

1. March 13, 2023 Council Agenda

Documents:

[MARCH 13, 2023 REGULAR COUNCIL MEETING.PDF](#)

1.I. March 13, 2023 Council Correspondence

Documents:

[MARCH 13, 2023 INFORMATIONAL CORRESPONDENCE.PDF](#)

1.II. March 13, 2023 - Late Item 22.2 - J. Clement - VP-571

Documents:

[MARCH 13, 2023 - LATE ITEM 22.2 - J. CLEMENT - VP-571.PDF](#)

1.III. March 13, 2023 - Late Item 23.1 - R. And I. Haack

Documents:

[MARCH 13, 2023 - LATE ITEM 23.1 - R. AND I. HAACK.PDF](#)



# AGENDA

## City of Salmon Arm Regular Council Meeting

**Monday, March 13, 2023  
1:30 p.m.**

*[Public Session Begins at 2:30 p.m.]*  
**Council Chambers of City Hall  
500 – 2 Avenue NE  
Salmon Arm, BC**

Electronic Meeting Link: <https://meet.goto.com/931301501>  
Phone Access: Canada: +1(647) 497-9373 / Access Code: 931-301-501

Page #	Item #	Description
	1.	<b>CALL TO ORDER</b>
1-2	2.	<b>IN-CAMERA SESSION</b>
	3.	<b>ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY</b> <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	<b>ADOPTION OF AGENDA</b>
	5.	<b>DISCLOSURE OF INTEREST</b>
	6.	<b>CONFIRMATION OF MINUTES</b>
3-18	1.	Regular Council Meeting Minutes of February 27, 2023
19-22	2.	Special Council Meeting Minutes of March 6, 2023
	7.	<b>COMMITTEE REPORTS</b>
23-26	1.	Development and Planning Services Committee Meeting Minutes of March 6, 2023
27-30	2.	Downtown Parking Commission Meeting Minutes of February 28, 2023
31-34	3.	Active Transportation Task Force Meeting Minutes of March 6, 2023
35-40	4.	Environmental Advisory Committee Meeting Minutes of March 7, 2023
41-44	5.	Community Heritage Commission Meeting Minutes of March 6, 2023
	8.	<b>COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE</b>
45-50	1.	CSRD Connect – Board Meeting Highlights – February 2023

- 9. STAFF REPORTS**
  - 51-64 1. Director of Corporate Services - Policy #1.14 - Council Code of Responsible Conduct - Legislative Requirements
  - 65-66 2. Director of Corporate Services - Policy Housekeeping
  - 67-68 3. Chief Administrative Officer - RCMP Musical Ride Reception
  - 69-72 4. Director of Engineering & Public Works - 2023/2024/2025 Traffic Line & Airport Marking - Award
  - 73-84 5. Director of Engineering & Public Works - Seasonal Sidewalk Café Considerations for Stillfood Bistro & Cappuccino Bar and Weekends Restaurant & Lounge
  - 85-88 6. Director of Engineering & Public Works - Purchase Recommendation for Replacement of Four Pickup Trucks
  - 89-92 7. Director of Engineering & Public Works - Mosquito Control & Surveillance Program - Contract Award
  - 93-100 8. Chief Financial Officer - Council Remuneration
  
- 10. INTRODUCTION OF BYLAWS**
  - 101-114 1. City of Salmon Arm Zoning Amendment Bylaw No. 4571 [ZON-1262; Dyck, S. & K./Browne Johnson Surveying; 2761 20 Avenue NE; R-1 to R-8] - First and Second Reading
  
- 11. RECONSIDERATION OF BYLAWS**
  - 115-120 1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4555 [OCP4000-52; Switzer, C. & Muxlow, R.; 6450 50 Street NE; INS to LR] - Final Reading
  - 121-126 2. City of Salmon Arm Zoning Amendment Bylaw No. 4556 [ZON-1253; Switzer, C. & Muxlow, R.; 6450 50 Street NE; P-3 to R-8] - Final Reading
  
- 12. CORRESPONDENCE**
  - 127-128 1. Informational Correspondence
  
- 13. NEW BUSINESS**
  
- 14. PRESENTATIONS**
  
- 15. COUNCIL STATEMENTS**
  
- 16. SALMON ARM SECONDARY YOUTH COUNCIL**
  
- 17. NOTICE OF MOTION**
  
- 18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
  
- 19. OTHER BUSINESS**
  - 129-130 1. Climate Action Plan
  - 131-132 2. Elected Officials Benefit Review
  
- 20. QUESTION AND ANSWER PERIOD**

**7:00 p.m.**

(Items 21 – 26 to follow 2023 Parcel Tax Roll Review - Circulated under Separate Agenda)

<b>Page #</b>	<b>Item #</b>	<b>Description</b>
	<b>21.</b>	<b>DISCLOSURE OF INTEREST</b>
	<b>22.</b>	<b>HEARINGS</b>
133-178	1.	Development Permit Application No. DP-447 [1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; 19 Unit - High Density Residential]
179-198	2.	Development Variance Permit Application No. VP-571 [Muto Holdings Ltd.; 130 Shuswap Street SE; Servicing requirements]
	<b>23.</b>	<b>STATUTORY PUBLIC HEARINGS</b>
199-228	1.	Official Community Plan Amendment Application No. OCP4000-53 [1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; MR to HR]
229-230	2.	Zoning Amendment Application No. ZON-1255; [1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; R-1 to R-5] <i>See Item 23.1 for Staff Report</i>
231-240	3.	Zoning Amendment Application No. ZON-1252 [Folkman, D.; 3361 16 Avenue NE; R-1 to R-8]
241-260	4.	Zoning Amendment Application No. ZON-1257 [Braga, M.L.; 60 10 Street SE; R-1 to R-8]
	<b>24.</b>	<b>RECONSIDERATION OF BYLAWS</b>
261-264	1.	City of Salmon Arm Official Community Plan Amendment Bylaw No. 4560 [OCP4000-53; 1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; MR to HR] – Third and Final Reading
265-268	2.	City of Salmon Arm Zoning Amendment Bylaw No. 4561 [ZON-1255; 1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; R-1 to R-5] <i>See Item 24.1 for Staff Report</i> – Third and Final Reading
269-272	3.	City of Salmon Arm Zoning Amendment Bylaw No. 4553 [ZON-1252; Folkman, D.; 3361 16 Avenue NE; R-1 to R-8] – Third Reading
273-276	4.	City of Salmon Arm Zoning Amendment Bylaw No. 4563 [ZON-1257; Braga, M.L.; 60 10 Street SE; R-1 to R-4] – Third Reading
	<b>25.</b>	<b>QUESTION AND ANSWER PERIOD</b>
277-278	<b>26.</b>	<b>ADJOURNMENT</b>

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Item 2

## CITY OF SALMON ARM

Date: March 13, 2023

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: pursuant to Section 90(1)(d) the security of the property of the municipality; (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party; of the *Community Charter*, Council move In-Camera.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

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Item 6.1

**CITY OF SALMON ARM**

Date: March 13, 2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Regular Council Meeting Minutes of February 27, 2023, be adopted as circulated.

**Vote Record**

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

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



REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chambers of City Hall 500 - 2 Avenue NE and by electronic means, at 12:30 p.m. and reconvened at 2:30 p.m. on Monday, February 27, 2023.

PRESENT:

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

Chief Administration Officer E. Jackson  
Director of Corporate Services S. Wood  
Director of Engineering & Public Works R. Niewenhuizen  
Senior Planner C. Larson  
Deputy Corporate Officer R. West

ABSENT:

1. CALL TO ORDER

Mayor Harrison called the meeting to order at 12:30 p.m.

2. IN-CAMERA SESSION

0085-2023

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: pursuant to Section 90(1)(d) the security of the property of the municipality; Section 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party; and Section 90(1)(i), the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; of the *Community Charter*, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 12:32 p.m.

Council returned to Regular Session at 2:20 p.m.

Council recessed until 2:30 p.m.

3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

4. REVIEW OF AGENDA

- Late Item 9.2 – Letters of support, area map and proposed sidewalk café layouts
- Late Item 23.1 – H. and T. Yip – VP-570
- Late Item 23.3 – K. Pearson – DP-446
- Late Item 23.3 – K. Bischke – DP-446
- Late Item 23.4 – L. Coleman – VP-576
- Late Item 24.2 – B. Brook – ZON-1253
- Late Item 23.2 – Strata KAS687 – VP-573

5. DISCLOSURE OF INTEREST

- Councillor Lavery declared a conflict with Item 11.3 as the applicant is his neighbor
- Councillor Wallace Richmond declared a conflict with Item 23.2 as she is employed by Okanagan College
- Councillor Flynn declared a conflict with Item 23.3 as the applicant is a client of his firm

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of February 13, 2023

0086-2023

Moved: Councillor Gonella

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of February 13, 2023, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of February 21, 2023

0087-2023

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee Meeting Minutes of February 21, 2023 be received as information.

CARRIED UNANIMOUSLY

2. Agricultural Advisory Committee Meeting Minutes of February 8, 2023

0088-2023

Moved: Councillor Gonella

Seconded: Councillor Cannon

THAT: the Agricultural Advisory Committee Meeting Minutes of February 8, 2023 be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS - continued

3. Social Impact Advisory Committee Meeting Minutes of February 17, 2023

0089-2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Social Impact Advisory Committee Meeting Minutes of February 17, 2023 be received as information.

CARRIED UNANIMOUSLY

4. Greenways Liaison Committee Meeting Minutes of February 2, 2023

0090-2023

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the Greenways Liaison Committee Meeting Minutes of February 2, 2023 be received as information.

CARRIED UNANIMOUSLY

5. Community Heritage Commission Meeting Minutes of January 16, 2023 and February 6, 2023

0091-2023

Moved: Councillor Gonella

Seconded: Councillor Flynn

THAT: the Community Heritage Commission Meeting Minutes of January 16, 2023 and February 6, 2023 be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

1. CSRD Tax Requisition

For information.

9. STAFF REPORTS

1. Building Safer Communities Coordinator – Building Safer Communities Project Update

For information.

2. Director of Engineering & Public Works – Seasonal Sidewalk Café Considerations for Stillfood Bistro & Cappuccino Bar and Weekends Restaurant & Lounge

0092-2023

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: Council forward the temporary sidewalk café applications from Stillfood Bistro, 371 Alexander Street NE (for use of 2 parking stalls) and Weekends Restaurant & Lounge 321 Alexander Street NE (for use of one parking stall) to the Downtown Parking Commission for review and comment.

CARRIED UNANIMOUSLY

9. STAFF REPORTS - continued

3. Director of Engineering & Public Works - New Pump Purchase - 10<sup>th</sup> Avenue Sanitary Lift Station

0093-2023

Moved: Councillor Wallace Richmond  
Seconded: Councillor Cannon

THAT: Council approve the purchase of a new 17 HP Flygt Sewerage Pump for the 10<sup>th</sup> Avenue Sewer Lift Station from Electric Motors & Pump Service Ltd. (EMPS) for the quoted total price of \$15,548.00 plus taxes as applicable;

AND THAT: The City's Purchasing Policy No. 7.13 be waived in the procurement of a new 17 HP Flygt Sewerage Pump to authorize sole sourcing of same to EMPS.

CARRIED UNANIMOUSLY

4. Director of Engineering & Public Works - New Pump Purchase - Canoe Sanitary Lift Station

0094-2023

Moved: Councillor Lavery  
Seconded: Councillor Cannon

THAT: Council approve the purchase of a new 11 HP Flygt Sewerage Pump for the Canoe Beach Sewer Lift Station from Electric Motors & Pump Service Ltd. (EMPS) for the quoted total price of \$14,229.00 plus taxes as applicable;

AND THAT: The City's Purchasing Policy No. 7.13 be waived in the procurement of a new 11 HP Flygt Sewerage Pump to authorize sole sourcing of same to EMPS.

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4553 [ZON-1252; Folkman, D.; 3361 16 Avenue NE; R-1 to R-8] - First and Second Reading

0095-2023

Moved: Councillor Gonella  
Seconded: Councillor Wallace Richmond

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4553 be read a first and second time;

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

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment Bylaw No. 4563 [ZON-1257; Braga, M.L.; 60 10 Street SE; R-1 to R-4] - First and Second Reading

0096-2023

Moved: Councillor Flynn  
Seconded: Councillor Gonella

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4563 be read a first and second time;

10. INTRODUCTION OF BYLAWS - continued

- 2. City of Salmon Arm Zoning Amendment Bylaw No. 4563 [ZON-1257; Braga, M.L.; 60 10 Street SE; R-1 to R-4] - First and Second Reading

AND THAT: final reading of the zoning amendment bylaw be withheld subject to registration of Section 219 *Land Title Act* covenant(s) registered on title, restricting the permitted uses to only a single family dwelling and commercial daycare facility;

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

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS

- 1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4560 [OCP4000-53; 1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; MR to HR] - Second Reading

0097-2023

Moved: Councillor Cannon

Seconded: Councillor Gonella

THAT: Pursuant to Section 475 of the *Local Government Act*, Council has considered this Official Community Plan Amendment after appropriate consultation with affected organizations and authorities;

AND THAT: Pursuant to Section 476 of the *Local Government Act*, Council has considered this Official Community Plan amendment after required consultation with School District No. 83;

AND THAT: Pursuant to Section 477(3)(a) of the *Local Government Act*, Council considered the proposed Official Community Plan amendment in conjunction with:

- 1. the Financial Plans of the City of Salmon Arm; and
- 2. the Liquid Waste Management Plan of the City of Salmon Arm;

AND FURTHER THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4560 be read a second time.

CARRIED UNANIMOUSLY

- 2. City of Salmon Arm Zoning Amendment Bylaw No. 4561 [ZON-1255; 1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; R-1 to R-5] - Second Reading

0098-2023

Moved: Councillor Cannon

Seconded: Councillor Gonella

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4561 be read a second time.

CARRIED UNANIMOUSLY



12. CORRESPONDENCE - continued

Councillor Flynn returned to the meeting at 3:46 p.m.

1. Informational Correspondence

5. J. Clement, Station Manager, CKVS-FM 93.7 - Email dated February 14, 2023 - Request for Letter of Support

0102-2023

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: Council provide a Letter of Support to Mel Arnold, MP, North Okanagan-Shuswap on the importance of community radio in the Shuswap.

CARRIED UNANIMOUSLY

13. NEW BUSINESS

14. PRESENTATIONS

15. COUNCIL STATEMENTS

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

1. Councillor Lindgren - Climate Action Plan

WHEREAS on August 26, 2019 Council for the City of Salmon Arm recognized, by Resolution, that Climate Action is a Strategic Priority to be considered in decision making and investment moving forward, and identified the urgent need for a Climate Action Plan and corresponding action for the City;

AND WHEREAS on September 9, 2019, the City declared a Climate Emergency and resolved to work towards achieving carbon neutrality consistent with the research of the Inter-Governmental Panel on Climate Change (IPCC) as well as the BC Climate Leadership Plan;

AND WHEREAS the City completed a Community Energy and Emissions Plan in 2019 to guide City policies and programs for climate mitigation;

AND WHEREAS in 2022 Council authorized a new Service Delivery Management Coordinator staff position which includes a climate lens;

AND WHEREAS the City's 2022 Corporate Strategic Plan identifies Climate Action Initiatives as a Short Term Priority;

AND WHEREAS the City will be imminently engaging in an Official Community Plan review which would benefit from a comprehensive Climate Action Plan to help inform it;

THEREFORE BE IT RESOLVED THAT: \$60,000 (Climate Action Reserve Account \$16,000 and Local Government Climate Action Program Grant \$44,000) be set aside to fund a portion of the cost of a consultant (in conjunction with additional grant funding), to develop a Climate Action Plan in 2024 which will incorporate the CEEP Climate Mitigation planning with Climate Adaptation strategies.

17. NOTICE OF MOTION - continued

2. Councillor Cannon – Elected Officials Benefit Review

WHEREAS extended benefit programs must be reviewed regularly to ensure that the City of Salmon Arm continues to provide Elected Officials with coverage that is relevant, equitable and offers the best value;

AND WHEREAS a thorough review of the Elected Officials benefit package has not been conducted in several years;

THEREFORE BE IT RESOLVED THAT Council direct staff to review the current benefit package and report back with options and cost implications for Council's consideration, with a focus on comparing Elected Officials benefits against those of Exempt City Staff, specifically in the areas of out of country coverage, dental and extended health benefits.

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

20. QUESTION AND ANSWER PERIOD

The Meeting recessed at 3:56 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

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

Chief Administrative Officer E. Jackson  
Director of Corporate Services S. Wood  
Director of Engineering and Public Works R. Niewenhuizen  
Senior Planner C. Larson  
Deputy Corporate Officer R. West

ABSENT:

21. SPECIAL PRESENTATION

Councillor Gonella, M. Landers, D. Chapman and L. Painchaud of the Community Heritage Committee presented the Heritage Conservation Awards to Ken Schultis and Anne Kirkpatrick - Bromham House (1670 10 Street SW), Gerald Chatelain - Collier House (720 2 Avenue NE) and Merchant Block Properties Ltd. - Merchants Block (118-148 Lakeshore Drive NE). The recipients were thanked for their commitment to heritage in the City.

The Meeting recessed at 7:28 p.m.

The Meeting reconvened at 7:29 p.m.



22. DISCLOSURE OF INTEREST

23. HEARINGS

1. Development Variance Permit Application No. VP-570 [Pelletier, E. & G.; 871 3 Avenue NE; setback requirements]

0103-2023

Moved: Councillor Cannon

Seconded: Councillor Gonella

THAT: Development Variance Permit No. VP-570 be authorized for issuance for Lot 4, Section 14, Township 20, Range 10, W6M, KDYD, Plan 3862 (871 3 Avenue NE) to vary the provisions of Zoning Bylaw No. 2303 as follows:

Section 6.11.3 – R-1 Single Family Residential Zone – reduce the minimum setback to an interior side parcel line from 1.0 m (3.3 ft) to 0.06 m (0.2 ft) to allow for the siting of an accessory building as per the Building Location Certificate (Appendix 5) attached to the staff report dated February 8, 2023.

The Planning Official explained the proposed Development Variance Permit Application.

G. Pelletier, the applicant, was available to answer questions from Council and confirmed that the shop will not have a commercial use or living quarters.

Submissions were called for at this time.

H. & T. Yip – email dated February 24, 2023

Following three calls for submissions and questions from Council, the Hearing closed at 7:35 p.m. and the Motion was:

CARRIED UNANIMOUSLY

Councillor Wallace Richmond declared a conflict and left the meeting at 7:36 p.m.

2. Development Variance Permit Application No. VP-573 [Okanagan College/Faction Projects Inc.; 2552 10 Avenue (TCH) NE; height requirements]

0104-2023

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Development Variance Permit No. VP-573 be authorized for issuance for Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan 29879 which will vary Zoning Bylaw No. 2303, in accordance with the drawings in Appendix 7 attached to the staff report dated February 9, 2023, as follows:

- i. Section 24.4 the permitted maximum height of a principal building in the P-3 Institutional Zone from 10.0m to 12.5m; and
- ii. Section 4.4.17 to increase the permitted height exemption from 2.0m to 3.0m and the maximum area from 10.0m<sup>2</sup> to 31.52m<sup>2</sup> in order to accommodate a mechanical penthouse and elevator shaft.

23. HEARINGS - continued

2. Development Variance Permit Application No. VP-573 [Okanagan College/Faction Projects Inc.; 2552 10 Avenue (TCH) NE; height requirements]

The Planning Official explained the proposed Development Variance Permit Application.

J. Ragsdale, Okanagan College, the applicant, provided an overview of the project and was available to answer questions from Council.

Submissions were called for at this time.

Strata KAS687 – letter received February 27, 2023

Following three calls for submissions and questions from Council, the Hearing closed at 7:41 p.m. and the Motion was:

CARRIED UNANIMOUSLY

Councillor Wallace Richmond returned to the meeting at 7:44 p.m.  
Councillor Flynn declared a conflict and left the meeting at 7:44 p.m.

3. Development Permit Application No. DP-446 [1149439 BC Ltd./Grieve, J.; 1120 Shuswap Street SE; servicing requirements]

0105-2023

Moved: Councillor Lindgren  
Seconded: Councillor Cannon

THAT: Development Permit No. 446 be authorized for issuance for Lot 5, Section 11, Township 20, Range 10, W6M, KDYD, Plan 9916 (1120 Shuswap Street SE) in accordance with the Development Permit drawings as per Appendix 8 attached to the staff report dated February 15, 2023;

AND THAT: Development Permit No. 446 vary the Subdivision and Servicing Bylaw No. 4163 as follows:

- i. Waive the requirement to install street lights along the Shuswap Street SE frontage of the subject property;
- ii. Waive the requirement to widen and construct a 3m wide multi-use path along the frontage;
- iii. Waive the requirement to place existing hydro and telecommunications underground;
- iv. Increase the number of permitted accesses from one to two.

AND FURTHER THAT: Issuance of Development Permit No. 446 be withheld subject to:

- i. Receipt of an Estimate and Irrevocable Letter of Credit (in the amount of 125% of the Estimate) for landscaping; and
- ii. Registration of a *Land Title Act* Section 219 covenant restricting tenure to rental for up to 10 units.

The Planning Official explained the proposed Development Permit Application.

23. HEARINGS - continued

3. Development Permit Application No. DP-446 [1149439 BC Ltd./Grieve, J.; 1120 Shuswap Street SE; servicing requirements]

J. Grieve, the applicant, provided an overview of the project and was available to answer questions from Council. J. Grieve amended his written submission and offered a 50% contribution in lieu of 3 variances (excepting the access variance) in the total amount of \$54,876.50.

Submissions were called for at this time.

K. Pearson - email dated February 24, 2023

K. Bischke - email dated February 27, 2023

R. Muto, Muto Holdings, spoke in favour of the application and the requested variances and expressed concerns of the requirement for a multi-use path.

J. Fowlie, noted that there is a 4-foot height difference between the 2 properties and preferred there be only one fence separating them. Other noted concerns were water collection, parking and a dead tree.

J. Grieve responded to the concerns.

T. Dreidger requested that the variances not be waived.

G. Page expressed concerns about parking, drainage and the absence of green area space.

Following three calls for submissions and questions from Council, the Hearing closed at 8:13 p.m. and following comments from Council the Motion was split:

0106-2023

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: Development Permit No. 446 be authorized for issuance for Lot 5, Section 11, Township 20, Range 10, W6M, KDYD, Plan 9916 (1120 Shuswap Street SE) in accordance with the Development Permit drawings as per Appendix 8 attached to the staff report dated February 15, 2023;

AND THAT: Issuance of Development Permit No. 446 be withheld subject to:

- i. Receipt of an Estimate and Irrevocable Letter of Credit (in the amount of 125% of the Estimate) for landscaping; and
- ii. Registration of a *Land Title Act* Section 219 covenant restricting tenure to rental for up to 10 units.

CARRIED UNANIMOUSLY

23. HEARINGS - continued

3. Development Permit Application No. DP-446 [1149439 BC Ltd./Grieve, J.; 1120 Shuswap Street SE; servicing requirements]

0106-2023

Moved: Councillor Lindgren  
Seconded: Councillor Cannon  
THAT: Development Permit No. 446 vary the Subdivision and Servicing Bylaw No. 4163 as follows:

- i. Waive the requirement to install street lights along the Shuswap Street SE frontage of the subject property.

DEFEATED

Mayor Harrison, Councillors Lavery, Gonella, Lindgren, Cannon Opposed

0107-2023

Moved: Councillor Lindgren  
Seconded: Councillor Cannon  
THAT: Development Permit No. 446 vary the Subdivision and Servicing Bylaw No. 4163 as follows:

- ii. Waive the requirement to widen and construct a 3m wide multi-use path along the frontage.

Amendment:

Moved: Councillor Cannon  
Seconded: Councillor Gonella  
THAT: The developer provide \$29,876.50 cash in lieu of construction for a 3m wide multi-use pathway.

CARRIED UNANIMOUSLY

Motion as amended:

CARRIED UNANIMOUSLY

0108-2023

Moved: Councillor Lindgren  
Seconded: Councillor Cannon  
THAT: Development Permit No. 446 vary the Subdivision and Servicing Bylaw No. 4163 as follows:

- iii. Waive the requirement to place existing hydro and telecommunications underground.

CARRIED UNANIMOUSLY

0109-2023

Moved: Councillor Lindgren  
Seconded: Councillor Cannon  
THAT: Development Permit No. 446 vary the Subdivision and Servicing Bylaw No. 4163 as follows:

- iv. Increase the number of permitted accesses from one to two;

23. HEARINGS – continued

- 3. Development Permit Application No. DP-446 [1149439 BC Ltd./Grieve, J.; 1120 Shuswap Street SE; servicing requirements]

Amendment:

Moved: Councillor Cannon  
 Seconded: Councillor Lindgren  
 THAT: Two accesses be permitted, provided there is only one entrance and one exit on the property.

CARRIED UNANIMOUSLY

Motion as amended:

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 8:48 p.m.

- 4. Development Variance Permit Application No. VP-576 [Mushaluk, J. & L./Edge Craft Construction Inc.; 2871 25 Avenue NE; height requirements]

0106-2023

Moved: Councillor Wallace Richmond  
 Seconded: Councillor Flynn  
 THAT: Development Variance Permit No. VP-576 be authorized for issuance for Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP113491 which will vary Zoning Bylaw No. 2303 Section 4.12.1(a) by increasing the height of a combined retaining wall and fence from 6.5 ft. to 17.5 ft.

The Planning Official explained the proposed Development Variance Permit Application.

S. Burgi, Edge Craft Construction Inc., agent for the applicant, was available to answer questions from Council.

Submissions were called for at this time.

L. Coleman – Email received February 26, 2023

Following three calls for submissions and questions from Council, the Hearing closed at 8:51 p.m. and the Motion was:

CARRIED UNANIMOUSLY

24. STATUTORY PUBLIC HEARINGS

- 1. Official Community Plan Amendment Application No. OCP4000-52 [Switzer, C. & Muxlow, R.; 6450 50 Street NE; INS to LR]

The Planning Official explained the proposed Official Community Plan Amendment Application.

M. Beer, agent for the owner, outlined the proposal and was available to answer questions from Council.

24. STATUTORY PUBLIC HEARINGS - continued

- 1. Official Community Plan Amendment Application No. OCP4000-52 [Switzer, C. & Muxlow, R.; 6450 50 Street NE; INS to LR]

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing closed at 8:59 p.m. followed by comments from Council.

- 2. Zoning Amendment Application No. ZON-1253 [Switzer, C. & Muxlow, R.; 6450 50 Street NE; P-3 to R-8]

The Planning Official explained the proposed Zoning Amendment Application.

Submissions were called for at this time.

B. Brook – email dated February 27, 2023

Following three calls for submissions and questions from Council, the Public Hearing closed at 9:02 p.m. followed by comments from Council.

25. RECONSIDERATION OF BYLAWS

- 1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4555 [OCP4000-52; Switzer, C. & Muxlow, R.; 6450 50 Street NE; INS to LR] – Third Reading

0107-2023

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4555 be read a third time.

CARRIED UNANIMOUSLY

- 2. City of Salmon Arm Zoning Amendment Bylaw No. 4556 [ZON-1253; Switzer, C. & Muxlow, R.; 6450 50 Street NE; P-3 to R-8] – Third Reading

0108-2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Gonella

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4556 be read a third time.

CARRIED UNANIMOUSLY

26. QUESTION AND ANSWER PERIOD

27. ADJOURNMENT

0109-2023

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting of February 27, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:09 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Adopted by Council the      day of                      , 2023.

Item 6.2

**CITY OF SALMON ARM**

Date: March 13, 2023

Moved: Councillor Lindgren

Seconded: Councillor Gonella

THAT: the Special Council Meeting Minutes of March 6, 2023, be adopted as circulated.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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





4. ADOPTION OF AGENDA

- Late Item 5.1 - Released from In Camera - Homeless Camp

5. OTHER BUSINESS

The following resolution was released from the In Camera meeting of March 6, 2023:

THAT: Council authorize staff to relocate the tents from 450 3 Street SW to 350 Narcisse Street until a shelter is available;

AND THAT: a porta potty, fencing and garbage receptacles be provided at the site.

6. ADJOURNMENT

0111-2023

Moved: Councillor Gonella

Seconded: Councillor Lavery

THAT: the Special Meeting of Council of March 6, 2023, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:49 a.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Adopted by Council the    day of March, 2023.

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Item 7.1

**CITY OF SALMON ARM**

Date: March 13, 2023

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee Meeting Minutes of March 6, 2023 be received as information.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

## DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers, City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, and by electronic means on Monday, March 6, 2023.

### PRESENT:

Mayor A. Harrison  
Councillor T. Lavery (participated remotely)  
Councillor S. Lindgren (participated remotely)  
Councillor D. Cannon  
Councillor D. Gonella (participated remotely)  
Councillor L. Wallace Richmond (participated remotely)

Chief Administration Officer E. Jackson  
Director of Engineering & Public Works R. Niewenhuizen  
Director of Corporate Service S. Wood  
Senior Planner C. Larson  
Deputy Corporate Officer R. West

### ABSENT:

Councillor K. Flynn

#### 1. CALL TO ORDER

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

#### 2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

#### 3. REVIEW OF THE AGENDA

- Late Item 5.1 Addition to Appendix 2 Development Variance Permit No. VP-571 [Muto Holdings Ltd.; 130 Shuswap Street SE; Servicing requirements]

#### 4. DISCLOSURE OF INTEREST

5. REPORTS

1. Development Variance Permit No. VP-571 [Muto Holdings Ltd.; 130 Shuswap Street SE; Servicing requirements]

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-571 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4163 Specification Drawing No. RD-4, for the frontage of Lot 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 28506, as follows:

- i) waive the requirement to install an offset multi-use path;
- ii) waive the requirement to install street lighting; and
- iii) waive the requirements to install underground hydro and telecommunications.

R. Muto, Muto Holdings Ltd., the applicant, outlined the application and was available to answer questions from the Committee.

Councillor Gonella joined the meeting at 8:08 a.m.

Councillor Gonella left the meeting at 8:10 a.m. and returned to the meeting at 8:13 a.m.

Councillor Lindgren left the meeting at 8:16 a.m. and returned at 8:17 a.m.

Councillor Wallace Richmond joined the meeting at 8:32 a.m.

CARRIED UNANIMOUSLY

2. Zoning Amendment Application No. ZON-1262 [Dyck, S. & K./Browne Johnson Surveyors; 2761 20 Avenue NE; R-1 to R-8]

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning That Part of Legal Subdivision 9 of Section 24, shown on Plan B1997; Township 20, Range 10, W6M, KDYD from R-1 (Single Family Residential) to R-8 (Residential Suite Zone).

M. Howard, Browne Johnson Surveyors, agent for the owner, and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

6. FOR INFORMATION

7. IN-CAMERA

8. ADJOURNMENT

Moved: Councillor Gonella

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee meeting of March 6, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:40 a.m.

---

Mayor A. Harrison, Chair

Minutes received as information by Council at their Regular Meeting of \_\_\_\_\_, 2023.

Item 7.2

## CITY OF SALMON ARM

Date: March 13, 2023

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the Downtown Parking Commission Meeting Minutes of February 28, 2023 be received as information.

### Vote Record

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

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



## CITY OF SALMON ARM

Minutes of the Downtown Parking Commission Meeting held by electronic means on Tuesday, February 28, 2023.

### PRESENT:

Tim Lavery	Councillor, City of Salmon Arm
Bill Laird	Member at Large
Vic Hamilton	Member at Large, Chair
Vera Chomyshen	DSA Representative
Morgen Matheson	DSA Representative
Gerald Foreman	DSA Representative
Colin Mahood	Resource Personnel, City Bylaw Officer
Maurice Roy	Resource Personnel, Manager of Permits & Licensing
Gabriel Bau Baiges	Resource Personnel, City Engineer
Robert Niewenhuizen	Resource Personnel, Director of Engineering & Public Works, Recorder

### ABSENT:

Cathy Ingebrigston	Member at Large
Regan Ready	Member at Large
Jacque Gaudreau	DSA Representative

### GUEST:

The meeting was called to order at 8:07 a.m. by Chair, Vic Hamilton.

1. INTRODUCTIONS AND WELCOME

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

*We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.*

3. PRESENTATIONS:

4. **APPROVAL / CHANGES / ADDITIONS TO AGENDA**

Moved: Gerald Foreman

Seconded: Bill Laird

THAT: the Downtown Parking Commission Meeting Agenda of February 28, 2023 be approved as circulated.

CARRIED UNANIMOUSLY

5. **APPROVAL OF MINUTES FROM JANUARY 17, 2023**

Moved: Bill Laird

Seconded: Morgen Matheson

THAT: the Downtown Parking Commission Meeting Minutes of January 17, 2023 be adopted.

CARRIED UNANIMOUSLY

6. **OLD BUSINESS ARISING FROM MINUTES**

a) DPC appointments – Council Resolution

The Member at Large recommendations were approved by Council at the Regular Council Meeting of February 13, 2023.

7. **NEW BUSINESS**

a) Street Cafes – 2023 requests

Rob Niewenhuizen spoke regarding the applications for sidewalk Cafes by Stillfood Bistro & Cappuccino Bar and Weekends Restaurant & Lounge. The benefits to downtown business vs. the loss of parking was discussed.

Moved: Bill Laird

Seconded: Morgen Matheson

THAT: the commission recommend that the Sidewalk Café applications for Stillfood Bistro & Cappuccino Bar and Weekends Restaurant & Lounge be approved subject to the following conditions being met:

1. that only one on street parking stall be utilized for each applicant; and
2. that the sidewalk café conform to the design and construction guidelines set out in Policy 1.13

CARRIED  
Gerald Foreman Opposed

Vic Hamilton left the meeting at 8:34 a.m. and Bill Laird assumed the Chair.

7. NEW BUSINESS - continued

- b) BC Hydro Electric Charging stations  
Rob Niewenhuizen provided further information regarding the proposal to add charging stations to the Hudson Avenue Parking Lot.

Moved: Gerald Foreman  
Seconded: Morgen Matheson  
THAT: the BC Hydro proposal be approved.

CARRIED UNANIMOUSLY

- c) Summer Markets  
Rob Niewenhuizen outlined the proposal for summer markets. Maurice Roy outlined the relocation of the current Mobile Vendor parking stall to Ross Street for each event.

Moved: Gerald Foreman  
Seconded: Morgen Matheson  
THAT: the proposal be approved.

CARRIED UNANIMOUSLY

8. OTHER BUSINESS - Correspondence (for information)

9. NEXT MEETING - Tuesday, March 21, 2023

The next meeting of the Downtown Parking Commission will be Tuesday, March 21, 2023. The Chairperson will be Regan Ready.

10. ADJOURNMENT

Moved: Gerald Foreman  
Seconded: Morgen Matheson  
THAT: the Downtown Parking Commission Meeting of February 28, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:46 a.m.



Maurice Roy

Item 7.3

**CITY OF SALMON ARM**

Date: March 13, 2023

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Active Transportation Task Force Meeting Minutes of March 6, 2023 be received as information.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

**CITY OF SALMON ARM**

Minutes of the Meeting of the **Active Transportation Task Force** held by electronic means on Monday, **March 6, 2023** at 10:00 a.m.

**PRESENT:**

- |                           |   |
|---------------------------|---|
| Councillor Tim Lavery     | City of Salmon Arm, Chair                                   |
| Mayor Alan Harrison       | City of Salmon Arm  |
| Camilla Papadimitropoulos | Citizen at Large  |
| Blake Lawson              | Citizen at Large  |
| Kathy Atkins              | Citizen at Large  |
| Gary Gagnon               | Citizen at Large  |
| Phil McIntyre-Paul        | Shuswap Trail Alliance                                      |
| Joe Johnson               | Greenways Liaison Committee                                 |
| David Major               | Shuswap Cycling Club  |
| Lana Fitt                 | Salmon Arm Economic Development Society                     |
| Craig Newnes              | Downtown Salmon Arm   |
| Marianne VanBuskirk       | School District No. 83                                      |
| Chris Larson              | City of Salmon Arm, Senior Planner                          |
| Jenn Wilson               | City of Salmon Arm, Service Delivery Management Coordinator |
| Rhonda West               | City of Salmon Arm, Recorder                                |

**ABSENT:**

- |               |                                    |
|---------------|------------------------------------|
| Cory Sampson  | Councillor, Adams Lake Indian Band |
| Anita Ely     | Interior Health                    |
| Louis Thomas  | Councillor, Neskonlith Indian Band |
| Steve Fabro   | Citizen at Large                   |
| Paige Hilland | Social Impact Advisory Committee   |

**GUESTS:**

- |                |                        |
|----------------|------------------------|
| Jenn Bellhouse | Shuswap Trail Alliance |
|----------------|------------------------|

The meeting was called to order at 10:00 a.m.

**1. Call to Order, Introductions and Welcome**

**2. Acknowledgement of Traditional Territory**

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

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

Moved: Camilla Papadimitropoulos

Seconded: Marianne VanBuskirk

THAT: the Agenda for the March 6, 2023 Active Transportation Task Force be approved with the addition of Item 6(c) Earth Day Plans.

CARRIED UNANIMOUSLY

**4. Approval of minutes from November 7, 2022**

Moved: Phil McIntyre-Paul

Seconded: Craig Newnes

THAT: The minutes of the Active Transportation Committee Meeting of November 7, 2022 be approved.

CARRIED UNANIMOUSLY

**5. Presentations****6. Old Business / Arising from Minutes**

a) 2023 Budget meeting - correspondence

b) Restructuring of ATTF and Terms of Reference

Feedback and comments from the group:

- Technical support and prioritization; shared implementation
- Representation from City departments
- Budget input and funding opportunities
- Expertise needs to be preserved
- Diverse lens is helpful; sub-committee structure worked well
- Meeting quarterly as a minimum
- Consensus that having citizens at large adds value

c) Earth Day Plans

Craig Newnes provided information on an Earth Day gathering event on April 22, 2023 at the Ross Street plaza from 11:30 a.m. to 1:00 p.m. and inquired if the group wants to do community outreach at the event.

**7. Sub-Group Updates**

a) Interim Ideas Sub-Group

**8. New Business****9. Other Business &/or Roundtable Updates, Ideas and Questions**

**10. Next Meeting**

The next meeting of the Active Transportation Task Force will be determined with advance notice to members, 2023.

**11. Adjournment**

Moved: Camilla Papademitropoulos

Seconded: Phil McIntyre-Paul

THAT: The Active Transportation Task Force meeting be adjourned.

CARRIED UNANIMOUSLY

The Active Transportation Task Force Meeting of March 6, 2023 was adjourned at 11:06 a.m.

---

Councillor Tim Lavery, Chair

Received for information by Council the            day of            , 2023.

Item 7.4

**CITY OF SALMON ARM**

Date: March 13, 2023

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Environmental Advisory Committee Meeting Minutes of March 7, 2023 be received as information.

**Vote Record**

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

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



## CITY OF SALMON ARM

Minutes of the Environmental Advisory Committee Meeting held in person in Room 100 at City Hall and by virtual means on Tuesday, March 7, 2023 at 2:30 p.m.

### PRESENT:

Councillor Sylvia Lindgren	City of Salmon Arm, Chair
Julia Beatty	Shuswap Climate Action
Janet Pattinson	Shuswap Naturalist Club
Pauline Waelti	Shuswap Environment Action Society (SEAS)
Carmen Fennell	Citizen at Large
Michael Simpson	Citizen at Large
Barrie Voth	Agricultural Industry
Travis Elwood	School District No. 83
Luke Gubbels	Canoe Forest Products
Jennifer Wilson	City of Salmon Arm, Service Delivery Management Coordinator
Rhonda West	City of Salmon Arm, Recorder

### ABSENT:

Christina Thomas	Adams Lake Indian Band
Janet Aitkin	Neskonlith Indian Band
Sharon Bennett	Salmon Arm Bay Nature Enhancement Society (SABNES)
	Citizen at Large

### GUESTS:

Ceren Caner

The meeting was called to order at 2:30 p.m.

#### 1. Introductions and Welcome

#### 2. Acknowledgement of Traditional Territory

*We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.*

#### 3. Approval/changes/additions to Agenda

Moved: Carmen Fennell

Seconded: Pauline Waelti

THAT: the Environmental Advisory Committee Meeting Agenda of March 7, 2023 be approved as circulated.

CARRIED UNANIMOUSLY

**4. Approval of Minutes from February 7, 2023**

Moved: Carmen Fennell

Seconded: Pauline Waelti

THAT: the Minutes of the Environmental Advisory Committee Meeting of February 7, 2023 be approved.

CARRIED UNANIMOUSLY

**5. Presentations**

**6. Old Business/Arising from Minutes**

**a) Review of Presentation to Council – Response to Council questions**

Moved: Janet Pattinson

Seconded: Luke Gubbels

THAT: the Response to Council questions document be forwarded to Council for review at a Regular Council Meeting.

CARRIED UNANIMOUSLY

**b) Committee Work Plan review**

The two working groups were reviewed: 1) Food Security – Janet Pattinson, Pauline Waelti and Barrie Voth; and 2) Biodiversity and Riparian Health – Julia Beatty, Janet Aitken, Sharon Bennett and Ceran Caner. An email will be sent to each group providing contact information so that groups can begin to connect.

Jennifer Wilson provided an update on projects that the Committee could potentially provide input.

**c) Earth Day – April 22, 2023 – events update**

Julia Beatty provided an update on activities for Earth Day. There will be an EV exhibition, Indigenous storytelling, children's storytime and 9-10 booths from various groups including the City of Salmon Arm.

**7. New Business**

**a) Working groups – Food Security and Biodiversity and Riparian health**

See 6 (b).

**b) BC Step Code amendments**

Julia Beatty noted that there will be changes to the BC Step Code effective May 1, 2023. These changes enable 20% better energy efficiency. Jennifer Wilson provided an update on the City's step process and that builders are aware of the upcoming changes.

**8. Other Business & / or Roundtable Updates**

Each sector provided an update on activities and events.

**9. Next Meeting - April 4, 2023**

**10. Adjournment**

Moved: Pauline Waelti

Seconded: Julia Beatty

THAT: the Environmental Advisory Committee meeting of March 7, 2023 be adjourned.

The Environmental Advisory Committee Meeting of March 7, 2023 was adjourned at 3:55 p.m.

---

Councillor Sylvia Lindgren, Chair

Received for information by Council the            day of            , 2023.

February 07, 2023.

## Draft Response to Questions from Mayor and Council on Pesticide Use Bylaw Recommendations

The Environmental Advisory Committee (EAC) delivered presentations to Mayor and Council on January 9, 2023, regarding recommendations to update the pesticide use and tree removal bylaws. At the end of the pesticide presentation there were a few questions that came from council that we will attempt to address here:

### **Q. How does municipal and provincial jurisdiction overlap with respect to bylaw enforcement?**

The [Community Charter](#) is an act that establishes the core areas of authority for municipalities which encompass a broad range of powers from municipal services to public health regulation and property taxation. The charter also includes measures instituted for the protection of the natural environment. A regulation under the charter, entitled *Spheres of Concurrent Jurisdiction – Environment and Wildlife* ([B.C. Reg. 144/2004](#)) spells out the municipality's right to establish bylaws to "regulate, prohibit and impose requirements in relation to the protection of the natural environment".

In addition, there is a section in the Community Charter that refers to '*Spheres of Concurrent Authority*' that might require Ministerial approval of a new municipal bylaw related to trees or the environment, but only where those bylaws did not previously exist. Therefore, because the city's tree and pesticide bylaws already exist, they continue to be valid and don't require this additional approval.

Of interest to Council might be another [reference](#) we found in a City of Vancouver administrative report, also related to the right of a municipality to ban the use of cosmetic pesticides. The City of Vancouver report quotes a Supreme Court of Canada decision that *upheld the right of a municipality to ban harmful chemicals*. In the case quoted, it was a 1991 bylaw passed by the City of Hudson, Quebec that prompted a legal challenge from a lawn care company. So, the information from BC's regulations about the rights of a municipality to protect the natural environment through bylaws is supported even with these kinds of challenges – the laws are clear.

### **Q. How would a municipality's ban on cosmetic pesticides deal with local retailers given the sale of pesticides is under provincial jurisdiction?**

The working group contacted municipal staff members in two communities where there are bans on cosmetic pesticides, permitting systems in place and penalties associated with pesticide use bylaws. The District of North Vancouver enacted their pesticide use ban several years ago and at the time they implemented an education campaign and handed out brochures

to all the local retailers. The District staff stated that the purchase of pesticides requires that a trained clerk must get the product from a locked cabinet and ensure the purchaser has a valid applicators certificate. It is at that time that the purchaser is informed of the ban, and the permitting requirements and given the district's brochure. They felt that the approach was successful since it has markedly reduced the use of pesticides. Their enforcement is driven by complaints which there are very few of. By the way, in the District of North Vancouver, there are no exceptions for pesticide uses other than for noxious weeds like knotweed and hogweed and even in those cases the applicant must demonstrate that other options have failed.

The other municipality contacted was Bowen Island. Their manager of Environment and Park Planning stated that their ban was only instituted in August of 2022. The ban prohibits *any use of cosmetic herbicides* with the only exception being that for noxious weeds, with the demonstration that no other option has successfully eradicated the weeds. Their permit application fee is \$50. There are no pesticide retailers on Bowen Island, so they have not had to institute an education program for retailers.

In another example, the City of Coquitlam adopted a ban on cosmetic pesticides in 2012, stating on their website "many pesticides can no longer be used for garden and lawn beautification or maintenance on residential and City land, even if they are legally allowed for sale." The bylaw also requires "retailers of pesticides in Coquitlam **must** display the [Schedule B](#) notice where banned pesticides are for sale. Failure to post Schedule B may result in a \$300 fine". The Schedule B notice informs the purchaser which pesticides are allowed and mentions those banned, such as glyphosate, 2,4-D, mecoprop, dicamba, carbaryl and malathion. Embedding a requirement in the bylaw for retailers to notify prospective purchasers of a municipal pesticide ban and permitting requirements would be a possible approach to address the issue of continued sales of these products within the city.

The EAC hopes this response to questions posed by the council will assist in developing a revised pesticide use bylaw for Salmon Arm.

Item 7.5

**CITY OF SALMON ARM**

Date: March 13, 2023

Moved: Councillor Gonella

Seconded: Councillor Cannon

THAT: the Community Heritage Commission Meeting Minutes of March 6, 2023 be received as information.

**Vote Record**

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

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

CITY OF SALMON ARM

Minutes of the **Community Heritage Commission** Meeting held by in-person means on **Monday, March 6, 2023**, at 2:05 p.m.

**PRESENT:**

Deborah Chapman, R.J. Haney Heritage & Museum  
Pat Kassa, R.J. Haney Heritage & Museum  
Cindy Malinowski, R.J. Haney Heritage & Museum  
Linda Painchaud  
Mary Landers  
Terry Johnston  
Councillor David Gonella, Chair  
Evan Chorlton, City of Salmon Arm, Recorder (Staff non-voting)

**ABSENT:**

The meeting was called to order at 2:06 p.m.

**1. Introductions and Welcome**

**2. Acknowledgement of Traditional Territory**

*We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.*

**3. Approval / changes / additions to Agenda**

Add 6 a) Expense Reimbursement to Section 6. New Business.

Moved: Terry Johnston

Seconded: Pat Kassa

THAT: the Agenda for the March 6, 2023, Community Heritage Commission Meeting be approved as circulated.

**CARRIED UNANIMOUSLY**

**4. Approval of Minutes of February 6, 2023, Community Heritage Commission Meeting**

Moved: Pat Kassa

Seconded: Mary Landers

THAT: the minutes of the Community Heritage Commission Meeting of February 6, 2023, be approved.

**CARRIED UNANIMOUSLY**

**5. Old Business from minutes****a) Reflection on Heritage Tea and Heritage Week**

The Commission gave their thoughts on the awards reception held on February 27 and Heritage Week at Piccadilly Mall. Topics of discussion included potentially having no savories next time, only having deserts, and having clearer direction on where award recipients should sit during the awards presentation. The Commission also discussed the heritage street contest/quiz and associate prize, coming to a consensus to forgo this next year due to low participation numbers. Mary Landers will put together more detailed notes on the reflections that can be used for next year.

**b) Municipal Heritage Grant Program**

Evan Chorlton circulated two (2) handouts to the Commission that Terry Johnston had sent over email; one being a memorandum Terry had drafted and the other being the City of Nanaimo's Heritage Home Grant Program. Terry Johnston facilitated the discussion on these items, giving an overview of his findings. In the meantime, the Commission will review these documents and will eventually meet sometime before the next meeting on April 3 to discuss potential next steps. Pat Kassa will send out a meeting invite for this meeting to be held at City Hall.

**c) Historic Route Signs**

Linda Painchaud shared that she has checked most of the SE and NE quadrants of the City to see which historic route heritage signs have gone missing. Linda Painchaud and Deborah Chapman will do another driving tour in the spring once the rest of the new signs have been installed, to ensure signs are in the correct location and have the right orientations. Pat Kassa also volunteered to help with this. Evan Chorlton provided an update from Public Works regarding the installation of the remaining signs, sharing that this is at a standstill due to weather, they have completed all that they can do for now, and that they cannot install the new posts into the frozen ground, so the installation of the remaining signs will have to wait a little longer.

**d) Heritage Webpage**

Pat Kassa circulated a handout related to the eventual heritage webpage to the rest of the Commission for discussion and review. Evan Chorlton will ask Gregg Patterson and/or Erin Jackson if the Commission can have some type of shared drive for digital documents.

**6. New Business****a) Expense Reimbursement**

Evan Chorlton explained the issue that the City has with not being able to pay invoices that were not procured by City Staff Directly.



Moved: Deborah Chapman

Seconded: Linda Painchaud

THAT: the Heritage Commission approved the Heritage Conservation Award event, which was hosted on Monday, February 27, 2023

AND THAT: the Heritage Conservation Award event be funded from the Heritage Reserve Account

AND THAT: Mary Landers and Pat Kassa be reimbursed for expenses related to this event

**CARRIED UNANIMOUSLY**

Mary Landers and Pat Kassa recused themselves from the vote. Evan Chorlton also explained that for future events, the commission will approve the event with an estimated budget and ask for funding to come out of the reserves. Once ready, Evan Chorlton will send Mary Landers and Pat Kassa a cheque requisition form.

**7. Other Business &/or Roundtable Updates**

**a) Announcement**

Evan Chorlton shared that he will be leaving the City of Salmon Arm and that his last day will be March 23.

**8. Next Meeting**

Monday, April 3, 2023, at 2:05 p.m.

**9. Adjournment**

Moved: Linda Painchaud

Seconded: Mary Landers

THAT: the Community Heritage Commission Meeting of March 6, 2023, adjourn at 3:00 p.m.

**CARRIED UNANIMOUSLY**

---

David Gonella, Chair

Received for information by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2023

Item 8.1

## CITY OF SALMON ARM

Date: March 13, 2023

### CSRD Connect Board Meeting Highlights - February 2023

#### **Vote Record**

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

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

P46  
Rhonda West

---

**From:** Columbia Shuswap Regional District <listserv@civicplus.com>  
**Sent:** Friday, February 24, 2023 1:30 PM  
**To:** Rhonda West  
**Subject:** [External] CSRD Connect - Board Meeting Highlights - February 2023

**Categories:** REGULAR COUNCIL MEETING, FOLLOW UP



**February 2023**

## **Welcome!**

As part of the shift to our new website, the Columbia Shuswap Regional District is now able to integrate our E-newsletter directly with our website's [sign-up function](#). This will not only save money, but allows subscribers to select which communication tools suit them best, so you can stay informed. We'd love to hear feedback about our new format. Please email [communications@csrd.bc.ca](mailto:communications@csrd.bc.ca) with any comments or suggestions.

## **Correspondence**

### **Expanding Internet access**

The CSRD Board approved issuing letters of support for two separate Connecting Communities Grant applications. One is for [ispeed Communications](#) which is proposing

projects in Wild Rose Bay and Shelter Bay. The second is for the [Shuswap Economic Development Society](#) for proposed enhancements in rural areas of Electoral Areas C, D, F and G.

## Reports & Updates

### Shuswap North Okanagan Rail Trail

Significant progress was made in moving the project closer to the construction phase with the approval of the CSRD Board for a series of resolutions. These included:

Amending agreements with dock owners/tenure holders in the Sicamous Narrows and along Mara Lake,

Amending the governance terms of reference to enhance efficiency in the development phase of the project,

Adopting standards for developing the rail trail,

Dividing maintenance funding based on the CSRD and RDNO each paying 46 per cent, and Splatinsin paying eight per cent,

Approving policy and a simplified permit process for agricultural crossings,

Approving Commercial/Industrial License Agreements with business owners adjacent to the Rail Trail lands,

Adopting Policy A-85 - Provincially Tenured Lawfully Non-Conforming Docks – Electoral Area E Adjacent to Rail Trail Lands.

Board Chair Kevin Flynn noted resolving these issues was a top priority and praised CAO John MacLean, CSRD staff, the RDNO, Splatinsin and the District of Sicamous for their efforts in advancing the project.



## Business General

### Code of Conduct

The Board agreed to develop a [Code of Conduct](#) to govern its members. A committee was established to develop the code including Directors Karen Cathcart, Tim Lavery, Marty Gibbons and Gary Sulz, in addition to CSRD staff.

### 911 Service

The Board authorized a one-year extension (Jan. 1 to Dec. 31, 2023) to the [911 Call Answer Centre Service Agreement](#) the CSRD has with the Regional District of Central Okanagan for \$136,208 plus taxes. The primary reason for the one-year contract is the impending transition to Next Generation 911 services, which will use enhanced technology. Costs of this upgraded service have yet to be determined.

### Board on the Road

The CSRD will be hosting the May 18, 2023 Regular Meeting in Electoral Area D. The CSRD is resuming the practice of hosting one [Board meeting](#) each year in locations around the CSRD region. A location will be determined and advertised for the public to attend.

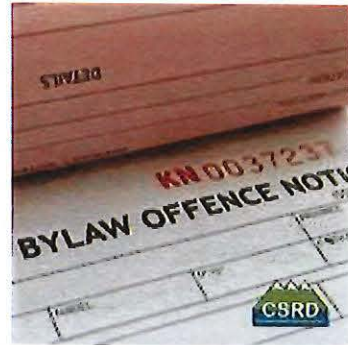
## Golden and Electoral Area A Indoor Aquatic Centre

The CSRD will be applying for a \$13.5 million [Green and Inclusive Community Buildings Fund Grant](#) to help fund the capital costs of the Indoor Aquatic Centre project. Information on whether the CSRD's application is successful will be announced later in the year. The Board also agreed to a [project management contract](#) with Make Projects Ltd. for a cost of \$300,000.

## Development Services - Business General

### Bylaw Adjudication System

The CSRD has adopted a new [Bylaw Dispute Adjudication System](#) which allows for bylaw disputes to be handled locally rather than through the Provincial Courts. Effective immediately, Bylaw Notices (tickets) can be disputed out of court with an impartial adjudicator appointed by the Provincial Attorney General's Office. View [news release](#).



## Land-Use Matters



### Electoral Area E: Official Community Plan Bylaw No. 840-03 and Zoning Amendment Bylaw No. 841-07

The owners of industrially zoned property located at 3410 Oxbow Frontage Road in the Yard Creek neighbourhood have applied for amendments to create a mixed-use resort. The proposed uses include camping spaces and tourist cabins for the traveling public, recreational vehicle (RV) spaces and year-round residential share-lots (for purchase), recreational vehicle and boat storage facility, communal property amenities and property management facilities. Staff recommended denial of the application for a number of reasons including the fact that the proposed change does not fit in with the adjacent industrial land uses.

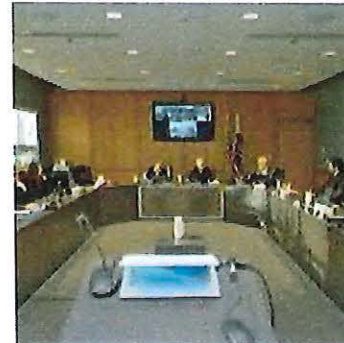
The Board voted to approve first reading with a complex consultation process. This will require the bylaws be referred to other government agencies and First Nations for comment. The applicant is also required to hold a neighbourhood community meeting to explain the proposal and gather feedback. [View report](#).

For information and background reports for the other Development Services items discussed at this meeting, please see the [February 16, 2023 Board agenda](#). If you have questions about a specific application, contact the planning department at [plan@csrd.bc.ca](mailto:plan@csrd.bc.ca)

## Next Board Meeting


The Regular CSRD Board Meeting will be held Thursday, March 16, 2023, in the CSRD Boardroom, at 555 Harbourfront Drive NE, Salmon Arm.


The Regular Board meeting public session generally starts at 9:30 AM. Any scheduling changes to the meeting start time will be noted on the [Meeting Calendar](#) on the CSRD's website.




The public is encouraged to join the meeting via [Zoom](#). The access link can also be found on the [Meeting Calendar](#) of the CSRD website under the Board meeting date.

*Please note: the CSRD Connect newsletter is not a substitute for the regional district's Board meeting minutes, which cover all agenda items. Minutes are available for public review at the [Agendas & Minutes](#) page of our website, [www.csrd.bc.ca](http://www.csrd.bc.ca)*

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Item 9.1

**CITY OF SALMON ARM**

Date: March 13, 2023

**Policy #1.14 – Council Code of Responsible Conduct  
Legislative Requirements**

**Vote Record**

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

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



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

---

To: His Worship Mayor Harrison and Members of Council  
Date: March 13, 2023  
Subject: Policy #1.14 - Council Code of Responsible Conduct - Legislative Requirements

---

**Background:**

On April 11, 2022, Council formally adopted the attached Policy #1.14 Council Code of Responsible Conduct (CofRC) and the attestation was signed by all Council members during the Inaugural Meeting on November 7, 2022. The four key foundational principles outlined in the adopted in the CofRC are integrity, accountability, respect and leadership and collaboration. The code establishes the manner in which elected officials conduct themselves as individuals, and collectively, as part of a decision-making body.

When a CofRC has been established, Section 113.1(1) of the *Community Charter* states that within 6 months after its first regular council meeting following a general local election, a council must decide whether the code of conduct should be reviewed (the deadline for this review would be no later than April 14, 2023).

Should Council decide not to review the Code of Responsible Conduct, the reasoning behind its decision must be made publicly available and the decision to not review must be reconsidered before January 1, 2026 (before the next local election).

**Options:**

1. Council provide direction for a review of Policy #1.14 - Council Code of Responsible Conduct and schedule it for consideration at a Regular Council meeting before April 14, 2023.
2. Council determine a review of Policy #1.14 - Council Code of Responsible Conduct is not required and provide the reasoning behind the decision to be posted publically.

Respectfully Submitted,



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Sue Wood

Director of Corporate Services



# Council Code of Responsible Conduct

## Policy # 1.14

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## A. INTRODUCTION

As local elected representatives (“members”), we recognize that responsible conduct is not optional, but essential to providing good governance for the City of Salmon Arm.

To ensure that the Council Code of Responsible Conduct (CofRC) is relevant and current, it is recommended that members:

- Individually attest to follow the intent and the spirit of the CofRC at the inaugural swearing in ceremony of each term;
- Update their understanding of best practices of a CofRC through LGLA, SILGA, UBCM or in-house workshops in the first year of each term; and
- Review and update, if necessary, the CofRC within six months of the first Council meeting following a General Local Election or as required by provincial legislation.

We further recognize that responsible conduct is based on the foundational principles of integrity, accountability, respect, and leadership and collaboration.

In order to fulfill our obligations and discharge our duties, we are required to conduct ourselves to the highest ethical standards by actively ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of our dealings with every person, including those with other members, staff, and the public.

## B. HOW TO APPLY AND INTERPRET THIS COUNCIL CODE OF RESPONSIBLE CONDUCT

This CofRC applies to the members of the City of Salmon Arm Council. While it does not cover every possible situation, each member is individually responsible for upholding both the intent and the spirit of this policy in their dealings with other members, staff, and the public.

Elected officials must conduct themselves in accordance with the law. This CofRC is intended to be developed, interpreted and applied by members in a manner that is consistent with all applicable Federal and Provincial Laws, as well as the bylaws and policies of the local government, the common law and any other legal obligations that apply to members individually or as a collective Council.

### 1. STATUTORY PROVISIONS

The CofRC is supplementary to the following statutes, laws and policies governing the conduct of local elected officials:

- *The British Columbia Human Rights Code;*

- *The British Columbia Community Charter;*
- *The British Columbia Local Government Act;*
- *The British Columbia Local Elections Campaign Finance Act;*
- *The Workers Compensation Act of British Columbia;*
- *The Freedom of Information and Protection of Privacy Act;*
- *The City of Salmon Arm Respectful Workplace Policy; and*
- *The Criminal Code of Canada.*

If there is a conflict between provincial legislation and/or statutory obligations and this policy, members will defer to the former.

## 2. POLICY STATEMENTS

### A. FOUNDATIONAL PRINCIPLES OF RESPONSIBLE CONDUCT

1. Integrity – means being honest and demonstrating strong ethical principles. Conduct under this principle upholds the public interest, is truthful and honourable.

2. Respect – means having due regard for others’ perspectives, wishes and rights; it also means displaying deference to the offices of local government, and the role of local government in community decision making. Conduct under this principle is demonstrated when a member fosters an environment of trust by demonstrating due regard for the perspectives, wishes and rights of others and an understanding of the role of the local government.

3. Accountability – means an obligation and willingness to accept responsibility or to account for one’s actions. Conduct under this principle is demonstrated when council or board members, individually and collectively, accept responsibility for their actions and decisions.

4. Leadership and Collaboration – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts. Conduct under this principle is demonstrated when a member encourages individuals to work together in pursuit of collective objectives by leading, listening to, and positively influencing others.

### B. STANDARDS OF CONDUCT

#### **Integrity:**

Integrity is demonstrated by the following conduct:

- Members will be truthful, honest, and open in all dealings, including those with other members, staff and the public.

- Members will ensure that their actions are consistent with the shared principles and values collectively agreed to by the Council.
- Members will follow through on their commitments, correct errors in a timely and transparent manner, and engage in positive communication with the community.
- Members will direct their minds to the merits of the decisions before them, ensuring that they act on the basis of relevant information and principles and in consideration of the consequences of those decisions.
- Members will behave in a manner that promotes public confidence in all of their dealings.

**Respect:**

Respect is demonstrated through the following conduct:

- Members will treat every person with dignity, understanding, and respect.
- Members will show consideration for every person's values, beliefs, experiences and contributions to discussions.
- Members will demonstrate awareness of their own conduct, and consider how their words or actions may be, or may be perceived as offensive or demeaning.
- Members will not engage in behaviour that is indecent, insulting or abusive. This behaviour includes verbal slurs such as racist remarks, unwanted physical contact, or other aggressive actions that are harmful or threatening.

**Accountability:**

Accountability is demonstrated through the following conduct:

- Members will be responsible for the decisions that they make and be accountable for their own actions and the actions of the collective council or board.
- Members will listen to and consider the opinions and needs of the community in all decision-making, and allow for appropriate opportunities for discourse and feedback.
- Members will carry out their duties in an open and transparent manner so that the public can understand the process and rationale used to reach decisions and the reasons for taking certain actions.

**Leadership and Collaboration:**

Leadership and collaboration is demonstrated through the following conduct:

- Members will behave in a manner that builds public trust and confidence in the local government, including considering the different interests of the people who make up the community.

- Members will consider the issues before them and make decisions as a collective body. As such, members will actively participate in debate about the merits of a decision, but once a decision has been made, all members will recognize the democratic majority, ideally acknowledging its rationale, when articulating their opinions on a decision.
- Members will recognize that debate is an essential part of the democratic process and encourage constructive discourse while empowering other members and staff to provide their perspectives on relevant issues.
- As leaders of their communities, members will calmly face challenges, and provide considered direction on issues they face as part of their roles and responsibilities while empowering their colleagues and staff to do the same.
- Members will recognize, respect and value the distinct roles and responsibilities others play in providing good governance and commit to fostering a positive working relationship with and among other members, staff, and the public.

#### C. GENERAL CONDUCT

Members agree to adhere to the Foundational Principles and Standards of Conduct as they consider issues and exercise powers, duties and functions. It is imperative that members are at all times impartial in their decision making.

#### D. ROLES AND RESPONSIBILITIES

Council is the governing body of the City of Salmon Arm and is responsible for governing the City in accordance with the Community Charter and Local Government Act (in addition to other applicable legislation).

The Mayor is the head and Chief Executive Officer of the City and is statutorily responsible for providing leadership to Council and direction to the Chief Administrative Officer (CAO).

#### E. INTERACTIONS WITH STAFF

Members are to follow the procedures authorized by Council and the CAO regarding how to contact staff.

Inquiries should be directed to the CAO or department head (Director) unless otherwise agreed upon. Members should not contact other staff directly unless it is related to the business of a Council Committee that a staff member is involved with or for routine assistance (i.e. Executive Assistant).

Any advice provided by staff to Council or Committees will be vetted by the CAO.

Members are not to issue instructions to any of the City's contractors, tenderers, consultants or service providers unless expressly authorized to do so.

Members must not make statements attacking or reflecting negatively on staff. Any concerns or complaints regarding staff conduct should be immediately addressed with the Mayor and/or CAO.

#### F. COLLECTION AND HANDLING OF INFORMATION

Members agree to:

- a. Collect, use and disclose personal information in accordance with the Freedom of Information and Protection of Privacy Act and the policies and guidelines established by the City. If a member is uncertain about interpreting the Act, the City's Freedom of Information and Protection of Privacy Head will provide assistance;
- b. Not publicly disclose any confidential information;
- c. Not disclose or discuss confidential information with family, friends or staff that are not privy to this information in the course of their work;
- d. Take care to protect confidential information that is in the member's custody from being accessed;
- e. Not use confidential information to damage Council, another member, staff or the public;
- f. Only attempt to access information that is required in the discharge of duties;
- g. Not disclose details from a closed meeting, including information about deliberations or how members voted. Once a corporate decision has been made to release the information to the public, resolutions may be shared.
- h. Not alter City records unless expressly authorized to do so; and
- i. Continue to adhere to the requirements in this section even after they cease to be a member.

#### G. CONFLICT OF INTEREST

The Community Charter addresses Conflict of Interest in sections 100, 101 and 104. The interpretation of these sections is a matter for the Courts; however, this document provides additional guidance.

Council's decisions are expected to benefit the community as a whole, without undue influence, and should not come with any actual or perceived personal benefit (including benefits for family or friends).

It is incumbent upon members to attempt to resolve any conflict or incompatibility between their personal interests and the impartial performance of their duties.

#### H. USE OF SOCIAL MEDIA

Members must refrain from speaking on behalf of the City or Council unless expressly authorized to do so.

Members should qualify any subjective content shared on social media with statements such as 'in my opinion' to ensure that there is no confusion that they are speaking on behalf of the City or Council as a whole.

Social media should not be used for purposes that include the distribution of:

- Defamatory remarks, obscenities, profane language or sexual content;
- Disparaging statements about staff or commentary that questions the capabilities or professionalism of staff;
- Discriminatory material that promotes or perpetuates mistreatment of persons on the basis of their race, religion or belief, age, gender, marital status, national origin, physical or mental disability or sexual orientation;
- Opinions that suggest a closed mind in relation to a matter that is to be the subject of a statutory or other public hearing; or
- Promotion of illegal activity.

Members are responsible for the integrity of their posts and should monitor their social media accounts to ensure they are not misused by others in any way.

#### I. INTERACTIONS WITH THE PUBLIC AND MEDIA

Regardless of whether members agree with a decision of Council, they will act respectfully and communicate accurately when discussing the decision with the public and/or media.

#### J. GIFTS OR PERSONAL BENEFITS

Sections 105 and 106 of the Community Charter address the receipt and reporting of gifts and personal benefits for members and the consequences for contravention.



Members should avoid situations that result in the receipt of a gift or personal benefit that could reasonably be viewed as a real or perceived conflict of interest. To ensure that this does not occur, members should not accept gifts or personal benefits directly or indirectly from business or commercial enterprises.

If a member is in question about whether they are being offered a gift or personal benefit they should seek the advice of the CAO.

If a member is in receipt of gifts or personal benefits not in compliance with this policy, they should report it to the Corporate Officer as soon as possible and a disclosure statement must be made in accordance with section 106(2).

#### K. BREACHES, COMPLAINT HANDLING and DISCIPLINARY ACTION

Members agree to abide by the CofRC and endeavor to resolve disputes in good faith before they require intervention. A healthy workplace supports sound decision-making.

Members are encouraged to pursue the informal complaint procedure as the first means of remedying conduct that they believe violates the CofRC; however, a member is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

##### **Informal Complaint Handling**

Any member who has identified or witnessed conduct by another member that they reasonably believe, in good faith, is in contravention of this Policy may address the prohibited conduct by:

- (i) advising the other member the conduct violates this Policy and encouraging the other member to stop; or
- (ii) requesting the Mayor to assist in informal discussion of the alleged complaint with the other member in a mediated attempt to resolve the issue. In the event the Mayor is the subject of, or is implicated in a complaint, the member may request the assistance of the Deputy Mayor.

##### **Formal Complaint Handling**

If attempts to resolve issues are not successful, potential breaches under the CofRC may be submitted, in writing, by a member of Council to both the Mayor and CAO. Complaints shall be submitted in writing to the Mayor and CAO within six (6) months of the last alleged breach. The Mayor and CAO are authorized to extend this six (6) month deadline if circumstances warrant an extension.

In the event that the Mayor is the subject of an allegation or is implicated in the complaint, then the complaint will be addressed to the current Deputy Mayor and the CAO. If the CAO is implicated, then the complaint will be addressed to the Deputy CAO.

Within 30 days of receipt of a complaint, the Mayor (or Deputy) and CAO (or Deputy) will attempt to resolve the matter informally. If the matter has not been resolved after 30 days then an independent third party shall be appointed. The third party will possess the necessary professional skills, knowledge and experience to investigate the complaint and be acceptable to both the complainant(s) and respondent(s).

If the parties are unable to agree on an investigator then the City's legal council will select a suitable candidate.

The investigator will conduct a preliminary assessment of the complaint and determine whether to continue investigating or make written recommendation regarding the dismissal of the complaint on the grounds that it is either unfounded, beyond the jurisdiction of the CofRC or unlikely to succeed under provincial legislation, statutory obligations or this policy.

If the investigation continues, the following will apply:

- A fair, timely, confidential, independent and impartial investigation will be completed in accordance with the principles of due process and natural justice;
- Investigation updates will be provided to all involved parties every 30 days, at minimum.
- A written report of the findings will be provided to all involved parties, as well as the Manager of Human Resources who will retain a copy. The Mayor or Deputy Mayor will provide a summary to Council, in-camera.
- Any recommendations arising from the report and any actions taken in response will remain confidential unless it is determined to be a public matter. Members will not comment in open meetings regarding any allegations.

Recommendations may include:

- i. dismissal of the complaint;
- ii. censure;
- iii. removal from committee membership;
- iv. prohibition from representing the City at events and/or attending conferences or seminars;
- v. reduction in compensation in accordance with the Council Remuneration By-Law;
- vi. a recommendation that an apology be given;
- vii. counselling and/or coaching; or,
- viii. such other recommendations as are deemed appropriate in the judgment of the Third Party Investigator.

Council will decide whether the recommendations in the Report, in whole or part, will be imposed.

Prepared by: Chief Administrative Officer	Date: April 6, 2022
Approved by: Council	Date: April 11, 2022
Reviewed by: Council	Date:

## APPENDIX A - Resources

- *The British Columbia Human Rights Code*; [Human Rights Code \(gov.bc.ca\)](http://gov.bc.ca)
- *The British Columbia Community Charter*; [Full Multi - Community Charter \(gov.bc.ca\)](http://gov.bc.ca)
- *The British Columbia Local Government Act*; [Local Government Act](http://gov.bc.ca)
- *The British Columbia Local Elections Campaign Finance Act*; [Local Elections Campaign Financing Act \(gov.bc.ca\)](http://gov.bc.ca)
- *The Workers Compensation Act of British Columbia*; [Workers Compensation Act \(gov.bc.ca\)](http://gov.bc.ca)
- *The Freedom of Information and Protection of Privacy Act*; [Full Multi - Freedom of Information and Protection of Privacy Act \(gov.bc.ca\)](http://gov.bc.ca)
- *The Criminal Code of Canada*. [Criminal Code \(justice.gc.ca\)](http://justice.gc.ca)

APPENDIX B



Code of Responsible Conduct Attestation

I acknowledge that I have read and understand the City of Salmon Arm Code of Responsible Conduct and I agree to abide by its provisions.

If I become aware of any situation that is contrary to the intent and spirit of the Code of Responsible Conduct, I will report my concerns to the Mayor and/or Chief Administrative Officer.

By completing this attestation, I declare my commitment to uphold the principles and standards of responsible conduct outlined in this Code of Responsible Conduct.

---

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Member

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Date

---

Corporate Officer

Item 9.2

## CITY OF SALMON ARM

Date: March 13, 2023

Moved: Councillor

Seconded: Councillor

THAT: City Policies 1.7 "Race Relations", 1.8 "Allegations of Conflict of Interest", 4.1 "Staff Hiring - Authority and Responsibility", 4.2 "Financial Disclosures - Staff", 4.7 "Asset / Property Control", 4.8 "Employee Theft", 6.1 "Safety Policy Statement", 6.2 "Employees & Officers of the District of Salmon Arm who may be infected with AIDS virus", 7.25 "Conflict of Interest", and 8.5 "Tobacco Free Sports Events and Sports Facilities" be rescinded.

### Vote Record

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

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

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

---

To: His Worship Mayor Harrison and Members of Council  
Date: March 13, 2023  
Subject: Policy Housekeeping

---

**MOTION FOR CONSIDERATION:**

THAT: City Policies 1.7 "Race Relations", 1.8 "Allegations of Conflict of Interest", 4.1 "Staff Hiring - Authority and Responsibility", 4.2 "Financial Disclosures - Staff", 4.7 "Asset / Property Control", 4.8 "Employee Theft", 6.1 "Safety Policy Statement," 6.2 "Employees & Officers of the District of Salmon Arm who may be infected with AIDS virus", 7.25 "Conflict of Interest", and 8.5 "Tobacco Free Sports Events and Sports Facilities" be rescinded.

---

**Background:**

The City's policies were reviewed in relation to other policies, bylaws, legislation and regulations that are more current as well as those that are no longer required and outdated. The following policies have been identified as obsolete:

1. Policy 1.7 "Race Relations" dated October 1995
2. Policy 1.8 "Allegations of Conflict of Interest" dated October 2000
3. Policy 4.1 "Staff Hiring - Authority and Responsibility" dated July 1987
4. Policy 4.2 "Financial Disclosures - Staff" dated December 1994
5. Policy 4.7 "Asset / Property Control" dated November 1992
6. Policy 4.8 "Employee Theft" dated November 1992
7. Policy 6.1 "Safety Policy Statement" dated May 2010
8. Policy 6.2 "Employees & Officers of the District of Salmon Arm who may be infected with AIDS virus" dated June 1998
9. Policy 7.25 "Conflict of Interest" dated February 1999
10. Policy 8.5 "Tobacco Free Sports Events and Sports Facilities" dated April 2003

Respectfully Submitted,



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Sue Wood  
Director of Corporate Services

Item 9.3

**CITY OF SALMON ARM**

Date: March 13, 2023

Moved: Councillor

Seconded: Councillor

THAT: the 2023 Budget contained in the 2023-2027 Financial Plan Bylaw be amended to reallocate \$3,000 towards the RCMP Musical Ride funded from Canada Day Celebrations.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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



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

---

TO: His Worship Mayor Harrison and Members of Council  
DATE: March 7, 2023  
SUBJECT: RCMP Musical Ride Reception

---

**MOTION FOR CONSIDERATION:**

**THAT:** *The 2023 Budget contained in the 2023 – 2027 Financial Plan Bylaw be amended to reallocate \$3,000 towards the RCMP Musical Ride funded from Canada Day Celebrations.*

**Background:**

Salmon Arm has been chosen as the location for three performances of the 2023 RCMP Musical Ride over the Canada Day long weekend. This is especially exciting because May 23, 2023 marks the 150<sup>th</sup> anniversary of the RCMP.

The community last hosted the RCMP Musical Ride in 2018 and the City's contribution was a reception for the riders, their support staff and local supporters. The reception was well received and the host organizations (Salmon Arm Rotary and SASLAA) have encouraged the City to arrange a similar event in 2023.

It is anticipated that the event will welcome 80 – 100 people at the Salmon Arm Fall Fairgrounds on the evening of the riders' arrival (June 30, 2023).

The current balance of the Canada Day Celebrations expense account is \$17,000.

Respectfully Submitted,

  
Erin Jackson  
Chief Administrative Officer

Item 9.4

**CITY OF SALMON ARM**

Date: March 13, 2023

Moved: Councillor

Seconded: Councillor

THAT: Council accept the quote received from Line West Ltd., to undertake the Traffic Line Markings & Airport Marking Program for the three (3) year term 2023, 2024 and 2025 in accordance with the unit prices quoted as follows:

- 2023 - \$62,037.00 plus applicable taxes
- 2024 - \$62,037.00 plus applicable taxes
- 2025 - \$62,037.00 plus applicable taxes

AND THAT: The contract include an option to extend, up to an additional two (2) years, upon acceptance by both parties.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

---

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering & Public Works

PREPARED BY: Darin Gerow, Manager of Roads & Parks

DATE: March 3, 2023

SUBJECT: **2023/2024/2025 Traffic Line & Airport Marking – AWARD**

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**RECOMMENDATION:**

**THAT:** Council accept the quote received from Line West Ltd., to undertake the Traffic Line Markings & Airport Marking Program for the three (3) year term 2023, 2024, 2025 in accordance with the unit prices quoted as follows:

- 2023 - \$62,037.00 plus applicable taxes.
- 2024 - \$62,037.00 plus applicable taxes.
- 2025 - \$62,037.00 plus applicable taxes.

**AND THAT:** An option to extend up to an additional two (2) years upon acceptance by both parties.

---

**BACKGROUND:**

A Request for Quote (RFQ) was issued for the Annual Traffic Line Marking Program for a three (3) year term commencing in 2023 to 2025 with an option to extend an additional two (2) years upon acceptance of both parties. The Request for Quote was issued on BC Bid and City of Salmon Arm website. Work includes: supply and place complete with layout of traffic lines, centre lining, lane and road shoulder dividers and airport markings. City crews will be completing a majority of symbols and crosswalk line marking.

The City reviewed the submitted quotes upon quote closing on February 22, 2023. The following two (2) quotations were received as follows:

Company	2023 Price	2024 Price	2025 Price	Total Cost over 3 years
Line West Ltd.	\$62,037.00	\$62,037.00	\$62,037.00	\$186,111.00
Aardvark Pavement Marking Services	\$98,321.41	\$103,447.73	\$108,610.11	\$310,379.25

\*taxes are not included in this amount

**2023/2024/2025 Traffic Line & Airport Marking – QUOTE AWARD**

Line West Ltd. is a contractor out of Okotoks, Alberta and has successfully completed City of Salmon Arm Line Painting Program six out of the last nine years (2014-2016 & 2020-2022).

For information the following charts shows the Traffic Line Marking Contract values from 2014 to 2025. Note these values do not include the Airport Markings. Portion of the increase in value this year is due to an increase of quantities.



The approved budget for the 2023 Traffic Line Marking is \$118,500 which includes center line markings to be completed by Contractor and road symbol markings to be completed by the City crews. The approved budget for the Airport markings 2023 is \$35,000. We recommend that Line West Ltd. be awarded the 2023, 2024, 2025 Traffic Line and Airport Marking Contract at their quoted price of \$186,111.00, plus applicable taxes with an option to extend up to an additional two (2) years upon acceptance by both parties.

Respectfully submitted,

Robert Niewenhuizen, A.Sc.T  
 Director of Engineering & Public Works

c.c. Chelsea Van de Cappelle, Chief Financial Officer

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Item 9.5

**CITY OF SALMON ARM**

Date: March 13, 2023

Moved: Councillor

Seconded: Councillor

THAT: Council approve two temporary Sidewalk Cafes at the following locations:

- Stillfood Bistro & Cappuccino Bar, 371 Alexander Street NE
- Weekends Restaurant & Lounge, 321 Alexander Street NE

AND THAT: the approval be subject to the following conditions being met:

- Completion of an application under the Sidewalk Café Extension Program, including fees, security deposit and proof of insurance;
- The construction of the temporary structures conform to the design and construction guidelines as set out in the Sidewalk Café Extension program Policy No. 1.13.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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



File: 5400-30

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

DATE: 6 March 2023

SUBJECT: **SEASONAL SIDEWALK CAFÉ CONSIDERATIONS FOR STILLFOOD BISTRO & CAPPUCCINO BAR AND WEEKENDS RESTAURANT & LOUNGE**

**THAT:** Council approve two temporary Sidewalk Cafés at the following locations:

- Stillfood Bistro & Cappuccino Bar, 371 Alexander Street
- Weekends Restaurant & Lounge, 321 Alexander Street NE

**AND THAT** The approval be subject to the following conditions being met:

- Completion of an application under the Sidewalk Café Extension Program, including fees, security deposit and proof of insurance,
- The construction of the temporary structures conform to the design and construction guidelines as set out in the Sidewalk Café Extension Program Policy No 1.13,

## **BACKGROUND**

The Sidewalk Café Extension Program Policy No 1.13 (Policy) was developed and approved in April 2020 just prior to the start of the COVID pandemic. To date the program has been very successful and in discussion with the businesses that have utilized this program it has helped them during the last two years when many restaurants had reduced capacity due to public health restrictions. There are currently four (4) seasonal sidewalk café which have been approved under the policy, (Appendix 'A' Sidewalk café map)

Staff recently received applications from two new restaurants Stillfood Bistro & Cappuccino Bar and Weekends Restaurant & Lounge wanting to create temporary sidewalk café on Alexander Street.

The two restaurants in question were both approved for temporary evening café setups last year. The evening cafés were allowed to be operated between the hours of 4:30 pm and 10:00 pm, then dismantled and removed during the daytime hours.

The current request from the applicants is to allow these locations to have sidewalk cafés that would fall under the guidelines of the Policy for seasonal use. However, the requests fall outside of the Policy guidelines in that only one sidewalk café is allowed per block. The applicants are

aware of this requirement and staff have spoken with Downtown Salmon Arm (DSA) who have indicated their support for the current applications. Staff have also received letter of support for the both applicants from Salmon Arm Economic Development Society and Chamber of Commerce. (Letters attached)

- Stillfood Bistro & Cappuccino Bar, 371 Alexander Street NE,
- Weekends Restaurant & Lounge, 321 Alexander Street NE.

Proposed layout sketches for each applicant is attached to this report.

It should be recognised that the previously approved sidewalk cafés (Shuswap Pie Co, Night Café, Anvil Coffee & Hanoi 36) have made a significant financial investment in the free standing structures that have been built to comply with the Policy. It is for this reason that these business receive the opportunity to renew their permit each year prior to any new applications being reviewed or approved.

Staff have reviewed the requests and have some design and construction concerns in that they may not conform to the Policy guidelines. Should these applications be considered for approval, staff would be recommending the construction be similar to what was approved for the other existing sidewalk café for safety and aesthetic reasons. Staff want to ensure that what is being proposed will safely guide pedestrians around the expanded café areas and that there is a physical and visible barrier between the pedestrians and the vehicle traffic on Alexander Street.

The requests were reviewed by the Downtown Parking Commission (DPC) during their February 28<sup>th</sup> meeting. The DPC made a motion for City Council's consideration, to approve the sidewalk café requests subject to the following conditions being met:

- That only one on-street parking stall be utilized for each application; and
- That the sidewalk café conform to the design and construction guidelines set out in Policy 1.13

In addition, it is recommended that the Sidewalk Café Extension Program Policy No 1.13 be reviewed and amended as necessary to ensure that it is current. While expanding the Policy to permit additional Cafes is not recommended, staff believe it would be beneficial to include wording to ensure that any structures in excess of those permitted within the policy are reviewed at least annually to assess the impact on the community.

Respectfully submitted,



Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

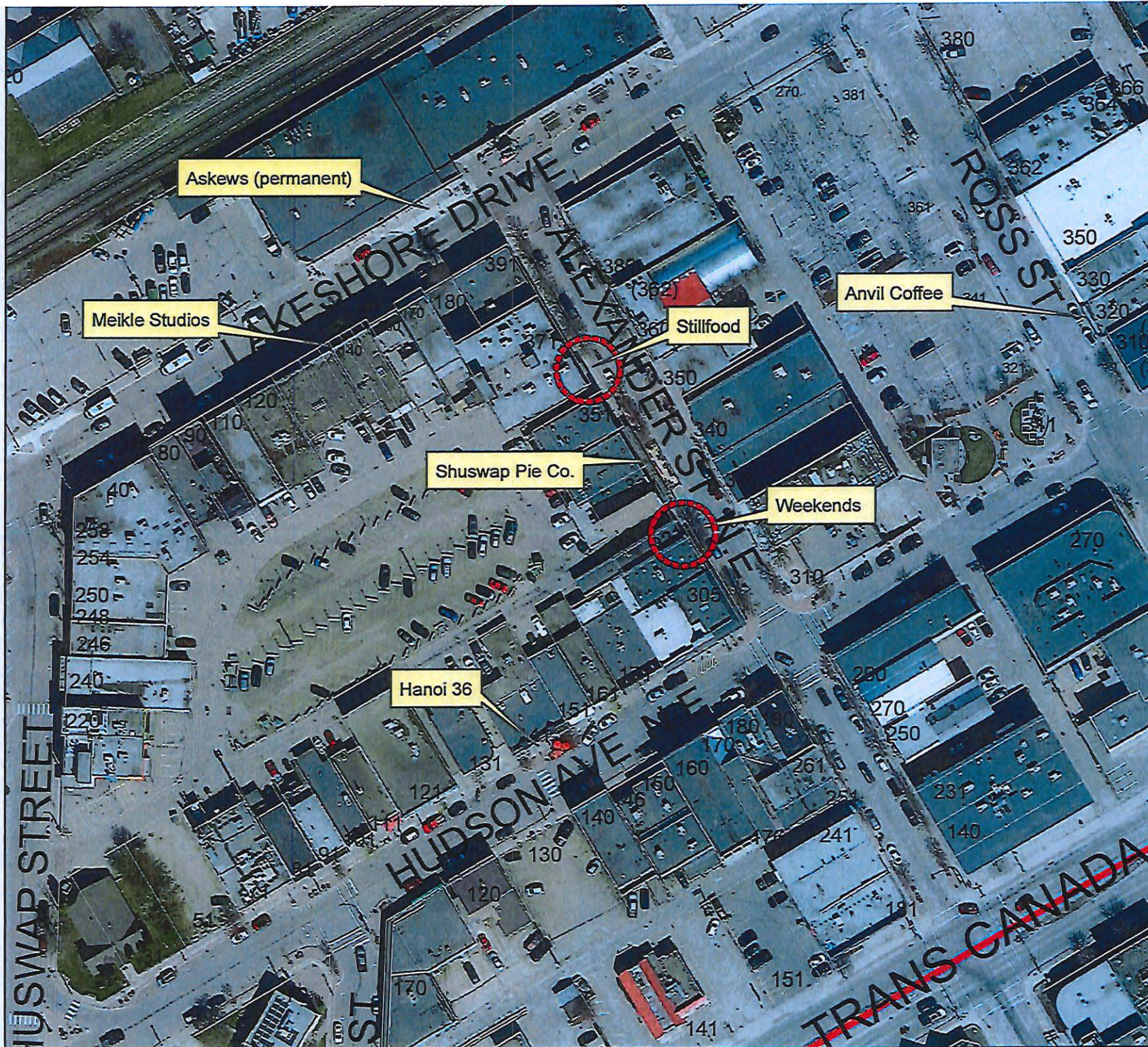




1:1,250

### Polciy 1.13 Street Cafe's

Late Item 9.2 - Letters  
of support, area map  
and proposed sidewalk  
cafe layouts





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

February 9, 2023

Dear Mayor Harrison and Councillors:

RE: Stillfood Bistro and Weekends Restaurant 2023 Sidewalk Patio Applications

On behalf of the Salmon Arm Downtown Improvement Association, please accept this letter of support for the 2023 sidewalk patio applications for Stillfood Bistro and Weekends Restaurant on Alexander Street.

Our Board of Directors understands approval of these patios requires the loss of parking stalls along Alexander Street. The DSA Board believes the impact from increased activation of these spaces during daytime and evening hours would add more value to our downtown core than the impact from the loss of these parking stalls.

The approval last year of a daily patio from 4:30 - 10 pm was generous and well received. However, with the current rise in food costs and labor shortages, it is more feasible to install a patio at the beginning of the season that is available for use throughout the entire day. Especially considering both businesses have daytime into evening operating hours, enhancing the evening culture of downtown Salmon Arm during our tourism season.

Thank you for your consideration of these two applications and our full support for each.

Sincerely,

Jennifer Broadwell

A handwritten signature in black ink that reads "Jennifer Broadwell".

Manager

DOWNTOWN SALMON ARM  
250 SHUSWAP STREET NE, PO BOX 1928  
SALMON ARM, BRITISH COLUMBIA V1E 4P9

CHAMBER OF COMMERCE  
**SALMON ARM**

In Business. For Business.

#101 160 Harbourfront Drive  
Box #999 Stn. Main  
Salmon Arm, BC V1E 4P2

Weekends Restaurant and Lounge  
321 Alexander Street NE  
Salmon Arm, BC V1E 4N8

February 9, 2023

Dear Michael Vu:

RE: Downtown Salmon Arm Sidewalk Patio Application

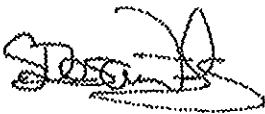
On behalf of the Salmon Arm & District Chamber of Commerce, I am pleased to provide this letter of support for the Weekends Restaurant and Lounge application with the Downtown Parking Commission for a sidewalk patio.

Downtown is becoming a food hub in Salmon Arm, bringing people to the downtown core who not only visit restaurants but who also shop in the stores nearby which increases the economic activity supporting many small and local businesses. By opening more space for a restaurant provides the opportunity to bring even more people downtown to support these businesses.

Other restaurants in downtown Salmon Arm have been given permission to have sidewalk patios and the Chamber of Commerce believes that all restaurants should be provided the opportunity to expand their business to allow for a greater number of people to be served, which is why we support the application for Weekends Restaurant and Lounge.

Yours truly,

Shelley Desautels



Executive Director,  
Salmon Arm & District Chamber of Commerce  
E: admin@sachamber.bc.ca  
P: 250-832-6247

February 15, 2023

To Whom It May Concern:

**Re: Letter of Support for Weekends Restaurant Seasonal Outdoor Patio**

On behalf of Salmon Arm Economic Development Society (SAEDS), I am pleased to offer this letter in support of the seasonal patio request for Weekends Restaurant.

SAEDS feels the addition of seasonal patio spaces downtown will support the growth of our local restaurants. In addition to providing increased seating capacity, outdoor dining experiences are likely to attract additional customers through the creation of unique and memorable experiences. The SAEDS Board feels additional seasonal patios will add to our downtown vibrancy and broadly support business development.

Outdoor patios are an excellent example of community placemaking or "third spaces" which is the development of public spaces that people feel connected to, ultimately supporting both visitor attraction and resident attraction to our City. As such, we are in support of the application from Weekends Restaurant.

Sincerely,



Lisa Pitt, Esq.  
Executive Director

WALKWAY

ISLAND

SUSHI ROTAN

WEAVERBOYS

ALLEYWAY



WOOD FENCING

BENCH SEATING

PLANTS / WOOD FENCING

WALKWAY

ALEXANDER NE



WINDOW

STILL FOOD

Brown  
STONSON

WOOD FENCING

PLANT  
POOL

SALMON

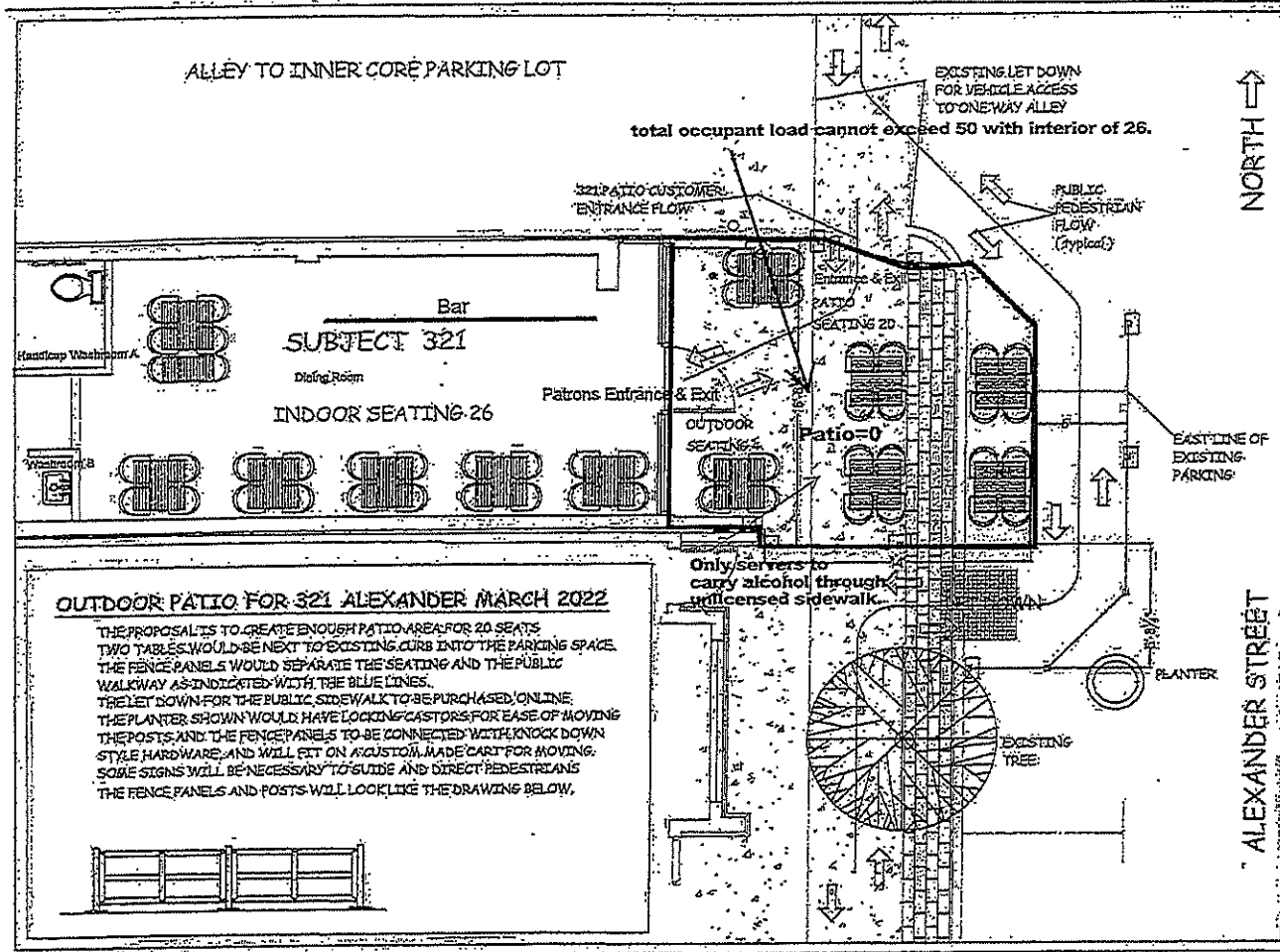
SUN CITY

OFFICE  
SUPPLY

PARKING

LCRB OFFICIAL PLAN  
 MUST BE KEPT WITH LIQUOR LICENCE AND  
 AVAILABLE FOR INSPECTION AT ALL TIMES  
 Date Issued: September 02, 2022  
 Page 2 - FP Licence # 311035 General Manager

May 17/2022  
 CITY OF  
**SALMON ARM**



TOTAL OCCUPANT LOAD

50  
 PERSONS

BASED ON AVAILABLE WASHROOM  
 TAKEN FROM INSIDE  
 COMBINED INDOOR + PATIO LOAD

MAXIMUM WOOD LOAD 26 PERSONS

*Maurice Roy*  
 MAURICE ROY  
 MANAGER OF PERMITS  
 & LICENSING

321 Alexander St NE  
 Salmon Arm BC

**OUTDOOR PATIO FOR 321 ALEXANDER MARCH 2022**

THE PROPOSAL IS TO CREATE ENOUGH PATIO AREA FOR 20 SEATS  
 TWO TABLES WOULD BE NEXT TO EXISTING CURB INTO THE PARKING SPACE.  
 THE FENCE PANELS WOULD SEPARATE THE SEATING AND THE PUBLIC  
 WALKWAY AS INDICATED WITH THE BLUE LINES.  
 THE LET DOWN FOR THE PUBLIC SIDEWALK TO BE PURCHASED ONLINE.  
 THE PLANTER SHOWN WOULD HAVE LOCKING CASTORS FOR EASE OF MOVING.  
 THE POSTS AND THE FENCE PANELS TO BE CONNECTED WITH KNOCK DOWN  
 STYLE HARDWARE AND WILL FIT ON A CUSTOM MADE CART FOR MOVING.  
 SOME SIGNS WILL BE NECESSARY TO GUIDE AND DIRECT PEDESTRIANS  
 THE FENCE PANELS AND POSTS WILL LOOK LIKE THE DRAWING BELOW,





February 15, 2023

To Whom It May Concern:

**Re: Letter of Support for Stillfood Bistro & Cappuccino Bar Seasonal Outdoor Patio**

On behalf of Salmon Arm Economic Development Society (SAEDS), I am pleased to offer this letter in support of the seasonal patio request for Stillfood Bistro.

SAEDS feels the addition of seasonal patio spaces downtown will support the growth of our local restaurants. In addition to providing increased seating capacity, outdoor dining experiences are likely to attract additional customers through the creation of unique and memorable experiences. The SAEDS Board feels additional seasonal patios will add to our downtown vibrancy and broadly support business development.

Outdoor patios are an excellent example of community placemaking or "third spaces" which is the development of public spaces that people feel connected to, ultimately supporting both visitor attraction and resident attraction to our City. As such, we are in support of the application from Stillfood Bistro.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lana Pitt", is written over a faint, circular stamp or watermark.

Lana Pitt, B.Sc.  
Executive Director

**CHAMBER OF COMMERCE**  
**SALMON ARM**  
In Business. For Business.

#101 160 Harbourfront Drive  
Box #999 Stn. Main  
Salmon Arm, BC V1E 4P2

Still Food Bistro & Cappuccino Bar  
#101 371 Alexander Street NE  
Salmon Arm, BC V1E4H7

February 9, 2023

Dear Tyson Still:

RE: Downtown Salmon Arm Sidewalk Patio Application

On behalf of the Salmon Arm & District Chamber of Commerce, I am pleased to provide this letter of support for the Still Food Bistro & Cappuccino Bar application with the Downtown Parking Commission for a sidewalk patio.

Downtown is becoming a food hub in Salmon Arm, bringing people to the downtown core who not only visit restaurants but who also shop in the stores nearby which increases the economic activity supporting many small and local businesses. By opening more space for a restaurant provides the opportunity to bring even more people downtown to support these businesses.

Other restaurants in downtown Salmon Arm have been given permission to have sidewalk patios and the Chamber of Commerce believes that all restaurants should be provided the opportunity to expand their business to allow for a greater number of people to be served, which is why we support the application for Still Food Bistro & Cappuccino Bar.

Yours truly,

Shelley Desautels



Executive Director,  
Salmon Arm & District Chamber of Commerce  
E: admin@sachamber.bc.ca  
P: 250-832-6247



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Item 9.6

**CITY OF SALMON ARM**

Date: March 13, 2023

Moved: Councillor

Seconded: Councillor

THAT: The 2023 Budget contained in the 2023 – 2027 Financial Plan Bylaw be amended to reflect additional funding in the amount of \$91,500.00, which includes the additional funds, PST and miscellaneous costs for radio purchase/installation, GPS, etc. reallocated from:

- \$18,000.00 from 'Hole Hog – Unit No. 841'
- \$7,800.00 from 'Tractor Infield Groomer'
- \$65,700.00 from the Equipment Replacement Reserve Fund

And allocated as follows:

	Additional Budget	Total Budget
Unit No. 938 Replacement	\$8,625.00	\$58,625.00
Unit No. 944 Replacement	\$8,625.00	\$58,625.00
Unit No. 948 Replacement	\$37,125.00	\$87,125.00
Unit No. 996 Replacement	\$37,125.00	\$87,125.00
	\$91,500.00	\$291,500.00

AND THAT: Council approve the purchase for the replacement of Units #938, #944, #948 and #996 – Pickup Trucks, from Braby Motors Ltd. for the quoted amount of \$261,388.00 plus taxes as applicable.

**Vote Record**

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

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



TO: His Worship the Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Darin Gerow, Manager of Roads & Parks

DATE: March 3, 2023

SUBJECT: **PURCHASE RECOMMENDATION FOR REPLACEMENT OF FOUR PICKUP TRUCKS**

**STAFF RECOMMENDATION**

**THAT:** The 2023 Budget contained in the 2023 – 2027 Financial Plan Bylaw be amended to reflect additional funding in the amount of \$91,500.00, which includes the additional funds, PST and miscellaneous costs for radio purchase/installation, GPS, etc. reallocated from:

- \$18,000.00 from ‘Hole Hog – Unit No. 841’
- \$7,800.00 from ‘Tractor Infield Groomer’
- \$65,700.00 from the Equipment Replacement Reserve Fund

And allocated as follows:

	Additional Budget	Total Budget
Unit No. 938 Replacement	\$8,625.00	\$58,625.00
Unit No. 944 Replacement	\$8,625.00	\$58,625.00
Unit No. 948 Replacement	\$37,125.00	\$87,125.00
Unit No. 996 Replacement	\$37,125.00	\$87,125.00
	<b>\$91,500.00</b>	<b>\$291,500.00</b>

**AND THAT:** Council approve the purchase for the replacement of Units #938, #944, #948 and #996 – Pickup Trucks, from Braby Motors Ltd. for the quoted amount of \$261,388.00 plus taxes as applicable.

**BACKGROUND**

The City of Salmon Arm Public Works Department Unit #938, #944, #948 and #996 aged 22yrs, 21yrs, 20yrs and 19yrs old, respectively. They have all served well and are scheduled for their second replacement. These units are used mainly for movement of staff to and from project sites with the ability to haul or tow small to medium items. These serve extremely important during the summer months when we are fully staffed, and occasionally still short units to move people and material from job sites some days. Due to the age of the existing units, they were often in the shop for repair and not available. New replacements should elevate the availability and service levels to ensure staff and material are easily moved from site to site.

A Request for Quotation was advertised on BC Bid for the supply & delivery of a Four (4) Pickup Trucks. On February 23, 2023. Three (3) companies quoted, as follows:

Company	Model	Sub-Total Price	Price Incl. Tax
Braby Motors Ltd, Salmon Arm	2023 Dodge Ram 1500	\$261,388.00	\$297,919.30
	2023 Dodge Ram 2500		
Transcan Leasing Corp, Vancouver, BC	2023 GMS Sierra 1500	\$286,000.00	\$328,900.00
	2024 GMS Sierra 3500		
Metro Motors, Port Coquitlam	2023 Ford F-150	\$309,200.00	\$355,580.00
	2024 Ford F-250		

Staff have reviewed all submitted quotes and the submission of Braby Motors has satisfactorily met all specified requirements. We have been notified by Braby Motors that the specified ½ ton trucks are now being discontinued at the end of this build year. Due to the timing of manufacturing if the truck builds are full and our order is not fulfilled, staff would have to investigate replacement with different specifications.

It should be noted that there has been a significant increase in equipment and vehicles prices. Current rates have increased 119% over 2019 purchase prices. These increases will have an impact on annual and hourly charge out rates on City owned fleet. Braby Motors Ltd. is based out of Salmon Arm and have previously supplied units to the City of Salmon Arm.

The approved funding for this purchase is \$200,000 from the 2023 Machinery & Equipment Capital Budget. We recommend that The 2023 Budget contained in the 2023 – 2027 Financial Plan Bylaw be amended to reflect additional funding for the purchase of the four pickup trucks in the amount of \$91,500.00, which includes the additional funds, PST and miscellaneous costs for radio purchase/installation, GPS, etc. reallocated from: 'Hole Hog – Unit No. 841' (\$18,000.00), 'Tractor Infield Groomer' (\$7,800.00), and the Equipment Replacement Reserve Fund (\$65,700.00). Further, it is recommended that Council approve the purchase for the replacement of Units #938, #944, #948 and #996 – Pickup Trucks, from Braby Motors Ltd. for the quoted amount of \$261,388.00 plus taxes as applicable.

Respectfully submitted,



Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

cc Chelsea Van de Cappelle, CFO

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Item 9.7

CITY OF SALMON ARM

Date: March 13, 2023

Moved: Councillor

Seconded: Councillor

THAT: The 2023 Budget contained in the 2023 – 2027 Financial Plan Bylaw be amended to reflect additional funding for the contract award for the Mosquito Control and Surveillance Program in the amount of \$7,355.00, reallocated from the Future Expenditure Reserve;

AND THAT: Council accept the proposal received from Duka Environmental Services Ltd. to undertake the Mosquito Control and Surveillance Program for a three (3) year term 2023, 2024 and 2025 in accordance with the unit prices quoted as follows:

- 2023 - \$21,445.00 plus applicable taxes
- 2024 - \$22,517.00 plus applicable taxes
- 2025 - \$23,644.00 plus applicable taxes

AND THAT: The contract include an option to extend, up to an additional two (2) years, upon acceptance by both parties.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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



File: 5280-WNV 2023

---

TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Darin Gerow, Manager of Roads & Parks  
DATE: March 7, 2203  
SUBJECT: MOSQUITO CONTROL & SURVEILLANCE PROGRAM – CONTRACT AWARD

---

**STAFF RECOMMENDATION**

**THAT:** The 2023 Budget contained in the 2023 – 2027 Financial Plan Bylaw be amended to reflect additional funding for the contract award for the Mosquito Control and Surveillance Program in the amount of \$7,355.00, reallocated from the Future Expenditure Reserve.

**AND THAT:** Council accept the proposal received from Duka Environmental Services Ltd. To undertake the Mosquito Control and Surveillance Program for the three (3) year term 2023, 2024 and 2025 in accordance with the unit prices quoted as follows:

- 2023 - \$21,445.00 plus applicable taxes
- 2024 - \$22,517.00 plus applicable taxes
- 2025 - \$23,644.00 plus applicable taxes

**AND THAT** An option to extend up to an additional two (2) years upon acceptance by both parties

---

**BACKGROUND**

Since 2005, the City has conducted a Mosquito Control and Surveillance Program. The primary focus of this program is public education, mosquito habitat mapping, species identification, vector larval control, and adult mosquito surveillance. As part of the abatement of mosquitoes, larvaciding is performed where larvae are present in standing water, ponds and low lying areas and storm water catch basins.

The goal of the annual mosquito control & surveillance program is to reduce the potential for widespread adult mosquito annoyance, and the possibility of mosquito-

borne disease, for the benefit of residents, workers, and area visitors. This is achieved by the suppression of larval mosquito populations using an integrated pest management (IPM) approach for their surveillance, prevention, and control. This approach focuses on the timely detection and treatment of larval mosquito populations using biological methodologies and products. Where possible, and appropriate, physical, or cultural processes are recommended that reduce larval habitat and which will enhance, or conserve, natural mosquito predators. Where required, larval mosquito populations were controlled using the bio-rational larvicide products VectoBac 200G (*Bacillus thuringiensis* var. *israelensis*, PCP #18158) and VectoLex CG or WSP (*Bacillus sphaericus*, PCP # 28008, 28009).

Twelve species of larval mosquitos were collected during the 2022 sampling: seven *Aedes*, one *Anopheles*, one *Culex*, and three *Culiseta*. All of these mosquitos are capable, under the right conditions, of developing multiple generations during the season and causing reportable, and occasionally extreme annoyance, especially *Aedes*, which are noted as aggressive biters of man and animals. *Culex* and *Culiseta* mosquitos are also noted pests of man and animals and several species are highly competent vectors of disease such as West Nile virus (WNV). A total of 5 species, accounting for 80.3% of all larvae collected this season at Salmon Arm, are competent vectors of WNV. Control of locally occurring *Aedes*, *Culex* and *Culiseta* populations not only prevents widespread adult mosquito nuisance for the benefit of residents, workers, businesses, and visitors, but also contributes to the protection of public health.

A Request for Proposal was advertised on BC Bid for the Mosquito Control and Surveillance Program for a three (3) year term. On March 3, 2023 we received two (2) proposals, as follows:

Company	2023 price	2024 Price	2025 Price
Duka Environmental Services Ltd.	\$21,445.00 +tax	\$22,517.00 +tax	\$23,644.00 +tax
Morrow Bioscience Ltd.	\$31,650.00 +tax	\$31,650.00 +tax	\$31,650.00 +tax

**STAFF COMMENTS**

The approved funding for these services is \$14,100.00 in the 2023 approved budget. Duka Environmental Services Ltd. has provided services for this program the past five (5) years. Their cooperation and communication have made this program quite successful.

Staff recommend that the 2023 Budget contained in the 2023 – 2027 Financial Plan Bylaw be amended to reflect additional funding for the contract award for the Mosquito Control and Surveillance Program in the amount of \$7,355.00, reallocated from the Future Expenditure Reserve. Further that Council accept the proposal received from Duka Environmental Services Ltd. to undertake the Mosquito Control and Surveillance Program for a three (3) year term 2023, 2024 and 2025 in accordance with the unit

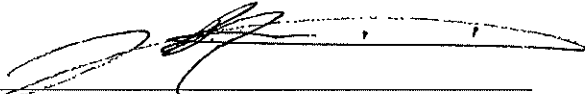


prices quoted as follows: 2023 - \$21,445.00, 2024 - \$22,517.00, 2025 - \$23,644.00. With an option to extend up to an additional two (2) years upon acceptance by both parties

Options:

If council wishes not to increase the 2023 budget, there is an option to remove the treatment of storm water catch basins in the amount of \$7,625.00. Removing these services would reduce the contract amount under the approved 2023 budget. These reduced services would undoubtedly increase the potential for widespread adult mosquito annoyance, and the possibility of mosquito-borne disease, however is unknown to what level. For instance, it has been reported that larvae development could be upwards of 1,000 per storm water catch basins and approximately 1,700 are treated each year!

Respectfully submitted,



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Robert Niewenhuizen, AScT  
Director of Engineering and Public Works

Item 9.8

## CITY OF SALMON ARM

Date: March 13, 2023

### Council Remuneration

#### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

# CITY OF SALMON ARM

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To: His Worship Mayor Harrison and Members of Council  
 Date: March 7, 2023  
 From: Chelsea Van de Cappelle, Chief Financial Officer  
 Subject: Council Remuneration

---

## Background

At the Regular Council Meeting of December 12, 2022, Council directed staff to review options to update section 1(4) of Bylaw No. 3834 as well as any other suggested revisions and to report back to Council in the spring of 2023.

In 2022 the average annual (January – December) inflation rate in BC (6.9%) was the highest it has been in 40 years <sup>(1)</sup>. A summary of the Annual BC CPI (2012 – 2022) is presented below for reference:

2022	6.9%	2016	1.8%
2021	2.8%	2015	1.1%
2020	0.8%	2014	1.0%
2019	2.3%	2013	(0.1%)
2018	2.7%	2012	1.1%
2017	2.1%		

Section 1(4) of the Council Remuneration and Expense Bylaw No. 3834 states:

“There shall be an increase to the Mayor and each Councillor’s annual remuneration on January 1 of each year, beginning January 1, 2016, by the amount of the British Columbia Consumer Price Index for the prior year. In years where it is a negative the remuneration shall remain the same as the prior year.”

The last formal review of the Council Remuneration and Expense Bylaw was conducted by an independent consultant in 2014. This review included a Salary and Benefit Survey and final report, including recommendations and supporting data. In relation to remuneration, the report recommended that the Mayor’s salary be increased to the survey average rates and the Councillor salary represent approximately 40% of the Mayor’s salary; which was the most common difference in pay. The City’s bylaw was updated to reflect these changes effective January 1, 2015 and included the addition of section 1(4) noted above. This clause was established to reflect changes in the cost of living and to protect base remuneration rates from erosion as a result of inflation. Per the Union of BC Municipalities (UBCM) Council & Board Remuneration Guide, annual adjustments using the Canadian Price Index (CPI) is considered a best practice.

Up until December 31, 2018, one-third of elected official remuneration was considered a non-taxable allowance to cover incidental expenses, including but not limited to:

- Business use of personal vehicle within City of Salmon Arm boundaries;
- Meals and entertainment (except while attending a conference or seminar outside of City boundaries);
- Home office materials and supplies such as stationary, printer paper, toner. This did not include City business cards as they are provided and paid for by the City directly; and
- Home office internet access connections and telephone costs.

Effective January 1, 2019, due to the change in the Income Tax Act, this portion of remuneration became taxable. Because it was expected that the above expenses would still be incurred, annual remuneration was adjusted to compensate for the additional income tax paid and the above noted items would continue to not be reimbursed by the City. The bylaw was updated to reflect this:

Section 1(1), 1(2) and 1(3) of the Council Remuneration and Expense Bylaw No. 3834 states:

“There shall be paid to the [Mayor, Deputy Mayor, Councillor] effective January 1, 2019, an annual remuneration of [\$64,393.00, \$26,210.00, and \$25,504.00], which shall be paid on a monthly basis and of which one-third shall be paid as an allowance for expenses incidental to the discharge of the duties of that office.”

**Analysis - Section 1(4)**

The annual BC CPI for 2022 is 6.9%. The financial implications under the current remuneration framework is:

	Mayor	Deputy Mayor	Councillor	% Difference Mayor & Councillor
2023 Annual	\$ 75,012.38	\$ 30,532.43	\$ 29,710.00	39.6%
2022 Annual	70,170.61	28,561.67	27,792.33	39.6%
Increase	4,841.77	1,970.76	1,917.67	

2023 Total Annual Remuneration	\$ 254,094.60
2022 Total Annual Remuneration	237,694.07
Annual Increase	16,400.53

Note: the estimated annual increase is base remuneration only and does not include CPP or other benefits.

The City of Salmon Arm’s population based on the 2021 Census data published by Statistics Canada is 19,432. Staff reviewed five similar sized municipalities and their respective Council Remuneration Bylaws and note the following findings:

- 1) Colwood (population – 18,961): The bylaw recommends an annual increase by a factor equal to the higher of:
  - a. Annual staff increases, or
  - b. The Victoria CPI.

Colwood's Council recently repealed the bylaw and directed staff to hire a compensation consultant to re-examine Council remuneration increases.

- 2) Oak Bay (population – 17,990): The bylaw recommends an annual increase based on the Victoria CPI effective January 1, 2023. The bylaw was reviewed and updated in 2022.
- 3) Pitt Meadows (population – 19,146): The bylaw recommends an annual increase based on the Vancouver CPI.
- 4) Cranbrook (population – 20,499): The bylaw recommends an annual increase based on the BC CPI.
- 5) White Rock (population – 21,939): The bylaw recommends an annual increase based on the Vancouver CPI.

### Options

As previously mentioned, annual adjustments are designed to protect base rates from erosion due to inflation. These adjustments are expected to be nominal rather than real increases. The UBCM Council & Board Remuneration Guide further recommends that Local Governments should consider using simple formulas that make the calculation of remuneration levels as straightforward as possible, easy to explain, and easy to understand.

Some options Council may wish to consider to temper the impact of large inflationary increases on remuneration include:

#### **1) Cap the Annual Increase**

Over the last 10 years (2012 – 2021), the average annual BC CPI has not increased more than 2.8%, with the average increase being 1.6% over this same period. Council could consider increasing annual remuneration by the BC CPI of the prior year up to a maximum percent or other metric (i.e. Collective Agreement Annual Increases).

Advantages of using a cap:

- Fast and easy to calculate;
- Reduces the impact of significant changes in the BC CPI, allowing the City to predict future costs with greater accuracy.

Disadvantages of using a cap:

- Caps are rigid and are based on information at a certain point in time. To be effective the cap should be reviewed frequently to determine if it is still reasonable.
- May be difficult to explain the basis of the cap, depending on the metric used.

#### **2) Increase Based on 3 Year Average Annual (January – December) BC CPI**

Council could consider increasing annual remuneration by the 3 year average annual BC CPI. For 2023, this would equate to 3.5%.

Advantages of using an average:

- Fast and easy to calculate; and
- Its meaning is well known and easy to understand.

Disadvantages of using an average:

- It is sensitive to extreme changes in values and is not the best measure to use when data sets contain a few extreme values. For example, the 2023 3 year annual average is 3.5%. Assuming the annual 2023 inflation rate drops down to a historical level of 2%, the revised 3 year annual average would be 3.9%.

**3) Increase Based on the Lessor Of:**

- a. Prior Year Annual (January – December) BC CPI Increase; or**
- b. 3 Year Average Annual (January – December) BC CPI.**

Finally, Council could consider increasing annual remuneration based on a factor of the lessor of the prior year BC CPI and the 3 year average annual BC CPI. In this scenario, for the example, the annual increases would be:

- 2023 – The lessor of:
  - 6.9%; or
  - 3.5%
- 2024 – The lessor of:
  - 2%
  - 3.9%

Advantages of using a lessor of factor:

- Reduces the impact of significant changes in the BC CPI in a given year;
- Does not require frequent review to assess reasonableness;
- Using the lessor of the prior year BC CPI and an average allows for greater flexibility in applying a “cap” of sorts.

Disadvantages of using a lessor of factor:

- May be more difficult to identify the year over year change from a public perspective without conducting some analysis/calculation;
- Is more complicated to calculate, although not significantly.

The financial implications of the above options are attached in Appendix A.

**Proposed Housekeeping Revisions**

There are a number of housekeeping revisions that could be considered to provide better clarity around the intent and application of the existing bylaw. These include:

- 1) Addition of a “Definitions” Section to provide clarity around some of the terms used within the existing bylaw. Some recommendations include:
  - “Council” means the Mayor and Councillors.

- “Consumer Price Index” means the British Columbia, All-Items Consumer Price Index, as reported by Statistics Canada.
- “Incidental Expenses”, except as provided for within this bylaw, shall include but is not limited to:
  - Business use of personal vehicle with City of Salmon Arm boundaries;
  - Meals and entertainment;
  - Home office materials and supplies such as stationary, printer paper, toner, etc.; except City of Salmon Arm Business Cards; and
  - Home office internet access connections and telephone costs.
- “Per Diem” means an allowance paid to cover all daily expenses including but not limited to: meals, gratuities, dry cleaning, local telephone and entertainment costs.
- “Technology Allowance” means an allowance provided to mitigate the cost of technology (hardware, software and service provision) incurred by Council when conducting City business.

2) Revision of “Remuneration” language:

With the addition of a definitions section, the remuneration section could be revised to remove the reference to “one-third” and “allowance”.

Section 1(1), 1(2) and 1(3)	“Effective January 1, ____, the annual remuneration for the [Mayor, Deputy Mayor, Councillor] for the discharge of duties of office, inclusive of incidental expenses, shall be \$_____, paid on a monthly basis.”
Section 1(4)	“Effective January 1, ____, the annual remuneration paid to the Mayor, Deputy Mayor and each Councillor shall be adjusted by the previous year’s change in the Consumer Price Index for the 12 month period, January – December. If the application of the Consumer Price Index results in a decrease, there will be no change in remuneration.”

3) Revision of “Other” language, specifically around spousal or partner expenses (Section 5(b)). Presently the bylaw provides for the reimbursement of partner conference registration fees only. However, most conferences do not charge a registration fee for partners. In the absence of such a fee, the City could provide a reimbursement of costs associated with a partner’s attendances at either a Welcome Reception or a Banquet Dinner.

In addition more clarity is necessary in defining what expenses are eligible for reimbursement when incurred for attendance at functions hosted by local organizations.

**Other Bylaw Changes:**

The existing bylaw does not consider the timing or frequency of remuneration and expense reimbursement reviews. Best practice, as recommended by UBCM, is to consider conducting reviews once per term and to include setting timing/frequency criteria within the bylaw. Because the City's bylaw has not been formally reviewed since 2014, there are a number of other areas that could benefit from a more in depth review, however are out of scope of this request.

Respectfully Submitted,



Chelsea Van de Cappelle, CPA  
Chief Financial Officer

(1) Consumer Price Index, BCStats:  
[https://www2.gov.bc.ca/assets/gov/data/statistics/economy/cpi/cpi\\_highlights.pdf](https://www2.gov.bc.ca/assets/gov/data/statistics/economy/cpi/cpi_highlights.pdf)



Council Remuneration Options

Summary Financial Implications:

	2022 Remuneration	2023							
		6.9% BC CPI	Change (\$)	3% Cap	Change (\$)	2% CA Cap	Change (\$)	3 Yr Average BC CPI 3.5%	Change (\$)
Mayor	\$ 70,170.61	\$ 75,012.38	\$ 4,841.77	\$ 72,275.73	\$ 2,105.12	\$ 71,574.02	\$ 1,403.41	\$ 72,626.58	\$ 2,455.97
Deputy Mayor	\$ 28,561.67	\$ 30,532.43	\$ 1,970.76	\$ 29,418.52	\$ 856.85	\$ 29,132.91	\$ 571.23	\$ 29,561.33	\$ 999.66
Councillor	\$ 27,792.33	\$ 29,710.00	\$ 1,917.67	\$ 28,626.10	\$ 833.77	\$ 28,348.18	\$ 555.85	\$ 28,765.06	\$ 972.73
<b>Total</b>	<b>\$ 237,694.07</b>	<b>\$ 254,094.60</b>		<b>\$ 244,824.84</b>		<b>\$ 242,447.88</b>		<b>\$ 246,013.32</b>	
Increase over 2022		\$ 16,400.53		\$ 7,130.77		\$ 4,753.81		\$ 8,319.25	

Item 10.1

**CITY OF SALMON ARM**

Date: March 13, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4571 be read a first and second time.

[ZON-1262; Dyck, S. & K./Browne Johnson Surveying; 2761 20 Avenue NE; R-1 to R-8]

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

---

To: His Worship Mayor Harrison and Members of Council

Date: February 27, 2023

Subject: Zoning Bylaw Amendment Application No. 1262

Legal: That Part of Legal Subdivision 9 of Section 24, Shown on Plan B1997;  
Township 20, Range 10, W6M, KDYD  
Civic Address: 2761 20 Avenue NE  
Owners: Stephen and Katherine Dyck  
Agent: Browne Johnson Surveyors (Melanie Howard)

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### STAFF RECOMMENDATION

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning That Part of Legal Subdivision 9 of Section 24, Shown on Plan B1997; Township 20, Range 10, W6M, KDYD from R1 (Single Family Residential) to R8 (Residential Suite Zone).

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### PROPOSAL

To rezone a single family dwelling R1 (Single Family Residential Zone) property to R8 (Residential Suite Zone). The applicant has also made a concurrent application for a two lot subdivision of the subject property.

### BACKGROUND

The subject property is designated Residential Medium Density in the City's Official Community Plan (OCP), and zoned R1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The existing single family dwelling is to be demolished in order to proceed with a two lot residential subdivision. The subject property is approximately 935m<sup>2</sup> (see Appendix 5).

Adjacent land uses include the following:

North: single family residence/R1  
South: single family residence and vacant lot/R4  
East: single family residence/R1  
West: single family residence/R1

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area, the subject property and proposed lots have potential to meet the conditions for the development of a secondary suite or detached dwelling, including sufficient space to meet the building setback and parking requirements.

### COMMENTS

#### Engineering Department

The Engineering Department has no concerns to the rezoning of this property. The Engineering Report dated February 24, 2023 (Appendix 6) will form the basis for the Preliminary Layout Review letter for the two lot subdivision application. Given the lot area and zoning, the proposed development is deemed "in-fill" and is exempt from frontage improvements.

Building Department

No concerns with the rezoning.

Fire Department

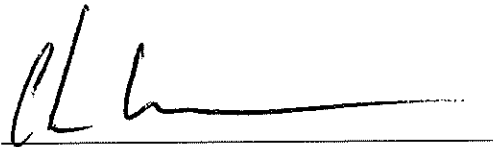
No concerns.

Public Consultation

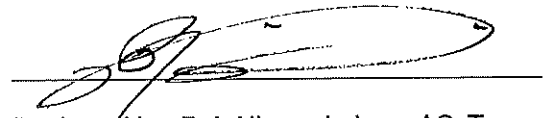
Pursuant to the *Local Government Act* and City of Salmon Arm Zoning Bylaw notices are mailed to land owners within a 30m radius of the application. Newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. The notices outline the proposal and advises those with an interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on March 27, 2023.

Planning Department

Given the proposed lot area and width, a residential two lot subdivision would be permitted and rezoning from R1 to R8 is supported by the previously mentioned OCP policy. Staff support the rezoning of the subject property from R1 (Single Family Residential Zone) to R8 (Residential Suite Zone).

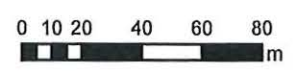
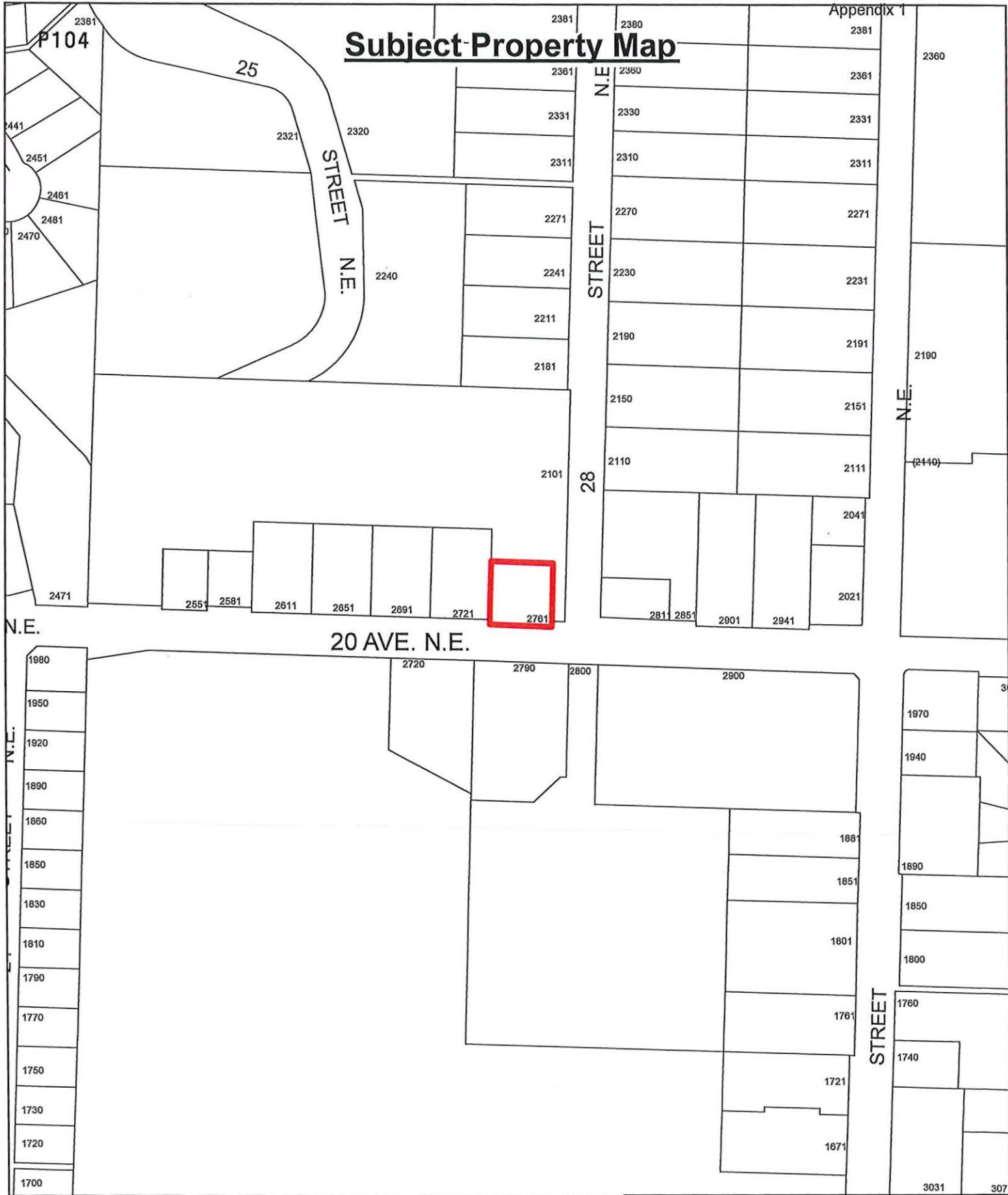


Prepared by: Melinda Smyrl, MCIP, RPP  
Planner



Reviewed by: Rob Niewenhuizen, ASCT  
Director of Engineering and Public Works

# Subject Property Map

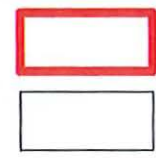


- Subject Property
- Parcels



28 ST NE

20 AVE.-N.E.



Subject Property

Parcels

# OCP Map

Appendix 3

P106

REET  
N.E.

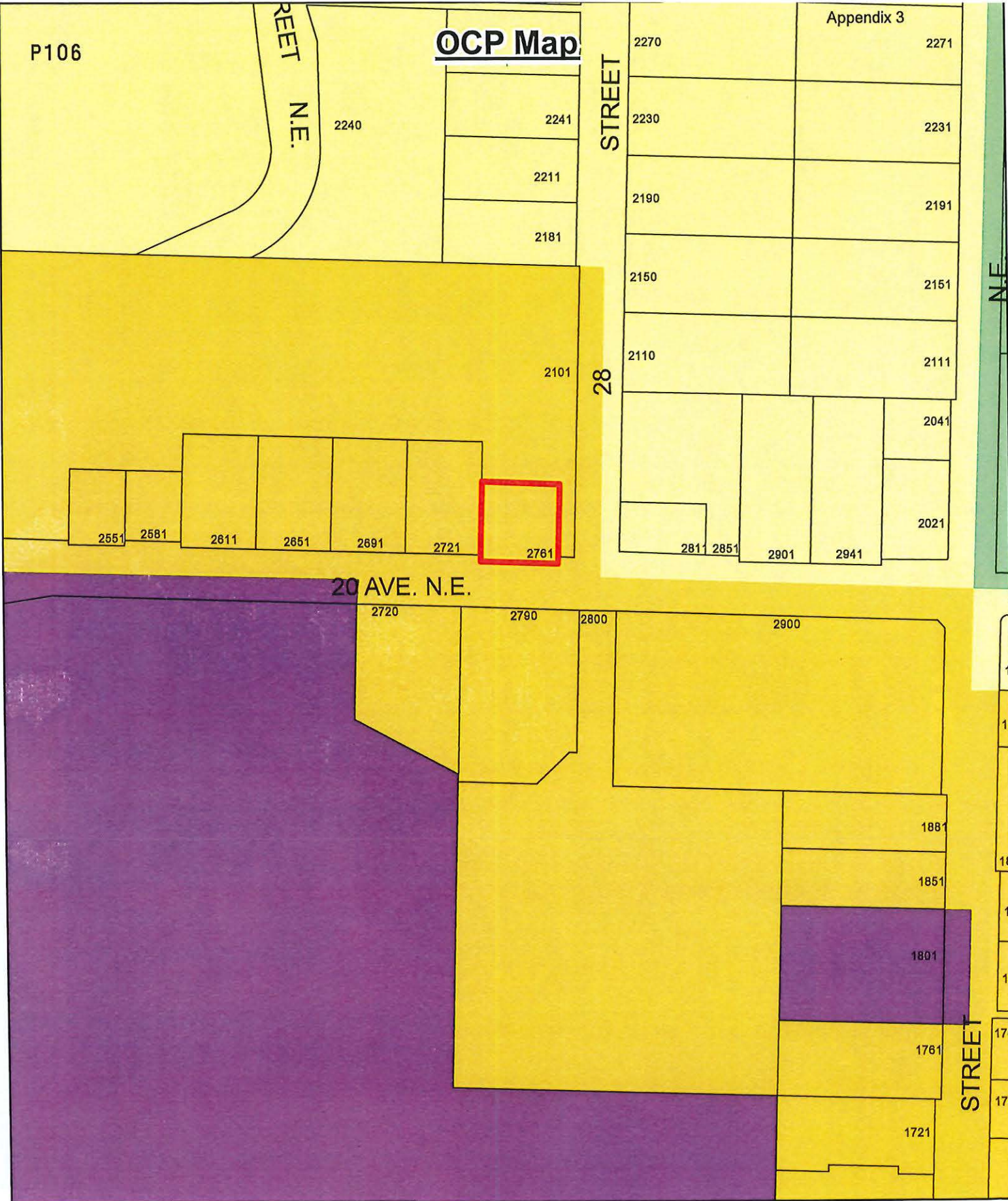
STREET

28

20 AVE. N.E.



STREET



N.E.



0 5 10 20 30 40  
m

 Subject Property  
 Parcels

 Acreage Reserve  
 Institutional

 Residential - Low Density  
 Residential - Medium Density

# Zoning Map

Appendix 4

P107

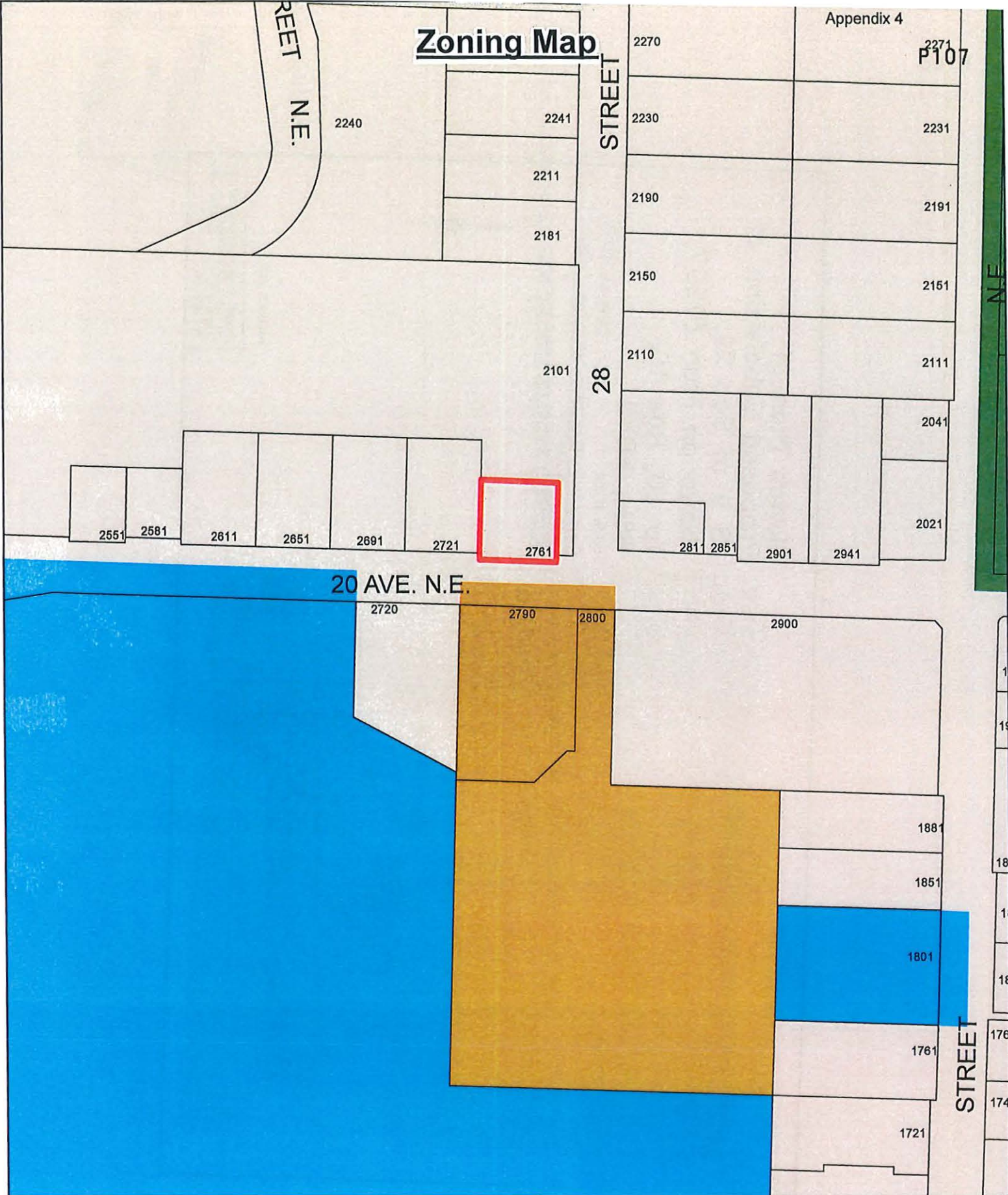
REET N.E.

STREET

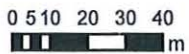
28

N.E.

STREET

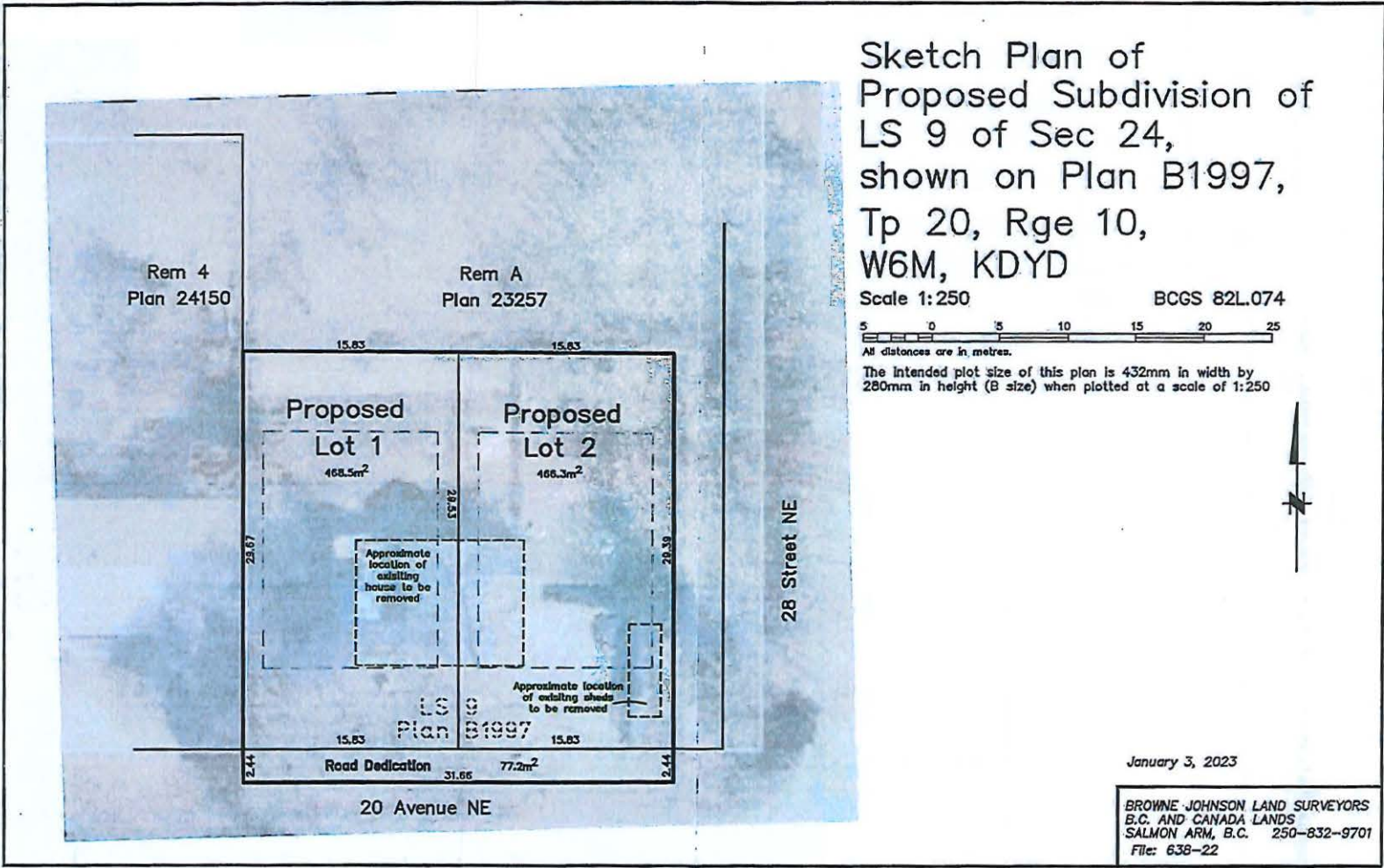


20 AVE. N.E.



- Subject Property
- A-2
- R-1
- Parcels
- P-3
- R-4





RECEIVED  
FEB - 6 2023  
CITY OF  
SALMON ARM



*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Director of Development Services  
 DATE: February 24, 2023  
 PREPARED BY: Chris Moore, Engineering Assistant  
 APPLICANT: S. & K. Dyck  
 SUBJECT: SUBDIVISION APPLICATION NO. SUB-23.01 and  
 ZONING AMENDMENT APPLICATION FILE NO. ZON- 1262  
 LEGAL: That Part of Legal Subdivision 9 of Section 24 Shown on Plan B1997;  
 Township 20, Range 10, W6M, KDYD  
 CIVIC: 2761 – 20 Avenue NE

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Further to your referral dated 10 February 2023, we provide the following servicing information. The following comments and servicing requirements are not conditions for Rezoning, but are requirements as a condition of Subdivision. Engineering Department does not have any concerns related to the Rezoning and recommends that it be approved.

**General:**

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. This proposed subdivision is deemed "infill" and is exempt from frontage improvements under Subdivision and Development Servicing Bylaw No. 4163, Section 5.4.
4. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with electrical and telecommunication wiring upon development.
5. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction, after any work has been undertaken related to the subdivision.
6. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
7. Erosion and Sediment Control measures will be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.

**Roads / Access:**

1. 20 Avenue NE, on the subject property's southern boundary, is designated as an Urban Collector Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that 2.38m of additional road dedication is required (to be confirmed by a BCLS).

**SUBDIVISION APPLICATION FILE: 23.01**

February 24, 2023

Page 2

- 
2. 20 Avenue NE is currently constructed to an Interim Local Road standard. No improvements will be required as per previously noted exemptions.
  3. Since 20 Avenue NE is designated as a Collector Road, accesses shall be designed by keeping to a minimum number. Only 1 driveway access will be permitted onto 20 Avenue NE and a reciprocal access agreement will be required to service both lots. All unused driveways shall be removed. The Owner shall determine where the shared driveway to both lots will be located and should a new access be required across the City ditch, the Owner / Developer shall be responsible for all associated costs including tree removal, ditching, culvert and any works relating to the existing lawn basin that is located on the property's frontage.

**Water:**

1. The subject property fronts a 200mm diameter Zone 2 watermain on 20 Avenue NE. No upgrades will be required at this time.
2. Records indicate that the existing property is serviced by a 12.5mm diameter service from the 200mm diameter watermain on 20 Avenue NE. Due to size of the existing service, upgrading to a new metered service (minimum 25mm) is required. Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs
3. The proposed parcel is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use (minimum 25mm). Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
4. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012)
5. Fire protection requirements to be confirmed with the Building Department and Fire Department.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary sewer on 20 Avenue NE. No upgrades will be required at this time.
2. The remainder and proposed parcel(s) are each to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
3. The subject property is in an area with no current sanitary capacity concerns according to the City Sanitary Study (Urban Systems 2016).

**SUBDIVISION APPLICATION FILE: 23.01**

February 24, 2023

Page 3

- 
4. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer on 20 Avenue NE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Drainage:**

1. The subject property fronts a 675mm diameter storm sewer on 20 Avenue NE. No upgrades will be required at this time.
2. Records indicate that the existing property is not connected to the City storm sewer.
3. The subject property is in an area with no current storm capacity concerns according to the Stormwater Master Plan Study (April 2020)- (Check section 6- Existing system assessment)
4. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
5. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
6. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Geotechnical:**

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



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**Chris Moore**  
Engineering Assistant



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**Gabriel Beau Baiges P.Eng.**  
City Engineer

## CITY OF SALMON ARM

### BYLAW NO. 4571

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on March 27, 2023 at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_, 2023 issues of the Salmon Arm Observer;

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

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

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

Rezone Part of Legal Subdivision 9 of Section 24 shown on Plan B1997; Township 20, Range 10, W6M, KDYD from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4571"

READ A FIRST TIME THIS DAY OF 2023

READ A SECOND TIME THIS DAY OF 2023

READ A THIRD TIME THIS DAY OF 2023

ADOPTED BY COUNCIL THIS DAY OF 2023

---

MAYOR

---

CORPORATE OFFICER

Schedule "A"



Item 11.1

**CITY OF SALMON ARM**

Date: March 13, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4555 be read a final time.

[OCP4000-52; Switzer, C. & Muxlow, R.; 6450 50 Street NE; INS to LR]

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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



24. STATUTORY PUBLIC HEARINGS

1. Official Community Plan Amendment Application No. OCP4000-52 [Switzer, C. & Muxlow, R.; 6450 50 Street NE; INS to LR]

The Planning Official explained the proposed Official Community Plan Amendment Application.

M. Beer, agent for the owner, outlined the proposal and was available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing closed at 8:59 p.m. followed by comments from Council.

**CITY OF SALMON ARM****BYLAW NO. 4555****A bylaw to amend "City of Salmon Arm Official Community Plan  
Bylaw No. 4000"**

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on February 27, 2023 at the hour of 7:00 p.m. was published in the February 15 and February 22, 2023 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. "City of Salmon Arm Official Community Plan Bylaw No. 4000" is hereby amended as follows:

1. Re-designate Lot 2, Section 32, Township 20, Range 9, W6M, KDYD, Plan 1882 Except Plan H609 from INS (Institutional) to LR (Low Density Residential), as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “City of Salmon Arm Official Community Plan Amendment Bylaw No. 4555”.

READ A FIRST TIME THIS 23<sup>rd</sup> DAY OF JANUARY 2023

READ A SECOND TIME THIS 13<sup>th</sup> DAY OF FEBRUARY 2023

READ A THIRD TIME THIS 27<sup>th</sup> DAY OF FEBRUARY 2023

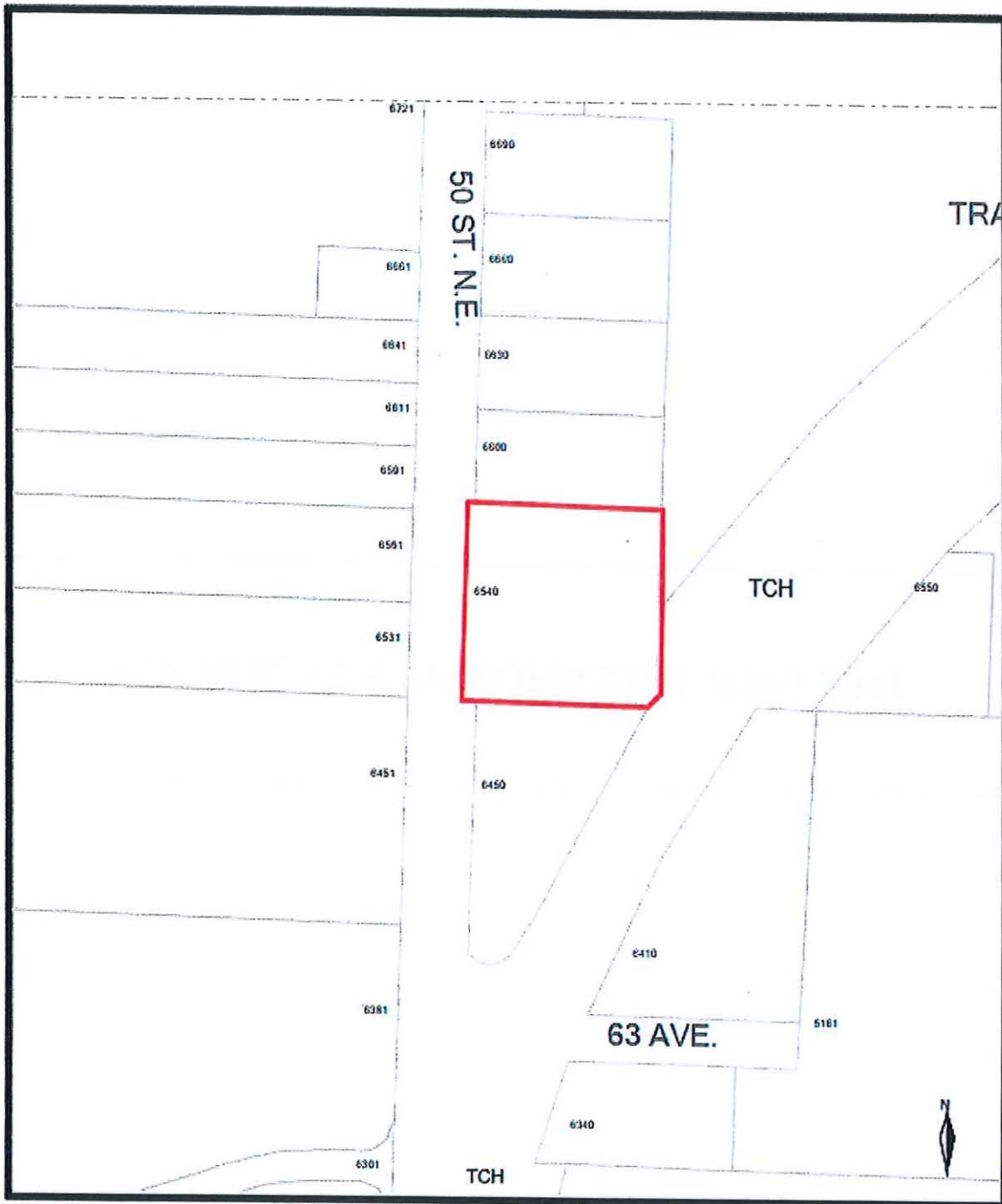
ADOPTED BY COUNCIL THIS DAY OF 2023

---

MAYOR

---

CORPORATE OFFICER



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Item 11.2

**CITY OF SALMON ARM**

Date: March 13, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4556 be read a final time.

[ZON-1253; Switzer, C. & Muxlow, R.; 6450 50 Street NE; P-3 to R-8]

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

24. STATUTORY PUBLIC HEARINGS

2. Zoning Amendment Application No. ZON-1253 [Switzer, C. & Muxlow, R.; 6450 50 Street NE; P-3 to R-8]

The Planning Official explained the proposed Zoning Amendment Application.

Submissions were called for at this time.

B. Brook – email dated February 27, 2023

Following three calls for submissions and questions from Council, the Public Hearing closed at 9:02 p.m. followed by comments from Council.

## CITY OF SALMON ARM

### BYLAW NO. 4556

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on February 27, 2023 at the hour of 7:00 p.m. was published in the February 15 and February 22, 2023 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 2, Section 32, Township 20, Range 9, W6M, KDYD, Plan 1882 Except Plan H609 from P-3 (Institutional Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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



5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4556"

READ A FIRST TIME THIS 23<sup>rd</sup> DAY OF JANUARY 2023

READ A SECOND TIME THIS 13<sup>th</sup> DAY OF FEBRUARY 2023

READ A THIRD TIME THIS 27<sup>th</sup> DAY OF FEBRUARY 2023

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE 2<sup>ND</sup> DAY OF MAR, 2023



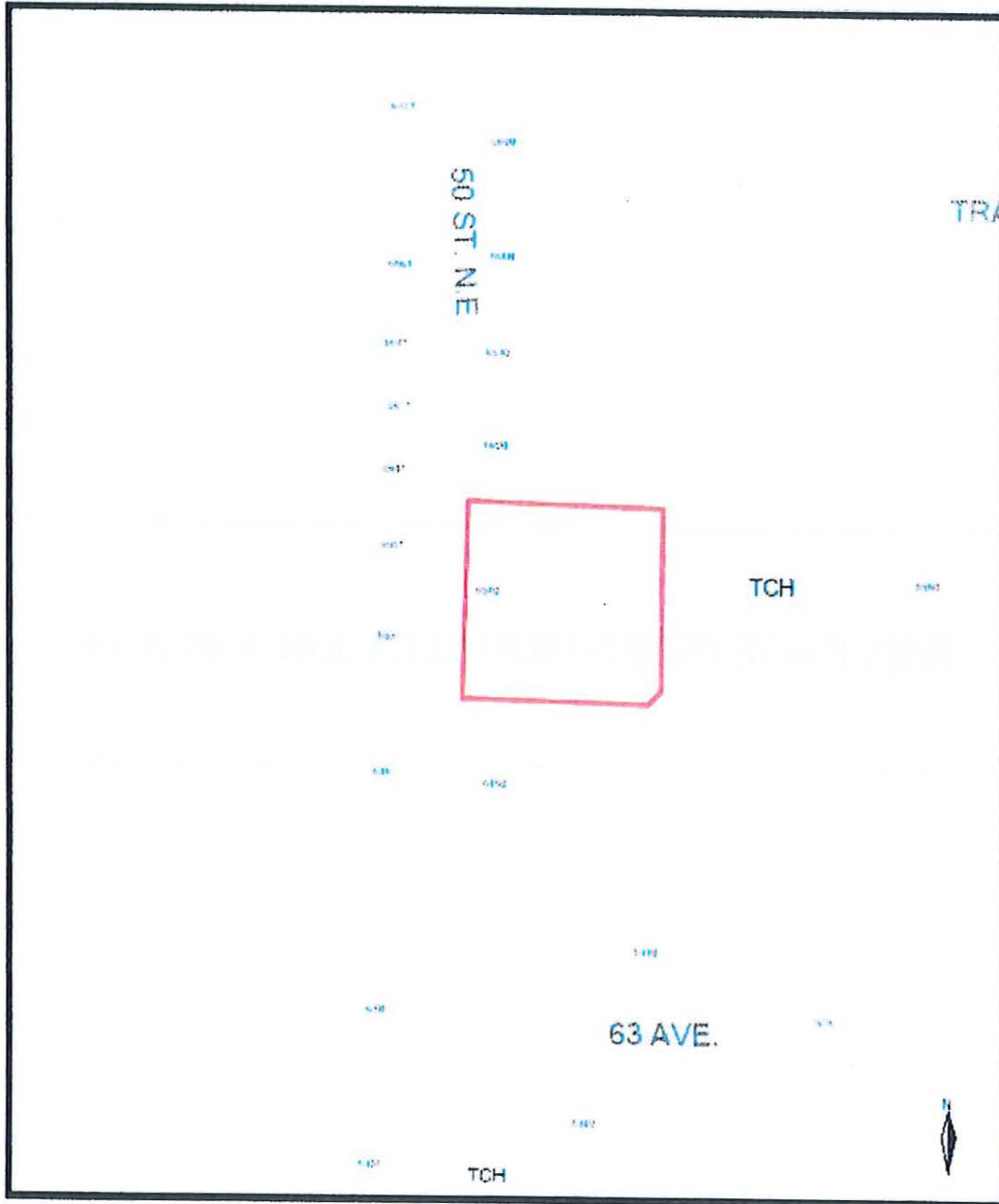
\_\_\_\_\_  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2023

\_\_\_\_\_  
MAYOR

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

Schedule "A"



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## INFORMATIONAL CORRESPONDENCE – March 13, 2023

- |    |  |   |
|----|--|---|
| 1. | Building Department - Building Statistics - February 2023  | N |
| 2. | Building Department - Building Permits - Yearly Statistics   | N |
| 3. | B. Castle - Email dated February 24, 2023 - Request to Reconsider Bylaw 2398   | R |
| 4. | K. Huyter, Squadron Sponsoring Committee Chair, 222 Shuswap Air Cadets - Email dated February 28, 2023 - Storage of Sea Can at Airport                       | R |
| 5. | J. Broadwell, Manager, Downtown Salmon Arm - Letter dated January 19, 2023 - Request for Hudson Street Closure for Downtown Farmer's Market 2023-2025 Season | R |
| 6. | P. Wallenstein - Email dated March 9, 2023 - Sage Orienteering Club - Request to use various parks and trails for orienteering, April/May, 2023              | R |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

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Item 19.1

## CITY OF SALMON ARM

Date: March 13, 2023

Moved: Councillor Lindgren

Seconded: Councillor

WHEREAS on August 26, 2019 Council for the City of Salmon Arm recognized, by Resolution, that Climate Action is a Strategic Priority to be considered in decision making and investment moving forward, and identified the urgent need for a Climate Action Plan and corresponding action for the City;

AND WHEREAS on September 9, 2019, the City declared a Climate Emergency and resolved to work towards achieving carbon neutrality consistent with the research of the Inter-Governmental Panel on Climate Change (IPCC) as well as the BC Climate Leadership Plan;

AND WHEREAS the City completed a Community Energy and Emissions Plan in 2019 to guide City policies and programs for climate mitigation;

AND WHEREAS in 2022 Council authorized a new Service Delivery Management Coordinator staff position which includes a climate lens;

AND WHEREAS the City's 2022 Corporate Strategic Plan identifies Climate Action Initiatives as a Short Term Priority;

AND WHEREAS the City will be imminently engaging in an Official Community Plan review which would benefit from a comprehensive Climate Action Plan to help inform it;

THEREFORE BE IT RESOLVED THAT: \$60,000 (Climate Action Reserve Account \$16,000 and Local Government Climate Action Program Grant \$44,000) be set aside to fund a portion of the cost of a consultant (in conjunction with additional grant funding), to develop a Climate Action Plan in 2024 which will incorporate the CEEP Climate Mitigation planning with Climate Adaptation strategies.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

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Item 19.2

**CITY OF SALMON ARM**

Date: March 13, 2023

Moved: Councillor Cannon

Seconded: Councillor

WHEREAS extended benefit programs must be reviewed regularly to ensure that the City of Salmon Arm continues to provide Elected Officials with coverage that is relevant, equitable and offers the best value;

AND WHEREAS a thorough review of the Elected Officials benefit package has not been conducted in several years;

THEREFORE BE IT RESOLVED THAT Council direct staff to review the current benefit package and report back with options and cost implications for Council's consideration, with a focus on comparing Elected Officials benefits against those of Exempt City Staff, specifically in the areas of out of country coverage, dental and extended health benefits.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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



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Item 22.1

## CITY OF SALMON ARM

Date: March 13, 2023

Moved: Councillor

Seconded: Councillor

THAT: Development Permit No. DP-447 be authorized for issuance for Lot 2, Section 10, Township 20, Range 10, W6M, KDYD, Plan 31437 (1481 – 10 Street SW) in accordance with the Development Permit drawings in Appendix 3 attached to the staff report dated January 25, 2023 subject to:

1. Adoption of the associated Official Community Plan (Bylaw No. 4560) and Zoning Amendment (Bylaw No. 4561) Bylaws; and
2. Receipt of an Irrevocable Letter of Credit in the amount of 125% of the landscape estimate for completion of the landscaping plan.

[1026082 BC Ltd./IBA Architecture Inc; 1481 10 Street SW; 19 Unit – High Density Residential]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

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

---

TO: His Worship Mayor Harrison and Members of Council

DATE: January 25, 2023

SUBJECT: Development Permit Application No. 447 (19 Unit – High Density Residential)

Legal: Lot 2, Section 10, Township 20, Range 10, W6M, KDYD, Plan 31437  
Civic: 1481 – 10 Street SW  
Owner/Applicant: 1026082 BC Ltd.  
Agent: IBA Architecture Inc. (R. Bestoon)

---

**MOTION FOR CONSIDERATION**

**THAT:** Development Permit No. 447 be authorized for issuance for Lot 2, Section 10, Township 20, Range 10, W6M, KDYD, Plan 31437 (1481 – 10 Street SW) in accordance with the Development Permit drawings attached as Appendix 3 subject to:

- 1. Adoption of the associated Official Community Plan (Bylaw No. 4560) and Zoning Amendment (Bylaw No. 4561) Bylaws, and;**
- 2. Receipt of an Irrevocable Letter of Credit in the amount of 125% of the landscape estimate for completion of the landscaping plan.**

---

**STAFF RECOMMENDATION**

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

---

**PROPOSAL**

The subject parcel is located at 1481 – 10 Street SW (Appendix 1 and 2) and currently contains a single family dwelling, which was built in 1981. This application is to permit a new 19-unit residential development, as described in Appendix 3.

**BACKGROUND**

The subject property is 0.2527 hectares, designated Medium Density Residential (MR) in the City's Official Community Plan (OCP), and is zoned R-1 – Single Family Residential (Appendix 4 and 5). The City is in receipt of OCP and Zoning Bylaw amendment applications to support this proposed development (OCP4000-53 and ZON-1255).

Land uses adjacent to the subject property include the following:

North: single family dwelling	Zoned R-1
South: single family dwellings (Hopkins Meadow)	Zoned R-4
East: 10 Street SW; single family dwellings	Zoned R-1
West: single family dwelling and accessory buildings/structures (ALR)	Zoned A-1/R-1

Site photos are attached (Appendix 6). The proposed buildings are a refined craftsman style with modern and vibrant features, with pitched rooflines, comprised of five multiple family dwellings, all of which are situated along common access with garages and landscaped areas throughout.

## COMMENTS

### Building Department

Architect required for design and supervision of Building A. Roof overhangs between units 8 and 9 must be 2.4m apart or be of non-combustible construction.

### Engineering Department

Comments attached (Appendix 7).

### BC Hydro

BC Hydro has no objection with the proposed subdivision although Hydro may require a right of way depending on the scope of work involved. This can be achieved once the application for electrical service is received.

### Design Review Panel

With the proposal for a high density residential development, the application was referred to the Design Review Panel (DRP) for review. The DRP was supportive of the application, sharing enthusiastic and positive comments on the proposed development and only noting concerns related to the roof pitch and the snow load with the potential for snow to fall. The January 18, 2023, DRP meeting minutes are attached (Appendix 8).

### Public Consultation

Pursuant to the *Local Government Act* and *City of Salmon Arm Development Permit Procedures Bylaw* notices are mailed to landowners within a 30m radius of the application. The notices outline the proposal and advise those with an interest in the proposal to provide written submission prior to the Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on March 13, 2023.

### Planning Department

The subject parcel is located in an area well-suited for higher-density residential development. This area features developed sidewalks, existing community parks (i.e. Blackburn Park), and proposed greenways, and is within walking distance (approximately 350m) of the Mall at Piccadilly and other commercial businesses. The surrounding neighbourhood has experienced significant residential development in the last number of years. Some notable developments in recent years include the Hopkins Meadow and Country View Estates developments to the south and the Valley Lane development to the northeast.

The proposed development is subject to the Zoning Bylaw and the guidelines of the "Residential Development Permit Area" as described in the OCP, suggesting characteristics under the topics of siting and building, landscape and screening, as well as access, circulation, and parking.

### *Siting and Building*

The owner/applicant is proposing a 19-unit residential development in the form of five multiple family dwellings. The buildings will ultimately have a total combined footprint of ~38.4% (55% is permitted in both the R-4 and R-5 zones), situated along common access, with the five separate buildings allowing for articulation and a reduced overall massing. In addition, units 13-19 will have a 2.4-metre setback from the southern property line and approximately a 6.4-metre setback from the nearest building in the Hopkins Meadow development (due to a 4-metre Right of Way on the adjacent property), double the minimum 1.2-metre setback to the property line that would be required under alternate R-4 zoning. It is also worth noting that this proposal aligns well with OCP policy 8.4.11, as Building Type A (units 1-5) is oriented to the dominant street frontage.

The building design is of a refined craftsman style with modern and vibrant features, featuring different proposed exterior finishes, such as smooth white and dark grey stucco sidings, white straight edge hardie

shingle siding, artic white hardie trim board, and dark grey standing seam metal roof panels. OCP Residential Development Permit Area policies 8.4.14 and 8.4.17 encourage varied facades and rooflines, which staff feel is achieved by the proposed design. As such, staff feel the design aligns well with OCP guidelines.

#### *Landscape and Screening*

The landscape plan (Appendix 9) prescribes a range of mostly shrubs and trees for screening, predominately along the perimeter of the property, as well as in between each building and at the back of each building, separating each of the units' patios, which staff view as aligned with OCP guidelines. The applicant has included trees adjacent to the street, which aligns with OCP policy 8.4.28.

In regards to screening, the applicant has proposed 2-metre-high wood fencing along the entire rear and the majority of both interior side yards. Additionally, the applicant has proposed 36" (3') high white wood picket fencing in the front yards of units 1-5 and around the visitor parking stalls at the back of the site. Staff believe that the proposed fencing along the western rear parcel line is consistent with the ALC's *Guide to Edge Planning* document.

#### *Access and Parking Area*

The subject property is a single-fronting interior parcel with vehicle access proposed via 10 Street SW. The 28 parking spaces proposed (in the form of garages and visitor spaces) meets the 24 required (1.25 parking spaces per dwelling unit) as specified in the R-5 Required Off-street Parking Spaces of the Zoning Bylaw. In addition, a community collection site is proposed adjacent to unit 19, which meets OCP guidelines.

#### *Height and Density*

In reference to the R-5 Zoning Bylaw regulations, the maximum height of principal buildings shall be 12.0 metres (39.4 feet), but may also be increased to 15.0 metres (49.2 feet) if a special amenity is provided. Since the maximum heights of the proposed buildings range from 10.7 m - 11.0 m, all proposed building heights are compliant with the R-5 zoning regulations.

The maximum residential density permitted under R-5 zoning is 100 dwelling units per hectare of land. Since the parcel is approximately 0.2527 hectares in area, the maximum permitted density under R-5 would be 25 dwelling units assuming: 1) some form of strata development; 2) the present gross area of the subject parcel; and 3) no density bonus. The proposed 19-unit development complies with the R-5 zoning regulations. The R-5 zoning regulations are discussed in the associated staff report (OCP4000-53 and ZON-1255).

#### *Agricultural Land Reserve*

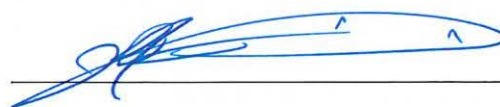
As seen in Appendix 10, the subject property borders land/another property within the ALR to the west. As such, the buffer between the road and the ALR boundary shown on the site plan in Appendix 3 and on the landscape plan, including fencing, (Appendix 9) should be maintained to be compliant with ALC regulations.

### CONCLUSION

The applicant has been diligent in working with City staff and policies. The form and character of the proposed development are consistent with the OCP guidelines and well within the proposed R-5 zoning regulations. As such, staff recommend the issuance of Development Permit No. 447.



Prepared by: Evan Chorlton  
Planner I



Reviewed by: Robert Niewenhuizen, AScT  
Director of Engineering and Public Works

# Subject Property Map

APPENDIX 1

P137

1371 A-D

1151

821

681

1260

1200

1160

1120

1050

1091

1131

1171

1231

1281

1321

1341

1361

1381

1411

1421

1441

1481

1300

1330

1380

1460

1520

1560

1590

1630

1670

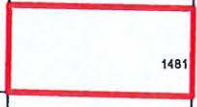
1730

1741

1791


10 ST. S.W.

1770



0 15 30 60 90 120 Meters

 Subject Property

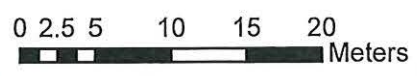
 Parcels

P138

1421

1441

1481



-  Subject Property
-  Parcels

1481 10th STREET SW, SALMON ARM BC  
DEVELOPMENT PERMIT APPLICATION

*DESIGN RATIONALE*

APPENDIX 3



2022.10.31

*Prepared by:*

IBA Architecture Inc.



2448 - 1055 W Georgia St., Vancouver BC, V6E 3P3  
604 909 1267 | [info@ibarch.ca](mailto:info@ibarch.ca) | [www.ibarch.ca](http://www.ibarch.ca)

*To be submitted to:*

Development Services  
City of Salmon Arm





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5.0	SUSTAINABILITY AND CRIME PREVENTION .....	3
6.0	LANDSCAPING .....	4
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## 1.0 OVERVIEW

The proposed town housing development thoroughly addresses the main goals pursued by the City of Salmon Arm for these land uses. Strategies have been discussed among the project's Architect and the City Planning for minimizing the impact of the development on the natural environment, topography, open space, and visual character of Salmon Arm.

The OCP Future Land use Designation was adopted accordingly, and the aimed Zoning: R5 accepts that the form and character may include *multiple dwelling housing units*.

We believe that the proposed townhouse typology – Triplex, Fourplex, and Five plex- addresses all significant elements the OCP and are deemed to be quality yet affordable forms of housing in the Salmon Arm area market. They have become an excellent product type to satisfy the mid to upper market housing demand, much of which has not been available in the overall 10<sup>th</sup> street.

## 2.0 PROJECT DESCRIPTION

The suitable topography of the developable land lends itself to this multi-family form product type.

This townhouse form project develops along 10<sup>th</sup> street, on east side, with 5 residential buildings and a total number of 19 units. It comprises diversified building types – triplex, fourplex, and five -plex- and multiple configurations based on their relationship with the topographic setting and the road/grading.

This site, of approximately 0.25 Hectare among the multifamily and single-family residential area.

The architectural design has tackled a wide range of different floor plans options, in combination with diverse section developments. We propose full three storey units, and walk-out units, ensuring an attractive broad housing mix in this neighborhood.

The Architectural exterior design has been carefully designed taking in account the adjacent neighborhoods architectural context, and the specific sensibilities that were put on the table by the participants during the preliminary design stage. Therefore, a refined craftsman style with modern and vibrant looking neighborhood.

In addition, the buildings' envelope have been conceived with parameters that enable the efficiency of both energy and construction costs, emphasizing the differentiation of the buildings through the choice of colors, architectural accents and landscaping, rather than over-complicating the facades layout (form factor, opaque walls to openings ratio,...) or over-designing the buildings' elevations.

Special attention was given to the landscaped areas and to the interface with the pedestrian connectivity between the development and neighborhood.

Finally, an amenity area has been proposed in the rear side location, certainly adding a great supporting infrastructure for the use of the community.

### 3.0 SITE AND PARKING ACCESS

The proposed roads and the architectural design giving a responsible and conscious solution from many perspectives: cost efficiencies, yield efficiencies, tax impact to municipality, neighborhood character and efficient use of the land.

Regarding parking; the units have double and single garages, with a minimum driveway length of 7.5 m, and provisions for visitor on-site parking as per the Appendix I – Parking and Loading zoning bylaw.

### 4.0 ZONING AND OCP AMENDMENT

The current zone of the site is R1.

The developer of this site, decided to submit rezoning application to R5.

We recommend that the city of Salmon arm allow for the rezoning of this site to R5 for the following reasons:

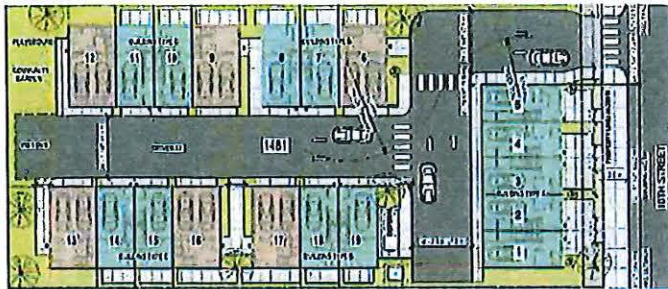
- The site will be more developable
- The developer feel that the design quality of this project can be inspirational for other future developments nearby that benefits the neighborhood
- The proposed area of the units benefits the resident of the building. And satisfy the community need for larger units with several bedrooms.

We think that the city will be supporting the rezoning of this site to R4 as the adjacent site (1611) is already rezoned to R4. However, the developer of this site (1481) submits rezoning application to R5.

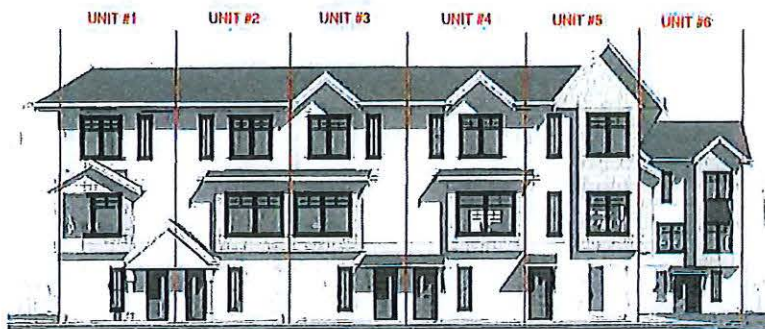
We considered a several architectural design and planning strategies to satisfy the city that rezoning this site to R5 can be very logical, and R5 zone can be the best land use for this site:

1. We designed the site plan in a way that 6 units of this project orienting the 10<sup>th</sup> street. All the remaining units are located behind these 6 units. This way, we think we could make the real density of the project to be unseen from the 10<sup>th</sup> street. Which can positively impact the visual sense of the neighbourhood.





2. IBA designed this project with craftsman architecture style that reflects the context architecture style and created a great visual relationship between the 10<sup>th</sup> street and the front buildings by providing strong architectural elements. For example; bay windows, gabled roofs, different craftsman porch roofs, classical looking windows, etc. All these architectural themes taken from the context buildings and making this project to be more fitting and visually more acceptable for this neighborhood.
3. In designing the front side buildings, repetition has been reduced, by designing the front five units as one building. Each of the unit has a different exterior design, and all together form one building design. This strategy will make the look of the project to be less crowded.



4. A community garden and play area located on the rear side of the project. This will fulfill the need of the residence for the community area. This area unseen from the 10<sup>th</sup> street.
5. 3 meters evergreen fence proposed around this project to achieve the privacy for the neighbors.
6. While we are required to apply for the Zoning & OCP amendment for high-density R5, we meet all the R4 requirements except density. For example, Setbacks, HT, Coverage area, and Parking requirements. More details provided below:

- The total required number of the parking spots for this project is 28 spots in R4 zoning bylaw. We have provided 28 parking spots.
- The maximum allowable coverage area is %55 in R5 & R4.  
The proposed coverage area is %38
- The maximum allowable Hight in R4 is 13 meters (13 m, if any of the special amenity(ies) in Table 2 are provided),  
Our proposed Hight is 10.7 meters for this rental townhouse.

**Note:** The maximum allowable number of units is 25 in R5 zoning.  
We provided 19 dwelling units which is below the maximum density of R5.

## 5.0 SUSTAINABILITY AND CRIME PREVENTION

This increased density over the traditional or even small-lot residential forms of housing is not only able to help mitigate increasing costs for first time buyers, but also enables efficiencies in achieving reductions in cost of city services per capita, energy consumption, carbon footprint, heat island effect,...

Envelope details that prevent water and moisture ingress, yet still allow the assemblies to dry, will prevent mould growth. Reducing thermal bridging combined with appropriate thermal insulation will reduce heating and cooling loads. Providing windows in all of the occupied spaces allows natural day lighting, and reducing energy consumption required for illumination. Operable windows also allow for natural ventilation, thus reducing the need for mechanical ventilation to provide fresh air and adding "liveability".

Extensive use of materials from natural sources is used to the largest extent possible, and thereby reduces the carbon foot print accordingly. A properly designed and detailed building will also reduce heating and cooling loads, increase air quality, and reduce energy consumption.

Carefully selected landscaping material will help reduce the projects use of water. This will prove an attractive, colorful and interesting variety of grass, shrubs and large trees for shade, privacy and path definition. Special attention was placed on the connection to the adjacent parks and should provide a style of development which is highly desirable within the Salmon Arm community.

The design of the buildings and landscaping promote natural surveillance and does not provide opportunistic hiding spaces. The entrances are clearly visible from the street and well lit public sidewalks surround the building.

The intentions of CPTED have been addressed in the following ways: well maintained entrances and frontages are intended to promote pride in ownership amongst the residents. This will discourage vandalism, encourage surveillance, and will improve overall maintenance of the site. The ground-oriented entrance has been provided to reinforce this principle.

The social lifestyle of the site will help promote further surveillance and territorial reinforcement. Separation of private, semi-private and public spaces will be achieved with overall landscaping and finish materials to separate and add comfort to the residents and visitors. Large windows help to provide eyes to the street and surrounding areas. To support interaction and familiarity amongst the residents and users, an abundance of common outdoor space has been provided.

Site lighting to the streetscape and pathways will be clearly lit, to illuminate the faces of users, and provide illumination levels that do not create high contrast areas that could potentially conceal offenders.

This unique and attractive project will endure due to its sense of community, and the fact that it presents a prominent streetscape and connection to the surrounding neighborhood. It also provides well thought out external traffic patterns.

---

## 6.0 LANDSCAPING

The Developer has selected M2 Landscaping Architecture LTD. to create an interesting and aesthetically pleasing landscape solution the architectural style of the project. This will also compliment the character of the surrounding and future neighborhoods. The site design proposes a series of green pockets for the use and enjoyment of the families, with play areas for children to benefit from the outdoors.

Carefully selected landscaping material will help reduce the projects use of water. A number of annual and perennial shrubs have been selected for along 10<sup>th</sup> street and the internal roads throughout the site, and in special groupings adjoining the buildings' ends. This will prove an attractive, colorful and interesting variety of grass, shrubs and large trees for shade, privacy and path definition. Trees will be planted along the roads. Given enough time to mature.

The landscape concept for the boundary areas, the 10<sup>th</sup> street, and the small community gardens, will provide a visually exciting and high volume of green space.

## 7.0 SUMMARY

The project owner and the design team feel that the combination of a quality design coupled with leading edge technology, pedestrian-friendly landscape features, and modern building materials will provide for a very functional and highly desired residential neighbourhood project.

It is also our desire that this project will be one of many to be built in an area critical to the continued sustainability and growth of our City internationally.

We look forward to your enthusiastic support and recognition for all the project brings to our community.

8.0 ARCHITECTURAL RENDERINGS







END



# 1481 TOWNHOUSES

1481 10TH STREET SW, SALMON ARM BC

## ARCHITECTURAL

### SHEET LIST

- A201 COVER SHEET
- A202 ZONING CODE ANALYSIS DATA SHEET
- A203 SITE PLAN & STREET ELEVATION
- A204 PROPOSED TREES
- A205 BUILDING A FLOOR PLANS
- A206 BUILDING A ELEVATIONS & LIGHT STUDY
- A207 BUILDING B FLOOR PLANS
- A208 BUILDING B ELEVATIONS & LIGHT STUDY
- A209 BUILDING C FLOOR PLANS
- A210 BUILDING C ELEVATIONS & LIGHT STUDY

## LANDSCAPE

### SHEET LIST

- L1 OVERALL PLAN
- L2 TREE PLAN/EAST
- L3 TREE PLAN/WEST
- L4 SHrub PLAN/EAST
- L5 TREE PLAN/EAST
- L6 LIGHTING PROPOSAL/WEST
- L7 LIGHTING PROPOSAL/EAST
- L8 LANDSCAPE DETAILS
- L9 SPECIFICATIONS

## ARCHITECTURAL:

IBA Architecture Inc.  
CONTACT: Ramon Bastion  
2445 1055 West Georgia Street,  
Vancouver, BC V6E 3P3  
PHONE: 604-609-1257  
EMAIL: ramon@ibacba.ca

## LANDSCAPE:

M2 Landscape Architecture and Arboriculture Ltd.  
CONTACT: Bahareh Nassiri  
220 - 75 Lorne Avenue, New Westminster, BC V3M 3L7  
PHONE: (604) 553-0044  
EMAIL: Bahareh.Nassiri@m2la.com

## SURVEYOR:

Underhill & Underhill  
CONTACT: Aaron G. Shufetanski  
201 - 225 Midlander Way, Kamloops, BC V2C 6K2  
PHONE: 250-372-8825  
EMAIL: ag@underhill.ca



IBA ARCHITECTURE INC.

DESIGN | DEVELOPMENT CONSULTING

1481 10TH STREET, SALMON ARM BC  
PHONE: 604-609-1257  
WWW.IBACBA.CA

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DATE: 2024.08.28



NO.	DATE	BY	DESCRIPTION
			REVISING - 02/02

ISSUED FOR  
DEVELOPMENT  
PERMIT

PROJECT  
1481 TOWNHOUSES

ADDRESS  
1481 10TH STREET SW,  
SALMON ARM BC

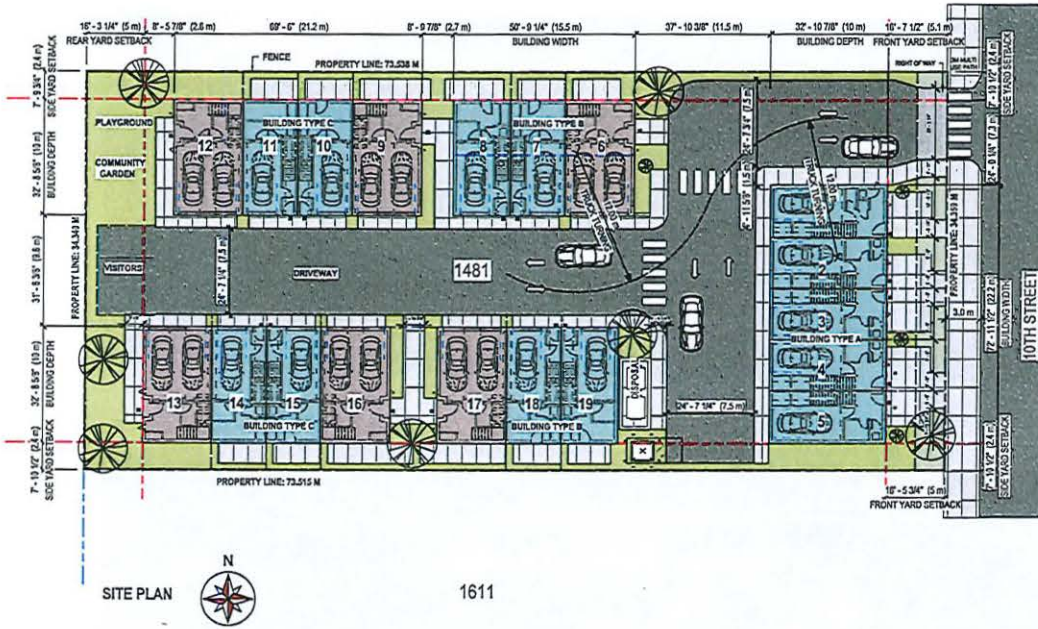
SHEET TITLE  
COVER SHEET

A0.00

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SCALE: 1/2" = 1'-0" FILE: 0001  
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PROJECT: 1481 TOWNHOUSES SALMON ARM  
TOWNHOUSE SHEET 0001 OF 010  
CAD/001 1481 Street 01



1441



SITE PLAN

1611

FRONT ELEVATION (FROM 10TH STREET)

**SITE PLAN LEGEND**

- PROPERTY LINE
- SETBACK LINE
- S.O.D.
- ASPHALT GROUND
- SIDEWALK

**SITE PLAN INFORMATION**

- LOT SIZE = 27185.33 SQFT
- GROSS BUILDING AREA = 31325.00 SQFT
- PARCEL SITE COVERAGE = 0.354%
- PROPOSED NUMBER OF PARKING = 28

- 3 BED UNIT TYPE A  
TOWN HOUSE  
6 TOTAL
- 2 BED UNIT TYPE B  
TOWN HOUSE  
13 TOTAL

**19 TOTAL UNITS**

■ = UNIT ENTRANCE



1611  
STREET SCAPE (FROM 10TH STREET)

1481

1441

1441



IBA ARCHITECTURE INC.

DESIGN & DEVELOPMENT CONSULTING

104 - HERRINGMAN STREET, VANCOUVER, BC V6P 1P5  
PHONE: 604-271-1111  
WWW.IBA-ARCHITECTURE.COM

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SCALE



NO.	DATE	BY	DESCRIPTION
			REVISING - 07/20

ISSUED FOR CLIENT REVIEW

PROJECT

1481 TOWNHOUSES

ADDRESS

1481 10TH STREET SW,  
SALMON ARM BC

SHEET TITLE

SITE PLAN & STREET ELEVATION

A1.01

DESIGNED: Designer DRAWING: Author  
SCALE: As indicated FILE: 0001  
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PROJECT: 10433-02 Salmon Arm  
Townhouses 1481 10th Street SW  
CADWALK 104-02-001

151



#1 FROM 10TH STREET



#3 FROM INTERIOR ROAD



#2 FROM 10TH STREET



NO.	DATE	BY	DESCRIPTION
			REVISIONS - 01/10/20

**ISSUED FOR BUILDING PERMIT**

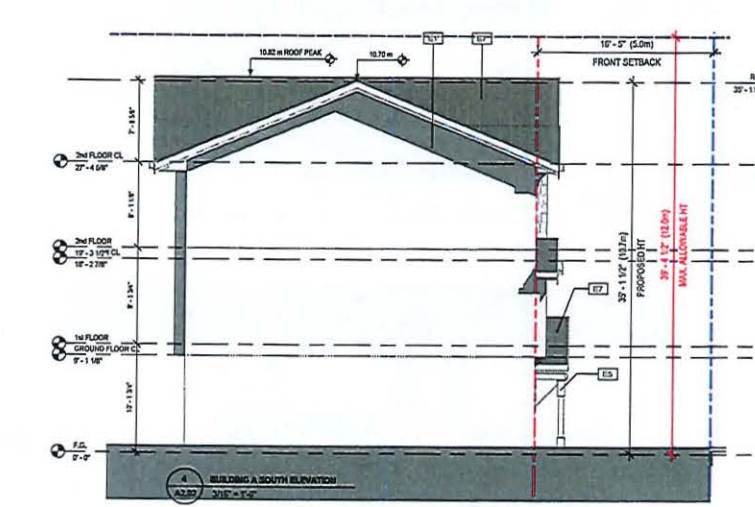
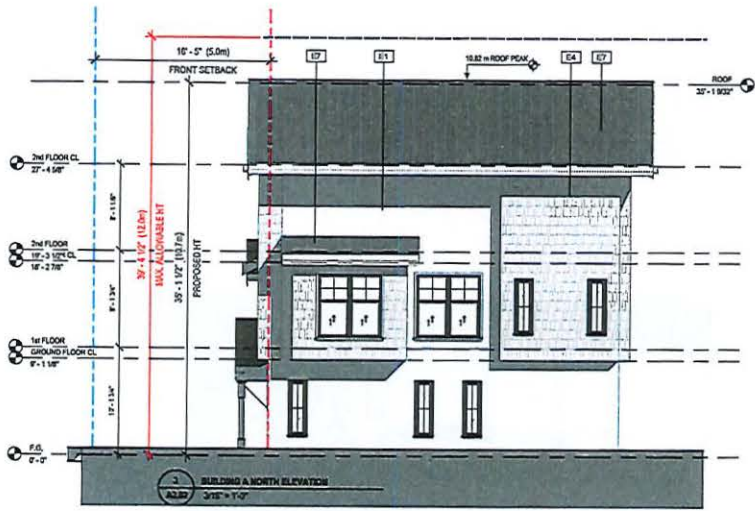
PROJECT  
**1481 TOWNHOUSES**

ADDRESS  
**1481 10TH STREET SW,  
 SALMON ARM BC**

SHEET TITLE  
**PERSPECTIVES**

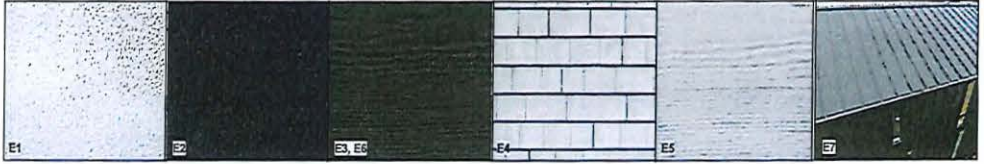
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DESIGNED:	DRAWN:	AUTHOR:



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E2		STUCCO BOND - SMOOTH / DARK GREY
E3		HANDAPPLIED BOND STRAIGHT EDGE / WHITE
E4		HANDAPPLIED BOND STRAIGHT EDGE / WHITE
E5		STANDING SEAM METAL ROOF PANEL / DARK GREY

**MATERIAL LEGEND**



**IBA ARCHITECTURE INC.**  
 DESIGN | DEVELOPMENT | CONSULTING

3180 EAST 10TH STREET, VANCOUVER BC, V6L 2K9  
 TEL: 604-271-1111  
 WWW.IBA-ARCHITECTURE.COM



NO. DATE BY: DATE/PROJ  
 REV: NONE - 03/24

**ISSUED FOR DEVELOPMENT PERMIT**

PROJ: 1481 TOWNHOUSES

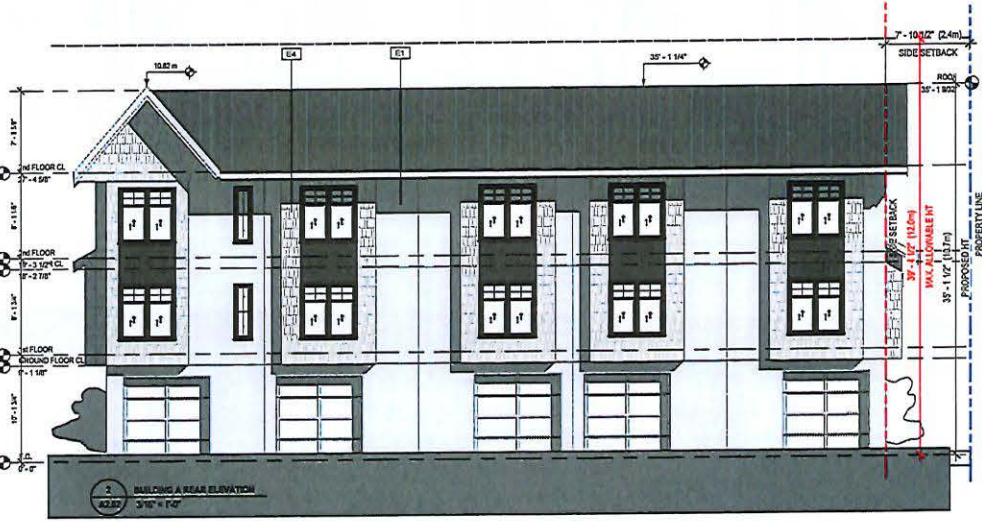
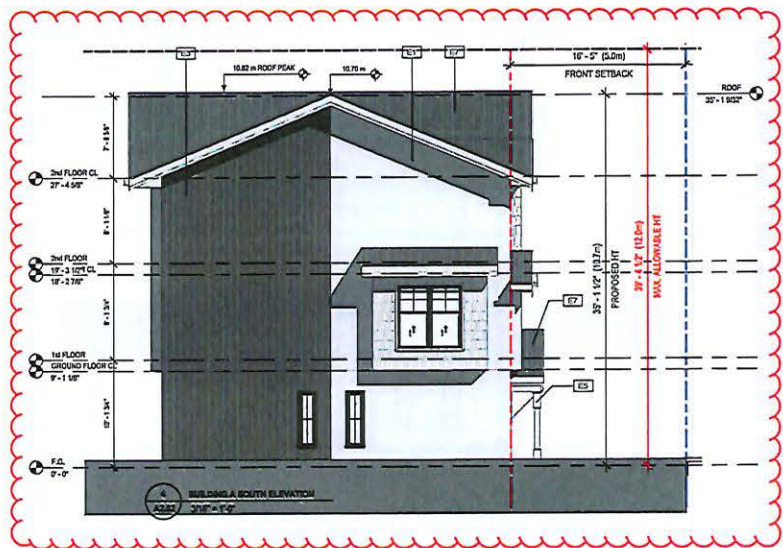
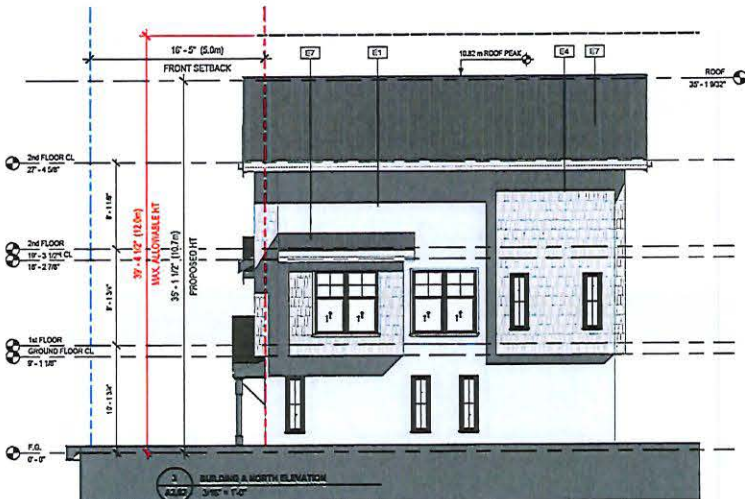
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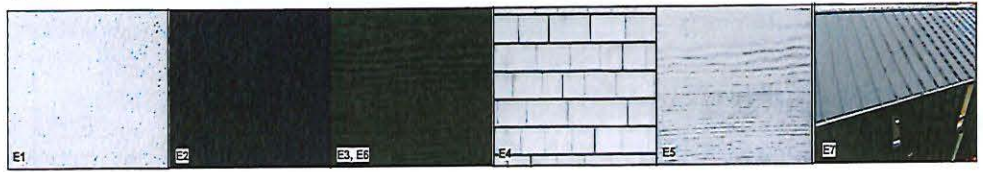
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RED = CHANGES TO FACADE

MATERIAL KEYNOTE	
MATERIAL ID	DESCRIPTION
E1	STUCCO SIDING - SMOOTH / WHITE
E2	STUCCO SIDING - SMOOTH / DARK GREY
E3	HARDE PANEL VERTICAL SIDING SMOOTH / IRON GREY
E4	HARDESPRINGLE SIDING STRAIGHT / WHITE
E5	HARDE / TRIM BONDIC / WHITE
E7	STANDING SEAM METAL ROOF PANELS / DARK GREY

MATERIAL LEGEND



NO.	DATE	BY	DESCRIPTION
			REVISIONS - G2/GC

ISSUED FOR DEVELOPMENT PERMIT

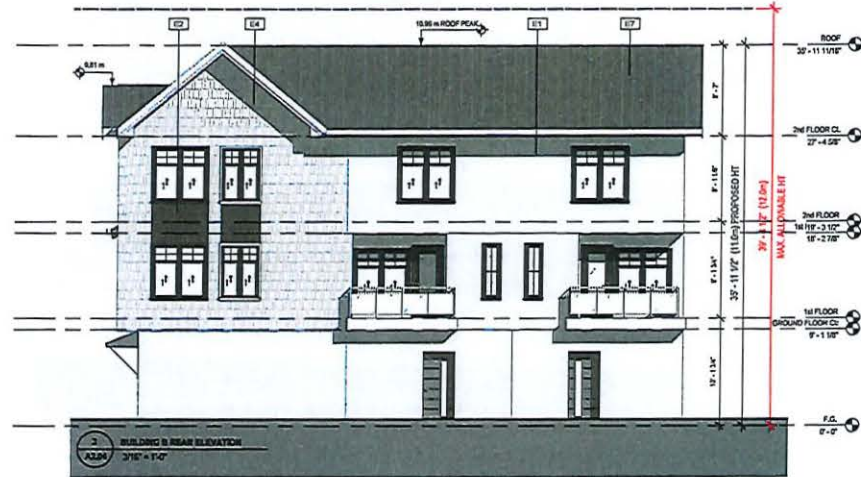
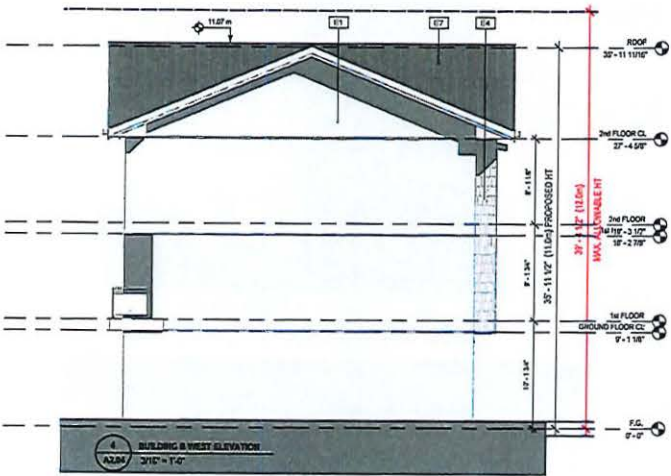
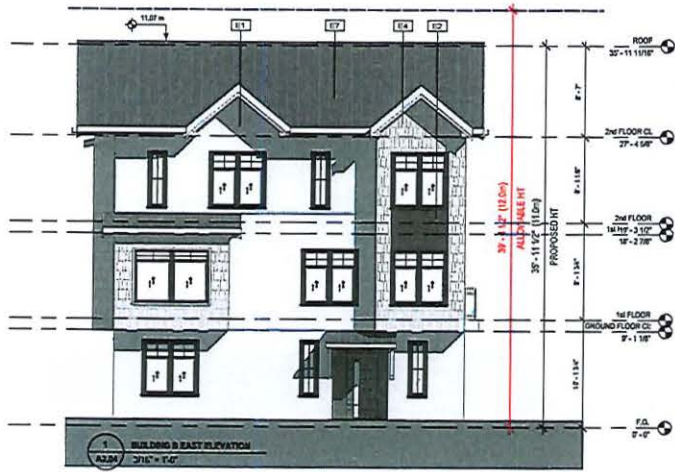
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1481 TOWNHOUSES

1481 10TH STREET SW, SALMON ARM BC

BUILDING A ELEVATIONS & HT STUDY

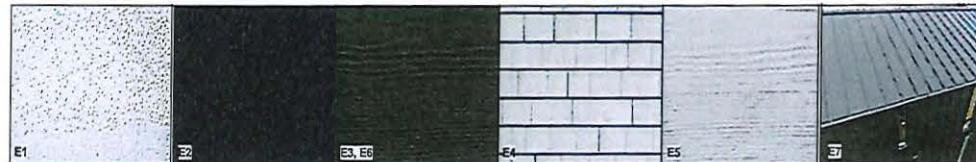
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E2	STUCCO SIDING - SMOOTH DARK GREY
E3	HORIZONTAL SIDING STRAIGHT EDGE/ WHITE
E5	HORIZONTAL SIDING ARTIC WHITE
E7	SHEDDING LEAM METAL ROOF PANELS DARK GREY

MATERIAL LEGEND



IBA ARCHITECTURE INC.  
DESIGN | DEVELOPMENT | CONSULTING

2ND FLOOR CL. 27'-4 1/2"  
3RD FLOOR CL. 18'-2 1/2"  
GROUND FLOOR CL. 0'-0"



NO.	DATE	BY	DESCRIPTION
REVISIONS - 03/21			

ISSUED FOR DEVELOPMENT PERMIT

PROJECT  
1481 TOWNHOUSES

PROJECT  
1481 10TH STREET SW,  
SALMON ARM BC

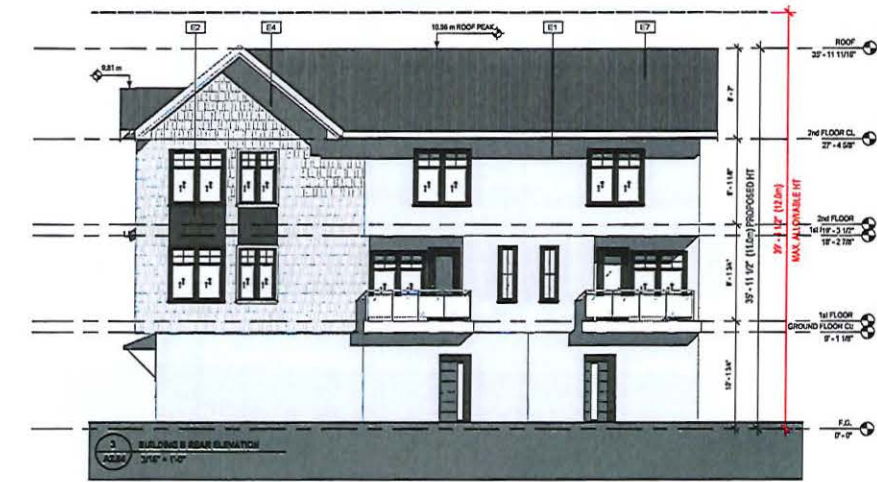
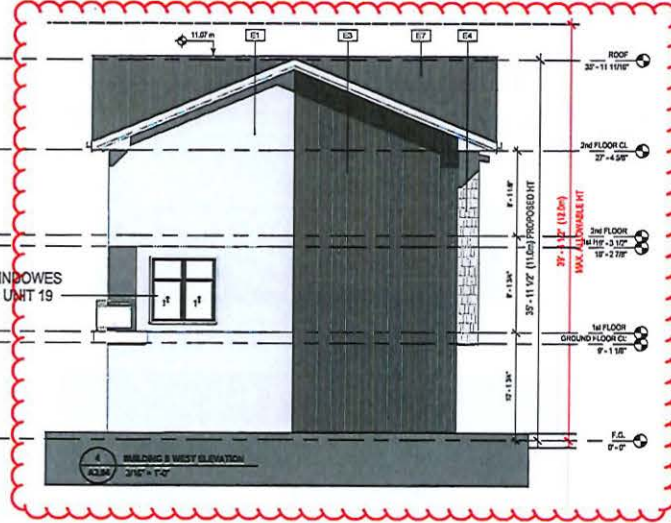
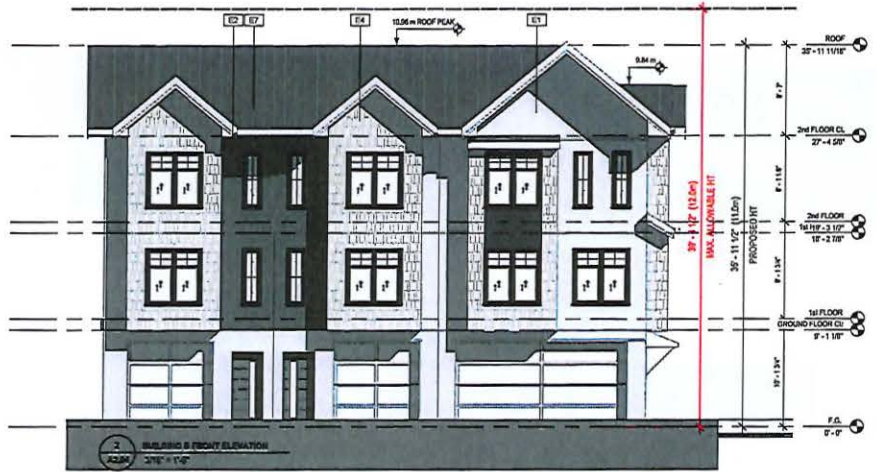
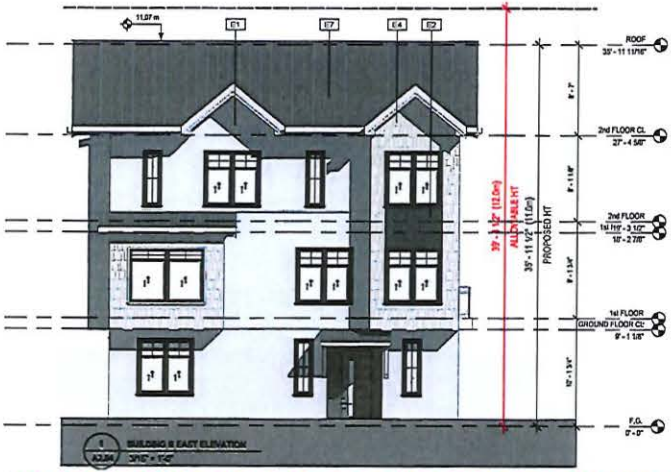
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BUILDING TYPE B ELEVATIONS & HT STUDY

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DESIGNED: Designer DRAWN: Author  
SCALE: As Indicated PRC: 000

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INCUBA PROJECT/2019/22-02 Salmon Arm  
Townhouses 1481 10th St SW 2/15  
CAD/REV 000 sheet 04 of 04

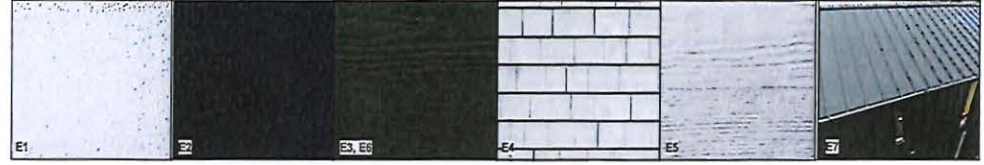




RED = CHANGES TO FACADE

MATERIAL ID	MATERIAL KEYNOTE
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E2	STUCCO BOARD - SMOOTH DARK GREY
E3	PANELL PANEL VERTICAL SMOOTH BRONZE IRON GREY
E4	HARDY-PANELL BOARD STRAIGHT EDGE WHITE
E5	HARDY TRIM BOARD WHITE
E7	STANDING SEAM METAL ROOF PANEL DARK GREY

MATERIAL LEGEND



NO.	DATE	BY	DESCRIPTION
			REVISIONS - G.S.C.

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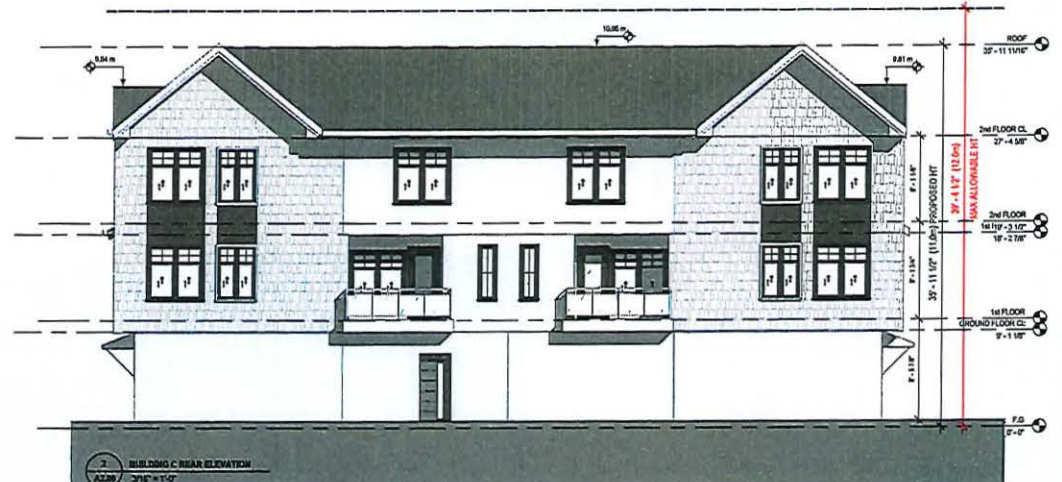
PROJECT  
1481 TOWNHOUSES

PROJECT  
1481 10TH STREET SW, SALMON ARM BC

SHEET TITLE  
BUILDING TYPE B ELEVATIONS & HT STUDY

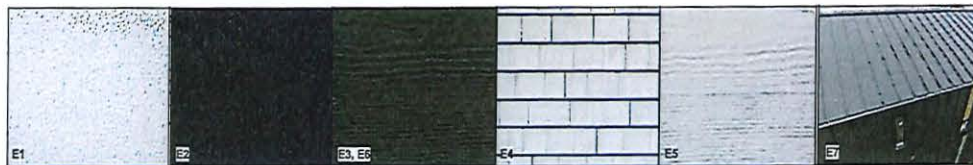
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MATERIAL KEYNOTE	
MATERIAL KEYNOTE	DESCRIPTION
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E2	STUCCO SIDING - SMOOTH/DARK GREY
E3	RANDOM SPANGLE SIDING STRAIGHT EDGE/WHITE
E4	HANDICUT TRIM/ADAPTIVE/WHITE
E5	STANDING SEAM METAL ROOF PANEL/DARK GREY

MATERIAL LEGEND



IBA ARCHITECTURE INC.  
DESIGN | DEVELOPMENT CONSULTING

2ND - 100 STREET STREET, VANCOUVER, BC V6P 1M9  
PHOTO: MICHAEL BROWN  
ARCHITECTURE

SCALE



NO.	DATE	BY	DESCRIPTION
			REVISIONS - 4036

ISSUED FOR DEVELOPMENT PERMIT

PROJECT  
1481 TOWNHOUSES

PROJECT  
1481 10TH STREET SW,  
SALMON ARM BC

SHEET TITLE  
BUILDING TYPE C ELEVATION & HT STUDY

A2.06

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SCALE: As Indicated PLOT: 0001

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157

P158

1371 A-D

1191

821

831

1200

1200

1160

1120

1080

1091

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1171

1231

1281

1321

1341

1361

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1741

1791

1300

1330

1380

1460

1520

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1590

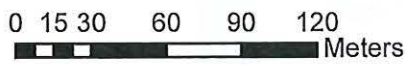
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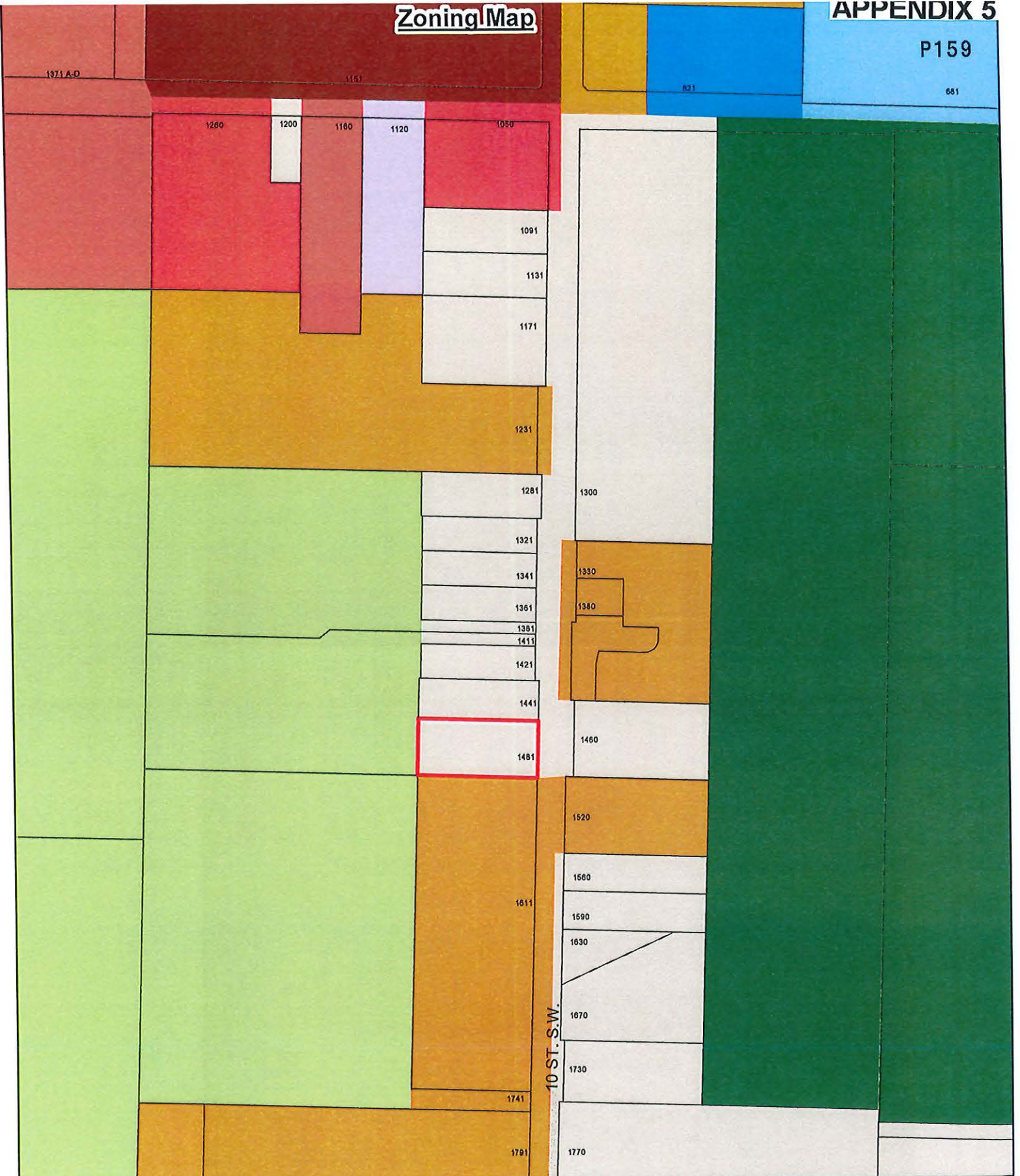
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










1770

10 ST. S.W.



- Subject Property
- Parcels
- Acreage Reserve
- Salmon Valley Agriculture
- Park
- Residential - Medium Density
- Residential - High Density
- Commercial - City Centre
- Commercial - Highway Service / Tourist



	Subject Property
	Parcels
	A-1
	A-2
	C-2
	C-3
	C-7
	CD-11
	P-1
	P-3
	R-1
	R-4

**APPENDIX 6**



Photo 1: photo looking southwest at subject property and 10 Street SW



Photo 2: photo looking northwest at subject property and 10 Street SW

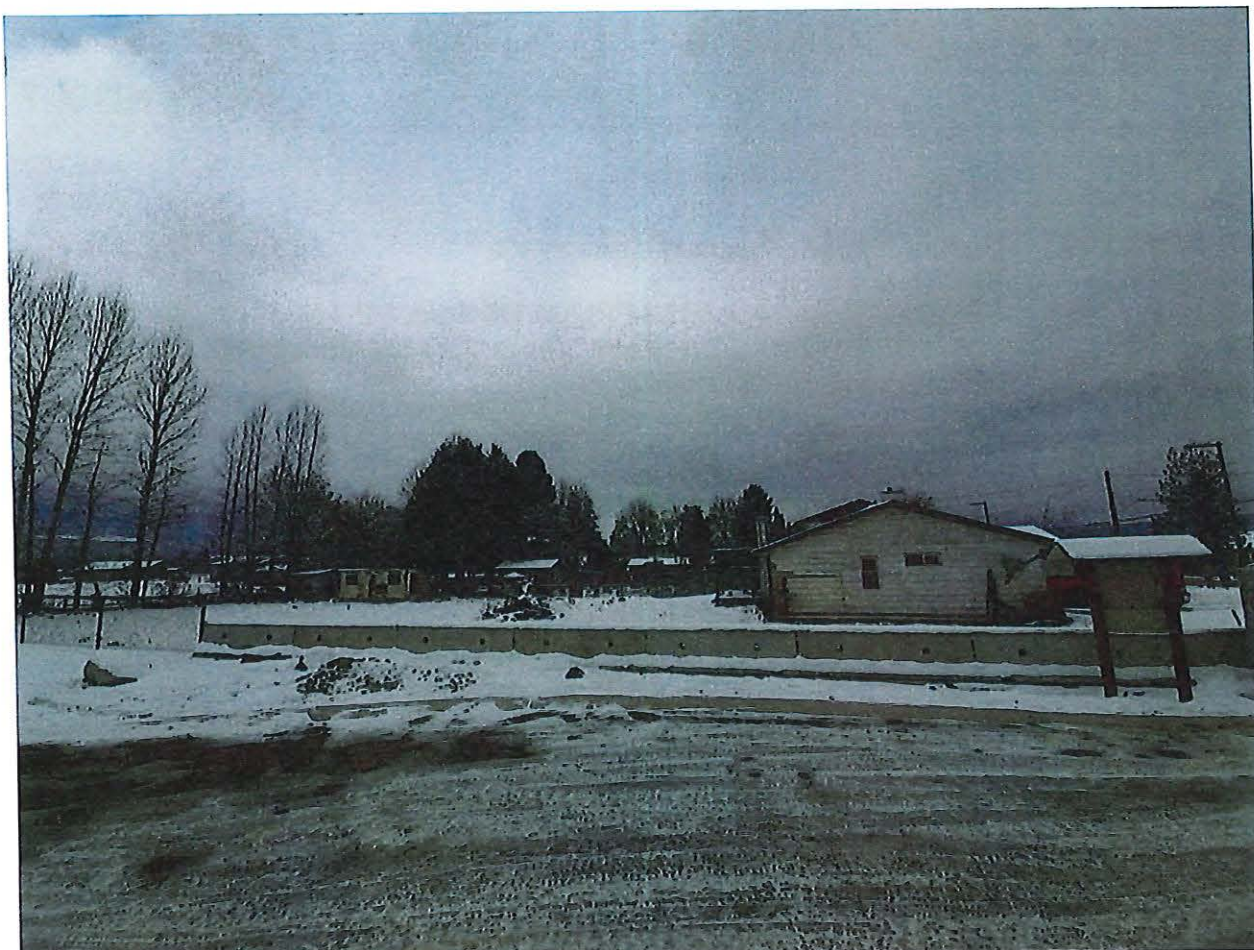


Photo 3: photo looking north at subject property from Hopkins Meadow subdivision

**APPENDIX 7**

---

TO: Director of Development Services  
DATE: December 8, 2022  
PREPARED BY: Mustafa Zakreet, Engineering Assistant  
APPLICANT: **IBA Architecture Inc.**  
SUBJECT: **DEVELOPMENT PERMIT APPLICATION No. DP-447**  
LEGAL: LOT, SECTION 10, TOWNSHIP 20, RANGE 10, W6M, KDYD, PLAN 31437  
(PID: 003-716-3411)  
CIVIC: **1481 – 10 STREET SW**

---

Further to your referral dated November 08, 2022, we provide the following servicing information.

Comments are based on the Subdivision/Development as proposed in the referral. If the development plans for the property to change significantly, comments below may change

**General:**

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

**Development Permit: DP-447**

December 8, 2022

Page 2

- 
9. For the on-site development, prior to commencement the applicant will be required to submit to the City for review and approval detailed engineering plans in accordance with the requirements of the Subdivision and Development Servicing bylaw 4163. These plans must be prepared by a qualified professional engineer. As a condition of final subdivision approval, the applicant will be required to deposit with the City for a period of 1 year, funds equaling 10% of the estimated cost for all works that are to be transferred to the City.
  10. For the off-site improvements at the time of building permit the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of building permit approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

**Roads / Access:**

1. 10 Street SW, on the subject property's eastern boundary, is designated as an Urban Collector Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
2. 10 Street SW is currently constructed to an Interim Urban Collector Road standard. Upgrading to an Urban Collector Road standard is required, in accordance with Specification Drawing No. RD-3. Upgrading may include, but is not limited to, boulevard construction, street lighting, and hydro and telecommunications. Owner / Developer is responsible for all associated costs.
3. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
4. The proposed strata road is at a different location of the existing letdown. The owner/ developer is responsible for removing and replacing the letdown.
5. As 10 Street SW is designated as a Collector Road, accesses shall be designed by keeping to a minimum number. Only one driveway access will be permitted onto 10 Street SW and a reciprocal access agreement will be required to service lots. All unused driveways shall be removed. Owner / Developer responsible for all associated costs.

**Water:**

1. The subject property fronts a 200 mm diameter Zone 1 watermain on 10 Street SW. No upgrades will be required at this time.
2. Records indicate that the existing property is serviced by an unknown size service from the 200mm diameter watermain on 10 Street SW. Due to size and / or age of the existing service, upgrading to a new metered service (minimum 25mm) is required. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs



**Development Permit: DP-447**

December 8, 2022

Page 3

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3. The proposed development is to be serviced by metered water service connections, adequately sized to satisfy the proposed use (minimum 25mm). Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
4. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
5. Fire protection requirements to be confirmed with the Building Department and Fire Department.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary sewer on 10 Street SW. No upgrades will be required at this time.
2. The remainder and proposed parcel(s) are each to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
3. The subject property is in an area with no current sanitary capacity concerns according to the City Sanitary Study (Urban Systems 2016).
4. Records indicate that the existing property is serviced by an unknown size service from the sanitary sewer on 10 Street SW. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Drainage:**

1. The subject property fronts a 600mm diameter storm sewer on 10 Street SW. No upgrades will be required at this time.
2. Records indicate that the existing property is serviced by a 150 mm service from the stormsewer on 10 Street SW. 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 current storm capacity concerns according to the Stormwater Master Plan Study (April 2020). It is anticipated that stormwater will require control to the 2-5 year pre-development flows. Owner / Developer's engineer shall review downstream capacity within the existing City Storm System to receive the proposed discharge from the development and upstream contributing drainage areas.
4. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.

**Development Permit: DP-447**

December 8, 2022

Page 4

- 
5. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
  6. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Geotechnical:**

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



---

**Mustafa Zakreet**  
Engineering Assistant



---

**Gabriel Bau Baiges P.Eng.**  
City Engineer

January 18, 2023, 3:05 to 3:49pm – Online and In-Person, City Hall Room 101 (Hybrid Meeting)

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Present:

Trent Sismey (Panel Member)  
Marc Lamerton (Panel Member)  
Dennis Lowe (Panel Member)  
Bill Laird (Panel Member - Chair)  
Melinda Smyrl (Senior Planner)  
Evan Chorlton (Planner I) – left at 3:28pm  
Raman Beeston (applicant DP- 447)  
Jordan Grieve (applicant DP - 446)

**Applications: Development Permit Applications No. DP- 447, DP- 446**

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**Application No. DP- 447**

**1481 10 Street SW – IBA Architecture Inc. (Raman Beeston)**

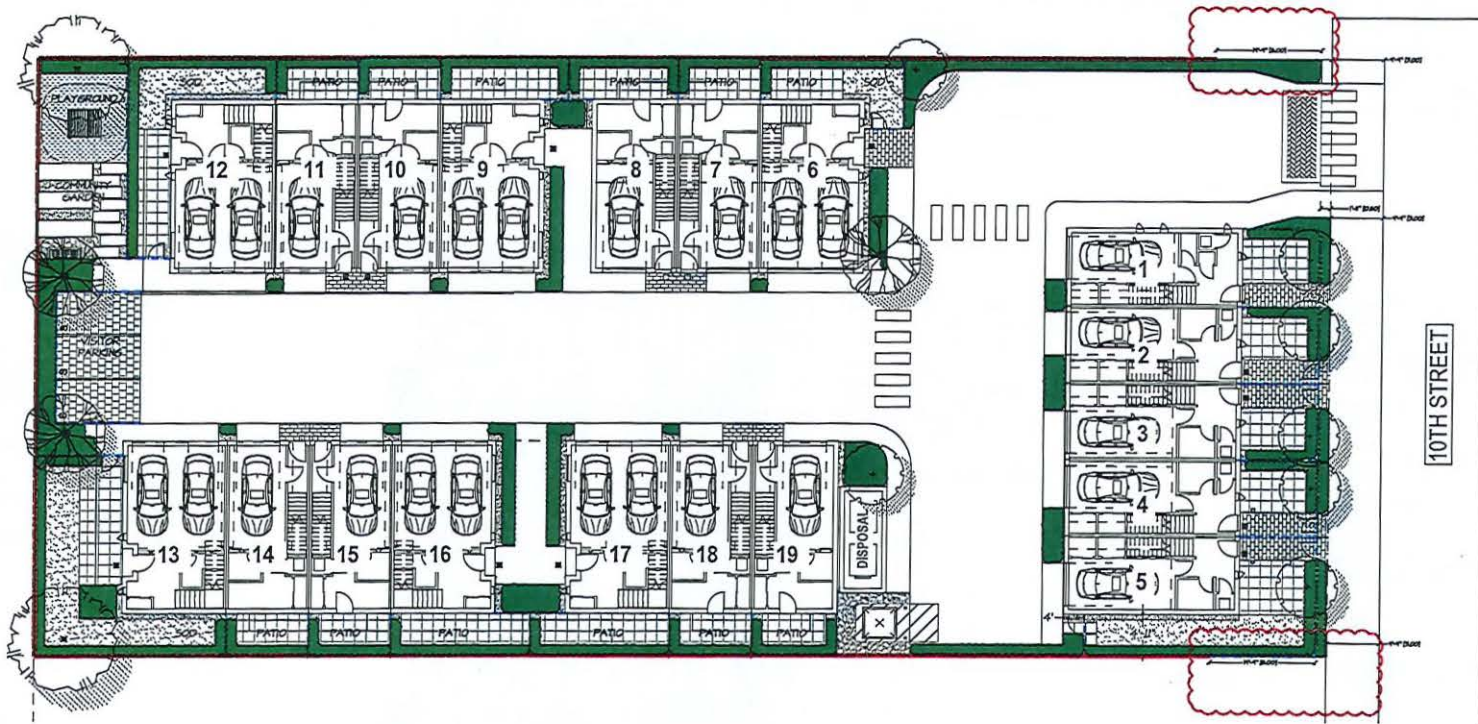
Staff provided an overview of the proposed development. Approximately 0.25ha in area the site is located south of Piccadilly Mall. The applicant is proposing 19 townhouse units, 3 storeys in height. The site is zoned R4 and designated Medium Density Residential in the OCP. To accommodate the proposed development there are accompanying OCP and Zoning Bylaw Amendment applications that are proceeding with the Development Permit application.

As noted on the site plan units 1 to 5 are oriented toward 10 Street SW. Street oriented buildings are encouraged in the OCP guidelines. The garages for each unit are accessed from an internal roadway. The building faces include multiple points of variation and relief and has been designed in consultation with the OCP. The landscaping shown on the plan includes fencing and areas consistent with the guidelines of the OCP. It was noted that along the west property line there is a shared boundary with the ALR. The applicant is proposing a 2m solid wood fence and common amenities along the boundary (play park and visitor parking) and this is consistent with ALC guidelines for developing adjacent to the ALR. In addition to the common areas on the west side of the site, the plan also shows a common garbage and recycling enclosure adjacent to the proposed unit #19; although, with individual garages unit pick up is an option through the City program. This area could be used for snow storage if curbside collection were used by the owners.

The Panel members noted that the streetscape, design and frontage has an urban appearance with a simple building presentation. The Panel was complimentary of building materials and attention to site planning details such as the common areas and snow storage/visitor parking. The Panel is enthusiastic about the development proposal and noted several positive components of the design and development proposal. The only noted concerns relate to the roof pitch and the snow load with the potential for snow falling on adjacent lots, entrances or units creating a hazard. It was noted the BC Building Code includes provisions to mitigate potential hazards brought about by snow loads.

**Panel Recommendation**

THAT the DRP supports application DP- 447 and shared enthusiastic and positive comments on the proposed development.



**PAGE INDEX**

- L1 OVERALL PLAN
- L2 TREE PLAN WEST
- L3 TREE PLAN EAST
- L4 SHRUB PLAN WEST
- L5 SHRUB PLAN EAST
- L6 LIGHTING/ IRRIGATION WEST
- L7 LIGHTING/ IRRIGATION EAST
- L8 LANDSCAPE DETAILS
- L9 LANDSCAPE DETAILS 2
- L10 SPECIFICATIONS

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NO.	DATE	REVISION DESCRIPTION	BY

PROJECT:  
**1481 TOWNHOUSES**  
  
1481 10TH STREET SW  
SALMON ARM, BC

DRAWING TITLE:  
**OVERALL PLAN**

DATE: OCT 28, 2022	DRAWING NUMBER:
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DESIGN: ENGAS	
CHECK: PFM	

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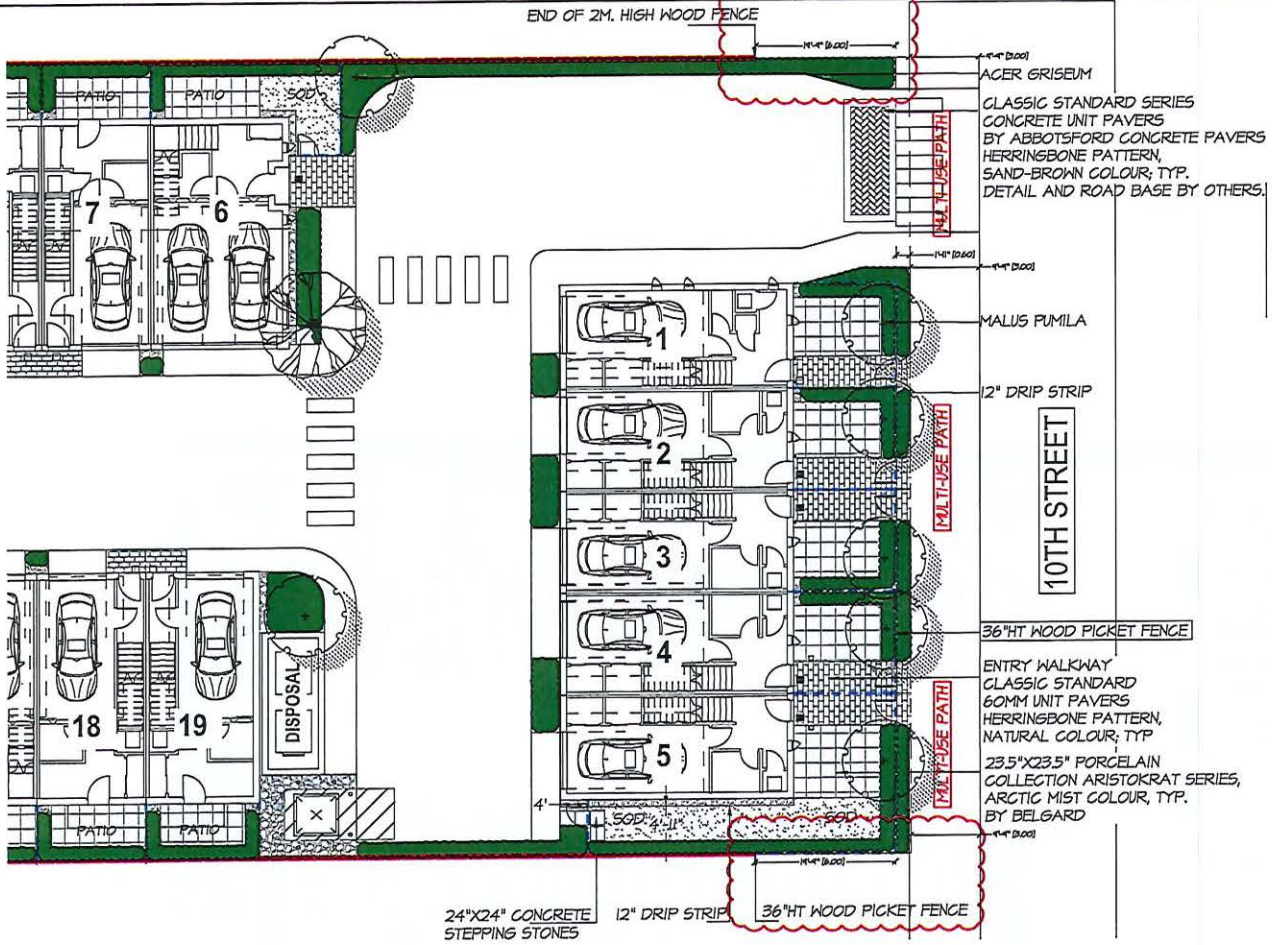


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2			BR/JS
3		REV AS PER CITY COMMENT	BR

PROJECT:  
**1481 TOWNHOUSES**  
1481 10TH STREET SW  
SALMON ARM, BC

DRAWING TITLE:  
**TREE PLAN EAST**

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DRAWING: BR/JS	
DESIGN: BR/JS	
CHECK: MH	CF: B
M2LA PROJECT NUMBER: 22-053	22-053-08-EP



**FENCE LEGEND**

- 2M. HIGH WOOD FENCE
- 36" HT. WHITE WOOD PICKET FENCE

**HARDSCAPE LEGEND**

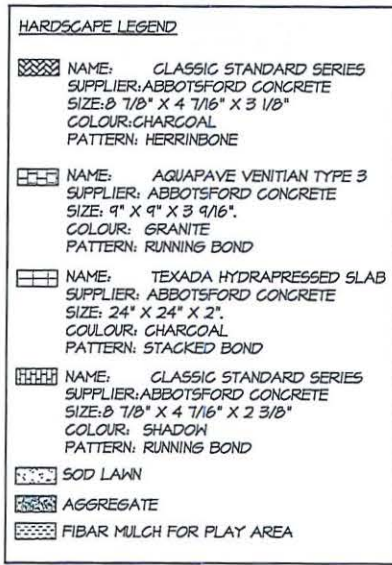
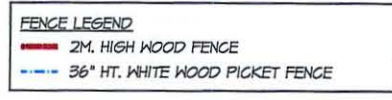
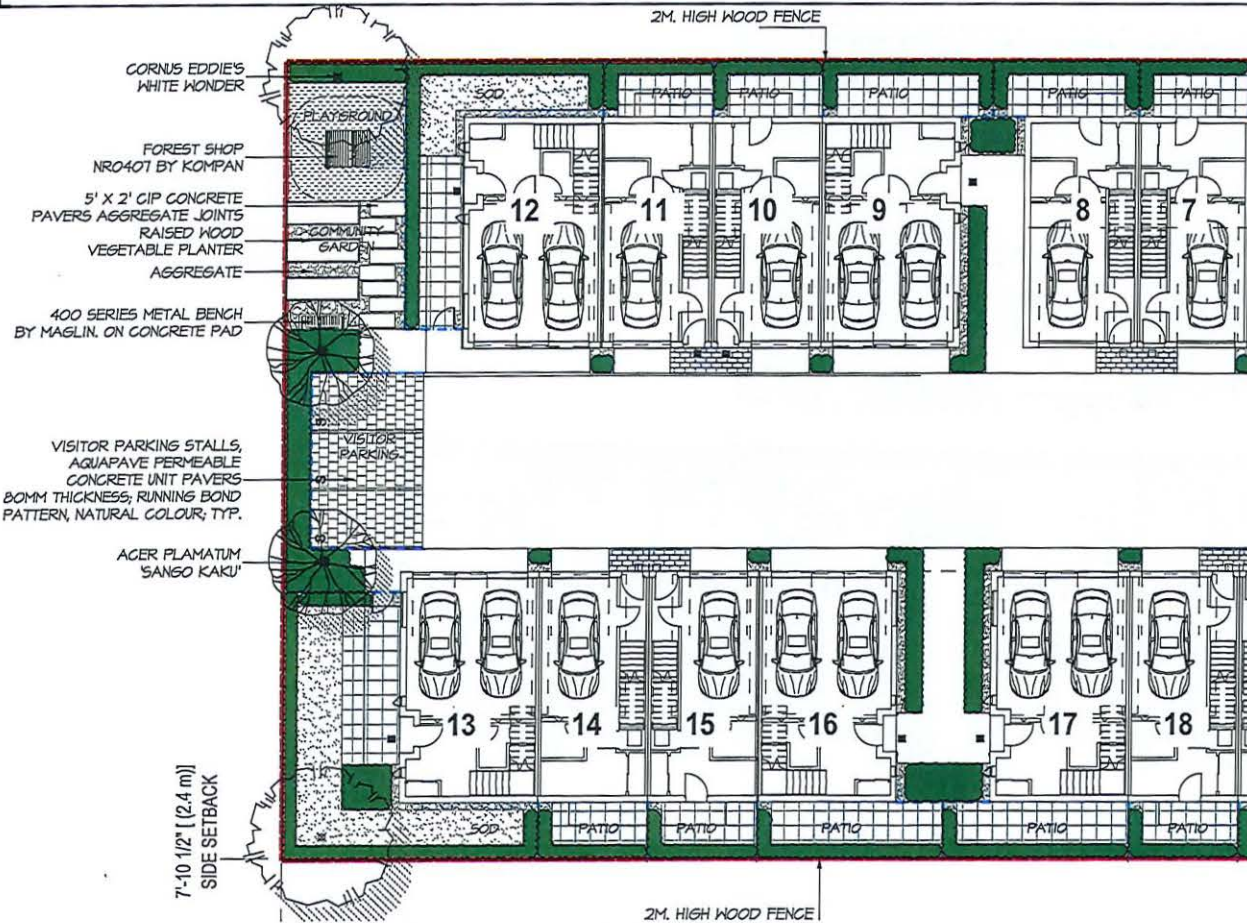
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COLOUR: CHARCOAL  
PATTERN: HERRINBONE
- NAME: AQUAPAVE VENITIAN TYPE 3  
SUPPLIER: ABBOTSFORD CONCRETE  
SIZE: 9" X 9" X 3 9/16"  
COLOUR: GRANITE  
PATTERN: RUNNING BOND
- NAME: TEXADA HYDRAPRESSED SLAB  
SUPPLIER: ABBOTSFORD CONCRETE  
SIZE: 24" X 24" X 2"  
COLOUR: CHARCOAL  
PATTERN: STACKED BOND
- NAME: CLASSIC STANDARD SERIES  
SUPPLIER: ABBOTSFORD CONCRETE  
SIZE: 8 7/8" X 4 7/16" X 2 3/8"  
COLOUR: SHADOW  
PATTERN: RUNNING BOND
- SOD LAWN
- AGGREGATE
- FIBAR MULCH FOR PLAY AREA

**PLANT SCHEDULE-TREES** M2 JOB NUMBER: 22 053

KEY	QTY	BOTANICAL NAME	COMMON NAME	PLANTED SIZE / REMARKS
1	3	ACER PALMATUM 'SANGO KAKI'	CORAL BARK MAPLE	6CM CAL; 1.2M STD; B4B
2	2	CORNUS EDDIE'S 'WHITE WONDER'	WHITE WONDER DOGWOOD	5CM CAL; STD FORM; B4B
3	1	MALUS 'PUMILA'	HONEYCRISP	5CM CAL; 1.5M STD; B4B

NOTES: \* PLANT SIZES IN THIS LIST ARE SPECIFIED ACCORDING TO THE BC LANDSCAPE STANDARD, LATEST EDITION. CONTAINER SIZES SPECIFIED AS PER CNTA STANDARDS. BOTH PLANT SIZE AND CONTAINER SIZE ARE THE MINIMUM ACCEPTABLE SIZES. \* REFER TO SPECIFICATIONS FOR DEFINED CONTAINER MEASUREMENTS AND OTHER PLANT MATERIAL REQUIREMENTS. \* SEARCH AND REVIEW: MAKE PLANT MATERIAL AVAILABLE FOR OPTIONAL REVIEW BY LANDSCAPE ARCHITECT AT SOURCE OF SUPPLY. AREA OF SEARCH TO INCLUDE LOWER MAINLAND AND FRASER VALLEY. \* SUBSTITUTIONS: OBTAIN WRITTEN APPROVAL FROM THE LANDSCAPE ARCHITECT PRIOR TO MAKING ANY SUBSTITUTIONS TO THE SPECIFIED MATERIAL. INAPPROVED SUBSTITUTIONS WILL BE REJECTED. ALLOW A MINIMUM OF FIVE DAYS PRIOR TO DELIVERY FOR REQUEST TO SUBSTITUTE. SUBSTITUTIONS ARE SUBJECT TO BC LANDSCAPE STANDARD - DEFINITION OF CONDITIONS OF AVAILABILITY.

ALL PLANT MATERIAL MUST BE PROVIDED FROM CERTIFIED DISEASE FREE NURSERY. PROVIDE CERTIFICATION UPON REQUEST.



**PLANT SCHEDULE-TREES**

KEY	QTY	BOTANICAL NAME	COMMON NAME	M2 JOB NUMBER: 22 053
	3	ACER PALMATUM 'SANGO KAKU'	CORAL BARK MAPLE	PLANTED SIZE / REMARKS
	2	CORNUS EDDIE'S 'WHITE WONDER'	WHITE WONDER DOGWOOD	6CM GAL; 15M STD; B4B
	7	MALUS 'PUMILA'	HONEYCRISP	5CM GAL; 5TD FORM; B4B

NOTES: \* PLANT SIZES IN THIS LIST ARE SPECIFIED ACCORDING TO THE BC LANDSCAPE STANDARD, LATEST EDITION. CONTAINER SIZES SPECIFIED AS PER CANTA STANDARDS. BOTH PLANT SIZE AND CONTAINER SIZE ARE THE MINIMUM ACCEPTABLE SIZES. \* REFER TO SPECIFICATIONS FOR DEFINED CONTAINER MEASUREMENTS AND OTHER PLANT MATERIAL REQUIREMENTS. \* SEARCH AND REVIEW: MAKE PLANT MATERIAL AVAILABLE FOR OPTIONAL REVIEW BY LANDSCAPE ARCHITECT AT SOURCE OF SUPPLY. AREA OF SEARCH TO INCLUDE LOWER MAINLAND AND FRASER VALLEY. \* SUBSTITUTIONS: OBTAIN WRITTEN APPROVAL FROM THE LANDSCAPE ARCHITECT PRIOR TO MAKING ANY SUBSTITUTIONS TO THE SPECIFIED MATERIAL. UNAPPROVED SUBSTITUTIONS WILL BE REJECTED. ALLOW A MINIMUM OF FIVE DAYS PRIOR TO DELIVERY FOR REQUEST TO SUBSTITUTE. SUBSTITUTIONS ARE SUBJECT TO BC LANDSCAPE STANDARD - DEFINITION OF CONDITIONS OF AVAILABILITY.

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PROJECT:  
**1481 TOWNHOUSES**  
**1481 10TH STREET SW**  
**SALMON ARM, BC**

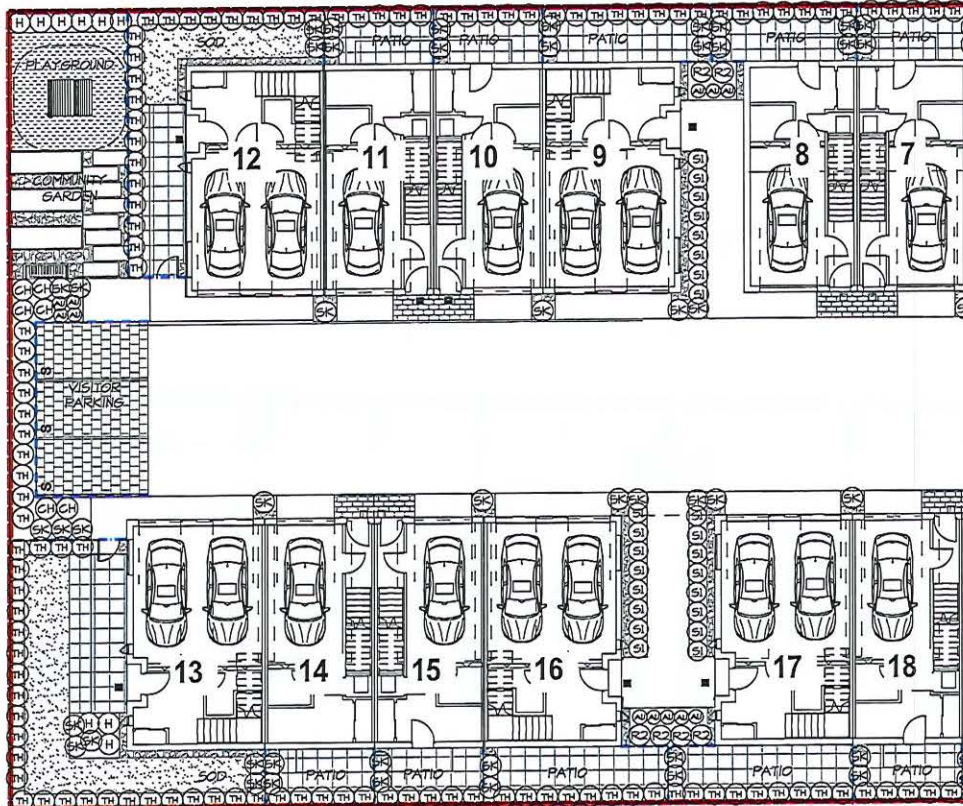
**TREE PLAN WEST**

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DESIGN: DWG	
CHECK: MH	OF 10
M2LA PROJECT NUMBER:	22-053

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7'-10 1/2" (2.4 m)  
SIDE SETBACK

**PLANT SCHEDULE - SHRUBS**

M2 JOB NUMBER: 22 053

KEY QTY	BOTANICAL NAME	COMMON NAME	PLANTED SIZE / REMARKS
<b>SHRUB</b>			
8	MAHONIA AQUIFOLIUM	OREGON GRAPE	#1 POT; 40CM
2	AZALEA JAPONICA 'BLUE DANUBE'	AZALEA, BLUE-VIOLET	#2 POT; 25CM
54	CORNUS ALBA 'ELEGANTISSIMA'	VARIEGATED SHRUB DOGWOOD	#2 POT
36	EUCYTHUS FORTUNEI 'COLORATUS'	WINTERCREEPER	#2 POT; 30CM
28	HYDRANGEA QUERCIFOLIA 'SNOWFLAKE'	SNOWFLAKE HYDRANGEA	#3 POT
33	RHODODENDRON 'P.J.M.'	RHODODENDRON, LIGHT PURPLE, E. MAY	#2 POT; 30CM
24	SARGOCOCOA HOOKERANA VAR. HUMILIS	HIMALAYAN SHEET BOX	#2 POT
58	SKIMMIA JAPONICA (10% MALE)	JAPANESE SKIMMIA	#3 POT
143	TAXUS X MEDIA 'HICKSI'	HICK'S YEW	1.5M B&B
<b>GRASS</b>			
3	AMELANCHIER ALNIFOLIA	SASKATOON	#2 POT
<b>PERENNIAL</b>			
47	NEPETA X VERANICA 'DROPMORE'	CATMINT	15CM POT

NOTES: \* PLANT SIZES IN THIS LIST ARE SPECIFIED ACCORDING TO THE BC LANDSCAPE STANDARD, LATEST EDITION. CONTAINER SIZES SPECIFIED AS PER CNTA STANDARDS. BOTH PLANT SIZE AND CONTAINER SIZE ARE THE MINIMUM ACCEPTABLE SIZES. \* REFER TO SPECIFICATIONS FOR DEFINED CONTAINER MEASUREMENTS AND OTHER PLANT MATERIAL REQUIREMENTS. \* SEARCH AND REVIEW: MAKE PLANT MATERIAL AVAILABLE FOR OPTIONAL REVIEW BY LANDSCAPE ARCHITECT AT SOURCE OF SUPPLY. AREA OF SEARCH TO INCLUDE LOWER MAINLAND AND FRASER VALLEY. \* SUBSTITUTIONS: OBTAIN WRITTEN APPROVAL FROM THE LANDSCAPE ARCHITECT PRIOR TO MAKING ANY SUBSTITUTIONS TO THE SPECIFIED MATERIAL. UNAPPROVED SUBSTITUTIONS WILL BE REJECTED. ALLOW A MINIMUM OF FIVE DAYS PRIOR TO DELIVERY FOR REQUEST TO SUBSTITUTE. SUBSTITUTIONS ARE SUBJECT TO BC LANDSCAPE STANDARD - DEFINITION OF CONDITIONS OF AVAILABILITY.

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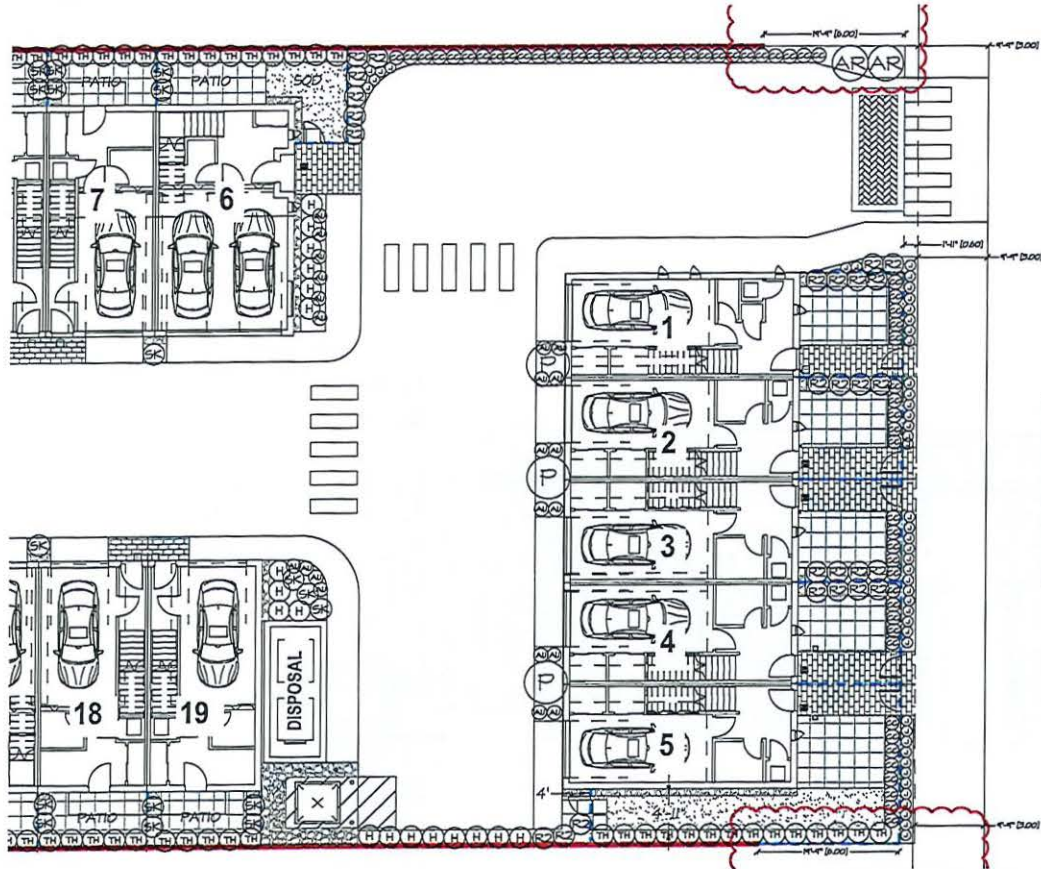
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PROJECT:  
**1481 TOWNHOUSES**  
1481 10TH STREET SW  
SALMON ARM, BC

DRAWING TITLE:  
**SHRUB PLAN WEST**

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M2LA PROJECT NUMBER: 22-053

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22-053-06-09



**M2 JOB NUMBER: 22 053**

KEY QTY	BOTANICAL NAME	COMMON NAME	PLANTED SIZE / REMARKS
<b>SHRUB</b>			
8	MAHONIA AQUIFOLIUM	OREGON GRAPE	#1 POT, 40CM
2	AZALEA JAPONICA 'BLUE DANUBE'	AZALEA; BLuish-VIOLET	#2 POT; 25CM
54	CORNUS ALBA 'ELEGANTISSIMA'	VARIEGATED SHRUB DOGWOOD	#2 POT
30	BOENHYMUS FORTUNEI 'COLORATUS'	WINTERGREEN	#2 POT; 30CM
20	HYDRANGEA QUERCIFOLIA 'SNOWFLAKE'	SNOWFLAKE HYDRANGEA	#3 POT
33	RHOODODENDRON 'F.L.M.'	RHOODODENDRON LIGHT PURPLE; E. MAY	#2 POT; 30CM
24	SARCOCOCOA HOOKERIANA VAR. HUMILIS	HIMALAYAN SHEET BOX	#2 POT
58	SKIMMIA JAPONICA (10% MALE)	JAPANESE SKIMMIA	#3 POT
143	TAXUS X MEDIA 'HICKSII'	HICK'S YEW	15M DAB
<b>GRASS</b>			
3	AMELANCHIER ALNIFOLIA	SASKATOON	#2 POT
<b>PERENNIAL</b>			
47	NEPETA X VERANICA 'DROPMORE'	CATMINT	15CM POT

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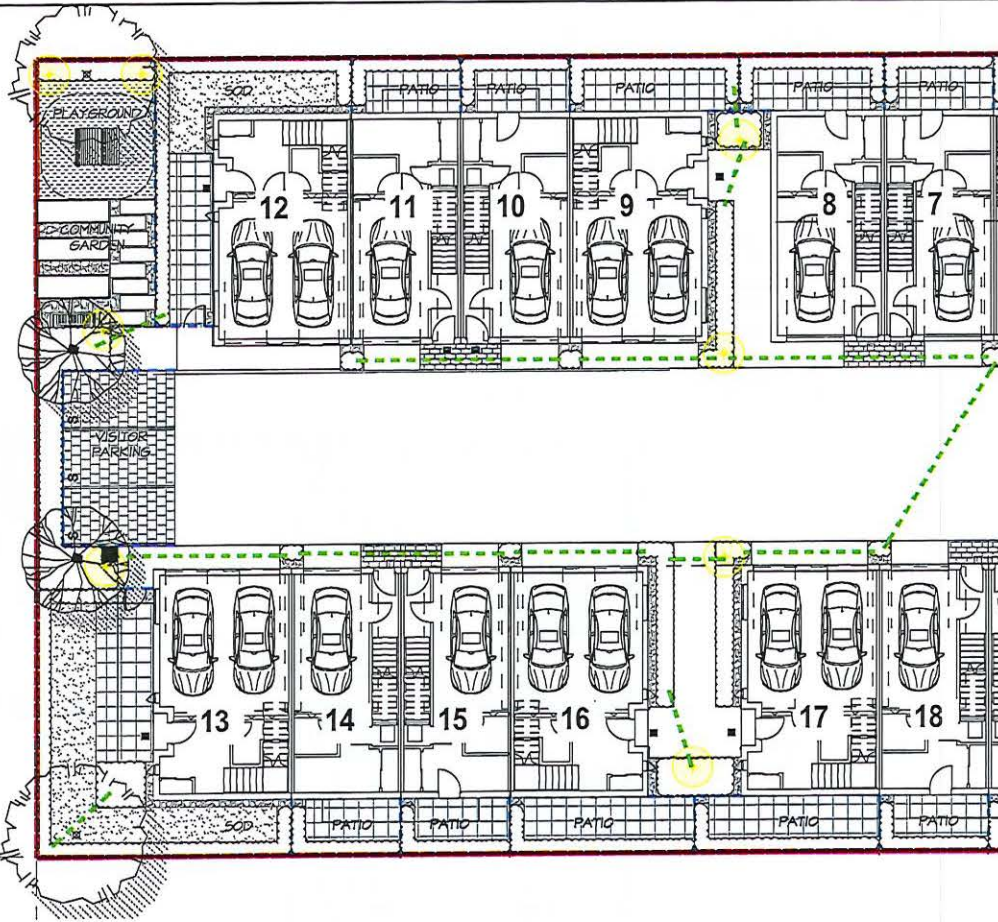
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**1481 TOWNHOUSES**  
**1481 10TH STREET SW**  
**SALMON ARM, BC**

DRAWING TITLE:  
**TREE PLAN**  
**EAST**

DATE: OCT 2022 DRAWING NUMBER:  
 SCALE: 3/8"=1'-0"  
 DRAWN: DWL/D  
 DESIGN: DWL/D  
 CHECK: PH  
 OF 20



7'-10 1/2" (2.4 m)  
SIDE SETBACK



**LIGHTING LEGEND**

LITESTICK-LED STICK LIGHTING (REFER TO ELECTRICAL)

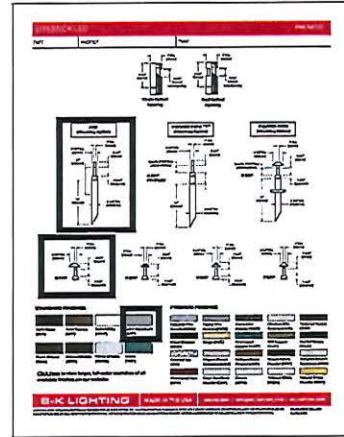
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SLEEVES-IRRIGATION

HOSE BIB

**B-K LIGHTING**

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PROJECT:  
**1481 TOWNHOUSES**  
1481 10TH STREET SW  
SALMON ARM, BC

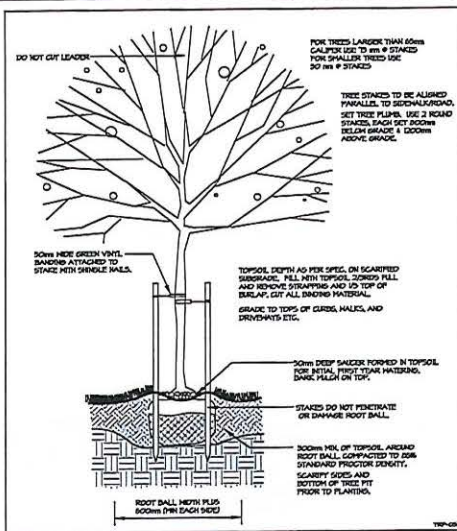
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CHKD: PH

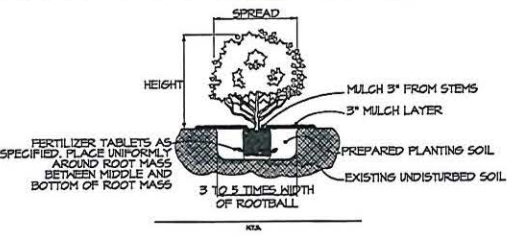
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OF 12  
M2LA PROJECT NUMBER: 22-002

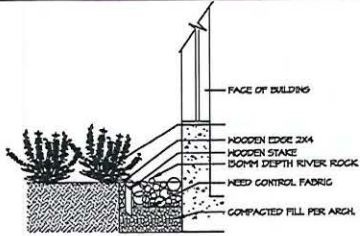




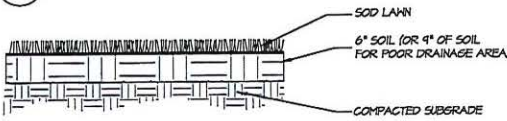
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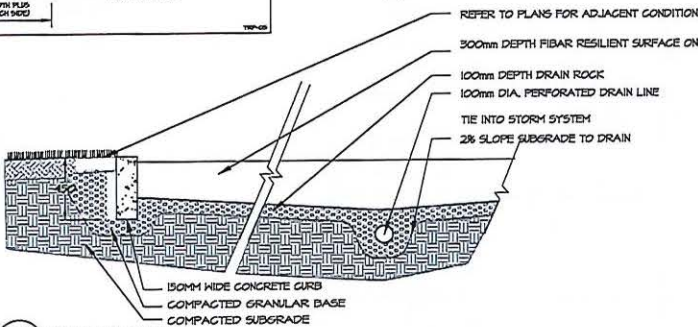
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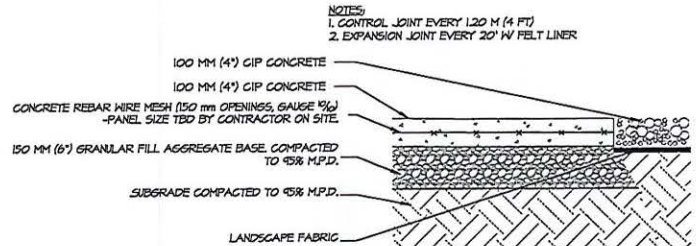
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3 SOD ON GRADE  
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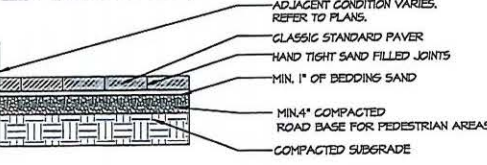


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6 GIP CONCRETE SLABS W AGGREGATE JOINTS  
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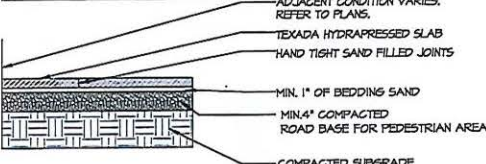
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SUPPLIER: ABBOTSFORD CONCRETE  
SIZE: 8 3/4" x 4 1/2" x 2 3/8"  
COLOUR: SHADOW  
PATTERN: RUNNING BOND



NOTE:  
PAVERS TO BE INSTALLED TO MANUFACTURERS SPECIFICATIONS  
ALL COMPACTION TO 95% PROCTOR DENSITY  
REFER TO PLAN FOR COLOUR AND PAVING PATTERN

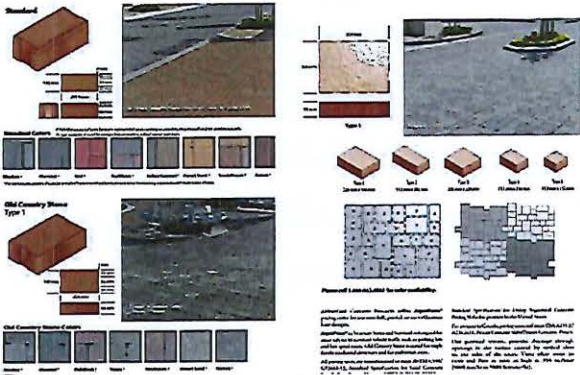
7 PAVERS ON GRADE (CLASSIC STANDARD)  
LD SCALE: 1" = 1'-0"

NAME: TEXADA HYDRAPRESSED SLAB  
SUPPLIER: ABBOTSFORD CONCRETE  
SIZE: 24" x 24" x 2"  
COLOUR: CHARCOAL  
PATTERN: STACKED BOND



NOTE:  
PAVERS TO BE INSTALLED TO MANUFACTURERS SPECIFICATIONS  
ALL COMPACTION TO 95% PROCTOR DENSITY

8 PAVERS ON GRADE (TEXADA)  
LD SCALE: 1" = 1'-0"



9 PAVERS ON GRADE (AQUAPAVERS)  
LD SCALE: 1" = 1'-0"

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2	2022-08-22	REV AS PER CITY COMMENT	DM
1	2022-08-22	PRELIMINARY DESIGN	EMLS

PROJECT:  
1481 TOWNHOUSES  
1481 10TH STREET SW  
SALMON ARM, BC

DRAWING TITLE:  
LANDSCAPE  
DETAILS

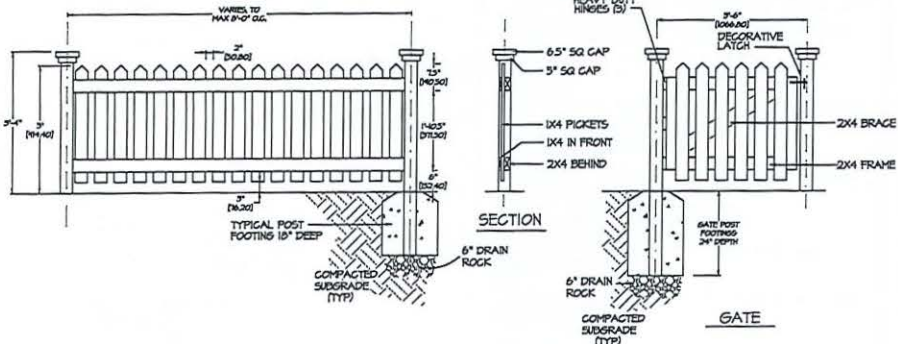
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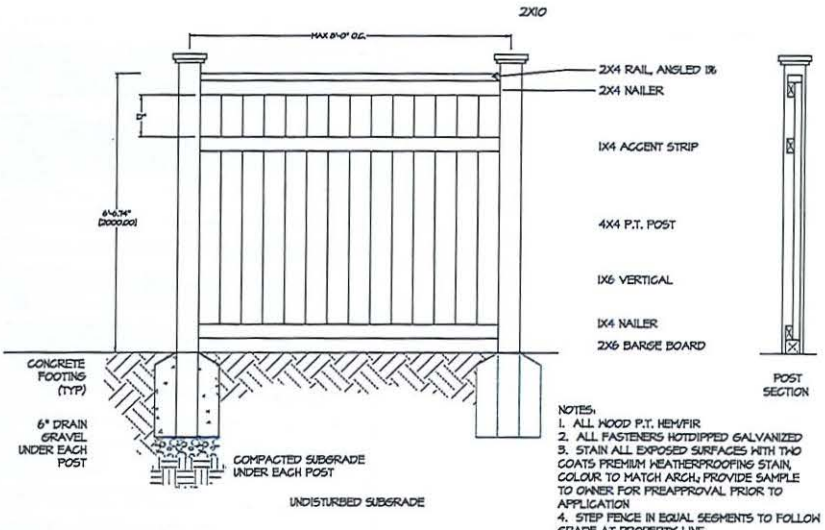
M2LA PROJECT NUMBER: 22-002

NOTES:

1. ALL WOOD P.T. HEM/FIR.
2. STAIN TWO GOATS PREMIUM WEATHERPROOFING STAIN TO MATCH ARCHITECTURAL TRIM (COLOUR TO BE WHITE, CONFIRM WITH OWNER)
3. ALL HARDWARE HOT DIPPED GALVANIZED. PICKETS TO BE ATTACHED USING CONTRASTING SCREWS.
4. GATE HARDWARE TO BE PREAPPROVED BY OWNER.
5. HARDWARE TO BE MEDIUM GAUGE.
6. HINGES, LATCHES TO BE SCREWED INTO PLACE.

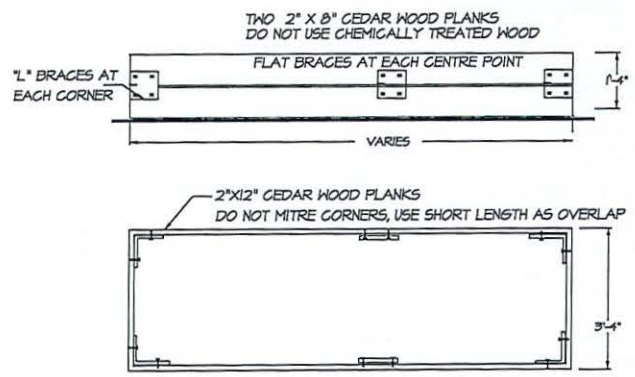


1 36" H. WOOD PICKET FENCE  
L9 SCALE: 3/4" = 1'-0"

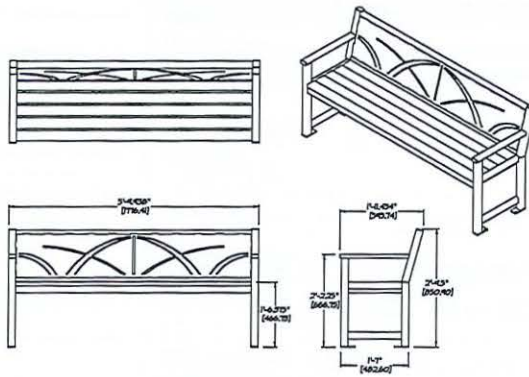


2 24" H. WOOD SCREEN FENCE  
L9 SCALE: 3/4" = 1'-0"

- NOTES:
1. ALL WOOD P.T. HEM/FIR
  2. ALL FASTENERS HOTDIPPED GALVANIZED
  3. STAIN ALL EXPOSED SURFACES WITH TWO GOATS PREMIUM WEATHERPROOFING STAIN, COLOUR TO MATCH ARCH; PROVIDE SAMPLE TO OWNER FOR PREAPPROVAL PRIOR TO APPLICATION
  4. STEP FENCE IN EQUAL SEGMENTS TO FOLLOW GRADE AT PROPERTY LINE.



3 RAISED VEGETABLE PLANTER  
L9 SCALE: 3/4" = 1'-0"



3 400 SERIES MAGLIN BENCH  
L9 SCALE: 3/4" = 1'-0"

4 NRO401 FOREST SHOP BY KOMPAN  
L9 SCALE: N.T.S.

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#220 - 26 Lorne Mews  
New Westminster, British Columbia  
V3M 3L7  
Tel: 604.553.0044  
Fax: 604.553.0045  
Email: office@m2la.com

NO.	DATE	REVISION DESCRIPTION	BY
1			
2			
3			
4			

PROJECT:  
**1481 TOWNHOUSES**  
1481 10TH STREET SW  
SALMON ARM, BC

DRAWING TITLE:  
**LANDSCAPE DETAILS 2**

DATE: OCT.28.2022	DRAWING NUMBER:
SCALE: 3/8" = 1'-0"	<b>L9</b>
DRAWN: DMJC	
DESIGN: DMJC	
CHECK: PM	



1371 A-D

1151

821

681

1260

1200

1160

1120

1050

1091

1131

1171

1231

1281

1321

1341

1361

1381

1411

1421

1441

1481

1300

1330

1380

1460

1520

1560

1590

1630

1670

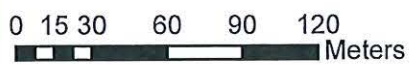
1730


1741

1791

1770

10 ST. S.W.



 Subject Property

 Parcels

 ALR Lands

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Item 22.2

## CITY OF SALMON ARM

Date: March 13, 2023

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-571 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4163 Specification Drawing No. RD-4, for the frontage of Lot 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 28506 as follows:

- i) waive the requirement to install an offset multi-use path;
- ii) waive the requirement to install street lighting; and
- iii) waive the requirement to install underground hydro and telecommunications.

[Muto Holdings Ltd.; 130 Shuswap Street SE; Servicing requirements]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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



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

---

TO: His Worship Mayor Harrison and Members of Council

DATE: February 28, 2023

SUBJECT: Development Variance Permit Application No. VP-571 (Servicing)

Legal: Lot 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 28506

Civic Address: 130 – Shuswap Street SE

Owner/Applicant: Muto Holdings Ltd.

---

**MOTION FOR CONSIDERATION**

**THAT: Development Variance Permit No. VP-571 be authorized for issuance to vary the Subdivision and Development Servicing Bylaw No. 4163 Specification Drawing No. RD-4, for the frontage of Lot 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 28506, as follows:**

- i) waive the requirement to install an offset multi-use path;**
  - ii) waive the requirement to install street lighting, and;**
  - iii) waive the requirement to install underground hydro and telecommunications.**
- 

**STAFF RECOMMENDATION**

The Motion for Consideration be defeated.

Issuance of Development Variance Permit No. VP-571 be withheld subject to the registration of a Land Title Act Section 219 covenant restricting tenure to rental for up to 8 units.

---

**PROPOSAL**

The applicants submitted a Development Permit application on March 9, 2022 (approved with conditions on May 24, 2022) to construct two (2) new fourplexes (Appendix 1). Although not technically triggered until the Building Permit stage, as part of the Development Permit referral process the Engineering Department provided a memo that detailed all of the servicing requirements for the development. The eventual Building Permit will trigger the installation of infrastructure and upgrades as required by Subdivision and Development Servicing (SDS) Bylaw No. 4163, including the installation of an offset multi-use path, street lighting, and the placement of hydro and telecommunications infrastructure underground to the property line. As outlined in their letter of rationale (Appendix 2), the applicant has requested that Council vary these SDS Bylaw requirements along the property's frontage.

**BACKGROUND**

The subject parcel is situated directly east of Shuswap Street SE, in downtown Salmon Arm (Appendices 3 and 4). The subject parcel was designated and zoned High Density Residential (HR and R-5) in April 2020 (Appendices 5 and 6).

The requirements for an offset multi-use path, street lighting and underground hydro and telecommunications distribution are transparently detailed within the City's Subdivision and Development Servicing Bylaw No. 4163, summarized within Table 1: Service Levels for Subdivision and Development,

Servicing Bylaw No. 4163, summarized within Table 1: Service Levels for Subdivision and Development, and further detailed within the (RD-4) cross-section standard drawings within the bylaw. The various standards for development are summarized and detailed so that any applicant or agent considering development may inform themselves in advance of the applicable standards that would apply.

The applicants submitted a variance permit application on December 16, 2022, for the parcel at 130 Shuswap Street SE. The specification drawing no. RD-4 cross-section applicable to Shuswap Street SE further indicates the multi-use path, street lighting, and underground electrical and telecommunications wiring (Appendix 7). Site photos are attached as Appendix 8.

## COMMENTS

### Building Department

No concerns.

### FortisBC

No issue with this proposal.

### Fire Department

No Fire Department concerns.

### Shaw

Shaw does not support this application, as placing aerial services within the existing infrastructure could cause a trespass. However, Shaw doesn't own any of the existing infrastructure. Pending on what BCH and Telus decide to do, Shaw can follow suit.

### BC Hydro

BC Hydro has no objections or conflicts with the proposed variance permit.

### Telus

Telus has no objection to this variance request.

### Engineering Department

Comments attached (Appendix 9). The Engineering Department recommends that the requests to waive the requirements to install street lighting and an offset multi-use path and relocate the overhead hydro/telecom distribution lines underground be denied.

### Public Consultation

Pursuant to the Local Government Act and City of Salmon Arm Development Variance Permit Procedures Bylaw notices are mailed to landowners within a 30m radius of the application. The notices outline the proposal and advise those with an interest in the proposal to provide written submission prior to the Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on March 13, 2023.

### Planning Department

Shuswap Street is designated as an Urban Arterial Road, an important corridor facilitating movement through the community. Staff note that several larger parcels along this corridor have development potential and highlight the need to consistently meet the standards required along this key roadway.

The Zoning of the subject parcel allows for a higher level of development aligned with the OCP (high density) land use designation, and the minimum servicing levels specified by the City's Subdivision and Development Servicing Bylaw have been adopted to ensure that basic infrastructure is provided to support such development. The implication of granting variances to minimum service levels is that these costs (the burden of providing minimum servicing) are then deferred to future property owners or the City (taxpayers).

#### Multi-use Path

The City of Salmon Arm is committed to making it safer, easier, and more enjoyable to walk, bicycle, and use other forms of active transportation, as detailed in Connect Salmon Arm, the City's Active Transportation Plan. Shuswap Street was identified as a priority "Major Project" in the City's Active Transportation Plan, projects which were specifically selected to fill priority gaps and connect key destinations. The request to waive this requirement is not supported by staff. Shuswap Street is also identified as a "cycle route" in the OCP.

#### Street Lighting

The request to waive the installation of street lights along the Shuswap Street SE frontage is not supported by staff. Although the applicant notes that the current street lighting appears adequate throughout Shuswap Street, there are currently no street lights along the property's frontage, meaning this is insufficient for the area. As noted in the attached Engineering report, currently this section of Shuswap Street has minimal pole-mounted lights and lighting levels fall well below the required lighting standard, and that the subject property fronts onto an existing crosswalk and additional lighting in this location would be a benefit.

Shuswap Street is an important corridor within the community, and as the corridor develops at a higher density and when Auto Road eventually connects with 14 Avenue SE in the future, the resulting traffic impact will emphasize the need for street lighting in this area. In addition, adequate lighting and sight are important for drivers and pedestrians, and more traffic from more (future) development requires an increased effort to manage.

#### Underground Hydro and Telecommunications

While the poles and overhead lines are unsightly, they also provide obstacles within the City's boulevard areas, particularly hampering the City's ability to provide active transportation infrastructure and also presenting a potential safety hazard in terms of vehicle traffic and potential collisions. This request is not supported by staff.

#### Covenant

Similar to DP-446 (with servicing variance) at 1120 Shuswap Street SE and should Council support this variance request, staff recommend the registration of a Land Title Act Section 219 covenant restricting tenure to rental for up to 8 units.

#### CONCLUSION

The City's requirements for an offset multi-use path, street lighting, and underground (electrical) hydro and telecommunications wiring have been clearly stated, and Shuswap Street is an important corridor within the community.

Staff recognize the financial constraints on development; however, waiving the requirements of Subdivision and Development Servicing Bylaw No. 4163 would place an additional financial burden on the City for those improvements in the future or increase costs onto future developers of adjacent properties. Staff do not consider the requested variances to be supportable given the expected level of service associated with the proposed high density residential development, the location of the parcel (within the City's Urban Containment Boundary, Residential Development Area A, and a High Density

Residential land use designation), and the potential for future redevelopment within the general area. As such, Staff recommends the requested variances be denied.



---

Prepared by: Evan Chorlton  
Planner



---

Reviewed by: Robert Niewenhuizen  
Director of Engineering and Public Works

DEVELOPMENT PERMIT DRAWINGS  
DO NOT USE FOR CONSTRUCTION



1 3D COLOUR - WEST



2 3D COLOUR - SOUTH

P184

CLIENT MUTO

JOB 4-PLEX DEVELOPMENT

130 SHUSWAP ST SE  
SALMON ARM, B.C.

JOB # 7529

REVISIONS

PRELIM EXTERIOR	JAN 31 2022
REVIEW	FEB 15 2022
DP APPLICATION	MAR 11 2022
ELEVATIONS	MAR 14 2022
REVISED EXTERIOR	APR 26 2022
APR 27 2022	WEST GABLES

DATE APR 27 2022

DRAWING 3D

SCALE

PAGE AO

**GENERAL NOTES**

- 1 ALL CONSTRUCTION MATERIALS & WORKMANSHIP TO BE IN ACCORDANCE WITH THE CURRENT EDITION OF THE B.C. BUILDING CODE, PLUMBING CODE, ELECTRICAL CODE & ALL OTHER CODES, ZONING AND BYLAWS THAT MAY APPLY.
- 2 THE CONTRACTOR AND ALL SUBTRADES ARE RESPONSIBLE FOR THE REVIEW OF ALL DRAWINGS AND SITE CONDITIONS PRIOR TO COMMENCING WORK OR ORDERING ANY MATERIAL AND SHALL REPORT ANY DISCREPANCIES THAT AFFECT DESIGN TO MRG IMMEDIATELY.
- 3 ALL FRAMING MATERIAL TO BE SPF #2 OR BETTER.
- 4 CONCRETE FOOTINGS AND WALLS TO BE MINIMUM 28MPA @ 28 DAYS. FLOOR SLABS AND SIDEWALKS TO BE MINIMUM 32MPA @ 28 DAYS.
- 5 ALL CONCRETE FOOTINGS TO BE PLACED ON ORIGINAL UNDISTURBED GROUND, FREE OF ALL ORGANIC, FROZEN OR FROSTY MATERIAL.
- 6 DAMPROOF FOUNDATION WALLS BELOW GRADE WITH 2 COATS OF BITUMINOUS MATERIAL.
- 7 6 ML ULTRAVIOLET RESISTANT POLY WAPUR BARRIER ON AT 4" OF GRANULAR COMPACTIBLE FILL UNDER EXTERIOR OR GARAGE SLABS OR 1) 4" OF 3/4" DRAIN ROCK OR OTHER MATERIAL SUITABLE FOR MOVEMENT OF RADON GAS UNDER INTERIOR SLABS.
- 8 ALL FOUNDATION DRAINS TO BE 4" PERFORATED P.V.C. WITH FILTER CLOTH AND MINIMUM 6" DRAIN ROCK, DRAINED TO MUNICIPAL SERVICES ACCORDING TO LOCAL STANDARDS.
- 9 GRADE TO BE SLOPED AWAY FROM BUILDING AT ALL LOCATIONS ADJACENT TO BUILDING.
- 10 ALL TRUSSES, JOISTS, BEAMS OR OTHER STRUCTURAL MEMBERS NOT COVERED IN B.C. BUILDING CODE TO BE DESIGNED AND ENGINEERED BY TRUSS MANUFACTURER OR STRUCTURAL ENGINEER PRIOR TO ANY FABRICATION.

**GENERAL NOTES**

- 11 CONTRACTOR TO VERIFY ALL PROPERTY & FOUNDATION LINES WITH A LEGAL LAND SURVEYOR PRIOR TO PLACING FOOTINGS OR RUNNING SERVICES WITHIN BUILDING ENVELOPE.
- 12 ALL ROOF SPACES TO BE VENTILATED WITH SOFFIT AND ROOF VENTS WITH A MINIMUM DISTRIBUTION AREA OF 1/300. A MINIMUM OF 25% OF VENTS TO BE LOCATED AT ROOF, AND MINIMUM 25% TO BE LOCATED AT SOFFIT.
- 13 DOOR FRAMES AT ENTRANCES AND EXTERIOR SPACES TO DWELLING UNITS SHALL BE SOLIDLY BLOCKED BETWEEN DOOR FRAME AND STUDS AT THE HEIGHT OF THE DEADBOLT TO RESIST SPREADING.
- 14 ALL GLASS IN DOORS, SIDELITES OR WINDOWS WITHIN 1'2" OF FINISHED FLOOR TO BE CONSTRUCTED OF SAFETY GLASS.
- 15 RAINWATER LEADERS NOT SHOWN ON PLAN. CONTRACTOR TO DETERMINE EXACT LOCATION SUITABLE TO SITE AND MUNICIPAL DRAINAGE.
- 16 ELECTRICAL LOCATIONS TO BE DETERMINED BY ELECTRICAL CONTRACTOR WITH THE APPROVAL OF HOMEOWNER OR GENERAL CONTRACTOR AND IN ACCORDANCE WITH CURRENT ELECTRICAL CODE.
- 17 APPROVED SMOKE ALARMS TO BE INSTALLED WITH LOCATION APPROVED BY APPROPRIATE LOCAL MUNICIPALITY.
- 18 REFER TO LAYOUTS AND SPECIFICATIONS FROM STRUCTURAL ENGINEER, FLOOR JOIST SUPPLIER AND ROOF TRUSS MANUFACTURER FOR BEAM, POST AND FOOTING LOCATIONS AND SIZES AND ENSURE PROPER BEARING IS PROVIDED FOR ALL POINT LOADS. ANY STRUCTURAL SPECIFICATIONS SHOWN ON MRG PLANS ARE ESTIMATES ONLY AND MAY NOT ACCURATELY REPRESENT LOADING AND SIZING OR MAY NOT INCLUDE POINT LOADS OR STRUCTURAL MEMBERS DESIGNED BY OTHERS.
- 19 MRG RESIDENTIAL DESIGN ACCEPTS NO LIABILITY AND SHALL NOT BE HELD RESPONSIBLE FOR ERRORS OR OMISSIONS WITH THIS SET OF DRAWINGS THAT MAY NEGATIVELY AFFECT CONSTRUCTION. IF ERRORS ARE FOUND, PLEASE CONTACT MRG AT YOUR EARLIEST CONVENIENCE.

CITY OF SALMON ARM, R5 ZONING (HIGH-DENSITY RESIDENTIAL)

**GENERAL INFO:**

CITY ADDRESS: 130 SHUSWAP STREET, SE, SALMON ARM, B.C.  
 LEGAL DESCRIPTION: LOT 2 SECTION 14 TOWNSHIP 20 RANGE 10 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION TALE DISTRICT PLAN 28506  
 LOT SIZE: 1049.26M2 (11,294.1 FT2)  
 ZONING: R5 HIGH DENSITY RESIDENTIAL

**GENERAL REGULATIONS:**

HEIGHT: 7.5M, 2.0 STR (12.0M MAXIMUM)  
 (MEASURED FROM AVG EXISTING GRADE TO TOP OF ROOF)  
 LOT COVERAGE: 27.2% (40.0% ALLOWABLE)

**DENSITY:**

PROPOSED # UNITS: 8  
 ALLOWED # UNITS: 0.2415 ACRES x 526 UNITS PER ACRE = 127 UNITS

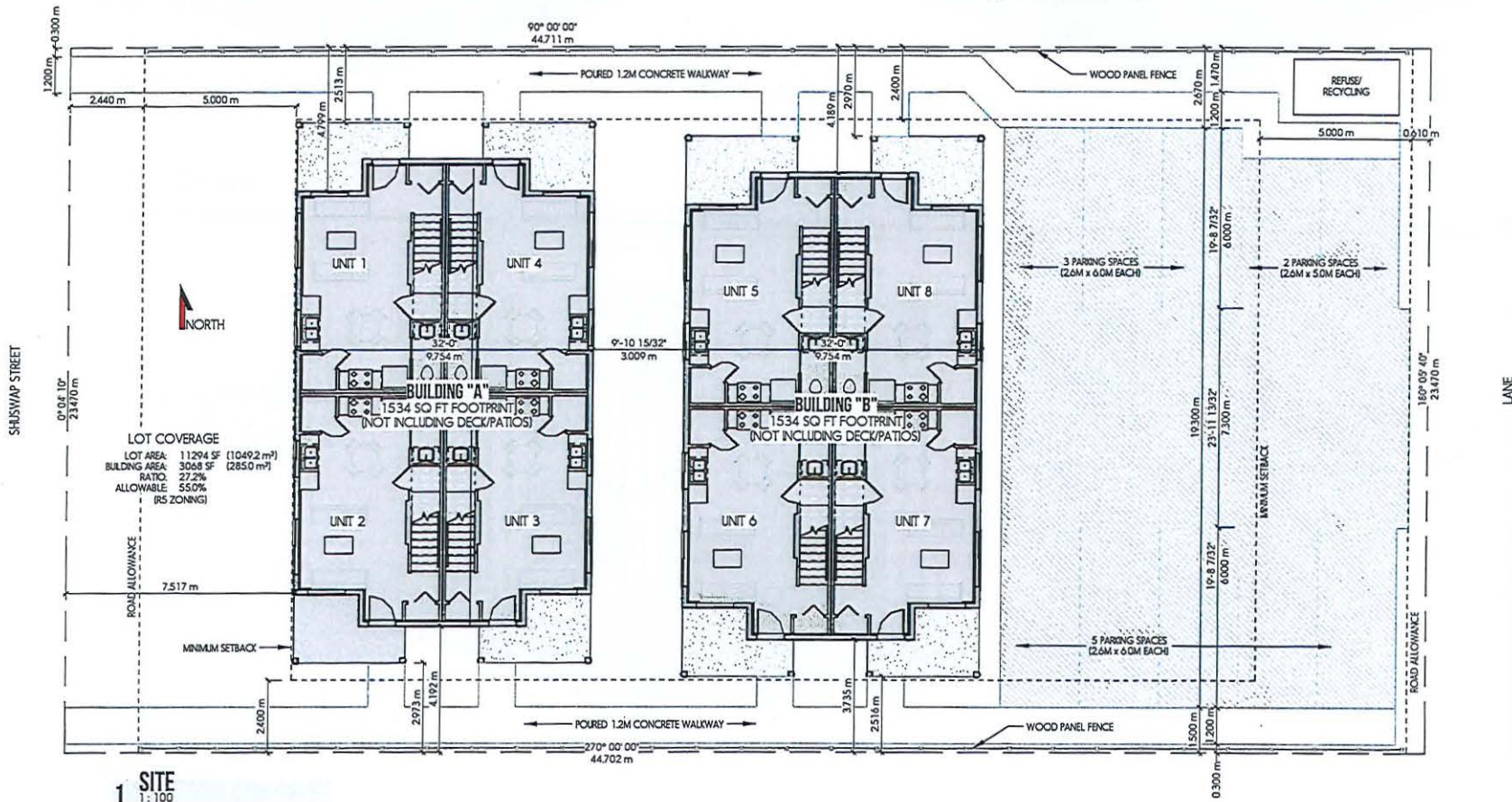
**BUILDING SETBACKS (S.B.):**

WEST SB: 6.09M (5.0M MINIMUM)  
 NORTH SB: 5.10M (2.0M MINIMUM)  
 EAST SB: 2.50M (1.5M MINIMUM)  
 SOUTH SB: 2.51M (2.0M MINIMUM)  
 BETWEEN BUILDINGS: 3.09M (3.0M MINIMUM BLDGS OVER 1 STOREY)

**PARKING:**

REQUIRED: 8 UNITS X 1.25 PER UNIT (R5 ZONING) = 10 STALLS  
 PROVIDED: 10 STALLS (8@2.6Mx6.0M, 2@2.6Mx5.0M)

**2 ZONING ANALYSIS**  
 1/4" = 1'-0"



1 SITE  
 1:100



250.804.5403  
 MRGDESIGN@GMAIL.COM

**DEVELOPMENT PERMIT DRAWINGS  
 DO NOT USE FOR CONSTRUCTION**

CLIENT: MUTO

JOB: 4-PLEX DEVELOPMENT

130 SHUSWAP ST SE  
 SALMON ARM, B.C.

JOB #: 7529

REVISIONS

PRELIM EXTERIOR	JAN 31 2022
REVIEW	FEB 15 2022
DP APPLICATION	MAR 11 2022
ELEVATIONS	MAR 14 2022
REVISED EXTERIOR	APR 26 2022
APR 27 2022	WEST GABLES

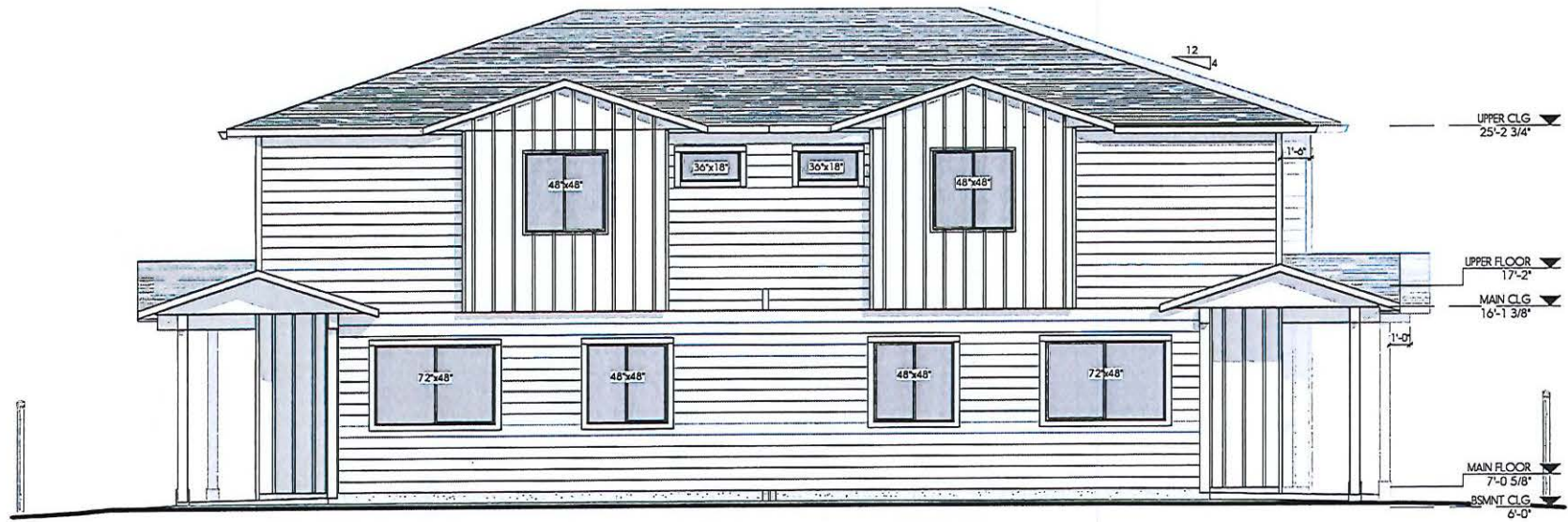
DATE: APR 27 2022

DRAWING: SITE/ZONING

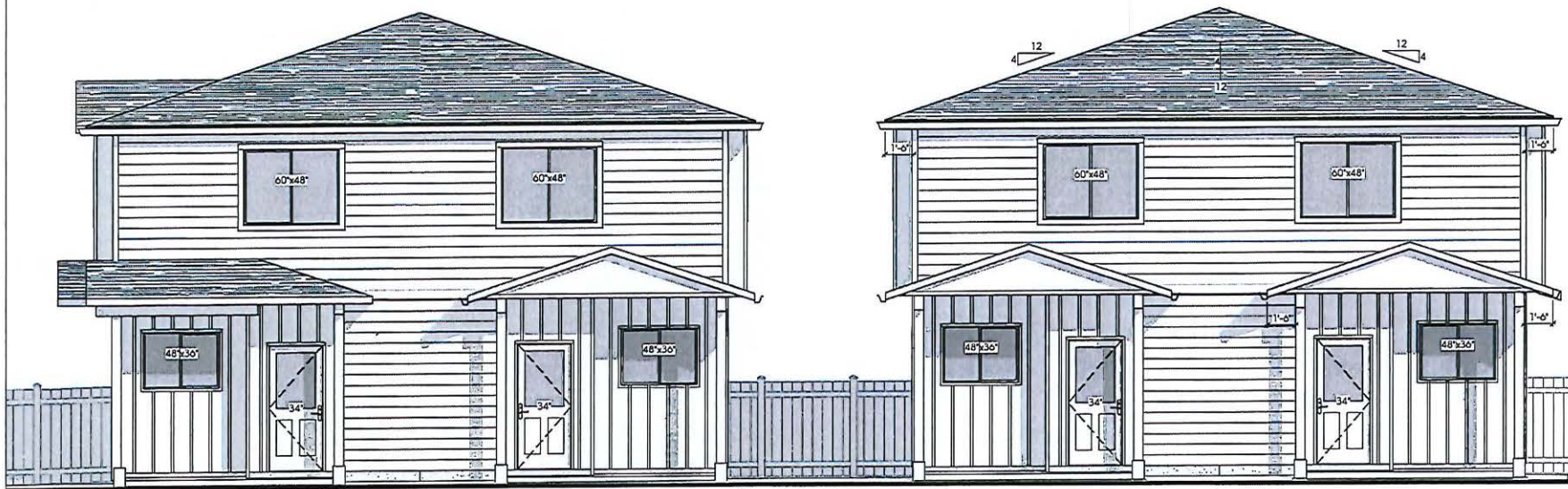
SCALE: AS INDICATED

PAGE: A1

DEVELOPMENT PERMIT DRAWINGS  
DO NOT USE FOR CONSTRUCTION



1 WEST ELEV  
1/4" = 1'-0"



2 NORTH/SOUTH ELEV  
1/4" = 1'-0"

CLIENT	MUTO
JOB	4-PLEX DEVELOPMENT
	130 SHUSWAP ST SE SALMON ARM, B.C
JOB #	7529
REVISIONS	
PRELIM EXTERIOR	JAN 31 2022
REVIEW	FEB 15 2022
DP APPLICATION	MAR 11 2022
ELEVATIONS	MAR 14 2022
REVISED EXTERIOR	APR 26 2022
APR 27 2022	WEST GABLES

DATE APR 27 2022  
DRAWING ELEVATIONS

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

**APPENDIX 2**

Muto Holdings Ltd.  
381 HWY 97B NE  
Salmon Arm, BC V1E 1X5

December 16, 2022

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

Dear Evan:

RE: Muto Holdings Variance Permit Applications for 130 Shuswap St., NE, Salmon Arm, BC

---


On May 16, 2022 Muto Holdings was provided with the Memorandum from the Engineering and Public Works Department for the Development Permit Application No. DP-440. As a result, the memorandum was provided to the retained Engineer Alistair Waters at Lawson Engineering.

In consultation with the retained Engineer we are seeking the three following variances to the Subdivision and Development Servicing Bylaw:

- 1) Street lighting upgrade required for the interim arterial road. The current street lighting appears to be adequate throughout Shuswap Street. Engineer has provided a cost estimate which is costly to the developer.
- 2) Hydro and telecommunications underground upgrade required for arterial road standard. Hydro and telecommunications lines are unlikely to be upgraded to underground by neighbouring properties. Engineer has provided cost estimate which is costly to developer and unlikely the entire street will be upgraded to underground services for either hydro or telecommunications.
- 3) Multi-use pathway upgrade for interim arterial road standard. Constructing the multi-use path is not practical, could be dangerous, and is unlikely to be continued throughout neighbouring properties. Engineer has provided a cost estimate which is costly to developer.

Muto Holdings is seeking council's consideration to grant the variances sought for the reasons outlined above.

Yours Truly

  
Antonietta Muto  
(On behalf of Muto Holdings Ltd)



130 Shuswap Street SE - Hydro/Tel, Street Light & MUP Variance  
07-Dec-22  
CLASS 'C' OPINION OF PROBABLE COSTS

CIVIL WORKS						
ITEM NO.	MMCD REF	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT \$
<b>1.0 Division 01 - General Requirements</b>						
1.1	01 53 01	Traffic Control	LS	1	4,800.00	4,800.00
					<b>SUB-TOTAL</b>	<b>\$ 4,800.00</b>
<b>2.0 Division 03 - Concrete</b>						
2.1	03 30 20	Remove & Dispose Existing Concrete Sidewalk	m2	56	54.00	3,024.00
					<b>SUB-TOTAL</b>	<b>\$ 3,024.00</b>
<b>3.0 Division 26 - Electrical Works</b>						
3.1	26 56 01	Supply & Install Davit-style Street Lights c/w Conductor and Conduit	ea.	2	9,800.00	19,600.00
3.2	26 56 01	Hydro/Tel (Allowance)	LS	1	15,500.00	15,500.00
					<b>SUB-TOTAL</b>	<b>\$ 35,100.00</b>
<b>4.0 Division 31 - Earthworks</b>						
4.1	31 23 01	Common Excavation & Disposal	m3	29	44.00	1,276.00
4.2	31 11 01	Clearing and Grubbing - Tree Removal	LS	1	7,500.00	7,500.00
					<b>SUB-TOTAL</b>	<b>\$ 8,776.00</b>
<b>5.0 Division 32 - Roads and Site Improvements and Earthworks</b>						
5.1	32 12 16	Supply & Install Asphalt MUP	m2	76	54.00	4,104.00
5.2	32 11 23	Supply & Place 25Ø WGB Base Aggregate	m3	8	66.00	528.00
5.3	32 11 16.1	Supply & Place 75Ø Minus Crushed Aggregate Base	m3	23	68.00	1,564.00
5.4	32 12 16	Supply & Install MUP Signs c/w Concrete Base	ea.	2	1,250.00	2,500.00
5.5	32 92 20	Boulevard Grading & Hydroseed	LS	1	3,500.00	3,500.00
					<b>SUB-TOTAL</b>	<b>\$ 12,940.00</b>

SUMMARY

1.0	Division 01 - General Requirements	<u>4,800.00</u>
2.0	Division 03 - Concrete	<u>3,024.00</u>
3.0	Division 26 - Electrical Works	<u>35,100.00</u>
4.0	Division 31 - Earthworks	<u>8,776.00</u>
5.0	Division 32 - Roads and Site Improvements and Earthworks	<u>12,940.00</u>
<b>SUB TOTAL</b>		<b><u>64,640.00</u></b>
<b>CONTINGENCY (CLASS 'C' - 30%)</b>		<b><u>19,392.00</u></b>
<b>TOTAL</b>		<b><u>84,032.00</u></b>

- 1) Quantities may vary depending on field revisions and/or conditions encountered at the time of construction, thereby affecting the final cost.
- 2) Unit Prices are influenced by supply & demand for both contractors & materials at the time of construction, thereby affecting the final cost.
- 3) Excludes BC Hydro, BCLB, Environmental Impact Assessments, Archeological Assessments and Legal.

ASSUMPTIONS:

- 1) Assumes existing 4m lane width, reduced 3m boulevard and 3m MUP due to pre-existing Shuswap Street alignment.
- 2) Assumes quantities required to 'join' adjoining non-separated sidewalks to required separated sidewalks 2m on either side of subject property frontage.

*Michael Bhatla*

Prepared by: Michael Bhatla, E.I.T.



Reviewed by: Blake Lawson, P.Eng  
Permit No: 1001279

Subject Property Map

APPENDIX 3

P189

(151) 141 91 41

121

SHUSWAP ST.

McLEOD ST.

HUDSON AVE. N.W.

140

100

81

61

21

(100)

20

20

101

141

150

160

100

181

CANADA HIGHWAY

200

50

20

11

10

11

220

60

21

31

20

21

20

81

41

51

71

60

31

30

1 AVE. S.W.

90

111

120

111

40

130

131

150

121

50

SHUSWAP ST. S.

1 ST. S.E.

2 ST. S.E.

170

171

170

191

70

2 AVE S.E.

230

40

261

230

190

220

270

281

270

241

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330

351

310

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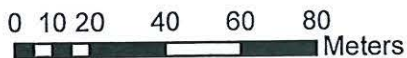
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431

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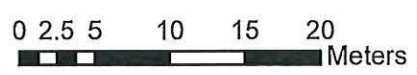
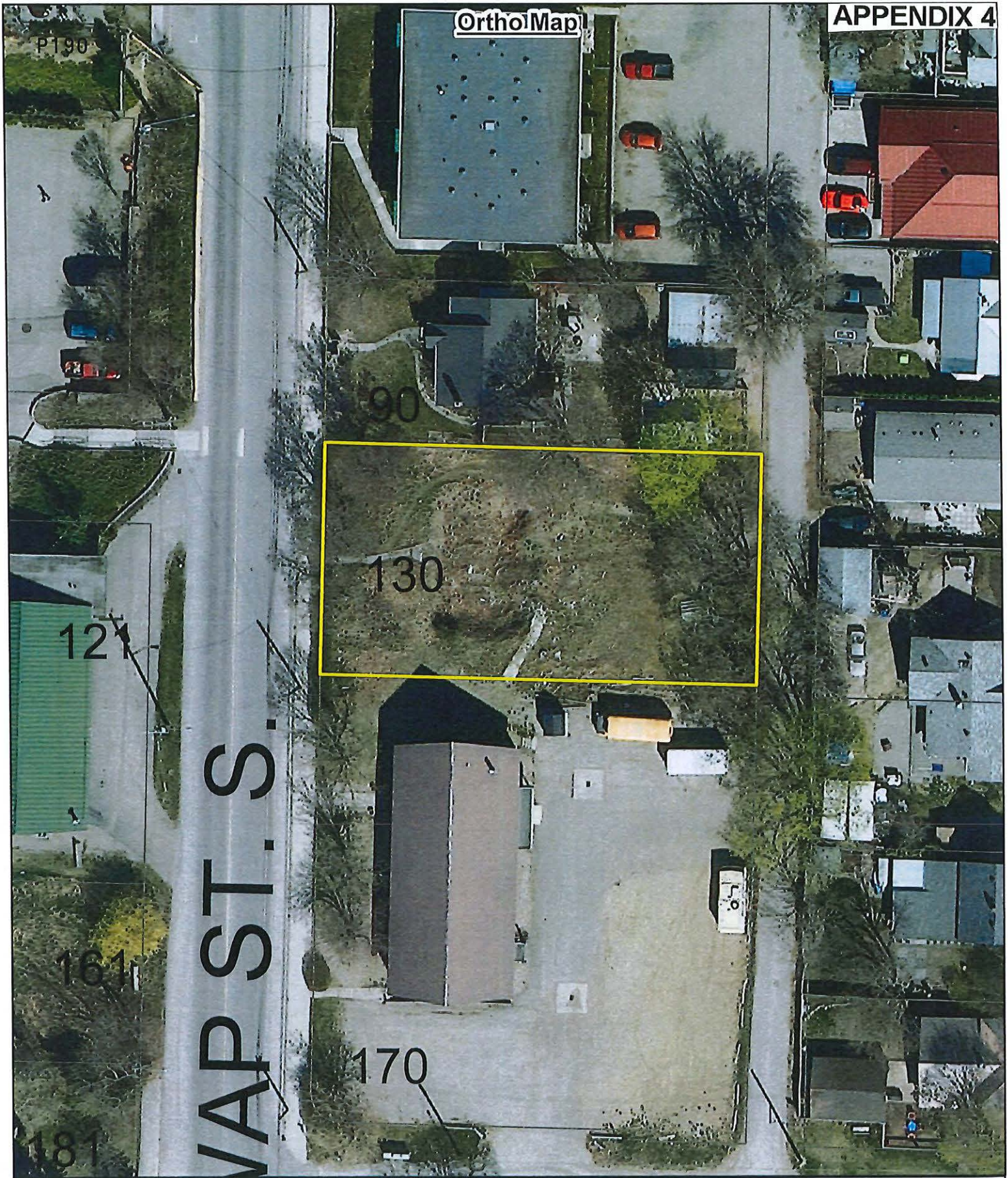
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450

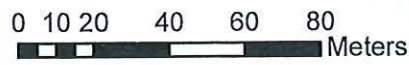
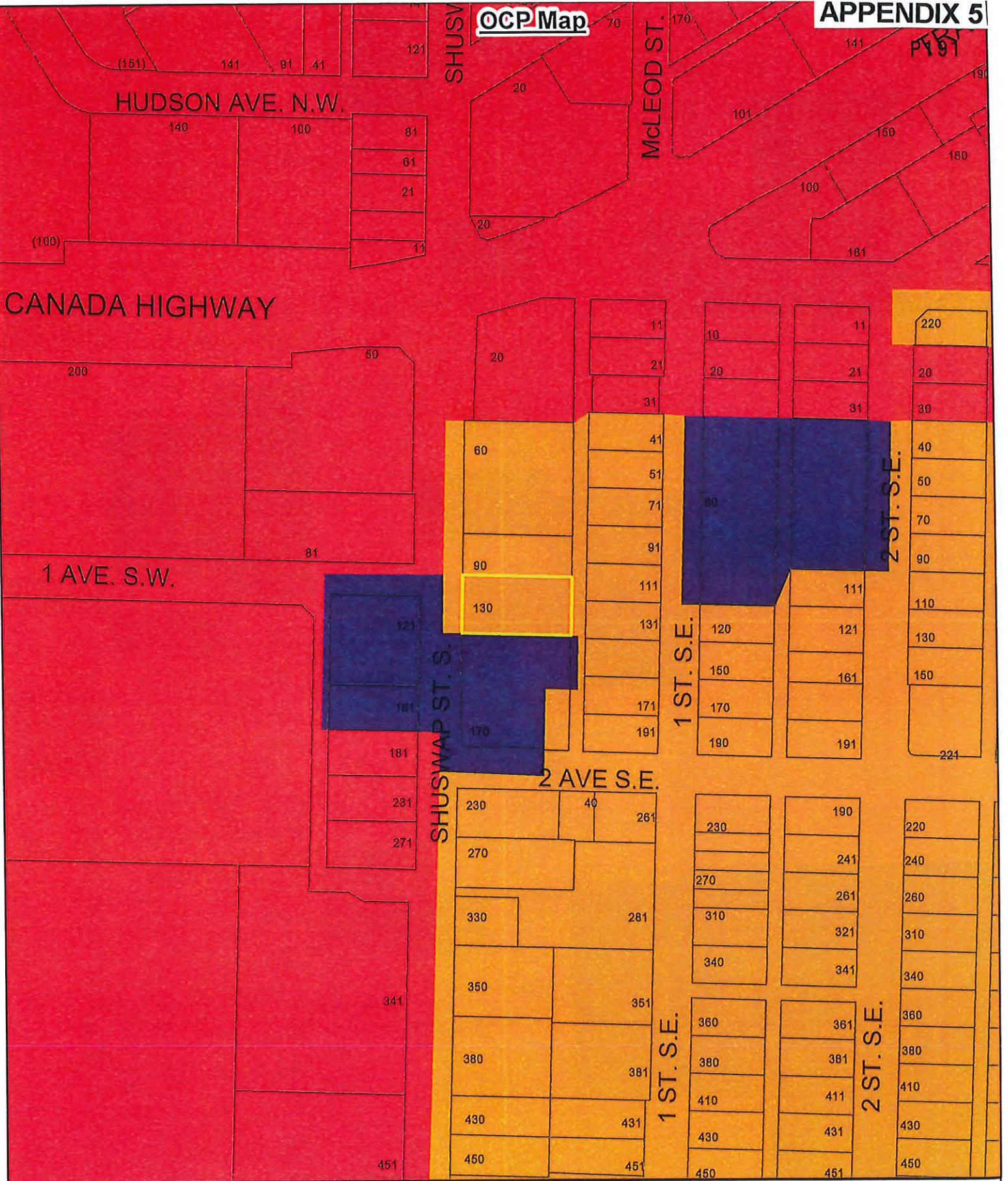


Subject Property (yellow box)  
Parcels (white box)

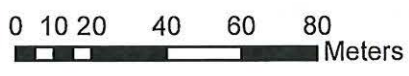
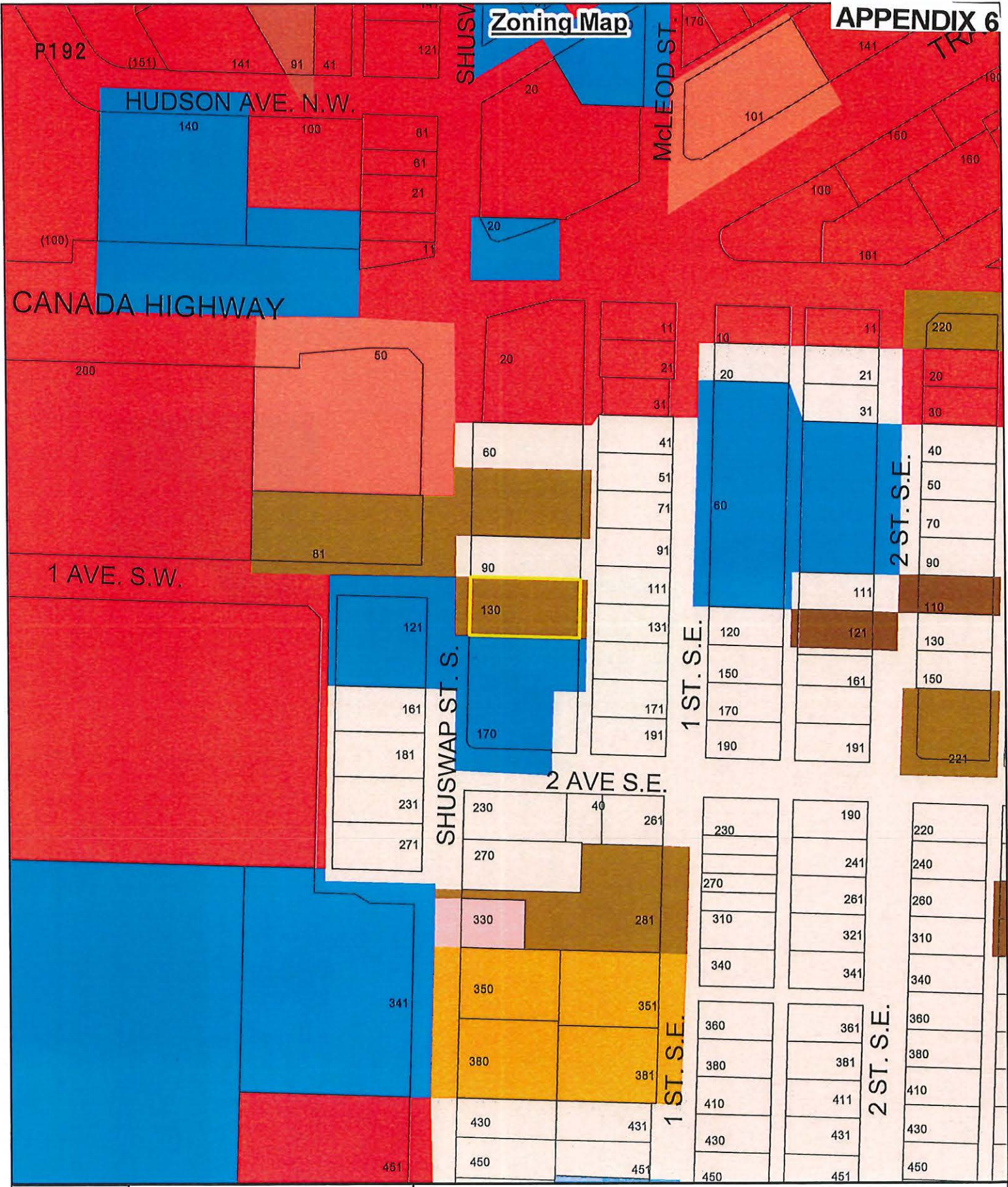
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-  Subject Property
-  Parcels

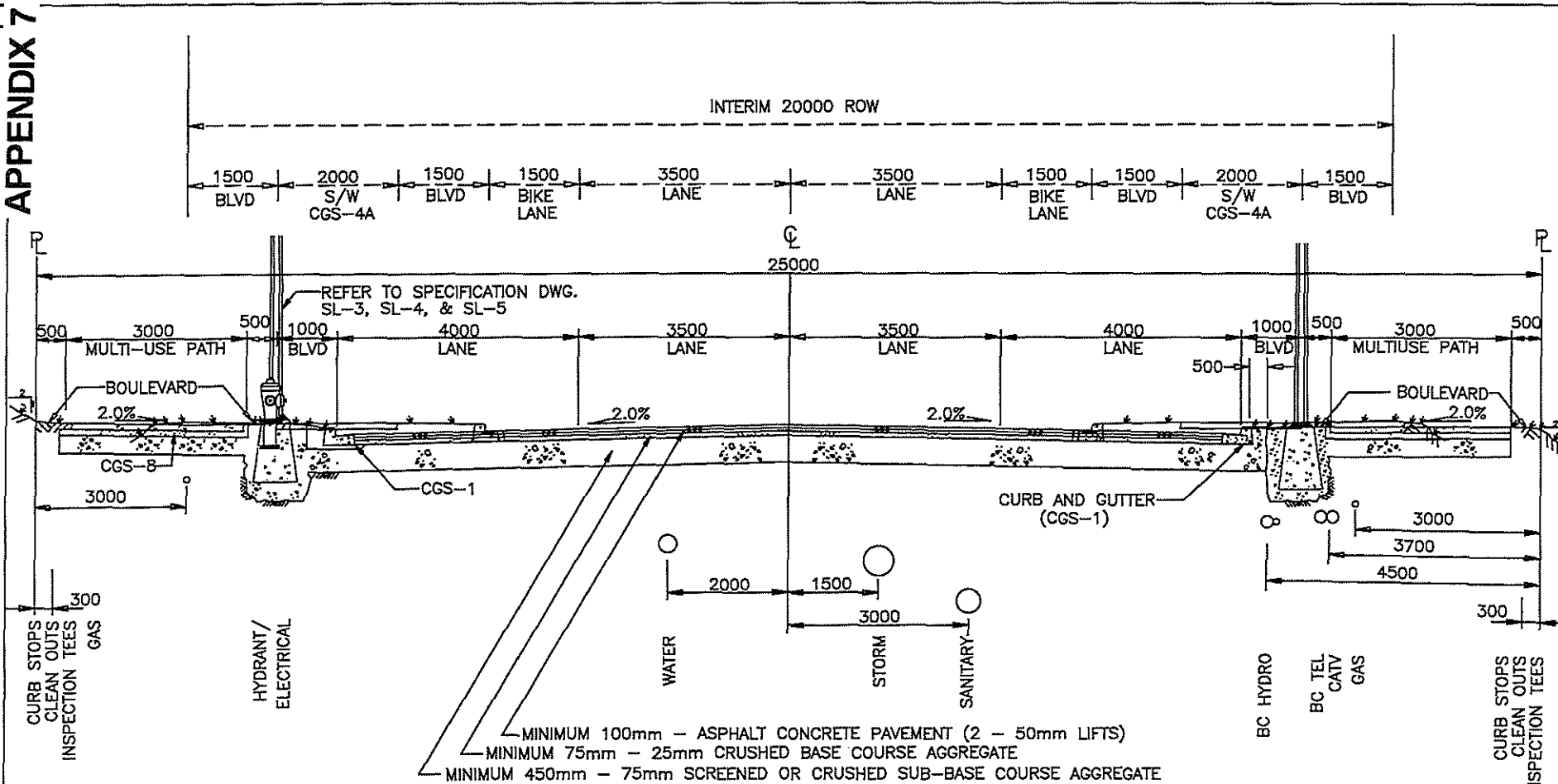


- Subject Property
- Parcels
- Institutional
- Residential - High Density
- Commercial - City Centre



	Subject Property		P-3
	Parcels		R-1
	C-1		R-4
	C-2		R-5
	C-3		R-8
	C-4		
	CD-4		

P193  
APPENDIX 7



**NOTES:**

- 1) All utility appurtenances to be set to designed boulevard grade.
- 2) Boulevards to be graded towards the Roadway (Maximum 5% and Minimum 2%)
- 3) All materials shall be supplied and placed in accordance with schedule B, Part 3.0 and Schedule D, Approved material list.
- 4) Grades in excess of 2H:1V shall be recommended by a geotechnical engineer and approved by the City Engineer.

<b>CITY OF SALMON ARM</b>		<b>25m R/W Urban Arterial Road Cross-Section</b>	
No.	Revision	Date	Date
A	ISSUED FOR APPROVAL	07/14/16	10-11-2016
			Approved  City Engineer
			SPECIFICATION DRAWING No.  <b>RD-4</b>

Adopted by Council October 11, 2016

**APPENDIX 8**

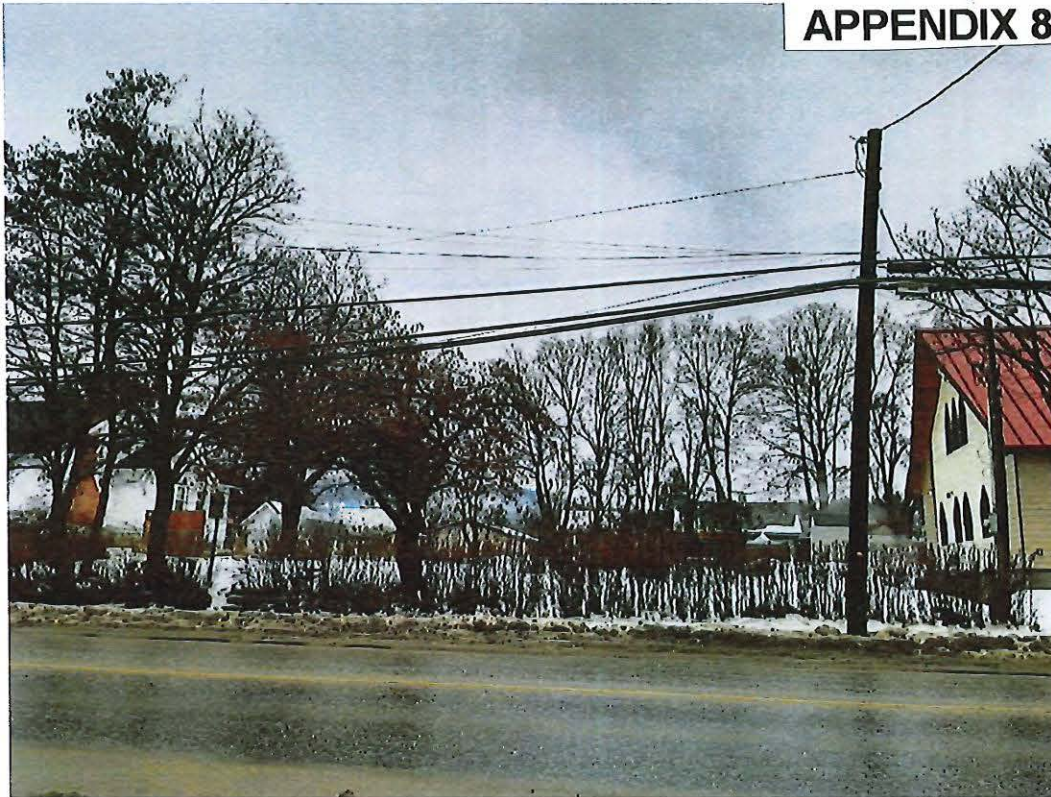


Photo 1: photo looking east at Shuswap Street SE, property frontage, and the subject property

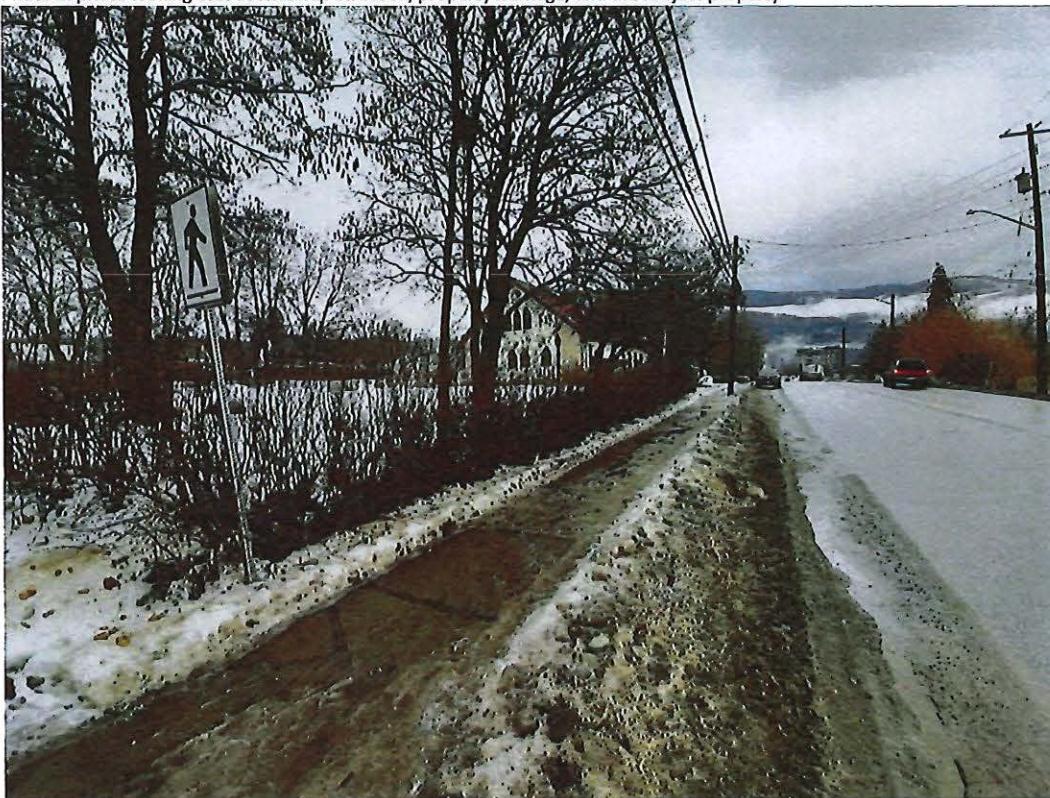


Photo 2: photo looking south down subject property frontage and Shuswap Street SE



*Memorandum from the  
Engineering and Public  
Works Department*

## **APPENDIX 9**

TO: Director of Development Services  
 DATE: 31 January 2023  
 PREPARED BY: Chris Moore, Engineering Assistant  
 SUBJECT: **VARIANCE PERMIT APPLICATION FILE NO. VP- 571**  
 OWNER: **Muto Holdings Ltd., 381 Highway 97B NE, Salmon Arm, BC, V1E 1X5**  
 APPLICANT: **Owner**  
 LEGAL: Lot 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 28506  
 CIVIC: **130 – Shuswap Street SE**

Further to the request for variance dated 11 January 2023 the Engineering Department has reviewed the site and offers the following comments and recommendations relative to the requested variance:

The applicant is requesting that Council waive the following requirements of the Subdivision and Development Servicing Bylaw No. 4163 (SDSB).

### **1. Install Street Lighting**

#### **Background:**

The SDSB dictates the level of lighting that is required for all categories of road. Currently this section of Shuswap Street has minimal pole mounted lights and lighting levels fall well below the required lighting standard. Furthermore, the annual cost of BC Hydro lease lights is significantly more than City owned lights and wherever possible pole mounted lights are being replaced. Finally, it is noted that the subject property fronts onto an existing crosswalk and additional lighting in this location would be a benefit.

#### **Recommendation:**

In the interest of both traffic and pedestrian safety, **the Engineering Department recommends that request to waive the requirement to Install Street Lighting be denied.**

### **2. Relocate Overhead Hydro / Telecom Distributions Lines underground**

#### **Background:**

Shuswap Street is an Urban Arterial Road. Therefore, Hydro and Telus must be relocated underground in accordance with SDSB Table 1: Service Levels for Subdivision and Development; and the Arterial Road Cross Section (RD-4).

In the short term, the only consequence of leaving the overhead lines is cosmetic as these lines are unsightly. However, in the long term the City will bear the cost of putting these utilities underground when the Multi-Use Path (MUP) is installed on Shuswap Street.



**Recommendation:**

The Engineering Department recommends that request to waive the requirement to Relocate Overhead Hydro / Telecom Distributions Lines underground be denied. Waiving this requirement will leave the City to bear the full cost of this work when the MUP is eventually installed.

**3. Install an offset Multi-Use Path (MUP)**

**Background:**

Shuswap Street is an Urban Arterial Road, requiring an offset MUP on both sides of the road to comply with current SDSB standards. One of the key objectives of the MUP is to get cyclists off motorized roads and to separate cyclists and pedestrians from motorists.

Shuswap Street has been identified in the City's Active Transportation Network Plan under "Major Priority Projects" as a key Bicycle Route. This route is significant as it links Downtown Salmon Arm, the Trans Canada Highway (TCH), 5 Avenue, 10 Avenue and Foothill Road. It is heavily used by pedestrians, cyclists and motorists and would benefit significantly from safe Active Transportation (AT) upgrades.

Although the advantages of AT upgrades are clear, the implementation of these upgrades is challenging. Shuswap Street is already heavily developed and installing a MUP on either side of the road will be difficult. Currently, the City does not have sufficient dedication or right of way for construction of MUPs for a significant portion of Shuswap Street. Furthermore, the City reconstructed the sidewalk and adjacent retaining wall from 2 Avenue to TCH in 2011, and in 2022 reconstructed the sidewalk to the south of the subject property from 2 Avenue to 5 Avenue.

**Recommendation:**

The Engineering Department recommends that request to Waive the requirement to Install an offset Multi-Use Path be denied. Since installation of the MUP at this time would be premature, the Engineering Department would support taking a Cash Payment, in lieu of future construction; together with the registration of a right of way over the subject property, to allow its future construction, since insufficient dedication currently exists.

Should Council decide to waive this requirement, it is important that the City still obtains the right of way over the property, as this will be necessary to construct a MUP in the future.



---

**Chris Moore**  
Engineering Assistant



---

**Gabriel Bau P.Eng.,**  
City Engineer

130 Shuswap Street SE - Hydro/Tel, Street Light & MUP Variance  
07-Mar-23  
CLASS 'C' OPINION OF PROBABLE COSTS

CIVIL WORKS						
ITEM NO.	MMCD REF	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT \$
<b>1.0 MUP CONSTRUCTION</b>						
1.1	01 53 01	Traffic Control	LS	1	4,800.00	4,800.00
1.2	03 30 20	Remove & Dispose Existing Concrete Sidewalk	m2	58	54.00	\$ 3,024.00
1.3	31 23 01	Common Excavation & Disposal	m3	29	44.00	\$ 1,276.00
1.4	31 11 01	Clearing and Grubbing - Tree Removal	LS	1	7,500.00	\$ 7,500.00
1.5	32 12 16	Supply & Install Asphalt MUP	m2	75	64.00	\$ 4,800.00
1.6	32 11 23	Supply & Place 25Ø WGB Base Aggregate	m3	6	98.00	\$ 576.00
1.7	32 11 16.1	Supply & Place 75Ø Minus Crushed Aggregate Base	m3	23	68.00	\$ 1,564.00
1.8	32 12 16	Supply & Install MUP Signs c/w Concrete Base	ea.	2	1,250.00	\$ 2,500.00
1.9	32 92 20	Boulevard Grading & Hydroseed	LS	1	3,500.00	\$ 3,500.00
					<b>SUB-TOTAL</b>	<b>\$ 29,540.00</b>
<b>2.0 STREET LIGHTING</b>						
2.1	26 56 01	Supply & install Davit-style Street Lights c/w Conductor and Conduit	ea.	2	9,800.00	\$ 19,600.00
					<b>SUB-TOTAL</b>	<b>\$ 19,600.00</b>
<b>3.0 HYDRO/TEL</b>						
3.1	26 56 01	Hydro/Tel (Allowance)	LS	1	15,500.00	\$ 15,500.00
					<b>SUB-TOTAL</b>	<b>\$ 15,500.00</b>

**SUMMARY**

1.0	MUP CONSTRUCTION	29,540.00
2.0	STREET LIGHTING	19,600.00
3.0	HYDRO/TEL	15,500.00
<b>SUB TOTAL</b>		<b>64,640.00</b>
<b>CONTINGENCY (CLASS 'C' - 30%)</b>		<b>19,392.00</b>
<b>TOTAL</b>		<b>84,032.00</b>

1) Quantities may vary depending on field revisions and/or conditions encountered at the time of construction, thereby affecting the final cost.

2) Unit Prices are influenced by supply & demand for both contractors & materials at the time of construction, thereby affecting the final cost.

3) Excludes BC Hydro, BCLS, Environmental Impact Assessments, Archeological Assessments and Legal.

**ASSUMPTIONS:**

- 1) Assumes existing 4m lane width, reduced 3m boulevard and 3m MUP due to pre-existing Shuswap Street alignment.
- 2) Assumes quantities required to 'jog' adjoining non-separated sidewalk to required separated sidewalk 2m on either side of subject property frontage.

Michael Bhatla

Prepared by: Michael Bhatla, E.I.T.



Reviewed by: Blake Lawson, P.Eng  
Permit No.: 1001279

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Item 23.1

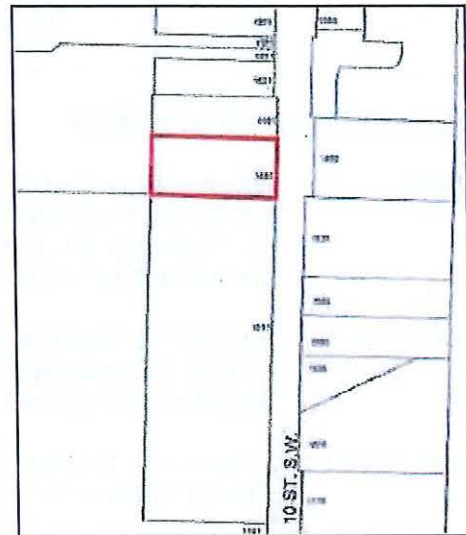
**CITY OF SALMON ARM  
NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing virtually and in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, March 13, 2023 at 7:00 p.m.**

- 1) **Proposed Amendment to Official Community Plan Bylaw No. 4000:**  
Re-designate Lot 2, Section 10, Township 20, Range 10, W6M, KDYD, Plan 31437 from MR (Medium Density Residential) to HR (High Density Residential).
- 2) **Proposed Amendment to Zoning Bylaw No 2303:**  
Rezone Lot 2, Section 20, Township 10, Range 10, W6M, KDYD, Plan 31437 from R-1 (Single Family Residential Zone) to R-5 (High Density Residential Zone).

**Civic Address:** 1481 10 Street SW  
**Location:** South of 10 Avenue SW on the west side of 10 Street SW

**Present Use:** Single Family Residential  
**Proposed Use:** Multi Family Development (19 Dwelling units)  
**Owner/Applicant:** 1026082 BC Ltd.  
**Agent:** IBA Architecture Inc.  
**Reference:** OCP4000-53/Bylaw No. 4560 and ZON-1255/ Bylaw No. 4561



The staff reports for the proposals are available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from February 28 to March 13, 2023 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

Meetings are being held in person and virtually. In person attendance will be on a first come first serve basis. If you wish to attend electronically email [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca).

City Council encourages the continued use of the city’s website to stay informed on current Development applications and Council Agendas.

Sue Wood, Director of Corporate Services  
March 1 and March 8

**Vote Record**

- Carried Unanimously
  - Carried
  - Defeated
  - Defeated Unanimously
- Opposed:
- Harrison
  - Cannon
  - Flynn
  - Gonella
  - Lavery
  - Lindgren
  - Wallace Richmond

TO: His Worship Mayor Harrison and Members of Council

Date: January 20, 2023

Subject: Official Community Plan Amendment Application No. OCP4000-53  
 Zoning Bylaw Amendment Application No. 1255

Legal: Lot 2, Section 10, Township 20, Range 10, W6M, KDYD, Plan 31437  
 Civic: 1481 – 10 Street SW  
 Owner/Applicant: 1026082 BC Ltd.  
 Agent: IBA Architecture Inc. (R. Bestoon)

### MOTION FOR CONSIDERATION

- THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend the Official Community Plan Bylaw No. 4000 Land Use Designation of Lot 2, Section 10, Township 20, Range 10, W6M, KDYD, Plan 31437 from MR (Medium Density Residential) to HR (High Density Residential);
- AND THAT:** Pursuant to Section 475 of the *Local Government Act*, Council shall consider this Official Community Plan amendment after appropriate consultation with affected organizations and authorities;
- AND THAT:** Pursuant to Section 476 of the *Local Government Act*, Council shall consider this Official Community Plan amendment after required consultation with School District No. 83;
- AND THAT:** Pursuant to Section 477 (3) (a) of the *Local Government Act*, Second Reading of the Official Community Plan bylaw be withheld pending Council's consideration of the amendment in conjunction with:
- 1) The Financial Plans of the City of Salmon Arm; and
  - 2) The Liquid Waste Management Plan of the City of Salmon Arm.
- AND THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 10, Township 20, Range 10, W6M, KDYD, Plan 31437 from R-1 (Single-Family Residential Zone) to R-5 (High Density Residential Zone);
- AND FURTHER THAT:** Final Reading of the Zoning Amendment Bylaw be withheld subject to adoption of the associated Official Community Plan Amendment Bylaw.

### STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

### BACKGROUND

The 0.2527 hectare (0.62 acre) subject parcel is located at 1481 – 10 Street SW (Appendix 1 & 2). 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 & 4). The proposal is to amend the OCP and Zoning Bylaw to support high density residential development.

The OCP land use designation is proposed to be amended from Medium Density Residential to High Density, as well as the Zoning is proposed to be amended from R-1 (Single Family Residential) to R-5 (High Density Residential Zone). These amendments would support multi-family development under a Development Permit application (DP-447). The development proposal consists of triplex, 4-plex and 5 plex buildings for a total of 19 dwelling units as shown in the site plan and building concepts provided (Appendix 5). Site photos are attached as Appendix 6.

This area is comprised of a mix of residential zoned parcels (R-1 and R-4), as well as agricultural (A-1 and A-2) parcels. Present land uses adjacent to the subject parcel include the following:

North: Medium Density OCP designation, Low Density Residential use (R-1) parcel,  
 South: Medium Density Residential (R-4) parcel,  
 West: ALR, Salmon Valley Agriculture (A-1) parcel, and  
 East: Road (10 Street SW), with Medium Density Residential (R-4 and R-1) parcels beyond.

### OCP POLICY

The subject parcel is designated Medium Density Residential in the OCP and is within Residential Development Area B, the second highest priority area for development. 10 Street SW is designated as an Urban Collector Road (OCP Map 12.1).

In consideration of the High Density/R-5 use of the site, the proposal appears to align with the OCP Urban Residential Objectives of Section 8.2 and Urban Residential Policies listed in Section 8.3, including providing a variety of housing types and options. In terms of siting, the proposal appears to match with OCP Siting Policies under Section 8.3.19, including good access to transportation routes, recreation, community services, and utility servicing. OCP Map 11.2 designates a pedestrian corridor (greenway/sidewalk) along the 10 Street SW frontage of the subject property.

As per OCP residential policy, multi-family development is subject to a Development Permit application. The applicants have submitted an application (DP-447) demonstrating their intent for the site.

### Local Government Act

Pursuant to Sections 475 and 476 of the *Local Government Act* (consultation during OCP development and amendments) the proposed OCP amendments were referred to the following external organizations:

Adams Lake Band	Appendix 7
Neskonlith Band	No response to date
Economic Development Society	Appendix 8
Interior Health	No comment to date
School District 83	No comment to date

A formal response was received from the Title and Rights Department of the Adams Lake Band and has been provided to the applicant for their information and potential action moving forward. Subsequently, the City inquired via Data Request to the Archeological Branch of British Columbia as to any Provincial records of known archeological sites related to the subject parcel. It is the responsibility of the proponent to proceed under the *Heritage Conservation Act* accordingly.

The Salmon Arm Economic Development Society recognizes the importance of housing options and supports the application as presented.

### COMMENTS

#### Ministry of Transportation and Infrastructure

In response to the City's referral, the Ministry of Transportation and Infrastructure has advised that the proposal does not fall under Section 52 of the Transportation Act (development near controlled access highway) and as such will not require formal MOTI approval and signature.

Engineering Department

No concerns. Servicing and frontage improvements as per the Subdivision and Servicing Bylaw are required, as detailed in the attached memorandum (Appendix 9).

Building Department

No concerns.

Public Consultation

Pursuant to the *Local Government Act* and City of Salmon Arm Zoning Bylaw, notices are mailed to land owners within a 30m radius of the application. Newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. The notices outline the proposal and advise those with an interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on March 13, 2023.

Planning Department

Keeping in mind the proposed High Density Residential OCP designation, the subject parcel is located in an area well-suited for development as proposed, within walking distance to commercial services, parks and greenspace, and the downtown area beyond. The subject parcel is just 360 m from the corner of 10 Avenue and 10 Street SW, within walking distance to Picadilly Mall and Blackburn Park. The proposed development is generally aligned with neighbouring land uses, situated between other residential parcels, with R-4 lots to the east and south, as well as commercial lands further to the north.

The maximum residential density permitted under R-5 (High Density) zoning is 100 dwelling units per hectare of land. As the subject parcel is 0.2527 hectares in area, the maximum permitted density under R-5 would be 25 dwelling units assuming the present gross areas of the subject parcel and no density bonus. With a density bonus under the R-5 Zone, the parcel could permit a total of 32 units (130 per hectare). The owner intends to develop a total of 19 dwelling units as supported by the proposed R-5 zoning, and the site appears to easily support the proposal within the regulations of the R-5 Zone. Staff feel that the proposed density represents a reasonable balance between growth management principles while respecting existing land uses: the proposed density (19 units) appears reasonably sensitive to established neighbouring land uses while representing an increase in present density and variety of housing type.

Table 1 – Zoning Analysis (0.25 hectare area)

	<b>R-5</b>	<b>R-5 with Bonus</b>	<b>R-4</b>	<b>R-4 with Bonus</b>	<b>Proposed</b>
<b>Density</b>	25 units	32 units	10 units	12 units	19 units
<b>Height</b>	12 m	15 m	10 m	13 m	10.7 m
<b>Parcel Coverage</b>	55 %	70 %	55 %	55 %	38.4%
<b>Setback – front</b>	5 m	5 m	5 m	5 m	5 m
<b>Setback – interior side</b>	2.4 m	2.4 m	1.2 / 1.8 m	1.2 / 1.8 m	2.4 m
<b>Setback – rear</b>	5 m	5 m	5 m	5 m	5 m
<b>Parking</b>	32	40	15	18	28
<b>Small Car Spaces</b>	6 (20%)	8 (20%)	3 (20%)	4 (20%)	3 (11%)

A site plan has been provided, indicating that the proposed R-5 Zone regulations can be met (Appendix 5). As detailed in the Zoning Analysis table above, the proposed development largely meets the regulations for development within the R4 Zone, with the exception of the proposed density. Any significant alteration in the development concept would be subject to the Development Permit process.

In consideration of the OCP’s agricultural policies, fencing will be a required along the ALR boundary at the west parcel line and is to be completed to the ALC specifications for a Solid Wood Fence. Solid wood fencing is proposed. With the proposed R-5 zoning, there will also be a minimum 5.0 m building setback from the rear parcel line.

As previously noted, aligned with the requested OCP designation and rezoning, a form and character Development Permit application has been submitted to demonstrate how the proposed buildings, lot

grading, site and landscape designs will address the various requirements. Detailed review of this application will proceed through City staff, the Design Review Panel, and Council for consideration of approval.

### CONCLUSION

Staff recognize the need for a range of diverse housing options within the community. Considering the specific location of the subject parcel including proximity to commercial and community lands, and potential for future development along the 10 Street SW corridor, an increase in the supply of dwelling units is deemed by staff to be a positive step towards addressing a pressing community need. The proposed High Density OCP land use designation and R-5 zoning of the subject property are therefore supported by staff. Specific details regarding the development of the site will be addressed through the Development Permit application, a building permit, and will be subject to meeting Zoning Bylaw and BC Building Code requirements.

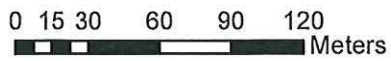


Prepared by: Chris Larson, RPP, MCIP  
Senior Planner

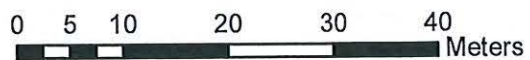
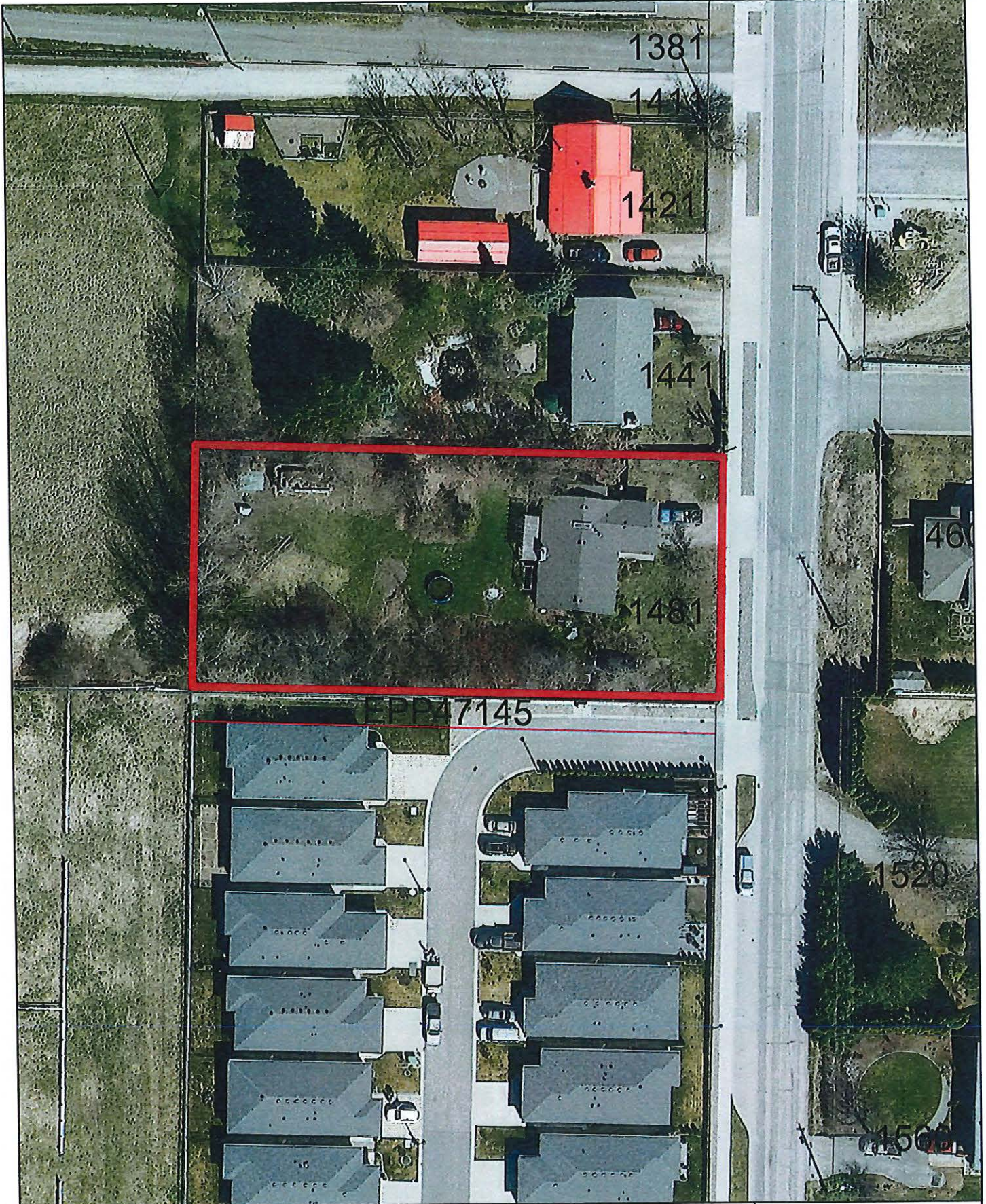


Reviewed by: Robert Niewenhuizen, AScT  
Director of Engineering and Public Works

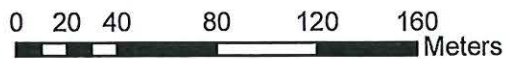
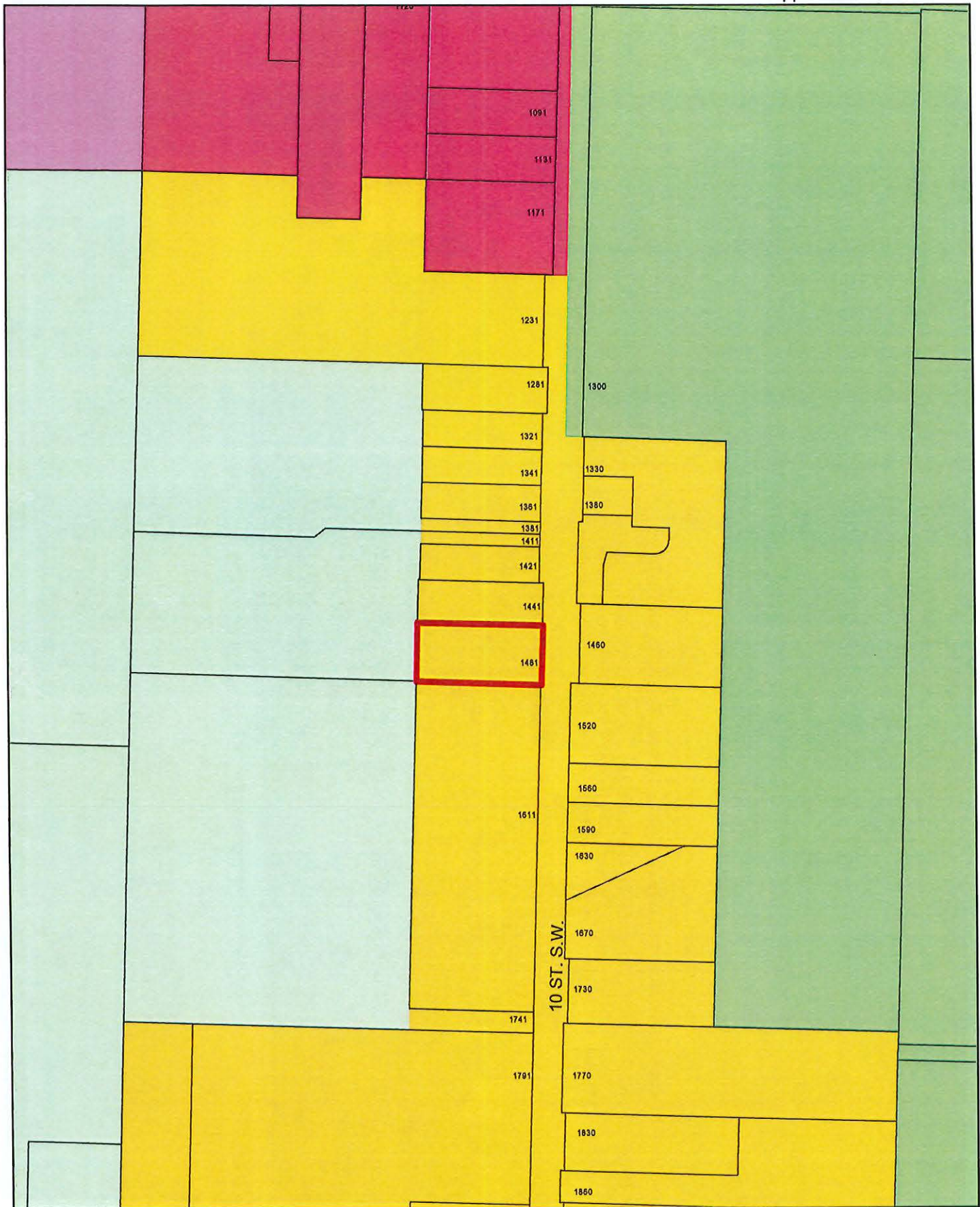










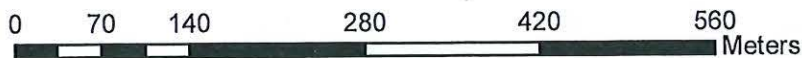
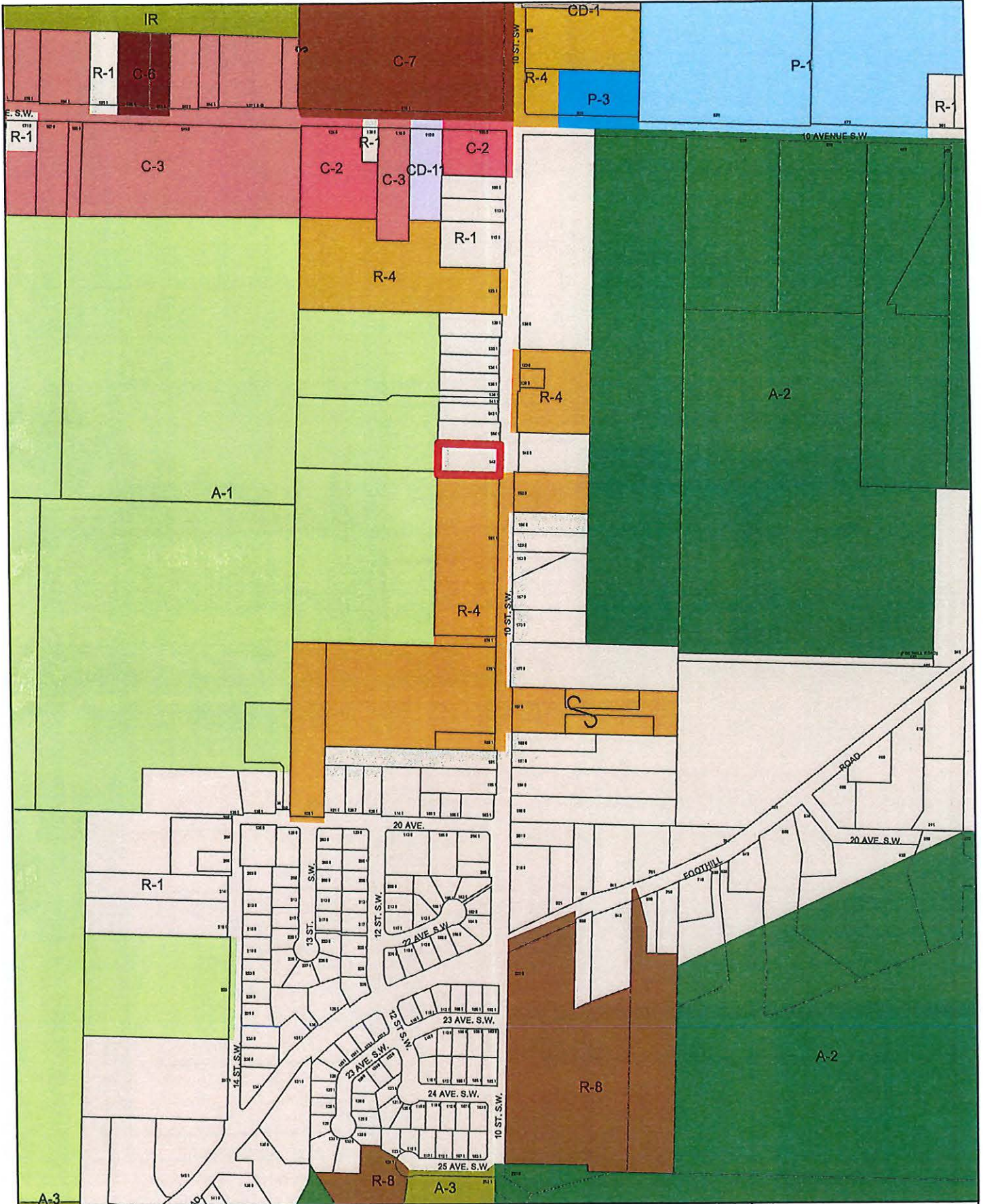
-  Subject Property
-  Parcels

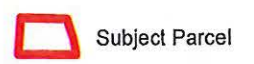
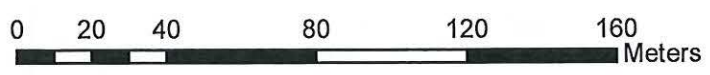
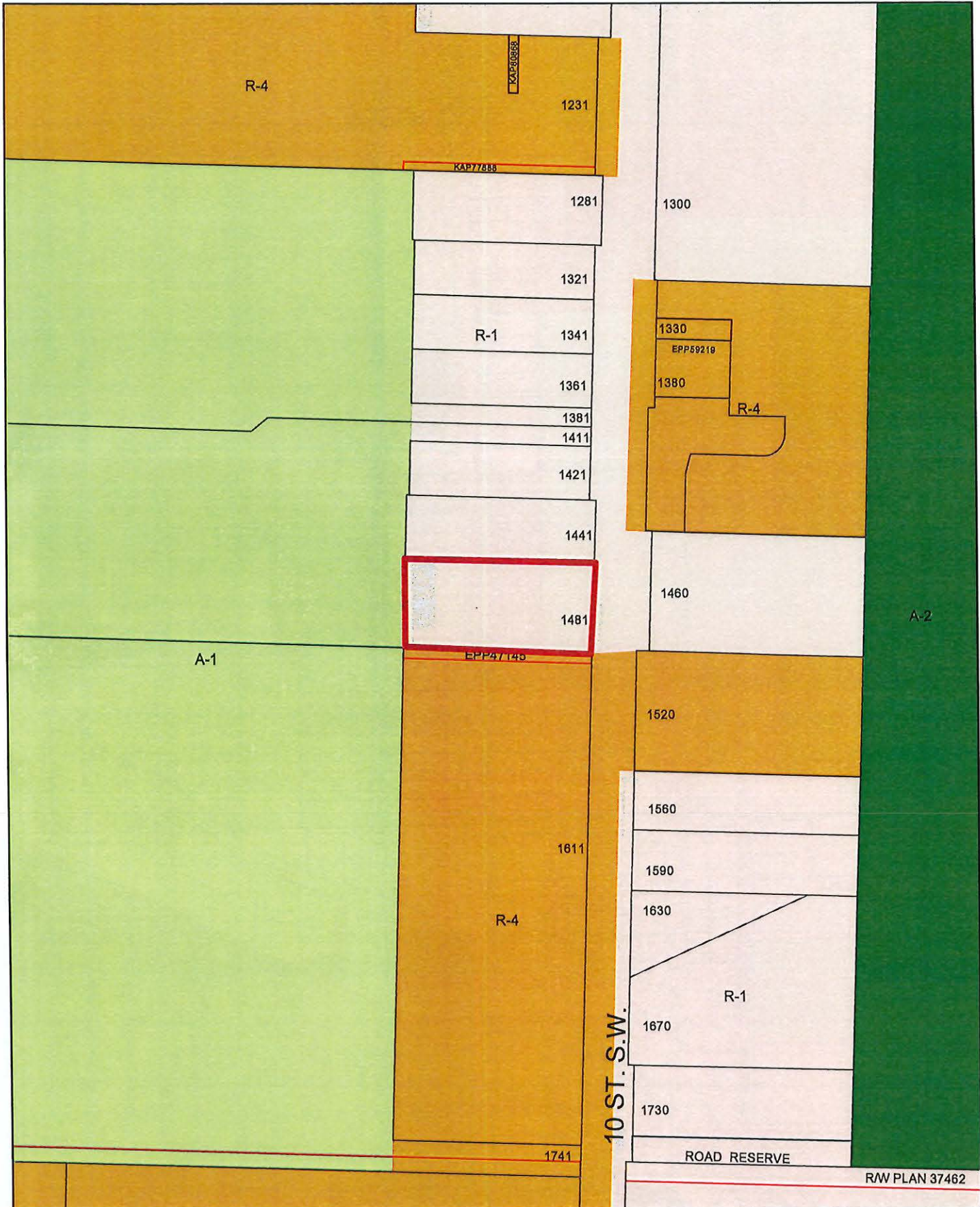


Subject Parcel



- |   |                           |   |                              |
|---|---------------------------|---|------------------------------|
|  | Subject Parcel            |  | Commercial - Highway Service |
|  | Salmon Valley Agriculture |  | Commercial - City Centre     |
|  | Acreage Reserve           |  | Residential - Medium Density |





R/W PLAN 37462

**1481 10th STREET SW, SALMON ARM BC  
DEVELOPMENT PERMIT APPLICATION**

**DESIGN RATIONALE**



2022.10.31

*Prepared by:*

IBA Architecture Inc.



2448 - 1055 W Georgia St., Vancouver BC, V6E 3P3  
604 909 1267 | [info@ibarch.ca](mailto:info@ibarch.ca) | [www.ibarch.ca](http://www.ibarch.ca)

*To be submitted to:*

Development Services  
City of Salmon Arm



## TABLE OF CONTENTS

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2.0	PROJECT DESCRIPTION.....	1
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8.0	ARCHITECTURAL RENDERINGS .....	5

## 1.0 OVERVIEW

The proposed town housing development thoroughly addresses the main goals pursued by the City of Salmon Arm for these land uses. Strategies have been discussed among the project's Architect and the City Planning for minimizing the impact of the development on the natural environment, topography, open space, and visual character of Salmon Arm.

The OCP Future Land use Designation was adopted accordingly, and the aimed Zoning: R5 accepts that the form and character may include *multiple dwelling housing units*.

We believe that the proposed townhouse typology – Triplex, Fourplex, and Five plex- addresses all significant elements the OCP and are deemed to be quality yet affordable forms of housing in the Salmon Arm area market. They have become an excellent product type to satisfy the mid to upper market housing demand, much of which has not been available in the overall 10<sup>th</sup> street.

## 2.0 PROJECT DESCRIPTION

The suitable topography of the developable land lends itself to this multi-family form product type.

This townhouse form project develops along 10<sup>th</sup> street, on east side, with 5 residential buildings and a total number of 19 units. It comprises diversified building types – triplex, fourplex, and five -plex- and multiple configurations based on their relationship with the topographic setting and the road/grading.

This site, of approximately 0.25 Hectare among the multifamily and single-family residential area.

The architectural design has tackled a wide range of different floor plans options, in combination with diverse section developments. We propose full three storey units, and walk-out units, ensuring an attractive broad housing mix in this neighborhood.

The Architectural exterior design has been carefully designed taking in account the adjacent neighborhoods architectural context, and the specific sensibilities that were put on the table by the participants during the preliminary design stage. Therefore, a refined craftsman style with modern and vibrant looking neighborhood.

In addition, the buildings' envelope have been conceived with parameters that enable the efficiency of both energy and construction costs, emphasizing the differentiation of the buildings through the choice of colors, architectural accents and landscaping, rather than over-complicating the facades layout (form factor, opaque walls to openings ratio,...) or over-designing the buildings' elevations.

Special attention was given to the landscaped areas and to the interface with the pedestrian connectivity between the development and neighborhood.

Finally, an amenity area has been proposed in the rear side location, certainly adding a great supporting infrastructure for the use of the community.



### 3.0 SITE AND PARKING ACCESS

The proposed roads and the architectural design giving a responsible and conscious solution from many perspectives: cost efficiencies, yield efficiencies, tax impact to municipality, neighborhood character and efficient use of the land.

Regarding parking; the units have double and single garages, with a minimum driveway length of 7.5 m, and provisions for visitor on-site parking as per the Appendix I – Parking and Loading zoning bylaw.

### 4.0 ZONING AND OCP AMENDMENT

The current zone of the site is R1.

The developer of this site, decided to submit rezoning application to R5.

We recommend that the city of Salmon arm allow for the rezoning of this site to R5 for the following reasons:

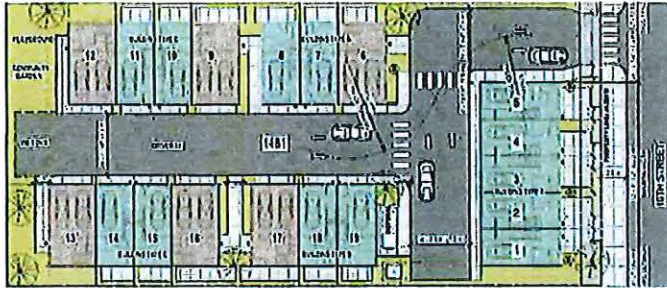
- The site will be more developable
- The developer feel that the design quality of this project can be inspirational for other future developments nearby that benefits the neighborhood
- The proposed area of the units benefits the resident of the building. And satisfy the community need for larger units with several bedrooms.

We think that the city will be supporting the rezoning of this site to R4 as the adjacent site (1611) is already rezoned to R4. However, the developer of this site (1481) submits rezoning application to R5.

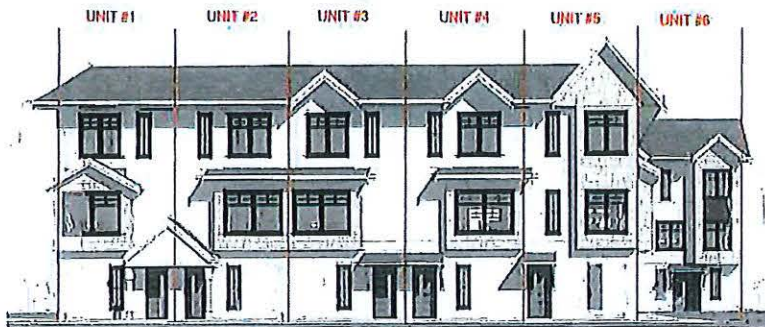
We considered a several architectural design and planning strategies to satisfy the city that rezoning this site to R5 can be very logical, and R5 zone can be the best land use for this site:

1. We designed the site plan in a way that 6 units of this project orienting the 10<sup>th</sup> street. All the remaining units are located behind these 6 units. This way, we think we could make the real density of the project to be unseen from the 10<sup>th</sup> street. Which can positively impact the visual sense of the neighbourhood.





2. IBA designed this project with craftsman architecture style that reflects the context architecture style and created a great visual relationship between the 10<sup>th</sup> street and the front buildings by providing strong architectural elements. For example: bay windows, gabled roofs, different craftsman porch roofs, classical looking windows, etc. All these architectural themes taken from the context buildings and making this project to be more fitting and visually more acceptable for this neighborhood.
3. In designing the front side buildings, repetition has been reduced, by designing the front five units as one building. Each of the unit has a different exterior design, and all together form one building design. This strategy will make the look of the project to be less crowded.



4. A community garden and play area located on the rear side of the project. This will fulfill the need of the residence for the community area. This area unseen from the 10<sup>th</sup> street.
5. 3 meters evergreen fence proposed around this project to achieve the privacy for the neighbors.
6. While we are required to apply for the Zoning & OCP amendment for high-density R5, we meet all the R4 requirements except density. For example, Setbacks, HT, Coverage area, and Parking requirements. More details provided below:



- The total required number of the parking spots for this project is 28 spots in R4 zoning bylaw. We have provided 28 parking spots.
- The maximum allowable coverage area is %55 in R5 & R4.  
The proposed coverage area is %38
- The maximum allowable Hight in R4 is 13 meters (13 m, if any of the special amenity(ies) in Table 2 are provided),  
Our proposed Hight is 10.7 meters for this rental townhouse.

**Note:** The maximum allowable number of units is 25 in R5 zoning.  
We provided 19 dwelling units which is below the maximum density of R5.

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## 5.0 SUSTAINABILITY AND CRIME PREVENTION

This increased density over the traditional or even small-lot residential forms of housing is not only able to help mitigate increasing costs for first time buyers, but also enables efficiencies in achieving reductions in cost of city services per capita, energy consumption, carbon footprint, heat island effect,...

Envelope details that prevent water and moisture ingress, yet still allow the assemblies to dry, will prevent mould growth. Reducing thermal bridging combined with appropriate thermal insulation will reduce heating and cooling loads. Providing windows in all of the occupied spaces allows natural day lighting, and reducing energy consumption required for illumination. Operable windows also allow for natural ventilation, thus reducing the need for mechanical ventilation to provide fresh air and adding "liveability".

Extensive use of materials from natural sources is used to the largest extent possible, and thereby reduces the carbon foot print accordingly. A properly designed and detailed building will also reduce heating and cooling loads, increase air quality, and reduce energy consumption.

Carefully selected landscaping material will help reduce the projects use of water. This will prove an attractive, colorful and interesting variety of grass, shrubs and large trees for shade, privacy and path definition. Special attention was placed on the connection to the adjacent parks and should provide a style of development which is highly desirable within the Salmon Arm community.

The design of the buildings and landscaping promote natural surveillance and does not provide opportunistic hiding spaces. The entrances are clearly visible from the street and well lit public sidewalks surround the building.

The intentions of CPTED have been addressed in the following ways: well maintained entrances and frontages are intended to promote pride in ownership amongst the residents. This will discourage vandalism, encourage surveillance, and will improve overall maintenance of the site. The ground-oriented entrance has been provided to reinforce this principle.

The social lifestyle of the site will help promote further surveillance and territorial reinforcement. Separation of private, semi-private and public spaces will be achieved with overall landscaping and finish materials to separate and add comfort to the residents and visitors. Large windows help to provide eyes to the street and surrounding areas. To support interaction and familiarity amongst the residents and users, an abundance of common outdoor space has been provided.

Site lighting to the streetscape and pathways will be clearly lit, to illuminate the faces of users, and provide illumination levels that do not create high contrast areas that could potentially conceal offenders.

This unique and attractive project will endure due to its sense of community, and the fact that it presents a prominent streetscape and connection to the surrounding neighborhood. It also provides well thought out external traffic patterns.

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## 6.0 LANDSCAPING

The Developer has selected M2 Landscaping Architecture LTD, to create an interesting and aesthetically pleasing landscape solution the architectural style of the project. This will also compliment the character of the surrounding and future neighborhoods. The site design proposes a series of green pockets for the use and enjoyment of the families, with play areas for children to benefit from the outdoors.

Carefully selected landscaping material will help reduce the projects use of water. A number of annual and perennial shrubs have been selected for along 10<sup>th</sup> street and the internal roads throughout the site, and in special groupings adjoining the buildings' ends. This will prove an attractive, colorful and interesting variety of grass, shrubs and large trees for shade, privacy and path definition. Trees will be planted along the roads. Given enough time to mature.

The landscape concept for the boundary areas, the 10<sup>th</sup> street, and the small community gardens, will provide a visually exciting and high volume of green space.

## 7.0 SUMMARY

The project owner and the design team feel that the combination of a quality design coupled with leading edge technology, pedestrian-friendly landscape features, and modern building materials will provide for a very functional and highly desired residential neighbourhood project.

It is also our desire that this project will be one of many to be built in an area critical to the continued sustainability and growth of our City internationally.

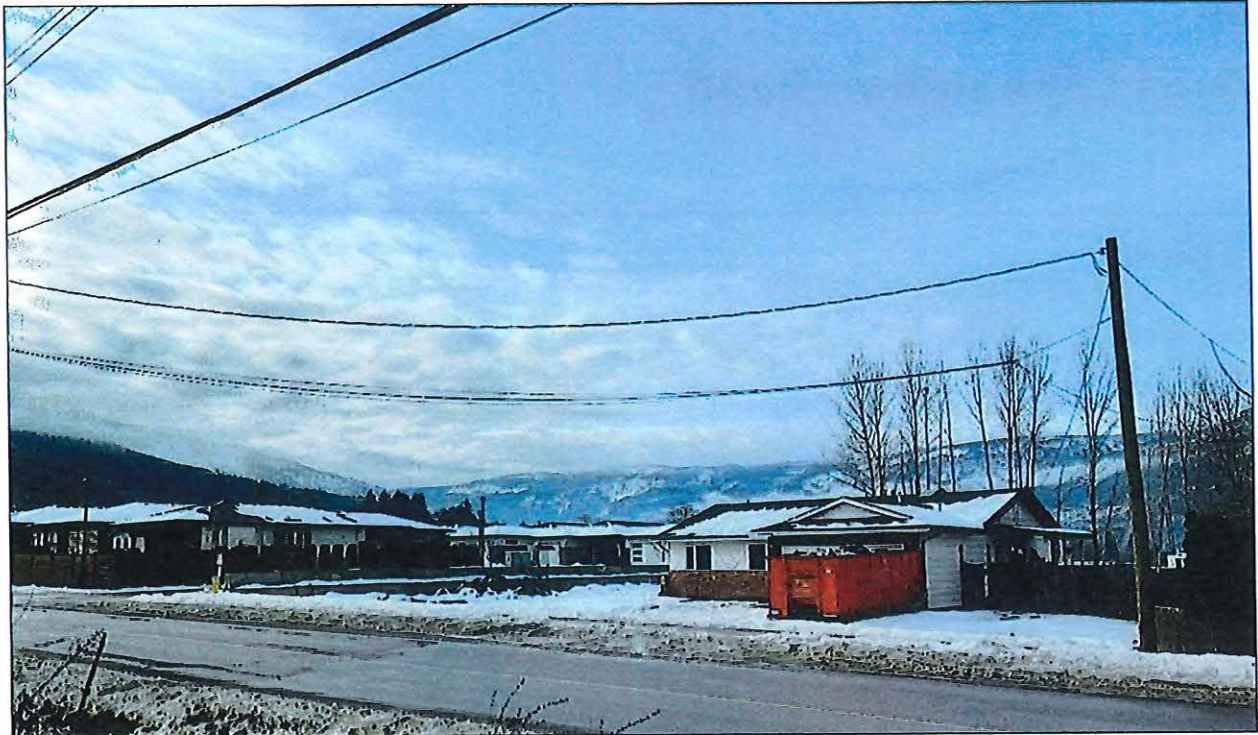
We look forward to your enthusiastic support and recognition for all the project brings to our community.

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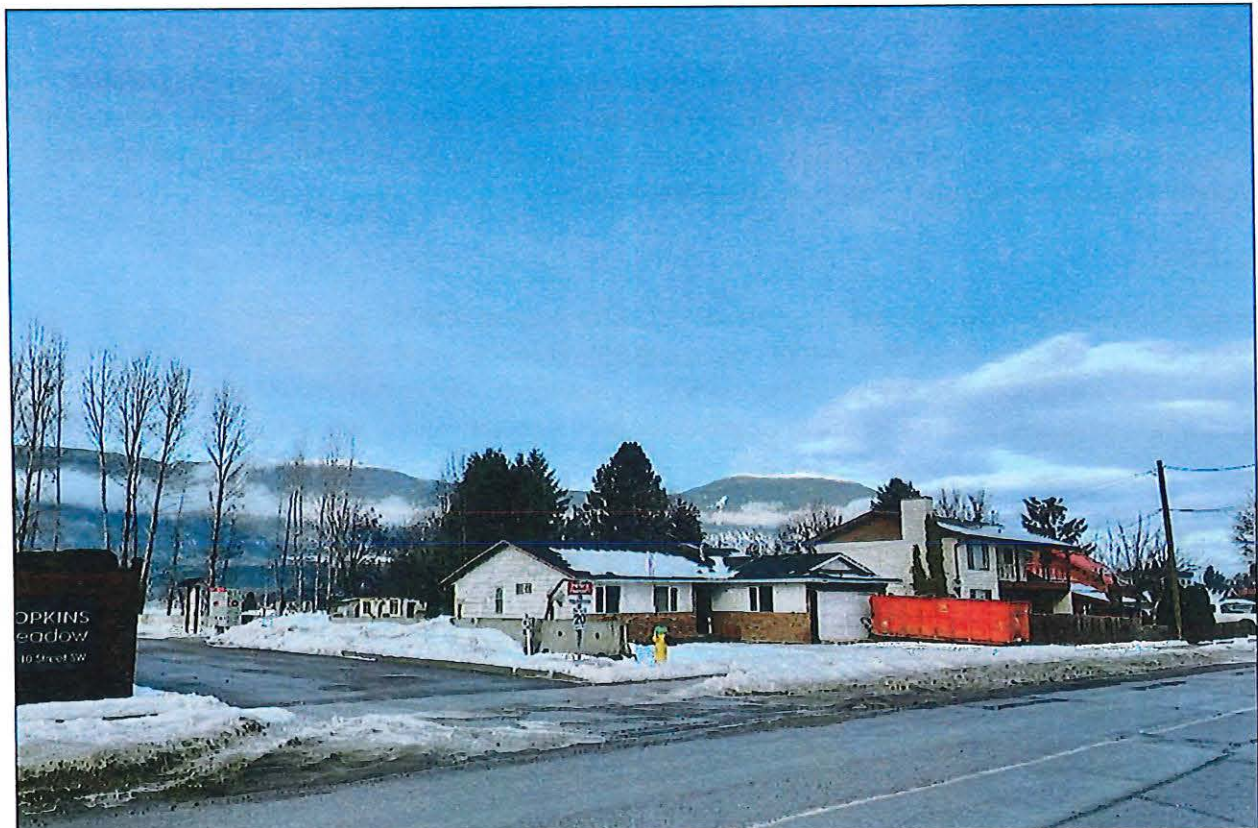
**8.0 ARCHITECTURAL RENDERINGS**







View of subject parcel southwest from 10 Street SW.



View of subject parcel northwest from 10 Street SW.





## Adams Lake Indian Band

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**Project Name:**

OCP4000-53 / 1481 - 10 STREET SW SALMON ARM

**FN Consultation ID:**

OCP-53

**Consulting Org Contact:**

Kathy FRESE

**Consulting Organization:**

[City of Salmon Arm](#)

**Date Received:**

Monday, November 21, 2022

Weytk,

Re: the OCP4000-53 / 1481 - 10 STREET SW SALMON ARM.

Through a preliminary analysis ALIB has identified some concerns which include:

Area of archaeological potential

Adams Lake holds constitutionally protected Aboriginal rights including title throughout the entirety of its territory. Members of Adams Lake continue to exercise their Aboriginal rights as their ancestors have done for generations, including hunting, trapping, gathering and fishing, along with rights associated with spiritual and cultural traditions which are practiced in accordance with Secwepemc customs, laws and governance structures.

Direction:

Be advised that the project area is located in an area of high archaeological potential according to the potential model developed by Arcas heritage consultants in 1997. Please make the developer aware of the archaeological potential and inform them that it is strongly recommended they contact a consulting archaeologist to conduct a permitted archaeological impact assessment at this location prior to any ground disturbance activities. A list of consulting archaeologists can be found here:

<https://www.bcapa.ca/consulting-firms/>

Archaeological sites, whether known or unknown, are protected by law under the Heritage Conservation Act. The HCA provides substantial penalties for destruction or unauthorized disturbance of archaeological sites including imprisonment for up to two years and fines of up to \$1,000,000.

Kukstemc,

Brent Davidson  
Title and Rights Technical Coordinator  
Adams Lake Indian Band

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January 11, 2023

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

Dear Chris,

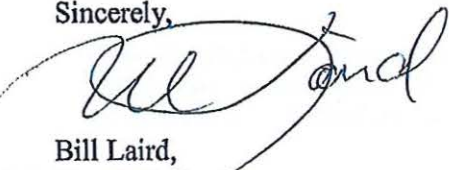
**Re: OCP Amendment Application No OCP4000-53**

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The Salmon Arm Economic Development Society (SAEDS) Board of Directors has reviewed the information for the above-noted OCP Amendment Referral to amend the OCP designation of the property located at 1481 10<sup>th</sup> Street SW Salmon Arm, from Medium to High Density Residential to support proposed 19-unit multifamily development.

The SAEDS Board is supportive of expanding family housing options in our City, in order to support current and future growth trends. Based on the information provided, the Board supports the application. In discussion about this application the SAEDS Board did note increasing traffic congestion in this growing area, which we are confident will be considered by city planning staff in their assessment of this application. We thank you for the opportunity to comment on this proposed OCP bylaw amendment.

Sincerely,



Bill Laird,  
Board Chairperson

# CITY OF SALMON ARM

*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Director of Development Services  
 DATE: January 5, 2023  
 PREPARED BY: Chris Moore, Engineering Assistant  
 APPLICANT: IBA Architecture Inc.  
 SUBJECT: OFFICIAL COMMUNITY PLAN & ZONING AMENDMENT  
 APPLICATION FILE NO. OCP4000-53 / ZON-1255  
 LEGAL: LOT, SECTION 10, TOWNSHIP 20, RANGE 10, W6M, KDYD, PLAN 31437  
 (PID: 003-716-3411)  
 CIVIC: 1481 – 10 STREET SW

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Further to your referral dated November 21, 2022, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Rezoning and OCP amendment; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

**Engineering Department does not have any concerns related to the Re-zoning and OCP Amendment and recommends that they be approved.**

Comments are based on the Subdivision/Development as proposed in the referral. If the development plans for the property to change significantly, comments below may change

**General:**

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

**OFFICIAL COMMUNITY PLAN & ZONING AMENDMENT  
APPLICATION FILE NO. OCP4000-53 / ZON-1255**

January 5, 2023

Page 2

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Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.

8. At the time of building permit the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
9. For the on-site development, prior to commencement the applicant will be required to submit to the City for review and approval detailed engineering plans in accordance with the requirements of the Subdivision and Development Servicing bylaw 4163. These plans must be prepared by a qualified professional engineer. As a condition of final subdivision approval, the applicant will be required to deposit with the City for a period of 1 year, funds equaling 10% of the estimated cost for all works that are to be transferred to the City.
10. For the off-site improvements at the time of building permit the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of building permit approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

**Roads / Access:**

1. 10 Street SW, on the subject property's eastern boundary, is designated as an Urban Collector Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
2. 10 Street SW is currently constructed to an Interim Urban Collector Road standard. Upgrading to an Urban Collector Road standard is required, in accordance with Specification Drawing No. RD-3. Upgrading may include, but is not limited to, boulevard construction, street lighting, and hydro and telecommunications. Owner / Developer is responsible for all associated costs.
3. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
4. The proposed strata road is at a different location of the existing letdown. The owner/ developer is responsible for removing and replacing the letdown.
5. As 10 Street SW is designated as a Collector Road, accesses shall be designed by keeping to a minimum number. Only one driveway access will be permitted onto 10 Street SW and a reciprocal access agreement will be required to service lots. All unused driveways shall be removed. Owner / Developer responsible for all associated costs.

**Water:**

**OFFICIAL COMMUNITY PLAN & ZONING AMENDMENT****APPLICATION FILE NO. OCP4000-53 / ZON-1255**

January 5, 2023

Page 3

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1. The subject property fronts a 200 mm diameter Zone 1 watermain on 10 Street SW. No upgrades will be required at this time.
2. Records indicate that the existing property is serviced by an unknown size service from the 200mm diameter watermain on 10 Street SW. Due to size and / or age of the existing service, upgrading to a new metered service (minimum 25mm) is required. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs
3. The proposed development is to be serviced by metered water service connections, adequately sized to satisfy the proposed use (minimum 25mm). Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
4. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
5. Fire protection requirements to be confirmed with the Building Department and Fire Department.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary sewer on 10 Street SW. No upgrades will be required at this time.
2. The remainder and proposed parcel(s) are each to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
3. The subject property is in an area with no current sanitary capacity concerns according to the City Sanitary Study (Urban Systems 2016).
4. Records indicate that the existing property is serviced by an unknown size service from the sanitary sewer on 10 Street SW. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Drainage:**

1. The subject property fronts a 600mm diameter storm sewer on 10 Street SW. No upgrades will be required at this time.
2. Records indicate that the existing property is serviced by a 150 mm service from the stormsewer on 10 Street SW. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**OFFICIAL COMMUNITY PLAN & ZONING AMENDMENT  
APPLICATION FILE NO. OCP4000-53 / ZON-1255**

January 5, 2023

Page 4

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3. The subject property is in an area with current storm capacity concerns according to the Stormwater Master Plan Study (April 2020). It is anticipated that stormwater will require control to the 2-5 year pre-development flows. Owner / Developer's engineer shall review downstream capacity within the existing City Storm System to receive the proposed discharge from the development and upstream contributing drainage areas.
4. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
5. Where onsite disposal of Stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
6. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Geotechnical:**

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



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**Chris Moore**  
Engineering Assistant



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**Gabriel Bau Baiges P.Eng.**  
City Engineer

**Rhonda West**

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**From:** Barb Puddifant  
**Sent:** Monday, March 6, 2023 12:27 PM  
**To:** Rhonda West  
**Subject:** FW: [External] Application for new development

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

**From:** Roy Decker [REDACTED]  
**Sent:** Sunday, March 5, 2023 11:08 AM  
**To:** Barb Puddifant <bpuddifant@salmonarm.ca>  
**Subject:** [External] Application for new development

Re: Proposed Amendment No. 4000  
Proposed Amendment No 2303

Address: 1481 10 Street SW

To: Mayor Harrison and City Council

We live at Hopkins Meadow, 1611 10th st. SW next door to the proposed new development at 1481 10 st. SW. Our Development is 55+ and single level strata homes. We purchased our unit for the quietness it offers and the aesthetic quality of single density living.

We are concerned about the proposed multi family 3 story development right next to our strata for a few reasons:

- 1: The new proposal does not fit into our current community plan or zoning
- 2: Traffic would be increased and it is already very busy on 10th st. from Picadilly Mall to Foothills Road
- 3: A fire at the new proposed development would be an access problem for fire fighting vehicles as there would only one road in.
- 4: Rental units may come with increased problems in the future.

Thank you for your attention,

Roy and Judy Decker  
[REDACTED] 1611 10th St. SW  
Salmon Arm, V1E 0C8

*March 8, 2023*

*City of Salmon Arm  
500 2<sup>nd</sup>. Ave., NE  
Salmon Arm, BC  
V1E 4N2*

*Reference: OCP4000-53/Bylaw # 4500 and Zon-1255/Bylaw  
#4561*

*Proposed Amendment to Official Plan Bylaw #4000  
Proposed Amendment to Zoning Bylaw #2303*

*After reviewing the proposed amendments to the two Bylaws  
affecting the property at 1481 10<sup>th</sup>. St. SW, we hereby file our  
objection to both.*

*Regarding the amendment to the Official Plan, from a Single  
Family Residential Zone, to a High Density Zone : In our opinion,  
this property should remain as a Single Family Residential  
property Zone. At present all other properties in 10<sup>th</sup>. St. SW from  
the 1200 block south, are single family, owner occupied homes.  
The property next to 1481 10<sup>th</sup>. St. SW, ( at 1611 10<sup>th</sup>. St. SW), is  
zoned R-4, however this is a far different property and  
development, and was previously farmland. It is exclusively owner  
occupied.*

*In our opinion, a high density rental property in the middle of  
exclusively owner occupied single dwellings, has no place. Most  
realtors would tell you this is a bad idea in a small town such as  
Salmon Arm.*

*Further to this, we also make note of the following that would  
affect the entire neighbourhood of 10<sup>th</sup>. St. SW:*



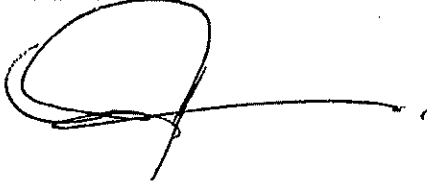
1. - *Traffic issues with the additional vehicles, on what is already a busy street.*
2. - *Very limited street parking.*
3. - *Snow removal.*
4. - *Decrease in surrounding the property's value.*
5. - *Privacy concerns...especially on the south side, of units #13 through #19, of the proposed new development. (Proposed 3m high tree fence will only cover the first floor of those units). And the Privacy issue goes both ways - ie: the homes in Hopkins Meadow at that end of our complex, as well.*
6. - *Type and style of the proposed does not conform to the local neighbourhood, which are nearly all single story homes.*
7. - *Architectural drawing indicates 6 units facing 10<sup>th</sup>. St., while others indicate 5.*

*We would urge you to reject both amendments to the current Bylaws, as a High Density Development has no place in this location.*

*Thank you.*

*L. Mort Rafuse*

*Sharon Rafuse*



 SW

Item 23.2

**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 virtually and in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, March 13, 2023 at 7:00 p.m.**

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

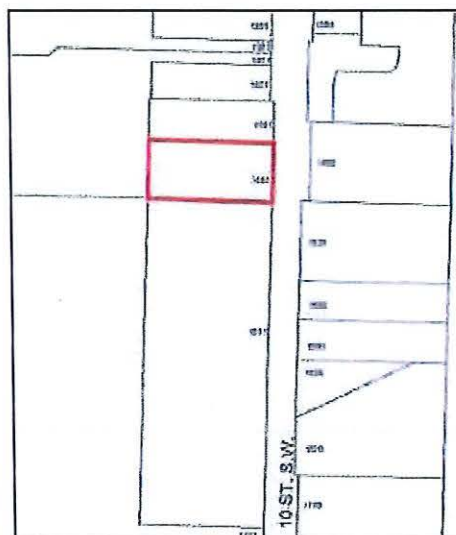
Re-designate Lot 2, Section 10, Township 20, Range 10, W6M, KDYD, Plan 31437 from MR (Medium Density Residential) to HR (High Density Residential).

**2) Proposed Amendment to Zoning Bylaw No 2303:**

Rezone Lot 2, Section 20, Township 10, Range 10, W6M, KDYD, Plan 31437 from R-1 (Single Family Residential Zone) to R-5 (High Density Residential Zone).

**Civic Address:** 1481 10 Street SW  
**Location:** South of 10 Avenue SW on the west side of 10 Street SW

**Present Use:** Single Family Residential  
**Proposed Use:** Multi Family Development (19 Dwelling units)  
**Owner/Applicant:** 1026082 BC Ltd.  
**Agent:** IBA Architecture Inc.  
**Reference:** OCP4000-53/Bylaw No. 4560 and ZON-1255/ Bylaw No. 4561



The staff reports for the proposals are available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from February 28 to March 13, 2023 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

Meetings are being held in person and virtually. In person attendance will be on a first come first serve basis. If you wish to attend electronically email [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca).

City Council encourages the continued use of the city’s website to stay informed on current Development applications and Council Agendas.

Sue Wood, Director of Corporate Services  
March 1 and March 8

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

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Item 23.3

**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 virtually and in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on Monday, March 13, 2023 at 7:00 p.m.

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

Proposed Rezoning of Lot 1, Section 19, Township 20, Range 9, W6M, KDYD, Plan 17283 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

Civic Address: 3361 16 Avenue NE  
Location: East of 30 Street NE on the north side of 16 Avenue NE

Present Use: Single Family Dwelling

Proposed Use: To permit the development of a detached suite

Owner / Agent: D. Folkman  
Reference: ZON-1252/ Bylaw No. 4553



The staff report for the proposal is available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from February 28, 2023 to March 13, 2023 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

Meetings are being held in person, with limited capacity, and virtually. In person attendance will be on a first come first serve basis. If you wish to attend electronically email [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca).

City Council encourages the continued use of the city’s website to stay informed on current Development applications and Council Agendas.

Sue Wood, Director of Corporate Services

March 1 and March 8

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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



To: His Worship Mayor Harrison and Members of Council

Date: February 3, 2023

Subject: Zoning Bylaw Amendment Application No. ZON-1252

Legal: Lot 1, Section 19, Township 20, Range 9, W6M, KDYD,  
Plan 17283

Civic Address: 3361 – 16 Avenue NE

Owner/Applicant: D. Folkman

**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 19, Township 20, Range 9, W6M, KDYD, Plan 17283 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

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

**STAFF RECOMMENDATION**

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

**PROPOSAL**

To rezone the R-1 (Single Family Residential Zone) property to R-8 (Residential Suite Zone) to permit the development of a detached suite.

**BACKGROUND**

The subject property is located at 16 Avenue NE (Appendix 1 & 2). The parcel is designated Low Density Residential in the Official Community Plan (OCP) and is zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4).

Adjacent land uses include the following:

North:	park; single family dwelling	Zoned R-1
South:	16 Avenue NE; single family dwellings	Zoned R-1
East:	single family dwelling and accessory buildings/structures	Zoned R-1
West:	single family dwelling and accessory buildings/structures	Zoned R-1

The subject property is approximately 0.37 acres (16,117 ft²) in area. A 682 ft² (22' x 31') detached suite is being proposed. The documentation provided in support of the rezoning application is attached as Appendix 5. It is worth noting that Appendix 5 only illustrates the R-8 (detached suite) building envelope, not the siting of the building, and that the building could be located anywhere within that envelope without variance. Access to the suite/suite parking will be provided on the easternmost portion of the site.

To date, there are three (3) other properties on 16 Avenue NE zoned R-8 (excluding the Lambs Hill subdivision), with the closest R-8-zoned property being approximately 25 meters away (3310 16 Avenue NE). Site photos of the subject property are attached in Appendix 6.

Policy 8.3.25 of the OCP supports detached suites in all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code.

### COMMENTS

#### Fire Department

No Fire Department concerns.

#### Building Department

BC Building Code applies. No concerns with the proposal.

#### Ministry of Transportation and Infrastructure

Preliminary Approval has been granted.

#### Engineering Department

At time of Building Permit, the following will be requested:

1. Upgrade water service from the main to the curbstop at property line to 1" (onsite upgrading is also likely to be required, refer to Building Department).
2. Installation of a water meter in the house.
3. Installation of a geotech designed rockpit for the new suite.

#### Public Consultation

Pursuant to the *Local Government Act* and *City of Salmon Arm Zoning Bylaw* notices are mailed to landowners within a 30m radius of the application. Newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. The notices outline the proposal and advise those with interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. R-8 rezoning for parcels < 0.4 ha does not require the post of a Notice of Development sign. It is expected that the Hearing for this application will be held on March 13, 2023.

#### Planning Department

Based on the parcel area of 0.37 acres, the subject property has the potential to meet the conditions for the development of a detached suite, including sufficient space to meet the parking requirement. The detached suite is supported by OCP policy, and the site plan and dimensions of the unit are compliant with zoning regulations.

Staff support rezoning the subject property from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).



Prepared by: Evan Chorlton  
Planner



Reviewed by: Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

P234

# Subject Property Map

# APPENDIX 1

3251

3521

3621

20 AVE. N.E.



18 AVE. N.E.

16 AVE. N.E.

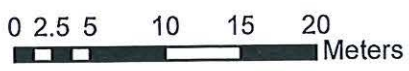
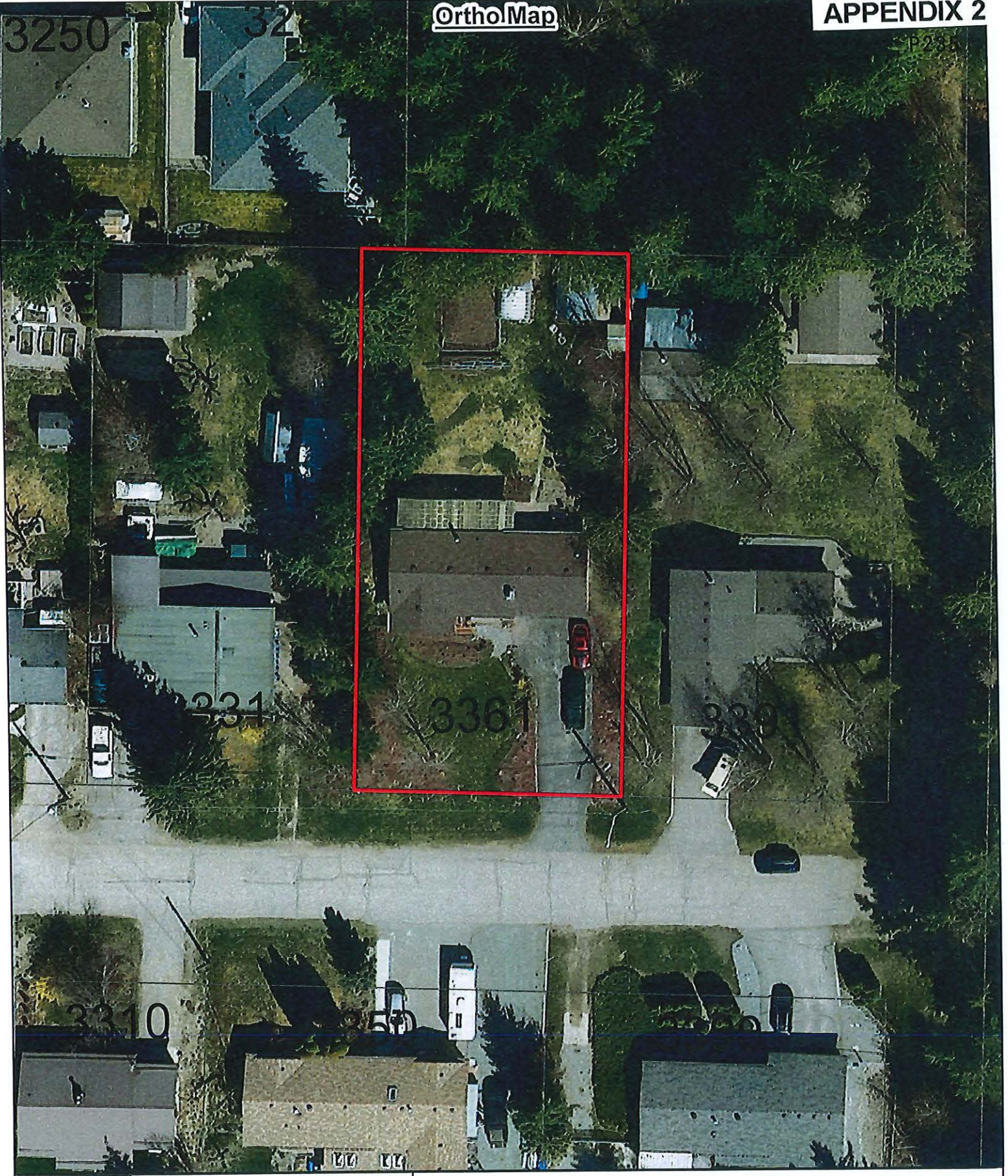
16 AVE.

36 ST. N.E.




0 12.525 50 75 100  
Meters

 Subject Property  
 Parcels



 Subject Property

 Parcels



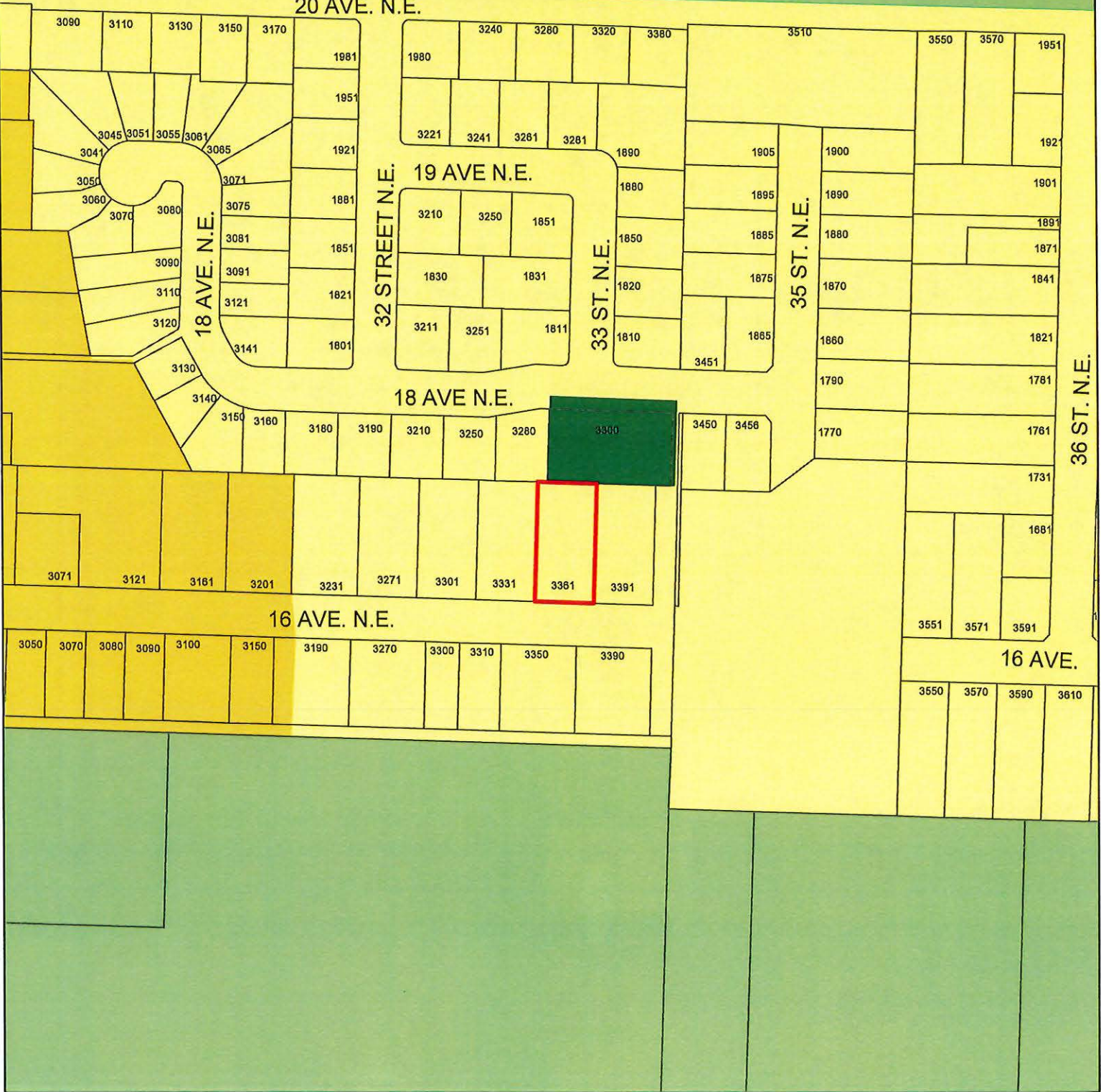
P236

3251

3521

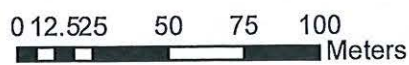
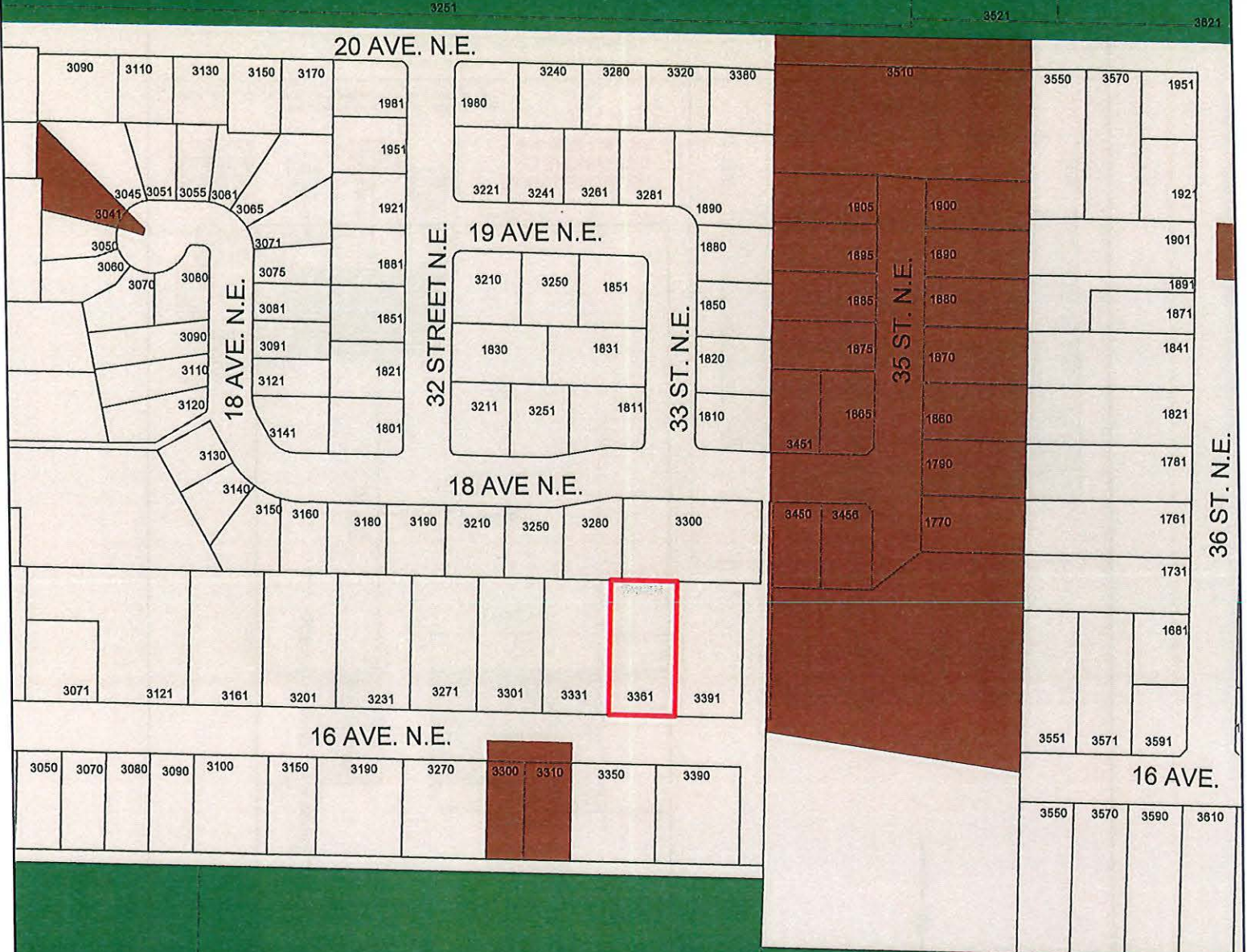
3821

20 AVE. N.E.



0 12.525 50 75 100 Meters

- Subject Property
- Parcels
- Acreage Reserve
- Park
- Residential - Low Density
- Residential - Medium Density



- Subject Property
- Parcels
- A-2
- R-8
- R-1

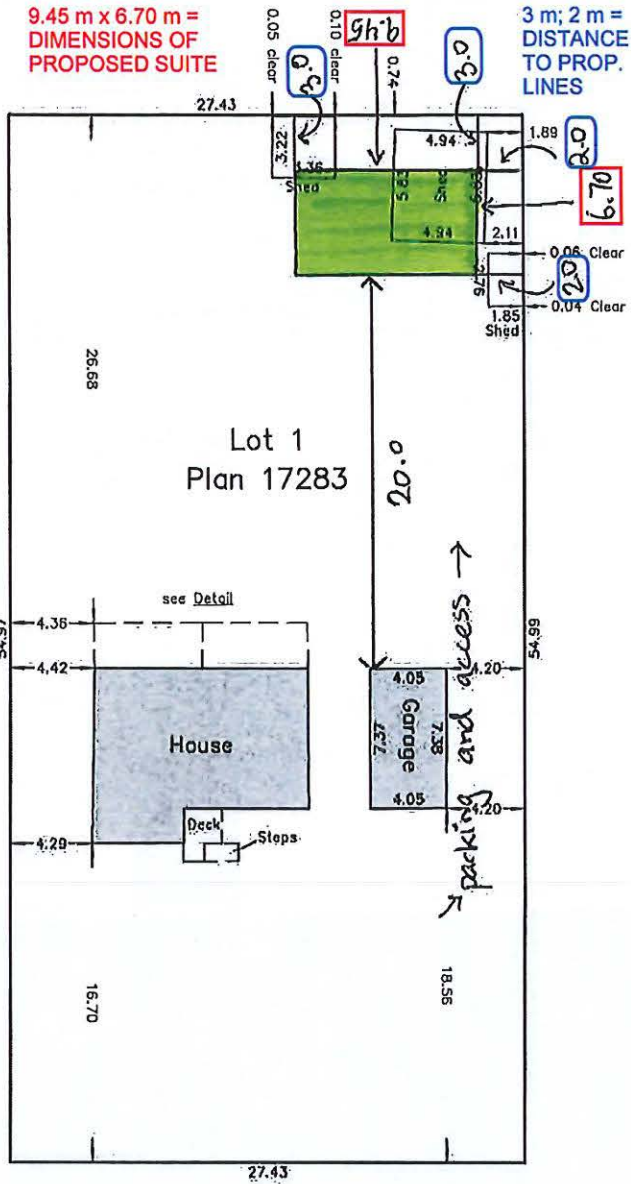
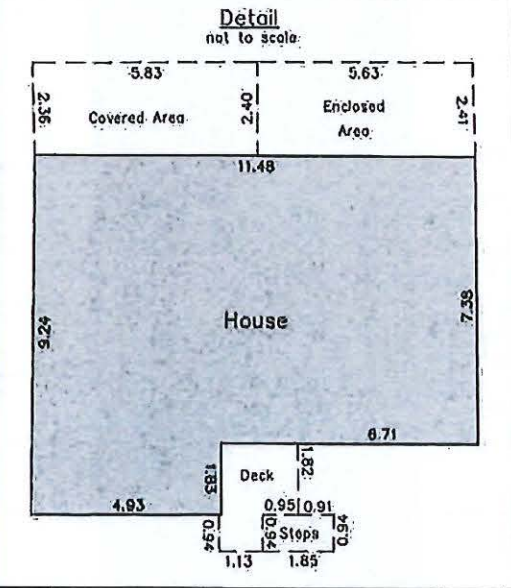
**BC LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE**

To: Folkman, Daniel  
3361 16 Avenue NE  
Salmon Arm, BC V1E 3Y8

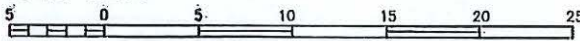
Re: Lot 1, Sec 19, Tp 20, Rge 9,  
W6M, KDYD, Plan 17283

Parcel Identifier (PID): 008-181-152  
Civic Address: 3361 16 Ave NE, Salmon Arm

List of documents registered on title which may affect the location of Improvements: none



Scale 1:250



All distances are in metres.  
Dimensions derived from Plan 17283

16 Avenue NE

The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.

This plan was prepared for inspection purposes and is for the exclusive use of our client. This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property boundaries.

This building location certificate has been prepared in accordance with the Professional Reference Manual and is certified correct this 11th day of October, 2022.

**Mark Mason**  
88BCMC

Digitally signed by Mark Mason  
88BCMC  
Date: 2022.10.14  
22:22:26 -07'00'

BCLS

Offsets from property line to building are measured from the siding.

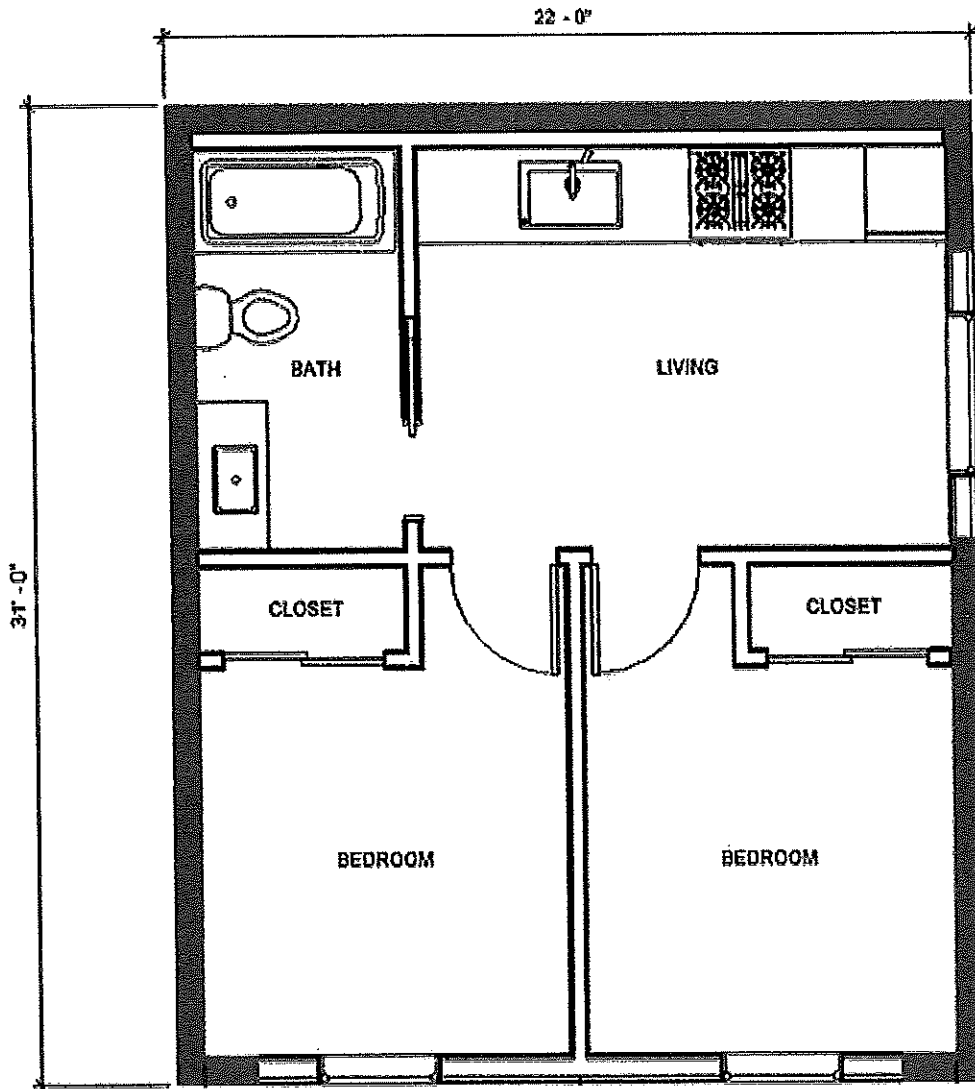
COPYRIGHT © BROWNE JOHNSON 2022 LAND SURVEYORS

All rights reserved. No person may copy, reproduce, transmit or alter this document in whole or in part without the prior written consent of BROWNE JOHNSON LAND SURVEYORS.

**THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY or DIGITALLY SIGNED.**

Our File: 581-22

Fb: 581-22.raw



APPENDIX 6



Photo 1: photo looking north at 16 Avenue NE and subject property



Photo 2: photo looking north at existing single family dwelling and attached carport/garage

Item 23.4

**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 virtually and in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Monday, March 13, 2023 at 7:00 p.m.

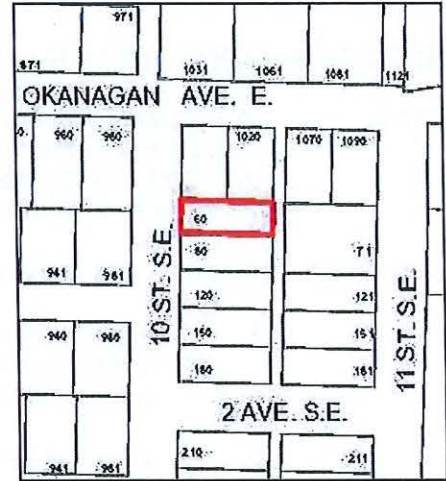
1) **Proposed Amendment to Zoning Bylaw No 2303:**

**Proposed Rezoning** of Lot 5, Block 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 1255 from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone).

**Civic Address:** 60 10 Street SE  
**Location:** South of Okanagan Avenue on the east side of 10 Street SE

**Present Use:** Single Family Dwelling with existing Family childcare facility  
**Proposed Use:** To allow commercial daycare to accommodate 8 or more children

**Owner / Agent:** M. & J. Braga  
**Reference:** ZON-1257/ Bylaw No. 4563



The staff report for the proposal is available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from February 28, 2023 to March 13, 2023 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

Meetings are being held in person, with limited capacity, and virtually. In person attendance will be on a first come first serve basis. If you wish to attend electronically email [cityhall@salmonarm.ca](mailto:cityhall@salmonarm.ca).

City Council encourages the continued use of the city's website to stay informed on current Development applications and Council Agendas.

Sue Wood, Director of Corporate Services  
March 1 and March 8

**Vote Record**

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

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

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

To: His Worship Mayor Harrison and Members of Council

Date: February 13, 2023

Subject: Zoning Bylaw Amendment Application No. ZON-1257

Legal: Lot 5, Block 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 1255  
 Civic Address: 60 – 10 Street SE  
 Owner/Applicant: M L Braga

**MOTION FOR CONSIDERATION**

**THAT:** A Bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 5, Block 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 1255 (60 - 10 Street SE) from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone).

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

1. Registration of Section 219 Land Title Act covenant(s) registered on title, restricting the permitted uses to only a *single family dwelling and commercial daycare facility*; and
2. Approval by the Ministry of Transportation and Infrastructure.

**STAFF RECOMMENDATION**

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

**BACKGROUND**

The subject parcel is located at 60 – 10 Street SE (Appendix 1 and 2), just east of City Hall and south of Okanagan Avenue. The 501 square-metre subject parcel is designated High Density Residential (HR) in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 and 4).

The proposal is to rezone the parcel from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone) to convert the existing *family childcare facility* space within the existing building to a *commercial daycare facility* space in order to accommodate 8 or more children. The proposed R-4 zoning is supported by the OCP.

The Zoning Map attached (Appendix 4) shows a mix of zones in the immediate area, predominantly Residential (R-1, R-2, R-4, R-5, and R-8), with some Institutional (P-3) and Service Commercial (C-3) zoned parcels also in the vicinity. Land uses adjacent to the subject parcel include the following:

North:	single family dwelling and accessory building/structure	Zoned R-1
South:	single family dwelling and accessory building/structure	Zoned R-1
East:	lane; single family dwelling and accessory buildings/structures	Zoned R-1
West:	10 Street SE; single family dwellings	Zoned R-1

The subject parcel currently contains a single family dwelling with an already-functioning family childcare facility space (Dayhome Friends Care) that is limited to a max of 8 children in the basement. The

owner/applicant has provided a letter, attached as Appendix 5. A site plan and proposed basement floor plan are attached as Appendix 6 to demonstrate their concept for the property. Site photos are attached as Appendix 7.

If rezoned to R-4, the parcel would be subject to the guidelines of the Residential Development Permit Area. However, the currently proposed up-zoning and interior renovations fit within exemptions and would not trigger a form and character development permit application.

## COMMENTS

### Fortis BC

No issues with this proposal.

### Fire Department

No Fire Department concerns.

### Telus

Telus has no objection to this rezoning application.

### Building Department

A Building Permit is required to convert a home-based daycare (8 or less children) to a commercial daycare (8 or more children). An Architect is required by code to design and supervise the conversion.

### Ministry of Transportation and Infrastructure

Preliminary approval has been granted.

### BC Hydro

BCH has no conflict with the proposed zoning amendment.

### Engineering Department

Comments are attached (Appendix 8).

### Public Consultation

Pursuant to the *Local Government Act* and *City of Salmon Arm Zoning Bylaw* notices are mailed to land owners within a 30m radius of the application. Newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. The notices outline the proposal and advise those with an interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. All rezoning applications (excluding R-8 rezoning's <0.4 ha) require the post of a Notice of Development sign. It is expected that the Hearing for this application will be held on March 13, 2023.

### Planning Department

The subject parcel is considered to be well-suited for a *commercial daycare facility*, being within close walking distance of downtown Salmon Arm and associated commercial and institutional establishments, transit routes, and other residential development. The surrounding neighbourhood is characterized by a mix of older single and multi-family housing developments.

The applicant's intent for the parcel is to provide additional daycare spaces by converting the existing family childcare facility space in the basement of the single family dwelling to a commercial daycare facility space. The renovations involve meeting today's BC Building Code and any requirements of Interior Health, which regulates and licenses daycares. Of the various types of daycare, a *commercial daycare facility* permits the greatest number of participants, 8 or more, in accordance with applicable Provincial regulations.



OCP policy 9.3.19 (b) also supports commercial childcare uses within high, medium, and low density residential areas.

To date, there are currently 19 total active daycares within the city, including the one currently active on the subject property – Dayhome Friends Care (Appendix 9). Of these 19, five (5) other daycares are also within single family dwellings. The most recent daycare-related application to be brought before Council was VP-536 for the property at 931 12 Street SE, which reduced the number of off-street parking spaces from 14 to 6 stalls and waived the requirement to provide hard surface parking on-site.

The parcel has just enough area to provide the required 3 offstreet parking spaces for the eventual commercial daycare use (1 space per 35 m<sup>2</sup> of gross floor area), in addition to the 2 required offstreet spaces for the single family dwelling (Appendix 10).

#### Covenant

Staff recommend that a Section 219 covenant be registered on title to restrict the permitted uses to only a *single family dwelling* and *commercial daycare facility* in order to prevent any additional non-compatible uses (such as additional dwelling units, in addition to the existing single family dwelling and daycare) on the subject property.

#### CONCLUSION

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



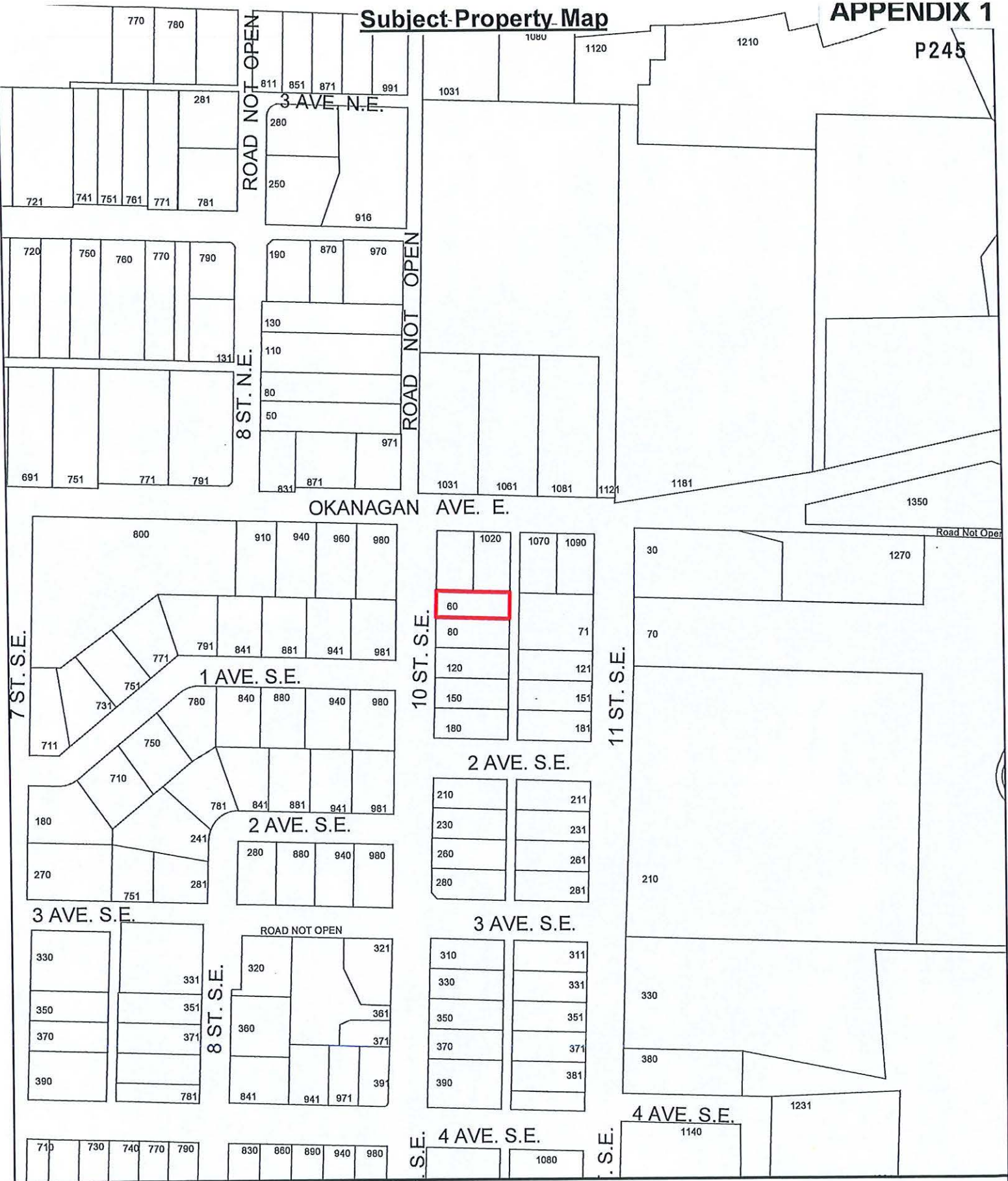
Prepared by: Evan Chorlton  
Planner





Reviewed by: Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

# Subject-Property Map

P245



 Subject Property


 Parcels




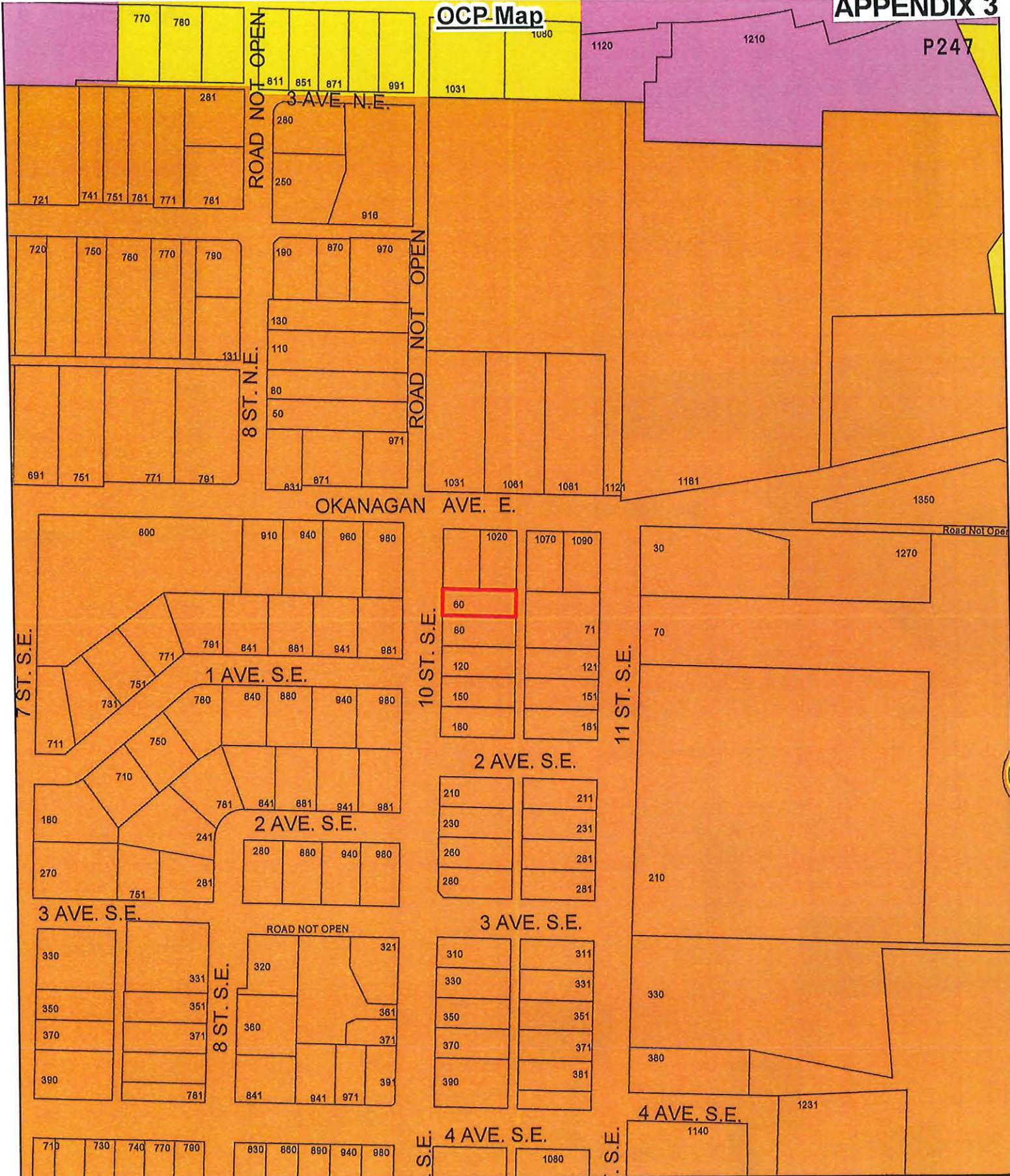
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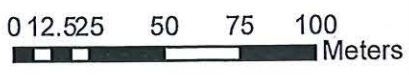
0 2.5 5 10 15 20 Meters

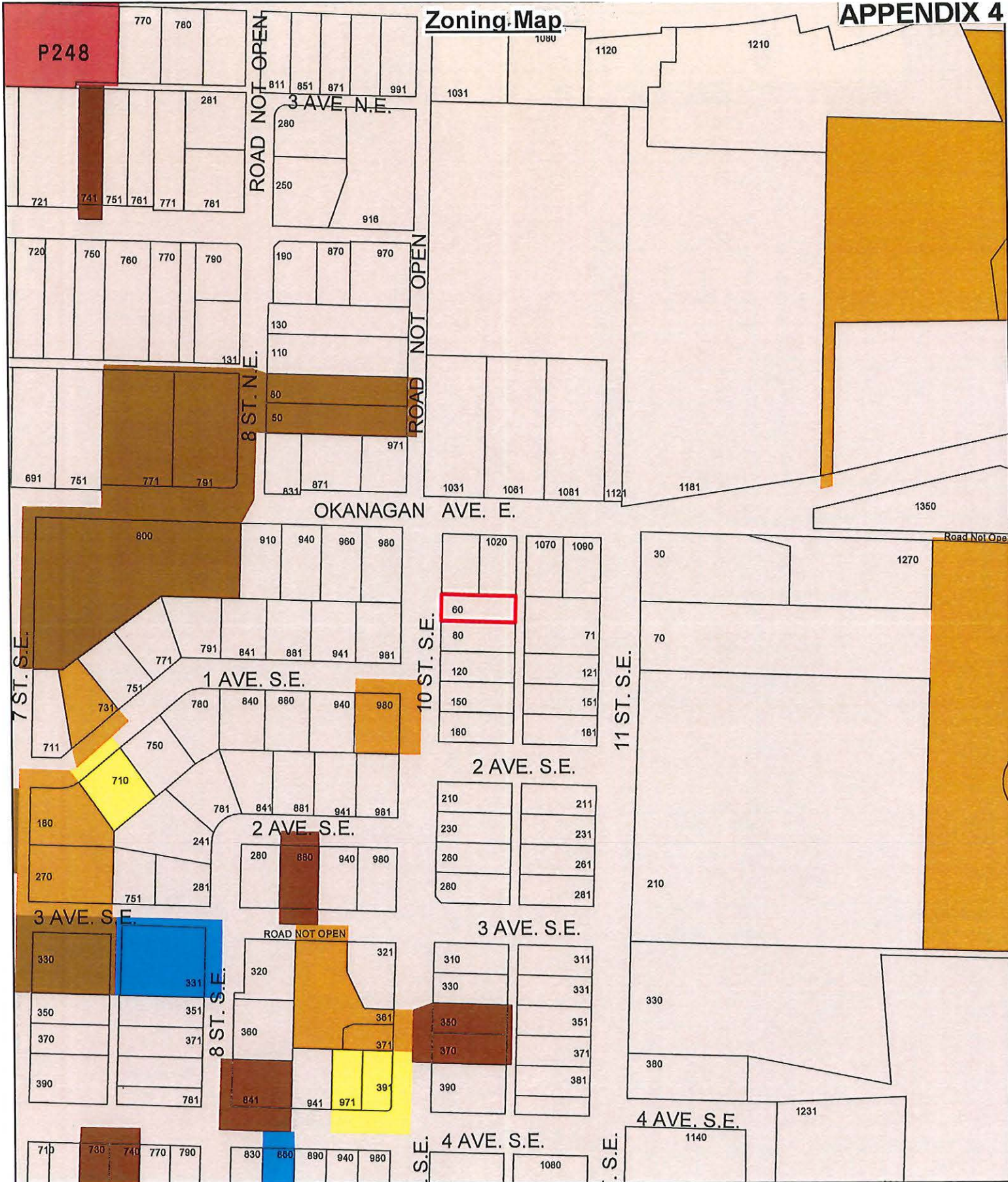
 Subject Property

 Parcels



- Subject Property
- Parcels
- Residential - Medium Density
- Residential - High Density
- Commercial - Highway Service / Tourist





7 ST. S.E.

8 ST. N.E.

OKANAGAN AVE. E.

10 ST. S.E.

11 ST. S.E.

1 AVE. S.E.

2 AVE. S.E.

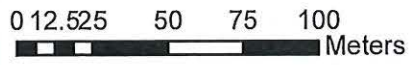
2 AVE. S.E.

3 AVE. S.E.

8 ST. S.E.

4 AVE. S.E.

S.E.



- Subject Property
- Parcels
- C-3
- P-3
- R-1
- R-2
- R-4
- R-5
- R-8

60 10 St. SE Rezoning Application Rationale Letter

Dear Mayor Harrison and Council Members,

Thank you for the opportunity to submit this rationale letter to accompany our enclosed Rezoning Application for our residential property located at 60 10 St. SE, Salmon Arm, BC. We would like to expand our childcare services to 2 Multi-age group childcare that would utilize the whole basement level of our existing house that is located at the above-mentioned property. Unfortunately, the current zone of the property which is R1 does not permit to get more than 8 children, so the purpose of this rezoning application is to change the current R1 to R4 zoning to allow the Facility to cater more than 8 children.

In following letter, we would like to provide you with some more information regarding Dayhome Friends Care as well as provide you with a planning rationale as to why we believe we need to expand it in our own home.

**BACKGROUND**

I am Mona Lisa Braga, a licensed Early childhood Educator and a Montessori trained teacher. I operated Dayhome Friends Care in my own house in the basement level for a year now. It is a licensed In-Home Multi-age daycare which cater 8 children including my own 2 kids and offers a Montessori and play-based program.

**Our Mission**

Dayhome Friends Care mission and vision is to provide holistic development of the children by giving them age- appropriate learning, interesting, fun, and enjoyable activities that are based on their interests in a homey and Montessori environment.

**Need for Multi-age daycare Program**

The need for quality licensed childcare spaces in BC is continuing to rise and this is no different for the City of Salmon Arm. Finding suitable child care services can be a struggle for any parent, however, it is an even greater challenge for those parents seeking care for children under 3 years. There is a large demand of childcare spaces in the city and it is continue to rise as it's children population is increasing. Since, the multi-age daycare can accept children ages 0-12 years old, our intention with this rezoning application is to work towards reducing the childcare spaces' demand.

**INTRODUCTION OF PROPERTY**

The property located at 60 10 St. SE has 4218 sqft in size. The property is currently designated as a single family residential in the *City of Salmon Arm* and is zoned R1. **This application propose to amend the R1 zone to R4 zone on the entire property to facilitate 2 Multi-age childcare Licensed Facility.**

The property provides an ideal location for a multi-age Licensed Child Care Centre as it works to create an inclusive community as it integrates a community care into an existing residential neighborhood. In addition, it is near to downtown and gives convenience to parents to drop off and pick up their kids as they go and off to work.

**PROPOSED 2 MULTI-AGE CHILDCARE PROGRAM**

The proposed 2 multiage childcare program would offer a total of 16 childcare spaces that would utilize 100.32 m<sup>2</sup> of the basement level of the existing house that is located on the property and would operate from 7:30am – 5:30 pm. Monday to Friday. Registration for drop off and pick up for 16 families would be staggered and would occur between 7:30am – 9:00am for drop off and 4:00 pm – 5:30 pm for pick up. These staggered hours would allow for consistent traffic flow and enough time for families to interact with the educators to communicate relevant information regarding the child before the arrival of the next family. In addition, our operating hours should not negatively impact the surrounding residential area as our childcare facility would not operate on weekend or outside of regular daytime working hours.

There is only a little modification of the interior to give room for 2 toilets and 2 basins. The proposal would maintain the existing building without exterior changes. The public parking area in the front of the building would provide space as a pickup and drop off area for the customers of the daycare.

**CONCLUSION**

We would like to rezone the entire property from R1 to R4 so that our desire to run 2 Multi-age Childcare may come to fruition. As outlined within our letter, there is a very high demand for childcare spaces within our community and our proposal will help to fill this gap for not only parents that live in Salmon Arm but for those who live in the surrounding areas.

Thank you again for the opportunity to submit this letter. We look forward to your review of our rezoning application and please do not hesitate to contact the undersigned if you have any questions or require additional information.

Sincerely,

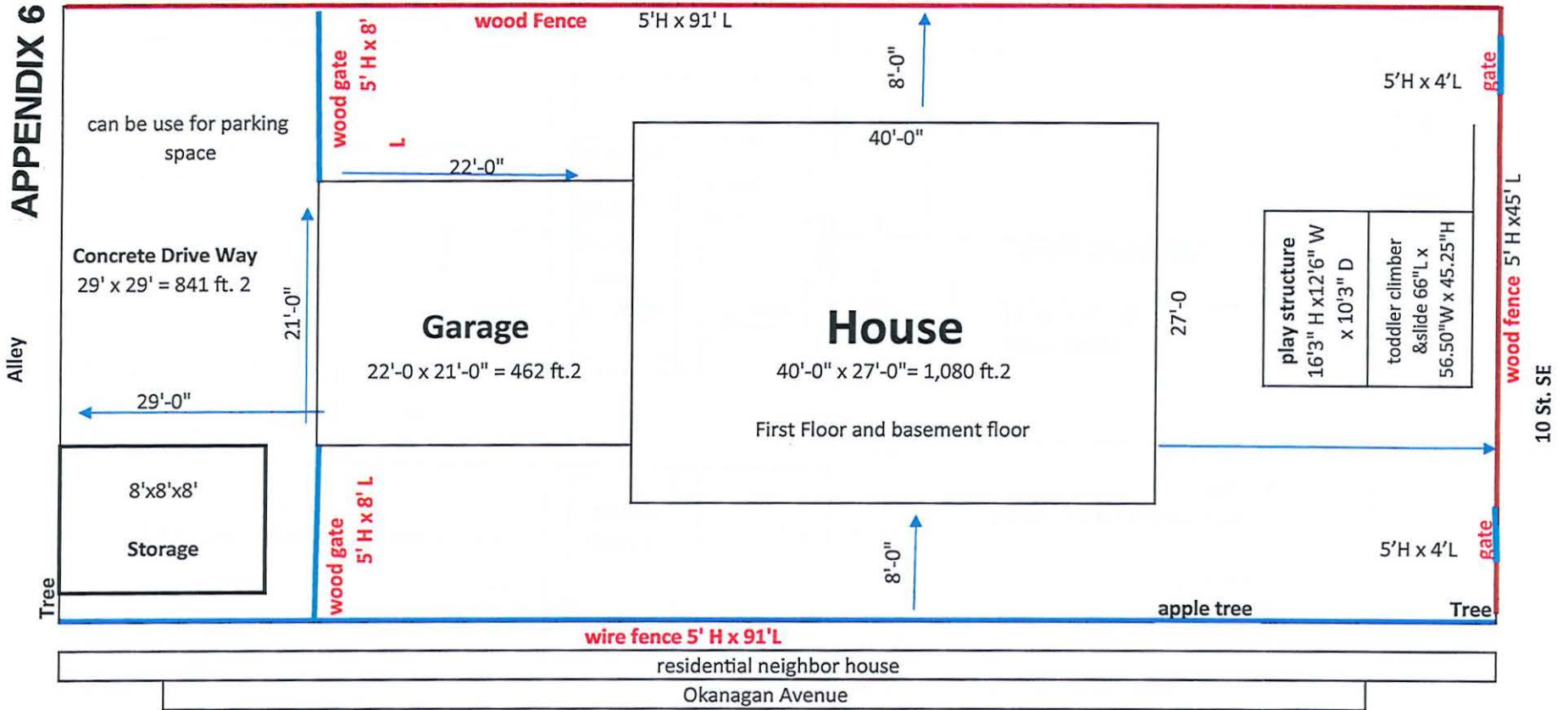


Mona Lisa Braga  
Owner/Operator Dayhome Friends Care

# Site Plan

residential neighboring houses

60 10 St. SE, Salmon Arm, BC, V1E 4J5



Note: yard is fully enclosed

APPENDIX 6

Alley

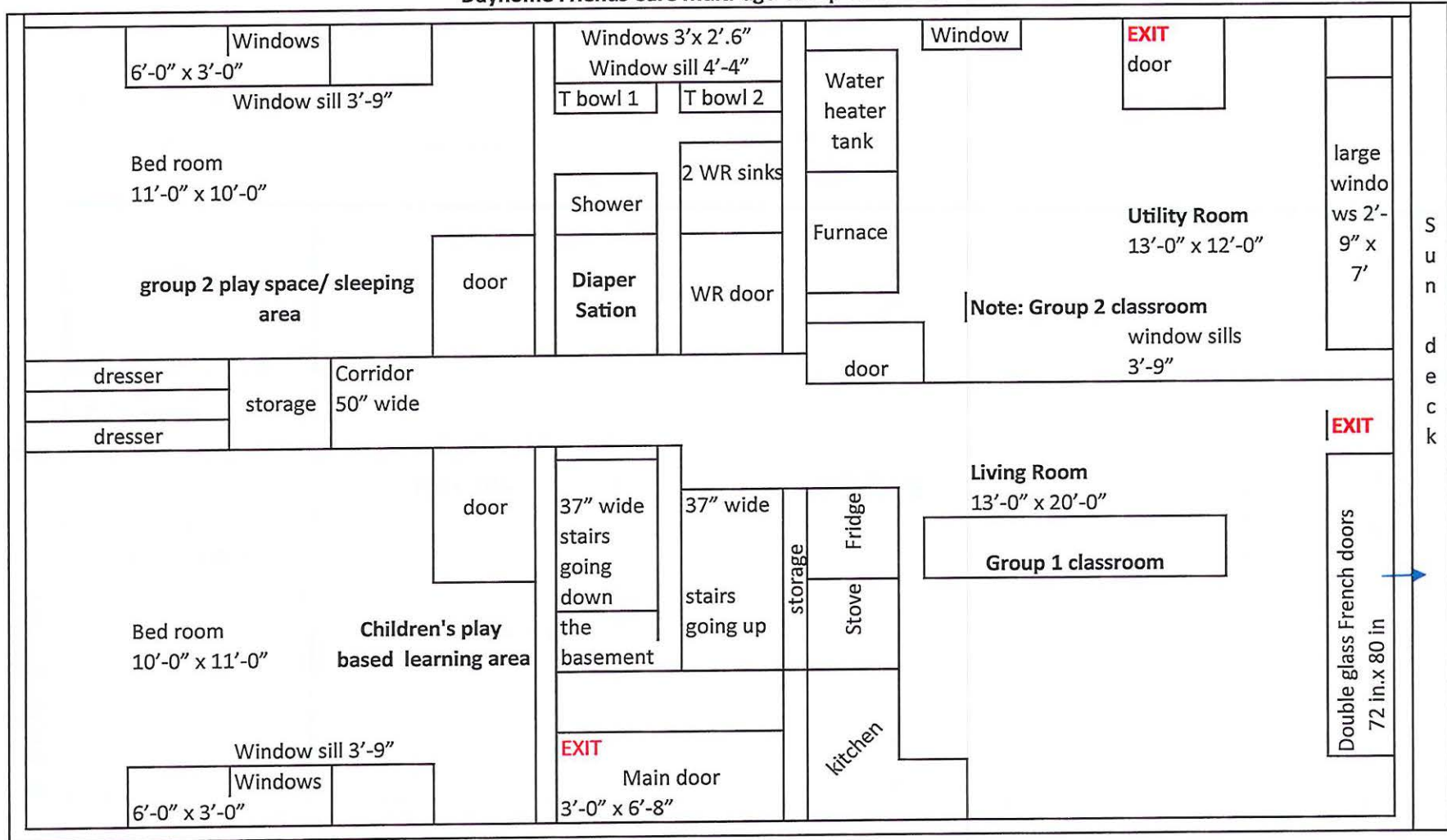
Tree

10 St. SE



# Basement Floor Plan

Dayhome Friends Care Multi-age Group Care Location



# Basement Floor Plan

60 10 St. SE , Salmon Arm , BC, V1E 4J5

Note: The house has first floor and basement floor. Children are only using the basement floor. The first floor is used by my family: my husband and 2 kids ages 2 and 4 years old.

**APPENDIX 7**



Photo 1: photo looking north at 10 Street SE and subject property



Photo 2: photo looking northeast at subject property



Photo 3: photo looking northwest at subject property from lane



Photo 4: photo looking northwest at subject property

**APPENDIX 8**

---

TO: Director of Development Services  
DATE: January 11, 2023  
PREPARED BY: Chris Moore, Engineering Assistant  
APPLICANT: **ML Braga**, 60 – 10 Street SE Salmon Arm, BC V1E 4J5  
SUBJECT: **ZONING AMENDMENT APPLICATION FILE NO. ZON - 1257**  
LEGAL: Lot 5, Block 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 1255  
CIVIC: **60 – 10 Street SE**

---

Further to your referral dated December 9, we provide the following comments / servicing information. **The servicing requirements are not conditions for Rezoning; however, these are provided as a courtesy in advance of any development proceeding to the Building Permit stage:**

**Roads / Access:**

10 Street SE, on the subject property's western boundary, is designated as an Urban Local Road standard. It is currently constructed to an Interim Local Road standard with no sidewalks located on either side of the road and no curb on the subject property's frontage.

Rezoning and the proposed building upgrades do NOT trigger frontage upgrade requirements. However, there are concerns about increased parking on the City right of way in this location for drop off and pick up of children at the daycare. Although boulevards are not intended to be driven on by vehicles, the boulevard is currently being used by parents for parking as there is no curb installed. This can become more problematic in wet weather and the winter after heavy snowfalls, parents may be forced to park in the road.

10 Street SE is currently a busy local road, providing access from the adjacent residential area to Okanagan Avenue. It should be noted that 10 Street SE is likely to become significantly busier in the future as the high density development of 70 and 210 - 11 Street SE will likely restrict access onto Okanagan Avenue from 11 Street (due to poor sight lines) and this will lead to increased traffic usage on 10 Street SE from the proposed development.



View of subject property's frontage on 10 St SE, looking south.

ZONING AMENDMENT APPLICATION FILE NO. ZON – 1257

January 11, 2023

Page 2

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The subject property also fronts onto a Laneway on the eastern boundary. Rezoning and the proposed building upgrades do NOT trigger frontage upgrade requirements to the Laneway. However, this lane is narrow and unpaved and it is recommended that it should not be used by parents for drop off and pick up of children at the daycare.

Servicing:

**Water:**

1. Records indicate that the subject property is serviced by a 19mm service from the watermain on 10 Street SE. Due to size and age of the existing service, upgrading to a new metered service (minimum 25mm) is required at time of Building Permit. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs



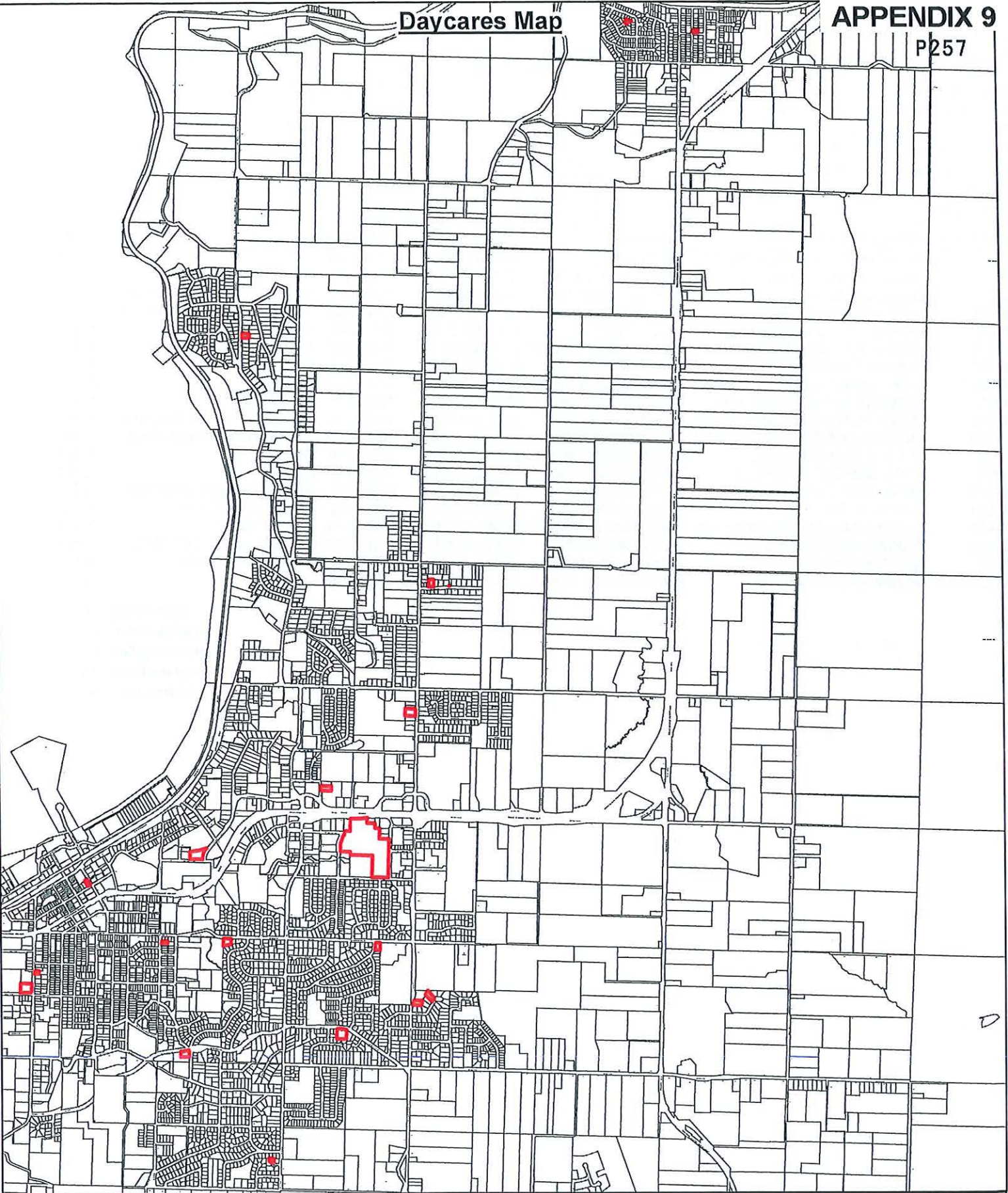
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**Chris Moore**  
Engineering Assistant



---

**Gabriel Bau Baiges P.Eng.**  
City Engineer



0162.325 650 975 1,300  
Meters

-  Daycares
-  Parcels

CITY OF SALMON ARM  
**Customer Listing Basic Online**



BL5020

Page : 1

Date : Dec 14, 2022

Time : 12:09 pm

Report Sequence : Account  
 Contact Information : Not Included  
 Resident : All  
 Home Operator : All  
 Customer Status : Active  
 Bill Date : Jan 01, 2022 To Dec 31, 2022  
 Account No. : All

Include Trans Date  
 Range to Print Lic.: No  
 Exclude Cash  
 Receipt Trans: No

Map Code : All  
 Zone : All  
 Folio : All  
 Rate : 36000 To 36900  
 Location : All  
 Street # : All  
 Street Name : All

Acct Code	Account Name & Address	Location	Phone No(s)	Business Description	Status
BAC02	BACK IN NATURE CHILDCARE INC.	480 30 STREET SE	(250) 833-3556	DAY CARE	Active
BAC03	BACKYARD BEAR FAMILY CHILD C	1961 18A AVENUE SE	(250) 803-1024	DAYCARE	Active
BLI01	BLIND BAY MUNCHKINS CHILDCAF	1801 30 STREET NE	(250) 803-2996	DAYCARE - GROUP CHILDCARE - SCHOC	Active
DAN01	DANIELLE'S CHILD CARE	391 HUDSON AVENUE N	(250) 253-7028	DAYCARE - LICENSED OCCASIONAL CHI	Active
DAY01	DAYHOME FRIENDS CARE	60 10 STREET SE	(250) 803-2282	DAYCARE - GROUP	Active
DIS01	DISCOVERY KIDS DAYCARE	451 SHUSWAP STREET	(250) 832-0779	DAYCARE - COMMERCIAL	Active
DIS02	DISCOVERY KIDS CLUB	2460 AUTO ROAD SE	(250) 832-0779	DAYCARE - COMMERCIAL	Active
HOM02	HOME SWEET HOME CHILD CARE	4750 LAKESHORE ROAI	(250) 263-7829	DAY CARE - FAMILY	Active
KIN02	KINDER PLAY CHILD CARE LTD.	1170 22 STREET NE	(250) 803-1104	DAYCARE - COMMERCIAL	Active
KIN04	KINDER PLAY CHILD CARE CANOE	7210 51 STREET NE	(250) 803-1104	DAY CARE - DAYCARE AND COMMUNITY	Active
LAD02	LADYBUG LANDING CHILD CARE C	140 27 STREET SE	(250) 832-5553	DAY CARE - COMMERCIAL PRESCHOOL	Active
LIT04	LITTLE ANIMALS DAYCARE	3181 5 AVENUE SE	(250) 306-2129	DAYCARE - FAMILY	Active
LIT08	LITTLE SQUIDS DAYCARE LTD.	7281 46 STREET NE	(250) 833-8338	DAYCARE - FAMILY	Active
MAP02	MAPLE TREE MONTESSORI	931 12 STREET SE	(250) 804-9008	DAYCARE - PRESCHOOL/KINDERGARDT	Active
PLA01	PLAYCARE TOOI LTD.	3081 28 AVENUE NE	(250) 833-2717	DAYCARE - GROUP CHILDCARE	Active
PLA02	PLAYCARE EARLY CHILDHOOD CE	1590 OKANAGAN AVENI	(250) 832-3050	DAY CARE - COMMERCIAL	Active
SHU53	SHUSWAP KIDS CLUB OSC	1271 6 AVENUE NE	(250) 832-7811	DAY CARE - SCHOOL AGE CHILD CARE	Active
TIN01	TINY TYKES N TOTS	330 SHUSWAP STREET	(250) 832-0779	DAYCARE - GROUP CHILDCARE	Active
XPL01	XPLORE KIDZ ZONE	2600 ROOM #1 10 AVEN	(250) 515-0955	DAYCARE	Active

Total Active : 19  
 Total Non-Act. : 0  
 Total Cancelled : 0  
 Total Resident : 19  
 Total Non-Res. : 0

= W/I SFD

Dear Mayor Harrison and Council,

For the parking lot at 60 10 St. SE, I will paved and leveled a 5 m x 2.4m parking space within my propret lines. I have also available concrete parking space at the back of the house that can be used for drop off and pick up of the children.

Thank you for your kind consideration.

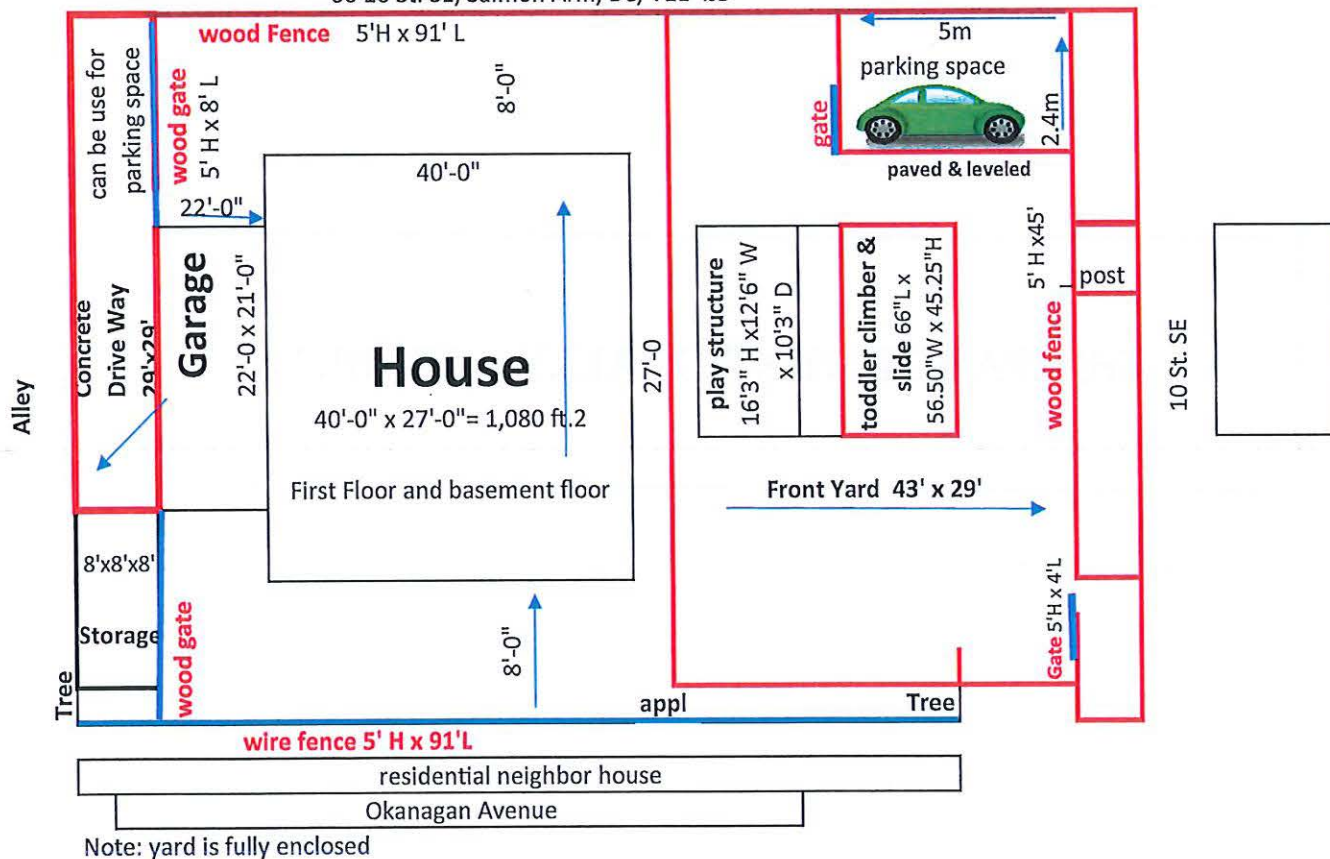
Sincerely,

Mona Lisa Braga

Dayhome Friends Care

(250) 803-2282

60 10 St. SE, Salmon Arm, BC, V1E 4J5



Note: yard is fully enclosed



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Item 24.1

## CITY OF SALMON ARM

Date: March 13, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4560 be read a third time.

[OCP4000-53; 1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; MR to HR]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

**CITY OF SALMON ARM**

**BYLAW NO. 4560**

**A bylaw to amend "City of Salmon Arm Official Community Plan  
Bylaw No. 4000"**

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on March 13, 2023 at the hour of 7:00 p.m. was published in the and , 2023 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. "City of Salmon Arm Official Community Plan Bylaw No. 4000" is hereby amended as follows:

1. Re-designate Lot 2, Section 10, Township 20, Range 10, W6M, KDYD, Plan 31437 from MR (Medium Density Residential) to HR (High Density Residential), as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “**City of Salmon Arm Official Community Plan Amendment Bylaw No. 4560**”.

READ A FIRST TIME THIS 13<sup>th</sup> DAY OF FEBRUARY 2023

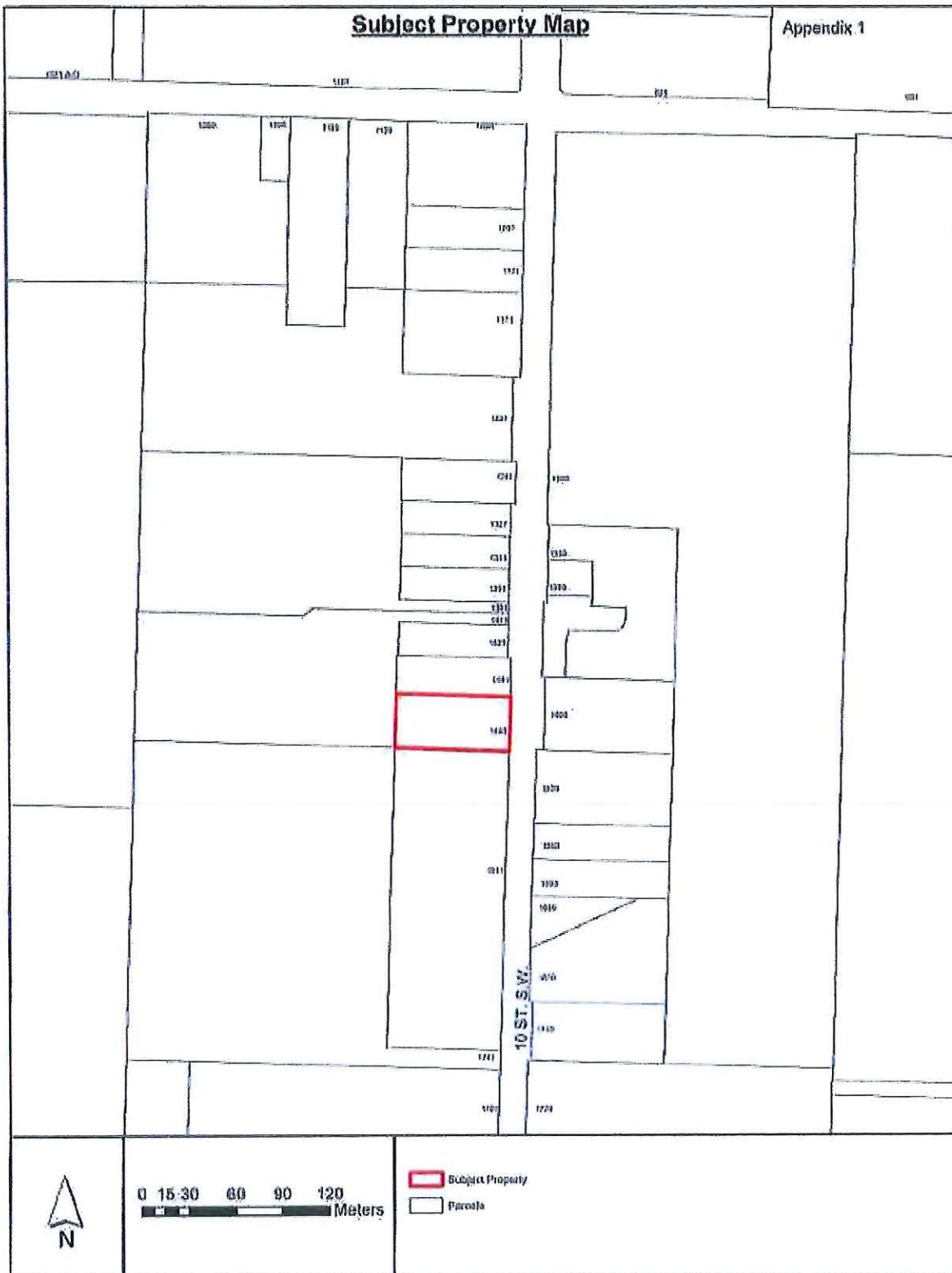
READ A SECOND TIME THIS 27<sup>th</sup> DAY OF FEBRUARY 2023

READ A THIRD TIME THIS DAY OF 2023

ADOPTED BY COUNCIL THIS DAY OF 2023

\_\_\_\_\_  
MAYOR

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



Item 24.2

**CITY OF SALMON ARM**

Date: March 13, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4561 be read a third time.

[ZON-1255; 1026082 BC Ltd./IBA Architecture Inc.; 1481 10 Street SW; R-1 to R-5]

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

## CITY OF SALMON ARM

### BYLAW NO. 4561

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on March 13, 2023 at the hour of 7:00 p.m. was published in the March 1 and March 8, 2023 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 2, Section 10, Township 20, Range 10, W6M, KDYD, Plan 31437 from R-1 (Single Family Residential Zone) to R-5 (High Density Residential Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4561"

READ A FIRST TIME THIS 13<sup>th</sup> DAY OF FEBRUARY 2023

READ A SECOND TIME THIS 27<sup>th</sup> DAY OF FEBRUARY 2023

READ A THIRD TIME THIS DAY OF 2023

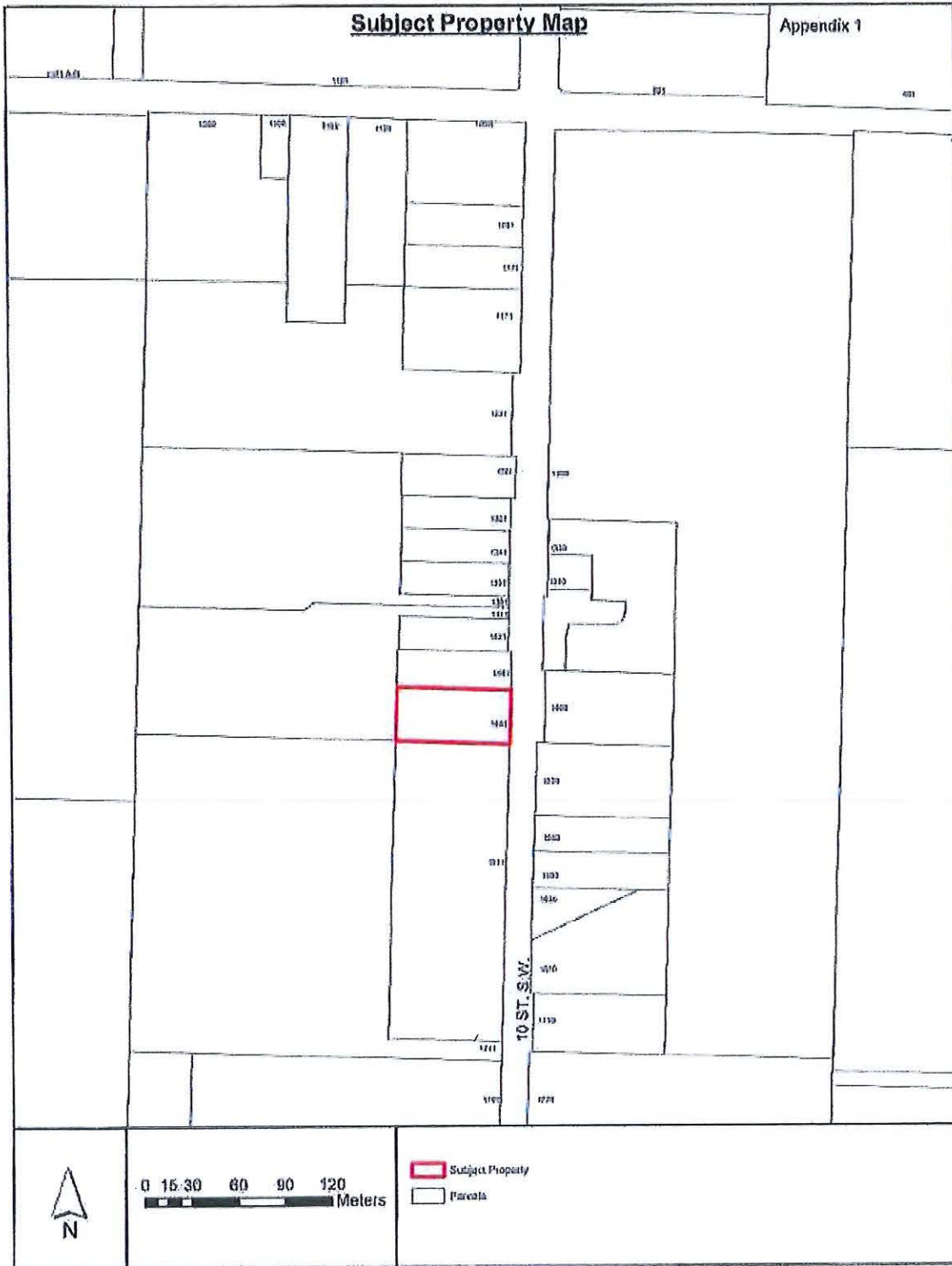
ADOPTED BY COUNCIL THIS DAY OF 2023

\_\_\_\_\_  
MAYOR

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



Schedule "A"



Item 24.3

**CITY OF SALMON ARM**

Date: March 13, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4553 be read a third time.

[ZON-1252; Folkman, D.; 3361 16 Avenue NE; R-1 to R-8]

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

## CITY OF SALMON ARM

### BYLAW NO. 4553

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on March 13, 2023 at the hour of 7:00 p.m. was published in the March 1 and March 8, 2023 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 1, Section 19, Township 20, Range 9, W6M, KDYD, Plan 17283 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4553"

READ A FIRST TIME THIS 27<sup>th</sup> DAY OF FEBRUARY 2023

READ A SECOND TIME THIS 27<sup>th</sup> DAY OF FEBRUARY 2023

READ A THIRD TIME THIS DAY OF 2023

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE DAY OF , 2023

---

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2023

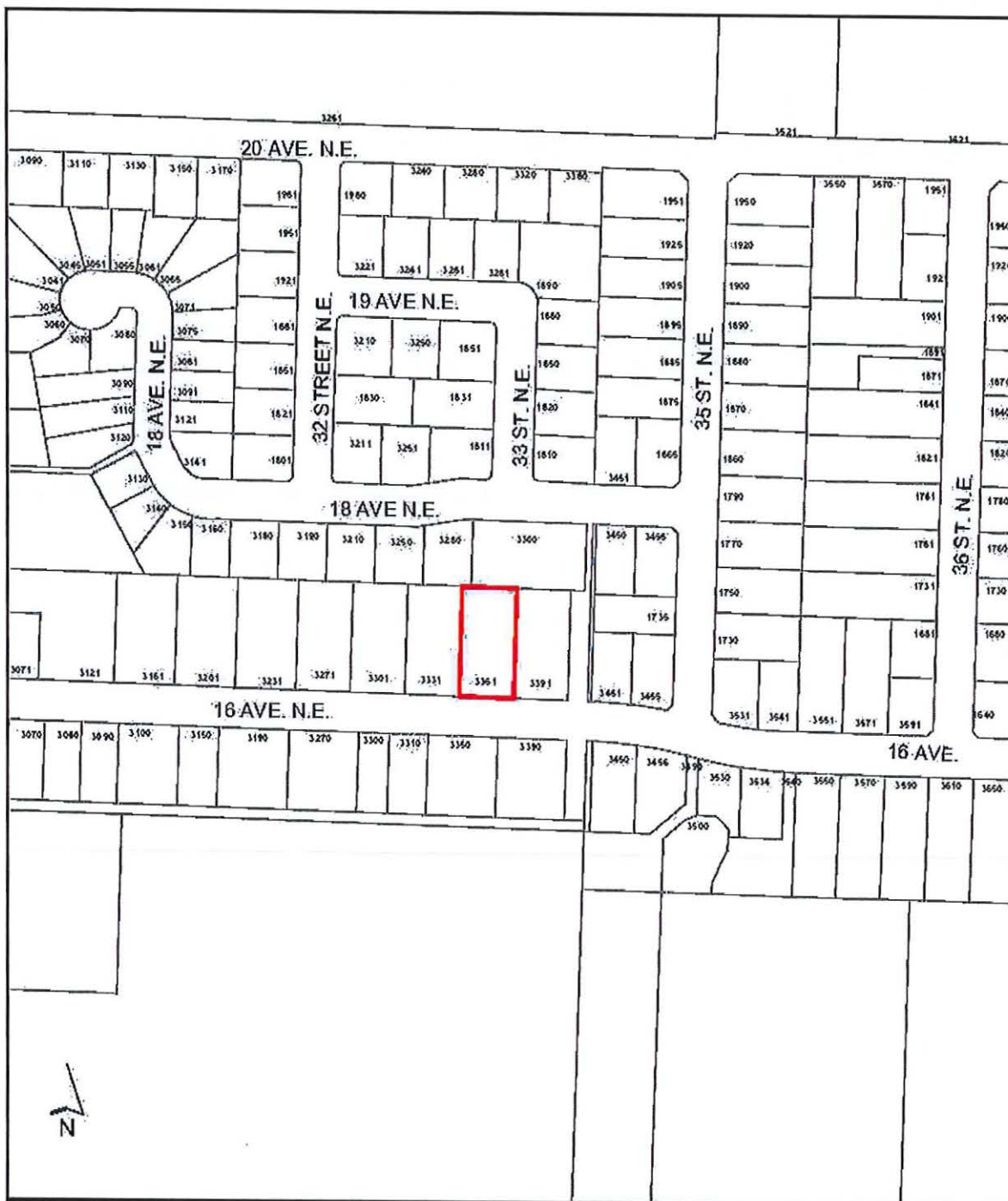
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MAYOR

---

CORPORATE OFFICER

Schedule "A"



Item 24.4

**CITY OF SALMON ARM**

Date: March 13, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4563 be read a third time.

[ZON-1257; Braga, M.L.; 60 10 Street SE; R-1 to R-4]

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

## CITY OF SALMON ARM

### BYLAW NO. 4563

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on March 13, 2023 at the hour of 7:00 p.m. was published in the March 1 and March 8, 2023 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 5, Block 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 1255 from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4563"

READ A FIRST TIME THIS 27<sup>th</sup> DAY OF FEBRUARY 2023

READ A SECOND TIME THIS 27<sup>th</sup> DAY OF FEBRUARY 2023

READ A THIRD TIME THIS DAY OF 2023

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE DAY OF , 2023

---

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2023

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MAYOR

---

CORPORATE OFFICER



Schedule "A"



Item 26

**CITY OF SALMON ARM**

Date: March 13, 2023

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the Regular Council Meeting of March 13, 2023, be adjourned.

**Vote Record**

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

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

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Item 12.1

**INFORMATIONAL CORRESPONDENCE - March 13, 2023**

1. Building Department - Building Statistics - February 2023 N
2. Building Department - Building Permits - Yearly Statistics N
3. B. Castle - Email dated February 24, 2023 - Request to Reconsider Bylaw 2398 R
4. K. Huyter, Squadron Sponsoring Committee Chair, 222 Shuswap Air Cadets - Email dated February 28, 2023 - Storage of Sea Can at Airport R
5. J. Broadwell, Manager, Downtown Salmon Arm - Letter dated January 19, 2023 - Request for Hudson Street Closure for Downtown Farmer's Market 2023-2025 Season R
6. P. Wallenstein - Email dated March 9, 2023 - Sage Orienteering Club - Request to use various parks and trails for orienteering, April/May, 2023 R

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required



**CITY OF SALMON ARM  
BUILDING DEPARTMENT REPORT  
FEBRUARY 2023**

LAST YEAR (2022)                      CURRENT YEAR (2023)  
 CURRENT MONTH    YEAR-TO-DATE                      CURRENT MONTH    YEAR-TO-DATE

		NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE
1	New Single Family Dwellings	1	350,000	5	2,160,000	-	-	2	875,000
2	Misc. Additions etc. to SFD's	2	25,000	5	448,000	2	323,200	4	548,200
3	New Single Family Dwellings with suites	3	1,257,000	4	1,757,000	-	-	1	385,000
4	New Secondary/Detached Suites	2	170,000	2	170,000	-	-	3	82,000
5	New Modulars/MH's (Factory Built)	-	-	-	-	-	-	1	320,000
6	Misc. Additions etc. to Modulars/MH's	-	-	-	-	-	-	-	-
7	MFD's (# Units)	-	-	-	-	1 (3)	750,000	2 (5)	1,478,000
8	Misc. Additions etc. to MFD's	-	-	-	-	-	-	-	-
9	New Commercial	-	-	-	-	-	-	-	-
10	Misc. Additions etc. to Commercial	-	-	-	-	1	180,000	4	805,000
11	New Industrial	-	-	-	-	-	-	1	85,000
12	Misc. Additions etc. to Industrial	-	-	-	-	-	-	-	-
13	New Institutional	-	-	-	-	-	-	1	492,000
14	Misc. Additions etc. to Institutional	-	-	-	-	-	-	1	124,282
15	Signs	-	-	2	9,700	1	2,000	2	3,300
16	Swimming Pools, Pool Buildings	1	70,000	1	70,000	-	-	1	8,000
17	Demolitions	-	-	1	-	-	-	-	-
18	Temporary Trailers, A & B Permits	-	-	-	-	-	-	-	-
19	Misc. Special Inspections, etc.	1	-	9	-	3	-	9	-
	<b>TOTAL PERMITS ISSUED</b>	<b>10</b>	<b>1,872,000</b>	<b>29</b>	<b>4,614,700</b>	<b>7</b>	<b>1,255,200</b>	<b>32</b>	<b>5,205,782</b>

MFD's - Apartment, Row, Duplex, Strata (# of dwelling units created)

Farm building values not included

### BUILDING PERMITS - YEARLY

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
2001	585,500	11,938,550	12,265,250	12,842,790	13,534,790	14,712,550	16,330,650	17,717,625	19,031,075	19,895,255	21,318,855	21,458,195
2002	585,500	1,952,500	3,340,850	3,821,240	5,455,840	6,411,690	8,844,690	10,932,510	15,780,890	16,705,600	17,738,200	17,923,700
2003	130,110	920,780	2,974,020	4,486,120	5,993,320	13,294,120	15,555,250	17,937,005	20,318,920	22,000,340	24,005,740	24,782,360
2004	430,700	1,506,500	5,903,780	8,379,104	10,122,768	12,086,319	14,779,343	21,598,763	30,371,023	33,614,173	34,957,458	35,881,343
2005	1,072,000	2,269,650	4,344,750	6,806,152	12,110,482	28,031,457	29,985,585	34,743,645	37,600,445	42,915,856	45,525,611	47,576,746
2006	815,550	3,224,468	8,012,449	11,501,929	16,084,809	20,066,533	23,714,194	26,370,890	36,479,806	37,278,358	42,332,995	43,077,170
2007	1,531,087	3,901,669	16,148,674	22,413,118	27,232,134	32,401,472	35,657,297	42,829,750	51,945,799	55,703,387	65,885,802	66,289,555
2008	1,797,604	4,203,429	12,947,058	27,647,379	33,857,533	36,582,025	39,759,375	42,395,454	45,412,474	50,699,301	53,383,541	53,522,880
2009	409,369	864,839	2,039,460	5,207,311	6,763,615	7,800,085	9,677,455	11,579,746	18,882,737	20,713,554	23,523,664	24,337,664
2010	1,518,563	2,708,062	5,931,546	10,081,816	12,260,236	13,526,546	16,597,121	18,790,511	19,848,804	21,174,632	22,953,692	27,249,702
2011	568,645	2,003,976	5,063,837	7,449,773	9,471,416	11,761,850	12,794,028	14,222,970	18,194,801	19,682,061	30,563,013	31,934,415
2012	2,189,660	3,128,562	4,794,040	6,337,260	10,000,544	12,120,246	17,883,185	24,375,078	26,118,787	26,493,820	28,130,500	28,666,430
2013	881,740	1,440,110	13,907,060	15,814,195	17,433,454	20,194,778	23,204,628	24,180,485	26,567,302	29,195,224	30,890,086	31,231,349
2014	665,304	2,806,404	8,075,941	20,789,869	27,574,834	29,877,686	33,456,523	41,971,923	42,784,769	44,804,191	46,460,471	47,707,993
2015	1,172,285	1,853,539	3,894,754	6,750,389	8,575,425	18,388,180	20,475,407	26,442,225	29,143,303	31,248,595	35,417,465	37,368,595
2016	1,268,865	2,298,280	4,987,625	8,904,610	12,253,660	16,279,464	19,265,124	23,811,029	29,823,014	36,084,949	40,154,959	41,418,659
2017	1,183,280	2,841,725	7,219,495	11,761,657	18,136,656	23,823,576	30,793,243	36,066,891	52,130,226	59,858,542	63,366,686	64,675,041
2018	1,970,104	3,943,104	10,028,787	14,363,122	20,252,322	30,488,747	37,540,412	40,421,060	55,689,215	59,634,580	64,988,531	66,797,572
2019	6,060,645	6,835,345	10,699,845	18,074,843	22,220,523	26,015,593	31,103,281	45,971,877	48,902,359	52,267,409	56,765,409	58,511,534
2020	2,218,950	4,293,250	6,900,060	9,289,060	12,891,318	23,340,638	26,757,691	32,516,960	37,062,215	46,505,927	51,472,227	54,065,527
2021	3,180,132	5,500,747	9,538,939	14,603,678	21,402,310	29,030,210	33,528,039	37,494,801	41,729,005	46,006,620	50,263,120	53,739,370
2022	2,742,700	4,614,700	11,785,510	15,199,184	19,664,691	26,059,056	29,452,833	40,073,183	43,982,753	51,601,717	56,752,469	60,172,009
2023	3,950,582	5,205,782										

**Rhonda West**

---

**From:** [REDACTED]  
**Sent:** Friday, February 24, 2023 2:07 PM  
**To:** Rhonda West; Debbie Wood  
**Subject:** [External] Request to Reconsider Bylaw 2398 23a)i /Amend 23b)i , 23e)  
**Categories:** Yellow Category

Hello,

COUNCIL MEETING (MARCH 13, 4:15PM) AGENDA

I am requesting a **Reconsideration of Bylaw 2398 Section 23a) i, 23e and amendment to 23b) i**

Bylaw 2398: A bylaw to maintain and operate a pound and to regulate the keeping of certain animals in the District of Salmon Arm.

23 a) i : In all zones where the lot is less than 0.2ha [0.5 acre] in are, (ONLY) Two [two] rabbits are permitted.

The request I have in front of council today is to allow animals in all residential zones regardless of lot size as outlined in Section 23 a) ii:

Bylaw 2398 Section 23 a) ii: In all zones where the lot is more than 0.2ha [0.5 acre] but less than 0.4ha. [1.0 acre] in are, ten [10] domestic fowl, turkeys, geese, ducks or rabbits, or a combination thereof are permitted.

Upon the reconsideration it would require council to amend Section 23 b) i : The minimum setback of buildings and structures intended to accomodate animals where the lot is less than 0.4 ha [1.0 acre] from parcel lines.

Bylaw 2398 Section e): No person shall keep bee hives on a lot within the District which has an area of less than 0.4 ha [1 acre].

In my presentation to council I inted to cover the topics of :

- Food sovereignty and security
- Food shortages and increasing costs (I have examples of inflation rates for the last fiscal year from STATS Canada)
- The connection between each time food prices increase, there's an increase in people requiring food banks.
- Egg shortages and cost increases
- Examples of surrounding communities that allow backyard chickens and bee hives for sustainability
  - Enderby
  - Armstrong
  - Sicamous
  - Revelstoke

- West Vancouver (just to name a few, I have more communities and more data to present)
- Benefits of pollinators in the community and the importance thereof
- The Good Neighbour Bylaw that supports the City's goal to protect and improve the quality of life of its residents, promote civic responsibility, and to encourage good relationships between neighbours.

○

I will be reminding council that Salmon Arm has adopted and signed the Shuswap food Charter in 2008. I have a copy of the Charter and plan to read it as an example to identify how this is relevant to this request.

I will remind council of their involvement with the coldest night of the year participation supporting the Shuswap Food action Society. The mission of the Society is a dedication so that everyone in the community has access to affordable local food now, and in the future.

I will point out the fact that City and Council supports events that promote local sustainability such as the annual Fair, and conferences to ensure we support local growers, farmers, and businesses so our community can eat.

An example is; the theme of the Fair, 2022 was: "We've got a good thing growing" the 2023 theme is "Backyards and Barnyards"

I will emphasize that food is not a privilege, it's a right. I understand that I am privileged to have a home here in Salmon Arm, but not enough to provide for my own family. As housing, market prices and increased interest rates prevent many families from upgrading into larger plots of land. The restrictions of this bylaw balance on a fine line of economic discrimination.

I will also point out how Salmon Arm allows CATTLE in town across from the mall, but disallows backyard poultry. I will cover bylaw enforcement resources wasted on Prohibited Animal calls where I am sure their time is better spent elsewhere. I will mention that the fine for backyard poultry is greater than if I were to bring a goat or swine on to my property. I will also share the community support I have with over 500 signatures to change the bylaw. I will mention the many benefits of backyard chickens, and bees outlining the pros far outweigh the cons of allowing such restrictions to be lifted.

I would like to conclude on the topic that, no matter how big the city's ideas are for the future if its residents can't feed themselves, they will degrade their standing as a desirable place to live and certainly discredit their history as an agricultural gem.

Thank you for your time and consideration;

Warmly,

Bonnie Castle and members of the community.



## Rhonda West

---

**From:** Rhonda West  
**Sent:** Wednesday, March 1, 2023 9:20 AM  
**To:** Rhonda West  
**Subject:** FW: [External] Online Form Submittal: Mayor and Council


**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com) <[noreply@civicplus.com](mailto:noreply@civicplus.com)>  
**Sent:** Tuesday, February 28, 2023 11:14 PM  
**To:** Alan Harrison <[aharrison@salmonarm.ca](mailto:aharrison@salmonarm.ca)>; David Gonella <[dgonella@salmonarm.ca](mailto:dgonella@salmonarm.ca)>; Debbie Cannon <[dcannon@salmonarm.ca](mailto:dcannon@salmonarm.ca)>; Kevin Flynn <[kflynn@salmonarm.ca](mailto:kflynn@salmonarm.ca)>; Louise Wallace-Richmond <[lwallacerichmond@salmonarm.ca](mailto:lwallacerichmond@salmonarm.ca)>; Sylvia Lindgren <[slindgren@salmonarm.ca](mailto:slindgren@salmonarm.ca)>; Tim Lavery <[tlavery@salmonarm.ca](mailto:tlavery@salmonarm.ca)>; Erin Jackson <[ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca)>  
**Subject:** [External] Online Form Submittal: Mayor and Council

### Mayor and Council

First Name Keren  
 Last Name Huyter  
 Address: [REDACTED]  
 Return email address: [REDACTED]@gmail.com  
 Subject: Storage of Sea Can at airport  
 Body Hello City Council Members!

My name is Keren Huyter and I am the new Chair of the 222 Shuswap Air Cadet Sponsoring Committee. Our squadron has a bit of a dilemma, and we are asking for your help. For the last several years, after the DAC sold, our squadron has not had a permanent home. To solve our storage issues, we were able to purchase a 40 foot sea can, and having secured a contract with the owners of Frog Friendly Coffee in Canoe, we were able to place the sea can on their property. Unfortunately for us, that property has now sold, and we need to relocate it before the end of April. What we would like you to consider, is allowing us to move our new can to the airport property, and place it beside our old, larger sea can that is already there. This old sea can is in bad shape, and we plan to empty it out, and offer it to the fire department for their training purposes. We are hoping to use the airport as the fencing creates extra security, and as we recently had our cargo trailer stolen, despite multiple security devices, we can not afford to lose anymore equipment.

We really appreciate your consideration in this matter! Myself or Captain Don Ennis would be happy to discuss this further or answer any questions you may have.

Keren Huyter  
Squadron Sponsoring Committee Chair  
222 Shuswap Air Cadets  


Would you like a response:

Yes

**Disclaimer**

*Written and email correspondence addressed to Mayor and Council may become public documents once received by the City. Correspondence addressed to Mayor and Council is routinely published within the Correspondence Section of Regular Council Agendas.*

Email not displaying correctly? [View it in your browser.](#)



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

January 19, 2023

Dear Mayor and Council

RE: Hudson Street Closure for Downtown Farmer's Market 2023-2025 Season

Downtown Salmon Arm, on behalf of the Shuswap Food Action Society, is seeking permission to use the 200 block of Hudson Avenue, the Ross Street Plaza, and additional parking stalls as needed, for a two-year term beginning Saturday, May 13, 2023, for the Downtown Farmer's Market. This request includes the weekly summer markets of 2023 and 2024, as well as the biweekly winter markets for 2023/24 and 2024/25. Dates for each are listed below and street maps indicating the space requested are attached.

**2023 Summer Season Weekly Market (map 1):**

Saturdays, May 13 - October 21, from 9 am - 1 pm

**2023/24 Winter Biweekly Market (map 2):**

Alternating Saturdays, November 4 - April 27, 2024, from 10 am – 1 pm

**2024 Summer Season Weekly Market (map 1):**

\*Saturday, May 11 – October 19, from 9 am to 1pm

**2024/25 Winter Biweekly Market (map 2):**

\*Alternating Saturdays, November 2 – April 26, 2025, from 10 am to 1 pm

*(\*dates subject to slight variation depending on weather, and other unforeseen factors)*

**Salty Street Fest & Farmer's Market (map 3):**

Saturday, May 13, 2023 and Saturday, May 14, 2024 (date subject to change)

Request for Salty Street Fest has been submitted.

This will mark the fifth season of the Downtown Farmer's Market at this location. This popular activation has helped shape the changing weekend culture of Downtown Salmon Arm. Over the previous four seasons, our partnership with Shuswap Food Action Society has helped build relationships between our local food growers and downtown restaurants, as well as our community at large.

Artisan vendors complement our downtown businesses and add diverse shopping opportunities on Saturdays. Additionally, by providing families with consistent hometown entertainment, families return weekly to experience our local foods, goods, and musicians with safe and fun activities for children. These are the memories that bring people back to Salmon Arm.

We estimate around twelve hundred people visit the market on Hudson Ave. during the height of the summer/tourism season. Our organization is sensitive to parking concerns that can arise when deciding on street closures, especially those which are recurring. I have spoken directly with Brent Hoffort, manager of Pharmasave on Hudson Avenue, who has no opposition to the market returning, nor for the two-year request. Pharmasave is the only business situated on the 200 block of Hudson whose entrance opens to and is directly affected by the Farmer's Market location on Saturdays.

We are optimistic for parking relief this season with the full reopening of the Ross Street Parking lot, the return of two-way traffic along Lakeshore Drive, and the opening of the Ross Street Underpass. We believe with better/targeted parking signage and targeted marketing efforts from DSA, Shuswap Food Action Society, and the City of Salmon Arm, we can encourage market attendees to park along secondary/tertiary streets, to help disperse the vehicle traffic and increase pedestrian wandering.

We understand there is much to consider with this request; your time is greatly appreciated. Please let me know if I can provide further information to answer any questions or concerns.

With respect,

Jennifer Broadwell  
Manager

cc. Serena Caner, Shuswap Food Action Society



# SALTY STREET FEST - SAT. MAY 13, 2023

MAP 3

**MAP LEGEND**

- REQUESTED STREET CLOSURE FOR SALTY STREET FEST
- TRAFFIC BARRICADES
- FARMER'S MARKET MOBILE FOOD VENDOR
- FARMER'S MARKET BOOTHS
- TRAFFIC BARRICADE
- ADDITIONAL FARMER'S MARKET VENDORS IN PARKING STALLS

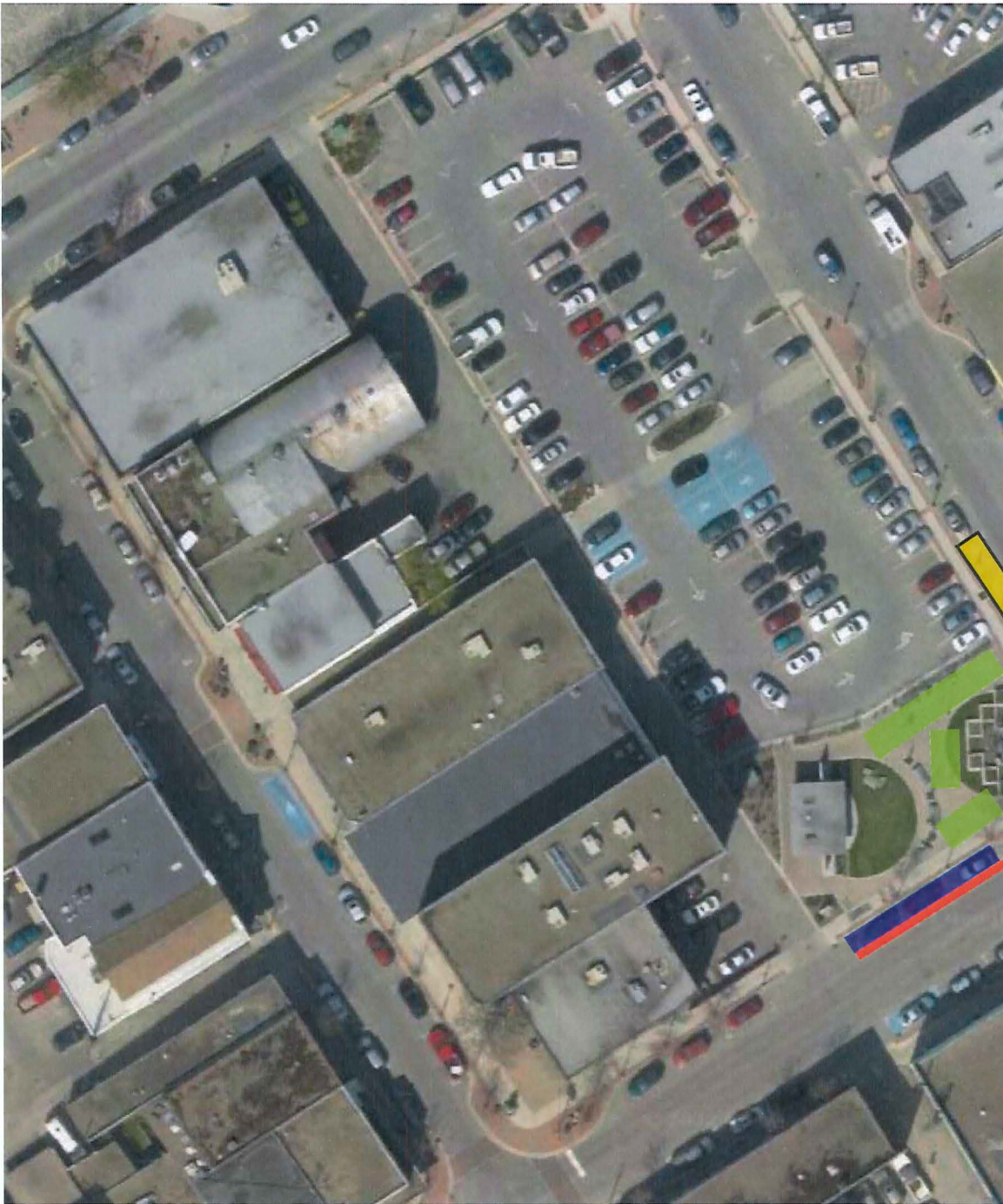
# DOWNTOWN FARMER'S MARKET - SUMMER MARKET SEASON 2023 and 2024

-  Requested Mobile Food Vendor space
-  Pedestrian use only of 200 Hudson Ave.
-  Traffic barricade
-  Additional Market entertainment and vendor space



MAP 1





**DOWNTOWN FARMER'S MARKET -  
BIWEEKLY WINTER LOCATION  
SALTY STREET FEST  
2023-2024 and 2024-2025**

-  Requested Mobile Food Vendor space
-  Requested Additional Market Space
-  Traffic barricade
-  Winter Farmer's Market vendors

**MAP 2**



**Rhonda West**

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**From:** Barb Puddifant  
**Sent:** Thursday, March 9, 2023 10:01 AM  
**To:** Rhonda West  
**Subject:** FW: [External] Orienteering on city parks

**From:** Fenwick Wallensteen [REDACTED]  
**Sent:** Thursday, March 9, 2023 8:27 AM  
**To:** Barb Puddifant <bpuddifant@salmonarm.ca>  
**Subject:** [External] Orienteering on city parks

Hi Barb

The Sage Orienteering Club would like to hold training sessions on City Parks again this year. I don't have Rhonda West's email. Could you please forward this to her if she should be notified.

The proposed schedule for this spring is:

Shuswap Memorial Cemetery trails - April 7-15  
Little Mtn Park trails - April 20-27  
Park Hill trails - May 4-11  
South Canoe trails - May 18-27

There will be a 1.5 hour training session on the Thursday evening and then a course will be set out for the week for individuals and families to do on their own time. The courses will have orange and white flagging at the controls (checkpoints). All flagging will be removed once the event is finished.

Could you please let me know when this request will go before city council and if you require any further information. I can be contacted at [REDACTED] or [REDACTED]

Phil Wallensteen



## Rhonda West

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**From:** Barb Puddifant  
**Sent:** Monday, March 13, 2023 8:02 AM  
**To:** Rhonda West  
**Subject:** FW: [External] Development Variance Permit No. VP-571

**From:** Jeanette Clement [REDACTED]  
**Sent:** Saturday, March 11, 2023 10:51 PM  
**To:** Barb Puddifant <bpuddifant@salmonarm.ca>  
**Subject:** [External] Development Variance Permit No. VP-571

Dear Mayor and Council.

I am writing in regard to the request by Muto Holdings Ltd to waive a number of requirements in connection to the proposed subdivision at 130 Shuswap St SE. I don't live in the area but I work at one of the churches near this location that received the hearing documents.

I believe the request to waive the requirement to install street lighting should be rejected. This area is frequented by a lot of homeless people, many of whom suffer from substance abuse. No one wants to vilify the less fortunate, but the fact remains that our church has dealt with a lot of vandalism and for this reason, has spent a small fortune on window replacement, external lighting, and fencing. Street lighting will provide peace of mind and personal safety to future subdivision residents.

The requirement to install underground hydro and telecommunications is also important. There are many good reasons for this listed in the Staff Recommendations, and I'd like to add one more. I believe the fire of 1998 resulted in a lot of these being hastily buried. Our forest fire situation hasn't improved in the years since. It seems to me that underground installation now would be more convenient and cost effective than sometime after this subdivision has been built.

All of these requirements were put in place for a reason, and I see a number of them being for future residential safety. I hope you will reject the requests to waive them.

Thank you,  
Jeanette Clement

## Rhonda West

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**From:** Barb Puddifant  
**Sent:** Monday, March 13, 2023 7:57 AM  
**To:** Rhonda West  
**Subject:** FW: [External] As below

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

**From:** [REDACTED]  
**Sent:** Monday, March 13, 2023 1:16 AM  
**To:** Barb Puddifant <bpuddifant@salmonarm.ca>  
**Subject:** [External] As below

Proposed Amendment to Official Community Plan Bylaw No.4000:  
Re-designate Lot 2 Section 10, Township 20, Range 10, W6M, KDYD, Plan 31347 from MR to HR.

Proposed Amendment to Zoning Bylaw No.2303:  
Rezoning Lot 2, Section 10, Township 20, Range 10, W6M, KDYD, Plan 31347 from R-1 to R-5

Our comments:

Does the proposed layout permit access to every part of the proposed development by whatever are the largest fire-fighting appliances in use (and planned to be in use) by S.A. Fire Dept.?

If this, or a similar development took place, how will S.A. city government prevent any street parking on 10th St SW connected with such a development?

3-storey-high buildings are totally out of keeping with this residential neighbourhood. Nothing higher than single-storey (ground floor only) must be considered. Existing residents must not have the quality of their residential lives severely damaged by the greed for excessive profits by secretive financial manipulators. The OCP stipulates MR, which should not be changed for the benefit of profiteers and against the interests of existing residents.

One often reads that S.A. water supply and sewage disposal capacities are already strained. The effects of climate change will worsen this situation. This rezoning application should be refused to prevent exacerbating these problems.

Rolf & Iris Haack  
[REDACTED] SW  
Salmon Arm BC  
V1E 0C8