



**AGENDA**

**City of Salmon Arm  
Regular Council Meeting**

**Monday, February 10, 2020  
1:30 p.m.  
Room 100, City Hall**

*[Public Session Begins at 2:30 p.m.]*  
**Council Chamber of City Hall  
500 – 2 Avenue NE**

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 - 12	1.	Regular Council Meeting Minutes of January 27, 2020
	7.	<b>COMMITTEE REPORTS</b>
13 - 16	1.	Development and Planning Services Committee Meeting Minutes of February 3, 2020
17 - 20	2.	Environmental Advisory Committee Meeting Minutes of January 24, 2020
21 - 24	3.	Community Heritage Commission Meeting Minutes of January 6, 2020
	8.	<b>COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE</b>
25 - 30	1.	Board in Brief – January, 2020

- 9. STAFF REPORTS**
- 31 - 32 1. Chief Financial Officer - Appointments for Court of Revision  
33 - 36 2. Chief Financial Officer - Transportation Parcel Tax - Taxation Options - For Discussion  
37 - 44 3. Chief Financial Officer - Property Taxation, Tax Rate Multiples and Tax Shifting - For Discussion  
45 - 46 4. Director of Permits and Licensing - Rogers Hometown Hockey Wrap Up and Noise Exemption
- 10. INTRODUCTION OF BYLAWS**
- 47 - 52 1. City of Salmon Arm Parks Regulation Amendment Bylaw No. 4376 - First, Second and Third Readings
- 11. RECONSIDERATION OF BYLAWS**
- 53 - 68 1. City of Salmon Arm Zoning Amendment Bylaw No. 4365 [ZON1162; Soley, A. & Tigh, D.; 1791 - 22 Street NE; R1 - R8] - Final Reading  
69 - 84 2. City of Salmon Arm Zoning Amendment Bylaw No. 4366 [ZON1163; Ewan, D. & L.; 940 9 Avenue NE; R1 - R8] - Final Reading
- 12. CORRESPONDENCE**
- 85 - 86 1. Informational Correspondence
- 13. NEW BUSINESS**
- 14. PRESENTATIONS / DELEGATIONS**
- 87 - 88 1. Presentation 4:00 - 4:15 p.m. (approximately)  
Chad Shipmaker, Prism Cannabis - Plans for New Industrial Park Buildings  
89 - 96 2. Presentation 4:15 - 4:30 p.m. (approximately)  
Carmen Massey, Women's Entrepreneur & Innovation Network - Tsuts'weye Project
- 15. COUNCIL STATEMENTS**
- 16. SALMON ARM SECONDARY YOUTH COUNCIL**
- 17. NOTICE OF MOTION**
- 18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
- 19. OTHER BUSINESS**
- 97 - 120 1. Canoe Creek - Harvesting Beetle Infested Trees
- 20. QUESTION AND ANSWER PERIOD**

**7:00 p.m.**

<b>Page #</b>	<b>Item #</b>	<b>Description</b>
	<b>21.</b>	<b>SPECIAL PRESENTATION</b>
	1.	Heritage Conservation Award Presentation
	<b>22.</b>	<b>DISCLOSURE OF INTEREST</b>
	<b>23.</b>	<b>HEARINGS</b>
121 - 132	1.	Development Variance Permit Application No. VP-507 [Bock, D. & M.; 5521 30 Street NE; Setbacks]
133 - 146	2.	Development Variance Permit Application No. VP-508 [Ewan, D. & L.; 940 9 Avenue NE; Setbacks]
	<b>24.</b>	<b>STATUTORY PUBLIC HEARINGS</b>
	<b>25.</b>	<b>RECONSIDERATION OF BYLAWS</b>
	<b>26.</b>	<b>QUESTION AND ANSWER PERIOD</b>
147 - 148	<b>27.</b>	<b>ADJOURNMENT</b>

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Item 2.

## CITY OF SALMON ARM

Date: February 10, 2020

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: pursuant to Section 90(1) of the Community Charter, Council move In-Camera.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

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Item 6.1

## CITY OF SALMON ARM

Date: February 10, 2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Regular Council Meeting Minutes of January 27, 2020, be adopted as circulated.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm commenced in Room 100 at 1:00 p.m. and reconvened in the Council Chamber at 2:30 p.m. of the City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia on Monday, January 27, 2020.

### PRESENT:

Mayor A. Harrison  
 Councillor D. Cannon  
 Councillor C. Eliason (entered the meeting at 2:30 p.m.)  
 Councillor K. Flynn  
 Councillor T. Lavery  
 Councillor S. Lindgren  
 Councillor L. Wallace Richmond

Chief Administrative Officer C. Bannister  
 Director of Corporate Services E. Jackson  
 Director of Engineering & Public Works R. Niewenhuizen  
 Director of Development Services K. Pearson  
 Acting Chief Financial Officer T. Tulak  
 Manager of Permits and Licensing M. Roy  
 Recorder C. Simmons

### 1. CALL TO ORDER

Mayor Harrison called the meeting to order at 1:00 p.m.

### 2. IN-CAMERA SESSION

0026-2020

Moved: Councillor Lavery  
 Seconded: Councillor Lindgren  
 THAT: pursuant to Section 90(1) of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:00 p.m.  
 Council returned to Regular Session at 2:04 p.m.  
 Council recessed until 2:30 p.m.

Councillor Eliason entered the meeting at 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



5. DISCLOSURE OF INTEREST

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of January 13, 2020

0027-2020

Moved: Councillor Lavery  
Seconded: Councillor Wallace Richmond  
THAT: the Regular Council Meeting Minutes of January 13, 2020 be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

9. STAFF REPORTS

1. Director of Engineering and Public Works - Downtown Parking Commission - Downtown Salmon Arm Member Appointments

0028-2020

Moved: Councillor Eliason  
Seconded: Councillor Flynn  
THAT: Council appoint the following four (4) Downtown Salmon Arm representatives to serve on the commission for the two (2) year term from February 27, 2020 to February 28, 2022:

- Jacquie Gaudreau,
- Heather Finn,
- June Stewart, and
- Gerald Foreman.

Councillor Lavery left the meeting at 2:34 p.m.

CARRIED UNANIMOUSLY

2. Director of Development Services - British Columbia Active Transportation Grant 2020/2021

Councillor Lavery returned to the meeting at 2:34 p.m.

0029-2020

Moved: Councillor Lavery  
Seconded: Councillor Eliason  
THAT: Council direct staff to submit an application under the British Columbia Active Transportation Grant program for the Ross Street Underpass project.

CARRIED UNANIMOUSLY

9. STAFF REPORTS - continued

3. Director of Corporate Services - Tourism Services Review

Councillor Wallace Richmond declared a conflict of interest as Shuswap Tourism is a client of her firm and left the meeting at 2:38 p.m.

0030-2020 Moved: Councillor Lindgren  
 Seconded: Councillor Flynn  
 THAT: Council authorize Councillor Eliason and the Director of Corporate Services to conduct one-to-one consultation with key tourism stakeholders and report back to Council at the March 23, 2020 Regular Council Meeting.

CARRIED UNANIMOUSLY

Councillor Wallace Richmond returned to the meeting at 2:39 p.m.

4. Manager of Permits and Licensing - Liquor License Conversion (Food Primary to Liquor Primary), Lakeside Bowling Center 1881 - Avenue NE

0031-2020 Moved: Councillor Eliason  
 Seconded: Councillor Cannon  
 THAT: Council of the City of Salmon Arm has no objection to the issuance of a liquor primary license to the Lakeside Bowling Center and submits the following:

- a) The conversion of the Food Primary Liquor License to a Liquor Primary License will not result in an increase in noise;
- b) There will be no greater impact on the community than currently exists if the application is approved; and
- c) Since the conversion of the Food Primary License to a Liquor Primary License should not affect nearby residents to a greater degree than as currently exists the views of the neighbouring residents have not been gathered.

M. Roy, Manager of Permits and Licensing, outlined the application and was available to answer questions from Council.

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS

11. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Official Community Plan Amendment Bylaw No 4353 [OCP4000-41; Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; LDR to NC] - Final Reading

0032-2020 Moved: Councillor Flynn  
 Seconded: Councillor Lindgren  
 THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No 4353 be read a final time.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS - continued

- 2. City of Salmon Arm Zoning Amendment Bylaw No. 4354 [ZON-1157; Shuswap Christian Education Society/Horsting, T.; 480 30 Street SE; R-1 to C-1]- Final Reading

0033-2020

Moved: Councillor Lindgren  
 Seconded: Councillor Wallace Richmond  
 THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4354 be read a final time.

CARRIED UNANIMOUSLY

- 3. City of Salmon Arm Zoning Amendment Bylaw No. 4368 [ZON-1133; City of Salmon Arm; Text Amendment; C-2, C-3, C-6, CD-9, CD-17, M-1, M-2 and P-3 Zones] - Final Reading

0034-2020

Moved: Councillor Eliason  
 Seconded: Councillor Cannon  
 THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4368 be read a final time.

CARRIED UNANIMOUSLY

- 4. City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4371 - Final Reading

0035-2020

Moved: Councillor Lindgren  
 Seconded: Councillor Lavery  
 THAT: the bylaw entitled City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4371 be read a final time.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE

- 1. Informational Correspondence

- 4. K. Leinweber, Race Director, The Lewiston Ultra Events - email dated December 18, 2019 - Request for City Council Approval for The Lewiston Ultra 2020

0036-2020

Moved: Councillor Eliason  
 Seconded: Councillor Cannon  
 THAT: Council approve the Lewiston Ultra 2020 trail race event, as outlined in the email received December 7, 2018, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE - continued

2. Federation of Canadian Municipalities - Annual Conference and Trade Show June 4 - 7, 2020 - Toronto, ON

0037-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: Mayor Harrison and Councillor Eliason be authorized to attend the Federation of Canadian Municipalities (FCM) Convention in Toronto, ON from June 4 - 7, 2020;

AND FURTHER THAT: Council approve June 3 and 8, 2020 as travel dates for the FCM Convention.

CARRIED UNANIMOUSLY

15. COUNCIL STATEMENTS

19. OTHER BUSINESS

1. Agricultural Land Commission Application No. ALC-383 [Veerman, R. & B.; 6740 - 56 Street NE; Non-Adhering Residential Use - Additional Residence for Farm Use] - For Information

Received for information.

Councillor Eliason left the meeting at 3:02 p.m. and returned at 3:05 p.m.

2. British Columbia FireSmart - FireSmart Begins at Home Manual - For Information

0038-2020

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Council appoint Councillor Lavery as the FireSmart Representative / Liaison.

CARRIED UNANIMOUSLY

13. NEW BUSINESS

The Meeting recessed at 3:16 p.m.

The Meeting reconvened at 4:00 p.m.

14. PRESENTATIONS

1. Tracey Kutschker, Director/Curator, Salmon Arm Art Gallery - Salmon Arm Art Gallery Update

Tracey Kutschker, Director/Curator, Salmon Arm Art Gallery provided an update on the Salmon Arm Art Gallery and was available to answer questions from Council.

**14. PRESENTATIONS - continued****2. Staff Sergeant West, Salmon Arm RCMP Detachment - Quarterly Policing Report October - December 2019**

Staff Sergeant West, Salmon Arm RCMP Detachment provided an overview of the quarterly Policing Report from October - December 2019 and was available to answer questions from Council.

**16. SALMON ARM SECONDARY YOUTH COUNCIL****17. NOTICE OF MOTION****18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS****20. QUESTION AND ANSWER PERIOD**

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

The Meeting recessed at 4:46 p.m.

The Meeting reconvened at 7:00 p.m.

**PRESENT:**

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

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

**ABSENT:**

Councillor C. Eliason

**21. DISCLOSURE OF INTEREST****22. HEARINGS**

23. **STATUTORY PUBLIC HEARINGS**

1. **Zoning Amendment Application No. ZON1162 [Soley, A. & Tigh, D.; 1791 – 22 Street NE; R1 – R8]**

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

Submissions were called for at this time.

A. Soley, the applicant, outlined the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:05 p.m. and the next item ensued.

2. **Zoning Amendment Application No. ZON1163 [Ewan, D. & L.; 940 9 Avenue NE; R1 – R8]**

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

Submissions were called for at this time.

L. Ewan, the applicant outlined the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:08 p.m. and the next item ensued.

3. **Zoning Amendment Application No. ZON1164 [Pringle, J. & S.; 1664 10 Street SE; R1 – R8]**

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

Submissions were called for at this time.

J. Pringle, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:09 p.m.

24. **RECONSIDERATION OF BYLAWS**

1. **City of Salmon Arm Zoning Amendment Bylaw No. 4365 [ZON1162; Soley, A. & Tigh, D.; 1791 – 22 Street NE; R1 – R8] – Third Reading**

0039-2020

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4365 be read a third time.

CARRIED UNANIMOUSLY

24. RECONSIDERATION OF BYLAWS – continued

- 2. City of Salmon Arm Zoning Amendment Bylaw No. 4366 [ZON1163; Ewan, D. & L.; 940 9 Avenue NE; R1 – R8] – Third Reading

0040-2020                    Moved: Councillor Lavery  
                                   Seconded: Councillor Lindgren  
                                   THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4366 be read a third time.

CARRIED UNANIMOUSLY

- 3. City of Salmon Arm Zoning Amendment Bylaw No. 4367 [ZON1164; Pringle, J. & S.; 1664 10 Street SE; R1 – R8] – Third and Final Readings

0041-2020                    Moved: Councillor Cannon  
                                   Seconded: Councillor Flynn  
                                   THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4367 be read a third and final time.

CARRIED UNANIMOUSLY

25. QUESTION AND ANSWER PERIOD

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

26. ADJOURNMENT

0042-2020                    Moved: Councillor Cannon  
                                   Seconded: Councillor Lindgren  
                                   THAT: the Regular Council Meeting of January 27, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:18 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Adopted by Council the day of \_\_\_\_\_, 2020.

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Item 7.1

## CITY OF SALMON ARM

Date: February 10, 2020

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee Meeting Minutes of February 3, 2020, be received as information.

### Vote Record

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

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

## DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, February 3, 2020.**

### PRESENT:

Deputy Mayor D. Cannon  
 Councillor L. Wallace Richmond  
 Councillor T. Lavery  
 Councillor K. Flynn (entered the meeting at 8:03 a.m.)  
 Councillor C. Eliason

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

### ABSENT:

Mayor A. Harrison  
 Councillor S. Lindgren

#### 1. CALL TO ORDER

Deputy Mayor Cannon assumed the chair and called the meeting to order at 8:00 a.m.

Deputy Mayor Cannon 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."

#### 2. REVIEW OF THE AGENDA

#### 3. DISCLOSURE OF INTEREST

#### 4. REPORTS

##### 1. Development Variance Permit Application No. VP-507 [Bock, D. & M.; 5521 30 Street NE; Setback Requirements]

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-507 be authorized for issuance for Lot A, Section 36, Township 20, Range 10, W6M, KDYD, Plan 14845, which will vary the provisions of Zoning Bylaw No. 2303 as follows:

4. **REPORTS - continued**

1. **Development Variance Permit Application No. VP-507 [Bock, D. & M.; 5521 30 Street NE; Setback Requirements] - continued**

1. Section 35.11.3 - reduce the minimum setback of the principal building from the interior side parcel line from 3.0 metres to 1.2 metres.

D. Bock, the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

2. **Development Variance Permit Application No. VP-508 [Ewan, L./Scarini, D.; 940 9 Avenue NE; Setback Requirements**

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-508 be authorized for issuance for Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP5318 to vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 13.14.2 - R-8 Residential Suite Zone - reduce the minimum setback from a rear parcel line from 3.0 m (9.8 ft) to 1.0 (3.2 ft) to allow for the siting of a detached suite in an existing accessory building, as shown in Schedule A to the staff report dated January 27, 2020; and
2. Section 13.14.3 - R-8 Residential Suite Zone - to reduce the minimum setback from an interior side parcel line from 2.0 m (6.5 ft) to 1.5 m (4.9 ft) to allow for the siting of a detached suite in an existing accessory building as shown in Schedule A to the staff report dated January 27, 2020.

Councillor Flynn entered the meeting at 8:03 a.m.

L. Ewan, the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

5. **PRESENTATIONS**

1. **B. Laird - Treble Clef Construction**

Bill Laird presented a video featuring the construction and installation of the treble clef in the downtown area.

6. **FOR INFORMATION**

7. **IN CAMERA**

8. LATE ITEMS

9. ADJOURNMENT

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee meeting of February 3, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:19 a.m.

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Deputy Mayor Debbie Cannon  
Chair

Minutes received as information by Council  
at their Regular Meeting of \_\_\_\_\_, 2020.

Item 7.2

## CITY OF SALMON ARM

Date: February 10, 2020

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: the Environmental Advisory Committee Meeting Minutes of January 24, 2020, be received as information.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

## CITY OF SALMON ARM

Minutes of the **Environmental Advisory Committee** Meeting held in Room 100 of City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Friday, January 24, 2020** at 4:00 p.m.

### PRESENT:

Councillor Sylvia Lindgren  
Amy Vallarino  
Julia Beatty  
Carmen Fennell  
Luke Gubbels  
Louis Thomas  
Ron Pederson  
John McLeod  
Janet Pattinson  
Pauline Waelti  
Janet Aitken  
Warren Bell  
Erin Jackson

City of Salmon Arm, Chair  
Citizen at Large  
Citizen at Large  
Citizen at Large  
Canoe Forest Products  
Councillor, Neskonlith Indian Band  
Salmon Arm Fish and Game Club  
Salmon Arm Farmers Institute (SAFI)  
Shuswap Naturalist Club  
Shuswap Environmental Action Society (SEAS)  
Salmon Arm Nature Bay Enhancement Society (SABNES)  
WA:TER  
City of Salmon Arm, Director of Corporate Services,  
recorder

### ABSENT:

Vacant  
Gary Arsenaault  
Gina Johnny

Shuswap Construction Industry Professionals (SCIP)  
Shuswap Pro Development Association  
Councillor, Adams Lake Indian Band

### GUESTS:

Sherry Bowlby

The meeting was called to order at 4:00 p.m.

#### 1. Introductions and Welcome

#### 2. New Business

##### a) Committee Objective - Long and Short Term Work Plan

Moved: Janet Pattinson

Seconded: Janet Aitken

THAT: the Committee develop a long and short term work plan to establish a committee objective.

CARRIED UNANIMOUSLY

3. **Next meeting - Friday, February 7, 2020**

4. **Adjournment**

Moved: Julia Beatty

Seconded: Amy Vallarino

THAT: the Environmental Advisory Committee Meeting of January 24, 2020 be adjourned.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 4:16 p.m.

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Councillor Sylvia Lindgren, Chair

Received for information by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2020

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Item 7.3

## CITY OF SALMON ARM

Date: February 10, 2020

Moved: Deputy Mayor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Community Heritage Commission Meeting Minutes of January 6, 2020, be received as information.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

**CITY OF SALMON ARM**

Minutes of the **Community Heritage Commission Meeting** held in Room 100 of City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Monday, January 6, 2020 at 2:00 p.m.**

**PRESENT:**

Councillor Debbie Cannon, Chair  
 Pat Kassa, R.J. Haney Heritage & Museum  
 Deborah Chapman, R.J. Haney Heritage & Museum  
 Maureen Shaffer  
 Cindy Malinowski, R.J. Haney Heritage & Museum  
 Mary Landers  
 Linda Painchaud  
 Denise Ackerman, City of Salmon Arm, Recorder

**ABSENT:****GUESTS:**

The meeting was called to order at 2:00 p.m.

1. **Introductions and Welcome**
2. **Presentations**
3. **Approval / changes / additions to Agenda**

Moved: Maureen Shaffer

Seconded: Pat Kassa

THAT: the Community Heritage Commission Meeting Agenda of January 6, 2020, be approved as circulated.

**CARRIED UNANIMOUSLY**

4. **Approval of Minutes of December 2, 2019, Community Heritage Commission Meeting**

Moved: Maureen Shaffer

Seconded: Mary Landers

THAT: the minutes of the Community Heritage Commission Meeting of December 2, 2019 be approved.

**CARRIED UNANIMOUSLY**

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

- a) **Heritage Week**

Debbie Cannon advised that EDS can set-up an electronic display that can replay throughout Heritage week but will need information to upload from the Heritage Commission Members. There was discussion regarding the information to be provided for the electronic display. Some items that could be included are: Heritage Awards, information from the Walking Tour and On This Spot App. Pat Kassa, Mary Landers,

Minutes of the Community Heritage Commission of Monday, January 6, 2020

Maureen Schaffer will prepare the materials for the electronic display. One of the previously used poster boards, listing the Heritage Commission Members, will be displayed at Heritage Week. Denise Ackerman will locate the poster board and update it.

**b) Heritage Conservation Awards**

The Heritage Conservation Award Letters have been mailed to the nominees. There was discussion regarding the reception for the awards. It is still to be determined where and when the reception will take place. Barb Brouwer has been contacted to do some public relations.

**c) Funding & Grant Applications for On This Spot App**

A formal letter has been sent to the Economic Development Society (EDS) to apply for MRDT funds from the Master Cultural Plan. EDS has advised that a meeting will take place on January 15<sup>th</sup> where it will be decided how funds are awarded.

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

Pat Kassa advised that she has reserved a table at Piccadilly Mall for Heritage Week starting Monday, February 17<sup>th</sup>. There was discussion regarding projects to undertake after Heritage Week. Mary Landers spoke about perhaps designating the vista of Salmon Arm. The vista referred to is the viewpoint on the Trans Canada Highway from 30<sup>th</sup> Street west.

**7. Next meeting - February 3, 2020**

**8. Adjournment**

Moved: Cindy Malinowski

Seconded: Linda Painchaud

THAT: The meeting be adjourned at 2:56 p.m.

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Debbie Cannon, Chair

Received for information by Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2020

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Item 8.1

## CITY OF SALMON ARM

Date: February 10, 2020

Board in Brief – January, 2020

### Vote Record

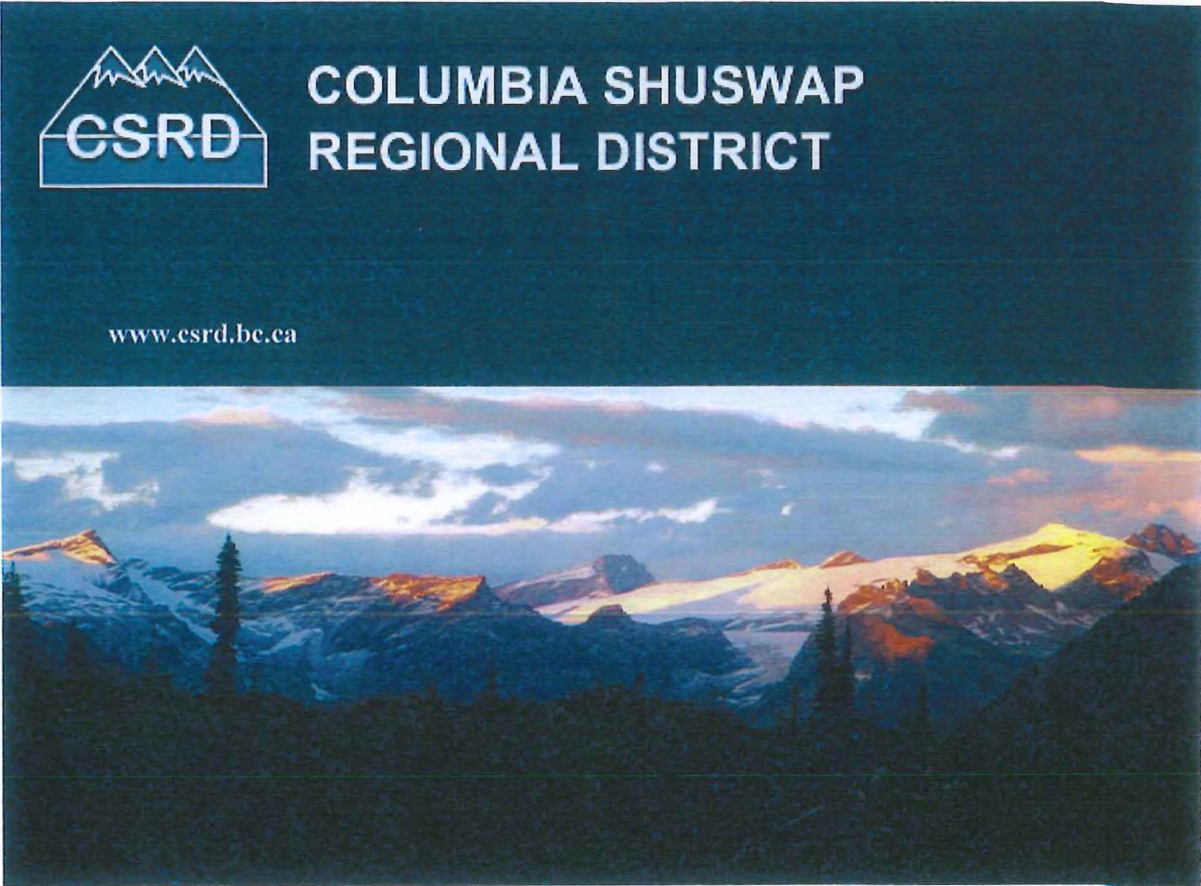
- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

**Caylee Simmons**

**From:** Columbia Shuswap Regional District <communications@csrd.bc.ca>  
**Sent:** January-23-20 1:51 PM  
**To:** Caylee Simmons  
**Subject:** #YourCSRD - January 2020



## #YourCSRD - January 2020

January 2020



[Web version](#)

## Highlights from the Regular Board Meeting

## Notice on Title Hearing

### Electoral Area F: Community Charter Section 57 Notice

A hearing was held to determine whether to authorize the filing of a Notice on Title for a property located at 7517 Castle Heights, Anglemont for building bylaw infractions. Following the closure of the hearing, the Board authorized the Notice on Title to be registered with the Land Title Office.



## Delegations

### Community Futures Revelstoke, Community Futures Shuswap and Community Futures of East Kootenay

Rob Marshall, Executive Director, Community Futures Shuswap provided information on the Community Futures programs and the impact to the CSRD in three areas of the regional district.

### Ministry of Ministry of Forests, Lands, Natural Resource Operations and Rural Development

Richard Toperczer, Regional Manager, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, was in attendance to present about Destination Development Strategy and the potential for the creation of a Trans-Canada Highway coalition. The Board asked for more information to be sent to the CSRD regarding the creation of a Trans-Canada Highway Committee and its proposed mandate. This would be considered at a future Board meeting. [View letter](#)

### Okanagan Regional Library

Don Nettleton, Chief Executive Officer, Okanagan Regional Library in attendance to provide an update on Okanagan Regional Library and its service to the citizens of the CSRD.

## Correspondence

### Letter from Shuswap Watershed Council (December 17, 2019)

The Board received a letter to Hon. Bernadette Jordan, Minister of Fisheries, Oceans, and the Canadian Coast Guard, reiterating their concerns regarding the spread of invasive mussels in BC and calling for greater federal support and funding. [View letter.](#)

### Letter from Mike Farnworth, Minister of Public Safety and Solicitor General (January 14, 2020)

The Board received a response to a letter of concern sent by CSRD Chair Rhona Martin in regards to erosion concerns regarding Newsome Creek. [View letter.](#)

## Committee Reports

### Sorrento-Blind Bay Incorporation Advisory Committee Meetings

Electoral Area C Director Paul Demenok updated the Board on progress of the Advisory Committee, which has held two meetings. He encouraged citizens to attend upcoming meetings and educate themselves about the process. The next meeting of the committee will take place Wednesday, February 12, 2020 at the Cedar Heights Community Centre, 2316 Lakeview Drive.

## Business General

### Fire Chief Appointments

The Board received a report detailing the new three-year contracts for Fire Chiefs at the 13 CSRD Fire Departments. Eleven chiefs remained the same, while James McKilligan was appointed the new chief in Malakwa. Recruitment for a new Fire Chief for the Scotch Creek/Lee Creek Fire Department is ongoing. [View report.](#)

### Modernizing BC Emergency Management Framework Feedback

The Board discussed issues surrounding the Province's intended changes to the Emergency Program Act and authorized sending a response asking for an opportunity to review the specific wording of

draft legislation when it becomes available. A specific reference will be made to the Newsome Creek erosion issues. [View report.](#)

### Grant-in-Aid requests

The Board approved allocations from the 2020 electoral grant-in-aid. [View report.](#)

### Electoral Area Feasibility Fund – Kicking Horse Mountain Fire Suppression Service

The Board approved spending up to \$25,000 from the Electoral Area Feasibility Fund to conduct a study to determine if sufficient community support exists to establish a fire suppression service within the community of the Kicking Horse Mountain Resort in Electoral Area A. [View report.](#)

### UBCM Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning Grant Application and Contract Award

The Board approved an application for a Community Emergency Preparedness Fund Grant for up to \$150,000 to complete a hazard mapping project to improve flood risk management within high risk areas of the CSRD. They also approved entering into an agreement with BGC Engineering Inc. not to exceed \$150,000 which is subject to the receipt of the grant. [View report.](#)

### Bristow Road Boat Launch – Crown Foreshore Tenure Application

The Board authorized the CSRD to acquire a Licence of Occupation from the Province of BC for the term of 20 years for 0.22 hectares of Crown foreshore for a boat launch, dock and dry hydrant purposes. [View report.](#)

### Notice of Withdrawal, Area E, from Shuswap Economic Development Service on December 31, 2020

The Board received a letter from Electoral Area E Director Rhona Martin serving notice of withdrawal from the Economic Development Extended Service Bylaw No. 5268 effective December 31, 2020. The notice was also referred to the remaining Directors of Areas C, D, and F to indicate their written consent in sufficient time for administration to bring forward a bylaw amendment to reflect taxation changes to occur in 2021. [View letter.](#) [View news release.](#)

### Formation of New Shuswap Economic Development Society

The Board received a report on the formation of a new society and agreed to move ahead with a series of participant workshops designed to clarify information regarding the new model for delivering economic development services. [View report.](#) [View news release.](#)

### Kault Hill Fire Suppression Agreement – City of Salmon Arm

The Board agreed to enter into an agreement with the City of Salmon Arm for the provision of fire suppression services to the Kault Hill Fire Suppression Service Area for a five-year term commencing January 1, 2020 to December 31, 2024. [View report.](#)

## Administration Bylaws

### City of Salmon Arm – Security Issuing Bylaw 9110, 2020

The Board passed a bylaw that will permit the City to access long-term borrowing through the Municipal Finance Authority for construction of Shuswap Regional Airport Taxiway Charlie. [View report.](#)

## In-Camera Releases

### Appointees to Revelstoke Area Economic Development Commission

The CSRD Board approved the recommendation from the Revelstoke City Council regarding the appointments of Dylan Hardy, Veronica Stevenson, and Stephen Jenkins to the Revelstoke Area Economic Development Commission for a two-year term, expiring December 31, 2021.

### Golden Recreation Centre Chiller Replacement

The CSRD Board authorized the internal borrowing of an additional \$50,000 from reserve funds to complete the purchase and installation of a new ice chiller for the Golden & District Recreation



Centre, with repayment to the contributing reserve funds being completed within five years. The Board also approved a second resolution to enter into an agreement with Complete Climate Control Inc. to supply and install a new plate and frame chiller unit at the Golden & District Recreation Centre for a total amount not to exceed \$250,000 plus additional taxes. [View news release.](#)



## LAND USE MATTERS

### **Business General**

#### **Electoral Area C: Non-Medical Cannabis Retail License Application (Copper Island Cannabis Corp.)**

The Board issued a recommendation to the Provincial Liquor and Cannabis Regulation Branch that a Non-Medical Cannabis Retail Store Licence be issued to Copper Island Cannabis Company Corp for a store to be located at 2798 Balmoral Road in Blind Bay. [View report.](#) [View news release.](#)

### **Development Permits (DPs) & Development Variance Permits (DVPs)**

#### **Electoral Area C: Development Permit No. 725-169 (O'Connor)**

The subject property is located at #4 – 1801 Archibald Road in Sorrento and is waterfront to Shuswap Lake. The owner was seeking an after-the-fact approval for a floating dock to vary the maximum upward facing surface area from 33.45m<sup>2</sup> to 35.3 m<sup>2</sup> and for the maximum width from 3.05 m to 4.27 m. Contrary to the staff recommendation, the Board approved issuance of the DVP. [View report.](#)

#### **Electoral Area F: Development Variance Permit No. 800-35 (Blair)**

The subject property is located in Magna Bay, at 6514 Squilax-Anglemont Road. The owner applied to reduce the front parcel setback from 4.5 m to 4.2 m for the foundation of a single family dwelling, and to 3.0 m for the projections and eaves of the dwelling. The Board approved issuance of the DVP. [View report.](#)

#### **Electoral Area F: Development Variance Permit No. 825-28 - Revised (Nevokschonoff)**

The subject property is located in Lee Creek, at 2868 Squilax-Anglemont Road. Variances were requested to reduce the minimum front and side parcel setback for the foundation and eaves of an

accessory building. The Board approved issuance of the DVP subject to snow retention clips being installed on the roof. [View report.](#)

**Electoral Area F: Development Variance Permit No. 800-34 (Sierens)**

The subject property is located at 2356 Hillen Crescent in Magna Bay. An accessory building was constructed too close to the interior side parcel line and required a variance to the side parcel boundary line. The Board approved issuance of the DVP. [View report.](#)

## Zoning, OCP and Land Use Amendments

**Electoral Area B: Electoral Area B Official Community Plan Amendment (Dow/Pors) Bylaw No. 850-14 and Electoral Area B Zoning Amendment (Dow/Pors) Bylaw No. 851-17**

The subject property is located at 3270 Loschinski Road, approximately 3.5 km west of the City of Revelstoke. The applicant wants to rezone and redesignate the property to add three to six tourist cabins to the property in addition to the current single family dwelling. The proposal also calls for a special regulation to restrict the number of tourist cabins to six. The Board gave first reading to the application and directed staff to refer the bylaw to applicable agencies and First Nations. [View report.](#)

**Electoral Area F: Electoral Area F Official Community Plan Amendment (Okaview Estates Ltd.) Bylaw No. 830-20**

The owners of property at 5581 and 5587 Squilax-Anglemont Road, Celistra are applying to redesignate a portion of the subject property from AG - Agriculture to WR - Waterfront Residential and to create a new site-specific density policy in the WR designation for the subject property to facilitate a two-lot subdivision of 0.5 ha and 0.4 ha each. The Board gave first reading to the application and directed staff to refer the bylaw to applicable agencies and First Nations. [View report.](#)

**Electoral Area F: Electoral Area F Official Community Plan Amendment (Dodge) Bylaw No. 830-21 and Scotch Creek/Lee Creek Zoning Amendment (Dodge) Bylaw No. 825-42**

The owners of the subject property, located at 1722 Lee Creek Drive, would like to subdivide the subject properties into nine lots with a minimum lot area of 2 ha. The applicant is proposing to amend the OCP designation from RSC – Rural Resource to RR – Rural Residential and amend the zoning designation from RU1 - Rural 1 to CR - Country Residential. The Board gave first reading to the application and directed staff to refer the bylaw to applicable agencies and First Nations. [View Report.](#)

## NEXT BOARD MEETING

The Regular CSRSD Board Meeting will be held Thursday, February 20, 2020 at 9:30 AM at the CSRSD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

Columbia Shuswap Regional District  
555 Harbourfront Drive NE, PO Box 978  
Salmon Arm, BC V1E 4P1  
[www.csrdd.bc.ca](http://www.csrdd.bc.ca) | 250.832.8194

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Item 9.1

## CITY OF SALMON ARM

Date: February 10, 2020

Moved: Councillor

Seconded: Councillor

THAT: the Council of the City of Salmon Arm be appointed as members of the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73<sup>rd</sup> Avenue Water Main Extension Parcel Tax Roll Review Panel;

AND THAT: the Court of Revision for the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73<sup>rd</sup> Avenue Water Main Extension Parcel Tax Roll be held in the Council Chambers of City Hall on Monday, March 9, 2020 at 7:00 p.m.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

# CITY OF SALMON ARM

Date: February 3, 2020  
 To: Mayor Harrison and Members of Council  
 From: The Acting Chief Financial Officer  
 Subject: Court of Revision

### Recommendation

That Council be appointed as members of the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73<sup>rd</sup> Avenue Water Main Extension Parcel Tax Roll Review Panel.

And that the Court of Revision for the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73<sup>rd</sup> Avenue Water Main Extension Parcel Tax Roll be held in the Council Chambers of City Hall on Monday, March 9, 2020 at 7:00 p.m.

### Background

In accordance with Section 204 of the Community Charter, the Tax Roll Review Panel must consider any complaints respecting the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73<sup>rd</sup> Avenue Water Main Extension Parcel Tax Roll and must authenticate the rolls in accordance with this Division.

For the purposes of this Division, the Council must:

- a) appoint at least three persons as the members of the Parcel Tax Roll Review Panel;
- b) establish the time and place for the sitting of the panel, and;
- c) have advance notice of the time and place published in accordance with Section 94 of the Community Charter (public notice).

Pursuant to Section 205(1) of the Community Charter, a person may make a complaint to the Parcel Tax Roll Review Panel on one or more of the following grounds:

- a) there is an error or omission respecting a name or address on the parcel tax roll;
- b) there is an error or omission respecting the inclusion of a parcel;
- c) there is an error or omission respecting the taxable area or the taxable frontage of a parcel;
- d) an exemption has been improperly allowed or disallowed.

Pursuant to Section 205 (2) of the Community Charter, a complaint must not be heard by the Parcel Tax Roll Review Panel unless written notice of the complaint has been given to the municipality at least 48 hours before the time set for the first sitting of the review panel. The Parcel Tax Roll Review Panel may direct the correction of the parcel tax roll respecting any matter referred to under Section 205(1).

Respectfully Submitted,



Tracy Tulak, CPA, CMA

Item 9.2

**CITY OF SALMON ARM**Date: February 10, 2020**Transportation Parcel Tax – Taxation Options  
For Discussion****Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

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

To: Mayor Harrison and Members of Council  
 Date: January 31, 2020  
 Subject: Transportation Parcel Tax – Taxation Options

**FOR DISCUSSION**

Further to Council request at the regular council meeting of July 22, 2019, please find summarized below information relative taxation method options for the Transportation Parcel Tax levy.

The Transportation Parcel Tax levy was established through a Council initiative, in 2003. After lengthy discussions relative to an increase in the 'Tax Rate' versus the implementation of a 'Transportation Parcel Tax' and various combinations thereof, Council resolved to implement a Transportation Parcel Tax to fund the road overlays portion of the Transportation Capital Budget. At the time, this proved to be a major undertaking for staff.

Council's decision to implement the Transportation Parcel Tax was twofold.

- The first being equality – everyone uses the transportation infrastructure and everyone should contribute equally. Increasing the tax rate overall spreads the costs of the transportation network based on the assessed value of the property. At the time Council was engaged in a conversation on commercial taxation. The higher the assessment, the higher the portion of taxes the property owner will pay. This did not address the equal opportunity aspect. There are inequities within any tax system; however, it was felt that the parcel tax was more equitable than an overall tax increase.

What is meant by "equal opportunity" is that everyone who lives within the boundaries of the City of Salmon Arm has the same opportunity as the next person to use the transportation infrastructure, whether or not they own a vehicle; or travel by transit bus, taxi, walk or through other means.

- The second being the protection of the tax monies collected. A specific 'Transportation Parcel Tax' would secure funding for roads. The specific tax usage is legislated by bylaw and cannot be used for any other purpose. Hence, it would not go into the general 'coffers'. Council felt that road infrastructure is an important service. By collecting a parcel tax for the capital portion of the road infrastructure, the public can be assured that appropriate funding for roads would be allocated annually.

In past years, the Transportation Capital Budget was essentially the primary target for tax cuts; therefore it was the intent of Council to provide the Transportation function with a stable and 'dedicated' source of funding. Initially, it was envisioned that the levy would fund the asphaltic road overlays.

A parcel means any lot, block or other area in which real property is held or into which is subdivided. The term parcel includes strata. Group of parcels means where a building or other improvement extends over more than one parcel of land, those parcels, if contiguous, may be treated by the Assessor as one parcel and assessed accordingly. A parcel includes a strata unit, business or residential property that has a legal title attached to it and where each owner is deemed to own a portion of the parcel of the land. The parcel tax does not consider the 'size' of the parcel; it considers 'separate' legal ownership and if it has been assigned a 'separate' assessment by the BC Assessment Authority.

In 2009, Council approved an amendment to essentially exempt parcels assessed as Class 9 "only", parcels or groups of parcels assessed as Class 9 containing Class 1 farm buildings and parcels assessed only as Class 2 improvements.

The follow are the Parcel Tax calculation options available to fund this function:

- Parcel Tax - Flat Rate - Currently in place

Everyone uses the transportation infrastructure and everyone should contribute equally. What is meant by "equal opportunity" is that everyone who lives within the boundaries of the City of Salmon Arm has the same opportunity as the next person to use the transportation infrastructure, whether or not they own a vehicle; or travel by transit bus, taxi, walk or through other means.

- Parcel Tax - Based on Frontage

Frontage Tax can be calculated on the actual frontage that the property abuts the roadway or it can be calculated on a taxable portion of frontage. Water and Sewer Frontage are a calculated taxable frontage. The calculation stipulates a minimum and maximum frontage per parcel. All parcels have a maximum frontage of 300 feet, a strata has a minimum frontage of 25 feet and all other parcels have a minimum of 50 feet. To calculate and update each folio in our database would require a very large amount of staff time.

Not all of the properties within the City have been calculated with a frontage amount. Properties that have access to City water or sewer have a frontage calculation based on Bylaw 1023 for Water Frontage and Bylaw 1244 for Sanitary Sewer Frontage. Using the Taxable Water Frontage calculation as a sample, the following amounts were calculated to generate the same revenue as the 2019 Transportation Parcel Tax:

Minimum 25 Feet - Strata	\$ 43.45
Minimum 50 Feet	\$ 86.90
Maximum 300 Feet	\$ 521.40

- Parcel Tax - Based on Area

A Parcel Tax based on Area is calculated strictly on the size of the property. Therefore, the greater the area of the parcel the larger the levy. This data is currently not available in our database and would require a very large amount of staff time to gather and update each folio with the correct data.

Should Council impose a parcel tax based on taxable area or taxable frontage of a parcel, then the bylaw must establish how the taxable area or the taxable frontage of a parcel is to be determined, and expressly state that the methods for determination must be based on the physical characteristics of the parcel and may be different for parcels having different classes of physical characteristics. A parcel tax based on taxable area or taxable frontage would require a new bylaw. The new bylaw would be part of the court of revision process and as such every parcel that is subject to the parcel tax must be notified and the taxable area or taxable frontage calculation provided. Each parcel is subject to Section 205 (1)(2)(c) of the Community Charter, wherein a person may file a complaint regarding the calculation of the taxable area or the taxable frontage of the parcel.

A specific 'Transportation Parcel Tax' secures funding for roads. The specific tax usage is legislated by bylaw and cannot be used for any other purpose. By collecting a parcel tax for the capital portion of the road infrastructure, the public can be assured that appropriate funding for roads would be allocated annually.

- Ad Valorem Tax – Assessed Value

Increasing the tax rate overall spreads the costs of the transportation network based on the assessed value of the property. The higher the assessment, the higher the portion of taxes the property owner will pay. In the past, Council has increased taxes directly for transportation purposes only to have the funds cut and used for another purpose in a later year. An additional tax increase of 6.77% in 2019 would have been required to generate the same revenue as the 2019 Transportation Parcel Tax. The following is the impact of a 6.77% tax increase:

Residential Dwelling (\$373,425 Assessment)	\$ 99.55
Residential Dwelling (\$675,000 Assessment)	\$ 179.95
Commercial Business (\$500,000 Assessment)	\$ 376.01
Commercial Business (\$15,742,000 Assessment Centenoka)	\$ 11,838.17

An 'Ad Valorem Tax' would appear on the tax rate bylaw as an increase in the General Municipal Mill Rate. These funds are not legislated by a bylaw for a specific purpose and could be moved to fund another project in any given year, resulting in funding that is not secured for road infrastructure improvements.

Staff do not recommend any changes to the current taxation method for the Transportation Parcel Tax levy.

Respectfully Submitted,

Tracy Tulak, CPA, CMA  
Acting Chief Financial Officer



Item 9.3

**CITY OF SALMON ARM**Date: February 10, 2020

Property Taxation, Tax Rate Multiples and Tax Shifting

For Discussion

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

# CITY OF SALMON ARM

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To: Mayor Harrison and Members of Council  
 Date: February 3, 2020  
 Subject: Property Taxation, Tax Multiples and Tax Shifting

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## FOR DISCUSSION

Further to Council request, please find summarized below information relative to Property Taxation, Tax Multiples and Tax Shifting.

### Distribution of Property Taxes Among the Property Classes

The present practice of municipalities including the City of Salmon Arm, for developing tax rates is based on the proportion of each property class's revenue to total revenue required (the Annual Budget). Any inflationary increase in assessments is reduced to reflect only the real increase in new construction in each class, thus, reflecting the City's responsible treatment of all taxpayers.

The objective of Council is to set tax rates in such a manner as to maintain tax stability while maintaining equality between the property classes. This practice allows the various taxpayers in the municipality to be confident that their property tax bill will only increase as much as their proportion of the increase in tax revenue required from year to year. The policy of Council is to maintain a proportionate relationship between the property classes. In other words, from year to year, approximately the same amount of general municipal tax revenue is collected from each property tax class (i.e. Residential, Utilities, Major Industry, Business, etc.) notwithstanding Council approved tax increases and taxation shifts.

The following chart details the current distribution of property taxes between property classes:

Property Class	2019 Tax Rate	Class Multiple	Percentage to Total Property Tax	Percentage to Total Property Assessment Value
Residential (1)	3.9378	1.00:1	66.01%	85.69%
Utilities (2)	25.6419	6.51:1	0.83%	0.16%
Supportive Housing (3)	0.000	0:1	0.00%	0.00%
Major Industry (4)	72.7672	18.48:1	3.14%	0.22%
Light Industry (5)	11.1080	2.82:1	2.25%	1.03%
Business (6)	11.1080	2.82:1	27.02%	12.44%
Managed Forest Land (7)	7.9356	2.02:1	0.01%	0.01%
Recreational/Non Profit (8)	2.8745	0.73:1	0.12%	0.21%
Farm (9)	12.7915	3.25:1	0.61%	0.24%

### Tax Multiples

A tax multiple quantifies the relationship between the property tax class where the residential rate is the base rate. In 2015, residential assessments increased which reduced the tax rate prior to applying the tax increase. An increase in the residential tax rate will increase the tax multiple (because it is the denominator) for the other property tax classes unless that property tax class also saw a decrease in assessments which was less than its "new construction". With respect to the Class 4, assessment values in 2015 decreased more than the residential and therefore its tax multiple decreased. If Class 4 assessments had remained the same the tax multiple would have increased marginally. This calculation is very complex with many variables.

It is prudent for Council to periodically affirm/re-affirm its position regarding the existing property tax multiples or make changes as determined by Council.

Year	Tax Multiple Class 4	Municipal Tax Revenue Class 4	Total Tax Revenue	Percentage to Total
2011	13.38:1	\$539,360	\$13,446,801	4.01%
2012	13.11:1	\$550,525	\$13,922,133	3.95%
2013	17.18:1	\$544,903	\$14,413,849	3.78%
2014	17.03:1	\$493,159	\$14,917,043	3.31%
2015	15.68:1	\$490,010	\$15,366,410	3.19%
2016	14.72:1	\$479,515	\$16,172,407	2.97%
2017	15.63:1	\$497,086	\$16,727,153	2.97%
2018	17.52:1	\$522,649	\$17,330,134	3.02%
2019	18.48:1	\$573,660	\$18,254,612	3.14%

Interestingly, as the table above reflects, an increase in the tax rate and the resulting tax multiple does not necessarily mean increased property taxes. This is a generally misunderstood concept. If there is an inflationary increase in Class 1 (Residential) assessments, the Class 1 (Residential) tax rate will be reduced. Assuming there was no change in Class 4 (Major Industry) assessments its tax rate will remain the same. The resulting tax multiple will increase for Class 4 (Major Industry) without any increase in property taxes.

The relationship between tax multiples and tax rates is complex, therefore one should not assume because the tax multiple (or tax rate for that matter) for a certain Class has increased or decreased that the amount of tax revenue will move in the same direction.

The City reviewed the property tax multiple structure and equalized the general municipal property tax rate and associated multiple for Class 5 (Light Industry) and Class 6 (Business) by shifting general municipal property taxes from Class 5 (Light Industry) to Class 6 (Business) commencing in 2017. This property tax stability strategy is in keeping with its objective to maintain tax stability while maintaining equality between property classifications. See Appendix A for the Business Case Study submitted by the City of Salmon Arm for the 2017 Property Tax Multiple Equalization Initiative.

Tax Shifting

It should be noted that shifting a portion of the tax burden away from any one (1) class of property would require the remaining classes to make up the shortfall (all things being equal). This is because the city requires a certain amount of tax revenue to operate and offer services.

The following chart details the approximate impact of additional tax collection required from the remaining property classes should council approve a shifting of tax collection away from Class 4 (Major Industry):

Class	\$25,000.00 Tax Shift	\$50,000.00 Tax Shift	\$75,000.00 Tax Shift	\$100,000.00 Tax Shift
Residential	\$ 17,037.86	\$ 34,075.72	\$ 51,113.58	\$ 68,151.44
Utilities	213.43	426.86	640.29	853.73
Major Industry	(25,000.00)	(50,000.00)	(75,000.00)	(100,000.00)
Light Industry	580.03	1,160.06	1,740.09	2,320.12
Business	6,977.79	13,955.57	20,933.36	27,911.15
Unmanaged Forest	3.61	7.23	10.84	14.45
Rec Non Profit	29.85	59.70	89.55	119.40
Farm	157.43	314.86	472.29	629.71

The approximate general municipal tax increase as a result of a tax shift from Class 4 (Major Industry) on various Class 1 (Residential) assessments is as follows:

Class	Assessment	\$25,000.00 Tax Shift	\$50,000.00 Tax Shift	\$75,000.00 Tax Shift	\$100,000.00 Tax Shift
Residential	\$ 100,000.00	\$ 0.56	\$ 1.11	\$ 1.67	\$ 2.23
Residential	\$ 398,760.00	2.23	4.43	6.66	8.89
Residential	\$ 500,000.00	2.80	5.55	8.35	11.15

The approximate general municipal tax increase as a result of a tax shift from Class 4 (Major Industry) on various Class 6 (Business) assessments is as follows:

Class	Assessment	\$25,000.00 Tax Shift	\$50,000.00 Tax Shift	\$75,000.00 Tax Shift	\$100,000.00 Tax Shift
Business	\$ 100,000.00	\$ 1.57	\$ 3.14	\$ 4.71	\$ 6.28
Business	\$1,000,000.00	15.70	31.40	47.10	62.80
Business	\$2,000,000.00	31.40	62.80	94.20	125.60

The following chart details the approximate impact of additional tax collection required from the residential property class should council approve a shifting of tax collection away from Class 4 (Major Industry):

Class	\$25,000.00 Tax Shift	\$50,000.00 Tax Shift	\$75,000.00 Tax Shift	\$100,000.00 Tax Shift
Residential	\$ 25,000.00	\$ 50,000.00	\$ 75,000.00	\$ 100,000.00
Major Industry	(25,000.00)	(50,000.00)	(75,000.00)	(100,000.00)

The approximate general municipal tax increase as a result of a tax shift from Class 4 (Major Industry) on various Class 1 (Residential) assessments is as follows:

Class	Assessment	\$25,000.00 Tax Shift	\$50,000.00 Tax Shift	\$75,000.00 Tax Shift	\$100,000.00 Tax Shift
Residential	\$ 100,000.00	\$ 0.82	\$ 1.63	\$ 2.45	\$ 3.27
Residential	\$ 398,760.00	3.27	6.50	9.77	13.04
Residential	\$ 500,000.00	4.10	8.15	12.25	16.35

It should be noted that any tax shift between classes does not affect the tax levies from other Governments.

The Province already caps the Class 2 (Utilities) tax rate to \$40 per \$1,000.00 of assessed value and 2.5 times the rate applicable to Class 6 (Business) further restricting the City's ability to distribute a tax shift on an equal basis to the remaining classes.

Respectfully Submitted,



Tracy Tulak, CPA, CMA  
 Acting Chief Financial Officer

## Open for Business Case Study - 2017 Property Tax Multiple Equalization Initiative

The City of Salmon Arm is pleased to submit this Case Study for the Open for Business Awards nomination because this initiative truly demonstrates that the City is 'Open for Business'. By listening carefully to the business community and ensuring that the City's taxation policies are equitable and fair, Council is working to make the community more competitive for small business.

### Background:

Although the BC Assessment Authority is responsible for classifying properties into one (1) or more of the nine (9) classifications, it is the role of local government to establish the municipal annual tax rates based on revenue needs set out in each municipalities' financial plan and to allocate a portion of the property tax levy to each classification. The ratio between each classifications' municipal property tax rate is called a tax multiple. A tax multiple quantifies the relationship between the property tax class, where the residential tax rate is the base rate.

One objective of Council for the City of Salmon Arm is to set tax rates in such a manner as to maintain tax stability equitably between the property classes. This practice allows the various taxpayers in the community to be confident that their property tax bill will only increase as much as their proportionate increase in tax revenue required from year to year.

In 2008, new revenue policy disclosure requirements were introduced by the Province. Section 165 of the Community Charter requires that the City disclose its revenue and taxation policies and objectives. The intent of the legislation is to ensure that local governments assess their current revenue and tax policy position, establish a long term (5 year) vision for the municipality and implement specific objectives and policies to promote sustainability.

In 2009, the City complied and full revenue and taxation policy disclosure were outlined in the Financial Plan, identifying the method by which property tax rates, user fees, etc. are developed including the:

- proportion of revenue proposed to come from various funding sources;
- distribution of property taxes among the property classes; and
- use of permissive and revitalization tax exemptions.

In 2013, Council reviewed the property tax multiples and reduced the Class 4 (Major Industry) property tax multiple, thereby shifting approximately \$25,000.00 in general

municipal property taxes from Class 4 to the other general municipal property tax classifications.

In early 2016, Council again reviewed and reduced the Class 4 (Major Industry) property tax multiple, thereby shifting approximately \$25,000.00 in general municipal property taxes from Class 4 to the other general municipal property tax classifications. In addition, Council re-classified a portion of the non market assessment for Class 4 (Major Industry) as an inflationary assessment change, thereby not deriving any new general municipal tax revenue from the non market assessment.

#### **2017 Property Tax Multiple Equalization Initiative:**

In mid 2016, the Chief Administrative Officer, Chief Financial Officer and Mayor met with representatives of a small local business to hear their perspective regarding the property tax rate associated with Class 5 (Light Industry) and Class 6 (Business and Other). Their concern was that investment in Class 5 (Light Industry) property was disproportionately penalized due to the higher taxation associated with the increased assessed value, thereby discouraging investment, growth and job creation.

In December 2016 Council invited representatives from local business and the BC Assessment Authority to present information regarding Class 5 (Light Industry) & Class 6 (Business and Other) assessments and property taxation.

During that Development and Planning Services Committee meeting, Council listened carefully to what the presenters had to say and requested a staff report regarding the property tax revenue implications of shifting and/or equalizing property tax between the various classes of assessment.

While this is a very complex issue with many variables (i.e. revenue requirements, new construction values, assessment inflation/deflation changes, etc.) and many different scenarios, staff provided a broad spectrum of options for consideration.

In 2017, following an extensive review of Class 5 (Light Industry) & Class 6 (Business and Other) tax multiples, including consultation with the Salmon Arm Economic Development Society, Chamber of Commerce and the business community, as well as hosting a public input session, Council equalized the property tax rates for those two property classifications. The rationale for this equalization was to support the retention of existing business and to attract new business. The City recognizes that it is not always clear how a property should be classified and have responded in a way that demonstrates that the City is committed to treating all businesses equitably, whether they are assessed as Class 5 (Light Industry) or Class 6 (Business and Other).

To illustrate this equalization, the 2016 municipal general tax rate was utilized (i.e. Class 5 (Light Industry) was \$18.71/\$1,000 of assessed value and Business and Other (Class 6) was \$11.66/\$1,000 of assessed value). The equalization scheme would see the general municipal tax rate equalized at \$11.95/\$1,000 for both classifications, thereby shifting \$6.77 per \$1,000 of assessed value from Class 5 (Light Industry) to Class 6 (Business and Other). The impact to Class 6 (Business) was an increase of \$45.63 for every \$100,000 of commercial assessment while Class 5 (Light Industry) saw a decrease of \$677.28 for every \$100,000. There are approximately 46 properties within the boundaries of the City that are classified as Class 5 (Light Industry) and 676 that are classified as Class 6 (Business and Other).

### **Conclusion:**

Property taxes form the greatest proportion of revenue for the City of Salmon Arm. The City endorses a 'user pay' philosophy in its collection of fees and charges (i.e. development, building, plumbing and fire permits, recreational program and rental fees and cemetery services, etc.) in an attempt to work towards full cost recovery for services provided.

The property tax system, however, provides a stable and consistent source of revenue for many services that are difficult to fund on a user pay basis or those services that benefit the community as a whole, for example, fire protection, snow removal, storm drainage and street lighting, just to name a few.

Consideration of tax rates or tax multiples must be done by looking carefully at the municipality's assessments, local economy, industry, public services provided, and is not a simple endeavour.

Throughout this process, Council for the City of Salmon Arm has consistently proven that they understand and are responsive to the needs of existing business and are committed to creating an atmosphere for new small business to flourish. Feedback from local businesses, the Salmon Arm Economic Development Society and the Salmon Arm Chamber of Commerce has been extremely positive, though the actual impact of this equalization has not yet been fully realized or evaluated.



Item 9.4

## CITY OF SALMON ARM

Date: February 10, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council authorize the extension of the noise bylaw for the Rogers Hometown Hockey Wrap Up to 3:00 a.m. on Sunday, March 8, 2020.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

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

---

TO: His Worship Mayor Harrison and Members of Council

FROM: Kevin Pearson, Director of Development Services

PREPARED BY: Maurice Roy, Manager of Permits and Licensing

DATE: January 28, 2020

SUBJECT: **Rogers Hometown Hockey Wrap Up and Noise Exemption**

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The City has received information that the packing up of the display and events structures will begin immediately after the Hometown Hockey festivities end at 7PM on Sunday, March 8<sup>th</sup>. The packing up will continue until approximately 3AM in the morning and since it involves the use of forklifts with backup beepers the organizers have asked for an exemption to the City noise bylaw.



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Report prepared by Maurice Roy, Manager of Permits & Licensing

MR:

Item 10.1

## CITY OF SALMON ARM

Date: February 10, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Parks Regulation Amendment Bylaw No. 4376 be read a first, second and third time.

### Vote Record

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

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

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

---

TO: His Worship Mayor Harrison and Members of Council

FROM: Kevin Pearson, Director of Development Services

PREPARED BY: Maurice Roy, Manager of Permits and Licensing

DATE: January 29, 2020

SUBJECT: **Amend Parks Bylaw 2119**

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**RECOMMENDATION:**

**THAT:** That Appendix "B" of Parks Bylaw 2119 be amended to include the public land at 2700 – 20 Avenue SE (Shuswap Memorial Cemetery and public trail network therein) as a mandatory "Dog on Leash" area.

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**Background**

Appendix "B" of the parks bylaw identifies City parks and public lands where dogs must be on leashes or where dogs are prohibited. The Shuswap Memorial Cemetery is not listed in Appendix "B", therefore, when the cemetery opened there were persons using the trails with their dogs off leash. A Trail and Cemetery Map is attached.

The caretaker and staff were concerned that dogs may be roaming around the cemetery during burial ceremonies so signs were erected requiring that all dogs be on a leash. This measure has had limited success.

The dog control contractor is now monitoring the area to raise awareness however since the subject property is not formally listed as a "Dog on Leash" area the option of a municipal ticket for obstinate offenders is not available. Formally listing the property in Appendix "B" as "Dog on Leash" provides the needed enforcement tool.



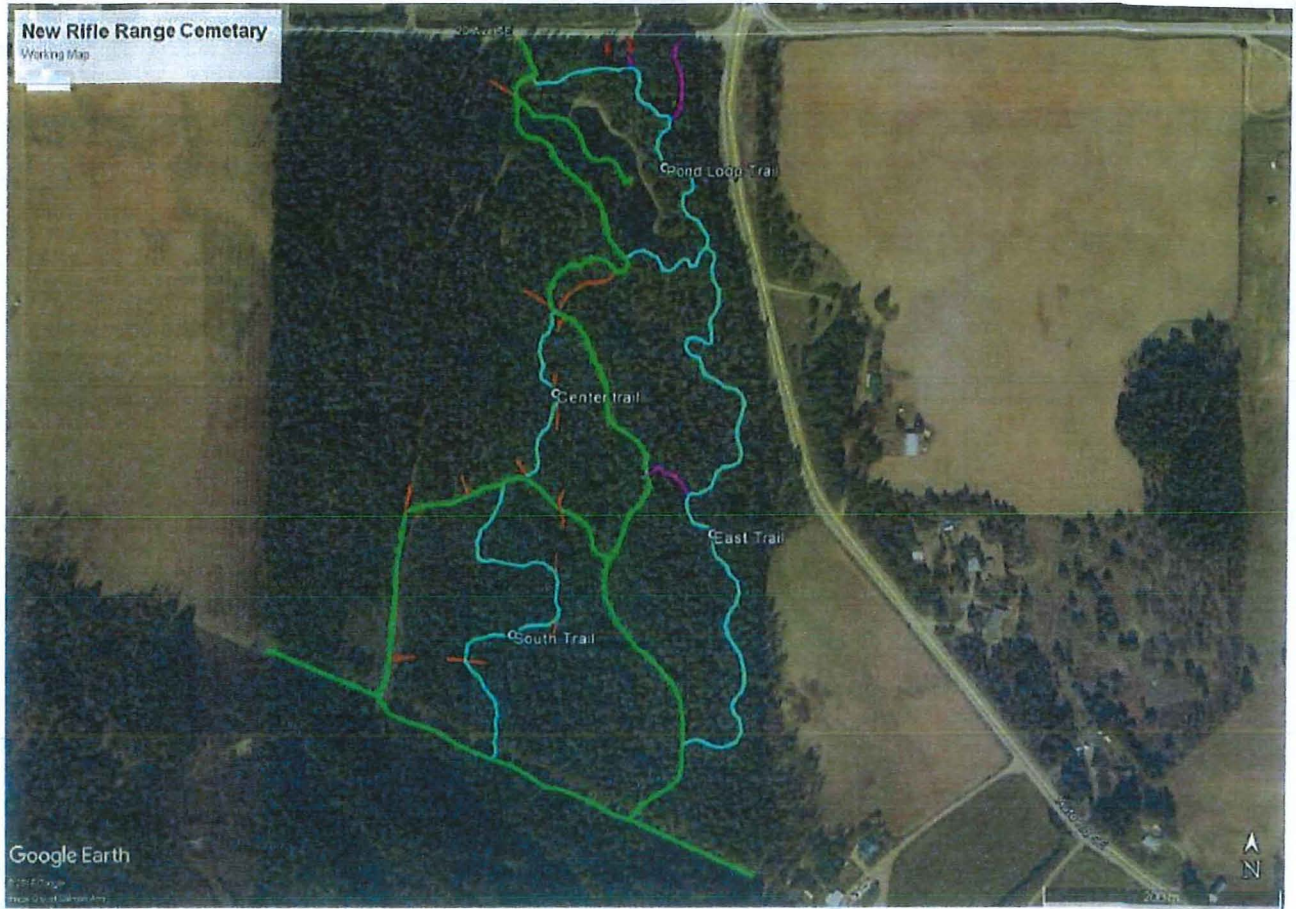

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Report prepared by Maurice Roy, Manager of Permits & Licensing

MR:mr

Attachment: Cemetery Trail Map

### Cemetery Trails Working Map



#### **Current Working Map**

**Green** - Existing trails

**Blue** - Proposed trails

**Pink** - Conceptual

**Red** - Proposed Parking

**Orange** - Decommission/Naturalization

**CITY OF SALMON ARM**

**BYLAW NO. 4376**

**A bylaw to amend "Parks Regulation Bylaw No. 2119, 1993"**

WHEREAS the Council of the City of Salmon Arm has enacted "Parks Regulation Bylaw No. 2119, 1993", being a bylaw to provide for the use, regulation and protection of public lands and parks within the City of Salmon Arm;

AND WHEREAS it is deemed expedient to amend said bylaw;

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

"Parks Regulation Bylaw No. 2119, 1993" is hereby amended as follows:

1. Appendix "B" is hereby amended by the deletion of the insertion of the following:

- **Shuswap Memorial Cemetery and Public Trail Network Therein**

2. This bylaw may be cited as "City of Salmon Arm Parks Regulation Amendment Bylaw No. 4376".

READ A FIRST TIME THIS	DAY OF	2020
READ A SECOND TIME THIS	DAY OF	2020
READ A THIRD TIME THIS	DAY OF	2020
ADOPTED BY COUNCIL THIS	DAY OF	2020

\_\_\_\_\_  
MAYOR

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

**BYLAW NO. 2119  
APPENDIX "B" PARKS PERMITTING DOGS**

**DISTRICT OF SALMON ARM**

Dogs shall be permitted to enter those parks listed on Appendix "B" only while on a leash and in the actual custody and control of the owner, his agent or servant, except where excluded by posted notice.

BLACKBURN PARK

CANOE BEACH PARK - posted "no dogs allowed" - resolution of March 22, 1993

FLETCHER PARK - posted "no dogs allowed" - resolution of March 22, 1993

JACKSON PARK [North Canoe Community Park] - posted "no dogs allowed" - resolution of September 10, 2001

KLAHANI PARK

McGUIRE PARK

MARINE PEACE PARK

FORESHORE TRAIL consisting of the 10 m wide dedicated municipal walkway and municipal lands lying between the eastern terminus of Harbourfront Drive NE and 47 Avenue NE and adjacent to the Canadian Pacific Railway - on maximum 2 metre leash, except during the period of May 01 to June 30 of each year when dogs are prohibited.

Shuswap Memorial Cemetery and Public Trail Network Therein

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Item 11.1

## CITY OF SALMON ARM

Date: February 10, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4365 be read a final time.

[ZON1162; Soley, A. & Tigh, D.; 1791 - 22 Street NE; R1 - R8]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

# CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: November 27, 2019

Subject: Zoning Bylaw Amendment Application No. 1162

Legal: Lot 4, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP73048

Civic: 1791 – 22 Street NE

Owner/Applicant: Soley, A. & Tigh, D.

## MOTION FOR CONSIDERATION

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 4, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP73048 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

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

## STAFF RECOMMENDATION

**THAT:** The motion for consideration be adopted.

## PROPOSAL

The subject parcel is located at 1791 – 22 Street NE (Appendix 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit a secondary suite within a new single family dwelling which is currently being constructed.

## BACKGROUND

The subject parcel is designated Medium Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The subject parcel is located in a residential neighbourhood (Lakeview Meadows). There are presently six R-8 zoned parcels in the Lakeview Meadows subdivision. This lot, along with three other lots were created via subdivision in 2017. One of these new lots, the adjacent parcel to the north, was rezoned from R-1 to R-8 in August of this year, to permit a secondary suite in a new house.

The subject parcel is approximately 56 m (184 ft) long and 23 m (75.5 ft) wide with an area of approximately 0.13 hectares (.32 acres). The subject parcel is a relatively large lot and can meet the conditions as specified to permit either a secondary suite or a detached suite within the proposed R-8 Zone.

A house is currently being constructed on the property; site photos are attached as Appendix 5. The applicant wishes to build a secondary suite on the lower level and has provided elevation, site and floor plans (Appendix 6). The lower level floor plan indicates the proposed suite to be 41.2 m<sup>2</sup> (443 ft<sup>2</sup>) and the site plan shows a double car garage and a large driveway. Thus, the size of the suite is within the maximum 90 m<sup>2</sup> (968.8 ft<sup>2</sup>); and, the provision to provide an additional off-street parking stall for the suite can be fulfilled.

### *Secondary Suites*

Policy 8.3.25 of the OCP provides for the consideration of *secondary suites* in all Residential Designated areas subject to compliance with the Zoning Bylaw and the BC Building Code.

### COMMENTS

#### Ministry of Transportation & Infrastructure

No comments to date.

#### Engineering Department

No concerns.

#### Building Department

BC Building Code will apply. No concerns with proposed zoning.

#### Fire Department

No concerns.

#### Planning Department

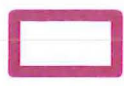
The proposed construction of a single family dwelling with a secondary suite will conform and fit in well with the surrounding neighbourhood. The proposed R-8 zoning of the subject parcel is consistent with the OCP and the plans provided indicate that all R-8 Zone requirements can be met, including the provision of onsite parking. Therefore, this application is supported by staff. Any development of a *secondary suite* requires a building permit and is subject to meeting Zoning Bylaw and BC Building Code regulations.



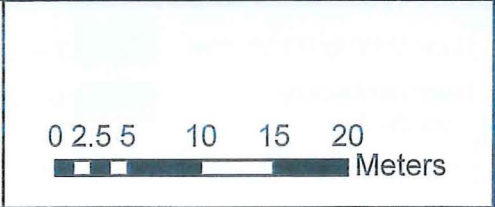
Prepared by: Denise Ackerman  
Planner, Development Services



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











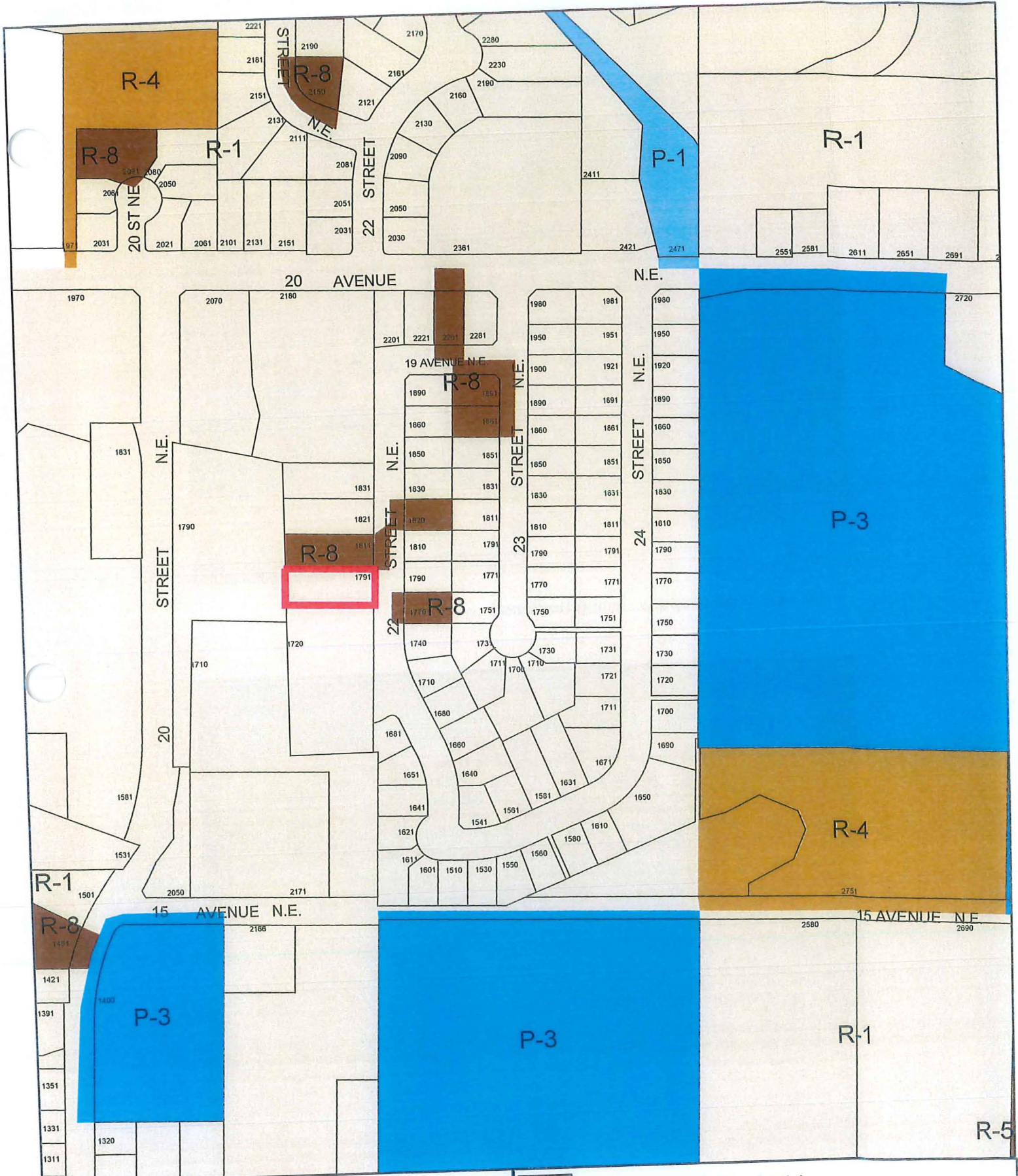
Subject Parcel



Subject Parcel



	 Subject Parcel	 Low Density Residential	 Park
		 Medium Density Residential	 Institutional
		 High Density Residential	



Subject Parcel

0 15 30 60 90 120 Meters

	R-1 Single Family Residential
	R-8 Residential Suite Zone
	P-3 Institutional Zone
	R-4 Medium Density Residential



View of subject property, facing northeast



View of subject property, facing north



OFFICE COPY



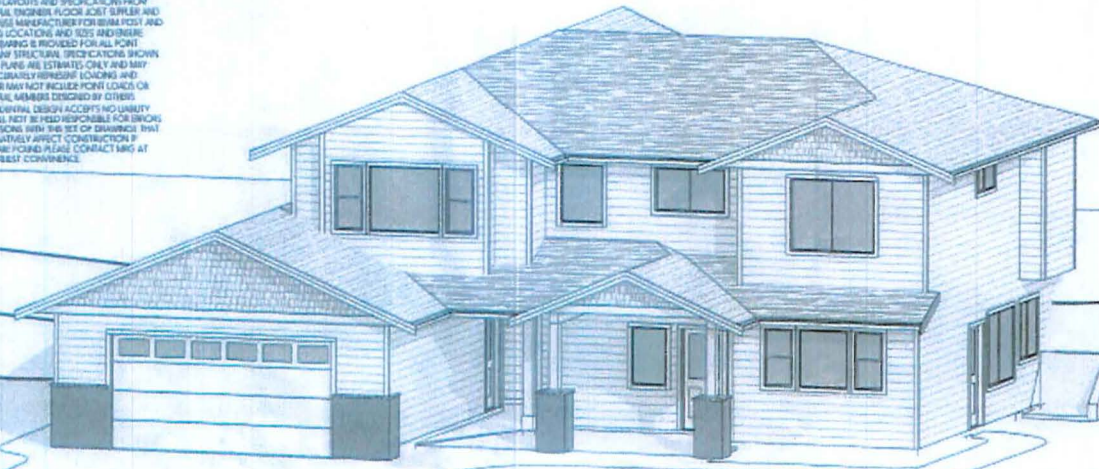
250.804.5403  
MIDDERBORGH

**GENERAL NOTES**

- 1 ALL CONSTRUCTION MATERIALS & WORKMANSHIP TO BE IN ACCORDANCE WITH THE CURRENT EDITION OF THE IBC BUILDING CODE, RUBBERING CODE ELECTRICAL CODE & ALL OTHER CODES ZONING AND RELATED THAT MAY APPLY.
- 2 THE CONTRACTOR AND ALL SUBTRACTS ARE RESPONSIBLE FOR THE REVIEW OF ALL DRAWINGS AND ITS CONDITIONS PRIOR TO COMMENCING WORK OR ORDERING ANY MATERIAL, AND SHALL NOTIFY ANY DISCREPANCIES THAT AFFECT DESIGN TO MRG IMMEDIATELY.
- 3 ALL FRAMING MATERIAL TO BE SP#42 OR BETTER.
- 4 CONCRETE FOOTINGS AND WALLS TO BE MINIMUM 2000 PSI 28 DAYS FLOOR SLAB AND JOIST/RAVIS TO BE MINIMUM 3000 PSI 28 DAYS.
- 5 ALL CONCRETE FOOTINGS TO BE PLACED ON ORIGINAL UNDISTURBED GROUND FREE OF ALL ORGANIC FILL OR OTHER WEAK MATERIAL.
- 6 DAMPROOF FOUNDATION WALLS BELOW GRADE WITH 2 COATS OF BITUMINOUS MEMBRANE.
- 7 2x4x8x16 TRAVEL RESISTANT PICKS VERTICAL BARRER ON 30" OC GANERALS CONNECTIBLE TO UNDER FLOOR OR GARAGE SLAB OR 3/4" OF 3/4" DAMPROOF OR OTHER MATERIAL SUITABLE FOR MOISTURE OR PROTECTIVE NETWORK SLAB.
- 8 ALL FOUNDATION DRAINS TO BE APPROXIMATE 1/2" PVC WITH FILTER CLOTH AND MINIMUM 1/2" DRAIN CODE DRAINED TO MUNICIPAL SERVICES ACCORDING TO LOCAL STANDARDS. DRAINS TO BE 5' ON CENTER FROM WALLS AT ALL LOCATIONS EXCEPT TO BEDROCK.
- 9 ALL TRUSS JOISTS HUNG OR OTHER STRUCTURAL MEMBERS NOT COVERED IN IBC BUILDING CODE TO BE DESIGNED AND ENGINEERED BY TRUSS MANUFACTURER OR STRUCTURAL ENGINEER PRIOR TO ANY FABRICATION.
- 10 FOUNDATION FILING WITH ALL LOCAL JURISDICTION HIGH TO PLACING FOOTING OR FINISHING SERVICES WITHIN BUILDING ENVELOPE.
- 11 ALL ROOF BRACKS TO BE UNBYPASSED WITH SCROTT AND ROOF VENTS WITH A MINIMUM DRAINAGE AREA OF 1.000 A MINIMUM OF 25% OF VENTS TO BE LOCATED AT ROOF. AND MINIMUM 25% TO BE LOCATED AT SOFFIT.
- 12 DOOR FRAMES AT ENTRANCES AND EXTERIOR WINDOWS TO OVERLAP EXTERIOR WALLS BE LOCATED BETWEEN DOOR FRAME AND STUDS AT THE HEIGHT OF THE QUADRANT TO RESIST WINDLOADS.
- 13 ALL GLASS DOOR, DOORSETS OR WINDOWS WITHIN 2' OF FINISHED FLOOR TO BE CONSTRUCTION OF SAFETY GLASS.
- 14 RAINWATER LEADERS NOT HANGING ON PLUMB CONTRACTOR TO DETERMINE EXACT LOCATION SUITABLE TO SITE AND MEMORIAL CHANGES.
- 15 ELECTRICAL LOCATIONS TO BE DETERMINED BY ELECTRICAL CONTRACTOR WITH THE APPROVAL OF HOMEOWNER OR QUALIFIED CONTRACTOR AND IN ACCORDANCE WITH CURRENT ELECTRICAL CODE.

**GENERAL NOTES**

- 17 APPROVED SAFETY GLASS TO BE INSTALLED WITH LOCATION APPROVED BY APPROPRIATE LOCAL JURISDICTION.
- 18 REFER TO LAYOUTS AND SPECIFICATIONS FROM STRUCTURAL ENGINEER FOR JOIST SPACING AND ROOF TRUSS MANUFACTURER FOR BEAM REST AND FOOTING LOCATIONS AND NOTES AND UNDER FLOOR BEARING & PROVIDES FOR ALL POINT LOADS AND STRUCTURAL SPECIFICATIONS SHOWN ON MRG PLANS ARE ESTIMATED ONLY AND MAY NOT ACCURATELY REPRESENT EXISTING AND USING OR MAY NOT INCLUDE POINT LOADS OR STRUCTURAL MEMBERS DESIGNED BY OTHER.
- 19 MRG RESERVING DESIGN ACCEPTS NO LIABILITY AND SHALL NOT BE HELD RESPONSIBLE FOR ERRORS OR OMISSIONS WITH THIS SET OF DRAWINGS THAT MAY NEGATIVELY AFFECT CONSTRUCTION IF ERRORS ARE FOUND PLEASE CONTACT MRG AT YOUR EARLIEST CONVENIENCE.



2 3D VIEW

**GLAZING CALCULATION**

WALL AREA (EST)	1083 SF	(100% HVI)
WINDOW AREA	160 SF	(15.3 HVI)
RATIO	15.2%	
ALLOWABLE	100.0%	
MAXIMUM DISTANCE	25' 0"	(TO CENTER OF WINDOW)

**SHEET LEGEND**

- A1 - NORTH
- A2 - BASINENT
- A3 - MAIN FLOOR
- A4 - ELEVATIONS
- A5 - ELEVATION/SECTION
- A6 - SECTIONS

**FINISHED AREA**

BASINENT	247 SF
MAIN FLOOR	1360 SF
TOTAL AREA	1607 SF

**OPTIONAL SUITE**

BASINENT	443 SF
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**CONSTRUCTION OPTIONS**  
NO HRV INSTALLED  
NO SPRINKLER SYSTEM  
FORCED AIR  
ICF FOUNDATION



1 FRONT ELEVATION



CLIENT	SOLEY
JOB	RESIDENCE
	1791 120 STREET NE SALMON WASH, WA
JOB #	7613
REVISIONS	
CONCEPT	SEPT 3 2019
REVISED PERM	SEPT 5 2019
ATTACHED GARAGE	SEPT 7 2019
DETACHED GARAGE	SEPT 9 2019
PRELIM LAYOUTS	SEPT 10 2019
BASEMENT	SEPT 14 2019
PERM	SEPT 18 2019
REVISED GRADE	OCT 3 2019
DATE	OCT 3 2019
DRAWING	NOTES/3D
SCALE	1/4" = 1'-0"
PAGE	A1

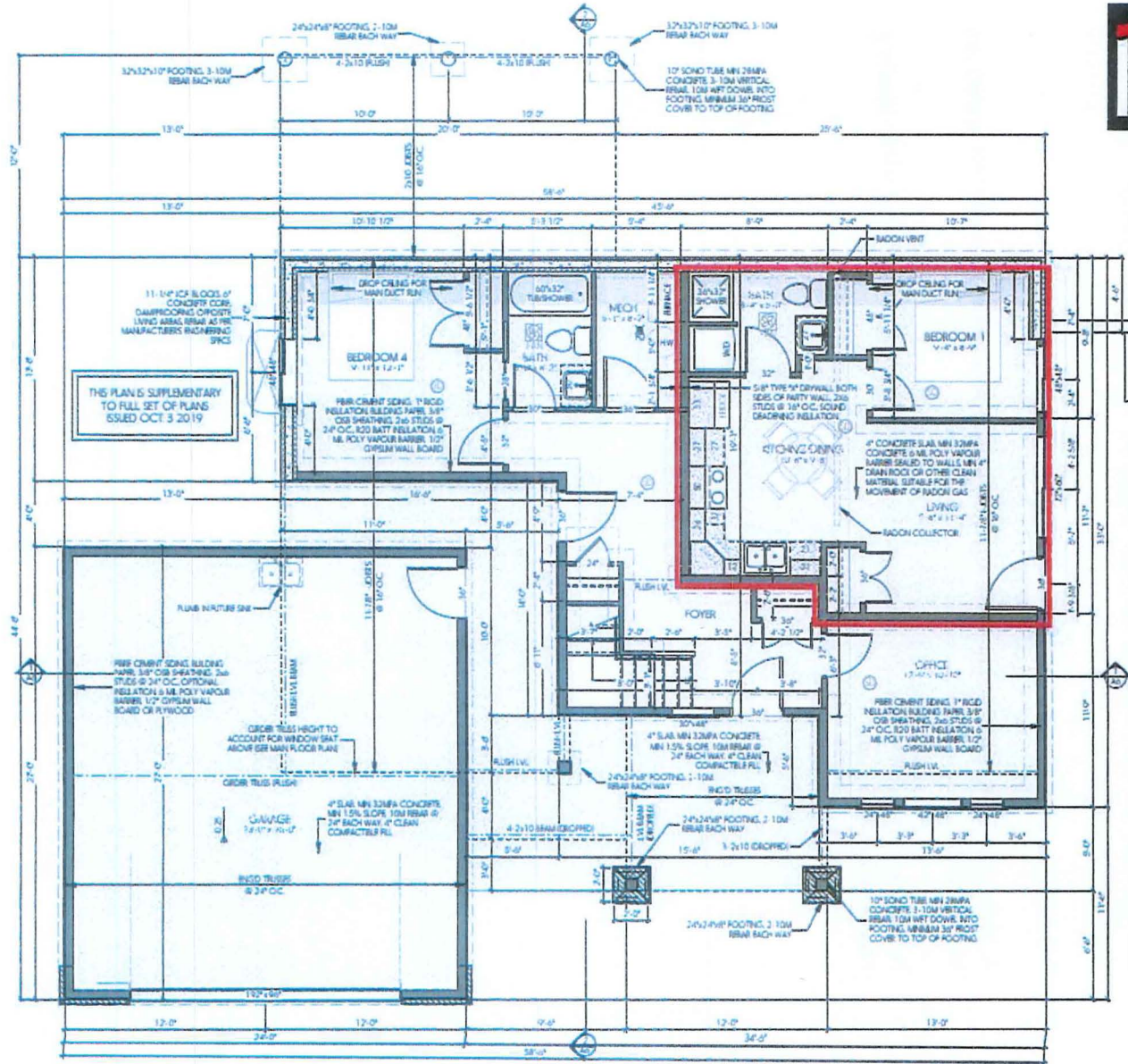


**FLOOR NOTES**

- 1 FINISHED EXTERIOR WALLS INCLUDE EXTERIOR FINISHING
- 2 ALL DIMENSIONS SHOWN ARE TO FINISH AND DO NOT INCLUDE DRYPWALL OR OTHER FINISHES
- 3 ALL HEADERS TO BE 3-2X10 IN 2X8 WALLS AND 2-2X10 IN 2X4 WALLS UNLESS NOTED OTHERWISE
- 4 ALL DOORS AND WINDOWS FINISHED 4-1/2" FROM ADJACENT WALLS UNLESS NOTED OTHERWISE
- 5 ALL DOOR SLABS TO BE 1/2" IN HEIGHT UNLESS NOTED OTHERWISE
- 6 INDIVIDUAL ROOM AREAS ARE CALCULATED FROM THE CENTER OF FINISHING WHEREAS THE OVERALL FLOOR AREA IS CALCULATED TO THE OUTSIDE OF EXTERIOR WALLS

**BASEMENT AREA**

FINISHED	247 SF
UNFINISHED	176 SF
<b>TOTAL</b>	<b>423 SF</b>
GARAGE	648 SF
TOTAL FOOTING	1743 SF



THIS PLAN IS SUPPLEMENTARY TO FULL SET OF PLANS ISSUED OCT 3 2019

**2 BASEMENT**  
1/4" = 1'-0"

CLIENT	<b>SOLEY</b>
JOB	<b>RESIDENCE</b>
	1791 22 STREET NE SALMON ARM B.C.
JOB #	<b>7613</b>
REVISIONS	
CONCEPT	SEPT 3 2019
REVISED UPPER	SEPT 5 2019
ATTACHED GARAGE	SEPT 7 2019
DETACHED GARAGE	SEPT 9 2019
FLOOR LAYOUTS	SEPT 10 2019
BASEMENT	SEPT 12 2019
PERMIT	SEPT 18 2019
REVISED GRADE	NOV 4 2019
FINISHED SITE	
DATE	<b>NOV 4 2019</b>
DRAWING	<b>BASEMENT</b>
SCALE	<b>1/4" = 1'-0"</b>
PAGE	<b>A2</b>

**23. STATUTORY PUBLIC HEARINGS****1. Zoning Amendment Application No. ZON1162 [Soley, A. & Tigh, D.; 1791 – 22 Street NE; R1 – R8]**

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

Submissions were called for at this time.

A. Soley, the applicant, outlined the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:05 p.m.

## CITY OF SALMON ARM

### BYLAW NO. 4365

#### 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, on January 27, 2020 at the hour of 7:00 p.m. was published in the January 15 and 22, 2020 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 4, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP73048 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.

City of Salmon Arm  
Zoning Amendment Bylaw No. 4365

5. CITATION

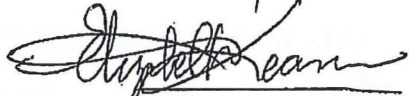
This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4365"

READ A FIRST TIME THIS 13th DAY OF January 2020

READ A SECOND TIME THIS 13th DAY OF January 2020

READ A THIRD TIME THIS 27th DAY OF January 2020

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE 3rd DAY OF FEBRUARY 2020



For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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

SCHEDULE "A"



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Item 11.2

## CITY OF SALMON ARM

Date: February 10, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4366 be read a final time.

[ZON1163; Ewan, D. & L.; 940 9 Avenue NE; R1 - R8]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

# CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

Date: December 11, 2019

Subject: Zoning Bylaw Amendment Application No. 1163

Legal: Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP5318

Civic: 940 – 9 Avenue NE

Owner/Applicant: Ewan, D. & L.

## MOTION FOR CONSIDERATION

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP5318 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone):

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

## STAFF RECOMMENDATION

**THAT:** The motion for consideration be adopted.

## PROPOSAL

The subject parcel is located at 940 9 Avenue NE (Appendix 1 and 2) and presently contains a single family dwelling and accessory buildings. The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the construction of a secondary suite in an existing accessory building.

## BACKGROUND

The relatively large (0.106 hectare) subject parcel is designated High Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The subject parcel is located in the McGuire Lake area, largely comprised of R-1, R-4, R-7 and R-8 zoned parcels containing single family dwellings with associated accessory buildings. There are currently seven R-8 zoned parcels within the proximity of the subject parcel. The subject parcel was subdivided from the adjacent parcel to the south in 1962.

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Development of either a *detached suite* or *secondary suite* within a dwelling would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.

The subject parcel easily meets the conditions as specified to permit a *detached suite* within the proposed R-8 zone. Site photos are attached as Appendix 5. The intent of the applicant is to develop a conforming *detached suite* within an existing accessory building (as shown in the plans attached as Appendix 6).

Staff note that a variance with respect to the rear parcel line setback would be required to permit a *detached suite* in the existing accessory building as proposed. This is due to the minimum setback requirement being slightly more restrictive for a *detached suite* (3 m) as opposed to an *accessory building* (1 m). The existing *accessory building* is presently sited approximately 1.2 m from this parcel line, exceeding the 1 m setback requirement that applies to an *accessory building*, but falling short of the 3 m *detached suite* requirement.

COMMENTSMinistry of Transportation and Infrastructure

No response to date.

Engineering Department

No concerns with rezoning. Only one 6 m wide access onto 9 Avenue NE is permitted.

Building Department

BC Building Code will apply.

As it is proposed to serve the main dwelling, a fire separation will be required between the suite and the garage.

Development Cost Charges (DCCs) are payable at the time of Building Permit for a *Detached Suite* in the amount of \$6,064.31 (same as the DCCs for a High Density Residential Unit).

Fire Department

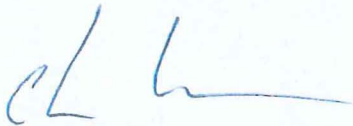
No concerns.

Planning Department

Staff note that a variance with respect to the rear parcel line setback would be required to permit a *detached suite* in the existing accessory building as proposed, however the subject property has potential to meet the conditions for the development of a *detached suite*, including sufficient space for an additional off-street parking stall.

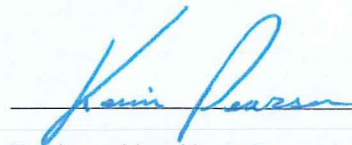
The variance required would have to be addressed through a separate application.

The proposed R-8 zoning is consistent with the OCP and is therefore supported by staff.



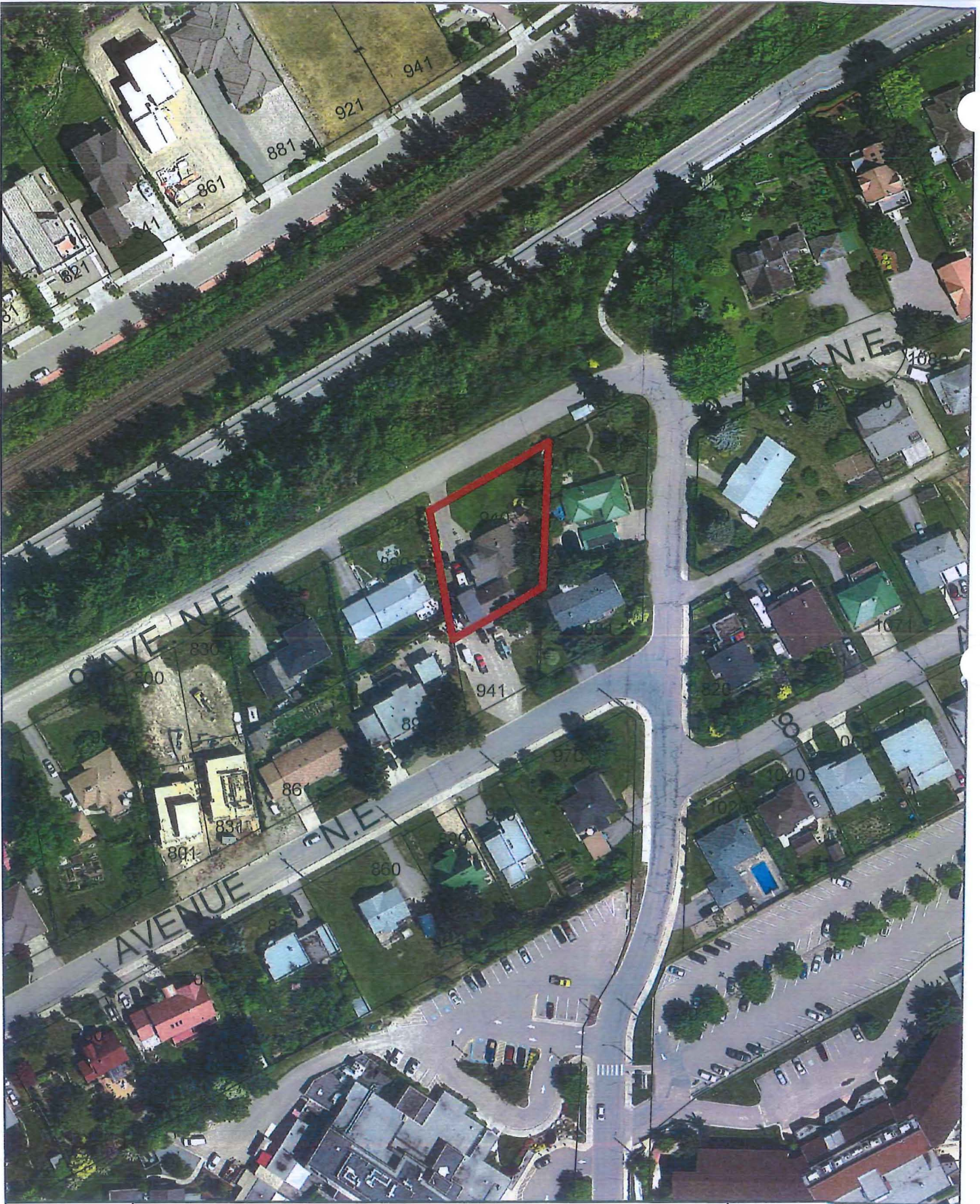
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Prepared by: Chris Larson, MCP  
Planning and Development Officer

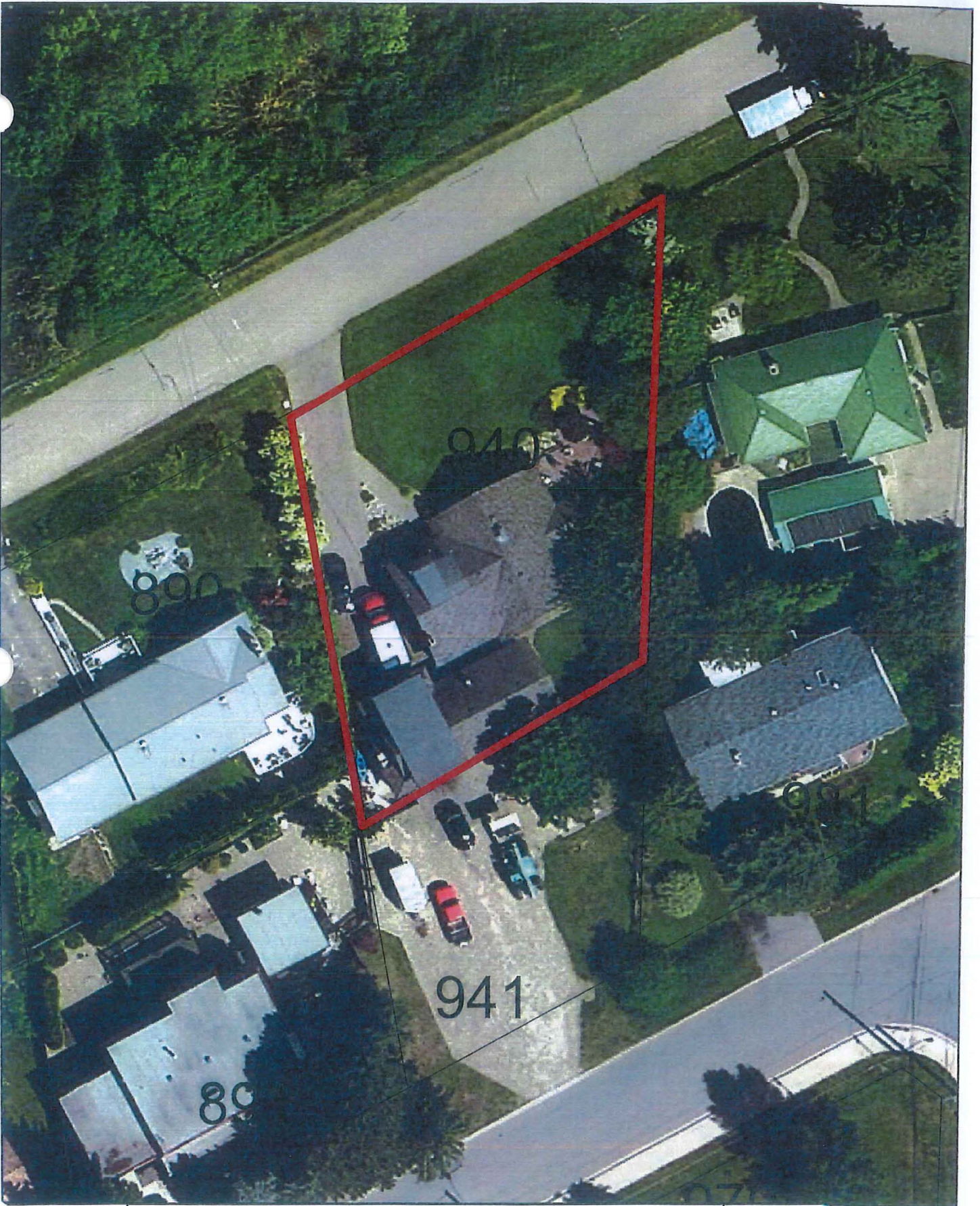


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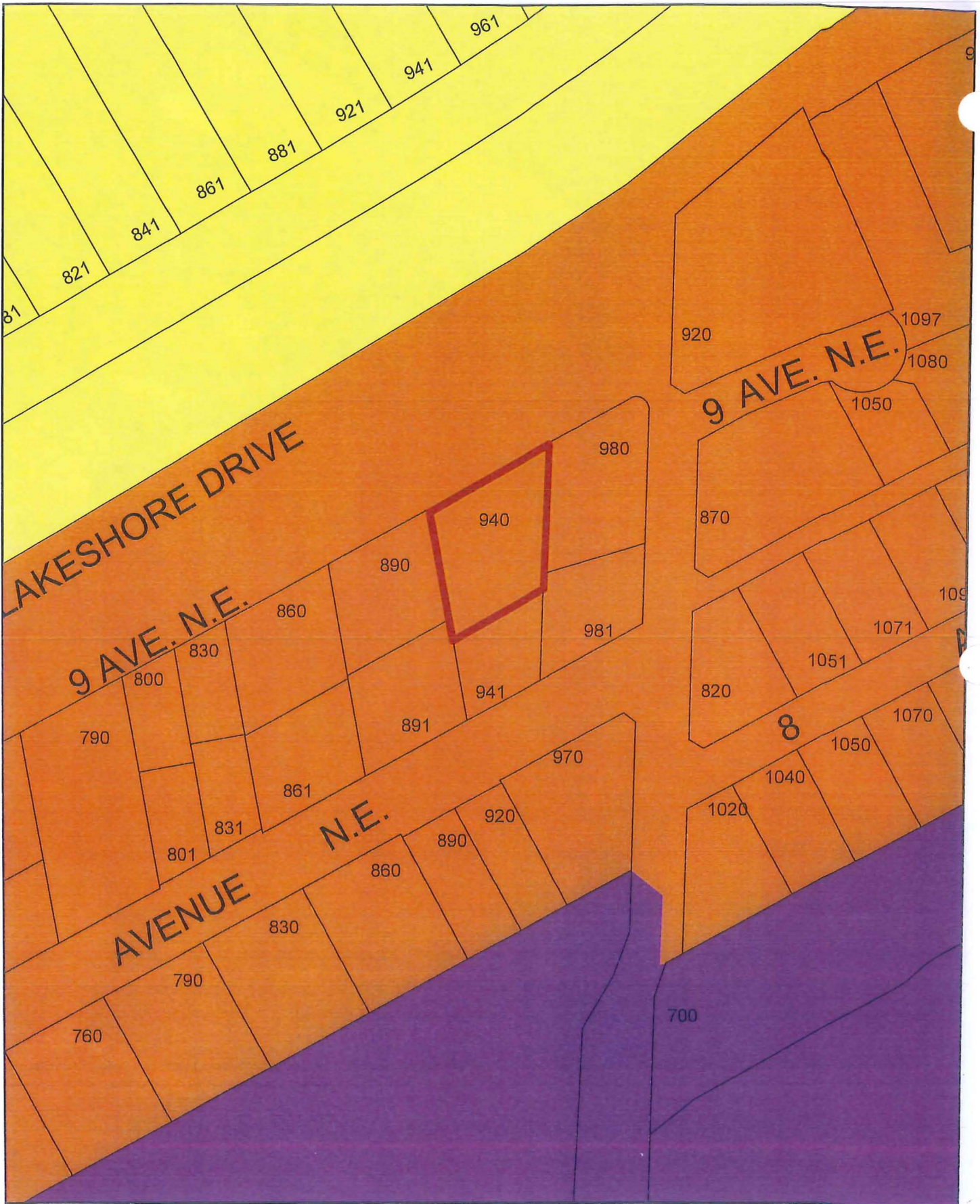
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services



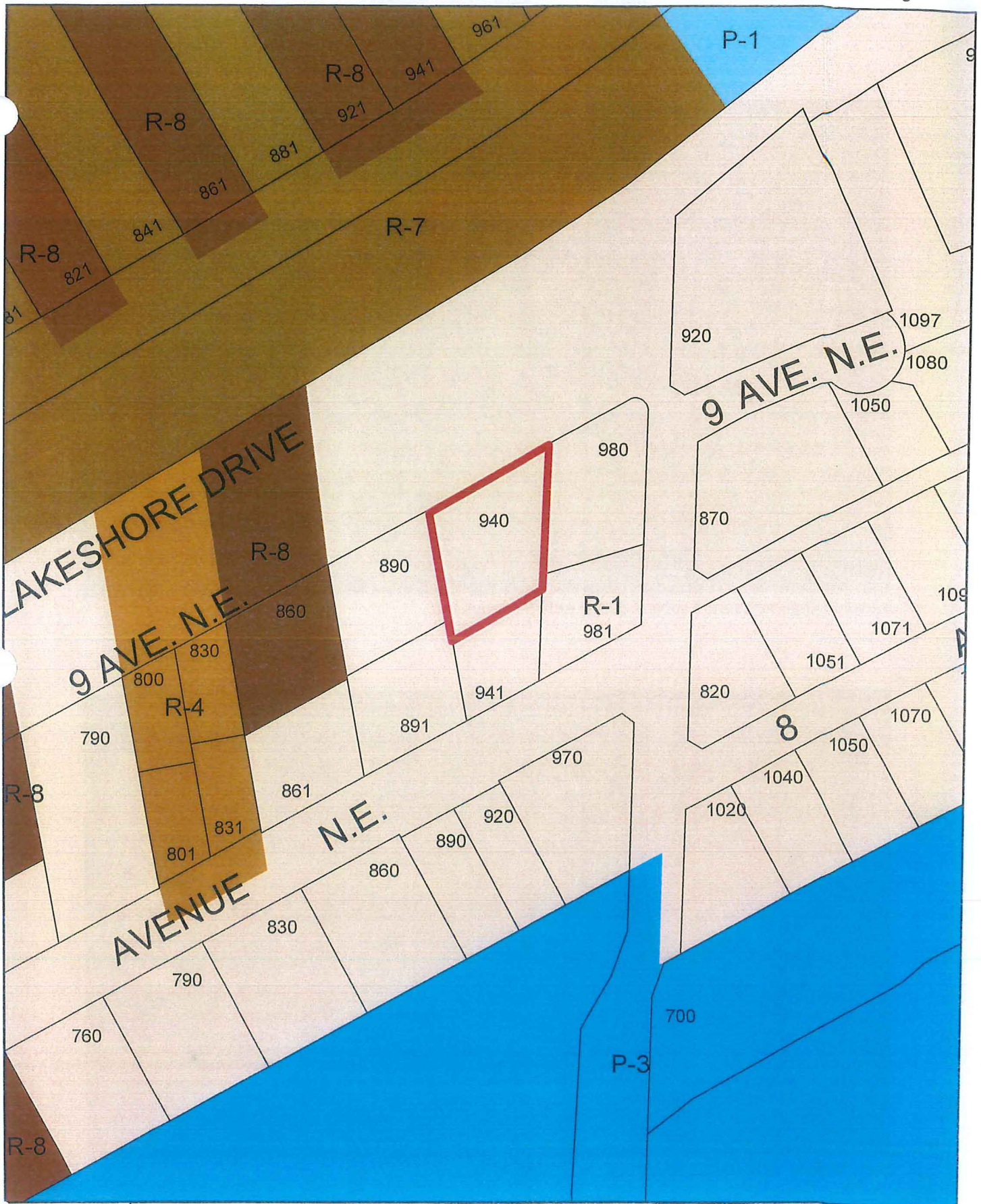
 Subject Parcel



 Subject Parcel



		Subject Parcel	Low Density Residential
		Institutional	Medium Density Residential



 Subject Parcel



View looking southeast of subject parcel from 9 Avenue NE.



View looking north of subject parcel from 8 Avenue NE.

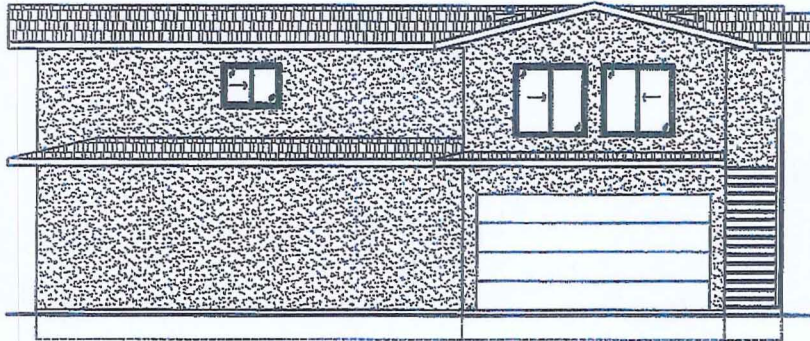


# 940 - 9th Ave. NE

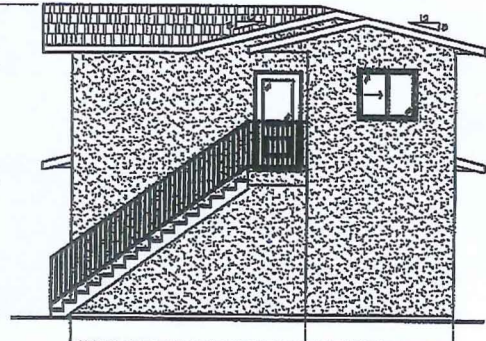
Appendix 6: Site Plans & Elevations



WALL AREA = 175.00 SQ. FT. = 16.00 SQ. METERS  
 1.2 METERS FROM PROPERTY LINE EQUALS 7 PERCENT ALLOWABLE OPENING  
 THEREFORE 1.2M X 7 PERCENT = 1.0 SQ. METERS ALLOWED  
 ACTUAL OPENING = 1.2 SQ. FT. = 1.1 SQ. METERS

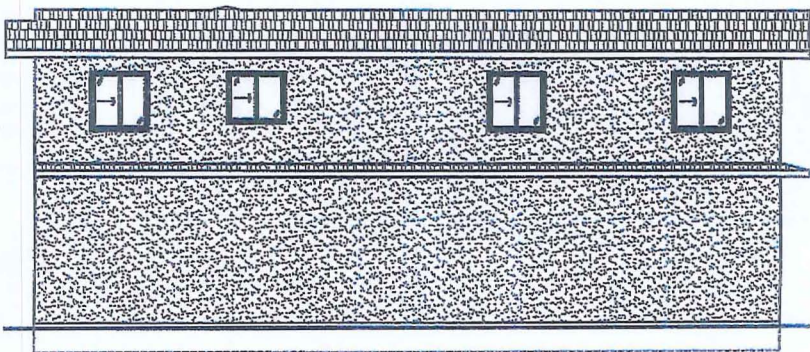


**NORTH ELEVATION**  
 1/4" = 1'-0"



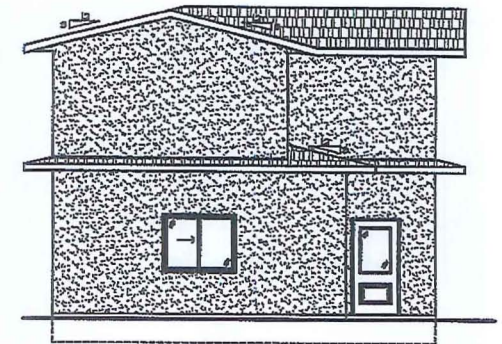
WALL AREA = 145.00 SQ. FT. = 13.41 SQ. METERS  
 1.2 METERS FROM PROPERTY LINE EQUALS 7 PERCENT ALLOWABLE OPENING  
 THEREFORE 1.2M X 7 PERCENT = 1.0 SQ. METERS ALLOWED  
 ACTUAL OPENING = 1.0 SQ. FT. = 0.9 SQ. METERS

**WEST ELEVATION**  
 1/4" = 1'-0"



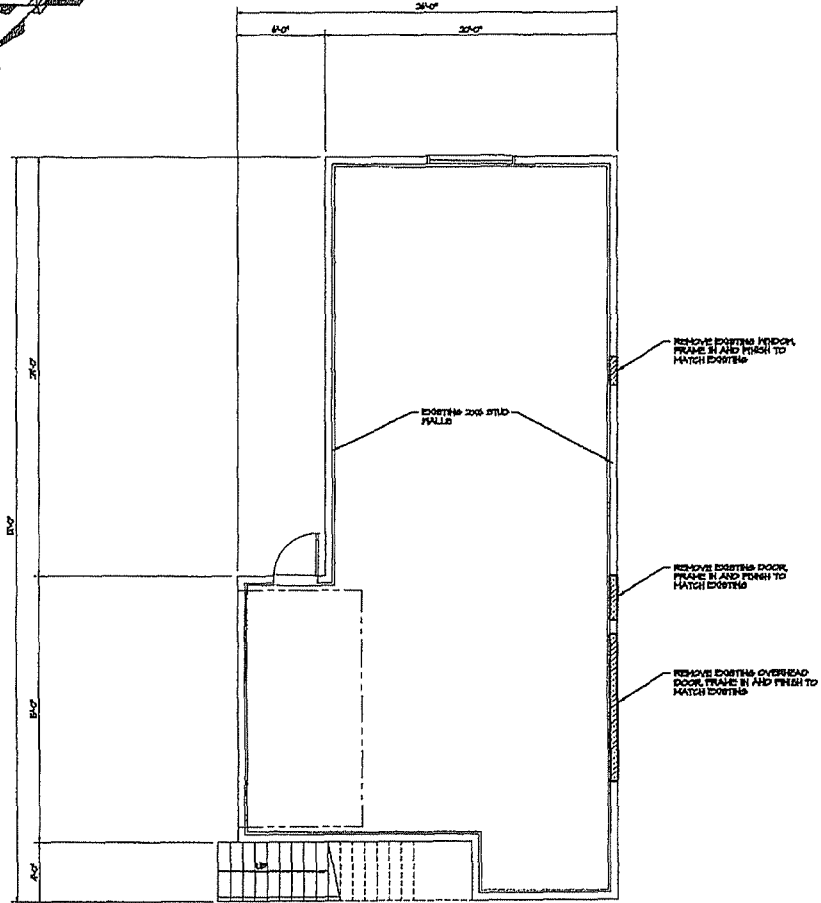
**SOUTH ELEVATION**  
 1/4" = 1'-0"

WALL AREA = 257.00 SQ. FT. = 23.83 SQ. METERS  
 1.2 METERS FROM PROPERTY LINE EQUALS 7 PERCENT ALLOWABLE OPENING  
 THEREFORE 1.2M X 7 PERCENT = 0.97 SQ. METERS ALLOWED  
 ACTUAL OPENING = 0.2 SQ. FT. = 0.18 SQ. METERS

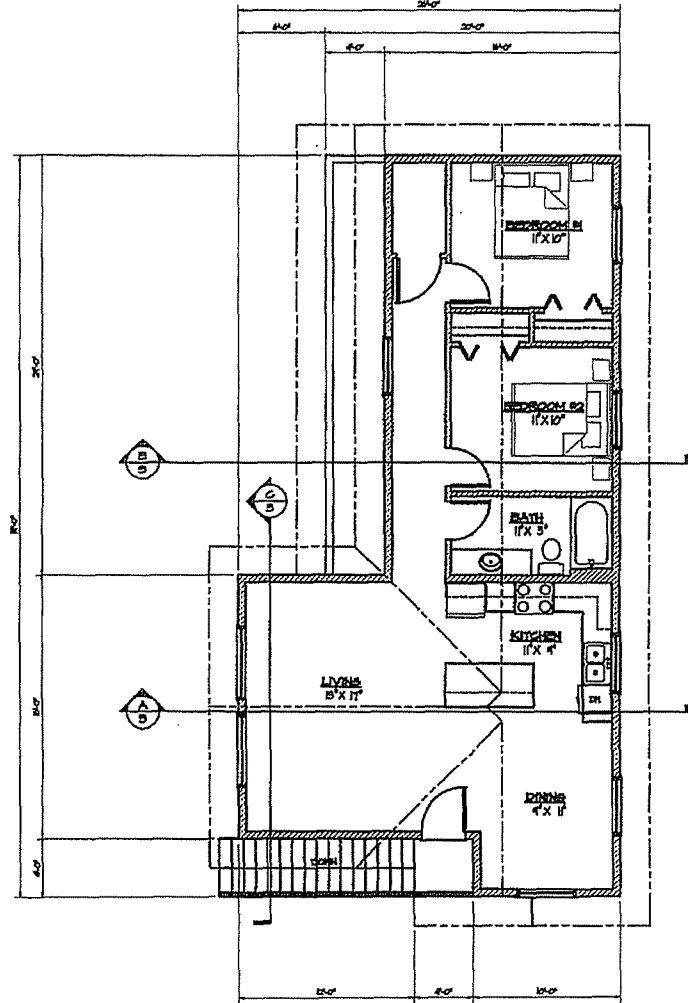


**EAST ELEVATION**  
 1/4" = 1'-0"

			CLIENT: LANCE EWAN & DIANA SCARINI 440 - 7TH AVE. N.E. BALKON ANN. B. C.	
2800 - 7TH AVE. N.E. BALKON ANN. B.C. V2 209 250.000.00000000			PHONE: 778-222-0481 FAX: 250-463-4481 WEB: www.pederson.ca	
REVISIONS: NO. DESCRIPTION	PROJECT: ADDITION TO EXISTING GARAGE DRAWING NO.: 19-066-01			
THESE DRAWINGS, SPECIFICATIONS AND SCHEDULES FORM PART OF ANY SUB CONTRACTUAL AGREEMENT AND SHALL BE SUBJECT TO THE TERMS AND CONDITIONS OF THE AGREEMENT. ANY AMENDMENTS TO BE MADE TO THESE DRAWINGS SHALL BE MADE BY A WRITTEN INSTRUMENT SIGNED BY THE ARCHITECT.				



**EXISTING MAIN FLOOR PLAN**  
1/4" = 1'-0"



**NEW SECOND FLOOR PLAN**  
1/4" = 1'-0"  
LIVING AREA BRIDGE = 246 SQ. FT.

REVISION NO.	DATE	DESCRIPTION	<b>PEDERSON</b> DRAFTING & DESIGN, L.P.C.	CLIENT: LANCE EWAN & DIANA SCARINI 442 - 4TH AVE. N.E. SALMON ARMS, B.C.	DRAWN BY: RST CHECKED BY:
THESE DRAWINGS, INFORMATION AND SUBJECT MATTER, HEREOF ARE THE CONFIDENTIAL, SOLE AND EXCLUSIVE PROPERTY OF PEDERSON DRAFTING & DESIGN, L.P.C. AND ARE NOT TO BE REPRODUCED, COPIED OR USED IN ANY MANNER FOR ANY PURPOSE WITHOUT THE WRITTEN CONSENT OF PEDERSON DRAFTING & DESIGN, L.P.C.				3840 - 381 AVE. N.E. VANCOUVER, B.C. V2L 2W4 TEL: 291-2222 FAX: 291-2222 WWW.PEDERSONDRAFTING.COM	PROJECT: ADDITION TO EXISTING GARAGE DRAWING NUMBER: NEW SECOND FLOOR PLAN PROJECT NO: 14-066-02



**23. STATUTORY PUBLIC HEARINGS****2. Zoning Amendment Application No. ZON1163 [Ewan, D. & L.; 940 9 Avenue NE; R1 - R8]**

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

Submissions were called for at this time.

L. Ewan, the applicant outlined the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 7:08 p.m.

# CITY OF SALMON ARM

## BYLAW NO. 4366

### 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, on January 27, 2020 at the hour of 7:00 p.m. was published in the January 15 and 22, 2020 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP5318 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.

City of Salmon Arm  
Zoning Amendment Bylaw No. 4366

5. CITATION

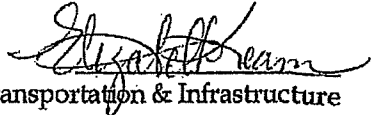
This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4366"

READ A FIRST TIME THIS 13th DAY OF January 2020

READ A SECOND TIME THIS 13th DAY OF January 2020

READ A THIRD TIME THIS 27th DAY OF January 2020

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE 3rd DAY OF February 2020



For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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





## Item 12.1

**INFORMATIONAL CORRESPONDENCE - FEBRUARY 10, 2020**

- |    |  |   |
|----|--|---|
| 1. | Building Department – Building Statistics – January 2020   | N |
| 2. | Building Department – Building Permits – Yearly Statistics   | N |
| 3. | M. Peterson – email dated January 20, 2020 – 20 <sup>th</sup> Avenue and Lakeshore Road NE Corner  | A |
| 4. | L. Wong, Manager, Downtown Salmon Arm – letter dated January 23, 2020 – Downtown Farmer’s Market 2020  | R |
| 5. | D. Kalawsky, Chair, BC Communities in Bloom – letter dated January 21, 2020 – 2020 Communities in Bloom  | N |
| 6. | R. Fleming, Minister, Ministry of Education – letter dated January 13, 2020 – 2020 Premier’s Awards for Excellence in Education  | N |
| 7. | M. Levine, Director, Technical Services Center, Government Finance Officers Association – letter dated January 14, 2020 – 2018 Canadian Award for Financial Reporting (CAAnFR) | N |
| 8. | S. Hoobanoff, Corporate Officer, Village of Canal Flats to Canadian Union of Postal Workers – letter dated January 22, 2020 – Postal Banking                                   | N |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

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Item 14.1

## CITY OF SALMON ARM

Date: February 10, 2020

### **Presentation 4:00 p.m. (approximately)**

**NAME:** Chad Shipmaker, Prism Cannabis

**TOPIC:** Plans for New Industrial Park Buildings

#### **Vote Record**

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

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

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Item 14.2

## CITY OF SALMON ARM

Date: February 10, 2020

### **Presentation 4:15 p.m. (approximately)**

**NAME:** Carmen Massey, Women's Entrepreneur & Innovation Network

**TOPIC:** Tsuts'weye Project

#### **Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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



**Tsuts'weye**  
**WOMEN'S ENTREPRENEUR**  
*and*  
**INNOVATION NETWORK**

## PROJECT SUMMARY

**Tsuts'weye: Women's Entrepreneur and Innovation Network**

*Tsuts'weye is a 3-year federally funded project through Western Economic Diversification Canada, to support women entrepreneurs in the Shuswap.*

### TARGET MARKET:

Women involved in the start-up, expansion or ongoing operations of a business in the Shuswap.

### PURPOSE OF THE PROJECT:

Building skills, knowledge and networks to support women entrepreneurs of the Shuswap.

### ASPECTS OF THE PROJECT:

- 1) Mentor/Consultant program
- 2) Workshops, classes and courses
- 3) Building networks
- 4) Marketing the strength of women entrepreneurs

### WHO IS INVOLVED IN DELIVERING THE PROJECT:

**Carmen Massey**, Project Manager. Working with a project and consultant team, Carmen will guide Tsuts'weye to project deliverables and effective outcomes.

**Julie John**, Diversity Coordinator. Julie ensures that all women of the Shuswap are included in this project, and that barriers are recognized and addressed throughout the project.

**Caroline Grover**, Entrepreneur in Residence. Caroline is the chair of the Advisory Round Table and provides guidance and support to the project and acts as a Mentor to women entrepreneurs.

**Advisory Round Table:** A voluntary group of experienced businesswomen in the Shuswap who guide the activities of the project.

**Women's Entrepreneur Round Table:** These ad hoc groups will provide on-the-ground knowledge about Shuswap-specific challenges and barriers for women entrepreneurs.

**Community Futures Shuswap:** manages the contract for Western Diversification who is administering the Women's Enterprise Ecosystem Fund for the Federal Government.

### PROJECT METHODOLOGY:

This project will identify the unique challenges and opportunities for women entrepreneurs in the Shuswap. To that end, we are using a participatory, collaborative approach to guide this project as we implement programs, develop networks and provide skills training to support local women entrepreneurs.



Supported by



Western Economic  
Diversification Canada

Diversification de l'économie  
de l'Ouest Canada

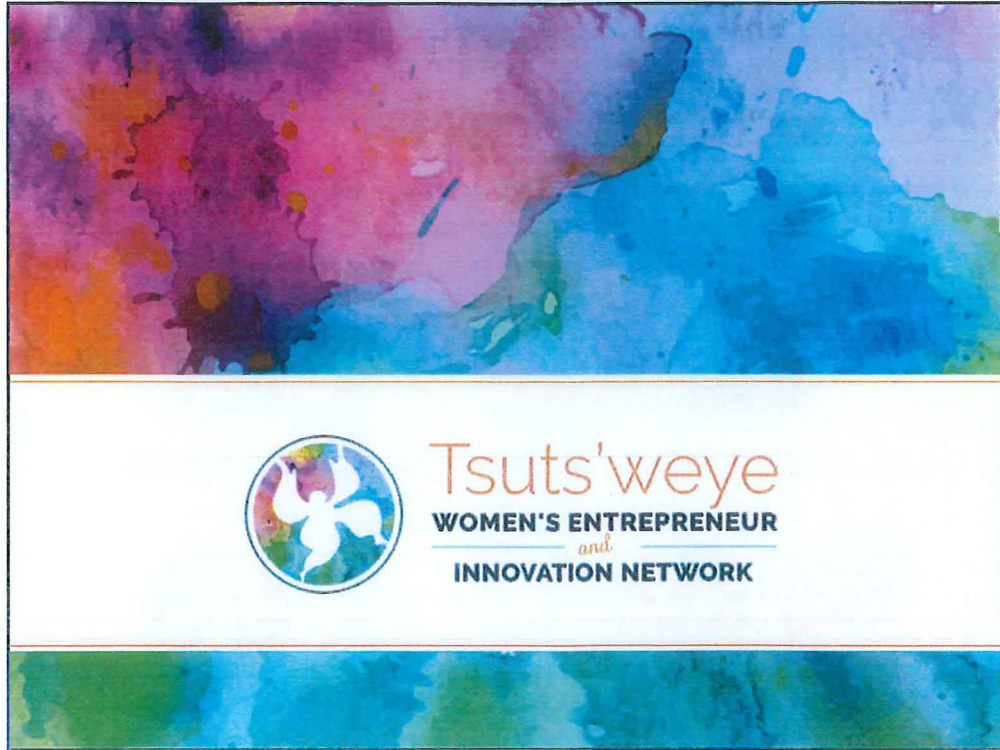
Canada



PO Box 1930, #101 - 160 Harbourfront Dr NE, Salmon Arm, BC V1E4P9

[www.tsutweye.ca](http://www.tsutweye.ca)





Weytkp. We would like to begin by acknowledging we are located on the unceded traditional lands of the Secwépemc Territory/Nation.



### Tsuts'weye, the name:

- Tsuts'weye means "butterfly" in Secwepemc and represents the "butterfly effect" of empowering women, and transformation through entrepreneurship.
- Demonstrates the project commitment to diversity.



### Tsuts'weye Project Philosophy:

- Providing support for women entrepreneurs to build skills, knowledge and networks will lead to more successful and profitable female-led businesses in the Shuswap.





### Project Geography:

- Regional line between Chase, Sicamous, Enderby, Falkland, the North and South Shuswap, including Salmon Arm.



**Tsuts'weye**  
**WOMEN'S ENTREPRENEUR**  
*and*  
**INNOVATION NETWORK**



### Project Team:



**Carmen Massey, BComm**  
**PROJECT MANAGER**



**Julie John, BTM**  
**DIVERSE ENTREPRENEUR**  
**COORDINATOR**



**Caroline Grover**  
**ENTREPRENEUR**  
**IN RESIDENCE**



[www.tsutsweye.ca](http://www.tsutsweye.ca)



### Project Pillars:

- Mentor/Consultant Program
- Building Networks
- Classes, Courses & Workshops
- Marketing opportunities for Women Entrepreneurs



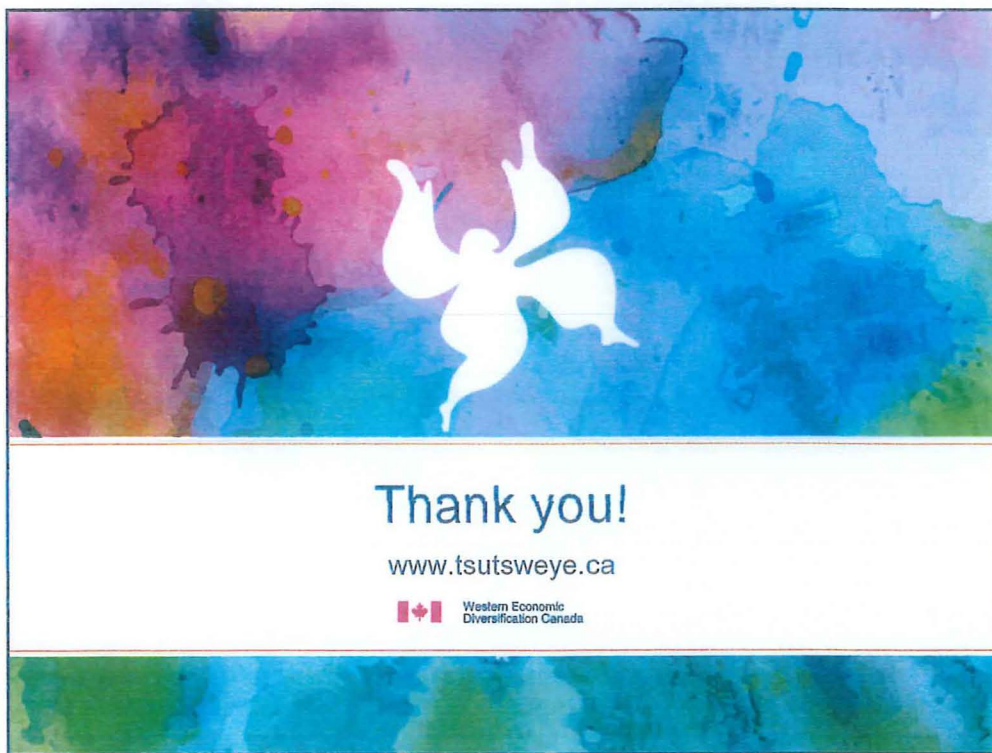
### Participatory Approach:

- Advisory Round Table
- Women's Entrepreneur Round Tables
- Community Accelerator Network



### Project Funders:

- Western Diversification Canada
- Community Futures Shuswap



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Item 19.1

## CITY OF SALMON ARM

Date: February 10, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council authorize Sk'atsin Silvatech Ventures LLP, a Neskonlith Indian Band Subsidiary, to harvest and administer (including the potential use of the City's timber mark) the removal and sale of the beetle infested trees in the Canoe Creek area legally described as Section 16, Township 20, Range 9, Land District 25, Part SW ¼ (7101 10 Avenue SE) as outlined in the correspondence and map dated February 4, 2020 and generally in accordance with the approved 2019 Revised CRI Application.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

**From:** Terry Smith  
**Sent:** February-04-20 11:19 AM  
**To:** Carl Bannister  
**Subject:** RE: Council Meeting

Hi Carl,

This is the background information.

Sk'atsin Silvatech (SSV) will look after the harvesting of the beetle infected trees as we committed to originally. Canoe Forest products is interested in buying the logs. The residual debris will be chipped and sold to a bio-energy plant as per the CRI contract. There is likely only about 2 loads of beetle infested logs to salvage so it's unlikely that it would be economical to bring in big equipment. We are thinking about using our small mini skidders with hand falling. This would also be less intrusive in the stand.

We want to make the log sales pay for the logging as described in the CRI application.

My question is, does the city of SA want to take the risk on the log sales covering the cost of logging or would they rather Silvatech take the risk? If there is profit, the profit would go to the risk taker. If there is a loss, the loss would also go to the risk taker. We are ok either way. If there is any profit, it will likely be small. I doubt that the log sales in this area would amount to more than \$7,000. We estimate the cost of beetle salvage logging would be about \$7,000 also.

There is also a possibility of selling the logs decked at the expanded parking lot. These logs now have beetles in them also and need to be removed prior to the spring beetle flight otherwise they will add to the beetle epidemic problem. These logs would need to be bucked to length before hauling to a processing facility.

Terry Smith, RPF  
President, GM  
Silvatech Consulting Ltd.  
250-832-7360  
[t.smith@silvatech.ca](mailto:t.smith@silvatech.ca)



### Assessment Plot



Trails



CCWS TU2 - 5ha



1:2,500

100

Meters



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

# 2019 Community Resiliency Investment Program

## FireSmart Community Funding & Supports

### Application Form

Please complete and return the application form by December 7, 2018. All questions are required to be answered by typing directly in this form. If you have any questions, contact [cri-swpi@ubcm.ca](mailto:cri-swpi@ubcm.ca) or (250) 356-2947.

SECTION 1: Applicant Information	CRI- <span style="float: right;"><i>(administrative use only)</i></span>
Local Government or First Nation: Neskonlith Indian Band / City of Salmon Arm	Complete Mailing Address: 743 Chief Neskonlith Drive, PO Box 318 Chase BC V0E 1M0
Contact Person: Shane Vincenzi	Position: Band Corporation Manager
Phone: (250) 679-3296	E-mail: shanevincenzi@skatsin.com

\* Contact person must be an authorized representative of the applicant.

SECTION 2: For <u>Regional Projects Only</u>
<p><b>1. Identification of Partnering Communities.</b> For all regional projects, please list all of the partnering eligible applicants included in this application. Refer to Section 3 in the Program &amp; Application Guide for eligibility.</p> <p>This project is a partnership between Neskonlith Indian Band and the City of Salmon Arm, BC. The Neskonlith Indian Band is the lead partner in this application.</p>

SECTION 3: Project Summary		
<p><b>2. Name of the Project:</b> Neskonlith / Salmon Arm CRI Wildfire Risk Mitigation</p>		
<p><b>3. Fire Centre (use check boxes).</b> Indicate which Fire Centre the proposed activities are located in (check all that apply)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 5px;"> <input type="checkbox"/> Cariboo Fire Centre  <input type="checkbox"/> Coastal Fire Centre  <input checked="" type="checkbox"/> Kamloops Fire Centre         </td> <td style="width: 50%; padding: 5px;"> <input type="checkbox"/> Northwest Fire Centre  <input type="checkbox"/> Prince George Fire Centre  <input type="checkbox"/> Southeast Fire Centre         </td> </tr> </table>	<input type="checkbox"/> Cariboo Fire Centre <input type="checkbox"/> Coastal Fire Centre <input checked="" type="checkbox"/> Kamloops Fire Centre	<input type="checkbox"/> Northwest Fire Centre <input type="checkbox"/> Prince George Fire Centre <input type="checkbox"/> Southeast Fire Centre
<input type="checkbox"/> Cariboo Fire Centre <input type="checkbox"/> Coastal Fire Centre <input checked="" type="checkbox"/> Kamloops Fire Centre	<input type="checkbox"/> Northwest Fire Centre <input type="checkbox"/> Prince George Fire Centre <input type="checkbox"/> Southeast Fire Centre	
<p><b>4. Project Cost &amp; Grant Request:</b>            Total Project Cost: \$207,817.00      Total Grant Request: \$200,000.00            Have you applied for or received funding for this project from other sources? If yes, please</p>		



provide details below.

No, however we have applied for funding under FESBC to compliment this project in the vicinity of this treatment area.

We will be generating revenues through biomass utilization of residues left from removal of Douglas Fir Beetle (DFB) attacked trees in the L1 layer and removal of ladder and ground fuels in the East Canoe Creek area. We will also be utilizing biomass produced from the thinning of dense Py on IR2.

The shortfall of \$7,817 will be covered by revenues generated from biomass utilization sales in the form of hog fuel to local bio-energy plants.

**5. Project Summary.** Please provide a summary of your project in 150 words or less.

This project will serve to develop a Community Wildfire Protection Plan for Salmon Arm and update the CWPP for Neskonlith. It will also be used to inform and educate band and city residents on FireSmart principles through FireSmart education days. It will be used to treat reserve (8ha.) and municipal forested lands (5ha.) within reserve and city boundaries to reduce the likelihood of wildfire next to key infrastructure developments. The project will compliment FES project work happening outside of the reserve and city boundaries.

#### SECTION 4: Requirements for Funding

**6. Community Wildfire Protection Plan (or other plan).** As outlined in Section 3 of Program & Application Guide, in order to be eligible for funding, applicants must have a current and acceptable CWPP or other acceptable plan that includes assessment and identification of FireSmart priorities.

Please outline how your community meets this requirement. Note: applicants that do not have a current and acceptable plan may apply to develop or update a plan.

This project has been explained and discussed with Mike Aldred, BCWS Fuel Management Specialist of the Kamloops Fire Centre and Pam Shumka, Resource Manager, Okanagan Shuswap Forest District. This project has received consultation from Mike Aldred. It is our plan to develop a CWPP for the city of Salmon Arm with funds from this project and to update the CWPP for the Neskonlith Indian Band Reserves #1,2&3.

*If not funded under the Strategic Wildfire Prevention Initiative, attach completed plans, and/or assessments, or excerpts from higher-level plans, with the application form.*

**7. Consultation in Advance of Submitting an Application.** In order to qualify for funding, applicants must consult with a BCWS Wildfire Prevention Officer and/or a FNESS Fuel Management Liaison/Specialist regarding the proposed project prior to submitting an application.

BC Wildfire Service.  
Contact person: Mike Aldred, RPF

First Nations' Emergency Services Society.  
Contact person: Frank Joe, RFT

#### SECTION 5: Wildfire Risk & Rationale

- 8. Wildfire Risk.** What is the wildfire risk in your community? This may be evidenced by a wildfire risk class of 1, 2 or 3 for the general area of interest (refer to Appendix 1 of the Program & Application Guide) or local level plan or other information with ground data that shows wildfire threat in proximity to values at risk within and around the community.

Provide specific evidence of wildfire risk (e.g. WUI polygon name from risk class map, reference to appropriate section of a CWPP or other plan, etc.) in your response.

The area around Salmon Arm and IR#3 is WUI P:Salmon Arm RC2 with moderate to extreme Threat Classes. The area around IR#2 is WUIP: Chase RC1 with moderate to extreme Threat Classes.

For the purpose of CRI FireSmart Community Funding & Supports grants, identify the risk category that you are applying under:

- Lower risk of wildfire (may apply for grant up to \$25,000)
- Higher risk of wildfire (may apply for grant of up to/exceeding \$100,000)

- 9. Other Rationale.** What other rationale or evidence is there for undertaking the proposed project? This may include local hazards identified in the Emergency Plan; threat levels identified in Hazard Risk & Vulnerability Analysis and/or other risk assessments; demonstrated history of repeated and/or significant interface wildfires and evacuations; or other rationale.

The rationale for undertaking the proposed project is that in each of the communities considered in this proposal (IR#1,2,3, and the City of Salmon Arm) there is a history of catastrophic fires (Silver Creek Fire 1998, Eden Fire ~1978, other fires (McGilvary) in the Chase, Neskonlith Lake area). Both the Silver Creek and Eden fires forced evacuation of citizens and resulted in structures being lost on the outskirts of the community. Also, the forests in and around Salmon Arm and IR#3 are dense with a heavy cedar understory and cover the land base from mountain tops to valley bottoms including intermixing within the communities. Salmon Arm and IR#3 are flanked by mountains on 3 sides which frequently are struck by lightning. This Shuswap area has one of the highest incidents of lightning in the Province of BC. IR#2 also has forested areas from mountain tops down into the community. It is a very dry area in the summer and has had a major forest fire next to the reserve in past history. It also had a grass fire in the summer of 2018 which was impeded by recent fuel management treatments.

*Evidence of other rationale (e.g. Local Authority Emergency Plan extract, copies of assessments, etc.) is required to be submitted with the application form.*

## SECTION 6: Detailed Project Information

- 10. Proposed Activities.** Please refer to Section 4 of the Program & Application Guide for eligibility and complete Worksheet 1: Proposed Activities & Budget.

- 11. Partnerships & Collaboration.** Please identify any other authorities you will collaborate with on the proposed project (e.g. community or resident organization, First Nation or Indigenous organization or other local government) and outline how you intend to work together.

This project is a regional partnership between the Neskonlith Indian Band and the City of Salmon Arm. Neskonlith will be the project lead and manage the project through its majority owned corporation Sk'atsin Silvatech LLP. Silvatech will provide project management, technical/professional services and project supervision/QA. The project has support of the Neskonlith Band Council and the Salmon Arm City Council. (See Resolutions attached)

**12. Additional Information.** Please share any other information you think may help support your submission.

This project has several objectives: to mitigate wildfire risk within the communities of Neskonlith IR#2 and the City of Salmon Arm; to utilize residual biomass in local markets for bioenergy production; to reduce greenhouse gases by avoiding the burning of residual biomass; to provide local training and employment to First Nations and others. Furthermore, both of the Neskonlith Reserves and the City of Salmon Arm have a history of large catastrophic fires adjacent to these communities.

The City of Salmon Arm has a large portion of its land base in forested lands, including mature forests. With budgets of \$100,000 per year, it will take decades to treat the forests within the City of Salmon Arm. In order to expedite the treatment process, it is planned that the City of Salmon Arm will increase its potential to treat more area faster by undertaking commercial thinning of mature timber (L1 where available) in its treatment areas and create a community forestry management fund, and utilize the fund to cover the costs for the commercial thinning, improve and maintain access into forested areas for fire suppression, and provide other fuel maintenance treatments in the community forest lands. This will expand the amount of land that can be treated in a given year.

We also hope to be able to establish a similar leverage of commercial thinning for Neskonlith Reserves to be used in a similar fashion as Salmon Arm.

In addition to wildfire fuel management, this project will provide further benefit and serve as a community model by utilizing the residual biomass that comes from stand treatments. We plan to chip or grind the residual biomass and utilize it in local bio-energy plants in the southern interior of BC. We are in discussions with Fink Machine Bioenergy plant in Enderby, the District of Sicamous Bioenergy plant (in-progress), Tolko Pinnical Pellet Lavignton and Merritt Green Energy, and Domtar Kamloops as potential customers to sell the biomass chips to.

Furthermore, we will avoid burning of residual biomass in order to reduce greenhouse gas emissions in this project which may help qualify for carbon credits.

We will be complimenting this project with FES funded projects. The first area in Salmon Arm planned for treatment will be adjacent to the Salmon Arm Community Watershed of East Canoe Creek that is in a trail network area regularly used by residents. This area is easy to access for a demonstration area before we undertake treatments in the more central part of the community. We will use this area to help with educating residents on the principles of wildfire fuel management. The fuel management treatments will compliment Fir Bark Beetle treatments necessary to reduce the spread of bark beetles and the associated fire hazard.

Additionally, we will use this project to develop a Community Wildfire Protection Plan for the City of Salmon Arm and to update the CWPP for Neskonlith Reserves. We will also use funds from this program to hold FireSmart Information/Preparedness and Activity Day(s) in each community to educate residents on fire-proofing their own properties.

The areas to be treated on NIB IR2 land will be TU3(a) (5.9ha) and TU4(c) (2.1ha) next to the main subdivision. The area to be treated in the Canoe Creek Watershed of Salmon Arm is about 5ha at the trail head next to the City's water intake development. See attached maps.

**SECTION 7: Application Check List**

Required Submissions	Related Attachments
<input checked="" type="checkbox"/> Application Form	<input type="checkbox"/> Completed plans, and/or assessments, or excerpts from higher-level plans as required in Q. 6 <input type="checkbox"/> Other rationale as required in Q. 9
<input checked="" type="checkbox"/> Completed Worksheet 1: Proposed Activities & Budget	<input type="checkbox"/> FireSmart Assessments for structures proposed for demonstration projects as required in Q. 7
<input checked="" type="checkbox"/> <u>For fuels management activities only:</u> Completed Worksheet 2: Proposed Fuel Management Activities	<input checked="" type="checkbox"/> PDF map outlining the area of interest, proposed treatments units, land status and tenure overlaps. <input type="checkbox"/> Wildfire threat assessment information for the proposed treatment unit(s) <input type="checkbox"/> <u>For fuel management treatment only</u> , a copy of the completed prescription and/or Burn Plan and project boundary spatial layer <input type="checkbox"/> For fuel management treatment on Provincial Crown land only: email from land manager indicating information sharing with First Nations has been completed
<input checked="" type="checkbox"/> Council, Board or Band Council resolution, indicating support for the current proposed activities and willingness to provide overall grant management	
<input type="checkbox"/> <u>For regional projects only:</u> Council, Board or Band Council resolution, from each partnering community that clearly states approval for the applicant to apply for, receive and manage the grant funding on their behalf	
<p>Submit the completed Application Form and all required attachments as an e-mail attachment to <a href="mailto:cri-swpi@ubcm.ca">cri-swpi@ubcm.ca</a> and note "2019 CRI" in the subject line. Submit your application as either a Word or PDF file(s). If you submit by e-mail, hardcopies and/or additional copies of the application are not required.</p>	

**SECTION 8: Signature.** Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC and the BC FireSmart Committee.

I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the approved project is within the applicant's jurisdiction (or appropriate approvals are in place)

Name: Shane Vincenzi	Title: Band Corporation Manager
Signature: <i>An electronic or original signature is required.</i>	Date: Sept 10, 2019 Version

# 2019 Community Resiliency Investment Program

## FireSmart Community Funding & Supports

### Worksheet 1: Proposed Activities & Budget

This worksheet is required to be completed for all applications.

Please complete and return the worksheet with the full FireSmart Community Funding & Supports application package. If you have any questions, contact [cri-swpi@ubcm.ca](mailto:cri-swpi@ubcm.ca) or (250) 356-2947.

#### Instructions:

In Section 2 below, indicate the proposed activities, cost-estimate, outcomes and performance measures for each of the eligible activities (as identified in Table 1 of Section 4 of the Program & Application Guide) that you plan to undertake.

**Cost Estimate:** Provide a cost estimate for each proposed activity. Include information on how cost estimates were developed (i.e. estimated days of work, hourly/daily rates and types of equipment and estimated hours of use)

**Proposed Outcomes:** Provide information on the expected outcome of each proposed activity and list any policies, practices, plans or documents that will be developed or amended as a result of your project. As noted in the Program & Application Guide, higher application review scores will be given to projects that clearly increase community resiliency by undertaking community-based FireSmart planning and activities that reduce the community's risk from wildfire

**Proposed Performance Measures:** Indicate how the proposed activities will be evaluated, including the specific performance measures that will be used.

## Worksheet 1: Proposed Activities & Budget

SECTION 1: Applicant Information	CRI- <i>(for administrative use only)</i>
Local Government or First Nation: Neskonlith Indian Band (NIB) and City of Salmon Arm (Salmon Arm)	Name of Project: Neskonlith / Salmon Arm CRI Wildfire Risk Mitigation

### SECTION 2: Proposed Activities

#### 1. Education.

Proposed activities: We plan to hold Community FireSmart Days in the spring/early summer to educate and provide information materials for businesses, property owners, schools tourists and others in the community to encourage fire smart behavior by community members. We also plan to set up an information booth at the Salmon Arm Home Show on FireSmart to answer questions and to provide FireSmart literature and guiding principles.

Cost Estimate: 10,000 for Salmon Arm and \$5,000 for the Neskonlith reserves #1,2&3.

- Meetings, develop and coordinate local FireSmart educational activities and tools with community leaders. Determine volume of materials required and order available FireSmart resources, Plan for upcoming Wildfire Information/Preparedness Day and FireSmart Activity Day. Coordinator/Consultant 30 hrs @ \$60 x 1.05 = \$1,890

- Develop, acquire and promote FireSmart education material for the reduction of human-caused fires and preparation of personal property from wildfires. Prepare for community training on Wildfire Preparedness/Information day. Consultant 30 hrs @ \$60 x 1.05 = 1,890

- Organize and host a 2 community Wildfire Preparedness/Information Days with workshops to inform public of upcoming FireSmart Activity Day they can participate in at home or in the community. Advertising, communications, local news coverage, preparation of facility, explaining and disseminating FireSmart materials to residents, making property owners aware of upcoming community FireSmart Activity Day, record participation person hours. Consultant 45 hrs @ \$60 x 1.05 = \$2,835; Refreshments \$750; Advertising \$1,500

- FireSmart Activity Day. A community day for property owners or volunteers to participate in fire proofing their own homes/property or community property. Advertising, refreshments, organizing, supervision on community activities, recording of participation. Consultant 30 hrs @ \$60 x 1.05 = \$1,890; Advertising \$1500; 2 Community BBQs \$2,241

- Apply for FireSmart Canada Community Recognition for 2 communities. Consultant 8 hrs @ \$60 x 1.05 = \$504

Total \$15,000

Proposed outcomes: Performance measures, such as target attendance and/or number of hours at educational activities, Wildfire Preparedness/Information Day and a FireSmart Activity Day;

Proposed FireSmart activities will include:

- Enlisting a wildland/urban interface specialist to complete an assessment and create a plan that identifies locally agreed-upon solutions that the community can implement - included in CWPP

- Forming a local FireSmart Board which maintains the FireSmart Community Plan and tracks

progress

- Conduct a FireSmart Event(s) each year dedicated to a local FireSmart project
- Investing in a minimum of \$2.00 per capita in local FireSmart Community efforts. Volunteer time credited at \$21 per hr.
- Submitting an annual report to FireSmart Canada documenting continuing compliance
- We anticipate applying for FireSmart Canada Community Recognition within the first year of implementing the FireSmart program in Salmon Arm and IR2.
- Since Salmon Arm is a hub for tourists vacationing in the Shuswap, it is planned that FireSmart material will be made available to tourists at strategic locations.

Performance measures, such as target attendance and/or number of hours at educational activities, Wildfire Community Preparedness Day and any FireSmart events; estimated completion date of application for FireSmart Canada Community Recognition:

Performance measures will include: attendance and time from various community sectors (schools, home owners, businesses, civic departments, cottage owners) at Wildfire Information/Preparedness Day and a FireSmart Activity Day; recording of area of treatments completed.

## 2. Planning

Proposed activities: We will be developing a Community Wildfire Protection Plan for the City of Salmon Arm and update the existing CWPP for the Neskonlith Indian band.

Cost Estimate: City of Salmon Arm \$47,000; Neskonlith update \$20,000. If there are excess funds from the CWPPs, it will be used in the fuel management activities. COSTS BELOW REFLECT PLANS FOR 2 COMMUNITIES.

Proposed outcomes: The CWPPs will involve close collaboration with the Salmon Arm and IR2 Fire Chiefs, City Planner and Operations Managers. The CWPPs will include addressing the following CWPP Template items as well as community specific issues:

Section 1 Introduction of the purpose of a CWPP and the CWPP planning process: 24hrs @ \$70 x 1.05 = \$1,764

Section 2 Local Area Description: defines the Area of Interest (AOI) for the CWPP; provides a description of the community (or communities) within the AOI; summarizes current community engagement, and; identifies linkages to other plans that provide valuable information to reduce the threat of wildfires: Sr Tech/RPF 120hrs @ \$70 x 1.05 = \$8,820;

Section 3 Values at Risk: introduces the extent to which wildfire has the potential to impact values within a community: Sr Tech/RPF 120 hrs @ \$70 x 1.05 = \$8,820;  
GIS mapping 40 hrs @ 75 x 1.05 = \$3,150

Section 4 Wildfire Threat: describes the process that was undertaken to identify and summarize the fuel hazard and other factors that contribute to the wildfire threat around a community: Sr Tech/RPF Threat Assessments 100hrs @ \$70 x 1.05 = \$7,350.

GIS Analysis, Segmenting Community into risk classes (H,M,L) 40 hrs @ \$75 x 1.05 = \$3,150

Section 5 Risk Management and Mitigation Factors: outlines the strategies the community can put into practice to reduce the risk and the impact of a wildfire in four subsections.

5.1 Fuel Management: identifies and prioritizes fuel management treatments. Recommendations for treatments to mitigate risk by community risk classes and areas:

Sr Tech/RPF 160 hrs @ \$70 x 1.05 = \$11,760;

GIS Support 60 hrs @ 75 x 1.50 = \$4,725

5.2 FireSmart Planning and Activities: summarizes the current level of FireSmart implementation



and identifies priority areas for future FireSmart activities:

Sr Tech/RPF 80 hrs @ \$70 x 1.05 = \$5,880;

GIS mapping 8hrs @\$75 x1.05 = \$630

5.3 Community Communication and Education: describes the key steps required to build engagement and support within the community for the CWPP. This includes education and outreach and local community prevention programs such as FireSmart.

Sr Tech/RPF 40hrs @ \$70 x 1.05 = \$2,940

5.4 Other Preventative Measures: identifies local actions and strategies that reduce the threat of wildfires. Sr Tech/RPF 77hrs @ \$70 x 1.05 = \$5,659

Section 6 Wildfire Response Resources: provides review of the existing wildfire resources the community has and a high level overview of the resources that are available to local governments in the case of a wildfire. Also, identify and recommended improvements that can be made in wildfire protection resources.

Sr Tech/RPF 32 hrs @ \$70 x 1.05 = \$2,352

TOTAL FOR 2 COMMUNITIES 67,000

Performance measures, such as list of policies and plans that are proposed for review and/or amendment; target for number of completed assessments:

The land base will be segmented into risk types. We will complete threat assessments for each of these risk types as part of the CWPP planning, totalling ~1833 ha. We anticipate this will equate to 18-20 threat assessment plots for Salmon Arm/IR3 and another 5 plots for IR2. These areas will likely require additional threat assessment plots at the time of prescription development for specific treatment sites

Please note below that we will be addressing Interagency Cooperation, Emergency Planning, Cross Training, and FireSmart Demonstration within the CWPP development and the Fuel Management sections. Although we will not have sufficient funds to embark on major initiatives in these sections in 2019 program, we will be discussing these initiatives and plan to address them more fully in future years. Our CRI budget for 2019 will be restricted to Education, Planning and some fuel management treatment.

*Note: for CWPPS, include the number of hectares that threat assessments will be completed for. Refer to Appendix 4 for map and spatial data requirements for CWPPs*

### 3. Development Considerations

Proposed activities:

Cost Estimate:

Proposed outcomes:

Performance measures, such as list of plans or development requirements that are proposed for review and/or amendment; number and location of target areas for development permit areas:

### 4. Interagency Cooperation

Proposed activities: As part of the development of the CWPP for these municipal and IR communities, we will be meeting and interacting to incorporate their current planning into the CWPPs.

Cost Estimate: costs for this work is included in the development of the CWPPs.

Proposed outcomes:

Performance measures, such as estimated meeting frequency and attendance at planning tables or fuel management tables:

## 5. Emergency Planning

**Proposed activities:** This is covered in Interagency Cooperation and will be addressed in the development and updating of CWPPs.

**Cost Estimate:** Covered in CWPP development. Will be expanded in subsequent years.

**Proposed outcomes:**

Performance measures, such as estimated meeting frequency and attendance at meetings and exercises:

## 6. Cross Training

**Proposed activities:** Cross training discussions will also be covered in the development of CWPPs.

**Cost Estimate:** Covered in CWPP development. Will be expanded in subsequent years.

**Proposed outcomes:**

Performance measures, such as estimated training frequency and attendance; list of professional development opportunities:

## 7. FireSmart Demonstration Projects

**Proposed activities:** As part of the proposed Salmon Arm fuel treatments, we will treat an area that will be in the vicinity of city recreation trails in the Community Watershed. This is intended to serve as a demonstration area for the public as well as a functional fuel treatment to protect the community watershed, recreational trails and the city proper, and to improve forest health by removing trees infected with Douglas Fir Beetle.

**Cost Estimate:** costs for this are included in the fuel management section 9 below

**Proposed outcomes:** We plan to treat about 5 ha of CRI funded city forest lands adjacent to the East Canoe Creek Municipal Watershed and adjacent to the municipal water intake infrastructure.

**Performance measures,** such as the extent to which the recommendations in the FireSmart assessment will be achieved; the degree to which the hazard level will be reduced for the structure; the number of people informed by the required community education component:

The area designated for treatment was chosen partially because of its proximity to the municipal watershed and recreation trail network, and partially to mitigate the fuel loading caused by a Fir Bark Beetle outbreak. It is part of the fuel management treatments planned for 2019. However, because of its location and ease of access, it will also serve as a demonstration area. We intend to reduce the likelihood of crown initiated fires by 75%, crown spread from outside by 50%, ground fire fuel load by 75% and height to crown base of 3m, in this area. We also aim to demonstrate the utilization of residual biomass and the minimizing of burning of residual biomass.

*Note: To be eligible for funding, the proposed structure must be designated for emergency response, such as an Emergency Operations Centre or emergency social services facility (i.e. reception centre, group lodging) and have a completed FireSmart assessment. In addition, demonstration projects must*

include a community education component.

FireSmart assessments are required to be submitted with the application.

## 8. FireSmart Activities for Private Land

Proposed activities: We will provide training and literature on FireSmart activities during our planned FireSmart day(s) and during the local Fall Fair in September.

Cost Estimate: Costs are included in the Education Section 1.

Proposed outcomes: We will encourage residents and businesses to engage firesmart activities in their residential and commercial properties. We will make residents aware of rebates available for approved projects on private lands.

Performance measures, such as target for completed number of assessments; number and location of target areas for planning activities; target number and value for approved rebates; estimated frequency of debris disposal activities and the number of private land owners participating:

We will encourage residents to take advantage of Regional District debris disposal programs already in place and the value to them of taking advantage of these opportunities. We will also examine current disposal programs and determine if there is room for improvement on these programs to make them more effective.

*Note: Refer to Appendix 2 of the Program & Application Guide for funding requirements for rebate programs (if applicable)*

## 9. Fuel & Vegetation Management

Worksheet 2 is required to be completed but the total cost estimate should be included here.

Cost Estimate: We anticipate that a small amount (5 ha.) of fuel and vegetation management and biomass utilization work (\$33,576) will be able to be done in the 2019 budget in Salmon Arm due to the amounts required for the CWPP and FireSmart education. However this work will serve as a good demonstration for others to view and to acquire an understanding for treatments and what they look like.

The City of Salmon Arm plans to carry out ground and ladder fuel reduction operations as well as reduce crown fuel density by removing Fir Bark Beetle attacked trees in the proposed treatment area. The city will use the proceeds from any harvested beetle attacked trees on City lands to pay for the costs of infected tree removal. By completing thinning of the crown L1 layer through beetle tree harvesting, we will reduce the crowns in the L1 layer. We will not fully thin the L1 layer further at this time as we anticipate further beetle attack in this area. This will serve as a complimentary entry for further ladder and ground fuel treatments. Also, we are planning to sell chipped residual biomass to local bioenergy plants to generate revenues to off-set CRI biomass utilization costs and to minimize burning.

For the Neskonlith Reserve #2 we anticipate having about \$92,241 available to carry out fuel management activities (8 ha.) in dense Py stands adjacent to reserve subdivisions, in addition to completing an update to the existing CWPP and educational / FireSmart Day activities.

In both of these areas we plan to utilize the residual biomass produced from treatments by chipping and selling as hog fuel. We estimate the hog fuel will produce volumes in the neighbourhood of 225 Metric Tonnes (MT) @ \$40/ Green MT = \$9,000 to offset the utilization costs of the project.

*Note: Refer to Appendix 3 of the Program & Application Guide for funding requirements for fuel management and Appendix 4 for the requirements for maps and spatial data*

**10. Total Proposed Cost:**

\$207,817 for a combined Regional Application for Neskonlith IR#2 and the City of Salmon Arm East Canoe Creek Community Watershed. We anticipate that the additional \$7,817 will be covered in revenues from the sale of hog fuel.

## 2019 Community Resiliency Investment Program

### FireSmart Community Funding & Supports

### Worksheet 2: Proposed Fuel Management Activities

This worksheet is only required to be used for applications that include fuel management activities, including fuel management prescriptions, fuel management treatments and prescribed burns.

Please complete and return the worksheet with the full FireSmart Community Funding & Supports application package. If you have any questions, contact [cri-swpi@ubcm.ca](mailto:cri-swpi@ubcm.ca) or (250) 356-2947.

SECTION 1: Applicant Information	CRI- <i>(for administrative use only)</i>
Local Government or First Nation: Neskonlith Indian Band (NIB) and City of Salmon Arm (Salmon Arm)	Name of Project: Neskonlith / Salmon Arm CRI Wildfire Risk Mitigation

SECTION 2: General Project Information	
<p><b>1. Type and Location of Fuel Management Activities.</b> As outlined in the Program &amp; Application Guide, all activities must be primarily located within the applicant's administrative boundary. Please check all activities that you are applying for funding for:</p>	
<p><b>Local Government or First Nations Land</b></p> <p><input checked="" type="checkbox"/> Fuel management prescription(s)</p> <p><input checked="" type="checkbox"/> Fuel management treatment</p> <p><input type="checkbox"/> Prescribed burns primarily for fuel management objectives</p>	<p><b>Provincial Crown Land</b></p> <p><input type="checkbox"/> Fuel management prescription(s)</p> <p><input type="checkbox"/> Fuel management treatment</p> <p><input type="checkbox"/> Prescribed burns primarily for fuel management objectives</p>

SECTION 3: Detailed Project Information – Fuel Management Prescriptions
<p><b>Note:</b> <i>only complete this section if you are applying to develop prescriptions. If not, skip to Section 4</i></p>
<p><b>2. Description of Proposed Area.</b> Please provide a description of the proposed treatment area(s) including the hectares to be assessed. If applicable, separate hectares on Provincial Crown land from hectares on First Nations land or local government land.</p> <p>Treatment areas within Neskonlith IR #2 is in and around the main subdivision (south and east). Salmon Arm's treatment area is adjacent to the lower East Canoe Creek Municipal Watershed (CCWS). See attached maps.</p>
<p><b>3. Rationale &amp; Objectives.</b> Please provide a rationale for the necessity of the proposed fuel treatment (e.g. improved suppression opportunities along main access corridor) and clearly defined objectives and target conditions for fuel management. This should include fuel reduction loading targets and measures for expected post-treatment fire behaviour outcomes</p>

(e.g. reducing crown fire initiation potential by XX and spread by XX from the adjacent stand by reducing surface fuel loading to XX and increasing height to live crown to XX).

Rational for IR2 area is reduce fuel load in and around their main subdivision. Salmon Arm is to protect the City's water supply. Target to reduce crown fire initiation potential by 75%, spread by 50%, surface fuels by 75%, height to live crown to 3m.

*Additional information (e.g. fire history, weather trends, prevailing winds, etc.) that support the treatment as a priority to mitigate negative impacts to the identified values at risk is required to be submitted with Worksheet 2.*

#### 4. Cost Estimate.

<p>Activities related to prescription or burn plan development, including any required assessments, wildfire modeling and information sharing with First Nations. Please describe: Prescription development, information sharing: 8hrs @\$80 x 1.05 = \$672</p> <p>Project Management / Admin: 6 wk x 4 hrs @ \$60 x 1.05 = \$1,512</p> <p>4hrs mapping@ \$75 x 1.05 = \$315</p>	\$ \$2,499
<p>Site evaluation, including field reconnaissance, threat plots and data collection, and the evaluation of site access. Please describe: Reconnaissance and field data collection for threat plot establishment (2 areas):</p> <p>16 hrs@ \$60 x 1.05 = \$1008</p> <p>Transportation 2 days @\$100 x 1.05 = \$210</p> <p>Associated mapping 4 hrs@ \$75 x 1.05 = \$315 to support field assessments and prescription development.</p>	\$ 1,533
<p>Lay out and traversing of proposed areas for treatments. Please describe: Three sub-units are proposed for treatments, TUs 3a&amp;4c for Neskonlith IR#2 and TU2 for Salmon Arm CCWS. Each area will require boundary layout and access/ trail layout and traversing:</p> <p>Layout and Traversing of boundaries and access trails 16hrs@ \$60 x 1.05 = \$1,008</p> <p>Resultant mapping 2hrs @ \$75 x 1.05 = \$157.50</p> <p>Tranportation 2 days@ \$100 x 1.05 = \$210</p> <p>Field Supplies and GPS 2days@ \$50 x 1.05 = \$105</p>	\$ 1,481
<p>Preparation of all final report requirements, including maps, spatial data and metadata. Please describe: Post treatment surveys 16hrs@ \$60 x 1.05 = \$1,008</p> <p>Stand post treatment metrics RPF 8hrs@ \$80 x 1.05 = \$672</p> <p>Maps 4hrs@ \$75 x 1.05 = \$315</p>	\$ 1,995
Sub-total:	\$ 7,508
Cost per hectare:	\$ 578

**SECTION 4: Detailed Project Information – Fuel Management Treatment**

**Note:** only complete this section if you are applying to undertake a fuel management treatment. Only complete Questions 5 and 6 if the treatment area is different than that described in Question 2 and 3 above.

**5. Description of Proposed Area.** Please provide a description of the proposed treatment area(s) including the gross and net hectares to be treated. If applicable, separate hectares on Provincial Crown land from hectares on First Nations land or local government land.

On the Neskonlith IR#2 we will treat TUs 3a and 4c flanking one of the main subdivisions (~8ha). For Salmon Arm, we will treat a small demonstration area TU 2 adjacent to the Canoe Creek Watershed (~5ha.). See attached maps.

**6. Rationale & Objectives.** Please provide a rationale for the necessity of the proposed fuel treatment (e.g. improved suppression opportunities along main access corridor) and clearly defined objectives and target conditions for fuel management. This should include fuel reduction loading targets and measures for expected post-treatment fire behaviour outcomes (e.g. reducing crown fire initiation potential by XX and spread by XX from the adjacent stand by reducing surface fuel loading to XX and increasing height to live crown to XX).

The rationale for IR2 treatment is protection of housing and infrastructure. For CCWS, the protection of city water source. Reduction of crown fire initiation potential 75%, spread by 50%, surface fuels 75% and increasing height to live crown to 3m.

*Additional information (e.g. fire history, weather trends, prevailing winds, etc.) that supports the treatment as a priority to mitigate negative impacts to the identified values at risk is required to be submitted with Worksheet 2.*

**7. Residual Fibre.** Please indicate and describe if you expect the removal of residual fibre from the treatment areas to a processing facility. If so, you will be required to provide a cost estimate for this activity in Question 9 below.

We plan to remove residual fibre from the treatment sites by chipping and trucking to a southern interior bioenergy facility. We are in discussions with several potential customers.

**8. Information Sharing with First Nations.** For Provincial Crown Land only, confirmation from the land manager that information sharing with First Nations has been completed.

IR and municipal lands only.

*An email from the land manager indicating that First Nations information sharing has been completed is required to be submitted with Worksheet 2.*

**9. Cost Estimate**

Pre-treatment activities: activities required to obtain authorizations, danger tree assessments, notification to First Nations and stakeholders, and public engagement costs. Please describe: This project is approved by NIB. A Band Council Resolution is attached. The only public engagement cost will be signage along the access routes and referrals/meetings with potential stake holders 16hrs @\$60 x 1.05 = \$1,008.

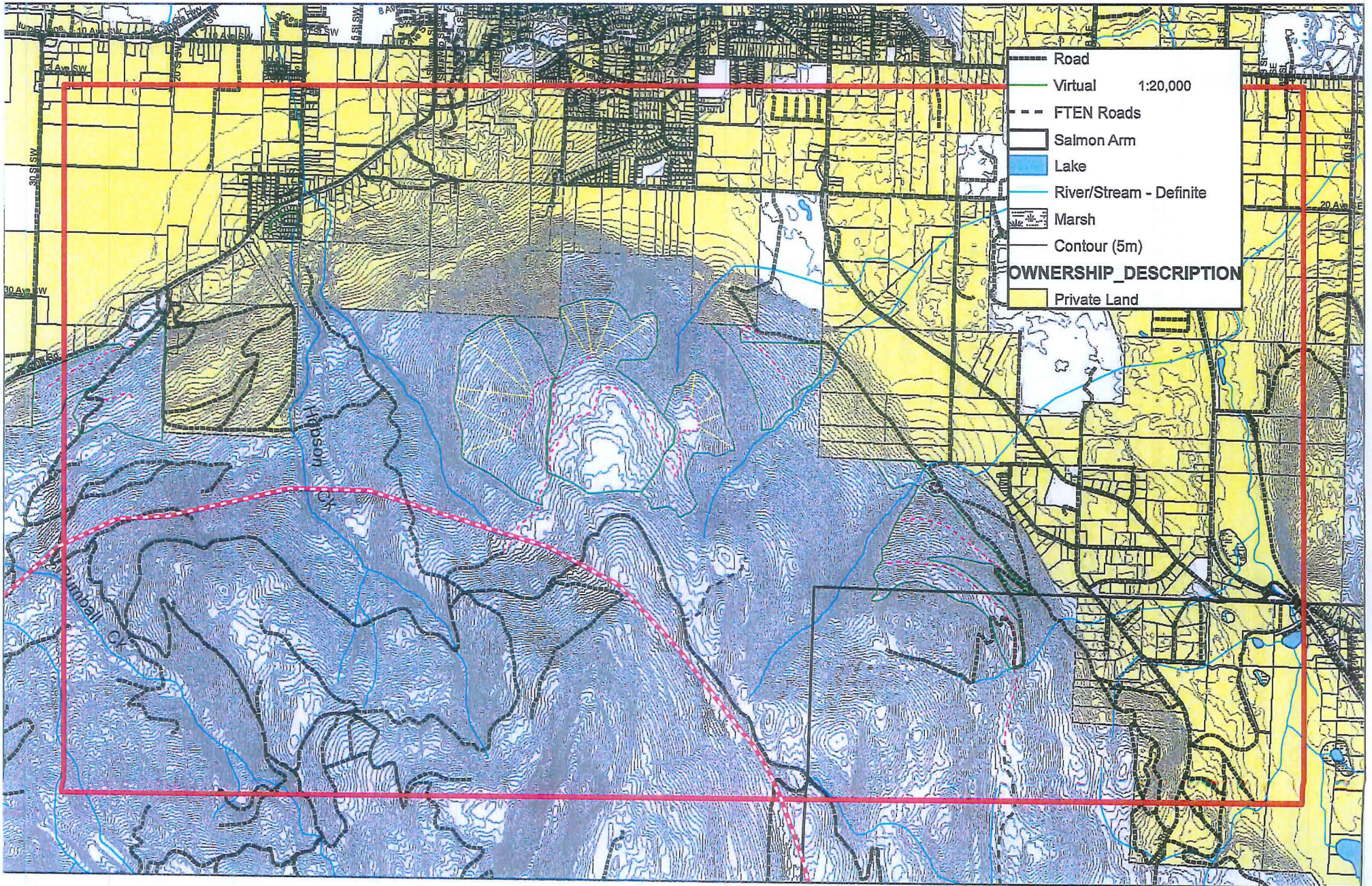
Danger tree assessments; 8hrs @\$60 x 1.05 = \$504

\$ 1,512

<p>Treatments: pruning, thinning, tree falling, brushing, grazing, debris management and/or prescribed fire. Please describe: Treatments will include ground fuel removal, understory spacing, crown spacing on IR2 TUs, ladder fuel pruning, brushing of volatile shrubs, danger tree falling, removal of beetle attacked overstorey in CCWS, removal and chipping of residual fibre.</p> <p>Note: Beetle attacked tree removal will be paid for by log sales. Not included in this calculation. See application form Section 4.</p> <p>CCWS (Based upon 5ha @ .7ha/day)</p> <p>Labour 5 persons x 5 days x 10hrs @ \$45/hr x 1.05 = \$11,813</p> <p>Saws 3 @ \$32/d x 7 days x 1.05 = \$706</p> <p>Pruning shears 2 @ \$5 x 7 days x 1.05 = \$74</p> <p>Transportation 7 days @ \$125 x 1.05 = \$919</p> <p>Supervision, Q/A 5 x .5 days @ 480 x 1.05 = \$1,260</p> <p>Transportation 5 days @ 80/d x 1.05 = \$420</p>	<p>\$</p> <p>\$ 15,192</p>
<p>IR2 (Based upon 8 ha @ .5ha/d)</p> <p>Labour 4 persons x 4 weeks x 40hrs @ \$45/hr x 1.05 = \$30,240</p> <p>Saws 3 @ \$32/d x 20 days x 1.05 = \$2016</p> <p>Pruning shears 2@ \$10 x 20 days x 1.05 = \$420</p> <p>Transportation D=20 days @ \$65 x 1.05 = \$1,365</p> <p>Supervision, Q/A 4wks x 2 half days/wk @ 240 x 1.05 = \$2,016</p> <p>Transportation 4 wks x 2d/w @ 125/d x 1.05 = \$1,050</p>	<p>\$37,107</p>
<p>Removal of residual fibre to a processing facility. Please describe and separate this cost from the overall treatment cost: The residual fibre will be chipped and trucked to a southern interior bio-energy plant likely in Enderby, Sicamous or Kamloops.</p> <p>CCWS</p> <p>5 persons x 2days x 10 hrs @ \$45 x 1.05 Tx = \$4,725</p> <p>Iron Horse Skidders \$200/d x 2 x 7 days x 1.12 = \$3,136</p> <p>Chipper 1 wk @ \$1600 x 1.12 = \$1,792</p> <p>Dump/Bin Truck 3 days @ \$1,000/d x 1.12 = \$3,360</p>	<p>\$ 13,013</p>
<p>IR2</p> <p>3 persons x 4 wks x 40 hrs @ \$45 x 1.05 Tx = \$22,680</p> <p>Iron Horse Skidders \$200/d x 2 x 20 days x 1.12 = \$8,960</p> <p>Chipper 4 wks @ \$1600 x 1.12 = \$7,168</p>	<p>\$49,763</p>



Dump/Bin Truck 4 days @ \$2,000/d x 1.12 = \$8,960 Crawler Tractor to open access (fire guard) for biomass extraction D6 10hrs @ 190 X1.05 = \$1,995	
Post-treatment activities: completion of threat assessments (only for local government and First Nation land) and signage. Please describe: Post treatment activities include stand metrics plots, threat assessment plots to determine the efficacy of the treatments. Stand Metric & Threat Plots 24 hrs @ \$60 x 1.05 = \$1,512 Transportation 2 days @ \$100 x 1.05 = \$210	\$ 1,722
Preparation of all final report requirements, including maps, spatial data and metadata. Please describe: Included in item 4 Cost est.	\$
Sub-total:	\$ 118.309
Cost per hectare:	\$ 9,101
<b>Total Proposed Cost for Fuel Management Activities:</b>	<b>\$ 125,817</b>

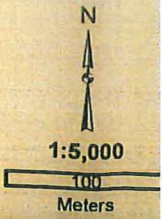




# FN690 Neskonlith Indian Band



- Threat Assessment Plot
- Stock Plots Survey Data Locations
- Treatment Unit
- Indian Reserve



Coordinate System: PCS Albers  
 Projection: Albers  
 Datum: North American 1983  
 False Easting: 1,000,000.0000  
 False Northing: 0.0000  
 Central Meridian: -126.0000  
 Standard Parallel 1: 50.0000  
 Standard Parallel 2: 58.5000  
 Latitude Of Origin: 45.0000  
 Units: Meter  
 FdPy: 620-0/11



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Item 23.1

## CITY OF SALMON ARM

Date: February 10, 2020

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-507 be authorized for issuance for Lot A, Section 36, Township 20, Range 10, W6M, KDYD, Plan 14845, which will vary the provisions of Zoning Bylaw No. 2303, as follows:

1. Section 35.11.3 - reduce the minimum setback of the principle building from the interior side parcel line from 3.0 meters to 1.2 meters.

[VP-507; Bock, D. & M.; 5521 30 Street NE; Setbacks]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

# CITY OF SALMON ARM

---

To: His Worship Mayor Harrison and Members of Council  
Date: January 15, 2020  
Subject: Development Variance Permit Application No. VP-507  
Legal: Lot A, Section 36, Township 20, Range 10, W6M, KDYD, Plan 14845  
Civic: 5521 – 30 Street NE  
Owner / Applicant: D. & M. Bock

---

## MOTION FOR CONSIDERATION

**THAT: Development Variance Permit No. VP-507 be authorized for issuance for Lot A, Section 36, Township 20, Range 10, W6M, KDYD, Plan 14845, which will vary the provisions of Zoning Bylaw No. 2303 as follows:**

**Section 35.11.3 - reduce the minimum setback of the principal building from the interior side parcel line from 3.0 metres to 1.2 metres.**

---

## STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

---

## PROPOSAL

The subject property is located at 5521 – 30 Street NE (Appendix 1 & 2). The variance request is to reduce the minimum setback of the southern interior parcel line from 3.0 metres to 1.2 metres to accommodate the construction of an attached carport. The applicant has submitted a letter of rationale which is attached as Appendix 3 and site photos are attached as Appendix 4.

## BACKGROUND

The subject property is designated Acreage Reserve in the City's Official Community Plan and zoned A-2, Rural Holding Zone (Appendix 5 & 6). The property is also included in the Agricultural Land Reserve (ALR). The surrounding properties are predominantly large, A-2 zoned properties and in the ALR.

The lot is approximately 91 metres x 24 metres in size and has the area of 0.55 acres. The existing house and detached garage/shop are sited meeting all the required setbacks as specified in the A-2 Zone. The southern wall of the existing house is 6.46 metres (well outside the required 3.0 metre setback) from the southern interior parcel line. The carport is proposed to be 5.28 metres wide, which will bring the southern wall of the carport 1.2 metres from the interior parcel line, as shown on the site plan (Appendix 7).

## COMMENTS

### Engineering Department

Engineering comments attached as Appendix 8.

### Fire Department

No Fire Department concerns.

Building Department

No concerns with 1.2 metre setback. Limiting distance limits glazed openings to maximum 7% of building face.

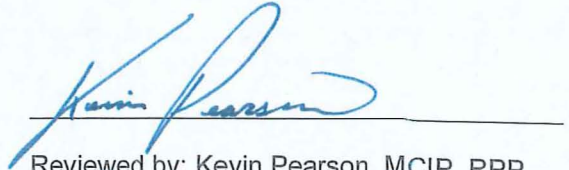
Planning Department

The existing house has been on the property for many years and there is an existing driveway and parking area where the carport is proposed. The property bordering the southern property line is a panhandle lot and there is a driveway on the panhandle portion providing access. Thus, the neighbouring property would not be affected by this setback variance.

Considering the property is within a rural neighbourhood and is surrounded by large acreage properties, this variance request would pose little, if any, impact to surrounding properties. Staff note this is a reasonable variance request.



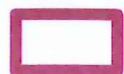
Prepared by: Denise Ackerman  
Planner, Development Services



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



0 20 40 80 120 160  
Meters



Subject Parcel





03.2 6.5 13 19.5 26  
Meters



Subject Parcel

Variance Permit Proposal  
Letter of Rationale

December 18, 2019

City of Salmon Arm Development Services Department,  
P.O. Box 40, 500 2<sup>nd</sup> Ave NE  
Salmon Arm, BC, V21E 4N2

Dan and Meaghan Bock  
5521 30 St NE  
Salmon Arm BC, V1E 2A6  
250-803-5662  
250-253-6324 (cell)

We are applying for a variance of the setback for the property located at 5521 30 St NE. The property is owned by Daniel and Meaghan Bock.

Legal description: LOT A SECTION 36 TOWNSHIP 20 RANGE 10 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 14845.

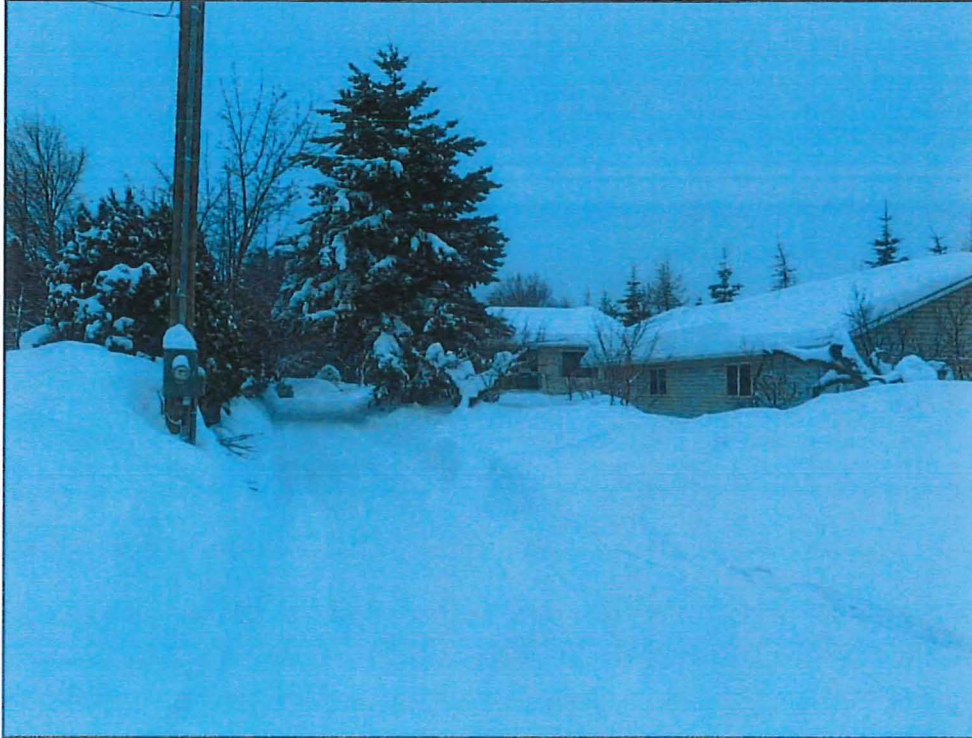
The property is zoned A-2 which has a setback of 3.0 meters for interior side parcel lines. The proposed variance would adjust the setback on the south side of the property from 3.0 m to 1.2 m to allow for the addition of a carport attached to the existing dwelling in line with the existing driveway.

The adjacent property of 5501 30 St NE is a panhandle lot. It is clear that no building can conceivably be built along the driveway on the panhandle section of the property. In light of this, a variance to adjust the setback to the Building Code minimum of 1.2 meters seems reasonable.

Thank you for considering our proposal,



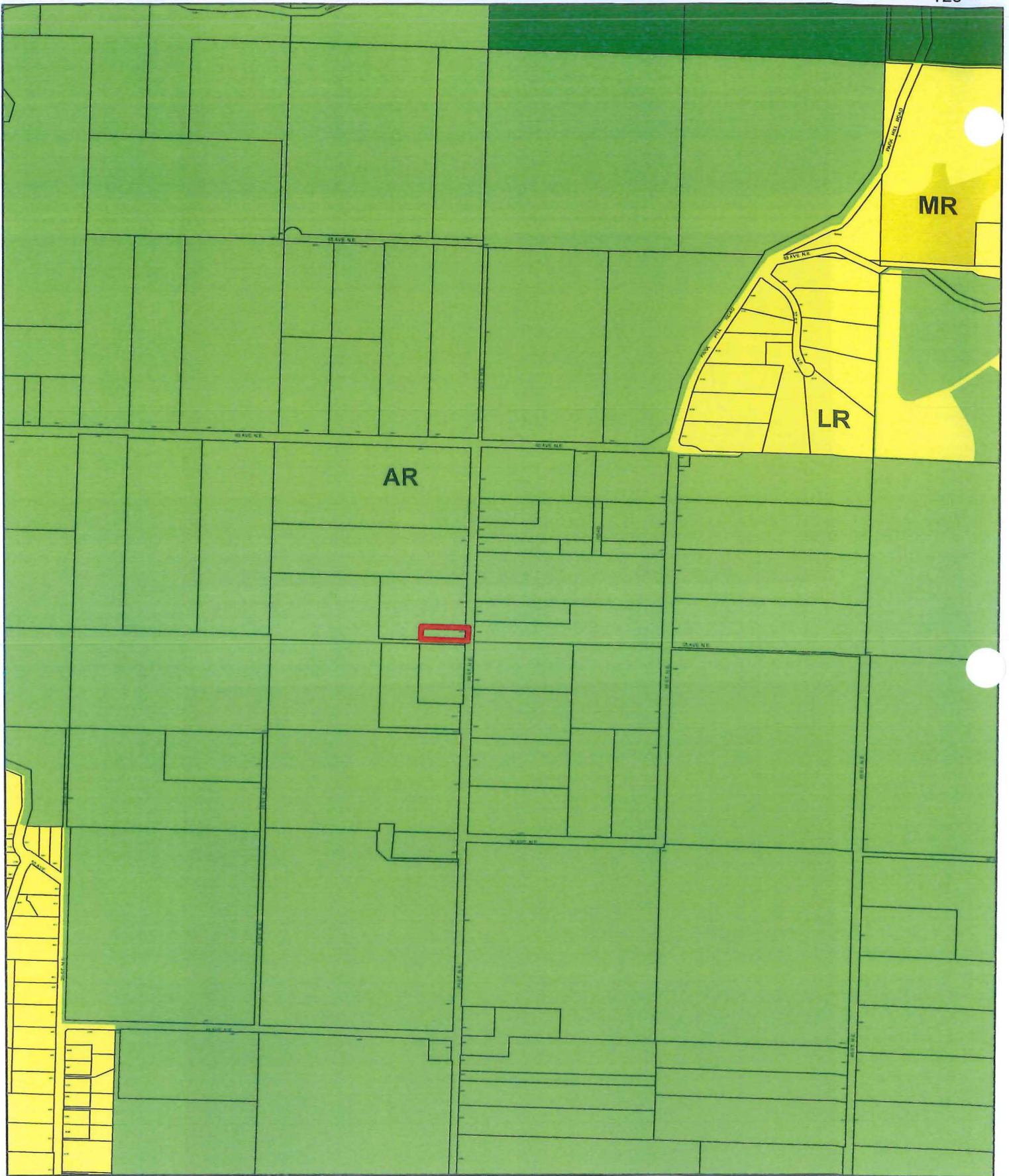
Daniel Bock



View of existing driveway, house and detached garage/shop in the foreground.



View of subject property and panhandle for access portion for neighbouring property.



Subject Parcel



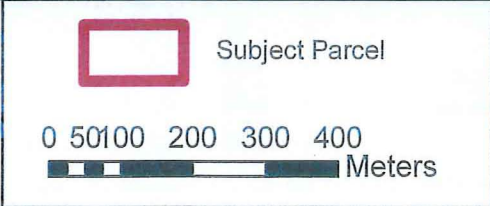
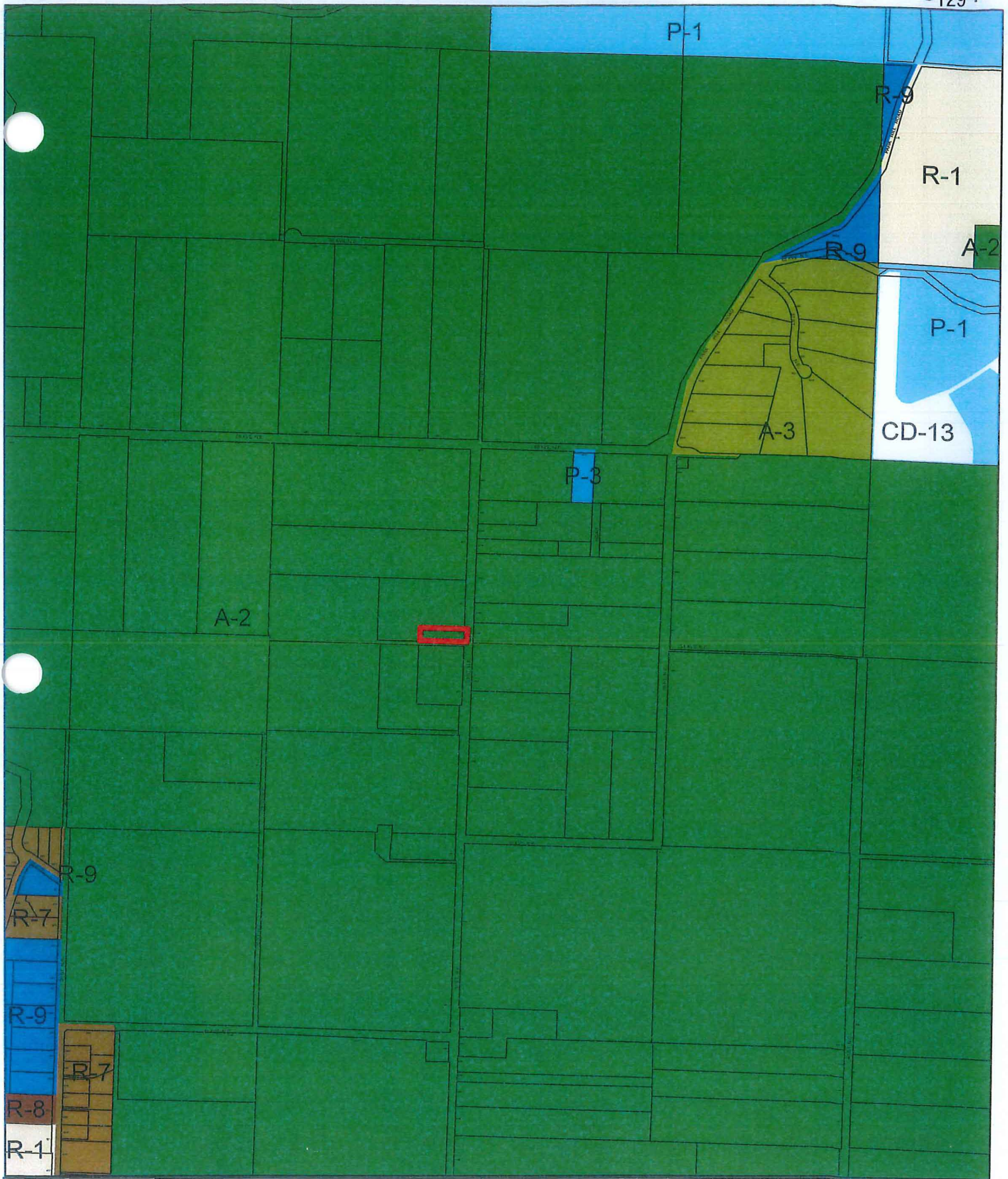
AR - Acreage Reserve





LR - Low Density Residential




MR - Medium Density Residential



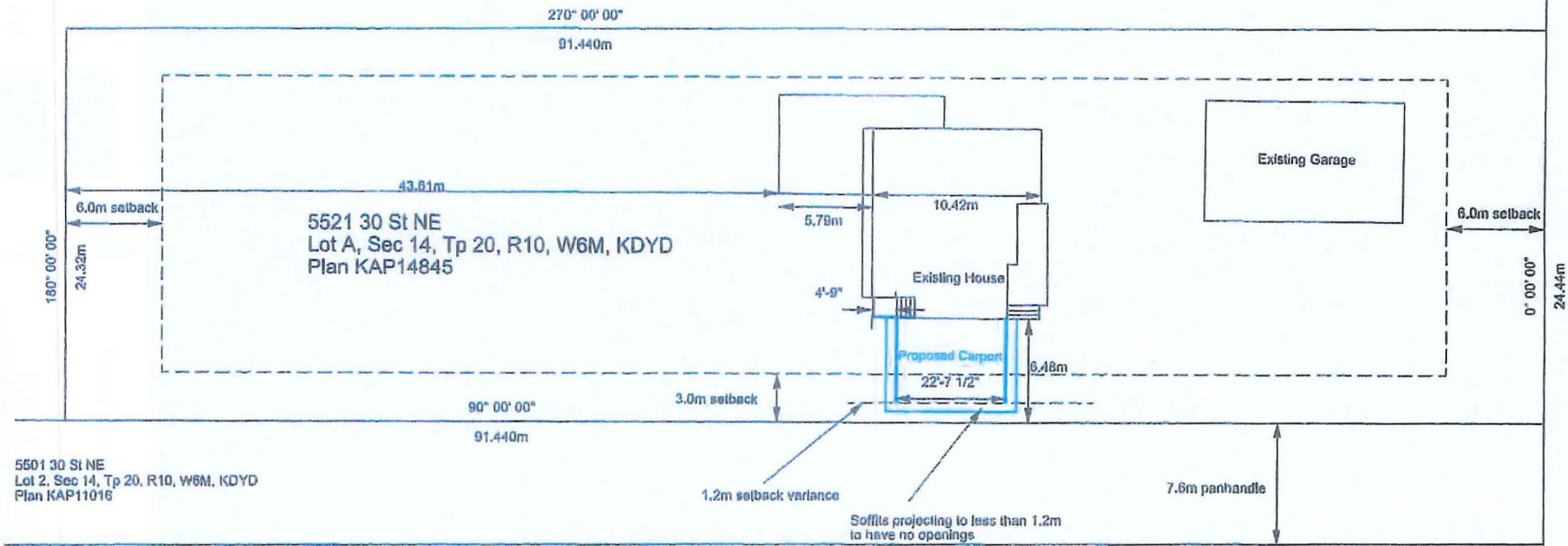
 Subject Parcel

 A-2, Rural Holding Zone

 A-3, Small Holding Zone

Site Plan of 5521 30 St NE  
 Lot A, Sec 14, Tp 20, R10, W6M, KDYD  
 Plan KAP14845

5591 30 St NE  
 Rem Lot 1, Sec 14, Tp 20, R10, W6M, KDYD  
 Plan KAP11016



5501 30 St NE  
 Lot 2, Sec 14, Tp 20, R10, W6M, KDYD  
 Plan KAP11016

5371 30 St NE  
 Lot 1, Sec 14, Tp 20, R10, W6M, KDYD  
 Plan KAP6395

<b>Bock Carport Site Plan</b>
December 16, 2019
Scale 1/32" = 1'
Drawn by A. L. ...



DEVELOPMENT SERVICES DEPARTMENT  
 Box 40, 500 - 2nd Avenue NE, Salmon Arm, BC, V1E 4N2  
 Phone: 250-803-4010 FAX: 250-803-4041

**TO:**

- DIRECTOR OF DEVELOPMENT SERVICES (Kevin)
- PLANNING AND DEVELOPMENT OFFICER (Scott)
- PLANNING AND DEVELOPMENT OFFICER (Chris)
- PLANNING AND DEVELOPMENT OFFICER (Denise)
- MANAGER OF PERMITS & LICENSING (Maurice)
- FIRE DEPARTMENT (Brad)
- ENGINEERING & PUBLIC WORKS DEPARTMENT (Shelly for Engineering Dept)
- MINISTRY OF TRANSPORTATION & INFRASTRUCTURE (Via eDAS)
- BC HYDRO, via email utilities group
- FORTISBC, via email utilities group
- TELUS, via email utilities group
- SHAW CABLESYSTEMS, via email utilities group

**SUBMIT FORM**

**PRINT**

**REFERRAL:**

DATE: January 6, 2020  
 OWNER: **Bock, D. & M.** 5521 – 30 Street NE, Salmon Arm, BC V1E 2A6  
 APPLICANT: **Owner**  
 SUBJECT: **DEVELOPMENT VARIANCE PERMIT AMENDMENT APPLICATION No. VP-507**  
 LEGAL: Lot A, Section 36, Township 20, Range 10, W6M KDYD, Plan 14845  
 CIVIC: **5521 – 30 Street NE**

Attached is an application and supporting documentation. The applicant is requesting a variance to Zoning Bylaw No. 2303, Section 35.11.3, reduce the setback of an accessory building from the interior side parcel line from 3.0 metres to 1.2 metres.

Thank you

Denise Ackerman  
 Planner, Development Services Department

COMMENTS for **VP-507**:

No Engineering Concerns

Second non-conforming access exists from accessory building at the NE corner of the subject property onto 30th Street. Because there is no change to usage or traffic with this variance permit, Engineering will allow this existing access to remain.

SIGNATURE: Matt Gienger

DATE: Jan 22 2020

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Item 23.2

## CITY OF SALMON ARM

Date: February 10, 2020

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. 508 be authorized for issuance for Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP5318 which will vary the provisions of Zoning Bylaw No. 2303, as follows:

1. Section 13.14.2 - R-8 Residential Suite Zone - reduce the minimum setback from a rear parcel line from 3.0 meters to 1.0 meters to allow for the siting of a detached suite in an existing accessory building, as shown in Schedule A of the staff report dated January 27, 2020; and
2. Section 13.14.3 - R-8 Residential Suite Zone - reduce the minimum setback from an interior side parcel line from 2.0 meters to 1.5 meters to allow for the siting of a detached suite in an existing accessory building, as shown in Schedule A of the staff report dated January 27, 2020.

[VP-508; Ewan, D. & L.; 940 9 Avenue NE; Setbacks]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

# CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: January 27, 2020

Subject: Development Variance Permit Application No. 508

Legal: Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP5318  
 Civic: 940 – 9 Avenue NE  
 Applicant: Ewan, L. & Scarini, D.

## MOTION FOR CONSIDERATION

**THAT: Development Variance Permit No. 508 be authorized for issuance for Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP5318 (940 9 Avenue NE) to vary the provisions of Zoning Bylaw No. 2303 as follows:**

1. **Section 13.14.2 – R-8 Residential Suite Zone – reduce the minimum setback from a rear parcel line from 3.0 m (9.8 ft) to 1.0 m (3.2 ft) to allow for the siting of a detached suite in an existing accessory building, as shown in Schedule A; and**
2. **Section 13.14.3 – R-8 Residential Suite Zone – reduce the minimum setback from an interior side parcel line from 2.0 m (6.5 ft) to 1.5 m (4.9 ft) to allow for the siting of a detached suite in an existing accessory building, as shown in Schedule A.**

## STAFF RECOMMENDATION

**THAT:** The motion for consideration be adopted.

## PROPOSAL

The subject parcel is located at 940 9 Avenue NE (Appendix 1 and 2) and presently contains an existing single family dwelling and accessory building. The subject parcel is designated High Density Residential in the City's Official Community Plan (OCP) and currently zoned R-1 (Single Family Residential) in the Zoning Bylaw. An application (ZON-1163) to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the repurposing of the existing accessory building under Building Permit to a *detached suite* has recently been under consideration, and is supported by staff.

## BACKGROUND

The subject parcel is located in the residential portion of the city centre and contains an existing single family dwelling and accessory building, similar to surrounding development (site photos are attached as Appendix 3). A 1.5 metre easement restricting any buildings is in place on the parcel to the south, as described in the Applicant's letter of intent (Appendix 4).

The parcel has potential to meet the conditions for the development of a *detached suite*, including sufficient space for an additional off-street parking stall, with the exception of the siting of the accessory building (Schedule A – Appendix 5). While conforming to the requirements for an accessory building, this existing building does not meet the more restrictive setbacks which apply to a detached suite (2 metres from the interior side parcel line, and 3 metres from the rear, as opposed to 1 metre setbacks for an accessory building).

COMMENTSEngineering Department

No concerns.

Building Department

No concerns. Limiting distance requirements accounted for.

Fire Department

No concerns.

Planning Department

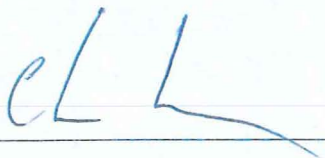
The proposed R-8 zoning of the subject parcel is consistent with the parcel's High Density Residential land use designation and residential policies within the OCP, and is supported by staff. The proposal involves a building that has been in place since 2001, thus it is the opinion of staff that the character of the parcel will not be unreasonably or significantly altered by approval of the proposed variances. Staff note that the existing building presently conforms to setback requirements for an accessory building, with the proposed change in use to allow a detached suite triggering the stricter requirements which the variance request attempts to address.

The variances requested are reasonable in size and the parcel meets the other zone requirements, including on-site parking. The easement in place limits potential conflicts between the existing accessory building and future development on the adjacent parcel to the south.

CONCLUSION

Considering current OCP policy including the High Density land use designation, the easement in place, the size of the variances requested, and that the proposal involves an existing building in place for almost 20 years, Staff support the requested variances.

Staff note that the variances are only in regards to the siting of the existing accessory building and do not permit any new or additional use of the building other than what is permitted under the Zoning Bylaw.

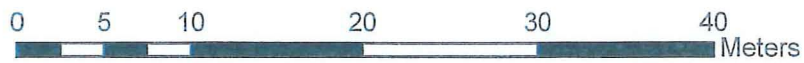
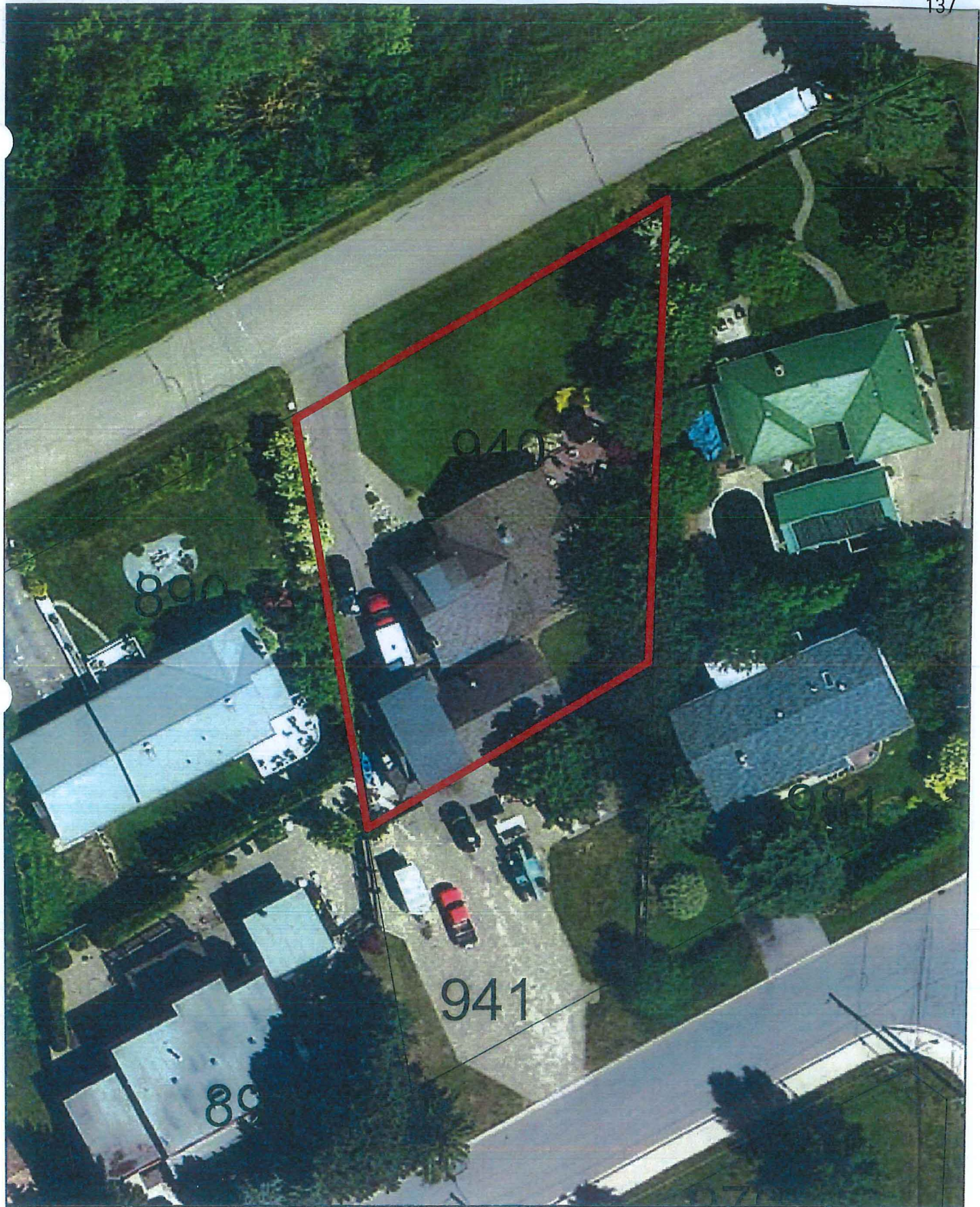


Prepared by: Chris Larson, MCP  
Planning and Development Officer



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





 Subject Parcel



View looking southeast of subject parcel from 9 Avenue NE.



View looking north of subject parcel from 8 Avenue NE.

We would like to convert the existing room above our garage into a detached suite.  
This will not involve moving any exterior walls.

To do this we will need two (2) variances.

The rear parcel line will have to be changed from 3.0 meters (9.8 feet) to 1.22 meters (4 feet)

941 8th. Ave the lot to the south has a easement on it in our favour of 1.6 meters

PID: 009-385-851 Lot A, Section 14, Township 20, Range 10, W6M, KDYD, Plan KAP71482

2. The Transferor will not make, place, erect, construct or maintain on the Servant Tenement any building, structure or foundation or plant any growth which might interfere with access to easement area:

The interior side parcel line will have to be changed from 2.0 meters (6.5 feet) to 1.94 metres (6.3 feet) 2.4 inches.

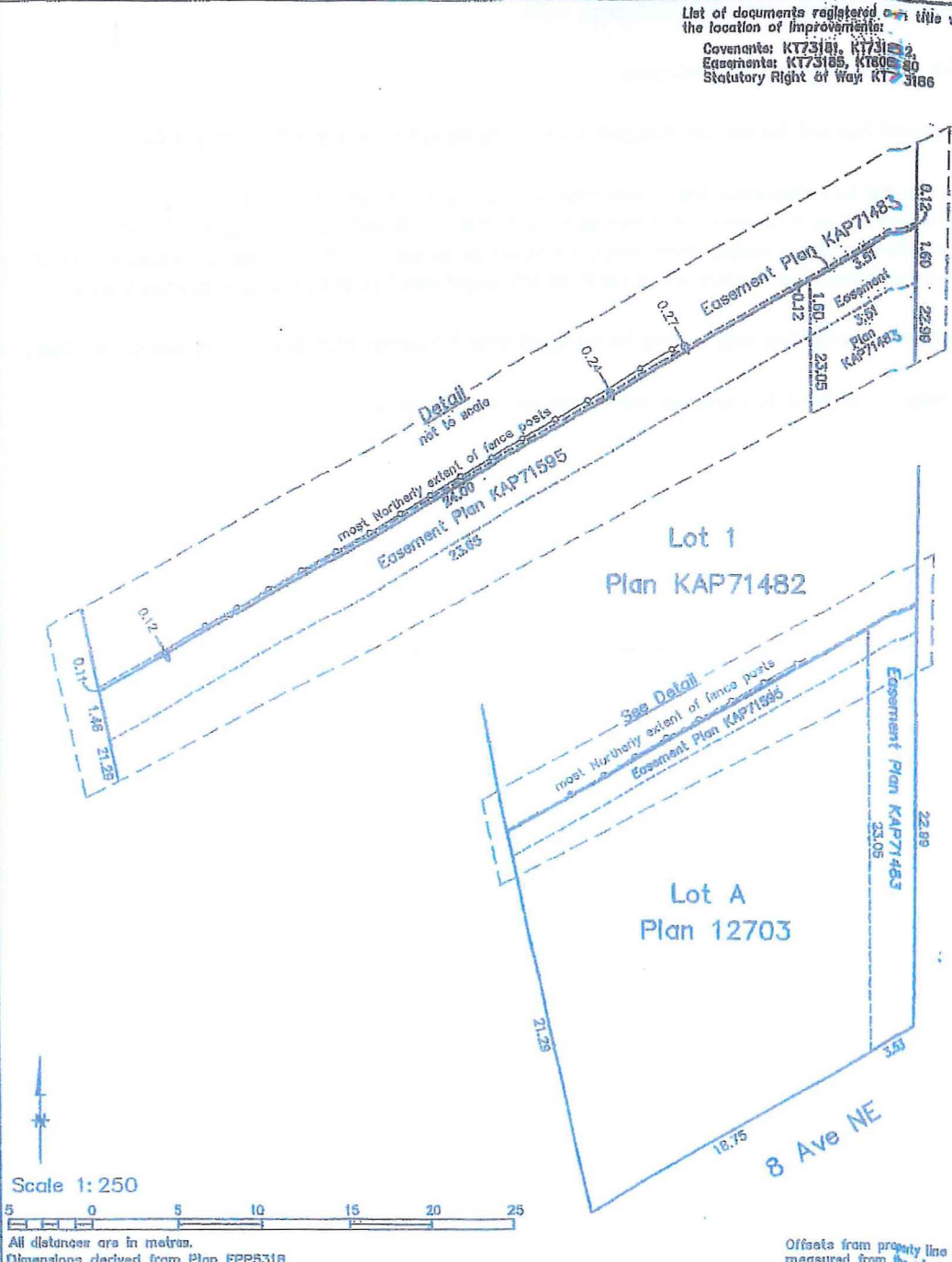
I have attached a copy of the easement agreement for you to look at.

**BC LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE**

To: Marvin Skjerven  
566562 Ltd  
Box 399  
Salmon Arm, V1E 4N5

Re: Lot A, S 14, Tp 20, R 10,  
W6M, KDYD, Plan 12703 Except Plans KAP71482 and EPP5318  
Parcel Identifier (PID): 009-385-851  
Civic Address: 941 8th Ave NE, Salmon Arm

List of documents registered on title which may affect the location of improvements:  
Covenants: KT73181, KT73182  
Easements: KT73185, KT80680  
Statutory Right of Way: KT3186



All distances are in metres.  
Dimensions derived from Plan EPP5318

Offsets from property line to fences are measured from the edge of fence posts.

The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.  
This plan was prepared for inspection purposes and is for the exclusive use of our client. This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property boundaries.  
This building location certificate has been prepared in accordance with the Professional Reference Manual and is certified correct this 18th day of July, 2019.

Mark Mason  
88BCMC  
Digitally signed by Mark Mason  
88BCMC  
Date: 2019.08.01 09:12:04 -07'00'

COPYRIGHT © BROWNE JOHNSON 2019 LAND SURVEYORS  
All rights reserved. No person may copy, reproduce, transmit or alter this document in whole or in part without the prior written consent of BROWNE JOHNSON LAND SURVEYORS.  
THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY OR DIGITALLY SIGNED.

BCLS Our File: 319-19 File: 319-19.raw

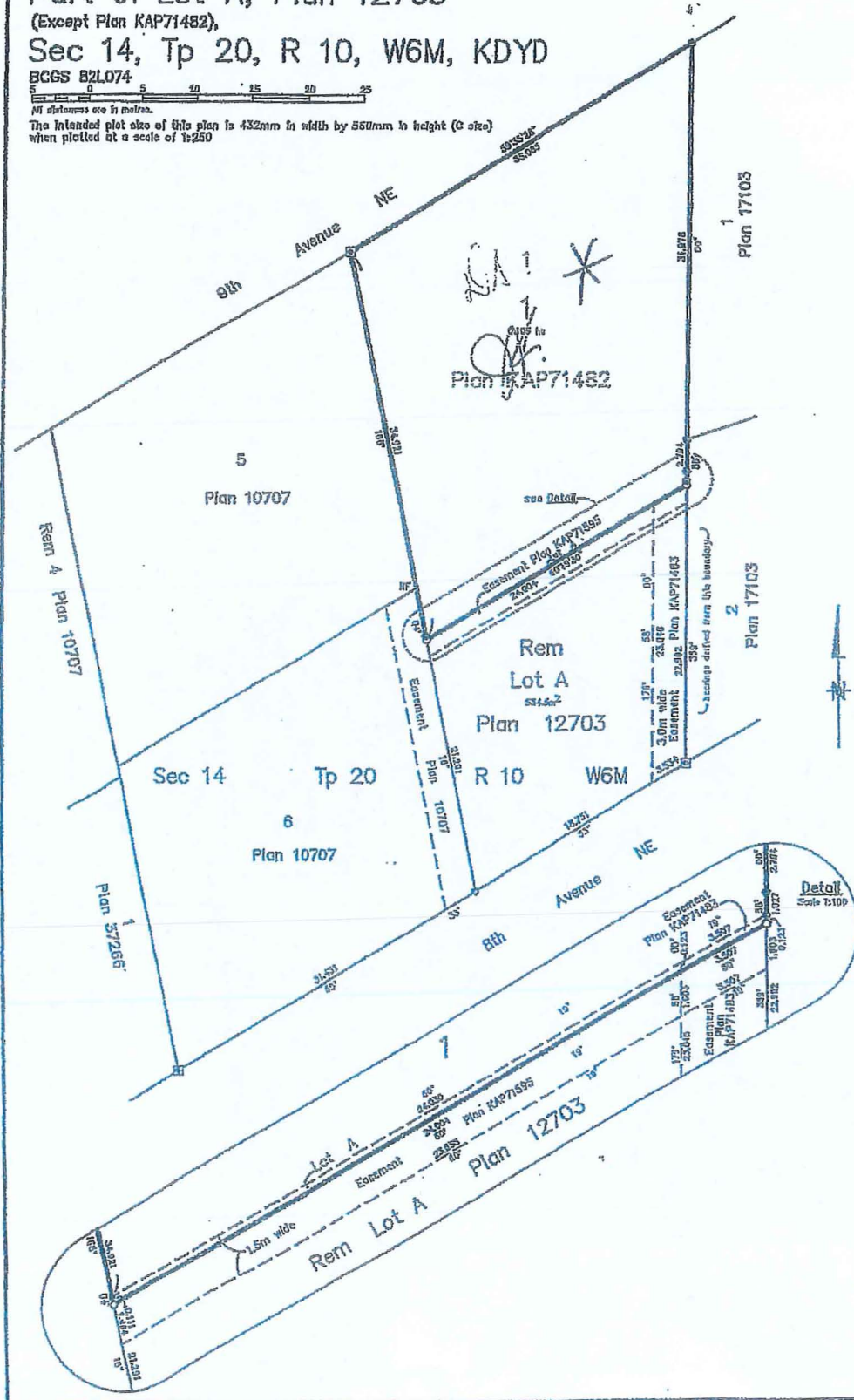


# Subdivision Plan of Lot 1, Plan KAP71482 and Part of Lot A, Plan 12703 (Except Plan KAP71482), Sec 14, Tp 20, R 10, W6M, KDYD

## PLAN EPP5318

BCGS 82L074

All dimensions are in metres.  
The intended plot size of this plan is 432mm in width by 550mm in height (C size)  
when plotted at a scale of 1:250



### LEGEND

- Bearings are astronomical and are derived from Plan KAP71482
- ⊙ Standard Iron Post Found
  - Standard Iron Post Placed
  - ⊠ Non-Standard Square Iron Post Found
  - ⊞ Non-Standard Round Iron Post Found

This plan lies within the jurisdiction of the Approving Officer for the City of Salmon Arm

This plan lies within the Columbia Shuswap Regional District

The field survey represented by this plan was completed by Steph Charon Schneider, BCLS on the 1st day of December, 2008.

**BROU JOHNSON LAND SURVEYORS**  
 B.C. AND CANADA LANDS  
 SALMON ARM, B.C. Ph. 250-832-9701  
 Fax: 250-832-9702  
 File: 08-09 498-09 rev  
 Fb.512 p.27

# 940 - 9th Ave. NE

9TH AVENUE

940

PRINCIPAL DWELLING

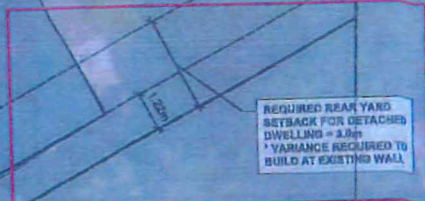
GARAGE (BELOW)

MINIMUM LIMITING DISTANCE PERMITTED FOR SECOND FLOOR SUITE WITH 75% UNPROTECTED OPENINGS (WINDOWS)

REQUIRED REAR YARD SETBACK FOR DETACHED DWELLING = 3.0m \* VARIANCE REQUIRED TO BUILD AT EXISTING WALL

POTENTIAL OUTLINE OF SECOND FLOOR SUITE 78.26sqm (Max. 90sqm)  
Max. Building Height for Detached Suite = 7.5m

10% ALLOWABLE UNPROTECTED OPENINGS



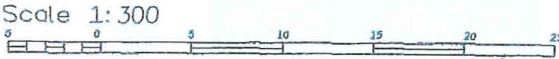
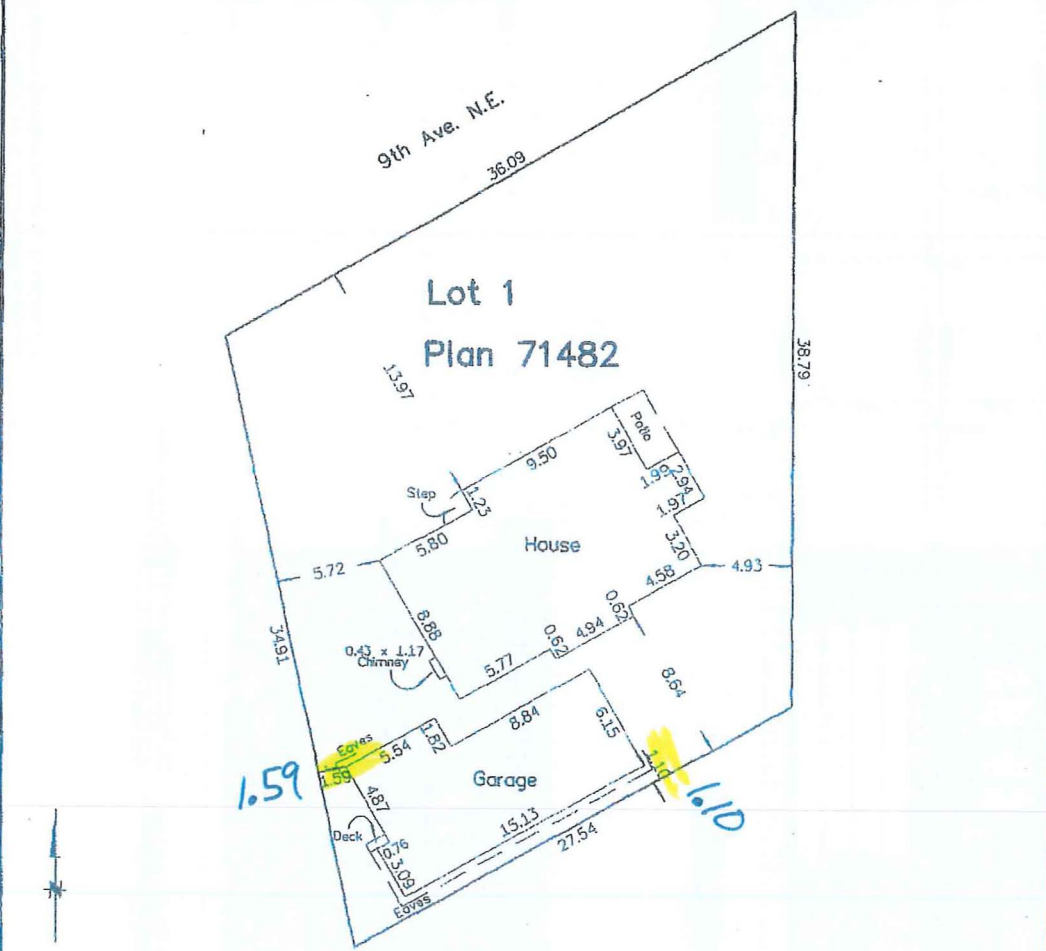
**BROWNE JOHNSON LAND SURVEYORS\***  
**BRITISH COLUMBIA AND CANADA LANDS**  
 Box 362, Salmon Arm, B.C. V1E 4N5 (250)832-9701

**B.C. LAND SURVEYOR'S CERTIFICATE OF LOCATION**

To: **CDN**  
 Box 399  
 Salmon Arm, B.C.  
 V1E 4N5  
 Your File:

Re: **Lot 1, Plan 71482,**  
 Section 14, Township 20,  
 Range 10, W6M, K.D.Y.D.  
 Parcel Identifier(PID): 025-438-581  
 Civic Address: 940 - 9th Avenue N.E.

List of documents registered on title which may affect  
 the location of improvements:  
 Covenant KT73184



All distances are in metres.  
 Dimensions derived from Plan 71482  
 Offsets from property line to building are measured from the siding.

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

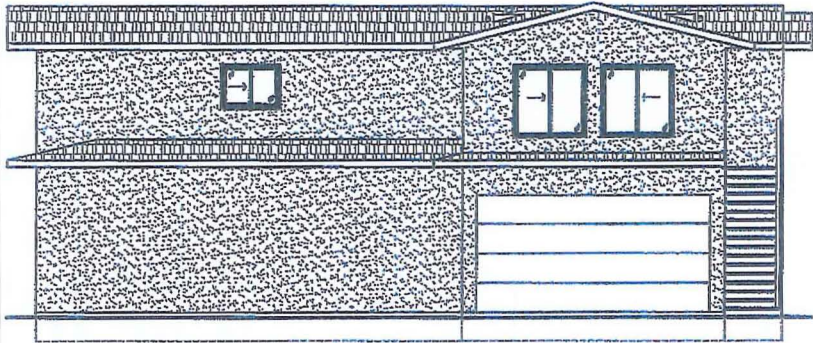
This plan was prepared for inspection purposes and is for the exclusive use of our client. This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property lines or property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

This building location certificate has been prepared in accordance with the Manual of Standard Practice and is certified correct this 14th day of February, 2007.

COPY RIGHT © BROWNE JOHNSON 2006  
 All rights reserved. No person may copy, reproduce, transmit or alter this document in whole or in part without the prior written consent of BROWNE JOHNSON.

**THIS DOCUMENT IS NOT VALID UNLESS  
 ORIGINALLY SIGNED AND SEALED.**

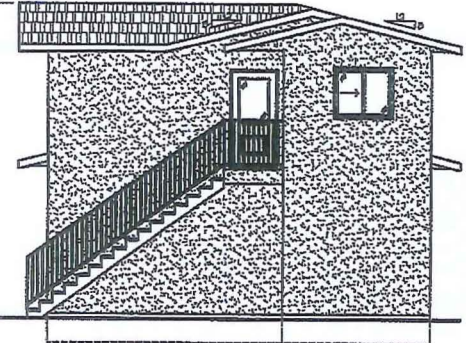
HALL AREA = 113.29 SQ. FT. = 10.50 SQ. METERS  
 12 METERS FROM PROPERTY LINE EQUALS 7 PERCENT ALLOWABLE OPENINGS  
 THEREFORE 113.29 X 7 PERCENT = 7.93 SQ. METERS ALLOWED  
 ACTUAL OPENINGS = 11.55 SQ. FT. = 1.06 SQ. METERS



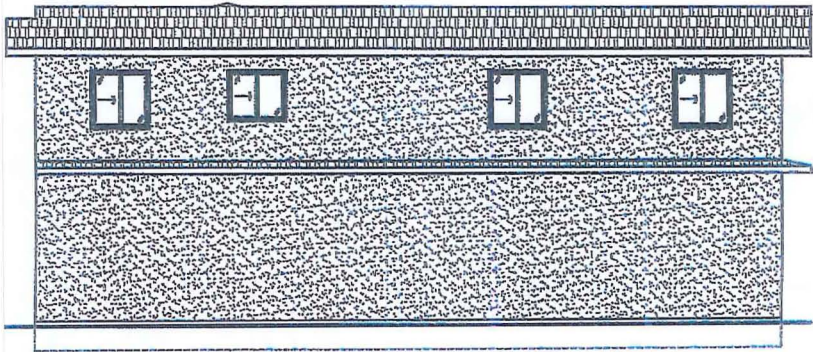
**NORTH ELEVATION**  
 1/4" = 1'-0"



HALL AREA = 113.29 SQ. FT. = 10.50 SQ. METERS  
 12 METERS FROM PROPERTY LINE EQUALS 7 PERCENT ALLOWABLE OPENINGS  
 THEREFORE 113.29 X 7 PERCENT = 7.93 SQ. METERS ALLOWED  
 ACTUAL OPENINGS = 11.55 SQ. FT. = 1.06 SQ. METERS

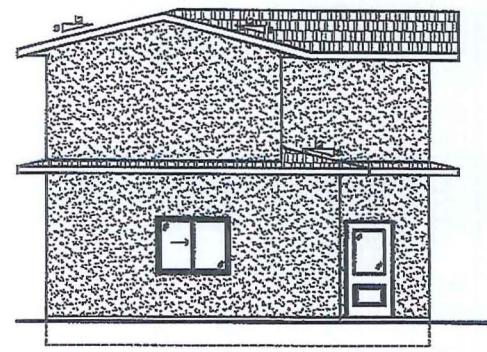


**WEST ELEVATION**  
 1/4" = 1'-0"



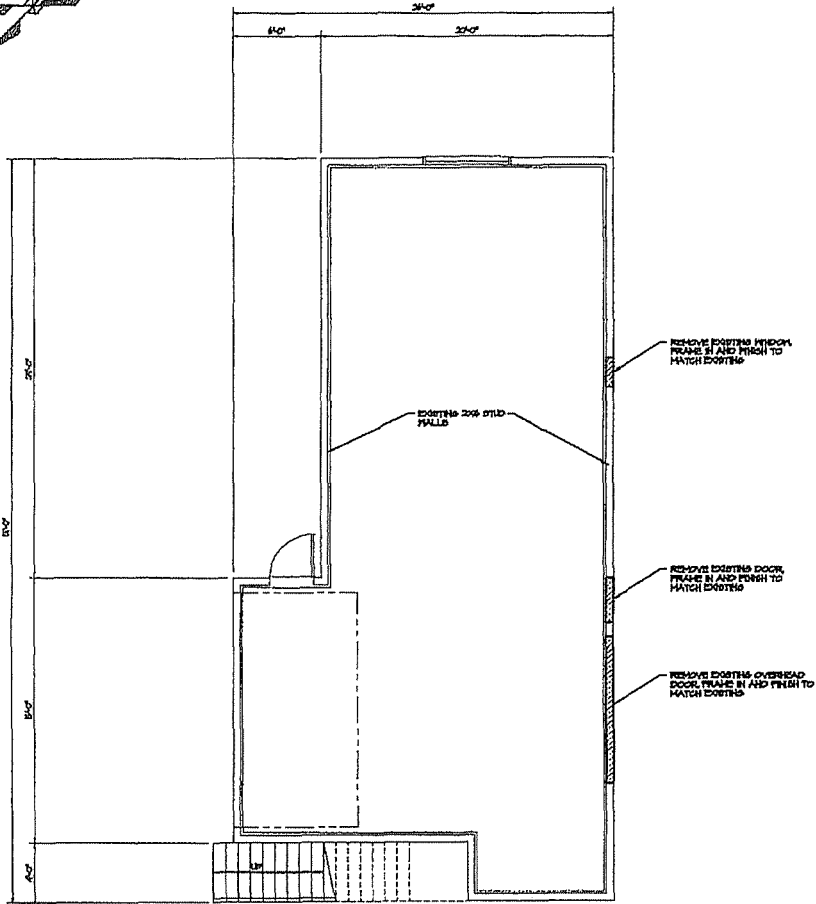
**SOUTH ELEVATION**  
 1/4" = 1'-0"

HALL AREA = 113.29 SQ. FT. = 10.50 SQ. METERS  
 12 METERS FROM PROPERTY LINE EQUALS 7 PERCENT ALLOWABLE OPENINGS  
 THEREFORE 113.29 X 7 PERCENT = 7.93 SQ. METERS ALLOWED  
 ACTUAL OPENINGS = 11.55 SQ. FT. = 1.06 SQ. METERS

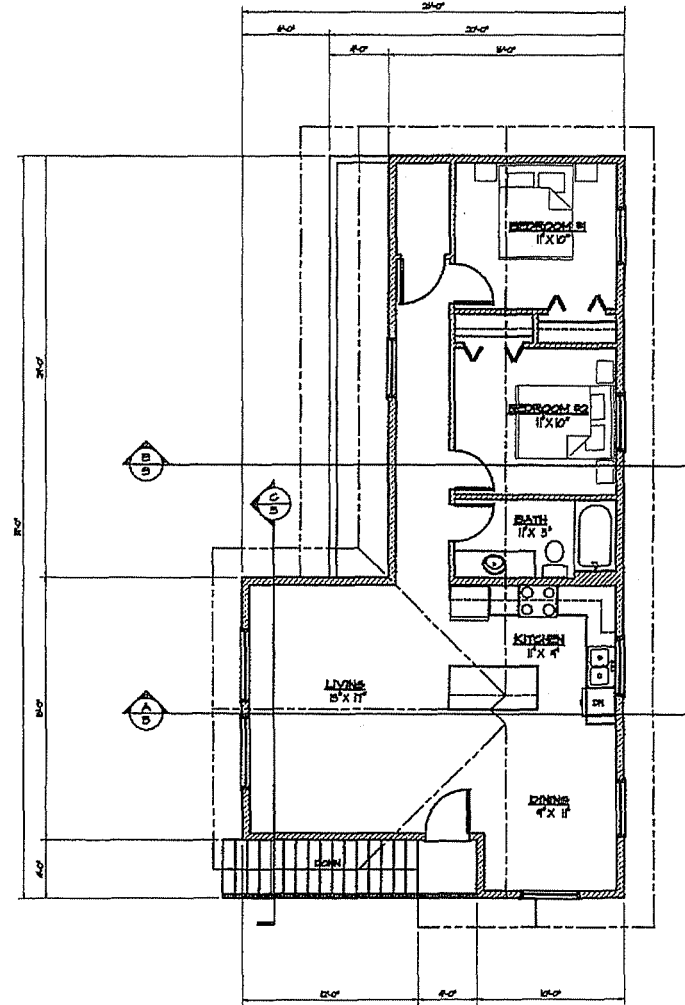


**EAST ELEVATION**  
 1/4" = 1'-0"

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PREPARED BY: _____ DATE: _____ PROJECT: _____	DRAWN BY: _____ CHECKED BY: _____ PROJECT: _____	ARCHITECT: _____ DATE: _____ PROJECT: _____	<b>LANCE EMAN &amp; DIANA SCARINI</b> 540 - 37th AVE. N.E. EDMONTON, ALBERTA <b>ADDITION TO EXISTING GARAGE</b> DRAWING DESCRIPTION: ELEVATIONS DRAWING NO: 14-066-01	



**EXISTING MAIN FLOOR PLAN**  
1/4" = 1'-0"



**NEW SECOND FLOOR PLAN**  
1/4" = 1'-0"  
LIVING AREA SHADE = 0-16 SQ. FT.

<b>PEDERSON</b> DRAFTING & DESIGN LAB.			CLIENT: LANCE EWAN & DIANA SCARINI 660 W. 4TH AVE. N.E. GALEN PARK B.C.	
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Item 27.

## CITY OF SALMON ARM

Date: February 10, 2020

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of February 10, 2020, be adjourned.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

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