

SALMON ARM

SMALL CITY, BIG IDEAS

AGENDA

City of Salmon Arm
Development and Planning Services
Committee

Monday, June 7, 2021
8:00 a.m.

By Electronic Means

Page #	Item #	Description
	1.	CALL TO ORDER
	2.	ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY <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>
	3.	REVIEW OF AGENDA
	4.	DISCLOSURE OF INTEREST
	5.	REPORTS
1 - 52	1.	Proposed Telecommunications Facility Referral (Cellular Tower Installation) [Telus/Cypress Land Services; 4310 45 Street SE]
53 - 66	2.	Development Variance Permit Application No. VP-531 [Cruikshank, J.; 1681 11 Avenue SE; Setback requirements]
67 - 84	3.	Zoning Amendment Application No. ZON-1206 [Dobie, S. & J./Lawson Engineering Ltd./Johnson, J.; 821 60 Street NW; A-2 to A-3]
85 - 96	4.	Zoning Amendment Application No. ZON-1211 [LeFloch, C./Sinopoli, R.; 1080 12 Street SE; R-7 to R-8]
97 - 108	5.	Zoning Amendment Application No. ZON-1213 [CDN Framing & Development Co.; 941 8 Avenue NE; R-1 to R-8]
109 - 124	6.	Zoning Amendment Application No. ZON-1214 [City of Salmon Arm Text Amendment; Rural Detached Suite Definition]
125 - 180	7.	2020 City of Salmon Arm Carbon Neutral Progress Survey
	6.	PRESENTATIONS
	7.	FOR INFORMATION
181 - 186	1.	K. Pearson, Director of Development Services - Storage Zoning
187 - 192	2.	K. Pearson, Director of Development Services - E-Vehicle
	8.	CORRESPONDENCE
	9.	ADJOURNMENT

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CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: June 1, 2021

Subject: Proposed Telecommunications Facility Referral (Cellular Tower Installation)

Legal: Lot 2, Section 6, Township 20, Range 9, W6M, KDYD, Plan 26042
Civic: 4310 – 45 Street SE
Proponent: Telus
Agent: Cypress Land Services

STAFF RECOMMENDATION

THAT: the City of Salmon Arm has been notified regarding the proposed installation of a telecommunications facility on Lot 2, Section 6, Township 20, Range 9, W6M, KDYD, Plan 26042, as described in the information package dated April 6, 2021;

AND THAT: the City of Salmon Arm is satisfied that the proposal has addressed City Policy 3.18 requirements;

AND FURTHER THAT: the City of Salmon Arm concurs with the proposed installation of a telecommunications facility on the subject parcel as proposed.

BACKGROUND

Cypress Land Services (CLS), on behalf of Telus (the proponent), has proposed the installation of a 60.0 metre (m) cellular tower and associated facilities (i.e. fencing, equipment shelter and generator) on the northern portion of the parcel at 4310 – 45 Street SE (Appendix 1). The subject parcel is designated Industrial - General in the Official Community Plan (OCP) and zoned M-1 General Industrial (Appendix 2 & 3). The parcel is occupied by existing industrial development on the southern portion of the property.

The proposed location is within the City's primary industrial area, a preferred location for cellular tower facilities noted in City Policy 3.18. Surrounding land uses include:

North:	M-1 industrial parcels;
South:	M-1 industrial parcels;
East:	M-1 industrial parcels; and
West:	M-1 industrial parcels.

CLS has submitted a consultation and information package to the City (Appendix 4). In accordance with Innovation, Science and Economic Development Canada (ISED – formerly Industry Canada) Client Procedures and City Policy 3.18, the proponent is required to consult with the City prior to installation of the tower. CLS is seeking concurrence from the City in the form of a resolution from Council.

Demand for service at this location has been well known for some time. Several letters of support have been received and are attached as Appendix 5.

While this is a preferred location under City Policy 3.18, it does not meet the consultation exemption criteria (applicable to lands within the OCP Forest Reserve designation), thus the proponent is required to complete a community consultation process prior to installation including preliminary consultation, proposal

submission, and public consultation. Staff note that a site on the crown parcels west of this site would have been exempt from the City Policy consultation process.

During preliminary consultation, alternative sites have been discussed with City staff, as well ensuring the site is outside the Shuswap Regional Airport approach corridor (Appendix 6). In adherence with City Policy, a resolution from Council is expected to complete the City consultation process.

Consultation and Public Notification

The City's public consultation requirements are generally aligned with the ISED Public Consultation Process (CPC) as follows (additional details are contained in the CPC):

1. Posting of a notification sign on site, publication of a notice in the local newspaper, and submission of a notification package to all owners, occupiers and authorities within a radius of three times the tower height, measured from the base of the tower or perimeter of the supporting structure. The notification package is provided within Appendix 4;
2. Following the public comment period, the proponent must respond to all reasonable and relevant concerns and provide for an additional 21 days for a reply to the proponent's response; and
3. Once the proponent has made adequate efforts to address or resolve all reasonable and relevant concerns, the public notification and consultation process is considered complete.

The proponent has met the consultation requirements detailed in the City's Policy. The proponent has provided a summary of the consultation process and responses received (Appendix 4).

COMMENTS

Building Department

The BC Building Code does not apply to the construction of cellular towers, except where the tower is affixed to a building. A Building Permit is not required for the proposed equipment shelter (under 10 m²).

Planning Department

The regulation of the installation of cellular towers is under the exclusive jurisdiction of the federal government and its agencies (e.g. ISED and Health Canada), meaning that the City's bylaws do not apply to the proposed cellular tower. However, in accordance with ISED's requirements, the proponent is required to consult with the City and notify the public prior to installation. The proponent has adhered to the City's Policy and has provided the City with details of the proposed installation and the completed consultation process.

From a land use perspective, the current and anticipated or future land use patterns in and around the proposed site appear compatible and aligned with the direction of the City Policy for such structures to be sited in industrial and rural areas, an option substantially less conflicted than siting the towers within urbanized, residential areas of the City. As detailed in their submission, the applicant has explored location options, and has offered other providers the option to utilize the proposed tower. In the opinion of staff, the visual impact of the structure is mitigated by its position relative to the tall slopes of Mount Ida and the surrounding industrial development in the area.

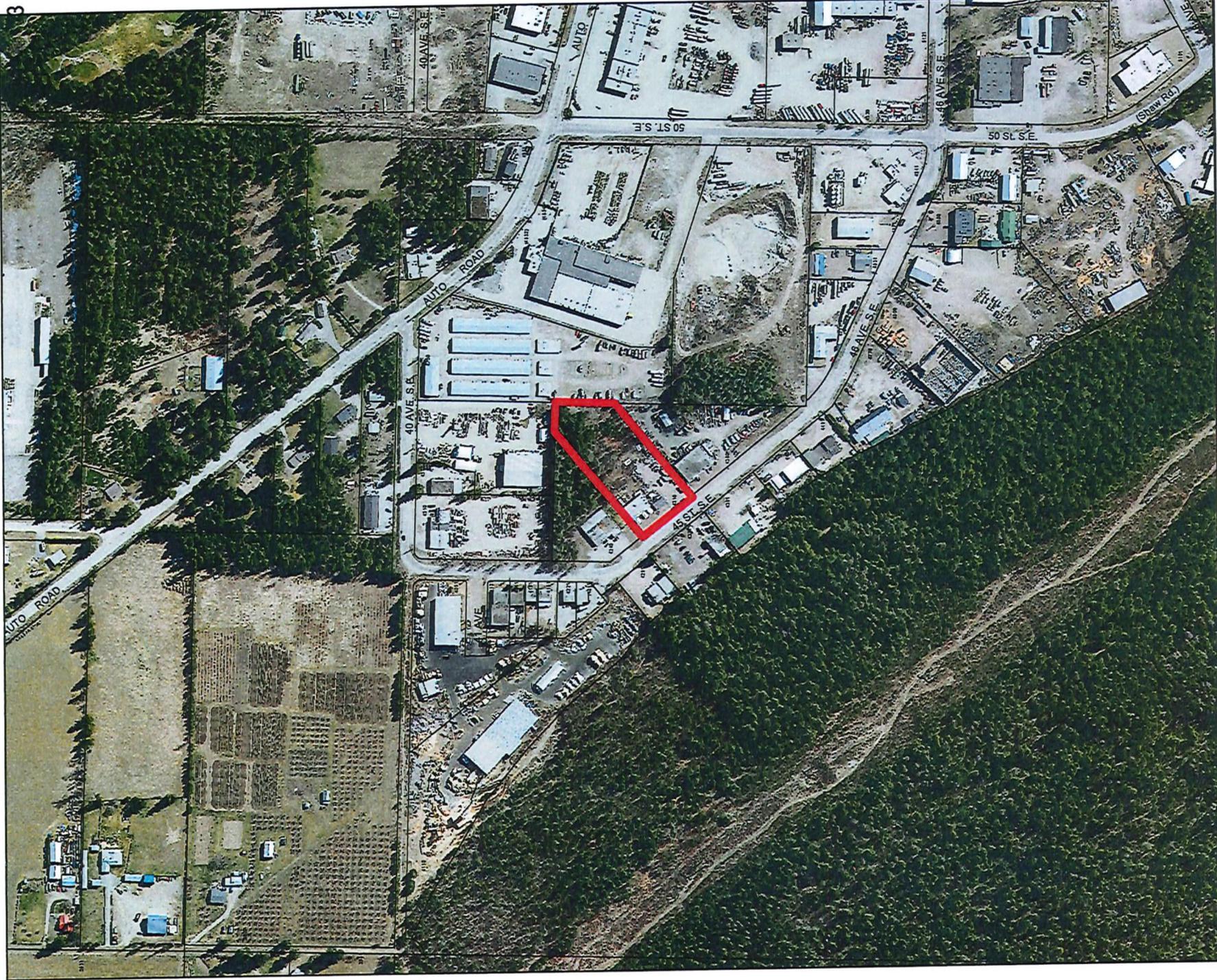
CONCLUSION

Staff recommends that Council advise the proponent that consultation has occurred, City policy has been addressed, and that the City concurs with the location of infrastructure at the proposed site.

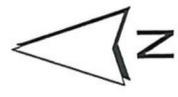
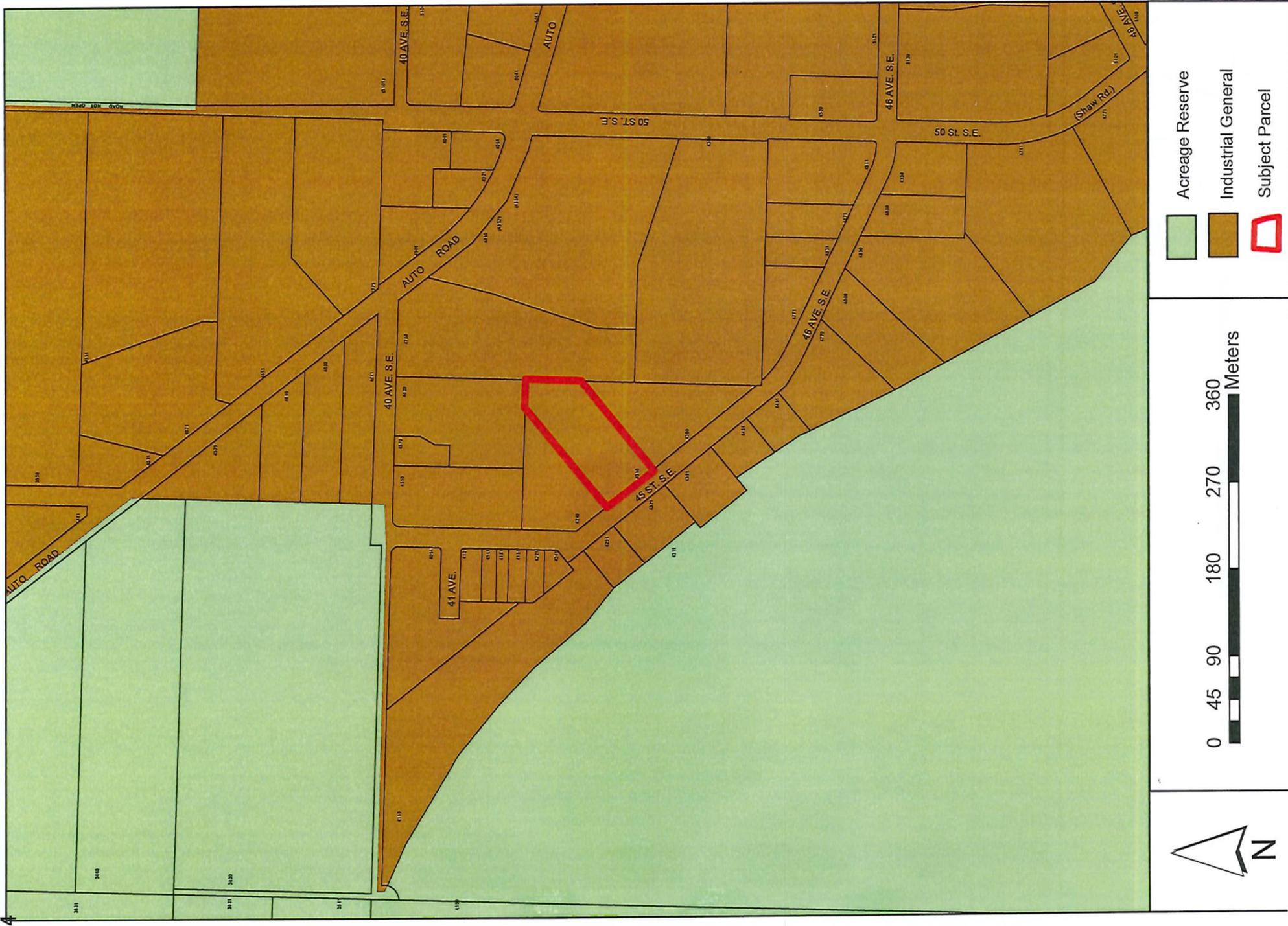


Prepared by: Chris Larson, MCIP, RPP
Senior Planner

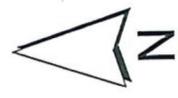
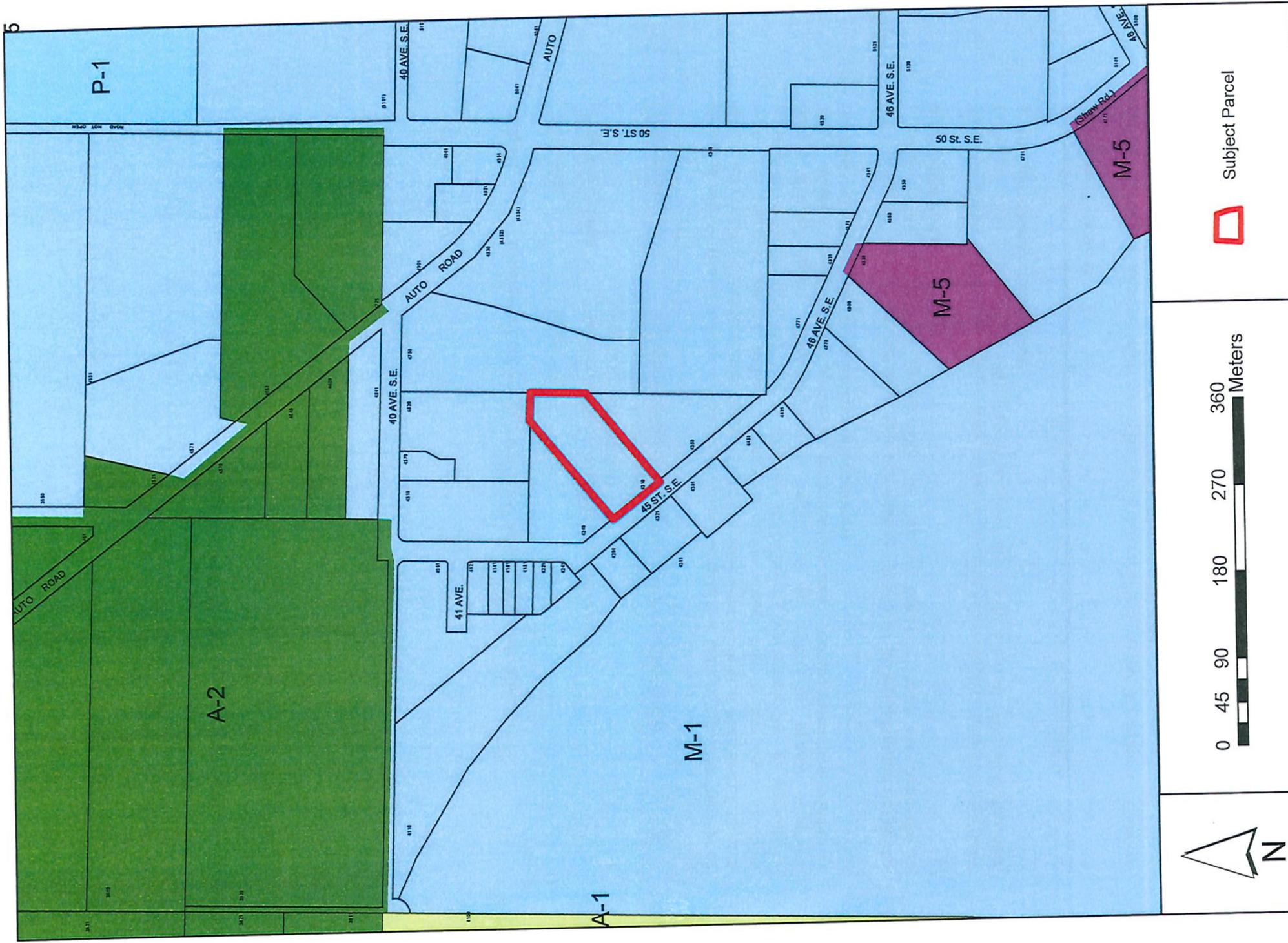

Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services



Subject Parcel



-  Acreage Reserve
-  Industrial General
-  Subject Parcel



Subject Parcel



May 25, 2021

Via Email: clarson@salmonarm.ca

Chris Larson, MCIP
Planning and Development Officer
City of Salmon Arm
500 2nd Avenue NE Box 40
Salmon Arm V1E 4N2

Dear Mr. Larson

Subject: Request for Concurrence for a TELUS Wireless Communications Facility

TELUS Site:	BC107241
Proposed Location:	Municipal Address: 4310 45 St, Salmon Arm, BC Legal: PID: 005-269-601 Coordinates: N 50.668994°, W 119.232556°
Description:	60.0 metre self-support / wireless communications facility

Please be advised that TELUS has completed the public consultation process, following The City of Salmon Arm's adopted Communication Antenna System Location and Consultation, POLICY NO. 3.18. as it relates the proposed wireless antenna installations in the above noted subject line. TELUS is respectfully requesting, from the CITY OF SALMON ARM Council, concurrence for the proposal to build a 60.0 self-support telecommunication facility in an effort to provide improved TELUS wireless communications services to the immediate area. Enclosed please find evidence of the TELUS' efforts regarding this public consultation process.

On April 6, 2021, an Information Package was submitted to the CITY OF SALMON ARM formalizing the initiation of the consultation process with the Regional District. Please see **Appendix 1: Information Package.**

On April 13, 2021, notification packages were mailed to property owners within a radius of three times the tower height (approximately 180.0 metres) to advise them of the proposal. Please see **Appendix 2: Affidavit of Notification Package.**

On April 21, 2021 an advertisement ran in the Salmon Arm Observer, please see **Appendix 3: Newspaper Tear Sheet.**

On May 21, 2021 the consultation period ended. During the consultation period, 20 comments of support were received. **Please see Appendix 4: Comments and Responses Tracker.**

TELUS is committed to providing reliable wireless service to CITY OF SALMON ARM. If the City concurs with the proposed wireless communications facility project, please find in **Appendix 5: Sample Resolution**, a sample resolution which may be used. Should you require any additional information, please do not hesitate to contact us 604-620-0877 or by e-mail at tawny@cypresslandservices.com.

Tawny Verigin
Manager of Government Affairs



Cypress Land Services
Agents for TELUS

Appendix 1: Information Package



Cypress Land Services Inc. Telephone: 604.620.0877
 Suite 1051 – 409 Granville Street Facsimile: 604.620.0876
 Vancouver, BC V6C 1T2 Website : www.cypresslandservices.com

April 6, 2021

Via Email: clarson@salmonarm.ca

Chris Larson, MCIP
 Planning and Development Officer
 City of Salmon Arm
 500 2nd Avenue NE Box 40
 Salmon Arm V1E 4N2

Dear Mr. Larson

Subject: TELUS Telecommunications Facility Proposal Information Package
Municipal Address: 4310 45 St, Salmon Arm, BC
Legal: PID: 005-269-601
Coordinates: N 50.668994°, W 119.232556°
TELUS Site: BC107241

Overview

Cypress Land Services Inc., in our capacity as agents to TELUS, is submitting this information package to formalize the consultation process related to the installation and operation of a telecommunications facility. The proposed facility will improve wireless services to residents, businesses and the travelling public in the vicinity of the facility.

Proposed Site

The subject property is currently used as industrial shop for the application of ceramic powder coating. It is proposed to locate the tower behind the existing building against the northern property line. Access is existing to the proposed site. The facility will consist of a 60.0 metre self-support tower with accessory electrical equipment cabinet at the base all enclosed within a security fence. Please see **Schedule A: Tower Site Location**.

Rationale for Site Selection

The proposed site is a result of many considerations. Existing structures, including towers and BC Hydro structures were initially reviewed during the site selection process. After careful examination, TELUS determined there are no viable existing structures in the area that could be utilized in a feasible and timely manner to service the needs of the industrial area. The proposed location is considered to be appropriate as the facility is proposed to be located on industrial lands within an industrial park. The tower will be located next to a stand of mature trees that will screen about 50% of the tower from view in some directions (north, east and west). From a radio frequency perspective, a site at this central location allows TELUS to improve service to the industrial area and beyond. TELUS has heard from several customers in the area requesting improved service.

Tower Proposal Details

TELUS is proposing to construct a 60.0 metre self-support steel tower inclusive of a 3.1 metre lightning rod installed at the top of the tower, and equipment shelter at grade, enclosed by a chain link fenced equipment compound, occupying an area of 15.0 metres by 15.0 metres. The tower will have up to 15 antennas.

TELUS has completed preliminary design plans, please see **Schedule B: Preliminary Plans** and a Photo-Simulation, please see **Schedule C**. These preliminary design plans are subject to final engineered design, land survey and approval of Transport Canada. Transport Canada approval may require tower lighting and/or marking.

Consultation Process and Concurrence Requirements

Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada, requires all proponents to consult with the local land use authority and public, notwithstanding that ISED has exclusive jurisdiction in the licensing of telecommunication sites, such as the proposed tower.

The City of Salmon Arm has adopted Communication Antenna System Location and Consultation, POLICY NO. 3.18. Proponents will consult with the Development Services Department of the City regarding locations within the City boundary being physically assessed for a potential antenna system. The consultation process is generally comprised of the following potential steps for non-exempt proposals: 1) Preliminary Consultation, 2) Proposal Submission, 3) Public Consultation, and 4) Statement of Concurrence or Non-Concurrence from City Council. The City will aim to complete the consultation process within 120 days. Proponents should note that consultation process timelines may be impacted by the Council meeting cycle and other priorities of the Development Services Department.

Health and Safety

Health Canada's Safety Code 6 regulations are applicable to this, and all, telecommunications sites. Safety Code 6 seeks to limit the public's exposure to radiofrequency electromagnetic fields and ensures public safety. Additional information on health and safety may be found on-line at: Health Canada: http://www.hc-sc.gc.ca/ewh-semt/pubs/radiation/radio_guide-lignes_direct-eng.php.

Conclusion

Please consider this information package as the official commencement of consultation with the City. TELUS is committed to working with the City and the community throughout the consultation process.

We look forward to working together during this process. Please do not hesitate to contact us by phone at 604-620-0877 or by email at tawny@cypresslandservices.com.

Thank you in advance for your assistance and consideration.

Sincerely,
CYPRESS LAND SERVICES
Agents for TELUS



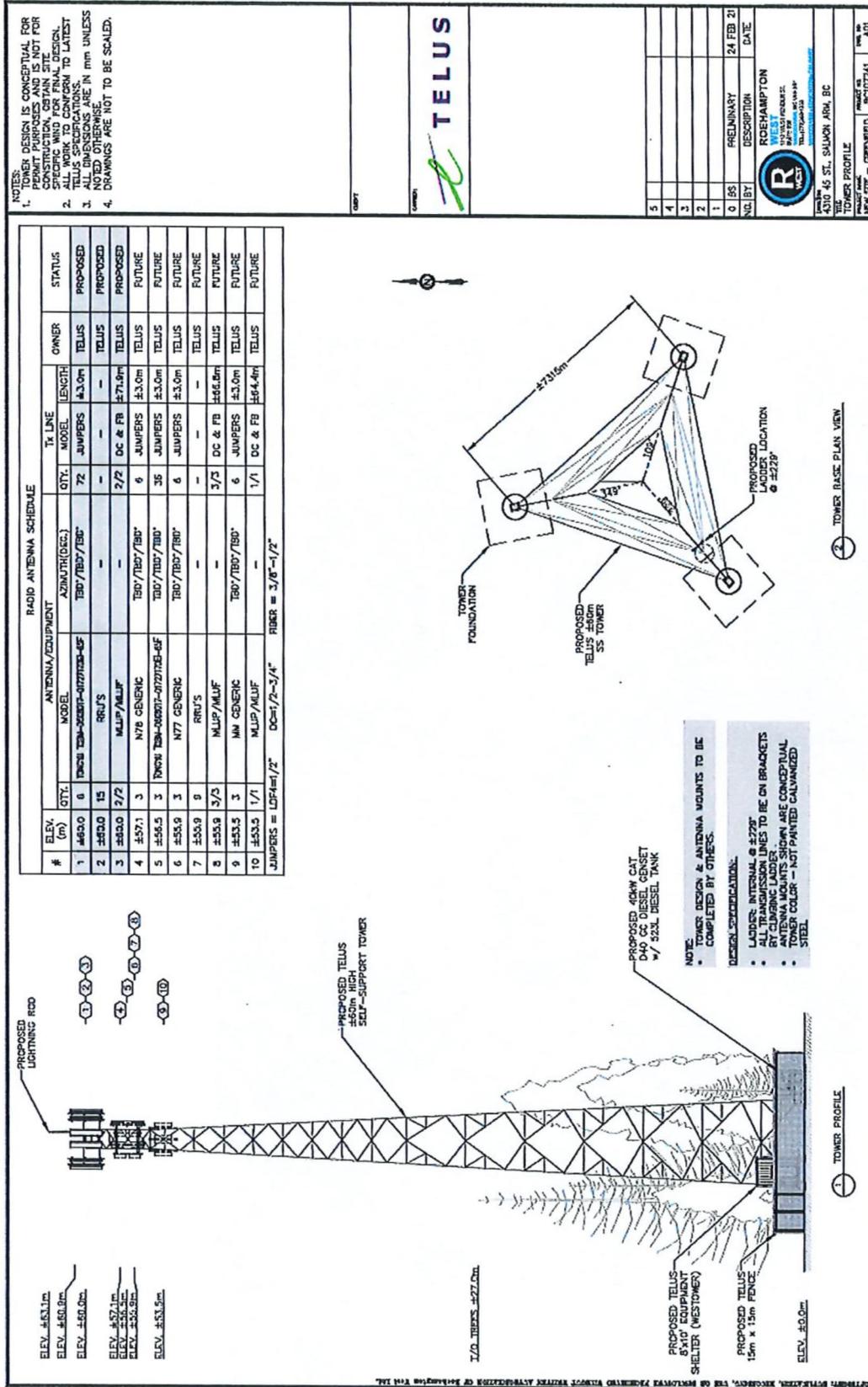
Tawny Verigin
Manager of Government Affairs

cc: Cheryl Bilyk, Real Estate Manager, TELUS

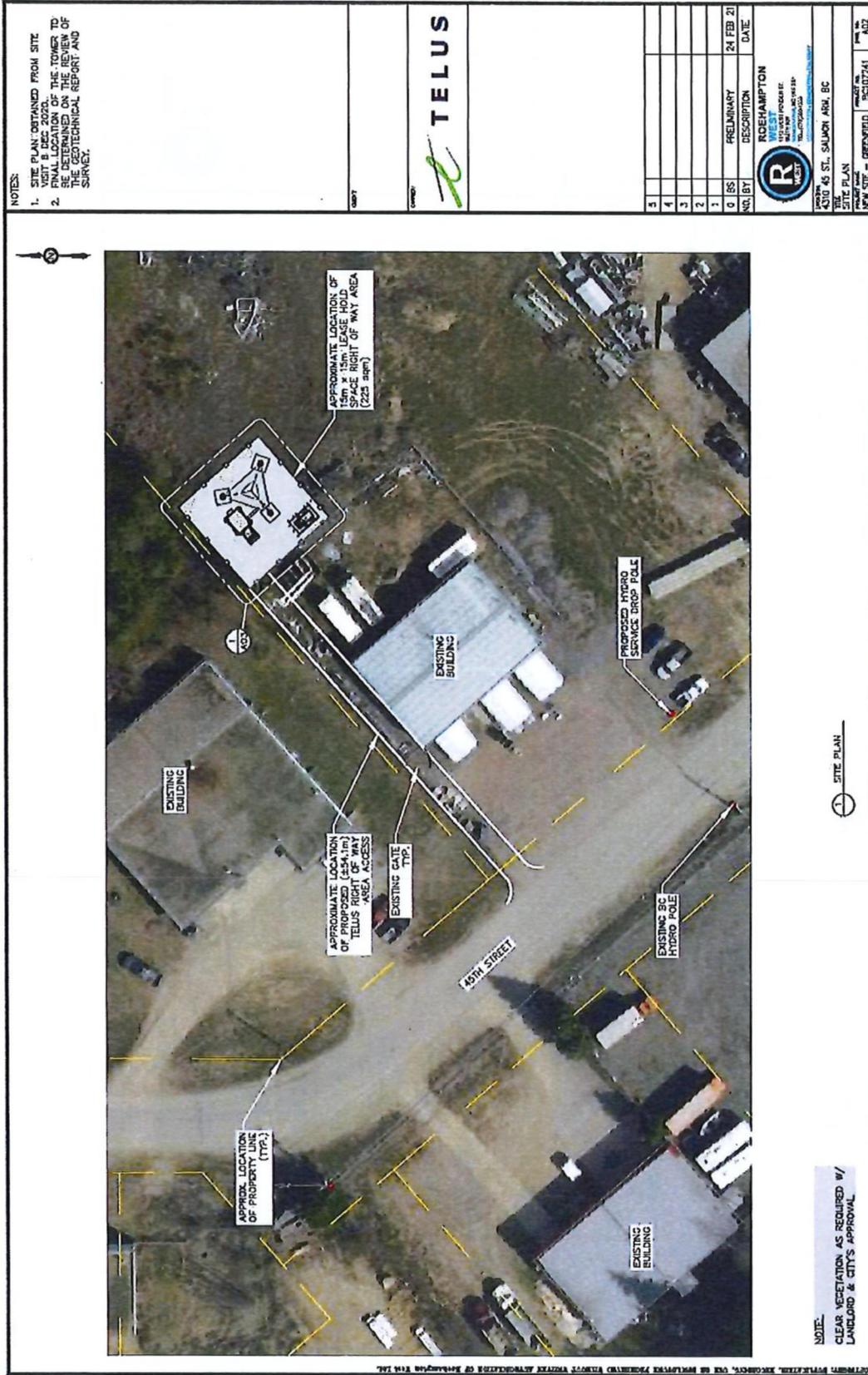
**SCHEDULE A
TOWER SITE LOCATION**



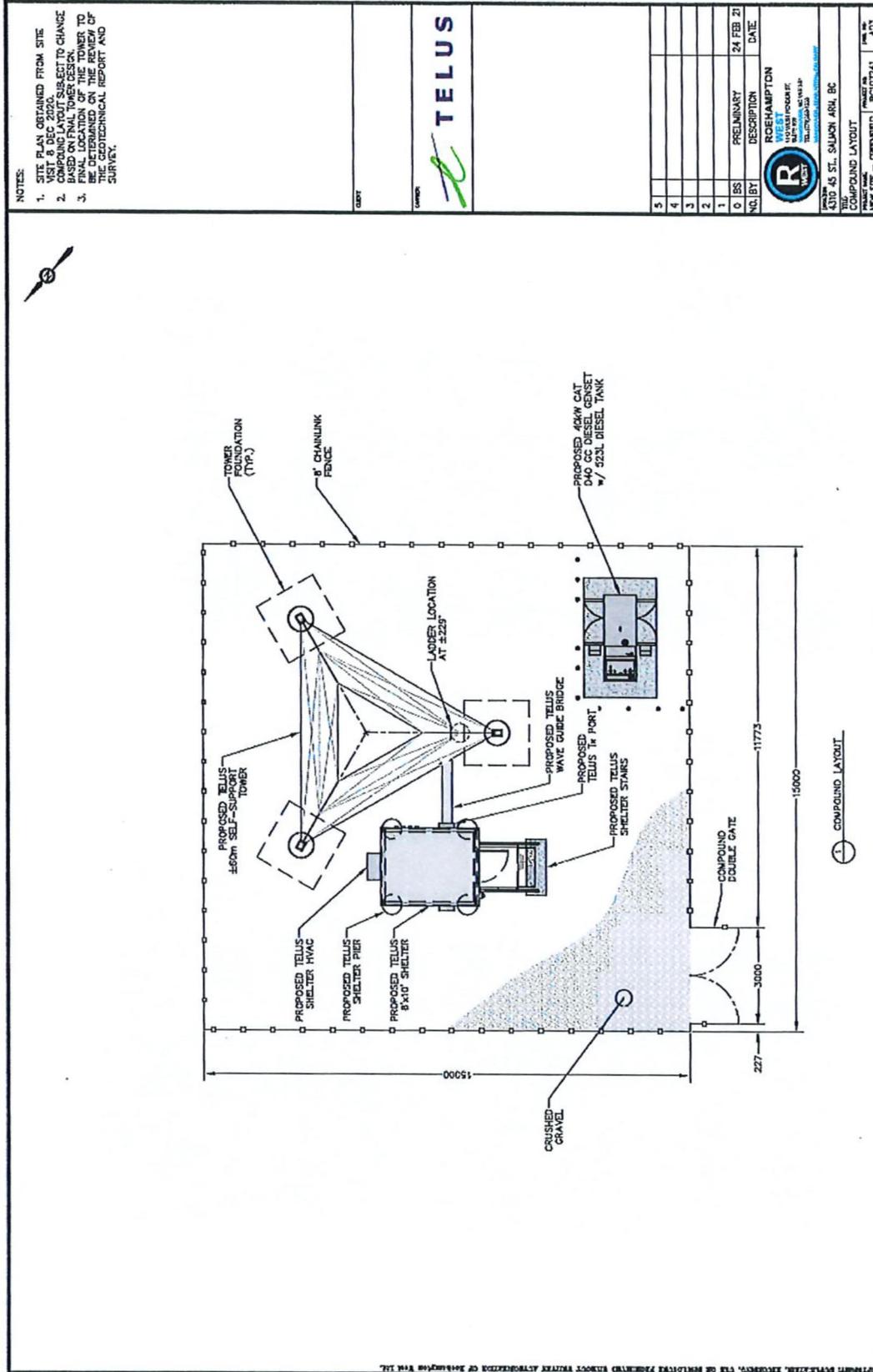
SCHEDULE B
PRELIMINARY DESIGN PLANS – TOWER PROFILE



SCHEDULE B
PRELIMINARY DESIGN PLANS – SITE PLAN

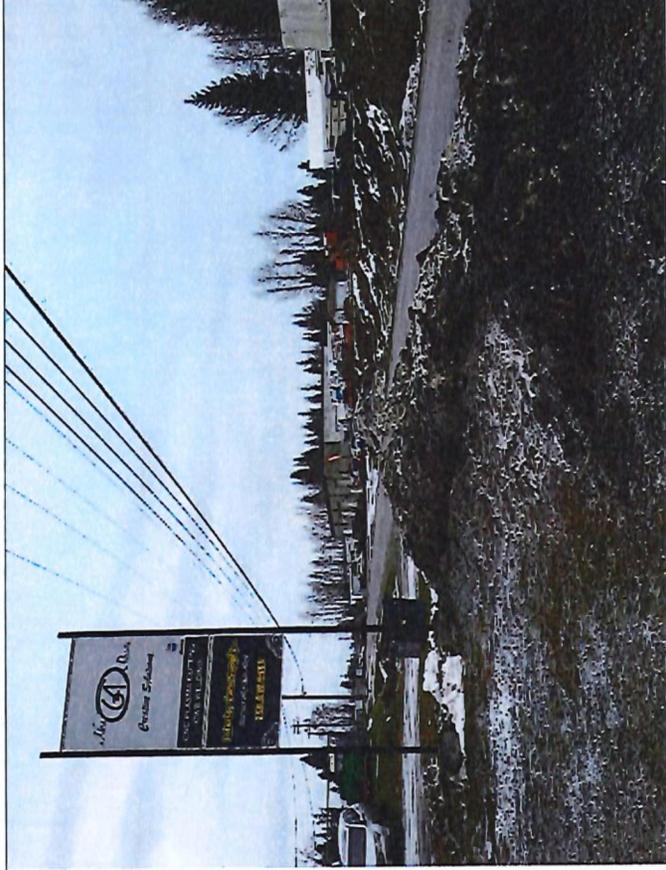


**SCHEDULE B
PRELIMINARY DESIGN PLANS – COMPOUND LAYOUT**

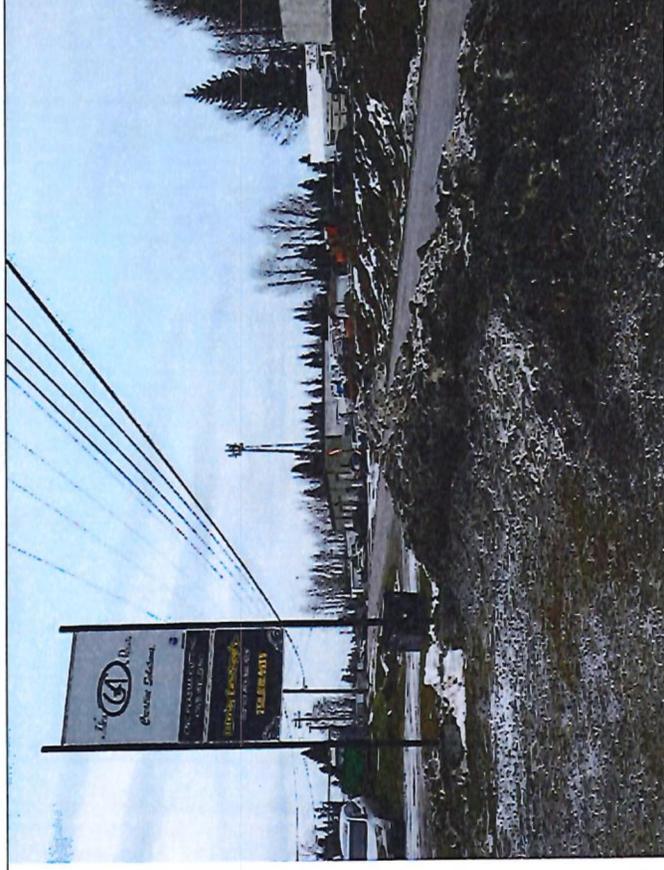


**SCHEDULE C
PHOTO SIMULATION**

BEFORE



AFTER



Artist's rendering of proposed facility.

*Photo Simulation is a close representation and is for conceptual purposes only – not to scale.
Proposed design is subject to change based on final engineer plans.
The tower will be marked in accordance with Transport Canada Obstruction Marking and NAV Canada requirements.*

Appendix 2: Affidavit of Notification

Affidavit of Cypress Land Services

I, Tawny Verigin, Manager of Government Affairs, in the City of Vancouver in the Province of B.C., make an Oath and say:

1. THAT I caused to be sent by regular mail, a notification letter, as included in Appendix A, to property owners, occupants and other recipients, as listed in Appendix B, on April 13, 2021.



Tawny Verigin, Manager of Government Affairs
Cypress Land Services

Sworn/Affirmed/Declared before me at the City of Vancouver, in the Province of B.C., this 13th day of April 2021.



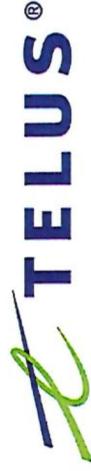
(Commissioner's Signature)

A Commissioner for Taking Affidavits for the Province of B.C.

James Shaw
A Commissioner for Taking Affidavits
For British Columbia
Cypress Land Services Inc.
1051 - 409 Granville Street
Vancouver, BC V6C 1T2
Tel: 604-719-4469
Expires on: **October 31, 2022**

(Commissioner's stamp or printed name and expiry date)

Appendix A: Notification Letter



Dear Owner/Occupant,

April 13, 2021

Please accept this notification regarding proposed TELUS Communications Inc. (“TELUS”) wireless service improvements in your community.

Subject: TELUS Telecommunications Facility Proposal
Municipal Address: 4310 45 Street, Salmon Arm, BC
Legal: PID: 005-269-601
Coordinates: N 50.668994°, W 119.232556°
TELUS Site: BC107241

What is proposed?

TELUS seeks to continue to provide high quality wireless telecommunications services to communities throughout British Columbia. Increasingly, communities depend on wireless voice, data and internet communications for business, personal enjoyment and personal security reasons. As such, TELUS is proposing to improve wireless services in areas of south Salmon Arm with a new telecommunications facility.

TELUS proposes to install a 60.0 metre self-support tower with accessory electrical equipment cabinet at the base all enclosed within a security fence at 4310 45 Street, Salmon Arm, BC. The proposed tower may have sufficient space and loading capacity for additional antennas should another carrier wish to install equipment to support their network requirements at this location dependent upon the type of equipment.

Regulatory Authority

Telecommunications carriers are required by Innovation, Science, and Economic Development Canada (“ISED”), formerly Industry Canada, to consult with the local municipality and the general public regarding new installations. ISED does have exclusive jurisdiction over the approval and placement of telecommunications installations.

The consultation process will provide an opportunity for residents, stakeholders and landowners to obtain detailed information regarding the proposal and to provide comments for consideration. Any inquiries that are received as a result of this notification will be logged and submitted to the City of Salmon Arm as part of our application for concurrence.

Local Municipality

The City of Salmon Arm has adopted Communication Antenna System Location and Consultation, POLICY NO. 3.18. Proponents will consult with the Development Services Department of the City regarding locations within the City boundary being physically assessed for a potential antenna system.

This consultation process requires TELUS to submit an official Proposal to the City of Salmon Arm and carry out a Public Consultation process by notifying all properties within three times the height of the proposed structure and placing an advertisement in the local newspaper, the Salmon Arm Observer. This notification is to provide the opportunity to obtain information regarding the proposal, ask questions and provide comments. The public is offered 30 days to provide comment. The closing period for comments to be received by TELUS is May 21, 2021.

The City will aim to complete the consultation process within 120 days. At the conclusion of the consultation process, TELUS will provide a summary of comments received from the community as well as the replies provided by TELUS to the City of Salmon Arm Council for consideration of a Statement of Concurrence or Non-Concurrence from City Council.

Location

The subject property, 4310 45 St, Salmon Arm, BC, is currently used as industrial shop for the application of ceramic powder coating. It is proposed to locate the tower behind the existing building against the northern property line at the coordinates N 49.522099°, W 123.915699°. To confirm, there are no existing structures in the vicinity of the proposed tower to collocate antennas on. Please see Aerial Map on page 3. The tower will be located next to a stand of mature trees that will screen about 50% of the tower from view in some directions (north, east and west). From a radio frequency perspective, a site at this central location allows TELUS to improve service to the industrial area and beyond. TELUS has heard from several customers in the area requesting improved service.

Safety Code 6

ISED requires all wireless carriers to operate in accordance with Health Canada's safety standards. TELUS attests that the installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time.

Site Access

Access exists through the property. Construction is expected to take approximately one to two months.

Environment

TELUS confirms that the installation is excluded from environmental assessment under the *Canadian Environmental Assessment Act*.

Transport Canada

The tower has been reviewed by Transport Canada and will not require lighting or aeronautical markings.

Structural Considerations

TELUS confirms that the antenna structure described in this notification package will apply good engineering practices including, structural adequacy during construction. Third parties may apply to add equipment should they like.

General Information

General information relating to antenna systems is available on ISED's Spectrum Management and Telecommunications website: <http://www.ic.gc.ca/eic/site/ic-gc.nsf/eng/07422.html>.

Contacts:

TELUS c/o Tawny Verigin of Cypress Land Services, Agents for TELUS
Suite 1051, 409 Granville Street, Vancouver, BC V6C 1T2
Phone: 1-855-301-1520, Fax: 604-620-0876
Email: publicconsultation@cypresslandservices.com

ISED – Lower Mainland District Office

13401 – 108 Avenue, Suite 1700, Surrey BC V3T 5V6
Phone: 604-586-2521, Fax: 604-586-2528
Email: ic.spectrumsurrey-surreyspectre.ic@canada.ca

Local Government Contact - City of Salmon Arm c/o Chris Larson, MCIP, Planning and Development Officer
500 2nd Avenue NE Box 40, Salmon Arm V1E 4N2

Phone: 250-03-4000

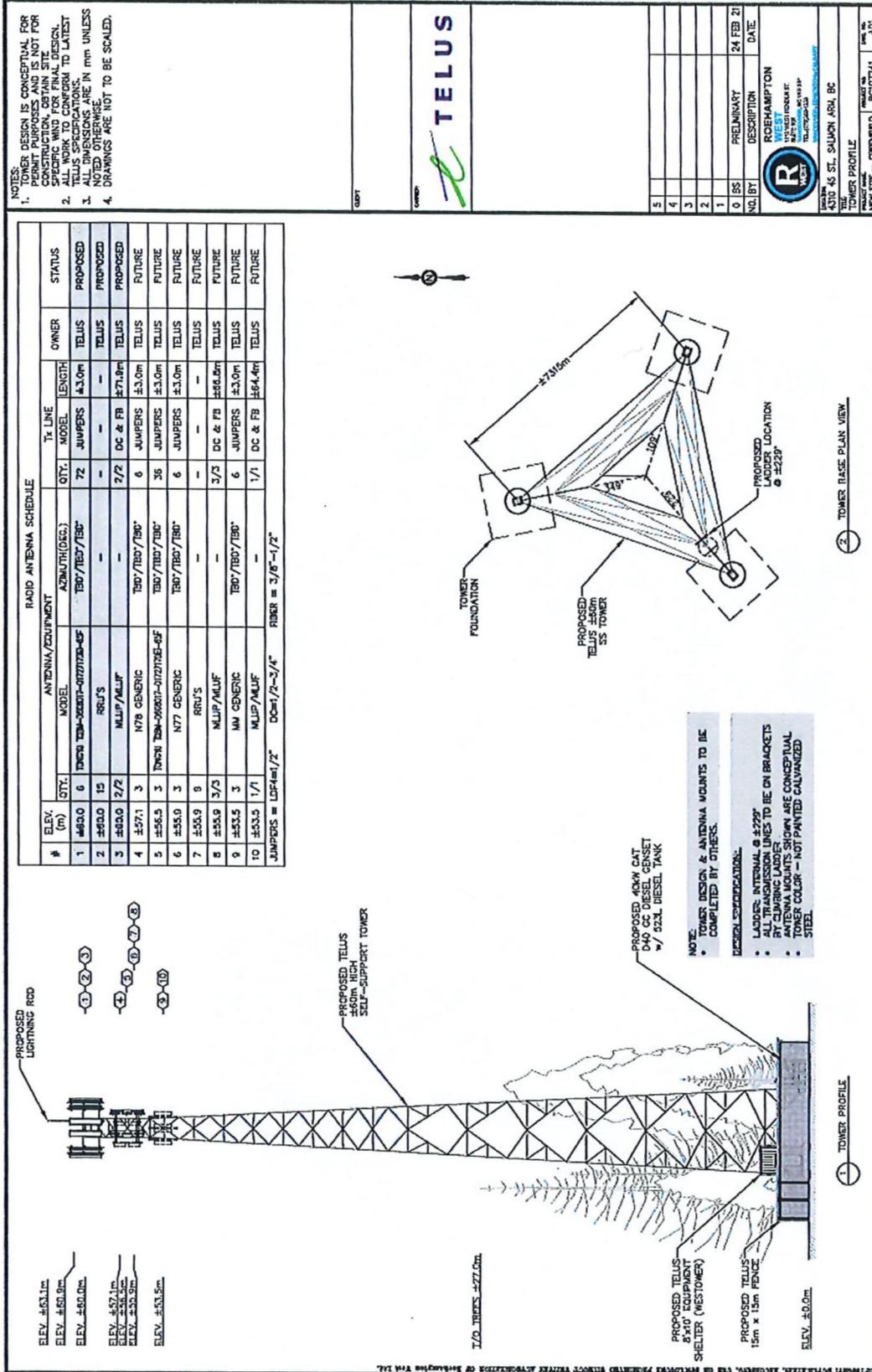
Email: clarson@salmonarm.ca

If you have any specific questions regarding the proposal, please feel welcome to contact the above.

AERIAL MAP



PRELIMINARY DESIGN PLANS – TOWER PROFILE



RADIO ANTENNA SCHEDULE

#	ELEV. (m)	QTY.	MODEL	ANTENNA/EQUIPMENT		Tx LINE	OWNER	STATUS
				AZMUTH(DISC.)	QTY.			
1	±60.0	0	TELUS 75M-9000T-417717B-4F	75°	72	JUMPERS ±3.0m	TELUS	PROPOSED
2	±60.0	15	RRU'S	—	—	—	TELUS	PROPOSED
3	±60.0	2/2	MLJP/MLJF	—	2/2	DC & FB ±7.0m	TELUS	PROPOSED
4	±57.1	3	N78 GENERIC	75°/75°/75°	6	JUMPERS ±3.0m	TELUS	FUTURE
5	±56.5	3	TELUS 75M-9000T-417717B-4F	75°/75°/75°	36	JUMPERS ±3.0m	TELUS	FUTURE
6	±55.0	3	N77 GENERIC	75°/75°/75°	6	JUMPERS ±3.0m	TELUS	FUTURE
7	±55.9	0	RRU'S	—	—	—	TELUS	FUTURE
8	±55.5	3/3	MLJP/MLJF	—	3/3	DC & FB ±6.0m	TELUS	FUTURE
9	±55.5	3	MM GENERIC	75°/75°/75°	6	JUMPERS ±3.0m	TELUS	FUTURE
10	±53.5	1/1	MLJP/MLJF	—	1/1	DC & FB ±64.4m	TELUS	FUTURE

JUMPERS = 1.054m/2' DC=1/2-3/4" RIBER = 3/8"-1/2"

NOTES:
 1. TOWER DESIGN IS CONCEPTUAL FOR PERMIT PURPOSES AND IS NOT FOR CONSTRUCTION.
 2. ALL WORK TO CONFORM TO LATEST TELUS SPECIFICATIONS.
 3. DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE.
 4. DRAWINGS ARE NOT TO BE SCALED.



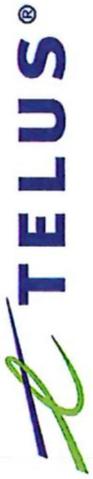
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1	PRELIMINARY	24 FEB 21	DATE
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NO. BY	DESCRIPTION	DATE	

ROEHAMPTON
 11555 FORD RD
 SUITE 100
 TELUS
 TELUS COMMUNICATIONS

PROJECT NO. 10000000000000000000
 SHEET NO. 001
 DATE 24 FEB 21

NOTE:
 • TOWER DESIGN & ANTENNA MOUNTS TO BE COMPLETED BY OTHERS.
 GENERAL SPECIFICATION:
 • LADDER: INTERNAL @ ±279'
 • ALL TRANSMISSION LINES TO BE ON BRACKETS
 • ANTENNA MOUNTS SHOWN ARE CONCEPTUAL
 • TOWER COLOR - NOT PAINTED GALVANIZED STEEL

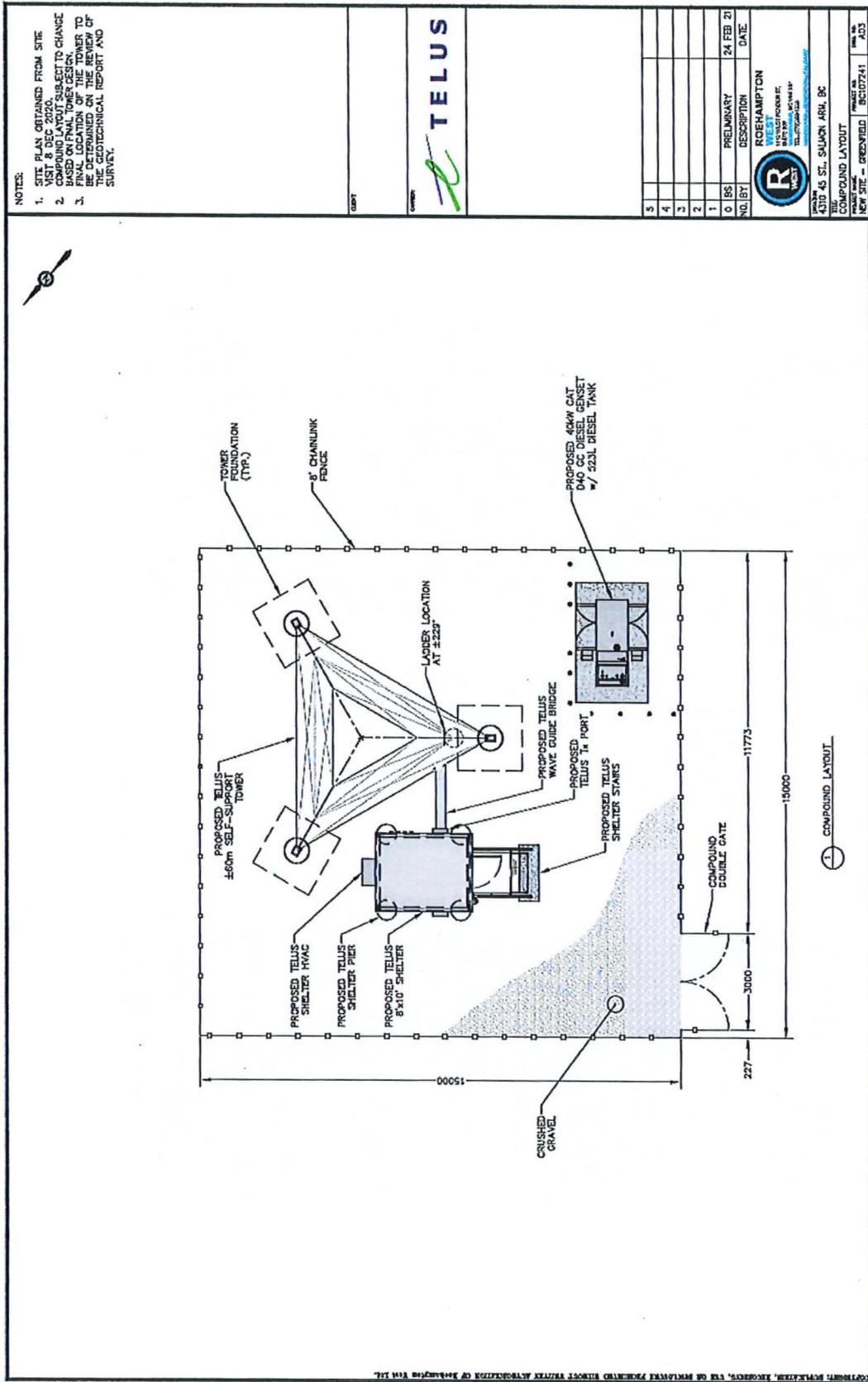
1 TOWER PROFILE
 2 TOWER BASE PLAN VIEW



PRELIMINARY DESIGN PLANS – SITE PLAN



PRELIMINARY DESIGN PLANS – COMPOUND LAYOUT



NOTES:
 1. SITE PLAN OBTAINED FROM SITE VISIT 8 DEC 2020.
 2. COMPOUND LAYOUT SUBJECT TO CHANGE BASED ON FINAL TOWER DESIGN. ANY CHANGES TO THE LAYOUT MUST BE DETERMINED ON THE REVIEW OF THE GEOTECHNICAL REPORT AND SURVEY.



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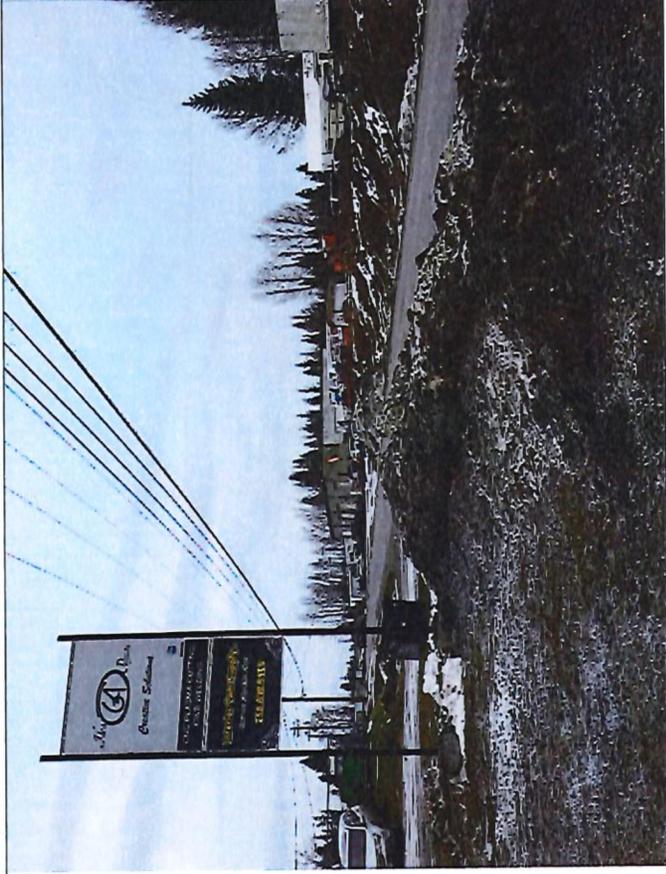
ROSEHAMPTON
 WEST
 4310 45 ST. SALMON ARI, BC
 TEL: 604.273.3333
 FAX: 604.273.3334
 WWW.ROSEHAMPTONWEST.COM

PROJECT NO. BC107241
 SHEET NO. A33

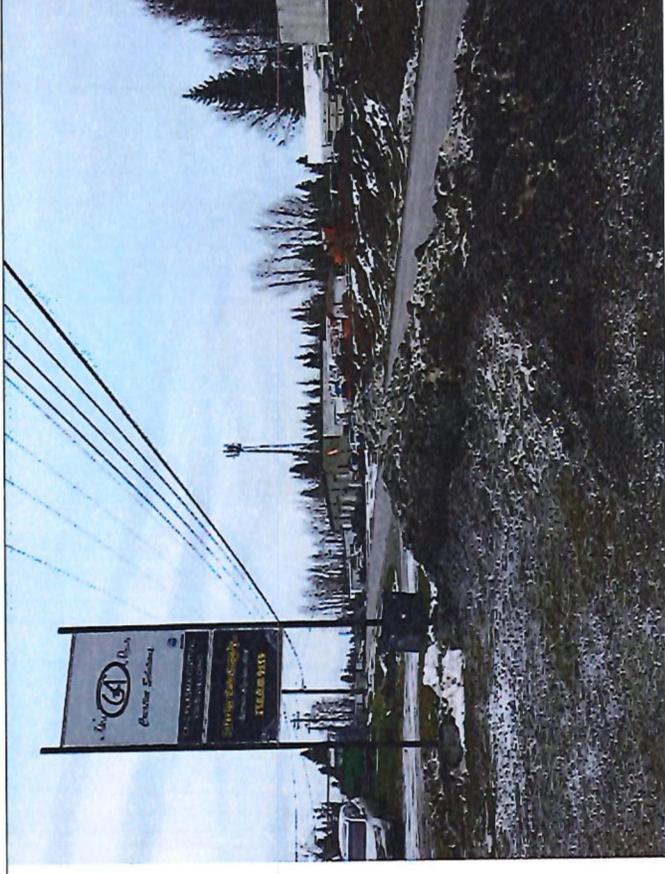
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PHOTO SIMULATION

BEFORE



AFTER



Artist's rendering of proposed facility.

*Photo Simulation is a close representation and is for conceptual purposes only – not to scale.
Proposed design is subject to change based on final engineer plans.*

The tower will be marked in accordance with Transport Canada Obstruction Marking and NAV Canada requirements.



COMMENT SHEET

TELUS TELECOMMUNICATIONS FACILITY PROPOSAL
MUNICIPAL ADDRESS: 4310 45 ST, SALMON ARM, BC

LEGAL: PID: 005-269-601

COORDINATES: N 50.668994°, W 119.232556°

TELUS SITE: BC107241

1. Do you feel this is an appropriate location for the proposed facility?

Yes
 No

Comments _____

2. Are you satisfied with the appearance / design of the proposed facility? If not, what changes would you suggest?

Yes
 No

Comments _____

3. Additional Comments _____

Please provide your name and full mailing address if you would like to be informed about the status of this proposal. This information will not be used for marketing purposes; however, your comments will only be used by TELUS in satisfying the City of Salmon Arm's Communication Antenna System Location and Consultation, POLICY NO. 3.18 requirements. The closing period for comments to be received by TELUS is May 21, 2021.

Name _____
(Please print clearly)
Email Address _____
Mailing Address _____

TELUS c/o Cypress Land Services Inc.
Suite 1051, 409 Granville Street, Vancouver, BC V6C 1T2
Attention: Tawny Verigin, Manager of Government Affairs
Email: publicconsultation@cypresslandservices.com
Thank you for your input.

Appendix B: List of Property Owners, Occupants and Other Recipients

Appendix 3: Newspaper Tear Sheets

Legal Notices

TAKE NOTICE THAT:
Any One with a prior, equal, or superior right or interest in/to/four/of the NAME: SEAN MORGAN DENISON or DENISON, SEAN MORGAN Estate in any style or variation thereof capable to confuse, suspend or clog said NAME or Estate is hereby WARRANTED to present their said claim to witness: Curt Roelfsema 1116 Grayston Rd Enderby BC V0E1V3 before expiration of twenty-eight (28) days of this Notice publication (Original Publication date April 14 2021).

Garage Sales

Salmon Arm Moving Sale
Friday April 23rd
Saturday April 24th
251 17th Street SE
10:00 a.m. - 4:00 p.m.
Furniture, Household Items, Tools, etc.

Misc. Wanted

\$\$\$\$\$ Cash Paid for GOLD & SILVER coins, bars, bullion, ingots, coin collections, jewelry, nuggets, plaster gold, 9 work and sterling silver, sets, scrap. Anything gold, silver, platinum etc.
Todd The Coin Guy,
250-864-3521

Misc. Wanted

\$\$\$ Coin Collector
Buying Royal Canadian Mint coins, coin collections, old coins, paper money, pre 1968 silver coins, buttons, base metal coins ANYTHING GOLD & SILVER
Todd The Coin Guy
250-864-3521

Rentals

Apt/Condo for Rent

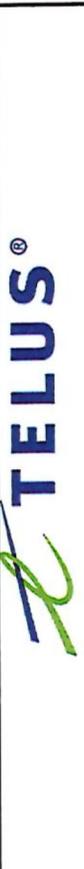
Lakeview Manor Apts
Two fully furnished:
1 bdrm & level entry
1 bdrm/slaudy, in quiet, adult, r/vs, rtp building. Close to all amenities.
250-833-5110 or Hybrid, lakeviewmanor@telus.net
www.localwork.ca

Scrap Car Removal

Aarow Recycling
We Pay CASH For Most Cars!
Call for an estimate
Serving The North Okanagan
604.551.5022

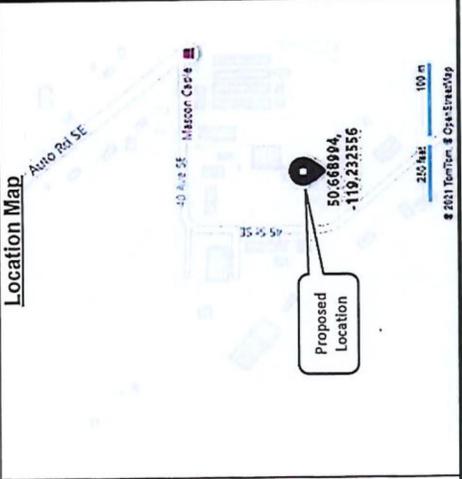
WHERE BUYERS AND SELLERS MEET

1-866-865-4460
THANK YOU FOR RECYCLING THIS NEWSPAPER.



Notice of Proposed TELUS Communication Inc. Telecommunications Facility Description: As part of the public consultation process required by Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada, TELUS Communication Inc. is inviting the public to comment on a proposed telecommunications facility consisting of a 63.1 metre self-support tower and ancillary radio equipment in order to provide dependable wireless data and voice communication services to Salmon Arm.

Location: 4310 45 St, Salmon Arm, BC (PID: 005-269-601)
Coordinates: N 50.668994°, W 119.232556°



For More Information:
Contact TELUS Communications Inc. at:
Tawny Verigin
c/o Cypress Land Services
Agents to TELUS Communications Inc.
Suite 1051, 409 Granville Street
Vancouver, BC V6C 1T2
Tel: 1.855.301.1520
Email: publicconsultation@cypresslandservices.com

The public is welcome to comment on the proposal by the end of the business day on May 21, 2021 respect to this matter.

TELUS File: BC107241

Appendix 4: Comments and Responses Tracker

Name of Resident	Email	Date Message Received	Email, Letter, Comment or Question Sheet or Voice Message	Comments & Responses Thread	Response / Incorporation / Support	Response to Comment or Question	Date Response Sent
Will Bachmawier / ELD Group Technologies	WBACHM@GMAIL.COM	20-Apr	[Screenshot of email]	<p>1. Do you feel this is an appropriate location for the proposed facility? A. Yes B. No Comments: N/A</p> <p>2. Are you satisfied with the appearance / design of the proposed facility? If not, what changes would you suggest? A. Yes B. No Comments: N/A</p> <p>3. Additional Comments: N/A</p>	Support	<p>Hi Jeff & Will, Thank you for providing us your comments regarding the proposed TLLS wireless communications facility at 4319-45 St, Salmon Arm. We appreciate your feedback and will share your comments with the City of Salmon Arm for consideration. Should you have additional comments, please respond within the next 21 days. Sincerely, Terry Veighn Manager of Government Affairs Agent to TLLS Communications Inc.</p>	20-Apr
Curtis Olson	CURT@OLSON.COM	22-Apr	[Screenshot of email]	<p>I wish to offer my support for the proposed TLLS telecommunication facility in Salmon Arm as per the above noted file number. Currently, wireless data and voice communication services in the area are offered by three or more providers with the use of a substantial upgrade in particular, services in the area proposed for the facility often necessitate making multiple dropped phone calls and waiting for the service to be re-established.</p> <p>It would be my hope that this facility will provide a service as possible and also that the new facility offer the latest 5G technology.</p> <p>Thank you for the opportunity to provide input.</p>	Support	<p>Dear Terry Veighn, I wish to offer my support for the proposed TLLS telecommunication facility in Salmon Arm as per the above noted file number. Currently, wireless data and voice communication services in the area are offered by three or more providers with the use of a substantial upgrade in particular, services in the area proposed for the facility often necessitate making multiple dropped phone calls and waiting for the service to be re-established.</p> <p>It would be my hope that this facility will provide a service as possible and also that the new facility offer the latest 5G technology.</p> <p>Thank you for the opportunity to provide input.</p> <p>Sincerely, Curtis Olson</p>	22-Apr
Lawrence Roy	LROY@GMAIL.COM	23-Apr	[Screenshot of email]	<p>One more quick question for you. What is the time frame for completion of the tower if it proceeds and will it incorporate 5G technology?</p>	Support	<p>Hi Lawrence, Thank you for providing us your comments regarding the proposed TLLS wireless communications facility at 4319-45 St, Salmon Arm. We appreciate your feedback and will share your comments with the City of Salmon Arm for consideration. Should you have additional comments, please respond within the next 21 days. Sincerely, Terry Veighn Manager of Government Affairs Agent to TLLS Communications Inc.</p>	23-Apr
Gord and Barb Douglas	GORD@GMAIL.COM	23-Apr	[Screenshot of email]	<p>We are in favour of the BC127243 Salmon Arm for better data and voice communication, along with 5G tower.</p> <p>As this is the first time we've had a tower in the area, we have 5G tower that we're working as well as it should be.</p> <p>So please we support for this tower.</p> <p>Gord and Barb Douglas Salmon Arm</p>	Support	<p>Hi Gord and Barb, Thank you for providing us your comments regarding the proposed TLLS wireless communications facility at 4319-45 St, Salmon Arm. We appreciate your feedback and will share your comments with the City of Salmon Arm for consideration. Should you have additional comments, please respond within the next 21 days. Sincerely, Terry Veighn Manager of Government Affairs Agent to TLLS Communications Inc.</p>	23-Apr
Rob Salaman	RSALAMAN@GMAIL.COM	24-Apr	[Screenshot of email]	<p>We at USPA are very pleased to hear of the possibility of adding internet service coverage to the Salmon Arm industrial park. Our office here employ over 200 people that have been struggling with internet service in the area. We have been in contact with our local business representatives on numerous occasions. They have not our representatives to do anything and attempted to make improvements, but so far have made no progress.</p> <p>The lack of service here is a huge problem for our business. We are in the middle of a major expansion project and we need to be able to communicate with our management and the local fire department. Calls made from the parking lot of the facility were inconspicuous.</p> <p>The second issue related to a hardwired network line at the facility. In the fall of 2020 we were required to disconnect from the business network (used to the facility). As such, we were required to purchase mobile data plans through cellular service. Even with the addition of a cellular signal booster we were barely able to complete these tasks.</p> <p>I have years of communication with TLLS about these issues. If you are in need of any additional information, USPA would be very supportive of this installation.</p> <p>Rob Salaman General Manager - Salmon Arm Direct: +1 250 833 3510 rob.salaman@uspa.com USPA Holistic. Worldwide.</p>	Support	<p>Hi Rob, Thank you for providing us your comments regarding the proposed TLLS wireless communications facility at 4319-45 St, Salmon Arm. We appreciate your feedback and will share your comments with the City of Salmon Arm for consideration. Should you have additional comments, please respond within the next 21 days. Sincerely, Terry Veighn Manager of Government Affairs Agent to TLLS Communications Inc.</p>	24-Apr

Name of Recipient	Email	Date Message Received	Email Content or Video Message	Comment or Question	Response / Answer / Support / Acknowledgment	Response to Comment or Question	Date Response Sent
William Lane, Chairman Salem Area PTL Economic Development Salmon Arm	william.lane@sa-ptl.ca	20-May-2021	Dear Mr. Lane, The Salmon Arm Economic Development Society (AESDS) is a registered non-profit society operating under a multiple agreement with the City of Salmon Arm. AESDS works to help develop and support businesses in the Salmon Arm area. We are currently looking for new businesses to move into the area and are looking for ways to support them. We are currently looking for ways to support them. We are currently looking for ways to support them.	Salmon Arm Economic Development Society (AESDS) is a registered non-profit society operating under a multiple agreement with the City of Salmon Arm. AESDS works to help develop and support businesses in the Salmon Arm area. We are currently looking for new businesses to move into the area and are looking for ways to support them. We are currently looking for ways to support them. We are currently looking for ways to support them.	Hi Lana Thank you for providing us your comments regarding the proposed TELUS wireless communications facility at 4310-45 St, Salmon Arm. We appreciate your feedback and will share your comments with the City of Salmon Arm for consideration. Should you have additional comments, please respond within the next 21 days. Sincerely, Tawny Veigen Manager of Government Affairs Agent to TELUS Communications Inc.	22-May	
John Gagliardi Regional Dean, Chapman College Salem Area PTL Economic Development Salmon Arm	john.gagliardi@chapman.ca	20-May-2021	Hi Lana, I am pleased to provide the letter of support, submitted through Salmon Arm Economic Development Society (AESDS), to support the TELUS communications proposal for the installation of a cellular tower in the Salmon Arm industrial park.	To whom it may concern: The Salmon Arm campus is in full support of the TELUS cellular tower proposed at 4310-45 St in the Salmon Arm Industrial Park. Chapman College has been a long-time partner of the City of Salmon Arm. We have been providing trades training at this site within the Salmon Arm area. We are currently looking for ways to support them. We are currently looking for ways to support them. We are currently looking for ways to support them.	Hi Lana Thank you for providing us your comments regarding the proposed TELUS wireless communications facility at 4310-45 St, Salmon Arm. We appreciate your feedback and will share your comments with the City of Salmon Arm for consideration. Should you have additional comments, please respond within the next 21 days. Sincerely, Tawny Veigen Manager of Government Affairs Agent to TELUS Communications Inc.	22-May	
Carlyn Newkirk, MSc. Executive Director Salem Area PTL Economic Development Salmon Arm	carlyn.newkirk@sa-ptl.ca	20-May-2021	Hi Lana, Thank you for providing us your comments regarding the proposed TELUS wireless communications facility at 4310-45 St, Salmon Arm. We appreciate your feedback and will share your comments with the City of Salmon Arm for consideration. Should you have additional comments, please respond within the next 21 days. Sincerely, Tawny Veigen Manager of Government Affairs Agent to TELUS Communications Inc.	Hi Lana Thank you for providing us your comments regarding the proposed TELUS wireless communications facility at 4310-45 St, Salmon Arm. We appreciate your feedback and will share your comments with the City of Salmon Arm for consideration. Should you have additional comments, please respond within the next 21 days. Sincerely, Tawny Veigen Manager of Government Affairs Agent to TELUS Communications Inc.	Hi Lana Thank you for providing us your comments regarding the proposed TELUS wireless communications facility at 4310-45 St, Salmon Arm. We appreciate your feedback and will share your comments with the City of Salmon Arm for consideration. Should you have additional comments, please respond within the next 21 days. Sincerely, Tawny Veigen Manager of Government Affairs Agent to TELUS Communications Inc.	22-May	
Dave Barwood Salem Area PTL Economic Development Salmon Arm	dave.barwood@sa-ptl.ca	20-May-2021	Hi Lana, Thank you for providing us your comments regarding the proposed TELUS wireless communications facility at 4310-45 St, Salmon Arm. We appreciate your feedback and will share your comments with the City of Salmon Arm for consideration. Should you have additional comments, please respond within the next 21 days. Sincerely, Tawny Veigen Manager of Government Affairs Agent to TELUS Communications Inc.	Hi Lana Thank you for providing us your comments regarding the proposed TELUS wireless communications facility at 4310-45 St, Salmon Arm. We appreciate your feedback and will share your comments with the City of Salmon Arm for consideration. Should you have additional comments, please respond within the next 21 days. Sincerely, Tawny Veigen Manager of Government Affairs Agent to TELUS Communications Inc.	Hi Lana Thank you for providing us your comments regarding the proposed TELUS wireless communications facility at 4310-45 St, Salmon Arm. We appreciate your feedback and will share your comments with the City of Salmon Arm for consideration. Should you have additional comments, please respond within the next 21 days. Sincerely, Tawny Veigen Manager of Government Affairs Agent to TELUS Communications Inc.	22-May	
Margaret Molinar Corporate Compliance Manager Salem Area PTL Economic Development Salmon Arm	margaret.molinar@sa-ptl.ca	20-May-2021	Hi Lana, Thank you for providing us your comments regarding the proposed TELUS wireless communications facility at 4310-45 St, Salmon Arm. We appreciate your feedback and will share your comments with the City of Salmon Arm for consideration. Should you have additional comments, please respond within the next 21 days. Sincerely, Tawny Veigen Manager of Government Affairs Agent to TELUS Communications Inc.	Hi Lana Thank you for providing us your comments regarding the proposed TELUS wireless communications facility at 4310-45 St, Salmon Arm. We appreciate your feedback and will share your comments with the City of Salmon Arm for consideration. Should you have additional comments, please respond within the next 21 days. Sincerely, Tawny Veigen Manager of Government Affairs Agent to TELUS Communications Inc.	Hi Lana Thank you for providing us your comments regarding the proposed TELUS wireless communications facility at 4310-45 St, Salmon Arm. We appreciate your feedback and will share your comments with the City of Salmon Arm for consideration. Should you have additional comments, please respond within the next 21 days. Sincerely, Tawny Veigen Manager of Government Affairs Agent to TELUS Communications Inc.	22-May	

Appendix 5: Sample Resolution

Resolution

WHEREAS TELUS proposes to erect a wireless communications facility at the location:

Municipal Address: 4310 45 Street, Salmon Arm, BC

Legal: PID: 005-269-601

Coordinates: N 50.668994°, W 119.232556°

TELUS Site: BC107241;

AND WHEREAS proponents of telecommunication towers are regulated by Innovation, Science and Economic Development Canada (ISED), formerly Industry Canada on behalf of the Government of Canada and as part of their approval, ISED requires proponents to consult with land use authorities as provided for in CPC-2-0-03;

AND WHEREAS TELUS has consulted with the CITY OF SALMON ARM following the CPC-2-0-03 and the CITY OF SALMON ARM have no objection to the proposed telecommunications tower.

AND WHEREAS TELUS has consulted with the public by notifying properties within three times the tower height, placed an advertisement in the local newspaper and has provided a 30-day period for written public comment.

AND WHEREAS there are no significant land use issues identified by the consultation.

NOW THEREFORE BE IT RESOLVED THAT:

1. The Clerk be instructed to advise TELUS that:
 - a) TELUS has satisfactorily completed its consultation with the CITY OF SALMON ARM.
 - b) The CITY OF SALMON ARM is satisfied with TELUS's public consultation process and does not require any further consultation with the public; and
 - c) The CITY OF SALMON ARM concurs with TELUS's proposal to construct a wireless telecommunications facility provided it is constructed substantially in accordance with the plans submitted to the CITY OF SALMON ARM.



From the Office of the Mayor

August 14, 2020

c/o Salmon Arm Economic Development Society
 220 Shuswap Street NE
 Salmon Arm, BC V1E 4N2

To Whom This May Concern,

Re: Cellular Reception in the Salmon Arm Industrial Park

At the August 10, 2020 Regular Council Meeting Council passed the following resolution:

THAT: Council write a letter for submission to the cellular service providers expressing the concern regarding cellular coverage in the Salmon Arm Industrial Park.

Salmon Arm's industrial and technology sectors are consistently growing, many of which are located in the industrial park. We would like to attract and retain businesses in Salmon Arm area by offering innovation and services that these businesses require.

The Industrial Park is a growing economic hub for Salmon Arm. Council supports the Salmon Arm Economic Development Society in their proposal for a prompt solution to the limited cellular services in this area.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan Harrison".

Alan Harrison
 Mayor

SALMON ARM

ECONOMIC DEVELOPMENT SOCIETY

May 3, 2021

Tawny Verigin
 c/o Cypress Land Services
 Agents to TELUS Communications Inc.
 Suite 1051, 409 Granville Street
 Vancouver, BC V6C 1T2

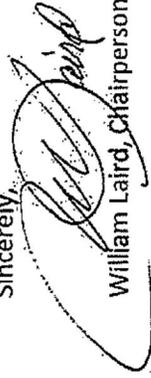
Re: Proposed Cell Tower – 4310 45th St, Salmon Arm, BC (PID: 005-269-601)

Salmon Arm Economic Development Society (SAEDS) is a registered non profit society operating under a multi-year agreement with the City of Salmon Arm. SAEDS' mandate includes providing support to existing businesses to ensure their sustainability and growth. A large cluster of Salmon Arm's industry is located in the Salmon Arm Industrial Park (please see attached map). The Salmon Arm Industrial Park is located in a central area within city boundaries and is in close proximity to concentrated residential areas, the Trans-Canada Highway and Highway 97B. The Park is home to over 80 businesses representing a variety of economic sectors including aerospace, high-tech, and manufacturing, employing approximately 750 people. This area of our community has limited to no cellular coverage, to the detriment of these 80 businesses.

SAEDS has received numerous requests for support from businesses operating in the Industrial Park, related to the lack of cellular service. Businesses have noted that the lack of coverage is a major barrier to their current operations and future growth potential. ***We are in full support of the proposed cell tower at 4310 45th St, Salmon Arm, BC.***

The City of Salmon Arm has realized significant growth in the last few years, which we anticipate will continue well into the future. The Industrial Park in particular, is a high-traffic, central area and we eagerly await a solution which will address both the immediate and future needs of our City. We appreciate your attention to this matter.

Sincerely,



William Laird, Chairperson

cc: SBA Canada

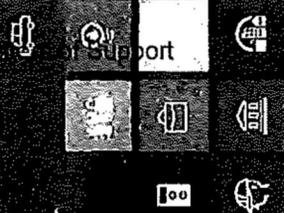
Industrial Park Directory



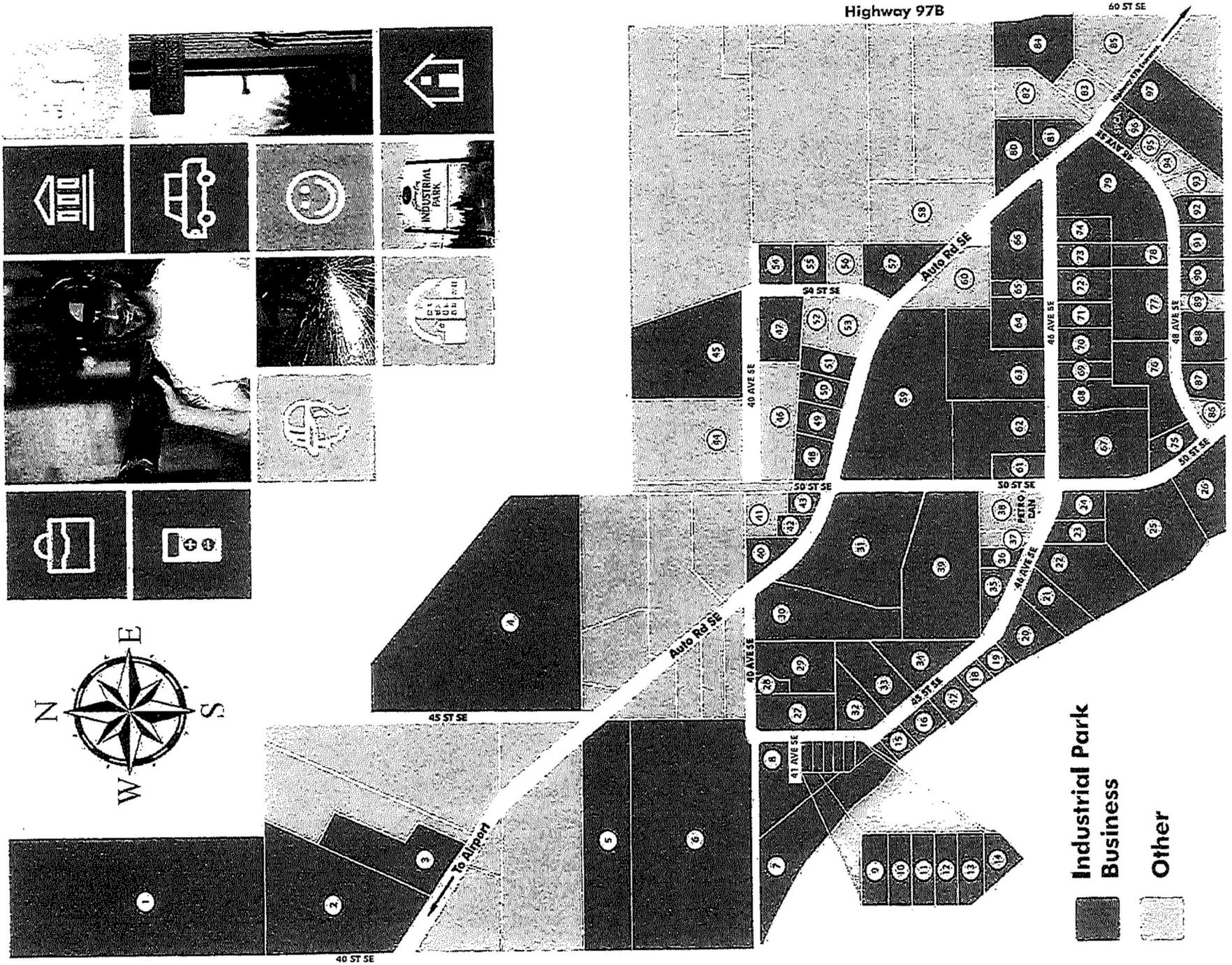
- 48 Aabil Automotive Service and Repair
- 45 ADAM Integrated Industries Inc.
- 35 Aerial Contractors Ltd.
- 59 AEC Cylinder Head Rebuilders
- 48 Auto Quest Enterprise Ltd.
- 70 Auto Road Self Storage
- 70 Baikler Mechanical
- 26 Barbarian Motor Works/ Machen Manufacturing
- 31 BC Hydro
- 28 BID Group of Technologies Ltd.
- 29 BID Group of Technologies Ltd.
- 25 Cedarbrooke Developments
- 5 Cheap Garbage Service
- 64 Complete Marine Detailing Inc.
- 2 Custom Log Homes Ltd.
- 78 Dinoflex - Recycled Rubber Innovators
- 79 Dinoflex - Recycled Rubber Innovators
- 92 Dinoflex - Recycled Rubber Innovators
- 12 Ecoline Woodwork
- 13 Fortis BC
- 14 Fortis BC
- 6 Geier's Fruit & Berry Farm
- 59 Gemm Diesel Ltd.
- 54 Glenn Power Contractors 1994 Ltd.
- 55 Glenn Power Contractors 1994 Ltd.
- 59 HardRock Granite
- 57 Highlands Cabinets & Home Renovations
- 32 Hodgeson Saw Ltd.
- 78 IC Urethane Products Inc.
- 20 Integrity Roofing Corp.
- 19 Interior Cam Supply Ltd.
- 43 LADD Machining Ltd.
- 59 Lakeside Fasteners Ltd.
- 71 Landmark Solutions Ltd.
- 51 Leko Precast Ltd.
- 59 Marden Auto Hauling Ltd.
- 40 Mascon Cable System
- 23 Milestone Fabrication
- 24 Milestone Fabrication
- 49 Mill Tech Industries
- 48 Mirror Image Marine
- 69 MI-TEC Millwork & Cabinetry Ltd.
- 1 Mounce Construction Ltd
- 62 Mountain High Truck & Body
- 59 Mountain Side Earthworks Ltd.
- 9 Mt Ida Machine & Welding
- 16 Mur's Moving & Storage
- 59 MyBCDatacom Ltd.
- 91 Natural Choice Garden Supplies Ltd.
- 97 Northern Plastics Ltd
- 90 Okanagan College - Trades Centre
- 57 Shuswap Testing & Engineering CCMET
- 17 Pacific Urns
- 38 Petro Canada (Castle Fuels Inc.)
- 67 Precision Aluminum
- 15 Progressive Waste Solutions Canada Inc.
- 33 QC Universal Coatings
- 59 Reliable Septic Services
- 91 Renaissance Joinery & Millwork Inc.
- 46 Rocana Meats Ltd.
- 47 Rocana Meats Ltd.
- 72 Rupp Metalworks
- 80 SA Ecoline Products Ltd
- 63 Salmon Arm Truss Systems
- 85 School District #63 Bus Storage Lot
- 87 Shuswap Coffee Company
- 21 Shuswap Log Homes
- 64 Shuswap Millwork & Finishing
- 37 Shuswap Search and Rescue
- 96 Shuswap SPCA
- 62 Sila Grow Sales Ltd.
- 64 Southside Mini Storage
- 36 Standard Roofing Corporation
- 84 Stella-Jones Canada Inc.
- 74 Streamline Exteriors
- 30 Super Self Storage
- 81 T-J Enterprises Custom Fabrication & Welding
- 66 Tallus
- 7 Teal Cedar Products Ltd
- 8 Teal Cedar Products Ltd
- 48 Technology Brewing Corporation
- 59 The Tire Guys
- 42 The Woodshop Millwork & Joinery Inc.
- 3 Traditional Log Homes
- 18 TransCanada Custom Metal & Machine
- 59 Trish's Country Kitchen Restaurant
- 87 Ultimate Custom Upholstery
- 19 Urban Think Tank (The)
- 4 USNR
- 68 Valid Manufacturing Ltd.
- 76 Valid Manufacturing Ltd.
- 88 Valid Manufacturing Ltd. Main Office
- 87 Vern Custom Auto Ltd.
- 25 Vertical West Timber Ltd.
- 70 West Line Trucking Ltd.
- 22 Westside Towing & Used Auto Parts
- 73 Windowland Window & Doors
- 3 Winkler Disposal Systems
- 20 Wood-Mizer Canada Inc.

Not on the Map
Access Precision Machining Ltd.
3721-40th Avenue SE (on Airport Road)
Mt. Ida Nursery Ltd.
3121-20th Avenue SE (on Airport Road)

**Salmon Arm Economic
Development Society**
#203, 20 Hudson Avenue NE
PO Box 130
Salmon Arm, BC V1E 4N2
www.saeeds.ca
250-833-0608
edo@saeeds.ca



Appendix 5: Letters of Support





April 29, 2021

Tawyna Verigin
 c/o Cypress Land Services
 Telus Communications Inc.
 Suite 1051, 409 Granville St
 Vancouver, BC V6C 1T2

Re: Proposed Telecommunication Facility, 4310 45 St, Salmon Arm

To Whom It May Concern:

The Salmon Arm campus is in full support of the TELUS cellular tower proposed at 4310 45th St in the Salmon Arm Industrial Park.

Okanagan College has two campus sites in Salmon Arm, with our Trades facility located at 5450 48th Ave SE. The College has been providing trades training at this site within the Salmon Arm Industrial Park since 2006.

As a community college, access to reliable cellular reception is integral to our ability to serve students and communicate with industry partners. With the onset of COVID the need for reliable high-speed service has become even more important. In order, to continue providing skilled trades training, we recognize the need for improved cellular service within the Industrial Park which this development will support.

The College works closely with many of the businesses located in the Industrial park. Recent round table discussions and economic development meetings have identified the need for this tower as integral to the sustained economic growth of the area and community. Supporting this development is a significant priority for the land holders within Industrial Park.

We look forward to supporting this development in anyway that we can.

Sincerely,

Joan Ragstdale

Regional Dean, Okanagan College



TELUS Communications Inc.
Tawny Verigin
c/o Cypress Land Services
Agents to TELUS Communications Inc.
Suite 1051, 409 Granville Street
Vancouver BC V6C 1T2

May 18, 2021

Re: Proposed Installation of Cellular Tower – Salmon Arm Industrial Park

On behalf of the Salmon Arm & District Chamber of Commerce, I am pleased to provide this letter of support, distributed through Salmon Arm Economic Development Society (SAEDs), to support the TELUS Communications proposal for the installation of a cellular tower in the Salmon Arm Industrial Park.

The Salmon Arm & District Chamber of Commerce represents a membership of close to 300 businesses and we have received numerous complaints from our business and community members regarding the lack of cellular service within our Industrial Park. The Salmon Arm Industrial Park has over 80 businesses which employ 750+ individuals. The companies in this highly-concentrated area are being negatively impacted by either intermittent cell service, and in many cases, by no cell service at their location.

These businesses have been severely impacted as a result of this. We regularly hear that product sales are being restricted due to an inability to reach or speak to new or existing customers via phone communications.

The proposed installation of a 63.1 meter self-support tower and ancillary radio equipment is something the Chamber and its members would strongly support. The Chamber does acknowledge this is but one step toward providing dependable wireless data and voice communications in the Industrial park as not all of our members businesses use TELUS Communications.

We welcome the opportunity to discuss this further and appreciate SAEDs collecting and distributing these letters of support.

Thank you.

Sincerely,

Carolyn Rennie, MSc.
Executive Director

PO Box 999; #101 160 Harbourfront Drive NE
Salmon Arm, BC V1E 4P2
Office: 250-832-6247 Email: admin@sachamber.bc.ca

Lana Fitt

From: DAVE BARNARD <d_barnard@shaw.ca> on behalf of DAVE BARNARD
Sent: May 8, 2021 3:18 PM
To: edo@saeds.ca
Subject: Eds initiative

EDS

I support improving the cell service in the area of the Industrial Park. Currently, as soon as you pass the Shuswap Middle School receptions deteriorates and calls are dropped. This is not a good situation for an area that supplies significant benefit to the City and those employed there.

Dave Barnard



April 26, 2021

Re: TELUS File BC107241

To Whom It May Concern:

At last...a glimmer of hope that we might get some reliable cell service in our area.

Over the past years our company and many others have suffered because of an increasing lack of cellular coverage in our busy industrial park - the impact of having no dependable cellular service is huge.

The current, limited and inconsistent service affects everything from taking routine client calls right through to accessing vital emergency services.

As a partner and the Corporate Compliance Manager for ADAM Integrated, I wish to express our firm support for a telecommunications tower and its related equipment to be located in Salmon Arm's Industrial Park at 4310 45 St., Salmon Arm, BC.

If the proposed location is found to be unsuitable, then I hope TELUS will immediately pursue an alternate location. The current situation cripples business and impedes reliable access to emergency services.

I'm thankful that someone has finally listened to our pleas and concerns. If there is anything I can personally do to assist in this process of public consultation, please let me know.

Yours truly,

A handwritten signature in blue ink that reads "Margaret McMaster".

Margaret McMaster
Corporate Compliance Manager
ADAM Integrated Industries Inc.
5301 40th Avenue SE
Salmon Arm, BC
V1E 1X1

Phone: 250-832-3480 (103)
Cell: 250-803-2814
Fax: 250-832-4530
marg.mcmaster@adamintegrated.ca

Lana Fitt

From: Rob Seaman <rob.seaman@usnr.com> on behalf of Rob Seaman
Sent: April 26, 2021 12:26 PM
To: publicconsultation@cypresslandservices.com
Cc: edo@saeds.ca; Rob Seaman
Subject: Notice of Proposed TELUS Communication Inc. Telecommunications Facility

Tawny Verigin,

We at USNR are very pleased to hear of the possibility of adding increase service coverage to the Salmon Arm Industrial park. Our offices here employ over 100 people that have been struggling with cell reception for many years now. I have brought it to the attention of our Telus Business Representative(s) on numerous occasions. They have sent out representatives to do sampling and attempted to make improvements, but to date have made no progress.

The lack of good coverage on a daily basis affects our businesses capability to communicate, however in the past year we have had two major instances of note that emphasized the issue. The first situation was a safety concern. In the spring of 2020 we held a fire drill. Once the employees had collected at the muster point, cell phones were to be used to communicate with management and the local fire department. Calls made from the parking lot of the facility were incomprehensible.

The second issue related to a hardwired network loss at the facility. In the fall of 2020 we were required to disconnect from the hardwired network feed to the facility. As such, we were required to perform medial daily tasks through cellular access. Even with the addition of a cellular signal booster we were barely able to complete these tasks.

I have years of communication with Telus about these issues if you are in need of any additional information.

USNR would be very supportive of this installation.

Rob Seaman | General Manager - Salmon Arm
Direct: +1 250 833 3010 | rob.seaman@usnr.com
USNR | Milliwide. Worldwide.



P.O. Box 3279
5501 – 46 Avenue SE
Salmon Arm, BC V1E 4S1
Toll Free 800-665-5550
Tel 250-832-7777
Fax 250-832-8577
info@talius.com
www.talius.com

April 29, 2021

Re: Proposed TELUS Communication Inc. Telecommunications Facility

This letter should be considered to be in support of the proposed facility at 4310 45th St SE, Salmon Arm.

Talius is a rapidly growing manufacturing firm with it's Head Office located in Salmon Arm and employing close to 100 staff. Our company has been in business for more than 40years with operations in BC, Ontario, Barbados, and Mexico. The Industrial Park is located in a central area within city boundaries and is in close proximity to concentrated residential areas, the Trans-Canada Highway and Highway 97B. Even though there are more than 80 businesses located in this concentrated area, there is currently very limited cellular service available. This is extremely detrimental and frustrating for our business and partners. We regularly experience dropped calls and staff are often exiting the building and trying unsuccessfully to find a spot outside with service.

The lack of cell service presents a significant barrier to our operations and is limiting the growth potential of our business. This issue is affecting our sales potential, inconveniencing our customers, reducing our productivity and creating a negative reputation for our company. Further, this lack of service is detrimental to future investment potential within the Industrial Park.

I personally live in a rural area only about an 8 minute drive from our office where again there is an entire community without reliable cellular service or data. As the Manager of an international Manufacturing company, who requires reliable communication with our various operations 24/7, and as the father of 4 children who have been struggling at home with little to no data available for online school learning opportunities, I am writing in support of the proposed facility. We eagerly await a solution which will address these issues.

Sincerely,

Cal Johnson

 Operations Manager



TALIUS[®]
40th Building solutions for the future

Head Office, Salmon Arm
250-832-7777
www.talius.com





May 7, 2021

RE: Telus File BC107241

To Whom It May Concern:

We wanted to offer our support for the addition of an additional 63.1 M Self Support tower in the Industrial park in Salmon Arm. This tower will be a great step towards the much required improvement of cellular service in the Salmon Arm Industrial Park.

Regards

A handwritten signature in black ink, appearing to be 'Mark Wilson'.

Mark Wilson CPA CMA
Managing Director
Whitstone Developments Ltd.



#1B 5270 Auto Road | Box 716 | Salmon Arm BC, V1E 4N8 | p. 250.832.2567 | f. 250.832.5210 | whitstone.ca



Valid Manufacturing Ltd.

Advanced Technology... Simple Solutions

Telephone: 250-832-6477
 Fax: 250-832-7746
 sales@validmanufacturing.com
 www.validmanufacturing.com

May 19th, 2021

Telus Mobility

Re: Cellular Coverage – Salmon Arm Industrial Park

Valid Manufacturing Ltd is a growing high-tech firm employing over 130 staff – including an engineering team of more than 40 people. Our company has been doing business in the Salmon Arm Industrial Park for the last two decades. If you toured our 100,000 square ft production facility today you would see our staff manufacturing a line of autonomous robots destined for COVID disinfection, a dozen studio generators for the film industry, and hundreds of digital instrument clusters for transit buses. Our business is located within city boundaries and is in close proximity to concentrated residential areas, the Trans-Canada Highway and Highway 97B. However, despite more than 80 businesses located in this central area cellular service is limited and highly unreliable.

The lack of cell service is a significant barrier to our operations and is limiting the growth potential of our business. This issue is affecting our sales potential, inconveniencing our customers, reducing our productivity and creating a negative reputation for our company. In simple terms, it's hard to sell credibility for manufacturing robots and other electronics when we can't even speak to clients on our cell phones. More broadly, this lack of service is detrimental to future investment potential within the Industrial Park.

We have made repeated requests for support with this issue but have had no resolution. We are writing to request that you consider investing in the required infrastructure upgrades to ensure appropriate cellular service in this area. We eagerly await a solution which will address this issue.

And I am very happy to hear and support the Telus Tower proposed at 4310 45th St

Sincerely,


Ed Sims,

Senior Director Valid Manufacturing

cc: SBA Canada



May 19th, 2021

Tawney Verigin
c/o Cypress Land Services
Agents to Telus Communications Inc.
Suite 1051, 409 Granville Street
Vancouver, BC V6C1T2

Dear Ms Verigin,

Re: Proposed Cell Tower – 4310 45th St, Salmon Arm BC (PID: 005-269-601)

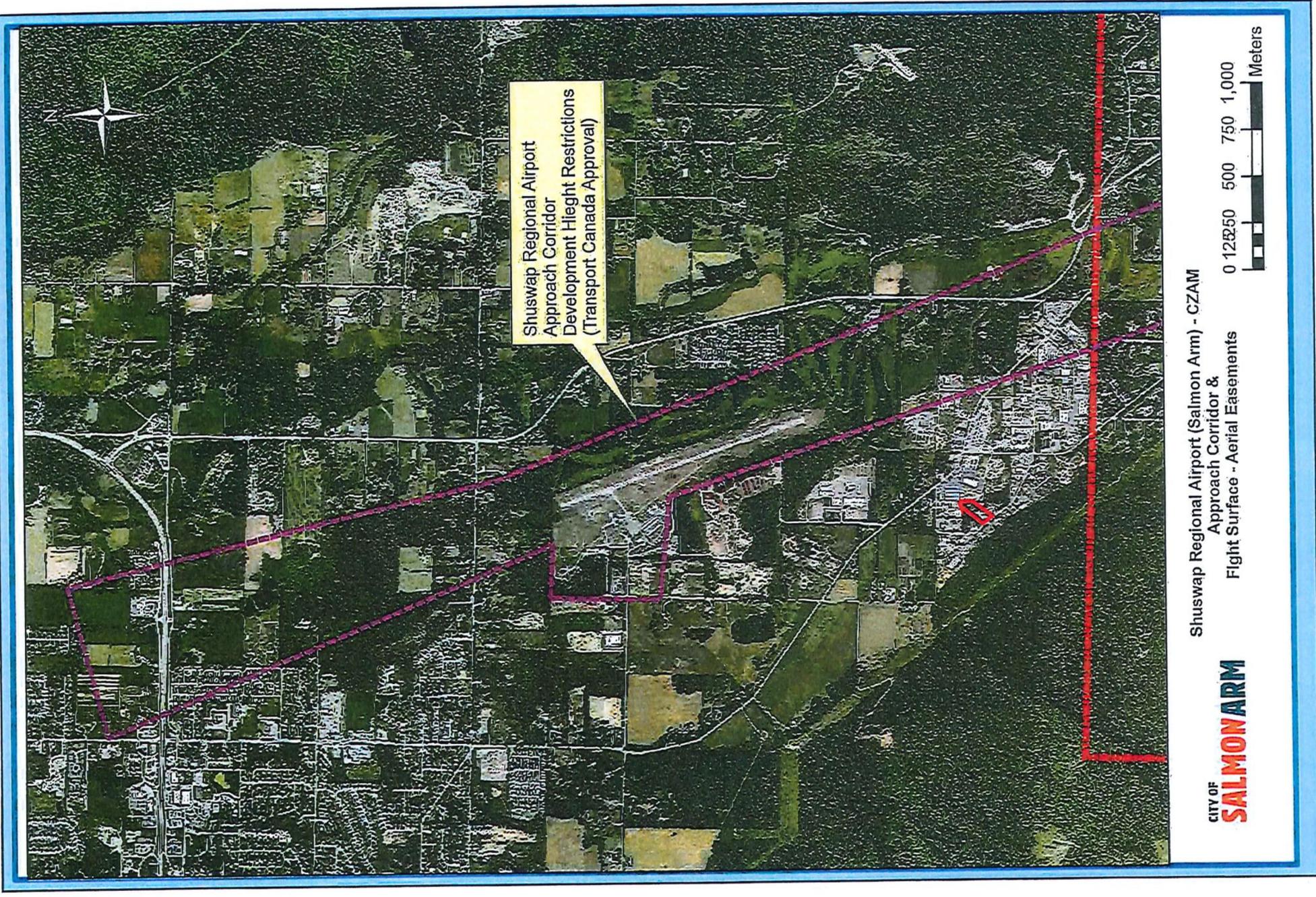
Idea 64 Projects is pleased to offer our full support for the cell tower proposed at 4310, 45th St in Salmon Arm BC. Our company is located within the Salmon Arm Industrial Park and has had consistent challenges related to the lack of cellular service in this area.

Business operations throughout the Salmon Arm Industrial Park continue to be negatively impacted by inconsistent cellular service and we have been requesting a solution to this challenge for several months. We appreciate your attention to this matter and look forward this new infrastructure creating positive change in our industrial park.

Sincerely,

A handwritten signature in cursive script, appearing to read "Chris Meikle".

Chris Meikle
Idea 64 Projects



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CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: May 28, 2021

Subject: Variance Permit Application No. VP-531 (Setback)

Legal: Lot 7, Section 12, Township 20, Range 10, W6M, KDYD, Plan 16367
 Civic Address: 1681 11 Avenue SE
 Owner/Applicant: Cruikshank, Jeff

STAFF RECOMMENDATION

THAT: Development Variance Permit No. VP - 531 be authorized for issuance for Lot 7, Section 12, Township 20, Range 10, W6M, KDYD, Plan 16367 (1681 11 Avenue SE) which will vary Zoning Bylaw No. 2303, (R7 – Large Lot Single Family Residential Zone) as follows:

Section 12.11.4 Exterior Side Parcel Line Setback reduction from 6.0 m to 2.5 m to facilitate construction of a garage addition to the existing single family dwelling on this property;

AND THAT: Final approval be withheld subject to registration of a Section 219 Covenant restricting access from 10 Avenue SE without the City's approval.

PROPOSAL

The applicant is proposing an exterior side setback variance from 6.0 m to 2.5 m in order to construct a garage addition on the east side of the existing principle building.

BACKGROUND

The subject property is 1,419.6 m² (0.142 ha) in area and located in the Lower Hillcrest area (Appendices 1 & 2). The property fronts 11 Avenue SE along the eastern and southeastern property lines, and 10 Avenue SE along the northern property line. The portion of 10 Avenue SE this property fronts onto is not currently constructed; however, it has road dedication in anticipation of future development.

The property has an Official Community Plan (OCP) designation of Low Density Residential and is zoned R7 – Large Lot Single Family Residential (Appendices 3 & 4).

Adjacent land uses include the following:

North: R1 (Single Family Residences)
 South: R7 (Single Family Residences)
 East: R1 (Single Family Residences) & R7 (Single Family Residences)
 West: R1 (Single Family Residences), R7 (Single Family Residences), & R8 (Residential Suite)

A setback variance is being requested for the exterior side parcel line, where the building fronts onto 11 Avenue SE, in order to accommodate an addition to the existing principle building (Appendix 5). An addition is also being proposed to the back (north) of the building; however, this appears to be well within permitted setbacks. This is an irregular shaped lot.

Site photos attached as Appendix 6 show what the residence and property currently look like.

The proposed addition would add a total of 124.7 m² (1,341.9 ft²) to the east side of the existing single family dwelling. 111.6 m² (1,201 ft²) of this addition would be to the lower floor, adding a garage and storage space. 28.6 m² (307.6 ft²) of this addition would be adding to the main floor, including a bedroom addition. The site plan indicates that the footprint of the addition would encroach approximately 2.8 m (9.2 ft) into the required 6.0 m exterior side setback. This would mean a variance of 3.2 m is required without accounting for a roof overhang. A roof overhang of 0.30 m (1.0 ft) is shown on the proposed addition; however, the applicant has indicated that the roof will not overhang where the variance is being requested.

Since no survey plan has been provided at the time of writing this report, staff have cited a variance of 2.5 m to account for minor potential changes at time of construction.

COMMENTS

Engineering Comments

Engineering staff are in support of the requested variance provided that a covenant is registered on the title of the property preventing access from 10 Avenue SE without first seeking City approval. The Engineering Memo included as Appendix 7 outlines requirements if access for the proposed garage is off of 10 Avenue SE rather than 11 Avenue SE.

Note that the site plan was revised with applicant's permission to remove access from 10 Avenue SE as they have stated that the garage will be used primarily for storage and they can access this garage without using 10 Avenue SE.

Building Department

No concerns.

Fire Department

No concerns.

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 when reviewing a request. These factors include site specific conditions such as lot configuration, negative impact to general form and character of the surrounding neighbourhood and negative impact(s) on adjacent properties.

Site Specific Conditions:

The applicant's rationale for this variance is that site conditions make it very difficult for them to situate this addition within the constraints of the setbacks (Appendix 8). The property is angular in shape and slopes down from south (11 Avenue SE) to north (10 Avenue SE). The applicant is proposing to site the addition in line with the existing residence. Staff agree that these factors, and the placement of the existing residence, do make it very difficult to site an addition within required setbacks.

On the site plan, the approximate location of asphalt on 11 Avenue SE is shown in relation to the front and exterior side property lines (see Appendix 5). Although a survey plan will be required to confirm the exact location of the proposed addition in relation to property lines, the site plan does indicate that there is quite a large gap between the road right of way and where the actual asphalt for 11 Avenue SE begins.

The applicant has also stated that they hope to create a flat, "living roof" on the garage portion of the addition. This coupled with the downward slope of the site from 11 Avenue SE towards 10 Avenue SE, means only the 28.6 m² (307.6 ft²) portion being added to the main floor would be very visible from 11 Avenue SE. Based on this, staff feel that visual impacts are likely to be minimal.

Access:

The applicant has been made aware that access off of 10 Avenue SE, a currently unconstructed road behind the property, is not permitted without City approval and will require full construction of the road.

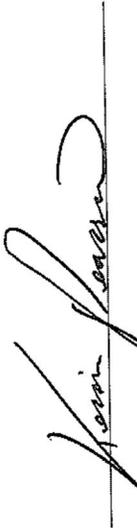
The property owner would need to obtain City approval to access off of 10 Avenue SE if constructed through future development to the north. The property owner is agreeable to registering a covenant restricting this access.

Conclusion:

The street frontage along three sides of the lot, including where the addition is proposed, should mean minimal impacts on neighbouring properties. The Engineering Department also has not identified concerns with respect to sightlines. Staff are in support of the variance request as proposed, subject to registration of a covenant requiring the property owner to seek City approval prior to construction of a driveway access off of 10 Avenue SE.



Prepared by: Brenda Kolenbrander
Planner



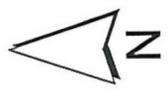
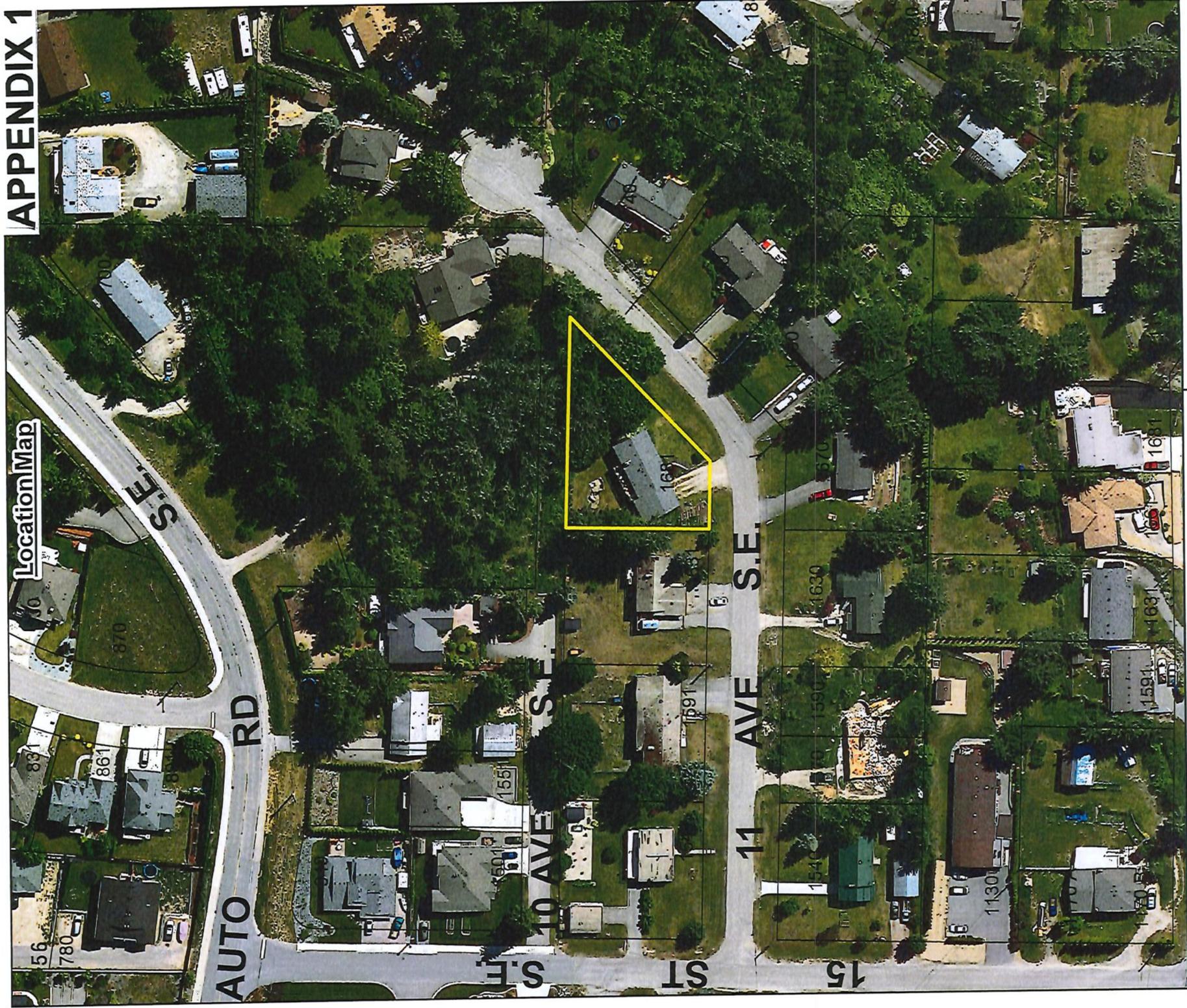
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services

Appendices:

- Appendix 1 – Location Map
- Appendix 2 – Subject Property Map
- Appendix 3 – OCP Map
- Appendix 4 – Zoning Map
- Appendix 5 – Site Plan
- Appendix 6 – Site Photos
- Appendix 7 – Engineering Memo
- Appendix 8 – Rationale Letter

APPENDIX 1

Location Map



Legend:

-  Subject Property
-  Parcels

APPENDIX 2

Subject Property

10 AVE S.E.

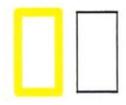
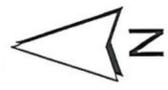
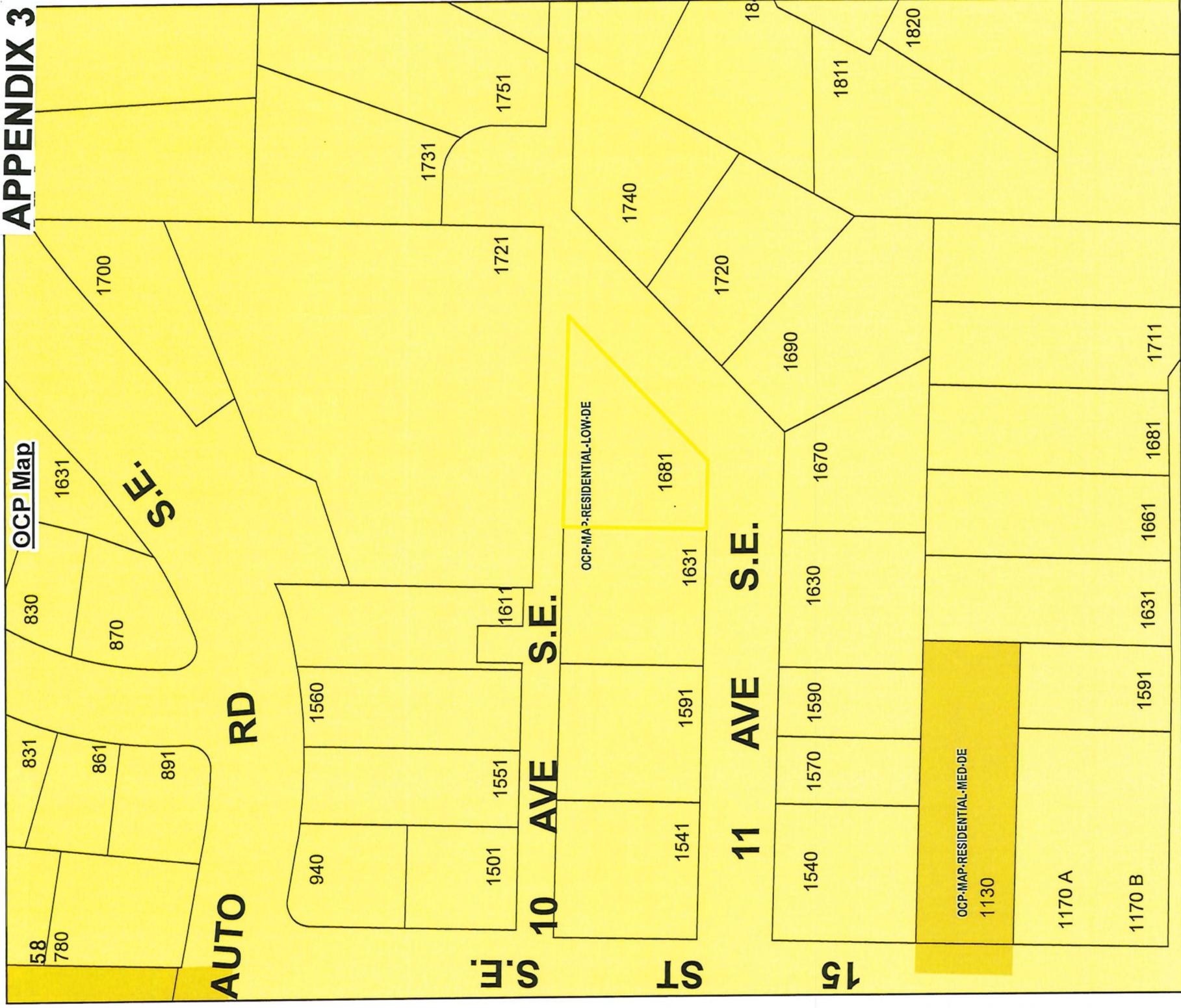
11 AVE S.E.



 Subject Property

 Parcels

APPENDIX 3



Subject Property

Parcels

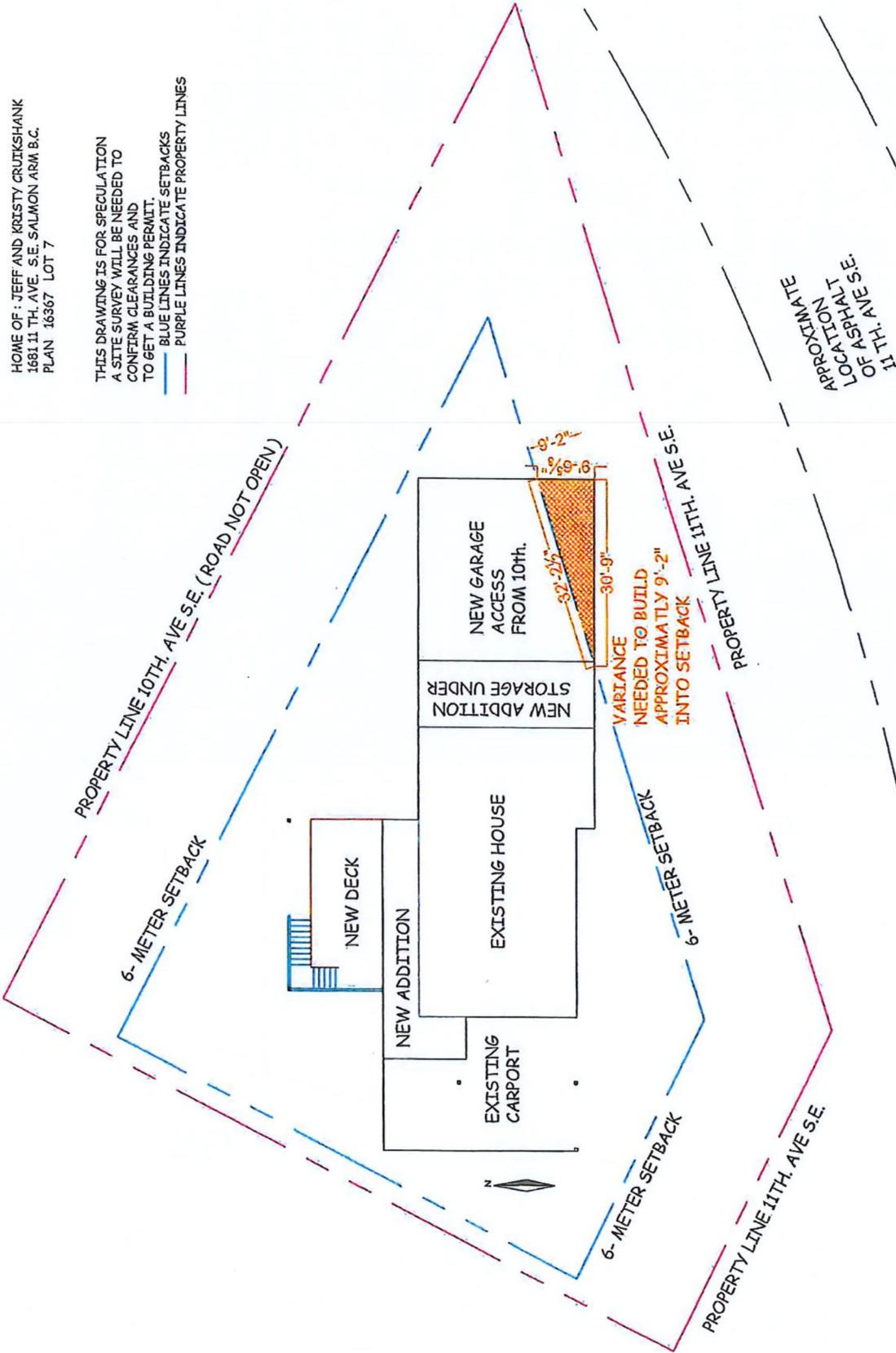
Residential - Low Density

Residential - Medium Density

HOME OF : JEFF AND KRISTY CRUIKSHANK
1681 11 TH. AVE. S.E. SALMON ARM B.C.
PLAN 16367 LOT 7

THIS DRAWING IS FOR SPECULATION
A SITE SURVEY WILL BE NEEDED TO
CONFIRM CLEARANCES AND
TO GET A BUILDING PERMIT.

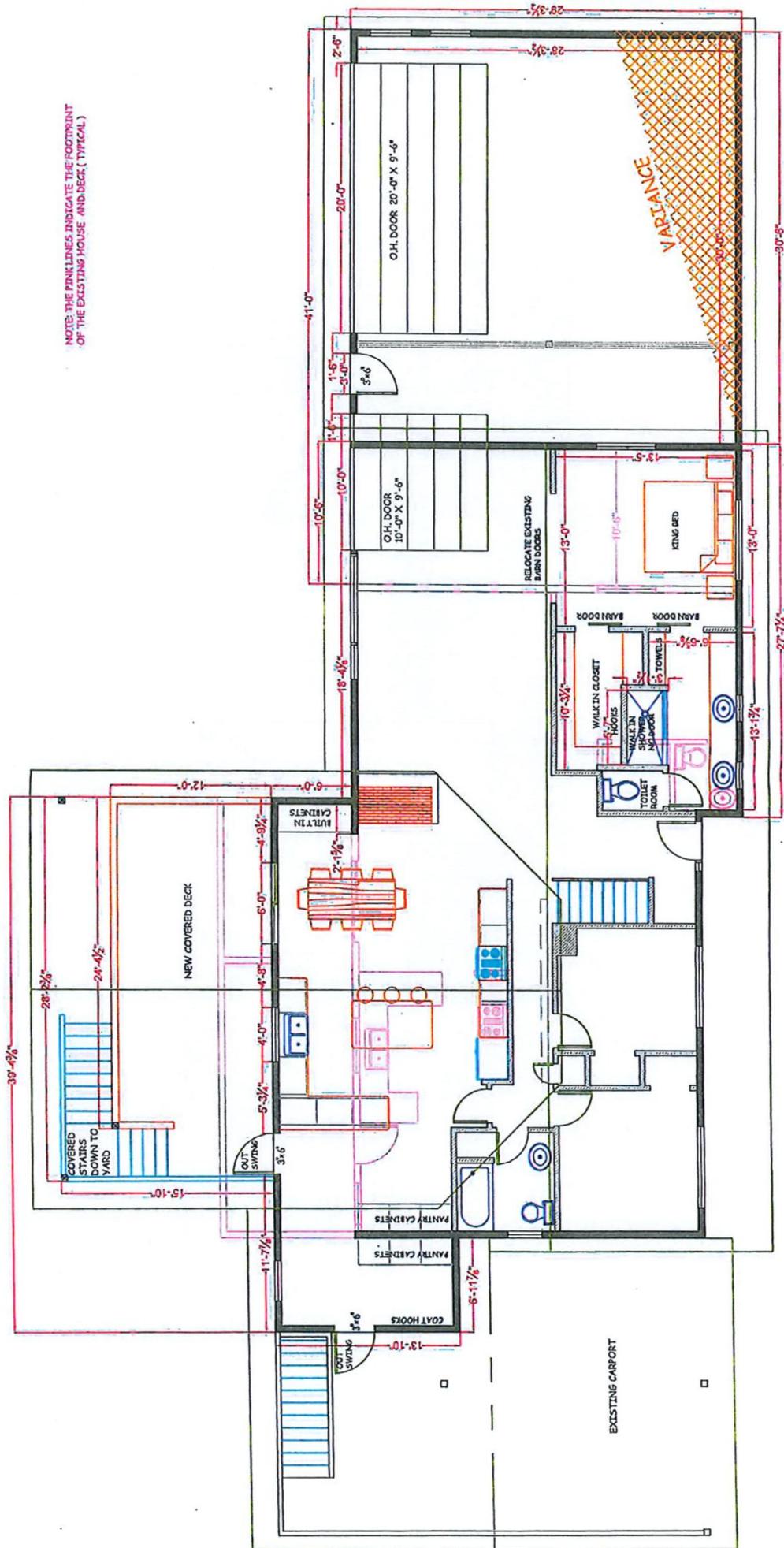
— BLUE LINES INDICATE SETBACKS
— PURPLE LINES INDICATE PROPERTY LINES



SITE PLAN
APRIL 11 2021

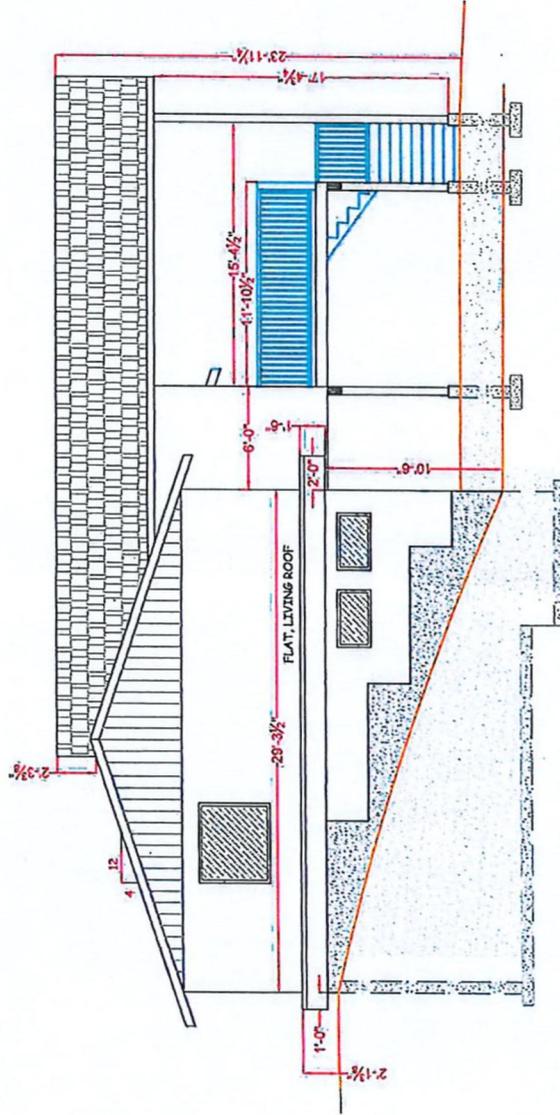
HOME OF : JEFF AND KRISTY CRUIKSHANK
1681 11 TH. AVE. S.E. SALMON ARM B.C.
PLAN 16367 LOT 7

NOTE: THE PINK LINES INDICATE THE FOOTPRINT
OF THE EXISTING HOUSE AND DECK (TYPICAL)



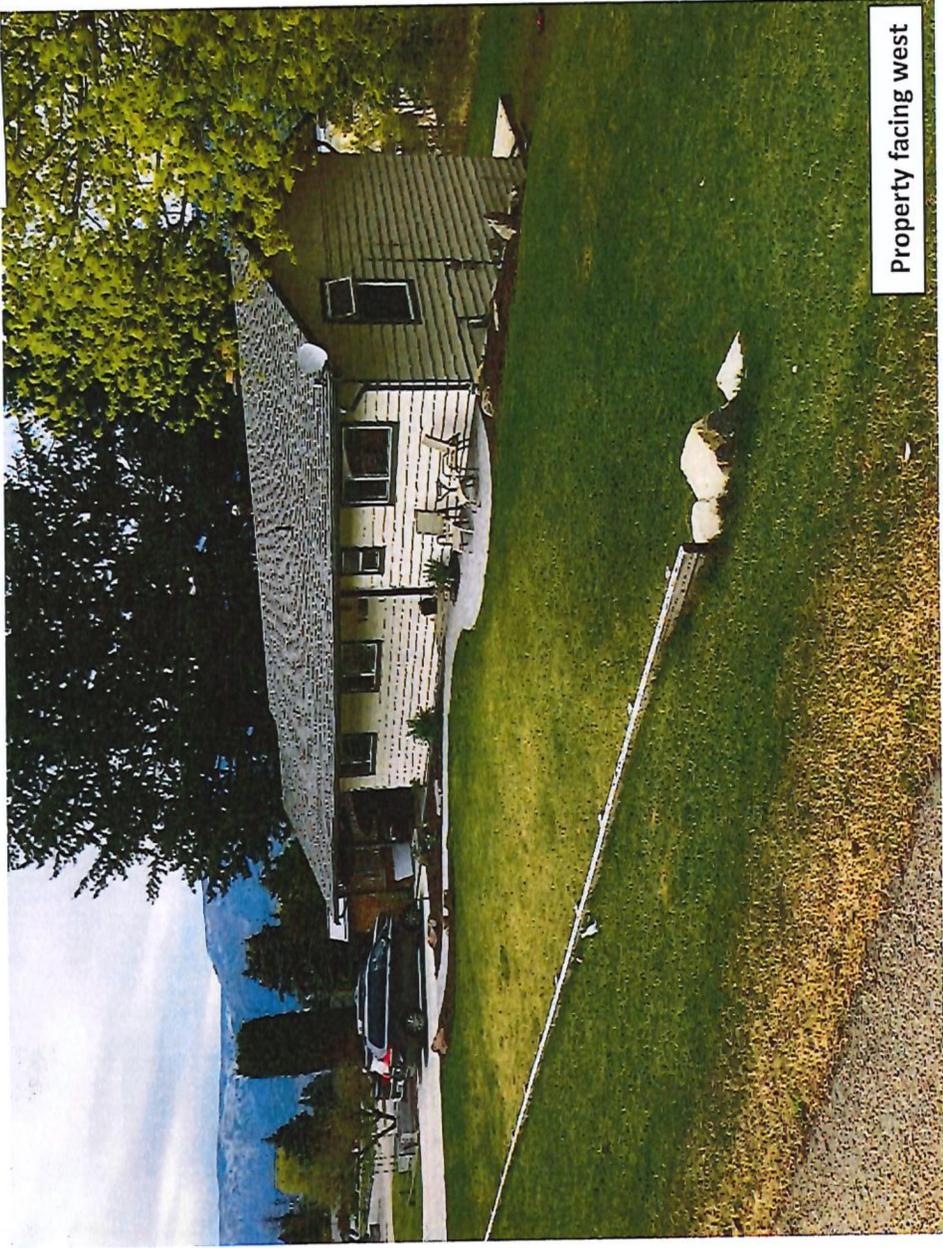
FLOOR PLAN
APRIL 11 2021

HOME OF : JEFF AND KRISTY CRUIKSHANK
1681 11 TH. AVE. S.E. SALMON ARM B.C.
PLAN 16367 LOT 7

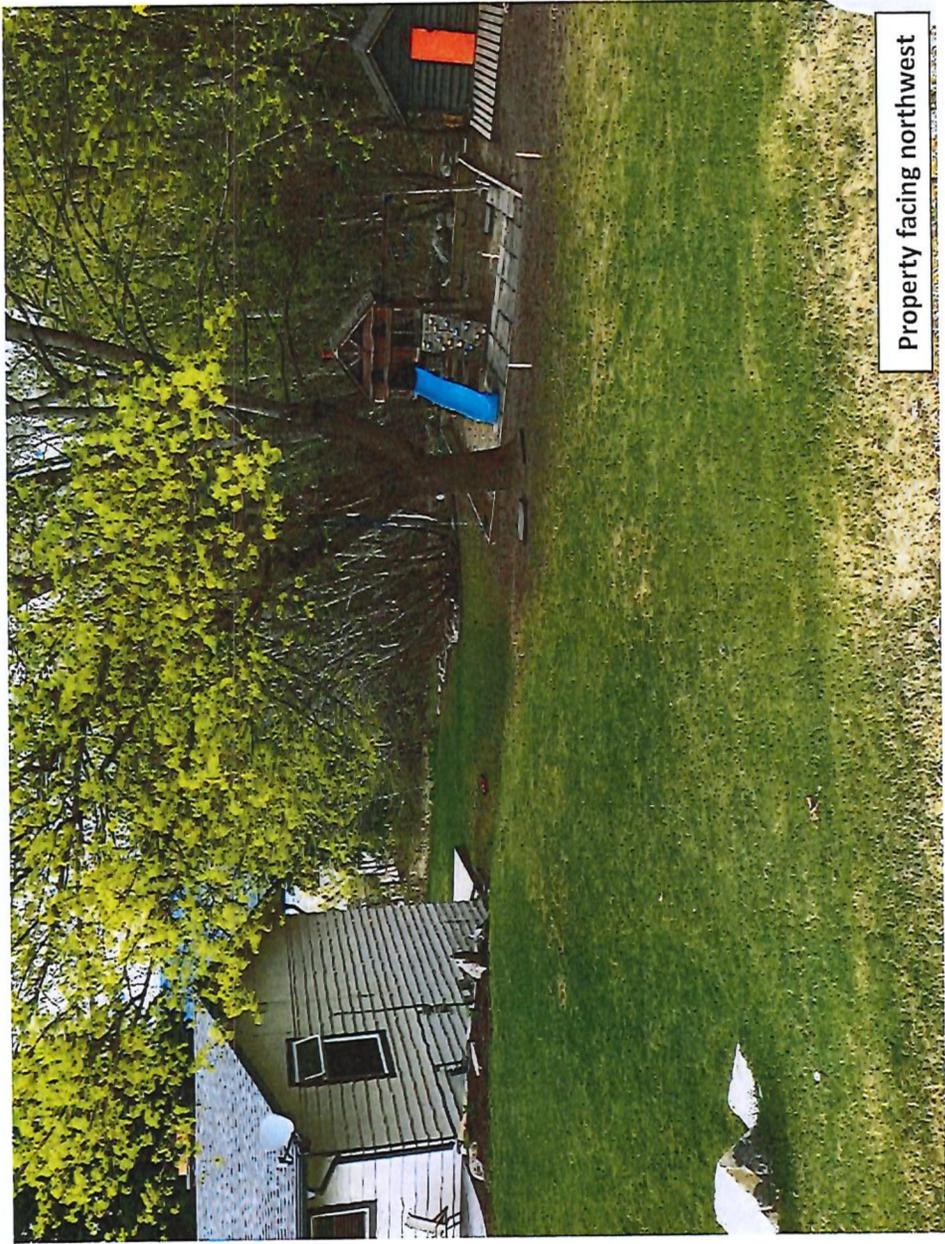


EAST ELEVATION
APRIL 11 2021

APPENDIX 6



Property facing west



Property facing northwest

CITY OF
SALMON ARM

*Memorandum from the
Engineering and Public
Works Department*

TO: Kevin Pearson, Director of Development Services

DATE: 03 May 2021

PREPARED BY: Chris Moore, Engineering Assistant

OWNER: **Cruikshank, J.** - 1681 – 11 Avenue SE, Salmon Arm, BC V1E 2E2

APPLICANT: Owner

SUBJECT: **VARIANCE PERMIT APPLICATION No. VP-531**

LEGAL: Lot 7, Section 12, Township 20, Range 10, W6M KDYD, Plan 16367

CIVIC: **1681 – 11 Avenue SE**

Further to the request for variance dated April 2021; the Engineering Department has thoroughly reviewed the site and offers the following comments and recommendations, relative to the variance requested:

Vary the exterior side setback from 6.0 m to 3.0 m in order to facilitate construction of a garage addition to the existing single family dwelling on this property.

The Engineering Department has no objection to the proposed setback variance. However, the plan as submitted suggests that access to the new garage will be from 10 Ave SE (although no driveway is shown) and this second access would not be approved without full construction and dedication of 10 Ave SE, including a turn-around. An alternative plan should be provided showing either the full dedication / construction of 10 Ave SE or an alternative driveway access off 11 Ave SE to the proposed garage from within the lot.



Chris Moore
Engineering Assistant



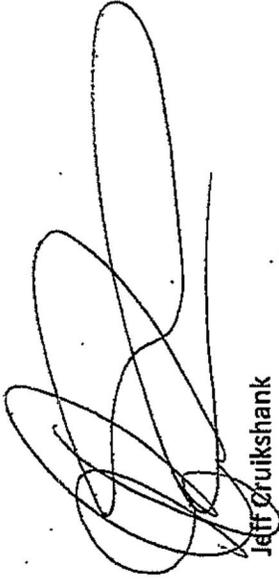
Jenn Wilson P.Eng., LEED® AP
City Engineer

To Whom It May Concern,

This is my letter of reason for application for a variance on our property @ 1681 11th Ave SE, Salmon Arm, BC.

We are looking for a variance to accommodate an addition to existing house consisting of a lower level garage/workshop. We have a growing family and a few extra cars as well as a boat, bikes, kayaks, toys and various other recreational items in need of a place to be stored. We currently have a carport only and are looking for some seasonal storage for these items as we are renting a container right now to house some of our items that require inside storage. We will also be using space for a workshop area to help keep up with projects and yard maintenance as required. The variance is required due to the angled shape of the lot making it difficult and unfeasible to stay within set-back requirements.

The roof of the garage will be ground level to just off ground level (in accordance with slope of the land) on the south side and very unobtrusive and hopefully will facilitate a living roof.



Jeff Zruikshank



CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: May 25, 2021

Subject: Zoning Bylaw Amendment Application No. 1206

Legal: Lot 2, Section 17, Township 20, Range 10, W6M, KDYD, Plan 33563
 Civic Address: 821 – 60 Street NW
 Owner: Dobie, Susan and Jody
 Applicant: Jessica Johnson, Lawson Engineering Ltd.

STAFF RECOMMENDATION

THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303, 1995 by rezoning Lot 2, Section 17, Township 20, Range 10, W6M, KDYD, Plan 33563 from A2 (Rural Holding Zone) to A3 (Small Holding Zone).

PROPOSAL

The subject parcel is located at 821 – 60 Street NW (Appendices 1 & 2). The proposal is to rezone the parcel from A2 (Rural Holding Zone) to A3 (Small Holding Zone) in order to facilitate a two lot subdivision (Appendix 3).

BACKGROUND

The parcel is designated Acreage Reserve (AR) in the City's Official Community Plan (OCP), and zoned A2 (Rural Holding) in the Zoning Bylaw (Appendices 4 & 5).

The subject property is located in the rural neighbourhood of Gleneden, outside of the Urban Containment Boundary. The surrounding area consists almost entirely of A2 parcels with a few A3 parcels located over 200 m away.

The southeast corner and northern property lines consist of some portions of ALR land (Appendix 6). Land uses directly adjacent to the subject property include the following:

North: A2 (Acreage Reserve) and within the ALR
 South: 8 Avenue NW, and A2 (Acreage Reserve) and partially within the ALR
 East: 60 Street NW, and A2 (Acreage Reserve) and within the ALR
 West: A2 (Acreage Reserve) and not within the ALR

The total area of the property is approximately 4.16 ha (10.28 ac) and it currently contains a single family dwelling and two accessory buildings. In addition to residential use, the property is also being used for agriculture (including cropland and some limited cattle rearing). Site photos are attached as Appendix 7.

The proposal is to subdivide a 2.087 ha (5.16 ac) portion of the property. The remaining 2.073 ha (5.12 ac) portion would contain the existing single family residence and other accessory building.

The A2 zone requires a minimum parcel size of 4.0 ha (9.9 ac), this rezoning is intended to facilitate a two lot subdivision. The A3 zone permits a minimum parcel size of 2.0 ha (4.9 ac) which means both the proposed new lot and remainder lot would meet the minimum parcel size under the A3 zone (see A3 zoning regulations attached as Appendix 8). This rezoning application is accompanied by a concurrent subdivision application.

The applicant has not advised of a development proposal for the site beyond this rezoning and subdivision. Staff note that subdivision would permit a single family residence on the proposed remainder lot (subject to compliance with A3 zoning and building permit approval).

COMMENTS

Agricultural Land Commission Comments

The Agricultural Land Commission (ALC) response letter has been included as Appendix 9 of this report. Comments made by the ALC will be addressed at the subdivision stage.

Engineering Comments

No concerns with rezoning. See Appendix 10 attached for requirements related to the subdivision application.

Building Department

Geotechnical review recommended. Geotechnical requirements will be addressed at the subdivision stage. No concerns with rezoning or subdivision.

Fire Department

No comments provided.

Planning Department

OCP Policies:

This property is designated Acreage Reserve (AR) in the OCP which aligns with A3 zoning. While rezoning and subdivision of parcels with AR designation is generally not supported within the OCP, Policy 7.3.29 states that subdivision of small agricultural holdings may be supported in the Gleneden area provided the following criteria are met:

- The site is well drained and free from hazardous conditions such as flooding and unstable soils;
- On-site sewage disposal can be accommodated for each parcel;
- There is an adequate supply of potable water on each parcel;
- Each parcel is a minimum of 2 ha in area; and
- The site has an improved agricultural soil capability rating between classes 4 and 7.

Proposed lot 1 and the remainder lot would both be over 2 ha and the subject property consists of 70% class 6 and 30% class 5 soil (improved soil classes). Geotechnical conditions, and potential for on-site sewage disposal and potable water will need to be confirmed by qualified professionals at the subdivision stage.

Although most of the property is not within the Agricultural Land Reserve (ALR), the application states that the property owner plans to continue to use this site for croplands which would support Policy 7.3.12 of the OCP.

Roads and Access:

Road upgrades required as per Appendix 10 will need to be addressed at the subdivision stage.

The property has an existing driveway on 8 Avenue NW and no further access is being proposed at this stage. The engineering department has noted that direct access to 60 Street NW will not be permitted.

Geotechnical:

The site has a slight upward slope from the bottom of 8 Avenue NW to the driveway of the existing residence and some small areas of slopes greater than 30% are identified on our mapping. As mentioned earlier in this report, geotechnical conditions will need to be assessed through a geotechnical report as part of the subdivision.

Conclusion:

This smaller rural lot outside of the urban containment boundary is in an area where subdivision is supported subject to conditions noted in Policy 7.3.29 of the OCP. Staff are in general support of the rezoning but note that additional requirements will need to be met at the subdivision stage. Additional requirements may also arise if further development is proposed as part of the subdivision (i.e. driveway construction for new lot, construction of additional buildings).



Prepared by: Brenda Kolenbrander
Planner



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

Appendices:

- Appendix 1 – Location Map
- Appendix 2 – Subject Property Map
- Appendix 3 – Subdivision Sketch Plan
- Appendix 4 – OCP Map
- Appendix 5 – Zoning Map
- Appendix 6 – ALR Map
- Appendix 7 – Site Photos
- Appendix 8 – A3 Zoning Regulations
- Appendix 9 – ALC Comments
- Appendix 10 – Engineering Comments

Location Map

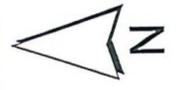
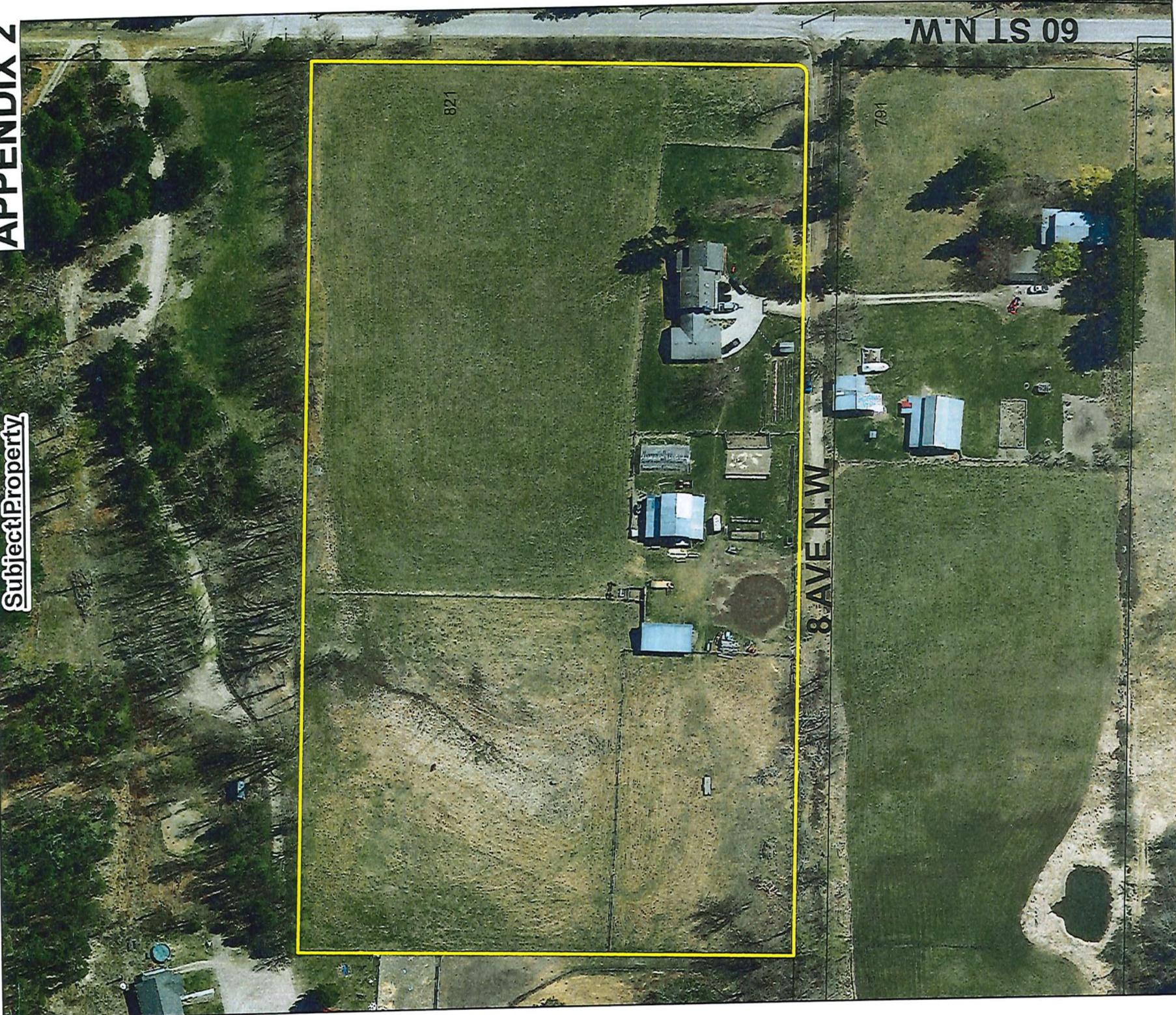
APPENDIX 1



Subject Property
Parcels

APPENDIX 2

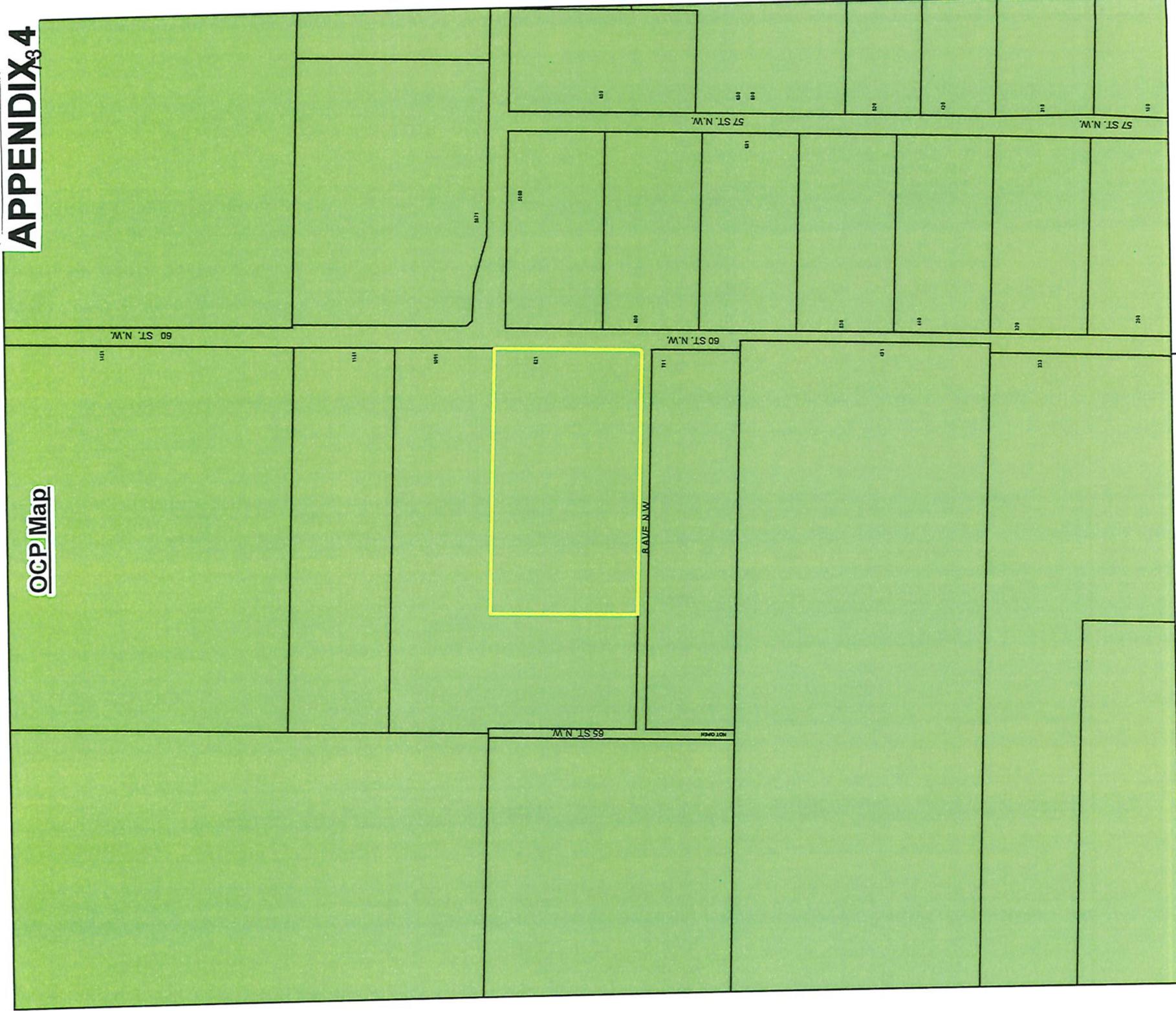
Subject Property



Subject Property
Parcels

APPENDIX 4

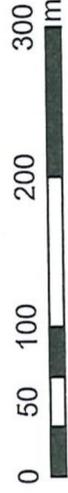
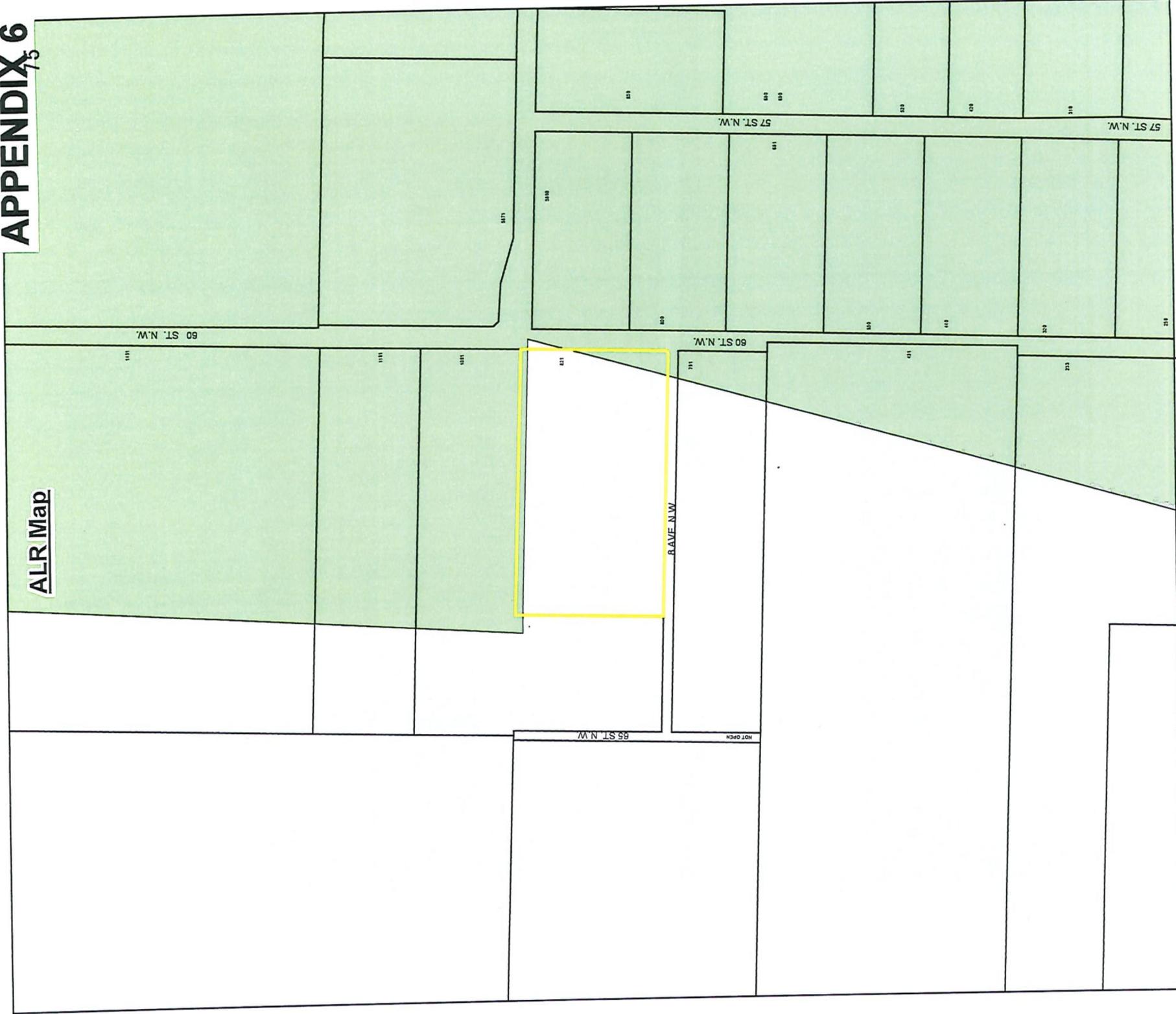
OCP Map



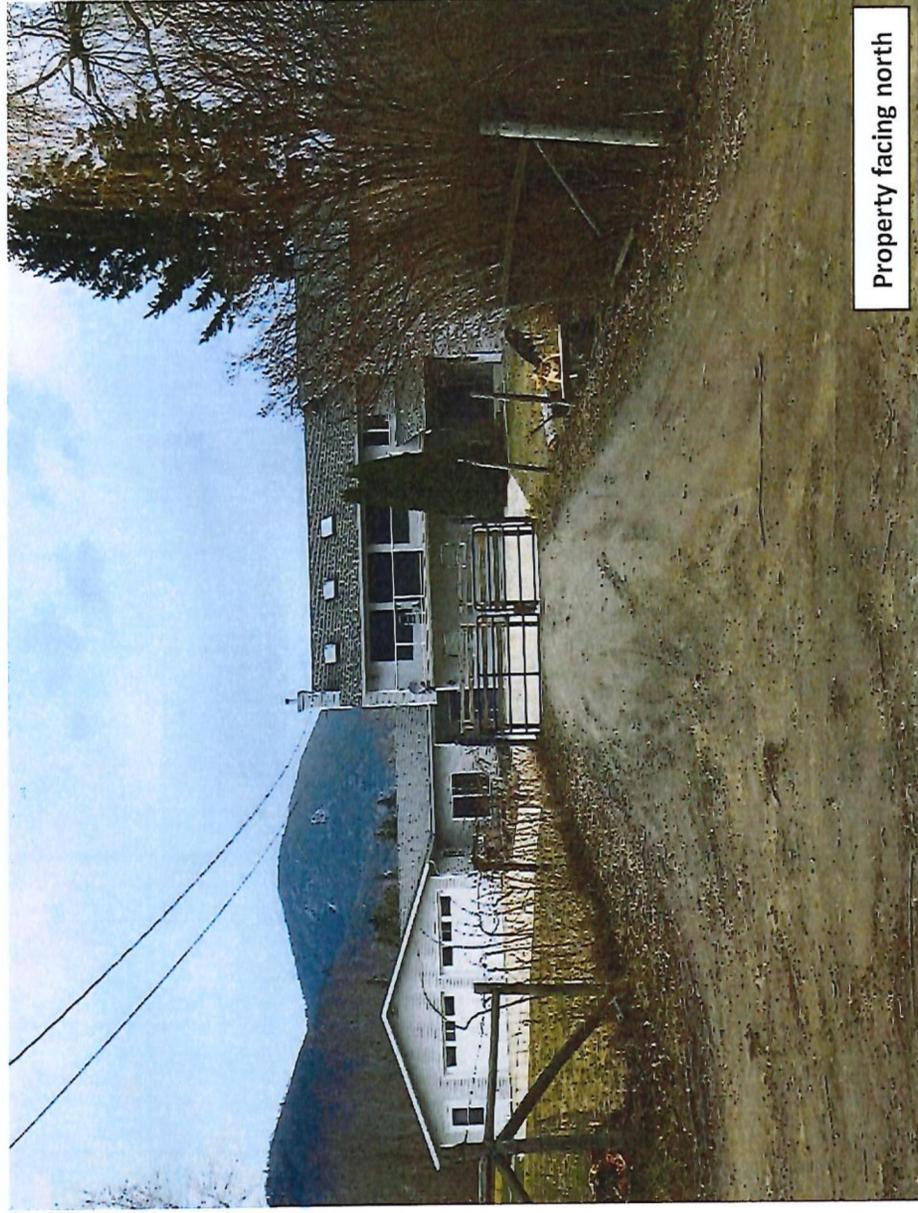
-  Subject Property
-  Parcels
-  Acreage Reserve

APPENDIX 6

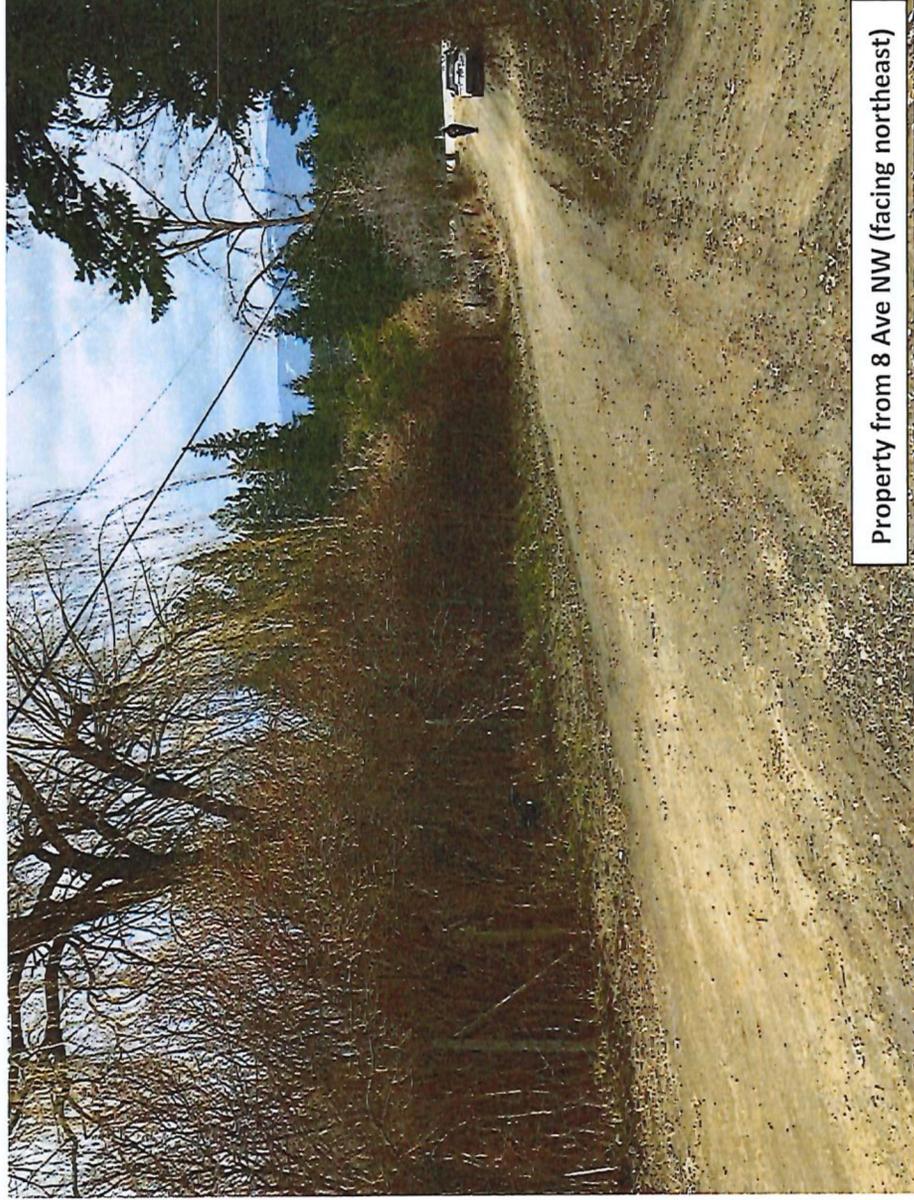
ALR Map



-  Subject Property
-  Parcels
-  ALR



Property facing north



Property from 8 Ave NW (facing northeast)



8 Ave NW (facing west)

Purpose

- 36.1 The A-3 Zone is intended to provide for the creation of two hectare *parcels* in areas specified in the *Official Community Plan* where further urbanization is not anticipated and where the Agricultural Land Commission (ALC) has either excluded the area from the Agricultural Land Reserve or where the ALC has agreed to the A-3 Zoning).

Regulations

- 36.2 On a *parcel zoned* A-3, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the A-3 *Zone* or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 36.3 The following uses and no others are permitted in the A-3 *Zone*

- .1 *agriculture*;
- .2 *bed and breakfast*, limited to three let rooms;
- .3 *boarders*, limited to two; **#2767**
- .4 *detached suite* (*development* of a *detached suite* in the Agricultural Land Reserve is subject to the Agricultural Land Commission Act and Regulations); **#4018, #4193**
- .5 *family childcare facility*; **#3082**
- .6 *group childcare*; **#3426**
- .7 *home occupation*;
- .8 *public use*;
- .9 *public utility*;
- .10 *secondary suite*; **#3212**
- .11 *silviculture*;
- .12 *single family dwelling*;
- .13 *accessory use*, including the retail sale of agricultural products produced on the *parcel*.

Maximum Number of Single Family Dwellings

- 36.4 The maximum number of *single family dwellings* shall be one (1) per *parcel*.

- .1 A second dwelling may be permitted under Section 4.13 of the bylaw.

Maximum Number of Secondary Suites #4018

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

Maximum Residential Building Area #4223

- 36.6 The maximum combined *building area* for all dwelling units (single family dwelling, detached suite and farm help) shall be no greater than 500 m² (5,382ft²).

Maximum Height of Single Family Dwellings

- 36.7 The maximum *height* of the *single family dwelling* shall be 10.0 metres (32.8 feet).

Maximum Height of Accessory Buildings

- 36.8 The maximum *height* of accessory *buildings* shall be 12.0 metres (39.4 feet).

Minimum Parcel Size

- 36.9 The minimum *parcel* size shall be 2.0 hectares (4.9 acres).

Minimum Parcel Width

- 36.10 The minimum *parcel width* shall be 50.0 metres (164.0 feet).

Minimum Setback of Principal and Accessory Buildings Intended to Accommodate Non-Agricultural Uses

36.11

- .1 The minimum *setback* of *principal* and accessory *buildings* intended to accommodate non-agricultural uses from all *parcel* lines shall be 6.0 metres (19.7 feet).
- .2 Refer to Section 4.9 for "Special Building Setbacks" which may apply. **#2811**

Minimum Setback of Buildings or Structures Intended to Accommodate Agricultural Uses

36.12 The minimum setback of buildings and structures intended to accommodate agricultural uses from the:

- | | | |
|----|---|-------------------------|
| .1 | Front parcel line shall be | 30.0 metres (98.4 feet) |
| .2 | Rear parcel line shall be | 15.0 metres (49.2 feet) |
| .3 | Interior side parcel line shall be | 15.0 metres (49.2 feet) |
| .4 | Exterior side parcel line shall be | 30.0 metres (98.4 feet) |
| .5 | Any single family dwelling shall be | 15.0 metres (49.2 feet) |
| .6 | Any watercourse or body of water shall be | 30.0 metres (98.4 feet) |
| .7 | Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply. #2811 | |

Sale of Agricultural Products

36.13 The retail sale of agricultural products produced on the parcel is permitted provided the maximum floor area of the retail sale stand is 40.0 square metres (430.5 square feet).

Parking

36.14 Parking shall be required as per Appendix I.



Agricultural Land Commission
 201 – 4940 Canada Way
 Burnaby, British Columbia V5G 4K6
 Tel: 604 660-7000 | Fax: 604 660-7033
 www.alc.gov.bc.ca

April 9, 2021

Reply to the attention of Sara Huber
 ALC Issue: 52185
 Local Government File: ZON-1206 and SUB-21.05

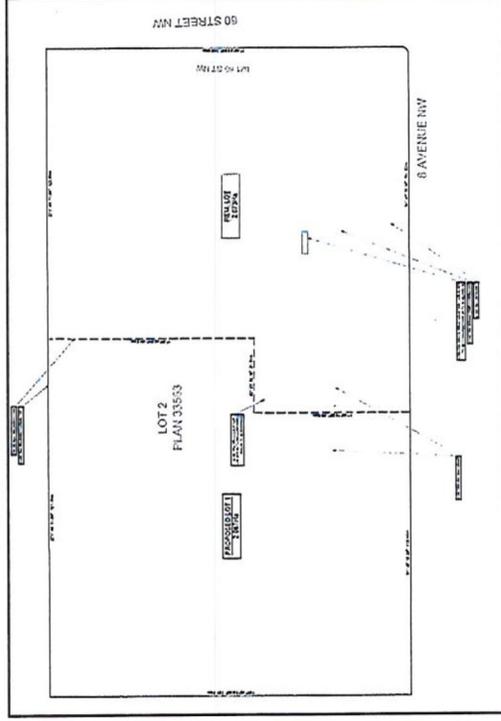
Melinda Smyrl
 Planner, City of Salmon Arm
msmyrl@salmonarm.ca

Re: City of Salmon Arm Zoning Amendment and Subdivision Application File Nos. ZON-1206 and SUB-21.05

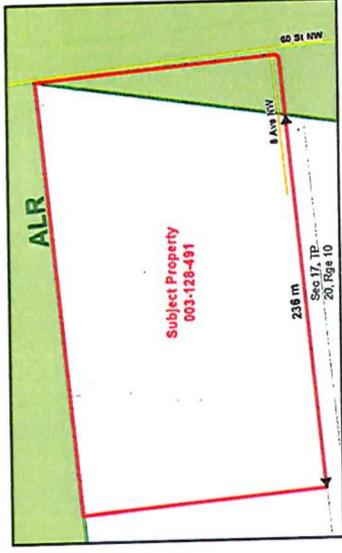
Thank you for forwarding a draft copy of City of Salmon Arm (the "City") Zoning Amendment and Subdivision Application File Nos. ZON-1206 and SUB-21.05 (the "Application") for review and comment by the Agricultural Land Commission (ALC). The following comments are provided to help ensure that the Application is consistent with the purposes of the *ALC Act*, the Agricultural Land Reserve (ALR) General Regulation, the ALR Use Regulation, and any decisions of the ALC.

The Application proposes to rezone the property identified as 821-60 Street Southwest; PID: 003-128-491 (the "Property") from A2 (Rural Holding Zone) to A3 (Small Holding Zone) in order to facilitate a two-lot subdivision.

Proposal Map:



Only a small portion of the Property is within the ALR (approximately 0.3 ha) and the subdivision does not bisect ALR land.

ALR Map:

ALC staff generally do not object to the Application, recognizing that the subdivision is not proposed to affect ALR land. However, in consideration that there are ALR lands to the north of the Property, the City may wish to consider setbacks/buffering on the northern Property boundary in accordance with the Ministry of Agriculture, Food and Fisheries' [Guide to Edge Planning](#) if/when new development is proposed on the westerly lot.

The ALC strives to provide a detailed response to all referrals affecting the ALR; however, you are advised that the lack of a specific response by the ALC to any draft provisions cannot in any way be construed as confirmation regarding the consistency of the submission with the ALCA, the Regulations, or any decisions of the Commission.

This response does not relieve the owner or occupier of the responsibility to comply with applicable Acts, regulations, bylaws of the local government, and decisions and orders of any person or body having jurisdiction over the land under an enactment.

If you have any questions about the above comments, please contact the undersigned at 236-468-3258 or by e-mail (Sara.Huber@gov.bc.ca).

Yours truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION

Sara Huber, Regional Planner

Enclosure: Referral of Salmon Arm ZON-1206 and SUB-21.05

CC: Ministry of Agriculture – Attention: Alison Fox (Alison.Fox@gov.bc.ca)

52185m1

TO: Kevin Pearson, Director of Development Services
 DATE: May 19, 2021
 PREPARED BY: Matt Gienger, Engineering Assistant
 APPLICANT: Lawson Engineering Ltd
 SUBJECT: SUBDIVISION APPLICATION SUB-21.05
 ZONING AMENDMENT APPLICATION ZON-1206
 LEGAL: Lot 2, Section 17, Township 20, Range 10, W6M KDYD, Plan 335663
 CIVIC: 821 – 60 St NW

Further to your referral dated March 23, 2021, we provide the following servicing information.

Engineering Department does not have any concerns related to the Re-zoning amendment. The following information is a requirement of subdivision.

General:

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with overhead electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement and/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.
7. 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 / building permit approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

SUBDIVISION APPLICATION FILE: SUB-21.05
REZONING AMENDMENT APPLICATION: ZON-1206
May 19, 2021
Page 2

Roads / Access:

1. 60 Street NW, on the subject property's eastern boundary, is designated as a Rural 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. 60 Street NW is currently constructed to an Interim Rural Gravel Road standard. Upgrading to a Rural Paved Local Road standard is required, in accordance with Specification Drawing No. RD-8. Upgrading may include, but is not limited to, road widening and construction, bike lane construction, paving. Owner / Developer is responsible for all associated costs.
3. 8 Avenue NW, on the subject property's southern boundary, is designated as a Rural Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that 4.971m additional dedication is required (to be confirmed by a BCLS). Owner / Developer is responsible for all associated costs.
4. 8 Avenue NW is currently constructed to an Interim Rural Gravel Road standard. Upgrading to a Rural Gravel Local Road standard is required, in accordance with Specification Drawing No. RD-8. Upgrading may include, but is not limited to, road widening and construction (gravel surface), temporary cul de sac construction after proposed lot access in accordance with modified Specification Drawing RD-11. Since upgrading 8 Avenue NW past access for the proposed lot is premature at this time, a 100% cash in lieu payment towards future upgrading will be accepted. Owner / Developer is responsible for all associated costs.
5. A 5.0m by 5.0m corner cut is required to be dedicated at the intersection of 60 Street NW and 8 Avenue NW. Owner / Developer is responsible for all associated costs.
6. As 60 Street NW is designated as a Collector Road, accesses shall be designed by keeping to a minimum number. Accesses will only be permitted onto 8 Avenue NW. All unused driveways shall be removed. Owner / Developer responsible for all associated costs.

Water:

1. The proposed subject property does not front onto a City watermain; an Alternative Water Source is required. Installation of a new on-site water supply system is required in accordance with Section 5.2 of the bylaw. Either a Professional Driven Approach (completed by a qualified Professional Engineer) or a Homeowner Driven Approach (completed by the homeowner and/or qualified well driller) may be required to certify quality and quantity of the alternative water source.
2. The remaining subject property does not front onto a City watermain and is currently serviced by an Alternative Water Source is required. A water quality test completed within 12 months for the existing well is required for subdivision approval.

Sanitary:

1. The subject properties do not front on a City of Salmon Arm sanitary sewer system. Subject to the required approvals from Interior Health Authority, a private on-site disposal system will be required for the proposed lot at building permit stage.

Drainage:

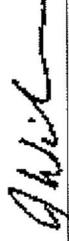
1. The subject property does not front on an enclosed storm sewer system. Site drainage will be by an Overland and / or Ground Discharge system. Drainage issues related to development to be addressed at time of Building Permit application to meet requirements of Building Inspection Department.

Geotechnical:

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



Matt Gienger
Engineering Assistant



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

CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: May 18, 2021

Subject: Zoning Bylaw Amendment Application No. 1211

Legal: Lot 3, Section 12, Township 20, Range 10, W6M, KDYD, Plan 141114
 Civic Address: 1080 12 Street SE
 Owner/Applicant: LeFloch, C. and Sinopoli, R.

STAFF RECOMMENDATION

THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 3, Section 12, Township 20, Range 10, W6M, KDYD, Plan 141114 from R7 (Large Lot Single Family Residential Zone) to R8 (Residential Suite Zone);

AND THAT: Final reading of the zoning amendment bylaw be withheld subject to the submission of a Building Permit application showing that the proposed *secondary suite* conforms to BC Building Code and Zoning Bylaw requirements.

PROPOSAL

The subject parcel is located at 1080 12 Street SE (Appendices 1 and 2). The proposal is to rezone the parcel from Large Lot Single Family Residential (R7) to Residential Suite Zone (R8) to facilitate construction of a *secondary suite* (Appendices 3 and 4).

Site photos are attached as Appendix 5.

BACKGROUND

The parcel is designated Low Density Residential (LDR) in the City's Official Community Plan (OCP), and zoned Large Lot Single Family Residential in the Zoning Bylaw (Appendix 6 & 7).

The subject property is located within the Urban Containment Boundary (UCB) in the Hillcrest neighbourhood which consists largely of single family residential properties.

Land uses directly adjacent to the subject property include the following:

North: R7 (Large Lot Single Family Residential), Residential Suite Zone (R8), and R1 (Single Family Residential)
 South: R7 (Large Lot Single Family Residential)
 East: R7 (Large Lot Single Family Residential)
 West: R1 (Single Family Residential)

The property is approximately 0.204 ha (2,035.7 m²) in size and contains a single family dwelling and two accessory buildings. The proposal is to remodel the basement of the existing single family dwelling in order to construct a *secondary suite*. The floor area of the single family dwelling is 178.8 m² (1,924 ft²), meaning a maximum suite area of 71.5 m² (769.6 ft²) is permitted. The applicant is proposing a suite 49.5 m² (532.3 ft²) in size so this would be well within the permitted footprint for a *secondary suite*.

COMMENTSEngineering Department

No concerns with rezoning. Future suite will require water service upgrade and water meter at homeowner/developer's cost.

Building Department

No concern with rezoning. BC Building Code applies.

Fire Department

No concerns.

Planning Department

Policy 8.3.25 within the OCP provides support for either a *secondary suite* or *detached suite* within all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. See Appendix 8 for R8 zoning regulations.

Three parking spaces will be required for all uses on this property (two for the existing single family dwelling and one for the proposed *secondary suite*). Staff feel that adequate parking can easily be provided on site given that the property already has a long paved driveway and garage. The applicant has also shown a new parking space for the suite to the west of the principle building.

This property is well suited for a *secondary suite* given its size and location. Subject to compliance with the BC Building Code, staff are in support of this rezoning application.



Prepared by: Brenda Kolenbrander
Planner



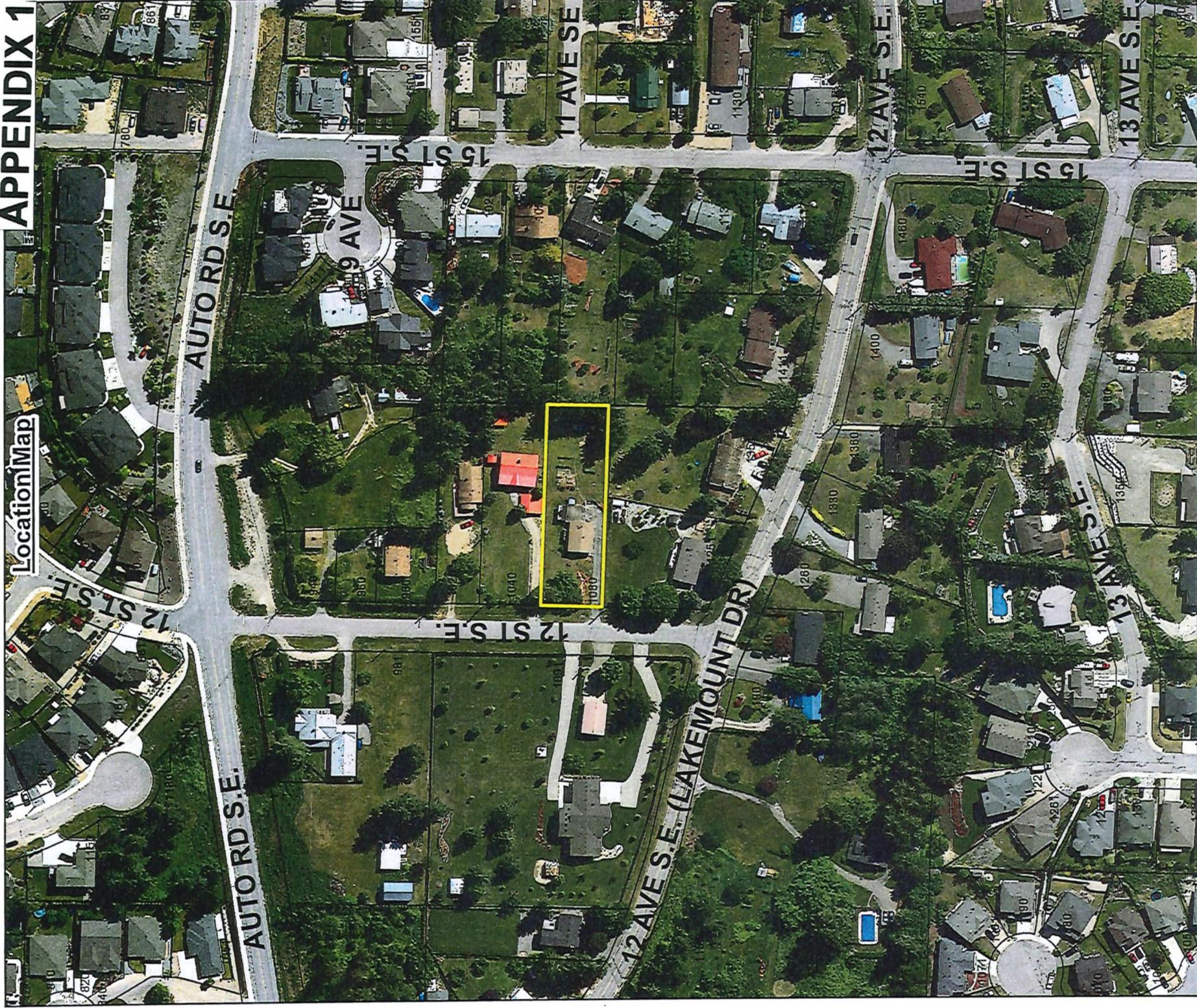
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services

Appendices:

- Appendix 1 – Location Map
- Appendix 2 – Subject Property Map
- Appendix 3 – Site Plan
- Appendix 4 – Suite Floor Plan
- Appendix 5 – Site Photos
- Appendix 6 – OCP Map
- Appendix 7 – Zoning Map
- Appendix 8 – R8 Zoning Regulations

APPENDIX 1

Location Map



-  Subject Property
-  Parcels

APPENDIX 2

Subject Property



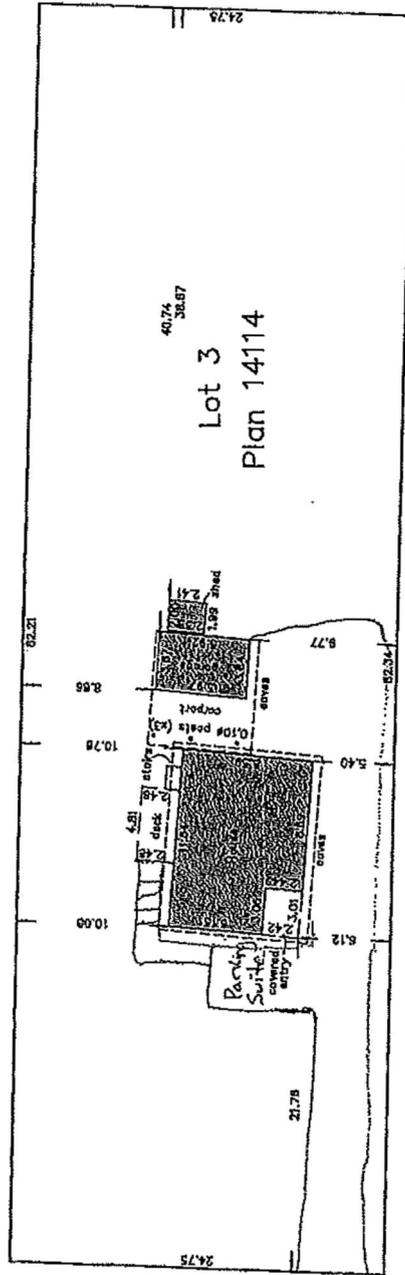
Subject Property
Parcels

BC LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE

Re: Lot 3, Sec 12, Tp. 20, Rge 10,
W6M, KD7D, Plan 14114
Parcel Identifier (PID): 009-116-974
Civic Address: 1080 12 St. SE, Salmon Arm

List of documents registered on title which may affect
the location of improvement:
none

To: Christine LeFlach
1080 12 St. SE,
Salmon Arm, BC



Scale 1:250
 0 5 10 15 20 25
 All dimensions are in metres.
 Dimensions derived from Plan 14114

The signatory accepts no responsibility or liability for any decisions that
 are made by the third party as a result of any decisions made, or
 actions taken based on this document.
 This plan was prepared for inspection purposes and is for the exclusive
 use of our client. This document shows the relative location of the
 surveyed structures and features with respect to the boundaries of the
 parcel described above. This document shall not be used to define
 property boundaries.
 This building location certificate has been prepared in accordance with the
 Rules, Regulations and Code of Practice of the British Columbia
 Association of Land Surveyors (BCALS) dated April 2021.

Offsets from property line to building are
 measured from the finished material (blurose/adding).

Nicole Bird
 BTKBAK 2010A13
 144445-0707

Copyright © Browne Johnson 2021
 Land Surveyors
 All rights reserved. No person may copy, reproduce, or
 disseminate in any form or by any means, electronic or
 mechanical, including photocopying, recording, or by any
 information storage and retrieval system, without the prior
 written consent of
 BROWNE JOHNSON LAND SURVEYORS.
 THIS DOCUMENT MUST YIELD TO ALL
 ORDINANCE OR LEGALLY BOUND.

APPENDIX 5



Property facing east



Property facing southeast

Purpose

13.1 The purpose of the R-8 Zone is to permit the use of a *secondary suite* contained within a *single family dwelling* or a *detached suite* contained within an *accessory building*.

Regulations

13.2 On a *parcel zoned R-8*, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the R-8 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

13.3 The following uses and no others are permitted in the R-8 Zone:

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

Maximum Number of Single Family Dwellings

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

Maximum Number of Secondary Suites

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

Maximum Height of Principal Building

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

Maximum Height of Accessory Buildings

13.7

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

Maximum Parcel Coverage

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

Minimum Parcel Area

13.9

- .1 The minimum *parcel area* shall be 450.0 square metres (4,843.9 square feet).
- .2 The minimum *parcel area* of a *parcel* containing a *detached suite* shall be:

.1 With lane or second <i>street</i> frontage	465.0 square metres (5,005.2 square feet)
.2 Without lane or second <i>street</i> frontage	700.0 square metres (7534.7 square feet)

Minimum Parcel Width

13.10

- .1 The minimum *parcel width* shall be 14.0 metres (45.9 feet).
- .2 The minimum *parcel width* of a *parcel* containing a *detached suite* shall be:

.1 With lane or second <i>street</i> frontage	15.0 metres (49.2 feet)
.2 Without lane or second <i>street</i> frontage	20.0 metres (65.6 feet)

Maximum Floor Area and Floor Area Ratio

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

Minimum Setback of Principal Building

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

Minimum Setback of Accessory Buildings

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

Minimum Setback of a Detached Suite

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

Parking

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

Detached Suite

- 13.16 Refer to Section 4.2 for General Regulations.

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To: His Worship Mayor Harrison and Members of Council

Date: May 25, 2021

Subject: Zoning Bylaw Amendment Application No. 1213

Legal: Lot A, Section 14, Township 20, Range 10, W6M, KDYD, Plan 12703 Except Plans KAP71482 and EPP5318

Civic Address: 941 8 Avenue NE

Owner/Applicant: CDN Framing & Development Co.

STAFF RECOMMENDATION

THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot A, Section 14, Township 20, Range 10, W6M, KDYD, Plan 12703 Except Plans KAP71482 and EPP5318 from R1 (Single Family Residential Zone) to R8 (Residential Suite Zone);

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

PROPOSAL

The subject parcel is located at 941 8 Avenue NE (Appendices 1 & 2). The proposal is to rezone the parcel from R1 (Single Family Residential) to R8 (Residential Suite Zone) to facilitate construction of a *secondary suite* within a single family dwelling currently under construction (Appendix 3).

BACKGROUND

The parcel is designated High Density Residential (HDR) in the City's Official Community Plan (OCP), and zoned R1 (Single Family Residential) in the Zoning Bylaw (Appendix 4 & 5).

The subject property is located in the Downtown area in a residential neighbourhood close to Shuswap Lake General Hospital. In addition to residential zones, some institutional and park zones can also be found close to the subject property. The adjacent lot to the north of the subject property was rezoned to R8 for a detached suite in February 2020.

Land uses directly adjacent to the subject property include the following:

- North: R8 (Residential Suite), R7 (Large Lot Single Family Residential), R1 (Single Family Residential)
- South: R1 (Single Family Residential), P3 (Institutional)
- East: R1 (Single Family Residential), R8 (Residential Suite)
- West: R1 (Single Family Residential), R4 (Medium Density Residential), R8 (Residential Suite)

The property is approximately 0.06 ha (538.5 m²) in size and contains a single family dwelling. The proposal is to construct a *secondary suite* within a single family dwelling that is currently under construction (see site photos attached as Appendix 6).

The floor plan provided shows the suite to be proposed at 959 ft² (89.1 m²). A maximum floor area of 90 m² is permitted for a *secondary suite* so this appears to be in compliance with the Zoning Bylaw. A variance was approved for the rear setback of this single family dwelling to reduce the required setback from 6.0 m to 5.0 m.

COMMENTS

Ministry of Transportation and Infrastructure
MOTI has given preliminary approval of this Zoning Amendment Bylaw. Pursuant to Section 52(3)(a) of the *Transportation Act* final MOTI approval will be required after third reading and prior to adoption.

Engineering Department
No engineering concerns.

Building Department
No concerns. BC Building Code applies.

Fire Department
No comment.

Planning DepartmentOCP Policy:

Policy 8.3.25 within the OCP provides support for either a *secondary suite* or *detached suite* within all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code.

Zoning Bylaw Regulations:

Three parking spaces will be required for all uses on this property (two for the existing single family dwelling and one for the proposed *secondary suite*). Building plans show a garage with a driveway that is 6.9 m in length. The garage would only account for one parking space, meaning the driveway would need to accommodate two more parking spaces. Each parking space must be 2.6 m wide so a minimum driveway width of 5.2 m is required. Plans show the garage is approximately 5.1 m in width so with the driveway extending just past the garage on either side, this would more than meet the required width to accommodate the remaining two parking spaces side by side.

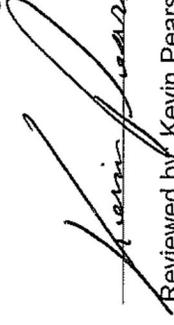
Plans for the proposed suite appear to show general compliance with the zoning regulations (R8 regulations attached as Appendix 7).

Conclusion:

This property is well suited for a *secondary suite* and plans appear to meet Zoning Bylaw requirements. Compliance with the Zoning Bylaw and BC Building Code will be confirmed at the Building Permit stage.



Prepared by: Brenda Kolenbrander
Planner



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

Appendices:

- Appendix 1 – Location Map
- Appendix 2 – Subject Property Map
- Appendix 3 – Site Plan and Building Plans
- Appendix 4 – OCP Map
- Appendix 5 – Zoning Map
- Appendix 6 – Site Photos
- Appendix 7 – R8 Zoning Regulations

APPENDIX 1

Location Map

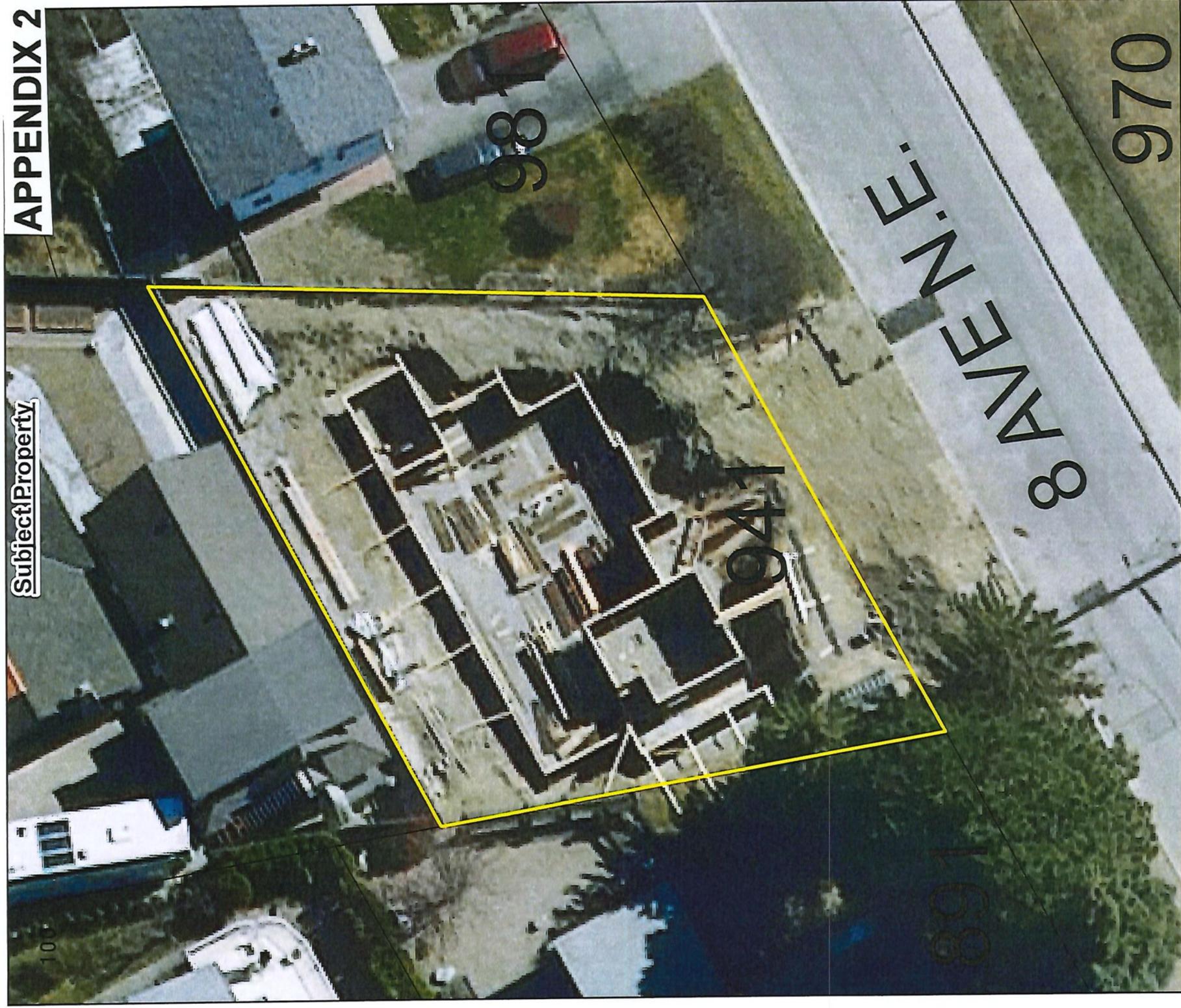


Subject Property 

Parcels 

Subject Property

APPENDIX 2



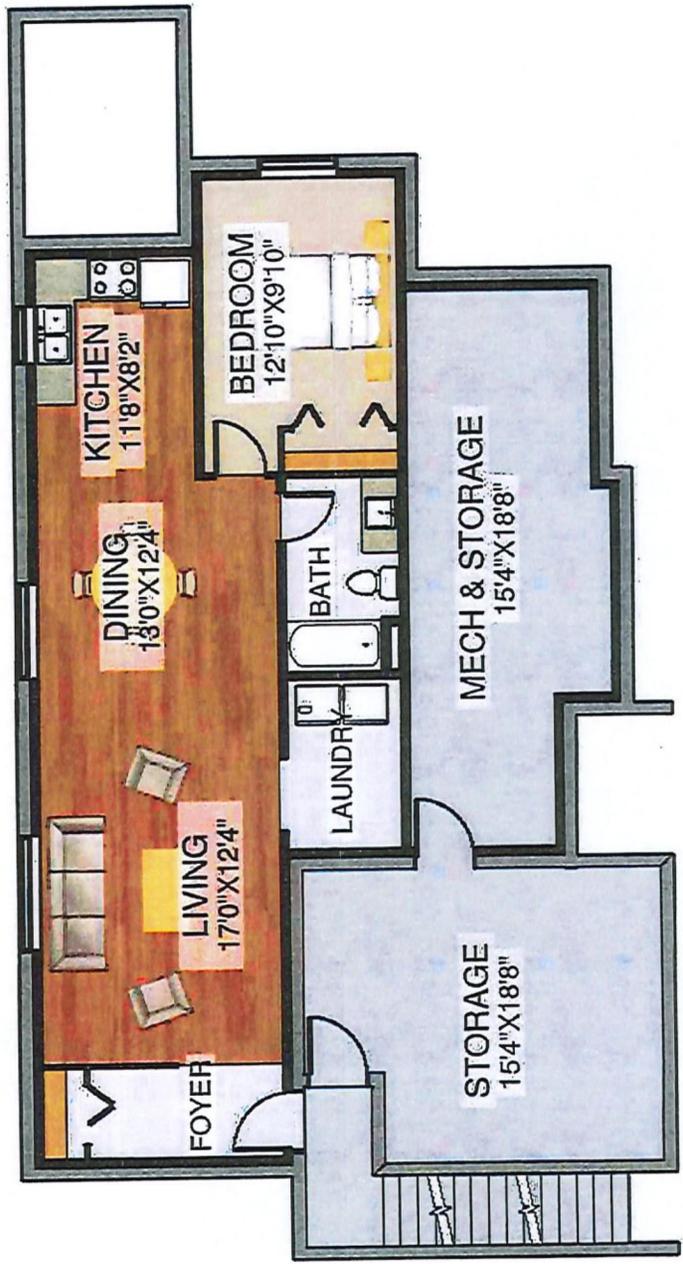
 Subject Property
 Parcels



941 8 AVE NE SALMON ARM



MAIN FLOOR PLAN MAIN FLOOR - 1,307 SQFT GARAGE - 319 SQFT

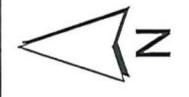
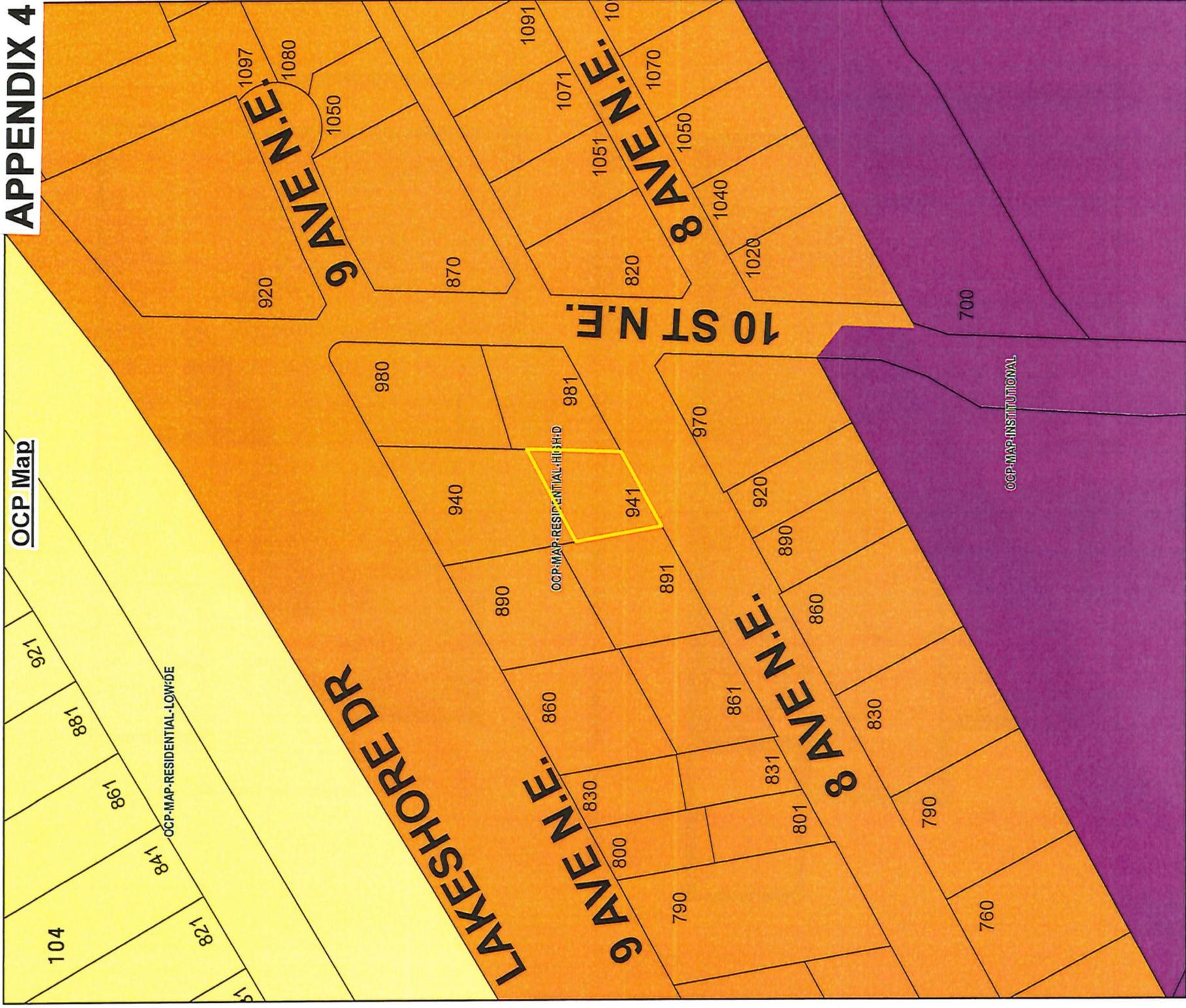


LOWER FLOOR PLAN SUITE - 959 SQFT MECH / STORAGE - 637 SQFT

941 8 AVENUE SALMON ARM

APPENDIX 4

OCP Map



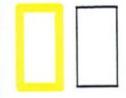
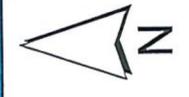
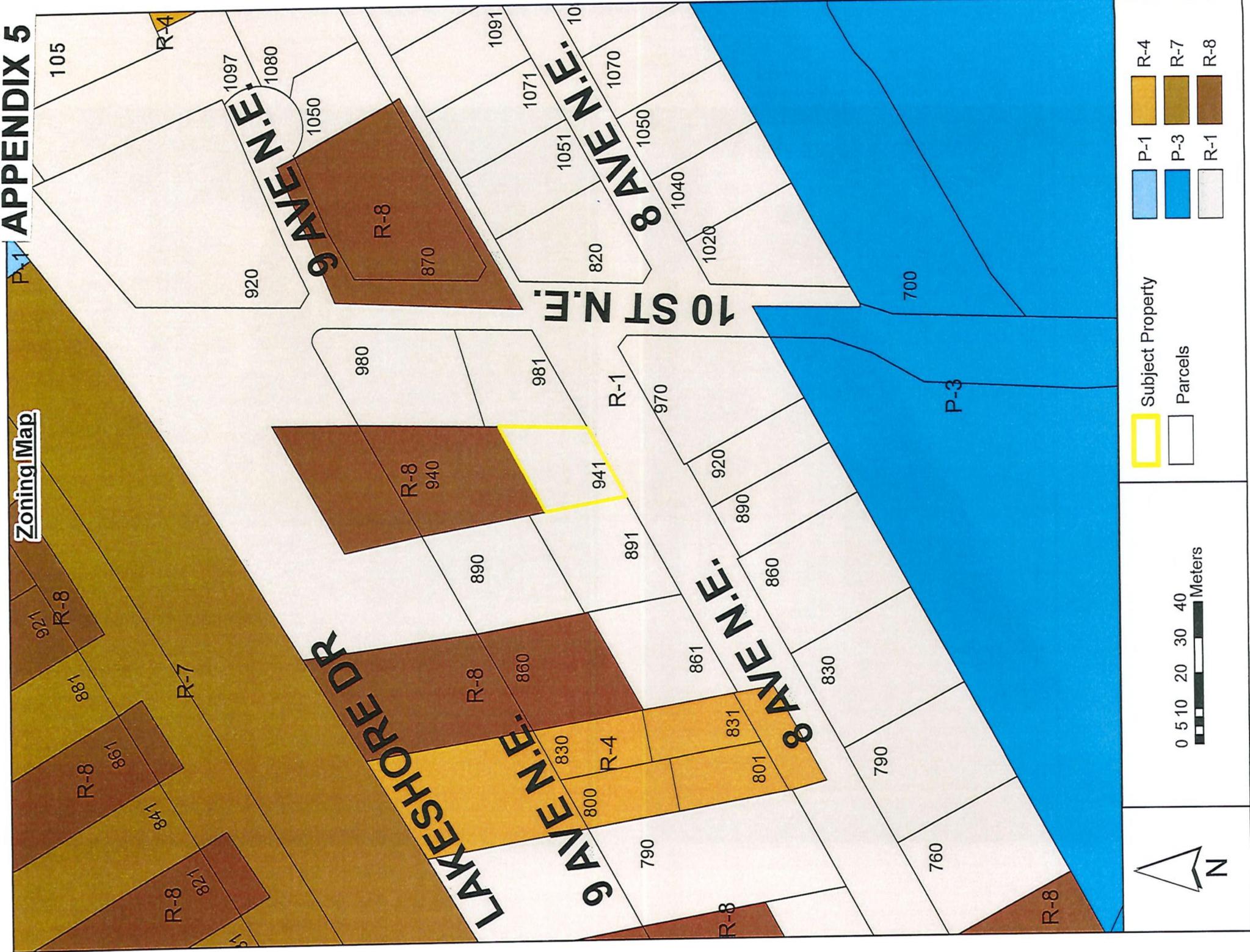
Subject Property
Parcels

- Institutional
- Residential - Low Density
- Residential - High Density

APPENDIX 5

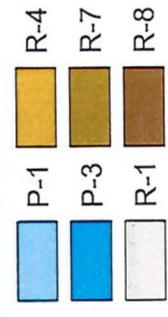
P-1

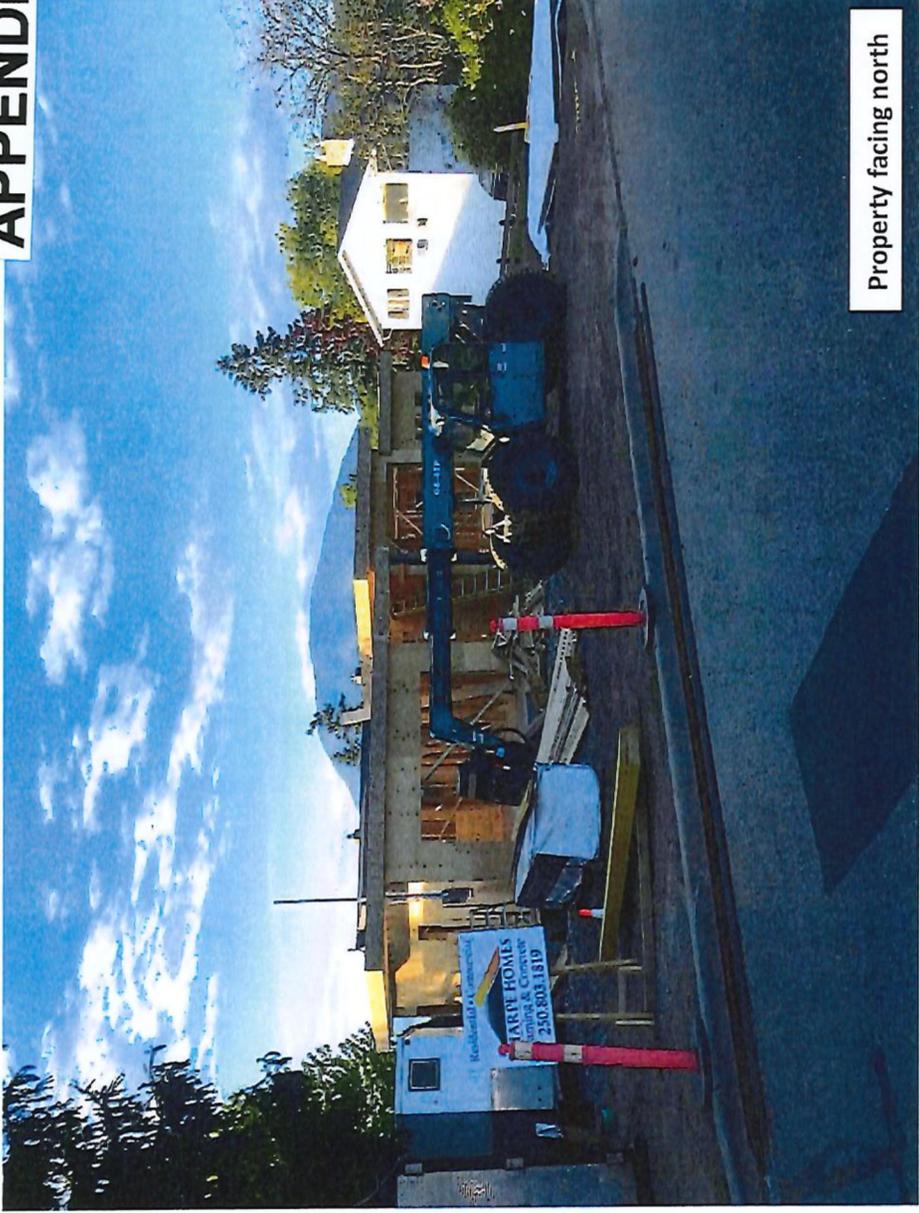
Zoning Map



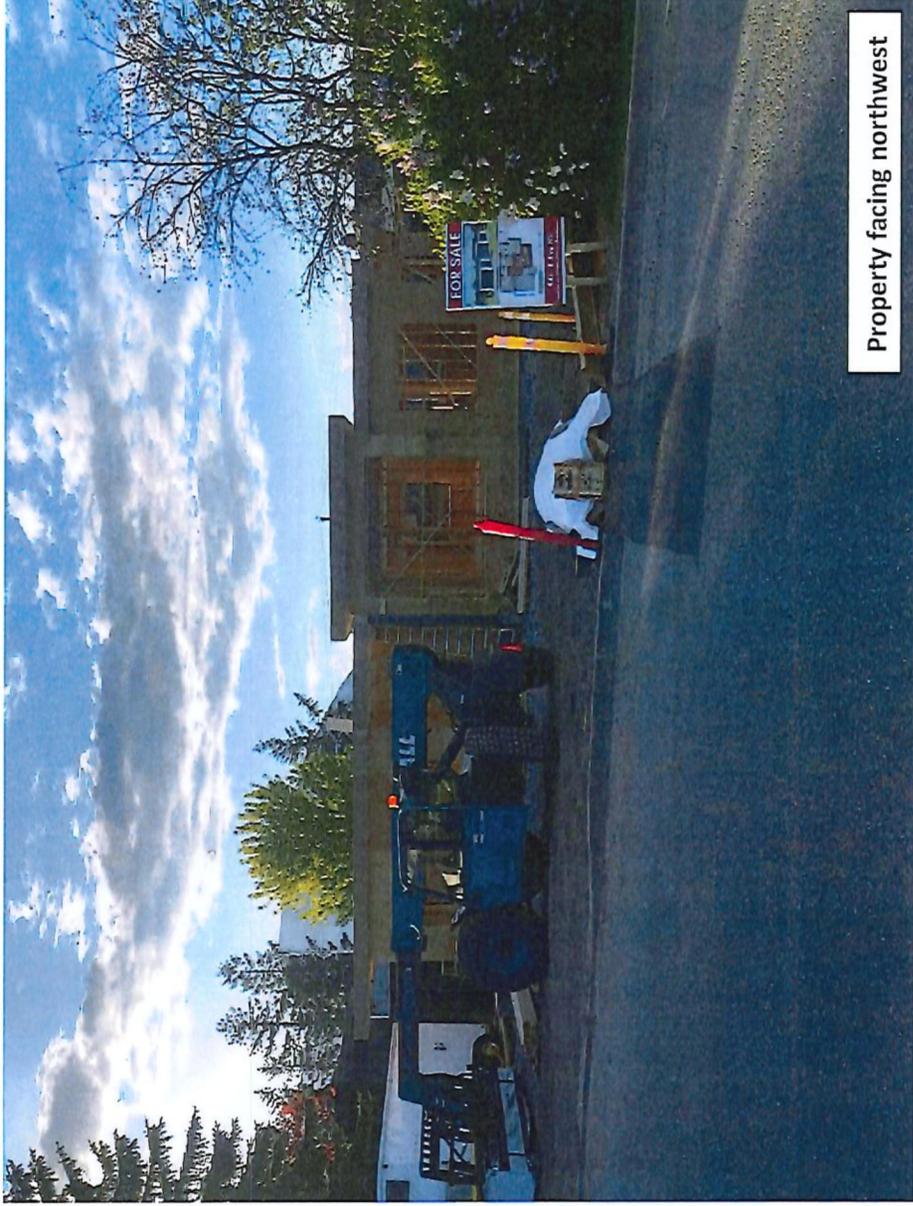
Subject Property

Parcels





Property facing north



Property facing northwest

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

APPENDIX 7

Purpose

- 13.1 The purpose of the R-8 Zone is to permit the use of a *secondary suite* contained within a *single family dwelling* or a *detached suite* contained within an *accessory building*.

Regulations

- 13.2 On a *parcel zoned R-8*, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the R-8 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 13.3 The following uses and no others are permitted in the R-8 Zone:

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

Maximum Number of Single Family Dwellings

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

Maximum Number of Secondary Suites

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

Maximum Height of Principal Building

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

Maximum Height of Accessory Buildings

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

Maximum Parcel Coverage

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

Minimum Parcel Area

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

Minimum Parcel Width

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

SECTION 13 - R-8 - RESIDENTIAL SUITE ZONE - CONTINUEDMaximum Floor Area and Floor Area Ratio

13.11

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

Minimum Setback of Principal Building13.12 The minimum *setback* of the *principal building* from the:

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

Minimum Setback of Accessory Buildings13.13 The minimum *setback* of accessory *buildings* from the:

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

Minimum Setback of a Detached Suite13.14 The minimum *setback* of an accessory *building* containing a *detached suite* from the:

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line* shall be 3.0 metres (9.8 feet)
- .3 *Interior side parcel line* shall be 2.0 metres (6.5 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
- .5 *Parcel line* adjacent to a lane 1.2 metres (3.9 feet)

Parking

13.15

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

Detached Suite

13.16 Refer to Section 4.2 for General Regulations.



To: His Worship Mayor Harrison and Members of Council

Date: May 31, 2021

Subject: Zoning Bylaw Amendment No. 1214
Addition of Rural Detached Suite Definition and Use to Zoning Bylaw No. 2303

STAFF RECOMMENDATION

THAT: A bylaw be prepared for Council's consideration, adoption of which would Amend Zoning Bylaw No. 2303 as follows:

1. Section 2.0 Definitions to add the following:

RURAL DETACHED SUITE means a *dwelling unit* that consists of a Z240 mobile home, A277 modular home or a stick built structure and shall not include a travel trailer, recreational vehicle or a storage container. A *Rural Detached Suite* is subject to the Agricultural Land Commission Act and Regulations.

2. Sections 34 (A-1 Zone), 35 (A-2 Zone), 36 (A-3 Zone), 41 (CD-3 Zone), and 56 (CD-18) – Delete *detached suite* and replace with *rural detached suite*.

3. Table A1 - Required Offstreet Parking Spaces, Column 1 Use – Delete Detached Suite and Single Family Dwelling and replace with Suite (secondary, detached or rural detached).

PURPOSE

To introduce Zoning Bylaw text amendments that would allow a small additional residential unit on lands affected by the Agricultural Land Reserve (ALR). The proposed text amendments would bring the Zoning Bylaw in alignment with the current ALR regulations.

BACKGROUND

Land within the ALR typically falls into one of five possible zones – A1 (Agriculture Zone), A2 (Rural Holding Zone), A3 (Small Holding Zone), CD-15 (Comprehensive Development Zone) or CD-18 (Comprehensive Development Zone 18) (Appendices 1 to 5). Generally, development on land zoned for agriculture and within the ALR is restricted to a single residential unit.

Previous Zoning Bylaw amendments were adopted that added *detached suite* as a permitted use in the Rural (zones noted above) and Urban areas (R8 Residential Suite Zone). Zoning Bylaw No. 2303 defines a *detached suite* as a:

"dwelling unit with a maximum floor area of 90 m² (968 ft²) that is contained within a building which is accessory to a single family dwelling, and shall not include a mobile home, manufactured home, travel trailer, recreational vehicle or a storage container".

At the time of those Zoning Bylaw amendments, ALR regulations permitted additional residences and the BC Building Code limited the permitted floor area for a secondary suite. Approximately 5 years ago the ALC permitted detached suites above a farm building. ALC approval was granted through a Non-Adhering Residential Use Permit (along with City Council's endorsement).

The subject Zoning Bylaw amendments would affect the rural areas only and propose to replace *detached suite* with *rural detached suite*. A *rural detached suite* would be defined as:

a *dwelling unit* that consists of a Z240 mobile home, A277 modular home or a stick built structure and shall not include a travel trailer, recreational vehicle or a storage container. A *Rural Detached Suite* is subject to the Agricultural Land Commission Act and Regulations.

ALC Regulatory Changes and Zoning Bylaw No. 2303

In 2019 significant changes were made to the ALR regulations governing additional dwelling units. Specifically, the ALR regulations restricted residential development to a single residence and less than 500m² in floor area. The unit may contain a secondary suite but a *detached suite* or carriage house is no longer an outright permitted use. Under the revised regulations, owners may make a Non-Adhering Residential Use application through the ALC for permission for a second residence.

The changes in ALR regulations were swift and many landowners were unprepared for the changes so the ALC granted a temporary policy exemption for land owners to provide a residence for a relative. A unit for a bonafide relative is permitted; however, the unit must be a mobile or manufactured home and no greater than 9m in width. The exemption was granted until July 2021 and has now been extended to December 2021. In an effort to be accommodating of the policy exemption at the staff level, these units have been accepted as *detached suites* under the Zoning Bylaw.

Given the temporary nature of the ALC exemption, staff did not propose any additional Zoning Bylaw amendments because the direction from the ALC was unclear as to how or if additional residential units would be addressed by further regulatory changes or not. With that, staff continue to enforce the 90m² (968 ft²) portion of the *detached suite* definition as a means to ensure that proposed units are accessory to the principle dwelling. Table 1 provides a summary of the regulations and highlights the discrepancies between the current Zoning Bylaw definition and ALR regulations governing second dwellings. In effect, owners are able to design units that are compliant with ALR regulations but, with regard to unit format and area, the design could conflict with the Zoning Bylaw.

Table 1. Comparison of Regulations Governing Second Dwellings on ALR land

	Zoning Bylaw - Agriculture Zones (A1, A2, A3 and CD 18)	ALR Regulations
<i>Detached suite</i>	Yes, no restrictions on tenancy	Yes, but only for a relative
Mobile home	No. <i>detached suite</i> may not be mobile or manufactured home	Yes. Only mobile or manufactured home is permitted.
Area of unit	Limited to 90m ²	N/A
Width of Unit	N/A	Limited to 9 m

Staff are proposing amendments at this time because the ALC recently stated that regulations governing additional dwellings will become forward in the near future. These changes include allowing for "smaller" additional residential units on ALR land without additional application (Appendix 6). It is anticipated that the ALR changes will include limitations on size for additional unit. The proposed Zoning Bylaw Amendments allow an additional residential unit, with the housing format and floor area to be determined under ALR regulations and policy.

Official Community Plan

The Rural and Agriculture section of the OCP is structured to limit non-agricultural development in the Rural areas. Subdivision, residential and commercial development potential is limited. However, the OCP has been supportive of limited additional residential units – dwellings for farm help, compassionate use, secondary and detached suites. The proposed amendments are consistent with the OCP and allow some flexibility in light of pending changes to ALR regulations in the near future.

Agricultural Advisory Committee

The proposed Zoning Bylaw amendment changes have not been reviewed by the AAC. Council could provide direction to staff to forward this report to the AAC for a recommendation.

Conclusion

In May 2021 staff received a rezoning application that requested amendments to the Zoning Bylaw to increase the allowable area for a detached suite. A letter submitted by the applicant is attached as Appendix 7. Since the ALC temporary exemption to allow an additional residential unit for a relative, staff have been inundated by requests from owners and their relatives for these units. To date, the City has approved approximately 10 units for a relative in the Rural areas with another 5-10 units expected in the near future. It is expected that given the current state of the housing market and availability, should the proposed amendments be adopted, demand will continue to increase.

In 2020 the City's Housing Strategy called for additional density. As the demand increases, so too has the timeline for local manufacturers to create these customized units. It should be noted, that while the demand is premised in a desire to keep the farming interests in the family, acquiring a home in the community but not on the farm has become an issue of increasing proportions. The proposed amendments would allow for additional (albeit limited) density in the Rural areas. Staff are supportive of the proposed Zoning Bylaw amendments.

The proposed addition of *rural detached suite* to the Zoning Bylaw would not have any impact on properties currently zoned R8 (Residential Suite Zone) or for those existing *detached suite* units in the Rural areas.

Staff are supportive of the proposed Zoning bylaw amendments because the amendments would assist in providing housing for families in the Rural areas, thereby allowing small scale development in the Rural areas where other forms of development (i.e. subdivision, multi-family units) are otherwise restricted. The Agricultural zones will continue to restrict maximum residential building area (footprint) to 500m² for all dwelling units but would allow flexibility consistent with ALR regulations and BC Building Code. Overall, the proposed amendments would bring the Zoning Bylaw in alignment with provincial regulations creating a more consistent approach for owners and staff.



Melinda Smyrl, MCIP, RPP
Planner III



Kevin Pearson, MCIP, RPP
Director of Development Services

SECTION 34 - A-1 - AGRICULTURE ZONE**Purpose**

34.1 The A-1 Zone is intended to identify and preserve land with good agricultural or forestry potential. *Development* on land located in the A-1 Zone will respect the rural nature of the area.

Regulations

34.2 On a *parcel zoned* A-1, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the A-1 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

34.3 The following uses and no others are permitted in the A-1 Zone:

- .1 *agriculture*;
- .2 *bed and breakfast*, limited to three let rooms;
- .3 *boarders*, limited to two; #2767
- .4 *detached suite* (*development of a detached suite* in the Agricultural Land Reserve is subject to the Agricultural Land Commission Act and Regulations); #4013, #4193
- .5 *equestrian facility*; #3218
- .6 *equestrian facility campsite*; #3218
- .7 *family childcare facility*; #3426
- .8 *group childcare*; #3426
- .9 *home occupation*;
- .10 *intensive agriculture*;
- .11 *kennel*;
- .12 *outdoor recreation*;
- .13 *public use*;
- .14 *public utility*;
- .15 *silviculture*;
- .16 *secondary suite*; #3212
- .17 *single family dwelling*;
- .18 *accessory use*, including the retail sale of agricultural products produced on the *parcel*.

Maximum Number of Single Family Dwellings

34.4

- .1 On *parcels* less than 8.0 hectares (19.8 acres) in area, the maximum number of *single family dwellings* shall be one (1) per *parcel*
- .2 On *parcels* 8.0 hectares (19.8 acres) or larger in area, a second dwelling is permitted provided the second dwelling is used for farm help and is a mobile home. The additional dwelling shall be for the exclusive use of a person employed full-time to work on the farm or for temporary farm help and, where applicable, shall comply with the provisions of the Agricultural Land Commission Act and amendments thereto. The property owner will sign a Declaration, substantially in the form attached hereto as Schedule "H" and forming part of this bylaw that the second dwelling is to be for the exclusive use of a person employed full-time to work on the farm. #3322
- .3 A second dwelling may be permitted under Section 4.13 of this bylaw.

Maximum Number of Secondary Suites #4018

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

Maximum Residential Building Area #4223

34.6 The maximum combined *building area* for all dwelling units (single family dwelling, detached suite and farm help) shall be no greater than 500 m² (5,382ft²).

Maximum Height of Residential Buildings

34.7 The maximum *height* of a residential *building* shall be 10.0 metres (32.8 feet).

Maximum Height of Accessory Buildings

34.8 The maximum height of an accessory building shall be 12.0 metres (39.4 feet).

Minimum Parcel Size

34.9 The minimum parcel size shall be 8.0 hectares (19.8 acres).

Minimum Parcel Width

34.10 The minimum parcel width shall be 150.0 metres (492.1 feet).

Minimum Setback of Principal and Accessory Buildings Intended to Accommodate Non-Agricultural Uses

34.11 The minimum setback of principal and accessory buildings intended to accommodate non-agricultural uses from the:

- .1 Front parcel line shall be 6.0 metres (19.7 feet)
- .2 Rear parcel line shall be 6.0 metres (19.7 feet)
- .3 Interior side parcel line shall be 3.0 metres (9.8 feet).4 Exterior side parcel line shall be 6.0 metres (19.7 feet)
- .5 Refer to Section 4.9 for "Special Building Setbacks" which may apply. #2811

Minimum Setback of Detached Suites #4018

34.12 The minimum setback of a detached suite from all parcel lines shall be 6.0 metres (19.7 feet).

Minimum Setback of Buildings or Structures Intended to Accommodate Agricultural Uses

34.13 The minimum setback of buildings and structures intended to accommodate agricultural uses from the:

- .1 Front parcel line shall be 30.0 metres (98.4 feet)
- .2 Rear parcel line shall be 15.0 metres (49.2 feet)
- .3 Interior side parcel line shall be 15.0 metres (49.2 feet)
- .4 Exterior side parcel line shall be 30.0 metres (98.4 feet)
- .5 Any single family dwelling shall be 15.0 metres (49.2 feet)
- .6 Any watercourse or body of water shall be 30.0 metres (98.4 feet)
- .7 Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply. #2811

Minimum Setback of Kennels

34.14 The minimum setback of kennels from all parcel lines shall be 30.0 metres (98.4 feet).

Minimum Setback of Feed Lots

34.15 The minimum setback of feed lots from:

- .1 any highway right-of-way shall be 100.0 metres (328.1 feet)
- .2 any parcel not zoned A-1 shall be 65.0 metres (213.3 feet)

Sale of Agricultural Products

34.16 The retail sale of agricultural products produced on the parcel/is permitted provided the maximum floor area of the retail sale stand does not exceed 40.0 square metres (430.5 square feet).

Parking

34.17 Parking shall be required as per Appendix I.

Purpose

56.1 The CD-18 Zone is intended to identify and preserve land with good agricultural or forestry potential and allow for any type of second dwelling for farm help. *Development* on land located in the CD-18 Zone will respect the rural nature of the area.

Regulations

56.2 On a *parcel zoned* CD-18, no *building or structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the CD-18 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

56.3 The following uses and no others are permitted in the CD-18 Zone:

- .1 *agriculture*;
- .2 *bed and breakfast*, limited to three let rooms;
- .3 *boarders*, limited to two;
- .4 *detached suite* on a *parcel* or *site* not located within the Agricultural Land Reserve;
- .5 *equestrian facility*;
- .6 *equestrian facility campsite*;
- .7 *family childcare facility*;
- .8 *group childcare*;
- .9 *home occupation*;
- .10 *intensive agriculture*;
- .11 *kennel*;
- .12 *outdoor recreation*;
- .13 *public use*;
- .14 *public utility*;
- .15 *silviculture*;
- .16 *secondary suite*;
- .17 *single family dwelling*;
- .18 *accessory use*, including the retail sale of agricultural products produced on the *parcel*.

Maximum Number of Single Family Dwellings

56.4

- .1 On *parcels* less than 8.0 hectares (19.8 acres) in area, the maximum number of *single family dwellings* shall be one (1) per *parcel*
- .2 On *parcels* 8.0 hectares (19.8 acres) or larger in area, a second *dwelling* is permitted provided the second *dwelling* is used for farm help. The additional *dwelling* shall be for the exclusive use of a person employed full-time to work on the farm or for temporary farm help and, where applicable, shall comply with the provisions of the Agricultural Land Commission Act and amendments thereto. The property owner will sign a Declaration, substantially in the form attached hereto as Schedule "H" and forming part of this bylaw, that the second *dwelling* is to be for the exclusive use of a person employed full-time to work on the farm.
- .3 A second *dwelling* may be permitted under Section 4.13 of this bylaw.

Maximum Number of Secondary Suites

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

Maximum Residential Building Area #4223

56.6 The maximum combined *building area* for all *dwelling units* (single family dwelling, detached suite and farm help) shall be no greater than 500 m² (5,382 ft²)

Maximum Height of Residential Buildings

56.7 The maximum height of a residential building shall be 10.0 metres (32.8 feet).

Maximum Height of Accessory Buildings

56.8 The maximum height of an accessory building shall be 12.0 metres (39.4 feet).

Minimum Parcel Size

56.9 The minimum parcel size shall be 8.0 hectares (19.8 acres).

Minimum Parcel Width

56.10 The minimum parcel width shall be 150.0 metres (492.1 feet).

Minimum Setback of Principal and Accessory Buildings Intended to Accommodate Non-Agricultural Uses

56.11 The minimum setback of principal and accessory buildings intended to accommodate non-agricultural uses from the:

- .1 Front parcel line shall be 6.0 metres (19.7 feet)
- .2 Rear parcel line shall be 6.0 metres (19.7 feet)
- .3 Interior side parcel line shall be 3.0 metres (9.8 feet)
- .4 Exterior side parcel line shall be 6.0 metres (19.7 feet)
- .5 Refer to Section 4.9 for "Special Building Setbacks" which may apply.

Minimum Setback of Detached Suites

56.12 The minimum setback of a detached suite from all parcel lines shall be 6.0 metres (19.7 feet).

Minimum Setback of Buildings or Structures Intended to Accommodate Agricultural Uses

56.13 The minimum setback of buildings and structures intended to accommodate agricultural uses from the:

- .1 Front parcel line shall be 30.0 metres (98.4 feet)
- .2 Rear parcel line shall be 15.0 metres (49.2 feet)
- .3 Interior side parcel line shall be 15.0 metres (49.2 feet)
- .4 Exterior side parcel line shall be 30.0 metres (98.4 feet)
- .5 Any single family dwelling shall be 15.0 metres (49.2 feet)
- .6 Any watercourse or body of water shall be 30.0 metres (98.4 feet)
- .7 Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply.

Minimum Setback of Kennels

56.14 The minimum setback of kennels from all parcel lines shall be 30.0 metres (98.4 feet).

Minimum Setback of Feed Lots

56.15 The minimum setback of feed lots from:

- .1 any highway right-of-way shall be 100.0 metres (328.1 feet)
- .2 any parcel not zoned A-1 shall be 65.0 metres (213.3 feet)

Sale of Agricultural Products

56.16 The retail sale of agricultural products produced on the parcel is permitted provided the maximum floor area of the retail sale stand does not exceed 40.0 square metres (430.5 square feet).

Parking

56.17 Parking shall be required as per Appendix I.

SECTION 35 - A-2 - RURAL HOLDING ZONE**Purpose**

35.1 The A-2 Zone is intended to provide predominantly residential *parcels* in a rural setting.

Regulations

35.2 On a *parcel zoned* A-2, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the A-2 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

35.3 The following uses and no others are permitted in the A-2 Zone:

- .1 *agriculture*;
- .2 *bed and breakfast*, limited to three let rooms;
- .3 *boarders*, limited to two; **#2767**
- .4 *detached suite* (*development* of a *detached suite* in the Agricultural Land Reserve is subject to the Agricultural Land Commission Act and Regulations); **#4018, #4193**
- .5 *equestrian facility*;
- .6 *equestrian facility campsite***#3218; #3218**
- .7 *family childcare facility*; **#3082**
- .8 *group childcare*; **#3426**
- .9 *home occupation*;
- .10 *kennel*;
- .11 *outdoor recreation*;
- .12 *public use*;
- .13 *public utility*;
- .14 *secondary suite*; **#3212**
- .15 *silviculture*;
- .16 *single family dwelling*;
- .17 *accessory use*, including the retail sale of agricultural products produced on the *parcel*.

Maximum Number of Single Family Dwellings

35.4

- .1 On *parcels* less than 8.0 hectares (19.8 acres) in area, the maximum number of *single family dwellings* shall be one (1) per *parcel*.
- .2 On *parcels* 8.0 hectares (19.8 acres) or larger in area, a second dwelling is permitted provided the second dwelling is used for farm help and is a mobile home. The additional dwelling shall be for the exclusive use of a person employed full-time to work on the farm or for temporary farm help and, where applicable, shall comply with the provisions of the Agricultural Land Commission Act and amendments thereto. The property owner will sign a Declaration, substantially in the form attached hereto as Schedule "H" and forming part of this bylaw, that the second dwelling is to be for the exclusive use of a person employed full-time to work on the farm. **#3322**
- .3 A second dwelling may be permitted under Section 4.13 of this bylaw.

Maximum Number of Secondary Suites #4018

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

Maximum Residential Building Area #4223

35.6 The maximum combined *building area* for all dwelling units (single family dwelling, detached suite and farm help) shall be no greater than 500 m² (5,382ft²).

Maximum Height of Residential Buildings

35.7 The maximum *height* of a residential *building* shall be 10.0 metres (32.8 feet).

Maximum Height of Accessory Buildings

35.8 The maximum *height* of accessory *buildings* shall be 12.0 metres (39.4 feet).

Minimum Parcel Size

35.9 The minimum *parcel* size shall be 4.0 hectares (9.9 acres).

Minimum Parcel Width

35.10 The minimum *parcel width* shall be 100.0 metres (328.1 feet).

Minimum Setback of Principal and Accessory Buildings Intended to Accommodate Non-Agricultural

Uses

35.11 The minimum *setback of principal* and accessory *buildings* intended to accommodate non-agricultural uses from the:

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line* shall be 6.0 metres (19.7 feet)
- .3 *Interior side parcel line* shall be 3.0 metres (9.8 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
- .5 Refer to Section 4.9 for "Special Building Setbacks" which may apply. #2811

Minimum Setback of Detached Suites #4018

35.12 The minimum *setback of a detached suite* from all *parcel* lines shall be 6.0 metres (19.7 feet).

Minimum Setback of Buildings or Structures Intended to Accommodate Agricultural Uses

35.13 The minimum *setback of buildings* and *structures* intended to accommodate agricultural uses from the:

- .1 *Front parcel line* shall be 30.0 metres (98.4 feet)
- .2 *Rear parcel line* shall be 15.0 metres (49.2 feet)
- .3 *Interior side parcel line* shall be 15.0 metres (49.2 feet)
- .4 *Exterior side parcel line* shall be 30.0 metres (98.4 feet)
- .5 *Any single family dwelling* shall be 15.0 metres (49.2 feet)
- .6 *Any watercourse* or body of water shall be 30.0 metres (98.4 feet)
- .7 Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply. #2811

Minimum Setback of Kennels

35.14 The minimum *setback of kennels* from all *parcel* lines shall be 30.0 metres (98.4 feet).

Sale of Agricultural Products

35.15 The retail sale of agricultural products produced on the *parcel* is permitted provided the maximum *floor area* of the retail sale stand is 40.0 square metres (430.5 square feet).

Parking

35.16 Parking shall be required as per Appendix I.

SECTION 36 - A-3 - SMALL HOLDING ZONE**Purpose**

36.1 The A-3 Zone is intended to provide for the creation of two hectare *parcels* in areas specified in the *Official Community Plan* where further urbanization is not anticipated and where the Agricultural Land Commission (ALC) has either excluded the area from the Agricultural Land Reserve or where the ALC has agreed to the A-3 Zoning).

Regulations

36.2 On a *parcel zoned* A-3, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the A-3 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

36.3 The following uses and no others are permitted in the A-3 Zone

- .1 *agriculture*;
- .2 *bed and breakfast*, limited to three let rooms;
- .3 *boarders*, limited to two; **#2767**
- .4 *detached suite* (*development of a detached suite* in the Agricultural Land Reserve is subject to the Agricultural Land Commission Act and Regulations); **#4018, #4193**
- .5 *family childcare facility*; **#3082**
- .6 *group childcare*; **#3426**
- .7 *home occupation*;
- .8 *public use*;
- .9 *public utility*;
- .10 *secondary suite*; **#3212**
- .11 *silviculture*;
- .12 *single family dwelling*;
- .13 *accessory use*, including the retail sale of agricultural products produced on the *parcel*.

Maximum Number of Single Family Dwellings

36.4 The maximum number of *single family dwellings* shall be one (1) per *parcel*.

- .1 A second dwelling may be permitted under Section 4.13 of the bylaw.

Maximum Number of Secondary Suites #4018

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

Maximum Residential Building Area #4223

36.6 The maximum combined *building area* for all dwelling units (single family dwelling, detached suite and farm help) shall be no greater than 500 m² (5,382ft²).

Maximum Height of Single Family Dwellings

36.7 The maximum *height of the single family dwelling* shall be 10.0 metres (32.8 feet).

Maximum Height of Accessory Buildings

36.8 The maximum *height of accessory buildings* shall be 12.0 metres (39.4 feet).

Minimum Parcel Size

36.9 The minimum *parcel size* shall be 2.0 hectares (4.9 acres).

Minimum Parcel Width

36.10 The minimum *parcel width* shall be 50.0 metres (164.0 feet).

Minimum Setback of Principal and Accessory Buildings Intended to Accommodate Non-Agricultural Uses

36.11

- .1 The minimum *setback of principal* and *accessory buildings* intended to accommodate non-agricultural uses from all *parcel lines* shall be 6.0 metres (19.7 feet).
- .2 Refer to Section 4.9 for "Special Building Setbacks" which may apply. **#2811**

Minimum Setback of Buildings or Structures Intended to Accommodate Agricultural Uses

36.12 The minimum setback of *buildings* and *structures* intended to accommodate agricultural uses from the:

- .1 *Front parcel line* shall be 30.0 metres (98.4 feet)
- .2 *Rear parcel line* shall be 15.0 metres (49.2 feet)
- .3 *Interior side parcel line* shall be 15.0 metres (49.2 feet)
- .4 *Exterior side parcel line* shall be 30.0 metres (98.4 feet)
- .5 *Any single family dwelling* shall be 15.0 metres (49.2 feet)
- .6 *Any watercourse* or body of water shall be 30.0 metres (98.4 feet)
- .7 Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply. #2811

Sale of Agricultural Products

36.13 The retail sale of agricultural products produced on the *parcel* is permitted provided the maximum *floor area* of the retail sale stand is 40.0 square metres (430.5 square feet).

Parking

36.14 Parking shall be required as per Appendix I.

Purpose

53.1 The CD-15 Zone is intended to provide for the development of intensive agricultural operations requiring an additional dwelling for farm use. The CD-15 Zone will only be considered where it is demonstrated there is a legitimate need for an additional dwelling for farm help based on the size and type of farm operation and other relevant factors, including 'farm' classification under the Assessment Act.

Regulations

53.2 On a parcel zoned CD-15, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the CD-15 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

53.3 The following uses and no others are permitted in the CD-15 Zone:

- .1 *agriculture*;
- .2 *bed and breakfast*, limited to three let rooms;
- .3 *boarders*, limited to two;
- .4 *equestrian facility*;
- .5 *equestrian facility campsite*;
- .6 *family childcare facility*;
- .7 *group childcare*;
- .8 *home occupation*;
- .9 *intensive agriculture*
- .10 *kennel*;
- .11 *outdoor recreation*;
- .12 *public use*;
- .13 *public utility*;
- .14 *secondary suite*;
- .15 *silviculture*;
- .16 *single family dwelling*;
- .17 *accessory use*, including the retail sale of agricultural products produced on the parcel.

Maximum Number of Single Family Dwellings

- 53.4
- .1 The maximum number of *single family dwellings* shall be one (1) per parcel.
 - .2 On parcels 3.0 hectares (7.4 acres) or larger in area, a second dwelling is permitted provided the second dwelling is used for farm help and is a mobile home. The second dwelling shall be for the exclusive use of a person employed full-time to work on the farm and, where applicable, shall comply with the provisions of the Agricultural Land Commission Act and amendments thereto. The property owner will register a covenant pursuant to Section 219 of the Land Title Act acknowledging that the second dwelling is to be for the exclusive use of a person employed full-time to work on the farm and that the second dwelling will be removed from the parcel if it is no longer required for farm use.

Maximum Height of Residential Buildings

53.5 The maximum *height* of a residential *building* shall be 10.0 metres (32.8 feet).

Maximum Height of Accessory Buildings

53.6 The maximum *height* of accessory *buildings* shall be 12.0 metres (39.4 feet).

Minimum Parcel Size

53.7 The minimum *parcel size* shall be 8.0 hectares (19.8 acres).

Minimum Parcel Width

53.8 The minimum *parcel width* shall be 150.0 metres (492.1 feet).

Minimum Setback of Principal and Accessory Buildings Intended to Accommodate Non-Agricultural Uses

53.9 The minimum setback of *principal* and accessory *buildings* intended to accommodate non-agricultural uses from the:

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line* shall be 6.0 metres (19.7 feet)
- .3 *Interior side parcel line* shall be 3.0 metres (9.8 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
- .5 Refer to Section 4.9 for "Special Building Setbacks" which may apply.

Minimum Setback of Buildings or Structures Intended to Accommodate Agricultural Uses

53.10 The minimum setback of *buildings* and *structures* intended to accommodate agricultural uses from the:

- .1 *Front parcel line* shall be 30.0 metres (98.4 feet)
- .2 *Rear parcel line* shall be 15.0 metres (49.2 feet)
- .3 *Interior side parcel line* shall be 15.0 metres (49.2 feet)
- .4 *Exterior side parcel line* shall be 30.0 metres (98.4 feet)
- .5 *Any single family dwelling* shall be 15.0 metres (49.2 feet)
- .6 *Any watercourse* or body of water shall be 30.0 metres (98.4 feet)
- .7 Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply.

Minimum Setback of Kennels

53.11 The minimum setback of *kennels* from all parcel lines shall be 30.0 metres (98.4 feet).

Minimum Setback of Feed Lots

53.12 The minimum setback of feed lots from:

- .1 any *highway* right-of-way shall be 100.0 metres (328.1 feet)
- .2 any *parcel* not zoned A-1 shall be 65.0 metres (213.3 feet)

Sale of Agricultural Products

53.13 The retail sale of agricultural products produced on the parcel is permitted provided the maximum *floor area* of the retail sale stand is 40.0 square metres (430.5 square feet).

Parking

53.14 Parking shall be required as per Appendix I.

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British Columbia News

Residential flexibility in the Agricultural Land Reserve

<https://news.gov.bc.ca/24203>

Friday, April 9, 2021 10:46 AM

The ministry's 2020 intentions paper outlined proposed changes to create more residential opportunities in the Agricultural Land Reserve (ALR).

After hearing from farmers, ranchers, ALR landowners, the Agricultural Land Commission (ALC), local governments and First Nations governments, government is now finalizing these changes.

- In the coming months, government expects to detail rules that will, in most circumstances, enable ALR landowners to have both a principal residence (that could include a secondary suite) and a small additional residence, whether or not there is farming activity on the property, and without having to apply and receive permission from the ALC.
- The ministry is proposing new rules to provide more flexibility to help farming families thrive and to benefit non-farmers living in the ALR.
- New rules will also help small-scale farmers by streamlining approval for a small-farm labourer residence or agri-tourism accommodation.
- Local government rules continue to apply and may be more restrictive on residential use of the ALR and may even prohibit any additional residences on the ALR.
- People who are farming already have a path with the ALC to build one or more residences of any size if it can be demonstrated that they are reasonably necessary for farming purposes.
- The ALC approves approximately 80% of applications for additional residences for farm use. Local government approval is also required.
- While changes are being finalized, the grandfathering period for manufactured homes on the ALR is planned to be extended until Dec. 31, 2021 to provide the necessary six-month transition period for local governments to adjust their rules as necessary.

Learn More:

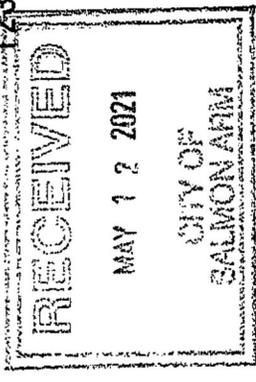
Residential Flexibility intentions paper:

https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/agricultural-land-and-environment/agriculture-land-reserve/residential_flexibility_intentions_paper.pdf
[/agricultural-land-and-environment/agriculture-land-reserve/residential_flexibility_intentions_paper.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/agricultural-land-and-environment/agriculture-land-reserve/residential_flexibility_intentions_paper.pdf)

What we heard report on residential flexibility:

https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/agricultural-land-and-environment/agriculture-land-reserve/what_we_heard_summary_residential_flexibility.pdf
[/what_we_heard_summary_residential_flexibility.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/agricultural-land-and-environment/agriculture-land-reserve/what_we_heard_summary_residential_flexibility.pdf)
 Dave Townsend

Government Communications and Public Engagement
 Ministry of Agriculture, Food and Fisheries



May 7, 2021

re: File No. ZON-1214 / Bylaw No. 4465

Dear Council,

Please accept this Zoning Amendment Application as a request to place a manufactured home on my A-2 property, for my daughter and her family. As you know, the current allowance for a second dwelling (as per Zoning Bylaw No. 2303) is a maximum of 968.8 sq. ft., which is an unrealistic size for her growing family of 4; therefore, we are hoping to place a double wide manufactured home on my property, which would be a much more suitable size and yet still be compliant with ALC regulations.

As this property is in the ALR, I feel it is important to state my intention to continue farming the land. I have owned this property for almost 30 years and plan to live here as long as possible however, since I lost my husband in a farming accident at our home in 2014, it has become increasingly difficult to maintain the acreage on my own. Being able to have my daughter and her family live on the property would not only give them a place to live, but would also provide me with the help I need in order to continue living here, farming and preserving the land.

I feel it is also important to note that our community would benefit from having this young family here, as Jesse will be involved in his family's business, Garage Furniture, thus allowing his almost 70 year old father to be able to retire; and although Carly is currently on Maternity Leave, she will bring almost 10 years experience working as a Child Protection Social Worker.

The current housing market has made it nearly impossible to find a home in Salmon Arm; however, this is where we all call home, and in all honesty it would be mine and my late husband's dream to have our grandchildren grow up on the farm where we raised our girls. As such, we are asking you to please consider amending the bylaw to allow for larger secondary dwellings on properties in the ALR, while still being compliant with ALC regulations.

Thank you for your consideration!

Sincerely,

Debra Hooper

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CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: May 13, 2021

Subject: 2020 City of Salmon Arm Carbon Neutral Progress Survey

RECOMMENDATION

THAT: The 2020 City of Salmon Arm Climate Action/Carbon Neutral Progress Survey indicates the City is eligible for recognition from the Green Communities Committee as a 'Level 3 – Accelerating Progress' local government and that the City will not be carbon neutral for the 2020 reporting year;

AND FURTHER THAT: The 2020 City of Salmon Arm Climate Action/Carbon Neutral Progress Survey, attached as Appendix 1 in the Development Services Department memorandum dated May 5, 2021, be received as information.

INTRODUCTION

Typically, the purpose of this report is to present the 2020 City of Salmon Arm *Climate Action/Carbon Neutral Progress Survey* to Council for information to fulfill the public reporting requirements of the annual provincial Climate Action Revenue Incentive Program (CARIP) grant. However, due to this being the final year of the CARIP program as announced by the provincial Ministry of Municipal Affairs on May 11, 2021 (Appendix 1), the public report is not a program requirement this year. While in past years, to complete the *Climate Action/Carbon Neutral Progress Survey* (typically due for submission on June 1), the City must identify whether or not it intends to be carbon neutral for the reporting year or to continue with an option discussed below, this is not required for 2020. For information, staff have completed a 2020 *Climate Action/Carbon Neutral Progress Survey*, attached as Appendix 2.

BACKGROUND

The CARIP program had typically requires the submission of a *Climate Action/Carbon Neutral Progress Survey*, which is posted on the City's website and provided to the Province in support of the City's application for the annual CARIP grant prior to a June 1 deadline. A proposed 2020 Salmon Arm *Climate Action/Carbon Neutral Progress Survey* is attached as Appendix 2 for Council's consideration. As attached, the proposed *Climate Action/Carbon Neutral Progress Survey* indicates that: (1) it is the 'final' report; (2) the City will not be carbon neutral for the 2019 reporting year; and (3) the City suggests recognition at the 'Level 3 – Accelerating Progress' level with the Green Communities Committee. As noted above, the public report is not required, however staff have completed a report for information.

2008 British Columbia Climate Action Charter

The City's Official Community Plan (OCP) provides overall direction towards creating a more efficient community, with policies of "urban containment" guiding decisions on land use proposals, subdivision, and services / utilities. Along with the majority of other local governments in the province, in 2008 the City voluntarily signed the B.C. Climate Action Charter, a non-legally binding agreement between the provincial government, the Union of British Columbia Municipalities (UBCM) and local governments that acknowledges that climate change is a reality and establishes a number of goals to address the issue going forward. Of particular relevance to local governments is the agreement to achieve the following goals:

1. *Being carbon neutral in respect of their operations by 2012;*
2. *Measuring and reporting on their community's greenhouse gas emissions profile; and*

3. *Creating complete, compact, more energy efficient communities.*

While operations have not been carbon neutral for previous reporting years, the City has been annually measuring and reporting on emissions, and has completed several projects to improve efficiency.

Climate Action Reserve

The City of Salmon Arm has been claiming a carbon tax rebate via CARIP since 2008, considered conditional on directing these funds towards expenditures that will reduce greenhouse gas emissions. The funds received have been placed in a Climate Action Reserve which has directly financed various projects such as the acquisition of hybrid fleet vehicles, as well as SASCU Rec Centre and Arena upgrades (boilers, hot water tanks, heat exchangers, and LED lighting). This Climate Action Reserve fund (estimated balance is approximately \$218,876.16) can support projects that allow the City to continue making progress towards carbon neutrality as determined through the budget process. The current CARIP rebate application is expected to be approximately \$61,756.16 for the 2020 reporting year. This is expected to be the final year of grant payments under this program.

2008 Energy and Greenhouse Gas Emissions Study

In October of 2008 the City received the City of Salmon Arm Energy and Greenhouse Gas Emissions Study completed by Urban Systems, providing a description of initiatives that the City could undertake to reduce emissions and energy consumption and how the Climate Action Reserve may be best directed. Over time, the City has acted on several of these recommendations for initiatives funded through the Climate Action Reserve.

2010 Facility Reports

In June 2010, following the broad direction of the City of Salmon Arm Energy and Greenhouse Gas Emissions Study, four specific facility energy studies were completed to analyze the public works building, recreation centre, arena, and RCMP building, the City's largest producers of GHG emissions (the arena and rec centre produce roughly 40% of the City's emissions). Following the recommendations of these reports has guided efforts towards projects to enhance the efficiency of these facilities.

2019 Climate Emergency and Community Energy Association

In September 2019 City Council declared a climate emergency and engaged the Community Energy Association (CEA) to prepare a Community Energy and Emissions Plan (CEEP), and also became a member of the CEA. The CEA has provided support to staff through the CARIP process, particularly through reviewing reporting details and highlighting updates in the CARIP program. The most significant resulting change to this year's reporting is a reduction in the emission factor used within the inventory calculations applied to electricity in order to determine related ghg emissions.

2019 FCM-ICLEI Partners for Climate Protection (PCP) Program

Also in 2019, aligned with CEA membership, the City joined the Federation of Canadian Municipalities (FCM) Local Governments for Sustainability (ICLEI) Partners for Climate Protection (PCP) Program. The PCP program supports municipalities take action against climate change by reducing emissions, and consists of a five-step Milestone Framework, recognizing efforts that make a significant contribution to reducing Canada's ghg emissions. The City has been recognized for achieving PCP Milestone 1 for corporate ghg emissions, which is the creation of a baseline inventory and forecast (Appendix 5).

Climate Action Revenue Incentive Program Grant Reporting

As a signatory to the BC Climate Action Charter, the City has been eligible to apply for the annual CARIP grant equal to the amount spent by the City on Carbon Tax each year. CARIP grants to the City are allocated to a reserve account for future GHG emissions reduction projects and/or potentially for the purchase of carbon offset credits to achieve carbon neutrality. The City has been required to report publicly on its progress in reducing and managing both corporate and community-wide GHG emissions since 2010 and previous Salmon Arm Climate Action Reports are available on the City's website. This is expected to be the final year of grant payments under this program.

Corporate Emissions Inventory

A corporate emissions inventory tracks energy consumption (e.g. natural gas, electricity, gasoline, diesel and propane) from corporate operations and quantifies the corresponding GHG emissions. The service areas and required scope of a corporate emissions inventory are defined by several guidance documents

produced by the Green Communities Committee – a partnership between the provincial government and the UBCM - and the Ministry of Environment. The City's corporate emissions inventory was prepared by staff using these guidance documents, which are available on the BC Climate Action Toolkit website at www.toolkit.bc.ca. A summary of the City's 2020 inventory is shown below:

Table 1. Summary of the 2020 City of Salmon Arm Corporate Emissions Inventory

Service Area	Emissions (tonnes CO ₂ e)
Administration and Governance	57.74
Drinking, Storm and Waste Water	324.6
Solid Waste Collection, Transportation and Diversion	133
Roads and Traffic Operations	389.5
Arts, Recreation, Parks and Cultural Services	742.94
Fire Protection	99.9
Organic Waste Diversion	-458
Total	1289.7

* For context, the 2019 total was 1772.86, 2018 was 2061.8, 2017 was 2100.5, while 2016 was 1878.9 tonnes

An expanded inventory is attached as Appendix 3. A detailed multi-department analysis could more accurately explain the annual variation in emissions, but in general changes may be attributed to weather (including snowfall and temperature), capital works projects, demand from new programs and facilities, fluctuating service demands, as well as improved efficiencies.

The total reported in 2020 represent the lowest emissions total to date, improving on 2019 which was the previous lowest total. The significant reduction in emissions for 2020 can be directly most significantly attributed to the first full year of the Organic Waste Diversion program. Emission reductions in 2020 are also evident in the fleet, attributed to the use of hybrid fleet vehicles. Further to this, a significant decrease associated with street lighting and the City's water system can be attributed to both efficiency efforts and a reduction in the emission factor assigned to electricity that is used to calculate related ghg emissions.

Carbon Neutrality

The City's corporate operations produced a total of 1,289.7 tonnes CO₂e in 2020. In order to be carbon neutral, the City would need to purchase 1,289.7 carbon offset credits from a provider of certified offsets.

Past quotes for carbon offset credits have ranged from \$16.00 to \$25.00 per tonne. To offset 1,289.7 tonnes CO₂e to become carbon neutral for the 2020 reporting year would cost in the range of \$20,000.00 to \$33,500.00 (not including associated administrative costs). For the reporting years up to and including 2019, the City has not opted to purchase offset credits to achieve carbon neutrality, and staff have not recommended the purchase of offsets.

Climate Action Recognition Program

Local governments are not required to report for the 2020 year to be CARIP eligible, as previously noted. Furthermore, typically local governments not carbon neutral are still eligible for the CARIP grant based on continued measurement and reporting. The CARIP Green Communities Committee (GCC) Climate Action Recognition Program has provided three levels of recognition for local governments that will not be carbon neutral: "1 - Demonstrating Progress", "2 - Measuring", and "3 - Accelerating Progress".

These options are provided as it is understood that it may be difficult for some local governments to be carbon neutral, and additionally, that local governments may be undertaking projects that have the effect of reducing emissions that are difficult to quantify, but none-the-less important (e.g. constructing sidewalks, improving pedestrian spaces and alternative transportation options, smart growth policy).

The City has been measuring and publicly reporting on emissions for several years now through our Corporate Emissions Inventory. CARIP's "Measuring" category recognizes local governments that are both completing relevant emission-reduction projects and measuring emissions. The City chose and was awarded with Level 3 recognition "Accelerating Progress" for the last three reporting years. As such, and

in consideration of the range of ongoing and projected projects, staff recommends that “Accelerating Progress” is again the appropriate recognition, should the program be offered. Related projects completed in 2020 and potential future actions planned include:

- Hybrid fleet vehicle (1 additional vehicle purchased);
- Art Gallery Solar Infrastructure installation (late 2019 / early 2020);
- Active Transportation Task Force formed;
- Tree Planting – 50 trees with Naturalist Society (2020);
- Wildfire Fuel Load Management (South Canoe / Little Mountain projects - 2020);
- Community Energy and Emissions Plan (2020);
- Community Energy Association membership;
- City Hall Lobby - LED conversions (2020);
- Downtown LED street lighting conversion (completed 2020);
- SASCU Rec Centre Auditorium LED lighting project (completed January 2020);
- Efficiency upgrade: replacement of Shaw Centre arena chillers (2020);
- Continued Organic Waste Diversion program and residential yard waste pick-up;
- Sidewalk install (50 m by City and 367 m through development); and
- Greenway network enhancement (2,800 m new trails created).

Future projects:

- Universal LED Street Lighting Project - Residential (2021);
- Universal LED Street Lighting Project - Cobra Heads (2021);
- City Hall office areas - LED conversions (2021);
- Ross Street Underpass (2021);
- Memorial Arena LED lighting project (2021);
- Wildfire Fuel Load Management (Park Hill, Mt Ida and Fly Hills projects - 2021);
- Fleet vehicle upgrades;
- Continued Organic Waste Diversion program;
- Continued residential yard waste pick-up (bi-annual);
- Planning for Aquatic Centre replacement;
- Active Transportation initiatives and planning;
- Ongoing park enhancements (Klahani, Blackburn, and Canoe Beach Parks);
- Ongoing greenways enhancements (S. Canoe and Hillcrest);
- Trans Canada Highway improvements including parallel pathway,
- 10 Ave SW – multi use path (west of Picadilly – 100 m); and
- Various sidewalk replacement projects.

The future projects listed are options and suggestions by City staff, and each would be subject to Council’s consideration through the annual budget process.

Context: CARIP Results

The Provincial CARIP “Summary Report on Local Government Climate Actions 2018” is attached as Appendix 4 (a 2019 summary report was not completed).

A total of 50 out of 186 reporting local governments (regional and municipal) were carbon neutral for the 2018 reporting year (there are 189 local governments in BC). The majority of participating local governments were not carbon neutral, including Salmon Arm: 136 reporting local governments were not carbon neutral in 2018, representing 73% of 2018 CARIP participants.

Staff annually monitor CARIP reports from comparable communities and have observed a somewhat predictable trend where communities with the coldest climates show relatively high emissions, while those in warmer climates report lower emissions. Of the carbon neutral communities, approximately one-third achieve carbon neutrality through their own actions (primarily landfill gas capture or through organic recycling programs), while approximately two-thirds purchase offsets (note that while the City contributes to the CSR’s landfill gas capture, the CSR maintains all associated carbon credits).

The attached 2018 Summary Report details the range of recent initiatives undertaken by local governments.

CONCLUSION

Staff recommend that the 2020 City of Salmon Arm Climate Action/Carbon Neutral Progress Survey indicate that the City is eligible for recognition at 'Level 3 -- Accelerating Progress' with the Green Communities Committee (if offered) and intends to continue making progress towards carbon neutrality. While there are no public reporting requirements for the annual CARIP grant this year and this is expected to be the final year of this program, the 2020 Climate Action/Carbon Neutral Progress Survey will be placed on the City's website to communicate the City's ongoing efforts to reduce ghg emissions.



Prepared by: Chris Larson, MCIP, RPP
Senior Planner



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



May 11, 2021

Ref: 266895

Dear Mayors and Chairs:

I am writing in follow up to a recent update from Okenge Yuma Morisho, Deputy Minister of Municipal Affairs, to Chief Administrative Officers regarding the Climate Action Revenue Incentive Program (CARIP). As you may be aware, 2021 will mark the wind down and final year of grant payments under this program. Budget 2021 also commits new funding to help local governments reduce greenhouse gas emissions through planning for compact, energy-efficient communities. The purpose of this letter is to thank British Columbia's local governments for your continued leadership and to describe how our government continues to work with local governments to achieve our collective climate goals.

Since the 2008 inception of the Climate Action Charter (CAC), almost every local government in B.C. has signed the CAC, committing to take action and develop strategies to achieve the following three goals:

- Work toward becoming carbon neutral in their local government corporate operations
- Measure and report on their community greenhouse gas (GHG) emissions profile
- Create complete, compact, energy-efficient rural and urban communities

As of 2018, the last year of full reporting prior to the pandemic, 187 local governments had signed on to the CAC and were publicly reporting on their progress toward meeting their climate action goals, 147 were measuring and reporting GHG emissions, and 50 local governments had achieved carbon neutrality in their operations. Communities across B.C. both large and small have consistently demonstrated leadership in taking action on climate change, in areas as broad as local food production, renewable energy generation and planning for public transit and active transportation. Thank you for your continued ambition and efforts to reduce greenhouse gas emissions in your corporate operations, and more broadly to inspire and work within your communities to tackle climate change.

Under CleanBC, the Province of British Columbia has put a priority on reducing pollution, boosting energy-efficient solutions and building a low-carbon economy. Local governments will continue to be a key partner in our collective efforts to address the challenges of a changing climate, playing a specific and important role in B.C.'s climate goals.

.../2

Ministry of Municipal Affairs	Office of the Minister	Mailing Address: PO Box 9056 Stn Prov Govt Victoria BC V8W 9E2 Phone: 250 387-2283 Fax: 250 387-4312	Location: Parliament Buildings Victoria BC V8V 1X4 http://www.gov.bc.ca/muni
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Mayors and Chairs
Page 2

Just as local governments' actions on climate solutions have evolved in the past decade, our government is responding to support you with tools and funding programs such as:

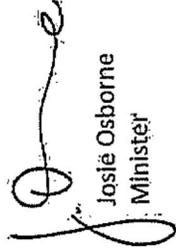
- Updating the BC Action Climate Toolkit and the Green Communities Committee Carbon Neutral Framework.
- Investing \$110 million in combined provincial and federal funding to help local governments and Indigenous communities develop energy efficiency and clean energy projects through the Investing in Canada Infrastructure Program CleanBC Communities Fund.
- Working with the federal government to assess the climate impacts of all major infrastructure being funded under the Investing in Canada Infrastructure Program to reduce GHG emissions and increase resilience to climate change, which benefits communities and creates jobs.
- Boosting active transportation infrastructure with \$18 million through the Ministry of Transportation and Infrastructure.
- Making sure commuters can get out of their cars with historic investments in public transit, such as the Broadway Subway Line, and free transit for kids 12 and under starting this September.

Building on record investments in CleanBC, the province will continue to strengthen our work with local governments and support the CAC,

As noted, Budget 2021 commits \$1.1 billion in new funding to help local governments plan for compact, energy-efficient communities, directly supporting the CAC's commitment to create complete, compact, energy-efficient rural and urban communities. I look forward to working with all local governments through Union of BC Municipalities and the Green Communities Committee on how to support greener and more livable communities.

Our government remains committed to working with local governments to reach our climate goals and make life better for people across British Columbia.

Sincerely,



Josie Osborne
Minister

pc: Chief Administrative Officers

Survey
For the 2020 Climate Action/Carbon Neutral Progress Survey

For purposes of this survey, the following definitions apply:

COMMUNITY-WIDE ACTIONS

Actions undertaken to reduce GHG emissions in the community at-large (e.g. not related to corporate operations).

CORPORATE ACTIONS

Actions undertaken to reduce GHG emissions produced as a result of a local government's delivery of "traditional services", including fire protection, solid waste management, recreational/cultural services, road and traffic operations, water and wastewater management, and local government administration.



2020 Climate Action/Carbon Neutral Progress Survey

Climate Action Public Report for 2020

Local Government:

City of Salmon Arm

Report Submitted by:

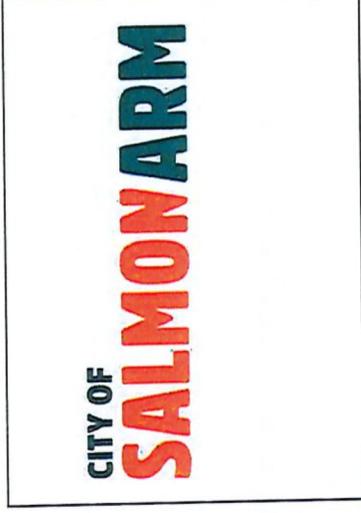
Name: Chris Larson

Role: Planner

Email: clarson@salmonarm.ca

Phone: 250-803-4000

Date: May 5, 2021



The City of Salmon Arm has completed this 2020 Climate Action Report aligned with requirements of the Province of BC. This report summarizes actions taken in 2020 and proposed for 2021 to reduce corporate and community-wide energy consumption and greenhouse gas emissions (GHG) and reports on progress towards achieving carbon neutrality.

CITY OF SALMON ARM

2020 Climate Action/Carbon Neutral Progress Survey

2020 BROAD PLANNING ACTIONS

Broad Planning Actions

Broad Planning refers to high level planning that sets the stage for GHG emissions reductions, including plans such as Official Community Plans, Integrated Community Sustainability Plans, Climate Action Plans or Community Energy Emissions Plans. Land use planning that focuses on Smart Growth principles (compact, complete, connected, and centred) plays an especially important role in energy and GHG reduction.

Q 6 + Q 7 Community-Wide Broad Planning Actions Taken in 2020 + Additional Actions	
	As per OCP policy, use Urban Containment Boundary to support long-term growth.
	As per OCP policy, strive to protect ALR lands, forested hillsides, and watercourses.
	As supported by OCP and Greenways Strategy enhance and continued development of greenways, active transportation network.
Q 8 Community-Wide Broad Planning Actions Proposed for 2021	
	As per OCP policy, use Urban Containment Boundary to support long-term growth.
	As per OCP policy, strive to protect ALR lands, forested hillsides, and watercourses.
	As supported by OCP and Greenways Strategy enhance and continued development of greenways, active transportation network.

Q 9 + Q 10 Corporate Broad Planning Actions Taken in 2020 + Additional Actions	
	Set aside funds in climate action reserve.
Q 11 Corporate Broad Planning Actions Proposed for 2021	
	Continue to set aside funds in climate action reserve for projects that will improve efficiency.

Broad Planning		Yes
Q 12 What is (are) your current GHG reduction target(s)?	OCP Section 4.6: 6% reduction by 2020	
Q 13 Are you familiar with your local government's community energy and emissions inventory (e.g. CEEI or another inventory)?		Yes
Q 14 What plans, policies or guidelines govern the implementation of climate mitigation in your community?	<ul style="list-style-type: none"> • Community Energy and Emissions Plan • Integrated Community Sustainability Plan • Community- Wide Climate Action Plan • Official Community Plan • Regional Growth Strategy • Do not have a plan • Other: 	Yes No No Yes No No No
Q 15 Does your local government have a corporate GHG reduction plan?		Yes

2020 BUILDING AND LIGHTING ACTIONS

Building and Lighting Actions

Low-carbon buildings use the minimum amount of energy needed to provide comfort and safety for their inhabitants and tap into renewable energy sources for heating, cooling and power. These buildings can save money, especially when calculated over the long term. This category also includes reductions realized from energy efficient street lights and lights in parks or other public spaces.

Q 16 + Q 17 Community-Wide Building and Lighting Actions Taken in 2020 + Additional Actions
Q 18 Community-Wide Building and Lighting Actions Proposed for 2021

Q 19 + Q 20 Corporate Building and Lighting Actions Taken in 2020 + Additional Actions
Efficient replacement for Shaw Centre arena chillers
SASCU Rec Centre Auditorium LED project
Downtown LED Street Light Conversions
City Hall Lobby LED project
Q 21 Corporate Building and Lighting Actions Proposed for 2021
Residential LED street lighting projects
Cobra Head LED street lighting projects
City Hall Offices LED lighting project
Memorial Arena LED lighting project
Planning for Aquatic Centre replacement

Building and Lighting	
The Province has committed to taking incremental steps to increase energy-efficiency requirements in the BC Building Code to make buildings net-zero energy ready by 2032. The BC Energy Step Code--a part of the BC Building Code--supports that effort	
Q 22 Is your local government aware of the BC Energy Step Code?	Yes
Q 23 Is your local government implementing the BC Energy Step Code?	Yes



P5 2020 ENERGY GENERATION ACTIONS

Energy Generation Actions

A transition to renewable or low-emission energy sources for heating, cooling and power supports large, long-term GHG emissions reductions. Renewable energy including waste heat recovery (e.g. from biogas and biomass), geo-exchange, micro hydroelectric, solar thermal and solar photovoltaic, heat pumps, tidal, wave, and wind energy can be implemented at different scales, e.g. in individual homes, or integrated across neighbourhoods through district energy or co-generation systems.

Q 24 + Q 25 Community-Wide Energy Generation Actions Taken in 2020 + Additional Actions
Q 26 Community-Wide Energy Generation Actions Proposed for 2021

Q 27 + Q 28 Corporate Energy Generation Actions Taken in 2020 + Additional Actions
Art Gallery Solar Project
Q 29 Corporate Energy Generation Actions Proposed for 2021
Solar project feasibility study

Energy Generation	
Q 30 Is your local government developing, or constructing a	
<ul style="list-style-type: none"> • district energy system • renewable energy system • none of the above 	<p>No</p> <p>No</p>
Q 31 Is your local government operating a	
<ul style="list-style-type: none"> • district energy system • renewable energy system • none of the above 	<p>No</p> <p>No</p>
Q 32 Is your local government connected to a district energy system that is operated by another energy provider?	No
Q 33 Are you familiar with the List of Funding Opportunities for Clean Energy Projects Led by First Nations and Local Governments?	Yes

2020 GREENSPACE/NATURAL RESOURCE PROTECTION ACTIONS

Greenspace Actions

Greenspace/Natural Resource Protection refers to the creation of parks and greenways, boulevards, community forests, urban agriculture, riparian areas, gardens, recreation/school sites, and other green spaces, such as remediated brownfield/contaminated sites as well as the protection of wetlands, waterways and other naturally occurring features.

Q 34 + Q 36 Community-Wide Greenspace Actions Taken in 2020 + Additional Actions (Q 35 below Q 41)
Q 37 Community-Wide Greenspace Actions Proposed for 2021

Q 38 + Q 39 Corporate Greenspace Actions Taken in 2020 + Additional Actions
Tree planting – 50 trees with Naturalist Society
Greenway network enhancement (2,800 m new trails created)

Q 40 Corporate Greenspace Actions Proposed for 2021
Ongoing park enhancements (Klahani, Blackburn, and Canoe Beach Parks)
Ongoing greenways network enhancements (including Turner Creek Trail)

Greenspace	
Q 41 Does your local government have urban forest policies, plans or programs?	Yes
Q 35. Does your local government have policies, plans or programs to support local food production?	Yes



2020 Climate Action/Carbon Neutral Progress Survey

2020 SOLID WASTE ACTIONS

Solid Waste Actions

Reducing, reusing, recycling, recovering and managing the disposal of the residual solid waste minimizes environmental impacts and supports sustainable environmental management, greenhouse gas reductions, and improved air and water quality.

Q 42 + Q 43 Community-Wide Solid Waste Actions Taken in 2020 + Additional Actions	
	Continued residential recycling pick-up.
	Residential yard waste pick-up (bi-annual).
	Continued curbside food waste pick-up program
Q 44 Community-Wide Solid Waste Actions Proposed for 2021	
	Continued residential recycling pick-up.
	Residential yard waste pick-up (bi-annual).
	Continued curbside food waste pick-up program

Q 45 + Q 46 Corporate Solid Waste Actions Taken in 2020 + Additional Actions	
	Continued Food waste program
Q 47 Corporate Solid Waste Actions Proposed for 2021	

Solid Waste	
Q 48 Does your local government have construction and demolition waste reduction policies, plans or programs?	No
Q 49 Does your local government have organics reduction/diversion policies, plans or programs?	Yes

2020 TRANSPORTATION ACTIONS

Transportation Actions

Transportation actions that increase transportation system efficiency emphasize the movement of people and goods, and give priority to more efficient modes, e.g. walking, cycling and public transit, can contribute to reductions in GHG emissions and more livable communities.

Q 50 + Q 51 Community-Wide Transportation Actions Taken in 2020 + Additional Actions
Greenway network enhancement (2,800 m new trails created)
New sidewalk install (50 m by City and 367 through development)
Active transportation Task Force formed
Q 52 Community-Wide Transportation Actions Proposed for 2021
Ongoing greenways network enhancements
Various sidewalk projects (175 m proposed)
10 Ave SW multi use path project
Ross Street Underpass project
Trans Canada Highway improvements including parallel pathway

Q 53 + Q 54 Corporate Transportation Actions Taken in 2020 + Additional Actions
Hybrid fleet vehicles (1 purchased)
Q 55 Corporate Transportation - Actions Proposed for 2021
Fleet vehicle upgrades

Transportation	Yes	Yes
Q 56 Does your local government have policies, plans or programs to support:	Yes	Yes
• Walking	Yes	Yes
• Cycling	Yes	Yes
• Transit Use	Yes	Yes
• Electric Vehicle Use	Yes	Yes
• Other (please specify)	No	No
Q 57 Does your local government have a Transportation Demand Management (TDM) strategy (e.g. to reduce single-vehicle occupancy trips, increase travel options, provide incentives to encourage individuals to modify travel behaviour)?	No	No
Q 58 Does your local government integrate its transportation and land use planning?	Yes	Yes



2020 WATER AND WASTEWATER ACTIONS

Managing and reducing water consumption and wastewater is an important aspect of developing a sustainable built environment that supports healthy communities, protects ecological integrity, and reduces GHG emissions.

Q 59 + Q 60 Community-Wide Water and Wastewater Actions Taken in 2020 + Additional Actions	
Annual sprinkler restrictions.	
Require installation of water meters on new development.	
Q 61 Community-Wide Water and Wastewater Actions Proposed for 2021	
Continued annual sprinkler restrictions.	
Continue to require installation of water meters on new development.	

Q 62 + Q 63 Corporate Water and Wastewater Actions Taken in 2020 + Additional Actions	
Q 64 Corporate Water and Wastewater Actions Proposed for 2021	
Continue exploring Water and Wastewater System efficiency upgrades and techniques.	

Water Conservation	
Q 65 Does your local government have water conservation policies, plans or programs?	Yes



2020 Climate Action/Carbon Neutral Progress Survey

2020 CLIMATE CHANGE ADAPTATION ACTIONS

This section of the survey is designed to collect information related to the types of climate impacts local governments are experiencing and how they are being addressed.

<p>Q 66 Please identify the THREE climate impacts that are most relevant to your Local Government.</p> <ul style="list-style-type: none"> • Increased temperatures increasing wildfire activity • Increased temperatures affecting air quality • Extreme weather events contributing to urban and overland flooding 		
<p>Other (please specify): Decreased average temperatures increasing winter burdens</p>		
<p>Q 67 In 2020 has your local government addressed the impacts of a changing climate using any of the following?</p>		
<p>Risk and Vulnerability Assessments</p> <p>Risk Reduction Strategies</p> <p>Emergency Response Planning</p> <p>Asset Management</p> <p>Natural/Eco Asset Management Strategies</p> <p>Infrastructure Upgrades (e.g. stormwater system upgrades)</p> <p>Beach Nourishment Projects</p> <p>Economic Diversification Initiatives</p> <p>Strategic and Financial Planning</p> <p>Cross-Department Working Groups</p> <p>Official Community Plan Policy Changes</p> <p>Changes to Zoning and other Bylaws and Regulations</p> <p>Incentives for Property Owners (e.g. reducing storm water run-off)</p> <p>Public Education and Awareness</p> <p>Research</p> <p>Mapping</p> <p>Partnerships</p>		<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes</p>

<p>Q 68 Climate Change Adaptation Actions Taken in 2020</p> <p>Please elaborate on key actions and/or partnerships your local government has engaged in to prepare for, and adapt to a changing climate. Add links to key documents and information where appropriate.</p>

2020 OTHER CLIMATE ACTIONS

Other Climate Actions

This section provides local governments the opportunity to report other climate actions that are not captured in the categories above.

Q 72 Community-Wide Other Actions Taken in 2020

Q 73 Corporate Other Actions Taken in 2021

Other

Q 74 Are you familiar with the [Community Lifecycle Infrastructure Costing Tool \(CLIC\)](#)?

Yes

Q 75 Is your local government using the [CLIC](#) tool?

No

INNOVATION AND PEER-TO-PEER LEARNING

Innovation

This section provides the opportunity to showcase an innovative *Corporate and/or Community-Wide* GHG reduction and/or climate change adaptation activity that your local government has undertaken and that has had, or has the potential to have, a significant impact. You are welcome to highlight an action that has already been listed. Projects included here may be featured as success stories on the [B.C. Climate Action Toolkit](#) and/or shared with other local governments to inspire further climate action. Please add links to additional information where possible. Communities that have conducted innovative initiatives may want to consider making applications to [CEA's Climate and Energy Action Awards](#), [FCM Sustainable Communities Awards](#) or to [FCM's National Measures Report](#).

Q 76 Community-Wide Innovation Action

Q 77 Corporate Innovation Action

Programs, Partnerships and Funding Opportunities

Local governments often rely on programs, partnerships and funding opportunities to achieve their climate action goals. Please share the names of programs and organizations that have supported your local government's climate actions by listing each entry in the box below separated by a forward slash (e.g. program1/program2).

Mitigation

Q 79 Mitigation Programs, Partnerships and Funding

As a member municipality of the CSRD, the City of Salmon Arm contributes to regional climate actions, with the most relevant being the CSRD's gas capture at the Salmon Arm landfill.

Adaptation

Q 80 Adaptation Programs, Partnerships and Funding

CITY OF SALMON ARM

2020 Climate Action/Carbon Neutral Progress Survey

2020 CARBON NEUTRAL REPORTING

Local governments are required to report on their progress in achieving their carbon neutral goal under the [B.C. Climate Action Charter](#). Working with B.C. local governments, the joint Provincial-UBCM Green Communities Committee (GCC) has established a common approach to determining carbon neutrality for the purposes of the Climate Action Charter, including a Carbon Neutral Framework and supporting guidance for local governments on how to become carbon neutral.

Prior to completing this portion of the survey, please ensure that you are familiar with guidance available on the [B.C. Climate Action Toolkit website](#), especially the [Workbook](#) and [Becoming Carbon Neutral: A Guide for Local Governments in British Columbia](#).

Please note: As a result of the BC Recycling Regulation, local governments are no longer required to account for GHG emissions from vehicles, equipment and machinery required for the collection, transportation and diversion of packaging and printed paper, in their annual Climate Action reports.

Reporting Emissions

Q 81 Did your local government measure corporate GHG emissions for 2020?	Yes
Q 82 If your local government measured 2020 corporate GHG emissions, please report the number of corporate GHG emissions from services delivered directly by your local government (in tonnes of carbon dioxide equivalent)	946.57
Q 83 If your local government measured 2020 corporate GHG emissions, please report the number of corporate GHG emissions from contracted services (in tonnes of carbon dioxide equivalent)	801.13
Q 84 TOTAL A: CORPORATE GHG EMISSIONS FOR 2020 (Direct GHGs + Contracted GHGs)	1747.7 tCO2e

Reporting Reductions and Offsets

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions generated in 2020 by one or a combination of the following actions:

- undertake GCC-supported Option 1 Project(s)
- undertake GCC-supported Option 2 Project(s)
- purchase carbon offsets from a credible offset provider

For more information about options to balance or offset corporate GHG emissions please refer to [Becoming Carbon Neutral: A Guidebook for Local Governments in British Columbia](#).



2020 Climate Action/Carbon Neutral Progress Survey

If applicable, please report the 2020 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO₂e)) being claimed from any of the following Option 1 GHG Reduction Projects:

OPTION 1 PROJECTS	REDUCTIONS
Q 85 Energy Efficient Retrofits (in tonnes of carbon dioxide equivalent (tCO ₂ e))	
Q 86 Solar Thermal (in tonnes of carbon dioxide equivalent (tCO ₂ e))	
Q 87 Household Organic Waste Composting (in tonnes of carbon dioxide equivalent (tCO ₂ e))	458
Q 88 Low Emission Vehicles (in tonnes of carbon dioxide equivalent (tCO ₂ e))	
Q 89 Avoided Forest Conversion (in tonnes of carbon dioxide equivalent (tCO ₂ e))	
Q 90 TOTAL B: REDUCTIONS FROM ALL OPTION 1 PROJECTS FOR 2020	458 tCO ₂ e

Q 91 If applicable, please report the names and 2020 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO₂e)) being claimed from Option 2 GHG Reduction Projects:

Option 2 Project Name	REDUCTIONS
Option 2 GHGs Reduced (tCO ₂ e)	
Q 92 TOTAL C: REDUCTIONS FROM ALL OPTION 2 PROJECTS FOR 2020	0 tCO ₂ e

Offsets

Q 93 If applicable, please report the name of the offset provider, type of project and number of offsets purchased (in tonnes of carbon dioxide equivalent (tCO₂e)) from an offset provider for the 2018 reporting year:

NOTE: DO NOT INCLUDE ANY FUNDS THAT MAY BE SET ASIDE IN A CLIMATE ACTION RESERVE FUND.

Offset Provider Name	OFFSETS
Offsets (tCO ₂ e)	
Q 94 TOTAL D: OFFSETS PURCHASED FOR 2018	0 tCO ₂ e

Q 95 TOTAL REDUCTIONS AND OFFSETS FOR 2020 (Total B+C+D) = 458 tCO₂e

Corporate GHG Emissions Balance for 2020

Your local government's Corporate GHG Emissions Balance is the difference between total corporate offsettable GHG emissions (direct + contracted emissions) and the GHG emissions reduced through GCC Option 1 and Option 2 projects and/or the purchase of offsets.

Q 96 CORPORATE GHG EMISSIONS BALANCE FOR 2020 = (A – (B+C+D)) = 1289.7 tCO₂e



2020 Climate Action/Carbon Neutral Progress Survey

Carbon Neutral Reporting	
Q 99 Does your local government set aside funds in a climate reserve fund or similar?	Yes

GCC CLIMATE ACTION RECOGNITION PROGRAM

Green Communities Committee Climate Action Recognition Program

The joint Provincial-UBCM Green Communities Committee (GCC) Climate Action Recognition Program provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (Charter) signatory.

Recognition is provided on an annual basis to local governments who demonstrate progress on their Charter commitments, according to the following:

- Level 1 – Demonstrating Progress on Charter Commitments:** For local governments who demonstrate progress on fulfilling one or more of their Charter commitments.
- Level 2 – Measuring GHG Emissions:** For local governments that achieve Level 1, and who have measured their Corporate GHG Emissions for the reporting year and demonstrate that they are familiar with their community’s energy and emissions inventory (i.e. CEEI)
- Level 3 – Accelerating Progress on Charter Commitments:** For those local governments who have achieved Level 1 and 2 and have demonstrated undertaking significant action (corporately or community wide) to reduce GHG emissions in the reporting year (e.g. through undertaking a GHG reduction project, purchasing offsets, establishing a reserve fund).
- Level 4 - Achievement of Carbon Neutrality:** For local governments who achieve carbon neutrality in the reporting year.

Q 100 Based on your local government’s 2020 Climate Action/Carbon Neutral Progress Survey, please check the GCC Climate Action Recognition Program level that best applies:

Level 1 – Demonstrating Progress on Charter Commitments	
Level 2 – Measuring GHG Emissions	
Level 3 – Accelerating Progress on Charter Commitments	X
Level 4 - Achievement of Carbon Neutrality	
Not Sure	



2020 Climate Action/Carbon Neutral Progress Survey

Q 101 Related to Level 3 recognition, if applicable, please identify any new or ongoing corporate or community wide GHG reduction projects (other than an Option 1 or Option 2 project) undertaken by your local government that reflects a significant investment of time and/or financial resources and is intended to result in significant GHG reductions:

PROJECT NAME:
<ul style="list-style-type: none"> • Hybrid fleet vehicle purchase • Efficient Arena Chiller replacement • Art Gallery Solar project • Ongoing LED street lighting projects • Ongoing civic building LED lighting projects • Ross Street Underpass project • Active Transportation planning • Planning for Aquatic Centre replacement • Trans Canada Highway improvements including parallel pathway

Service Area	Emissions (tonnes CO ₂ e)									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	
Administration and Governance	72	42.9	60.7	55.4	53.1	74.57	78.02	70.74	57.74	
Drinking, Storm and Waste Water	462	403.4	455.8	427.9	405.4	451.26	427.23	418.35	324.6	
Solid Waste Collection, Transportation and Diversion	107	106.5	119.5	113.8	116.5	115	123.1	113.5	133	
Roads and Traffic Operations	266	344.7	361.6	367.1	369	415.59	425.94	427.53	389.5	
Arts, Recreation, Parks and Cultural Services	932	858.3	877.3	806.7	843.2	932.53	904.44	875.82	742.94	
Fire Protection	105	94.5	106	95.4	91.7	111.55	103.1	106.12	99.9	
Subtotal	1944	1850.3	1980.9	1866.3	1878.9	2100.05	2061.8	2012.06	1747.7	
Organic Diversion	0	0	0	0	0	0	0	-239.2	-458	
Total	1944	1850.3	1980.9	1866.3	1878.9	2100.5	2061.8	1772.86	1289.7	

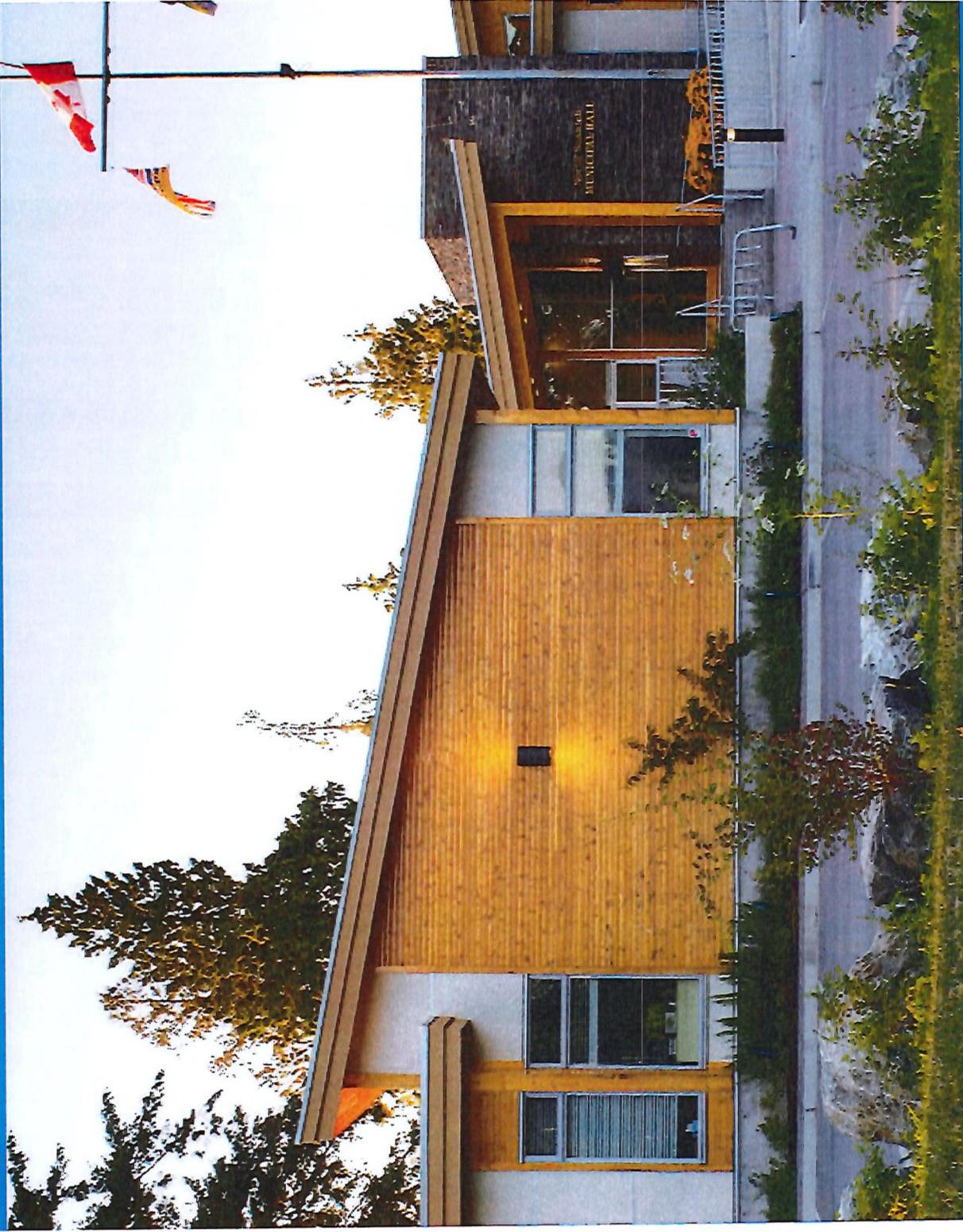
Service Area	Emissions tonnes CO ₂ e									
	2012	2013	2014	2015	2016	2017	2018	2019	2020	
Administration and Governance										
City Hall	65	36.2	53	47.4	44.6	64.67	69.07	66.02	54.99	
Fleet	7	6.7	7.7	8	8.5	9.9	8.95	4.72	2.75	
Total	72	42.9	60.7	55.4	53.1	74.57	78.02	70.74	57.74	
Drinking, Storm and Waste Water										
Water	130	148.1	165.8	161.2	145	159.84	134.93	126.9	67.2	
Sewer (Treatment Plant)	153	125.6	156.7	146	135	157.77	167.97	167.19	140.7	
Public Works Yard (1/3)	10	10.7	10.6	9.5	9.3	12.52	10.9	10.49	9.83	
Fleet	169	119	122.7	111.2	116.1	121.13	113.43	113.77	106.81	
Total	462	403.4	455.8	427.9	405.4	451.26	427.23	418.35	324.6	
Solid Waste Collection, Transportation and Diversion										
Curbside Collection*	107	106.5	119.5	113.8	116.5	115	123.1	113.5	113.8	
Biosolids*									15.3	
CSA Facility Collection*									3.9	
Total	107	106.5	119.5	113.8	116.5	115	123.1	113.5	133	
Roads and Traffic Operations										
Lighting	18	16.4	20.2	19.8	20.3	20.77	20.97	21.48	8.8	
Public Works Yard (1/3)	10	10.7	10.6	9.5	9.3	12.52	10.9	10.49	9.83	
Fleet	238	317.6	330.8	337.8	339.4	382.3	394.07	395.56	370.87	
Total	266	344.7	361.6	367.1	369	415.59	425.94	427.53	389.5	

Arts, Recreation, Parks and Cultural Services										
Parks+cemetery+LMC	12	10.7	11.55	10.3	8.6	12.9	20.0	15.26	8.99	
Public Works Yard (1/3)	10	10.7	10.6	9.5	9.3	12.52	10.9	10.49	9.83	
Arena and Recreation Centre*	810	761	759.7	695.1	740.8	829.34	801.31	784.76	646	
Haney Heritage Village & Museum*	10	7	8.8	7.7	7.3	10.19	9.95	11.72	10.07	
Art Gallery*	13	15	17.9	12.3	11.6	14.04	12.67	13.3	12.06	
Fleet	77	53.9	68.75	71.8	65.6	53.54	49.61	40.29	55.99	
Total	932	858.3	877.3	806.7	843.2	932.53	904.44	875.82	742.94	
Fire Protection										
Fire Halls & Training Centre	72	63.5	74.2	63.7	59.8	80.37	75.18	72.69	68.8	
Fleet	33	31	31.8	31.7	31.9	31.18	27.93	33.43	31.1	
Total	105	94.5	106	95.4	91.7	111.55	103.1	106.12	99.9	
Sub Total	1944	1850.3	1980.9	1866.3	1878.9	2100.5	2061.8	2012.06	1747.7	
In-House Portion	991	960.8	1075	1037.4	1002.7	1131.93	1114.77	1088.78	946.57	
Contracted Portion*	953	889.5	905.9	828.9	876.2	968.57	947.03	923.28	801.13	
Organic Diversion	0	0	0	0	0	0	0	-239.2	-458	
Grand Total	1944	1850.3	1980.9	1866.3	1878.9	2100.5	2061.8	1772.86	1289.7	

	2012	2013	2014	2015	2016	2017	2018	2019	2020
Buildings									
City Hall	65	36.2	53	47.4	44.6	64.67	69.07	66.02	54.99
Arena and Recreation Centre*	810	761	759.7	695.1	740.8	829.34	801.31	784.76	646
Haney Heritage Village & Museum*	10	7	8.8	7.7	7.3	10.19	9.95	11.72	10.07
Art Gallery*	13	15	17.9	12.3	11.6	14.04	12.67	13.3	12.06
Fire Halls & Training Centre	72	63.5	74.2	63.7	59.8	80.37	75.18	72.69	68.8
Building Totals	970	882.7	913.6	826.2	864.1	998.61	968.18	948.49	791.92

Appendix 4
Summary Report on

LOCAL GOVERNMENTS CLIMATE ACTIONS 2018



CARIP
CLIMATE ACTION REVENUE INCENTIVE PROGRAM

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*Front & back cover photo courtesy:
HCMA Architecture + Design,
District of North Saanich Municipal
Hall (See page 8)*

Introduction

Established in 2010, the Climate Action Revenue Incentive Program (CARIP) provides conditional grants to local government signatories of the BC Climate Action Charter (Charter). The Charter establishes the joint Provincial-UBCM Green Communities Committee (GCC) to provide support to signatories. By signing the Charter, local governments commit to taking action towards achieving carbon neutrality in their corporate operations and to reducing community-wide emissions through the development of more complete, compact and energy efficient rural and urban communities.

The CARIP grant is equal to 100% of the carbon tax that eligible local governments have directly paid in a given year. To be eligible, local governments are required to be Charter signatories, report publicly on their plans and progress toward meeting their corporate and community-wide climate action goals, and complete an annual CARIP survey summarizing their actions.

In 2018, 186 of the 187 signatory local governments responded to the CARIP survey and reported on climate actions in areas as diverse as land use, transportation, waste, water, energy, and other infrastructure and service provision. It is evident from these surveys that local governments are continuing to demonstrate leadership and apply innovative approaches to both reducing greenhouse gas (GHG) emissions and adapting to a changing climate.

2018 CARIP Report Snapshot

Local Governments Reporting: 186

Local Governments Measuring: 147

Carbon Neutral Local Governments: 50

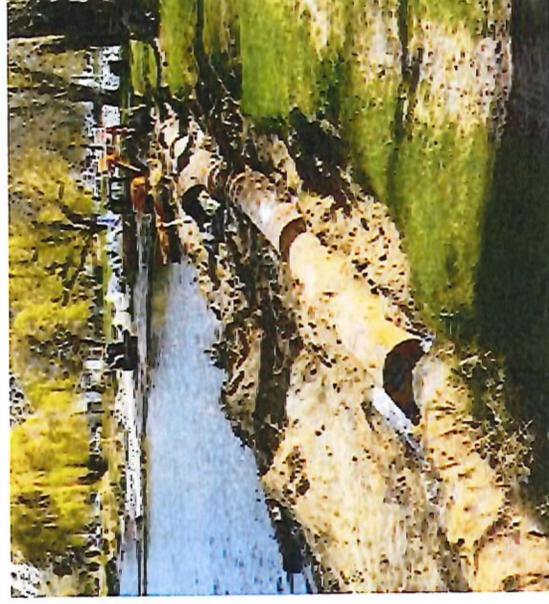


Photo courtesy: City of Kelowna

The 2018 CARIP Summary Report

This report illustrates the continued progress by local governments to reduce carbon emissions through highlighting examples of the achievements and experiences of small, medium, and large communities.

The 2018 CARIP Summary Report includes:

- Update on local government progress towards carbon neutrality
- Highlights of climate mitigation and adaptation actions taken by small, medium, and large communities across B.C.
- Hyperlinked list of funding sources and programs used by local governments in support of climate action

Carbon Neutral Local Government

50 Local Governments achieved carbon neutrality in their corporate operations in 2018

Ashcroft	Oliver
Capital Regional District	Osoyoos
Central Saanich	Parksville
Coldstream	Peace River RD
Columbia Shuswap RD	Pemberton
Comox Valley RD	Penticton
Comox	Pitt Meadows
Cowichan Valley RD	Port Alice
Cumberland	Port Hardy
Delta	Powell River
Duncan	RD of East Kootenay
Fort St. James	RD of Kitimat-Stikine
Granisle	RD of Mount Waddington
Highlands	RD of Nanaimo
Islands Trust	Richmond
Keremeos	Sidney
Ladysmith	Sooke
Langley	Squamish
Lantzville	Thompson-Nicola RD
Logan Lake	Tofino
Lumby	Ucluelet
Mission	Vancouver
Nelson	View Royal
New Denver	West Vancouver
Oak Bay	Whistler

The annual reporting of Climate Action Charter signatories through the CARIP survey enables a comparison from year-to-year, on the progress made by local governments on their carbon neutral commitments.

Of the 147 local governments that measured and reported on their GHG emissions in the 2018 CARIP reporting year, 50 local governments achieved carbon neutrality. This is an increase of five local governments since 2017. Appendix A lists the status of each local government's achievement toward the Charter commitment of carbon neutrality.

To support their achievement of Charter commitments, the GCC maintains a Carbon Neutral Framework (CNF), to provide guidance to local governments in measuring corporate emissions and balancing – through verified emission reduction projects – or offsetting emissions. The framework clarifies what emissions are in scope and how those emissions can be reduced and balanced / offset.

The CNF is designed to meet three key interests: ensuring that the approach offers choice in terms of the offsets that can be purchased; providing options for investments in local GHG reduction projects that are practical and flexible for the range of B.C. local governments; and ensuring that the approach is credible and that emission reductions are measurable. To do this, the approach provides options that allow local governments to use measurable community reductions to balance their corporate emissions (Options 1 and 2), as well as the ability to purchase validated offsets from a credible offset provider (Option 3).

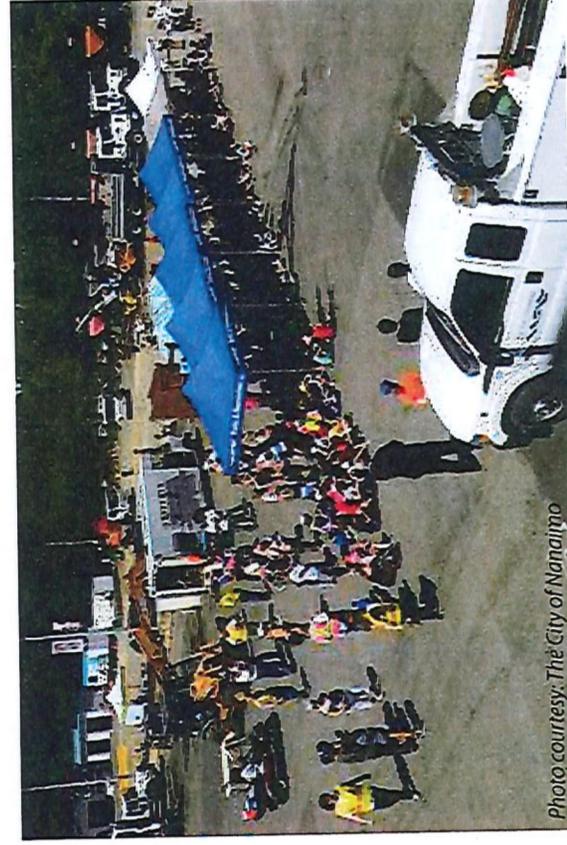


Photo courtesy: The City of Nanaimo

The increase in carbon neutral local governments may be attributed to the new trenchless technology GCC Option 1 project profile, which became available for measuring emission reductions in the 2018 reporting year. The 1,310 tCO₂e of reduction credits that were claimed from the trenchless technology projects represent a significant uptake and surpassed the amount claimed for energy efficient retrofits, solar thermal, and low emission vehicles combined.

The total corporate GHG emissions generated by local governments in 2018 was 273,242 tCO₂e¹, a decrease of 533 tCO₂e from 2017. The moderate decrease in emissions can be in part attributed to the success of the CNF, which encourages emission reductions wherever possible. Corporate emissions reductions may also be due in part to the 2017 change to the scope of local government corporate emissions inventory. Recycle BC is now responsible for emissions associated with the collection of packaging and printed paper, which was previously counted as part of local government corporate inventories.

In 2018, local governments claimed 139,345 tCO₂e of GHG emission reductions and offsets to balance their corporate footprint. Of the total emission reductions and offsets claimed, 127,247 tCO₂e were achieved through GCC Option 1 and 2 projects.²

In 2018, Household Organic Waste Composting remained the most common Option 1 project and Biocover Methane Reduction the most common Option 2 project. Local governments chose to purchase 12,097 tCO₂e worth of offsets in 2018, a decrease from the 12,349 tCO₂e purchased in 2017. This decrease in purchased offsets may be attributed to greater use of GCC Option 1 and 2 projects. Please refer to Appendix B for total corporate emissions and reductions reported through CARIP between 2012 and 2018.

1 tCO₂e denotes tonnes of carbon dioxide equivalent.

2 For more information, see [Chapter 2 of *Becoming Carbon Neutral: Guidebook for B.C. Local Governments*](#).

Corporate and Community-Wide Climate Mitigation Actions

Since 2010, the number and scope of corporate and community-wide climate change mitigation actions and plans pursued by local governments has been increasing. Actions range from shifting to LED lighting, to those that require significant investment, such as installing alternative energy systems. The results from the 2018 CARIP survey indicate that local governments across B.C. are adopting and promoting the BC Energy Step Code, supporting active transportation through broader planning efforts, and continuing to support community engagement and education on climate-related topics in a variety of ways.

In 2018, 51% of CARIP respondents reported having corporate GHG reduction plans in place while approximately 94% of CARIP respondents indicated using planning tools to support climate mitigation on a community-wide scale. As shown in Table 1, since 2015³, there has been an increase in the percentage of local governments with Energy and Emissions Plans, Community Wide Action Plans, and Official Community Plans supporting climate action.

3 2015 was the first year local government were asked to identify the plans they have that support climate change mitigation.

The Small Community Experience (population up to 4,999)

Corporate Mitigation Actions

Small communities across B.C. are taking action to reduce their corporate emissions in a multitude of ways. Actions reported in the survey include the installation of LED lighting in buildings and solid waste diversion (recycling, composting and reducing single use plastics). There is also a continued focus on the installation of solar generation systems and energy upgrades to existing buildings to increase energy efficiency and reduce GHGs. For example, the new district office in Elkford has been designed according to Commercial Step Code 3 with 30% of the electrical power to be provided by solar panels. The District of Sparwood installed building automation systems in each district building to reduce energy use and the District of Barriere received a grant to expand its biomass district hot water heating system to include the Barriere Search and Rescue building and fire hall.

CLIMATE ACTION HIGHLIGHT: *The Thorsen Creek Waste and Recycling Centre*

opened in November of 2018, marking the Central Coast Regional District's (CCRD) 50 years of service to the community. The centre, complemented by a comprehensive recycling program, provides improved access to recycling options for the community, diverts more waste and extends life of the current landfill. Residents are now able to recycle a wide range of items such as packaging material (cans, jars, plastics, cardboard), printed paper, small appliances, tires, light bulbs, and used oil.

Waste management has been a top priority for the community and the new centre is one of many strategies implemented to maximize remaining landfill space. Additional strategies include

maximizing recycling opportunities, a new funding agreement between the CCRD and the Nuxalk Nation, hiring a recycling attendant, updating the district's Solid Waste Management Plan, increasing education and promotion of recycling, and decommissioning the old waste transfer site to free up landfill space. An overall reduction in waste generation and efforts made to recycle material can reduce the need for energy-intensive extraction and processing activities, leading to fewer GHG emissions.

The total cost of the project was approximately \$1 million covered in part by the Federal Gas Tax-Community Works Fund, with additional capital funds from the region's solid waste management budget. Financial support was also provided by the BC Used Oil Management Association for the purchase of storage tanks and modified sea-cans. BC Hydro provided the funding for the trees and shrubs planted at the site.

Community-Wide Mitigation Actions

Smaller communities, that represent 41% of CARIP survey respondents, continue to support community-wide reduction efforts by promoting actions in areas that include local food production, renewable energy generation and planning for public transit and active transportation.

90% of CARIP survey respondents continue to have water conservation plans or policies in place.

45% of CARIP survey respondents have urban forest policies, plans or programs.

Table 1: Policies by Mode of Transportation

MODE OF TRANSPORTATION	% OF LGS REPORTING ACTIONS 2018	% OF LGS REPORTING ACTIONS 2017	% OF LGS REPORTING ACTIONS 2016
Walking	81	80	79
Cycling	77	76	75
Transit	75	72	65
Electric Vehicles	69	62	54

As indicated in Table 1: (Above) There has been an increase in the number of local governments reporting actions across all modes of low emission transportation with notable increases in actions related to transit and electric vehicles.

.....
 About 21% of CARIP survey respondents are engaged in transportation demand management activities. In large communities (100,000+), where congestion is most acute, 40% of local governments have transportation demand management strategies in place.

CLIMATE ACTION HIGHLIGHT: The District of Lillooet's Active Community Master Plan, completed in July 2018, will guide the District's work in becoming a complete community and promoting healthy living. Development of the plan included an extensive community engagement process that will also inform an upcoming update to the District's Official Community Plan. One of the guiding objectives of the Active Community Master Plan is to support safe, active transportation. The plan includes strategies to improve communications regarding Lillooet's current active living opportunities, improve road safety for pedestrians and cyclists, expand bicycle infrastructure, explore opportunities to improve the pedestrian realm, and enhance the public trail network.

CLIMATE ACTION HIGHLIGHT: The Village of Masset, with help from the Whistler Centre for Sustainability, completed the *Masset 2040: Integrated Official Community Plan* (IOCP) update. The IOCP articulates a shared vision and goals for the future success and sustainability of Masset and identifies the policies to help guide the community there. The *Masset 2040 IOCP Implementation Guide* articulates priority actions to be implemented following the adoption by Council of the IOCP update. These actions, that began in 2018, include remediation of empty lots in the downtown core, clean-up the park area at Seaplane Spit to create an accessible greenspace, enhancing the Delkatla Wildlife Sanctuary, increasing overall health and wellbeing of residents, and providing improved tourism amenities.



Photo courtesy: The Village of Masset

The Medium-sized Community Experience (population 5,000- 49,999)

Corporate Mitigation Actions

Corporate climate actions undertaken by medium-sized communities included addressing buildings and lighting and water and waste water. LED lighting upgrades continue to be undertaken as do updates to HVAC systems and the integration of sustainable building design. Local governments also supported new approaches to staff travel, including the addition of electric and conventional bikes to municipal fleets.

CLIMATE ACTION HIGHLIGHT: The District of North Saanich is now realizing benefits from its new Municipal Hall. Construction began in 2015 and was completed in August 2017. The objectives of the project were to replace aging infrastructure, provide seismic upgrades, and increase energy efficiency. The new building features solar energy panels and battery backup, an electric vehicle charging station, variable refrigerant flow HVAC systems, low flow plumbing systems, and LED lighting.

The project was completed on time, within budget and was fully funded through reserve funds; tax increases or borrowing were not required.

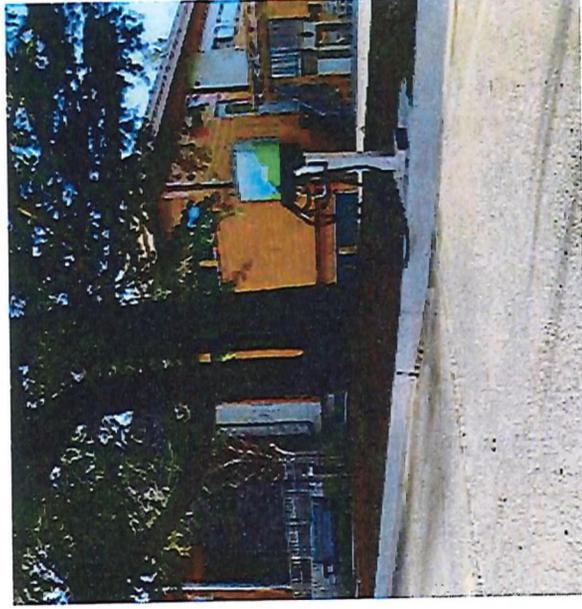


Photo courtesy: The District of North Saanich

Community-Wide Mitigation Actions

In 2018, medium-sized communities (representing 40% of CARIP survey respondents) continued to demonstrate a commitment to reducing GHG emissions by taking actions across many sectors. As in small communities, the completion of Official Community Plan updates focused on actions supporting the development of compact complete communities and implementing active transportation initiatives.

CLIMATE ACTION HIGHLIGHT: The City of Langford's Smart Cities Plan responded to Infrastructure Canada's 2018 Smart Cities Challenge. The Plan is a 10-year digital strategy linked directly to City priorities in the new City Centre Design Guidelines and acts as a roadmap for policy and technology implementation to improve efficiency and sustainability as it relates to Langford's twin pillars of affordability and livability. Considerations include reduced GHG emissions, the optimization of energy and resource use, impacts of climate change, population growth, and economic development. Langford has partnered with academic researchers, local businesses and residents to achieve plan goals such as a 54% reduction in energy use per-capita; the city-wide reduction of GHG emissions to pre-2007 levels; and 15% or more reduction in city water consumption costs.



Photo courtesy: The City of Langford

CLIMATE ACTION HIGHLIGHT: *The District of Squamish* adopted its [2040 Official Community Plan update](#) in June 2018, which addresses both corporate and community climate action. Mitigation policies include reaffirmed GHG emissions reduction targets, a vision of compact infill land use within a newly identified Growth Management Boundary, a focus on local employment and reduced commuting distances, and support for alternative and active transportation options.

Beginning in 2016 when the District finalized its [Active Transportation Plan](#) it began allocating \$700,000 annually for related infrastructure projects. The goal is to encourage a mode shift away from single occupant vehicles for a variety of reasons including: improving physical and mental health, reducing GHG emissions, and improving transportation options for youth, seniors and other residents who are not able to own/operate their own vehicles.



Photo courtesy: *The District of Squamish*

CLIMATE ACTION HIGHLIGHT: *The City of Port Alberni* has developed an extensive network of trails, sidewalks, parks, and natural and heritage attractions. Its [Active Transportation Plan](#) includes greater connectivity and continuity of the trail and road networks, encouraging residents and visitors to walk and bicycle for transportation and recreation. The extensive trail network and natural environment attract visitors, increases community livability and quality of life, and reduces GHG emissions due to reduced use of vehicles.



Photo courtesy: *The City of Port Alberni*

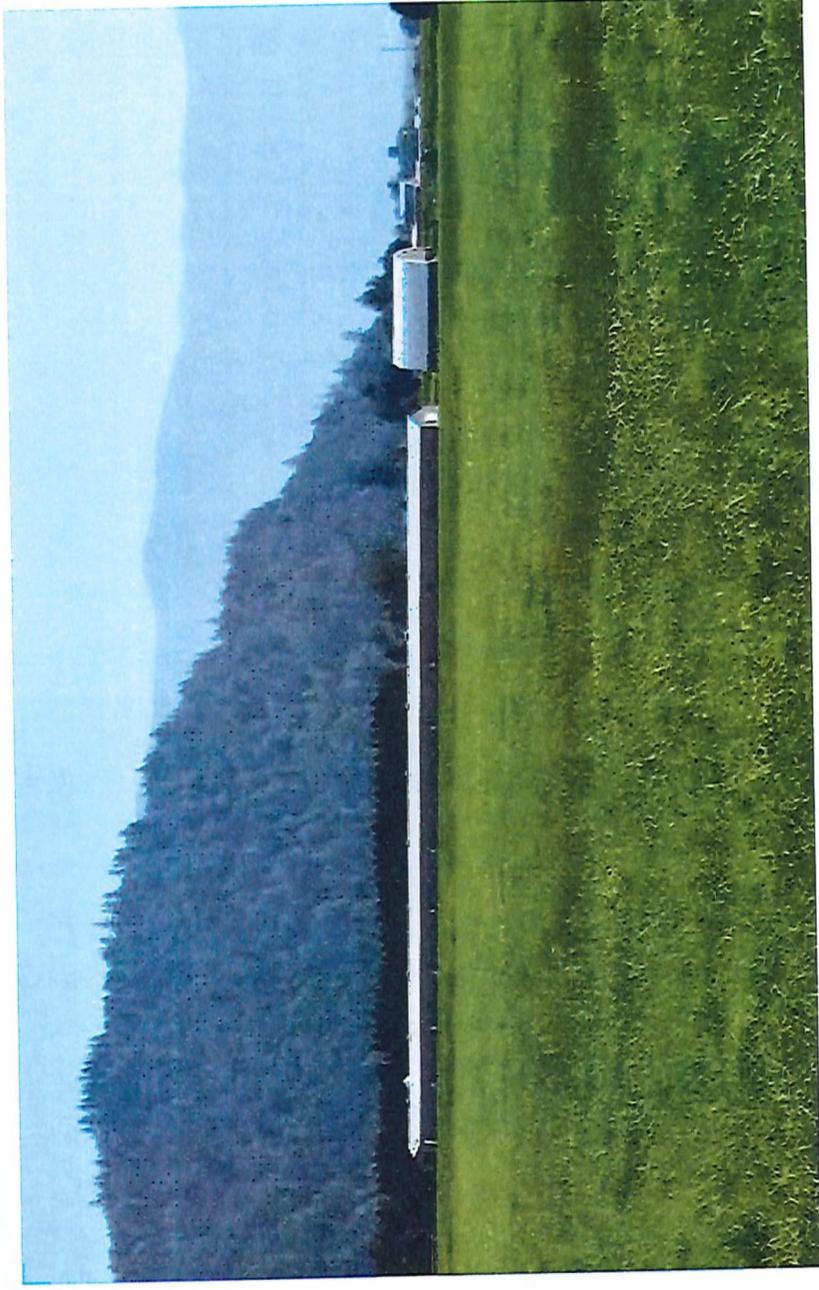
CLIMATE ACTION HIGHLIGHT: *The District of Kent* completed the Highway 9 shoulder enhancement project to improve the cycling route between Agassiz and Harrison Hot Springs. The project supports the District's 2009 [Active Transportation Plan](#) which focused on linkages to other modes of transportation (pedestrian, transit, lakes/blueways) and built on the Community-Based Leisure Needs Assessment that identified trails and bike lanes as a high priority. The Fraser Valley Regional District, Village of Harrison Hot Springs, and Kent Harrison Healthy Communities Committee all played an active role in the planning process.



Photo courtesy: *The District of Kent*

Medium-sized communities also focused on actions to achieve GHG reductions through energy efficient buildings initiatives, including:

- **Power Down Campbell River** offered rebates and resources for homeowners wanting to retrofit their homes for energy efficiency. The program includes educational videos on home energy ratings and energy efficiency considerations.
- The City of Penticton has implemented the BC Energy Step Code. Step One is required for new residential buildings including single detached houses, duplexes, and row housing. Buildings that achieve a minimum of Step 3 of the Step Code at time of occupancy, will receive a 5% building permit fee rebate.
- The City of Kimberley engaged with local developers regarding energy efficiency changes to the BC Energy Step Code.
- The City of Fort St. John promoted its certified Passive House including public tours. The City also facilitated tours of a recently completed BC Hydro/BC Housing 50-unit Passive Apartment building.
- The Town of Smithers, in partnership with the Province and the Dik Tiy Housing Society built a 19-unit affordable housing project to Passive House standard.



District of Kent Floodplain Bylaw Adaptation Project (See page 15). Photo courtesy: The District of Kent

Large Community Experience (population 50,000 +)

Corporate Mitigation Actions

Large communities in B.C. continue to be engaged in a variety of GHG reduction activities. Electric vehicle fleet initiatives (including charging station installations), building upgrades, and innovative energy efficient design were popular themes in the corporate actions reported by these communities.

CLIMATE ACTION HIGHLIGHT: In July 2018, the **City of Surrey** began construction of the Clayton Community Centre, an integrated service facility, slated to become the first community centre in North America to achieve Passive House certification. Located in the rapidly growing East and West Clayton neighbourhoods, the centre is designed to maximize energy efficiency and protect natural ecosystems. Planned to feel like an extension of the surrounding forest and parkland, it features a state-of-the-art heating and cooling system, triple-glazed windows, and an exterior designed to minimize heat loss. As a community hub, it integrates four civic services – recreation, library, arts, and parks – all in a single facility. The unique mix of space delivers arts and culture programming, branch library services, and recreational activities. These core services are complemented by shared social spaces for residents to connect with their neighbours, as well as a mix of supplementary spaces designed to enable community-led programming. On track for a summer 2020 completion, this facility will play an important role in the community life and identity of Clayton and serve as a leading example of green building design.

"The new Clayton Community Centre meets many pressing needs in a community that has rapidly expanded in recent years. Combining city services and programs in one place simply makes sense for residents and their families. Using materials and a design to achieve Passive House certification means it will sustainably benefit residents for decades to come."

Mayor Doug McCallum – City of Surrey



Photos Courtesy: HCMA Architecture + Design, City of Surrey

CLIMATE ACTION HIGHLIGHT: *Metro Vancouver's Sustainable Infrastructure and Buildings Policy*

Policy, effective as of October 2018, establishes minimum standards for sustainable design and construction of Metro Vancouver infrastructure and buildings. Metro Vancouver undertakes a wide range of capital projects that support the organization's mandate of delivering services to the region including drinking water, liquid waste, solid waste, air quality, regional planning and regional parks. The policy aims to ensure that all projects, regardless of size or type, are consistent in their sustainability considerations. In particular, the policy focuses on improving energy efficiency, reducing lifecycle greenhouse gas emissions, encouraging the efficient and sustainable use of resources, and mitigating the impact of infrastructure and building projects on the natural environment.

Using the Envision and LEED rating systems, along with the BC Energy Step Code, the policy sets design and construction standards to reduce environmental impacts, demonstrate fiscal responsibility through life cycle costing, and show leadership in sustainable design. Metro Vancouver is currently developing a Design Guide to support implementation of the policy.

CLIMATE ACTION HIGHLIGHT: *The District of Saanich* has identified the need for its aging building portfolio to be upgraded, and in some cases redeveloped, to maintain the delivery of services to residents. The District's Strategic Facilities Master Plan, adopted in April 2018, guides capital investment decisions for the District's 10 key facilities. Whether for day-to-day maintenance and replacement upgrades or major renovations and redevelopment, the plan reinforces the District's commitment to be a 100% renewable energy community and achieving an 80% reduction of GHGs by 2050. New projects are recommended to be LEED Gold at a minimum as well as the highest equivalent levels for the BC Energy Step Code. The District's first project, the redevelopment of Fire Station #2 has been recently approved by Council

and will be targeting net zero in addition to LEED Gold and Step Code Commercial Level 3.



Photo courtesy: The District of Saanich

Community-Wide Mitigation Actions

As in previous years, there were a range of community-wide actions reported by large communities, whose local governments make up 19% of CARIP survey respondents. Efforts include promoting the BC Energy Step Code, encouraging transit-oriented development and implementing active transportation strategies.

51% of CARIP survey respondents had a corporate GHG reduction plan in 2017.

55% of survey respondents have a climate action reserve fund (a 5% increase from 2017).

CLIMATE ACTION HIGHLIGHT: *The District of North Vancouver*

Youth in Film Program was established in 1998 with the intent of providing youth opportunities to explore careers in film and television. The 2018 Sustainability on Screen Youth Film Camp empowered participants to produce short films about 'climate action'.

The larger program was created to engage youth in the production of films on subjects they are passionate about. In this case, their interest in climate change and the opportunity to tell the story about the District's *Community Energy and Emissions Plan* (CEEP) fit well with those interests. The District's draft

CEEP identifies actions and targets to meaningfully reduce its contribution to climate change and advance efforts on making the District a more energy efficient community.

Participants gained a heightened understanding of both climate change and climate action. Specifically, participating youth were challenged to think about how to promote climate action within their age cohort, how to be more civically engaged, and how to articulate activism and awareness using an artistic lens. This initiative provided a unique opportunity to learn about climate action directly from staff working to establish a community-wide plan to reduce emissions.

The short films produced are titled 'The Little Things' and 'Between the Forest'. These films were screened at the June 11, 2018 Regular Meeting of Council, and can be viewed on the [District webpage](#).

CLIMATE ACTION HIGHLIGHT: In 2018, over 300 grade 4 and 5 students, teachers, and parents attended the [City of Nanaimo's Public Works day event](#). [The City of Nanaimo](#) participates in National Public Works Week, an initiative to bring awareness to the essential role that public works play in a community's quality of life. Through 16 interactive stations, Public Works Day gives school-aged children an experiential and behind the scenes look at the programs, operations and infrastructure that keep Nanaimo flowing, and encourages youth to become engaged citizens and stewards for sustainability. One of the focuses of the day is the hydrological cycle, including the watershed, water conservation and treatment, sewers and drainage systems, as well as the potential impacts of climate change on the system. The Regional District of Nanaimo participated as part of a partnership in water, wastewater and solid waste sustainability.

Response to Public Works Day has been fantastic! For example: "Thank you for providing a great field trip for us to enjoy. We hope you keep taking care of Nanaimo! We really appreciate all the work you do!"
– Pleasant Valley Elementary School, grade 4.



Photo courtesy: The City of Nanaimo

CLIMATE ACTION HIGHLIGHT: [The City of New Westminster](#), through [Energy Save New West](#), is delivering a comprehensive program of industry training, Builder & Developer Breakfasts, and incentives on energy modeling to support BC Energy Step Code implementation. Since 2015, the City has hosted 12 Builder & Designer Breakfasts with over 450 attendees including architects, designers, builders and other tradespeople. The 2018 event covered the BC Energy Step Code Implementation Framework for Part 9 Buildings, Energy Step Code Performance Metrics, and the FortisBC New Home Program.

City Council adopted a [Building Bylaw Amendment](#) (No. 8084, 2019), requiring new buildings to achieve a minimum level of the BC Energy Step Code effective March 31, 2019 for Part 9 residential buildings, and effective January 1, 2020 for Part 3 multi-unit residential and commercial buildings.



Photo courtesy: The City of New Westminster

Adaptation

Over the last several years, the CARIP survey has included questions about local government actions on climate adaptation. Survey responses illustrate the development of local government knowledge, planning, and action since 2015.

In 2018, 84% of survey respondents identified being engaged in emergency response planning to address the impacts of a changing climate. Approximately two thirds of survey respondents reported being engaged in infrastructure upgrades and public education. Over 50% reported being engaged in risk and vulnerability assessments, risk and reduction strategies, strategic financial planning, OCP policy changes, research, mapping, and partnerships.

The top three climate change impacts of concern for local governments include:

- Increased temperatures increasing wildfire activity
- Extreme weather events contributing to urban and overland flooding
- Changes in temperature and precipitation causing seasonal drought

The examples below demonstrate how some local governments are addressing these impacts.



Wildfire

Several local governments in B.C. are addressing wildfire risk through fuel reduction - a fire management strategy that focusses on removing ground brush and debris, pruning lower branches and removing tight second growth trees. For example, Cowichan Valley Regional District conducted an urban wildfire interface analysis, the Village of New Denver continued wildfire interface brushing, and the Squamish-Lillooet Regional District engaged in interface wildfire risk reduction.

While some local governments are taking direct action to mitigate the spread of wildfires, others are engaged in public outreach and education activities. For example, the District of West Kelowna installed wildfire prevention signs on main travel routes and both the Mountain Resort Municipality of Sun Peaks and the District of Barriere engaged in public education efforts.

CLIMATE ACTION HIGHLIGHT: *The Capital*

Regional District's (CRD) approach to wildfire risk includes funding research by Natural Resources Canada (NRCan) and the University of Victoria to collect and analyze sediment cores from both the Sooke Lake Reservoir and nearby Begbie Lake, which are within the primary water supply catchment in the Greater Victoria Water Supply Area. The research has characterized changes in forest composition and wildfire return intervals associated with changes to climate and other drivers since the end of the last ice age. It is also examining the effects of wildfires and human disturbances within the past several hundred years on Sooke Lake Reservoir and assessing fire induced impacts and recovery. The findings are being used to assess the potential vulnerability of forest tree species in the water supply area to climate change, how the likelihood of wildfire in the area could change with climate, and the potential impacts of wildfire and other disturbances on water quality in the Sooke Lake Reservoir.

CLIMATE ACTION HIGHLIGHT: In the *Resort Municipality of Whistler*, hotter and drier summers due to climate change are expected, which will exacerbate both the risks and consequences of wildfire. In response, a *development permit area* for wildfire protection was established. When the 2018 OCP is adopted, wildfire development permit guidelines will apply to new developments and will mitigate the likelihood and consequences of wildfire scenarios.



Photo courtesy: Resort Municipality of Whistler

Flooding

Many communities, including the Regional District of Okanagan-Similkameen, the Regional District of Kootenay Boundary, the Regional District of the Village of Tahsis, the District of Chetwynd and the Resort Municipality of Whistler engaged in flood risk studies.

To respond to flood events of 2017 and 2018, and to proactively mitigate the anticipated effects of climate change, the City of Kelowna completed risk and vulnerability assessments of waterfront parks including Manhattan Beach, Manhattan Point, Sutherland Beach, Kinsmen Park, City Park, Kerry Park, Sarsons Beach, Paddle Centre, and Maude Roxby Marsh. The City completed a beach nourishment project and monitoring program with the goal of building a public foreshore that is resilient to future climatic events.

The District of Kent adopted a Floodplain Bylaw to support appropriate development on the Agassiz floodplain and to account for potential flood water levels. The bylaw designates land as floodplain and makes provisions in relation to flood control, flood hazard management, and the development of land that is subject to flooding or erosion.

Drought

Many local governments have taken recent action to address the impacts of drought in their community. The City of Terrace's Downtown Action Plan and Urban Design Guidelines include drought tolerant landscape design recommendations. The Cowichan Valley Regional District implemented a water use plan and groundwater monitoring system. The Capital Regional District assessed various ecosystem service characteristics in the Greater Victoria Water Supply Area in order to identify vulnerabilities to water quality and supply, as it relates to climate change projections.

CLIMATE ACTION HIGHLIGHT: *The Regional District of Okanagan-Similkameen* developed the *Okanagan Agricultural Water Supply Status Communications Pilot Project* – a joint effort of the *Okanagan Basin Water Board* (OBWB) and the *BC Agriculture & Food Climate Action Initiative*. The BC Agriculture and Food Climate Action Initiative identified challenges producers face as their operations are affected by a changing climate. The project aims to increase communication with producers in times of extreme weather or wildfire, for example better communications to producers by their water purveyor before and during drought events.

With the availability of mass notification systems, and willing local governments and purveyors, the Climate Action Initiative brought this project idea forward. The OBWB provided local utilities access to Civic Ready, a mass notification system, and created template messaging for users. The RDOS, already using Civic Ready, joined the pilot and assists the City of Penticton in outgoing messaging.

The pilot's success is illustrated through producer support and reduction in water consumption when requested. Less water pumped, more electricity and resources saved: Messages are sent to the producers in the manner that best suits them; text, email, text to voice, and landline voice messaging. Texts and emails allow for attachments and links to provide producers with more information.



Photo courtesy: City of Kelowna

CLIMATE ACTION HIGHLIGHT: The Sardis-Vedder Aquifer is the primary source of drinking water for 84,000 residents in the *City of Chilliwack*. The City has proactively protected this groundwater supply by implementing the 1997 Groundwater Protection Plan, the first of its kind in B.C., included groundwater modelling, vulnerability mapping, and a contaminant inventory. The 2018 Sardis-Vedder Aquifer Groundwater Model Update Study included an update of the original groundwater model based on current conditions. The updated model was used to conduct capture-zone analyses and carry out predictive simulations to assist with aquifer management. The results were used to develop an updated Groundwater Protection Plan and Groundwater Management Plan.

Partner Organizations

In recent years, local governments have identified, through the CARIP survey, partner organizations that helped them work toward their climate mitigation and adaptation goals. These organizations range from non-profits, industry, academic institutions, to government institutions. Some collaborative initiatives required sector specific or region-specific partnerships. For example, local governments reported initiatives that resulted from partnering with the Okanagan Similkameen Invasive Species Society, the Penticton and Area Cycling Association, the South Vancouver Island Habitat Acquisition Trust, and the Gwaii Trust Society.

Each year the CARIP summary report highlights one of the identified partners. This year numerous local governments connected with the BC Sustainable Energy Association (BCSEA).

The BCSEA is a volunteer-based charity that supports the sustainable production, distribution, and consumption of energy in British Columbia and beyond. The association collaborates with governments, industry, universities and other institutions, other non-governmental organizations, and citizens to put in place the conditions needed to accelerate the province's transition to a lower-carbon economy. The BCSEA develops and undertakes educational programs, policy advocacy, public outreach and energy planning in the following areas: Chapter Outreach ([Victoria](#), [Vancouver](#), [Kamloops](#) and [Okanagan](#)); Advance Renewable Energy Generation; Advance Energy Conservation and Efficiency; and Advance Low-Carbon Passenger Transportation.



Pictured Above: City of Nanaimo Public Works Day t-shirt design winner 2018. Photo courtesy: City Nanaimo Public Works Day

List of Partners Identified in CARIP Reports

Adaptation to Climate Change Team Asset Management BC	Community Energy Leadership Program Community Regreening Program (BC Hydro)	Investing in Canada Infrastructure Program Municipal Natural Assets Initiative
BC Agriculture and Food Climate Action Initiative	Community Resiliency Investment Program: Reducing Wildfire Risks & Impacts Community Works Fund Data Science for Social Good	New Building Canada Fund (Government of Canada)
BC Energy Step Code Council	David Suzuki Foundation	Northern Development Trust
BC Energy Step Code Local Government Peer Network	Dreamrider Theatre	Northern Initiative Trust
BC Healthy Communities	EfficiencyBC program	Okanagan Basin Water Board
BC Hydro Energy Wise Network	Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative	Pacific Institute for Climate Solutions
BC Hydro Sustainable Communities	Emergency Management BC	Pacific Climate Impacts Consortium
BC Hydro Community Energy Manager Funding	Energy Innovation Program	Partnership for Water Sustainability
BC Hydro Power Smart	FCM Asset Management	Pembina Institute (Green Building Leaders)
BC Hydro EV Charging Station Program	FCM Climate Change Staff Grant	Plug in BC (Province of B.C.)
BC Municipal Climate Leadership Council	FCM Municipalities for Climate Innovation Program	Recycle BC
BC Oil to Heat Pump Incentive Program	FCM Partners for Climate Protection Program FCM Transition 2050 Grants	Recycling Council of British Columbia
BC Sustainable Energy Association	Federal Gas Tax Funding	Real Estate Foundation
BC Bikes Cycling Project Funding	Forest Enhancement Society of BC	Renewable Cities North Growth Foundation Rural Dividend Program
Bioregional's One Planet Cities Initiative	FortisBC Community Energy Specialist Funding Fraser Basin Council	Scout Environmental
C40 Cities	Habitat Stewardship Program for Species at Risk	School of Community and Regional Planning (UBC)
Carbon Neutral Cities Alliance	HASTE Hub for Active School Travel	Smart Prosperity
Cariboo Chilcotin Conservation Society	ICLEI Canada	SolarBC Solar Hot Water Ready Regulation (Province of B.C.)
City Green Solutions	Greenbricks Education Society	Solar Now
Clean Water and Wastewater Fund	Innovative Clean Energy Fund (Province of B.C.)	Strategic Priorities Fund (UBCM)
Climate Action Program (CRD)	Institute for Integrated Energy Systems	Tree Canada
Collaborative for Advanced Landscape Planning (UBC)	Institute for Resources, Environment and Sustainability (UBC)	Urban Sustainability Directors Network
Columbia Basin Trust		Vancity enviroFund Initiative
Community Energy Association		Western Economic Diversification Canada (Government of Canada)
Community Emergency Preparedness Fund (UBCM)		Woodstove Exchange Program (Province of B.C.)
		Urban Development Institute

Conclusion

Local governments continue to demonstrate a commitment to reducing their corporate and community-wide GHG emissions and addressing the impacts of climate change.

Five additional local governments in B.C. achieved carbon neutrality in 2018, bringing the total to 50. Approximately 95% of CARIP survey respondents have a plan in place to support community-wide climate mitigation, an increase over 2017. As indicated in the Climate Action Highlights, innovative projects are being implemented by communities of all sizes, from building upgrades and energy efficient design to education and outreach initiatives. Local governments also reported on adaptation actions implemented in 2018, and planned for in 2019, further demonstrating an understanding of the need to address the range of climate change impacts experienced by communities across the province.

More information on the CARIP program and CARIP Summary Reports from past years can be found [here](#).



Thorsen Creek Waste and Recycling Centre,
Photo courtesy: Central Coast Regional District

APPENDIX A

2018 Carbon Neutral Status of Reporting BC Local Governments

CARBON NEUTRAL

Ashcroft	Langley, Township	Powell River
Capital RD	Lantzville	East Kootenay RD
Central Saanich	Logan Lake	Kitimat-Stikine RD
Coldstream	Lumby	Mount Waddington RD
Columbia Shuswap RD	Mission	Nanaimo RD
Comox Valley RD	Nelson	Richmond
Comox	New Denver	Sidney
Cowichan Valley RD	Oak Bay	Sooke
Cumberland	Oliver	Squamish
Delta	Osoyoos	Thompson-Nicola RD
Duncan	Parksville	Tofino
Fort St. James	Peace River RD	Ucluelet
Granisle	Pemberton	Vancouver
Highlands	Penticton	View Royal
Islands Trust	Pitt Meadows	West Vancouver
Keremeos	Port Alice	Whistler
Ladysmith	Port Hardy	

ACCELERATING PROGRESS ON CHARTER COMMITMENTS

Abbotsford	Fort St. John	Maple Ridge
Armstrong	Fraser Valley RD	Masset
Burnaby	Fruitvale	Metchosin
Campbell River	Gold River	Metro Vancouver RD
Chetwynd	Golden	Midway
Chilliwack	Grand Forks	Montrose
Clearwater	Harrison Hot Springs	Nanaimo
Colwood	Houston	New Westminster
Coquitlam	Invermere	North Cowichan
Courtenay	Kamloops	North Saanich
Cranbrook	Kelowna	North Vancouver, City
Creston	Kimberley	North Vancouver, District
Dawson Creek	Kootenay Boundary RD	Peachland
Elkford	Lake Country	Port Alberni
Esquimalt	Langford	Port Coquitlam
Fernie	Langley, City	Port McNeill

APPENDIX A

2018 Carbon Neutral Status of Reporting BC Local Governments

ACCELERATING PROGRESS ON CHARTER COMMITMENTS (con'd)

Port Moody	Revelstoke	Sunshine Coast RD
Prince George	Rosland	Surrey
Qualicum Beach	Saanich	Taylor
Quesnel	Salmon Arm	Telkwa
Radium Hot Springs	Slocan	Valemount
RD Bulkley-Nechako	Smithers	Vanderhoof
RD Central Kootenay	Sparwood	Vernon
RD Okanagan-Similkameen	Squamish-Lillooet RD	Victoria
RD Fraser Fort George	Stewart	West Kelowna
	Summerland	White Rock

MEASURING GHG EMISSIONS

100 Mile House	Kitimat	Sicamous
Cariboo RD	Mackenzie	Strathcona RD
Central Okanagan RD	Merritt	Terrace
Clinton	North Okanagan RD	Trail
Enderby	Northern Rockies	Tumbler Ridge
Gibsons	Port Clements	Williams Lake
Greenwood	qathet RD	

DEMONSTRATING PROGRESS ON CHARTER COMMITMENTS

Alert Bay	Hazelton	Port Edward
Alberni-Clayoquot RD	Hope	Pouce Coupe
Anmore	Hudson's Hope	Prince Rupert
Barriere	Kaslo	Princeton
Belcarra	Kent	Queen Charlotte
Bowen Island	Lake Cowichan	Salmo
Burns Lake	Lillooet	Sayward
Cache Creek	Lions Bay	Sechelt
Canal Flats	Lytton	Spallumcheen
Castlegar	McBride	Sun Peaks
Central Coast RD	Nakusp	Tahsis
Chase	New Hazelton	Warfield
Fraser Lake	North Coast RD	Wells

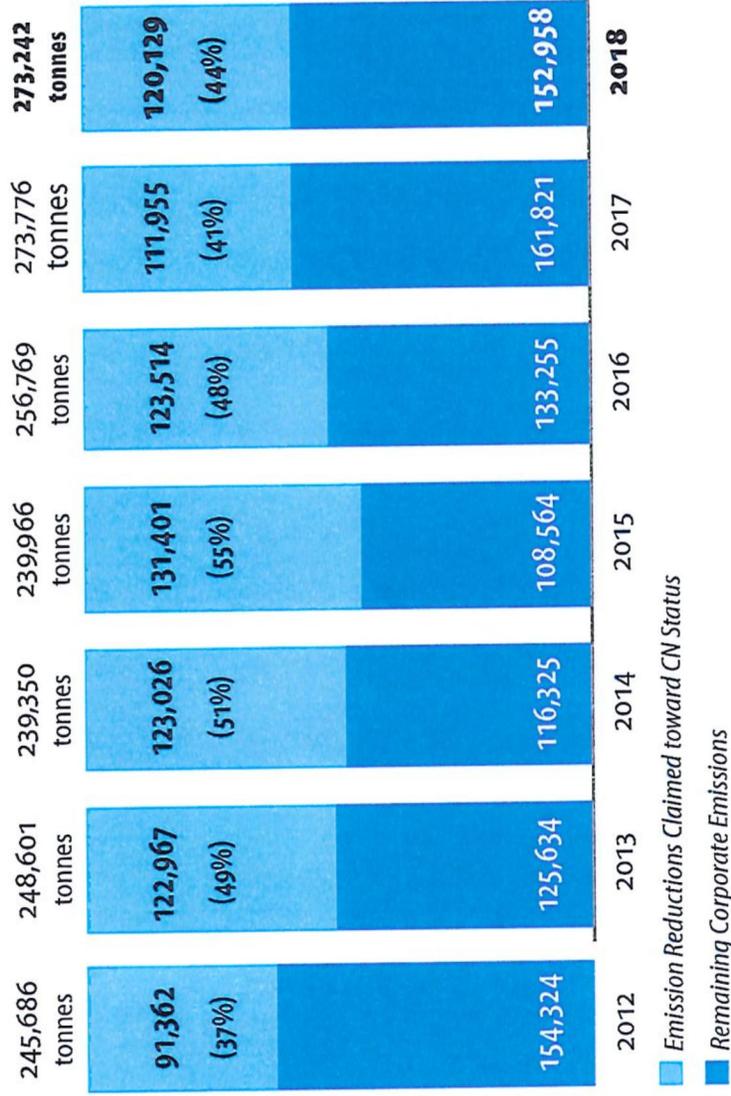
APPENDIX B

The following table and bar graph present corporate emissions reported and emission reductions claimed toward carbon neutral status⁴.

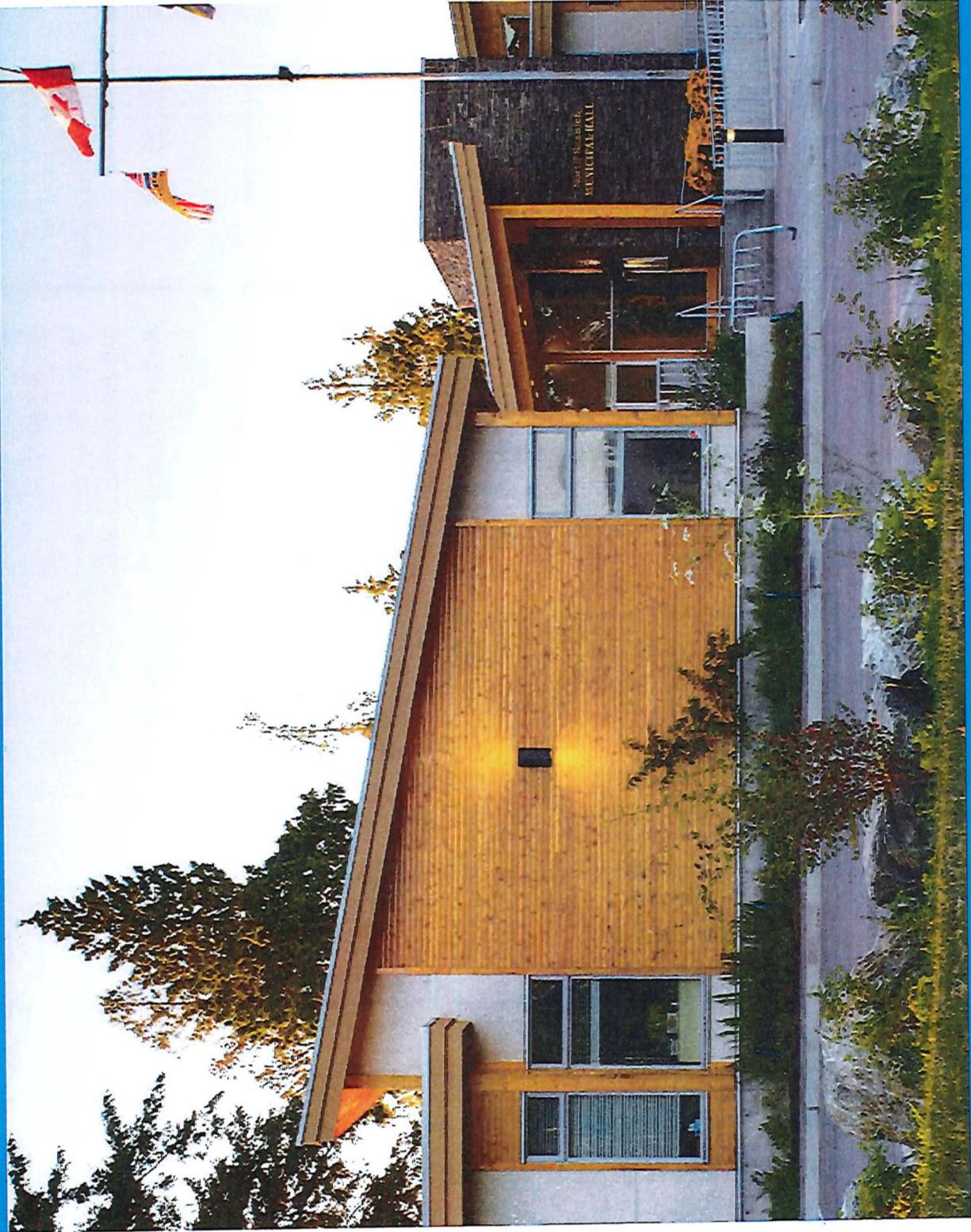
For further information, please contact PLUM@gov.bc.ca.

CORPORATE EMISSIONS REPORTED THROUGH CARIP, 2012-2017

	Number of LGs Measuring	Total Corporate Emissions	Emission Reductions Claimed toward CN Status	Remaining Corporate Emissions
2012	144	245,686	91,362	154,324
2013	157	248,601	122,967	125,634
2014	142	239,350	123,026	116,325
2015	146	239,966	131,401	108,564
2016	147	256,769	123,514	133,255
2017	150	272,305	111,955	160,350
2018	147	273,242	120,129	152,958



⁴ These figures do not include carryover amounts (i.e. the amounts that can be carried over to the following year from reductions over and above the amount required to be carbon neutral). Carryover amounts were included in emission reductions reported in previous years' CARIP Summary Reports.



CARIP
CLIMATE ACTION REVENUE INCENTIVE PROGRAM



FEDERATION
OF CANADIAN
MUNICIPALITIES



**FEDERATION OF
CANADIAN
MUNICIPALITIES**

PRESIDENT
GARTH FRIZZELL
COUNCILLOR
CITY OF PRINCE GEORGE
(BC)

**CHIEF EXECUTIVE
OFFICER**
CAROLE SAAB
OTTAWA (ON)

MAILING ADDRESS
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**ICLEI-LOCAL
GOVERNMENTS
FOR SUSTAINABILITY**

PRESIDENT
FRANK COWNIE
MAYOR
DES MOINES, USA

**EXECUTIVE DIRECTOR,
CANADA OFFICE**
MEGAN MEANEY
TORONTO (ON)

CANADA OFFICE
204-401 RICHMOND
STREET W.
TORONTO, ONTARIO M5V
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iclei@canada.org

2021-03-18

City of Salmon Arm
PO Box 40
500 2nd Avenue North East
Salmon Arm, British Columbia / Colombie-Britannique
V1E 4N2

Mr. Alan Harrison and Members of Council:

On behalf of the FCM-ICLEI Partners for Climate Protection (PCP) program, I wish to congratulate the City of Salmon Arm for achieving Milestone 1 for corporate greenhouse gas (GHG) emissions. The City of Salmon Arm has shown bold leadership in addressing these important issues, and we are pleased to share your achievement on the PCP website at fcm.ca/pcp. If you have requested a customized PCP Milestone Trophy for your municipality, you will receive the puzzle pieces symbolizing the milestones your local government has achieved by mail in the next few months.

We look forward to working with as you set your emissions reduction targets as well as in the development of a local action plan, the implementation of actions, monitoring of progress and reporting on results for both corporate and community GHG emissions, which form the remaining milestones in the PCP framework. Your efforts, along with those of a growing number of PCP participants, are making a significant contribution to reducing Canada's GHG emissions.

Cost-effective, community-based projects offer significant opportunities for taking action on climate change. In 2018, PCP member municipalities voluntarily reported over 160 projects to reduce GHG emissions, representing over 720,000 tonnes in annual GHG reductions. Along with reducing the impacts of climate change, municipalities saw other community benefits and savings, including \$2.88 million in annual cost savings generated by reducing emissions from streetlights, municipally-owned vehicles and buildings.



PCP members benefit from one-on-one support from the PCP Secretariat. Visit the program's online networking platform at pcphub.fcm.ca to connect with FCM and ICLEI staff and receive support to achieve your next milestone.

Should you have any questions about PCP, our program officer can be reached by telephone at (613) 907-6392 or by e-mail at pcp@fcm.ca.

Yours sincerely,

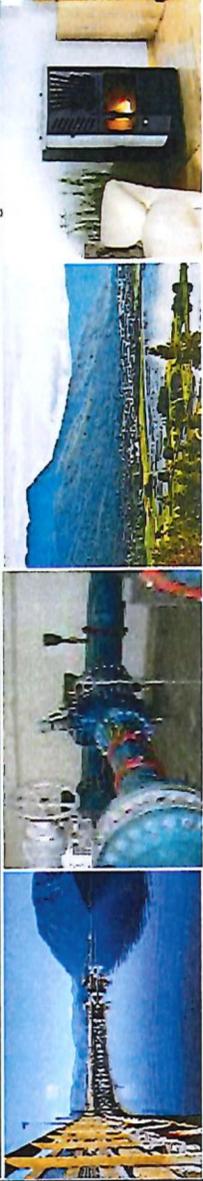
Garth Frizzell
Councillor, City of Prince George
President, Federation of Canadian
Municipalities

Frank Cownie
Mayor, Des Moines, USA
President, ICLEI—Local Governments for
Sustainability

cc. Kevin Pearson, Director of Development Services

Community Energy Association

Salmon Arm Corp Milestone 1



City of Salmon Arm Corporate Milestone 1

Prepared for FCM's Partners for Climate Protection Program

February 2021

The 'first stop' for local government and First Nation leaders
addressing energy sustainability and climate change



Appendix Introduction

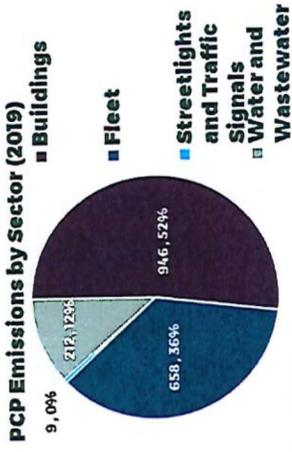
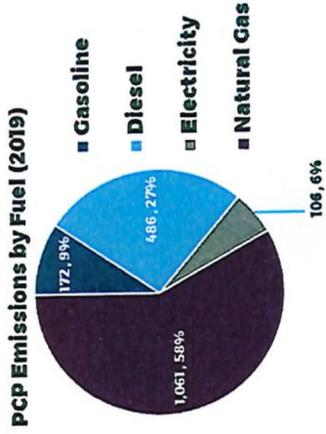
This document has been created for the City of Salmon Arm’s Corporate Milestone 1 submission for FCM-ICLEI’s Partners for Climate Protection program.

This document provides a Business As Usual (BAU) forecast of corporate emissions 10 years in to the future.

Inventory

The PCP inventory for the City of Salmon Arm is being submitted for the 2019 year.

Biogenic emissions are excluded from CARIP reporting due to carbon tax allocations. Under PCP classification, these emissions are included. According to the 2019 Corporate Inventory, total emissions from non-biogenic sources is 1,800 tCO₂e. Biogenic sources account for 24 tCO₂e, resulting in total emissions from service delivery of 1,824 tCO₂e. See below for tabular and graphical representations of the inventory by fuel, and by sector.



	Energy (GJ)				Total
	Gasoline	Diesel	Electricity	Natural Gas	
Buildings	-	-	12,014	18,245	30,259
Corporate Solid Waste	-	-	-	-	-
Fleet	2,642	6,931	-	-	9,573
Streetlights and Traffic Signals	-	-	2,976	-	2,976
Water and Wastewater	-	-	20,499	3,025	23,523
Total	2,642	6,931	35,489	21,270	66,332

	Emissions (tCO ₂ e)			Total
	Gasoline	Diesel	Electricity	
Buildings	-	-	36	946
Corporate Solid Waste	-	-	-	-
Fleet	172	486	-	658
Streetlights and Traffic Signals	-	-	9	9
Water and Wastewater	-	-	61	151
Total	172	486	106	1,061

Data Sources & Assumptions

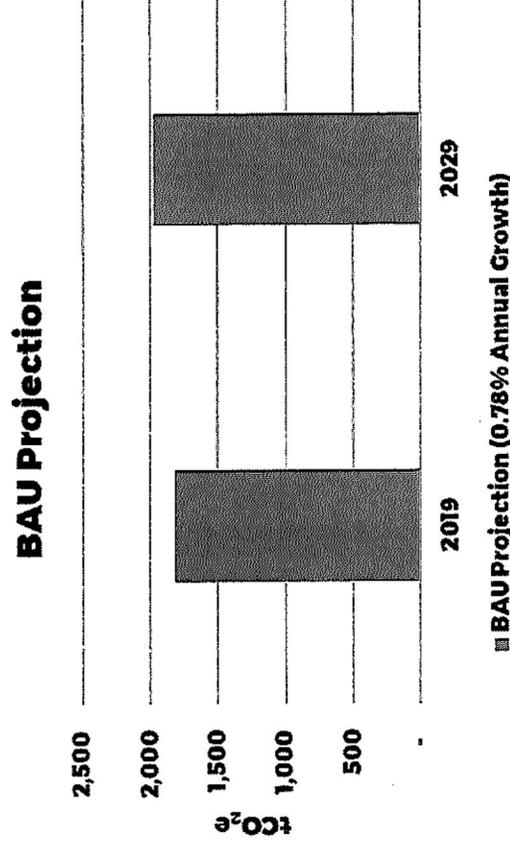
Utility-based energy consumption data is derived from the City's utility bills, while fuel consumption for other sources (fleet, non-utility fuels) is entered directly from internal ledgers. The inventory follows the methodology for calculations emissions outlined in the Province of BC's *The 2018 B.C. Methodological Guidance for Quantifying Greenhouse Gas Emissions*, and contains all assumptions used to calculate emissions (including emission factors, boundary conditions, global warming potentials, etc.). No emissions are reported for Corporate Solid Waste, as the City does not own its own landfill, and did not collect data on corporate waste tonnage.

Business As Usual Forecast

The 10 year BAU forecast is shown in the following chart.

The 2019 figure is an actual inventory figure obtained from the inventory.

The 2029 figure has been created by assuming that the corporate GHG footprint will increase from the 2019 figure proportionally with population changes for the community. It is assumed that the community's population will increase by 0.78% per year on average, as that is what occurred over the last two census years (2011 and 2016), based on data from Stats Canada.





To: Development and Planning Services Committee

From: Director of Development Services

Date: May 31, 2021

Subject: Storage Zoning - For Information

Recent development proposals for storage facilities have raised discussion and some concern by Council.

Background

Storage is a land use permitted in a number of industrial and commercial zones. Storage is usually restricted to inside a building, or within an industrial shipping container (sea cans), or the open outside storage of items with screened conditions.

1. Industrial Zones: General Industrial (M1), Light Industrial (M2) and Auto Wrecking (M5). Within the M1 and M2 zones, the permitted use is *mini warehousing* (defined). In M5, outside storage is permitted if the yard is appropriately screened.
2. Commercial Zones: Service Commercial (C3) permits mini-warehousing and screened outside storage. The downtown, waterfront and some of the highway corridor commercial zones (e.g. C2 and C6) either do not allow outside storage at all or only under strict conditions or specific locations.

There are other zones where outside storage is either permitted outright or confined, such as the Airport Zone (P2) and the Institutional Zone (P3). Council amended the P3 zone not too long ago to allow outside storage for the Roots and Blues office - maximum of 15% site area or 280 m², whichever is less.

There has been a growing need for secure storage on commercial and industrial zoned land for boats, RVs, contractor's equipment and society's "stuff", in general. Some of the need in recent years is due in part to the ALC's enforcement of illegal storage on lands in the ALR. The concern appears to be with mini warehouse development and outside storage consuming remaining industrial lands, with a relatively low employee / m² or hectare ratio (more discussion on the next page).

Analysis

Within the Industrial Zones there are currently seven (7) business licences issued for primary storage businesses comprised of outside storage yards (undeveloped) or mini-warehousing (developed). This count does not include auto-wrecking yards or industrial / commercial businesses storing inventory / items outside and on site. Five (5) of the seven businesses are located in the SE industrial quadrant and two (2) are located in the SW. Maps showing these locations are attached.

With recent subdivision and development in the older and newer industrial areas and some C3 zoned land near 30 Street SW / TCH, there is a possibility for 2 - 3 more licences for mini-warehousing and boat / marine storage businesses.

There is approximately 283 hectares (700 acres) of land designated by the OCP for industrial use in the City. The SE industrial area is where most of the remaining undeveloped, industrial designated land is situated. There is approximately 53 hectares (130 acres) of undeveloped, industrial designated land remaining throughout the City, and most of that lies between 10th and 20th Avenues SE within the Special Industrial Development Area and adjacent to Highway 97B near Auto Road.

Of the 283 hectares of industrial land, approximately 12 hectares (29 acres) or > 4% of that is being used for mini warehousing and outside storage within the SE and SW industrial areas. There is another 2 hectares (5 acres) of land zoned C3 in the SW areas of the City where staff anticipate proposals in the near future for additional marine storage and mini-warehousing, as well as a pocket of C3 zoned land in the Canoe highway NE area where storage yards exist.

Discussion

The OCP supports warehousing and storage within the Industrial and Service Commercial areas of the City. The M1, M2, and C3 zones are the most wide-open, free enterprise zones in the City allowing for a very wide range of land uses and businesses with many uses added to these zones over decades.

There is an emerging trend of citizens in residential neighbourhoods, businesses in the downtown and waterfront areas and organizations using sea cans to store materials on lands not zoned for that use. The proliferation of these steel containers, uncontrolled or unregulated can lead to safety risks and, from an aesthetics point of view, do not fit well in those zones. They are a far cheaper alternative to new buildings and they lie in a gray area for building inspection. Stemming from a legal opinion obtained for residential bylaw enforcement complaints, the City deems them as an industrial use and entity.

The other obvious societal trend driven by consumer demand and the global chain of large supply outlets is on-line shopping, which will require land in local markets for shipping, receiving, warehousing and distribution, transportation and contractors equipment yards. The M1, M2 and C3 zones already allow for this. Staff periodically receive enquiries and complaints that there is not enough land for these purposes.

Developing the industrial lands where some of the storage businesses exist are challenged by two main obstacles: 1) road building and servicing requirements (albeit servicing that is common to other types of development and even at a lesser standard); and 2) contaminated sub-surface conditions which triggers onerous brownfield remediation requirements. For some of these properties, that use is the only affordable option for the land / business owner, and the market demand for it continues to grow, seemingly.

Of the 14 hectares total of industrial and commercial zoned land, approximately one-half of that is outside storage and mostly undeveloped, which means it could be developed for other industrial/commercial uses in the future should the market demand a conversion.

Staff understand the concerns with the possibility for the last remaining industrial lands being consumed by more mini-warehousing and storage businesses. The desire for these lands to be built out with value added, high technology, clean industry, with skilled workforce and high employment is an admirable long-term vision. Controlling mini-warehousing and storage use by zoning may or may not facilitate that. The overall amount of land being used for commercial storage is reflective of consumer demand. Should Council wish to restrict this use, Options 1 - 3 may be considered with a Zoning Bylaw text amendment.

Options

1. Consider a General Regulation or General Prohibition in the Zoning Bylaw prohibiting mini-warehousing and outside storage. With that, delete those uses from the M1 and M2 zones. Although this could seem to be a drastic approach, it could be in place on a temporary basis; however long Council deems necessary and the uses could remain permitted in C3.
2. Delete mini-warehousing from the M1 and M2 zones, and create a new Industrial Zone (M7) permitting warehousing and screened outside storage, possibly with transportation and trans-shipment uses. With this option, one would need to apply to Council to rezone. The OCP could be adjusted to provide site specific and potentially market specific circumstances for support (i.e. the business / applicant / developer would need to provide Council with a market analysis).
3. Identify *mini-warehousing* and *outside storage* as accessory uses in the industrial zones and/or to a maximum of 20% or less of a gross parcel area (or some other percentage).

4. Maintain the status quo and let the market dictate what industrial uses can afford to develop and service the approximately 53 hectares (130 acres) remaining industrial land base.

Should Council wish to proceed Options 1 - 3, staff would require a motion to that effect. Any zoning changes mentioned above would result in non-conforming status for the existing businesses.

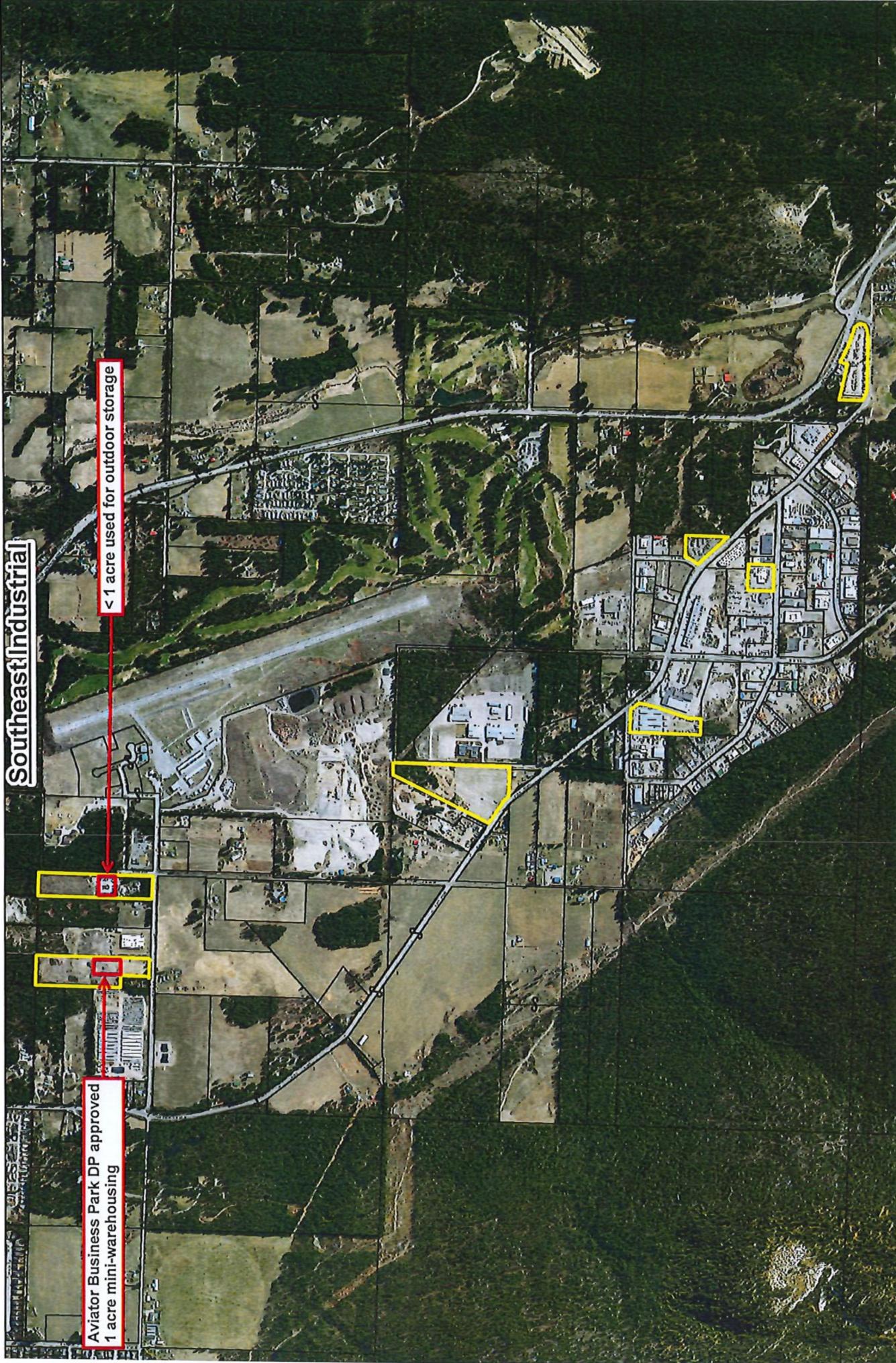


Kevin Pearson, MCIP, RPP
Director of Development Services

Southeast Industrial

Aviator Business Park DP approved
1 acre mini-warehousing

< 1 acre used for outdoor storage



Parcels
Storage Businesses
Zoned Industrial
Total Area = 25.2 acres

Southwest Industrial

185

1 AVE S.W.

42 ST S.W.

TRANS CANADA HIGHWAY



Parcels

Storage Businesses
Zoned Industrial

Total Area = 4.1 acres



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**CITY OF
SALMON ARM**

To: Development and Planning Services Committee

From: Director of Development Services

Date: May 31, 2021

Subject: E-Vehicle

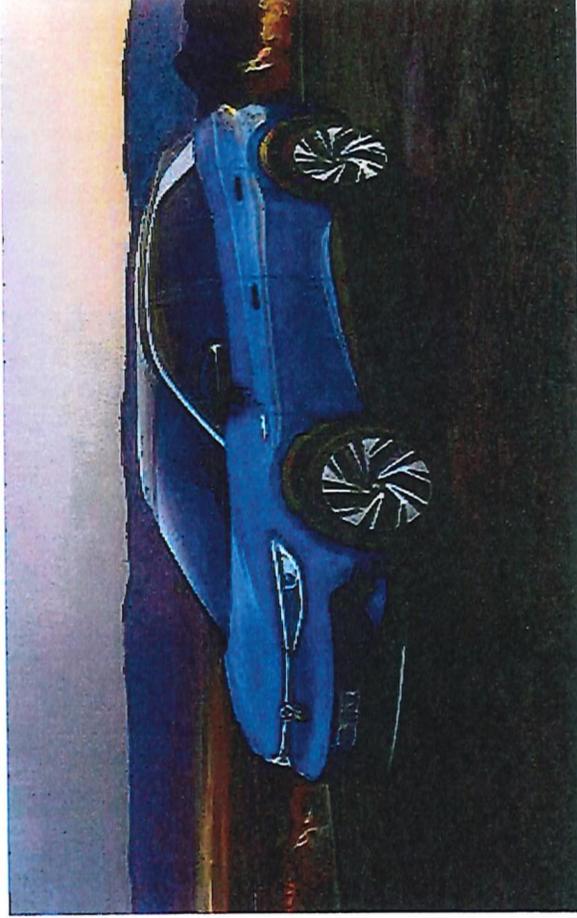
Staff is seeking support from Council to initiate a Request for Proposal (RFP) for an electric vehicle. Climate Action Revenue Incentive Program (CARIP) funds should be approximately \$220,000 after the 2020 carbon tax rebate (grant), which will be the last grant under this Provincial program.

The intention for an electric vehicle would be for Bylaw Enforcement staff. Bylaw staff are currently driving the earlier 2000 models of the Chevy Cobalt (175,961 Km) and the Jeep Compass (171,729 Km). It is estimated that > \$30,000 has been spent on fuel for both vehicles over the past 13 years with tonnes (unknown quantity) of GHG emissions.

Given current prices for various models, and potential Provincial rebates up to \$8,000, staff would anticipate costs amounting to \$40,000 or less with a full rebate for one vehicle + an additional \$5,000 for electrical hook ups in the underground parkade.

With the soon to be staffing of two Bylaw Officers, it could make sense to keep the Jeep running for winter and off-road driving conditions as the second vehicle.

Attached are some examples of current e-vehicle models, base pricing and specifications. Not included in the attachment is the new 2021 Volkswagen I.D. 4 (image below) with a base price of \$45,000 CAD and a \$5,000 rebate: range up to 400 km.





Kevin Pearson, MCIP, RPP
Director of Development Services

cc Chief Financial Officer

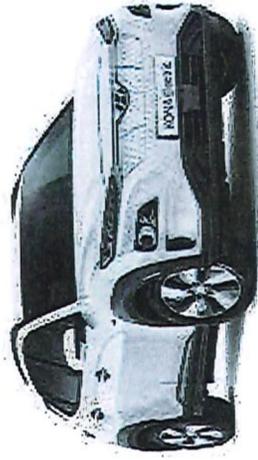


An effective electric motor vehicle for Salmon Arm Bylaw Enforcement will have a few key traits. Firstly, it will have a hatchback, for quick and easy storage of materials used in the daily routine of bylaw officers.

Secondly, it will have a strong driving range on a single charge. This will make it less necessary to ensure the vehicle is plugged in and charging at the end of every workday.

Finally, the vehicle will charge from empty to full in a prompt manner. A quick charge will promise that the vehicle is always ready and capable of responding to calls for service.

One such vehicle is the **Hyundai Kona Electric**:



Key points:

- Starts at \$44,999 Canadian
- 415km range per single charge
- Charge time: 31 hours at 110V and 9.1 hours at 220V
- Hatchback

CITY OF SALMON ARM

Another option is the Nissan Leaf:



Key Points:

- Starts at \$44,298 Canadian
- 363km range per charge with 62kwh battery
- 240km range with 40kwh battery
- Charge time depends on battery: 20 hours at 110V and 4 – 8 hours at 220V
- Hatchback

CITY OF
SALMON ARM

A third possibility is the Chevrolet Bolt:



Key Points:

- Starts at \$44,998 Canadian
- 415km range per single charge
- Charge time: 26 hours at 110V and 8 hours at 220V
- Hatchback

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