1. September 27, 2021 Council Agenda

    Documents:

        SEPTEMBER 27, 2021 AGENDA.PDF
        SEPTEMBER 27, 2021 CORRESPONDENCE.PDF

SALMONARM
SMALL CITY, BIG IDEAS

AGENDA

City of Salmon Arm
Regular Council Meeting

Monday, September 27, 2021
12:30 p.m.

[Public Session Begins at 2:30 p.m.]
Council Chambers of City Hall
500 – 2 Avenue NE and by Electronic means as authorized by Ministerial Order M192

Page #	Item #		Description
	1.		**CALL TO ORDER**
1 – 2	2.		**IN-CAMERA SESSION**
	3.		**ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY** *We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.*
	4.		**ADOPTION OF AGENDA**
	5.		**DISCLOSURE OF INTEREST**
	6.		**CONFIRMATION OF MINUTES**
3 – 14		1.	Regular Council Meeting Minutes of August 23, 2021
15 – 18		2.	Special Council Meeting Minutes of September 20, 2021
	7.		**COMMITTEE REPORTS**
19 – 24		1.	Development and Planning Services Committee Meeting Minutes of September 20, 2021
25 – 30		2.	Agricultural Advisory Committee Meeting Minutes of August 11, 2021
31 – 34		3.	Downtown Parking Commission Meeting Minutes of August 17, 2021
35 – 38		4.	Environmental Advisory Committee Meeting Minutes of September 10, 2021
	8.		**COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**
39 – 44		1.	Board in Brief – August 2021

	9.	**STAFF REPORTS**
45 - 48	1.	Director of Corporate Services - 2022 Council Meeting and Development and Planning Services Committee Meeting Schedule
49 - 86	2.	Director of Engineering and Public Works - Downtown Parking Plan
87 - 90	3.	Director of Engineering and Public Works - Contract Award - 2021 - 2023 Winter Operations - Airport, Downtown, Fire Halls & Parking Lots
91 - 108	4.	Director of Development Services - Agricultural Land Commission Application No. ALC-409 [Stevenson, W./1276802 Alberta Ltd.; 3191 10 Avenue (TCH) SW; Subdivison]
109 - 124	5.	Director of Development Services - Agricultural Land Commission Application No. ALC-387 [School District No. 83; 5970 10 Avenue SE; Non-Farm Use]
125 - 146	6.	Director of Development Services - Agricultural Land Commission Application No. ALC-410 [Phare, K./Seventh Day Adventist Church; 5881 35 Street NE; Non-Farm Use]
147 - 152	7.	Chief Financial Officer - Permissive Tax Exemption - Okanagan Regional Library - For Direction
153 - 156	8.	Director of Engineering and Public Works - City Wayfinding Signage (MRDT)
157 - 160	9.	Director of Engineering and Public Works - Airport Appreciation Day 2022 - Sunday, June 26, 2022
161 - 164	10.	Director of Engineering and Public Works - Award for Ross Street Underpass Real-time Automated Monitoring System
165 - 166	11.	Director of Corporate Services - Janitorial Services Contract Renewal for RCMP Facility
167 - 168	12.	Director of Corporate Services - Pound Services Agreement
	10.	**INTRODUCTION OF BYLAWS**
169 - 182	1.	City of Salmon Arm Zoning Amendment Bylaw No. 4475 [ZON-1217; Browne Johnson Land Surveyors/Appeldoorn Developments Ltd.; 1640 10 Street SE; R-1 to R-8] - First and Second Readings
	11.	**RECONSIDERATION OF BYLAWS**
183 - 198	1.	City of Salmon Arm Zoning Amendment Bylaw No. 4462 [ZON-1211; LeFloch, C. and Sinopoli, R.; 1080 12 Street SE; R7 to R8] - Final Reading
199 - 244	2.	City of Salmon Arm Zoning Amendment Bylaw No. 4406 [ZON-1183; Edelweiss Properties Inc./TSL Developments; 700 30 Street NE; R-1 to R-4] - Final Reading
245 - 266	3.	City of Salmon Arm Zoning Amendment Bylaw No. 4471 [ZON1216; Text Amendment; Storage] - Second Reading
	12.	**CORRESPONDENCE**
267 - 268	1.	Informational Correspondence
	13.	**NEW BUSINESS**

	14.	**PRESENTATIONS / DELEGATIONS**
269 - 282	1.	Presentation 4:00 - 4:15 p.m. (approximately) Sapphire Games - 2021 Visitor Information Services Overview
	15.	**COUNCIL STATEMENTS**
	16.	**SALMON ARM SECONDARY YOUTH COUNCIL**
	17.	**NOTICE OF MOTION**
	18.	**UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
	19.	**OTHER BUSINESS**
	20.	**QUESTION AND ANSWER PERIOD**

7:00 p.m.

Page #	Item #	Description
	21.	**DISCLOSURE OF INTEREST**
	22.	**HEARINGS**
283 - 300	1.	Development Variance Permit Application No. VP-535 [Wilmark Homes Ltd/Onsite Eng. Ltd; 6810 Park Hill Road NE; Servicing]
301 - 322	2.	Development Variance Permit Application No. VP-536 [H. Roberge; 931 12 Street SE; Servicing]
323 - 334	3.	Development Variance Permit Application No. VP-538 [R. Couillard; 6310 10 Avenue SE; Setback]
335 - 354	4.	Development Permit Application No. DP-435 [MQN Architects/1292919 BC Ltd.; 2110 11 Avenue NE; Highway Service/Tourist Commercial]
	23.	**STATUTORY PUBLIC HEARINGS**
355 - 368	1.	Zoning Amendment Application No. ZON-1219 [DeMille's Farm Market; Text Amendment; C-8 - Farm Produce Commercial Zone]
369 - 374	2.	Zoning Amendment Application No. ZON-1220 [Text Amendment; Regulating Ground Water Bottling]
375 - 390	3.	Zoning Amendment ZON-1205 [Optland, D.; 4091 Highway 97B SE; A-2 to M-1]

	24.	**RECONSIDERATION OF BYLAWS**
391 – 394	1.	City of Salmon Arm Zoning Amendment Bylaw No. 4473 [ZON-1219; DeMille's Farm Market; Text Amendment; C-8 – Farm Produce Commercial Zone] – Third Reading
395 – 398	2.	City of Salmon Arm Zoning Amendment Bylaw No. 4474 [ZON-1220; Text Amendment; Regulating Ground Water Bottling] – Third Reading
399 – 402	3.	City of Salmon Arm Zoning Amendment Bylaw No. 4452 [ZON-1205; Optland, D.; 4091 Highway 97B SE; A-2 to M-1] – Third Reading
	25.	**QUESTION AND ANSWER PERIOD**
403 – 404	**26.**	**ADJOURNMENT**

Item 2.

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: pursuant to Section 90(1)(c) labour relations or other employee relations; (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; and (g) litigation or potential litigation affecting the municipality; of the Community Charter, Council move In-Camera.

Vote Record

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

Opposed:

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

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Item 6.1

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting Minutes of August 23, 2021, be adopted as circulated.

Vote Record

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

Opposed:

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

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held by electronic means as authorized by Ministerial Order M192, at 1:30 p.m. and reconvened at 2:30 p.m. on **Monday, August 23, 2021.**

PRESENT:

Mayor A. Harrison (participated remotely)
Councillor D. Cannon (participated remotely)
Councillor C. Eliason (participated remotely) (entered the meeting at 1:33 p.m.)
Councillor K. Flynn (participated remotely)
Councillor T. Lavery (participated remotely)
Councillor S. Lindgren (participated remotely)
Councillor L. Wallace Richmond (participated remotely) (left the meeting at 5:55 p.m.)

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

ABSENT:

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0440-2021 Moved: Councillor Lindgren
Seconded: Councillor Wallace Richmond
THAT: pursuant to Section 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Councillor Eliason entered the meeting at 1:33 p.m.

Council moved In-Camera at 1:30 p.m.
Council returned to Regular Session at 2:30 p.m.
Council recessed until 2:34 p.m.

3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

4. REVIEW OF AGENDA

5. DISCLOSURE OF INTEREST

Councillor Flynn declared a conflict of interest with Item 10.1 as the applicant is a client of his firm.
Councillor Flynn declared a conflict of interest with Item 14.1 as the presenter is a client of his firm.

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of August 9, 2021

0441-2021 Moved: Councillor Flynn
Seconded: Councillor Lavery
THAT: the Regular Council Meeting Minutes of August 9, 2021, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of August 16, 2021

0442-2021 Moved: Councillor Lindgren
Seconded: Councillor Cannon
THAT: the Development and Planning Services Committee Meeting Minutes of August 16, 2021, be received as information.

CARRIED UNANIMOUSLY

2. Downtown Parking Commission Meeting Minutes of July 20, 2021

0443-2021 Moved: Councillor Eliason
Seconded: Councillor Lavery
THAT: the Downtown Parking Commission Meeting Minutes of July 20, 2021, be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

9. STAFF REPORTS

1. Chief Financial Officer - Shuswap Community Foundation - 2021 Unallocated Funding - For Direction

R. Parenteau, Manager, Shuswap Community Foundation spoke regarding the 2021 unallocated funding and was available to answer questions from Council.

0444-2021

Moved: Councillor Flynn
Seconded: Councillor Lindgren
THAT: Council directs that unallocated funds be returned to Council with allocation to be determined during the 2022 budget.

DEFEATED
Councillors Eliason, Cannon, Lindgren and Lavery Opposed

0445-2021

Moved: Councillor Eliason
Seconded: Councillor Lavery
THAT: the 2021 unallocated funds be directed to the City's endowment fund.

CARRIED
Councillor Flynn Opposed

2. Director of Corporate Services - Meetings - Transitioning from Ministerial Order M192 - For Information

Received for information.

3. Director of Engineering and Public Works - City of Salmon Arm - Water Conservation Policy and Plan

0446-2021

Moved: Councillor Wallace Richmond
Seconded: Councillor Eliason
THAT: Council adopt the Water Conservation Policy No. 5.19 and repeal Water Use Efficiency Policy No. 5.16.

CARRIED UNANIMOUSLY

4. Director of Engineering and Public Works - Project Award - Shuswap Street Sidewalk Upgrade

0447-2021

Moved: Councillor Eliason
Seconded: Councillor Lavery
THAT: Council approve the award of the Shuswap Street Sidewalk Upgrade Project to Little Projects Ltd., in accordance with their quote, in the amount of $211,881.80 plus taxes as applicable;

9. STAFF REPORTS - continued

4. Director of Engineering and Public Works – Project Award – Shuswap Street Sidewalk Upgrade - continued

AND THAT: the 2021 Budget contained in the 2021 – 2025 Financial Plan be amended to consolidate two project budgets into one for a combined budget of $220,000.00 funded from:

- Bump Out (5 Ave – 2 Ave) $40,000.00; and
- Shuswap St (5 Ave – 2 Ave) Sidewalk Replacement $180,000.00.

CARRIED UNANIMOUSLY

5. Director of Engineering and Public Works – Purchase Recommendation for Replacement of Unit #78 & #930 with Single Axle Dump/Plow Unit

0448-2021

Moved: Councillor Cannon
Seconded: Councillor Flynn
THAT: the 2021 Budget contained in the 2021 – 2025 Financial Plan Bylaw be amended to reflect additional funding for the purchase of the 'Single Axle Dump/Plow Unit' in the amount of $17,700.00, which includes the additional funds, PST, and miscellaneous costs for radio purchase, GPS, etc. reallocated from funds from the Equipment Replacement Reserve Fund and other contribution be reduced by $11,000.00;

AND THAT: Council approve the purchase of the replacement of Unit #78 & #930 with a Single Axle Dump/Plow Truck, from Fort Garry Industries for the quoted amount of $218,938.00 plus taxes as applicable.

CARRIED UNANIMOUSLY

6. Director of Engineering and Public Works – Funding Reallocation from Reserve – Jackson Park Ramp Installation & Blackburn Park Bike Pump Track Design

0449-2021

Moved: Councillor Eliason
Seconded: Councillor Wallace Richmond
THAT: the 2021 Budget contained in the 2021 – 2025 Financial Plan Bylaw be amended to reflect funding for the supply & installation costs of bike/skateboard/scooter ramps at Jackson Park, in the amount of $57,000.00 to be funded from the Jackson Park Improvements Reserve;

AND THAT: the 2021 Budget contained in the 2021 – 2025 Financial Plan Bylaw be amended to reflect funding for the design only of a Bike Pump Track at Blackburn Park in the amount of $5,500.00 to be funded from the Bike Skills Park Reserve.

CARRIED UNANIMOUSLY

7. Chief Financial Officer – Shuswap Regional Airport Commission Appointments

0450-2021

Moved: Councillor Cannon
Seconded: Councillor Flynn
THAT: the following individuals be appointed, as the City of Salmon Arm representatives, to the Shuswap Regional Airport Commission for a two (2) year term expiring December 31, 2023:

9. STAFF REPORTS - continued

7. Chief Financial Officer - Shuswap Regional Airport Commission Appointments - continued

- Councillor Chad Eliason, City of Salmon Arm;
- Chelsea Van de Cappelle, Chief Financial Officer;
- Robert Niewenhuizen, Director of Engineering and Public Works; and
- Tim Auger, Salmon Arm Flying Club.

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS

Councillor Flynn declared a conflict of interest and left the meeting at 4:01 p.m.

1. City of Salmon Arm Zoning Amendment Bylaw No. 4473 [ZON-1219; DeMille's Farm Market; Text Amendment; C-8 - Farm Produce Commercial Zone] - First and Second Readings

0451-2021 Moved: Councillor Lavery
Seconded: Councillor Wallace Richmond
THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4473 be read a first and second time.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 4:05 p.m.

2. City of Salmon Arm Zoning Amendment Bylaw No. 4474 [ZON-1220; Text Amendment; Regulating Ground Water Bottling] - First and Second Readings

0452-2021 Moved: Councillor Lavery
Seconded: Councillor Cannon
THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4474 be read a first and second time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Zoning Amendment Bylaw No. 4452 [ZON-1205; Optland, D.; 4091 Highway 97B SE; A-2 to M-1] - First and Second Readings

0453-2021 Moved: Councillor Cannon
Seconded: Councillor Wallace Richmond
THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4452 be read a first and second time.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Traffic Amendment Bylaw No. 4470 – Final Reading

0454-2021

Moved: Councillor Cannon
Seconded: Councillor Lindgren
THAT: the bylaw entitled City of Salmon Arm Traffic Amendment Bylaw No. 4470 be read a final time.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE

1. Informational Correspondence

5. B. M'Clellan, Shuswap Dragon Boat Society – letter dated August 19, 2021 – Dragon Boar Storage Shed ("Shed") modifications to original design

0455-2021

Moved: Councillor Lindgren
Seconded: Councillor Cannon
THAT: Council approve the proposed Dragon Boat Storage Shed ("Shed") submitted in the letter dated August 19, 2021.

CARRIED UNANIMOUSLY

14. PRESENTATIONS

Councillor Flynn declared a conflict of interest and left the meeting at 4:30 p.m.

1. Terry Smith, Sk'atsin Silvatech Ventures LLP, a Neskonlith Indian Band Subsidiary and Brad Shirley, Fire Chief – CRI Update

Terry Smith, Sk'atsin Silvatech Ventures LLP, a Neskonlith Indian Band Subsidiary and Brad Shirley, Fire Chief provided a CRI update. They were available to answer questions from Council.

0456-2021

Moved: Councillor Lavery
Seconded: Councillor Wallace Richmond
THAT: Council authorize Sk'atsin Silvatech Ventures LLP, to submit an application under the 2022 Community Resiliency Investment Program to treat the following areas: Approximately 10 ha of Little Mountain Park legally described as Lot 1, Plan 33237, Section 18, Township 20, Range 9, LD 25, Except Plan 37043 and KAP73167 (Little Mountain Park).

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 5:01 p.m.

12. CORRESPONDENCE - continued

1. Informational Correspondence - continued

4. S. Caner, Shuswap Food Action Society – letter dated August 18, 2021 – Downtown Farmer's Market

0457-2021 Moved: Councillor Lindgren
Seconded: Councillor Flynn
THAT: Council authorize the Shuswap Food Action Society to host bi-weekly Farmer's Market at Ross Street Plaza (and a portion of Ross Street Parking Lot) on Saturdays from October 16, 2021 to December18, 2021, subject to the provision of adequate liability insurance and in accordance with the Public Health Officer's orders and guidelines in effect at the time of the event(s).

CARRIED UNANIMOUSLY

2. Lana Fitt, Manager, Salmon Arm Economic Development Society – letter dated August 18, 2021 – Wayfinding Signage Project

Received for information.

13. NEW BUSINESS

15. COUNCIL STATEMENTS

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

1. P. Wright, President, the Salmon Arm and Shuswap Lake Agricultural Association – letter dated July 23, 2021 – Lighting on the South Fair Grounds – Deferred Motion 0432-2021

0432-2021 Moved: Councillor Lindgren
Seconded: Councillor Flynn
THAT: the letter dated July 23, 2021 from the Salmon Arm and Shuswap Lake Agricultural Association for Lighting on the South Fair Grounds be forwarded to the 2022 Budget.

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS - continued

1. P. Wright, President, the Salmon Arm and Shuswap Lake Agricultural Association - letter dated July 23, 2021 - Lighting on the South Fair Grounds - Deferred Motion 0432-2021 - continued

Amendment:

Moved: Councillor Lindgren
Seconded: Councillor Wallace Richmond
AND THAT: COVID-19 Safe Restart Grant funds up to the amount of $41,000.00 be utilized for the project.

Amendment:

Moved: Councillor Flynn
Seconded: Councillor Cannon
AND THAT: Salmon Arm and Shuswap Lake Agricultural Association and their electrician contact Roots & Blues to determine whether economies of scale may be achieved for the project.

CARRIED UNANIMOUSLY

Motion as amended

CARRIED UNANIMOUSLY

Councillor Wallace Richmond left the meeting at 5:55 p.m.

19. OTHER BUSINESS

1. Councillor Lavery Notice of Motion from August 9, 2021 - Active Transportation: Let's Move Salmon Arm

0458-2021 Moved: Councillor Lavery
Seconded: Councillor Lindgren
THAT: Councillor Lavery Notices of Motion from August 9, 2021 – Active Transportation: Let's Move Salmon Arm and Food and Urban Agricultural Plan: Let's Grow Salmon Arm be referred to the 2022 budget process

CARRIED UNANIMOUSLY

20. QUESTION AND ANSWER PERIOD

The Meeting recessed at 5:59 p.m.
The Meeting reconvened at 7:00 p.m.

PRESENT:

Mayor A. Harrison (participated remotely)
Councillor D. Cannon (participated remotely)
Councillor C. Eliason (participated remotely)
Councillor K. Flynn (participated remotely)
Councillor T. Lavery (participated remotely)

Acting Chief Administrative Officer/ Director of Corporate Services E. Jackson (participated remotely)
Director of Development Services K. Pearson (participated remotely)
Director of Engineering and Public Works R. Niewenhuizen (participated remotely)
Recorder B. Puddifant (participated remotely)

ABSENT:

Councillor S. Lindgren
Councillor L. Wallace Richmond

21. DISCLOSURE OF INTEREST

22. HEARINGS

1. Development Variance Permit Application No. VP-537 [Shott, B.; 830 30 Street SE; Setback]

0459-2021

Moved: Councillor Eliason
Seconded: Councillor Cannon
THAT: Development Variance Permit No. 537 be authorized for issuance for Lot 17, Section 18, Township 20, Range 9, W6M, KDYD, Plan 14512 to vary Zoning Bylaw No. 2303 as follows:

1. Section 13.14.3 – Interior Side Parcel Line Setback reduction from 2.0 m to 1.6 m (east parcel line) to facilitate conversion of an existing detached garage into a detached suite.

Submissions were called for at this time.

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

CARRIED UNANIMOUSLY

23. STATUTORY PUBLIC HEARINGS

1. Zoning Amendment Application No. ZON1215 [Green Emerald Investments Inc.; 4380 20 Street NE; R7 to R8]

The Director of Development Services explained the proposed Official Community Plan Amendment Application.

Submissions were called for at this time.

23. STATUTORY PUBLIC HEARINGS - continued

1. Zoning Amendment Application No. ZON1215 [Green Emerald Investments Inc.; 4380 20 Street NE; R7 to R8] - continued

Following three calls for submissions and questions from Council, the Public Hearing was closed 7:07 at p.m.

24. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4469 [ZON1215; Green Emerald Investments Inc.; 4380 20 Street NE; R7 to R8] - Third and Final Readings

0460-2021 Moved: Councillor Cannon
Seconded: Councillor Flynn
THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4469 be read a third and final time.

CARRIED UNANIMOUSLY

25. QUESTION AND ANSWER PERIOD

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

26. ADJOURNMENT

0461-2021 Moved: Councillor Flynn
Seconded: Councillor Lavery
THAT: the Regular Council Meeting of August 23, 2021, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:08 p.m.

CERTIFIED CORRECT:

_____
CORPORATE OFFICER

_____
MAYOR

Adopted by Council the day of , 2021.

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Item 6.2

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Special Council Meeting Minutes of September 20, 2021, be adopted as circulated.

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

SPECIAL COUNCIL

Minutes of a Special Meeting of Council of the City of Salmon Arm held by electronic means as authorized by Ministerial Order M192, at 7:00 p.m. on **Monday, September 20, 2021.**

PRESENT:

Mayor A. Harrison (participated remotely)
Councillor D. Cannon (participated remotely)
Councillor C. Eliason (participated remotely) (left the meeting at 7:03 p.m.)
Councillor K. Flynn (participated remotely)
Councillor T. Lavery (participated remotely)
Councillor S. Lindgren (participated remotely)
Councillor L. Wallace Richmond (participated remotely)

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

ABSENT:

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

4. REVIEW OF AGENDA

5. DISCLOSURE OF INTEREST

6. PUBLIC INPUT - 2022 BUDGET

1. Notice of Public Budget Meeting

Received for information.

Due to technical difficulties the meeting recessed at 7:03 p.m. and reconvened at 7:14 p.m.

6. PUBLIC INPUT – 2022 BUDGET – continued

2. Frederik Vroom and Carolyn Rennie - Shuswap Climate Action – Building Capacity for Climate Action

Frederik Vroom and Carolyn Rennie, Shuswap Climate Action, provided an overview of the request for funding a Climate Action Coordinator in the City of Salmon Arm. They were available to answer questions from Council.

3. Jayme Franklin - Shuswap Youth Soccer Association

Jayme Franklin, Shuswap Youth Soccer Association, provided an overview of the funding request for the Shuswap Youth Soccer Association. He was available to answer questions from Council.

4. Salmon Arm Minor Baseball Association

Chad Giesbrecht, President, Salmon Arm Minor Baseball Association, provided an overview of the of the funding request for the Shuswap Youth Soccer Association. He was available to answer questions from Council.

Mayor Harrison called for further submissions on the 2022 Budget.

7. QUESTION AND ANSWER PERIOD

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

8. ADJOURNMENT

0462-2020 Moved: Councillor Wallace Richmond
Seconded: Councillor Lindgren
THAT: the Special Council Meeting of September 20, 2021, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:26 p.m.

CERTIFIED CORRECT:

_____
CORPORATE OFFICER

_____
MAYOR

Adopted by Council the day of , 2021.

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Item 7.1

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee Meeting Minutes of September 21, 2021, be received as information.

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held by electronic means by Ministerial Order M192, on Monday, **September 20, 2021.**

PRESENT:

Mayor A. Harrison (participated remotely)
Councillor C. Eliason (participated remotely) (left the meeting at 10:56 a.m.)
Councillor T. Lavery (participated remotely)
Councillor D. Cannon (participated remotely)
Councillor L. Wallace Richmond (participated remotely)
Councillor S. Lindgren (participated remotely)
Councillor K. Flynn (participated remotely)

Acting Chief Administrative Officer/
Director of Corporate Services E. Jackson (participated remotely)
Director of Engineering & Public Works R. Niewenhuizen (participated remotely)
Chief Financial Officer C. Van de Cappelle (participated remotely)
Director of Development Services K. Pearson (participated remotely)
City Engineer J. Wilson (participated remotely)
Recorder B. Puddifant (participated remotely)

ABSENT:

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

3. REVIEW OF THE AGENDA

4. DISCLOSURE OF INTEREST

5. REPORTS

1. Development Permit Application No. DP-435 [MQN Architects/1292919 BC Ltd.; 2110 11 Avenue NE; Highway Service/Tourist Commercial]

Moved: Councillor Eliason
Seconded: Councillor Lindgren
THAT: the Development and Planning Services Committee recommends to Council that Development Permit No. 435 be authorized for issuance for part of Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP106191 in accordance with the drawings dated July 27, 2021 attached to the Staff Report dated September 14, 2021;

5. REPORTS - continued

2. Development Permit Application No. DP-435 [MQN Architects/1292919 BC Ltd.; 2110 11 Avenue NE; Highway Service/Tourist Commercial] - continued

AND THAT: Issuance of Development Permit No. 435 be withheld subject to the receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan.

A. Waters, representative of 1292919 BC Ltd., the owner, outlined the application and was available to answer questions from the Committee.

N. Borstmayer, MQN Architects, the applicant, was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

2. Zoning Amendment Application No. ZON-1217 [Browne Johnson Land Surveyors/Appeldoorn Developments Ltd.; 1640 10 Street SE; R-1 to R-8]

Moved: Councillor Cannon
Seconded: Councillor Wallace Richmond
THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 9, Section 12, Township 20, Range 10, W6M, KDYD, Plan 782 Except Plans 10716, 12873, 21504 and EPP53854 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

J. Johnson, Browne Johnson Land Surveyors, the applicant, was available to answer questions from the Committee.

J. Grieve, owner, was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

3. Development Variance Permit Application No. VP-538 [Couillard, R.; 6310 10 Avenue SE; Setback requirements]

Moved: Councillor Lindgren
Seconded: Councillor Wallace Richmond
THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit VP-538 be authorized for issuance for Lot 8, Section 8, Township 20, Range 9, W6M, KDYD, Plan 9772 to vary Zoning Bylaw No. 2303 as follows:

1. Section 35.11.2 – Rear Parcel Line Setback reduction from 6.0 m to 1.5 m (south parcel line) to facilitate construction of an accessory building.

CARRIED UNANIMOUSLY

5. REPORTS – continued

4. Development Variance Permit Application No. VP-536 [H. Roberge/Maple Tree Montessori Daycare; 931 12 Street SE; Off Street Parking and Loading Spaces]

Moved: Councillor Cannon
Seconded: Councillor Eliason
THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit VP-536 be authorized for issuance for Lot 1, Section 13, Township 20, Range 10, KDYD, Plan EPP94805 to vary Zoning Bylaw No. 2303, Appendix 1 – Off Street Parking and Loading Spaces as follows:

1. Reducing the number of off-street parking spaces from 14 stalls to 6 stalls; and
2. Waive the requirement to provide hard surface parking on-site;

AND THAT: Council directs staff to enter into an agreement with the owner to allocate sufficient parking within the road right-of-way (Auto Road SE) as shown on Appendix 7 of the Staff Report dated August 19, 2021, and the applicant provide upgrades to the road right-of-way to accommodate those spaces.

H. Roberge, the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

7. Agricultural Land Commission Application No. ALC-387 [School District No. 83; 5970 10 Avenue SE; Non-Farm Use]

Moved: Councillor Eliason
Seconded: Councillor Flynn
THAT: the Development and Planning Services Committee recommends to Council that Agricultural Land Commission Application No. ALC-387 be authorized for submission to the Agricultural Land Commission.

T. Betcher and J. King, School District No. 83, outlined the application and were available to answer questions from the Committee.

CARRIED UNANIMOUSLY

5. Development Variance Permit Application No. VP-535 [Onsite Engineering Ltd./1309295 BC Ltd.; 6810 Park Hill Road NE; Servicing requirements]

Moved: Councillor Cannon
Seconded: Councillor Lindgren
THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit VP-535 be authorized for issuance for Amended Legal Subdivision 15 of Section 31, Township 20, Range 9, W6M, KDYD, Except Plan 10393 and 21686 to vary Section 4.8.1, Subdivision and Development Servicing Bylaw No. 4163, waiving the requirement to upgrade the west side of Park Hill Road NE to the RD-4 Urban Arterial Road, fronting the subject property, subject to:

1. The owner/developer extending the multi-use path in a north-south direction for the length fronting the subject property on the east side of Park Hill Road NE; and

5. REPORTS – continued

5. Development Variance Permit Application No. VP-535 [Onsite Engineering Ltd./1309295 BC Ltd.; 6810 Park Hill Road NE; Servicing requirements] - continued

2. The owner/developer registering a Land Title Act Section 219 Covenant restricting further subdivision of the portion of the subject property west of Park Hill Road NE.

J. Van Lindert, Onsite Engineering Ltd., the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

6. Agricultural Land Commission Application No. ALC-409 [Stevenson, W./1276802 Alberta Ltd.; 3191 10 Avenue (TCH) SW; Subdivision]

Moved: Councillor Wallace Richmond
Seconded: Councillor Lindgren
THAT: the Development and Planning Services Committee recommends to Council that Agricultural Land Commission Application No. ALC-409 be authorized for submission to the Agricultural Land Commission.

W. Stevenson, the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

8. Agricultural Land Commission Application No. ALC-410 [Phare, K./Seventh Day Adventist Church; 5881 35 Street NE; Non-Farm Use]

Moved: Councillor Wallace Richmond
Seconded: Councillor Cannon
THAT: the Development and Planning Services Committee recommends to Council that Agricultural Land Commission Application No. ALC-410 be authorized for submission to the Agricultural Land Commission.

K. Phare, Seventh Day Adventist Church, the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

6. IN-CAMERA

Moved: Councillor Flynn
Seconded: Councillor Lavery
THAT: the Development and Planning Services Committee move In-Camera.

CARRIED UNANIMOUSLY

The Committee moved In-Camera at 9:30 a.m.
The Committee returned to the Regular session at 11:02 a.m.

7. FOR INFORMATION

8. CORRESPONDENCE

9. ADJOURNMENT

Moved: Councillor Cannon
Seconded: Councillor Lavery
THAT: the Development and Planning Services Committee meeting of September 20, 2021, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 11:03 a.m.

Mayor Alan Harrison
Chair

Minutes received as information by Council
at their Regular Meeting of , 2021.

Item 7.2

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Agricultural Advisory Committee Meeting Minutes of August 11, 2021, be received as information.

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF SALMON ARM

Minutes of the Agricultural Advisory Committee Meeting held in Room 100 of City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, on **August 11, 2021 at 2:16 p.m. (GoTo Meeting)**

Present

Councillor Tim Lavery, Chair
Jen Gamble
Mike Schroeder
Don Syme
Serena Caner (entered meeting at 2:18pm)
Barrie Voth
James Hanna
Ken Jamison

Melinda Smyrl, Planner/Recorder - staff (non-voting)
Lindsay Benbow, Ministry of Agriculture (non-voting)
Trevor Bettcher, Applicant Agent for Land Owner (non-voting)
Travis Elwood, Applicant Agent for Land Owner (non-voting)
Jared King, Applicant Agent for Land Owner (non-voting)
Warren Stevenson, Applicant Agent for Land Owner (non-voting)

Regrets:
Ron Ganert

The meeting was called to order at 2:16pm

1. **Call to Order**

2. **Acknowledgment of Traditional Territory**

3. **Approval of Agenda**

No late items presented. Ken Jamison was introduced to the AAC by the Chair.

Chair requested to amend item 6.3 to read "Local Food and Agriculture Funding and Opportunities"

Moved: Serena Caner
Seconded: Barrie Voth

THAT: the agenda of the Agricultural Advisory Committee Meeting of April 14, 2021 be approved as amended.

CARRIED UNANIMOUSLY

4. Disclosure of Interest

Ken Jamieson declared a conflict of interest with item 6.1, as he is an employee of School District 83. Serena Caner declared a conflict of interest with item 6.1, as her partner is employed at South Canoe School.

5. Approval of minutes from April 14, 2021 Meeting

Moved: James Hanna
Seconded: Barrie Voth

THAT: the minutes of the Agricultural Advisory Committee Meeting of April 14, 2021 be approved as circulated.

CARRIED UNANIMOUSLY

6. New Business

Serena Caner and Ken Jamieson declared a conflict of interest and left the meeting at 2:28pm.

6.1 ALC No. 387 - 5970 10 Ave SE – South Canoe School Playground (Non-Farm Use) – School District No. 83 (SD83)

Staff introduced the application from SD83, which proposed the addition of a playground structure and hillside slide to the existing school facility. The proposed site for the play structures is outside of the area the ALC identified for Non-Farm Use when they supported the re-opening of the school in 2018. The site is zoned P3 and staff are supportive of the playground addition to the site as it is an anticipated use accessory to a school. The site plan and attachments provided with the agenda were corrected to remove the gazebo style structure as that is no longer part of the application, although SD83 may apply for that at a future date.

SD83 staff answered questions of the AAC and outlined the programs specific to the school, in particular the Outdoor Learning foundations of the programming. SD83 staff noted garden areas that are used by the school in that programming. SD83 received special funding for the installation of the equipment with the funding being available until early 2022. SD83 staff confirmed that the play structure could be easily removed if the site needed to be remediated to farmland in the future.

Motion: THAT the AAC supports ALC Application No. 387.

Moved: James Hanna
Seconded: Jen Gamble

CARRIED UNANIMOUSLY

Treavor Bettcher, Travis Elwood, Jared King left the meeting at 2:45pm

Serena Caner and Ken Jamison returned to the meeting at 2:48pm

6.2 ALC No. 409 - 3191 10 Avenue SW (TCH) - (ALC Subdivision) - W. Stevenson

Staff introduced the application. The applicant is proposing a 2 lot subdivision to 'unhook' a parcel that is split zoned and partially within the ALR. The parcel was physically separated with the recent dedication and construction of 9 Avenue SW as part of the Trans Canada 4-laning project.

The applicant explained that the split zoning (agriculture and commercial) is an obstacle to the development of the commercial portion of the property and having 2 separate legal entities would better the chances of the commercial and agriculture sites being developed and improve marketability.

AAC members had questions related to the viability of the agriculture parcel after subdivision and options for agriculture. Regarding the possibility of future subdivision potential of the agriculture portion, staff relayed that due to the parcel size future subdivision under the current zoning would not be possible. The agriculture parcel is also encumbered by other provincial regulations such as Riparian Area Protection Regulation (RAPR) and floodplain regulations.

Motion: THAT the AAC supports ALC Application No. 409.

Moved: James Hanna
Seconded: Ken Jamieson

CARRIED
Opposed: Don Syme

6.3 Investment Agriculture Foundation Program Information - Local Government Partnership Program

Ministry of Agriculture staff provided a summary of recent funding opportunities for the group. Included in the opportunities was grant support for an Agriculture Area Plan and the group discussed how that may or may not align with Food Security Planning. City staff provided a brief overview and status of the 2004 Agriculture Area Plan that was created for the City of Salmon Arm. The different types of plans were discussed in the context of the upcoming Official Community Plan review. At this time, most funding opportunities for these types of planning exercises are cost sharing and the current budget does not include enough money to take advantage of these particular opportunities.

The Chair will be bringing the discussion forward to Council in order to receive direction regarding staff time and investigating options for an Agriculture Area Plan and/or Food Security Plan.

7. Old Business

7.1 ALC Application update

Staff provided a summary of recent ALC decisions.

8. Adjournment

Moved: James Hanna
Seconded: Serena Caner

THAT: The Agricultural Advisory Committee Meeting of August 11, 2021 be adjourned.

CARRIED UNANIMOUSLY

The meeting was adjourned at 3:58 pm

Endorsed by Meeting Chair Received for information by Council on the xxth day of xx, 2021.

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Item 7.3

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Downtown Parking Commission Meeting Minutes of September 21, 2021, be received as information.

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

Minutes of the **Downtown Parking Commission** Meeting held by electronic means on **Tuesday, September 21, 2021.**

PRESENT:

Chad Eliason	Councillor, City of Salmon Arm, Chair
Bill Laird	Member at Large
Vic Hamilton	Member at Large
Regan Ready	Member at Large
Cathy Ingebrigston	Member at Large
Morgan Matheson	DSA Representative
Gerald Foreman	DSA Representative
Linda Thompson	DSA Representative
Jacquie Gaudreau	DSA Representative
Sam Darlington	Resource Personnel, Bylaw Officer
Jenn Wilson	Resource Personnel, City Engineer
Robert Niewenhuizen	Resource Personnel, Director of Engineering & Public Works

ABSENT:

Maurice Roy	Resource Personnel, Manager Permits & Licencing
Debbie Wood	Resource Personnel, Bylaw Officer

GUEST:

The meeting was called to order at 8:00 a.m. by acting Chair Chad Eliason. Linda Thompson was unable to chair the meeting due to technical issues.

1. **INTRODUCTIONS AND WELCOME**

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

3. **PRESENTATIONS:** None

4. APPROVAL / CHANGES / ADDITIONS TO AGENDA

Moved: Regan Ready
Seconded: Jacquie Gaudreau
THAT: the Downtown Parking Commission Meeting Agenda of September 21, 2021 be approved as circulated.

CARRIED UNANIMOUSLY

5. APPROVAL OF MINUTES FROM AUGUST 17, 2021

- Items 5 & 6 of the August 17, 2021 Minutes are revised to reflect the seconder of each Motion to be **Regan Ready**

Moved: Regan Ready
Seconded: Jacquie Gaudreau
THAT: the Downtown Parking Commission Meeting Minutes of August 17, 2021 be adopted as revised.

CARRIED UNANIMOUSLY

6. OLD BUSINESS ARISING FROM MINUTES

a. Downtown Parking Plan 2021 – update
- A report will be presented to City Council at their September 27th meeting seeing support of the parking plan.

7. NEW BUSINESS

a. Downtown Parking Meter Strategy
- Plan was reviewed, discussion around adding new and relocating one existing ticket spitter machines to optimize paid parking and remove all coin operated meters in downtown area.
- Also discussed was the removal of the 10 min (stop and go) parking stalls at the corner of Hudson Street & Shuswap Street (south side). The time limit had been requested by the previous buisuness for pickup and delivery stops; however, the business has changed and in the view of City Staff is no longer required. These stalls would revert back to metered stalls (or 2 hr parking).

Moved: Regan Ready
Seconded: Vic Hamilton
THAT: the 2022 budget be amended to add $25,000.00 to purchase new and relocate existing ticket machines as outlined on the presented on the Parking meter strategy plan. To be funded from the Smart Parking Meter Reserve.

CARRIED UNANIMOUSLY

b. Parking Revenue and Rate discussion

c. 2022 Draft Budget Review

Moved: Regan Ready
Seconded: Bill Laird
THAT: the EMV3 pay parking station Card reader 2022 budget (CF) be increased by $3,000.00 for a total of $12,900.00, to accommodate the new ticket spitter machines being proposed in the parking meter strategy plan.

CARRIED UNANIMOUSLY

Moved: Regan Ready
Seconded: Jacquie Gaudreau
THAT: the Commission support the proposed 2022 Parking Budget as presented.

CARRIED UNANIMOUSLY

8. **OTHER BUSINESS**

9. **NEXT MEETING – Tuesday, October 19, 2021**

The next meeting of the Downtown Parking Commission will be Tuesday, October 19, 2021. Chairperson will be Chad Eliason.

10. **ADJOURNMENT**

Moved: Regan Ready
Seconded: Cathy Ingerbrigston
THAT: the Downtown Parking Commission Meeting of September 21, 2021 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:50 a.m.

Rob Niewenhuizen, Recording Secretary

Minutes received as information by Council
at their Regular Meeting of , 2021.

Item 7.4

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: the Environmental Advisory Committee Meeting Minutes of September 10, 2021, be received as information.

Vote Record

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

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

CITY OF SALMON ARM

Minutes of the **Environmental Advisory Committee** Meeting held by virtual means on Friday, **September 10, 2021** at 2:30 p.m.

PRESENT:

Councillor Sylvia Lindgren	City of Salmon Arm, Chair
Julia Beatty	Citizen at Large
Janet Pattinson	Shuswap Naturalist Club
Carmen Fennell	Citizen at Large
Luke Gubbels	Canoe Forsest Products
Janet Aitken	Salmon Arm Bay Nature Enhancement Society (SEAS)
Barrie Voth	Agricultural Industry
Warren Bell	WA:TER
Barb Puddifant	City of Salmon Arm, Recorder

ABSENT:

	Adams Lake Indian Band
	Salmon Arm Fish and Game Club
Pauline Waelti	Shuswap Environmental Action Society (SEAS)
Amy Vallarino	Citizen at Large
Christina Thomas	Neskonlith Indian Band

GUESTS:

The meeting was called to order at 2:32 p.m.

1. **Introductions and Welcome**

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

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

Revision to Item 7.a New Business – Shuswap Climate Action presentation to Council – September 20, 2021

Addition of Item 8.a Other Business – Air Quality Monitoring Station

Addition of Item 8.b Other Business – BC Timber Sales – Mt. Ida - update

Moved: Warren Bell
Seconded: Julia Beatty
THAT: the Environmental Advisory Committee Meeting Agenda of September 10, 2021 be approved with additions and revisions.

CARRIED UNANIMOUSLY

4. Approval of Minutes from July 9, 2021

Moved: Barrie Voth
Seconded: Carmen Fennell
THAT: the Minutes of the Environmental Advisory Committee Meeting of July 9, 2021 be approved.

CARRIED UNANIMOUSLY

5. Presentations

6. Old Business/Arising from Minutes

a) **CEEP Working Group update**
There are no updates from the CEEP working group. The recommendation to Council has been made to seek funding sources and to dedicate funds to hire a Climate Action Co-ordinator. The availability of funding sources was discussed. Councillor Lindgren has discussed the possibility of partnering with the CSRD with the City's CSRD representatives, Councillors Flynn and Lavery. At this time partnering has not been discussed at the CSRD Board level.

b) **Climate Action update**
No updates

c) **Eco-fair update**
As the Fall Fair for 2021 has been cancelled, the Committee discussed new ideas and alternatives for an educational booth. Councillor Lindgren will contact Serena Caner regarding the possibility of setting up the booth at the Downtown Farmer's Market and to request that Council pay for the entry fee, if applicable.

7. New Business

a) **Shuswap Climate Action presentation to Council – September 20, 2021**
Julia Beatty spoke regarding the upcoming Shuswap Climate Action presentation to Council to outline the implications of climate change. The goal of the presentation is to support the hiring of a Sustainability/Climate Action Co-ordinator as a position with the City of Salmon Arm.

b) **Electric car purchase**
Councillor Lindgren provided information on the City's purchase of an electric car for City use.

8. Other Business &/or Roundtable Updates

b) BC Timber Sales – Mt. Ida – update

The City's level of input in BCTS blocks on Mt. Ida was discussed as well as concerns for properties bordering the cuts.

a) Air Quality Monitoring System

Julia Beatty outlined her discussions Gavin King, Air Quality Meteorologist, with the Ministry of Environment and Climate Change Strategy. The City of Salmon Arm is on the Ministry's list for possible future locations to install an Air Quality Monitoring System. The reliability of the existing Purple Air machines was discussed.

Moved: Warren Bell
Seconded: Janet Pattinson
THAT: the Committee recommends that Council write a letter to Gavin King and the Ministry of Environment requesting that the Ministry consider Salmon Arm as a location for an Air Quality Monitoring System.

CARRIED UNANIMOUSLY

Carmen Fennell left the meeting at 3:25 p.m.

9. Next Meeting – October 8, 2021

10. Adjournment

Moved: Warren Bell
Seconded: Julia Beatty
THAT: the Environmental Advisory Committee meeting of September 10, 2021 be adjourned.

CARRIED UNANIMOUSLY

The virtual meeting adjourned at 3:44 p.m.

_____
Councillor Sylvia Lindgren, Chair

Received for information by Council the day of , 2021.

Item 8.1

CITY OF SALMON ARM

Date: September 27, 2021

Board in Brief – August 2021

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

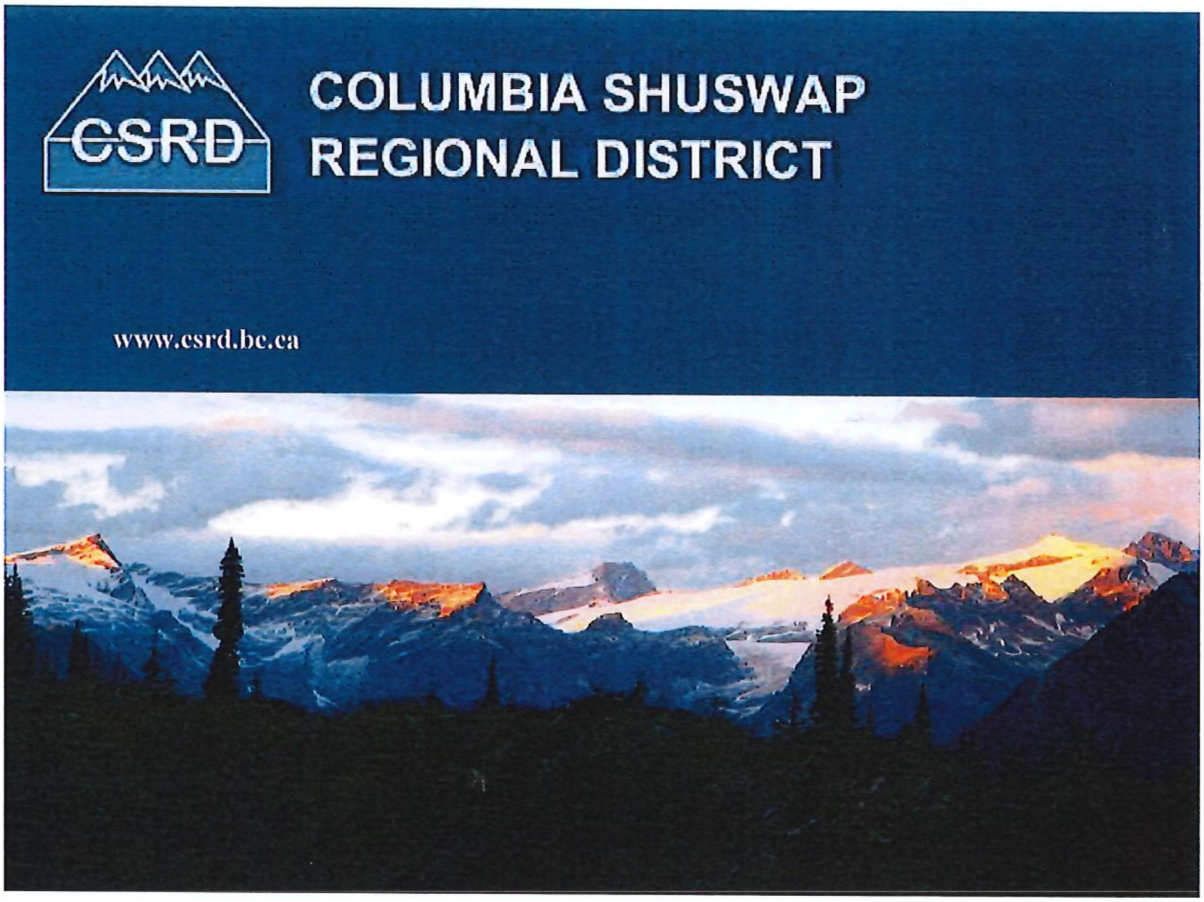
Opposed:

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

40

Caylee Simmons

From: Columbia Shuswap Regional District <communications@csrd.bc.ca>
Sent: Wednesday, August 25, 2021 1:50 PM
To: Caylee Simmons
Subject: #YourCSRD - August 2021



#YourCSRD - August 2021

August 2021

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Highlights from the Regular Board Meeting

Committee Reports



Rail Trail Governance Advisory Committee

The Board approved the CSRD/RDNO entering into Agricultural License Agreements with three adjacent agricultural landowners, for use of portions of the rail corridor lands, subject to certain conditions. **View report.**

The Board supported the CSRD application to the BC Active Transportation Grant program and the Canada Community Revitalization Fund on behalf of the inter-jurisdictional partners for the Sicamous-to-Mara section. **View report.**

The Board authorized staff to enter into negotiations with BC Hydro, TELUS, and FortisBC regarding the possibility of authorizing the existing and future utility crossings with Statutory Rights of Way. **View report.**

Business General & Business by Area

Chief Administrative Officer Succession Plan Policy A-83

The Chief Administrative Officer Succession Plan Policy A-83 received Board support for inclusion in the CSRD policy manual.

COVID-19 Safe Restart Electoral Area Grant in Aids

The Board approved COVID-19 Restart Grant funding in the amount of $5,000 to each of the following organizations:

Blind Bay Community Society
Carlin Hall Community Association
Cedar Heights Community Association
Eagle Bay Community Association
Notch Hill Town Hall
Sorrento Lions Club
South Shuswap Health Services Society
South Shuswap Transportation Society
Sunnybrae Community Association
Sunnybrae Seniors Society
White Lake Community Hall Society
White Lake Residents Association
Falkland & District Fellowship Society
Falkland Historical Society
Falkland & District Sunday Morners Club
Lakeview Community Centre Society
North Shuswap Health Centre Society
Seymour Arm First Responders
Seymour Arm Community Association
North and South Shuswap Community Resources Association.

Directors Demenok declared a conflict of interest for the South Shuswap Transportation Society and Director Talbot declared a conflict of interest on the Falkland & District Sunday Morners Club. These Directors did not vote on those matters. **View report.**

EOF Funding – Sicamous/Area E – Rail Trail Development funding

Subject to the concurrence of the District of Sicamous Council, the Board approved funding from the Sicamous and Area E Economic Opportunity Fund in the amount of $232,455 as a complement to the BC Active Transportation Grant application for $500,000 for development of the Sicamous-to-Mara trail section of the Shuswap North Okanagan Rail Trail. **View report.**

New Statutory Holiday declared, September 30 – National Day for Truth and Reconciliation

The CSRD will be observing the new federally mandated National Day for Truth and Reconciliation statutory holiday annually on September 30. The CSRD offices will be closed that day. **View report.**

Grant-in-Aid Requests
The Board approved allocations from the 2021 electoral grant-in-aid budget for projects in Electoral Areas D and E. **View report.**

Electoral Area B: Revelstoke and Electoral Area B EOF Application – Revelstoke Cycling Association
The Board approved funding from the Revelstoke and Area B Economic Opportunity Fund to the Revelstoke Cycling Association in the amount of $30,000 to support the maintenance of existing recreational mountain bike trails, subject to the City of Revelstoke Council and the CSRD Electoral Area B Director's support. **View report.**

Administration Bylaws

Electoral Area A: Nicholson Fire Suppression Service Area Amendment Bylaw No. 5833, 2021
The Board approved an amendment adding one property to the fire suppression area. **View report.**

Electoral Area F: Anglemont Waterworks Service Area Amendment Bylaw No. 5837, 2021
The Board approved three readings of the bylaw which wold add one property into the Anglemont Waterworks Service Area. **View report.**

All Areas: Bylaw Revision Authorization Bylaw No. 5838, 2021
The Board approved a bylaw which will allow for expedited corrections to adopted bylaws for minor typographical or numbering errors. **View report.**

Electoral Area D: Electoral Area D Dog Control Service Area Amendment Bylaw No. 5831, 2021
Following the receipt of statutory approval from the Inspector of Municipalities, the Board voted unanimously to adopt the expanded taxation service area for Dog Control in Electoral Area D. **View bylaw.**

Electoral Area D: Electoral Area D Dog Control Regulatory Bylaw No. 5832, 2021
The Board voted unanimously to adopt the bylaw implementing a new dog control service, without dog licensing, to the entirety of Electoral Area D. The bylaw includes provisions for dealing with aggressive dogs, as well as complaints with excessive barking or roaming dogs. There is also an exemption for livestock guardian dogs on properties classified as farms under the Assessment Act. With the adoption of the bylaws, the implementation of dog control services for Electoral Area D will begin on January 1, 2022. **View report. View press release. View bylaw.**



LAND USE MATTERS

Business General

The Board approved transferring a total of $75,500 from various department operating reserves to cover additional staff overtime and casual clerical resources due to workload.
The workload for all development Services department staff has increased approximately 200% this past seven months and staff have voluntarily undertaken overtime to try and continue to meet service level expectations. **View report.**

Agricultural Land Commission Applications

Electoral Area D: Agricultural Land Commission (ALC) Application Section 21(2) – Subdivision LC2580D

The owner of the property would like to subdivide a 1 ha parcel for his daughter to build a house. The owner would continue living in the single-family dwelling on the 6.76 ha remainder parcel with the support from his daughter. The owner's daughter plans to pursue agricultural activities, including raising bees on the 1 hectare parcel and using the large remainder for horse and cattle pasture. The Board endorsed staff's recommendation for approval and it will now be sent to the ALC for final decision. **View report.**

Development Permits (DPs), Temporary Use Permits (TUPs) & Development Variance Permits (DVPs)

Electoral Area C: Development Variance Permit No. 701-120

The subject property is Strata Lot 85 at 2673 Blind Bay Road, Blind Bay and the property owner is proposing three variances: to recognize the oversize floor area of the seasonal modular building, including the attached covered deck and carport; to recognize the exceeded parcel coverage; and to recognize the carport located within the interior side parcel line setback. The Board endorsed the staff recommendation that the maximum floor area variance be approved, while the remaining variances were denied. **View report.**

Electoral Area C: Development Variance Permit No. 701-122

The subject property is located at 3399 McBride Road in Blind Bay. The property owners have constructed a woodshed on the subject property, within the south interior side parcel line setback and without prior approvals from the CSRD. This DVP proposed to recognize the reduced setback. The Board approved the DVP. **View report.**

Electoral Area D: Temporary Use Permit No. 750-03

The subject property is located at 5530 Gardiner Frontage Road, Ranchero. While the owners apply to amend the zoning to include mini-storage as a permitted use, they are applying for a Temporary use permit to begin operating the storage facility while the bylaw amendment process is underway. The Board approved the TUP. **View Report.**

Zoning, OCP and Land Use Amendments

Electoral Area A: Highway Planning Area No. 1 Amendment Bylaw No. 168-01

The owners of 2760 Trans-Canada Highway in Donald in Electoral A would like to develop the subject properties into a commercial and residential subdivision. The southern portion of the subject properties are within 304.8 m of the Trans-Canada Highway and are therefore within the jurisdiction of the Highway Planning Area No. 1 Bylaw No. 168. The Board approved first reading of the bylaw with the requirement for the complex consultation process. This will require the owners to hold a public meeting with affected neighbours The application will also be referred to a number of agencies and First Nations for comment. **View report.**

Electoral Area C: Lakes Zoning Amendment Bylaw No. 900-31C

The owners of the subject property, located at Crescent Bay, would like to add a special regulation to the FP - Foreshore Park Zone. This would permit a dock and buoy, applicable to Gazelle Road only, to allow for boat access to the upland, water-access-only property. The bylaw has been amended to include variances for the siting of both the dock and private mooring buoy. The Board approved second and third readings and adopted the bylaw. **View report.**

Electoral Area B: Electoral Area B Zoning Amendment Bylaw No. 851-21
The subject property is located at 3401 Catherwood Road in the South Revelstoke neighbourhood of Electoral Area B. The applicant wants to amend Bylaw No. 851 to add a special regulation to the Small Holdings zone to permit seasonal vacation rental (December 1 to April 30) as a permanent permitted use on the subject property. The Board adopted the bylaw. **View report.**

Release of In-Camera Resolutions

The following resolutions were released from the In-Camera session of the August 19, 2021 meeting:

Electoral Area C: Advisory Planning Commission Resignation
THAT: the Board accept the resignation of Allan Cook from the Electoral Area C Advisory Planning Commission;

Electoral Area C: Resignation from the Sorrento-Blind Bay Incorporation Advisory Committee
THAT: the Board accept the resignation of Patrick Earley from the Sorrento-Blind Bay Incorporation Advisory Committee, this 19th day of August, 2021;
AND THAT: the Sorrento-Blind Bay Incorporation Advisory Committee will consist of nine members.

#YourCSRD July edition

Due to the wildfire situation in the Shuswap, communications staff were needed in the Emergency Operations Centre and were unable to complete the July edition. Information on the outcomes from the meeting are available through the minutes **here**. We apologize for the inconvenience.

NEXT BOARD MEETING

The Regular CSRD Board Meeting will be held Thursday, September 23, 2021 at 9:30 AM at the CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm. The public session generally starts at 10 AM.
Any scheduling changes to the meeting start time will be noted on the Events tab of the CSRD's website.
In-person attendance is available to the public in accordance with current provincial health orders. All those in attendance will be required to produce a valid Vaccine Card before entering the CSRD Boardroom. Seating is limited and will be first come, first served.
The public is strongly encouraged to join the meeting via Zoom. Information on how to register for the Zoom meeting access is on the Events tab of the CSRD website under the Board meeting date.

Columbia Shuswap Regional District
555 Harbourfront Drive NE, PO Box 978
Salmon Arm, BC V1E 4P1
www.csrd.bc.ca | 250.832.8194

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Item 9.1

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor

Seconded: Councillor

THAT: Council approve the 2022 Council Meeting Scheduled and the 2022 Development and Planning Services Committee Meeting Schedule, as attached to the staff report dated August 31, 2021.

Vote Record

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

Opposed:

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

CITY OF
SALMON ARM

TO:	Mayor Harrison & Members of Council
DATE:	August 31, 2021
FROM:	Erin Jackson, Director of Corporate Services
PERPARED BY:	Caylee Simmons, Executive Assistant
SUBJECT:	2022 Council Meeting and Development and Planning Services Committee Meeting Schedule

Recommendation:

THAT: Council approve the 2022 Council Meeting Schedule and the 2022 Development and Planning Services Committee Meeting Schedule, as attached to the staff report dated August 31, 2021.

Background:

Attached, for Council's endorsement, is the proposed Council Meeting Schedule and the Development and Planning Services Committee Meeting Schedule for 2022.

Some dates worthy of note are:

- 2022 SILGA Convention – April 26 – 29, 2022 – Salmon Arm, BC
- 2022 FCM Convention – June 2 – 5, 2022 – Regina, SK
- 2022 UBCM Convention – September 12 – 16, 2022 – Whistler, BC
- City Hall will be closed from Saturday, December 25, 2021, to Monday, January 3, 2022, inclusive. City Hall will re-open Tuesday, January 4, 2022.

Erin Jackson
Director of Corporate Services

2022

January

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- Development and Planning Services Committee Meetings (8:00 a.m.)
- Regular Council Meetings (2:30 p.m.)
- Development and Planning Services Committee Meetings (8:00 a.m.)
- SILGA Convention
- FCM Convention
- UBCM Convention
- Christmas Office Closure (inclusive)
- 2022 Municipal Election
- Statutory Holidays

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Item 9.2

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor

Seconded: Councillor

THAT: the Downtown Parking Plan dated April 2021 be received by Council.

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF SALMON ARM

File: 8620.02

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

DATE: August 16, 2021

SUBJECT: **DOWNTOWN PARKING PLAN**

STAFF RECOMMENDATION

THAT: The Downtown Parking Plan be received by City Council.

BACKGROUND

The Downtown Parking Commission (DPC) is tasked by Council through Bylaw for the operation, maintenance and development of all properties acquired for off-street parking purposes through preparation and communication to Council of directives related to managing the parking needs in the downtown specified area.

In 2018 the DPC started the process of reviewing the parking needs of the downtown area in an effort to develop a Downtown Parking Plan (the plan). The purpose of the plan is to provide a strategy for the funding, supply and operations of parking in the downtown specified area. With the goal to maximize the efficient use of existing parking resources while enhancing the vitality of the downtown core.

A summary of all of the DPC discussion was complete in May of 2019, an RFP was drafted to retain a consultant to review the work completed by the DPC and to develop the plan document. The project was awaded to ISL Engineering and Land Services in November of 2019.

The plan which is before you today includes the following information:

- Recommendations for the creation/update of bylaws and policies applicable to the downtown specified parking area;
- Assessment of overall parking availability (existing and future);
- Strategy for On-Street parking including information and signage review, pricing, time limits and restrictions;
- Strategy for Off-Street parking including information and signage review, pricing, time limits and restrictions, future parkade(s), and permitting systems;
- Small car/electric/bicycle/tour bus/motorcycle parking;
- Cost/benefit review of parking technologies for on and off-street parking
- Enforcement procedures including violation rates; and
- Improvement plan outlining all recommendations and proposed implementation dates.

During the parking study, the City organized a parking survey for the local business owners/employees, residents and customers while ISL assisted the City in developing questions for a downtown parking user satisfaction survey. The survey was administered by the City and in cooperation from Downtown Salmon Arm, submissions were received between September 28 and October 16, 2020. In total, 203 surveys were received and reviewed. The information gleaned from the surveys was reviewed by Staff and ISL and incorporated into the development of the plan.

STAFF COMMENTS

The plan will be used by the DPC to guide and prioritized improvements, which may be need in the specified downtown parking areas. The plan will also act as a supporting document for any budget requests or grant applications for parking improvements in the short and mid-term. During their August meeting, the DPC adopted the plan in principal and Staff are in support of the plan.

Respectfully submitted,

Robert Niewenhuizen, AScT
Director of Engineering and Public Works

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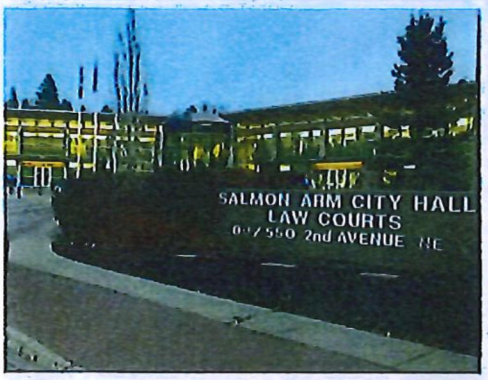





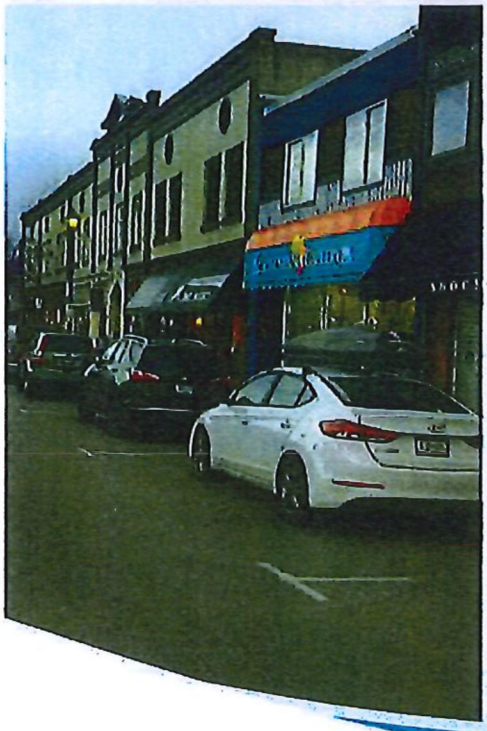

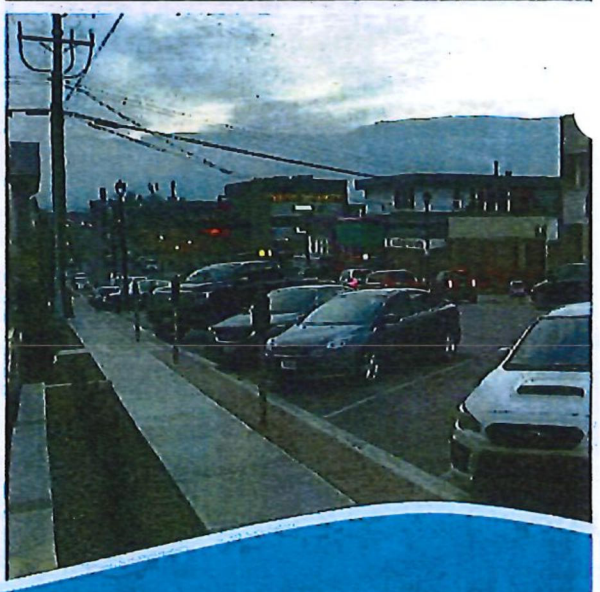

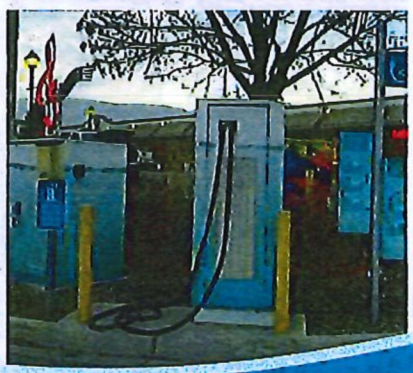

Downtown Parking Plan

ISL Engineering and Land Services

City of Salmon Arm

REPORT

April 2021

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Executive Summary

The City of Salmon Arm (the City) and the Downtown Parking Commission (DPC) contracted ISL Engineering and Land Services Ltd. (ISL) to provide professional services to develop a parking strategy to maximize the efficient use of existing parking resources while enhancing the vitality of the downtown core. The purpose of this study is to identify several relevant and important factors that may impact the future parking strategy. The City of Salmon Arm Downtown Planning study area is generally bounded by Hudson Avenue on the southwest, Highway 1 on the south / southeast, 4th Street on the northeast and CN Railway on the northwest.

Following the start-up meeting, the City provided ISL with background information related to the downtown parking condition. ISL reviewed the documents and determined their relevance for the project. In January 2020, a field review of the study area was conducted by ISL Traffic Engineers. ISL assisted the City in developing questions for a downtown parking user satisfaction survey. The survey was administered by the City and submissions were received between September 28 and October 16, 2020. In total, 203 surveys were received and reviewed. Some highlights from the survey included:

- Working is the primary reason for travelling to the downtown area for 3+ days in a week; however, shopping/retail, restaurants/cafes and banking were the most common reasons for visiting downtown with over 75% visiting for this reason at least a few times a month
- 46% of customers parked for 1 hour or less and 89% of the customers parked for 2 hours or less
- Only 9% of the respondents could rarely or never find suitable parking
- The strongest negative responses (disagree and strongly disagree) were for responses to whether paid off-street and/or on-street parking should be implemented.
- Strong positive responses (agree or strongly agree) were found for whether time limit restrictions should be consistent, time limits are currently long / flexible enough, limits are easy to understand and parking can be found within acceptable proximity of their destination.

According to the parking inventory counts provided by the City, conducted in January 2018, there are a total of 311 on-street parking stalls within the City's Downtown Parking Area. A majority (77%) of the existing on-street parking spaces were noted to be unmetered 1 hour parking restricted. It is understood that as of June 2020, the downtown parking restriction has been changed to 2 hour restriction for the entire area except for Alexander Street in order to encourage higher parking turnover for the businesses on that street.

The most recent parking utilization survey available was conducted by the City from 2010, 2011 and 2013 and the data was provided by the City. The parking availability was determined to be lower from 2010 and 2011 than compared to 2013 results. Generally, the results show that in 2013 approximately 20% of the parking spaces were available. Therefore, the survey results indicate that the parking availability in the downtown are withing 5% of the ideal parking availability (85% Utilized).

To determine if the parking fee is appropriate, the parking fee was compared with similar municipalities in British Columbia as shown in ***Figure ES.1***.

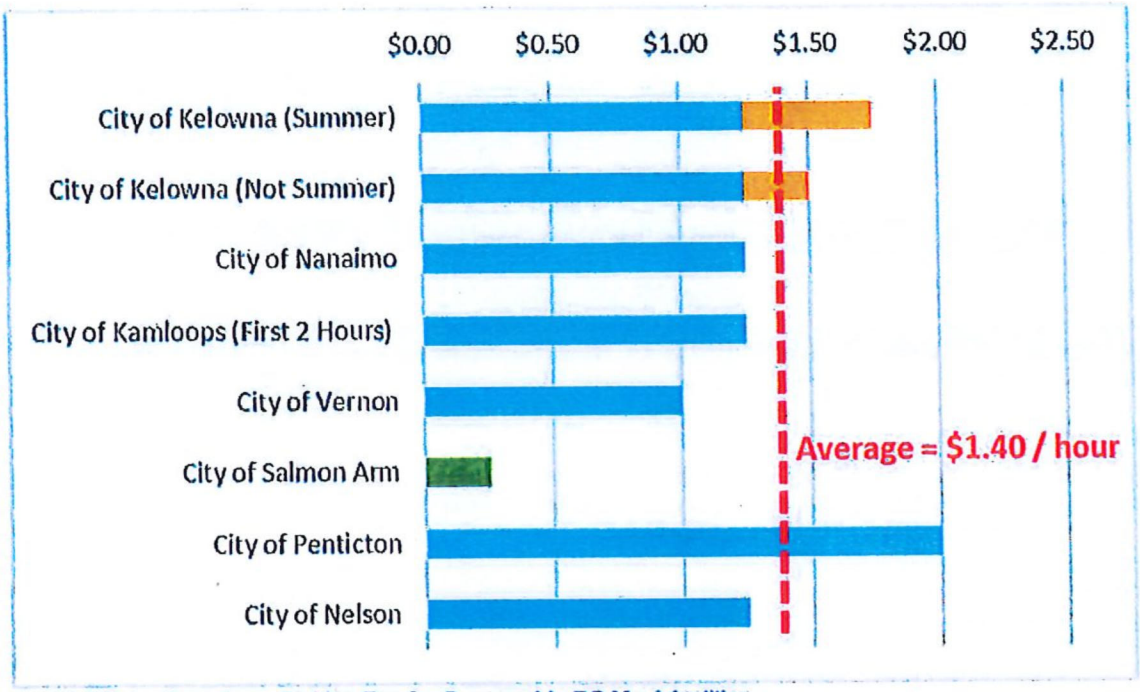

Figure ES.1: Downtown Parking Fee for Comparable BC Municipalities

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

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

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

Table ES.1: Cost/Benefit Analysis for the Proposed On-Street Parking Enforcement Technologies

	Smart Meter	Kiosk-Based Meter
Cost		
Per Meter	$2,500	$15,000
Per Space	$2,000 (2 meters per pole)	$1,500 (1 Meter per 10 Spaces)
Total Cost	**$546,000**	**$409,500**
Revenue		
Per Year	$388,050	$388,050
10-Years	$3,880,500	$3,880,500
Cost / Benefit		
10-Year Benefit	$3,334,500	$3,471,500
Payback Period	1 year, 5 months	1 years, 1 month

Existing off-street parking lots within the City's downtown area were inventoried based on the background documents provided by the City and the latest field review. Parking time limit and restrictions for each of the City owned and / or operated public lots have been provided.

During the field review conducted by ISL staff, inventory of the existing wayfinding signage to these parking lots was conducted. The existing parking facilities could benefit from the addition of a map of the downtown area posted in the parking lots, near the accesses, showing where additional parking options may be located. Further improvement could be the installation of digital feedback signs posted outside of the parking lot which indicates the number of available spaces available in the off-street parking lot.

It is understood that the City is planning to implement an off-street parking facility at the 4th Street Parking Lot location. Based on the conceptual plans provided by the City, the parkade could contain up to three levels of parking as well as potentially 260 parking stalls. Since the proposed parking facility is located on the northeast boundary of the downtown area, walkability between the site and the majority of destinations was expressed as a critical success factor. Assuming an average walking speed of 1.2 metres per second, the approximate walking time from the proposed parking facility to an area within the downtown could be reviewed, and a graphic showing various walking times has been provided in ***Figure ES.2***.



Figure ES.2: Estimated Pedestrian Walking Times from the Proposed Off-Street 4th Street Lot using the Existing Sidewalk Network

The City's existing *Traffic Bylaw No 1971* was reviewed and suggestions and changes were identified to coincide with the recommended improvements highlighted in this report. The improvements included updating the *Bylaw (Part V – 25)* in order to apply the Smart Meter or Kiosk-based meters technology, and including an item specifically for the parking of tour buses and recreational vehicles (RV).

Based on discussion with the City, it is understood that two major changes are expected in the near future to the traffic operation and flow through the downtown area, these changes include; the Highway 1 signalized intersection relocated from Ross Street to 4th Street and the CP Rail underpass at Ross Street.

As it relates to parking, with the addition of the 4th Street parkade, it is preferred that vehicles would access the downtown from the 4th Street intersection with Highway 1. The signage, currently located on Highway 1 and 4th Street, should be modified to indicate that parking in available off 4th Street.

As it relates to the existing parking condition, it is expected that the underpass open further opportunities for parking as pedestrians will not be required to cross the rail line to access downtown. Areas on the north side of the rail provide a good opportunity to provide parking for RV's and tour busses so that they do no take up valuable parking space near the businesses.

In past experience, it is usually recommended to not have over 30% small car parking for a single parking lot, however, due to the likely makeup of vehicles for the area a smaller percentage could be considered. Motorcycle parking should be provided in the new 4th street parking facility as well as a few other locations (such as the Hudson Lot or Ross Street Lot) and utilization should be observed to determine if additional spaces are required.

In order to maintain bicycle accessibility, the following recommendations could be considered.

- Consider implementing bike lockers at typical locations of interest, to provide additional security and protection for long-term bicycle parking.
- Adequate bicycle parking facilities (bike rack and bike lockers) should be provided for the future 4th Street Parkade.
- New residential and commercial developments should be required to provide short-term bicycle parking near the entrance.

Utilization data of the existing electrical vehicle charging facilities was not provided therefore, the demand for the spaces could not be verified however, as electric vehicle become more popular and more widely used in the future, it is advised that the City begin planning and identifying suitable locations for public charging stations.

With the addition of the Ross Street Underpass, there are opportunities to provide parking for tour buses on the north side of the rail, which would allow tourist to visit the downtown businesses safely, without utilizing valuable existing off-street or on-street parking spaces. Alternative options for the RV and tour bus could also be considered on the south side of the rail, such as negotiating the use of the parking at the church southeast of Hudson Avenue and Lakeshore Drive.

Based on the review of the existing parking conditions and the future parking arrangements, the following recommended measures that could be implemented, as described in this Parking Plan:

- On-street parking restrictions (2-hour limit) should be consistent throughout the downtown area.
- A higher on-street parking fee should be considered to be consistent with other comparable municipalities. A parking fee of $1.00 to $1.25 per hour could be considered and would be slightly below average for the municipalities reviewed ($1.40 per hour).
- The implementation of paid on-street parking should be accompanied with an educational initiative, potentially in collaboration with the Downtown Business Association and Downtown Parking Commission, to discuss the benefits of implementing paid parking and how the additional revenue generated will positively impact the businesses in the area.

- Kiosk based meter systems should be implemented throughout the entire downtown area, similar to the existing kiosks, where pay parking is implemented. The City should consider implementing options that provide more convenience to the user and ease of enforcement, such as pay-by-plate (pay-and-go) and app based solutions.
- The City should prepare a data collection and analysis process to review the parking utilization data in order to develop future policies.
- The City may consider adding wayfinding maps to other parking facilities within the existing off-street parking facilities.
- The City may consider adding digital parking feedback signage to the off-street parking lots to provide real-time available parking stalls to drivers.
- Consistent signage should be provided for the proposed 4th Street parking structure, including along Highway 1 with the Signal being moved to 4th Street.
- The off-street parking fee should be desirable compared to the on-street parking to encourage longer duration parking in the off-street parking and shorter duration in the on-street parking spaces.
- Recommendation about the future implementation of short-term and lockers for bike parking.
- If additional parking on the north side of the rail, the Downtown specified parking area (as defined in Bylaw 1237), could be expanded in order to continue to manage the parking for the entire area.

The following implementation plan was developed based on the recommendation identified in the report.

Short Term (0-2 Years)

- Expand the Pay Parking within Downtown (assuming 25% of the space) – approximate cost $102,375.
- Increase the parking fee to $1.25 per hour for the partially expanded pay parking – estimated annual revue increase $97,000 per year.
- Update the traffic bylaw as recommended in *Section 7*.
- Provide defined motorcycle parking in Hudson Street lot and Ross Street lot, observe utilization.
- Review the demand for additional charging stations for electrical vehicle based on utilization of existing stations.

Mid-Term (2 – 10 Years)

- Finalize the construction of the 4th Street Parkade
- Full extent of the Pay Parking within Downtown – approximate remaining cost $307,125.
- Increase the parking fee to $1.25 per hour for the full extent of pay parking – estimated annual revue increase $388,050 per year.
- Provide additional parking (RV and Tour Bus parking as well) on the north side of CP Rail after the completion of the Ross Street Underpass.
- Additional electrical vehicle fast charging stations depending on demand - $64,000 per two stations.

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1.0 Introduction

The City of Salmon Arm (the City) is located within the Columbia Shuswap Regional District in the BC's Southern Interior with a population of approximately 17,700 residents (according to the 2016 census). The City and the Downtown Parking Commission (DPC) contracted ISL Engineering and Land Services Ltd. (ISL) to provide professional services to develop a parking strategy to maximize the efficient use of existing parking resources while enhancing the vitality of the downtown core. It is expected that this parking study will help the City develop medium-/long-term (2-10 year) on-street and off-street parking strategies for better management of the existing and future parking availability.

The purpose of this study is to identify several relevant and important factors that may impact the future parking strategy. The findings of the parking study will provide the City and the DPC with guidance and clarity of parking technologies available in addition to potential impacts and costs of the bylaw, policy, and enforcement procedures.

The City of Salmon Arm Downtown Planning study area (***Figure 1.1***) is generally bounded by the following:

- Hudson Avenue on the southwest.
- Highway 1 on the south/southeast.
- 4th Street on the northeast.
- CN Railway on the northwest.

It includes most of the businesses and commercial areas in Salmon Arm downtown with on-street parking on both sides of the City's roads and many parking lots (both public and private).

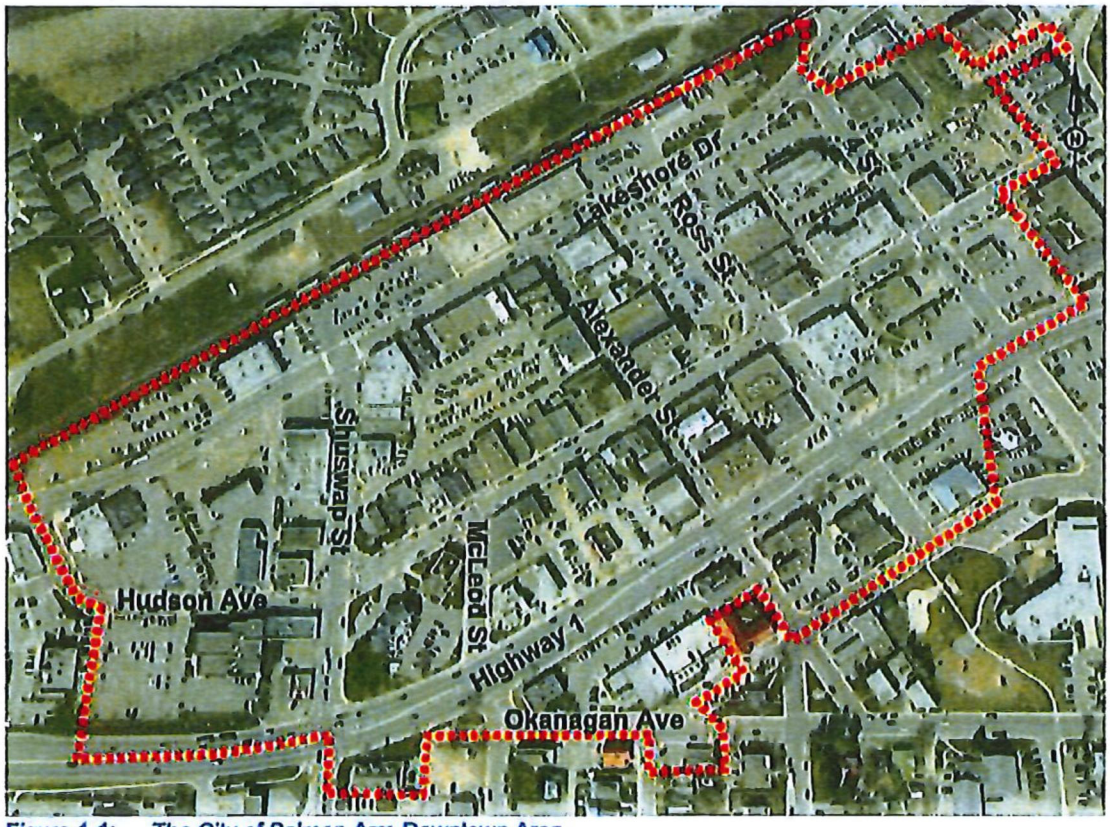


Figure 1.1: The City of Salmon Arm Downtown Area

2.0 Background Information Review

Following the start-up meeting, the City provided ISL with background information related to the downtown parking condition. ISL reviewed the documents and determined their relevance for the project. The summary of the provided documents is as follows:

- 2013 Available Stalls [Excel]
  - Parking utilization results during the AM and PM peak hours for 2010, 2011 and 2013.
- Downtown Parking Maps
  - Four files contain graphics showing:
    - Off-Street parking lots, on-street parking, and time limits.
    - Location of parking meters/dispensers.
    - Location of parking lot signage, location of wayfinding signage.
    - Walking distances from parking lot locations.
- Relevant Bylaw Documents Pertaining to:
  - Establishing the DPC.
  - Parking fee.
  - Payment in lieu.
- Downtown Parking Budget 2019:
  - Parking-related revenue/expenses.
- Downtown Parking Information:
  - Data sheet summarizing restriction and fee for on-street and various off-street parking lots.
- 2018 Parking Plan Meeting Summary:
  - Meeting minutes from May 2019 discussing the intention to complete a Downtown Parking Plan
- Concept Plans for the 4th Street Parkade:
  - Sketch/drawing for the proposed 4th Street parkade.
- Development Services Department Memorandum - Parking Enforcement Technologies (2018):
  - Memo summarizing parking enforcement technology.
- Study – Parkade – Stantec 2011:
  - Feasibility study for Ross and 4th Street parkade.
- Previous Parking Studies:
  - Ward Consulting Group – 1996.
  - Urban Systems Transportation Plan (Page 32 – 36) – 2009.
- Graphics showing traffic flows at Trans-Canada Highway intersections (existing and proposed).

3.0 Site Observation

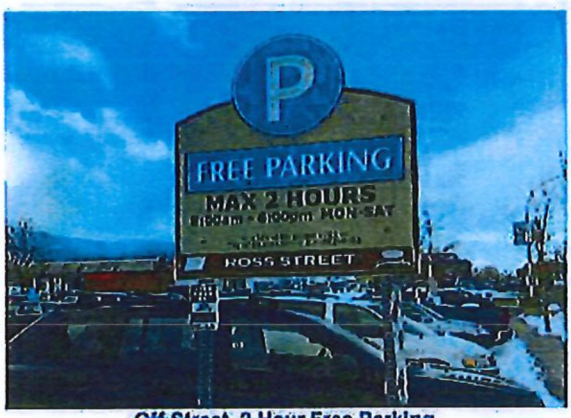
ISL's traffic engineers conducted a field review of the study area in January 2020. During the field review throughout the downtown area, observations, videos, and photos were taken at points of interest during typical weekday afternoons. Some site photos have been provided below:



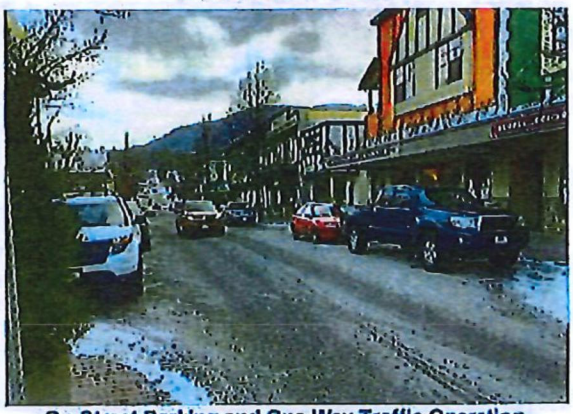
Pay Parking Meter on Hudson Avenue



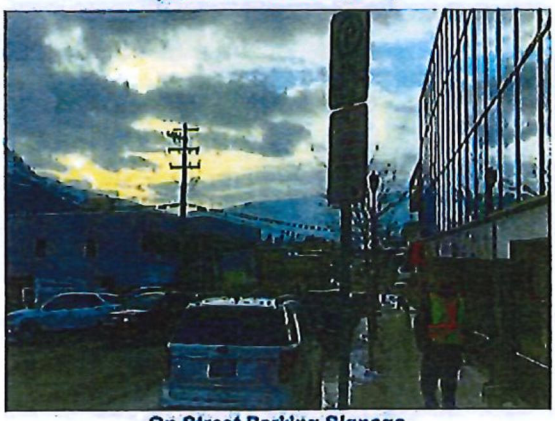
Off-Street Permit Parking Located on 4th Street



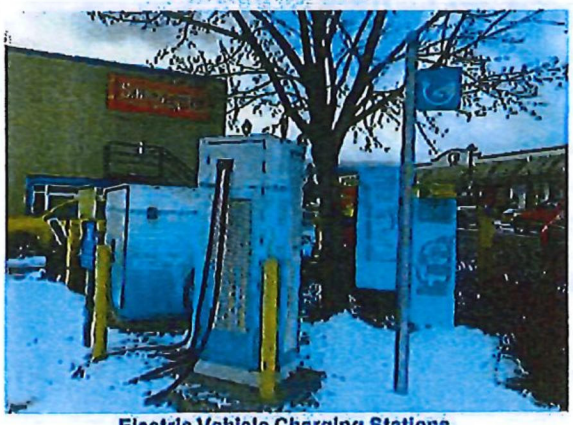
Off-Street, 2-Hour Free Parking (Ross Street Parking Lot)



On-Street Parking and One-Way Traffic Operation on Alexander Street



On-Street Parking Signage on Hudson Avenue



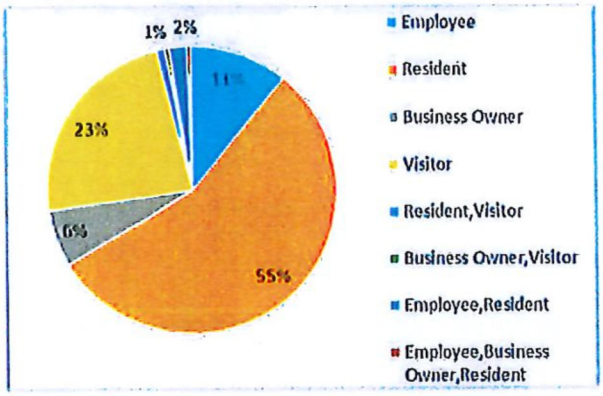
Electric Vehicle Charging Stations Ross Street Parking Lot

4.0 Public Survey Results

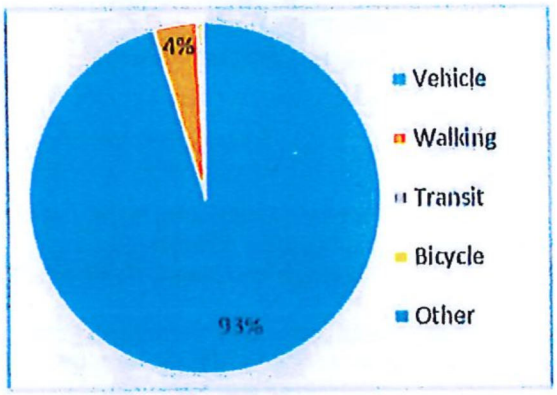
During the parking study, the City organized a parking survey for the local business owners/employees and residents while ISL assisted the City in developing questions for a downtown parking user satisfaction survey. The survey was administered by the City and submissions were received between September 28 and October 16, 2020. In total, 203 surveys were received and reviewed.

The first three questions of the survey were provided to understand why, how, and when people typically visited the downtown area.

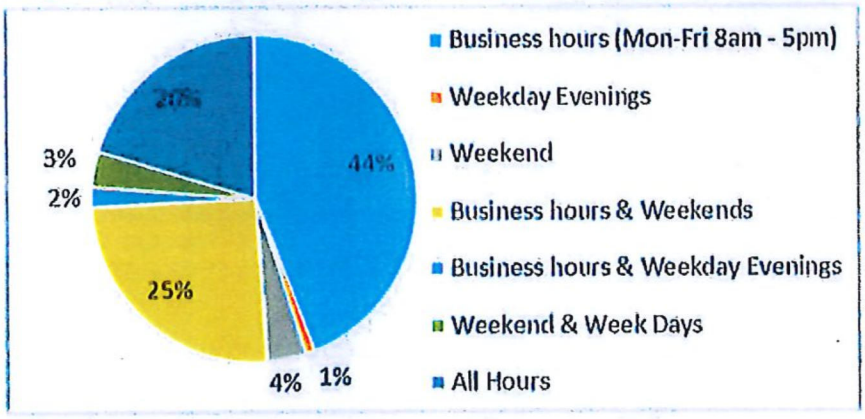
In relation to the Downtown Parking Area, I am a:



The main mode of transportation to Downtown Salmon Arm is:



I typically visit downtown during the following times (Select all that apply)

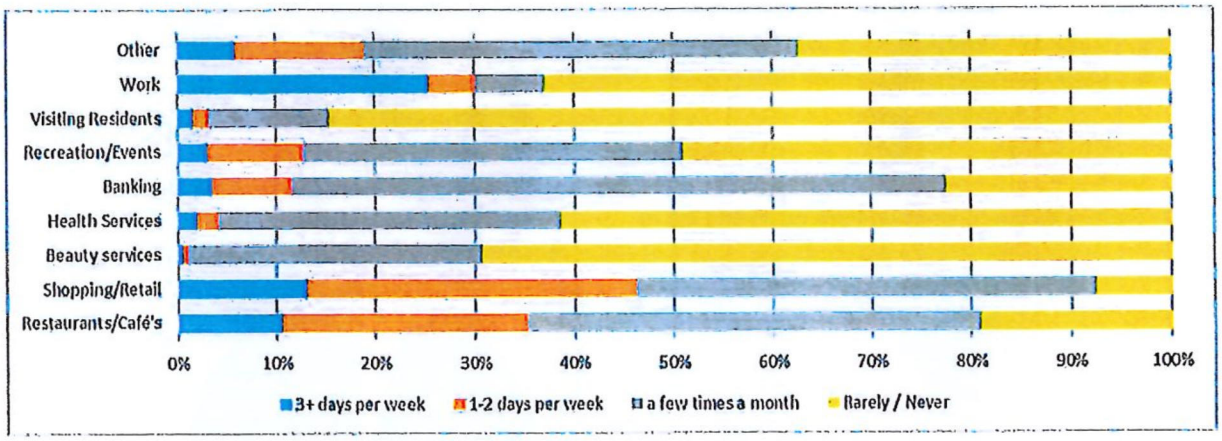


The results showed that a majority of respondents (55%) were residents of the downtown area; however, it is possible that the question was misunderstood as there is likely not a large number of residents living within the downtown area.

A significant majority (93%) of the trips made to the downtown area were most often vehicle trips. Whereas 4% of respondents said they walked most often, while no respondents indicated they utilized bicycle and/or transit.

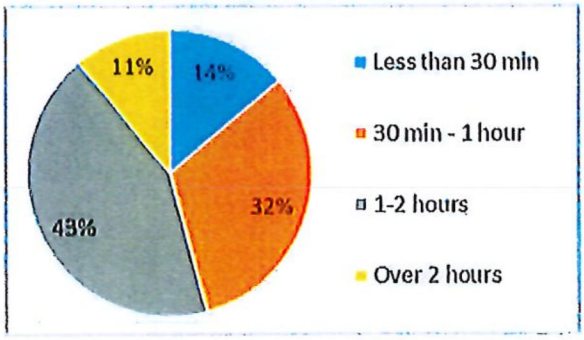
A large number of people said that they visit the downtown area during business hours (89%), by far the most common time for people to typically visit. People who visited during business hours also visited the downtown during the weekends (20%) and weekday evenings (25%).

The survey also asked visitors to identify what businesses or activities brought them downtown as well as their frequencies. The various use types were provided below:

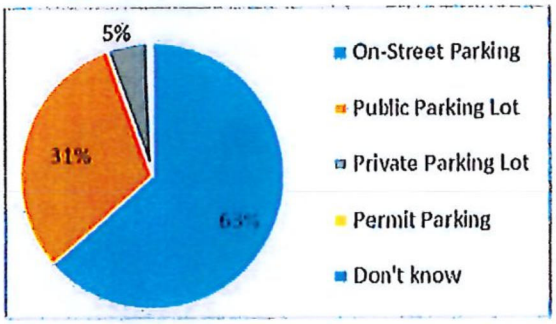


Work is the primary reason for travelling to the downtown area for 3+ days in a week; however, shopping/retail, restaurants/cafes, and banking were the most common reasons for visiting downtown with over 75% visiting for this reason at least a few times a month. Meeting residents was the least likely reason to visit.

When Visiting the Downtown as a Customer how long do you typically park during business hours?

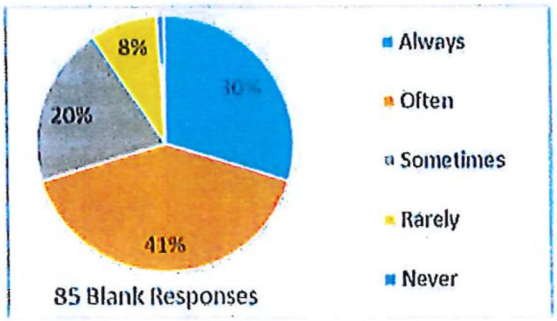


What type of parking do you typically use when visiting Downtown Salmon Arm?

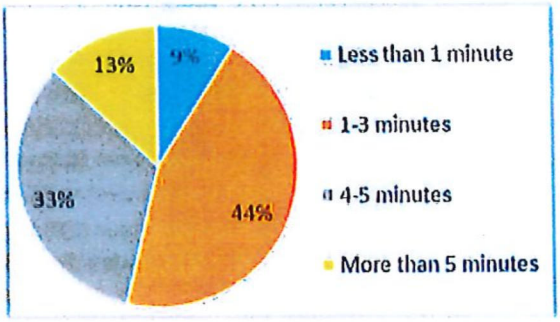


Based on the survey results, it was found that 46% of customers parked for one hour or less and 89% of the customers parked for two hours or less. The distribution indicates that a large portion of the trips do not require a long stay and suggested there is not an existing demand for long-term parking. It was also found that 94% of the parking downtown occurred at public facilities (on-street or public parking lot). Only 5% of the parking occurred in a private parking lot.

In general I have been able to find parking that suits my needs when visiting Downtown Salmon Arm:

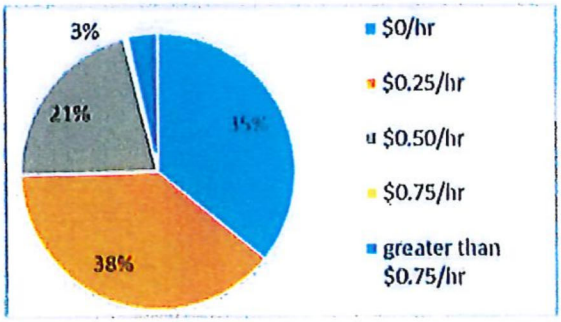


The maximum time that I would walk from my parking spot to my destination would be:



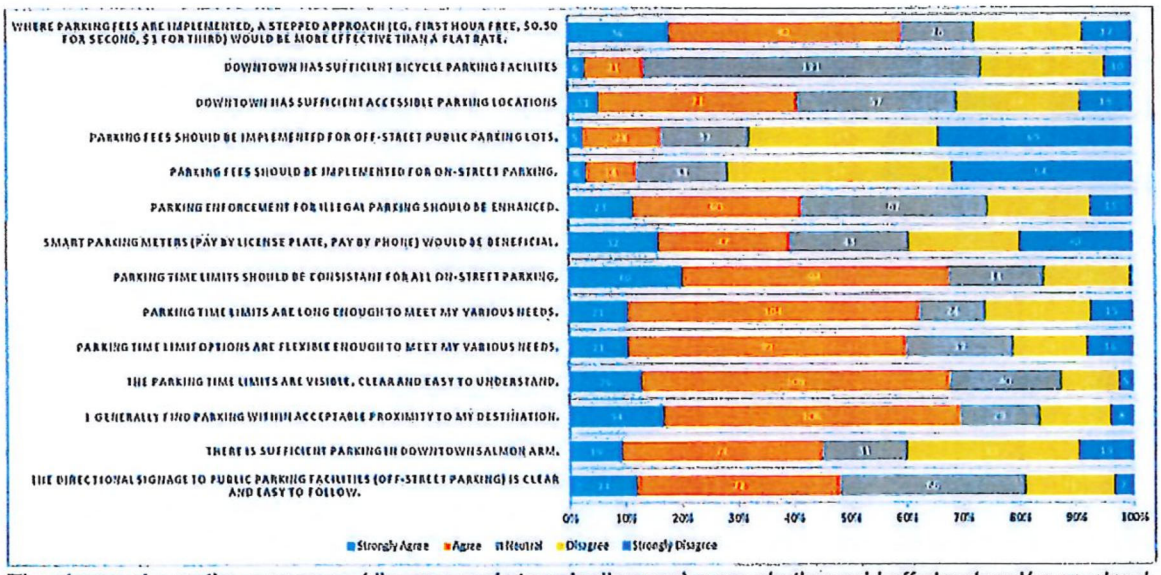
In general, 71% of the respondents could always or often find parking that suited their needs, only 9% of the respondents could rarely or never find suitable parking. It is noted that 85 of the respondents left this question blank. Based on the respondents, 53% would walk up to three minutes to their destinations. Three-minute walking time could mean finding parking approximately 200 metres from the desired destination if an average walking speed of 1.2 metres per second was assumed.

If parking fees are implemented, I would find it acceptable to pay up to:



Based on the responses related to pay parking, it is found that 35% thought no parking fee ($0/hour) is acceptable and 38% found a fee of $0.25/hour is acceptable. Overall, 62% of the respondents found that some level of fee was acceptable.

Please indicate your level of agreement with the following statements about parking in Downtown Salmon Arm



The strongest negative responses (disagree and strongly disagree) were whether paid off-street and/or on-street parking should be implemented. Strong positive responses (agree or strongly agree) were found for whether time limit restrictions should be consistent, time limits are currently long/flexible enough, and limits are easy to understand and parking can be found within acceptable proximity of their destination.

5.0 On-Street Parking

According to the parking inventory counts provided by the City, conducted in January 2018, there are 311 on-street parking spaces within the City's downtown parking area. The existing parking configurations are mostly parallel parking spaces except for some angle parking spaces located on the west side of Shuswap Street, north of Lakeshore Drive, and on the north side of Hudson Avenue between Ross Street and 6th Street.

5.1 Restriction/Time Limit

The parking restrictions within the downtown area included maximum time limits of 15-minute, 1-hour, 2-hour, and 10-hour. A majority of the parking spaces in downtown are unmetered; however, some spaces are provided with meters or a pay-and-display system. The breakdown of parking restrictions are as follows:

Table 5.1: Number of On-Street Parking Spaces by Parking Restriction

On-Street Parking Restriction	Number of Spaces
15-minutes (Metered/Unmetered)	14/1
1-Hour (Unmetered)	240
2-Hour (Metered)	5
10-Hour (Metered / Pay and Display)	41/10

A majority (77%) of the existing on-street parking spaces were noted to be unmetered with a 1-hour parking restriction. Based on discussion with the City, there are no anticipated major changes to on-street parking supply since the 2018 parking inventory survey, however, some traffic operations changes were identified that may have an impact on the parking patterns including the CP Rail Underpass at Ross Street, and the signalized intersection at 4th Street and Highway 1. The potential impacts of these changes will be further discussed below in *Section 9*.

During the field review, it was noted that there were some instances of inconsistent signage in terms of both the directional arrows on parking signage and stickers/labels affixed to the parking meters showing inconsistent time periods for when the parking restrictions are in effect. Some users (i.e., drivers) might not be familiar with the difference in parking time restriction and may unknowingly park longer than the displayed parking restriction. On the other hand, some users may drive around seeking parking spaces that allow for a longer parking duration.

To be consistent for all on-street parking spaces, it is recommended that 2-hour on-street parking time restriction be implemented across the entire downtown parking area. Providing a consistent on-street time restriction could relieve some confusion for visitors, which will also simplify bylaw enforcement requirements.

Typically, off-street parking (discussed below in *Section 6*) should provide lower turnover parking options (such as a 10-hour parking limit) while the on-street parking supply provides parking for higher turnover demands. It is understood that as of June 2020, the downtown parking restriction has been temporarily modified to a 2-hour restriction for the entire area except for Alexander Street to encourage higher parking turnover for the businesses on that street. The City could review the public feedback on this arrangement, monitor the impacts, and ultimately decide whether 2-hour parking time restrictions should be permanently implemented.

5.2 Parking Availability

The recent parking availability (i.e., utilization) surveys, as supplied by the City, were conducted in 2010, 2011. The City-conducted survey data was collected over multiple days, once during the AM and PM peak hours that were generally between June and September. The survey data from 2010 included an average utilization over three days while 2011 included 23 days of survey data, and 2013 included survey data for 17 days. No surveys were conducted in 2012. A summary of the survey data results for parking availability based on 2010, 2011, and 2013 is provided below in ***Figure 5.1***.



Figure 5.1: Downtown Parking Survey Results from the City Conducted Surveys (2010, 2011 and 2013)

The survey results indicate that the parking availability is lower for 2010 and 2011 years when compared to the 2013 data results. Generally, the results show that in 2013 approximately 20% of the parking spaces were available during peak AM/PM weekday hours.

According to Donald Shoop's book, *The High Cost of Free Parking*, published by the American Planning Association (2005 and 2011), the optimal parking capacity should be targeted as 85% utilized. *The goal is to have about 15% of parking spaces vacant and available at any time, to ensure the effective use of parking facilities and is available for priority and short-term use. Additionally, this limits significant unnecessary oversupply while yielding sufficient free space to consistently find a parking space.* Based on past experience and reviews of similar parking studies (such as Squamish, Chilliwack, and West Vancouver), this value is often cited and generally, an availability rate between 15% to 25% (or utilization rate of between 75% and 85%) is considered an industry best practice. Therefore, the survey results indicate that the parking availability in the downtown is within 5% of the optimal parking availability.

Various factors could impact parking utilization in the future, including an increase/decrease in parking capacity, additional parking generators, etc. As the available parking utilization information is outdated, it is difficult to determine the existing (2021) demand as well as the anticipated future demand. It is recommended that an updated parking utilization survey(s) be conducted to evaluate the parking utilization more accurately and appropriately for the downtown area to better evaluate and identify areas that may be over- or under-utilized.

5.3 Parking Fee

Existing on-street pay parking is provided on Hudson Avenue between 6th Street and 4th Street, to the west of 4th Street on the north side, on 4th Street north of Hudson Avenue, and Hudson Avenue between Shuswap Avenue and Lakeshore Drive. The parking fee for the on-street pay parking is signed as $0.25 per hour between 8:00 AM and 6:00 PM Monday to Saturday. Due to the COVID-19 pandemic, parking fee has been temporarily waived for a majority of the downtown except where meters are still functional.

To determine whether the parking fee is appropriate, the parking fee was compared with similar municipalities in British Columbia and these results are provided below in ***Table 5.2*** and ***Figure 5.2***. These comparison municipalities reviewed are presented in descending order of population (from the highest to lowest, according to the 2016 census).

Table 5.2: Downtown Parking Fee for Comparable BC Municipalities

BC Municipality	Downtown On-Street Parking Rate
City of Kelowna	$1.25 - $1.75 per hour (May – Sep); $1.25 - $1.50 per hour (Oct - Apr)
City of Nanaimo	$1.25 per hour
City of Kamloops	$1.25 per hour (first two hours) $2.50 per hour (third hour)
City of Vernon	$1.00 per hour
City of Penticton	$2.00 per hour
City of Salmon Arm	$0.25 per hour
City of Nelson	$1.25 per hour

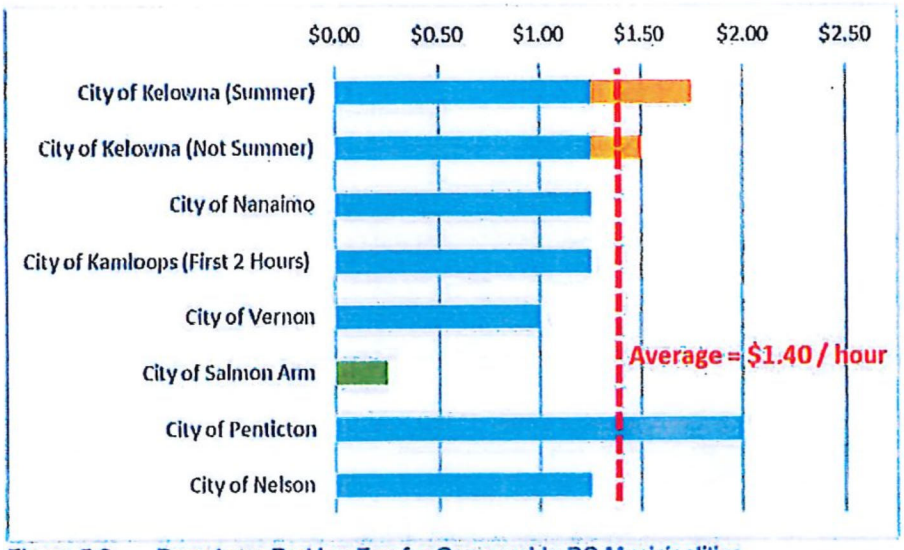


Figure 5.2: Downtown Parking Fee for Comparable BC Municipalities

Based on the review of similar BC municipalities, an average on-street parking fee of $1.40 per hour during the first two hours has been identified. The existing parking fee within the City of Salmon Arm downtown area is currently $0.25 per hour, which is significantly lower than the average fee when compared to other similarly sized municipalities.

When reviewing the parking fee information in relation to the survey data collected (discussed previously in *Section 4*), the following trends and links were noted:

- Although the similar BC municipalities have much higher parking rates, the public survey indicated that only 3% of the respondents would find a fee greater than $0.75 per hour acceptable.
- Approximately 72% of the survey respondents disagreed or strongly disagreed that on-street pay parking should be implemented.

With the recent public survey results in mind, the implementation of paid on-street parking should be accompanied by an educational initiative, potentially in collaboration with the Downtown Business Association and Downtown Parking Commission, to discuss the benefits of implementing paid parking and how the additional revenue generated will positively impact the surrounding local businesses.

Potential advantages to on-street pay parking could include:

- Reduce On-Street Parking Duration/Increase Turnover:
- Discourage long-term parking for residents, owners, and employees.
- Encourage more nearby parking for visitors and customers.
- Reduce vehicle circulation for parking spaces.
- Improve traffic operations and reduce potential road safety issues.

Increase Parking Revenue:

- Allow more resources to further enhance the efficiency of the parking system.
- Purchase more advanced technology, such as license plate readers.

Access to More Parking-Related Information/Data

- Easy to collect recent parking data reflecting the existing parking condition.
- Utilize for decision-making to determine parking locations, rates, and time limits in the future.

5.4 Enforcement/Technology

The existing technology implemented in the City of Salmon Arm is a mixture of both coin-operated parking meters and a pay-and-display system. Parking meters were provided for some of the existing on-street parking stalls; however, during the field review, some vandalism was noted, making many of the existing parking meters non-operational. The pay-and-display system works by having a centralized kiosk where parking can be purchased and then a parking stub can be displayed on the vehicle's windshields.

During the background review conducted for identifying parking fee, the parking technology implemented for other similar BC municipalities was also investigated and summarized in ***Table 5.3***, including the hardware and the platform used, if available.

Table 5.3: On-Street Paid Parking Methods Utilized in Similar BC Municipalities

Municipality	Downtown On-Street Paid Parking Method
City of Kelowna	• Kiosk and app-based (PayByPhone app) • Mixture of Pay-and-Display and Pay-by-License Plate
City of Nanaimo	• Kiosk and meter-based
City of Kamloops	• Kiosk and app-based parking (Flowbird app)
City of Vernon	• Kiosk, meter, and app-based (PayByPhone app)
City of Penticton	• Kiosk and meter-based
City of Nelson	• Kiosk-based

As the City of Salmon Arm is just now planning the roll-out of pay parking within the entire downtown area, it is recommended that the City reviews the latest technology available at this time to ensure that the pay parking structure implemented is appropriate and adaptable for the future, as demand and targets change and/or evolve.

A parking discussion memo (*Parking Enforcement Technologies*), prepared by the City of Salmon Arm, was reviewed to identify potential types of pay parking methods and technologies that the City could implement including Single Space Metering (Smart Meter), and the multi-space metering (kiosk-based metres). Detailed discussion is provided below for both technologies:

Smart Meter

Smart meter technology is similar to the single space coin-operated parking meters; however, these parking meters are able to accept additional payment methods such as debit cards and credit cards. The smart meters are able to communicate wirelessly and could provide the City with real time data for each parking stall. In addition, these meters could also be very accessible for users as each or each other stall would be equipped with a smart meter. On the negative side, the smart meters may experience the same issues as the existing coin-operated meter with vandalism, however, the replacement cost of the smart meters may be much higher than the coin-operated ones if they are vandalized. With the provision of other payment methods, available coins within the meters may be limited and the vandalism activities may be discouraged.



Smart Meter in Downtown Kelowna

Enforcement Procedure

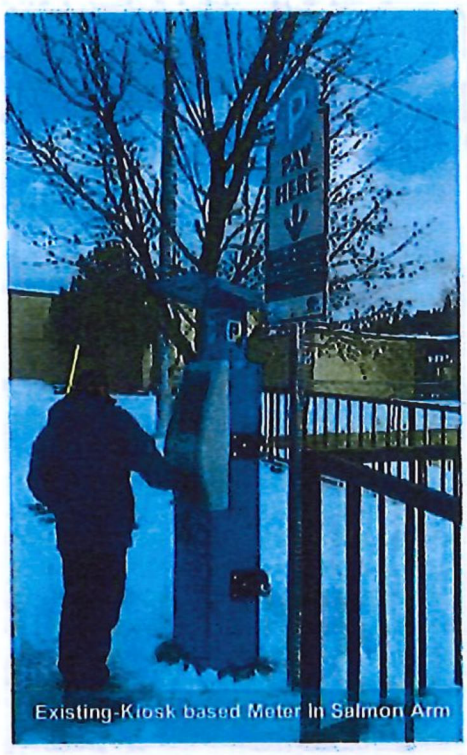
With the implementation of Smart Meters, the enforcement process could be simplified. As the Smart Meter technology communicates wirelessly, enforcement can be more targeted and efficient as the enforcement officer could target the meters that are expired. It is expected that additional training for the enforcement officers as well as additional IT support may be required for the rollout and implementation of this technology.

Cost

According to the City's *Parking Enforcement Technologies Memo*, the Smart Meter cost is approximately $2,500 per meter including the capital, operating and maintenance costs over a 10-year period. This value was compared to similar studies as well as one sample costing sheet and it was found that the cost estimate may be slightly higher as the comparison research found an estimated cost of $1,800 - $2,000 per meter. It is noted that the cost may vary depending on the vendor, therefore, the conservatively high value provided in the City's memo could be used for comparison.

Kiosk-based Meter

The kiosk meter could replace the need for having an individual meter for eac h parking space, similar to the existing parking kiosk found in the City of Salmon Arm downtown area. The advantage of the kiosk-based meter is that a single kiosk can be provided for a number of parking stalls to help offset the relatively high cost of a new kiosk, compared to the parking meters. The kiosk-based meters could accept coins, debit, and credit cards. Kiosk-based meters can also be available in various formats as well including pay-and-display and pay-by-plate (pay-and-go). The pay-and-display method requires users to purchase a ticket at the kiosk and display it in the vehicle's windshield, and enforcement would verify the displayed tickets whether it is still valid. For the pay-by-plate method, drivers input their license plate to pay for the on-street parking and enforcement is then based on reviewing license plates.



Existing-Kiosk based Meter in Salmon Arm

Pay-by-plate method can also provide the City with an opportunity to observe parking rates and utilization data to help introduce and assess future policies. Additionally, app-based or PayByPhone services could be rolled-out in conjunction with the kiosks and can also help improve the users experience by providing notifications when parking time is running low. Drivers can purchase and extend their parking time remotely rather than walking to the kiosk to purchase additional parking time.

Enforcement Procedure

Utilizing a PayByPhone or pay-by-plate method, enforcement could potentially be improved and streamlined with the use of license plate reader technology. Some advantages to implementing this form of parking enforcement are the use of cloud-based enforcement technologies, which allow enforcement personnel to review parking in real-time, but are also better suited for issuing violations and accepting online payments. Similar to the Smart Meter technology, it is expected that additional training and IT support will be required for enforcement officers to operate this parking system. Implementing improved digital technology also allows for more flexibility in the future as parking needs change such as strategic scheduling, regulations, and fees.

Cost

According to the City's *Parking Enforcement Technologies Memo*, the estimated cost of multi-space meters is approximately $7,900 plus tax per meter. However, it was noted that the cost does not include shipping, installation, warranty, support, training, and add-on applications such as pay-by-plate technology. It is expected that some of the costs may vary based on the supplier and their location in which the hardware is being procured. Similar studies have estimated a total cost of $15,000 per meter, which could be used as an estimate for comparison purposes to consider additional costs not previously identified in the City's memo. One sample costing sheet was reviewed, and it was determined to be a similar price per meter.

To provide a convenient and easy parking arrangement for all users, particularly for visitors, it is recommended to implement a consistent approach for all on-street parking stalls throughout the entire downtown area. As it is understood that the City has already acquired some kiosk-based meters, it is recommended that the City continues purchasing similar meters for the extent of the area. Based on the ability of the supplier, the City should consider the latest available technologies, such as the PayByPhone app or other app-based payment methods (such as EasyPark, HangTag etc.), to improve the user experience and ease of use. Additionally, the City should periodically review the data collected from the parking meters and develop a parking utilization and efficiency analysis methodology to evaluate the effectiveness of the implemented parking fee and determine the need for changes to improve the operation for on-street parking.

Cost-Benefit Analysis

Some basic assumptions were applied when calculating the Cost-Benefit for the two potential parking technologies (i.e., Smart Meter versus Kiosk-based Meter) and they have been summarized below:
The basic costs for the two options utilize the values provided in the City of Salmon Arm *Parking Enforcement Technologies Memo* as a base and verified using alternative sources.

- It was assumed smart meters could be installed with two meters per pole/base, the cost per space could be reduced to $2,000 per space.
- Kiosk-based meters were assumed to operate with one meter per 10 parking spaces.
- Revenue generated was determined based on the extrapolation of the current revenue generated from the existing pay parking.
  - According to the 2019 Downtown Parking Budget provided by the City, on-street parking was expected to generate $17,000 for the existing 64 metered parking spaces within the downtown.
  - Therefore, it was assumed proportional revenue will be generated for the remaining spaces where parking will be applied.
- It is assumed that the parking technologies applied would not affect the relative parking utilization.
- It is considered that the maintenance, licenses, and warranty are included in the cost over 10 years.
- It is assumed that the existing 26 spaces on Hudson Avenue serviced by kiosk-based meter will remain, therefore the remaining 273 spaces will be upgraded to the selected enforcement technology.
- Additional revenue is considered proportional to the proposed increase in parking fee, therefore, as the proposed increase in parking fee is increased from $0.25 to $1.25 per hour, a factor of 5.0 could be applied to the estimated revenue (as the parking cost is increased 6 times)

Table 5.4: Cost/Benefit Analysis for the Proposed On-Street Parking Enforcement Technologies

	Smart Meter	Kiosk-Based Meter
Cost		
Per Meter	$2,500	$15,000
Per Space	$2,000 (2 meters per pole)	$1,500 (1 Meter per 10 Spaces)
Total Cost	$546,000	$409,500
Revenue		
Per Year	$388,050	$388,050
10-Years	$3,880,500	$3,880,500
Cost / Benefit		
10-Year Benefit	$3,334,500	$3,471,500
Payback Period	1 year, 5 months	1 years, 1 month

Overall, it was found that both technologies will have a similar cost per space and the estimated payback period for both technologies will be short; 13 months for the kiosk-based meters and 17 months for the Smart Meter. However, it is noted, that the calculations do not consider the existing operating overhead, any additional enforcement equipment, staff, or training costs that may be required to operate the proposed enforcement technology. It is assumed that the additional cost of enforcement for both parking methods will have similar costs. Moreover, the analysis assumes similar parking utilization rates will be applied.

6.0 Off-Street Parking

Existing off-street parking lots within the City's downtown area were inventoried based on the background documents provided by the City and the latest field review. The off-street parking lots available in the Downtown area are provided in ***Figure 6.1.***

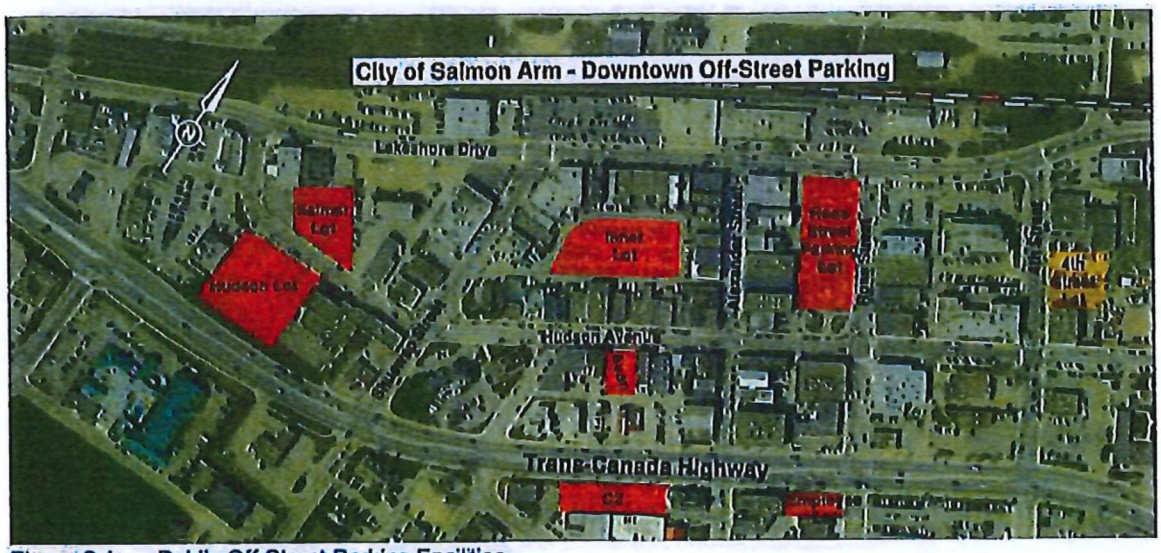


Figure 6.1: Public Off-Street Parking Facilities

6.1 Parking Time Limits/Restrictions

Parking time limit and restrictions for each of the City-owned and/or operated public lots have been provided and summarized in *Table 5.* The off-street parking identified contains four free 2-hour parking lots (226 parking spaces), two pay parking lots (205 parking spaces), and one reserved lot (18 spaces). Other off-street parking lots in the downtown area are privately operated and enforced, with the intended purpose of providing parking for the individual local area businesses.

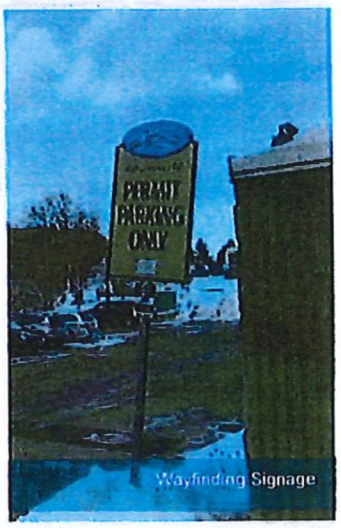
Table 6.1: Time Limits and Restrictions for existing Off-Street Parking Lots

Lot Name	# of Spaces	Restriction	Notes
Ross Street Parking Lot	135	2 Hour	• 8am – 6pm, Monday – Saturday • City Owned Lot
Avon	18	Reserved	• Regular Monthly Reservation Only • $26.25 per month
Inner Lot	105	Pay Parking	• $0.25 per hour • 8am – 6pm, Monday – Saturday • Monthly Reserved also Available
Salmar Lot	41	2 Hour	• 8am – 6pm, Monday – Saturday • City Owned Lot
Hudson Lot	100	Pay Parking	• $0.25 per hour • 8am – 6pm, Monday – Friday • Accommodates Large Recreation Vehicles
C2 Lot	36	2 Hour	• 8am – 6pm, Monday – Saturday
Employee Lot (City Hall)	14	2 Hour	• 8am – 6pm, Monday – Saturday

The existing parking fee for off-street parking is $0.25 per hour with a maximum time limit of 10 hours where the parking fee is currently implemented. In the previous section, increases in the on-street parking rates were reviewed and it was found that a parking rate of $1.25 could be reasonably applied when compared to other BC municipalities. The goal of applying parking rates should be to encourage short duration/high turnover parking for the on-street parking spaces while encouraging longer duration for the off-street parking lots. Therefore, off-street parking could consider lower rates (compared to on-street) for longer-term parking (i.e., more than two hours).

6.2 Wayfinding

During the field review conducted by ISL staff, inventory of the existing wayfinding signage to the off-street parking lots was conducted. The observations found that existing signage was provided throughout the study area, directing drivers to the nearest off-street parking lots. It was also found that all of the indicated off-street parking lots provided standardized signage indicating the parking fee, time limit and hours of restriction. The standardized signage was noted to be beneficial to provide clear guidance to drivers who are looking for the appropriate off-street parking lot (such as indicating whether it is public parking or permit-only parking).


Wayfinding Signage

It was noted that as some central off-street parking lots were fully occupied during the peak hours, drivers may not be aware of other available off-street parking lot options within the downtown area. To further improve the wayfinding for off-street parking facilities, the existing parking facilities could benefit from the addition of a map illustrating the downtown area that could be posted in these parking lots, near the accesses, showing where alternative / additional parking options may be located. A sample of this being utilized in the City of Kelowna is provided in ***Figure 6.2***.

Further improvement could be the installation of digital feedback signs posted outside of the parking lot which indicates the number of vacant parking spaces available in the off-street parking lot. This arrangement could encourage drivers to be directed towards off-street parking facilities if they are aware of parking space availability. It could also reduce driver frustration of circling, looking for available parking spaces, and unnecessary adverse traffic operation issues related to slow vehicles searching for parking spaces and potential safety issues due to impatient or careless driver operations. An example of off-street parking feedback signage utilized in the City of White Rock in BC is provided in ***Figure 6.2***.



Figure 6.2: Off-Street Parking Digital Feedback Signage in the City of White Rock (Left) and Wayfinding Map Provided on Parking Meters in City of Kelowna (Right)

6.3 Parking Structure

To further increase the number of parking stalls within a limited area, the construction of a parking structure (multi-level parkade) could be considered. It is understood that the City is planning to implement an off-street parking facility at the location of the proposed 4th Street Parking Lot. Based on the conceptual plans provided by the City, the parkade could contain up to three levels of off-street parking as well as potentially 260 parking stalls.

Based on the review of the conceptual design drawings, there will be various accesses to the parking facility proposed including two separate accesses off 4th Street and one from 6th Street. It is expected that the multiple-access arrangement could lead to driver confusion and frustration when attempting to find an available parking stall. People may avoid this off-street parking facility and use other on-street and off-street parking locations due to the confusion be generated. To avoid the potential issue, the proposed parkade should be adequately signed, similar to existing lots, to provide relevant information such as restriction, time limit, parking fee and hours of operation.

As mentioned in ***Section 6.2***, the inclusion of an off-street parking digital feedback sign could be useful for the facility to indicate if parking spaces are available before drivers enter the facility. It is more important for a multi-level parking structure as drivers may go directly to floors where parking stalls are available, therefore minimizing unnecessary vehicle circling the parking levels which have already been full.

Since the proposed parking facility is located on the northeast boundary of the downtown area, walkability between the site and the majority of destinations was expressed as a critical success factor. Therefore, the walking distance/time was reviewed for this site relative to the desired destinations for people parking on the site. Assuming an average walking speed of 1.2 metres per second, the approximate walking time from the proposed parking facility to an area within the downtown could be reviewed, and a graphic showing various walking times has been provided in ***Figure 6.3***.



Figure 6.3: Estimated Pedestrian Walking Times from the Proposed Off-Street 4th Street Lot using the Existing Sidewalk Network

It was found that a large portion of the downtown area could be accessed by utilizing the existing sidewalk network within 7 minutes from the proposed 4th Street Parking Structure (i.e., 4th Street Parkade). Based on the desired use of the off-street parking facility of longer duration parking, a slightly longer walk time may be tolerable for some users, especially if the price for parking is more desirable than the alternative (i.e., on-street parking).

In conjunction with the implementation of on-street pay parking, the off-street parking pay structure/rate could also be proposed and implemented to achieve the desired uses for the different facilities. The off-street parking facilities' targeted use should be for longer parking durations while leaving the on-street parking for a short duration and high-turnover customer trips within the downtown. To achieve the desired use, off-street parking should be provided at a reasonable fee compared to the on-street parking for longer durations – for example, $0.50 to $0.75 per hour off-street compared to $1.25 per hour on-street). Additionally, parking passes could also be considered for business owner or employees that will utilize the parking for extended portions of the day.

7.0 Bylaws and Policies

The existing Traffic Bylaw No. 1971 is a City regulated bylaw to police/enforce traffic, parking, and the use of streets within Salmon Arm. Upon review of the City's bylaw, the following suggestions and potential changes were identified to coincide with the recommended improvements highlighted in this report:

- To apply the Smart Meter or kiosk-based meter technology, the City could consider updating their Bylaw (Part V – 25), similar to the following sample extracted from the City of Kelowna's Traffic Bylaw:

  *"A person parked in a **metered space** or **short term parking lot** where the head of the **parking meter** indicates the time remaining or who displays a valid receipt issued from a City-operated **pay station**, paid a fee for parking the vehicle in a metered space remotely at a pay station using the **Pay by License Plate** option or has purchased time utilizing a City approved **Virtual Parking Payment** provider by entering their correct license plate number, shall not be subject to the penalties provided for a breach of Subsection 4.1.2 (hh.1) or (hh.2) of this Part so long as the meter, receipt, or **Virtual Parking Payment** session remains valid and subsisting."*

- The City could also consider and include an item specifically for the parking of tour buses and recreational vehicles (RV), such as the following sample:

  "Parking Prohibitions. Except as otherwise provided in this Bylaw, no person shall stop, stand, or park a vehicle or equipment:
  ...
  Tour Buses (kk) in any area on public property that is designated by a traffic control device to be reserved for the use of tour buses unless that person is operating a tour bus."

More details were discussed in ***Section 9.4 (Special Parking Consideration)*** of this report.

8.0 Impacts of Future Traffic Operation Changes

Based on discussion with the City, it is understood that two major changes are anticipated in the near future as it relates to the traffic operation and flows through the downtown area. These proposed changes include the Highway 1 signalized intersection relocated from Ross Street to 4th Street and the consideration for planning the CP Rail underpass at Ross Street. The following sections provide a discussion of the potential parking-related impacts of these changes.

8.1 Highway 1 Signalized Intersection Relocated from Ross St to 4th Street

It is expected that with the signalization of the intersection at 4th Street, Ross Street will become restricted to right-in/right-out only at Highway 1. Following this change, the main entrances to the downtown area will be located at the new traffic signal at 4th Street.

With respect to parking arrangement, and considering the addition of the 4th Street Parkade, it is expected that a majority of vehicles would access the downtown area through the 4th Street intersection at Highway 1. The signage, currently located prior (eastbound) to Ross Street on Highway 1, could be modified to indicate that the available off-street parking off 4th Street to provide the proper wayfinding. Similar signage could be applied on Highway 1 westbound vehicles, directing visitors to the downtown area through 4th Street. The signage along 4th Street should be clear for drivers as well indicating that the proposed parkade can be utilized when visiting downtown.

8.2 Ross Street CP Rail Underpass

The Ross Street Underpass is proposed to connect Ross Street underneath the CP Rail line north of Lakeshore Drive and connecting to Beatty Avenue on the north side of the railway tracks. The proposed underpass will provide a safe and convenient connection to areas north of the railway tracks. It is assumed that the design will provide safe pedestrian crossing as well as vehicles.

As related to the existing parking condition, it is expected that the proposed underpass could further increase the utilization for existing off-street parking on the north side of the railway tracks as users will not be required to directly cross the railway tracks to access the downtown area. Although, it is unlikely that passenger car visitors will choose to park on the other side of the railway tracks, existing and future parking supply on the north side of the railway tracks could provide a good opportunity to allow parking or vehicle storage for RV's and tour busses so that they do not take up valuable parking space near the downtown businesses. It is understood that the majority of the properties on the north side of the railway tracks are privately owned and the City may consider having agreements and/or purchasing the land to provide bus/RV parking on those sites. Additionally, once the underpass is completed, with the intention to provide additional parking on the north side of the railway tracks, the Downtown Specified Parking Area (as defined in *City's Bylaw 1237*), could be expanded to continue to manage the parking for the entire area.

9.0 Special Parking Considerations

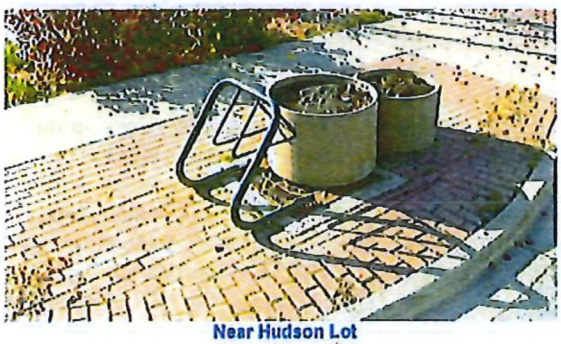
9.1 Small Car and Motorcycle Parking

Generally, it is preferable to provide standard dimension parking spaces so that they could be all accessible to both standard and small sizes passenger vehicles. However, in some locations, it may be beneficial in providing small size parking spaces, to maximize the usable space for off-street parking lots. With the review of previous parking studies, it was recommended to have 30% or less of total parking as small size stalls for a single parking lot, however, due to the likely makeup of vehicles for the area, a smaller percentage could be considered.

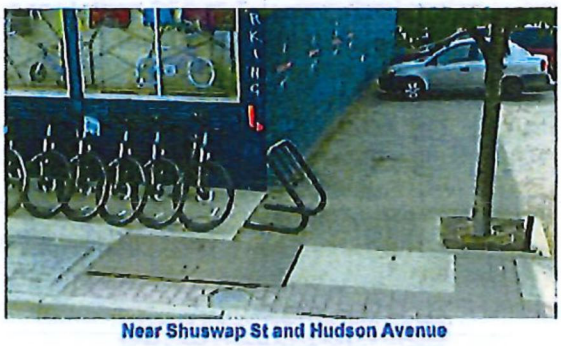
Additionally, if possible, the provision of motorcycle parking could also be considered in the on-street spaces and off-street lots. In general, one parking space could provide comfortably up to two motorcycle spaces. In addition to the encouragement to use small size motorcycles instead of large size passenger cars, the provision of defined motorcycle parking spaces will assist in optimizing parking usage as well as improve the ease of enforcement for motorcycle pay parking. Motorcycle parking could be provided in the new 4th street parking facility as well as a few other locations (such as the Hudson Lot or Ross Street Lot) and utilization should be observed to determine if additional spaces are required.

9.2 Bicycle Parking

Based on a recent field review of the parking supply in the downtown area, it was found that bike racks were observed along many of the major roads. As the site visit was conducted during the winter weather, bicycle parking utilization could not be email identified; however, various bicycle storage types and/or bike racks were noted, and a few examples can be seen in ***Figure 9.1***.



Near Hudson Lot



Near Shuswap St and Hudson Avenue



At Hudson Avenue and Alexander Street



Near Shuswap St and Hudson Avenue

Figure 9.1: Bicycle Facilities within the Downtown Area

To maintain bicycle accessibility, the following recommendations could also be considered.
Consider implementing bike lockers at typical locations of interest, such as major transit stations, to provide additional security and protection for long-term bicycle parking.
Adequate bicycle parking facilities (bike rack and lockers) be provided for the future 4th Street Parkade.
New residential and commercial developments are required to provide short-term bicycle parking near the entrance.

9.3 Electric Vehicles

It was found during the field review, that two electric vehicle parking stalls were provided in the Ross Street off-street parking facility. Utilization data of the existing facilities were not provided therefore, the demand for the spaces could not be verified. However, as electric vehicle become more popular and more widely used in the future, it is advised that the City could start planning and identifying suitable locations for public charging stations. The *Electric Vehicle Charging Infrastructure Deployment Guideline* (*July 2009*), prepared by BC Hydro, provides an estimated cost for both Level 2 "Primary Charging" facilities and Level 3 "Fast Charging" facilities. The guideline provides an estimated cost of $12,875 for a Level 2 Charging station and $64,158 for a Level 3 Charging Station. The City could consider additional spaces within the existing off-street facilities or on-street parking spaces. The appropriate City's departments could be coordinated to determine the ideal locations based on ease of connection to power/installation or coordinating the work with other road works to limit the construction costs.

9.4 Tour Bus / RV Parking

Including the turning paths for parking activities, tour bus and RV parking that takes up a significant parking area. A tour bus or RV parked in the downtown area can take up multiple valuable parking spaces and reduce parking opportunity for regular passenger vehicles. However, tour buses also provide some economic benefit to the businesses providing access to tourists for shopping in the downtown area. Therefore, it is beneficial to provide a location for them to park, unload and allow visitors to the downtown shops, restaurants, and businesses. As mentioned in the ***Section 8.2***, with the addition of the proposed Ross Street Underpass, there are opportunities to provide parking/storge for tour buses on the north side of the railway tracks, which would allow tourist to visit the downtown businesses safely, without utilizing valuable existing off-street or on-street parking spaces.

Alternative options for the provision of RV and tour bus parking and storage could be considered on the south side of the railway tracks, such as negotiating the use of the parking at the church (southeast of Hudson Avenue and Lakeshore Drive). However, the lot is relatively small and may have some difficulties to provide adequate turnaround space for RV's or busses.

10.0 Recommendations and Implementation Plan

10.1 Recommendations

Based on the review of the existing parking conditions and the future parking arrangements, the following recommended measures that could be implemented, as described in this *City of Salmon Arm Downtown Parking Plan*:

- Implement on-street parking time restrictions (2-hour limit) throughout the downtown area.
- Introduce a higher on-street parking fee to be consistent with other comparable BC municipalities. A parking fee of $1.00 to $1.25 per hour could be considered and would still be slightly below average for the municipalities reviewed ($1.40 per hour).
- Accompany with an educational initiative, potentially in collaboration with the Downtown Business Association and Downtown Parking Commission, with the implementation of paid on-street parking to discuss the benefits of implementing paid parking and how the additional revenue generated will positively impact the businesses in the area.
- Implement Kiosk-based meter systems throughout the entire downtown area, similar to the existing kiosk-based meters, where pay parking is implemented. The City could consider implementing options that provide more convenience to the user and ease of enforcement, such as pay-by-plate (pay-and-go) and app-based solutions.
- Undertake a parking data collection and analysis to review the parking utilization data to develop future policies.
- Consider adding wayfinding maps to other parking facilities within the existing off-street parking facilities.
- Consider adding digital parking feedback signage to the off-street parking lots to provide real-time available parking stalls to drivers.
- Provide consistent signage for the proposed 4th Street parking structure, including along Highway 1 with the Signal being moved to 4th Street.
- Consider the off-street parking fee to be desired compared to the on-street parking to encourage longer duration parking in the off-street parking and shorter duration in the on-street parking spaces.
- Provide recommendations about the future implementation of short-term and lockers for bike parking.
- Expand the Downtown specified parking area (as defined in Bylaw 1237) to continue to manage the parking for the entire area, with the provision of additional parking on the north side of the railway tracks and the completion of Russ Street Overpass.

10.2 Implementation Plan

Short Term (0-2 Years)

- Expand the Pay Parking within Downtown (assuming 25% of the space) – approximate cost $105,000.
- Increase the parking fee to $1.25 per hour for the partially expanded pay parking – estimated annual revenue increase $97,000 per year.
- Update the traffic bylaw as recommended in ***Section 7.***
- Provide defined motorcycle parking in Hudson Street lot and Ross Street lot, observe utilization.
- Review the demand for additional charging stations for electric vehicles based on utilization of existing stations.

Mid-Term (2 – 10 Years)

- Finalize the construction of the 4th Street Parkade.
- Implement full extent of the Pay Parking within Downtown – approximate remaining cost $308,000.
- Increase the parking fee to $1.25 per hour for the full extent of pay parking – estimated annual revue increase $388,000 per year.
- Provide additional parking (RV and Tour Bus parking as well) on the north side of CP Rail after the completion of the Ross Street Underpass.
- Provide additional electric vehicle fast-charging stations depending on demand – $64,000 per two stations.

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Item 9.3

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor

Seconded: Councillor

THAT: Council award a two (2) year contract to D. Webb Contracting Ltd. for the Winter Operations at the Airport, Downtown, Fire Halls & City Parking Lots as per their quoted prices of $120/hour for Airport and $130/hour for the Downtown, Fire Halls & City Parking Lots.

Vote Record

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

Opposed:

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

CITY OF
SALMONARM

TO:	His Worship Mayor Harrison and Members of Council
FROM:	Robert Niewenhuizen, Director of Engineering and Public Works
PREPARED BY:	Darin Gerow, Manager of Roads & Parks
DATE:	September 3, 2021
SUBJECT:	**CONTRACT AWARD – 2021 - 2023 WINTER OPERATIONS – AIRPORT, DOWNTOWN, FIRE HALLS & PARKING LOTS**

STAFF RECOMMENDATION

THAT: **Council award a two (2) year contract to D Webb Contracting Ltd. for the Winter Operations at the Airport, Downtown, Fire Halls & City Parking Lots as per their quoted prices of $120/hour for Airport and $130/hour for all other locations**

BACKGROUND

The City of Salmon Arm Public Works Department utilizes contractors for the snow removal in the following locations: Airport, Downtown Core Cleanup, Fire Halls, Fire Training Center and City owned Parking Lots. Public Works staff will work with the successful contractor to coordinate the snow removal at these locations when it is required. Each location has a stipulated time for completion after a snowfall event.

A Request for Quotation was and opened to the public for submissions. Only one (1) quote was received on September 3, 2021, by D. Webb Contracting Ltd.

D. Webb Contracting Pricing is as follows:

Program	Costs
Downtown, Parking Lots and Fire Halls	$ 130.00 per hour / per equip
Airport	$ 120.00 per hour / per equip,

Budgeting for this work is very difficult, as we cannot predict the frequency, duration, intensity, and total precipitation etc. of a winter snow event. The number of hours, equipment needs and requirements of contracted snow removal is also difficult to quantify, and thus we cannot provide an exact budget number. We rely on experience and past expenditures to estimate these budgets. The following table shows the locations and the approximate time it took plow each location in past years for a medium to large snow event.

Location	Hours	Cost $ per snow fall event
4th Street (upper & lower) Parking Lots	1	$130
6th Street Parking Lot	.75	$97.50
Avon Parking Lot	.75	$97.50
Fire Hall Parking Lot	.75	$97.50
Inner Core Parking Lot	.75	$97.50
Ross Street Parking Lot	1	$130
Alexander (Roger Ayles) Parking Lot	.75	$97.50
Shaw Centre Arena Parking Lots	2	$260
SASCU Recreation Centre Parking Lots	3	$390
Curling Rink & Horseshow Pitch Parking Lot	1	$130
Legion Parking Lot	.25	$32.5
Little Mountain Sports Complex Parking Lots	1.5	$195
Marine Park Parking Lot	1.5	$195
Memorial Arena Parking Lot	1.25	$162.50
Salmar Theatre Parking Lot	.5	$65
Downtown Core Clean up	6 - 11	$4000 - $8,000 (dependent on snow received, multiples pieces of equipment will be required)
Airport	8 - 15	$960 - $1,800

D. Webb Contracting Ltd has completed the snow removal works for the City since 2018 and is excellent at responding to snow fall events. In most circumstances, they responded within 45 minutes of the call out. We recommend awarding the Snow Operations for Airport, Downtown, Firehalls and City owned Parking Lots to D. Webb Contracting Ltd. for their quoted hourly amounts of $120/hr for Airport and $130/hr for all other locations.

Respectfully submitted,

Robert Niewenhuizen, AScT
Director of Engineering and Public Works

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Item 9.4

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor

Seconded: Councillor

THAT: Agricultural Land Commission Application No. ALC 409 be authorized for submission to the Agricultural Land Commission.

[Stevenson, W./1276802 Alberta Ltd.; 3191 10 Avenue (TCH) SW; Subdivison]

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF
SALMONARM

To: His Worship Mayor Harrison and Members of Council

Date: August 23, 2021

Subject: Agricultural Land Commission Application No. 409 (Subdivision)

Legal:	That part of Lot 8 outlined on Plan B4633; Section 16, Township 20, Range 10, W6M, KDYD, Plan 132, Except Plans H401 and EPP64991
Civic Address:	3191 10 Avenue (TCH) SW
Owner:	1276802 Alberta Ltd.
Agent:	Warren Stevenson

STAFF RECOMMENDATION

THAT: Agricultural Land Commission Application No. ALC. 409 be authorized for submission to the Agricultural Land Commission

PROPOSAL

The subject property is 'hooked' across the newly dedicated and constructed 9 Avenue SW. The parcel configuration is the result of the improvements related to the Trans Canada Highway four-laning project in the same area. Given the physical separation of the site, the applicant is seeking two separate titles for future commercial and agriculture uses. The northern portion of the subject property would be approximately 0.9863ha in area and the southern portion would be 1.032ha in area. The application submitted to the Agricultural Land Commission (ALC) is included as Appendix 1.

BACKGROUND

The subject property along with the adjacent lot to the east were both under application for Agricultural Land Reserve (ALR) Exclusion in 2016. City Council did not support those applications and they did not proceed to the ALC for consideration.

The subject property is approximately 2.0ha in area and comprises the north and south sides of 9th Avenue SW (Appendices 2 and 3). The northern portion of the subject property is within the Agricultural Land Reserve (ALC), designated in the Official Community Plan (OCP) as Acreage Reserve and zoned A2 Rural Holding Zone. The southern portion is designated in the OCP as Commercial Highway Service/Tourist and zoned C3 Service Commercial (see Appendices 4, 5 and 6). The Urban Containment Boundary bisects the subject parcel along the centerline of 9 Avenue SW, with the southern portion of the subject property within the Urban Containment Boundary (UCB), the northern portion outside the UCB.

The Unimproved Soil Class Map (Appendix 7) shows classes 3, 4 and 6 soils. The Improved Soil Class Map (Appendix 8) shows class 2 and 4 soils. The best agricultural lands are rated Class 1 because they have ideal climate and soil to allow a farmer to grow the widest range of crops. Class 7 is considered non-arable, with no potential for soil bound agriculture.

Most of the land in the ALR is also affected by the Riparian Area Protection Regulation (RAPR) and within the 200-year floodplain of the Salmon River. There is minimal potential for urban/commercial development on the northern portion of the subject property.

Adjacent land uses include the following:

North: A2 – Rural Holding Zoning/Rural Residential & Salmon River
South: A2 – Rural Holding Zoning/Rural Residential & Trans Canada Highway

East: A2 – Rural Holding Zoning/Rural Residential & C3 – Service Commercial Zoning/Country Camping
West: A2 – Rural Holding Zoning/Rural Residential

COMMENTS

Engineering Department

At the time of subdivision application, the owner/developer will be subject to the requirements of the Subdivision and Development Servicing (SDS) Bylaw No. 4163. The comments of the Engineering Department are enclosed as Appendix 8.

Building Department

No concerns.

Fire Department

No concerns.

Agricultural Advisory Committee

The Agricultural Advisory Committee reviewed the application at their August 11, 2021 meeting and passed the following resolution:

THAT: The AAC recommends that ALC Application No. 409 be forwarded to the ALC.

Planning Department

In reviewing subdivision applications a number of factors are considered including – provincial legislation, OCP designations and permitted uses, minimum parcel areas and widths as regulated by Zoning Bylaw No. 2303 and servicing. Should the ALC support the proposed subdivision, the owner would then have to make a subdivision application to the City.

In this instance, the policies regarding subdivision in the ALR for split designated lots is unclear. The ALC typically considers the negative or positive impacts the proposed development may have on the subject property and agricultural uses adjacent lands, scenarios such as this are rare and it is unknown how this application would be considered by the ALC.

The existing split classification of the property with regard to the OCP does not discourage the proposed subdivision. In terms of growth management the OCP specifically discourages subdivision outside of the Urban Containment Boundary as a means to maintain large parcels within the Rural areas and keep urban development contained. The subject property is split classified along the OCP and UCB boundaries. Consistent with the OCP and UCB boundaries, servicing is in place for the portion of the subject property to the south and has not been extended to service the northern portion of the subject property. As per the Subdivision and Development Servicing Bylaw No. 4163, should subdivision application be submitted consistent with the proposed ALC subdivision, servicing of the northern portion would be discouraged on the basis of OCP designation and zoning.

With regard to zoning, while approval of the subdivision would result in a parcel smaller than permitted under the A2 zone (4.0ha/9.9ac) because the parcel is the result of road dedication (9 Avenue SW), Section 4.18 of the Zoning Bylaw states that the parcel would be considered conforming to the bylaw. The portion of the property zoned C3 would be conforming as the minimum parcel area for that zone is 465m2 (5005.4ft2) and a required width of 15m (49.2ft).

Given the existing configuration of the subject parcel and existing bylaws encouraging commercial development along the Trans Canada Highway frontage and agricultural development outside of the UCB, staff are supportive of this application.

Prepared by: Melinda Smyrl, MCIP, RPP
Planner

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

Provincial Agricultural Land Commission - Applicant Submission

Application ID: 63602
Application Status: Under LG Review
Applicant: 1276802 Alberta Ltd.
Agent: Warren Stevenson
Local Government: City of Salmon Arm
Local Government Date of Receipt: 07/23/2021
ALC Date of Receipt: This application has not been submitted to ALC yet.
Proposal Type: Subdivision
Proposal: The subject parcel comprises approximately 2.0183 ha of which the southern 1.032 ha fronting the Trans Canada Highway (aka 10th Ave SW) is designated C-3 Commercial. The remaining .9863 ha at the north end of the property is designated agricultural. As part of the Provincial Governments Four Laning of the Trans Canada Highway through Salmon Arm, highway access to the commercial area was terminated and a new 9th Ave SW was created which bisects the Property (and separates the commercial and agricultural uses) as well as providing access.

Agent Information

Agent: Warren Stevenson
Mailing Address:
128 - 6033 London Road
Richmond, BC
V7E 0A7
Canada
Primary Phone: (604) 241-4420
Email: wstevenson@cancorp.com

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple
   Parcel Identifier: 012-521-884
   Legal Description: THAT PART OF LOT 8 OUTLINED RED ON PLAN B4633; SECTION 16 TOWNSHIP 20 RANGE 10 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 312 EXCEPT PLAN H401
   Parcel Area: 2 ha
   Civic Address: 128 - 6033 London Road
   Date of Purchase: 06/29/2007
   Farm Classification: No
   Owners
   1. **Name:** 1276802 Alberta Ltd.
      Address:
      128 - 6033 London Road
      Richmond, BC
      V7E 0A7

Canada
Phone: (604) 241-4420
Email: wstevenson@cancorp.com

Current Use of Parcels Under Application

1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).
No Agriculture

2. Quantify and describe in detail all agricultural improvements made to the parcel(s).
No Agricultural Improvements

3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).
No Non Agricultural Activity

Adjacent Land Uses

North

Land Use Type: Agricultural/Farm
Specify Activity: Salmon River / Rural Holding

East

Land Use Type: Agricultural/Farm
Specify Activity: Rural Holding / No Agriculture

South

Land Use Type: Commercial / Retail
Specify Activity: C3 Commercial Land

West

Land Use Type: Agricultural/Farm
Specify Activity: Rural / Farm Use

Proposal

1. Enter the total number of lots proposed for your property.
1 ha
1 ha

2. What is the purpose of the proposal?
The subject parcel comprises approximately 2.0183 ha of which the southern 1.032 ha fronting the Trans Canada Highway (aka 10th Ave SW) is designated C-3 Commercial. The remaining .9863 ha at the north end of the property is designated agricultural. As part of the Provincial Governments Four Laning of the Trans Canada Highway through Salmon Arm, highway access to the commercial area was terminated and a new 9th Ave SW was created which bisects the Property (and separates the commercial and agricultural uses) as well as providing access.

3. Why do you believe this parcel is suitable for subdivision?
We believe the parcel is suitable for subdivision due to the two distinct and separate land uses combined with the fact that the property is now physically separated in two by the new paved municipal road (9th Ave. SW). Given the foregoing uses/physical separation, the lands are more suited to separate titles for potential future agricultural use.

4. Does the proposal support agriculture in the short or long term? Please explain.
The proposal supports agriculture in the long-term as the likelihood of improving for agricultural purposes in the future is more likely as a separate agricultural parcel which in the future may also potentially be amalgamated with adjacent agricultural parcels.

5. Are you applying for subdivision pursuant to the ALC Homesite Severance Policy? If yes, please submit proof of property ownership prior to December 21, 1972 and proof of continued occupancy in the "Upload Attachments" section.
No

Applicant Attachments

- Agent Agreement-Can. Corp. Properties
- Site Photo-Aerial Hwy Improvement Project
- Proposal Sketch-63602
- Other correspondence or file information-MoTH Site Drawing
- Certificate of Title-012-521-884

ALC Attachments

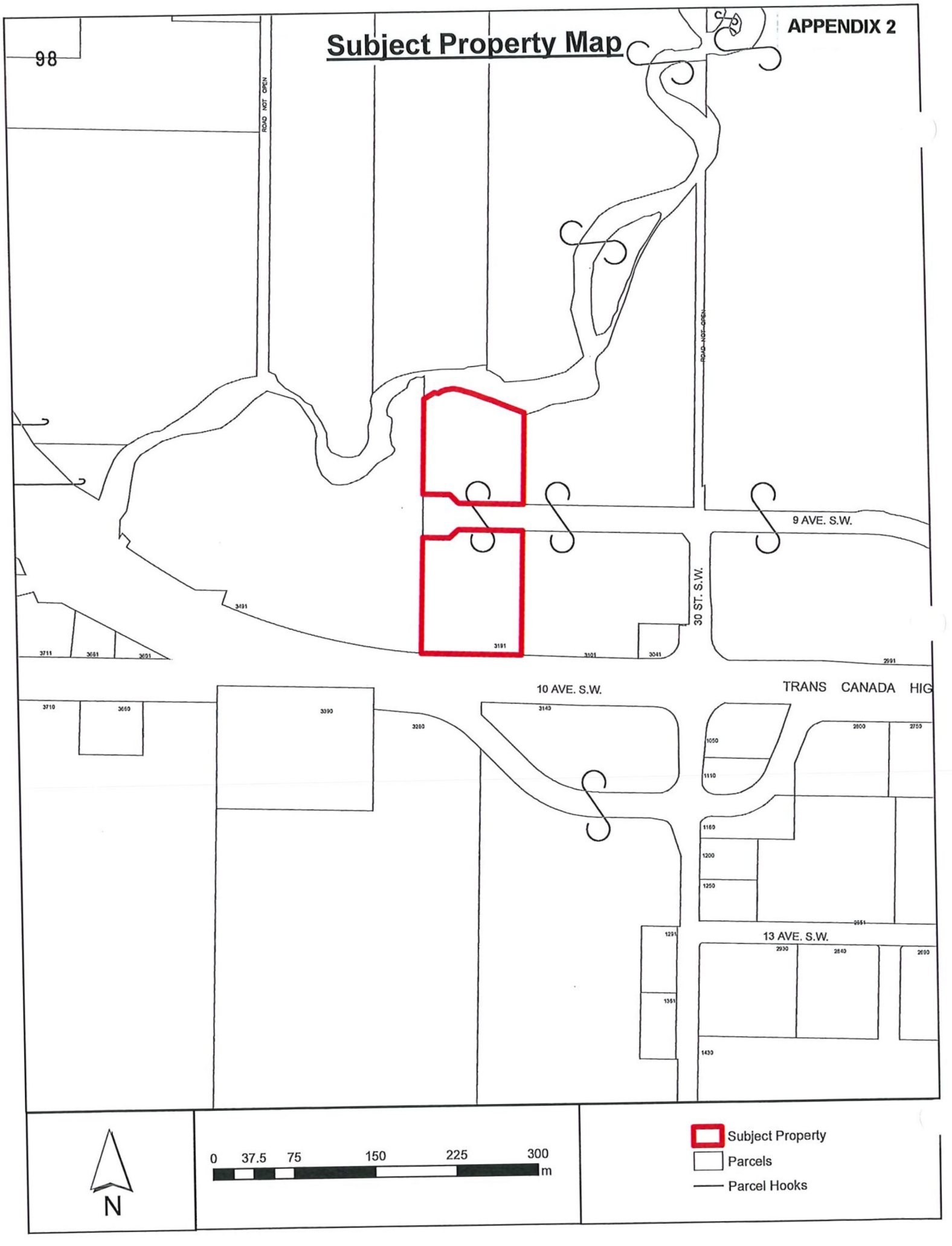
None.

Decisions

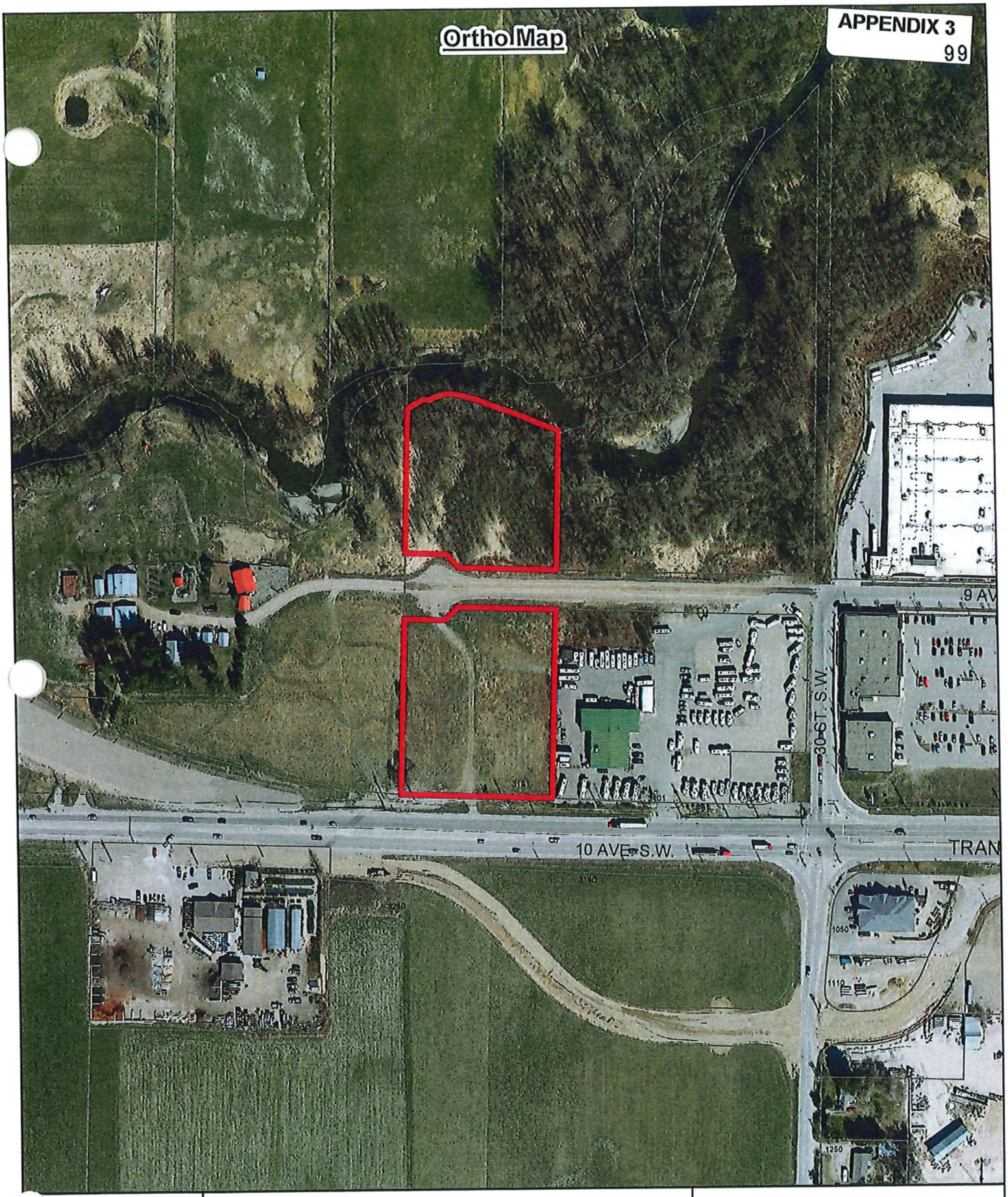
None.

Subject Property Map

APPENDIX 2



Ortho Map

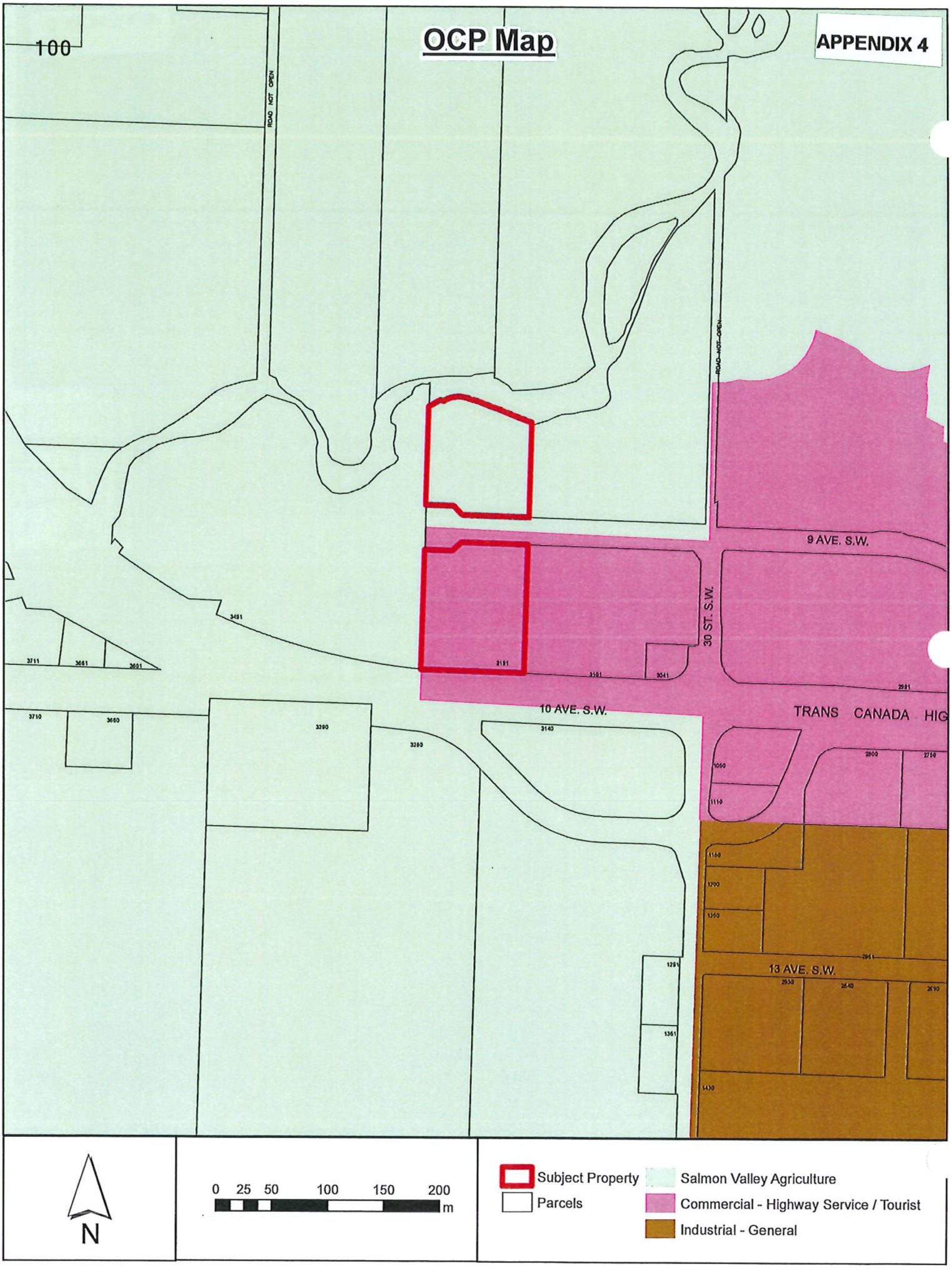


N

0 25 50 100 150 200 m

Subject Property

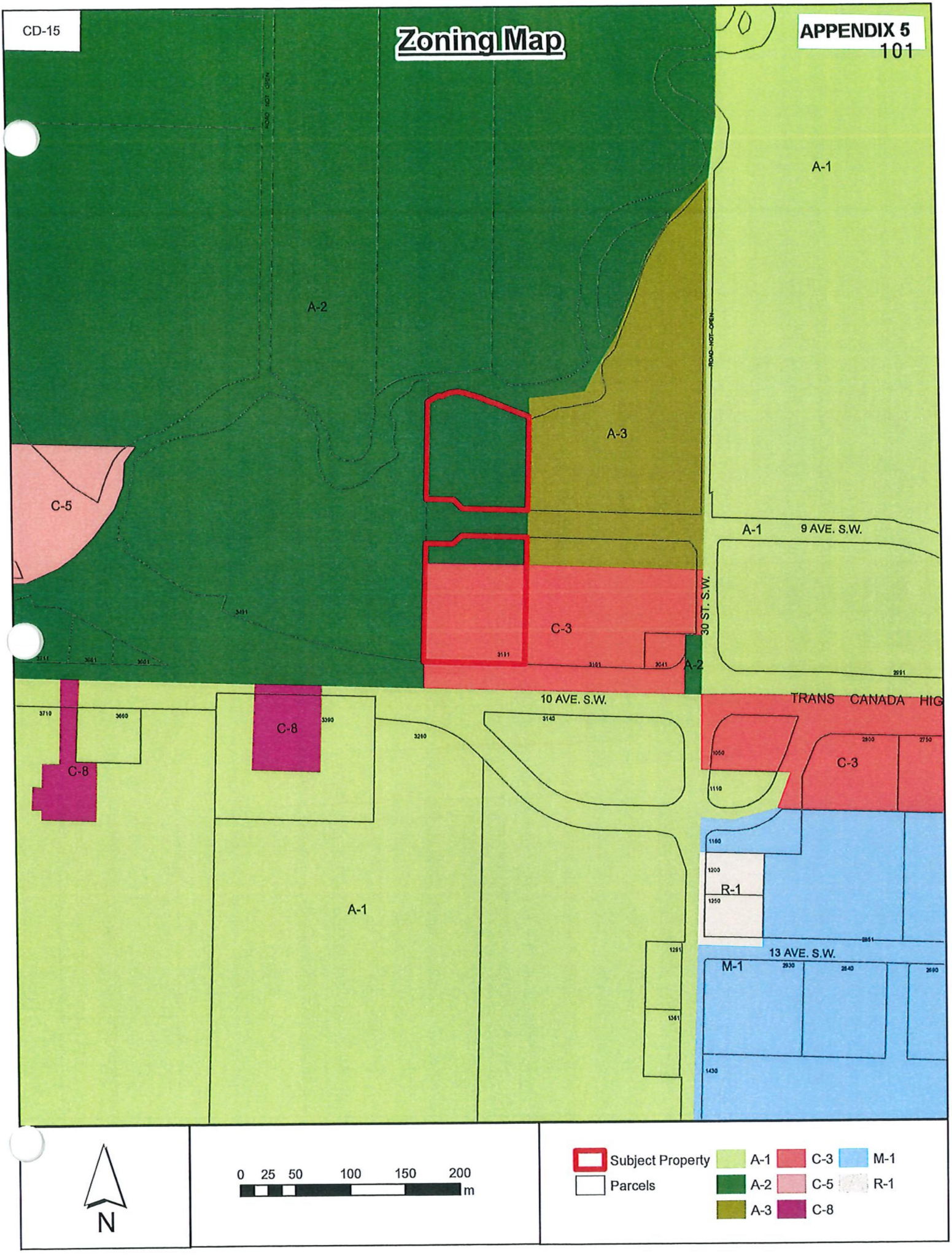
Parcels


OCP Map
APPENDIX 4
100
ROAD NOT OPEN
ROAD NOT OPEN
9 AVE. S.W.
30 ST. S.W.
10 AVE. S.W.
TRANS CANADA HIG
13 AVE. S.W.
N
0 25 50 100 150 200 m
Subject Property
Parcels
Salmon Valley Agriculture
Commercial - Highway Service / Tourist
Industrial - General

CD-15

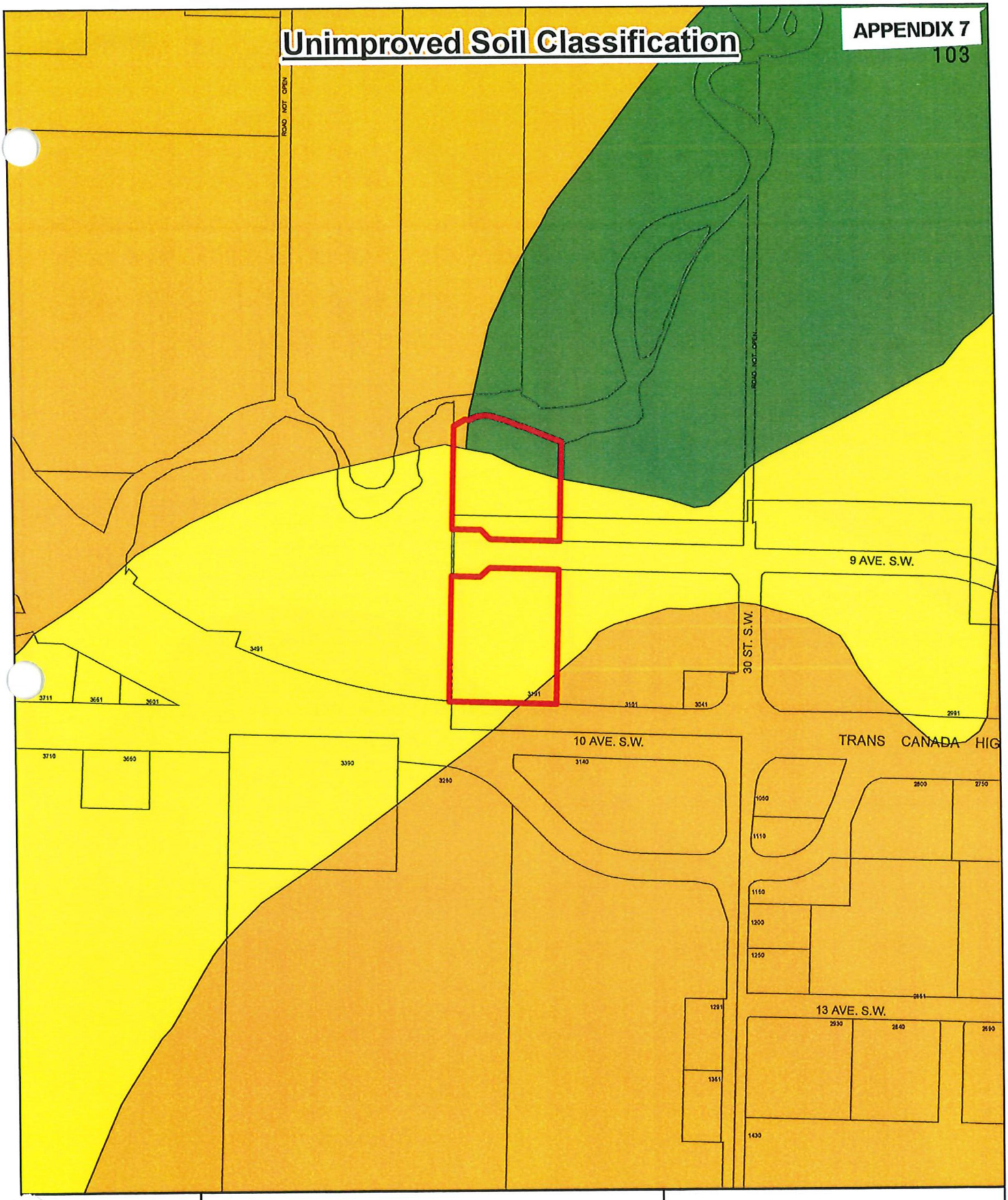
Zoning Map

APPENDIX 5
101




ALR Map
APPENDIX 6
102
ROAD NOT OPEN
9 AV
30 ST. S.W.
3491
3191
3101
3041
10 AVE. S.W
TRAN
3390
3280
3140
1050
1110
1160
1200
1250
N
0 25 50 100 150 200 m
Subject Property
Parcels
ALR

Unimproved Soil Classification



Improved Soil Classification

APPENDIX 8



CITY OF SALMON ARM

Memorandum from the Engineering and Public Works Department

TO:	Kevin Pearson, Director of Development Services
DATE:	27 August, 2021
PREPARED BY:	Chris Moore, Engineering Assistant
OWNER:	**1276802 Alberta Ltd.**
AGENT:	Warren Stevenson, 128 – 6033 London Road, Richmond, BC, V7E 0A7
SUBJECT:	**ALC APPLICATION: 409**
LEGAL:	That part of Lot 8, Outlined Red on Plan B4633; Section 16, Township 20, Range 10, W6M, KDYD, Plan 312, Except Plan H401
CIVIC:	**3191 – 10 Ave SW (TCH)**

Further to your referral dated 27 July, 2021, we provide the following servicing information. **The following comments and servicing requirements are not conditions for ALC application; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

General:

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.

2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.

3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.

4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.

5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.

6. Erosion and Sediment Control measures will be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.

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

8. For the on-site development, prior to commencement the applicant will be required to submit to the City for review and approval detailed engineering plans in accordance with the requirements of the Subdivision and Development Servicing bylaw 4163. These plans must be prepared by a qualified professional engineer. As a condition of final subdivision approval,

the applicant will be required to deposit with the City for a period of 1 year, funds equaling 10% of the estimated cost for all works that are to be transferred to the City.

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

Roads / Access:

1. 10 Ave SW (TCH), on the subject property's southern boundary, is a provincial controlled access highway. Additional dedication / improvements will be determined by Ministry of Transportation.

2. 9 Avenue SW bisects the subject property east-west and is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required.

3. 9 Avenue SW is to be constructed to the Urban Paved Local Road standard, in accordance with Specification Drawing No. RD-2. These works are currently being undertaken by MOTI under the Highway 1 Four Laning Project, therefore no further works will be required.

Water:

1. The subject property fronts a 200mm diameter Zone 1 watermain on 9 Avenue SW. No upgrades will be required at this time.

2. The proposed C3 parcel is to be serviced by a single metered water service connection (as per Specification Drawing No. W-11), adequately sized to satisfy the proposed use. Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.

3. Records indicate that the proposed C3 parcel is serviced by a 50mm service from the 200mm diameter watermain on 9 Avenue SW. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

4. It is assumed that the proposed A2 parcel is unlikely to be further developed and as such will not require a water service at this time.

5. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).

6. Fire protection requirements to be confirmed with the Building Department and Fire Department.

Sanitary:

1. A 200mm diameter sanitary sewer is being extended to the south east corner of the proposed C3 parcel by MOTI under the Highway 1 Four Laning Project, no further works offsite works will be required.

2. The C3 parcel is to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.

3. The proposed A2 parcel is outside the urban containment boundary and will not be serviced with City sanitary.

Drainage:

1. The subject property fronts a 250mm diameter storm sewer on 10 Ave SW (TCH). No upgrades will be required at this time.

2. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.

3. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.

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

Geotechnical:

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

Chris Moore
Engineering Assistant

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

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Item 9.5

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor

Seconded: Councillor

THAT: Agricultural Land Commission Application No. 387 be authorized for submission to the Agricultural Land Commission.

[School District No. 83; 5970 10 Avenue SE; Non-Farm Use]

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

  Opposed:
  - ❑ Harrison
  - ❑ Cannon
  - ❑ Eliason
  - ❑ Flynn
  - ❑ Lavery
  - ❑ Lindgren
  - ❑ Wallace Richmond

CITY OF
SALMON ARM

To: His Worship Mayor Harrison and Council

Date: August 23, 2021

Subject: Agricultural Land Commission Application No. 387 (Non-Farm Use)
Legal: Lot 1, Section 8, Township 20, Range 9, W6M, KDYD, Plan 17118
Civic: 5970 10 Avenue SE
Owner: School District No. 83

STAFF RECOMMENDATION:

THAT: **Agricultural Land Commission Application No. 387 be authorized for submission to the Agricultural Land Commission.**

PROPOSAL

The applicant has applied to have the Agricultural Land Commission (ALC) approve a non-farm use to construct a playground. The subject property is located at 5970 10 Avenue SE as shown in Appendices 1 and 2. The property is approximately 2 ha in size where South Canoe School is located. The property is entirely within the Agricultural Land Reserve (ALR) as shown on Appendix 3. The proposed site plan is attached as Appendix 4.

BACKGROUND

The subject property is designated Acreage Reserve in the Official Community Plan (OCP), outside the Urban Containment Boundary (UCB), and is zoned Institutional (P-3) as shown on Appendices 5 and 6. A school was first established on this property in 1956 and operated until approximately 2003. In 2013 the school was reopened for educational programming. The reopening of the school was supported by the ALC via a Non-Farm Use application. In that decision the ALC limited the areas that could be used for the school to the existing building and concrete area that surrounds the school (Appendix 7). The decision states that no additional structures are permitted. The subject application is a request to expand the 3500 m² existing non-farm use by 216 m² for a playground and 46m² area for a hillside slide. The playground includes the play structure shown in Appendix 8 and a hillside slide shown in Appendix 9. Site pictures are included as Appendix 10.

Adjacent zoning and land uses include the following:

North: Rural Holding (A-2) – Vacant/Forest/Orchard
South: Rural Holding (A-2)/ALR – Single Family Dwelling/Pasture
East: Rural Holding (A-2)/ALR – Residential/Agriculture
West: Small Holding (A-3)/ALR – Residential/Agriculture

The subject property has two soil ratings identified. The large majority of the property has an Improved Soil Capability Rating of 60% Class 4(PM) and 40% Class 5(TP) with topography, moisture and stoniness being the limiting factors. The south-west corner has an Improved Soil Capability Rating of 60% Class 5(T) and 40% Class 2(T) with topography being the limiting factor. Soil Classification Mapping is shown on Appendix 11. Soil capability rating ranges from Class 1 to Class 7. The best agricultural lands are rated Class 1 because they have ideal climate and soil to allow the growth of the widest range of crops. Class 7 is considered non-arable, with no potential for soil bound agriculture.

The OCP, in Section 7.2.1, encourages the maintenance of the rural and agricultural character and land use patterns of open space, agriculture, forestry and rural/country residential lands outside the Urban Containment Boundary. Additional development is discouraged on properties designated Acreage Reserve as per Section 7.3.2 of the OCP. The proposed development is consistent with the current use of the property and given the context, staff do not feel that the proposed development would negatively impact the rural and agricultural nature of the surrounding area.

The subject property is zoned P-3 (Institutional), the existing use, "*educational facilities, public and private*", is a permitted use.

Agricultural Advisory Committee

The Agricultural Advisory Committee reviewed the application at their August 11, 2021 meeting and passed the following resolution:

THAT: The AAC recommends that ALC Application No. 387 be forwarded to the ALC.

CONCLUSION

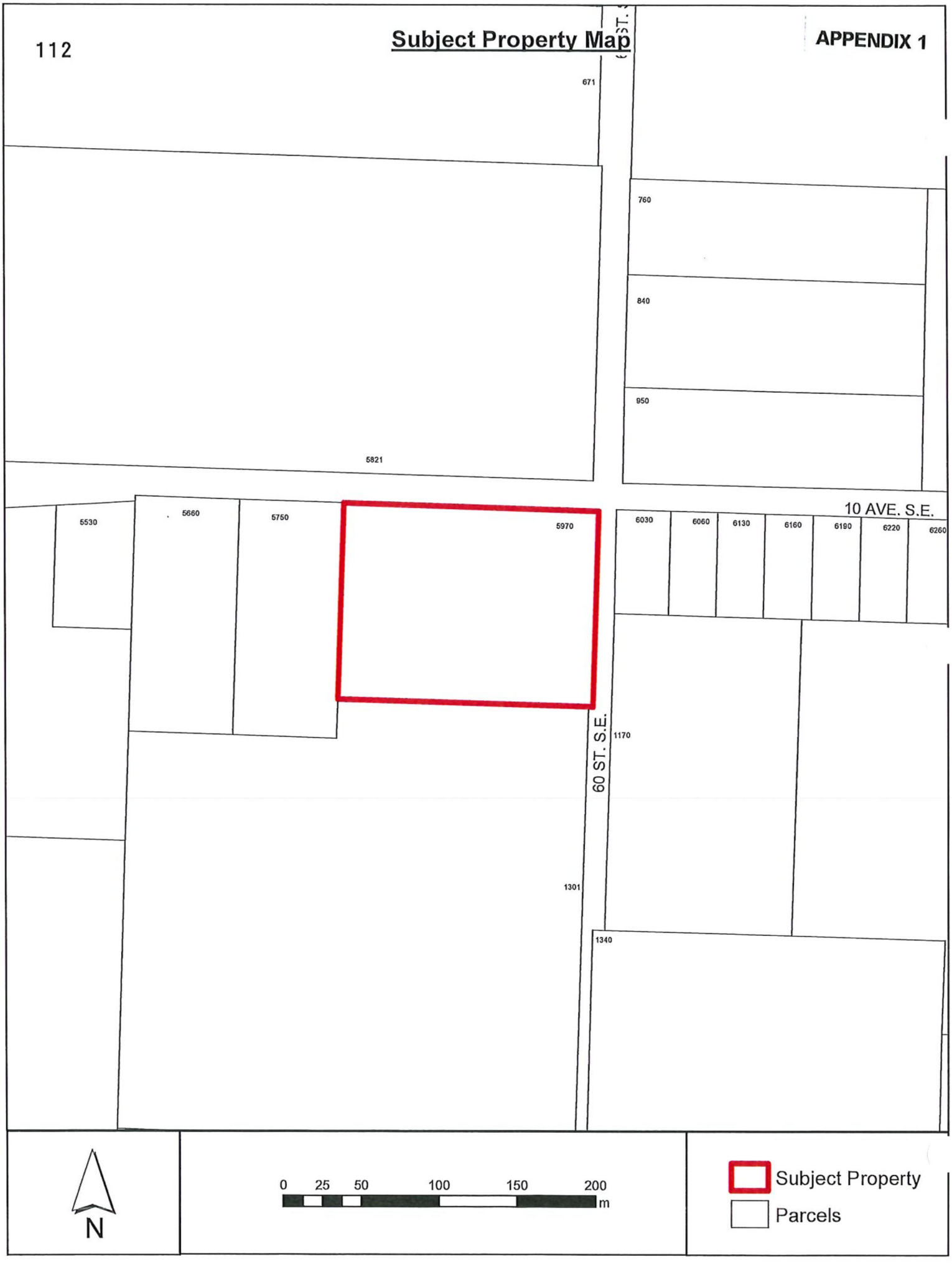
A playground and slide of this scale are a typical use accessory to a school and should have little impact on the potential for agriculture on adjacent lands or on the subject property in the future should the land be returned to agriculture. Staff recommends this application be forwarded on to the ALC for consideration.

Prepared by: Melinda Smyrl, MCIP, RPP
Planner III

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

Subject Property Map

APPENDIX 1



Ortho Map

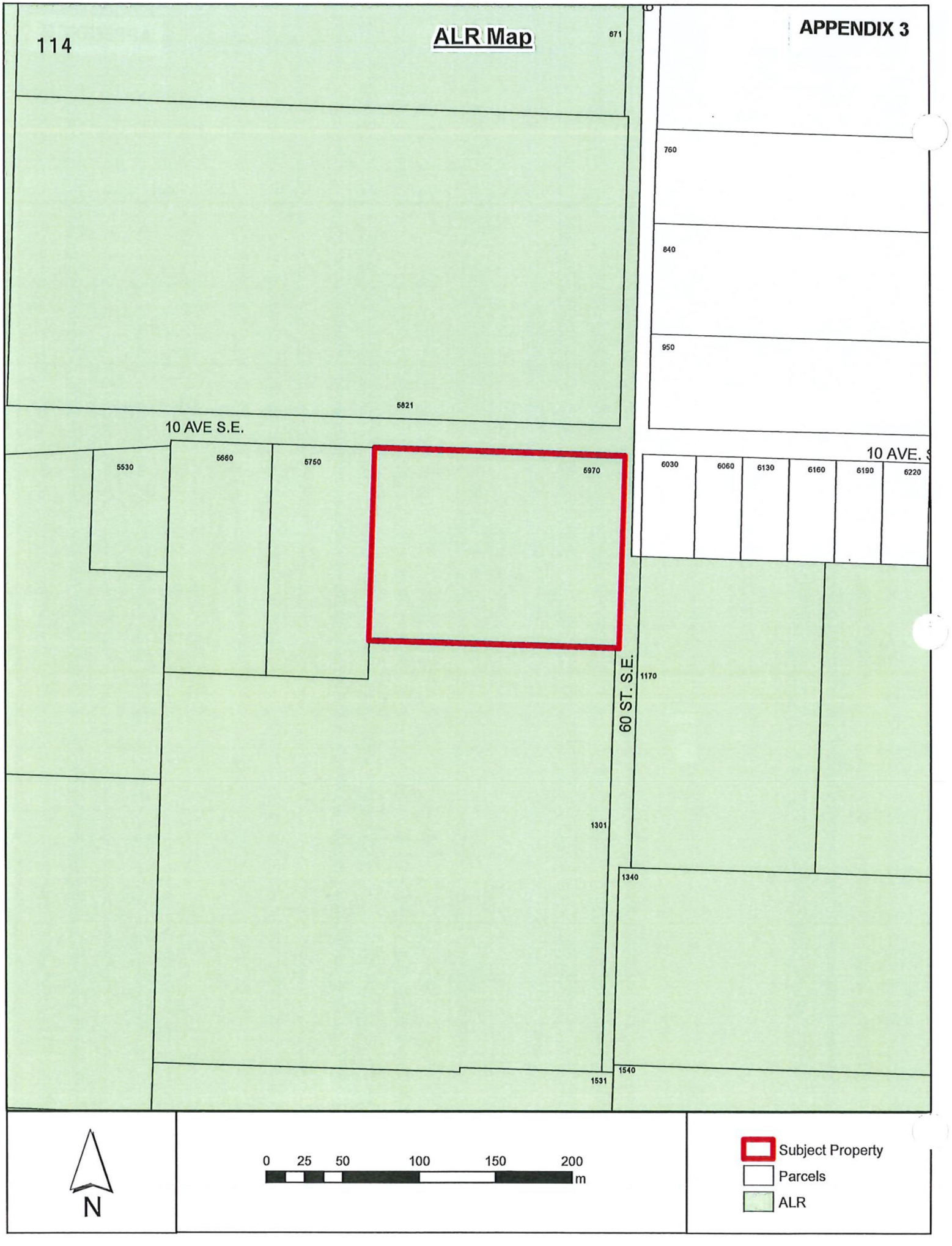


N

0 15 30 60 90 120 m

Subject Property

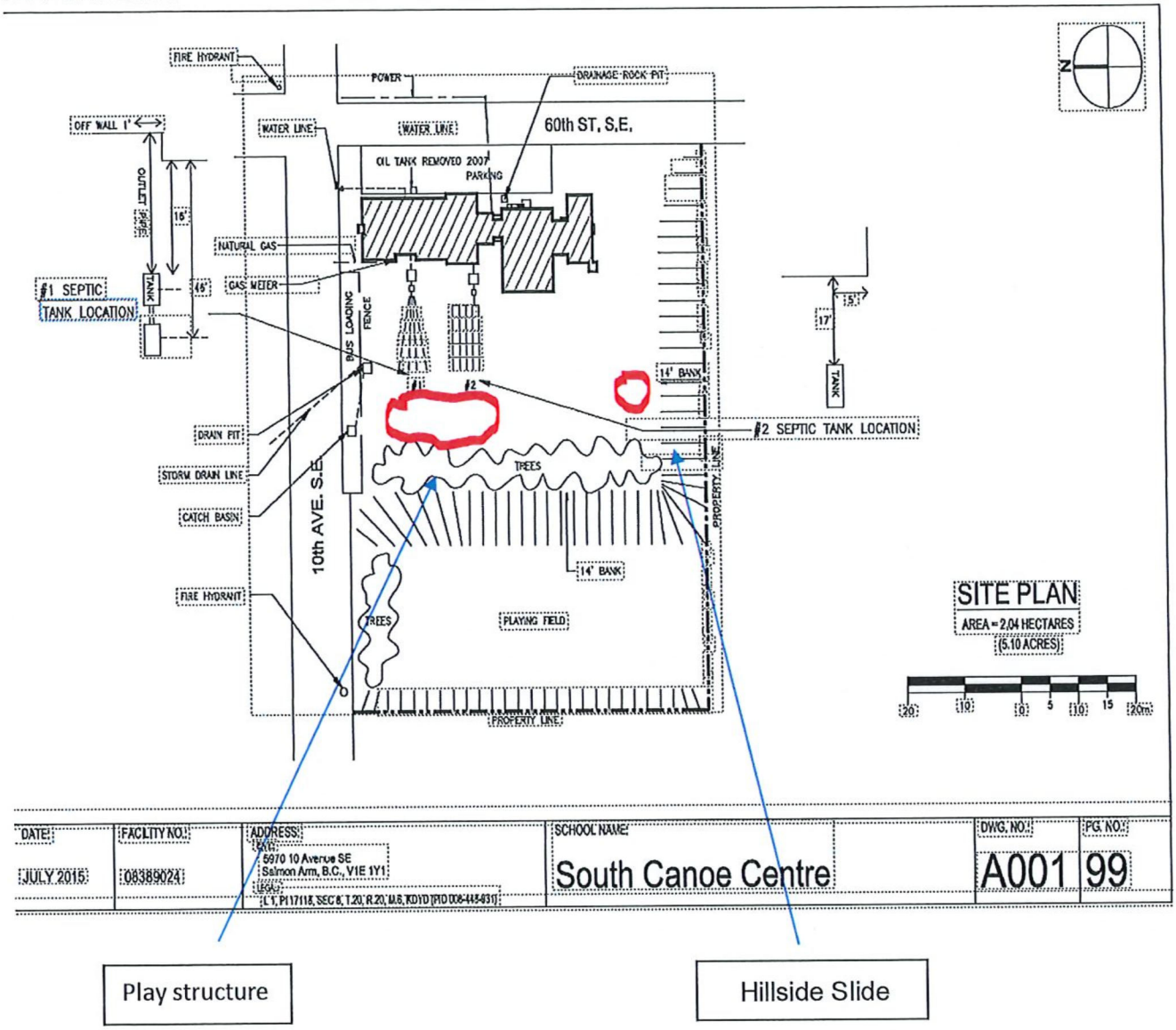
Parcels


114
ALR Map
APPENDIX 3
671
760
840
950
5821
10 AVE S.E.
10 AVE. S
5530
5660
5750
5970
6030
6060
6130
6160
6190
6220
60 ST. S.E.
1170
1301
1340
1531
1540
N
0 25 50 100 150 200 m
Subject Property
Parcels
ALR

LEARNING ZONE

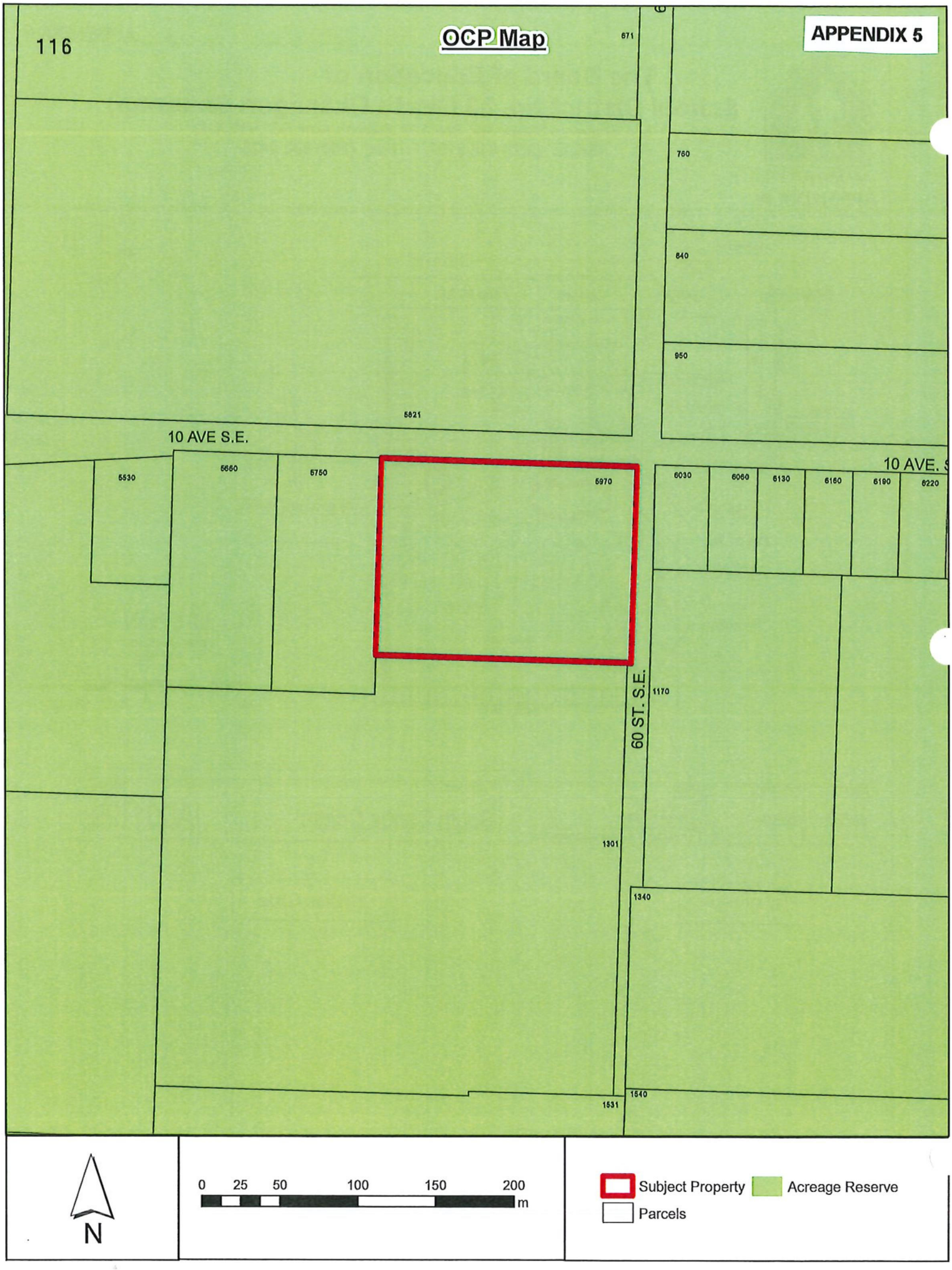
The Board of Education of
School District No. 83 (North Okanagan-Shuswap)
341 Shuswap Street SW, Box 129, Salmon Arm, BC, V1E 4N2
Phone: (250) 832 2157 Fax: (250) 832 9428

APPENDIX A



Play structure

Hillside Slide


116
OCP Map
APPENDIX 5
671
760
840
950
5821
10 AVE S.E.
10 AVE. S
5530
5660
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5970
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6130
6160
6190
6220
60 ST. S.E.
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1301
1340
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1540
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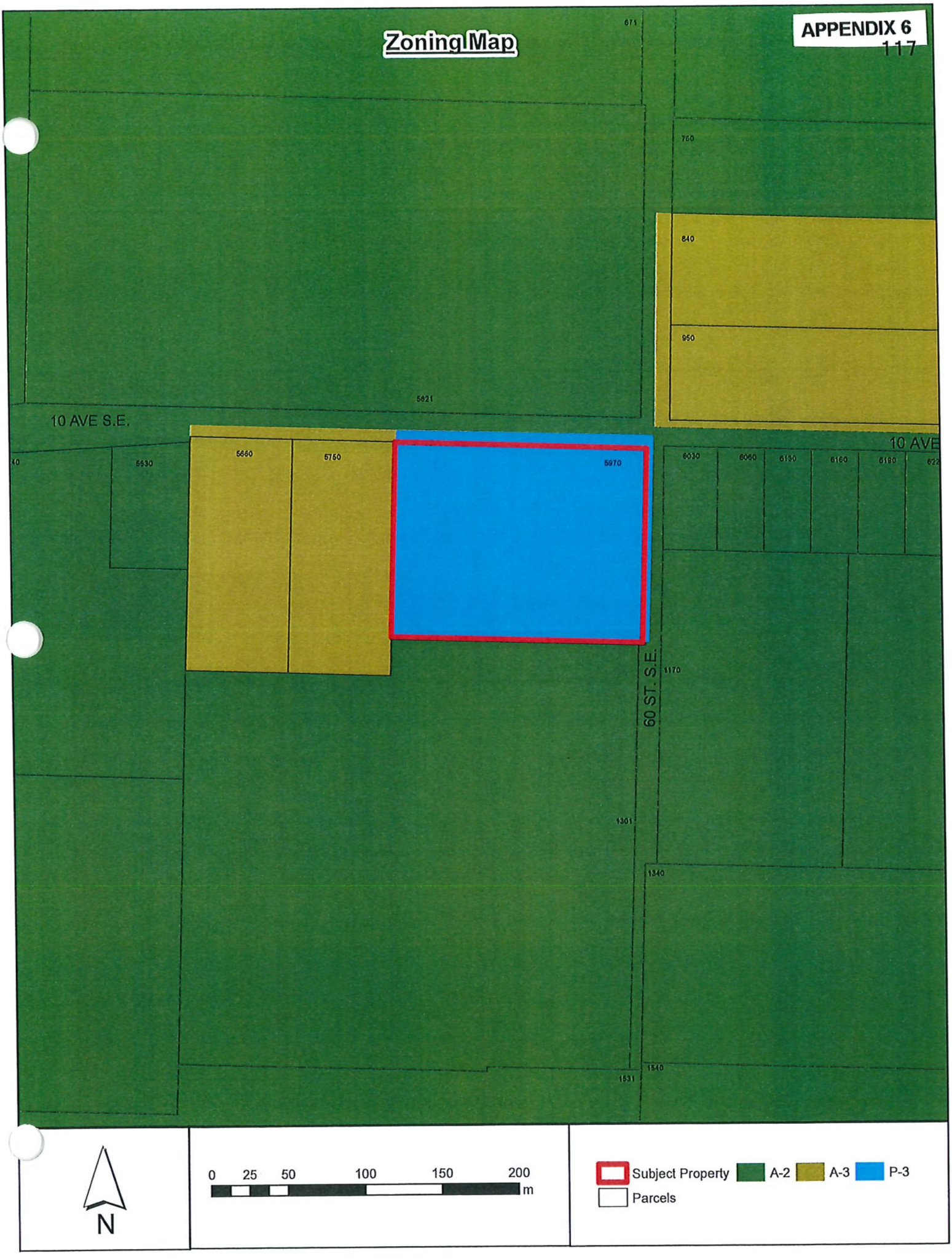
0 25 50 100 150 200 m
Subject Property
Acreage Reserve
Parcels

Zoning Map


671
760
840
950
5621
10 AVE S.E.
10 AVE
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5750
5970
6030
6060
6130
6160
6180
60 ST. S.E.
1170
1301
1340
1531
1540
N
0 25 50 100 150 200 m
Subject Property
A-2
A-3
P-3
Parcels

APPENDIX 7

Schedule A: Decision Map
ALC Application
57155 (School District No. 83)
Conditionally Approved Elementary School
ALC Resolution #156/2018



Conditional 0.35 ha area of existing school facilities to be used by the South Canoe Elementary School approved by resolution #156/2018.

Conditional 1.65 ha area to be used as ancillary outdoor recreation area to be used by the South Canoe Elementary School approved by Resolution #156/2018

ALR

ALC

Airphoto Map

2007 Natural Colour Ortho

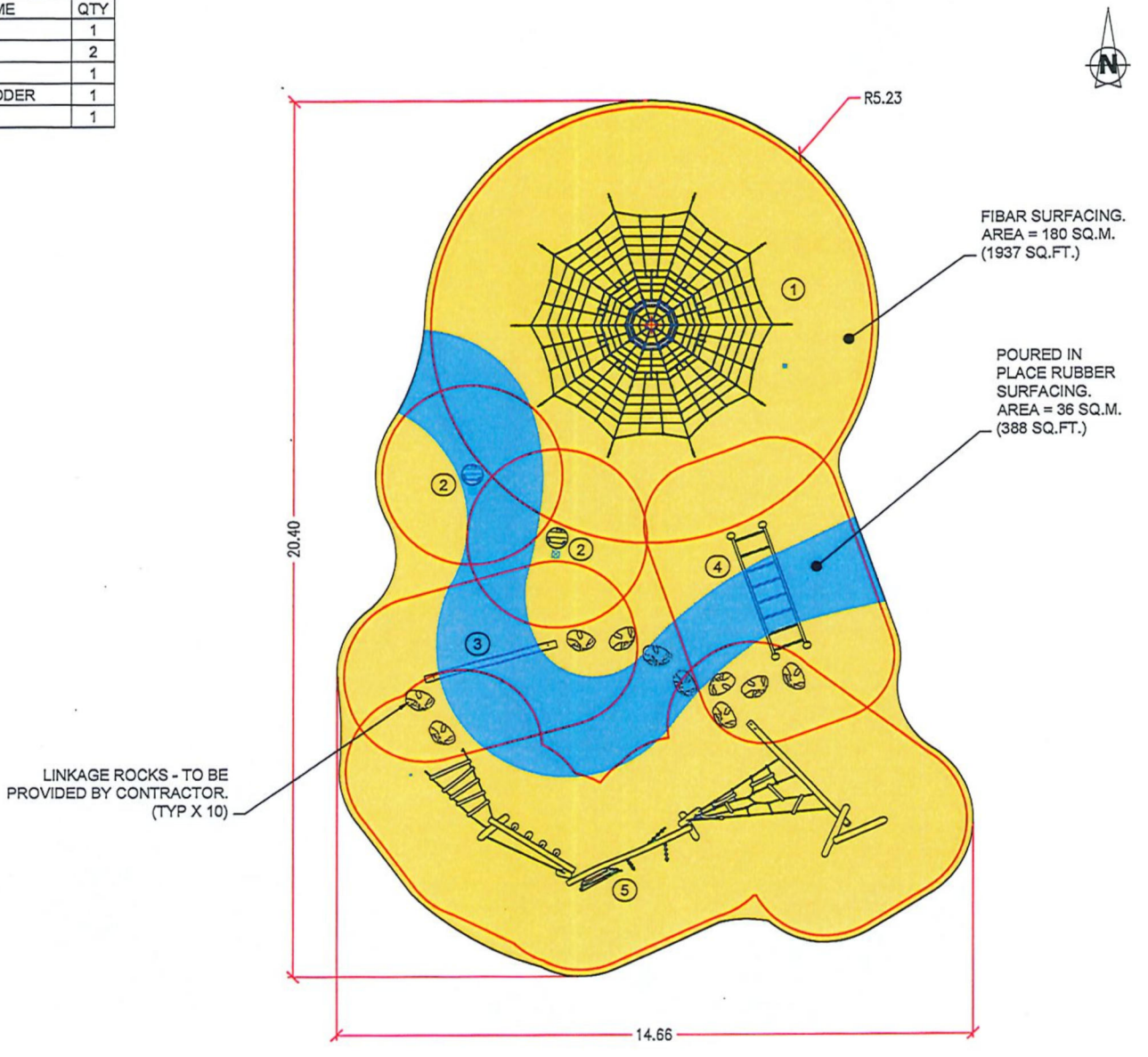
Map Scale: 1:2,500

25 0 25 50 75 100 125

Meters

ALC File #:	57155
Mapsheet #:	82L.064
Map Produced:	March 7, 2018
Regional District:	Columbia-Shuswap

Parts List			
ITEM	SKU	COMPONENT NAME	QTY
1	NRO834	TREE CLIMBER	1
2	NRO110	SPINNER PLATE	2
3	NRO887	SINGLE BALANCE	1
4	NRO897349	CUSTOM OVERHEAD LADDER	1
5	NRO854	PARKOUR 4	1



RECTEC INDUSTRIES

Delta Office
14-7228 Progress Way, Delta, BC
V4G1H2

Office: 1-800-661-8141
Fax: (604) 940-0162
www.rectecindustries.com

Scale:	Drawn by:
1:100	M.G.
Date:	Revision #:
Jun 11/21	0

South Canoe Elementary School
Salmon Arm, BC

REV	DESCRIPTION	REVD BY	REV DATE

Project #:	Sales Rep:
100208	M.T.
Site Area:	Design Age:
216 SQ.M.	2-12

NOT FOR CONSTRUCTION PURPOSES

Layout:	Sheet #:
11 x 17	1/

NOTE: EQUIPMENT CONFORMS TO CAN/CSA-Z614-20 STANDARD - CHILDREN'S PLAYSP/

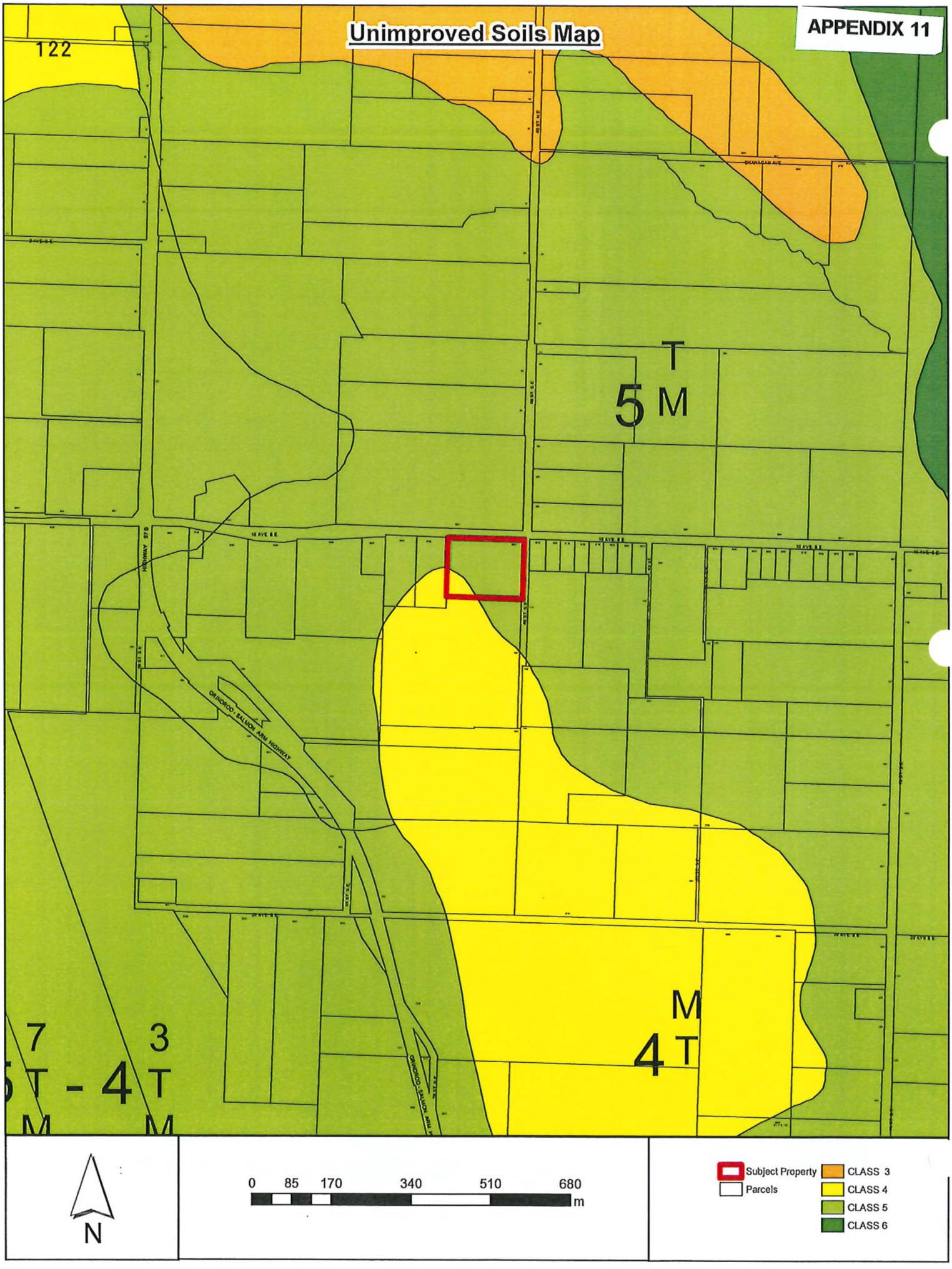
VISION



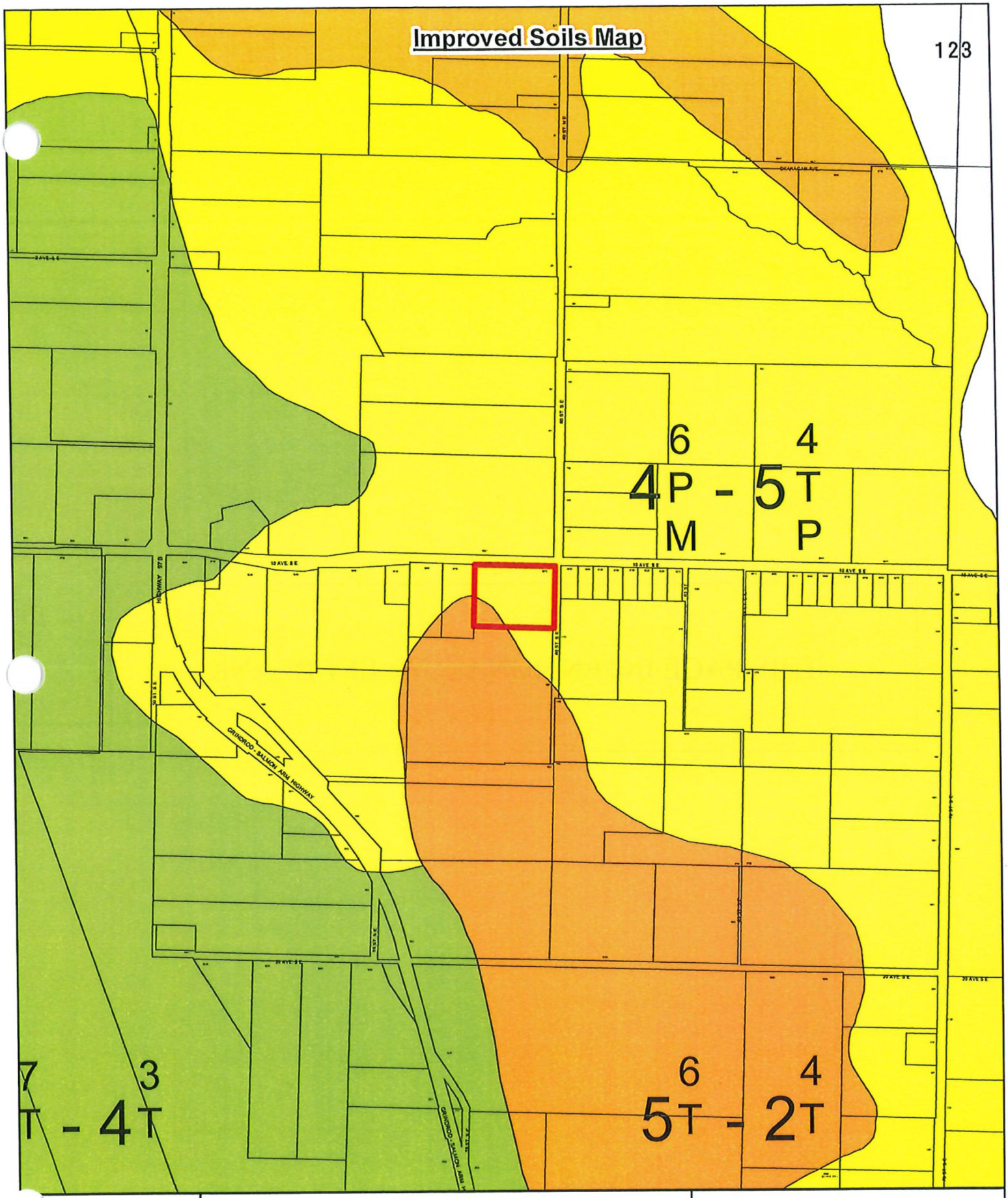
S TH CANOE SCHOOL ACCESSIBLE PLAYGROUND

RESTEC


SOUTH CANOE ELEMENTARY
OUTDOOR LEARNING PROGRAM
Approximate location of hillside
Approximate location of playground


Unimproved Soils Map
APPENDIX 11
122
5 T M
4 M T
7 T M
3 T M
5 T - 4 T M
GRINDROD - SALMON ARM HIGHWAY
HIGHWAY 97B
N
0 85 170 340 510 680 m
Subject Property
Parcels
CLASS 3
CLASS 4
CLASS 5
CLASS 6

Improved Soils Map



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Item 9.6

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor

Seconded: Councillor

THAT: the Agricultural Land Commission Application No. 410 be authorized for submission to the Agricultural Land Commission.

[Phare, K./Seventh Day Adventist Church; 5881 35 Street NE; Non-Farm Use]

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF
SALMON ARM

To: His Worship Mayor Harrison and Council

Date: September 10, 2021

Subject: Agricultural Land Commission Application No. 410 (Non-Farm Use)
Legal: Lot 1, Section 31, Range 9, W6M, KDYD, Plan 4569, Except Plan 17099 and 26295
Civic: 5881 35 St NE
Owner: Seventh Day Adventist Church (BC Conference)
Agent: Keith Phare

STAFF RECOMMENDATION:

THAT: Agricultural Land Commission Application No. 410 be authorized for submission to the Agricultural Land Commission.

PROPOSAL

Located at 5881 35 Street NE in the North Broadview area, the Seventh Day Adventist Church and School has made application to the ALC for permission to use a portion of the subject property to expand an existing playfield and gravel parking area (Appendix 1). In total the areas being considered for Non-Farm Use total 6010m² (2240.8m² for the parking area, 3771m² for the playfield). In total the subject property is approximately 15,615m². A subject property map and ortho map are included as Appendix 2 and 3. The expansion of the playfield and parking area is part of a larger project which includes an addition to the existing building on the adjacent lot (3270 60 Avenue NE, zoned P3 Institutional Zone) for the school and church facility. Site plans submitted by the applicant are enclosed as Appendix 4.

BACKGROUND

The subject property is designated Acreage Reserve in the Official Community Plan (OCP), outside the Urban Containment Boundary (UCB), and is zoned Rural Holding (A-2) as shown on Appendices 5 and 6. The parcel is within the ALR (Appendix 7) and there is a single family dwelling on the subject property. Site pictures are included as Appendix 8. Generally, the neighbourhood is characterized by large rural residential and agricultural properties.

Adjacent zoning and land uses include the following:

North: Rural Holding (A-2) – Single Family Dwelling
South: Rural Holding (A-2)/ALR – Single Family Dwelling
East: Rural Holding (A-2)/Single Family Residential (R1)/ALR – Residential/Agriculture/Pasture
West: Institutional (P-1)/ALR – Church & School

In 1974 the ALC granted permission to the owner to subdivide and construct the church and school facility. In 2020, ALC staff confirmed that the proposed addition to the existing facility was approved under the 1974 approval. However, the Non-Farm Uses (parking area) on the adjacent parcel (the subject property) would have to be approved under current ALC regulations. The letter authored by the ALC is enclosed as Appendix 9.

The subject property has two soil ratings identified. The large majority of the property has an Improved Soil Capability Rating of 60% Class 4(PM) and 40% Class 5(TP) with topography, moisture and stoniness being

the limiting factors. The south-west corner has an Improved Soil Capability Rating of 60% Class 5(T) and 40% Class 2(T) with topography being the limiting factor. Soil Classification Mapping is shown on Appendix 10. Soil capability rating ranges from Class 1 to Class 7. The best agricultural lands are rated Class 1 because they have ideal climate and soil to allow the growth of the widest range of crops. Class 7 is considered non-arable, with no potential for soil bound agriculture.

The OCP, in Section 7.2.1, encourages the maintenance of the rural and agricultural character and land use patterns of open space, agriculture, forestry and rural/country residential lands outside the Urban Containment Boundary. Additional development is discouraged on properties designated Acreage Reserve as per Section 7.3.2 of the OCP. The proposed development is consistent with the current use of the property and given the context, staff so not feel that the proposed development would negatively impact the rural and agricultural nature of the surrounding area.

The subject property is zoned A-2 (Rural Holding) in which *"outdoor recreation"*, is a permitted use and a gravelled parking area in support of the use would be allowed.

COMMENTS

Engineering Department

No concerns with ALC application. Comments area enclosed as Appendix 11.

Building Department

No concerns.

Fire Department

No concerns.

Agricultural Advisory Committee

The Agricultural Advisory Committee reviewed the application at their September 8, 2021 meeting and passed the following resolution:

THAT: the AAC recommends that Council supports ALC No 410.

Planning

The proposed gravel parking area and playfield do not pose concerns should the land be remediated to agricultural uses in the future and is permitted under the current zoning. The subject property and the adjacent parcel are under the same ownership. Staff have highlighted to the project leaders that reciprocal easement agreements are important to secure the use of the subject property for the benefit of the church and school should ownership of the subject property change in the future. This is not critical to address for the purposes of this application; however, should be addressed prior to the Building Permit application for the school and church addition is made.

Due to the parking areas being proposed on the subject property are in support of the addition to the proposed building on the adjacent lot the City could not issue a Building Permit for the addition until the ALC supported the Non-Farm Use application or allowed for a boundary adjustment subdivision.

Prepared by: Melinda Smyrl, MCIP, RPP
Planner III

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

Provincial Agricultural Land Commission - Applicant Submission

Application ID: 63593
Application Status: Under LG Review
Applicant: Seventh Day Adventist Church, (British Columbia Conference)
Agent: Seventh Day Adventist Church
Local Government: City of Salmon Arm
Local Government Date of Receipt: 08/04/2021
ALC Date of Receipt: This application has not been submitted to ALC yet.
Proposal Type: Non-Farm Use
Proposal: Our church facility has increased in membership which has caused a car parking problem. The church developed extra parking on this property, not realizing that it needed a permit to do so back in the mid 1990's. The gravel parking that is there now is now not adequate for the church growth that we have experienced. We would like to enlarge this area to accommodate more parking spaces. At the moment we are sometimes having to use the road side for overflow parking which is not desirable or safe.
Also the church and its small church school enjoy the use of the current playfield. Because of the growth the church is experiencing, we are planning on expanding our meeting rooms and facilities. This would necessitate an expansion of the play field on this parcel of land, in order to maintain the current play field size.
The proposed expansion would also necessitate the re-location of the septic field onto the existing play field on this property.

Agent Information

Agent: Seventh Day Adventist Church
Mailing Address:
4361 13th St. NE.
Salmon Arm, BC
V1E 1C9
Canada
Primary Phone: (250) 803-8968
Mobile Phone: (778) 824-0757
Email: krphare@gmail.com

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple
   Parcel Identifier: 010-519-246
   Legal Description: LOT 1 SECTION 31 TOWNSHIP 20 RANGE 9 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 4569 EXCEPT PLANS 17099 AND 26295
   Parcel Area: 1.5 ha
   Civic Address: 5881 35 St NE Salmon Arm, BC V1E 2B3

Date of Purchase: 12/29/1993
Farm Classification: Yes
Owners

1. **Name:** Seventh Day Adventist Church, (British Columbia Conference)
   Address:
   PO Box 1000, 1626 McCallum Road
   Abbotsford, BC
   V2T 3N8
   Canada
   Phone: (604) 853-5451
   Email: drumambi@bcadventist.ca

Ownership or Interest in Other Lands Within This Community

1. **Ownership Type:** Fee Simple
   Parcel Identifier: 005-149-231
   Owner with Parcel Interest: Seventh Day Adventist Church, (British Columbia Conference)
   Parcel Area: 0.4 ha
   Land Use Type: Civic/Institutional
   Interest Type: Full Ownership

Current Use of Parcels Under Application

1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).
Church / School vegetable garden, 40 x 140ft, located after the playfield south end of property.

2. Quantify and describe in detail all agricultural improvements made to the parcel(s).
Developed garden and play field

3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).
House and garage, on south eastern part of property. One shed on south side of property. Lawn yard.
Play field south end of property
Gravel parking on north western side of property.
Forest on the rest of the land.
Church / School uses the forest for ecological studies and nature studies

Adjacent Land Uses

North

Land Use Type: Agricultural/Farm
Specify Activity: Hay Field

East

Land Use Type: Other
Specify Activity: .New house, old orchard not been used

South

Land Use Type: Agricultural/Farm
Specify Activity: Horse field, hobby farm

130

West

Land Use Type: Civic/Institutional
Specify Activity: Church and school building

Proposal

1. How many hectares are proposed for non-farm use?
0.5 ha

2. What is the purpose of the proposal?
Our church facility has increased in membership which has caused a car parking problem. The church developed extra parking on this property, not realizing that it needed a permit to do so back in the mid 1990's. The gravel parking that is there now is now not adequate for the church growth that we have experienced. We would like to enlarge this area to accommodate more parking spaces. At the moment we are sometimes having to use the road side for overflow parking which is not desirable or safe.
Also the church and its small church school enjoy the use of the current playfield. Because of the growth the church is experiencing, we are planning on expanding our meeting rooms and facilities. This would necessitate an expansion of the play field on this parcel of land, in order to maintain the current play field size.
The proposed expansion would also necessitate the re-location of the septic field onto the existing play field on this property.

3. Could this proposal be accommodated on lands outside of the ALR? Please justify why the proposal cannot be carried out on lands outside the ALR.
It would not be feasible to locate our parking request else where.
For our play field, it would be impractical to have to travel to a play field that is not in the ALR. The church / school enjoys the country setting with the forest close by us. It is used in their educational studies.

4. Does the proposal support agriculture in the short or long term? Please explain.
The church and school have been planting and maintaining a vegetable garden for quite a few years now.

It teaches the students how to grow a successful garden, the care it requires and the rewards it gives from the harvesting of the produce. The garden is about 40 ft wide by 140 ft long.
This land can easily be returned to agriculture uses should the church sell the property.

5. Do you need to import any fill to construct or conduct the proposed Non-farm use?
Yes

Proposal dimensions

Total fill placement area (0.01 ha is 100 m^2) *0.1 ha*
Maximum depth of material to be placed as fill *3 m*
Volume of material to be placed as fill *850 m^3*
Estimated duration of the project. *1 Years 6 Months*

Describe the type and amount of fill proposed to be placed.
Clay type soil and some loam. 850 m^3 needed.
Also mixed gravel for the top, about .3m deep, 30m^3

Briefly describe the origin and quality of fill.

On the adjoining lot parcel ID 005-149-231, the proposed building site, there will be about 930 m^3 of soil to be removed. If approved this soil will be placed on our proposed expanded parking lot. We need 850 m^3 of material to bring the parking lot up to grade.

Applicant Attachments

- Agent Agreement-Seventh Day Adventist Church
- Site Photo-Photos of parking and playfield
- Proposal Sketch-63593
- Certificate of Title-010-519-246

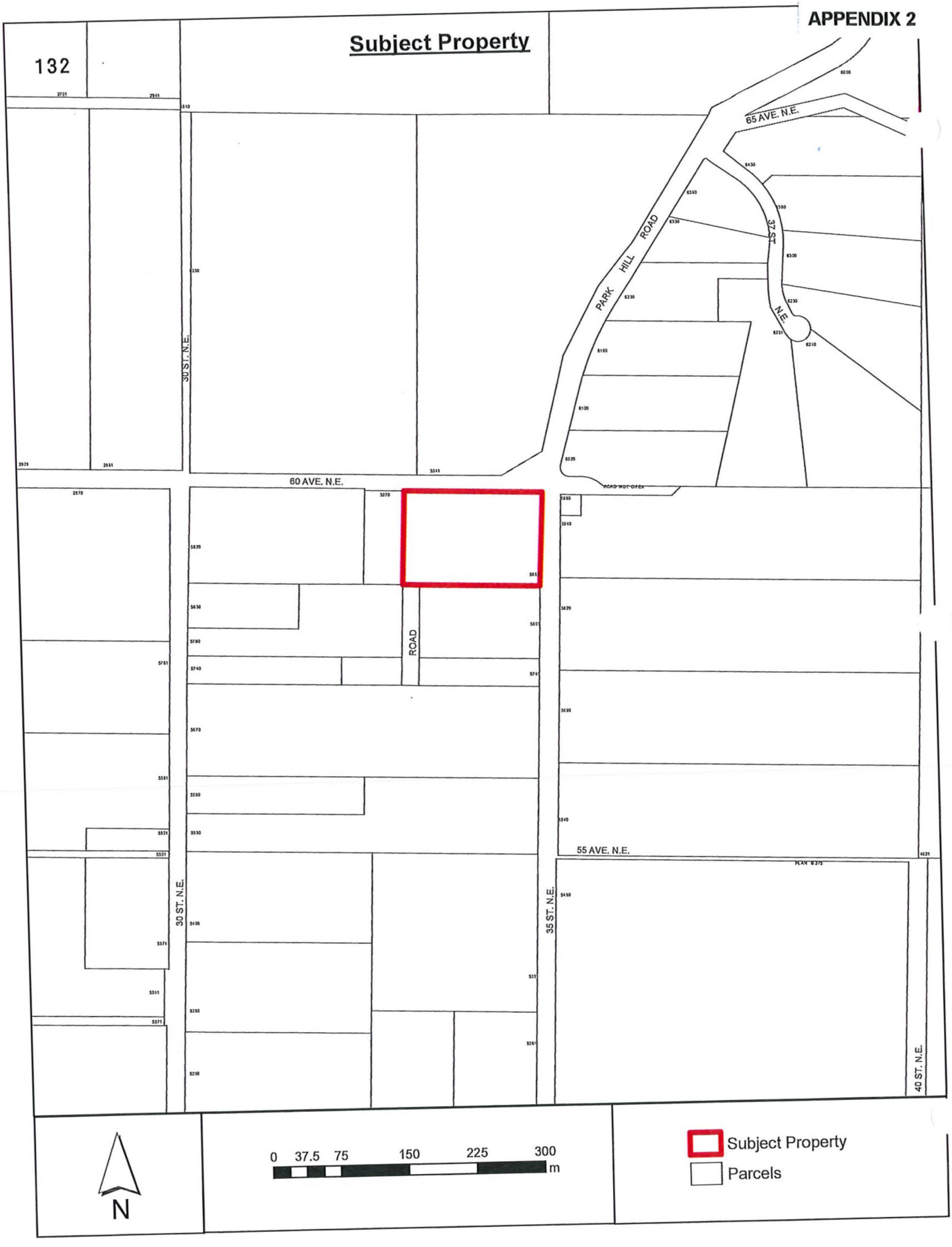
ALC Attachments

None.

Decisions

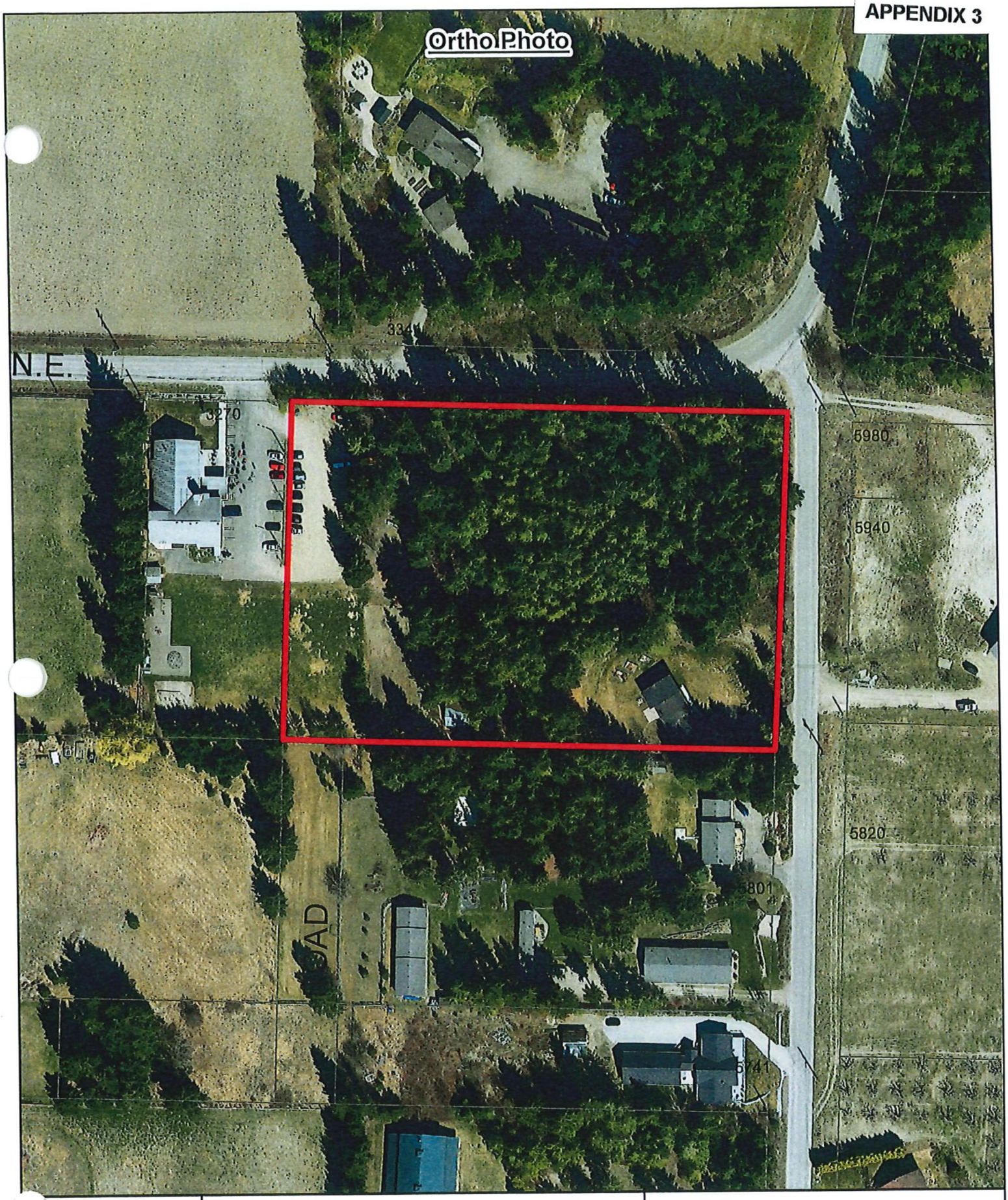
None.

APPENDIX 2


Subject Property
132
65 AVE. N.E.
PARK HILL ROAD
37 ST. N.E.
30 ST. N.E.
60 AVE. N.E.
ROAD
55 AVE. N.E.
35 ST. N.E.
40 ST. N.E.
N
0 37.5 75 150 225 300 m
Subject Property
Parcels

APPENDIX 3

Ortho Photo



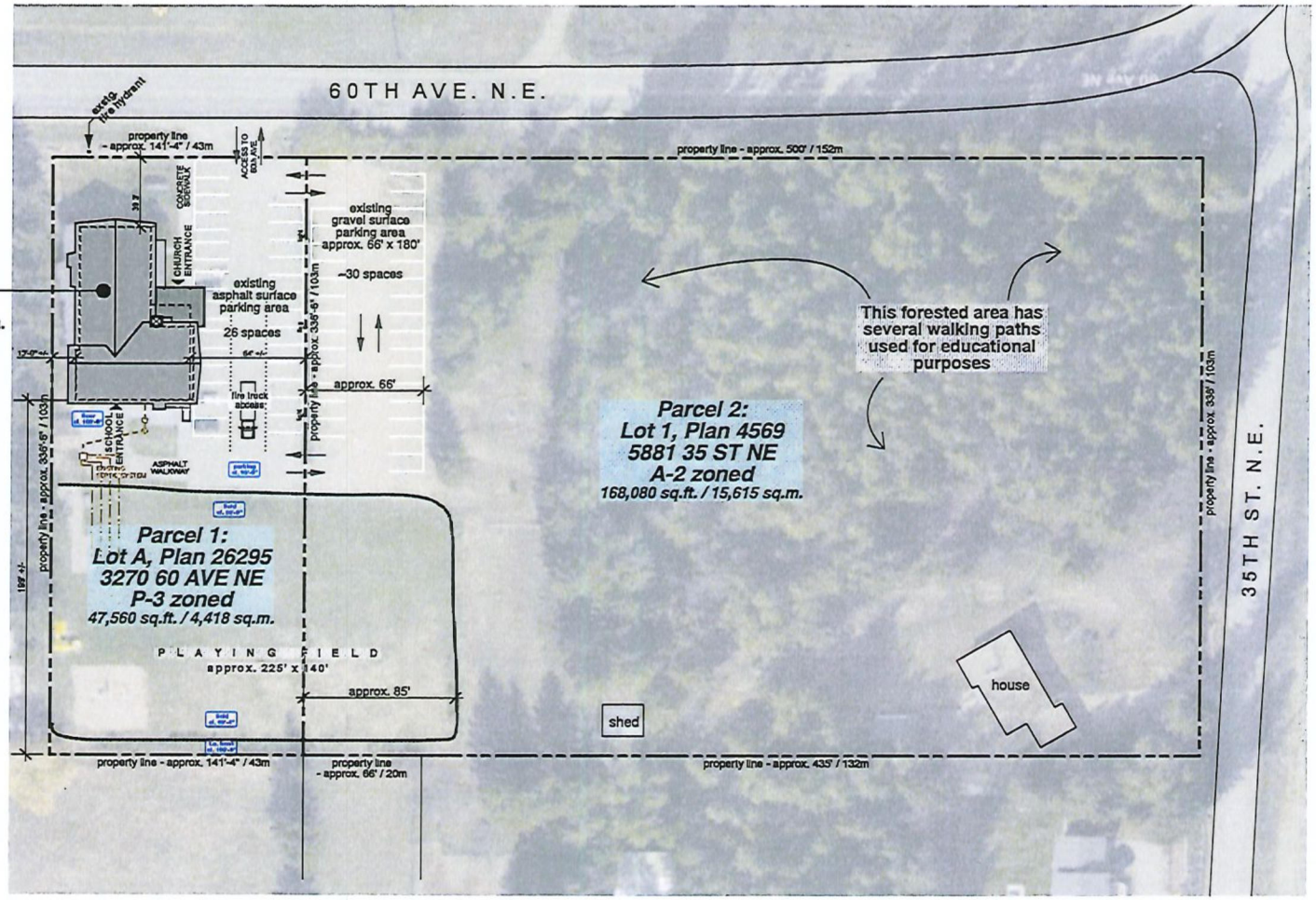
N

0 12.5 25 50 75 100 m

Subject Property

Parcels

EXISTING BUILDING
- worship: 150 seats
- worship assembly area: 156 sq.m.
- 3 (or 4 w/ divider) classrooms
- gfa: 1104 sq.m.



SITE PLAN - EXISTING
scale: 1:750

north

ISSUE: DATE:
FOR REVIEW 06 JUL 2021
FOR ALC APPL. 22 JUL 2021

Issued for ALC Application
DATE: 22 JUL 2021

BERND HERMANSKI
ARCHITECT
INCORPORATED
001 - 20 HUDSON AVE. N.E.
P.O. BOX 1438
SALMON ARM, B.C. V1E 4P6
TEL (250) 832 7400
E-MAIL info@bhai.ca

PROJECT: 21-008
Seventh Day Adventist Church
ACTIVITY & LEARNING CENTRE
SALMON ARM B.C.

DRAWING TITLE:
EXISTING SITE PLAN

DRAWN: kb & ML
SCALE: 1:750
DATE: 24 JUN 2021
DRAWING NO.: ALC1.1
1 of 2

APPENDIX 4

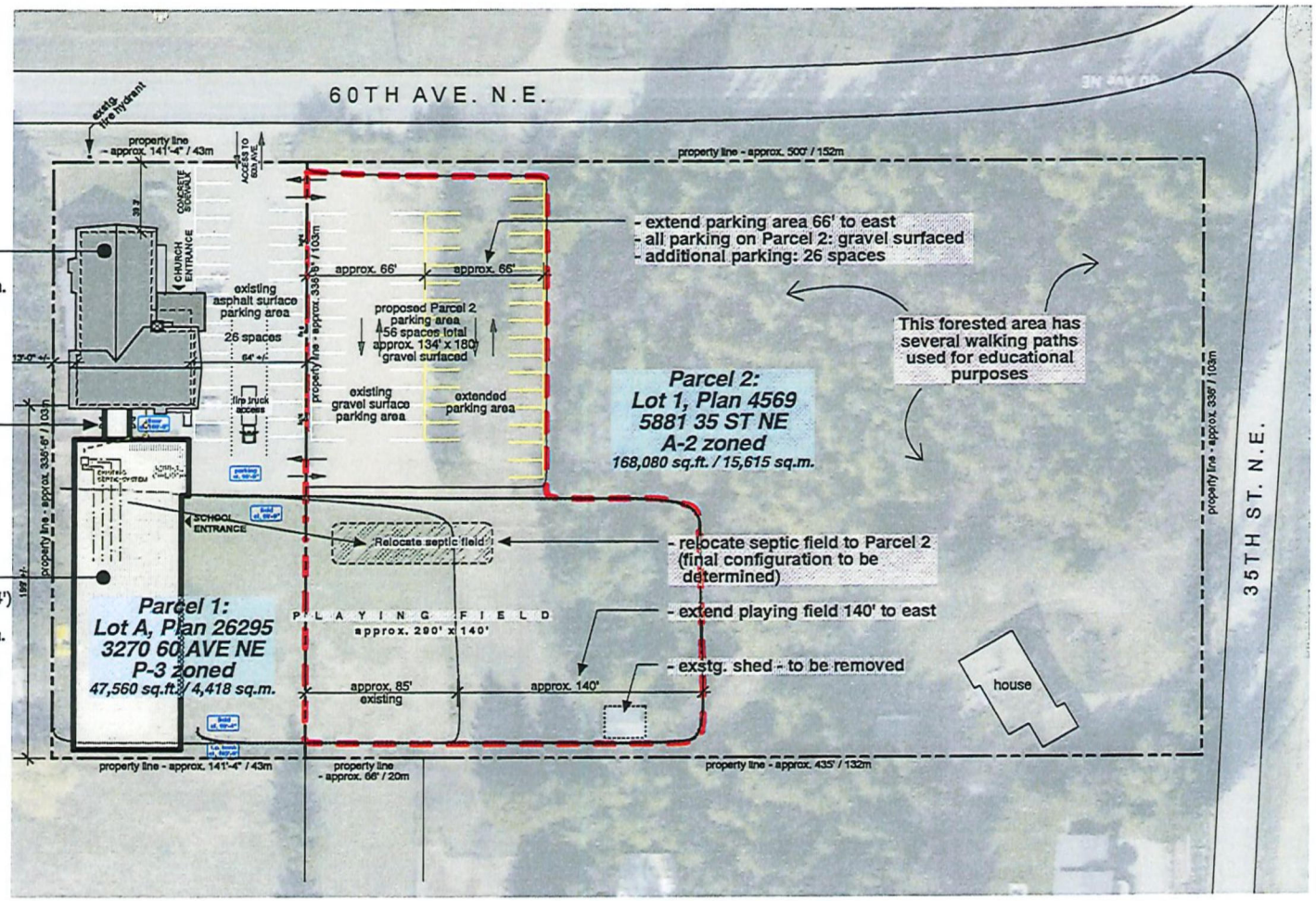
EXISTING BUILDING
- worship: 150 seats
- worship assembly area: 156 sq.m.
- 3 (or 4 w/ divider) classrooms
- gfa: 1104 sq.m.

PROPOSED
ENCLOSED WALKWAY
between buildings

PROPOSED BUILDING
1000 sq.m. Building Area (175' x 64')
2 storey + bsmt., facing 2 streets
- recreation floor space: ~550 sq.m.
- 3 classrooms
- gfa: est. 18,000 sq.ft. / 1700 sq.m.
- automatic fire sprinkler system

Maximum Occupant Load:
200 (total facility combined)

Proposed Parking:
1 space per 2.5 persons
x 200 persons = 80 spaces
(82 spaces shown)



SITE PLAN - PROPOSED
scale: 1:750

north

Proposed Non-Farm use on Parcel 2:
55,000 sq.ft. (33% of Parcel 2)

ISSUE: DATE:
FOR REVIEW 06 JUL 2021
FOR ALC APPL 22 JUL 2021

Issued for ALC Application
DATE: 22 JUL 2021

BERND HERMANSKI
ARCHITECT
INCORPORATED
001 - 20 HUDSON AVE. N.E.
P.O. BOX 1438
SALMON ARM, B.C. V1E 4P6
TEL (250) 832 7400
E-MAIL info@bhai.ca

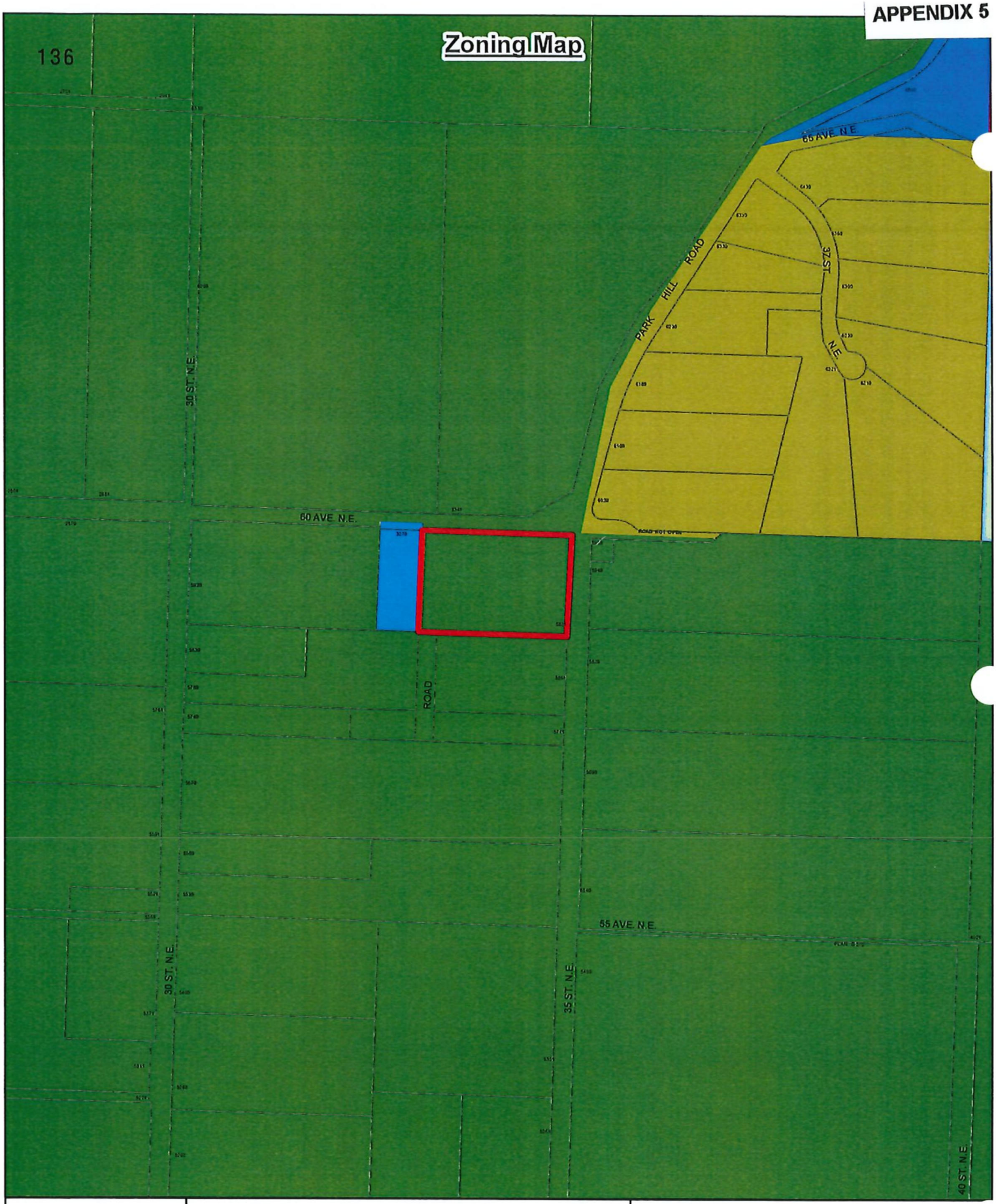
PROJECT: 21-008
Seventh Day Adventist Church
ACTIVITY & LEARNING CENTRE
SALMON ARM B.C.

DRAWING TITLE:
PROPOSED SITE PLAN

DRAWN: kb & ML
SCALE: 1:750
DATE: 24 JUN 2021
DRAWING NO.: ALC1.2
2 of 2

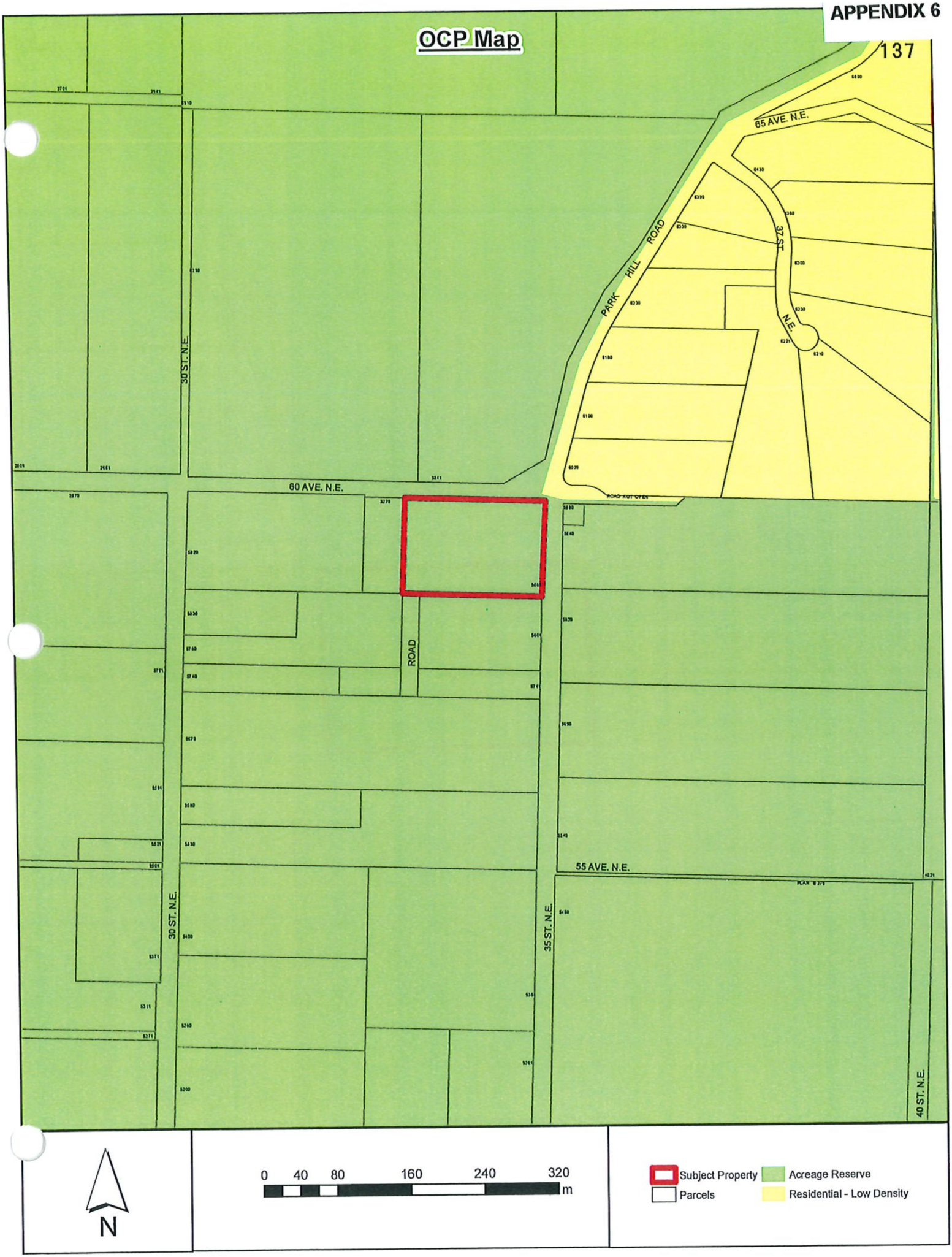
APPENDIX 5

Zoning Map



APPENDIX 6

OCP Map



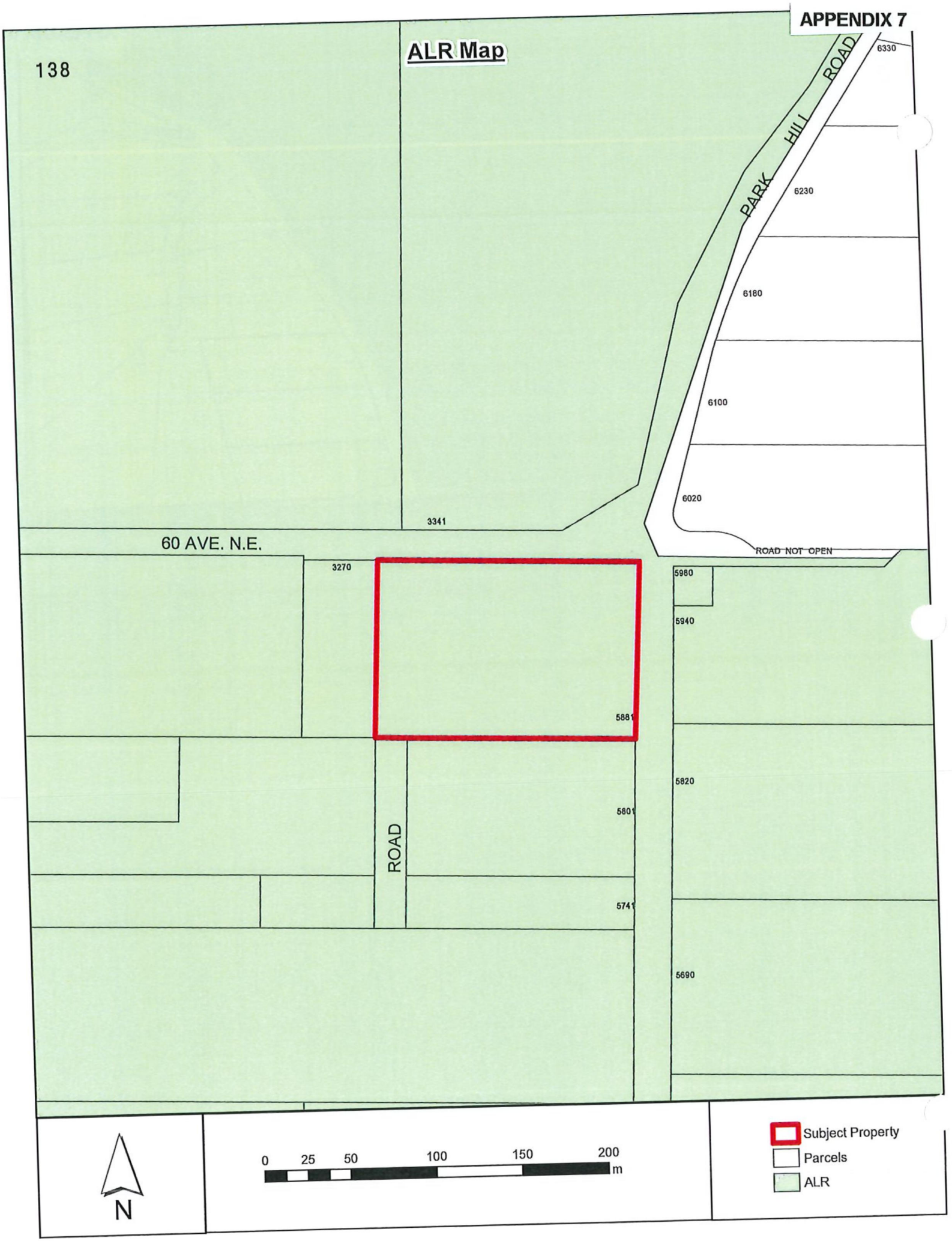

APPENDIX 7
ALR Map
138
PARK HILL ROAD
6330
6230
6180
6100
6020
ROAD NOT OPEN
3341
60 AVE. N.E.
3270
5881
5980
5940
5820
5801
5741
5690
ROAD
N
0 25 50 100 150 200 m
Subject Property
Parcels
ALR

Photo #1 - Existing Gravel Parking Lot - Facing North - This is the Northern half of the area proposed for the exclusion



Photo #2 - Existing Gravel Parking Lot - Facing East - Picture shows that the grades do not need to be majorly altered in order to expand the parking lot as per the proposal



Photo #3 - Existing Playfield and Church Garden (Shed in background). Facing East - photo taken near the property line. Photo shows that natural grade can be maintained with minimal cut/fill required to extend playfield as proposed.



Photo #4 - Corner of existing gravel lot and exisiting playfield as well as the church vegetable garden and an old shed (proposed to be removed in expantion of the playfield and garden relocation)- Photo taken near the property line facing South-East.



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

November 17, 2020

ALC File: Appeal 1920
ALC Issue File: 51983

Keith Phare
c/o Seventh-Day Adventist Church
(BC Conference)
PO Box 1000, 1626 McCallum Road
Abbotsford, BC
V2T 3N8

Sent by Electronic Mail

krphare@gmail.com

Legal: *Lot A Section 31, Township 20, Range 9 West of the 6th Meridian Kamloops Division Yale District Plan 26295*

PID: 005-149-231

Thank you for your November 12, and 13, 2020 emails which provide information about previous ALC approval for church use (Appeal 1920) on the above noted parcel and request advice about how to proceed with the construction of another structure on the above referenced property.

This letter is to advise that the ALC considers its approval provided by Appeal 1920 dated October 11, 1974 to permit any and all church uses proposed for the parcel. As such the ALC has no objection to the construction of another ancillary church structure of 10,500 sq ft on the property. However, the ALC has new regulations that require you submit a Notice of Intent (NOI) for fill if you have coverage greater than 1,000 sq meters (or 10,000 sq ft). As the proposed new structure is larger than 1,000 sq meters, please submit an NOI to the ALC at the earliest opportunity from the ALC website. www.alc.gov.bc.ca. The cost is $150.00 and you will be provided with a response within 60 days.

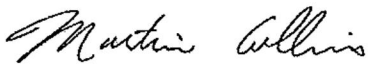
In addition it is noted that the adjoining property to the west appears have a gravel parking lot located on it to serve the church use. Please confirm if this is the case. If so, the ALC requires the submission of a new non-farm use application to review the parking lot use.

In addition, should you sell the church property for a non-church use, a conversion of use would require the ALC's review and approval through the ALC non-farm use application process.

If you have any questions about the above, please contact the undersigned.

Yours Truly

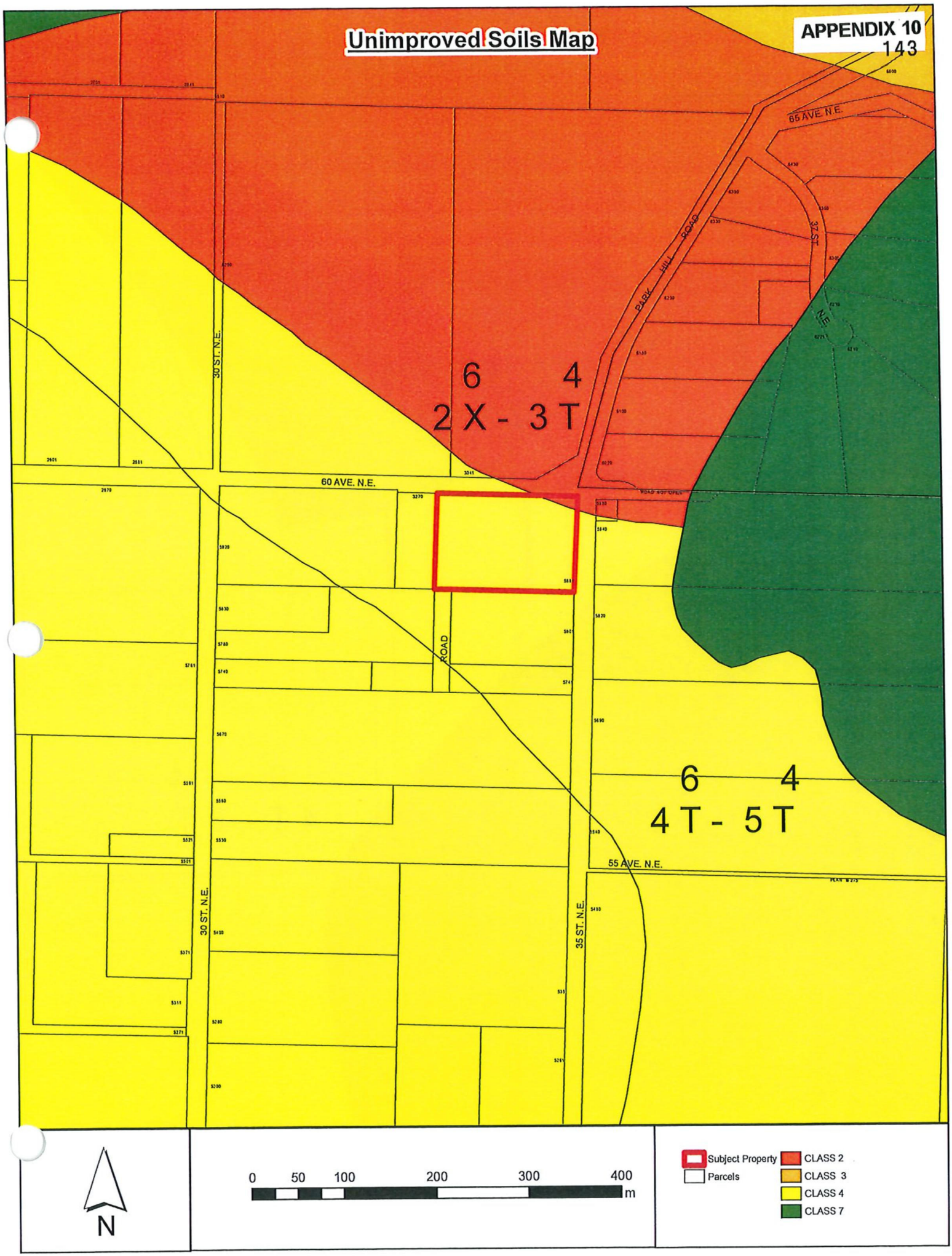
PROVINCIAL AGRICULTURAL LAND COMMISSION

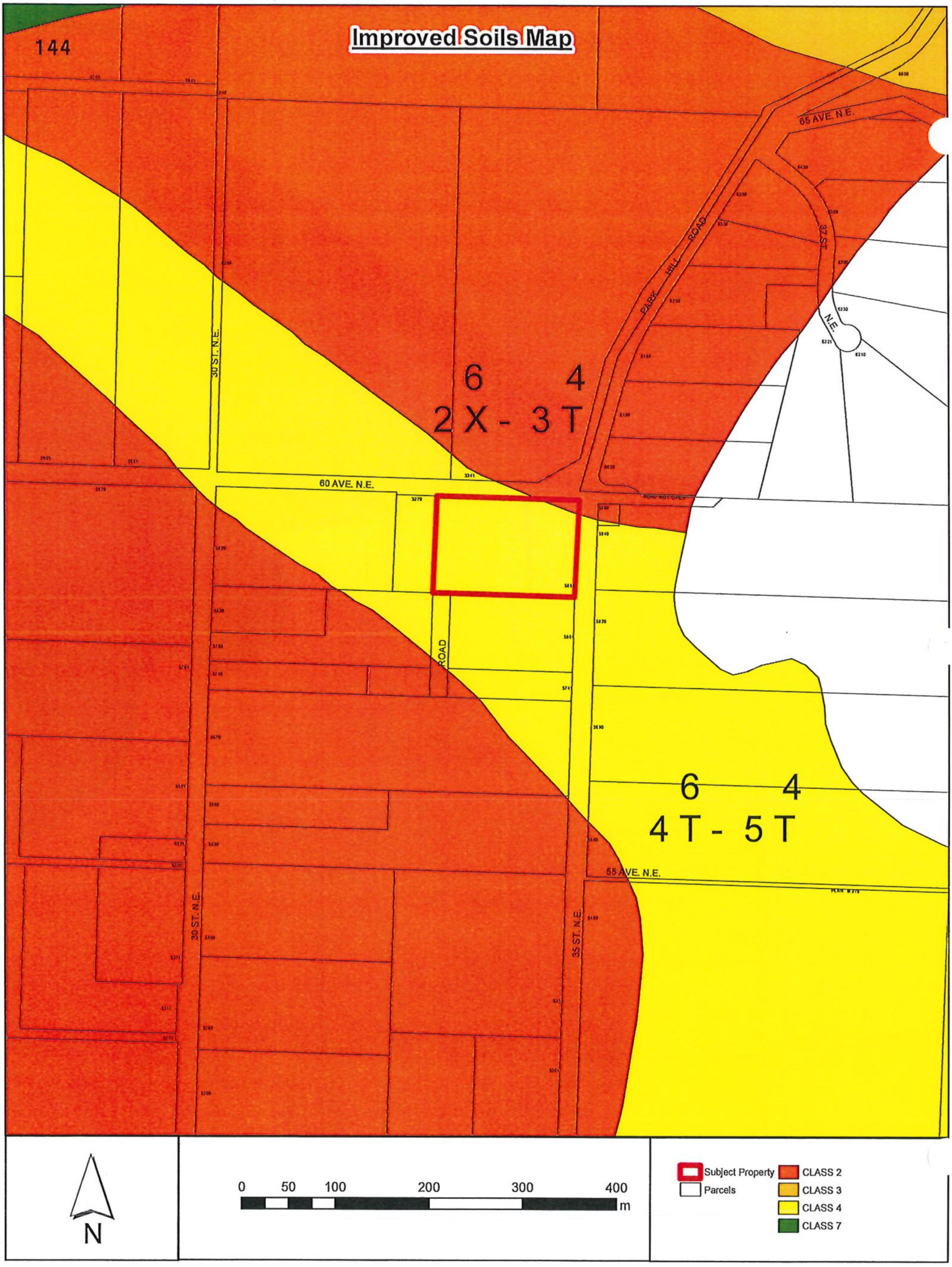


Martin Collins, Director of Policy and Planning

cc: City of Salmon Arm (attention Kevin Pearson)

Unimproved Soils Map




144
Improved Soils Map
65 AVE. N.E.
PARK HILL ROAD
37 ST.
N.E.
30 ST. N.E.
6 4
2 X - 3 T
60 AVE. N.E.
ROAD
6 4
4 T - 5 T
55 AVE. N.E.
30 ST. N.E.
35 ST. N.E.
N
0 50 100 200 300 400
m
Subject Property
Parcels
CLASS 2
CLASS 3
CLASS 4
CLASS 7

CITY OF SALMON ARM

Memorandum from the Engineering and Public Works Department

TO:	Kevin Pearson, Director of Development Services
DATE:	August 20, 2021
PREPARED BY:	Matt Gienger, Engineering Assistant
APPLICANT:	**Seventh Day Adventist Church**
OWNER:	**Seventh Day Adventist Church**
SUBJECT:	**AGRICULTURAL LAND COMMISSION APPLICATION NO. ALC-410**
LEGAL:	Lot 1, Section 31, Township 20, Range 9, W6M, Plan 4569, Except Plan 17099 and 26295
CIVIC:	**5881 35 Street NE**

Further to your referral dated August 13, 2021, we provide the following servicing information. **The following comments and servicing requirements are not conditions for ALC Application; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages.**

Drainage:

Proposed additional parking may contribute to stormwater discharge within adjacent ditch along 60 Avenue NE.

Where discharge of stormwater is proposed within the ditch, post development flows must meet pre development flows, and discharge must be controlled at the point of ditch entry as to provide adequate erosion and sediment control.

Where onsite disposal is proposed, sheet drainage may be acceptable, or rock pits with geotech design and covenant.

Water:

Any future increase in demand to the water service will require an upgrade to the existing water service, at the developer / owner's cost.

Engineering staff have no other concerns regarding this ALC application.

Matt Gienger
Engineering Assistant

Rob Niewenhuizen
Director of Engineering and Public Works

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Item 9.7

CITY OF SALMON ARM

Date: September 27, 2021

Chief Financial Officer – Permissive Tax Exemption – Okanagan Regional Library – For Direction

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF
SALMONARM

Date: September 21, 2021
To: Mayor Harrison and Members of Council
From: Chelsea Van de Cappelle, Chief Financial Officer
Subject: Permissive Tax Exemption - Okanagan Regional Library
Civic Address: Unit No. 285 - 1151 10 Avenue SW
Roll No.: 02234.000

Recommendation
For Direction of Council.

Background:
The Okanagan Regional Library (ORL) has submitted an application for a permissive tax exemption for the Salmon Arm Branch. The ORL submitted an application for same in 2016 and the motion to direct staff to prepare the necessary bylaw, agreement and report to initiate a property tax exemption for the ORL was unanimously defeated. The Salmon Arm Branch continues to lease space in the Piccadilly Place Mall, a private, for-profit owner.

The City of Salmon Arm (City) has adopted a policy regarding Permissive Tax Exemptions and this policy together with the authority under the *Community Charter* outlines the eligibility of applicants applying for a permissive tax exemption. Council's current and past practice has been to only consider property owned by a non-profit entity.

There are currently thirty-one (31) library branches in the ORL system. In discussion with the Assessor, there is a mix of self-owned ORL properties, those operating out of a municipal building (which are also considered statutorily exempt) and those that are taxable lessees. The City of Armstrong is the only known municipality/district that has granted a permissive tax exemption to the ORL as a non-profit entity leasing from a private, for-profit owner.

Salmon Arm taxpayers through the City contribute annually via tax requisition to the ORL. In 2021, the total requisition was $756,341.00 or $64.26 per average residential assessment of $422,184.00. In 2020, Piccadilly Place Mall Inc. was the City's 2nd largest taxpayer, accounting for approximately 1.15% of total taxes levied.

Legislation:
Statutory Exemption
Section 220 of the *Community Charter* provides a statutory exemption to land and improvements owned by a public library or owned by a municipality and occupied by a public library. However, because the property is owned by a for-profit entity, the ORL is not eligible for a statutory exemption. Council does not have any authority over statutory exemptions.

Permissive Exemption
Permissive tax exemptions are provided under section 224 of the *Community Charter*. Exemptions under this section are at the discretion of Council, even if the applicant qualifies under the *Community Charter*, Council is under no obligation to give an exemption.

The ORL may be eligible for an exemption under subsection 224(2)(a), whereas property must be owned or held by a non-profit organization and used for the purposes of that organization. In reviewing other litigated cases with our solicitor, the definition of "held by" has not been conclusively defined by the courts and there are no decisions considering subsection 224(2)(a) in the context of a property being privately owned and leased by a non-profit entity, however there may be similar case evidence that Council may grant a permissive exemption in respect of the library premises so long as:

- Council is of the opinion that the premises is used for a library purpose; and
- The benefit of the tax exemption will flow to the ORL, not to the private, for-profit owner.

It is important to note that the private, for-profit owner is a taxable entity and in the event that the tax exemption benefit is not passed on to the ORL, then Council will be in contravention with section 25(1)(b) of the *Community Charter;* which contains the general prohibition against providing assistance to business, including "an exemption from a tax or fee".

Should Council wish to provide a permissive tax exemption under these circumstances, certain preconditions must be met. The ORL must provide the City with:

- Confirmation that the ORL uses all of the premises for library purposes through a statutory declaration; and
- Confirmation that the tax exemption would flow to the ORL, not the owner (for instance, a written lease agreement showing that the ORL is required to pay property taxes and annual statutory declarations from representatives of the ORL and the owner).

A tax exemption under these circumstances would impose on the City an ongoing duty to confirm that the benefit continues to flow to the ORL and not the owner and an annual statutory declaration is an acceptable method to satisfy this requirement.

There is a risk that should the ORL relocate, and the City and Assessor are not provided with sufficient notice to amend the assessment role; that the benefit of exemption would remain with the for-profit owner, thereby breaching the prohibition against assistance to business. This could be mitigated by executing an agreement with the for-profit owner, committing to a voluntary remittance of the taxes that would have otherwise been payable had the exemption not been in place.

Using the estimated assessed value of the ORL leased area for 2021, as provided by the Assessor, the estimated tax exemption for 2022 is:

General Municipal	$10,064.00
Other Governments	5,383.00
	$15,447.00

As Council is aware, if a permissive tax exemption is granted, the property would be exempt from not only the general municipal taxes, but also taxes levied by other governments. The City is still responsible for payment of these exempted taxes levied by other governments, and the remaining tax base must make up this difference.

Conclusion

The absence of confirmed authority to grant a tax exemption under these circumstances and the ongoing obligation on the City to ensure it is not providing assistance to business, supports the City's past and present position of not providing permissive tax exemptions in these cases.

Further to this, the ORL situation is not unique. There are many local non-profit organizations leasing space from private for-profit owners. In accordance with the City's Permissive Tax Exemption Policy, the purpose of which is to "provide fair, consistent treatment and consideration for all applicants"; Council should also consider future expectations of other non-profits. It is difficult to quantify the broader implications of allowing an exemption through a for-profit owner, however should Council consider amending its position, it may be setting a precedent for the future.

Finally, in accordance with the City's policy, Council considers permissive tax exemption applications on a three (3) year cycle with new applicants permitted to apply in any year prior to July 31st. The reasons for reviewing on a three (3) year cycle are two-fold; one being the significant amount of work involved in collecting, reviewing and preparing exemptions for approximately 80 properties/applicants. The second is that typically there are very few changes with regards to the applicants, eligibility or property use and it is therefore not necessary to renew the applications on an annual basis. If Council grants non-profit organizations leasing from for-profit owners an exemption, the Assessor recommends these exemptions be granted in one (1) year increments. This is to ensure that there is still authority to grant the exemption and to provide an opportunity to review the lease arrangement for changes. Managing one tax exemption and lease arrangement with a for-profit owner is relatively straight forward; however, it would be difficult for the City to oversee numerous lease arrangements to satisfy itself that assistance to business is not being provided. The 2022 tax year is the final year of the current three (3) year cycle.

If Council chooses to proceed with an exemption, three readings of a bylaw would be required at the Regular Meeting of October 12th. Advertising of the exemption would be required on October 13th and 20th with adoption scheduled for October 25th. A bylaw in this case must be adopted prior to October 31st to be effective for 2022. Adoption of the bylaw would be dependent on:

- The City's receipt of a written lease agreement showing that the ORL is required to pay property taxes;
- The execution of statutory declarations and an agreement with the for-profit owner, the coordination and cost of which should be borne by the applicant.

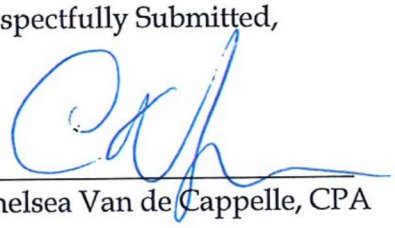
Staff would then seek to confirm Council's position for future non-profit applicants leasing from private, for-profit owners and as necessary recommend that the City's Permissive Tax Exemption Policy be updated accordingly.

An agreement and tax exemption of this nature has not been executed by the City in the past and likely will require correspondence between the for-profit owner, the ORL, the City and possibly their respective legal counsel. As a result, it may be difficult to guarantee the City will be able to meet the legislated deadlines. Should Council wish to proceed, the following resolution would be required:

That: Staff be directed to prepare the associated bylaw and report to initiate a permissive tax exemption, pursuant to Section 224 of the Community Charter, for the Okanagan Regional Library (ORL) for consideration of Council, adoption of which would be subject to:

- *The City's receipt of a written lease agreement showing that the ORL is required to pay property taxes;*
- *The execution of statutory declarations with the ORL and the for-profit owner; and*
- *The execution of an agreement with the for-profit owner.*

Respectfully Submitted,



Chelsea Van de Cappelle, CPA

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Item 9.8

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor

Seconded: Councillor

THAT: the 2021 Budget contained in the 2021 – 2025 Financial Plan Bylaw be amended to reflect funding for $14,500.00 to complete the site preparation work for the new wayfinding signage be funded from Council Initiatives.

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF
SALMON ARM

File: 2021-0230

TO: His Worship the Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

DATE: September 16, 2021

SUBJECT: **City Wayfinding Signage**

RECOMMENDATION:

THAT: **The 2021 Budget contained in the 2021 - 2025 Financial Plan Bylaw be amended to reflect funding for $14,500.00 to compete the site preparation work for the new wayfinding signage be funded from Council initiates.**

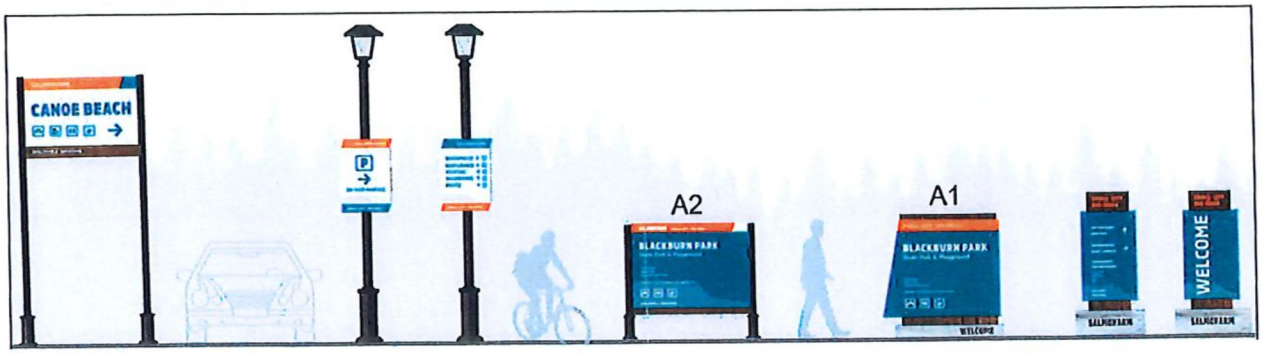
BACKGROUND:

The Salmon Arm Economic Development Society (SAEDS) and the City's Municipal and Regional District Tax Program (MRDT) have been working to progress the city wayfinding signage project. They are now at a point where the new signage can be installed at various locations throughout the City. The new wayfinding signage will help in directing visitors to key tourism assets, downtown pillar and park entrances.

During the August 23, 2021 regular Council meeting a request was may by SAEDS for the City's consideration to partner to support the site preparation work for the removal of the four downtown rock pillars, installation of sign posts along roadway and base preparation for the parks locations (letter attached).

Staff have reviewed each of the locations and the chart below provides a breakdown of the cost estimate for the work and level of effort required.

Location	Signage Type	Cost
Marine Peace Park	A1, base prep irrigation relocation	$ 570.00
McGuire Lake Park	A1 & A2, base prep & existing sign removal	$ 1,350.00
Blackburn Park	A1 & A2, base prep & existing sign removal	$ 1,150.00
Little Mountain Park	A2 (x2), base prep & existing sign removal	$ 1,370.00
Klahani Park	A2, base prep & existing sign removal	$ 800.00
Downtown Stone Pillars	Complete removal and restoration works	$ 4,000.00
Downtown signs (5 locations)	Installation of telespar posts & bases	$ 800.00
Various sign locations	Installation of telespar posts	$ 1,760.00
Canoe Beach Park	A2, base prep & existing sign removal	$ 800.00
	Contingency (15%)	$ 1,890.00
	Total	**$ 14,490.00**



The work itemized in the chart has not been included in any of the current operational budgets. City staff are seeking direction from City Council in regards to proceeding with this work and how it would be funded.

Respectfully submitted,

Robert Niewenhuizen
Director of Engineering and Public Works

cc Chelsea Van De Cappelle, CFO

X:\Operations Dept\Engineering Services\5220-CAPITAL\2021\2021-08 Misc Common Services\MRDT Wayfinding Signage\HWM 2021-0230 - MRDT Wayfinding Signage.docx

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Item 9.9

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor

Seconded: Councillor

THAT: Council authorize staff to allocate $19,575.00 from the Airport Marketing & Promotion Fund to support the 2022 Airport Appreciation Day be scheduled for Sunday, June 26, 2022.

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF
SALMON ARM

File: 8400

TO: His Worship the Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

DATE: September 5, 2021

SUBJECT: **Airport Appreciation Day – Sunday June 26, 2022**

RECOMMENDATION:

That: Council authorize staff to allocate $19,575.00 from the Airport Marketing & Promotion Fund to support the 2022 Airport Appreciation Day be scheduled for Sunday, June 26, 2022.

BACKGROUND:

The Salmon Arm Flying Clubs holds a biannual Airport Appreciation Day at Shuswap Regional Airport to showcase the Airport facilities and services in addition to putting on an air show and static display of various aircraft. This event is held in conjunction with the Shuswap Emergency program with representation from Salmon Arm Fire Department, BC Ambulance Service, RCMP, and various other emergency responders.

The Airport Operations Committee reviewed the budget request from the Shuswap Flying Club on September 15, 2021 and unanimously supported the request as part of the 2022 Operation and Capital budget review. A budget request of $19,575.00 was put forward by the Flying Club to organize and host the event. The Salmon Arm Flying Club would retain 75% of the gate receipts and the remaining 25% would be payable to the City of Salmon Arm.

Respectfully submitted,

Robert Niewenhuizen
Director of Engineering and Public Works

Encl.
Salmon Arm Flying Club letter dated September 1, 2021

Salmon Arm Flying Club
4300B – 20th Ave. S.E.
Salmon Arm, BC
V1E 1X9

1 September 2021

Mr. Rob Niewenhuizen
Director of Engineering and Public Works
City of Salmon Arm, Box 40
500-2nd Ave NE
Salmon Arm BC V1E 4N2

Dear Mr. Niewenhuizen

AIRPORT APPRECIATION DAY 2022

The Salmon Arm Flying Club is in the early stages of planning for an Airport Appreciation Day (AAD) to be tentatively held on Sunday, 26 June 2022. A decision to continue will be dependent on the COVID 19 situation in the New Year together with Provincial guidelines in effect at that time.

We are hereby submitting a request for approval and support to host the event by allocating funding to cover anticipated expenses from the Airport Promotional reserve. As well, it is expected that the City of Salmon Arm will cover the additional liability insurance costs. As in the past, the city will receive 25% of the gate receipts and the return of any unused funding.

Although not yet confirmed, the AAD is expected to be held in partnership with the Salmon Arm Fire Department and Shuswap Emergency Preparedness. Their displays and participation in 2018 were responsible for making the event the huge success that it was. Our budget estimate is larger for 2022 as it is expected that costs for air show performers as well as all other costs will have gone up considerably.

It is hoped that our attached budget proposal, in the amount of $19,575 be given favourable consideration. Should you require additional information, do not hesitate to contact the undersigned at any time.

Sincerely,

T.P. (Tim) Auger
President
H - 250-833-5880
C – 250-515-0378
Email: tpauger@telus.net

AIRPORT APPRECIATION DAY 2022
Budget Proposal

AIR EVENT		Budget
Airshow Performers	$	8,000.00
Fuel for all aircraft	$	3,000.00
Smoke Oil for all aircraft	$	750.00
Accommodation	$	800.00
Rental Car	$	400.00
ADVERTISING - PR		
Radio	$	500.00
Posters	$	1,000.00
Transportation of Bleachers	$	500.00
Newspaper Advertising	$	200.00
Programs	$	300.00
Videographer	$	500.00
SECURITY AND CONTINGENCY		
T-Shirts, Hats, Security Ident, etc.	$	1,000.00
MISCELLANEOUS		
Portable Toilets	$	900.00
PA System	$	175.00
Transport Canada Fee - Special Flight Operations	$	50.00
Garbage Bags, Cleaning Supplies,Flagging Tape, etc	$	100.00
Tent Rental (Included an extension to the main tent)	$	1,400.00
Totals	$	19,575.00

Item 9.10

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor

Seconded: Councillor

THAT: the Engineering Services Contract for the Ross Street Underpass Real-time Survey Monitoring Services be awarded to RF Binnie & Associates Ltd. in the amount of $430,785.00 plus taxes as applicable;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of the additional Engineering Services relative to Project No. ENG2019-36 to authorize the sole sourcing of same to RF Binnie & Associates Ltd.

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF SALMON ARM

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

File: ENG2019-36

TO: His Worship mayor Harrison and Members of Council

FROM: Rob Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Jenn Wilson, City Engineer

DATE: September 21, 2021

SUBJECT: **AWARD FOR ROSS STREET UNDERPASS REAL-TIME AUTOMATED MONITORING SYSTEM**

RECOMMENDATION:

THAT: **The Engineering Services Contract for the Ross Street Underpass Real-time Survey Monitoring Services be awarded to RF Binnie & Associates Ltd. in the amount of $430,785.00 plus taxes as applicable.**

AND THAT: **The City's Purchasing Policy No. 7.13 be waived in procurement of the additional Engineering Services relative to Project No. ENG2019-36 to authorize the sole sourcing of same to RF Binnie & Associates Ltd.**

BACKGROUND:

RF Binnie & Associated Ltd. (Binnie) have been working for the City on the Ross Street Underpass project and have advanced the project through to the Construction Phase. During construction the Canadian Pacific Railway (CPR) tracks require careful monitoring for settlement. Once settlement reaches certain levels, the tracks are reset to ensure safe and consistent rail operations. Ensuring safe rail operations through the construction area is paramount to mitigating the project risk.

Binnie provided a proposal on January 25, 2021 for the Contract Administration Services required to advance the project from conclusion of the tender period (Phase 2.6) through to the conclusion of construction including record services (Phase 3).

Through discussions with the railway sub-consultants (Hatch) and CPR, Real-time Automated Monitoring System (RAMS) was recommended as the most effective and efficient method. Binnie's proposal notes that RAMS uses an Automated Motorized Total Station to monitor the tracks in real-time:

- The AMTS measures angels and distances to prism, which are fixed to critical points on the tracks
- The controller remotely manages and controls the AMTS.

- The software calculates the differences between the current and baseline coordinates and provides the magnitude and direction of the track movement.
- The track movement will be automatically input into the defect monitoring and alerts spreadsheet developed by Hatch and any occurrence of an alert would trigger an immediate alarm e-mail to CP Rail and the Project Team.

STAFF COMMENTS

The RAMS system provided CPR confidence in the monitoring and safety of the project. Staff have reviewed the cost and it appears comparable to full time survey monitoring with a survey crew taking into account per diem and flagging requirements. The automation removes the risk of a surveyor physically accessing the railway right-of-way and provides a high confidence level for safety.

The overall cost for the Real-time Automated Monitoring System is contained within the amended project budget for engineering services.

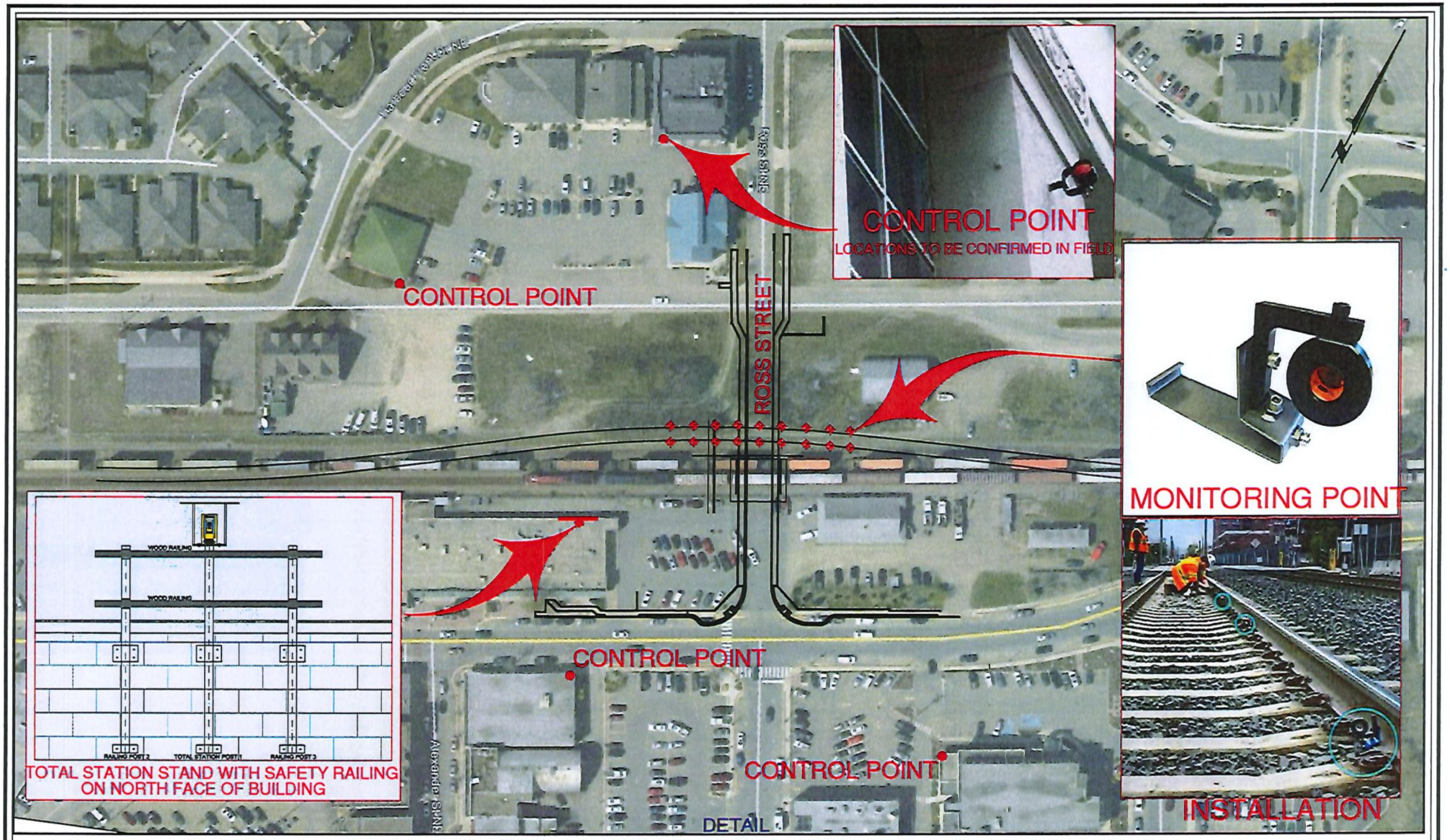
Staff have thoroughly reviewed the proposal and above fees and recommend award of the Real-time Automated Monitoring System for the Ross Street Underpass to RF Binnie & Associates Ltd. in the amount of $430,785.00 plus taxes as applicable.

Respectfully submitted,

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

cc Chelsea Van De Cappelle, Chief Financial Officer

X:\Operations Dept\Engineering Services\5220-CAPITAL\2019\2019-36 RSU\4.0 Tender\HWM Memo - RSU Award of Realtime Survey Monitoring.docx



BINNIE
The people behind your infrastructure.

R.F. BINNIE & ASSOCIATES LTD.
300 - 4940 Canada Way,
Burnaby, BC V5G 4M5
TEL 604 436 3721
BINNIE.com

ROSS STREET -SURVEY MONITORING FOR CONSTRUCTION
COVER SHEET

FIG. 1

Item 9.11

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor

Seconded: Councillor

THAT: Council extend the Janitorial Services Contract for the RCMP Facility to Salmon Arm Janitorial Ltd. at the quote price of $27,271.94 plus taxes as applicable, for the period of January 1, 2022 to December 31, 2022 and authorize the Mayor and Corporate Officer to execute the contract for same.

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF
SALMON ARM

TO:	Mayor Harrison & Members of Council
DATE:	September 14, 2021
FROM:	Erin Jackson, Director of Corporate Services
PREPARED BY:	Caylee Simmons, Executive Assistant
SUBJECT:	Janitorial Services Contract Renewal for RCMP Facility

MOTION FOR CONSIDERATON:

THAT: Council extend the Janitorial Services Contract for the RCMP Facility to Salmon Arm Janitorial Ltd. at the quote price of $27,271.94 plus taxes as applicable, for the period of January 1, 2022 to December 31, 2022 and authorize the Mayor and Corporate Officer to execute the contract for same.

BACKGROUND:

The current janitorial contract for the RCMP Facility expires December 31, 2021.

The City entered in to a three (3) year contract with Salmon Arm Janitorial Ltd. in January 2017 for RCMP Facility janitorial services. The contract included an option to renew for an additional two (2) years. The contact was extended in 2021 with a five percent increase due to staff wage increases and the cost of personal protection equipment.

During the term of the contract the City has been satisfied with the services provided.

Staff negotiated with Salmon Arm Janitorial Ltd. and have agree on a two percent increase from the 2021 rates for an additional one (1) year term. The total increase of $534.74 can be accommodated within the 2022 budget.

Should Council agree to the one (1) year extension, there will be no further opportunities to extend the contract.

Erin Jackson
Director of Corporate Services

cc: C. Van de Cappelle, Chief Financial Officer

Item 9.12

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor

Seconded: Councillor

THAT: the Mayor and Corporate Officer be authorized to execute the Pound Services Agreement with the City of Enderby for a three (3) year term from January 1, 2022 to December 31, 2024 for $1,546.78 + BC CPI per year.

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF
SALMON ARM

TO:	Mayor Harrison & Members of Council
DATE:	September 22, 2021
FROM:	Erin Jackson, Director of Corporate Services
PREPARED BY:	Caylee Simmons, Executive Assistant
SUBJECT:	Pound Services Agreement

MOTION FOR CONSIDERATON:

THAT: the Mayor and Corporate Officer be authorized to execute the Pound Services Agreement with the City of Enderby for a three (3) year term from January 1, 2022 to December 31, 2024 for $1,546.78 + BC CPI per year.

BACKGROUND:

The City of Salmon Arm entered in to a three (3) year contract with the City of Enderby in 2019 for the use of their pound facility for $1,500.00 per year plus the cost of caring for impounded dogs. The current animal control contractor works with the City of Enderby to impound and release dogs to their owners from the facility.

Staff negotiated with Salmon Arm the City of Enderby for the renewal of the contract. The City of Enderby agreed to a three (3) year term at a rate of $1,576.78 + BC CPI per year plus the cost of caring for impounded dogs.

During the term of the contract the City has been satisfied with the services provided.

Erin Jackson
Director of Corporate Services

cc: C. Van de Cappelle, Chief Financial Officer

Item 10.1

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4475 be read a first and second time.

[ZON-1217; Browne Johnson Land Surveyors/Appeldoorn Developments Ltd.; 1640 10 Street SE; R-1 to R-8]

Vote Record

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

Opposed:

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

CITY OF
SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: September 13, 2021

Subject: Zoning Bylaw Amendment Application No. 1217

Legal:	Lot 9, Section 12, Township 20, Range 10, W6M, KDYD, Plan 782 Except Plans 10716, 12873, 21504 and EPP53854
Civic Address:	1640 10 Street SE
Owner:	Appeldoorn Developments Ltd.
Applicant:	Browne Johnson Land Surveyors

STAFF RECOMMENDATION

THAT: **A Bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 9, Section 12, Township 20, Range 10, W6M, KDYD, Plan 782 Except Plans 10716, 12873, 21504 and EPP53854 from R1 (Single Family Residential Zone) to R8 (Residential Suite Zone).**

PROPOSAL

The subject parcel is located at 1640 10 Street SE (Appendices 1 and 2). The proposal is to develop the parcel into 16 residential lots. The applicant is requesting to rezone the property from R1 (Single Family Residential) to R8 (Residential Suite Zone) as part of this proposal. Site photos attached as Appendix 3.

BACKGROUND

This parcel is designated Low Density Residential (LDR) in the City's Official Community Plan (OCP), and zoned Single Family Residential (R1) in the Zoning Bylaw (Appendices 4 & 5). The subject parcel is located within the Urban Containment Boundary (UCB) in the Hillcrest neighbourhood consisting largely of developed single-family residential properties.

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

North:	Single Family/Suite Residential	Zoned R1 and R8
South:	Single Family/Suite Residential	Zoned R1 and R8
East:	Unconstructed road – 10 m wide and Single Family Residential	Zoned R1
West:	Future Single Family/Suite Residential	Zoned R8

The subject property is approximately 2 ha (4.9 ac) in area and currently contains a residence. The subdivision application (SUB 21.16) proposes to subdivide the property into 16 residential lots ranging in size from 812.4 m^2 to 1,367.1 m^2 (see Subdivision Plan attached as Appendix 6).

A *secondary suite* can be no larger than 40% of the habitable floor space of a building, to a maximum size of 90 m^2 (968.8 ft^2). A *detached suite* also cannot be larger than 90 m^2.

Compliance with BC Building Code and Zoning Bylaw regulations would be assessed on a case by case basis at the building permit stage for any proposed *secondary suite* or *detached suite* on these properties (see Appendix 7 attached for R8 zoning regulations).

COMMENTS

Engineering Department

No concerns with rezoning. On and offsite servicing requirements are presently under review associated with Subdivision Application No. 21.16.

Building Department

Geotechnical review required. No other 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.

The OCP also proposes a greenway on either side of the subject property. Staff note that pedestrian access through the proposed subdivision will be a requirement at the subdivision stage so this may affect lot configuration slightly by reducing the buildable area of one or two lots. Walkway access will be required through one of the proposed lots along the cul-de-sac and confirmed during the preliminary layout review process.

Based only on lot areas shown on the proposed subdivision plan, all lots would be large enough to accommodate a *detached suite* and there is no minimum lot area requirement for *secondary suites*. Further analysis would be required for lots fronting the proposed cul-de-sac (lots 11 to 14) to determine if they would meet the minimum parcel width required for a *detached suite*. Staff note that the required walkway access mentioned above may slightly reduce the parcel width and area of one or more of these proposed lots as it is likely required between two lots adjacent to the cul-de-sac.

For any proposed lot that did apply for a building permit for either a *secondary suite* or *detached suite*, an additional parking space would need to be provided (two for the single family dwelling and one for the suite). Based on parcel area, it does appear that these lots would be large enough to account for this but this would be confirmed at time of building permit if suites were proposed on individual lots.

As gentle step towards of densification in the LDR designated areas, staff supports this application and encourages R8 zoning in new single-family residential subdivisions. The proposal would be consistent with recent and past rezonings in the neighbourhood.

Finally, Council is considering the proposed land use and density of the subject property. Consideration of the subdivision layout and requirements are a separate application and process.

Kevin Pearson, MCIP, RPP
Director of Development Services

APPENDIX 1


Location Map
15 AVE SE
12 ST SE
13 ST SE
10 ST SE
17 AVE SE
19 AVE SE
10 ST SE
13 ST SE
N
0
30
60
120
180
240
Meters
Subject Property
Parcels

APPENDIX 2


Subject Property
1190
1660
1664
1670
1081
1121
1141
1161
1181
1180
17 AVE. SE
N
0
15
30
60
90
120
Meters
Subject Property
Parcels



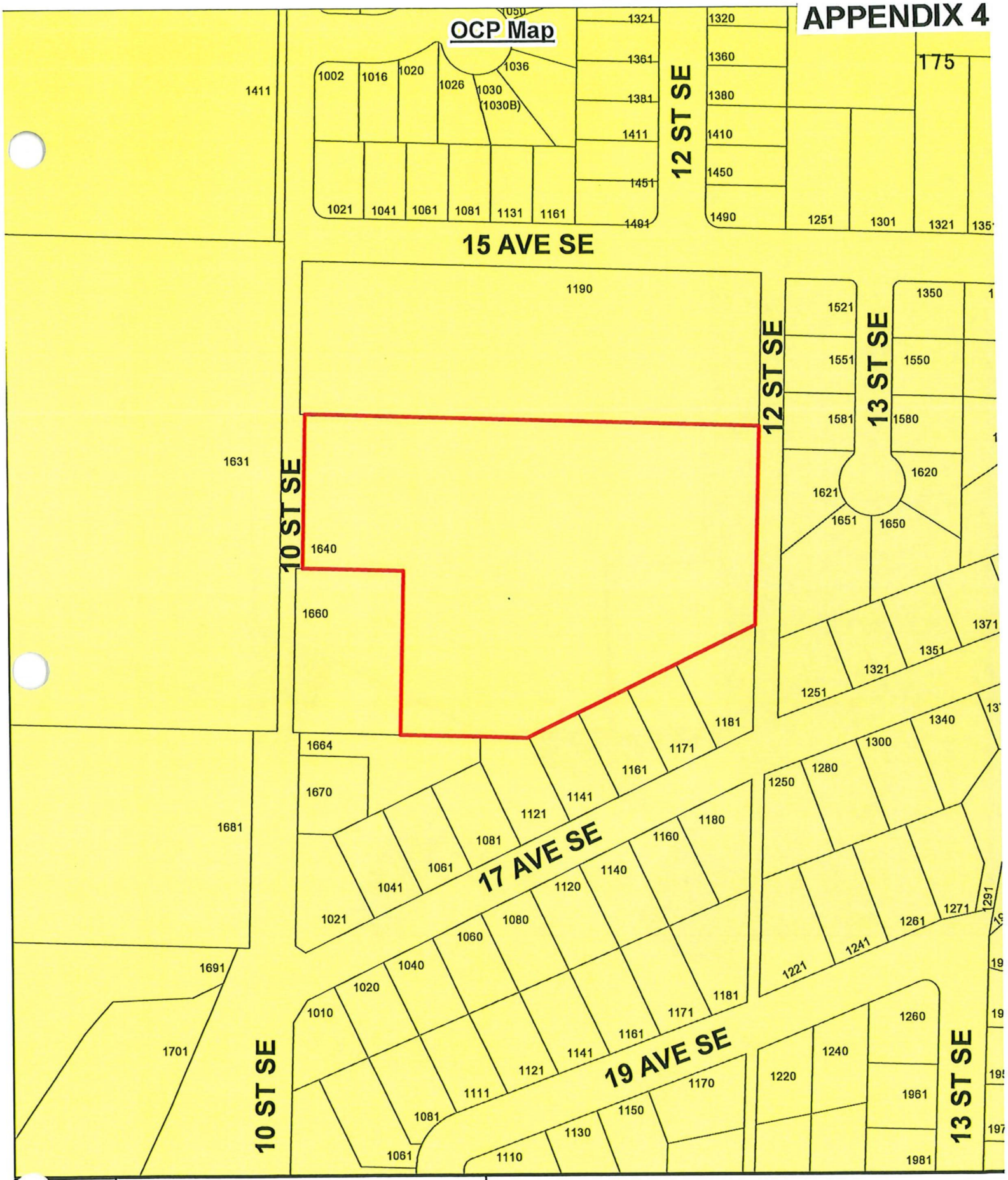
1640 10 Street SE facing east

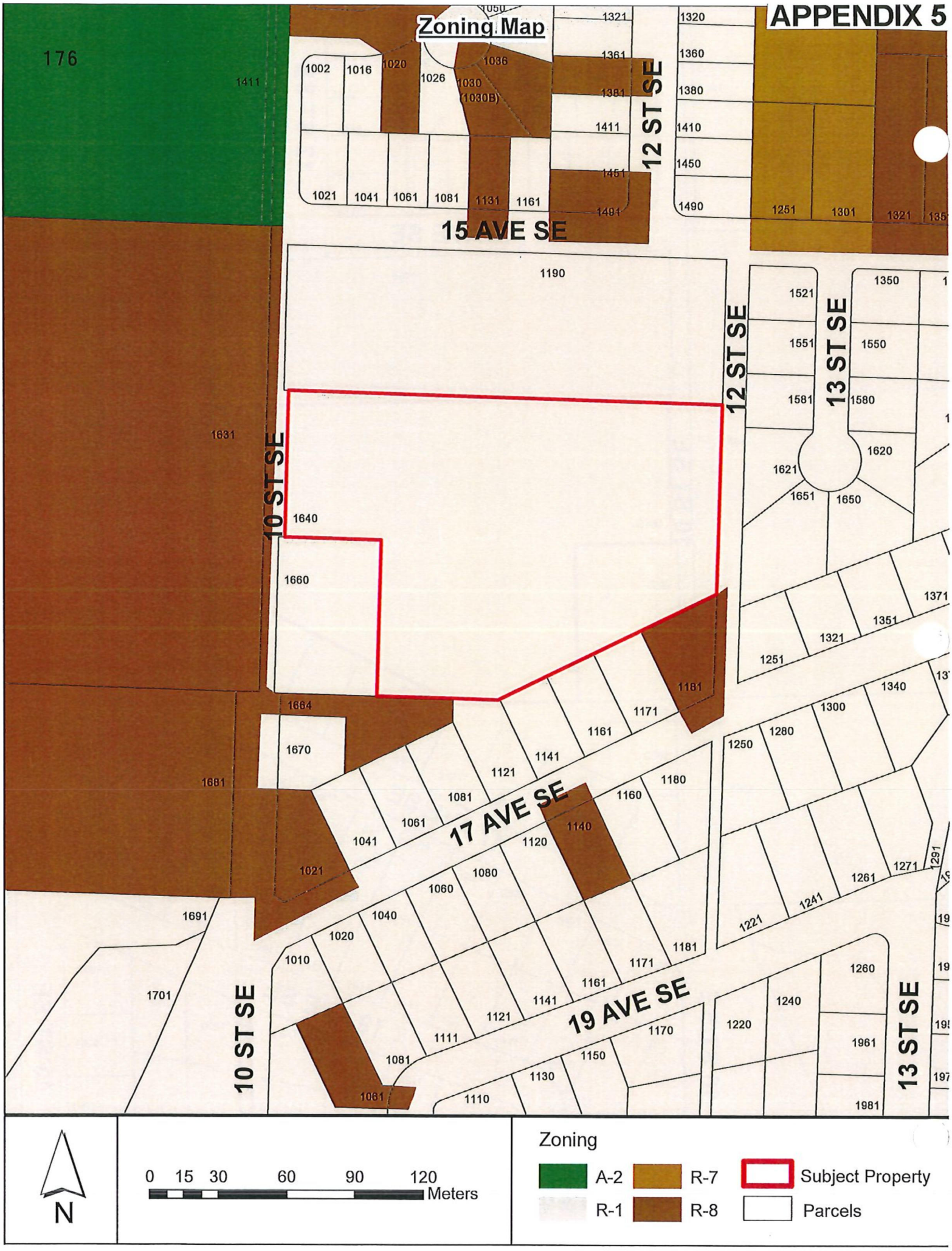


1640 10 Street SE facing northeast

APPENDIX 4

OCP Map




APPENDIX 5
Zoning Map
176
1411
1002
1016
1020
1026
1030
(1030B)
1036
1050
1321
1361
1381
1411
1451
1491
1320
1360
1380
1410
1450
1490
12 ST SE
15 AVE SE
1021
1041
1061
1081
1131
1161
1251
1301
1321
1190
1631
10 ST SE
1640
1660
1664
1670
1681
1691
1701
1521
1551
1581
1621
1651
1350
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1580
1620
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13 ST SE
1371
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1141
1121
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1061
1041
1021
17 AVE SE
1180
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1140
1120
1080
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1020
1010
1340
1300
1280
1250
1271
1261
1241
1221
1291
1260
1240
1220
1961
1981
1170
1150
1130
1111
1110
19 AVE SE
N
0 15 30 60 90 120
Meters
Zoning
A-2
R-1
R-7
R-8
Subject Property
Parcels

Sketch Plan of Proposed Subdivision of Lot 9, Sec 12, Tp 20, Rge 10, W6M, KDYD, Plan782

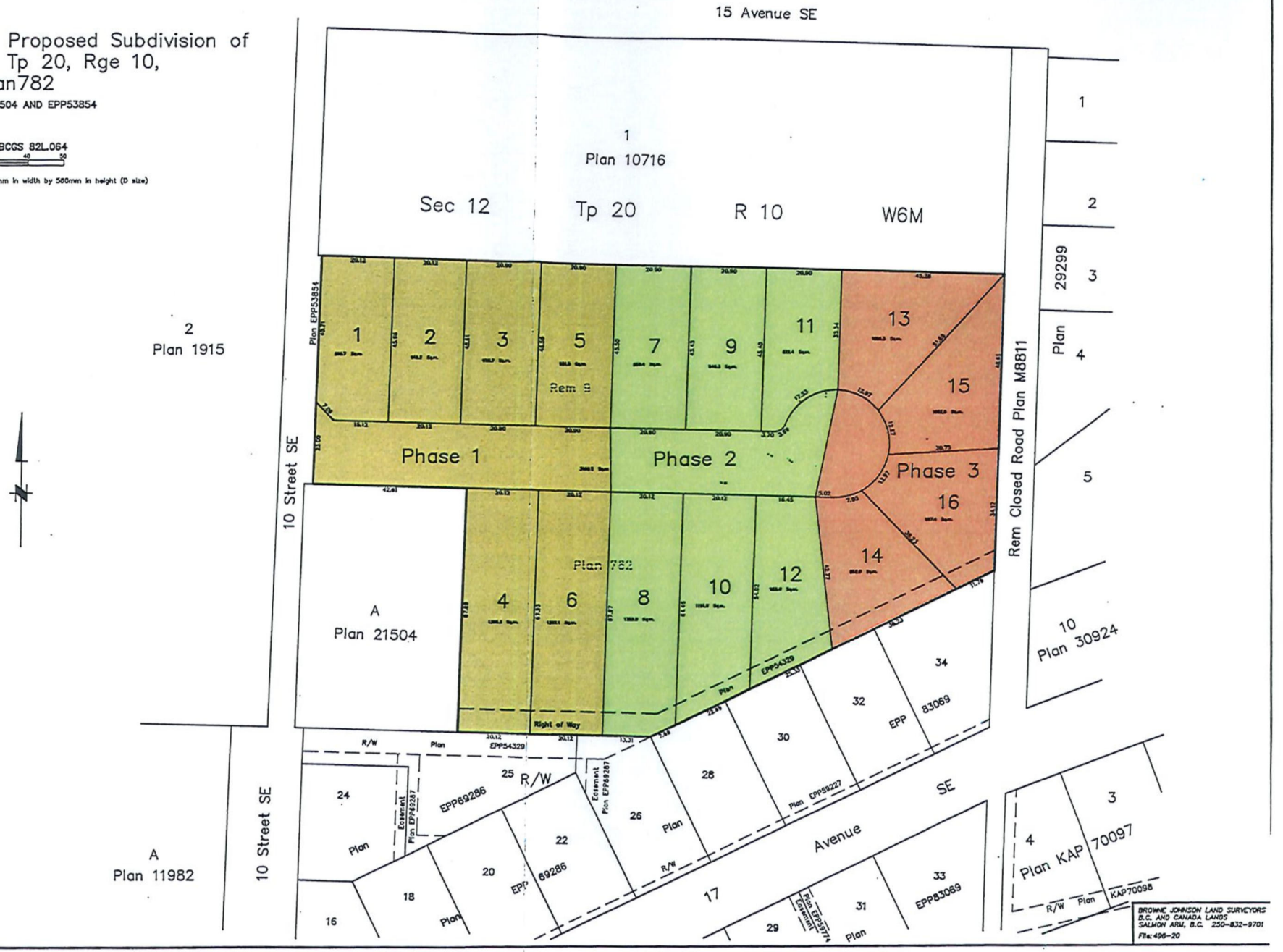
Except Plans 10716, 12873, 21504 AND EPP53854

Scale 1:500 BCGS 82L.064

10 5 0 10 20 30 40 50

All distances are in metres.

The intended plot size of this plan is 864mm in width by 560mm in height (D size) when plotted at a scale of 1:500



BROWNE JOHNSON LAND SURVEYORS
B.C. AND CANADA LANDS
SALMON ARM, B.C. 250-832-9701
File: 496-20

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

178 **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)

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.

CITY OF SALMON ARM

BYLAW NO. 4475

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on at the hour of 7:00 p.m. was published in the and , 2021 issues of the Salmon Arm Observer;

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

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

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

   Rezone Lot 9, Section 12, Township 20, Range 10, W6M, KDYD, Plan 782 Except Plans 10716, 12873, 21504 and EPP53854 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

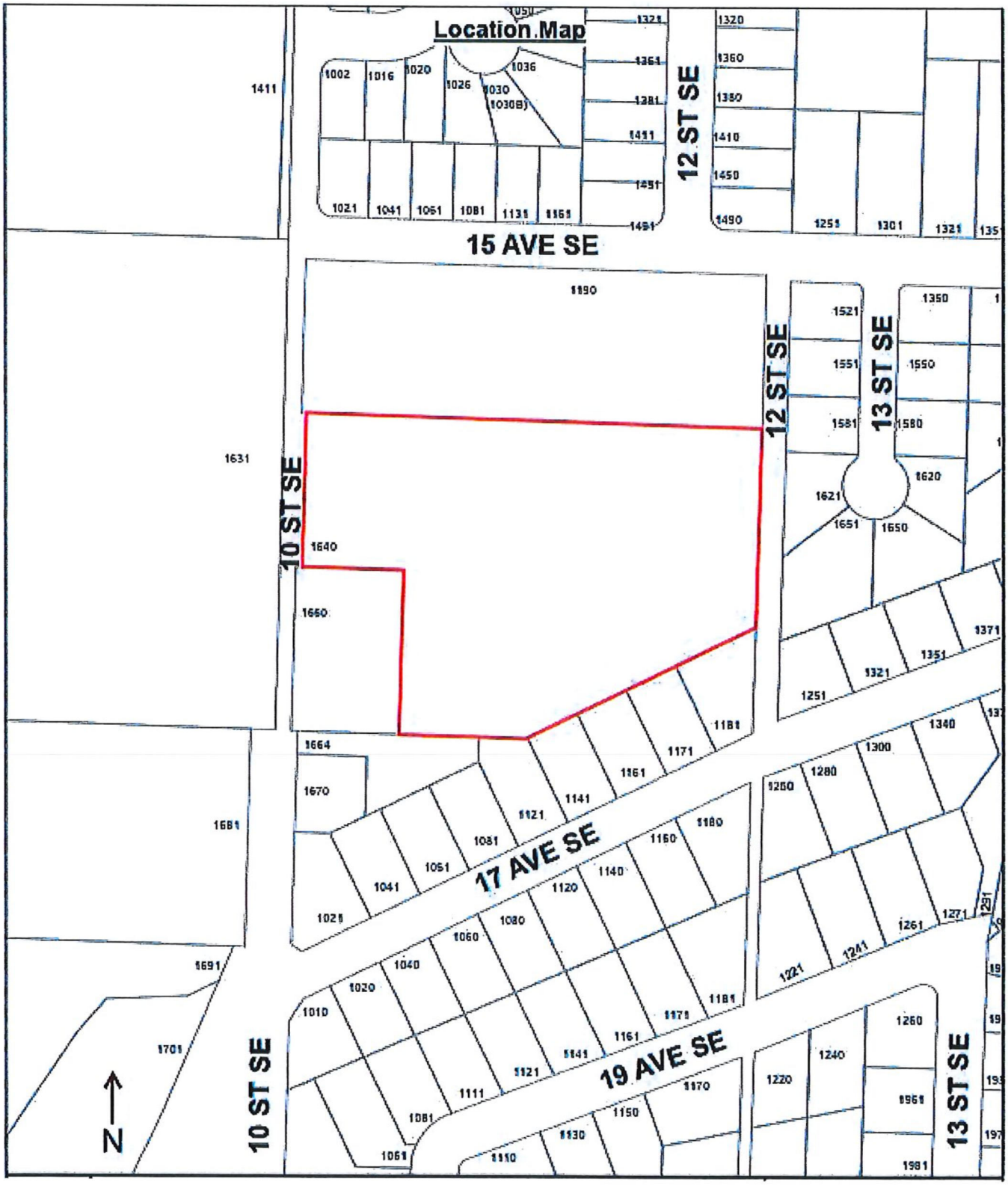
This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4475"**

READ A FIRST TIME THIS	DAY OF	2021
READ A SECOND TIME THIS	DAY OF	2021
READ A THIRD TIME THIS	DAY OF	2021
ADOPTED BY COUNCIL THIS	DAY OF	2021

_____
MAYOR

_____
CORPORATE OFFICER

SCHEDULE "A"


Location Map
15 AVE SE
17 AVE SE
19 AVE SE
10 ST SE
12 ST SE
13 ST SE
N

Item 11.1

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4462 be read a final time.

[ZON-1211; LeFloch, C. and Sinopoli, R.; 1080 12 Street SE; R7 to R8]

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF
SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: May 18, 2021

Subject: Zoning Bylaw Amendment Application No. 1211

Legal: Lot 3, Section 12, Township 20, Range 10, W6M, KDYD, Plan 14114
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 14114 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 m^2) 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 m^2 (1,924 ft^2), meaning a maximum suite area of 71.5 m^2 (769.6 ft^2) is permitted. The applicant is proposing a suite 49.5 m^2 (532.3 ft^2) in size so this would be well within the permitted footprint for a *secondary suite.*

COMMENTS

Engineering 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.

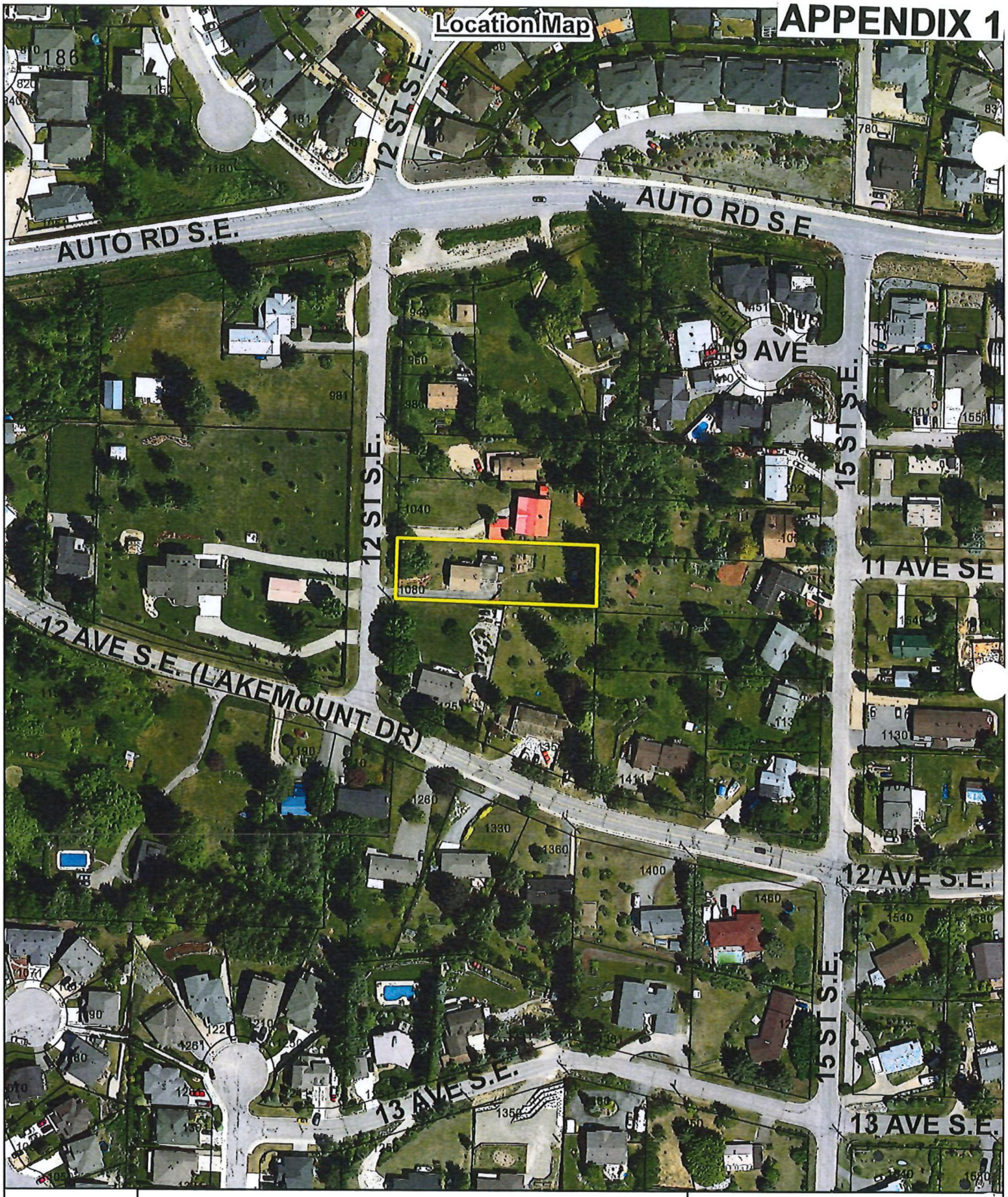
Three parking spaces will be required for all uses on this property (two for the existing single family dwelling and one for the proposed *secondary suite*). Staff feel that adequate parking can easily be provided on site given that the property already has a long paved driveway and garage. The applicant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

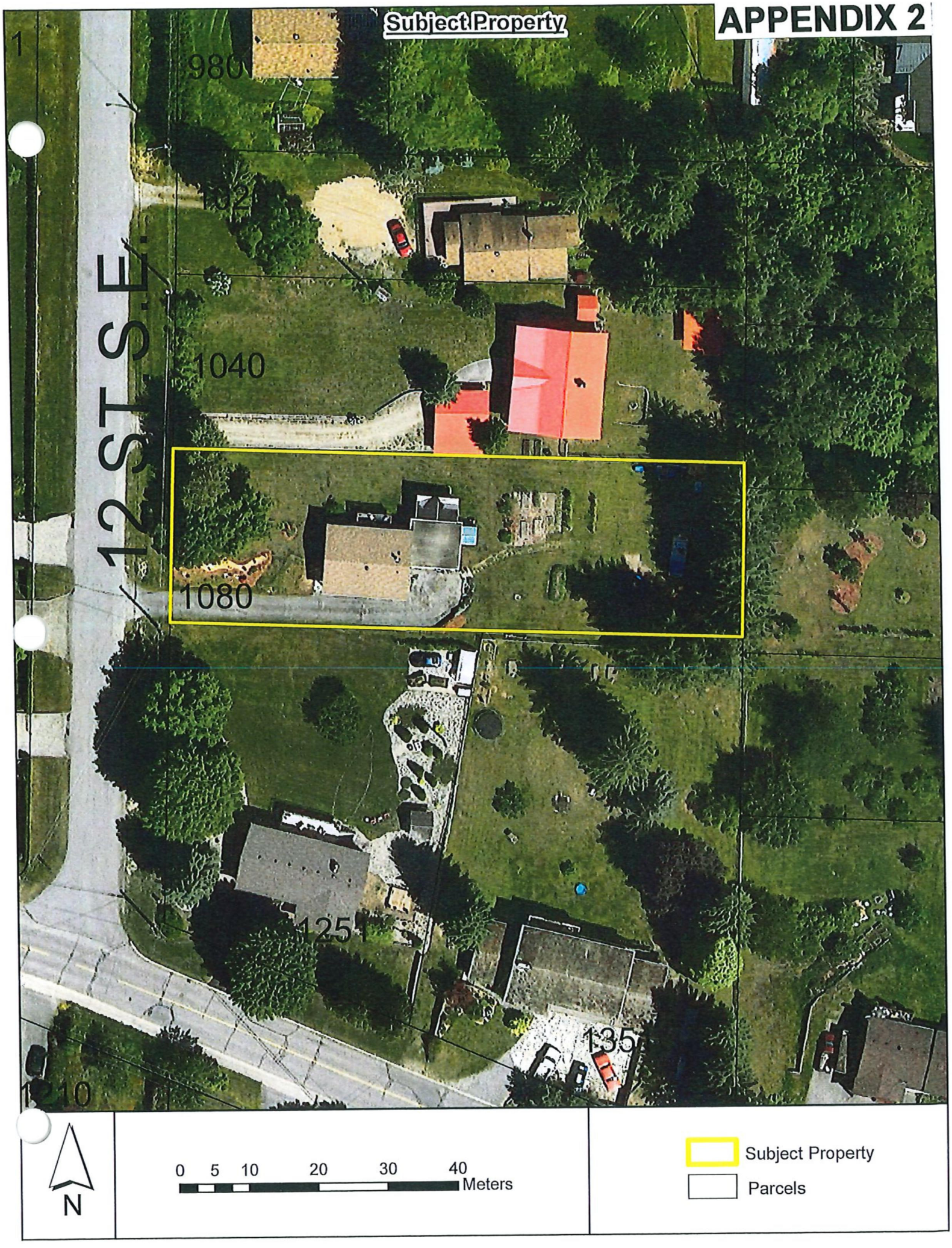
This property is well suited for a *secondary suite* given its size and location. Subject to compliance with the BC Building Code, staff are in support of this rezoning application.

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


Location Map
APPENDIX 1
AUTO RD S.E.
AUTO RD S.E.
12 ST S.E.
9 AVE
15 ST S.E.
12 ST S.E.
11 AVE SE
12 AVE S.E. (LAKEMOUNT DR)
12 AVE S.E.
15 ST S.E.
13 AVE S.E.
13 AVE S.E.
1080
N
0 20 40 80 120 160
Meters
Subject Property
Parcels


Subject Property
APPENDIX 2
12 ST S.E.
980
1040
1080
1251
135
1210
N
0 5 10 20 30 40
Meters
Subject Property
Parcels

APPENDIX 3

BROWNE JOHNSON Land Surveyors

BRITISH COLUMBIA AND CANADA LANDS
Box 352, Salmon Arm, B.C. V1E 4N5
250-832-9701 | officeBrowneJohnson.com

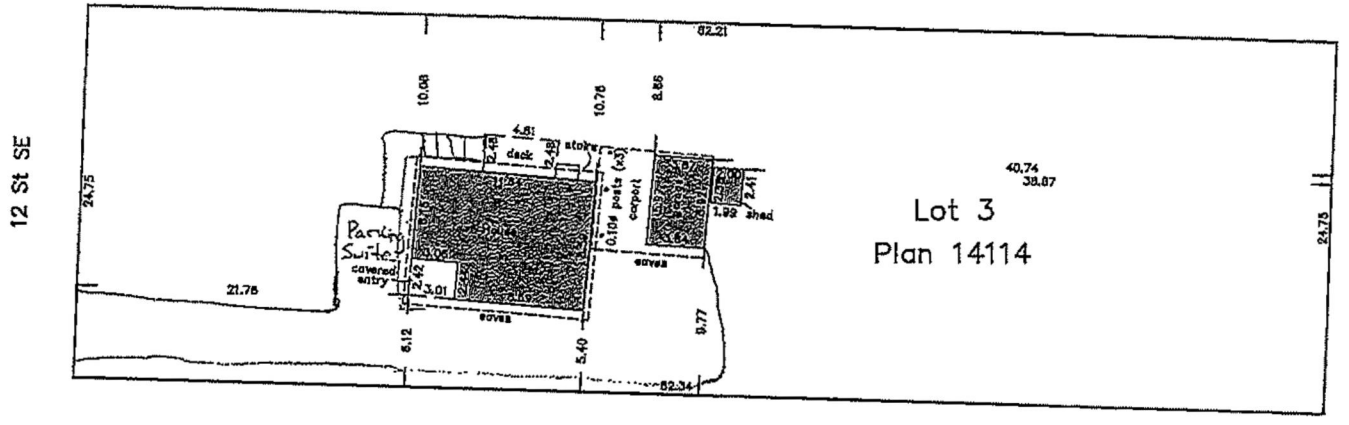
BC LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE

To: Christine LeFloch
1080 12 St SE,
Salmon Arm, BC

Re: Lot 3, Sec 12, Tp 20, Rge 10, W6M, KDYD, 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 improvements:
none



N

Scale 1:250

5 0 5 10 15 20 25

All distances are in metres.
Dimensions derived from Plan 14114

Offsets from property line to building are measured from the finished material (stucco/siding).

The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.

This plan was prepared for inspection purposes and is for the exclusive use of our client. This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property boundaries.

This building location certificate has been prepared in accordance with the Professional Reference Manual and is certified correct this 9th day of April, 2021.

Nicole Bird BTKBAK
Digitally signed by Nicole Bird BTKBAK
Date: 2021.04.13 14:44:45 -07'00'

BCLS

COPYRIGHT © BROWNE JOHNSON 2021 LAND SURVEYORS

All rights reserved. No person may copy, reproduce, transmit or alter this document in whole or in part without the prior written consent of BROWNE JOHNSON LAND SURVEYORS.

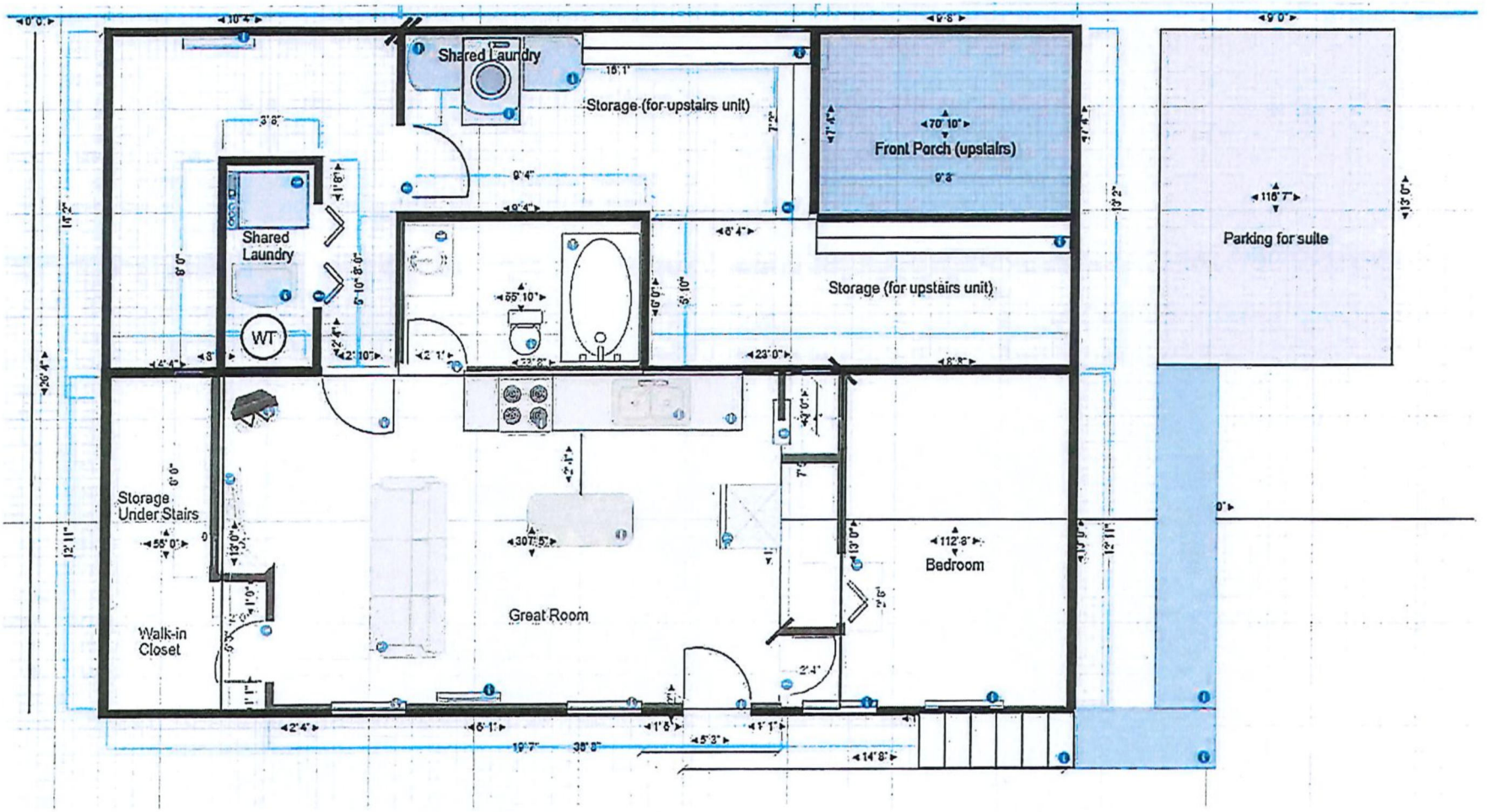
THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY or DIGITALLY SIGNED.

Our File: 138-21 File: 138-21.row

APPENDIX 4

1080 12 St. SE
Basement Remodel (suite)

April 25, 2021



Floor Area of suite = 532.25 ft^2
Floor Area of house = 1924 ft^2

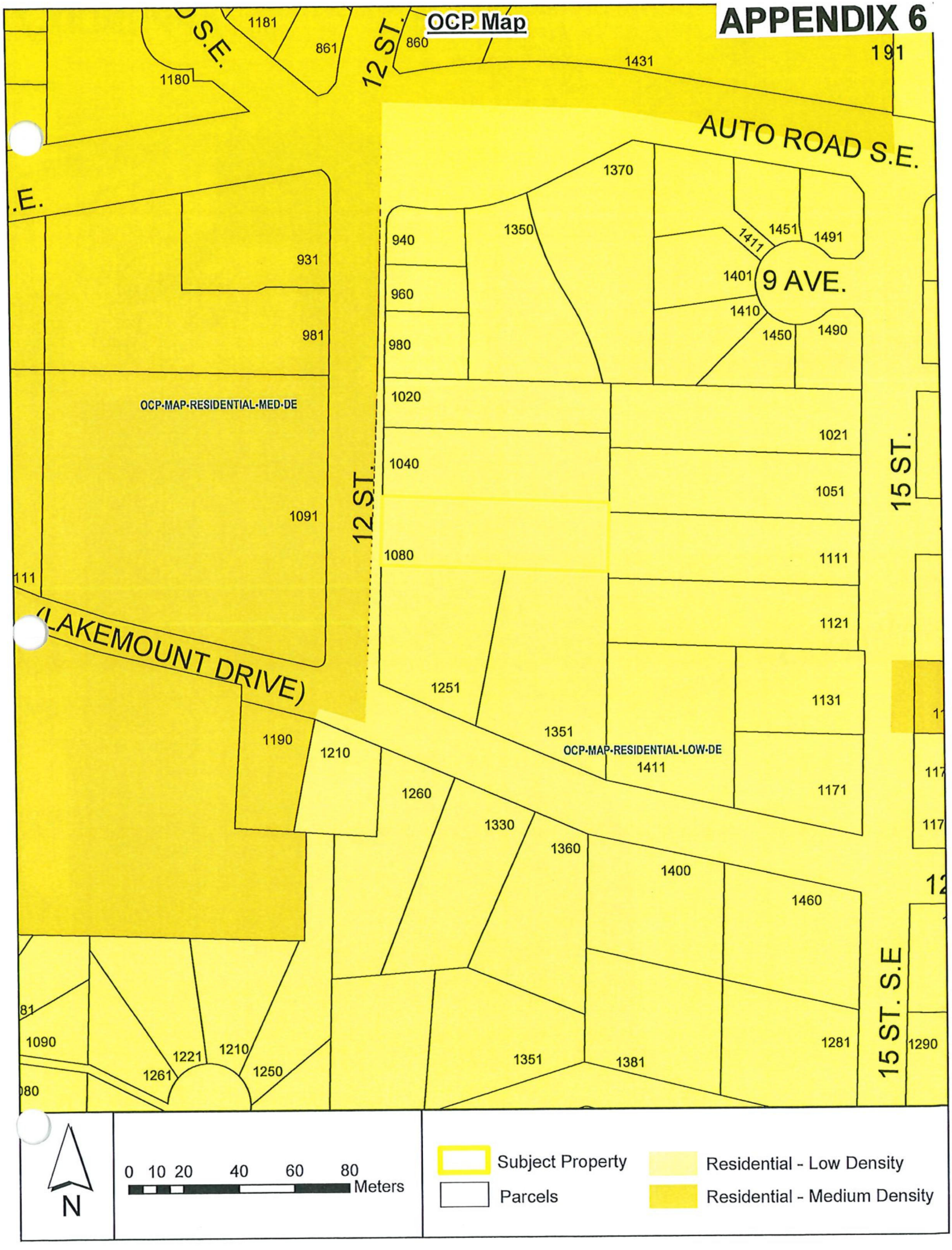
APPENDIX 5

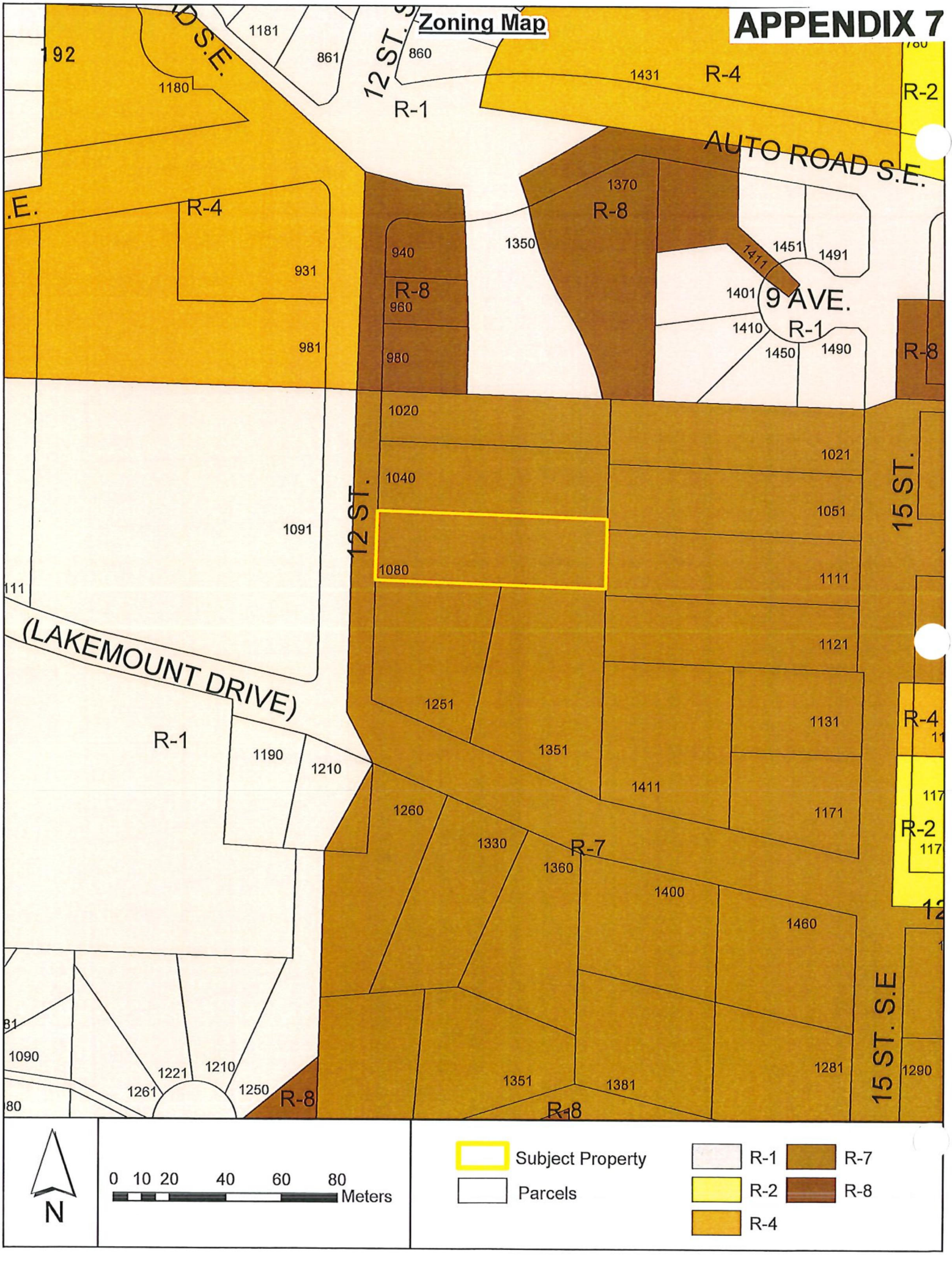


Property facing east



Property facing southeast


OCP Map
APPENDIX 6
AUTO ROAD S.E.
9 AVE.
12 ST.
15 ST.
15 ST. S.E
(LAKEMOUNT DRIVE)
OCP·MAP·RESIDENTIAL·MED·DE
OCP·MAP·RESIDENTIAL·LOW·DE
1181
861
860
1431
191
1180
1370
1350
940
960
980
931
981
1091
1411
1451
1491
1401
1410
1450
1490
1020
1021
1040
1051
1080
1111
1121
1251
1131
1351
1411
1171
1190
1210
1260
1330
1360
1400
1460
1090
1221
1210
1261
1250
1351
1381
1281
1290
0 10 20 40 60 80
Meters
N
Subject Property
Parcels
Residential - Low Density
Residential - Medium Density


Zoning Map
APPENDIX 7
AUTO ROAD S.E.
9 AVE.
12 ST.
15 ST.
15 ST. S.E
(LAKEMOUNT DRIVE)
R-1
R-2
R-4
R-7
R-8
1370
1350
1431
1451
1491
1411
1401
1410
1450
1490
940
960
980
931
981
1020
1040
1080
1091
1021
1051
1111
1121
1131
1251
1351
1411
1171
1190
1210
1260
1330
1360
1400
1460
1281
1290
1090
1221
1261
1250
1381
0 10 20 40 60 80 Meters
N
Subject Property
Parcels

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

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)

194

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.

23. STATUTORY PUBLIC HEARINGS

3. Zoning Amendment Application No. ZON-1211 [LeFloch, C. and Sinopoli, R.; 1080 12 Street SE; R7 to R8]

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

Submissions were called for at this time.

C. LeFloch, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed 8:15 at p.m. and the next item ensued.

CITY OF SALMON ARM

BYLAW NO. 4462

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm by electronic means as authorized by Ministerial Order M192, British Columbia, on June 28, 2021 at the hour of 7:00 p.m. was published in June 16 and 23 issues of the Salmon Arm Observer;

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

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

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

   Rezone Lot 3 Section 12, Township 20, Range 10, W6M, KDYD, Plan 14114 from R-7 Large Lot Single Family Residential Zone to R-8 Residential Suite Zone, attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

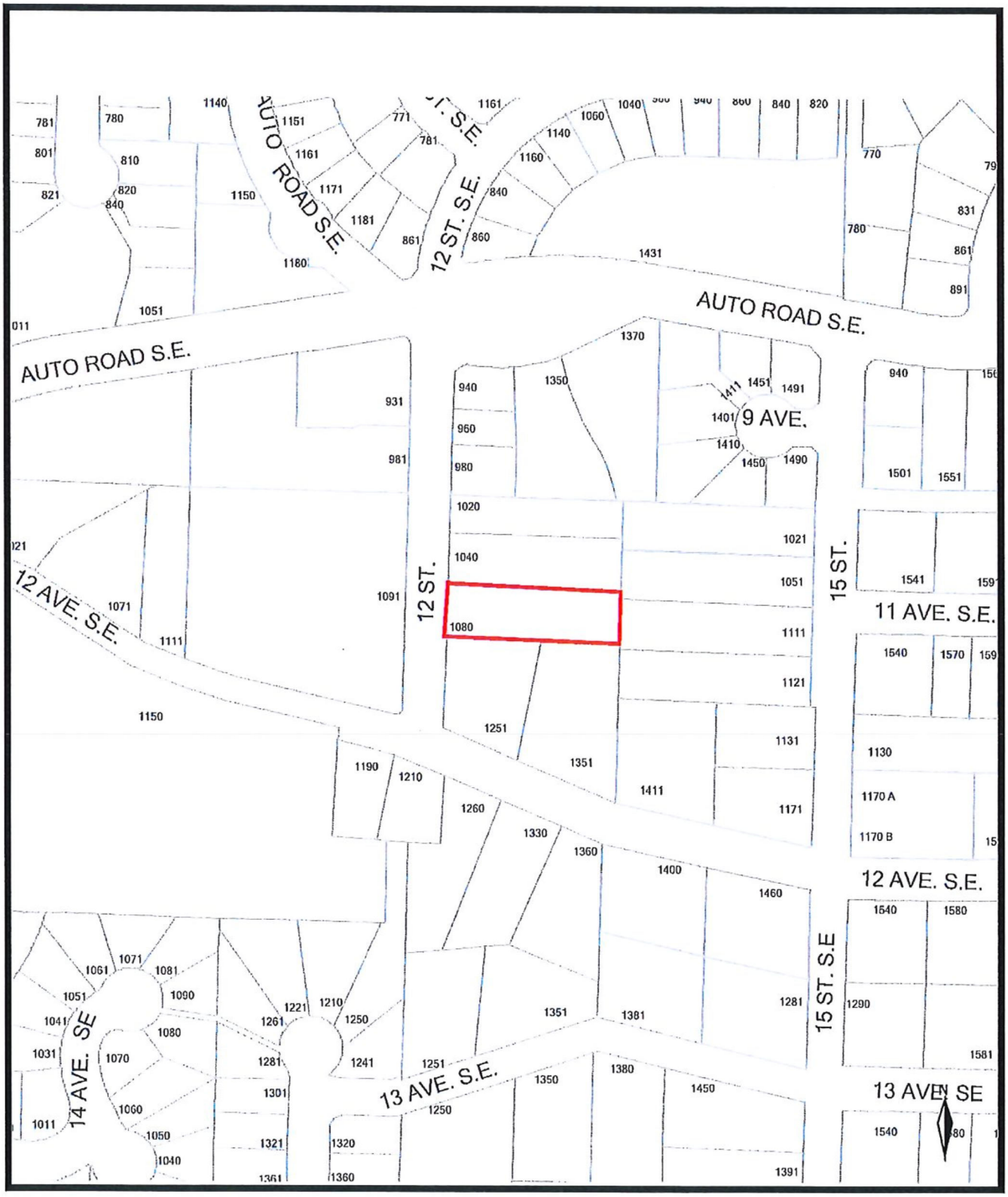
This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4462"**

READ A FIRST TIME THIS	14	DAY OF	June	2021
READ A SECOND TIME THIS	14	DAY OF	June	2021
READ A THIRD TIME THIS	28	DAY OF	June	2021
ADOPTED BY COUNCIL THIS		DAY OF		2021

_____
MAYOR

_____
CORPORATE OFFICER

SCHEDULE "A"


AUTO ROAD S.E.
12 ST. S.E.
AUTO ROAD S.E.
AUTO ROAD S.E.
9 AVE.
12 ST.
15 ST.
11 AVE. S.E.
12 AVE. S.E.
12 AVE. S.E.
13 AVE. S.E.
13 AVE SE
14 AVE. SE
15 ST. S.E

Item 11.2

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4406 be read a final time.

[ZON-1183; Edelweiss Properties Inc./TSL Developments; 700 30 Street NE; R-1 to R-4]

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF
SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: September 14, 2020

Subject: Zoning Bylaw Amendment Application No. 1183

Legal: Lot 2, Section 18, Township 20, Range 9, W6M, KDYD, Plan 26408, Except Plan 28836
Civic: 700 – 30 Street NE
Owner / Applicant: Edelweiss Properties Inc. / TSL Developments

MOTION FOR CONSIDERATION

THAT: A Bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 18, Township 20, Range 9, W6M, KDYD, Plan 26408, Except Plan 28836 from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone);

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

STAFF RECOMMENDATION

THAT: The Motion for Consideration be adopted;

AND FURTHER THAT: Should Council agree with the Engineering Department's recommendation for a Traffic Impact Assessment (TIA) – Page 2 of Appendix 7, the TIA be provided by the applicant / owner prior to the Public Hearing.

PROPOSAL

The subject parcel is located at 700 – 30 Street NE (Appendices 1 & 2). The proposal is to rezone the property from R-1, Single Family Residential Zone to R-4, Medium Density Residential Zone to facilitate the future construction of a multi-family residential development. The property currently contains a single family dwelling which is intended to be demolished for the proposed development, see site photos attached as Appendix 3.

BACKGROUND

The subject parcel is designated Medium Density Residential in the City's Official Community Plan (OCP) and is zoned R-1 (Single Family Residential) in the Zoning Bylaw as shown in Appendices 4 & 5 respectively. The property is located on 30 Street NE just south of the Trans Canada Highway. The property is surrounded by mixed land uses and include the following:

North: Single family residential, R-1
South: Shuswap Community Church and South Broadview School, P-3
East: Multi-family residential development, R-4
West Single family residential, R-1

The property is approximately 4,047 m² (1 acre) in size and has approximately 75 m (247 ft) of frontage along 30 Street NE and a depth of 54 m (176 ft). The size and width of the property can meet the required minimum size and width requirements of the R-4 zone. Although, the applicant has submitted a conceptual site plan, see Appendix 6, there are no definitive development plans at this time. Staff note to address form and character with drawings, the proposed development is subject to a future Development Permit Application and designed by a professional architect.

OCP POLICY

The subject property is designated Medium Density Residential in the OCP which supports R-4 zoning and is within Residential Development Area A, the highest priority area for development. The development is aligned with OCP policy 4.4.3 which encourages all growth to be sensitively integrated with neighbouring land uses. The subject property is within a neighbourhood mainly comprised of residential uses, including multi-family residential developments to the west and the east. The proposed zoning aligns with Section 8.2, Urban Residential Objectives and Section 8.3, Urban Residential Policies which includes providing a variety of housing types and densities to support compact and diverse communities. From a siting perspective, the proposal appears to conform to the OCP Siting Policies under Section 8.3.19, which includes good access to transportation routes, recreation and community services.

COMMENTS

Fire Department

No Fire Department concerns.

Building Department

No concerns with rezoning.

Engineering Department

Engineering report attached as Appendix 7. Please refer to recommendation for a Traffic Impact Assessment.

Ministry of Transportation and Infrastructure

The site is located within 800 m of the Trans Canada Highway and is therefore subject to Section 52 of the Transportation Act. The Ministry was sent a referral August 10, 2020, and the Ministry's interests are unaffected. Approval from the Ministry of Transportation and Infrastructure will be required prior to adoption of the bylaw.

Planning Department

The maximum density permitted in the R-4 zone is 40 units per hectare (16.2 units per acre). Based on the area of the property, 0.40 ha (1 ac), the maximum density permitted on the subject property is 16 units. Section 9.11.2 of the Zoning Bylaw outlines the provision for bonus density of up to 20 units with providing a special amenity. The conceptual site plan provided takes into consideration a bonus density as the plan illustrates 4 buildings, each building consisting of 5 units, totalling 20 units.

30 Street NE is designated as Urban Arterial Road in the OCP. Currently, 30 Street is constructed to an Interim Urban Arterial Road standard with a width of 20 meters. As the engineering report notes, no road dedication will be required at this time; however, a 2.5 metre wide statutory right of way will be required for the construction of a multi-use path. Other frontage upgrades may include, curb & gutter, underground distribution lines and street lighting in accordance with the Subdivision and Development Servicing Bylaw, Specification Drawing No. RD-4.

Generally speaking, the property is conducive for the development of a multi-family development as the surrounding land uses include similar multi-family residential developments, in addition to single family dwellings to the west and the east. North of the property leads to the Trans Canada Highway and a Highway Service Commercial area; south of the property leads to institutional uses, including churches, schools and parks.

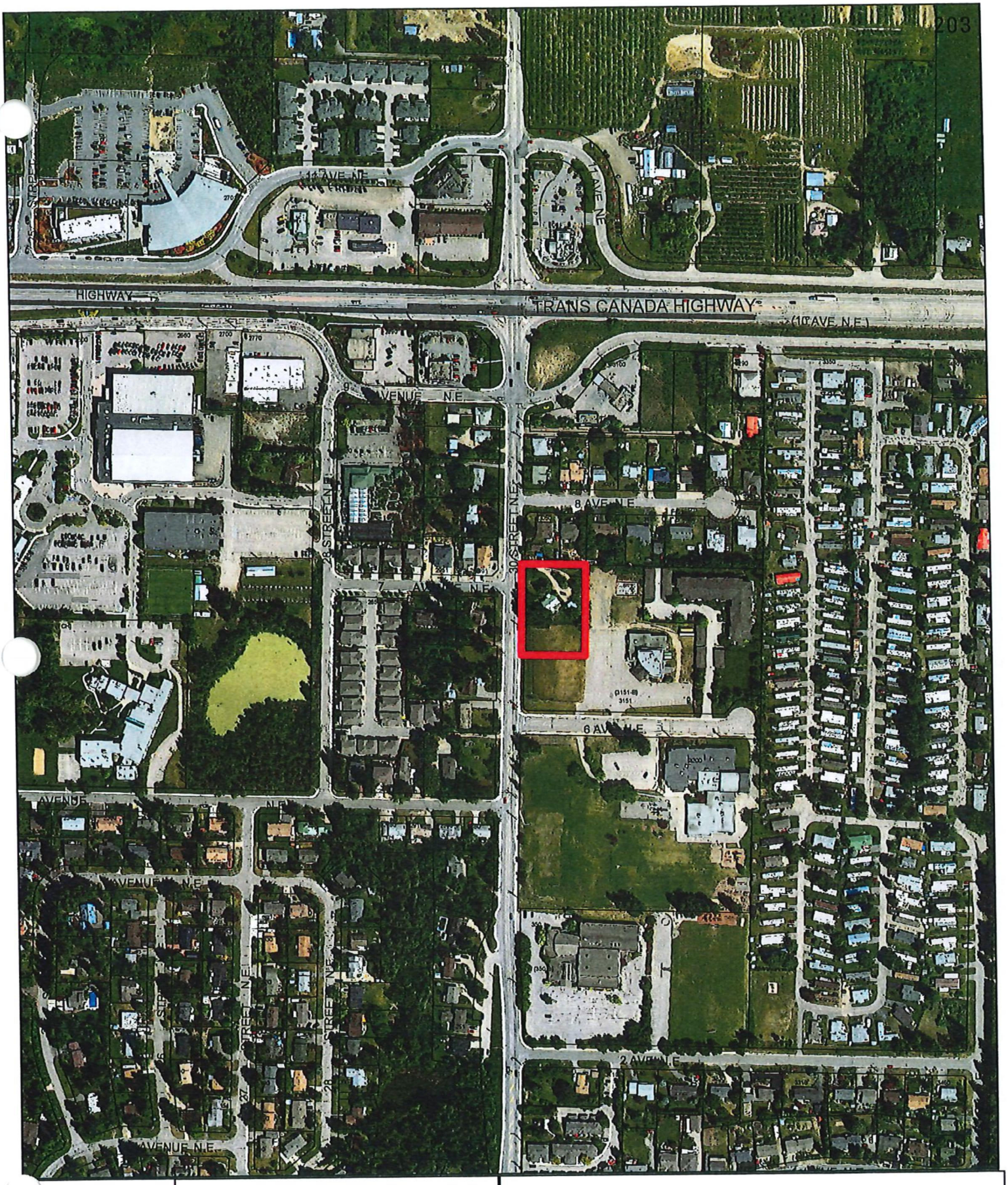
CONCLUSION

The proposal is to rezone the R-1 (Single Family Residential) property to R-4 (Medium Density Residential) to accommodate the future construction of a 20 unit multi-family development. The proposal is consistent with the Medium Density Residential designation and will complement the surrounding neighbourhood. Given the proximity of the subject property to the Trans Canada Highway and the nature of traffic along this area of 30 Street NE, Council may want to consider requiring, as a condition for rezoning, that the applicant to carry out a Traffic Impact Assessment (TIA). The proposed R-4 zoning is supported by the OCP and is recommended for approval by staff.

Prepared by: Denise Ackerman
Planner, Development Services

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

APPENDIX 1: Location Map



N

0 20 40 80 120 160 Meters

Subject Parcel

APPENDIX 2: Parcel View





View of property looking northeast.



View of property looking north.

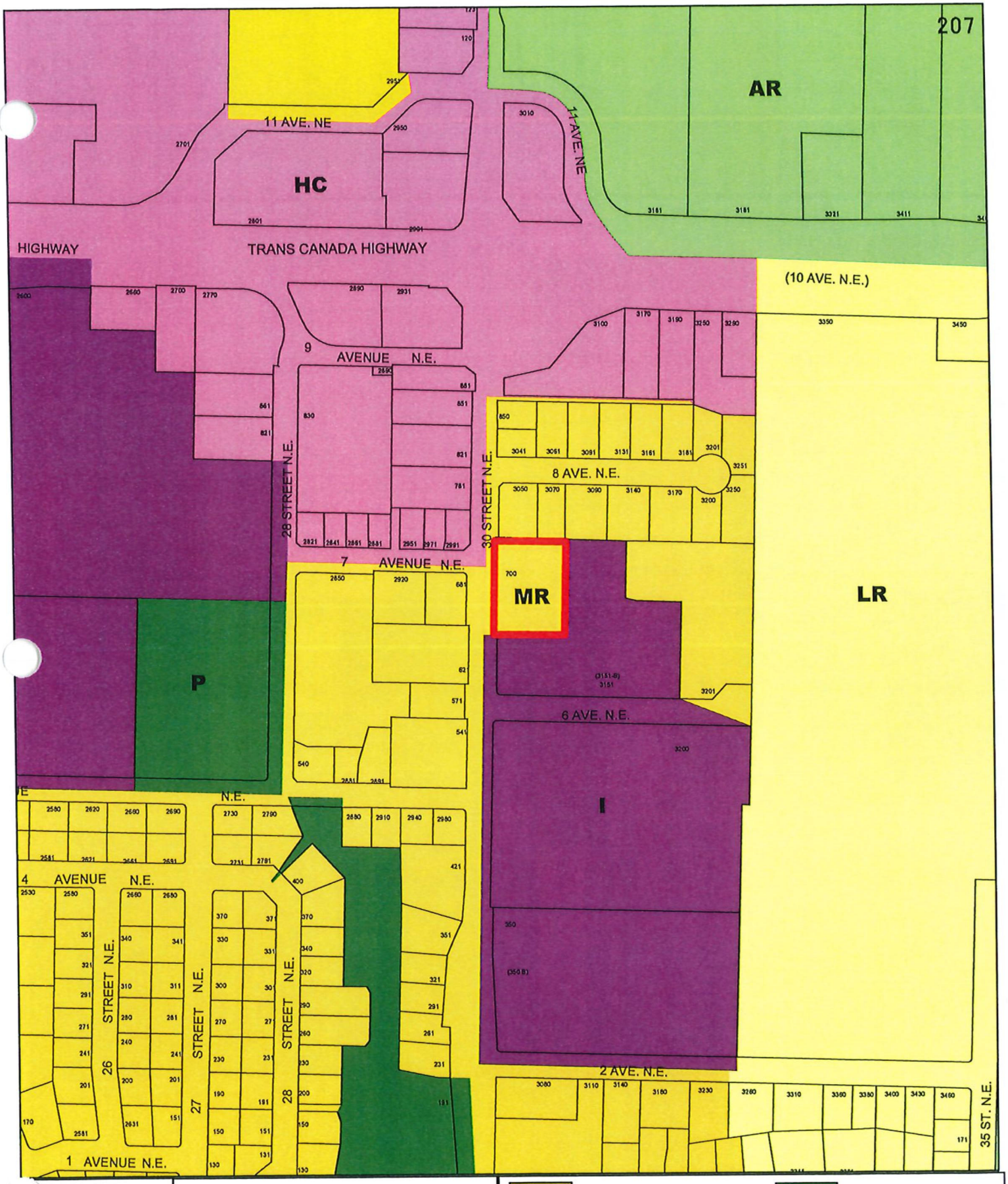


View of property looking east.

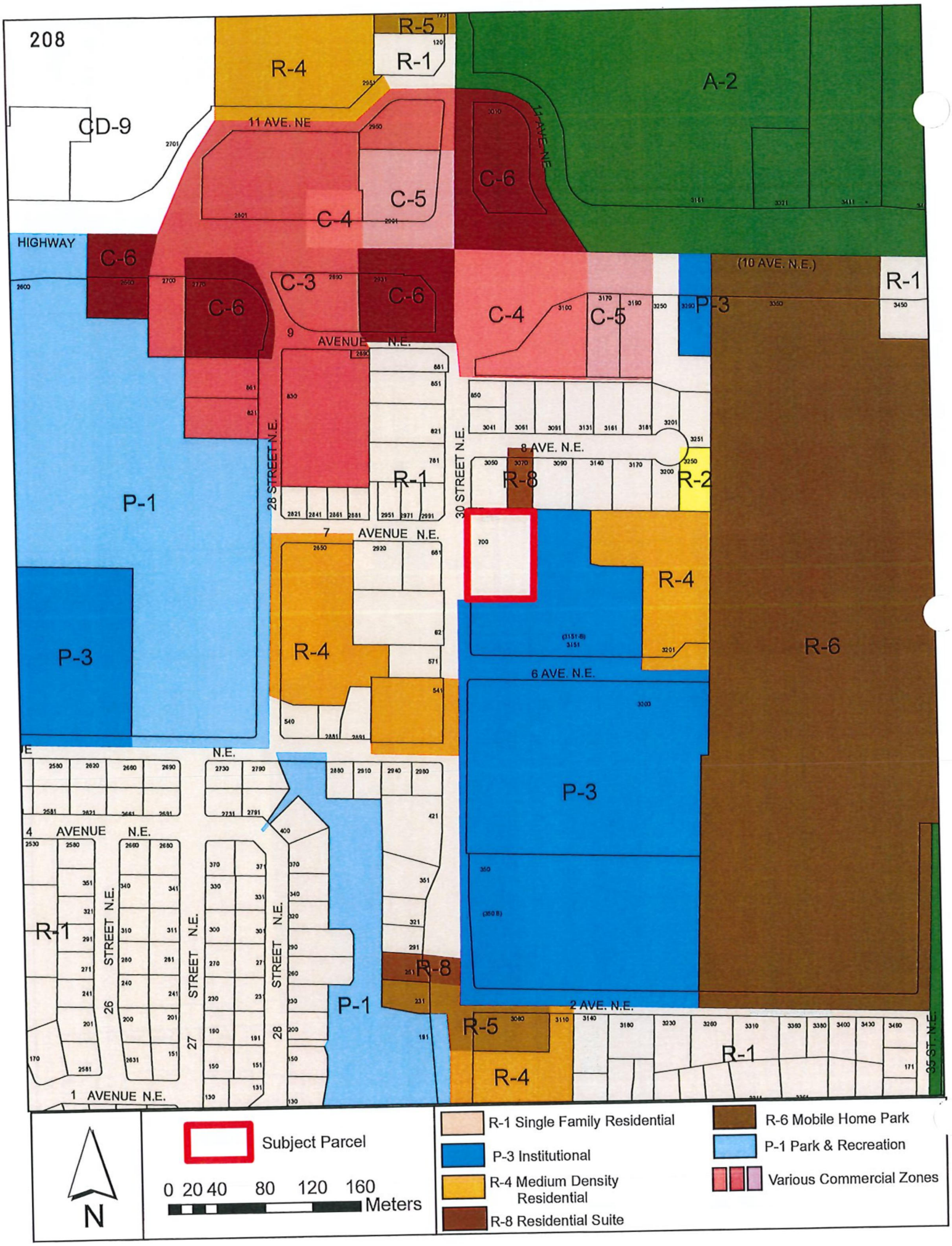


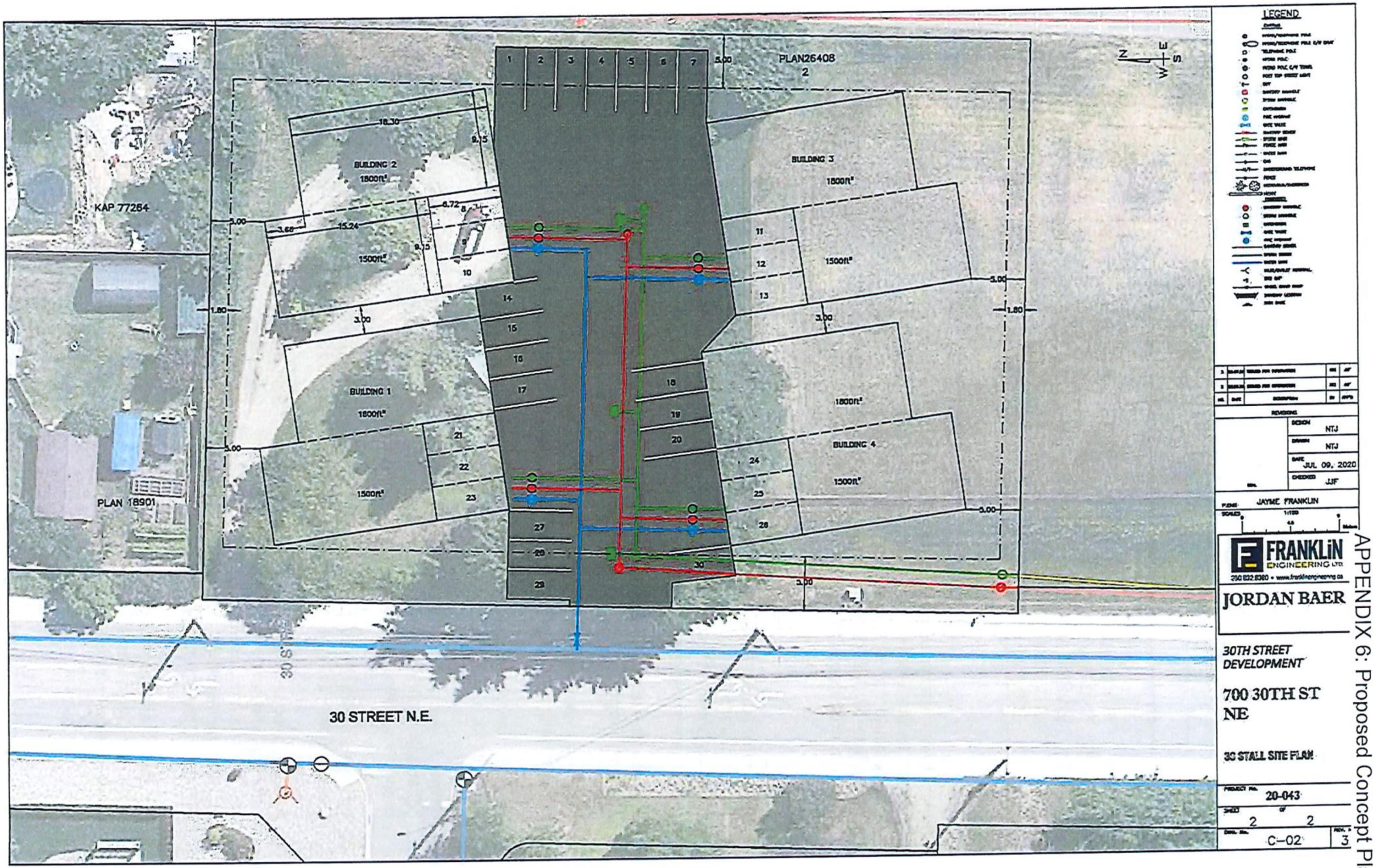
View of property looking northwest.

APPENDIX 4: OCP Map



APPENDIX 5: Zoning Map





APPENDIX 6: Proposed Concept Plan

CITY OF SALMON ARM

Memorandum from the Engineering and Public Works Department

TO:	Kevin Pearson, Director of Development Services
DATE:	18 August 2020
OWNER:	**Edelweiss Properties Inc. -** 3648 Walnut Glen Road, West Kelowna, BC V4T 2R7
APPLICANT:	**TSL Developments** – 1441 – 10 Avenue SE, Salmon Arm, BC V1E 1T2
SUBJECT:	**ZONING AMENDMENT APPLICATION FILE NO. ZON-1183**
LEGAL:	Lot 2, Section 18, Township 20, Range 9, W6M KDYD, Plan 26408, Except Plan 28836
CIVIC:	**700 – 30 Street NE**

Further to your referral dated 31 July 2020, we provide the following servicing information. **With exception to the Traffic Impact Assessment comments (Roads item 4.), the following are not requirements or conditions for Rezoning; these comments summarize the requirements of the Subdivision / Development Servicing Bylaw and are provided as a courtesy in advance of any subdivision or development proceeding to the next stages:**

General:

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.

2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.

3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.

4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.

5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.

6. Erosion and Sediment Control measures will be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.

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

8. For the off-site improvements at the time of development the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of development

approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

Roads / Access:

1. 30 Street NE, on the subject properties western boundary, is designated as an Urban Arterial Road standard, with an ultimate 25.0m road dedication (12.5m on either side of road centerline). Although the City only requires an interim total of 20.0m of road dedication (10.0m on either side of road centerline) at this time, all building setbacks will be required to conform to the ultimate 25.0m cross section. Available records indicate that no additional road dedication is required (to be confirmed by BCLS), however the City will require a statutory right of way for an additional 2.5m beyond the current road dedication for the construction of a multi-use path, to be constructed at the applicant/developers cost.

2. 30 Street NE is currently constructed to an Interim Urban Arterial Road standard. Upgrading to the current Urban Interim Arterial Road standard is required, in accordance with Specification Drawing No. RD-4 (revised). Upgrading may include, but is not limited to curb & gutter, offset multi-use path, underground Telus and Shaw and street lighting. Owner / Developer is responsible for all associated costs.

3. As 30 Street NE is designated as an Arterial Road, accesses shall be designed by keeping to a minimum number and located in the safest location. Only one driveway access will be permitted, the existing driveway shall be removed. Owner / Developer responsible for all associated costs.

4. The intersection of 9 Avenue NE and 30 Street NE has significant safety concerns and development of the subject property may further exasperate this situation. **It is recommended that Council require, as a condition for rezoning, the applicant to carry out a Traffic Impact Assessment looking at the impact on this intersection and also the intersection of 7 Avenue and 30 Street NE in relation to the proposed site access location.**

5. Consideration within the property shall be given to snow storage. No snow will be permitted to be pushed onto or across 30 Street NE.

Water:

1. The subject property fronts a 200mm diameter Zone 4 watermain on 30 Street NE. No upgrades will be required at this time.

2. The proposed development is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use. Water meter will be supplied by the City at the time of subdivision, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.

3. Records indicate that the existing property is serviced by a 19mm service from the 200mm diameter watermain on 30 Street NE. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

4. Bare Land Strata developments with ground oriented access have the option of a bulk water meter installed at property line at time of subdivision with invoicing to the Strata Corporation or individual strata lot metering with invoicing to each strata lot (currently on an annual flat rate). To qualify for the second option each unit requires a separate outside water service shut-off connected to the onsite private water main. Contact Engineering Department for more information. All meters will be provided at time of building permit by the City, at the owner/developers cost.

5. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012)..

6. Fire protection requirements to be confirmed with the Building Department and Fire Department.

Sanitary:

1. The subject property is serviced by a 150mm diameter sanitary sewer that terminates at a manhole in the south west corner of the property. Since this is the head of the run, subject to item 2, no further upgrades will be required at this time. However, a 6m wide right of way for the existing sewer and manhole is required

2. The development is to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Sanitary System to receive the proposed discharge from the development. Owner / Developer is responsible for all associated costs.

3. Records indicate that the existing property is serviced by a 100mm service from the sanitary manhole in the south west corner of the property. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

Drainage:

1. The subject property is serviced by a 200mm diameter storm sewer that terminates at a manhole in the south west corner of the property. No upgrades will be required at this time, however, a 6m wide right of way for the existing sewer and manhole is required

2. Records indicate that the existing property is not serviced by a storm service. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.

4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.

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

Geotechnical:

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

Chris Moore
Engineering Assistant

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



PROS:

- Traffic calming feature along 30th Street NE
- Provides longer distance between Highway 1 and 9th/10th Avenue Intersection
- All turns available at new access
- Roundabouts reduce crash severity
- Little to no intersection delays

CONS:

- Land constraints - Major property acquisition for road ROW between 9th Avenue and 8th Avenue. Delays in obtaining property may occur.
- Utility constraints - Underground utilities will have to be lowered
- Grade constraints - Review of approach grades required
- Powerline constraints - Impact on 3 phase powerline
- Land required for trailer park access to 9th Avenue from 8th Avenue

wsp
Kelowna Office 206-2365 Gordon Drive,
+1 250 868 4025 Kelowna BC
V1W 3C2, Canada

Drawn By: MB
DWG. No: 11

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CITY OF SALMON ARM

30TH STREET AND 9TH AVENUE OPTIONS

FIGURE 13: NEW OPTION - C:

ROUNDABOUT AT 8TH, CHANGE LAND USE TO COMMERCIAL (30TH FROM 8TH TO HWY), CLOSE ACCESS AT 9TH AVE.

CITY OF SALMON ARM

Memorandum from the Engineering and Public Works Department

TO: Kevin Pearson, Director of Development Services
DATE: 05 February 2021
OWNER: **Edelweiss Properties Inc. -** 3648 Walnut Glen Road, West Kelowna, BC V4T 2R7
APPLICANT: **TSL Developments** – 1441 – 10 Avenue SE, Salmon Arm, BC V1E 1T2
CIVIC: **700 – 30 Street NE**
SUBJECT: **ZONING AMENDMENT APPLICATION FILE NO. ZON-1183**
TRAFFIC AND DEVELOPMENT STUDY

The applicant instructed WSP to carry out a Traffic Impact Assessment on this proposed development, which was received by the City January 6, 2021.

The study confirmed that traffic generated by the northbound traffic from the proposed development would lead to a 1.1% increase in traffic volumes at the 9 Avenue / 30 Street NE intersection.

Preliminary estimates based on concept designs puts the cost of closing the west access onto 9 Ave and the realignment of 9 Ave at $3.2M

Since 30 Street NE is a collector road, it is eligible for 25% DCC funding. The proportional cost therefore, based on a 1.1% share of the 75% remaining is:

$3.2M x 75% x 1.1% = $24,000

The Engineering Department recommends that the developer pays $24,000 towards future improvement work at the 9 Avenue NE / 30 Street NE intersection.

Concerns about the location of the access from the subject property in relation to 7 Avenue NE have now been addressed, as shown in the report. The proposed access is now opposite 7 Avenue NE that is considered a safer location than the previous offset location.

Chris Moore
Engineering Assistant

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

MEMO

TO: Jordan Baer, TSL Developments, Ltd.

FROM: Dan Ross, WSP Canada, Inc.

SUBJECT: **700 – 30 Street NE Traffic and Development Study - Final**

DATE: January 6, 2021

BACKGROUND

TSL Developments, Ltd (TSL) is applying for a rezoning permit to build a 20-unit multifamily housing development on a parcel at 700 – 30 Street NE; a one-acre lot along 30 Street NE between 8 Avenue NE and 6 Avenue NE in the City of Salmon Arm (see Figure 1, below).

The lot currently zoned R-1 (Single Family Residential) but designated Medium Density Residential in the Salmon Arm OCP. It is surrounded by Single Family Residential units to the north and northeast, a church and school to the south and southeast, and multi family residential to the west across 30 Street NE.

30 Street NE is designated as an urban arterial road it has a signalized intersection with the Trans Canada Highway roughly 200m north of the site. There are minor stop-controlled, unsignalized intersections at 6, 7 8, 9 and 10 avenues NE. It provides a single moving lane in both the north and south directions with one centre left-turn lane. There is no on-street parking on 30 Street NE in the vicinity of the site.

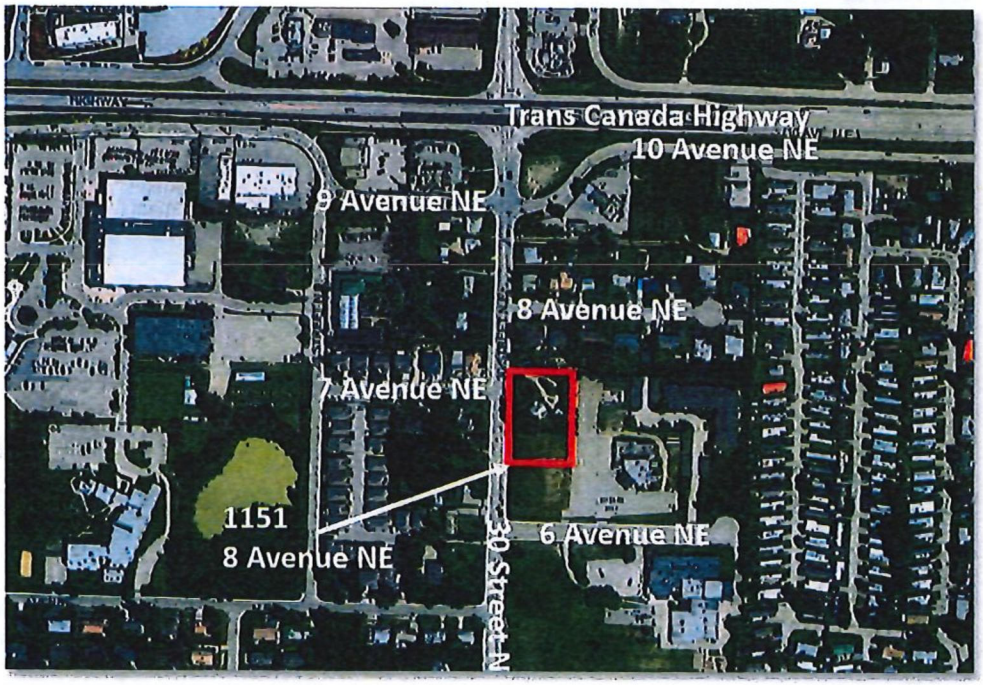

Figure 1 – 700 – 30 Street NE and surrounding areas

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840 Howe Street
Vancouver, BC, Canada V6Z 2M1

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F: +1 604 683-8655
wsp.com

Early discussions with the City have indicated that given the modest size of the development, there are not many transportation-related concerns. However, that they do require a due diligence review of the development and its potential for local traffic and parking impacts.

This includes:

- Traffic – assessment of the number of new vehicle trips generated by the development in context of background volumes at the intersection of 30 Street NE & 9 Avenue NE and 30 Street NE & 7 Avenue NE;
- Parking – first check that the development complies with the local zoning bylaw for minimum parking provision;
- Vehicle access – first check of the capacity for vehicles to safely access the proposed parking lot fronting 30 Street NE

This final report incorporates comments received from the City of Salmon Arm on the December 16, 2020 draft report.

TRAFFIC REVIEW

BACKGROUND VOLUMES

Intersection traffic volumes for the 30 Street NE & 9 Avenue NE intersection, which sits 130m north of the site, were taken from a 2018 Opus (later acquired by WSP) report: *30th Street NE and 9th Avenue NE Options Overview and Analysis*. The report also includes a more detailed look at the street and intersection's background conditions.

The report recorded peak hour demands at the north approach of the intersection (the closest to the proposed development) of 393 vehicles in the AM and 254 in the PM peak; the equivalent of seven vehicles per minute and four vehicles per minute in the AM and PM peaks, respecively. The number of vehicles travelling south from the same intersection were 349 in the AM peak and 343 in the PM peak.

Anecdotal evidence also indicates a steady stream of vehicles on 30 Street NE, challenging the potential for safe left turn gaps into and out of the site.

Background volumes for 30 Street NE and 7 Avenue NE were not included among the materials provided by the City. However, 7 Avenue NE is a local access road that provides direct secondary access to several residences on that western block. Our analysis includes no development vehicle trips assign to that intersection.

TRAFFIC GENERATION AND ASSIGNMENT

The Institute of Transportation Engineer (ITE)'s Trip Generation Manual v10 was used to quantify the number of likely peak hour trips to and from the development. For the purposes of this review, Land Use Code 220 – Multi Family Low-Rise – was used to represent the development and the number of dwelling units was chosen as the key indicator.

The trip generation for twenty dwelling units is shown in Table 1, below – a total of ten vehicle trips in the AM peak (1 vehicle every six minutes) and 14 vehicles in the PM peak (1 vehicle every four minutes).

Table 1 ITE trip generation for a 20-unit development

	ITE Code	Units	equation	Total(vph)	entering(vph)	exiting(vph)
AM	220 (Multi Family Lowrise)	20 dwelling Units	Ln(t) = .95Ln(x) - 0.51	10	2	8
PM	220 (multi Family Lowrise)	20 dwelling units	Ln(t) = .89Ln(x) - 0.02	14	9	5

For these trips, our analysis conservatively assumed 100% of these vehicle trips were to the city centre several kilometres to the west. Of these trips, 50% were assumed to leave and enter via the Highway to the north and 50% were assumed to enter and leave via Okanagan Avenue in the south.

The assignment of new trips to and from the development during the peak hours are summarized below:

- AM peak hour
  - 4 vehicles exit right turn onto 30 Street NE northbound towards Highway
  - 4 vehicles exit left turn onto 30 Street NE southbound towards Okanagan Ave
  - 1 vehicle enters right turn from 30 Street NE northbound from Okanagan Ave
  - 1 vehicle enters left turn from 30 Street NE southbound from Highway
- PM peak hour
  - 3 vehicles exit right turn onto 30 Street NE northbound towards Highway
  - 2 vehicles exit left turn onto 30 Street NE southbound towards Okanagan Ave
  - 4 vehicles enters right turn from 30 Street NE northbound from Okanagan Ave
  - 5 vehicles enters left turn from 30 Street NE southbound from Highway

Compared to the background volumes reported above and in the 2018 Opus report, the townhouse development's generated volumes represent only 1.0% of northbound AM volumes, 1.4% of southbound AM volumes, 1.2% of northbound PM volumes, and 2.0% of southbound PM volumes.

These background volumes noted above provide adequate and safe gaps for these limited number of opposing right and left turns during the peak hour. This is supported by the existing left-turn centre lane in front of the site and lack of on-street parking to block visibility of oncoming vehicles.

PARKING

As per the city bylaw (Appendix 1, Table A1-1), a development zoned R4 Multi Density Residential requires 1.5 parking spaces per dwelling unit. The development at 700 – 30 Street NE will require 30 parking spaces, unless a variance is asked for.

No mention is made of minimum number of accessible spaces, but up to 20% of the unit's parking spaces may be reserved for small vehicles. Residential lots are not required to provide off-street loading spaces but some space is recommended to accommodate some delivery vehicles, moving vans, and garbage / recycling collection.

SITE ACCESS

The site will be accessed solely off 30 Street NE from a new driveway roughly opposite of the 7 Avenue NE intersection, as shown in Figure 2. The location of the driveway access was revised from a previous version presented to Council (September 14, 2020 rezoning application package) to address City Engineering concerns over its location relative to the 7 Avenue NE approach on the west side of 30 Street NE. This approach is at the crest of a small rise, with limited visibility to the left and right to see oncoming southbound and northbound vehicles, respectively.

By adding new turning movements to and from the east side of 30 Street NE, the City was concerned that the townhouse development would increase the risk profile for vehicles at the approach on the west side of the street. The revised driveway access location has been moved several metres to the north so that is opposite the 7 Avenue NE approach for improved visibility of all movements from both sides of 30 Street NE.

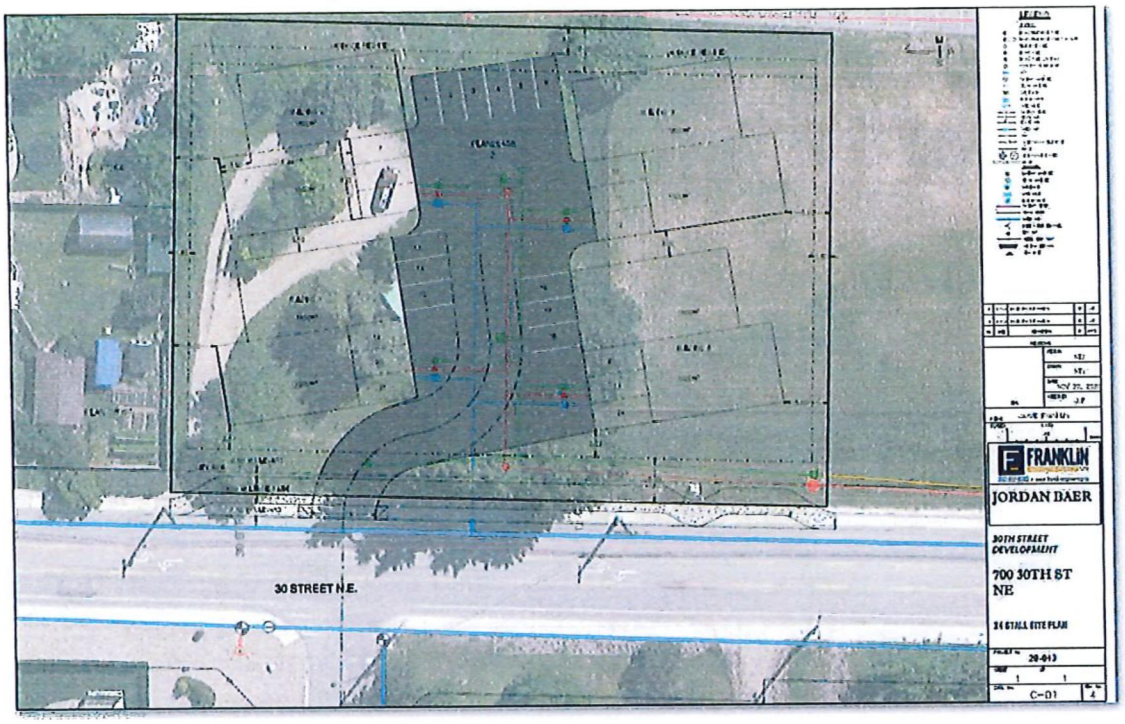

Figure 2 – Driveway Access opposite 7 Ave approach

TSL will continue to work with the City and its architects to ensure safe sight distance to the north and south of the driveway will remain and be incorporated into subsequent stages of design.

PARKING LOT

Simulated vehicles were tracking into, out of, and through the current parking lot configuration to ensure save manoeuverability and circulation of vehicles. Those tracking drawings are attached to this document. All parking spaces show adequate circulation and clearance.

The only recommendation at this stage is to provide adequate manoeuvring capacity for a medium-sized delivery vehicle / garbage truck or its equivalent. Page 5 of the attached tracking drawings show these vehicles can not manoeuvre into and out of the proposed loading area site from a northbound right turn into the site or southbound left turn out of the site without a manoeuvring aisle or cul-de-sac opposite the proposed loading area as well. This could be achieved by widening the driveway access and providing a maneuvering aisle for larger vehicles to reverse into and out of when accessing the townhouse parking lot.

Dan Ross
Project Manager


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30 STREET
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TAC-2017 (CA)
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meters
Width : 2.00
Track : 2.00
Lock to Lock Time : 6.0
Steering Angle : 35.9
30 St Salmon Arm TIA
20M-01541-00
VEHICLE TRACKING
DESIGN SPEED: 5 km/h
DESIGN VEHICLE: TAC-P
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1000-840 Howe Street
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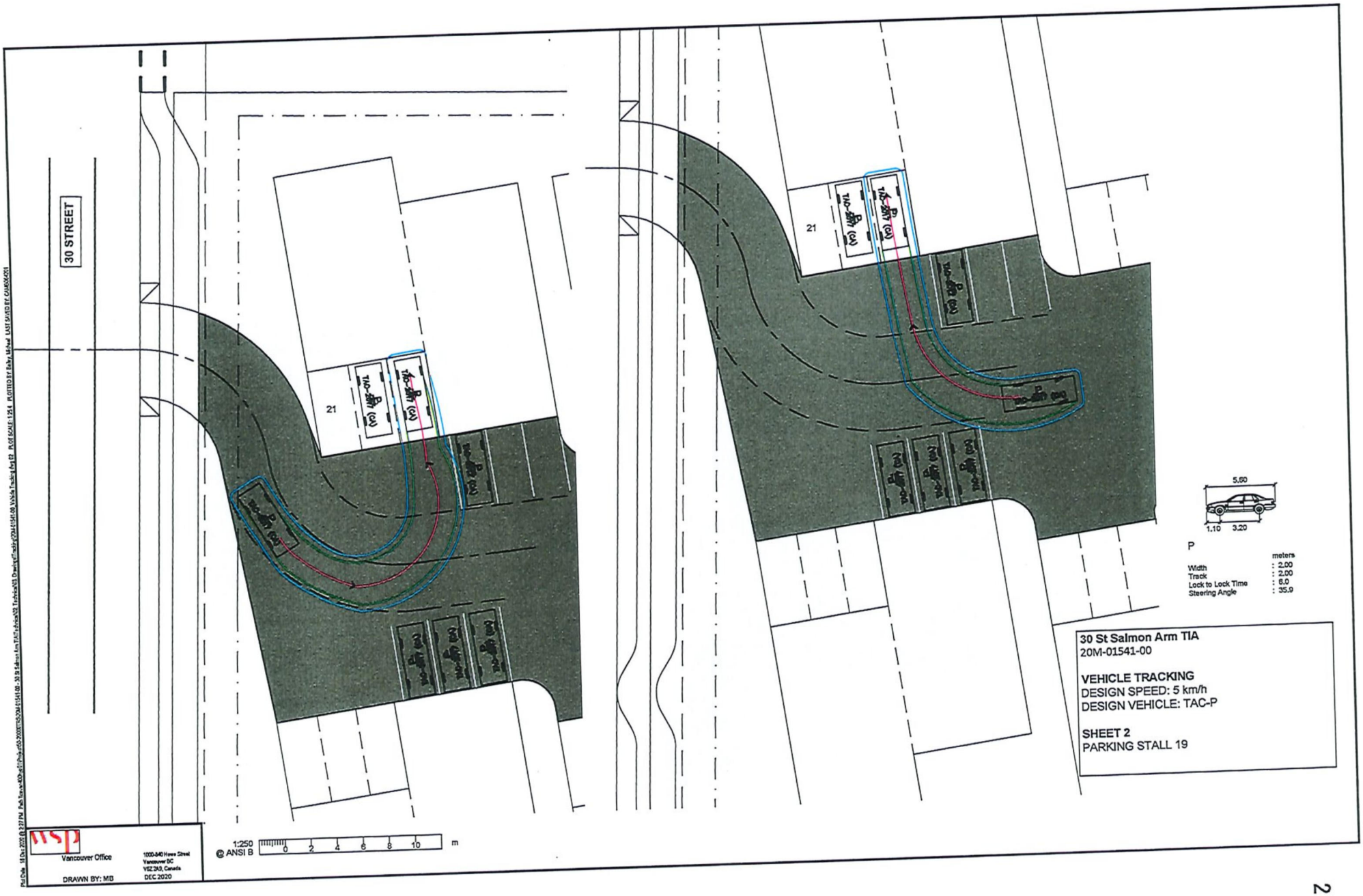
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30 St Salmon Arm TIA
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VEHICLE TRACKING
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Steering Angle : 35.9
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20M-01541-00
VEHICLE TRACKING
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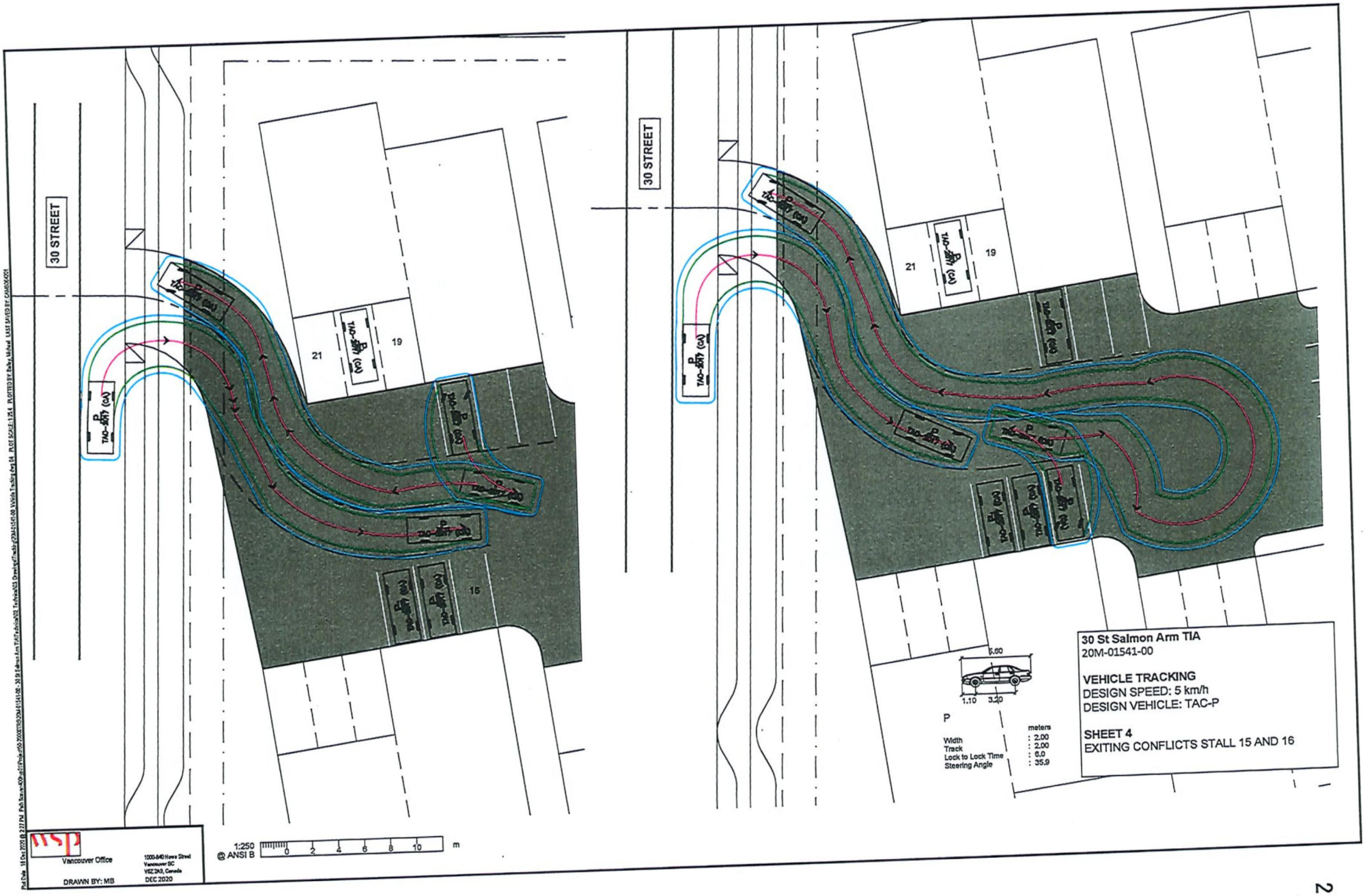
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Width : 2.00
Track : 2.00
Lock to Lock Time : 6.0
Steering Angle : 35.9
meters
30 St Salmon Arm TIA
20M-01541-00
VEHICLE TRACKING
DESIGN SPEED: 5 km/h
DESIGN VEHICLE: TAC-P
SHEET 4
EXITING CONFLICTS STALL 15 AND 16
Vancouver Office
1000-840 Howe Street
Vancouver BC
V6Z 2M3, Canada
DRAWN BY: MB
DEC 2020
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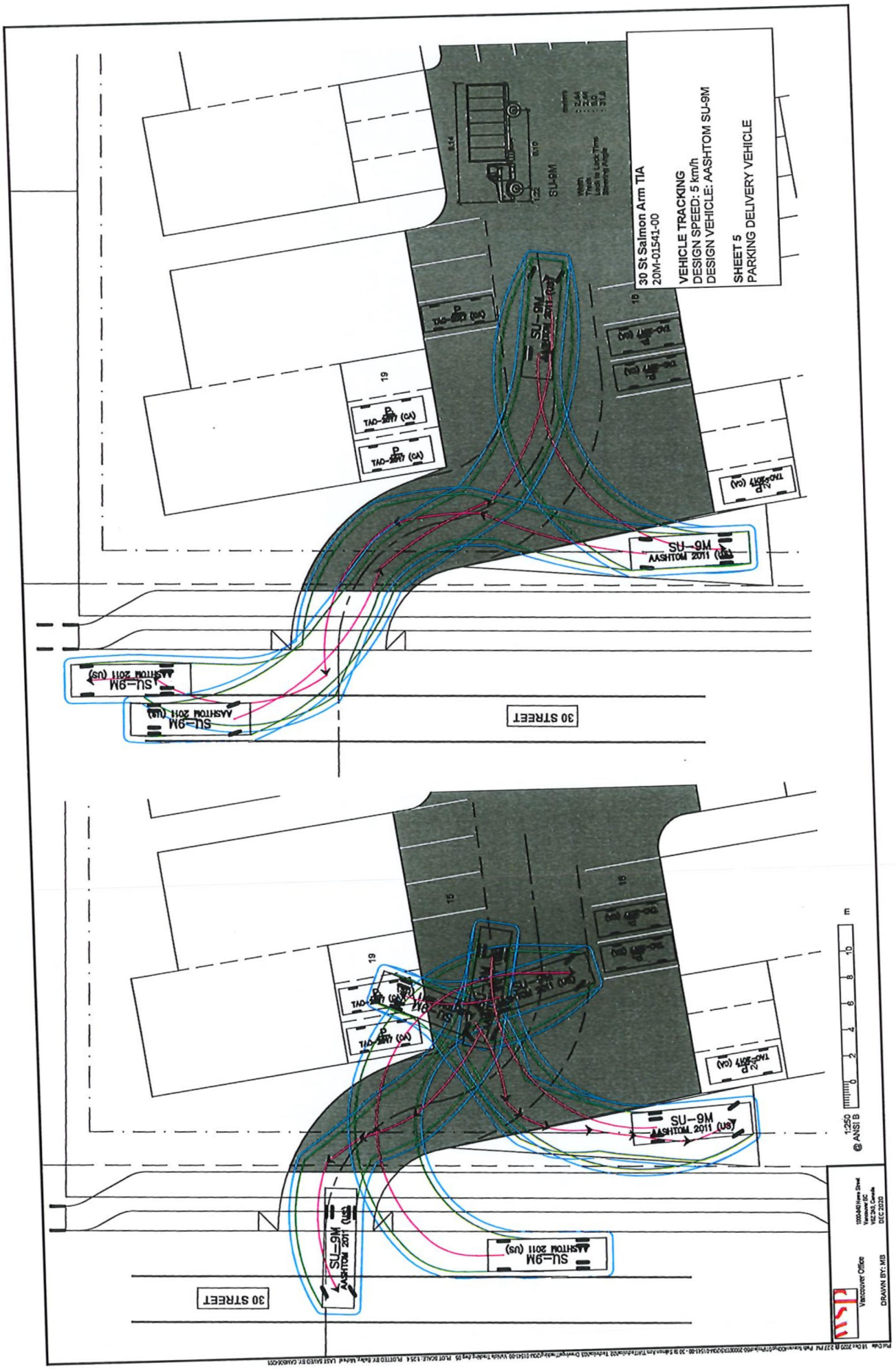
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20M-01541-00
VEHICLE TRACKING
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DESIGN VEHICLE: AASHTOM SU-9M
SHEET 5
PARKING DELIVERY VEHICLE
SU-9M
AASHTOM 2011 (US)
30 STREET
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DEC 2020

-----Original Message-----
From: Shannon MacLachlan
Sent: March-02-21 3:34 PM
To: Caylee Simmons
Subject: Rezoning on 8th ave NE

To Whom It May Concern,

I am writing to you regarding the proposed Amendment Zoning Bylaw No. 2303, Reference ZON-1183/ Bylaw No. 4406.

My children and I live at 3140-8th avenue NE in Salmon Arm; a home which I chose largely because it is on an easily accessible quiet cul-de-sac where there is very little traffic and we feel safe.

I have recently been made aware of this proposed rezoning, which would include turning 8th avenue into a thoroughfare leading into the trailer park. Not only would this change greatly devalue the property of myself and my neighbours, but it would lead to a drastic increase in traffic of people and cars coming and going. Our street has no sidewalks and is used all the time by pedestrians and children on bikes and scooters.

Residents who will be affected by such changes, such as all of the property owners on 8th avenue NE, should be made aware of these proposals and consulted by The City. I am disappointed and worried that my neighbourhood will change and my property devalue, and I would like to have it noted that I very much oppose the proposed change to 8th avenue NE as an access to the trailer park. I suggest that an alternate entrance off of the Trans-Canada highway be made available as an access to where the current trailer park entrance already exists, should 9th avenue be closed off.

Please consider leaving 8th avenue NE as a cul-de-sac; as residents of Salmon Arm our homes and our safety are of utmost importance. There are alternatives to this proposal that can be made without affecting us to this degree.

Thank you for your time and sincere consideration.

Shannon MacLachlan

From: Kevin Pearson
Sent: March 2, 2021 5:08 PM
To: Shannon MacLachlan

Subject: ZON-1183

Hi Shannon,

Thank you for your input on the rezoning application (ZON-1183) and the related Traffic Impact Analysis (TIA). Your e-mail will be forwarded to the Public Council agenda. For transparency I thought it would be best for the round-about and street plan concept contained in the WSP report to be important background information for the public. The rezoning application ZON-1183 triggered the need for a traffic impact analysis for two reasons. One, the intersection problem at 9 Ave. NE / 30 St. NE results in a need for the City to consider options for relocating this intersection southward. The 8 Ave. / 30 St. round-about option is deemed to be suitable, safe and cost effective. Secondly, the point of access / egress shown on the applicant's site plan at the outset was deemed by City staff to be problematic.

With the TIA, examination of the additional traffic load (impact) resulting from the rezoning and potential development and the location access / egress point to the subject property on 30 Street NE was deemed to be needed before Council considers this rezoning application and Bylaw any further. The additional traffic load calculations are needed to determine a reasonable cost allocation resulting from development. Council will consider whether the applicant/developer will be responsible for a relatively small portion of the total round-about costs.

As Chris Moore may have mentioned to you, the related road plan for the round-about plan is only conceptual and no properties or portions of land have been negotiated or acquired by the City yet. Much land is needed for acquisition and there is no direction from City Council to proceed on this project yet. The estimated cost for this project is at least $3.2 million and there are minimal funds available at this time to proceed. It is not a short term plan. However, if the 9 Avenue / 30 Street NE intersection continues to fail, it could become a short term priority. We do need to plan for the round-about for neighbourhood and community safety.

Your concerns about extending 8 Avenue NE through the adjacent mobile home park are duly noted.

Kevin Pearson, RPP, MCIP
Director of Development Services | Approving Officer
P 250.803.4015 | **E** kpearson@salmonarm.ca | **W** www.salmonarm.ca

CITY OF SALMONARM

CLIMATE LEADER
BC CLIMATE ACTION COMMUNITY 2018

-----Original Message-----
From: Mary MacLachlan
Sent: March-03-21 10:10 AM
To: Caylee Simmons
Subject: Rezoning on 8 Ave. N.E.

To Whom It May Concern,

As a concerned grandmother and frequent visitor, I am writing to you regarding the proposed rezoning on 8 Ave. N.E.

I recognize that the proposed change would provide increased access to the trailer park that is located just west of this cut-de-sac. However, there is already a convenient access road to the trailer park via 10th Ave.. Building a new access would significantly increase traffic on 8 Ave. which is currently a quiet street which both seniors and children enjoy safely. In that 8 Ave. does not have sidewalks, the safety of those who walk and live in this area would be impacted with increased traffic.

Please consider leaving the current access site in place and leaving 8 Ave N.E. as a cul-de-sac. The proposed changes would impact many home owners in the area. These residents deserve to be consulted and included in the decision making process.

Sincerely,

Mary MacLachlan

> To Whom It May Concern,
>
> I am writing to you regarding the proposed Amendment Zoning Bylaw No. 2303, Reference ZON-1183/ Bylaw No. 4406.
>
> My children and I live at 3140-8th avenue NE in Salmon Arm; a home which I chose largely because it is on an easily accessible quiet cul-de-sac where there is very little traffic and we feel safe.
>
> I have recently been made aware of this proposed rezoning, which would include turning 8th avenue into a thoroughfare leading into the trailer park. Not only would this change greatly devalue the property of myself and my neighbours, but it would lead to a drastic increase in traffic of people and cars coming and going. Our street has no sidewalks and is used all the time by pedestrians and children on bikes and scooters.
>
> Residents who will be affected by such changes, such as all of the property owners on 8th avenue NE, should be made aware of these proposals and consulted by The City. I am disappointed and worried that my neighbourhood will change and my property devalue, and I would like to have it noted that I very much oppose the proposed change to 8th avenue NE as an access to the trailer park. I suggest that an alternate entrance off of the Trans-Canada highway be made available as an access to where the current trailer park entrance already exists, should 9th avenue be closed off.
>
> Please consider leaving 8th avenue NE as a cul-de-sac; as residents of Salmon Arm our homes and our safety are of utmost importance. There are alternatives to this proposal that can be made without affecting us to this degree.
>
> Thank you for your time and sincere consideration.

-----Original Message-----
From: Matt Larose [redacted]
Sent: March-08-21 7:17 AM
To: Caylee Simmons [redacted]
Subject: Re Zoning 700 30 St NE - ZON-1183

March 8, 2021

30370 8 Ave NE
Salmon Arm, BC
V1E 2K7

Mayor Alan Harrison, Council members and members of City Hall,

I would like to enter the following letter and petition as official documentation with regards to the proposed new rezoning at 700 30 St NE.

Included attachments are my very serious level of concerns within my letter to council, and a 30 person signed petition which is inclusive of all the immediate residents the proposal will affect.

Your response to the grave matters addressed would be greatly appreciated,

Sincerely Concerned,

Matt Larose
[redacted]

[redacted]
Salmon Arm, BC
V1E 2K7

March 6, 2021

Re: Rezoning of 700 30 St NE, Salmon Arm, BC, Bylaw 2303, ZON-1183

To the City of Salmon Arm Council,

I am writing this letter to you today to raise a very serious level of concern with regards to the rezoning proposal submitted by Edelweiss Properties Inc. and TSL Developments.

The thought of the council even considering such a safety hazard for our children is incomprehensible. Adding this large a complex with the addition of traffic to an already congested area is of grave concern. You are putting our children that live in the immediate area at serious risk, the school children that walk the area every day, and all the members of the surrounding communities at risk by adding the additional traffic to an already very busy street.

Furthermore, I would like to bring forward some concerns with the application proposal, which was brought forward by the above mentioned parties.

Firstly, as per the City of Salmon Arm rezoning policy, which states that: "Public notice must be given 10 days prior to council meeting" was not adhered to. Paper notices were given to those in the immediate "30 meter affected zone", but the public notice board was not posted until Monday March 1st, 2021. Therefore, not providing the necessary 10 day notice to the general public.

Secondly, OCP policy "encourages all growth to be sensitively integrated with neighboring land uses". The proposal is inaccurate with their information being brought forward. There are no large multi-family use complexes as described in the proposal back ground. Directly West, across 30 St NE, there is no R4 zoning in the direction provided. The R4 zone in question is over a block west, with a single home complex, which are all two (2) stories high, not a seriously congested complex as the proposal wants to build. South, is not a church, it is located to the south-east of the proposed lot. There is currently a counseling office east of the proposed lot, on the church land. Eastward, again, the R4 zone in question is another block away, where the units are three (3) stories high due to elevation change on property, in a much larger lot, with a safe entrance in a cul-de-sac, allowing for safety for our children in the immediate areas. There is currently an empty field south of the proposed lot, with an Elementary School (South Broadview) across the street, where hundreds of children walk and play around every day. North, there are single-family homes, again, no more than two (2) stories high.

This misinformation provided should be considered for false documentation provided to council in the application and dismissed.

Thirdly, OCP Policy 8.3.19, agreeably, the proposed application does provide "Good access to transportation routes". Although it does conform to the policy, council is suggesting that they are agreeing to drastically add more traffic to an already very congested area, furthermore reducing the safety of children. This will only create more issues rather than solving a very dangerous problem area for the children that walk these streets every day. The addition of the traffic proposed in the application will only decrease the safety of the surrounding areas and prove to be a serious safety concern for all those involved.

Fourthly, the Ministry of Transportation and Infrastructure will require an approval of the Traffic Impact Assessment prior to the adoption of the bylaw, due to being within 800 meters of the Trans Canada Highway. From the information I've gathered, the passing of this new proposed bylaw will not happen until the Ministry receives and approves the Traffic Assessment, therefore needs to be provided to the general public prior to the bylaw being adopted.

In the provided documentation on the City of Salmon Arm Public Hearing Notices, in Appendix 7 (Engineering Report), it suggests the building of a round-about at the entrance of 8 Ave NE, blowing out the street westward, creating a commercial area and opening the east end of 8 Ave NE to the trailer park. This is completely unacceptable on many levels. You are furthermore suggesting reducing the safety of the surrounding neighborhoods, increasing crime and vandalism rates to a quite cul-de-sac and providing serious issues to all the residences in the immediate areas. There is no concern for the safety of local residents in this proposal.

Fifthly, in the Planning Department section of the Zoning Bylaw Amendment Application No. 1183, states: "maximum density permitted in the R-4 zone is 40 units per hectare". Based on the calculations provided, it is suggested that 16 units, plus the "special amenity" to an additional 4 units, totaling 20 units in such a small lot is preposterous. The surrounding multi-family use lots are a civil, 2 story buildings, which provide much less congested areas with much less safety hazards and providing adequate parking for vehicles on their lots with proper snow removal in place, without impeding surrounding areas.

In said section of the proposal, it also states that North of the property leads to the Trans Canada Highway, which is inaccurate. Vehicles leaving the proposed lot will have to add to the already congested immediate intersections, therefore creating more safety hazards to the surrounding neighborhood. In turn, this will, again, pose a serious safety concern to the children who walk these streets every day.

In the conclusion portion of the Application, it states: "the Proposal is consistent with the Medium Density Residential designation and will complement the surrounding neighborhood." This "complementation" is a horrific overstatement.

No one in the area agrees to having a complex this large built in the neighborhood, providing serious risk to our children. There is no need for a massive complex such as proposed to invade our city and create more issues than it is worth. There are no complexes in the area near the size proposed, impeding every ones enjoyment of having a quiet, respectful, residential area. Having a complex built in the immediate area as large as proposed shows the lack of care and concern from the council to the taxpayers who enjoy living in a quiet town setting.

In the proposal, Appendix 2, clearly shows how intrusive this complex will be to the neighboring homes. The complex proposed would tower over the homes, reducing privacy, which we paid for, and destroying what is a quiet residential neighborhood. Furthermore, the photo provided shows the inaccuracy of the information put forth in the application in regards to the adjacent lots.

Appendix 3 in the proposal shows photos of the lot in question for the rezoning application. These photos were taken deliberately to misrepresent the surrounding affected homes, which are adjacent to the property. The ways the photos are taken were clearly provided to mislead council in their decision for the application. The proposed complex will tower over the adjacent homes and destroy any privacy they currently have, which is why we bought these homes in the first place.

Appendix 5: Zoning Map, again, proves the inaccuracy of the information provided for the application. The immediate surrounding lots are all zoned R-1 residential, not R-4. This misinformation is misleading council to believe there are multi family homes adjacent to the property. In fact, the local multi family dwellings are built in such a way they do not intrude over neighboring lots. The consideration to destroy what Salmon Arm is all about (small communities with big hearts), is of grave concern to all those in the immediate area.

Appendix 6 of the proposal suggests 4 buildings, 5 units per building. Due to the sizes indicated on the drawing, it suggests the buildings would be a minimum of 3 stories high, possibly even 4, pending on the proposed square footage of each unit. Creating such a large, tall complex in this neighborhood would only further destroy any sense of small community we have left. Furthermore, this will only destroy the privacy of the surrounding lots having a towering complex looking over everyone and will take away from the beauty of the neighborhood. No one wants to look at a disgusting building instead of nature. Local residents live here so we are not "stacked" on top of one another such as in bigger cities. The proposed building will only decimate the value of neighboring homes and scare off people to move elsewhere, further declining the values of Salmon Arm.

With regards to the Engineering Report, as the owner of 3070 8 Ave NE, I have some serious concerns. We already have water issues due to the lack of drainage provided in the church parking lot, what assurances, in writing, will I have provided to me and my neighbors that water mediation will not further affect my property?

In this report, it also shows that there will only be one driveway for a 20 unit complex. With an average of 2 cars per home in BC, how will the new complex provide proper parking for all these vehicles? There is no room on 30 St NE to allow for street parking, and you can be sure local residents will not allow the excess vehicles to be parked on their streets. What is the plan for snow when we have a heavy snow year? With all the proposed congestion on this small lot, there will not be any room for one snowflake! Never mind four feet on the ground. What is the expectation to ensure this does not add to the congestion and safety of local residents? Further to parking issues, what will the city do to ensure the safety of all the children will not be jeopardized?

Another major concern due to the size of the complex proposed is fire. What will the city and developer provide as assurances that if there happens to be a large structure fire within the complex it will not spread to neighboring homes. When a fire that big happens, you can be sure homes in the area will go up with it. What is the plan for aiding this from happening?

To add to the report findings, I am also concerned with the sanitary issues such a large complex will bare onto our system. If there happens to be backlogs due to inadequate system to handle the waste from the complex, what will the city do to remedy the situation?

The above-mentioned information is to bring serious clarity to the council with regards to the lack of concern for the neighboring homes, jeopardizing the safety of residents and their children, and the poor representation of accuracies to enable the proposal to go through. We do not want to loose the pleasure of living in Salmon Arm due to developers wanting to make a dollar. We need to stand together to ensure our way of life is not affected by poor decision making and allowing a complex in this neighborhood to be built.

In conclusion, I, and many surrounding neighbors, above all else, are seriously concerned about the disregard to jeopardizing our children's safety in the area. There is absolutely no need for a complex of this size to be built in an already very congested area.

I will leave you with this, council and developers, how will you feel when one child gets struck due to the lack of concern to the safety of children? If it was your neighborhood having an intrusion like the proposed building, would you let it happen knowing your child could be the on at risk?

Sincerely Concerned,

Matt Larose

Petition to stop Rezoning of 700 30 St NE, Salmon Arm, BC

The signatures presented below are community members in the surrounding area affected by the proposed rezoning from R1 Residential to R4 Multi Family Dwelling, Bylaw 2303 (ZON-1183). Serious concerns for the community are being brought forward to the City of Salmon Arm with regard to the safety of our children, the safety of the school children that walk through the area everyday and the densification to the neighborhood, which does not want to see an atrocious monstrosity built in a quite community.

The signatures provided to council are members of the community, which oppose the proposal and wish for a reconsideration of the negative impacts it will create to the surrounding communities.

Name	Address	Phone	Signature
Matt Lavoie	[redacted]	[redacted]	
Vanjie Legagi			
Katriona Piper			
Mike Gavel			
F.M Hartbert			
E. DeBoer			
Shannon Moorhead			

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The signatures provided to council are members of the community, which oppose the proposal and wish for a reconsideration of the negative impacts it will create to the surrounding communities.

Name	Address	Phone	Signature
Lee Common	[redacted]		[signature]
Joe & Beth Nichol			[signature]
Lisa Garnham			[signature]
Vicki Dickson			[signature]
Shannon MacLachlan			[signature]
Dave DeBoer			[signature]
Velma Genschorek			Velma Genschorek
HERB Gandarf			[signature]
Fevan			[signature]
Mike Taccino			[signature]
JENNA MARION			[signature]
Allan + Melody			[signature]

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The signatures provided to council are members of the community, which oppose the proposal and wish for a reconsideration of the negative impacts it will create to the surrounding communities.

Name	Address	Phone	Signature
Shelley Geier	[redacted]		
Sandy Scherck			
Ernie Scherck			
Argie Gulliford			
Stewart Gulliford			
Alvin Baron			

From: Julian Kuna [redacted]
Sent: March-07-21 4:39 PM
To: Caylee Simmons <[redacted]
Subject: Proposed Amendment to Zoning Bylaw No.2303:

Subject: Proposed Amendment to Zoning Bylaw No.2303:

With reference to: ZON-118 / Bylaw No. 4406

TO: Your Worship, Mayor, Alan Harrison,
All Councilpersons representing the City of Salmon Arm

Preamble:

I, Julian Kuna, have resided at my present address [redacted] for the past fifty years. My southern property line borders the northern property
of the Community Church (formerly known as the First Baptist Church) and the north-east corner of 700-30 Street N. E. which is scheduled for
rezoning from R 1 to R 4 classification.

On my property, in lieu of constructing a fence to establish a border with neighbouring properties on both the western and eastern boundaries, I chose
to plant near a hundred cedar trees as a hedge--all of which are thriving.

The original land-form/elevation of my property has never been altered and to this day remains in its natural state.

However, in recent years, the two above referred to southward adjoining properties (Community Church and 700-30th St. N.E.) have undergone substantial
modification/alterations to their natural land forms, with both parcels having been excavated and then raised above the natural level-- leaving both properties
several feet above my property with a slope in the direction of my residence.

My Primary Concern:

Approximately eight years ago, I wished to add to the aesthetics of my southern property line bordering these two parcels and planted twenty four cedar trees.
Within a period of approx. two years, every cedar tree had perished. Thinking that I could have been responsible for the situation, I removed all the dead trees,
re-excavated the necessary trench, sought the assistance of a local nursery and replaced the planned hedge with a new planting of cedar trees.

Now, the second planting of cedars has perished. This situation is well beyond a care taking coincidence theory. The fact of the matter is that on two separate
occasions all trees perished. Likely there could exists a foreign product or unnatural toxic component within the soil. With the slope directed towards my property,
there might be a contaminant seeping and affecting the live vegetation. This second planting is still in place and can be viewed by city authorities, should they
wish to familiarize themselves with this dilemma.

In all reasonableness, with presently known conditions and possibly some other unknown factors, I disapprove of the possible development of the 700 30th St.N.E.
property. Should approval be granted, a structure completed with the accompanying cementing and paving etc., one would be left with the conclusion of a possible
potentially hazardous condition being very simply "covered over". I attach no blame, I am not making any accusations. However, to clear this matter, I urge the city
to conduct the needed scientific investigation/research of both sites to determine the cause, if any, and rectify the situation to our combined satisfaction.

My Second Concern:

The 30th Street N.E. corridor already receives an extremely high rate of vehicular traffic. Adding more traffic to this route by allowing more intended development will
increase the safety risk to both motorists and particularly pedestrians. Four schools are located in this catchment area (not served by S.D.#83 bussing) which means
that hundreds of children use this route twice daily en route to and from school. Very simply, the potential of increasing both human and vehicular traffic will only add
to the already overcrowded safety risk if further development is approved.

My Third Concern:

Removed somewhat from the 700 30th St N.E. site, yet directly affecting the residents of the 3000 one-block-long 8th Ave. N. E. (presently terminated by a cul-de-sac)
is the cit'y plan to remove the cul-de-sac and extend 8th Ave.N.E. in an easterly direction to better accommodate the residents of the nearly two hundred mobile/trailer units.
This would allow for a major increase of traffic, making 8th Ave. N.E. a significantly main thoroughfare. Here, too, we would decrease the safety of residents and children
and add to the present congestion of attempting to enter 30th St.N.E. The trailer court presently has two entrances/exits. I question the validity of disrupting this present
neighbourhood with yet another entry/exit that would jeopardize the safety of all users.

Your response to my concerns would be greatly appreciated.

Respectfully submitted, March 6, 2021

Julian Kuna [redacted]

March 7, 2021

Dear Members of City Council, Salmon Arm **B.C,**

Cc: Chris Larson

Re: Reference: ZON-1183, 700-30th Street NE

My name is Shannon Moorhead, co-owner alongside my spouse Lee Common of a single family residence located at 3200 8th ave N.E, Salmon Arm B.C. We relocated to the Salmon Arm B.C community just over two years ago with our young children. After searching for our perfect home, we found a quiet, accessible location at 3200 8th ave N.E. It's a great neighborhood to raise a family, out of a total of 14 houses there are at least 11 school aged children.

I received a quick response from Chris Larson after I sent an email inquiry to obtain more facts for the development proposal prior to the March 8th hearing regarding ZON1183. I am writing this letter to continue to bring forth two concerns, 1- being the proposed development of 700, 30th street N.E and 2- potential road changes. Chris pointed out that it (potential road concerns) is somewhat separate from the application being considered and with attempted reassurance that conceptual plans don't always come to fruition, I continue to feel concerned about the potential road changes regarding this application, as it is on the Proposed Amendment to Zoning bylaw 2303. I hope today my (our) concerns are valued, and sincerely considered.

I received a copy of the Notice of Public Hearing through a 30th street neighbor. After inquiring to the city (as requested on page 1, notice of public hearing) I deem our family affected by this proposal. Upon inquiry, I was informed by city staff that we are located just outside of the 30 meter requirement to receive any sort of notice from the city regarding this application, however, I would certainly meet the requirements of the other conceptual road plan within this proposal. On page 21, (Figure 13: New option-C) of the document, a purposed roundabout on 8th ave/30th street as well as creating a cul-de-sac which would become the main entrance and exit to Evergreen Trailer Court, approximately 184 units and a roundabout coinciding with 30th street/8th ave ne, thus creating a "traffic calming feature along 30th st. As I'm sure you're aware, this is devastating news to my household, and surrounding neighbors. 8th ave N.E is a "safe street" with minimal crime, a safe place for children to play; ride bikes, chat with our elderly folk and an all-around nice little neighborhood. We help each other, and look out for one another. My largest concern would be the potential of opening the cul-de-sac, increased vehicle and foot traffic, creating a vulnerable, dangerous situation for this area, not to mention a vast decrease in property value. The road is already a narrow street for two way traffic. There are no sidewalks, which will create a large safety issue as this area of 30th street is already a congested area. Sadly, we would have NEVER purchased a home here if we knew this was being considered. In future, I would be happy to share more proactive, less invasive options that would work more effectively for this area.

The concerns we have for the application to rezone R1 to R4 medium density residential zone is the increased traffic in a very congested area, and there appears no concern of safety for the preexisting

neighborhood traffic, and pedestrians. I am concerned that building 20 condominium units (whereas 16 is the maximum for a 1 acre parcel) on a beautiful, semi- treed parcel, although noted, there would have to be some dead trees removed as they are already dangerously resting on and around the existing house, rented a young family. The photos on the proposal are misleading. These units would not be sensitively integrated into the area, and the two "multi-family developments" to the west and east of the proposal are both 55+ and tucked away, not sitting on this congested area of 30th street.

This whole proposal appears to our family (for lack of better terms) as obnoxious and insensitive to this area. Respectively, we understand the needs for housing, it's a challenge all throughout the Interior, and beyond, and having relocated from Revelstoke B.C we do understand and appreciate this. We would love to see a single family home, or two on this property.

To summarize my concerns, which include the proposed roundabout, the opening of 8th ave NE for Evergreen traffic, the proposed amendment to zoning by-law 2303 application form Edelweiss Properties Inc. /TSL Developments has thus far presented itself with a lack of transparency and seems unethical to disrupt at minimum 20 houses, just to build 20 more.

Thank you for the opportunity to allow our family to express concerns for ourselves and the safety of our neighborhood. We hope you take this into sincere consideration.

Kindest Regards,

Shannon Moorhead and Lee Common

23. STATUTORY PUBLIC HEARINGS

1. Zoning Amendment Application No. ZON-1183 [Edelweiss Properties Inc./TSL Developments; 700 30 Street NE; R-1 to R-4]

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

Submissions were called for at this time.

M. Larose – email dated March 8, 2021 and petition – Zoning 700 30 Street NE – ZON-1183

J. Kuna – email dated March 7, 2021 – Proposed Amendment to Zoning Bylaw No. 2303

S. Moorhead and L. Common – letter dated March 7, 2021 – ZON-1183 700 30 Street NE

A. Wiebe – email dated March 7, 2021 – ZON1183/Bylaw No. 4406

J. Bear, TSL Developments, expressed disappointment with the inclusion of the potential future road development. He concluded that the development fits with the City's Official Community Plan.

M. Larose, 3070 8 Avenue NE, summarized his letter and spoke to safety concerns along 30th Street NE. He questioned if the signage requirements had been met.

J. Bear, TSL Developments, confirmed that signage was installed in accordance with the City regulations.

M. Larose, 3070 8 Avenue NE, spoke to safety concerns along 30th Street NE.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:36 p.m. and the next item ensued.

CITY OF SALMON ARM

BYLAW NO. 4406

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means as authorized by Ministerial Order M192, British Columbia, on March 8, 2021 at the hour of 7:00 p.m. was published in the February 24 and March 3, 2021 issues of the Salmon Arm Observer;

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

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

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

   Rezone Lot 2, Section 18, Township 20, Range 9, W6M, KDYD, Plan 26408 Except Plan 28836 from R-1 Single Family Residential Zone to R-4 Medium Density Residential Zone, attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4406"**

READ A FIRST TIME THIS	13	DAY OF	October	2020
READ A SECOND TIME THIS	13	DAY OF	October	2020
READ A THIRD TIME THIS	8	DAY OF	March	2021

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE 12 DAY OF March 2021

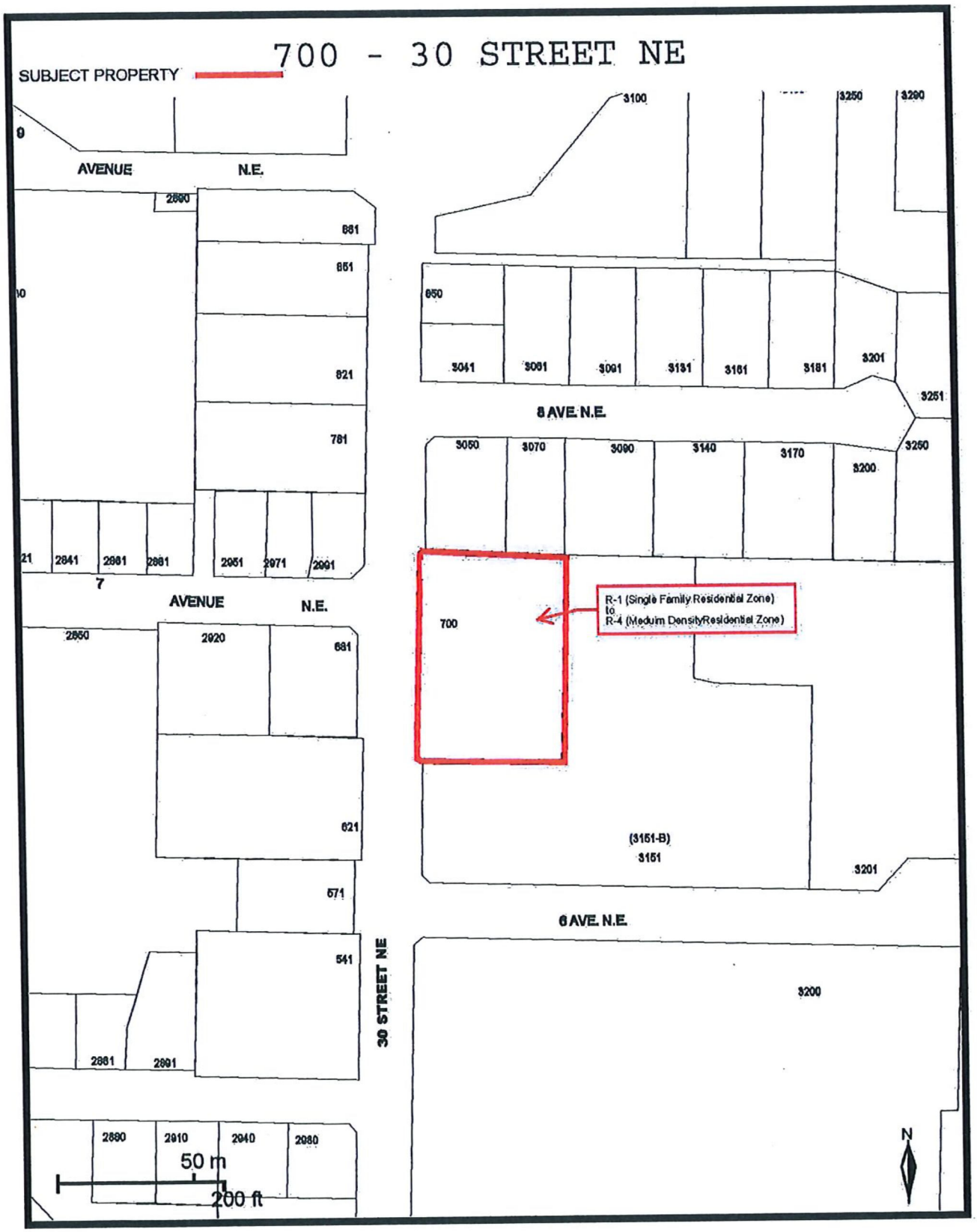
"S. BIGGS"
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2021

MAYOR

CORPORATE OFFICER

SCHEDULE "A"


700 - 30 STREET NE
SUBJECT PROPERTY
AVENUE N.E.
2860
681
651
621
781
2841
2861
2881
2951
2971
2991
7 AVENUE N.E.
2850
2920
681
621
571
541
2861
2881
2880
2910
2940
2980
50 m
200 ft
3100
3250
3290
650
3041
3061
3091
3131
3161
3181
3201
3251
8 AVE. N.E.
3050
3070
3090
3140
3170
3200
3250
700
R-1 (Single Family Residential Zone)
to
R-4 (Medium DensityResidential Zone)
(3151-B)
3151
3201
6 AVE. N.E.
3200
30 STREET NE
N

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Item 11.3

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4471 be read a second time.

[ZON1216; Text Amendment; Storage]

Vote Record

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

Opposed:

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

CITY OF
SALMONARM

TO: His Worship Mayor Harrison and Members of Council

DATE: June 25, 2021

SUBJECT: Zoning Bylaw Text Amendment Application No. 1216
Applicant: City of Salmon Arm

MOTION FOR CONSIDERATION

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

1) Section 28 - General Industrial Zone

Add to sub-section 28.3.17 - Permitted Uses

***mini warehousing* to a maximum *parcel area* of 20%, inclusive of any outside storage**

Add a sub-section to section 28.10 - Outside Storage

28.10.1 an outside storage business is limited to a maximum *parcel area* of 20%, inclusive of an *mini-warehousing*. This limitation does not apply to a contractor's storage yard or other *accessory use* storage purposes.

2) Section 29 - Light Industrial Zone

Add to sub-section 29.3.18 - Permitted Uses

***mini warehousing* to a maximum *parcel area* of 20%, inclusive of any outside storage area**

Add a sub-section to section 29.10 - Outside Storage

29.10.1 an outside storage business is limited to a maximum *parcel area* of 20%, inclusive of any *mini-warehousing*. This limitation does not apply to a contractor's storage yard or other *accessory use* storage purposes.

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

BACKGROUND

Based on the attached report (APPENDIX 1), the undersigned received direction from City Council to proceed with Option 3 related to the above Zoning Bylaw Amendment. The attached report maps the industrial zoned properties where mini warehousing and outside storage businesses are operating.

Assuming Bylaw adoption, new mini warehousing and storage businesses on M1 and M2 zoned land will be subject to the new limitations on parcel area. The M1 and M2 zones are attached as APPENDIX 2 with the relevant sections highlighted.

Assuming Bylaw adoption, those businesses currently in operation will be subject to Division 14 the Local Government Act (Non-conforming Use and Other Continuations[1]). The sections of this Act are extensive and have implications on redevelopment, obtaining insurance, financing and land value.

Furthermore, the amendment could limited future subdivision opportunities of industrial properties with either mini-warehousing / outside storage businesses. Case in point: a 5 acre lot in which 50% of the parcel area is being used for mini-warehousing could not be subdivided in half (i.e. two 2.5 acre lots) unless the mini warehousing business either ceased or was reduced in scale by 45% and the floor area of the existing buildings used for another M1 or M2 zoned use.

The intent is to regulate the land area used for mini-warehousing and similar businesses using land for the outside storage of peoples' items either within storage containers or exposed. It is not intended to regulate outside storage yards which are accessory to a non-commercial storage business. This amendment does not involve commercially zoned properties where mini warehousing and similar storage businesses are permitted (e.g. C3 Service Commercial).

Last week, staff referred the attached report to the EDS for comment. As a text amendment affecting more than 10 properties, public notification in the newspaper is required for a Statutory Public Hearing after second reading; however individual notification to all properties zoned M1 and M2 is not required.

As the City becomes more densified with smaller lots and units, the demand for storage will likely not recede. Staff remains concerned with this proposed amendment, yet understands and respects the intent.

Kevin Pearson, MCIP, RPP
Director of Development Services

[]

[1] https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/r15001_14#division_d0e50260

APPENDIX 1

CITY OF
SALMON ARM

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.

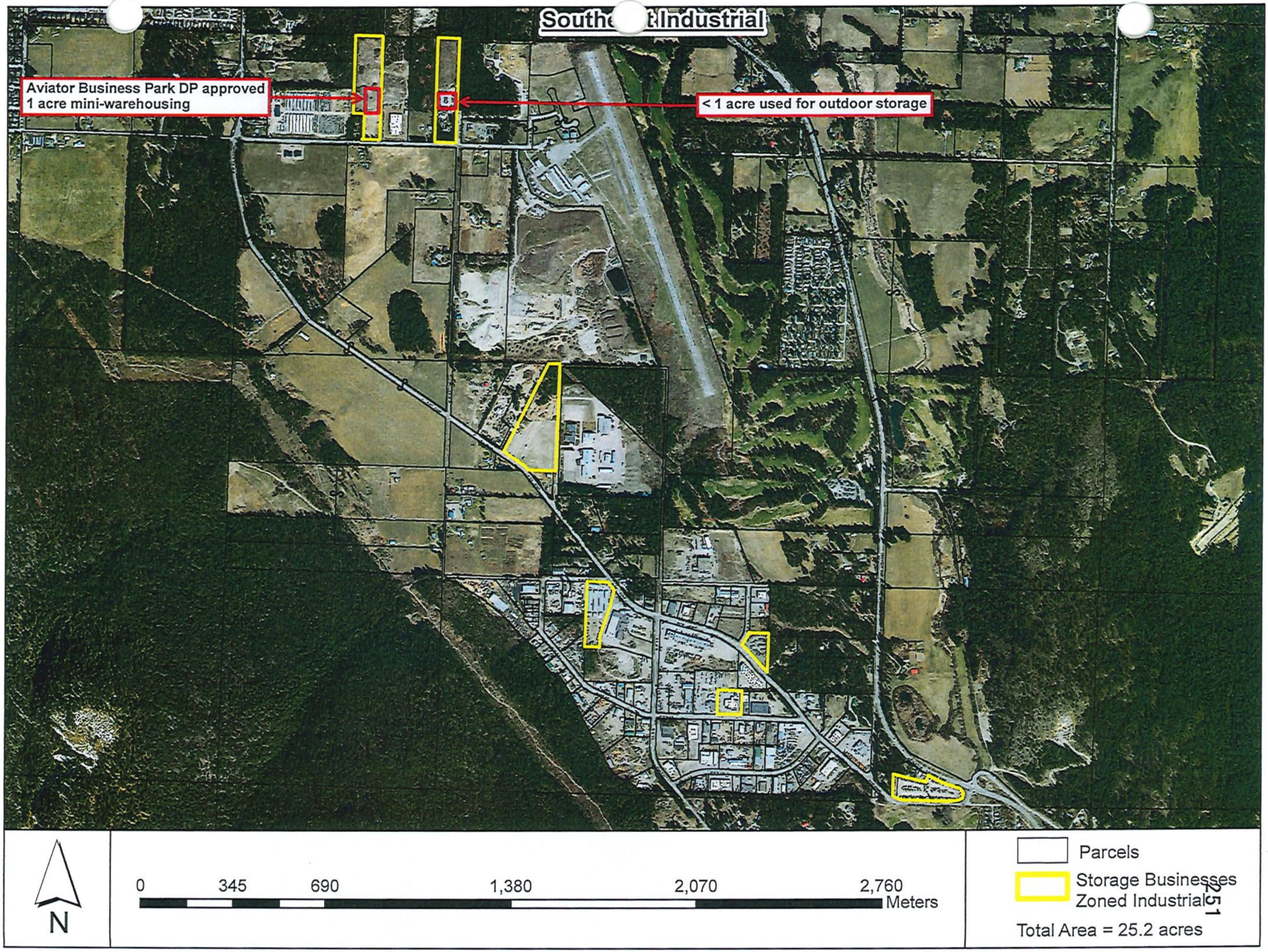
2. Delete mini-warehousing from the M1 and M2 zones, and create a <u>new</u> Industrial Zone (M7) permitting warehousing and screened outside storage, possibly with transportation and trans-shipment uses. With this option, one would need to apply to Council to rezone. The OCP could be adjusted to provide 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


Southe t Industrial
Aviator Business Park DP approved
1 acre mini-warehousing
< 1 acre used for outdoor storage
N
0
345
690
1,380
2,070
2,760
Meters
Parcels
Storage Businesses
Zoned Industrial
Total Area = 25.2 acres


Southwest Industrial
1 AVE S.W.
42 ST S.W.
TRANS CANADA HIGHWAY
4130
4060
431
740
N
0 30 60 120 180 240
Meters
Parcels
Storage Businesses
Zoned Industrial
Total Area = 4.1 acres

9. STAFF REPORTS

2. Director of Development Services – Storage Zoning

0311-2021

Moved: Councillor Eliason
Seconded: Councillor Cannon
THAT: Council direct staff to prepare a bylaw amendment to proceed with Option 3 outlined in the staff report dated May 31, 2021.

CARRIED
Councillor Flynn and Lavery Opposed

254

SECTION 28 - M-1 - GENERAL INDUSTRIAL ZONE

Purpose

28.1 The M-1 *Zone* provides for the location of general industrial and manufacturing uses to be located in areas where conflict with other uses is unlikely to occur.

Regulations

28.2 On a *parcel zoned* M-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 M-1 *Zone* or those regulations contained elsewhere in this Bylaw.

Permitted Uses

28.3 The following uses and no others are permitted in the M-1 *Zone:*

.1 auction yards; #2736
.2 automotive and truck repair shop, including body repair and painting;
.3 building supply establishment;#2736
.4 bulk petroleum products sales and limited retail fuel sales, maximum two [2] pumps;
.5 *cafe*; #2736
.6 *commercial daycare facility*; #3724
.7 concrete products and readi-mix concrete;
.8 distillery and brewery;
.9 farm equipment sales and rentals; #2736
.10 greenhouses, nurseries, including retail sales; #2736
.11 *high technology research and development; #4368*
.12 *home occupation*; #2782
.13 *key lock fuel installation*;
.14 laboratory, scientific and research; #2736
.15 *light industry*;
.16 machinery sales, rental; #2736
.17 *mini warehousing*;
.18 *mobile food vending*; #4240
.19 *mobile home* manufacturing and sales;
.20 moving and storage establishment; #2736
.21 *office*, storage *building*, workshop and yard for general contractor and trade contractor;
.22 *outside vending*; #2837
.23 *private utility*;
.24 *public use*;
.25 *public utility*;
.26 radiator repair shop; #2736
.27 *recreation facility - indoor*; #2736
.28 recreation vehicle sales and rental lots, and showroom (new and used); #2736
.29 *recycling depot*;
.30 rental and repair of tools, small equipment; #2736
.31 sale and repair of machinery, farm implements, and heavy equipment;
.32 storage *building*, warehousing and wholesale establishment, packing and crating, cold storage;
.33 storage yard;
.34 *transportation use*;
.35 truck and truck-tractor sale or rental lot;
.36 veterinary hospital; #2736
.37 welding, machine or metal fabrication;
.38 wood products manufacturing;
.39 *ancillary retail sales*; #2736
.40 *accessory use*, including one *dwelling unit*, or one *single family dwelling*, or one *upper floor dwelling unit*. #2761

SECTION 28 - M-1 - GENERAL INDUSTRIAL ZONE - CONTINUED

Maximum Height of Principal and Accessory Buildings

28.4 The maximum *height* of *principal* and accessory *buildings* shall be 15.0 metres (49.2 feet).

Maximum Parcel or Site Coverage

28.5 The maximum *parcel* or *site* coverage for all *buildings* and *structures* shall be 60% of the *parcel* or *site* area.

Minimum Parcel Size or Site Area

28.6 The minimum *parcel* size or *site* area shall be 465.0 square metres (5,005.4 square feet).

Minimum Parcel or Site Width

28.7 The minimum *parcel* or *site* width shall be 15.0 metres (49.2 feet).

Minimum Setback of Principal and Accessory Buildings

28.8 The minimum *setback* of the *principal* and accessory *buildings* 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*	
	- adjacent to a *parcel* not *zoned* industrial shall be	6.0 metres (19.7 feet)
	- all other cases shall be	4.0 metres (13.1 feet)
.4	*Exterior side parcel line* shall be	6.0 metres (19.7 feet)

Accessory Retail Use

28.9 Accessory retail uses, including showrooms and display areas, shall not exceed 25% of the maximum *floor area* of the *principal building* as defined under *Light Industry*.

Outside Storage

28.10 Outside storage shall be screened from any adjacent *parcel* not *zoned* Industrial as per Appendix III.

Parking and Loading

28.11 Parking and loading shall be required as per Appendix I.

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SECTION 29 - M-2 - LIGHT INDUSTRIAL ZONE

Purpose

29.1 The M-2 *Zone* provides for the location of light manufacturing and related uses to be located in areas where conflict with surrounding uses is unlikely to occur.

Regulations

29.2 On a *parcel zoned* M-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 M-2 *Zone* or those regulations contained elsewhere in this Bylaw.

Permitted Uses

29.3 The following uses and no others are permitted in the M-2 *Zone:*

.1 auction yards;
.2 automotive and truck repair shop, including body repair and painting, excluding *fuel service station*; #3375
.3 auto sales and rental lots, showroom (new and used); #2736
.4 boat and boat trailer sales and rental showroom, including minor repairs; #2736
.5 *cafe*; #2736
.6 distillery and brewery #2736;
.7 distribution of refurbished/recycled goods; #3001
.8 farm equipment sales and rentals; #2736
.9 frozen food lockers, including retail sales; #2736
.10 funeral services, including crematorium, embalming and related viewing rooms; #2958
.11 greenhouses, and nurseries, including retail sales; #2736
.12 *high technology research and development; #4368*
.13 *home occupation*; #2782
.14 *key lock fuel installation*;
.15 laboratory, scientific and research; #2736
.16 *light industry*;
.17 machinery sales, rental;
.18 *mini warehousing*;
.19 *mobile food vending*; #4240
.20 *mobile home* sales; #2736
.21 moving and storage establishment #2736;
.22 *office*, in association with a permitted industrial use, where the *office* does not exceed 50% of the lot area; #2736
.23 *outside vending*; #2837
.24 print shop; #2736
.25 *private utility*; #2736
.26 *public use*;
.27 *public utility*;
.28 recreation vehicle sales and rental lots, and showroom (new and used); #2736
.29 *recycling depot*;
.30 rental and repair of tools, small equipment; #2736
.31 *transportation use*;
.32 truck sales and rental lots, and showroom (new and used); #2736
.33 upholstery shop; #2736
.34 *ancillary retail sales*; #2736
.35 *accessory use*, including one *dwelling unit*, or one *single family dwelling*, or one *upper floor dwelling unit.* #2761

Maximum Height of Principal and Accessory Buildings

29.4 The maximum *height* of *principal* and accessory *buildings* shall be 15.0 metres (49.2 feet).

SECTION 29 - M-2 - LIGHT INDUSTRIAL ZONE - CONTINUED

Maximum Parcel or Site Coverage

29.5 The maximum *parcel* or *site* coverage for all *buildings* and *structures* shall be 70% of the *parcel* or *site* area.

Minimum Parcel Size or Site Area

29.6 The minimum *parcel* size or *site* area shall be 465.0 square metres (5,005.4 square feet).

Minimum Parcel or Site Width

29.7 The minimum *parcel* or *site* width shall be 15.0 metres (49.2 feet).

Minimum Setback of Principal and Accessory Buildings

29.8 The minimum *setback* of the *principal* or accessory *buildings* from the:

.1	*Front parcel line* shall be	6.0 metres (19.7 feet)
.2	*Rear parcel line*	
	- adjacent to a *parcel* not *zoned* Industrial shall be	6.0 metres (19.7 feet)
	- all other cases shall be	3.0 metres (9.8 feet)
.3	*Interior side parcel line*	
	- adjacent to a *parcel* not *zoned* Industrial shall be	6.0 metres (19.7 feet)
	- where the *parcel* has access to a lane shall be	1.5 metres (4.9 feet)
	- where the *parcel* does not have access to a lane shall be	4.0 metres (13.1 feet)
.4	*Exterior side parcel line* shall be	6.0 metres (19.7 feet)

Accessory Retail Use

29.9 Accessory retail uses, including showrooms and display areas, shall not exceed 25% of the maximum *floor area* of the *principal building* as defined under *Light Industry*.

Outside Storage

29.10 Outside storage shall be screened from public view and any adjacent *parcel* not *zoned* Industrial as per Appendix III.

Parking and Loading

29.11 Parking and loading shall be required as per Appendix I.

AVIATOR BUSINESS PARK

To: Development and Planning Services Committee and the City of Salmon Arm City Council

From: Marty Bray, President and CEO of Aviator Business Park Inc.

Date: June 16, 2021

Subject: Storage Zoning – For Information Letter of May 31, 2021

Dear Reader,

It was brought to our attention at Aviator that there is some discontent with respect to mini and outdoor storage facilities in Salmon Arm. We understand that there are several issues that are causing this discontent, they are:

- Aesthetically unattractive nature of the buildings and services that are provided. These include outdoor storage facilities, steel structured buildings that can dilapidate quickly, steal containers that provide safety and inspection issues
- Failure to comply with bylaws and permit requirements by storage providers
- Lack of warehousing, industrial, and commercial facilities in the area that is experiencing rapid growth
- Manufacturing and industrial activities occurring in residential neighbourhoods making the existing industrial land critical for future development
- Competitive posturing by market participants

We at Aviator are aware of all of these challenges and it was always our goal to provide and build mini storage warehousing that was of the utmost quality and design, utilizing concrete split faced stone materials. Our goal for outdoor storage was to utilize and maximize the land in the most efficient manner possible in order to generate revenue that could help fund other big and bold ideas. The ownership of Aviator generates modest incomes and took a significant risk to acquire this land, the two principals investing their life savings into this Project.

AVIATOR BUSINESS PARK

That said, the principals believed that we could design and develop a Business Park with the overall ambition of providing not only much needed mini warehousing buildings, but also design and build quality industrial and commercial buildings that are as sustainable and resilient as possible. Examples include:

- Designing the mini storage warehouses to have the ability to install solar panels. Thus, generating a significant amount of energy based on the roof design and space on the structures.
- Allow all of the buildings to be multi dimensional in nature and factor into the overall design of the Business Park
- Potentially utilize geothermal technology for air conditioning and heat, this could make the business park a zero carbon building development
- Utilize the space effectively for septic, due to the sewer challenges the area faces
- Allow businesses to benefit from built in resiliency that could be instrumental in the new climate environment

Based on the momentum we see in the market for the demand for industrial and commercial warehousing, we hope to have another Development Permit submitted to the City as soon as possible. This will lay out the ambitions for the next phase of our development which will include building warehousing facilities for industrial and commercial customers.

Our plan has always been to work closely with the city as we work through our ideas and see the City as an essential stakeholder in our vision. Thus, the M7 proposal would make the most sense in this instance, at least for us. This would give the city the ability to review the suitability and viability of the projects. When business owners can go through a thoughtful design process that would provide a compelling argument for their storage projects. Decisions could then be made based on how the projects contribute to the city's financial, sustainability and resiliency plans.

From: Blake Newton
Sent: Monday, June 14, 2021 4:52 PM
To: Caylee Simmons
Subject: Industrial storage replies.

Caylee,

As promised I am going to put forward a concern that I would like to bring forward. As someone with a commercial interest in Salmon Arm and in the industrial zone here with tenants, tenants and neighbors who own the properties, lease them or have employees who rely on these businesses it was alarming to see a column that was to many of us disconcerting. As I pointed out development of land (as proven by the old Newenes grounds which existed in the city core which developed into a myriad of new businesses) should be evolutionary. I believe that the approach used by the city's director of development services, Kevin Pearson where. he advocated for keeping the status quo is something that the majority of businesses in the industrial zone believe in. The idea however that would cap storage use at under 20% of available land in our view hamstrings the potential of business development. I can assure you that I have not heard of prospective tenants and I have land available as does the majority of land owners here. I cannot imagine that BC Hydro or Bid Group for example would like to be relegated to a fraction of their outside storage. In this instance I would recommend that City Council re evaluate their position on this. I personally don't wish to get into an adversarial conflict with the municipality. It's in the interests of all stakeholders to work together. The effects of such a restrictive potential bylaw would adversely affect tax revenues as well as lead to a distrust of each other. I hope that you point my concerns out to Town Council. Anyways, I hope that we can resolve the issues in a way that we all are satisfied with.

Regards, K. Blake Newton.

Sent: July 30, 2021 4:17 PM
To: Alan Harrison ; Chad Eliason; Debbie Cannon; Kevin Flynn; Louise Wallace-Richmond; Sylvia Lindgren; Tim Lavery; Rob Niewenhuizen; Erin Jackson
Subject: Online Form Submittal: Mayor and Council

Mayor and Council

First Name	Patrick
Last Name	Hysop
Address:	[redacted]
Return email address:	[redacted]
Subject:	Storage Facility Back40Storage
Body	To Mayor Allan Harrison, Good afternoon, I am writing this in regards to hearing rumblings of the city council changing or amending a zoning bylaw. We currently have a storage business and have been running it for a couple, three years now. We have approximately two acres of outdoor storage and want to eventually expand to use up our entire back portion of our property. I see, that with the boom of these new storage facilities, that the city is being put in a hard place. While the city is not fond of so much industrial land being used for storage, we do feel that you have created the need for storage. Residential properties are getting smaller and smaller, and neighbourhoods are being filled to capacity. Where is it exactly you expect the residents of Salmon Arm to store their recreational assets?! With our property not being completely flat, it has been quite a cost thus far, in the development of our current two acres. At one time we wanted to subdivide, but the city required a road to be built, in order for us to do that! With the cost from a local Engineering firm coming in at almost half a million dollars, it was too far out of reach for us. With that road block,, we decided to put in a storage compound instead to help raise funds for the industrial taxes we pay as well as for the future development and possible subdivision of our back acreage. We have a five year plan to accomplish what we need to do to make this happen. We wish to be grandfathered in as a storage facility with no limits. We have been paying these M1 taxes for some time now, therefore I feel that we should not be subject to any new changes in by-laws that effect our

property. We purchased this property over 15 years ago and had it rezoned M1 almost immediately, as well as we already have an established storage business! The city recently has let another facility open just down the road and build without putting in any roads?! Not sure how this is fair . So to conclude, I feel that any existing storage facilities should be grandfathered under the old rules and any newly zoned M-1 properties, should or could, be subjected to your new rules.
Yours truly
Patrick Hysop

Would you like a response: Yes

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Email not displaying correctly? View it in your browser.

Sent: August 1, 2021 3:46 PM
To: Alan Harrison; Chad Eliason; Debbie Cannon; Kevin Flynn; Louise Wallace-Richmond; Sylvia Lindgren; Tim Lavery; Rob Niewenhuizen; Erin Jackson
Subject: Online Form Submittal: Mayor and Council

Mayor and Council

First Name	Thomas
Last Name	Newton
Address:	[redacted]
Return email address:	[redacted]
Subject:	Rules with regards to development of Industrial Area.
Body	Just curious what your end game is. You are creating regulations against the idea of free-enterprise capitalism. Not sure when we stopped that system-would like an update on that. As an owner of a property in the area-I would like for you to find us some upper-end/high computing enterprise to rent our area. Until then the idea is let the market do what it will. People need places to store thier things. What we apparently DON'T NEED is a large company to come and put a building up and give us a mighty rent. Love it if it were true-but IT ISN'T!!!! So we need to sit on it until that happens? Doesn't really seem fair-my father gave up a lot for that property and for you all to decide that you would rather it be a hub of technocracy is the idea of a child.
Would you like a response:	Yes

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SALMON ARM
ECONOMIC DEVELOPMENT SOCIETY

September 16, 2021

City of Salmon Arm
Kevin Pearson
PO Box 40
Salmon Arm BC, V1E 4N2

Dear Kevin,

Re: Proposed Zoning Bylaw Amendment Limiting Mini-Warehousing and Outdoor Storage Businesses on Industrial Zoned Properties

---

The Salmon Arm Economic Development Society (SAEDS) Board of Directors reviewed the information provided by the City of Salmon Arm, related to the proposed zoning bylaw amendment for the above-noted referral. Following significant discussion, the following motion was passed:

"The SAEDS Board supports the proposed City of Salmon Arm zoning amendment limiting mini-warehousing and outside storage to a maximum of 20% of a gross parcel area for M1- and M2-zoned properties; further, the Board recommends that C3-zoned properties also be included in the zoning bylaw amendment." - All in favour, approved.

The primary discussion points preceding the above motion included:

1) Looking forward, land is scarce. We need to be thoughtful of community development and specifically, we have a responsibility to achieve the highest return on investment for each acre of land, for our community.
2) The Board was concerned that storage businesses often do not trigger a building permit requirement, or resulting DCC's. As a result, the current zoning bylaw is perhaps unintentionally creating an uneven playing field for property development.
3) There was noted concern that the proposed bylaw amendment focusing on M1- and M2-zoned properties may inadvertently direct storage businesses onto C3-zoned lands. This land is also scarce, and the visual appeal and economic return of what is available is extremely important to our community. The SAEDS Board felt this unintentional consequence should also be considered by Council in the proposed zoning amendment.

We thank you for the opportunity to comment on this proposed zoning bylaw amendment.

Sincerely,

Bill Laird, Chairperson

CITY OF SALMON ARM

BYLAW NO. 4471

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means as authorized by Ministerial Order M192, British Columbia, on at the hour of 7:00 p.m. was published in and issues of the Salmon Arm Observer;

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

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

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

   1) Addition under Section 28 - General Industrial Zone

      Sub-Section 28.3.17 - Permitted Uses *mini warehouse* to a maximum *parcel area* of 20%

      Addition under Section 28.10 - Outside Storage

      Section 28.10.2 an outside storage business is limited to a maximum *parcel area* of 20%. This limitation does not apply to a contractor's storage yard or other *accessory use* purposes.

   2) Addition under Section 29 - Light Industrial Zone

      Sub-Section 29.3.17 - Permitted Uses *mini warehouse* to a maximum *parcel area* of 20%

      Addition to Section 29.10 - Outside Storage

      Section 29.10.2 an outside storage business is limited to a maximum *parcel area* of 20%. This limitation does not apply to a contractor's storage yard or other *accessory use* purposes.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4471"**

READ A FIRST TIME THIS	12	DAY OF	July	2021
READ A SECOND TIME THIS		DAY OF		2021
READ A THIRD TIME THIS		DAY OF		2021

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF 2021

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2021

MAYOR

CORPORATE OFFICER

INFORMATIONAL CORRESPONDENCE - SEPTEMBER 27, 2021

1.	Building Department - Building Statistics - August 2021	N
2.	Building Department - Building Permits - Yearly Statistics	N
3.	K. Jensen - email dated August 23, 2021 - Shuswap Community Foundation Signature Event	A
4.	W. Wooster - email dated August 26, 2021 - Please!! A cat bylaw	A
5.	K. Vanderkwaak - email dated August 31, 2021 - Vaccine Passports	
6.	K. Mitchell - letter dated September 2, 2021 - 20 Avenue SE Safety Improvement	A
7.	A. Priefer - email dated September 13, 2021 - Intersection 20 St and Okanagan Ave	A
8.	N. Schiman - email dated September 20, 2021 - Cedar Two Seat Bench	N
9.	C. Berry - letter received September 2021 - Bat Boxes	A
10.	D. St-Pierre, Poppy Chairman, The Royal Canadian Legion Salmon Arm #62 - letter dated August 27, 2021 - Annual Poppy Campaign and Remembrance Day Ceremonies	A
11.	M. LaRiviere, Naturalist and J. Aiken, President, SABNES - letter dated August 28, 2021 - Request for Approval to Mount Plaques	A
12.	A. Nuttall, Early Years Family Navigator, Shuswap Children's Association - letter dated September 9, 2021 - StoryWalk for October 27, 2021	A
13.	M. Brock, District Commissioner, Wa'ya Spirit District, Girl Guides - letter dated September 17, 2021 - Blackburn Park Gazebo/Shelter Request	A
14.	J. McEwan, Salmon Arm Fair GM - letter dated September 13, 2021 - Salmon Arm Winter Fund Fest and Parade	A
15.	S/Sgt. S. West, Salmon Arm, RCMP - letter dated September 14, 2021 -Online Crime Reporting	N
16.	M. Dean, Minister of Children and Family Development - email dated September 10, 2021 - October declared as Foster Family Month in British Columbia	N
17.	K. Chen, Minister of State for Child Care - email dated September 13, 2021 - British Columbia Child Care New Space Fund Program	N
18.	A. Hory, Chair and Area B Director, S. Daniels, Area A Director, J. Furney, Area C Director and R. Sherrell, Area D Director, Regional District of Mount Waddington - letter dated August 27, 2021 - Rebuild Lytton	A
19.	K. Kenney, Corporate Officer, City of Langley - email dated September 20, 2021 - Appointment of Directors to Regional District Board	N
20.	K. Christian, Mayor, City of Kamloops - letter dated September 16, 2021 - Thank you	N
21.	Ambulance Paramedics of British Columbia - CUPE 873 - letter dated September 3, 2021 - Emergency Paramedics and Dispatchers: Who we are and what we do!	N

N = No Action Required
A = Action Requested
S = Staff has Responded
R = Response Required

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Item 14.1

CITY OF SALMON ARM

Date: September 27, 2021

Presentation 4:00 p.m. (approximately)

NAME: Sapphire Games

TOPIC: 2021 Visitor Information Services Overview

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

SALMONARM

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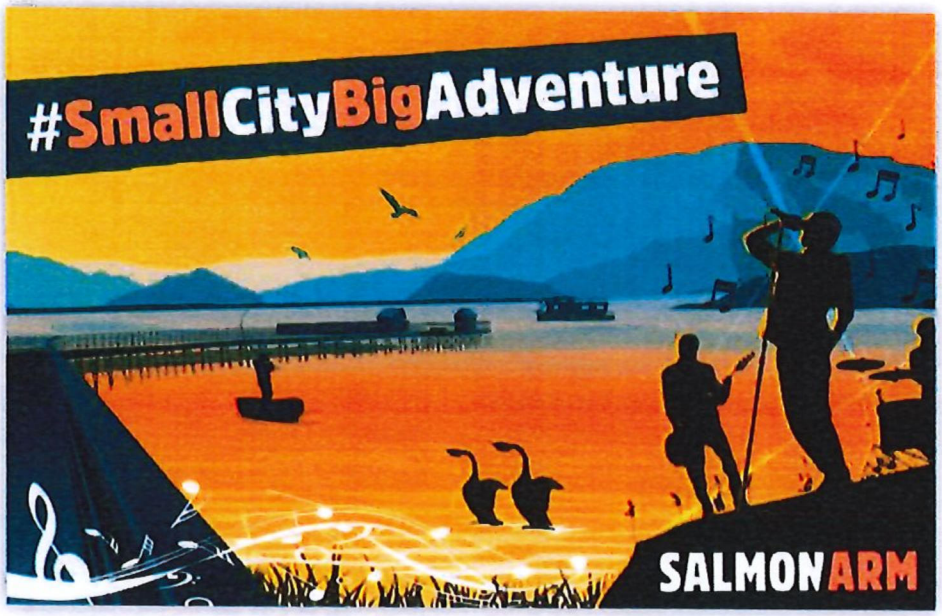

2021 VISITOR SERVICES

4 Month Review

SALMONARM

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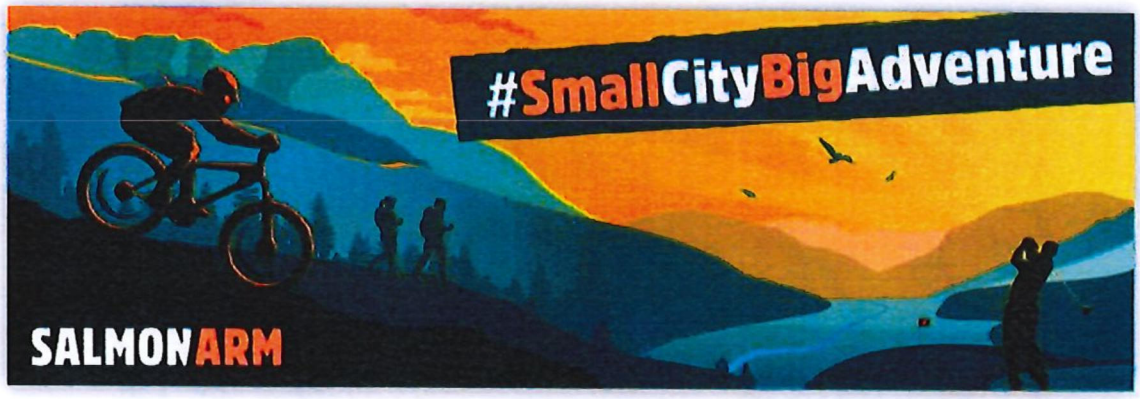

The City Of Salmon Arm is happy to announce that the NEW Visitor Services Strategy is now underway! This exciting new approach to Visitor Services incorporates three key distribution channels to help provide a seamless, up to date & effective line of communication to our valued visitors, businesses & guests.

The goal of this new initiative is to provide excellent visitor experiences, increase spend & stays to our lovely city and to support shoulder season travel & adventure.

To do this, we have executed the Visitor Services Strategy & commenced an omni channel approach that utilizes three modes of delivery.

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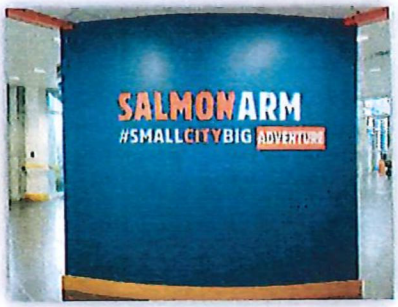



TACTIC #1: BRICKS & MORTAR

Our Bricks & Mortar Visitor Centre opened it's doors on May 17th, 2021.

Provides & distributes print publications, maps & guides of local resources, amenities & attractions, as well as providing a friendly place for face to face engagements, WI-FI, washrooms & headquarters for the Visitor Services Staff.

The Visitor Centre is open Monday to Friday from 10:00 AM – 4:00 PM.

590 - 3 Months

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TACTIC #2: MOBILE OUTREACH

Mobile Outreach is a key component of our program & has been in place since June 1st, 2021. The Mobile Unit & Street Team meet visitors where they are, roving through the community during peak times & events to provide services and supports.

The Street Team & Mobile Unit had a regular schedule & provided businesses & attractions the opportunity to book site visits throughout the summer.

1,431 - 3 Months

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Mobile Outreach Calendars were produced every week & posted on the Visitor Services Website, Social Media pages & in the Visitor Centre.

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- ✓ 105 Outreach Locations Visited May 26th – Sept 1st, 2021
- ✓ 43 Local Businesses & Accommodation Locations
- ✓ Multiple Parks & Trails
- ✓ Campgrounds, Beaches & Public Markets

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TACTIC #3: DIGITAL OUTREACH

Digital Outreach is the cornerstone of the program, tying all of the pieces together. This includes...

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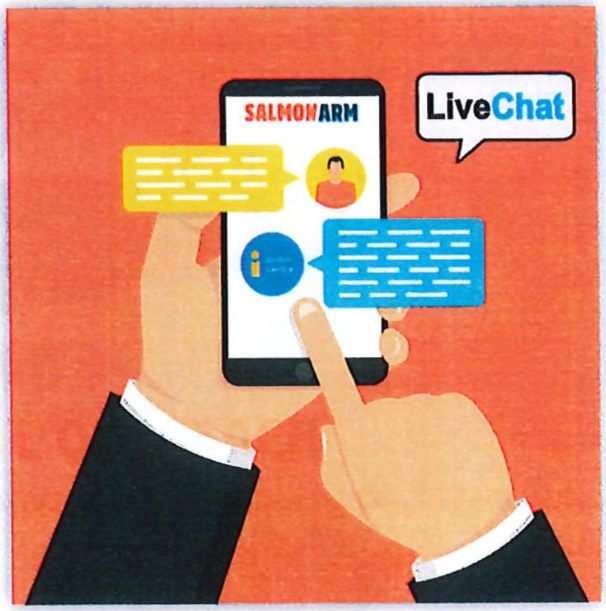

LIVE CHAT

Our Live Chat feature allows guests and visitors the ability to contact us 24/7 with inquiries and questions through our website or social media platforms.

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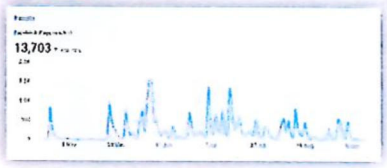
@SALMONARMVISITORCENTRE



@VISITORINFOSALMONARM



@SAVISITORCENTRE







SOCIAL MEDIA

Social Media Platforms are used to broadcast places to play & stay in Salmon Arm, our weekly Mobile Outreach Calendars and to share visitor information & community events.

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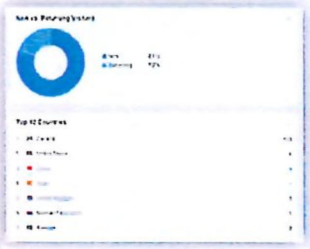

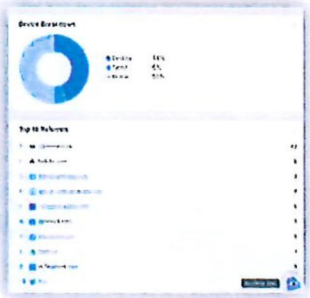



WEBSITE

The Visitor Services Website (landing pages) serve as a source of information driving visitors to resources about our Visitor Centre, Mobile Outreach, Maps & Guides & it serves as the home base for our Live Chat feature. (Monster Insights/Google Analytics)

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QR CODES

To help drive visitors to our website & make sure they are aware of our online services, we have produced & disseminated, (working alongside Downtown Salmon Arm), Visitor Services QR codes to over 20 businesses DT, which can be scanned & link to our information pages. (July 15th)

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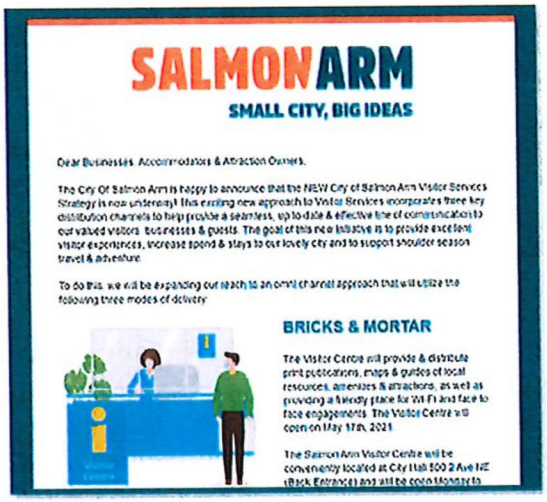
SALMONARM
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Dear Businesses, Accommodators & Attraction Owners,

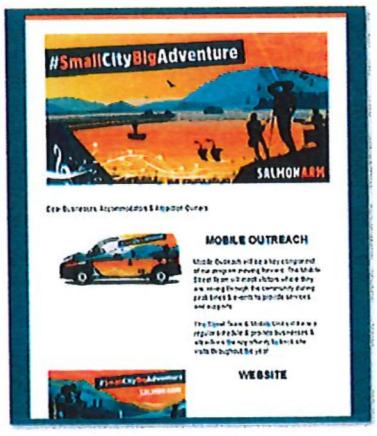
The City Of Salmon Arm is happy to announce that the NEW City of Salmon Arm Visitor Services Strategy is now underway! This exciting new approach to Visitor Services incorporates three key distribution channels to help provide a seamless, up to date & effective line of communication to our valued visitors, businesses & guests. The goal of this new initiative is to provide excellent visitor experiences, increase spend & stays to our lovely city and to support shoulder season travel & adventure.

To do this, we will be expanding our reach to an omni-channel approach that will utilize the following three modes of delivery:

BRICKS & MORTAR

The Visitor Centre will provide & distribute print publications, maps & guides of local resources, amenities & attractions, as well as providing a friendly place for Wi-Fi and face to face engagements. The Visitor Centre will open on May 17th, 2021.

The Salmon Arm Visitor Centre will be conveniently located at City Hall 500 2 Ave NE (Back Entrance) and will be comfortably to



EMAIL

An email database of business owners & accommodators within Salmon Arm & surrounding (337) & template was created & sent out to introduce them to the strategy & invite them participate in the program.

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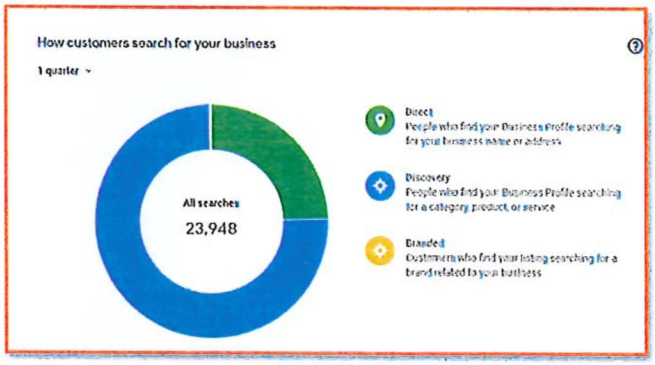

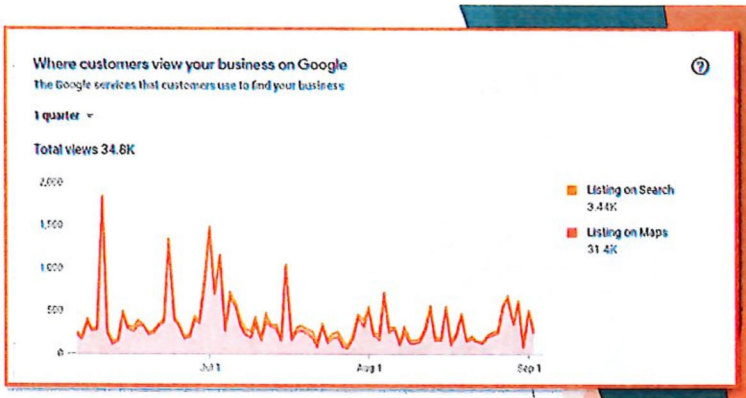

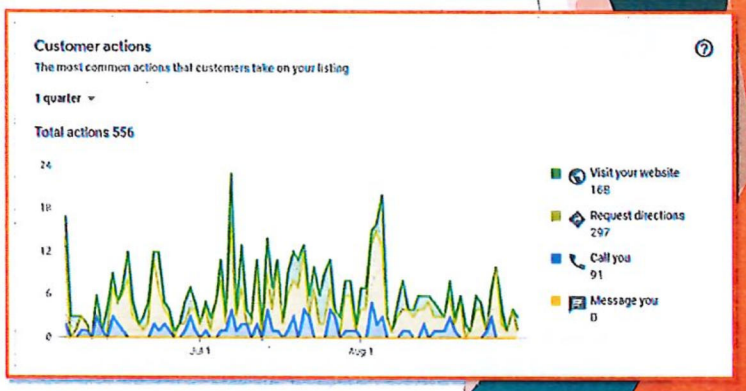

GOOGLE MY BUSINESS

Google My Business has been set up & linked to manage our online presence across Google, including Search and Maps helping customers & visitors locate our services.

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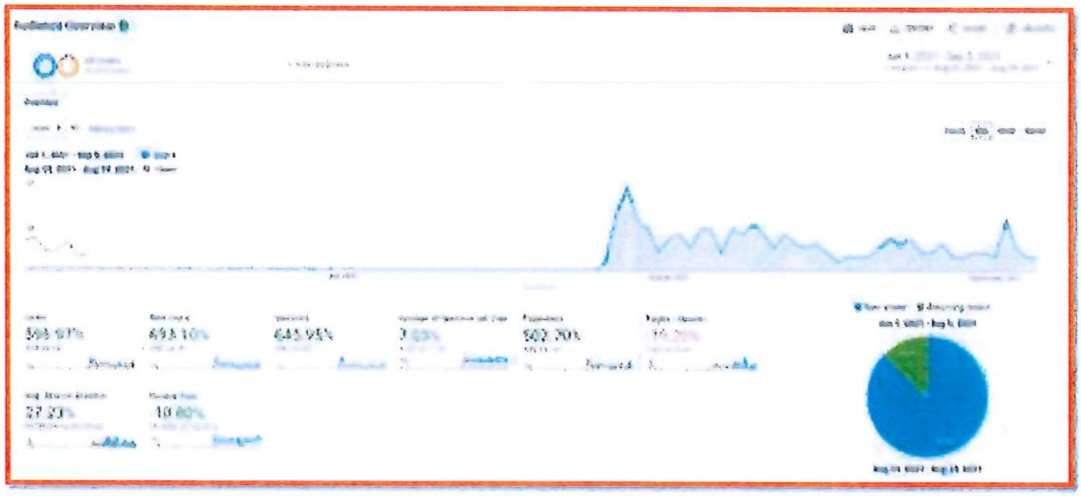

GOOGLE ANALYTICS

Google Analytics has been set up to track website activity such as session duration, pages per session, bounce rate etc. of individuals using the site, along with the information on the demographics & source of the traffic.

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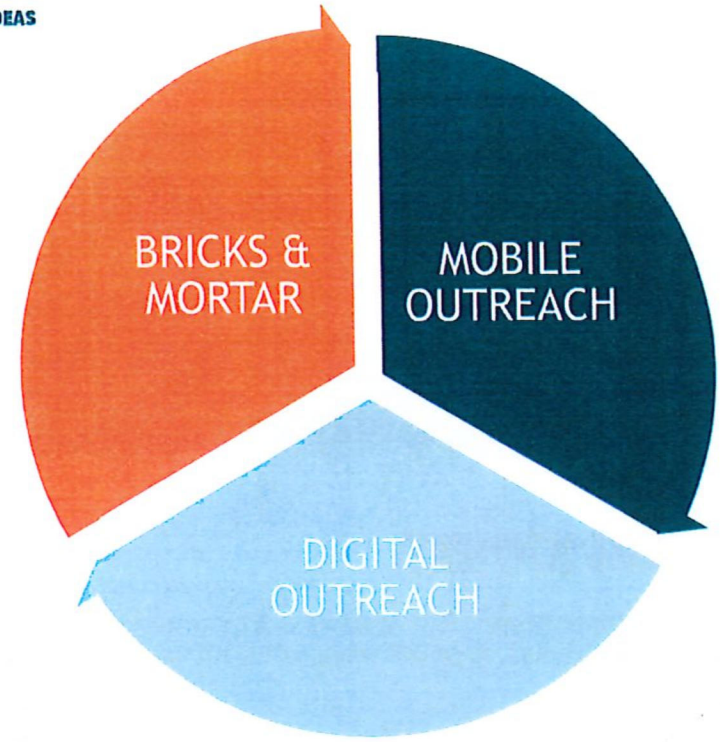

SALMONARM
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SALMONARM
ECONOMIC DEVELOPMENT SOCIETY



DOWNTOWN
SALMONARM

SHUSWAP
Beautiful. Casual. Down-to-earth.

SHUSWAP
makerspace

DESTINATION
BRITISH COLUMBIA

TOTA
THOMPSON OKANAGAN
TOURISM ASSOCIATION

CONNECTIONS & COLLABORATIONS

SALMONARM
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VISITOR INFORMATION KIOSKS

Visitor Information Kiosks at Canoe Beach & Marine Peace Park stocked weekly to ensure brochures & guides are accessible to visitors afterhours, as well as weekly drop offs to various business locations within Salmon Arm.

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2021 CHALLENGES



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2021 SUCCESSES



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VISION for 2022



SALMONARM
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WE NEED YOUR SUPPORT

As an important part of our community & the front line face to our welcoming committee in Salmon Arm, we are asking you to help support these new initiatives...

HOW?

SALMONARM
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PROVIDE BROCHURES

Ask local business, accommodations or attractions to help stock our Visitor Centre.

Print publications can be dropped off at City Hall from 8:00 AM – 4:00 PM Monday to Friday

ATTENTION: Sapphire Games

Can't make it to City Hall?

Email to arrange a pick up at visitorinfo@salmonarm.ca.



LIKE & SHARE

Like & share our new social media platforms!

Check them regularly for updates, street team locations & upcoming local events to share with locals, visitors or guests to our area.

Facebook Twitter Instagram





BOOK THE STREET TEAM

Book our Street Team to attend an upcoming event or to highlight your attraction!

Dates are available for Fall & Winter 2021 & 2022.

Don't miss out, we would love to connect with you & share how amazing your business is to locals and visitors.

SALMONARM
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Sapphire Games
VISITOR SERVICES COORDINATOR
(250) 803-4019
VISITORINFO@SALMONARM.CA

SALMONARM
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QUESTIONS OR COMMENTS?

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Item 22.1

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit VP-535 be authorized for issuance for Amended Legal Subdivision 15 of Section 31, Township 20, Range 9, W6M, KDYD, Except Plan 10393 and 21686 to vary Section 4.8.1, Subdivision and Development Servicing Bylaw No. 4163, waiving the requirement to upgrade the west side of Park Hill Road NE to the RD-4 Urban Arterial Road, fronting the subject property, subject to:

1. The owner/developer extending the multi-use path in a north-south direction for the length fronting the subject property on the east side of Park Hill Road NE; and

2. The owner/developer registering a Land Title Act Section 219 Covenant restricting further subdivision of the portion of the subject property west of Park Hill Road NE.

[Onsite Engineering Ltd./1309295 BC Ltd.; 6810 Park Hill Road NE; Servicing requirements]

Vote Record

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

Opposed:

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

CITY OF
SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

DATE: August 27, 2021

SUBJECT: Development Variance Permit Application No. VP-535
Legal: Amended Legal Subdivision 15 of Section 31, Township 20, Range 9, W6M, KDYD, Except Plan 10393 and 21686
Civic Address: 6810 Park Hill Road NE
Owner: 1309295 BC Ltd (Jas Sandher)
Applicant: Onsite Engineering Ltd. (Jan van Lindert)

STAFF RECOMMENDATION

THAT: **Development Variance Permit No. VP-535 be authorized for issuance for Amended Legal Subdivision 15 of Section 31, Township 20, Range 9, W6M, KDYD, Except Plan 10393 and 21686 to vary Section 4.8.1, Subdivision and Development Servicing Bylaw No. 4163, waiving the requirement to upgrade the west side of Park Hill Road NE to the RD-4 urban Arterial Road, fronting the subject property subject to:**

1. **The owner/developer extending the multi-use path in a north-south direction for the length fronting the subject property on the east side of Park Hill Road NE and;**

2. **The owner/developer registering a Land Title Act Section 219 covenant restricting further subdivision of the portion of the subject property west of Park Hill Road.**

PROPOSAL

As a condition of subdivision approval the applicant must upgrade the entire road fronting the subject property to a RD-4 Urban Arterial Road Standard. The applicant intends to construct a 130 lot single family residential subdivision (see Appendix 1) and has received preliminary approval for phase 1 consisting of 34 lots. The applicant is requesting to waive the road upgrade requirements fronting 6810 Park Hill Road NE along the west portion of the road. A letter submitted by the applicant in support of the application is included as Appendix 2.

BACKGROUND

The subject parcel is located at 6810 Park Hill Road NE, in the Canoe area (see Appendix 3 and 4). The parcel is split designated Low Density Residential and Medium Density Residential in the City's Official Community Plan (OCP) (Appendix 5). In Zoning Bylaw No. 2303, the subject property is split zoned Low Density Residential (R1) on the east portion of the site and R9 (Estate Residential) on the west portion of the subject property (Appendix 6). That portion of the subject property which the proposed variance would apply to is within the Agricultural Land Reserve (ALR) (Appendix 7).

In total the subject property is approximately 14.25ha, that portion on the east side of Park Hill Road NE is approximately 13.8ha and that portion on the west side of Park Hill Road NE is approximately 0.45ha. The subject property, 6810 Park Hill Road NE, is 'hooked' across the road and as a condition of development the entire road must be upgraded to an Urban Arterial Road Standard. The frontage of the portion of land that the variance would apply to is approximately 185m. The portion of frontage that would not be varied and constructed by the owner is approximately 245m.

Given the minimum parcel area permitted in the R9 (Estate Residential) zone (0.4ha/0.99ac), OCP designation and ALR status, further development on that portion of the subject property is not being contemplated.

A picture of the road, dated August 2021 and the RD – 4 Urban Arterial Road Standard is included as Appendix 8.

Adjacent land uses include the following:

North: P1 (Park and Recreation Zone) – Park Hill Community Park
South: A2 (Rural Holding Zone), P1 (Park and Recreation Zone) and R9 (Estate Residential) – Agriculture, Golf Course and Single Family Dwelling
East: R1 (Single Family Dwelling) – vacant lots and single family dwellings
West: A2 (Rural Holding Zone) – Agriculture and single family dwelling

Development of the subject property has been proposed several times since 1993. Below is a summary of various applications. In this instance, the developer is proposing a single family subdivision of 130+ lots in a similar configuration to the last proposal in 2018.

6810 Park Hill Road NE – Summary of Previous Development Proposals

1. In 1993, an application to rezone the property to R-6 (Mobile Home Park) was defeated by Council at third reading (File: ZON-413). Area residents expressed concerns with the density of development and the creation of another mobile home park in Canoe.

2. In 1994, an application to rezone the property from A-2 (Rural Holding) to R-1 (Single Family Residential) was also defeated at third reading (File: ZON-482). Area residents primarily expressed concerns with the proposed density of development.

3. In 1996, an application to rezone the property from A-2 (Rural Holding) to R-7 (Large Lot Single Family Residential) was adopted by Council (ZON-514). The application received little, if any, opposition and was supported by a number of area residents.

4. In 2008, an application to re-designate part of the property from Low Density Residential to Medium Density Residential and to rezone portions of the property from R-7 (Large Lot Single Family Residential) to R-1 (Single Family Residential), R-4 (Medium Density Residential) and R-9 (Estate Residential) zones was adopted by Council (ZON- 841). No concerns were expressed by area residents.

5. In 2018, an application to re-designate the larger portion of the subject property from Medium Density Residential to Low Density Residential and remove a Neighbourhood Park designation and rezone the larger portion of the subject property from R-7 (Large Lot Single Family Residential) and R-4 (Medium Density Residential) to R1 (Single Family Residential), the portion of the parcel on west side of Park Hill Road NE remained R-9 (Estate Residential) (Zon-1109) was adopted by Council. Related to that application, Development Variance Permit (VP - 465) was approved and has since expired. As noted in the applicant's letter, the variance is the same as the subject application (see Appendix 2).

COMMENTS

Engineering Department

Detailed comments are attached as Appendix 9. The Engineering Department is supportive of the variance request and as a condition of support request that the multi-use path be extended along the east side of Park Hill Road NE to connect to the Park Hill trail entrance just south of the subject property. The extension of the multi-use path would be included as part of the overall improvements required on that portion of the road.

Fire hydrants are to be installed on the east side of Park Hill Road NE to meet the 150m spacing requirement. Fire hydrants within the proposed subdivision are to be installed to meet the minimum spacing requirement. Fire hydrant requirements are not part of the variance request.

Despite current ALR status, OCP designation and zoning the registration of a Section 219 covenant restricting further subdivision of the portion of the subject property on the west side of Park Hill Road ensures that if ever in the future that land were proposed to be subdivided further full frontage improvements would be required.

Building Department

The Building Department notes that a geotechnical review is required. In previous applications a comprehensive retaining wall plan was included and should be maintained.

Fire Department
No concerns.

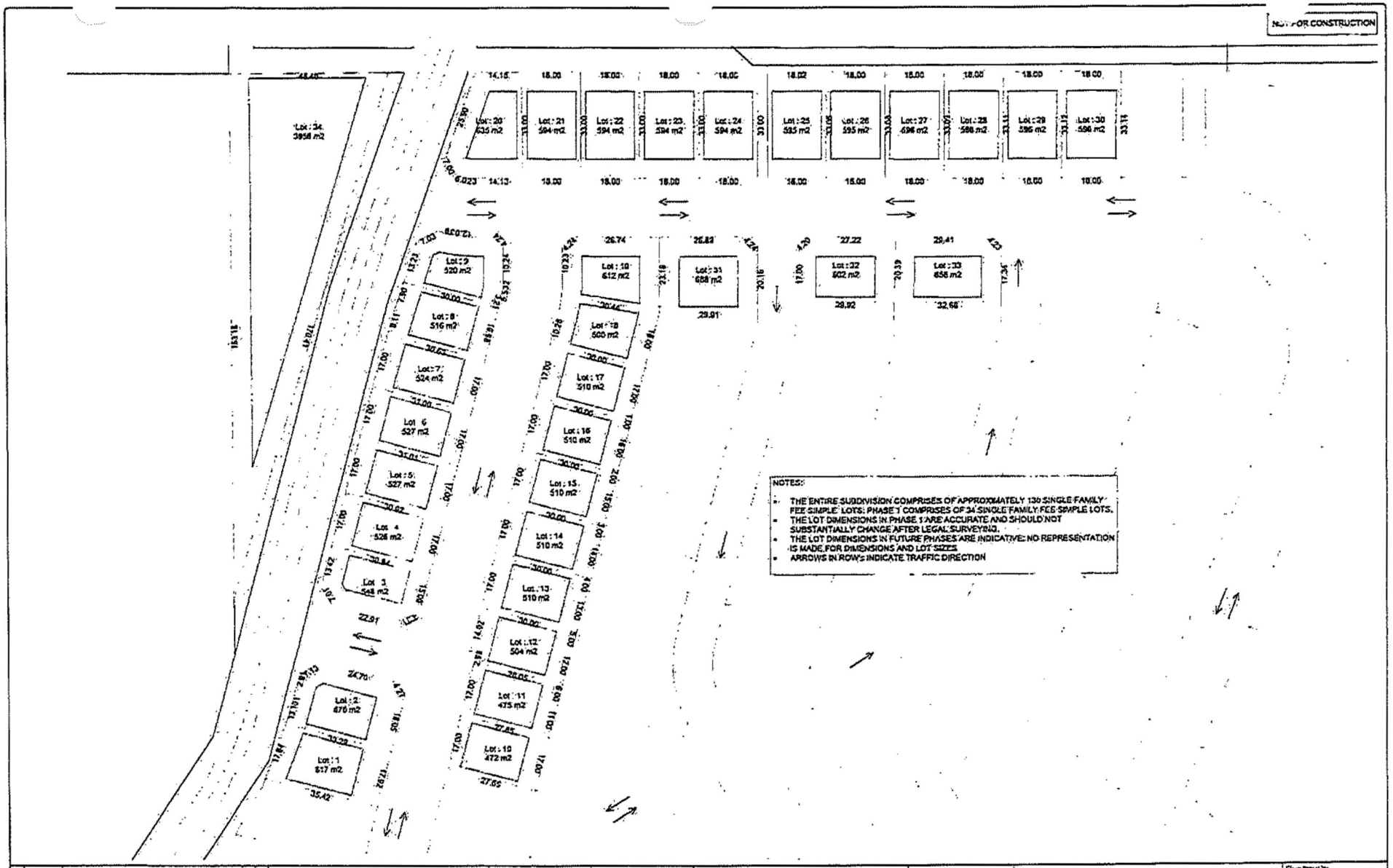
Planning Department

The applicant is requesting to vary the Subdivision and Development Servicing Bylaw No. 4163 to accommodate development permitted by the zoning. With the subdivision proposal full frontage and servicing upgrades are triggered. However, the proposed lot on the west side of Park Hill Road NE is within the ALR and zoned to prohibit further subdivision and development, making further development unlikely. Furthermore, the upgrading of the road along the ALR portion, as required by the Subdivision and Servicing Bylaw, would be contrary to ALC policies regarding the unnecessary servicing of lands within the ALR as it may create undue pressure for development in the ALR.

Staff note the potential benefit related to providing additional housing aligns with existing use in the area. Given the designation of the portion of land on the west side of Park Hill Road NE, similar to VP – 465, staff remain supportive of this application as it is essentially the same proposal approved by Council on April 23, 2018.

Prepared by: Melinda Smyrl, MCIP, RPP
Planner III

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



August 9, 2021 MS

ONSITE
Engineering Ltd.

Head Office-Salmon Arm
201-231 Trans Canada Hwy
PO Box 2012
Salmon Arm, BC V1E 4R1
Tel: 250-833-5643
Fax: 1-866-235-6943

Office Locations:
Salmon Arm, Abbotsford, Golden
Campbell River, North Vancouver, Port Alberni
Prince George, Nanaimo, Courtenay

May 18, 2021

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

OEL File#: 1644-1
City File#:

Attn: Salmon Arm Mayor and Council, Director of Development Services

Re: Proposed subdivision of 6810 Park Hill Road, legally described as Amended LS 15 of Section 31, TWp 20, R9, KDYD, except Plans 10393 and 21686

On behalf of our client Wilmark Homes Ltd/Homecraft Construction Ltd. we recently applied for subdivision of our client's property at 6810 Park Hill Road. The renewed Subdivision proposal is in all material aspects similar to the expired proposal, City file No 17.24(E), dated February 27, 2018. We expect that the engineering requirements as those defined by Bylaw 4163 are to be met before final subdivision approval is granted. We anticipate that these requirements are the same or similar to the 2018 requirements. Therefore, one of the requirements we expect, is that Park Hill Road is to be constructed to the City of Salmon Arm Specification Drawing RD-4.

In 2018, Onsite Engineering and City Staff have discussed a variance to this requirement. At the time our client's variance request was worded as follows:

"The triangle area west of Park Hill Road is "hooked" to the main site. The client has no intention to subdivide this lot, rather sell it as one individual lot. The lot will be serviced off of the infrastructure that is to be constructed in the northern access road to the subdivision. Since the lot will not be subdivided we request to waive the requirement to upgrade the west side of Park Hill Road to the RD-4 standard."

Our client was then and is now prepared to construct the east side of Park Hill Road to the RD-4 standard. We therefore apply for a renewal of the original DVP-465.

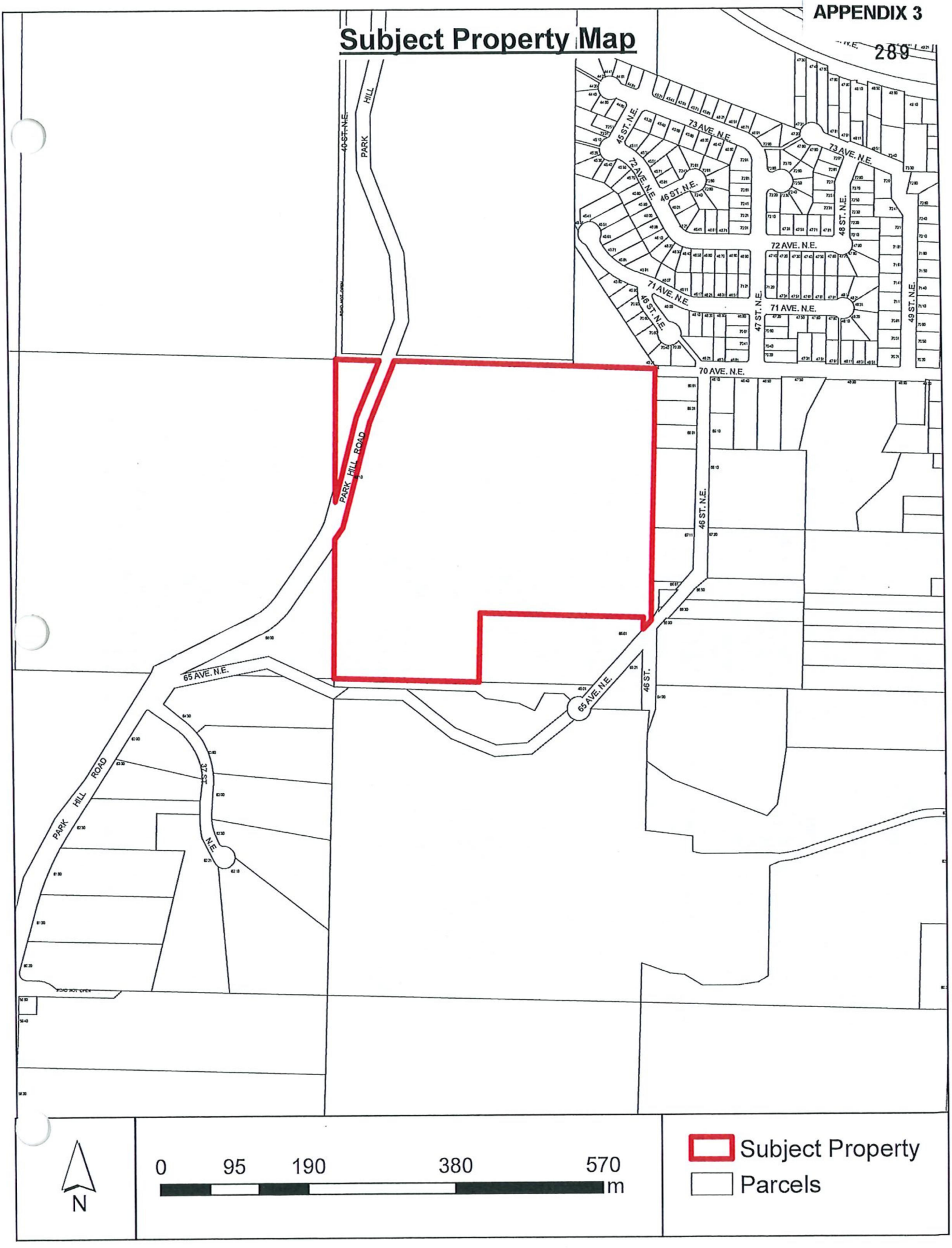
If you have any questions, please contact us.

Sincerely,
Onsite Engineering Ltd.

Jan van Lindert, P.Eng.
Project Manager

APPENDIX 3

Subject Property Map



APPENDIX 4

Subject Property Map



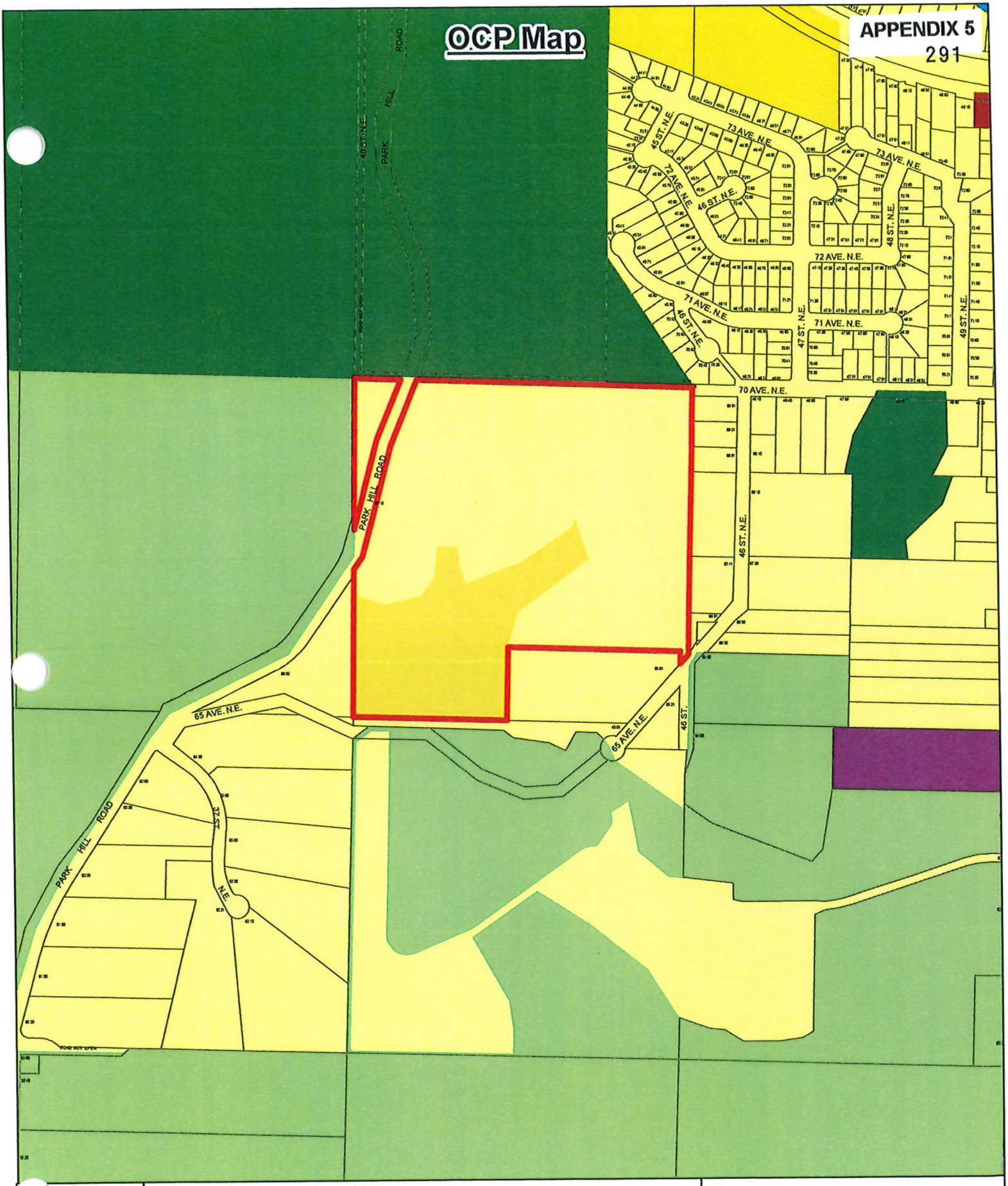
N

0 25 50 100 150 m

Ortho Photo Date: 2021

Subject Property
Parcel Hooks
Parcels

OCP Map


PARK HILL ROAD
40 ST. N.E.
PARK HILL ROAD
73 AVE. N.E.
45 ST. N.E.
72 AVE. N.E.
46 ST. N.E.
48 ST. N.E.
71 AVE. N.E.
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32 ST. N.E.
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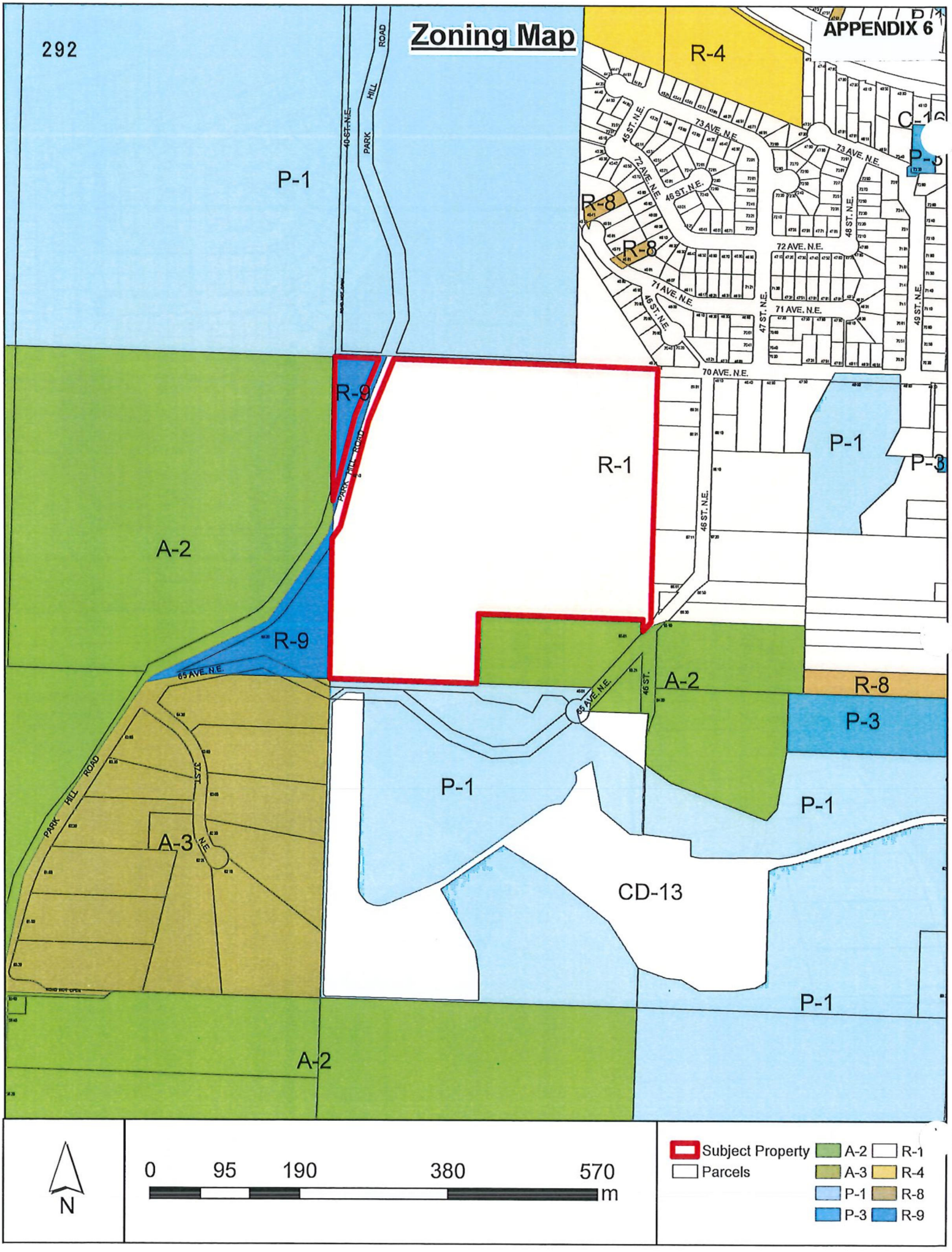
570
m
Subject Property
Parcels
Acreage Reserve
Park
Lake Recreation
Institutional
Residential - Low Density
Residential - Medium Density
Commercial - Neighbourhood


Zoning Map
APPENDIX 6
292
P-1
R-4
R-8
R-8
R-9
R-1
R-9
A-2
A-2
R-8
P-3
P-1
P-1
P-1
A-3
CD-13
P-1
A-2
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65 AVE. N.E.
37 ST. N.E.
N
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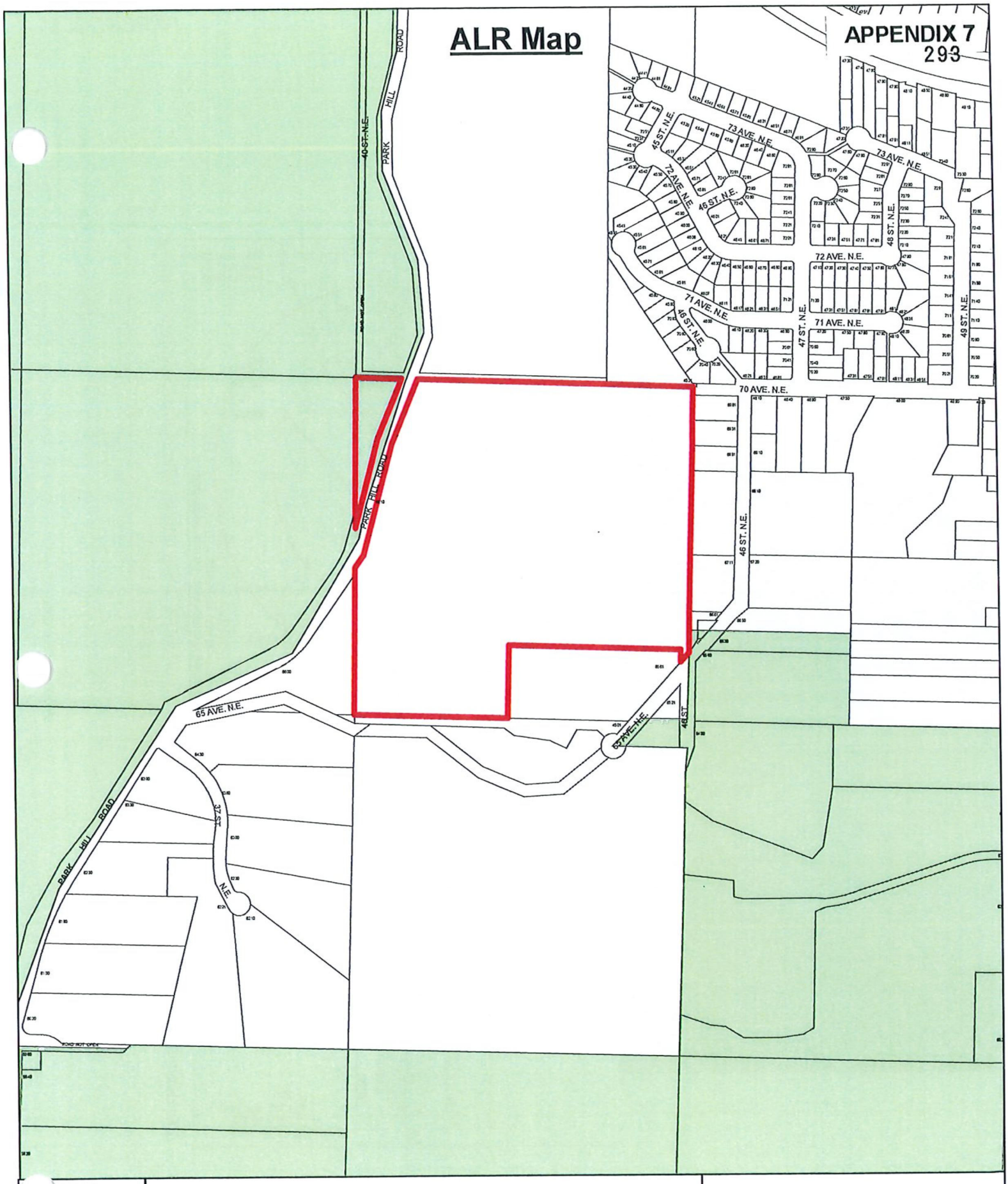
Subject Property
Parcels
A-2
A-3
P-1
P-3
R-1
R-4
R-8
R-9

ALR Map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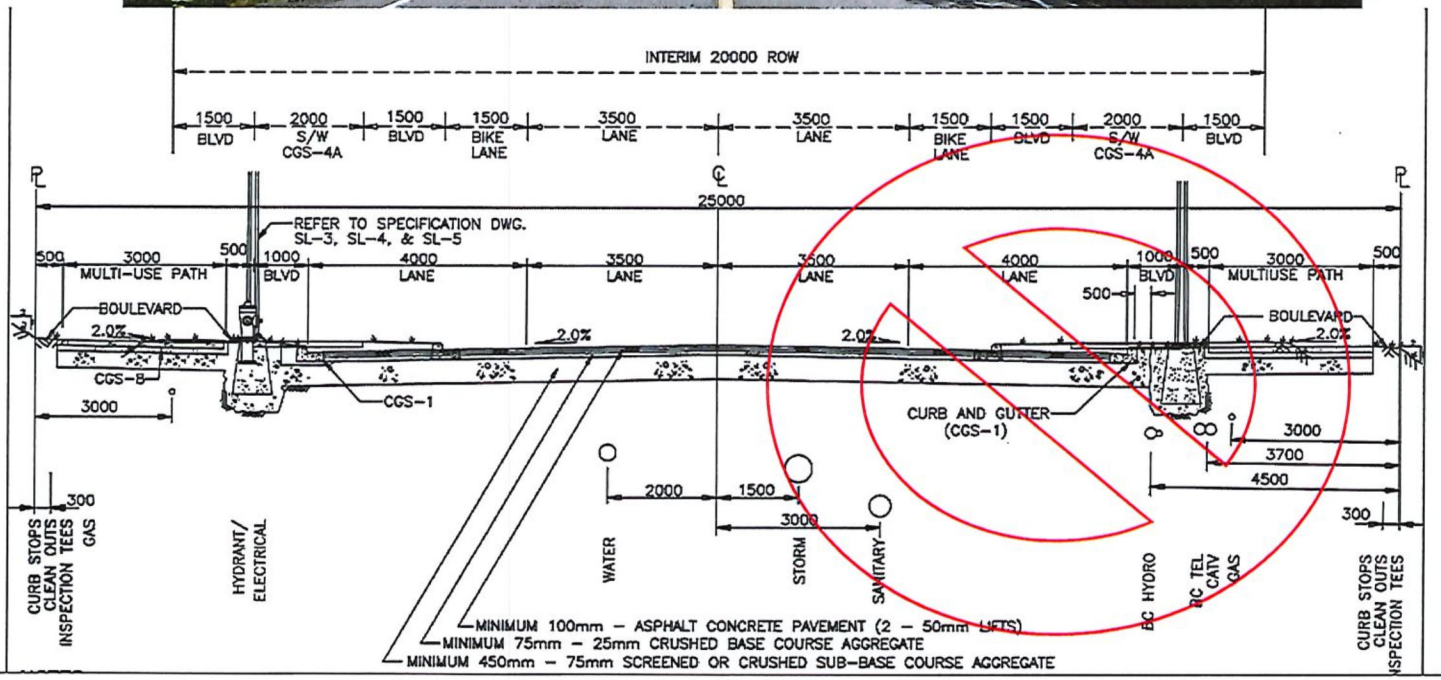
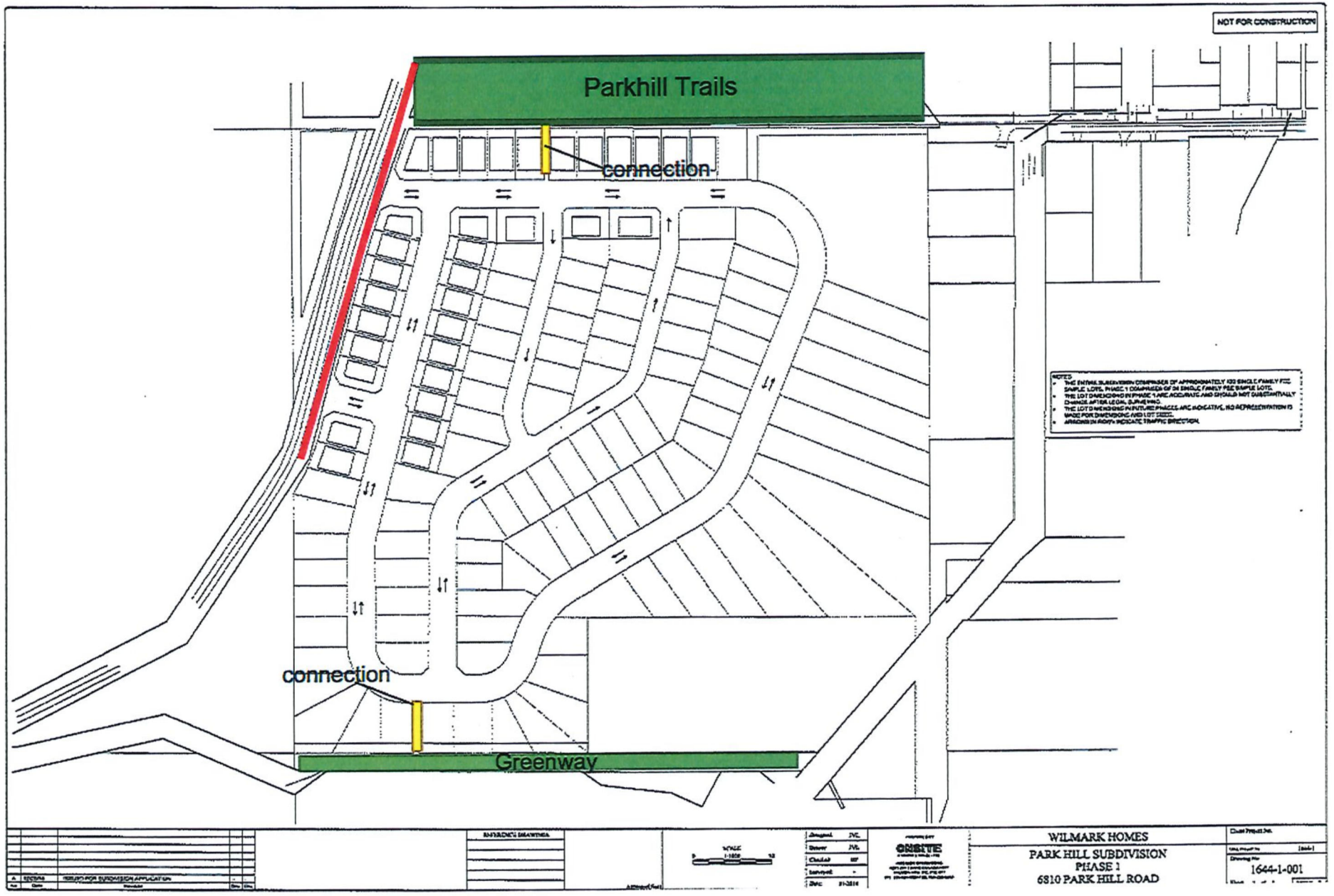
Subject Property
Parcels
ALR





Development Variance Permit No. 535 - Park Hill Road NE (Current) & Urban Arterial Interim Road Standard – Looking southward and away from Canoe Beach


NOT FOR CONSTRUCTION
Parkhill Trails
connection
connection
Greenway
WILMARK HOMES
PARK HILL SUBDIVISION
PHASE 1
6810 PARK HILL ROAD
1644-1-001

APPENDIX 9

CITY OF SALMON ARM

Memorandum from the Engineering and Public Works Department

TO:	Kevin Pearson, Director of Development Services
DATE:	05 August 2021
PREPARED BY:	Chris Moore, Engineering Assistant
OWNER:	Wilmark Homes Ltd. & Homecraft Construction Ltd. – 33k677 Arcadia Way, Abbotsford, BC V2S 7T4
APPLICANT:	**Onsite Engineering Ltd. (Jan van Lindert)**
SUBJECT:	**VARIANCE PERMIT APPLICATION FILE NO. VP- 535 (SERVICING) and SUBDIVISION APPLICATION 21.12**
LEGAL:	Amended Legal Subdivision 15 of Section 31 Township 20 Range 9 W6M KDYD Plans 10393 and 21686
CIVIC:	**6810 Park Hill Road NE**

Further to your referral dated 14 June,2021, we provide the following servicing information:

General:

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.

2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.

3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.

4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.

5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.

6. Erosion and Sediment Control measures will be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.

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

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

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

Roads / Access:

1. Park Hill Road NE, on the subject property's western boundary, is designated as an Urban Arterial Road standard, with an ultimate 25.0m road dedication (12.5m on either side of road centerline). Although the City only requires an Interim total of 20.0m of road dedication (10.0m on either side of road centerline) at this time, all building setbacks will be required to conform to the ultimate 25.0m cross section. Available records indicate that 1.712m of additional dedication is required (to be confirmed by BCLS).

2. Park Hill Road NE is currently constructed to an Interim Urban Arterial Road standard. Upgrading to the current Urban Interim Arterial Road standard is required, in accordance with Specification Drawing No. RD-4. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs.

3. 65 Ave NE, located on the subject property's south-east corner, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).

4. 65 Ave NE is currently constructed to an Interim Local Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, street drainage and hydro and telecommunications. Since the frontage is limited to a width of 15m, this upgrade 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. The subject property fronts onto 70 Ave NE on the northern boundary. Due to the steep topography, 70 Ave NE cannot be constructed in this location and no dedication or improvements will be required. However, at the east and west ends of the property the existing trail provides access to the park and a 3m x 3m corner cut will be required across the NW and NE corners of the subject property.

6. The property is designated as a Hillside Development and internal streets may therefore be designated as Urban Local Road (Hillside Development) or Urban Single Lane Local Road (Hillside Development) with an ultimate 18.0m and 12.0m dedication respectively. Owner/developer will be required to construct roads in accordance with specification drawings RD-15 and RD-16.

7. Corner cuts will be required at the junction with Park Hill Road (5m x 5m) and internally (3m x 3m.)

8. No direct access will be permitted to Park Hill Road by individual lots, except for the portion of land to the west of Park Hill Road which will be permitted one access. Each lot to be reviewed to confirm that driveways comply with the requirements of Policy 3.11.

9. Owner/developer is responsible in ensuring all boulevards and driveways are graded towards roadway at minimum 2.0%

10. Temporary dead-end roads internal to the subdivision may be terminated with a paved temporary T-turn around in accordance with Specification Drawing No. RD-13.

Water:

1. The subject property fronts a 250mm diameter Zone 1 water main on the northern boundary, a 100mm diameter Zone 1 water main at the south-east corner on 65 Ave NE and a 500mm diameter Zone 2 water main on Park Hill Road. The Owner / developer is required to upgrade the 100mm water main on 65 Ave NE along the property's frontage to 150mm. Since this work is considered premature at this time, a 100% cash in lieu contribution for future works will be required.

2. Subdivision is to be serviced by extension of Zone 2. Water distribution design to be looped internally, with two feeds from Park Hill Road.

3. The proposed parcels are each to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use (minimum 25mm). Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.

4. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012.

5. Fire protection requirements to be confirmed with the Building Department and Fire Department.

6. Fire Hydrant spacing is insufficient; developer is responsible for installing hydrants along Park Hill Road as needed to meet the 150m spacing requirement. Internal Fire Hydrants will also be required to meet the minimum applicable spacing requirement.

Sanitary:

1. The subject property does not front on the City's sanitary sewer collection system. Extension of the system westward from 46 St NE within the recently dedicated right of way will be required.

2. The subject property is in an area with no current sanitary capacity concerns according to the City Sanitary Study (Urban Systems 2016).
3. Proposed parcels are each to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.

Drainage:

1. The subject property does not front on the City's storm drainage system.

2. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.

3. Discharge to the "Lund Pond" has been previously agreed in principle, through the recently dedicated right of way and shall be in accordance with Section 7.3.

4. The proposed parcels shall be serviced each by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.

Geotechnical:

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

Variance Request:

The applicant is requesting to waive the requirement to upgrade the Western side of Park Hill Road fronting the property to a RD-4 Standard.

Park Hill Road NE is a transition between the Urban Area to the East and the Rural Area to the west. The triangle hooked parcel however falls within the urban containment boundary but is located on the "rural side" of the road.

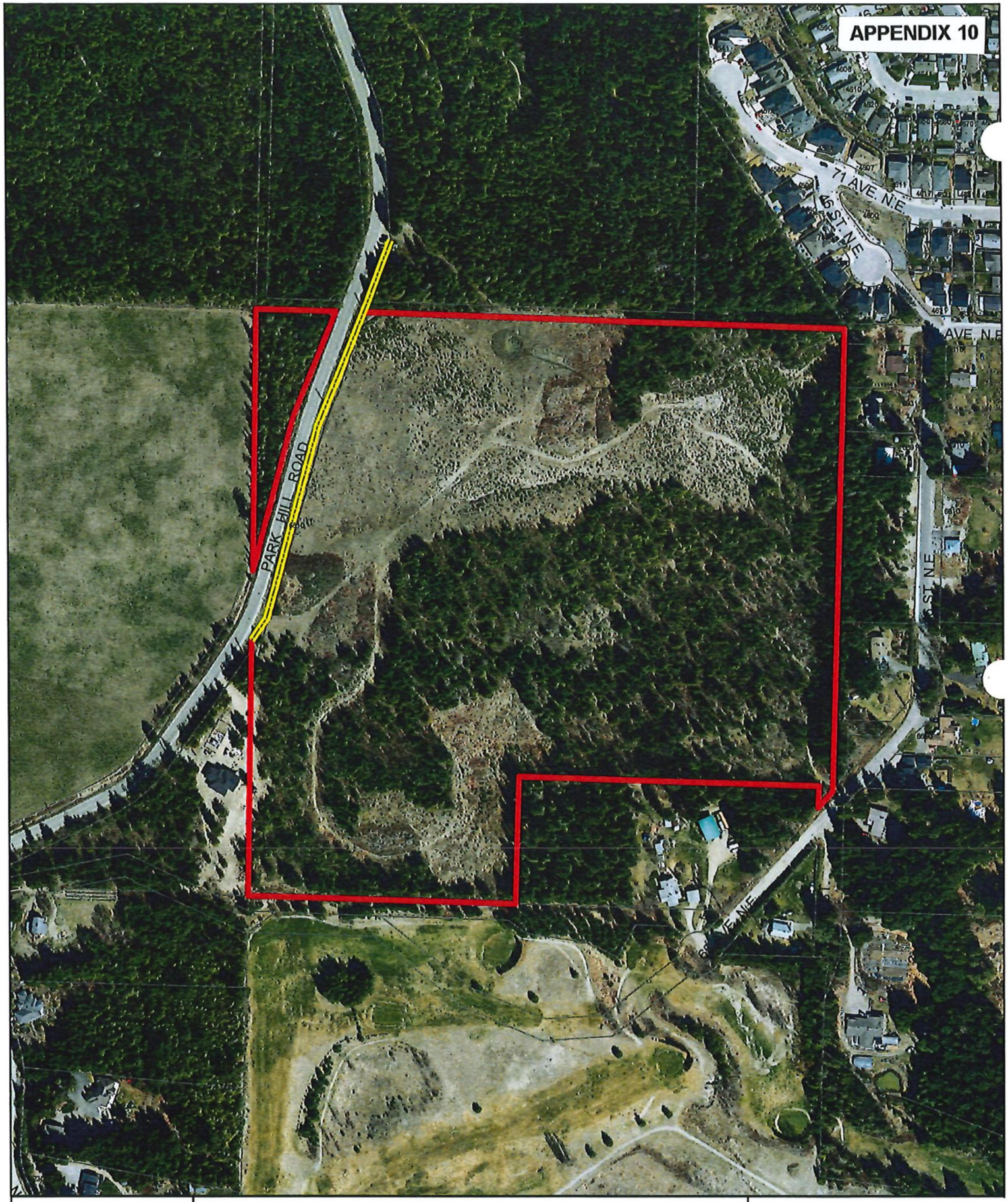
This development is isolated between Park Hill Trails to the north, development area to the south and farm land to the west. It is unlikely that further upgrades will ever be completed on the west side. Extending the multi-use path on the east side to the trails to the north would be more beneficial than upgrading the frontage on the west side of the road.

The Engineering Department supports the request to waive the requirement to upgrade the western portion of Park Hill Road be approved, subject to a "no further subdivision" covenant being registered on the hooked parcel and extension of the multi-use path on the east side to the trails.

It is also noted that prior to subdivision, the hooked parcel is to be fully serviced with water and sanitary services and a culvert to allow access across the existing ditch.

Chris Moore
Engineering Assistant

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


APPENDIX 10
71 AVE. N.E.
45 ST. N.E.
PARK HILL ROAD
45 ST. N.E.
N
0 30 60 120 180 240
m
Proposed Multi-Use Path
Subject Property
Parcels

Item 22.2

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit VP-536 be authorized for issuance for Lot 1, Section 13, Township 20, Range 10, KDYD, Plan EPP94805 to vary Zoning Bylaw No. 2303, Appendix 1 – Off Street Parking and Loading Spaces as follows:

1. Reducing the number of off-street parking spaces from 14 stalls to 6 stalls; and
2. Waive the requirement to provide hard surface parking on-site;

AND THAT: Council directs staff to enter into an agreement with the owner to allocate sufficient parking within the road right-of-way (Auto Road SE) as shown on Appendix 7 of the Staff Report dated August 19, 2021, and the applicant provide upgrades to the road right-of-way to accommodate those spaces.

[H. Roberge; 931 12 Street SE; Servicing]

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF
SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

DATE: August 19, 2021

SUBJECT: Development Variance Permit Application No. VP-536
Legal: Lot 1, Section 13, Township 20, Range 10, KDYD, Plan EPP94805
Civic Address: 931 12 St SE
Owner/Applicant: Harmony Roberge (Maple Tree Montessori Daycare)

STAFF RECOMMENDATION

THAT: **Development Variance Permit No. VP-536 be authorized for issuance for Lot 1, Section 13, Township 20, Range 10, KDYD, Plan EPP94805 to vary Zoning Bylaw No. 2303, Appendix 1 – Off Street Parking and Loading Spaces as follows:**

1. **Reducing the number of off-street parking spaces from 14 stalls to 6 stalls and;**
2. **Waive the requirement to provide hard surface parking on-site;**

AND THAT: **Council directs staff to enter into an agreement with the owner to allocate sufficient parking within the road right-of-way (Auto Road SE) as shown in Appendix 7, and the applicant provide upgrades to the road right of way to accommodate those spaces.**

PROPOSAL

The applicant is adding 48.9m² to the existing building and converting the existing single family dwelling to a Commercial Daycare facility in order to accommodate 20 additional childcare spaces. The required number of parking spaces is based on the area of the intended use. In this instance, fourteen (14) parking spaces are required and the applicant is requesting to vary the number of off-street parking spaces from fourteen to six and is proposing to utilize adjacent City owned land to provide the additional ten (10) required parking spaces. The applicant is also requesting to vary the requirement to hard surface all parking areas. A letter submitted by the applicant is included as Appendix 1.

BACKGROUND

The subject property is approximately 2073m² (22315 ft²) in area (Appendices 1 and 2). The parcel is designated Low Medium Residential in the City's Official Community Plan (OCP), and zoned Medium Density Residential (R4) in the Zoning Bylaw (Appendices 4 and 5).

In 2013 the owner opened a residential daycare utilizing the main floor of the building to provide daycare spaces for 20 children. In 2021 the owner received a grant from the provincial government to provide an additional 20 spaces. In order to accommodate these spaces the owner is increasing the footprint of the building 48.9m² and converting the existing single family dwelling to the daycare operation. The site plan and building drawings are included as Appendix 6.

In Zoning Bylaw 2303 the number of parking spaces is calculated based on the area of use. In this instance, 460.7m² of the building would be used for the daycare operation; therefore, fourteen spaces are required. The Zoning Bylaw does not require separate employee parking; however, on this site the 'existing driveway' area is used by the staff of the daycare and provides limited additional parking. There

are six dedicated off-street parking spaces provided for in the proposal. The Engineering Department supports additional off-street parking spaces within the Auto Road SE road right of way area north of the subject property. As part of the agreement with the City, the applicant would be responsible for the costs of improvements in the arrangement. More details are provided in the Engineering and Servicing Report included as Appendix 7 (see Engineering Comments below). The applicant has stated that they are agreeable to the agreement.

It should be noted that typically commercial (re)development would trigger a Development Permit application; however, the OCP exempts Development Permit requirements for proposals in which less than 50m^2 of area is added to a building. Similarly, the Subdivision and Servicing Bylaw exempts the owner from frontage improvements when the proposed addition is less than 50m^2. As noted above, the proposed building addition is 48.9m^2.

Adjacent land uses to the subject property include:

North: R4 (Medium Density Residential) and P1 (Park and Recreation) – Single family residences, vacant lot, and Pileated Woods Community Park
South: R1 (Single Family Dwelling) – vacant lots and single family dwellings
East: R8 (Residential Suite) – single family dwellings with suites
West: R4 (Medium Density Residential) – vacant lot

COMMENTS

Engineering Department

Detailed comments are attached as Appendix 7. The Engineering Department is supportive of the variance request to reduce the number of parking spaces and emphasizes that parking spaces shown on the applicant's plans that are within the 12 Street SE road right of way are problematic. After researching alternatives, the road right of way area along Auto Road SE (as shown within the Engineering Servicing Report) is a viable alternative provided some upgrades are provided by the applicant through an agreement with the City. Ensuring the construction of a safe access and egress (vehicular and pedestrian) would be addressed in agreement and improvements would be provided at the cost of the applicant.

The Engineering Department notes that waiving the requirement to provide hard surface parking is not a priority in this situation as gravel and debris are not issues in this area.

Building Department

No concerns.

Fire Department

No concerns.

Planning Department

Staff recognize the nature of the parking for a childcare facility is intermittent and that that there will be times during the day and week in which the parking areas will be largely unused, therefore, additional stalls that provide relief for parking congestion for the periods of day when it is would be expected to be quite high is supported. Staff also note the potential benefit of providing additional licensed child care spaces aligns with other community goals. The alternative parking are being proposed is supported by staff.

Prepared by: Melinda Smyrl, MCIP, RPP
Planner III

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

MAPLE TREE Montessori
A strong foundation for life

Maple Tree Montessori

Ph: 250.804.9008
Email: SalmonarmMontessori@gmail.com
Website: SalmonArmMontessori.com
Mail: 931 12th St. SE Salmon Arm, B.C. V1E 2C8

August 28, 2021

Dear Mayor, Council & Development Services Department,

We are immensely thrilled to expand our existing Montessori Program to include a Nature-Based Program (8 childcare spaces) and a much-needed Infant & Toddler Care Program (12 childcare spaces).

These twenty new childcare spaces come in answer to our community's cry for quality and affordable childcare as clearly quantified in Salmon Arm's recent Child Care Needs Assessment & Action Plan (see document attached). Recognizing the great need in our community, the Ministry of Children and Family Development has given Maple Tree Montessori a substantial grant to aid in the creation of these new childcare spaces.

The project's scope involves adding 48.9 sm (526 sf) to the existing building and renovating the attached home to bring it up to fire safety standards for commercial use. For a more detailed description of the project's scope, please see attached AVEX Plans. Our expansion to offer these new childcare spaces comes with development requirements that we wish to bring before City and Council in request of two variances.

1) We request a variance on the number of required on-site parking stalls (Zoning Bylaw (No. 2303), in Appendix 1, Table A1-1).

Of the fourteen parking stalls we are required to provide, we propose to house six stalls on-site and, with permission of City and Council, use the Auto Rd. SE right-of-way across the street for the remaining needed stalls.

The majority of Maple Tree's traffic is for pick-up and drop-off of children, which keeps the vehicles cycling through our parking stalls relatively quickly. Our flexible arrival and dismissal times result in intermittent traffic flow throughout the day. As most parents park their vehicles for less than five minutes, our on-site parking stalls will accommodate most parking needs. The Auto Rd. SE right-of-way would be used for busier times as overflow parking.

In our attempts to accommodate the required fourteen parking spaces, our designers have compiled several sketches. Unfortunately, every design for potential new parking stalls illustrated a substantial reduction in the amount of green space available to the children. At a time when licensed childcare facilities are encouraged to "have children outside often, including for learning activities, snack time and play time," preserving an inviting outdoor play space is critical to the health of the children in our care (BC Centre for Disease Control, 2001, p.4).

As this project is an expansion of an existing commercial space, the landscaping is already in place and well established. Therefore, adding new parking stalls would require the removal of time-honoured flower gardens and mature trees (purple fountain beech, Japanese maple, apple, lilac, weeping cedar, dwarf maple, yew). Most significantly, providing these stalls would necessitate removing one of the few heritage trees left in our neighbourhood, our prize silver maple, after which our school is named.

The mature trees and landscaping add character to the facility and neighbourhood and provide an acoustic and physical barrier between traffic and the children's play space. The Standards of Practice for Safe Play Space recognizes that outdoor play environments must be well-planned for safety and meeting children's developmental needs. "Trees should be considered as they may help to provide shade as well as to absorb noise and promote air quality (Director of Licensing Standards, 2007, p.1)." In short, the trees bordering the eastern and western boundaries of the lot are sturdy sentries, protecting the children from exposure to the harshness of traffic (shown as green dots in diagram on pg.4).

With development soon to surround the property on all four sides, our quaint corner lot is a little oasis of mature trees and landscaping with vegetable gardens, chickens, and pet bunnies. Our use of the Auto Rd. S.E. right-of-way for overflow parking would negate the paving of this paradise to put in a parking lot, safeguarding the children's rightful access to green space.

2) We request a variance on the requirement to provide hard surfacing for all on-site parking stalls (Zoning Bylaw (No. 2303), in Appendix 1, Item #7).

While the majority of our driveway and parking area is already paved, we request that the two stalls in our front pullout be grandfathered in. The front parking stalls have a pit-run subbase for drainage two feet deep and are topped with three inches of crush compact (installation was a $5,000 investment) and were created to accommodate commercial use. The slope and permeable surface of the parking stalls allow for proper drainage, and a grassy ditch separates the parking stalls from the city street. We have utilized these spaces in a commercial capacity for several years with no concerns of erosion.

Waving the requirement for hard surfacing of these two stalls would save significant funds needed for the childcare centre expansion. The start-up costs for the two new programs are significant, and we are doing our best to work with limited finances. Any funds saved by the granting of this variance will be directly reflected in the quality of our new childcare spaces.

We look forward to working with the city to make these new, quality, affordable and accessible childcare spaces a reality for our community!

Kind regards,

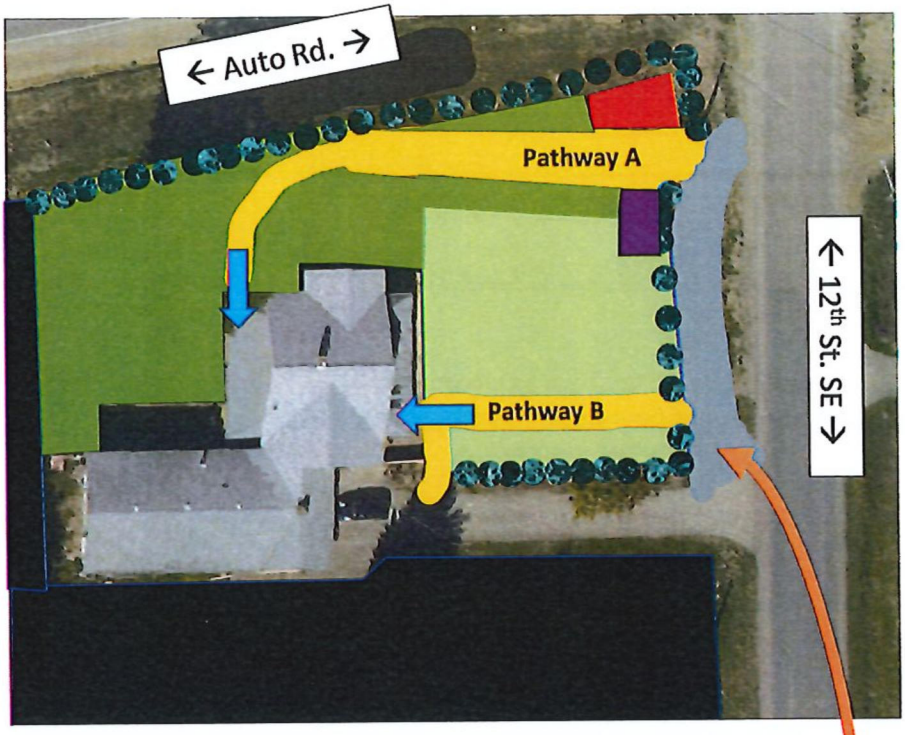


Harmony Roberge, A.A., E.C.E.
Head of School
Maple Tree Montessori

Cited:

COVID-19 Public Health Guidance for Child Care Settings (July 8, 2020): http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance_Child_Care.pdf

Director of Licensing Standards of Practice Safe Play Space (December 10, 2007): https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/child-day-care/safe_play_space.pdf

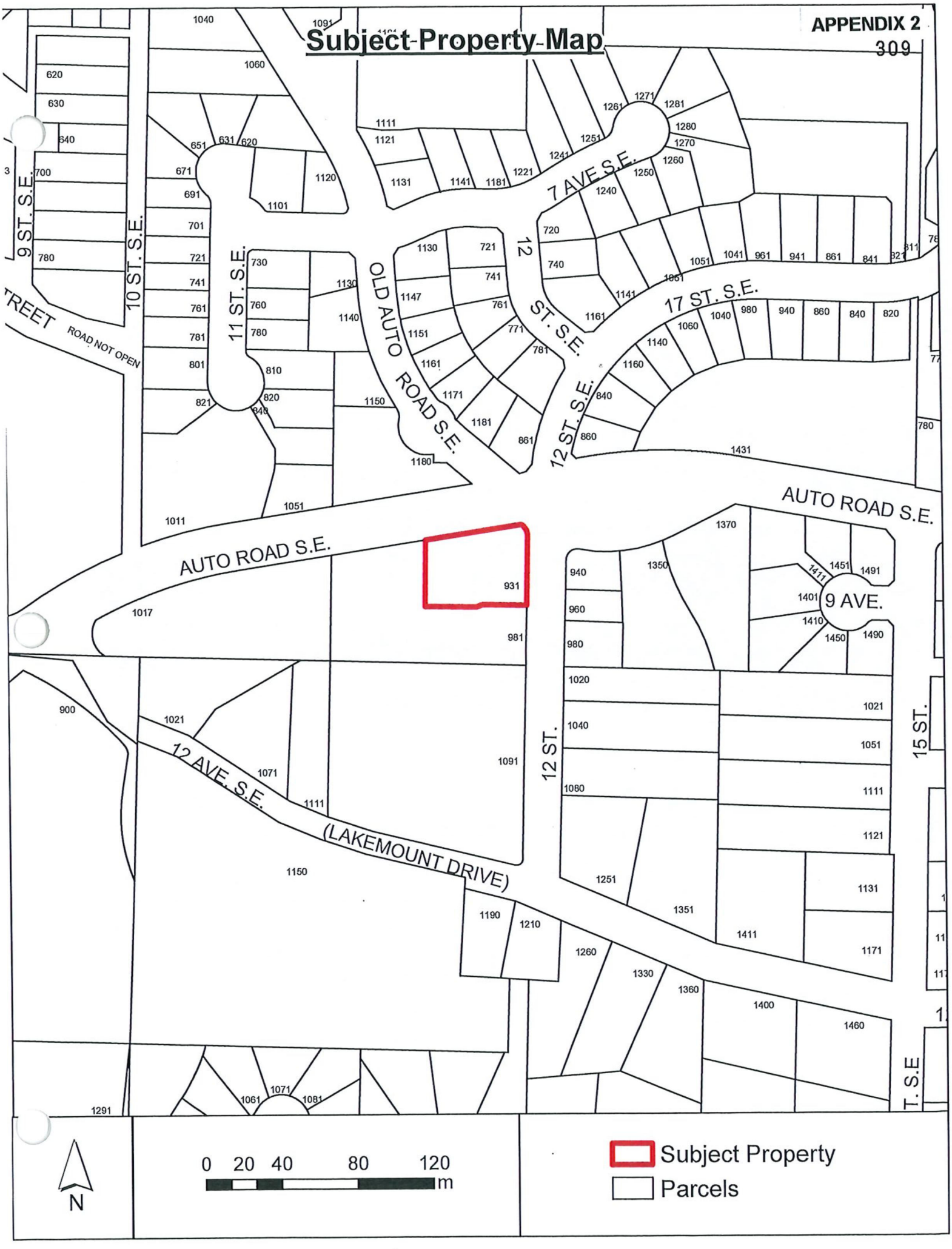


- **RED** = Children's organic vegie garden
- **Purple** = Chicken Coop
- **YELLOW Pathway A** = Entrance to Group Care Program for ages 3 – 6 (28 spaces)
- **YELLOW Pathway B** = Entrance for Infant & Toddler Care Program for ages 0 – 3 (12 spaces)
- **BLUE Arrows** = Main entrance to each program
- **DARK GREEN** = Outdoor Play space for Group Care Program (ages 3 – 6)
- **LIGHT GREEN** = Outdoor play space for Infant & Toddlers (ages 0 – 3)
- **GREEN Dots** = Established trees



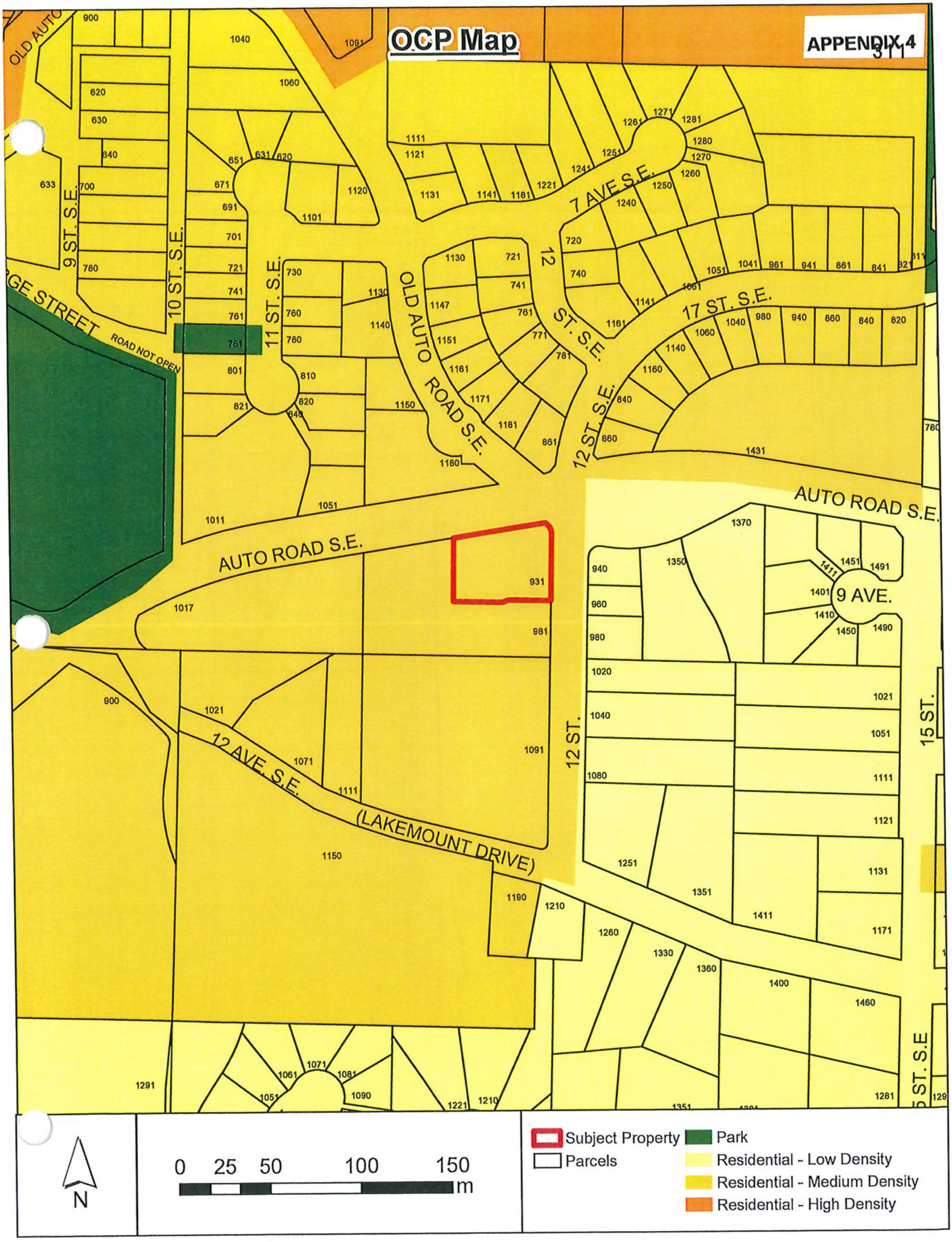
The existing front pullout houses two on-site parking spaces. Established trees and shrubs provide a buffer between traffic and the children's outdoor play space.

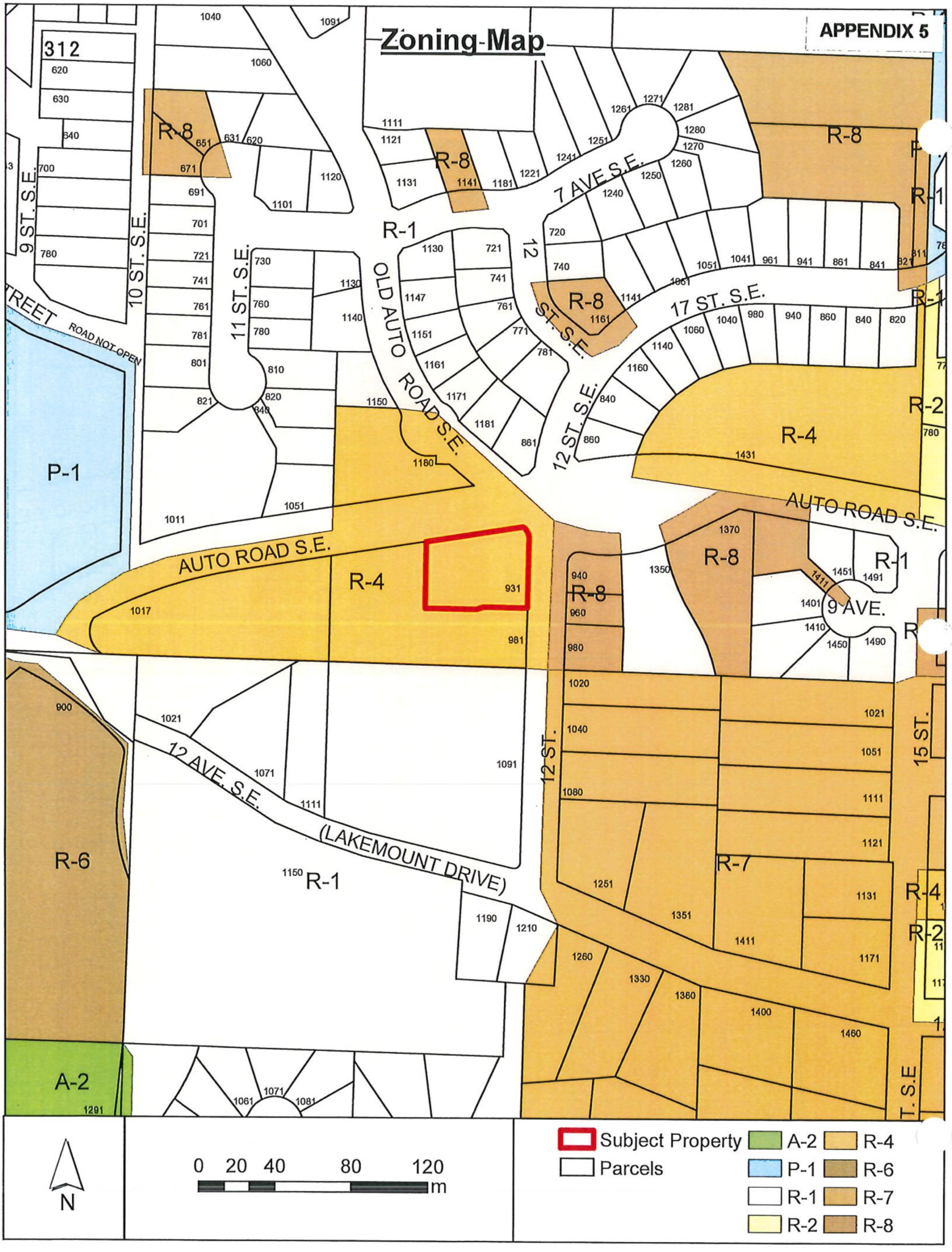
Subject Property Map




APPENDIX 3
Ortho Map
11 ST S.E.
OLD AUTO ROAD S.E.
12 ST. S.E.
17 ST
12 ST S.E.
Auto Road SE
AUTO ROAD SE
12 AVE S.E.
(LAKEMOUNT DRIVE)
12 ST
N
0 15 30 60 90
m
Ortho Photo Date: 2021
Subject Property
Parcels

OCP Map

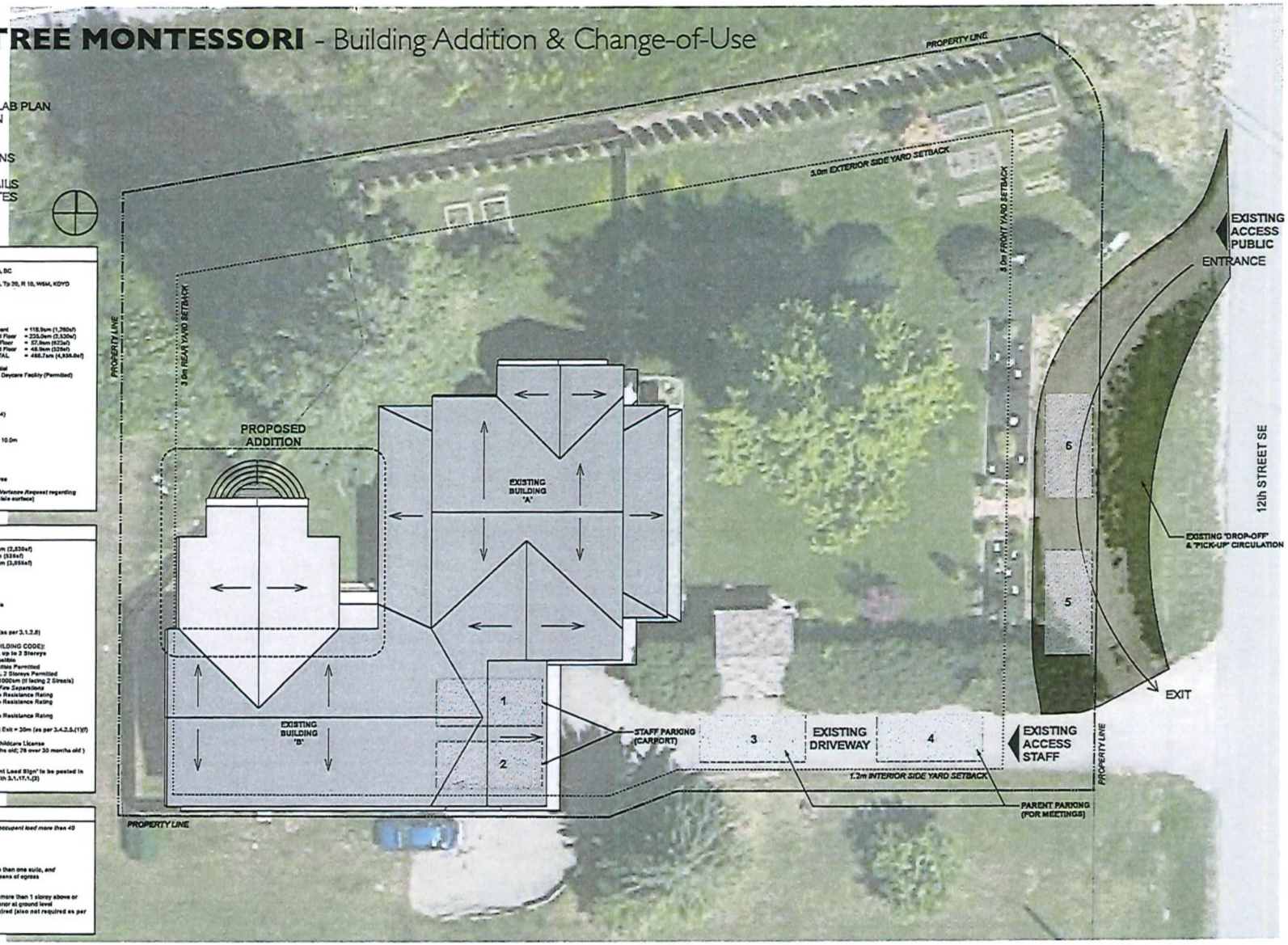

OLD AUTO
9 ST. S.E.
10 ST. S.E.
11 ST. S.E.
12 ST. S.E.
OLD AUTO ROAD S.E.
7 AVE S.E.
17 ST. S.E.
AUTO ROAD S.E.
9 AVE.
12 ST.
15 ST.
12 AVE. S.E.
(LAKEMOUNT DRIVE)
ROAD NOT OPEN
N
0 25 50 100 150 m
Subject Property
Parcels
Park
Residential - Low Density
Residential - Medium Density
Residential - High Density


Zoning Map
APPENDIX 5
AUTO ROAD S.E.
7 AVE. S.E.
17 ST. S.E.
12 ST. S.E.
OLD AUTO ROAD S.E.
11 ST. S.E.
10 ST. S.E.
9 ST. S.E.
9 AVE.
12 AVE. S.E. (LAKEMOUNT DRIVE)
12 ST.
15 ST.
ROAD NOT OPEN
R-1
R-2
R-4
R-6
R-7
R-8
P-1
A-2
312
N
0 20 40 80 120 m
Subject Property
Parcels

MAPLE TREE MONTESSORI - Building Addition & Change-of-Use

DRAWING LIST:

A1.1 SITE PLAN
A2.1 FOUNDATION & SLAB PLAN
A2.2 MAIN FLOOR PLAN
A2.3 ROOF PLAN
A3.1 ELEVATIONS
A4.1 BUILDING SECTIONS
A5.1 3D VIEWS
A6.1 WASHROOM DETAILS & THERMAL NOTES



1 SITE PLAN
Scale: 1:100

DEVELOPMENT DATA

CIVIC ADDRESS: 931 - 12th St. SE, Salmon Arm, BC

LEGAL DESCRIPTION: Lot 1 and Part of Lot 2, Sec 13, Tp 20, R 10, W6M, KDYD Plan KAP82583

SITE AREA: 2,071.3m²(22,295sf)

BUILDING AREA: 288.6m (3,117sf)

GROSS FLOOR AREA: Existing Building - Basement = 118.9sm (1,280sf); - Ground Floor = 235.0sm (2,530sf); - Upper Floor = 57.9sm (623sf)
Proposed Addition - Ground Floor = 46.9sm (505sf)
TOTAL = 466.7sm (4,936.0sf)

ZONING: R-4 - Medium Density Residential
Proposed Use: Commercial Daycare Facility (Permitted)

REQUIRED SETBACKS:
Minimum Setbacks:
- 6.0m Front Yard
- 3.0m Rear Yard (adjacent to R-4)
- 1.2m Interior Side Yard (adjacent to R-4)
- 5.0m Exterior Side Yard

MAXIMUM HEIGHT
Maximum Building Heights (for Principal Building): 10.0m
- Proposed: see Elevations

VEHICLE PARKING:

Required
Daycare = 1 stall per 35sm of Gross Floor Area
= 14 stalls
Proposed = 6 stalls (Refer to Development Variance Request regarding parking stall provisions & drive aisle surface)

BUILDING CODE NOTES

BUILDING AREA: Existing Building 236.0sm (2,530sf)
Building Addition 46.9sm (505sf)
TOTAL 282.9sm (3,035sf)

BUILDING HEIGHT: 2 Storey (& Basement)

STREETS FACING: 2 Streets

CONSTRUCTION: Combustible & Non-Combustible

FIRE SUPPRESSION: Non-Sprinklered

OCCUPANCY: Group A Division 2 - Assembly (as per 3.1.2.8)

APPLICABLE BUILDING CODE ARTICLE (2018 BC BUILDING CODE):
3.2.2.25. Group A, Division 2, up to 2 Storeys
- Construction = Combustible & Non-Combustible Permitted
- Building Height = Max. 2 Storeys Permitted
- Building Area = Max. 1000sm (if facing 2 Streets)
- Floor Assemblies are Fire Separations
- 45 minute Fire Resistance Rating
- Roof - 45 minute Fire Resistance Rating
- Load-Bearing Walls
- 45 minute Fire Resistance Rating

EXITING: Max. Travel Distance to nearest Exit = 30m (as per 3.4.2.5.(1)(f)

OCCUPANT LOAD: as per Provincial Commercial Childcare License
= 40 (12 under 30 months old; 28 over 30 months old)
= 6 staff
= 46 Total Persons
Max. Occupant Load Sign to be posted in accordance with 3.1.17.1.(2)

FIRE ALARM & FIRE SUPPRESSION NOTES

- as per Clause 3.2.4.1.(4)(f), a daycare facility with an occupant load more than 49 requires a Fire Alarm System
therefore, Fire Alarm System required

Daycare Facilities for Children under 30 months
- as per Sentence 3.3.2.17.(2)(a) building contains more than one suite, and 3.3.2.17.(2)(b) daycare facility does not share interior means of egress
therefore, Fire Alarm System required

- as per Sentence 3.3.2.17.(1)(b), daycare facility is not more than 1 storey above or below grade, and has Exits that open directly to the exterior at ground level
therefore, Fire Suppression System not required (also not required as per sub-section 3.2).

ISSUE	DATE
Conceptual Design / Pricing	Oct.12 2020
Conceptual Design / Pricing (rev)	Oct.14, 2020
Building Permit	Aug.12,2021

DRAWN BY: ML, CJ
DATE: August 2021
SCALE: 1:100

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PROJECT: 20-015
MAPLE TREE
Montessori Daycare
- Building Addition
& Change-of-Use

921 - 12 Street SE
Salmon Arm, BC

DRAWING TITLE:
SITE PLAN

DRAWING NO:
A1.1

FIRE ALARM NOTES

- as per Clause 3.2.4.1.(4)(f), *a daycare facility with an occupant load more than 40* requires a Fire Alarm System
- as per Article 3.2.4.3 Sentence 2d, the Fire Alarm system *shall be a single or two-stage system.*
- as per Article 3.2.4.5 Sentences 1 & 2, the Fire Alarm system *shall be installed and verified in accordance with CAN/ULC-S524 & CAN/ULC-S537 .*
- as per Article 3.2.4.7 Sentence 1a, the Fire Alarm system *shall be designed so that when an alarm signal is actuated, it cannot be silenced automatically before a period of time has elapsed that is not less than 5 minutes.*
- as per Article 3.2.4.9, an Annunciator panel and Zone Indication is *not required.*
- as per 3.3.2.17.(3), smoke detectors shall be installed in each room of the daycare facility.
- Fire Alarm Panel to be located as per Owner / Contractor

ACCESSIBLE RAMP NOTES

- Provide new wood (or metal) accessibility ramp
- Ramp slope to be 1:12 (conforming to Accessibility requirements)
- Pre-finished metal handrails (each side)
- Final ramp dimensions to be determined - to suit grade & distance to Property Line

FLOOR PLAN NOTES

1) Provide Emergency Lighting in accordance with Section 3.2.7.4 of the BC Building Code (existing fixtures to be replaced where necessary); System - including battery life - to be tested.

2) New partitions, toilet fixtures, millwork, vanity sinks, mechanical ventilation, & lighting to suit proposed washroom layout. In addition to BC Building Code requirements, washroom to meet BC Plumbing Code and Interior Health standards.

3) New millwork, plumbing, and electrical work to suite proposed Kitchen layout. In addition to BC Building Code requirements, Kitchen to meet BC Plumbing Code and Interior Health standards. If range/stovetop included, mechanical ventilation to be provided.

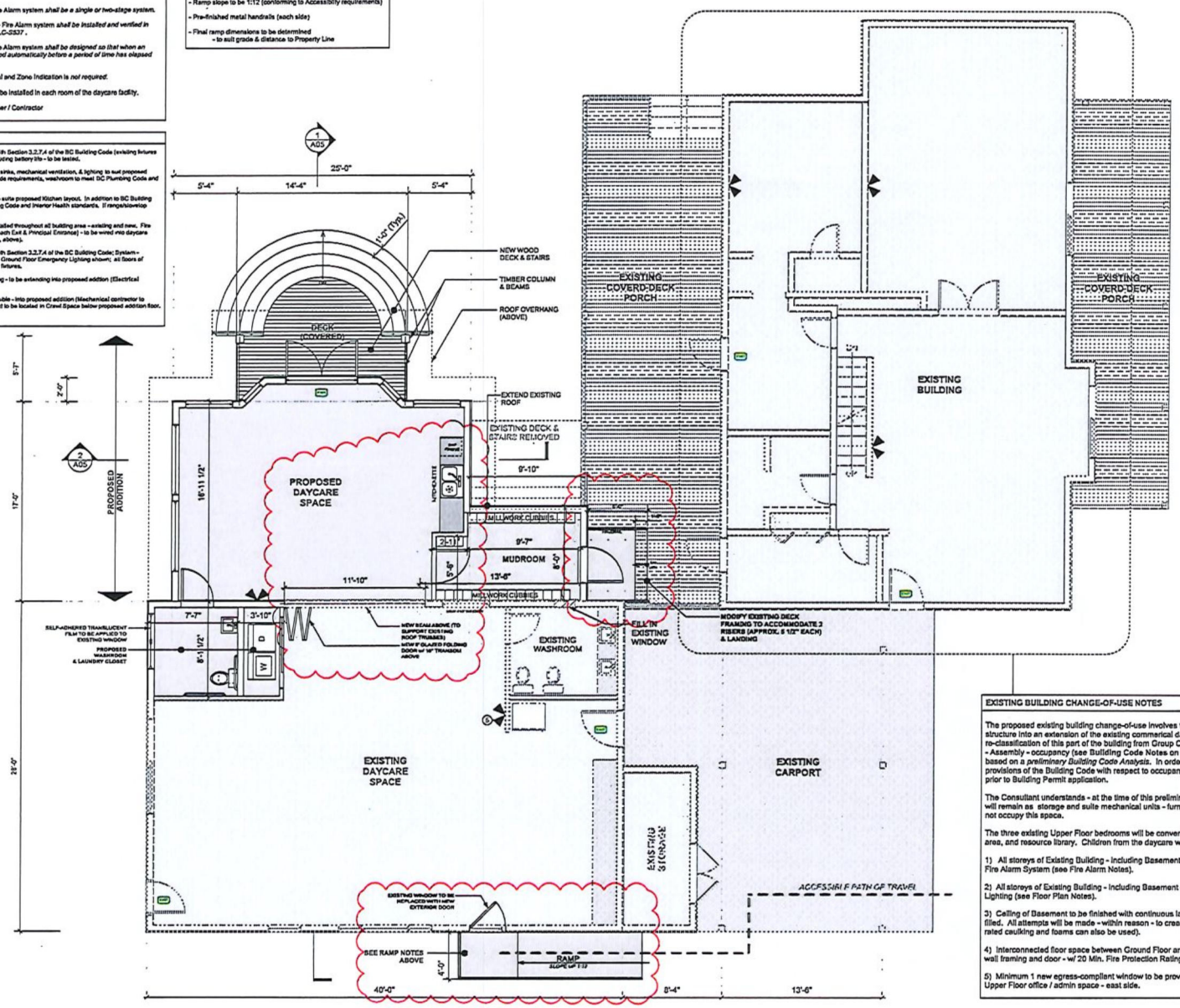
4) New commercial Fire Alarm System to be installed throughout all building area - existing and new. Fire Alarm System Manual Pull Station locations (at each Exit & Principal Entrance) - to be wired into daycare facility Fire Alarm system (see Fire Alarm Notes, above).

5) Provide Emergency Lighting in accordance with Section 3.2.7.4 of the BC Building Code; System - including battery life - to be tested. (Locations of Ground Floor Emergency Lighting shown; all floors of Existing Buildings to include Emergency Lighting fixtures.

6) Existing electrical - power distribution & lighting - to be extending into proposed addition (Electrical contractor to review).

7) Existing HVAC system to be extended - if possible - into proposed addition (Mechanical contractor to review). Any required new mechanical equipment to be located in Crawl Space below proposed addition floor.

8) New finishes and fixtures as per Owner.



EXISTING BUILDING CHANGE-OF-USE NOTES

The proposed existing building change-of-use involves the conversion of a single-family-dwelling structure into an extension of the existing commerical daycare facility. This results in the re-classification of this part of the building from Group C - Residential - to Group A Division 2 - Assembly - occupancy (see Building Code Notes on A01). Below is a representation of notes based on a *preliminary Building Code Analysis.* In order to fully evaluate the *Existing Building* provisions of the Building Code with respect to occupant life-safety, a full analysis will be required prior to Building Permit application.

The Consultant understands - at the time of this preliminary analysis - that the use of the Basement will remain as storage and suite mechanical units - furnace & HWT. Children from the daycare will not occupy this space.

The three existing Upper Floor bedrooms will be converted to daycare administrative space, staff area, and resource library. Children from the daycare will not occupy this space.

1) All storeys of Existing Building - including Basement - to include the installation of a commercial Fire Alarm System (see Fire Alarm Notes).

2) All storeys of Existing Building - including Basement - to include the installation of Emergency Lighting (see Floor Plan Notes).

3) Ceiling of Basement to be finished with continuous layer of 5/8" Type X gypsum board - taped & filled. All attempts will be made - within reason - to create a continuous fire resistant layer. (Fire rated caulking and foams can also be used).

4) Interconnected floor space between Ground Floor and Basement to be separated by providing wall framing and door - w/ 20 Min. Fire Protection Rating - at bottom of stair.

5) Minimum 1 new egress-compliant window to be provided in replacement of existing window on Upper Floor office / admin space - east side.

PRELIMINARY

ISSUE	DATE
Conceptual Design Pricing	Oct. 12 2020
Conceptual Design Pricing (rev)	Oct. 16 2020

DRAWN BY: ML CJ
DATE: October 2020
SCALE: 1/4"=1'-0"

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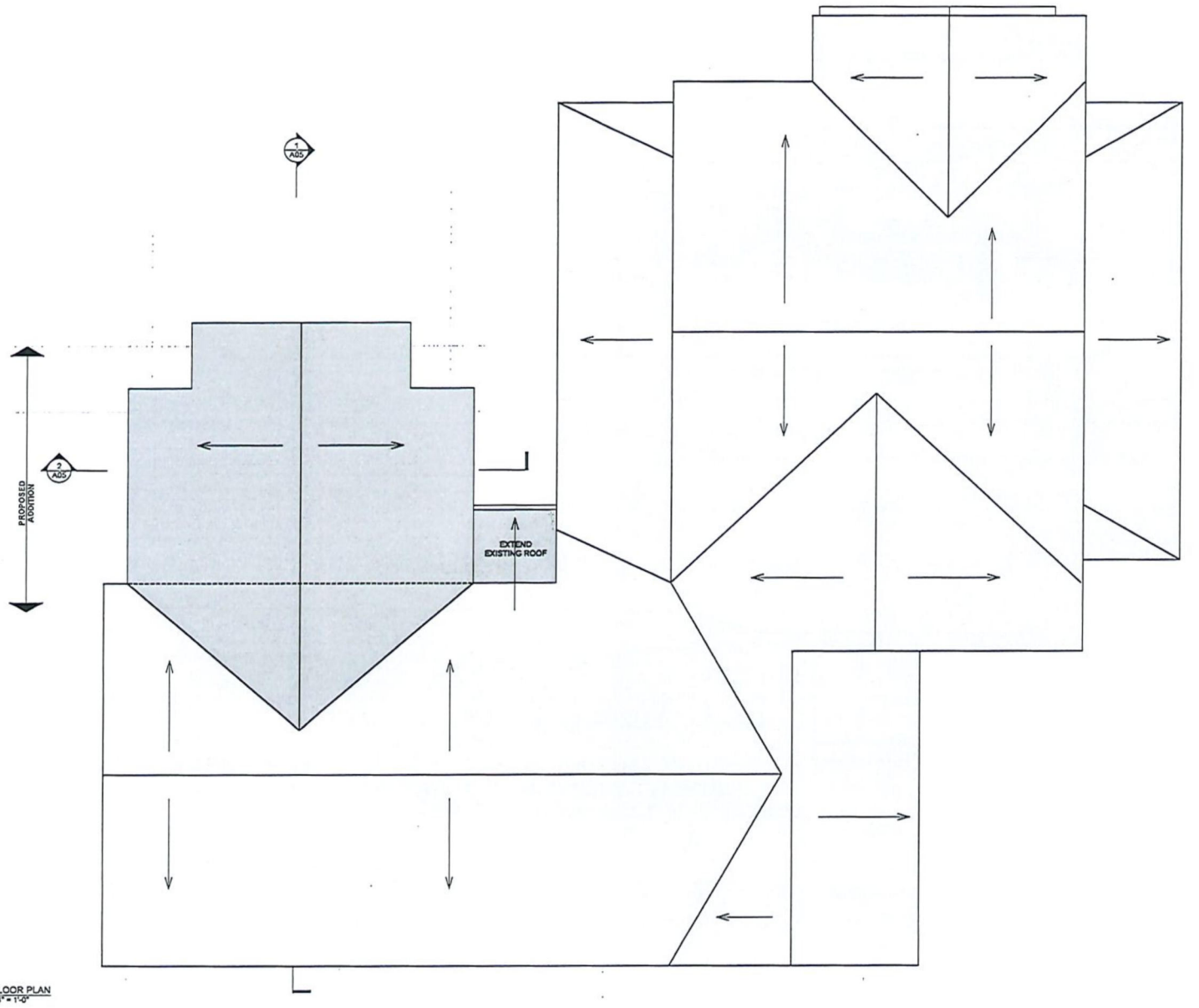
PROJECT: 20-015
Maple Tree
Montessori Daycare

931 - 12 Street SE
Salmon Arm, BC

DRAWING TITLE:
GROUND FLOOR PLAN

DRAWING NO:
A02



2 MAIN FLOOR PLAN
Scale: 1/4" = 1'-0"

PRELIMINARY

ISSUE	DATE
Conceptual Design / Pricing	Oct. 12 2020
Conceptual Design / Pricing (rev)	Oct. 16 2020

DRAWN BY: ML, CJ
DATE: October 2020
SCALE: 1/4"=1'-0"

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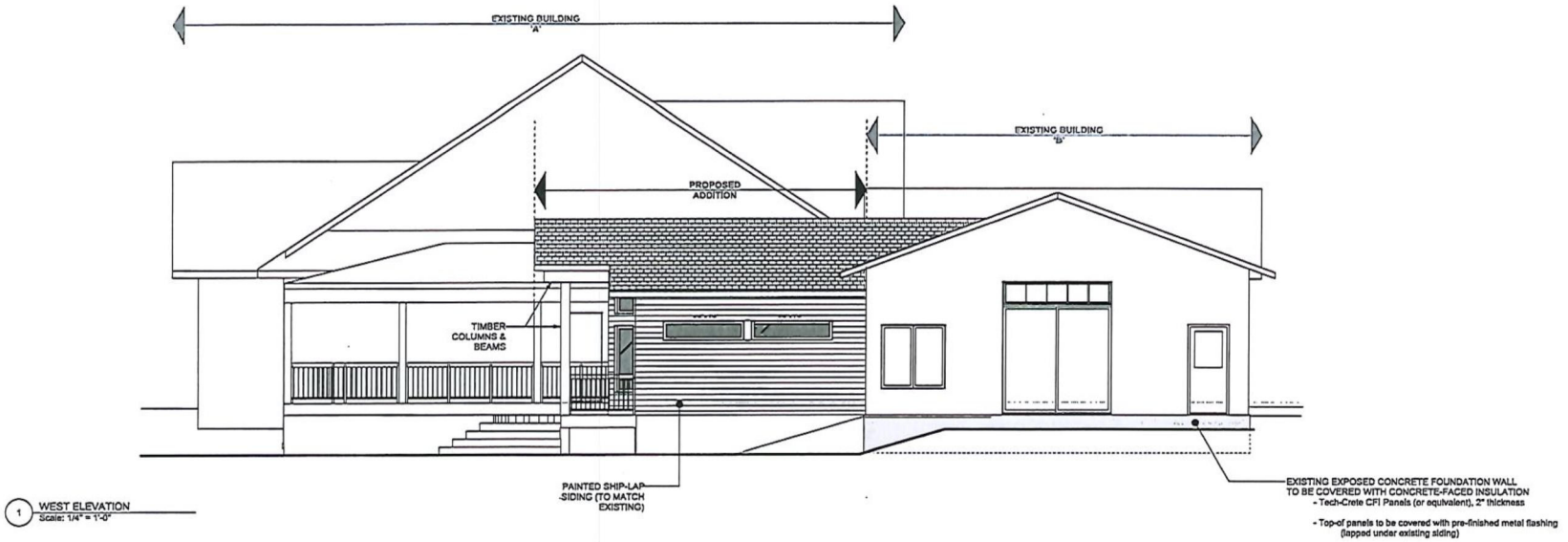
PROJECT: 20-015
Maple Tree
Montessori Daycare

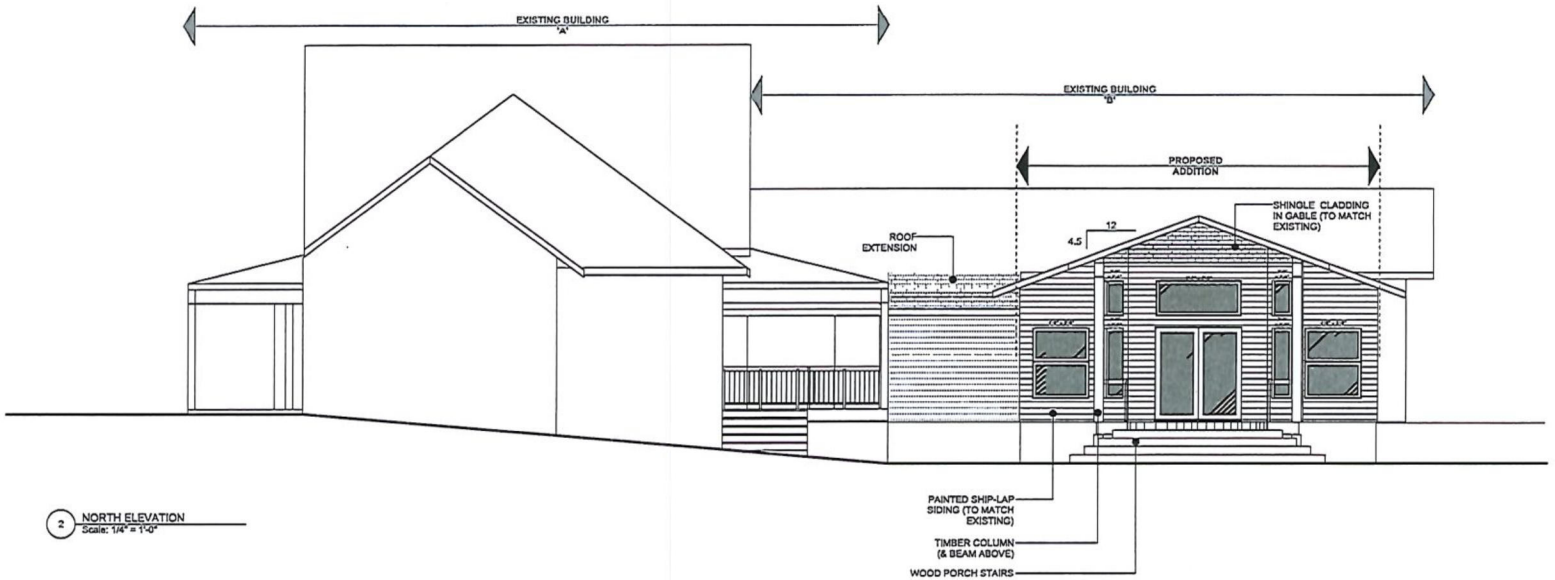
921 - 12 Street SE
Salmon Arm, BC

DRAWING TITLE:
FLOOR PLAN

DRAWING NO:
A03



1 WEST ELEVATION
Scale: 1/4" = 1'-0"



2 NORTH ELEVATION
Scale: 1/4" = 1'-0"

PRELIMINARY

ISSUE	DATE
Conceptual Drawn / Pricing	Oct. 12 2020
Conceptual Drawn / Pricing (rev)	Oct. 16, 2020

DRAWN BY: ML CJ
DATE: October 2020
SCALE: 1/4"=1'-0"

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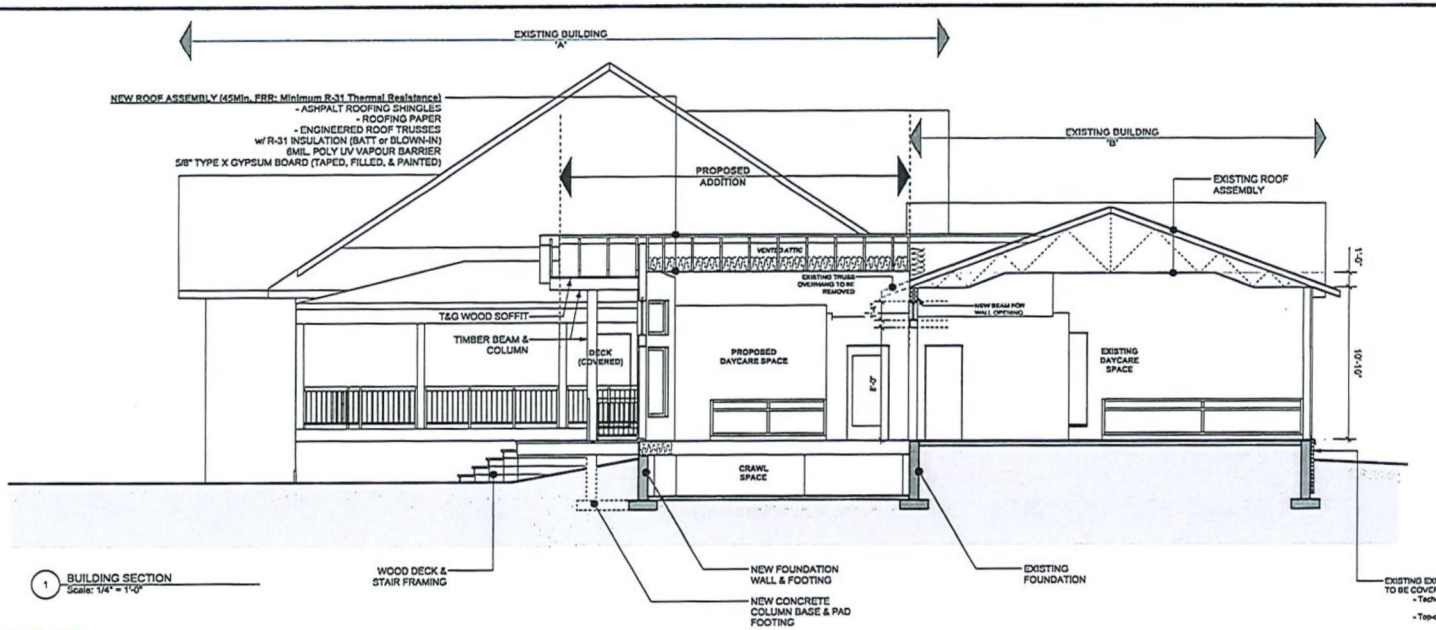
PROJECT: 20-015
Maple Tree
Montessori Daycare

931 - 12 Street SE
Salmon Arm, BC

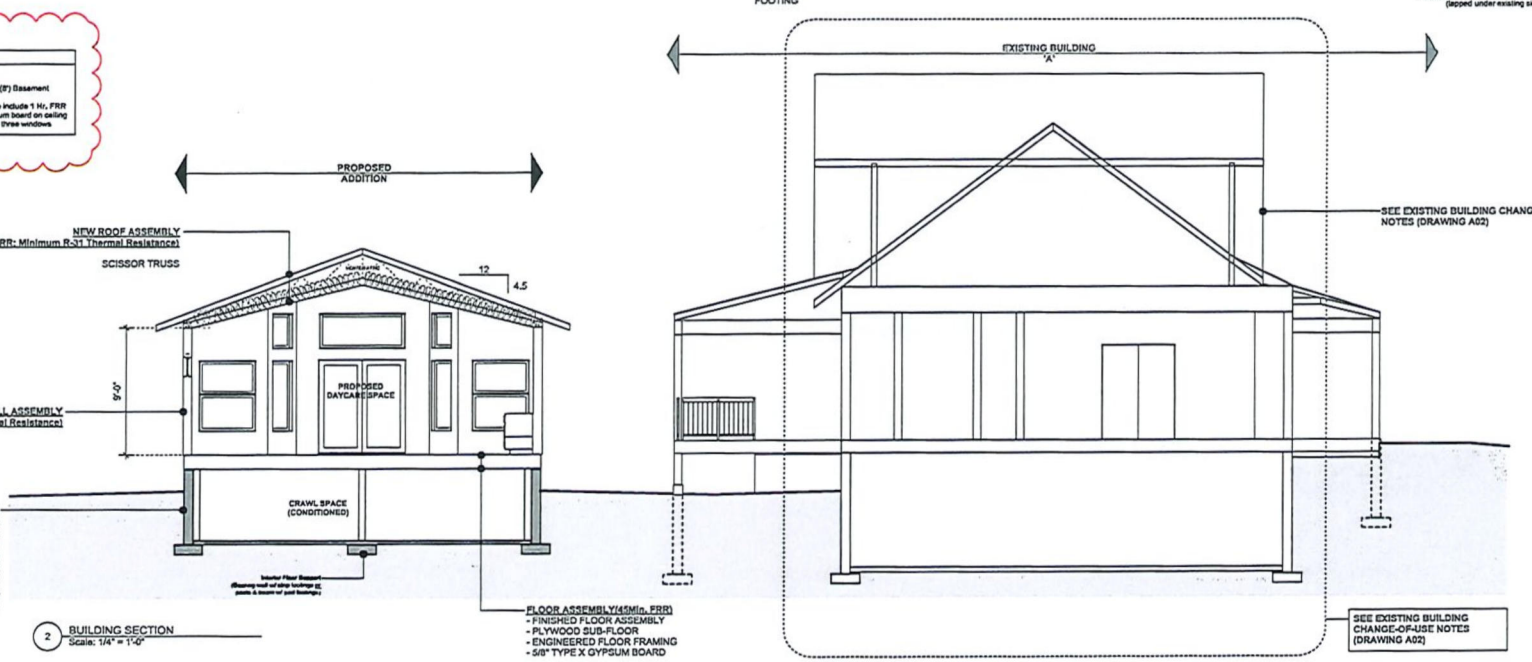
DRAWING TITLE:
ELEVATIONS

DRAWING NO:
A04



1 BUILDING SECTION
Scale: 1/4" = 1'-0"

PROPOSED ADDITION NOTE
Contractor to provide allomate price to:
- instead of Crawl Space, provide full-height (8') Basement
- Exterior stair access
- Floor assembly above basement to include 1 Hr. FRR
- 2 Layers 5/8" Type X gypsum board on ceiling
- allow for exterior access door, plus three windows



2 BUILDING SECTION
Scale: 1/4" = 1'-0"

PRELIMINARY

ISSUE	DATE
Conceptual Design / Pricing	Oct. 12, 2020
Conceptual Design / Pricing (rev)	Oct. 16, 2020

DRAWN BY: ML, CJ
DATE: October 2020
SCALE: 1/4"=1'-0"

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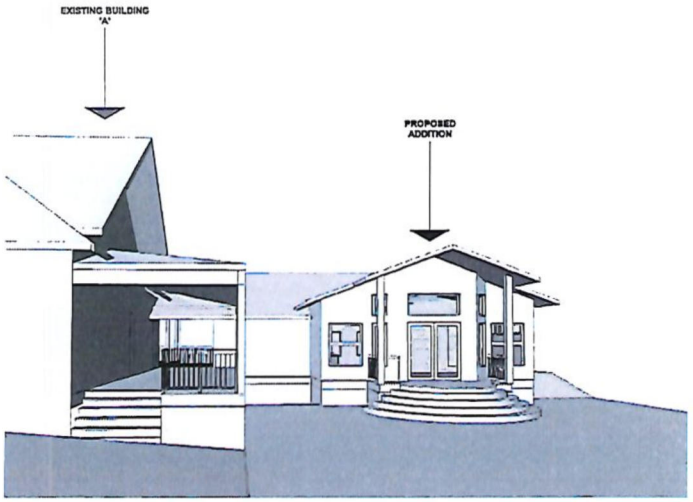
PROJECT: 20-015
Maple Tree
Montessori Daycare

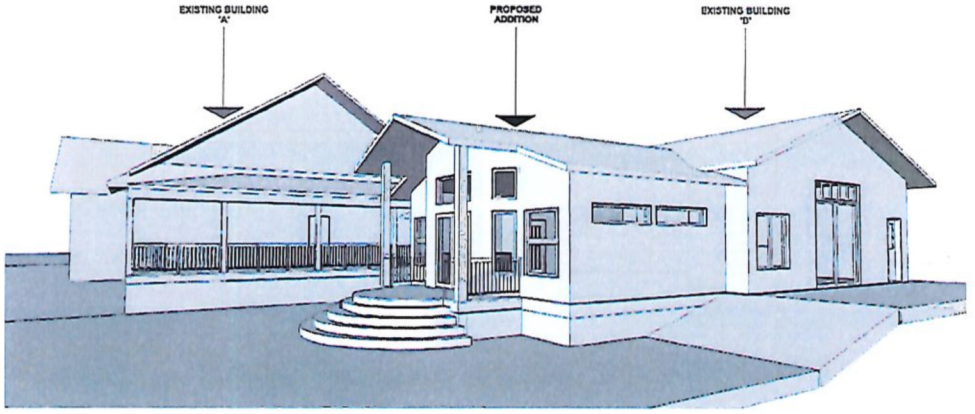
931 - 12 Street SE
Salmon Arm, BC

DRAWING TITLE:
BUILDING SECTIONS

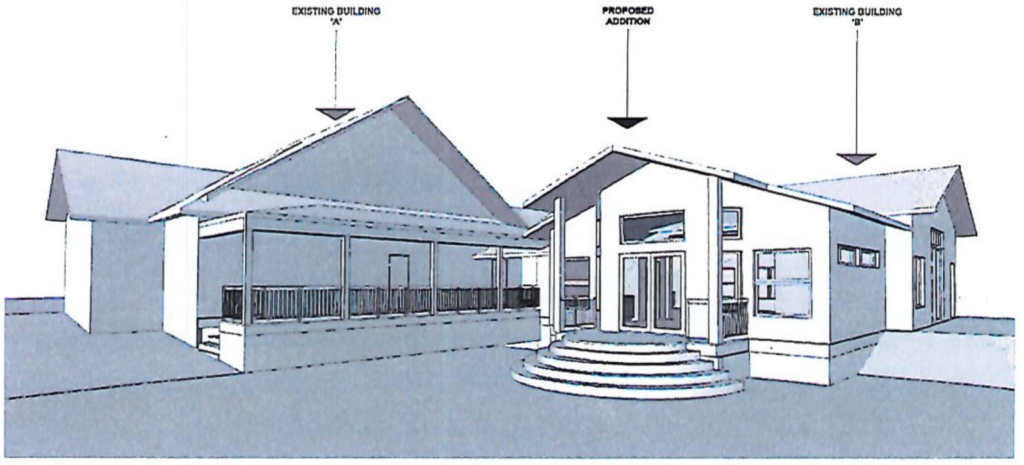
DRAWING NO:
A05



1 View From North



2 View From West



3 View From Northwest

PRELIMINARY

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ISSUE	DATE
Conceptual Design / Planning	Oct 15, 2020
Conceptual Design / Planning (rev)	Oct. 16, 2020

DRAWN BY: ML, CJ

DATE: October 2020

SCALE: N/A

AVEX ARCHITECTURE

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PROJECT: 20-015

Maple Tree
Montessori Daycare

931 - 12 Street SE
Salmon Arm, BC

DRAWING TITLE:

3D VIEWS

DRAWING NO:

A06

CITY OF SALMON ARM

Memorandum from the Engineering and Public Works Department

TO:	Kevin Pearson, Director of Development Services
DATE:	August 13, 2021
PREPARED BY:	Matt Gienger, Engineering Assistant
APPLICANT:	**H. Roberge**, 931 12 Street SE, Salmon Arm, BC, V1E 2C8
SUBJECT:	**VARIANCE PERMIT APPLICATION FILE VP-536**
LEGAL:	Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP94805
CIVIC:	**931 12 Street SE**

Further to the request for variance dated July 7, 2021; the Engineering Department has reviewed the site and offers the following comments and recommendations relative to the requested variances:

The applicant is requesting a variance to

1. Reduce number of required parking spaces (Zoning Bylaw No. 2303).
2. Waive the requirement to provide hard surfacing for onsite parking (Zoning Bylaw No. 2303).
3. Reduce the contribution towards full frontage upgrades (Subdivision and Servicing Bylaw 4163).

1. Reduce number of required parking spaces (Zoning Bylaw No. 2303)

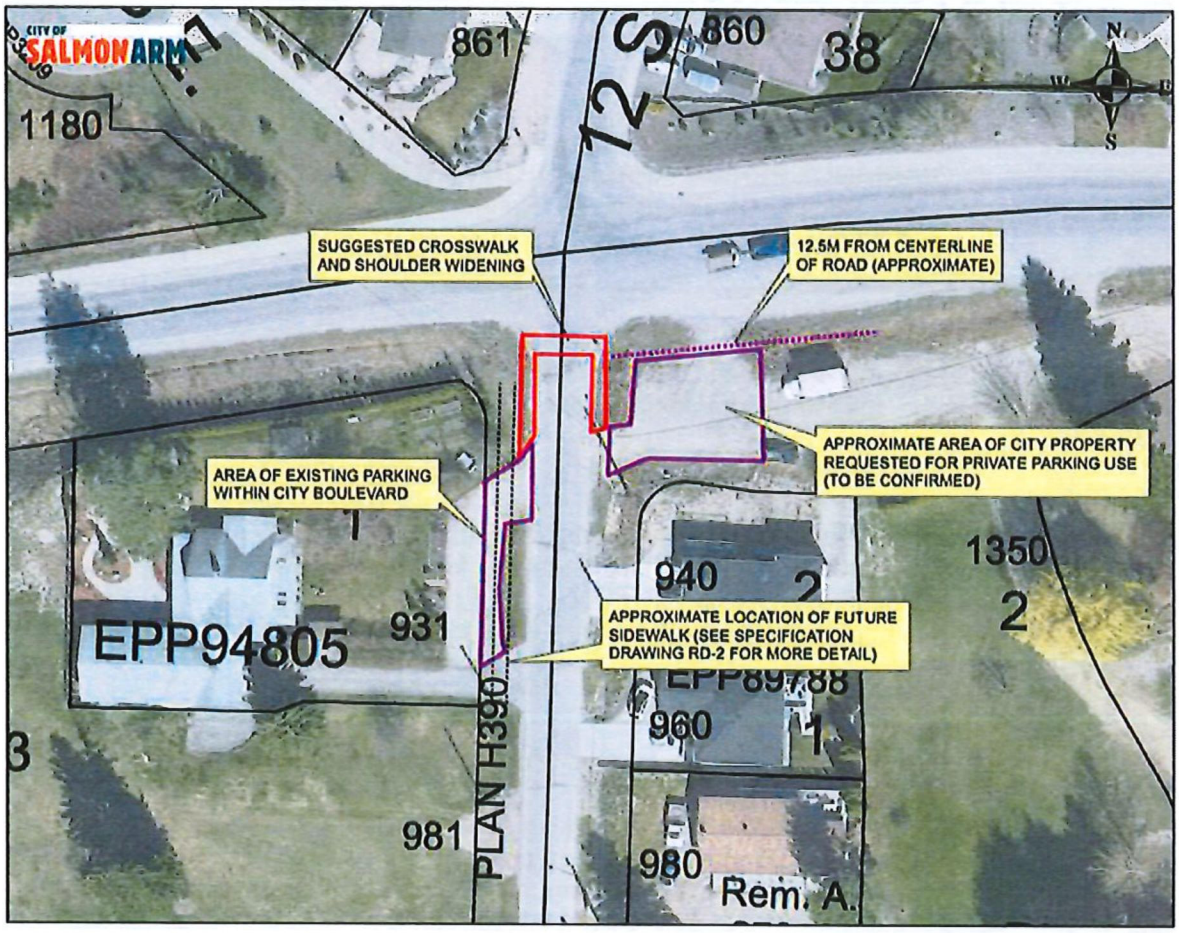
In order to comply with the required number of parking spaces for the development, the applicant has requested the use of City property on the corner of Auto Road SE and 12 Street SE for parking. Although this is not an official City parking lot, Engineering staff have no objections to the use of this space for the Daycare's parking, subject to:

- Legal agreement in place which clearly defines the responsibility of maintenance on the property and defines an area of permitted use. This agreement should allow City full access to the parking area within 48 hours of written notice. No parking shall be allowed within 12.5m of centerline of Auto Road SE.
- Parking signage installed at the developer's cost that indicates the location of allowed parking for the daycare. Signage to be approved by City before installation.
- Area required for use to be determined by total number of parking spaces needed.
- Although not a requirement, staff recommend developer widen the shoulders of 12 Street SE and install a crosswalk on 12 Street SE to provide safe pedestrian access between parking and daycare (see sketch below).

A portion of the existing parking used by the daycare is within the boulevard of 12 Street SE (see sketch below). These parking spaces are on City property and shouldn't be included in the calculations for onsite parking. Although staff have no concerns with this area being used for parking in the interim, future development of 12 Street SE may prevent parking in this location of City property.

Recommendation:

The Engineering Department has no concerns with waiving the requirement for parking and using City property for parking.



2. Waive the requirement to provide hard surfacing for onsite parking (Zoning Bylaw No. 2303)

Engineering staff typically discourage gravel accesses and driveways, as sediment often ends up on City roads; however, the existing access and parking are well established and do not currently displace sediment onto 12 Street SE.

Recommendation:

The Engineering Department has no concerns with waiving the requirement for hard-surfacing onsite parking.

3. **Reduce the contribution towards full frontage upgrades (Subdivision and Servicing Bylaw 4163).**

Drawings included with this Variance Permit Application show an addition area under 50m2, which would apply for exemption of full works and services as per SDSB Exemption 5.2.3. If the area of this addition were to increase to 50m2 or more, full works and services would be required with this associated building permit application or any other future building permit application.

Recommendation:

As the current application is exempt from works and services, no variance is required.

Matt Gienger
Engineering Assistant

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

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Item 22.3

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit VP-538 be authorized for issuance for Lot 8, Section 8, Township 20, Range 9, W6M, KDYD, Plan 9772 to vary Zoning Bylaw No. 2303 as follows:

1. Section 35.11.2 - Rear Parcel Line Setback reduction from 6.0 m to 1.5 m (south parcel line) to facilitate construction of an accessory building.

[R. Couillard; 6310 10 Avenue SE; Setback]

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF
SALMONARM

To: His Worship Mayor Harrison and Members of Council

Date: August 12, 2021

Subject: Development Variance Permit Application No. 538

Legal: Lot 8, Section 8, Township 20, Range 9, W6M, KDYD, Plan 9772
Civic Address: 6310 10 Avenue SE
Owner/Applicant: Couillard, Richard

STAFF RECOMMENDATION

THAT: **Development Variance Permit No. VP-538 be authorized for issuance for Lot 8, Section 8, Township 20, Range 9, W6M, KDYD, Plan 9772 to vary Zoning Bylaw No. 2303 as follows:**

Section 35.11.2 – Rear Parcel Line Setback reduction from 6.0 m to 1.5 m (south parcel line) to facilitate construction of an accessory building.

PROPOSAL

The subject parcel is located at 6310 10 Avenue SE (Appendices 1 and 2). The proposal is to construct an accessory Quonset-style building in place of two existing 6.0 m (20.0 ft) tent structures on the property (Appendix 3). The workshop shown on the site plan along the west property line is also proposed to be demolished once the Quonset building is constructed. The proposed location of this building would require a rear setback variance from 6.0 m to 1.5 m along the south property line.

BACKGROUND

The parcel is designated Acreage Reserve (AR) in the City's Official Community Plan (OCP), and is zoned A2 (Rural Holding) in the Zoning Bylaw (Appendices 4 and 5). The subject property is located in the South Canoe neighbourhood. This area consists largely of agricultural and institutional uses. Nearby uses include South Canoe Elementary School, a city-owned gravel pit, and the South Canoe Trail system. This property is also located directly across from Klahani Park.

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

North:	10 Avenue SE and Klahani Park	Zoned P1
South:	Noble Adventures and Farmland (in the ALR)	Zoned A2
East:	63 Street SE and Farmland (some in the ALR)	Zoned A2 and P3
West:	Farmland (some in the ALR)	Zoned A2, A3, and P3

The property is approximately 0.20 ha (1,996.4 m^2) in size and currently contains a single family dwelling, workshop, and two tent structures. The property owner is proposing a 14 ft x 40 ft (560 ft^2) steel Quonset building to replace an existing workshop and two tent structures on the property. The tent structures can be seen in the aerial imagery and look to be in the approximate location of the proposed new building. While the height of the proposed building was not indicated by the property owner, the A2 zone allows accessory buildings up to 12.0 m (39.4 ft) in height.

Site photos are attached as Appendix 6.

COMMENTS

Engineering Comments

No concerns.

Building Department

No concerns.

Fire Department

No comment.

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.

The property owner states that they would like to construct a Quonset building in the location shown on the site plan as they feel that that location provides has the least visual impact to them and the neighbours. If permitted to construct in that location, they plan to preserve the existing stand of trees. This provides a visual buffer of the building from the residence. The property owners also note that they chose this particular location to mirror siting of an accessory building on the neighbouring (southern) property. The parcel is largely landscaped so it would be difficult to construct this building in another location that does not require removal of some vegetation. Since the existing workshop is being removed, there may be potential to locate it there however that building is located only 1.8 m (6 ft) from the east parcel line. Staff do agree that the proposed location is likely to have the least impact to neighbouring properties being that it would only be sited close to the property to the south, in a location where the neighbour's existing accessory building is likely to obstruct their view of the proposed building. The proposed building would also be located quite a distance from the neighbouring residence to the east and likely to only really be visible from 63 Street SE.

Staff feel that this is a minor variance request and are in support of this application.

Prepared by: Brenda Kolenbrander
Planner

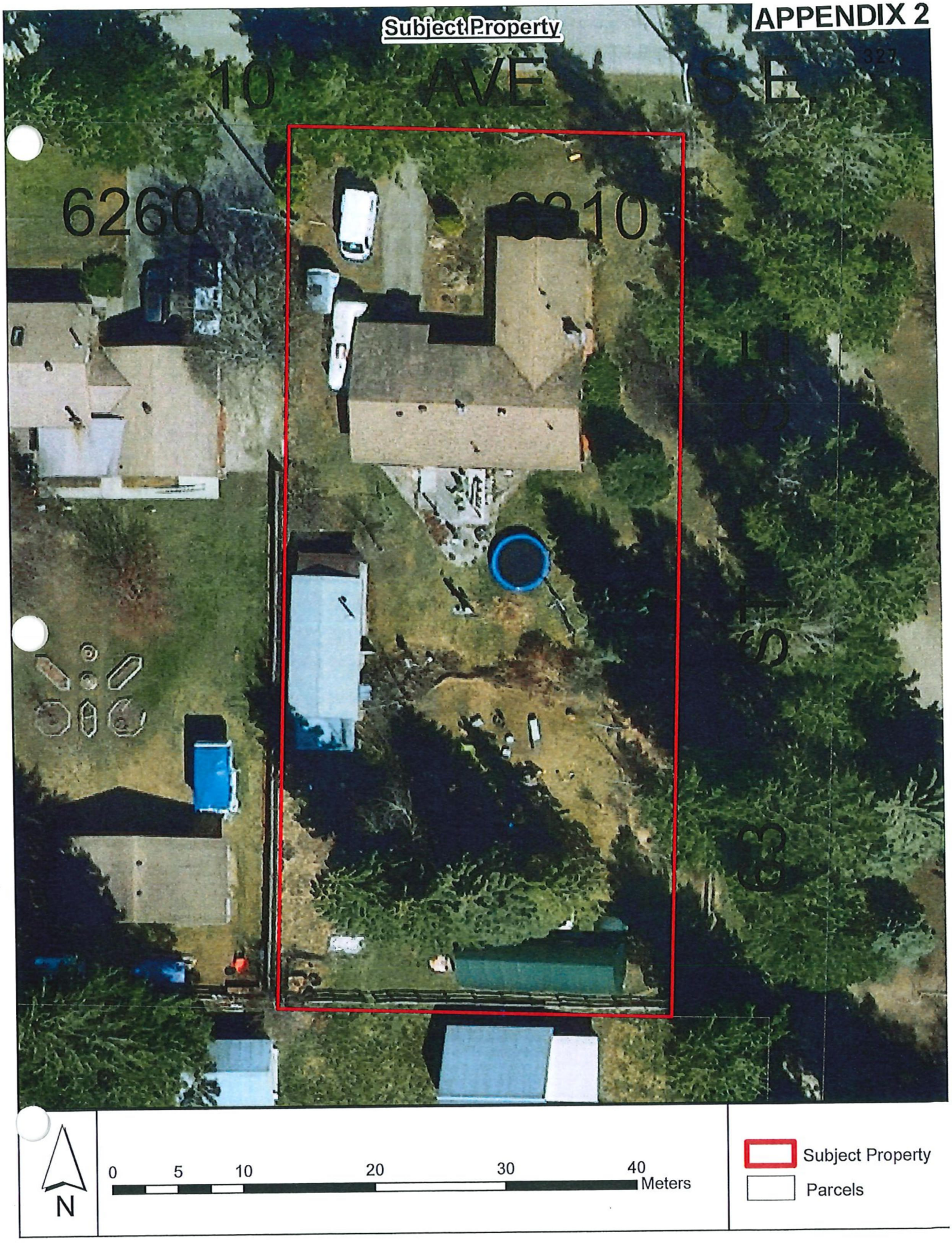
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services

Appendices:

Appendix 1 – Location Map
Appendix 2 – Subject Property
Appendix 3 – Site Plan and Proposal
Appendix 4 – OCP Map
Appendix 5 – Zoning Map
Appendix 6 – Site Photos


Location Map
APPENDIX 1
10 AVE S.E.
63 ST S.E.
60 ST S.E.
N
0
35
70
140
210
280
Meters
Subject Property
Parcels

APPENDIX 2


Subject Property
10 AVE SE
6260
6310
N
0 5 10 20 30 40 Meters
Subject Property
Parcels

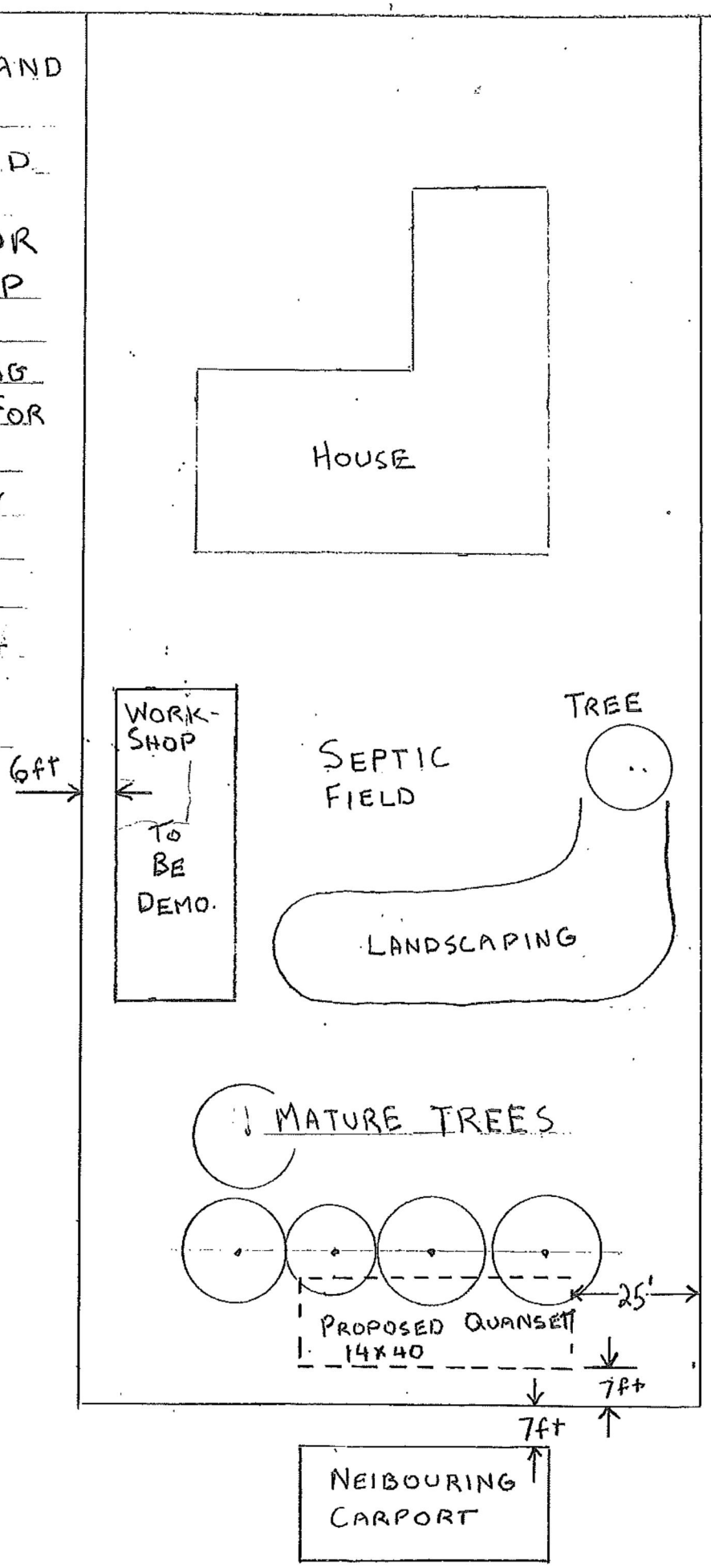
328

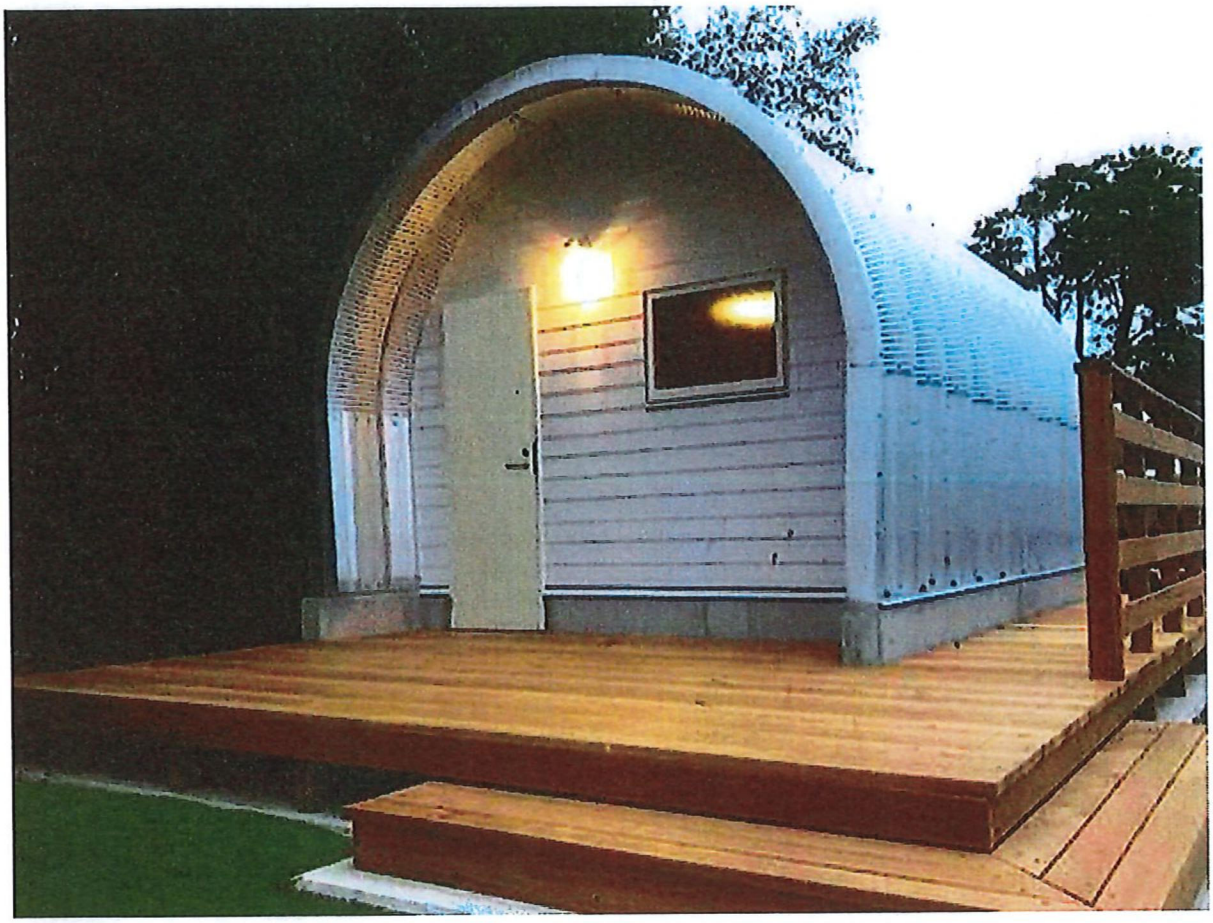
PRESERVE STAND OF TREES

REMOVE OLD DEGRADED WOODFLOOR WORKSHOP

MIRRORS NEIGBOURING CARPORT FOR REDUCED VISABILITY

FIRE PROOF STEEL QUANSET #

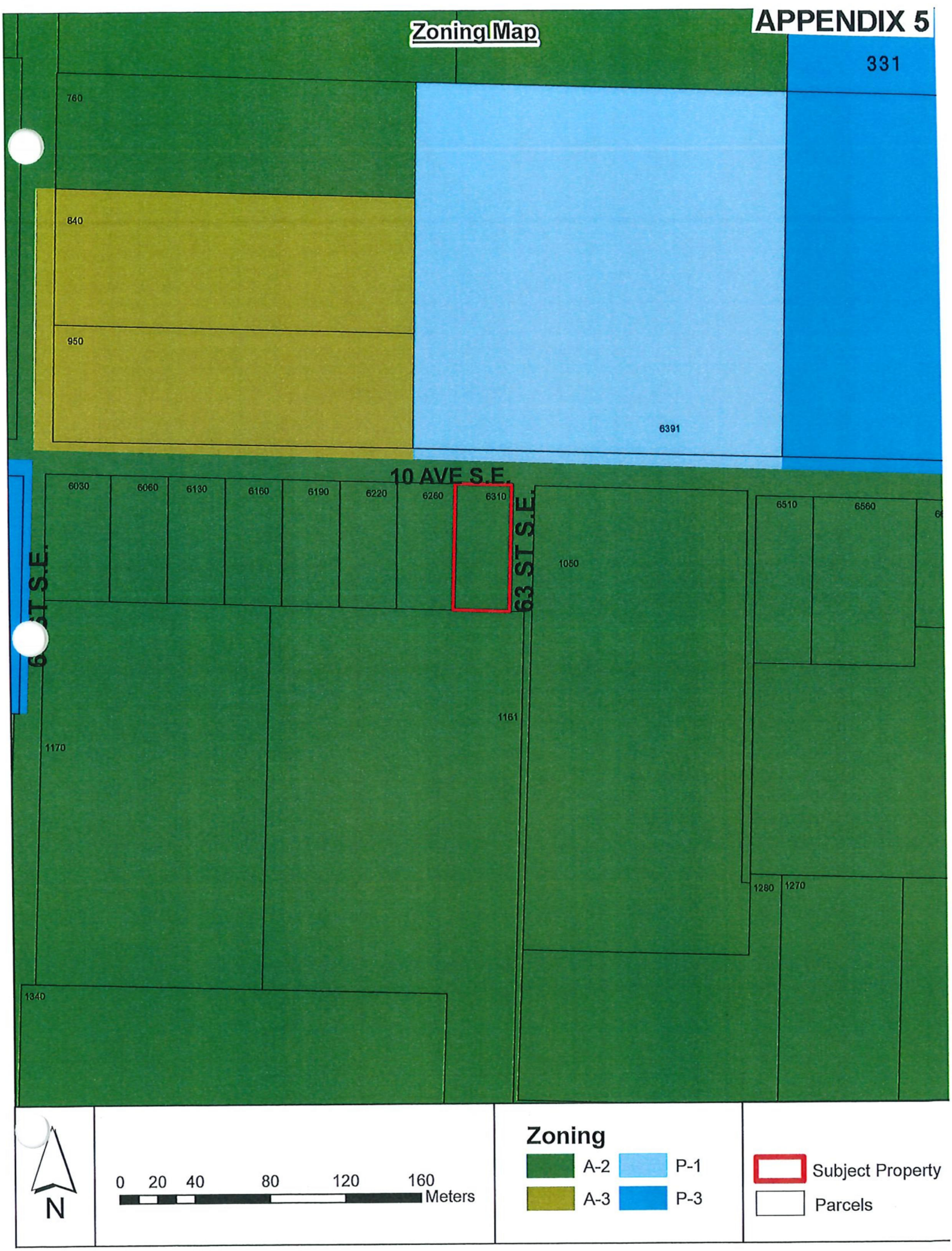




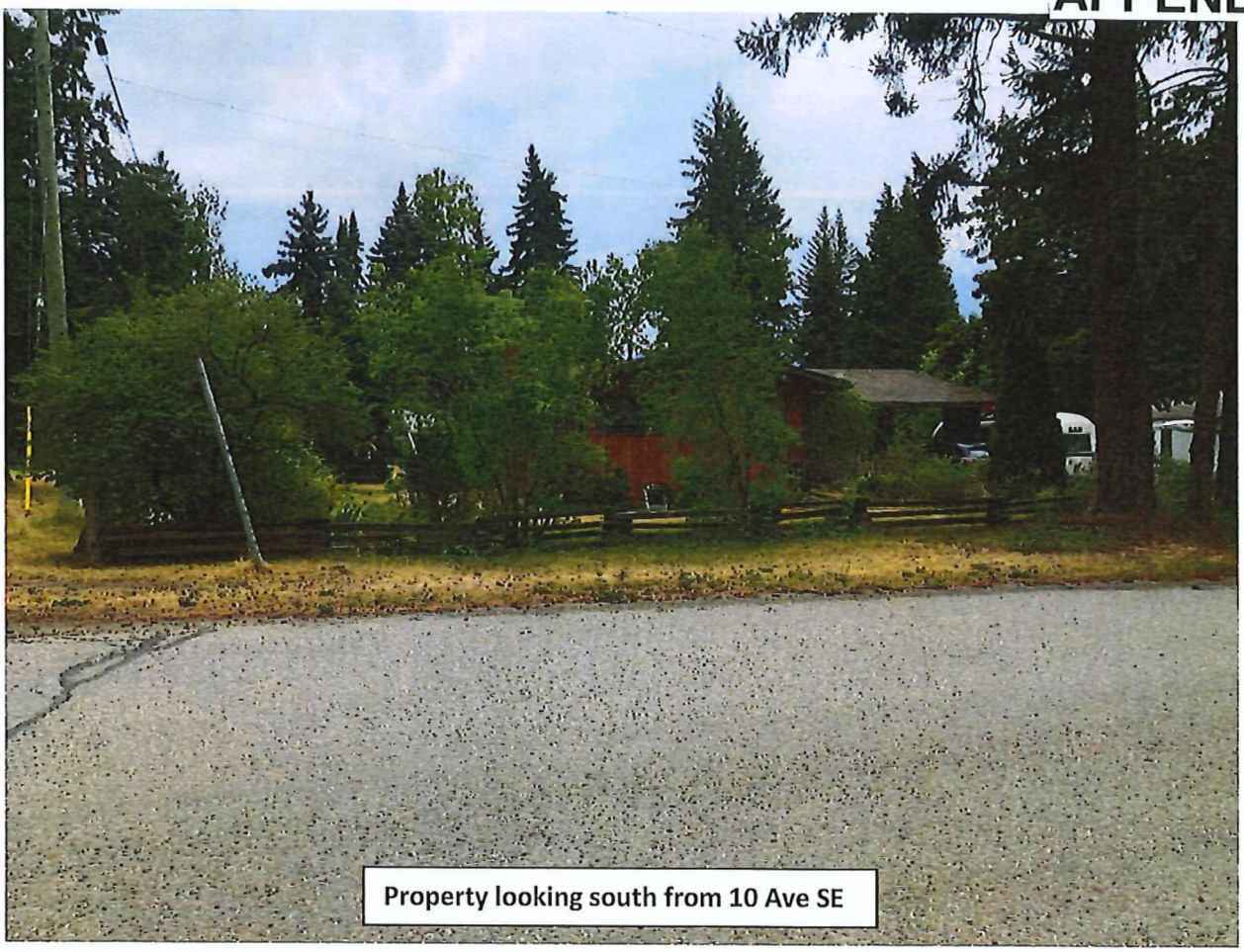
- Same Proportions but 14' Wide
- Window Roll up door + Man door
- Gravel Landscaping - No Deck.

APPENDIX 4


OCP Map
330
760
840
950
6391
10 AVE S.E.
6030
6060
6130
6160
6190
6220
6260
6310
63 ST S.E.
60 ST S.E.
1050
6510
6560
1161
1170
1280
1270
1340
N
0 20 40 80 120 160
Meters
OCP Designation
Acreage Reserve
Park
Institutional
Subject Property
Parcels


Zoning Map
APPENDIX 5
331
760
840
950
6391
10 AVE S.E.
6030
6060
6130
6160
6190
6220
6260
6310
63 ST S.E.
1050
6510
6560
1161
1170
1280
1270
1340
N
0 20 40 80 120 160
Meters
Zoning
A-2
P-1
A-3
P-3
Subject Property
Parcels

APPENDIX 6



Property looking south from 10 Ave SE



Property looking southwest from 63 St SE



Property facing west from 63 St SE (showing workshop to be removed)

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Item 22.4

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor

Seconded: Councillor

THAT: Development Permit No. 435 be authorized for issuance for part of Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP106191 in accordance with the drawings dated July 27, 2021 attached to the Staff Report dated September 14, 2021;

AND THAT: Issuance of Development Permit No. 435 be withheld subject to the receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan.

[MQN Architects/1292919 BC Ltd.; 2110 11 Avenue NE; Highway Service/Tourist Commercial]

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF
SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

DATE: September 14, 2021

SUBJECT: Development Permit Application No. DP-435 (Highway Service / Tourist Commercial)
Legal: Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP106191
Civic: 2110 11 Avenue NE
Owner: 1292919 BC Ltd.
Applicant: MQN Architects

STAFF RECOMMENDATION

THAT: **Development Permit No. 435 be authorized for issuance for that part of Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP106191 (2110 11 Avenue NE) in accordance with the drawings dated July 27, 2021 and attached to this memorandum;**

AND THAT: **Issuance of Development Permit No. 435 be withheld subject to the receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan.**

BACKGROUND

The subject parcel is located at 2110 11 Avenue NE (Appendix 1 and 2). The approximate 3,586 square meter parcel is currently vacant. The parcel is designated as Highway Service Tourist Commercial land in the Official Community Plan (OCP) Bylaw and zoned C-6 Tourist/Recreation Commercial in the Zoning Bylaw (Appendix 3 and 4). Site photos are attached as Appendix 5.

The applicant has provided a letter of rationale attached as Appendix 6. This application is to permit the development of one mixed use commercial building, as shown in the proposed Development Permit drawings attached as Appendix 7. The office use proposed are permitted in the C-6 zone. The proposed building as illustrated would have a footprint of approximately 1,074 square metres and is comprised of 2 storeys to a height of 10.2 metres (the maximum height permitted in the C-6 Zone is 19 metres).

COMMENTS

Building Department

No concerns. Part 9 building involves registered professionals as per BCBC.

Fire Department

No concerns.

Engineering Department

No concerns. Associated with recent Subdivision and Zoning applications, upgrades to the property's frontage have largely been completed. Requirements of SDS Bylaw 4163 are to be met.

Design Review Panel

With the proposal for Highway Service Tourist Commercial development, the application was referred to the Design Review Panel (DRP) for review. The Panel was supportive of the proposal as presented. The DRP positively noted the contemporary design, landscaping and tree retention, and also suggested

consideration for rooftop mechanic screening, building signage, and the potential for inclusion of some architectural element on the west elevation.

The August 26, 2021 DRP meeting minutes are attached as Appendix 8.

Planning Department

The proposed development is subject to the guidelines of the "Highway Service Tourist Commercial Permit Area" as described in the OCP, suggesting characteristics under the topics of siting and building, landscape and screening, as well as access, circulation and parking area guidelines.

Siting and Building
The applicant is proposing a commercial office use development in the form of 2 commercial spaces over 2 levels. The building has a footprint of 1,074 square metres in area, and reaches a maximum height of 10.2 metres above grade (well under the 19 metre maximum height permitted in the C-6 zone). The building is set at the northwest corner of the parcel, with an east facing elevation arranged to face the curving street frontage and highway. The building design is a contemporary style with a varied facade and linear roofline providing visual interest, incorporating high quality materials with proposed cladding including stucco, brick, steel, and fiberboard siding.

Architectural details such as fibreboard, steel, and brick cladding are reasonably unified on all elevations. The entrance feature creates an easily identifiable and protected access point, while the angular design, as well as the varied materials and colour choices create visual interest.

Landscape and Screening
The landscape plan has been completed in alignment with OCP guidelines. The estimate for landscaping is roughly $17,000 including irrigation. The landscape plan prescribes perimeter plantings along the west, south and east parcel lines, reducing the impact of the parking. Existing vegetation is to be maintained.

Access, Circulation and Parking Area
Vehicle access proposed is via a single shared 7.3 metre wide access route. There are a total of 39 parking stalls proposed (30 are required). There is an additional gravel overflow parking area proposed

The Zoning Bylaw further specifies surfacing, grading and drainage requirements for offstreet parking.

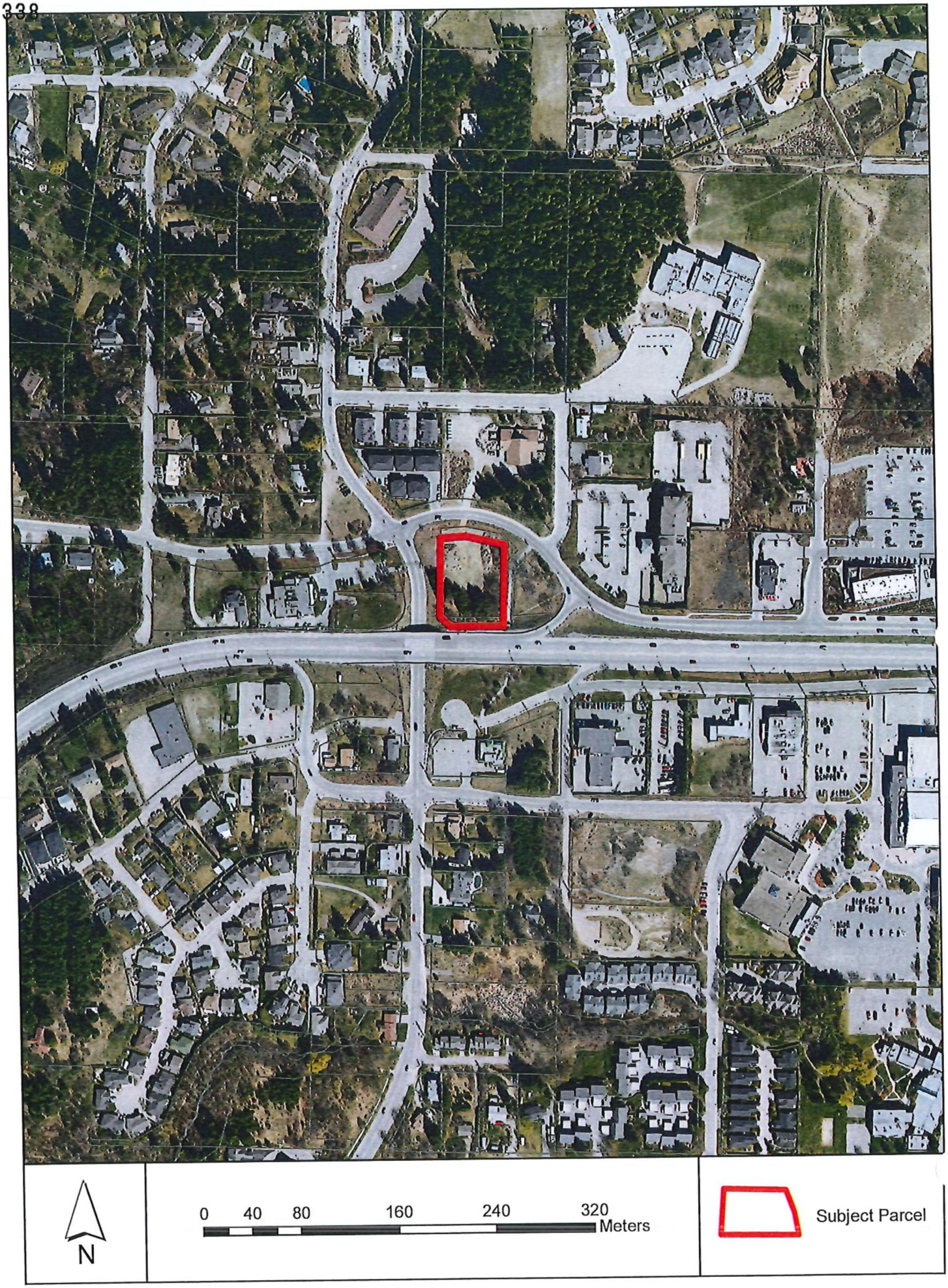
CONCLUSION

The applicant is applying for a Development Permit to support a commercial development. The proposal aligns with the Development Permit Area guidelines as described in the OCP and is supported by staff.

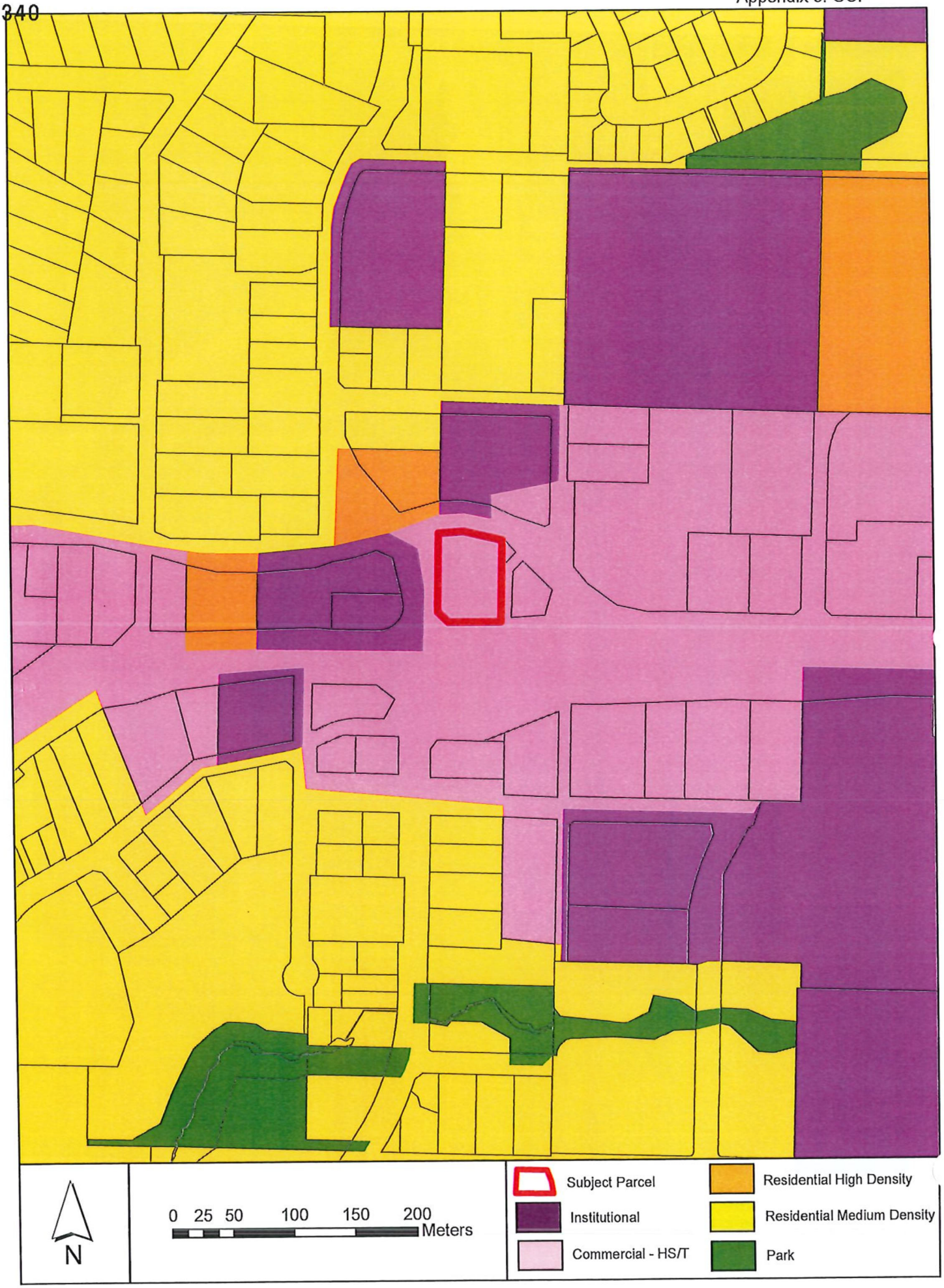
Prepared by: Chris Larson, MCIP, RPP
Senior Planner

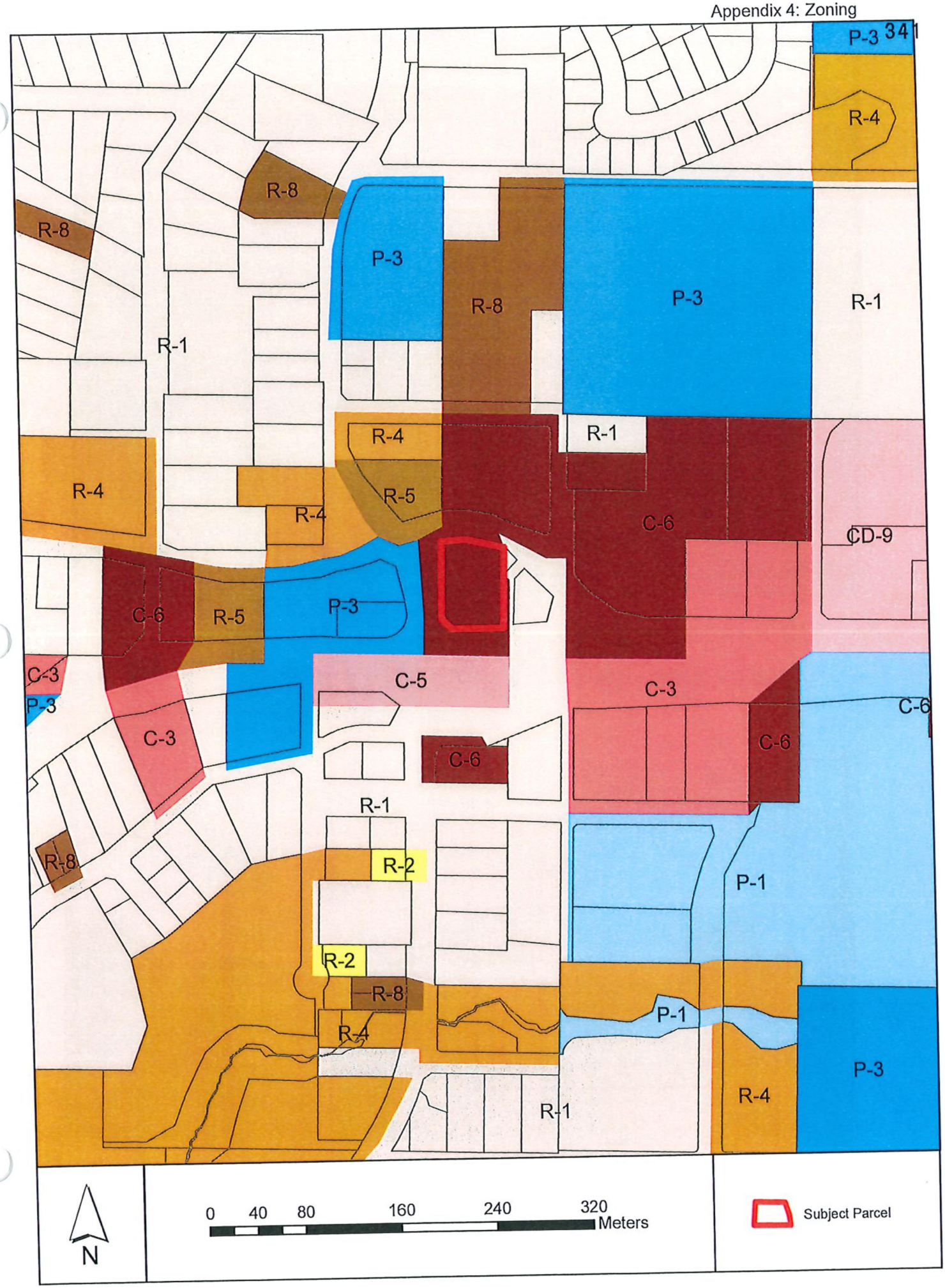
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services

Appendix 1: Aerial View




N
0 5 10 20 30 40
Meters
Subject Parcel


N
0 25 50 100 150 200
Meters
Subject Parcel
Institutional
Commercial - HS/T
Residential High Density
Residential Medium Density
Park


P-3
R-4
R-8
R-8
P-3
R-8
P-3
R-1
R-1
R-4
R-1
R-4
R-5
R-4
C-6
CD-9
R-4
C-6
R-5
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C-3
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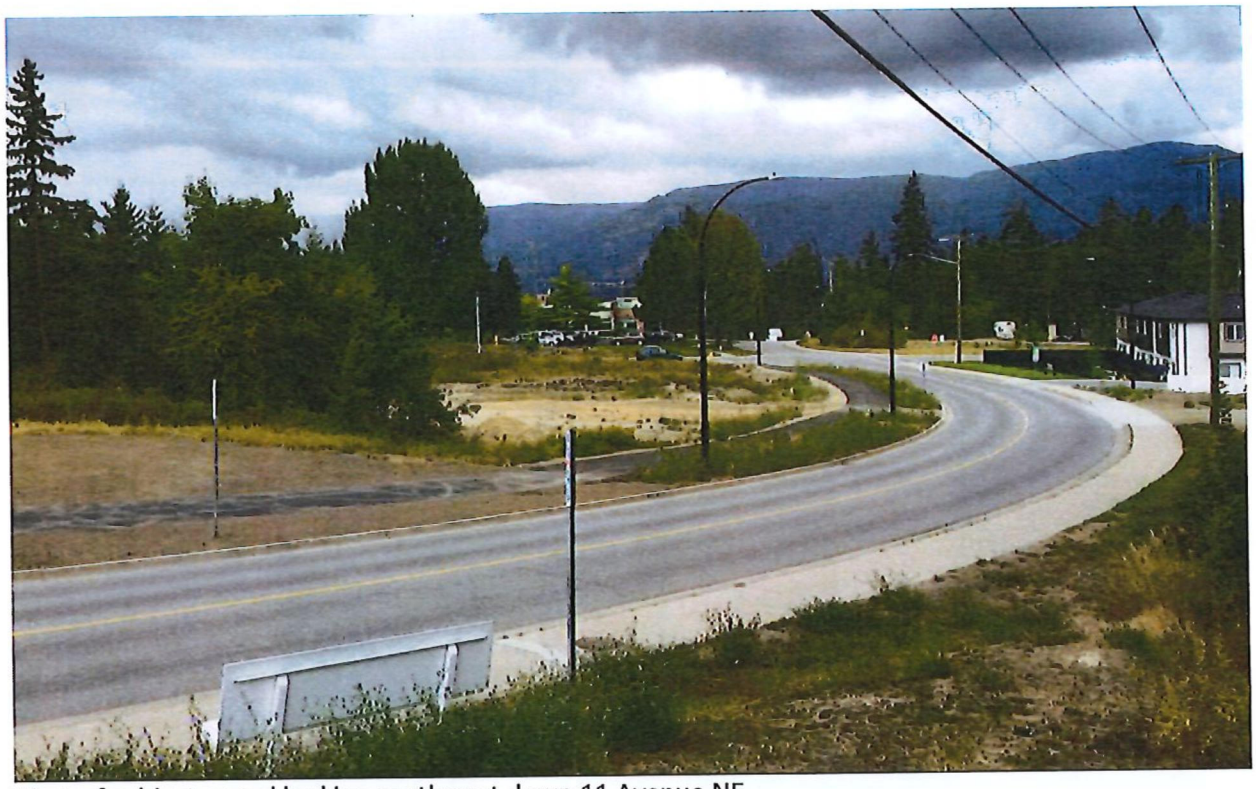
C-5
C-3
C-6
C-3
C-6
C-6
R-1
R-8
R-2
P-1
R-2
R-8
P-1
R-4
R-1
R-4
P-3
0
40
80
160
240
320
Meters
N
Subject Parcel



View of subject parcel looking southwest down 11 Avenue NE.



View of subject parcel looking southeast up 11 Avenue NE.

July 15, 2020

City of Salmon Arm

Development Services
P.O. Box 40
500 2 Avenue NE
Salmon Arm, BC V1E 4N2
Phone: 250-803-4010 Fax: 250-803-4041

Re: Lawson Office Building
2110 11 Ave Ne, Salmon Arm
Development Permit Application – Letter of Proposal

Development Services Staff,

MQN Architects has been engaged to design a new commercial development at 2110 11th Ave NE. The property is within the Commercial – Highway Services/Tourist Development area as described within The City of Salmon Arm's Official Community Plan (OCP) and is designated as Tourist/Recreation Commercial. The proposed Lawson Office Building development is consistent with this zoning and the Official Community Plan.

The building is comprised of 5 separate units split between two stories. The main floor will house medical and dental suites, which will have direct access from the exterior through dedicated entrances, while the second floor will be divided into three suites of commercial offices, accessed via the building's masonry-clad front entry. Extra parking has been provided so as to accommodate both the building's tenants, and a large number of visitors to the medical and dental offices.
The development is sited along the western and northern property lines to help reinforce the street frontage on 21st St and 11th Ave NE respectively, while not impacting the extensive existing vegetation at the south end of the site along the Trans-Canada Highway. The surface parking lot is located away from the street, toward the centre of the site to reduce vehicular impact on pedestrian access. To help promote safe non-vehicle access to the site, a pedestrian walkway will be extended to meet the new sidewalk along 11th Ave NE.

The building design attempts to realize a modern quality while still maintaining a connection to the surrounding environment through the use of a neutral color palette inspired by nature and highlighted by more rustic brick and wood accents.

MQN ARCHITECTS

Brian F. Quiring
Architect AIBC, MAA, M.Arch

Vicki A. Topping
Architect AIBC, M.Arch. LEED AP+

Roger B. Green
Architect AIBC, MRAIC, M.Arch

100, 3313 - 32nd Avenue
Vernon, British Columbia
Canada V1T 2M7
T. 250.542.8085
F. 250.542.5236
E. info@mqn.ca
www.mqn.ca

MQN ARCHITECTS

The building's form, north/south orientation, use of opaque exterior elements, and window locations were deliberately orchestrated to reduce excess solar heat gain during the summer, while also allowing a curation of exterior views away from the Trans-Canada highway.

Building projects find success through striking a balance between various project objectives such as meeting the needs of the users and surrounding community, budgets, costs, design, constructability, and profitability. Finding this balance can be a challenge; yet this process of finding balance can provide direction and shape, as was the case in this project. Thank you for your consideration.
Respectfully,



Neal Borstmayer, Intern Architect AIBC
MQN Architects

Brian F. Quiring
Architect AIBC, MAA, M.Arch

Vicki A. Topping
Architect AIBC, M.Arch. LEED AP+

Roger B. Green
Architect AIBC, MRAIC, M.Arch

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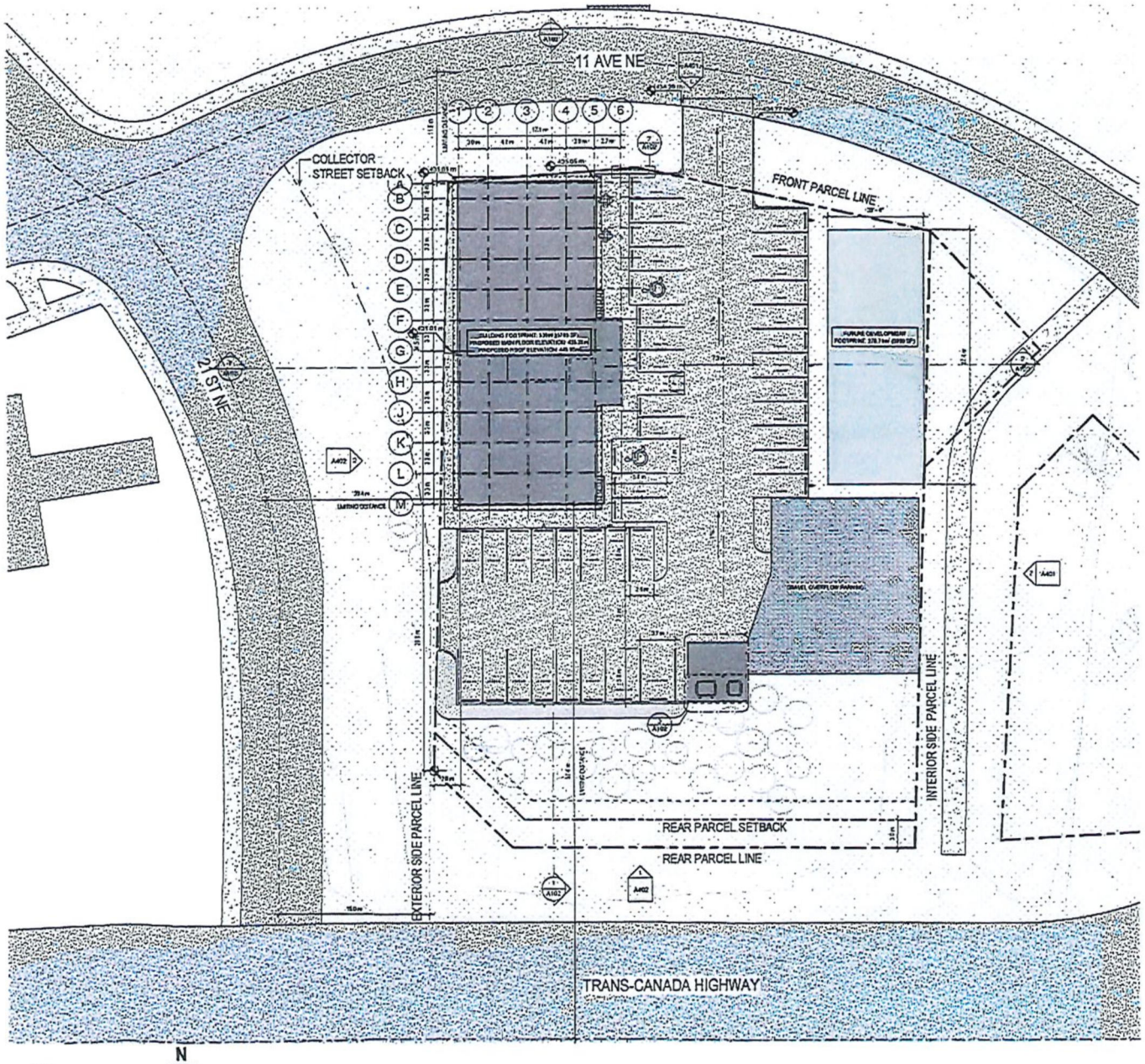


SITE LEGEND

- BUILDING
- CONCRETE SIDE WALK
- LANDSCAPING
- ASPHALT PAVING
- ARCHITECTURAL LEVEL / GEODETIC ELEVATION
- SHORE POINT
- BOLLARD SEE DETAIL THIS SHEET

GENERAL NOTES

1. REFER TO CIVIL, MECHANICAL & ELECTRICAL DRAWINGS FOR SITE DETAILS. COORDINATE AS REQUIRED
2. CONFIRM ALL FINAL GRADES ON SITE REFER TO CIVIL DRAWINGS.
3. PROVIDE IRRIGATION TO ALL LANDSCAPED AREAS. REFER TO MECHANICAL
4. REFER TO LANDSCAPE DRAWINGS FOR LANDSCAPE DETAILS. COORDINATE AS REQUIRED

CONSTRUCTION NOTES

1. CONSTRUCTION NOTES

PROJECT STATISTICS

ADDRESS
2110 11 Ave NE, SALMON ARM, BC
LOT 1, 24-20-11, W6M, KDYD, PLAN 16515H
ZONING
C4
PROPOSED USE: OFFICES, HEALTH SERVICES CENTRE
ALLOWABLE USE: OFFICES, HOSPITALS AND CLINICS

ITEM	PERMITTED	PROVIDED
HEIGHT	19.8 m (MAX)	10.2 m
LOT AREA (GROSS)	400 m² (MIN)	2308.35 m²
LOT AREA (NET)	400 m² (MIN)	2308.35 m²
FLOOR SPACE RATIO	N/A	2.3 M
BUILDING SITE COVERAGE	40%	14.97 %
1. SETBACKS		
FRONT PARCEL LINE (NORTH)	N/A	-
INTERIOR SIDE PARCEL LINE (EAST)	N/A	-
SIDE PARCEL LINE (WEST)	N/A	-
REAR PARCEL LINE (SOUTH)	3.0 m	3.0 m
2. FLOOR SPACE RATIO		
TOTAL FLOOR AREA	N/A	3074 m²
LOT AREA (NET)	400 m² (MIN)	2308.35 m²
FLOOR AREA RATIO	N/A	2.3 M
4. BUILDING SITE COVERAGE		
TOTAL BUILDING COVERAGE	N/A	337 m²
LOT AREA (NET)	N/A	2308.35 m²
SITE COVERAGE RATIO	N/A	14.97 %
5. PARKING		
STANDARD	24 (MIN)	17
HOLE SCALE	N/A	2
SMALL CAR	6 (MAX)	5
TOTAL PARKING	30	25
6. LOADING		
TOTAL LOADING SPACES	2	2

MQN ARCHITECTS

TEAL

CONSULTANT

NO	REV	ISSUE	REMARKS
1	1	DESIGN REVIEW	
2	1	DESIGN REVIEW	
3	1	DESIGN REVIEW	
4	1	DESIGN REVIEW OR PERMIT	

PROJECT TITLE

LAWSON OFFICE BUILDING

2110 11 Ave NE, SALMON ARM, BC

DRAWING TITLE

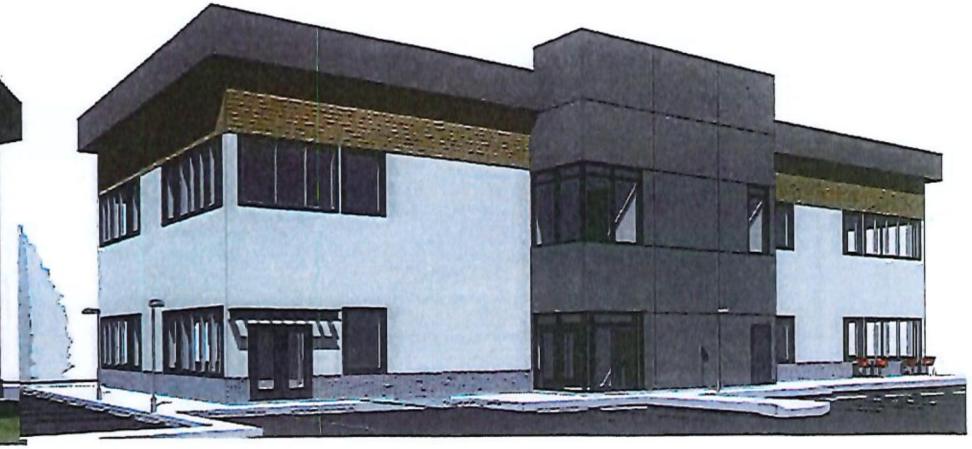
SITE PLAN

PROJECT	21007
SCALE	As indicated
DRAWN BY	Author
CHECKED BY	Checker
DRAWING	A101a

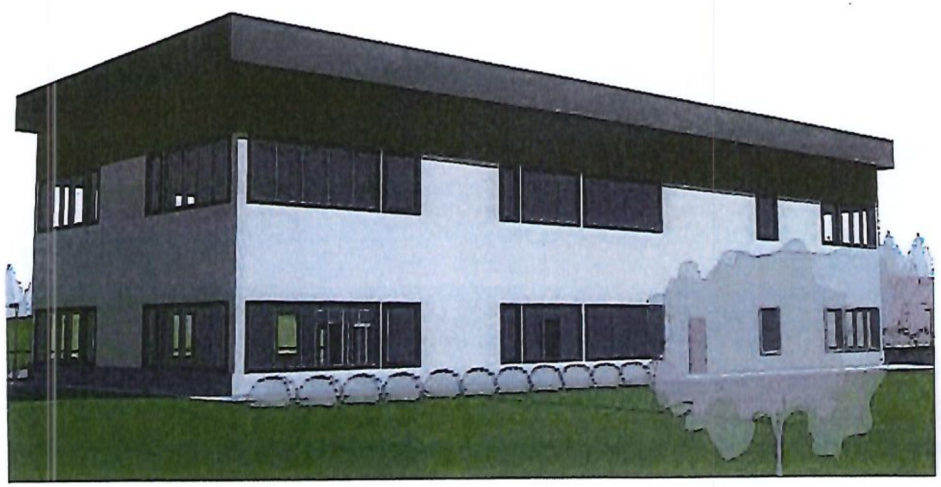
Appendix 7: Development Permit Designs



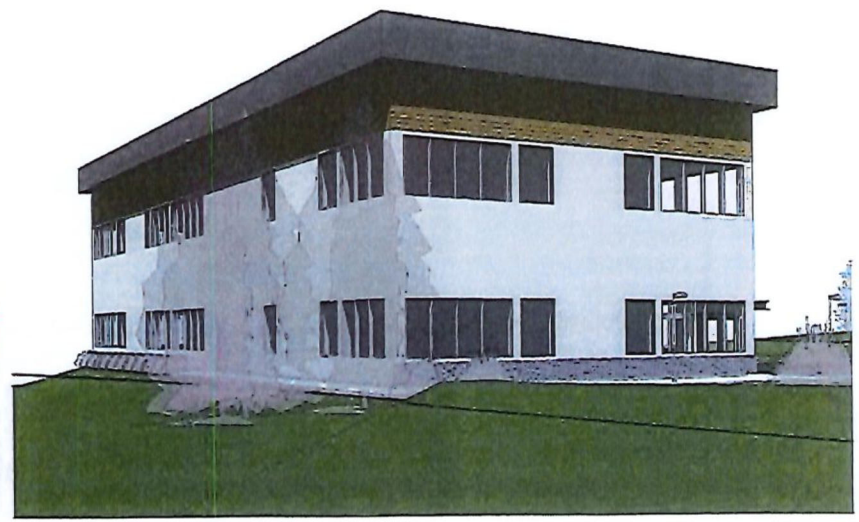
1 NE PERSPECTIVE
SCALE



2 SE PERSPECTIVE
SCALE



3 NW PERSPECTIVE
SCALE



4 SW PERSPECTIVE
SCALE

MQN ARCHITECTS

SEAL

CONSULTANT

NO	REV	ISSUE	DATE
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2	4	[illegible]	[illegible]
3	4	[illegible]	[illegible]
4	4	[illegible]	[illegible]

PROJECT TITLE

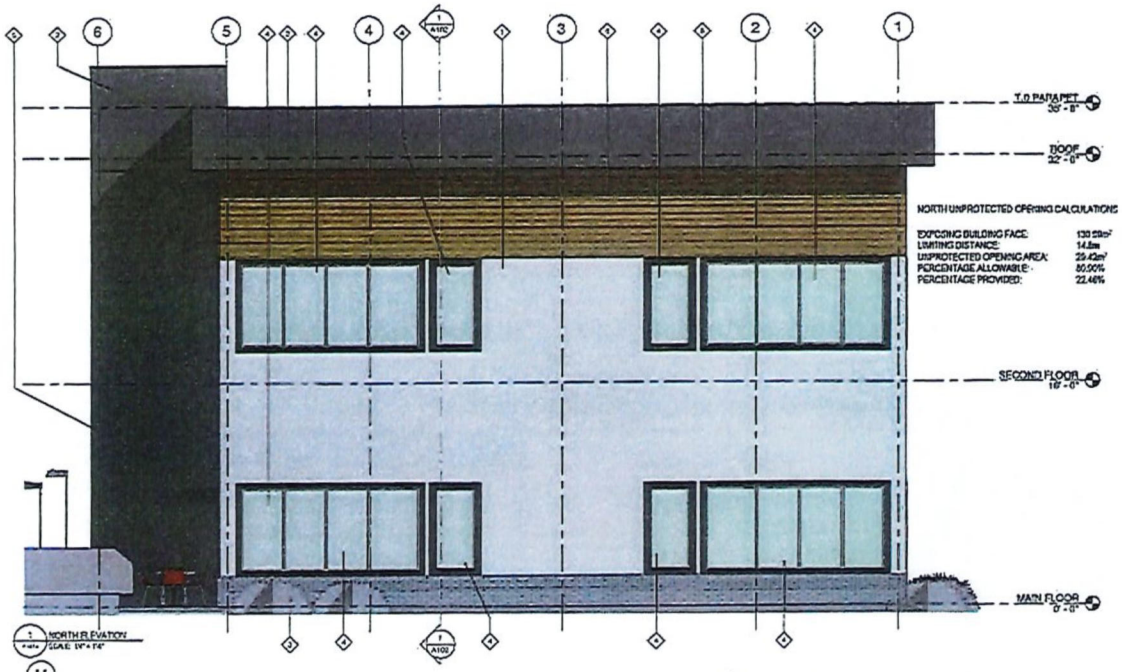
LAWSON OFFICE BUILDING

2110 11 Ave NE, SALMON ARM, BC

DRAWING TITLE

AXOS AND PERSPECTIVES

PROJECT: 21002
SCALE:
DRAWN BY: Author
CHECKED BY: Checker
DRAWING: A007

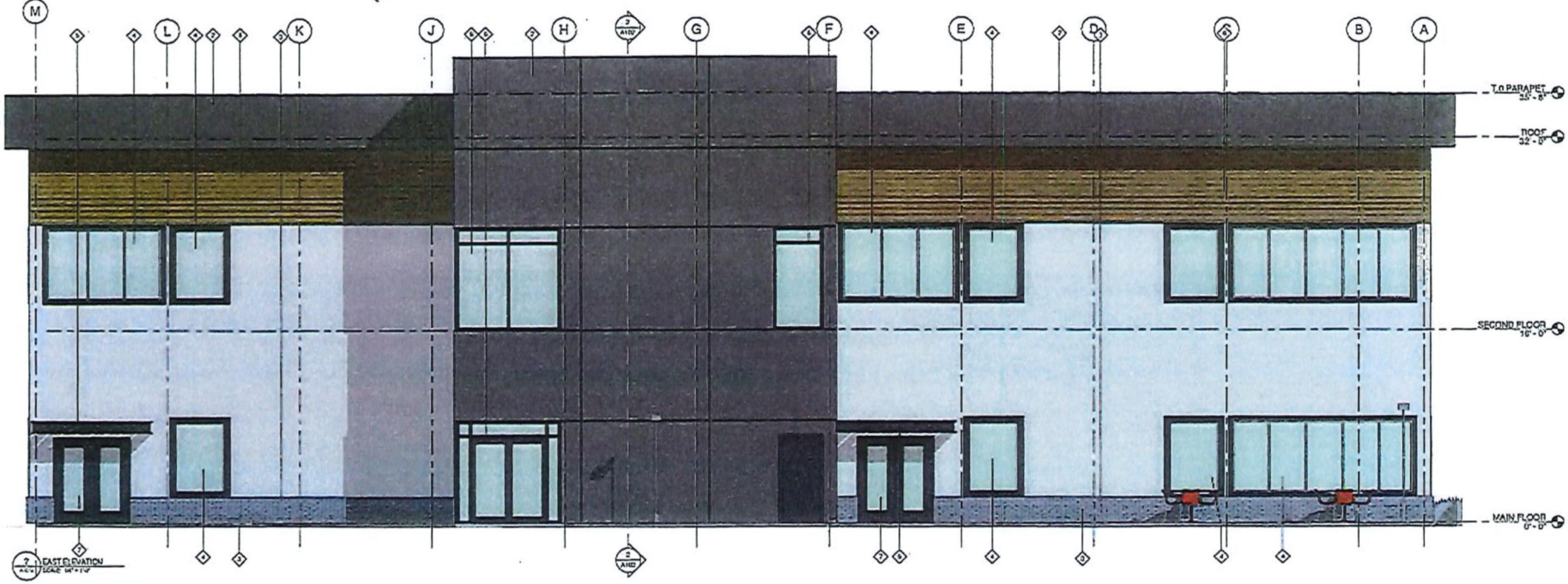


EXTERIOR FINISH LEGEND

1. EIFS STUCCO
   COLOUR: BENJAMIN MOORE HC-168 "CHEVERTY GRAY"
2. EIFS STUCCO
   COLOUR: BENJAMIN MOORE 2134-30 "IRON MOUNTAIN"
3. INTERSTATE SERIES RUNNING BOND
   TEXTURE: MATTE
   COLOUR: MONOLITH BLACK
4. EXTERIOR GLAZING
   GLAZING: CLEAR
   FRAMING: BLACK PREFINISHED ALUMINUM
5. AWNING
   MATERIAL: POWDER-COATED STEEL
   COLOUR: BLACK
6. EXTERIOR GLAZING
   GLAZING: CLEAR
   FRAMING: BLACK PREFINISHED ALUMINUM
7. EXTERIOR DOOR
   GLAZING: CLEAR
   FRAME AND DOOR PANEL: BLACK PAINTED STEEL
8. MEDIUM BROWN FIBER CEMENT LAP SIDING
   PRODUCT: HARDIPLANK
   COLOUR: CATTAIL TRAILS

EAST UNPROTECTED OPENING CALCULATIONS

EXPOSING BUILDING FACE:	77.26 m²
LIMITING DISTANCE:	10.5 m
UNPROTECTED OPENING AREA:	17.34 m²
PERCENTAGE ALLOWABLE:	50.44 %
PERCENTAGE PROVIDED:	22.42 %



MQN ARCHITECTS

SEAL

CONSULTANT

NO.	DATE	ISSUED
1	2021-11-15	DP APPLICATION
2	2022-01-14	DP APPLICATION
3	2022-02-11	DP APPLICATION
4	2022-03-04	DP APPLICATION
5	2022-03-11	DP APPLICATION

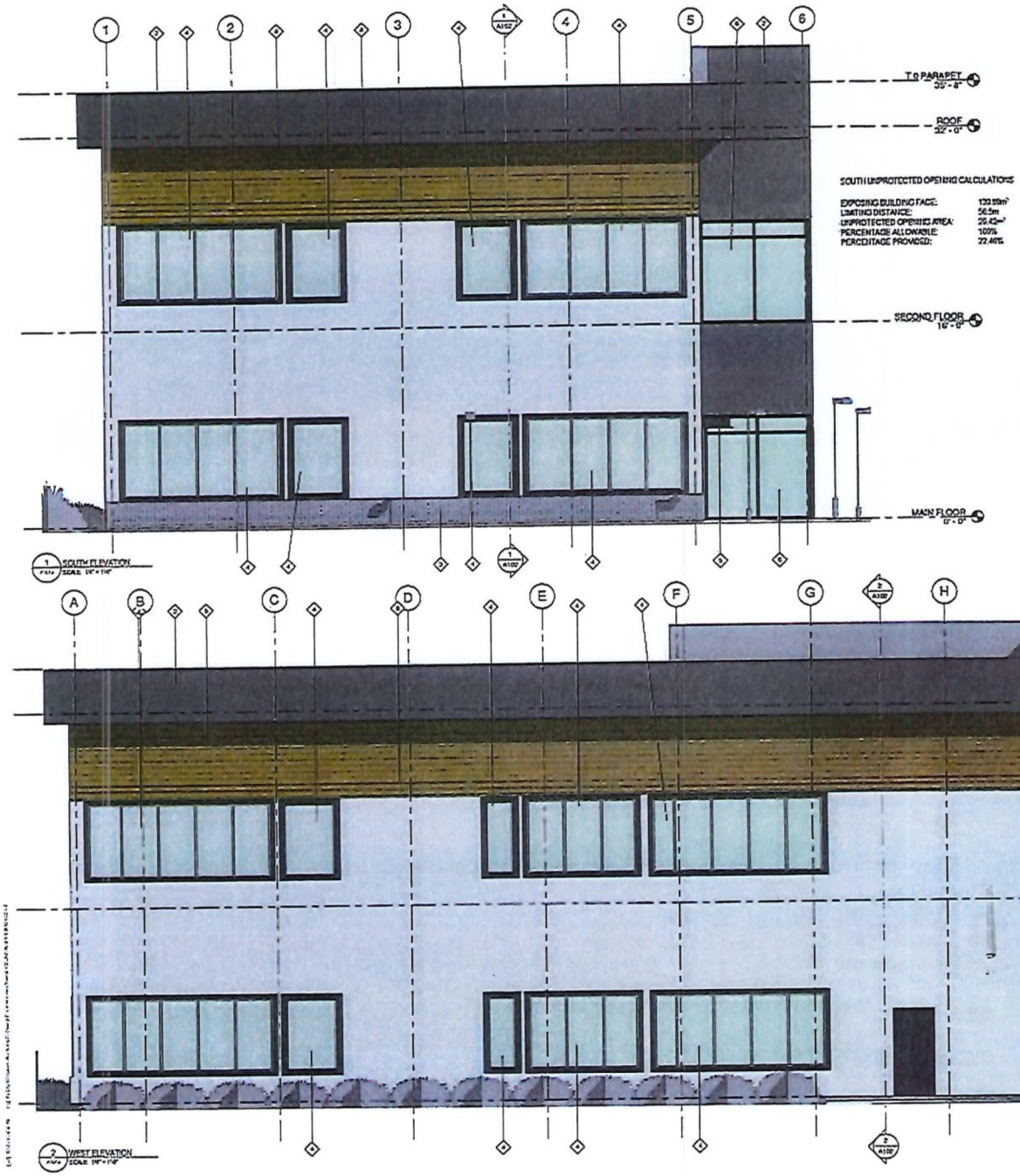
PROJECT TITLE
LAWSON OFFICE BUILDING
21011 NE SAMMAMISH RD

DRAWING TITLE
EXTERIOR ELEVATIONS

PROJECT:	21002
SCALE:	1/8" = 1'-0"
DRAWN BY:	Author
CHECKED BY:	Checker

DRAWING
A401

Appendix 7: Development Permit Designs



SOUTH UNPROTECTED OPENING CALCULATIONS

EXPOSING BUILDING FACE:	120.89m²
LIMITING DISTANCE:	56.5m
UNPROTECTED OPENING AREA:	29.42m²
PERCENTAGE ALLOWABLE:	100%
PERCENTAGE PROVIDED:	22.46%

EXTERIOR FINISH LEGEND

1. EIFS STUCCO
   COLOUR: BENJAMIN MOORE HC-169 "COVENTRY GRAY"
2. EIFS STUCCO
   COLOUR: BENJAMIN MOORE 2124-30 "IRON MOUNTAIN"
3. INTERSTATE BRICK RUNNING BOND
   TEXTURE: MATTE
   COLOUR: MONICHT BLACK
4. EXTERIOR GLAZING
   GLAZING: CLEAR
   FRAMING: BLACK PREFINISHED ALUMINUM
5. AWNING
   MATERIAL: POWDER-COATED STEEL
   COLOUR: BLACK
6. EXTERIOR GLAZING
   GLAZING: CLEAR
   FRAMING: BLACK PREFINISHED ALUMINUM
7. EXTERIOR DOOR
   GLAZING: CLEAR
   FRAME AND DOOR PANEL: BLACK PAINTED STEEL
8. MEDIUM BROWN FIBER CEMENT LAP SIDING
   PRODUCT: HARDIPLANK
   COLOUR: CARBON TRAILS

WEST UNPROTECTED OPENING CALCULATIONS

EXPOSING BUILDING FACE:	253.81m²
LIMITING DISTANCE:	19.8m
UNPROTECTED OPENING AREA:	67.23m²
PERCENTAGE ALLOWABLE:	98.8%
PERCENTAGE PROVIDED	29.05%

MQN ARCHITECTS

DEAL

CONSULTANT

NO	REV	ISSUE	DATE
1	A	DEVELOPMENT PERMIT	[illegible]
2	A	DEVELOPMENT PERMIT	[illegible]
3	A	DEVELOPMENT PERMIT	[illegible]
4	A	DEVELOPMENT PERMIT	[illegible]

PROJECT TITLE

LAWSON OFFICE BUILDING

2110 11 Ave NE, SALMON ARM, BC

DRAWING TITLE

EXTERIOR ELEVATIONS

PROJECT:	[illegible]
SCALE:	1/4" = 1'-0"
DRAWN BY:	Author
CHECKED BY:	Checker
DRAWING:	A402

1 N/S SITE SECTION
SCALE: 1:100

2 E/W SITE SECTION
SCALE: 1:100

3 GARBAGE ENCLOSURE
SCALE: 1/4"=1'-0"

4 GARBAGE ENCLOSURE - ELEVATION A
SCALE: 1/4"=1'-0"

5 GARBAGE ENCLOSURE - SECTION 1
SCALE: 1/4"=1'-0"

6 ELEVATION - SITE SIGN
SCALE: 1/2"=1'-0"

7 PLAN - SITE SIGN
SCALE: 1/2"=1'-0"

8 SECTION - SITE SIGN
SCALE: 1/2"=1'-0"

9 BOLLARD DETAIL - TYPE B1
SCALE: 1/2"=1'-0"

MCN ARCHITECTS

SEAL

CONSULTANT

NO.	ISSUE	DATE
1	RE-ISSUED FOR DEVELOPMENT PERMIT	2013-11-01
2	RE-ISSUED FOR DEVELOPMENT PERMIT	2014-01-31
3	RE-ISSUED FOR DEVELOPMENT PERMIT	2014-02-28
4	RE-ISSUED FOR DEVELOPMENT PERMIT	2014-04-30

PROJECT TITLE
LAWSON OFFICE BUILDING
219 - 1191 STADIUM WAY SE

DRAWING TITLE
SITE SECTIONS & DETAILS

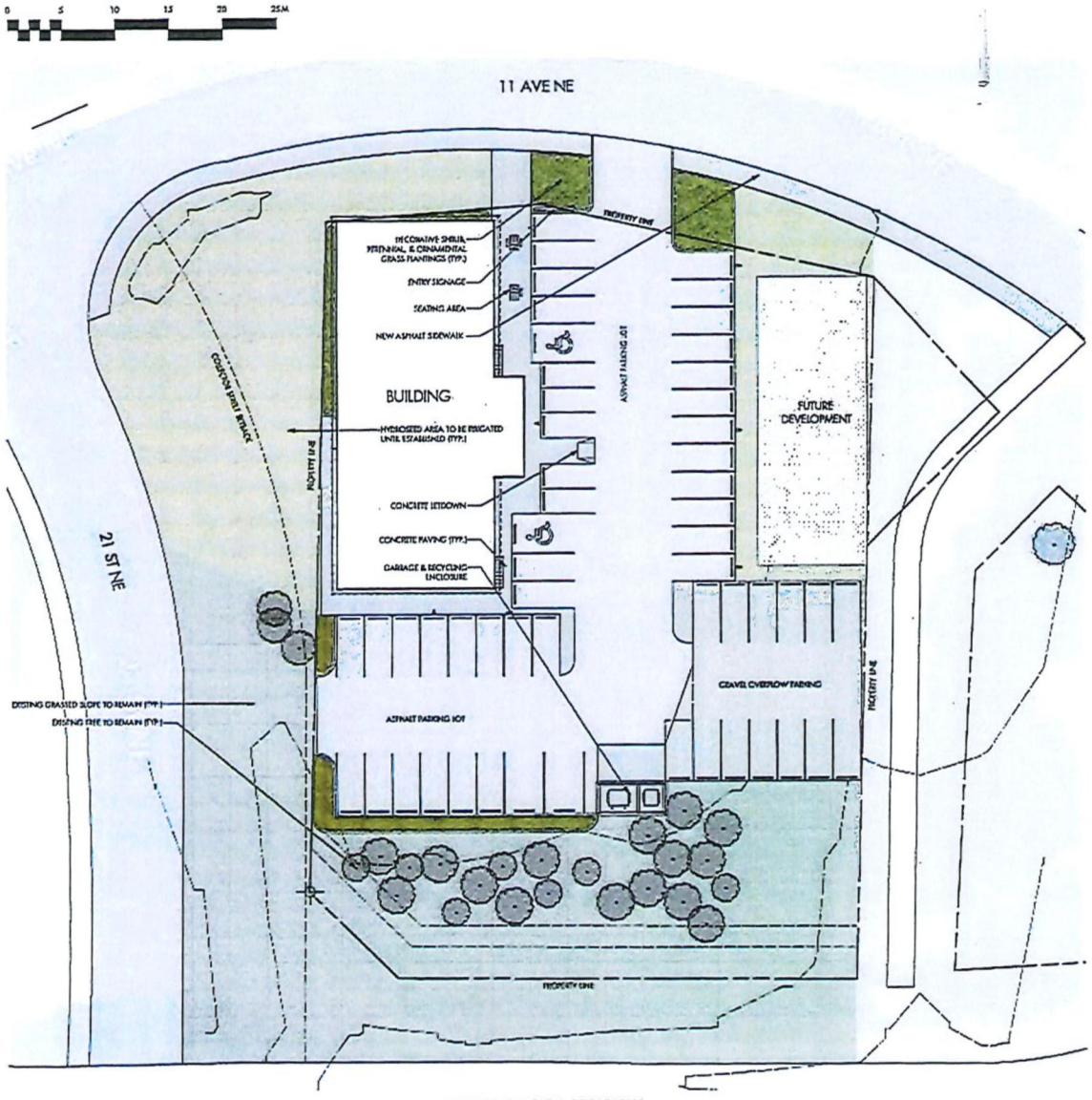
PROJECT: 1133
SCALE: As indicated
DRAWN BY: AA/PP
CHECKED BY: Checker
DRAWING
A102

Appendix 7: Development Permit Designs

PROJECT STATISTICS

ADDRESS
2110 11 Ave NE, SALMON ARM, BC
LOT 1, 24-20-10, W6M, KDYD, PLAN 106191
ZONING
C-6
PROPOSED USE: OFFICES, HEALTH SERVICES CENTRE
ALLOWABLE USE: OFFICES, HOSPITALS AND CLINICS

ITEM	REQUIRED	PROVIDED
HEIGHT	19.0 m (MAX)	10.2 m
LOT AREA (GROSS)	465 m² (MIN)	3586.95 m²
LOT AREA (NET)	465 m² (MIN)	3586.95 m²
FLOOR SPACE RATIO	N/A	29.94
BUILDING SITE COVERAGE	40 %	14.97 %
1. SETBACKS		
FRONT PARCEL LINE (NORTH)	N/A	-
INTERIOR SIDE PARCEL LINE (EAST)	N/A	-
SIDE PARCEL LINE (WEST)	N/A	-
REAR PARCEL LINE (SOUTH)	3.0 m	3.0m
3. FLOOR SPACE RATIO		
TOTAL FLOOR AREA	N/A	1074 m²
LOT AREA (NET)	465 m² (MIN)	3586.95 m²
FLOOR AREA RATIO	N/A	29.94
4. BUILDING SITE COVERAGE		
TOTAL BUILDING COVERAGE	N/A	537 m²
LOT AREA (NET)	N/A	3586.95 m²
SITE COVERAGE RATIO	N/A	14.97 %
5. PARKING		
STANDARD	24 (MIN)	32
ACCESSIBLE	N/A	2
SMALL CAR	6 (MAX)	5
TOTAL PARKING	30	39
6. LOADING		
TOTAL LOADING SPACES	2	2



NOTES

1. PLANT MATERIAL AND CONSTRUCTION METHODS SHALL MEET OR EXCEED CSLA STANDARDS.

2. ALL SOFT LANDSCAPE AREAS SHALL BE WATERED BY A FULLY AUTOMATIC TIMED UNDERGROUND IRRIGATION SYSTEM.

3. TREE AND SHRUB BEDS TO BE DRESSED IN A MINIMUM 75mm WOOD MULCH AS SHOWN IN PLANS. DO NOT PLACE WEED MAT UNDERNEATH TREE AND SHRUB BEDS.

4. TREE AND SHRUB BEDS TO RECEIVE A MINIMUM 300mm DEPTH TOPSOIL PLACEMENT.

5. SITE GRADING AND DRAINAGE WILL ENSURE THAT ALL STRUCTURES HAVE POSITIVE DRAINAGE AND THAT NO WATER OR LOOSE IMPEDIMENTS WILL BE DISCHARGED FROM THE LOT ONTO ADJACENT PUBLIC, COMMON, OR PRIVATE PROPERTIES.

6. HYDROSEEDING DRYLAND SEED AREAS:

DRYLAND SEED MIXTURE	BY WEIGHT	BY SPECIES
BLUE BUNCH WHEAT GRASS	45%	25%
ROUGH FESCUE	25%	29%
IDAHO FESCUE	15%	19%
PERENNIAL RYEGRASS	10%	7%
SANDBERG BLUEGRASS	5%	12%
JUNE GRASS	4%	18%

HYDROSEEDING APPLICATION RATE (DRYLAND SEED AREA):

NATIVE SEED	DRYLAND SEED MIXTURE	125KG/HECTARE
FERTILIZER	18-18-18-2, 35% SULPHUR COATED UREA	200KG/HECTARE
MULCH	CANNOR ECOFIBRE PLUS TAC	2,500KG/HECTARE
TACKIFIER	GUAR	3% OF MIX

THE ABOVE HYDROSEEDING MIXTURE IS RECOMMENDED FOR THE DRYLAND SEED AREA AS SHOWN ON THE DRAWING, HOWEVER THE FINAL SEED APPLICATION SHALL INCLUDE THE LARGEST NATIVE GRASS SPECIES POSSIBLE, AS DETERMINED BY THE ENVIRONMENTAL CONSULTANT, LANDSCAPE ARCHITECT, AND GEOTECHNICAL ENGINEER. SEED MIX TO BE CERTIFIED #1 GRADE BY AGRICULTURE CANADA. REFER MANUFACTURER'S SPECIFICATIONS FOR PRODUCT DELIVERY, STORAGE & PROTECTION.

PLANT LIST

BOTANICAL NAME	COMMON NAME	QY	SIZE/SPACING & REMARKS
SHRUBS			
EUONYMUS ALATUS 'COMPACTA'	DWARF BURNING BUSH	15	#02 CONT. /1.5M O.C. SPACING
SPIRAEA BUMALDA 'ANTHONY WATERER'	ANTHONY WATERER SPIREA	14	#02 CONT. /1.2M O.C. SPACING
WEIGELA FLORIDA 'SONIC BLOOM RED'	SONIC BLOOM RED WEIGELA	14	#02 CONT. /1.2M O.C. SPACING
PERENNIALS, GRASSES & GROUNDCOVERS			
CALAMAGROSTIS ACUTIFLORA 'KARL FOERSTER'	KARL FOERSTER FEATHER REED GRASS	20	#01 CONT. /0.75m O.C. SPACING
ECHINACEA PURPUREA 'SOLAR FLARE'	SOLAR FLARE CONEFLOWER	29	#01 CONT. /0.6M O.C. SPACING
HEMEROCALLIS 'RUBY STELLA'	RUBY STELLA DAYLILY	29	#01 CONT. /0.6M O.C. SPACING
SEDUM 'DESERT RED'	DESERT RED STONECROP	29	#01 CONT. /0.6M O.C. SPACING

OUTLAND DESIGN
LANDSCAPE ARCHITECTURE
300-590 KLO Road
Kelowna, BC V1Y 7S2
T (250) 868-9270
www.outlanddesign.ca

N

LAWSON OFFICE BUILDING
2110 11 Avenue
Salmon Arm BC

CONCEPTUAL LANDSCAPE PLAN

1	[illegible]	[illegible]
2		
3		
4		
5		

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

[illegible]

BCSLA MEMBER FIONA BARTON 334

L1/1

ISSUED FOR REVIEW ONLY

[illegible]

OUTLAND DESIGN
LANDSCAPE ARCHITECTURE

July 13th, 2021

Lawson Office Building
C/o MQN Architects
Suite 100-3313 32nd Avenue
Vernon, BC V1T 2M7
Attn: Neal Borstmayer, Intern Architect
Tel: (250) 542-1199
Email: neal@mqn.com

Re: Lawson Office Building – Preliminary Cost Estimate for Bonding

Dear Neal:

Please be advised of the following preliminary cost estimate for bonding of the proposed landscape works shown in the Lawson Office Building conceptual landscape plan dated 21.07.13;

- Landscape Improvements: 1,387 square metres (14,930 square feet) = $16,989.75

This preliminary cost estimate is inclusive of shrubs, mulch, topsoil & irrigation.

You will be required to submit a performance bond to the City of Salmon Arm in the amount of 125% of the preliminary cost estimate. Please do not hesitate to contact me with any questions about the landscape plan.

Best regards,

Fiona Barton, MBCSLA, CSLA
as per
Outland Design Landscape Architecture

CITY OF SALMONARM

DESIGN REVIEW PANEL MINUTES

August 26, 2021, 3:05 to 3:40 pm - Online, City Hall

Present: Paul Burrows (Panel Member)
Trent Sismey (Panel Member)
Dennis Lowe (Panel Member)
Bill Laird (Chair - Panel Member)
Vicki Topping (Applicant DP-435)
Neal Borstmayer (Applicant DP-435)
Alistair Waters (Applicant DP-435)
Chris Larson (Senior Planner)

Applications: Development Permit Application No. DP-435

Application No. DP-435 – 2110 11 Avenue NE – MQN Architects / 1292919 BC Ltd.

The Applicant presented details of the proposal referring to the site plans and building elevations. It was noted that no variances have been requested as a part of the current proposal, and existing trees are to be retained.

Panel members discussed the proposal. The contemporary building design was noted, as well and the landscaping and tree retention, with development of this site viewed as a positive addition to the community. The Applicant clarified some details of the proposal including sound consideration, parking, and setbacks referring to the site plans and building elevations.

The panel noted caution around screening rooftop mechanics, and noted potential for some architectural element to enhance the west elevation facing 21 Street NE (suggesting possible shading for the windows and doors by utilizing the shade features proposed above the doors on the east elevation). The DRP also noted that no building signage was presented. With those points noted, the DRP is supportive of the proposal as presented.

Panel Recommendation

THAT the DRP supports application DP-435 as presented, noting the contemporary building design, landscape plan, and tree retention.

The DRP suggests the applicant consider screening rooftop mechanics, detail building signage, and the inclusion of architectural elements to enhance the west elevation.

Endorsed on behalf of Design Review Panel

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Item 23.1

CITY OF SALMON ARM

CITY OF SALMON ARM

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a virtual Public Hearing on **Monday, September 27, 2021 at 7:00 p.m.**

1) **Proposed Zoning Bylaw Text Amendment:**

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

Section 22 – C-8 - Farm Produce Commercial Zone:

Add a subsection to section 22.3 – Permitted Uses – and renumber the balance accordingly;

.2 licensee retail store

Applicant: DeMille's Farm Market

Reference: Bylaw No. 4473/ZON-1219

The staff reports for the proposals are available for viewing on the City of Salmon Arm website at https://www.salmonarm.ca/431/Public-Hearing-Notices September 14 to 27, 2021 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

Pursuant to Ministerial Order No. M192 made under the *Emergency Program Act*, R.S.B.C. 1996, c.111, s.10, City Council will not be allowing members of the public to attend this meeting. If you wish to attend virtually email cityhall@salmonarm.ca.

City Council encourages the continued use of the city's website to stay informed on current Development applications and Council Agendas.

Erin Jackson, Director of Corporate Services

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF
SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: August 10, 2021

Subject: Zoning Bylaw Amendment Application No. 1219
Addition of Licensee Retail Store in C8 Zone

Applicant: DeMille's Farm Market

STAFF RECOMMENDATION

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

1) Section 22 – C-8 - Farm Produce Commercial Zone

Add a subsection to section 22.3 – Permitted Uses – and renumber the balance accordingly;

.2 licensee retail store

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

PROPOSAL

To amend the Zoning Bylaw to include *licensee retail store* as a permitted use in the C8 (Farm Produce Commercial) Zone as per ALC decision #400/2021 (Appendix 1). Only two properties in the city are zoned C8: 3710 10 Avenue (TCH) SW and 3390 10 Avenue (TCH) SW. Although ALC Application #400/2021 relates specifically to a proposal by DeMille's Farm Market (3710 10 Avenue (TCH) SW) to allow for retail liquor sales, this rezoning would apply to the entire C8 zone.

BACKGROUND

On July 5 of this year, the ALC approved an application for a non-farm use at 3710 10 Avenue (TCH) SW. This approval applies only to the portion of this property that is zoned C8 (note that only the existing retail market is zoned C8).

An ALC Non-Farm Use application was required because DeMille's Farm Market is located within the Agricultural Land Reserve (ALR) and their proposal to sell liquor at the market is considered a non-farm use. Although the ALC application was approved, the C8 zoning does not currently allow for retail liquor sales. In order to permit this use, a text amendment is required to add *licensee retail store* to the C8 zone.

While this text amendment would also apply to Pedro Gonzales at 3390 10 Avenue (TCH) SW (the only other property zoned C8), separate ALC and Liquor Licensing approval would be needed if a *licensee retail store* were also proposed at that location.

DeMille's Farm Market is located at 3710 10 Avenue (TCH) SW (Appendices 2). This property is designated Salmon Valley Agriculture in the City's Official Community Plan (OCP) and zoned Farm Produce Commercial (C8) and Agriculture (A1) in the Zoning Bylaw (Appendices 3 and 4).

See C8 regulations attached as Appendix 5.

The Market is located at the end of a strip of highway commercial businesses in an area consisting of a mixture of commercial and agricultural land, as well as reserve land.

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

North:	Trans Canada Highway and Farmland (in the ALR)	Zoned A2 and C5
South:	Farmland (in the ALR)	Zoned A1
East:	Pedro Gonzales, Country Camping, and Farmland (some in ALR)	Zoned C3, C8, A1, A2, and A3
West:	Farmland	Zoned A1 and A2

DISCUSSION

Policy 7.2.4 shows general support for agri-business opportunities in rural and agricultural areas that are complementary to local agriculture. Although perhaps not exactly an agri-business, staff do feel that this use would be complementary to existing agri-businesses at this location.

The C8 zone of the City of Salmon Arm's Zoning Bylaw does not currently include *licensee retail store* as a permitted use. This use is permitted in all commercial zones except in the C4 (Fuel Service Station Commercial), C8 (Farm Produce Commercial), C9 (Country Inn Commercial), and C10 (High Technology Research & Development) zones. All other commercial zones, as well as three comprehensive development zones, allow for *licensee retail store*.

In addition to requiring Ministry of Transportation and Infrastructure approval, Provincial Liquor Licensing is required by the Liquor and Cannabis Regulation Branch. Proof of appropriate licensing will be required at the building permit stage (or business license stage if no renovations are proposed).

Parking requirements for licensee retail store use is 1 space per 12 sq. m. of retail floor area. If accommodated within the existing building, this may not require additional parking. This would be assessed at the building permit or business license stage.

CONCLUSION

Given that most commercial zones already permit *licensee retail store* use, staff feel that this use would be compatible with the C8 zone and are in support of this application.

Prepared by: Brenda Kolenbrander
Planner

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

Appendices:
Appendix 1 – ALC Non-Farm Use Application and Proposal Map
Appendix 2 – DeMille's Location Map
Appendix 3 – OCP Map
Appendix 4 – Zoning Map
Appendix 5 – C8 Zoning Regulations

APPENDIX 1

Provincial Agricultural Land Commission - Applicant Submission

Application ID: 61586
Application Status: Under LG Review
Applicant: Birch Haven Farms Ltd.
Local Government: City of Salmon Arm
Local Government Date of Receipt: 10/22/2020
ALC Date of Receipt: This application has not been submitted to ALC yet.
Proposal Type: Non-Farm Use
Proposal: We would like to sell liquor at our Farm Market. Our proposal makes no changes to the size, integrity and continuity of the Agricultural Land Reserve. We will continue to farm lands we own and lease in order to supply our market. In addition our proposal will encourage the farming of agriculture lands and the growth of the industry in our region and throughout BC as week seek out grower and suppliers for our new venture.

Mailing Address:
3710 10th Avene S.W.
Salmon Arm, BC
V1E 3k1
Canada
Primary Phone: (250) 833-9976
Email: demilles@shaw.ca

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple
   Parcel Identifier: 008-678-111
   Legal Description: Lot B, KAP15901, section 9 township 20, range 10, meridian land district 25 except 32284 manufactured home reg #57018
   Parcel Area: 27.9 ha
   Civic Address: 3710 10th Ave SW Salmon Arm BC V1E 3K1
   Date of Purchase: 01/01/1979
   Farm Classification: Yes
   Owners
   1. **Name:** Birch Haven Farms Ltd.
      Address:
      3710 10th Avenue S.W.
      Salmon Arm, BC
      V1E 4M2
      Canada
      Phone: (250) 833-9976
      Cell: (250) 832-7550
      Email: demilles@shaw.ca

Current Use of Parcels Under Application

1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).
DeMille's Farm market is a third generation family farm. With roots in California farming, the family moved to the Salmon Arm Valley in 1970 and has owned this property since 1979. From a humble beginning of ten rows of corn and roadside stand, DeMille's now farm 67 acres of our 69 acres site - all of which is in the Agricultural Land Reserve. Famous for our sweet corn, we also grow and sell alfalfa, pumpkins, vegetables, sunflowers and hemp on a total of 130 acres. In addition, our Farm Market sells agriculture products from throughout BC.

2. Quantify and describe in detail all agricultural improvements made to the parcel(s).
None part of the application

3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).
Existing Farm Market.

Adjacent Land Uses

North

Land Use Type: Agricultural/Farm
Specify Activity: Highway

East

Land Use Type: Agricultural/Farm
Specify Activity: Farm

South

Land Use Type: Agricultural/Farm
Specify Activity: Farm

West

Land Use Type: Agricultural/Farm
Specify Activity: Orchard

Proposal

1. How many hectares are proposed for non-farm use?
1 ha

2. What is the purpose of the proposal?
We would like to sell liquor at our Farm Market. Our proposal makes no changes to the size, integrity and continuity of the Agricultural Land Reserve. We will continue to farm lands we own and lease in order to supply our market. In addition our proposal will encourage the farming of agriculture lands and the growth of the industry in our region and throughout BC as week seek out grower and suppliers for our new venture.

3. Could this proposal be accommodated on lands outside of the ALR? Please justify why the proposal cannot be carried out on lands outside the ALR.
No

4. Does the proposal support agriculture in the short or long term? Please explain.

360 *DeMille's Farm Market is proud to contr4ibute to the Salmon Arm economy by serving residents of our valley and attracting tourists from and wide. With the addition of liquor sales, we believe our revenue will be further diversified and enable us to remain viable during difficult economic times.*

5. Do you need to import any fill to construct or conduct the proposed Non-farm use?

No

Applicant Attachments

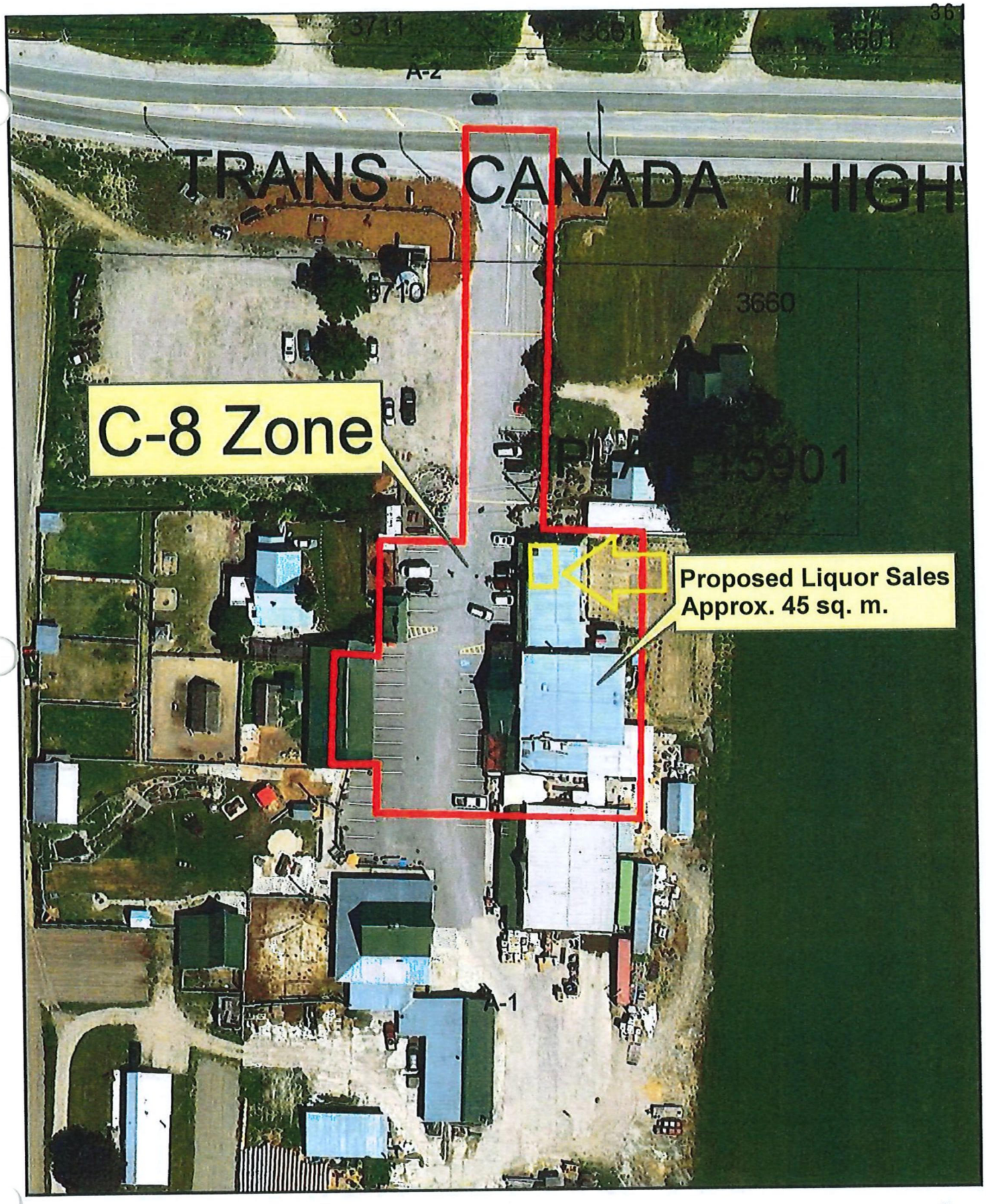
- Proposal Sketch - 61586
- Certificate of Title - 008-678-111

ALC Attachments

None.

Decisions

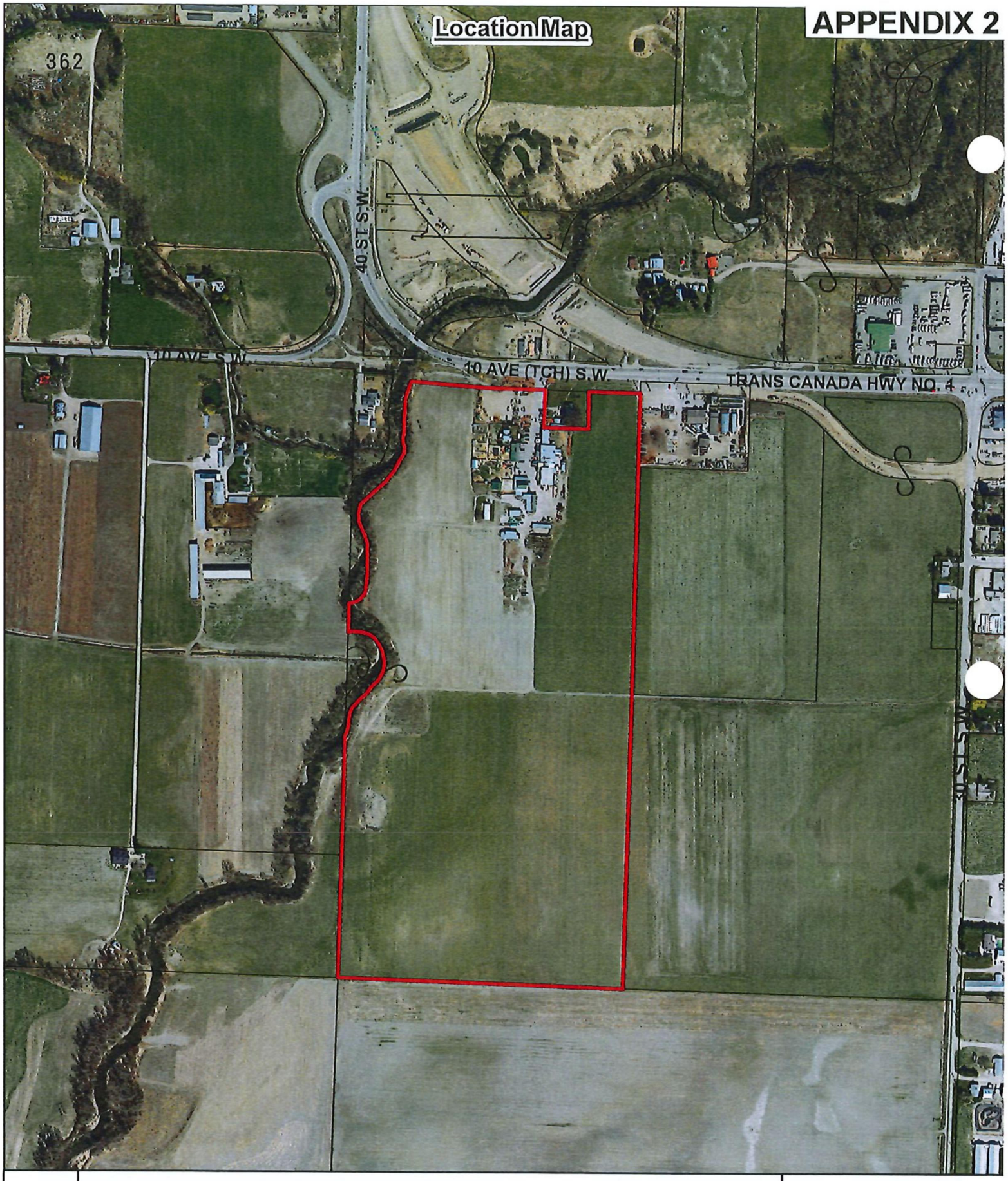
None.



3711
3661
A-2
TRANS CANADA HIGH
3710
3660
C-8 Zone
Proposed Liquor Sales
Approx. 45 sq. m.
A-1
50
25
0
50 Meters
N
W
E
S

APPENDIX 2

Location Map



N

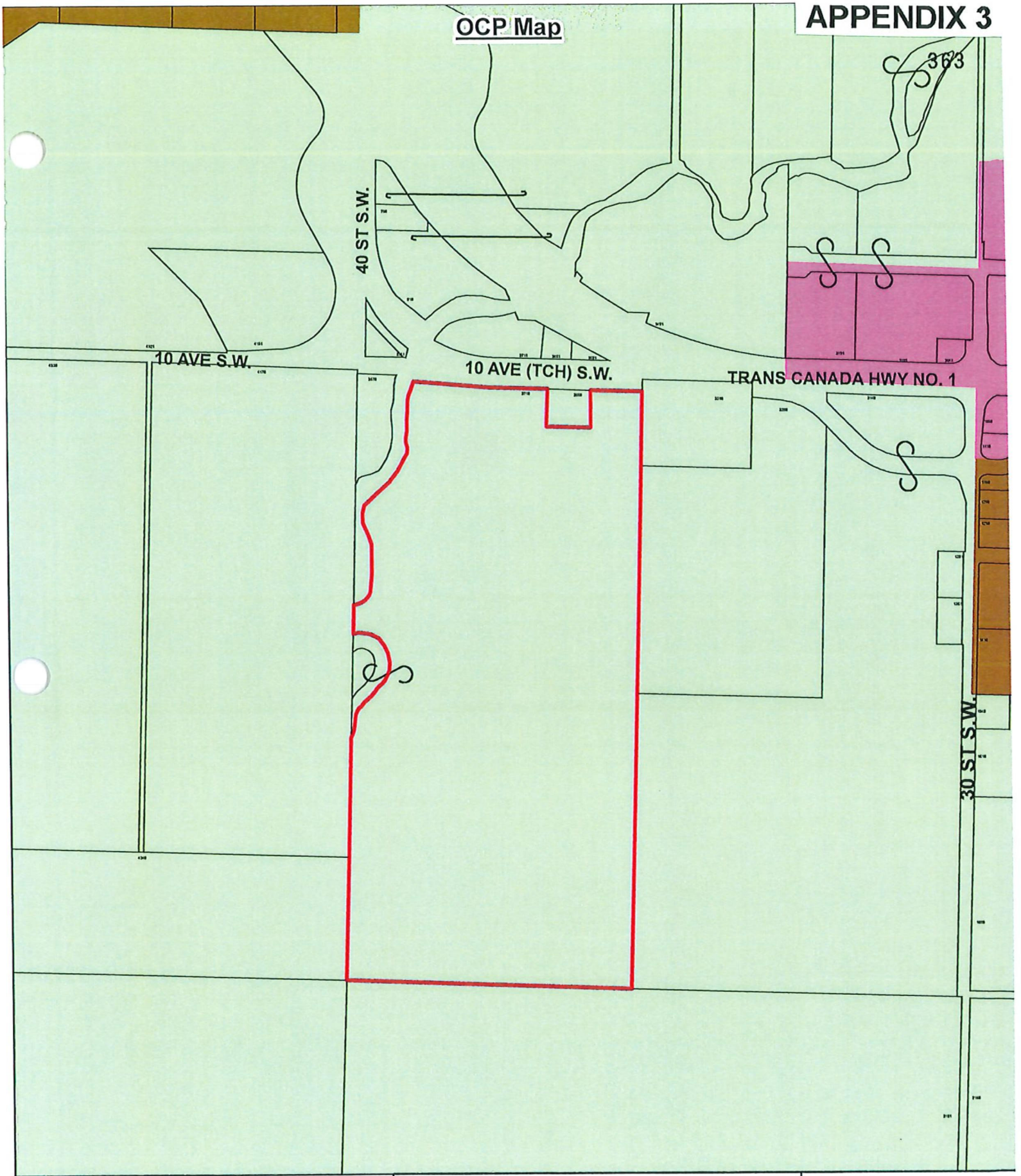
0 100 200 400 600 800 Meters

Subject Property

Parcels

APPENDIX 3

OCP Map



N

0 37.575 150 225 300 Meters

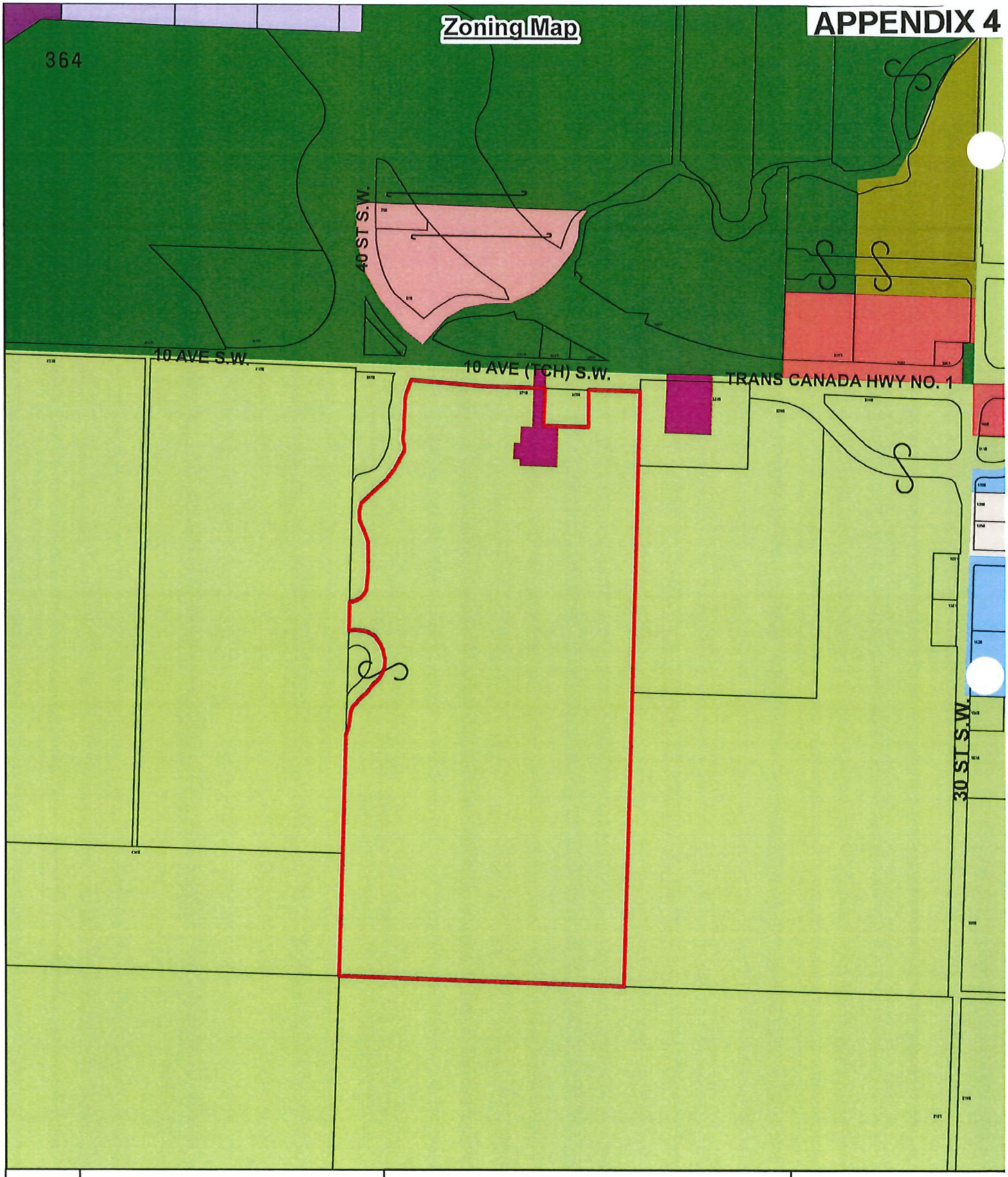
OCP Designation

- Salmon Valley Agriculture
- Commercial - Highway Service / Tourist
- Industrial - General

- Subject Property
- Parcels

Zoning Map

APPENDIX 4



N

0 37.575 150 225 300 Meters

Zoning

A-1	C-3	M-1	P-3	Subject Property
A-2	C-5	M-2	R-1	Parcels
A-3	C-8	M-5		

SECTION 22 - C-8 - FARM PRODUCE COMMERCIAL ZONE

Purpose

22.1 The C-8 *Zone* is intended to provide for the year-round retail sale of farm produce.

Regulations

22.2 On a *parcel zoned* C-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 C-8 *Zone* or those regulations contained elsewhere in this Bylaw.

Permitted Uses

22.3 The following uses and no others are permitted in the C-8 *Zone:*

.1 retail sale of farm produce;
.2 *mobile food vending;* #4240
.3 *outside vending*; #2837
.4 *public use*;
.5 *public utility;*
.6 *accessory use.*

Accessory Use

22.4 The following *accessory uses* and no others are permitted in the C-8 *Zone:*

.1 retail sale of confectioneries and soft drinks;
.2 retail sale of packaged food stuffs;
.3 retail sale of bedding plants, processed fruits, shrubs or trees and plant food;
.4 retail sales of arts and crafts. #3768

Maximum Parcel or Site Coverage

22.5 The maximum *parcel* or *site* coverage for all *buildings* and *structures* shall be 40% of the *parcel* or *site* area.

Maximum Height of Principal Buildings

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

Minimum Parcel Size or Site Area

22.7 The minimum *parcel* size or *site* area shall be 1,000.0 square metres (10,764 square feet).

Minimum Parcel or Site Width

22.8 The minimum *parcel* or *site* width shall be 20.0 metres (65.6 feet).

Minimum Setback of Principal Building

22.9 The minimum *setback* of the *principal building* from all *parcel* lines shall be 6.0 metres (19.7 feet).

Maximum Sales Floor Area

22.10 The maximum sales *floor area* shall be 680.0 square metres (7,319 square feet). #3768

Outside Storage

22.11 Outside storage shall be screened as per Appendix III.

Parking and Loading

22.12 Parking and loading shall be required as per Appendix I. #3768

SECTION 2 - DEFINITIONS - CONTINUED

HEALTH SERVICES CENTRE means an establishment primarily engaged in furnishing medical, surgical or other services to individuals, including the offices of physicians, dentists and other health practitioners, medical and dental laboratories, out-patient care facilities, blood banks, and oxygen and miscellaneous types of medical supplies and services.

HEIGHT when determining the *height* of *buildings*, except for those *structures* listed in Section 4.4 (Height Exceptions), means the vertically measured distance between the lowest of the average levels of *grade* adjoining each exterior wall of a *building* prior to the start of construction of the *building*, to the roof line of the *building* when roof line means the highest point on any roof top or edge or parapet forming the top line of the (roof) *building* silhouette.

HELIPORT means a facility where an area of land is used for the arrival and departure of helicopters on a regular basis and may or may not include facilities for repair, refuelling and/or overnight storage for same.

HIGH TECHNOLOGY RESEARCH AND DEVELOPMENT means Commercial *office* use involving the research and/or design, including the light assembly and value added production of items and components used in the fields of computer software and programming, electronics, telecommunications, aeronautics, precision engineering, robotics, biochemistry, health care, and related industries. *High Technology Research and Development* does not include activities that may cause a *nuisance* or negative impacts, such as noises, odors, emissions, vibrations or other externalities off the *parcel* line..

HIGHWAY includes a street, road, lane, walkway, viaduct and any other way open to *public use*, but does not include a private right-of-way on private property.

HOME OCCUPATION means any occupation or profession carried out in a home, where the occupation or profession is accessory to the use of a dwelling for residential purposes. A *home occupation* shall not include a *family* or *commercial daycare facility*, boarders, or a *bed and breakfast* (Also see Section 4.5 General Regulations).

HOTEL means a *building* which contains *sleeping units* and may contain assembly, commerce, entertainment, indoor recreation, or *restaurant* uses and premises licensed for beer and wine sales and on-site consumption of alcoholic beverages.

INTENSIVE AGRICULTURE means the use of land, *buildings* and *structures* by a commercial enterprise or an institution for the confinement of poultry, livestock or fur bearing animals, or the growing of mushrooms.

INTERIOR SIDE PARCEL LINE means a *parcel* line other than a rear or *front parcel line* which is not common to a *highway or access route, excluding lanes and walkways*.

KENNEL means any *building*, *structure*, compound, group of pens or cages or property in which or where four (4) or more dogs or cats in total are intended to be trained, cared for, bred, boarded, or kept for any commercial purpose. A dog or cat means a member of the canine or feline species which is two (2) or more months in age.

KEY/CARD-LOCK FUEL INSTALLATION means a private facility, not available to the general public, for the dispensing of motor fuel.

LICENSEE RETAIL STORE means an establishment that specializes in the retail sale of liquor products, and which is licensed in accordance with the Provincial Liquor Control and Licensing Act Regulations.#3223, #3249, #3630

LIGHT INDUSTRY means the wholesaling, warehousing, testing, processing, service, repair or maintenance of an article, substance, material, fabric or compound; and includes artisan and manufacturing shops, and industrial retail sales accessory to the *principal use*, excluding all other industrial uses that create a *nuisance*.

LOWER FLOOR DWELLING UNIT means a dwelling unit located below an industrial, commercial, retail or office use where the uppermost floor of the dwelling unit is more than 1.2 metres below the lowest of the average levels of grade adjoining the dwelling unit, and contains a separate entrance. #3951

MANUFACTURED HOME means a *single family dwelling* manufactured in component parts and constructed to CSA A277 standards with the intention of the parts being transported to a new ultimate *site* and only once fully assembled, attached to a foundation and connected to services is it ready for occupancy.

From: Darlene Leitch
Sent: Tuesday, September 21, 2021 12:26 PM
To: Caylee Simmons
Subject: DeMille's Farm Market, Zon-1219/bylaw No. 4473

As property owners (3970 SW 10 Ave, Salmon Arm) and neighbor of DeMille's Farm Market, we totally support DeMille's Farm Market, Zon 1219/Bylaw No. 4473.

Thank you

Gordon Stevens & Darlene Leitch

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Item 23.2

CITY OF SALMON ARM

CITY OF SALMON ARM

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a virtual Public Hearing on **Monday, September 27, 2021 at 7:00 p.m.**

2) **Proposed Zoning Bylaw Text Amendments:**

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

1. Section 2 - Definitions - Add the following definition for "ground water":
   Ground Water means water naturally occurring below the surface of the ground.
2. Section 2 - Definitions - Add to the definition of *light industry*:
   In accordance with Section 4.20.1, *light industry* does not permit a *building* or facility used for the bottling of *ground water* either on its own or as a by-product for beverage manufacturing and for the purpose of commercial sale.
3. Section 2 - Definitions - Add to the definition of *private utility*:
   In accordance with Section 4.20.1, *private utility* does not permit a *building* or facility used for the bottling of *ground water* either on its own or as a by-product for beverage manufacturing and for the purpose of commercial sale.
4. Section 4 - Retitle General Regulations to "General Regulations and Prohibitions"
5. Section 4 - Add sub-sections 4.20 titled "General Prohibitions" and:
   4.20.1 A *building* or facility used for the bottling of *ground water* either on its own or as a by-product for beverage manufacturing and for the purpose of commercial sale in all *zones*.

Applicant: City of Salmon Arm
Reference: Bylaw No. 4474/ZON-1220

The staff reports for the proposals are available for viewing on the City of Salmon Arm website at https://www.salmonarm.ca/431/Public-Hearing-Notices September 14 to 27, 2021 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

Pursuant to Ministerial Order No. M192 made under the *Emergency Program Act*, R.S.B.C. 1996, c.111, s.10, City Council will not be allowing members of the public to attend this meeting. If you wish to attend virtually email cityhall@salmonarm.ca.

City Council encourages the continued use of the city's website to stay informed on current Development applications and Council Agendas.

Erin Jackson, Director of Corporate Services

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

  Opposed:
  - ❑ Harrison
  - ❑ Cannon
  - ❑ Eliason
  - ❑ Flynn
  - ❑ Lavery
  - ❑ Lindgren
  - ❑ Wallace Richmond

CITY OF
SALMON ARM

To: His Worship Mayor Harrison and Members of Council

From: Director of Development Services

Date: August 16, 2021

Subject: Zoning Text Amendment Bylaw - Regulating Ground Water Bottling - ZON 1220

Motion for Consideration

THAT a Bylaw be prepared for Council's consideration, adoption of which would amend the text of Zoning Bylaw No. 2303 as follows:

1. Section 2 - Definitions - Add the following definition for "ground water":

   Ground Water means water naturally occurring below the surface of the ground.

2. Section 2 - Definitions - Add to the definition of *light industry*:

   In accordance with Section 4.20.1, *light industry* does not permit a *building* or facility used for the bottling of *ground water* either on its own or as a by-product for beverage manufacturing and for the purpose of commercial sale.

3. Section 2 - Definitions - Add to the definition of *private utility*:

   In accordance with Section 4.20.1, *private utility* does not permit a *building* or facility used for the bottling of *ground water* either on its own or as a by-product for beverage manufacturing and for the purpose of commercial sale.

4. Section 4 - Retitle General Regulations to "General Regulations and Prohibitions"

5. Section 4 - Add sub-sections 4.20 titled "General Prohibitions" and:

   4.20.1 A *building* or facility used for the bottling of *ground water* either on its own or as a by-product for beverage manufacturing and for the purpose of commercial sale in all *zones*.

Background

Earlier this year, a ground water extraction licence application to the Province for land within the municipality raised concerns by Council on the possibility of a ground water bottling facility locating in the City.

This report is an update to the July 27, 2021 report presented to the Development and Planning Services Committee meeting on August 3, 2021. The above motion for consideration is a result of direction provided to staff at that Committee meeting.

Zoning Bylaw Amendments

A water bottling facility, as is the case for other types of beverage production facilities, is permitted in the General Industrial (M1) and Light Industrial (M2) zones under the use *light industry*. The use "distillery and brewery" (undefined) is also permitted in the M1 and M2 zones. Arguably, a ground water bottling facility could also fit within the defined use *private utility*, also permitted in M1 and M2.

Light industry is a light manufacturing use defined as "...the wholesaling, warehousing, testing, processing, service, repair or maintenance of an article, substance, material, fabric or compound...".

Private utility is defined as: "a system, work, building, plant, equipment, or resource owned privately for the provision of water, sewer, drainage, gas or telecommunication services...".

The proposed zoning bylaw amendments would have the following outcome:

1. A definition for *ground water*, which would be consistent with the BC Water Sustainability Act definition. This definition would effectively differentiate ground water from treated City water.

2. Establish a new "General Prohibition" within the existing General Regulations section. The first prohibition would apply to all zones be:

   "A *building* used for the bottling of *ground water* either on its own or as a by-product for beverage manufacturing and for the purpose of commercial sale."

3. Clarify the above prohibition within the definitions for *light industry* and *private utility*. These are permitted uses in the M1 and M2 zones.

Discussion

City staff understands the intent and purpose of Council's direction. The Province is the authority over extraction under the Water Sustainability Act. Without consultation, the unknowns with ground water (supply, demand, quality, impacts of a large-scale commercial extraction license, etc.) remain a mystery.

The City has some control over surface land use and development with its zoning bylaw. *Light industry* is a long-standing land use in Salmon Arm's M1 and M2 zones. The use *light industry* is presently wide open to light manufacturing options and consistent with the Official Community Plan.

The proposed amendments are similar to zoning bylaw regulations adopted by the City of Courtney and the Comox Valley Regional District. As was raised at the August 3 meeting, there are approximately 18 other zoning bylaws in BC with similar regulations. From the options outlined in the July 27 staff report, legal advice was received earlier this month. The advice assisted in firming up the language of the amendments and closing potential loopholes.

As a core service, the City is a provider of treated water for residential, public, commercial and industrial purposes, along with irrigation, and for some agriculture / silvaculture operations. The main source being Shuswap Lake starting at its main Canoe intake and treatment centre and distribution systems, and includes a bulk water supply station (a metered and user pay system). There are several business operating in Salmon Arm dispensing bulk treated City water for commercial retail sale (permitted as *retail store* in various commercial zones). Two business licences and numerous water vending machines exist in various locations and grocery stores.

The additional demands on the City's treated water system due to growth in all sectors could be considered with the present ability of a commercial/industrial operation to utilize ground water. With the amendments, a beverage manufacturer, could locate on a M1 or M2 zoned property, connect to the City's water system, pay the metered commercial rate, and sell products in plastic bottles or single use containers. There would also be no ability to restrict H2O tanker trucks from filling up on a Provincially licenced extraction site and exporting the ground water to jurisdictions where bottling facilities are permitted.

Respectfully,

Kevin Pearson, MCIP, RPP
Director of Development Services

Ruth Brighouse, MD

Secwepemcúlecw

[redacted]

Salmon Arm, BC Canada V1E 4R6

[redacted]

Phone [redacted] **Fax** [redacted]

September 2, 2021

Mayor and Council
City of Salmon Arm
Box 40
500 2nd Ave NE
Salmon Arm, BC V1E 4N2
Fax 250 803-4041

Re: Regulating Ground Water Bottling

Dear Mayor & Councillors:

I would like to have input into the regulation of ground water bottling.

I am against allowing ground water bottling in general and in particular, against the current proposal within our municipal boundaries. I believe we must, as a municipality, restrict this activity as much as possible

My rationale:

Fresh drinking water is **not** in infinite supply. I believe we must have an accurate assessment of our fresh water resources within our municipality, both surface water and ground water. In terms of population, Salmon Arm is one of the fastest growing communities in British Columbia. Every person who lives here requires fresh water for drinking and washing and agriculture. We are experiencing drought conditions more and more frequently as a result of critical climate change. Drought affects both the supply of surface water that provides much of Salmon Arm's fresh water today and the supply of ground water that many residents draw from their wells. It is conceivable that in the near future, as a result of climate change the City will need to draw from ground water as well as surface water sources to provide water for its citizens. To allow a single enterprise to profit by bottling an important supply of fresh water within municipal boundaries is unwise.

We know that bottling aliquots of fresh water in plastic bottles has a negative impact on our environment. Plastics persist in the environment and create a problem of generating unhealthy waste. We should be doing all we can to minimize this type of enterprise.

Fresh water is more valuable than gold or oil. Fresh water should be a basic human right and not a commodity for profit. Just as we need the air we breathe, we need fresh water to survive. We cannot assume the plentiful supply we have enjoyed to date will always be available given the critical state of the planet in terms of climate change.

Please, as elected members of our municipal government, do what you can to protect the water supplies of our municipality. You have a duty first to ensure that every resident has access to fresh water. There is no obligation during this current environmental crisis to indulge an entrepreneur their wish to bottle water for profit.

Yours truly,

Ruth Brighouse, MD

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Item 23.3

CITY OF SALMON ARM

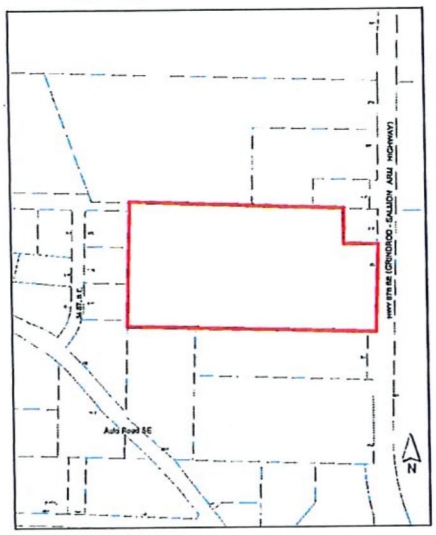
CITY OF SALMON ARM

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a virtual Public Hearing on **Monday, September 27, 2021 at 7:00 p.m.**

3) Proposed Amendment to Zoning Bylaw No 2303:

Rezone Lot C, Section 5, Township 20, Range 9, W6M, KDYD, Plan 12843 Except Plan H10964 from A-2 (Rural Holding Zone) to M-1 (General Industrial Zone).



Civic Address: 4091 Highway 97B SE
Location: Northeast of Auto RD SE on the West side of HWY 97B SE
Present Use: Single Family Dwelling
Proposed Use: Industrial Use
Owner/Applicant: Optland, D.
Reference: ZON-1205/ Bylaw No. 4452

The staff reports for the proposals are available for viewing on the City of Salmon Arm website at https://www.salmonarm.ca/431/Public-Hearing-Notices September 14 to 27, 2021 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

Pursuant to Ministerial Order No. M192 made under the *Emergency Program Act*, R.S.B.C. 1996, c.111, s.10, City Council will not be allowing members of the public to attend this meeting. If you wish to attend virtually email cityhall@salmonarm.ca.

City Council encourages the continued use of the city's website to stay informed on current Development applications and Council Agendas.

Erin Jackson, Director of Corporate Services

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF
SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: August 11 2021

Subject: Zoning Bylaw Amendment Application No. 1205

Legal: Lot C, Section 5, Township 20, Range 9, W6M, KDYD, Plan 12843 Except Plan H10964
Civic: 4091 Highway 97B SE
Applicant: Optland, D.

STAFF RECOMMENDATION

THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot C, Section 5, Township 20, Range 9, W6M, KDYD, Plan 12843 Except Plan H10964 from A-2 (Rural Holding Zone) to M-1 (General Industrial Zone).

AND FURTHER THAT: final reading of the zoning amendment bylaw be withheld subject to:

1) **Registration of a Section 219 covenant and survey plan to secure road reserve aligned with the attached road network preplan (Appendix 9); and**

2) **Approval by the Ministry of Transportation and Infrastructure.**

BACKGROUND

The subject parcel is located at 4091 Highway 97B SE, at the north-eastern end of the Industrial Park adjacent to Highway 97B (Appendix 1 and 2). The parcel has a total area of approximately 18 acres, is designated Industrial General in the City's Official Community Plan (OCP), and zoned A-2 (Rural Holding) in the Zoning Bylaw (Appendix 3 & 4). This area is generally comprised of M-1 and A-2 zoned parcels.

The proposal is to rezone the parcel from A-2 (Rural Holding) to M-1 (General Industrial) to facilitate future industrial development. M-1 Zoning regulations and site photos are attached (Appendix 5 & 6).

The Zoning Map attached shows the mix of zones in the immediate area. Land uses adjacent to the subject parcel include the following:

North: General Industrial (M-1) and Rural Holding (A-2);
South: Rural Holding (A-2);
East: Highway 97 with Rural Holding (A-2) beyond; and
West: General Industrial (M-1).

Staff note that two parcels directly south of the subject parcel are also under application to be rezoned to M-1. Coordination between these adjacent parcels is necessary for access due to MOTI's restrictions on access and egress to Highway 97B.

OCP POLICY

The subject parcel is designated as General Industrial in the OCP. The proposed M-1 zone is in alignment with this land use designation. The proposal generally aligns with OCP Objective 10.2.3, which supports similar industrial land uses in specific locations, and OCP Policy 10.3.8 which suggests access to appropriate roads, servicing and potential for buffering.

Given the size of the subject parcel, and the 465 square metre minimum parcel size permitted in the M-1 zone, the land under application has substantial potential, subject to road access and servicing.

Staff note that the parcel is also subject to OCP Policy 10.3.9 which guides the form and character of industrial development fronting major transportation corridors. While zoning requirements for screening and landscaping would be applicable, additionally at time of Building Permit, a Development Permit application would be required.

The subject parcel is also subject to the Road Network Policy within the OCP, with the future extension of 40 Avenue SE over this parcel identified in OCP Map 12.1 (Appendix 10). Additionally, the proposal also relates to OCP Policy 12.3.15 (a) to work with MOTI to improve Provincial Highways including an intersection on Highway 97B at 40 Avenue SE for the Salmon Arm Industrial Park. However, MOTI comments state that a new intersection at 40 Avenue SE and Highway 97B is not supported at this time.

COMMENTS

Ministry of Transportation and Infrastructure
Full MOTI comments are attached as Appendix 7.

The rezoning adjacent to a Controlled Access Highway is of concern to MOTI, as it would allow for land uses which would generate impactful traffic and potential safety concerns relative to direct access on to Highway 97B. As such, MOTI has withheld preliminary approval subject to access being provided from a municipal street to restrict potential highway access, and a covenant restricting access to Highway 97B.

Engineering Department
While not conditions of rezoning, full municipal services are required at time of development. Attached comments have been provided to the applicant (Appendix 8).

Building Department
No concerns.

Fire Department
No Fire Department concerns.

Planning Department
While the subject parcel has been historically used for rural-residential land use, the OCP envisions this parcel as a component of the City's primary industrial park. Keeping in mind the Industrial General OCP land use designation, the subject parcel is located in an area well-suited for industrial development, within close proximity to similar industrial lands.

The proposed zoning is generally aligned with the neighbouring land uses, largely separated from adjacent parcels by roadways and topography. It is important to note that the OCP also envisions the neighbouring A-2 zoned parcels to the north and south as Industrial General. The M-1 zone regulations of the Zoning Bylaw are attached as Appendix 5. While no buildings are proposed at this time, the maximum height of buildings is 15 metres, while maximum parcel coverage for all buildings is 60%.

As the parcel fronts a major transportation corridor and acts as a gateway to the community, screening and landscaping is an important element related to general industrial use. Outside storage is required to be screened as per the Zoning Bylaw. The site plan specifies screening provisions including fencing with privacy slats and low growth trees/shrubs which would meet the requirements of the Zoning Bylaw. Should development proceed in the future involving a building, a Development Permit application would be required, including a detailed landscape plan.

Road Reserve
In order to address MOTI concerns restricting highway access, as well as to provide access to the lands beyond those under application which would face similar access restrictions, City staff has commissioned a preliminary advanced road plan for the area (Appendix 9). This future road network would support the future development and expansion of the Industrial Park by enabling efficient subdivision of the lands under application, provide access aligned with MOTI concerns, and allow access to the land beyond, and as such is a key element of this proposal.

The proposed road network includes a strip along the north parcel line aligned with the previously discussed proposed 40 Avenue SE extension identified in the OCP, and bisecting the parcel for the future road network. Given full road construction is premature at this time but recognizing the importance of the future road plan, staff have recommended the registration of a Section 219 road reserve covenant be made a condition of issuance of rezoning to secure the future road alignment.

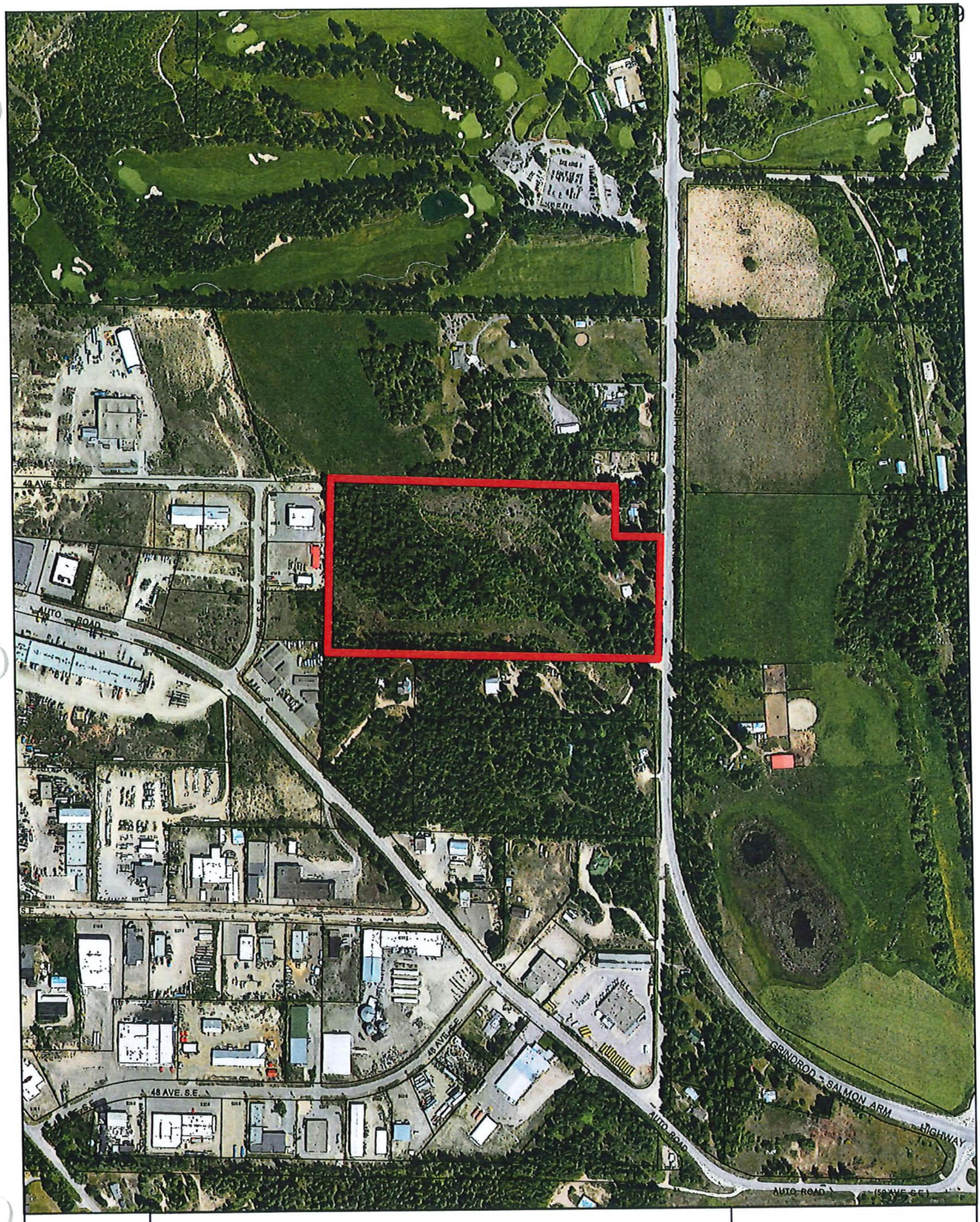
CONCLUSION

Staff note the importance of the future road plan for this area. Considering the proposed use and the location, MOTI concerns, and noting the development potential of the site and adjacent lands, staff recommend support of the proposal subject to the registration of a Section 219 road reserve covenant. The proposed M-1 zoning of the subject property is supported by OCP policy and, subject to road reserve covenant, is therefore supported by staff.

Prepared by: Chris Larson, MCIP, RPP
Senior Planner

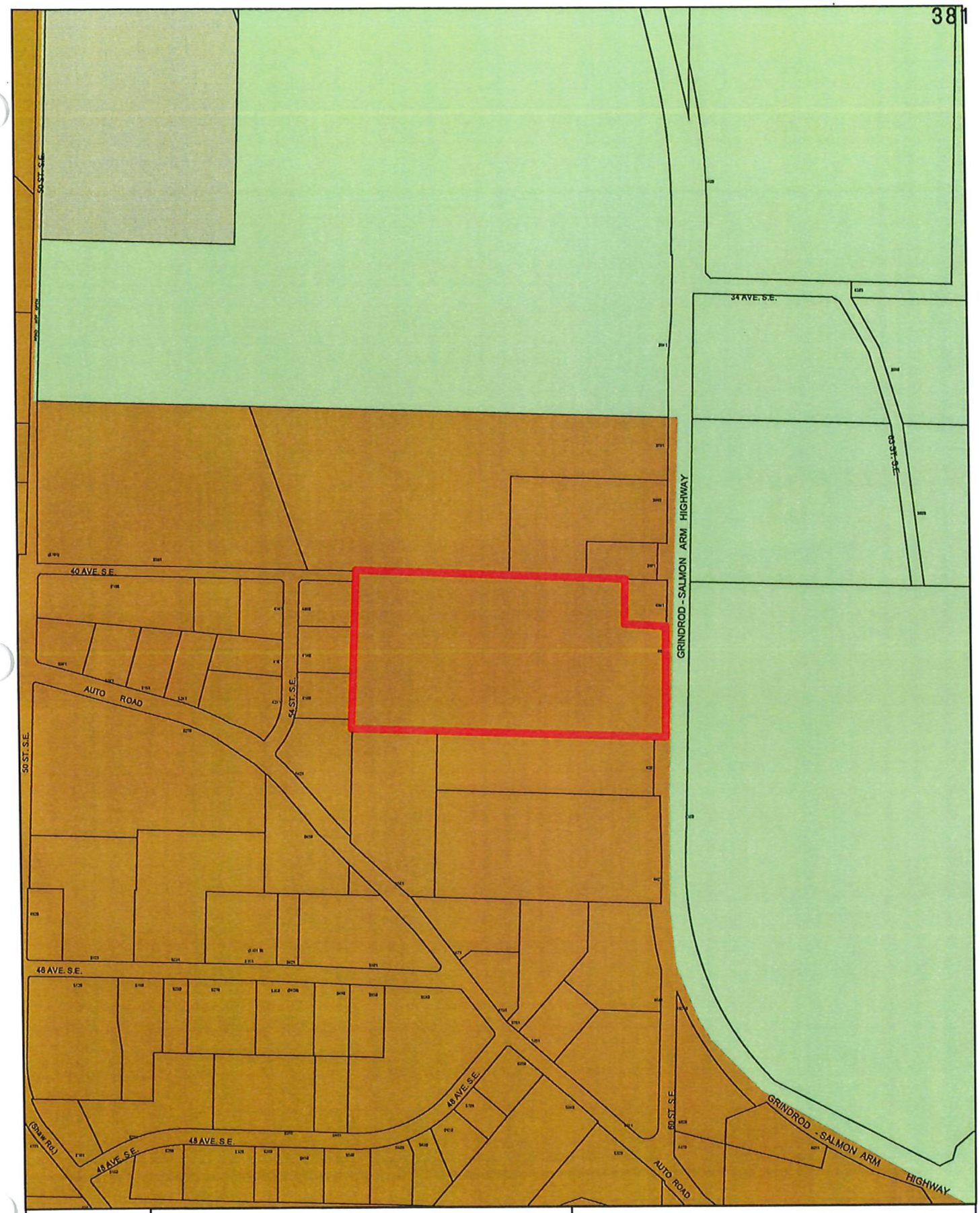
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services

Appendix 1: Aerial View

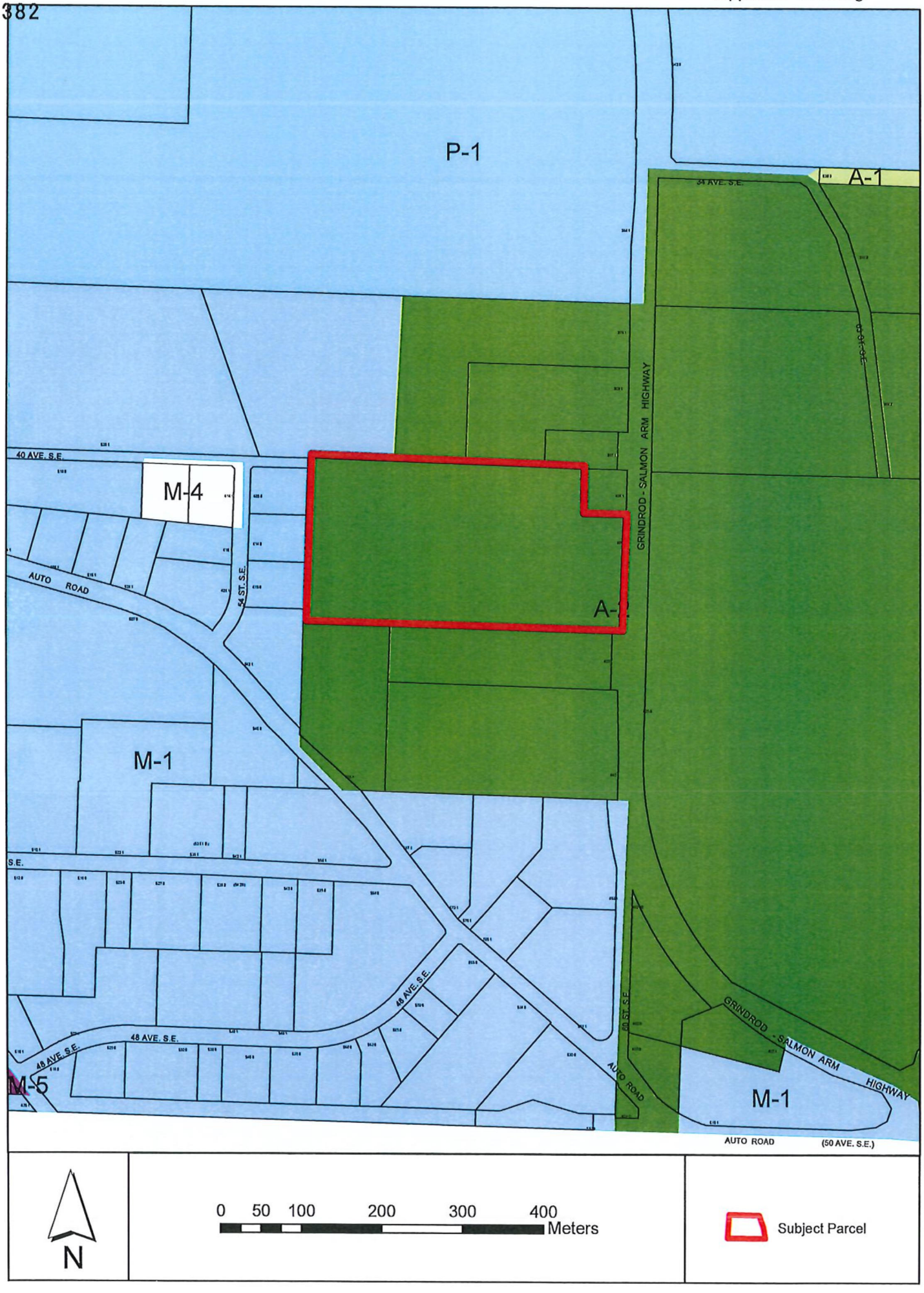


Appendix 2: Parcel View




50 ST. S.E.
34 AVE. S.E.
63 ST. S.E.
GRINDROD - SALMON ARM HIGHWAY
40 AVE. S.E.
AUTO ROAD
54 ST. S.E.
50 ST. S.E.
48 AVE. S.E.
48 AVE. S.E.
48 AVE. S.E.
48 AVE. S.E.
(Shaw Rd.)
60 ST. S.E.
GRINDROD - SALMON ARM HIGHWAY
AUTO ROAD
N
0 45 90 180 270 360
Meters
Subject Parcel
Industrial - General
Acreage Reserve
Industrial - Airside

Appendix 4: Zoning



SECTION 28 - M-1 - GENERAL INDUSTRIAL ZONE

Purpose

28.1 The M-1 *Zone* provides for the location of general industrial and manufacturing uses to be located in areas where conflict with other uses is unlikely to occur.

Regulations

28.2 On a *parcel zoned* M-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 M-1 *Zone* or those regulations contained elsewhere in this Bylaw.

Permitted Uses

28.3 The following uses and no others are permitted in the M-1 *Zone:*

.1 auction yards; #2736
.2 automotive and truck repair shop, including body repair and painting;
.3 building supply establishment;#2736
.4 bulk petroleum products sales and limited retail fuel sales, maximum two [2] pumps;
.5 *cafe*; #2736
.6 *commercial daycare facility*; #3724
.7 concrete products and readi-mix concrete;
.8 distillery and brewery;
.9 farm equipment sales and rentals; #2736
.10 greenhouses, nurseries, including retail sales; #2736
.11 *high technology research and development; #4368*
.12 *home occupation*; #2782
.13 *key lock fuel installation*;
.14 laboratory, scientific and research; #2736
.15 *light industry*;
.16 machinery sales, rental; #2736
.17 *mini warehousing*;
.18 *mobile food vending*; #4240
.19 *mobile home* manufacturing and sales;
.20 moving and storage establishment; #2736
.21 *office*, storage *building*, workshop and yard for general contractor and trade contractor;
.22 *outside vending*; #2837
.23 *private utility*;
.24 *public use*;
.25 *public utility*;
.26 radiator repair shop; #2736
.27 *recreation facility - indoor*; #2736
.28 recreation vehicle sales and rental lots, and showroom (new and used); #2736
.29 *recycling depot*;
.30 rental and repair of tools, small equipment; #2736
.31 sale and repair of machinery, farm implements, and heavy equipment;
.32 storage *building*, warehousing and wholesale establishment, packing and crating, cold storage;
.33 storage yard;
.34 *transportation use*;
.35 truck and truck-tractor sale or rental lot;
.36 veterinary hospital; #2736
.37 welding, machine or metal fabrication;
.38 wood products manufacturing;
.39 *ancillary retail sales*; #2736
.40 *accessory use*, including one *dwelling unit*, or one *single family dwelling*, or one *upper floor dwelling unit*. #2761

384 **SECTION 28 - M-1 - GENERAL INDUSTRIAL ZONE - CONTINUED**

Maximum Height of Principal and Accessory Buildings

28.4 The maximum *height* of *principal* and accessory *buildings* shall be 15.0 metres (49.2 feet).

Maximum Parcel or Site Coverage

28.5 The maximum *parcel* or *site* coverage for all *buildings* and *structures* shall be 60% of the *parcel* or *site* area.

Minimum Parcel Size or Site Area

28.6 The minimum *parcel* size or *site* area shall be 465.0 square metres (5,005.4 square feet).

Minimum Parcel or Site Width

28.7 The minimum *parcel* or *site* width shall be 15.0 metres (49.2 feet).

Minimum Setback of Principal and Accessory Buildings

28.8 The minimum *setback* of the *principal* and accessory *buildings* 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*	
	- adjacent to a *parcel* not *zoned* industrial shall be	6.0 metres (19.7 feet)
	- all other cases shall be	4.0 metres (13.1 feet)
.4	*Exterior side parcel line* shall be	6.0 metres (19.7 feet)

Accessory Retail Use

28.9 Accessory retail uses, including showrooms and display areas, shall not exceed 25% of the maximum *floor area* of the *principal building* as defined under *Light Industry*.

Outside Storage

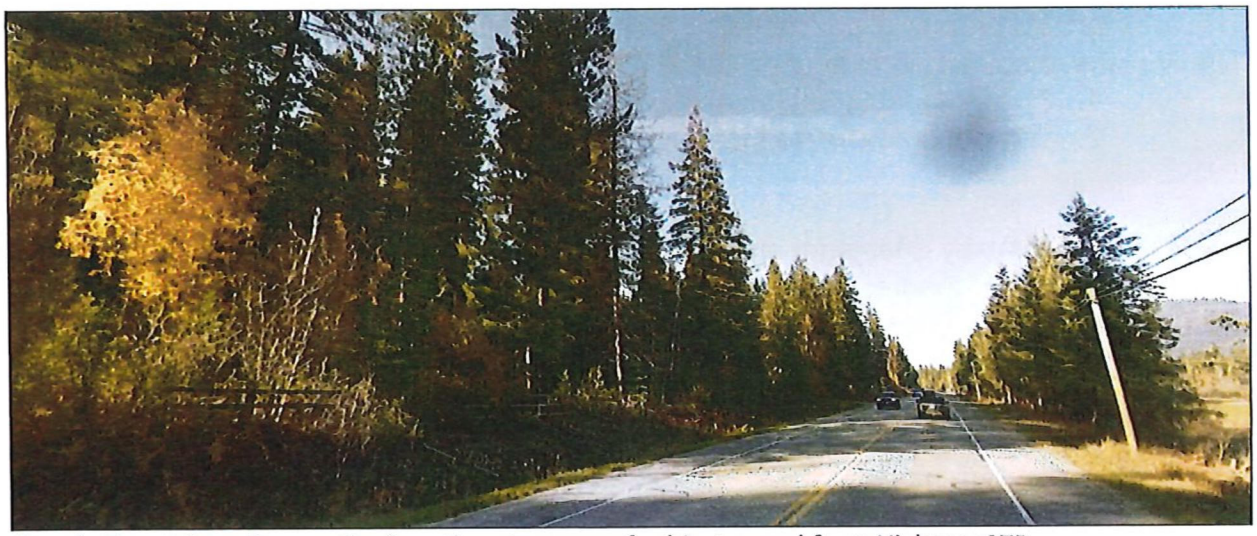
28.10 Outside storage shall be screened from any adjacent *parcel* not *zoned* Industrial as per Appendix III.

Parking and Loading

28.11 Parking and loading shall be required as per Appendix I.



View west of northwest corner of subject parcel from 54 Street SE and 40 Avenue SE.



Google Streetview view north of southeast corner of subject parcel from Highway 97B.

BRITISH COLUMBIA | Ministry of Transportation and Infrastructure

Appendix 7: MOTI
DEVELOPMENT SERVICES PRELIMINARY BYLAW COMMUNICATION

Your File #: ZON-1205
eDAS File #: 2021-01666
Date: May/05/2021

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

Re: Proposed Bylaw 4452 for:
Legal Description: LOT C, 5-20-9, W6M, KDYD, PLAN 12843 EXCEPT PLAN H10964
PID: 004-678-923
Civic Address: 4091 Highway 97 B

Preliminary Approval is granted for the rezoning of the above noted parcel from A2-Rural Holding Zone to M-1 General Industrial Zone for one year pursuant to section 52(3)(a) of the *Transportation Act*, subject to the following conditions:

1. All access is to be taken from the municipal street of 40th Ave SE.
2. Proof of constructed access from the municipal street will be required.
3. A covenant will be required to be placed on title restricting any access to and from the controlled access Highway no. 97 B.

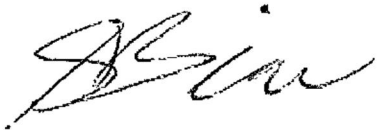
The referral also proposes an extension of 40th Ave SE to connect with Highway 97 B. The Ministry is not willing to support this extension for the following reasons:

1. The increasing traffic volumes along Highway 97 B
2. The proximity to the intersection of Highway 97 B and Auto Road.

However, the Ministry does support the extension of 40th Ave SE as a municipal road to serve as access for the parcels currently only accessed from Highway 97 B, the municipal road would need to terminate before intersecting with the highway.

Local District Address
Salmon Arm Area Office Bag 100 850C 16th Street NE Salmon Arm, BC V1E 4S4 Canada Phone: (250) 712-3660 Fax: (250) 833-3380

If you have any questions please feel free to call Samantha Biggs at (250) 503-3606.
Yours truly,



Samantha Biggs
Development Services Officer

CITY OF SALMON ARM

Memorandum from the Engineering and Public Works Department

TO:	Kevin Pearson, Director of Development Services
DATE:	27 April 2021
PREPARED BY:	Chris Moore, Engineering Assistant
SUBJECT:	**ZONING AMENDMENT APPLICATION FILE NO. ZON-1205**
OWNER:	**Optland, D.**, 726 Grandview Bench RD., Salmon Arm, BC V1E 2X9
APPLICANT:	Owner
LEGAL:	Lot C, Section 5, Township 20, Range 9, W6M KDYD, Plan 12843 Except Plan H10964
CIVIC:	**4091 HWY 97B SE**

Further to your referral dated March 26, 2021, the Engineering Department does not have any objections to the rezoning of this property and recommend that rezoning be approved.

Once development proceeds to the next stage (Building Permit / Subdivision), full compliance with the Subdivision and Development Services Bylaw No 4163 will be required and further servicing requirement details will be provided by the Engineering Department.

Chris Moore
Engineering Assistant

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

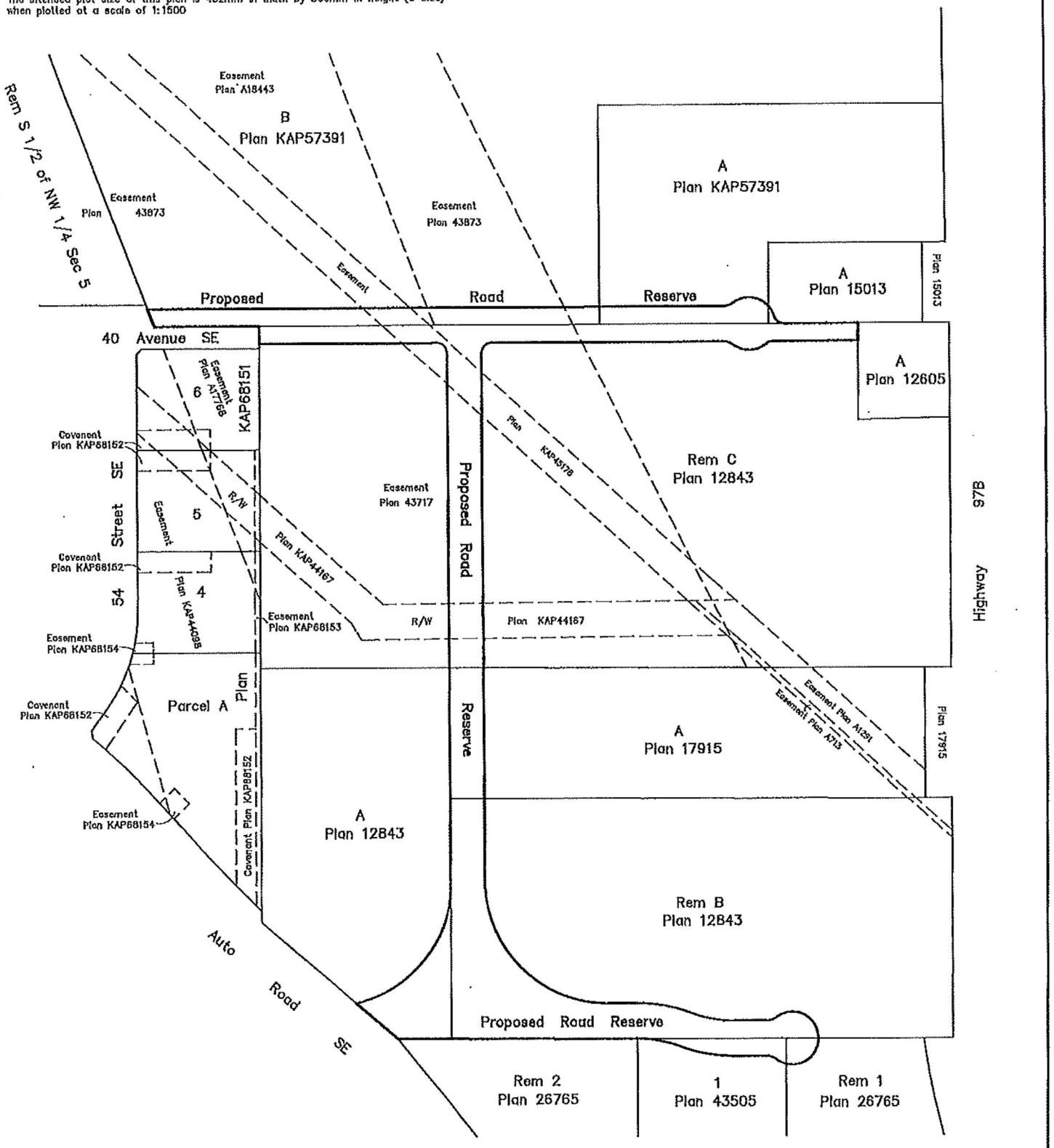
Sketch Plan of Proposed Road Reserve Covenants in Region of Auto Road SE and Highway 97B, Sec 5, Tp 20, Rge 9, W6M, KDYD

BCGS 82L.064

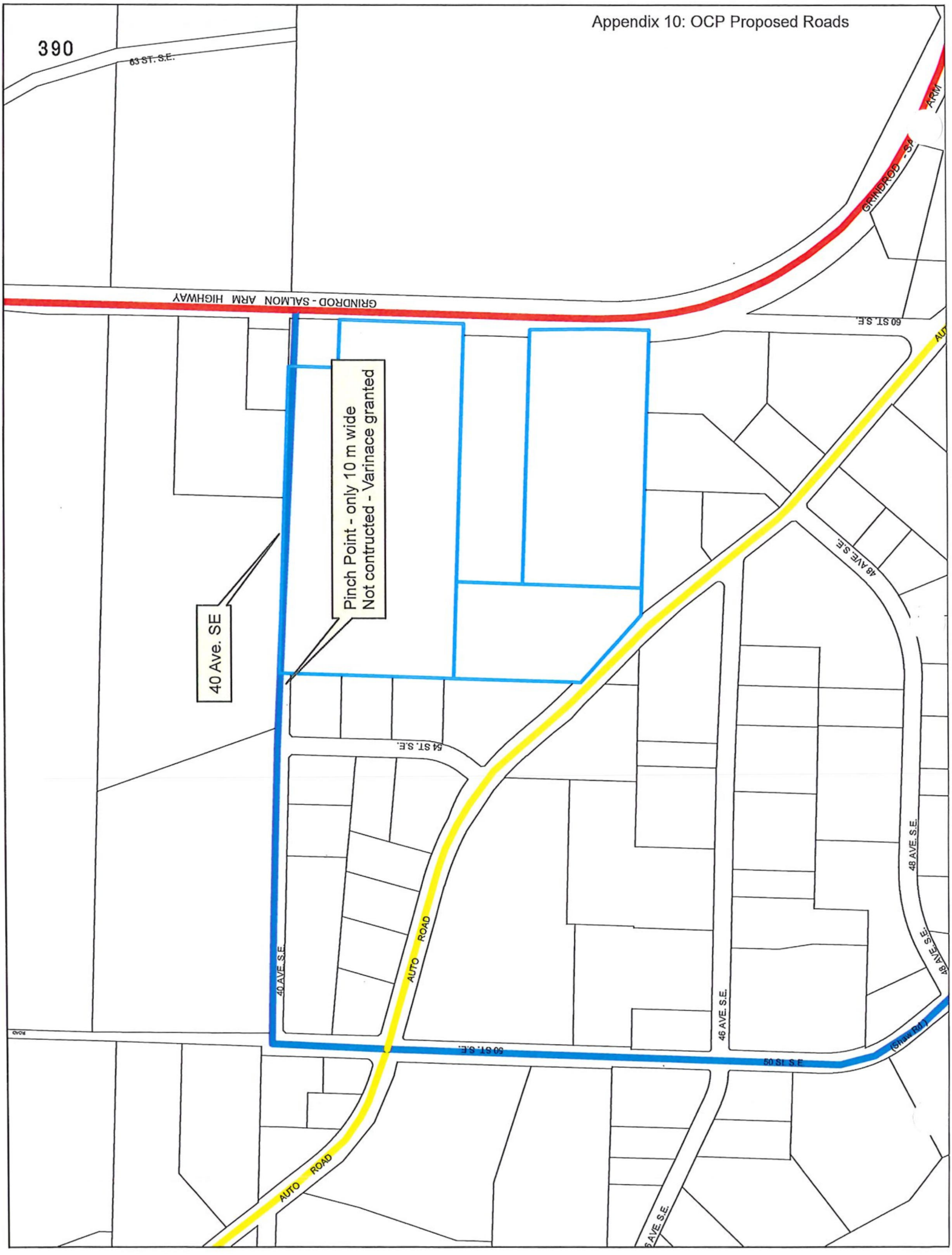
50 0 50 100 150

All distances are in metres.

The intended plot size of this plan is 432mm in width by 560mm in height (C size) when plotted at a scale of 1:1500



BROWNE JOHNSON LAND SURVEYORS
B.C. AND CANADA LANDS
SALMON ARM, B.C. 250-832-9701
File: 319-21


Appendix 10: OCP Proposed Roads
390
63 ST. S.E.
GRINDROD - SALMON ARM HIGHWAY
GRINDROD - SA
ARM
60 ST. S.E.
Pinch Point - only 10 m wide
Not contructed - Varinace granted
40 Ave. SE
48 AVE. S.E
64 ST. S.E.
40 AVE. S.E.
AUTO ROAD
46 AVE. S.E.
48 AVE. S.E.
48 AVE. S.E.
60 ST. S.E.
50 St S.E
(Shaw Rd.)
AUTO ROAD
6 AVE. S.E.

Item 24.1

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4473 be read a third time.

[ZON-1219; DeMille's Farm Market; Text Amendment; C-8 – Farm Produce Commercial Zone]

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF SALMON ARM

BYLAW NO. 4473

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

WHEREAS notice of a Public Hearing to be held by electronic means as authorized by Ministerial Order M192, British Columbia, on at the hour of 7:00 p.m. was published in and , 2021 issues of the Salmon Arm Observer;

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

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

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

   The addition to Section 22 – C-8 - Farm Produce Commercial Zone:

   Add a subsection to section 22.3 – Permitted Uses – and renumber the balance accordingly;

   .2 licensee retail store

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4473"**

READ A FIRST TIME THIS	23	DAY OF	August	2021
READ A SECOND TIME THIS	23	DAY OF	August	2021
READ A THIRD TIME THIS		DAY OF		2021

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF 2021

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2021

MAYOR

CORPORATE OFFICER

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Item 24.2

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4474 be read a third time.

[ZON-1220; Text Amendment; Regulating Ground Water Bottling]

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF SALMON ARM

BYLAW NO. 4474

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

WHEREAS notice of a Public Hearing to be held by electronic means as authorized by Ministerial Order M192, British Columbia, on at the hour of 7:00 p.m. was published in and , 2021 issues of the Salmon Arm Observer;

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

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

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

   1. Section 2 - Definitions - Add the following definition for "ground water":

      Ground Water means water naturally occurring below the surface of the ground.

   2. Section 2 - Definitions - Add to the definition of *light industry*:

      In accordance with Section 4.20.1, *light industry* does not permit a *building* or facility used for the bottling of *ground water* either on its own or as a by-product for beverage manufacturing and for the purpose of commercial sale.

   3. Section 2 - Definitions - Add to the definition of *private utility*:

      In accordance with Section 4.20.1, *private utility* does not permit a *building* or facility used for the bottling of *ground water* either on its own or as a by-product for beverage manufacturing and for the purpose of commercial sale.

   4. Section 4 - Retitle General Regulations to "General Regulations and Prohibitions"

   5. Section 4 - Add sub-sections 4.20 titled "General Prohibitions" and:

      4.20.1 A *building* or facility used for the bottling of *ground water* either on its own or as a by-product for beverage manufacturing and for the purpose of commercial sale in all *zones*.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4474"**

READ A FIRST TIME THIS	23	DAY OF	August	2021
READ A SECOND TIME THIS	23	DAY OF	August	2021
READ A THIRD TIME THIS		DAY OF		2021

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF 2021

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2021

MAYOR

CORPORATE OFFICER

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Item 24.3

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4452 be read a third time.

[ZON-1205; Optland, D.; 4091 Highway 97B SE; A-2 to M-1]

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

CITY OF SALMON ARM

BYLAW NO. 4452

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

WHEREAS notice of a Public Hearing to be held by electronic means as authorized by Ministerial Order M192, British Columbia, on at the hour of 7:00 p.m. was published in and , 2021 issues of the Salmon Arm Observer;

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

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

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

   Rezone Lot C, Section 5, Township 20, Range 9, W6M, KDYD, Plan 12843 Except Plan H10964 from A-2 (Rural Holding Zone) to M-1 (General Industrial Zone), as shown on Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4452"**

READ A FIRST TIME THIS	23	DAY OF	August	2021
READ A SECOND TIME THIS	23	DAY OF	August	2021
READ A THIRD TIME THIS		DAY OF		2021

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF 2021

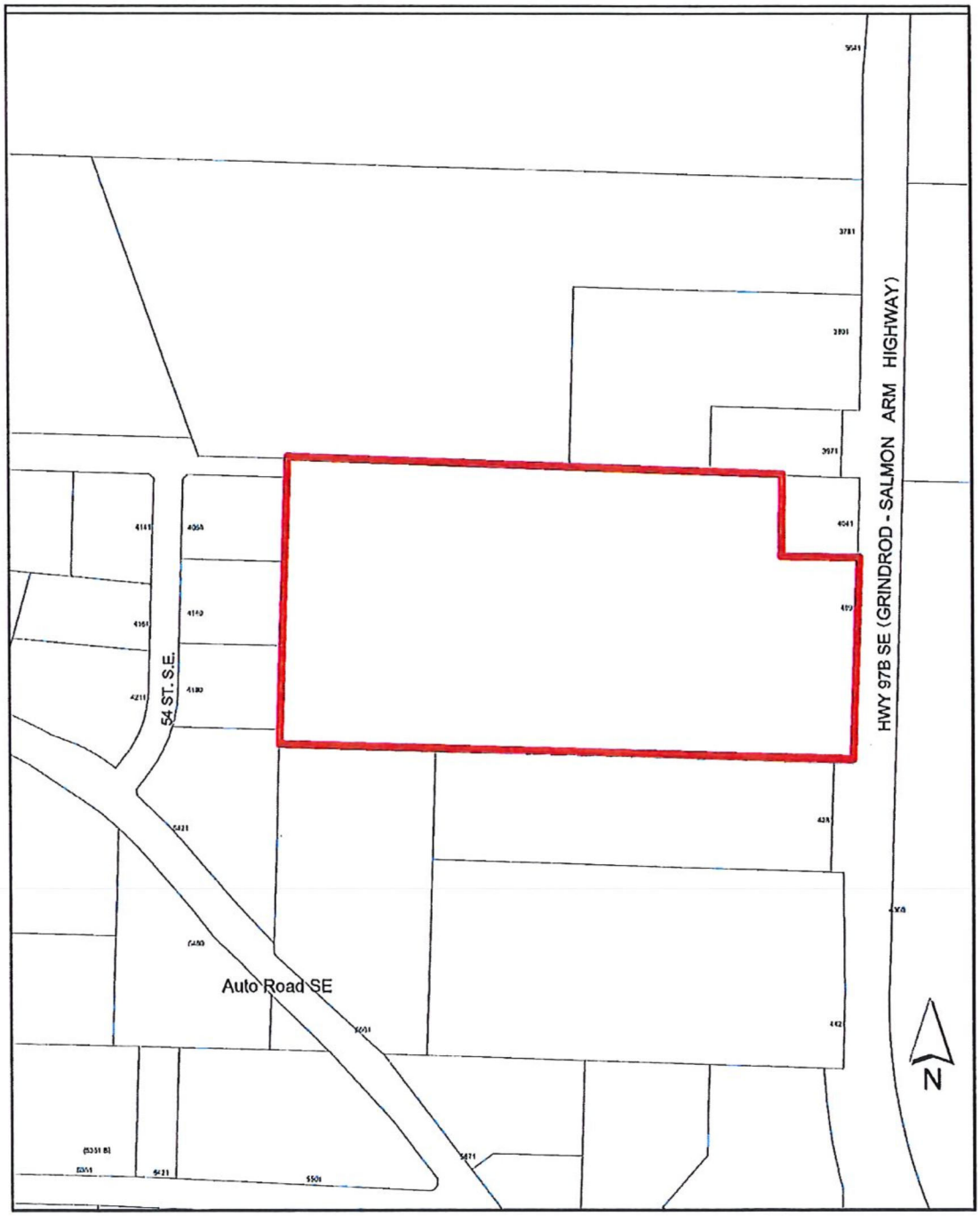
_____
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2021

_____
MAYOR

_____
CORPORATE OFFICER

Schedule "A"


HWY 97B SE (GRINDROD - SALMON ARM HIGHWAY)
54 ST. S.E.
Auto Road SE
N
Subject Parcel

Item 26.

CITY OF SALMON ARM

Date: September 27, 2021

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: the Regular Council Meeting of September 27, 2021, be adjourned.

Vote Record

- ❑ Carried Unanimously
- ❑ Carried
- ❑ Defeated
- ❑ Defeated Unanimously

Opposed:

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

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INFORMATIONAL CORRESPONDENCE - SEPTEMBER 27, 2021

1.	Building Department - Building Statistics - August 2021	N
2.	Building Department - Building Permits - Yearly Statistics	N
3.	K. Jensen - email dated August 23, 2021 - Shuswap Community Foundation Signature Event	A
4.	W. Wooster - email dated August 26, 2021 - Please!! A cat bylaw	A
5.	K. Vanderkwaak - email dated August 31, 2021 - Vaccine Passports	
6.	K. Mitchell - letter dated September 2, 2021 - 20 Avenue SE Safety Improvement	A
7.	A. Priefer - email dated September 13, 2021 - Intersection 20 St and Okanagan Ave	A
8.	N. Schiman - email dated September 20, 2021 - Cedar Two Seat Bench	N
9.	C. Berry - letter received September 2021 - Bat Boxes	A
10.	D. St-Pierre, Poppy Chairman, The Royal Canadian Legion Salmon Arm #62 - letter dated August 27, 2021 - Annual Poppy Campaign and Remembrance Day Ceremonies	A
11.	M. LaRiviere, Naturalist and J. Aiken, President, SABNES - letter dated August 28, 2021 - Request for Approval to Mount Plaques	A
12.	A. Nuttall, Early Years Family Navigator, Shuswap Children's Association - letter dated September 9, 2021 - StoryWalk for October 27, 2021	A
13.	M. Brock, District Commissioner, Wa'ya Spirit District, Girl Guides - letter dated September 17, 2021 - Blackburn Park Gazebo/Shelter Request	A
14.	J. McEwan, Salmon Arm Fair GM - letter dated September 13, 2021 - Salmon Arm Winter Fund Fest and Parade	A
15.	S/Sgt. S. West, Salmon Arm, RCMP - letter dated September 14, 2021 -Online Crime Reporting	N
16.	M. Dean, Minister of Children and Family Development - email dated September 10, 2021 - October declared as Foster Family Month in British Columbia	N
17.	K. Chen, Minister of State for Child Care - email dated September 13, 2021 - British Columbia Child Care New Space Fund Program	N
18.	A. Hory, Chair and Area B Director, S. Daniels, Area A Director, J. Furney, Area C Director and R. Sherrell, Area D Director, Regional District of Mount Waddington - letter dated August 27, 2021 - Rebuild Lytton	A
19.	K. Kenney, Corporate Officer, City of Langley - email dated September 20, 2021 - Appointment of Directors to Regional District Board	N
20.	K. Christian, Mayor, City of Kamloops - letter dated September 16, 2021 - Thank you	N
21.	Ambulance Paramedics of British Columbia - CUPE 873 - letter dated September 3, 2021 - Emergency Paramedics and Dispatchers: Who we are and what we do!	N

N = No Action Required
A = Action Requested
S = Staff has Responded
R = Response Required

CITY OF SALMON ARM

CITY OF SALMON ARM BUILDING DEPARTMENT REPORT AUGUST 2021

		LAST YEAR (2020)				CURRENT YEAR (2021)			
		CURRENT MONTH		YEAR-TO-DATE		CURRENT MONTH		YEAR-TO-DATE	
		NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE
1	New Single Family Dwellings	4	1,523,000	32	11,663,785	5	1,586,800	41	15,231,800
2	Misc. Additions etc. to SFD's	6	841,585	67	3,843,194	7	221,962	66	3,447,872
3	New Single Family Dwellings with suites	2	1,050,000	7	2,830,000	1	600,000	11	5,055,000
4	New Secondary/Detached Suites	1	30,000	11	426,200	4	1,055,000	14	2,255,000
5	New Modulars/MH's (Factory Built)	1	205,000	14	2,676,633	1	125,000	9	1,451,149
6	Misc. Additions etc. to Modulars/MH's	1	4,200	11	335,815	-	-	6	90,192
7	MFD's (# Units)	-	-	2 (41)	6,750,000	-	-	5 (14)	2,950,000
8	Misc. Additions etc. to MFD's	-	-	7	101,309	3	141,000	6	394,382
9	New Commercial	1	2,000,000	2	2,120,960	-	-	-	-
10	Misc. Additions etc. to Commercial	-	-	7	277,000	2	200,000	14	1,070,600
11	New Industrial	-	-	1	100,000	-	-	5	2,525,000
12	Misc. Additions etc. to Industrial	-	-	4	1,023,200	-	-	-	-
13	New Institutional	-	-	-	-	-	-	-	-
14	Misc. Additions etc. to Institutional	-	-	1	5,000	-	-	3	2,410,000
15	Signs	2	8,484	11	36,864	4	37,000	31	203,806
16	Swimming Pools, Pool Buildings	2	97,000	5	327,000	-	-	4	410,000
17	Demolitions	1	-	10	-	-	-	13	-
18	Temporary Trailers, A & B Permits	-	-	-	-	-	-	1	-
19	Misc. Special Inspections, etc.	-	-	12	-	1	-	17	-
	TOTAL PERMITS ISSUED	21	5,759,269	204	32,516,960	28	3,966,762	246	37,494,801

MFD's - Apartment, Row, Duplex, Strata (# of dwelling units created)
Farm building values not included

BUILDING PERMITS - YEARLY												
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
2001	585,500	11,938,550	12,265,250	12,842,790	13,534,790	14,712,550	16,330,650	17,717,625	19,031,075	19,895,255	21,318,855	21,458,195
2002	585,500	1,952,500	3,340,850	3,821,240	5,455,840	6,411,690	8,844,690	10,932,510	15,780,890	16,705,600	17,738,200	17,923,700
2003	130,110	920,780	2,974,020	4,486,120	5,993,320	13,294,120	15,555,250	17,937,005	20,318,920	22,000,340	24,005,740	24,782,360
2004	430,700	1,506,500	5,903,780	8,379,104	10,122,768	12,086,319	14,779,343	21,598,763	30,371,023	33,614,173	34,957,458	35,881,343
2005	1,072,000	2,269,650	4,344,750	6,806,152	12,110,482	28,031,457	29,985,585	34,743,645	37,600,445	42,915,856	45,525,611	47,576,746
2006	815,550	3,224,468	8,012,449	11,501,929	16,084,809	20,066,533	23,714,194	26,370,890	36,479,806	37,278,358	42,332,995	43,077,170
2007	1,531,087	3,901,669	16,148,674	22,413,118	27,232,134	32,401,472	35,657,297	42,829,750	51,945,799	55,703,387	65,885,802	66,289,555
2008	1,797,604	4,203,429	12,947,058	27,647,379	33,857,533	36,582,025	39,759,375	42,395,454	45,412,474	50,699,301	53,383,541	53,522,880
2009	409,369	864,839	2,039,460	5,207,311	6,763,615	7,800,085	9,677,455	11,579,746	18,882,737	20,713,554	23,523,664	24,337,664
2010	1,518,563	2,708,062	5,931,546	10,081,816	12,260,236	13,526,546	16,597,121	18,790,511	19,848,804	21,174,632	22,953,692	27,249,702
2011	568,645	2,003,976	5,063,837	7,449,773	9,471,416	11,761,850	12,794,028	14,222,970	18,194,801	19,682,061	30,563,013	31,934,415
2012	2,189,660	3,128,562	4,794,040	6,337,260	10,000,544	12,120,246	17,883,185	24,375,078	26,118,787	26,493,820	28,130,500	28,666,430
2013	881,740	1,440,110	13,907,060	15,814,195	17,433,454	20,194,778	23,204,628	24,180,485	26,567,302	29,195,224	30,890,086	31,231,349
2014	665,304	2,806,404	8,075,941	20,789,869	27,574,834	29,877,686	33,456,523	41,971,923	42,784,769	44,804,191	46,460,471	47,707,993
2015	1,172,285	1,853,539	3,894,754	6,750,389	8,575,425	18,388,180	20,475,407	26,442,225	29,143,303	31,248,595	35,417,465	37,368,595
2016	1,268,865	2,298,280	4,987,625	8,904,610	12,253,660	16,279,464	19,265,124	23,811,029	29,823,014	36,084,949	40,154,959	41,418,659
2017	1,183,280	2,841,725	7,219,495	11,761,657	18,136,656	23,823,576	30,793,243	36,066,891	52,130,226	59,858,542	63,366,686	64,675,041
2018	1,970,104	3,943,104	10,028,787	14,363,122	20,252,322	30,488,747	37,540,412	40,421,060	55,689,215	59,634,580	64,988,531	66,797,572
2019	6,060,645	6,835,345	10,699,845	18,074,843	22,220,523	26,015,593	31,103,281	45,971,877	48,902,359	52,267,409	56,765,409	58,511,534
2020	2,218,950	4,293,250	6,900,060	9,289,060	12,891,318	23,340,638	26,757,691	32,516,960	37,062,215	46,505,927	51,472,227	54,065,527
2021	3,180,132	5,500,747	9,538,939	14,603,678	21,402,310	29,030,210	33,528,039	37,494,801				

X:\Customer Service\Steph\WIN\EXCEL\Monthend - building\building permits_yearly

From: Kris Jensen [redacted]
Sent: Monday, August 23, 2021 8:11 PM
To: Caylee Simmons [redacted]
Subject: Shuswap Community Foundation Signature event

Caylee

On February 23 the board of the Shuswap Community Foundation approved the appointment of a committee for the purpose of having a Signature Event. I am the chair of that committee. This would be the first time such an event was held.
This event will highlight the connection between the Foundation and our community. As many recipients as well as donors as possible will be invited. The vision is for an outdoor "summer fest" experience. A family event. All of our recipients will be asked to participate with an information display, or interactive booth. We anticipate food service, live music/entertainment showcasing the varied talents of local artists, children's play and activity area and other similar attractions. Probably banners and tents and accordingly we request permission for the use of staking into the ground to secure tents.
Admission will be by donation. We require the use of the south end of the Marine Park including the gazebo and washrooms. We are looking at June 4 2022 as the possible date. We anticipate up to 1000 attendees.
We are also asking for permission to place a banner across a strategic street. Would the city be prepared to hang the banner and assist with finding a suitable location? The cost of the banner will be paid by us and we would like to hang the banner for about 2 weeks prior to the event.
If anything further is required you can reach me by email or phone [redacted].

Thanks for your consideration.
Kris Jensen

Sent: Thursday, August 26, 2021 2:29 PM
Subject: Online Form Submittal: Mayor and Council

Mayor and Council

First Name	Will
Last Name	Wooster
Address:	[redacted]
Return email address:	[redacted]
Subject:	PLEASE!!! A cat bylaw
Body	When I first moved into this neighborhood 12 years ago my yard and feeders were full of wild birds. Now they are few and far between. The same is not true in other parts town my sons live in. Their yards are always full of birds. The problem is cats. When we first moved into this house there were none. Now there are several around us and I have repeatedly seen them with birds in their mouths. Yesterday was the last straw. One attacked the family of quail that have been in my yard the last couple of weeks. Now the quail have disappeared. Enough is enough! Will Salmon Arm council muster the courage to finally pass a cat control bylaw like Calgary or Victoria and live up to it's responsible to protect Salmon Arm's wildlife and natural environment or will you just continue to ignore the problem and sweep it under the carpet. Does council care about the natural environment of the city of just pay lip service to it
Would you like a response:	Yes

Disclaimer
Written and email correspondence addressed to Mayor and Council may become public documents once received by the City. Correspondence addressed to Mayor and Council is routinely published within the Correspondence Section of Regular Council Agendas.

Email not displaying correctly? View it in your browser.

Sent: Tuesday, August 31, 2021 10:19 AM
Subject: Online Form Submittal: Mayor and Council

Mayor and Council

First Name	Karin
Last Name	Vanderkwaak
Address:	[redacted]
Return email address:	[redacted]
Subject:	Vaccine Passports
Body	Hello there, I just wanted to write to you with my concern about the vaccine passports being implemented by the BC government. I just saw your video up on facebook encouraging everyone to get their vaccine and while you totally have the right to do this, I would've loved, rather, to see you standing up for freedom of choice on top of this. What Dr. Bonnie Henry and Premier Horgan are doing is illegal, tyrannical, and completely inappropriate as our province's leaders. It will put another layer of immense pressure on businesses who have already had to completely adapt how they do business in the last year and a half. There are many people against this and small businesses will suffer. Is this what you want for the lovely city of Salmon Arm? This is discriminatory and will segregate society. This is a coercive tactic and has nothing to do with safety. We've all been fine and willing to wear masks and distance and would have had no question of our safety if the BC government didn't decide to enforce this. They are making small businesses do their dirty work and enough is enough. It is absolutely disgusting and if you support this and do not stick up for your very concerned citizens, I am ashamed to call Salmon Arm home. Thank you for your time, Karin
Would you like a response:	Yes

Disclaimer
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September 2, 2021

Attn: Robert Niewenhuizen, Director of Engineering and Public Works, City of Salmon Arm

CC: Andrea Kathrein, Manager of Transportation, SD83

Good day,

I am writing to request that a paved shoulder for pedestrians and cyclists be added to the stretch of 20AVE SE that runs between 20ST SE and 40ST SE, and that a crosswalk be added to this same stretch of road to safely cross 30ST SE.

I live on 40ST SE and my children go to Hillcrest Elementary. Our home is 2.9km away from the school so we are not eligible for bussing. This stretch of road has no shoulder and limited visibility and is not safe for kids between the ages of 5 and 10 to travel to school.

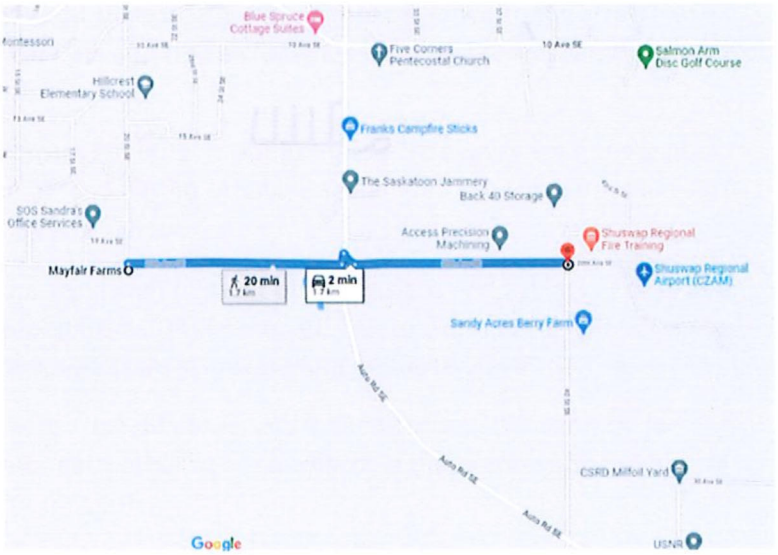
Additionally, this stretch of road is used by a significant number of pedestrians and cyclists. I have been told by some that run this stretch that the loop from 20AVE SE to 40ST SE to Auto Rd is a flat option for those that live in the Hillcrest area. The cemetery trails also draw foot traffic to 20AVE SE.

Between Mayfair farms and the Landfill, there are 4 blind hills and 1 blind corner. It is not safe for drivers nor pedestrians when they encounter each other at or approaching these areas. Speed on this straight stretch of road poses further safety concerns.

Please consider improving the safety of 20AVE SE for pedestrians, cyclists, and drivers. I look forward to hearing from you.

With Regards,

Kathleen Mitchell
[redacted]





From: Amanda Priefer
Sent: September 13, 2021 8:57 AM
To: Alan Harrison
Subject: Intersection 20ST and okanagan ave

Dear mr Harrison

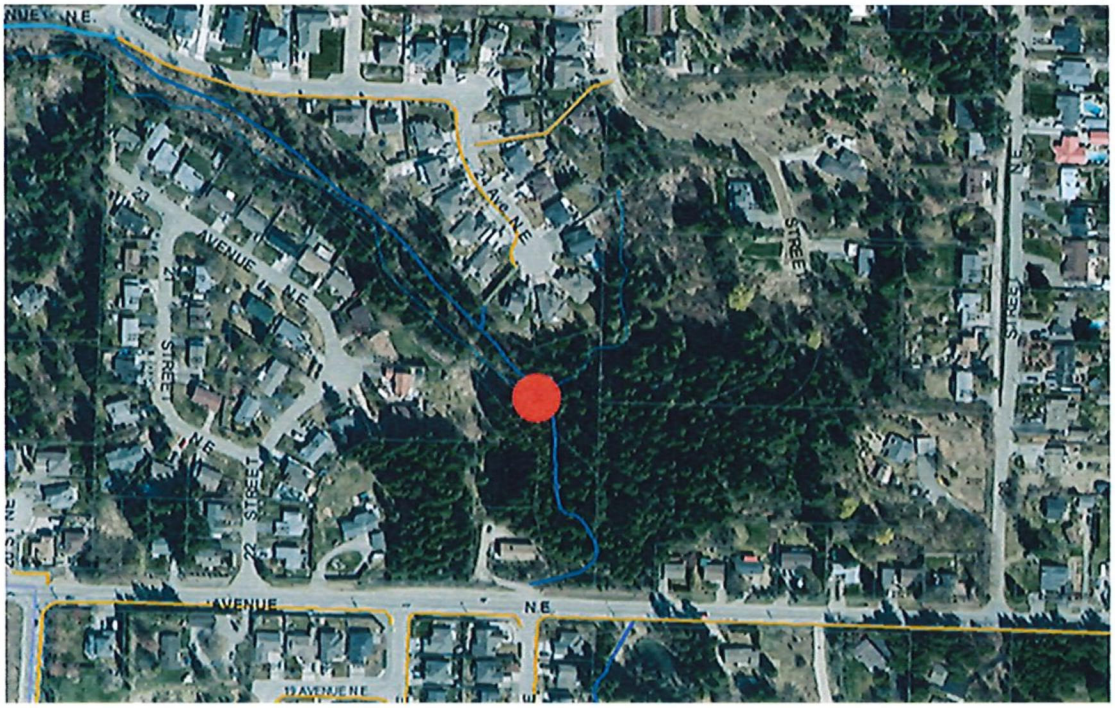
I'm writing you today to plead the city of salmon arm put a 4 way stop at the intersection of 20st and okanagan ave. The intersection is very busy with cars and pedestrians alike. Okanagan ave often turns into a second highway with drivers going as much as 100km/hr or more through that intersection. I have lived near the intersection for the past 2.5 years. In the time I have lived here I have witnessed 6 accidents in that intersection. The latest one being this morning when a bicyclist was struck by a car. What is it going to take to get a 4 way stop at this intersection? Hundreds of Children walk Through this intersection on the way to and from school, it's unsafe and needs to be addressed.
I'd appreciate it if this one says could be brought up at the next council meeting and addressed promptly before someone else gets seriously injured.
Thank you
Amanda priefer

From: Norm Schiman
Sent: Monday, September 20, 2021 3:11 PM
To: Darin Gerow
Subject: Cedar Two Seat Bench

Good day Mayor and Council

Thank you for considering my request to build a Cedar Bench four feet in length for placement near the Cress Creek Trail near the creek and bridge. It is estimated the Cedar will last twenty years. I am retired (75 years of age) and enjoy doing wood projects. I have recently completed refinishing our patio table and chairs, designing and assisting in building a Corn Toss Game and miniature flower boxes for the Outreach Group of Interior Health (I.H.) to which I belong. We previously met at The Drop-in Center near the Museum. Because of COVID-19 we now meet twice weekly by telephone playing games and chatting led by three enthusiastic I.H. workers.

I have in the past volunteered for The Salmon Arm Roots and Blues, NOSBIS as a receptionist , March of Dimes Canada (MODC) fundraiser at McGuire Lake and am presently applying for the same receptionist position with MODC. I have been in Salmon Arm five years and was raised in the Vernon area. I there enjoyed making a Soap Box Car in my grandfathers workshop . Then racing it with a sponsor around B.C. I later had my own small woodwork shop in Vernon where I was employed with S.D. 22 as an Electrician for thirty years. September 11th. I completed a compulsory five hour 101 equipment and safety session at Maker Space which has a complete woodwork shop. Three of us made cutting boards and another day I made a Towel Rack mounting board. There is a charge for the use of the facility which I will deal with. They have the shop supervised with someone who also helps the participants if needed. Once I hear whether or not I can install the Cedar Bench ,I will use a design and assembly instructions on The Web site after setting a budget and cutting out the 2x10 and 2x4 material , I will assemble it at my place assisted by my 13 year old grandson. Should you have any comments or suggestions please contact me. I am sure this Project will benefit the Community ! Sincerely, Norm .



To the city council of Salmon Arm

My name is Charline Berry. I live at [redacted] Hudson St. NW. I moved here in April 2021.
This Summer we had Bats sleeping on our Patio's of the 6 plex .

We were wondering if it's possible to get some bat boxes put up in the park just behind our 6 plex.

We would be willing to pay for or provide the bat boxes, this would be much better for the bats and healthier for us.

Thank you for taking the time to consider this matter.

Charlene Berry
[redacted]
Salmon Arm

The Royal Canadian Legion
Salmon Arm #62
141 Hudson St. NW
Salmon Arm, BC
V1E 1W3
250-832-3687 Phone / Fax
Email: legion62sa@gmail.com
Web: www.legion62.ca

August 27, 2021

City of Salmon Arm,
Box 40,
Salmon Arm, B.C. V1E 4N2

Dear Council Members,

The Royal Canadian Legion #62 requests permission to conduct our Annual Poppy Campaign and public canvassing for funds October 29, 2021 to November 10, 2021.

We also request permission to hold Annual Remembrance Day Ceremonies on November 11th, at the Cenotaph, with a Parade of Veterans along the usual route from the Legion premises, via Lakeshore Dr. and Alexander St. crossing the Trans-Canada Highway to the Cenotaph and return. (Attached route map)

If the COVID-19 situation changes, we will modify the Remembrance Day Ceremony at the Cenotaph as per current Public Health requirements.

We will be working towards providing coverage of the Cenotaph Ceremony via a local radio station for the citizens of Salmon Arm that are unable to make it to the Cenotaph Ceremony.

Would you please forward a copy of this letter to the Public Works Foremen so that the borrowing of barricades and "No Parking" signs can be arranged for the day of Ceremonies.

A letter of liability insurance with City of Salmon Arm will be forwarded by our insurance agent.

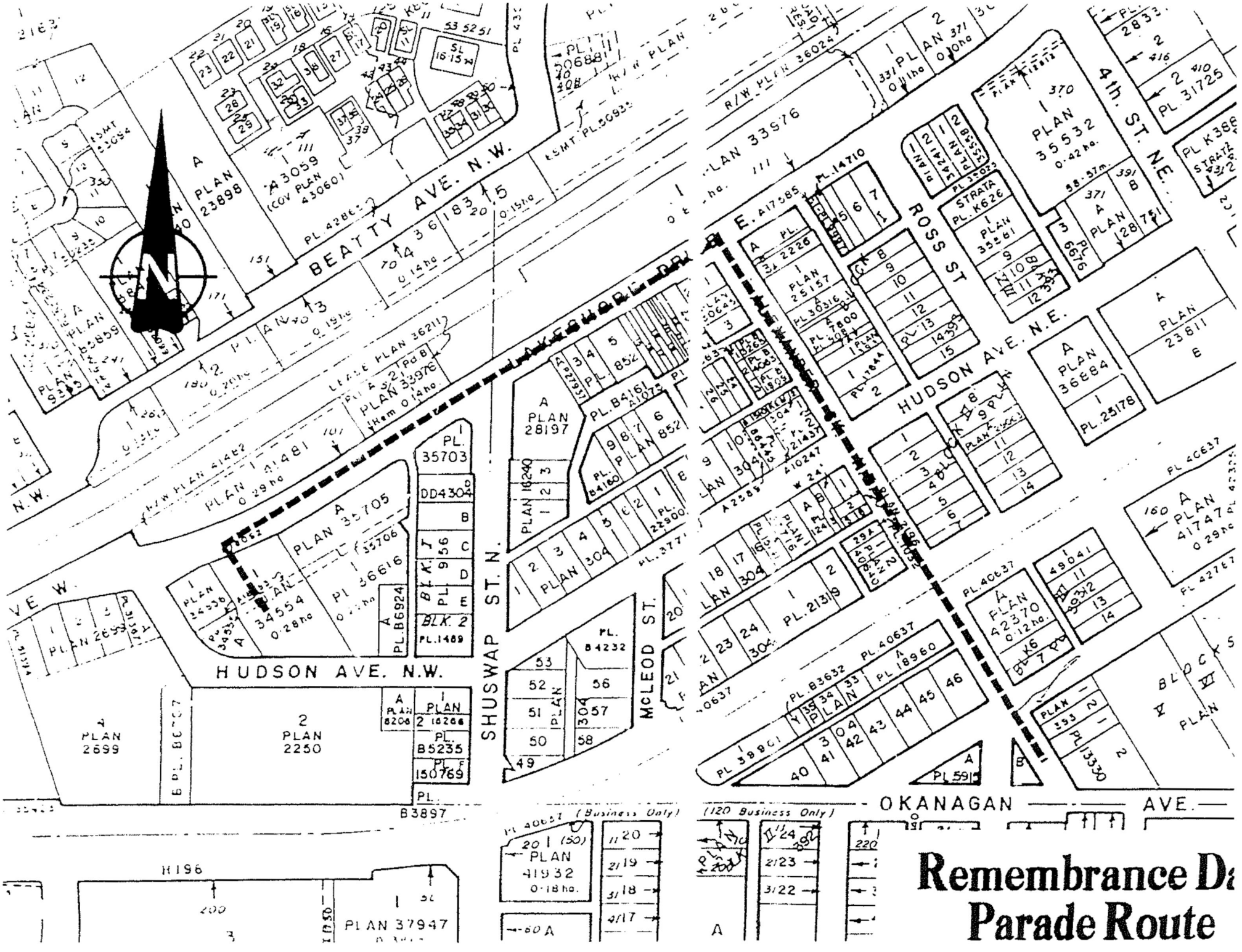
Our Parade will form up at the Legion at approximately 10:30 a.m. Following the return of the Parade, we invite you to join us for an afternoon of entertainment and comradeship at the lounge.

We look forward to your Approval, Confirmation & Participation.

Fraternally,

Dan St-Pierre
Poppy Chairman
250-515-0362
legion62sa@gmail.com

cc:
Fire Department
RCMP Detachment
Ministry of Transportation
Ambulance Services



Remembrance Da
Parade Route

August 28, 2021

Dear Mr. Niewenhuizen,

I am a local horticulturist and graphic designer, and have been working for the Salmon Arm Bay Nature Enhancement Society (SABNES) since the end of May 2021. For the past couple of months, I have been working on a tree identification project - I have identified 20 trees in Marine Peace Park, and designed informative plaques for each of the 20 tree species. I have attached the PDF artwork of the 20 plaques for your review.

I would like to request approval from City Council to mount these plaques in the park. Each plaque would be 7 inches wide by 5 inches high, and would be mounted on a stake and pushed into the ground directly into the ground at the base of each tree.

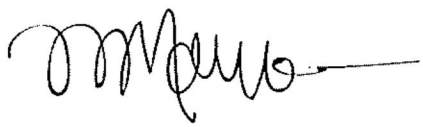
The purpose of this project is to acknowledge the abundance of different tree species in the park, much like what one finds at a botanical garden. Often people are curious about what type of tree they are looking at or sitting under, and these plaques will inform them by providing the scientific and common names, plant family, as well as an interesting fact.

While obtaining my horticulture degree, I took many plant ID courses, and something I realized through this experience is that while learning the names of plants, I was developing a deeper interest in ecology and a greater appreciation for all of the amazing ecosystem services trees provide. I noticed the trees and plants around me, took pleasure in knowing their names and "personalities", and was less likely to take them for granted. I think these plaques would help the public to develop this appreciation as well.

Please let me know if there is anything else you may need as you consider this project.

Sincerely,

Melissa LaRiviere
Naturalist w/ SABNES
[redacted]



Janet Aiken,
President of SABNES
[redacted]

WESTERN LARCH

Larix occidentalis

Family: Pinaceae

SALMON ARM BAY NATURE ENHANCEMENT SOCIETY

The Western Larch is native to B.C. and is one of the few deciduous conifers in the world. This means that in autumn, it's leaves turn a beautiful golden yellow and fall off.

PIN OAK

Quercus palustris

Family: Fagaceae

SALMON ARM BAY NATURE ENHANCEMENT SOCIETY

Pin oak acorns are eaten by many songbirds, wild turkeys, white-tailed deer, squirrels and smaller rodents, but are a particularly important food for many ducks.

TATARIAN MAPLE

Acer tataricum

Family: Sapindaceae

SALMON ARM BAY NATURE ENHANCEMENT SOCIETY

This maple features abundant showy red samaras (winged seeds) in late summer and is considered to be drought-tolerant, making it an ideal choice for xeriscaping.

RED MAPLE

Acer rubrum

Family: Sapindaceae

SALMON ARM BAY NATURE ENHANCEMENT SOCIETY

The Red Maple is native to B.C. and is a popular landscaping tree for its brilliant fall foliage, smoky red male flowers in spring, and red samaras on female trees.

LONDON PLANE

Platanus x acerifolia

Family: Platanaceae

SALMON ARM BAY NATURE ENHANCEMENT SOCIETY

This tree is thought to be a hybrid between the Oriental and North American Sycamore. It is a popular urban tree as it has a long lifespan and tolerates pollution and poor growing conditions.

MANITOBA MAPLE

Acer negundo

Family: Sapindaceae

SALMON ARM BAY NATURE ENHANCEMENT SOCIETY

The Manitoba Maple is the only maple native to Canada with compound leaves (leaves whose leaflets are attached to the middle vein but have their own stalks).

SITKA SPRUCE

Picea sitchensis

Family: Pinaceae

SALMON ARM BAY NATURE ENHANCEMENT SOCIETY

This B.C. native typically reach 55 to 70 metres, with some reaching over 75 metres tall. Most of the giants in B.C. are found on Vancouver Island. The oldest are over 1300 years old.

SWEDISH WHITEBEAM

Sorbus intermedia

Family: Roseaceae

SALMON ARM BAY NATURE ENHANCEMENT SOCIETY

Native to Europe and able to withstand harsh climatic conditions, this tree is a triple hybrid, the result of crossbreeding between 3 species: mountain-ash, whitebeam, and wild service-tree.

AUSTRIAN PINE

Pinus nigra

Family: Pinaceae

SALMON ARM BAY NATURE ENHANCEMENT SOCIETY

The stems of this pine have been widely used in the past for naval construction. As a result of its ecological flexibility, it is one of the most widely used tree species for reforestation worldwide.

NORTHERN RED OAK

Quercus rubra

Family: Fagaceae

SALMON ARM BAY NATURE ENHANCEMENT SOCIETY

Native to eastern Canada, the Northern Red Oak is Prince Edward Island's provincial tree. It is one of the most important oaks for timber production in North America.

NORWAY MAPLE

Acer platanoides

Family: Sapindaceae

SALMON ARM BAY NATURE ENHANCEMENT SOCIETY

This European native is very popular and wide-spread in North America, but unfortunately can easily out-compete our native trees. Alternatives include Red Maple and Sugar Maple.

WEEPING WILLOW

Salix babylonica

Family: Salicaceae

SALMON ARM BAY NATURE ENHANCEMENT SOCIETY

Native to China, this recognizable tree loves to grow near water. Willows are fast-growing, taking about 3 years to become established, then often growing 2.5 metres per year!

COMMON BEECH

Fagus sylvatica

Family: Fagaceae

SALMON ARM BAY NATURE ENHANCEMENT SOCIETY

This popular ornamental shade tree is native to the woodlands of central and southern Europe. Many cultivars are available in a variety of different forms, leaf shapes and leaf colors.

BLUE SPRUCE

Picea pungens

Family: Sapindaceae

SALMON ARM BAY NATURE ENHANCEMENT SOCIETY

Thanks to its cold hardiness and glaucous blue foliage, this is among the most widely planted ornamental spruces, and also prized as a Christmas tree. *Pungens* means sharp pointed.

WESTERN REDCEDAR

Thuja plicata

Family: Cupressaceae

SALMON ARM BAY NATURE ENHANCEMENT SOCIETY

This native tree was a mainstay of indigenous life and culture on B.C.'s west coast. The "tree of life" provided clothing, shelter, transportation and a medium for art and craft work.

GINKGO

Ginkgo biloba

Family: Ginkgoaceae

SALMON ARM BAY NATURE ENHANCEMENT SOCIETY

This tree is native to China, and is known as a living fossil. Dating back 200 million years, the Ginkgo is the only living tree species that shared the landscape with dinosaurs!

SWEDISH WHITEBEAM

Sorbus intermedia

Family: Rosaceae

SALMON ARM BAY NATURE ENHANCEMENT SOCIETY

The Swedish Whitebeam is a triple hybrid, meaning it is the result of cross-breeding between three species: Common Mountain-ash, Whitebeam, and Wild Service-tree.

PACIFIC WILLOW

Salix lucida

Family: Salicaceae

SALMON ARM BAY NATURE ENHANCEMENT SOCIETY

Native to B.C., this tree is common in the lower half of the province, and always at low elevations. This willow can be found in habitats such as lakeshores, swamps, and floodplains.

COMMON HAWTHORN

Crataegus monogyna

Family: Rosaceae

SALMON ARM BAY NATURE ENHANCEMENT SOCIETY

Crataegus are deciduous trees and shrubs, often with spiny branches, lobed or toothed leaves, and clusters of white flowers followed by red or black berries, which are eaten by squirrels and birds.

CANADIAN POPLAR

Populus x canadensis

Family: Salicaceae

SALMON ARM BAY NATURE ENHANCEMENT SOCIETY

The genus Populus contains all of the cottonwoods, aspens, and balsam poplars. Populus refers to the fact that the trees were often planted around public meeting places in Roman times.

September 9th, 2021
Mayor and Council
City of Salmon Arm
500 2 Ave NE
Salmon Arm, BC V1E 4N2

Dear Mayor Harrison and City Councillors,

RE: StoryWalk® for October 27th, 2021

We would like to organize a StoryWalk® in partnership with the Okanagan Regional Library. The activity would take place on **October 27th, 2021 at Blackburn Park.**

To prevent creating a crowd and to ensure social distancing, each mounted page will be at least 16ft apart (one family allowed at each "page"). The StoryWalk® will be available from **10:00 a.m. to 3:30 p.m.** so families will have enough time to come and enjoy the story. The activity will be monitored by a staff member during the entire time to ensure Covid-19 protocols are respected.

I am writing this request for the City's permission to organize this StoryWalk®, so we can keep bringing joy to children and their parents/caregivers.

Thank you so much for your consideration

Sincerely,

Amy Nuttall
Early Years Family Navigator
Shuswap Children's Association

Shuswap Children's Association, PO Box 2579, 240 Shuswap Street, Salmon Arm, BC, V1E 4R5
Tel: (778)824-0453, Fax: 250-833-0167, pcannon@shuswapchildrens.ca, www.shuswapchildrens.ca

Wa'ya Spirit District

c/o Maryann Brock

2190 22nd Street NE

Salmon Arm, BC

V1E 3E5

September 17, 2021

To: Salmon Arm City Council

Hello everyone,

I am writing again on behalf of Girl Guides in Salmon Arm for both a Spark/Brownie group (5-8 years old) and Pathfinders (12-15) years old.

We are again in the position that we need to be prepared to run our meetings outside this school year. We are hoping we will be permitted to use the gazebo/shelter at Blackburn Park on Tuesdays, from 6 – 8:30pm, as we did last school year.

Having the use of this space means that, as long as the provincial health rules allow, we will be able to meet in person (socially distanced of course), protected to some extent from the weather. This would mean we could continue our weekly meeting, allowing the girls to continue their program (learning skills, developing a sense of social responsibility, provide community service & maintaining social connections)

As we shared last year, our National organization has very strict protocols in place to ensure that Guiding does not add to any potential infections, while at the same time supporting the mental & physical health of our youth.

Guiding runs in the most part with the school year – we (like most others) have no idea what the future may hold, but we would like to "Be Prepared" (as is our motto). Therefore, we are asking that we be allowed to use the shelter each Tuesday evening, (as long as the health protocols permit). We would not need any notification from the city as we watch the notices "by the day" and would immediately fall in line with the strictest of the PHO directives and Girl Guides of Canada (which is always more strict). We would not ask for washroom facilities as we will provide our own "camp toilet" which would be put up/taken down each week – being sanitized on an ongoing basis!

I can provide another certificate of insurance immediately.

Yours truly,

Maryann Brock

District Commissioner

The Salmon Arm and Shuswap Lake Agricultural Association
SALMON ARM FAIR
351 – 3rd Street SW, Salmon Arm BC V1E 1V4 Ph. 250-832-0442 www.salmonarmfair.com

September 13, 2021

Robert J. Niewenhuizen
Director of Engineering and Public Works
City of Salmon Arm
Box 40 500-2nd Ave NE
Salmon Arm, BC. V1E 4N2

Dear Sir,

Re: Salmon Arm Winter Fun Fest and Parade

As the annual Salmon Arm Fair and Parade, scheduled for September 10 to 12, 2021, was cancelled due to the Covid 19 pandemic and resulting restrictions, the organizing committee is planning to host a Winter Fun Fest and Parade for the residents of Salmon Arm and surrounding areas. This request is subject to all Provincial Medical Officers Covid 19 restrictions.

This parade will have a much shorter route for the Winter Fest Parade and is planned to be held on November 27th at 3pm for approximately 1 hour. The committee agreed route should be close to the fairgrounds minimizing inconvenience to the community.

The form up would be on 5 St between 5th Ave and 10th Ave. The route will take floats north on 5th to the alley (3rd Ave). The parade will then turn right and head east to 5th. There it will turn right and head south until it reaches 5th Ave. From here it will turn right and head west until it reaches the access road to the south fairgrounds beside the Church log building. The parade will then follow the road south on the fair grounds past the large cow barn and turning north to end lining up opposite the vendors.

We plan to have volunteers at 5th St and 5th Ave; 3rd Ave and 5th St; 3rd St and 3rd Ave and 3rd St and 5th Ave.

We ask permission to close the following roadways to non-parade traffic on Saturday afternoon to assist in organizing parade floats. Parade marshaling will begin at 2:00 p.m.:

A. 5th St SW between Blackburn Park and the fair grounds.5th Ave and 5th St SW
B. 3rd Ave and 5th St SW intersection.
C. 3rd Ave and 3rd St SW to 5th Ave SW

D. The intersection of 5th St SW and 5th Ave SW
E. We also request permission to have the use of traffic barriers dropped at the designated street corners.
F. We would also like to borrow traffic signs, hi vis vests, and directional paddles for the volunteers who will be directing traffic at the intersections.
G. We request that five (5) road barriers be placed at each of the corners of 3rd St SW and 5th Ave SW and the corner of 5th St SW and 5th Ave SW to assist in controlling vehicle traffic.
H. We are requesting to extend the No Parking zones from last year to include the following:
   - 5th Ave. SW from 3rd ST to 5th St SW
   - 3rd Ave SW from 3rd ST to 5th St SW

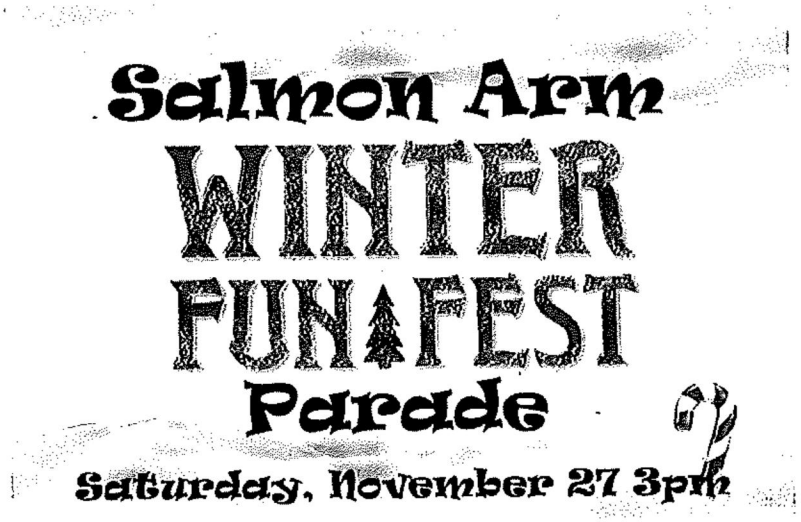
   If the City staff will drop off the No Parking signs on Friday night, we will arrange to put them up Saturday morning.
I. Insurance policies/certificates of insurance for The Salmon Arm and Shuswap Lake Agricultural Association will be provided to the city.

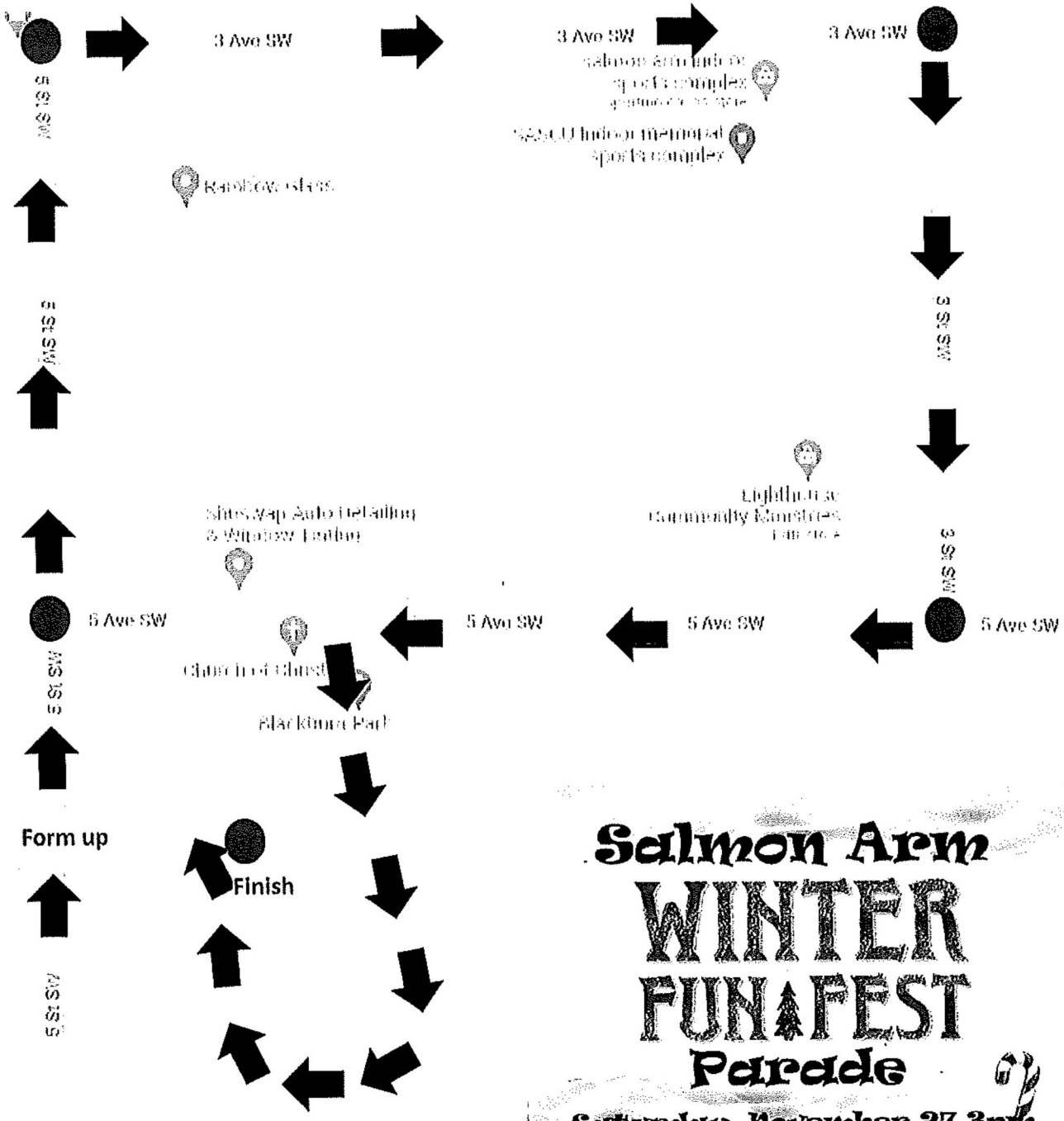
The proposed Parade for Winter Fun Fest is entirely subject to the PHO orders at the time of the Parade.

Sincerely,

Jim McEwan
Salmon Arm Fair GM

Att. Proposed Parade route map





Indicates parade route

Indicates volunteer areas

Salmon Arm WINTER FUN FEST Parade

Saturday, November 27 3pm

Presented By:
Salmon Arm's very own...

fix AUTO COLLISION

Royal Canadian Mounted Police

Gendarmerie Royale du Canada

Security Classification/Designation

Unclassified

NCO i/c Salmon Arm Detachment

1980 11th Avenue N.E. Salmon Arm, BC

V1E 2V5

Your File - Votre reference

Our File - Notre référence

To Mayor and Council

Date:

September 14, 2021

RE: Online Crime reporting

Mayor and Council,

I am excited to report that the Salmon arm RCMP Detachment will be adding on line crime reporting as one of the ways that a person can report a crime to the Salmon arm RCMP.

Over the past months it has been available at our detachment web site and we have seen 8 reports which allowed our staff and E Division staff to work out the final wrinkles in our local system.

I am happy to report that the program is ironed out and we will be offering this option to the public. We will be publicising it in the media starting in October.

The caveat is that there is no suspect or witnesses in the crime and there is limited information that would lead us to a suspect. If one is identified, then an investigator will be assigned and the necessary follow up will continue.

The crime types that people can report on line include:

- Damage and Mischief to property under $5000.
- Damage/Mischief to a vehicle under $5000.
- Hit and Run to an unoccupied vehicle or property.
- Theft of a bicycle under $5000.
- Theft under $5000.
- Theft from a vehicle under $5000.
- Lost property.
- Stolen BC Licence plates and validation tags – BC Only and no trailer plates at this time.

People can add pictures of the damage as well as uploading all of the information necessary to open a police file. If there are issues with reporting on line a person can always pick up the phone and make a report as well and in some cases they will be directed to do just that.

Our data thus far indicates that it takes approximately 10 to 15 minutes (and maybe a little more time) to complete an on line crime report.

The staff and I feel that this is a positive step in servicing the public and business locally as we move further into the electronic age. All while making efficient use of policing and administrative staff time.

Sincerely,

S/Sgt. Scott West

NCO i/c Salmon Arm RCMP Detachment

Caylee Simmons

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>
Sent: Friday, September 10, 2021 11:38 AM
To: Caylee Simmons
Subject: Letter from the Honourable Mitzi Dean, Minister of Children and Family Development

VIA E-MAIL
Ref: 262443

His Worship Mayor Alan Harrison and Council
City of Salmon Arm
E-mail: cityhall@salmonarm.ca

Dear Mayor Harrison and Council:

I am pleased to announce that October will once again be declared Foster Family Month in British Columbia. This marks the 31st year of celebrating the caregivers who have stepped up time and time again when they are needed most. As a caregiver, they have accepted a vital role in the lives of the children they care for and an important role in the fabric of the communities where they live.

I wish to express my gratitude for the time, love, and energy that these foster families have given to the young people in British Columbia. Every day, these incredible caregivers work hard to ensure that the young people in their care are provided with a safe and healthy home and are cared for and nurtured in times of personal and global uncertainty. Their dedication to improving the lives of some of our province's most vulnerable children and youth is recognized and honoured as an integral part of the young person's journey.

Please join me in celebrating October as Foster Family Month to show those in your community how important the role of a foster caregiver is. I encourage you to celebrate foster families for the selfless work they do for the children, youth, and families of British Columbia.

On behalf of the Government of British Columbia, thank you for your continued support in recognizing extended family and foster caregivers.

Sincerely,

Mitzi Dean
Minister of Children and Family Development

Sent on behalf of the Minister by:

EXECUTIVE OPERATIONS CLIENT RELATIONS
Client Relations Branch
Executive Operations
Ministry of Children and Family Development

This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>
Sent: Monday, September 13, 2021 10:29 AM
Subject: E-mail from the Honourable Katrina Chen, Minister of State for Child Care

VIA E-MAIL
Ref: 263194

His Worship Mayor Alan Harrison and Council
City of Salmon Arm
E-mail: cityhall@salmonarm.ca

Dear Mayor Harrison and Council:

Families throughout British Columbia are looking for access to inclusive, affordable, quality child care. As leaders, I know you are acutely aware of the needs in your community and share our government's concerns and ambitions of providing access to an inclusive universal system of care. Although we have made significant progress over the last three years with nearly 26,000 new licensed child care spaces approved for funding across Childcare BC's space-creation initiatives, too many families still struggle to find the care they need in their local communities. With this in mind, I am emailing today to ensure you have received information about the opening of the Childcare BC New Spaces Fund, our province's largest child care space creation initiative.

In the 2021/22 intake for the New Space Fund program, we are focusing our efforts on expanding quality, inclusive, community-based child care in areas with the greatest need in alignment with provincial priorities and commitments under the Canada Wide Early Learning and Child Care Agreement. This means that only School Districts, Indigenous and local governments, not-for-profit organizations, and Indigenous not-for-profit organizations are eligible to apply for up to $3 million in grant funding per project.

As an eligible organization, I encourage you to visit Childcare BC to review the New Spaces Fund program guidelines, FAQ, application form, and other resources. Further, I encourage you to seize this opportunity to partner with the Province to help address your community needs and serve families in your community with more affordable, quality child care.

Note that the deadline to apply is November 16th, 2021 at 4:30 p.m. PST.

Please do not hesitate to contact our Capital Funding program staff at MCF.CCCF@gov.bc.ca or 1 888 338-6622 (option 5) for any additional questions you may have.

Thank you for the work you do for families in your community.

Sincerely,

Katrina Chen
Minister of State for Child Care

Sent on behalf of the Minister of State by:

EXECUTIVE OPERATIONS CLIENT RELATIONS
Client Relations Branch
Executive Operations
Ministry of Children and Family Development

Regional District of Mount Waddington

PO Box 729 2044 McNeill Road, Port McNeill, BC V0N 2R0
Telephone (250) 956-3161 Fax (250) 956-3232
Web-site: www.rdmw.bc.ca Email: info@rdmw.bc.ca

File No. 310.01

August 27, 2021

By e-mail to BC Local Governments

Dear Regional District Chairs and Boards, Mayors and Councils:

The people of the Regional District of Mount Waddington (RDMW) are independent, resilient, and compassionate. Although we may be a little geographically and politically isolated, we are caring, and community oriented. When trouble befalls one of our friends, we show up to help.

The Village of Lytton suffered a catastrophic loss this summer. The RDMW would like to remind the population of Lytton and the Thompson-Nicola Regional District that they do not stand alone in their time of need.

To help Lytton rebuild, the Electoral Area Directors of the RDMW will contribute one dollar for every person in their representative areas. In doing so, the Electoral Area Directors of the RDMW wish to challenge all other local governments to make a similar gesture.

This is a time for solidarity and the rebuilding of community, lives, and dreams. The Regional District of Mount Waddington is honoured to contribute.

Sincerely,

Andrew Hory
Chair and Area B Director

Sandra Daniels
Area A Director

James Furney
Area C Director

Rod Sherrell
Area D Director

CARBON NEUTRAL
BC CLIMATE ACTION COMMUNITY
SINCE 2012

Regional District of Mount Waddington

VILL001 VILLAGE OF LYTTON DATE 27-Aug-2021 CHEQUE NO. 3956

DATE	INVOICE #	DESCRIPTION / VOUCHER NO.	AMOUNT
27-Aug-2021	VILLAGE OF LYTTON	VILLAGE OF LYTTON - COMMUNITY REBUILD DONA LYTTON	3,413.00
		TOTAL	3,413.00

THIS DOCUMENT CONTAINS SECURITY FEATURES - SEE DETAILS ON REVERSE

003956

REGIONAL DISTRICT OF MOUNT WADDINGTON
P.O. BOX 729, PORT McNEILL, BC V0N 2R0
TEL: 250-956-3301 FAX: 250-956-3232

CANADIAN IMPERIAL BANK OF COMMERCE
P.O. BOX 340, PORT McNEILL, BC V0N 2R0

DATE 2 0 2 1 0 8 2 7
Y Y Y Y M M D D

PAY Three Thousand Four Hundred Thirteen AND 00/100 Dollars $*****3,413.00

TO THE ORDER OF **VILLAGE OF LYTTON**
380 Main Street
PO Box 300
Lytton BC V0K 1Z0

⑈003956⑈ ⑆07040⑉010⑆ 77⑉00814⑈

Caylee Simmons

From: Kelly Kenney <kkenney@langleycity.ca>
Sent: Monday, September 20, 2021 10:11 AM
Subject: Clarification of Intent of Correspondence from City of Langley Re: Resolution - Appointment of Directors to Regional District Board
Attachments: Letter_-_Appointment_of_Directors_to_Regional_District_Board.pdf

Mayor and Council,

Further to my correspondence of September 15, 2021 (attached), conveying Langley City Council's resolution regarding appointment of Directors to Regional District Board. For clarification, Langley City Council is requesting that *BC municipal councils also consider sending correspondence to the Ministry of Municipal Affairs* to request a broad consultative process be conducted in partnership with the Union of British Columbia Municipalities, *[applicable local government area association],* and all local governments in BC to solicit feedback with tangible and objective rationale to support the amendment to section 19 of the Local Government Act, *requested by the Metro Vancouver Regional District Board of Directors,* to require municipal councils to appoint the Mayor, or the Mayor's designate, as the municipal director to the regional district board.

Best regards,

KELLY KENNEY
CORPORATE OFFICER

20399 Douglas Crescent, Langley BC V3A 4B3
P 604.514.4591 **E** kkenney@langleycity.ca



Langley City
THE PLACE TO BE

City Hall 20399 Douglas Crescent, **Langley**, BC Canada V3A 4B3
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File: 0410.03

September 15, 2021

Honourable Josie Osborne
Minister of Municipal Affairs

VIA Email: MAH.Minister@gov.bc.ca

Dear Minister:

Re: Appointment of Directors to Regional District Board

The following resolution was passed by the Metro Vancouver Regional District Board at its July 30, 2021 meeting:

That the MVRD Board request the Ministry of Municipal Affairs to amend the Local Government Act in section 198 [appointment and term of office for municipal directors], as necessary to require municipal councils to appoint the Mayor, or the Mayor's designate, as the municipal director to the regional district board

Metro Vancouver's background report to this motion, entitled "Municipal Director Appointment Process", is attached for reference.

At its September 13, 2021 Regular Council meeting, the Council for the City of Langley passed the following resolution:

WHEREAS the Local Government Act sets out the procedure for the appointment of directors to the regional district board;

WHEREAS section 198 of the Local Government Act states: After the first appointment under section41 (2) (e) [first board for regional district], each municipal director is to be appointed at pleasure by the council from among its members and that the Local Government Act does not stipulate any criteria in making those appointment decisions;

WHEREAS the appointment of directors to the regional district board under the Municipal Act (now Local Government Act) was changed after 2000 to "at the pleasure of Council" and that there have been no criteria constraining municipal council's appointment decision since 1965;

WHEREAS the governance structure of regional districts has been lauded as a model structure that provides for "a regional federation of autonomous partners, representing both municipal and non-municipal territory and allows each Regional District to tailor most of its individual functions, both regionally and sub-regionally, to its own evolving needs. The Regional District legislation was designed to promote inter-municipal cooperation, to provide services to non-municipal urban fringe or rural communities, and to stimulate consensus-based planning and co-ordination across regions;"[1]

WHEREAS regional districts are "part of the municipal system not separate from it. The regional district does not sit over the municipalities with the municipal units serving the region. Rather it is the reverse: the regional district exists to further the interests of its municipal members;"[2]

WHEREAS the current section 198 of the Local Government Act provides ability, accountability, autonomy, and a democratic process for each municipal council to appoint the director to the regional board that best represents the views of majority of council on regional-scale services matters;

WHEREAS the Metro Vancouver Regional District is a federation of 21 municipalities, one Electoral Area and one Treaty First Nation that collaboratively plans for and delivers regional-scale services;

WHEREAS the Metro Vancouver Regional District Board, at its July 30, 2021 meeting, passed a resolution to request the Ministry of Municipal Affairs to amend the Local Government Act in section 198 [appointment and term of office for municipal directors], as necessary to require municipal councils to appoint the Mayor, or the Mayor's designate, as the municipal director to the regional district board;

WHEREAS Metro Vancouver Regional District Board has not outlined the impetus and rationale for the proposed amendment to section 198 of the Local Government Act;

WHEREAS the proposed resolution passed by the Metro Vancouver Regional Board to amend the Local Government Act to require municipal councils to appoint the Mayor, or the Mayor's designate, as the municipal director to the regional district board would affect all regional district boards in BC and that a broad consultation with all local governments in BC is necessary and required to consider this amendment;

THEREFORE, BE IT RESOLVED THAT the Ministry of Municipal Affairs conduct a broad consultative process in partnership with the Union of British Columbia Municipalities, Lower Mainland Local Government Association, and all local governments in BC to solicit feedback with tangible and objective rationale to support the amendment to section 19 of the Local Government Act to require municipal councils to appoint the Mayor, or the Mayor's designate, as the municipal director to the regional district board; and that this motion be forwarded to Honourable Josie Osborne, Minister of Municipal Affairs, and all municipal councils in BC.

Yours truly,
CITY OF LANGLEY

Kelly Kenney
Corporate Officer

Cc BC Municipalities

Enclosure

Footnotes in Resolution:

1 40 Years: A Regional District Retrospective Summary of Proceedings, Local Government Knowledge Partnership, Ministry of Community & Rural Development, Local Government Management Association of British Columbia, 2009, https://www.uvic.ca/hsd/publicadmin/assets/docs/LGI/RetrospectiveMar2009/Summary.pdf

2 A Primer on Regional Districts in British Columbia, Ministry of Community Services, 2006, https://www.regionaldistrict.com/media/28095/Primer_on_Regional_Districts_in_BC.pdf

To: MVRD Board of Directors

From: Mayors Committee

Date: July 9, 2021 Meeting Date: July 30, 2021

Subject: **Municipal Director Appointment Process**

MAYORS COMMITTEE RECOMMENDATION

That the MVRD Board request the Ministry of Municipal Affairs to amend the *Local Government Act*, in section 198 [appointment and term of office for municipal directors], as necessary to require municipal councils to appoint the Mayor, or the Mayor's designate, as the municipal director to the regional district board.

At its July 9, 2021 meeting, the Mayors Committee considered the attached report titled "Municipal Director Appointment Process", dated June 18, 2021. The committee discussed seeking a statutory amendment to the provisions in the *Local Government A*ct to require the appointment of the Mayor or designate as the municipal director on the regional district board. The Committee subsequently adopted the recommendation as presented above in underline style.

This matter is now before the Board for its consideration.

Attachment

"Municipal Director Appointment Process", dated June 18, 2021

46632665

To: Mayors Committee

From: Chris Plagnol, Corporate Officer

Date: June 18, 2021 Meeting Date: July 9, 2021

Subject: **Municipal Director Appointment Process**

RECOMMENDATION

That the Mayors Committee receive for information the report dated June 18, 2021, titled "Municipal Director Appointment Process".

EXECUTIVE SUMMARY

BC's regional districts are each governed by a board of directors which is composed of municipal directors, Treaty First Nations directors, and electoral area directors representing their local jurisdictions. As set out in the *Local Government Act*, the electoral area director is elected to the board, while the other directors are appointed. The decision to appoint rests with the municipal council or the treaty first nation governing body. The Act does not stipulate any criteria in making those appointment decisions, such as the Mayor should be the default appointment. To do so would require a statutory amendment to the *Local Government Act*.

PURPOSE

To outline the process and procedures related to the appointment of municipal directors to the Metro Vancouver board.

BACKGROUND

At its meeting of May 26, 2021, the Mayors Committee discussed the process by which directors, particularly Mayors or their designates, are appointed to the regional district board, and adopted the following resolution:

> *That the Mayors Committee direct staff to review the process and procedures for Mayor or their designate and Director appointments and report back.*

This report provides for the committee's consideration information on the municipal director appointment process.

REGIONAL DISRICT GOVERNANCE

The 27 regional districts in BC are modeled as a federation composed of municipalities, electoral areas, and Treaty First Nations, each of which has representation on the regional district board. The board is the governing body of the regional district, and is ultimately responsible for the services provided and the actions taken. This board is composed of one or more directors appointed from each member municipal council and each Treaty First Nation governing body, and of one or more directors elected from each electoral area, based on the population of the jurisdiction represented.

Metro Vancouver's Boards

In Metro Vancouver's case, the MVRD board represents 21 municipalities, one Electoral Area and one Treaty First Nation, composed of 40 directors as follows:

- 38 municipal directors
- 1 treaty first nation director
- 1 electoral area director

It is important to note that in addition to the MVRD Board, Metro Vancouver is also governed by 3 other boards. The *GVS&DD Act* provides that the GVS&DD board comprises those persons who are directors for each jurisdiction within the GVS&DD on the MVRD board, together with the electoral area director. The *GVWD Act* contains a similar provision. Finally, the *MVHC Articles of the Company* stipulate that the directors for the MVHC board will mirror those appointed to the MVRD board.

Appointment Process

The *Local Government Acts* sets out the procedure for the appointment of directors. For municipal directors, section 198 of the Act states:

> After the first appointment under section 41 (2) (e) [*first board for regional district*], each municipal director is to be appointed at pleasure by the council from among its member.

There is a significant phrase in this section and that is that each municipal director is to be appointed at pleasure by the council from among its members. This means that the decision to appoint (or remove) municipal directors rests entirely with the municipal council (as does the appointment of Alternate Directors, which is not addressed in this report). The Act does not stipulate any criteria in making those appointment decisions, such as the Mayor or Mayor's designate should be the default appointment, followed by councillors.

Since 1965, the *Municipal Act* (now *Local Government Act*) stipulated that municipal directors were appointed annually (after 2000, this provision was changed to "at the pleasure of council"). And since 1965, there have been no criteria constraining municipal council's appointment decision.

Electoral area directors and treaty first nation directors follow different provisions. The electoral area director is directly elected for a four-year term until the next general local election, as set out in section 199 of the Act. The treaty first nation director is appointed by the nation's governing body and does not follow the "at pleasure" provision described above, but rather the term is set in accordance with section 254 of the Act.

If the MVRD Board wishes to make changes to the appointment process presented above, the next step would be to seek legislative change to the *Local Government Act*. In this case, the statutory change would affect all regional district boards in BC. The Ministry would have to consider the effect of this more global change, and may restrict this provision to Metro Vancouver only and/or conclude that the same amendment is appropriate for other regional district boards.

ALTERNATIVES

This is an information report. No alternatives are presented.

FINANCIAL IMPLICATIONS

Directors appointed to the regional district board are remunerated in accordance with the Remuneration Bylaw. The process to appoint directors to the board does not affect the remuneration budget.

CONCLUSION

The process to appoint directors (municipal directors, treaty first nation directors, and electoral area directors) to regional district boards is prescribed by the *Local Government Act*. While the electoral area directors are directly elected to the boards, the municipal directors and treaty first nation directors are appointed by their municipal council and governing body respectively. The Act does not stipulate that the municipal director appointment must be the Mayor or the Mayor's designate. As such, to introduce any appointment selection criteria for municipal directors would require a statutory amendment. This information is brought forward for the committee's information.

46272792

City of Kamloops
Office of the Mayor

September 16, 2021

Salmon Arm Fire Department
141 Ross St NE
Salmon Arm, BC V1E 2E9

File No. CR-6231

email: bshirley@salmonarm.ca

Dear Chief Shirley:

On behalf of Kamloops City Council, thank you for offering the City of Kamloops wildfire fighting assistance by way of personnel and equipment.

The City of Kamloops appreciates every effort to keep our City and surrounding areas safe. We are truly grateful for the help.

Sincerely,

Ken Christian, Mayor
City of Kamloops

/cg

City Hall: 7 Victoria Street West, Kamloops, BC, V2C 1A2
P: 250-828-3494 | **F:** 250-828-3314 | **E:** mayor@kamloops.ca | **Kamloops.ca**

Canada's Tournament Capital

Ambulance Paramedics
of British Columbia - CUPE 873

Tel: 604-273-5722 | **Fax:** 604-273-5762 | **Toll Free:** 1-866-273-5766 | **Toll Free Fax:** 1-866-273-5762
105 - 21900 Westminster Hwy., Richmond, BC V6V 0A8
info@apbc.ca | www.apbc.ca

September 3, 2021

To: BC Mayors and Councillors

Re: Emergency Paramedics and Dispatchers: Who we are and what we do!

Dear Mayor & City Councillors;

In BC, over 4500 Paramedics and 270 Medical Dispatchers work 24 hours a day, 365 days a year to keep our communities healthy and safe. As leaders in emergency pre-hospital care and public safety, allies in healthcare and professionals in our communities, Paramedics and Medical Dispatchers are a quintessential resource for municipalities in BC.

The field of Paramedicine has evolved from a traditional response of unscheduled emergencies to a robust and multi-disciplined practice encompassing public safety, emergency first response, scheduled and acute transport, and community-based health innovation. As experts in emergency management, Paramedics are uniquely qualified to assist in emergency preparedness, prevention and response culminating in a dynamic and versatile skillset that transcends conventional public sectors. Engaged as a mutual stakeholder in both public safety and healthcare, Paramedics are able to provide relief to healthcare systems and infrastructures operating at or above capacity within BC communities as specialists in emergency response and preventative healthcare.

As the world evolves and continues to adapt to the universal consequences and reality of Covid-19, our leaders continue to manage an ongoing opioid epidemic amidst a global pandemic with the constant threat of seasonal natural disasters (such as heatwaves, wildfires and flooding). A unique set of circumstances requires a unique response and BC Paramedics and Medical Dispatchers are always ready to respond.



What can Paramedics do in YOUR community?

Paramedics in BC provide a variety of services to support community health and safety. Through a multitude of specialties and license levels BC Paramedics are there for you.

- Primary Care Paramedic
- Advanced Care Paramedic
- Critical Care Paramedic
- Paramedic Specialists
- Community Paramedics
- Emergency Medical Dispatch and Call-taking

Our resources are available by land, sea or sky.

Item 12.1.21