12, Council approved a resolution requesting the Provincial Government to further streamline the mechanisms available for local government when collecting bylaw fines, particularly those that are outstanding. The existing processes available to local governments are time-consuming, costly and onerous for local governments. For example, the court online filing system for unpaid fines could be improved so that multiple fines outstanding against one person could be filed together, rather than separately as currently required. This simple change would reduce both the time and filing administration costs (charged by the courts for each filing) borne by cities, and correspondingly increase the rate of fine collection.

This resolution was endorsed at the 2018 UBCM Convention, and was similar to another resolution submitted by the Resort Municipality of Whistler. In its response, the Ministry of Municipal Affairs and Housing stated that there are other reasonable remedies available to local governments for levying, administering, and collecting fine violations and that the Province is not currently prepared to examine this matter. No further response has been received from the Province on this topic.

## 6.0 SUMMARY AND CONCLUSION

This report proposes one new resolution for submission to the 2020 LMLGA AGM and UBCM Convention. For the convenience of Council, the report also provides an update on resolutions submitted in 2018 and 2019.

It is recommended that Council endorse the new resolution, as outlined in Section 3.0 of this report, for submission to the LMLGA AGM and 2020 UBCM Convention. It is also recommended that staff be authorized to forward a copy of this report, accompanied by any supporting background reports and information, to the UBCM. Finally, it is recommended that a copy of this report be circulated to Burnaby MLAs and to Selina Robinson, Minister of Municipal Affairs and Housing for information.

Any additional resolutions which may come forward subsequent to this report, and prior to the 2020 June 30 UBCM deadline, may be submitted directly to the UBCM for possible consideration at the 2020 UBCM Convention.

  
for: E.W. Kozak, Director

PLANNING AND BUILDING

CS:sa

cc: Director Corporate Services  
Director Engineering  
Director Finance  
Director Parks, Recreation and Cultural Services  
Director Public Safety and Community Services  
City Clerk

Fire Chief  
Chief Building Inspector  
Chief Librarian  
City Solicitor  
OIC – RCMP

## Caylee Simmons

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**From:** Community Development Institute <cdi@unbc.ca>  
**Sent:** March-27-20 11:52 AM  
**To:** Community Development Institute  
**Cc:** Marleen Morris; Greg Halseth  
**Subject:** The Community Development Institute at UNBC supports you and invites you to share your stories!



Dear Community Partners,

During this time of uncertainty, the Community Development Institute (CDI) at the University of Northern British Columbia would like to express our support to communities around BC. This is a challenging time for all; where normal patterns of community and social interaction have been interrupted. While physical distancing is necessary - community and social support and solidarity are vital.



To support communities, the CDI is creating a space where communities can share their creative and innovative ways of ensuring that people are staying connected. In using our Facebook page as a platform for sharing these ideas, we hope to provide a resource for all communities and organizations to share, learn, and communicate!

We invite you to share stories and information about what is happening in your community to help people stay connected and be supported. Let's come together to spread good ideas and hope.

Don't forget to follow us on  and  to share your stories and read about what others are doing too!

With warmest and best regards,

---

Marleen Morris, Co-Director  
Community Development Institute

University of Northern British Columbia  
3333 University Way, Prince George, BC,  
V2N 4Z9

Tel: 250 960-5952; Cell 1: 250 960-9806;  
Cell 2: 604 785-2584  
Email: [marleen.morris@unbc.ca](mailto:marleen.morris@unbc.ca)



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Greg Halseth, Co-Director  
Community Development Institute

University of Northern British Columbia  
3333 University Way, Prince George, BC,  
V2N 4Z9

Tel: 250-960-5826;  
Email: [Greg.Halseth@unbc.ca](mailto:Greg.Halseth@unbc.ca)





Dear Mayor Harrison,

The deepening of our mutual understanding and respect for our cultures and values in our long history of exchanges have become an irreplaceable asset for us and is deeply engraved in our memories. It is the result of the enthusiasm and effort of the people of Salmon Arm that the friendship between the two cities has been steadily bearing fruit, and I would like to express my sincere respect and appreciation.

We are really afraid to inform you that reluctantly we had to cancel this international cultural exchange that we had been preparing to welcome you for the event of March, 2020 due to the spread of the covid-19 in Japan.

I feel disappointed about this unfortunate situation and a lot of people in Inashiki have the same feeling.

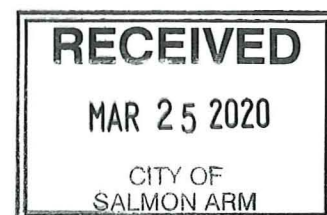
At present, the impact of the covid-19 on Inashiki City is small, so please do not worry.

Finally, I greatly appreciate that we could keep building this wonderful relationship between the two cities and hope to expand this longtime international exchange.

Sincerely yours,

筑 信太郎 茨城県稲敷市長之印

Shintaro Kakehi  
Mayor





## Caylee Simmons

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**From:** Cathy Peters  
**Sent:** March-22-20 10:47 AM  
**To:** Caylee Simmons  
**Subject:** Ontario Releases a New and Comprehensive Strategy to Combat Human Trafficking  
**Attachments:** IMG\_1204.jpg  
**Importance:** High

Good morning Salmon Arm City Council and Mayor Alan Harrison,  
Human Sex trafficking/Sexual Exploitation/ Child Sexual Exploitation including Violent Online Sexual Images is a public health crisis and human rights issue in this country impacting the most vulnerable.

Coronavirus efforts are the priority now, but I want you to be aware of what Ontario is doing pro-actively to stop Sexual Exploitation (see below).

During this crisis, children are at home on more screen time making them even more vulnerable to predators and traffickers.

Traffickers take advantage of a crisis like this one.

Ontario has also developed Indigenous-led Initiatives, which make Ontario best practices in Canada for addressing this crime.

I have alerted **every MP in Canada**.

**My ASK: Strengthen the "Protection of Communities and Exploited Persons Act" in Canada and combine with a robust National Awareness campaign.**

March 9, I presented to **Richmond City Council** for 5 minutes on the global sex trade and **how to protect our communities**.

I speak at 48:44-54:00. Please view and share with your contacts, colleagues, communities.

[http://richmond.ca.granicus.com/MediaPlayer.php?view\\_id=1&clip\\_id=388](http://richmond.ca.granicus.com/MediaPlayer.php?view_id=1&clip_id=388)

City Councils can decide on the type of business activity they want in their communities with **business licensing**. For example unregistered massage and body rub parlours, nail spas, holistic health center, modelling agencies, tattoo parlours, escort services, cheap bars and hotels, men's clubs, AirBnB, VRBO, casinos, strip clubs, organized crime "club houses" can be typical covers for sex trafficking/exploitation.

**ASK:** Please alert the Premier of BC and Solicitor General that BC needs to make addressing this crime a priority. BC is decades behind Ontario and will become the bordello of Canada if we do not enforce the Federal Law and have Provincial Prevention Education.

Sincerely, Cathy Peters  
BC anti-human trafficking educator, speaker, advocate  
302-150 W. 15<sup>th</sup> St., North Vancouver, BC V7M 0C4  
604-828-2689

*News Release***Ontario Releases a New and Comprehensive Strategy to Combat Human Trafficking**

March 6, 2020

**\$307 million invested to protect children and youth, crack down on offenders**

ST. CATHARINES — The Government of Ontario is taking strong action to protect children and youth, support survivors, raise awareness and hold offenders accountable by releasing Ontario's new anti-human trafficking strategy today.

Premier Doug Ford, Jill Dunlop, Associate Minister of Children and Women's Issues, and Solicitor General Sylvia Jones released today a new, comprehensive five-year strategy to combat human trafficking and end child sexual exploitation across the province. The new strategy is the largest total investment in dedicated anti-human trafficking supports and services in the country and is a major step forward in Ontario's fight against human trafficking.

"Human traffickers prey on the most vulnerable members of our society — our children," said Premier Doug Ford. "We must put an end to this disgusting industry and take immediate steps to keep our kids safe. Our new strategy takes strong and decisive action to support survivors, raise awareness, and give our police the tools and resources they need to put these criminals behind bars."

[Ontario's Anti-Human Trafficking Strategy](#) will invest \$307 million over the next five years on a proactive, comprehensive action plan focused on four key areas:

- **Raising awareness of the issue** by launching a new, province-wide marketing campaign to educate children, youth, parents, and the broader public about what human trafficking is, how to recognize the signs, and where to get help.
- **Holding offenders accountable** by giving law enforcement more specialized Crown prosecution support for human trafficking cases, strengthening intelligence gathering in the correctional system, and investing in police services to help coordinate anti-human trafficking investigations and expand the Ontario Provincial Police Child Sexual Exploitation Unit.
- **Protecting victims and intervening early** by investing in specialized intervention teams involving police and child protection services, incorporating human trafficking awareness into the education curriculum, and establishing dedicated, licensed residences to support victims, including those under the age of 16.

- **Supporting survivors** by investing new funding in wrap-around, community-based supports and Indigenous-led initiatives to make more services available for survivors and by enhancing victim services to assist survivors throughout the court process.

"Survivors of human trafficking require specific, ongoing supports to help them exit trafficking, heal from their trauma and rebuild their lives," said Jill Dunlop, Associate Minister of Children and Women's Issues. "Our new strategy doubles the investment in community-based services for survivors, while also providing a range of new supports focused on children and youth, which has been a critical gap until now. It provides increased supports for Indigenous communities and takes a cross-government approach to reinforce Ontario as a leader in combatting human trafficking."

To address the needs of First Nations, Inuit and Métis communities and organizations, and frontline workers, Indigenous-specific initiatives are integrated throughout Ontario's new strategy. Examples of these initiatives include targeted public awareness activities, Indigenous-led community-based supports for survivors such as counselling, cultural teachings and healing ceremonies, victim services delivered by Indigenous communities and organizations, and culturally-appropriate supports for at-risk youth.

"Human trafficking is a vastly under-reported crime often hidden in our communities," said Sylvia Jones, Solicitor General. "A crucial component of our new strategy involves strengthening law enforcement and justice sector initiatives so we can better support victims, improve our ability to target and find perpetrators, intercept human trafficking networks and ultimately bring criminals to justice."

Co-led by Solicitor General Jones and Associate Minister Dunlop, Ontario's new Anti-Human Trafficking Strategy demonstrates the government's commitment to ensure the fight against human trafficking becomes a national priority. The strategy reflects valuable input from survivors of human trafficking, Indigenous communities and organizations, law enforcement and frontline service providers. The government will continue to work collaboratively with these and other partners to ensure the strategy is meaningful and effective.

## **QUICK FACTS**

- Human trafficking is one of the fastest-growing crimes worldwide. Approximately two-thirds of police-reported human trafficking violations in Canada occur in Ontario.
- The average age of recruitment into sex trafficking is 13 years old.
- Over 70 per cent of human trafficking victims identified by police are under the age of 25.
- Young women and girls are particularly at risk, especially those from Indigenous communities and children and youth in care, though boys, men and people who are LGBTQ are also targeted.

## **BACKGROUND INFORMATION**

- [Ontario's New Anti-Human Trafficking Strategy](#)

## ADDITIONAL RESOURCES

- [Ontario.ca/humantrafficking](http://Ontario.ca/humantrafficking)
- [@StopTrafficking](#)
- [#KnowHumanTrafficking](#)
- [Canadianhumantraffickinghotline.ca](http://Canadianhumantraffickinghotline.ca)

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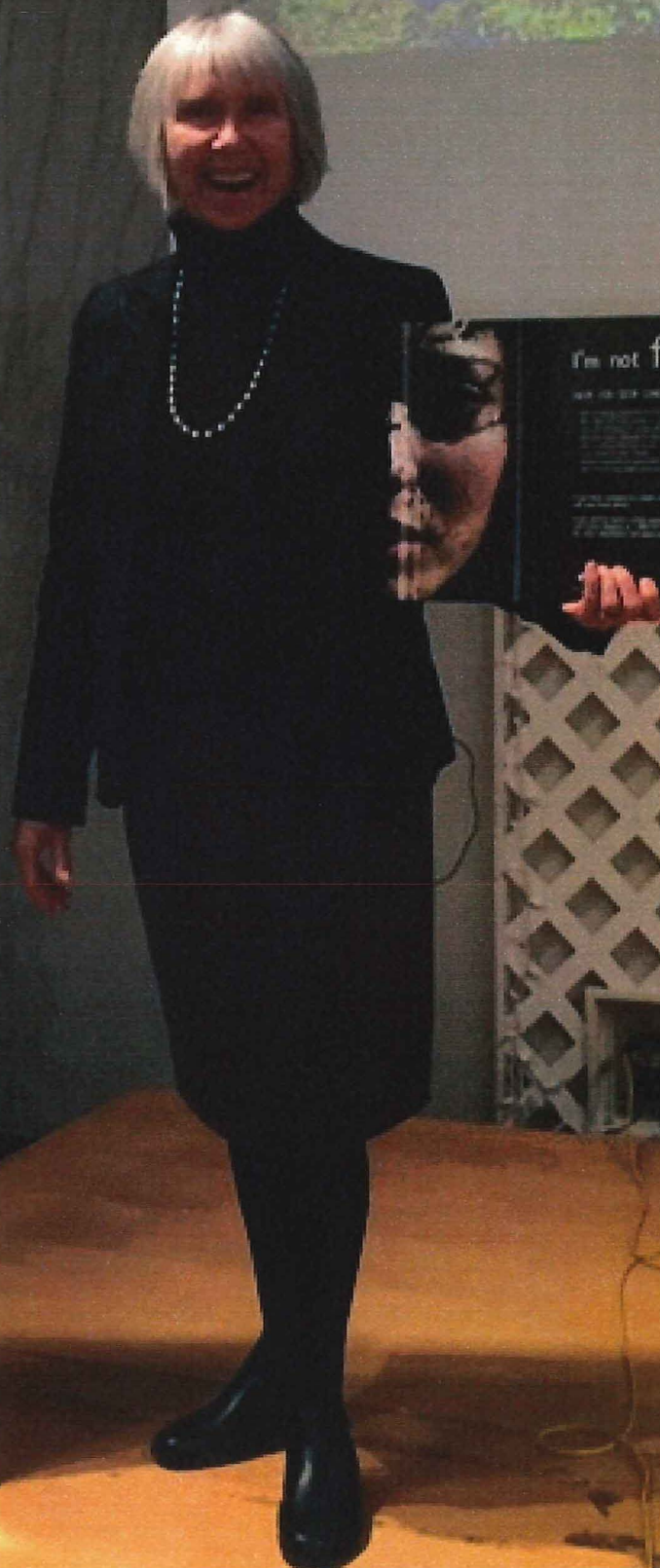
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