



**AGENDA**

**City of Salmon Arm  
Regular Council Meeting**

**Monday, May 11, 2020  
1:00 p.m.**

*[Public Session Begins at 2:30 p.m.]*  
**By Electronic means as  
Authorized by Ministerial Order M139**

Page #	Item #	Description
	1.	<b>CALL TO ORDER</b>
1 - 2	2.	<b>IN-CAMERA SESSION</b>
	3.	<b>ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY</b> <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	<b>ADOPTION OF AGENDA</b>
	5.	<b>DISCLOSURE OF INTEREST</b>
3 - 14	6.	<b>CONFIRMATION OF MINUTES</b>
15 - 18	1.	Regular Council Meeting Minutes of April 27, 2020
	2.	Special Council Meeting Minutes of May 4, 2020
	7.	<b>COMMITTEE REPORTS</b>
19 - 22	1.	Development and Planning Services Committee Meeting Minutes of May 4, 2020
	8.	<b>COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE</b>
	9.	<b>STAFF REPORTS</b>
23 - 26	1.	Director of Engineering and Public Works - Tender Award - 2020 Paving Program
27 - 30	2.	Director of Engineering and Public Works - Zone 1 Canoe Beach Watermain Upgrade
31 - 36	3.	Acting Chief Financial Officer - 2020 Budget Analysis - COVID-19 - For Discussion

- 10. **INTRODUCTION OF BYLAWS**
  - 37 – 62 1. City of Salmon Arm Zoning Amendment Bylaw No. 4390 [ZON-1174; 508316 BC Ltd./Guenther, K.; 1141 18 Street NE; R-1 to R-4] – First and Second Readings
  
- 11. **RECONSIDERATION OF BYLAWS**
  - 63 – 68 1. City of Salmon Arm Fee for Service Amendment Bylaw No. 4397 [Water Meter Rates] – Final Reading
  - 69 – 82 2. City of Salmon Arm Zoning Amendment Bylaw No. 4381 [ZON-1172; Wild Blue Development Ltd.; 271 3 Street SE; R-1 to R-8] – Final Reading
  - 83 – 102 3. City of Salmon Arm Zoning Amendment Bylaw No. 4377 [ZON-1170; Gilmore, C.; 390 6 Street SE; R-1 to R-8] – Final Reading
  - 103 – 124 4. City of Salmon Arm Zoning Amendment Bylaw No. 4375 [ZON-1169; Lewis, S.F.; 710 10 Street SW; R-1 to R-5] – Final Reading
  
- 12. **CORRESPONDENCE**
  - 125 – 126 1. Informational Correspondence
  - 127 – 128 2. L. Fitt, Manager, Salmon Arm Economic Development Society – letter dated May 7, 2020 – Shuswap Food Hub Business Plan – Receipt of Project Funds
  
- 13. **NEW BUSINESS**
  
- 14. **PRESENTATIONS / DELEGATIONS**
  
- 15. **COUNCIL STATEMENTS**
  
- 16. **SALMON ARM SECONDARY YOUTH COUNCIL**
  
- 17. **NOTICE OF MOTION**
  
- 18. **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
  
- 19. **OTHER BUSINESS**
  
- 20. **QUESTION AND ANSWER PERIOD**
  
- 129 – 130 21. **ADJOURNMENT**

Item 2.

**CITY OF SALMON ARM**

Date: May 11, 2020

Moved: Councillor Lindgren

Seconded: Councillor Eliason

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

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

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Item 6.1

## CITY OF SALMON ARM

Date: May 11, 2020

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting Minutes of April 27, 2020, be adopted as circulated.

### Vote Record

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

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

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm commenced by electronic means as authorized by Ministerial Order M083, at 1:00 p.m. on Monday, April 27, 2020.

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
- Director of Engineering & Public Works R. Niewenhuizen
- Director of Development Services K. Pearson
- Acting Chief Financial Officer T. Tulak
- Recorder B. Puddifant

1. CALL TO ORDER

Mayor Harrison called the meeting to order at 1:00p.m.

2. IN-CAMERA SESSION

0151-2020                      Moved: Councillor Flynn  
   Seconded: Councillor Cannon  
   THAT: pursuant to Section 90(1) of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:00 p.m.  
 Council returned to Regular Session at 1:29 p.m.  
 Council recessed until 2:30 p.m.

3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

4. REVIEW OF AGENDA

Addition under item 23.1 J. Barillaro - email dated April 27, 2020 - Rezoning Lot 1, Section 14

Addition under item 23.4 S. Hiebert - email dated April 26, 2020 - Neighborhood Rezoning Concern

5. DISCLOSURE OF INTEREST

Councillor Flynn declared a conflict of interest with item 23.1 and 24.1 as the agent is a client of his firm.

Councillor Flynn declared a conflict of interest with item 11.3 as the applicants are clients of his firm.

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of April 14, 2020

0152-2020

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting Minutes of April 14, 2020, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of April 20, 2020

0153-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee Meeting Minutes of April 20, 2020, be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

1. Board in Brief - March, 2020

Received for information.

2. Board in Brief - April, 2020

Received for information.

9. STAFF REPORTS

1. Acting Chief Financial Officer - COVID-19 - For Discussion

0154-2020

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Council approve a printed message from the Mayor on one side of the property tax insert and abbreviated instructions on the other side for the 2020 taxation year.

CARRIED UNANIMOUSLY

9. STAFF REPORTS - continued

1. Acting Chief Financial Officer - COVID-19 - For Discussion - continued

0155-2020

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: Council extend the deadline for the 2020 Annual Utility Bill to September 30, 2020 to coincide with the 2020 Property Tax Due date.

CARRIED UNANIMOUSLY

2. Director of Development Services - 2019 City of Salmon Arm Carbon Neutral Progress Survey

0156-2020

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the 2019 City of Salmon Arm Climate Action/Carbon Neutral Progress Survey indicates the City is eligible for recognition from the Green Communities Committee as a 'Level 3 - Accelerating Progress' local government and that the City will not be carbon neutral for the 2019 reporting year;

AND THAT: the 2019 City of Salmon Arm Climate Action/Carbon Neutral Progress Survey, attached as Appendix 1 in the Development Services Department memorandum dated April 20, 2020, be received as information.

CARRIED UNANIMOUSLY

3. Director of Engineering and Public Works - Quote Award - 2020 Asphalt Patching Program

0157-2020

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: Council accept the Quote of Dawson Construction Ltd., in accordance with the unit prices quotes as specified in the contract, estimated to be \$144,130.50 plus taxes as applicable.

CARRIED UNANIMOUSLY

4. Director of Corporate Services - COVID-19 Emergency Grant Fund

0158-2020

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Council establish a \$20,000.00 COVID-19 Emergency Grant Fund to assist local charities/non-profit organizations with grants of up to \$2,000.00 per applicant, to be funded from 2020 Unexpended Council Expenses;

AND THAT: the adjudication of applications be administered by Mayor Harrison and Councillor Wallace Richmond as the two members from Council.

CARRIED UNANIMOUSLY



10. INTRODUCTION OF BYLAWS

1. Revised Property Tax Rate Bylaw – 2020 Final Budget
  - a. City of Salmon Arm 2020 Annual Rate of Taxation Bylaw No. 4392 – Final Reading
  - b. City of Salmon Arm 2020 Annual Rate of Taxation Bylaw No. 4396 – First, Second and Third Readings

0159-2020                      Moved: Councillor Eliason  
  Seconded: Councillor Flynn  
  THAT: the bylaw entitled City of Salmon Arm 2020 Annual Rate of Taxation  
  Bylaw No. 4392 be defeated;

  AND THAT: the bylaw entitled City of Salmon Arm 2020 Annual Rate of  
  Taxation Bylaw No. 4396 be read a first, second and third time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Fee for Service Amendment Bylaw No. 4397 [Water Meter Rates] – First, Second and Third Readings

0160-2020                      Moved: Councillor Eliason  
  Seconded: Councillor Cannon  
  THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment  
  Bylaw No. 4397 be read a first, second and third time.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Canoe Pond Watercourse and Drainage System Bylaw No. 4388 – Final Reading

0161-2020                      Moved: Councillor Cannon  
  Seconded: Councillor Flynn  
  THAT: the bylaw entitled City of Salmon Arm Canoe Pond Watercourse and  
  Drainage System Bylaw No. 4388 be read a final time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm 2020 - 2024 Financial Plan Amendment Bylaw No. 4391 – Final Reading

0162-2020                      Moved: Councillor Cannon  
  Seconded: Councillor Wallace Richmond  
  THAT: the bylaw entitled City of Salmon Arm 2020 - 2024 Financial Plan  
  Amendment Bylaw No. 4391 be read a final time.

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict and left the meeting at 3:46 p.m.

11. RECONSIDERATION OF BYLAWS - continued

3. City of Salmon Arm Zoning Amendment Bylaw No. 4334 [ZON-1147; Brown, C. & D./ Browne Johnson Land Surveyors; 1230 - 52 Avenue NE; R-1 to R-8] - Final Reading

0163-2020                      Moved: Councillor Eliason  
   Seconded: Councillor Cannon  
   THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4334 be read a final time.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 3:49 p.m.

12. CORRESPONDENCE

1. Informational Correspondence

5. S. Witzky, ALIB Councillor, L. Chrisholm, Project Coordinator/Storyboard Assistant, J. Brett, Technical Lead - letter received April 9, 2020 - Secwépemc Landmarks Project request for Letter of Support

0164-2020                      Moved: Councillor Wallace Richmond  
   Seconded: Councillor Cannon  
   THAT: Council provide a letter of support for the Shuswap Trail Alliance to apply on behalf of the Secwépemc Landmarks partners to the Heritage BC: Heritage Legacy Fund (Heritage Awareness stream) grant.

CARRIED UNANIMOUSLY

3. B. Stiles - email dated April 19, 2020 - Request for Business License for Fitness Classes in City Parks

0165-2020                      Moved: Councillor Wallace Richmond  
   Seconded: Councillor Flynn  
   THAT: Staff be directed to report back to Council with respect to conducting fitness classes in City parks.

CARRIED  
 Councillor Eliason Opposed

2. A. Morris - email and attachments dated April 20, 2020 - Nuclear Weapons Disaster

0166-2020                      Moved: Councillor Lavery  
   Seconded: Councillor Wallace Richmond  
   THAT: Mayor Harrison provide a letter in support of Canada making nuclear arms control and disarmament a national priority.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE - continued

2. Informational Correspondence - continued

2. A. Morris - email and attachments dated April 20, 2020 - Nuclear Weapons Disaster

Moved: Mayor Harrison

Seconded: Flynn

THAT: Council defer Motion 0166-2020 to the Regular Council Meeting of June 22, 2020.

CARRIED UNANIMOUSLY

13. NEW BUSINESS

14. PRESENTATIONS

1. Staff Sergeant West, Salmon Arm RCMP Detachment - Quarterly Policing Report January - March 2020

Staff Sergeant West, Salmon Arm RCMP Detachment provided an overview of the quarterly Policing Report from January - March 2020 and was available to answer questions from Council.

15. COUNCIL STATEMENTS

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

1. Rescind Motion 0085-2020 - June 8, 2020 to be held at the Salmon Arm Secondary Sullivan Campus

Minutes of the March 9, 2020 Regular Council Meeting (excerpt)

0085-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the afternoon portion of the Regular Council Meeting of June 8, 2020 be held at the Salmon Arm Secondary Sullivan Campus in the theatre.

CARRIED UNANIMOUSLY

19. OTHER BUSINESS - continued

- 1. Rescind Motion 0085-2020 - June 8, 2020 to be held at the Salmon Arm Secondary Sullivan Campus - continued

0167-2020

Moved: Councillor Flynn  
 Seconded: Councillor Cannon  
 THAT: motion 0085-2020 adopted at the March 9, 2020 Regular Council Meeting to hold the afternoon portion of the Regular Council Meeting of June 8, 2020 at the Salmon Arm Secondary Sullivan Campus in the theatre be rescinded.

CARRIED UNANIMOUSLY

- 2. Ray Mills, Canoe Forest Products - Block SS0040 - Proposed Douglas-fir beetle salvage in the East Canoe Creek Watershed

0168-2020

Moved: Councillor Lavery  
 Seconded: Councillor Cannon  
 THAT: Canoe Forest Products be authorized to harvest and administer the removal and sale of the beetle infested trees in the East Canoe Creek Watershed described as Block SS0040, as outlined in the correspondence and maps dated March 9, 2020 and generally in accordance with the field review of August 27, 2019 subject to a contract being prepared by Canoe Forest Products and agreeable to the City stating that all fees and taxes will be incurred and reported by Canoe Forest Products with the residual value paid to the City after deduction of harvesting costs, hauling, site prep, reforestation and overhead costs.

CARRIED UNANIMOUSLY

20. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 4:39 p.m.  
 The Meeting reconvened at 7:00 p.m.

PRESENT:

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

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

21. DISCLOSURE OF INTEREST

Councillor Flynn declared a conflict of interest with item 23.1 and 24.1 as the agent is a client of his firm.

22. HEARINGS

- 1. Development Variance Permit Application No. VP-514 [Steinwand, C. & K./Zimmerman, V.; 4581 72 Avenue NE; Setback requirements]

0169-2020

Moved: Councillor Eliason  
 Seconded: Councillor Cannon  
 THAT: Development Variance Permit No. VP-514 be authorized for issuance for Lot 20, Section 6, Township 21, Range 9, W6M, KDYD, Plan KAP84599, which will vary the provisions of Zoning Bylaw No. 2303 as follows:

- 1. Section 6.10.5 - R-1 Single-Family Residential Zone - on a corner parcel reduce the setback from a rear parcel line from 4.45 m (14.6 ft) to 1.7 m (5.6 ft) to allow for an addition to an existing single family dwelling as shown in Schedule A of the staff report dated April 15, 2020.

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

Submissions were called for at this time.

K. Steinwand, 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

23. STATUTORY PUBLIC HEARINGS

Councillor Flynn declared a conflict of interest and left the meeting at 7:10 p.m.

- 1. Zoning Amendment Bylaw Application No. ZON-1169 [Lewis, S.F.; 710 10 Street SW; R-1 to R-5]

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

Submissions were called for at this time.

J. Barillaro - email dated April 27, 2020 - Rezoning Lot 1, Section 14

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:12 p.m. and the next item ensued.

Councillor Flynn returned to the meeting at 7:12 p.m.

**23. STATUTORY PUBLIC HEARINGS - continued**

**2. Zoning Amendment Application No. ZON-1173 [Shantz, C.; 2760 30 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.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:14 p.m. and the next item ensued.

**3. Zoning Amendment Application No. ZON-1172 [Wild Blue Development Ltd.; 271 3 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.

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

**4. Zoning Amendment Application No. ZON-1170 [Gilmore, C.; 390 6 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.

S. Hiebert – email dated April 26, 2020 – Neighborhood Rezoning Concern

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:20 p.m.

**24. RECONSIDERATION OF BYLAWS**

Councillor Flynn declared a conflict of interest and left the meeting at 7:21 p.m.

**1. City of Salmon Arm Zoning Amendment Bylaw No. 4375 [ZON-1169; Lewis, S.F.; 710 10 Street SW; R-1 to R-5] – Third Reading**

0170-2020

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4375 be read a third time.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 7:23 p.m.

24. RECONSIDERATION OF BYLAWS - continued

- 2. City of Salmon Arm Zoning Amendment Bylaw No. 4389 [ZON-1173; Shantz, C.; 2760 30 Street NE; R-1 to R-8] - Third and Final Reading

0171-2020                    Moved: Councillor Cannon  
                                   Seconded: Councillor Eliason  
                                   THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4389 be read a third and final time.

CARRIED UNANIMOUSLY

- 3. City of Salmon Arm Zoning Amendment Bylaw No. 4381 [ZON-1172; Wild Blue Development Ltd.; 271 3 Street SE; R-1 to R-8] - Third Reading

0172-2020                    Moved: Councillor Eliason  
                                   Seconded: Councillor Cannon  
                                   THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4381 be read a third time.

CARRIED UNANIMOUSLY

- 4. City of Salmon Arm Zoning Amendment Bylaw No. 4377 [ZON-1170; Gilmore, C.; 390 6 Street SE; R-1 to R-8] - Third Reading

0173-2020                    Moved: Councillor Cannon  
                                   Seconded: Councillor Eliason  
                                   THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4377 be read a third time.

CARRIED UNANIMOUSLY

25. QUESTION AND ANSWER PERIOD

Council held a Question and Answer session with any questions submitted by the public.

26. ADJOURNMENT

0174-2020                    Moved: Councillor Flynn  
                                   Seconded: Councillor Wallace Richmond  
                                   THAT: the Regular Council Meeting of April 27, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:25 p.m.

CERTIFIED CORRECT:

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

Adopted by Council the      day of                    , 2020.

\_\_\_\_\_  
MAYOR

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Item 6.2

## CITY OF SALMON ARM

Date: May 11, 2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Special Council Meeting Minutes of May 4, 2020, be adopted as circulated.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

## SPECIAL COUNCIL

Minutes of a Special Meeting of Council of the City of Salmon Arm commenced by electronic means as authorized by Ministerial Order M139, at 9:00 a.m. on Monday, May 4, 2020.

### PRESENT:

Mayor A. Harrison  
 Councillor D. Cannon (entered the meeting at 10:49 a.m.)  
 Councillor C. Eliason  
 Councillor K. Flynn  
 Councillor T. Lavery  
 Councillor S. Lindgren  
 Councillor L. Wallace Richmond

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

### 1. CALL TO ORDER

Mayor Harrison called the meeting to order at 9:02 a.m.

### 2. IN-CAMERA SESSION

0175-2020

Moved: Councillor Eliason  
 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 9:02 a.m.

Council returned to Regular Session at 10:49 a.m.

Councillor Cannon entered the meeting at 10:49 a.m.

### 3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

### 4. ADOPTION OF AGENDA

5. BYLAWS

1. City of Salmon Arm 2020 Annual Rate of Taxation Bylaw No. 4396 - Final Reading

0176-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm 2020 Annual Rate of Taxation Bylaw No. 4396 be read a final time.

CARRIED UNANIMOUSLY

6. ADJOURNMENT

0177-2020

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Special Council Meeting of May 4, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 10:51 a.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Adopted by Council the            day of            , 2020.

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Item 7.1

## CITY OF SALMON ARM

Date: May 11, 2020

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee Meeting Minutes of May 4, 2020, be received as information.

### Vote Record

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

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

**DEVELOPMENT AND PLANNING SERVICES COMMITTEE**

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held by electronic means, as authorized under Ministerial Order M139, on Monday, May 4, 2020.

**PRESENT:**

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

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

**ABSENT:**

1. **CALL TO ORDER**

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

2. **ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

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

3. **REVIEW OF THE AGENDA**

4. **DISCLOSURE OF INTEREST**

5. REPORTS1. Zoning Amendment No. ZON-1174; 508316 BC Ltd./Guenther, K; 1141 18 Street NE; R-1 to R-4]

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan KAP54560 from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone);

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

K. Guenther, the applicant, was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

2. Land Use Contract Termination [LUC M61302; 1311 20 Street NE, 1331 20 Street NE and 1351 20 Street NE; LUC M17793; 2450 10 Avenue NE, 2600 10 Avenue NE, 631 24 Street NE, 620 24 Street NE, 2207 5 Avenue NE, 671 24 Street NE and 660 24 Street NE; LUC M66216; 5590 Canoe Beach Drive NE]

Moved: Councillor Eliason

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 terminate the following Land Use Contracts for the parcels legally described as:

- 1) LUC M61302 - 1311 20 Street NE (Lot 3, Township 20, Range 10, W6M, KDYD, Plan 28370), 1331 20 Street NE (Lot 2, Township 20, Range 10, W6M, KDYD, Plan 28370) and 1351 20 Street NE (Lot 1, Township 20, Range 10, W6M, KDYD, Plan 28370);
- 2) LUC M17793 - 2450 10 Avenue NE (Lot 2, Township 20, Range 10, W6M, KDYD, Plan 32155), 2600 10 Avenue NE (Lot A, Township 20, Range 10, W6M, KDYD, Plan KAP61641), 631 24 Street NE (Lot 5, Township 20, Range 10, W6M, KDYD, Plan 27972), 620 24 Street NE (Lot 2, Township 20, Range 10, W6M, KDYD, Plan KAP56352), 2207 5 Avenue NE (Lots 1-38, Township 20, Range 10, W6M, KDYD, Plan K171), 671 24 Street NE (Lots 1-18, Township 20, Range 10, W6M, KDYD, Plan KAS2857), 660 24 Street (Lots 1-12, Township 20, Range 10, W6M, KDYD, Plan KAS1851); and
- 3) LUC M66216 - 5590 Canoe Beach Drive NE (Lot A, Township 21, Range 9, W6M, KDYD, Plan 28434).

CARRIED UNANIMOUSLY

6. PRESENTATIONS

7. FOR INFORMATION

1. Agricultural Land Commission - letter dated April 23, 2020 - Application 56448 - Resolution #170/2020 - Salmon Arm Folk Music Society

Received for information.

8. IN CAMERA

9. LATE ITEMS

10. ADJOURNMENT

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee meeting of May 4, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:33 a.m.

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Mayor Alan Harrison  
Chair

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



Item 9.1

## CITY OF SALMON ARM

Date: May 11, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council award the 2020 Paving Program Contract to Okanagan Aggregates Ltd., in accordance with the unit prices specified in their Tender, in the amount of One Million Two Hundred Sixty Three Thousand Nine Hundred and Ten Dollars (\$1,263,910.00) plus taxes as applicable.

### 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  
 FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
 PREPARED BY: Tim Perepolkin, Capital Works Supervisor  
 DATE: May 01, 2020  
 SUBJECT: **TENDER AWARD – 2020 PAVING PROGRAM**

**STAFF RECOMMENDATION**

**THAT: Council award the 2020 Paving Program Contract to Okanagan Aggregates Ltd., in accordance with the unit prices specified in their Tender, in the amount of One Million Two Hundred Sixty Three Thousand Nine Hundred and Ten Dollars (\$1,263,910.00) plus taxes as applicable.**

**BACKGROUND**

The annual paving program tenders include supply and placing asphaltic concrete pavement, tack coat for asphalt overlays, required asphalt milling and asphalt pulverizing. In previous years this contract included asphalt patching; however, the past four years, a separate asphalt patching contract has been awarded to create more ease of scheduling and cost savings.

Provisions once again, have been implemented in this year's Contract to enhance project scheduling, workmanship and communications. Stricter deadlines have been outlined and will be enforced. Fletcher Paine and Associates will be working closely with the City of Salmon Arm ensuring the best product is being received; and the testing/penalty clauses have been reviewed and altered as required.

On Thursday April 30, 2020 tender submissions were received and confirmed as follows:

Company	Tender Amount (excluding applicable taxes)
<b>Okanagan Aggregates Ltd.</b>	<b>\$ 1,263,910.00</b>
Vernon Paving Division of Lafarge Canada Inc.	\$ 1,452,809.22*
Terus Construction Ltd. DBA Valley Blacktop	\$ 1,659,075.00
<i>2020 budget including 2020 carry forward</i>	<i>\$ 1,567,040.00</i>

\*Corrected for unit price extension error.

The lowest tenderer, Okanagan Aggregates Ltd. has completed the City of Salmon Arm's paving program successfully over the last three years.

Proposed paving locations, as identified in the 2020 budget, are as follows (see attached map):

Location Street	From	To
3 Street SE	5 Ave. SE	7 Ave. SE
6 Ave. SE	3 Street SE	4 Street SE
7 Ave. SE	3 Street SE	4 Street SE
4 Street SE	6 Ave. SE	7 Ave. SE
60 Street SE	10 Ave. SE	Okanagan Avenue
10 Ave. SE	50m West of 60 Street	50m East of 60 Street
Auto Road SE	15 Street SE	20 Street SE
50 Street NW	10 Ave. NW	30 Ave. NW
70 Ave. NE	TCH	120m North/East
70 Ave. NE	TCH 120m NE	240m North/East
36 Street NE	16 Ave. NE	20 Ave. NE
20 Street SE	12 Ave. SE	10 Ave. SE
75 Ave. NE	50 Street NE	300m East
10 Street NE	8 Ave. NE	100m South
60 Street NW	Christison Road	500m North
Marine Drive Parking Lot - Reconstruction		
Airport – Taxiway Charlie – New Construction		

**STAFF COMMENTS**

The 2020 paving project list was compiled using the 2020 Capital Budget including 2019 carry forward amount for a total of \$1,408,000.00. The budget allocation includes funding for overlay, material testing, construction and contingency. Other costs associated with the work includes road base preparation, milling, pulverizing, layout and required drainage improvements, etc.

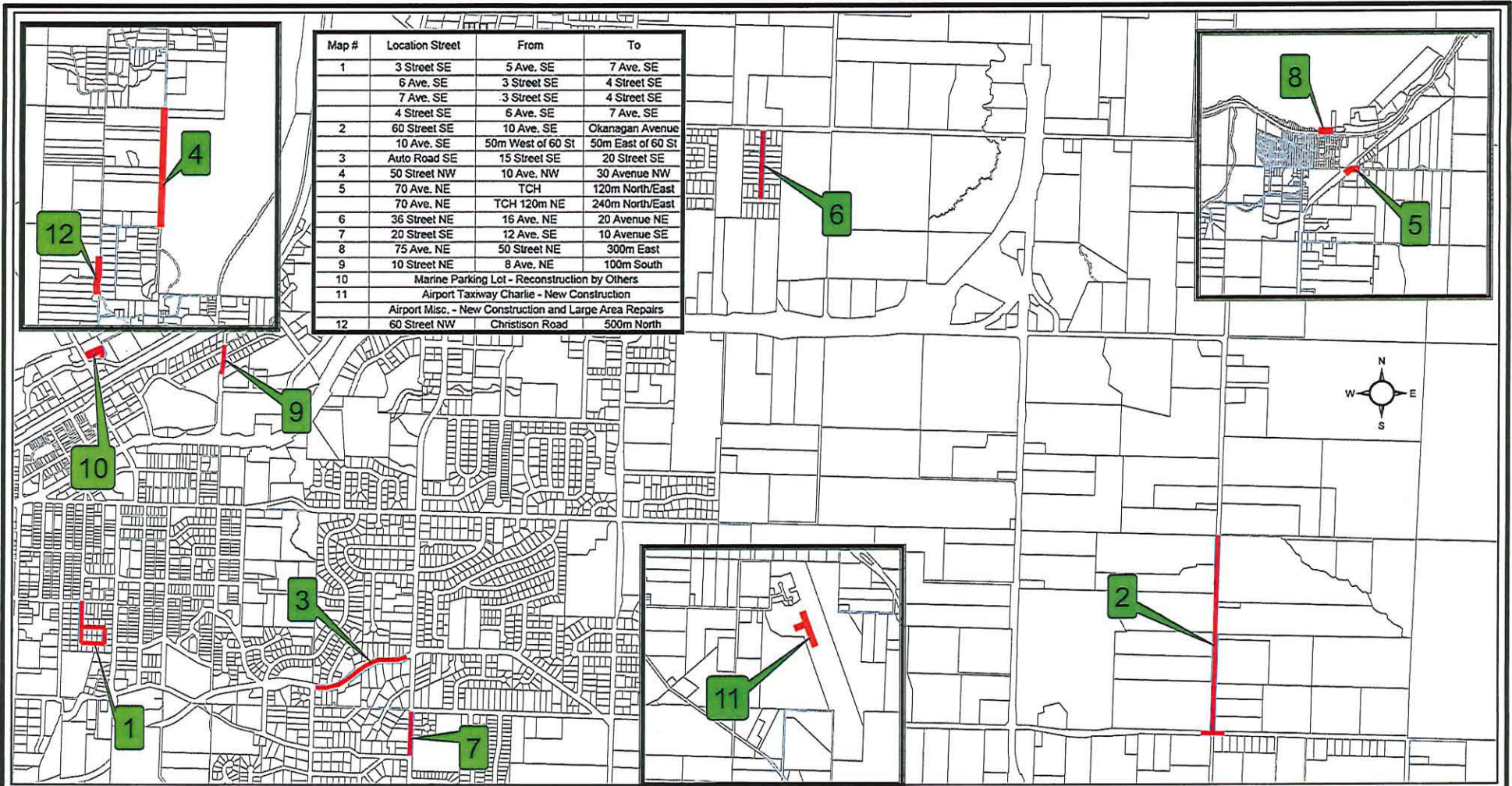
Depending on the actual tonnage of asphaltic concrete and other costs, the overlay program will be increased or reduced in order to take maximum advantage of the available funds. It should be noted that a unit price Contract allows flexibility to increase or decrease the scope of work (total number of units).

Based on the above, it is recommended that Council award the 2019 Paving Program Contract to Okanagan Aggregates Ltd., in accordance with the unit prices specified in their Tender, in the amount of One Million Two Hundred Sixty Three Thousand Nine Hundred and Ten Dollars (\$1,263,910.00) plus taxes as applicable. The individual Contract amounts will not exceed the approved 2020 budget amounts.

Respectfully submitted,



Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works



Disclaimer:  
 Be advised that the attached map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information, and data located in various City of Salmon Arm departments and is to be used for reference purposes only.

**2020 Proposed Roadway Infrastructure Renewal  
 Asphaltic Overlay Program  
 Project ENG 2020-01**

Drawn By: TCP  
 Checked By: JW  
 Date: April 3, 2020



Item 9.2

## CITY OF SALMON ARM

Date: May 11, 2020

Moved: Councillor

Seconded: Councillor

THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding for the Zone 1 – Canoe Beach Watermain Upgrade project in the amount of \$50,000.00. This amount to be transferred from Water Revenue source for the approved Zone 2 – Pump Station Design project;

AND THAT: Council approve the material supply purchase from EMCO Corporation-Kelowna Branch for 610± meters fusible PVC pipe and fittings for the total quoted price of \$260,000.00 plus taxes as applicable;

AND THAT: Council approve the award for Fusing/Pulling Services to Iron Man Directional Drilling for the quoted total price of \$38,720.00 plus taxes as applicable.

### 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  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Tim Perepolkin, Capital Works Supervisor  
DATE: May 04, 2020  
SUBJECT: **ZONE 1 - CANOE BEACH WATERMAIN UPGRADE PROJECT  
MATERIAL SUPPLY AWARD & FUSING SERVICES AWARD**

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### STAFF RECOMMENDATION

**THAT:** The 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding for the Zone 1 – Canoe Beach Watermain Upgrade project in the amount of \$50,000.00. This amount to be transferred from Water Revenue source for the approved Zone 2 – Pump Station Design project;

**AND THAT:** Council approve the material supply purchase from EMCO Corporation-Kelowna Branch for 610± metres fusible PVC pipe and fittings for the total quoted total price of \$260,000.00 plus taxes as applicable;

**AND THAT:** Council approve the award for Fusing/Pulling Services to Iron Man Directional Drilling for the quoted price of \$38,720.00 plus taxes as applicable.

### BACKGROUND

In 2017 there were 2 pipe failures as a result of corrosive soils on the Zone 1 Canoe Trunk Main between Captain's Cove Marina and Canoe Beach Lease Lots. One of these failures was on a section of the main that is under water and inaccessible at high lake level. Each of these failures resulted in difficult repairs and could create capacity issues for Salmon Arm's Water Supply depending on time of the year. The City was fortunate that the watermain failures occurred at times when water demands and lake levels were low making the repairs difficult but manageable.

Staff reviewed multiple options for repairing this portion of trunk main and determined the most cost effective method of repair to be pulling a smaller diameter pipe inside the existing pipe. This project was originally introduced into budget discussions in 2019 and was approved in the 2020 budget with a project value of \$280,000. Since the fall of 2018 when the project budget was originally prepared, pipe material costs have increased by >20%. City staff intend to complete this project in-house with the exception of the pipe fusing and pulling. The project will need to be scheduled for completion in the fall when lake levels are low and water demand is low.

Fusing and Pulling of PVC pipe is a specialized service with very few companies certified to fuse PVC pipe. Staff were able to acquire two (2) quotes for fusing confirming that we are getting good value for the service provided.

A request for quotes was issued to five (5) material suppliers with the following results:

Company	Quote Total (excluding GST)
<b>EMCO Corporation – Kelowna Branch</b>	<b>\$ 257,950.15</b>
ICONIX Waterworks - Vernon	\$ 258,876.00
Wolseley Canada Inc. – Kelowna	\$ 259,206.90
Delta Irrigation Ltd. – Kamloops	\$ 262,363.75
Andrew Sheret Ltd. – Salmon Arm	\$ 262,460.71

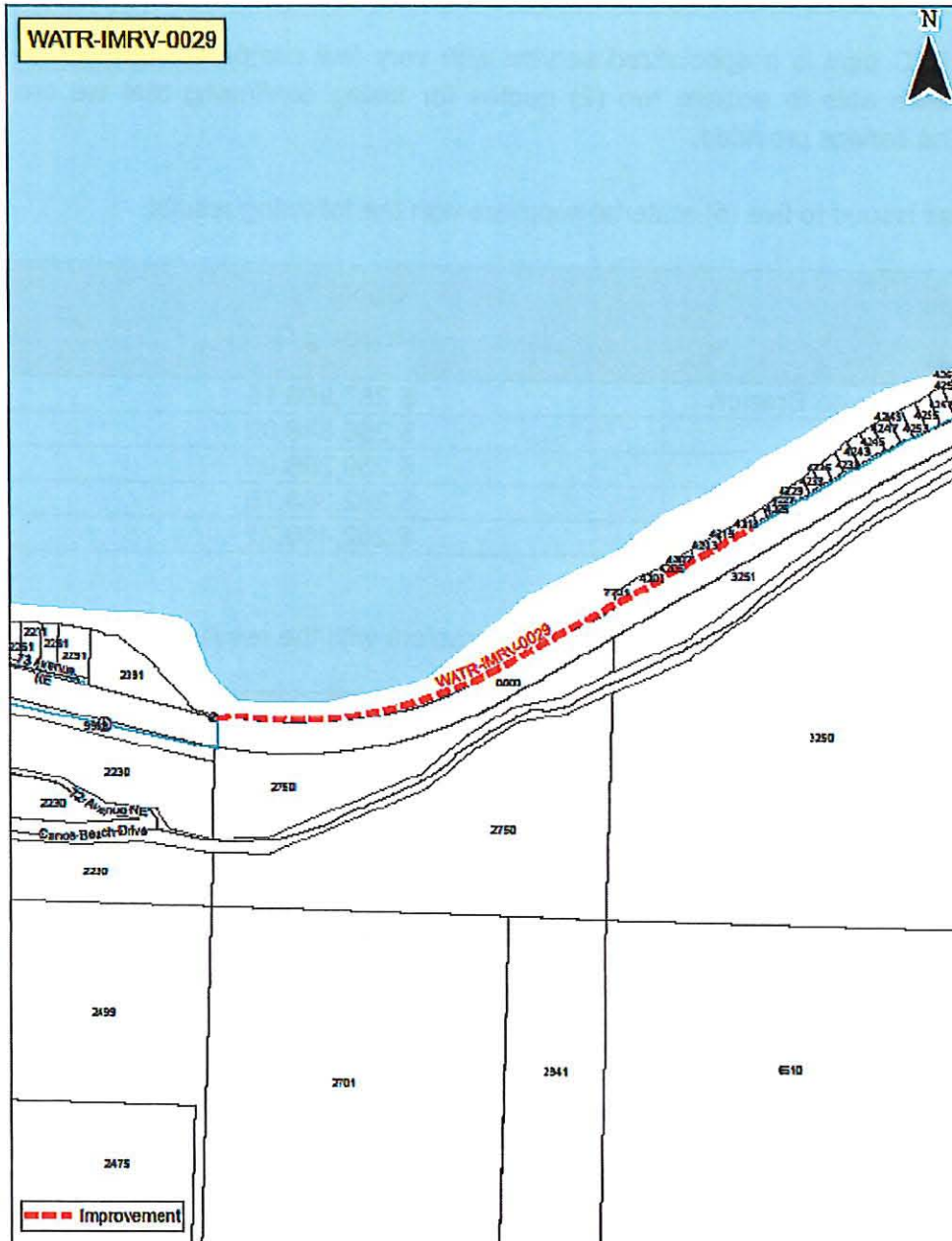
A request for quote was issued to two (2) fusing/drilling contractors with the results as follows:

Company	Quote Total (excluding GST)
<b>Iron Man Directional Drilling – Salmon Arm</b>	<b>\$ 38,720.00</b>
Directional Mining & Drilling Ltd. – Langley	\$ 54,180.00

### **STAFF COMMENTS**

Iron Man Directional Drilling have worked successfully with the City on other directional drilling projects. Staff recommend moving forward with award of both the supply of materials to EMCO Corporation – Kelowna and fusing/pulling work to Iron Man Directional Drilling Ltd. of Salmon Arm.

Awarding the material supply now will ensure supply and pricing is secured. With large diameter 500mm pipe, materials are not necessarily stock and need to be manufactured. The pipe will be manufactured at the IPEX plant in Edmonton and other iron fittings will be coming from Eastern Canada. Also awarding the fusing/pulling work will allow us to secure a schedule time for fall installation.



Respectfully submitted,

Robert Niewenhuizen, AScT  
Director of Engineering and Public Works



Item 9.3

## CITY OF SALMON ARM

Date: May 11, 2020

### Acting Chief Financial Officer - 2020 Budget Analysis - COVID-19 For Discussion

#### Vote Record

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

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

**CITY OF**  
**SALMON ARM**

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To: Mayor Harrison and Members of Council  
 Date: May 7, 2020  
 Subject: 2020 Budget Analysis - COVID-19

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**FOR DISCUSSION**

Further to Council's request, please find summarized below information relative to Revenues and Expenses for 2020 in relation to the current COVID-19 pandemic.

Any surplus funds recognized as a result of projects postponed or cancelled will be set aside or 'parked' and will not be reallocated to any other projects. These surplus funds may be used to support the City's cash reserves, in anticipation of late collections of current year property taxes. All of the expenses listed below have been included in the 2020 budget and the actions contemplated in this memo will have no impact on the taxes payable or collected for the current year.

**Steps Already Taken**

The following steps have all been recommended by staff and approved by Council:

- Hiring freeze - Savings approximately \$238,000;
- Part Time & Relief Staff Layoff - Savings approximately \$33,000 per month;
- 0% Property Tax Increase across all classes - Funded from 'Emergency' Reserve Account \$470,460; and
- Metered Utility Penalty Waived for first two bills of 2020 - Loss of revenue approximately \$4,500.

**Possible Future Steps**

**Expenses**

The following expenses have been reviewed as potential items that may be 'parked' or removed, should there be a significant decrease in revenue collection that impacts the 2020 budget.

The following capital and major maintenance projects could be 'parked', resulting in funds still being available to complete the project(s) in the near future:

16 Avenue SE (1600 Blk) Replacement	\$ 30,000.00
Bump Out (5 Ave SE - 2 Ave SE)	40,000.00
10 St NE (8 Ave NE)	75,000.00
Okanagan Speed Calming	20,000.00
Asphaltic Overlays - Additional	200,000.00
Marine Park - Round-A-Bout Garden	25,000.00
Disk Golf Course	20,000.00
Beverage Recycling Canisters	5,000.00
Shuswap Middle School - Court Resurfacing	10,700.00
Natural Gas Services - Rap Attack Base	3,000.00
Ticket Spitter (Marine Park)	20,000.00
<b>Total</b>	<b>\$ 448,700.00</b>

The following events may/will not take place, arguably resulting in funding not being required:

Roots and Blues	\$ 52,900.00
Salmon Arm Children's Festival - Canada Day	8,200.00
Canada Day Celebrations	17,000.00
Total	\$ 78,100.00

Please be advised that both the Roots and Blues Festival and the Salmon Arm Children's Canada Day Festival have been cancelled by the organizer. The Canada Day Celebrations are organized by the City and moving forward with the event is yet to be determined

The following transfers to reserves could be removed/deferred or reallocated back to the 'Emergency' Reserve Account:

Civic Building - Carpet Replace/Re-Painting	\$ 30,000.00
Senior Centre - Drop In - Structural Eng.	15,000.00
Active Transportation	20,000.00
Food & Urban Agricultural Plan	5,000.00
20 Ave/20 St Intersection Realignment	59,630.00
Gateway Signage	10,000.00
Shuswap Memorial Cemetery - Development	10,000.00
Parks Preplan	25,000.00
McGuire Park - Japanese Garden	5,000.00
Blackburn Park - Upgrade Ball Diamonds	50,000.00
Total	\$ 229,630.00

The total amount of expenses listed above amount to \$756,430.00, not including the steps already taken to reduce expenses.

Contracts

The following operating and maintenance contracts could be reviewed, removed, or deferred; however, there are contractual obligations to consider.

	Budget	Paid to Date	Remaining
Shuswap Trail Alliance	\$ 44,000.00	\$ 11,000.00	\$ 33,000.00
Economic Development Society	340,000.00	170,000.00	170,000.00
Chamber of Commerce - Tourism	137,140.00	68,570.00	68,570.00
Senior Resource Centre	22,550.00	11,266.50	11,283.50
Haney Heritage Park	115,000.00	57,500.00	57,500.00
Salmon Arm Art Gallery	42,500.00	0.00	42,500.00
Total	\$ 701,190.00	\$ 318,336.50	\$ 382,853.50

Revenue

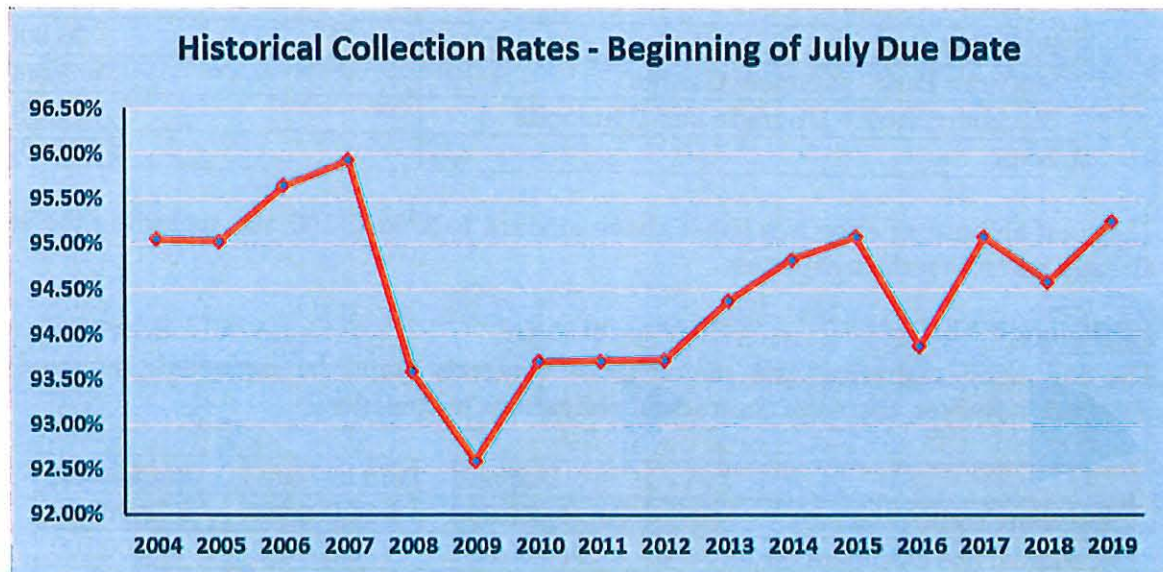
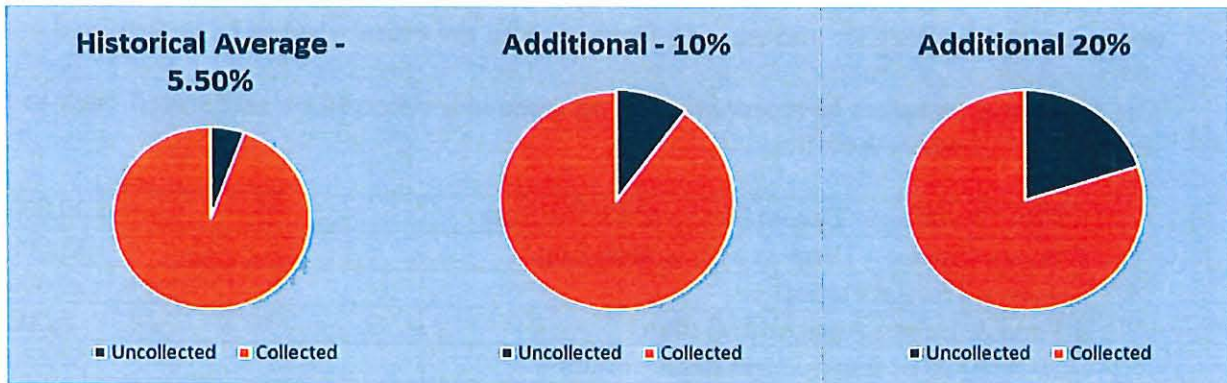
The City may see a decrease in revenue for items such as parking fees, burning permits, dog licenses, traffic fines, rental/lease fees, etc. A 15% decrease in these revenues would amount to approximately \$63,500.00.

Property Tax Collections

The historical average of Property Taxes Collected is 94.5%, based on the last sixteen (16) years. Based on the 2020 Municipal Property Taxation Levy (\$18,614,220.00), the following shows the possible impact to revenues, if property tax collections were delayed:

Additional 10% Uncollected Due to COVID-19	\$ 1,861,422.00
Additional 20% Uncollected Due to COVID-19	\$ 3,722,844.00

**Based on Beginning of July Due Date**



Outcomes from Hiring Freeze

There will be many cost savings as a result of the City implementing a hiring freeze for 2020. Staff are focused on essential operating and maintenance required for our parks, roads, and water and sewer functions. There will be less mowing and weed whacking in the parks, resulting in savings in our regular operating and maintenance budgets. A minimum approach was taken when planting flower beds and planters in the City, to reduce the staffing hours required to pull weeds and water planters that are not irrigated. Utilities will maintain their focus on essential repairs and maintenance and emergencies as they arise. Some capital projects or other projects that may not be essential (weed control, ditch maintenance, brushing, etc.) would see a decrease as a result of reduced staffing.

Cash Flow

The Province has provided grace to municipalities by extending the School Tax remittance date to December 31, 2020. In 2019, the two (2) School Tax Payments due in July totaled \$2,914,972.41. Deferring these payments will allow the City to use the tax revenue collected to pay other government agencies on July 31, in the amount of \$2,819,175.00.

The Province has also allowed municipalities to borrow from reserve funds to address revenue shortfalls. Any money borrowed must be repaid within five years of borrowing. Over the past many years, the City (staff and elected officials) have worked extremely hard to develop reserve accounts to help fund future projects as recommended by staff and council. The City has a healthy balance in reserve accounts that can help to float the City through these extreme times, should property tax collections be lower than normally expected. Once the property taxes have been collected, these accounts would be replenished.

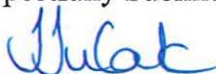
A Revenue Anticipation Borrowing Bylaw has also been adopted by Council, that allows the City to borrow up to \$1,000,000.00 to cover expenditures up to the property tax due date. Staff do not envision that this will be necessary. However, temporary borrowing from the City's Reserve Account may be required.

Summary

In summary, if the Property Tax Collections were reduced by an additional 10% due to the current COVID-19 pandemic, the City would have a reduction in municipal tax revenue of \$1,861,422.00. The expenses detailed above that could be 'parked' for the current year total \$756,430.00. These projects could be 'unparked' once the property tax collections were recognized. The City also has the ability to borrow up to \$1,000,000.00 to cover expenditures as a result of the adopted Revenue Anticipation Borrowing Bylaw. This report assumes no requirement for further phased workforce reduction.

Possible Revenue Shortfall/Increase:	
Reduced Property Tax Collection (95% to 85%)	\$(1,860,000.00)
Fees/Rent/Permits	(63,500.00)
Revenue Anticipation Borrowing/Reserve Accounts	1,000,000.00
Total Possible Revenue (Shortfall)/Increase	(923,500.00)
Possible Expense Savings:	
Hiring Freeze	238,000.00
Part Time & Relief Layoff (based on 3 Months)	99,000.00
'Parked' Projects	756,430.00
Total Possible Expenses Savings	1,093,430.00
Surplus / (Deficit)	\$ 169,930.00

Respectfully Submitted,



Tracy Tulak, CPA, CMA  
Acting Chief Financial Officer

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Item 10.1

## CITY OF SALMON ARM

Date: May 11, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4390 be read a first and second time;

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

### Vote Record

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

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

# CITY OF SALMON ARM

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TO: His Worship Mayor Harrison and Members of Council

Date: April 27, 2020

Subject: Zoning Bylaw Amendment Application No. 1174

Legal: Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan KAP54560  
 Civic: 1141 – 18 Street NE  
 Owner: 508316 BC Ltd.  
 Applicant: Guenther, K.

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## MOTION FOR CONSIDERATION

**THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan KAP54560 from R-1 (Single-Family Residential Zone) to R-4 (Medium Density Residential Zone);

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

---

## STAFF RECOMMENDATION

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

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## BACKGROUND

The subject parcel is located at 1141 – 18 Street NE, just west of the RCMP station and north of the Trans Canada Highway (Appendix 1 and 2), and has frontage on both 18 Street and 11 Avenue NE. The subject parcel is designated Medium Density Residential in the City's Official Community Plan (OCP), and zoned R-1 (Single-Family Residential) in the Zoning Bylaw (Appendix 3 and 4). This area is generally residential with a mix of zones, predominantly Residential (R-1), Institutional (P-3) and Commercial zones, with some Medium Density Residential (R-4) zoned parcels also in the vicinity.

The subject parcel is approximately 1 hectare in area, measures approximately 67 metres by 128 metres, and currently contains a single family dwelling. Steep slopes are identified in the OCP on the northwest corner of the subject parcel (Appendix 3). Site photos are attached as Appendix 5.

The Zoning Map attached shows the mix of zones in the immediate area, predominantly Residential (R-1, R-4, R-5, and R-8), with Institutional zones and Commercial zones in the nearby area.

Land uses adjacent to the subject parcel include the following:

South: Road (11 Avenue NE), with residential beyond (zoned R-1 and R-5)  
 North: Single-Family Residential (R-1) parcels  
 East: Road (18 Street NE), with a Single-Family (R-1) and Medium Density R-4 parcels beyond  
 West: Single-Family Residential (R-1) and Residential Suite (CD-7) parcels

The proposal is to rezone the subject parcel to R-4 (Medium Density) to facilitate future medium density residential development. Although not technically required at this rezoning stage, a development concept showing 30 units has been provided (Appendix 6). Staff note that while the provision of the development concept illustrates some level of feasibility, the applicant is not required to follow the proposed concept.



If rezoned to R-4 as proposed, a multi-family development would require a Development Permit application, and such an application is expected to be forthcoming given the proposed development concept. A Development Permit application, if approved, would determine more precisely the form and character details of the proposed development concept, including a site plan, landscape plan, and building elevations. The development of one single-family dwelling would be exempt from a development permit application.

### OCP POLICY

The subject parcel is designated Medium Density Residential in the OCP which supports R-4 zoning, and is within Residential Development Area A, the highest priority area for development. The proposed density aligns well with OCP Policy 4.4.3, which encourages all growth to be sensitively integrated with neighbouring land uses. Furthermore, the proposed zoning aligns with the Urban Residential Objectives of Section 8.2 and Urban Residential Policies listed in Section 8.3, including providing a variety of housing types, providing housing options, and supporting compact communities. In terms of siting, the proposal appears to match with OCP Siting Policies under Section 8.3.19, including good access to transportation routes, recreation, community services, and utility servicing.

### COMMENTS

#### Ministry of Transportation and Infrastructure

It is recommended that final reading of the Bylaw be withheld subject to approval of the Bylaw by the Ministry of Transportation and Infrastructure. The Ministry has granted preliminary approval.

#### BC Hydro

BC Hydro requires a right-of-way at the subdivision/development stage.

#### Engineering Department

Comments attached as Appendix 7.

#### Building Department

No concerns with rezoning.

#### Fire Department

No Fire Department concerns.

#### Planning Department

The surrounding neighbourhood is characterized by a mix of older, single family housing and newer condominium, commercial and institutional development, most significantly the uptown SASCU / Askew's location and the 21 Street NE underpass. The subject parcel is located in an area well-suited for higher density residential development, being within close walking distance of the eastern commercial node, recreation centre, arena, schools including Okanagan College, and transit routes, with the City Centre and hospital approximately 1 km away.

The maximum residential density permitted under R-4 (Medium Density) zoning is 40 dwelling units per hectare of land. As the subject property is approximately 1 hectare in area, the maximum permitted density under R-4 would be 40 dwelling units assuming: 1) some form of strata development; 2) the present gross area of the subject parcel; and 3) no density bonus. The minimum parcel area for a single family dwelling is 300 square metres. The R-4 Zoning regulations are attached as Appendix 8.

This proposal involves a 30 unit multi-family development concept at this preliminary stage. Staff note that if rezoned to R-4, a number of development scenarios could present themselves, including single-family, duplex, triplex, and multi-family residential development scenarios, potentially at a higher density than 30 units and involving a Development Permit application to Council, subdivision and stratification.

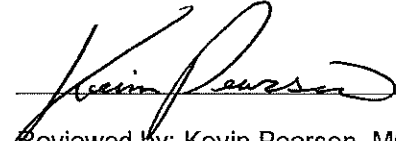
Frontage improvements as per the Subdivision and Servicing Bylaw would be required for any development with R-4 zoning. A Development Permit application would be required to address the form and character of the multi-family development concept submitted with this application.

CONCLUSION

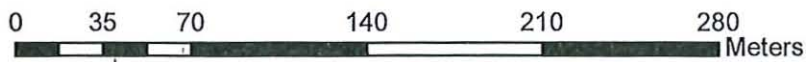
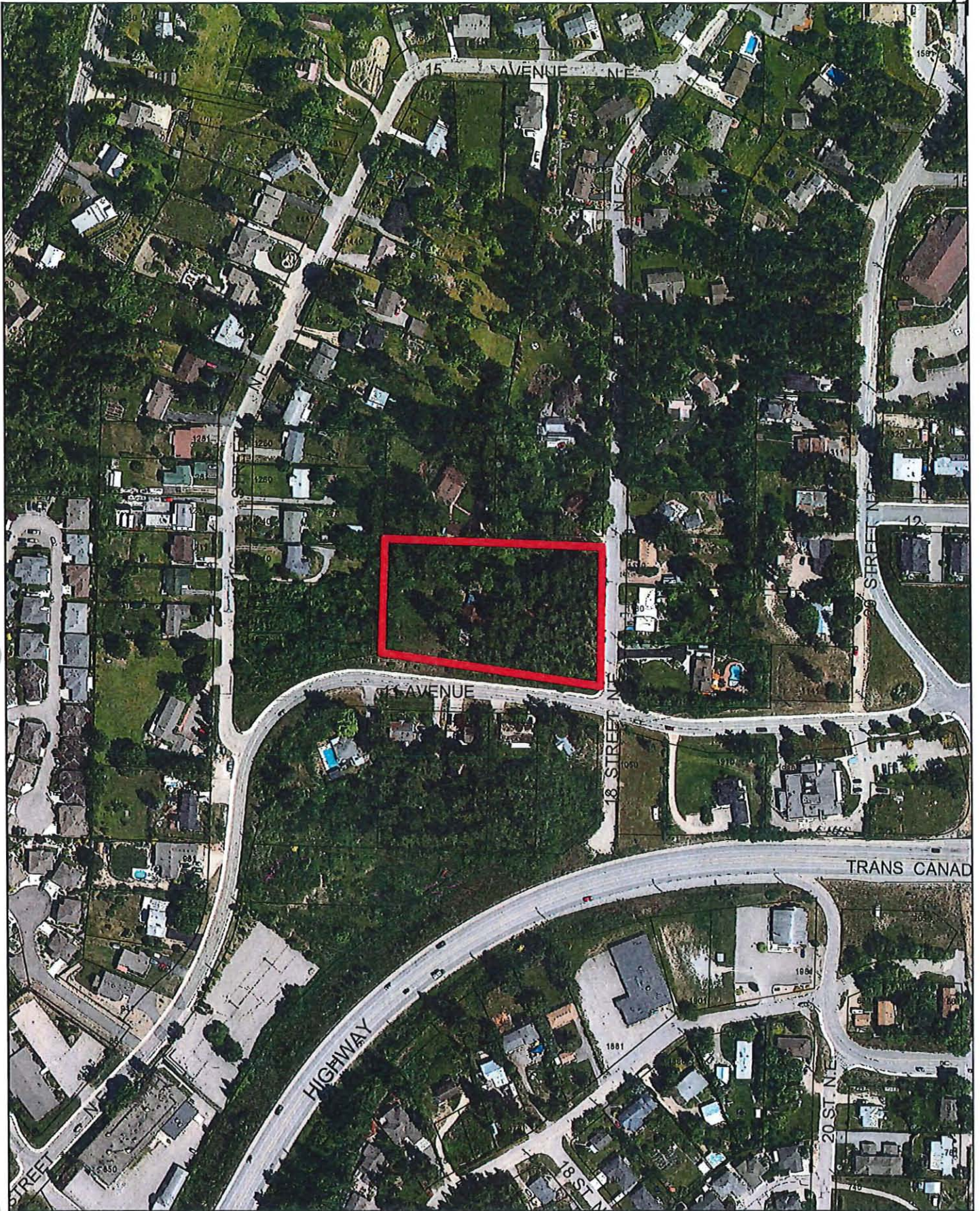
The proposed R-4 zoning of the subject property is supported by OCP policy and is therefore supported by staff.



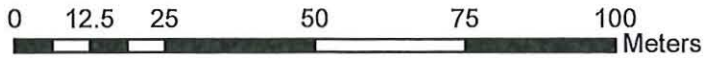
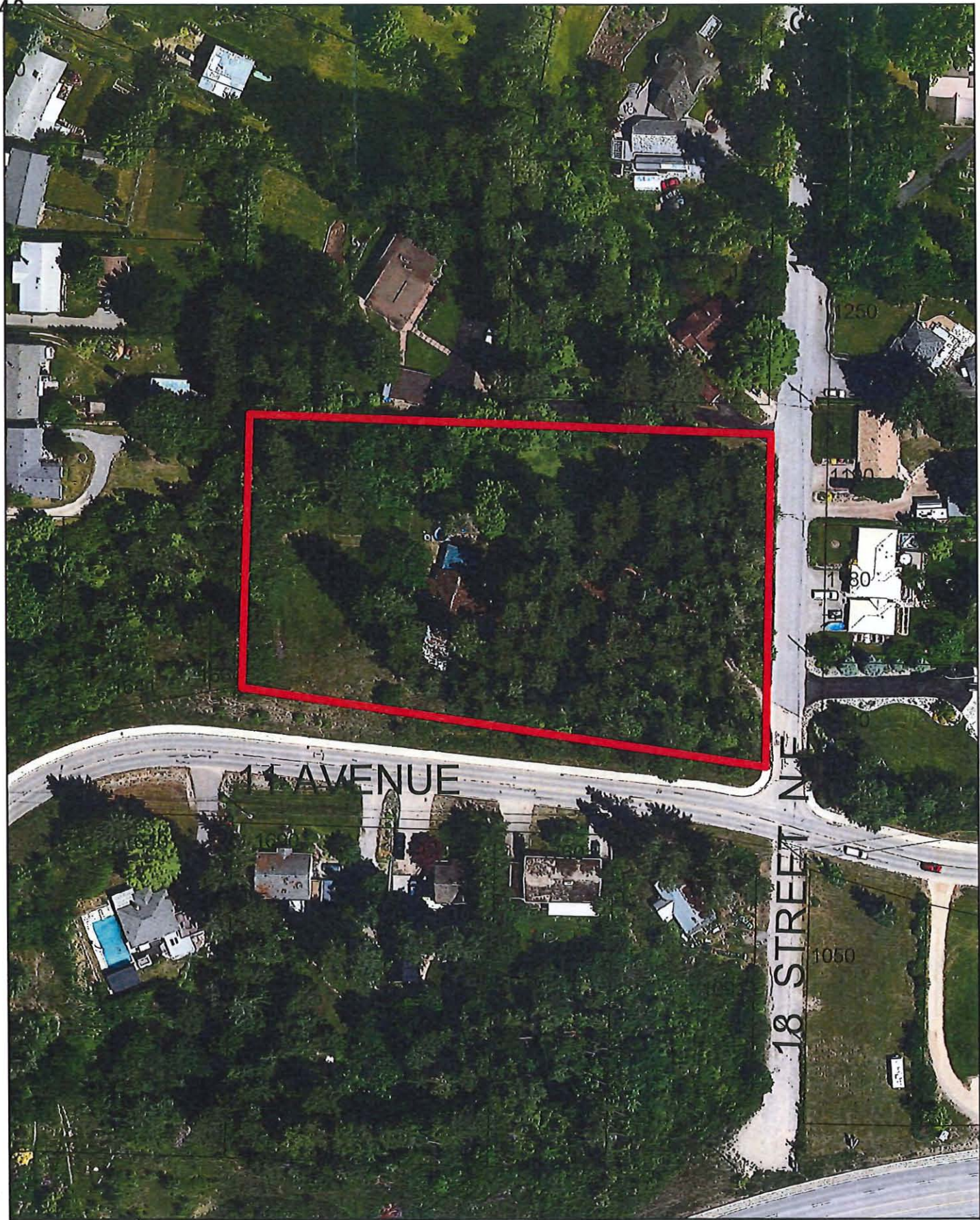
Prepared by: Chris Larson, MCP  
Planning and Development Officer



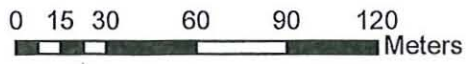
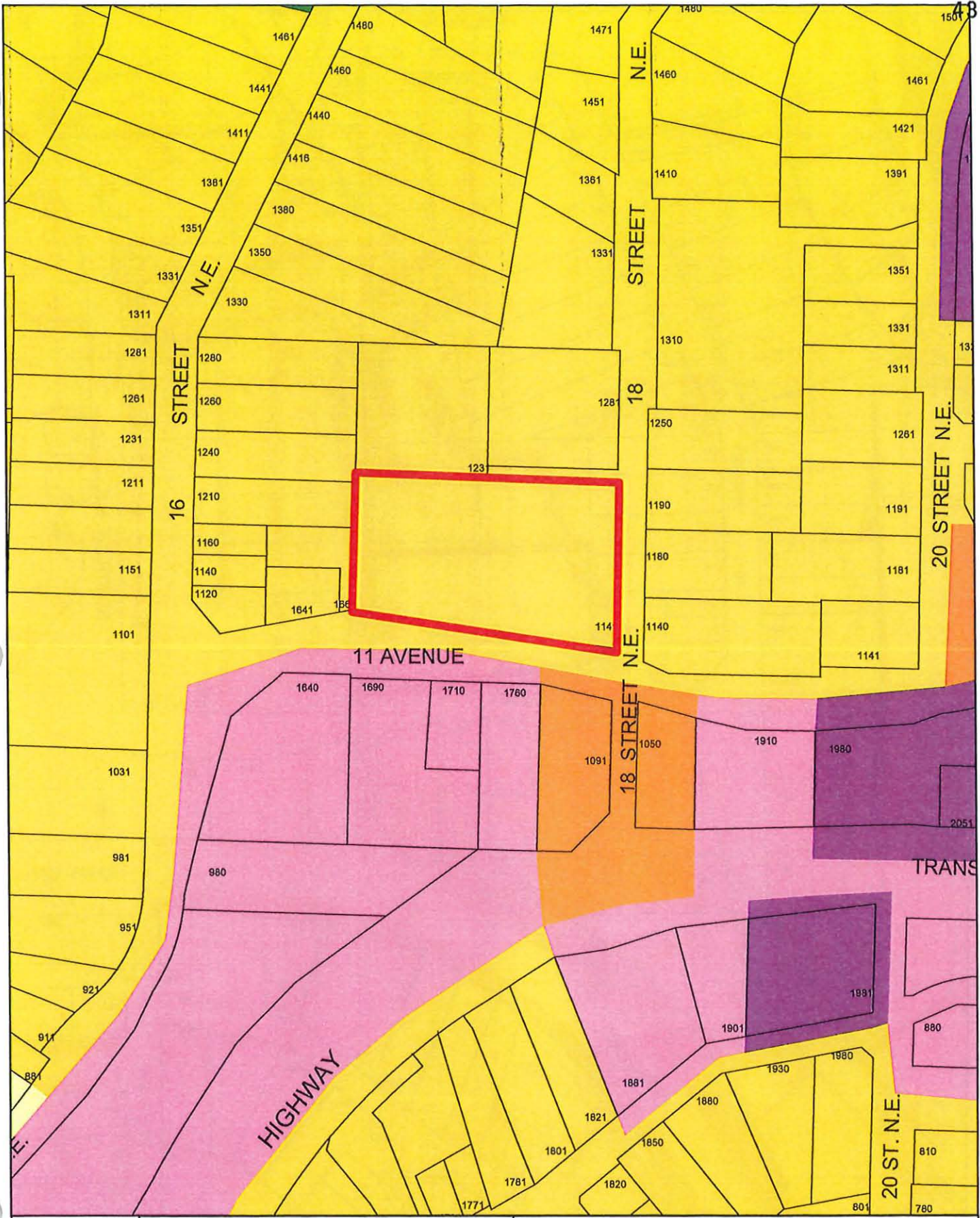
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services








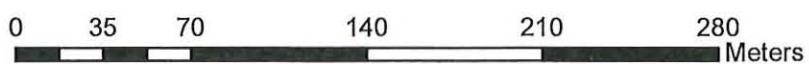
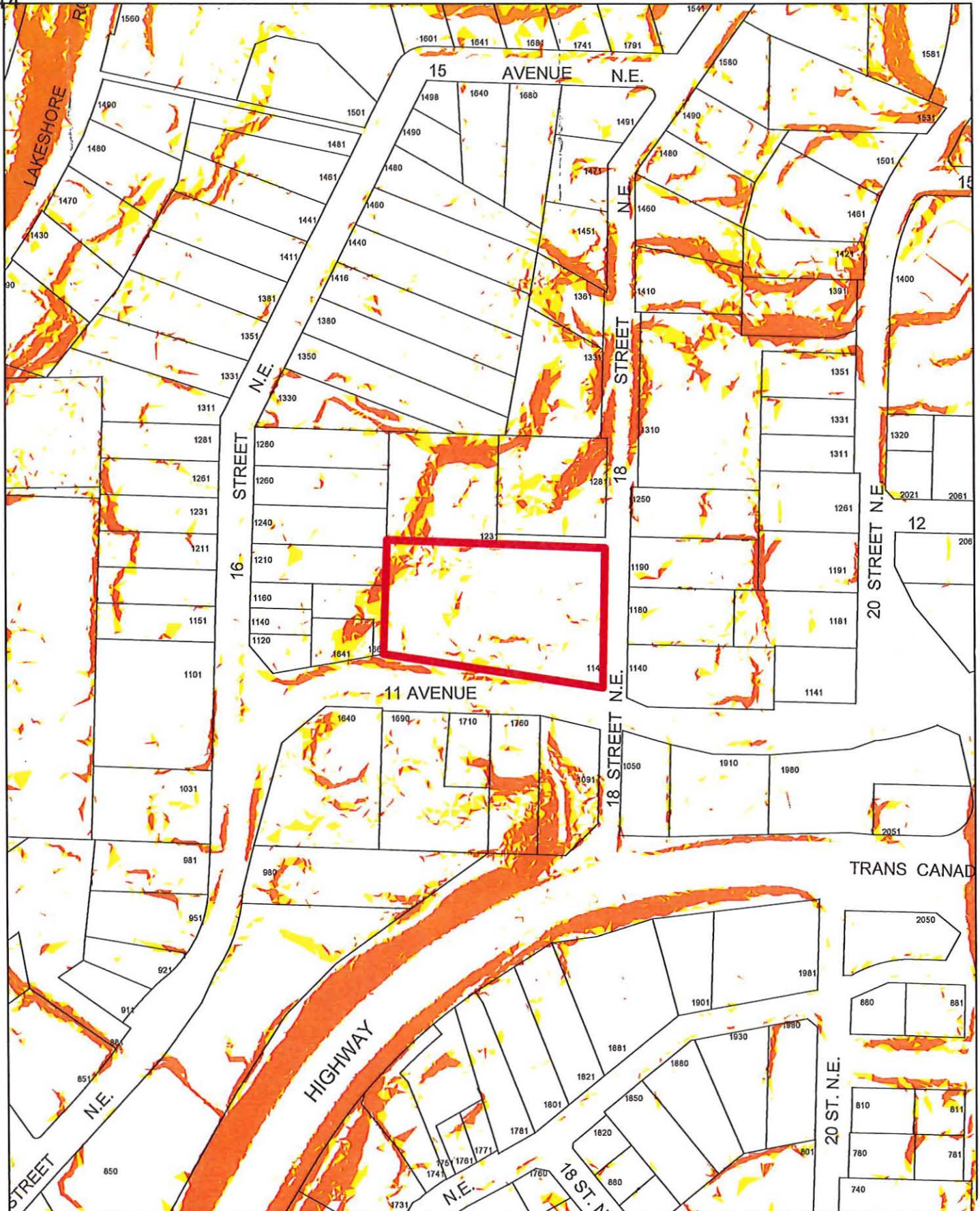
 Subject Parcel




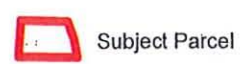
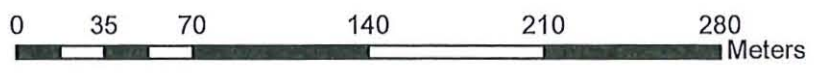
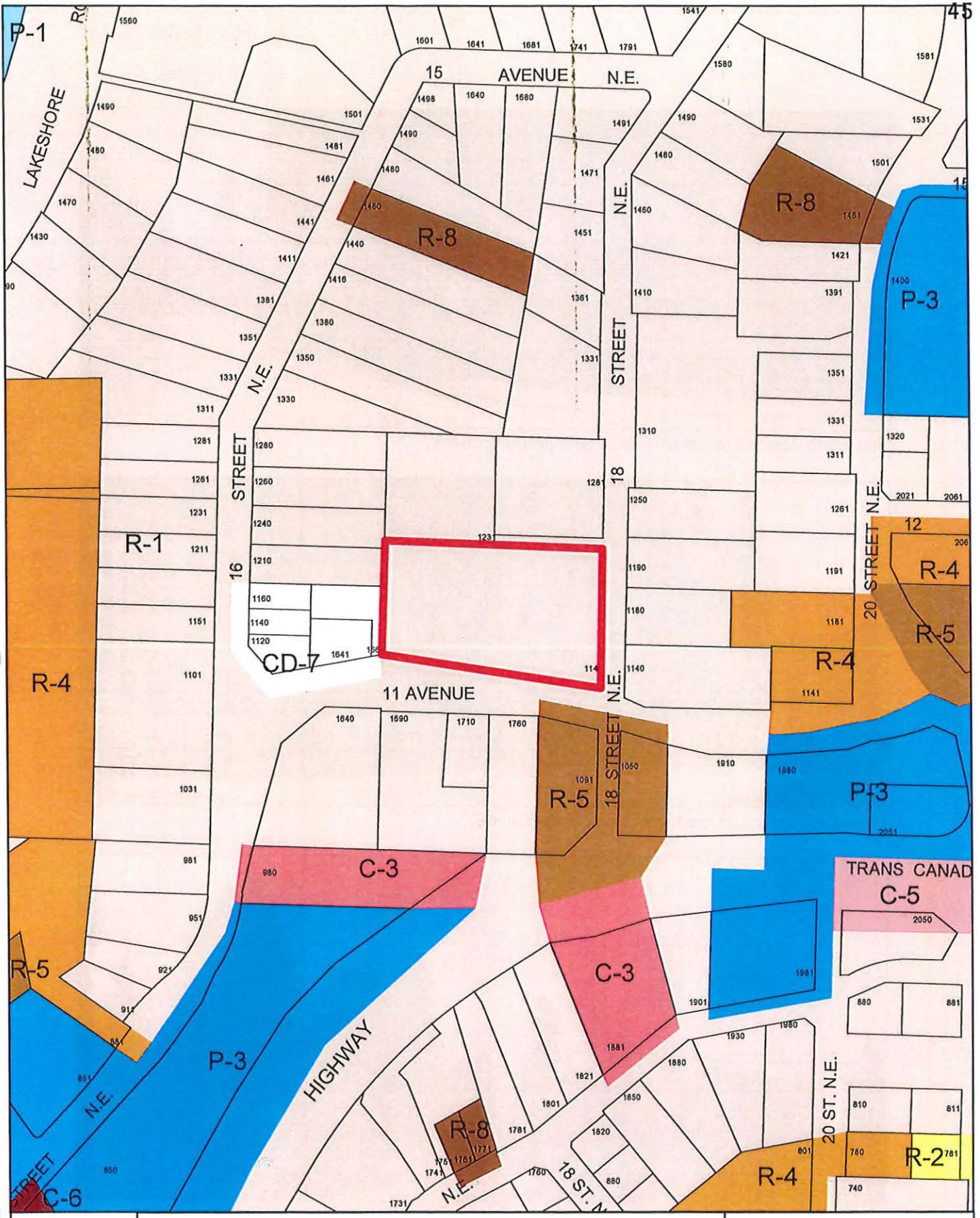
Subject Parcel



-  Subject Parcel
-  Commercial - Highway S/T
-  Institutional
-  Residential Medium Density
-  Residential High Density



 Subject Parcel





View north down 18 Street NE with subject property on left.



View of subject parcel northwest along 11 Avenue NE.



View northeast on 11 Avenue NE, showing adjacent development and existing dwelling at center.



DRAFT

CITY RIGHT OF WAY

17 UNITS TO ALLOW FOR 19' BY 40' AS REQUESTED BY THE CLIENT.

POSSIBLE MAXIMUM EXTENT OF ROAD RESERVE. SEE REPORT FOR DETAILS.

7 LOTS WITH A WIDTH OF 10 m TO ALLOW FOR THE "ALDER" AS PROVIDED BY THE CLIENT.

GREEN SPACE TO BE UTILIZED FOR SANITARY AND STORM MAINS.

GREEN SPACE TO BE UTILIZED TO CONNECT SANITARY MAIN TO THE CITY MAIN AND UNDERGROUND STORM STORAGE.

6 LOTS WITH A WIDTH OF 11.65 m TO ALLOW FOR THE "McGUIRE" AS PROVIDED BY THE CLIENT.

GREEN SPACE OR TO BE ADDED TO "PRIVATE" PROPERTY.

DRAFT

11th AVENUE NE

18th STREET NE

REV	DATE	BY	CHKD	APP'D



DESIGNED	
CHECKED	
APPROVED	
DATE	

**ON SITE**  
 ENGINEERING LTD.  
 1110 15th STREET NE  
 SUITE 100  
 CALGARY, ALBERTA T2C 1L9  
 TEL: (403) 243-1111  
 FAX: (403) 243-1112

**GUENTHER HOMES AND DEVELOPMENTS**  
 FEASIBILITY STUDY  
 1141 18th STREET NE  
 CONCEPT SITE LAYOUT

PROJECT NO.	
DATE	
SCALE	100

**CITY OF  
SALMON ARM**

*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Kevin Pearson, Director of Development Services  
 DATE: 07 April 2020  
 PREPARED BY: Chris Moore, Engineering Assistant  
 OWNER: 508316 BC Ltd., PO Box 39, Salmon Arm, BC V1E 4N2  
 APPLICANT: Kelly Guenther, PO Box 906, Salmon Arm, BC V1E 4P1  
 SUBJECT: ZONING AMENDMENT APPLICATION FILE NO. ZON-1174  
 LEGAL: Lot 3, Section 24, Township 20, Range 10, W6M KDYD, Plan KAP54560  
 CIVIC: 1141 – 18 Street NE

---

Further to your referral dated 2 April 2020, we provide the following servicing information. The following comments and servicing requirements are not conditions for Rezoning; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:

**General:**

1. Full municipal services are required as noted herein. 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 subdivision the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
8. For the off-site improvements at the time of subdivision the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of subdivision approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

ZONING AMENDMENT APPLICATION FILE NO. ZON-1174

07 April 2020

Page 2.

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**Roads / Access:**

1. 11 Avenue NE, on the subject properties southern boundary, is designated as a Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
2. 11 Avenue NE is currently constructed to an Interim 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, davit street lighting and fire hydrants. Owner / Developer is responsible for all associated costs.
3. 18 Street NE, on the subject properties eastern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that 3.36m of additional road dedication is required (to be confirmed by a BCLS).
4. 18 Street NE is currently constructed to an Interim 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, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs.
5. The Laneway on the subject properties northern boundary requires 10.0m road dedication. Available records indicate that 4.0m of additional road dedication is required (to be confirmed by a BCLS).
6. The Laneway is not constructed to any standard, however, since it is currently only being used as a private driveway, no further upgrades are required.
7. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
8. A 5.0m by 5.0m corner cut is required to be dedicated at the intersection of 11 Avenue NE and 18 Street NE.
9. As 11 Avenue NE will be designated a Collector Road in the future due to traffic volumes, access shall be restricted to 18 Street NE only and no access will be permitted onto 11 Avenue NE.
10. Internal roadways are to be a minimum of 7.3m measured from face of curb. Truck turning movements shall be properly analysed to ensure internal road network will allow emergency and service vehicle access.

ZONING AMENDMENT APPLICATION FILE NO. ZON-1174

07 April 2020

Page 3

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**Water:**

1. The subject property fronts a 450mm diameter Zone 1 watermain on 11 Avenue NE and a 150mm diameter Zone 2 watermain on 18 Street NE. No upgrades will be required at this time.
2. The property shall be serviced by single metered water service connection (as per Specification Drawings No. W-11) adequately sized to satisfy the servicing requirements for the proposed use. Water meters will be provided by the City at time of Building Permit, at the owner/developers cost.
3. Bare Land Strata developments with ground oriented access have the option of a bulk water meter installed at property line at time of subdivision with invoicing to the Strata Corporation or individual strata lot metering with invoicing to each strata lot (currently on an annual flat rate). To qualify for the second option each unit requires a separate outside water service shut-off connected to the onsite private water main. Contact Engineering Department for more information. All meters will be provided at time of building permit by the City, at the owner/developers cost.
4. Records indicate that the existing property is serviced by a service of unknown size from the 150mm diameter watermain on 18 Street NE. This service is to be removed at the water main at the Owner / Developer's cost.
5. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
6. Fire protection requirements to be confirmed with the Building Department and Fire Department.
7. Fire hydrant installation will be required. Owners consulting Engineer shall review the site to ensure placement of fire hydrants meet the medium density spacing requirements of 90 meters.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary sewer on 11 Avenue NE and a 150mm diameter sanitary sewer on 18 Street NE. Since the 18 Street NE sewer terminates at the top of the hill and there are no further properties served, no upgrades will be required.
2. The subject property is to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer'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.

ZONING AMENDMENT APPLICATION FILE NO. ZON-1174

07 April 2020

Page 4

3. Records indicate that the existing property is serviced by a 150mm service from the sanitary sewer on 11 Avenue NE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

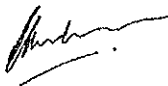
**Drainage:**

1. The subject property fronts a 525mm diameter storm sewer on 11 Avenue NE. No upgrades will be required at this time, however extension of the Storm sewer up 18 Avenue NE may be required to collect road drainage.
2. Records indicate that the existing property is not connected to City storm. However, there is an inlet structure on the south boundary of the property which is connected to a culvert crossing 11 Avenue NE. The development of this property makes this culvert and inlet structure redundant and it shall be decommissioned. Owner / Developer is responsible for all associated costs.
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The parcel 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 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), Category B (Pavement Structural Design) is required.

2020.04.09



12:28:41

-07'00'

Chris Moore  
Engineering Assistant



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

SECTION 9 - R-4 - MEDIUM DENSITY RESIDENTIAL ZONE

Purpose

#2789  
#3710

9.1 The purpose of the R-4 Zone is to provide for medium *density, multiple family* and small lot *single family* residential developments. New *multiple family* developments zoned R-4 shall be required to obtain a *Development Permit* as per the requirements of the *Official Community Plan*, and shall comply with the provisions of the *Fire Services Act, British Columbia Building Code*, and other applicable legislation.

Regulations

9.2 On a *parcel* zoned R-4, 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-4 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

9.3 The following uses and no others are permitted in the R-4 Zone:

#2789  
#3082  
#3083  
#2782

- .1 *bed and breakfast* in a *single family dwelling*, limited to two let rooms;
- .2 *boarders*, limited to two;
- .3 *boarding home*;
- .4 *commercial daycare facility*;
- .5 *duplexes*;
- .6 *family childcare facility*;
- .7 *group childcare*;
- .8 *home occupation*;
- .9 *multiple family dwellings*;
- .10 *public use*;
- .11 *public utility*;
- .11 *single family dwelling*;
- .12 *triplexes*;
- .13 *accessory use*.

Maximum Height of Principal Buildings

9.4 The maximum *height* of a *principal buildings* shall be 10.0 metres (32.8 feet). This may be increased to 13.0 metres (42.7 ft.), via the *Development Permit* process, if any of the special amenity(ies) in Table 2 are provided.

Maximum Height of Accessory Buildings

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

---

**SECTION 9 - R-4 - MEDIUM DENSITY RESIDENTIAL ZONE - CONTINUED**


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**Maximum Parcel Coverage**

- 9.6 The total maximum *parcel coverage* for *principal* and *accessory buildings* shall be 55% of the *parcel area*, of which 10% shall be the maximum parcel coverage for *accessory buildings*.

**Minimum Parcel Area**

- 9.7 .1 The minimum *parcel area* for a *single family dwelling* shall be 300.0 square metres (3,229.3 square feet).  
 .2 The minimum *parcel area* for a *duplex* shall be 600.0 square metres (6,458.6 square feet).  
 .3 The minimum *parcel area* for all other uses shall be 900.0 square metres (9,687.8 square feet).

**Minimum Parcel Width**

- 9.8 .1 The minimum *parcel width* shall be 30.0 metres (98.5 feet).  
 .2 Notwithstanding Section 9.8.1, the minimum *parcel width* for a *single family* lot shall be 10.0 metres (32.8 feet).  
 .3 Notwithstanding Section 9.8.1, the minimum *parcel width* for a stacked *duplex* lot shall be 14.0 metres (45.9 feet).  
 .4 Notwithstanding Section 9.8.1, the minimum *parcel width* for a side-by-side *duplex* lot shall be 20.0 metres (65.6 feet).

**Minimum Setback of Principal Buildings**

- 9.9 The minimum *setback* of *principal buildings* from the:
- |    |  |                        |
|----|--|------------------------|
| .1 | <i>Front parcel line</i>   |                        |
|    | - adjacent to a <i>highway</i> shall be  | 5.0 metres (16.4 feet) |
|    | - adjacent to an <i>access route</i> shall be  | 2.0 metres (6.6 feet)  |
| .2 | <i>Rear parcel line</i>  |                        |
|    | - adjacent to a <i>parcel zoned</i>  |                        |
|    | R-4 shall be   | 3.0 metres (9.8 feet)  |
|    | - all other cases shall be   | 5.0 metres (16.4 feet) |
| .3 | <i>Interior side parcel line</i>   |                        |
|    | - adjacent to a <i>parcel zoned</i>  |                        |
|    | R-4 shall be   | 1.2 metres (3.9 feet)  |
|    | - all other cases shall be   | 1.8 metres (5.9 feet)  |
| .4 | <i>Exterior side parcel line</i>   |                        |
|    | - adjacent to a <i>highway</i> shall be  | 5.0 metres (16.4 feet) |
|    | - adjacent to an <i>access route</i> shall be  | 2.0 metres (6.6 feet)  |
| .5 | Minimum separation between residential <i>buildings</i> on the same lot of not more than one storey in height shall be | 1.5 metres (4.9 feet)  |
| .6 | Minimum separation between residential <i>buildings</i> on the same lot of more than one storey in height shall be     | 3.0 metres (9.8 feet)  |

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SECTION 9 - R-4 - MEDIUM DENSITY RESIDENTIAL ZONE - CONTINUED

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- .7 Notwithstanding Sections 9.9.2 and 9.9.3, 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).
- .8 Refer to Section 4.9 for "Special Building Setbacks" which may apply.

#2811

Minimum Setback of Accessory Buildings

9.10 The minimum *setback* of accessory *buildings* from the:

- .1 *Front parcel line* shall be 5.0 metres (16.4 feet)
- .2 *Rear parcel line* shall be 1.0 metre ( 3.3 feet)
- .3 *Interior side parcel line* shall be 0.6 metre ( 1.9 feet)
- .4 *Exterior side parcel line* shall be 5.0 metres (16.4 feet)
- .5 Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply.

#1811

Maximum Density

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

- 9.11 .1 The maximum *density* shall be a total of 40 *dwelling units* or *sleeping units* per hectare (16.2 *dwelling units* or *sleeping units* per acre).
- .2 Notwithstanding Section 9.11.1, the maximum *density* in the R-4 *Zone* may be increased to a maximum of 50 *dwelling units* per hectare (20.2 units per acre) in accordance with Table 2. In Table 2, Column I sets out the special amenity to be provided and Column II sets out the added *density* assigned for the provision of each amenity.

#1789



## SECTION 9 - R-4 - MEDIUM DENSITY RESIDENTIAL ZONE - CONTINUED

TABLE 2

COLUMN I SPECIAL AMENITY TO BE PROVIDED	COLUMN II ADDED DENSITY
1. Provision of each dwelling unit which caters to the disabled (e.g. wheelchair access)	■ 2 units per hectare (0.8 units per acre)
2. Provision of <i>commercial daycare facility</i>  7 - 10 children 11 - 15 children 16 or more children	■ 3 units per hectare (1.2 units per acre) ■ 4 units per hectare (1.6 units per acre) ■ 7 units per hectare (2.8 units per acre)
3. Provision of below <i>grade</i> or parkade type parking for at least 50% of the required off street parking	■ 10 units per hectare (4.0 units per acre)
4. Provision of each rental <i>dwelling unit</i>	■ 2 units per hectare (0.8 units per acre)
5. Provision of affordable rental <i>dwelling units</i> in accordance with special agreement under Section 904 <small>(s218)</small>	■ 5 units per hectare (2.0 units per acre)

Maximum Floor Area Ratio

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

Parking

9.13 Parking shall be required as per Appendix I.

**From:** Kevin Pearson  
**Sent:** May 5, 2020 2:59 PM  
**To:** Kelly Guenther  
**Cc:** Chris Larson; Jan van Lindert  
**Subject:** Trail Question  
**Attachments:** 20200505134730461.pdf

Hi Kelly,

In the event that Council makes a motion on Monday, May 11<sup>th</sup> to request a public trail connection through the property, can you please advise me if you would be amenable to this type of concept (attached) using the existing dedicated lane that needs to be widened by 2 m at subdivision and then secured by a 2 m wide right of way along the northern and southern edges and setback areas, or alternatively through the development.

This is just a very rough concept / idea. I don't know how conducive the topography is for this alignment along the edge / setback areas.

**Scenario:**

Assuming 370 m<sup>2</sup> of encumbrance for the trail and lane dedication, I could potentially discount that quantity from the gross lot area (1 Hectare), which may reduce the 5% cash in lieu of parkland contribution and Park DCCs, based on the 2020 Assessed Land Value of \$606,000

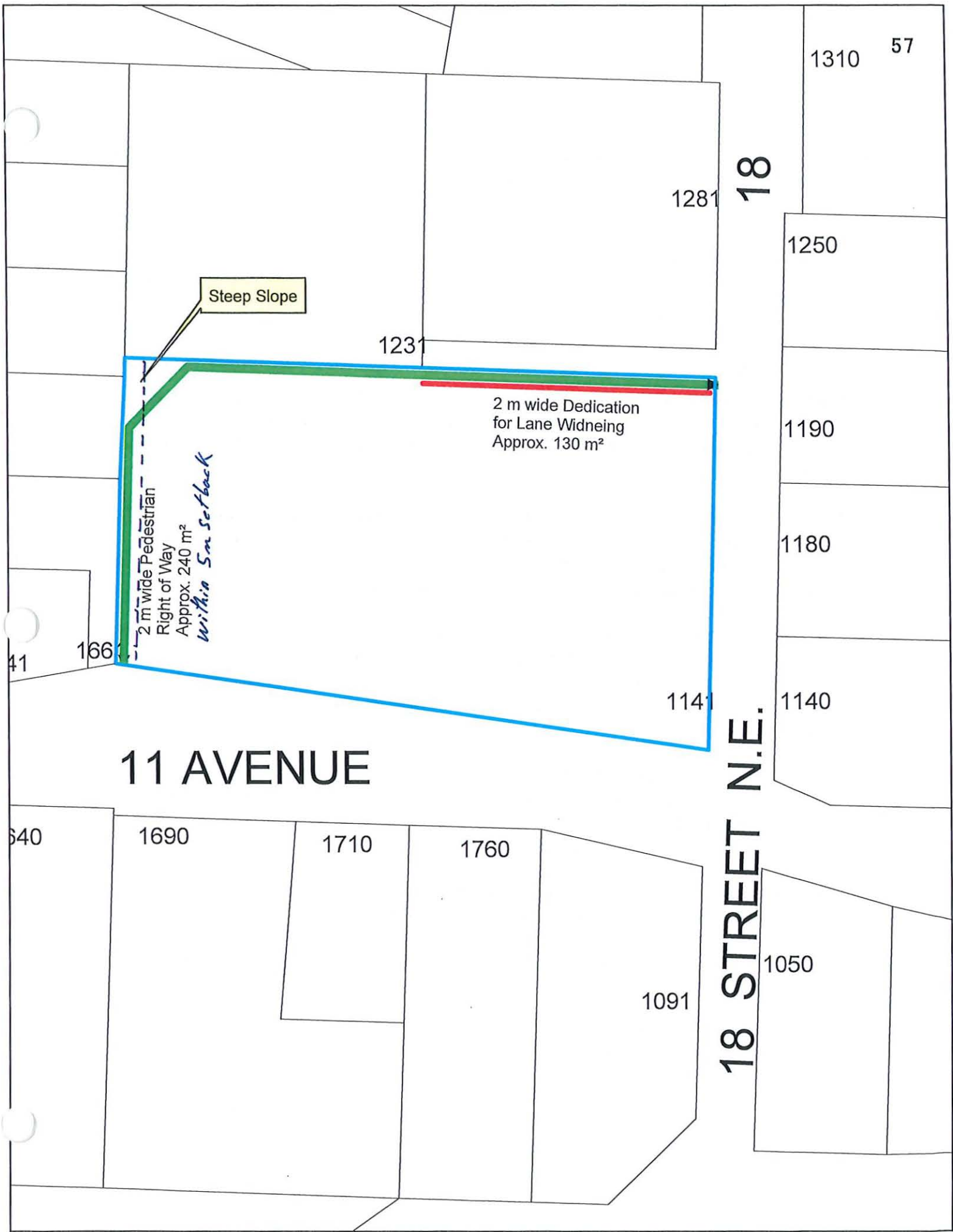
$\$60.60 / \text{m}^2 \times 370 = \$22,422$  (land value of trail)

1) Required 5% Contribution	\$ 30,300 (\$606,000 × 0.05)
Less Trail	- \$ 22,422
 Net 5% Contribution	 \$ 7,878 (required to be paid at subdivision)
 Park DCCs for 30 Units	 \$ 23,054 (\$768.48 / unit)
Less Parkland Contribution	- \$ 7,878

Park DCCs with Additional Credit from Trail = \$15,176 for 30 units (\$505.86 / unit)

- The above measurements may not be entirely accurate and would be re-calculated at the subdivision stage, based on legal survey information and the actual trail area registered as a statutory right of way
- The trail amount needed could be less than 370 m<sup>2</sup>
- The above does not include Roads, Sanitary Sewer, Water and Drainage DCC which together amount to \$6,162 / unit for Medium Density Development (> 22 units)
- You would not need to build the trail – the City through its contributions to the Shuswap Trail Alliance would build it
- I am not saying you are not required to agree to this
- If you can let me know what you think by Monday, that would be great!
- If you are agreeable, some kind of condition or written agreement would be needed prior to final reading of the Rezoning Bylaw

**Kevin Pearson, RPP, MCIP**  
**Director of Development Services | Approving Officer**  
 P 250.803.4015 | E [kpearson@salmonarm.ca](mailto:kpearson@salmonarm.ca) | W [www.salmonarm.ca](http://www.salmonarm.ca)



Steep Slope

2 m wide Pedestrian  
Right of Way  
Approx. 240 m<sup>2</sup>  
*within 5m setback*

2 m wide Dedication  
for Lane Widening  
Approx. 130 m<sup>2</sup>

11 AVENUE

18 STREET N.E.

18

1310 57

1281

1250

1231

1190

1180

41

1661

1141

1140

1640

1690

1710

1760

1091

1050

### ***Parks and Greenways Acquisition and Development***

- 11.3.16 Acquire parks at the time of subdivision in accordance with the provisions of the *Local Government Act*, comprising five percent of the subdivided land or an equivalent cash in lieu. The decision between land or cash-in-lieu and criteria for selection of the parkland should include the following considerations, among others:
- a. Whether the subdivision is in proximity to an existing park and is suitable for expanding the park;
  - b. Whether the subdivision is in proximity to a future park as indicated on Map 11.1 Existing and Proposed Parkland; and
  - c. Whether the land dedicated as park is of a reasonable size and has characteristics suitable for park development.
- 11.3.17 Consider acquiring environmentally sensitive areas as parks, including ravines, bluffs, riparian areas, habitat corridors and steep slopes, as important natural areas that add to the biodiversity of a local ecosystem. These parks should not be part of the five percent of the subdivided land described in policy 11.3.16.
- 11.3.18 Require, at the discretion of City Council, land to be dedicated and paths, trails and roadside corridors to be constructed for greenways as a consideration for the approval of rezoning applications. Refer to Map 11.2 Existing and Proposed Greenways and the Greenways Strategy as a guide for determining the approximate locations for future greenways and the standards of greenway construction.
- 11.3.19 Require, at the discretion of the Approving Officer, land to be dedicated and paths, trails and roadside corridors to be constructed for greenways as a consideration for the approval of subdivision applications. Refer to Map 11.2 Existing and Proposed Greenways and the Greenways Strategy as a guide for determining the approximate locations for future greenways and the standards of greenway construction.
- 11.3.20 Continue to use Development Cost Charges to assist in paying capital costs arising from new growth, including the need to acquire and develop parks and greenways. Review the Development Cost Charge Bylaw on a regular basis to ensure the changes are appropriate and consistent with the Long Term Financial Plan.
- 11.3.21 Explore other methods for acquiring land for parks and greenways through the development process, such as density bonus, purchase, negotiation, donation and statutory right-of-way.
- 11.3.22 Seek corporate partnerships and encourage bequests to assist with the planning, acquisition, development, and stewardship of parks and greenways.
- 11.3.23 Explore methods of securing short and long term funding, such as a parcel tax, for the planning, acquisition, development and stewardship of parks and greenways.



## CITY OF SALMON ARM

### BYLAW NO. 4390

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

---

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

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

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

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

Rezone Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1978 Except Plan KAP54560 from R-1 (Single Family Residential Zone) to R-4 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4390"

READ A FIRST TIME THIS DAY OF 2020

READ A SECOND TIME THIS DAY OF 2020

READ A THIRD TIME THIS DAY OF 2020

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

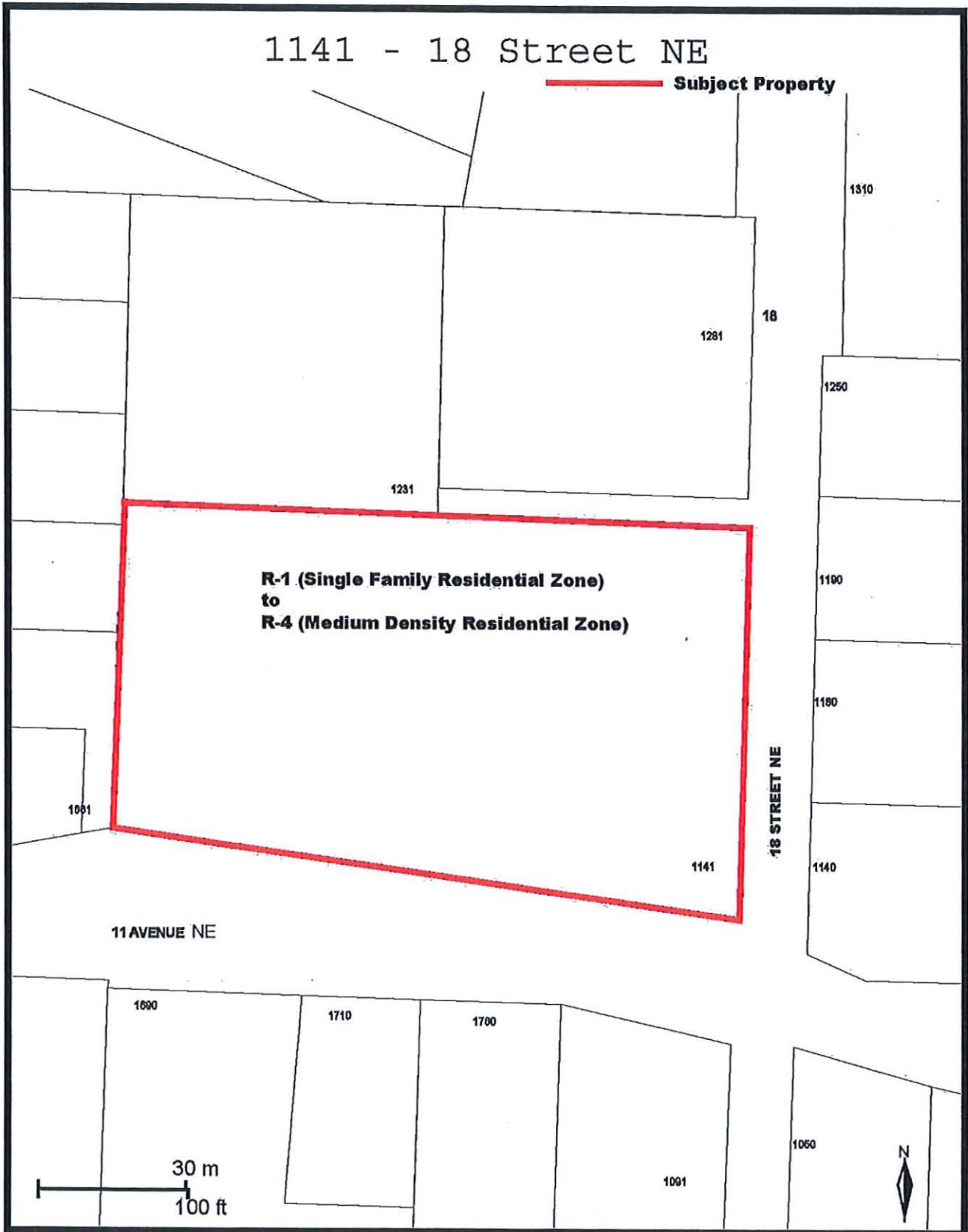
\_\_\_\_\_  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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

SCHEDULE "A"



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Item 11.1

## CITY OF SALMON ARM

Date: May 11, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4397 be read a final time.

[Water Meter Rates]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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



File: 2019-51

TO: His Worship Mayor Harrison and Members of Council

FROM: Rob Niewenhuizen, Director of Engineering and Public Works

DATE: April 20, 2020

SUBJECT: **AMENDMENT TO THE FEE FOR SERVICE BYLAW NO. 4397**

### RECOMMENDATION

**THAT:** "City of Salmon Arm Fee for Service Amendment Bylaw No. 4397" be read a first, second and third time.

### BACKGROUND:

Following review of the City of Salmon Arm Fee for Service charges for 5/8" x 3/4", 3/4" and 1" T-10 water meters, it has been determined that the cost associated with the procurement of water meters has increased markedly and an amendment to the Fee For Service Bylaw is required in order to ensure full cost recovery. Staff are proposing a housekeeping amendment to establish new charge rates for the Residential water meters and the Commercial radio frequency head (RFH) water meters as shown below:

Table 1: Residential Water Meter Costs

Water Meter Size	Previous Years Rates			New Charge	
	2014/16	2017/18	2019	2020	% Increase
5/8" X 3/4"	\$220.00	240.00	\$260.00	<b>\$280.00</b>	(+) 7.69%
3/4"	\$315.00	340.00	\$370.00	<b>\$395.00</b>	(+) 6.76%
1"	\$400.00	430.00	\$470.00	<b>\$500.00</b>	(+) 6.38%

Table 2: Commercial RFH Water Meter Costs

Water Meter Size	New Charge		% Increase
	2019	2020	
5/8" X 3/4"	\$520.00	<b>\$550.00</b>	(+) 5.77%
3/4"	\$570.00	<b>\$605.00</b>	(+) 5.26%
1"	\$700.00	<b>\$740.00</b>	(+) 5.71%

**Fee For Service Amendment – Water Meters**

---

We respectfully recommend that section 6 of the Fee for Service Bylaw No. 4397 be amended to reflect the increase in costs associated with the sale of new water meters.



---

Rob Niewenhuizen, A.Sc.T.  
Director of Engineering and Public Works

cc Tracy Tulak, Acting Chief Financial Officer

X:\Operations Dept\Engineering Services\Bylaws\Fee For Service Bylaw\2020\HWM - Water Meters Rates 2020.docx

## CITY OF SALMON ARM

BYLAW NO. 4397**A bylaw to amend "District of Salmon Arm Fee for Service Bylaw No. 2498"**

WHEREAS it is deemed desirable and expedient to alter the fees imposed by "District of Salmon Arm Fee for Service Bylaw No. 2498";

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

1. Schedule "B", Appendix 1 - Miscellaneous Fee Schedule - Public Works of "District of Salmon Arm Fee for Service Bylaw No. 2498" subsection 6 is hereby deleted in its entirety and replaced with Schedule "B" Appendix 1 - Miscellaneous Fee Schedule - Public Works, attached hereto and forming part of this bylaw.

6.	<b>Water Connection Charge</b>	
	• Connection Fee - 3/4"	At cost
	• Connection Fee - 1"	At cost
	• Connection Fee - 1 1/2"	At cost
	• Connection Fee - 2"	At cost
	The charges set out in Section 6 above include an inspection and administration fee of \$55.00. Where a connection has been provided and paid for by a developer, the owner or his agent shall pay only the \$55.00 fee.	
	Where a water meter is required to conform to City policy for water reconnection/connection standards and conditions for Residential, the charge will be as follows:	
	• 5/8" remote water meter	\$280.00
	• 3/4" remote water meter	\$395.00
	• 1" remote water meter	\$500.00
	• 1 1/2" remote water meter	At cost plus Administration fee
	• 2" remote water meter	At cost plus Administration fee
	Where a water meter is required to conform to City policy for water reconnection/connection standards and conditions for Commercial RFH, the charge will be as follows:	
	• 5/8" remote water meter	\$550.00
	• 3/4" remote water meter	\$605.00
	• 1" remote water meter	\$740.00
	• 1 1/2" remote water meter	At cost plus Administration fee
	• 2" remote water meter	At cost plus Administration fee

	<p><b>Gleneden Water System:</b> Each property that connects to the Gleneden Water System (depicted as "Gleneden Water Service Area" on Figure 1 attached hereto and forming part of this bylaw), in addition to all other appropriate fees, must make a "one-time" payment to the City of a special Capital Cost Contribution for the parent property in an amount equivalent to the current single family development cost charge for water specified in Development Cost Charge Bylaw No. 2261 as amended, prior to connection to the water system.</p>	
--	--	--

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 Fee for Service Amendment Bylaw No. 4397".

READ A FIRST TIME THIS	27th	DAY OF	April	2020
READ A SECOND TIME THIS	27th	DAY OF	April	2020
READ A THIRD TIME THIS	27th	DAY OF	April	2020
ADOPTED BY COUNCIL THIS		DAY OF		2020

\_\_\_\_\_  
MAYOR

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

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Item 11.2

## CITY OF SALMON ARM

Date: May 11, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4381 be read a final time.

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

### Vote Record

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

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

# CITY OF SALMON ARM

---

To: His Worship Mayor Harrison and Members of Council

Date: March 24, 2020

Subject: Zoning Bylaw Amendment Application No. 1172

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

Civic: 271 3rd Street SE

Applicant: Wild Blue Development Ltd.

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## MOTION FOR CONSIDERATION

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

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

---

## STAFF RECOMMENDATION

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

---

## BACKGROUND

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

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

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

## OCP POLICY

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



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

The proposed zoning aligns with the Urban Residential Policies listed in Section 8.3 supporting compact communities. The density is consistent with Low Density Residential Policy 8.3.13 with a maximum density of 22 units per hectare. In terms of siting, the proposal appears to match with OCP Siting Policies under Section 8.3.19, including good access to transportation routes, recreation, and community services

#### Secondary Suites

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

#### COMMENTS

##### Engineering Department

No engineering comments have been received.

##### Building Department

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

##### Fire Department

No Fire Department concerns.

##### Planning Department

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

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

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

#### CONCLUSION

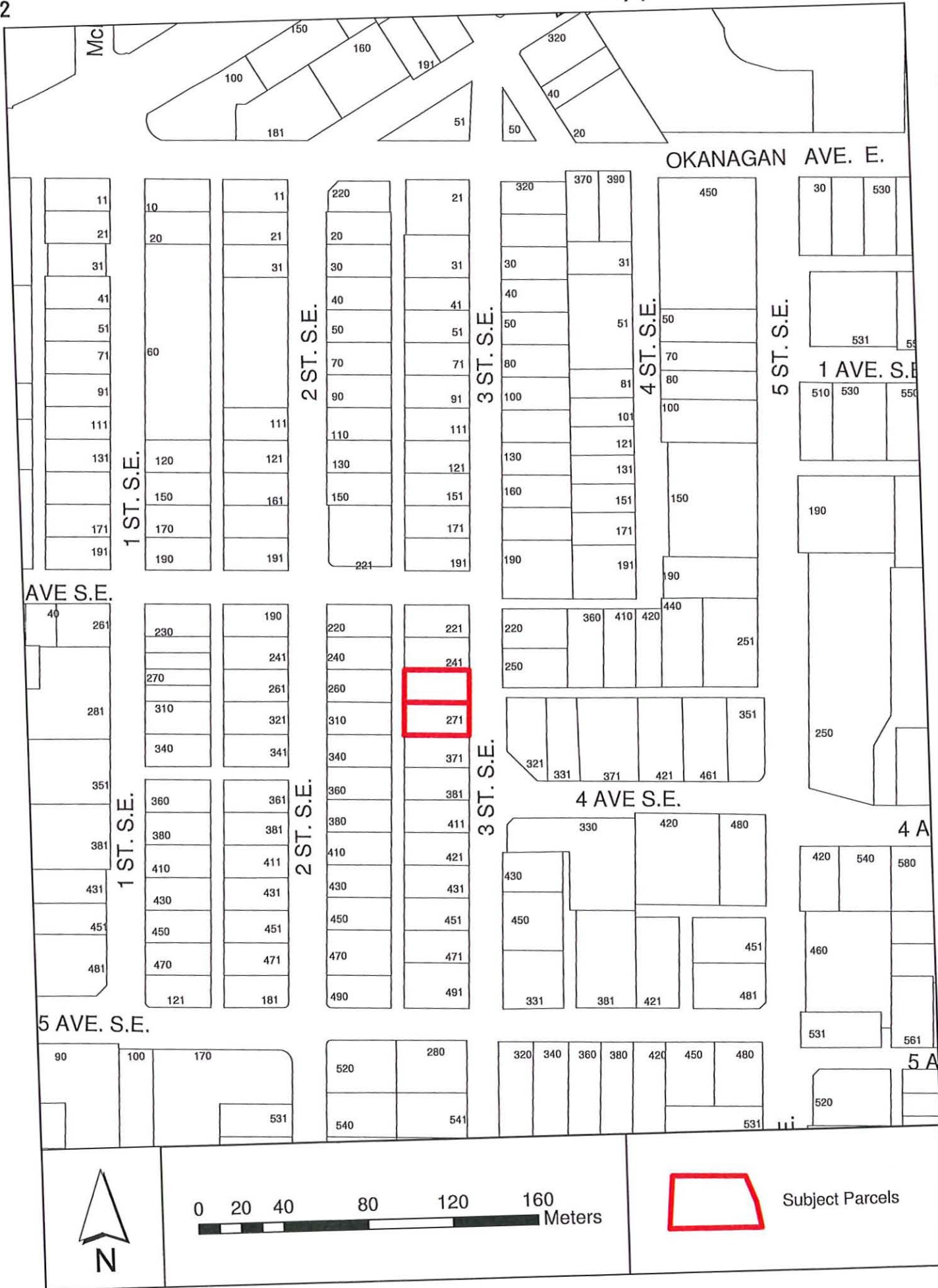
The proposed R-8 zoning is consistent with the OCP and is therefore supported by staff.

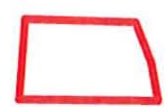
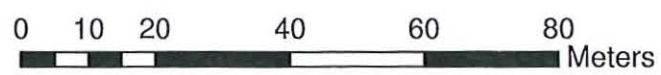


Prepared by: Scott Beeching, MCIP, RPP  
Senior Planner

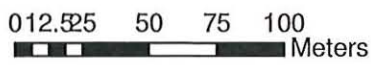
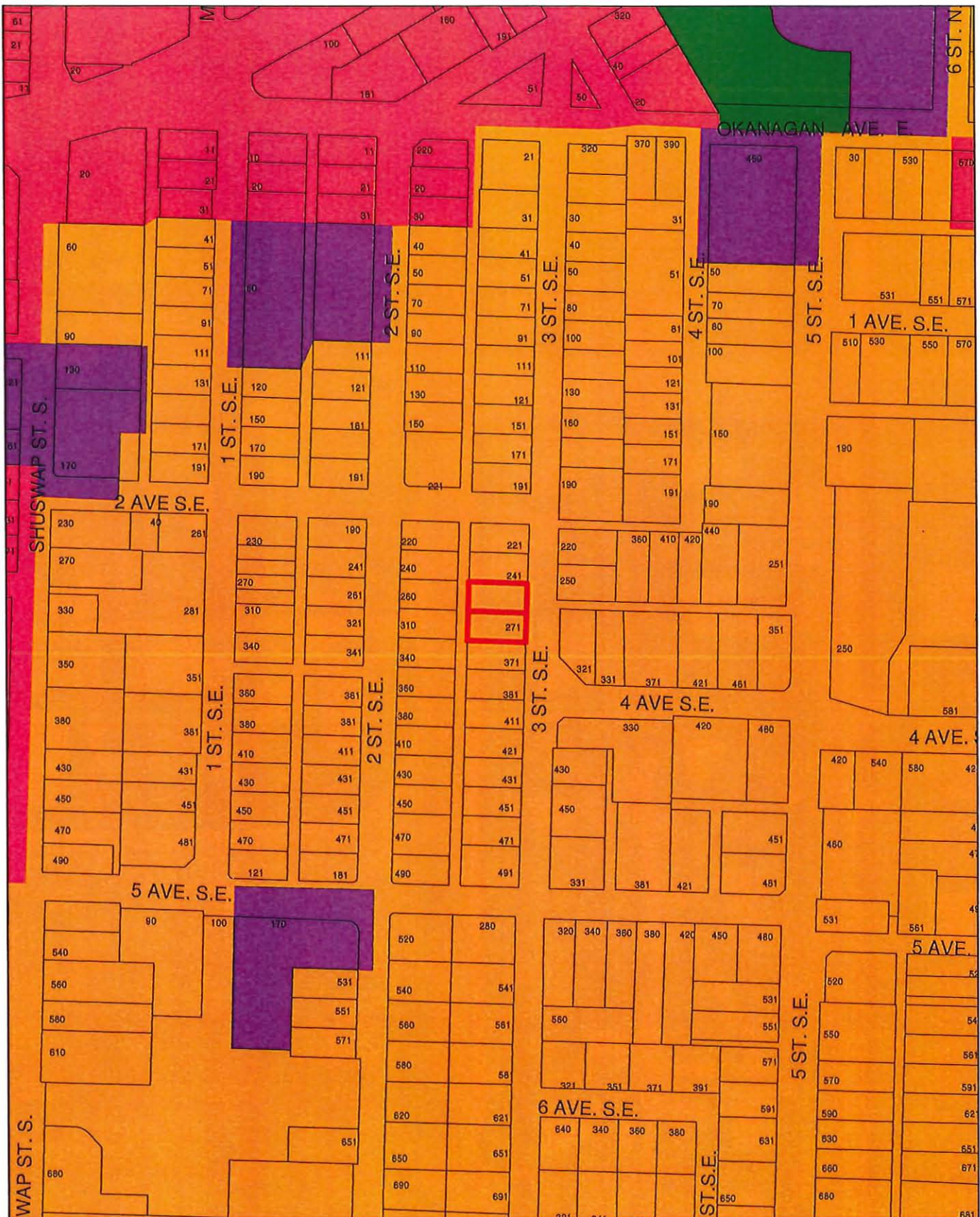


Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services

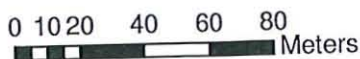
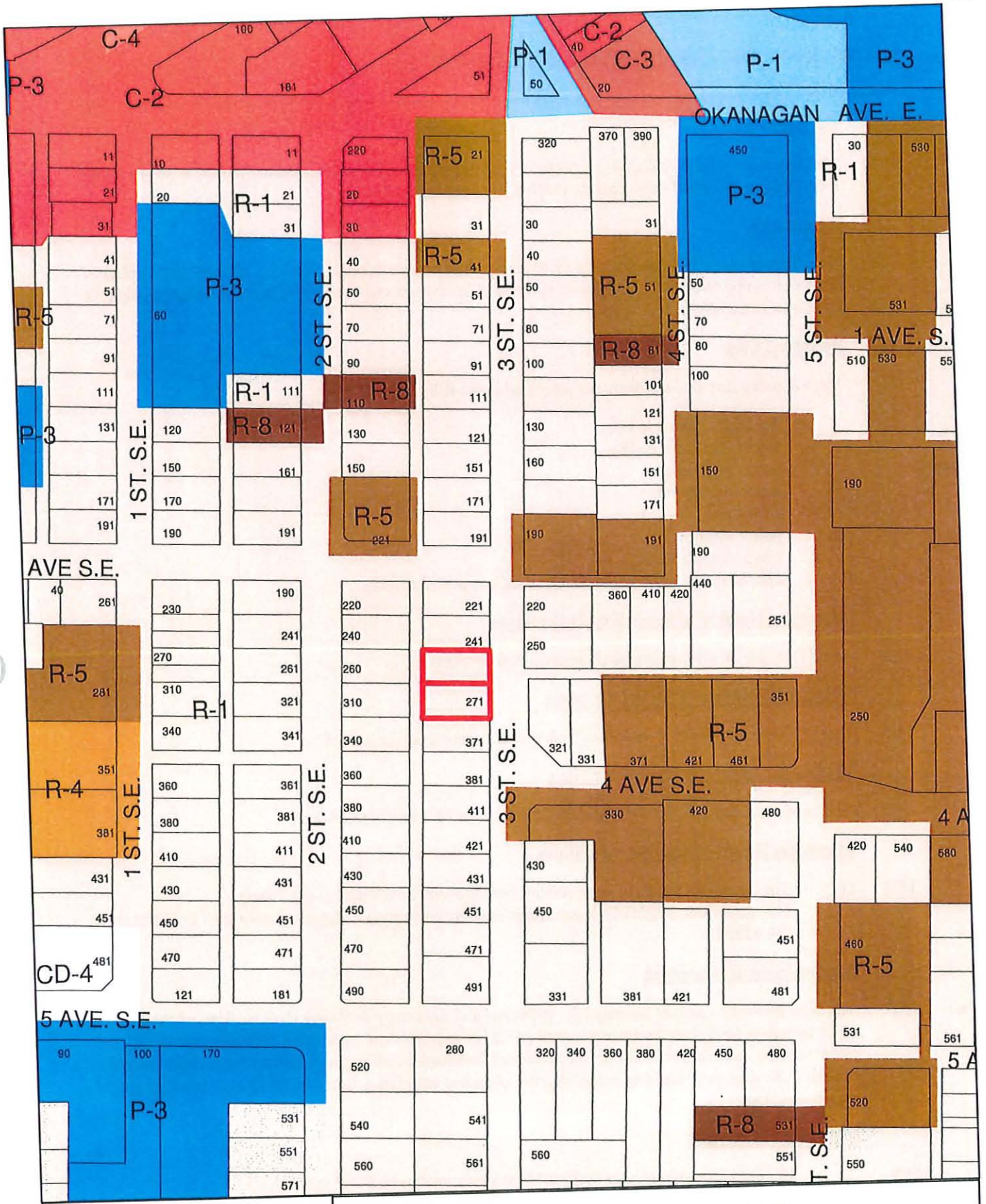




Subject Parcels



- Park
- Residential High Density
- Institutional
- Commercial City Centre



- P-1 Park & Recreation
- P-3 Institutional
- R-1 Single Family Residential
- R-5 High Density Residential
- R-4 Medium Density Residential
- R-8 Single Family/Secondary Suite Residential

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#3996 SECTION 13 - R-8 - RESIDENTIAL SUITE ZONE

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

**Maximum Number of Single Family Dwellings**

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

**Maximum Number of Secondary Suites**

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

**Maximum Height of Principal Building**

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

**Maximum Height of Accessory Buildings**

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

**Maximum Parcel Coverage**

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

**Minimum Parcel Area**

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

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


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**Minimum Parcel Width**

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

**Maximum Floor Area and Floor Area Ratio**

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

**Minimum Setback of Principal Building**

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

**Minimum Setback of Accessory Buildings**

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

**Minimum Setback of a Detached Suite**

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

**Parking**

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

**Detached Suite**

- 13.16 Refer to Section 4.2 for General Regulations.



View of the Property looking north and west.



View of the property looking south and west.



23. STATUTORY PUBLIC HEARINGS

3. Zoning Amendment Application No. ZON-1172 [Wild Blue Development Ltd.; 271 3 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.

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

## CITY OF SALMON ARM

### BYLAW NO. 4381

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

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WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on April 27, 2020 at the hour of 7:00 p.m. was published in April 15 and 22, 2020 issues of the Salmon Arm Observer;

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

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

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

Rezone Lots 21 and 22, Block 6, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

City of Salmon Arm  
Zoning Amendment Bylaw No. 4381

5. CITATION

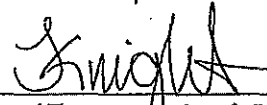
This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4381"

READ A FIRST TIME THIS 14th DAY OF April 2020

READ A SECOND TIME THIS 14th DAY OF April 2020

READ A THIRD TIME THIS 27th DAY OF April 2020

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE 29<sup>th</sup> DAY OF April 2020



For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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



Item 11.3

## CITY OF SALMON ARM

Date: May 11, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4377 be read a final time.

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

### Vote Record

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

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

# CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: March 30, 2020

Subject: Zoning Bylaw Amendment Application No. 1170

Legal: Lot 5, Section 14, Township 20, Range 10, W6M, KDYD, Plan 9644  
 Civic: 390 – 6 Street SE  
 Owner/Applicant: C. Gilmore

## MOTION FOR CONSIDERATION

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

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

## STAFF RECOMMENDATION

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

## PROPOSAL

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

## BACKGROUND

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

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

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

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

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

### Secondary Suites

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

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

### COMMENTS

#### Engineering Department

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

#### Building Department

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

#### Fire Department

No concerns.

#### Planning Department

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

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

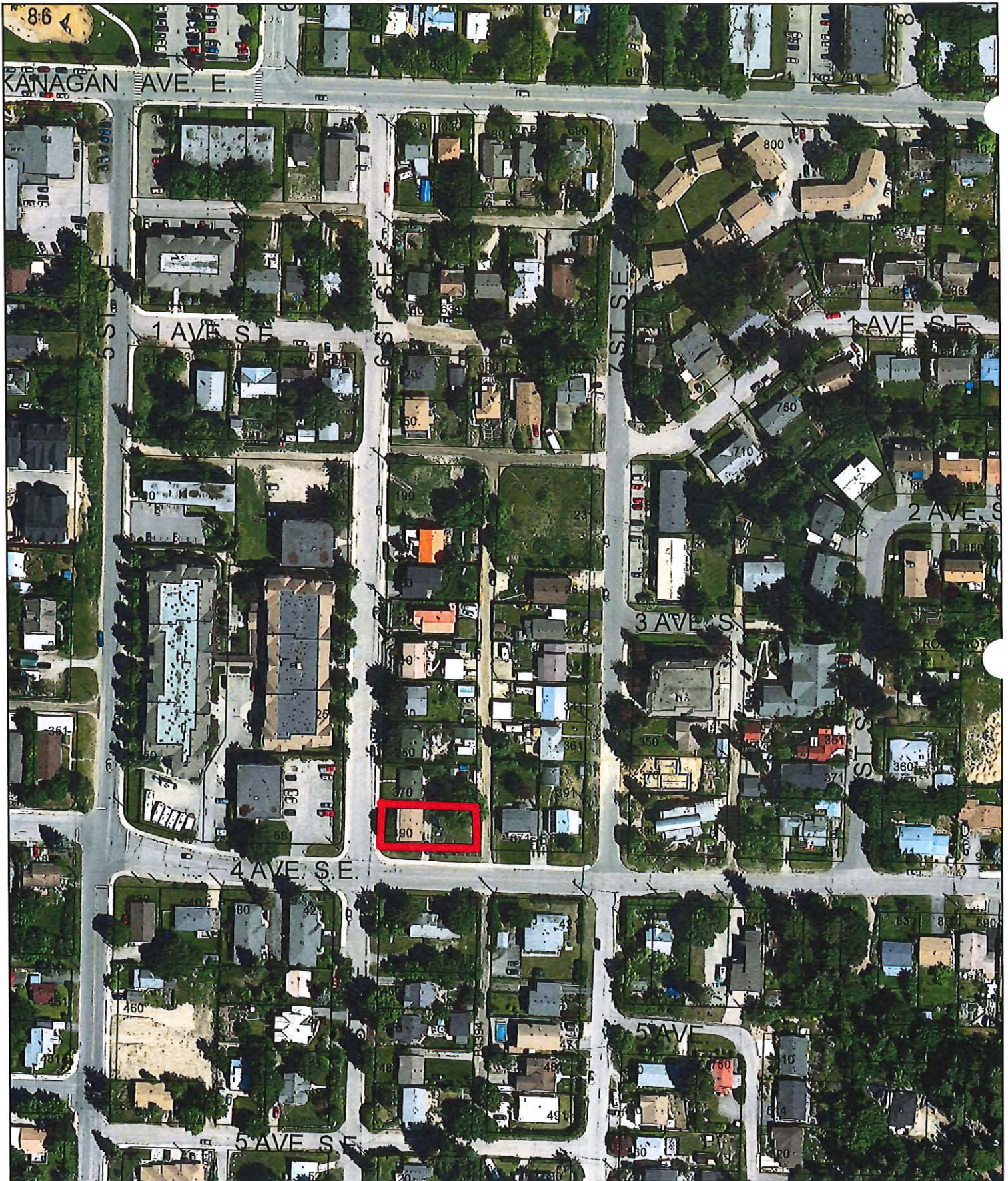
Any development of a secondary suite requires a building permit and is subject to meeting Zoning Bylaw and BC Building Code regulations.



Prepared by: Denise Ackerman  
Planner, Development Services



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



0 10 20 40 60 80  
Meters



Subject Parcel

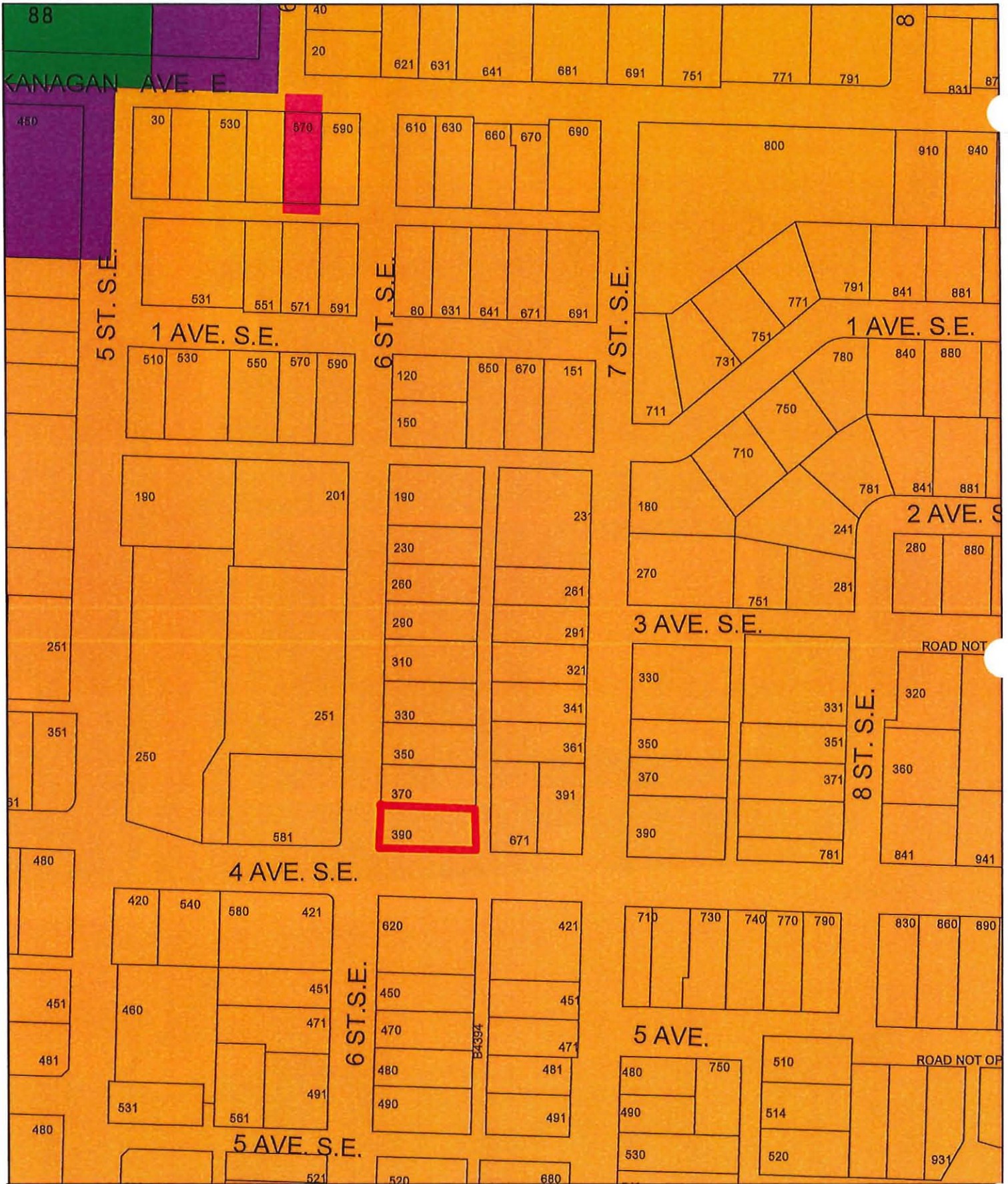





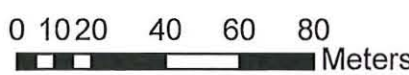





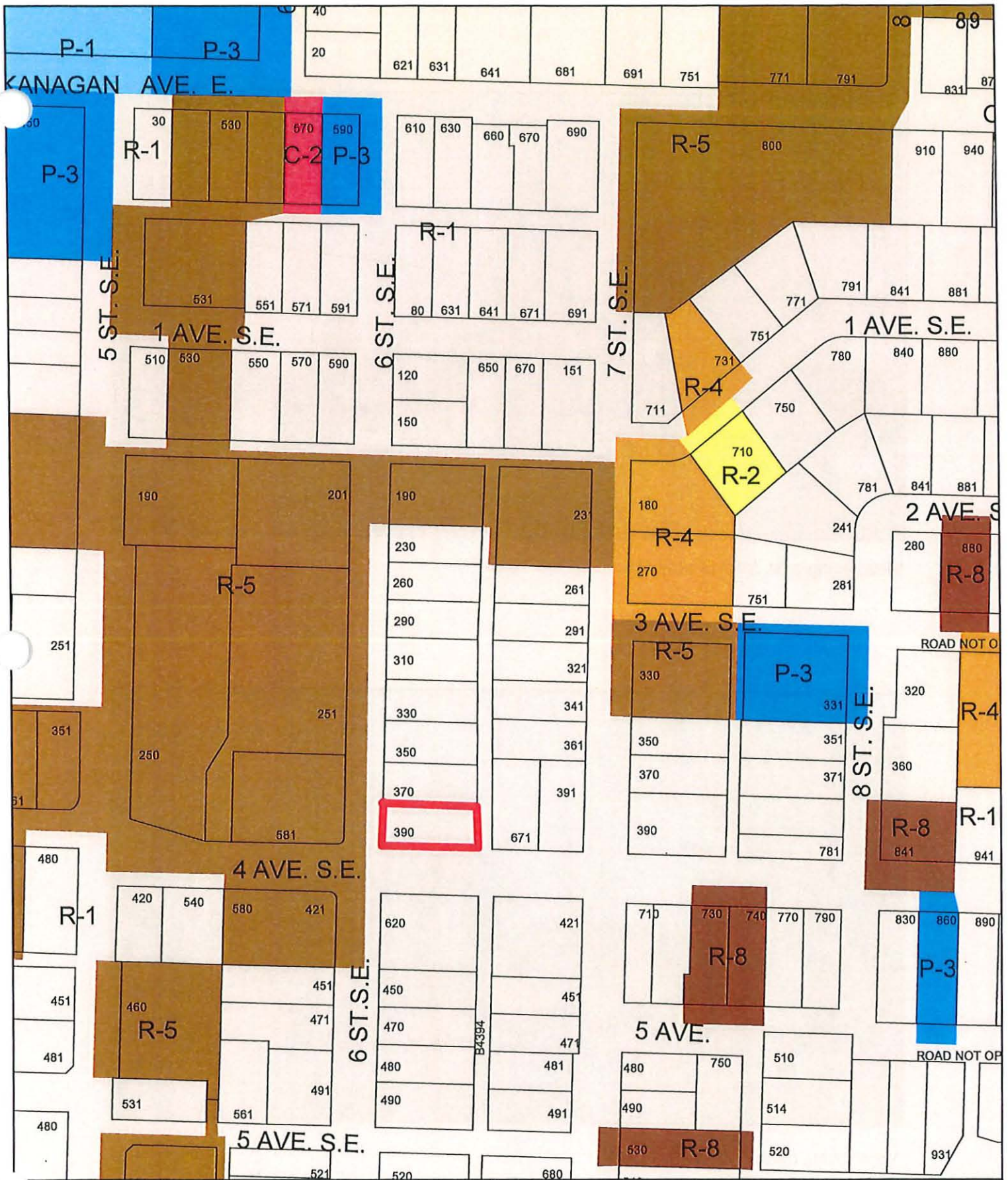
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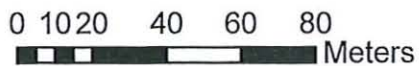
Subject Parcel



	 Subject Parcel	 High Density Residential
		 Commercial - City Centre
	 Institutional	 Park



Subject Parcel



R-1 Single Family Residential

R-5 High Density Residential

R-4 Medium Density Residential

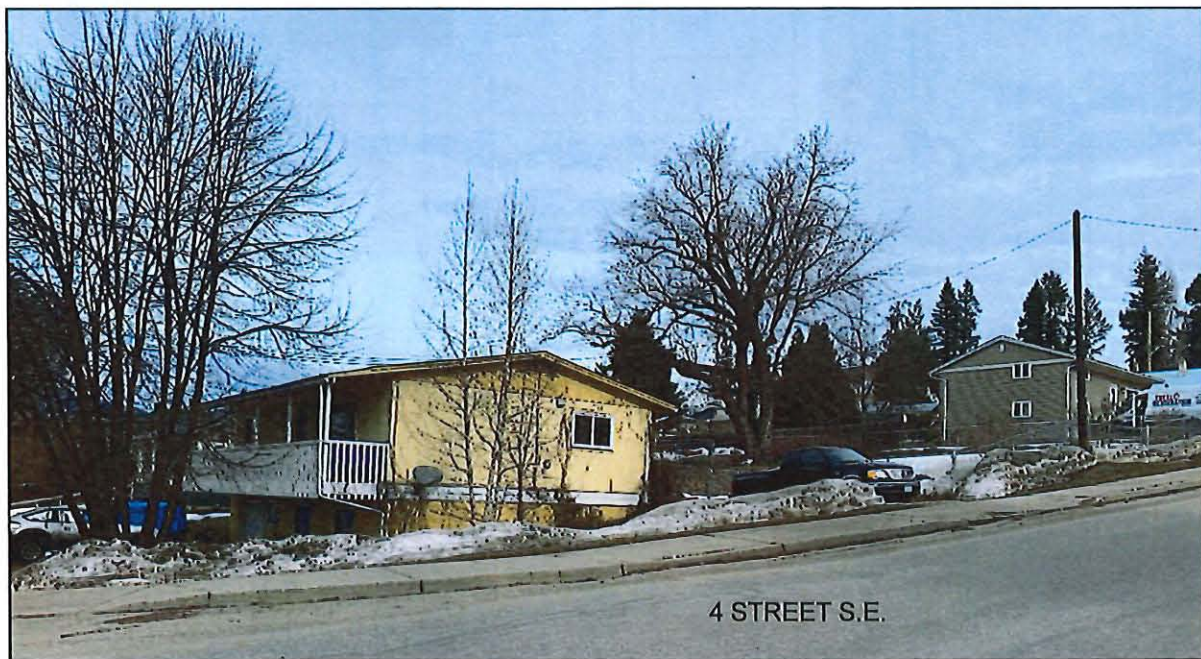
R-2 Duplex

R-8 Residential Suite

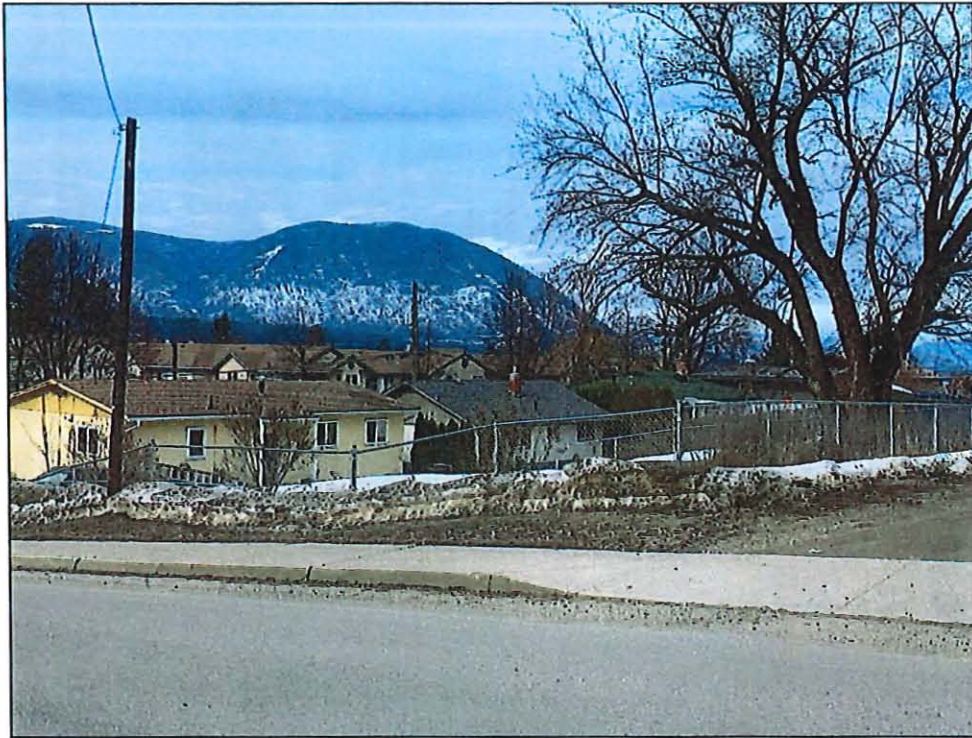
P-3 Institutional



View facing east, front of property.



View facing north.



View facing northeast.

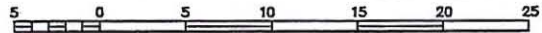


View facing west, rear of property.

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

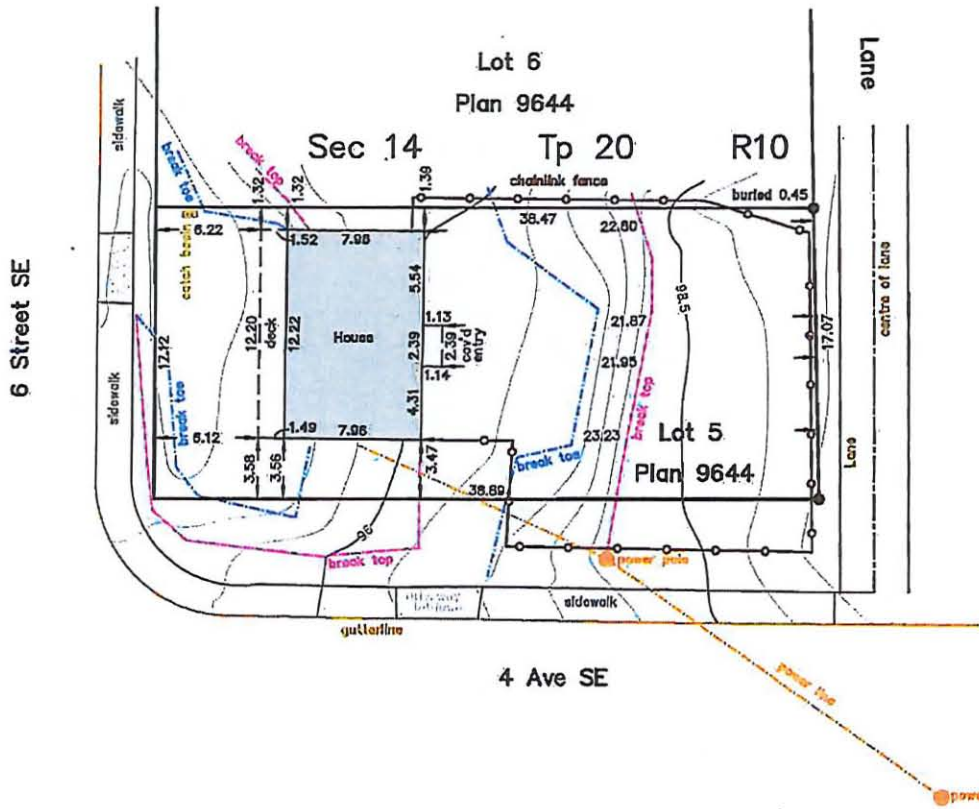
Scale 1:250

BCGS 82L.064



All distances are in metres.

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



### LEGEND

- Standard Iron Post Found (OIP)
  - Date of Survey: September 24, 2019
  - Dimensions derived from field measurements
  - Contour Interval is 0.5m
- Vertical datum used: local arbitrary
- Civil Address: 390 6th St SE, Salmon Arm
- Parcel Identifier(PID): 002-410-872
- List of documents registered on title which may affect the location of improvements: none

This plan was prepared for construction planning purposes and is for the exclusive use of our client. BROWNE JOHNSON LAND SURVEYORS accepts no responsibility or liability for any damages that may be suffered by a third party as a result of reproduction, transmission or alteration to this document without consent of BROWNE JOHNSON LAND SURVEYORS.

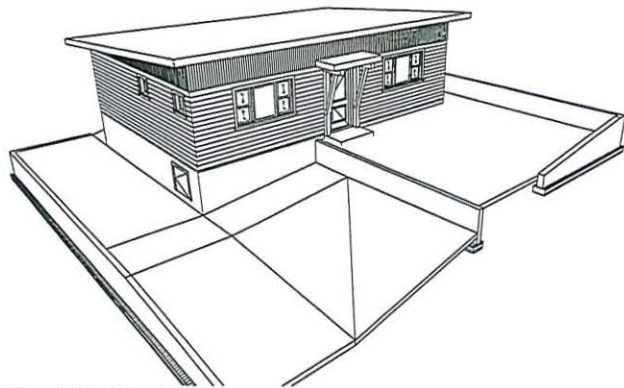
October 8, 2019

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

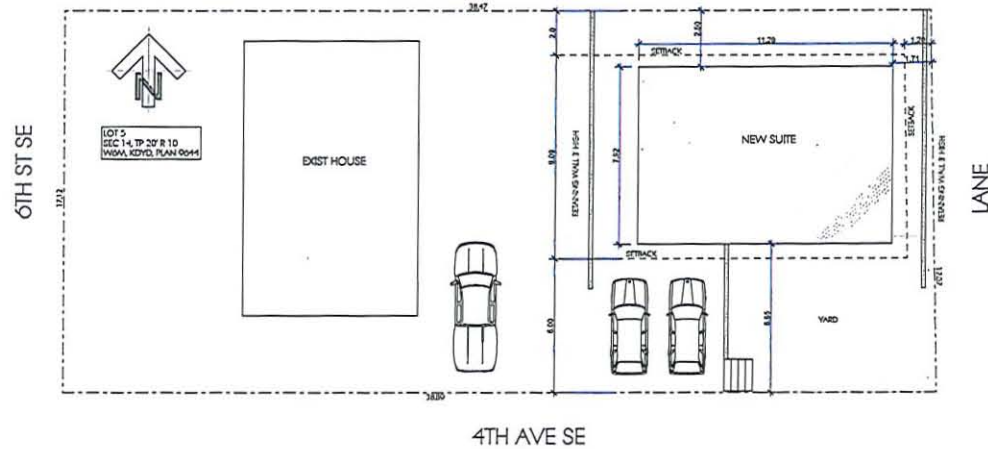
# SECONDARY SUITE

390 6 ST SE SALMON ARM, BC V1E 4E8

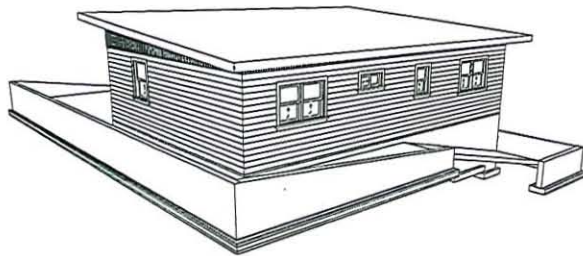
**KHM DESIGN**  
 3300 28 ST NE  
 SALMON ARM, BC  
 V1E 3J7  
 TEL: (250) 517-7131  
 www.khmdesign.ca  
 krs@khmdesign.ca



4 AXO VIEW - FRONT  
 SCALE: 1:300



3 SITE PLAN  
 SCALE: 1:100



5 AXO VIEW - BACK  
 SCALE: 1:300

AREA SCHEDULE		
AREA NAME	SOFT	
001	MAIN FLOOR SUITE	662
002	EXIST HOUSE	1,035
003	LOT AREA	7,118

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

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

SHEET NAME  
 COVER SHEET, SITE PLAN

10/27/2010 10:53:10 AM REV 001

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DATE 12/30/2010  
 DRAWN KHM  
 JOB # 1

A0.0

**KHM DESIGN**  
 3200 28 ST NE  
 SALMON ARM, BC  
 V1E 3K7  
 TEL: (250) 517-7131  
 WWW.KHMDESIGN.CO  
 KRIS@KHMDESIGN.CO

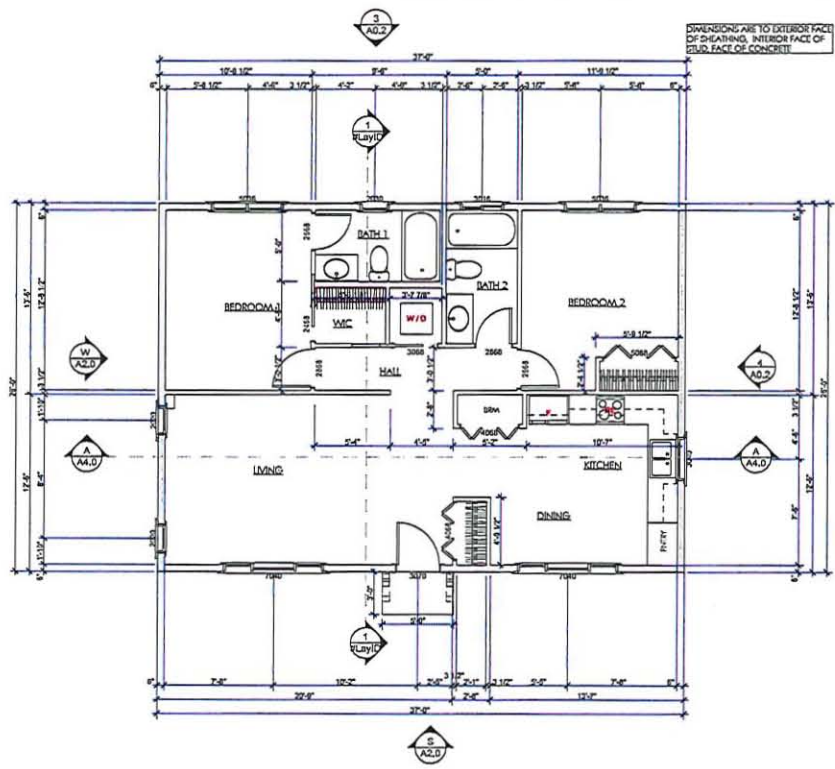
PROJECT  
**SECONDARY SUITE**  
 3900 ST SE  
 SALMON ARM, BC  
 V1E 4E8

SHEET NAME  
**MAIN FLOOR PLAN, LOWER FLOOR PLAN,  
 SCHEDULES**

DATE 12/30/2010  
 DRAWN KHM  
 JOB #

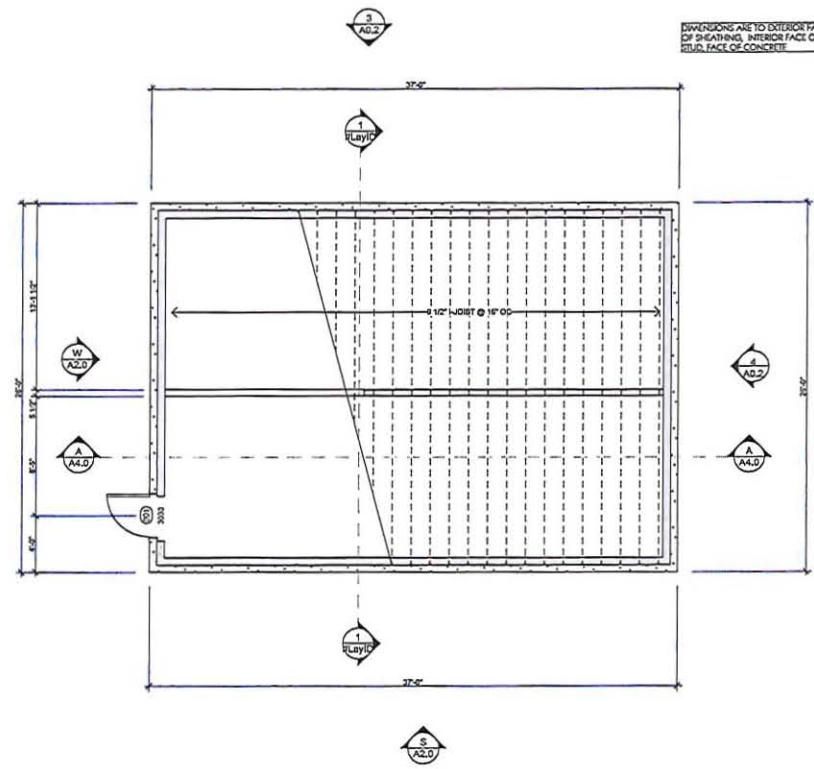
A1.0

DIMENSIONS ARE TO EXTERIOR FACE OF SHEATHING, INTERIOR FACE OF STUD, FACE OF CONCRETE



1 MAIN FLOOR PLAN  
 SCALE 1/4" = 1'-0"

DIMENSIONS ARE TO EXTERIOR FACE OF SHEATHING, INTERIOR FACE OF STUD, FACE OF CONCRETE



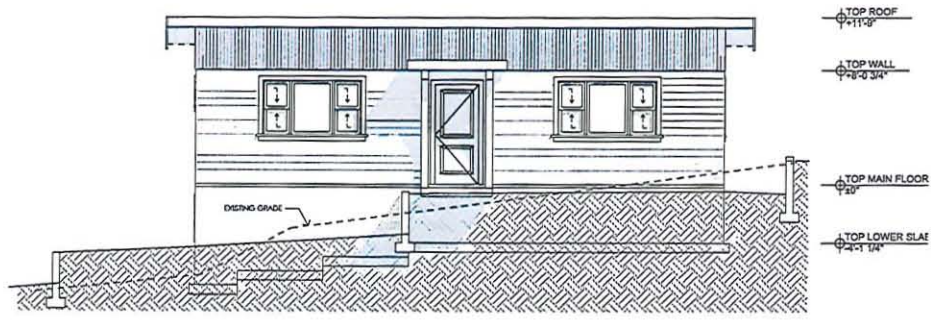
2 LOWER FLOOR PLAN  
 SCALE 1/4" = 1'-0"

DOOR SCHEDULE			
ID	WIDTH	HEIGHT	NOTES
001	3'-0"	3'-0"	CRAWL SPACE
101	3'-0"	7'-0"	FRONT ENTRY
102	2'-0"	6'-8"	BATH 1
103	2'-4"	6'-8"	BED 1 WIC - POCKET
104	2'-8"	6'-8"	BEDROOM 1
105	3'-0"	6'-8"	LAUNDRY - POCKET
106	4'-0"	6'-8"	ENTRY CLOSET - BIFOLD
107	4'-0"	6'-8"	BRM CLST - BIFOLD
108	2'-0"	6'-8"	BATH 2
109	2'-8"	6'-8"	BEDROOM 2
110	5'-0"	6'-8"	BED 2 CLOSET - BIFOLD

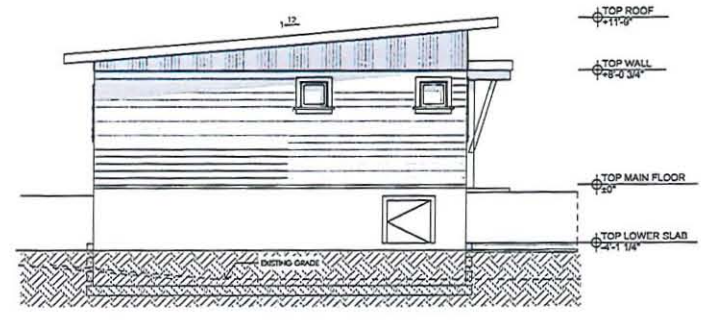
WINDOW SCHEDULE			
ID	WIDTH	HEIGHT	NOTES
101	7'-0"	4'-0"	
102	2'-0"	2'-0"	
103	3'-0"	2'-0"	
104	5'-0"	3'-0"	
105	2'-0"	3'-0"	
106	3'-0"	1'-0"	
107	5'-0"	3'-0"	
108	3'-0"	4'-0"	
109	7'-0"	4'-0"	

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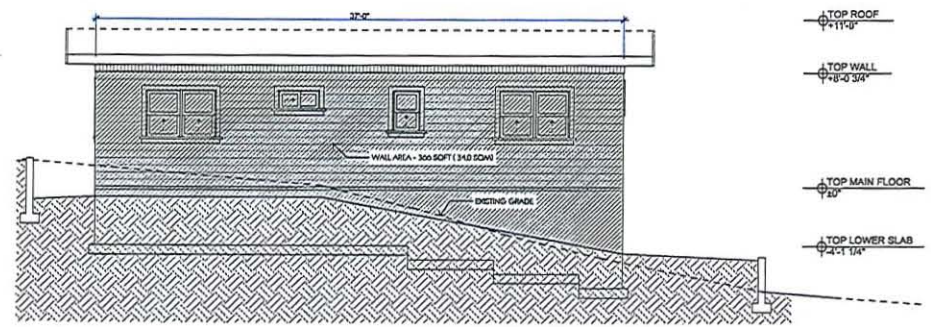


**S SOUTH ELEVATION**  
 SCALE: 1/4" = 1'-0"

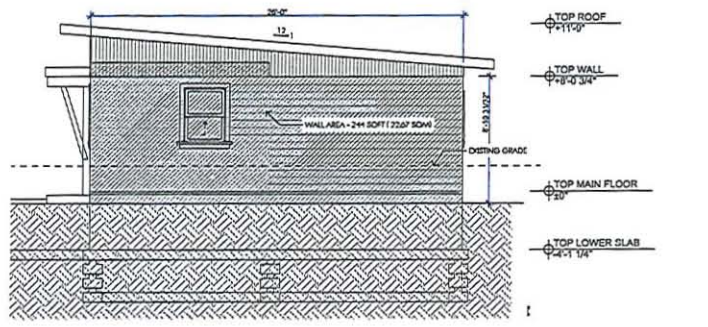


**W WEST ELEVATION**  
 SCALE: 1/4" = 1'-0"

**ELEVATION NOTES**  
 WALL FINISHES -  
 INSIDE: POLYURETHANE  
 CORRUGATED METAL SIDING  
 ROOF FINISH -  
 2 PLY TONGUE AND GROOVE



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

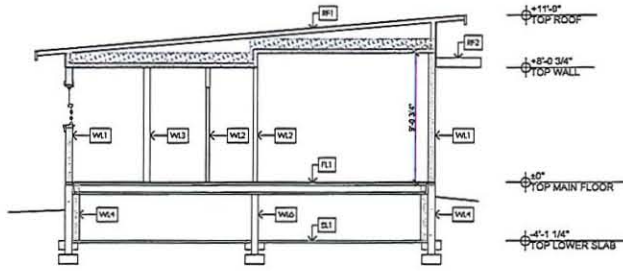


**E EAST ELEVATION**  
 SCALE: 1/4" = 1'-0"

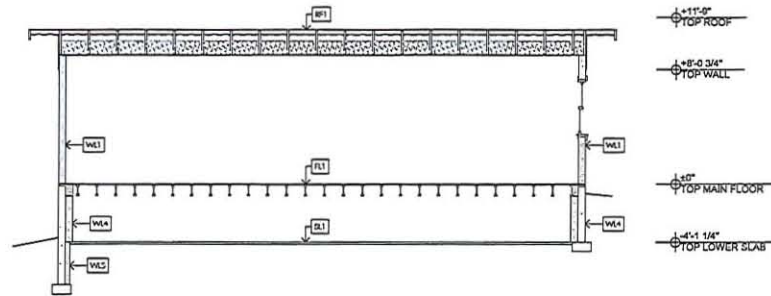
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**SECTION NOTES**

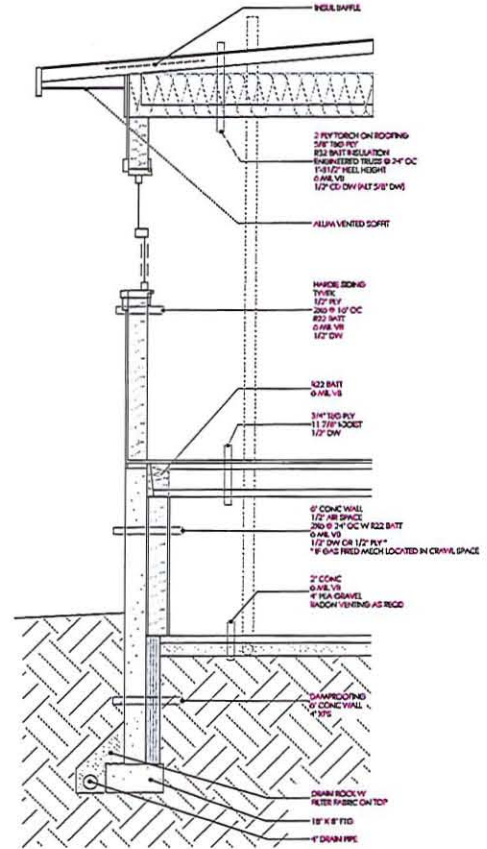
- W1 HARDBOARD SIDING  
 TWXIE  
 1/2" FVY  
 2x6 @ 24" OC W R22 BATT  
 0.4ML V18  
 1/2" DW
- W2 1/2" DW  
 2x6 @ 16" OC  
 1/2" DW
- W3 1/2" DW  
 2x6 @ 16" OC  
 1/2" DW
- W4 6" CONC WALL  
 1/2" AIR SPACE  
 2x6 @ 24" OC W R22 BATT  
 0.4ML V18  
 1/2" DW OR 1/2" FVY  
 \*IF GAS FRIED MECH LOCATED  
 IN CRAWL SPACE
- W5 6" CONC  
 4" XPS INSULATION
- W6 2x6 @ 16" OC
- F1 3/4" FVY  
 6" ICF JOIST @ 16" OC
- S1 2" CONC SLAB
- R1 2 FVY TORDH ON ROOFING  
 2x6 TRU FVY  
 ENGINEERED TRUSS @ 24" OC  
 R22 INSUL  
 0.4ML V18  
 1/2" CD DW
- R2 2 FVY TORDH ON ROOFING  
 1/2" FVY  
 2x6 @ 16" OC  
 ALUM SOFFIT



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



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



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

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 OF KHM DESIGN AND MAY NOT  
 BE USED OR REPRODUCED  
 WITHOUT CONSENT.

TO:

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

PRINT

SUBMIT FORM

REFERRAL:

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

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

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

Thank you.

*Denise Ackerman*  
 Development Services Planner

## COMMENTS for ZON-1170:

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

SIGNATURE &amp; DEPARTMENT: Matt Gienger

DATE: Mar 12 2020

**From:** Sarah Hiebert  
**Sent:** April-26-20 8:11 PM  
**To:** Caylee Simmons  
**Subject:** Neighbourhood Rezoning Concern

Hi there,

I'm writing a response to the letter I received in the mail regarding a proposed amendment to Zoning Bylaw No. 2303 (Civic Address: 390-6 Street SE).

I live at 671 4 Ave SE, directly across the alley from the property that is discussing changing zoning in order to build a carriage home. I have a couple of concerns that I feel are important to be aware of and considered before making a decision.

1. **Parking:** 4 Ave SE is already littered with cars on both sides of the street. More often than not you are yielding to oncoming traffic to make room for another vehicle to pass. In the winter it is basically a one way street due to plows not being able to get around vehicles parked on the street.
2. **Present use:** I recognize the need is great for more housing in our special town, but it is my understanding that this address is already a rental and contains two separate suites. Each suite has multiple vehicles and often park on the street, as previously mentioned. The current tenants have disruptive pets and little maintenance of the home. Perhaps I do not understand the terminology, but when the letter we received states "Single Family Residential" does that mean it should not have multiple tenants residing there?
3. **Lot size:** I do understand that many of the homes on 4 ave SE have a detached garage existing on their lots, but house #390 has a very small lot and, as mentioned, there are already multiple families living at the address. Would this detached suite function as both a garage and carriage home or just another income suite?

I recognize that my opinions are just that, opinions. I do feel as though our little downtown community should have many options for multi-family dwellings, I just am not sure that this lot is the best fit for a Carriage house due to lot size, increase in traffic/parking, and current use of the dwelling.

Thank you for your time, I trust you will make a decision that benefits our entire little community and take into consideration the concerns of the neighbours being affected.

Sincerely,

Sarah Hiebert

23. STATUTORY PUBLIC HEARINGS

4. Zoning Amendment Application No. ZON-1170 [Gilmore, C.; 390 6 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.

S. Hiebert - email dated April 26, 2020 - Neighborhood Rezoning Concern

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:20 p.m.

## CITY OF SALMON ARM

### BYLAW NO. 4377

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on April 27, 2020 at the hour of 7:00 p.m. was published in the April 15 and 22, 2020 issues of the Salmon Arm Observer;

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

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

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

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

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

City of Salmon Arm  
Zoning Amendment Bylaw No. 4377

5. CITATION

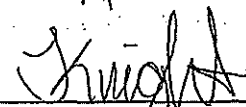
This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4377"

READ A FIRST TIME THIS 14th DAY OF April 2020

READ A SECOND TIME THIS 14th DAY OF April 2020

READ A THIRD TIME THIS 27th DAY OF April 2020

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE 29th DAY OF April 2020

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

ADOPTED BY COUNCIL THIS DAY OF 2020

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





Item 11.4

## CITY OF SALMON ARM

Date: May 11, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4375 be read a final time.

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

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

---

To: His Worship Mayor Harrison and Members of Council

Date: March 20, 2020

Subject: Zoning Bylaw Amendment Application No. 1169

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

Civic: 710 10 Street SW

Owner/ Applicant: S.F. Lewis

Agent: Browne Johnson Land Surveyors

---

**MOTION FOR CONSIDERATION**

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

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

---

**STAFF RECOMMENDATION**

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

---

**BACKGROUND**

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

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

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

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

North: Single-Family Residential (R-1) and Medium Density Residential (R-4)

South: Single-Family Residential (R-1)

East: Medium Density Residential (R-4) and Park and Recreational (P-1)

West: 10 Street SW/Shopping Centre Commercial (C-7) and vacant land under application to Service Commercial (C-3)

### OCP POLICY

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

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

The proposed zoning aligns with the Urban Residential Policies listed in Section 8.3, supporting compact communities and opportunities to incorporate transportation plans, parks and greenways. The density is consistent with High Density Residential Policy 8.3.9 with a maximum density of 100 units per hectare. In terms of siting, the proposal appears to match with OCP Siting Policies under Section 8.3.19, including good access to transportation routes, recreation, and community services.

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

### COMMENTS

#### Engineering Department

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

#### Building Department

No concerns with the rezoning application.

#### Fire Department

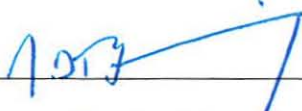
No comments received at the time of writing this report.

#### Planning Department

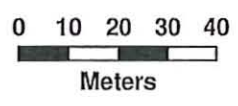
The development as proposed is consistent with the High Density Residential OCP designation. The proposed R-5 zoning is aligned with neighbouring land uses, including existing R-5 properties.

### CONCLUSION

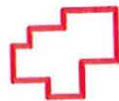
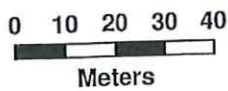
The proposed R-5 zoning is consistent with the OCP and is therefore supported by staff. It is reasonable to rezone the subject parcel prior to subdivision. The high density residential development as proposed is compatible with the surrounding land uses including commercial and medium density residential.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

  
Prepared by: Scott Beeching, MCIP, RPP  
Senior Planner

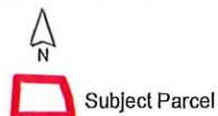
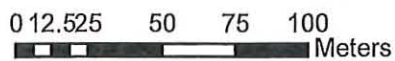
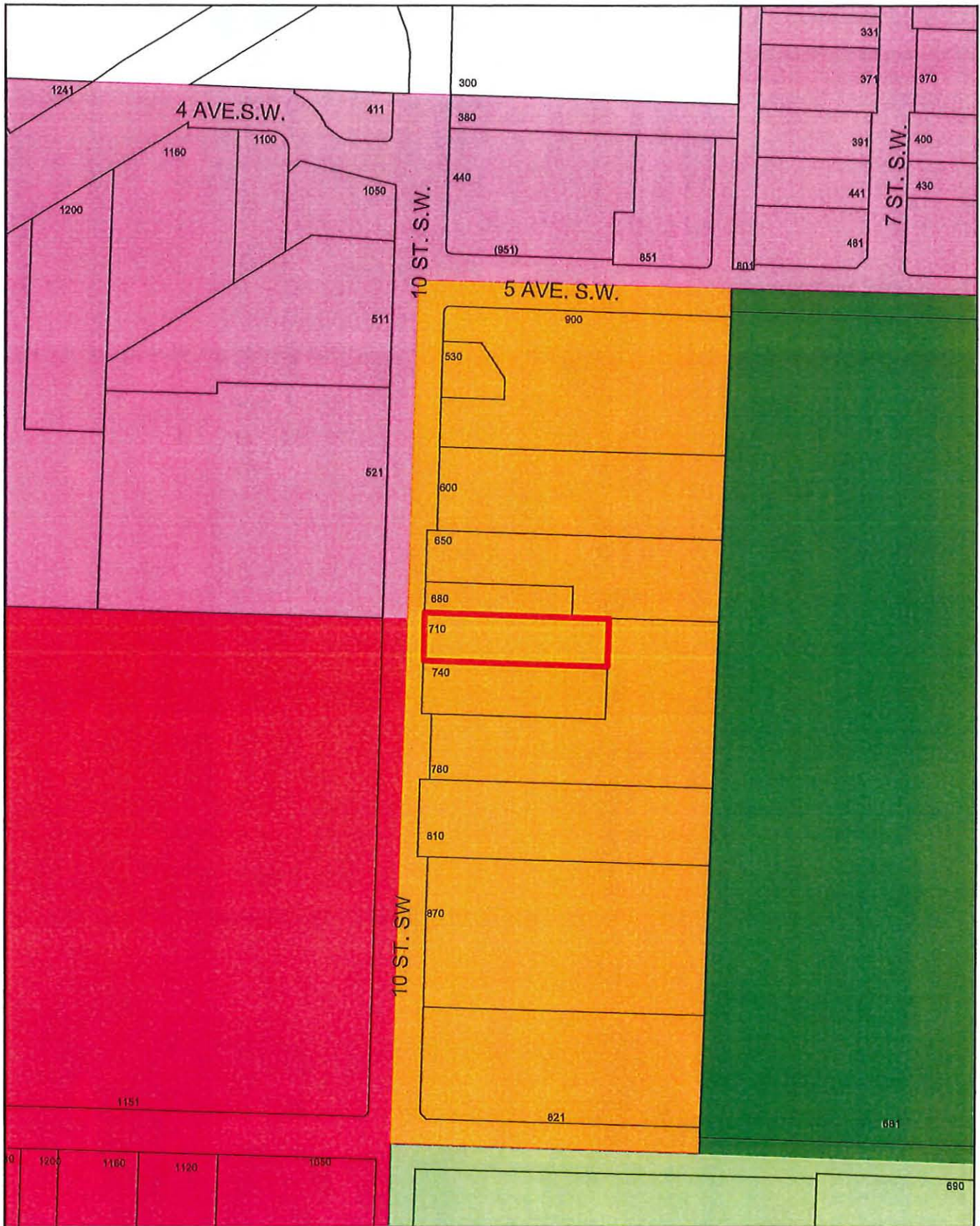
  
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services



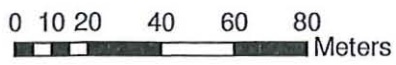
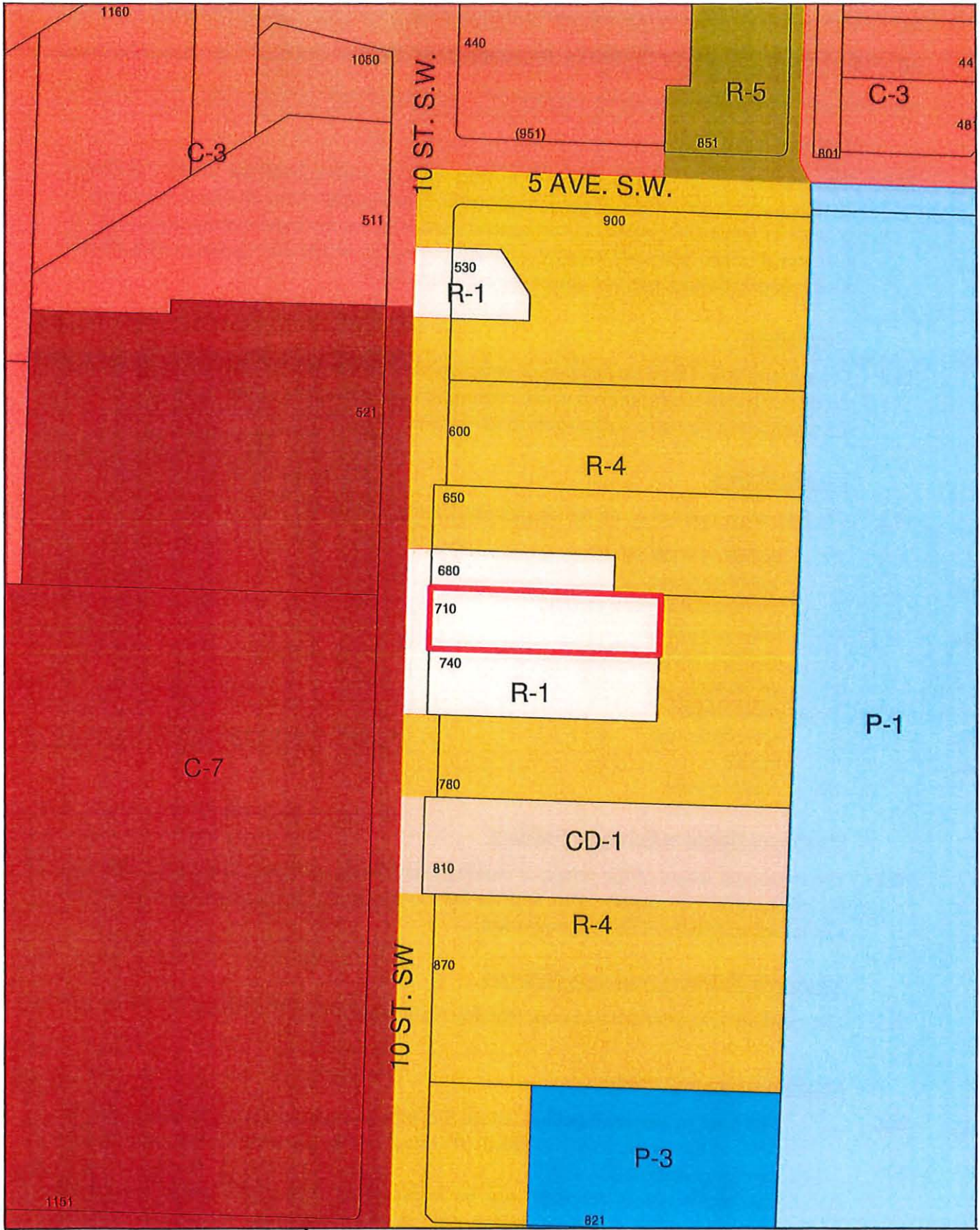
 **Subject Parcel**









**Subject Parcel**



- Salmon Valley Agriculture
- Park
- Commercial Highway Service/Tourist
- Commercial City Centre
- Residential Medium Density
- Residential High Density



- |  |  |
|--|--|
|  P-1 Park & Recreation          |  P-3 Institutional              |
|  R-1 Single Family Residential  |  C-3 Service Commercial         |
|  R-4 Medium Density Residential |  C-7 Shopping Centre Commercial |

---

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


---

**Purpose**

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

**Regulations**

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

**Permitted Uses**

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

**Maximum Height of Principal Building**

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

**Maximum Height of Accessory Building**

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

**Maximum Parcel Coverage**

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



---

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


---

**Minimum Parcel Area**

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

**Minimum Parcel Width**

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

**Minimum Setback of Principal Buildings**

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

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

#2811

**Minimum Setback of Accessory Buildings**

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

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

#2811

**Maximum Density**

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

- #2789 10.11 .1 The maximum *density* shall be a total of 100 *dwelling units* or *sleeping units* per hectare (40.5 *dwelling units* or *sleeping units* per acre).
- .2 Notwithstanding Section 10.11.1, the maximum *density* in the R-5 Zone may be increased to a maximum of 130 *dwelling units* per hectare (52.6 units per acre) in accordance with Table 3. In Table 3, Column I sets out the special amenity to be provided and Column II sets out the added *density* assigned for each amenity.

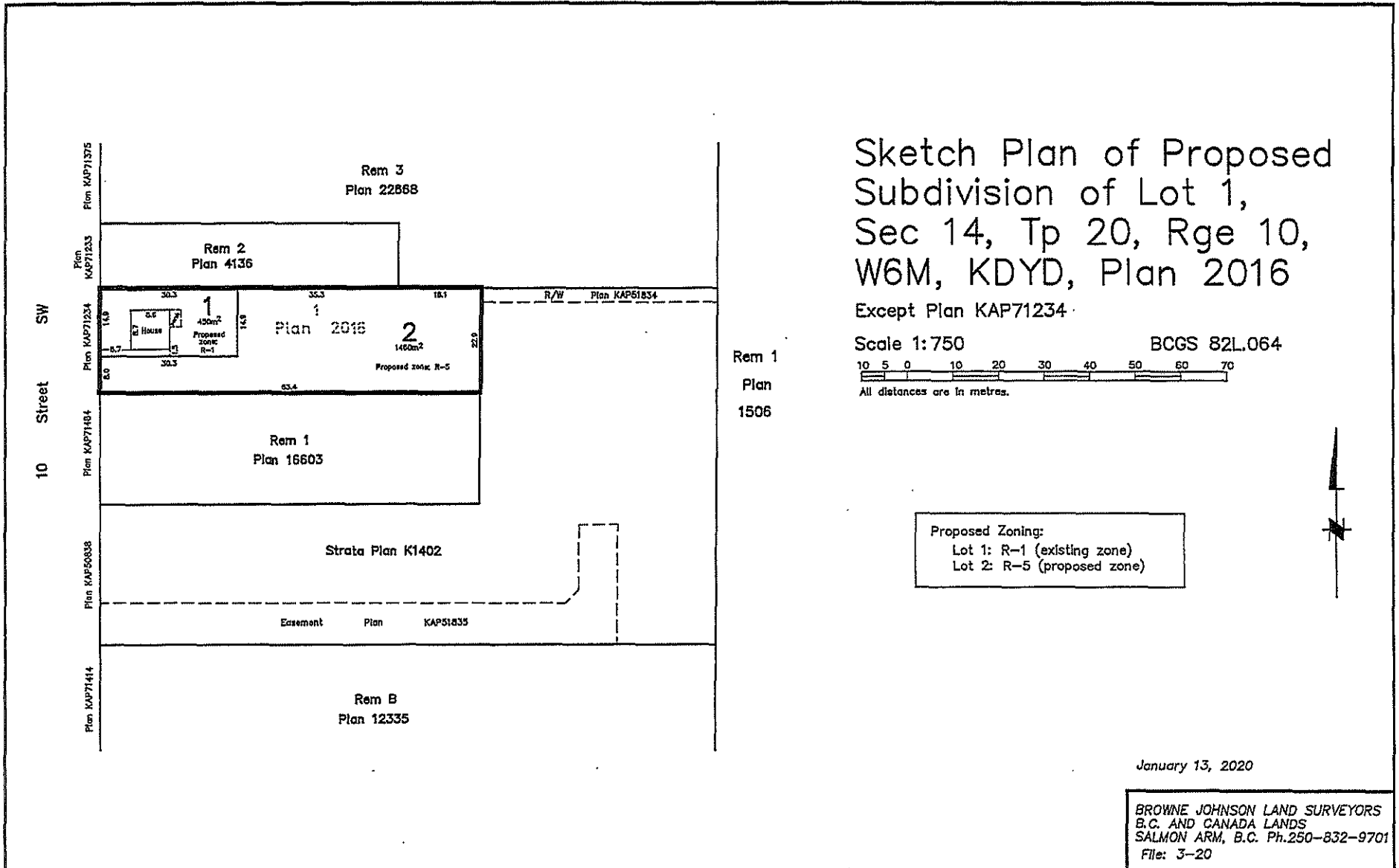
## SECTION 10 - R-5 - HIGH DENSITY RESIDENTIAL ZONE - CONTINUED

TABLE 3

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

Parking

10.12 Parking shall be required as per Appendix I.





*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Kevin Pearson, Director of Development Services  
 DATE: 25 February 2020  
 PREPARED BY: Chris Moore, Engineering Assistant  
 OWNER: Lewis, Steven, PO Box 72, Salmon Arm, BC V1E 4N2  
 APPLICANT: Browne Johnson Surveyors, PO Box 362, Salmon Arm, BC V1E 4N5  
 SUBJECT: **SUBDIVISION APPLICATION NO. SUB 20-03**  
**ZONING AMENDMENT APPLICATION FILE NO. ZON-1169**

LEGAL: Lot 1, Section 14, Township 10, Range 10, W6M KDYD, Plan 2016 Except Plan KAP71234  
 CIVIC: **710 – 10 Street SW**

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

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

**General:**

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

**SUBDIVISION APPLICATION FILE: 20-03**  
**ZONING AMENDMENT APPLICATION FILE NO. ZON-1169**  
25 February 2020  
Page 2

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

9. For the off-site improvements at the time of subdivision / building permit the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of subdivision / building permit approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

**Roads / Access:**

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

**Water:**

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

**SUBDIVISION APPLICATION FILE: 20-03**  
**ZONING AMENDMENT APPLICATION FILE NO. ZON-1169**  
25 February 2020  
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4. The proposed lot is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use (minimum 25mm). Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
5. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
6. Fire protection requirements to be confirmed with the Building Department and Fire Department.
7. Fire hydrant installation will be required. One additional fire hydrant is required to meet the medium density spacing requirements of 90 meters.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary sewer on 10 Street SW. No upgrades will be required at this time.
2. The remainder and proposed parcel(s) are each to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Sanitary System to receive the proposed discharge from the development. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer on 10 Street SW. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Drainage:**

1. The subject property fronts a 450mm diameter storm sewer on 10 Street SW. No upgrades will be required at this time.
2. Records indicate that the existing property is not serviced by storm service. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.

**SUBDIVISION APPLICATION FILE: 20-03**  
**ZONING AMENDMENT APPLICATION FILE NO. ZON-1169**  
25 February 2020  
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5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Geotechnical:**

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



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**Chris Moore**  
Engineering Assistant



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

**From:** Judith Barillaro  
**Sent:** April-27-20 7:50 AM  
**To:** Caylee Simmons  
**Subject:** Rezoning Lot 1, Section 14

April 27, 2020

Re: Public Hearing dated this day April 27, 2020

Regarding the Rezone Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 2016 Except Plan KAP71234 fro R-1 Single Family Residential Zone to R-5 High Density Residential Zone.

I have reservation on this rezoning. I would like to know the intent of the property owner as to the number of dwellings and the height of said dwellings he wishes to build there. Are they to be houses or an apartment or condominium building?

Our properties being Braeside Place, backs on to this property. and any such buildings are going to impact us.. Any view that we may be able to have, our , privacy and the height of this/these buildings to be built are of great concern to me and others here...

If the buildings are too high (meaning two or more units or floors high) well, that is going to have an impact on the future, should I wish to sell my home.

I want to be able to go outside and not have people invading my privacy or looking into the windows of my home, so that I have to keep my curtains drawn for the privacy, which at the present, I enjoy.

Looking at the properties depth from the present home on It., to build any large structures is going to be necessary for them to be built close to the fence separating their property from ours.

So, before I say yes to this rezoning I want to know the intent. I don't want to see a building or buildings the height of Piccadilly Place be built on the other side of the fence. And impacting myself and the other home owners here.

There are two of us who will be deeply affected by this. Granted you are probably saying "Hmph", that is only two people, but we are two single women and tax payers who DO NOT want to be ignored.

Our concerns are real and we EXPECT to be Considered in regards to this in a positive way so that both parties are happy and can live with that decision.

We do not want you to view this and say sorry ladies, he can build what he wants. and tough luck to you.

I guess that I sound a little nasty to you. But, too many times, the women or the "little guys" concerns and desires go by the wayside and the developer holds the reins and gets just what he wants. It happens all the time.

So please take into consideration our concerns and allow a fair arrangement for both parties.



And notify us of the builders intent. I feel we have a right to know what we would be saying yes too. And not get any unacceptable surprises handed to us.

I would very much appreciate a reply from you as soon as possible and before your hearing please.. And how much depreciation of my home in value there would be to my home.

Thank you,

Sincerely,

Judith Barillaro,  
#8 - 780 10th Street S.W. (Braeside Place)  
Salmon Arm, B.C. V1E 1L9

23. **STATUTORY PUBLIC HEARINGS**

1. **Zoning Amendment Bylaw Application No. ZON-1169 [Lewis, S.F.; 710 10 Street SW; R-1 to R-5]**

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

Submissions were called for at this time.

J. Barillaro - email dated April 27, 2020 - Rezoning Lot 1, Section 14

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:12 p.m. and the next item ensued.

## CITY OF SALMON ARM

### BYLAW NO. 4375

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

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WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on April 27, 2020 at the hour of 7:00 p.m. was published in the April 15 and 22, 2020 issues of the Salmon Arm Observer;

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

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

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

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

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

City of Salmon Arm  
Zoning Amendment Bylaw No. 4375

5. CITATION

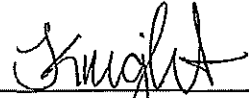
This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4375"

READ A FIRST TIME THIS 14th DAY OF April 2020

READ A SECOND TIME THIS 14th DAY OF April 2020

READ A THIRD TIME THIS 27th DAY OF April 2020

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE 29th DAY OF April 2020



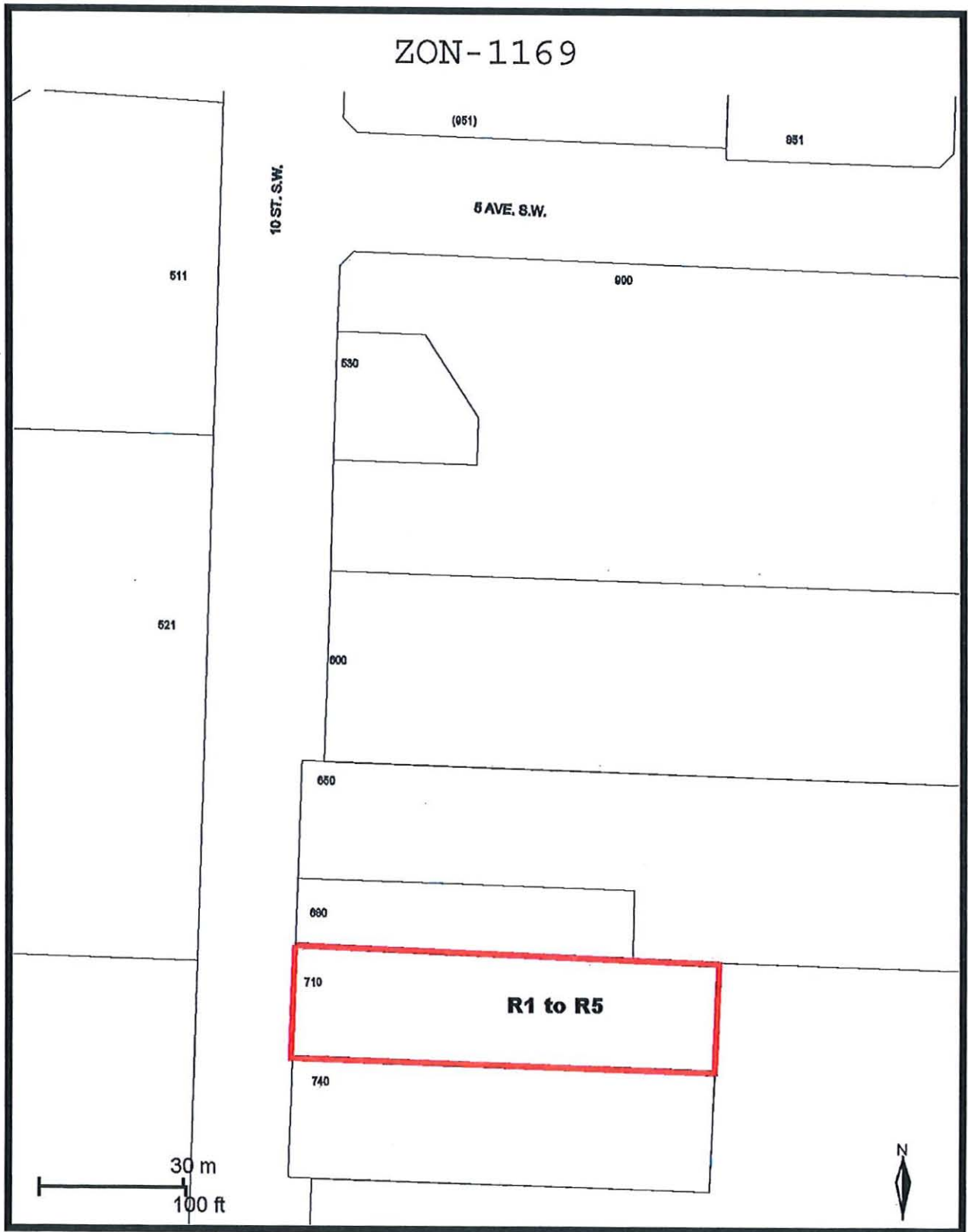
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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

SCHEDULE "A"



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**INFORMATIONAL CORRESPONDENCE - MAY 11, 2020**

- |     |  |     |
|-----|--|-----|
| 1.  | Building Department - Building Statistics - April 2020   | N   |
| 2.  | Building Department - Building Permits - Yearly Statistics   | N   |
| 3.  | B. Dyck - email dated April 28, 2020 - Letter for Mayor and Council re Douglas Fir bark beetle   | A   |
| 4.  | D. Walters - letter dated April 29, 2020 - Disc Golf Course Welcome Sign   | A   |
| 5.  | S. Genn, Proair - letter received April 2020 - Bench Advertising Contract  | A/S |
| 6.  | D. Gonella, Executive Director, Salmon Arm Folk Music Society - letter dated April 28, 2020 - Request for Letter of Support  | R   |
| 7.  | E. Vardal, Shuswap Family Centre - letter dated April 22, 2020 - Creating Future Childcare Spaces in Salmon Arm  | A   |
| 8.  | A. Varnes, Program Manager, Salmon Arm Arts Centre - email dated April 30, 2020 - Wednesday on the Wharf 2020  | N   |
| 9.  | BC SPCA - Spring 2020 - Science and Policy Newsletter  | N   |
| 10. | J. Baker, Mayor, District of Lake Country to the Honourable B. Morneau, Minister of Finance - letter dated April 15, 2020 - Interest Charged on Deferred Mortgage Payments   | N   |
| 11. | L. Buchanan, Mayor, City of North Vancouver to Honourable S. Robinson, Minister of Municipal Affairs and Housing - letter dated April 30, 2020 - Supporting British Columbians during the COVID-19 pandemic  | N   |
| 12. | R. Girouard, Assistant Commissioner, Western Region, Canadian Coast Guard - letter dated April 23, 2020 - Non-essential Boating  | N   |
| 13. | C. Dunagee, President, Child Find BC - letter dated April 23, 2020 - Proclamation for Nation Missing Children's Month and Missing Children's Day   | A   |
| 14. | D. Schafer, Stick & Stone Cannabis Co. - email dated April 30, 2020 - Request for Letter of Support  | A   |
| 15. | J. Kornelsen, Associate Professor, Department of Family Practice and Christine Carthew, Centre for Rural Health Research, Department of Family Practice, University of British Columbia email dated May 6, 2020 - UBC Survey-Rural Community Responses to COVID-19 in BC | N   |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

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Item 12.2

## CITY OF SALMON ARM

Date: May 11, 2020

L. Fitt, Manager, Salmon Arm Economic Development Society – letter dated May 7, 2020 – Shuswap Food Hub Business Plan – Receipt of Project Funds

### Vote Record

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

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

May 7, 2020

City of Salmon Arm  
Mayor Harrison and Council  
PO Box 40 Salmon Arm BC V1E4N2

Dear Mayor Harrison and Council:

**Re: Shuswap Food Hub Business Plan – Receipt of Project Funds**

Salmon Arm Economic Development Society (SAEDS) was recently approved for a \$14,000 grant from the Ministry of Agriculture to expand the previously completed *Shuswap Food Hub Feasibility Study* into a detailed business plan. The Ministry has requested that the City of Salmon Arm act as the recipient for the funds, flowing the funds through to SAEDS, in order to comply with their operational guidelines for direct award project funding. This same partnership model was recently used for receiving the grant funding for the *Shuswap Food Hub Feasibility Study* and we are hoping the City will again consider supporting this request.

**Project Background:** SAEDS identified a gap in the local food supply chain, specifically in available community infrastructure and resources to support agri-food development and production. In 2019, Financial support from the Ministry of Agriculture supported the completion of Phase I planning, the *Shuswap Food Hub Feasibility Study*. This study included assessing the feasibility of increasing agri-food processing and innovation in the Shuswap region by developing a regional food hub.

As a next step in this process, SAEDS will now work to build out the *Shuswap Food Hub Feasibility Study* to prepare a detailed business plan which will guide the implementation of the Shuswap Food Hub. With funding support from the Ministry of Agriculture and guidance from the Food Hub Working Group, a contractor will be commissioned from May 11, 2020 to July 17<sup>th</sup>, 2020, to implement phase II planning for the Shuswap Food Hub.

As with other similar programs, SAEDS is prepared to enter into an agreement with the City of Salmon Arm specifying that our organization will be responsible for all financial and administrative processes related to the completion of the Food Hub Business Plan. SAEDS appreciates Council's consideration to support the receipt of the project funds and is pleased to provide any further information required.

Sincerely,



Lana Fitt Economic Development Manager

Item 21.

## CITY OF SALMON ARM

Date: May 11, 2020

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Regular Council Meeting of May 11, 2020, be adjourned.

### Vote Record

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

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

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