

1. November 12, 2019 Agenda And Correspondence

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# AGENDA

## City of Salmon Arm Regular Council Meeting

Tuesday, November 12, 2019

2:30 p.m.

Council Chamber of City Hall  
500 – 2 Avenue NE

| Page #    | Item # | Description   |
|-----------|--------|---|
|           | 1.     | CALL TO ORDER   |
|           | 2.     | IN-CAMERA SESSION   |
|           | 3.     | ADOPTION OF AGENDA  |
|           | 4.     | DISCLOSURE OF INTEREST  |
|           | 5.     | CONFIRMATION OF MINUTES   |
| 1 – 14    | 1.     | Regular Council Meeting Minutes of October 28, 2019   |
|           | 6.     | COMMITTEE REPORTS   |
| 15 – 20   | 1.     | Development and Planning Services Committee Meeting Minutes of November 4, 2019   |
| 21 – 40   | 2.     | Greenways Liaison Committee Meeting Minutes of October 17, 2019   |
|           | 7.     | COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE   |
|           | 8.     | STAFF REPORTS   |
| 41 – 44   | 1.     | Director of Corporate Services – Shuswap Trail Alliance Fee for Service Agreement   |
| 45 – 46   | 2.     | Director of Corporate Services – Visitor Information Centre Fee for Service Agreement   |
|           | 9.     | INTRODUCTION OF BYLAWS  |
| 47 – 58   | 1.     | City of Salmon Arm 2019 to 2023 Financial Plan Amendment Bylaw No. 4363 – First, Second and Third Readings  |
| 59 – 82   | 2.     | City of Salmon Arm Official Community Plan Amendment Bylaw No 4353 [OCP4000-41; Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; LDR to NC] – First Reading                |
| 83 – 88   | 3.     | City of Salmon Arm Zoning Amendment Bylaw No. 4354 [ZON-1157; Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; R-1 to C-1] [See item 9.2 for Staff Report] – First Reading |
| 84 – 104  | 4.     | City of Salmon Arm Zoning Amendment Bylaw No. 4356 [ZON-1159; Voyer, C.; 1540 15 Street SE; R-1 to R-8] – First and Second Readings   |
| 105 – 118 | 5.     | City of Salmon Arm Zoning Amendment Bylaw No. 4359 [ZON-1160; Reid, D./Lawson Engineering & Development Services Ltd.; 3341 20 Street NE; R-1 to R-8] – First and Second Readings             |



- |           |            |  |
|-----------|------------|--|
|           | <b>10.</b> | <b>RECONSIDERATION OF BYLAWS</b>   |
| 119 – 132 | 1.         | City of Salmon Arm Zoning Amendment Bylaw No. 4351 [ZON-1156; Nova Capital. & McDiarmid, I.; 870 10 Street NE; R-1 to R-8] – Final Reading |
| 133 – 146 | 2.         | City of Salmon Arm Zoning Amendment Bylaw No. 4355 [ZON-1158; Larson, A. & F.; 531 5 Street SE; R-1 to R-8] – Final Reading                |
| 147 – 150 | 3.         | City of Salmon Arm Cemetery Management Amendment Bylaw No. 4360 – Final Reading  |
| 151 – 154 | 4.         | City of Salmon Arm Curbside Collection Amendment Bylaw No. 4364 – Final Reading  |
|           | <b>11.</b> | <b>CORRESPONDENCE</b>  |
| 155 – 156 | 1.         | Informational Correspondence   |
| 157 – 158 | 2.         | M. Thomson, Community Housing Lead, Urban Matters CCC – memorandum dated November 4, 2019 – Project Update, Community Housing Strategy     |
|           | <b>12.</b> | <b>NEW BUSINESS</b>  |
|           | <b>13.</b> | <b>PRESENTATIONS / DELEGATIONS</b>   |
|           | <b>14.</b> | <b>COUNCIL STATEMENTS</b>  |
|           | <b>15.</b> | <b>SALMON ARM SECONDARY YOUTH COUNCIL</b>  |
|           | <b>16.</b> | <b>NOTICE OF MOTION</b>  |
|           | <b>17.</b> | <b>UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS</b>   |
|           | <b>18.</b> | <b>OTHER BUSINESS</b>  |
|           | <b>19.</b> | <b>QUESTION AND ANSWER PERIOD</b>  |

**7:00 p.m.**

| <b>Page #</b> | <b>Item #</b> | <b>Description</b>  |
|---------------|---------------|---|
|               | <b>20.</b>    | <b>DISCLOSURE OF INTEREST</b>   |
|               | <b>21.</b>    | <b>HEARINGS</b>   |
|               | <b>22.</b>    | <b>STATUTORY PUBLIC HEARINGS</b>  |
| 159 – 180     | 1.            | Official Community Plan Amendment No. OCP4000-40 [Cornerstone Christian Reformed Church/Roodzant, E.; 1161 22 Street NE; HC to INS]                       |
| 181 – 182     | 2.            | Zoning Amendment No. ZON-1154 [Cornerstone Christian Reformed Church/Roodzant, E.; 1161 22 Street NE; R-1 to P-3] <i>[See item 22.1 for Staff Report]</i> |

- 183 – 186      **23.               RECONSIDERATION OF BYLAWS**
1.       City of Salmon Arm Official Community Plan Amendment Bylaw  
                               No. 4348 [OCP4000-40; Cornerstone Christian Reformed  
                               Church/Roodzant, E.; 1161 22 Street NE; HC to INS] – Third Reading
- 187 – 190      2.       City of Salmon Arm Zoning Amendment Bylaw No. 4349 [ZON-1154;  
                               Cornerstone Christian Reformed Church/Roodzant, E.; 1161 22 Street  
                               NE; R-1 to P-3] – Third Reading
- 24.               QUESTION AND ANSWER PERIOD**
- 191 – 192      **25.               ADJOURNMENT**

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Item 5.1

## CITY OF SALMON ARM

Date: November 12, 2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Regular Council Meeting Minutes of October 28, 2019, 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, October 28, 2019.**

### PRESENT:

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

Deputy Chief Administrative Officer/Director of Corporate Services E. Jackson  
City Engineer J. Wilson  
Director of Development Services K. Pearson  
Acting Chief Financial Officer T. Tulak  
Recorder C. Simmons

### 1. CALL TO ORDER

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

### 2. IN-CAMERA SESSION

0561-2019                      Moved: Councillor Flynn  
                                      Seconded: Councillor Wallace Richmond  
                                      THAT: pursuant to Section 90(1) of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.  
Council returned to Regular Session at 1:38 p.m.  
Council recessed until 2:30 p.m.

### 3. REVIEW OF AGENDA

Addition under item 21.3, Franklin Engineering Ltd. – Soil testing and on site drainage drawings.

### 4. DISCLOSURE OF INTEREST

### 5. CONFIRMATION OF MINUTES

#### 1. Regular Council Meeting Minutes of October 15, 2019

0561-2019                      Moved: Councillor Cannon  
                                      Seconded: Councillor Lindgren  
                                      THAT: the Regular Council Meeting Minutes of October 15, 2019, be adopted as circulated.

CARRIED UNANIMOUSLY



**5. CONFIRMATION OF MINUTES - continued****2. Special Council Meeting Minutes of October 21, 2019**

0562-2019

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Special Council Meeting Minutes of October 21, 2019, be adopted as circulated.

CARRIED UNANIMOUSLY**3. Special Council Meeting Minutes of October 22, 2019**

0563-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Special Council Meeting Minutes of October 22, 2019, be adopted as amended.

CARRIED UNANIMOUSLY**6. COMMITTEE REPORTS****1. Development and Planning Services Committee Meeting Minutes of October 21, 2019**

0564-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee Meeting Minutes of October 21, 2019, be received as information.

CARRIED UNANIMOUSLY**2. Agricultural Advisory Committee Meeting Minutes of October 9, 2019**

0565-2019

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the Agricultural Advisory Committee Meeting Minutes of October 9, 2019, be received as information.

CARRIED UNANIMOUSLY**3. Social Impact Advisory Committee Meeting Minutes of October 18, 2019**

0566-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Social Impact Advisory Committee Meeting Minutes of October 18, 2019, be received as information.

CARRIED UNANIMOUSLY**7. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE****1. Board in Brief - October, 2019**

Received for information.

## 8. STAFF REPORTS

### 1. Director of Engineering and Public Works – Street Lighting Requests

0567-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Council request BC Hydro to expand the existing overhead street lighting system by three (3) – 100watt high-pressure sodium (HPS) fixture in 2019.

CARRIED UNANIMOUSLY

0568-2019

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: Council direct staff to send a letter to BC Hydro requesting that the high-pressure sodium (HPS) street lights be replaced with LED street lights throughout the City of Salmon Arm.

CARRIED UNANIMOUSLY

### 2. Director of Engineering and Public Works – Project Award - LED Street Light Conversion – Downtown

0569-2019

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the 2019 Budget contained in the 2019 to 2023 Financial Plan be amended to include the LED Street Light Conversion Downtown Project (Project No. ENG2019-61) for \$150,000.00 funded from the reallocation of funds from the Hudson Avenue Revitalization Project in the amount of \$150,000.00;

AND THAT: Council award the LED Street Light Conversion project to All Phase Electric Ltd., in accordance with the terms and conditions of their quote in the amount of \$143,177.57 plus taxes as applicable.

CARRIED UNANIMOUSLY

### 3. Director of Engineering and Public Works – Project Award - Sanitary Sewer Upgrade (Easement 49 street and 50 Street NE

0570-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: Council award the Sanitary Sewer Upgrade project to D Webb Contracting Ltd., in accordance with the terms and conditions of their quote in the amount of \$73,870.00 plus taxes as applicable.

CARRIED UNANIMOUSLY

### 4. Director of Corporate Services – 2019 – 2020 Insurance Renewal

0571-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Council award the contract for provision of Property, Crime, Equipment Breakdown, Marina Operators Legal Liability and Environmental Impairment Liability insurance to the Municipal Insurance Association of BC for the period of September 17, 2019 to September 17, 2020 for \$162,497.00.

CARRIED UNANIMOUSLY

9. **INTRODUCTION OF BYLAWS**

1. **City of Salmon Arm Cemetery Management Amendment Bylaw No. 4360 – First, Second and Third Readings**

0572-2019

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Cemetery Management Amendment Bylaw No. 4360 be read a first, second and third time.

CARRIED UNANIMOUSLY

2. **City of Salmon Arm Curbside Collection Amendment Bylaw No. 4364 – First, Second and Third Readings**

0573-2019

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Curbside Collection Amendment Bylaw No. 4364 be read a first, second and third time.

CARRIED UNANIMOUSLY

10. **RECONSIDERATION OF BYLAWS**

1. **City of Salmon Arm Official Community Plan Amendment Bylaw No. 4348 [OCP4000-40; Cornerstone Christian Reformed Church/Roodzant, E.; 1161 22 Street NE; HC to INS] – Second Reading**

0574-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4348 be read a second time;

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, Final 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.

CARRIED UNANIMOUSLY

10. **RECONSIDERATION OF BYLAWS – continued**

2. **City of Salmon Arm Zoning Amendment Bylaw No. 4349 [ZON-1154; Cornerstone Christian Reformed Church/Roodzant, E.; 1161 22 Street NE; R-1 to P-3] – Second Reading**

0575-2019 Moved: Councillor Lavery  
 Seconded: Councillor Eliason  
 THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4349 be read a second time.

CARRIED UNANIMOUSLY

3. **City of Salmon Arm Permissive Tax Exemption Bylaw No. 4352 – Final Reading**

0576-2019 Moved: Councillor Wallace Richmond  
 Seconded: Councillor Eliason  
 THAT: the bylaw entitled City of Salmon Arm Permissive Tax Exemption Bylaw No. 4352 be read a final time.

CARRIED UNANIMOUSLY

4. **City of Salmon Arm 2020 to 2024 Financial Plan Bylaw No. 4358 – Final Reading**

0577-2019 Moved: Councillor Eliason  
 Seconded: Councillor Lavery  
 THAT: the bylaw entitled City of Salmon Arm 2020 to 2024 Financial Plan (2020 Budget) Bylaw No. 4358 be read a final time.

CARRIED UNANIMOUSLY

0578-2019 Moved: Councillor Eliason  
 Seconded: Councillor Cannon  
 THAT: the City of Salmon Arm request one additional RCMP Officer for the Salmon Arm RCMP Police Detachment effective September 1, 2020.

CARRIED UNANIMOUSLY

11. **CORRESPONDENCE**

1. **Informational Correspondence**

0578-2019 Moved: Councillor Cannon  
 Seconded: Councillor Eliason  
 THAT: Council send a letter to the Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development regarding the Rural Divided Fund.

CARRIED UNANIMOUSLY

2. **UBCM Poverty Reduction Planning & Action Program**

0579-2019 Moved: Councillor Wallace Richmond  
 Seconded: Councillor Lavery  
 THAT: Council direct staff to apply for the Together BC - UBCM Poverty Reduction Planning & Action Program grant.

CARRIED UNANIMOUSLY

12. NEW BUSINESS13. PRESENTATIONS14. COUNCIL STATEMENTS15. SALMON ARM SECONDARY YOUTH COUNCIL

G. Gomme, provided an overview of the 2019/2020 year and introduced the students enrolled in the Salmon Arm Secondary Youth Council this term. Each student provided a brief introduction and their interests in politics.

Z. Naish thanked Council for forwarding his application to SILGA to attend the UBCM Convention and provided an overview of his experience.

S. Johnston advised that the student Council will be working on providing contacts to Council for student shadows, invitation to C. Bannister and E. Jackson to attend campus, and application for presentation on LGTQBC.

16. NOTICE OF MOTION17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS18. OTHER BUSINESS19. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 4:06 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

Mayor A. Harrison  
Councillor D. Cannon  
Councillor C. Eliason (left the meeting at 7:09 p.m.)  
Councillor K. Flynn  
Councillor T. Lavery  
Councillor S. Lindgren  
Councillor L. Wallace Richmond

Deputy Chief Administrative Officer/Director of Corporate Services E. Jackson  
City Engineer J. Wilson  
Director of Development Services K. Pearson  
Recorder B. Puddifant

ABSENT:



20. DISCLOSURE OF INTEREST

21. HEARINGS

1. Development Variance Permit Application No. VP-489 [Wandeler, R. & D./2321 Okanagan Holdings Ltd./Wilson, M.; 79 - 24 Street NE; Retaining Wall and Fence]

0580-2019

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: Development Variance Permit Application No. VP-489 be authorized for issuance for Lot 6, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP79116, which will vary Zoning Bylaw No. 2303 as follows:

1. Section 4.12.1 Fences and Retaining Walls - increase the maximum permitted combined height of a retaining wall and fence from 2.0 m (6.5 ft) to 5.0 m (16.5 ft).

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

Submissions were called for at this time.

M. Wilson, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:05 p.m. and the motion was:

CARRIED UNANIMOUSLY

2. Development Variance Permit Application No. VP-490 [Westhaver, A. & E./2321 Okanagan Holdings Ltd./Wilson, M.; 71 - 24 Street NE; Retaining Wall and Fence]

0581-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: Development Variance Permit Application No. VP-490 be authorized for issuance for Lot 10, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP81646, which will vary Zoning Bylaw No. 2303 as follows:

1. Section 4.12.1 Fences and Retaining Walls - increase the maximum permitted combined height of a retaining wall and fence from 2.0 m (6.5 ft) to 3.8 m (12.5 ft).

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

Submissions were called for at this time.

M. Wilson, the applicant, was available to answer questions from Council.

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

CARRIED UNANIMOUSLY

21. HEARINGS - continued

3. Development Variance Permit Application No. VP-504 [0815605 BC Ltd./Wickner, I./Franklin Engineering Ltd.; 1441 20 Avenue SE; Servicing]

0582-2019

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: Development Variance Permit Application No. VP-504 be issued to vary the City of Salmon Arm Subdivision and Development Servicing Bylaw No. 4163 as follows:

1. The requirements of Section 4.4 Road Classification Urban Collector Road from the RD-3 full standard to providing cash in lieu for a 2 m of road widening along the full frontage of the property and waiving the provision of a new sidewalk and light standard; and
2. Section 7.0 Storm Water Management to waive the requirement for the extension of the storm sewer in Right of Way KAP80330 from west of the west property line to the east property line.

Councillor Eliason left the meeting at 7:09 p.m.

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

Submissions were called for at this time.

J. Wickner, Franklin Engineering Ltd., provided an update on the application and was available to answer questions from Council.

S. Housden, 1970 13 Street, SE, expressed concerns regarding on site storm water management, flooding and drainage.

J. Wickner, Franklin Engineering Ltd., answered questions regarding installation of lighting.

S. Housden, 1970 13 Street SE, had questions regarding the development connecting to City storm sewer and the approval process.

W. Raspberry, on behalf of the applicant, was available to answer questions from Council

Following three calls for submissions and questions from Council, the Hearing was closed at 7:53 p.m.

Amendment:

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: item 1. be deleted and replaced with the following:

1. The requirements of Section 4.4 Road Classification Urban Collector Road from the RD-3 full standard, subject to:
  - A cash in lieu contribution to be based on engineers Opinion of Probable Cost, estimated at \$4,600.00 for a 2 m wide strip of asphalt for a future bicycle lane

21. HEARINGS - continued3. Development Variance Permit Application No. VP-504 [0815605 BC Ltd./Wickner, I./Franklin Engineering Ltd.; 1441 20 Avenue SE; Servicing] - continued

- Off-site street lighting installation of one (1) street light to the Local Urban Standard
- Re-instatement of the curb, sidewalk and boulevard to the existing Local Urban Road standard

CARRIED UNANIMOUSLYAmendment:

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: item 2. be deleted and replaced with the following:

2. Section 7.0 Storm Water Management – the requirement to extend the storm sewer in Right of Way KAP80330 from west of the west property line to the east property line to providing cash in lieu in the amount of \$11,290.00.

CARRIED UNANIMOUSLYAmendment:

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: item 2. be deleted.

CARRIED

Councillor Wallace Richmond Opposed

The question was called on the motion as amended and was:CARRIED

Councillors Wallace Richmond Opposed

22. STATUTORY PUBLIC HEARINGS1. Official Community Plan Amendment Application No. OCP4000-39 [Muto Holdings Ltd.; 130 Shuswap Street SW; 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.

**22. STATUTORY PUBLIC HEARINGS - continued****1. Official Community Plan Amendment Application No. OCP4000-39 [Muto Holdings Ltd.; 130 Shuswap Street SE; INS to HDR] - continued**

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.

**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.

**3. Zoning Amendment Application No. ZON-1156 [Nova Capital & McDiarmid, I.; 870 10 Street NE; R-1 to R-8]**

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

Submissions were called for at this time.

I. McDiarmid, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 8:35 p.m.

**4. Zoning Amendment Application No. ZON-1158 [Larson, A. & F.; 531 5 Street SE; R-1 to R-8]**

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

Submissions were called for at this time.

A. Larson, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 8:36 p.m.

**23. RECONSIDERATION OF BYLAWS**

1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4345 [OCP4000-39; Muto Holdings Ltd.; 130 Shuswap Street SE; INS to HDR] – Third Reading

0583-2019

Moved: Councillor Cannon  
 Seconded: Councillor Flynn  
 THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4345 be read a third time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment Bylaw No. 4347 [ZON-1153; Muto Holdings Ltd.; 130 Shuswap Street SE; P-3 to R-5] – Third and Reading

0584-2019

Moved: Councillor Wallace Richmond  
 Seconded: Councillor Flynn  
 THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4347 be read a third time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Zoning Amendment Bylaw No. 4351 [ZON-1156; Nova Capital. & McDiarmid, I.; 870 10 Street NE; R-1 to R-8] – Third Reading

0585-2019

Moved: Councillor Wallace Richmond  
 Seconded: Councillor Cannon  
 THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4351 be read a third time.

CARRIED UNANIMOUSLY

4. City of Salmon Arm Zoning Amendment Bylaw No. 4355 [ZON-1158; Larson, A. & F.; 531 5 Street SE; R-1 to R-8] – Third Reading

0586-2019

Moved: Councillor Lindgren  
 Seconded: Councillor Lavery  
 THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4355 be read a third time.

CARRIED UNANIMOUSLY**24. QUESTION AND ANSWER PERIOD**

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



**25. ADJOURNMENT****0587-2019**

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting of October 28, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:50 p.m.

CERTIFIED CORRECT:

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CORPORATE OFFICER

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MAYOR

Adopted by Council the            day of            , 2019.

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Item 6.1

## CITY OF SALMON ARM

Date: November 12, 2019

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee Meeting Minutes of November 4, 2019, be received as information.

### Vote Record

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

Opposed:

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

## **DEVELOPMENT AND PLANNING SERVICES COMMITTEE**

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, November 4, 2019.**

### **PRESENT:**

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

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. REVIEW OF THE AGENDA**

#### **3. DISCLOSURE OF INTEREST**

#### **4. PRESENTATIONS**

#### **5. REPORTS**

##### **1. Official Community Plan Amendment Application No. OCP4000-41 [Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; LDR to NC]**

Moved: Councillor Flynn

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 the Official Community Plan Bylaw No. 4000 Land Use Designation of Lot 24, Section 18, Township 20, Range 9, W6M, KDYD, Plan 22473 from LDR (Low Density Residential) to NC (Neighbourhood Commercial).

M. Lamerton, agent for the applicant, was available to answer questions from the Committee.

**CARRIED UNANIMOUSLY**

5. **REPORTS – continued**

2. **Zoning Amendment Application No. ZON-1157 [Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; R-1 to C-1]**

Moved: Councillor Wallace Richmond

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 24, Section 18, Township 20, Range 9, W6M, KDYD, Plan 22473 from R-1 (Single Family Residential Zone) to C-1 (Local Commercial Zone);

AND THAT: final reading of the Zoning Amendment Bylaw be withheld subject to:

1. Adoption of the associated Official Community Plan Amendment Bylaw.

M. Lamerton, on behalf of the applicant, outlined the application and was available to answer questions from the Committee. He advised that he would discuss the issue of restricting uses with his client.

**Amendment:**

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: a Section 219 Covenant be registered on the property to exclude the following uses from Section 15 – C-1 – Local Commercial Zone, 15.3 Permitted Uses:

4. licensee retail store;
6. neighbourhood pub; and
12. video store.

**CARRIED UNANIMOUSLY**

**Amendment:**

Moved: Mayor Harrison

Seconded: Councillor Cannon

THAT: the Covenant also exclude the following use:

2. convenience store

**CARRIED UNANIMOUSLY**

**Motion as Amended:**

**CARRIED UNANIMOUSLY**



5. **REPORTS – continued**

3. **Zoning Amendment Application No. ZON-1159 [Voyer, C.; 1540 15 Street SE; R-1 to R-8]**

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 12, Township 20, Range 10, W6M, KDYD, Plan KAP89662 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

C. Voyer, the applicant, was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

4. **Zoning Amendment Application No. ZON-1160 (Reid, D/Lawson Engineering & Development Services Ltd.; 3341 20 Street NE; R-1 to R-8]**

Moved: Councillor Eliason

Seconded: Councillor Flynn

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 25, Township 20, Range 10, W6M, KDYD, Plan 40950 Except Plan EPP5384 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

CARRIED UNANIMOUSLY

6. **FOR INFORMATION**

1. **Agricultural Land Commission - Letter dated October 30, 2019 - Application 58332 for a non-adhering residential use in the Agricultural Land Reserve**

Received for information.

2. **Agricultural Land Commission - Letter dated October 17, 2019 - Reconsideration Request - ALC Resolution #7/2019**

Received for information.

7. **IN CAMERA**

8. **LATE ITEMS**

9. ADJOURNMENT

Moved: Councillor Lindgren

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee meeting of November 4, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:44 a.m.

---

Mayor Alan Harrison  
Chair

Minutes received as information by Council  
at their Regular Meeting of \_\_\_\_\_, 2019.

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Item 6.2

## CITY OF SALMON ARM

Date: November 12, 2019

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Greenways Liaison Committee Meeting Minutes of October 17, 2019, be received as information.

### Vote Record

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

Opposed:

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

## CITY OF SALMON ARM

Minutes of the Greenways Liaison Committee (GLC) Meeting held in Room 100 of City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, on **Thursday, October 17, 2019** at 3:00 p.m.

**PRESENT:**

Tim Lavery, Chair  
 Joe Johnson, Citizen at Large  
 Anita Ely, Interior Health  
 Joan Mitchell, Shuswap Trail Alliance  
 Rob Bickford, Citizen at Large  
 Steve Fabro, Citizen at Large

Sutra Brett, Shuswap Trail Alliance (non-voting)  
 Phil McIntyre-Paul, Shuswap Trail Alliance (non-voting)  
 Darin Gerow, City of Salmon Arm, Manager of Roads & Parks  
 Chris Larson, City of Salmon Arm, Planning & Development Officer, Recorder

Regrets: Brian Browning, Shuswap Trail Alliance

The meeting was called to order at 3:00 p.m.

**1. Introductions**

**2. Presentations**

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

Late items were added regarding Foreshore Monitoring, GLC integration, and CRI Funding.

Moved: Joan Mitchell

Seconded: Steve Fabro

THAT: the agenda for the Greenways Liaison Committee Meeting of October 17, 2019 be so approved.

**CARRIED UNANIMOUSLY**

**4. Approval of Minutes of September 12, 2019 Greenways Liaison Committee Meeting**

Moved: Joan Mitchell

Seconded: Steve Fabro

THAT: the minutes of the Greenways Liaison Committee Meeting of September 12, 2019 be approved as circulated.

**CARRIED UNANIMOUSLY**

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

## 6. New Business

### 1) STA Update - Planning and Projects

The STA presented on many projects nearing completion. Of note, the 9 Avenue connector is recently complete with fencing and plantings. South Canoe Trail network efforts are also ongoing, including new trails, and parking lot improvements, with a shelter being designed. Signs are being updated and maintenance efforts are ongoing. A recent Foreshore Monitoring report was distributed which showed a general trend of improvement, with the positive influence of Bylaw Enforcement noted.

### 2) Ida View Trail (Attachment 4)

Information was provided regarding a recent meeting with neighbours regarding the Ida View Trail, designated in the OCP and Greenways Strategy. Concerns of the neighbours, including concern for their irrigation system were noted. Improvements have been completed to nearby City infrastructure over the past 10 years to enable public access and trail use.

Moved: Steve Fabro

Seconded: Joan Mitchell

THAT: the Greenways Liaison Committee supports the advancement of the Ida View Trail as proposed in the OCP and Greenways Strategy.

**CARRIED UNANIMOUSLY**

### 3) Rural Dividend Fund

The Rural Dividend Fund has been put on hold unfortunately as it has provided significant support for several notable initiatives.

## 7. Other Business &/or Updates

### 1) Heritage Trail - update

A motion of support regarding the heritage trail concept from the Hainey Heritage Village Board was provided for information. GLC members are supportive provided that all neighbors are consulted (Attachment 1).

### 2) Mt Ida Forestry Road

Discussion with private property owner regarding gating access was discussed. This is a link for recreational access and users may spill over into cemetery lands. Staff to follow up with ROW information.

### 3) South Canoe Parking Lot

The new surface has been installed, the gate has been shifted back, with additional works including fencing to follow. Feedback has been positive.

### 4) Blackburn Park - Trail Connection

In advance of the park facilities being fully developed, a new accessible trail connection over the southwest corner of Blackburn Park has been

developed. There will be potential for further upgrades as the park is developed (Attachment 2).

**5) UBCM Resolutions**

The resolutions discussed at the prior meeting were all endorsed.

**6) GLC's Role in Integrated Planning**

A discussion proceeded regarding integrating the GLC into other City initiatives, noting that these initiatives are all interrelated on some level. This is a potentially large topic, ranging from personal participation, to terms-of-reference revisions, to various options for different governance structures. Further discussion at a future meeting is anticipated.

**7) Forest Fire Funding Update**

An update on forest fire mitigation funding opportunities was provided for information.

**8) Regional Trails Roundtable**

Upcoming Regional Trails Roundtable meeting was noted: Nov 20, 2019. Invitation to be distributed to the GLC (Attachment 3).

**8. Next meeting – Thursday, December 5, 2019, 3 pm**

Moved: Joe Johnson

Seconded: Rob Bickford

THAT: the Greenways Liaison Committee Meeting of Oct. 17, 2019 be adjourned.

**CARRIED UNANIMOUSLY**

**9. The meeting adjourned at 4:40 p.m.**

---

Endorsed by Meeting Chair

Received for information by Council on the      day of      , 2019

Attachment 1 – Heritage Trail – Hainey Motion of Support

Attachment 2 – Blackburn Park Trail Connection

Attachment 3 – Regional Trails Roundtable



*City of Salmon Arm*

*Development Services Department Memorandum*

Date: January 3, 2019  
Subject: Greenways – Heritage Trail

BACKGROUND

As supported by the Official Community Plan, the City of Salmon Arm's Greenways Strategy was approved in 2011. Approximately 63 km of new trails are proposed for development in the Greenways Strategy. Haney Heritage Village is noted as a key attraction in the Greenways Strategy, as are other heritage resources.

Council's Greenways Liaison Committee has a mandate to:

*"coordinate new and improved greenway projects, provide recommendations regarding outdoor recreation and alternative transportation opportunities, and promote the implementation of the Greenways Strategy within the City of Salmon Arm."*

It was recommended in the City's 2013 Strategic Plan that future Greenways funding for the planning, development and land acquisition for trails be focused on the "*Waterfront and Heritage Trails*" between now and 2020 (a medium-term priority), however, it is important to note that this does not mean or imply that all land acquisition and trail construction is to be completed by 2020.

The Heritage Trail envisions a network of trails identified in the Greenways Strategy (and Official Community Plan) that extends from the downtown area (McGuire Lake), to Haney Heritage Village. The Heritage Trail is detailed in the Heritage Strategy for the City of Salmon Arm (see Heritage Discovery Trail Map attached). The Heritage Trail would ultimately include the Turner Creek Trail and portions of Little Mountain Park.

In order to create and establish such a legal trail corridor, this route would involve the acquisition of portions of private property. While portions of this trail currently exist, there are key gaps (including between Little Mountain and Haney Park). Additionally, other portions of the constructed trail are legally "informal" as they exist on private property without any legal right-of-way protecting the trail. Perhaps the most significant length of trespass is the trail over land owned by the Hilltop (previously the Podollan) Inn. The City has been engaged in efforts to acquire such lands where private property owners are interested and have established tools through which lands may be acquired through development.

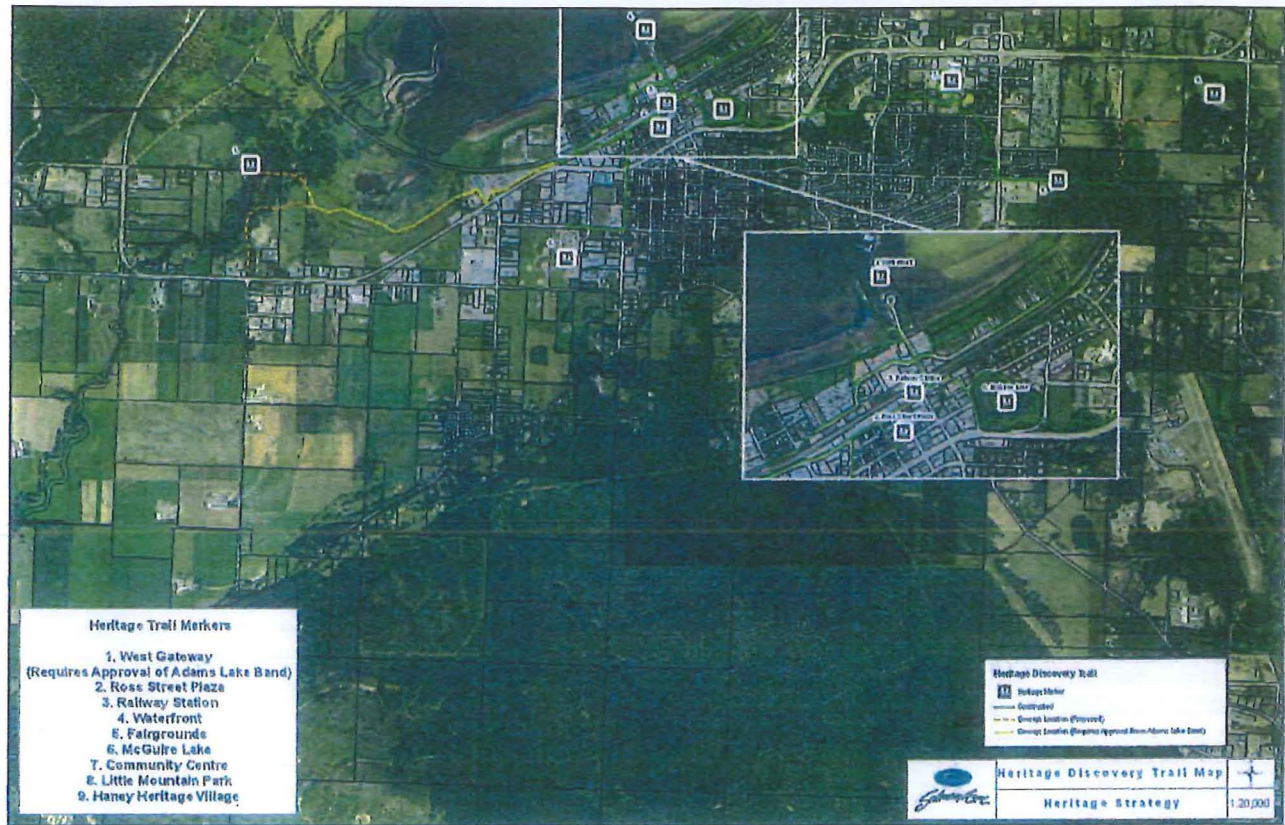
The City has recently completed preliminary conceptual design work related to extending the Waterfront Trail to the west of the Prestige over City-owned lands (between the Prestige Inn and Peter Jannick Park). This portion of the overall greenway network has been discussed as a priority of today's Council.

---

Chris Larson, MCP  
Planning and Development Officer



### Appendix G: Salmon Arm Heritage Discovery Trail Map



# Explanatory Plan of Easement in That Part of the NE1/4 of Sec 18, Tp 20, R 9, W6M, KDYD, shown on Plan B542

Except Plans H360 and KAP47568

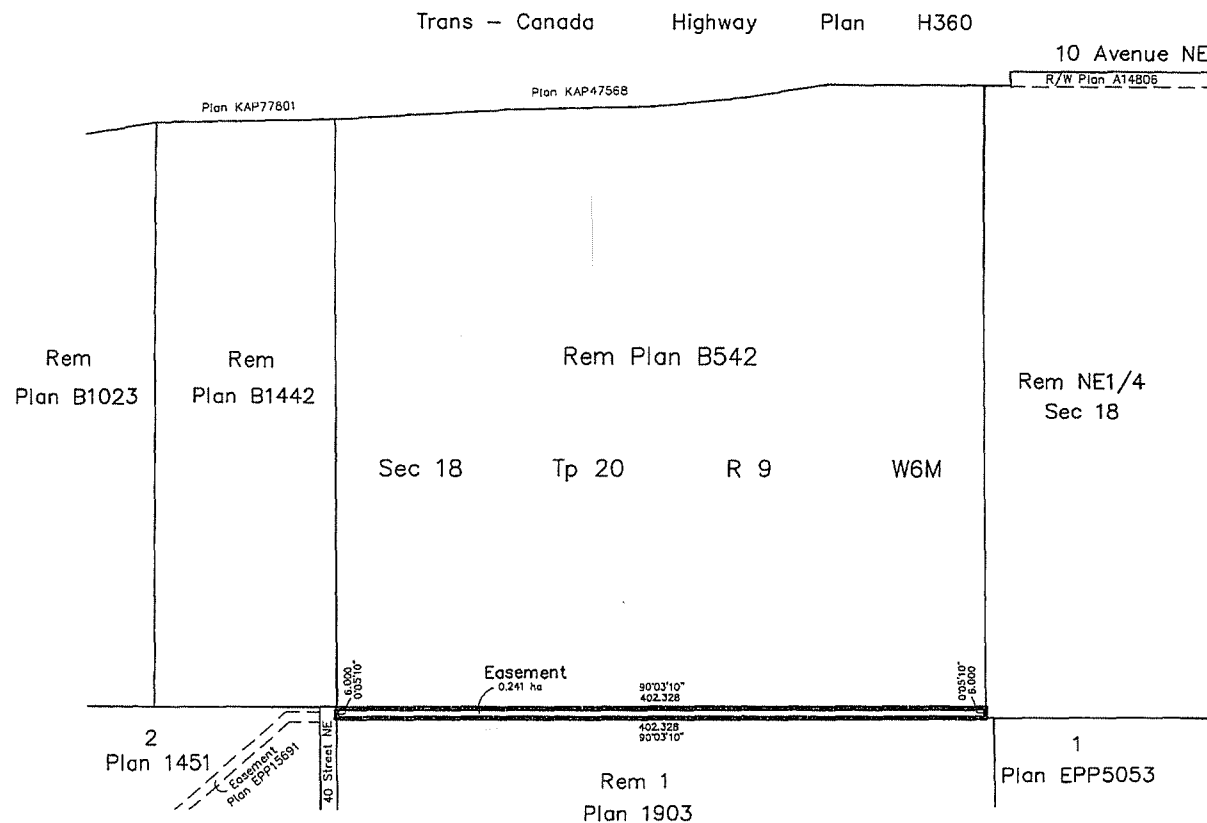
Pursuant to Section 99(1)(e) of the Land Title Act  
BCGS 82L.074



All distances are in metres.

The intended plot size of this plan is 560mm in width by 432mm in height (C size)  
when plotted at a scale of 1:2000

PLAN EPP15791



## LEGEND

Bearings are astronomic and are derived from Plan 39996.

This plan lies within the Columbia Shuswap Regional District

This plan is based on the following Land Title Office and Survey Authority of BC records:

Plan 39996

Brian D Sansom, BCLS

BROWNE JOHNSON LAND SURVEYORS  
B.C. AND CANADA LANDS  
SALMON ARM, B.C. Ph. 250-832-9701  
File: 44-11



Attachment 2 - Blackburn Park Trail Connection





## Attachment 2 - Blackburn Park Trail Connection



REGISTER for the 2019 Shuswap Trails Roundtable

[View this email in your browser](#)



Hello everyone,

The 2019 Shuswap Trails Roundtable is taking place on **November 20th** at Sunnybrae Bible Camp in the beautiful South Shuswap. It will be an all-day meeting (approx. 9:30 am - 4 pm) with lunch provided.

Registration is now open. Click [here](#) to access our registration page.

\*There is no cost to attend the Roundtable, but you must be registered.

We are working on building the agenda. It will be shared with you all closer to November 20th.

We look forward to seeing you next month! Kind regards on behalf of the Shuswap Trail Alliance.

Erin Vieira  
Fraser Basin Council

#### **About the Shuswap Trails Roundtable**

The purpose of the Roundtable is for people to meet face-to-face, share information, build relationships, provide input and hear updates on the Shuswap Regional Trails Strategy, and 'talk all things trails' in the Shuswap. You can read more about the Roundtable and the Strategy [here](#).

#### **Is this the first e-mail you've received from us?**

If so, you might be wondering why. Your name was provided to us as someone in the Shuswap who is interested in trails and involved in building, maintaining and/or promoting them. If that sounds like you, we'd





## The Ida View/Southern Approach, Larch Hills Traverse & South Canoe Trail Head

Prepared by: Adrian Bostock with Sutra Brett, Phil McIntyre-Paul, and Jim Maybee

The Shuswap Trail Alliance

Updated Version: 19/10/04

**Purpose:** Background and planning information for the Larch Hills Traverse (LHT) Trail Head at South Canoe. This can be referred to as Ida View or The Southern Approach (IV/SA).

**Background:** The Larch Hills Traverse is a destination trail in the Shuswap area enabling non-motorized users to travel between Salmon Arm to Sicamous across Larch Hills. The Larch Hills Traverse is a joint project including provincial, municipal and regional governments, forest licensees as well as stewardship user groups including the Shuswap Trail Alliance and the Larch Hills Nordic Society.

The “Ida View/Southern Approach” Trail has been identified as a priority trail under the Shuswap Regional Trails Strategy Roundtable and the Salmon Arm Greenways Plan. It is an integral section of the whole LHT.

The LHT is approved by Provincial Recreational Sites and Trails under Section 57 of the Forest and Range Practices Act. (File # 16660-50, June 5, 2006) The trail was first planned in consultation with Greg Hislop, Forest Planner, Canoe Forest Products, who holds the area timber license.

The IV/SA Trail head is on City of Salmon Arm property, which contains the South Canoe Trail Head and the East Canoe Creek reservoir. The Larch Hills Water User Community (LHWUC) has a historical agreement with the City of Salmon Arm to maintain an irrigation pond with in the East Canoe Creek Watershed.

The initial consultation with the Larch Hills Water User Community in 2007 met with several concerns from the LHWUC which could not be resolved at that time. The concerns raised at that time were:

- The lack of a management plan for the South Canoe Trail System, which at the time was unsanctioned.
- Risk of trespassing on private Property
- Risk of vandalism to the chlorine treatment plant
- Risk of vandalism and public access to Medford Dam/East Canoe Creek Reservoir (ECCR)
- Damage to the LHWUC pond.
- Trail users starting/causing fire
- Degradation of East Canoe Creek due to unmitigated user crossings

Since that time the South Canoe Trail System has achieved designated recreation status through Recreation Sites and Trail British Columbia (RSTBC). The South Canoe Trails Master Plan has been adopted including an Environmental Adaptive Trail Plan.

The City of Salmon Arm will be re-developing the South Canoe Parking lot in 2019. This will turn much of the lower property into a developed community park. This planning on the new parking lot has been done in

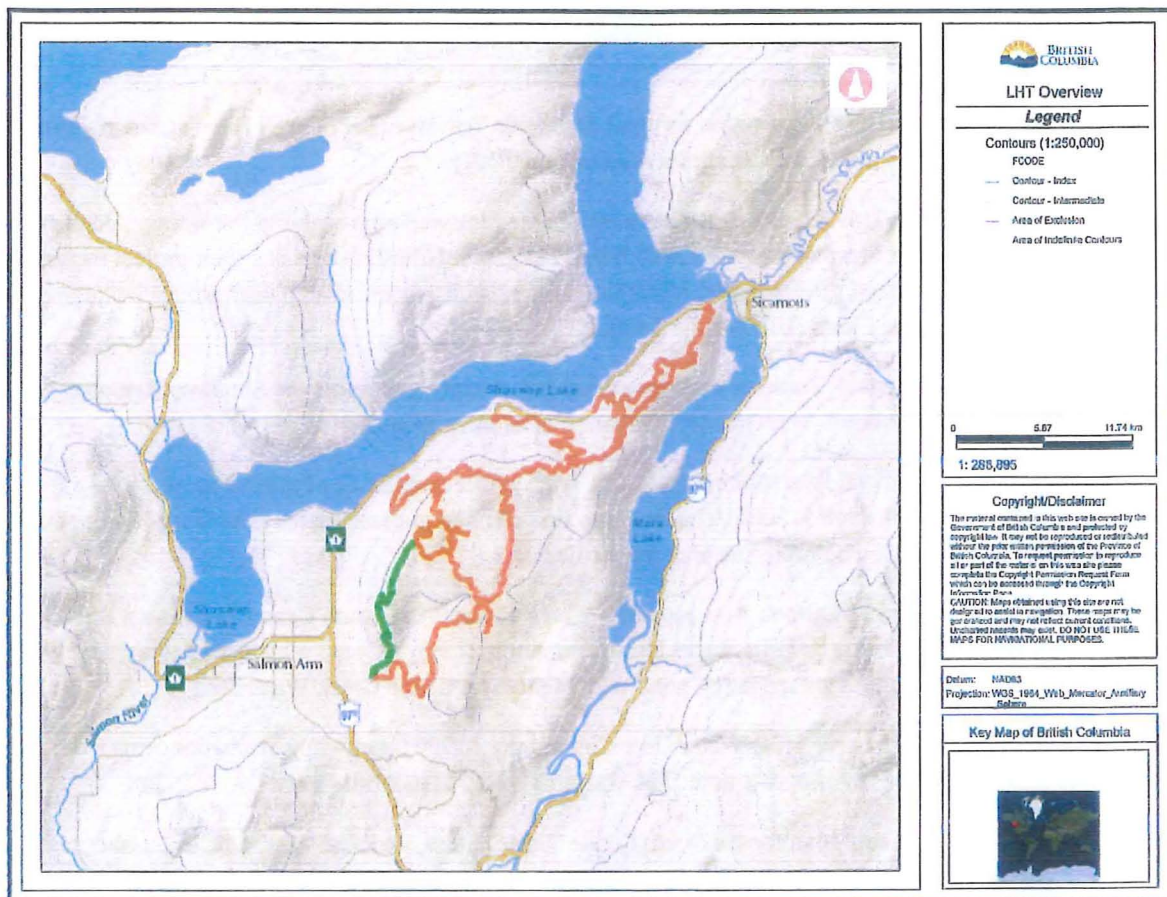
## Attachment 4 - Ida View Trail

conjunction with the Shuswap Trail alliance and presented to the South Canoe Trail Advisory and the Shuswap Cycling Club.

The Larch Hills Traverse has been developed with approvals from RSTBC working with local timber licensee's. An Environmental Adaptive Trail Plan has been completed for the Larch Hills Traverse in 2010.

The former City of Salmon Arm Chlorine Water Treatment Facility has been replaced with a UV Water Treatment Facility. This Facility upgrade has also addressed concerns around public access to ECCR via fencing

It is also noted that there is a network of unsanctioned trails along the ridge which the proposed Ida view Trail would use. These lead to private property.



*Larch Hills Traverse Overview. Orange Line is existing Rec Trail. Green is not yet complete. Note that the existing approved lines are a mix of roads and purpose built trails.*

#### Proposed scope of work: Ida View/Southern Approach

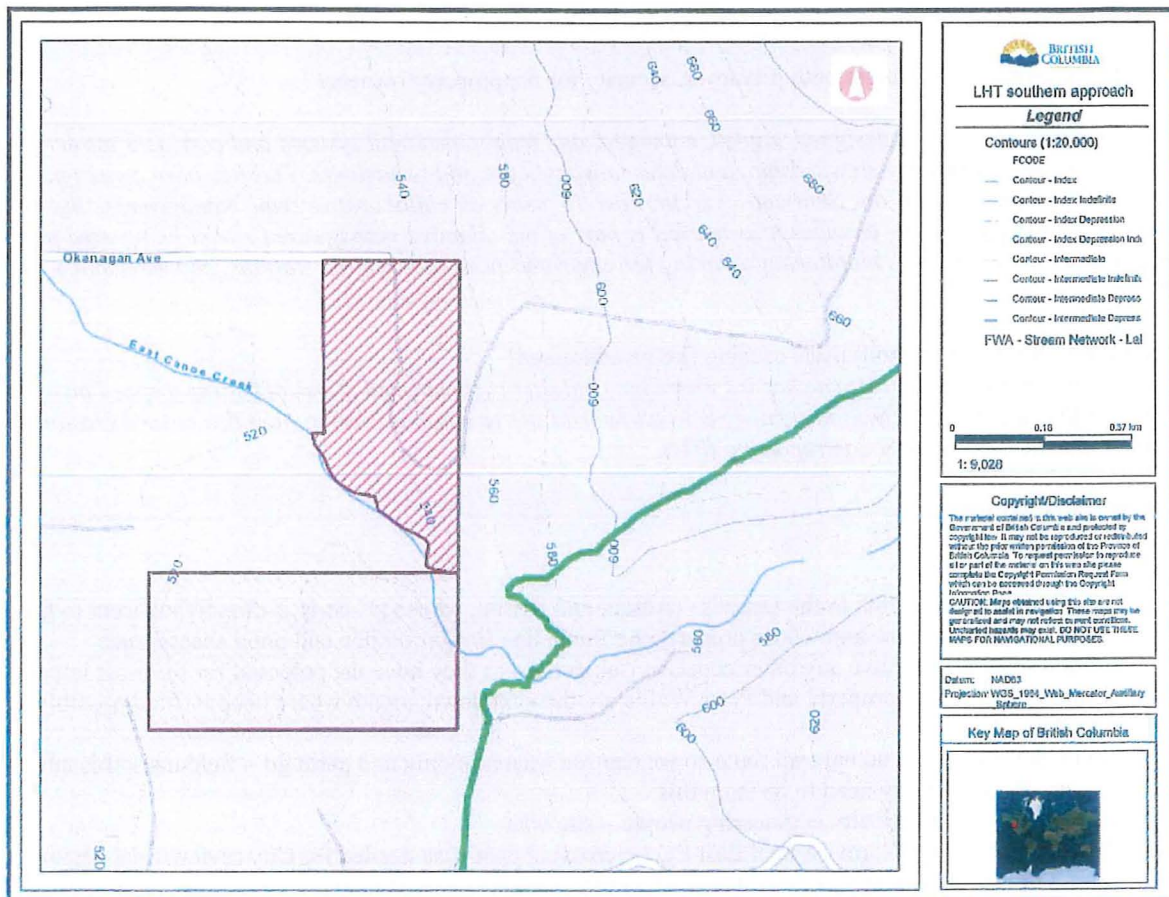
To achieve public access to Crown Land – via city land – Through the East Canoe Creek watershed, which is home to the Larch Hills Water User Community reservoir

- Installation of 1x arched bridge approximately 30ft long and 1x standard double stringer flat bridge



## Attachment 4 - Ida View Trail

- Installation of stiles and quad filters to minimize impact to sensitive habitat and access to private property as well as the Water Treatment Facility and the LHWUC pond.
- Installation of 2 gates along the access road which connects the LHWUC Water Reservoirs to private property, to grant access to the pond for the LHWUC.
- Installation of 4x4 signpost and blazes.
- Installation of low boardwalk through wet/flood area which is out flow of the current UV water treatment plant
- Installation of raised tread
- Potential for installing of retained corners on initial approach



*The Southern approach through City of salmon Arm Property (CSA). Red Polygon is private Property. Line through CSA property not confirmed.*

### Summary of Questions Raised in planning emails 2019

Is there any other reasonable route for crossing the watershed?

*This crossing was explored at length with the City, but city staff did not want access above the water intake for the East Canoe Creek Reservoir (ECCR). This left the only option to cross below the ECCR. The only viable option was to cross the access road to the LHWUC reservoir which is on City property, but required consultation with the LHWUC in order to find a way which is mutually acceptable. (JM)*



## Attachment 4 - Ida View Trail

How would access to the LHWUC reservoir be impacted

*Gates will be installed on the road to prevent access by trail users to the LHWUC reservoir and onto adjacent private Property. These gates would be locked and keys would be provided to those doing maintenance on the road and the reservoir. (JM)*

How would security of this reservoir be protected?

*Security would be provided by the locked gates, informative signs, and fencing along the corridor leading to and away from the road. (JM)*

Does the plan include trail going through private Property?

*No. The IV/SA trail will be entirely on City of Salmon Arm Property and Crown Land (AB)*

What is being proposed to protect both privacy & security for the property owners?

*Evidence shows well designed, signed, managed, and maintained trail systems and corridors attract good trail users, engage community stewardship, and deter unwanted use and behaviours. This has been consistent with our collective experience in the Shuswap over the last 15 years of collaborative trail management. But note, monitoring and implementing changes if/as needed is part of the adaptive management model being used for the Shuswap Trails. This includes monitoring/adapting for environmental, social, First Nations, and economic values. (PM)*

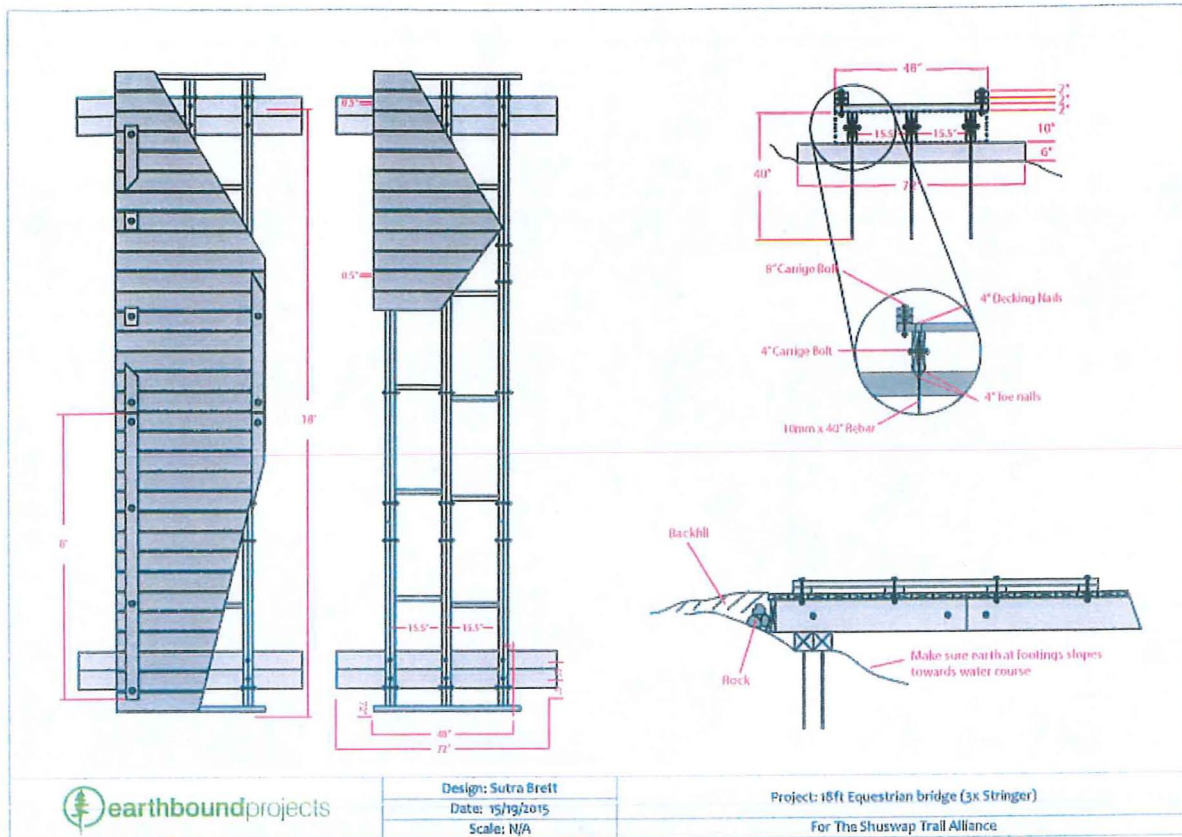
How will fire protection and trail users causing fire be addressed?

*Except in the case of extreme hazard where the trail user is considered at risk of getting trapped on a trail, a preferred first-alert fire mitigation strategy is to allow trail use to continue during high fire hazard seasons and in order to enhance early detection/reporting (PM)*

**Planning steps sequence:**

1. Jim, Adrian and Ray talk to the Louw's – Adrian and Kristal, whose property is directly adjacent to the municipal property line and whose property the flume line (irrigation line and pond access) runs through. See if they have any other concerns / objections as they have the potential for the most impact – trespass. Ray Mills' property and Peter Wall's are the next down stream where people could possibly migrate.
2. Jim or Sutra flags the actual trail route so we can see where fencing and gates go – field mark this and map it. Bob and Gary need to be in on this.
3. Then sit down with the city engineering people – site visit
4. Consult with LHWUC, revise final East Canoe crossing plan if/as needed for City review/final design,
5. Submit design to Ministry of Environment/DFO for review/revisions,
6. Once approved - assemble funding for boardwalk and bridge design/build, upon funding
7. Implement.

## References:



*Raised Board Walk (Shared Equestrian-use capacity)*



*Example of Equestrian/Hike/Bike Board*



## Attachment 4 - Ida View Trail



*Example of Proposed Equestrian/Hike/Bike Trail Bridge*



## Attachment 4 - Ida View Trail

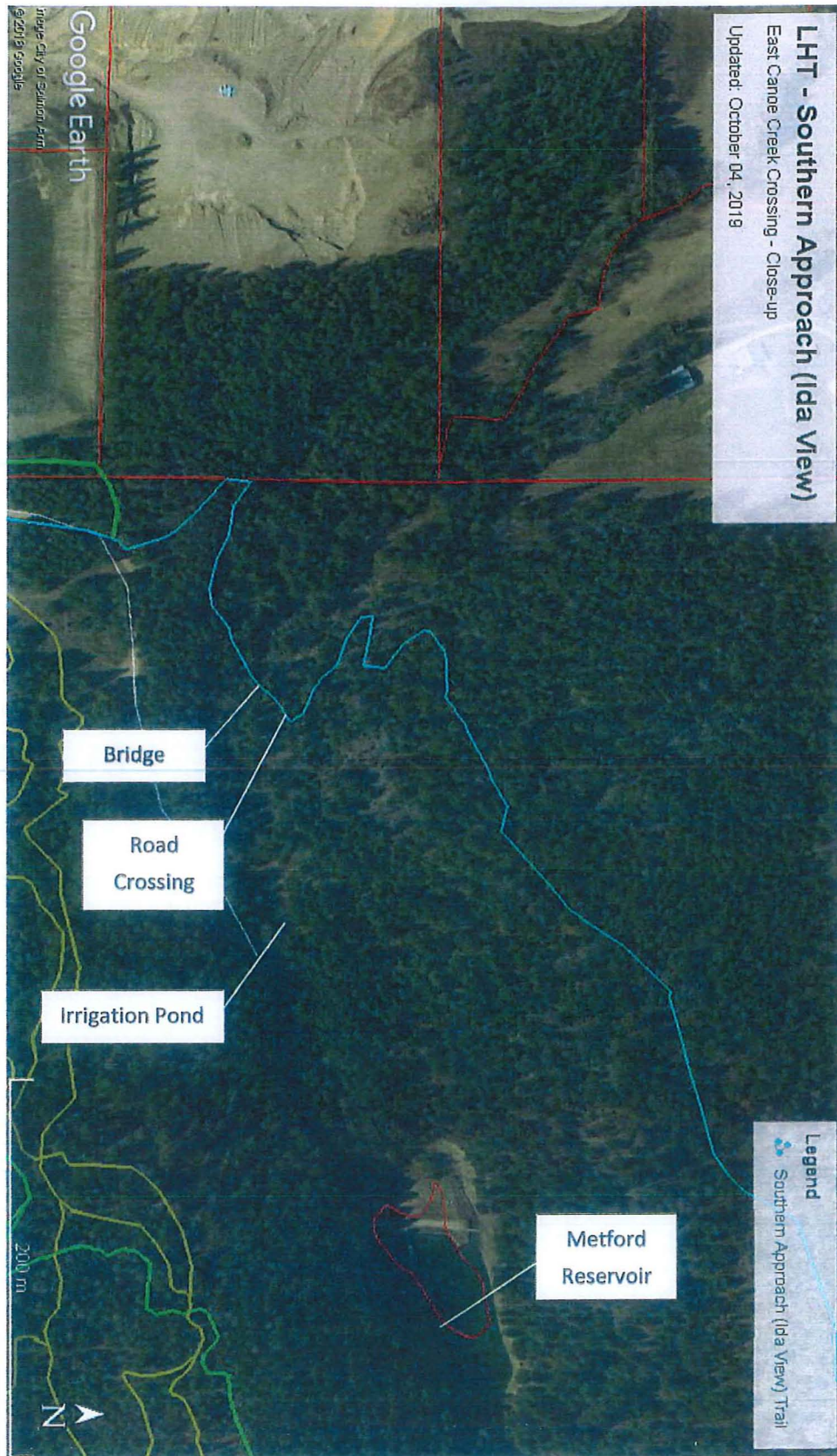


*Field Gate and drift fence examples*









*Larch Hills Traverse – Southern Approach (Ida View) – East Canoe Creek Crossing Overview*

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Item 8.1

## CITY OF SALMON ARM

Date: November 12, 2019

Moved: Councillor

Seconded: Councillor

THAT: the Mayor and Corporate Officer be authorized to execute a Fee for Service Agreement with the Shuswap Trail Alliance for a four (4) year term from January 1, 2020 to December 31, 2023 for \$44,000.00 per year plus the BC Consumer Price Index.

### Vote Record

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

Opposed:

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





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TO: His Worship Mayor Harrison and Members of Council  
DATE: November 5, 2019  
SUBJECT: Shuswap Trail Alliance Fee for Service Agreement

---

**MOTION FOR CONSIDERATION:**

THAT: the Mayor and Corporate Officer be authorized to execute a Fee for Service Agreement with the Shuswap Trail Alliance for a four (4) year term from January 1, 2020 to December 31, 2023 for \$44,000.00 per year plus the BC Consumer Price Index.

**BACKGROUND:**

The Shuswap Trail Alliance (STA) has been providing the following services to the City of Salmon Arm under a Fee for Service Agreement that will expire on December 31, 2019:

- General advice regarding trail development issues when requested by Council;
- Regional collaboration;
- Environmental screening and adaptive planning;
- Trail stewardship;
- Trail development programs;
- Capital projects coordination; and
- Technical trail services.

The contract amount for 2019 was \$41,800.00. It is recommended that Council approve a further four (4) year agreement as follows:

- 2020 \$44,000.00\*
- 2021 \$44,000.00 + CPI
- 2022 \$44,000.00 + CPI
- 2023 \$44,000.00 + CPI

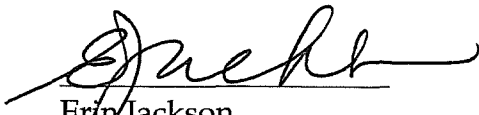
\* Included in the 2020 Budget

As Council will note, the proposed fee structure is comprised of the base rate of \$44,000.00 plus the BC Consumer Price Index amount per year, to a maximum of 2%. This fee structure is the same as what the Columbia Shuswap Regional District uses and aligns with what was requested by STA Executive Director, Phil McIntyre-Paul prior to the adoption of the 2020 Budget.

The only other change to the renewal Agreement will be to align the required reporting dates to better match STA's work cycles.

Staff are pleased with the work that STA accomplished in the last term and are in support of the renewal.

Respectfully Submitted,



Erin Jackson  
Director of Corporate Services

cc. Tracy Tulak, Acting Chief Financial Officer

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Item 8.2

## CITY OF SALMON ARM

Date: November 12, 2019

Moved: Councillor

Seconded: Councillor

THAT: the Mayor and Corporate Officer be authorized to execute a Fee for Service Agreement with the Chamber of Commerce for the operation of the Visitor Information Centre for a one (1) year term from January 1, 2020 to December 31, 2020 for \$137,140.00.

### 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: November 5, 2019  
SUBJECT: Visitor Information Centre Fee for Service Agreement

---

**MOTION FOR CONSIDERATION:**

**THAT:** the Mayor and Corporate Officer be authorized to execute a Fee for Service Agreement with the Chamber of Commerce for the operation of the Visitor Information Centre for a one (1) year term from January 1, 2020 to December 31, 2020 for \$137,140.00.

**BACKGROUND:**

The Chamber of Commerce has been operating the Visitor Information Centre (VIC) on behalf of the City of Salmon Arm for many years under a Fee for Service Agreement that will expire on December 31, 2019.

Over the last four (5) years, the City has allocated the following amounts to the VIC:

|      |              |
|------|--------------|
| 2015 | \$135,500.00 |
| 2016 | \$130,500.00 |
| 2017 | \$132,460.00 |
| 2018 | \$134,450.00 |
| 2019 | \$137,140.00 |

Staff recommend renewing the Fee for Service Agreement with the Chamber of Commerce for a one (1) year term for \$137,140.00, as approved by Council during the 2020 Budget deliberations.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Erin Jackson".

Erin Jackson  
Director of Corporate Services

cc. Tracy Tulak, Acting Chief Financial Officer

Item 9.1

## CITY OF SALMON ARM

Date: November 12, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm 2019 to 2023 Financial Plan Amendment Bylaw No. 4363 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: November 5, 2019  
 To: Mayor Harrison and Members of Council  
 From: Tracy Tulak, Deputy Chief Financial Officer  
 Subject: 2019 Amended Budget

## Recommendation

That: Bylaw No. 4363 cited as "City of Salmon Arm 2019 to 2023 Financial Plan Amendment Bylaw No. 4363" be given 3 readings.

## Background

The 2019 Final Budget requires an amendment to reflect Council Resolutions and to redirect allocations between budget accounts.

## General Fund

### Revenue

|   |              |
|---|--------------|
| Business License Revenue (To Reflect Actual – Redirected to Small Communities Protection Grant)   | \$ 12,000.00 |
| Small Communities Protection Grant (To Reflect Actual)  | (14,000.00)  |
| Traffic Fine Revenue Sharing Grant (To reflect actual. Grant based on previous year's traffic fines)  | (5,000.00)   |
| Other Grant (LGMA 100 <sup>th</sup> Anniversary Tree Planting Campaign)   | 50.00        |
| Transfer from Reserve – Climate Action (As Resolved by Council – Community Energy Plan)   | 15,000.00    |
| Transfer from Reserve – Airport – Com./Ind. Land (To amalgamate reserves to one account. Offsets with expenditure for same)   | 15,740.00    |
| Transfer from Reserve – Solid Waste/Rec. Program (As Resolved by Council)   | 30,000.00    |
| School Tax Requisition – Residential (Provision to Reflect Actual – Requisition Received After Final Budget Adoption in April/2019 – Offsets With Expenditure for Same)     | 241,000.00   |
| School Tax Requisition – Non-Residential (Provision to Reflect Actual – Requisition Received After Final Budget Adoption in April/2019 – Offsets With Expenditure for Same) | (116,000.00) |

### Expenses

|   |            |
|---|------------|
| Council Expenses (As Resolved by Council)   | \$ 750.00  |
| Annual Report (To Reflect Actual – Redirected to Small Communities Protection Grant)  | (2,000.00) |
| Council/Staff Orientation/Retreat (To Reflect Actual – Redirected to Traffic Fine Revenue Sharing Grant)                      | (5,000.00) |
| Grant – SA Children's Festival Society – Rental (As Resolved by Council)  | 1,224.00   |
| Grant – EDS – National Advertising (As Resolved by Council)   | 5,000.00   |
| Fire – Miscellaneous – Fire Protection (Increased Administration Fees for the Disposal of Fixed Assets – Funded from Reserve) | 400.00     |
| FTC – Office Supplies (Redirected to FTC – Capital – TV and Mount. No Budget Impact)  | (1,000.00) |
| Transportation – Vandalism (As Resolved by Council)   | 1,573.00   |
| Community Energy Plan (As Resolved by Council)  | 15,000.00  |
| Solid Waste/Recycling Services – Advertising, Promotion & Education (As Resolved by Council)                                  | 10,000.00  |
| Solid Waste/Recycling Services – Reusable Shopping Bags (As Resolved by Council)  | 20,000.00  |
| Shaw Centre – Operating (As Resolved by Council)  | 38,000.00  |
| Parks – Elks Park Maintenance (As Resolved by Council)  | 5,500.00   |



Mayor Harrison and Members of Council  
Memorandum – 2019 Amended Budget  
November 5, 2019

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|   |              |
|---|--------------|
| Parks – Central Business District/Urban Street Tree Maintenance (Trees - LGMA 100 <sup>th</sup> Anniversary Tree Planting Campaign)                                     | 50.00        |
| Parks – Foreshore Trail – Data Collection/Monitoring (As Resolved by Council)   | 1,800.00     |
| Recreation Centre – Operating (As Resolved by Council)  | (38,000.00)  |
| Canada Day Celebrations (As Resolved by Council)  | 2,700.00     |
| Council Initiatives (As Resolved by Council)  | (18,547.00)  |
| Transfer to Reserve – Planning –Ind./Com. Subd (Airport) Env. Rev (To amalgamate reserves to one account. Offsets with revenue for same)                                | 15,740.00    |
| Transfer to Reserve Fund – Fire – Emergency Apparatus (Redirected to Fire – Miscellaneous - Fire Protection – see above)  | (400.00)     |
| School Tax Requisition – Residential (Provision to Reflect Actual – Requisition Received After Final Budget Adoption in April/2019 – Offsets with Revenue for Same)     | 241,000.00   |
| School Tax Requisition – Non-Residential (Provision to Reflect Actual – Requisition Received After Final Budget Adoption in April/2019 – Offsets with Revenue for Same) | (116,000.00) |

Capital

|  |               |
|--|---------------|
| General – Property Acquisition (As Resolved by Council)  | \$ 750,000.00 |
| Fire – Hydraulic Ladder Rack (As Resolved by Council)  | (12,000.00)   |
| Fire – Hose (As Resolved by Council)   | (2,000.00)    |
| Fire – Turnout Gear (As Resolved by Council)   | (2,000.00)    |
| Fire – Hall No. 4 – Roof Repair (As Resolved by Council)   | 11,000.00     |
| Fire – Hall No. 3 – Exhaust System (As Resolved by Council)  | 5,000.00      |
| Fire – Turnout Gear (Redirected to Radios & Pagers for same. No Budget Impact)   | (2,300.00)    |
| Fire – Radios & Pagers (Redirected from above. No Budget Impact)   | 2,300.00      |
| FTC – TV and Mount (Redirected from FTC – Office Supplies. No Budget Impact)   | 1,000.00      |
| Transportation – Storm Water Master Plan (As Resolved by Council. Funded From Reserve - No Budget Impact)  | 10,000.00     |
| Transportation – Roads – 5 Ave SW – Constr. (Redirected to Alexander Street – No Budget Impact)  | (8,500.00)    |
| Transportation – S, C & G – Alexander Street (Redirected from above – No Budget Impact)  | 8,500.00      |
| Transportation – Flusher Truck Bldg Addition (As Resolved by Council. Funded From Reserve - No Budget Impact)  | 25,000.00     |
| Airport – Runway Paving – Construction (Unsuccessful grant application. No Budget Impact)  | 1,500,000.00  |
| Shaw Centre – Chiller Replacement Design (As Resolved by Council. Funded From Reserve - No Budget Impact)  | 20,000.00     |
| Parks – Blackburn Park – Covered Structure (As Resolved by Council. Funded From Reserve - No Budget Impact)  | 25,000.00     |
| Parks – Blackburn Park – Covered Structure (To reflect funding change from Blackburn Park Reserve Account to Other Contributions – No Budget Impact) | 25,000.00     |
| Parks – Haney Heritage – Montebello Repairs (To reflect actual. Funded from Other Contributions – No Budget Impact)                                  | 1,600.00      |
| Parks – SAGA Building – Solar PV System (As Resolved by Council. Funded From Reserve - No Budget Impact)   | 32,800.00     |

Water Fund

Revenue

|   |              |
|---|--------------|
| Transfer from Reserve – Future Expenditure (As Resolved by Council) | \$ 15,000.00 |
|---|--------------|

Expenditures

|  |              |
|--|--------------|
| 1860 Pump Station Maintenance (As Resolved by Council) | \$ 15,000.00 |
|--|--------------|



Mayor Harrison and Members of Council  
Memorandum – 2019 Amended Budget  
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Capital

|  |               |
|--|---------------|
| Zone 1 – Generator – Secured Shed (As Resolved by Council, Redirected to Below)  | \$ (6,500.00) |
| TCH Watermain Replacement Design (As Resolved by Council, Redirected From Above) | 6,500.00      |

Sewer Fund

Capital

|  |               |
|--|---------------|
| WPCC – Instrumentation Upgrade (As Resolved by Council, Redirected to Below)               | \$ (8,000.00) |
| WPCC – Plant Improvements (As Resolved by Council, Redirected to Below)                    | (6,000.00)    |
| WPCC – Electrical/Instrumentation Upgrades (As Resolved by Council, Redirected From Above) | 14,000.00     |



Tracy Tulak, CPA, CMA

# CITY OF SALMON ARM

## BYLAW NO. 4363

### **A bylaw to amend the 2019 to 2023 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 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. 4322 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. 4363".

|                         |        |      |
|-------------------------|--------|------|
| READ A FIRST TIME THIS  | DAY OF | 2019 |
| READ A SECOND TIME THIS | DAY OF | 2019 |
| READ A THIRD TIME THIS  | DAY OF | 2019 |
| ADOPTED BY COUNCIL THIS | DAY OF | 2019 |

\_\_\_\_\_  
MAYOR

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

## Schedule "A" - Bylaw #4363

## City of Salmon Arm

## 2019 - 2023 Financial Plan

|  | 2019<br>Budget      | 2020<br>Budget      | 2021<br>Budget       | 2022<br>Budget       | 2023<br>Budget       |
|--|---------------------|---------------------|----------------------|----------------------|----------------------|
| <b>Consolidated Revenues</b>           |                     |                     |                      |                      |                      |
| Property and MRDT Taxes - Net          | \$ 18,948,635       | \$ 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                       | 8,121,705           | 8,321,865           | 8,488,302            | 8,658,068            | 8,831,229            |
| Revenue From Own Sources               | 3,343,550           | 2,500,730           | 2,550,745            | 2,601,760            | 2,653,795            |
| Rentals                                | 779,545             | 789,815             | 805,611              | 821,723              | 838,157              |
| Federal Government Transfers           | -                   | -                   | -                    | -                    | -                    |
| Provincial Government Transfers        | 349,100             | 343,100             | 349,962              | 356,961              | 364,100              |
| Other Government Transfers             | 265,383             | 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         | 1,266,035           | 883,645             | 901,318              | 919,344              | 937,731              |
| Transfer From Reserve Funds            | -                   | -                   | -                    | -                    | -                    |
| <b>Total Consolidated Revenues</b>     | <b>\$37,278,278</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            | \$ 3,584,564        | \$ 3,717,160        | \$ 3,791,503         | \$ 3,867,333         | \$ 3,944,680         |
| Protective Services                    | 6,215,020           | 5,943,340           | 6,062,207            | 6,183,451            | 6,307,120            |
| Transportation Services                | 5,575,453           | 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 Service      | 3,146,645           | 2,829,630           | 2,886,223            | 2,943,947            | 3,002,826            |
| Recreation and Cultural Services       | 4,506,210           | 4,538,105           | 4,628,867            | 4,721,444            | 4,815,873            |
| Fiscal Services - Interest             | 1,346,843           | 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                   | 2,796,685           | 3,718,230           | 2,943,280            | 2,332,092            | 3,034,371            |
| Transfer to Surplus                    | -                   | -                   | -                    | -                    | -                    |
| Transfer to Reserve Accounts           | 2,992,576           | 2,301,320           | 3,196,661            | 3,930,649            | 3,353,623            |
| Transfer to Reserve Funds              | 1,128,655           | 1,195,200           | 1,219,104            | 1,243,486            | 1,268,356            |
| Water Services                         | 2,472,500           | 2,447,650           | 2,496,603            | 2,546,535            | 2,597,466            |
| Sewer Services                         | 2,106,550           | 2,036,200           | 2,076,924            | 2,118,462            | 2,160,831            |
| <b>Total Consolidated Expenditures</b> | <b>\$37,278,278</b> | <b>\$36,970,005</b> | <b>\$ 37,709,405</b> | <b>\$ 38,463,593</b> | <b>\$ 39,232,864</b> |

## Schedule "A" - Bylaw #4363

## City of Salmon Arm

## 2019 - 2023 Financial Plan

## Capital Projects

## Finances Acquired

|                              | 2019<br>Budget       | 2020<br>Budget       | 2021<br>Budget      | 2022<br>Budget      | 2023<br>Budget      |
|------------------------------|----------------------|----------------------|---------------------|---------------------|---------------------|
| General Operating Fund       | \$ 1,941,685         | \$ 2,338,230         | \$ 1,953,280        | \$ 1,305,092        | \$ 1,959,371        |
| Water Operating Fund         | 547,500              | 670,000              | 490,000             | 500,000             | 500,000             |
| Sewer Operating Fund         | 307,500              | 710,000              | 500,000             | 527,000             | 575,000             |
| Federal Government Grants    | 2,812,615            | 2,169,000            | -                   | -                   | -                   |
| Provincial Government Grants | 2,979,370            | 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               | 6,145,000            | 7,845,000            | -                   | -                   | -                   |
| Developer Contributions      | 1,206,800            | 1,250,000            | 40,000              | 44,000              | 40,000              |
| <b>Total Funding Sources</b> | <b>\$ 25,077,600</b> | <b>\$ 25,291,610</b> | <b>\$ 9,299,530</b> | <b>\$ 6,436,092</b> | <b>\$ 7,409,371</b> |

## Finances Applied

|                               |                      |                      |                     |                     |                     |
|-------------------------------|----------------------|----------------------|---------------------|---------------------|---------------------|
| Transportation Infrastructure | \$ 18,436,360        | \$ 16,392,335        | \$ 4,222,000        | \$ 3,622,000        | \$ 3,619,500        |
| Buildings                     | 829,875              | 356,970              | 197,000             | 144,000             | 458,500             |
| Land                          | 750,000              | -                    | -                   | -                   | 300,000             |
| IT Infrastructure             | 211,750              | 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        | 1,999,515            | 4,963,810            | 1,965,000           | 1,842,000           | 2,260,000           |
| <b>Total Capital Expense</b>  | <b>\$ 25,077,600</b> | <b>\$ 25,291,610</b> | <b>\$ 9,299,530</b> | <b>\$ 6,436,092</b> | <b>\$ 7,409,371</b> |

## Departmental Summary:

|                                    | 2019<br>Budget       | 2020<br>Budget       | 2021<br>Budget      | 2022<br>Budget      | 2023<br>Budget      |
|------------------------------------|----------------------|----------------------|---------------------|---------------------|---------------------|
| 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            | 20,360,860           | 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                     | 1,253,705            | 3,509,000            | 2,040,000           | 1,390,000           | 1,760,000           |
| Sewer Services                     | 886,960              | 1,674,810            | 500,000             | 527,000             | 575,000             |
| <b>Total by Department</b>         | <b>\$ 25,077,600</b> | <b>\$ 25,291,610</b> | <b>\$ 9,299,530</b> | <b>\$ 6,436,092</b> | <b>\$ 7,409,371</b> |

24/10/2019

2019-2023 FP Bylaw (Cap)

Schedule "B" – Bylaw #4363  
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 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, 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 #4363  
2019 Revenue Policy Disclosure

Table 1: Proportions of Total Revenue

| Revenue Source                            | Percentage to<br>Total Revenue               | Percentage to<br>Total Revenue               |
|---|--|--|
|   | Includes Conditional Government<br>Transfers | Excludes Conditional Government<br>Transfers |
| Property Taxes                            | 39.02%                                       | 45.88%                                       |
| Parcel Taxes                              | 7.42%  | 8.72%  |
| User Fees, Charges and<br>Interest Income | 25.22%                                       | 29.65%                                       |
| Other Sources                             | 15.68%                                       | 0.87%  |
| Proceeds From Borrowing                   | 12.66%                                       | 14.88%                                       |
|   | 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 #4363  
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 #4363  
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<br>General<br>Municipal<br>Tax<br>Exemption | 2015<br>General<br>Municipal<br>Tax<br>Exemption | 2016<br>General<br>Municipal<br>Tax<br>Exemption | 2017<br>General<br>Municipal<br>Tax<br>Exemption | 2018<br>General<br>Municipal<br>Tax<br>Exemption | 2019<br>General<br>Municipal<br>Tax<br>Exemption |
|---|--|--|--|--|--|--|
| C-2<br>"Downtown<br>Commercial<br>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 #4363  
2019 Revenue Policy Disclosure

Table 5: Revitalization Tax Exemptions

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

Item 9.2

## CITY OF SALMON ARM

Date: November 12, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No 4353 be read a first time.

[OCP4000-41; Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; LDR to NC]

### 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: October 29, 2019

SUBJECT: Official Community Plan Amendment Application No. OCP4000-41  
Zoning Amendment Application No. 1157

Legal: Lot 24, Section 18, Township 20, Range 9, W6M, KDYD, Plan 22473  
Civic: 480 – 30 Street SE  
Owner: Shuswap Christian Education Society  
Applicant/Agent: T. Horsting

## 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 24, Section 18, Township 20, Range 9, W6M, KDYD, Plan 22473 from LDR (Low Density Residential) to NC (Neighbourhood Commercial);
- AND THAT:** Pursuant to Section 475 of the *Local Government Act*, Council shall consider 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 shall consider 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 24, Section 18, Township 20, Range 9, W6M, KDYD, Plan 22473 from R-1 (Single Family Residential Zone) to C-1 (Local Commercial Zone);
- AND FURTHER THAT:** Final Reading of the Zoning Amendment Bylaw be withheld subject to:
- 1) Adoption of the associated Official Community Plan Amendment Bylaw.

## STAFF RECOMMENDATION

The motion for consideration be adopted.

## BACKGROUND

The civic address of the subject property is 480 – 30 Street SE. The property is located on 30<sup>th</sup> Street, two lots south of Little Mountain Fieldhouse and across the street from Shuswap Middle School (Appendices 1 & 2). The applicant wishes to relocate a commercial daycare business to this location and has provided a letter rationale including a letter of support from the Shuswap Children's Association, and a site plan for the proposal (Appendix 3). The parcel is a relatively flat, 0.41 acres in size and is currently vacant; site photos are attached as Appendix 4. Both an OCP and a zoning amendment are necessary to permit a *commercial daycare facility*. The proposal includes an OCP Amendment, to change the OCP designation from Low Density Residential to Neighbourhood Commercial; and, a Zoning Amendment, to change the zoning from R-1, Single Family Residential Zone to C-1, Local Commercial Zone. OCP and zoning maps are attached as Appendices 5 & 6.

Land uses adjacent to the subject parcel include the following:

North: Vacant, City owned property – R-1, Single Family Residential,  
Little Mountain Fieldhouse – P-1, Park  
Public Works Yard – P-3, Institutional  
South: Single Family Residential – R-1  
East: Single Family Residential – R-1  
West: Single Family Residential – R-1  
Shuswap Middle School – P-3, Institutional

The property is owned by Shuswap Christian Education Society and the applicant has an accepted offer on the property subject to the approval of OCP and Zoning Amendments. In 2008, The Shuswap Christian Education Society made a similar application. At the time, their proposal included a zoning amendment application (File No. ZON-906) to rezone the property from R-1, Single Family Residential Zone to P-3, Institutional Zone, to permit a preschool and a daycare facility. The property remained zoned as R-1 as there were conditions for final reading of the Zoning Amendment Bylaw.

The previous proposal in 2008 did not include an OCP amendment because the applicant was rezoning to P-3 and the OCP supports institutional uses within the Urban Containment Boundary. A Development Permit was also not required, as what was proposed at the time was an institutional development. This proposal is a neighbourhood commercial development and it requires both an OCP Amendment and a Development Permit. Subject to the adoption of the OCP and Zoning Amendment Bylaws and as per OCP Policy 9.3.22, all lands designated and rezoned for Neighbourhood Commercial uses are designated as a Neighbourhood Commercial Development Permit Area which are subject to the guidelines contained in section 9.6 of the OCP, Neighbourhood Commercial Development Permit Areas.

The applicant's letter of rationale included a request for consideration of a formal lease agreement for parking on the northern, city owned parcel. Staff are not in support of a formal parking agreement as detailed later in this report.

## OCP POLICIES

As previously noted, the property is designated Low Density Residential in the City's OCP. OCP Policy 9.3.19 supports new Neighbourhood Commercial areas in High, Medium and Low Density Residential areas.

Although the surrounding properties are predominantly single family residential, there are many institutional uses nearby, including Shuswap Middle School, South Broadview Elementary School, and Kings Christian School; these schools are all located along 30<sup>th</sup> Street within 1 km from the subject property. A *commercial daycare facility* would provide support and complement the existing schools in the area. OCP Policy 9.2.2 & 9.2.5 are supportive of this proposed use of a commercial daycare:

"4.4.11 Continue to encourage local amenities such as schools, parks and local commercial uses in residential neighbourhoods..."

- "9.2.2 Encourage and support commercial businesses that are complementary to and utilize the strengths of the community."
- "9.2.5 Support small scale local commercial businesses in appropriate locations in residential neighbourhoods."

Daycare facilities are recognized as a social service in the City's OCP.

- "15.3.22(d) Encourage and facilitate child care facilities and services, e.g., in new developments, places of employment, education and cultural facilities."
- "15.3.22(g) ...encourage social issues to be considered in new development proposals where appropriate, recognizing that social issues may include affordable and accessible housing; daycare; transit, access to schools..."

#### Section 475 & 476– Local Government Act

Pursuant to Section 475 and 476 of the Local Government Act (consultation during OCP development / amendments), the proposed OCP amendment was referred to the following external organizations:

|                               |                                  |
|-------------------------------|----------------------------------|
| Adams Lake Indian Band:       | No response to date              |
| Neskonlith Indian Band:       | Did not provide comments         |
| Economic Development Society: | No objections to the application |
| School District No. 83:       | No response to date              |

#### Section 477 – Local Government Act

Pursuant to Section 477 of the Local Government Act, adoption procedures for official community plan, after first reading, the OCP amendment bylaw must be considered 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.

#### COMMENTS

##### Engineering Department

Engineering comments are attached as Appendix 7. Regarding the request for consideration of a formal lease agreement for parking on the northern, city owned parcel, Engineering staff note the following:

Currently this property is used as an overflow parking area for Little Mountain Sports Complex and the City utilizes the area as a snow dump site during the winter months. This property is critical to our winter operations as we are short on winter dump sites and this particular site provides the needed space to dispose of the snow which is hauled from various City Facilities parking lots, Shaw & Recreation Centres, Curling Facility, Public Works Building, Little Mountain Field House, Fire Hall #2, and various other locations. Staff's concerns with allowing a portion of this lot to be used by the Daycare for parking are:

**#1 Safety**, during the winter months we have large trucks accessing the site to dump snow, this would create increased risk to the City and Contracted trucks as there is a high potential for conflicts and patrons of the Daycare (private vehicles, parents and small children). This could also create access issues along 30<sup>th</sup> Street SE impacting the City's Arterial Roadway. A risk assessment would be needed and possible emigration measure would need to be put into place (Costs?).

**#2 Access**: There is only one entrance to this lot, concerns with keeping any parked vehicles from blocking the access during winter operations or during sporting events that would require the overflow parking areas.

**#3 Drainage**: Concerns with snow pile melt on this property could create issues with the proposed Daycare parking.

Building Department

Professional soils review will be required for development. Comments attached as Appendix 8.

Fire Department

No Fire Department concerns.

Planning Department

Although this proposal is for a commercial daycare, the C-1 Local Commercial Zone includes a variety of other permitted uses. The C-1 Local Commercial Zone is attached as Appendix 9.

The subject property is well-suited for a *commercial daycare facility* as the use would complement and support current uses in the neighbourhood. The surrounding neighbourhood is comprised mainly of residential (single family homes) and institutional uses (ie. schools, churches and Little Mountain Park). From an accessibility perspective, 30 Street NE is a main transit and bike route.

The subject parcel is 0.41 acres and could accommodate a *commercial daycare facility* without the use of the property to north for parking. The parking requirements for a commercial daycare is 1 parking stall per 35 m<sup>2</sup> of gross floor area. For example, if the building was 300 m<sup>2</sup>, 9 parking spaces would be required. The applicant has not submitted a site or concept plan for their proposal at this stage, as the proposed development will be a commercial building and subject to a Development Permit.

Should the OCP and zoning amendments be approved, the applicant has been advised that submission of a Development Permit application is required, with an architect retained to provide a full set of drawings addressing the form and character of the building, landscaping, and additional details as per the design guidelines for Neighbourhood Commercial development as specified in Section 9.6 of the City's OCP. Such an application would be reviewed by Staff and the Design Review Panel prior to Councils' consideration.

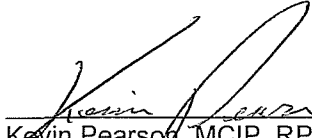
The applicant's letter of rationale included a request for consideration of a formal lease agreement for parking on the city owned property to the north. As previously noted in the comments from the Engineering Department, Staff are not in support of a formal parking agreement primarily for safety reasons. This section of 30<sup>th</sup> Street is already very busy with drop-off and pick-up for Shuswap Middle School. 30<sup>th</sup> Street NE is also designated as an Urban Arterial Road in the City's OCP. Urban arterial roads are designed with the function to facilitate the movement of large volumes of traffic through the community. A formal lease agreement would create another access off of 30<sup>th</sup> Street and due to the high volume of traffic and the function of 30<sup>th</sup> Street, Staff do not support a formal parking agreement.

CONCLUSION

As our City grows, there will be an increase in demand for local neighbourhood services, outside of the traditional TCH corridor. Just recently (2018), another property in the vicinity had similar applications approved by Council, an OCP amendment from Institutional to Neighbourhood Commercial and a zoning amendment from P-3 (Institutional) to C-10 (High Technology Research and Development Zone).

This proposed development is supported by the OCP and compliments the existing uses in the neighbourhood. In addition, the proposed development would provide an amenity to the community in a location that will be accessible and well-suited for this type of development. Therefore, Staff support the OCP and zoning amendments.

  
Denise Ackerman  
Planner, Development Services Department

  
Kevin Pearson, MCIP, RPP  
Director of Development Services





0 15 30 60 90 120  
Meters



Subject Parcel





0 2.5 5 10 15 20  
Meters



Subject Parcel



August 16th, 2019

To Salmon Arm City Council

My name is Teresa Horsting and I have owned and operated, 'Back in Nature Childcare Programming' for 10 years this December. I have received an acceptance on my offer for the vacant lot, (480 30 ST SE), (next to the overflow parking lot for the Field House) in hopes to build a nature based commercial daycare. I have enclosed a rezoning application for this property to rezone to Neighborhood Commercial zoning (C-1) with the \$1200.00 application fee. The location is suitable for a nature based program considering the close proximity to, "Little Mountain Park," as well as its central location, easy access to families. I am sure you are aware of the challenges Salmon Arm faces for parents to find quality childcare, a much needed service in our community. I have enclosed a letter of reference from the Shuswap Children's Association in support of my project. I have a couple subjects before finalizing the purchase of the property. One is, rezoning to C1 and the other is to receive a long term lease or permission, from the 'City of Salmon Arm,' to use the overflow parking lot for parents to safely pick up and drop off their child/children. The lot itself is not large enough for a commercial daycare and a parking lot to accommodate a commercial daycare. I have provided a map with the approximate measurements and the area that I propose to use. The daycare would be open Monday to Friday 7am to 600pm, closed on Statutory holidays.

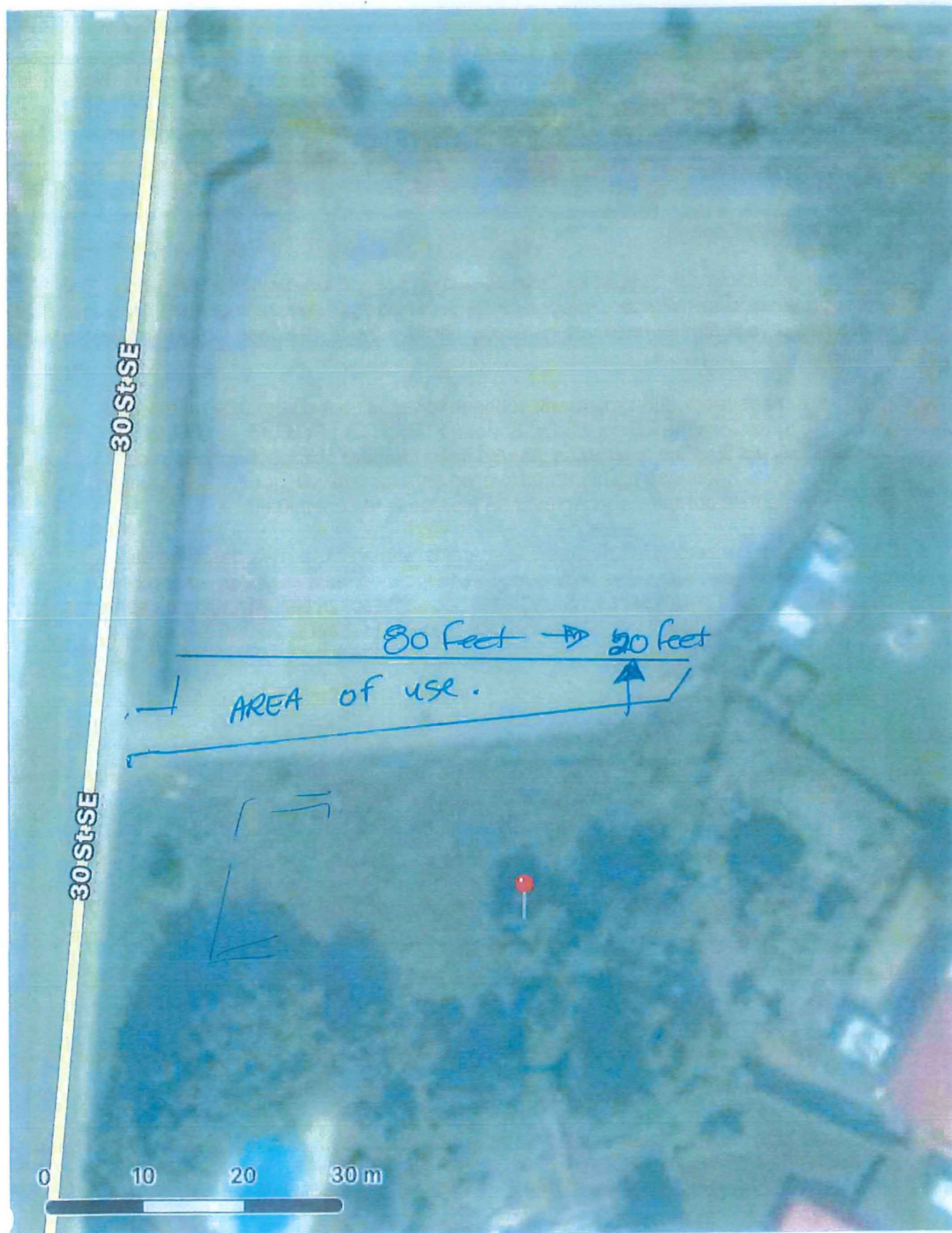
I will inform the neighbouring property owners of my proposal for rezoning for the purpose to build a childcare center. I will forward you a copy of the letter that shows the address of each each home that I had informed.

I am currently working with an architect, when I receive the plans, I will forward them with the development site plan application.

If you require further information please contact me.

*I look forward to hear back from you and thank you for considering my application.*

Teresa Horsing  
250-253-6366  
thorse66@telus.net







April 12, 2019

To Whom It May Concern,

I am writing to show our support for Teresa Horsting's proposed project of relocating and/or creating more child care spaces for Back In Nature Childcare in Salmon Arm. Teresa has to relocate her childcare center by end of June 2019 due to notice of rental termination.

I believe Teresa's proposed project will continue to benefit our community greatly and am writing to express the full support of Shuswap Child Care Resource and Referral Program. I would also like to express the dire need for more childcare spaces in our area. Teresa has been offering high quality child care for families for over nine years in Salmon Arm and is currently serving over 15 families in the community.

Currently, there are zero spots available for parents with children. This does fluctuate but has been the trend for some time now. The 15 working families she is serving now will be without child care spaces in July 2019. Losing Back In Nature Childcare center will have a negative impact our community. Please consider her proposal favorably.

Sincerely,

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

Christine Ondang  
Shuswap Child Care Resource and Referral Program Coordinator



| DEVELOPMENT DATA                                   |  |                   |                     |                           |                           |       |                     |
|--|--|-------------------|---------------------|---------------------------|---------------------------|-------|---------------------|
| CIVIC ADDRESS:                                     | 480 - 30th St. SE, Salmon Arm, BC  |                   |                     |                           |                           |       |                     |
| LEGAL DESCRIPTION:                                 | Lot 24, Section 18, Township 20, Range 6, W6M, KDYO, Plan 22473  |                   |                     |                           |                           |       |                     |
| SITE AREA:   | 1,651.4m (17,775sq)  |                   |                     |                           |                           |       |                     |
| GROSS FLOOR AREA:                                  | <table><tr><td>Ground Floor</td><td>= 140.00m (1,507sq)</td></tr><tr><td>Second Floor</td><td>= 140.00m (1,507sq)</td></tr><tr><td>Total</td><td>= 280.00m (3,014sq)</td></tr></table> | Ground Floor      | = 140.00m (1,507sq) | Second Floor              | = 140.00m (1,507sq)       | Total | = 280.00m (3,014sq) |
| Ground Floor                                       | = 140.00m (1,507sq)  |                   |                     |                           |                           |       |                     |
| Second Floor                                       | = 140.00m (1,507sq)  |                   |                     |                           |                           |       |                     |
| Total  | = 280.00m (3,014sq)  |                   |                     |                           |                           |       |                     |
| ZONING:  | C-1 - Local Commercial Zone  |                   |                     |                           |                           |       |                     |
| Proposed Uses:                                     | Commercial Daycare Facility (Permitted)  |                   |                     |                           |                           |       |                     |
| Maximum Lot Coverage:                              | 65% (Proposed 9.1%)  |                   |                     |                           |                           |       |                     |
| Minimum Setbacks:                                  | <table><tr><td>- 0.3m Front Yard</td></tr><tr><td>- 3.0m Rear Yard</td></tr><tr><td>- 3.0m Interior Side Yard</td></tr><tr><td>- 3.0m Exterior Side Yard</td></tr></table>             | - 0.3m Front Yard | - 3.0m Rear Yard    | - 3.0m Interior Side Yard | - 3.0m Exterior Side Yard |       |                     |
| - 0.3m Front Yard                                  |  |                   |                     |                           |                           |       |                     |
| - 3.0m Rear Yard                                   |  |                   |                     |                           |                           |       |                     |
| - 3.0m Interior Side Yard                          |  |                   |                     |                           |                           |       |                     |
| - 3.0m Exterior Side Yard                          |  |                   |                     |                           |                           |       |                     |
| Maximum Building Heights (for Principal Building): | 10.0m  |                   |                     |                           |                           |       |                     |

**PRELIMINARY**

| DATE | DATE |
|------|------|
|      |      |
|      |      |
|      |      |
|      |      |
|      |      |

|           |              |
|-----------|--------------|
| DRAWN BY: |              |
| DATE:     | October 2019 |
| SCALE:    | 1:150        |



10, 300, 210  
415 - 4th St. SE  
SALMON ARM BC V1E 1P1  
T 250-515-1011  
E mjm@ajmarchitects  
W www.ajmarchitects.ca

PROJECT: P-016  
**WALDORF DAYCARE FACILITY**

480 - 30th St. SE  
Salmon Arm BC

DRAWING TITLE:

**SITE PLAN**

DRAWING NO:

**A01**

APPENDIX 3: Site Plan



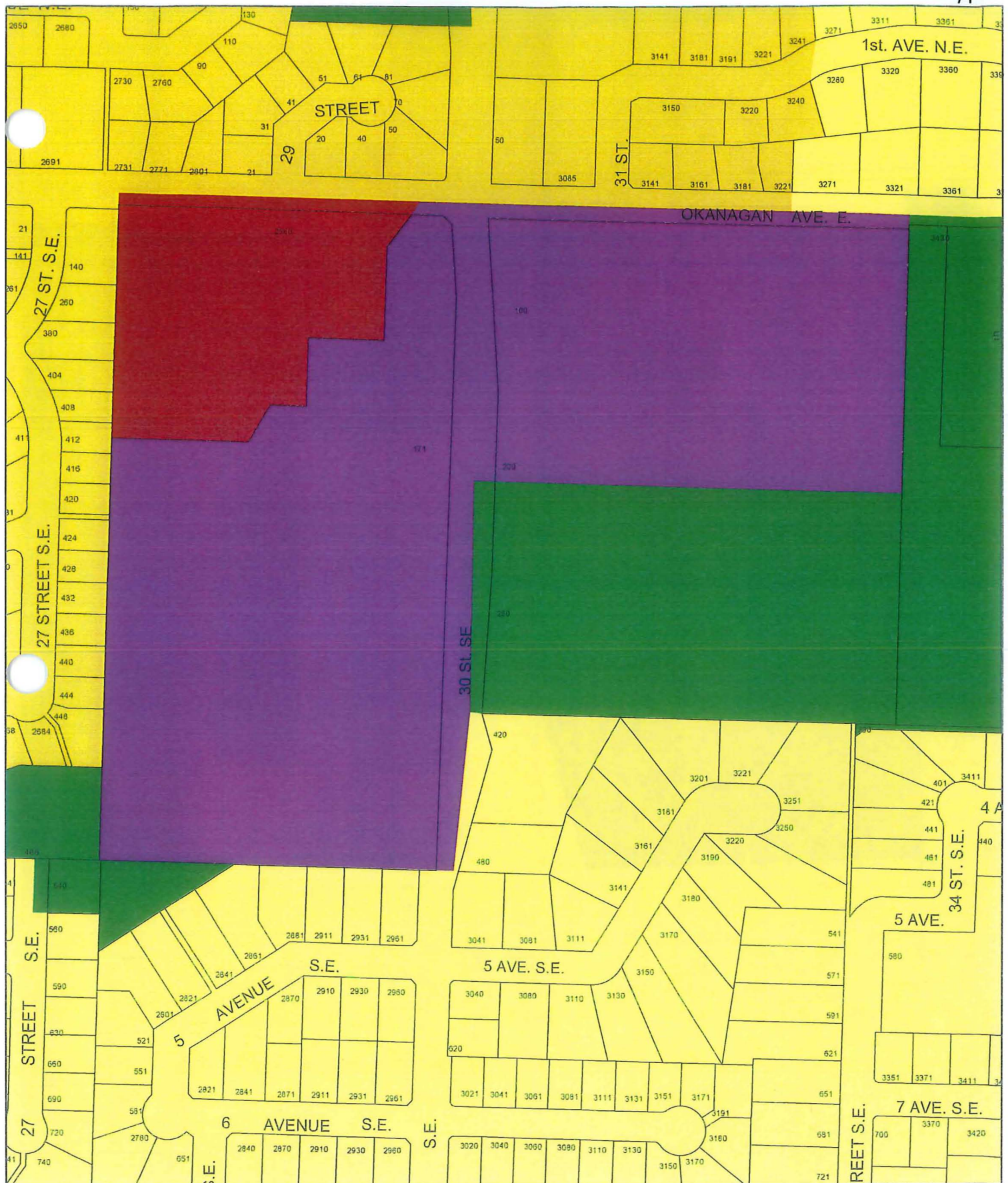


View looking southeast



View looking northeast





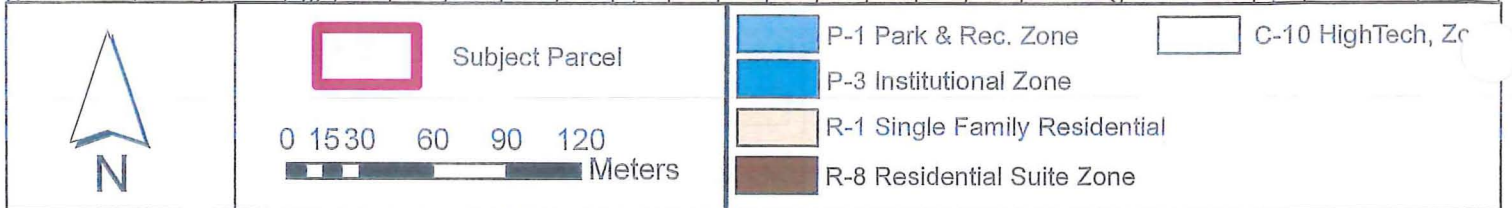
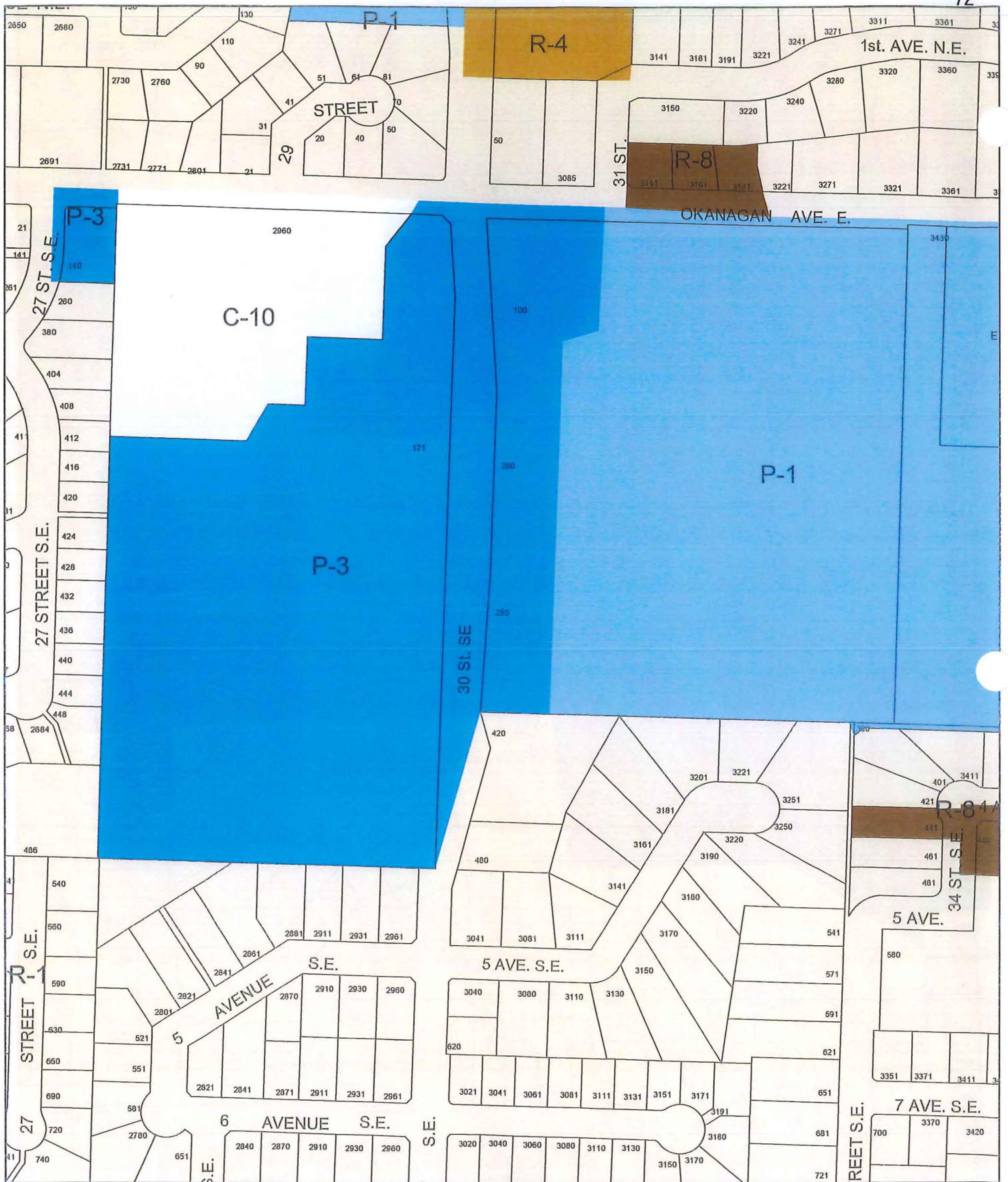
Subject Parcel

0 1530 60 90 120  
Meters

- Low Density Residential
- Medium Density Residential
- Neighbourhood Commercial

- Park
- Institutional







# CITY OF SALMON ARM

*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Kevin Pearson, Director of Development Services  
 DATE: Sept 5, 2019  
 PREPARED BY: Matt Gienger, Engineering Assistant  
 APPLICANT: Teresa Horsting, 3029 Cedar Drive, Sorrento, BC V0E 2W2  
 SUBJECT: OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000-41  
 ZONING AMENDMENT APPLICATION FILE NO. ZON-1157  
 LEGAL: LOT 24, SECTION 18, TOWNSHIP 20, RANGE 9, W6M KDYD, PLAN 22473  
 CIVIC: 480 – 30 Street SE

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Further to your referral dated August 21, 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 overhead electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required at time of construction. 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 / 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.

**OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000-41**  
**ZONING AMENDMENT APPLICATION FILE NO. ZON-1157**  
August 27 2019  
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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. 30 Street SE, 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. 30 Street SE 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, road widening, curb & gutter, sidewalk and streetlights. Owner / Developer is responsible for all associated costs.
3. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
4. As 30 Street SE is designated as an Arterial Road, accesses shall be designed by keeping to a minimum number. Only one (1) driveway access will be permitted onto 30 Street SE. All unused driveways shall be removed. Owner / Developer responsible for all associated costs.

**Water:**

1. The subject property fronts a 305mm diameter Zone 4 watermain on 30 Street SE. No upgrades will be required at this time.
2. Records indicate that the existing property is serviced by an unknown size service from the 305mm diameter watermain on 30 Street SE. Demand of proposed development and existing size of service will determine if any upgrade is required. This service will require a water meter supplied by the City at the time of building permit, at the Owner / Developer's cost. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs
3. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
4. Fire protection requirements to be confirmed with the Building Department and Fire Department.



OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000-41  
ZONING AMENDMENT APPLICATION FILE NO. ZON-1157  
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**Sanitary:**

1. The subject property fronts a 200mm diameter municipal sewer main on 30 Street SE. A 205mm diameter sanitary sewer main traverses the southeast property corner within Right of Way A13402.
2. Records indicate that the existing property is serviced by a 150mm service from the sanitary sewer on 30 Street SE. All existing inadequate/unused services must be abandoned at the main. 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.

**Drainage:**

1. The subject property fronts a 450/600mm diameter storm sewer on 30 Street SE. A groundwater inlet structure with 300mm diameter storm sewer to storm manhole exists 30 Street SE frontage of the property.
2. Records indicate that the existing property is serviced by a 100mm service from the storm sewer on 30 Street SE. 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. The ISMP shall address the site drainage and any upstream drainage, including the safe passage of 100 year overland flow at the low point of the site to the storm water pond on the west side of 30 Street SE.
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 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.

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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.



**Matt Gienger**  
Engineering Assistant



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



DEVELOPMENT SERVICES DEPARTMENT  
Box 40, 500 - 2nd 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)  
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: August 21, 2019  
OWNER: Shuswap Christian Education Society Inc. 350 B – 30 Street NE, Salmon Arm, BC V1E 1J2  
APPLICANT/AGENT: Teresa Horsting, 3029 Cedar Drive, Sorrento, BC V0E 2W2  
SUBJECT: **OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000-41**  
**ZONING AMENDMENT APPLICATION FILE NO. ZON-1157**

LEGAL: Lot 24, Section 18, Township 20, Range 9, W6M KDYD, Plan 22473  
CIVIC: 480 – 30 Street SE

Proposal: 1) Commercial Daycare (letter attached); and  
2) Use of adjacent City land for daycare parking (see attached)

OCP Land Use Designation: Residential Low Density  
OCP Designation Requested: Neighbourhood Commercial  
Development Permit Areas: Environmentally Sensitive Riparian Areas  
Neighbourhood Commercial  
Current Zoning: R-1 (Single Family Residential Zone)  
Requested Zoning: C-1 Local Commercial Zone  
Previous Files: ZON-906  
Associated File: n/a

City Planner Assigned to File: Denise Ackerman  
(For more information contact): [dackerman@salmonarm.ca](mailto:dackerman@salmonarm.ca) or 250-803-4021

Please provide comments at your earliest opportunity.

**COMMENTS for OCP4000-41/ZON-1157:**

No concern with use of land but there is potential for substantial fill on this site.  
Professional soils review will be required for development.

SIGNATURE: MR

DATE: September 26, 2019



**SECTION 15 - C-1 - LOCAL COMMERCIAL ZONE****Purpose**

- 15.1 The C-1 Zone is intended to provide convenience shopping for people who reside in the adjacent neighbourhood. Development in the C-1 Zone should not, neither by its scale nor the variety of services or products offered, attract residents from other than the neighbourhood in which the C-1 use is located. New developments zoned C-1 shall be sited and required to obtain a Development Permit as per the requirements of the Official Community Plan. Commercial uses shall be limited to the ground floor only.

**Regulations**

- 15.2 On a parcel zoned C-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 C-1 Zone or those regulations contained elsewhere in this Bylaw.

**Permitted Uses**

- 15.3 The following uses and no others are permitted in the C-1 Zone:

- |       |     |                                 |
|-------|-----|---------------------------------|
|       | .1  | commercial daycare facility;    |
|       | .2  | convenience store;              |
| #2782 | .3  | home occupation;                |
| #3223 | .4  | licensee retail store;          |
| #4240 | .5  | mobile food vending;            |
|       | .6  | neighbourhood pub;              |
|       | .7  | office;                         |
| #2837 | .8  | outside vending;                |
|       | .9  | personal service establishment; |
|       | .10 | public use;                     |
|       | .11 | public utility;                 |
|       | .12 | video store;                    |
|       | .13 | upper floor dwelling units;     |
|       | .14 | accessory use.                  |

**Maximum Number of Principal Buildings**

- 15.4 The maximum number of principal buildings shall be one (1) per parcel.

**Maximum Height of Principal Building**

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

**Maximum Parcel or Site Coverage**

- 15.6 The maximum parcel or site coverage for all buildings and structures shall be 65% of the parcel or site area.

**Maximum Gross Floor Area**

- 15.7 The total allowable building envelope (maximum ground floor area) shall not exceed 500.0 square metres (5,382.1 square feet).

**Minimum Parcel Size or Site Area**

- 15.8 The minimum parcel size or site area shall be 465.0 square metres (5,005.3 square feet).

**Minimum Parcel or Site Width**

- 15.9 The minimum parcel or site width shall be 15.0 metres (49.2 feet).

**Minimum Setback of Principal Buildings**

- 15.10 The minimum setback of the principal buildings from:
- |    |                                    |                        |
|----|------------------------------------|------------------------|
| .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 | 3.0 metres ( 9.8 feet) |
| .4 | Exterior side parcel line shall be | 6.0 metres (19.7 feet) |

**Outside Storage**

- 15.11 Outside storage shall not be permitted.

**Parking and Loading**

- 15.12 Parking and loading shall be required as per Appendix I.

## CITY OF SALMON ARM

### BYLAW NO. 4353

#### 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 \_\_\_\_\_, at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_, 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 24, Section 18, Township 20, Range 9, W6M, KDYD, Plan 22473 from LDR - Low Density Residential to NC - Neighbourhood Commercial, 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. 4353**”.

READ A FIRST TIME THIS DAY OF 2019

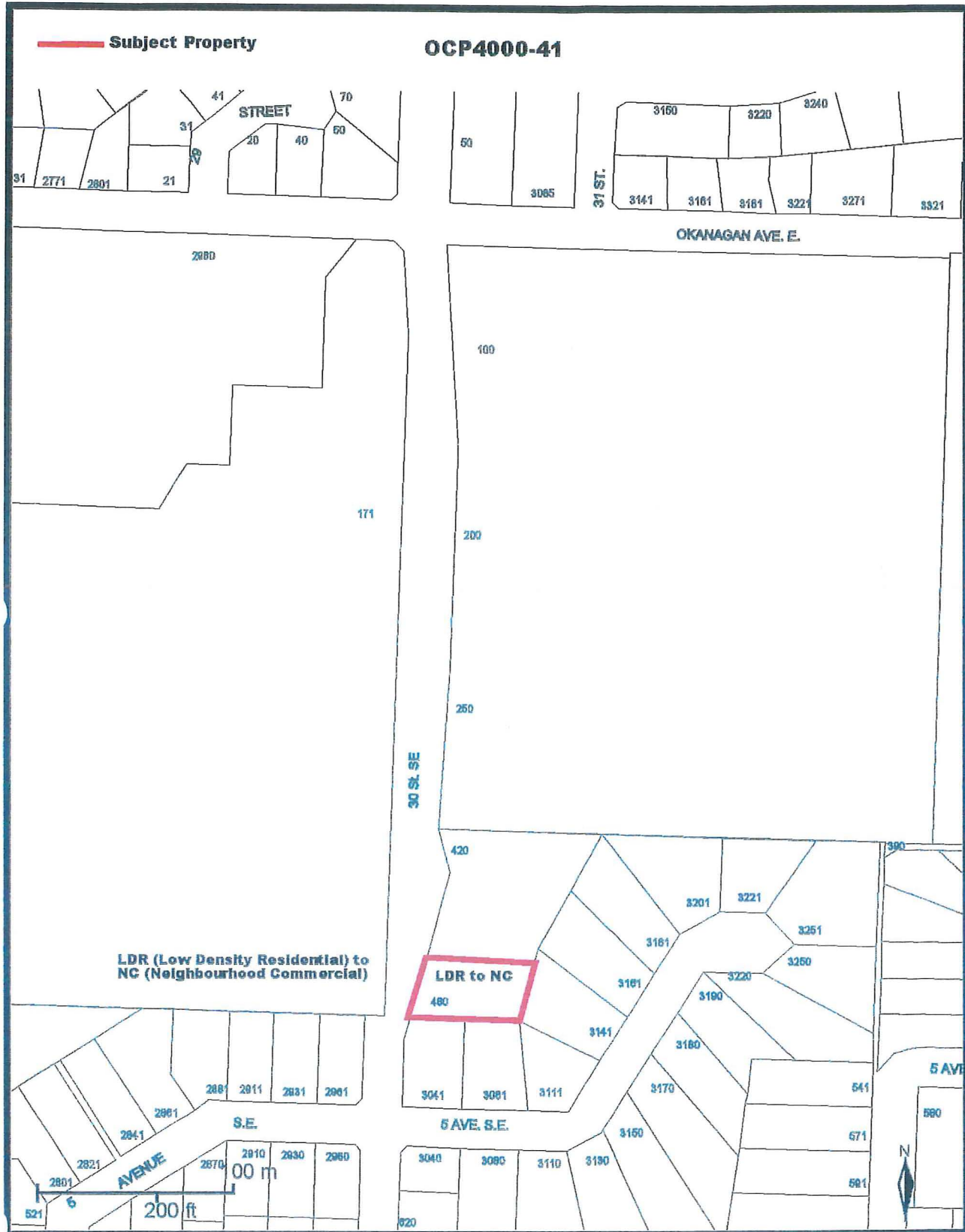
READ A SECOND TIME THIS DAY OF 2019

READ A THIRD TIME THIS DAY OF 2019

ADOPTED BY COUNCIL THIS DAY OF 2019

\_\_\_\_\_  
MAYOR

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



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Item 9.3

## CITY OF SALMON ARM

Date: November 12, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4354 be read a first time;

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

[ZON-1157; Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; R-1 to C-1]

### Vote Record

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

Opposed:

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



5. REPORTS

2. Zoning Amendment Application No. ZON-1157 [Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; R-1 to C-1]

Moved: Councillor Wallace Richmond

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 24, Section 18, Township 20, Range 9, W6M, KDYD, Plan 22473 from R-1 (Single Family Residential Zone) to C-1 (Local Commercial Zone);

AND THAT: final reading of the Zoning Amendment Bylaw be withheld subject to:

1. Adoption of the associated Official Community Plan Amendment Bylaw.

M. Lamerton, on behalf of the applicant, outlined the application and was available to answer questions from the Committee. He advised that he would discuss the issue of restricting uses with his client.

Amendment:

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: a Section 219 Covenant be registered on the property to exclude the following uses from Section 15 - C-1 - Local Commercial Zone, 15.3 Permitted Uses:

4. licensee retail store;
6. neighbourhood pub; and
12. video store.

CARRIED UNANIMOUSLY

Amendment:

Moved: Mayor Harrison

Seconded: Councillor Cannon

THAT: the Covenant also exclude the following use:

2. convenience store

CARRIED UNANIMOUSLY

Motion as Amended:

CARRIED UNANIMOUSLY

# CITY OF SALMON ARM

## BYLAW NO. 4354

### 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 \_\_\_\_\_, 2019 at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_, 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 24, Section 18, Township 20, Range 9, W6M, KDYD, Plan 22473 from R-1 Single Family Residential Zone to C-1 Local 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.

City of Salmon Arm  
Zoning Amendment Bylaw No. 4354

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4354"**

READ A FIRST TIME THIS DAY OF 2019

READ A SECOND TIME THIS DAY OF 2019

READ A THIRD TIME THIS DAY OF 2019

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE DAY OF 2019

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

ADOPTED BY COUNCIL THIS DAY OF 2019

\_\_\_\_\_  
MAYOR

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

## SCHEDULE "A"





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Item 9.4

## CITY OF SALMON ARM

Date: November 12, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4356 be read a first and second time.

[ZON-1159; Voyer, C.; 1540 15 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: October 22, 2019

Subject: Zoning Bylaw Amendment Application No. 1159

Legal: Lot 1, Section 12, Township 20, Range 10, W6M, KDYD, Plan KAP89662

Civic: 1540 15 Street SE

Applicant: Charles Voyer

---

### **MOTION FOR CONSIDERATION**

**THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 12, Township 20, Range 10, W6M, KDYD, Plan KAP89662 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 1540 15 Street SE at the corner of 15 Avenue SE in the Hillcrest 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.

The parcel is approximately 630 m<sup>2</sup>, 20 m wide and 30 m deep, 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.

The proposal meets the required minimum parcel size requirements of the R-8 zone. R-8 Zoning regulations are attached as Appendix 5. A conceptual drawing showing a single family dwelling and secondary suite, which is subject to change, has been provided as Appendix 6. Site photos are attached as Appendix 7.

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. The property is vacant. The R-8 Zone would allow for one single family dwelling and an accessory secondary suite on the subject 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 B. The proposed R-8 zone is consistent with the Low Density land use designation. Residential Development Area B means that the land and surrounding infrastructure are the second 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 concerns.

##### 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 land uses. The property next door, Richmond House, circa 1920, is on the City's Heritage Register.

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. At 630 m<sup>2</sup> the subject property 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.

  
 Prepared by: Scott Beeching, MCIP, RPP  
 Senior Planner

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









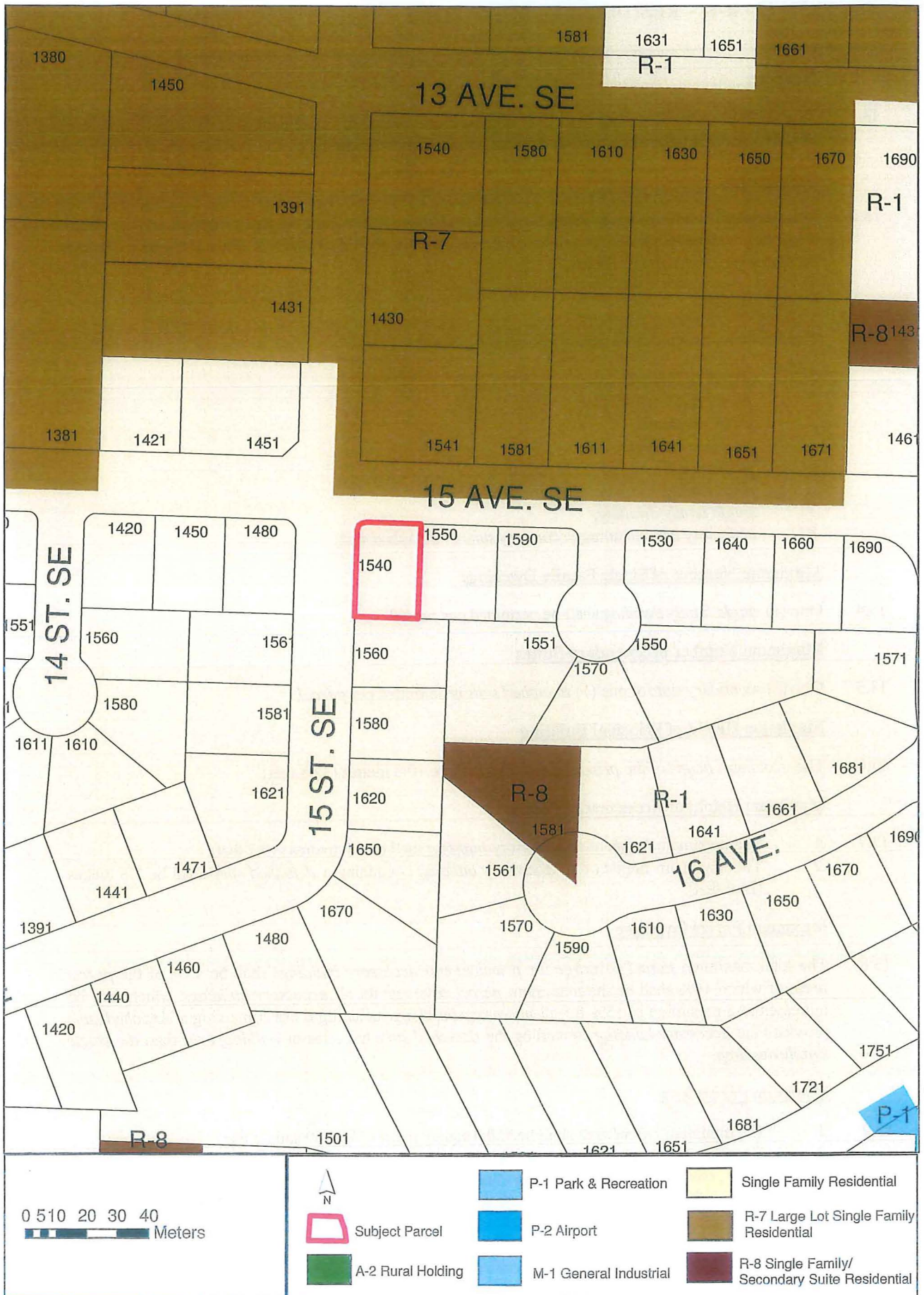


## Appendix 3 OCP Designation





## Appendix 4 Zoning





## #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 *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 (7,534.7 square feet)

---

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


---

**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 *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 | <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**

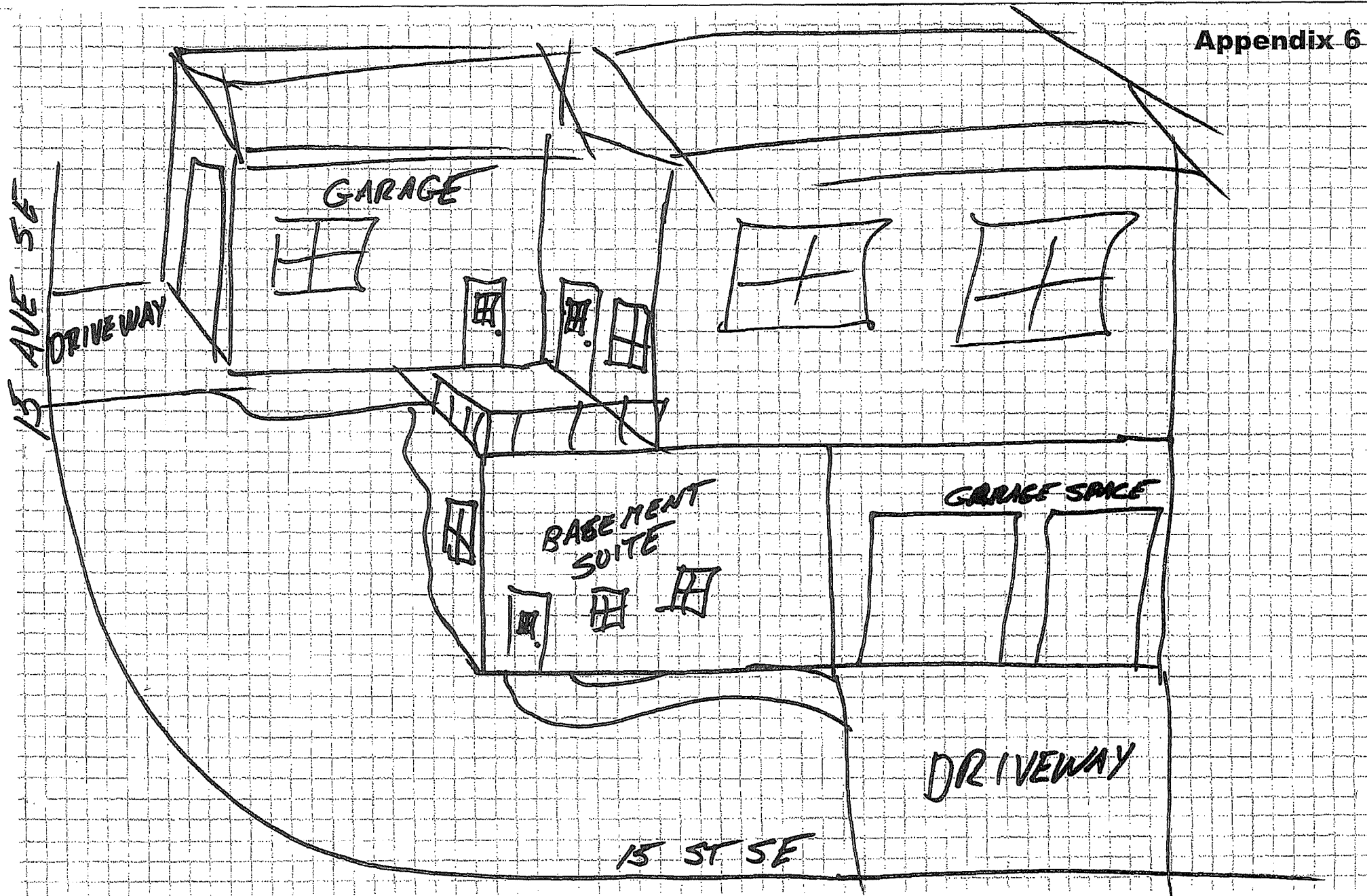
- 13.14 The minimum *setback* of an *accessory building* containing a *detached suite* from the:
- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be         | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> shall be          | 3.0 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**

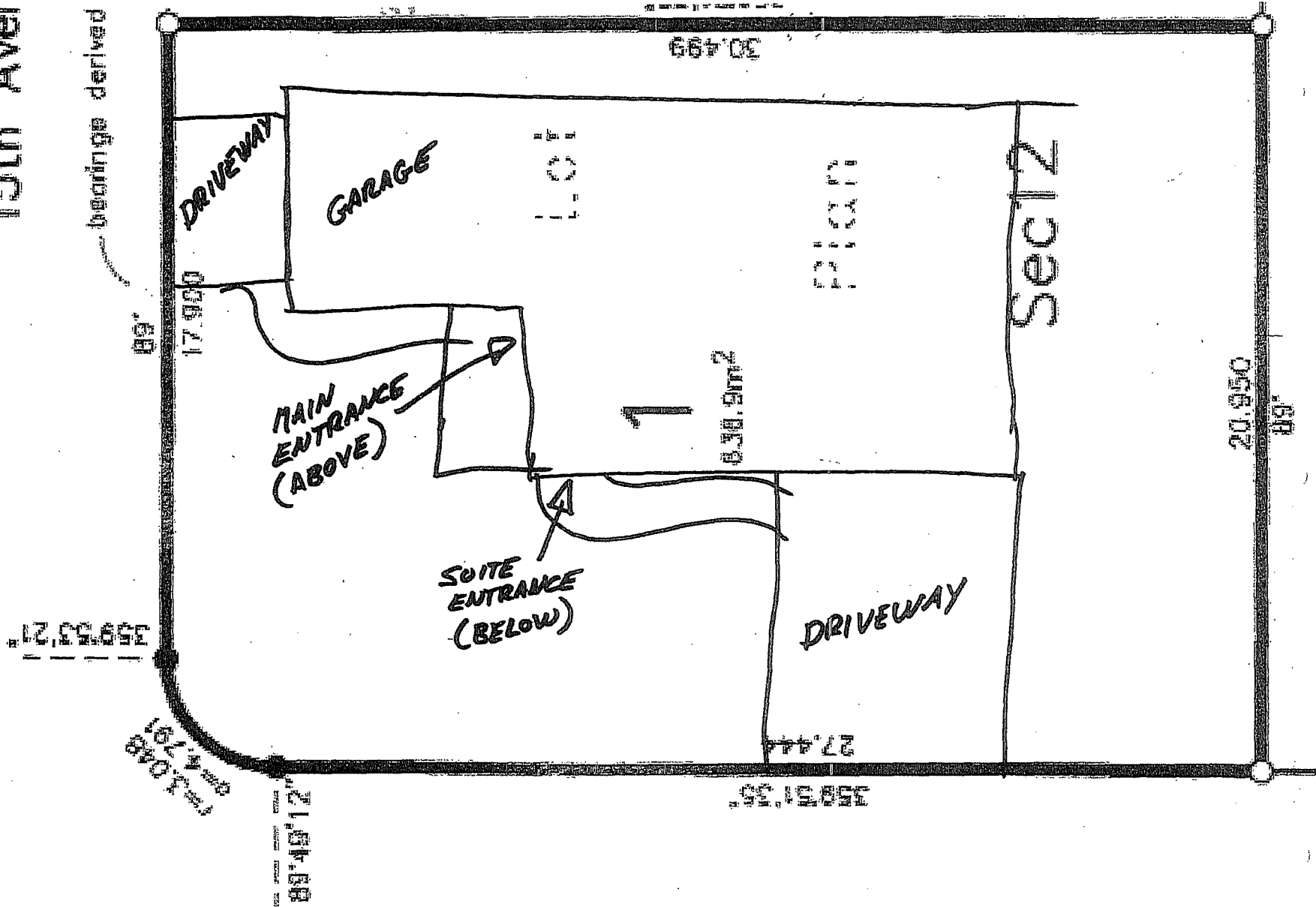
- 13.15 .1 Parking shall be required as per Appendix I.  
 .2 An offstreet parking space provided for a *secondary suite* or *detached suite* shall not be sited in tandem to a parking space provided for a *single family dwelling*.

**Detached Suite**

- 13.16 Refer to Section 4.2 for General Regulations.



15th Ave





## Appendix 7



Looking SE at corner of 15 Street SE and 15 Avenue SE



Looking SW from 15 Street SE

# CITY OF SALMON ARM

## BYLAW NO. 4356

### 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 , 2019 at the hour of 7:00 p.m. was published in the and , 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 1, Section 12, Township 20, Range 10, W6M, KDYD, Plan KAP89662 form R-1Single 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. 4356

5. CITATION

This bylaw may be cited as "**City of Salmon Arm Zoning Amendment Bylaw No. 4356**"

READ A FIRST TIME THIS DAY OF 2019

READ A SECOND TIME THIS DAY OF 2019

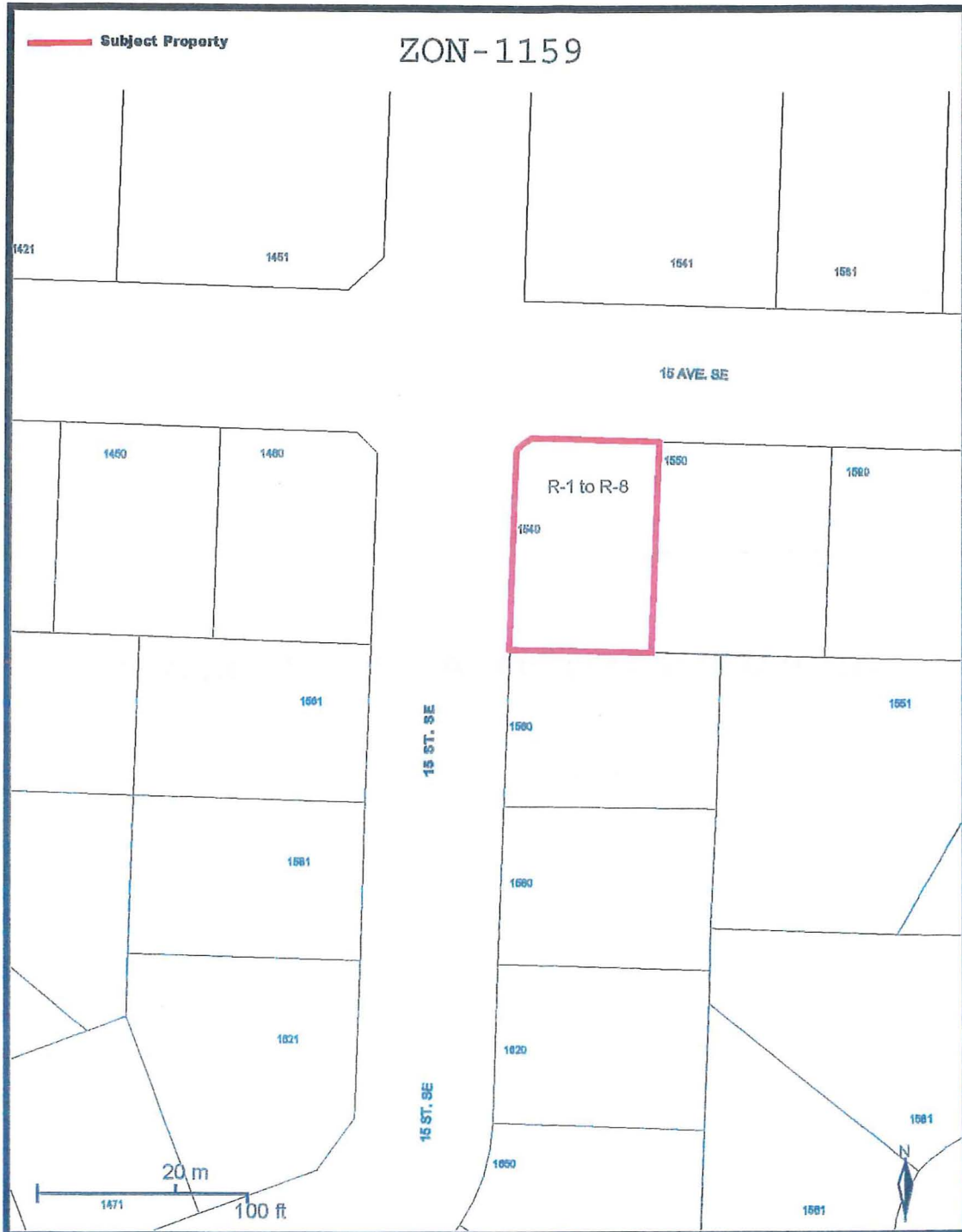
READ A THIRD TIME THIS DAY OF 2019

ADOPTED BY COUNCIL THIS DAY OF 2019

\_\_\_\_\_  
MAYOR

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

SCHEDULE "A"





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Item 9.5

## CITY OF SALMON ARM

Date: November 12, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4359 be read a first and second time.

[ZON-1160; Reid, D./Lawson Engineering & Development Services Ltd.; 3341 20 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: October 28, 2019

Subject: Zoning Bylaw Amendment Application No. 1160

Legal: Lot 1, Section 25, Township 20, Range 10, W6M, KDYD, Plan 40950 Except Plan EPP5384

Civic: 3341 – 20 Street NE

Owner/Applicant: Reid D. / Lawson EDS Ltd.

---

### MOTION FOR CONSIDERATION

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 25, Township 20, Range 10, W6M, KDYD, Plan 40950 Except Plan EPP5384 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

---

### STAFF RECOMMENDATION

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

---

### PROPOSAL

The subject parcel is located at 3341 20 Street NE (Appendix 1 and 2) and presently contains a single family dwelling and various accessory buildings. The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the construction of a secondary suite.

### BACKGROUND

The large (1.243 hectare, approximately 102 metres wide by 102 metres deep) subject parcel is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The subject parcel is located in the Upper Lakeshore area, largely comprised of R-1 and R-7 zoned parcels containing single family dwellings with associated accessory buildings. There are currently six R-8 zoned parcels within the proximity of the subject parcel.

The subject parcel easily meets the conditions as specified to permit a secondary suite within the proposed R-8 zone. Site photos are attached as Appendix 5. The intent of the applicant is to develop a conforming *detached suite*. No site or development plan has been provided for this application. Development of either a *detached suite* or *secondary suite* within a dwelling would require a building permit and will be subject to meeting Zoning Bylaw, BC Building Code requirements.

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

COMMENTSEngineering Department

No concerns with rezoning. Preliminary comments for development provided (Appendix 6).

Building Department

BC Building Code will apply.

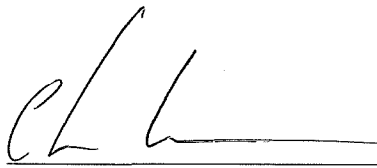
Development Cost Charges (DCCs) are payable at the time of Building Permit for a *Detached Suite* in the amount of \$6,064.31 (same as the DCCs for a High Density Residential Unit).

Fire Department

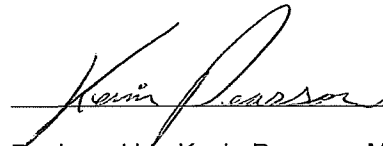
No concerns.

Planning Department

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

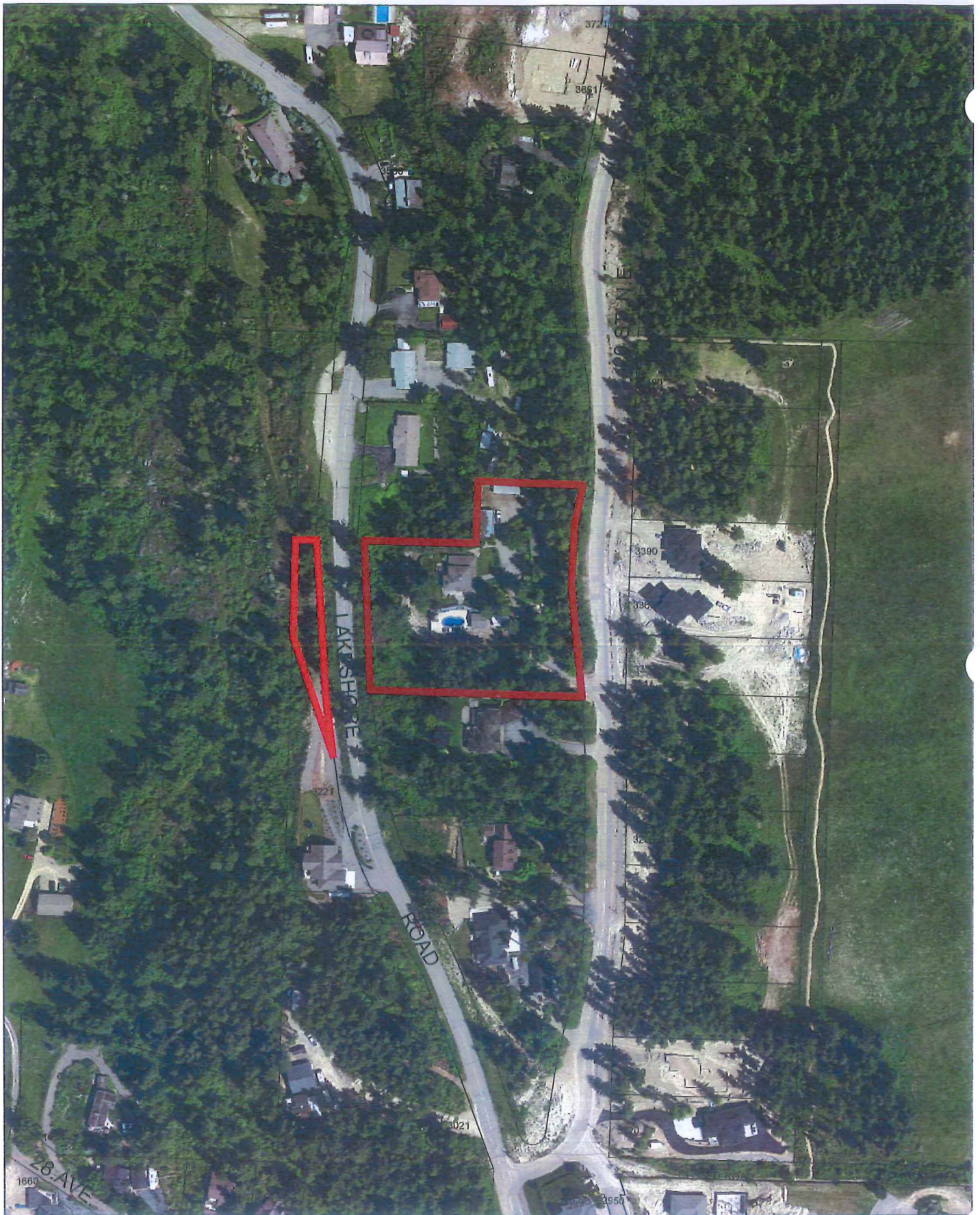
  
\_\_\_\_\_

Prepared by: Chris Larson, MCP  
Planning and Development Officer

  
\_\_\_\_\_

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





0 25 50 100 150 200 Meters



Subject Parcel





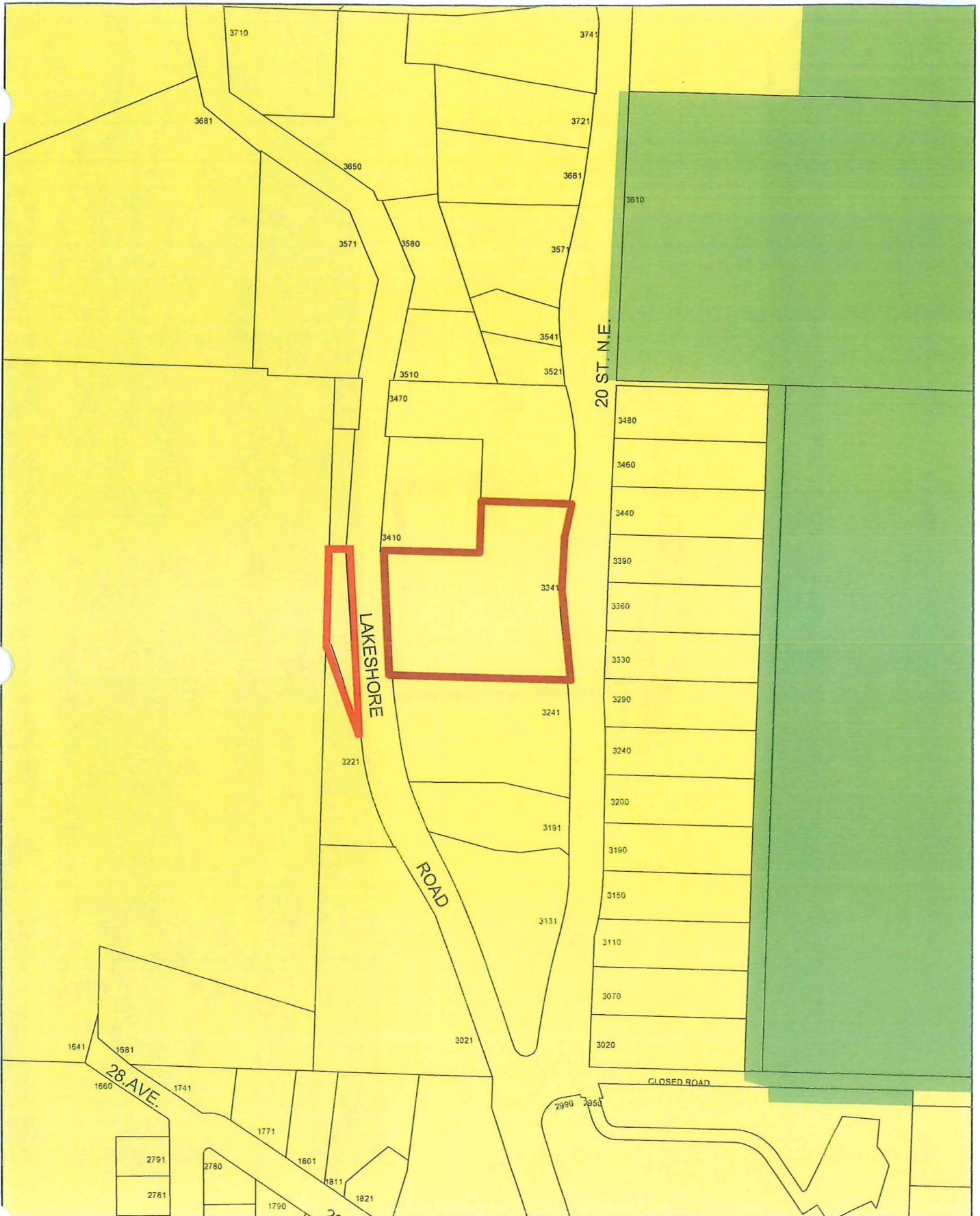
0 10 20 40 60 80 Meters



Subject Parcel







0 20 40 80 120 160 Meters



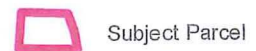
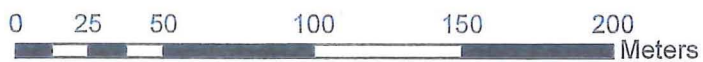
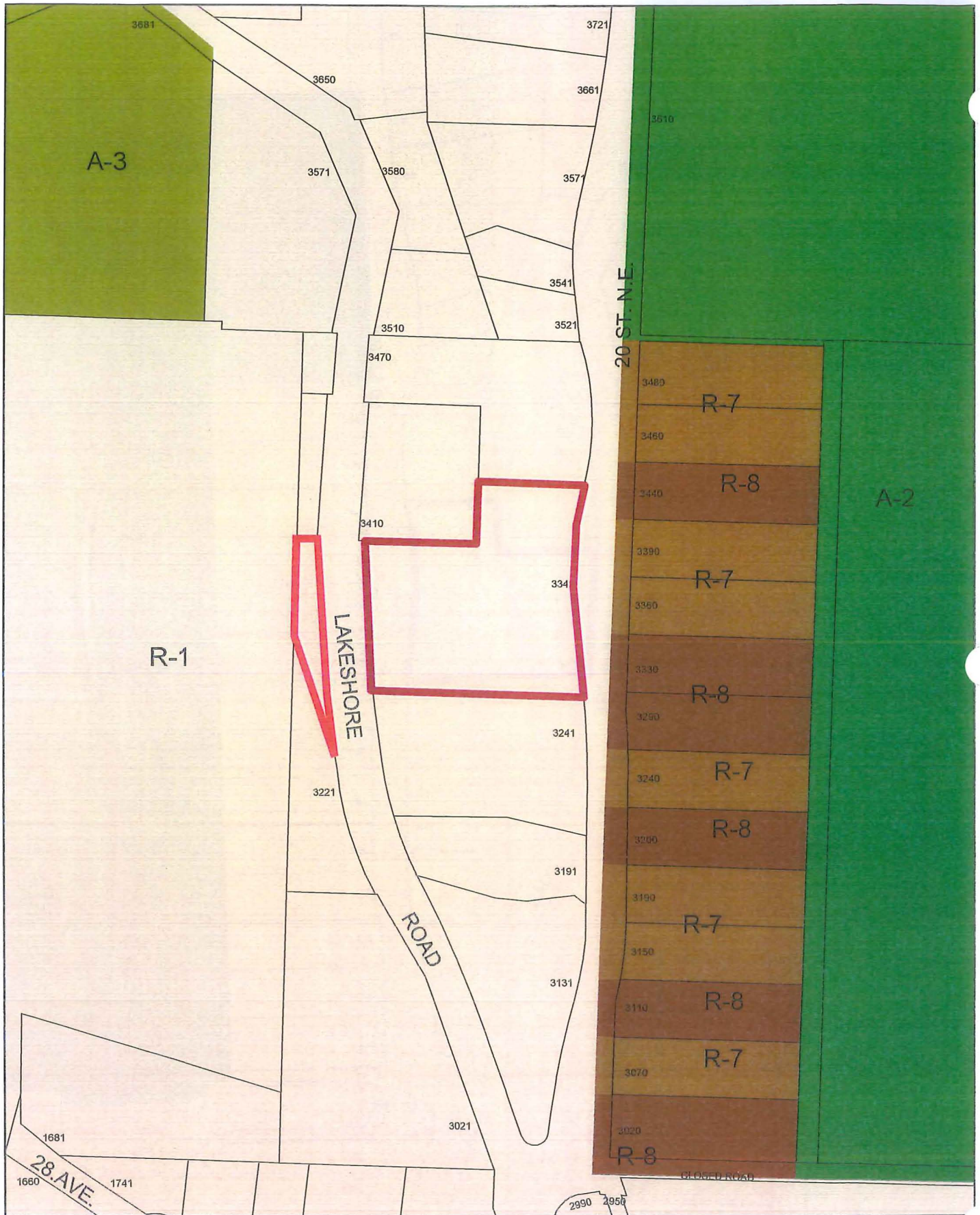
Subject Parcel



Acreage Reserve

Residential Low Density



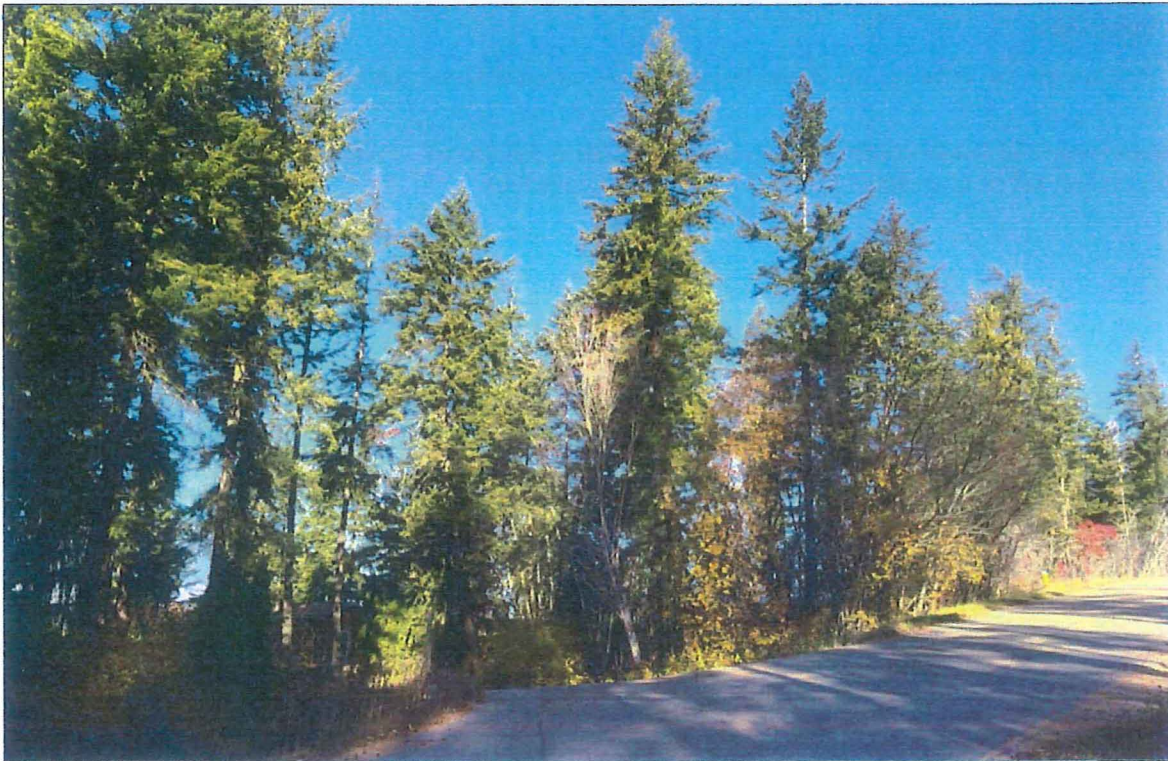




## Appendix 5: Site Photos



View of subject parcel looking southwest from 20 Street NE.



View of subject parcel looking northwest from 20 Street NE.





*Memorandum from the  
Engineering and Public  
Works Department*

---

TO: Kevin Pearson, Director of Development Services  
 DATE: Oct 18, 2019  
 PREPARED BY: Matt Gienger, Engineering Assistant  
 OWNER: Debra Reid, PO Box 2408 Salmon Arm, BC V1E 4R4  
 APPLICANT: Lawson Engineering and Development Services Ltd.,  
                   PO Box 106, Salmon Arm, V1E 1N4  
 SUBJECT: ZONING AMENDMENT APPLICATION FILE NO. ZON-1160  
 LEGAL: Lot 1, Section 25, Township 20, Range 10, W6M KDYD, Plan 40950  
               Except Plan EPP5384  
 CIVIC: 3341 – 20 Street NE

---

Further to your referral dated October 9, 2019, we provide the following initial comments. The following comments are not conditions for Zoning Applications; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages.

1. Future Development of detached suite may require the installation of water meter pit within 2m of property line.
2. Future Development of property may require existing home and proposed detached suite to both be connected to City sanitary main at owner's cost. Estimate will be provided at building permit application.
3. Access will be limited to 20 Street NE and no access will be permitted to Lakeshore Road.

Please note that these comments do not constitute a full formal review of the subject property and such review will be complete upon building permit application.

 A handwritten signature in blue ink, appearing to read "Matt Gienger".
 

---

**Matt Gienger**  
Engineering Assistant

 A handwritten signature in blue ink, appearing to read "Jenn Wilson".
 

---

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

# CITY OF SALMON ARM

## BYLAW NO. 4359

### 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 , 2019 at the hour of 7:00 p.m. was published in the and , 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 1, Section 25, Township 20, Range 10, W6M, KDYD, Plan 40950 Except Plan EPP5384 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. 4359

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4359"**

READ A FIRST TIME THIS DAY OF 2019

READ A SECOND TIME THIS DAY OF 2019

READ A THIRD TIME THIS DAY OF 2019

ADOPTED BY COUNCIL THIS DAY OF 2019

\_\_\_\_\_  
MAYOR

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

## SCHEDULE "A"



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Item 10.1

## CITY OF SALMON ARM

Date: November 12, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4351 be read a final time.

[ZON-1156; Nova Capital. & McDiarmid, L.; 870 10 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: October 8, 2019

Subject: Zoning Bylaw Amendment Application No. 1156

Legal: Lot A, Section 13, Township 20, Range 10, W6M KDYD, Plan 10397  
 Civic Address: 870 – 10 Street NE  
 Owner/Applicant: Nova Capital LTD. / McDiarmid, I.

### MOTION FOR CONSIDERATION

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 10397 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 & Infrastructure approval.

### STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

### PROPOSAL

The subject parcel is located at 870 – 10 Street NE (Appendix 1 and 2) and is under subdivision application (SUB-19.18) to create one new lot and a remainder. A proposed sketch plan of the subdivision (Appendix 3) has been provided. The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the development a *secondary suite* on each of the proposed parcels.

### BACKGROUND – SECONDARY SUITES

The parcel is designated High Density Residential in the City's Official Community Plan (OCP), and zoned Single Family Residential (R-1) in the Zoning Bylaw (Appendix 4 & 5). The subject parcel is located in the downtown residential neighbourhood close to McGuire Lake Park and the hospital, largely comprised of R-1 zoned parcels (as well as some R-4 and R-7 parcels) containing single family dwellings. There are currently five R-8 zoned parcels within the proximity of the subject parcel. If a high density residential development and zoning were proposed, the maximum number of dwelling units permitted with R-5 Zoning would be 15 units on the existing 1,555 m<sup>2</sup> parcel, assuming gross parcel area.

With subdivision, the existing single family dwelling would be retained on the proposed Remainder Lot, while a new parcel would be created as shown in the attached sketch plan (Appendix 3). Site photos are attached as Appendix 6.

Also with subdivision, a 455 square metre new parcel would have potential to meet the conditions for the development of a *secondary suite* within a new single family dwelling (but not a *detached suite*), while the 1,100 square metre Remainder may have potential to meet the conditions for the development of a *detached suite*. These parcel areas referred to are conceptual at this stage and do not factor in required road and lane dedications.

COMMENTSMOTI

Preliminary approval has been granted.

Engineering Department

No concerns with rezoning. Full comments to be provided with application SUB-19.18.

Building Department

Building Permit required and BC Building Code requirements must be met to construct a *secondary suite*.

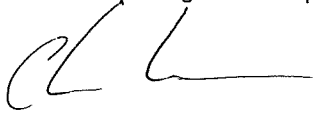
Fire Department

No concerns.

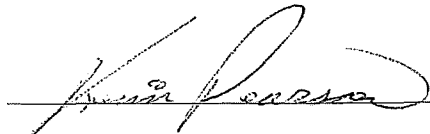
Planning Department

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

While the parcel is well suited to a higher density residential development ideally with R-4 or R-5 zoning, the proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. Any new development will require a building permit and will be subject to the Subdivision and Development Servicing Bylaw, applicable Development Cost Charges, as well as meeting Zoning Bylaw and BC Building Code requirements.

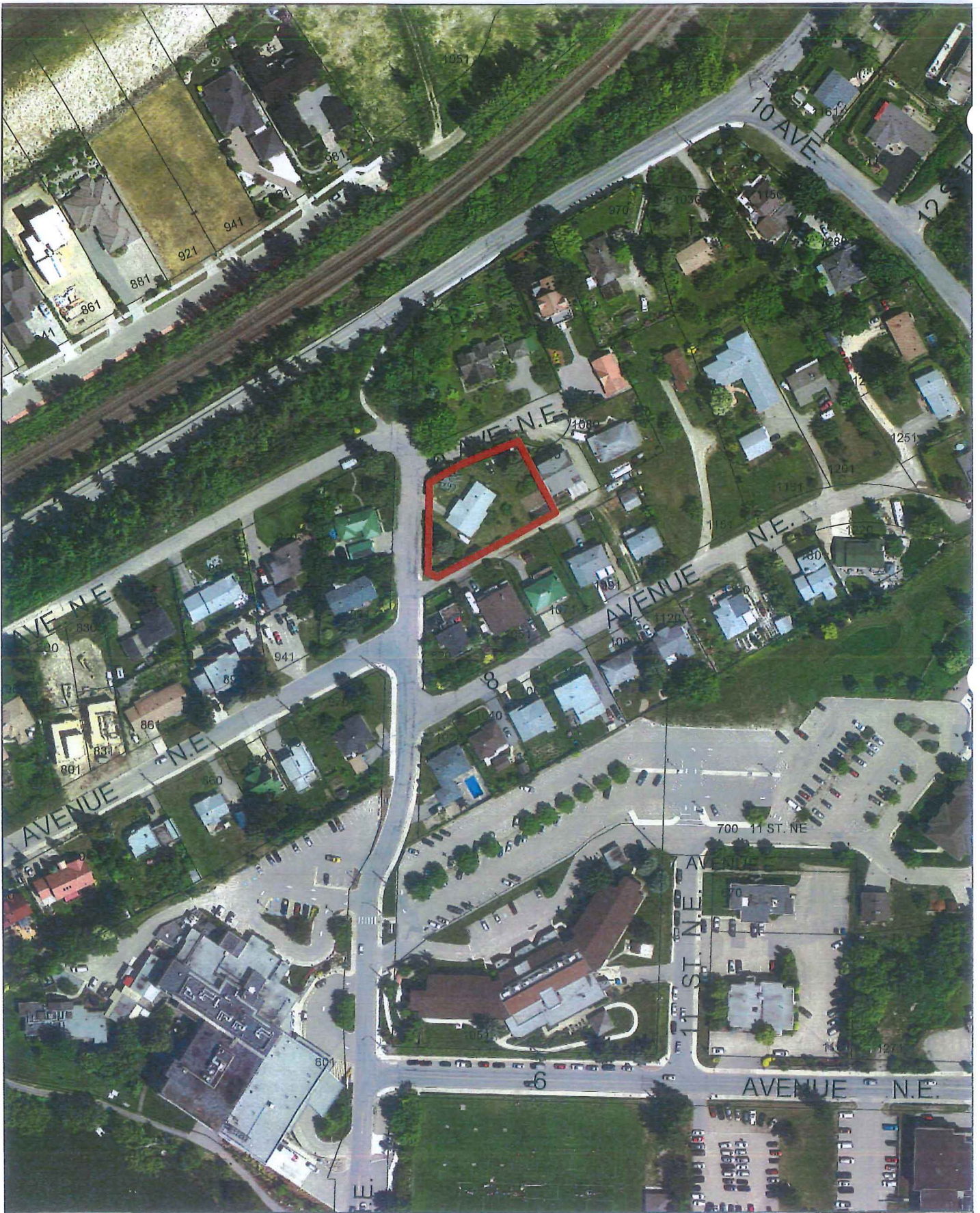


Prepared by: Chris Larson, MCP  
Planning and Development Officer



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



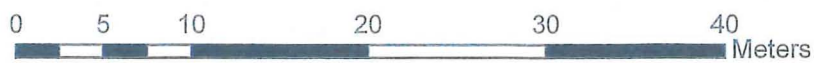


0 20 40 80 120 160 Meters




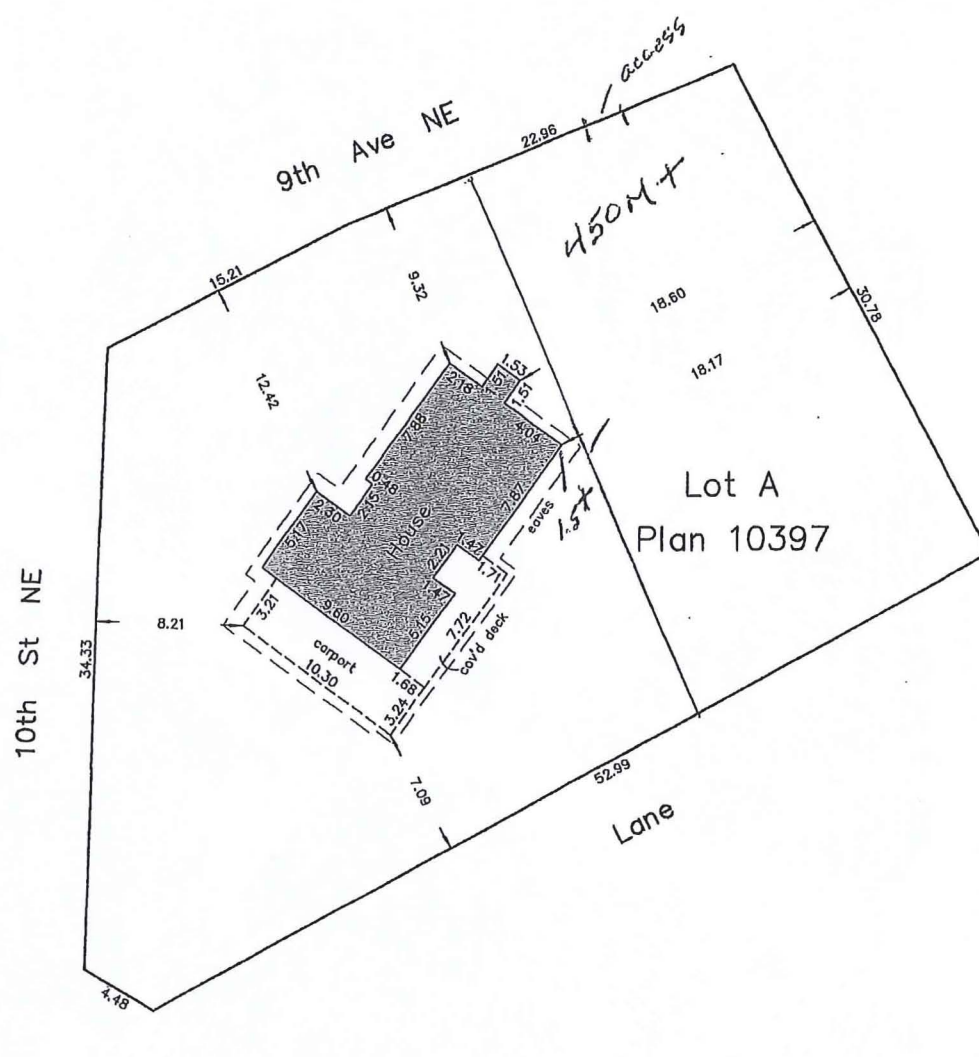
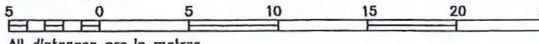
Subject Parcel

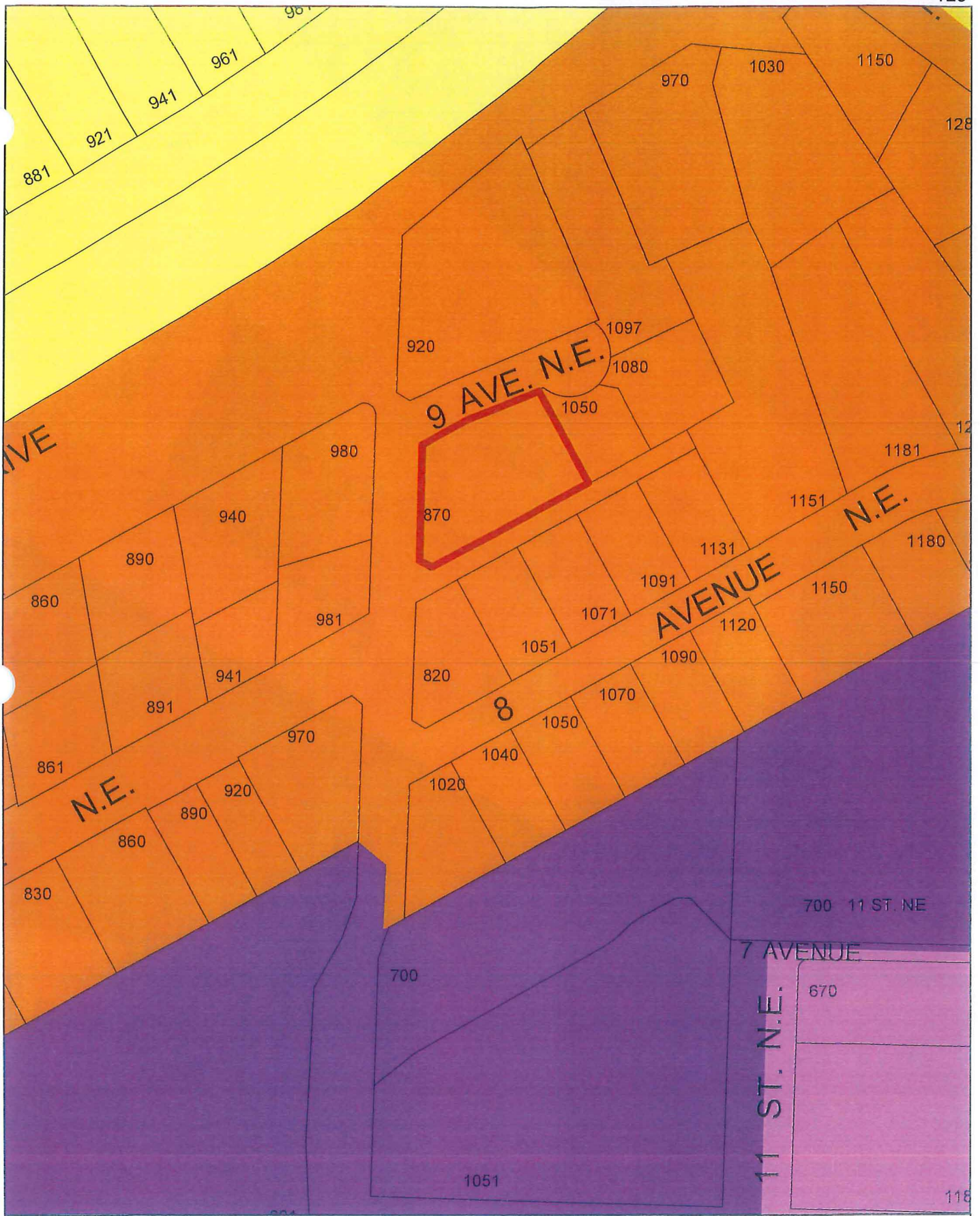











## Appendix 3: Proposed Subdivision Concept

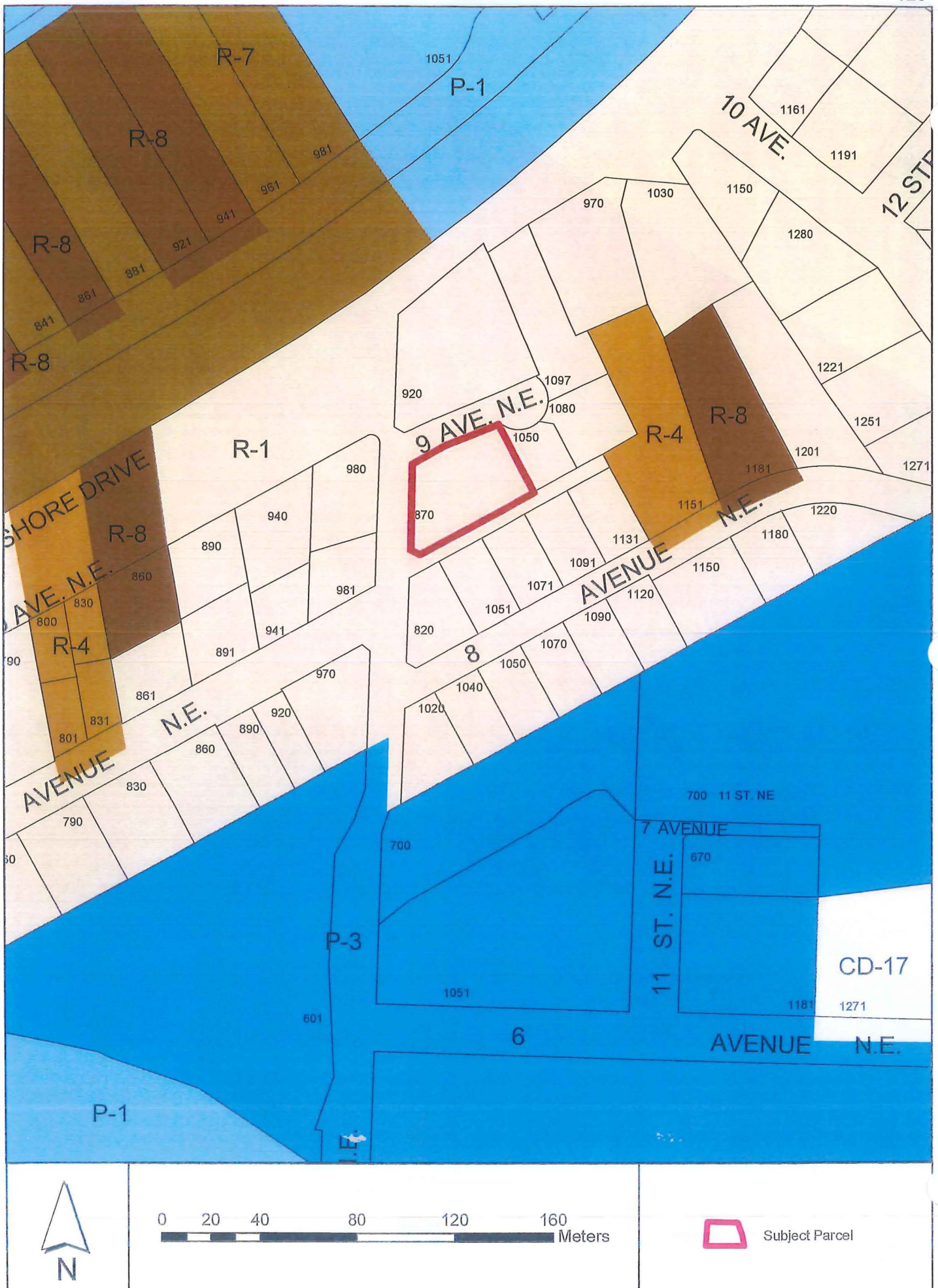
|   |   |
|---|---|
|    | <b>BRITISH COLUMBIA AND CANADA LANDS</b><br>Box 362, Salmon Arm, B.C. V1E 4N5<br>250-832-9701   office@brownejohnson.com  |
| <b>BC LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE</b>   |   |
| <b>To:</b> Ian McDiarmid<br>726 Abbington Lane<br>Tappen, BC V0E 2X3  | <b>Re:</b> Lot A, S 13, Tp 20, R 10,<br>W6M, KDYD, Plan 10397<br><br><b>Parcel Identifier (PID):</b> 009-578-315<br><b>Civic Address:</b> 870 10th St NE, Salmon Arm  |
| <p style="text-align: right; font-size: small;">List of documents registered on title which may affect the location of improvements:<br/>None</p> <div style="text-align: center;">  <p style="font-size: 2em; font-weight: bold; margin-top: 20px;">450M+</p> <p style="font-size: 1.5em; font-weight: bold;">Lot A<br/>Plan 10397</p> </div>   |   |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Scale 1:250</b></p>  <p style="font-size: x-small;">All distances are in metres.<br/>Dimensions derived from field measurements.</p> </div> <div style="width: 50%;"> <p style="font-size: x-small;">Offsets from property line to building are measured from the siding.</p> </div> </div>   |   |
| <p>The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.</p> <p>This plan was prepared for application purposes and is for the exclusive use of our client. This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property boundaries.</p> <p>This building location certificate has been prepared in accordance with the Professional Reference Manual and is certified correct this 8th day of August, 2019.</p> | <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="font-size: 1.5em; font-weight: bold;">Mark<br/>Mason</p> <p style="font-size: 1.2em; font-weight: bold;">88BCMC</p> </div> <div style="width: 50%;"> <p style="font-size: x-small;">Digitally signed by Mark Mason<br/>88BCMC<br/>Date: 2019.08.12 09:57:49 -07'00'</p> <p style="text-align: right; font-size: x-small;">BCLS</p> </div> </div> |
| <p style="text-align: center;">COPYRIGHT © BROWNE JOHNSON 2019 LAND SURVEYORS</p> <p style="text-align: center;">All rights reserved. No person may copy, reproduce, transmit or alter this document in whole or in part without the prior written consent of BROWNE JOHNSON LAND SURVEYORS.</p> <p style="text-align: center;"><b>THIS DOCUMENT IS NOT VALID UNLESS<br/>ORIGINALLY or DIGITALLY SIGNED.</b></p> <div style="display: flex; justify-content: space-between; font-size: x-small;"> <span>Our File: 382-19</span> <span>Fb: raw</span> </div>   |   |



0 10 20 40 60 80 Meters

- |   |                                      |   |                          |
|---|--------------------------------------|---|--------------------------|
|  | Subject Parcel                       |  | Residential High Density |
|  | Institutional                        |  | Residential Low Density  |
|  | Commercial - Highway Service/Tourist |   |                          |







## Appendix 6: Site Photos



View of subject parcel looking southeast from 10 Street NE and 9 Avenue NE.



View northeast from 10 Street NE and 8 Avenue NE.



**22. STATUTORY PUBLIC HEARINGS****3. Zoning Amendment Application No. ZON-1156 [Nova Capital & McDiarmid, I.; 870 10 Street NE; R-1 to R-8]**

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

Submissions were called for at this time.

I. McDiarmid, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 8:35 p.m.

## **CITY OF SALMON ARM**

### **BYLAW NO. 4351**

#### **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 A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 10397 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. 4351

5. CITATION

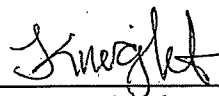
This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4351"

READ A FIRST TIME THIS 15th DAY OF October 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 6<sup>th</sup> DAY OF November 2019



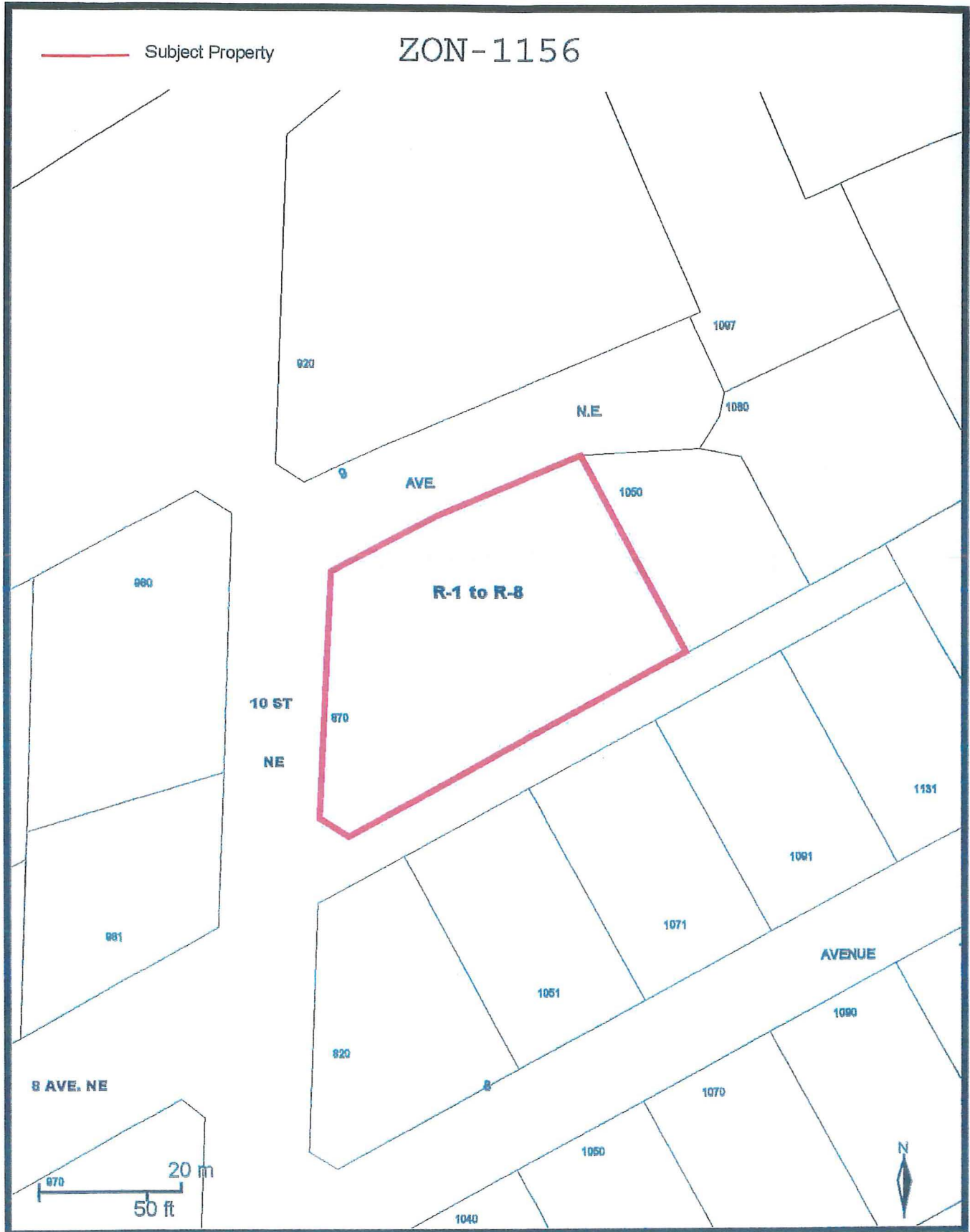
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2019

\_\_\_\_\_  
MAYOR

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

## SCHEDULE "A"





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Item 10.2

## CITY OF SALMON ARM

Date: November 12, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4355 be read a final time.

[ZON-1158; Larson, A. & F.; 531 5 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: September 29, 2019

Subject: Zoning Bylaw Amendment Application No. 1158

Legal: Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP86105

Civic: 531 5 Street SE

Owner/Applicant: Larson, A. & F.

---

### MOTION FOR CONSIDERATION

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP86105 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 & Infrastructure approval.

---

### STAFF RECOMMENDATION

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

---

### PROPOSAL

The subject parcel is located at 531 5 Street SE (Appendix 1 and 2) and is currently vacant. The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the construction and use of a *secondary suite* in a new single family dwelling (Appendix 3).

### BACKGROUND

The subject parcel is designated High Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 4 & 5). The subject parcel is located in the downtown residential area of the City (within Residential Development Area A, the highest priority area for development), south of City Hall and Fletcher Park, largely comprised of parcels containing single family dwellings and associated accessory buildings, as well as R-5 zoned parcels with larger multi-dwelling buildings. There are no R-8 zoned parcels within the vicinity of the subject parcel.

The subject parcel meets the conditions as specified to permit a secondary suite within the proposed R-8 zone, and at just under 700 square metres in area and 15 m in parcel width, it does not meet the requirements (minimum 700 square metres and 20 m wide) to permit a detached suite. Site photos are attached (Appendix 6). The intent of the applicant is to develop a conforming *secondary suite* within a new single family dwelling (Appendix 3).

#### *Secondary Suites*

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area and width, the subject property has potential to meet the conditions for the development of a *secondary suite*, including sufficient space for an additional off-street parking stall.

COMMENTSMinistry of Transportation and Infrastructure

Preliminary approval has been granted.

Engineering Department

No engineering concerns.

Building Department

Building Permit required and BC Building Code will apply. No concerns with proposed zoning.

Fire Department

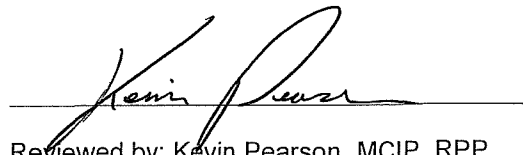
No concerns.

Planning Department

The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. The plans submitted indicate that all R-8 Zone requirements can be met, including the provision of onsite parking, and that the building currently under construction substantially aligns with development patterns in the area. Development of a secondary suite would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.



Prepared by: Chris Larson, MCP  
Planner, Development Services



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





0 20 40 80 120 160 Meters



Subject Parcel





Subject Parcel



**Site Plan of 531 5 St SE**  
 Lot 1, Sec 14, Tp 20, R10, W6M, KDYD  
 Plan EPP86105

The site plan shows a rectangular lot with a proposed building footprint outlined in pink. The lot dimensions are 45.783m (91' 54" 08") by 46.001m (91' 54" 43"). The building footprint is 55'-10" by 19'-7". The setbacks are 13.5m (44' 0") on the north, 6m (19' 7") on the east, 1.5m (4' 9") on the south, and 6m (19' 7") on the west. The proposed building footprint is 49'-10" by 20'-9 1/2". The setbacks from the building footprint are 9'-11 1/4", 9'-11 1/4", 21'-3", 21'-3", 34'-7 1/2", 21'-10", 34'-7 1/2", 21'-10", 6'-9 1/2", 9'-7 1/2", 4'-9 1/2", and 12'-9 1/2". The setbacks from the lot lines are 11'-3 3/4", 11'-3 3/4", 21'-3", 21'-3", 34'-7 1/2", 21'-10", 34'-7 1/2", 21'-10", 6'-9 1/2", 9'-7 1/2", 4'-9 1/2", and 12'-9 1/2". The setbacks from the lot lines are 11'-3 3/4", 11'-3 3/4", 21'-3", 21'-3", 34'-7 1/2", 21'-10", 34'-7 1/2", 21'-10", 6'-9 1/2", 9'-7 1/2", 4'-9 1/2", and 12'-9 1/2".

**Site Location**  
 50° 41' 44.86" N  
 119° 16' 47.3" W

**Lot Area 698.7m<sup>2</sup>**  
**Proposed Site Coverage 214.6m<sup>2</sup>**  
**Propose 30.7% coverage**

**Scale 1/16" = 1'**

**PROJECT**  
 531 5 ST SE

**DESIGN BY**  
 ANDREW LARSON

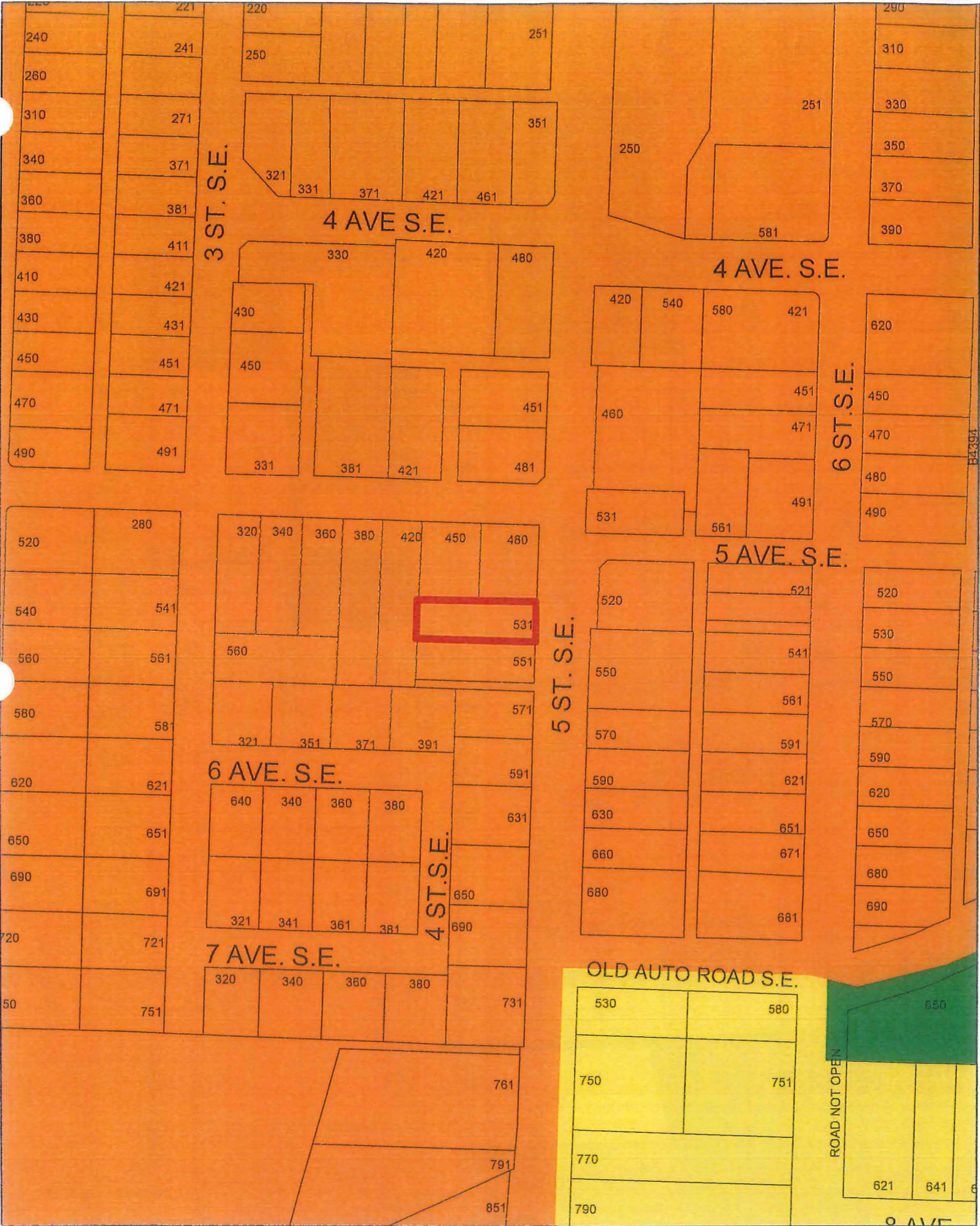
**CONTACT**  
 aflarson@telus.net  
 250 803 9070

**DATE**  
 2019-08-21

**DRAWING**  
 Site Plan

**SCALE**  
 1/16" = 1'





0 12.5 25 50 75 100 Meters



Subject Parcel



Park



Residential High Density



Residential Medium Density







## Appendix 6: Site Photos



View of subject parcel looking southwest from 5 Street SE.



View of subject parcel looking northwest from 5 Street SE.

**22. STATUTORY PUBLIC HEARINGS****4. Zoning Amendment Application No. ZON-1158 [Larson, A. & F.; 531 5 Street SE; R-1 to R-8]**

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

Submissions were called for at this time.

A. Larson, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 8:36 p.m.



## CITY OF SALMON ARM

### BYLAW NO. 4355

#### 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 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP86105 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. 4355

5. CITATION

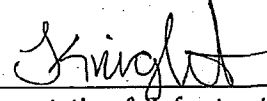
This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4355"

READ A FIRST TIME THIS 15th DAY OF October 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 6<sup>th</sup> DAY OF November 2019



For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2019

\_\_\_\_\_  
MAYOR

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

SCHEDULE "A"





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Item 10.3

## CITY OF SALMON ARM

Date: November 12, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Cemetery Management Amendment Bylaw No. 4360 be read a final time.

### Vote Record

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

Opposed:

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

CITY OF SALMON ARM  
BYLAW NO. 4360

A bylaw to amend "City of Salmon Arm Cemetery Management Bylaw No. 4280"

---

WHEREAS it is deemed desirable and expedient to amend the memorial specifications imposed by "Cemetery Management Bylaw No. 4280";

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

1. Section 3.2 (b) of Schedule "C" of Bylaw No. 4280 is amended to read as follows:

(b) **Single Adult Lot with Flat Markers:** This form of lot may have not more than four (4) flat markers installed flush with the ground that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by not less than three (3") inches (7.6 cm) thick and memorializing not more than one (1) individual each except where the lot has or will be used for either the double-depth interment of human remains or the interment of human remains and/or cremated remains and then up to two (2) of the permitted markers may be (12") inches (30.4 cm) deep by twenty-four (24") inches (60.9 cm) wide by not less than three (3") inches (7.6 cm) thick and memorializing not more than two (2) individuals each.

(d) **Single Adult Lot with Upright Monument:** This form of lot may, as its primary form of memorial, have one (1) upright monument with a base that is twelve (12") inches (30.4 cm) deep by twenty-four (24") inches (60.9 cm) wide by four (4") inches (10.1 cm) high WITH a monument tablet that is six (6) inches (15.2 cm) thick by twenty (20) inches (50.8 cm) wide by not more than twenty-four (24") inches (60.9 cm) high and memorializing not more than one (1) individual except where the lot has or will be used for either the double-depth interment of human remains or the interment of human remains and/or cremated remains and then the upright monument may memorialize not more than two (2) individuals, AND:

- (i) may also have not more than three (3) additional flat markers installed flush with the ground that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by not less than three (3") inches (7.6 cm) thick and memorializing not more than one (1) individual each.

2. Section 3.2, the definition "**regulatory authority**" to read as follows: "**regulatory authority**" means the *Consumer Protection Authority of B.C. (CPBC)* and may also mean the *Director of the CPBC* and may also mean any other entity or organization with regulatory jurisdiction in the province of B.C.;



## City of Salmon Arm Cemetery Management Amendment Bylaw No. 4360

3. Section 4.3 of Schedule "C" of Bylaw No. 4280 is amended to read as follows:

4.3 Memorial plaques shall be constructed of granite in a size, font and design established by the City and each:

- (a) **Individual Plaque** shall be nine and one-half (9.5") inches (24.5 cm) high and sixteen and one-half (16.5") inches (42 cm) wide and memorializing one (1) individual;
- (b) **Family Plaque** shall be sixteen and one-half (16.5") inches (42 cm) high and sixteen and one-half (16.5") inches (42 cm) wide and memorializing up to (4) individuals;
- (c) **Community Recognition Plaque** shall be twenty-four (24") inches high by thirty (30") inches high and shall have an inscription of recognition that is approved by the City and is consistent with the dignity of adjacent lots, the cemetery and community standards.

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 Cemetery Management Amendment Bylaw No. 4360.**"

|                         |    |        |         |      |
|-------------------------|----|--------|---------|------|
| READ A FIRST TIME THIS  | 28 | DAY OF | October | 2019 |
| READ A SECOND TIME THIS | 28 | DAY OF | October | 2019 |
| READ A THIRD TIME THIS  | 28 | DAY OF | October | 2019 |
| ADOPTED BY COUNCIL THIS |    | DAY OF |         | 2019 |

\_\_\_\_\_  
MAYOR

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

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Item 10.4

## CITY OF SALMON ARM

Date: November 12, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Curbside Collection Amendment Bylaw No. 4364 be read a final time.

### Vote Record

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

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

## CITY OF SALMON ARM

### BYLAW NO. 4364

A Bylaw to amend "City of Salmon Arm Curbside Collection Bylaw No. 4281"

---

WHEREAS it is deemed desirable and expedient to amend the placement of collection bags and containers imposed by "City of Salmon Arm Curbside Collection Bylaw No. 4281";

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

1. Curbside Collection Bylaw No. 4281 is hereby amended as follows:

#### PLACEMENT OF COLLECTION BAGS AND CONTAINERS

20. Unless an exception is provided by the Director, every Owner of a Parcel that receives Curbside Collection Service shall do, or cause to be done, the following:

- a) Shall keep all Collection Bags and Containers on the Parcel at all times, other than specified in Section 20.c);
- b) Shall not place any Collection Bags and Containers that, in the opinion of the Fire Chief, creates a fire hazard or endangers the life or safety of persons by impeding access to parcels by firefighting apparatus or personnel;
- c) Shall place the Collection Bags and Containers in accordance with this Bylaw, or the instructions of the Director, in the front yard, on the driveway or access to the Parcel, adjacent to the street (not a lane) as near as possible but not on the travelled portion of the street location without obstructing pedestrian and/or vehicular traffic, prior to 7:00 a.m. on the designated collection day;
- d) Notwithstanding Section 20.c) of this Bylaw, the Director may, upon notice to the Owner of the Parcel, require the placement of Collection Bags and Containers after 5:30 a.m. on designated collection days to address and discourage scavenging by wildlife;

2. SEVERABILITY

If any portion of this Bylaw is held invalid by a Court of competent jurisdiction, then that invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the severed portion.



## City of Salmon Arm Curbside Collection Amendment Bylaw No. 4364

## 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 Curbside Collection Amendment Bylaw No. 4364"

READ A FIRST TIME THIS        28        DAY OF        October        , 2019

READ A SECOND TIME THIS        28        DAY OF        October        , 2019

READ A THIRD TIME THIS        28        DAY OF        October        , 2019

ADOPTED BY COUNCIL THIS        DAY OF        , 2019

\_\_\_\_\_  
MAYOR

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

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## Item 11.1

**INFORMATIONAL CORRESPONDENCE – November 12, 2019**

- |     |  |   |
|-----|--|---|
| 1.  | Building Department – Building Statistics – October 2019   | N |
| 2.  | Building Department – Building Permits – Yearly Statistics   | N |
| 3.  | A. Harrison, Mayor – letter to Minister Doug Donaldson dated October 30, 2019 – Rural Dividend fund  | N |
| 4.  | D. King – letter dated October 26, 2019 – Relocated Bus Terminus   | R |
| 5.  | B. Geiger – email dated October 29, 2019 – Proposed Tax Increase vs Final Tax Increase   | R |
| 6.  | W. Groeschel – email dated October 30, 2019 – Tire near ravine/walking trail   | N |
| 7.  | B. White – letters dated October 17, 2019 and November 5, 2019 – Property Taxes  | S |
| 8.  | A. Gough – email dated November 3, 2019 – New O Canada Sign  | N |
| 9.  | D. Roell – letter dated November 4, 2019 – Speeding  | A |
| 10. | T. Peasgood, Salty Dog Race Coordinator – letter dated November 4, 2019 – Salty Dog 6 Hour Enduro Mountain Bike Race May 10, 2020                          | A |
| 11. | J. Wice, President, Seniors 5 <sup>th</sup> Avenue Activity Centre – Letter received November 5, 2019 – Adjusting Centre Line along 5 <sup>th</sup> Avenue | N |
| 12. | Minister Claire Trevena, Ministry of Transportation and Infrastructure – letter dated October 22, 2019 – Thank you for meeting at UBCM 2019                | N |
| 13. | Minister Katrine Conroy, Ministry of Children and Family Development – email dated October 31, 2019 – Proclamation of November as Adoption Awareness month | N |
| 14. | Office of the Seniors Advocate – email dated October 25, 2019 – OSA Research Rounds  | N |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

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Item 11.2

## CITY OF SALMON ARM

Date: November 12, 2019

M. Thomson, Community Housing Lead, Urban Matters CCC –  
memorandum dated November 4, 2019 – Project Update, Community  
Housing Strategy

### Vote Record

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

Opposed:

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

# MEMORANDUM



Date: November 4, 2019  
 To: Kevin Pearson, Director of Development Services, City of Salmon Arm  
 cc: Erin Jackson, Director of Corporate Services, City of Salmon Arm  
 From: Matt Thomson, Community Housing Lea, Urban Matters  
 File: 000752.0033.01  
 Subject: Project Update, Community Housing Strategy

Dear Mr. Pearson,

This memo is intended to provide a project update regarding the Community Housing Strategy. To date, we have completed Phases 1 and 2 of the project, consisting of project initiation and the completion of a draft housing needs assessment, conforming to provincial regulations and requirements.

This work includes:

- A comprehensive review of all relevant and required data to complete a housing needs assessment, as per provincial regulations
- Key informant interviews with 15 individuals representing organizations in non-profits, local government and the development sector
- A survey on housing needs of the community, with about 320 responses
- A draft report was prepared and submitted to the City of Salmon Arm on November 1

The report will be reviewed by City Staff and the City's Affordable and Supportive Housing Committee.

In November, Urban Matters will use the findings of the needs assessment to prepare draft strategies and actions to address Salmon Arm's housing needs. These will be workshopped with community stakeholders and the public in a December Open House meeting. The draft of the strategy will then be prepared and reviewed by City Staff and the Committee in February, in anticipation of March final presentation to Council.

Sincerely,

A handwritten signature in blue ink, appearing to be "M. Thomson".

Matt Thomson  
 Community Housing Lead  
**URBAN MATTERS CCC**

/mt  
 Enclosure

## CITY OF SALMON ARM

### NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Tuesday, November 12, 2019 at 7:00 p.m.

**1. a) Proposed Amendment to Official Community Plan Bylaw No. 4000:**

Redesignate Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan KAP81982 from HC (Commercial - Highway Service/Tourist) to INS (Institutional Zone).

**Civic Address:** 1161 - 22 Street NE

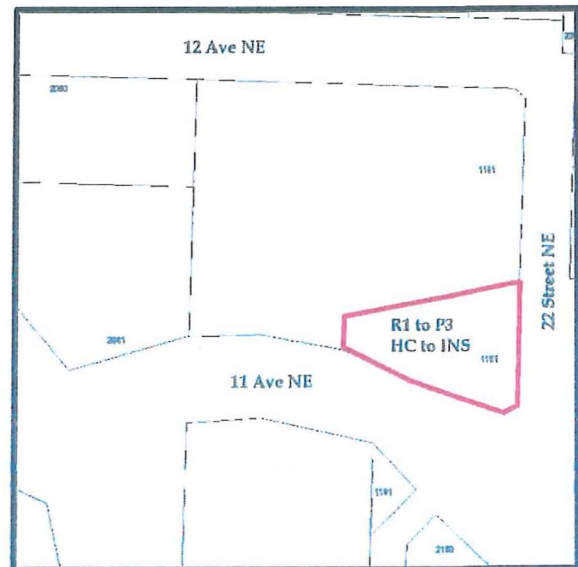
**Location:** North of Trans Canada HWY & Northwest of intersection at 22 Street NE and 11 Avenue NE

**Present Use:** Vacant land

**Proposed Use:** Institutional Use

**Owner/Applicant:** Cornerstone Christian Reformed Church/E. Roodzant

**Reference:** OCP4000-40/Bylaw No. 4348 and ZON-1154/ Bylaw No. 4349



The file for the proposed bylaws is available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from October 29 to November 12, 2019, both inclusive, in the office of the Corporate Officer at City Hall, 500 - 2 Avenue NE.

Those who deem their interest affected by the proposed bylaw are urged to review the file available in the Development Services Department (or telephone 250-803-4010) to obtain the facts of the proposal prior to the Public Hearing.

Erin Jackson, Director of Corporate Services

Item 22.1/23.1

# CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

DATE: September 30, 2019

SUBJECT: Official Community Plan Amendment Application No. OCP4000-40  
Zoning Amendment Application No. 1154

Legal: Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan KAP81982  
Civic: 1161 – 22 Street NE  
Owner: Cornerstone Christian Reformed Church  
Applicant: Roodzant, E.

## 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 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan KAP81982 from HC (Commercial – Highway Service / Tourist) to INS (Institutional);
- 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 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan KAP81982 from R-1 (Single Family Residential) to P-3 (Institutional);
- 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 0.113 ha subject parcel is on the corner of 11 Avenue NE and 22 Street NE, directly adjacent to the existing Cornerstone Church development (see Appendix 1). It is designated Commercial – Highway Service / Tourist (HC) in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 2 and 3). The purpose of this application is to redesignate and rezone the subject parcel to allow for the consolidation of property and potential future expansion of institutional use. P-3 zone regulations are attached (Appendix 4) for reference.

## BACKGROUND

The subject property is located on 22 Street NE, an area close to the Uptown commercial node characterized by residential, commercial and institutional uses. The Zoning Map attached shows the mix of zones in the immediate area, predominantly Residential (R-4 with R-1 and R-5), with Commercial zones further to the east. Adjacent zoning and land uses include the following:

|        |                |                      |
|--------|----------------|----------------------|
| North: | P-3 & R-1      | church & residential |
| East:  | C-6            | commercial           |
| West:  | P-3, R-4 & R-5 | church & residential |
| South: | R-1 & P-3      | vacant               |

The residential zoning of the subject property dates back to the 1970's, prior to the construction of the 11 Avenue NE frontage road of the TCH. The subject property is currently vacant, as shown in site photos attached as Appendix 5.

## OCP POLICY

The proposed OCP amendment is from HC (Highway Service / Tourist Commercial) to Institutional (INS). The proposed amendment would align with the OCP's Community Services Objectives listed in Section 15.3, including providing institutional uses such as churches within the urban containment boundary, supporting compact communities through convenient access to transportation routes.

### Section 475 & 476 - Local Government Act

Pursuant to Sections 475 and 476 of the Local Government Act (optional and mandatory consultation requirements during OCP amendments), the proposed OCP amendments were referred to the following organizations on July 25, 2019:

|  |  |
|--|--|
| Adams Lake Indian Band:                              | No response to date                            |
| Neskonlith Indian Band:                              | Response attached (Appendix 6)                 |
| Economic Development Society:                        | No objections - response attached (Appendix 7) |
| School District No. 83:<br>(pursuant to Section 476) | No response to date                            |

### 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.

## COMMENTS

### Ministry of Transportation and Infrastructure

Preliminary approval has been granted (Appendix 8).

Engineering Department

No concerns with rezoning. Comments attached (Appendix 9).

Fire Department

No Fire Department concerns.

Building Department

No concerns with rezoning.

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, most significantly the uptown SASCU / Askew's location and the 21 Street NE underpass. At present, the subject parcel may be considered less ideal for Highway Service / Tourist Commercial development as presently designated, considering the size of the parcel, the vacant commercial lands within the commercial node established to the east, and the proximity of other institutional uses (including schools) as well as recent residential development.

It should be noted that there have been five OCP amendments in this general area since 2015 involving an amendment to commercial designated land. Including this proposal, if supported, approximately 1.25 hectares of land will have been redesignated from commercial to other (generally residential) land use designations, representing a minor erosion of commercial inventory in this uptown area. Overall however, considering all areas of the City, there has been a net increase of approximately 6 hectares of commercial land over a similar timeframe.

The intended use of subject parcel under application is for future institutional use, likely related to the current *church* use. The ultimate intent is to consolidate the properties to create a single lot for future development options under P-3 zoning. The applicant also anticipates that changing the land use designation as proposed could have some taxation benefits.

Official Community Plan

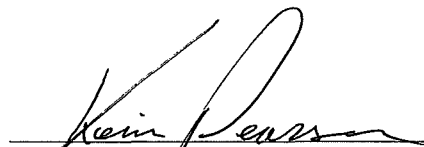
The OCP's Community Services policies detailed in Chapter 15 is supportive of institutional use, with the General Policies under section 15.3 supporting churches as proposed within the Urban Containment Boundary.

CONCLUSION

The proposed Institutional OCP designation and P-3 zoning of the subject property is consistent with the OCP and is therefore supported by staff.



Chris Larson, MCP  
Planning and Development Officer

  
Kevin Pearson, MCIP, RPP  
Director of Development Services



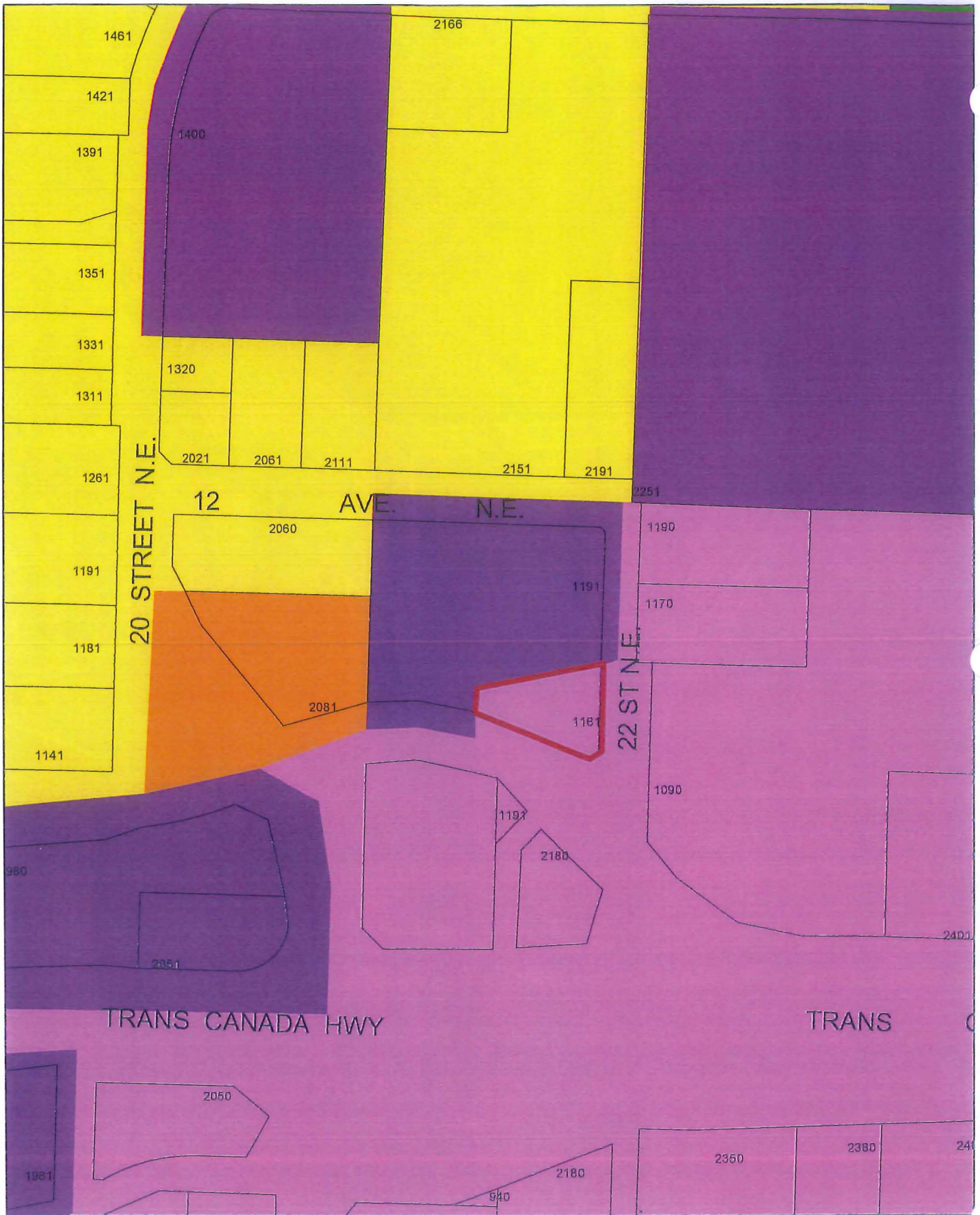



0 25 50 100 150 200 Meters



Subject Parcel








N

0 12.5 25 50 75 100 Meters



Subject Parcel

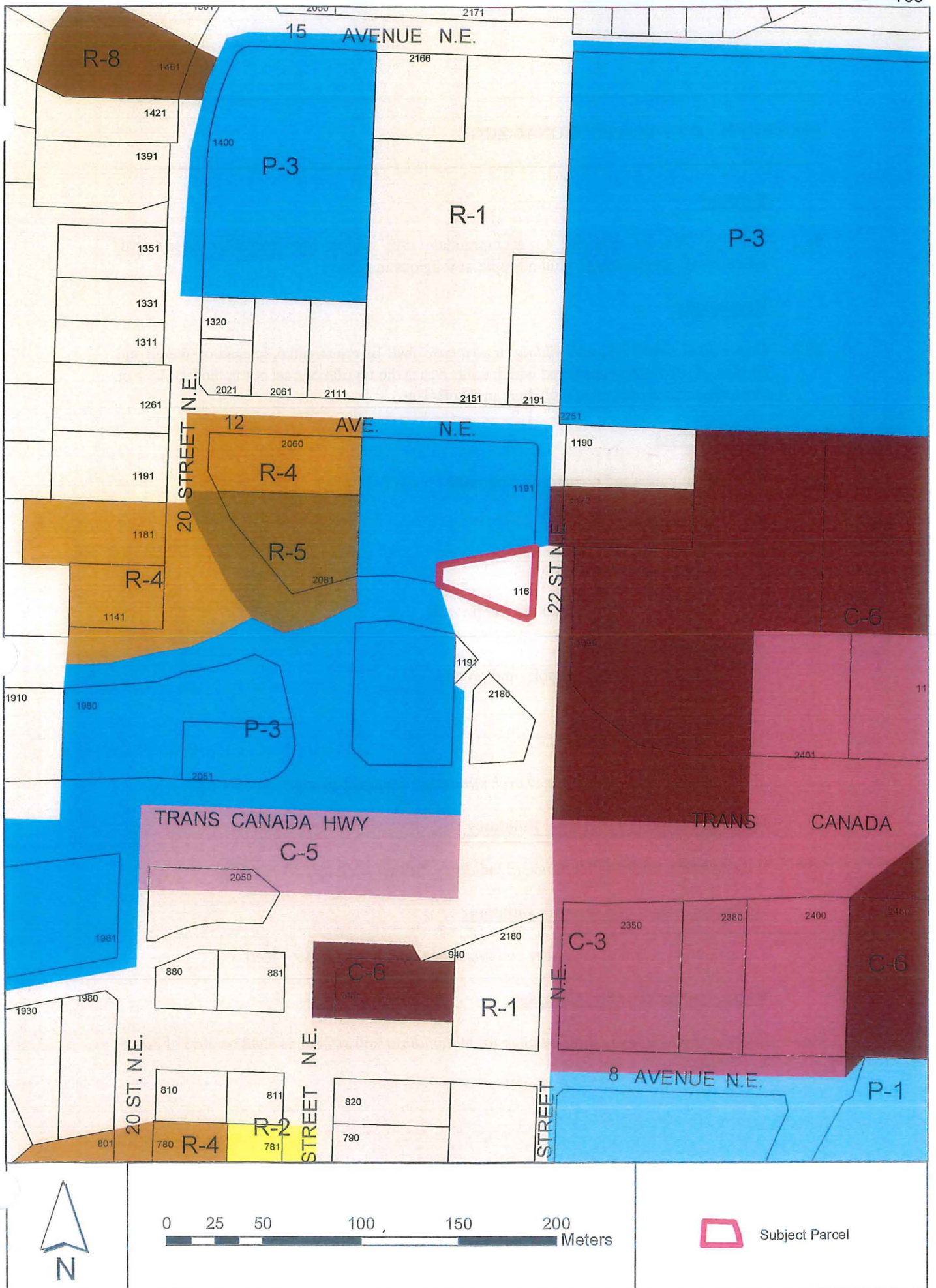
Institutional

Residential High Density

Residential Medium Density

Commercial - H / T





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## SECTION 26 - P-3 - INSTITUTIONAL ZONE

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### Purpose

- 26.1 The P-3 Zone is intended to accommodate uses which are charitable, correctional, educational, governmental, philanthropic or religious in nature.

### Regulations

- 26.2 On a *parcel zoned P-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 P-3 Zone or those regulations contained elsewhere in this Bylaw.

### Permitted Uses

- 26.3 The following uses and no others are permitted in the P-3 Zone:

- .1 *assembly hall;*
- .2 *churches;*
- .3 *commercial daycare facility;*
- .4 *cultural facilities;*
- .5 *educational facilities*, public and private;
- .6 *government offices;*
- .7 *home occupation;*
- .8 *hospitals and clinics*, public and private;
- .9 *public use;*
- .10 *public utility;*
- .11 *recycling collection site;*
- .12 *rest home;*
- .13 *accessory use*, including *church manse* and detached portable class rooms.

### Maximum Height of Principal Buildings

- 26.4 The maximum *height* of the *principal buildings* shall be 12.0 metres (39.4 feet).

### Maximum Height of Accessory Buildings

- 26.5 The maximum *height* of *accessory buildings* shall be 6.0 metres (19.7 feet).

### Maximum Parcel or Site Coverage

- 26.6 The maximum *parcel* or *site* coverage for all *buildings* and *structures* shall be 40% of *parcel* or *site* area.

---

## SECTION 26 - P-3 - INSTITUTIONAL ZONE - CONTINUED

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### Minimum Parcel Size or Site Area

- 26.7 The minimum *parcel* size or *site* area shall be 465.0 square metres (5,005 square feet).

### Minimum Parcel or Site Width

- 26.8 The minimum *parcel* or *site* width shall be 15.0 metres (49.0 feet).

### Minimum Setback of Principal and Accessory Buildings

- 26.9 The minimum *setback* of the *principal* and accessory *buildings* from the:

- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be         | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i>                   |                        |
|    | - adjacent to a lane shall be             | 6.0 metres (19.7 feet) |
|    | - all other cases shall be                | 1.0 metre ( 3.3 feet)  |
| .3 | <i>Interior side parcel line</i> shall be | 3.0 metres ( 9.8 feet) |
| .4 | <i>Exterior parcel line</i> shall be      | 6.0 metres (19.7 feet) |

### Outside Storage

- 26.10 Outside storage shall not be permitted.

### Parking and Loading

- 26.11 Parking and loading shall be required as per Appendix I.



## Appendix 5: Site Photos



View of subject parcel east from the corner of 11 Avenue NE and 22 Street NE.



View of subject parcel southeast from 22 Street NE.





# Neskonlith Indian Band

743 Chief Neskonlith Drive  
Box 318, Chase, BC V0E 1M0  
T: 250.679.3295 F: 250.679.5306  
[www.neskonlith.net](http://www.neskonlith.net)



Appendix 6

## NESKONLITH INDIAN BAND PERMIT APPLICATION SUBMISSION REQUIREMENTS

### Mail:

The signed and completed Neskonlith Indian Band processing application form with cheque payable to "Neskonlith Indian Band"

### Mailing address:

Attn: Referrals Coordinator  
Neskonlith Indian Band  
743 Chief Neskonlith Drive  
Box 318, Chase, BC V0E 1M0

### Email complete application package:

To [referrals@neskonlith.net](mailto:referrals@neskonlith.net) in zipped format, USB device and/or use of a secure FTP site for the following:

- ☐ Signed and completed Neskonlith Indian Band processing application
- ☐ Copy of any permit/application relating to the Provincial Heritage Conservation Act
- ☐ Project description/Referral details (include any previous consultation for this project)
- ☐ Maps i.e. spatial data must be in ESRI format and include four file types: .shp, .shx, .dbf and .prj for all applicable maps; permit, general location, detailed development and site maps.
- ☐ Google .kml and .kmz formats will be accepted, with an additional *conversion fee of \$65.00*
- ☐ Mailing date of signed and completed Neskonlith Indian Band processing application form with cheque payable to "Neskonlith Indian Band"

\*To avoid delays in processing: Please ensure complete information package, along with confirmation of cheque in order to process application.

## NESKONLITH INDIAN BAND PERMIT APPLICATION

|  |
|--|
| Application Date:  |
| Applicants Name:   |
| Company Name:  |
| Contact Information:   |
| Project Title:   |
| Project Location:  |
| Previous consultation? <input type="checkbox"/> Yes <input type="checkbox"/> No                                |
| Amendment for an existing NIB Permit? <input type="checkbox"/> Yes <input type="checkbox"/> No                 |
| Sk'atsin Resource Service agreement? <input type="checkbox"/> Yes (No permit fee). <input type="checkbox"/> No |
| <b>*A Processing Fee \$500.00 to "Neskonlith Indian Band" is required with submission of this application.</b> |
| <b>*Include a Conversion Fee of \$65.00 for Spatial data not in Esri shapefile format</b>                      |

**Type of Cultural/Heritage Project:**

- |   |   |
|---|---|
| <input type="checkbox"/> Heritage Inspection<br><input type="checkbox"/> Heritage Investigation | <input type="checkbox"/> Heritage Related Research Project<br><input type="checkbox"/> Specify other: _____ |
|---|---|

**Project Type:**

- |  |   |
|--|---|
| <input type="checkbox"/> Commercial/Industrial Development<br><input type="checkbox"/> Crown Land transfer/sale<br><input type="checkbox"/> Mining<br><input type="checkbox"/> Oil and Gas<br><input type="checkbox"/> Transportation<br><input type="checkbox"/> Energy (Hydro, electric, solar or geothermal)<br><input type="checkbox"/> Specify other: _____ | <input type="checkbox"/> Agriculture<br><input type="checkbox"/> Fisheries<br><input type="checkbox"/> Forestry<br><input type="checkbox"/> Recreation<br><input type="checkbox"/> Residential Development<br><input type="checkbox"/> Riparian<br><input type="checkbox"/> Tourism |
|--|---|

**Estimated Project Time frame**

|             |           |
|-------------|-----------|
| Start Date: | End Date: |
|-------------|-----------|

**Permits obtained for this Project**

|                |
|----------------|
| First Nations: |
| Provincial:    |
| Federal:       |
| Specify other: |

**Current State of Land:**

- |  |   |
|--|---|
| <input type="checkbox"/> Archaeological site<br><input type="checkbox"/> Previously disturbed-bare<br><input type="checkbox"/> Previously disturbed-vegetated<br><input type="checkbox"/> Privately owned Riparian | <input type="checkbox"/> Riparian<br><input type="checkbox"/> Undisturbed<br><input type="checkbox"/> Waterways (seasonal or permanent) |
|--|---|

## NESKONLITH INDIAN BAND PERMIT APPLICATION

### Neskonlith Project Evaluation Guiding Principles

1. Secwepemc law, values and principles provide the primary context under which referrals will be evaluated.
2. Referrals will be evaluated using a consent-based approach as indicated by the Supreme Court of Canada in the Tsilhqot'in decision.
3. Assessments will consider impacts on ecosystem, landscape and watershed levels and will promote proactive management of Secwepemc land and resources from a Secwepemc perspective.
4. Decisions will be based on recognition, acceptance and preservation of the following:
  - United Nations Declaration on the Rights of Indigenous Peoples
  - Aboriginal Title and Rights as affirmed in the Supreme Court of Canada's Tsilhqot'in decision
  - Biodiversity Conservation
  - Connectivity and conservation of habitat
  - Cumulative impacts
  - Prevention of adverse impacts to Secwepemcúlecw Lands and Resources
  - Protection of cultural heritage
  - Protection of sensitive or endangered species and their habitat
  - Sustainable prosperity



## NESKONLITH INDIAN BAND PERMIT APPLICATION

### Permit Terms and Conditions

1. The Permit Holder is responsible for ensuring that all persons working on this project are familiar with "*Neskonlith Project Evaluation Guiding Principles*" see page 3 of application.
2. The Permit Holder is required at the outset of the project to develop a communication plan with the NIB Tmicw (Lands) department and band owned "Sk'atsin Resources".
3. The Permit Holder will make best efforts to work with Sk'atsin Resources to utilize a qualified NIB representative(s) to assist in conducting this project.
4. A representative appointed by the NIB Tmicw (Lands) Department may at any time, inspect and/or review any project being conducted under this Permit.
5. In the event, human remains are identified during this project, the Permit Holder must immediately stop work and stabilize disturbance of the remains. Inform the NIB Tmicw (Lands) Department.
6. The Permit Holder shall provide the NIB Tmicw (Lands) Department with updated or newly recorded British Columbia Archaeological Site Inventory Form(s) resulting from this project.
7. Prior to the Final Report, the Permit Holder will provide the NIB Tmicw (Lands) Department an opportunity to review and comment on proposed management recommendations relating to any cultural heritage sites and/or environmental concerns identified during this project.
8. Implementation and inclusion of editorial comments made by the NIB representatives regarding management recommendations and/or any other portion of the project report will be negotiated between the Permit Holder and the NIB representative, prior to report finalization.
9. All Final Reports are expected to meet or exceed the reporting standards developed by the Provincial Archaeology Branch. If Provincial reporting standards and/or guidelines are not applicable to this project, the Permit Holder is responsible for developing such standards/guidelines in consultation with the NIB's Tmicw (Lands) department.
10. The Permit Holder shall provide the NIB Tmicw (Lands) Department, with a copy of any Interim reports and Final Report (include NIB Permit number) for this project, prior to the permit expiration.
11. The Permit Holder is required to submit all project documentation such as; field notes, site forms, pictures, interim, and final reports in hardcopy and electronic .pdf format.



**NESKONLITH INDIAN BAND PERMIT APPLICATION****Permit Terms and Conditions cont.**

12. The need for confidentiality will vary from project to project. Access and use of information contained in the Interim or Final Report may require a separate *Confidentiality or Information-Sharing agreement*. Therefore, all prospective Project Proponents/Permit Holders are to disclose the nature of proposed investigations and to outline the intended and potential uses of any information gathered.
13. Any project related disturbances of archaeological sites/project area must be mitigated (i.e. returned to their pre-existing state) upon completion of the project.
14. Permit amendments may be requested in writing on an 'as needed' basis.
15. Permit extension applications must be made 30 days prior to the expiry date.
16. Failure to comply with any of the above permit conditions, may affect future permit eligibility.

Initial \_\_\_\_\_/\_\_\_\_\_

**NESKONLITH INDIAN BAND PERMIT APPLICATION****Neskonlith Indian Band Permit Agreement**

**This Permit will not be considered as consultation or accommodation of our Aboriginal Rights, including Aboriginal Title.**

**Acceptance of Permit Terms and Conditions:**

*As outlined herein, I understand that by signing this document I am entering into a binding agreement.*

Project Proponent/Permit holder: \_\_\_\_\_

Chief Archaeologist: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Neskonlith Indian Band Approval:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



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 OCP4000-40**

---

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 1161 22 Street NE, Salmon Arm from Highway Commercial to Institutional and the zoning of the same property from R1 to P3. 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



BRITISH  
COLUMBIA

Ministry of Transportation  
and Infrastructure

Appendix 8: MOTI  
**DEVELOPMENT SERVICES  
PRELIMINARY BYLAW  
COMMUNICATION**

Your File #: ZON-1154  
eDAS File #: 2019-04684  
Date: Aug/27/2019

Development Services  
City of Salmon Arm  
500 2nd Avenue NE  
PO Box 40  
Salmon Arm, BC V1E 4N2  
Canada

Attention: City of Salmon Arm, Development Services

**Re: Proposed Bylaw 4349 for:**  
Lot 1 Section 24 Township 20 Range 10 W6M KDYD Plan KAP81982

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 (ie. Trans-Canada Highway and 30th Street SE), 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<br/>Bag 100<br/>850C 16th Street NE<br/>Salmon Arm, BC V1E 4S4<br/>Canada<br/>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: August 16 2019  
 PREPARED BY: Matt Gienger, Engineering Assistant  
 APPLICANT: Ed Roodzant  
 SUBJECT: OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO.  
           OCP4000-40  
           ZONING AMENDMENT APPLICATION FILE NO. ZON-1154  
 LEGAL: Lot 1, Section 24, Township 20, Range 10, W6M KDYD, Plan KAP81982  
 CIVIC: 1161 – 22 Street NE

---

Further to your referral dated July 25, 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 subdivision /

**OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000-40**  
**ZONING AMENDMENT APPLICATION FILE NO. ZON-1154**

August 16 2019

Page 2

---

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. 22 Street NE, on the subject properties eastern boundary, is designated as Urban Local Road standard, with an ultimate 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 BCLS).
2. 22 Street NE is currently constructed to an Interim Local Paved Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, street lighting. Owner / Developer is responsible for all associated costs.
3. 11 Avenue NE, on the subject properties southern boundary, is designated as Urban Local Road standard, with an ultimate 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 BCLS).
4. 11 Avenue NE is currently constructed to an Interim Urban Local Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, street lighting. Owner / Developer is responsible for all associated costs.
5. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
6. No driveway access will be permitted onto 11 Avenue NE. Only 1 (one) driveway access will be permitted onto 22 Street NE. Relocation of existing letdown on 22 Street NE is permitted, no closer than 12.0m from intersection of 22 Street NE and 11 Ave NE. All unused driveways shall be removed. Owner / Developer responsible for all associated costs.

**Water:**

1. The subject property fronts a 400mm diameter Zone 2 watermain on 22 Street NE and 250mm diameter Zone 2 watermain on 11 Avenue NE. No upgrades will be required at this time.
2. The subject property is to be serviced by a single metered water service (minimum 25mm) connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use. Water meter will be supplied by the City at the time of building permit. Owner / Developer is responsible for all associated costs.



**OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000-40  
ZONING AMENDMENT APPLICATION FILE NO. ZON-1154**

August 16 2019

Page 3

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3. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
4. Fire protection requirements to be confirmed with the Building Department and Fire Department.

**Sanitary:**

1. The subject property fronts a 150mm diameter sanitary sewer on 22 Street NE. Since this section of sanitary sewer is the first run of pipe, has sufficient capacity and no further development is anticipated, no upgrades will be required at this time.
2. Records indicate that the existing property is not serviced by the City Sanitary System. 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'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. 2180 11 Avenue NE (located directly south of subject property) is not currently able to be serviced by City Sanitary System. Since this parcel is property of the City and no development is anticipated, no extension of the sanitary is required at this time.

**Drainage:**

1. The subject property fronts a 450/525mm diameter storm sewer on 11 Avenue NE. A 600mm diameter storm sewer on 22 Street NE terminates approximately at the subject property's northern boundary. No upgrades or extension will be required at this time.
2. Records indicate that the existing property is not serviced by City Storm System.
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 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 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

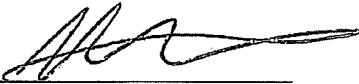
**OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION NO. OCP4000-40**  
**ZONING AMENDMENT APPLICATION FILE NO. ZON-1154**  
August 16 2019  
Page 4

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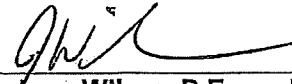
services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Geotechnical:**

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



**Matt Gienger**  
Engineering Assistant



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



## CITY OF SALMON ARM

### NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Tuesday, November 12, 2019 at 7:00 p.m.

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

Rezone Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan KAP81982 from R-1 (Single Family Residential Zone) to P-3 (Institutional Zone).

**Civic Address:** 1161 - 22 Street NE

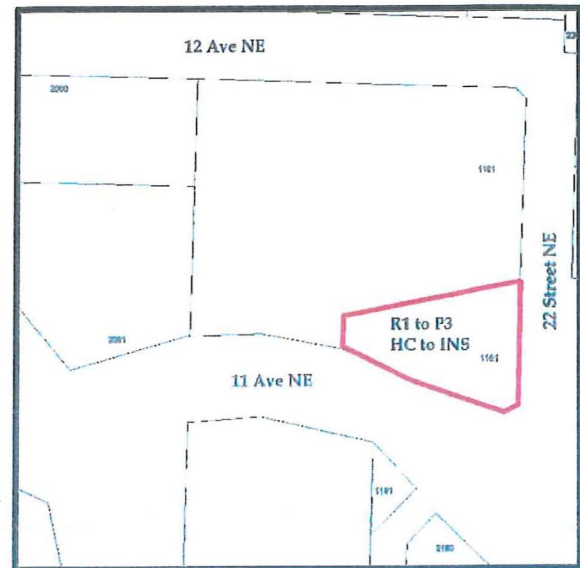
**Location:** North of Trans Canada HWY & Northwest of intersection at 22 Street NE and 11 Avenue NE

**Present Use:** Vacant land

**Proposed Use:** Institutional Use

**Owner/Applicant:** Cornerstone Christian Reformed Church/E. Roodzant

**Reference:** OCP4000-40/Bylaw No. 4348 and ZON-1154/ Bylaw No. 4349



The file for the proposed bylaws is available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from October 29 to November 12, 2019, both inclusive, in the office of the Corporate Officer at City Hall, 500 - 2 Avenue NE.

Those who deem their interest affected by the proposed bylaw are urged to review the file available in the Development Services Department (or telephone 250-803-4010) to obtain the facts of the proposal prior to the Public Hearing.

Erin Jackson, Director of Corporate Services

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Item 23.1

## CITY OF SALMON ARM

Date: November 12, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4348 be read a third time.

[OCP4000-40; Cornerstone Christian Reformed Church/Roodzant, E.; 1161 22 Street NE; HC to INS]

### Vote Record

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

Opposed:

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

## CITY OF SALMON ARM

### BYLAW NO. 4348

#### 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 \_\_\_\_\_, at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_, 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 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan KAP81982 from HC (Commercial - Highway Service/Tourist) to INS (Institutional Zone), as shown on Schedule "A" attached hereto and forming part of this bylaw;

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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



5. CITATION

This bylaw may be cited as **“City of Salmon Arm Official Community Plan Amendment Bylaw No. 4348”**.

READ A FIRST TIME THIS                      15th                      DAY OF                      October                      2019

READ A SECOND TIME THIS                      28th                      DAY OF                      October                      2019

READ A THIRD TIME THIS    DAY OF    2019

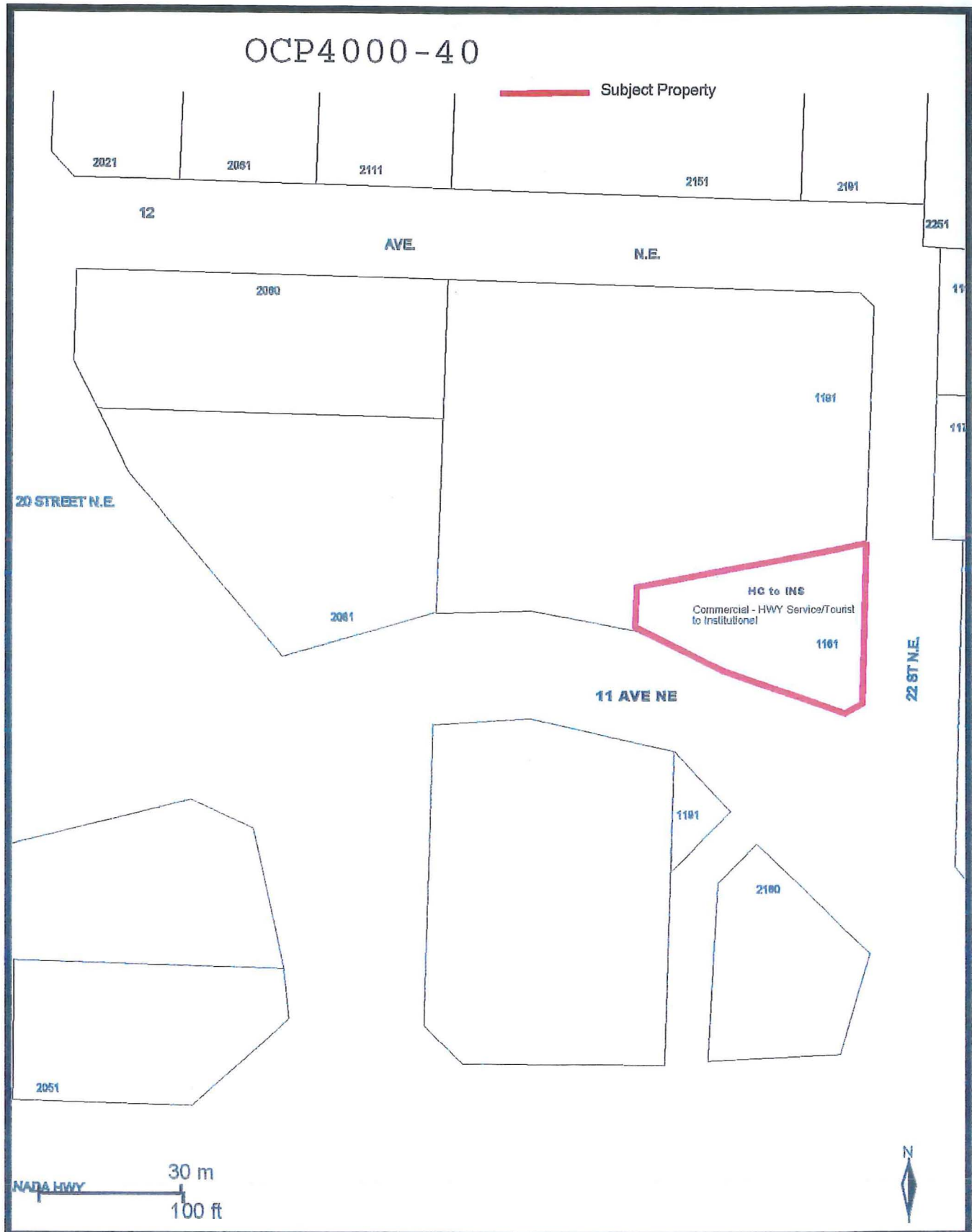
ADOPTED BY COUNCIL THIS    DAY OF    2019

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MAYOR

---

CORPORATE OFFICER



Item 23.2

## CITY OF SALMON ARM

Date: November 12, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4349 be read a third time.

[ZON-1154; Cornerstone Christian Reformed Church/Roodzant, E.; 1161 22 Street NE; R-1 to P-3]

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

## BYLAW NO. 4349

### 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 \_\_\_\_\_, 2019 at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_, 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 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan KAP81982 from R-1 (Single Family Residential Zone) to P-3 (Institutional 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. 4349

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4349"**

READ A FIRST TIME THIS                      15th                      DAY OF                      October                      2019

READ A SECOND TIME THIS                      28th                      DAY OF                      October                      2019

READ A THIRD TIME THIS    DAY OF    2019

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE    DAY OF    2019

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

ADOPTED BY COUNCIL THIS    DAY OF    2019

\_\_\_\_\_  
MAYOR

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

**ZON-1154**

Subject Property

12 AVE. N.E.

20 STREET N.E.

11 AVE NE

22 ST N.E.

2051 2081 2111 2151 2181

2080 2081 1181 1181 2180 2051

**R1 to P3**  
Single Family Dwelling  
to Institutional

30 m  
100 ft

NADIA HWY

N

Item 25.

## CITY OF SALMON ARM

Date: November 12, 2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Regular Council Meeting of November 12, 2019, 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 - November 12, 2019

|     |  |   |
|-----|--|---|
| 1.  | Building Department - Building Statistics - October 2019   | N |
| 2.  | Building Department - Building Permits - Yearly Statistics   | N |
| 3.  | A. Harrison, Mayor - letter to Minister Doug Donaldson dated October 30, 2019 - Rural Dividend fund  | N |
| 4.  | D. King - letter dated October 26, 2019 - Relocated Bus Terminus   | R |
| 5.  | B. Geiger - email dated October 29, 2019 - Proposed Tax Increase vs Final Tax Increase   | R |
| 6.  | W. Groeschel - email dated October 30, 2019 - Tire near ravine/walking trail   | N |
| 7.  | B. White - letters dated October 17, 2019 and November 5, 2019 - Property Taxes  | S |
| 8.  | A. Gough - email dated November 3, 2019 - New O Canada Sign  | N |
| 9.  | D. Roell - letter dated November 4, 2019 - Speeding  | A |
| 10. | T. Peasgood, Salty Dog Race Coordinator - letter dated November 4, 2019 - Salty Dog 6 Hour Enduro Mountain Bike Race May 10, 2020                          | A |
| 11. | J. Wice, President, Seniors 5 <sup>th</sup> Avenue Activity Centre - Letter received November 5, 2019 - Adjusting Centre Line along 5 <sup>th</sup> Avenue | N |
| 12. | Minister Claire Trevena, Ministry of Transportation and Infrastructure - letter dated October 22, 2019 - Thank you for meeting at UBCM 2019                | N |
| 13. | Minister Katrine Conroy, Ministry of Children and Family Development - email dated October 31, 2019 - Proclamation of November as Adoption Awareness month | N |
| 14. | Office of the Seniors Advocate - email dated October 25, 2019 - OSA Research Rounds  | N |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

# CITY OF SALMON ARM

## CITY OF SALMON ARM BUILDING DEPARTMENT REPORT OCTOBER 2019

LAST YEAR (2018)  
CURRENT MONTH YEAR-TO-DATE

CURRENT YEAR (2019)  
CURRENT MONTH YEAR-TO-DATE

|    |   | NO.       | VALUE            | NO.        | VALUE             | NO.       | VALUE            | NO.        | VALUE             |
|----|---|-----------|------------------|------------|-------------------|-----------|------------------|------------|-------------------|
| 1  | New Single Family Dwellings             | 10        | 2,980,000        | 104        | 32,796,999        | 5         | 1,490,000        | 39         | 12,923,000        |
| 2  | Misc. Additions etc. to SFD's           | 14        | 608,365          | 103        | 3,759,229         | 14        | 431,050          | 88         | 3,393,888         |
| 3  | New Single Family Dwellings with suites |           |                  |            |                   | 3         | 1,125,000        | 16         | 5,818,000         |
| 4  | New Secondary/Detached Suites           |           |                  |            |                   | 1         | 40,000           | 10         | 609,600           |
| 5  | New Modulares/MH's (Factory Built)      | 1         | 145,000          | 8          | 1,600,000         | 1         | 250,000          | 8          | 1,700,000         |
| 6  | Misc. Additions etc. to Modulares/MH's  | 1         | 10,000           | 7          | 85,155            | -         | -                | 12         | 70,770            |
| 7  | MFD's (# Units)                         | -         | -                | 9 (33)     | 6,400,000         | -         | -                | 5 (73)     | 13,380,000        |
| 8  | Misc. Additions etc. to MFD's           | 1         | 30,000           | 2          | 31,500            | -         | -                | 8          | 233,600           |
| 9  | New Commercial                          | -         | -                | 2          | 10,745,000        | -         | -                | 3          | 7,210,000         |
| 10 | Misc. Additions etc. to Commercial      | 2         | 100,000          | 17         | 1,141,223         | -         | -                | 17         | 645,049           |
| 11 | New Industrial                          | 2         | 72,000           | 7          | 617,000           | -         | -                | 4          | 3,569,498         |
| 12 | Misc. Additions etc. to Industrial      | -         | -                | 4          | 2,067,000         | -         | -                | 3          | 1,285,000         |
| 13 | New Institutional                       | -         | -                | 1          | 100,000           | -         | -                | 2          | 586,033           |
| 14 | Misc. Additions etc. to Institutional   | -         | -                | 5          | 137,000           | 2         | 27,500           | 9          | 333,500           |
| 15 | Signs                                   | -         | -                | 28         | 114,474           | 1         | 1,500            | 30         | 255,471           |
| 16 | Swimming Pools, Pool Buildings          | -         | -                | 1          | 40,000            | -         | -                | 3          | 254,000           |
| 17 | Demolitions                             | 4         | -                | 9          | -                 | -         | -                | 17         | -                 |
| 18 | Temporary Trailers, A & B Permits       | -         | -                | 5          | -                 | -         | -                | 3          | -                 |
| 19 | Misc. Special Inspections, etc.         | 5         | -                | 16         | -                 | 3         | -                | 30         | -                 |
|    | <b>TOTAL PERMITS ISSUED</b>             | <b>40</b> | <b>3,945,365</b> | <b>328</b> | <b>59,634,580</b> | <b>30</b> | <b>3,365,050</b> | <b>302</b> | <b>52,267,409</b> |

MFD's - Apartment, Row, Duplex, Strata (# of dwelling units created)  
Farm building values not included



# 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 | 41,871,923 | 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 |            |            |

October 30, 2019

Honourable Doug Donaldson  
Minister of Forests, Lands, Natural Resource Operations and Rural Development Stikine  
Room 248, Parliament Buildings  
Victoria, BC V8V 1X4

Email: [doug.donaldson.MLA@leg.bc.ca](mailto:doug.donaldson.MLA@leg.bc.ca)

Dear Minister Donaldson

RE: Rural Dividend fund

Our Council returned from the UBCM with concern regarding the canceling of the Rural Dividend Fund monies for 2019.

As a City in the Interior of BC, we have great empathy and understanding of the grave economic impact the closure of mills is having in small town BC. We support the expenditure of funds to assist forestry workers with early retirement benefits, retraining and education.

We do not support those funds coming from one of the few provincial grants, specific to supporting projects in small town BC, the Rural Dividend Fund.

In Salmon Arm, we access these funds to spur on our economy. Our newly opened Innovation and Maker Space is targeted specifically towards supporting and attracting business and industry. The Rural Dividend fund helped make this happen.

We worked cooperatively with the Neskonlith and Adams Lake governments, and the Shuswap Trail Alliance, to put together a thorough and well thought out Rural Dividend Fund project for 2019. The West Bay Connector Trail project will not only employ people from both our First Nations and Salmon Arm areas, but will result in a trail around the Salmon Arm Bay, attracting tourists from all over the world, while providing a safe alternative, away from the highway and railway, for locals.

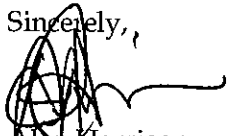
To cancel the very fund that helps rural areas diversify their economies, seems contradictory.

3



We ask that you reconsider removing the \$29 million dollar budget for rural economic development in 2019, and to ensure that this important grant fund is continued in 2020.

Sincerely,

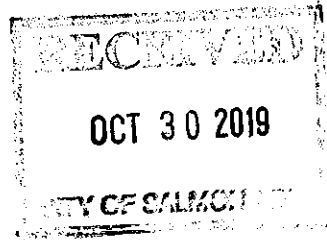
A handwritten signature in black ink, appearing to read 'Alan Harrison', with a stylized flourish extending to the right.

Alan Harrison

Mayor

cc Premier John Horgan  
MLA Greg Kylo

To The Mayor & Counsellors  
City of Salmon Arm.  
Box 40 Salmon Arm.  
BC  
V1E 4N2



Hillcrest House  
Daphne D King  
2020-14th Ave SE  
Salmon Arm.

BC  
V1E 0E7

26th October 2019

Dear Sir and Counsellors;

I am an old age pensioner, aged 74 years.  
and I take the bus downtown most days.  
I wish to object to your plans to move the  
bus terminus from outside downtown Askews,  
to Lower down the street.

Why change something that has been  
established for years. That Location outside of  
Askews is perfect. Old people can do their  
shopping and watch for buses and sit down  
under awnings in the snow. Why change  
something that is NOT BROKEN??!! The  
Askews Terminus is very convenient for Old  
people.

I also point out that it is a  
Privilege for you to be able to spend Tax  
Payers money. A God given privilege not a  
right. Please spend wisely. Yours sincerely (4)  
Daphne D King

**From:** Bruno Geiger  
**Sent:** Tuesday, October 29, 2019 8:14 AM  
**To:** aharrison@salmonarm.ca  
**Subject:** Proposed Tax Increase vs Final Tax Increase

Alan:

Here I go again!

I am sending this to you, but I believe it perhaps should be directed to all of council.

Don't want to be whining all the time, but sooner or later, we all have to get a handle on increases and keep them in line with cost of living increases (for retirees) and other union increases.

I am VERY interested in getting answers to questions posed about the RCMP.

Thanks for reading this

Bruno Geiger  
Ackino Enterprises

Re: Proposed tax increase 4.6% and water sewer increase 2.0%

Questions:

Why is the city no "living within its means"?

Budgeting in my world is figuring out how to survive on what monies are coming in and not based on someone magically coming up with more money for me. I cannot just say I want more things and then get someone to give me more money. *Based on what I have not what I want.*

Why does the city publish these "proposed" changes? (4.6%)

For the past years this has been a norm and then when all is said and done, the increase ends up being less (2.51%) and everyone says "oh, what a good job". If the process was looked at properly initially, no one would have to play that game.

How much of these increases is going into reserves and is that in line with other cities?

Reserves, agreed, are necessary for the "rainy days" that happen, but all too often, I read that when some request comes to council, the reaction is to "take it from xyz reserve", like it is a giant piggy bank that is just sitting there to dip into whenever.

Is the city holding too much in reserve?

Where is this reserve funding being held and what kind of return on investment is it providing?

What does the 2.0% increase in water and sewer rates buy us?

Policing costs are going up by X,000's of dollars

Question

How many of the officers assigned to the detachment are working full time? How many are off on some kind of paid leave, or have long term issues that prevent them from working. AND are all these positions still funded by the city?

To reiterate my comments from last spring, the city has had a very large amount of development recently and thus increase in revenue. A lot of this has taken place in areas where city services have been relatively available (Hillcrest area for one) and developers have paid for much of the infrastructure. What will happen if and when this development slows down? It seems like we will all be in a real crunch at that point with larger tax increases..

I look forward to your comments.



## Barb Puddifant

---

**From:** Werner Groeschel  
**Sent:** October-30-19 9:02 PM  
**To:** Barb Puddifant  
**Subject:** Re: tire near ravine / walking trail

Good Morning Barb,

I noticed yesterday that the ugly big old tire had been removed. My partner and I really appreciate the response from the City of Salmon Arm and I would like to thank Mr. Gerow for taking quick action on this issue. Please forward this e-mail to him.

Thanks for your help also.

Werner Groeschel

On Thu, Oct 17, 2019 at 1:38 PM Barb Puddifant <[bpuddifant@salmonarm.ca](mailto:bpuddifant@salmonarm.ca)> wrote:

Hello Werner.

I have forwarded your email and photo to Darin Gerow, Manager of Roads and Parks.

Have a wonderful day.

Barb

**From:** Werner Groeschel  
**Sent:** October-17-19 10:01 AM  
**To:** Barb Puddifant <[bpuddifant@salmonarm.ca](mailto:bpuddifant@salmonarm.ca)>  
**Subject:** Fwd: tire near ravine / walking trail

Hi Barb, here is my message with your correct e-mail address.

Thanks

Werner

----- Forwarded message -----

**From:** Werner Groeschel  
**Date:** Tue, Oct 15, 2019 at 5:09 PM  
**Subject:** tire near ravine / walking trail

6

To: <[bpuddifant@salmonarm.com](mailto:bpuddifant@salmonarm.com)>

Cc: Glenda Hanna

Hello Barb,

here is a picture of the truck tire located at the top of the Cress Creek Ravine just across from the 21 Street & 24 Ave NE intersection.

As mentioned to you, we moved to Salmon Arm a few months ago and every time we go for a walk in the ravine we come by this tire with the rock in the middle. We don't mind the rock but the tire sure makes the area look like a dump site.

Please pass this information on to the public works department and let us know if that old tire can be removed.

Thanks

Werner Groeschel

Glenda Hanna

2510 -21 Street NE

Salmon Arm







Dear Mr. Mayor

Oct. 17, 2019

First of all, please excuse my ignorance as I don't know your name. I asked some of my neighbours and they didn't know it either and all my calls to find out at City Hall were not answered as there doesn't seem to be anyone manning the phones. Maybe that's a good thing as all too often politicians long to have themselves in the press doing this and that. I have always been a firm believer that less government is good government.

I am writing to you about your Property Tax Reminder Notice I just received. I was surprised to see this as a reminder as I am always diligent about paying my bills when I get them and don't recall getting the first one. As a result, you will see I have been assessed a penalty because of this mix up at what appears to be a very high %. (\$78.61).

I finally managed to speak with a young lady in your tax department and when I asked her about my concerns about this, she said she just worked there, and I needed to take up any concerns with someone else.

My concern is what exactly am I having to pay for in terms of service from the city? I live out on Hwy 97B at the Countryside Modular Home Park. I'm sure you know of us out here. I do not own the property here but rather I pay a strata fee to keep my home here which I do own. The city doesn't much provide us with anything and what they do they do so for the actual property owner. The owners here provide us with water and sewage as well as plow the roads in the winter. What does the city actually provide me with? There are streetlights here but 90% of them don't work. I have called the city, and hydro but since I don't own the land I can't complain. I should have to think that the city should be taxing the people who own the land and not us renters of that land.

I used to own a rural property in the Kootenays for near 40 years ago and I wrote them with a similar scenario of how I provided my own sewage and water and plowed my road and they agreed and greatly reduced my property taxes. They did so knowing I owned the land but in this situation I do not.

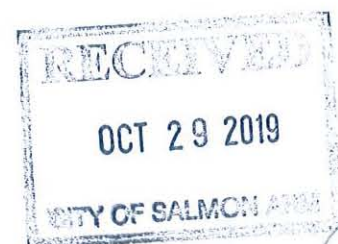
As a senior as many out here are we have a tough time with finances at this time of our lives. While politicians are always going on pledging to help the seniors if elected, nothing ever happens. Most are too old to advocate and stand up to the government and just trying to get by and stay alive. I so do love this newfound home here in Salmon Arm and the wonderful and most personable people who live here. I am currently fighting for my life with some major health issues and don't expect to live long enough to see any changes, but at least maybe I might have stimulated some discussion on this.

Very best regards.

Bob White

59-2500 97B Hwy S.E.

Salmon Arm, B.C.



7



Dear City of Salmon Arm Tax Dept.

I imagine most people just open their taxes, look and are grateful to see that they can reduce the amount with a home owner's grant and just pay it and be done with it all the while not knowing what they are paying for. Well I did wonder and now after I received a breakdown of what I am paying for I must strongly disagree with the charges as they apply to my living just outside of the City at Countryside Modular Home Park. I'd like to address my concerns in a breakdown of these charges, what they actually, are for, how they are relative to me as well as I will point out the substantial increase from 2018 and yet the increases in rates from 2017 to 2018 was negligible. Why are all these substantial increases being made and charged to us? Not at all within the cost of living assessments applied for the general public. These screams of a tax grab.

B.C. Assessment Authority - 3.15 - double 2018

Regional District -17.93- double 2018

Garbage & Recycle – 101- same

Regional Hospital – 23.25 tripled

Regional Library 14 – doubled. I never use it

School – Residential – 476- doubled 2018. By far the largest fee of all. I have no children in school and would guess near 97% of the residents at this park have no use for a school. I have only seen but a couple kids waiting for the bus to go to school. This is a gross error.

Transportation Parcel Tax-150, up from 130- What the heck is this?

You mention that this matter is to be raised at a Nov. 12 council meeting. I challenge you to have any council member who can explain the reasoning behind what I have questioned. Or rather did they just rubber stamp some bureaucrat's recommendation, or did they actually sit down and go over these numbers? Especially, to have such huge increases from previous years. Why now?

Best Regards

Bob White

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

From: andrew gough

Sent: Sunday, November 03, 2019 1:21 PM

To: Caylee Simmons

Subject: New O Canada sign

Far be it for me to complain about your public art, but Calixa Lavallee wrote O Canada in the key of Eb, not F.

NOVEMBER 4, 2019.

TO SALMON ARM CITY COUNCIL —

TRAFFIC SAFETY COMMITTEE,

THIS LETTER IS WRITTEN, OUT OF CONCERN,  
FOR THE ENORMOUS AMOUNT OF SPEEDING, TAKING  
PLACE IN THE CITY LIMITS OF SALMON ARM.

THERE SEEMS TO BE A HUGE DISREGARD FOR  
THE 50 KM SPEED LIMIT IN TOWN.

MY QUESTION IS — WHAT IS BEING DONE TO  
ADDRESS THIS? IN MY OPINION, MORE AND  
BETTER SIGNAGE, SPEED BUMPS, MORE POLICE  
PRESENCE AND TICKETING, WOULD BE A FEW  
SUGGESTIONS.

IN EUROPE, THERE ARE MANY DIFFERENT SYSTEMS  
IN USE, TO SLOW DOWN TRAFFIC —

I LIVE ON THE CORNER OF 36TH STREET N.E.  
AND 20TH AVE N.E. — THE SPEEDING THAT HAP-  
PENS THERE IS CRAZY. COULD THERE BE  
MORE SIGNAGE ALONG THAT ROAD? I ALREADY  
CONTACTED THE R.C.M.P. TO VOICE MY CONCERN.

ANOTHER BAD ROAD IS 30TH STREET. ONCE YOU  
ARE PAST THE FOUR WAY STOP, MOST DRIVERS  
GO FULL OUT AND IGNORE THE 50 KM. SPEED LIMIT.  
AUTO ROAD IS 60 KM., BUT A LOT OF DRIVERS  
GO MUCH FASTER.

THE MAIN ARTERY DOWNTOWN, IS 50 KM. SPEED LIMIT,  
I AM CONSTANTLY BEING PASSED THERE, WHEN I  
MAINTAIN THE SPEED LIMIT. THE BIG TRANSPORT TRUCKS  
DO NOT ADHERE TO ANY SPEED LIMITS, ESPECIALLY  
AT NIGHT. IT IS STILL 50 KM. GOING UP THE  
HILL TOWARDS THE LIGHTS. WHY CAN ALL THIS  
SPEEDING NOT BE CONTROLLED?

THERE MUST BE MORE CITIZENS CONCERNED ABOUT  
THESE ISSUES. BUT I REALIZE THAT NOT EVERYONE  
WILL HAVE THEIR VOICES BE LET HEARD.

I WOULD WELCOME ANY REACTION AND I AM  
WILLING TO TALK WITH ANYONE ON COUNCIL OR  
THE TRAFFIC SAFETY COMMITTEE.

THANK YOU FOR TAKING THE TIME TO READ THIS  
LETTER.

SUBMITTED RESPECTFULLY,

DESIREE ROELL.

DESIREE ROELL

1950 36 STR. N.E.

SALMON ARM B.C.

VIC 2 Z 3





P.O. Box 436, 141 Shuswap St. N, Salmon Arm, BC V1E 4N6  
250 832 7368 [tom@skookumcycle.com](mailto:tom@skookumcycle.com)  
[www.skookumcycleandski.com](http://www.skookumcycleandski.com)

Nov 4, 2019

To: City of Salmon Arm Mayor and Council  
C/O: Rob Niewenhuizen, Kevin Pearson

Re: Salty Dog 6 Hour Enduro Mountain Bike Race May 10, 2020  
(Final Day of the Salty Dog Annual Weekend of Events, May 8 – 10, 2020)

Skookum Cycle & Ski Ltd. is planning the 20<sup>th</sup>. annual Salty Dog 6 Hour Enduro race, May 10, 2020. Over the past years, the City of Salmon Arm administration office has helped facilitate this event. We are again requesting approval from Mayor and Council of the City of Salmon Arm for the use of: the South Canoe trails and lower Malibu trail area to run this event. Including use of 10<sup>th</sup> Ave and from 60 St to 70 St for the mass start out of Klahani park. In addition to the road closure for our start, I am also requesting the use of the City's delineators, pylons, stop/go sign and safety vests. Cam Gerow at the City yard in past years has organized these details with us, as he can. Donna Flatman from the Shuswap Recreation Society has helped us with our booking of Klahani park for our event start.

Re event start, in the mass start we are looking to string out 250-300 riders over 2-3 km, and want to use the same start format as in past years. Start in Klahani park, go left up 10<sup>th</sup> Ave all the way into the South Canoe trail system. The road will be managed by six flaggers with radios. Two flaggers will be at the top, two in the middle, and two at the Klahani park entrance. The start takes about 15 to 20 minutes, after which 10<sup>th</sup> Ave will be open for regular traffic use; in past few years 10<sup>th</sup> Ave has been re-opened by 10:20. We are requesting special road use from 9:55 to 10:30am. In the case of an emergency during the start, event volunteers will move cyclists off the road to let emergency traffic by.

I have included a review of the Salty Dog event along with information about the Salty Weekend Of Events with this letter, see bottom of the letter. For additional event information follow Salty Dog's online media: Face Book @saltydogenduro, see our website <http://skookumcycleandski.com/salty-dog-enduro/> , or on Instagram via the Skookum Salmon Arm account skookumcyclesa.

A copy of our insurance certificate will be forwarded closer to the event date, the City of Salmon Arm, Shuswap Recreation Society, Ministry of Forests, Ministry Of Transportation (old gravel pit in Salmon Arm), and Skookum Cycle and Ski Ltd Salmon Arm will all be co-insured in the amount of five million dollars. Please let me know if you need any additional information as we continue our event planning.

Sincerely,  
Tom Peasgood  
Salty Dog Race Coordinator

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#### Review of the Salty Dog event:

The race uses the South Canoe bike trails, the old MOT gravel pit for parking, the lower part of the Malibu trail system for the start/finish area, 10<sup>th</sup> Ave for the mass start at 10 am, road signage and barricades borrowed from the City of Salmon Arm public works, and approximately a hundred local volunteers.

This year's race will sell out again in 8 to 10 hours, via online registration. We are planning for 650-700 riders, of which 450-500 will be from outside the Shuswap. Each rider brings on average 1-2 people with them for race support or just to visit Salmon Arm as a weekend get away. This race attracts people from Canmore, Calgary, Banff and Edmonton, from Vancouver and lower mainland, to North Western US, Alaska, Ottawa, and of course from all the interior BC cities. Last year the estimated number of people in the start finish area was between 1200-1500. As an economic driver, each person stays in Salmon Arm for 1.5 to 3 days, and will spend on average \$170 each per day. This is money spent on gas, food and accommodations; dollars injected into our community before the summer busy season.

The Salty Dog race is a dynamic cycling event, and encourages the whole family to participate, with multiple races running simultaneously. Two Salty Pup 30 minute enduro events for kids aged 3-10, we usually have 100-130 participants biking around the bottom of the Malibu trails. The U15 Salty Dog 3 hour enduro, which has 100 people riding the logging road and the lower Malibu trails. The main event, the Salty Dog 6 Hour Enduro in which we will have 500 people racing, the 6 hour racers use the lower South Canoe trails to ride on. Event supported by the local back country first aid responders, Larch Hills Jr Nordic racers, CSRD, Shuswap Trail Alliance, Shuswap Bike Club, bike industry support staff volunteers, and the 100 plus race day volunteers.

#### In addition to the Salty Dog, Salty Dog Weekend of Events:

We have added Friday and Saturday events to our weekend schedule. Events include: Friday night Rubber Head Trail group ride & BBQ, and the always popular Saturday Salty Street Fest downtown, kids bike parade local tourism information, face painting, clowns, petting zoo, live music, and much more! The goal is to increase tourism dollars spent in our community over the Salty weekend, with an early season economic boost.

Over the years as the event has grown, the Salty Dog planning committee has constantly been adjusting our set of professional race requirements. Both event based and community logistical challenges. These include the following: trail usage and race course layout, parking, local resident communication, start finish area set up, professional timing, first aid, internet based registration, coordination of a large number of volunteers, bathrooms, neutral support for racers, garbage and recycling, and a number of other race specific details. As different challenges have occurred over the years, the Salty Dog planning committee has been able to resolve the issues in a positive and efficient manner.

Skookum's race resume includes planning, organization and execution of more than a dozen competitive mountain and road bike races over the past twelve years, including a Cycling BC sanctioned BC Cup points road race, four BC Masters road cycling races, nine annual Salty Dog Enduro mountain bike races, and Stoked to Get Spanked mountain bike races in Revelstoke. We have successfully liased with the following in the execution of these events: City of Salmon Arm, Township of Spallumacheen, CSRD, Ministry Of Transportation, RCMP, Ministry of Forestry, City of Revelstoke and Cycling BC. We look forward to a continued positive supportive working relationship with these groups.

Seniors' 5<sup>th</sup> Avenue Activity Centre,

Box 83,

Salmon Arm, B.C.

V1E 4N2

2019 – 10 – 30

Mayor Alan Harrison,

City of Salmon Arm, B.C.

Box 40,

Salmon Arm, B.C.

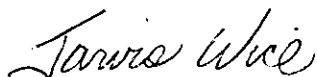
V1E 4N2

Dear Mayor Harrison:

On behalf of all our members, thank you to you and the City staff responsible for adjusting the centre line on the fifth avenue road in front of our building. This provides our members and the public much safer road parking now.

We very much appreciate the improvement.

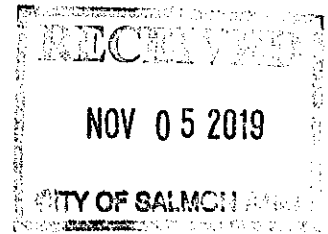
Sincerely,



Jarvis Wice

President,

Seniors' 5<sup>th</sup> Avenue Activity Centre







OCT 22 2019

His Worship  
Mayor Alan Harrison  
City of Salmon Arm  
PO Box 40  
Salmon Arm BC V1E 4N2

Reference: 288749

Dear Mayor Harrison,

**Re: Thank you for meeting at UBCM 2019**

Thank you for taking the time to meet with me at the Union of British Columbia Municipalities (UBCM) Convention in Vancouver. I was glad to have the opportunity to discuss the Salmon Arm West Four-Laning project, your interest in improvements to the intersection of Highway 97 and 10th Avenue and overall safety upgrades along Highway 1 travelling through Salmon Arm.

This convention is an essential part of my year, because I can connect face-to-face with leaders like you who know their communities better than anyone. Your neighbours and local businesses come to you first with their ideas and frustrations. The provincial government relies on your insight to guide our plans, and I want you to know how much I appreciate the work you do.

This year's theme of resiliency and change brought home how important it is for governments to collaborate so that we are ready for the unexpected challenges that can face us. We will always accomplish more together. As my ministry works to build a healthy and lasting transportation network with new options and new directions, consultation and partnership will continue to be at the heart of our approach.

As discussed in our meeting, the ministry remains committed to improving the safety and efficiency of Highway 1 through Salmon Arm. Discussions with the Adams Lake Indian Band and Neskonlith Indian Band have been positive, and we look forward to advancing work along this key corridor.

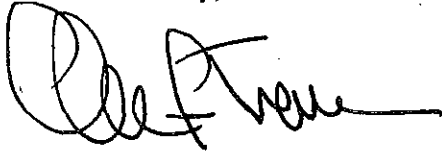
I was pleased to hear you recently met with the ministry's local District Manager, Steve Sirett, to discuss the speed limit along Highway 97 at 10th Avenue. I have asked staff to continue to monitor this intersection and consider installing some temporary speed reader boards. In the meantime, I have shared your interest in the installation of a red light camera at Highway 97 and Alexander Street with my colleague, the Honourable Mike Farnworth, Minister of Public Safety and Solicitor General, as this matter is the responsibility of his ministry.

.../2



Thank you again for taking the time to meet with me, and thank you for everything you do to support your community.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Claire Trevena', with a large, stylized initial 'C'.

Claire Trevena  
Minister

Copy to:      Honourable Mike Farnworth  
                 Minister of Public Safety and Solicitor General  
                 MLA, Port Coquitlam

Grant Main, Deputy Minister

Kevin Richter, Associate Deputy Minister

Renée Mounteney, Assistant Deputy Minister  
Highway Services

Mike Lorimer, Executive Director  
Southern Interior Region

Steve Sirett, District Manager  
Okanagan Shuswap District

**From:** MCF Info MCF:EX <MCF.Info@gov.bc.ca>  
**Sent:** Thursday, October 31, 2019 1:00 PM  
**To:** Caylee Simmons  
**Subject:** Letter from the Honourable Katrine Conroy, Minister of Children and Family Development

**VIA E-MAIL**  
Ref: 245429

His Worship Mayor Alan Harrison  
City of Salmon Arm  
E-mail: cityhall@salmonarm.ca

Dear Mayor Harrison:

As Minister of Children and Family Development, I am honoured to once again proclaim November as Adoption Awareness month. This month of recognition encourages us to reflect on those in our province who have selflessly opened their hearts and lives through adoption. This month, we also take the time to champion and guide those who might consider adopting now or in the future.

It is my wish to see a province where growing up in a stable home with food, shelter and love is a given for all children and youth in British Columbia. Unfortunately, there are hundreds of young people still hoping to find a home and a family to call their own. Adoption can provide some of the most vulnerable people in our communities with the support and guidance necessary to thrive in both the present and as they grow into adulthood.

For more information on the Adoption Campaign of 2019, please visit [Adoptnow.ca](http://Adoptnow.ca).

Proclaiming November as Adoption Awareness month is not the only way your community can support adoptive parents and those who might choose to adopt in the future. In addition to your proclamation, you could organize an information session for prospective parents in your community or a celebration for those who are already adoptive parents. You can explore the variety of adoption awareness events happening around our province in November here: <https://www.bcadoption.com/aam>. If you would like more guidance or information on how to champion and raise awareness about adoption, please connect with Ministry of Children and Family Development (MCFD) staff at [MCF.AdoptionsBranch@gov.bc.ca](mailto:MCF.AdoptionsBranch@gov.bc.ca).

An important pillar for all those involved in adoptions in British Columbia is [The Adoptive Families Association of British Columbia](#), which has been a support for adoptive families in British Columbia for over forty years. You may wish to [connect with the association](#) to learn more about your community's involvement in adoption events, their contact information, as well as contact information for the licensed adoption agencies in British Columbia and more.

[Adopt BC Kids](#) is an online portal that allows citizens to complete an adoption application 24 hours a day, seven days a week. I encourage you to take the time to explore this resource and provide it to any community members who are interested in adopting a child in foster care.

On behalf of MCFD, thank you for leading your communities and supporting both those who have opened their homes and hearts and those who might do so in the future. With your help and support, more children and youth could find their forever homes.

Sincerely,

**ORIGINAL SIGNED BY**

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Katrine Conroy  
Minister

*Sent on behalf of the Minister by:*



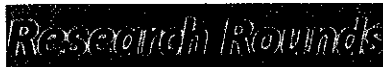
**Client Relations Branch**

*Executive Operations*

*Ministry of Children and Family Development*

**From:** OSA COMMS HLTH:EX <OSA.COMMS@gov.bc.ca>  
**Sent:** Friday, October 25, 2019 9:02 AM  
**To:** OSA COMMS HLTH:EX  
**Subject:** OSA Research Rounds - October 25, 2019

*Welcome to the OSA's Research Rounds. We seek to both educate and inspire in this monthly compendium of research, publications, commentary and events about seniors in British Columbia and beyond. Please feel welcome to email us feedback and items to share.*



OFFICE OF THE  
**SENIORS ADVOCATE** *Published October 25, 2019*

**BRITISH COLUMBIA**

**Scaling Up For Senior's Health: A Small, Successful Health Promotion Trial Goes Province-Wide**  
**Vancouver Coastal Health Research Institute**

This article discusses the Men on the Move study, which looked at ways to get older men to be more active and has now been scaled up into the Choose to Move program. Choose to Move is now being implemented in more than 55 communities across BC with 324 programs and more than 3,000 participants.

**Exercise "Rewires" the Brain, May Improve Motor Function and Mood in PD**  
**Djavad Mowafaghian Centre for Brain Health**

This study's findings suggest that aerobic exercise may have therapeutic benefits for people with Parkinson's disease, including improvements in motor function and mood when used in conjunction with drug treatment. It is among the first to show how the brain changes as a result of exercise, providing a new path to understanding the mechanisms of neuroplasticity and the brain's ability to rewire itself even after being altered by neurodegenerative conditions

**Characteristics Associated with the Postprandial Hypotensive Response in Falling Older Adults**  
**Canadian Journal on Aging**

This report covers the association between a decrease in blood pressure after eating and an increased risk for falls, fractures, and increased mortality. The results of the study indicate that a certain subset of unexplained fallers, including men and patients with high blood pressure, are more likely to experience this decrease. The authors suggest that such patients presenting at a falls clinic should receive further screening with a meal test or blood pressure monitoring.

**CANADA**

**The Future Co\$ of Long-Term Care in Canada**  
**National Institute on Ageing**

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This report, issued by the National Institute on Ageing at Ryerson University, is the second part of a three-part policy series examining the current system of home and community care for older Canadians. The objective of this paper is to better understand the challenges Canada faces over the next three decades in providing long-term care, both from a public cost perspective, and from the personal lens of older Canadians and their families.

**Retirement Expectations of Older Workers with Arthritis and Diabetes Compared with Those of Workers with No Chronic Diseases**

**Canadian Journal on Aging**

This research recruited Canadian workers 50–67 years of age and asked them to participate in a cross-sectional survey about their expected age of retirement, future work plans, whether they were retiring sooner than planned, and bridged retirement. Contrary to predictions, health factors accounted for less of the variance in retirement expectations than other factors such as person-job fit.

**Arts as a driver of change**

**McMaster University**

It is well known that the arts help to improve social engagement and well-being among older adults, and can reduce certain health problems such as hypertension, anxiety and depressive symptoms. In this article, McMaster University's Optimal Aging Portal suggests that the arts could also be used to reduce ageism and share knowledge regarding aging.

**Day centers: Safe and stimulating environments for older adults living with a loss of autonomy**

**McMaster University**

Many older adults and caregivers are benefiting from day centres, which offer programs of activities in professional care settings. McMaster University's Optimal Aging Portal has collected and summarized research on this topic, including support for caregivers of frail older adults and the impact of operational issues on the success of day centres.

**Older Immigrants' Access to Primary Health Care in Canada: A Scoping Review**

**Canadian Journal on Aging**

This review examines the existing knowledge surrounding older immigrants' access to, and utilization of, primary care physicians. The authors found that older immigrants face intertwining access barriers related to health literacy, language, culture, health beliefs, spatial inequality, and structural circumstances and go on to make several wide-reaching policy recommendations.

**INTERNATIONAL**

**Hospitalization at the end of life among nursing home residents with dementia: a systematic review**

**BMC Palliative Care**

This review was conducted to study the occurrence of hospitalizations at the end of life in nursing home residents with dementia and to compare these figures to residents without dementia. All but one study reviewed found that at the end of life residents with dementia were hospitalized less often than those without. The authors recommend further studies in order to assess the influence of factors such as age and gender.

**Fake bus stops for persons with dementia? On truth and benevolent lies in public health**

Fake bus stops are one strategy to keep persons with dementia from wandering. This article discusses the ethical aspects of using fake bus stops and outlines considerations prior to setting up fake bus stops in nursing homes in keeping with good clinical practice in dementia care.

**Medication review plus person-centred care: a feasibility study of a pharmacy-health psychology dual intervention to improve care for people living with dementia**

**BMC Psychiatry**

This study investigated the feasibility of a full clinical trial of a specialist dementia care pharmacist medication review combined with a health psychology intervention for care staff to limit the use of psychotropics. The authors concluded that, while the proposed staff training was feasible, the medication review would require significant modification for full trial.

**Supporting Family Caregivers With Technology for Dementia Home Care: A Randomized Controlled Trial**  
**Innovation in Aging**

This trial tested the use of an intervention for in-home caregivers based on video recordings caregivers submit of challenging care situations. An expert team reviewed the videos and provided individualized interventions weekly for the experimental group. The authors found that the caregivers using the new intervention had greater reductions in depression and gains in competence when compared to the control group.

**Polypharmacy in older patients: identifying the need for support by a community pharmacist**

**BMC Geriatrics**

The goal of this study was to identify high-priority older patients for intervention by a community pharmacist. The authors found that such patients can be identified by asking simple questions about difficulties in managing, administering, taking or storing medications.

**- END -**

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