



# AGENDA

**City of Salmon Arm  
Regular Council Meeting**

**Monday, August 28, 2023  
1:30 p.m.**

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

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

Page #	Item #	Description
	1.	<b>CALL TO ORDER</b>
1-2	2.	<b>IN-CAMERA SESSION</b>
	3.	<b>ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY</b> <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	<b>ADOPTION OF AGENDA</b>
	5.	<b>DISCLOSURE OF INTEREST</b>
	6.	<b>CONFIRMATION OF MINUTES</b>
3-10	1.	Regular Council Meeting Minutes of August 14, 2023
	7.	<b>COMMITTEE REPORTS</b>
11-14	1.	Development and Planning Services Committee Meeting Minutes of August 21, 2023
	8.	<b>COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE</b>
	9.	<b>STAFF REPORTS</b>
15-18	1.	Director of Planning & Community Services - Encampment Management Expenses & Budget - For Information
19-22	2.	Director of Planning & Community Services - Community Shelter Process; BC Housing Applications at 341-361 Fraser Avenue NW
23-42	3.	Planner - Agricultural Land Commission Application No. 417 (Subdivision) [McDiarmid, E. & Horner, A.; 491 60 Street NW]
43-62	4.	Planner - Agricultural Land Commission Application No. 418 (Subdivision) [McCurrach, J. & Thom, M.; 7000 30 Avenue SW]

- 63-68            5.            Director of Engineering & Public Works – Shuswap Regional Transit System (Salmon Arm) – Three Year Expansion Initiatives 2024-2027
- 69-70            6.            Director of Planning & Community Services – Council Appointment to Agricultural Advisory Committee
- 71-74            7.            Chief Administrative Officer – Council Appointment to Active Transportation Advisory Committee

- 75-84            10.           **INTRODUCTION OF BYLAWS**
- 1.            City of Salmon Arm Zoning Amendment Bylaw No. 4596 [ZON-1271; City of Salmon Arm; Text Amendment to M-5 Auto Wrecking/Salvage Yard Zone] – First and Second Reading

**11. RECONSIDERATION OF BYLAWS**

- 85-86            12.           **CORRESPONDENCE**
- 1.            Informational Correspondence

**13. NEW BUSINESS**

**14. PRESENTATIONS**

**15. COUNCIL STATEMENTS**

**16. SALMON ARM SECONDARY YOUTH COUNCIL**

**17. NOTICE OF MOTION**

**18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**

**19. OTHER BUSINESS**

**20. QUESTION AND ANSWER PERIOD**

**7:00 p.m.**

Page #	Item #	Description
	<b>21.</b>	<b>DISCLOSURE OF INTEREST</b>
87-88	22.            1.	<b>HEARINGS</b> Development Variance Permit Application No. VP-590 [Petznick, G. & M.; 1581 16 Street NE; Parcel Width requirements] See Item 23.1 for Staff Report
89-100	23.            1.	<b>STATUTORY PUBLIC HEARINGS</b> Zoning Amendment Application No. ZON-1267 [Petznick, G. & M.; 1581 16 Street NE; R-1 to R-8]
101-104	24.            1.	<b>RECONSIDERATION OF BYLAWS</b> City of Salmon Arm Zoning Amendment Bylaw No. 4588 [ZON-1267; Petznick, G. & M.; 1581 16 Street NE; R-1 to R-8] – Third Reading

**25. QUESTION AND ANSWER PERIOD**

105-106 **26. ADJOURNMENT**

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Item 2

## CITY OF SALMON ARM

Date: August 28, 2023

Moved: Councillor Gonella

Seconded: Councillor Lindgren

THAT: pursuant to Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee, or agent of the municipality or another position appointed by the municipality (2); (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; of the *Community Charter*, Council move In-Camera.

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Item 6.1

**CITY OF SALMON ARM**

Date: August 28, 2023

Moved: Councillor Lavery

Seconded: Councillor Cannon

THAT: the Regular Council Meeting Minutes of August 14, 2023, be adopted as circulated.

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chambers of City Hall 500 – 2 Avenue NE and by electronic means, at 1:30 p.m. and reconvened at 2:30 p.m. on Monday, August 14, 2023.

PRESENT:

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

Chief Administrative Officer E. Jackson  
Director of Corporate Services S. Wood  
Planner M. Smyrl  
Engineer G. Bau  
Manager of Financial Services T. Tulak  
Deputy Corporate Officer R. West

ABSENT:

Councillor D. Cannon

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0361-2023

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: pursuant to section 90(1)(c) labour relations or other employee relations; (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; of the *Community Charter*, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:31 p.m.

Council returned to Regular Session at 2:26 p.m.

Council recessed until 2:30 p.m.

3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

4. REVIEW OF AGENDA

0362-2023

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the agenda be amended by placing Item 22.3 before Item 22.1.

CARRIED UNANIMOUSLY

5. DISCLOSURE OF INTEREST

Councillor Lindgren declared a conflict of interest for Item 22.3 as the subject property is located next door to a family member.

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of July 24, 2023

0363-2023

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of July 24, 2023, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of August 8, 2023

0364-2023

Moved: Councillor Gonella

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee Meeting Minutes of August 8, 2023 be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

9. STAFF REPORTS

1. Chief Financial Officer – Property Tax Collection – For Information

For information.

10. INTRODUCTION OF BYLAWS

- 1. City of Salmon Arm Zoning Amendment Bylaw No. 4588 [ZON-1267; Petznick, G. & M.; 1581 16 Street NE; R-1 to R-8] – First and Second Reading

0365-2023                      Moved: Councillor Lavery  
   Seconded: Councillor Gonella  
   THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4588 be read a first and second time.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS

- 1. City of Salmon Arm Zoning Amendment Bylaw No. 4594 [ZON-1263; City of Salmon Arm; 341-361 Fraser Avenue NW; M-2 to CD-20] – Final Reading

0366-2023                      Moved: Councillor Lavery  
   Seconded: Councillor Lindgren  
   THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4594 be read a final time.

CARRIED UNANIMOUSLY

Councillor Gonella left the meeting at 2:43 p.m.

12. CORRESPONDENCE

- 1. Informational Correspondence

For information.

- 2. E. Armstrong – Letter dated August 3, 2023 - Request for Recommendation – Salmon Arm Youth UBCM Representative

0367-2023                      Moved: Councillor Lavery  
   Seconded: Councillor Wallace Richmond  
   THAT: the 2023 Budget contained in the 2023-2027 Financial Plan Bylaw be amended to include \$3,000 for the Council Mentorship Program funded from Council Initiatives.

CARRIED UNANIMOUSLY

13. NEW BUSINESS

15. COUNCIL STATEMENTS

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS



The Meeting recessed at 3:06 p.m.  
The Meeting reconvened at 3:22 p.m.

**14. PRESENTATIONS**

- 1. Staff Sergeant West, Salmon Arm RCMP Detachment – Quarterly Policing Report April to June, 2023

Staff Sergeant West, Salmon Arm RCMP Detachment, provided an overview of the policing report for the period April to June, 2023 and was available to answer questions from Council.

**20. QUESTION AND ANSWER PERIOD**

The Meeting recessed at 3:44 p.m.  
The Meeting reconvened at 7:00 p.m.

**PRESENT:**

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

- Chief Administrative Officer E. Jackson
- Director of Corporate Services S. Wood
- Planner, M. Smyrl

**ABSENT:**

- Councillor D. Gonella
- Councillor D. Cannon

**21. DISCLOSURE OF INTEREST**

**22. HEARINGS**

Councillor Lindgren declared a conflict and left the meeting at 7:02 p.m.

- 3. Development Variance Permit Application No. VP-589 [Mangold, M.; 841 28 Street SE; Setback requirements]

0368-2023

Moved: Councillor Flynn  
 Seconded: Councillor Wallace Richmond  
 THAT: Development Permit No. VP-589 be authorized for issuance for Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP62934, which will vary Zoning Bylaw No. 2303 as shown in Appendix 4 of the Staff Report dated July 27, 2023 and as follows:

- 1. Section 6.10.4 – Minimum Setback of Principle Building – Reduce the exterior side parcel line setback from 6m (19.7 ft) to 4.3m (14.1 ft).

22. HEARINGS - continued

3. Development Variance Permit Application No. VP-589 [Mangold, M.; 841 28 Street SE; Setback requirements]

The Planning Official explained the proposed Development Permit Application.

M. Mangold, the applicant, provided an overview of the application and was available to answer questions from Council.

L. Meyer and B. Marr were concerned about the building height and siting on the lot as it would cast shadows on their property. They were also concerned about the location of the windows and their lack of privacy.

D. Mangold, the applicant, spoke to the privacy concerns addressing the location of the bottom row of windows and the interior design of the home.

Council asked questions of the applicant and staff.

Following three calls for submissions and questions from Council, the Hearing closed at 7:31 p.m. and the Motion was:

CARRIED UNANIMOUSLY

Councillor Lindgren returned at 7:38 p.m.

1. Development Variance Permit Application No. VP-587 [Hartwig, T./Forsyth, K./JH Investment Corp.; 5161 60 Avenue NE; Height requirements]

0369-2023

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: Development Variance Permit No. VP-587 be authorized for issuance for Lot 2, Section 32, Township 20, Range 9, W6M, KDYD, Plan 9322, which will vary Zoning Bylaw No. 2303 as follows:

- 1. Section 35.7 - Maximum Height of Residential Buildings - Increase the maximum permitted height of a residential building from 10m (32.8 ft) to 12.29m (40.32 ft) as shown in Appendix 4 of the Staff Report dated July 20, 2023.

The Planning Official explained the proposed Development Permit Application.

K. Forsyth, the applicant, outlined the application and was available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing closed at 7:42 p.m. and the Motion was:

CARRIED UNANIMOUSLY

22. HEARINGS - continued

- 2. Development Variance Permit Application No. VP-588 [Rogers, S. & Y.; 4741 56 Street NW; Setback requirements]

0370-2023

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: Development Variance Permit No. VP-588 be authorized for issuance for Lot 3, Section 29, Township 20, Range 10, W6M, KDYD, Plan KAP85703 which will vary Zoning Bylaw No. 2303 as follows:

- 1. Section 41.11.1 - Parcel Line Setback from 6.0m (19.7 ft) to 5.53m (18.1 ft) for a non-agricultural accessory building as shown in Appendix 6 of the Staff Report dated July 26, 2023.

The Planning Official explained the proposed Development Permit Application.

S. Rogers, the applicant, outlined the application and was available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing closed at 7:47 p.m. and the Motion was:

CARRIED UNANIMOUSLY

23. STATUTORY PUBLIC HEARINGS

24. RECONSIDERATION OF BYLAWS

25. QUESTION AND ANSWER PERIOD

26. ADJOURNMENT

0371-2023

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Regular Council Meeting of August 14, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:49 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Adopted by Council the      day of August, 2023.

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Item 7.1

**CITY OF SALMON ARM**

Date: August 28, 2023

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

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

## DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, and by electronic means on Monday, August 21, 2023.

### PRESENT:

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

Chief Administrative Officer E. Jackson  
Director of Engineering & Public Works Rob Niewenhuizen  
Planner M. Smyrl  
Planner M. Paiement  
Deputy Corporate Officer R. West  
Executive Assistant B. Puddifant

### ABSENT:

Councillor D. Gonella

#### 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. Zoning Amendment Application No. ZON-1271 [City of Salmon Arm; Text Amendment to M-5 Auto Wrecking/Salvage Yard Zone]

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 as follows:

i. Section 32.3 Permitted Uses to add the following:

.12 *office, storage building, workshop and yard for general contractor and trade contractor*

and renumber accordingly.

CARRIED UNANIMOUSLY

2. Agricultural Land Commission Application No. ALC-417 [McDiarmid, E./Horner, A./Browne Johnson Land Surveyors; 491 60 Street NW; Subdivision]

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Agricultural Land Commission Application No. 417 be authorized for submission to the Agricultural Land Commission.

M. Howard, Browne Johnson Land Surveyors, agent for the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

3. Agricultural Land Commission Application No. ALC-418 [McCurrach, J./Thom, M./Browne Johnson Land Surveyors; 7000 30 Avenue SW; Subdivision]

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that Agricultural Land Commission Application No. 418 be authorized for submission to the Agricultural Land Commission.

M. Howard, Browne Johnson Land Surveyors, agent for the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

6. FOR INFORMATION

1. Director of Engineering & Public Works - Water Conservation Plan Update

S. Luo, Engineering Student, provided an update on the Water Conservation Plan and was available to answer questions from the Committee.

7. ADJOURNMENT

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee meeting of August 21, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:52 a.m.

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Mayor Alan Harrison

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

Item 9.1

**CITY OF SALMON ARM**

Date: August 28, 2023

Encampment Management Expenses & Budget  
For Information

**CITY OF  
SALMON ARM**

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To: His Worship Mayor Harrison and Council  
Date: August 25, 2023  
Subject: Encampment Management Expenses & Budget

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**BACKGROUND:**

The encampment at the Narcisse Street N.W. has now been in place since mid March, when unhoused individuals were moved from the prior location at the Safeway Fields on 3<sup>rd</sup> Street S.W. In February and March a preliminary budget was developed to cover the expenses of establishing the new location at Narcisse Street, moving unhoused individuals to the new site and managing the new site. Based on estimates at that time, an amount of \$40,000, plus a 15% contingency, for a total of \$46,000 was proposed.

After 4 months of operations, staff have conducted a review of the costs related to the encampment. Actual costs have been significantly higher (\$71,000 to date – end of July) than the initial estimates, for the following reasons (generally related to everything planned being more complex and consuming more time and resources than initially anticipated):

- Significantly higher costs of material / equipment / labor. This was related to the time and efforts to 're-shape' the parking area at the Safeway Fields with equipment and material, along with extra staff to ensure safety. Approximately \$15,000 over the initial estimate.
- Time spent on assisting unhoused individual to move to the Narcisse location.
- An unanticipated 10-person grid-search was completed of the fields before soccer season commenced, due to concerns about drug paraphernalia on the fields. Not included in initial estimate.
- On-going maintenance has been more complicated than anticipated. The addition of dumpster onsite which is requiring up to 2 services a week (not included in initial estimate). Many hours have been dedicated to other garbage pickups, always requiring two staff for safety. Some of this is due to the public depositing materials at the site that they hope the occupants can use.
- Contracted security expenses are significantly over initial estimates due to required scope of work changes. \$10,000 initially estimated, with anticipated costs of \$40,000.
- Fencing required at the nearby weather station (due to repeated vandalism). Not included in initial estimate.

As noted, encampment related costs to date amount to: \$71,000.

To date, the amounts for encampment work funded from existing budgets in the Parks and Roads operational budgets amount to \$34,000, comprised of:

Labour: \$21,000  
Equipment: \$13,000

The \$46,000 budget has not been exceeded at this time, but is likely to be in the remaining 5 months of the year, if current patterns persist. While this lessens the need to undertake a budget amendment, it does indicate that significant resources in the Parks and Roads Departments have been redirected from customary operations and into servicing the encampment. Service levels on some Parks programs are being compromised as a result of resources being redirected.

These numbers also do not reflect the cost and time of other municipal services (notably the RCMP & Bylaw Enforcement staff time) that have been dedicated to the encampment and managing the related issues. The RCMP has been very supportive of City staff in recent months in dealing with the encampment and related issues.

On a related note, the Parks Vandalism O&M Account to date is also over by \$16,000. This is largely related to staff time dealing with graffiti and vandalism. The budget in 2023 was increased to allow for 2 staff, 2 days a week to undertake additional graffiti removal, but has not occurred as staff are simply in a reactionary mode for damage repairs and graffiti removal. As a result, in some cases graffiti is left for periods of time, unless it is offensive and must be removed. The Ross Street Plaza Washroom Vandalism account budget is almost fully used.

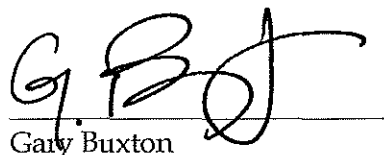
Looking to the future, the following encampment costs are anticipated (if current patterns persist):

Cost to Date + Future Costs with Security: \$125,000

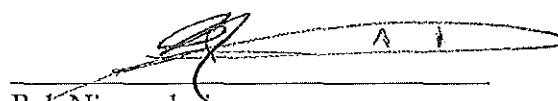
While the \$46,000 planned budget for encampment related costs may exceed \$100,000 and be significantly higher than initially planned, these amounts occur within an overall Parks Department operation budget of \$2.5M and the Roads Department of \$8.7M. A \$60,000 overage on one part of these budgets represents 0.054% of the overall budget of the 2 departments, and can therefore be managed within the department's existing operational budgets, where there are likely to be underspent GL accounts that offset for the extra spending on encampment related issues.

The understanding of the costs in 2023 related to moving an encampment and managing temporary shelters for unhoused individuals on public lands will inform the subsequent requests in the soon to be developed 2024 operational budget. Items in 2024 will consider:

- Bylaw Enforcement staffing
- Removal of the Narcisse Street encampment once the community shelter opens
- Ongoing debris and clean up costs related to unauthorized overnight shelters.



Gary Buxton  
Director of Planning & Community Services



Rob Niewenhuizen  
Director of Engineering & Public Works

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Item 9.2

## CITY OF SALMON ARM

Date: August 28, 2023

Moved: Councillor

Seconded: Councillor

THAT: BC Housing be authorized to submit a Building Permit application for 341-361 Fraser Avenue NW;

AND THAT: BC Housing be authorized to make an application for a leasehold subdivision at 341-361 Fraser Avenue NW;

AND THAT: BC Housing be authorized to submit variance applications for any issues related to works and services at 341-361 Fraser Avenue NW;

AND THAT: Staff be authorized to waive the collection of Development Cost Charges for a not-for-profit shelter building permit located at 341-361 Fraser Avenue NW (a portion of Parcel A, Block B, Section 14, Township 20, Range 10, West of the 6<sup>th</sup> Meridian, KDYD Plan 1523, and a portion of Lot A, Section 14, Township 20, Range 10, West of the 6<sup>th</sup> Meridian, KDYD Plan 38914);

AND THAT: Council authorize a contribution of \$11,968,41, funded from the COVID 19 Safe Restart Grant reserve, to offset the waived Development Cost Charges for the BC Housing Overnight Homeless Shelter project at 341-361 Fraser Avenue NW, and the 2023-2027 Financial Plan Bylaw be amended to reflect the same;

AND THAT: Staff be authorized to waive fees related to Water Connection Charges outlined in Schedule B, Appendix 1, Section 6 of the Fee for Services Bylaw No. 2498, for the BC Housing Overnight Homeless Shelter project at 341-361 Fraser Avenue NW, to be funded from the COVID 19 Safe Restart Grant reserve, and the 2023-2027 Financial Plan Bylaw be amended to reflect the same; and

AND THAT: Staff be authorized to waive fees related to Sewer Connection Charges outlined in Schedule B, Appendix 1, Section 7 of the Fee for Services Bylaw No. 2498, for the BC Housing Overnight Homeless Shelter project at 341-361 Fraser Avenue NW, to be funded from the COVID 19 Safe Restart Grant reserve, and the 2023-2027 Financial Plan Bylaw be amended to reflect the same.



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To: His Worship Mayor Harrison and Council  
Date: August 15, 2023  
Subject: Community Shelter Process  
BC Housing Applications at 341 – 361 Fraser Avenue

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**MOTION FOR CONSIDERATION:**

**THAT:** BC Housing be authorized to submit a Building Permit application for 341 – 361 Fraser Avenue;

**AND THAT:** BC Housing be authorized to make an application for a leasehold subdivision at 341 – 361 Fraser Avenue;

**AND THAT:** BC Housing be authorized to submit variance applications for any issues related to works and services at 341 – 361 Fraser Avenue;

**AND THAT:** Staff be authorized to waive the collection of Development Cost Charges for a not-for-profit shelter building permit located at 341-361 Fraser Avenue N.W. (a portion of Parcel A, Block B, Section 14, Township 20, Range 10, West of the 6<sup>th</sup>. Meridian, KDYD Plan 1523, and a portion of Lot A, Section 14, Township 20, Range 10, West of the 6<sup>th</sup>. Meridian, KDYD Plan 38914);

**AND THAT:** Council authorize a contribution of \$11,968.41, funded from the COVID 19 Safe Restart Grant reserve, to offset the waived Development Cost Charges for the BC Housing Overnight Homeless Shelter project at 341-361 Fraser Avenue N.W., and the 2023 – 2027 Financial Plan Bylaw be amended to reflect the same;

**AND THAT:** Staff be authorized to waive fees related to Water Connection Charges outlined in Schedule B, Appendix 1, Section 6 of the Fee for Services Bylaw No. 2498, for the BC Housing Overnight Homeless Shelter project at 341-361 Fraser Avenue N.W., to be funded from the COVID 19 Safe Restart Grant reserve, and the 2023 – 2027 Financial Plan Bylaw be amended to reflect the same; and

**AND THAT:** Staff be authorized to waive fees related to Sewer Connection Charges outlined in Schedule B, Appendix 1, Section 7 of the Fee for Services Bylaw No. 2498, for the BC Housing Overnight Homeless Shelter project at 341-361 Fraser Avenue N.W., to be funded from the COVID 19 Safe Restart Grant reserve, and the 2023 – 2027 Financial Plan Bylaw be amended to reflect the same.

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**BACKGROUND:**

With the adoption of Bylaw 4594, and the rezoning of the site at 341 – 361 Fraser Avenue N.W., the process of community shelter design and construction will proceed quickly to try and ensure it is open in time for the winter.

This will include:

- Building and site design and landscaping;
- Site servicing design, including any variance requests;
- Land lease negotiations;
- Building permit applications, and the application of DCCs.

Many of these processes require Council approval (as the landowner), and the motions proposed by staff are attempts to proactively address decisions and keep municipal processes moving (e.g. the applicant (BC Housing) needs Council approvals to submit building permit and subdivision applications (related to the lease area)). The lease of the land to BC Housing will be addressed separately in another report to Council.

The Subdivision and Development Servicing Bylaw creates servicing obligations for the development, such as the installation of water mains and sidewalks. It may be possible that BC Housing may seek variances to some of these requirements. The proposed resolution allows BC Housing to make an application but does not commit Council to provide any variance to the servicing obligations.

Development Cost Charges (DCCs) would be levied and collected as part of the issuance of a building permit for the shelter. The draft floor plan shows individual bedrooms and a common cooking and dining area, so the shelter does not fall neatly into the “residential” or “institutional” categories contained in the DCC Bylaw No. 3600.

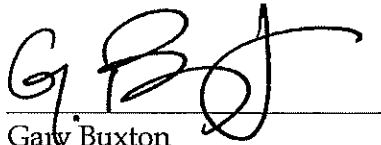
If the bedrooms units are considered “residential” the structure fall under the definition for Residential Unit B. The total DCC amount for 25 units would be \$ 151,607.75. However, if the building is considered “residential,” the bedrooms (units) are less than 29m<sup>2</sup>, so they would be exempt from paying DCCs at all, pursuant to the statutory exemption provided by 561(7)(a) of the Local Government Act. If the building is considered “institutional” then the per metre rate for a building 334.5 m<sup>2</sup> in area would total \$11,968.41 in DCCs.

Section 563 of the Local Government Act allows for a local government to waive or reduce the imposition of DCCs for not-for-profit rental housing, including supportive living arrangements. The shelter (with zero rent charges) would certainly qualify as not-for-profit housing, and so DCCs could be waived. Given the ambiguity about the classification of the shelter building in the DCC Bylaw, staff are recommending a motion to waive the DCCs. The amount for “Institutional” DCCs is the amount that the City could offset as part of the waiving process. Council previously earmarked \$60,000 of the COVID Safe Restart Grant reserve to be used towards affordable housing initiatives and this funding is available for use.

Finally the Subdivision and Development Servicing Bylaw requires that the shelter building be serviced by water and sewer services. The City installs the required water and sewer connections from the main to the property line, and the costs of the work are charged back to developers through the Fee for Services Bylaw. Staff recommend that these fees also be waived, and that the

COVID Safe Restart Grant reserve offset these costs. An estimate of these servicing costs is about \$14,000 for both water and sewer connections.

The waiver of the fees and charges noted in this report will have a small impact on the City's finances, but will allow for BC Housing's project budget to be spent more directly on enhancements to the shelter project.

A handwritten signature in black ink, appearing to read 'G. Buxton', written over a horizontal line.

Gary Buxton  
Director of Planning & Community Services

Item 9.3

**CITY OF SALMON ARM**

Date: August 28, 2023

Moved: Councillor

Seconded: Councillor

THAT: Agricultural Land Commission Application No. 417 be authorized for submission to the Agricultural Land Commission.

[McDiarmid, E. & Horner, A.; 491 60 Street NW]



---

To: His Worship Mayor Harrison and Members of Council

Date: August 16, 2023

Subject: Agricultural Land Commission Application No. 417 (Subdivision)

Legal: Parcel B, (DD211663F) of the Northwest  $\frac{1}{4}$  of Section 17, Township 20, Range 10, W6M, KDYD  
Civic Address: 491 60 Street NW  
Owners: E. McDiarmid and A. Horner  
Agent: Browne Johnson Land Surveyors

---

### MOTION FOR CONSIDERATION

**THAT: Agricultural Land Commission Application No. 417 be authorized for submission to the Agricultural Land Commission.**

---

### PROPOSAL

The applicant is proposing a two (2) lot subdivision in the Agricultural Land Reserve. The proposed sketch plan is attached as Appendix 1. The ALC application is enclosed as Appendix 2.

### BACKGROUND

Located in the Gleneden area, the subject property is approximately 20.8 ha (51.3 ac) in area (Appendix 3 and 4). It is outside the Urban Containment Boundary and is designated in the Official Community Plan as Acreage Reserve (Appendix 5). In the Zoning Bylaw it is zoned A2 (Rural Holding Zone) (Appendix 6). The east portion of the subject property that fronts 60 Street NW is within the Agricultural Land Reserve (ALR) (Appendix 7).

The Soil Class Maps (Appendix 8) shows Class 3 to Class 6 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.

Adjacent land uses include the following:

North: A2 – Rural Holding Zoning  
South: A2 – Rural Holding Zoning  
East: A1 – Agriculture Zone  
West: A2 – Rural Holding Zoning

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. However, OCP policy 7.3.29, supports subdivision in the Acreage Reserve area in the area situated west of both the Salmon River and the Trans Canada Highway, subject to compliance with the following criteria:

- a. The site is well drained and free from flooding, unstable soils or other hazardous conditions;
- b. soil conditions permit permanent on-site sewage disposal for each parcel as determined by the appropriate agency;
- c. availability of adequate potable water supply on each parcel, approved by the appropriate agency;



- d. minimum two (2) hectare parcel size, other than subdivisions or boundary adjustments contemplated under policy 7.3.6 and subject to appropriate zoning; and
- e. the lands have an improved agricultural soils capability rating of class four (4), class five (5), class six (6) or class seven (7) as determined by the ALC, based on the Canada Land Inventory Agricultural Capability Classification System. The principle of protecting better quality agricultural soils from subdivision into small lots will guide decisions on mixed category applications and the ALC will continue to consider each subdivision application on its own merits to ascertain the potential impact of subdivision on existing and potential agricultural development (OCP policy 7.3.29).

The proposed subdivision is consistent with the above noted OCP policy.

#### COMMENTS

##### Engineering Department

The comments of the Engineering Department are enclosed as Appendix 9.

##### Building Department

No concerns.

##### Fire Department

No concerns.

##### Agricultural Advisory Committee (AAC)

The application was referred to the AAC for their May 10, 2023 meeting, however, quorum for the meeting could not be reached and the AAC was unable to provide a recommendation to Council.

##### Planning Department

In considering subdivision applications a number of factors are considered by City staff, including access, servicing, OCP policies, zoning, environmental constraints, and geotechnical requirements. The applicant is proposing two lots that would be approximately 10 ha (24.7 ac) in area and approximately 127 m (55 ft) in width.

For a proposed subdivision application to proceed the OCP must support the subdivision and the minimum parcel area and widths of the proposed lots must comply with the Zoning Bylaw. As proposed, the two (2) lot subdivision is supported by the OCP policy 7.3.29. The minimum parcel area of the A2 zone is 4.0 ha (9.9 ac) and the minimum parcel width required is 100m (328.1 ft). The proposal meets these requirements.

Should the ALC support the application, the applicant would then apply to the City's Approving Officer for subdivision. At which time the other noted considerations would be reviewed. Should the ALC not support the application the subdivision cannot proceed.

Staff note that the applicant has shown an area for the ALC to consider for Inclusion to the ALR. Staff have no comment regarding the inclusion proposal as the OCP guidelines and policies are silent on ALR Inclusion applications. Council comment to the ALC regarding the ALC Inclusion portion of the application does not require a resolution from Council. Should the ALC support the ALR Inclusion proposal and further subdivision is proposed, the policies of the OCP will guide the staff response to the application at that time.

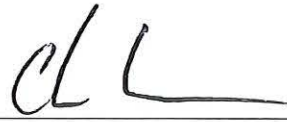
##### Conclusion

Staff are of the opinion that the proposed two (2) lot subdivision application meets the criteria to support subdivision as per OCP policy 7.3.29 noted above and the regulations of the Zoning Bylaw. An OCP Amendment or Rezoning approval would not be required for the proposed subdivision to proceed. Hence,

subdivision subject to servicing could proceed with a subdivision application to the City's Approving Officer. Staff support the ALC application being forwarded to the ALC for a decision.



Prepared by: Melinda Smyrl, MCIP, RPP  
Planner



Reviewed by: Chris Larson MCIP, RPP  
Senior Planner

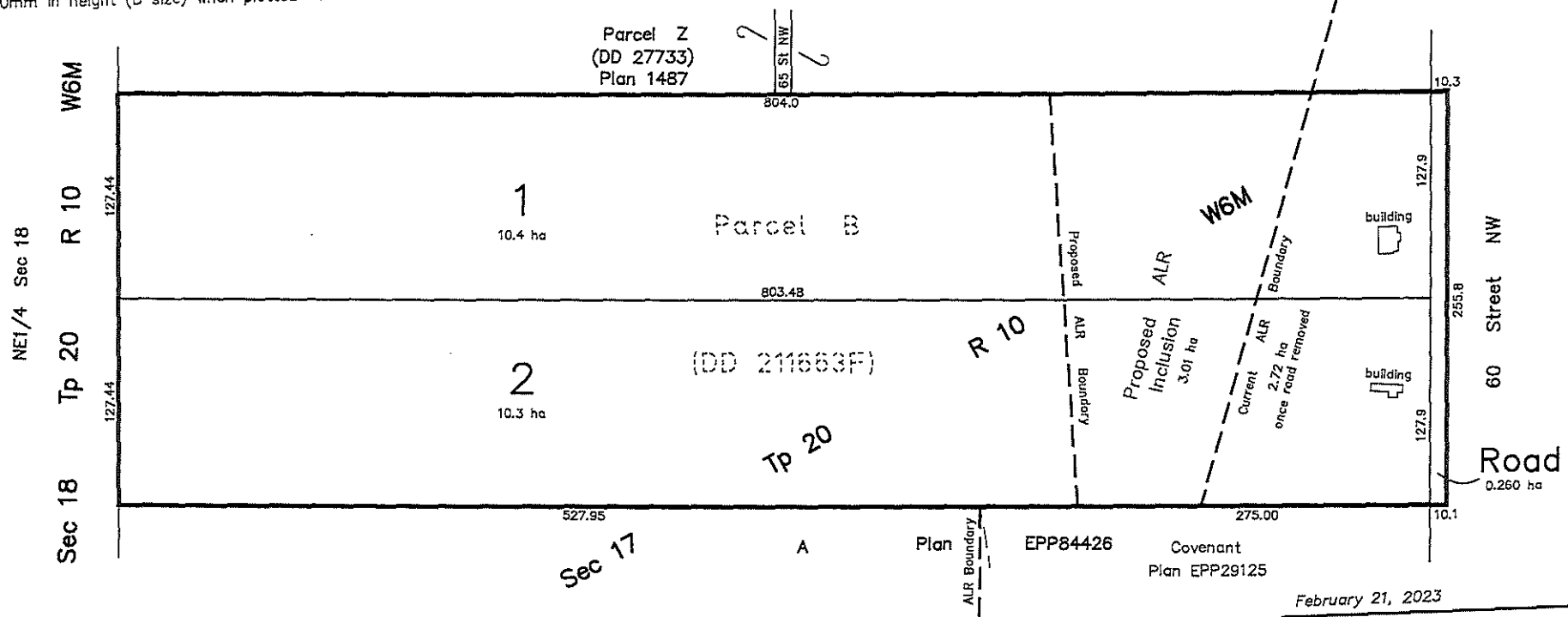
# Sketch Plan of Proposed Subdivision of Parcel B (DD 211663F) of the NW 1/4 of Sec 17, Tp 20, Rge 10, W6M, KDYD

Scale 1:2500 BCGS 82L.064 & 82L.074



All distances are in metres.

The intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1:2500



February 21, 2023  
 BROWNE JOHNSON LAND SURVEYORS  
 B.C. AND CANADA LANDS  
 SALMON ARM, B.C. 250-832-9701  
 File: 450-22

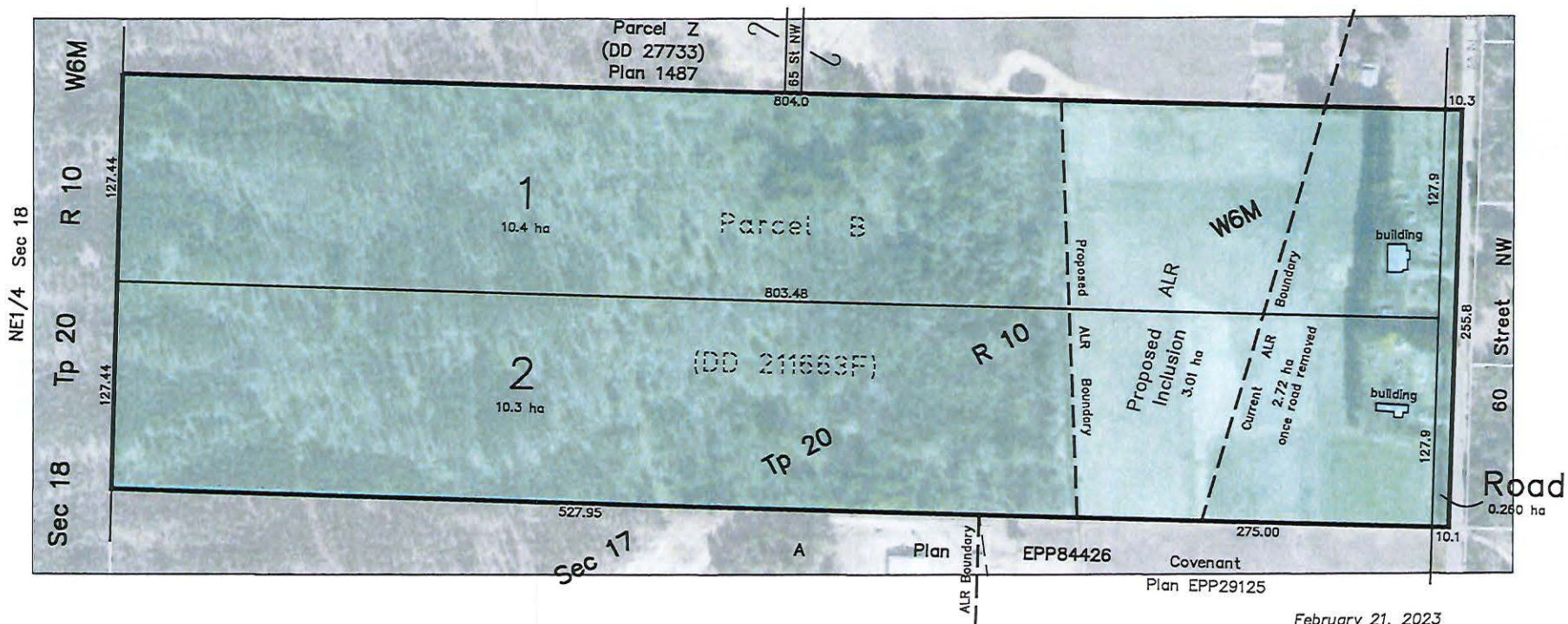
# Sketch Plan of Proposed Subdivision of Parcel B (DD 211663F) of the NW 1/4 of Sec 17, Tp 20, Rge 10, W6M, KDYD

Scale 1:2500 BCGS 82L.064 & 82L.074



All distances are in metres.

The intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1:2500



February 21, 2023

BROWNE JOHNSON LAND SURVEYORS  
 B.C. AND CANADA LANDS  
 SALMON ARM, B.C. 250-832-9701  
 File: 450-22



# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 66589

**Application Status:** Under LG Review

**Applicant:** Evelyn Jean McDiarmid , Alexander Johannes Horner

**Agent:** Browne Johnson Land Surveyors

**Local Government:** City of Salmon Arm

**Local Government Date of Receipt:** 04/24/2023

**ALC Date of Receipt:** This application has not been submitted to ALC yet.

**Proposal Type:** Subdivision

**Proposal:** To subdivide the parcel into 2 separate parcels. The applicants inherited the property jointly and would like to subdivide the property so that both may live there. If allowed to subdivide the property they are willing to apply to include an additional 3.01 ha of land into the ALR. This area is currently and has historically been farmed by both the current occupants and her parents before that.

## Agent Information

**Agent :** Browne Johnson Land Surveyors

**Mailing Address :**

**Primary Phone :**

**Email :**

## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type :** Fee Simple

**Parcel Identifier :** 014-078-139

**Legal Description :** PARCEL B (DD 211663F) OF THE NORTHWEST 1/4 OF SECTION 17 TOWNSHIP 20 RANGE 10 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT

**Parcel Area :** 20.7 ha

**Civic Address :** 491 60th St NW, Salmon Arm

**Date of Purchase :** 03/29/2007

**Farm Classification :** Yes

#### Owners

1. **Name :** Evelyn Jean McDiarmid

**Address :**

**Applicant:** Evelyn Jean McDiarmid , Alexander Johannes Horner



Phone :  
Email : e  
2. Name : Alexander Johannes Horner  
Address :

Phone  
Email :

---

### Current Use of Parcels Under Application

- 1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**  
*Everlyn farms both the ALR land and the non ALR land. She has 9 bee hives, 12 sheep, 10 acres of hay field, 14 cherry trees, 10 apple trees, hascap and blueberry bushes.*
- 2. Quantify and describe in detail all agricultural improvements made to the parcel(s).**  
*There is a sheep shelter, chicken coop and 3 storage sheds*
- 3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**  
*There is currently no Non agricultural activity on the property. There are 2 mobile homes located on the property.*

### Adjacent Land Uses

#### North

Land Use Type: Agricultural/Farm  
Specify Activity : eggs and hay

#### East

Land Use Type: Residential  
Specify Activity : residential

#### South

Land Use Type: Agricultural/Farm  
Specify Activity : hay, horses

#### West

Land Use Type: Other  
Specify Activity : Crown Land

## Proposal

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

10.4 ha

10.3 ha

### 2. What is the purpose of the proposal?

*To subdivide the parcel into 2 separate parcels. The applicants inherited the property jointly and would like to subdivide the property so that both may live there. If allowed to subdivide the property they are willing to apply to include an additional 3.01 ha of land into the ALR. This area is currently and has historically been farmed by both the current occupants and her parents before that.*

### 3. Why do you believe this parcel is suitable for subdivision?

*The property has a small area of ALR land that fronts 60th St NW. Alexander and Evelyn inherited the property in 2007. There is currently 2 homes on the property, both located in the ALR portion of the property. Evelyn will continue to farm the property*

### 4. Does the proposal support agriculture in the short or long term? Please explain.

*If the subdivision is granted and the inclusion done this proposal would more than double the area of land protected under the ALR.*

### 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 - Browne Johnson Land Surveyors
- Proposal Sketch - 66589
- Other correspondence or file information - Sketch with ortho
- Certificate of Title - 014-078-139

## ALC Attachments

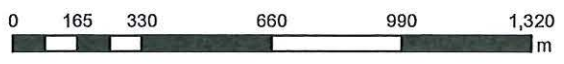
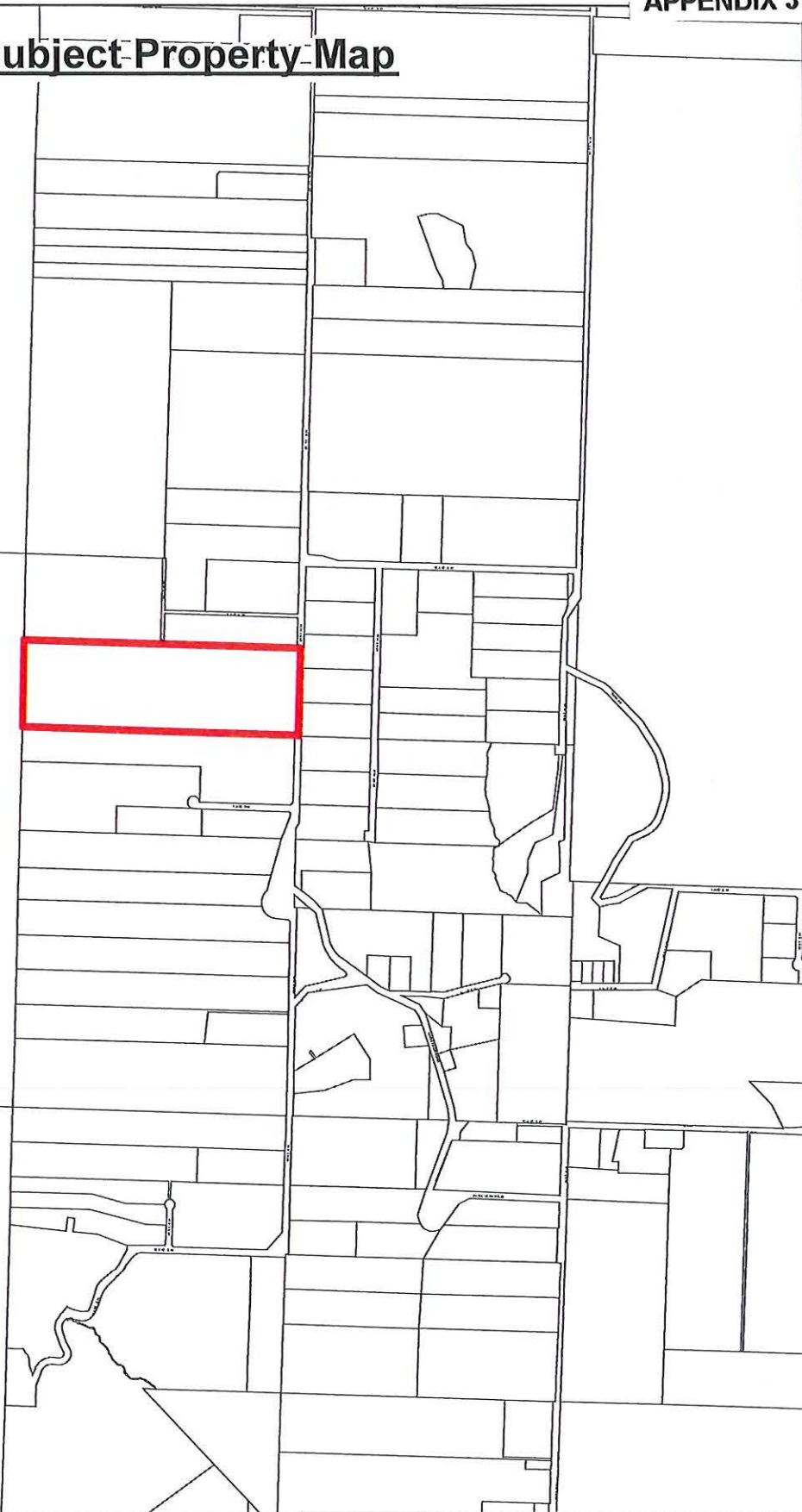
None.



## Decisions

None.

P32

# Subject Property Map

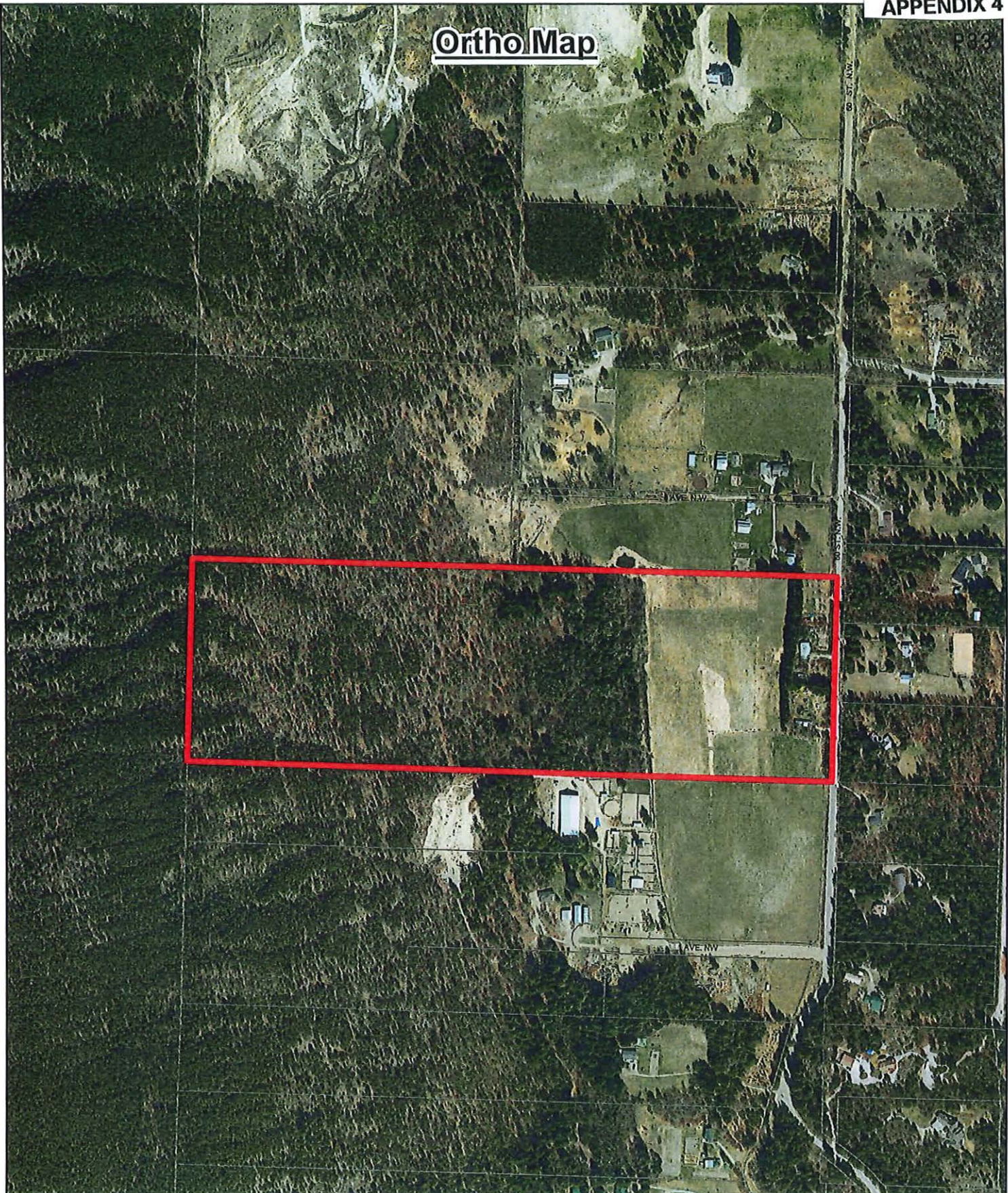


-  Subject Property
-  Parcels

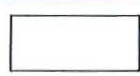


OrthoMap

P33



Subject Property

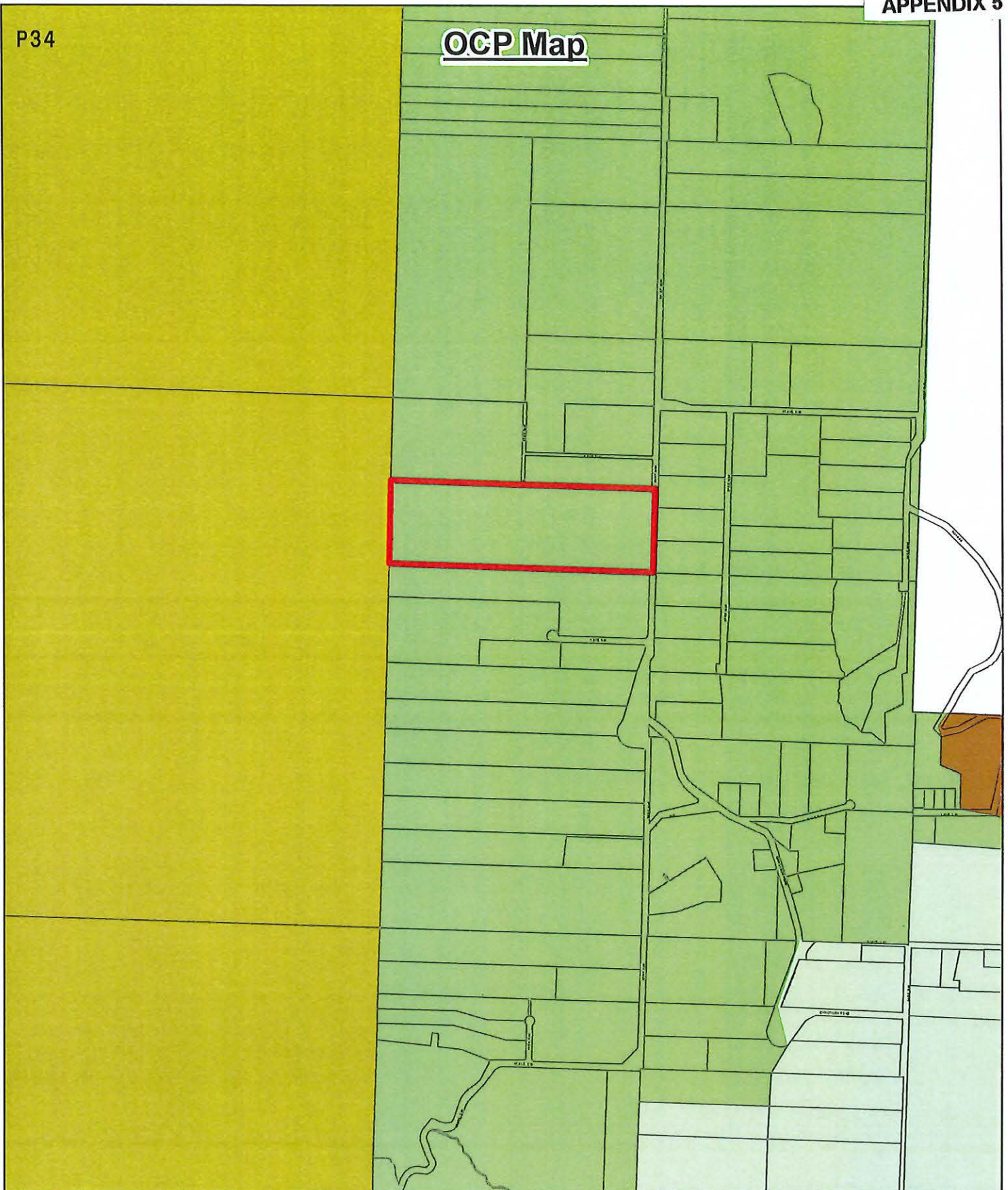



Parcels



P34

# OCP Map














-  Subject Property
-  Parcels
-  Acreage Reserve
-  Salmon Valley Agriculture
-  Forest Reserve
-  Industrial - General



# Zoning Map

P35

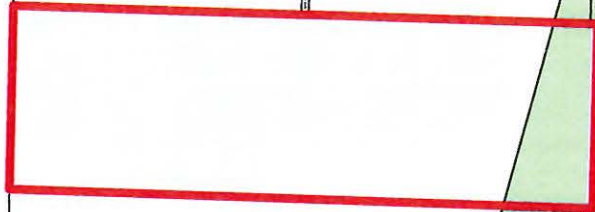



- |   |                  |   |     |   |     |
|---|------------------|---|-----|---|-----|
|  | Subject Property |  | A-1 |  | M-2 |
|  | Parcels          |  | A-2 |  | M-3 |
|   |                  |  | A-3 |  | M-5 |
|   |                  |  | IR  |  | P-3 |
|   |                  |   |     |  | M-1 |



P36

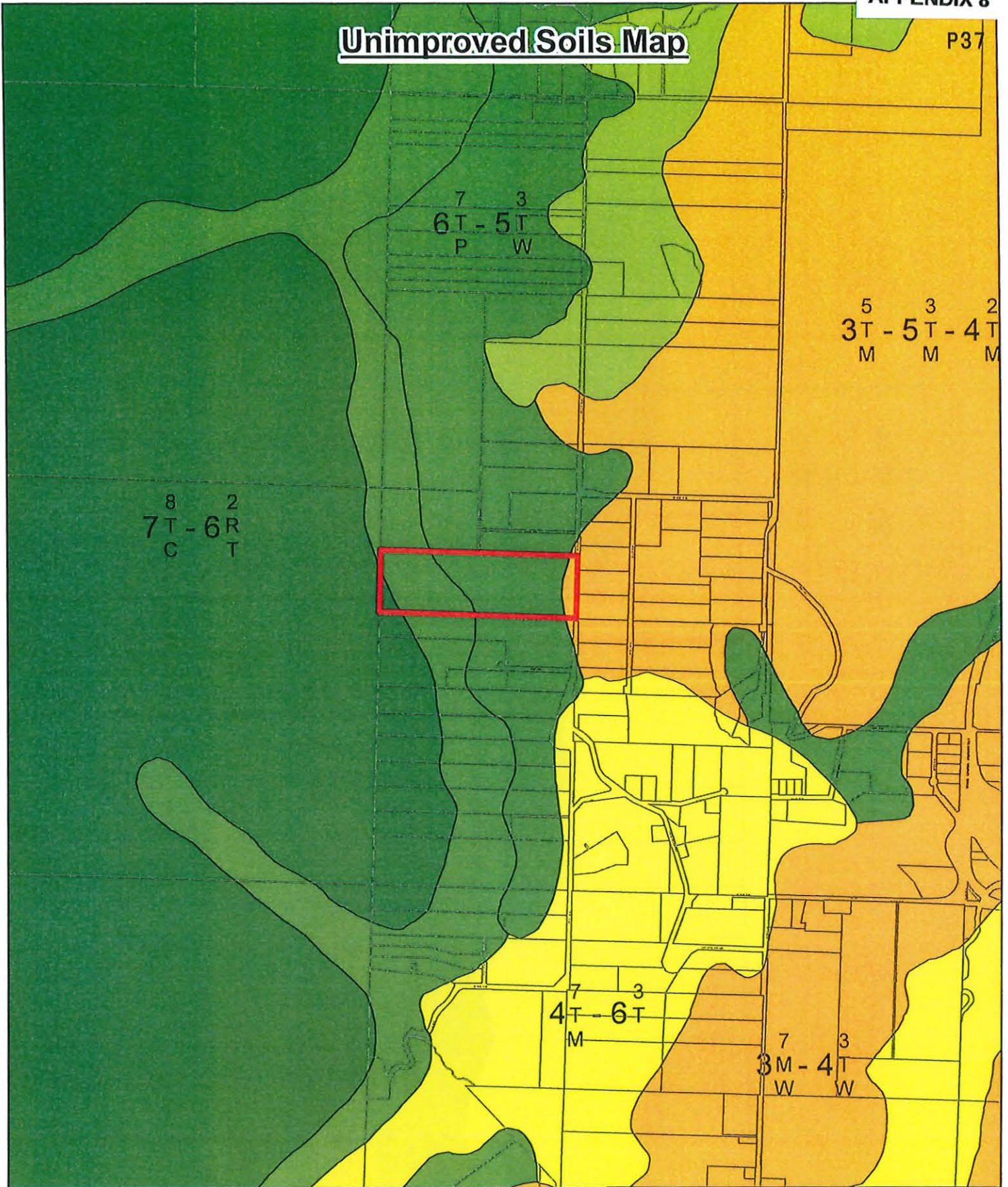
# ALR Map



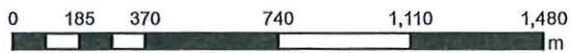
-  Subject Property
-  Parcels
-  ALR










# Unimproved Soils Map



P37



-  Subject Property
-  Parcels
-  CLASS 3
-  CLASS 4
-  CLASS 5
-  CLASS 6
-  CLASS 7



# Improved Soils Map

8 2  
7T-6R  
C T

7 3  
6T-5T  
P W

8 3  
4T-6T

5 3 2  
3T-4T-2T



-  Subject Property
-  Parcels
-  CLASS 4
-  CLASS 6
-  CLASS 3



*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Gary Buxton, Director of Planning  
 DATE: July 28, 2023  
 PREPARED BY: Chris Moore, Engineering Assistant  
 OWNER/APPLICANT: E. J. McDiarmid – 491 – 60 Street NW, Salmon Arm, BC V1E 3B2, and  
 A. J. Horner – 1601 Kate Road Sorrento, BC V0E 2W1  
 AGENT: Browne Johnson Land Surveyors  
 SUBJECT: **ALC FILE NO. ALC-417 / ID: 66589**  
 LEGAL: Parcel B (DD 211663F) of the Northwest ¼ of Section 17, Township 20,  
 Range 10, W6M KDYD  
 CIVIC: **491 – 60 Street NW**

---

Further to your referral dated April 27, 2023, 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:**

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

**General:**

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4293. 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 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 (ESC) measures may be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.
7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.



**ALC APPLICATION FILE NO. ALC-417**

July 28, 2023

Page 2

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8. At the time of building permit the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
9. For the 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. 60 Street NW, on the subject property's eastern boundary, is designated as a Rural Collector Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no road dedication has been received from the subject property and 10.0m dedication is required (to be confirmed by a BCLS).
2. 60 Street NW is currently constructed to an Interim Rural Gravel Road standard. Upgrading to a Rural Paved Collector Road standard is required, in accordance with Specification Drawing No. RD-8. Upgrading may include, but is not limited to, road widening and construction, bike lane construction, ditching and paving. Owner / Developer is responsible for all associated costs.
3. 65 Street NW, terminates at the subject property's northern boundary and is designated as an unconstructed Rural Local Road standard. The City has no plans to extend this road, no additional dedication or upgrades are required at this time.

**Water:**

1. The subject property does not front onto a City watermain; an Alternative Water Source is required. Installation of a new on-site water supply system is required in accordance with Section 5.2 of Bylaw #4293. Either a Professional Driven Approach (completed by a qualified Professional Engineer) or a Homeowner Driven Approach (completed by the homeowner and/or qualified well driller) may be required to certify quality and quantity of the alternative water source.

**Sanitary:**

1. The subject property does not front on a City of Salmon Arm sanitary sewer system. Subject to the required approvals from Interior Health Authority, private on-site disposal systems will be required for each lot.



ALC APPLICATION FILE NO. ALC-417

July 28, 2023

Page 3

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**Drainage:**

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

**Geotechnical:**

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



---

**Chris Moore**  
Engineering Assistant



---

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

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Item 9.4

**CITY OF SALMON ARM**

Date: August 28, 2023

Moved: Councillor

Seconded: Councillor

THAT: Agricultural Land Commission Application No. 418 be authorized for submission to the Agricultural Land Commission.

[McCurrach, J. and Thom, M.; 7000 30 Avenue SW]

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

To: His Worship Mayor Harrison and Members of Council

Date: August 16, 2023

Subject: Agricultural Land Commission Application No. 418 (Subdivision)

Legal: The North East ¼ of Section 6, Township 20, Range 10, W6M, KDYD  
 Civic Address: 7000 30 Avenue SW  
 Owner: J. McCurrach and M. Thom  
 Agent: Browne Johnson Land Surveyors

**STAFF RECOMMENDATION**

**THAT: Agricultural Land Commission Application No. 418 be authorized for submission to the Agricultural Land Commission.**

**PROPOSAL**

The applicant is proposing a two (2) lot subdivision in the Agricultural Land Reserve (ALR).

**BACKGROUND**

The applicant is proposing a two (2) lot subdivision of the subject property (Appendix 10). Proposed Lot 1 (private driveway access and existing house) would be approximately 10.3 ha and the proposed Remainder Lot would be approximately 56.6 ha, bisected by the private driveway access. As noted in the ALR application attached as Appendix 7, the intent of the subdivision is to separate the existing single family dwelling from the remainder of the property.

The subject property is approximately 64.9 ha (160.3 ac) in area (Appendices 1 and 2). It is partially within the Agricultural Land Reserve (ALR), and split designated in the Official Community Plan as Acreage Reserve and Salmon Valley Agriculture. It is zoned A-1 Agriculture Zone (see Appendices 3, 4 and 5). The subject property is outside of the Urban Containment Boundary.

Adjacent land uses include the following:

North: A1 – Agricultural Zone  
 South: A1 – Agricultural Zone  
 East: A1 – Agricultural Zone  
 West: A1 – Agricultural Zone

The Soil Class Maps (Appendix 6) shows Class 5 and Class 6 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.

Staff note that the same owners made an ALR subdivision application in 2015 and it was supported by Agricultural Land Commission (ALC) and City staff. However, the applicant did not complete the subdivision. The 2015 subdivision proposal differed slightly from the current application. In the 2015 application the proposed subdivision aligned with the ALR and OCP boundaries (Appendix 9). In the current proposal the subdivision boundary crosses the ALR boundary; therefore, requires this ALC subdivision application. In the current application, the proposed Lot 1 includes the private access road and the existing single family dwelling. The proposed Remainder Lot is bisected by the private access road. The area of higher class soils are contained on the east portion of the proposed Remainder Lot and the steeper lower class soils are within the western portion of the Remainder Lot. The proposed Lot 1, including the area

surrounding the existing single family dwelling is within an area of lower class soils, similar to the west portion of the proposed Remainder Lot.

### COMMENTS

#### Engineering Department

The comments of the Engineering Department are enclosed as Appendix 8.

#### Building Department

No concerns.

#### Fire Department

No concerns.

#### Agricultural Advisory Committee (AAC)

The AAC does not meet in the summer months and did not review this application.

#### Planning Department

In considering subdivision applications a number of factors are considered by City staff, including access, servicing, OCP polices, zoning, environmental constraints, and geotechnical requirements.

The proposed lot areas would meet the minimum parcel areas and widths required in the A1 zone. With regard to OCP policies, the subject property is split designated in the OCP. The proposed subdivision boundary would result in the Acreage Reserve designation being bisected by the proposed parcel boundary. The Salmon Valley Agriculture area would not be bisected by the proposed subdivision boundary.

The OCP discourages subdivision in the Salmon Valley Agriculture area (OCP policies 7.3.2 and 7.3.3). However, OCP policy 7.3.29, supports subdivision in the Acreage Reserve area in the area situated west of both the Salmon River and the Trans Canada Highway, subject to compliance with the following criteria:

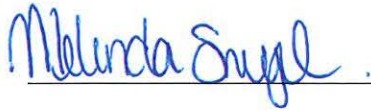
- a. The site is well drained and free from flooding, unstable soils or other hazardous conditions;
- b. soil conditions permit permanent on-site sewage disposal for each parcel as determined by the appropriate agency;
- c. availability of adequate potable water supply on each parcel, approved by the appropriate agency;
- d. minimum two (2) hectare parcel size, other than subdivisions or boundary adjustments contemplated under policy 7.3.6 and subject to appropriate zoning; and
- e. the lands have an improved agricultural soils capability rating of class four (4), class five (5), class six (6) or class seven (7) as determined by the ALC, based on the Canada Land Inventory Agricultural Capability Classification System. The principle of protecting better quality agricultural soils from subdivision into small lots will guide decisions on mixed category applications and the ALC will continue to consider each subdivision application on its own merits to ascertain the potential impact of subdivision on existing and potential agricultural development (OCP policy 7.3.29).

The proposal appears to meet the above noted criteria.

In this instance, should the ALC support the application, the applicant would then apply to the City's Approving Officer for subdivision. At which time the other noted considerations would be reviewed. Should the ALC not support the application the subdivision cannot proceed.

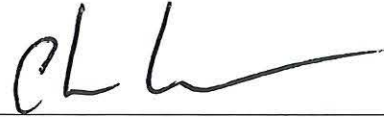
Conclusion

The proposed subdivision meets OCP policy and Zoning Bylaw Regulations. Staff support the ALC application being forwarded to the ALC for decision.



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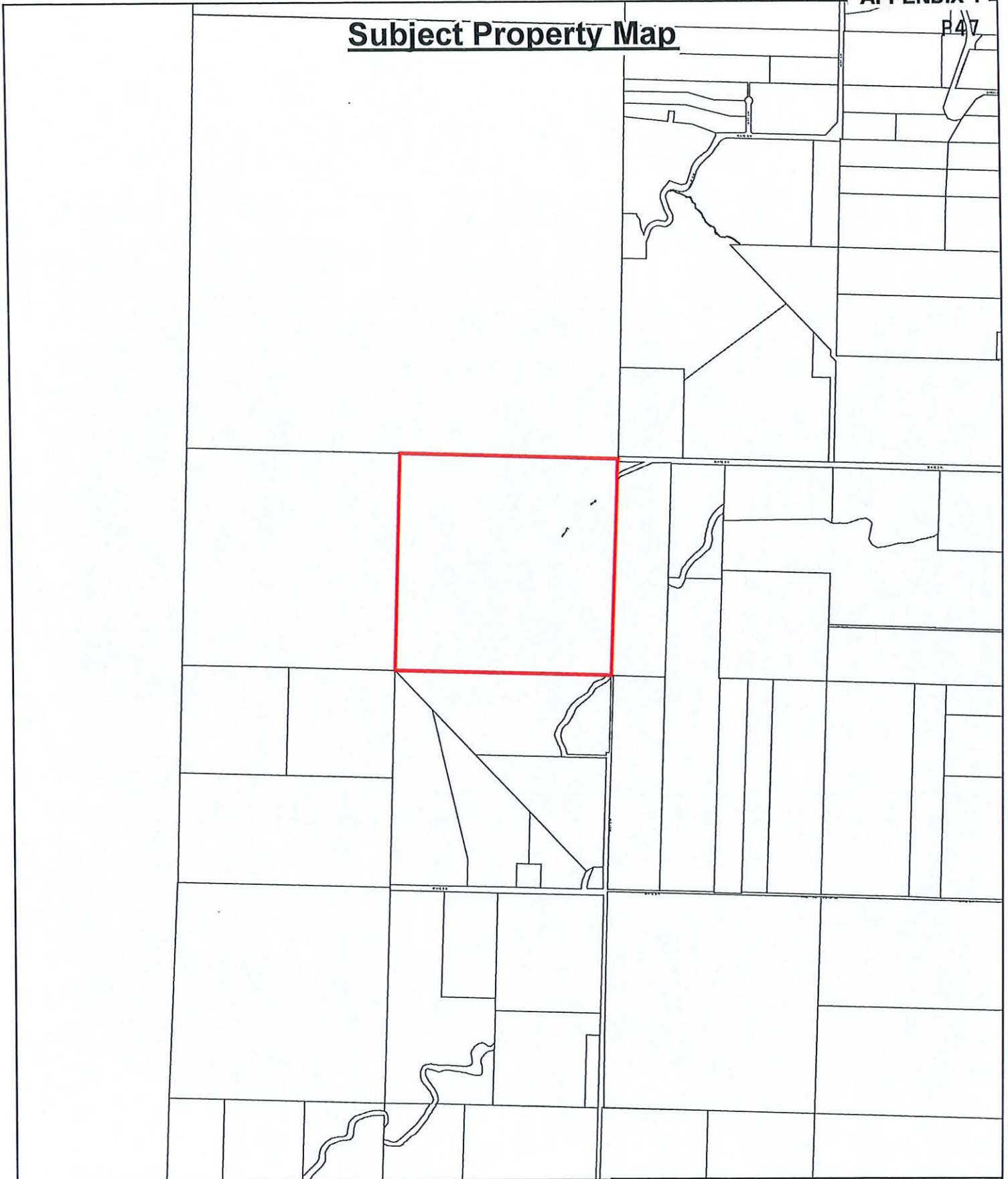
Prepared by: Melinda Smyrl, MCIP, RPP  
Planner



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Reviewed by: Chris Larson, MCIP, RPP  
Senior Planner

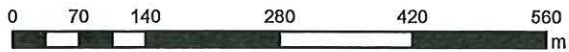
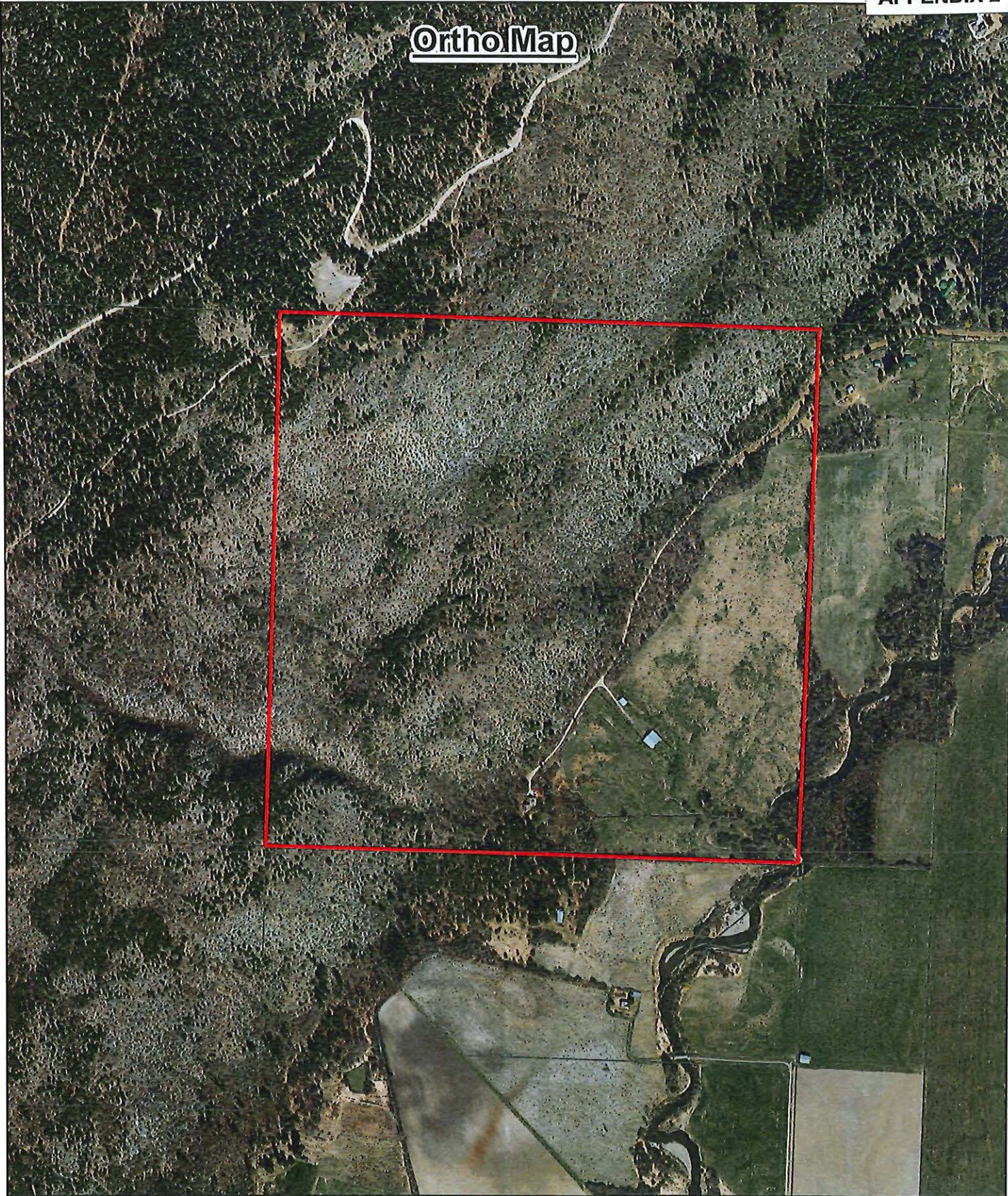
# Subject Property Map



-  Subject Property
-  Parcels



Ortho Map



-  Subject Property
-  Parcels



OCP Map

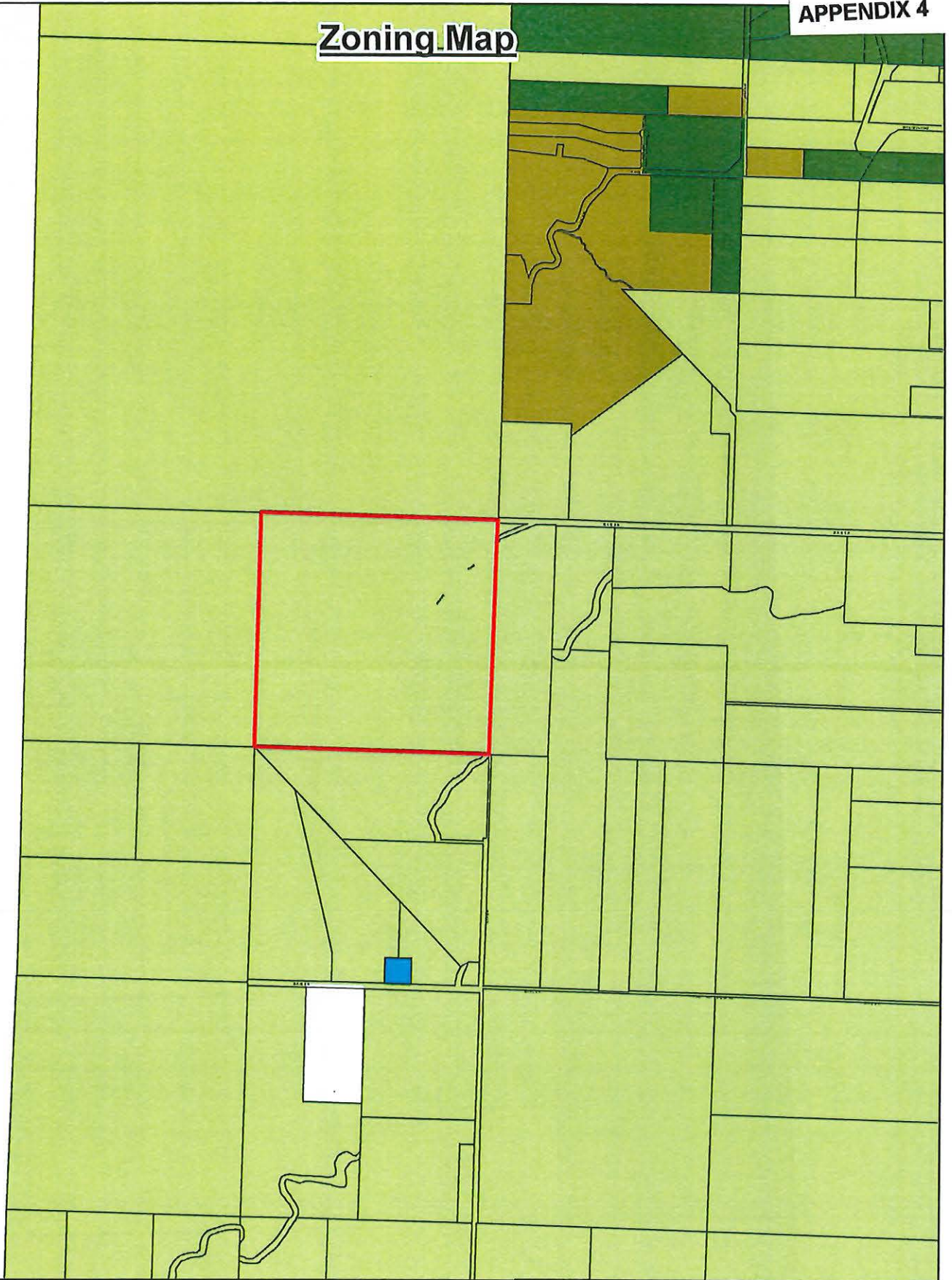
P49



-  Subject Property
-  Acreage Reserve
-  Parcels
-  Salmon Valley Agriculture
-  Forest Reserve



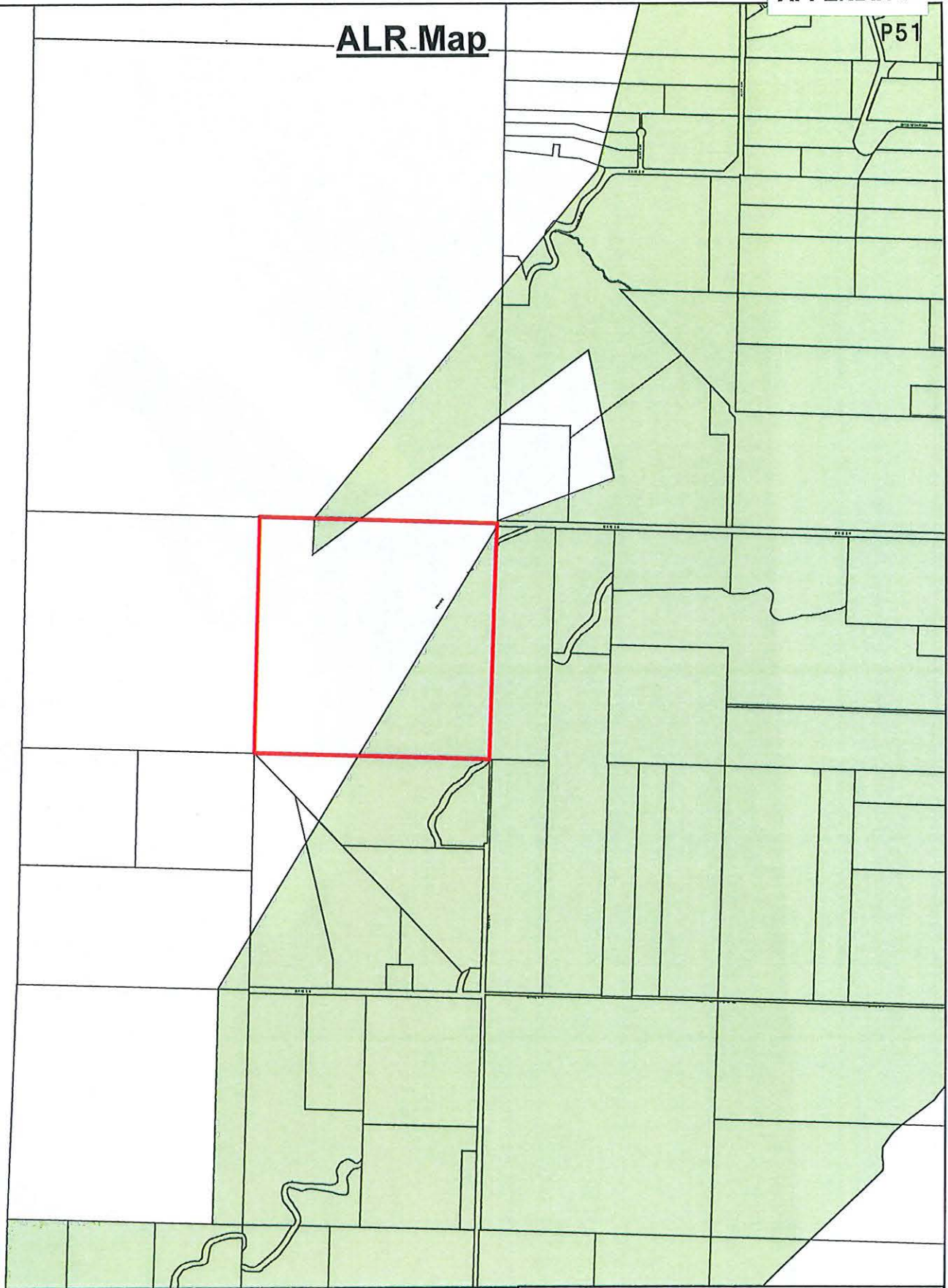
# Zoning Map



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

ALR Map

P51

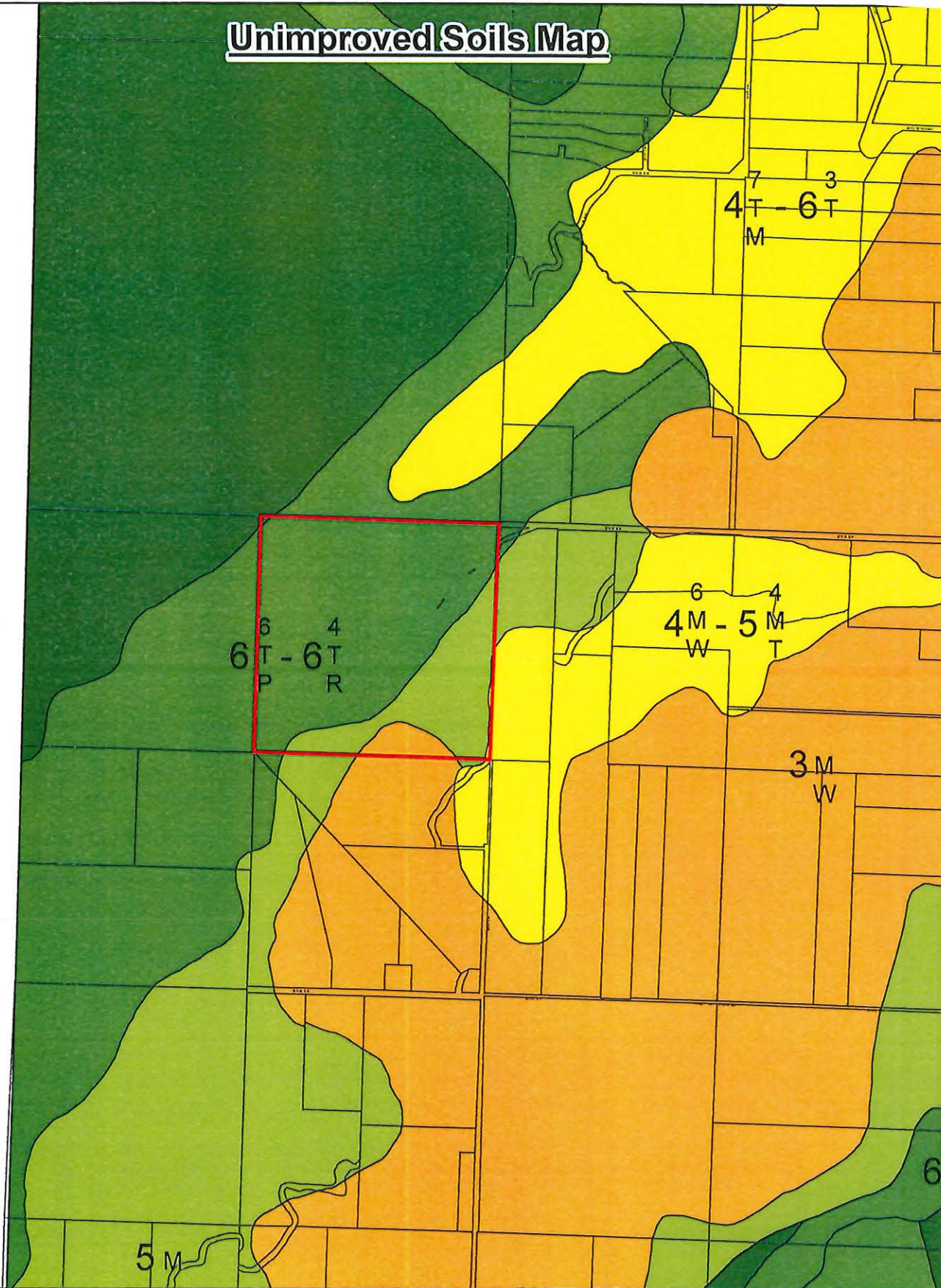


-  Subject Property
-  Parcels
-  ALR



P52

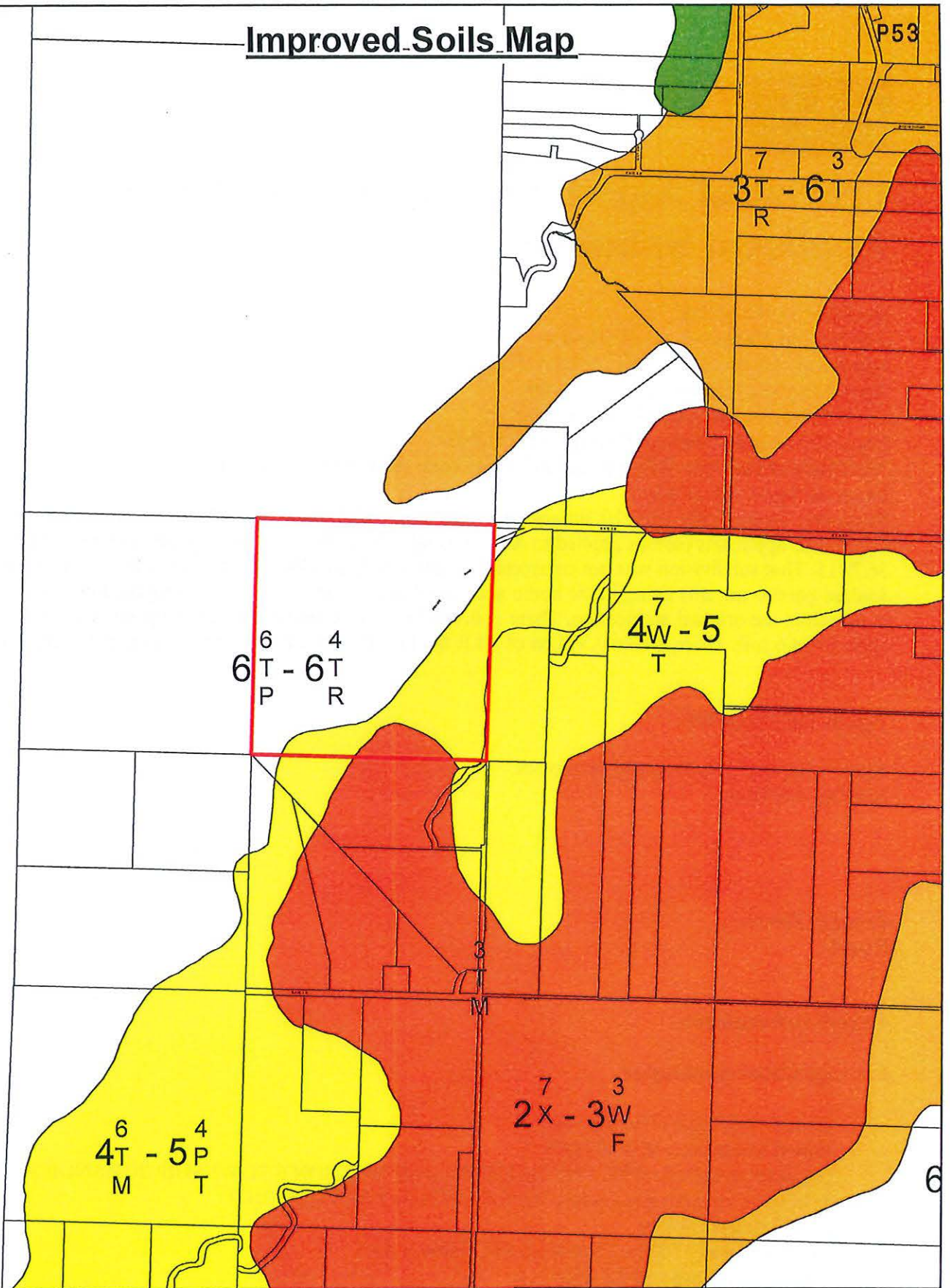
# Unimproved Soils Map



- Subject Property
- Parcels
- CLASS 3
- CLASS 4
- CLASS 5
- CLASS 6
- CLASS 7



# Improved Soils Map



-  Subject Property
-  Parcels
-  CLASS 2
-  CLASS 3
-  CLASS 4
-  CLASS 6



# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 66058

**Application Status:** Under LG Review

**Applicant:** Jordan McCurrach , Murray Thom

**Agent:** Browne Johnson Land Surveyors

**Local Government:** City of Salmon Arm

**Local Government Date of Receipt:** 05/25/2023

**ALC Date of Receipt:** This application has not been submitted to ALC yet.

**Proposal Type:** Subdivision

**Proposal:** To subdivide off a 10.3ha parcel of land in the SW corner of the lot that contains the existing house. The applicants parents applied to ALC to subdivide in 2014 and were given approval under resolution 36/2015. That subdivision was not completed. Jordan would still like to subdivide off the existing home. Jordans parents are still living in the home and would like to remain there. The proposed new lot is reduced in size from the original application. There is 0.966 ha of ALR land in the new proposed lot that is mostly class 5 and 6 soil. There is also 0.394 ha of ALR land for road dedication. This is non arable class 6 soil.

## Agent Information

**Agent :** Browne Johnson Land Surveyors

**Mailing Address :**

**Primary Phone :**

**Email :**

## Parcel Information

### Parcel(s) Under Application

1. **Ownership Type :** Fee Simple

**Parcel Identifier :** 014-067-048

**Legal Description :** THE NORTH EAST 1/4 OF SECTION 6 TOWNSHIP 20 RANGE 10 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT

**Parcel Area :** 64.9 ha

**Civic Address :** 7000 - 30 Avenue SW, Salmon Arm

**Date of Purchase :** 12/18/2015

**Farm Classification :** Yes

**Owners**

1. **Name :** Jordan McCurrach

**Address :**

**Applicant:** Jordan McCurrach , Murray Thom

**Phone**  
**Email :**  
 2. **Name :** Murray Thom  
**Address :**

**Phone :**  
**Email :**

---

### **Current Use of Parcels Under Application**

**1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**

*There is an annual lease to an organic dairy farmer for animal pasturing and hay between May and September. Lease agreement has been in place since 2018 and is ongoing*

**2. Quantify and describe in detail all agricultural improvements made to the parcel(s).**

*Repairs have been made to the barn and shed. New fencing installed, gates installed and repairs done. Installed new animal waterers. Work done to improve drainage of pasture with a large ditch line dug to channel runoff. Clearing of Dolan Creek to help with water flow and to repair animal wear to banks of creek. Repairs made to gravity fed water system off of Dolan Creek.*

**3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).**

*Hosting of weddings in accordance with the ALC's policy for non-agricultural use of ALR land*

### **Adjacent Land Uses**

#### **North**

**Land Use Type:** Other  
**Specify Activity :** Crown Land

#### **East**

**Land Use Type:** Agricultural/Farm  
**Specify Activity :** hay and animal pasture

#### **South**

**Land Use Type:** Agricultural/Farm  
**Specify Activity :** hay, corn etc

#### **West**

**Applicant:** Jordan McCurrach , Murray Thom

**Land Use Type:** Other  
**Specify Activity :** Crown Land

## **Proposal**

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

54.6 ha

10.3 ha

**2. What is the purpose of the proposal?**

*To subdivide off a 10.3ha parcel of land in the SW corner of the lot that contains the existing house. The applicants parents applied to ALC to subdivide in 2014 and were given approval under resolution 36/2015. That subdivision was not completed. Jordan would still like to subdivide off the existing home. Jordans parents are still living in the home and would like to remain there. The proposed new lot is reduced in size from the original application. There is 0.966 ha of ALR land in the new proposed lot that is mostly class 5 and 6 soil. There is also 0.394 ha of ALR land for road dedication. This is non arable class 6 soil.*

**3. Why do you believe this parcel is suitable for subdivision?**

*The new proposed lot is mostly out of the ALR boundary. There are small areas of ALR land that is mostly class 5 and class 6 soils. All portions that are currently being farmed are contained in the remainder.*

**4. Does the proposal support agriculture in the short or long term? Please explain.**

*Yes. It keeps all farmable land contained within 1 lot.*

**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 - Browne Johnson Land Surveyors
- Other correspondence or file information - 2015 resolution 36/2015
- Proposal Sketch - 66058
- Other correspondence or file information - Sketch with image
- Certificate of Title - 014-067-048

## **ALC Attachments**

None.

## **Decisions**

None.





*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Gary Buxton, Director of Planning  
 DATE: August 3, 2023  
 PREPARED BY: Chris Moore, Engineering Assistant  
 OWNER/APPLICANT: J. McCurrach & M. Thom 3826 Welwyn St Vancouver, BC V5N 3Y9  
 AGENT: Browne Johnson Land Surveyors – PO Box 362 Salmon Arm, BC V1E 4N5  
 SUBJECT: ALC APPLICATION FILE NO. ALC-418 / ID: 66058  
 LEGAL: The North East ¼ of Section 6, Township 20, Range 9, W6M KDYD  
 CIVIC: 7000 – 30 Avenue SW

---

Further to your referral dated June 1, 2023, 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:**

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

**General:**

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4293. 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 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 may be required prior to the commencement of construction. ESC plans to be approved by the City of Salmon Arm.
7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.

**ALC APPLICATION FILE NO. ALC-418**

August 3, 2023

Page 2

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8. At the time of building permit the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
9. For the 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. 30 Avenue SW terminates at the subject property's eastern boundary and bisects the proposed subdivision. 30 Avenue SW is designated as a Rural Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Since no road dedication has been received from the subject property, 20.0m dedication is required. Additional dedication will also be required for a full cul-de-sac at the termination of 30 Avenue SW, in accordance with Specification Drawing RD-10. The cul-de-sac shall be situated at the location of the current turn around, as shown on the proposed subdivision plan. The road beyond the cul-de-sac shall remain private.
2. 30 Avenue SW shall be constructed to the Rural Local Road standard (Gravel). Construction is required, in accordance with Specification Drawing No. RD-7. Construction shall include, road and shoulder construction and ditching, together with the construction of a full cul-de-sac in accordance with Specification Drawing RD-10. Owner / Developer is responsible for all associated costs.

**Water:**

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

**Sanitary:**

1. The subject property does not front on a City of Salmon Arm sanitary sewer system. Subject to the required approvals from Interior Health Authority, private on-site disposal systems will be required for each lot.

ALC APPLICATION FILE NO. ALC-418  
August 3, 2023  
Page 3

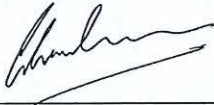
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**Drainage:**

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

**Geotechnical:**

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



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**Chris Moore**  
Engineering Assistant

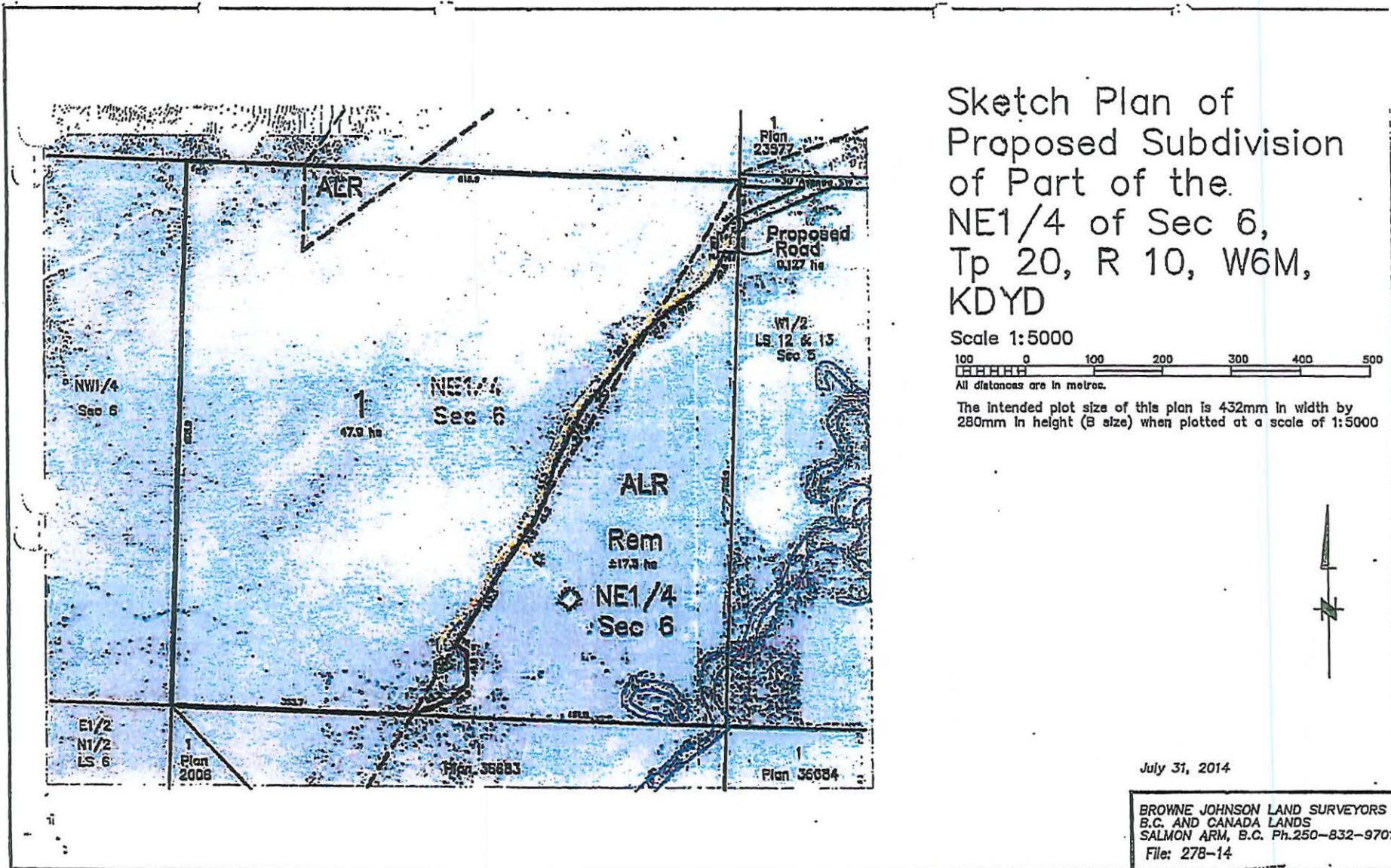


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**Gabriel Bau P.Eng.**  
City Engineer

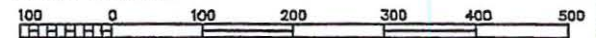


# ALC APPLICATION 53920 - SKETCH PLAN RESOLUTION # 36/2015



Sketch Plan of  
Proposed Subdivision  
of Part of the  
NE1/4 of Sec 6,  
Tp 20, R 10, W6M,  
KDYD

Scale 1:5000



All distances are in metres.

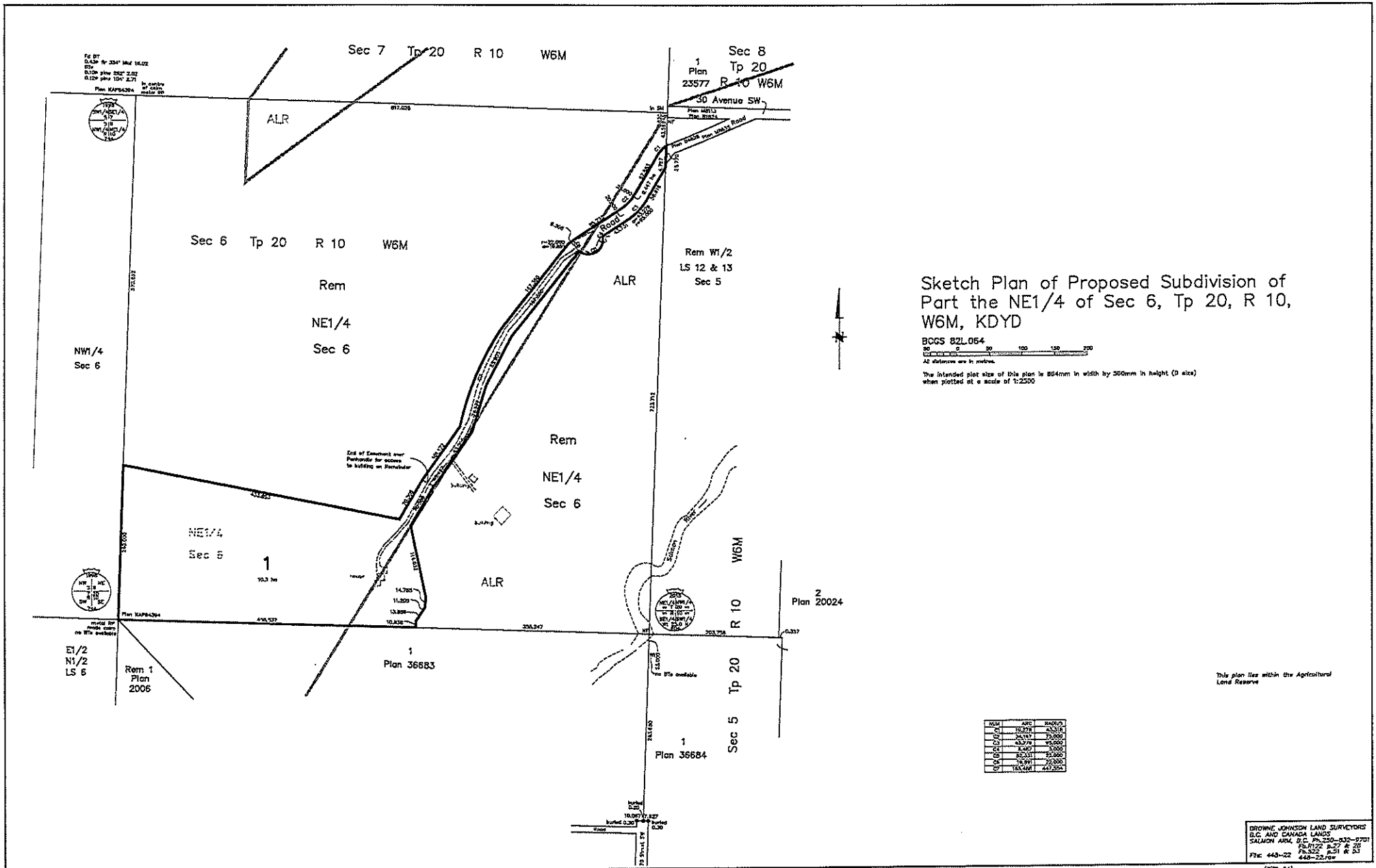
The intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1:5000



July 31, 2014

BROWNE JOHNSON LAND SURVEYORS  
 B.C. AND CANADA LANDS  
 SALMON ARM, B.C. Ph.250-832-9701  
 File: 278-14

NOV 17 2014



Sketch Plan of Proposed Subdivision of Part the NE1/4 of Sec 6, Tp 20, R 10, W6M, KDYD

BCCS 82L054  
 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 1:2500

LINE	ARC	RADIUS
1	10.000	320.000
2	20.000	640.000
3	30.000	960.000
4	40.000	1280.000
5	50.000	1600.000
6	60.000	1920.000
7	70.000	2240.000
8	80.000	2560.000
9	90.000	2880.000
10	100.000	3200.000

This plan lies within the Agricultural Land Reserve

BROWNE JOHNSON LAND SURVEYORS  
 B.C. AND CANADA LANDS  
 SALMON ARM, B.C. PH: 250-330-0701  
 65/122 R-27 & 28  
 65/302 R-21 & 23  
 FR: 443-22 443-22, 443-22, 443-22, 443-22

(278-14)

1/4 Sec 7  
T20N R10W  
S1/4

Sec 7 T20 R10 W6M

1  
Plan  
Sec 8  
T20

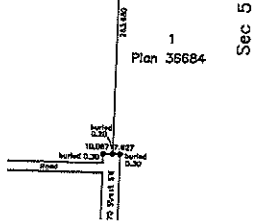


Sketch Plan of Proposed Subdivision of  
Part the NE1/4 of Sec 6, Tp 20, R 10,  
W6M, KDYD

CGS 82L064  
0 50 100 150 200  
Distances are in meters.

The intended plot size of this plan is 864mm in width by 560mm in height (D size)  
then plotted at a scale of 1:2500

This plan lies within the Agricultural  
Land Reserve



Area	Area	Area
1	16,278	4,210
2	34,187	7,500
3	43,274	12,000
4	3,007	1,000
5	32,337	22,500
6	16,181	25,000
7	15,488	47,250

BROWNE JOHNSON LAND SURVEYORS  
B.C. AND CANADA LANDS  
SALMON ARM, B.C. PH: 255-832-8721  
FAX: 255-832-8728  
FIC: 448-22 PS-202, 8-31 & 53  
448-26/87

Item 9.5

**CITY OF SALMON ARM**

Date: August 28, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Mayor and Council authorize the City's Chief Administrative Officer and Corporate Officer to sign the Expansion Memorandum of Understanding for identifying the three-year expansion initiatives 2024-2025 through to 2026-2027.



TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

DATE: July 31, 2023

SUBJECT: **Shuswap Regional Transit System (Salmon Arm)  
 Three Year Expansion Initiatives 2024-2027**

**RECOMMENDATION:**

**THAT:** The Mayor and Council authorize the City's CAO and Corporate officer to sign the Expansion Memorandum of Understanding for identifying the three-year expansion initiatives 2024-2025 through to 2026-2027.

**BACKGROUND:**

Each year BC Transit contacts the City regarding the *Transit Improvement Program*, the purpose of the program is to confirm any local government transit service expansion plans for the upcoming three years. This information allows BC Transit to coordinate the development of three-year budgets and capital plans with the Provincial Services Plan. Confirmation of next years desired level of transit service expansion is also required to support the procurement of buses if required.

The table below shows the proposed service expansions that have been discussed to date.

PROPOSED EXPANSION INITIATIVES		
#	Service Recommendation	Description
1	Shopper's Shuttle Route #25 modification	The Shoppers Shuttle currently travels from Askews on the highway to the Smart Centres development. The route also services other shopping establishments using local roads.  <b>Proposed modification:</b> To have the route circulate along the new frontage roads utilizing the new traffic signals at 20 <sup>th</sup> Street SW and 30 Street SW to service the businesses on the south side of TCH including the Westgate market etc. This proposed route change would improve safety, as it would utilize the newly constructed frontage roads rather than using the Highway. Shown in Appendix 'A'
2	New transit stop @ 170 - 5 Ave SW	City Council received a letter from the Fifth Avenue Seniors Activity Centre on April 24, 2023 requesting a new transit on 5 <sup>th</sup> Ave SW in front of the Seniors Centre. This location is not on Transit Route #21 and BC Transit would have to investigate route modifications and transit timing in order for this transit stop to be installed. Shown in Appendix 'B'

Upon confirmation of City Council's commitment by way of the Expansion Memorandum of Understanding (MOU), BC Transit will then include the request in their Draft Service Plan to the Province to seek the matching funding required for operating and capital costs.

The purpose of the MOU is to communicate the proposed expansion initiatives as far in advance as possible in order to achieve the following goals:

1. Ensure three (3) year expansion initiatives are aligned with the expectations of local governments.
2. Attain a commitment from local governments that allow BC Transit to proceed with the procurement and management of resources necessary to implement transit service expansions.
3. Provide local government partners with enhanced three (3) year forecasts that identify longer term funding requirements.

Staff recommend that we proceed with the signing of the MOU to allow BC Transit to further investigate the two proposed service initiatives for the three (3) year expansion plan and to seek provincial funding.

There is no obligation for the City to proceed with these initiative if the community priorities changes.

The deadline for this the submission of this information is September 29, 2023

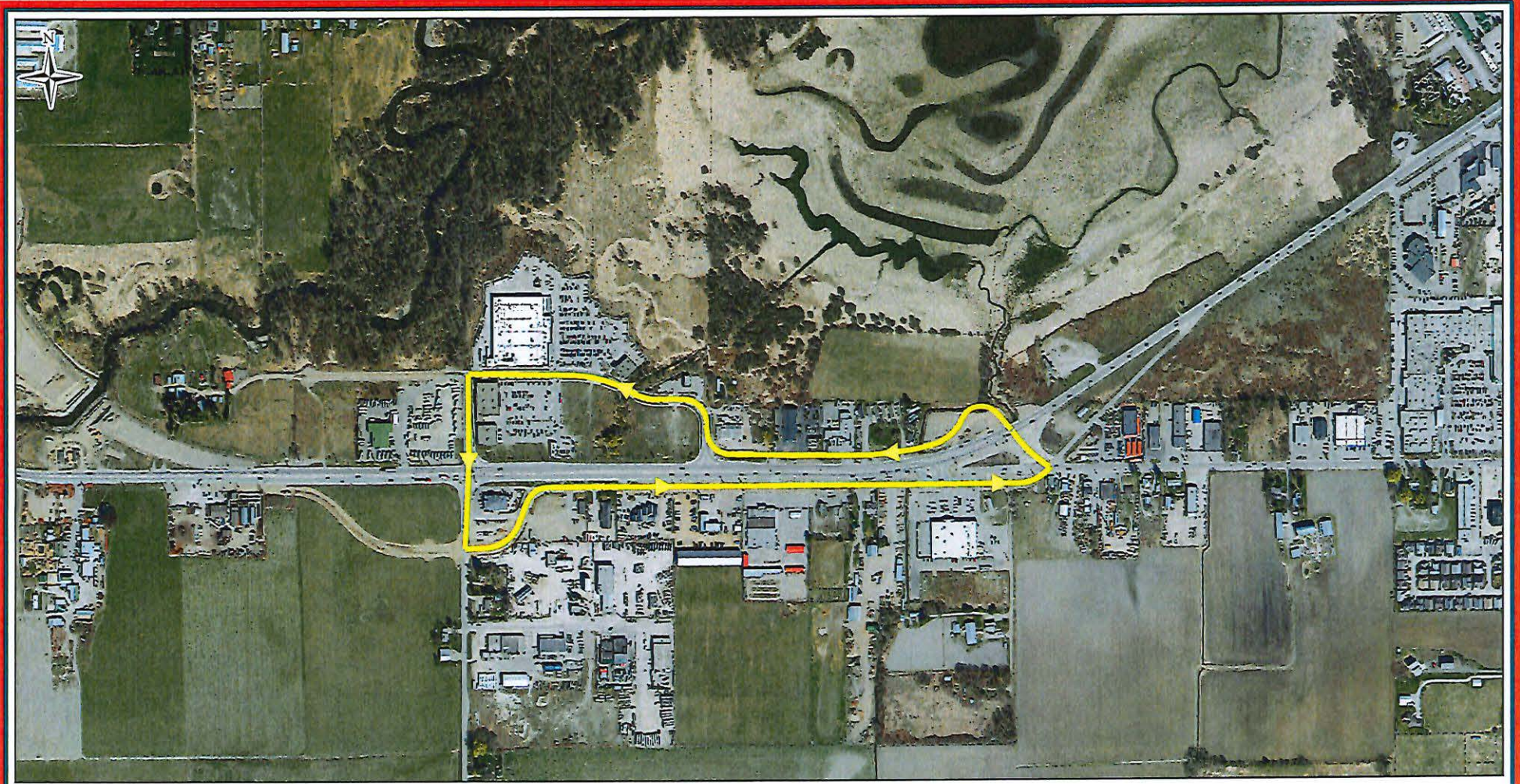
Respectfully submitted,



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

c.c. Chelsea Van de Cappelle, CFO

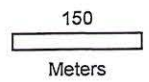




### TCH West 4-Laning Project New City Roads



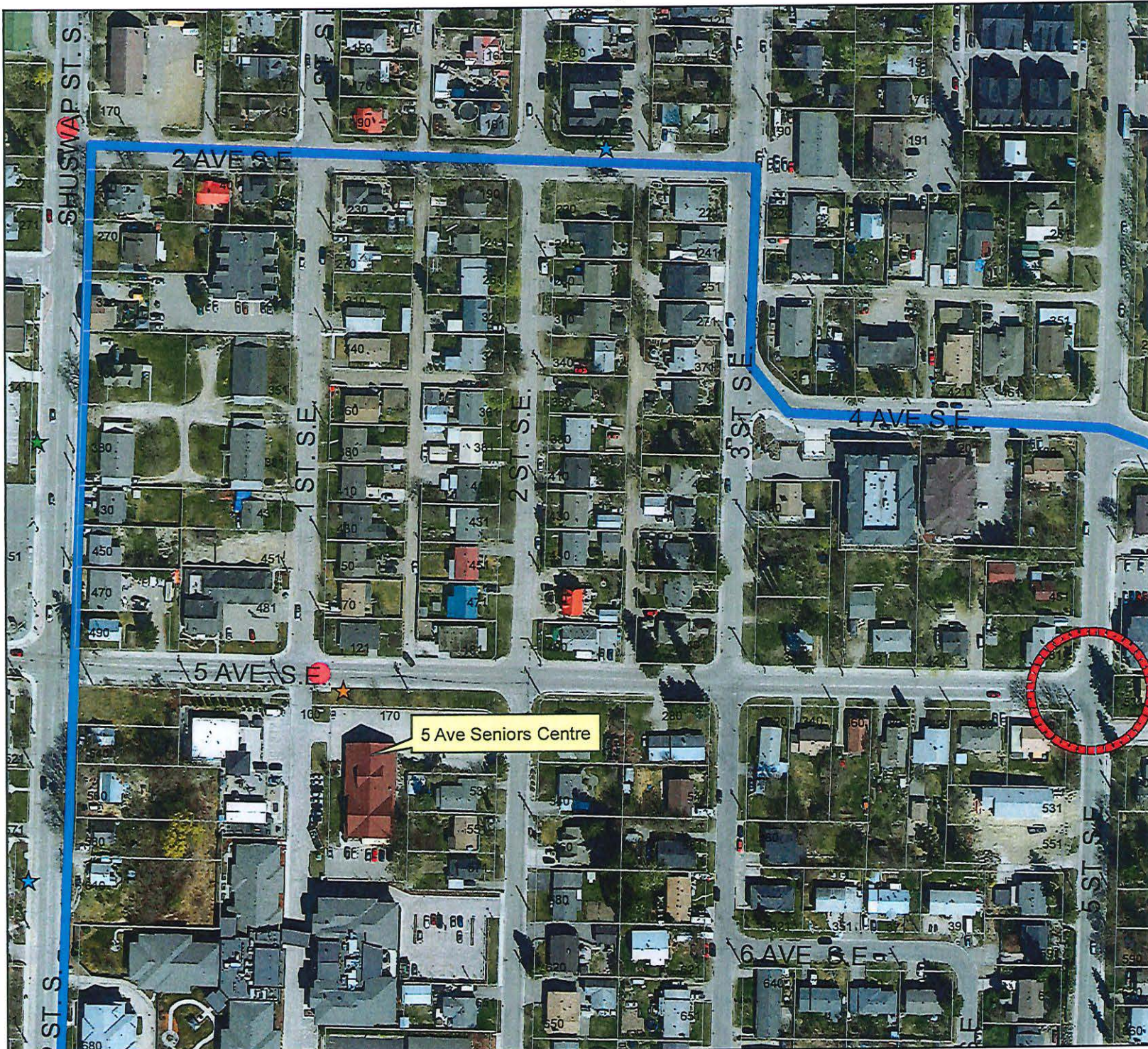
→ Proposed Route #5 (Shoppers Shuttle)







1:2,000



Shuswap Transit  
Route 21 West Loop

Proposed Bus Stop  
140 - 5 Ave SE



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Item 9.6

**CITY OF SALMON ARM**

Date: August 28, 2023

Council Appointment to Agricultural Advisory Committee

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To: His Worship Mayor Harrison and Members of Council

Date: August 21, 2023

Re: Agricultural Advisory Committee – Committee Member Applications

---

**MOTION FOR CONSIDERATION**

**THAT: Council appoint five (5) members to the City of Salmon Arm Agricultural Advisory Committee for a three-year term starting September 2023.**

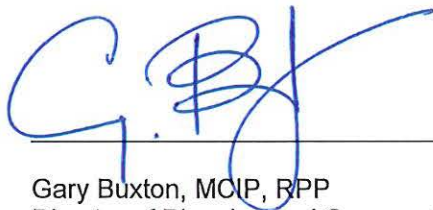
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In May 2023 the City put out a call for volunteers to fill positions on the Agricultural Advisory Committee (AAC) for a three (3) year term. As an advisory committee, the Terms of Reference (TOR) for the committee outlines that the AAC will review applications for development within the ALR and on lands zoned for agricultural uses, provide input on submissions related to agriculture, review initiatives related to the agricultural economy, increase public awareness, education and support for the role that agriculture plays in regional food security, promote agri-business and agri-tourism opportunities and review and comment on any other matters referred to them by Council.

The advertising period for committee membership closed on August 18, 2023. Staff received applications of interest from five (5) people:

Melanie Bennett  
Sarah Nicholls  
Ken Jamieson (previous member)  
Barrie Voth (previous member)  
James Hanna (previous member)

In the TOR the AAC is to be comprised of eight (8) members of the agricultural community and one (1) member of Council. After multiple extensions to the application deadline and meetings set to commence on September 13, 2023 staff are recommending that the appointment of members move forward despite having less than the full complement. The TOR states that quorum is a majority of the voting members so should Council choose to appoint all of the members noted above quorum may be achieved with three members being present.



---

Gary Buxton, MCIP, RPP  
Director of Planning and Community Services

Item 9.7

**CITY OF SALMON ARM**

Date: August 28, 2023

**Council Appointment to Active Transportation Advisory  
Committee**



# CITY OF SALMON ARM

---

TO: Mayor Harrison & Members of Council  
DATE: August 21, 2023  
FROM: Erin Jackson, Chief Administrative Officer  
PREPARED BY: Barb Puddifant, Executive Assistant  
SUBJECT: Active Transportation Advisory Committee - Citizen at Large membership appointment

---

**Background:**

At the June 26, 2023 Regular Council Meeting, Council adopted the Terms of Reference for the Active Transportation Advisory Committee and appointed Councillor Lavery as the Chair.

The Terms of Reference for the Committee reflect a membership of eleven (11) voting members including a member of Council, a representative of each of the Shuswap Trail Alliance, Salmon Arm Economic Development Society, Downtown Salmon Arm, School District #83, Interior Health, the Shuswap Cycling Club and four (4) Citizens at Large including one(1) member who uses mobility devices and one (1) member is a senior (65 plus).

The Citizen at Large positions were advertised in the newspaper, on the City website, social media and in the lobby of City Hall. Seven (7) applications (attached as Appendix A) were received by the August 18, 2023 closing date, from the following individuals:

Niklaas Rampen  
Robyn Boudreau  
Robyn Ellingson  
Blake Lawson  
Camilla Papadimitropoulos  
Pamela Dettwiler  
Brian Browning

None of the applicants has identified themselves as a person who uses a mobility device.

It is recommended that Council appoint four (4) four Citizens at Large to complete the two (2) year term.

Respectfully submitted,



Erin Jackson  
Chief Administrative Officer

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Item 10.1

**CITY OF SALMON ARM**

Date: August 28, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4596 be read a first and second time.

---

To: His Worship Mayor Harrison and Members of Council

Date: August 17, 2023

Subject: Zoning Bylaw Amendment Application No. 1271  
Text Amendment to M5 Auto Wrecking / Salvage Yard Zone

---

### MOTION FOR CONSIDERATION

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

i. Section 32.3 Permitted Uses to add the following:

*.12 office, storage building, workshop and yard for general contractor and trade contractor*

**And renumber accordingly.**

---

### STAFF RECOMMENDATION

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

---

### PURPOSE

To introduce text amendments to the M5 (Auto Wrecking / Salvage Yard) Zone to include *office, storage building, workshop and yard for general contractor and trade contractor* as a permitted use.

### BACKGROUND

The M5 Zone is attached as Appendix 1 for reference. All of the permitted uses in the M5 Zone are related to auto wrecking and associated uses. This limits the use of M5 zoned parcels.

Only 4 properties in the city are zoned M5 (Appendix 2, 3 & 4):

- 4751 5 Avenue SW;
- 450 46 Street SW;
- 4850 46 Street SE; and
- 4771 50 Street SE.

Introducing the *office, storage building, workshop and yard for general contractor and trade contractor* into these areas is not considered problematic by staff. All these parcels are adjacent to parcels which are zoned M1 (General Industrial) in which *office, storage building, workshop and yard for general contractor and trade contractor* is a permitted use (Appendix 2, 3 & 4).

The proposed zoning amendment is supported by OCP policy 10.2.3: *support industrial land uses that are similar to each other in specific locations.*

Staff are proposing amendments to the zoning regulations that will allow uses that are already allowed in other industrial zones and increase the development potential for all M5 Zones in the city. For these reasons staff feel that this use would be compatible in the M5 Zone.

COMMENTSEngineering Department

No concerns.

Building Department

No concerns.

Fire Department

No Fire Dept. concerns.

Fortis BC

No concerns.

BC Hydro

No concerns.

Telus

No concerns.

Shaw/Rogers

No concerns.

Public Consultation

Pursuant to the Local Government Act (LGA) and the City of Salmon Arm Zoning Bylaw notices are mailed to landowners within a 30 m radius of the application. Newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. The notices outline the proposal and advise those with interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on September 11, 2023.

Notices are typically not sent for text amendments, however there are only 4 properties zoned M5. The LGA requires that if less than 10 properties are affected by the rezoning, notices must be mailed to adjacent property owners.

Planning Department

Staff are proposing amendments to the zoning regulations to allow uses that are already allowed in other industrial zones and to increase the development potential of all M5 Zones in the city.

CONCLUSION

Staff recommend that *office, storage building, workshop and yard for general contractor and trade contractor* be added to Section 32 M5 – *Auto Wrecking / Salvage Yard Zone* under section 32.3 *Permitted Uses* after subsection 32.3.11, and renumbered accordingly.



Prepared by: Morgan Paiement  
Planner I



Reviewed by: Chris Larson, MCIP, RPP  
Senior Planner

## Appendices:

Appendix 1 – M5 Auto Wrecking / Salvage Yard Zone

Appendix 2 – M1 and M5 Zones in the City

Appendix 3 – M5 Parcels and Surrounding Zoning in SW

Appendix 4 – M5 Parcels and Surrounding Zoning in SE

**SECTION 32 - M-5 - AUTO WRECKING / SALVAGE YARD ZONE**

**Purpose**

32.1 The M-5 Zone is intended to accommodate auto wrecking and salvage yards in selected locations where their operation will not have a negative impact on adjacent uses or public highways.

**Regulations**

32.2 On a parcel zoned M-5, no building or structure shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the M-5 Zone or those regulations contained elsewhere in this Bylaw.

**Permitted Uses**

32.3 The following uses and no others are permitted in the M-5 Zone:

- .1 auto towing;
- .2 auto wrecking;
- .3 automobile parts sales;
- .4 automobile repair;
- .5 home occupation; #2782
- .6 outside storage yard;
- .7 public use;
- .8 public utility;
- .9 scrap metal dealer;
- .10 welding, machine or metal fabrication; #3366
- .11 upper floor dwelling unit;
- .12 accessory use.

**Maximum Height of Principal Buildings**

32.4 The maximum height of principal buildings shall be 10.0 metres (32.8 feet).

**Maximum Height of Accessory Buildings**

32.5 The maximum height of accessory buildings shall be 6.0 metres (19.7 feet).

**Maximum Parcel or Site Coverage**

32.6 The maximum parcel or site coverage for all buildings and structures shall be 40% of the parcel or site area.

**Minimum Parcel Size or Site Area**

32.7 The minimum parcel size or site area shall be 1.0 hectare (2.5 acres).

**Minimum Parcel or Site Width**

32.8 The minimum parcel or site width shall be 60.0 metres (196.8 feet).

**Minimum Setback of Principal or Accessory Buildings**

32.9 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 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 metre (19.7 feet)

**Outside Storage**

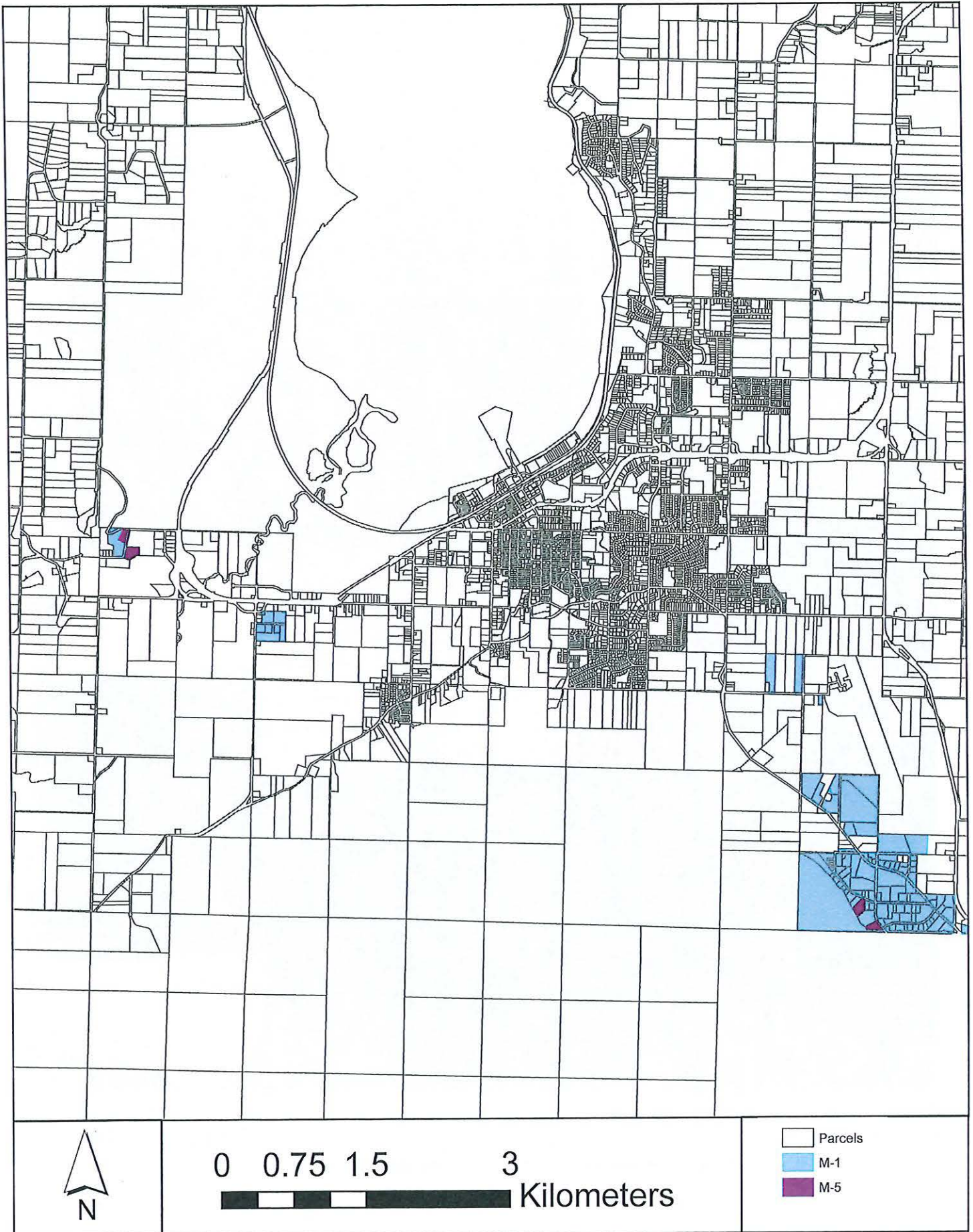
32.10

- .1 All outside storage or supply yards shall be screened as per Appendix III.
- .2 The height of stacked or stored materials, goods, parts, vehicles or shelters shall not exceed the height of screening.

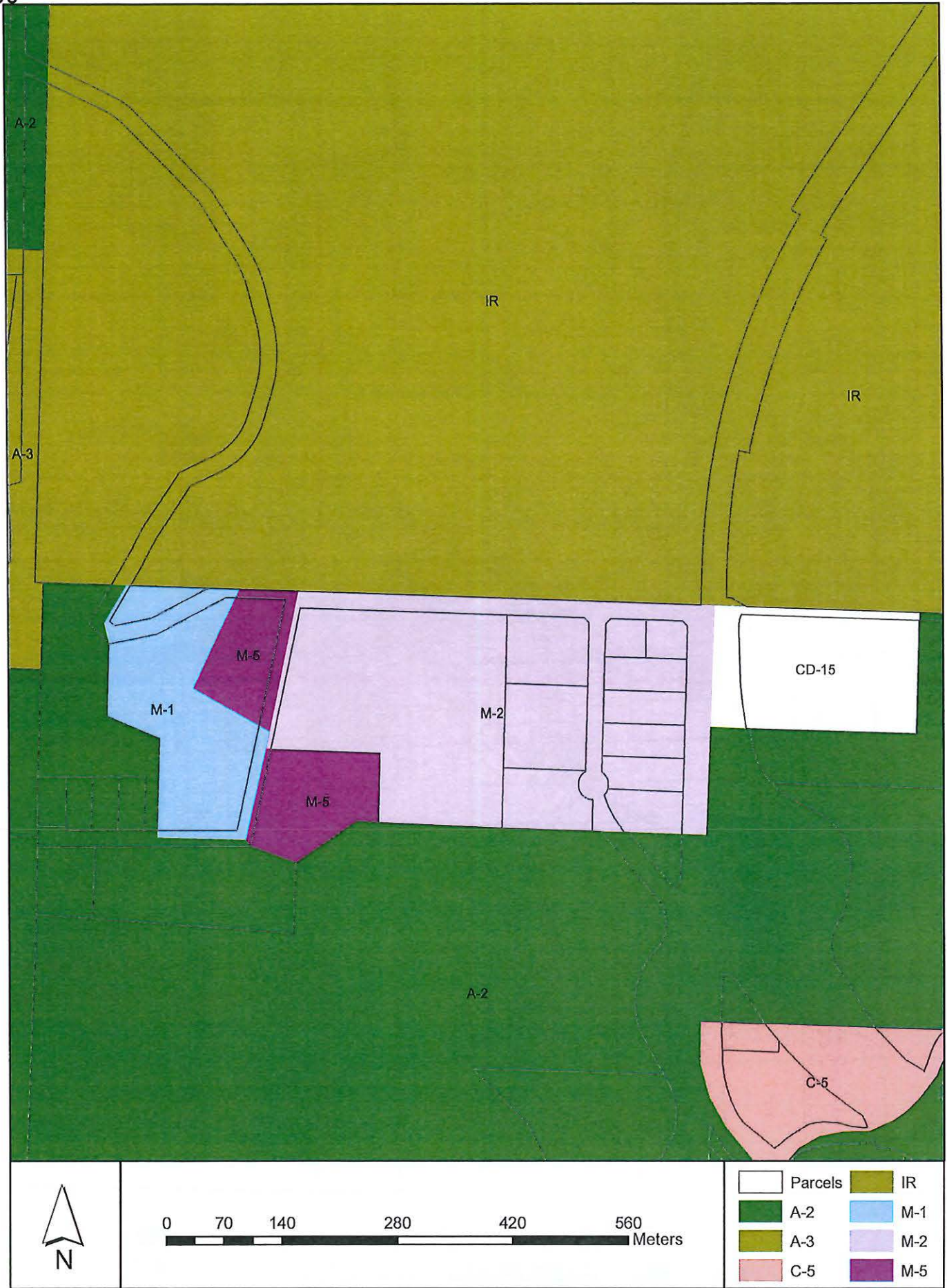
**Parking and Loading**

32.11 Parking and loading shall be required as per Appendix I.

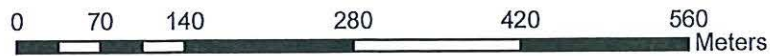
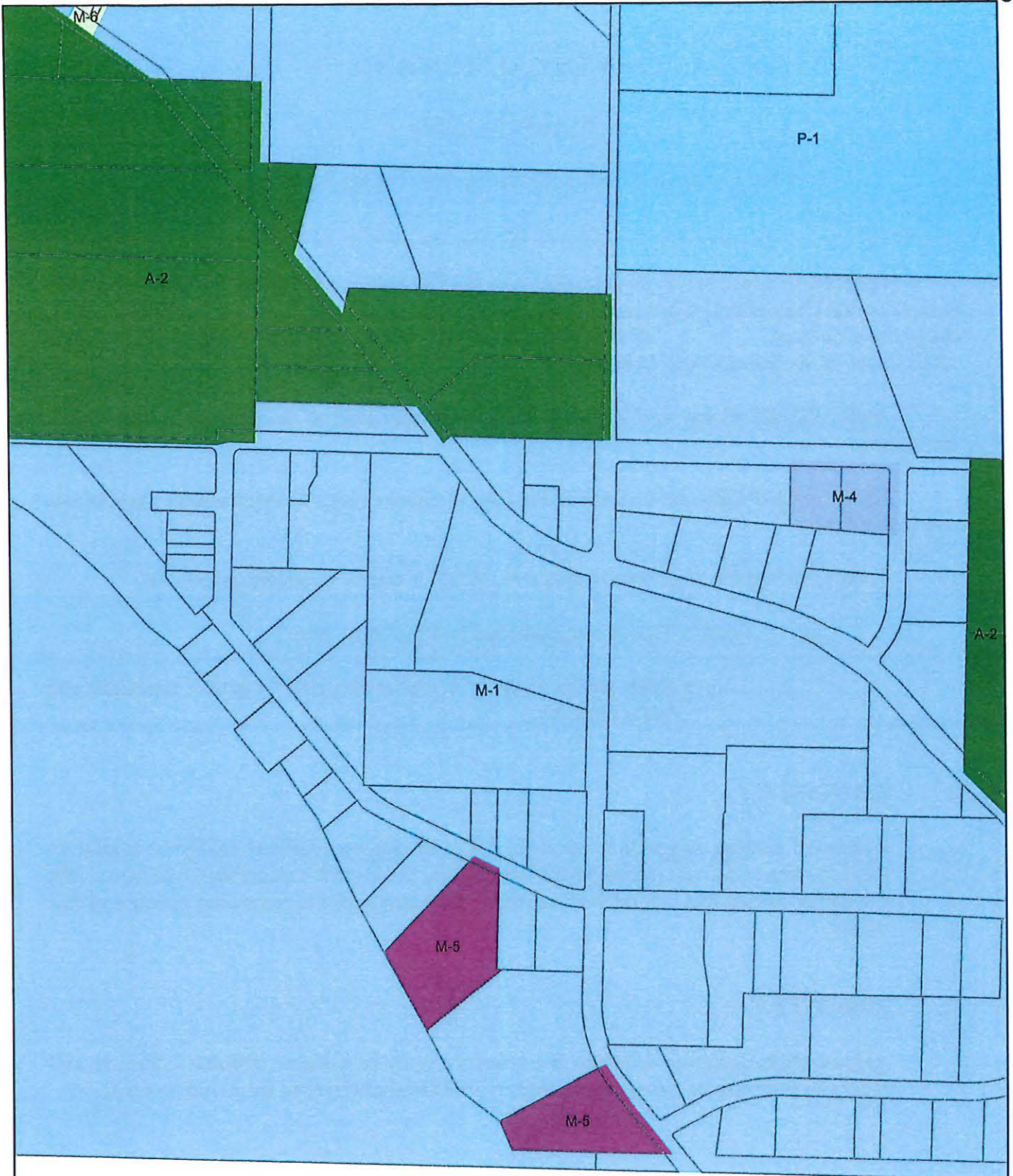












Parcels	M-5
A-2	M-6
M-1	P-1
M-4	

## CITY OF SALMON ARM

### BYLAW NO. 4596

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

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

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

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

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

a) Section 32.3 – Permitted Uses to M-5 Zone – add:

*32.3.13 Office, storage building, workshop and yard for general contractor and trade contractor*

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. 4596"

READ A FIRST TIME THIS DAY OF 2023

READ A SECOND TIME THIS DAY OF 2023

READ A THIRD TIME THIS DAY OF 2023

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE DAY OF , 2023

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

ADOPTED BY COUNCIL THIS DAY OF 2023

\_\_\_\_\_  
MAYOR

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

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## INFORMATIONAL CORRESPONDENCE - August 28, 2023

1. Calendar of Events - August /September N
2. C. Eliason - Email dated August 18, 2023 - Community Fire Break N
3. J. Beatty, Chair, Shuswap Climate Action Society - Letter received August 17, 2023 - Funding Request for Project "Lose the Lawn" - Transforming Yards into Multi-Purpose Gardens A
4. Shuswap Food Action Society - Letter dated August 15, 2023 - Invitation to Food Security Series at Fall Fair N
5. A. Varnes, Program Manager, Shuswap District Arts Council - Email dated August 22, 2023 - Wednesday on the Wharf - Remainder of Season Cancelled N
6. Interior Health Information Bulletin - August 21, 2023 - Interior Health Air Quality Guidance N

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required



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Item 22.1

**CITY OF SALMON ARM**

Date: August 28, 2023

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-590 be authorized for issuance for Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP115179, which will vary Zoning Bylaw No. 2303 as follows:

Section 13.10.2.2 – Minimum Parcel Width – Reduce the minimum parcel width from 20.0 m (65.6 ft) to 19.39 m (63.62 ft), as shown in Appendix 7 of the staff report dated July 27, 2023.

AND THAT: issuance of the Variance Permit be withheld subject to the adoption of the bylaw that would amend Zoning Bylaw No. 2303 by rezoning Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP115179 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

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Item 23.1

# CITY OF SALMON ARM

## NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing virtually and in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, August 28, 2023 at 7:00 p.m.**

1) **Proposed Amendment to Zoning Bylaw No 2303:**

**Proposed Rezoning** of Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP115179 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

**Civic Address:** 1581 16 Street NE

**Location:** Northwest corner of 15 Avenue NE and 16 Street NE

**Present Use:** Vacant

**Proposed Use:** Single Family Dwelling with Detached Suite over Garage

**Owner / Agent:** Petznick, G. & M.

**Reference:** ZON-1267/ Bylaw No. 4588



The staff report for the proposal is available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from August 16 to August 28, 2023 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4000 to obtain the facts of the proposal prior to the hearing.

Meetings are being held in person and virtually. If you wish to attend virtually, a link to the virtual meeting is available in the Agenda section on our website at [www.salmonarm.ca](http://www.salmonarm.ca).

City Council encourages the continued use of the city's website to stay informed on current Development applications and Council Agendas.

Sue Wood, Director of Corporate Services

August 16 and 23 Observer




---

To: His Worship Mayor Harrison and Members of Council

Date: July 27, 2023

Subject: Zoning Bylaw Amendment Application No. 1267 / Variance Permit Application No. VP-590 (Parcel Width)

Legal: Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP115179

Civic Address: 1581 – 16 Street NE

Owner/Applicant: G. & M. Petznick

---

**STAFF RECOMMENDATION**

**THAT:** a bylaw be prepared for Council’s consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP115179 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

**AND THAT:** Development Variance Permit No. VP-590 be authorized for issuance for Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP115179, which will vary Zoning Bylaw No. 2303 as follows:

**Section 13.10.2.2 – Minimum Parcel Width – Reduce the minimum parcel width from 20.0 m (65.6 ft) to 19.39 m (63.62 ft), as shown in Appendix 7 of the staff report dated July 27, 2023.**

**AND FURTHER THAT:** issuance of the Variance Permit be withheld subject to the adoption of the bylaw that would amend Zoning Bylaw No. 2303 by rezoning Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP115179 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

---

**PROPOSAL**

This proposal seeks to rezone the subject parcel from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone) and to vary Section 13.10.2.2 of the Zoning Bylaw to allow for the development of a detached suite. The variance would reduce the minimum parcel width of a parcel containing a detached suite without a lane or second street frontage from 20.0 m (65.6 ft) to 19.39 m (63.62 ft).

**BACKGROUND**

The subject parcel is located at 1581 16 Street NE (Appendix 1 & 2). The subject parcel is designated Medium Density Residential in the Official Community Plan (OCP) and is zoned R-1 (Single-Family Residential) in the Zoning Bylaw (Appendix 3 & 4).

The surrounding area is largely comprised of R-1 zoned parcels containing single family dwellings. There is one other property on 15 Avenue NE zoned R-8 (Appendix 4), approximately 65 meters away (1460 15 Avenue NE).

Adjacent land uses include the following:

North:	Single family dwellings	Zoned R-1
South:	Recently constructed single family dwelling	Zoned R-1
East:	Single family dwelling	Zoned R-1
West:	Recently constructed single family dwelling	Zoned R-1

The subject parcel is approximately 0.17 ha (0.42 ac) in area and is currently vacant. Site photos of the subject parcel are attached in Appendix 5. A single family dwelling and a detached suite over a garage are being proposed. The proposed site plan is attached as Appendix 6.

The subject parcel is affected by natural terrain. There are steep slopes greater than 30% on the property. The topography limits the buildable areas on the site but would not limit the development as proposed.

Policy 8.3.25 of the OCP supports detached suites in all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. The subject parcel area meets the requirement for the R8 zone. The parcel width is approximately 19.39 m and therefore meets the requirements for the R8 zone. However, it does not meet the requirements for a detached suite, minimum of 20.0 m parcel width. A variance permit application has been submitted, requesting to vary Zoning Bylaw No. 2303 Section 13.10.2.2 minimum parcel width from 20.0 m to 19.39 m.

Zoning Bylaw No. 2303 defines parcel width as the shorter of two measurements across the lot, one on a line parallel to and 10.0 m to the rear of the front parcel line, the other on a line parallel to and 20.0 m to the rear of the front parcel line, provided that the front parcel line shall not be less than one-half of the minimum parcel width requirement. The measurement of parcel width for the subject property is shown in Appendix 7.

A minimum parcel width helps maintain the character of a neighbourhood by creating parcels of similar size and appearance. It also helps ensure that access to and from the parcel is safe and not disruptive to the neighbourhood.

For approval of the development of a detached suite, conditions must be met including sufficient space for an additional off-street parking stall, required setbacks, and other regulations listed in Section 4.2 of the Zoning Bylaw, which can be confirmed at the time of Building Permit.

#### COMMENTS

##### Fire Department

No Fire Dept. concerns.

##### Building Department

No concerns with rezoning or variance request. At the time of Building Permit Development Cost Charges would be applicable for the detached dwelling and charged the Residential Unit A rate (currently \$6064.31).

##### Engineering Department

No engineering concerns with rezoning or variance request.

##### Ministry of Transportation and Infrastructure

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

##### BC Hydro

No concerns.

##### Fortis BC

No concerns.



Telus

No concerns.

Shaw

No concerns.

Public Consultation

ZON-1267: Pursuant to the Local Government Act and the City of Salmon Arm Zoning Bylaw notices are mailed to landowners within a 30 m radius of the application. Newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. The notices outline the proposal and advise those with interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. R-8 rezoning for parcels < 0.4 ha do not require the post of a Notice of Development sign. It is expected that the Hearing for this application will be held on August 28, 2023.

VP-590: Pursuant to the Local Government Act and the City of Salmon Arm Development Variance Permit Procedures Bylaw notices are mailed to land owners within a 30 m radius of the application. The notices outline the proposal and advises those with an interest in the proposal to provide written submission prior to the Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on August 28, 2023.

The notices for these applications will be combined so the Public Hearing is held on the same date.

Planning Department

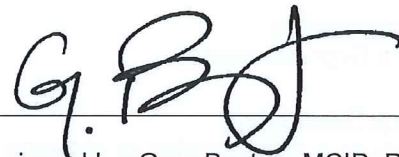
Staff have no concerns with the rezoning as it is supported by the OCP. The irregular shape of the parcel allows for rationale to consider and support the variance request (which is minor in scope). Other parcels in the city have developed with the detached garage/suite/carriage house in the front yard which appear to be well-integrated with adjacent development.

CONCLUSION

The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. A Variance Permit for parcel width will be required for development of the detached suite and staff support the proposed variance request.



Prepared by: Morgan Paiement  
Planner I

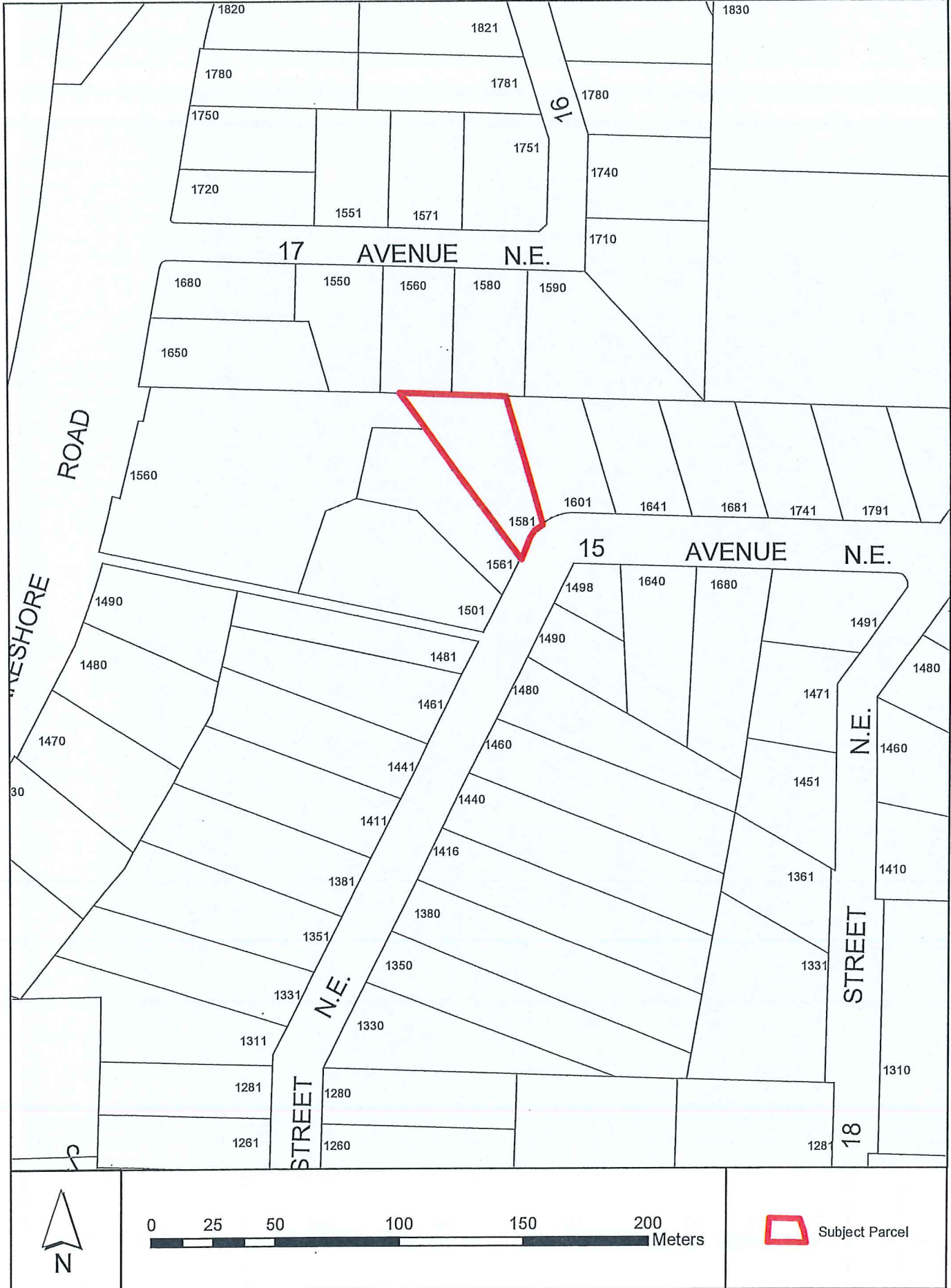


Reviewed by: Gary Buxton, MCIP, RPP  
Director of Planning & Community Services

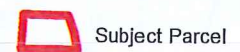
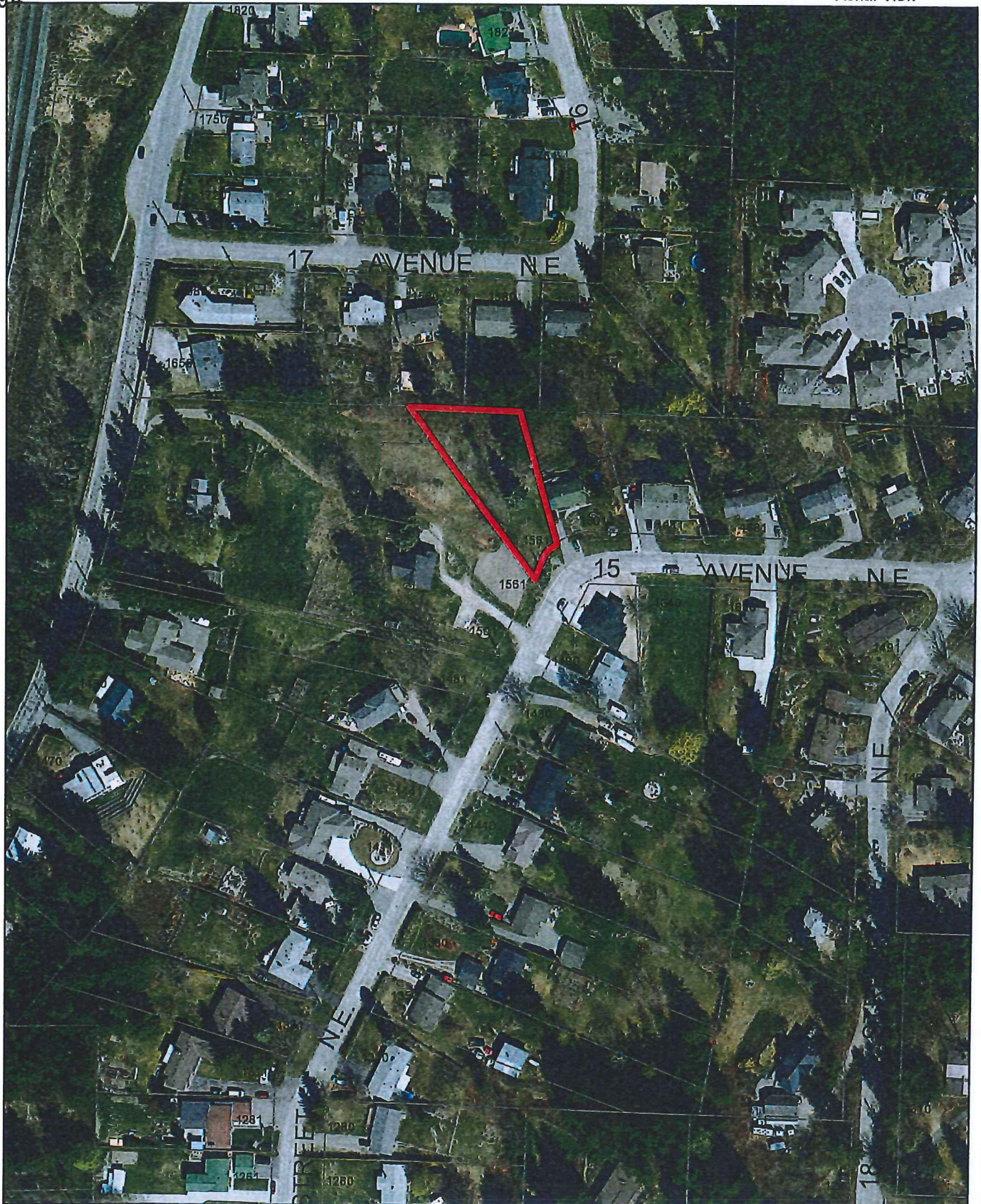
## Appendices:

- Appendix 1 – Location Map
- Appendix 2 – Ortho Map
- Appendix 3 – OCP Map
- Appendix 4 – Zoning Map
- Appendix 5 – Site Photos
- Appendix 6 – Site Plan
- Appendix 7 – Parcel Width Measurement

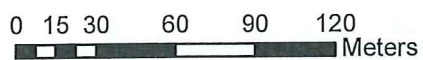
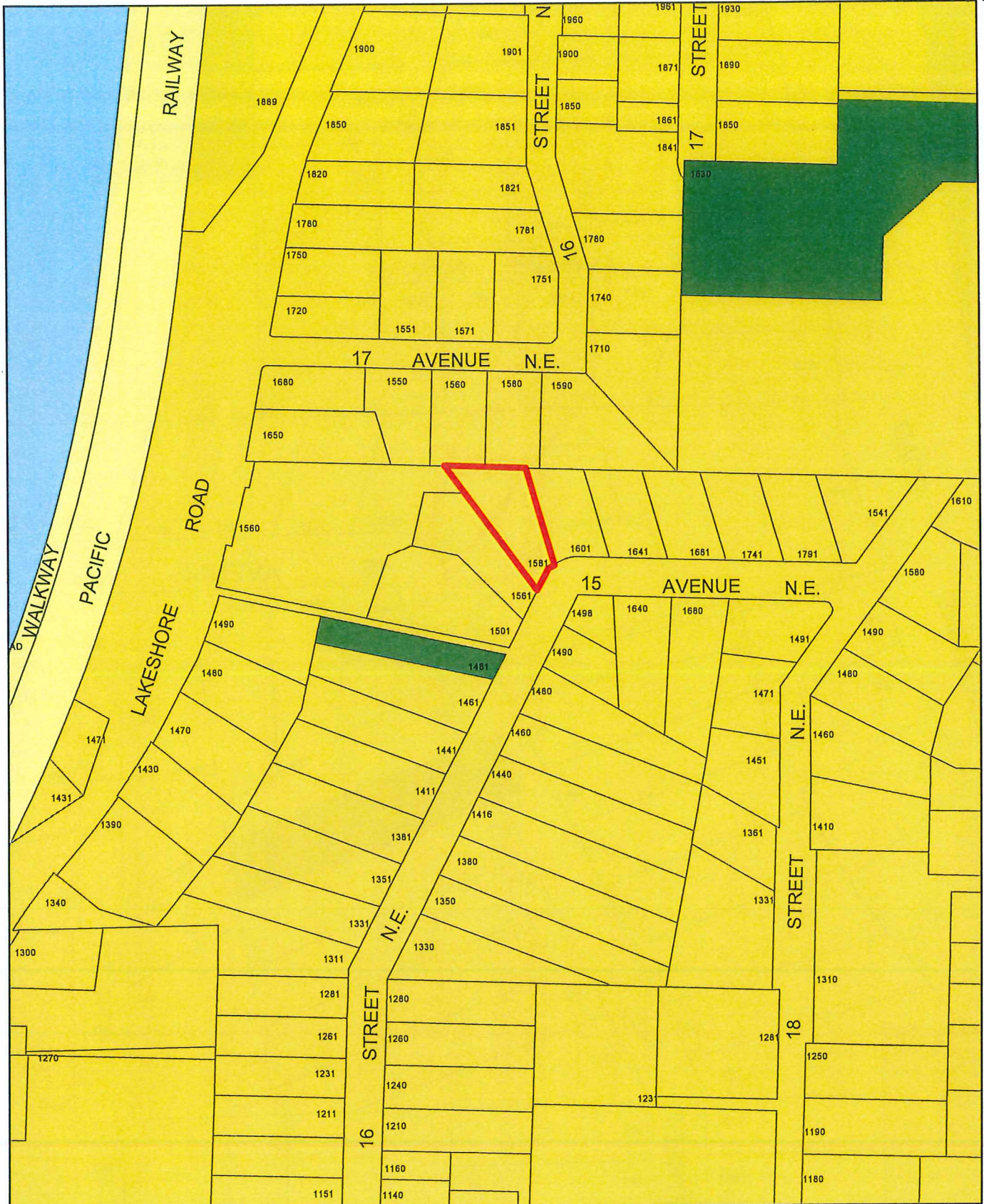









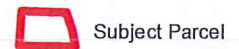
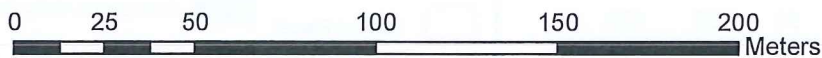
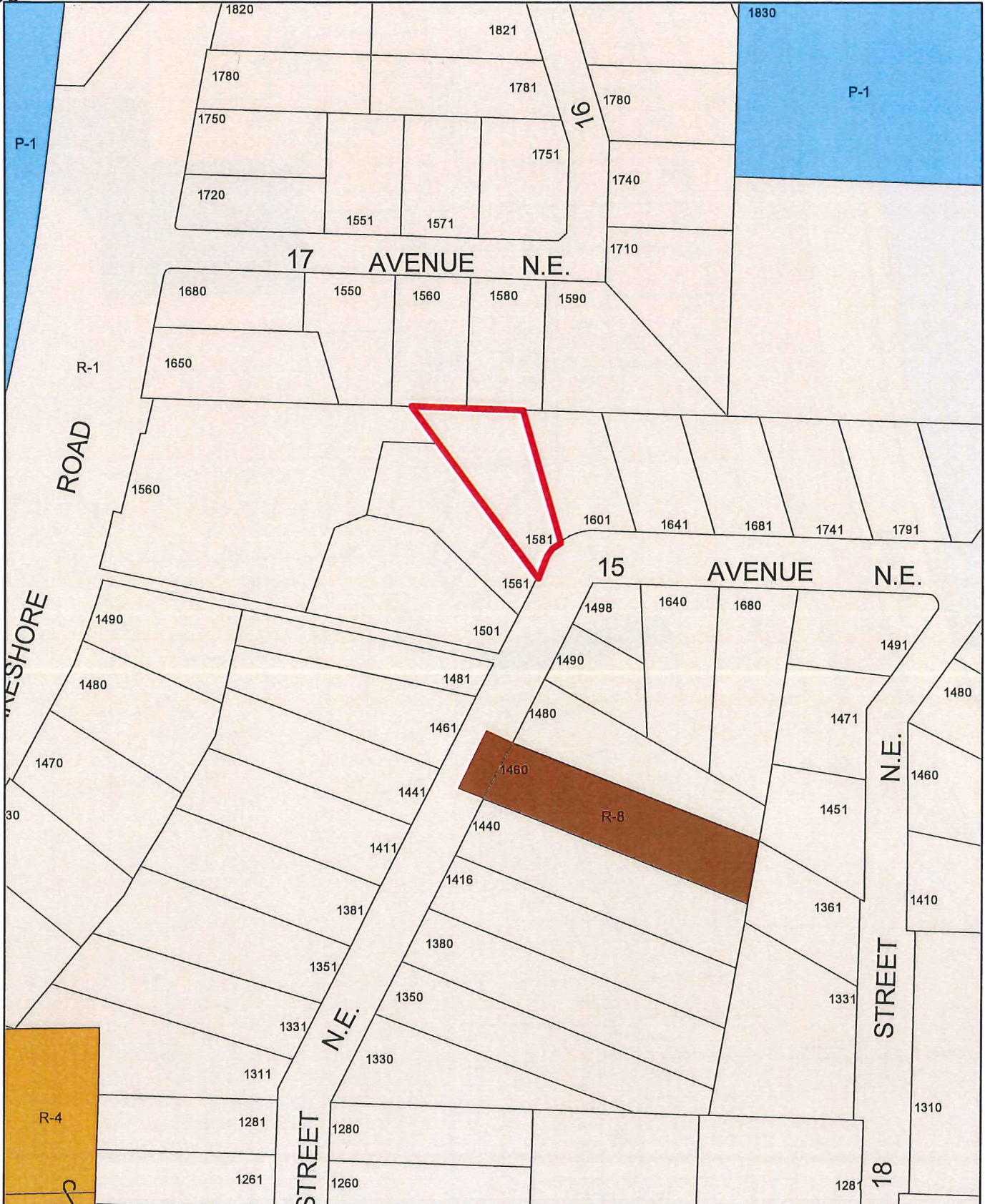




Subject Parcel

-  Park
-  Environmentally Sensitive Lake Areas
-  Residential - Low Density
-  Residential - Medium Density









View of subject parcel looking northwest from 16 Street NE.

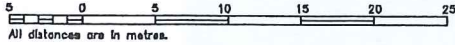


View of subject parcel looking northeast from 16 Street NE.



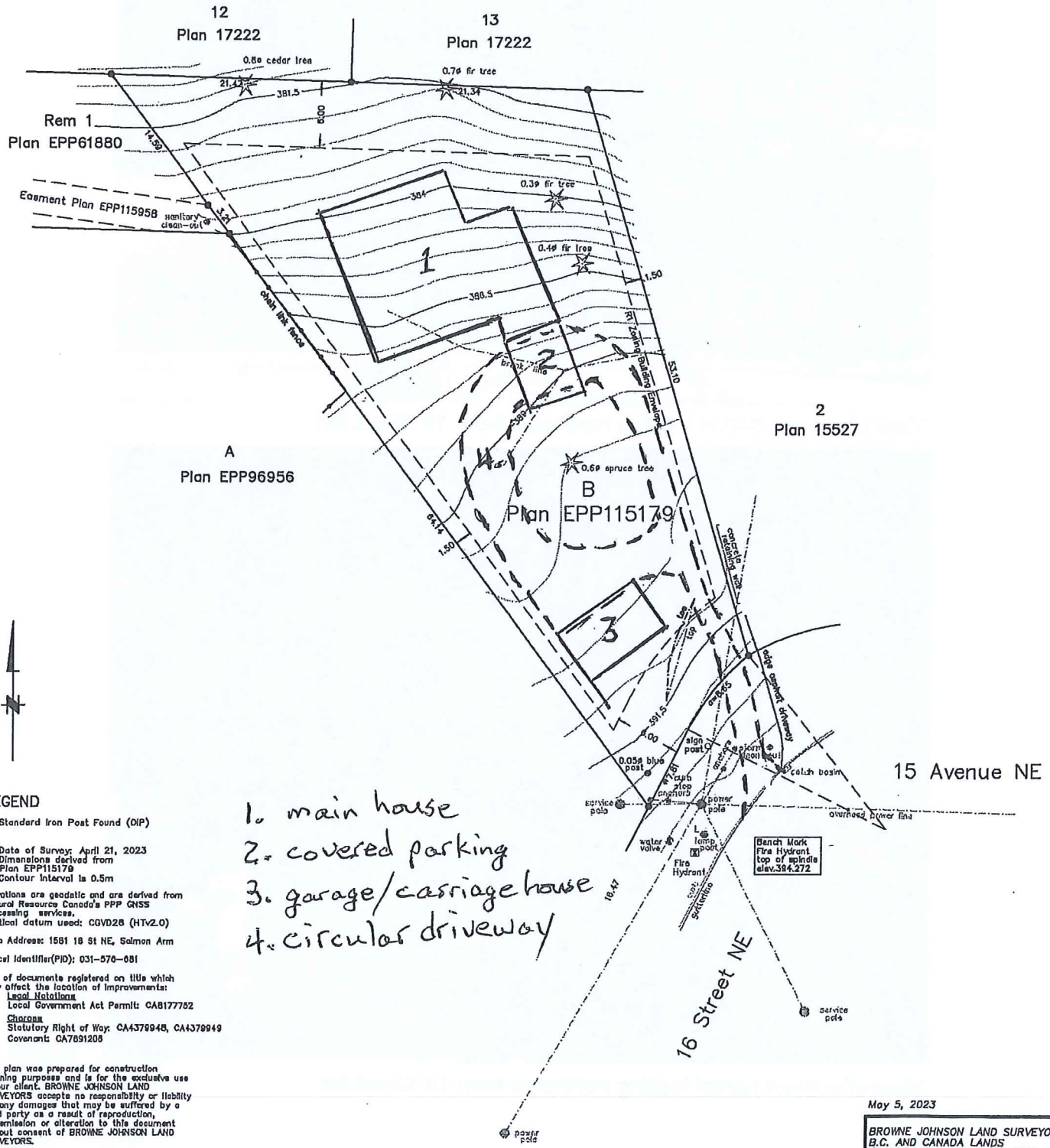
P98  
 Site Plan of Lot B,  
 Sec 24, Tp 20, Rge 10,  
 W6M, KDYD, Plan EPP115179

Scale 1:250 BCGS 82L.074



All distances are in metres.  
 The intended plot size of this plan is 432mm in width by 560mm in height (G size) when plotted at a scale of 1:250

4.2 acre



LEGEND

- Standard Iron Post Found (DIP)
- Date of Survey: April 21, 2023
- Dimensions derived from Plan EPP115179
- Contour Interval is 0.5m
- Elevations are geodetic and are derived from Natural Resources Canada's PPP GNSS processing services.
- Vertical datum used: CGVD28 (HTV2.0)
- City Address: 1581 18 St NE, Salmon Arm
- Parcel Identifier (PID): 031-570-081
- List of documents registered on title which may affect the location of improvements:
  - Legal Notations
  - Local Government Act Permit: CA8177782
  - Chorona
  - Statutory Right of Way: CA4379948, CA4379949
  - Covenants: CA7891208

1. main house  
 2. covered parking  
 3. garage/carriage house  
 4. circular driveway

This plan was prepared for construction planning purposes and is for the exclusive use of our client. BROWNE JOHNSON LAND SURVEYORS accept no responsibility or liability for any damages that may be suffered by a third party as a result of reproduction, transmission or alteration to this document without consent of BROWNE JOHNSON LAND SURVEYORS.

May 5, 2023

BROWNE JOHNSON LAND SURVEYORS  
 B.C. AND CANADA LANDS  
 SALMON ARM, B.C. 250-832-9701  
 File: 145-23 Fb\_R126 p. 41  
 145-23.raw







Glenn & Moya Petznick  
4230 20<sup>th</sup> Street NE  
Salmon Arm, BC  
V1E 0C9

To The City of Salmon Arm  
Development Services Dept.

July 10, 2023

To Whom It May Concern:

With regard to our Request for Variance:

1. The lot is large (approx. 0.42 ac.) and will easily accommodate off-street parking for all vehicles at the residence and suite. When we landscape, we will create either gravel or paved areas for parking, as well as garage space.
2. We would like to have solar generated power again, which we have in our current home. We are currently at net zero, and hope to achieve that again. The location of the carriage house will be better suited than the main house for solar gain. The main house will be quite shaded for portions of the day by the neighbour to the West of us, while the guest suite/garage will have full exposure to the sun.
3. We much prefer that the suite is separate from our home, so that there is a separation from sound transfer, daily interaction, etc. We suggest that this would be more appealing than a connected suite for most potential future purchasers of the property, i.e. the suite is more likely to remain available as a rental unit if it is not "part of" the main house.
4. We learned from a recent report on CBC radio on Friday morning (July 7<sup>th</sup>) that carriage homes are being encouraged throughout the Province of BC, to help with rental housing availability. There have been contests for the design of the best ideas, and some cities have these designs available to the public at no charge.

Thank you for your consideration of our request.

Item 24.1

**CITY OF SALMON ARM**

Date: August 28, 2023

Moved: Councillor

Seconded: Councillor

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4588 be read a third time.

[ZON-1267; Petznick, G. & M.; 1581 16 Street NE; R-1 to R-8]

## CITY OF SALMON ARM

### BYLAW NO. 4588

#### 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 August 28, 2023 at the hour of 7:00 p.m. was published in the August 16, 2023 and August 23, 2023 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP115179 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. 4588**”

READ A FIRST TIME THIS 14 DAY OF AUGUST 2023

READ A SECOND TIME THIS 14 DAY OF AUGUST 2023

READ A THIRD TIME THIS DAY OF 2023

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE DAY OF , 2023

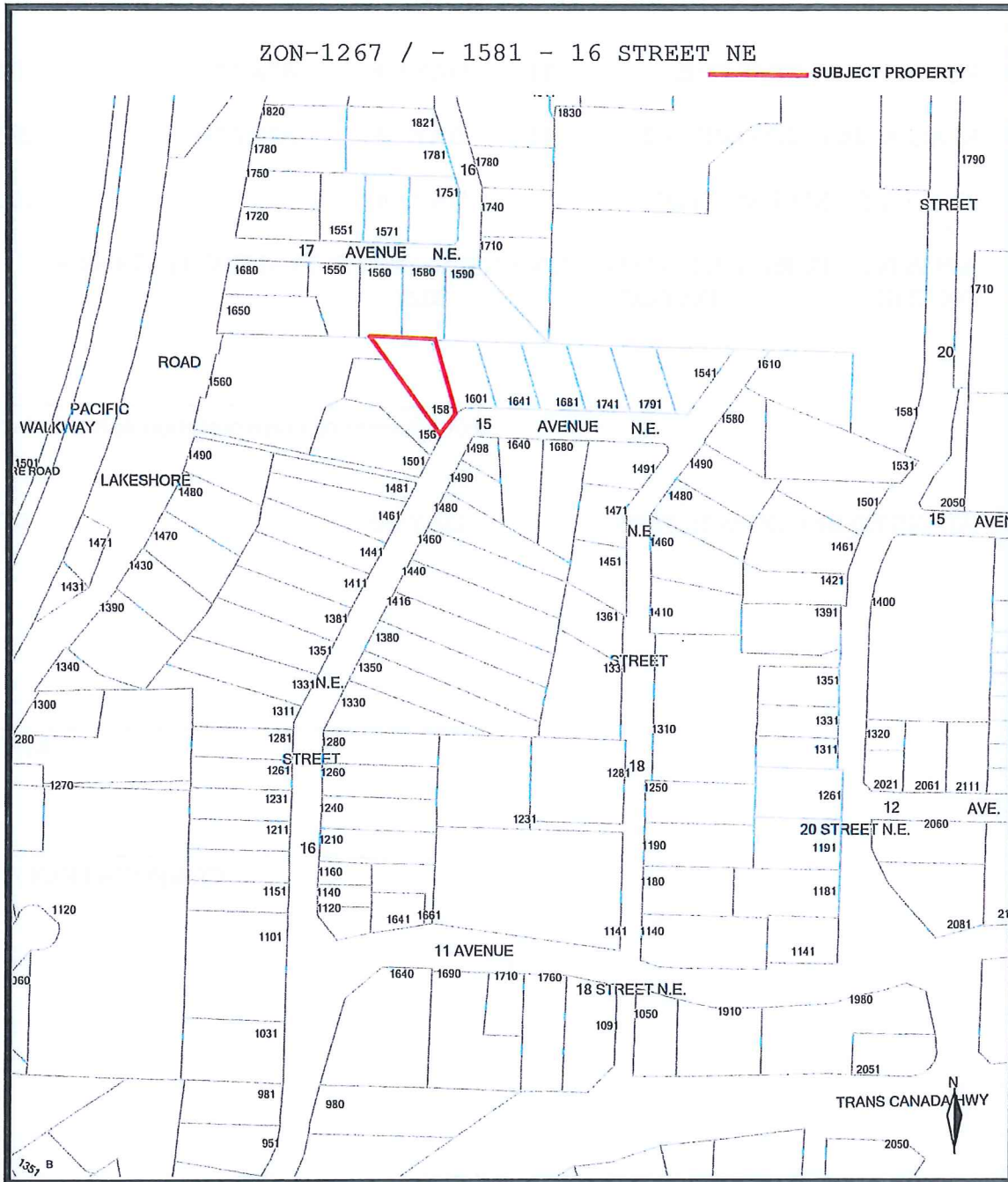
\_\_\_\_\_  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2023

\_\_\_\_\_  
MAYOR

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

Schedule "A"



Item 26

**CITY OF SALMON ARM**

Date: August 28, 2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Gonella

THAT: the Regular Council Meeting of August 28, 2023, be adjourned.



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