



AGENDA

Regular Council Meeting

Monday, January 12, 2015

1:30 p.m.

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

Council Chamber of City Hall

500 – 2 Avenue NE

Page #	Item #	Description
	1.	CALL TO ORDER
1 – 2	2.	IN-CAMERA SESSION
	3.	ADOPTION OF AGENDA
	4.	DISCLOSURE OF INTEREST
	5.	PRESENTATIONS / DELEGATIONS
	6.	CONFIRMATION OF MINUTES
3 – 14	1.	Regular Council Meeting Minutes of December 8, 2014
	7.	COMMITTEE REPORTS
15 – 18	1.	Development and Planning Services Committee Meeting Minutes of January 5, 2015
19 – 22	2.	Shuswap Regional Airport Operations Committee Meeting Minutes of September 17, 2014
23 – 28	3.	Greenways Liaison Committee Meeting Minutes of December 11, 2014
29 – 32	4.	Downtown Parking Commission Meeting Minutes of November 18, 2014
	8.	INTRODUCTION OF BYLAWS
33 – 46	1.	Zoning Amendment Bylaw No. 4080 [ZON-1019; 1141 – 7 Avenue SE; A. & S. Malli and P. Chahal; R-1 to R-8] – First and Second Readings
	9.	RECONSIDERATION OF BYLAWS
47 – 64	1.	Zoning Amendment Bylaw No. 4076 [ZON-1017; 530 – 1 Avenue SE 0931996 BC Ltd./ I. McDiarmid; R-8 to R-5] – Final Reading

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|---------|------------|--|
| | 10. | CORRESPONDENCE |
| 65 – 66 | 1. | Informational Correspondence |
| | 11. | STAFF REPORTS |
| 67 – 68 | 1. | Director of Engineering and Public Works – Downtown Parking Commission Appointments – Members at Large |
| 69 – 72 | 2. | Director of Engineering and Public Works – Downtown Parking Commission Appointment – Downtown Salmon Arm |
| 73 – 76 | 3. | Chief Financial Officer – Court of Revision |
| 77 – 86 | 4. | Chief Financial Officer – RCMP Detachment – Closed Circuit Video Equipment/Surveillance System |
| 87 – 88 | 5. | Chief Administrative Officer – Naming and Advertising Agreement for Little Mountain Sports Complex |
| | 12. | NEW BUSINESS |
| | 13. | COUNCIL STATEMENTS |
| | 14. | NOTICE OF MOTION |
| | 15. | UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS |
| | 16. | OTHER BUSINESS |
| | 17. | QUESTION AND ANSWER PERIOD |

7:00 p.m.

Page #	Item #	Description
	18.	DISCLOSURE OF INTEREST
	19.	HEARINGS
	20.	STATUTORY PUBLIC HEARINGS
89 – 98	1.	Zoning Amendment Bylaw No. 4078 [ZON-1018; D. Shields; 4521 – 75 Avenue NE – R-1 to R-8]
	21.	RECONSIDERATION OF BYLAWS
99 – 102	1.	Zoning Amendment Bylaw No. 4078 [ZON-1018; D. Shields; 4521 – 75 Avenue NE – R-1 to R-8] – Third and Final Readings
	22.	QUESTION AND ANSWER PERIOD
103 – 104	23.	ADJOURNMENT

Item 2.

CITY OF SALMON ARM

Date: January 12, 2015

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

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

Vote Record

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

Opposed:

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

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Item 6.1

CITY OF SALMON ARM

Date: January 12, 2015

Moved: Councillor Lavery

Seconded: Councillor Harrison

THAT: the Regular Council Meeting Minutes of December 8, 2014, be adopted as circulated.

Vote Record

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

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

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chamber of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Monday, December 8, 2014.

PRESENT:

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

Chief Administrative Officer C. Bannister
Corporate Officer E. Jackson
Director of Engineering & Public Works R. Niewenhuizen
Director of Development Services K. Pearson
Chief Financial Officer M. Dalziel
Recorder C. Simmons

ABSENT:

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0436-2014

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

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.
Council returned to Regular Session at 1:57 p.m.
Council recessed until 2:30 p.m.

3. REVIEW OF AGENDA

4. DISCLOSURE OF INTEREST

Councillors Harrison, Jamieson and Lavery declared a conflict of interest with items 9.2 and 19.2 as they are employed by The Board of Education of School District No. 83.

Councillor Wallace Richmond declared a conflict of interest with item 11.1 as the Salmon Arm Folk Music Society is a client.

5. **PRESENTATIONS / DELEGATIONS**

6. **CONFIRMATION OF MINUTES**

1. **Regular Council Meeting Minutes of November 24, 2014**

0437-2014

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: the Regular Council Meeting Minutes of November 24, 2014, be adopted as circulated.

CARRIED UNANIMOUSLY

2. **Special (Inaugural) Council Meeting Minutes of December 1, 2014**

0438-2014

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the Special (Inaugural) Council Meeting Minutes of December 1, 2014, be adopted as circulated.

CARRIED UNANIMOUSLY

7. **COMMITTEE REPORTS**

1. **Development and Planning Services Committee Meeting Minutes of December 1, 2014**

0439-2014

Moved: Councillor Eliason

Seconded: Councillor Harrison

THAT: the Development and Planning Services Committee Meeting Minutes of December 1, 2014, be received as information.

CARRIED UNANIMOUSLY

2. **Agricultural Advisory Committee Meeting Minutes of November 12, 2014**

0440-2014

Moved: Councillor Jamieson

Seconded: Councillor Lavery

THAT: the Agricultural Advisory Committee Meeting Minutes of November 12, 2014, be received as information.

CARRIED UNANIMOUSLY

3. **Community Heritage Commission Meeting Minutes of September 26, 2014**

0441-2014

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: the Community Heritage Commission Meeting Minutes of September 26, 2014, be received as information.

Deborah Chapman, Community Heritage Commission reviewed the minutes and was available to answer questions from Council.

CARRIED UNANIMOUSLY

8. INTRODUCTION OF BYLAWS

1. Zoning Amendment Bylaw No. 4078 [No. ZON-1018; D. Shields; 4521 - 75 Avenue NE - R-1 to R-8] - First and Second Readings

0442-2014

Moved: Councillor Wallace Richmond

Seconded: Councillor Harrison

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4078 be read a first and second time.

CARRIED UNANIMOUSLY

9. RECONSIDERATION OF BYLAWS

1. Cemetery Amendment Bylaw No. 4077 [2015 Rates] - Final Reading

0443-2014

Moved: Councillor Jamieson

Seconded: Councillor Harrison

THAT: the bylaw entitled Cemetery Amendment Bylaw No. 4077 be read a final time.

CARRIED UNANIMOUSLY

Councillors Harrison, Jamieson and Lavery declared a conflict of interest and left the meeting at 2:50 p.m.

2. Zoning Amendment Bylaw No. 4060 [Application No. ZON-1013; City of Salmon Arm & The Board of Education of School District No. 83; 451 Shuswap Street SW & 150 - 1 Avenue SW; P-3 to C-2] - Final Reading

0444-2014

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4060 be read a final time.

CARRIED UNANIMOUSLY

Councillors Harrison, Jamieson and Lavery returned to the meeting at 2:53 p.m.

10. CORRESPONDENCE

1. Informational Correspondence

For information.

12. Local Government Leadership Academy - 2015 Elected Officials Seminars

0445-2014

Moved: Councillor Eliason

Seconded: Councillor Harrison

THAT: up to four (4) Council Members be authorized to attend 2015 Elected Officials Seminar in Kelowna, BC from January 20 - 22, 2015.

CARRIED UNANIMOUSLY

11. STAFF REPORTS

Councillor Wallace Richmond declared a conflict of interest and left the meeting at 3:01 p.m.

1. Director of Development Services - Agricultural Land Commission Application No. ALC-359 (Non-Farm Use in ALR)

0446-2014 Moved: Councillor Eliason
 Seconded: Councillor Harrison
 THAT: Agricultural Land Commission Application No. ALC-359 be authorized for submission to the Agricultural Land Commission.

Amendment:

Moved: Councillor Harrison
 Seconded: Councillor Flynn
 THAT: Council strongly support Agricultural Land Commission Application No. ALC-359.

CARRIED UNANIMOUSLY

Motion as Amended:

CARRIED UNANIMOUSLY

Councillor Wallace Richmond returned to the meeting at 3:06 p.m.

2. Director of Engineering and Public Works - Budget Amendment and Tender Award - Syme Bridge Replacement

0447-2014 Moved: Councillor Wallace Richmond
 Seconded: Councillor Eliason
 THAT: the 2014 - 2018 Financial Plan be amended to reflect additional funding for the Syme Bridge Construction Project of \$195,000.00 from the following sources in the 2014 Budget Year:

Administration Wages	\$65,000.00
Syme Bridge - Design Project	\$15,000.00
Engineering Wages	\$10,000.00
4 Street Connector Reserve	\$70,000.00
Building Permit Revenue	\$35,000.00
	<u>\$195,000.00</u>

AND THAT: Council award Contract No. ENG2014-62 to IOTA Construction Ltd. in accordance with the tendered unit prices for \$572,127.00 plus applicable taxes.

Councillor Flynn left the meeting at 3:14 p.m. and returned at 3:15 p.m.

CARRIED UNANIMOUSLY

11. **STAFF REPORTS** - Continued

3. **Director of Engineering and Public Works - Machinery and Equipment Capital Budget Amendment - Unit No. 38 Parks Irrigation Van Replacement**

0448-2014

Moved: Councillor Flynn

Seconded: Councillor Jamieson

THAT: the 2014 - 2018 Financial Plan be amended to reflect the following change in the 2014 Budget Year:

Van (Parks) Unit No. 38 - Incremental Increase - \$5,000.00 for a total budget amount of \$50,000.00; and

1 Ton Crew Cab Truck - Unit No. 73 - Decrease \$5,000.00 for a total budget amount of \$55,000.00.

CARRIED UNANIMOUSLY

4. **Corporate Officer - Salmon Arm Museum and Heritage Association - Fee for Service and Lease Agreement**

0449-2014

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the Mayor and Corporate Officer be authorized to execute the fee for service and lease agreement with the Salmon Arm Museum and Heritage Association for a five (5) year term from January 1, 2015 to December 31, 2019, subject to Community Charter advertising requirements.

CARRIED UNANIMOUSLY

5. **Corporate Officer - Janitorial Services Contracts for City Hall / Court House Facility, Public Works Building, Fire Halls & RCMP Detachment**

0450-2014

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: Council award the City Hall / Court House Facility - Janitorial Services Contract to 6-4 Building Maintenance Ltd. at the tendered price of \$118,572.00 (plus GST) for the period of January 1, 2015 to December 31, 2017, and authorize the Mayor and Corporate Officer to execute the contract for same, with the option to extend the contract for a further two (2) year term;

AND THAT: Council award the Public Works Building - Janitorial Services Contract to TBCP Holdings dba Bliss Commercial Cleaning at the tendered price of \$22,279.80 (plus GST) for the period of January 1, 2015 to December 31, 2017, and authorize the Mayor and Corporate Officer to execute the contract for same, with the option to extend the contract for a further two (2) year term;

11. STAFF REPORTS - Continued

5. Corporate Officer - Janitorial Services Contracts for City Hall / Court House Facility, Public Works Building, Fire Halls & RCMP Detachment - Continued

AND THAT: Council award the City of Salmon Arm Fire Halls - Janitorial Services Contract to Salmon Arm Janitorial at the tendered price of \$14,220.00 (plus GST) for the period of January 1, 2015 to December 31, 2017, and authorize the Mayor and Corporate Officer to execute the contract for same, with the option to extend the contract for a further two (2) year term;

AND FURTHER THAT: Council award the RCMP Detachment - Janitorial Services Contract to 6-4 Building Maintenance at the tendered price of \$36,060.00 (plus GST) for the period of January 1, 2015 to December 31, 2017, and authorize the Mayor and Corporate Officer to execute the contract for same, with the option to extend the contract for a further two (2) year term.

CARRIED UNANIMOUSLY

12. NEW BUSINESS

13. COUNCIL STATEMENTS

1. Committees of Council/Agency Representatives

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

14. NOTICE OF MOTION

15. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

16. OTHER BUSINESS

17. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 3:52 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

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

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

18. DISCLOSURE OF INTEREST

Councillors Harrison, Jamieson and Lavery declared a conflict of interest with items 19.2 as they are employed by The Board of Education of School District No. 83.

19. HEARINGS**1. Development Variance Permit Application VP-406 [B. Bennett & S. Wood; 1220 & 1191 - 4 Street SE; Servicing Variances]**

0451-2014

Moved: Councillor Harrison

Seconded: Councillor Eliason

THAT: Development Variance Permit No. VP-406 be authorized for issuance for Lot 1, Plan 1915 and Lot 2, Plan 26357, Sec. 11, Tp. 20, R. 10, W6M, KDYD, to vary the provisions of Section 4.2 of Subdivision and Development Servicing Bylaw No. 3596 as follows:

1. Waive the requirement to provide a Category B geotechnical report and upgrade the extension of 4 Street SE and the T-turn around to a gravel standard;
2. Waive the requirement to register a road reserve for future widening of 7 Street SE;
3. Waive the requirement to extend a water main from 10 Avenue SE to the south end of 4 Street SE and service proposed Lots 1 and 2 with single, metered water service connections from the main extension;
4. Waive the requirement to extend a sanitary sewer main from 10 Avenue SE to the south end of 4 Street SE and service proposed Lots 1 and 2 with single, sanitary sewer service connections; and
5. Waive the requirement to extend a storm sewer main from 10 Avenue SE to the south end of 4 Street SE and service proposed Lots 1 and 2 with single, storm sewer connections;

19. HEARINGS - Continued1. Development Variance Permit Application VP-406 [B. Bennett & S. Wood; 1220 & 1191 - 4 Street SE; Servicing Variances] - Continued

AND THAT: Council authorize the expenditure of \$10,000.00 from the Development Cost Charge Roads Reserve Fund to acquire additional land for the Auto Road Connector;

AND FURTHER THAT: the 2014 Financial Plan be amended to reflect the acquisition of land for the Auto Road Connector funded from the Development Cost Charge Roads Reserve Fund in the amount of \$10,000.00.

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

Submissions were called for at this time.

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

CARRIED UNANIMOUSLY

Councillors Harrison, Jamieson and Lavery declared a conflict of interest and left the meeting at 7:05 p.m.

2. Development Variance Permit Application VP-408 [School District No. 83; 171 - 30 Street SE; Servicing Variances]

0452-2014

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Development Variance Permit No. VP-408 be authorized for issuance for Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP53714 which will vary the provisions of Subdivision and Development Servicing Bylaw No. 3596 as follows:

1. Waive the requirement to upgrade Okanagan Avenue East to the Urban Collector Development Standard along the frontages of proposed Lot 1 and Remainder;
2. Waive the requirement to provide fire hydrants along Okanagan Avenue East and 30 Street SE;
3. Reduce the street lighting requirements as per Gentech Engineering Inc. Plan SD14-1524 dated September 23, 2014 and attached as Appendix 6;

19. HEARINGS - Continued2. Development Variance Permit Application VP-408 [School District No. 83; 171 - 30 Street SE; Servicing Variances] - Continued

AND THAT: Development Variance Permit No. VP-408 be applicable only to the subdivision of proposed Lot 1 and Remainder as shown on the sketch plan of subdivision by Brown Johnson Land Surveyors Ltd. date stamped received March 8, 2014, File No. 198-13;

AND FURTHER THAT: Issuance of Development Variance Permit No. VP-408 be withheld subject to the registration of a Section 219 *Land Title Act* Covenant restricting any further subdivision or development on proposed Lot 1 until the lot is fully serviced to City standards.

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

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:10 p.m. and the motion was:

CARRIED UNANIMOUSLY

Councillors Harrison, Jamieson and Lavery returned to the meeting at 7:10 p.m.

20. PUBLIC HEARING1. Zoning Amendment Bylaw No. 4076 [ZON-1017; 0931996 BC Ltd./ I. McDiarmid; 530 - 1 Avenue SE]

The Director of Development Services explained the proposed Zoning Amendment.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4076 was declared closed at 7:14 p.m.

21. RECONSIDERATION OF BYLAWS1. Zoning Amendment Bylaw No. 4076 [ZON-1017; 0931996 BC Ltd./ I. McDiarmid; 530 - 1 Avenue SE] - Third Reading

0453-2014

Moved: Councillor Jamieson

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4076 be read a third time.

CARRIED UNANIMOUSLY

22. QUESTION AND ANSWER PERIOD

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

23. ADJOURNMENT

0454-2014

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Regular Council Meeting of December 8, 2014, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:15 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

MAYOR

Adopted by Council the day of 2014.

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Item 7.1

CITY OF SALMON ARM

Date: January 12, 2015

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee Meeting Minutes of January 5, 2015, be received as information.

Vote Record

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

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

DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in the Council Chamber of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, January 5, 2015**

PRESENT:

Mayor N. Cooper
 Councillor K. Flynn
 Councillor C. Eliason (entered the meeting at 8:06 a.m.)
 Councillor T. Lavery
 Councillor L. Wallace Richmond

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

ABSENT:

Councillor A. Harrison
 Councillor K. Jamieson

1. CALL TO ORDER

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

2. DECLARATION OF INTEREST

No interest was declared.

3. PUBLIC PRESENTATIONS

No items.

4. STAFF REPORTS

1. Zoning Application No. ZON-1019 [A. & C. Malli and P. Chahal; 1141 - 7 Avenue SE; R-1 to R-8]

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 3, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP79114 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

CARRIED UNANIMOUSLY

4. STAFF REPORTS – Continued

2. Zoning Amendment Application No. ZON-1020 [Piccadilly Place Mall; 1151 – 10 Avenue SW; Text Amendment: Add “Financial Institution” as a permitted use in the C-7 Zone]

Moved: Councillor Flynn

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 as follows:

Section 21.3 - Add *financial institution* to the list of Permitted Uses in the C-7 - Shopping Centre Commercial Zone.

Councillor Eliason entered the meeting at 8:06 a.m.

DEFEATED UNANIMOUSLY

3. Public Notice – Communication System Location and Consultation Policy Public Input Meeting (Hard Copy Binders Distributed) – For Information

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Public Input meeting format be approved as amended to allow presentations of five (5) minutes and two (2) minutes per person.

CARRIED UNANIMOUSLY

5. IN-CAMERA

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: pursuant to Section 90(1) of the Community Charter, the Development and Planning Services Committee move In-Camera.

CARRIED UNANIMOUSLY

The Committee moved In-Camera at 8:21 a.m.

The Committee returned to Regular Session at 9:20 a.m.

6. LATE ITEMS

No items.

7. ADJOURNMENT

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee meeting of January 5, 2015, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:21 a.m.

Minutes received as information by Council
at their Regular Meeting of _____, 2015.

Mayor Nancy Cooper
Chair

Item 7.2

CITY OF SALMON ARM

Date: January 12, 2015

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Shuswap Regional Airport Operations Committee Meeting Minutes of September 17, 2014, be received as information.

Vote Record

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

Opposed:

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



**SHUSWAP REGIONAL AIRPORT
OPERATIONS COMMITTEE
WEDNESDAY, SEPTEMBER 17, 2014
TIME: 10:00 A.M.
MEETING ROOM 100 - CITY HALL**

Minutes of the Airport Operations Committee Meeting held in Meeting Room 100, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC on Wednesday, September 17, 2014.

Present: Chad Eliason, Councilor
Doug Pearce, Salmon Arm Flying Club
Mark Olson, Hangar Owner
Keith Watson, Airport Manager
John McDermott, Lakeland Ultralights
Robert Niewenhuizen, City of Salmon Arm
Rob Hein, City of Salmon Arm
Jason Chernoff, City of Salmon Arm

Absent: Mayor Daryl Trouton, District of Sicamous
Terry McGillivray, Hangar Owner
Tom Hansen, Rapattack
Brad Demille, DeMille's Farm Produce
Steve Rafael, Shuswap Air
Gord Newnes, Hangar Owner

The meeting was called to order at 10:05 am by Chairperson Chad Eliason.

1. Minutes of Meeting: Airport Operations Committee Meeting – April 1, 2014

Motion: M. Olson / D. Pearce
To: Receive minutes as information

Carried Unanimously

2. Minutes of Meeting: Airport Safety Committee Meeting – Sept 09, 2014

- Minutes were not available for this meeting

3. Airport Manager Update

- Normal operations
- Fuel sales are down from last year
- New office computer and printer (City) has been ordered - computer will be added to the 2015 upgrade
- Internet connection at the Gas Shack - City is working with the existing provider as well as Telus (fibre optic connection). Bill Emblau to provide an update

Received As Information

Shuswap Regional Airport (Salmon Arm) Operations Committee - Minutes

4. Airport 2015 Budget Review

- Discussion of detailed worksheet, outlining revenues, expenditures and transfer of monies to reserve funds

Motion: M. Olson / D. Pearce

To: Accept budget as presented

Carried Unanimously

5. Other Business

5.1 Hangars

- M. Olson inquired into the construction of new hangars and lease lots
- No new hangar leases will be considered or approved until the following projects are completed (as previously discussed):
 - Greenfields study (environmental review) to determine location of existing contaminated sites, a Phase II has been requested for consideration in the 2015 budget
 - Airport Development Plan updates – to assist in determining the best location for airport expansion. This process is underway and should be complete early in the New Year
 - City will accept formal inquiries in this regard

5.2 Fuel Sale Revenue

- Discussion was brought forward by C. Eliason regarding the use of profits above the annual budgeted amount to be placed in reserve for airport improvement projects (i.e. taxiway Charlie, apron expansion, etc.).

Motion: D. Pearce / M. Olson

To: Support the direction of any profits above the annual budgeted amount of fuel sales to be placed in the new taxiway construction reserves

Carried Unanimously

5.3 Airport Development Plan Update

- The award of this project has been made to WPS
- The consultant will commence work over the next few months with a draft plan scheduled for January 2015.

5.4 Metal Storage Containers at the Airport

- Inquiry was made to install a metal storage container at the airport
- It was felt by the committee that no additional metal storage containers (C-Cans) should be allowed at the Airport

Shuswap Regional Airport (Salmon Arm) Operations Committee - Minutes

- The existing container (temporary) which is used by the Air Cadets would remain.

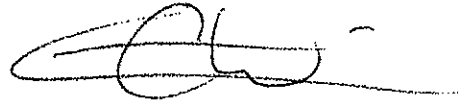
4. Adjournment

- Meeting adjourned at 11:00 a.m.

5. Next Meeting

- Next meeting scheduled for November 27, 2014 at 10:00 a.m.

Certified Correct



Chad Eliason, Councilor

Minutes received as information by Council on the day of January, 2015.

cc: Council Correspondence

Item 7.3

CITY OF SALMON ARM

Date: January 12, 2015

Moved: Councillor Jamieson

Seconded: Councillor Flynn

THAT: the Greenways Liaison Committee Meeting Minutes of December 11, 2014, be received as information.

Vote Record

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

Opposed:

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

CITY OF SALMON ARM GREENWAYS LIAISON COMMITTEE

MEETING MINUTES

Thursday, December 11, 2014
4:30 p.m.
Room 100, City Hall

Committee Members: Ken Jamieson, Committee Chair
Ed Hinman, Salmon Arm Greenways
Ian Clay, Salmon Arm Greenways
Joe Johnson, Citizen at Large
Rob Bickford, Citizen at Large
Winston Pain, Shuswap Trail Alliance
Phil McIntyre-Paul, Shuswap Trail Alliance (Non-Voting)

City Staff: Rob Hein, Manager of Roads and Parks (Non-Voting)
Chris Larson, Planning and Development Officer (Non-Voting)

The meeting was called to order at 4:35 p.m.

Members were thanked for accommodating the later meeting time.

It was noted that the GLC Citizen at Large membership advertisement had been made public.

Item 1: 2015 Greenways Budget

The GLC discussed the 2015 Greenways Budget (Appendix 1). There was discussion and some clarification provided by staff. The annual budgeting cycle was noted as a challenge with consideration of the irregular seasonal nature of trail planning and development. GLC members expressed disappointment with the budget, noting a reduction in funding despite some large potential projects on the horizon as noted in the City's Strategic Plan. The high cost of these priority projects was noted. The need for reserve funds to support such initiatives was noted.

Item 2: South Canoe Advisory Group

Recent efforts of the South Canoe Advisory Group were noted:

South Canoe Outreach Brochure

The Committee reviewed an outreach brochure (Appendix 2) developed by the South Canoe Advisory Group with Staff input. The South Canoe Advisory Group has distributed this brochure to area residents. Additional ongoing communication efforts are planned by the South Canoe Advisory Group to address concerns of some South Canoe stakeholders and area residents, including a Community Information Session meeting noted below.

South Canoe Community Information Session

The South Canoe Advisory Group held a Community Information Session meeting on November 27, 2014 to discuss ongoing efforts regarding the South Canoe Trails. GLC members in attendance noted that the feedback was positive.

Item 3: Shuswap Regional Trails Strategy

The Committee discussed the Regional Trail Strategy initiative of the CSRD and Fraser Basin Council. This initiative has brought together a wide range of groups looking at front-country, backcountry and paths parallel to highways. The City perspective will be incorporated into this initiative. Several GLC members are participating in this initiative.

Item 4: Capital Works Projects

The Committee discussed a range of potential projects for 2015, consistent with the priorities of the Greenways Strategy. These projects were further discussed within the STA project update as a part of the next agenda item.

Item 5: Update on 2014 Projects**Shuswap Trail Alliance Update**

The Shuswap Trail Alliance presented an updated projects list which was reviewed and discussed. Signage was noted as a priority.

Fish & Game Club

The signing and deactivation to address safety concerns of an informal trail leading into the Fish & Game Club was discussed. The STA has been working with the Fish & Game Club. It was noted that the north-eastern portion of the informal trail may be usable as a component of a potential future re-routed trail (to be planned and developed).

Item 6: Other

GLC members discussed exploring ways to promote the greenway network. Options discussed included transit maps, tax notices, and the recreation guide.

Item 7: Next Meeting

The next Committee meeting will be scheduled for Thursday, February 26, 2015.

Item 8: Adjournment

The meeting adjourned at 6:00 p.m.

Ken Jamieson

:CL

ATTACHMENT 1: Greenways Budget

ATTACHMENT 2: South Canoe Advisory Group outreach brochure

APPENDIX 1

2015 Greenways Projects

revised: Sept 18, 2014

Construction Projects	Budget	PO	Comment
South Canoe Connector Trail Improvements	\$10,000		
Urban Connector Trail Improvements	\$10,000		
SUB TOTAL	\$20,000		
Additional Projects			
2015 Greenway Project Planning			
West Bay/Peter Janyk Park	\$5,000		
South Canoe Management Plan (Investigation for Phase 2)	\$5,000		
Bike and School Connectors	\$5,000		
Global Signage	\$5,000		
SUB TOTAL	\$20,000		
TOTAL	\$40,000		

DID YOU KNOW

The South Canoe Trails are managed by volunteer stewards in partnership with the City of Salmon Arm and Recreation Sites and Trails BC. Under a Management Plan and Partnership Agreement with both the City and the Province, the Shuswap Trail Alliance supports a local Stewardship Advisory to guide maintenance, signage, and trail planning in the area, and act as a meeting point for interest groups.



The South Canoe Trails Advisory Group (SCTA)

Is a mix of local resident trail users (equestrian/hiker/biker), trail builders, Fish & Game Club members, STA and city staff.

The Advisory was formed in 2013 to help in the planning, building & maintenance of the **South Canoe Trail System**.

The SCTA provides input to the City of Salmon Arm and Recreation Sites & Trails BC through a partnership agreement with the Shuswap Trail Alliance.

THE SHUSWAP TRAIL ALLIANCE (STA)

Is a Non Profit Society incorporated in 2005 to develop, operate, maintain, and promote a network of non-motorized trails, waterway and hut-to-hut routes throughout the Shuswap watershed region in the Province of British Columbia for educational, recreational, economic, and environmental benefit to the public, and to do so collaboratively through community partnerships.



Governed by a board of directors, the STA is accountable to city/regional / provincial priorities & standards.

The STA currently supports over 400 km of trail regionally - with more than 20 km of those being in South Canoe - all at various stages of development, labelling, upgrades and mapping.

For the most part, this work relies on volunteer cooperation and effort.....oh and funding by donation and/or grants.

STA volunteers contribute more than their sweat equity. Ecological consultation, lobbying efforts, office work, and writing grant applications are examples of work done by volunteers of the Shuswap Trail Alliance.

Did you know: Over the past seven years local people have donated at least 23,000 hours valued at well over \$600,000 - and growing - of volunteer in-kind contributions toward building Shuswap Trails.

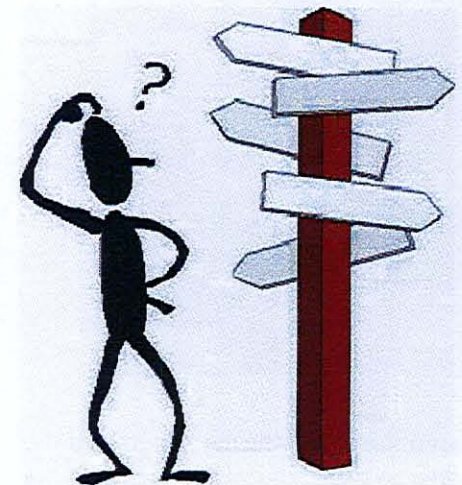
Dear South Canoe Resident.....

DID YOU KNOW

That the South Canoe Trail system and your neighbourhood are home to one of the most heavily used trail networks in the Shuswap?

First developed by equestrian, hikers & mountain bikers on an informal basis, the area is a complex zone of city, regional, leased woodlot, and private jurisdictions.

Here, more than anywhere in the Shuswap, we see multiuse that includes horses, bikers, hikers, commercial logging, and hunting & pistol/rifle/shotgun range activity – connecting communities & drawing users from throughout the entire region.



A State of Confusion in South Canoe?

Stay Informed Electronically

Sign up for regular trail updates & bulletins from the South Canoe Advisory/Shuswap Trail Alliance by sending your email to:



info@shuswaptrails.com

Keep your eye on the [Shuswap Trails Web Site](http://www.shuswaptrails.com) to stay abreast of meetings, planning sessions, work parties in South Canoe (and elsewhere in the Shuswap):

www.shuswaptrails.com

Keep the South Canoe Advisory & Shuswap Trail Alliance informed

Please send your comments, concerns, suggestions & observations to:

trailreport@shuswaptrails.com

Attend Informational Sessions or Meetings

The Shuswap Trail Alliance Regional Stewardship Meeting is on **Nov 8, 2014** at the Field of Dreams Clubhouse:

- Regional Trail Review & Planning 1:30 – 5:30
- Potluck Celebration 5:30 to 7:30

The South Canoe Information Session is on **Nov 27, 2014** at the Salmon Arm Rec Center:

- Room 1 @ 7:00 pm

The STA Silent Auction & Fund Raiser is planned for **Feb 6, 2015** at the Salmon Arm Rec Center.



This information brochure was prepared and distributed by the South Canoe Trail Advisory in consultation with the City of Salmon Arm. October 2014

Volunteer

- Services, materials, time or labor at one of the Spring/Fall work parties.



"Ponies" donating their muscle to Trail Building April 2014

Donate

- You can direct funds specifically for use on the South Canoe Trail Network.
- See the Donate Tab on the STA Web Site, or mail a cheque to the STA PO Box 1531 Salmon Arm, BC V1E 4P6 with **"South Canoe Trails"** on the memo line.

Item 7.4

CITY OF SALMON ARM

Date: January 12, 2015

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Downtown Parking Commission Meeting Minutes of November 18, 2014, be received as information.

Vote Record

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

Opposed:

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



**DOWNTOWN PARKING COMMISSION
TUESDAY, NOVEMBER 18, 2014
TIME: 8:00 A.M.
MEETING ROOM 100 - CITY HALL**

Minutes of the Downtown Parking Commission Meeting held in Meeting Room 100, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC on Tuesday, November 18, 2014 at 8:00 a.m.

Present:

City of Salmon Arm
Representatives:

Vic Hamilton
Bill Laird

Downtown Improvement Association
Representatives:

Regan Ready
Gerald Foreman
Cathy Ingebrigtsen

Resource Personnel:

Robert Niewenhuizen, Director of Engineering &
Public Works
Jennifer Wilson, City Engineer
Denise Reimer, Councilor

Absent:

Cookie Langenfeld
James Cowling
Marcel Bedard

The meeting was called to order at 8:08 am, by Chairperson Gerald Foreman

1. Minutes of Meeting: October 21, 2014

Motion: D. Reimer / B. Laird
To: Receive minutes as information.

Carried Unanimously

2. Inner Core Parking Lot Update

- Issues regarding crowding as a result of Hudson NW parking lot now taken care of by upgrading to Personalized from monthly stalls
- Issues with oversized vehicles in lot – stalls have been moved to accommodate
- Personalized stalls 100% sold

Received As Information

3. Hudson Avenue NW Parking Lot Update

- 94% of monthly stalls in use
- 55% of personalized stalls in use

Received As Information

4. Correspondence

5. Any Other Business

- Look at cost of upgrading ticket machines vs. multiple meters in a block (\$7,000/machine \$5,000/handheld = \$12,000 per machine)
- Consideration of sliding rates for parking (ticket machines) (max 3 hrs)
- Downtown levy update – lowered as being supported by general tax revenue
- Hudson Avenue upgrades 2016, design in 2015

Received As Information

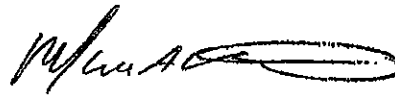
6. Adjournment

- Motion to adjourn
- Next meeting scheduled for December 16, 2014

Motion: B. Laird / V. Hamilton
To: Adjourn meeting at 8:35 am

Carried Unanimously

Certified Correct



Marcel A. Bedard,
 ByLaw Enforcement Officer

Minutes received as information by Council on the day of January, 2015.

cc: Downtown Improvement Association
 Kevin Pearson, Director of Development Services
 Council Correspondence

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Item 8.1

CITY OF SALMON ARM

Date: January 12, 2015

Moved: Councillor Flynn

Seconded: Councillor Jamieson

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4080 be read a first and second time.

[ZON-1019; 1141 – 7 Avenue SE; A. & S. Malli and P. Chahal; R-1 to R-8]

Vote Record

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

Opposed:

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



Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: December 15, 2014

Subject: Zoning Bylaw Amendment Application No. 1019

Legal: Lot 3, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP79114

Civic: 1141 7 Avenue SE

Owner / Applicant: Malli, A. S. & Chahal, P.

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 13, Township 20, Range 10, W6M, KDYD, Plan KAP79114 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcel is located at 1141 7 Avenue SE and is currently vacant (Appendix 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the construction and use of a new single family dwelling with an associated secondary suite.

BACKGROUND

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). The subject parcel is under construction, approximately 600 m², and meets the conditions of minimum parcel area and minimum parcel width as specified to permit a secondary suite within the proposed R-8 zone (note that due to the parcel area and width, a detached suite would not be permitted). The intent of the applicant is to develop a single family dwelling with a *secondary suite*, as shown in the plans and elevations submitted with the application (attached as Appendix 4).

The subject parcel is located on 7 Avenue SE, east of Old Auto Road SE. This area is largely comprised of R-1 zoned parcels containing single family dwellings (see Appendix 1). There are currently three R-8 zoned parcels within 200 metres of the subject parcel (Appendix 3).

Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in Medium Density Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on Zoning Bylaw parcel area requirements, the subject property has potential for the development of a secondary suite (but not a detached suite), including sufficient space for an additional off-street parking stall to serve the suite.

COMMENTSEngineering Department

Note that driveway access shall be a maximum width of 6.0 metres.

Building Department

The blueprints show a basement with the full potential for 2 secondary suites, therefore the rezoning should not move forward until there is clarification from the applicant. Concerns noted regarding parking. Actual construction of suite subject to BC Building Code.

Fire Department


No concerns.

Planning Department

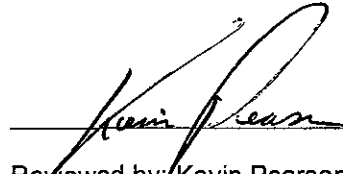
Regarding the Building Department's comments, the initial basement floor plan submitted included a secondary suite and an unidentified space of sufficient area to potentially serve as an additional suite. The proposed R-8 zoning would permit only one secondary suite. Two secondary suites would not be permitted. The applicant has since specified that their intent is to develop a single family dwelling with one associated secondary suite and have submitted revised plans (Appendix 4) reflecting this intent.

Site plans submitted (Appendix 4) indicate sufficient off-street parking space to serve both the single-family dwelling and a secondary suite.

The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. Development of a single family dwelling with an associated secondary suite requires a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.



Prepared by: Chris Larson, MCP
Planning and Development Officer



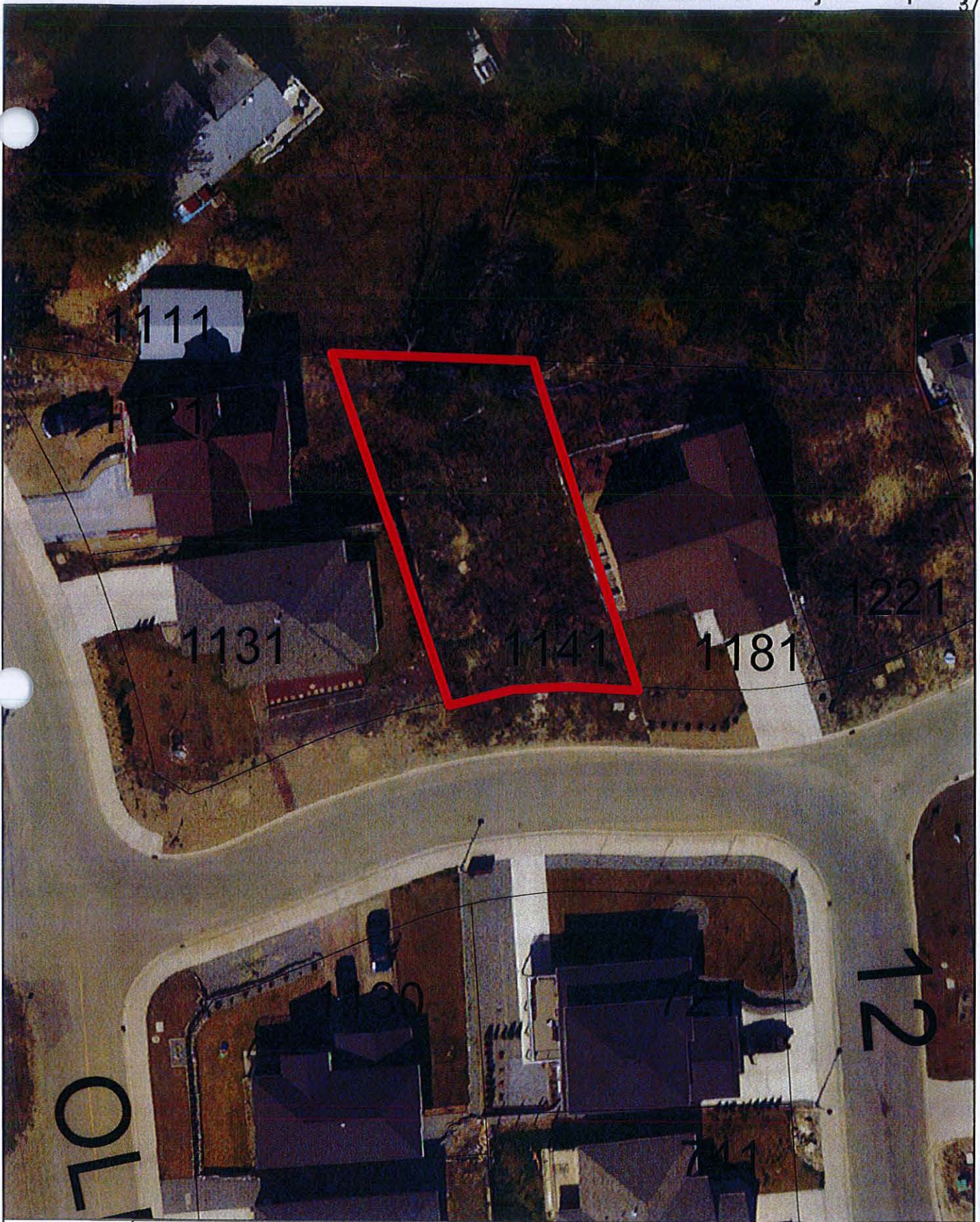
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services



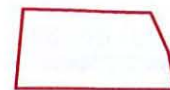
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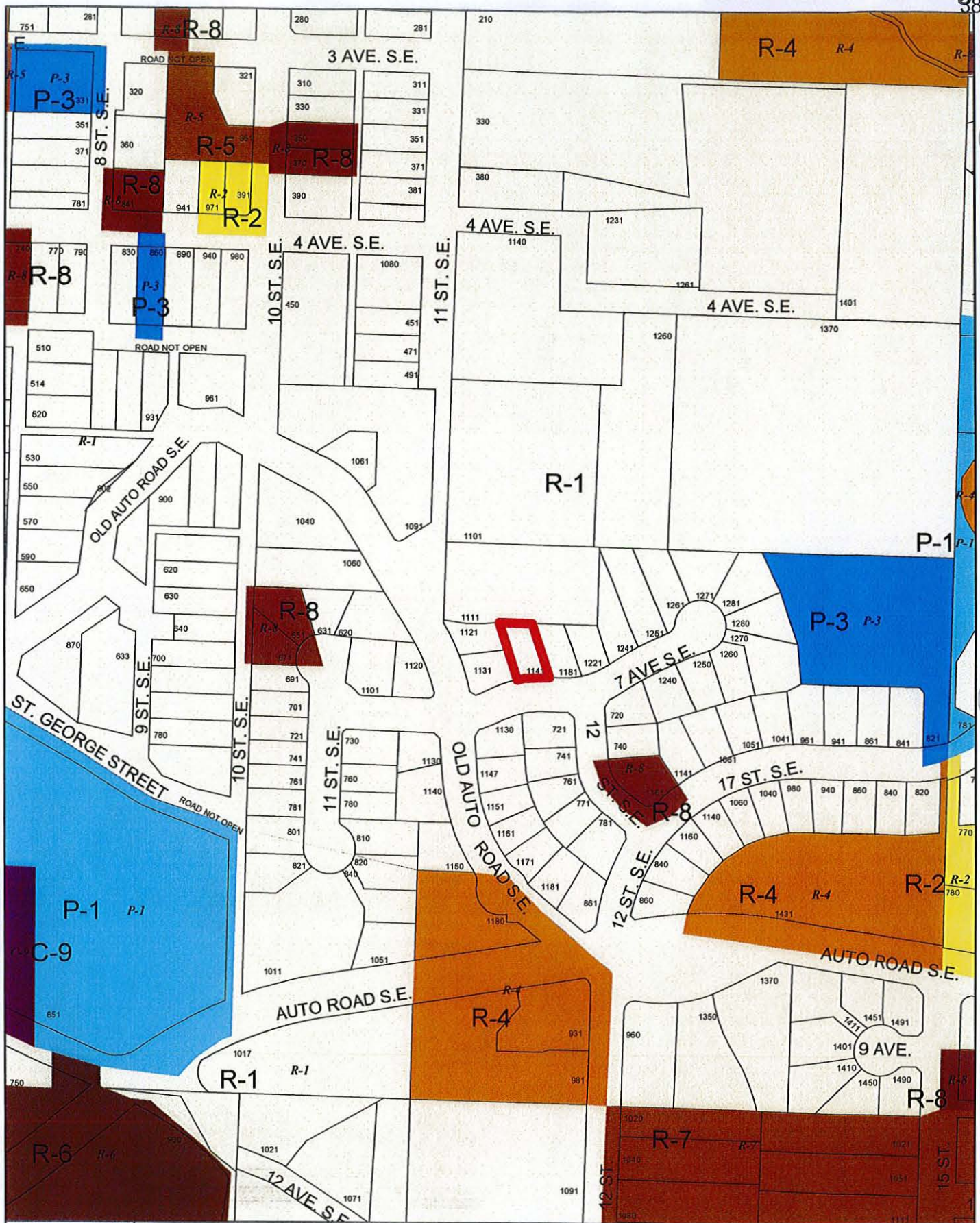
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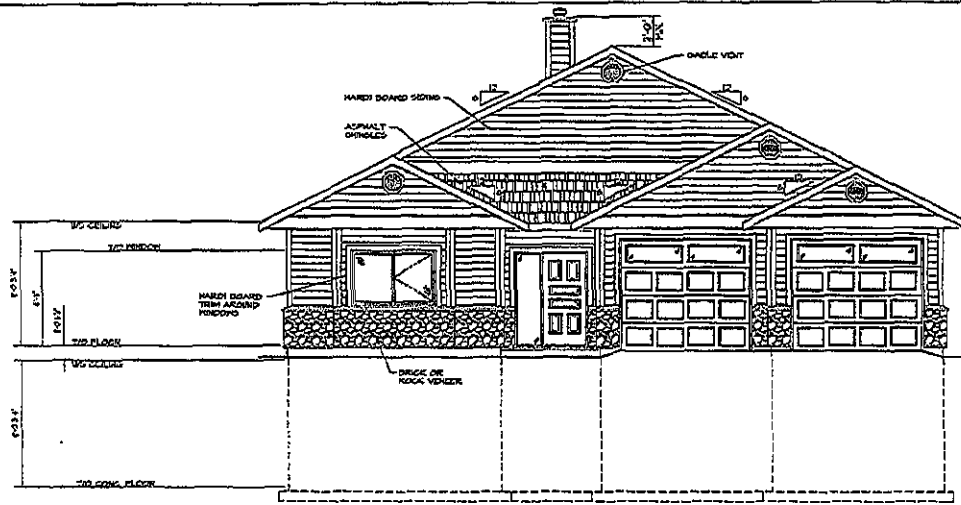
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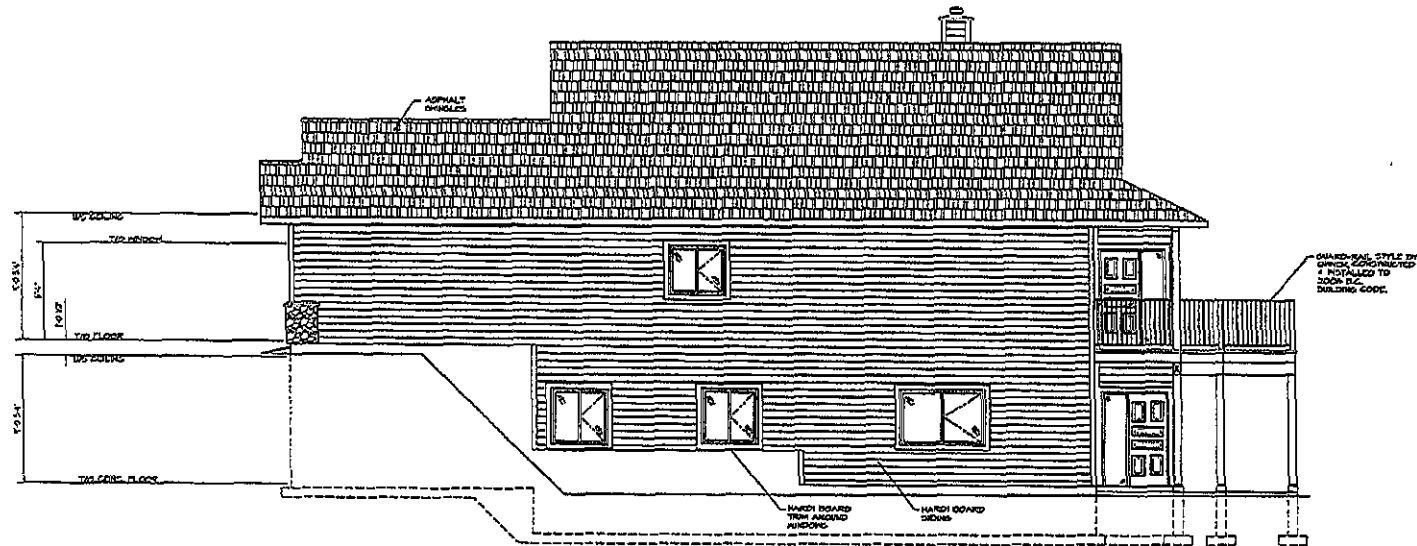
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Subject Property

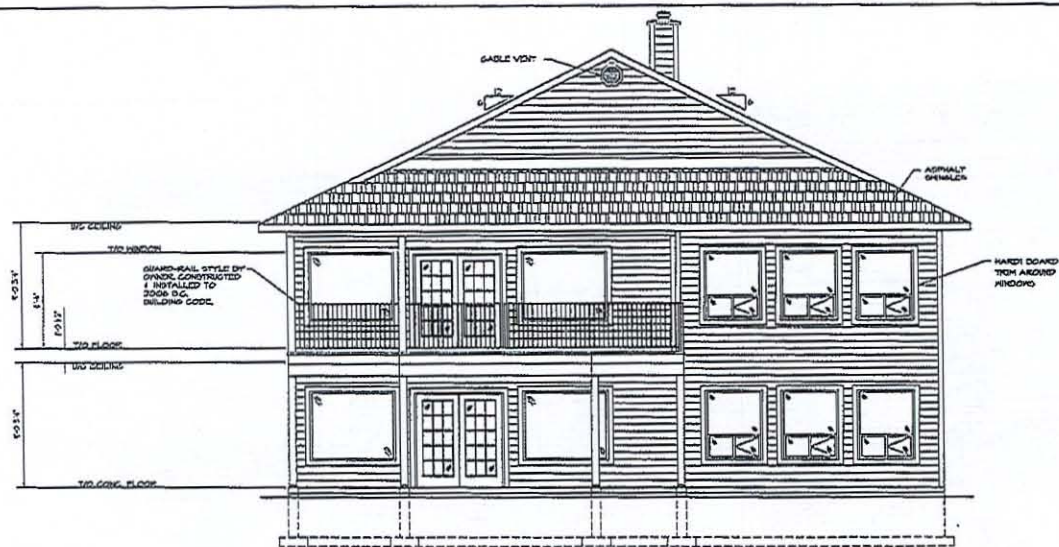


SOUTH ELEVATION

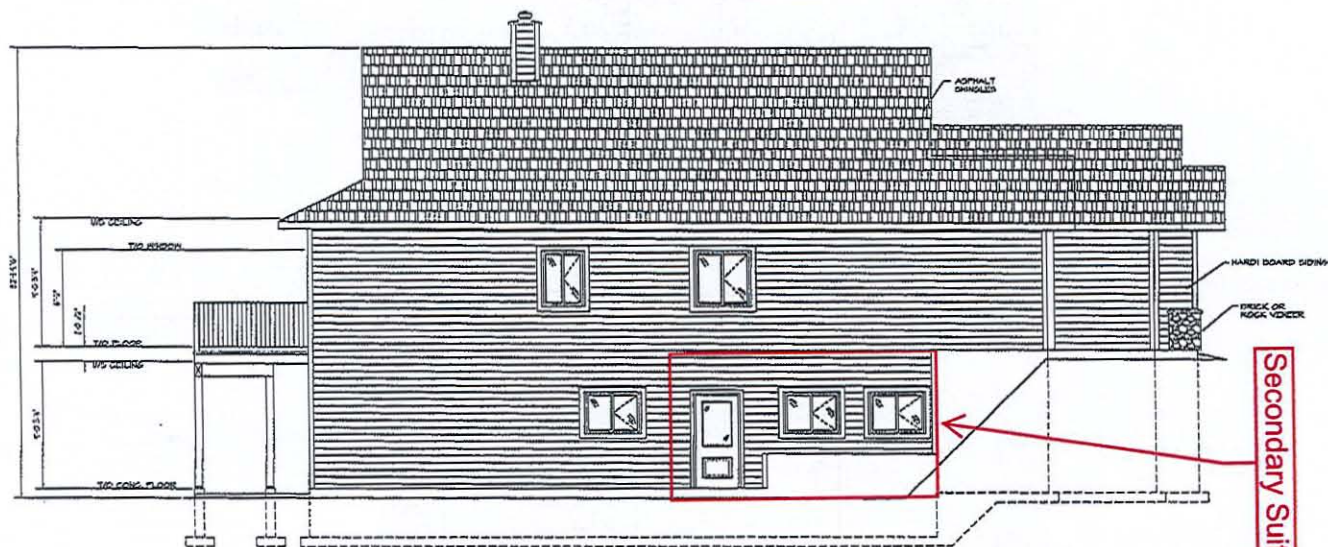


EAST ELEVATION

EAST WALL AREA = 140.1 SQ. FT. = 13.0 METERS
 13 METERS FROM PROPORTION LINE 20% ALLOWABLE OPENINGS
 THEREFORE 20% X 13 METERS = 2.6 METERS ALLOWED
 TOTAL OPENINGS IN WALL = 0.10 METERS



NORTH ELEVATION

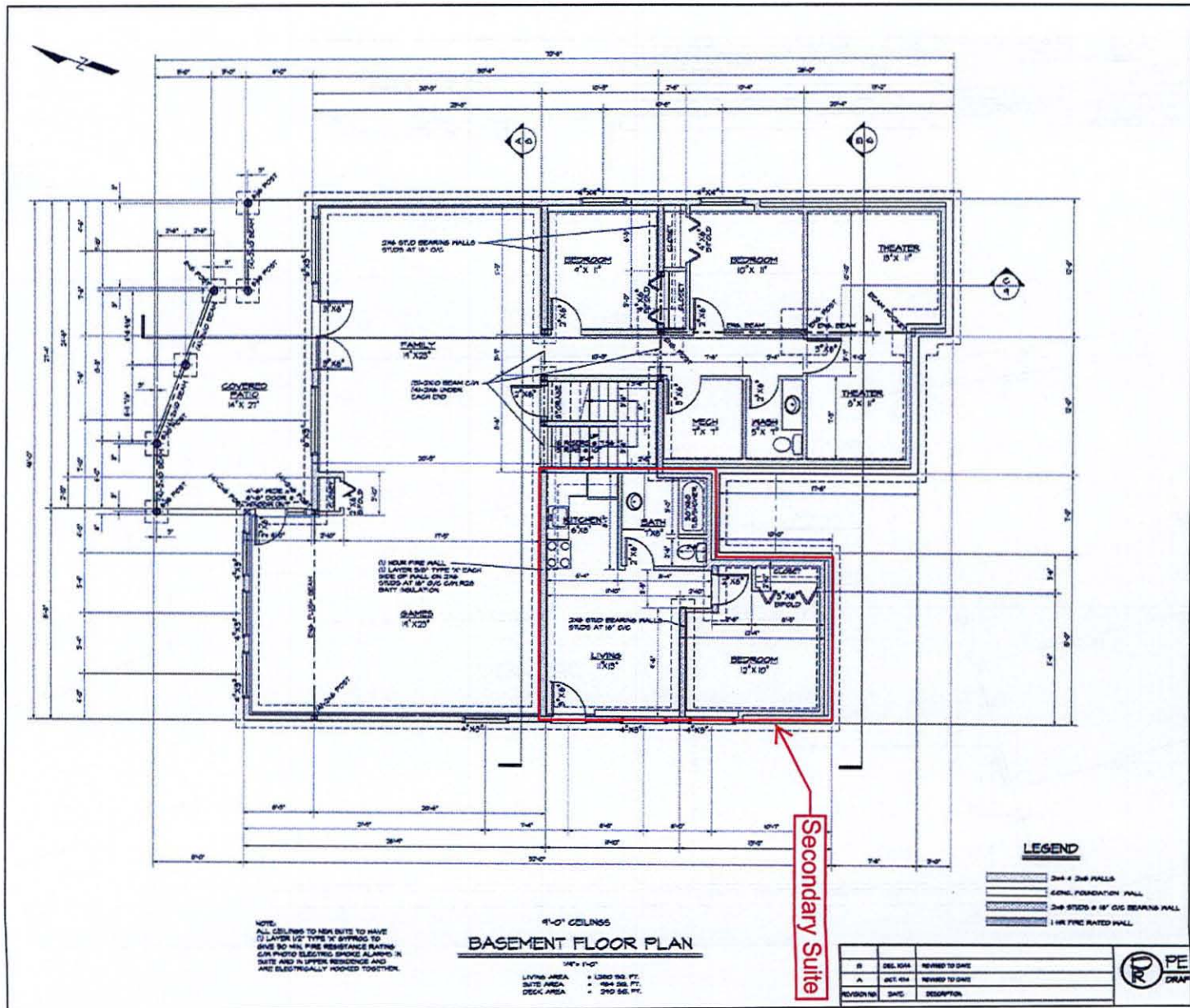


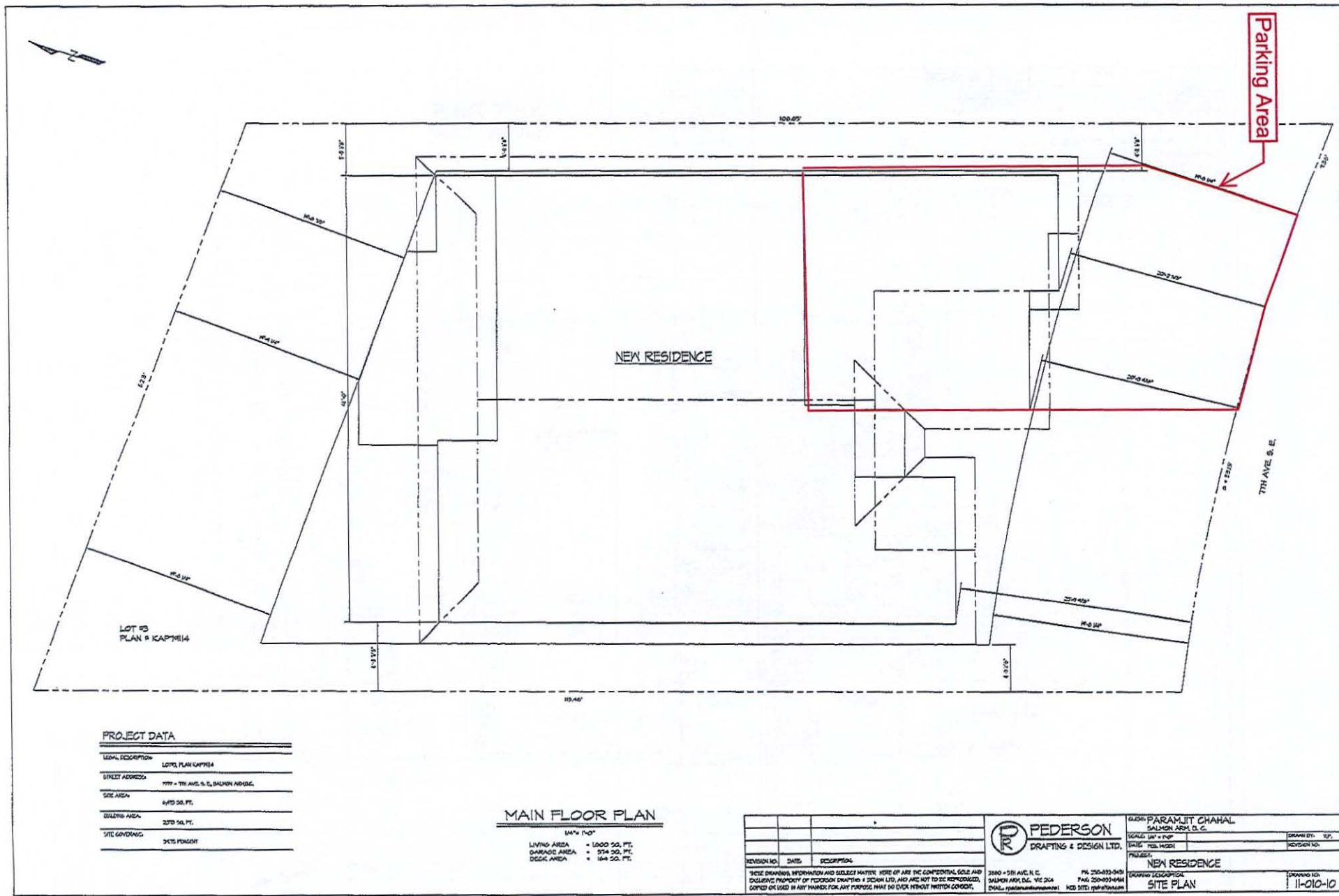
WEST ELEVATION

EAST WALL AREA = 140.2 SQ. FT. = 13.1 SQ. METERS
 51 METERS FROM PROPERTY LINE EQUALS 75 PERCENT ALLOWABLE OPENINGS
 THEREFORE 0.75 X 13.1 PERCENT = 0.98 SQ. METERS ALLOWED
 TOTAL OPENINGS IN WALL = 7.5 SQ. METERS

Secondary Suite

PEDERSON DRAFTING & DESIGN LTD.		CLIENT: PARAMJIT CHAHAL SALMON ARM, B.C.	
2800 - 27th Ave. N.E. SALMON ARM, B.C. V1C 2M4 EMAIL: jpederson@pederson.ca	TEL: 250-952-0451 FAX: 250-952-0441 WEB: www.pederson.ca	SCALE: 1/4" = 1'-0" DATE: FEB. 19, 2011 PROJECT: NEW RESIDENCE	DRAWN BY: REP. CHECKED BY: J.P. ELEVATIONS
THESE DRAWINGS, INFORMATION AND SELECT MATTER, HERE OF ARE THE CONFIDENTIAL, SOLE AND EXCLUSIVE PROPERTY OF PEDERSON DRAFTING & DESIGN LTD. AND ARE NOT TO BE REPRODUCED, COPIED OR USED IN ANY MANNER FOR ANY PURPOSE WHAT SO EVER WITHOUT WRITTEN CONSENT.		DRAWING NO: 11-010-02	





CITY OF SALMON ARM

BYLAW NO. 4080

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chamber of City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on , 2015, at the hour of 7:00 p.m. was published in the issues of the Salmon Arm Observer;

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

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

1. "District of Salmon Arm Zoning Bylaw No. 2303" is hereby amended as follows:
 - 1) Rezone Lot 3, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP79114 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone) as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "**City of Salmon Arm Zoning Amendment Bylaw No. 4080**".

READ A FIRST TIME THIS DAY OF 2015

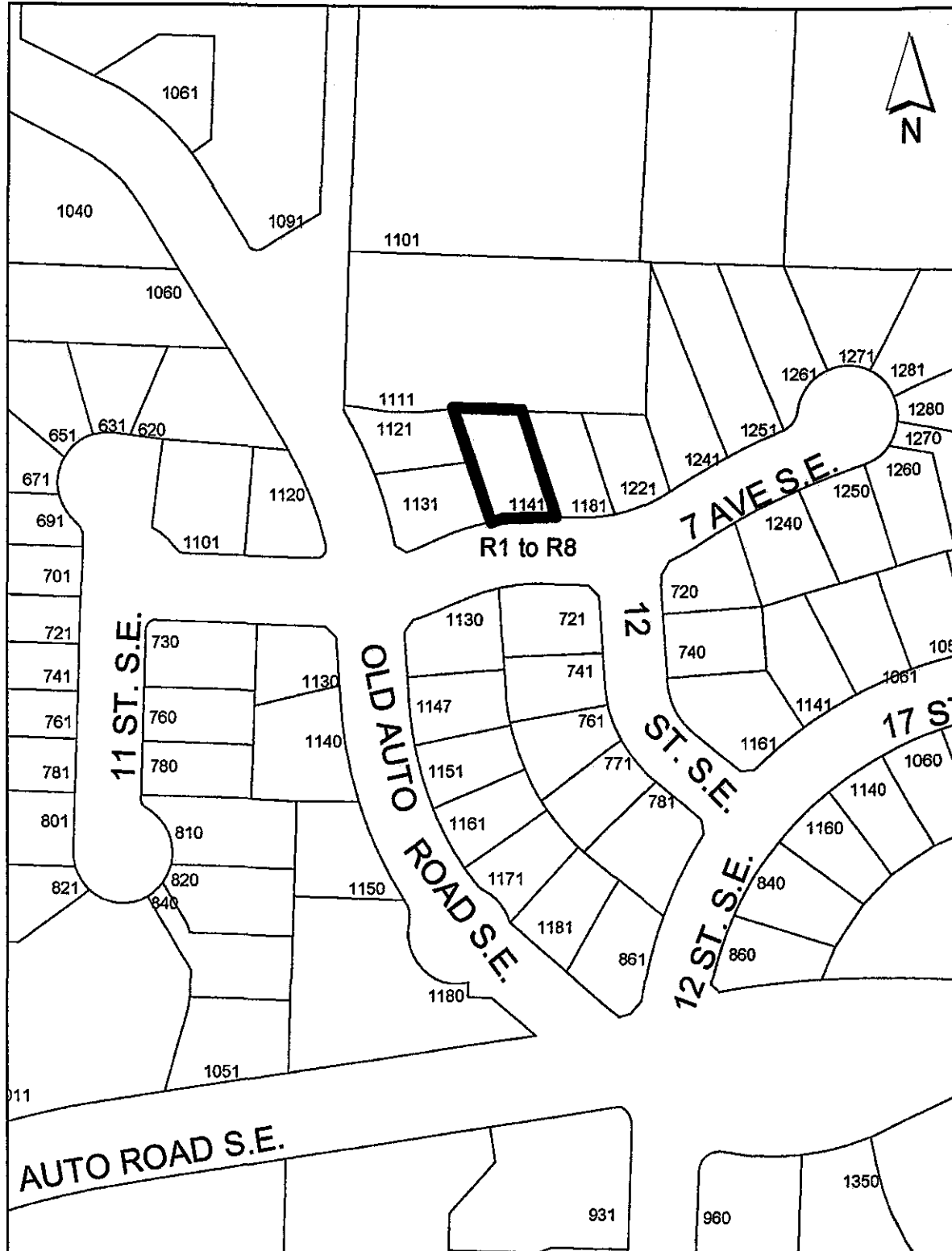
READ A SECOND TIME THIS DAY OF 2015

READ A THIRD TIME THIS DAY OF 2015

ADOPTED BY COUNCIL THIS DAY OF 2015

MAYOR

CORPORATE OFFICER



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Item 9.1

CITY OF SALMON ARM

Date: January 12, 2015

Moved: Councillor Jamieson

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4076 be read a final time.

[ZON-1017; 0931996 BC Ltd./ I. McDiarmid; 530 - 1 Avenue SE]

Vote Record

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

Opposed:

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



City of Salmon Arm

Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: October 31, 2014

Subject: Zoning Bylaw Amendment Application No. 1017

Legal: Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP25162

Civic: 530 – 1 Avenue SE

Owner/Applicant: 0931996 BC Ltd. / Ian McDiarmid

D&FC: Nov. 17/14
1ST 2ND: Nov. 24/14
PH 3RD: Dec. 08/14

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP25162 (530 – 1 Avenue SE) from R-8 (Residential Suite Zone) to R-5 (High 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.

PROPOSAL

The subject parcel is located at 530 – 1 Avenue SE (Appendix 1 and 2). The primary purpose of this proposal is to rezone the parcel from R-8 (Residential Suite Zone) to R-5 (High Density Residential Zone) in order to legalize the use of the existing building as a triplex.

BACKGROUND

The building appears to have been constructed around the mid-20th Century and was at one point used as a nurses' residence. The subject parcel is designated High Density Residential (HDR) in the City's Official Community Plan (OCP) and is currently zoned R-8 (Residential Suite Zone) in the Zoning Bylaw (Appendix 3). The HDR designation supports R-5 zoning. The mix of zones in the immediate area is predominantly R-1 and R-5 with institutional and commercial zoned properties to the north (Appendix 3).

The subject parcel was previously rezoned from R-1 to R-5 in 1996 (ZON-558) to permit conversion of the existing building into a 5-plex, with a consequent application to rezone from R-5 to R-8 in 2001 (ZON-705). This was due to financial constraints encountered by the previous owner through the renovation process in attempting to meet BC Building Code requirements for multiple dwellings (a 5-plex). The current owner's intent for the property at this time is to renovate the interior of the existing building to ensure compliance with current Building Code standards for a *triplex*, creating 3 legal dwelling units. Site photos of the subject parcel are attached as Appendix 4.

Following potential rezoning to R-5, a future significant redevelopment proposal would require a form and character development permit application to address building, site and landscaping designs. Such a development permit application would be reviewed by City staff, the Design Review Panel, and then by Council for consideration of approval.

COMMENTS

Ministry of Transportation and Infrastructure

On October 29, 2014, the Ministry granted a one-year, preliminary approval of the rezoning (Appendix 5).

Engineering Department

No objections to proposed rezoning. Comments attached (Appendix 6).

Building Department

No concerns. Owner has completed substantial works to upgrade fire separations.

Fire Department

No Fire Department concerns.

Planning Department

The surrounding residential neighbourhood has been undergoing a slow transition from older, single family housing to newer apartment and condominium development. The subject parcel is located in an area well-suited for higher density residential development, within walking distance to the City Centre and transit routes. The 2001 staff report suggests R-5 as the most appropriate zoning for the subject parcel.

As previously noted, the applicant's intent at this time is to complete interior renovations to the existing building to create a *triplex* (3 dwelling units). The owner/applicant has been active in working with the Building Department to achieve compliance with the applicable Building Code standards. R-5 use requires a minimum of 1.25 offstreet parking spaces per dwelling unit and there is ample space to provide the 4 required parking spaces (Appendix 2). Furthermore, the internal renovations currently intended are not subject to a development permit application.

While this application brings the subject property into compliance with respect to use and density, it does not meet requirements of the R-5 zone (Appendix 7) for minimum parcel width (25 metres vs. the 30 metres required) or for the interior side parcel line setback (the principal building appears to be approximately 2 metres from the eastern parcel line as per the requirements of the R-1 or R-8 zone, however a larger 2.4 metre setback is required in the R-5 zone). Future redevelopment would be required to meet applicable setbacks or may require a variance. The owner/applicant is encouraged to review Section 911 of the *Local Government Act* to understand the implications of non-conforming status.

In terms of a potential redevelopment scenario under R-5 zoning, a development permit application would be required prior to any redevelopment ($>50\text{m}^2$) to demonstrate how proposed building, site and landscape designs would address the various requirements relative to the subject parcel (including servicing, parking, as well as the form and character of the building and landscaping). As the maximum residential density permitted under R-5 zoning is 100 dwelling units per hectare, the maximum permitted density for the approximately 0.09 hectare subject parcel would be 9 dwelling units.

CONCLUSION

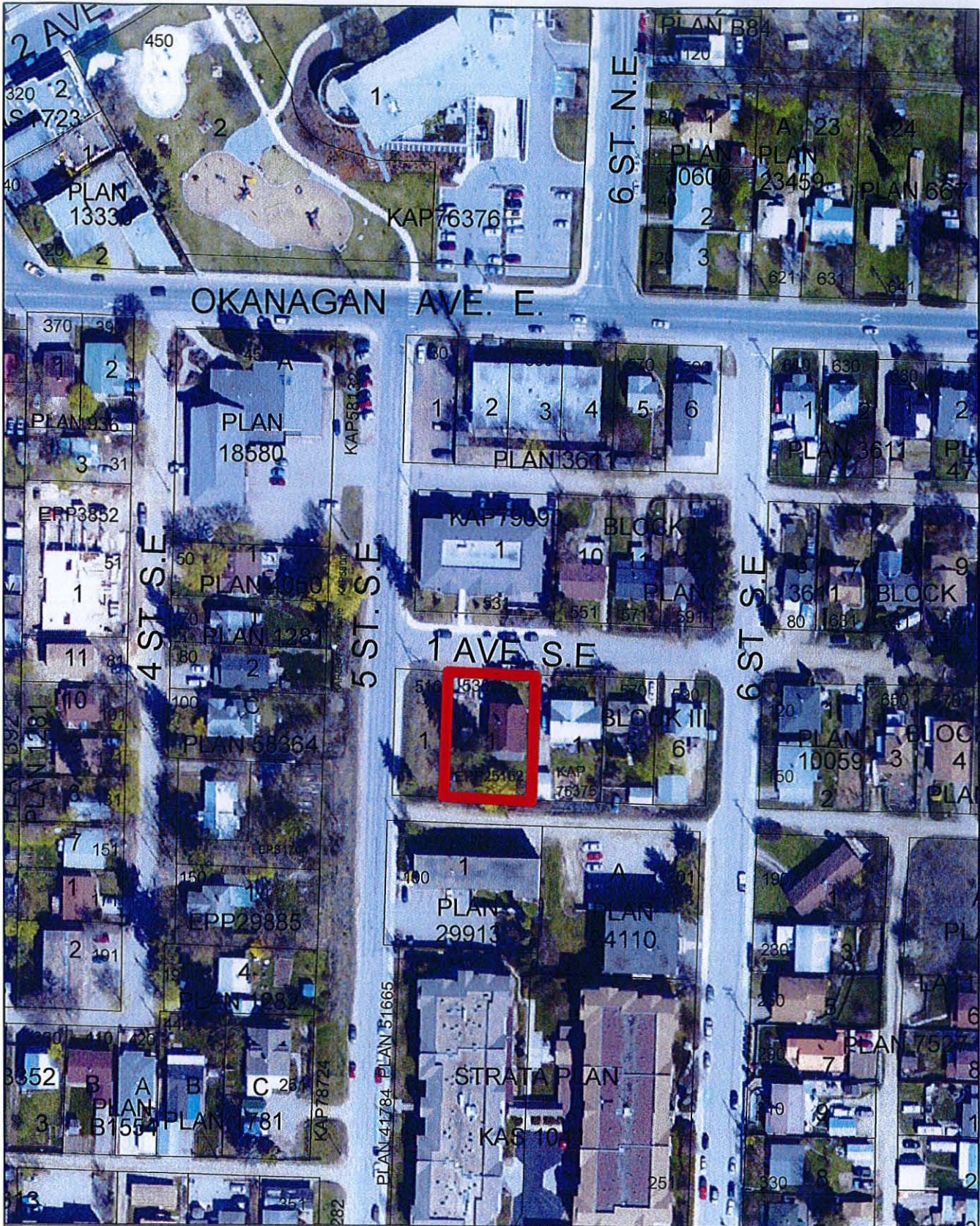
The proposed R-5 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff.



Prepared by: Chris Larson, MCP
Planning and Development Officer



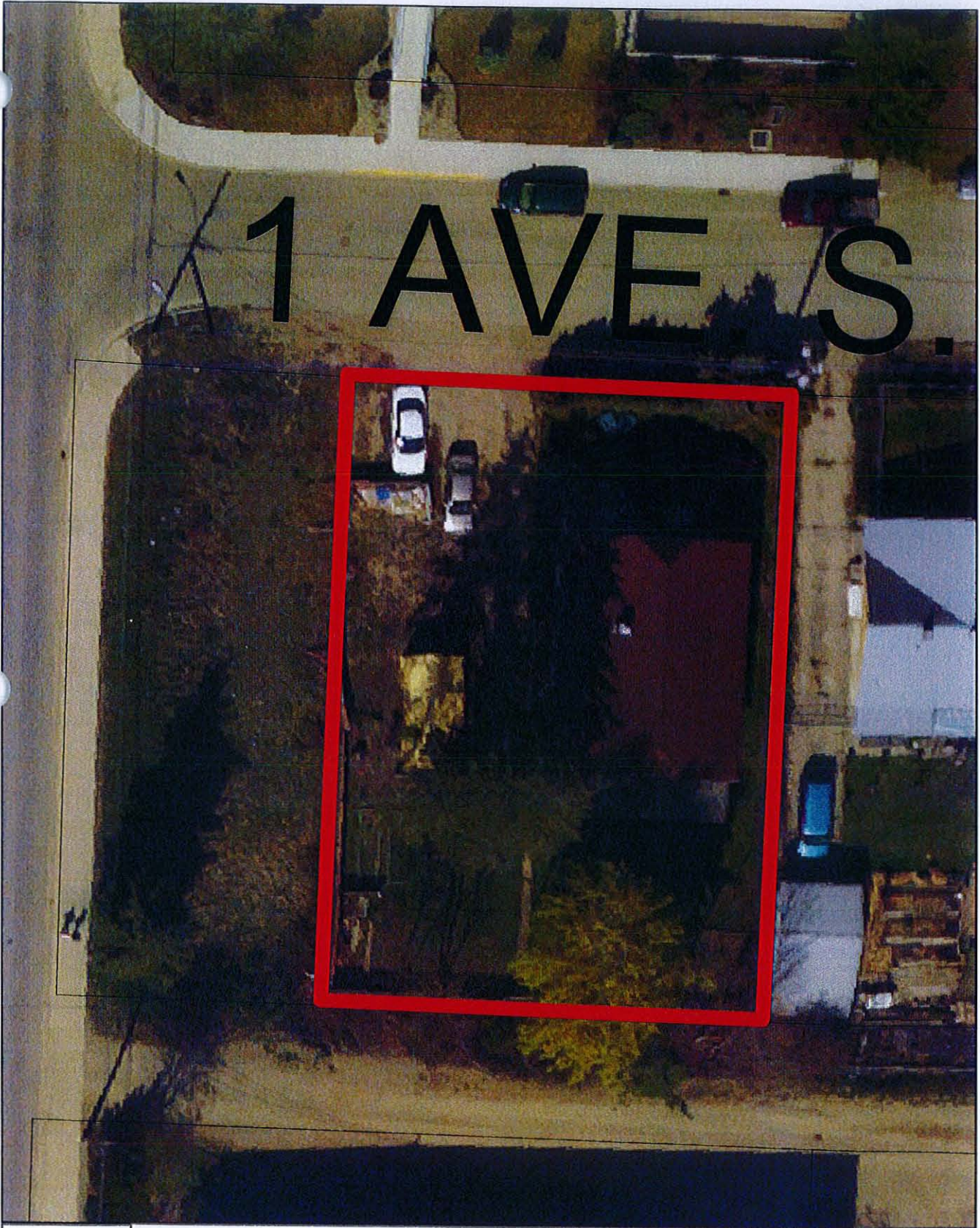
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services



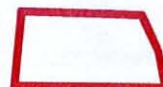
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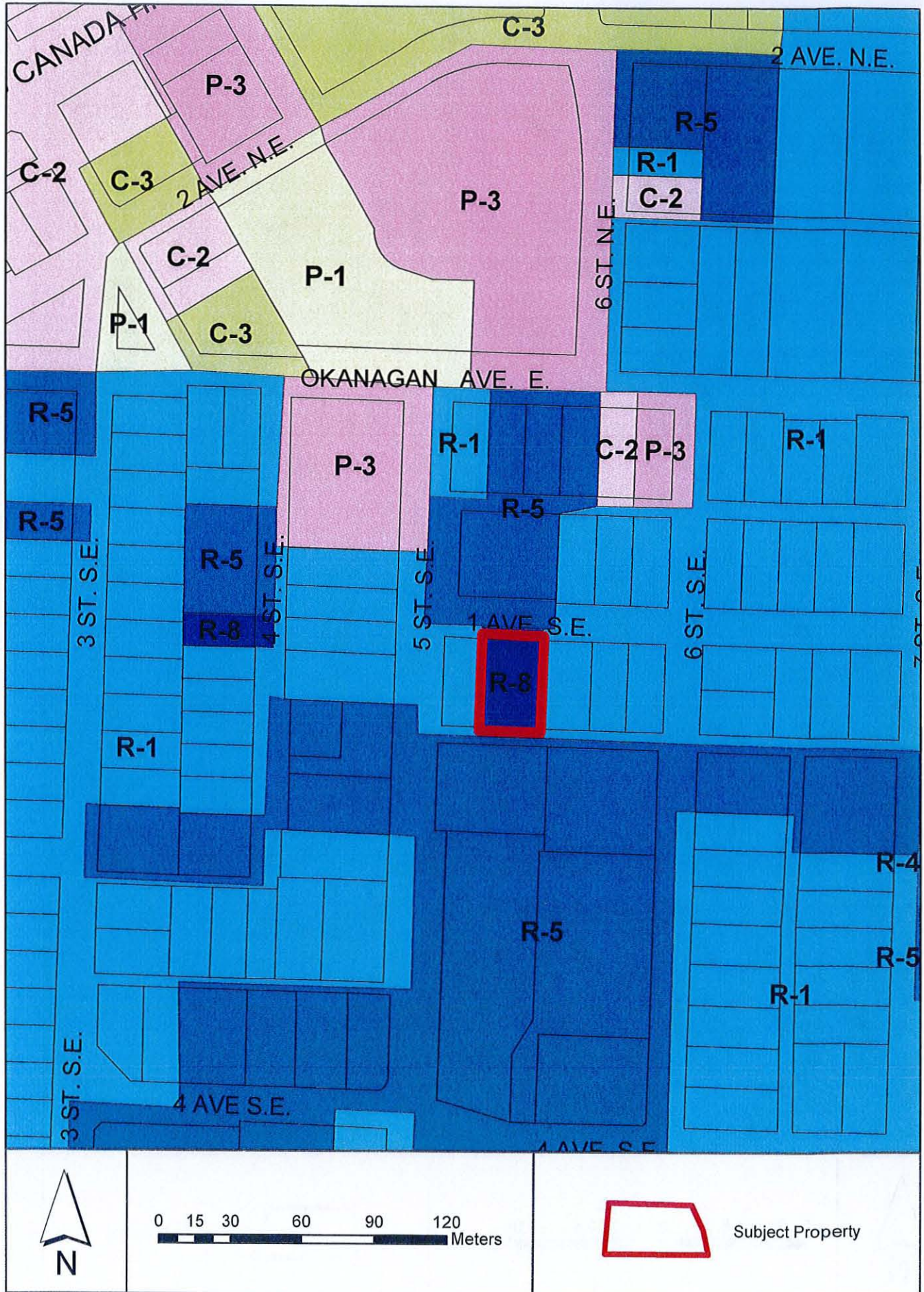
Subject Property



0 2.25 4.5 9 13.5 18 Meters



Subject Property



APPENDIX 4 – Site Photos



View south-west of subject parcel from 1 Ave SE, with 5 Street SE visible.



View south-east of subject parcel from 1 Ave SE.



BRITISH
COLUMBIA

Ministry of Transportation
and Infrastructure

APPENDIX 5: MOTI Comments
**DEVELOPMENT APPROVALS
PRELIMINARY BYLAW
COMMUNICATION**

Your File #: ZON-1017
eDAS File #: 2014-04960
Date: Oct/29/2014

City of Salmon Arm
500 2nd Ave NE
Box 40
Salmon Arm, British Columbia V1E 4N2
Canada

Re: Proposed Bylaw for:
Lot 1, Sec 14, Twp 20, Rge 10, W6M, Kamloops Division of Yale, Plan
EPP25162

Preliminary Approval is granted for the rezoning for one year pursuant to section
52(3)(a) of the *Transportation Act*.

Please note the legal description entered into our system with the application was PID
014-070-456, NE1/4, Sec 10, Tp 20, Rg 10. I believe this was an error and the above
noted comments reflect the legal description noted in the subject line.

If you have any questions please feel free to call Tara Knight at (250) 833-3374.

Yours truly,

Tara Knight
District Development Technician

Local District Address
<p>Salmon Arm Area Office Bag 100 850C 16th Street NE Salmon Arm, BC V1E 4S4 Canada Phone: (250) 503-3664 Fax: (250) 833-3380</p>



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

To: Kevin Pearson, Director of Development Services
 Date: October 22, 2014
 Prepared by: Darin Gerow, Engineering Assistant
 Subject: Proposed Rezoning Application ZON-1017E
 Legal: Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP25162
 Civic: 530 – 1 Avenue SE
 Owner: 0931996 BC Ltd. – 726 Abbington Lane, Tappen, BC, V0E 2X3
 Applicant: Same

Further to your referral dated October 6, 2014, we provide the following servicing information. The Engineering Department has no objections to the proposed re-zoning. **The following comments and servicing requirements are not conditions for rezoning; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

General:

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

Proposed Rezoning Application ZON-1017E
October 22, 2014
Page 2

Roads/Access:

1. 1 Avenue SE on the subject properties north boundary is classified as an Urban local road, requiring an ultimate road right of way dedication of 18.0 meters (9.0 meters on either side of road centerline). Based on review of existing records, 1.38 meters of road dedication is required (to be confirmed by BCLS)

1 Avenue SE is currently constructed to an interim paved rural road. Upgrading to a modified urban local road standard, in accordance with Modified Specification Drawing No. RD-2 will be required. Upgrading may include, but not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage, and underground hydro and telecommunications. Owner/developer is responsible for all associated costs.

2. The laneway on the subject properties south boundary is classified as an Urban lane requiring a road dedication of 7.3 meters. Based on review of existing records, no road dedication is required (to be confirmed by BCLS)

The laneway is currently constructed to an interim gravel laneway. Upgrading to a paved laneway, in accordance with Specification Drawing No. RD-12 will be required. As this upgrade is considered pre-mature, a 50% cash contribution in lieu of future works will be required.

3. All boulevards and driveways shall be graded at minimum 2.0% towards roadway.

Water:

1. The subject property fronts on a 200 mm diameter (Zone 1) watermain on 1 Avenue SE. No improvements are anticipated.
2. The existing lots shall be serviced by single metered water service connection (as per Specification Drawings No. W-10) adequately sized (minimum 19mm diameter) to satisfy the servicing requirements for the proposed use. Water meters will be supplied by the City at the time of building permit at the builders cost. Existing records indicate that the existing lot is serviced with a 12mm diameter water service from 1 Avenue SE. All existing inadequate/unused services must be abandoned at the main. Owner/Developer is responsible for all associated costs.
3. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012). Fire protection requirements to be confirmed with the Building Department and Fire Department.

Proposed Rezoning Application ZON-1017E
October 22, 2014
Page 3

Sanitary Sewer:

1. The subject property fronts a 200 mm diameter sanitary sewer main on 1 Avenue SE, a 150 mm diameter sanitary sewer main within an easement running along the western property line, and a 150 mm diameter sanitary sewer main in the laneway. Upgrading the 150 mm diameter sanitary main to a 200 mm diameter within the easement is required. A 50% cash contribution in lieu of future works for the upgrading of the 150 mm diameter sanitary main to a 200 mm diameter in the laneway will be required.
2. The existing lot is to be serviced by a single sanitary service connection adequately sized (minimum 100mm) to satisfy the servicing requirements of the development. Existing records indicate that the existing lot is serviced with an unknown diameter from 1 Avenue SE. All existing inadequate/unused services must be abandoned at the main; applicant is responsible for all associated costs.

Drainage:

1. The subject property fronts a 250 mm diameter storm sewer on 1 Avenue SE, a 200mm diameter storm sewer within an easement along the western property line, and a 250 mm diameter storm sewer in the laneway. As upstream and downstream pipes have been upgraded previously, upgrading the 200 mm diameter storm sewer main to a 250 mm diameter is required.
2. The existing lot is to be serviced by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Existing records indicate that the existing lot is serviced with an unknown diameter from 1 Avenue SE. All existing inadequate/unused services must be abandoned at the main; applicant is responsible for all associated costs.
3. Site drainage must be contained entirely onsite before being directed into the municipal storm sewer system. Existing drainage to be reviewed and modified where necessary to eliminate any adverse impacts on adjacent properties. Post development flows not to exceed pre-development flows. Applicant to address both major and minor storms.

Geotechnical:

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

Darin Gerow, A.Sc.T.
Engineering Assistant

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

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*:

- .1 *boarders, limited to two;*
- #2789 .2 *boarding home;*
- .3 *commercial daycare facility;*
- #2782 .4 *home occupation;*
- .5 *multiple family dwellings;*
- .6 *public use;*
- .7 *public utility;*
- #2789 .8 *rooming house;*
- #3286 .9 *triplex;*
- .10 *accessory use.*

Maximum Height of Principal Building

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

Maximum Height of Accessory Building

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

Maximum Parcel Coverage

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

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

Minimum Parcel Area

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

Minimum Parcel Width

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

Minimum Setback of Principal Buildings

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

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

#2811

Minimum Setback of Accessory Buildings

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

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

#2811

Maximum Density

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

- #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 (93218)	■ 5 units per hectare (2.0 units per acre)

Parking

10.12 Parking shall be required as per Appendix I.

20. PUBLIC HEARING

1. Zoning Amendment Bylaw No. 4076 [ZON-1017; 0931996 BC Ltd./ I. McDiarmid; 530 - 1 Avenue SE]

The Director of Development Services explained the proposed Zoning Amendment.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4076 was declared closed at 7:14 p.m.

CITY OF SALMON ARM

BYLAW NO. 4076

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chamber of City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on December 8, 2014, at the hour of 7:00 p.m. was published in the November 26 and December 3, 2014 issues of the Salmon Arm Observer;

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

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

1. "District of Salmon Arm Zoning Bylaw No. 2303" is hereby amended as follows:
 - 1) Rezone Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP25162 from R-8 (Residential Suite Zone) to R-5 (High Density Residential Zone) as shown on Schedule "A" attached hereto and forming part of this bylaw.
2. SEVERABILITY

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

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

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4076".

READ A FIRST TIME THIS 24th DAY OF November 2014

READ A SECOND TIME THIS 24th DAY OF November 2014

READ A THIRD TIME THIS 8th DAY OF December 2014

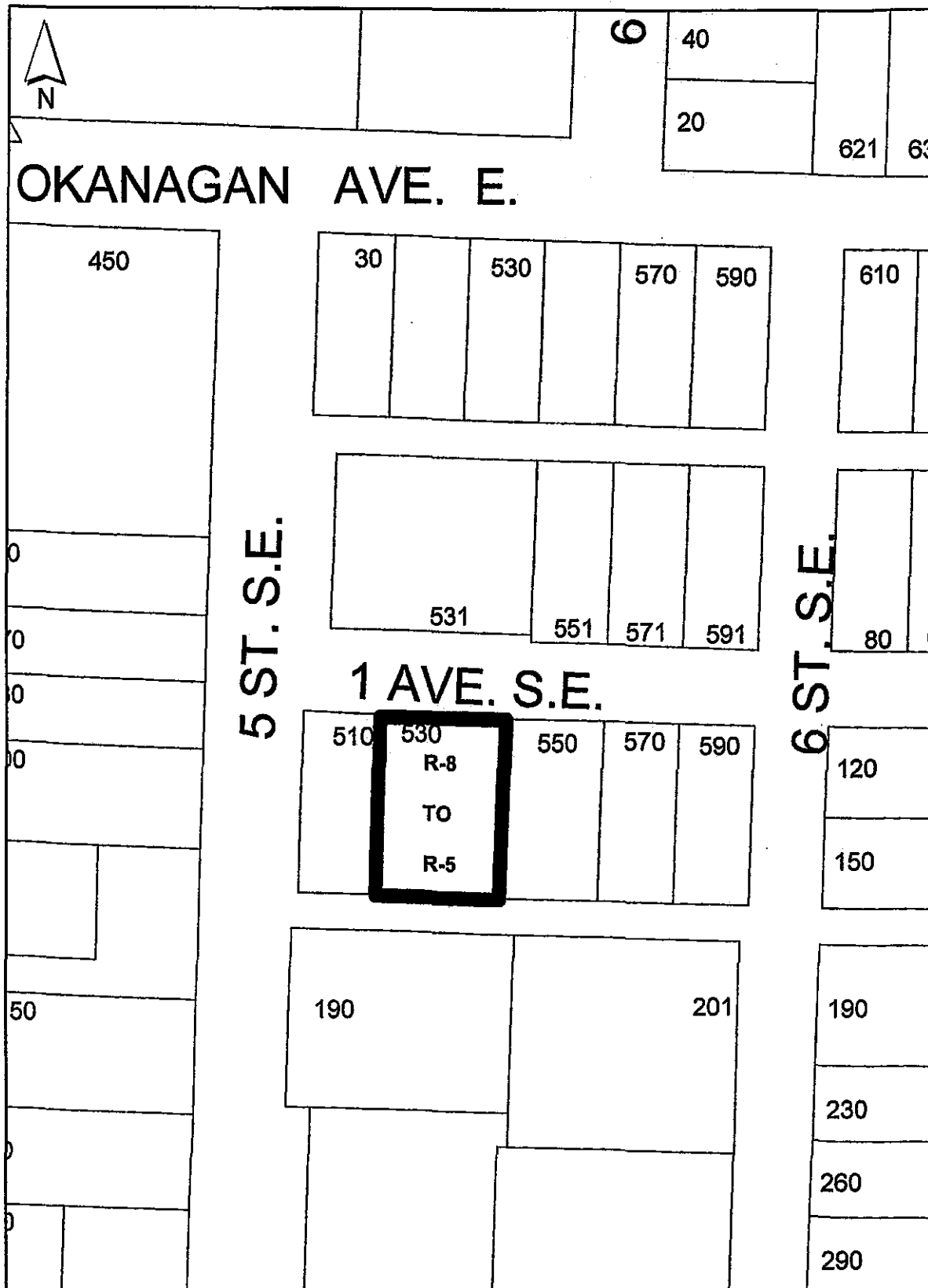
APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE 16 DAY OF December 2014


For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2015

MAYOR

CORPORATE OFFICER



INFORMATIONAL CORRESPONDENCE – January 12, 2015

1. Building Department – Building Statistics – December 2014
2. Building Department – Building Permits – Yearly Statistics
3. Director of Engineering and Public Works – letter dated December 10, 2014 – CPR Holiday Train Event
4. Corporate Officer – letter dated December 10, 2014 – Janitorial Contract Award
5. Corporate Officer – letter dated January 5, 2015 – Janitorial Contract Award
6. M. Testart – email dated November 26, 2014 – Wi-fi in the Parks Contribute to “Electrosmog”
7. J. Paquette – email dated November 27, 2014 – Wi-fi in the Parks
8. M. Testart – email dated November 30, 2014 – Antenna Siting Policy
9. A. Lockington – email dated December 1, 2014 – Please preserve the Rail Corridor for Public Use
10. D. MacQuarrie – email dated December 1, 2014 – My Gift to You
11. G. Porritt – email dated December 2, 2014 – 4551 – 71 Avenue Development
12. K. & G. Clapperton – email dated December 3, 2014 – Sicamous/ Armstrong Rail Trail
13. J. McElligott – email dated December 4, 2014 – Sicamous to Armstrong Rail Corridor
14. Dr. A. Borkent – email dated December 4, 2014 – CN Rail Corridor
15. T. Jobe – email dated December 4, 2014 – Support for North Okanagan Trail Initiative
16. A Concerned Tax Payer – letter dated December 14, 2014 – Plowing
17. W. Kanngiesser – email dated January 4, 2015 – Water Meters
18. M. Riordan – email dated January 5, 2015 – What is the problem?
19. Citizens for Safe Technology – letter dated December 8, 2014 – Shaw Contract with City of Salmon Arm for Public Wi-Fi – No Due Process
20. Downtown Salmon Arm – letter dated December 11, 2014 – Trans Canada Highway Upgrade
21. Chamber of Commerce – letter dated December 9, 2014 – Salmon Arm Visioning Committee – TransCanada Highway Upgrade
22. UBCM – letter dated December 2, 2014 – 2015 SHSI Age-friendly Community Projects & Planning Grant – Review of Application
23. UBCM – email dated December 4, 2014 – For Board/Council: Vacancies on UBCM Executive
24. SILGA – letter dated December 16, 2014 – SILGA Convention Call for Nominations and Call for Resolutions for 2015 SILGA Convention
25. Shuswap MLA Greg Kylo – letter dated November 25, 2014 – Municipal Election
26. Legislative Assembly of British Columbia – letter dated December 8, 2014 – Municipal Election
27. Okanagan College – letter dated November 25, 2014 – Municipal Election
28. The University of British Columbia – letter dated November 27, 2014 – Municipal Election
29. Canadian Mental Health Association – email dated November 28, 2014 – Shuswap Healthy Communities Coalition Meeting
30. Okanagan Mainline Real Estate Board – email dated December 4, 2014 – OMREB November 2014 Market Statistics
31. Coal Alliance – letter dated December 5, 2014 – Municipal Election
32. Fraser Basin Council – letter dated December 15, 2014 – Election
33. BC Hydro – email dated December 19, 2014 – Fosthall Creek Power Project
34. Kelowna International Airport Manager – email dated November 26, 2014 – Kelowna International Airport – Pre-board Screening

35. Mayors for Peace – email dated December 9, 2014 – Introduction of the first intern from a Mayors for Peace Member City
36. President of Mayors for Peace – email dated December 10, 2014 – Request from a local newspaper company in Hiroshima for messages of peace to mark the 70th anniversary of the atomic bombing
37. Vancouver Island and Coast Conservation Society – email dated December 11, 2014 – Followup & News Release of Proclaim 'A Day For Our Common Future'
38. Association for Mineral Exploration British Columbia – letter dated December 1, 2014 – Congratulations from the Association for Mineral Explorations British Columbia (AME BC)
39. P. White – email dated December 11, 2014 – Interior Health supports Parents concern about smoking near schools Letter to Editors Pat White
40. British Columbia Wine Institute – letter dated December 12, 2014 – BC Wine Institute Welcome and Introduction
41. Splatstin Band – email dated November 27, 2014 – Fosthall Creek Power Project
42. District of Hudson's Hope – email dated December 3, 2014 – Proposed Site C Dam Project & Local Government Infrastructure Funding
43. The Consulate General of the People's Republic of China in Vancouver – letter dated December 9, 2014 – Municipal Election

Item 11.1

CITY OF SALMON ARM

Date: January 12, 2015

Moved: Councillor Lavery

Seconded: Councillor Harrison

THAT: Council appoint the following four (4) representatives "Cathy Ingerbrigtsen, Vic Hamilton, Regan Ready, Bill Laird" to serve on the Downtown Parking Commission as members' at large for the two (2) year term from February 27, 2015 to February 27, 2017.

Vote Record

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

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



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

TO: Her Worship the Mayor and Members of Council File: 0360.30.02
 FROM: Robert Niewenhuizen, Director of Engineering and Public Works
 DATE: **January 2, 2015**
 SUBJECT: **Downtown Parking Commission Member Appointments**

RECOMMENDATION:

THAT: Council appoint the following four (4) representatives "Cathy Ingerbrigtsen, Vic Hamilton, Regan Ready, Bill Laird" to serve on the Downtown Parking Commission for the two (2) year term from February 27, 2015 to February 27, 2017.

Background:

Pursuant to Downtown Parking Commission Bylaw No. 1844, the Downtown Parking Commission (DPC) membership consists of one (1) member of Council, four (4) members recommended from the Downtown Improvement Association and four (4) members' at large of whose term expires on February 27, 2015.

The Commission membership was discussed at the last DPC meeting which was held on December 16, 2014. The current members' at large have requested that they be allowed to renew their term for another two years. The DPC supported this recommendation, moving that Cathy Ingerbrigtsen, Vic Hamilton, Regan Ready, Bill Laird remain on the DPC for a two (2) year term from February 27, 2015 to February 27, 2017.

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

cc Erin Jackson, Corporate Officer

Item 11.2

CITY OF SALMON ARM

Date: January 12, 2015

Moved: Councillor Lavery

Seconded: Councillor Harrison

THAT: Council appoint Matt Koivisto to serve on the Downtown Parking Commission as a Downtown Salmon Arm representative for the duration of the current term which is scheduled to end on February 28, 2016.

Vote Record

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

Opposed:

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



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

TO: Her Worship Mayor Cooper and Members of Council File: 0360.30.02
FROM: Robert Niewenhuizen, Director of Engineering and Public Works
DATE: December 17, 2014
SUBJECT: **Downtown Parking Commission –
Downtown Salmon Arm Appointment**

RECOMMENDATION:

THAT: Council appoint Matt Koivisto to serve on the Downtown Parking Commission as a Downtown Salmon Arm representative for the duration of the current term which is scheduled to end on February 28, 2016.

Background:

The Downtown Salmon Arm (DSA) formerly the Downtown Improvement Association has informed the City that Matt Koivisto of the Salmon Arm Barber Shop was named as a Downtown Parking Commission representative. The intent is for Mr. Koivisto to serve out the remainder of the term which is scheduled to end on February 28, 2016. At that time, pursuant to Downtown Parking Commission Bylaw No. 1844, four (4) positions will be nominated by the Downtown Improvement Association for a two (2) year term.

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

cc Erin Jackson, Corporate Officer

Correspondence attached

downtown **SALMON ARM**

December 10, 2014

Mayor Cooper and Council
City of Salmon Arm
PO Box 40
Salmon Arm, BC
V1E 4N2

Dear Mayor Cooper and Council

Re: Downtown Parking Commission Appointment


We are pleased to announce that Matt Koivisto, of Salmon Arm Barber Shop is appointed by the Downtown Improvement Association as our representative for the following 2 years.

Matt's contact information is 778-489-4722, matt@salmonarmbarbershop.ca

If you require further information, please contact me.

Thank you for your continued support and dedication to Downtown Salmon Arm.

Regards


Lindsay Wong
Manager

DOWNTOWN SALMON ARM
402 – 251 TRANSCANADA HIGHWAY NW
SALMON ARM, BRITISH COLUMBIA V1E 3B8

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Item 11.3

CITY OF SALMON ARM

Date: January 12, 2015

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

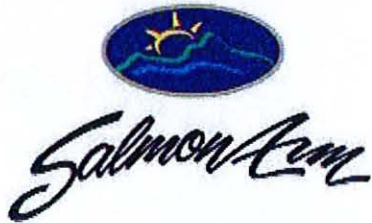
THAT: Council be appointed as members of the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73rd Avenue Water Main Extension Parcel Tax Roll Review Panel;

AND THAT: the Court of Revision for the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73rd Water Main Extension Parcel Tax Roll be held in the Council Chambers of City Hall on Monday, March 9, 2015 at 7:00 p.m.

Vote Record

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

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



City of Salmon Arm

Memorandum from the Chief Financial Officer

To: Mayor Cooper and Members of Council
 Date: December 19, 2014
 Subject : Court of Revision

Recommendation

That Council be appointed as members of the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73rd Avenue Water Main Extension Parcel Tax Roll Review Panel.

And that the Court of Revision for the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73rd Avenue Water Main Extension Parcel Tax Roll be held in the Council Chambers of City Hall on Monday, March 9, 2015 at 7:00 p.m.

Background

In accordance with Section 204 of the Community Charter, the Tax Roll Review Panel must consider any complaints respecting the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73rd Avenue Water Main Extension Parcel Tax Roll and must authenticate the rolls in accordance with this Division.

For the purposes of this Division, the Council must:


- a) appoint at least three persons as the members of the Parcel Tax Roll Review Panel;
- b) establish the time and place for the sitting of the panel, and;
- c) have advance notice of the time and place published in accordance with Section 94 of the Community Charter (public notice).

Pursuant to Section 205(1) of the Community Charter, a person may make a complaint to the Parcel Tax Roll Review Panel on one or more of the following grounds:

- a) there is an error or omission respecting a name or address on the parcel tax roll;

- b) there is an error or omission respecting the inclusion of a parcel;
- c) there is an error or omission respecting the taxable area or the taxable frontage of a parcel;
- d) an exemption has been improperly allowed or disallowed.

Pursuant to Section 205 (2) of the Community Charter, a complaint must not be heard by the Parcel Tax Roll Review Panel unless written notice of the complaint has been given to the municipality at least 48 hours before the time set for the first sitting of the review panel. The Parcel Tax Roll Review Panel may direct the correction of the parcel tax roll respecting any matter referred to under Section 205(1).



Monica Dalziel, CMA
Chief Financial Officer

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Item 11.4

CITY OF SALMON ARM

Date: January 12, 2015

Moved: Councillor Eliason

Seconded: Councillor Jamieson

THAT: the 2015 – 2019 Financial Plan be amended to reflect the following projects in the 2015 Budget:

- RCMP Detachment – Closed Circuit Video Equipment/Surveillance System - \$160,000.00 (Funded By E Division);
- RCMP Detachment – Building modifications - \$30,000.00 (Funded By Reserves);

AND THAT: the Mayor and Corporate Officer be authorized to execute an agreement between the City of Salmon Arm (City) and E Division to facilitate the City reimbursement of the Closed Circuit Video Equipment/Surveillance System.

Vote Record

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

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



City of Salmon Arm
Memorandum from the Chief Financial Officer

Date: December 27, 2014
To: Mayor Cooper and Members of Council
Subject: RCMP Detachment - Closed Circuit Video Equipment/Surveillance System

Recommendation:

That: The 2015 - 2019 Financial Plan be amended to reflect the following projects in the 2015 Budget:

- RCMP Detachment - Closed Circuit Video Equipment/Surveillance System - \$160,000.00 (Funded By E Division); and
- RCMP Detachment - Building Modifications - \$30,000.00 (Funded By Reserves).

And That: The Mayor and Corporate Officer be authorized to execute an agreement between the City of Salmon Arm (City) and E Division to facilitate the City reimbursement of the Closed Circuit Video Equipment/Surveillance System.

Background:

As previously advised and pursuant to BC Provincial Policing Standard No. 4.1 and 4.1.1 (Standard), Video Surveillance Recordings in Police Buildings, the Salmon Arm RCMP Detachment must redesign and procure new video surveillance recording equipment to meet the criteria as set therein as legislated by the Ministry of Public Safety and Solicitor General.

The new Standard developed by Police Services Division, Ministry of Safety and Solicitor General is as a result of recommendations made following a BC Coroners Service inquest into a death. One of the jury's recommendations pertained to the installation and mandatory use of audio and visual recording equipment in police buildings.

As noted in the Provincial Policing Standard (attached as Appendix 1) the principle behind the regulation and guidelines is to ensure a digital video surveillance and recording system is present, and used appropriately, in all interview rooms and areas of police buildings where detained persons routinely interact with police personnel.

Mayor Cooper and Members of Council
RCMP Detachment - Closed Circuit Video Equipment/Surveillance System


It is our understanding that this Standard has been in the process of refinement for a number of years (2007 - 2011) and upon finalization sent out to local detachments in early 2012 to apprise appropriate personnel of the new Standard. As the detachment's Video Surveillance Recording Equipment (equipment) was only four (4) years old at the time (now six (6)), it was not envisioned that it would require replacing, but rather require only slight modifications (although no detailed analysis was undertaken).

A review has been undertaken (attached as Appendix 2) and outlines that the existing equipment is not only antiquated, but worn out. With the assistance of E Division, the City of Kamloops and Revelstoke (both of which have retrofitted their detachments), Staff Sergeant Keane and the City's IT Department, a comprehensive review has been undertaken to ascertain what is required to both equipment and building (electrical wiring, piping, etc.) upgrades.

It is estimated to cost approximately \$160,000.00 which will be funded (for the most part) through the Municipal Police Service Agreement at the 90/10 funding level. These costs have been included in the RCMP 2013 and 2014 budget forecasts previously provided to Council. Through the execution of an Agreement with E Division (RCMP Headquarters) the City will be reimbursed for the costs associated with the Closed Circuit Video Equipment/Surveillance System. In other words, the City will initially pay the invoices then invoice E Division for reimbursement - the City's budget will reflect both a revenue and an expense line item.

It is estimated that the costs relative to the building modifications (electrical wiring/piping, etc.) are approximately \$30,000.00 (funded from reserves) and will be undertaken, for the most part, in house. Note: Building modifications may encompass costs associated with a standalone wall mounted Air Conditioning Unit (ductless) to maintain a constant temperature in the new LAN Room.

The City will be issuing a Request for Proposal (RFP) imminently to upgrade the Closed Circuit Video Equipment/Surveillance System at the RCMP Detachment. To facilitate this process the 2015 Budget will require amending to provide funding to allow the building modifications to take place in February 2015. It is envisioned that the RFP will be awarded April 2015.



Monica Dalziel, CMA

Section 4.0 –	Equipment and Facilities	Page 1 of 2
Sub Section 4.1 –	Video Surveillance Recordings in Police Buildings	Effective: January 30, 2015 Revised: n/a
Subject 4.1.1 –	Video Surveillance Recordings in Police Buildings	

Definitions

“Detained person” – any person held or confined in the custody of police.

“Fingerprint rooms” – any room in a police building used to fingerprint a person unless the room is used exclusively for volunteer fingerprinting.

“Interview rooms” – locations or rooms in police buildings, inside and external to the cell block, used to conduct all investigative and patrol interviews including: “hard” and “soft” interview rooms; polygraph rooms used for detained persons; and statement and bail hearing rooms.

“Sally port” – the secure parking bay immediately adjacent to a police building where detained persons are loaded or unloaded into and out of vehicles.

Standards

Each municipality or other entity, as defined by the *Police Act*, must ensure that:

Video surveillance equipment locations and specifications

- (1) A digital video surveillance and recording system is installed in any and all of the following locations:
 - (a) Sally port;
 - (b) Outside locations that may be used for unloading or for release of detained persons;
 - (c) Prisoner booking area;
 - (d) Hallways and elevators inside cell block;
 - (e) Cells and holding/observation rooms;
 - (f) Interview rooms;
 - (g) Fingerprint rooms; and
 - (h) Breathalyzer test apparatus rooms or areas.
- (2) The digital video surveillance and recording system in each of the locations listed under Standard (1) operates at a sufficient rate of speed so that recorded movement of all persons appears fluid, and enables a time and date stamp on original recordings, and any copies or extracts that are made.

The chief constable, chief officer, or commissioner must:

Operation of digital video surveillance and recording system

- (3) Require that the digital video surveillance and recording system is continuously operated when a detained person is in any of the locations listed in Standard (1).
- (4) Ensure that to the maximum extent possible all interaction with or between detained persons, while inside police buildings, is restricted to areas under surveillance.
- (5) Ensure compliance Office of the Information and Privacy Commissioner guidelines regarding privacy and the monitoring of persons, as well as access, security and retention of recordings.
- (6) Require that appropriate safeguards are in place to protect solicitor-client privilege during legal consultation.
- (7) Require verbal and posted warnings advising those entering an interview room that they will be recorded.
- (8) Ensure that, if a location where a digital video surveillance and recording system is operational is used to interview a victim or witness, and the victim or witness requests that the interview not be recorded, then the camera is blocked or turned off and the victim or witness signs a declaration of refusal or waiver documenting their request.

Maintenance of digital video surveillance and recording system

- (9) Ensure that the digital video surveillance and recording system is maintained in good working order.

Policies and procedures

- (10) Ensure policies and procedures are consistent with these *BC Provincial Policing Standards*.

Backgrounder

Page 1 of 2

BCPPS 4.1.1 – Video Surveillance Recordings in Police Buildings

Purpose

The intent of the *Video Surveillance Recordings in Police Buildings Standards* is to:

- Increase the safety of officers and the public;
- Provide evidence for any investigation; and
- Contribute to the consistent application of this technology throughout the province.

The principle behind these *Standards* is to ensure a digital video surveillance and recording system is present in all interview rooms and areas of police buildings where detained persons, victims, witnesses or other persons of interest routinely interact with police personnel.

Background

Police Services Division, Ministry of Public Safety and Solicitor General developed the *Video Surveillance Recordings in Police Buildings Standards* as a result of recommendations made following a BC Coroners Service inquest into the death of Ian Bush, who died as a result of a police shooting in Houston, BC. The jury's recommendations were released in July 2007.

One of the jury's recommendations pertained to the installation and mandatory use of audio and visual recording equipment in police buildings:

- To: RCMP "E" Division - RCMP "E" Division's information technology staff should design and set the standard for audio and visual recording equipment to be installed in every detachment. Further, it is recommended that the equipment be similar to those commonly in use by banks and retail stores to minimize human intervention with the equipment. Finally, the use of the recording equipment be made mandatory. Verbal warnings be given, and printed signage be installed, advising those entering an interview room that they will be recorded for everyone's safety.

On July 9, 2007, then Solicitor General John Les publicly announced his support for the Coroner's Inquest recommendation, stating a need to have such recordings and that, in future, recording systems would be in place in every police building in BC. Police Services Division assembled a working group and developed the *Standards* in consultation with the independent municipal police departments and the RCMP.

The *Video Surveillance Recordings in Police Buildings Standards* require that a digital video surveillance and recording system is installed in several identified locations in police buildings, including: cells and holding rooms; sally port; prisoner booking area; hallways and elevators inside the cellblock; interview rooms; fingerprint rooms; and, breathalyser test apparatus (BTA)

rooms or areas. Anytime a detained person is in any of these locations, the *Standards* require that the video surveillance system must be continuously operated. These locations were selected because they were identified by the working group as high-risk; that is, areas in which detained persons most often are present and/or interacting with officers inside police buildings. Specific to interview rooms, posted and verbal warnings will advise those entering these locations that a surveillance system is operational.

As the surveillance system must be continually operated when a detained person is in any of the specified locations, the *Standards* also require that police forces must protect solicitor-client privilege during legal consultation. That is, if a detained person is meeting with his or her lawyer in an interview room, safeguards such as covers or flaps must be available to cover the cameras during this time.

Lastly, the *Standards* include a provision for cameras to be turned off or covered if a witness or a victim requests that their interview is conducted without the surveillance system recording. In these circumstances the *Standards* require the victim or witness sign a declaration of refusal or waiver documenting their request.

Setting policy and procedures

Policy and procedure requirements pertaining to privacy and the monitoring of persons, as well as security, access and the retention of recordings are largely covered under other enactments and case law. Applicable provincial and federal legislation includes: *Freedom of Information and Protection of Privacy Act* [RSBC 1996] Chapter 165; *Access to Information Act* (R.S., 1985, c. A-1); *Privacy Act* (R.S., 1985, c. P-21) and *Privacy Regulations* (SOR/83-508). Police forces must refer to these statutes when developing or maintaining policies and procedures pertaining to video surveillance.

The *Video Surveillance Recordings in Police Buildings Standards* additionally require that police forces must comply with the BC Office of Information and Privacy Commissioner (OIPC) guidelines with respect to these issues. These are found within the OIPC's *Public Surveillance System Privacy Guidelines*. Police forces should review these *Guidelines* directly, with specific attention paid to sections 4.2 and 4.4 (<http://www.oipc.bc.ca/advice/VID-SURV%282006%29.pdf>).

Background

In 2009, Closed Circuit Video Equipment (CCVE) was installed at the Salmon Arm RCMP Detachment. This system, state of the art at the time, is now deficient in both software and hardware requirements.

Current System

The existing CCVE is comprised of twenty-two (22) analog Panasonic cameras wired to two (2) video servers that convert the analog signal to a digital signal. This signal is then streamed into a personal computer (PC) which operates on Windows XP. The image capture method is comprised of Digital Video Recorder Software (Video Pilot) which captures the proprietary video stream on a locally installed hard drive. When that hard drive is full it sends the video files to another locally installed hard drive, and then finally to a third hard drive (for redundancy purposes). When the third hard drive is just about full, the machine is manually taken offline and shutdown; the three (3) hard drives are then replaced with new hard drives and the process starts over again. Each hard drive can store compressed video files for approximately ten (10) days. The removed hard drives are then numbered and cataloged as to the date and time range so that video retrieval can occur quickly.

Video Requests

When a video request is received, the investigator records the applicable information (date, time range, cameras, etc.) and proceeds to locate the applicable hard drive. Once the appropriate hard drive is located, it is placed into an external hard drive bay and utilizing recovery software (Graphic User Interface) the applicable information (date, time, camera, etc.) is entered, selected and burned onto a DVD. As the video files on the DVD are proprietary it can only be reviewed on a proprietary video player (i.e. special software uncommon to most users such as the Crown).

Issues

The existing system is just about five (5) years old and operates on a PC. PCs, typically last three (3) to four (4) years. The existing PCs have been operating 24/7 for three (3) years and it is only a matter of time before they fail. Presently, there is no method of backup, secondary machine (in case of failure) or redundancy in video capture.

The Video Pilot software made by Sanyo is no longer manufactured or supported. Sanyo was bought out by Panasonic in December of 2008 and there are no sales, service, support or updates for this product. As noted above, video files are recorded in a proprietary format which are not readable by the Crown (for Court purposes). Essentially, the Crown needs the information in a standard format and the Detachment is unable to produce this format. In order for the Crown to view the video files the Detachment has to provide an 'unlocked' laptop computer.

UPS

The current Uninterrupted Power Supply (UPS) has failed on occasion with the last power outage lasting up to seven (7) minutes. A new UPS has been purchased which should provide power for up to twenty-four (24) minutes.

Drive Corruption

There is no duplication or backup of video files under the existing system and there have been a number of video files where the data was corrupt and the Detachment was unable to produce the required video files.

Cameras

The cell block video cameras are manufactured by Sanyo (circa 2007-2008) and do not meet the new standard as outlined in the Provincial Guidelines.

Requirements of New Standard:

<i>Requirements</i>		<i>Current System - Meets Requirements</i>
Camera Locations:		
	All Cells	Yes
	Outside Locations	Yes (requires more coverage)
	Prisoner Booking Area	Yes
	Hallways - Inside Cell Block	Yes (requires more coverage)
	Holding Rooms	No
	Interview Rooms	No
	Fingerprint Rooms	Yes
	Breathalyser Rroom	Yes
	Sally Port	Yes (requires more coverage)
	Guard Area	No
Vandal Proof Housings		Some (Most require replacement)
2 Year Video Retention		Yes
Recordings:		
	7.5 Frames Per Second	No
	No Blind Spots in Cells	No
	Pan/Tilt/Zoom Capabilities	No
	Video Compatible With Any Player	No
	Date and Time Stamp	Yes
Monitoring	Guard Area	Yes
	Other Locations	No
Equipment	RAID Controlled Data Storage	No

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Item 11.5

CITY OF SALMON ARM

Date: January 12, 2015

Naming and Advertising Agreement for Little Mountain Sports Complex

Vote Record

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

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



City of Salmon Arm
Memorandum from the Chief Administrative Officer

TO: Her Worship Mayor Cooper and Council

DATE: December 11, 2014

SUBJECT: Naming and Advertising Agreement for Little Mountain Sports Complex

RECOMMENDATION:

THAT: the Mayor and Corporate Officer be authorized to execute the Naming and Signage Agreement with SASCU for the Little Mountain Sports Complex, for a period of five (5) years, commencing January 1, 2015 to December 31, 2019, for a fee of \$12,000.00;

AND THAT: the 2015 - 2019 Financial Plan be amended to reflect the revenue and subsequent transfer of \$12,000.00 to the Little Mountain Sports Fieldhouse Reserve.

BACKGROUND:

In 2005, Salmon Arm Savings and Credit Union (SASCU) entered into an agreement with the (then) Little Mountain Sports Complex Development Society (and thereafter the City of Salmon Arm) to acquire the right to name the Little Mountain Sports Complex (as "SASCU Sports Complex") and install signage at the facility located at 250 - 30 Street SE. SASCU paid a fee of \$60,000.00 for a ten (10) year agreement, which expired August 30, 2014. The existing signage essentially consists of a small fascia sign on the front of the building, a freestanding sign and score clock signage. If approved, these would be updated with SASCU's new brand.

On November 25, 2014, the SASCU Board of Directors voted in favor of renewing the agreement and have proposed a five (5) year agreement for \$12,000.00 (paid upon execution). While this fee is substantially lower than the previous agreement, the original fee was meant to assist with construction costs for lighting at the facility. In addition to the Naming and Advertising Agreement fee, SASCU has installed and maintained signage during the life of the agreement (±\$30,000.00). (SASCU also has a Naming Agreement at the SASCU Recreation Community Center which expires December 31, 2016 - \$184,000.00 over 11 ½ years).

If approved, the \$12,000.00 will be allocated to the Little Mountain Sports Fieldhouse Reserve (present balance approximately \$30,500.00).


 Carl Bannister, MCIP
 Chief Administrative Officer

CITY OF SALMON ARM
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the Council Chamber of the City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Monday, January 12, 2015, at 7:00 p.m.**

- 1) **Proposed Rezoning** of Lot 1, Section 6, Township 21, Range 9, W6M, KDYD, Plan KAP75145, Except Plan KAP80653 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

Civic Address: 4521 - 75 Avenue NE

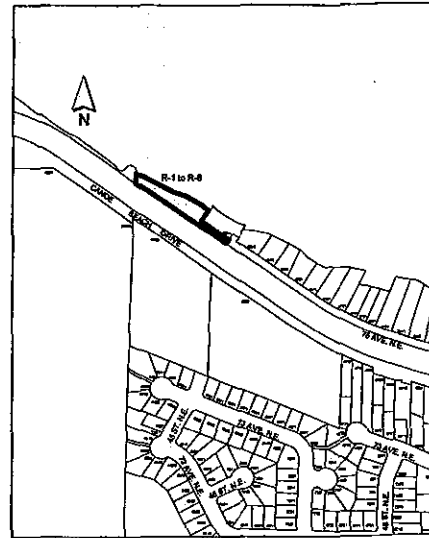
Location: East of Park Hill Road NE at the West end of 75 Avenue NE

Present Use: Single Family Home

Proposed Use: Single Family Home with Detached Suite

Owner / Applicant: D. Shields

Reference: ZON.1018/Bylaw No. 4078



The file for the proposed bylaw is available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from December 9, 2014 to January 12, 2015, both inclusive, in the office of the Corporate Officer at the City of Salmon Arm, 500 - 2 Avenue NE.

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

Erin Jackson, Corporate Officer

Advertise Salmon Arm Observer: December 31, 2014 and January 7, 2015



City of Salmon Arm

Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council D&PC: Dec. 1/14
 Date: November 18, 2014 1ST & 2ND: Dec. 8/14.
 Subject: Zoning Bylaw Amendment Application No. 1018 PH & 3RD:

Legal: Lot 1, Section 6, Township 21, Range 9, W6M, KDYD, Plan KAP75145, Except Plan KAP80653
 Civic: 4521 75 Avenue NE
 Owner/Applicant: D. L. Shields

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 6, Township 21, Range 9, W6M, KDYD, Plan KAP75145, Except Plan KAP80653 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcel is located at 4521 75 Avenue NE (Appendix 1 and 2). This proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit development and subsequent use of a single family home and detached suite.

BACKGROUND

The subject parcel is located on 75 Avenue NE in Canoe, is approximately 1,900 square metres (20,450 square feet) and is partially developed. The subject parcel is zoned R-1 (Single Family Residential) in the Zoning Bylaw, is designated Low Density Residential in the City's Official Community Plan (OCP) and is within the Urban Containment Boundary.

The subject parcel is on the south shoreline of Shuswap Lake, with the CPR right-of-way directly south. The surrounding area is comprised of R-1 zoned parcels to the east, with parkland (P-1) to the west and undeveloped R-4 parcels further to the south (see Appendix 3 illustrating zoning).

This application proposes completion of a single family dwelling in addition to the existing structure which would serve as a detached suite. This development was initiated by previous owners in 2006, with installation of foundations and servicing for both structures, followed by construction of the detached suite. The current owner/applicant is now working towards completing construction of the single-family dwelling and wishes to align the property with the Zoning Bylaw. A site plan is attached as Appendix 4, while site photos are attached as Appendix 5.

Environmentally Sensitive Riparian Area

Adjacent to Shuswap Lake, the property is identified as being within an Environmentally Sensitive Riparian Area under Section 5.4 of the OCP. In order to permit issuance of a building permit at this site,

the owner registered a Riparian Area Covenant on the title of the property in 2011 to ensure development is completed under the direction of a qualified environmental professional.

Detached Suites

Policy 8.3.25 of the OCP provides for the consideration of detached suites in Low Density Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. A detached suite is defined by the Zoning Bylaw as follows:

"...a *dwelling unit* with a maximum floor area of 90 square metres (968.8 square feet) that is contained within a building which is accessory to a *single family dwelling*, and shall not include a *mobile home*, *manufactured home*, travel trailer, recreation vehicle, or a storage container."

The detached suite on the subject property is able to meet the above conditions for maximum floor area defined by the Zoning Bylaw. The applicant has been worked with Building Inspection to ensure BC Building Code compliance.

As per the Zoning Bylaw, the minimum parcel area for a parcel containing a detached suite without lane or second street frontage is 700 square metres. At approximately 1,900 square metres, the subject parcel is well in excess of the minimum parcel area. The subject parcel also meets the requirement for minimum width, while the siting of buildings appears to conform to all setback requirements.

The Zoning Bylaw requires a detached suite to have one designated offstreet parking stall in addition to the two stalls required for the single family dwelling. The subject parcel has more than sufficient space to accommodate the offstreet parking requirements, with development including potential for 4 indoor garage parking spaces.

COMMENTS

Engineering Department

Comments attached as Appendix 6.

No objections to the proposed re-zoning.

Through past inspections it was noted that a ditch along the subject property's south property boundary and the CPR right of way (designated to carry overflow storm water into the natural drainage course to the west) has been filled in. Future restoration works may be required.

Building Department

No concerns with R-8 zoning.

Fire Department

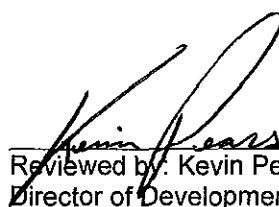
No concerns.

Planning Department

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



Prepared by: Chris Larson, MCP
Planning and Development Officer

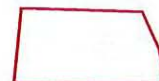


Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services

APPENDIX 1: Aerial View



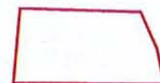
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Subject Property

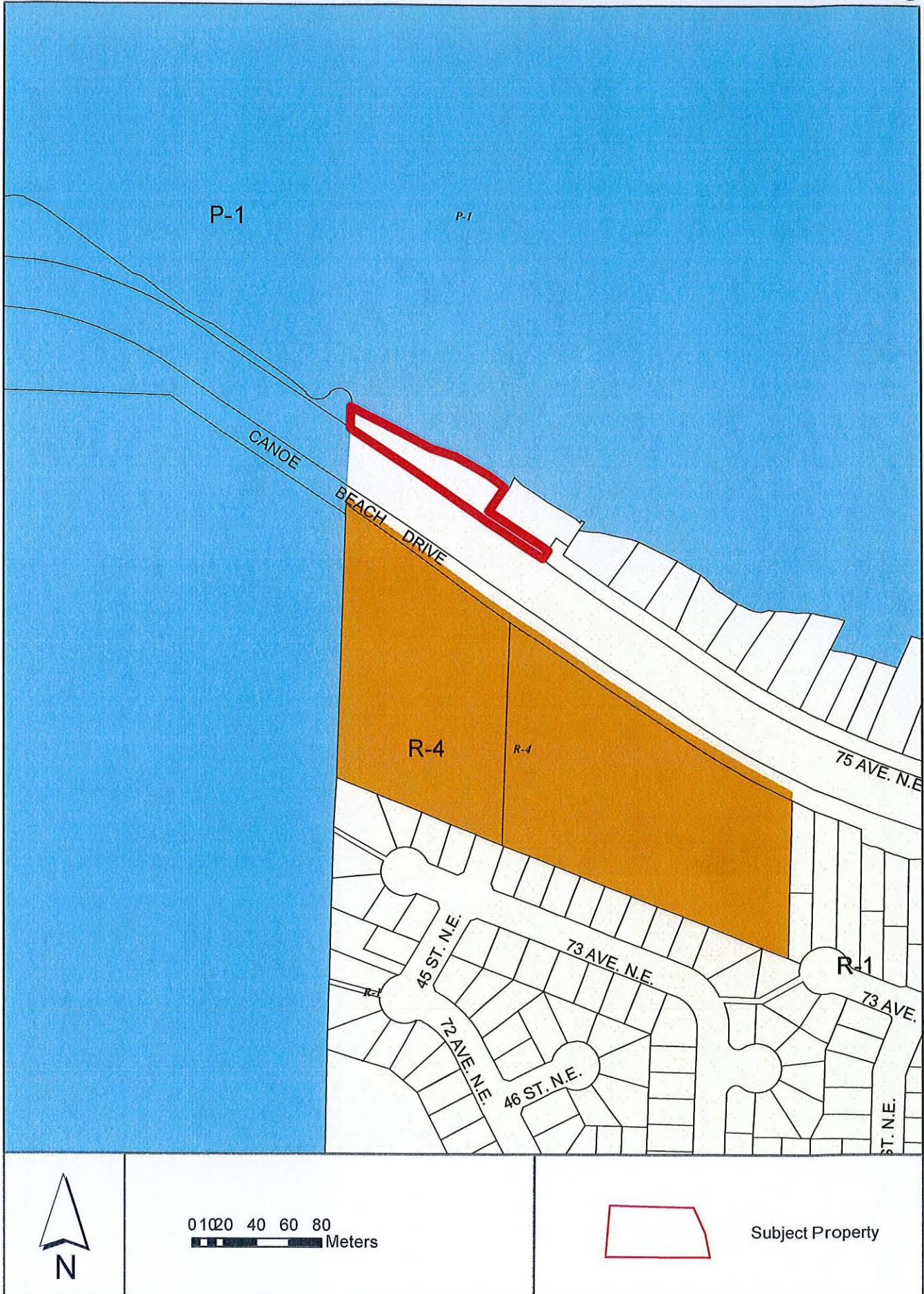


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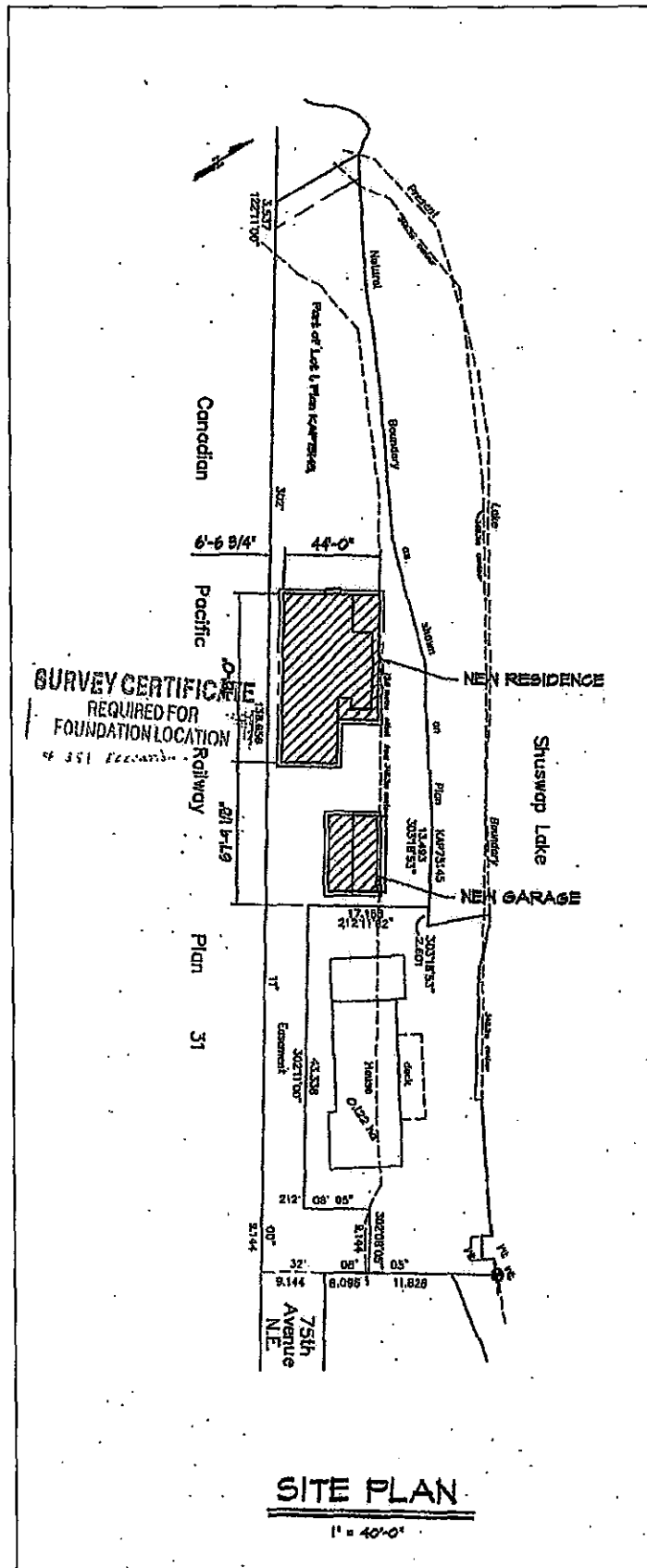


Subject Property

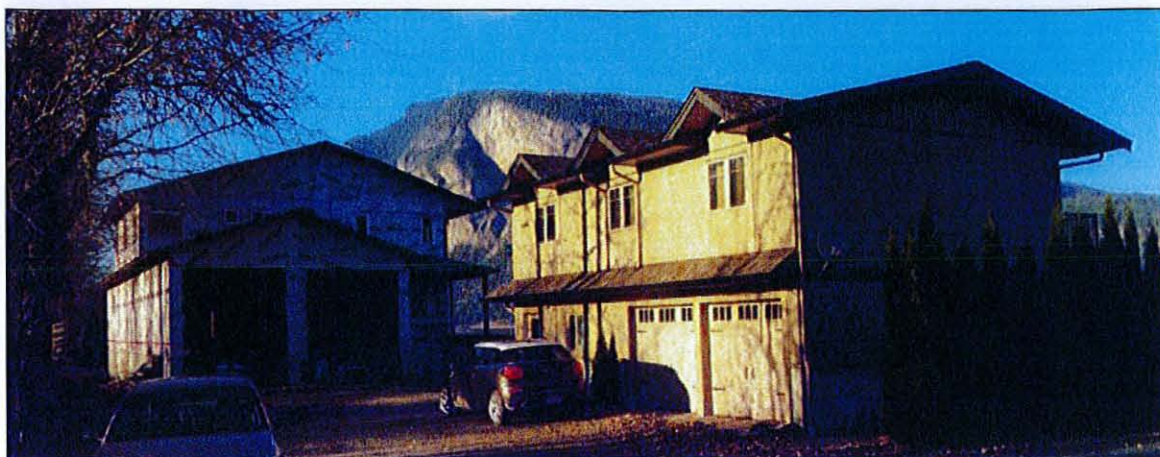
APPENDIX 3: Zoning



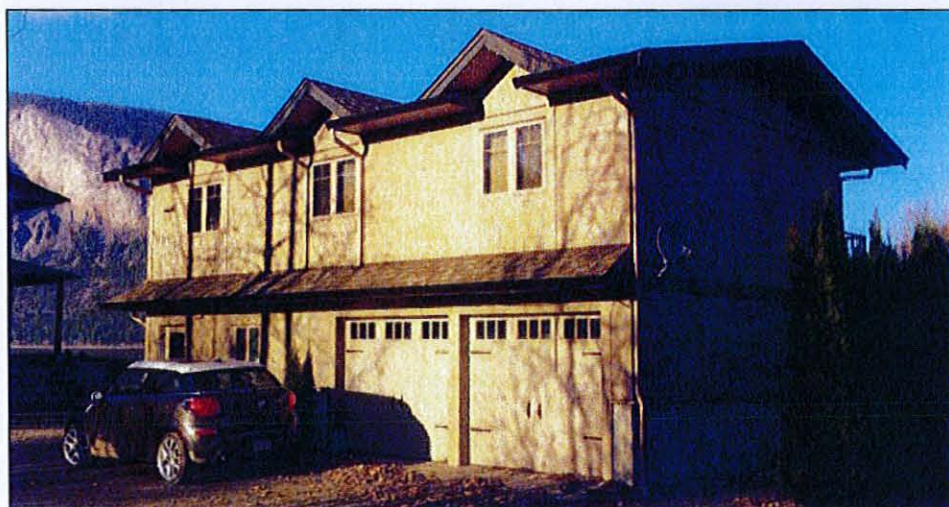
APPENDIX 4: Site Plan



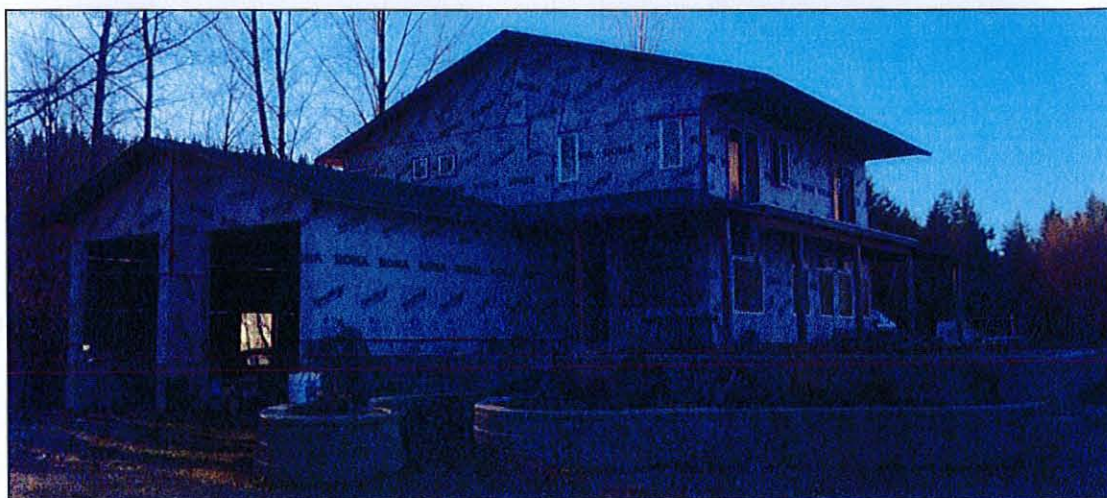
APPENDIX 5: Site Photos



View of subject property from 75 Avenue NE.



View of Detached Suite.



View of Single-Family Dwelling (Principal Building).



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

To: Kevin Pearson, Director of Development Services
 Date: October 24, 2014
 Prepared by: Darin Gerow, Engineering Assistant
 Subject: Proposed Rezoning Application ZON-1018E
 Legal: Lot 1, Section 6, Township 21, Range 9, W6M, KDYD, Plan KAP75145,
 Except Plan KAP80653
 Civic: 4251 – 75 Avenue NE
 Owner: Daniel Shields, Box 681, Canoe, BC, V0E 1K0
 Applicant: Same

Further to your referral dated October 20, 2014;

The Engineering Department has no objections to the proposed re-zoning.

We note an existing ditch is present along the subject properties south property boundary and the CPR right of way. It is designated to carry overflow storm water into the natural drainage course to the west of the subject property. Through past inspections it was noted that this ditch was previously filled in. Future restoration works may be required.

Darin Gerow, A.Sc.T
 Engineering Assistant

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

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Item 21.1

CITY OF SALMON ARM

Date: January 12, 2015

Moved: Councillor Wallace Richmond

Seconded: Councillor Harrison

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4078 be read a third and final time.

[No. ZON-1018; D. Shields; 4521 – 75 Avenue NE ~ R-1 to R-8]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

BYLAW NO. 4078

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chamber of City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on _____, 2015, at the hour of 7:00 p.m. was published in the _____ issues of the Salmon Arm Observer;

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

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

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

- 1) Rezone Lot 1, Section 6, Township 21, Range 9, W6M, KDYD, Plan KAP75145, Except Plan KAP80653 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone) as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4078"**.

READ A FIRST TIME THIS 8th DAY OF December 2014

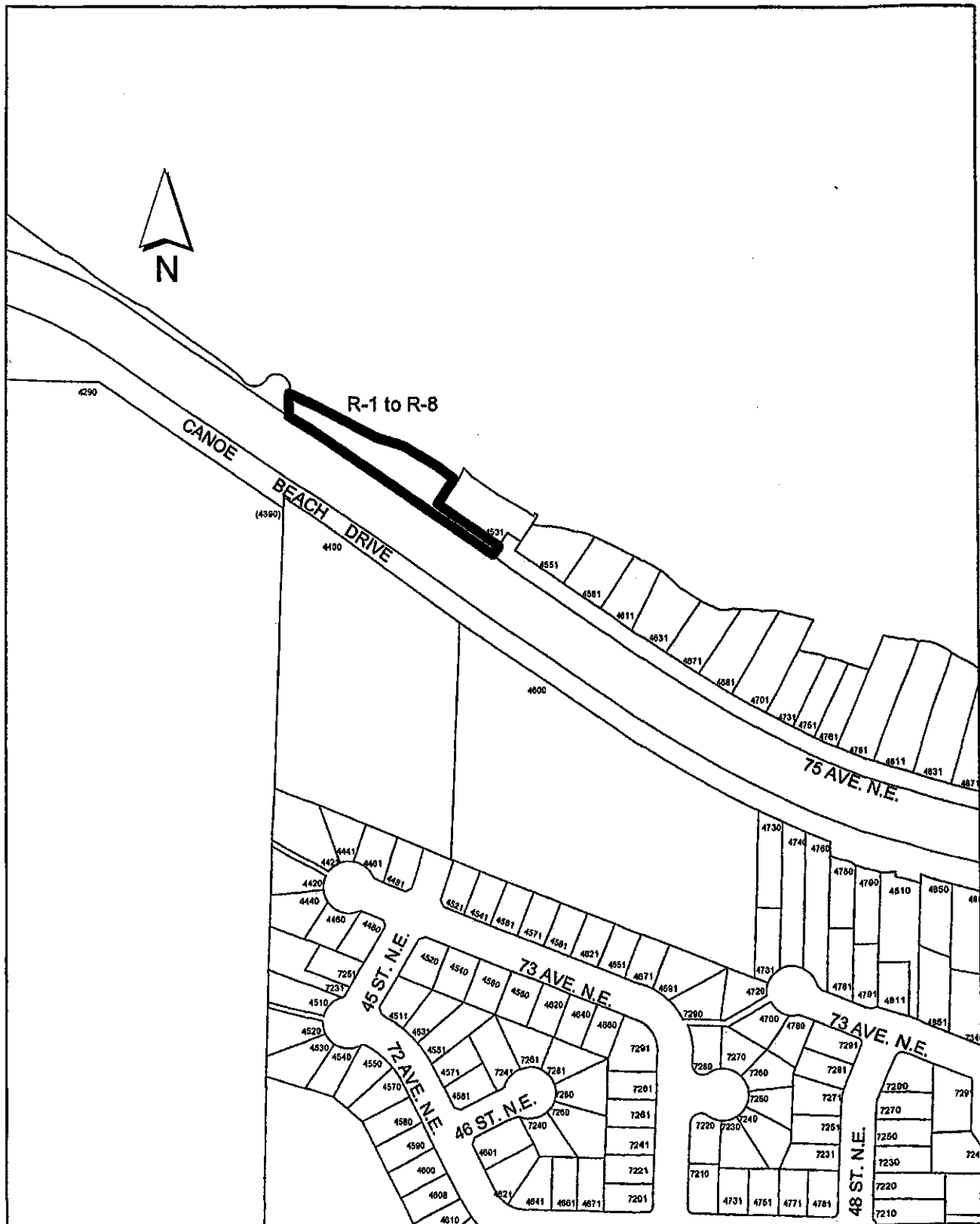
READ A SECOND TIME THIS 8th DAY OF December 2014

READ A THIRD TIME THIS DAY OF 2015

ADOPTED BY COUNCIL THIS DAY OF 2015

MAYOR

CORPORATE OFFICER



Item 23.

CITY OF SALMON ARM

Date: January 12, 2015

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Regular Council Meeting of January 12, 2015, be adjourned.

Vote Record

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

Opposed:

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

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