

1. March 28, 2022 - Agenda And Correspondence

Documents:

[MARCH 28, 2022 - COUNCIL CORRESPONDENCE.PDF](#)

[MARCH 28, 2022 - ITEM 12.1.9 - GOVERNANCE ADVISORY COMMITTEE.PDF](#)

[MARCH 28, 2022 - AGENDA.PDF](#)

INFORMATIONAL CORRESPONDENCE – March 28, 2022

1.	H. Waske – email dated March 11, 2022 – Lamb Hill Subdivision Access	Y
2.	F. Fennell – email dated March 15, 2022 – Dogs on the Foreshore Trail etc.	Y
3.	C. Burt – email dated March 21, 2022 – South Canoe FireSmart	Y
4.	N. Sartorius – email dated March 14, 2022 – Crosswalks, road clearing and chickens	Y
5.	J. Broadwell, Manager, Downtown Salmon Arm – letter dated March 15, 2022 – Request to Close Hudson Street for Multicultural Day	Y
6.	J. Evans, Early Years Navigator and Outdoor Play Facilitator, Shuswap Children’s Association – letter dated March 14, 2022 – Outdoor Recreation Program	Y
7.	D. Parker, Secretary, Salmon Arm Royal Purple Lodge No. 279 – letter dated March 23, 2022 – Bench Request to Council	Y
8.	H. Ketter, Volunteer and Grant Coordinator, Salmon Arm Roots & Blues – letter dated March 24, 2022 – Request for Letter of Support	Y
9.	Governance Advisory Committee, Shuswap North Okanagan Rail Trail Minutes – Approved – January 7, 2022 – see www.salmonarm.ca March 28, 2022 Agenda for Minutes	N
10.	J. Landau, Coordinator, Student, Graduate and Co-op Employment, Okanagan College– email dated March 15, 2022 – Hiring a summer student? Info Session on available funding and how to access it – March 31 st	Y
11.	K. Forster, Canadian Outreach Officer – email dated March 21, 2022 – Earth Day 2022	N
12.	A. Slater, General Manager, Southern Interior Local Government Association – email dated March 18, 2022 – UBCM Community Excellence Awards	N
13.	N. Brassard, Associate Vice-President, Global Public Affairs – email dated March 17, 2022 – Reducing Red Tape Application Red Tape for BC’s Hospitality Sector and Economic Recovery	N
14.	D. McKerracher, Mayor, District of Elkford – letter dated March 15, 2022 – Milk Container Recycling in British Columbia	N
15.	A. Thompson, Corporate Administrator/Deputy CAO – email dated March 14, 2022 – Resolution for all UBCM members	N
16.	B. Quoc Nguyen – email dated March 10, 2022 – Salmon Arm continues land clearing burning while Vernon experiences another air quality warning	N

From: noreply@civicplus.com <noreply@civicplus.com>

Sent: Friday, March 11, 2022 9:20 AM

To: Alan Harrison <aharrison@salmonarm.ca>; Chad Eliason <celiason@salmonarm.ca>; Debbie Cannon <dcannon@salmonarm.ca>; Kevin Flynn <kflynn@salmonarm.ca>; Louise Wallace-Richmond <lwallacerichmond@salmonarm.ca>; Sylvia Lindgren <slindgren@salmonarm.ca>; Tim Lavery <tlavery@salmonarm.ca>; Rob Niewenhuizen <rniewenhuizen@salmonarm.ca>; Erin Jackson <ejackson@salmonarm.ca>

Subject: [External] Online Form Submittal: Mayor and Council

Mayor and Council

First Name	Hannu
Last Name	Waske
Address:	[REDACTED]
Return email address:	[REDACTED]
Subject:	Lamb Hill Subdivison Access
Body	<p>To Salmon Arm Mayor Alan Harrison and Council:</p> <p>This is to voice my concern about the heavy truck traffic through my neighborhood with is accompanying noise, dust and safety issues. There are no sidewalks here and folks of all ages that that used to depend on the roadway for safe walking, cycling etc. now have to contend with an increasing stream of traffic to and from the new subdivision. The air quality here has deteriorated as a result of dust stirred up by the heavy trucks that are dragging dirt and gravel on their tires onto our recently repaved street. Our once peaceful neighborhood has degraded into a thoroughfare for heavy equipment and we respectfully request that access be opened up directly to 20th Ave. NE as originally planned and presented to area residents.</p> <p>Thank you in advance for your consideration concerning this matter.</p> <p>Your Truly, Hannu Waske</p>
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.

From: Fern Fennell [REDACTED]
Sent: March 15, 2022 9:36 AM
To: Alan Harrison <aharrison@salmonarm.ca>
Subject: [External] Dogs on the Foreshore Trail etc.

Dear Mr. Harrison,

I am writing this to express my unhappiness and dismay with the dog owners of this city. I have been noticing it seems that more and more dogs are off leash and uncontrolled in city public places and parks. Off particular concern are the nature parks. Peter Jannink is a "nature park" and much has been done to promote habitat and protection for birds, small mammals and insects... basically nature. Of course it is for locals and visitors to enjoy also with its views of the lake and little pathways that allow close up views of vegetation and birds. It seems that many people believe it to be an "off leash, let your dog run wild area". I have walked many times over the winter in the park, which surprisingly harbours many birds of different species. Unfortunately most times I see one or more people with dogs not under their control. Many people think their dog is under control but it is running into the side underbrush area or ahead of them. Just noticing all the dog excretion away from the main trail is proof of that. This is also disconcerting to non dog walkers as the dogs rush up to people and attempt to jump on them etc in their uncontrolled excitement. I strongly believe this park should be an "on leash" park to help preserve the "nature park" aspect.

The Marine Park area near the wharf also seems to have become an "off leash, not controlled" area of town. Many people arrive with their dogs let them out of their car and let them run in the open grassy area near the gazebo or along the lake side. Dogs have chased ducks and other birds that are feeding in the area. Dog excretion can be found many places as the owners obviously don't see where their dog goes or care to pick up.

Another area of concern is the Boat Basin nature park area in front of the Prestige Hotel. This area is clearly signed "No Dogs Allowed". However one only has to walk down it while there was still some snow and ice on the trail to see all the "dog bombs" on each side of the trail. I did not personally see many dogs on the trail but I rarely walked it this winter as it was very icy. Again, it seems dog owners seem to think any trail is a dog allowed and an off leash area.

The most recent event of concern was on Sunday afternoon when I was walking on Christmas Island and along the Foreshore Park. I noticed at least 4 dogs (and their owners) walking around the island, two of which are off leash. The signage states that dogs must be on leash and that no dogs are allowed on Christmas Island. However, even more concerning was after one dog was allowed to walk unleashed around the island the owners continued to let it roam on the Foreshore Trail in the tall grass going towards Raven. At that point it ran out into the frozen lagoon and proceed to chase some green-winged teals and mallards for several minutes. I have the photos to prove it enclosed. The owners finally leashed the dog and walked up the frozen lake shore towards Raven.

I have notified the SABNES group and I believe they will be addressing the need for more signs. However, I strongly believe that the city needs to have stronger by-laws about what is a "controlled dog" vs dog on leash except in specified dog park areas. Another aspect is much

greater enforcement of the bi-laws. As the city grows there is less and less habitat for wildlife of all sorts and it seems that a "nature park" should be protected so all things of nature can use the habitat undisturbed by roving dogs. The whole Foreshore-Raven Trail and Christmas Island is what many consider a prime habitat for birds, mammals and insects but also one where humans can access by safe use of the designated trails. More must be done to help preserve and protect this and other nature parks of the city.

Thank you in advance for your consideration,

Sincerely,
Fern Fennell









Welcome to the SARNES Wildlife Sanctuary.
Thank you for not walking your dog
beyond this point.
Please respect wildlife at all times.



The sign is provided by
SARNES Wildlife Sanctuary
in partnership with
the Nature Society



From: Charlie Burt [REDACTED]
Sent: Monday, March 21, 2022 7:01:47 PM
To: Erin Jackson <ejackson@salmonarm.ca>
Subject: [External] South Canoe FireSmart

To city of Salmon Arm Mayor and Council,

I am writing you hoping for your assistance with funding for our activity day planned for South Canoe FireSmart Committee on May 07 2022.

We had applied to FireSmart Canada for a \$500 grant but were unsuccessful due to an abundance of requests and the decision by FireSmart to give new Neighbourhoods priority.

We are hoping to host a BBQ for the neighbourhood with emphasis on education with attendance by Salmon Arm Fire Department.

We are also hoping to be able to provide water barrels to people who want one for the end of their driveways.

As we did last year we are also hoping to help people who require help to remove yard waste from their properties.

A grant of \$500 would go a long way to helping with the "hard" costs of these initiatives.

Thank you in advance for your consideration of this request.

Charlie Burt
South Canoe FireSmart Committee

Barb Puddifant

From: Naomi Sartorius [REDACTED]
Sent: Monday, March 14, 2022 4:59 AM
To: Barb Puddifant
Subject: [External] Crosswalks, road clearing, and chickens

Good morning,

I am not sure who to write this letter to, so if there is a more appropriate place to send it, please let me know and I will do so.

We live on 30th St NE and my children walk or bike to school daily (to South Broadview Elementary and SMS). The corner of McDonald's And Setter Pub (with the road leading towards Askews) is not as safe as it should be. People are flying through the intersection trying to beat the traffic coming from the highway intersection, or else coming from the highway and not paying attention to pedestrians, but only looking ahead at 30th for traffic. There have been several times we have almost been hit when I've been walking with my kids. I have taught them to pay attention to drivers, but it worries me. There is not even a painted crosswalk there, even though the sidewalk clearly crosses. Last year I expected to see it painted since there were so many crosswalks getting repainted, including ones that were not even really faded. However, that didn't happen. At bare minimum it should be properly painted as a crosswalk.

My other area of concern is by the middle school on the 30th and Okanagan intersection. Both of these streets are incredibly busy in the mornings with commuters and families dropping kids off at school. Traffic builds up on Okanagan, and cars that are turning onto 30th must do so quickly, despite the heavy pedestrian traffic. In fact, the main time I see them turning, is with the use of the crosswalk by students, which temporarily pauses traffic. This seems highly risky considering the amount of pedestrians and traffic there between 8 and 9 in the morning. When I drive, I constantly worry about hitting either another car or a kid. Even the option to turn out of the SMS parking lot going down Okanagan hasn't been a good alternative due to traffic build up that is waiting at the 30th and Okanagan intersection. It makes it difficult to see ongoing traffic. I believe this would be an excellent place for a stoplight to improve our safety.

My third complaint about roads has been with clearing this last winter. I don't even know how many times I saw snowplows plowing roads with no snow and then no where to be seen after we had several inches of snow. Snow clearing is not the sort of job that goes with choosing which day to work. It needs to be done the day of the snow, and fairly promptly. I live on 30th close to the high school, so it is a fairly major commuting route and I would have expected to it to be cleared better due to that. However, even the highway through town does not receive the attention it needs. It often had snow build up that pulls on vehicles as the drive. I specifically remember Jan 1 being particularly bad. We had received quite a few inches of snow over night (maybe 4 or 5), and I don't think the roads, even the highway, were done at all that day. I drove to work on the highway at 6:40 pm and there had been no clearing. It was incredibly unsafe. That much snow cannot be put off until the next day even with the holiday. Our friends have recently moved areas in town and noted a big difference also in the frequency of snow plowing they receive just moving. This is despite being on a reasonably similar type of residential street.

The highways around town were likewise terrible this winter. We were in a car accident on 97 B by where it meets 10th Ave on Jan 7 due to a car heading southbound towards us hitting ice and losing control. Our car was totalled and we had several family members with broken bones. The roads that day were looking dry with the compact snow on the edges. I had passed a snowplow coming north when I was going south, despite that there wasn't snow to plow at that time. There was earlier that morning but it had been cleared. And yet on days when the road is dry and the weather is warmer (Enough that it wasn't even frosty), I have passed the de-icing spray trucks. I don't know if it is the same company doing the road care in town as out of town, but they are doing an exceptionally terrible job this year.

Lastly, I was wondering if perhaps the city would consider changing the bylaw on chickens and bee hives in backyards. Currently it is required to have over half an acre to keep chickens and an acre for a bee hive. Many municipalities allow chickens in smaller yards, just limiting the amount (like 5 or less) and not allowing roosters. Similarly, bee hives can be kept in many smaller yards. Honey bees fly several kilometres to collect pollen etc, so the limit of needing an acre for a hive seems a bit arbitrary. Both of these would improve the food security (and also the pollination of gardens by the bees, so more vegetables produced), which is important in our city and world, and becoming more important all the time it seems.

Thank you so much for putting in the 4-way stop at 30th St and 20th Ave. We have noticed a huge decrease in the speed of vehicles driving down 30th.

Sincerely,

Naomi Sartorius

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

March 15, 2022

Dear Mayor and Council

RE: REQUEST TO CLOSE HUDSON STREET FOR MULTICULTURAL DAY

Downtown Salmon Arm, on behalf of Shuswap Immigrant Service Society, is requesting pedestrian-use only of the 200 block of Hudson Avenue NE (from Ross Street to Alexander Street) including Ross Street Plaza, on Monday, June 27, from 2:30 pm – 9pm for the 2022 Multiculturalism Day celebration.

Across Canada on June 27 is an annual festival held in recognition of Multiculturalism Day. This popular community celebration helps to build connection, understanding, and appreciation for diversity in Salmon Arm through music, food, and art. We are excited for it's return as an in-person gathering for the first time since 2019.

Attached, please find the festival outline by SISS providing date, time, and planned activations. The festival will operate from 4pm to 8pm, and will require set-up beginning at 2pm, and take-down lasting until 9pm. SISS will lead the planning and execution of this event; Downtown Salmon Arm will assist with place-making, on-site logistics, and marketing/advertising.

We are excited to welcome this celebration of inclusion back to downtown. Please do not hesitate to contact me should you have any questions or concerns.

With respect,

Jennifer Broadwell, Manager
Cc: Brianne Fester, SISS Community Outreach Coordinator

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



101-371 Hudson Ave NE
 PO Box 304
 Salmon Arm, BC V1E 4N3
 (250) 804-2726
 sissociety.ca

Registered Non-Profit Society Status # S-54390

Contact: Brianne Fester, Community Outreach Coordinator
outreach@sissociety.ca

Shuswap Immigrant Services Society (SISS) works to foster a culture of education, tolerance, and community that assists and empowers immigrants of the Shuswap Region of British Columbia in their integration and settlement into life in Canada.

Type of Event:	Non-profit, community event
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Name of Event:	Gathering Together: Celebrating Diversity	
Description of Event:	An annual festival held in recognition of Multiculturalism Day but hasn't been held in person for 2 years. A popular community celebration to build connection, understanding and appreciation for diversity in Salmon Arm through music, food and art.	
Proposed Location:	Ross Street Plaza and Stage and adjacent road: Hudson Ave NE	
Road Closure details:	Hudson Ave NE	
	From: Alexander Street NE	
	To: Ross Street NE	
Insurance acquired:	Forthcoming	
Services Required:	Power	
Entertainment on Site:	Yes	
Will alcohol be served?	No	
Will temporary structures be erected on site? (ie.tents)	Yes	
Event Date & Time:	Monday, June 27, 2022	
Site Setup time:	Event Time:	Site Takedown Time:
2:30PM- 4:00PM	4:00PM-8:00PM	8:00PM-9:00PM



March 14, 2022.

Mayor and Council
City of Salmon Arm
500 2 Ave NE
Salmon Arm, BC V1E 4N2

Dear Mayor Harrison and City Councilors,

The Shuswap Children's Associations has a new program called the Outdoor Recreational Program. The program is making use of family friendly spaces in the Salmon Arm area and would like to organize a series of play events at a few City of Salmon Arm parks. The program focuses on children birth to school age, and their parents/caregivers. The purpose of the group is to provide safe, accessible, and free outdoor programming for children and also increase community connections for parents and caregivers. These groups are small in nature, and will follow our strict Covid-19 policies, as well as adhere to any provincial orders.

We would like permission to use these parks on the following date:

March 29th, 2022 –Blackburn from 10:00 a.m. to 1:00 p.m.
April 5th, 2022 – Blackburn Park from 10:00 a.m. to 1:00 p.m.
April 12th, 2022 – Blackburn Park from 10:00a.m. to 1:00 p.m.
April 19th, 2022- Blackburn Park from 10:00 a.m. to 1:00 p.m.

Thank you for your continued support,

Sincerely,

Jessica Evans
Early Years Family Navigator and Outdoor Play Facilitator
Shuswap Children's Association



Salmon Arm Royal Purple Lodge No. 279

PO Box 1146
3690 30th St. NE
V1E 4P3

c/o D. Parker

Salmon Arm City Hall

March 23, 2022

Attention: Mayor of Salmon Arm & Council

SUBJECT: Bench Request to Council

The Canadian Royal Purple Lodge is having a **60 year Anniversary** this year and has been working on purchasing a bench to place in the city area. We would like to place this commemorative bench in one of the parks, preferably around the wharf or within the area of the Harbourfront Park.

If this wouldn't be possible we would like any park that you would be close to walking areas. We wish to place a plaque on the bench with our lodge name & the years of service that we have given to this community.

Thank you for your consideration of this matter.

Sincerely,

D. Parker
Secretary,



Salmon Arm Folk Music Society
Mail: PO Box 21, Salmon Arm, BC V1E 4N2
Location: 541 3rd St. SW, Salmon Arm, BC
Phone: 250.833.4096 | Fax: 250.833.4097
General Inquiries: info@rootsandblues.ca
Sponsor: sponsor@rootsandblues.ca
Volunteer and Grants: volunteer@rootsandblues.ca
www.rootsandblues.ca

March 24, 2022

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

Attention: Alan Harrison, Mayor
RE: Request Letter of Support

Dear Alan and Council,

The Salmon Arm Folk Music Society (SAFMS) is collecting letters of support to be submitted to the BC Community Gaming Grant funding program for the 30th Annual Salmon Arm ROOTSandBLUES Festival taking place in August 2022.

Salmon Arm Folk Music Society is very excited to once again offer a live, in-person ROOTSandBLUES Festival. To recover and restart live music experiences, the Salmon Arm ROOTSandBLUES Festival depends on grant funding. The BC Community Gaming Grant provides funding to British Columbians from all regions of the province to have access to programs and services that improve their quality of life, support local needs and build inclusive, vibrant communities.

Salmon Arm Folk Music Society and the ROOTSandBLUES Festival truly appreciates the unwavering support provided by the City of Salmon Arm.

Please do not hesitate to contact me if you require more information to assist you in completing the letter of support.

Thank you,

Holly Ketter,
Volunteer and Grant Coordinator
250-833-4096
volunteer@rootsandblues.ca

Barb Puddifant

From: Jessica Landau <JLandau@okanagan.bc.ca>
Sent: Tuesday, March 15, 2022 2:02 PM
To: 'Gerald.Greshuk@TSCcompany.com'
Subject: [External] [MayBeFraud] Hiring a summer student? Info session on available funding and how to access it - March 31st
Attachments: Save The Date_FundingSession.pdf

Hello Okanagan College's valued employer partner,

I hope this email finds you doing well and getting into the groove of daylight savings and the arrival of spring!

I am reaching out to share an upcoming webinar that we are partnering with Selkirk College to present on: Grants and Funding for hiring Co-op and Work Integrated Learning students. We will have a panel of people from various funding organizations to give more information about their programs, tell you how to access the funding and provide next steps. At the end of the hour, we will have time for a Question & Answer period. Please see the attached 'Save the Date' postcard to register, or visit the [Grants and Funding for hiring Co-op students](#) link.

This informative presentation will take place on Thursday, March 31st at 12-1pm PST.

I hope to see you there!

Warm regards,

Jessica Landau (she/her/hers)

Coordinator - Student, Graduate and Co-op Employment

Okanagan College - Salmon Arm - Room 172

Office: 250-832-2126 ext 8282

Mobile (text friendly) 250-515-0072

To schedule an appointment online: <https://okanagan.libcal.com/appointments/jessical>



Please note: I am only in the office until 2pm on Monday-Thursday. If you require immediate assistance, please email coop@okanagan.bc.ca.

I respectfully acknowledge that Okanagan College's Penticton, Kelowna and Vernon campuses are located on the traditional and unceded territory of the [Syilx Okanagan Peoples](#) and our Salmon Arm campus is located on the traditional and unceded territory of the [Secwepemc people](#), and our Revelstoke centre is located on the traditional and unceded territories of the [Ktunaxa](#), [Secwepemc](#), [Sinixt](#) and [Syilx Okanagan Peoples](#).

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Save The Date

Employer Info Session: Funding & Grants

Learn how to access wage subsidies to hire summer students

March 31, 2022 - 12-1pm, via Zoom

Register [here](#), or scan the QR code

Selkirk  College | CO-OP EDUCATION
& EMPLOYMENT SERVICES



Barb Puddifant

From: Katherine Forster <kforster@earthday.ca>
Sent: Monday, March 21, 2022 11:17 AM
Subject: [External] Earth Day 2022

Thank you so much for participating in the Earth Day Canada Tree Planting Relay!

I wanted to check in and see if you had any questions about our (free) [Municipalities Mobilizing](#) campaign and the resources that are available for municipalities.

Earth Day can be celebrated in so many ways by municipalities: It can be a day/week or month to promote environmental awareness and help educate citizens about the need to take action or it can be an opportunity to showcase what your municipality is doing for climate change on your website or social media or your municipality may be organizing a challenge, event or initiative for April 22nd. **However you celebrate Earth Day - we would be honoured to include you in the Municipalities Mobilizing Campaign to showcase to the world how many municipalities in Canada are taking great strides to protect the earth!**

Tomorrow we will be confirming the theme for this year's [Canadian Earth Day Campaign](#) and on April 7th our full Campaign launch with visuals for promoting Earth Day will be available.

Included in our Earth Day resources to support municipalities we have:

- The Communications Toolkit - available on April 7th, this toolkit includes visual, Canadian theme messages, hashtags and a video to promote Earth Day on April 22nd.
- Our online [Calendar of Activities](#) - we hope to showcase hundreds of events across Canada organized by local citizens, not-for-profits, schools and municipalities!
- New this year - [Electric Earth Day](#) - this event will help accelerate the update of electric vehicles by encouraging dealers and businesses to hold test drives on Earth Day! Please let us know if electric mobility is one of your current municipality's initiatives.
- Another new offering are our online educational [Earth Day Workshops](#) - this year being offered in English. We have two themes and these are delivered live with interaction, quizzes and a question period at the end.

I'm happy to schedule a chat or meeting to provide you with further details on these resources and /or answer any questions. If you do not organize Earth Day for your municipality - feel free to pass this along to the correct colleague to let them know that about the Earth Day Canada resources. I'm here to support municipalities so don't hesitate to reach out!

If your municipality would like to join for 2022 you can [register here](#).

Have a great day,

Katherine

[Katherine Forster \(she/elle\)](#)

Canadian Outreach Officer | Chargée de développement pancanadien

Phone: 1-800-424-8758 #215 | 1-514-728-0116 #215

5818-5824, boul. Saint-Laurent,

Montreal (QC) H2T 1T3



Barb Puddifant

From: southern interior local government <yoursilga@gmail.com>
Sent: Friday, March 18, 2022 9:00 AM
To: becky harmata; Barb Puddifant; Cheryl Hardisty; Christy Malden; City Of Armstrong; City Of Enderby; City Of Kelowna; City Of Merritt; City of Penticton; City Of Revelstoke; Barb Puddifant; City of Vernon; Collette Beggs; crystal Gelineau; CSRD; District Of Barriere; District Of Clearwater; District Of Coldstream; District of Lake Country ...; District Of Lillooet; District Of Logan Lake; District Of Peachland; District of Sicamous; District of Summerland; District Of West Kelowna; info-rdco; Jaleen Rousseau; John Thomas; katie soltis; kelly bennett; Kelly McIntosh; linda brick; Marg Coulson; Maria Doyle; Melany Helmer; Melisa Miles; Murray daly; polly palmer; RDNO; RDOS; SLRD; Sun Peaks Resort Municipality; Tasha Buchanan; TNRD; Tom Kadla; Toni Boot; Town Of Oliver; Town Of Osoyoos; Town Of Princeton; Township Of Spallumcheen; Trevor Seibel; Village Of Ashcroft; Village Of Cache Creek; Village Of Chase; Village Of Clinton; Village Of Keremeos; Village Of Lumby; Village Of Lytton
Subject: [External] UBCM Community Excellence Awards

Good morning,

Applications are now being accepted for UBCM's [2022 Community Excellence Awards](#). The awards recognize and celebrate UBCM members that have implemented projects or programs that demonstrate excellence in meeting the purposes of local government in B.C. The application deadline is May 20, 2022.

The awards are open to all local government and First Nation UBCM members. one application per category.

Members are limited to one application per category. The categories for 2022 are:

- Excellence in Governance
- Excellence in Service Delivery
- Excellence in Asset Management
- Excellence in Sustainability

Awards will be presented during UBCM's 2022 Convention. All delegates are invited to attend the awards event.

The Program & Application Guide and Application Form are available on [UBCM's website](#). For more information, contact awards@ubcm.ca, not the SILGA office.

Thanks, Alison

--

Alison Slater, BComm, CFP, ARCT
General Manager
PO Box 27017 Cityview PO
Kamloops, BC V2E 0B2
250-851-6653
www.silga.ca

Barb Puddifant

From: Nicole Brassard <nbrassard@globalpublic.com>
Sent: Thursday, March 17, 2022 1:44 PM
To: Nicole Brassard
Subject: [External] Reducing Patio Application Red Tape for BC's Hospitality Sector and Economic Recovery
Attachments: Letter to Municipalities - March 16 2022 .pdf

Good afternoon,

Please find attached an open letter to BC municipalities from the hospitality sector regarding reducing red tape for patio applications and supporting economic recovery.

If you have any questions, or would like to speak with the signatories, please contact me at any time.

Nicole Brassard (she/her)
Associate Vice President

Global Public Affairs
#1650, 999 West Hastings, Vancouver
C (604) 240-5788
nbrassard@globalpublic.com
www.globalpublicaffairs.ca



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March 16, 2022

British Columbia Municipalities

Re: Reducing Patio Application Red Tape for BC's Hospitality Sector and Economic Recovery

As we emerge from the pandemic and begin the long road to economic recovery in all corners of British Columbia, we look forward to working collaboratively with municipalities to enable public and private patio programs that support our local small businesses.

With 80% of hospitality businesses still losing money and accumulating more debt each month combined with inflationary pressures where food prices increased by 5.7% last year and will increase another 5.3% in 2022, it will take two thirds of hospitality businesses one and half years to return to profitability. On top of that recent polling indicates that more than 60% of consumers are still hesitant to return to indoor dining due to COVID safety concerns. As a result, **continuing expanded outdoor dining on patios continues to be an important factor in helping the hospitality industry recover from the pandemic.**

Recently, we have witnessed the unintended consequences in municipalities such as City of Vancouver where new guidelines for its public patio program were not designed in consultation with small businesses and did not create the intended solutions supported by council. Instead, the program created additional fees, red tape, and duplication of effort for those restaurants, pubs, and breweries looking to keep their successful patio open this summer. Despite aiming to "streamline the review process" the additional hurdles created significant delays which required staff to rework the program within days of its release.

In order to avoid these unintended consequences, we encourage municipalities to consult directly with small businesses and our various associations. **Our key recommendations include:**

- 1. Extend current patio programs without implementing new restrictions or fees;**
- 2. Streamline approvals to ensure those small businesses who have been safety and successfully operating patios may continue to do so;**
3. Increase flexibility for patio types and sizes as well as the number of patios allowed;
4. Increase the space use of existing patios or picnic areas to allow chairs to be spread out to meet distancing requirements;
5. Allow pop-up outdoor dining and manufacture sampling spaces;
6. Allow and increase the use of parklets and public space for dining;
7. Allow any increase in patio, picnic area or outdoor space be considered a continuation of an establishment's existing approved alcohol service area or manufacture's sampling area to provide samples and not require additional endorsements or authorizations; and
8. Coordinate with any relevant bodies—such as the Liquor and Cannabis Regulation Branch, Fire Department, etc.—to reduce red tape and speed approval timelines wherever possible.

At a time when economic recovery and supporting our small businesses is a priority for all of us, we are confident that by working collaboratively we can reduce red tape and unnecessary fees associated with public and private patio programs.

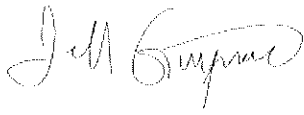
Sincerely,

A handwritten signature in black ink, appearing to read 'Ken Beattie'.

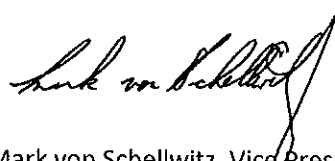
Ken Beattie, Executive Director
British Columbia Craft Brewers Guild

A handwritten signature in black ink, appearing to read 'Ian Tostenson'.

Ian Tostenson, President and CEO
BC Restaurant and Food Services Association

A handwritten signature in black ink, appearing to read 'Jeff Guignard'.

Jeff Guignard, Executive Director
Alliance of Beverage Licensees

A handwritten signature in black ink, appearing to read 'Mark von Schellwitz'.

Mark von Schellwitz, Vice President, Western Canada
Restaurants Canada



District of Elkford
P.O. Box 340 Elkford, B.C. V0B 1H0
P. 250.865.4000 • F. 250.865.4001 • info@elkford.ca • www.elkford.ca

March 15, 2022

Honourable George Heyman
Ministry of Environment and Climate Change Strategy
P.O. Box 9047 Stn Prov Govt
Victoria, B.C. V8W 9E2

Dear Minister Heyman:

Re: Milk Container Recycling in British Columbia

This letter is regarding the recently implemented 10-cent deposit on milk and plant-based beverages which came into effect on February 1, 2022 as part of the CleanBC Plastic Action Plan.

The District of Elkford understands the need for this deposit and the action plan to prevent plastic waste, keep more waste out of the landfills and reduce greenhouse gas emissions to create a cleaner, better future. Additionally, the District has long been an advocate for initiatives to accomplish the same goals.

Unfortunately, the nearest location for Elkford residents to recycle milk containers is a 65 km drive to the City of Fernie, resulting in a 130 km round trip for a resident of the District of Elkford to the nearest return-in centre to receive their refund on these containers. Commuting this distance for the refund is not only an inadequate solution but is counterintuitive to our collective efforts to reduce greenhouse gas emissions.

While we recognize that residents of Elkford still have the option of placing these containers through the existing RecycleBC Depot at our local transfer station, we do not feel that it is equitable for the residents of Elkford to have this as the only reasonable option after paying the deposit at the time of purchase.

We would like the Province to reconsider this deposit-refund system to ensure that it is equitable to all residents of British Columbia while still encouraging the reduction of waste in landfills and ensuring viable solutions to continue to reduce greenhouse gas emissions.

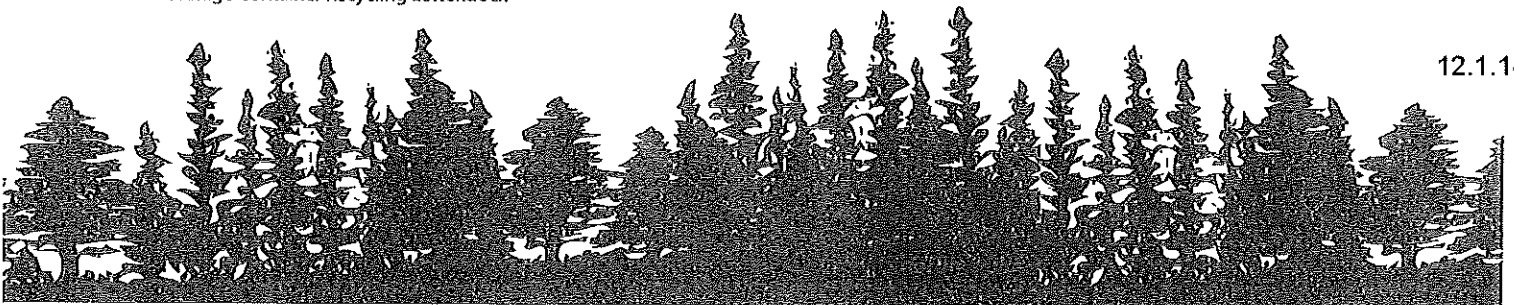
Sincerely,

Dean McKerracher
Mayor

Cc: MLA Tom Shypitka, Kootenay East
All UBCM Member Local Governments

G:\0100 - 0699 Administration\0400 Cooperation and Liaison\01 BC Government\20 British Columbia Government\Milk and Milk-Substitute Beverage Container Recycling Letter.docx

12.1.14



Barb Puddifant

From: Alisa Thompson <athompson@terrace.ca>
Sent: Monday, March 14, 2022 1:32 PM
To: Alisa Thompson
Subject: [External] Resolution for all UBCM members
Attachments: NCLGA 2022 Resolution - PROLIFIC OFFENDERS.pdf

Terrace City Council has submitted the attached resolution for consideration at the NCLGA convention. Please forward to your councils/boards. Thank you.

Alisa Thompson (she/her)
Corporate Administrator/Deputy CAO
City of Terrace

Acknowledging that it is an honour to live and work on the Laxyuubm Tsimshian, Kitsumkalum and Kitselas, toyaxsuut.

The City of Terrace is committed to doing our part to help slow the spread of COVID-19. All facilities are now open to the public; however, please be aware certain timelines or processes may be adjusted in order to maintain physical distancing and protect staff and the public. Find guidelines for visiting our facilities and more at <https://www.terrace.ca/covid19>. Thank you for your understanding.

NCLGA RESOLUTION –BC PROSECUTION SERVICE AND THE PUBLIC INTEREST

WHEREAS *prolific offenders in British Columbia are routinely released without consequences or meaningful conditions imposed upon them;*

AND WHEREAS *the BC Prosecution Service's vision statement guides them to make impartial charge assessment decisions that promote public safety, justice, and respect for the rule of law and the BC Prosecution Service often determines not to recommend charges be pursued for criminal offences that are referred by the RCMP, as charges are not in the public interest;*

THEREFORE BE IT RESOLVED *that the NCLGA lobby the Provincial Government to ensure the BC Prosecution Service (Crown Counsel) live up to its vision, mission, and value statements and consider public safety and fairness when dealing with prolific offenders, and furthermore that guidelines be developed as to what constitutes "the public interest" with respect to pursuing charges for criminal offences.*

BACKGROUND:

The Crown Counsel Act¹ entrusts the Criminal Justice Branch with the responsibility to approve and conduct all prosecutions of offenses in British Columbia. The Assistant Deputy Attorney General is charged with the Administration of that Branch, and with carrying out its functions and responsibilities.

In British Columbia it has been the practice of Crown Counsel to release offenders of crimes without charges or conditions, citing charges are not in the public interest. Repeat offenders are free to recommit crimes without consequences as a result. A disproportionate amount of crime, particularly property crime, is committed by a minority of habitual offenders². Unfortunately, communities, local business owners and workers, the economy, as well as the public feel the impacts of repeat offenders who commit property crimes and thefts repeatedly and without consequence. For example, in Terrace in 2021 there were 423 failure to appear in court warrants, but only two people were charged. Two individuals in Terrace failed to appear in court 26 and 21 times each from February 2021 to February 2022. Neither have been charged with Fail to Appear. There was an average of six failure to appear warrants each week which is a burden on the RCMP to administer and ultimately is fruitless as there are no consequences for not appearing in court.

The revolving door of crime, apprehension by the authorities, and then the subsequent release of these habitual offenders erodes public confidence in our legal system. Police and law enforcement agencies as well as victim services are also burdened by repeat

calls and reports of crime. Regarding youth, it has been estimated that averting a 14-year old from a path of criminality would save society \$3 to \$5 million.³

There have been numerous police-based initiatives in British Columbia as well as other jurisdictions to try to manage prolific offenders. While there are different approaches to prolific offender management, they all require the cooperation of multiple agencies to implement. For example, "Polibation" is an approach to deal with prolific offenders that involves targeted and intensive surveillance from the police and probation programs. They involve a team of service providers that deliver interventions that are specific to the individual, including substance use and mental health treatment. Any subsequent criminal activity or breaches of the sentence conditions by the individual are dealt with by prompt apprehension and conviction.⁴ Programs like these are only possible when the Crown is willing to participate, and charge repeat offenders. When the Crown is unwilling to charge offenders, they are creating a burden on others such as the public, businesses, and law enforcement agencies. The BC Prosecution Service's own vision is to be an independent prosecution service that people respect and trust. Public trust has been eroded by the Crown's reticence to press charges on prolific offenders.

Sources:

1. Crown Counsel Act
https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/00_96087_01
2. Croisdale, T.E. (2007). The Persistent Offender: A longitudinal analysis. PhD Dissertation, School of Criminology, Simon Fraser University.
3. Cohen, M.A., and Piquero, A. (2009) "The Monetary Value of Saving a High Risk Youth", *Journal of Quantitative Criminology*, 14: 5-33
4. Rezansoff, S., Moniruzzaman, A., Somers, J. (2008) An Initiative to Improve Outcomes Among Prolific and Priority Offenders in Six British Columbia Communities: Preliminary Analysis of Recidivism Faculty of Health Sciences, Simon Fraser University <https://www2.gov.bc.ca/assets/gov/law-crime-and-justice/about-bc-justice-system/justice-reform-initiatives/ppom.pdf>

From: Bao Quoc Nguyen [REDACTED]

Sent: March 10, 2022 2:27 PM

To: editor@vernonmorningstar.com <editor@vernonmorningstar.com>; newstips@saobserver.net <newstips@saobserver.net>; news@castanet.net <news@castanet.net>; jon@castanet.net <jon@castanet.net>

Cc: Alan Harrison <aharrison@salmonarm.ca>; Debbie Cannon <dcannon@salmonarm.ca>; Chad Eliason <celiason@salmonarm.ca>; Kevin Flynn <kflynn@salmonarm.ca>; Louise Wallace-Richmond <lwallacerichmond@salmonarm.ca>; Tim Lavery <tlavery@salmonarm.ca>; Sylvia Lindgren <slindgren@salmonarm.ca>; Amelia Jensen <ameliajensen2@gmail.com>; Erin Trueman <etrueman@salmonarm.ca>; fair@salmonarmfair.com <fair@salmonarmfair.com>; info@shuswapfood.ca <info@shuswapfood.ca>

Subject: [External] Salmon Arm continues land clearing burning while Vernon experiences another air quality warning



Dear Vernon neighbours,

The city of Salmon Arm is allowing open burning even though the smoke is clearly not venting upwards. The large open burn near Mount Ida is settling in the valley and heading towards Silver Creek and onward to Vernon (picture above taken this morning at 10:30 am). There's already an air quality advisory warning from the Vernon monitoring station. Too bad we don't have one in Salmon Arm so that we can properly measure air quality here too.

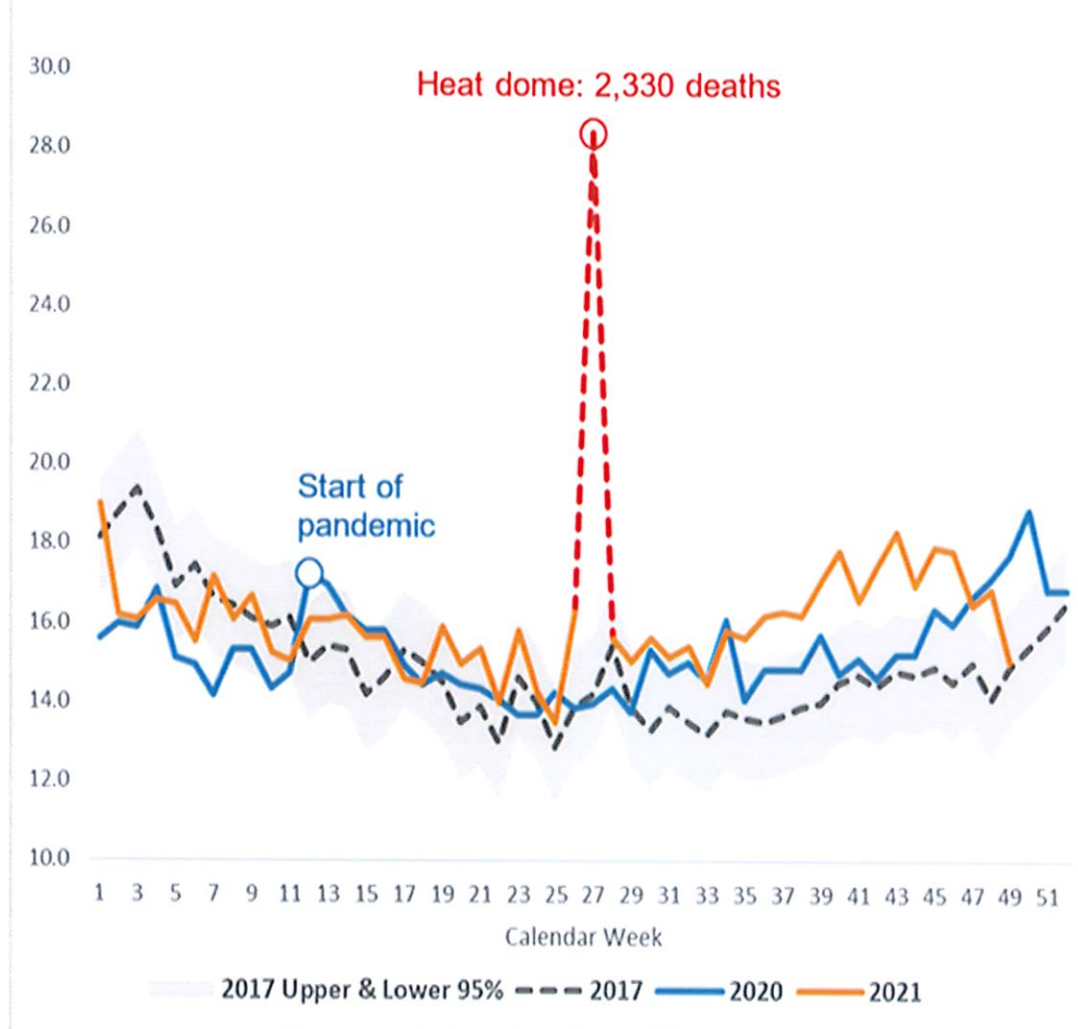


Our neighbourhood in Glen Eden was also covered in thick smoke which entered homes in the area, including ours (pictures above and no those are not clouds). We informed the city about it, along with three other neighbours, but we were told that nothing can be done because it's legal. While the city worker was polite to talk to, it's hard to accept that the air pollution in our neighborhood will continue for the next 96 hours. **We do want to express our thanks for the fire department and the city hall workers for fielding our concerns.**

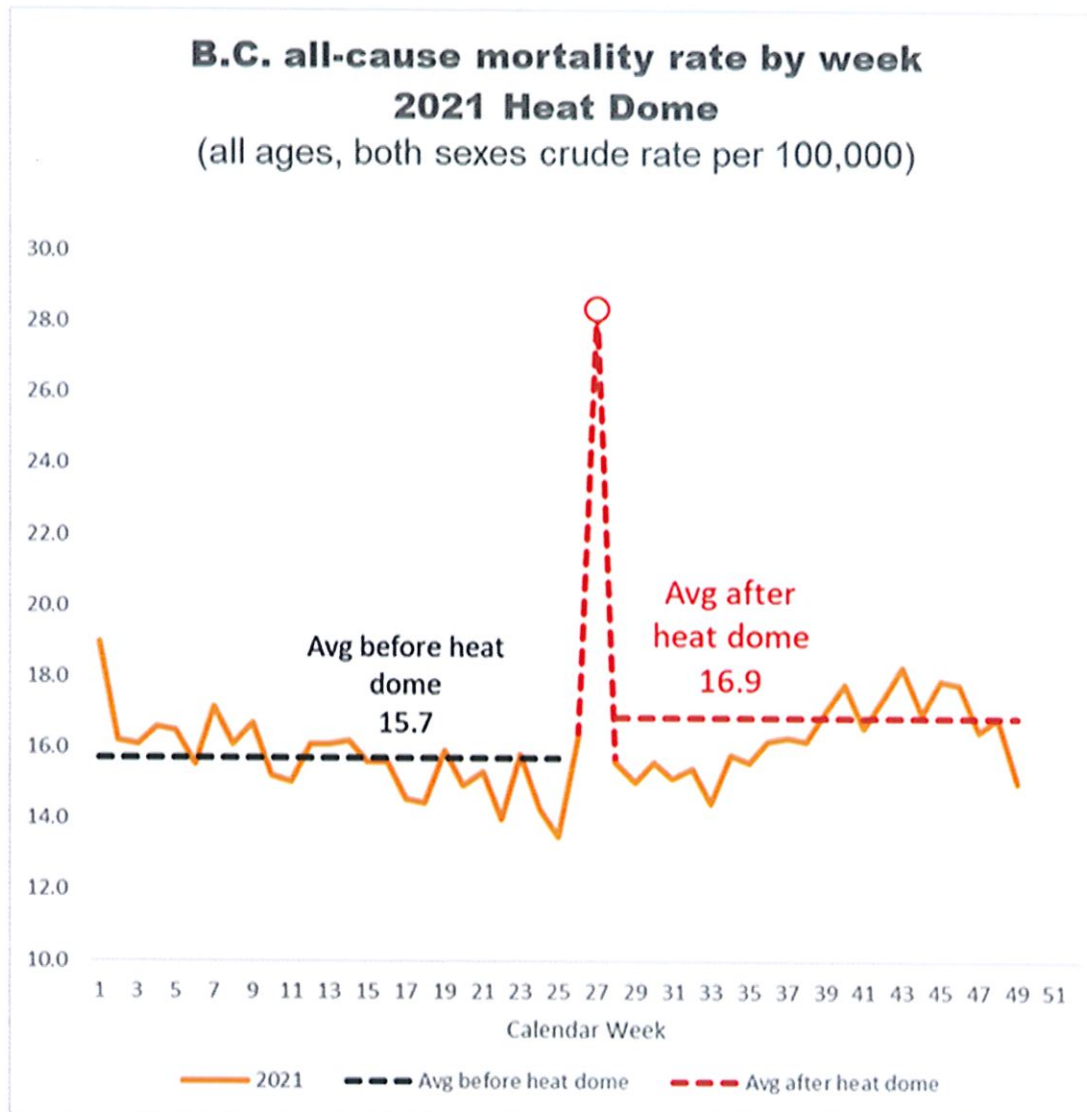
I have copied the hardworking people of the Salmon Arm City Council in the hopes they will **support restricting the use of land clearing open burning permits for home developers and instead create a local facility to transform the land clearing matter into soil, much like what's being done in Abbotsford through [Net Zero Waste](#)**. It would create local jobs, reduce pollution and enhance our ability to grow food locally. We support the strategic use of open burning for farming (we're novice farmers ourselves) and for fire prevention. But developers appear to be using land clearing open burning as a way minimize expenses. They will easily recoup those expenses because of the record high home prices.

While land clearing open burning is legal for the developer, is it fair to the public? While it's difficult to assess the impact of the wildfires to public health, the CDC says: "...wildfire smoke can irritate your lungs, cause inflammation, affect your immune system, and make you more prone to lung infections, including SARS-CoV-2, the virus that causes COVID-19...The best way to protect against the potentially harmful effects of wildfire smoke is to reduce your exposure to wildfire smoke" [https://www.cdc.gov/disasters/covid-19/wildfire_smoke_covid-19.html]. The organic material being burned could have been used to create soil to capture carbon in the atmosphere and grow food locally. Instead we are accelerating climate change by adding more carbon and the increase in air pollution will negatively impact residents with respiratory infections and other chronic conditions like asthma and COPD. Below are graphs of all-cause mortality in BC for 2017, 2020 and 2021. These were the three years with the largest all-cause mortality rates (all ages, all sexes) in the past five years. You'll see that there's an enormous spike in all-cause deaths during the calendar week number 26 and 27 in 2021 when there was the heat dome. There were a record 2,330 deaths in that period which nearly doubled the all-cause mortality rate.

B.C. all-cause mortality rate by week **2017 vs Pandemic Years** (all ages, both sexes crude rate per 100,000)



After the heat dome was the wildfires. The graph below focuses only on 2021 where you can see an increase in the average all-cause mortality rate.



The dataset is from Stats Canada the crude rate per 100,000 is based on the population estimate as of July 1 of each year [[Provisional weekly death counts, by age group and sex - Dataset - Open Government Portal \(canada.ca\)](#)]

We can calculate there were 1,071 excess deaths by comparing what happened during 2021's heat dome to the average deaths for the same period from 2010 to 2019. The one week excess deaths total is more than 1/3 (or 36%) of the total recorded COVID deaths in 2021.

Excess Mortality	
2021 - June 26 to July 3 Deaths	2,330
2010-2019 Average	1,259
Excess Mortality	1,071
2021 COVID deaths	2,983
% of COVID deaths	36%

We can do more in Salmon Arm to reduce the effects of climate change and to protect the health of our people. At the same time, we can be creating soil for use in local agriculture. To borrow a phrase from the **Shuswap Food Action Society: "With pandemics and climate change, building a local, resilient and sustainable food system is more important than ever."**

Thank you for reading.

Bao Quoc Nguyen and Amelia Jensen

861 - 60th St SW Salmon Arm

604-319-4769

Governance Advisory Committee Shuswap North Okanagan Rail Trail MINUTES – APPROVED

January 07, 2022, 9:00 am - 12:00 pm via ZOOM

Updated: March 18, 2022

Meeting Purpose: to provide policy direction relative to the planning, development, management, and governance of the Rail Trail Corridor project.

Objectives:

- To review minutes and business arising from the previous meeting
- To update/discuss project development, fund raising, and upcoming priorities
- To direct communications to update the public

Agenda:

1. **Welcome, Splatstin te Secwépemc Acknowledgement, and Introductions** – 9:05 am – Kukpi7 Christian chairing, welcomed everyone, wished everyone a happy new year, and expressed appreciation for everyone's work, especially the fundraising. He acknowledged the upcoming Splatstin election noting that regardless of what happens he is proud of the work everyone has done together to better the region. Kukpi7 Christian stated, "Things that last take time to build. We have been building relationships with each other, laying a foundation for the future. We have come a long way."
2. **Approval of Agenda**
 - a. **Motion:** *THAT: the agenda of the January 07, 2022, Sicamous-to-Armstrong Rail-Trail Governance Advisory Committee meeting be approved.*
Moved: Director Denis Delisle **Seconded:** Mayor Kevin Acton. **Carried** by consensus.
3. **Adoption of Minutes**
 - a. **Motion:** *THAT: the minutes of the November 19, 2021 Sicamous-to-Armstrong Rail-Trail Governance Advisory Committee meeting be adopted as circulated. ([Nov 19, 2021 APPROVED](#))*
Moved: Director Denis Delisle **Seconded:** Director Rene Talbot. **Carried** by consensus
4. **Presentations**
 - a. **Unfolding the True Story: Splatstin & Secwépemc History, Values, & Interests** – The success of the on-site visit with the Governance Advisory at the Splatstin Community Centre last month hosted by Kukpi7 Christian was acknowledged. Kukpi7 Christian updated that Splatstin leadership are continuing to work on developing the Secwépemc language to provide an accurate narrative to the history and place names for the rail trail.

5. Reports



- a. **Financial Update** ([January 05, 2022](#)) – It was noted that once invoices for December 31st, 2021 are received the final project accounting and report will be completed. The Technical Operational Committee (TOC) will then apply to the BC Rural Dividend Program for reallocation of any remaining funds to address needs like further work on archaeological, cultural assessments and the revegetation plan going forward.

Motion: *THAT: the financial update as presented be accepted.*

Moved: Director Denis Delisle **Seconded:** Mayor Kevin Acton **Carried** by consensus

- a. **Technical Operational Committee Report** – TOC provided verbal update. The report from the last meeting is the most up to date. A final report for December 31st will be circulated once year end accounts are completed.

b. Funding Strategy

- i. **Capital Funding Campaign Update** – (See [Brief Jan. 7, 2022](#)) – Alex de Chantal provided an update on the winter funding campaign. Noted it was a record month with \$10,685.11 received in donations. 60% were dedications using the Rail Trail certificates. The other big announcement is from SASCU who have committed to a \$50,000 donation. The letter of agreement is currently being signed. Publicity will follow. An update from the Askew's matching winter card sales is pending. Kukpi7 Christian expressed appreciation for everyone's efforts.

- ii. **Grant Updates** – still waiting on the Federal Active Transportation grant intake to open.

6. Correspondence

- a. **Community Fundraising Letter of Support** ([Dec. 6, 2021](#)) – correspondence was received from the Rail Trail Community Fundraising Committee.

Motion: *THAT: the letter from the Community Fundraising Committee be received for discussion.*

Moved: Councillor John Bakker **Seconded:** Director Denis Delisle. **CARRIED**

Discussion: GAC leadership expressed a desire to meet with the Community Fundraising Committee (CFC), acknowledging how important their leadership is. TOC staff noted they will be setting up a meeting with the CFC and TOC in late February/early March.

7. Business Arising

- a. **Services Agreement for Rail Trail Support** – ([Brief Jan 4, 2022](#) and [STA Work Plan Dec. 13, 2021](#))

Motion: *THAT: The Shuswap North Okanagan Rail Trail Governance Advisory Committee recommend to their respective Boards and Council for the authorized signatories to enter into a services agreement with the Shuswap Trail Alliance which is based on the proposal received from the Shuswap Trail Alliance dated December 13, 2021, and which includes, but is not limited to, administrative support to the Governance Advisory and Technical Operational Committees, fundraising coordination, grant research and preparation, communications and Rail Trail development support as required, to commence on February 1st, 2022 and expire May 31, 2023; and*



THAT: The Shuswap North Okanagan Rail Trail Governance Advisory Committee recommend to their respective Boards and Council that the Columbia Shuswap Regional District act as lead agency with respect to administration of the services agreement with the Shuswap trail Alliance; and

THAT: The CSRD be authorized to administer payment for the services agreement on behalf of the ownership partners with funding to be recovered from each owner partner at a ratio relative to the linear ownership of the Rail Trail: CSRD 46%, RDNO 46% and Splatsin 8%; and

THAT: Any forced work or additional services provided by the Shuswap Trail Alliance to an individual owner under the services agreement will be appropriately procured by the individual owner in the form of a purchase order or other method of authorization and the expense will be paid for directly by the owner procuring the service.

Moved: Director Denis Delisle **Seconded:** Director Rhona Martin **Carried** by consensus

Discussion: TOC staff provided an overview on the report and recommendations. Discussion considered how the funding split language might be interpreted given the intent of the partnership. Also clarified the joint ownership of RDNO and CSRD, and contributions to date. Discussed how the original rail corridor purchase, cost apportionments, and decision to partner together were decided.

Jen Bellhouse, Executive Director of the Shuswap Trail Alliance was introduced and with no further questions for them, Jen, Phil McIntyre-Paul, and Alex de Chantal, representing the Shuswap Trail Alliance, declared a conflict of interest and left the meeting prior to the motion being called.

Phil McIntyre-Paul was invited to rejoin the meeting following the decision.

b. **Statutory Right-of-Way Agreement – RDNO/CSRD/Splatsin Development Corporation** ([Brief Jan 6, 2022](#))

Motion: *THAT: the Governance Advisory Committee recommends to the Boards of the Columbia Shuswap Regional District and The Regional District of North Okanagan and Splatsin Chief and Council, support the Statutory Right of Way agreement between the Columbia Shuswap Regional District, Regional District of North Okanagan and Splatsin Development Corporation Inc. for the operation and maintenance of a multi-modal transportation corridor.*

Moved: Director Denis Delisle **Seconded:** Director Rhona Martin **Carried** by consensus

Discussion: TOC staff provided an overview on the report and recommendations, noting a final



draft will include clarification on the linear distances and trail width which will be reflected in the Schedule A maps. Discussion further clarified details in the agreement.

- c. **Sicamous-to-Mara and Enderby/Splatsin Pilot Project Implementation:** Project Management, Engineering and Leading Partners on Rail Trail Development Areas – TOC staff reported that a proposal to be received from Urban Systems Ltd. for review today was delayed due to their being called to respond to emergency work on the Lower Mainland floods in December. TOC staff anticipate receiving the proposal shortly and will then bring it to the inter-jurisdictional partners for consideration.
- d. **Governance Advisory Committee Amendments** – TOC staff reported they did not have sufficient time to prepare a brief for this meeting. Deferred to next meeting.

8. **New Business** – There was no new business.

9. **Direction on next communication updates to the public** - An update was provided on the winter campaign publicity, and PR to go out once the SASCU donation agreement is signed. It was also noted the Billboard display signs to be installed along the rail corridor will be delayed as the TOC determine archaeological impact assessment requirements and a final permit application is submitted.

10. **Next Meeting:**

- a. **Motion:** *THAT: the Governance Advisory Committee meeting schedule continue on the 3rd FRIDAY every 2 months in 2022 (March 18, May 20, July 15, Sept 16, Nov 18).*

Moved: Mayor Kevin Acton **Seconded:** Director Jay Simpson **Carried** by consensus

Discussion: GAC leadership suggested staying with the 2-month schedule. Noted that with construction coming up calling special meetings would be likely if meetings were less than 2 months apart. Suggested meetings could be cancelled by TOC if they are unnecessary. TOC staff noted this would mean needing to adjust the STA service agreement which was based on fewer meetings. It was also noted Sept 16th coincides with UBCM so this date would most likely need to be moved. **Action: Phil** – to send out a meeting calendar invite.

11. **Additional comments** – Director Martin offered appreciation to Kukpi7 Christian for hosting the site visit in December and sharing his knowledge and words of direction. Mayor Acton reminded the TOC he has a drone and is willing to offer his time to record footage for publicity.

12. **Adjournment** 10:32 am

- a. **Motion:** *THAT: the January 07, 2022, Sicamous-to-Armstrong Rail-Trail Governance Advisory Committee meeting be adjourned.*

Moved: Director Rhona Martin **Seconded:** Councillor John Bakker **Carried** by consensus

Site-Visit: Due to COVID-19 restrictions, on-site field visits following the meeting along the rail-trail corridor are on hold.



Attending: appointed inter-jurisdictional representatives (one designate from each of the 12 jurisdictions within the two regional districts, plus two Splat-sin representatives), as well as additional staff representation including CAOs and/or designates.

RSVP Contact: Secretariat/Facilitation – Phil McIntyre-Paul (Shuswap Trail Alliance) – interim secretariat to the Governance Advisory Committee (Contact: phil@shuswaptrails.com, 250-804-1964)

Meeting Documents: (Note: linked to OneDrive)

1. Governance Advisory Committee Minutes ([Nov 19, 2021 APPROVED](#))
2. Financial Report ([Jan 05, 2022](#))
3. Capital Funding Campaign Update – ([Jan. 7, 2022](#))
4. Brief re Services Agreement with Shuswap Trail Alliance for Rail Trail Support ([Jan 4, 2022](#))
5. STA Rail Trail Support Services Work Plan 2022 ([Dec. 13, 2021](#))
6. Brief re Statutory Right of Way Agreement – RDNO, CSR & Splat-sin Development Corporation Inc. ([Brief Jan 6, 2022](#))

Background Documents: (for Reference)

1. [Rail Trail Development Plan](#) (Jan 15, 2021) and [Staged Class C Costing](#) (Sept 9, 2020)
2. [Rail Trail Concept Maps](#) (Aug 14, 2020)
3. [Communications Plan & Consultation Strategy FINAL](#) (July 19, 2019)
4. [Memorandum of Understanding \(Master Agreement\) between Splat-sin, CSR, and RDNO – FINAL](#)
5. [Terms of Reference - Governance Advisory Committee - Sicamous to Armstrong Rail Trail Corridor FINAL](#)
6. [Terms of Reference - Technical Operational Committee - Sicamous to Armstrong Rail Trail Corridor FINAL](#)
7. [Capital Investment Strategy – Staged Leverage Proposal](#) (Aug 21, 2020)
8. [Funding Investment & Community Engagement Strategy UPDATED](#) (Jan 8, 2021)
9. [Community Capital Fundraising Strategy: Messaging, Strategy, Tactics Update](#) (Jan 12, 2021)
10. [Rail Trail Donor Presentation Folder](#) (Updated Nov 19, 2021)
11. [Splat-sin-Enderby Pilot Section Project](#) (Jan 26, 2021)
12. [Sicamous to Mara Early Access Project](#) (July 30, 2021)
13. [Preliminary Concept Design Report – Sicamous-to-Armstrong Rail Trail Corridor](#) (Updated Aug 2019)
14. [Information Poster Board Display Set](#) (Nov. 18, 2019)
15. [Information Bulletin #1](#) (Nov. 05, 2019)
16. [Information Bulletin #2](#) (May 04, 2021)
17. [Overview Map – Rail Corridor](#)
18. [Website](#)

Summary of Actions from Minutes – January 07, 2022

Task or Action	Responsibility	Timeframe/Status
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Send out calendar invite for 2022 GAC meeting schedule	Phil	To do
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Summary of Actions from previous Minutes

Task or Action	Responsibility	Timeframe/Status
Invite the BC Dock Owners Coalition to send a letter to the Rail Trail Corridor owners group requesting an opportunity to meet	TOC	In progress
Staff to present written wording for the proposed revision to the Governance Advisory Committee Terms-of-Reference and accompanying motion	TOC	To do
Prepare project management, engineering, quality control, quality assurance and procurement documentation for the two project development areas within the Rail Trail for Governance Advisory Committee review	TOC	In progress
Invite representatives from the Ministry of Transportation and Infrastructure to attend a future meeting of the Governance Advisory Committee to present the conceptual design plan for the Highway 97A re-route through the City of Enderby; and	TOC	In progress Invitation extended – propose next GAC meeting
Following the presentation from MoTI provide clear policy direction to the Technical Operational Committee regarding MoTI use of Rail Trail lands for highway use.	GAC	Following MoTI presentation
Clarify Askew's Foods representation (all four grocery stores) in upcoming communications	Alex	To do
Follow-up with Kukpi7 Christian and Splatstin leadership to provide direction for story scripting, promotional videos, and messaging, including the welcome song and appropriate ceremonies of welcome.	Alex	In progress
Install highway signs and produce promotional video footage utilizing available funding (Motion 5.c.iii.)	Alex	Signs - in progress Video – on hold by TOC
Follow-up with Splatstin leadership regarding potential leverage of the Friendship Accord funding	Alex/Splastin Leadership	To do
Look into the BC Gaming grants	Alex	To do
Work with RDNO/CSRD chairs and meet with CAOs to discuss an erosion mitigation funding strategy further	Director Denis Delisle/ RDNO & CSRD Chairs	In progress
Splatstin staff to follow-up regarding Friendship Accord funding available to District of Sicamous and Splatstin to see if Splatstin can take the initiative to get this rolling. (DoS leadership recommend contacting Evan Parliament for assistance.)	Kukpi7 Christian/ Splatstin Staff	To do
Get pricing estimates for interim maintenance for TOC	Brad Ackerman	In progress
Review and continue sharing updates on technical meetings between Rail Trail TOC and MoTI, as available	TOC	Ongoing



Prepare business access use policy and process for review	TOC	Carry forward
Review the dialogue to date regarding Vernon to Armstrong Connection, and bring forward a resolution to the Governance Advisory for moving forward on this	TOC	Carry forward

Abbreviations: GAC (Governance Advisory Committee), TOC (Technical Operational Committee), PMT (Project Management Team)

Attendance: Shuswap North Okanagan Rail Trail Governance Advisory Committee – Jan 7, 2022

Acting Governance Representatives at Meeting:

- Chad Eliason - Councillor, City of Salmon Arm - Appointed Rep
- Shirley Fowler - Councillor, City of Armstrong - Alternate Rep
- Denis Delisle - Director, RDNO Area F - Appointed Rep
- Jay Simpson - Director, CSR D Area F - Appointed Rep
- Jeff Mallmes - Councillor, District of Sicamous - Appointed Rep
- Kevin Acton – Mayor, Village of Lumby – Appointed Rep
- Paul Demenok - Director, CSR D Area C - Appointed Rep
- Rene Talbot - Director, CSR D Area D - Appointed Rep
- Rhona Martin - Director, CSR D Area E - Appointed Rep
- Rick Fairbairn - Director, RDNO Area D - Appointed Rep
- Theresa William - Tkwapila7 (Councillor), Splatsin - Appointed Rep - joined at 10:07 am
- John Bakker – Councillor, Township of Spallumcheen – Alternate Rep
- Tundra Baird - Councillor, City of Enderby - Appointed Rep
- Wayne Christian, Kukpi7, Splatsin – Appointed Rep – CHAIR

Alternate Representatives (Observing)

- Randal Ostafichuk - Councillor, Village of Lumby - Alternate Rep

Staff:

- Angela Adsit – CEO, Splatsin Development Corporation
- Brad Ackerman – Manager of Parks, Recreation & Culture, RDNO – TOC Rep
- David McLeod - Yucwmenlúcwu Supervisor, Yucwmenlúcwu (Caretakers of the Land) LLP, Splatsin
- Frank Joe – Traditional Lands Manager, Splatsin Title & Rights – TOC Rep
- Phyllis Jezewsky – Splatsin Title & Rights
- Ryan Nitchie – Team Leader, Community Services, CSR D – TOC Rep
- Sharen Berger – Rail-Trail License/Legal Administration, CSR D/RDNO – TOC Rep

Other:

- Alex de Chantal – Rail Trail Funding Strategy Coordinator
- Phil McIntyre-Paul – Shuswap Trail Alliance – Governance Advisory Secretariat
- Terry Rysz – Mayor, District of Sicamous
- Jen Bellhouse – Executive Director, Shuswap Trail Alliance
- Observers: Brent Barton, Bitsy, Constance Ladell and David Dahl, Julien Frigon, Kbennett, TT, COA-F9FG2047Q1KV

Regrets:

- Chris Pieper - Mayor, City of Armstrong - Appointed Rep



- Todd York - Councillor, Township of Spallumcheen - Appointed Rep

#2026 - Rail Trail - Project Management 2020-2021: COMBINED REPORT

Project Costing Updated: Jan. 5, 2022

PO# Contract # 2019-316-0010-1

Item	Qty	2020 Chargeout Rates	per	Year 2 Budget	Qty Actual	Actual Expense	Notes
Project Management							
Governance Secretariat	144	\$48.00	hr	\$6,912.00	0	\$0.00	Year2: June 1/20 - May 31/21 + Ext to Dec 31
Operational Manager	1664	\$48.00	hr	\$79,872.00	2310.06	\$110,882.88	24 hrs/Governance Meeting x 6
Operational Assistant	1664	\$37.60	hr	\$62,566.40	1720.86	\$64,704.34	4 days/week x 12 mnths
Administrative Support (Tracking & Financial)	208	\$48.00	hr	\$9,984.00	0	\$0.00	4 days/week x 12 mnths
Project Management Total	82%			\$159,334.40	92%	\$175,587.22	6 hours/week x 12 mnths
							Note: GAC Sec in Operational Mgr & Asst
Labour							
Field Supervision	0	\$48.00	hr	\$0.00	11.25	\$540.00	Field Coordination
Technical Assistance	0	\$27.15	hr	\$0.00	16	\$434.40	Senior Trail Crew support
Labour: Canada Summer Student		\$22.10	hr	\$0.00	13	\$287.30	Not included in BCRDP invoicing
Labour: In-Kind Support		\$16.70	hr	\$0.00	140	\$2,338.00	Rapattack danger tree falling - in-kind
Labour Total	0%			\$0.00	2%	\$3,599.70	
Administration							
Bookkeeping		\$48.00	hr	\$0.00	0	\$0.00	under partnership agreement
Insurance		\$20.00	day	\$0.00	0	\$0.00	under partnership agreement
Other Expenses (Office) - GST PST Included				\$500.00		\$566.84	general office supply
Project Office Space	264	\$25.00	day	\$6,600.00	256	\$6,400.00	project office rent
Administration Total	4%			\$7,100.00	4%	\$6,966.84	
Equipment							
Mileage - On Road	8400	\$0.52	km	\$4,368.00	2407.2	\$1,251.74	Project Travel
Project Tools				\$2,000.00		\$3,026.25	Avenza Maps, Field tablet, additional cell
Chainsaw		\$22.00	day	\$0.00	1	\$22.00	per saw (includes fuel) - rail corridor recon
Safety - Daily		\$10.00	day	\$0.00	6	\$60.00	includes spill kit and PPEs - recon
Field Phones (Cell) - Daily	832	\$3.50	day	\$2,912.00	319	\$1,116.50	per unit (assist cell Project Tools above)
Equipment Total	5%			\$9,280.00	3%	\$5,476.49	
Materials & Other Costs							
Marketing - Promo						\$133.84	display materials, bulletins, mailings, copies,
Other Costs						\$0.00	meetings, hall rentals, etc.
Materials Total	0%			\$0.00	0%	\$133.84	
Additional Contracts							
Project Management Support		\$48.00		\$0.00		\$83.99	Technical Trail Consultant
Additional Contracts Total	0%			\$0.00	0%	\$83.99	
Sub-Total				\$175,714.40		\$191,848.08	
Extension Addition				\$19,776.57			June 1 - Dec. 31, 2021 (Budget \$48000)
MINUS GST - 50% rebate						\$84.77	MINUS GST - 50% rebate
Project Management Sub-Total				\$195,490.97		\$191,763.31	Contract Extension to Dec. 31, 2021

Invoices to Date: Operational Management - Year 2	Date	Rate	per/	Meters	Total	Year 2: 2020-2021: Contract # 2019-316-0010-1
Inv# 1695-CSRSD (Px8)	22-Jul-20				\$28,055.68	
Inv# 1709-CSRSD (Px9)	5-Oct-20				\$29,002.51	
Inv# 1727-CSRSD (Px10)	16-Dec-20				\$27,700.14	
Inv# 1734-CSRSD (Px11)	16-Feb-21				\$21,905.32	
Inv# 1748-CSRSD (Px12)	3-May-21				\$27,649.31	
Inv# 1761-CSRSD (Px13)	31-May-21				\$13,178.01	
Inv# 1779-CSRSD (Px14)	13-Aug-21				\$9,089.39	
Inv#1790-CSRSD (Px15)	4-Nov-21				\$8,400.99	
Inv#1799-CSRSD (Fx16)	14-Dec-21				\$12,358.50	Final Project Invoices
Inv#1802-CSRSD (Fx17)	14-Dec-21				\$7,771.84	Final Project Invoices - Prepaid
Inv#1803-CSRSD (Fx18)	14-Dec-21				\$3,875.00	Final Project Invoices - Prepaid
Totals				0	\$188,986.69	
Budgeted Funds					\$195,490.97	
Remaining Balance				0	\$6,504.28	

Revenue Summary - for Operational Management Year 2 Only	Budgeted	PO#	Actual	2020-2021
Funding (BCRDP/CSRSD-Area E/DOS) - Year 2 Reserve	\$148,000.00		\$148,000.00	reserved year two BC Rural Dividend Funding
Funding (BCRDP/CSRSD-Area E/DOS) - Carry forward from 2019	\$27,714.40		\$27,714.40	carry forward from year one balance
Funding (BCRDP/CSRSD-Area E/DOS) - Extension to Dec. 31/21	\$19,776.57		\$13,272.29	June 1 - Dec. 31, 2021 (Budget \$48000)
Additional Contributions (In-Kind)			\$2,625.30	incls. CSJ Student, Rapattack support
STA Partner Contribution (In-Kind)			\$151.32	STA contributions
Operational Management Year 2 Total	\$195,490.97		\$191,763.31	

... Over to Page 2 ...

Revenue/Expense Summary - Operational Management Year 1 - June 1, 2019 to May 31, 2020
Page 2

Expenses Summary - Year 1					Budget	Actual
Total Expenses Year 1 (2019 - 2020)					\$173,370.72	\$107,123.34
Invoices to Date: Operational Management 2019-2020						Total
Inv# 1639-CSR (F) (governance)	Sept 12/19					\$3,534.86
Inv# 1640-CSR (P)	Sept 12/19					\$15,724.68
Inv# 1650-CSR (Px2)	Oct 25/19					\$16,076.02
Inv# 1662-CSR (Px3)	Dec 10/19					\$17,994.00
Inv# 1662-CSR (Px4) (#1675)	Dec 31/19					\$8,019.51
Experience Matters Wage Subsidy	Dec 31/19					\$2,800.00
Inv# 1682-CSR (Px5)	Mar 13/19					\$18,499.78
Inv# 1684-CSR (Px6)	22-May-20					\$19,453.07
Inv# 1685-CSR (Px7)	31-May-20					\$5,021.42
					Totals	\$107,123.34
					Budgeted Funds	\$154,334.86
					Remaining Balance	\$47,211.52

Year 1: 2019-2020: Contract # 2019-316-0010-1

See final STA Project Tracking Report #1926

2019-2020: Contract # 2019-316-0010-1

#1900 - Governance Sec tracking PO#8988

Bowman Employment Services

correction 20/06/20 to incl Bowman & PO8988 as of May 31, 2020

Revenue Summary - for Operational Management Year 1 Only	Budgeted	PO#	Actual
Funding (BCRDP/CSR-D Area E/DOS)	\$148,000.00		\$100,788.48
CSR Contribution (Secretariat - Interim)	\$3,534.86	PO#8988	\$3,534.86
Additional Support Needed			
Experience Matters Wage Subsidy	\$2,800.00		\$2,800.00
Operational Management Year 1 Total	\$154,334.86		\$107,123.34

2019-2020: Contract # 2019-316-0010-1

available year one BC Rural Dividend Funding

see Project #1900 - Rail Trail Governance

20/06/20 adjusted to actual funds available

Bowman Employment Services

Combined Operational Management Year 1 & 2	Available Funds	Actual
	\$302,614.31	\$296,110.03
	Remaining Balance	\$6,504.28

As of June 1, 2020

					No GST	Includes GST
Expenses: Additional Contracts (2019 - 2021)					BCRDP Budget	Actual
Consulting and Professional Fees						
<i>Site Survey & Engineering/design drawings</i>						\$1,914.07
Technical Design Consultant					\$85,576.00	\$74,632.47
Land Valuation					\$10,000.00	\$10,529.16
1/2 KM Marker Install					\$6,886.76	\$5,234.94
Agricultural Sub-consultant					\$33,685.00	\$34,855.95
Bridge Assessment & Design					\$15,000.00	\$15,750.00
Co-Management Agreement - Legal						\$1,512.02
Geotechnical					\$18,900.00	\$19,173.27
Steep Slope					\$12,500.00	\$13,125.00
Survey (Legal & Topographical)					\$45,000.00	\$30,369.10
<i>Environmental Impact Assessments</i>						\$0.00
Environmental Services					\$31,338.00	\$28,716.13
Stormwater Management					\$33,224.00	\$33,907.06
Erosion Control (Shoreline & River)					\$73,500.00	\$82,506.90
<i>Archeological Impact Assessments</i>					\$36,168.70	\$13,172.14
Archaeological Overview Assessment					\$26,117.00	\$48,698.51
Cultural Heritage Overview Assessment					\$20,714.30	\$12,202.00
<i>Class C Cost Estimates feasibility study</i>					\$5,090.24	\$0.00
Marketing and Promotion						
Fundraising Strategy Coordinator					\$51,000.00	\$51,092.22
Marketing and Promotion (Social Media)					\$15,000.00	\$22,346.44
Story/Brand Development & Design					\$15,000.00	\$1,048.69
Other Costs						
Facility Rentals					\$4,000.00	\$623.00
Additional Contracts Sub-Total					\$538,700.00	\$501,409.07
						\$20,545.01
Sub-Total (no GST)						\$480,864.06
Remaining Balance						\$57,835.94

BCRDP funding \$166,000

Urban Systems Limited

Kent-MacPherson

STA Trail Team PO#10368

Associated Environmental

Bourcet Engineering

Lidstone

Fletcher Paine - includes site recon

Fletcher Paine

Browne-Johnson incl km 0-1.5 survey

BCRDP funding \$83,000

Western Water incl km 0-1.5 RAPR/SPEA

TRUE Consulting

Waters Edge Ltd. incl km 37.5 assess

BCRDP funding \$83,000

SDC Yucwmenlucwu

Splatsin Title & Rights

BCRDP funding \$137,700

BCRDP funding \$35,000 + Dec. 31/21 ext.

BCRDP funding \$15,000

BCRDP funding \$15,000 - ext. reallocation

BCRDP funding \$4,000

BCRDP Funding Total \$538,700 (gross)

LESS: GST ITC's Csrld refunded

BCRDP Funding Total \$538,700 (NET)

\$538,700.00

Revenue Summary - for Additional Contracts	Budgeted	PO#	Actual (PPR)
Funding (BCRDP/CSR-D Area E/DOS)	\$538,700.00		\$480,864.06
Additional Contributions (Funding)			
Additional Contributions (In-Kind)			
Additional Contracts Total	\$538,700.00		\$480,864.06

Invoice Payment Requests through CSR

Total available minus Operational Mngt

		Budget	Actual Expense
Combined Project Expense Totals		\$841,314.31	\$779,750.71
Total Combined Remaining Balance			\$61,563.60

Total Project To-Date

Revenue Reserve - Operational Management	\$1,020.55
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carry forward from year 1 + \$1300 unallocated

		Budget	Actual To Date
Combined Revenue Totals		\$842,334.86	\$779,750.71
Remaining Fund Balance			\$62,584.15

Operational Mgt & Sub-Contracts

Balance of available funds to-date

December 6th, 2021

To the Rail Trail Governance Advisory and Technical Operational Committees,

As passionate members of the Shuswap North Okanagan Rail Trail Community Fundraising Committee, we write to you as the owners and leaders of this important project. We face a pivotal moment in this project's lifecycle, in which clear leadership and advocacy will help bring success to the dream of tying the communities of the Splatstin, Shuswap, and North Okanagan together through a healthy and vibrant active transportation corridor.

The leadership demonstrated by Splatstin, CSRD, and RDNO has been able to show clear progress in establishing a successful path forward, despite wildfires and a worldwide pandemic. With great commitment and vision by Alex de Chantal and Phil McIntyre-Paul, fundraising efforts secured over \$1.2M in government grants, with an additional \$208,000 raised through private and corporate donations.

At this time, we are asking for your continued commitment to this project through the funding of a full-time position to help direct fundraising efforts, maintain public communications, and develop relationships with public stakeholders and with every level of government.

It is clear to us, that the work that Alex de Chantal has done this year has contributed immensely to the success of the project so far, and we ask you to extend this contract for a further two years.

In addition to the fundraising role, we feel that developing a comprehensive marketing strategy including an adequate budget will deliver much greater returns on this investment. This will help drive fundraising activities, as well as to build support for the project within the local communities.

We would appreciate the opportunity to meet with the Rail Trail Governance and Technical leadership to discuss the 2022-2023 strategy further at your earliest convenience.

Sincerely yours,



Gloria Morgan

Chair of the Community Fundraising Committee

WORKING IN PARTNERSHIP WITH



shuswapnorthokanaganrailtrail.ca   

The Rail Trail between Sicamous and Armstrong is in the Splatstin unceded territory of the Secwépemc Nation.

MEMORANDUM

TO: Shuswap North Okanagan Rail Trail Governance Advisory Committee
FROM: Technical Operational Committee
DATE: January 4th, 2022
SUBJECT: Services Agreement with Shuswap Trail Alliance for Rail Trail Support

This memorandum is in response to a resolution from the Shuswap North Okanagan Rail Trail Governance Advisory Committee (the Committee) relative to ongoing project management, administrative and technical support to the Committee as well as the Technical Operational Committee (TOC) following the expiration of the existing agreement with the Shuswap Trail Alliance.

Recommendation:

THAT: The Shuswap North Okanagan Rail Trail Governance Advisory Committee recommend to their respective Boards and Council for the authorized signatories to enter into a services agreement with the Shuswap Trail Alliance which is based on the proposal received from the Shuswap Trail Alliance dated December 13, 2021, and which includes, but is not limited to, administrative support to the Governance Advisory and Technical Operational Committees, fundraising coordination, grant research and preparation, communications and Rail Trail development support as required, to commence on February 1st, 2022 and expire May 31, 2023; and

THAT: The Shuswap North Okanagan Rail Trail Governance Advisory Committee recommend to their respective Boards and Council that the Columbia Shuswap Regional District act as lead agency with respect to administration of the services agreement with the Shuswap trail Alliance; and

THAT: The CSR be authorized to administer payment for the services agreement on behalf of the ownership partners with funding to be recovered from each owner partner at a ratio relative to the linear ownership of the Rail Trail: CSR 46%, RDNO 46% and Splatsin 8%; and

THAT: Any forced work or additional services provided by the Shuswap Trail Alliance to an individual owner under the services agreement will be appropriately procured by the individual owner in the form of a purchase order or other method of authorization and the expense will be paid for directly by the owner procuring the service.

Background:

The current agreement with the Shuswap Trail Alliance to provide administrative support, secretariat support and project management support for the creation of a Development Plan for the Rail Trail expired on December 31, 2021.

Neither the CSR nor RDNO have the in-house capacity to deliver this project without bringing on additional staff resources. Given the specialized nature of the project, there are no other contractors in the immediate region that would be as well suited as the Shuswap Trail Alliance to take on such a project - so embarking on a broader RFP or tender process is not deemed a viable option. Therefore, staff are recommending that additional contracted administrative support is necessary to support both Committees, continue fundraising coordination and communications, provide grant research and preparation support, as well as provide technical support with respect to ongoing projects and elements of the Rail Trail Development plan.

The Technical Operational Committee has worked diligently with staff from the Shuswap Trail Alliance and agreed to a general scope of work and fee schedule for a new agreement. The new framework provides base core services to the ownership partners with options on a fee-for-service basis for additional services for collective forced work or services to individual owners upon request.

Following consultation with administration, it is recommended that the CSR continue to act as lead agency with respect to the services agreement in order to maintain clarity with the contractor, consistency, ease of billing and administrative efficiency.

The Technical Operational Committee is recommending that the expenses related to this agreement be apportioned based on the over-all linear ownership of the trail. GIS staff has provided the following table that demonstrates the actual linear ownership of the Shuswap North Okanagan Rail Trail:

Jurisdiction	Length (m)	Length (km)	Percent of Total		Jurisdiction
CSR - Area E	9322	11	19	22	CSR
CSR - Sicamous	1482		3		
RDNO - Area F	22565	34	46	70	RDNO
RDNO - Enderby	3246		7		
RDNO - Spallumcheen	8650		18		
Splatsin - Enderby IR 2	3118	4	6	8	Spaltsin
Splatsin - Sicamous IR 3	811		2		
TOTAL LENGTH		49193	49.2		
SNO Rail Trail (Sicamous to Armstrong)					

Based on this table, the CSR and RDNO jointly own 45km of the 49km trail representing 92% of the entire length. Splatsin owns 4km of the trail representing 8% of the trail. With this ownership formula in mind, staff recommend that an equitable distribution of expenses related to this agreement be: CSR 46%, RDNO 46% and Splatsin 8%.



The new proposal from the Shuswap Trail Alliance provides a fee-for-service option for additional services should the ownership partners collectively request. Collective requests for additional services will be agreed to by the Technical Operational Committee prior to being authorized and expensed according to the formula noted. Additionally, the proposal provides individual owners the option to request specific services directly from the contractor at a specified rate. Should these specific fee-for-service options be requested, the individual owner would authorize the request by specific purchase order and be billed directly by the Shuswap Trail Alliance for these services.

Summary:

Staff are recommending that the Governance Advisory Committee recommend to their respective Boards and Council for the authorized signatories to enter into an agreement with the Shuswap Trail Alliance to provide ongoing administrative support to the Governance Advisory and Technical Operational Committees, fundraising coordination and communications, grant preparation and grant writing and technical support towards projects on an as needed basis. Staff are recommending that the CSR D be delegated as lead agency with respect to the agreement and that the costs associated with a new services agreement between the CSR D, RDNO and Splatsin be equitably split based on a ratio of trail ownership.

Respectfully submitted,
COLUMBIA SHUSWAP REGIONAL DISTRICT

REGIONAL DISTRICT OF NORTH OKANAGAN

Charles A. Hamilton
Chief Administrative Officer

David Sewell
Chief Administrative Officer

Shuswap North Okanagan Rail Trail

Updated: December 13, 2021

Project Support 2022-2023 – Work Plan Proposal: BASELINE SUPPORT

Purpose: to assist the Shuswap North Okanagan Rail Trail Partner Owners (Splatins, RDNO, CSRD) move into the implementation phase of the project between January 1st, 2022, and May 31st, 2023 (72.6 weeks), through administration of baseline project support services.

Scope of Work/Deliverables Summary: (See work plan and costing below) Baseline support services to the Rail Trail partner owners include. . .

- meeting administration of Governance Advisory and Technical Operational Committee,
- administration of the funding campaign director contract
- maintenance of ongoing communication tools and publicity
- develop a marketing plan and additional materials to amplify the rail trail's story and campaign
- grant research, readiness, and application development
- and technical development support as required

Assumptions/Limitations: This is a significantly reduced administrative scope from the original Development Planning project phase. For it to work, and the various rail trail partners to be able to adjust to the more limited role being provided by the STA, it assumes the following:

1. Regarding GAC/TOC Meeting administration. . .

- a. A full shift of the project implementation to Technical Operational Committee staff who will administer and oversee projects, sub-contractors, and follow through on actions
- b. STA will just administer/facilitate a regular 1.5 hour monthly general TOC meeting for coordination/reporting between the various projects/actions underway.
- c. Set a prebooked recurring meeting schedule for both GAC (quarterly) & TOC (monthly).
- d. Set recurring agendas reliant on update reporting from lead staff, with new agenda items submitted by TOC staff (correspondence, project updates, briefing reports, crossing agreements, business arising, new business, next meetings).
- e. Briefing memos and written reports will be the responsibility of TOC staff, including advancing recommendations from the GAC to respective councils and boards.
- f. The STA will prepare and circulate agendas and prepare meeting minutes.
- g. The complexity of these meeting minutes, however, means the STA's capacity to support this is limited to our Senior Consultant (Phil McIntyre-Paul). The STA does not have the skilled personnel beyond this, nor the capacity to shift these responsibilities.
- h. Working and project meetings will occur outside of the general monthly TOC meeting (including license agreement development) and will be the responsibility of TOC staff.
- i. Maintenance of project documents, files, correspondence, and plans generated outside of GAC and TOC meetings will be the responsibility of TOC staff.
- j. Additional rail trail development support requested and approved by the TOC will be invoiced at an additional time and materials rate (see options below).

2. Regarding funding campaign responsibilities. . .

- a. It is understood the STA is continuing to assist the Rail Trail Partner Owners through administration of the funding campaign director contract and is not responsible for the overall fundraising efforts of the Shuswap North Okanagan Rail Trail project.
- b. The Capital Campaign Director will now report directly to the Rail Trail Owners through the Technical Operational Committee and seek ongoing collaborative direction through the Community Fundraising Committee. The STA capacity will be limited to administration of the contract position including HR support (timesheets, payroll).
- c. The goal of this contract support is to help the Rail Trail Partner Owners maintain and build on the work of the capital funding plan initiated to date, including donor identification and negotiations, community engagement, public awareness, ongoing communications, and grant leveraging.
- d. Continuity of communications, including use and development of the Rail Trail story messaging and brand elements, needs to be maintained and grown.
- e. Wider engagement of community partners and leaders needs to be developed, including maintaining and growing the capacity and involvement of the community fundraising committee.
- f. New donors need to be identified and contacted, and capacity to follow up maintained – supporting the community leadership team’s capacity for this will be a priority.
- g. Grant research and readiness, including agency liaison, needs to be ongoing.
- h. Grant preparation and application can be added as grant intake opportunities are identified and open at an additional time and materials rate (see below).
- i. The STA’s capacity to provide this support hinges on being able to a) ensure adequate time is allocated to accomplish the needs of the funding campaign work plan in 2022, and b) maintaining the existing personnel. The STA does not have the skilled personnel beyond this, nor the capacity to shift these responsibilities to our Senior Consultant.
- j. To maintain momentum and continuity, the minimum we can reduce this support contract to and still retain capacity for a basic level of momentum and continuity through existing personnel is 1.5 days/week for basic campaign maintenance combined with .5 day/week for basic communications. To realize substantive gains in the funding strategy increased capacity would be needed.
- k. On direction of the Technical Operational Committee, increased capacity will not be added at this time and considered moving forward through 2022. The result will be a more limited workplan for the Capital Campaign Director and reliance on the Rail Trail Owners through the Governance, Technical, and Community Fundraising Committee to implement the campaign.

(See Capital Campaign Director work plan attached below for details.)

Timeline/Review/Reporting: This work plan covers the 17-month funding period between Jan 1st, 2022, and May 31st, 2023 (72.6 weeks). The Rail Trail partner owners will continue to work together to develop project management support beyond June 1st, 2023, with updated scope, deliverables, and budget. The STA understands this may require revising the terms of this contract. Regular reviews with the TOC will assess progress and adjust the work plan accordingly.

Personnel:

Jen Bellhouse (Executive Director) – contract supervision

Phil McIntyre-Paul (Senior Consultant) – meeting admin (GAC/TOC), technical, and grant support

Alex de Chantal (Capital Campaign Director) – capital funding campaign contract, communications maintenance, ongoing grant research and readiness, grant application development as required

Hanka Mosher (Business Administrator) – contract administration

James Egan (Bookkeeper) – financial administration and tracking

Adrian Bostock (Project Operations Manager) – rail trail development support as required

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**Baseline Support Services: Work Plans and Costing\***

| Task Description | Scope/Lead | Budget |
|------------------|------------|--------|
|------------------|------------|--------|

\*Costing based on STA hourly charge out rate (\$55/hour) all found. Only hours worked will be invoiced.

|                                                                                                                                                                                                                                                                                          |                                                                             |         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|---------|
| <b>1. Governance Advisory Committee (GAC) – Meeting Administration</b><br>a. Assist TOC to arrange and organize quarterly GAC meetings and minutes, by scheduling, preparing agendas, circulating agenda items and reports, monitoring, and maintaining meeting minutes & action tables. | 12 hrs/meeting<br>x 6 meetings<br>Jan 2022 – May 2023<br><br>Lead: Phil McP | \$3,960 |
| <b>Additional Costs:</b> Mileage and Materials to be added, if/as required                                                                                                                                                                                                               | Contingency                                                                 | \$200   |

|                                                                                                                                                                                                                                                                                  |                                                                             |         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|---------|
| <b>2. Technical Operational Committee (TOC) – Meeting Administration</b><br>a. Assist TOC with coordination of Technical Operational Committee meetings by scheduling, preparing agendas, circulating agenda items and reports, and maintaining meeting minutes & action tables. | 8 hrs/meeting<br>x 15 meetings<br>Jan 2022 – May 2023<br><br>Lead: Phil McP | \$6,600 |
| <b>Additional Costs:</b> Mileage and Materials to be added, if/as required                                                                                                                                                                                                       | Contingency                                                                 | \$300   |

|                                                                                                                                                                                                                                                                                                                                                                                 |                                                                     |          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|----------|
| <b>3. Funding Campaign Director Contract – A: Baseline Support</b><br>a. Administer funding campaign director contract to maintain baseline continuity for current campaign promotion, donor engagement, and community support - including funding committee & advisory liaison on behalf of the Rail Trail Partner owners and Fundraising Committee. (See separate work plan). | 12 hours/week<br>x 17 months<br>(72.6 weeks)<br><br>Lead: Alex de C | \$47,916 |
| <b>Additional Costs:</b> Mileage and Materials to be added, if/as required                                                                                                                                                                                                                                                                                                      | Contingency                                                         | \$1000   |



|                                                                                                                                                                                                                                                                                                                                                                                  |                                                              |                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|------------------------------------|
| <b>4. <del>Funding Campaign Director Contract – B: Full Campaign Support</del></b><br><del>a. (NOTE: This item would be in addition to #3A: Baseline Support above to realize full campaign support) Increases capacity to support GAC/TOC to work on full strategic goals, Target Outcomes, and Tactics for 2022-2023. (See separate work plan and strategic plan update)</del> | <del>ADD: 24 hrs/week<br/>x 17 months<br/>(72.6 weeks)</del> | <del>Add to #3:<br/>\$95,832</del> |
| <b>Additional Costs:</b> Mileage and Materials to be added, if/as required                                                                                                                                                                                                                                                                                                       | Contingency                                                  | \$1500                             |

|                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                    |          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <b>5. Communications – Basic Maintenance</b><br>a. Maintain website, social media, and public communications assets on behalf of the Rail Trail Partner owners (includes email bulletins, Facebook, media release support, contact database maintenance – with basic response/forwarding to TOC for follow-up and reply). | Basic maintenance:<br>5 hours/week<br>x 17 months<br>(72.6 weeks)<br>Charge out at<br>Technical Assistant<br>Rate (\$42/hr)<br><br>Lead: Alex de C | \$15,246 |
| <b>Additional Costs:</b> Mileage and Materials to be added, if/as required                                                                                                                                                                                                                                                | Contingency                                                                                                                                        | \$400    |

|                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                          |                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <b>6. Communications – Grow the Marketing Toolkit</b><br>a. Develop a marketing plan and additional materials to amplify the rail trail's story and campaign market reach, including story script development with Splatsin and regional district partners, milestone event still and video/drone imagery, enhanced social media, radio, and print PR/ad reach, and direct mail campaigns. | Preparing of<br>Marketing Plan,<br>Sub-contracts,<br>and materials<br>(Detailed plan to be<br>developed with GAC,<br>TOC and CFC)<br><br>Lead: Alex de C | <b>\$10,000</b><br>(Will include<br>allocation of<br>hours for<br>market plan<br>development) |
| <b>Additional Costs:</b> To be determined                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                          |                                                                                               |

|                                                                                                                                                                                  |                                                     |                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|----------------|
| <b>7. Grant Research and Readiness - ongoing</b><br>a. Support TOC with grant funding research & agency liaison<br>b. Assist TOC with project scoping to meet grant requirements | 4 hours/month<br>X 17 months<br><br>Lead: Alex de C | <b>\$3,300</b> |
| <b>Additional Costs:</b> n/a                                                                                                                                                     |                                                     |                |

|                                                                                                                         |                                                                                               |                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <b>8. Grant Application Development – as required</b><br>a. Support TOC with grant application development & submission | 40 - 80 hrs/grant<br>(dependent on<br>complexity)<br><br>Lead: Alex de C<br>Support: Phil McP | <b>\$2,200 -<br/>\$4,000/<br/>grant</b><br>(Starting base,<br>additional as<br>required) |
| <b>Additional Costs:</b> Mileage and Materials to be added, if/as required                                              | Contingency                                                                                   | \$50/grant                                                                               |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                   |                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>9. Technical Development Support – as required, may include:</b> <ul style="list-style-type: none"> <li>a. Retainer Option to provide continuity: attend monthly TOC meetings and on call consult support</li> <li>b. Technical development planning support, if/as needed</li> <li>c. TOC and sub-consultant project support, if/as needed</li> <li>d. Technical comment for crossing license requests, if/as needed</li> <li>e. Stakeholder liaison, including on-site meetings, if/as needed</li> </ul> | 8 hours/month<br>x 17 months<br>(Retainer to attend TOC meetings and provide on call consult)<br>Additional time and materials, as required<br><br>Lead: Phil McP | <b>\$7480</b><br>(Retainer)<br>+<br><b>\$55/hour</b><br>(additional support, as required) |
| <b>Additional Costs:</b> Mileage and Materials to be added, if/as required                                                                                                                                                                                                                                                                                                                                                                                                                                    | Contingency                                                                                                                                                       | <b>\$400</b>                                                                              |

|                                                                                                                                                                                                                                                                                                                          |                                                                                                                      |                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <b>10. Administer Sub-Contracts – as required, may include:</b> <ul style="list-style-type: none"> <li>a. Erosion and Flood Mitigation Plan</li> <li>b. Splatsin CHOA Knowledge Keepers Review (currently on hold due to COVID19)</li> <li>c. Revegetation guidelines</li> <li>d. Operational Management plan</li> </ul> | 20 hours/contract<br>(contract prep, supervision, and invoice admin - depending on complexity)<br><br>Lead: Phil McP | <b>\$1100/contractor</b><br>(Starting base, additional as required) |
| <b>Additional Costs:</b> Mileage and Materials to be added, if/as required                                                                                                                                                                                                                                               | Contingency                                                                                                          | <b>\$50</b>                                                         |

| <b>11. ANNUAL COMMUNICATIONS: ASSET COSTS</b>                                            | <b>Vendor</b>            | <b>Annual Fees</b>     |
|------------------------------------------------------------------------------------------|--------------------------|------------------------|
| <del>Website URLs and SSL security certification</del>                                   | <del>Go-Daddy</del>      | <del>\$85/year</del>   |
| <del>Website Hosting (Ultimate Managed WordPress)</del>                                  | <del>Go-Daddy</del>      | <del>\$300/year</del>  |
| <del>Dedicated Online Meeting Account</del>                                              | <del>ZOOM</del>          | <del>\$225/year</del>  |
| <del>Customer Relationship Management (CRM)</del>                                        | <del>Donor Perfect</del> | <del>\$2500/year</del> |
|                                                                                          | <b>x2 Year TOTAL:</b>    | <b>\$6220/year</b>     |
| <b>Additional Costs:</b> STA Administration (subscription admin, billing, support calls) | 8 hours                  | <b>\$440</b>           |

\*Costing based on STA hourly charge out rate (\$55/hour, except for items #5 & 6 at \$42/hour) all found. Only hours worked will be invoiced.

*See Detailed Project Budget next page. . .*



## Detailed Project Budget:

| SNO Rail Trail - Baseline Support Services 2022-2023 BUDGET |          |            |      |                     |                                               |
|-------------------------------------------------------------|----------|------------|------|---------------------|-----------------------------------------------|
| Project Costing Updated: Dec. 13, 2021                      |          |            |      |                     |                                               |
| Item                                                        | Qty      | Rate       | per  | Budget              | Notes                                         |
| <b>Project Management &amp; Technical</b>                   |          |            |      |                     | Jan 1/22-May 31/23 (17 mths=72.6 w ks)        |
| Meeting Coordination (GAC)                                  | 72       | \$55.00    | hr   | \$3,960.00          | 12 hrs/meeting x 6 meetings                   |
| Meeting Coordination (TOC)                                  | 120      | \$55.00    | hr   | \$6,600.00          | 8 hrs/meeting x 15 meetings                   |
| Funding Campaign Director Contract                          | 871.2    | \$55.00    | hr   | \$47,916.00         | 12 hrs/w k starting base                      |
| Communications - Basic Maintenance                          | 363      | \$42.00    | hr   | \$15,246.00         | 5 hrs/w k                                     |
| Communications - Marketing Plan                             | 0        | \$42.00    | hr   | \$0.00              | allocate in 2022 from Marketing Toolkit below |
| Grant Research & Readiness                                  | 68       | \$55.00    | hr   | \$3,740.00          | 4 hrs/month x 17 months                       |
| Grant Application Development (as required)                 | 160      | \$55.00    | hr   | \$8,800.00          | starting reserve based on 4 grants            |
| Technical Development Support (as required)                 | 136      | \$55.00    | hr   | \$7,480.00          | 8 hr/mth reserve, additional if/as needed     |
| Administer Sub-Contracts (as required)                      |          | \$55.00    | hr   | \$0.00              | budget to be added if/as needed               |
| Annual Communications Assets Admin                          | 8        | \$55.00    | hr   | \$440.00            | Web URL, SSL, CRM admin, billing, calls       |
| Tracking & Financial                                        |          | \$55.00    | hr   | \$0.00              | under operational agreement                   |
| Travel - On Road                                            | 3200     | \$0.59     | km   | \$1,888.00          | campaign donor, community liaison meet        |
| <b>Project Management Total</b>                             | 90%      |            |      | <b>\$96,070.00</b>  |                                               |
| <b>Administration</b>                                       |          |            |      |                     |                                               |
| Bookkeeping                                                 |          | \$55.00    | hr   | \$0.00              | under operational agreement                   |
| Insurance                                                   |          | \$20.00    | day  | \$0.00              | under operational agreement                   |
| Workshop                                                    |          | \$25.00    | day  | \$0.00              | under operational agreement                   |
| <b>Administration Total</b>                                 | 0%       |            |      | <b>\$0.00</b>       |                                               |
| <b>Equipment</b>                                            | Campaign | 183        | days |                     |                                               |
| Field Phones (Cell) - Daily                                 | 183      | \$3.50     | day  | \$639.71            | per unit                                      |
| <b>Equipment Total</b>                                      | 1%       |            |      | <b>\$639.71</b>     |                                               |
| <b>Materials</b>                                            |          |            |      |                     |                                               |
| Website URLs and SSL security                               |          |            |      |                     | These items already paid for 2022-2023        |
| Website Hosting                                             |          |            |      |                     | Ultimate Managed WordPress                    |
| Dedicated Online Meeting Account                            |          |            |      |                     | ZOOM                                          |
| Customer Relationship Management (CRM)                      |          |            |      |                     | Donor Perfect                                 |
| Other: Printing, Mailing, Supplies                          | 10.00    | \$50.00    | item | \$500.00            | Contingency for incidental expenses           |
| <b>Materials Total</b>                                      | 0%       |            |      | <b>\$500.00</b>     |                                               |
| <b>Additional Contracts</b>                                 |          |            |      |                     |                                               |
| Marketing Toolkit                                           | 10       | \$1,000.00 | each | \$10,000.00         | to include hrs for Marketing Plan prep        |
| <b>Additional Contracts Total</b>                           | 9%       |            |      | <b>\$10,000.00</b>  |                                               |
| <b>Sub-Total</b>                                            |          |            |      | <b>\$107,209.71</b> |                                               |
| Contingency                                                 | 0%       |            |      | \$0.00              |                                               |
| <b>Project Total</b>                                        |          |            |      | <b>\$107,209.71</b> |                                               |

\*Only hours worked will be invoiced.



## ATTACHMENT A:

# Capital Campaign Director: Baseline Support Work Plan 2022

**Purpose:** to support for the Rail Trail Governance, Technical, and Community Fundraising Committees and project partners in maintaining their capital fundraising campaign for the Shuswap North Okanagan Rail Trail over the next two years (2022-2023). . .

. . .AND to maintain Marketing Communications support for the campaign (includes social media and website),

### **Scope of work/deliverables:**

Administer the ongoing contract for a Capital Campaign Director to. . .

- Facilitate implementation, review, and update of the 2022-2023 fundraising strategy
- solicit donations from private and corporate donors,
- research and write grant applications,
- facilitate the Community Fundraising Committee and Community Leadership Advisory,
- develop a marketing plan and materials to amplify the rail trail story and campaign
- maintain Donor Perfect CRM software,
- work with the Shuswap Community Foundation,
- manage all public facing communications, including website, social media, news releases
- and report to the Technical Operational (TOC) and Governance Advisory Committees (GAC)

**Timeline:** January 01, 2022 – May 31, 2023, (72.6 weeks) renewable with applicable CPI % increase in 2023 as per needs of the capital campaign.

**Accountability:** The Capital Campaign Director reports directly to the Rail Trail Owners through the Technical Operational Committee and seeks ongoing collaborative direction through the Community Fundraising Committee. The Shuswap Trail Alliance capacity is limited to administration of the contract position – financial admin, payroll, HR – on behalf of the Rail Trail Owners (Splatsin, CSRD, RDNO).

**Strategic Goals, Target Outcomes, and Tactics for 2022-2023:** For a review of the Funding Strategy, campaign, and proposed strategic goals, outcomes, and tactics for 2022-2023 based on GAC, TOC, and Community Fundraising Committee direction to date, see the [Draft Funding Campaign Report and 2022-2023 Strategy Update \(Nov. 26, 2021\)](#). The report is prepared to support further GAC/TOC/CFC strategic planning together in 2022.

### **Campaign Director Workplan 2022 – Baseline Support Contract:**

|                                                                                                                                                                                                                                                                                                                                                                                                |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>Implementation, Review, and Update of Fundraising Strategy</b> <ul style="list-style-type: none"><li>• Lead all aspects of the Capital Campaign portfolio</li><li>• Facilitate ongoing updates to the fundraising strategy with the GAC, TOC, CFC, CLA</li></ul>                                                                                                                            | .5 hours/week  |
| <b>Donor Solicitation</b> <ul style="list-style-type: none"><li>• Identify, cultivate, solicit, and steward major gift prospects and donors</li><li>• Identify prospective individual and corporate donors and develop strategies to cultivate those relationships</li><li>• Leads data analysis for events, annual campaigns and appeals</li><li>• Maintenance of Donor Perfect CRM</li></ul> | 4.5 hours/week |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Support third-party fundraising event organizers, ensure that all parties involved are thanked and recognized for their contributions.</li> <li>Develop community partnerships</li> <li>Maintain ongoing liaison with Community Foundations</li> </ul>                                                                                                                                                                                                        |                                                                                                      |
| <b>Support Grant writing, tracking and requests</b> <ul style="list-style-type: none"> <li>Research new prospects, including foundation, corporate, and government sources</li> <li>Support TOC with grant funding research and agency liaison</li> <li>Manage all aspects of funding and grant requests, including proposals, letters of support, budgets, and other supplementary documentation</li> </ul>                                                                                         | <b>4 hours/week</b><br>(+ additional hours to be added as requested for Grant Proposal Development)  |
| <b>Community Fundraising Committee facilitation</b> <ul style="list-style-type: none"> <li>Meeting scheduling, setting Agendas, communications, meeting notes.</li> <li>Expand committee to include additional members from Armstrong</li> <li>Expand network of engaged volunteers</li> </ul>                                                                                                                                                                                                       | <b>1 hour/week</b>                                                                                   |
| <b>Community Leadership Advisory facilitation</b> <ul style="list-style-type: none"> <li>Meeting scheduling, setting Agendas, communications, meeting notes.</li> <li>Maintain liaison updates with community leadership partner organizations</li> <li>Seek Letters of Support for grant applications.</li> </ul>                                                                                                                                                                                   | <b>1 hour/week</b>                                                                                   |
| <b>Develop and Execute Marketing Plan</b> <ul style="list-style-type: none"> <li>Facilitate and work with the GAC, TOC, CFC, &amp; CLA to draft a marketing plan</li> <li>Coordinate story scripting with Splatsin and regional district partners</li> <li>Create engaging multimedia content including photography, videography, and additional promotional materials</li> </ul>                                                                                                                    | To be allocated from Marketing Toolkit funds in 2022 with TOC                                        |
| <b>Manage Public Campaign Communications</b> <ul style="list-style-type: none"> <li>Support the creation and distribution of all internal and external communications including, but not limited to, monitoring email, fundraising campaigns, news releases, and regular website content, e-newsletters, and social media posts</li> <li>Serve as liaison for print suppliers, photographers, graphic designers, web service agencies, and other related marketing and promotions vendors</li> </ul> | <b>5 hours/week</b>                                                                                  |
| <b>Ensure timely and accurate report deliveries</b> <ul style="list-style-type: none"> <li>Preparation and presentation of regular reports to CFC, CLA, TOC, GAC</li> </ul>                                                                                                                                                                                                                                                                                                                          | <b>1 hour/week</b>                                                                                   |
| <p style="text-align: right;"><b>Campaign Director – Baseline Support</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>18 hours/week</b><br>(+ additional hours to be added as requested for Grant Proposal Development) |

See the Rail Trail Project Support Work Plan above for detailed assumptions and budget.





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## The Shuswap North Okanagan Rail Trail (Sicamous-to-Armstrong)

# BRIEFING NOTE

**To:** Rail Trail Governance Advisory Committee

**From:** Technical Operating Committee

**Date:** January 6, 2022

**Re:** Statutory Right of Way Agreement – RDNO, CSR & Splat sin Development Corporation Inc.

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### RECOMMENDATION:

That the Governance Advisory Committee recommends to the Boards of the Columbia Shuswap Regional District and The Regional District of North Okanagan and Splat sin Chief and Council, support the Statutory Right of Way agreement between the Columbia Shuswap Regional District, Regional District of North Okanagan and Splat sin Development Corporation Inc. for the operation and maintenance of a multi-modal transportation corridor.

### BACKGROUND:

The Columbia Shuswap Regional District, Regional District of North Okanagan and the Splat sin entered into a Memorandum of Understanding (MOU) in 2018 to work cooperatively to acquire the abandoned rail corridor and to work together to develop a multi-modal transportation corridor.

One of the key mandates of the MOU identified working towards establishing a mutually beneficial reciprocal access agreement to allow for intergovernmental use and public usage of the contiguous trail upon completion.

### DISCUSSION:

The Technical Operations Committee (TOC) has established the criteria for a Statutory Right of Way (SROW) that would allow for the operation and maintenance of a regional trail and transportation corridor for pedestrians and cyclists.

Legal Counsels for both Regional Districts and the Splat sin have collaborated to develop the terms of the SROW agreement between all parties. With the construction of two development areas set to take place in 2022, the TOC desires to have the SROW registered before the start of the projects in 2022.

### ATTACHMENTS:

Statutory Right of Way for Multi-Modal Transportation Corridor



**Form C Charge information for statutory right of way**

1. APPLICATION:

presumably legal counsel on behalf of the Columbia Shuswap Regional District  
and Regional District of North Okanagan

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:

PID: 013-838-300

Legal Description:

THAT PART OF THE NORTHWEST 1/4 OF SECTION 25 SHOWN ON PLAN  
R170 SAID TO CONTAIN 6.06 ACRES MORE OR LESS; TOWNSHIP 21  
RANGE 8 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE  
DISTRICT

PID: 011-769-068

Legal Description:

THAT PART OF THE SPALLUMCHEEN INDIAN RESERVE NO. 2 SHOWN ON  
PLAN A402

3. NATURE OF INTEREST:

Statutory Right of Way

4. Terms annexed as Part 2

5. TRANSFEROR:

SPLATSIN DEVELOPMENT CORPORATION, INC.NO. BC0785551  
P.O. BOX 460  
ENDERBY, BC V0E 1V0

6. TRANSFEREES:

COLUMBIA SHUSWAP REGIONAL DISTRICT  
555 Harbourfront Drive NE BOX 978  
SALMON ARM, BC V1E 4P1

REGIONAL DISTRICT OF NORTH OKANAGAN  
9848 ABERDEEN ROAD  
COLDSTREAM, BC V1B 2K9

7. n/a



## TERMS OF INSTRUMENT – PART 2

### STATUTORY RIGHT OF WAY FOR MULTI-MODAL TRANSPORTATION CORRIDOR

THIS AGREEMENT dated for reference the \_\_\_\_\_ day of \_\_\_\_\_, 2021

BETWEEN:

**SPLATSIN DEVELOPMENT CORPORATION, INC. NO. BC0785551**  
P.O. BOX 460  
ENDERBY, BC V0E 1V0

(the “**Transferor**”)

AND:

**COLUMBIA SHUSWAP REGIONAL DISTRICT**  
555 Harbourfront Drive NE, BOX 978  
SALMON ARM, BC V1E 4P1

(“**CSRD**”)

AND:

**REGIONAL DISTRICT OF NORTH OKANAGAN**  
9848 ABERDEEN ROAD  
COLDSTREAM, BC V1B 2K9

(“**RDNO**”)

(**CSRD and RDNO together, the “Transferees”**)

WHEREAS:

- A. The Transferor is the registered owner in fee simple of two parcels of land that were formerly part of a railway corridor, are approximately 7.1 kilometers in length and that are more particularly described in Form C, Part 1, Item 2 (together, the “**Lands**”);
- B. The Transferees are the registered owners of approximately 43 kilometers of land that was part of the same former railway corridor as the Lands and that was acquired for a regional multi-modal transportation corridor for pedestrians, cyclists and similar users in the short term and light rail transit in the future;
- C. The Transferor and Transferees have and continue to work together and cooperatively to develop a regional trail and transportation network over the former railway corridor, including over the Lands;
- D. The statutory right of way granted under this instrument is necessary for the operation



and maintenance of the Transferees' undertakings.

NOW THEREFORE in consideration of the premises contained in this Agreement, the sum of Ten (\$10.00) Dollars paid by the Transferees to the Transferor and other good and valuable consideration (the receipt and sufficiency of which the Transferor acknowledges), the parties agree as follows:

1. The Transferor hereby grants and conveys, in perpetuity and at all times, to the Transferees, their respective successors and assigns, the full, free and uninterrupted right, license, liberty, privilege, easement and right of way (the "**Right of Way**") for the Transferees, their employees, agents, contractors, licensees, successors and assigns to:
  - (a) keep the Right of Way as a public route of access and public trail open to the public from time to time, and to permit the public to use as a regional trail and transportation corridor and permit the public to use the Works (defined below) without specific invitation or authorization for:
    - (i) walking/running, cross-country skiing, horseback riding, cycling and other means of conveyance but not by motorized vehicles (with the exceptions of motorized scooters or similar conveyances used by persons with disabilities); and further or alternatively
    - (ii) light rail transit
  - (b) enter, use, operate, work upon and pass and repass, with or without vehicles, equipment, tools, machinery, personnel and materials, upon, over, under and across the Lands;
  - (c) dig, remove, replace, alter, deposit, and cover up the soil of the Lands and lay down, construct, install and use with or without gravel, asphalt, bark-mulch, stone, brick, concrete or other all-weather impervious surface of any kind, together with such appurtenances, connections and ancillary works, equipment, improvements and structures including, but not limited to, signage, fences and gates, drainage works, lighting, retaining walls, landscaping, trackage, railings, benches and other public furniture, ticket dispensing and security works, bridges and waste receptacles as may be necessary or, in the opinion of the Transferees, desirable for the Transferees' undertaking (the "**Works**");
  - (d) operate, maintain, repair, renew, alter, enlarge, extend, remove, inspect, replace, clean and inspect the Works and for such purposes to make such excavations and do such work and construction within the Lands as the Transferees consider necessary or desirable;



- (e) bring on to the Lands and store temporarily all personal property, including equipment, tools, machinery and materials, necessary or desirable to construct, install, maintain, repair, renew, alter, enlarge, extend, remove, inspect, replace, clean or inspect the Works;
  - (f) plant and maintain or remove trees, shrubs and other vegetation within the Lands, as the Transferees considers necessary or desirable;
  - (g) clear and keep clear the Lands of all trees and other vegetation, buildings, structures, foundations, improvements or obstructions which, in the opinion of the Transferees, may interfere with the function or operation of the Works or with any of the rights granted to the Transferees in this Agreement; and
  - (h) do all things necessary or incidental to the business and undertaking of the Transferees in connection with the Works and use of the Lands.
2. Notwithstanding the blanket grant in Section 1, the Transferees will restrict their exercise of the rights granted under Section 1 primarily to the area shown in heavy black outline on the sketch plan attached to this Agreement as Schedule A (the “**Trail Area**”).
3. The Transferor must not and must not permit any person, firm, entity or corporation to:
- (a) plant or install any trees in any portion of the Trail Area;
  - (b) excavate, dig, drill, install, place or maintain any obstruction, pit, well, hole, trench, ditch, foundation, pile of material, embankment or excavation of any kind nature or remove any soil from within the Trail Area;
  - (c) erect, build, construct, place or deposit any building, structure, wall, fence, pilings, pipe, pole, tower, road, concrete, pavement, foundation, improvement, soil, fill, material or thing of any kind or nature on, in, under, through or over the Trail Area;
  - (d) carry out blasting on or adjacent to the Trail Area;
  - (e) do any act or thing that may interfere with, injure or impair the operating efficiency of the Works or obstruct access by the Transferee, its employees, agents, contractors, invitees, licensees, successors and assigns; or
  - (f) otherwise interfere with the exercise of any rights granted to the Transferees under this Agreement,

without in each case first obtaining the written consent of the Transferee.



4. The Transferor must not grant to any person, firm, corporation or other legal entity:

- (a) an easement or statutory right of way over the Lands; or
- (b) any other interest in land on, in, under, over or through the Lands that may, in the opinion of the Transferee, adversely affect, interfere, impair or obstruct access to or from the Works or adversely affect, interfere, impair the Transferees' rights under this Agreement

without first obtaining the written consent of the Transferee, such consent not to be unreasonably denied, delayed or conditioned.

5. The Transferees covenant to and agree with the Transferor that the Transferees will:

- (a) bear the responsibility and costs associated with the construction of the Works;
- (b) bear the responsibility and costs associated with maintaining, repairing, and replacing the Works as may be required from time to time to permit the safe passage of members of the public using the regional trail and transportation corridor;
- (c) thoroughly clean all lands to which it has had access hereunder of all rubbish and construction debris created or placed thereon by the Transferee and will leave the Lands in a neat and clean condition;
- (d) as far as reasonably possible, carry out all work relating to the maintenance and repair of the Works in a proper and workerlike manner so as to do as little injury to the Lands as possible;
- (e) make good at their own expense all damage or disturbance which may be caused to the Lands as a result of the Transferee exercising any of their rights under this Agreement provided that there is no negligence or willful misconduct on the part of the Transferor;
- (f) not bury any debris or rubbish of any kind in excavations or backfill, and will remove shoring and like temporary structures as backfilling proceeds;
- (g) as far as reasonably possible, restore any fences, lawns, flower beds, paving, sidewalks, berms and drainage facilities, at its cost as nearly as may be reasonably possible to the same condition that they were in prior to any entry by the Transferee upon the Lands;
- (h) effect and keep in force insurance protecting the Transferor and the Transferees



against claims for personal injury, death, property damage or third party, or public liability claims arising from any accident or occurrence on the Lands to an amount not less than \$5,000,000.00 per occurrence with an aggregate of not less than \$10,000,000.00;

- (i) indemnify and save harmless the Transferor from any and all actions, proceedings, claims and demands of any corporation or person against the Transferor for all damage and expense arising out of the exercise by the Transferees of the rights and privileges granted to them.
- 6. The Transferees will undertake all work that it is entitled to do under this Agreement in a good and workmanlike manner and, upon completion, the Transferees will remove all debris and rubbish from the Lands.
- 7. The Transferees agree that the Transferor is entitled to give notice to the Transferees requiring them to execute and deliver to the Transferor discharges, in registrable form, of this Agreement from title to any parcel or parcels subdivided from the Lands which the Transferor, acting reasonably, considers are not required as part of the regional trail and transportation corridor. The Transferees agree to execute and deliver to the Transferor the discharges promptly after receiving notice from the Transferor. The Transferor is responsible for preparation of discharges under this section and any subdivision plan or reference plan required to be filed in conduction with such discharges and for the cost of registration.
- 8. Nothing in this Agreement:
  - (a) affects or limits the discretion, rights, duties or powers of the Transferees under the common law or by operation of any statute, bylaw or other enactment;
  - (b) affects or limits the common law or any statute, bylaw or other enactment applying to the Land; or
  - (c) relieves the Transferor from complying with the common law or any statute, bylaw or other enactment.
- 9. All chattels, equipment, supplies, fixtures and other materials comprising the Works or otherwise installed by the Transferees over, on, in or under the Lands are and will remain owned by the Transferees, notwithstanding any rule of law or equity to the contrary.
- 10. Except as provided in this Agreement, nothing will be interpreted so as to restrict or prevent the Transferor from using the Lands in a manner that does not adversely interfere with the security or efficient functioning of or unobstructed access to the Works and Lands.



11. Waiver of any default by either party will not be deemed to be a waiver of any subsequent default by that party.
12. The statutory right of way herein contained will be a statutory right of way running with the land, but no part of the fee of the soil of the Land will pass to or be vested in the Transferee.
13. All of the obligations of the Transferees in this Agreement are joint and several.
14. Notwithstanding anything contained in this Agreement, neither the Transferor named herein nor any future owner of the Land or any portion of the Land shall be liable under any of the covenants and agreements contained herein where such liability arises by reason of an act or omission occurring after the Transferor named herein or any future owner ceases to have a further interest in the Land.
15. Wherever the singular or masculine is used in this Agreement, the same is deemed to include the plural or the feminine or the body politic or corporate as the context so requires.
16. Every reference to each party is deemed to include the heirs, executors, administrators, successors, assigns, employees, agents, officers, and invitees of such party wherever the context so requires or allows.
17. If any section, subsection, sentence, clause or phrase in this Agreement is for any reason held to be invalid by the decision of a Court of competent jurisdiction, the invalid portion will be severed and the decision that it is invalid shall not affect the validity of the remainder of this Agreement.
18. This Agreement shall be governed and construed in accordance with the laws of the Province of British Columbia.

IN WITNESS WHEREOF the parties hereby acknowledge that this agreement has been duly executed and delivered by executing the Forms C and D attached hereto.



## **SCHEDULE A**

[insert copy of statutory right of way plan for trail and transportation corridor showing area where rights may be exercised]





# AGENDA

## City of Salmon Arm Regular Council Meeting

Monday, March 28, 2022  
1:00 p.m.

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

| Page #  | Item # | Description                                                                                                                                                                                                            |
|---------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | 1.     | CALL TO ORDER                                                                                                                                                                                                          |
| 1 - 2   | 2.     | IN-CAMERA SESSION                                                                                                                                                                                                      |
|         | 3.     | ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY<br><i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i> |
|         | 4.     | ADOPTION OF AGENDA                                                                                                                                                                                                     |
|         | 5.     | DISCLOSURE OF INTEREST                                                                                                                                                                                                 |
| 3 - 16  | 6.     | CONFIRMATION OF MINUTES                                                                                                                                                                                                |
|         | 1.     | Regular Council Meeting Minutes of March 8, 2022                                                                                                                                                                       |
|         | 7.     | COMMITTEE REPORTS                                                                                                                                                                                                      |
| 17 - 22 | 1.     | Development and Planning Services Committee Meeting Minutes of March 21, 2022                                                                                                                                          |
| 23 - 26 | 2.     | Court of Revision for the 2022 73 Avenue Water Main Extension Parcel Tax Assessments Meeting Minutes of March 14, 2022                                                                                                 |
| 27 - 30 | 3.     | Court of Revision for the 2022 Transportation Parcel Tax Assessments Meeting Minutes of March 14, 2022                                                                                                                 |
| 31 - 34 | 4.     | Court of Revision for the 2022 Water and Sewer Frontage Assessments Meeting Minutes of March 14, 2022                                                                                                                  |
| 35 - 38 | 5.     | Shuswap Regional Airport Operations Committee Meeting Minutes of March 16, 2022                                                                                                                                        |
| 39 - 42 | 6.     | Social Impact Advisory Committee Meeting Minutes of March 18, 2022                                                                                                                                                     |
| 43 - 46 | 7.     | Downtown Parking Commission Meeting Minutes of March 15, 2022                                                                                                                                                          |



8. **COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**
9. **STAFF REPORTS**
  - 47 – 48 1. General Manager, Shuswap Recreation Society – Proposed placement of storage and sun shading
  - 49 – 52 2. Operations Manager, Shuswap Recreation Society – Recreation Centre Roof
  - 53 – 58 3. Chief Financial Officer – 2022/2023 Revised RCMP Funding (2022 Budget)
  - 59 – 62 4. Fire Chief – 2022 Community Resiliency Investment – Endorsement Request
10. **INTRODUCTION OF BYLAWS**
  - 63 – 82 1. City of Salmon Arm Zoning Amendment Bylaw No. 4492 [ZON-1228; Wild Blue Developments Ltd./Franklin Engineering Ltd.; 2220 10 Street SW; R-1 and A-2 to R-8] – first and second readings
  - 83 – 94 2. City of Salmon Arm Zoning Amendment Bylaw No. 4498 [ZON-1232; Dieleman, P. & J.; 6500 1 Avenue NW; A-2 to A-3] – first and second readings
  - 95 – 106 3. City of Salmon Arm Zoning Amendment Bylaw No. 4506 [ZON-1235; Bickle, J. & J.; 1241 25 Avenue SW; R-1 and R-9 to R-8] – first and second readings
  - 107-116 4. City of Salmon Arm Fee for Service Amendment Bylaw No. 4522 [Parking Rates] – first, second and third readings
11. **RECONSIDERATION OF BYLAWS**
  - 117-142 1. City of Salmon Arm Zoning Amendment Bylaw No. 4493 [Angove, K./Franklin Engineering Ltd.; 2790 20 Avenue NE; R-1 to R-4 – Final Reading
  - 143-158 2. City of Salmon Arm Zoning Amendment Bylaw No. 4494 [Whalley, B. & M.; 6840 46 Street NE; R-1 to R-8] – Final Reading
12. **CORRESPONDENCE**
  - 159-160 1. Informational Correspondence
13. **NEW BUSINESS**
14. **PRESENTATIONS / DELEGATIONS**
15. **COUNCIL STATEMENTS**
16. **SALMON ARM SECONDARY YOUTH COUNCIL**
17. **NOTICE OF MOTION**
18. **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
19. **OTHER BUSINESS**



**20. QUESTION AND ANSWER PERIOD****7:00 p.m.**

| <b>Page #</b> | <b>Item #</b> | <b>Description</b>                                                                                                           |
|---------------|---------------|------------------------------------------------------------------------------------------------------------------------------|
|               | <b>21.</b>    | <b>DISCLOSURE OF INTEREST</b>                                                                                                |
|               | <b>22.</b>    | <b>HEARINGS</b>                                                                                                              |
| 161-192       | 1.            | Development Permit Application No. DP-438 [McGregor, D./Elidoros, B.; 1910 11 Avenue NE; 15 Unit - High Density Residential] |
| 193-204       | 2.            | Development Variance Permit Application No. VP-551 [Marshall, R. & N.; 1920 2 Avenue SE; Setback requirements]               |
| 205-218       | 3.            | Development Variance Permit Application No. VP-543 [0191711 BC Ltd./Dorward, C.; 4191 Auto Road SE; Servicing requirements]  |
|               | <b>23.</b>    | <b>STATUTORY PUBLIC HEARINGS</b>                                                                                             |
|               | <b>24.</b>    | <b>RECONSIDERATION OF BYLAWS</b>                                                                                             |
|               | <b>25.</b>    | <b>QUESTION AND ANSWER PERIOD</b>                                                                                            |
| 219-220       | <b>26.</b>    | <b>ADJOURNMENT</b>                                                                                                           |



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Item 2.

## CITY OF SALMON ARM

Date: March 28, 2022

Moved: Councillor Cannon

Seconded: Councillor Eliason

- a) THAT: pursuant to Section 90(1) (c) labour relations or other employee relations and (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; of the Community Charter, Council move In-Camera.

### Vote Record

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

Opposed:

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



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Item 6.1

## CITY OF SALMON ARM

Date: March 28, 2022

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Regular Council Meeting Minutes of March 14, 2022, be adopted as circulated.

### Vote Record

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

Opposed:

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



## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chambers of City Hall 500 – 2 Avenue NE and by electronic means, at 1:30 p.m. and reconvened at 2:30 p.m. on Monday, March 14, 2022.

### PRESENT:

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

Chief Administrative Officer E. Jackson  
Director of Engineering and Public Works R. Niewenhuizen  
Director of Development Services K. Pearson  
Director of Corporate Services S. Wood  
Chief Financial Officer C. Van de Cappelle  
Recorder B. Puddifant (participated remotely)

### ABSENT:

#### 1. CALL TO ORDER

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

#### 2. IN-CAMERA SESSION

0092-2022

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: pursuant to Section 90(1) (c) labour relations or other employee relations and (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; of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.

Council returned to Regular Session at 2:23 p.m.

Council recessed until 2:30 p.m.

#### 3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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



4. REVIEW OF AGENDA

Addition to Item 22.2 – B. Hall – email dated March 11, 2022 – DP-437 [TSL Developments Ltd.; 700 30 Street NE; Form and Character.

Addition to Item 23.1 – F. & M. Sivertz – email dated March 11, 2022 – ZON-1229 [Angove, K./Franklin Engineering Ltd.; 2790 20 Avenue NE; R-1 to R-4]

Addition to Item 23.1 – N. & S. Sartorius – email dated March 14, 2022 – ZON-1229 [Angove, K./Franklin Engineering Ltd.; 2790 20 Avenue NE; R-1 to R-4]

Addition to Item 23.2 – S. Keskinen – email dated March 11, 2022 – ZON-1230 [Whalley, B. & M.; 6840 46 Street NE; R-1 to R-8]

5. DISCLOSURE OF INTEREST

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of February 28, 2022

0093-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the Regular Council Meeting Minutes of February 28, 2022, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of March 7, 2022

0094-2022

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee Meeting Minutes of March 7, 2022, be received as information.

CARRIED UNANIMOUSLY

2. Greenways Liaison Committee Meeting Minutes of January 27, 2022

0095-2022

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the Greenways Liaison Committee Meeting Minutes of January 27, 2022, be received as information.

CARRIED UNANIMOUSLY



7. COMMITTEE REPORTS - continued

3. Social Impact Advisory Committee Meeting Minutes of February 18, 2022

0096-2022 Moved: Councillor Wallace Richmond  
 Seconded: Councillor Eliason  
 THAT: the Social Impact Advisory Committee Meeting Minutes of February 18, 2022, be received as information.

CARRIED UNANIMOUSLY

4. Active Transportation Task Force Meeting Minutes of March 7, 2022

0097-2022 Moved: Mayor Harrison  
 Seconded: Councillor Lavery  
 THAT: the Active Transportation Task Force Meeting Minutes of March 7, 2022, be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

Board in Brief – February 2022 – Received as information.

9. STAFF REPORTS

1. Director of Engineering & Public Works – Trojan UV PLC Upgrade – Water Plant

0098-2022 Moved: Councillor Wallace Richmond  
 Seconded: Councillor Cannon  
 THAT: Council approve the purchase of two (2) new replacement PLC's from Ramtech Environmental for the Trojan Swift 24 UV Reactors at the Water Plant. The quote includes materials, programming, configuration and testing of the new PLCs as well as travel and labour for a total price of \$23,155.40 plus applicable taxes;

AND THAT: The City's Purchasing Policy No. 7.13 be waived in procurement of the material and to authorize sole sourcing of same to the provincial distributor of this product, Centrix Control Solutions.

CARRIED UNANIMOUSLY

Councillor Flynn left the meeting at 2:37 p.m. and returned at 2:39 p.m.

2. Director of Engineering & Public Works – Building Canada – Public Transportation – Active Transportation Fund

0099-2022 Moved: Councillor Lavery  
 Seconded: Councillor Wallace Richmond  
 THAT: The 2022 Budget contained in the 2022 – 2026 Financial Plan Bylaw be amended to increase the scope and budget of the 16 Avenue NE (16 St – 10 Ave)



9. STAFF REPORTS - continued2. Director of Engineering & Public Works - Building Canada - Public Transportation - Active Transportation Fund - continued

Sidewalk Upgrade to Multi-use path project budget in the amount of \$395,000.00 to be funded from the following source:

- \$360,000.00 Building Canada Active Transportation Fund Grant
- \$40,000.00 Cenotaph Intersection (Budget \$40,000.00)

AND THAT: Council authorize submission of a grant application under the Building Canada - Public Transportation, Active Transportation Fund for the 16 Avenue NE (6 Avenue- 20 Street NE) Sidewalk Upgrade to Multi-use path project, estimated cost \$605,000.00 plus taxes.

CARRIED UNANIMOUSLY

3. Director of Development Services - RFP - City of Salmon Arm Active Transportation Network Plan

Received as information.

10. INTRODUCTION OF BYLAWS11. RECONSIDERATION OF BYLAWS1. City of Salmon Arm Fee for Service Amendment Bylaw No. 4503 [Parking Charges and Rates] - Final Reading

0100-2022

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4503 be read a final time.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Fee for Service Amendment Bylaw No. 4504 [Curbside Collection Fees] - Final Reading

0101-2022

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4504 be read a final time.

CARRIED UNANIMOUSLY



11. RECONSIDERATION OF BYLAWS - continued

3. City of Salmon Arm Zoning Amendment Bylaw No. 4489 [ZON-1227; McCaffrey, A.; 6821 46 Street NE; R-1 to R-8] – Final Reading

0102-2022

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4489 be read a final time.

CARRIED UNANIMOUSLY

Councillor Cannon left the meeting at 2:58 p.m. and returned at 3:00 p.m.

12. CORRESPONDENCE

1. Informational Correspondence

9. T. Kutschker, Director/Curator, Salmon Arm Arts Centre – letter dated March 9, 2022 – Letter of Support for Salmon Arm Pride Project

0103-2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: Council provide a letter of support to the Salmon Arm Arts Centre for their BC Direct Access funding application for the Salmon Arm Pride Project.

CARRIED UNANIMOUSLY

7. M. Vroom, Shuswap Vintage Car Club – email dated March 8, 2022 – Shuswap Vintage Car Club car show

0104-2022

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: Council authorize the Shuswap Vintage Car Club to host a car show at Marine Peace Park on July 9, 2022 subject to confirmation of adequate liability insurance and adherence to the Public Health Officer's guidelines.

CARRIED UNANIMOUSLY

8. M. Brock, Girl Guide Leader & District Commissioner – letter dated March 8, 2022 – Roadside Clean-up

0105-2022

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: Council authorize the Girl Guides to conduct a roadside clean-up fundraiser and will provide a nominal fee based on distance covered to be funded from the Road Allowances Maintenance Budget, and materials needed, subject to confirmation of adequate liability insurance and in consultation with the Manager of Roads & Parks.

CARRIED UNANIMOUSLY



12. CORRESPONDENCE - continued

1. Informational Correspondence - continued

10. J. McEwan, Salmon Arm Fall Fair Manager – letter dated March 7, 2022 – Noise Bylaw Extension Request

0106-2022

Moved: Councillor Cannon  
Seconded: Councillor Lindgren  
THAT: Council authorize the extension of the Noise Bylaw for the Salmon Arm and Shuswap Lake Agricultural Association for the Canada Day CountryFest to 1:00 a.m. on July 2, 2022.

CARRIED UNANIMOUSLY

11. G. Nichols, PhD Candidate, Department of Population Medicine, Ontario Veterinary College, University of Guelph – email dated March 8, 2022 – Request to conduct tick research at two sites in Salmon Arm

0107-2022

Moved: Councillor Wallace Richmond  
Seconded: Councillor Cannon  
THAT: Council authorize the Department of Population Medicine, Ontario Veterinary College, University of Guelph, to conduct research at designated areas at Little Mountain Park and Gayle Creek Loop.

CARRIED UNANIMOUSLY

13. NEW BUSINESS

15. COUNCIL STATEMENTS

1. Councillor Wallace Richmond – Shuswap Family Centre – Endorsement as recipient of SILGAS's 50/50 proceeds

0108-2022

Moved: Councillor Wallace Richmond  
Seconded: Councillor Eliason  
THAT: Council endorse the Shuswap Family Centre as the recipient of the 2022 SILGA 50/50 proceeds.

CARRIED UNANIMOUSLY

19. OTHER BUSINESS

1. Tennis Club Loan Deferral Request

The following Motion was released from the In-Camera Council Meeting of December 13, 2021:

0122-2020 (ic)

Moved: Councillor Eliason  
Seconded: Councillor Cannon



19. OTHER BUSINESS - continued

1. Tennis Club Loan Deferral Request - continued

THAT: Council authorize a two (2) year deferral of loan payments as requested by the Salmon Arm Tennis Club effective January 2022 to December 2023.

CARRIED UNANIMOUSLY

The Meeting recessed at 3:19 p.m.

The Meeting reconvened at 3:30 p.m.

14. PRESENTATIONS

1. J. Broadwell, Manager, Ron Langridge, President and Althea Mongerson, Community and Membership Coordinator, Downtown Salmon Arm – Annual Update

Ron Langridge, President, Jennifer Broadwell, Manager, and Althea Mongerson, Community and Membership Coordinator, Downtown Salmon Arm provided the financial statements and 2021 Highlights of Downtown Salmon Arm. They were available to answer questions from Council.

i. Chief Financial Officer – Business Improvement Area - 2022 Annual Budget and 2020 Revenue & Expense Statement – continued

0109-2022

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Council approve the Business Improvement Area 2022 Budget and 2021 Financial Statements as presented.

CARRIED UNANIMOUSLY

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

20. QUESTION AND ANSWER PERIOD

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



2. IN-CAMERA SESSION – continued

0110-2022

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: pursuant to Section 90(1) of the Community Charter, (c) labour relations or other employee relations and (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; of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 4:12 p.m.

Council returned to Regular Session at 4:55 p.m.

The Meeting recessed until 7:00 p.m.

PRESENT:

Mayor A. Harrison

Councillor T. Lavery (participated remotely)

Councillor S. Lindgren (participated remotely)

Councillor L. Wallace Richmond (participated remotely)

Councillor C. Eliason (participated remotely)

Councillor D. Cannon (participated remotely)

Councillor K. Flynn

Chief Administrative Officer E. Jackson

Director of Engineering and Public Works R. Niewenhuizen

Director of Development Services K. Pearson

Director of Corporate Services S. Wood

Recorder B. Puddifant

ABSENT:

21. DISCLOSURE OF INTEREST

22. HEARINGS

1. Development Variance Permit Application No. VP-548 [Walus, A.; 6360 37 Street NE; Setback requirements]

0111-2022

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Development Variance Permit No. VP-548 be authorized for issuance for Lot 2, Section 31, Township 20, Range 9, W6M, KDYD, Plan 37577 to vary Zoning Bylaw No. 2303 as follows:

1. Section 36.11.1 – Front Parcel Line Setback – reduce the minimum building setback from 6.0m to 4.5m to facilitate construction of an accessory building (detached garage).



22. HEARINGS - continued

1. Development Variance Permit Application No. VP-548 [Walus, A.; 6360 37 Street NE; Setback requirements] - continued

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

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

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:11 p.m. and following comments from Council the Motion was:

CARRIED UNANIMOUSLY

2. Development Permit Application No. DP-437 [TSL Developments Ltd.; 700 30 Street NE; Form and Character

0112-2022

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Development Permit No. DP-437 be authorized for issuance for Lot 2, Section 18, Township 20, Range 9, W6M, KDYD, Plan 26408, Except Plan 28836 in accordance with the Development Permit drawings attached as Appendix 7 to the staff report dated February 24, 2022;

AND THAT: Development Permit No. DP-437 vary Zoning Bylaw No. 2303 as follows:

1. Section 9.9.2 – Minimum Setback of Principal Buildings, Rear Parcel Line, 5m reduced to 3m for Building 2 and Building 3 as shown in the drawings attached as Appendix 7 to the staff report dated February 24, 2022;

AND FURTHER THAT: Issuance of Development Permit No. DP-437 be withheld subject to receipt of an estimate and Irrevocable Letter of Credit (in the amount of 125% of the estimate) for landscaping.

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

Submissions were called for at this time.

B. Hall – email dated March 11, 2022 – DP-437

Following three calls for submissions and questions from Council, the Hearing was closed at 7:16 p.m. and following comments from Council the Motion was:

CARRIED UNANIMOUSLY



2. HEARINGS - continued

3. Development Permit Application No. DP-439 [Bremmvic Holdings Ltd.; 2430 10 Avenue (TCH) SW; Form and Character

0113-2022

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: Development Permit No. DP-439 be authorized for issuance for Lot 14, Section 10, Township 20, Range 10, W6M, KDYD, Plan 481 Except Plans H401 and EPP70085 in accordance with the Development Permit drawings attached as Appendix 7 to the staff report dated February 24, 2022;

AND THAT: Development Permit No. DP-439 vary Zoning Bylaw No. 2303 as follows:

1. Section 17.9.2 – Minimum Setback of Accessory Buildings, Rear Parcel Line, 1.0m reduced to 0.0m for the storage building as shown in the drawings attached as Appendix 7 to the staff report dated February 24, 2022;
2. Section 17.9.3 – Minimum Setback of Accessory Buildings, Interior Parcel Line, 1.0m reduced to 0.0m for the storage building as shown in the drawings attached as Appendix 7 to the staff report dated February 24, 2022;

AND FURTHER THAT: Issuance of Development Permit No. DP-439 be withheld until the registration of an easement to address stormwater discharge on the adjacent parcel shown as proposed Rem Lot 14 on the drawings attached as Appendix 6 to the staff report dated February 24, 2022.

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

B. Laird, Bremmvic Holdings Ltd., the applicant, outlined the application 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 Hearing was closed at 7:22 p.m. and following comments from Council the Motion was:

CARRIED UNANIMOUSLY



23. STATUTORY PUBLIC HEARINGS

1. Zoning Amendment Application No. ZON-1229 [Angove, K./Franklin Engineering Ltd.; 2790 20 Avenue NE; R-1 to R-4]

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

F. & M. Sivertz – email dated March 11, 2022 – ZON-1229

N. & S. Sartorius – email dated March 14, 2022 – ZON-1229

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:27 p.m. followed by comments from Council and the next item ensued.

2. Zoning Amendment Application No. ZON-1230 [Whalley, B. & M.; 6840 46 Street NE; R-1 to R-8]

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

Submissions were called for at this time.

S. Keskinen – email dated March 11, 2022 – ZON-1230

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:29 p.m. followed by comments from Council.

24. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4493 [Angove, K./Franklin Engineering Ltd.; 2790 20 Avenue NE; R-1 to R-4] – Third Reading

0114-2022

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4493 be read a third time.

CARRIED UNANIMOUSLY



24. RECONSIDERATION OF BYLAWS - continued

2. City of Salmon Arm Zoning Amendment Bylaw No. 4494 [Whalley, B. & M.; 6840 46 Street NE; R-1 to R-8]

0115-2022

Moved: Councillor Lindgren

Seconded: Councillor Eliason

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4494 be read a third time.

CARRIED UNANIMOUSLY

25. QUESTION AND ANSWER PERIOD

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

26. ADJOURNMENT

0116-2022

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting of March 14, 2022, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:31 p.m.

CERTIFIED CORRECT:

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

Adopted by Council the      day of                      , 2022.

\_\_\_\_\_  
MAYOR



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Item 7.1

## CITY OF SALMON ARM

Date: March 28, 2022

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee Meeting Minutes of March 21, 2022 be received as information.

### Vote Record

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

Opposed:

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



## **DEVELOPMENT AND PLANNING SERVICES COMMITTEE**

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, and by electronic means on Monday, March 21, 2022.

### **PRESENT:**

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

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

### **ABSENT:**

Councillor K. Flynn  
Councillor S. Lindgren

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

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

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

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

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

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

#### **5. REPORTS**

1. Development Permit Application No. DP-438 [McGregor, D./Elidoros, B.; 1910 11 Avenue NE; 15 Unit – High Density Residential]

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Development Permit No. DP-438 be authorized for issuance for Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510 Except Plans 14376, 24326 and KAP48014 in accordance with the drawings shown on Appendix 3 to the Staff Report dated March 15, 2022;



5. REPORTS - continued

1. Development Permit Application No. DP-438 [McGregor, D./Elidoros, B.; 1910 11 Avenue NE; 15 Unit - High Density Residential] - continued

AND THAT: Development Permit No. DP-438 include the following variance to Zoning Bylaw No. 2303:

1. Section 10.9.1 - decrease the minimum front parcel line setback from 5.0 metres (16.4 feet) to 3.0 metres (9.8 feet) for proposed building/unit 01, as shown on Appendix 3 to the Staff Report dated March 15, 2022;

AND THAT: Development Permit No. DP-438 allow for the placement of fencing along the eastern and southern parcel lines to a maximum height of 8.0 feet (2.4 metres);

AND FURTHER THAT: issuance of Development Permit No. DP-438 be withheld subject to the following:

1. Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan.

B. Elidoros and D. McGregor, the applicants, were available to answer questions from the Committee.

CARRIED UNANIMOUSLY

2. Development Variance Permit Application No. VP-551 [Marshall, R. & N.; 1920 2 Avenue SE; Setback requirements]

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-551 be authorized for issuance for Lot 8, Section 13, Township 20, Range 10, W6M, KDYD, Plan 17865 to vary Zoning Bylaw No. 2303 as follows:

1. Section 4.15.1 - Front Parcel Line Setback reduction from 6.0 metres to 5.3 metres to facilitate construction of a swimming pool on this property.

R. Marshall, the applicant, outlined the application was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

3. Development Variance Permit Application No. VP-543 [0191711 BC Ltd./Dorward, C.; 4191 Auto Road SE; Servicing requirements]

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-543 be authorized for issuance for Lot 1, Section 6, Township 10, Range 9, W6M, KDYD, Plan KAP78168 which will vary all provisions of the Subdivision and Development Servicing Bylaw No.



5. REPORTS - continued

3. Development Variance Permit Application No. VP-543 [0191711 BC Ltd./Dorward, C.; 4191 Auto Road SE; Servicing requirements] - continued

4163 for the development of an *accessory building* as permitted under the M-1 – General Industrial Zone regulations.

Amendment:

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-543 be authorized for issuance subject to:

1. a 50% reduction for the water main requirement; and
2. reducing the fire hydrant installation requirement from two hydrants to one fire hydrant.

CARRIED UNANIMOUSLY

Motion as Amended:

CARRIED UNANIMOUSLY

4. Zoning Amendment Application No. ZON-1228 [Wild Blue Developments Ltd./Franklin Engineering Ltd.; 2220 10 Street SW; R-1 and A-2 to R-8]

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan KAP57942 from R-1 (Single Family Residential Zone) and A-2 (Rural Holding Zone) to R-8 (Residential Suite Zone).

CARRIED UNANIMOUSLY

5. Zoning Amendment Application No. ZON-1232 [Dieleman, P. & J.; 6500 1 Avenue NW; A-2 to A-3]

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 Remainder Lot B, Section 17, Township 20, Range 10, W6M, KDYD, Plan EPP96461, Except Plan EPP115380 from A-2 (Rural Holding Zone) to A-3 (Small Holding Zone).



5. REPORTS - continued

5. Zoning Amendment Application No. ZON-1232 [Dieleman, P. & J.; 6500 1 Avenue NW; A-2 and A-3] - continued

P. Dieleman, the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

Councillor Wallace Richmond declared a conflict as her son is employed by the applicant and left the meeting at 8:37 a.m.

6. Zoning Amendment Application No. ZON-1235 [Bickle, J. & J.; 1241 25 Avenue SW; R-1 and R-9 to R-8]

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan EPP88045 from R-1 (Single Family Residential Zone) and R-9 (Estate Residential Zone) to R-8 (Residential Suite Zone).

CARRIED UNANIMOUSLY

Councillor Wallace Richmond returned to the meeting at 8:41 a.m.

6. FOR INFORMATION

7. CORRESPONDENCE

8. IN-CAMERA

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

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

CARRIED UNANIMOUSLY

The Development and Planning Services Committee moved In-Camera at 8:42 a.m. and returned to Regular Session at 9:26 a.m.



9. ADJOURNMENT

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee meeting of March 21, 2022 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:27 a.m.

---

Mayor Alan Harrison  
Chair

Minutes received as information by Council at their Regular Meeting of , 2022.



Item 7.2

## CITY OF SALMON ARM

Date: March 28, 2022

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Court of Revision for the 2022 73 Avenue Water Main Extension Parcel Tax Assessments Meeting Minutes of March 14, 2022 be approved.

### Vote Record

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

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



**CITY OF SALMON ARM COURT OF REVISION  
2022 73 AVENUE WATER MAIN  
EXTENSION PARCEL TAX ASSESSMENTS**

Minutes of the Court of Revision for the 2022 73 Avenue Water Main Extension Parcel Assessments held in the Council Chambers, at 7:00 p.m. on Monday, March 14, 2022.

**PRESENT:**

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

Chief Administrative Officer E. Jackson  
Director of Engineering & Public Works R. Niewenhuizen  
Director of Corporate Services S. Wood  
Director of Development Services K. Pearson  
Chief Financial Officer C. Van de Cappelle  
Recorder B. Puddifant

**1. CALL TO ORDER**

Mayor Harrison called the meeting to order at 7:00 p.m.

**2. ADMINISTRATION OF OATHS**

The oaths for Members of the Court of Revision, as required pursuant to the provisions of Section 204 of the Community Charter, were administered by the Corporate Officer.

**3. COURT OF REVISION FOR 2022 73 AVENUE WATER MAIN EXTENSION - APPEALS**

The Chief Financial Officer addressed the Court advising that no appeals had been received.

Mayor Harrison called for input from the public.

**4. AUTHENTICATION OF 2022 73 AVENUE WATER MAIN EXTENSION PARCEL TAX ASSESSMENT ROLL**

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: this 73 Avenue Water Main Extension Parcel Tax Assessment Roll, comprised of 6 parcels, is hereby confirmed by the Court of Revision of the City of Salmon Arm, and, except as may be amended on further appeal, is hereby certified to be the "73 Avenue Water Main Extension Parcel Tax Assessment Roll."

CARRIED UNANIMOUSLY



5. ADJOURNMENT

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: the 2022 73 Avenue Water Main Extension Parcel Tax Court of Revision be  
adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:03 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Received as information by Council  
on the                      day of                      , 2022.



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Item 7.3

## CITY OF SALMON ARM

Date: March 28, 2022

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Court of Revision for the 2022 Transportation Parcel Tax Assessments Meeting Minutes of March 14, 2022 be approved.

### Vote Record

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

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



## **CITY OF SALMON ARM COURT OF REVISION** **2022 TRANSPORTATION PARCEL TAX ASSESSMENTS**

Minutes of the Court of Revision for the 2022 Transportation Parcel Tax Rolls held in the Council Chambers of City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, at 7:00 p.m. on Monday, March 14, 2022.

**PRESENT:**

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

Chief Administrative Officer E. Jackson  
Director of Engineering & Public Works R. Niewenhuizen  
Director of Corporate Services S. Wood  
Director of Development Services K. Pearson  
Chief Financial Officer C. Van de Cappelle  
Recorder B. Puddifant

1. **CALL TO ORDER**

Mayor Harrison called the meeting to order at 7:03 p.m.

2. **ADMINISTRATION OF OATHS**

The oaths for Members of the Court of Revision, as required pursuant to the provisions of Section 204 of the Community Charter, were administered by the Corporate Officer.

3. **COURT OF REVISION FOR TRANSPORTATION PARCEL TAX - APPEALS**

The Chief Financial Officer addressed the Court advising that no appeals had been received.

Mayor Harrison called for input from the public.

4. **AUTHENTICATION OF 2022 TRANSPORTATION PARCEL TAX ASSESSMENT ROLL**

Moved: Councillor Lindgren  
Seconded: Councillor Cannon

THAT: this Transportation Parcel Tax Assessment Roll, comprised of 8,640 parcels, is hereby confirmed by the Court of Revision of the City of Salmon Arm and, except as may be amended on further appeal, is hereby certified to be the "Transportation Parcel Tax Assessment Roll".

**CARRIED UNANIMOUSLY**



5. ADJOURNMENT

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the 2022 Transportation Parcel Tax Court of Revision be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:05 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Received as information by Council  
on the       day of       , 2022.



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Item 7.4

## CITY OF SALMON ARM

Date: March 28, 2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the Court of Revision for the 2022 Water and Sewer Frontage Assessments Meeting Minutes of March 14, 2022 be approved.

### Vote Record

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

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



**CITY OF SALMON ARM COURT OF REVISION  
2022 WATER AND SEWER FRONTAGE ASSESSMENTS**

Minutes of the Court of Revision for the 2022 Water and Sewer Frontage Tax Rolls held in the Council Chambers of City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, at 7:00 p.m. on Monday, March 14, 2022.

**PRESENT:**

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

Chief Administrative Officer E. Jackson  
Director of Engineering & Public Works R. Niewenhuizen  
Director of Corporate Services S. Wood  
Director of Development Services K. Pearson  
Chief Financial Officer C. Van de Cappelle  
Recorder B. Puddifant

**1. CALL TO ORDER**

Mayor Harrison called the meeting to order at 7:05 p.m.

**2. ADMINISTRATION OF OATHS**

The oaths for Members of the Court of Revision, as required pursuant to the provisions of Section 204 of the Community Charter, were administered by the Corporate Officer.

**3. COURT OF REVISION FOR WATER AND SEWER - APPEALS**

The Chief Financial Officer addressed the Court advising that no appeals had been received.

Mayor Harrison called for input from the public.

**4. AUTHENTICATION OF 2022 WATER AND SEWER FRONTAGE TAX ASSESSMENT ROLL**

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: this frontage tax assessment roll, comprised of 7,365 properties for water and 6,412 for sewer, and representing a total taxable frontage of 709,984 feet for water and 495,120 feet for sewer, is hereby confirmed by the Court of Revision of the City of Salmon Arm and, except as may be amended on further appeal, is hereby certified to be the frontage tax assessment roll for Water and Sewer.

CARRIED UNANIMOUSLY



5. ADJOURNMENT

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the 2022 Water and Sewer Frontage Tax Court of Revision be  
adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:07 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Received as information by Council  
on the            day of            2022.



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Item 7.5

## CITY OF SALMON ARM

Date: March 28, 2022

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Shuswap Regional Airport Operations Committee Meeting Minutes of March 16, 2022 be received as information.

### Vote Record

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

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



## CITY OF SALMON ARM

Minutes of the **Shuswap Regional Airport Operations Committee Meeting** held in Council Chambers at City Hall, Salmon Arm, BC on **Wednesday, March 16, 2022 at 3:00 p.m.**

**PRESENT:**

|                     |                                                    |
|---------------------|----------------------------------------------------|
| Chad Eliason        | Councillor, City of Salmon Arm, Chair              |
| Keith Watson        | Airport Manager                                    |
| Terry Rysz          | Mayor, District of Sicamous                        |
| John McDermott      | Lakeland Ultralights                               |
| Gord Newnes         | Hangar Owner                                       |
| John Hansen         | Hangar Owner                                       |
| Doug Pearce         | Salmon Arm Flying Club                             |
| Darin Gerow         | City staff, Manager of Roads & Parks               |
| Robert Niewenhuizen | City staff, Director of Engineering & Public Works |

**ABSENT:**

|                |              |
|----------------|--------------|
| Mark Olson     | Hangar Owner |
| Jeremy Neufeld | RAP Attack   |

**GUESTS:**

The meeting was called to order at 3:00 p.m. chaired by Chad Eliason

**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 of Agenda and Additional Items**

Moved: John McDermott

Seconded: Terry Rysz

THAT: The Shuswap Regional Airport Operations Committee Meeting Agenda of March 16, 2022, be approved as circulated.

**CARRIED UNANIMOUSLY**

**4. Approval of Minutes of November 17, 2021 Shuswap Regional Airport Operations Committee Meeting**

Moved: John McDermott

Seconded: Terry Rysz

THAT: the minutes of the Shuswap Regional Airport Operations Committee Meeting of November 17, 2021 be approved as circulated.

**CARRIED UNANIMOUSLY**



**5. Approval of Minutes of November 9, 2021 Shuswap Regional Airport Safety Committee Meeting**

Moved: John Mc Dermott

Seconded: Keith Watson

THAT: the minutes of the Shuswap Regional Airport Safety Committee Meeting of November 9, 2021 be approved as circulated.

**CARRIED UNANIMOUSLY**

**6. Airport Managers Update**

- Snow removal contractor did a good job this winter. Good communication with the pilots
- New beacon installed and working (turned off)
- Fuel tanks cleaned. Received certificate, now in compliance
- Letter of intent to decertify airport submitted to Transport Canada. Not expecting a response until early June as per TC Inspector. R. Niewenhuizen to contact TC to see if we can get a response sooner
- Need to submit flight supplement changes with hazards/changes to Nav Canada
- K. Watson working with consultant to find a way to maintaining Instrument Flight Rules (IFR) for approach on Runway 14. If the airport is decertified the IFR approaches will be moved into a restricted category and non-commercial pilots will not be able to use this approach.
- **Airport appreciation day-** cancelled this year, next one 2023

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

- a) Table Top Exercise – update
- b) Taxiway Charlie update

**8. New Business**

- a) Airport de-certification – update
  - a. Letter submitted to TC on February 9, 2022
  - b. Correspondence from TC indicated that they would not provide a response until June
- b) 2022 Airport Meeting Calendar
- c) Shuswap Trail Alliance proposal to lease
  - a. STA would like to lease old flight fuels site w/containment area and fence. The purpose is to store vehicles and trailer,
  - b. Committee discussed pro/cons felt that this was not the best use for the location,
  - c. This location has a constructed containment area and would be beneficial during forest fire season for a temporary fuel loading site (rap attack helicopters, etc),



**8. New Business - continued**

- d. Concerned that there has been a concerted effort to remove sea-cans, trailers, etc. from the airport over the years,
- e. The proposal was not supported by the committee.

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

- a) Airport Lease rate increase
  - a. Gord Newnes brought up topic
  - b. General discussion regarding Lease and Land rentals at Airport
  - c. Insurance on Land rentals managed by Hanger Group 1999
  - d. Lease rates increased by slightly less than CPI in 2022
  - e. Land rental rate are being reviewed for increase

**10. Next meeting – Wednesday, June 15, 2022****11. Adjournment**

Moved: Gord Newnes

Seconded: John McDermott

THAT: the Shuswap Regional Airport Operations Committee Meeting of March 16, 2022 be adjourned.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 3:30 p.m.

---

Robert Niewenhuizen, ASCT  
Director of Engineering & Public Works

Minutes received as information by Council  
on the    day of                    , 2021.



Item 7.6

## CITY OF SALMON ARM

Date: March 28, 2022

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Social Impact Advisory Committee Meeting Minutes of March 18, 2022 be received as information.

### Vote Record

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

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



**CITY OF SALMON ARM**

Minutes of the **Social Impact Advisory Committee** meeting held electronically on **Friday, March 18, 2022**, at 10:00 a.m.

**PRESENT:**

|                                    |                                              |
|------------------------------------|----------------------------------------------|
| Councillor Louise Wallace Richmond | City of Salmon Arm, Chair                    |
| Dawn Dunlop                        | Canadian Mental Health Association           |
| Paige Hilland                      | Shuswap Area Family Emergency (SAFE) Society |
| Kristy Smith                       | Okanagan Regional Library                    |
| Kim Sinclair                       | Aspiral Youth Partners                       |
| Jo-Anne Crawford                   | Shuswap Association for Community Living     |
| Jen Gamble                         | Shuswap Immigrant Services                   |
| Chiara Dentry                      | Seniors Resource Centre                      |
| Tim Gibson                         | Shuswap Children's Association               |
| David Parmenter                    | Interior Health Association-Mental Health    |
| Erin Jackson                       | City of Salmon Arm                           |
| B. Puddifant                       | City of Salmon Arm, Recorder                 |

**ABSENT:**

|                  |                       |
|------------------|-----------------------|
|                  | Okanagan College      |
| Gudrun Malmqvist | Shuswap Family Centre |

**GUESTS:**

The meeting was called to order at 10:01 a.m.

1.     **Introductions**
  
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 of Agenda and Additional Items**  
  
          Moved: Kristy Smith  
          Seconded: Kim Sinclair  
          **THAT:** the Social Impact Advisory Committee Meeting Agenda of March 18, 2022, be approved as circulated.

**CARRIED UNANIMOUSLY**



**5. Approval of Minutes of February 18, 2022 Social Impact Advisory Committee Meeting**

Moved: Kristy Smith

Seconded: Paige Hilland

THAT: the minutes of the Social Impact Advisory Committee Meeting of February 18, 2022 be approved as circulated.

**CARRIED UNANIMOUSLY**

**6. Old Business/Arising from minutes****a) & c) New Intake for Poverty Reduction Planning & Action – Update and SPARCBC – Update**

Erin Jackson confirmed that the Poverty Reduction Planning & Action grant application has been submitted by the City and received by the Province. The Province has reviewed the City's submission and requested clarification on some points. Erin Jackson will provide the requested information and is anticipating that the grant application will be successful.

**b) Terms of Reference Update –**

Chiara Dentry has been named as the representative for the Seniors Resource Centre.

**d) Community Response Protocol –**

Jen Gamble provided an update on the implementation of the Community Response Protocol targeting racism and hate. Shuswap Immigrant Services is looking into the best ways to integrate and promote the use of the protocol in the community as well as using an online reporting tool.

**7. New Business****a) Diversity, Equity and Inclusion - Discussion**

Dawn Dunlop proposed organizing a group outside of the Committee to meet and collaborate on practices, policies and education within the community. Dawn Dunlop will act as the coordinator for this information group and will reach out to the service providers.

**b) ATTF Community Engagement – Urban Systems**

Councillor Wallace Richmond outlined the mandate of the Active Transportation Task Force. Paige Hilland, the Committee representative on the ATTF, outlined the upcoming consultation with Urban Systems who are developing an Active Transportation Network plan and wanting to engage with a diverse group of service providers to help in determining specific community needs.

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



9. Next meeting – tentatively Thursday, April 21, 2022 at 10:00 a.m.

10. Adjournment

Moved: Jo-Anne Crawford

Seconded: Kim Sinclair

THAT: the Social Impact Advisory Committee Meeting of March 18, 2022 be adjourned.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 10:47 a.m.

---

Councillor Louise Wallace Richmond, Chair

Minutes received as information by Council at their Regular Meeting of  
, 2022.



Item 7.7

## CITY OF SALMON ARM

Date: March 28, 2022

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: the Downtown Parking Commission Meeting Minutes of March 15, 2022 be received as information.

### Vote Record

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

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



## CITY OF SALMON ARM

Minutes of the Downtown Parking Commission Meeting held by electronic means on Tuesday, March 15, 2022.

### PRESENT:

|                     |                                                                      |
|---------------------|----------------------------------------------------------------------|
| Chad Eliason        | Councillor, City of Salmon Arm                                       |
| Bill Laird          | Member at Large                                                      |
| Vic Hamilton        | Member at Large, Chair                                               |
| Gerald Foreman      | DSA Representative                                                   |
| Vera Chomyshen      | DSA Representative                                                   |
| Jenn Wilson         | Resource Personnel, City Engineer                                    |
| Sam Darlington      | Resource Personnel, City Bylaw Officer                               |
| Robert Niewenhuizen | Resource Personnel, Director of Engineering & Public Works, Recorder |

### ABSENT:

|                    |                    |
|--------------------|--------------------|
| Regan Ready        | Member at Large    |
| Cathy Ingebrigston | Member at Large    |
| Morgen Matheson    | DSA Representative |
| Jacquie Gaudreau   | DSA Representative |

### GUEST:

|               |                                                      |
|---------------|------------------------------------------------------|
| Kevin Pearson | Resource Personnel, Director of Development Services |
|---------------|------------------------------------------------------|

The meeting was called to order at 8:00 a.m. by Chad Eliason.

### 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:

None



4. APPROVAL / CHANGES / ADDITIONS TO AGENDA

Moved: Gerald Foreman

Seconded: Bill Laird

THAT: the Downtown Parking Commission Meeting Agenda of March 15, 2022 be approved as circulated.

CARRIED UNANIMOUSLY

5. APPROVAL OF MINUTES FROM FEBRUARY 15, 2022

Moved: Gerald Foreman

Seconded: Bill Laird

THAT: the Downtown Parking Commission Meeting Minutes of February 15, 2022 be adopted.

CARRIED UNANIMOUSLY

6. OLD BUSINESS ARISING FROM MINUTES

- a) Temporary Sidewalk Cafes on Alexander Street
- Discussion regarding Downtown Salmon Arm's request for two temporary street café locations on Alexander Street; Weekends (opening in spring) and Stillfood Bistro. These street café locations would utilize two parking stalls each from 4:00 p.m. to 10:00 p.m. from May 1 to October 31, 2022.

Moved: Bill Laird

Seconded: Vic Hamilton

THAT: the Commission supports Downtown Salmon Arm's request for Stillfood Bistro and Weekends to have removable street café areas from 4:30 p.m to 10:00 p.m. from May 1 to October 31 subject to City staff approval of the design, layout and "structures" being used to delineate the street café area and that all safety factors are addressed.

CARRIED

Gerald Foreman Opposed

7. NEW BUSINESS

8. OTHER BUSINESS

- Meeting dates and times were discussed; it was determined to maintain the current schedule.



9. NEXT MEETING – Tuesday, April 26, 2022

The next meeting of the Downtown Parking Commission will be Tuesday, April 26, 2022.  
The Chairperson will be Bill Laird.

10. ADJOURNMENT

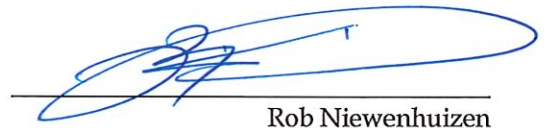
Moved: Gerald Foreman

Seconded: Vic Hamilton

THAT: the Downtown Parking Commission Meeting of March 15, 2022 be  
adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:35 a.m.



Rob Niewenhuizen

Minutes received as information by Council  
at their Regular Meeting of , 2022.



Item 9.1

## CITY OF SALMON ARM

Date: March 28, 2022

### General Manager, Shuswap Recreation Centre – Pickleball request

#### **Vote Record**

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

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





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TO: His Worship Mayor Harrison and Members of Council

FROM: Darby Boyd, General Manager, Shuswap Recreation Society

PREPARED BY: Darby Boyd

DATE: March 2, 2022

SUBJECT: **Proposed placement of storage and sun shading**

---

**RECOMMENDATION:**

**THAT: The Salmon arm Pickleball Club be permitted to place a storage locker and sun shading at the Klahani Park Pickleball courts for the 2022 season.**

**AND THAT: The placement of advertising on the sun shading be permitted to provide the benefits of protection from sun exposure to be available for all users of the facility for the 2022 season.**

---

**Background**

We are seeking support from Council to approve the placement of a storage locker and sun shading at the Klahani Park Pickleball courts for the 2022 season. The Pickleball Club identified these requests when discussing the Agreement approved in January 2022. The storage unit is to be used to store supplies and equipment by the Club for maintenance (i.e. leaf blower) and play (i.e. AED, balls and other common supplies). The Club will be responsible for the costs, safety and security for this unit.

The sun shading is to be installed on the existing chain link fencing to provide sun protection for players on the court. The Club arranged for funding for the sunshades and AED from SASCU and is asking permission to install the shading with a SASCU logo. These sunshades will be left in place all year for both Club and general public usage times to ensure the protection benefits for all court users in the community.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Darby Boyd", is written over a horizontal line.

Prepared by: Darby Boyd  
General Manager of the Shuswap Recreation Society



Item 9.2

## CITY OF SALMON ARM

Date: March 28, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council approve the Recreation Centre Roof Replacement – Phase 1 as a 2022 capital project;

AND THAT: The 2022 Budget contained in the 2022 – 2026 Financial Plan Bylaw be amended to reflect the Recreation Centre Roof Replacement – Phase 1 in the amount of \$95,000.00 funded from the Recreation Centre Major Maintenance Reserve Fund.

### Vote Record

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

Opposed:

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






---

TO: His Worship Mayor Harrison and Members of Council

FROM: Randy Rusjan, Operations Manager

PREPARED BY: Randy Rusjan

DATE: March 9, 2022

SUBJECT: Recreation Centre Roof

---

**RECOMMENDATION:**

**THAT:** The Recreation Centre Roof Replacement – Phase 1 be approved as a 2022 capital project;

**AND THAT:** The 2022 Budget contained in the 2022 – 2026 Financial Plan Bylaw be amended to reflect the Recreation Centre Roof Replacement – Phase 1 in the amount of \$95,000.00 funded from the Recreation Centre Major Maintenance Reserve Fund.

---

**Background**

We are seeking approval for the replacement of the SASCU Recreation Centre roof that covers the pool changerooms and tool room.

The roof is original to the facility and has developed a leak during snow melt, and heavy rainfall leaving a large wet area on the floor at the entrance to the changerooms. The leak will increase the likelihood of slip and fall injuries, as well as potential ceiling damage. Maintenance staff placed buckets in the affected area to catch water infiltration through the ceiling and configured a form of catchment attached to the ceiling to divert the water.

We had a roofing contractor look at the roof and given its age and style, any repair or patch would be difficult, and not guarantee that the leak will not continue. We received two quotes for the replacement of the roof, from Standard Roofing Ltd., and Western Roofing. Standard Roofing is the lower quote, has performed work at the Shaw Centre in the past, and is currently replacing the West roof section at the Shaw Centre.

I recommend a 10 percent contingency be added to the project cost, due to the current state of material supply availability, and inflation challenges. This contingency has already been include in the \$95,000.00 budget amendment request.

Respectfully submitted,

---

Prepared by: Randy Rusjan  
Operations Manager of the Shuswap Recreation Society



Phase 1.  
Changerooms  
and Tool Room





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Item 9.3

## CITY OF SALMON ARM

Date: March 28, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council approve the revised contract estimate and spending cap for 2022/2023 estimated at \$4,620,152.00 under the Municipal Policing Contract of which the City is responsible for 90% thereof.

### Vote Record

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

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



---

To: Mayor Harrison and Members of Council  
Date: March 22, 2022  
From: Chelsea Van de Cappelle, Chief Financial Officer  
Subject: 2022/2023 Revised RCMP Funding (2022 Budget)

---

### Recommendation

THAT: The City of Salmon Arm approve the revised contract estimate and spending cap for 2022/2023 estimated at \$4,620,152.00 under the Municipal Policing Contract of which the City is responsible for 90% thereof.

### Background

In June of 2021, Council approved in principle the 2022/2023 forecast, required by the Ministry of Public Safety and Solicitor General to conform with Federal Treasury Board requirements estimated at \$4,282,620.00

The initial forecast presented for approval was based on a contract strength of twenty (20) members. Council approved an addition to the municipal contract strength of one (1) member, effective January 2022 during 2021 budget deliberations. The City made its official resource request to the Minister of Public Safety and Solicitor General in August 2021. At this time, the City has not yet received final confirmation of its resource request from the Federal Government and therefore the revised forecast continues to be based on twenty (20) members.

The revised 2022/2023 forecast represents an increase to the City of approximately \$303,780.00 as a result of revised pay rates, consistent with the City's initial estimate. This increase has already been accounted for in the 2022 Budget. The forecast also outlines the annual Earned Retirement Benefit payment of \$23,073.00 as approved by Council in 2020 and the Green Timbers Accommodation payment of \$12,840.00 as per Provincial settlement agreements. These payments are not included in the revised 2022/2023 budget of \$4,620,152.00 as they are payments for which the City is 100% responsible. As previously discussed with Council, these payments have been included in the 2022 Budget.

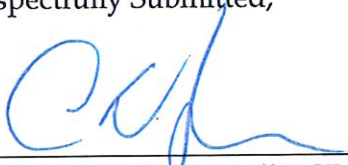
It should also be noted that the RCMP retroactive wage increases have not been included in the revised (2022/2023) forecast. Recent correspondence from Public Safety Canada (February 2022) indicates that specific amounts associated with retroactive pay rates identified in the new collective agreement will be finalized midway through the 2023/2023 fiscal year. For planning purposes, based on preliminary analysis and average growth factors, Public Safety Canada estimates that most jurisdictions retroactive amounts should fall within \$708,000.00 and \$744,000.00. However, there may be exceptions depending on specific circumstances in individual jurisdictions and we are cautioned to rely heavily on these figures. The City's initial estimates and budget for retroactive pay for 2022 are significantly more than this, however funding is proposed from reserves with no direct impact on taxpayers.



---

A fully revised RCMP Multi Year Financial Plan (MYFP) will be provided to the City in May for the next five (5) year period.

Respectfully Submitted,



---

Chelsea Van de Cappelle, CPA





Royal  
Canadian  
Mounted  
Police

Gendarmerie  
royale  
du  
Canada

Security Classification/Designation  
Classification/désignation sécuritaire

Unclassified

March 3, 2022

Chief Financial Officer  
City of Salmon Arm  
500 2nd Ave NE, Box 40  
Salmon Arm, BC  
V1E 4N2

Your File    Votre référence  
100-157

Our File    Notre référence  
E753-27-5

### Multi Year Financial Plan update for 2022/23

Further to the recent RCMP pay raises letter from Public Safety Canada, we are providing an update to your 2022/23 – 2027/28 Multi-Year Financial Plan (MYFP) originally shared in June of last year with the revised pay rates.

As per the table below, we have included the original MYFP along with the revised MYFP for 2022/23 and the revised MYFP for 2023/24. A fully revised MYFP will be sent to you in late May for the years 2023/24 to 2028/29.

|                   | Original 2022/23 | Restated 2022/23 | Updated 2023/24 |
|-------------------|------------------|------------------|-----------------|
| Contract Strength | 20.00            | 20.00            | 20.00           |
| Funded Strength   | 20.00            | 20.00            | 20.00           |
| Total MYFP @ 100% | \$4,282,620      | \$4,620,152      | \$4,733,942     |
| Total MYFP @ 90%  | \$3,854,358      | \$4,158,137      | \$4,260,547     |
| Integrated Teams  |                  |                  |                 |
| Green Timbers     | \$12,840         | \$12,840         | \$12,840        |
| Severance         | \$23,073         | \$23,073         | \$23,073        |
| PSE               |                  |                  |                 |
| Guards & Matrons  | \$193,056        | \$193,056        | \$194,794       |
| Accommodation     |                  |                  |                 |
| Total MYFP        | \$4,083,327      | \$4,387,106      | \$4,491,254     |

In addition, in our 2022/23 Multi-Year Plan letter dated June 7, 2021, we requested two letters:

1. “Letter of Approval in Principle” from your City/Municipality for your spending cap for 2021/22. This was in order for us to obtain the appropriate level of funding from



Treasury Board through the Federal Government's Annual Reference Level Update (ARLU) process. Due by June 15, 2021.

2. "Final Confirmation Letter" which confirms your Municipal Policing Expenditure Cap.  
**Due by April 25, 2022.**

Please accept this reminder for sending us your final confirmation letter stating your Municipal Policing Expenditure Cap for 2022/23, which includes the various Integrated Teams if applicable to your municipality. Please email your written response to us at [ediv\\_cmb\\_finance\\_muni@rcmp-grc.gc.ca](mailto:ediv_cmb_finance_muni@rcmp-grc.gc.ca) with a hard copy to follow in the mail.

If you decide to increase human resources (established increases) to your detachment's strength, please be advised that a third letter is required that outlines your request. Please address that letter to:

The Honourable Mike Farnworth  
Minister of Public Safety and Solicitor General of BC  
PO Box 9010, Stn. Prov. Gov't.  
Victoria, BC  
V8W 9L5

Kindly forward a copy to us as well.

Should you have any questions or require more information on the above, please contact Paul Richardson, Financial Manager Municipal Policing at 778-290-2490.



Maricar Bains, B. Comm., MBA  
Regional Director  
Finance Section, E & M Divisions  
Corporate Management & Comptrollership Branch

c.c. NCO i/c Salmon Arm Detachment



RCMP E Division HQ  
Finance Section, Mailstop #908  
14200 Green Timbers Way  
Surrey, BC Canada V3T 6P3



City of XXXXXX  
XXXXXX Ave.,  
XXXXXX, B.C.

**Sample**

April 26, 2021

Ms. Maricar Bains, B. Comm., MBA  
Regional Director,  
Financial Management & Accounting Operations  
Corporate Management & Comptrollership Branch, Pacific Region  
Mailstop #908, 14200 Green Timbers Way  
Surrey, BC, Canada  
V3T 6P3

Dear Madam:

Re : Final Confirmation Letter - Municipal Policing Expenditure Cap 2022/23 - \$ XXXXXX

Please consider this confirmation by the City of XXXXXX that the revised contract estimate, including XX additional members, is \$ XXXXXXXX at 100% (that our municipality is responsible at 90%). In addition, we are confirming a budget of \$ XXXXXX @ 100% for the various Integrated Teams (if applicable). The total contract strength for the RCMP Fiscal Year 2022/23 is XXX members.

If you have any questions, please call the undersigned at (###) ###-####.

Thank you.

Yours truly,

John Doe  
Treasurer/Deputy Administrator

cc: Asst. Deputy Minister & Director of Policing and Security Programs,  
Ministry of Public Safety and Solicitor General  
OIC XXXX Detachment



Item 9.4

## CITY OF SALMON ARM

Date: March 28, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council authorize the City of Salmon Arm Fire Department to proceed with the Regional Advertising Partnership and advance the necessary funding up to \$6,000.00;

AND THAT: Council authorize the use of the Paid on Call Fire Fighters to provide Fire Smart Training as budgeted under the City of Salmon Arm's 2022 Community Resiliency Investment Grant, subject to approval by UBCM/Province of BC.

### Vote Record

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

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





## *City of Salmon Arm*

### *Fire Department*

#### **MEMORANDUM**

---

**Date:** March 24, 2022

**To:** Mayor and Council

**From:** Brad Shirley, Fire Chief

**Re:** 2022 Community Resiliency Investment – Endorsement Request

---

#### **Suggested Motion:**

**THAT:** Council authorize the City of Salmon Arm Fire Department to proceed with the Regional Advertising Partnership and advance the necessary funding up to \$6,000.00;

**AND THAT:** Council authorize the use of the Paid on Call Fire Fighters to provide Fire Smart Training as budgeted under the City of Salmon Arm's 2022 Community Resiliency Investment Grant, subject to approval by UBCM/Province of BC.

#### **Background:**

For the last few years, Silvatech Consulting Ltd. (Silvatech) has been managing the City of Salmon Arm (City) and Neskonlith Indian Band (NIB) portions of the Community Resiliency Investment (CRI) grant funding received by the Province of BC. As a result, they have been responsible for paying related costs and subsequently making claims through the granting program. Under the 2022 CRI Application, it was envisioned that the Salmon Arm Fire Department would manage the Fire Smart Education portion of the CRI budget. Similar to the process undertaken in 2021.

As part of this, the Fire Department has been working with other communities (i.e. CSRD and District of Sicamous) on Regional Fire Smart activities and advertising partnerships. The total estimated budget under the CRI grant for Salmon Arm's portion of education, activities and related advertising is \$20,948.50. This includes activities for which Silvatech will manage.



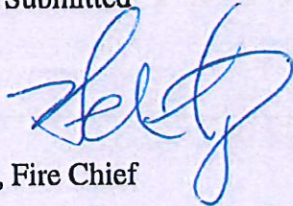
The City is still awaiting a response on whether our 2022 CRI application was successful. However in order to proceed with the Regional Fire Smart Advertising project, we must provide confirmation now.

Staff are seeking Councils endorsement to proceed with providing Paid on Call Fire Fighter time for Fire Smart Training/Education and advancing funds for the Regional Fire Smart activities and advertising partnerships. Expenses incurred will be invoiced to Silvatech/NIB accordingly for reimbursement through the City's CRI grant, if eligible. The 2022 CRI Program Guide indicates that eligible costs can only be incurred from the date of application submission until the final report is submitted. Labour related costs associated with the work, would not proceed until confirmation of grant approval is received.

While this endorsement does contradict the intent of how the CRI grants are to be managed and are generally not recommended by Staff, there are no other alternatives to provide the requested services. Should reimbursement not be received under the granting program or if the City is not successful in its 2022 CRI application, the City would be required to fund the expenditures incurred.

The City currently has approximately \$15,690.00 in reserve to complete a Strategic Wildfire Plan. As this plan was subsequently completed under the 2019 CRI program, these funds are available. Of this, \$8,680.00 has been held towards the 2021 CRI program until our reimbursement is received, leaving approximately \$7,000.00 available for this request.

Respectively Submitted

A handwritten signature in blue ink, appearing to read 'Shirley', is written over a faint horizontal line.

Brad Shirley, Fire Chief

cc: Chelsea Van de Cappelle, Chief Financial Officer



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Item 10.1

## CITY OF SALMON ARM

Date: March 28, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4492 be read a first and second time.

[Wild Blue Developments Ltd./Franklin Engineering Ltd.; 2220 10 Street SW; R-1 and A-2 to R-8]

### Vote Record

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

Opposed:

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





To: His Worship Mayor Harrison and Members of Council

Date: March 16, 2022

Subject: Zoning Bylaw Amendment Application No. 1228

Legal: Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan KAP57942  
 Civic: 2220 – 10 Street SW  
 Owner: Wild Blue Development Ltd.  
 Agent: Franklin Engineering Ltd.

### **STAFF RECOMMENDATION**

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan KAP57942 from R-1 (Single Family Residential Zone) and A-2 (Rural Holding Zone) to R-8 (Residential Suite Zone).

### **PROPOSAL**

The subject parcel is located at 2220 – 10 Street SW (Appendix 1 and 2), is approximately 8.4 acres in area, and contains an existing single family dwelling. The subject parcel is designated Low Density Residential and within Residential Development Area B in the City's Official Community Plan (OCP), and zoned R-1 (Single Family Residential) and A-2 (Rural Holding) in the Zoning Bylaw (Appendix 3 & 4).

A subdivision application has been submitted which would split the parcel into 34 lots. This proposal is to rezone the split-zoned parcel to R-8 (Residential Suite) to permit the future option for construction and use of *secondary suites* on the existing and new proposed parcels. The existing and proposed parcels meet the conditions to accommodate a *secondary suite* (at this stage, 18 of the proposed lots have sufficient area to permit a *detached suite*).

### **BACKGROUND**

The subject parcel is located in an area largely comprised of R-1 and A-2 zoned parcels containing single family dwellings. There are presently no R-8 zoned parcels within the vicinity of the subject parcel. The proposed zoning and subdivision aligns with the existing development to the west and would align with pre-plans for roads and development to extend over land to the east (Appendix 5 and 6). Several of the properties located to the east of the subject parcel have A-2 zoning that allows for secondary suites.

Site photos are attached as Appendix 7.

#### *Secondary Suites*

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



COMMENTSEngineering Department

No objections to the proposed rezoning. Comments attached as Appendix 8.

Building Department

Geotech review/report required. A Building Permit application will be required for development.

Fire Department

No concerns.

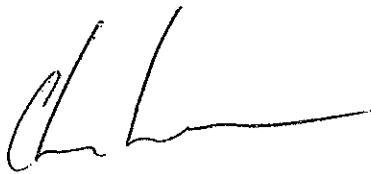
Planning Department

The future development as proposed is an important initial stage in the development of road networks in Residential Development Area B, forming the gateway for the 10 Street Extension / 20 Avenue Connector (Appendix 6). The proposed road network would form an extension of 10 Street SW, opening a portion of existing road right-of-way between Foothill and 23 Avenue SW, at which point this proposed road would curve to the east (towards 20 Avenue). This proposed internal road will be constructed to the RD-4 Collector Road standard, which includes multi-use pathways on both sides of the roadway. Topography and watercourses present some challenges to the further extension of this connector beyond the subject parcel.

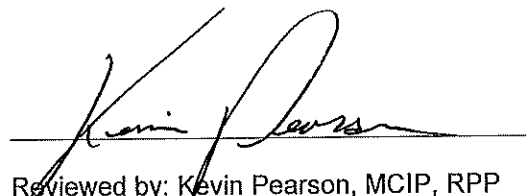
The other internal roads including the extension of 24 Avenue will be constructed to an RD-2 Local Road standard, including sidewalk on one side of the road. An unopened portion of 10 Street SW would remain between 23 and 24 Avenue SW, allowing for required construction of an emergency access and a multi-use path.

Staff note that a pedestrian right-of-way for a greenway connection will be required at the end of the proposed cul-de-sac (extension of 24 Avenue) at the southeast corner of the subject parcel. Multi-use paths will be required along Foothills Road, as well as within the previously noted 10 Street SW Extension / 20 Avenue Connector and the closed portion of the 10 Street SW right-of-way. Sidewalks are required along one side of the other internal roads.

The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. The large subject parcel is well suited to R-8 development and the proposed parcels have more than sufficient area to meet all R-8 Zone requirements including the provision of onsite parking. Any development of a secondary suite would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.



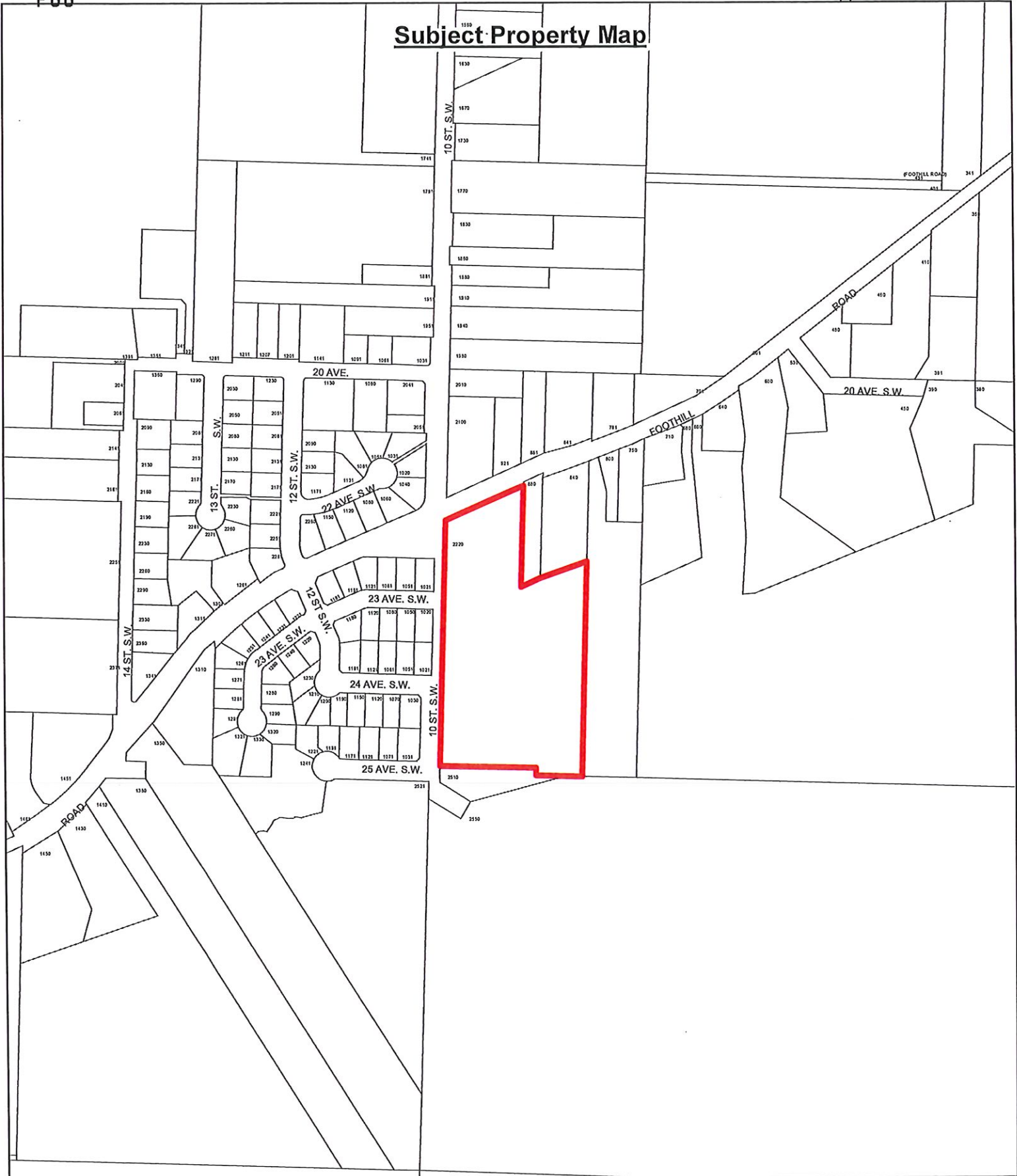
Prepared by: Chris Larson, MCIP, RPP  
Senior Planner



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

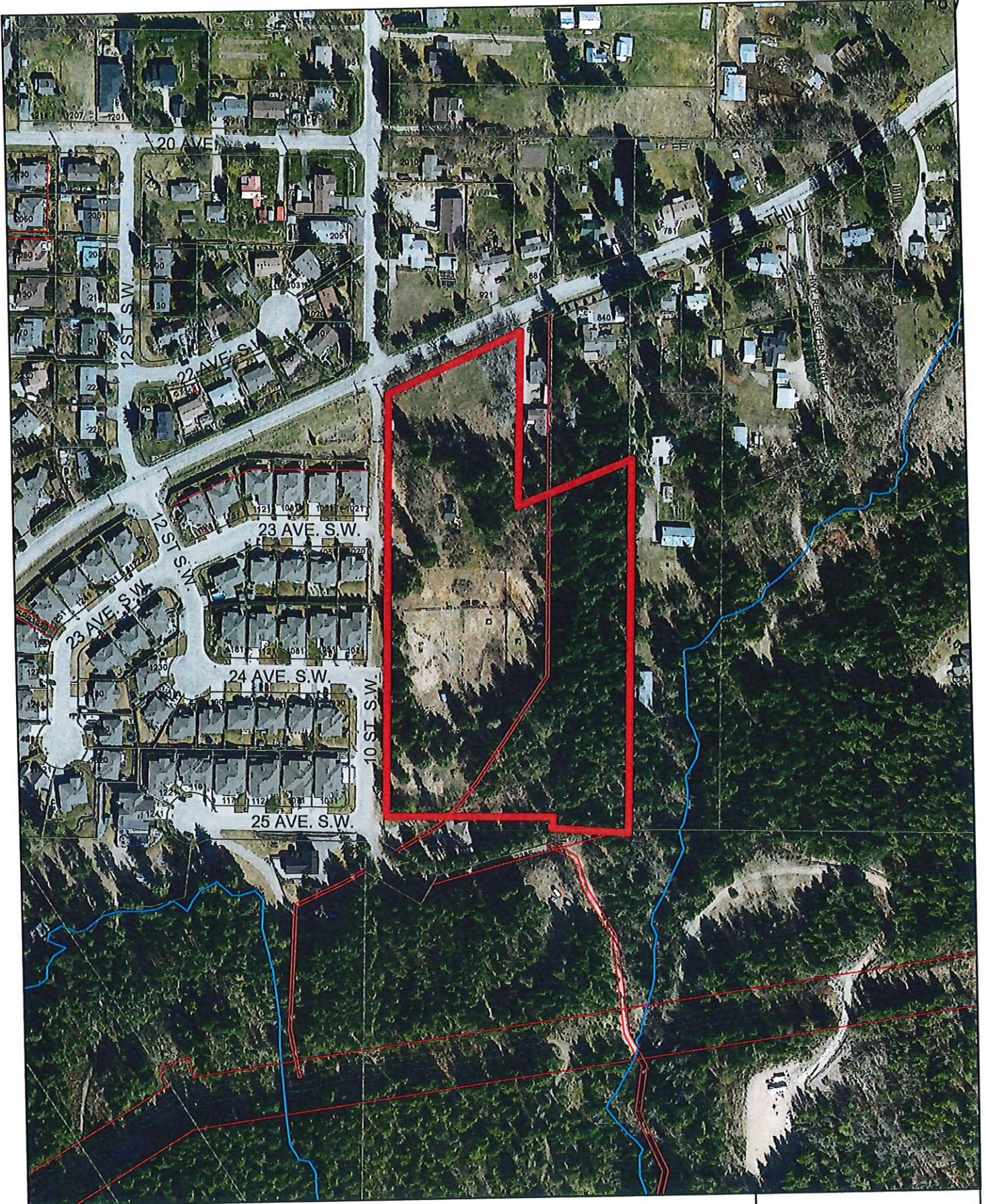


# Subject Property Map



-  Subject Property
-  Parcels





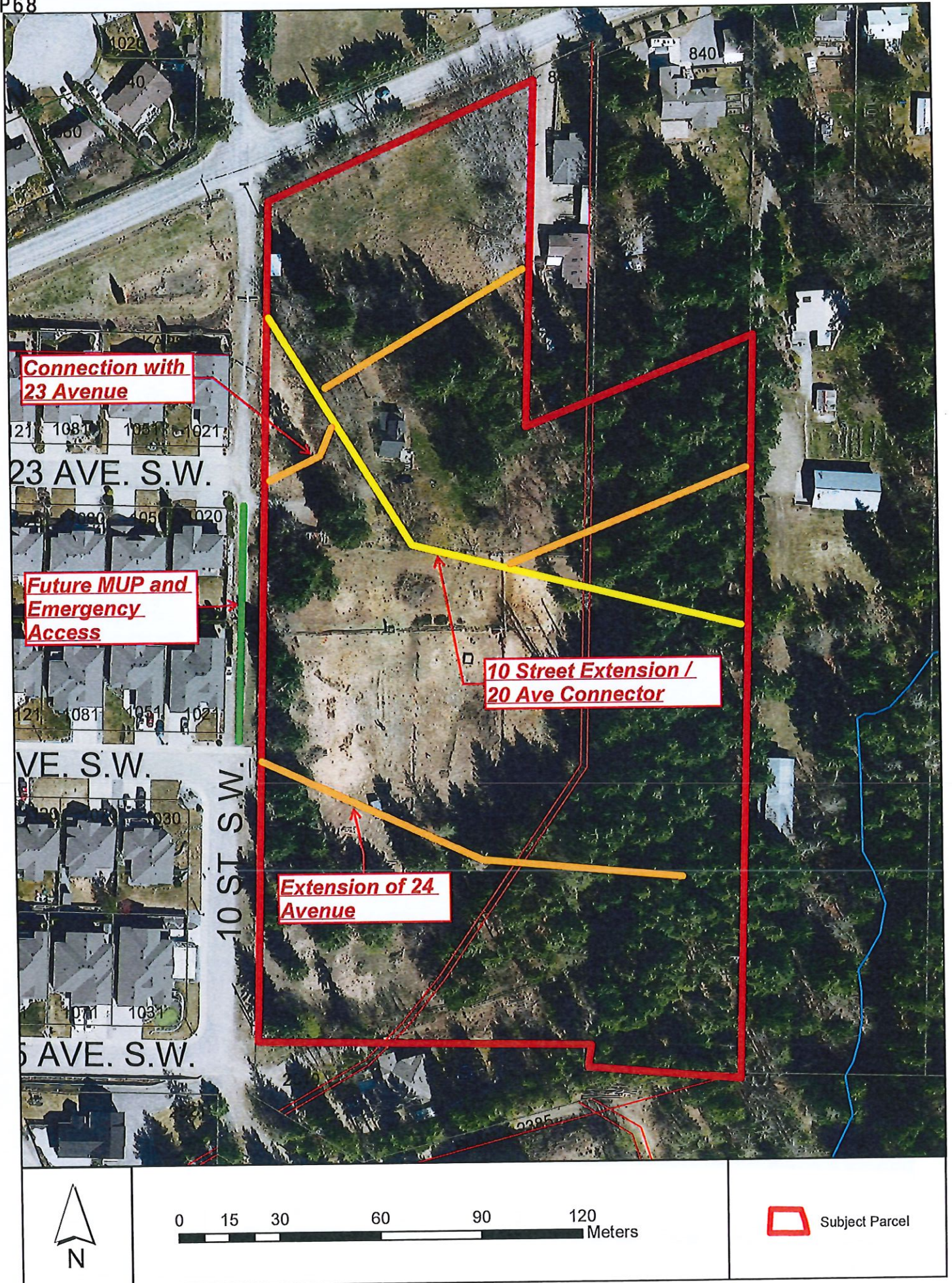
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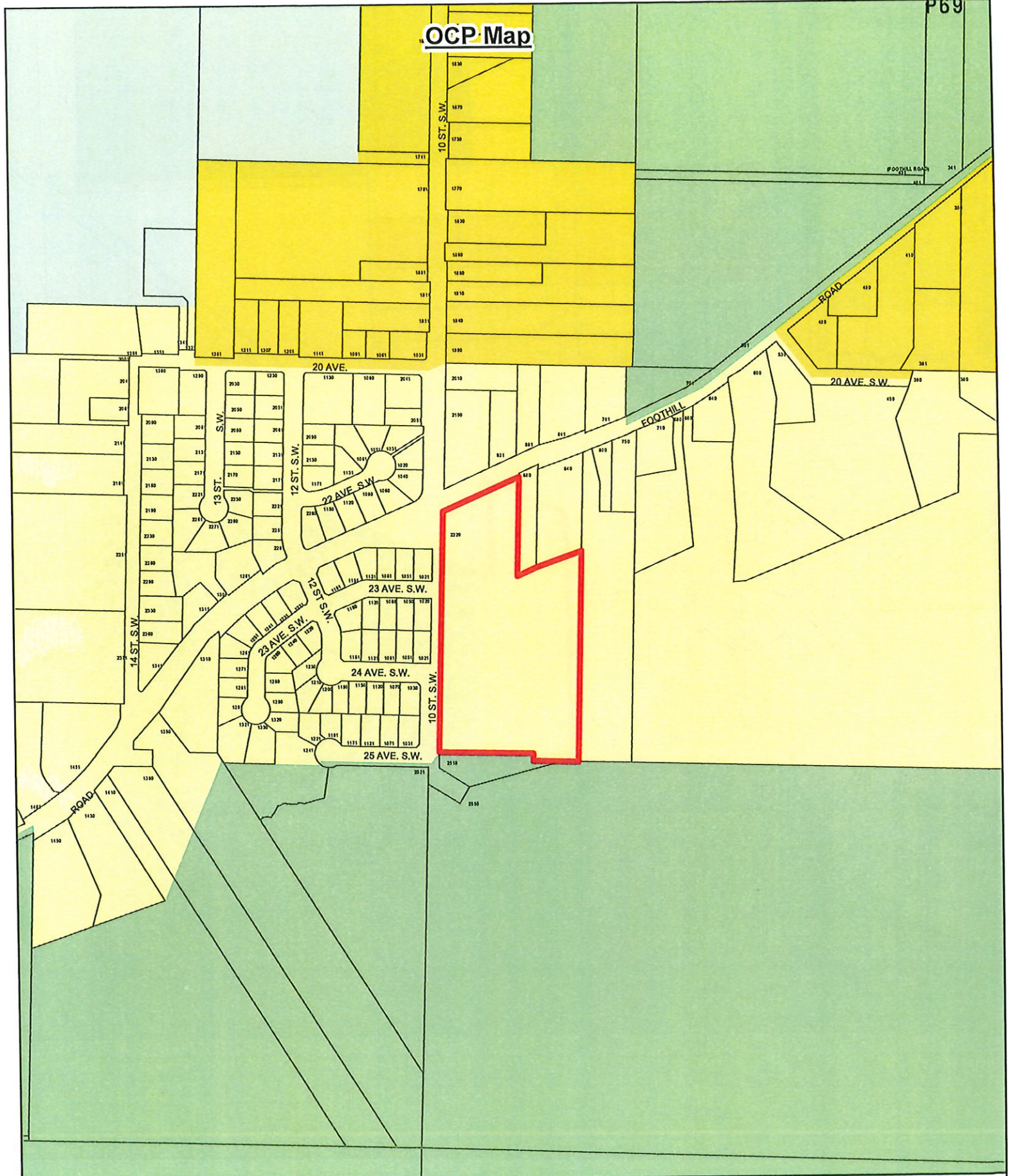
Subject Parcel









P68



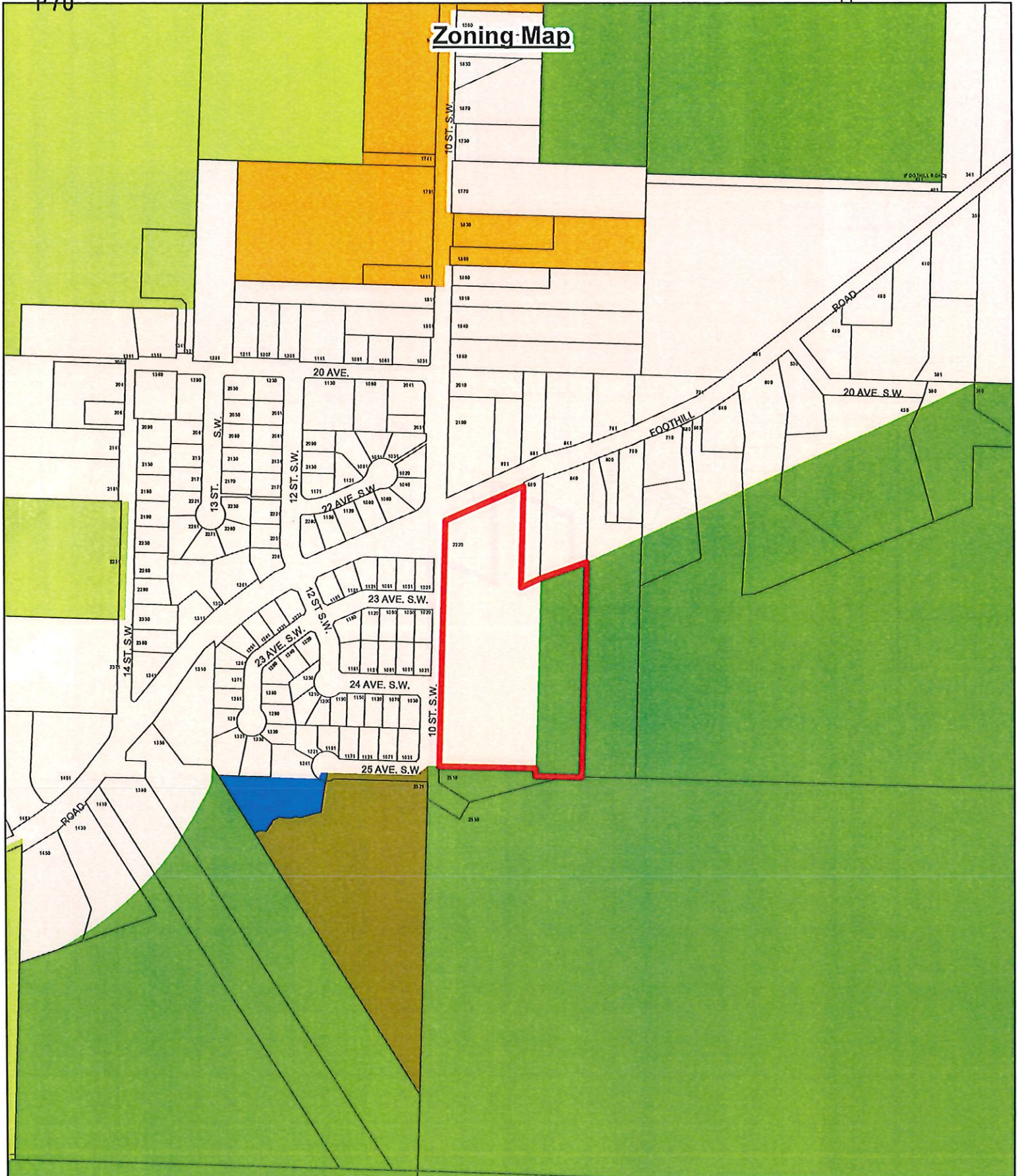




-  Subject Property
  Acreage Reserve  
 Parcels
  Salmon Valley Agriculture  
 Residential - Low Density  
 Residential - Medium Density



# Zoning Map



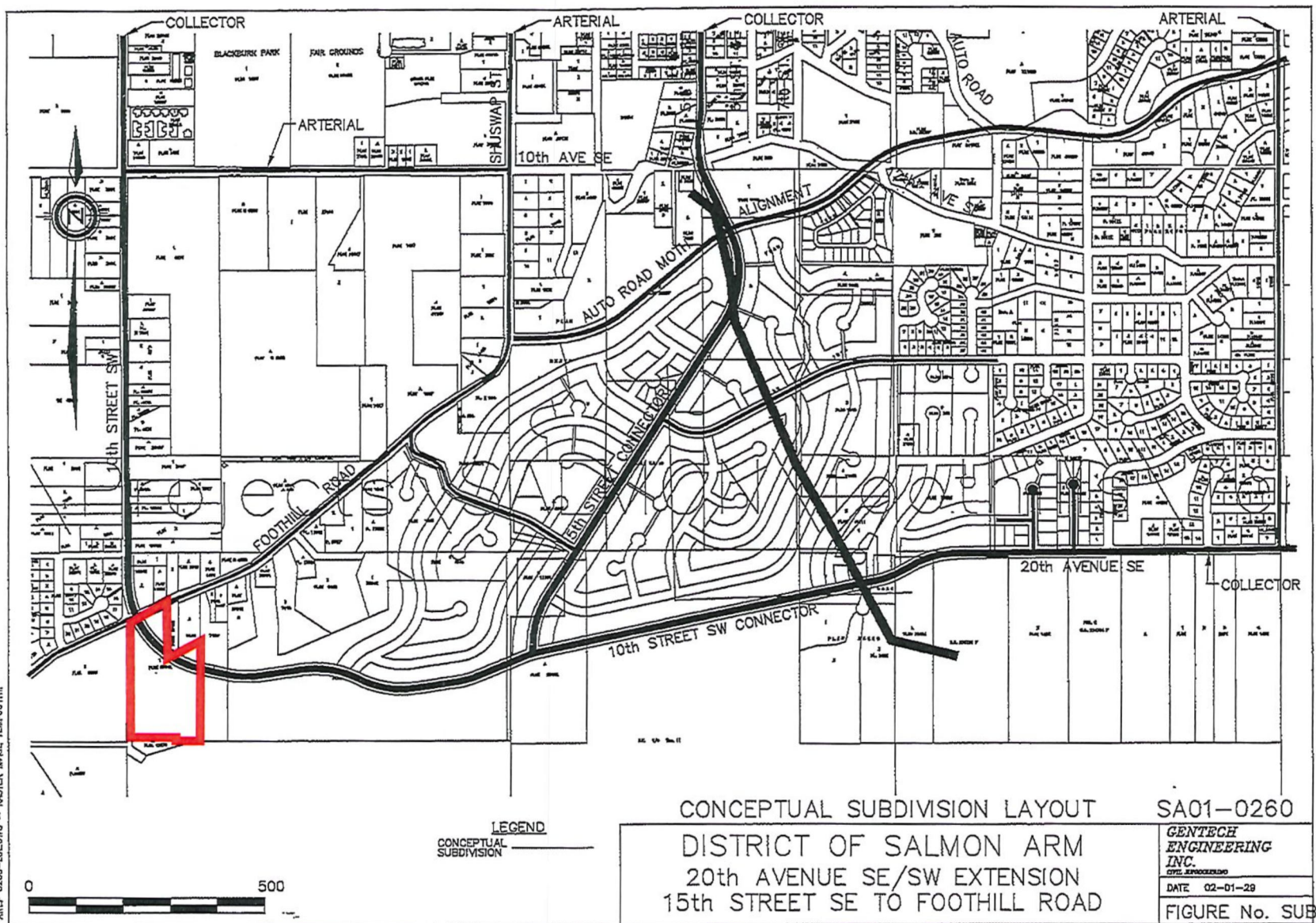
0 37.5 75 150 225 300 m

- Subject Property
- A-1
- R-1
- Parcels
- A-2
- R-4
- A-3
- R-9

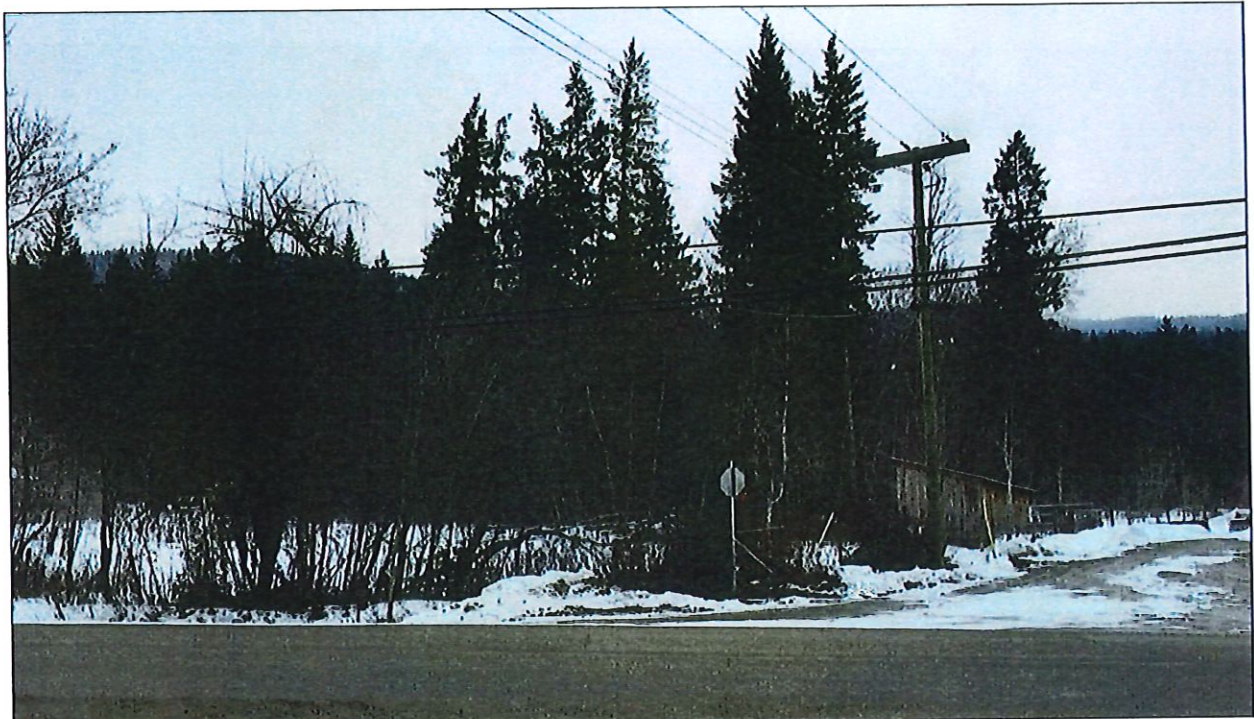




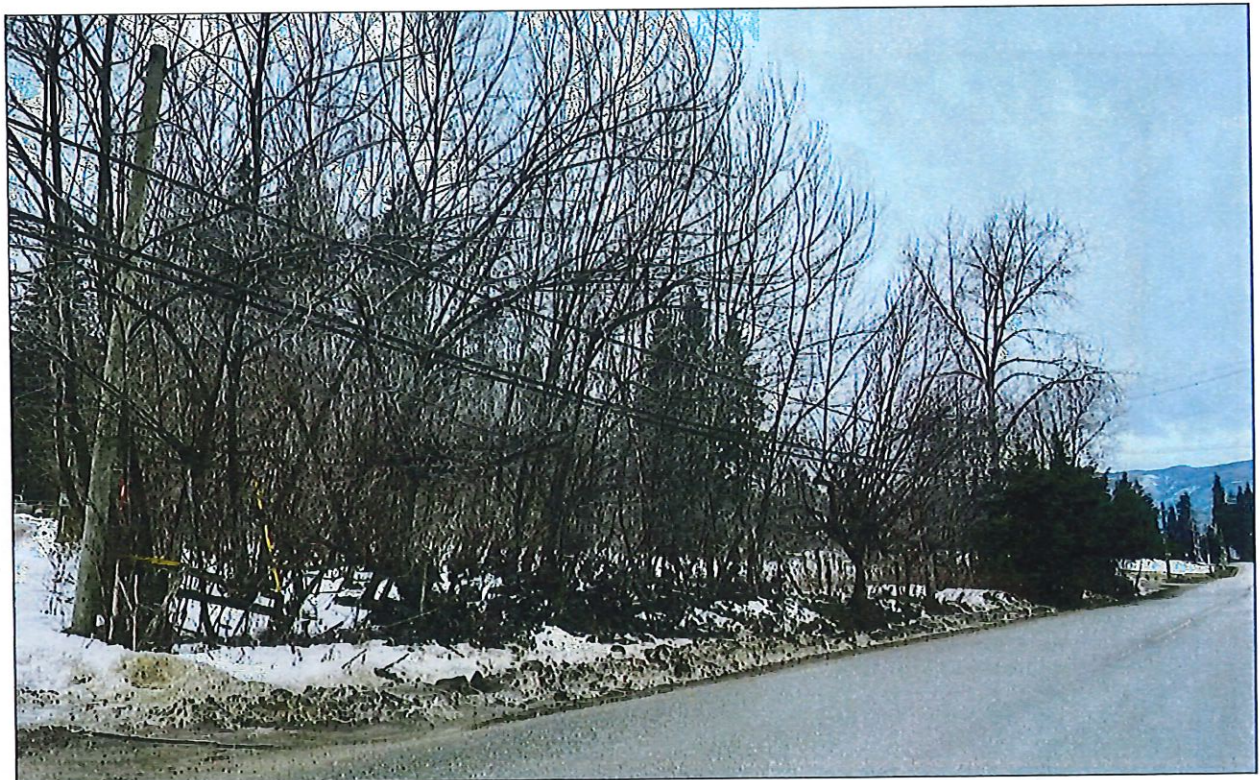








View southwest of subject parcel from 10 Street SW and Foothill Road.



View southeast of subject parcel from Foothill Road.





View east of subject parcel from 23 Avenue SW.



View northeast of subject parcel from 25 Avenue SW.





*Memorandum from the  
Engineering and Public  
Works Department*

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|              |                                                                                       |
|--------------|---------------------------------------------------------------------------------------|
| TO:          | Kevin Pearson, Director of Development Services                                       |
| DATE:        | January 19, 2022                                                                      |
| PREPARED BY: | Mustafa Zakreel, Engineering Assistant                                                |
| APPLICANT:   | Wild Blue Developments Ltd.                                                           |
| SUBJECT:     | SUBDIVISION APPLICATION FILE NO. SUB- 22.01 and ZONING<br>AMENDMENT FILE NO. ZON-1228 |
| LEGAL:       | Lot 1, Section 11 Township 20, Range 10, W6M KDYD, Plan KAP57942                      |
| CIVIC:       | 2220 – 10 Street SW                                                                   |

---

Further to your referral dated January 19, 2022, we provide the following servicing information.

**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. At the time of subdivision the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
8. For the 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.



**SUBDIVISION APPLICATION FILE: 2022-01**

DATE: January 19, 2022

Page 2

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

**Roads / Access:**

1. Foothill Road SW, on the subject property's Northern boundary, is designated as an Urban Arterial Road standard, with an ultimate 25.0m road dedication (12.5m on either side of road centerline). Although the City only requires an Interim total of 20.0m of road dedication (10.0m on either side of road centerline) at this time, all building setbacks will be required to conform to the ultimate 25.0m cross section. A 2.5m wide ROW may be required on either side of the road to accommodate required infrastructure per Item 2. No additional dedication is required at this time (subject to confirmation by BCLS).
2. Foothill Road SW is currently constructed to an Interim Rural Arterial Road standard. Upgrading to the current Urban Interim Arterial Road standard is required, in accordance with Specification Drawing No. RD-4. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, 3m wide multi-use path, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs.
3. 10 Street SW, on the subject property's western boundary, is a closed road. A 3.0m multi-use path is to be constructed in accordance with CGS -8.
4. The proposed 10 Street SW through the proposed subdivision is to meet the Collector road standard, in accordance with the Specification Drawing No. RD-4. Developer's engineer to prove that the vertical & horizontal alignment will generally conform to the OCP alignment and preliminary centerline grading.
5. Internal roadways shall be designed a construction to the Urban local road standard, in accordance with Specification Drawing No. RD-2.
6. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing and proposed roadways.
7. A 5.0m by 5.0m corner cut is required to be dedicated at all intersections with Foothills Road SW or 10 Street SW.
8. Dedication shall be provided at the intersection of Foothills Road and 10 Street SW to allow for a Round-about sized for a WB-15 design vehicle.
9. As Foothill Rd SW is designated as an Arterial Road, accesses shall be designed by keeping to a minimum number. No driveway access will be permitted onto Foothill Road.
10. The maximum allowable cul-de-sac or T-Turn around length in the urban areas is 160 meters. This measurement shall be measured along centerline from the center of the first intersection



**SUBDIVISION APPLICATION FILE: 2022-01**

DATE: January 19, 2022

Page 3

having access from two alternate routes to the center of the cul-de-sac or T-Turn around. Where the maximum cul-de-sac or T-Turn around length is exceeded a secondary emergency access shall be provided. Emergency accesses are to be constructed in conformance with Policy 3.11 (Emergency Accesses). Based on the plan submitted, a cul-de-sac exceeds the allowable distance of 160 meters. The multi-use path may be combined with an emergency access; however, the path would require widening to meet policy 3.11 (3.5 m load carrying width, 4.5m clear width)

11. Permanent dead-end roads shall be terminated in a cul-de-sac in accordance with Specification Drawing No. RD-11. Temporary dead-end roads internal to the subdivision may be terminated with a paved temporary T-turn around in accordance with Specification Drawing No. RD-13. Temporary dead-end roads at the limits of the subject property shall be terminated with temporary cul-de-sacs in accordance with Specification Drawing No. RD-11a (attached).

**Water:**

1. The subject property fronts a 100 mm diameter Zone 1 watermain on Foothill Rd SW. Upgrading this watermain to 300 mm diameter across the frontage of the property is required. DCC water credits may be considered for the additional cost of oversizing the main.
2. The subject property fronts a 200 mm diameter Zone 1 watermain on 10 Street SW. No upgrade is required at this time.
3. Records indicate that the existing lot is currently not serviced with the City water.
4. Watermain shall be extended to the furthest extents of the property required to accommodate adjacent development and is to be sized (min 150mm) to accommodate highest and best use of any 'upstream' parcels per the zoning in the Official Community Plan.
5. The proposed parcels are to be serviced each 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 subdivision, at the Owner / Developer's cost.
6. The subject property is located within an area of identified fire flow deficiency, according to the 2011 Water Study (OD&K 2012). The Owner / Developer's authorized engineer is to complete a flow test on the closest fire hydrant to confirm the existing watermain servicing the subdivision is adequately sized to provide fire flows in accordance with the requirements of the Subdivision and Development Servicing Bylaw No 4163. Where the City water distribution system has insufficient capacity to meet the required fire flow, the Owner / Developer will be required to make the necessary upgrades to meet these standards. Owner / Developer is responsible for all associated costs.
7. Fire protection requirements to be confirmed with the Building Department and Fire Department.



**SUBDIVISION APPLICATION FILE: 2022-01**

DATE: January 19, 2022

Page 4

- 
8. Owners consulting Engineer shall review the site to ensure placement of fire hydrants meet the low density spacing requirements of 150 meters.

**Sanitary:**

1. The subject property does not front a City of Salmon Arm sanitary sewer main. Consultant/ Developer is responsible for extending a 200 mm sanitary sewer from the existing manhole located approximately 70m north of the subdivision on 10 St, to and through the proposed subdivision. A 200 mm sanitary sewer main terminates at manholes at the eastern end of each 23, 24 and 25 AVE SW.
2. Sanitary main shall be extended to the furthest extents of the property required to accommodate adjacent development and is to be sized (min 200mm) to accommodate highest and best use of any 'upstream' parcels per the zoning in the Official Community Plan.
3. The proposed parcels 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.
4. The subject property is in an area with no current sanitary capacity concerns according to the City Sanitary Study (Urban Systems 2016). Design engineer to review and confirm downstream capacity.
5. Records indicate that the existing parcel is currently serviced by a septic field. Decommissioning of the septic field, in accordance with building departments requirements will be a condition of the subdivision. Owner / Developer responsible for all associated costs.

**Drainage:**

1. The subject property does not front City storm sewer on Foothill Rd SW or on 10 Street SW. Storm sewer shall be extended within the property to the furthest extents required to accommodate adjacent development and is to be sized (min 250mm) to accommodate highest and best use of any 'upstream' parcels per the zoning in the Official Community Plan..
2. Record indicate that the existing property is not serviced by storm sewer.
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced



**SUBDIVISION APPLICATION FILE: 2022-01**

DATE: January 19, 2022


Page 5

(each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

6. 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.

**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), Category C (Landslide Assessment), is required.



**Mustafa Zakreet**  
Engineering Assistant



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



## CITY OF SALMON ARM

### BYLAW NO. 4492

#### 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 April 11, 2022 at the hour of 7:00 p.m. was published in the \_\_\_\_\_, 2022 and \_\_\_\_\_, 2022 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 11, Township 20, Range 10, W6M, KDYD, Plan KAP57942 from R-1 (Single Family Residential Zone) and A-2 (Rural Holding 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. 4492"

|                         |        |      |
|-------------------------|--------|------|
| READ A FIRST TIME THIS  | DAY OF | 2022 |
| READ A SECOND TIME THIS | DAY OF | 2022 |
| READ A THIRD TIME THIS  | DAY OF | 2022 |
| ADOPTED BY COUNCIL THIS | DAY OF | 2022 |

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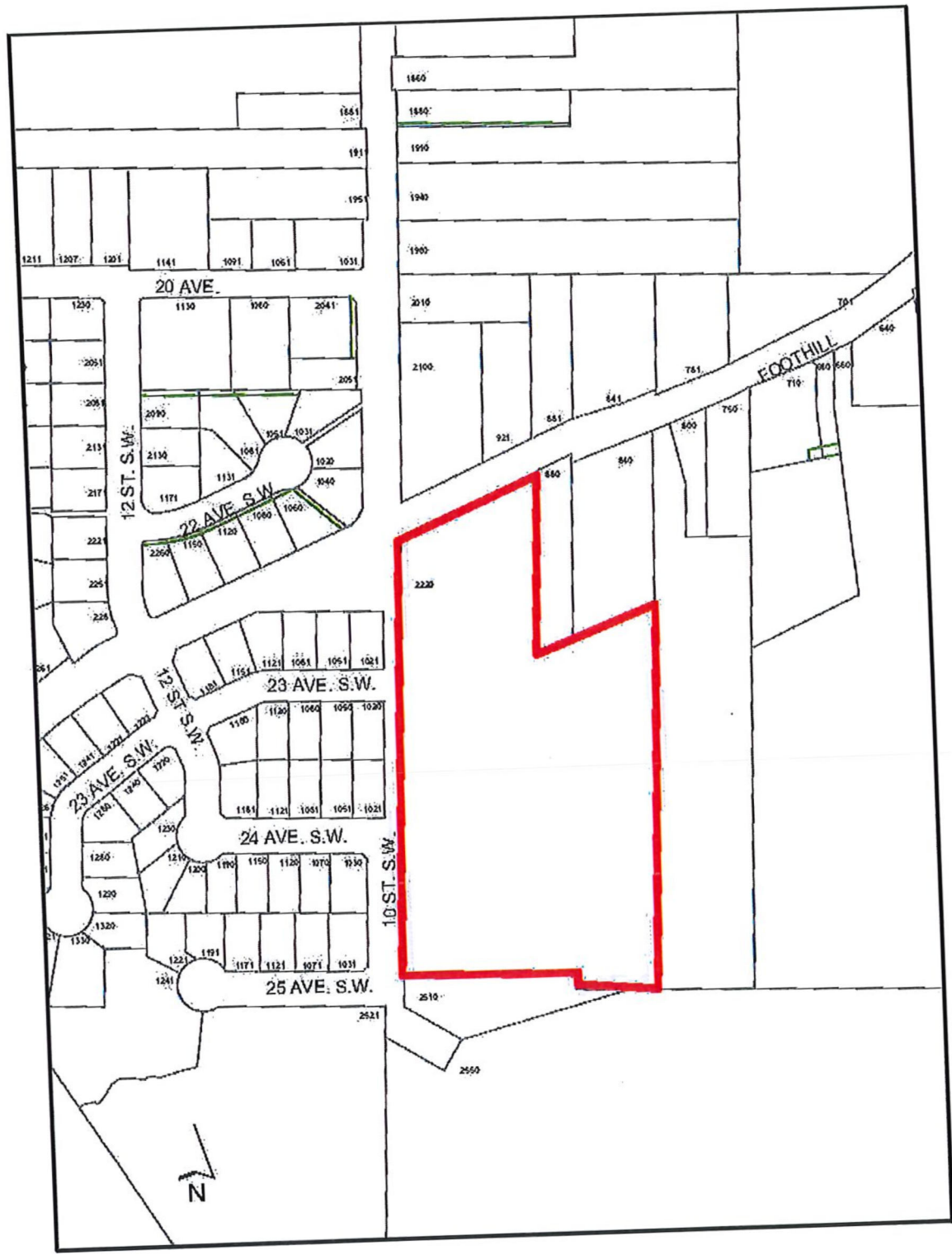
MAYOR

---

CORPORATE OFFICER



Schedule "A"





Item 10.2

## CITY OF SALMON ARM

Date: March 28, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4498 be read a first and second time.

[Dieleman, P. & J.; 6500 1 Avenue NW; A-2 and A-3]

### Vote Record

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

Opposed:

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





To: His Worship Mayor Harrison and Members of Council

Date: March 10, 2022

Subject: Zoning Bylaw Amendment Application No. 1232

Legal: Remainder Lot B, Section 17, Township 20, Range 10, W6M, KDYD, Plan EPP96461, Except Plan EPP115380

Civic Address: 6500 1 Avenue NW

Owner/Applicant: Paula and Jack Dieleman

---

### **STAFF RECOMMENDATION**

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Remainder Lot B, Section 17, Township 20, Range 10, W6M, KDYD, Plan EPP96461, Except Plan EPP115380 from A2 (Rural Holding Zone) to A3 (Small Holding Zone).

---

### **PROPOSAL**

To review the application to rezone the above noted property from A2 to A3 in order to accommodate the future subdivision of the subject property.

### **BACKGROUND**

The subject property is designated in the Official Community Plan (OCP) as Acreage Reserve and A2 (Rural Holding Zone) in the Zoning Bylaw (Appendix 1 to 4). The minimum parcel area for subdivision in the A2 zone is 4.0ha (9.9ac). The minimum parcel area under the A3 (Small Holding Zone) is 2.0ha (4.9ac). The subject property is part of a recent subdivision that included the dedication of the access road (1 Avenue NW).

Given that the subject property is approximately 9.24ha (22.8ac) in area subdivision is prohibited in the A2 zone and rezoning is required. The subject property is not affected by the Agricultural Land Reserve (ALR), the boundary of which is located to the east of the subject property.

Adjacent land uses include the following:

North: A2 (Rural Holding Zone) – Agriculture and Single Family Residences

South: A3 (Small Holding Zone) – Agriculture and Single Family Residences

East: A3 (Small Holding Zone) & A2 (Rural Holding Zone) – Agriculture and Single Family Residences

West: A1 (Agriculture Zone) – Unsurveyed Crown Land

The applicant is proposing a three (3) lot subdivision of the 9.24ha (22.8ac) subject property. The proposed lots would be accessed from 1 Avenue NW. Access beyond the cul-de-sac would not be maintained by the City. A sketch plan provided with the subdivision application is included as Appendix 5.

### **COMMENTS**

#### **Engineering Department**

The Engineering Department has no concerns to the rezoning of this property.



Building Department

No concerns with the rezoning.

Fire Department

No concerns.

Planning Department

Since the adoption of the Official Community Plan in 2011 (Bylaw No. 4000), Council has reviewed 14 rezoning applications under policy 7.3.29 and supported the adoption of 12 sites, including the development around 1 Avenue NW adjacent to the subject property and the recent rezoning of 821 60 Street NW to the north of the subject property.

In supporting the proposed rezoning staff consult with the policies of the OCP, including policy 7.3.29 which states:

"Subdivision to accommodate further rural small agricultural holdings may be supported within the Acreage Reserve area situated west of both the Salmon River and the Trans Canada Highway subject to compliance with the following criteria:

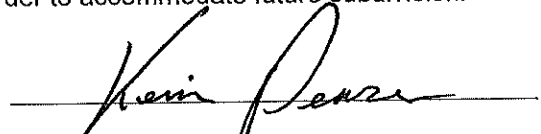
- a. The suit is well drained and free from flooding, unstable soils or other hazardous conditions;
- b. soil conditions permit permanent on-site sewage disposal for each parcel as determined by the appropriate agency;
- c. availability of adequate potable water supply on each parcel, approved by the appropriate agency;
- d. minimum of two (2) hectare parcel size, other than subdivisions or boundary adjustments contemplated under policy 7.3.6 and subject to appropriate zoning; and
- e. the lands have an improved agricultural soils capability rating of class four (4), class five (5), class six (6) or class as determined by the ALC, based on the Canada Land Inventory Agricultural Capability Classification System. The principle of protecting better quality agricultural soils from subdivision in to small lots will guide decisions on mixed category applications and the ALC will continue to consider each subdivision application on its own merits to ascertain the potential impact of subdivision on exiting and potential agricultural development."

At the time of subdivision approval any issues related to flooding, unstable soils or hazardous conditions are addressed by existing covenants that restrict development unless certain conditions are met (i.e. development oversight by Geotechnical Engineer, assessments in areas of known slope instability). The covenants are reviewed and amended if necessary prior to final subdivision approval. Also at the time of subdivision approval, on-site sewerage disposal will be addressed through a qualified professional and in conjunction with Interior Health Authority which regulates on-site sewerage requirements in rural areas. An Improved Soils Capability Map is included as Appendix 6 and the subject property is within an area of class six (6) soils, but as mentioned no in the ALR.

Staff are supportive of the rezoning of the subject property in order to accommodate future subdivision.



Prepared by: Melinda Smyrl, MCIP, RPP  
Planner III



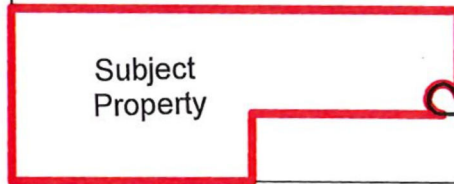
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services



P86

# Subject Property Map

APPENDIX 1



Subject  
Property

1 Ave N.W.



 Parcels

 Subject Property



Subject  
Property

1 Ave N.W.



0 30 60 120 180 240 m



Parcels



Subject Property

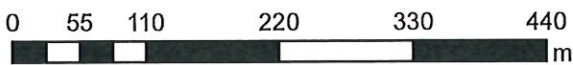


P88

OCP Map

Subject  
Property

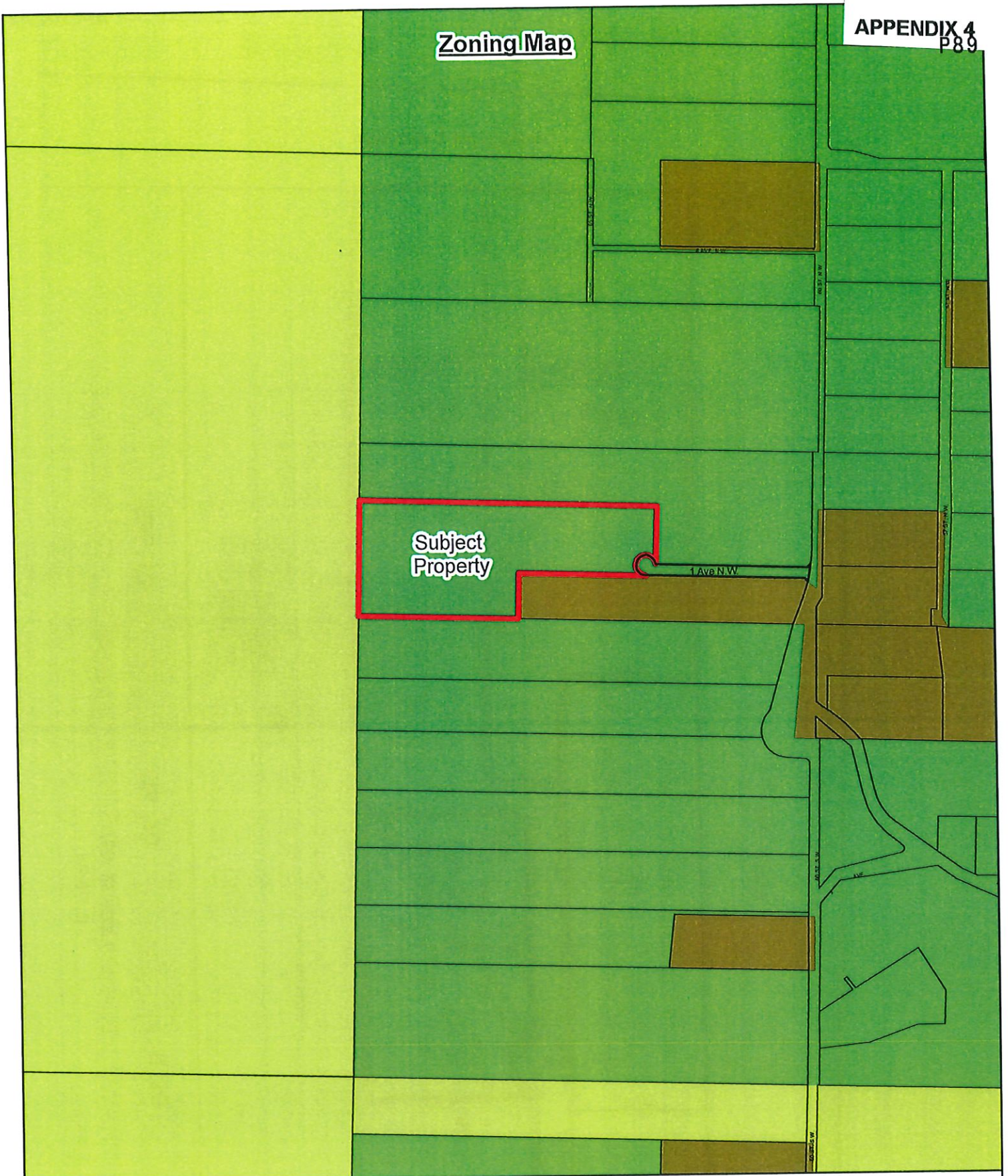
1 Ave N.W.



- |                                                                                                       |                                                                                                       |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
|  Parcels          |  Acreage Reserve |
|  Subject Property |  Forest Reserve  |



Zoning Map



Subject  
Property

1 Ave N.W.

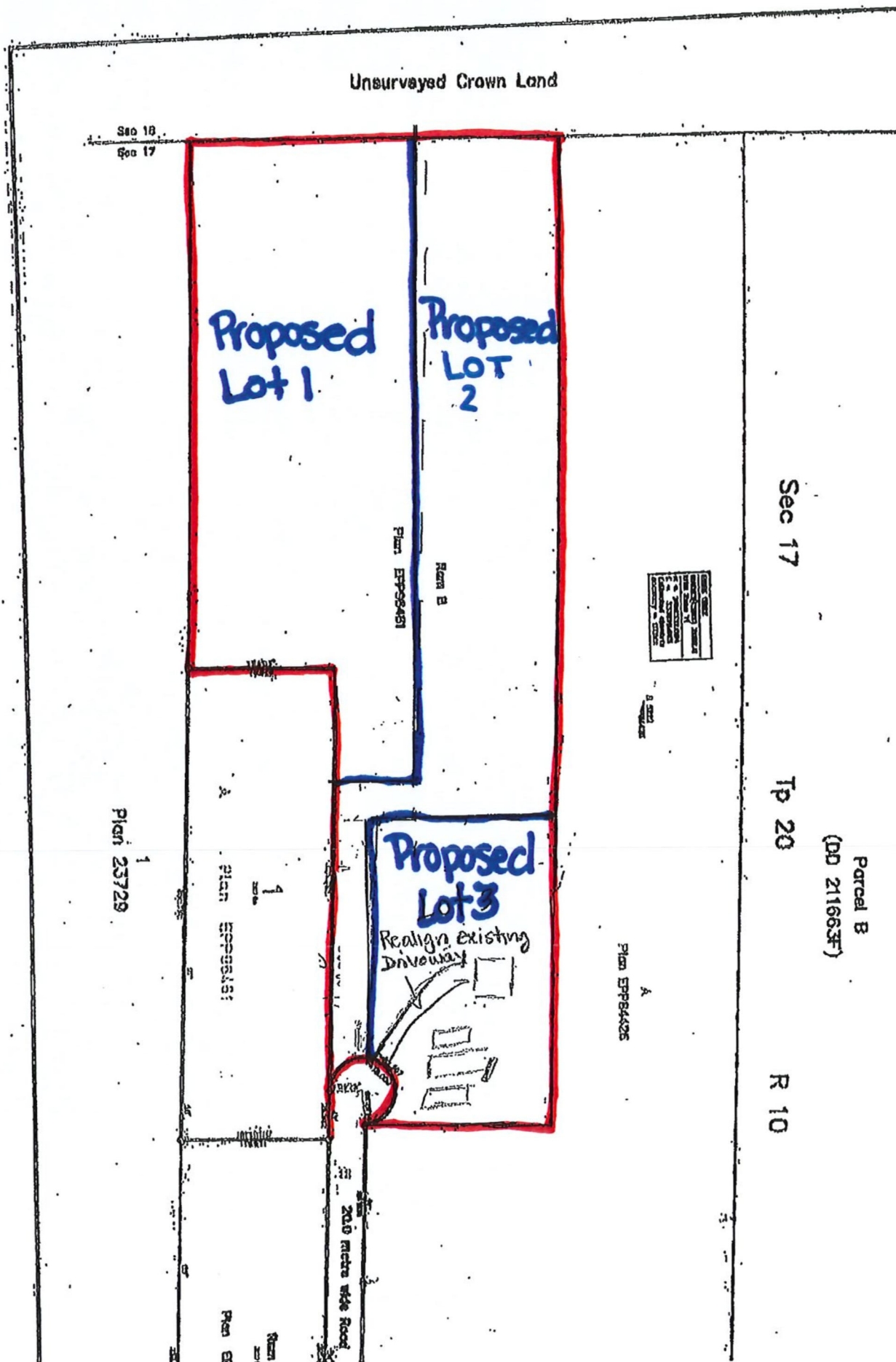


0 75 150 300 450 600 m

- |                                                                                                       |                                                                                           |                                                                                           |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
|  Parcels          |  A-1 |  A-3 |
|  Subject Property |  A-2 |                                                                                           |



P90





Improved Soils  
Capability Map

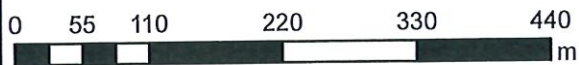
P 91

2  
6 R  
T

Subject  
Property

1 Ave. N.W.

60 ST. S.W.



- |                                                                                                       |                                                                                               |
|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
|  Parcels          |  CLASS 3 |
|  Subject Property |  CLASS 6 |



## CITY OF SALMON ARM

### BYLAW NO. 4498

#### 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 April 11, 2022 at the hour of 7:00 p.m. was published in the \_\_\_\_\_, 2022 and \_\_\_\_\_, 2022 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 Remainder Lot B, Section 17, Township 20, Range 10, W6M, KDYD, Plan EPP96461 Except Plan EPP115380 from A-2 (Rural Holding Zone) to A-3 (Small Holding 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. 4498"**

READ A FIRST TIME THIS DAY OF 2022

READ A SECOND TIME THIS DAY OF 2022

READ A THIRD TIME THIS DAY OF 2022

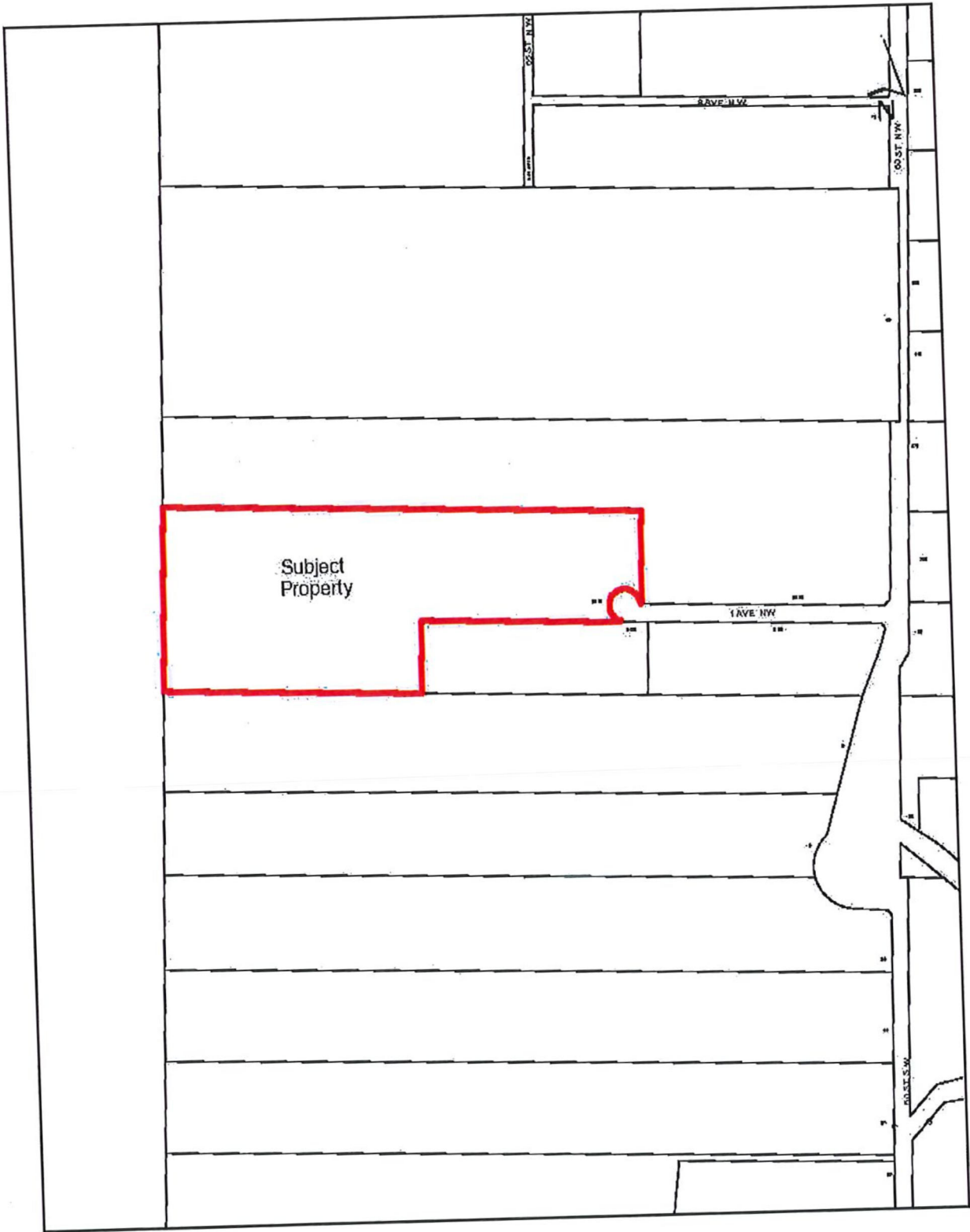
ADOPTED BY COUNCIL THIS DAY OF 2022

\_\_\_\_\_  
MAYOR

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



### Schedule "A"





Item 10.3

## CITY OF SALMON ARM

Date: March 28, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4506 be read a first and second time.

[Bickle, J. & J.; 1241 25 Avenue SW; R-1 and R-9 to R-8]

### Vote Record

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

Opposed:

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



**CITY OF  
SALMON ARM**

---

To: His Worship Mayor Harrison and Members of Council

Date: March 15, 2022

Subject: Zoning Bylaw Amendment Application No. 1235

Legal: Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan EPP88045  
Civic Address: 1241 – 25 Avenue SW  
Owner/Applicant: Bickle, J. & J.

---

**STAFF RECOMMENDATION**

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan EPP88045 from R-1 (Single Family Residential Zone) and R-9 (Estate Residential Zone) to R-8 (Residential Suite Zone).

---

**PROPOSAL**

The subject parcel is located at 1241 – 25 Avenue SW (Appendix 1 & 2). The proposal is to rezone the entire parcel from R-1 (Single Family Residential) and R-9 (Estate Residential) to R-8 (Residential Suite).

**BACKGROUND**

The parcel is designated Low Density Residential and Acreage Reserve in the City's Official Community Plan (OCP) and zoned Single Family Residential (R-1) and Estate Residential (R-9) in the Zoning Bylaw (Appendix 3 & 4).

The subject parcel is located in 'The Ridge' subdivision off of Foothill Road, which is almost entirely comprised of R-1 zoned parcels. There are currently zero R-8 zoned parcels within the proximity of the subject parcel.

The property is approximately 0.526 hectares (5,260 square metres) in area/size and contains an existing single family dwelling and two accessory buildings/structures (sheds). The total lot area is large enough to permit a detached suite. Site photos are attached, as Appendix 5.

Policy 8.3.25 of the OCP provides for the consideration of 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. Based on parcel area, 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.

**COMMENTS****Engineering Department**

No concerns.

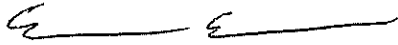


Building Department

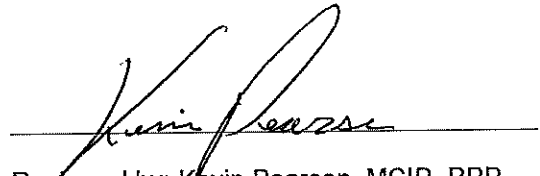
BCBC requirements are applicable at the Building Permit stage. A QEP report on RAPR requirements is also applicable at the Building Permit stage. An eventual Variance Permit may be required for the building height due to the sloping lot. DCCs are applicable for detached suite.

Planning Department

The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. The proximity to a watercourse (Hobson Creek) is expected to trigger RAPR reporting at the Building Permit Stage. Any new development will require a building permit and will be subject to applicable Development Cost Charges, as well as meeting Zoning Bylaw and BC Building Code requirements. Finally, it should be noted that the rationale for rezoning the property to R-9 back in 2016 was to establish a minimum parcel size of 1 acre for the southern portion. In effect, that would preclude future subdivision. Rezoning the entirety of the subject parcel to R-8 could lead to future subdivision potential.



Prepared by: Evan Chorlton  
Planner I

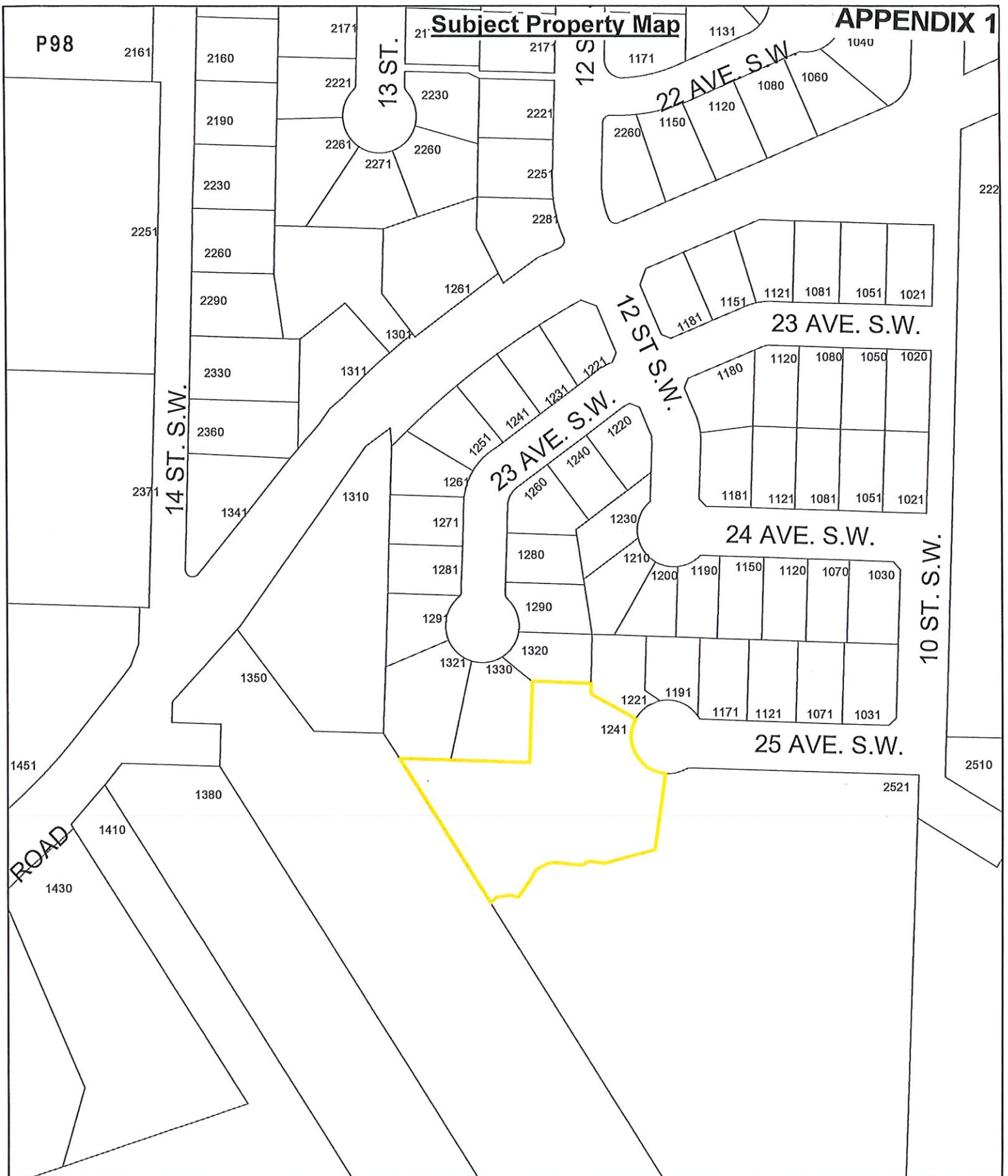


Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services



# Subject Property Map

## APPENDIX 1

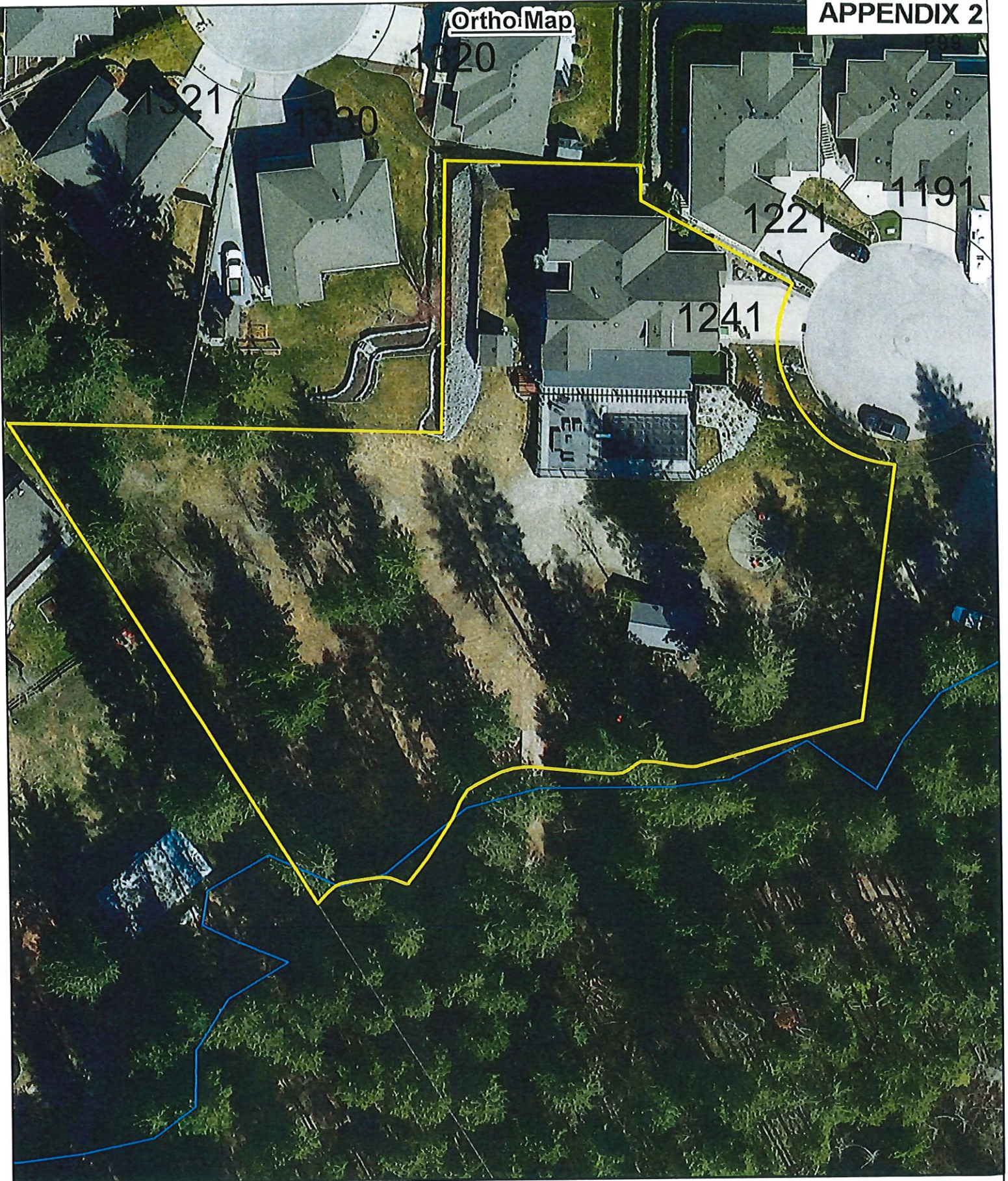


0 10 20 40 60 80 Meters


 Subject Property  
 Parcels



OrthoMap



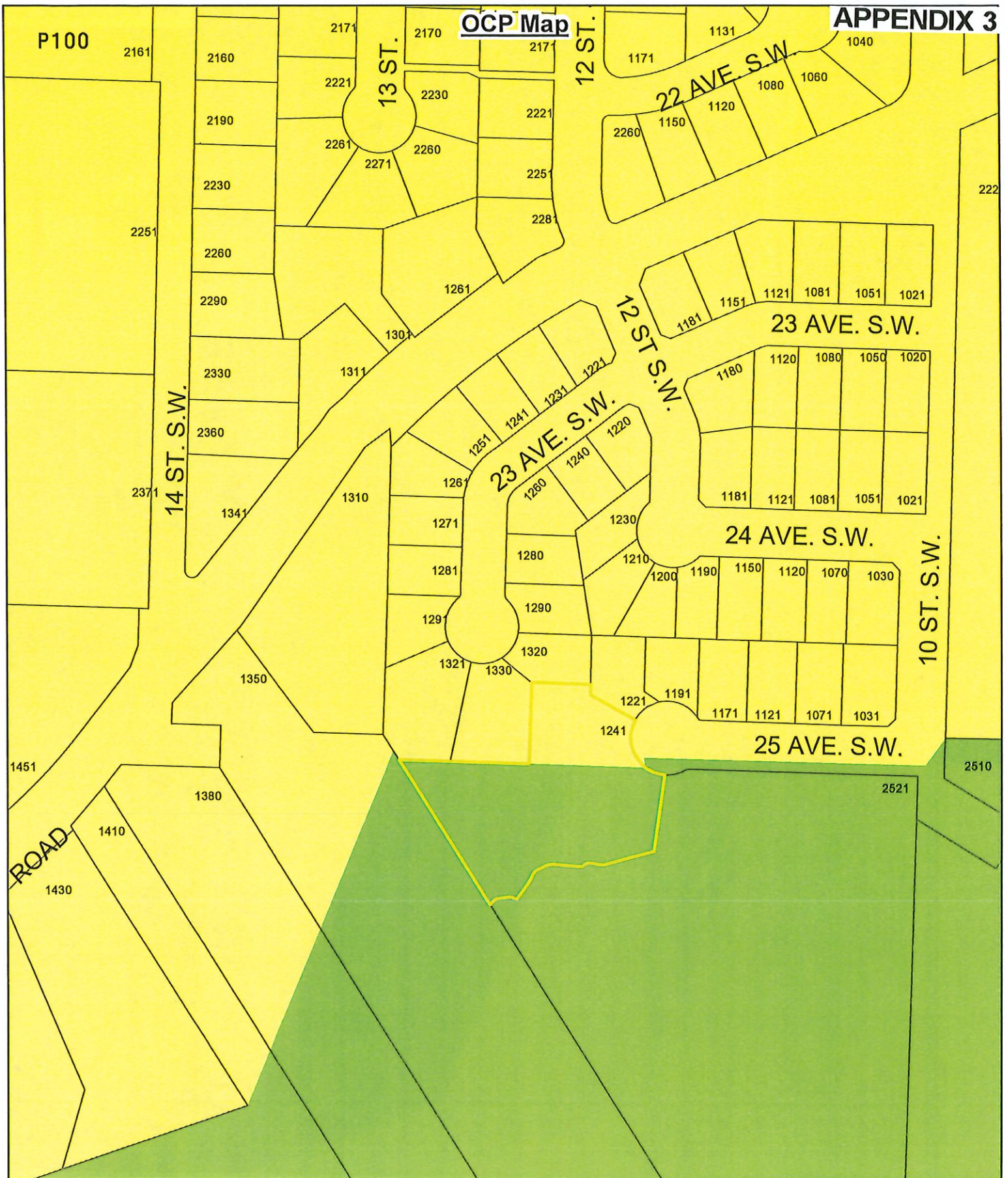
0 3 6 12 18 24 Meters






A horizontal scale bar with markings at 0, 3, 6, 12, 18, and 24 meters. The bar is black with white markings and numbers.

- Streams
- Subject Property
- Parcels





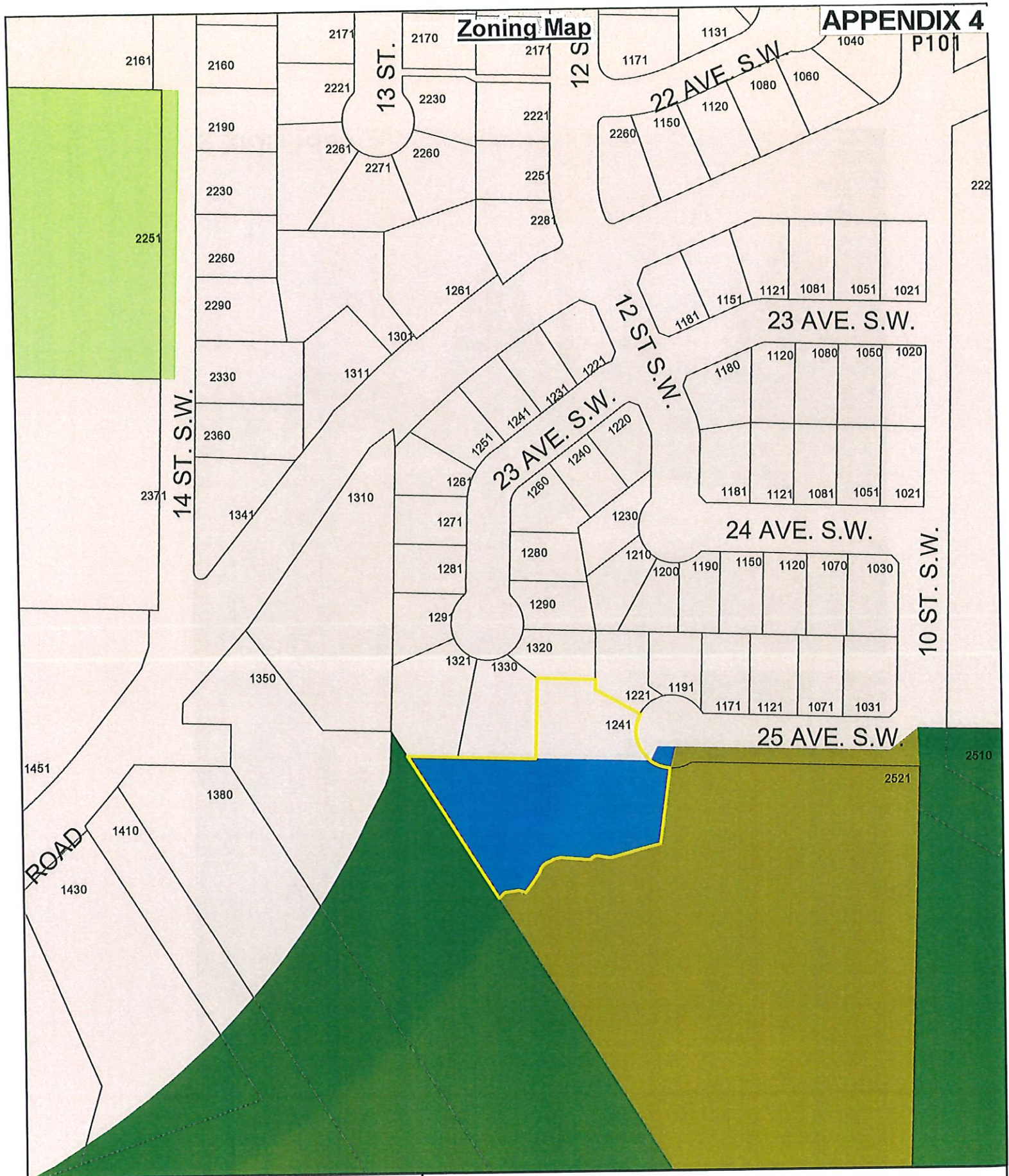
A scale bar labeled "Meters" with markings at 0, 10, 20, 40, 60, and 80. The bar is divided into segments: 0-10 is black, 10-20 is white, 20-40 is black, 40-60 is white, and 60-80 is black.

 Subject Property  
 Parcels  
 Acreage Reserve



# Zoning Map

## APPENDIX 4

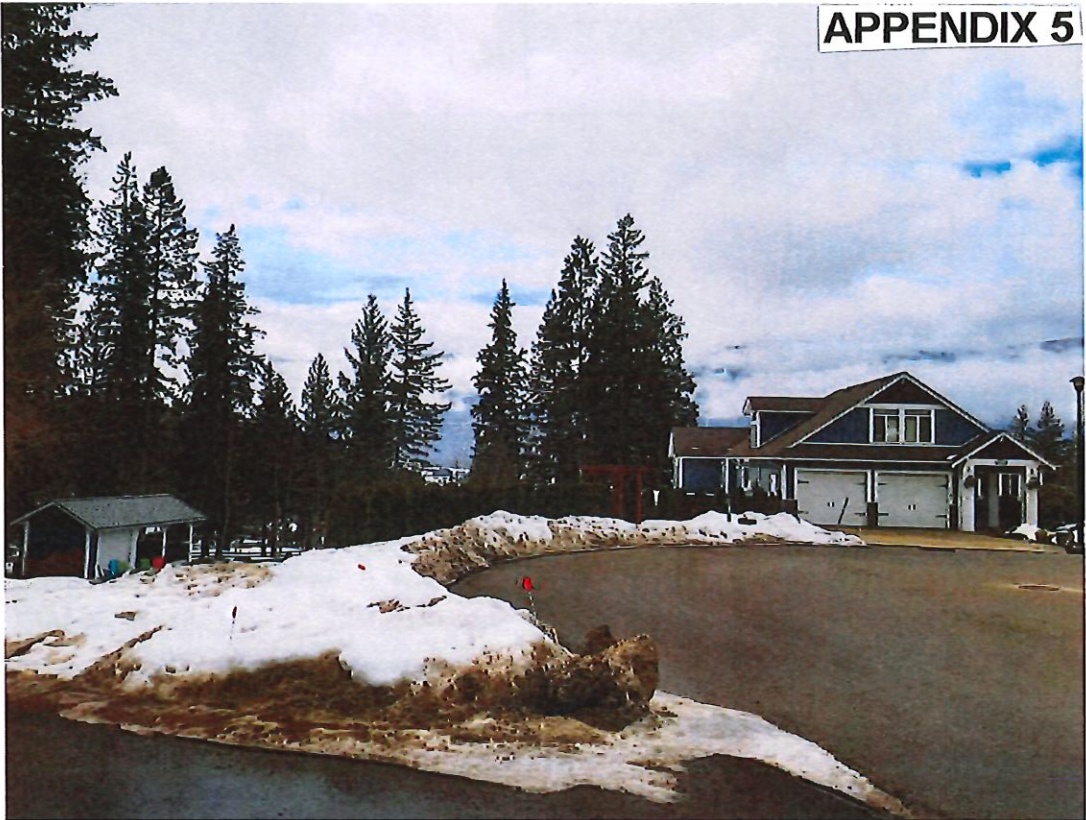


0 10 20 40 60 80  
Meters

- Subject Property
- Parcels
- A-1
- A-2
- A-3
- R-1
- R-9



APPENDIX 5





- Legend
- Contours and Water Cou...
  - Legal
  - Official Community Plan
  - Other Planning
  - Public
  - Sanitary System
  - Storm System
  - Water System
  - Orthos



Proposed  
carriage house



## CITY OF SALMON ARM

### BYLAW NO. 4506

#### 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 April 11, 2022 at the hour of 7:00 p.m. was published in the \_\_\_\_\_, 2022 and \_\_\_\_\_, 2022 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 10, Township 20, Range 10, W6M, KDYD, Plan EPP88045 from R-1 (Single Family Residential Zone) and R-9 (Estate 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. 4506"

|                        |        |      |
|------------------------|--------|------|
| READ A FIRST TIME THIS | DAY OF | 2022 |
|------------------------|--------|------|

|                         |        |      |
|-------------------------|--------|------|
| READ A SECOND TIME THIS | DAY OF | 2022 |
|-------------------------|--------|------|

|                        |        |      |
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| READ A THIRD TIME THIS | DAY OF | 2022 |
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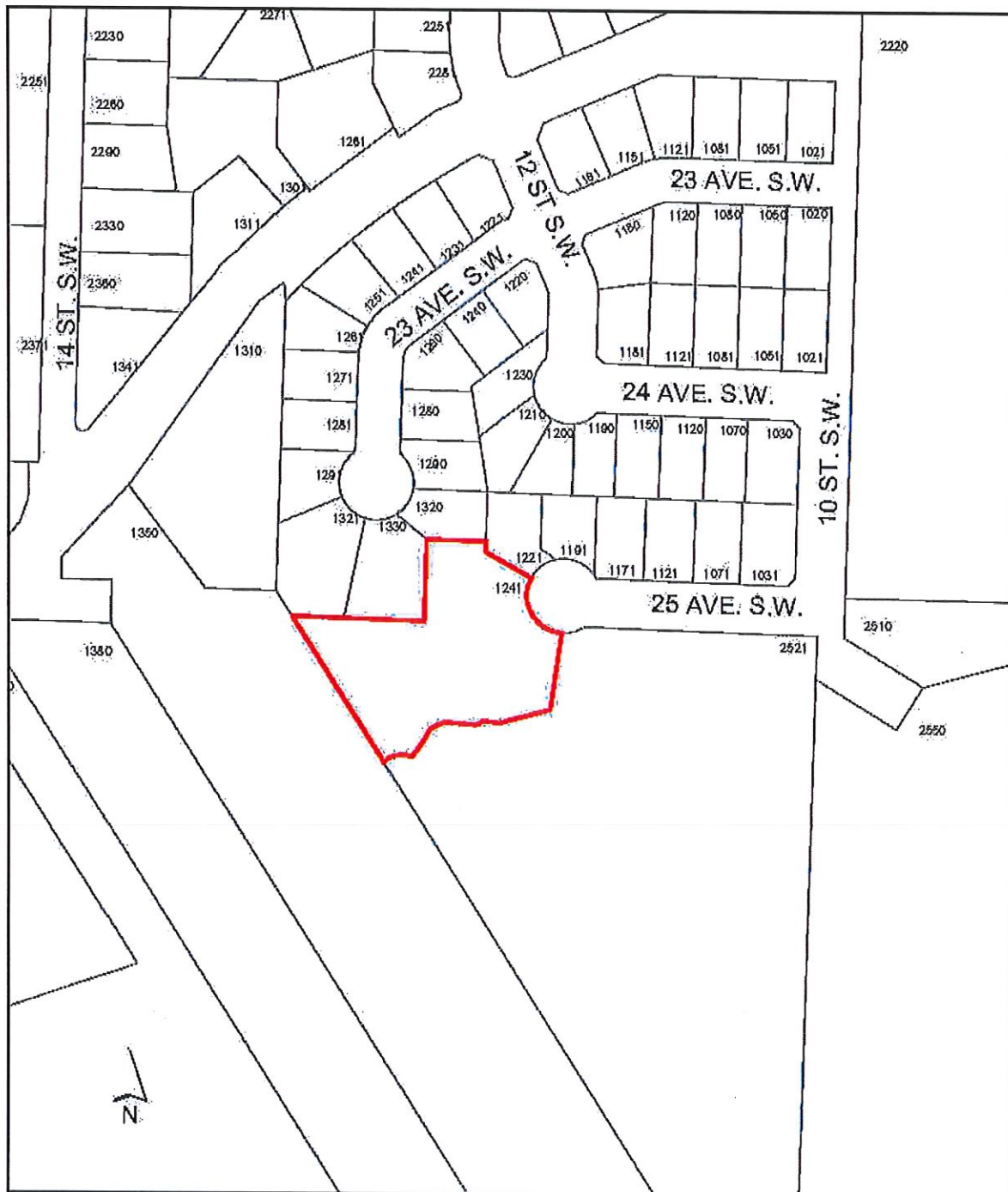
MAYOR

---

CORPORATE OFFICER



Schedule "A"





Item 10.4

## CITY OF SALMON ARM

Date: March 28, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4522 be read a first, second and third time.

[Parking Rates]

### Vote Record

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

Opposed:

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



## **CITY OF SALMON ARM**

---

To: Mayor Harrison and Members of Council  
Date: March 18, 2022  
From: Chelsea Van de Cappelle, Chief Financial Officer  
Subject: Fee for Service Amendment – Parking Rates

---

### **Recommendation**

That: Bylaw No. 4522 cited as "City of Salmon Arm Fee for Service Amendment Bylaw No. 4522" be given 3 readings.

### **Background**

At the Regular Meeting of March 14, 2022, Council adopted the City of Salmon Arm Fee for Service Amendment Bylaw No. 4503 to establish new parking rates effective July 1, 2022. A copy of the report has been attached for reference (Appendix A).

Following this, it was determined that for clarity, the reserved and reserved/personalized parking rates for the 4<sup>th</sup> Street NE Parking Lot should be broken down to reflect the current parking lot layout as follows:

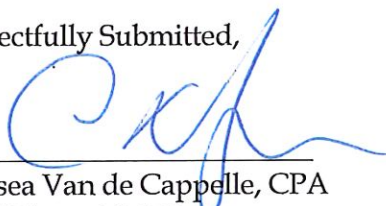
- 4<sup>th</sup> Street NE Parking Lot;
- 4<sup>th</sup> Street NE (Upper) Parking Lot; and
- 4<sup>th</sup> Street NE (Lower) Parking Lot.

In addition, the bylaw should also reflect the 6<sup>th</sup> Street NE Parking Lot, which currently offers both reserved and reserved/personalized stalls. The parking rates proposed for the 6<sup>th</sup> Street NE Lot are consistent with the new parking rates previously proposed. The parking rates for the 4<sup>th</sup> Street NE Lots are unchanged from the previously adopted bylaw.

As previously advised, notice will be provided to all existing reserved parking pass holders.

We respectfully recommend that Schedule B, Appendix 3, Subsection 5 of the Fee for Service Bylaw No. 2498 be amended to reflect the parking fees associated with the above noted lots.

Respectfully Submitted,



Chelsea Van de Cappelle, CPA  
Chief Financial Officer





File: 0360.30.02

TO: His Worship Mayor Harrison and Members of Council  
FROM: Rob Niewenhuizen, Director of Engineering and Public Works  
DATE: February 11, 2022  
SUBJECT: **AMENDMENT TO THE FEE FOR SERVICE BYLAW NO. 2498 – DOWNTOWN PARKING RATES**

## RECOMMENDATION

**THAT:** "City of Salmon Arm Fee for Service Amendment Bylaw No. 4503" be read a first, second and third time.

## BACKGROUND:

The Downtown Parking Plan was completed by ISL Engineering & Land Services in August of 2021. The Downtown Parking Commission (DPC) in reviewing the Salmon Arm Downtown Parking Plan (Plan) have made a recommendation to City Council to increase the "on-street" and "reserved" off street parking lot rates. These increased rates will allow more resources to further enhance the efficiency of the parking systems including investments in advanced parking meter technology and enforcement.

It has been well over 20 years since any of the parking rates have been modified or increased. The existing on-street parking fee within the City of Salmon Arm (City) downtown area is currently \$0.25 per hour. As per the Plan, this is significantly lower than the average fee for similar municipalities (Appendix A – Excerpt from the Plan).

The Plan does not specifically address reserved off-street parking rates, however staff have conducted an internal survey of reserved rates of the same comparable municipalities surveyed within the Plan and note that the City is again below the average (Appendix B).

Staff are proposing an amendment to establish new parking rates effective, **July 1, 2022:**

|                                                  | Current            | Proposed           |
|--------------------------------------------------|--------------------|--------------------|
| On-Street Parking Meter Rate                     | \$0.25             | \$1.00             |
| Reserved Off-Street Parking Stalls               | \$25.00 per Month* | \$50.00 per Month* |
| Reserved, Personalized Off-Street Parking Stalls | \$35.00 per Month* | \$60.00 per Month* |

\*Plus taxes as applicable

It is also recommended that the City no longer offer a 10% discount for the purchase of a six (6) month reserved parking pass, which is also consistent with comparable municipalities.

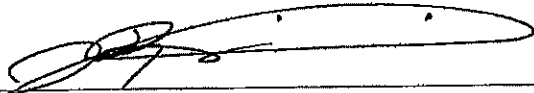


**Fee For Service Amendment – Downtown Parking Rates**

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Following the adoption of the recommended parking rates, notice will be provided to all existing reserved parking pass holders, advertised on the City social media platforms, posted at City Hall and on the City website.

We respectfully recommend that Schedule B, Appendix 3, Subsection 5 of the Fee for Service Bylaw No.2498 be amended to reflect the revised downtown parking rates as recommended by the DPC.

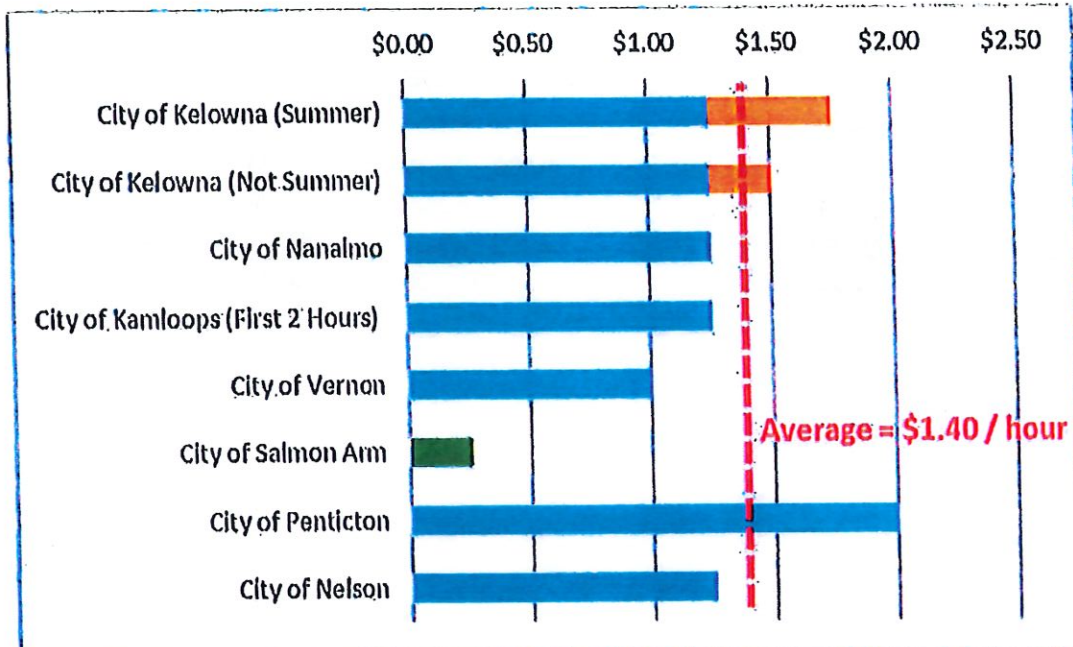


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Rob Nieuwenhuizen, A.Sc.T.  
Director of Engineering and Public Works

cc Chelsea Van De Cappelle, Chief Financial Officer





**Figure ES.1: Downtown Parking Fee for Comparable BC Municipalities**

Based on the review of similar BC municipalities, there is an average on-street parking fee of \$1.40 per hour during the first two hours. The existing parking fee within the City of Salmon Arm downtown area is currently \$0.25 per hour, significantly lower than the average fee for similar municipalities. With the recent public survey results in mind, the implementation of paid on-street parking should be accompanied with an educational initiative, potentially in collaboration with the Downtown Business Association and Downtown Parking Commission, to discuss the benefits of implementing paid parking and how the additional revenue generated will positively impact the surrounding local businesses.

A memo (*Parking Enforcement Technologies*) prepared by the City of Salmon Arm was reviewed in order to identify potential types of methods and technologies that could be implemented including Single Space Metering (Smart Meter) and the multi-space metering (kiosk-based metres). Some basic assumptions were applied when calculating the Cost-Benefit for the two potential parking technologies (i.e., Smart Meter versus Kiosk-based Meter) and the summary can be found in *Table ES.1*.

Overall, it was found that both technologies will have a similar cost per space and the estimated payback period for both technologies will be short; 1 year, 1 months for the Kiosk-based meters and 1 year and 5 month for the smart meter.

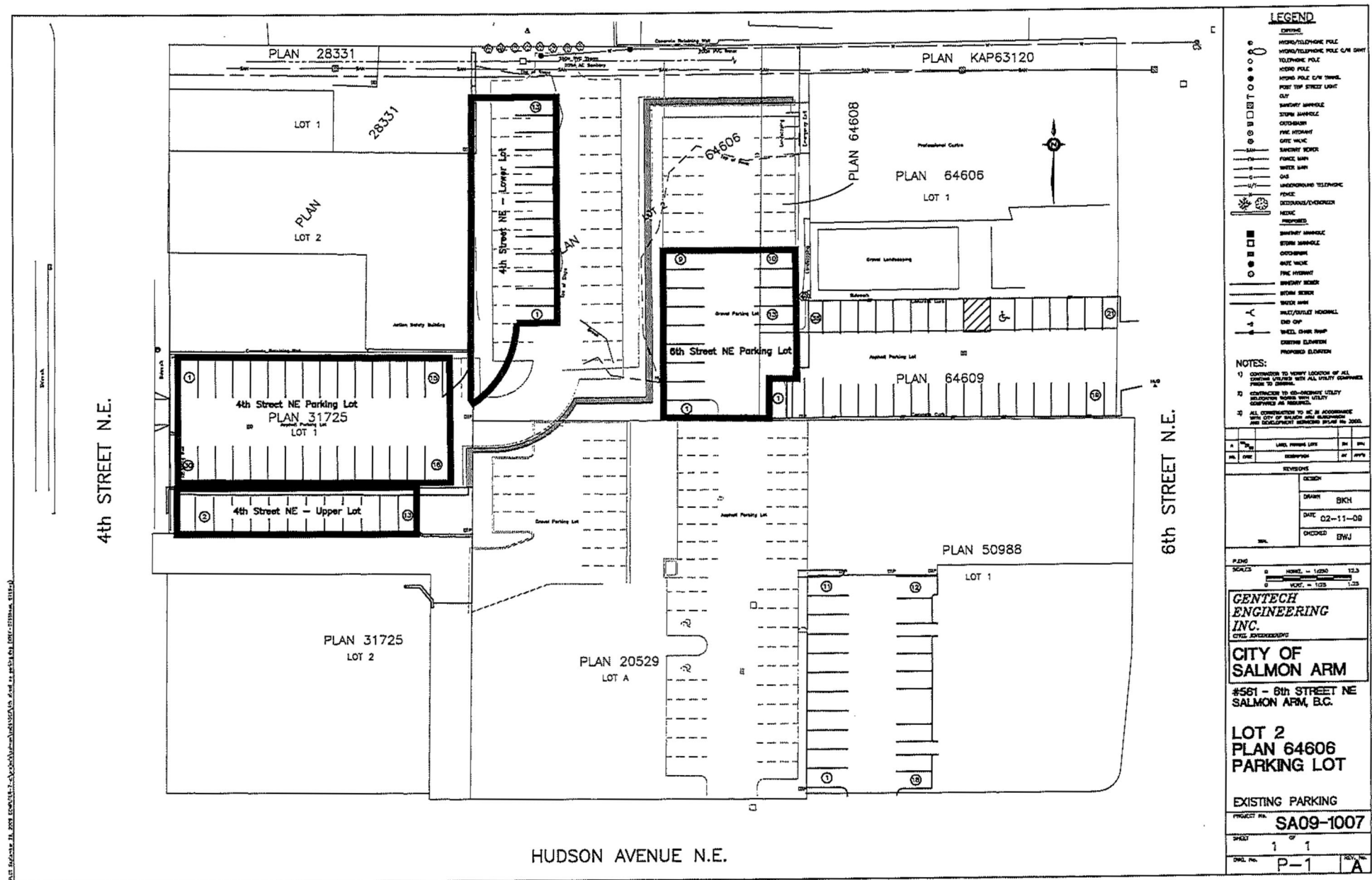


Fee For Service Survey  
Reserved Off-Street Parking

## Appendix B

| Comparable Municipality | Reserved Type   | Monthly Rate  | Average   | Average  |
|-------------------------|-----------------|---------------|-----------|----------|
| City of Kelowna         | Off Street Res. | \$ 150.00     | \$ 115.90 |          |
|                         | Random Permit   | 81.79         |           |          |
| City of Nanaimo         | Off Street Res. | 60.00         | 60.00     |          |
| City of Kamloops        | Off Street Res. | 40.00 - 75.00 | 55.83     |          |
| City of Vernon          | Off Street Res. | 60.00         | 60.00     |          |
| City of Penticton       | Off Street Res. | 50.00 - 60.00 | 55.00     | \$ 69.35 |
| City of Nelson          | Parkade Only    | 100.00        | 100.00    |          |







## CITY OF SALMON ARM

BYLAW NO. 4522**A bylaw to amend "District of Salmon Arm Fee for Service Bylaw No. 2498"**

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

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

1. Schedule "B", Appendix 3 – Miscellaneous Fee Schedule, Subsection 5 of "District of Salmon Arm Fee for Service Bylaw No. 2498" is hereby deleted in its entirety and replaced with Schedule "B" Appendix 3 – Miscellaneous Fee Schedule, Subsection 5 attached hereto and forming part of this bylaw.

|    |                                                                                                                 |                                                |
|----|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| 5. | <b>Pay Parking</b><br>Per hour                                                                                  | \$1.00                                         |
|    | <b>Hudson Avenue NW Parking Lot (Salmar Lot)</b><br>Reserved – per month<br>Reserved – per month (personalized) | \$50.00 plus GST<br>\$60.00 plus GST           |
|    | <b>Marine Park NE Parking Lot</b><br>Daily<br>Regular<br>Truck and Trailer and/or Motorhome                     | \$4.00 (GST included)<br>\$6.00 (GST included) |
|    | <b>Inner Core NE Parking Lot</b><br>Reserved - per month<br>Reserved – per month (personalized)                 | \$50.00 plus GST<br>\$60.00 plus GST           |
|    | <b>Avon NE Parking Lot</b><br>Reserved - Per month<br>Reserved - Per month (personalized)                       | \$50.00 plus GST<br>\$60.00 plus GST           |
|    | <b>4th Street NE Parking Lot</b><br>Reserved - Per month<br>Reserved - Per month (personalized)                 | \$50.00 plus GST<br>\$60.00 plus GST           |
|    | <b>4th Street NE (Upper) Parking Lot</b><br>Reserved - Per month<br>Reserved - Per month (personalized)         | \$50.00 plus GST<br>\$60.00 plus GST           |
|    | <b>4th Street NE (Lower) Parking Lot</b><br>Reserved - Per month<br>Reserved - Per month (personalized)         | \$50.00 plus GST<br>\$60.00 plus GST           |
|    | <b>6th Street NE Parking Lot</b><br>Reserved - Per month<br>Reserved - Per month (personalized)                 | \$50.00 plus GST<br>\$60.00 plus GST           |
|    | <b>Firehall No. 3 Parking Lot</b><br>Reserved - Per month<br>Reserved - Per month (personalized)                | \$50.00 plus GST<br>\$60.00 plus GST           |



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 on July 1, 2022.

5. CITATION

This bylaw may be cited as "City of Salmon Arm Fee for Service Amendment Bylaw No. 4522".

|                        |        |      |
|------------------------|--------|------|
| READ A FIRST TIME THIS | DAY OF | 2022 |
|------------------------|--------|------|

|                         |        |      |
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| READ A SECOND TIME THIS | DAY OF | 2022 |
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|                        |        |      |
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| READ A THIRD TIME THIS | DAY OF | 2022 |
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|                         |        |      |
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| ADOPTED BY COUNCIL THIS | DAY OF | 2022 |
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\_\_\_\_\_  
MAYOR

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



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Item 11.1

## CITY OF SALMON ARM

Date: March 28, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4493 be read a final time.

[ZON-1229; Angove, K./Franklin Engineering Ltd.; 2790 20 Avenue NE; R-1 to R-4]

### Vote Record

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

Opposed:

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



# CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: February 22, 2022

Subject: Zoning Bylaw Amendment Application No. 1229

Legal: Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 24726, Except Plan KAP57693

Civic: 2790 20 Avenue NE

Owner: Angove, K.

Applicant/Agent: Franklin Engineering Ltd.

## STAFF RECOMMENDATION

**THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 24726, Except Plan KAP57693 from R1 (Single-Family Residential Zone) to R4 (Medium Density Residential Zone);

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

## BACKGROUND

The subject parcel is located at 2790 20 Avenue NE, just north/east of Salmon Arm Secondary School (Sullivan Campus) and west of the Deo Lutheran Church (Appendix 1 and 2). The subject parcel is designated Medium Density Residential in the City's Official Community Plan (OCP) and zoned R1 (Single-Family Residential) in the Zoning Bylaw (Appendix 3 and 4). This area is generally residential and institutional, with a mix of zones, predominantly Single Family Residential (R1) and Institutional (P3), with some additional residential and agricultural zoned parcels also in the vicinity.

The subject parcel is approximately 5.16 acres in area/size, has a somewhat irregular shape, and currently contains one single family dwelling and one accessory building/structure (i.e. a garage with a carport). Site photos are attached, as Appendix 5.

Land uses adjacent to the subject parcel include the following:

|        |                                                  |                 |
|--------|--------------------------------------------------|-----------------|
| North: | Single family residential uses                   | Zoned R1        |
| South: | Institutional use                                | Zoned P3        |
| East:  | Single family residential and Institutional uses | Zoned R1 and P3 |
| West:  | Institutional and Single family residential uses | Zoned P3 and R1 |

The proposal is to rezone the subject parcel to R4 (Medium Density Residential) to facilitate future medium density residential development. Because it is not required at this rezoning stage, a site concept has not yet been provided, and staff note that further details, including professional designs and subsequent analysis, will eventually be required to demonstrate feasibility and compliance with the applicable regulations.

## OCP POLICY

The subject parcel is designated Medium Density Residential in the OCP, which supports R4 zoning and is within Residential Development Area A, the highest priority area for development. The proposed density aligns well with OCP Policy 4.4.3, which encourages all growth to be sensitively integrated with



neighbouring land uses. Furthermore, the proposed zoning aligns with the Urban Residential Objectives of Section 8.2 and Urban Residential Policies listed in Section 8.3, including but not limited to providing a variety of housing types, providing housing options, and supporting compact communities. In terms of siting, the proposal appears to match with OCP Siting Policies under Section 8.3.19, including good access to transportation routes, recreation, community services, and utility servicing.

## COMMENTS

### Fire Department

No concerns.

### FortisBC

No issue with zoning amendment.

### Building Department

No concerns. Future construction must meet all applicable BCBC code requirements.

### Ministry of Transportation and Infrastructure

Preliminary Approval has been granted.

### Engineering Department

Comments attached (Appendix 7).

### Planning Department

The surrounding neighbourhood is characterized by predominately older housing. The subject parcel is located in an area well-suited for higher density residential development, being within reasonable walking distance to many commercial highway businesses (such as Askew's Foods and Salmon Arm Savings and Credit Union), schools including Salmon Arm Secondary and Bastion Elementary, facilities including the SASCU Recreation Centre, and transportation/transit routes.

The maximum residential density permitted under R4 (Medium Density) zoning is 16.2 dwelling units per acre of land. As the existing lot is approximately 5.16 acres in area, the maximum permitted density under R4 would be roughly 83.6 (83) dwelling units assuming: 1) some form of strata development; 2) the present gross area of the subject parcel, and; 3) no density bonus. It is yet unknown if the eventual housing developments will consist entirely of rental units or not. However, if this is the case, the owner/applicant would then be eligible/qualify for the added density bonus of 2.0 units per acre for the provision of affordable rental dwelling units, provided the owner/applicant registered a rental Covenant on Title. This could then hypothetically increase the maximum permitted density under R4 to 93 dwelling units. The R4 Zoning regulations are attached, as Appendix 8.

Staff note that if rezoned to R4, a number of residential development scenarios could present themselves, including single-family, duplex, triplex, and multi-family residential development scenarios, potentially involving subdivision or stratification. A multi-family development would require a Development Permit application, and such an application would be expected to address the form and character of the multi-family building designs and detail the proposed development concept, including a site plan, landscape plan, and building elevations. Frontage and servicing improvements as per the Subdivision and Servicing Bylaw will also be required at time of development/Building Permit stage.



CONCLUSION

The proposed R4 zoning of the subject property is supported by OCP policy and is therefore supported by staff.



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Prepared by: Evan Chorlton  
Planner I

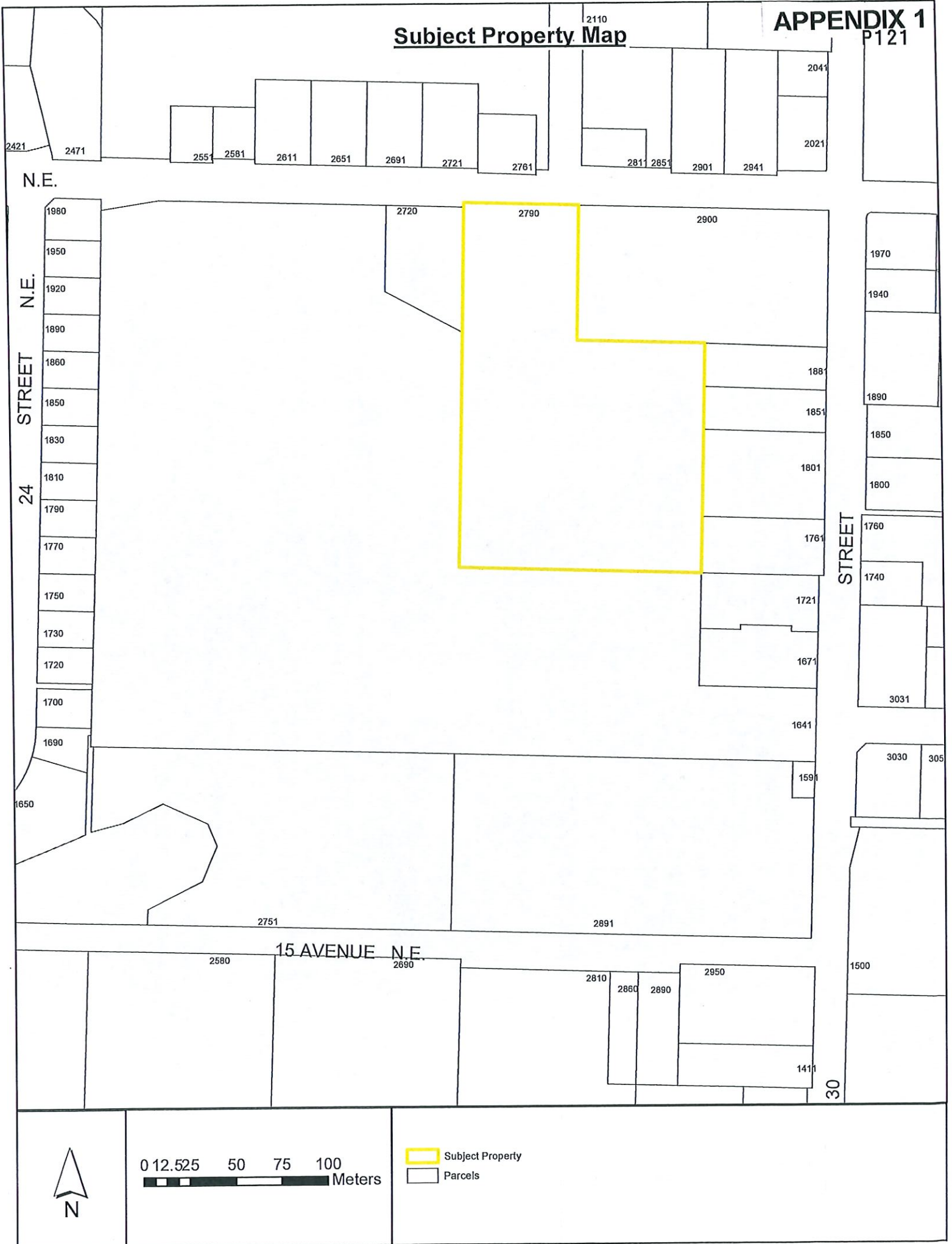
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Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services



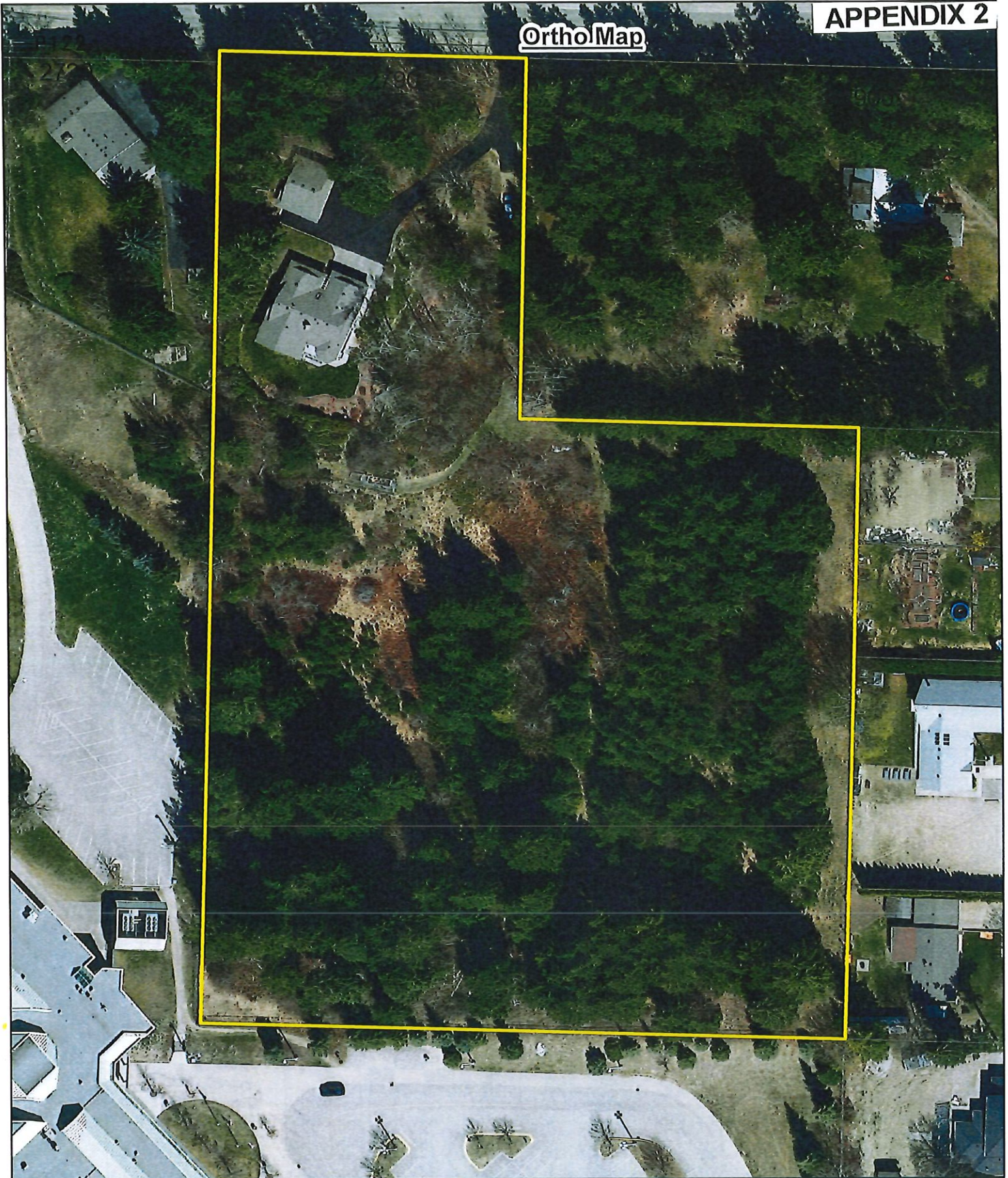
**Subject Property Map**

**APPENDIX 1**  
P121





OrthoMap



0 5 10 20 30 40 Meters

Subject Property  
 Parcels



OrthoMap

2720

2720

2720



0 5 10 20 30 40 Meters

- 20 - 30% Slope
- 30% + Slope
- Parcels



P124

OCP Map

APPENDIX 3



0 10 20 40 60 80 Meters

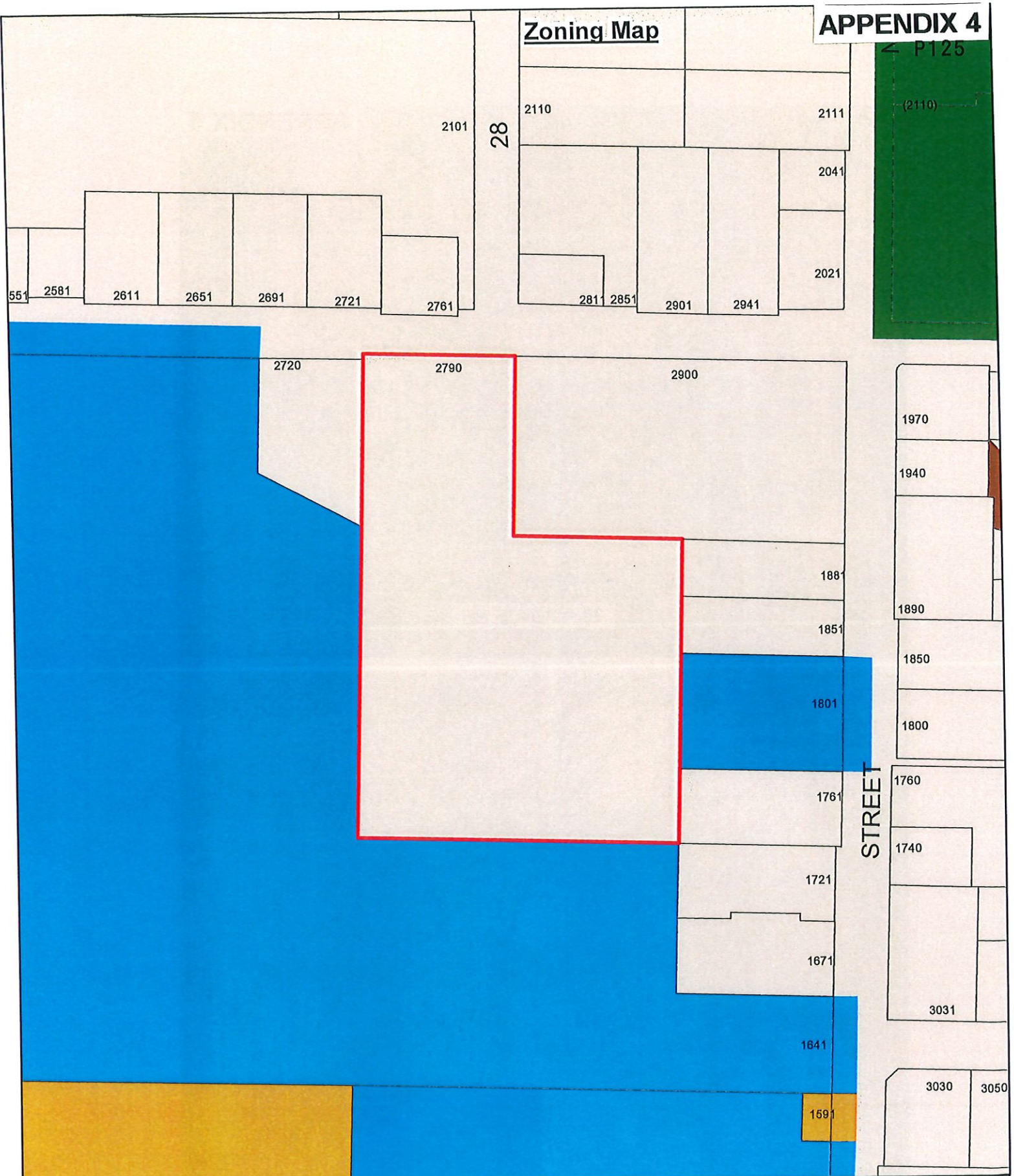
- Subject Property
- Parcels
- Neighbourhood Park
- Acreage Reserve
- Park
- Institutional
- Residential - Low Density
- Residential - Medium Density



# Zoning Map

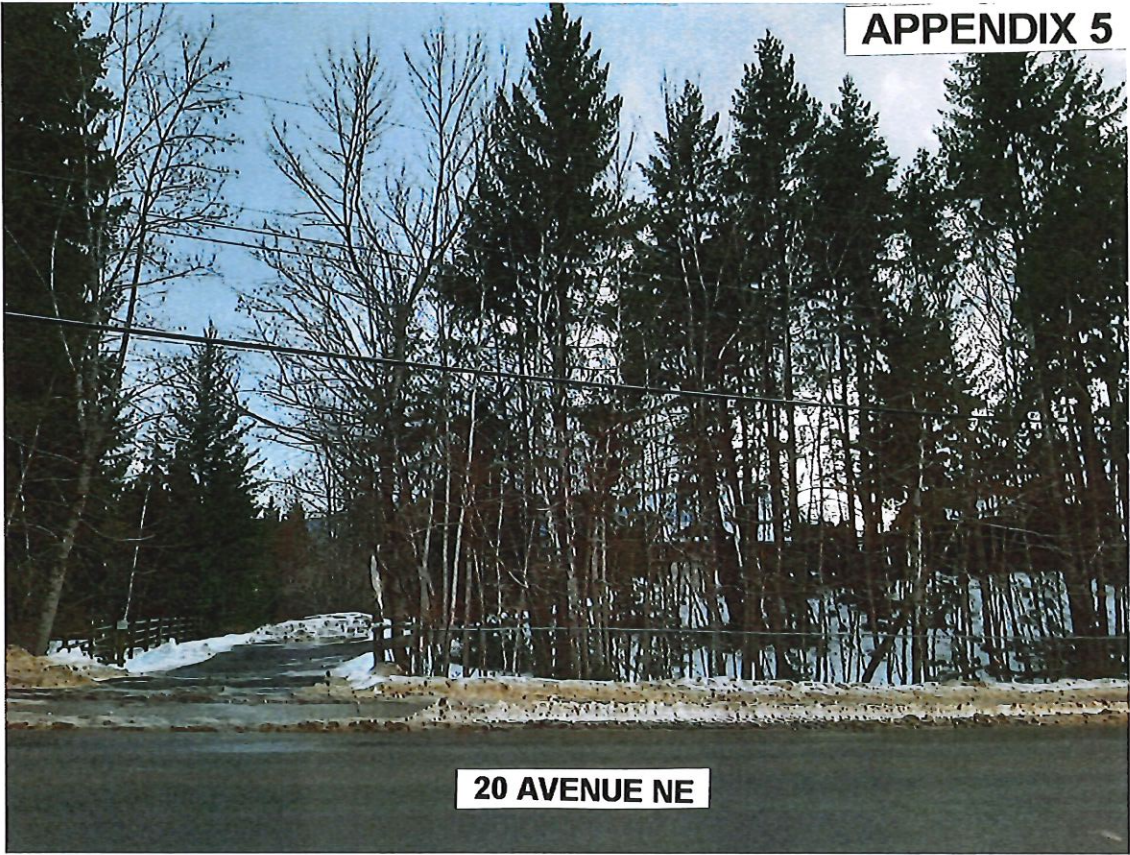
## APPENDIX 4

≤ P125

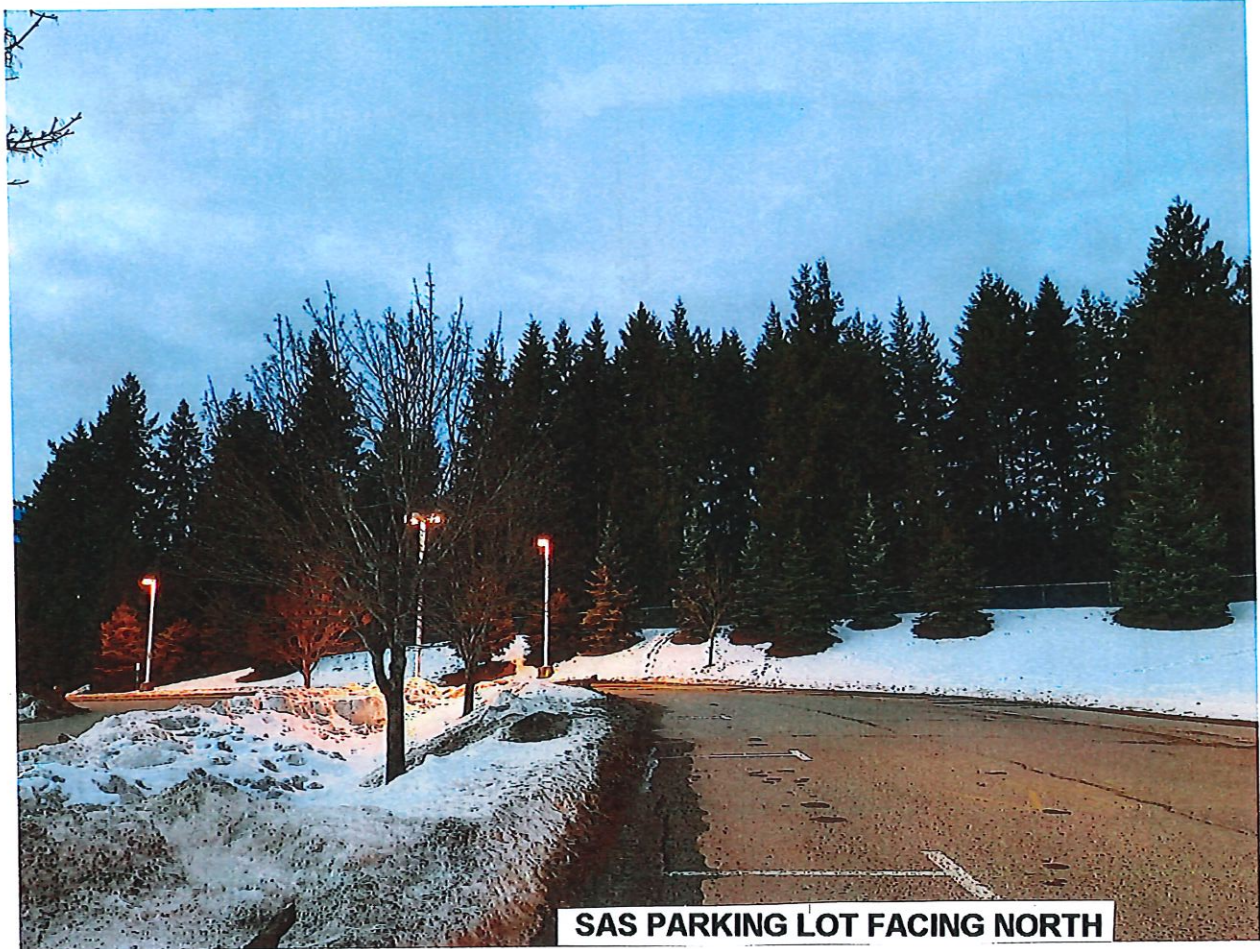


- Subject Property
- Parcels
- A-2
- R-4
- P-3
- R-8
- R-1



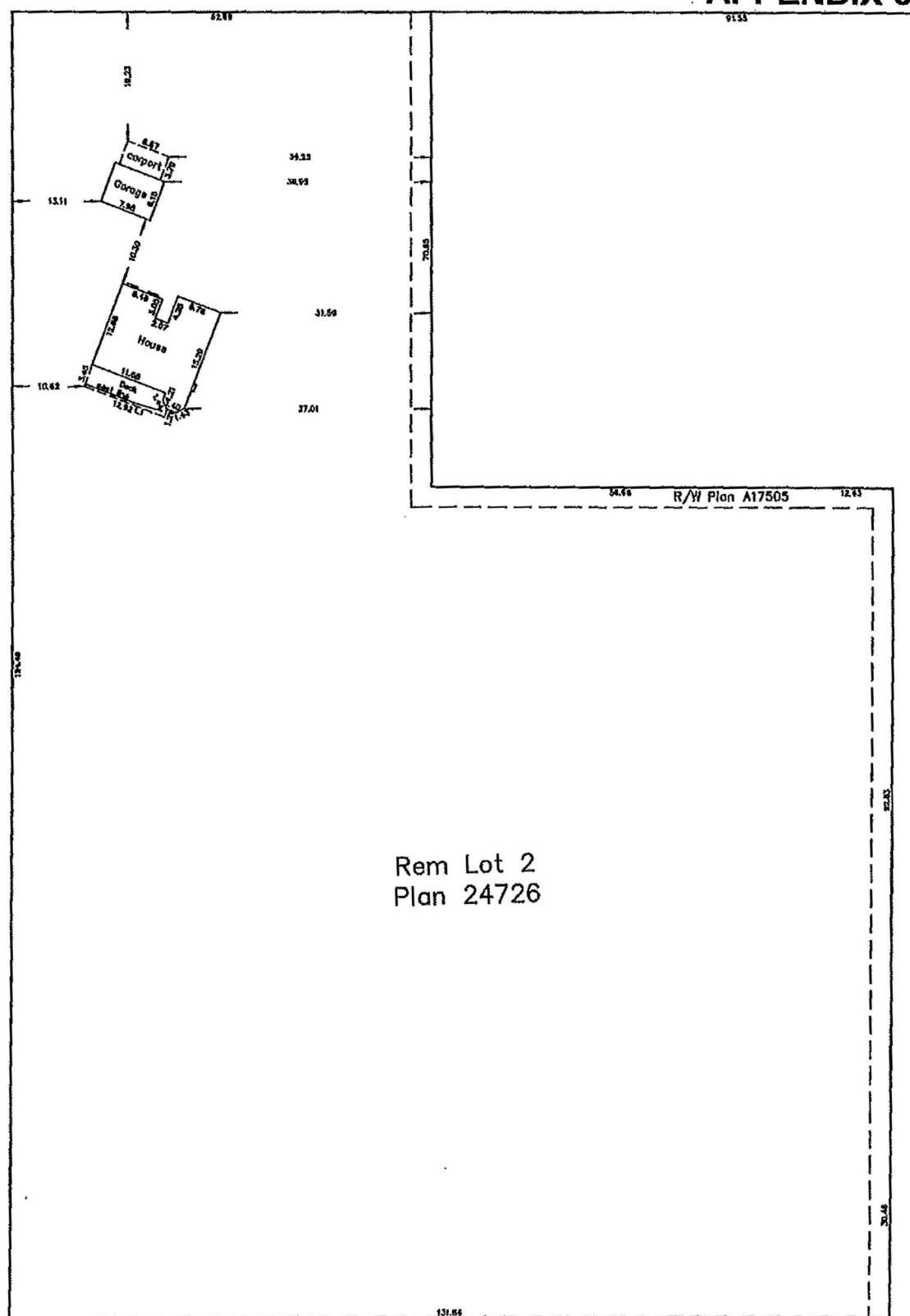








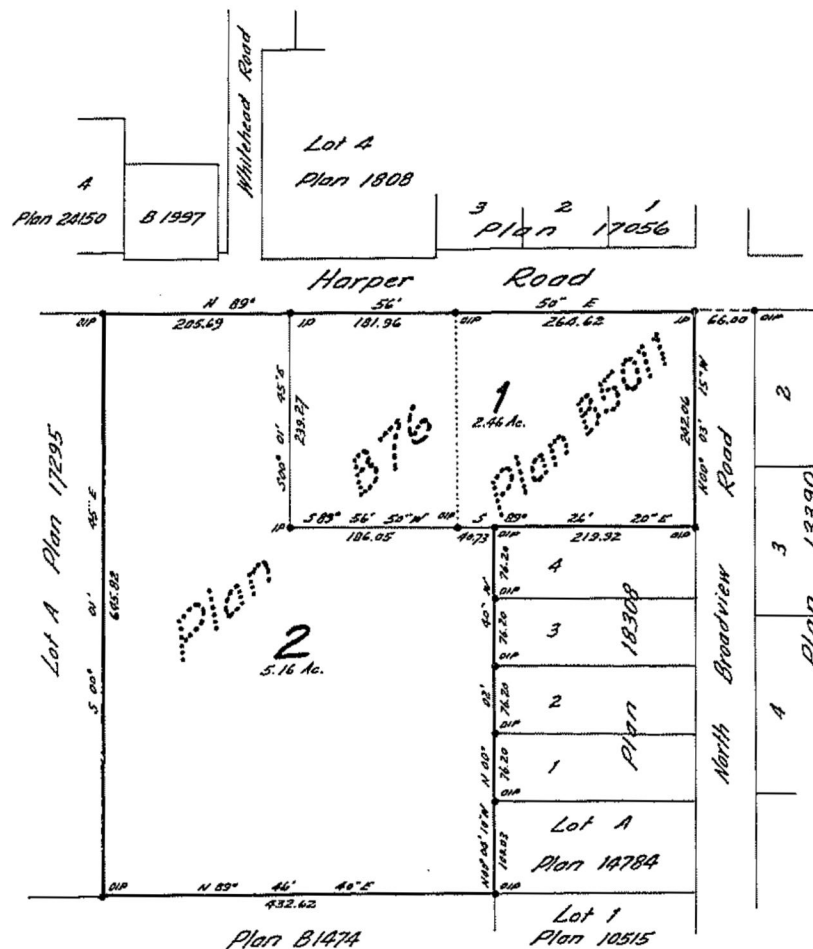
## APPENDIX 6





P. 23

Plan of Subdivision of that Part of the  
South East ¼ of Section 24 as shown on  
Plan B76 (Except Plans B5011, 14784 & 18308.)  
and Plan B5011 Being Part of that Part of  
the South East ¼ of Section 24 as shown on  
Plan B76. Township 20, Range 10, W6M. K.D.Y.D.  
Scale: 1 inch = 100 feet.



No. 24726

DEPOSITED IN THE LAND REGISTRY OFFICE AT Nanaimo, B.C. THIS 11<sup>TH</sup> DAY OF JANUARY, 1974

*[Signature]*  
REGISTRAR

THIS SPACE FOR LAND REGISTRY OFFICE USE ONLY

## LEGEND

BEARINGS ARE ASTROMOMIC AND ARE DERIVED FROM Plan 17295.

\* O.I.P. DENOTES OLD IRON POST FOUND

\* I.P. DENOTES IRON POST SET

## APPROVAL

APPROVED UNDER THE LAND REGISTRY ACT THIS 11<sup>TH</sup> DAY OF NOVEMBER 1973.

*[Signature]*  
APPROVING OFFICER FOR THE  
District of Salmon Arm.

THIS PLAN LIES WITHIN Columbia-Shuswap REGIONAL DISTRICT

## WITNESS

OWNER

*[Signature]*  
DAVID LEWIS MELAND

*[Signature]*  
HEARST BEANIE HISTORY.

SALMON ARM SAVINGS AND CREDIT UNION

TREASURER

*[Signature]*  
SECRET

I, Marilyn Brannon, of the District of  
Salmon Arm, BRITISH COLUMBIA LAND SURVEYOR, HAVE READ AND  
SAID THAT I WAS PRESENT AT AND DID PERSONALLY SUPERINTEND THE SURVEY  
REPRESENTED BY THIS PLAN, AND THAT THE SURVEY AND PLAN ARE CORRECT. THE  
SAID SURVEY WAS COMPLETED ON THE 20<sup>TH</sup> DAY OF November,  
1973.

SWORN BEFORE ME THIS 22<sup>ND</sup>  
DAY OF November, 1973.

*[Signature]*  
A COMMISSIONER FOR TAKING  
AFFIDAVITS FOR BRITISH COLUMBIA

M. D. BROWNE  
B.C. Land Surveyor,  
Salmon Arm, B.C.  
#22473 B.C.R. 2.32





*Memorandum from the  
Engineering and Public  
Works Department*

## **APPENDIX 7**

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|              |                                                                                         |
|--------------|-----------------------------------------------------------------------------------------|
| TO:          | Kevin Pearson, Director of Development Services                                         |
| DATE:        | 27 January 2022                                                                         |
| PREPARED BY: | Mustafa Zakreet, Engineering Assistant                                                  |
| APPLICANT:   | K.Angove/ Franklin Engineering Ltd                                                      |
| SUBJECT:     | <b>SUBDIVISION APPLICATION NO. 22-03</b>                                                |
| LEGAL:       | Lot 2, Section 24 Township 20, Range 10, W6M, KDYD, Plan 24726 Except<br>Plan KAP 57693 |
| CIVIC:       | <b>2790-20 Ave NE</b>                                                                   |

---

Further to your referral dated January 27, 2022, we provide the following servicing information. The following comments and servicing requirements are not conditions for Rezoning but are required as a condition of subdivision or development:

### **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 subdivision the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.



**SUBDIVISION APPLICATION FILE: 22-03**

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

**Roads / Access:**

1. 20 Ave NE, on the subject property's Northern boundary, is designated as 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. 20 Ave NE is currently constructed to an Interim 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, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Three-phase electric power is permitted to remain as overhead. Poles may require relocation to allow for any required infrastructure. 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. A 5.0m by 5.0m corner cut is required to be dedicated at the intersection of any proposed City owned road and 20 Ave NE
5. As 20 Ave NE is designated as a Collector Road, accesses shall be designed by keeping to a minimum number. Only one (1) driveway access will be permitted onto 20 Ave NE and a reciprocal access agreement will be required to service lots. All unused driveways shall be removed. Owner / Developer responsible for all associated costs.
6. The maximum allowable cul-de-sac or T-Turn around length in the urban areas is 160 meters. This measurement shall be measured along centerline from the centre of the first intersection having access from two alternate routes to the center of the cul-de-sac or T-Turn around. Where the maximum cul-de-sac or T-Turn around length is exceeded a secondary emergency access shall be provided. Emergency accesses are to be constructed in conformance with Policy 3.11 (Emergency Accesses).
7. Permanent dead-end roads shall be terminated in a cul-de-sac in accordance with Specification Drawing No. RD-11. Temporary dead-end roads internal to the subdivision may be terminated with a paved temporary T-turn around in accordance with Specification Drawing



**SUBDIVISION APPLICATION FILE: 22-03**

27 January 2022

Page 3

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No. RD-13. Temporary dead-end roads at the limits of the subject property shall be terminated with temporary cul-de-sacs in accordance with Specification Drawing No. RD-11a (attached).

8. A retaining wall currently existing along the edge of sidewalk. Grading of any future subdivision/development should make every effort to eliminate the retaining wall. It is also noted that the retaining wall is not located on property line and may require relocating to allow room for required infrastructure within the boulevard.

**Water:**

1. The subject property fronts a 200 mm diameter Zone 2 watermain on 20 Ave NE and a 300 mm diameter Zone 2 water main along the eastern property boundary. No upgrades will be required at this time; however, the right of way on the eastern boundary shall be widened to 6.0 m width.
2. The existing lot is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10) adequately sized to satisfy the proposed use. Water meter will be supplied by the City at the time of subdivision, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing property is serviced by a service of unknown size from the 200mm diameter watermain on 20 Ave NE. Due to the size and / or age of the existing service, upgrading to a new metered service (minimum 25mm) will be required. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
4. The proposed parcels are to be serviced each by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use (minimum 25mm). Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
5. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
6. Fire protection requirements to be confirmed with the Building Department and Fire Department.
7. Fire hydrant installation will be required. Owners consulting Engineer shall review the site to ensure placement of fire hydrants meet the appropriate density spacing requirements.



**SUBDIVISION APPLICATION FILE: 22-03**

27 January 2022

Page 4

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**Sanitary:**

1. The subject property fronts a 200 mm diameter sanitary sewer on 20 Ave 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. A right of way exists over the school district property to the west which will enable a future gravity connection to the city sanitary sewer from any proposed development.
4. Sanitary main is to be extended to front the properties on the eastern side of the proposed development up to (1801 south corner), this would follow the existing watermain right-of-way. The bylaw requires the water main right-of-way to be widened to 7m.
5. The subject property is in an area with no current sanitary capacity concerns according to the City Sanitary Study (Urban Systems 2016).
6. Records indicate that the existing property is serviced by an unknown size service from the sanitary sewer on 20 Ave 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 675 mm diameter storm sewer on 20 Ave NE. No upgrades will be required at this time.
2. Records indicate that the existing property is currently not serviced from the city storm sewer.
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.



**SUBDIVISION APPLICATION FILE: 22-03**

27 January 2022

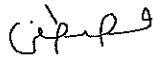
Page 5

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6. A right of way exists over the School District property to the west, in favor of the subject property, which will enable a future gravity connection to the City storm sewer from any proposed development.

**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



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



## APPENDIX 8

Purpose

- 9.1 The purpose of the R-4 Zone is to provide for medium *density*, *multiple family* and small lot *single family* residential developments. New *multiple family* developments zoned R-4 shall be required to obtain a *Development Permit* as per the requirements of the *Official Community Plan*, and shall comply with the provisions of the *Fire Services Act*, *British Columbia Building Code*, and other applicable legislation. #289, #3740

Regulations

- 9.2 On a *parcel* zoned R-4, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the R-4 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

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

- .1 *assisted living housing*; #4336
- .2 *bed and breakfast* in a *single family dwelling*, limited to two let rooms;
- .3 *boarders*, limited to two;
- .4 *boarding home*; #2789
- .5 *commercial daycare facility*;
- .6 *dining area*; #4336
- .7 *duplexes*;
- .8 *family childcare facility*; #3082
- .9 *group childcare*; #3082
- .10 *home occupation*; #2782
- .11 *multiple family dwellings*;
- .12 *public use*;
- .13 *public utility*;
- .14 *single family dwelling*;
- .15 *triplexes*;
- .16 *accessory use*.

Maximum Height of Principal Buildings

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

Maximum Height of Accessory Buildings

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

Maximum Parcel Coverage

- 9.6 The total maximum *parcel coverage* for *principal* and *accessory buildings* shall be 55% of the *parcel area*, of which 10% shall be the maximum *parcel coverage* for *accessory buildings*. #2811

Minimum Parcel Area

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



## P136 SECTION 9 - R-4 - MEDIUM DENSITY RESIDENTIAL ZONE - CONTINUED

### Minimum Parcel Width

9.8

- .1 The minimum *parcel width* shall be 30.0 metres (98.5 feet). #3740
- .2 Notwithstanding Section 9.8.1, the minimum *parcel width* for a *single family* lot shall be 10.0 metres (32.8 feet).
- .3 Notwithstanding Section 9.8.1, the minimum *parcel width* for a stacked *duplex* lot shall be 14.0 metres (45.9 feet).
- .4 Notwithstanding Section 9.8.1, the minimum *parcel width* for a side-by-side *duplex* lot shall be 20.0 metres (65.6 feet)).

### Minimum Setback of Principal Buildings

9.9 The minimum *setback* of *principal buildings* from the:

- .1 *Front parcel line*
  - adjacent to a *highway* shall be 5.0 metres (16.4 feet)
  - adjacent to an *access route* shall be 2.0 metres ( 6.6 feet)
- .2 *Rear parcel line*
  - adjacent to a *parcel zoned*  
R-4 shall be 3.0 metres ( 9.8 feet)
  - all other cases shall be 5.0 metres (16.4 feet)
- .3 *Interior side parcel line*
  - adjacent to a *parcel zoned*  
R-4 shall be 1.2 metres ( 3.9 feet) #3475
  - all other cases shall be 1.8 metres ( 5.9 feet)
- .4 *Exterior side parcel line*
  - adjacent to a *highway* shall be 5.0 metres (16.4 feet)
  - adjacent to an *access route* shall be 2.0 metres ( 6.6 feet)
- .5 Minimum separation between residential *buildings* on the same lot of not more than one storey in height shall be 1.5 metres ( 4.9 feet)
- .6 Minimum separation between residential *buildings* on the same lot of more than one storey in height shall be 3.0 metres ( 9.8 feet)
- .7 Notwithstanding Sections 9.9.2 and 9.9.3, a *principal building* on a corner *parcel* may be sited not less than 1.5 metres (4.9 feet) from the *rear parcel line* provided the combined total of the *rear* and *interior side yards* shall be not less than 6.0 metres (19.7 feet).
- .8 Refer to Section 4.9 for "Special Building Setbacks" which may apply. #2811

### Minimum Setback of Accessory Buildings

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

- .1 *Front parcel line* shall be 5.0 metres (16.4 feet)
- .2 *Rear parcel line* shall be 1.0 metre ( 3.3 feet)
- .3 *Interior side parcel line* shall be 0.6 metre ( 1.9 feet)
- .4 *Exterior side parcel line* shall be 5.0 metres (16.4 feet)

Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply. #2811



**Maximum Density**

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

9.11

- .1 The maximum *density* shall be a total of 40 *dwelling units* or *sleeping units* per hectare (16.2 *dwelling units* or *sleeping units* per acre). #2789
- .2 Notwithstanding Section 9.11.1, the maximum *density* in the R-4 Zone may be increased to a maximum of 50 *dwelling units* per hectare (20.2 units per acre) in accordance with Table 2. In Table 2, Column I sets out the special amenity to be provided and Column II sets out the added *density* assigned for the provision of each amenity.
- .3 Notwithstanding Section 9.11.1, the maximum *density* in the R-4 Zone may be increased to a maximum of 50 *dwelling units* per hectare (20.2 units per acre) for the provision of *Assisted Living Housing*. #4336

TABLE 2

| COLUMN I<br>SPECIAL AMENITY TO BE PROVIDED                                                                           | COLUMN II<br>ADDED DENSITY                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| 1. Provision of each dwelling unit which caters to the disabled (e.g. wheelchair access)                             | □ 2 units per hectare (0.8 units per acre)                                                                                             |
| 2. Provision of <i>commercial daycare facility</i><br>7 - 10 children<br>11 - 15 children<br>16 or more children     | □ 3 units per hectare (1.2 units per acre)<br>□ 4 units per hectare (1.6 units per acre)<br>□ 7 units per hectare (2.8 units per acre) |
| 3. Provision of below <i>grade</i> or parkade type parking for at least 50% of the required off street parking       | □ 10 units per hectare (4.0 units per acre)                                                                                            |
| 4. Provision of each rental <i>dwelling unit</i>                                                                     | □ 2 units per hectare (0.8 units per acre)                                                                                             |
| 5. Provision of affordable rental <i>dwelling units</i> in accordance with special agreement under Section 904 #3218 | □ 5 units per hectare (2.0 units per acre)                                                                                             |

**Maximum Floor Area Ratio**

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

**Parking**

9.13 Parking shall be required as per Appendix I.



**23. STATUTORY PUBLIC HEARINGS**

1. Zoning Amendment Application No. ZON-1229 [Angove, K./Franklin Engineering Ltd.; 2790 20 Avenue NE; R-1 to R-4]

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

F. & M. Sivertz – email dated March 11, 2022 – ZON-1229

N. & S. Sartorius – email dated March 14, 2022 – ZON-1229

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:27 p.m. followed by comments from Council and the next item ensued



## CITY OF SALMON ARM

### BYLAW NO. 4493

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

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WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on March 14, 2022 at the hour of 7:00 p.m. was published in the March 2, 2022 and March 9, 2022 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 24, Township 20, Range 10, W6M, KDYD, Plan 24726 Except Plan KAP57693 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. 4493”

READ A FIRST TIME THIS                    28                    DAY OF                    February                    2022

READ A SECOND TIME THIS                    28                    DAY OF                    February                    2022

READ A THIRD TIME THIS                    14                    DAY OF                    March                    2022

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE    18th    DAY OF    March                    , 2022

\_\_\_\_\_  
“T. KNIGHT”  
For Minister of Transportation & Infrastructure

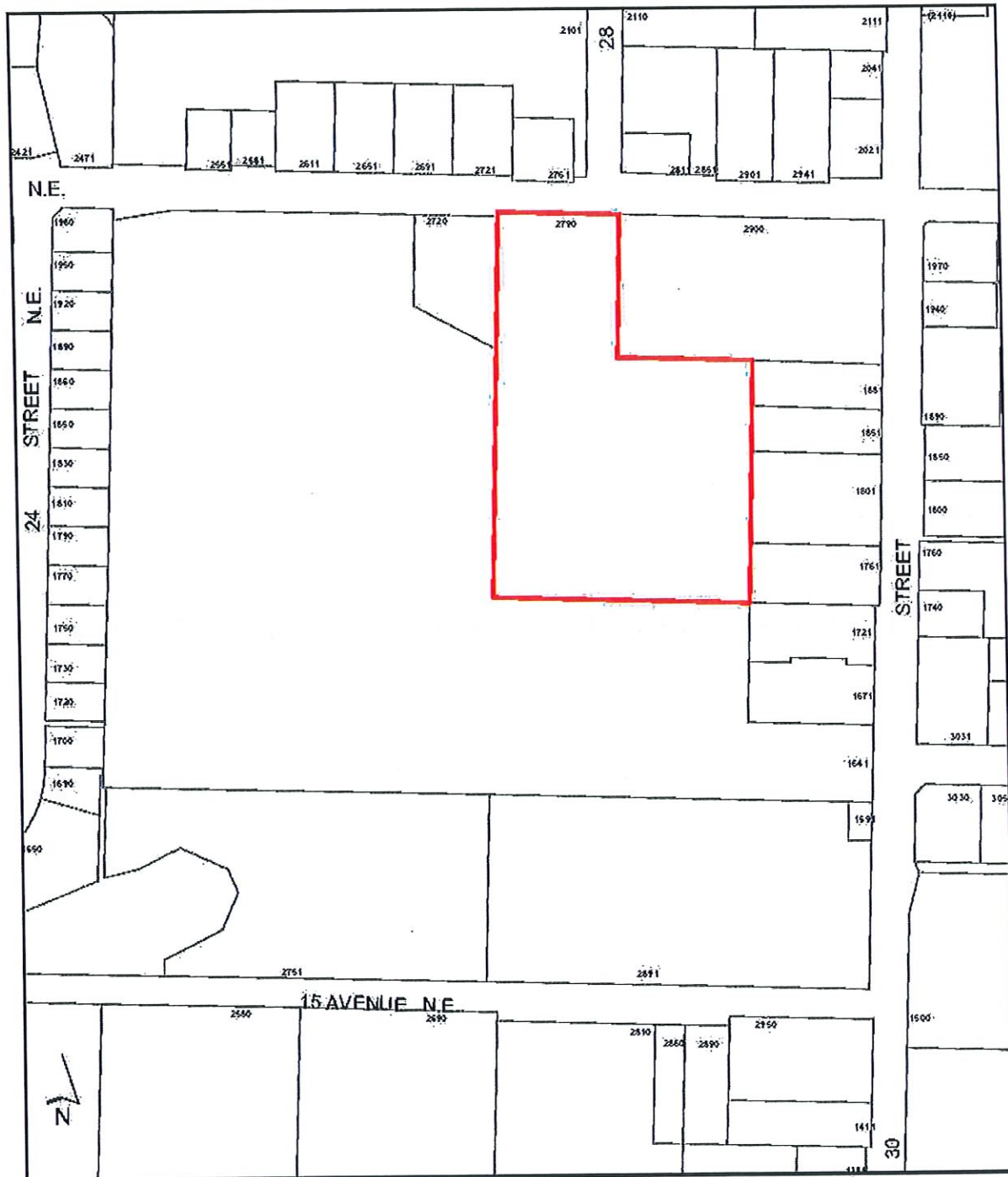
ADOPTED BY COUNCIL THIS                    DAY OF                    2022

\_\_\_\_\_  
MAYOR

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



Schedule "A"





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Item 11.2

## CITY OF SALMON ARM

Date: March 28, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4494 be read a final time.

[ZON-1230; Whalley, R. & M.; 6840 46 Street NE; R-1 to R-8]

### Vote Record

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

Opposed:

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





---

To: His Worship Mayor Harrison and Members of Council

Date: February 10, 2022

Subject: Zoning Bylaw Amendment Application No. 1230

Legal: Lot 2, Section 31, Township 20, Range 9, W6M, KDYD, Plan EPP106597  
Civic Address: 6840 46 Street NE  
Owner/Applicant: B. & M. Whalley

---

### **STAFF RECOMMENDATION**

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 31, Township 20, Range 9, W6M, KDYD, Plan EPP106597 from R1 (Single Family Residential Zone) to R8 (Residential Suite Zone).

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

---

### **PROPOSAL**

To rezone an R1 (Single Family Residential Zone) property to R8 (Residential Suite Zone) in order to permit the development of a secondary suite within the single family dwelling currently under construction.

### **BACKGROUND**

The subject property is located in the new Turtle Ridge subdivision in the Canoe neighbourhood (Appendix 1 & 2). The parcel is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned R1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4).

Adjacent land uses include the following:

|        |                            |                 |
|--------|----------------------------|-----------------|
| North: | single family dwellings    | Zoned R1        |
| South: | vacant lot                 | Zoned R1        |
| East:  | city park (John Lund Park) | Zoned P1        |
| West:  | vacant lots                | Zoned R1 and R8 |

The subject property is approximately 0.219 ha in area/size. An approximate 3,106ft<sup>2</sup> (including the garage) single family dwelling is currently being constructed. The proposed basement suite is 426ft<sup>2</sup>. The plans show that the entrance to the proposed suite will be on the south side of the building. Drawings provided in support of the rezoning application are attached as Appendix 5. Parking is to be provided onsite in both the garage and driveway.

The site contains a Statutory Right of Way along the east side of the property (adjacent to and associated with John Lund Park). The registered owner of the Right of Way is the City of Salmon Arm, and the SRW is in place for the operation and maintenance of the undertakings of the City. The development will not impact this Right of Way area. To date, there is currently one other property in this subdivision also in the process of rezoning from R1 to R8 (6821 46 Street NE) and approximately ten (10) other R8 properties within the greater Canoe community. Site photos are attached, as Appendix 6.

There is also a Riparian Areas Covenant on title stipulating a "Streamside Protection and Enhancement Area" from the pond along the eastern portion of the property.



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.

#### COMMENTS

##### Fire Department

No concerns.

##### Shaw Cablesystems

Approve suite proposal. Interests are not affected.

##### Engineering Department

No concerns.

##### Building Department

No concerns. Building Permit is required. BCBC 2018 is also applicable.

##### Ministry of Transportation and Infrastructure

Preliminary Approval has been granted.

##### Planning Department

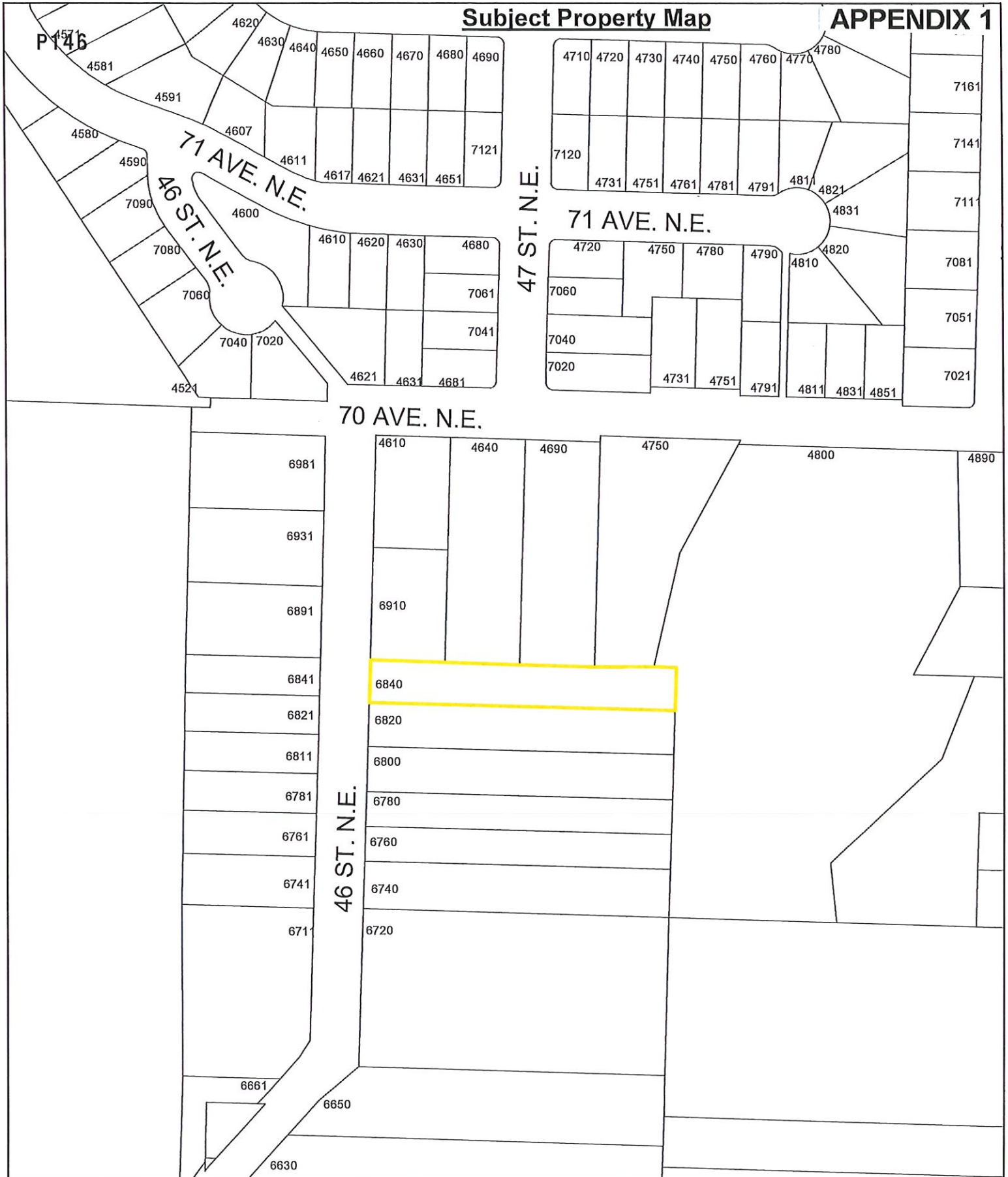
Based on parcel area, the subject property has the potential to meet the conditions for the development of a secondary suite, including sufficient space to meet the parking requirement. The secondary suite is supported by OCP policy, and the proposed layout of the unit is compliant with zoning requirements, including an additional off-street parking space for the suite (on the proposed driveway). Staff support the rezoning of the subject property from R1 (Single Family Residential Zone) to R8 (Residential Suite Zone).

  
Prepared by: Evan Chorlton  
Planner I  
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services



# Subject Property Map

# APPENDIX 1



0 10 20 40 60 80 Meters

Subject Property  
Parcels



OrthoMap

APPENDIX 2

P147

910

6840

6820


6800

6780

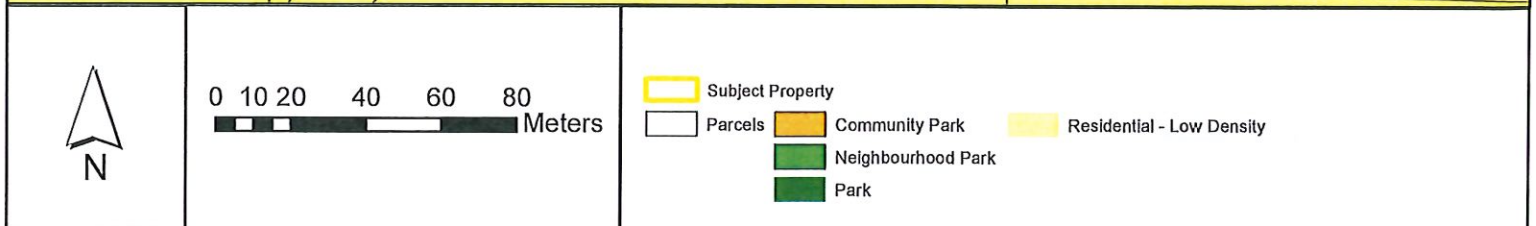
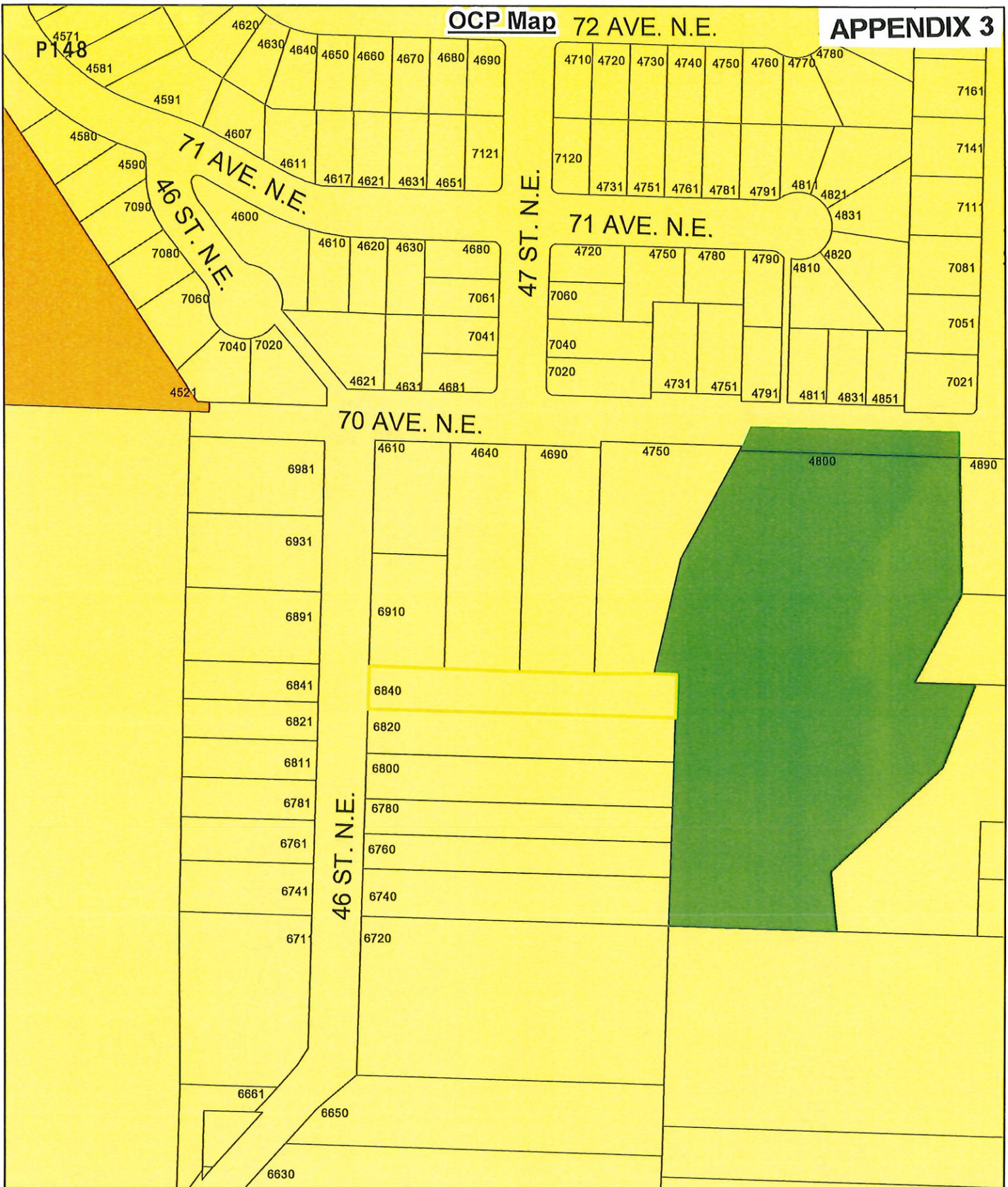
6760



0 3.2 6.5 13 19.5 26 Meters

 Subject Property  
 Parcels



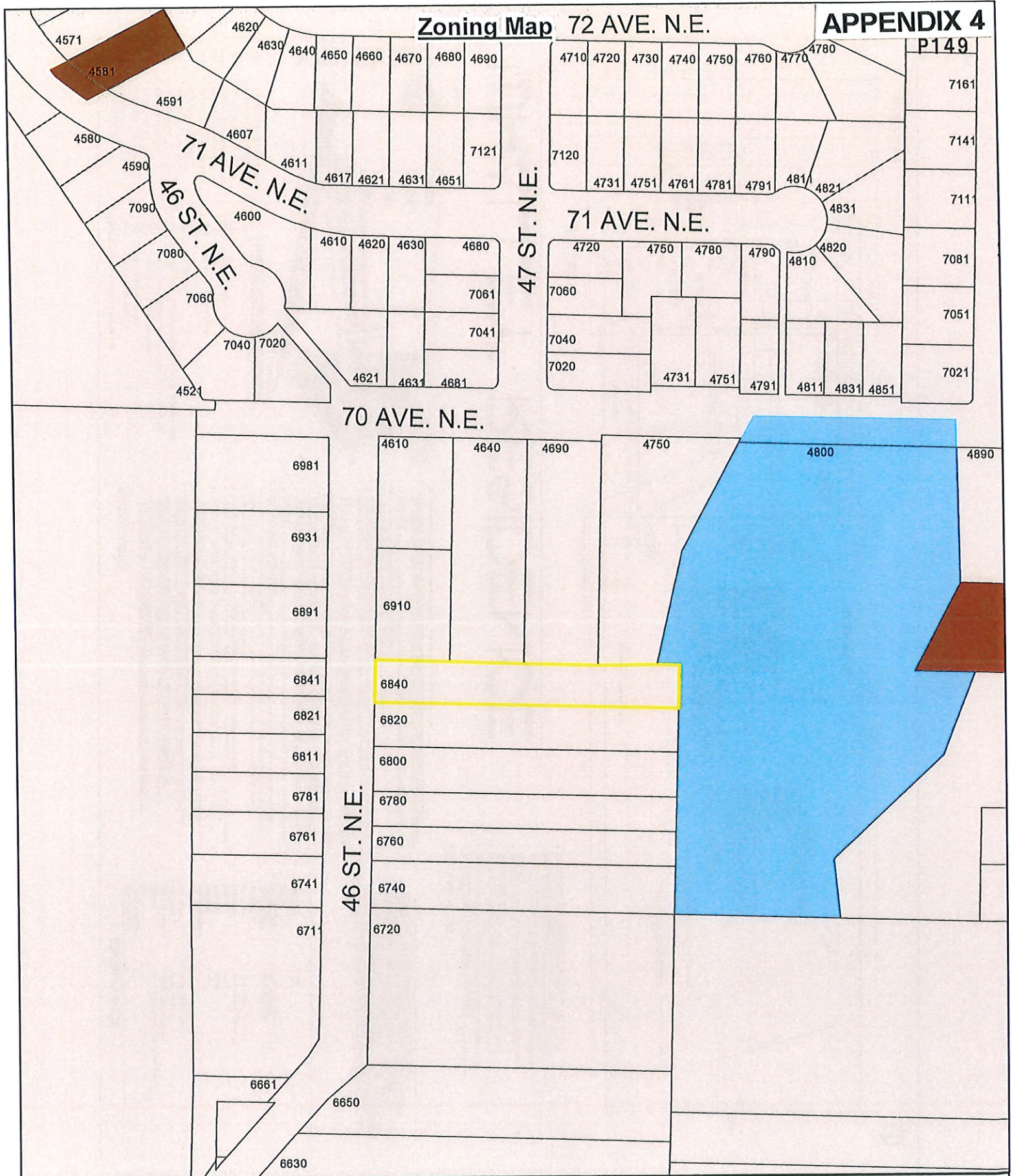




# Zoning Map 72 AVE. N.E.

## APPENDIX 4

P149



0 10 20 40 60 80 Meters

Subject Property  
Parcels P-1 R-8  
R-1



LIST OF DRAWINGS

| SHEET | DESCRIPTION                       |
|-------|-----------------------------------|
| A10   | COVER, SITE PLAN & NOTES          |
| A20   | FOUNDATION PLAN                   |
| A21   | BASEMENT FLOOR PLAN               |
| A22   | MAIN FLOOR PLAN                   |
| A30   | FRONT & LEFT ELEVATIONS           |
| A31   | REAR & RIGHT ELEVATIONS           |
| A40   | BUILDING CROSS SECTIONS 'A' & 'B' |
| A41   | BUILDING CROSS SECTION 'Y'        |
| A50   | BUILDING CONSTRUCTION DETAIL 1    |
| A51   | BUILDING CONSTRUCTION DETAIL 2    |
| A52   | BUILDING ENVELOPE DETAILS 1       |
| A53   | BUILDING ENVELOPE DETAILS 2       |

ROOFLINE

INDICATED ROOM NAME & NUMBER

INDICATED DOOR TYPE

INDICATED WINDOW TYPE

WALL/FLOOR & CEILING ASSEMBLIES

CLOUD & TAG, INDICATES CHANGE TO REVISION # NOTED IN TAG

DATUM POINT - INDICATES ELEVATION FROM 0'-0" FINISHED FLOOR

SECTION MARKER

EXTERIOR ELEVATION MARKER

INTERIOR ELEVATION MARKER

NOTES

ALL EXTERIOR DIMENSIONS ARE MEASURED FROM FACE OF STUD

ALL INTERIOR DIMENSIONS ARE MEASURED FROM 0'-0" FINISHED FLOOR

ALL OVER HANG DIMENSIONS TO FACE OF PLYWOOD

- GENERAL NOTES:**
- ALL CONSTRUCTION SHALL BE CONDUCTED BY THE BUILDER/CONTRACTOR/OWNER WITH THE LATEST EDITION OF THE BC BUILDING CODE, 2018, AND THE CITY OF VANCOUVER'S ZONING BYLAW, 2016, AND ALSO CONFORM TO THE LOCAL GOVERNING CODES AND BYLAWS OF THE CITY OF VANCOUVER.
  - THE GENERAL CONTRACTOR AND ANY RETAINED BUILDING TRADES CONTRACTORS ARE RESPONSIBLE TO REVIEW THESE PLANS BEFORE ANY BUILDING MATERIALS ARE ORDERED AND ANY SITE WORK OR CONSTRUCTION BEGINS. ALL DISCREPANCIES OR ERRORS ARE TO BE REPORTED TO ARC HOME DESIGN INC. IMMEDIATELY.
  - THESE DRAWINGS ARE NOT INTENDED TO BE SCALED. SCALE NOTED ON PLANS IS FOR VISUAL ORIENTATION ONLY. FOR DIMENSIONS, THE BUILDER/CONTRACTOR/OWNER IS TO CONTACT ARC HOME DESIGN INC. ESSENTIALLY FOR INTERPRETATION FOR THE INTENT OF THE DRAWING BEFORE WORK BEGINS.
  - THE BUILDER/CONTRACTOR/OWNER IS TO SUPPLY AND HAVE DESIGN INC. WITH ANY AND ALL ENGINEERING DRAWINGS OR SHOP DRAWINGS FOR REVIEW OR SHOP DRAWINGS BY ARC HOME DESIGN INC. TO NON CONFORMANCE WITH THE DESIGN CONCEPT OF THE PROJECT.
  - THE FINISH OF ANY BUILDING NEEDS TO CONFORM TO THE LOCAL GOVERNING BYLAWS REGARDING BUILDING DETAILINGS BEFORE CONSTRUCTION BEGINS.
  - THE BUILDER/CONTRACTOR/OWNER SHALL MAINTAIN AS-BUILT DRAWINGS FOR ANY CHANGES DURING CONSTRUCTION PROCESS.
  - ALL CONCRETE IS TO BE PLACED ON A FIRM, SOLID GRADE, WITH NO LOOSE OR PROBED MATERIAL.
  - ALL MATERIAL SHALL BE NEW UNLESS NOTED OTHERWISE.
  - BUILDING MATERIAL SUBSTITUTIONS SHALL HAVE EQUAL OR GREATER REQUIREMENTS THAN MATERIAL BEING REPLACED.
  - A TYPICAL OR TWO HOSE BIBS SHALL BE INSTALLED. LOCATION TO BE SUPPLIED BY THE BUILDER/CONTRACTOR/OWNER.
  - ALL EXTERIOR AND ENTRANCE DOORS SHALL HAVE DEADBOLT ASSEMBLY, AND SHALL BE SOLID BLOCED TO RESIST SPREADING DURING FORCE ENTRY.
  - ALL EXTERIOR AND ENTRANCE DOOR HINGES SHALL BE INSTALLED AS SUCH THAT THE DOOR CANT BE REMOVED FROM THE EXTERIOR.
  - ALL STAIRS, LANDINGS, BALCONIES, AND CORRIDORS AROUND STAIRWELLS SHALL HAVE HANDRAILS DESIGNED AND CONSTRUCTED IN ACCORDANCE WITH THE MOST CURRENT BUILDING CODE REQUIREMENTS.
  - WITHIN DWELLING UNITS, ELECTRICALLY CONNECTED SMOKE ALARMS SHALL BE INSTALLED ON EACH STOREY INCLUDING THE BASEMENT. SMOKE ALARMS SHALL ALSO BE INSTALLED IN EACH BEDROOM/SLLEEPING AREA IN THE DWELLING UNIT.
  - CARBON MONOXIDE ALARMS SHALL BE INSTALLED IN ANY DWELLING UNIT CONTAINING FUEL BURNING APPLIANCES OR ATTACHED STORAGE GARAGE. WHERE A ROOM CONTAINS A FUEL BURNING APPLIANCE, A CARBON MONOXIDE ALARM SHALL BE INSTALLED IN THE ROOM.
  - THE WALL SEPARATING A GARAGE AND DWELLING UNIT SHALL BE MADE FIRE PROOF, AND THE DOORS BETWEEN THE GARAGE AND THE DWELLING UNIT SHALL BE SEATCH STIMPPED AND FITTING WITH A SELF CLOSING DEVICE. THIS ALSO APPLIES TO RUMAGE ROOMS LOCATED IN GARAGE.
  - ROOF DORMITS LOCATED WITHIN 12M OF A PROPERTY SITE LINE SHALL NOT CONTAIN AND OPENINGS.
  - VAPOR BARRIERS MUST BE 6 MIL EV RESISTANT TYPE POLY AND MUST BE CONTINUOUS WHERE INTERIOR WALLS MEET EXTERIOR WALLS OR ATTIC GROUND, AND UNDER STAIRS, TERRACE, OR SHEDS ARE ATTACHED TO INSULATED WALLS.
  - MINIMUM INSULATION VALUES SHALL CONFORM TO THE CURRENT BC BUILDING CODE.
  - HOLES THROUGH VAPOR BARRIERS SHALL BE SEALED.
  - ALL TRUSSES ARE TO BE ENGINEERED, AND SPANS AND DETAILS VERIFIED BY THE TRUSS SUPPLIER ON-SITE PRIOR TO ANY FABRICATION.
  - ALL DOORS AND WINDOWS SHALL COMPLY WITH THE NAIR HAZARDOUS STANDARDS REGULATIONS FOR MANUFACTURED DOORS, WINDOWS, DOORS, AND SEXTANTS AND AASOR NOT CANADIAN SUPPLEMENT TO CANADIAN STANDARDS 12345/6/7/8/9.
  - INTERIOR ROOM DIMENSIONS ARE APPROXIMATE AND SUBJECT TO CHANGE ON SITE.

ZONING ANALYSIS

|                 |                                        |
|-----------------|----------------------------------------|
| CIVIC ADDRESS   | -                                      |
| LEGAL ADDRESS   | -                                      |
| PD              | -                                      |
| ZONING          | - RSI - SINGLE FAMILY RESIDENTIAL ZONE |
| LOT SIZE / AREA | - 2248m <sup>2</sup> (247121 SQ. FT.)  |
| LOT WIDTH       | - 17.8m (18433 FT.)                    |
| LOT DEPTH       | - 126.3m (16483 FT.)                   |

SITE COVERAGE

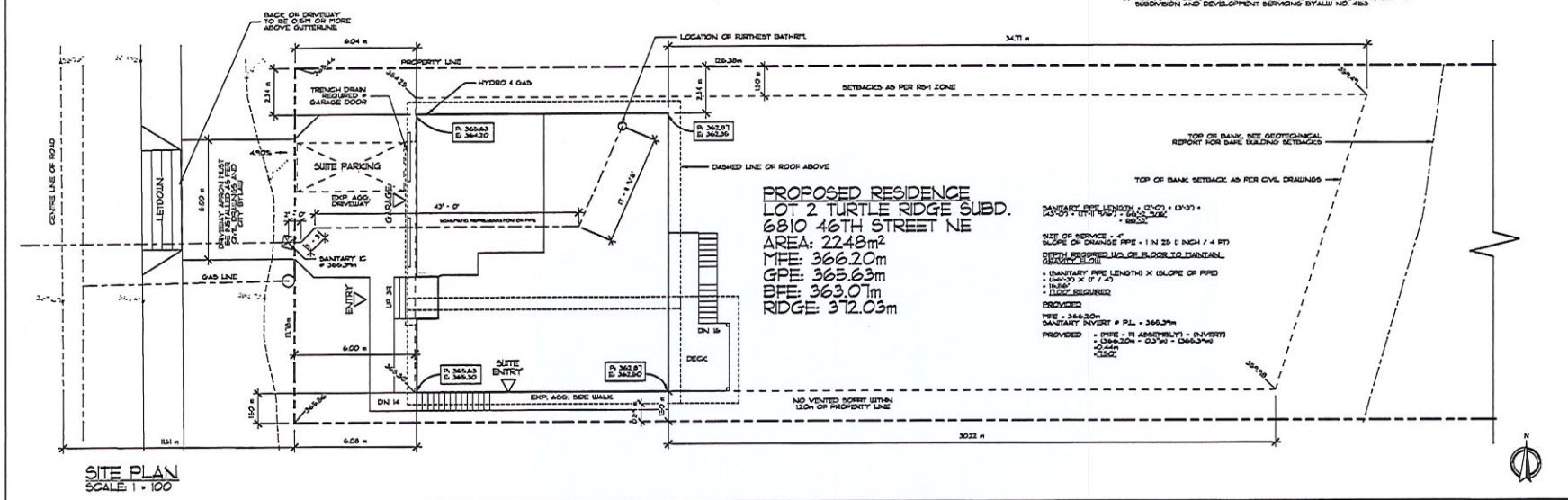
|                    |                                          |
|--------------------|------------------------------------------|
| PERMITTED          | - 45%                                    |
| PROPOSED           | - 25.3%                                  |
| DENSITY            | - 0.04                                   |
| PERMITTED          | - 146120m <sup>2</sup> (1578071 SQ. FT.) |
| PROPOSED           | - 22480m <sup>2</sup> (247121 SQ. FT.)   |
| SETBACKS           | -                                        |
| FRONT SETBACK      | - 6.0m (19.69 FEET)                      |
| REAR SETBACK       | - 6.0m (19.69 FEET)                      |
| LEFT SIDE SETBACK  | - 6.0m (19.69 FEET)                      |
| RIGHT SIDE SETBACK | - 6.0m (19.69 FEET)                      |
| HEIGHT             | -                                        |
| PERMITTED          | - 10.0m                                  |
| PROPOSED           | - 8.4m                                   |

SITE PLAN NOTES:

- ALL DIMENSIONS AND GRADE LEVELS SHOWN ARE TO BE APPROVED BY LOCAL CITY AND REVIEWED BY BUILDER PRIOR TO CONSTRUCTION.
- OWNER AND BUILDER TO PROVIDE PERTINENT INFORMATION REQUIRED FOR SITE.
- ANY RETAINING WALL TO BE BUILT ACCORDING TO CITY CODES.
- PROPOSED FINISHED GRADE LEVEL TO SLOPE AWAY FROM BUILDING FOR SURFACE WATER RUN OFF.
- BUILDER IS RESPONSIBLE TO APPROVE ALL ELEVATIONS PRIOR TO CONSTRUCTION SO IT CONFORMS TO REQUIRED SLOPES AND GRAVITY FOR SANITARY.
- ALL GRADE AND DIMENSIONS ON SITE PLAN TO BE APPROVED AND CHECKED ON SITE BY BUILDER PRIOR TO CONSTRUCTION AND EXCAVATION.
- BUILDER TO VERIFY LOCATIONS OF ALL EXISTING UTILITIES WITH ALL UTILITY COMPANIES PRIOR TO DIGGING.
- ALL CONSTRUCTION TO BE IN ACCORDANCE WITH CITY OF SALMON ARMY INSPECTION AND DEVELOPMENT SERVICES BYLAW NO. 483.

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# WHALLEY RESIDENCE



ARC HOME DESIGN INC.

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arcdesign@arcdesign.com

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| NO. | DESCRIPTION   | BY  | DATE        |
|-----|---------------|-----|-------------|
| 1   | ISSUED FOR BP | JCV | APR-06-2021 |

PROJECT

WHALLEY RESIDENCE

SALMON ARMY

DRAWING TITLE

COVER, SITE PLAN & NOTES

|                 |              |
|-----------------|--------------|
| DATE:           | 2021-04-06   |
| SCALE:          | As Indicated |
| DRAWN BY:       | GV           |
| CHECKED:        | GV           |
| PROJECT NUMBER: | P2106        |
| SHEET NO.:      | A10          |



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#### SECONDARY SITE NOTES:

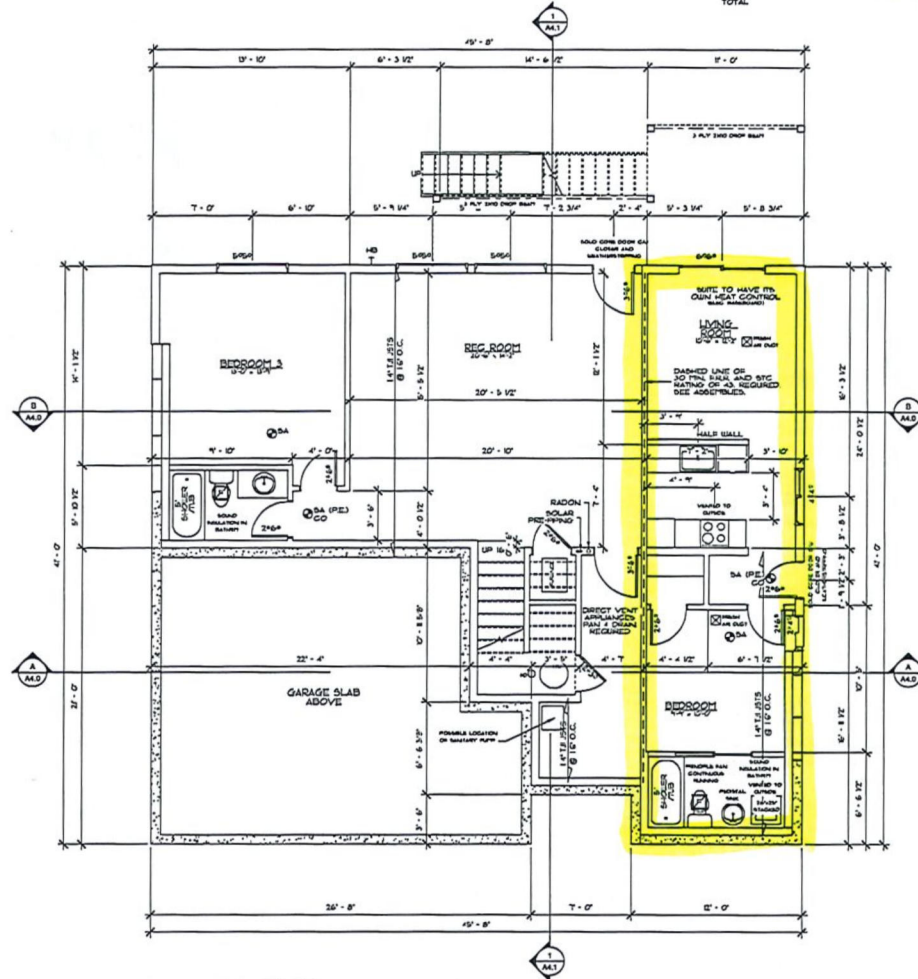
- ALL WALLS AND CEILING MUST HAVE A MINIMUM STC RATING OF 42 AS PER B.C.B.C. 2018 (11.03.00).
- CARBON MONOXIDE ALARMS IN SUITE MUST BE INTERCONNECTED WITH CARBON MONOXIDE ALARMS IN MAIN DWELLING AS PER B.C.B.C. 2018 (11.03.01).
- PHOTO ELECTRIC SMOKE ALARMS IN SUITE MUST BE INTERCONNECTED WITH PHOTO ELECTRIC SMOKE ALARMS IN MAIN DWELLING AS PER B.C.B.C. 2018 (11.03.01).
- ALL WALLS BETWEEN SUITE AND HOUSE MUST HAVE 30 MIN. F.R. (SEE SECTIONS AND PLANS).
- ALL CEILING BETWEEN SUITE AND HOUSE MUST HAVE 30 MIN. F.R. (SEE SECTIONS AND PLANS).
- ALL FIRE SEPARATIONS TO BE CONTIGUOUS FLOOR TO CEILING.
- ALL DOORS INSTALLED IN WALL SEPARING AN F.R. PART MUST HAVE A FIRE PROTECTION RATING OF 30 MINUTES AND HAVE RATED SELF CLOSING DEVICE.
- SUITE EXITS MUST BE MAINTAINED BETWEEN SUITE AND HOUSE.
- SUITE TO HAVE HOT WATER ON ELECTRIC BACKBOARD HEATING.
- SMOKE ALARM REQUIRED ON EACH FLOOR LEVEL OF BOTH HOUSE AND SECONDARY SUITE, AND ALSO IN EACH BEDROOM.
- SUITE TO HAVE HOT WATER ON ELECTRIC BACKBOARD HEATING.
- EACH BATHROOM AND KITCHEN TO BE EQUIPPED WITH AN EXHAUST FAN VENT TO THE EXTERIOR.
- EACH DWELLING UNIT TO BE PROVIDED WITH A KITCHEN, BATH, BATHROOM OR SHOWER, BATHROOM TUB AND WATER CLOSET. EACH UNIT TO ALSO BE SUPPLIED A ROYALTY WATER SYSTEM. ALL DRAINAGE, VENTING, AND PLUMBING SYSTEMS MUST BE COMPLIANT TO THE PLUMBING CODE.
- ONE EXTRA PARKING SPACE FOR THE SECONDARY SUITE MUST BE PROVIDED IN ADDITION TO THE SPACES REQUIRED FOR THE MAIN HOUSE ON THE LOT.

#### NOTES:

- GLAZING IN EXTERIOR DOORS & GLAZING WITHIN 3'-0" OF EXTERIOR DOORS TO BE SAFETY GLASS.
- GLAZING ENCLOSED SHOWERS & BATH TUBS TO BE SAFETY GLASS.
- GLAZED GARAGE DOORS TO BE CONSTRUCTED OF SAFETY GLASS.
- ALL GARAGE DOORS TO BE DESIGNED & CONSTRUCTED AS PER B.C.B.C. SECTION 4.8.2.
- ALL HANDRAILS TO BE DESIGNED & CONSTRUCTED AS PER B.C.B.C. SECTION 4.8.1.
- REFER TO STRUCTURAL DRAWINGS PROVIDED BY ENGINEER FOR ALL STRUCTURAL SPECIFICATIONS & NOTES.
- WTC HATCHES TO FOLLOW SKELETON & WEATHERSTRIPPING, & SHALL CONFORM TO B.C.B.C. SECTION 4.12.
- WINDOWS TO CONFORM TO B.C.B.C. SECTION 4.11.
- ALL BEDROOMS/POSSIBLE AREAS TO PROVIDE UNOBSTRUCTED PASSAGE TO THE EXTERIOR OR THE RESIDENCE TO THE REAR OF THE ALLEYS.
- ALL BEDROOMS/POSSIBLE AREAS TO HAVE AN INTERCONNECTED SMOKE ALARMS.
- ALL RESIDENCES TO HAVE AN INTERCONNECTED SMOKE ALARM & CARBON MONOXIDE SMOKE DETECTOR.
- ALL BEAMS AND LINTELS ARE TO BE 2x10 UNO. ON PLANS OR STRUCTURAL DRAWINGS PROVIDED BY ENGINEER.

#### FLOOR AREA

|                             |                 |
|-----------------------------|-----------------|
| MAIN FLOOR                  | 280.25 sq./ft.  |
| GARAGE                      | 508.04 sq./ft.  |
| OPEN TO BELOW               | 64.53 sq./ft.   |
| TOTAL (MAIN FLOOR + GARAGE) | 788.29 sq./ft.  |
| BASEMENT                    | 816.81 sq./ft.  |
| SUITE                       | 426.09 sq./ft.  |
| TOTAL                       | 1215.00 sq./ft. |



**BASEMENT PLAN**  
SCALE 1/4" = 1'-0"



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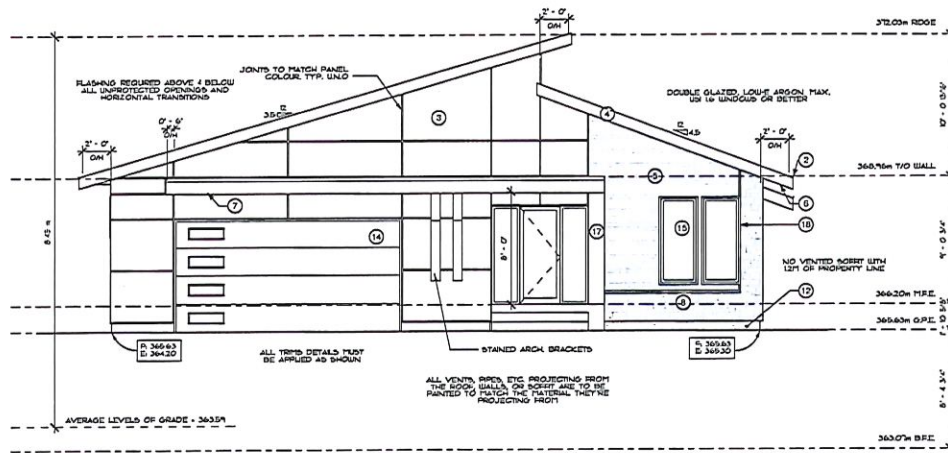
| NO. | DESCRIPTION   | BY   | DATE        |
|-----|---------------|------|-------------|
| 1   | ISSUED FOR SP | J.V. | APR-06-2021 |

PROJECT  
**WHALLEY RESIDENCE**  
**SALMON ARM**

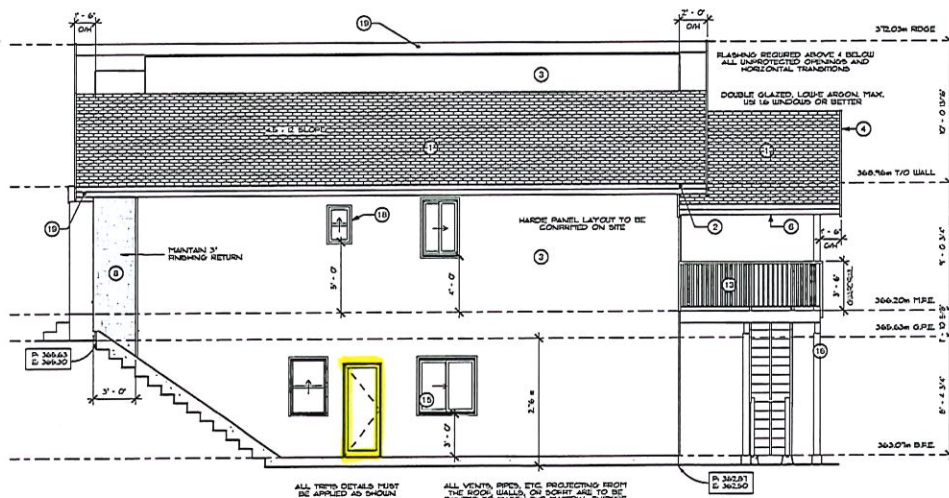
SEQUENCE TITLE  
**BASEMENT FLOOR PLAN**

|                |              |
|----------------|--------------|
| DATE           | 2021-04-06   |
| SCALE          | As Indicated |
| DRAWN BY       |              |
| CHECKED        |              |
| PROJECT NUMBER | P2106        |
| SHEET NO.      | A2.1         |





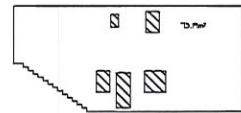
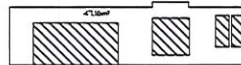
FRONT ELEVATION  
SCALE: 1/4" = 1'-0"



RIGHT ELEVATION  
SCALE: 1/4" = 1'-0"

# BUILDING EXPOSURE AND SPATIAL SEPARATION (9.10.15)

| COMPARTMENT GLAZING | AREA OF FACADE      | LIFTING DISTANCE | UNPROTECTED OPENINGS ALLOWED PROVIDED |        | CONSTRUCTION OR BLDG. FACE |   |
|---------------------|---------------------|------------------|---------------------------------------|--------|----------------------------|---|
|                     |                     |                  |                                       |        |                            |   |
| RIGHT FACADE        | 73.7m <sup>2</sup>  | 15m to PL        | 0.00%                                 | 73%    | OMR, C                     | C |
| LEFT FACADE         | 60.30m <sup>2</sup> | 23.4m to PL      | 0.54%                                 | 3.70%  | OMR, C                     | C |
| REAR FACADE         | 96.80m <sup>2</sup> | 30.22m to SB     | 100%                                  | 26.65% | OMR, C                     | C |
| FRONT FACADE        | 47.5m <sup>2</sup>  | 71.5m to CL Road | 100%                                  | 40.78% | OMR, C                     | C |



## SCHEDULE OF FINISHES

1. BLACK ARCHITECTURAL LAPINATE, ROOF SHINGLES
2. SURFACE MOUNTED ALUMINUM METAL GUTTER
3. ROSE CEMENT PANEL - COLOUR TO OWNERS SPEC
4. PAINTED 2x4 BARGE BOARD - COLOUR TO OWNERS SPEC
5. PVC WOOD SLIDING
6. PRE-COLOURED WHITE SORRY, UNO
7. WOOD SORRY
8. DRY STACK CULTURED STONE - TO OWNERS SPEC
9. STONE GAP - TO OWNERS SPEC
10. PAINTED 1x4 TRIM - COLOUR TO OWNERS SPEC
11. PAINTED 1x6 TRIM - COLOUR TO OWNERS SPEC
12. EXPOSED CONCRETE
13. REFINISHED SIDE MOUNTED METAL RAILS - COLOUR TO OWNERS SPEC, UNO
14. PAINTED 6"x6" GARAGE DOOR - TO OWNERS SPEC
15. NAIL ON VINYL WHITE WINDOWS
16. WEAVER BEAM & POST - BY ENGINEER
17. METAL FASCIA
18. 1 X 2 WINDOW TRIM
19. PAINTED 2x8 FASCIA BOARD - COLOUR TO OWNERS SPEC

## NOTES

- \* ANY CHANGES TO FINISHES MUST BE CO-ORDINATED BY OWNER

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THE OWNER IS RESPONSIBLE TO COMPLY WITH THE CURRENT ADDITION OF THE SOLE CITY PLANS, AND REGULAR LOCAL GOVERNING BODIES, PRESENCE OVER SEALS.

NO. DESCRIPTION REV. DATE

1 ISSUED FOR BP C.V. JAPR-06-2021

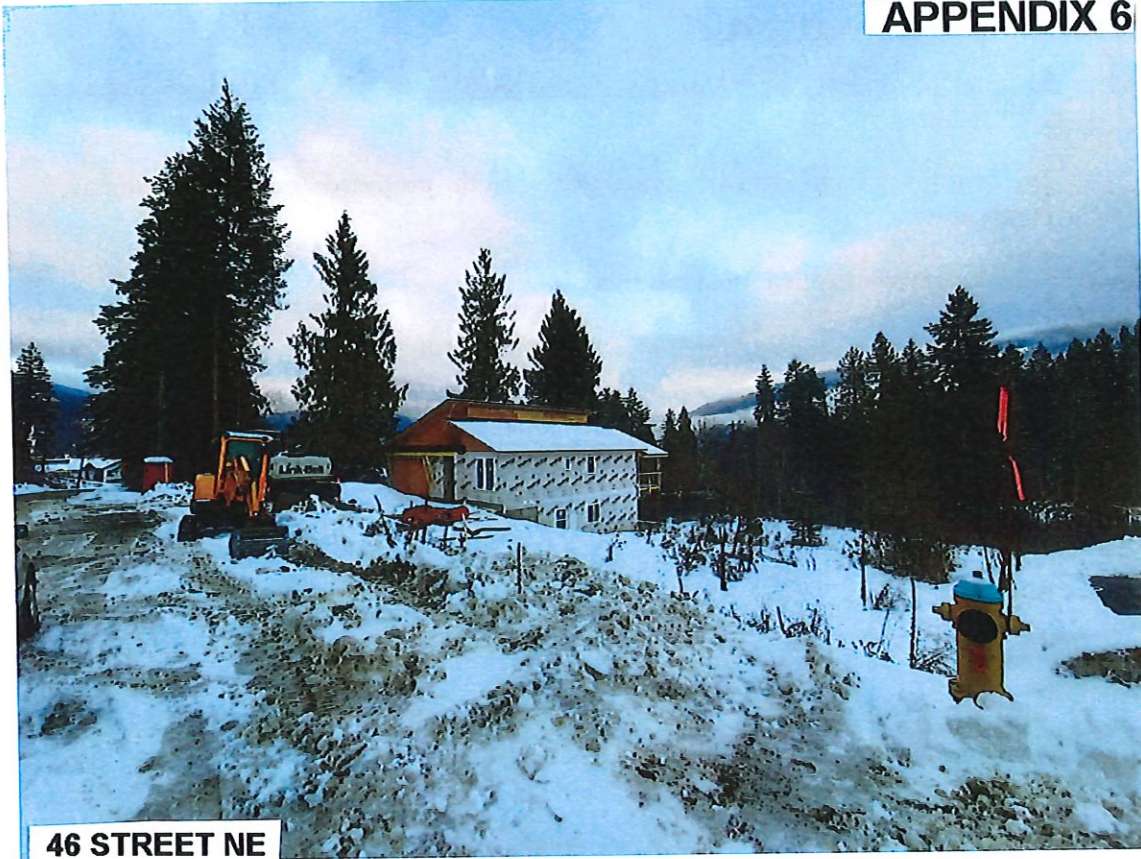
PROJECT  
WHALLEY RESIDENCE  
SALMON ARM

DRAWING TITLE  
FRONT & RIGHT ELEVATION

DATE: 2023-04-06  
SCALE: As Indicated  
DRAWN BY: OV  
CHECKED: OV  
PROJECT NUMBER: P2106  
SHEET NO: A3.0



APPENDIX 6





**23.     STATUTORY PUBLIC HEARINGS**

**2.       Zoning Amendment Application No. ZON-1230 [Whalley, B. & M.; 6840 46 Street NE; R-1 to R-8]**

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

Submissions were called for at this time.

S. Keskinen – email dated March 11, 2022 – ZON-1230

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:29 p.m. followed by comments from Council.



## CITY OF SALMON ARM

### BYLAW NO. 4494

#### 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 14, 2022 at the hour of 7:00 p.m. was published in the March 2, 2022 and March 9, 2022 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 31, Township 20, Range 9, W6M, KDYD, Plan EPP106597 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. 4494”

READ A FIRST TIME THIS 28 DAY OF February 2022

READ A SECOND TIME THIS 28 DAY OF February 2022

READ A THIRD TIME THIS 14 DAY OF March 2022

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE 18 DAY OF March , 2022

\_\_\_\_\_  
“T. KNIGHT”  
For Minister of Transportation & Infrastructure

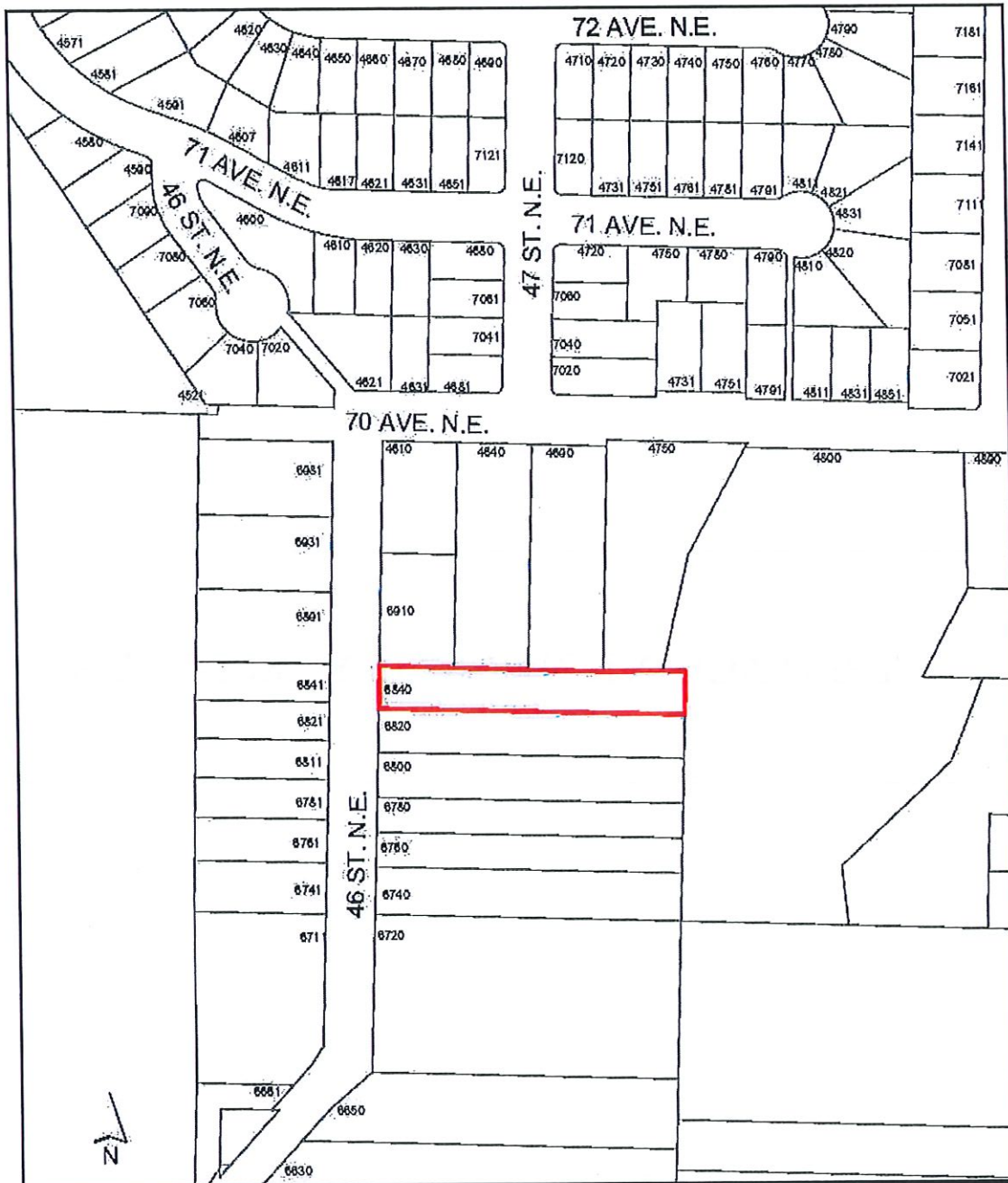
ADOPTED BY COUNCIL THIS DAY OF 2022

\_\_\_\_\_  
MAYOR

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



Schedule "A"





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### INFORMATIONAL CORRESPONDENCE – March 28, 2022

- |     |                                                                                                                                                                                                                         |   |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 1.  | H. Waske – email dated March 11, 2022 – Lamb Hill Subdivision Access                                                                                                                                                    | A |
| 2.  | F. Fennell – email dated March 15, 2022 – Dogs on the Foreshore Trail etc.                                                                                                                                              | A |
| 3.  | C. Burt – email dated March 21, 2022 – South Canoe FireSmart                                                                                                                                                            | A |
| 4.  | N. Sartorius – email dated March 14, 2022 – Crosswalks, road clearing and chickens                                                                                                                                      | A |
| 5.  | J. Broadwell, Manager, Downtown Salmon Arm – letter dated March 15, 2022 – Request to Close Hudson Street for Multicultural Day                                                                                         | R |
| 6.  | J. Evans, Early Years Navigator and Outdoor Play Facilitator, Shuswap Children's Association – letter dated March 14, 2022 – Outdoor Recreation Program                                                                 | R |
| 7.  | D. Parker, Secretary, Salmon Arm Royal Purple Lodge No. 279 – letter dated March 23, 2022 – Bench Request to Council                                                                                                    | R |
| 8.  | H. Ketter, Volunteer and Grant Coordinator, Salmon Arm Roots & Blues – letter dated March 24, 2022 – Request for Letter of Support                                                                                      | R |
| 9.  | Governance Advisory Committee, Shuswap North Okanagan Rail Trail Minutes – Approved – January 7, 2022 – see <a href="http://www.salmonarm.ca">www.salmonarm.ca</a> March 28, 2022 Agenda for Minutes                    | N |
| 10. | J. Landau, Coordinator, Student, Graduate and Co-op Employment, Okanagan College– email dated March 15, 2022 – Hiring a summer student? Info Session on available funding and how to access it – March 31 <sup>st</sup> | N |
| 11. | K. Forster, Canadian Outreach Officer – email dated March 21, 2022 – Earth Day 2022                                                                                                                                     | N |
| 12. | A. Slater, General Manager, Southern Interior Local Government Association – email dated March 18, 2022 – UBCM Community Excellence Awards                                                                              | A |
| 13. | N. Brassard, Associate Vice-President, Global Public Affairs – email dated March 17, 2022 – Reducing Patio Application Red Tape for BC's Hospitality Sector and Economic Recovery                                       | N |
| 14. | D. McKerracher, Mayor, District of Elkford – letter dated March 15, 2022 – Milk Container Recycling in British Columbia                                                                                                 | N |
| 15. | A. Thompson, Corporate Administrator/Deputy CAO – email dated March 14, 2022 – Resolution for all UBCM members                                                                                                          | N |
| 16. | B. Quoc Nguyen – email dated March 10, 2022 – Salmon Arm continues land clearing burning while Vernon experiences another air quality warning                                                                           | N |



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Item 22.1

## CITY OF SALMON ARM

Date: March 28, 2022

Moved: Councillor

Seconded: Councillor

THAT: Development Permit No. DP-438 be authorized for issuance for Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510 Except Plans 14376, 24326 and KAP48014 in accordance with the drawings shown on Appendix 3 to the Staff Report dated March 15, 2022;

AND THAT: Development Permit No. DP-438 include the following variance to Zoning Bylaw No. 2303:

1. Section 10.9.1 – decrease the minimum front parcel line setback from 5.0 metres (16.4 feet) to 3.0 metres (9.8 feet) for proposed building/unit 01, as shown on Appendix 3 to the Staff Report dated March 15, 2022;

AND THAT: Development Permit No. DP-438 allow for the placement of fencing along the eastern and southern parcel lines to a maximum height of 8.0 feet (2.4 metres);

AND FURTHER THAT: issuance of Development Permit No. DP-438 be withheld subject to the following:

1. Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan.

[McGregor, D./Elidoros, B.; 1910 11 Avenue NE; 15 Unit – High Density Residential]

### Vote Record

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

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





---

TO: His Worship Mayor Harrison and Members of Council

DATE: March 15, 2022

SUBJECT: Development Permit Application No. DP-438 (15 Unit – High Density Residential)

Legal: Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510, Except Plans 14376, 24326 and KAP48014  
Civic: 1910 – 11 Avenue NE  
Owner: D. McGregor  
Applicant/Agent: B. Elidoros

---

#### **STAFF RECOMMENDATION**

**THAT:** Development Permit No. 438 be authorized for issuance for Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510, Except Plans 14376, 24326 and KAP48014 (1910 – 11 Avenue NE) in accordance with the attached drawings in Appendix 3;

**AND THAT:** Development Permit No. 438 include the following variance to Zoning Bylaw No. 2303:

Section 10.9.1 – decrease the minimum front parcel line setback from 5.0 metres (16.4 feet) to 3.0 metres (9.8 feet) for proposed building/unit 01, as shown in the attached drawings in Appendix 3;

**AND THAT:** Development Permit No. 438 allow for the placement of fencing along the eastern and southern parcel lines to a maximum height of 8.0 feet (2.4 metres);

**AND FURTHER THAT:** Issuance of Development Permit No. 438 be withheld subject to the following:

1. Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan.
- 

#### **PROPOSAL**

The subject parcel is located at 1910 – 11 Avenue NE (Appendix 1 and 2) and currently contains a single family dwelling. This application is to permit a new 15-unit residential development, as described in the letter of proposal and shown on the site plan and building elevations attached as Appendix 3.

#### **BACKGROUND**

The subject property is 0.695 acres, designated High Density Residential (HR) in the City's Official Community Plan (OCP), and is currently zoned R-5. The mix of zones in the immediate area consists of Residential zones mostly to the north, Institutional zones to the east and south, and Commercial zones to the west and further to the east (Appendix 4 and 5). Site photos are attached, as Appendix 6. The subject property has been under the consideration of Council recently, with OCP (HC - Highway Service/Tourist Commercial to HR - High Density Residential) and zoning (R-1 Single Family Residential Zone to R-5 High Density Residential Zone) applications approved in February 2021.



The four proposed buildings are of a traditional style with pitched rooflines, comprised of three (3) 4-plexes and one (1) triplex situated along a one-way access. With the three 4-plexes and the one triplex proposed from 10.98 to 11.16 metres tall, all buildings are below the 12 m maximum height that is permitted. While 19 parking spaces are required (1.25 spaces per dwelling unit), 45 are proposed (including garages).

There is one variance requested associated with the proposal to reduce the front parcel line setback from 5 m to 3 m along a portion of 11 Avenue NE, affecting the northeast corner of Building/Unit 01.

## COMMENTS

### Fire Department

No concerns.

### Building Department

No concerns. All BCBC applicable code requirements must be adhered to at the building stage.

### Engineering Department

Comments attached (Appendix 8).

### Design Review Panel

With the proposal for a (medium) high density residential development, the application was referred to the Design Review Panel (DRP) for review. The DRP was supportive of the proposal, subject to the consideration of the following conditions 1) the inclusion of a screened and shared garbage/recycling area, 2) the inclusion of additional landscaping for privacy along the RCMP and TCH parcel lines, and 3) the inclusion of some enhancements to the exterior building's facades along the TCH and 11 Avenue NE. The February 23, 2022 DRP meeting minutes are attached, as Appendix 7.

Staff later met with the applicant to review the DRP's suggestions. The applicant indicated that the screened/shared garbage and recycling area would go on the southern portion of the property, between Buildings 2 and 4. In regards to the inclusion of additional landscaping for privacy along certain parcel lines, the applicant clarified that they intend to keep both the existing fencing and trees, both of which are already quite large and significant. Lastly, in terms of the inclusion of some enhancements to the exterior building's facades along the north and south elevations, the owner and applicant have provided staff with amended renderings, which are attached, as Appendix 9. These amended renderings now include a white exterior finish around the top floor window and an additional window on the main floor for the north elevation, with a white exterior finish around the top floor window but no additional window on the main floor for the south elevation (as this side is directly adjacent to the Trans Canada Highway, the owner and applicant wish to minimize any potential noise impact).

### Planning Department

The surrounding neighbourhood has experienced some similar recent development(s) in the last number of years, with the addition of Copperview Corner at 2081 11 Avenue NE to the east back in 2017/2018 and a Development Permit also just recently being approved by Council for 1141 18 Street NE to the northwest back in June 2021. The subject parcel is located in an area well-suited for higher density residential development featuring developed sidewalks, greenways, bike and transit routes, being within close walking distance of the commercial node to the east, the recreation centre and arena, schools including Bastion Elementary, Salmon Arm Secondary (both campuses), and Okanagan College, as well as the City Centre and hospital just over 1 km to the west.

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 applicant is proposing a 15-unit residential development in the form of three 4-plex and one triplex buildings. The buildings will ultimately have a total combined footprint of 11,416.86 square feet in area (16,555.20 square feet would be permitted as per the zoning), situated along an access lane, with the separate buildings allowing for articulation and a reduced overall massing.

The building design is a traditional style with a variety of siding colours and traditional pitched rooflines. The building forms align with existing residential development in the area (such as Copperview Corner, for example). 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. The articulation of the facades and the relatively small size of the proposed buildings (3 level buildings, including garages) limit related impacts. The varied facade materials could be considered an enhancement. As such, and with the recent facade enhancements made by the owner/applicant, staff feel the design is now acceptable with respect to OCP guidelines.

A variance is requested to reduce the front parcel line setback from 5 m to 3 m along a portion of 11 Avenue NE to accommodate the northeast corner of one of the 4-plex buildings (Building/Unit 01). Staff view this request as reasonable and minor, taking into account the irregular lot shape and associated setbacks (including a/the 4.5 m MOTI setback on the south end of the property), the large area of dedicated City boulevard on the north end of the property, and what would appear to be a minor-to-no potential for impact on adjacent developments.

*Access and Parking Area*

The subject property is an interior parcel with singular 1-way vehicle access proposed via 11 Avenue NE to the north. The 45 parking spaces as proposed exceeds the 19 required (1.25 parking spaces per dwelling unit) as specified by the Zoning Bylaw. Given the lack of street parking at this location, staff feel this additional parking proposed will be well-used and appreciate its inclusion.

*Landscape and Screening*

The landscape plan (Appendix 3) prescribes a range of shrubs, perennials, and trees for screening predominately along the front parcel line (both in and out of the City boulevard), as well as decorative ground cover throughout the property, which staff view as aligned with OCP guidelines. In addition, although there is some existing vegetation and fencing to the east on the adjacent RCMP property, staff recommend that the owner/applicant provide some additional vegetation along the east parcel line to limit the amount of light pollution from the adjacent property. That being said, the applicant has also included open garden areas for each unit, which may be used for screening if necessary.

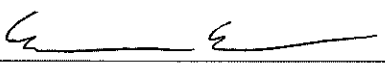
*Height and Density*

In reference to Zoning Bylaw regulations, the proposed 10.98 to 11.16 metre building heights would likely be considered favourable relative to surrounding development in comparison to a maximum permitted height of 12 m, which may be increased to 15 m with the amenity of rental housing.

The maximum residential density permitted under R-5 zoning is 40 dwelling units per acre of land. The resulting maximum density permitted is 28 units based on the area (0.695 acres) of the subject parcel. With a density bonus under R-5 zoning for the provision of rental units, the maximum number of units can be increased (the minimum residential density permitted under R-5 zoning is three (3) units in the form of a triplex). Fifteen (15) units are proposed.

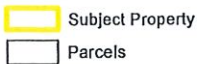
CONCLUSION

Staff recommend approval of Development Permit No. 438 and the associated variance.

  
Prepared by: Evan Chorlton  
Planner I  
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services



**APPENDIX 1**  
P165





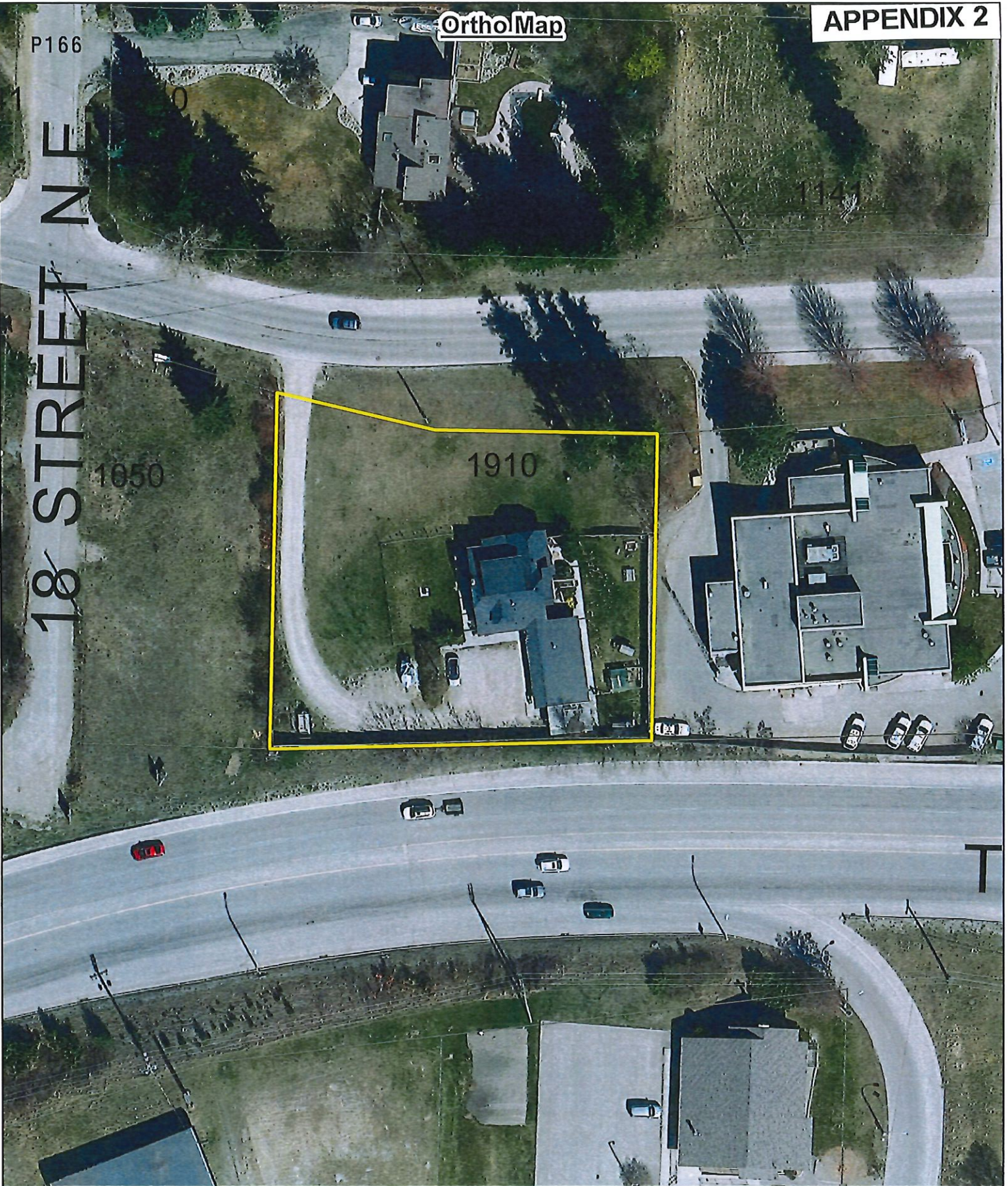
P166

18 STREET NE

1050

1910

1141



0 3.75 7.5 15 22.5 30 Meters

 Subject Property  
 Parcels



## Letter of Proposal

'Hillside Terrace' 1910 – 11<sup>th</sup> Ave NE, Salmon Arm, BC

The proposal is to build 15 'family-friendly' townhomes, where rentals will be allowed, and where strata fees will be kept in check due to low maintenance yards.

The complex's entrance with split-rail fence is intended to pay tribute to the original house that was on the property by offering a heritage feel. The vintage look has also been incorporated into the townhouse design, including interior color pallet, and carried through to the unit's individual exterior colours which are intended to offer the feel of an individual home.

Units will have forced-air heat, central air, 21' long driveways, and 20' backyard depths. Tandem garages will measure just shy of 40' in length which will offer plenty of space for vehicles and storage.

All units will have a bright kitchen, and will feature an 8' island complete with beverage fridge. Owners will have the ability to pick from either a gas or electric range, as both will be plumbed. Eight of the units will be 3 bedrooms, and seven of the units will be 2 bedroom & den. Each unit will have 3 bathrooms (a powder on the main, a full bathroom on the upper, and a 3-piece off the master). Outside units will also have a gas fireplace in the living room.

Each yard will be fenced, and will contain a 9' x 9' concrete patio, artificial turf, and an area designed specifically to encourage one's own garden, whether it is flowers, or vegetables. And eight of the units (on the west-side) will have a deck off the kitchen as well.

Thank you,

Debbie McGregor & Brian Elidoros  
Hillside Terrace



P168

PO Box 10023  
Salmon Arm, BC  
V1E 3B9

January 23<sup>rd</sup>, 2022

To: City of Salmon Arm

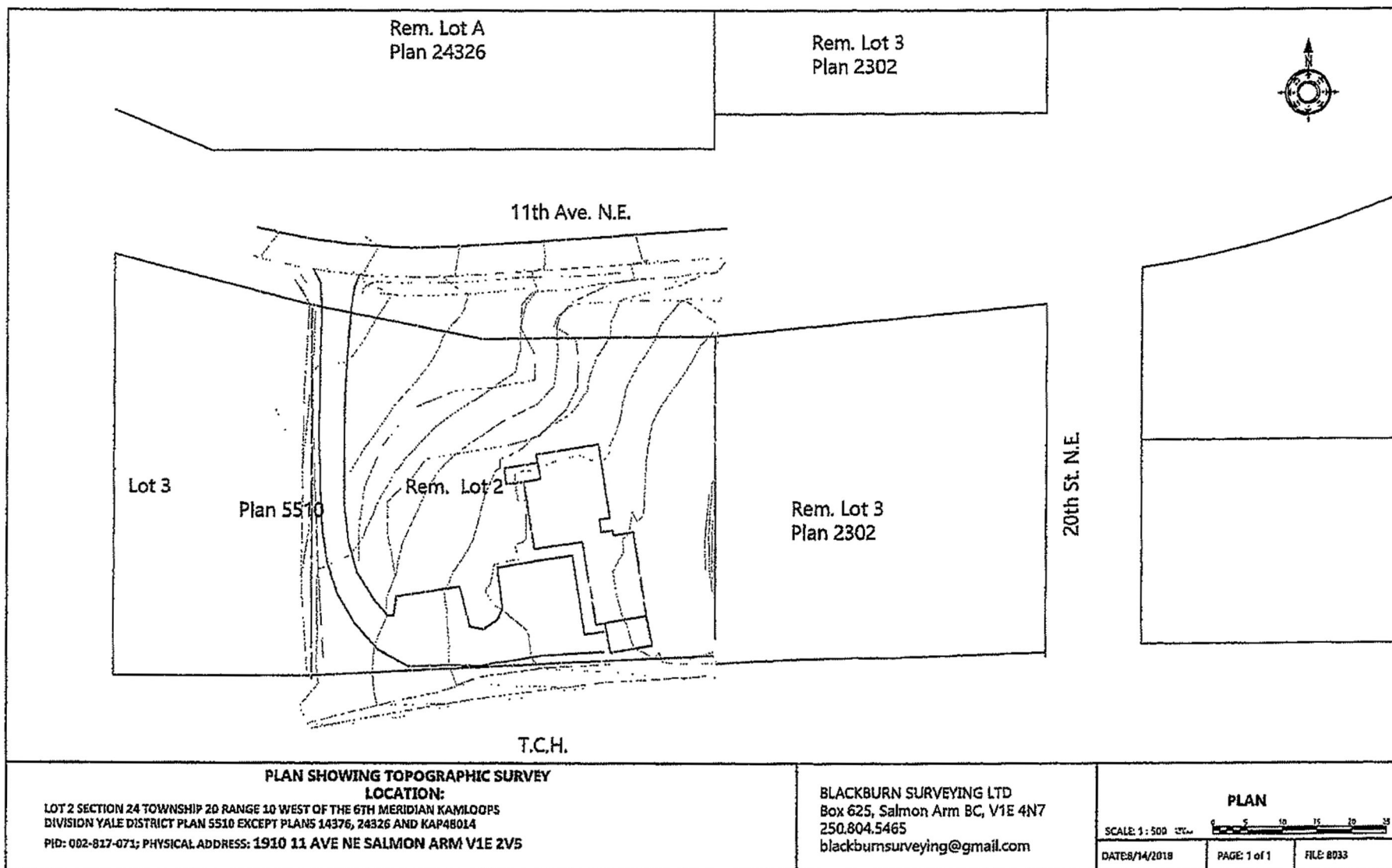
Re: Proposed Variance for Hillside Terrace – Bldg. 1 (1910 – 11<sup>th</sup> Ave NE)

We are requesting a variance to reduce the side set-back, at the front/north-side of building 1, from 5 meters to 3 meters, in order to accommodate Building 1.

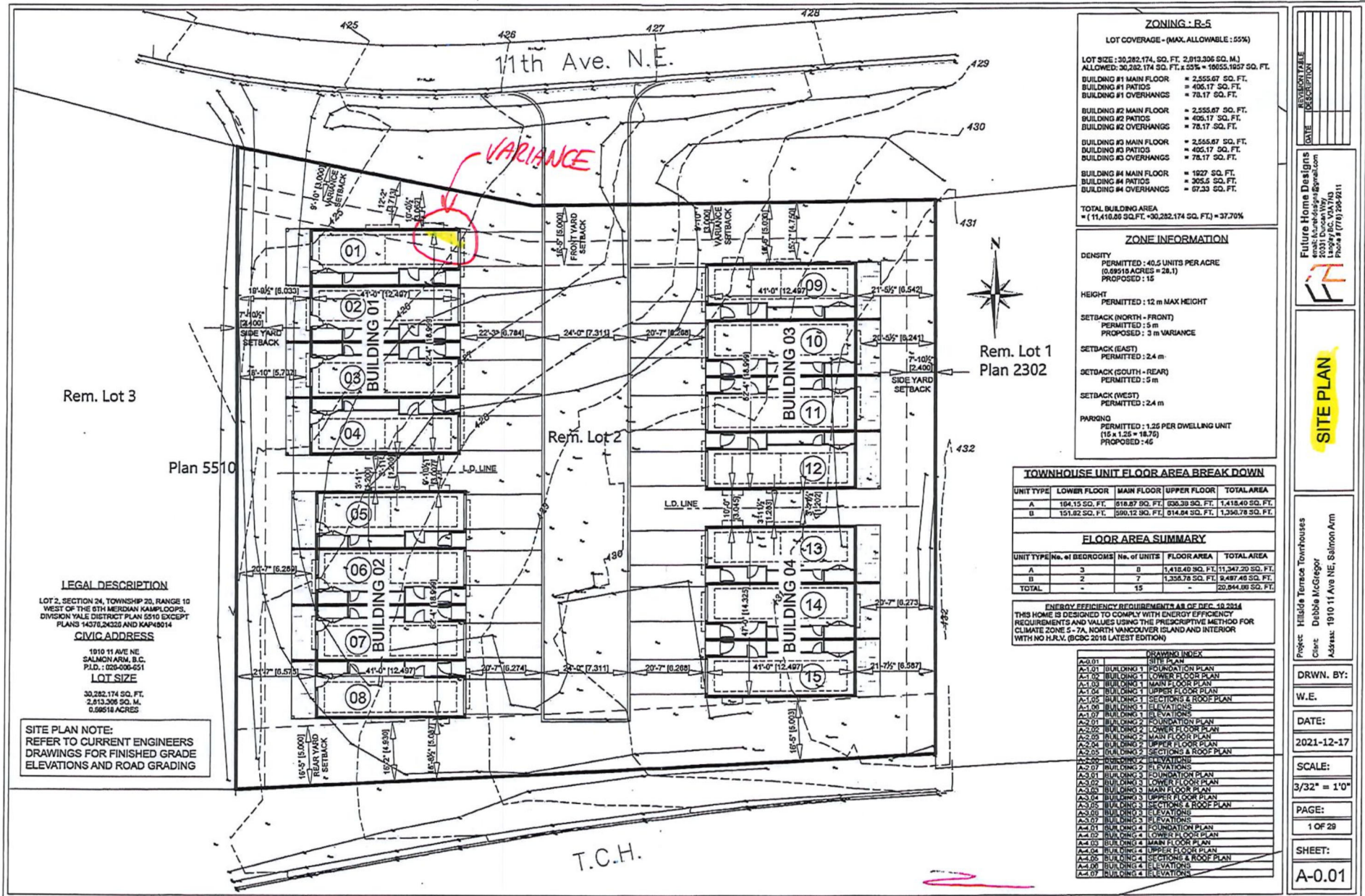
Thank you,

Debbie McGregor &  
Brian Elidoros



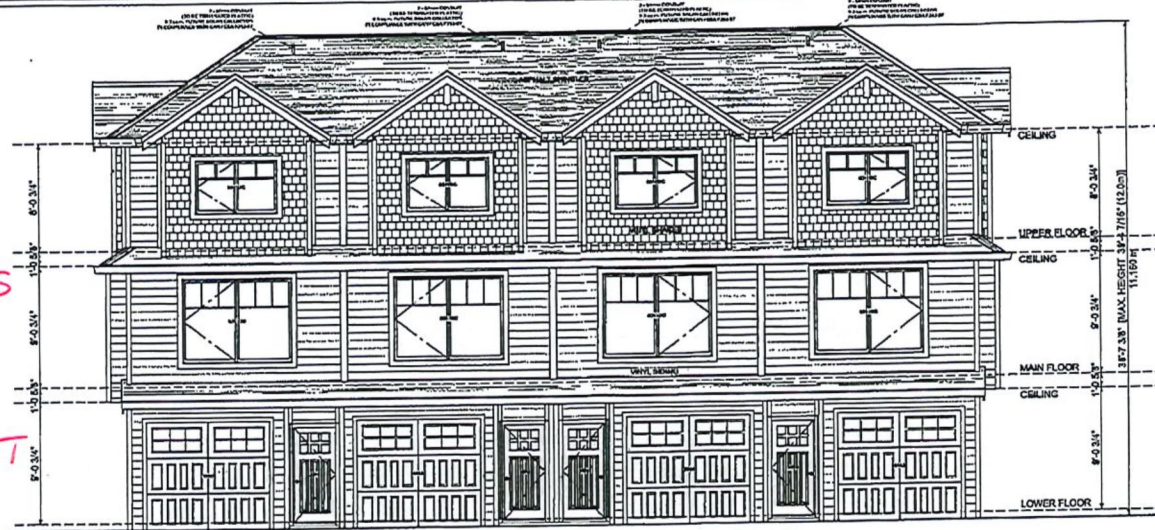








TYPICAL  
ELEVATIONS  
FOR BUILDINGS  
1-3  
(ONLY HEIGHT  
SLIGHTLY  
VARIES)

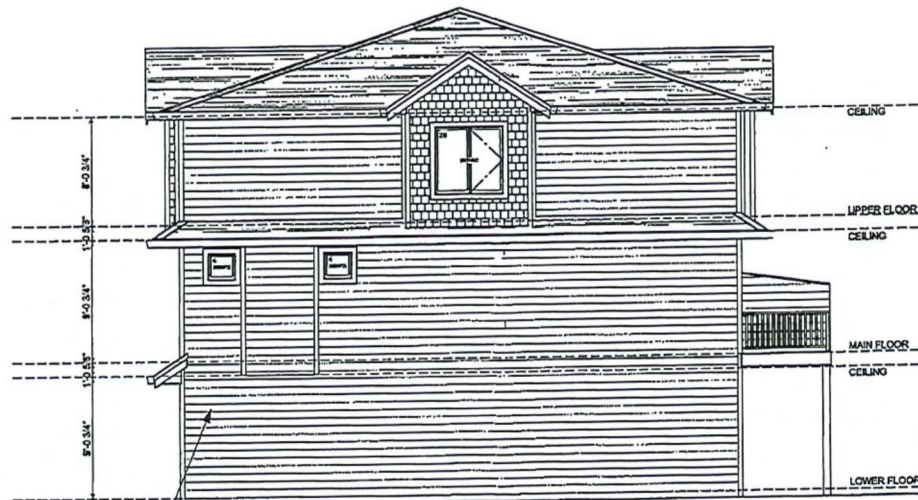


1 FRONT ELEVATION

NOTE: FLASHING OVER ALL UNPROTECTED OPENINGS AND BETWEEN ALL DISSIMILAR MATERIAL.

ELEVATION NOTES:  
REFER TO CURRENT ENGINEERS  
DRAWINGS FOR FINISHED GRADE  
ELEVATIONS AND ROAD GRADING

ENERGY EFFICIENCY REQUIREMENTS AS OF DEC. 18, 2014  
THIS HOME IS DESIGNED TO COMPLY WITH ENERGY EFFICIENCY  
REQUIREMENTS AND VALUES USING THE PRESCRIPTIVE METHOD FOR  
CLIMATE ZONE 5-7A, NORTH VANCOUVER ISLAND AND INTERIOR  
WITH NO JULY. (BCBC 2014 LATEST EDITION)



2 RIGHT ELEVATION

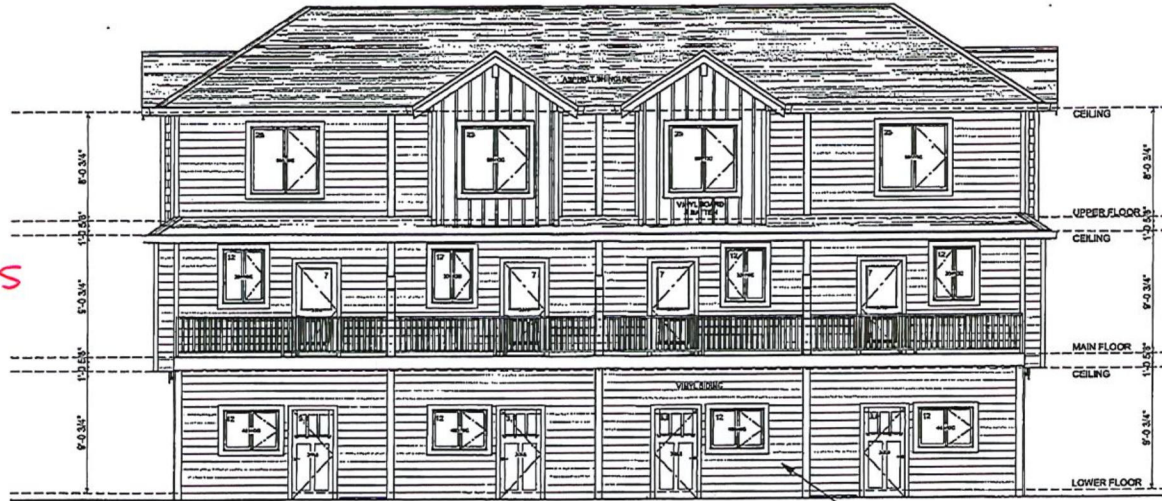
LIMITING DISTANCE = 3,713 m  
EXPOSED WALL FACE = 1,180.46 sq. ft. (109.07 sq. m.)  
MAX. ALLOWABLE OPENINGS = 11% = 129.85 sq. ft.  
ACTUAL OPENINGS = 33 sq. ft. = 1,180.46 = 2.790%

BCBC 2019 Division B - Part 8  
Table 9.10.15A.1180.46  
Over 100 m2, 3.5m LD = 11%

|                                                                                                                                                            |              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| DATE                                                                                                                                                       | DESIGNER     |
| DATE                                                                                                                                                       | DESIGNER     |
| Future Home Designs<br>email: futurehome@futurehome.com<br>10000 100th Ave. Unit 100<br>Surrey BC V4N 7Y3<br>Phone: (778) 268-2511<br>Cell: (604) 999-0110 |              |
|                                                                                                                                                            |              |
| BUILDING 1 ELEVATIONS                                                                                                                                      |              |
| Project: Hillside Terrace Townhouses<br>Owner: Debbie McGregor<br>Address: 1910 11 Ave NE, Salmon Arm                                                      |              |
| DRWN. BY:                                                                                                                                                  | W.E.         |
| DATE:                                                                                                                                                      | 2021-06-23   |
| SCALE:                                                                                                                                                     | 1/4" = 1' 0" |
| PAGE:                                                                                                                                                      | 7 OF 28      |
| SHEET:                                                                                                                                                     | A-1.06       |



TYPICAL  
ELEVATIONS  
FOR BUILDINGS  
1-3



1 REAR ELEVATION

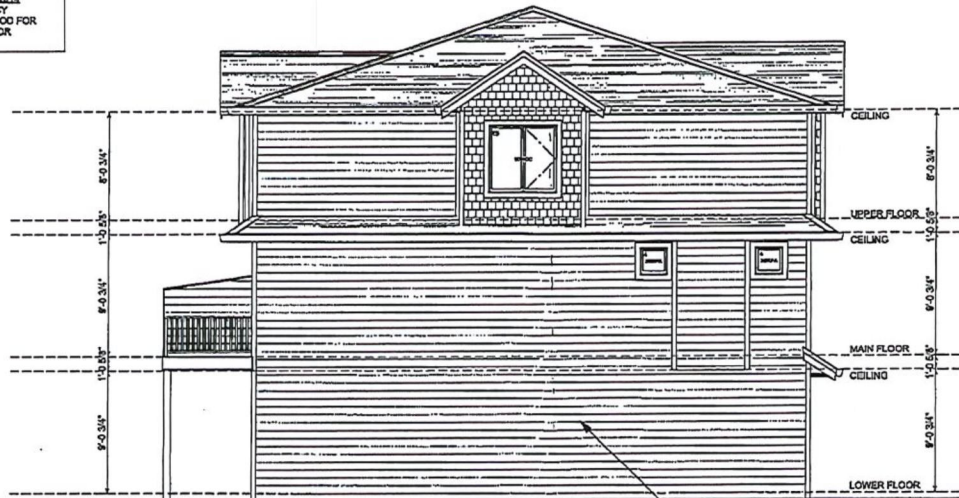
Limiting Distance = 4.723 m  
Exposed Wall Face = 1,794.85 sq. ft. (165,731 sq. m.)  
Max. Allowable Openings = 13.75% = 246,738 sq. ft.  
Actual Openings = 238 sq. ft. = 1,794.85 = 13.251%

BCBC 2018 Division 9 - Part 9  
Table 9.10.15.4.1.150.45  
Over 100 m2, 4.6 m LD = 13.75%

NOTE: FLASHING OVER ALL UNPROTECTED OPENINGS  
AND BETWEEN ALL DISSIMILAR MATERIAL

ENERGY EFFICIENCY REQUIREMENTS AS OF DEC. 15, 2014  
THIS HOME IS DESIGNED TO COMPLY WITH ENERGY EFFICIENCY  
REQUIREMENTS AND VALUES USING THE PRESCRIPTIVE METHOD FOR  
CLIMATE ZONE 5 - 7A, NORTH VANCOUVER ISLAND AND INTERIOR  
WITH NO H.V.A.C. (BCBC 2018 LATEST EDITION)

ELEVATION NOTES:  
REFER TO CURRENT ENGINEERS  
DRAWINGS FOR FINISHED GRADE  
ELEVATIONS AND ROAD GRADING



2 LEFT ELEVATION

Limiting Distance = 1.340 m  
Exposed Wall Face = 1,190.45 sq. ft. (109,67 sq. m.)  
Max. Allowable Openings = 7% = 82.93 sq. ft.  
Actual Openings = 35 sq. ft. = 1,190.45 = 2.75%

BCBC 2018 Division 9 - Part 9  
Table 9.10.15.4.1.150.48  
Over 100 m2, 1.2 m LD = 7%

|                |      |             |
|----------------|------|-------------|
| REVISION TABLE | DATE | DESCRIPTION |
|                |      |             |
|                |      |             |
|                |      |             |

Future Home Designs  
20331 Duncan Way  
Langley BC V3A 7H3  
Tel: 604-881-8818

**BUILDING 1  
ELEVATIONS**

Project: Hillside Terrace Townhouses  
Client: Debbie McGregor  
Address: 1910 11 Ave NE, Salmon Arm

DRWN. BY:

W.E.

DATE:

2021-06-23

SCALE:

1/4" = 1' 0"

PAGE:

8 OF 29

SHEET:

A-1.07





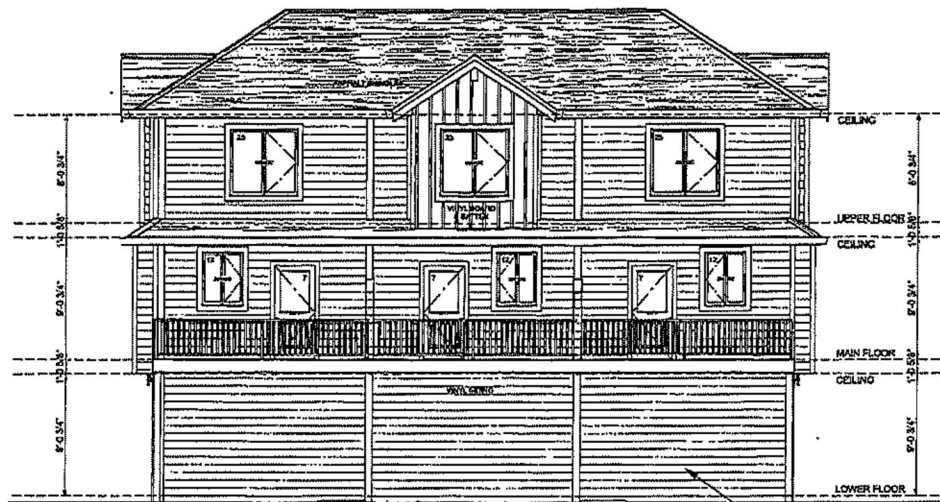
ENERGY EFFICIENCY REQUIREMENTS AS OF DEC. 18 2014  
THIS HOME IS DESIGNED TO COMPLY WITH ENERGY EFFICIENCY  
REQUIREMENTS AND VALUES USING THE PRESCRIPTIVE METHOD FOR  
CLIMATE ZONE 5-7A, NORTH VANCOUVER ISLAND AND INTERIOR  
WITH NO H.R.V. (BCBC 2015 LATEST EDITION)



BCBC 2018 Division B - Part 9  
Table 9.10.15.4.1180.45  
Over 100 m2, 4.0m LD = 12%

|                                         |                                                                                                                                           |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>BUILDING 4<br/>ELEVATIONS</b></p> | <p><b>Project:</b> Hildale Terrace Townhouses</p> <p><b>Client:</b> Debbie McGregor</p> <p><b>Address:</b> 1910 11 Ave NE, Salmon Arm</p> |
| <p><b>DRWN. BY:</b></p>                 |                                                                                                                                           |
| <p><b>W.E.</b></p>                      |                                                                                                                                           |
| <p><b>DATE:</b></p>                     |                                                                                                                                           |
| <p>2021-06-23</p>                       |                                                                                                                                           |
| <p><b>SCALE:</b></p>                    |                                                                                                                                           |
| <p>1/4" = 1' 0"</p>                     |                                                                                                                                           |
| <p><b>PAGE:</b></p>                     |                                                                                                                                           |
| <p>28 OF 29</p>                         |                                                                                                                                           |
| <p><b>SHEET:</b></p>                    |                                                                                                                                           |
| <p>A-4.06</p>                           |                                                                                                                                           |





REAR ELEVATION

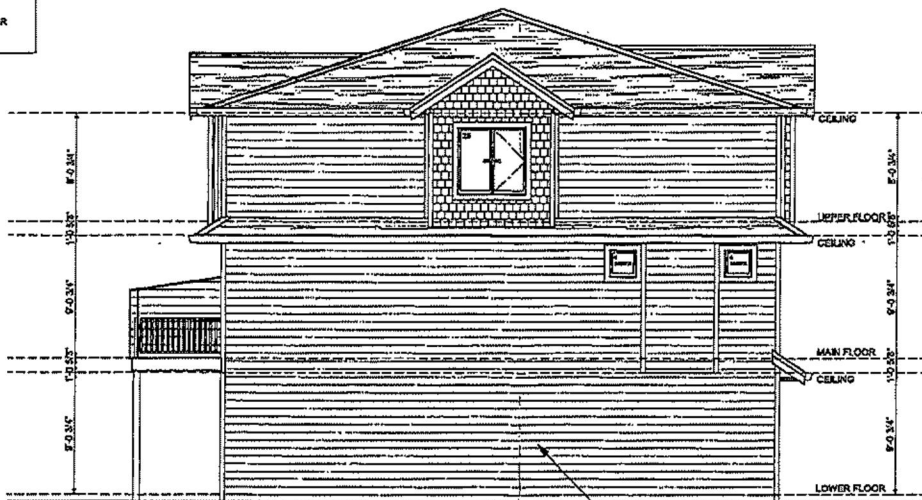
NOTE: FLASHING OVER ALL UNPROTECTED OPENINGS  
AND BETWEEN ALL DISSIMILAR MATERIAL.

**ENERGY EFFICIENCY REQUIREMENTS AS OF DEC. 15 2014**  
THIS HOME IS DESIGNED TO COMPLY WITH ENERGY EFFICIENCY  
REQUIREMENTS AND VALUES USING THE PRESCRIPTIVE METHOD FOR  
CLIMATE ZONE 5 - 7A, NORTH VANCOUVER ISLAND AND INTERIOR  
WITH NO H.V. (DCBC 2016 LATEST EDITION)

**ELEVATION NOTES:**  
REFER TO CURRENT ENGINEERS  
DRAWINGS FOR FINISHED GRADE  
ELEVATIONS AND ROAD GRADING

LIMITING DISTANCE = 4.749 m  
 EXPOSED WALL FACE = 1,333.21 sq. ft. (121,717 sq. m)  
 MAX. ALLOWABLE OPENINGS: 13.76% = 186.066 sq. ft.  
 ACTUAL OPENINGS = 132 sq. ft. = 1,333.21 = 9.754%

BCBC 2018 Division B - Part 2  
Table 2.10.16.4.1100.45  
Over 100 m2, 4.5 m LD = 13.75%



LEFT ELEVATION

LIMITING DISTANCE = 1.225 m  
 EXPOSED WALL FACE = 1,140.48 sq. ft. (109.87 sq. m.)  
 MAX. ALLOWABLE OPENINGS : 7% = 82.63 sq. ft.  
 ACTUAL OPENINGS = 33 sq. ft. = 1,100.48 = 2.796%

BCDC 2018 Division B - Part 8  
Table 9.10.15.A.1150.45  
Over 100 m2, 1.2 m LD = 7%

[illegible]

**Future Home Designs**  
4741E Netherland Ave. • Cincinnati, OH 45244  
20331 Duncan Way  
Larchway Bldg. VJA 743  
Phone # (716) 213-9231  
Cell # (404) 993-9115



## BUILDING 4 ELEVATIONS

**Project:** Hillside Terrace Townhouses  
**Client:** Debbie McGregor  
**Address:** 1910 11 Ave NE, Seimon Arm

DRWN. BY:

|      |  |
|------|--|
| W.E. |  |
|------|--|

DATE:

**SCALE:**

$$1/4'' \approx 1' 0''$$

PAGE:

29 OF 29

**SHEET:**

A-4.07





HILLSIDE TERRACE - NOVEMBER 9, 2021



Sign for Hillside Terrace will be 40" wide x 50" height. The font will be in a maroon colour, and the background will be a light cream. The sign will be made of a metal and wood application, and will be attached between the two posts.







PROJECT:  
Hillside Terrace Townhouses

ADDRESS:  
1910 11th Ave NE, Salmon Arm

DATE:  
29 November 2021

- KEY:
- Asphalt  
(Roads & Driveways)
  - Concrete
  - Synthetic Turf
  - Landscape Rock/Gravel
  - Dry River Bed
  - Mulch
  - Garden Bed
  - Posts & Split Rail Fence
  - 6 ft High Posts & Fence

- SHRUBS
- 6 - Dwarf Mugo Pine (*Pinus Pumilio*) 5g
  - 3 - Burling Bush (*Euonymus Alatus Compactus*) 5g
  - 2 - Lilac President Grevy (*Syringa Vulgaris*) 5g
  - 3 - Lilac Bloomerange (*Syringa Vulgaris*) 2g
  - 10 - Sunbation Barberry (*Berberis*) 2g
  - 9 - Concorde Barberry (*Berberis*) 2g
  - 6 - Panther Ninebark (*Physocarpus*) 2g
  - 11 - Spirea Magic Carpet 2g
  - 3 - Dogwood Ivory Halo 2g
  - 2 - Yellow Twig Dogwood 2g

- PERENNIALS
- 24 - Karl Foerster (*Calamagrostis acutiflora*) 2g
  - 26 - Hidcote Lavender (*Lavandula angustifolia*) 1g
  - 15 - Beyond Blue Fescue 1g

- TREES
- 1 - Alaskan Weeping Cedar 2.5m
  - 1 - Berliner Weeper Spruce (*Picea Omorika*) 1.5m
  - 1 - Colorado Blue Spruce (*Picea Pungens*) 2.5m
  - 1 - Weeping Birch (*Betula Pendula*) 15g

- Landscaping Rocks





## Synthetic Turf

5,250 square feet

Sterilized sand

Nails 6"

Bender board

¾ minus road crush for base that needs to be 4 inches thick

x \$48,200 material cost

y \$30,000 labor cost

## Trees, Shrubs, Perennials, Garden Soil and Bark Mulch

6- Dwarf Mugo Pine

8 Burring Bush

2 Lilac President Grevy

3 Lilac Bloomerange

10 Sunsation Barberry

9 Concord Barberry

6 Panther Ninebark

11 Spirea Magic carpet

3 Dogwood Ivory Halo

2 Yellow twig Dogwood

24 Karl Forester

26 Hidcote Lavender

15 Beyond Blue Fescue

1 Alaskan Weeping Cedar

1 Berliner Weeper

1 Colorado blue spruce

1 Weeping Birch

84 yards of Garden mix soil

60 yards of Bark Mulch

y \$17,880 material cost

y \$13,120 Labor cost



## Decorative Rock, Boulders, Cobble Stone and River Rock

- 48 yards of Decorative Rock
- 12 yards of Boulders
- 24 yards of Cobble Stone
- 24 yards of River Rock
- 3 rolls of commercial fabric
- \* \$6,280. Material cost
- \* \$6000. Labor cost

GST

|       |            |          |            |
|-------|------------|----------|------------|
| Total | 121,480.00 | 6,074.00 | 127,554.00 |
|-------|------------|----------|------------|

✕

## Landscape Details:

Backyards range from 19' – 21.5' depth Widths are 15.7' average (15'10 & 15'4")  
 Front-yards range from 20.7' – 22.3' depth Driveway width 12' & walkway/garden ave. 3'7" width  
 Flanking the driveways is approx. 10' landscape gravel/rock with plants, 5' grass & 5' concrete walkway

Smaller backyard grass areas are 15' depth X 13' width (7 smaller yards)

Larger backyards grass areas are 15' depth X depth X width (6 larger yards)

Largest back yard grass areas are 15' depth X 18' width Plus one piece 14' X 9' (2 largest yards)

\*The pieces of grass cut-out for the patios should leave enough extra to do the 5' X 4" areas along the driveways and part of the largest backyards where seams will be required.

Backyard garden areas are 4.5 depth X 15.7' (average) Plus a section 2  
 X 5' along the one side:

Bldg 1 will be 4' depth of dirt, Bldg 2 will be 6' dirt, and Bldgs 3 & 4 will be 4' depth of dirt

Front Grass area:



The Eastside along 11<sup>th</sup> Ave NE should require one 50' X 15' Roll of artificial grass

The Westside along 11<sup>th</sup> Ave NE should require one 50' X 15' roll of artificial grass, as it tapers.... seam will be required.



Landscape Details:

Backyards range from 19' – 21.5' depth      Widths are 15.7' average (15'10" & 15'4")

Front-yards range from 20.7' – 22.3' depth      Driveway width 12' & walkway/garden avg. 3' 7" width

Flanking the driveways is approx. 10' landscape gravel/rock with plants, 5' grass & 5' concrete walkway

Smaller backyard 'grass' areas are 15' depth x 13' width (7 smaller yards)

Larger backyard 'grass' areas are 15' depth x 19' width (6 larger yards)

Largest backyard 'grass' areas are 15' depth x 18' width PLUS one piece 14' x 9' (2 largest yards)

\*The pieces of grass cut-out for the patios should leave enough extra to do the 5' x 4' areas along the driveways and part of the 'Largest' backyards (where seams will be required)

Backyard concrete patios are 9' x 9'

Backyard garden (dirt) areas are 4.5' depth x 15.7' (average) PLUS a section 2' x 5' along the one side:

Bldg 1 will be 4' depth of dirt,      Bldg 2 will be 6' dirt,      and Bldgs 3 & 4 will be 4' depth of dirt

**FRONT GRASS area:**

The Eastside along 11<sup>th</sup> Ave NE should require 'one' 50' x 15' roll of artificial grass

The Westside along 11<sup>th</sup> Ave NE should require 'one' 50' x 15' roll of artificial grass, as it tapers... seam will be required.

Artificial Turf Rolls are 15' wide and 50' in length -> our yards have 15' depths

\*Based on the above, we should need 7 rolls of turf





HIGHWAY

Subject Property

Parcels

Institutional

Residential - Medium Density

Residential - High Density

Commercial - Highway Service / Tourist



0 12.5 25 50 75 100 Meters







**APPENDIX 6**









**APPENDIX 7**

Present: Paul Burrows (Panel Member)  
 Trent Sismey (Panel Member)  
 Marc Lamerton (Panel Member)  
 Dennis Lowe (Panel Member)  
 Bill Laird (Panel Member - Chair)  
 Chris Larson (Senior Planner)  
 Evan Chorlton (Planner)

**Applications: Development Permit Applications No. DP-429, DP-437, DP-438, and DP-439**

**Application No. DP-429**

**981 12 Street SE and 1017 10 Avenue SE – Terra Civis Inc. & Heydewerk Homes Ltd.**

Staff provided an overview of the proposal under the current application. Panel members discussed the proposal and the need for housing. The height variance requested was noted as reasonable based on terrain conditions. The DRP discussed how the proposed design is fairly simple and relatively utilitarian in terms of the site layout. The DRP does not support the individual garbage/recycling collection shown and recommends a fenced/screened community collection point. An opportunity for increased landscape screening is suggested, particularly adjacent the daycare site, while some form of cladding is suggested to enhance the sides of the carports on buildings D and E. With these considerations, the DRP is supportive of the proposal as such:

**Panel Recommendation**

THAT the DRP supports application DP-429 subject to the consideration of the following conditions:

the inclusion of a screened and shared garbage/recycling area,  
 the inclusion of additional landscaping for privacy along shared parcel lines (particularly at the daycare),  
 and  
 the inclusion of some form of cladding to screen the outer sides of the Building D and E carports.

**Application No. DP-437**

**700 30 Street NE – TSL Development Ltd. (Avex Architecture)**

Staff provided an overview while the designer detailed the proposal under the current application. Panel members discussed the proposal and the need for a range of housing. The panel was favourable to the design presented, noting landscaping and privacy fencing. The setback variance was not of concern. The DRP discussed how the proposal is a great example of multi family design, complimenting the form of the buildings and noting how the area is well-suited to such a multi-family proposal. The DRP is supportive of the proposal as presented.

**Panel Recommendation**

THAT the DRP supports application DP-437 as presented noting the high quality design.



**APPENDIX 7****Application No. DP-438****1910 11 Avenue NE – McGregor and Eldoros**

Staff provided an overview of the proposal under the current application. Panel members discussed the proposal and the need for housing. The setback variance requested was noted as minor and not of concern. The DRP discussed the simple site layout and conventional design, positively noting the range in the facades and finishes proposed. The DRP recommends including a fenced/screened community collection point while the inclusion of increased landscape screening is suggested, particularly adjacent the RCMP and TCH. Relative to the prominent position of this property, some form of enhancement to the somewhat blank north and south building facades is recommended to enhance the visual impact of this development relative to the adjacent streetscapes. With these considerations, the DRP is supportive of the proposal as such:

**Panel Recommendation**

THAT the DRP supports application DP-438 subject to the consideration of the following conditions:

the inclusion of a screened and shared garbage/recycling area,  
the inclusion of additional landscaping for privacy along the RCMP and TCH parcel lines, and  
the inclusion of some enhancements to the exterior buildings facades along the TCH and 11 Ave.

**Application No. DP-439****2430 10 Avenue (TCH) SW – Bremmvic Holdings Ltd.**

Staff and the applicant provided an overview of their project. Panel members discussed the proposal and the need for storage relative to commercial use, the positive effort to clean up the site and address non-conforming uses. It was noted that setback variances have been requested and there may be related storm water concerns. The DRP is supportive of the proposal as presented.

**Panel Recommendation**

THAT the DRP supports application DP-439 as presented.



Endorsed on behalf of Design Review Panel



**APPENDIX 8**

---

|              |                                                                                                        |
|--------------|--------------------------------------------------------------------------------------------------------|
| TO:          | Kevin Pearson, Director of Development Services                                                        |
| DATE:        | January 27, 2022                                                                                       |
| PREPARED BY: | Mustafa Zakreet, Engineering Assistant                                                                 |
| APPLICANT:   | <b>TSL Developments Ltd</b>                                                                            |
| SUBJECT:     | <b>DEVELOPMENT PERMIT AMENDMENT APPLICATION No. DP- 438</b>                                            |
| LEGAL:       | Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5510, Except Plan 14376, 24326 and KAP 48014 |
| CIVIC:       | <b>1910– 11 Avenue NE</b>                                                                              |

---

Further to your referral dated January 27, 2022, we provide the following servicing information.

**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. At the time of development, the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
8. 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.
9. For the off-site improvements at the time of development the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work.



**SUBDIVISION APPLICATION FILE: DP-438**

January 27, 2022

Page 2

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These plans must be prepared by a qualified engineer. As a condition of development 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. 11 Ave NE, on the subject property's northern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
2. 11 Ave NE is currently constructed to an Interim Local Paved Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to sidewalk and street lighting. Owner / Developer is responsible for all associated costs.
3. Trans-Canada Highway on the subject property's southern boundary is a provincial controlled access highway. Additional dedication/improvements will be determined by Ministry of Transportation.
4. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
5. As 11 Avenue NE is a high-traffic roadway only one access will be permitted. Internal roads shall have an appropriate turn-around to accommodate emergency and service vehicles. The existing driveway / letdown shall be removed. Owner / Developer responsible for all associated costs

**Water:**

1. The subject property fronts a 200mm diameter Zone 2 watermain on 11 Ave NE. No upgrades will be required at this time.
2. The proposed development is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use. Water meter will be supplied by the City at the time of development, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing property is serviced by an unknown service from the 200mm diameter watermain on 11 Ave NE. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
4. Bare Land Strata developments with ground oriented access have the option of a bulk water meter installed at property line at time of subdivision with invoicing to the Strata Corporation or individual strata lot metering with invoicing to each strata lot (currently on an annual flat



**SUBDIVISION APPLICATION FILE: DP-438**

January 27, 2022

Page 3

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rate). To qualify for the second option each unit requires a separate outside water service shut-off connected to the onsite private water main. Contact Engineering Department for more information. All meters will be provided at time of building permit by the City, at the owner/developers cost.

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

**Sanitary:**

1. The subject property fronts a 200 mm diameter sanitary sewer on 11 Ave NE. No upgrades will be required at this time.
2. The subject property is serviced by a service of unknown size from the 200mm diameter sanitary sewer on 11 Ave NE. 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 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.
4. The subject property is in an area with no current sanitary capacity concerns according to the City Sanitary Study (Urban Systems 2016).

**Drainage:**

1. The subject property fronts a 525 mm diameter storm sewer on 11 Ave NE. No upgrades will be required at this time.
2. Records indicate that the existing property is not serviced by a storm service. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced



**SUBDIVISION APPLICATION FILE: DP-438**

January 27, 2022

Page 4

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(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).



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**Mustafa Zakreet**  
Engineering Assistant



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



APPENDIX 9





Item 22.2

## CITY OF SALMON ARM

Date: March 28, 2022

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-551 be authorized for issuance for Lot 8, Section 13, Township 20, Range 10, W6M, KDYD, Plan 17865 to vary Zoning Bylaw No. 2303 as follows:

1. Section 4.15.1 – Front Parcel Line Setback reduction from 6.0 metres to 5.3 metres to facilitate construction of a swimming pool on this property.

[Marshall, R. & N.; 1920 2 Avenue SE; Setback requirements]

### Vote Record

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

Opposed:

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



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To: His Worship Mayor Harrison and Members of Council

Date: March 15, 2022

Subject: Development Variance Permit Application No. VP-551 (Setback)

Legal: Lot 8, Section 13, Township 20, Range 10, W6M, KDYD, Plan 17865  
Civic Address: 1920 2 Avenue SE  
Owner/Applicant: R. & N. Marshall

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### **STAFF RECOMMENDATION**

**THAT:** Development Variance Permit No. VP-551 be authorized for issuance for Lot 8, Section 13, Township 20, Range 10, W6M, KDYD, Plan 17865 to vary Zoning Bylaw No. 2303 as follows:

**Section 4.15.1 Front Parcel Line Setback reduction from 6.0 m to 5.3 m to facilitate construction of a swimming pool on this property.**

---

### **PROPOSAL**

The subject parcel is located at 1920 2 Avenue SE (Appendices 1 and 2). The proposal is to construct a swimming pool in the front yard, north of the existing single family dwelling and south of the existing vegetation (Appendix 5). Due to the orientation/position of the existing single family dwelling and the steep slopes/terrain on the southern portion of the property, the proposed location of the swimming pool requires a front parcel line setback variance from 6.0 m to 5.3 m along the north property line.

### **BACKGROUND**

The parcel is designated Medium Density Residential (MR) in the City's Official Community Plan (OCP) and is zoned R1 (Single Family Residential Zone) in the Zoning Bylaw (Appendices 3 and 4). The subject property is located just off of 20 Street and has frontage onto 2 Avenue SE. This area consists entirely of residential uses. Nearby uses include the Playcare Early Childhood Centre to the northwest, Hillcrest Elementary School to the south, with Shuswap Middle School and Little Mountain Fieldhouse to the east.

Land uses directly adjacent to the subject property include the following:

|        |                        |          |
|--------|------------------------|----------|
| North: | Single Family Dwelling | Zoned R1 |
| South: | Single Family Dwelling | Zoned R1 |
| East:  | Single Family Dwelling | Zoned R1 |
| West:  | Single Family Dwelling | Zoned R1 |

The property is 0.34 ac in area/size and currently contains a single family dwelling (with a carport and deck) and two sheds. The property owner/applicant is proposing a new 12' x 32' (384 ft<sup>2</sup>) swimming pool on the property. Asides from Section 4.15.1 of the Zoning Bylaw, the proposal meets all other zoning regulations.

Site photos are attached, as Appendix 6.



COMMENTSFire Department

No concerns.

Engineering Department

No concerns.

Building Department

No concerns. Building Permit required for siting only.

FortisBC

No issue with this proposal.


Planning Department

Development Variance Permits are considered on a case-by-case basis, and in doing so, a number of factors are taken into consideration. These factors include site-specific conditions, such as lot configuration, negative impact to the general form and character of the surrounding neighbourhood and negative impact(s) on adjacent properties.

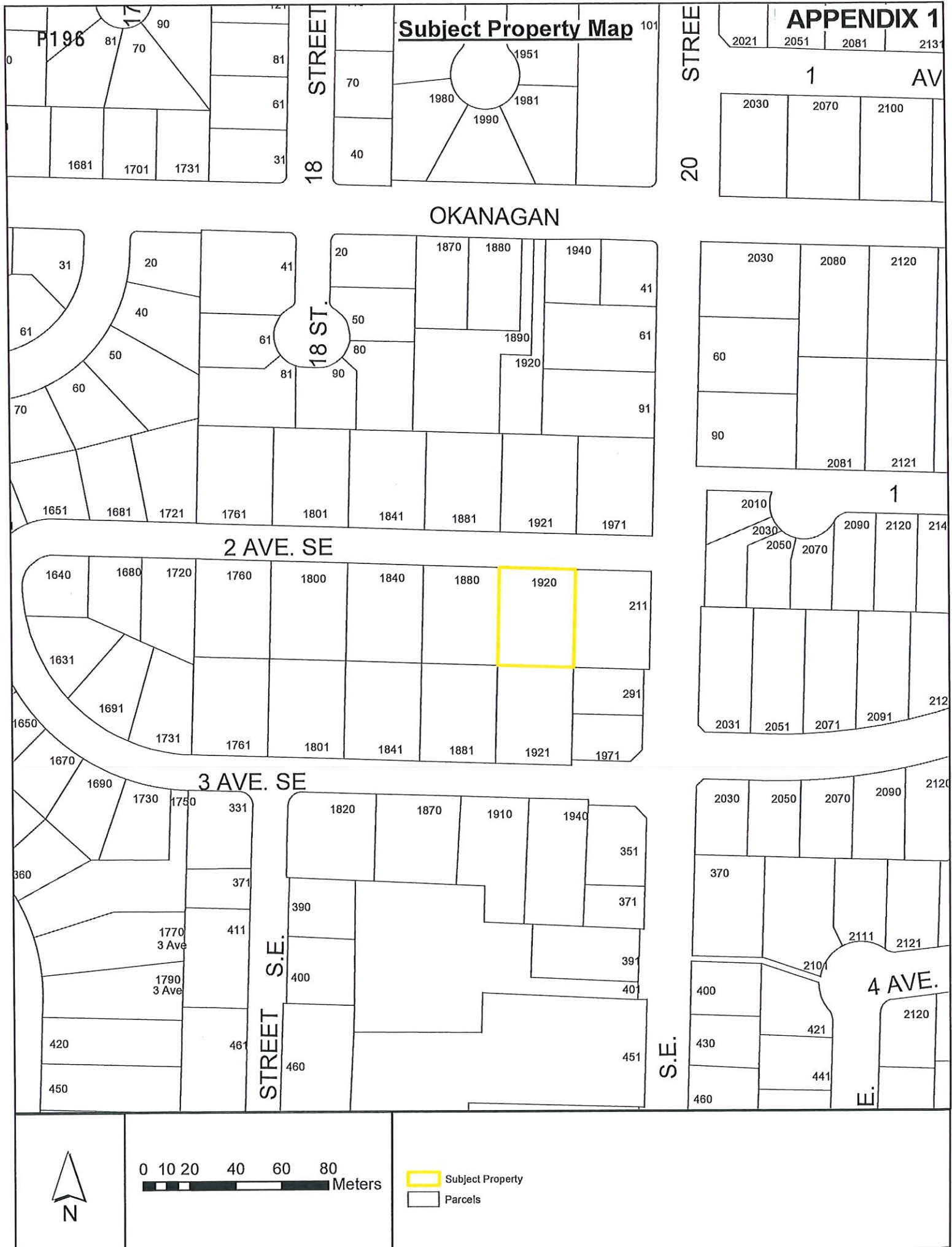
As described in the letter submitted by the owner/applicant (Appendix 7), the owner wishes to install an in-ground swimming pool. Due to a number of factors, the installation would encroach into the front parcel line setback by approximately 22" (or 0.56 m). Some of the reasons why the owner is requesting a variance include a) the single family dwelling is situated on an angle, meaning the area in question is an odd shape; b) the owners would like the proposed swimming pool to be in a proper parallel position to the single family dwelling; c) the owners wish to maintain the existing landscaping and vegetation, and; d) the southern portion of the lot is sloped in such a way that it is not possible to install a swimming pool.

Historically, there have been two (2) other Variance Permits issued on 2 Avenue SE (Vp-428 in 2015/2016 and VP-529 in 2021). Both of these VP applications were to also vary one or more setbacks. Additionally, another similar variance for a swimming pool/setbacks (VP-402; 1180 23 Avenue SW) was issued in 2014, which asked for a much greater setback variance of 6.0 m to 1.5 m.

The existing hedgerow acts as a good screening buffer, and the pool will be in-ground and thus will not provide any visual obstruction, while the setback reduction requested is relatively small (0.56 m). As such, staff feel that this variance request will not unreasonably or significantly affect the character of the parcel and have no concerns with this application.

  
Prepared by: Evan Chorlton  
Planner I  
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services







OrthoMap

1881

1921

1971

HEDGE ROW

APPROXIMATE  
LOCATION OF  
SWIMMING POOL

1880

1920

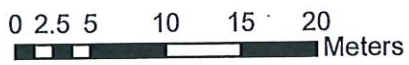
21

291

1881

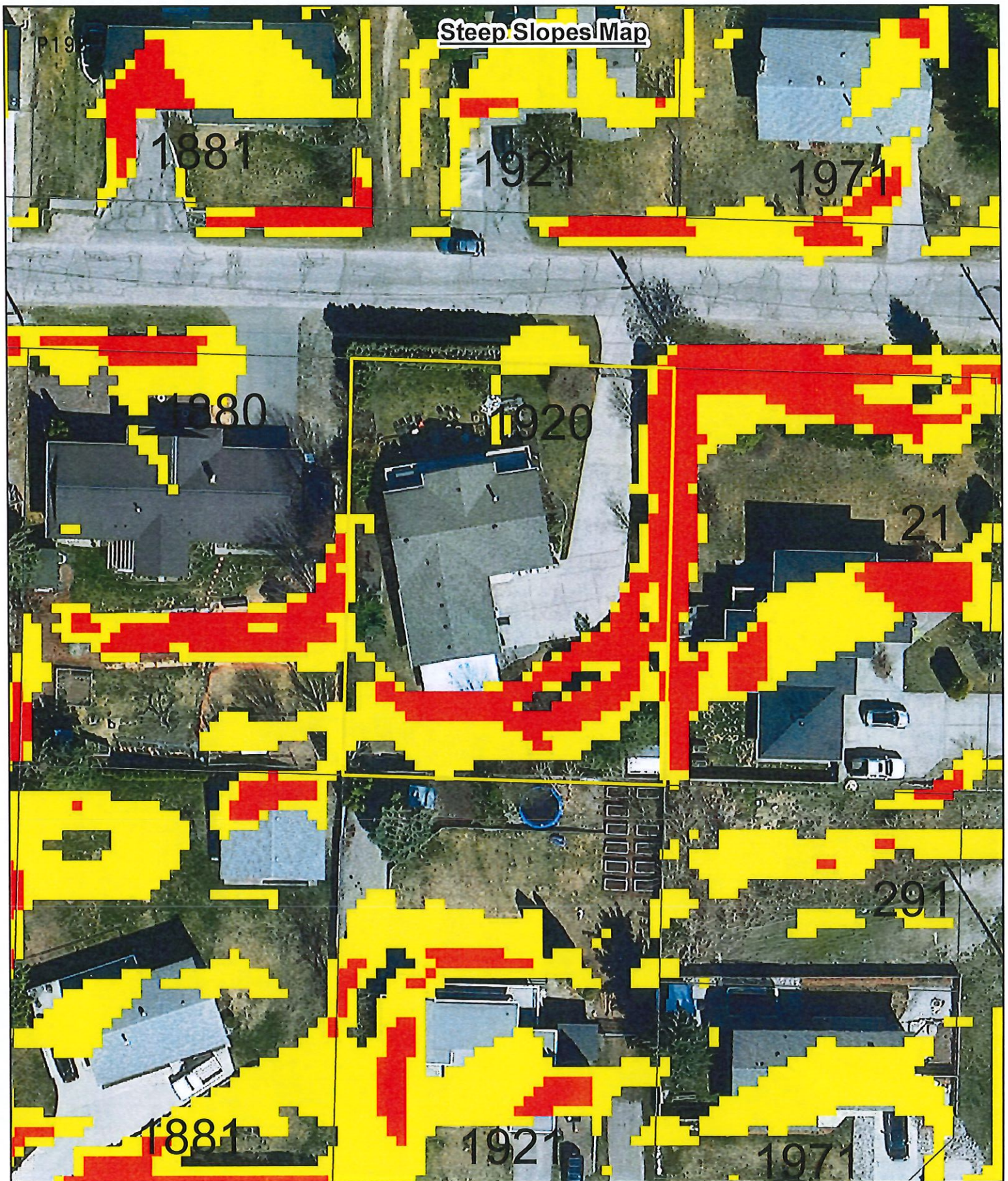
1921

1971



-  Subject Property
-  Parcels





0 2.5 5 10 15 20 Meters

- 20-30% Slope
- >30% Slope
- Parcels





Residential - Low Density

Residential - Medium Density



# Zoning Map

## APPENDIX 4



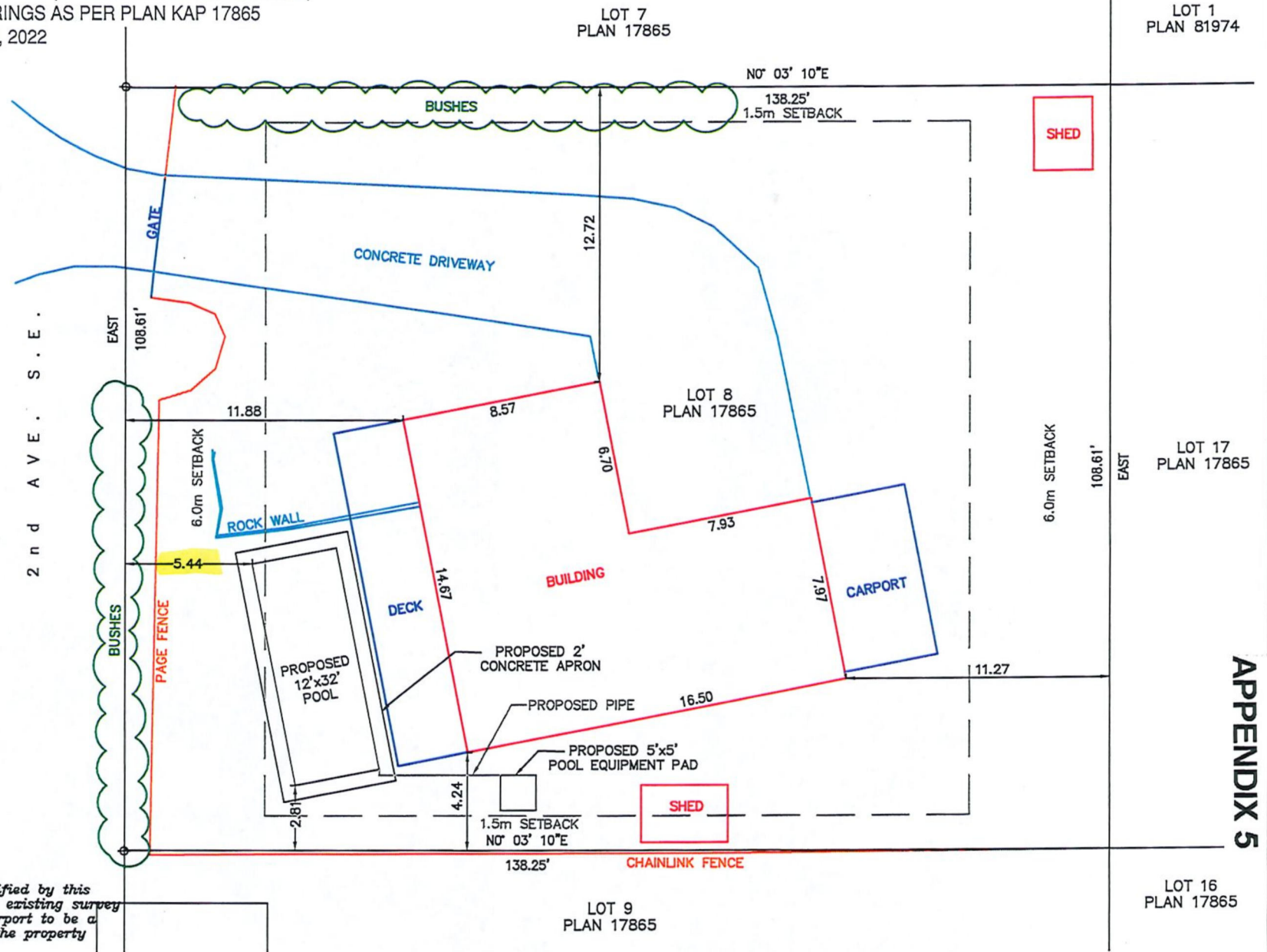
0 10 20 40 60 80 Meters

- Subject Property
- Parcels
- R-1
- R-4
- R-8



# NOTES:

- ALL DIMENSIONS ARE IN METERS (UNLESS NOTED OTHERWISE)
- LOT DIMENSIONS AND BEARINGS AS PER PLAN KAP 17865
- SURVEY COMPLETED FEB 9, 2022



The location of the features certified by this plan have been determined from existing survey monumentation and does not purport to be a location certified in relation to the property boundaries.



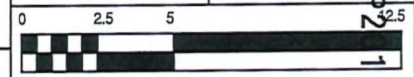
CLIENT: ROB & NICOLE MARSHALL

SALMON ARM, BC  
(250) 832-6220  
office@pinpointssurveying.com

PROJECT: PLOT PLAN - 1920 2nd AVE. SE, SALMON ARM

FILE: 22012

DRAWN BY: CW



SCALE 1:250

REVISION:

NO.: 1 OF 1

APPENDIX 5











Rob & Nicole Marshall  
1920 - 2<sup>nd</sup> Ave SE  
Salmon Arm, BC V1E 1T8  
(250) 253-5889 (250) 804-3211

## APPENDIX 7

February 22, 2022

City of Salmon Arm  
Box 40, 500 – 2<sup>nd</sup> Ave NE  
Salmon Arm, BC  
V1E 4N2

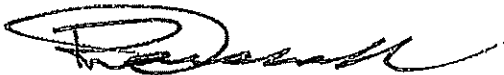
To Whom It May Concern,

Re: Application for variance – Rob & Nicole Marshall  
1920 – 2<sup>nd</sup> Avenue SE, Salmon Arm – Inground Swimming Pool

Please accept this letter in support of a Variance Application for the above property to permit the installation of an inground swimming pool. This installation would encroach on the front property setback by approximately 22". This space is required for the following reasons: (a) that because the house is situated on an angle the area in question is an odd shape; (b) that the pool would be in a proper parallel position to the house; (c) that the existing hedge rows and landscaping ought to be maintained; (d) that the area to the rear of the lot is sloped and as such it is not possible to install a pool.

Thank-you for your consideration in this matter.

Regards,

A handwritten signature in black ink, appearing to read 'Rob & Nicole Marshall', with a large, stylized initial 'R'.

Rob & Nicole Marshall



Item 22.3

## CITY OF SALMON ARM

Date: March 28, 2022

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-543 be authorized for issuance for Lot 1, Section 6, Township 20, Range 9, W6M, KDYD, Plan KAP78168 which will vary the following provisions of Subdivision and Development Servicing Bylaw No. 4163 for the development of an *accessory building* as permitted under the M-1 – General Industrial Zoning Regulations:

1. Section 5.4.2 – Waive the minimum watermain upgrade from 250mm to 200 mm; and
2. Section 5.8.1 – Waive the required fire hydrant installation of two (2) hydrants.

[0191711 BC Ltd./Dorward, C.; 4191 Auto Road SE; Servicing requirements]

**Vote Record**

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

Opposed:

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





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TO: His Worship Mayor Harrison and Members of Council

DATE: March 10, 2022

SUBJECT: Development Variance Permit Application No. VP-543 (Servicing)  
Legal: Lot 1, Section 6, Township 20, Range 9, W6M, KDYD, Plan KAP78168  
Civic Address: 4191 Auto Road SE  
Owner/Applicant: 0191711 BCLtd. / Dorward, C.

---

#### **MOTION FOR CONSIDERATION**

**THAT:** Development Variance Permit No. VP-543 be authorized for issuance for Lot 1, Section 6, Township 20, Range 9, W6M, KDYD, Plan KAP78168 which will vary the following provisions of Subdivision and Development Servicing Bylaw No. 4163 for the development of an *accessory building* as permitted under the M-1 – General Industrial Zoning regulations:

**Section 5.4.2 - Waive the minimum watermain upgrade from 250mm to 200mm; and**

**Section 5.8.1 - Waive the required fire hydrant installation of two (2) hydrants.**

---

#### **STAFF RECOMMENDATION**

**THAT:** Council defeat the Motion for Consideration and support the Staff Recommendation outlined in the Conclusion of this report, which notes support for:

**Section 5.4.2 – Reduce the minimum watermain upgrade (cash in lieu contribution) from 100% (\$30,067.20) to 50% (15,033.60); and**

**Section 5.8.1 – Reduce fire hydrant installation from two (2) hydrants to one (1) hydrant.**

---

#### **PROPOSAL**

The owners submitted a Building Permit application on February 10, 2020 for a 60 x 60 foot accessory building at 4191 Auto Road SE (Appendix 1) with a declared value of \$100,000. This application triggered upgrades as required by Subdivision and Development Servicing (SDS) Bylaw No. 4163. The required upgrades required include watermain upsizing and fire hydrant installation (no frontage road works required).

The accessory building has been constructed under Building Permit after the applicant paid the associated Development Cost Charges (\$10,960.45) and bonded for the required works (\$59,307.20). The applicant has requested (November 19, 2021) that Council vary all of the SDS Bylaw provisions. A letter of rationale has been provided (Appendix 2).

#### **BACKGROUND**

The subject parcel is located just south of the CSRD landfill and north of the Industrial Park, at the northern extent of the industrial area along Auto Road SE. The subject parcel is screened with existing



vegetation and is approximately 4 acres in size, with existing industrial / commercial development on the property.

The parcel is designated "General Industrial" in the City's Official Community Plan (OCP), is within the Urban Containment Boundary, and is zoned General Industrial (M-1) in the Zoning Bylaw (Appendix 3 & 4). The uses "recycling depot" and "office, storage building, workshop and yard for general contractor" are permitted within the M-1 zone. Site photos are attached as Appendix 5.

## COMMENTS

### Engineering Department

Detailed comments are attached as Appendix 6. The SDS Bylaw requires a watermain upgrade (200mm to 250mm) and the installation of two fire hydrants. Subsequent to the original referral response and based on additional information, Engineering is in agreement based on the responses from the Fire/Building Department to reduce the required hydrant installation from two to one.

### Building Department

Part 9 building therefore no requirement for hydrant within 45m of principle entrance.

### Fire Department

Suggest one hydrant between two existing.

### Planning Department

The applicant is requesting variances to the Subdivision and Development Servicing Bylaw No. 4163 to accommodate development permitted by the present M-1 zoning. OCP policy 13.3.6 is to upgrade the capacity of services in existing serviced areas to accommodate effective redevelopment, while OCP policy 13.3.18 is to address deficiencies in fire flows via subdivision or development approval. Furthermore, given the M-1 zoning, the parcel does not qualify for exemptions. Thus, full frontage and servicing upgrades are triggered including water main upgrades and fire hydrant installation.

The purpose behind servicing requirements is to ensure that properties under development are connected to the municipal systems, and to ensure that each system (water, sanitary and storm sewers) is extended to the boundary of an adjacent property to mitigate any gaps in the systems. The larger the gap, the more expectation there is that the City should either take on the works and services to facilitate development, or allow for a reduction in standards. The subject property is in an area with a history of service requests for improvements, yet it is adjacent to the Acreage Reserve rural area where a lower service level is required when compared to parcels within the Industrial Area.

Staff note the potential benefits related to aesthetic improvements from the proposed accessory building which would serve to contain and to improve upon an existing use, rather than to enable a new use of the subject property. Should the owner choose to undertake additional future development, service upgrades will be required to the full standard of the SDS bylaw, with or without a Covenant.

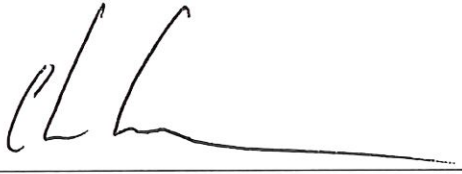
Bonding for the required service and frontage works was \$59,307.20. Relative to the watermain requirement, the City is holding \$30,067.20. Should Council support the staff recommendation, a reduction of 50% would amount to \$15,033.60, which would remain in an account for future main upgrading. Related to the hydrants required, the City is holding \$29,240 which is the estimated cost to install 2 hydrants, including 25% contingency. Should Council support the staff recommendation, the City would use this money to install one hydrant under a charge out account, and then refund whatever amount is left over to the owner.

## CONCLUSION

Noting the City's ongoing participation in the Fire Underwriters Survey, the need to avoid service gaps and to provide expected levels of service, as well as OCP policy; staff have recommended against the Motion.



However, staff recognize the rationale behind the requested variances given the scale and cost of the proposed development, the location of the subject parcel adjacent rural lands, and have thus provided Council with a recommendation to consider, noting support for a 50% reduction for the water main and reducing the fire hydrant requirement from two to one hydrant installed.

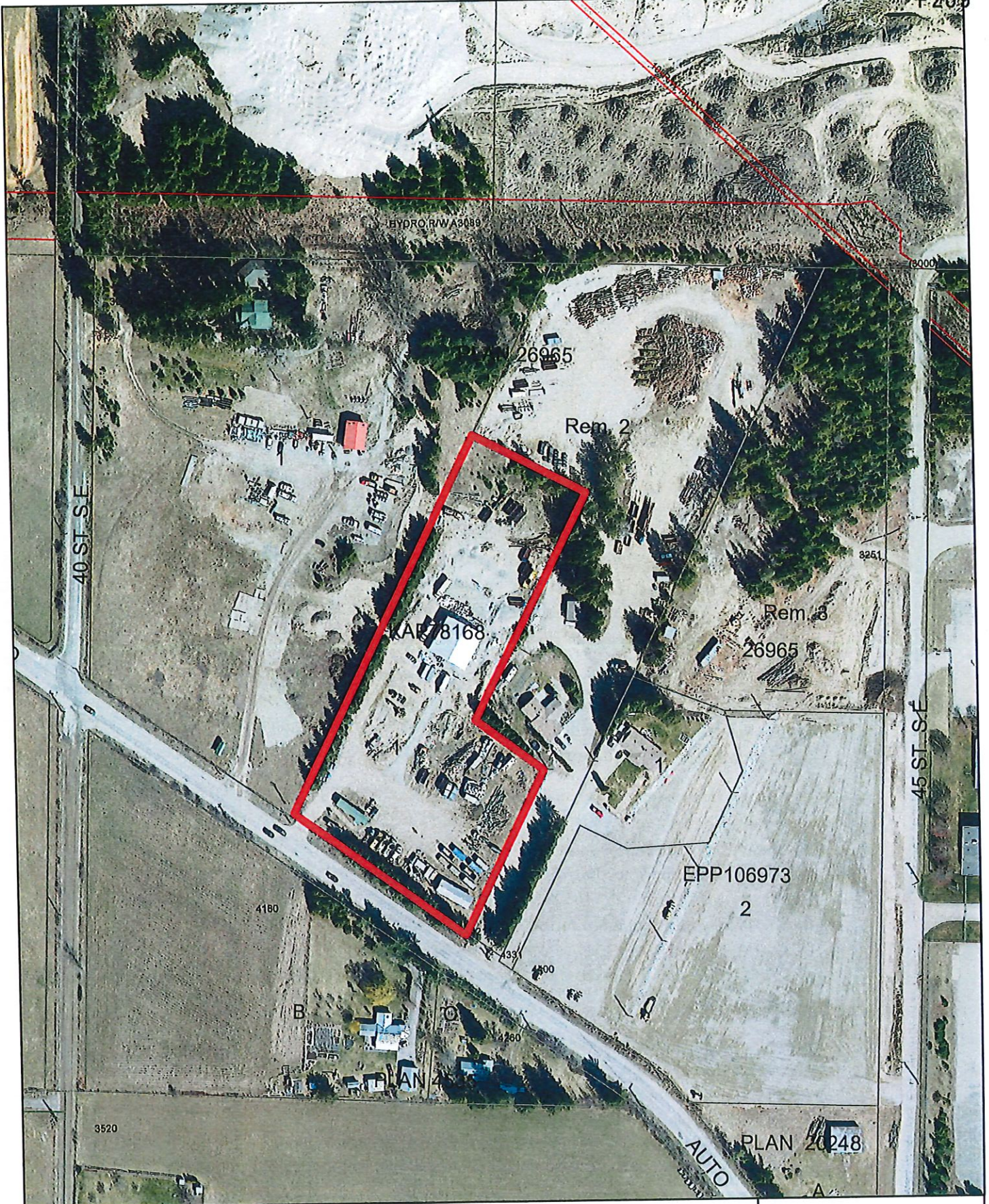
A handwritten signature in black ink, appearing to be 'CL', followed by a horizontal line.

Prepared by: Chris Larson, MCIP, RPP  
Senior Planner

A handwritten signature in blue ink, appearing to be 'Kevin Pearson', followed by a horizontal line.

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



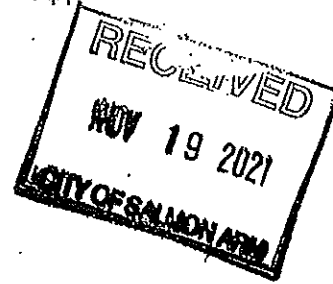


0 30 60 120 180 240 Meters



Subject Parcel





March 8, 2021

0191711 BC Ltd.  
4191 Auto Road, Salmon Arm, BC

City of Salmon Arm  
500 2<sup>nd</sup> Avenue NE Salmon Arm, BC

Dear Mayor and Council,

We are writing with respect to a Variance Permit pertaining to costs levied by the City in regards to a building permit we have been issued at 4191 Auto Road SE. The permit is to allow the construction of a basic covered structure measuring 60 ft by 60 ft. The primary use is an unheated covered work area (2/3) to facilitate the consolidation of recycling materials collected in the City and the surrounding region so that they can be efficiently hauled to the appropriate processing facilities. The remainder 1/3 houses an office, washroom, and one bay shop. The cost of the building is in the \$200,000 to \$250,000 range.

Our application for variance is based upon two separate reasons. The first pertains to the aggregate value of the fees levied by the City in relation to the value to the proposed improvements and the second is based upon the history of the City's involvement in our search for a suitable property on which to locate our business.

As the value of our improvements are minimal we feel the levied fees are disproportionate and punitive in nature. Through our past experience we understand the need for off site works or DLC's when increasing densities or during land development but the fact of the matter is that this is an existing lot. The building permit requires a ¾ inch water line which is already in place to the property. The City's reason for the proposed upgrades from a 6 inch water line to an 8 inch waterline is to enhance development further past our property. Is this not what DLC's are meant to capture and should those costs not be borne by those looking to develop land? As a whole the DLC's themselves represent a large cost given the scope of our planned work and the off site works seem completely out of line.

The opportunity to charge for new upgrades to City infrastructure, unless a land owner anticipates above normal usage, should be as new lots are created as this increases density and an increase in demand. If new services (ie. Sewage) are brought into an area with existing lots it would be understandable for fees to be charged for existing lots but that is not case here. As stated, our lot has an existing service fed from the municipal system. If the main in front of our property is no longer sufficient to service the increased demand further down the line, why is it we are being held responsible to pay for their development?



Part of the DCC's were for two fire hydrants. The only reason there are two required is because we are less than one meter over the allowable distance between hydrants. Once these hydrants are placed (or even if just one is), our neighbours will not be required to pay for any as they develop their property. Their land use is the same as ours and their property is actually larger than ours; however, since they have a panhandle lot that opens up behind ours, they have minimal frontage. Burdening our property with the full cost of the improvements is unfair to say the least. They will have access to the same services at only a small fraction of the cost. They will have no hydrant costs and they will only have to pay a very small amount for the upgraded water main as they have minimal frontage.

When we purchased Cheap Garbage in December of 2017, we concurrently needed to find a suitable property on which to relocate the business to as we were committed to keeping it locally operated. At that time we researched various areas and found nothing suitable that was already zoned industrial and was available for purchase or lease. In our research and subsequent discussions with City staff (who were always very helpful) we were advised there was a block of land that was designated industrial in the OCP that was located between 10<sup>th</sup> Ave SE and 20<sup>th</sup> Ave SE. We were told there was decision on file with the Agricultural Land Commission that allowed for removal of the land from the ALR as they had previously endorsed the City's OCP designation for this land. We reviewed the old information and decision with City staff and made the choice to move forward with the purchase of the property located at the corner of 10<sup>th</sup> Ave SE and Highway 97A.

We moved our trucks, equipment and supplies onto the property and invested time and resources to make the property usable while we awaited the formal exclusion from the ALC, which was supposed to be a mere formality based on the documents provided by the City. We submitted the fees and completed the required documents to get that process moving. In the fall of 2018 we received notification from the ALC that they would not grant our application for exclusion from the ALR as they had documentation that stated their endorsement of the City's OCP did not cover the properties that fronted Highway 97b. As it turns out the original decision on file with the City was not complete as a letter was missing that outlined the limits of the ALC endorsement. In our case this missing document means that we could not use the property for the required purpose. Fortunately for us and the City we had left a subject condition in our purchase agreement that allowed use to back out of the deal. Unfortunately we had already relocated all our assets to the property and had done some property upgrades (limited excavations, gravelling, drainage works etc).

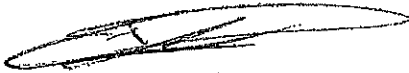
Our inability to utilize the property forced us to relocate and this is when we purchased the subject property. Although we do not blame current staff at City Hall, the lack of accurate information we received (due to incomplete historical records), has cost our company



significantly. The extra moving costs, wasted site improvements, and the increased purchase price (based on cost per acre) of our current location exceed \$175,000. This extra cost does not even include the DCC's that you have charged.

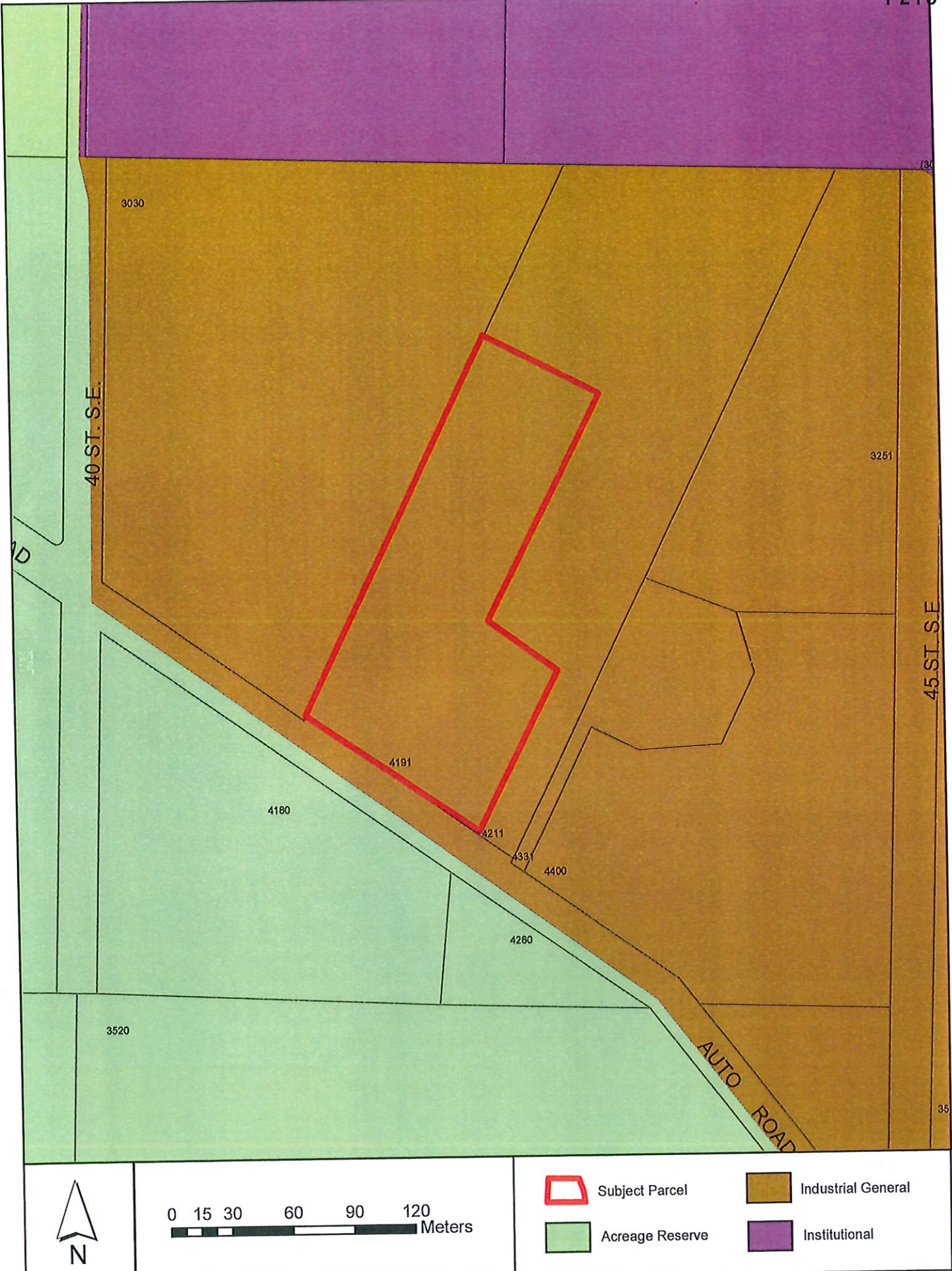
We do apologize for the time it has taken to submit this application and appreciate the cooperation of City staff who have always been very understanding and accommodating. That being said we feel the historical mistakes of the City pertaining to the records kept regarding the exclusion of the property on Hwy 97B and used to prepare the OCP for that area must be considered heavily in this application for variance. In addition, the policies with which existing properties are assessed DCC's are, in our opinion, unjust and punitive. Based on either or both of these issues, we strongly believe that we should not be responsible for the costs of the off site works and as such request that you find in favour of our variance application. We are committed to growing our business and investing locally but want to be treated fairly.

Respectfully,



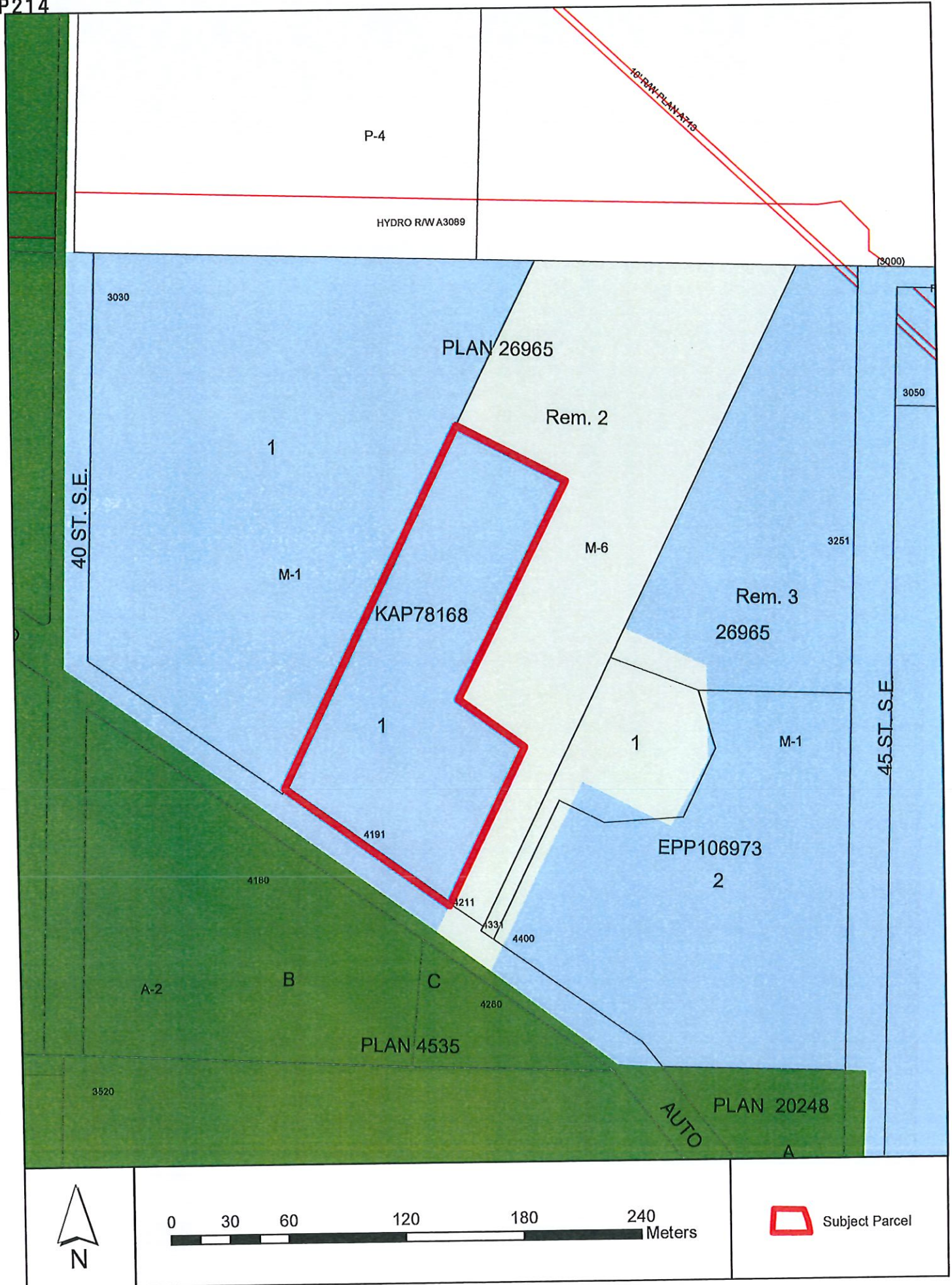
Carson Dorward  
President  
0191711 BC Ltd.



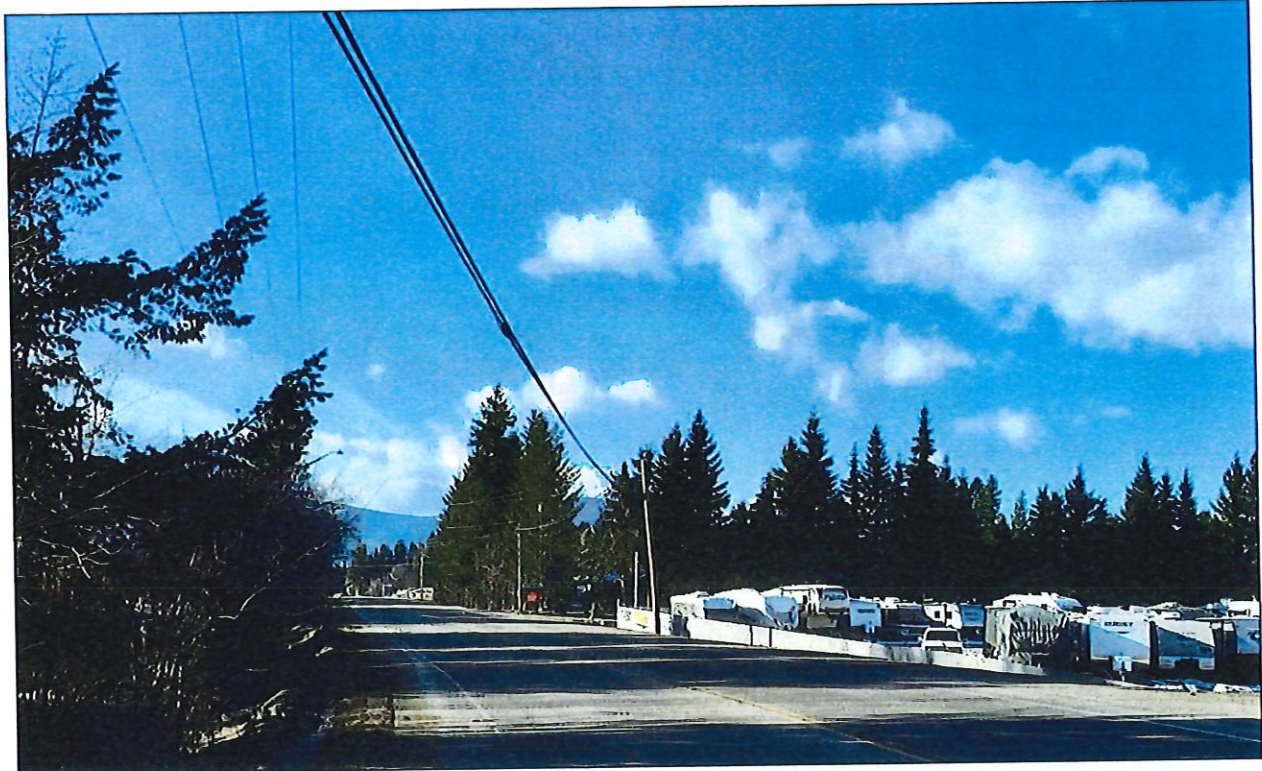




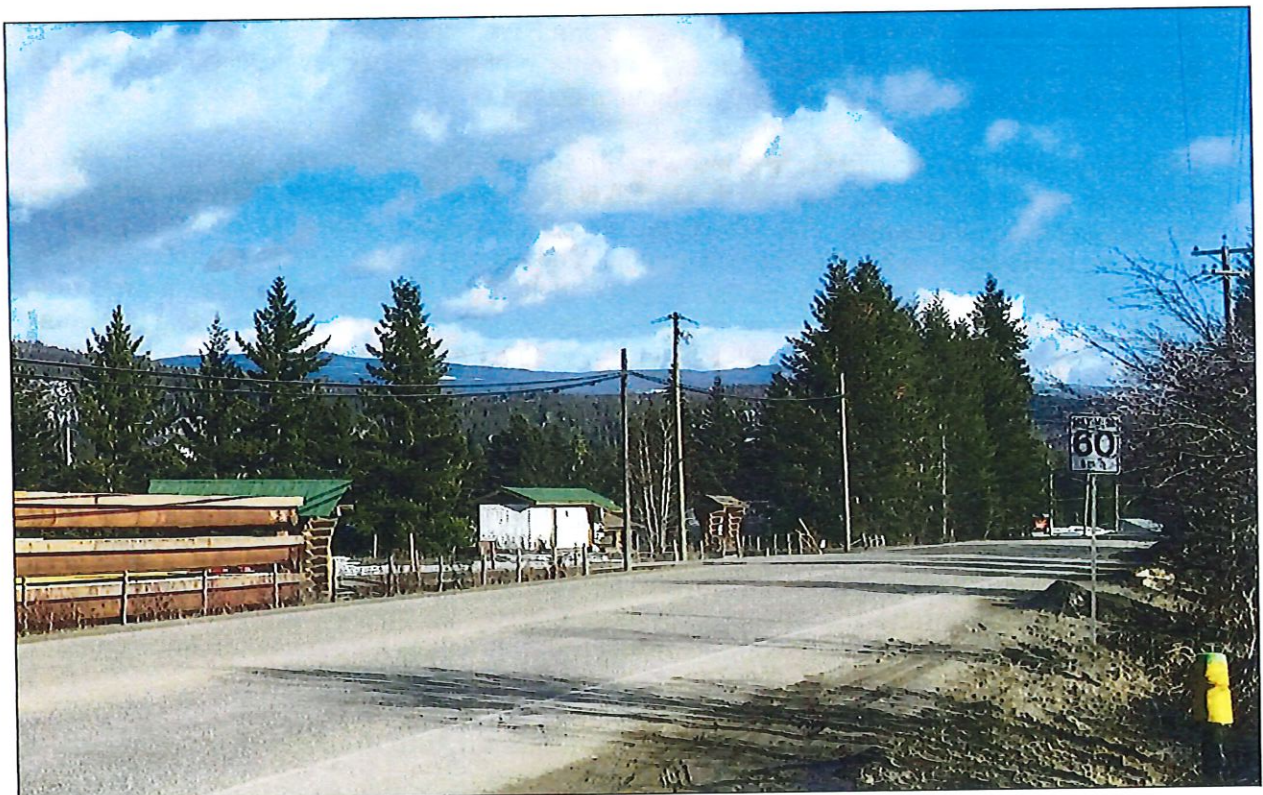
P214







View northwest along Auto Road SE.



View southeast along Auto Road SE.



P216



*Memorandum from the  
Engineering and Public  
Works Department*

---

TO: Kevin Pearson, Director of Development Services  
 DATE: 12 January 2022  
 PREPARED BY: Chris Moore, Engineering Assistant  
 OWNER: 0191711 BC Ltd., - 869 Otter Lake Cross RD, Armstrong, BC V0E 1B6  
 SUBJECT: **VARIANCE PERMIT APPLICATION FILE NO. VP- 543**  
 LEGAL: Lot 1, Section 6, Township 20, Range 9, W6M, KDYD, Plan KAP78168  
 CIVIC: 4191 Auto Road SE

---

Further to the request for variance dated December 2, 2021; the Engineering Department has reviewed the site and offers the following comments and recommendations relative to the requested variances:

**This applicant is requesting a variance to waive the following requirements of Subdivision and Development Servicing Bylaw 4163 (SDSB) triggered by Building Permit:**

- 1. Waive the requirement to upgrade the 200mm watermain across the frontage of the subject property to 250mm**

The subject property fronts a 200mm diameter Zone 5 watermain on Auto Road SE. Upgrading the watermain to 250mm diameter across the frontage of the property is required by the SDSB to meet the minimum size requirement for Industrial zones.

Watermain sizes are specified by the bylaw to ensure that minimum fire flows can be achieved. Industrial zones require minimum fire flows of 225l/s compared to single family residential zones minimum of 60l/s for example. This reflects the potential severity of a fire in an industrial property. However, in this location the existing watermain is 200mm and so the increase to 250mm will not be substantial and according to the 2011 Water Study fire flows already meet the minimum 225l/s. Furthermore the long term plan is to upsize the watermain on 40 Street SE to a trunk main to serve the industrial park, this would bypass the main on Auto Road SE, reducing the need to upgrade this watermain in the foreseeable future further.

**Recommendation:**

The existing watermain on Auto Road SE is currently meeting the required fire flows for industrial zones and future upgrading is unlikely. **The watermain sizing does not meet the requirements of the SDSB and therefore the Engineering Department would not recommend waiving the requirement to upgrade the 200mm watermain. However, at this time the Engineering Department would support a reduction of this requirement to a 50% cash in lieu payment.**

- 2. Waive the requirement to install two fire hydrants on Auto Road SE.**

Two additional Fire Hydrants are required to meet the High Density Industrial spacing requirements of 90 meters, as required by the SDSB. This is also in accordance with the recommendations of the Fire Underwriters Survey. Currently the property is approximately 90m from the nearest hydrant to the east and the west, refer to Hydrant Spacing Plan, attached.



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**Recommendation:**

The Engineering Department recommends that the requested variance to waive the requirement to install Fire Hydrants denied. The Engineering Department does not support waiving of safety related requirements, due to possible liability concerns.

**\* Subsequent to the original referral response and based on additional information, Engineering is in agreement based on the responses from the Fire/Building Department to reduce the required hydrant installation from two to one.**

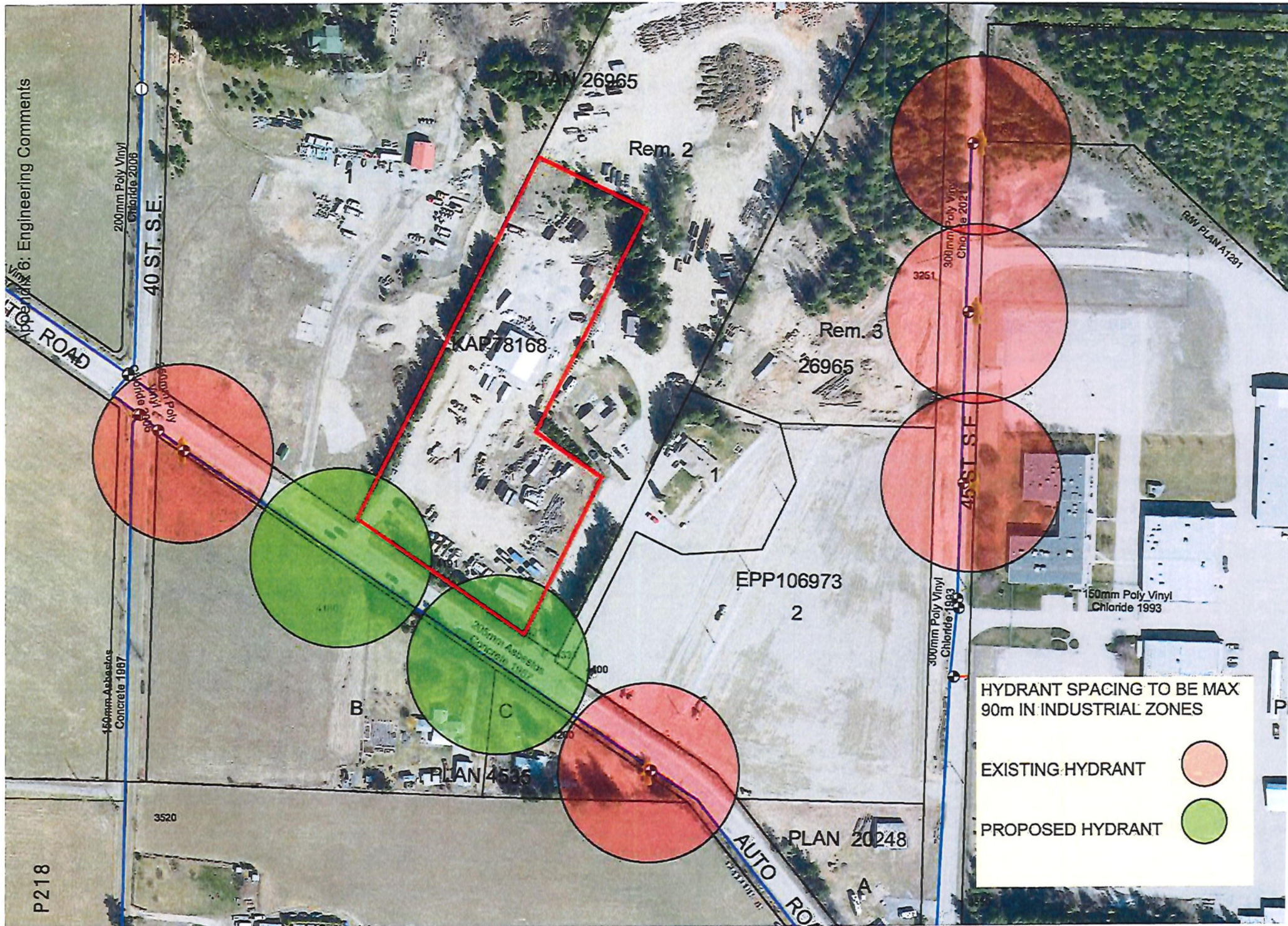


Signer ID: TYLQ1ECE3K...  
**Chris Moore**  
Engineering Assistant



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







Item 26.

**CITY OF SALMON ARM**

Date: March 28, 2022

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of March 28, 2022, be adjourned.

**Vote Record**

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

Opposed:

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



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