



DEVELOPMENT and PLANNING SERVICES COMMITTEE

Monday, November 2, 2015

City of Salmon Arm

Council Chamber

City Hall, 500 - 2 Avenue NE

8:00 a.m.

| Page # | Section | Item# |
|---------|---------|--|
| | 1. | <u>CALL TO ORDER</u> |
| | 2. | <u>REVIEW OF THE AGENDA</u> |
| | 3. | <u>DECLARATION OF INTEREST</u> |
| | 4. | <u>REPORTS</u> |
| 1 - 44 | 4.1 | RV Parking Report |
| | 5. | <u>CORRESPONDENCE</u> n/a |
| | 6. | <u>PRESENTATIONS – 8:30 a.m.</u> |
| 45 - 58 | 6.1 | Flood Hazard Risk Assessment, Therese Zulinick & Jeffrey Rice, Urban Systems |
| | 7. | <u>IN CAMERA</u> n/a |
| | 8. | <u>LATE ITEM</u> n/a |
| | 9. | <u>ADJOURNMENT</u> |

<http://www.salmonarm.ca/agendacenter>

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City of Salmon Arm

Development Services Department Report

To: Development and Planning Services Committee

From: Development Services Department

Date: October 26, 2015

Subject: Recreation Vehicle Parking and Storage Regulations

For Information and Direction

BACKGROUND

Correspondence received by City staff and Council through the summer of 2015 has indicated a public concern regarding the parking and storage of Recreational Vehicles (RVs) at certain locations within the City. One letter in particular expressed concern with the parking of RVs on the City's street/boulevard and in front yards along 17 Avenue SE. This complaint triggered enforcement action. The owners of the RVs in turn complained that the City's bylaws are not realistic and not enforced in an equitable manner.

The placement of recreation vehicles, boats, and trailers has implications related to safety, aesthetics, land use and enforcement. The term "RV" in this report refers to all types of recreation vehicles, boats, and trailers interchangeably throughout this report.

As a vacation destination and retirement community, the City faces a seasonal influx of RVs throughout the spring, summer and fall months. The combinations of tourists, visitors, in addition to seasonal and year-round storage by property owners, have created some concerns regarding safety, congestion, and aesthetics in certain residential neighbourhoods. The placement of RVs throughout the City is, in the majority of instances, contrary to bylaw requirements. The City's approach to enforcement of these issues is a concern for some community members; a concern to owners of RVs and to those who do not wish to see RVs in their neighbourhoods. Staff receives approximately 3 - 6 complaints per year on this matter, mostly related to RVs parked on a City street or boulevard.

PROCESS

As described below, staff reviewed existing City regulations, as well as the regulations of comparable communities. To compliment this research, staff used a combination of targeted consultation (the distribution of a request for correspondence to local property owners in areas with RVs stored on residential parcels and on City streets and boulevards), as well as an advertisement for general comments in the local newspaper, to inform this report.

Current Regulation

The placement of RVs is regulated in the City of Salmon Arm through both the Zoning Bylaw and the Traffic Bylaw. The Zoning Bylaw regulates land use throughout the City to support orderly development and protect property values, while the Traffic Bylaw specifically regulates the use of city streets including adjacent boulevard areas and sidewalks.

The Traffic Bylaw (Appendix 1) prohibits obstructions within City boulevards. A boulevard is considered to be the area between the street and property line, including sidewalks and areas which may contain a future sidewalk. Some property owners have created permanent parking areas complete with concrete pads and retaining walls adjacent to their property within City boulevards without permission and which do not conform to this bylaw.

4.1

According to the Traffic Bylaw, the Director of Operations (Engineering & Public Works) has the authority to approve or deny works within a boulevard. Most of the works evident throughout the City have been undertaken without approval by staff. Provided a unit is appropriately parked and insured, a RV may be parked for no longer than 72 hours on a public street as with any other vehicle. These regulations of the Traffic Bylaw were adopted in 1994.

The parking regulations of the Zoning Bylaw (Appendix 2) limit storage of RVs to the rear and side yard of residential parcels. Specifically, storage of one RV, one travel trailer, and one boat is permitted. Parking in a driveway or in the front yard of a parcel is not permitted by zoning. During the summer season in particular, many property owners host visitors or store their RVs in their driveways, contrary to what is permitted in the Zoning Bylaw. These regulations were adopted in 1995.

The combination of regulations within the two bylaws does not permit driveway parking, boulevard parking, or parking in the front yard of a residential parcel. Despite this, the use of these areas for parking is prevalent throughout the City.

Approach to Enforcement

Strict enforcement of municipal bylaws can be practically and politically challenging, particularly within the limits of staffing levels in smaller cities. Furthermore, it is important to note that municipalities are not required to enforce their bylaws and, based on staff's discretion, may choose to relax enforcement as appropriate. In Salmon Arm a discretionary approach has been taken towards enforcement considering the following criteria and priorities:

1. If a complaint has been lodged, preferably in writing;
2. If a bylaw is in clear violation;
3. If there are health and safety concerns that can be addressed by the bylaw;
4. If there are environmental, aesthetic, or property value concerns resulting from a bylaw infraction;
5. The practicality of enforcement measures and the associated costs (e.g. Municipal Ticketing, such as issuing parking tickets is a relatively easy and routine method versus costly prosecution under the Offence Act, via the Provincial Court System); and
6. Bylaw enforcement resources; the City has one Bylaw Enforcement Officer who focuses primarily on monitoring parking in the downtown core.

City staff has typically maintained a relaxed approach to illegal RV parking. Complaints regarding the storage of RVs in a front yard (private property) are rare, while neighbourhood complaints and staff concerns with RV parking on public boulevards are more common. In terms of the above criteria and priorities, enforcing the Zoning Bylaw (i.e. parking in a front yard) is a low priority for staff, while enforcement of the Traffic Bylaw related to continuous parking along streets/boulevards is considered a higher priority, largely due to potential safety concerns (e.g. blockage of sightlines) and interference with street maintenance and public utilities.

While some property owners have established informal parking areas to accommodate storage of RVs, others simply place these items in their driveways. Where RVs are parked on City boulevards, they can be very close to sidewalks and roads, as well as neighbouring properties. While some large RVs present a practical challenge to store on smaller parcels, their placement on boulevards presents a safety concern related to blocking sightlines on roadways or preventing pedestrian use of boulevards.

Staff notes that an option to place a RV within a front yard on an established driveway could be practical and convenient for owners, possibly shifting RVs away from the boulevard, and reducing potential safety issues. What can become more of an aesthetic issue with some is when owners purchase small cover-all structures to store their RVs. To add confusion to that, the parking regulations seem to imply that covered RVs are allowed, but in most instances they would be in violation of the setback requirements for a structure, even though most of those temporary structures do not require a building permit.

Precedents

The storage of RVs is commonly addressed within municipal bylaws to varying degrees. Some municipalities have official moratoriums allowing seasonal relaxation of regulations during a peak season, while other areas have strict regulations year-round.

In a review of other municipal policies, in general the more dense and highly populated urban areas (such as the Vancouver and Victoria metro areas) tend to have strict limits on overnight parking and storage on residential parcels, often permitting only indoor or covered storage on residential parcels. It is important to note that the larger urban areas typically have more rigorous approaches to and resources hired for bylaw enforcement.

Review of existing policies in communities comparable to Salmon Arm (including Port Alberni, Trail, and Kitimat, for example) offer more flexibility, permitting parking of RVs in the front yard. This is typically subject to a variety of limitations such as:

- limited to one vehicle;
- placement restricted to within the driveway;
- respecting applicable setbacks (this would be a challenge here in Salmon Arm);
- avoiding placement within the public boulevard area; and
- size limits restricting larger RVs (ranging between 5 to 10 metres or greater) from the front yards of residential lots. Consideration of the standard 6 metre setback from the front parcel line may provide some applicable guidance in this area.

Based on how the storage of RVs is addressed in other communities, as well as local practice, Staff see the revision of the existing Zoning regulations to support the placement of RVs within the front yards subject to such limitations as a potential option.

Community Consultation Response

As a result of the community consultation process, the high majority of responses received (see Appendix 3) indicate no objections to RVs parked on private property.

A common concern noted throughout consultation response is in regards to potential impacts to traffic safety, supporting a continued restriction and enforcement on the storage of RVs within the boulevard. An additional general concern running through the community response is the limitations that smaller lots and local topography place on RV storage.

Regulation on the use of private property is a more divisive issue. The community responses to RV placement on private property may be summarized into two categories:

- 1) those indicating RVs parked on private property are not a concern, and
- 2) those noting a negative visual impact of RVs (with associated tarps and coverings) in front yards.

An additional community concern that was raised through this process is around overnight parking (event camping) at the Recreation Centre. This issue is not addressed in this report.

Reflecting community feedback, staff view the revision of existing regulations to support the placement of RVs within residential front yards subject to limitations (limited to one or two perhaps, and only on driveways) as a potentially viable option. Staff is also of the opinion that covered structures for RVs should meet relevant building setbacks.

OPTIONS

Upon receipt of this report Council may consider one of the following options moving forward:

- Direct staff to draft a Zoning Bylaw amendments aligned with the findings of this report, and to either maintain or change its present approach to enforcement; or
- Direct staff to maintain the "status quo" with its present regulations and enforcement approach.

SUMMARY

This memorandum attempts to present the current regulation and approach to enforcement within the City, while the approaches of several other municipalities have been discussed and results of community consultation summarized above, options for regulations moving forward have been presented.

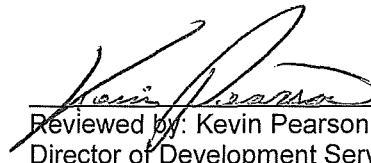
Staff view a potential revision to existing Zoning Bylaw regulations to support the placement of RVs within the front yards, subject to some limitations, as a reasonable option. More specifically, staff is of the opinion that:

1. No amendment to the Traffic Bylaw is required at this time to address related complaints and concerns (the status quo means that if Engineering Department staff have no issues with the parking of RVs on a particular section of boulevard, then there is no bylaw violation);
2. The Zoning Bylaw should be amended to allow the parking of one RV in a front yard, and potentially two RVs based on: lot area and width, driveway area; and
3. The criteria and priorities pertaining to bylaw enforcement of non-compliant RV parking, along with the use of discretion on the matter at hand, will continue to result in not all complaints being acted on or enforced.

At this point, staff is seeking input from Council on how this issue should be resolved given the options presented by staff along with other suggestions.



Prepared by: Chris Larson, MCP
Planning and Development Officer



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

Traffic Bylaw No 1971 – Excerpts

"BOULEVARD" means on a *street* with *curbs*, means that portion of the *street* lying between a *curb* and the adjoining property line, and on a *street* without *curbs*, means that portion of the *street* lying between the *shoulder* and the adjoining property line.

DAMAGE TO SIDEWALKS AND BOULEVARDS

308.1) No person operating a vehicle shall *park*, drive in or upon any *walkway*, *sidewalk*, *curb* or *boulevard* so as to encumber, obstruct, or damage same.

VIOLATIONS – SIDEWALK

501. Except when necessary to avoid conflicts with traffic, or to comply with the law, or the directions of a *Peace Officer* or *Bylaw Enforcement Officer*, or *traffic control device*, no person shall stop, stand or *park* a vehicle:

1) On a *sidewalk* or *boulevard*.

TRAILER

28) b) Where any type of motor vehicle has removable camping accommodation installed on it the *operator* or *owner* of the vehicle or any person in charge of the vehicle either permanently or temporarily shall not leave the camping accommodation or other removable portion of the motor vehicle used for this purpose on any portion of a *street* after the same has been removed from the motor vehicle.

11. Boats, Trucks, Trailers and Wrecked Vehicles

No commercial vehicle, truck, bus, contractor's equipment, dismantled or wrecked automobile, boat, trailer, or any similar vehicle, conveyance, craft or equipment shall be parked or stored unenclosed in any Residential Zone, except the following which may be stored in the rear or side yard only:

- .1 One (1) truck or commercial vehicle, not exceeding 5600 kg. Gross Vehicle Weight capacity;
- .2 Any dismantled or wrecked vehicle for a period of not more than thirty (30) consecutive days, provided same is completely covered by a tarpaulin;
- .3 One (1) travel trailer;
- .4 One (1) boat or vessel not exceeding a length of 8.0 metres (26.25 ft.);
- .5 One (1) recreational vehicle;

Trucks, commercial vehicles or equipment required for the construction, repair, servicing or maintenance of the premises are allowed to park in the front yard during working hours.

#3001

TABLE A1-3

| Minimum Dimensions for the Design of Parking Facilities** | | | | | |
|---|----------------------------------|-------------------------|---------------------|----------------------------|--------|
| Parking Angle (A)* | Aisle Width (B)* (one way) | Clear Length (C)* | Stall Width (D)* | Curb Width (E)* | Height |
| Parallel Parking 0° | 3.8 m (min.) | | 2.6 m | 7.0 m (6.0 m small car) | 2.2 m |
| 30° | 3.8 m | 5.2 m | 2.6 m | 5.2 m | 2.2 m |
| 45° | 4.3 m | 5.9 m | 2.6 m | 3.7 m | 2.2 m |
| 60° | 5.8 m | 6.3 m | 2.6 m | 3.0 m | 2.2 m |
| 90° | 7.3 m | 5.8 m | 2.6 m | 2.6 m | 2.2 m |

* Location of these dimensions are shown on Figure A-1.

** Refer to Section 1. of this Appendix for properties located within 800 metres of a controlled access highway.

NOTE:

- 1) Except for parallel parking, the minimum stall depth of 5.8 m may be reduced to 5.0 m and the minimum stall width of 2.6 m may be reduced to 2.4 m for the provision of Small Car Parking Spaces.
- 2) Minimum aisle width for 2-way traffic 7.3 m.

Chris Larson

From: Kevin Pearson
Sent: September-23-15 10:08 AM
To: 'dkeene'
Cc: Mayor_and_Council; Chris Larson; Carl Bannister
Subject: FW: RV PARKING - CITY OF SALMON ARM
Attachments: RV PARKING.pdf

Doug, thank you for your comprehensive letter and well thought out perspectives. The content and format are good. Your submission will be included in an Appendix to our staff report along with other input received. Although our report is nearly complete, I am thinking now that we are looking at **November 2nd** as the date for the Planning Committee meeting. This is because of the timeline needed for Public Input (arranging notification and advertisement to media, letters to be mailed out to RV owners and non-RV owners, receiving and assembling the input).

I know Mayor & Council are interested in your comments, so I have copied this e-mail and your attachment to all of them.

If you are able to make the meeting on Monday, November 2nd, it will start at 8:00 a.m. Again, there will be no Bylaw amendments proposed in our staff report, but rather issues raised and options that the Committee may consider for regulatory change (or not) and enforcement. If the Committee decides to open up the meeting to public input, that would be decided on by the Committee, likely at the meeting. You are not required to attend, but I assume you will be interested in attending.

Kevin Pearson
 City of Salmon Arm

From: Doug Keene [<mailto:douglasjkeene@gmail.com>]
Sent: September 22, 2015 6:56 PM
To: Kevin Pearson
Subject: RV PARKING - CITY OF SALMON ARM

Hi Kevin:

Attached, is my submission concerning illegal RV parking in Salmon Arm. Obviously, I don't expect you to comment on the contents but if there are any format changes that I should be aware of, please feel free to let me know.

When I spoke to Councillor Wallace Richmond she was very interested in the issue and requested that I forward a copy of my submission to her. So, if there are no format changes required, could you please advise and I will forward it.

I am going to be here on the 19th but I'm flying back to Ontario on the 20th, so the 19th will be a busy day. Pardon the ignorance of committee process but should I be around for the Planning Committee meeting on the 19th?

Doug Keene

CITY OF SALMON ARM - RV PARKING ON RESIDENTIAL STREETS

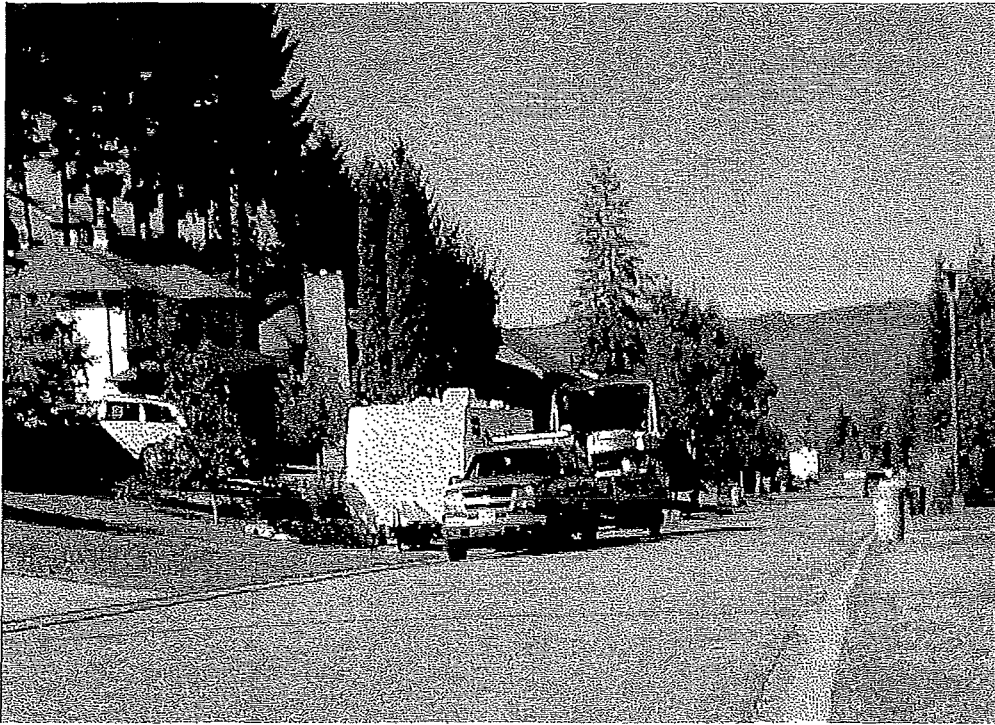
This submission concerns mobile home trailers parking on 17th Avenue South East (SE) in Salmon Arm. However, the observations are likely relevant to Recreation Vehicle (RV) parking in any residential neighborhood within Salmon Arm. The photos of 17th Avenue SE are provided for information purposes only, to give a visual perspective to the concerns raised. They are not intended to identify or focus on any individuals.



Over the past two years the number of these trailers parked on 17th Ave., SE has increased from one to three; this on a length of street that measures just over one tenth of a kilometer. They are large, double axle and approximately 25 to 30 feet in length. Typically, they are parked on the boulevard in front of the residences shortly after the snow melts in spring and remain well into the fall. While they may come and go over the course of the summer, they are essentially stored there for six to seven months. Last year, one of these trailers was parked in the spring and never moved once during the entire duration of the stay from spring into the fall.

CONCERNS

There are a number of concerns associated with these trailers being parked in front of residences on the city boulevard. They include: safety issues, access for maintenance, free storage and their visual impact.



EMERGENCY ACCESS

RV trailers are an **obstruction to any emergency vehicle**, especially a **Fire Truck**, trying to gain access to a property. The two photos above clearly show that the trailers essentially block the most direct path of emergency vehicles and personal from the street to the residence. Everyone accepts that RVs have to be off the boulevards in winter because they are an obvious obstruction to the snow ploughs. The same rationale applies to RV's obstructing emergency access but essentially people are gambling that such an emergency "won't happen to me". Illegal RV parking on city boulevards is on the increase and inevitably there will be an incident where they obstruct access in an emergency situation; possibly leaving the city with a liability issue.

BLIND SPOTS

These trailers create **blind spots** for the driver of any vehicle or cyclist in the curb lane of the street where they are parked. They are essentially structures parked right on the curb. Any pedestrian, particularly children, who may dash out or step from behind a trailer, gives the driver or cyclist virtually no time to react, traveling at even a moderate speed. There is likely no circumstance where a city would allow a Granny Suite to be plunked down on the curb of a residential street, so the same should hold true for RV trailers.

ACCESS FOR CITY MAINTENANCE OR INFRASTRUCTURE

The city boulevard and setback provides a buffer between the street and the private property line, enabling city crews or contractors to install or maintain infrastructure. As shown below, the presence of a large trailer on the boulevard takes up that space and, in this instance, forced the work crew to move their equipment into the traveled portion of the street. Traffic flow is disrupted and traffic related safety issues are increased. In one instance, a trailer parking pad was constructed on the boulevard of 17th Ave., SE in front of a residence. Such pads represent another potential obstruction to infrastructure access.





INSURANCE AND LIABILITY ISSUES

Current bylaws in virtually every municipality require that RVs parked temporarily on the street have valid license plate and be insured; also noting that storage insurance alone is not adequate for street parking. In the case of 17th Ave., SE, the trailers appear to be parked entirely on city property. By knowingly, allowing this parking to continue, is the city leaving itself open to liability issues? A check with the City Hall indicated that the set-back portion of the boulevard is approximately six meters back from the concrete curb. If RV parking on the city boulevards is allowed to continue, then logically the city will also have to ensure that these RV trailers have valid insurance. Surely, the city does not need this added responsibility for trailers that are, at least according to the current bylaws, parked illegally.

BYLAWS IN NEIGHBORING MUNICIPALITIES

RV parking is an issue common to virtually all urban municipalities, so a check with some neighboring jurisdictions was a useful reference for the current discussion. Bylaw Enforcement in Vernon, Kamloops, Kelowna and West Kelowna were contacted directly, to determine their regulations on RV parking. The responses were very succinct. NO long term RV parking in front of a residence is permitted! There was some accommodation and variation (24 to 48 hours) for loading and unloading but no parking/storage allowed. It would be prudent for Salmon Arm to utilize the experiences of neighboring municipalities who have had the same challenges with respect to RV parking and have come to virtually a unanimous conclusion that it should not be allowed on city boulevards in front of residences.

FREE STORAGE

In researching this subject it became readily apparent that RV storage costs are a significant consideration in why at least some RV trailers are being parked in front of residences. In those instances in other municipalities where owners were forced to move their illegally parked RVs, many were primarily concerned with the extra storage costs that would be incurred. Obviously, some RV owners are opting to avoid hundreds of dollars worth of additional storage costs by parking on the city boulevard for free. Most people would agree that recreational vehicles are a luxury item; not an essential. Given the increasing amount of RV parking in Salmon, it's only matter of time before someone decides to drop a "Big Steele Box" on a boulevard or setback. Then what? Having an RV is entirely a personal decision; so is it really fair to expect city, and ultimately the Tax Payer, to subsidize storage costs for six months of the year? Obviously not!

APPEARANCE

As the saying goes, "Beauty is in the Eye of the beholder". While most RV owners would likely see them as thing of beauty", many home owners see them as out of place eye sores in a residential neighborhood. The vast majority of home owners do NOT want their streets turned into virtual RV parking lots. The fact that virtually every urban municipality has bylaws prohibiting such parking, clearly demonstrates this fact. The classic reference to the "Silent Majority" certainly applies in this discussion. Most residential neighborhoods, including Salmon Arm, simply were not planned

or designed to accommodate RV parking. Force fitting them into the residential streetscape simply doesn't work practically or esthetically.

THE WAY FOWARD

Doing nothing is not a viable option. The situation will only get worse. The following observations from a resident in a neighboring municipality where RV parking got out of hand, illustrates both the problem and the solution.

"Every trip I make in my car I have to be weary(wary) of kids running out on the road chasing a ball or riding their bike into traffic without due care. Not a big deal, it's a family street however compounding the problem is illegally parked vehicles and trailers littering the street. This creates tons of blind spots for pedestrians, bikes and cars alike. Every 3rd house on the street had a boat, RV, tent trailer, van or other miscellaneous recreational vehicle parked on the street in front of their house, wheels chocked, for months and months on end. You could barely drive down the street for all this fodder. You had to pull over to let a vehicle pass in the opposite direction. I noticed in the last few weeks all this has been cleaned up. Kids can now walk the street on their way to school with ample room. Cars can now pass two abreast; the street no longer looks like a giant storage lot. The street is a much safer place now. Thank you Mr Bylaw officer."

Compromise

As previously stated, residential neighborhoods simply were not planned and built to accommodate parking for large recreational vehicles. While virtually no municipalities allow RV parking on the street or boulevard in front of residences, some do allow for strictly regulated parking in side and back yards on the homeowners property. This would appear to be the logical way forward, if the city is looking for a compromise on this issue.

Education & Enforcement

Public education could be a very useful tool in dealing with the issue. Although, as the saying goes "ignorance of the law is no excuse", some homeowners perhaps are not aware of the bylaws on RV parking and some public education would likely be very helpful in advance of bylaw

enforcement. The following article in the Vernon Morning Star a couple of years ago is a good example of public education.

NEWS

Rules are in place for RV parking in the city_____

- *by Staff Writer - Vernon Morning Star*
- *posted Jun 26, 2013 at 1:00 AM*

Summer is a time when recreational vehicle owners come to Vernon to visit friends and family. An RV is defined in the city's zoning bylaw as a vehicle intended as a temporary accommodation for travel or recreational use, and it includes travel trailers, motorized homes, slide-in campers, chassis-mounted campers, boats, ATVs, snowmobiles and tent trailers.

"Up to two RVs may be parked or stored on a residential property, and can be parked in your driveway, side yard or rear yard, and may be up to 29 feet each in total length," said Clint Kanester, the city's bylaw enforcement manager.

"Larger RVs may still be parked or stored on a residential property, but must be stored in a fully enclosed building. Total length would include any additions to regular length such as a storage box that may be attached to your bumper, or the length of a trailer with boat as one unit. "For RVs longer than 29 feet, short-term parking of no more than two consecutive days for the purposes of loading, unloading, service or repair is permitted. An RV may not be parked on your front lawn or areas outside of your approved driveway, side yard or rear yard.

"On the street, RVs up to 20 feet long can be parked for up to 48 hours and RV's more than 20 feet long can be parked for up to 24 hours," said Kanester. "RVs parked on the street also need to have a valid license plate and be insured. Note that storage insurance alone is not adequate to park on the street. "Electrical cords can run from your house to your RV as long as they don't cross the sidewalk or boulevard. Pull-outs should not be extended while parking on the street.

"By following these little tips about RV use, visitors and residents can avoid headaches and accidents," said Kanester

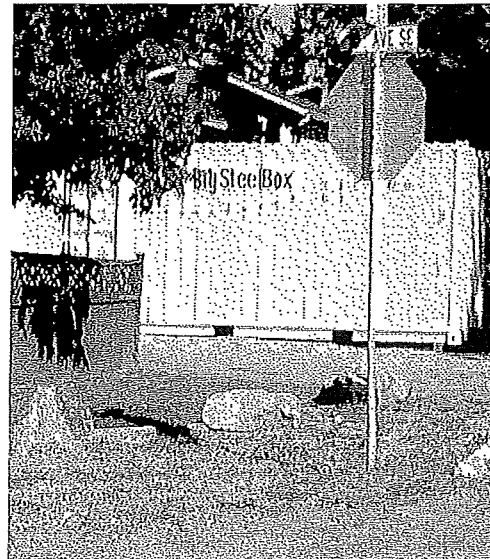
Inevitably, the City of Salmon Arm will make a decision and a parking bylaw will have to be enforced. Enforcement can be a difficult undertaking and as much flexibility as possible should be given to Bylaw enforcement

officers to do their job, as long as the enforcement objective of no RV parking on the street or boulevard, is the end result.

CONCLUSION

The existing moratorium on illegal RV parking will have to be supplanted by enforcement of whatever bylaws are approved by the Mayor and Council. While on-street/boulevard RV parking is a non-starter, there may some room for compromise for some regulated parking/storage on private property. Whatever the decision, public education could be a very useful tool, especially for RV owners currently parking on city boulevards. Likewise, giving Bylaw Officers as much flexibility as possible in enforcement would also be helpful; as long as the message is clear that the bylaw on RV parking must be enforced at the end of the day.

When you move in to...and pay taxes for... a single family residential neighborhood, you do not expect it to morph into an RV parking/storage lot; especially when existing city bylaws expressly prohibit it. Such parking fundamentally changes the character of a neighborhood in a negative way. A reference was made in the STORAGE section of the foregoing, to the likelihood of a "Big Steele Box" eventually turning up. That is exactly what has happened; as noted during a recent drive in the neighborhood (photos below). Clearly, it's time to take action on this matter before RV parking and storage unit issues get out of hand!



Appendix 3: Consultation

MICK & SUE FORD

280 10th Street S.E.

Salmon Arm, B.C. V1E 4J6

(250) 832-9889

Chris Larson

City Hall ,Salmon Arm

RE: R.V. parking

The cost of off site winter storage and security are two big issues for us. Also, availability of electricity is needed when it gets really cold and is usually not available off site.

As far as I know, the location of our R.V. has upset no one in our neighborhood.

I am content with the status quo .

Mick Ford

131 – 15 St NE
Salmon Arm BC
V1E 1N5
November 15, 2015

City Hall
500 – 2nd Ave NE
Salmon Arm, BC V1E 1N5

Attention: Chris Larson, Planning and Development Officer

Dear Mr Larson

Re: Public Input: Neighbourhood Concerns Regarding RV Parking

We have a number of RVs and boats parked in peoples driveways in our neighbourhood. We agree that there should not be structural changes to public property for their use; however, we can see no problem with people parking their RVs on their personal property. The exception would be to have too many on one property. If small businesses and contractors can park equipment/vehicles on their property, there is an imbalance here.

Some of the reasons we believe people should be allowed to park their RVs on personal property are:

There are problems with Salmon Arm being so hilly and some properties have only a part of their property flat enough for RV parking.

We do not have as many back alleys in Salmon Arm, which would enable people to park their RV's in their back yards.

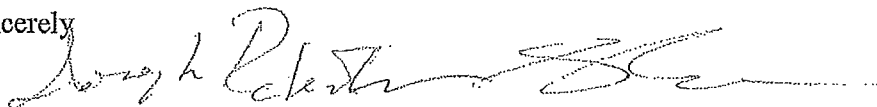
Low income families and seniors who enjoy family events like camping are already being penalized by higher fees the province is charging for using Provincial camp grounds. We should not add to that burden.

There are not enough convenient storage areas or boat slips in Salmon Arm. The ones that are here are very expensive and not necessarily safe. If someone wants to go camping for a two long week-ends in a row, they shouldn't have to go out to a storage place to get their RV. Then what do they do to pack it up for trips?

Salmon Arm area is a tourist mecca for camping and boating. It would be detrimental to take away the convenience of people who use properties here for their holidays and make them park their RV in other areas.

We hope you will reconsider and not enforce this by-law.

Sincerely



Joseph & Ann Robertson

Patricia & Tony Danczak
220-3rd Street Se
Salmon Arm BC V1E 4G6

Dear Chris Larson:

This letter is in regards to the recent correspondence received regarding "Neighbourhood Concerns Regarding RV Parking".

With regards to us being chosen for the letter as we are located in a neighbourhood with known RV parking.

I am assuming this means you have sent this letter to everyone in Salmon Arm. As I drive out of Salmon Arm, for work and I see boats, Motorhomes, RV's and trailers with ATV's parked in People's driveways almost everywhere. In all sections of the town not just the down town core.

With regards to a RV being parked on my property, as you say it is my property, we pay the taxes not the city of Salmon Arm.

With regards to a RV being parked with in the public boulevard fronting our property, our RV is never parked on the road out front it is in our driveway in the spring and summer and stored elsewhere in the fall and winter.

We who live here and especially in the downtown core, have had to deal with lack of parking in front of our homes due to people in multi housing as well as people who work downtown and refuse to pay for parking.

So the congestion is not due to our RV which is parked on our property. I am hoping this clarifies things for you and not further discussion will be required.

Regards,

Tony & Patricia Danczak

Chris Larson

From: Wendy Cseke [w4cseke@shaw.ca]
Sent: October-08-15 5:36 PM
To: Chris Larson
Subject: RV parking

Dear Chris

I have no problems with my neighbours parking their recreational vehicles on our street, mostly because they do not park on the street. They are very respectful and are parked on their own property. Also they do not store them there over the winter just in the summer when they are using them.

Frankly, I don't see how anyone can be concerned over this.

What really bothers me is other people who park on the street in the winter not allowing for proper snow removal. (probably the people who are complaining).

Again no issues

Wendy and Frank Cseke

Chris Larson

From: Vic Hamilton [victorjh@telus.net]
Sent: October-15-15 11:22 AM
To: Chris Larson
Subject: Public Input: RV parking

RE: RV, trailer, boat parking in contravention of by-law (RV bylaw)

I would like to add my voice of concern for non-compliance of the RV bylaw. The parking of RV's and boats in the front yards of properties along 24th Ave. NE is an eyesore. Many of these tarped over the winter months adding to the blight. I choose to live in a neighbourhood, pay the associated taxes, and abide by city bylaws. This choice comes at a cost of conformity and higher taxes but affords tremendous benefits one of which is a pleasant visual appearance of a tidy neighbourhood. I would expect no less of other home owners in my area.

This appears to be a prolific problem among several areas and I am appreciative of limited resources to do enforcement. However, since this has been posted in the paper I would assume there are many other citizens who feel the same way as I do. I would request that city take appropriate measures which you deem necessary to enforce the bylaw.

Thank you,

Vic Hamilton
2461 24th Ave. NE
Salmon Arm

Chris Larson

From: Flewelling Home [jbflew@telus.net]
Sent: October-15-15 4:59 PM
To: Chris Larson
Subject: TO CITY HALL RE: PUBLIC INPUT: Neighborhood Concerns regarding RV Parking

In response to your seeking public input re: parking of RV's in front yards in Salmon Arm ...we certainly do not feel that this "right" be taken away from us ...we have a 40 ft. motor home which we park on a cement slab right next to our car port garage which is over 21 ft. from the curb on either side (our lot is on the corner)..it is actually not in our front yard and is back far enough that it doesn't obstruct eye view on the corner. I certainly support "no motor home parking" on the street or close to the curb ..which obstructs traffic flow making the street narrower or close to the curb which obstructs seeing oncoming traffic. included in this should be large trucks and trailers parked on the street. Hope this addresses what you are asking for in comments. Sincerely, Jim and Bev Flewelling 121 16th St. N.E. phone 250 832 8275 or jbflew@telus.net ...

Chris Larson

From: Barb Angrignon [barb3105@telus.net]
Sent: October-16-15 10:45 PM
To: Chris Larson
Subject: RV Parking - Review and/or Changing Bylaws

With reference to your notice in the Observer newspaper this week - "Public Input - Neighbourhood Concerns Regarding RV Parking" my comments would be as follows:

Firstly - the City Parking Lots should have signage reading "NO OVERNIGHT RV PARKING", especially in and around the Recreation Centre - Swimming Pool area close to the residential area bordering the parking lots.

If the City feels there should be some parking allowed Close to the Sunwave Centre - there should be a "designated area" and regulations regarding the type of units that would be allowed to park there - ie "completely self contained units, holding tanks and bathroom facilities" and situated away from any homes - ie the gravel lot beside the Sun Wave Center.

Secondly - there should be a By Law Officer on duty after the City Hall closes for the day, and again, on the week ends or a "Contact Person" that can be contacted to respond to violations or resident's concerns.

At the present time, when the City Hall is closed, there is NO ONE to contact. The RCMP are not going to respond to parked RV's around the City.

To be effective, there must be Bylaws and a By Law Officer to respond to this problem - particularly after office hours and weekends. This is really not their job.

Hopefully something will come of all of this business and the City will come up with a plan to regulate this issue.

Respectfully submitted,
Barb Angrignon

Chris Larson

From: waringb [waringb@yahoo.com]
Sent: October-18-15 9:49 AM
To: Chris Larson
Subject: Rv parking

I believe it would be a huge problem for homeowners to have to remove rvs from front yards and or boulevards. Salmon arm is a hilly town that prevents access to backyards for rv storage. New city lots are now so narrow as prohibit access for rvs to the backyard. RVs are extremely popular with the residents of Salmon Arm so much so that any move by a council to force the removal of RVs from front yards/boulevards would be met with great dissatisfaction. City bylaws should in fact be changed to allow such parking.

Sincerely Brian G Waring

Sent from my iPad

Chris Larson

From: Kim Crockett [krcrockett52@gmail.com]
Sent: October-18-15 10:18 AM
To: Chris Larson
Subject: RV Parking

Regarding your request for public input on page A5 of this past weeks Salmon Arm Observer with respect to RV parking. I see this as a non issue unless it is being parked in such a way that it may impede someone's vision while driving on a public roadway or trying to pull out of a driveway and being able to see whether traffic is coming either way. I feel there is a more important issue with regard to this and that is the City's Planning both past and present with regard to access to our full properties. There are so many properties in Salmon Arm that cannot access their property say either at the front or the back where home owners could actually park their Recreational vehicles in such a way that again, would be a non issue. As for landscaping to accommodate this, to me, would only improve the aesthetics of the boulevard. It shows that home owners are responsible in making their properties look nice and improving the value of it that in the end, benefits the City. Salmon Arm is a summer recreational destination, it is to be expected that tax paying citizens of this City are going to take advantage of the lake, camping & trails in their own area. Obviously, owning some type of recreational vehicle in order to do so. There are far more important issues the City could be addressing than a Bylaw for RV parking.

Kim Crockett
Salmon Arm
250-253-1056

Sent from Mail for Windows 10



This email has been checked for viruses by Avast antivirus software.
www.avast.com

Chris Larson

From: Sherry Mounce [mama_mounce@hotmail.com]
Sent: October-18-15 8:35 PM
To: Chris Larson
Subject: Re: Neighbourhood Concerns Regarding RV Parking

Attn: Chris Larson

I have recently received a letter regarding RV parking. I am hoping that you are really not considering putting yet another bylaw into place. Many homeowners and renters alike do own RV's and what a better place than the Shuswap to be able to take off for a weekend or week. If neighbours are complaining that homeowners or renters have an RV parked in their yard, then should we all be entitled to complain anytime that there is a vehicle parked on the streets or that there may be too many vehicles parked in one driveway. I would hope that the city will make better use of our tax dollars than what this agenda is referring to, because I for one would like to see more sidewalks for the safety of the public, more snow removal, more crosswalks and numerous other things to improve our city and neighbourhoods.

Thanks for your time

Sherry Mounce

 Sherry

Chris Larson

From: wpwinston2@gmail.com
Sent: October-20-15 11:22 PM
To: Chris Larson
Subject: RV Input

Hi Chris,

I saw the call for input regarding storing / parking RV's and boats on driveways as part of the bylaw review.

I own a 28 foot RV and park it on our driveway. I want to pass on my thoughts regarding the possibility of disallowing such activities in Salmon Arm by enforcing the existing bylaw.

As far as I can understand, the review arose over a disgruntled homeowner wishing to have his neighbor's RV units moved due to unsightly storage. Council now wishes to receive feedback on before possibly looking to enforce the bylaw.

My thoughts are as follows, in no particular order :

1. Many residents own one or more of these recreational "toys" . If would be very difficult for residents to find suitable storage other than their driveways and have no other choice but to park on their driveways.

Most city lots do not provide parking other than on their driveway in front of their properties , due to .2 to .3 acres (minimal size).

Homes have been built close to property lines to maximize the structure 's size /living space needs.

2. I am storing my unit on a farm in an enclosed barn from October to April by choice to avoid the winter conditions. The cost is \$3.50 per lineal foot per month , which is \$98 monthly. The average cost for most rv's would be \$100 , and if disallowed to store on their driveways, would cost \$1,200 per year. I do not know if City Of Salmon Arm wants to introduce this cost to a very high percentage of the population ?

The capacity to store units by commercial storage businesses is limited by a few businesses in town. Residents would be forced to find rural locations that may not be suitable and put their assets in jeopardy .(ie: poorly built barns, lean-to structures, canvas covers).

My past work life (general insurance) also worked with home based businesses. Most home insurers will NOT extend coverage to homeowners for either the property stored or liability pertaining to 3rd party damage to stored units . The homeowner offering storage would face a cost to purchase a separate Commercial Liability and Property policy to properly cover storing such vehicles and boats . Frankly , many homeowners would likely not disclose this activity and would jeopardize their ability to provide coverage to customers storing assets on their property.

The City of SA would inadvertently be putting residents assets at risk by forcing them to seek storage as described .

3. During the months we use our unit, I plug it in with external power from our house to ensure our coach battery is charged and ready for use. If stored off site, there is normally no access to power and batteries can be drained by drawing small amp service for various functions such as CO2 sensors.

Appendix 3: Consultation

4. I wonder how our local boat and RV businesses would fare if they had to tell residents that they could sell them a product , BUT it cannot be stored at their home? Obviously, this is a "hidden tax" that most residents would not be pleased to pay , and would exist only because of enforcement of the City's bylaw.

5. I cannot imagine what the costs would be to the City to hire additional By Law enforcement officers to roam the neighbourhoods to issue tickets .

I believe the push back from residents would be very strong and might not warrant the enforcement of the bylaw.

It is important to ensure RV and boats are stored safely and without impeding / altering access to public roads, parking areas, and off premise locations.

A bylaw should exist to deal with obvious issues to correct the noted infractions .

That said, the idea that these type of vehicles are unsightly to neighbouring residents is a dangerous precedent to enforce from a municipal government's perspective.

I also understand the bylaw is old and has not been enforced in the past. It is prudent to seek feedback and possibly amend the wording after consultation with the public. I commend the approach taken by council and staff to collect this information and make informed decisions .

Please accept these thoughts regarding the bylaw and call me if you have any questions .

Thank you,

Winston Pain
250-804-6451.

Sent from my iPhone

Chris Larson

From: Rob Johnston [rjohnsto@shaw.ca]
Sent: October-20-15 1:08 PM
To: Chris Larson
Subject: concerning RV storage

Mr. Larson,

We store our 24 ft. fifth wheel within our 1/2 acre property. We are careful not to offend our neighbours or impose on public property.

Surely the issue with inappropriate storage of RVs is thoughtless people disregarding others.

It would be a financial hardship for many people {including us} to pay for commercial storage and there are very few businesses providing that service. Convenience and security would also be lost.

Thank you for seeking our opinion.

Rob and Liz Johnston

Chris Larson

From: LonaGord Martens [lonagord@outlook.com]
Sent: October-20-15 4:21 PM
To: Chris Larson
Subject: RV Parking Issue

Thank you for the opportunity to comment.

I find it hard to believe that any significant number of people have any kind of real issue with parking RV's on front driveways. I am curious if this is (a) the same few people in town that oppose everything or (b) those that foolishly overbuilt storage areas and want to fill them up, ie 'follow the money'.

RV's in general are NOT an eyesore, such as a yard full of derelict vehicles or junk or even tall weeds. It is very difficult to clean, do minor maintenance such as winterizing, get ready for a vacation, etc. in a storage yard area. Plus many of us are on fixed (retirement) incomes and the extra cost would eliminate some camping or travel time.

I ask that you consider what is the purpose for such a bylaw and, given reality, is it necessary, will it accomplish anything other than more costs to RV owners and the City. I ask that you talk to the homeowners in a variety of areas and see whether there really is something more than a few 'no to everything' types that Salmon Arm is becoming well known to cater to.

Instead of a Bylaw singling out RV owners, I suggest rolling everything into a 'Unsightly Premises' bylaw, where individual complaints would be followed up and a determination made. Perhaps an unofficial focus group with rv owners, dealers, those opposed plus city employees would be beneficial. I will volunteer my time to assist in any way possible.

Thank you for your time and the work you do.

Gord Martens
1951 2 Ave NE
250-832-4623

Chris Larson

From: gremus@shaw.ca
Sent: October-21-15 11:22 AM
To: Chris Larson
Subject: RV parking

Rv parking in Salmon Arm is in no way a problem as far as I and my wife can see.

What and what is prompting this inquiry? I would suspect that it is someone or a small group that has nothing better to do. No matter it has been brought to the forefront and has to be addressed by the city.

As a RV owner I feel that I have the right to park it in my driveway. There is no back access to my yard so where do I park it? As long as it does not impede traffic what harm does it do? As far as parking it on the street for a short period of time again I see no problem. What is the difference if I park my RV or car on the street?

Sure putting up retaining walls or other structures may be needed to be controlled by the city but singling out RV's is observed.

The city has more important things to be involved in. What about vacant lots that have weeds, garbage, buildings that are falling apart etc. The city should have more of a concern in this regard.

I would appreciate hearing what the outcome of this is. Please advise me of how I will hear of the outcome.

Grant and Laura Remus

Chris Larson

From: Brian David [badavid3@icloud.com]
Sent: October-21-15 11:59 AM
To: Chris Larson
Subject: Public Input-RV Parking

To Whom It May Concern- Thank-you for asking for input on this matter. Just some general feedback. I am pleased there is a by law relating to RV Parking. This will assist in maintaining consistency relating to RV storage issues within neighbourhoods. We have a 20 foot RV and do park it at the back of the property, as per By-lawr requirements. My concern is if after this review, the City eliminates parking of RV's on ones property, period. We hope the City will still allow such storage, as per current by-law, once you have studied this situation.

Sincerely,
Brian & Trish David
740 4th. Ave. S.E.

Chris Larson

From: D S [flames299@live.com]
Sent: October-22-15 9:39 AM
To: Chris Larson
Subject: Trailer parking

To city counsel. My name is Dave Steele my family and I moved to this city last year and we are really liking it. Last week I received a small note on my door about your by law with respect to recreational vehicles being parked on boulevards drive ways etc. after having a conversation on the phone with mr. Larson I understand there are concerned citizens complaining about recreational vehicles parking illegally on boulevards and on drive ways. I personally feel if you are parking on property that is not yours ie. Boulevards digging out grass to make a pad for parking putting up retaining walls etc. then you are not following the bylaw so you are at fault. What troubles me is I pay three thousand dollars and your by law says I can not park what I want on my property sounds like a communist bylaw. That was not properly looked at in regards to recreational vehicles when you adopted it in the past. If the city bylaw was enforced properly from the get go this would not be an issue. But it has gotten to the point that it is now a safety concern with the city. And concerned citizens. If I am going to be forced to park my recreational stuff else where and have to pay out of pocket for storage fees I will fallow the bylaw. As a previous employee of public works in a smaller community in Alberta I have seen lots of infractions over the years and I see lots of safety infractions within the city of salmonarm ie underground pools. With less than six foot fences. Cars parking on side walks. Marker lights out on public works vehicles. Yards that have not been cut overgrowth. Garbage all over the front yard uninsured vehicles in drive ways. The list can go on and on as you probably know. In the end I am hoping you change the bylaw so salmonarm can be a happy and safe place to raise a family. If you have any more concerns please feel free to call me. Thanks Dave. 1250 2535928.

Sent from my iPhone

Chris Larson

From: Chris Everton [evertonroy@hotmail.com]
Sent: October-22-15 6:57 PM
To: Chris Larson
Subject: RV City Bylaw

Hi;

I just want to make it known that I want to be able to park my travel trailer in my driveway. When I am not camping I park my trailer in the driveway in front of my garage door so that I can clean it and stock it up, ready for the next adventure. We leave it in the driveway during the spring, summer and fall, ready for any free time, so we can get away. I can't see the difference between a truck, van, car, motor home, boat or travel trailer in my driveway, it is mine, I own the land and I pay taxes.
Concerned taxpayer
Chris Everton

Dave and Barb Schipfel
1460 17th Ave SE
Salmon Arm, BC
V1E 2G1

October 23, 2015

City of Salmon Arm
500 2nd Ave NE
Salmon Arm, BC
V1E 4N2

Attention: Chris Larson

Re: RV Parking and amendments to the bylaws

Thank you for your letter soliciting our opinion regarding RV parking in our neighbourhood. We welcome the invitation and hope that this discussion will result in bylaw amendments.

We cannot afford recreation property but want to enjoy the beauty of the Shuswap. We purchased a trailer so we could camp in this beautiful area where people from all over BC and Alberta come to vacation.

Unfortunately we have a steep driveway that is not conducive to RV parking. In order to have a place to park the trailer, we looked into building a parking spot at the front of our house. We decided to have the front of our property evacuated, a retaining wall constructed and crush installed. We hired Boxwood Industries to perform the necessary work, at a cost of \$3500. Before proceeding with the work, Boxwood's engineer, asked us to call the City of Salmon Arm, as some of the land was city property. We were told that we could proceed with the building of a parking spot, as long as no one complained. We saw the changes to our property as improvements and proceeded. We were also directed to the City of Salmon Arm bylaws. We read the bylaws pertaining to RV's, but after driving around our neighbourhood, and Salmon Arm, we quickly realized that

this bylaw wasn't enforced. In fact, when we drove around the Little Mountain subdivision and Hillcrest neighbourhood, we counted 85 infractions of this bylaw. Homeowners with boats, travel trailers, campers, and motorhomes parked in driveways, or in front of homes. This was evidence that the bylaw was not being enforced.

Presently, we park our trailer in this parking spot from April to October. During this time period, the trailer is often gone, as it is being used in campgrounds around the Shuswap. The trailer is in excellent condition and is not an "eye sore". In October we winterize the trailer and put it into storage. Storage costs are expensive!

If the City of Salmon Arm is not going to enforce the bylaw, the city should amend the bylaw to reflect the needs and practices of its citizens. It appears from our anecdotal evidence that homeowners want to be able to park their RVs on their property. Our suggestion is that the city should amend the bylaw to allow residents to park their recreational vehicles and boats in their driveway, or in front of their homes, from April 1 to November 1. This way they could enjoy their RVs during the summer months, but store them for the rest of the year. The neighbourhood would be free from RVs and boats for 6 months of the year.

Incidentally, we wonder about your concern for the "unauthorized works within public boulevards to create RV parking space". We aren't sure if the front of our house is considered a boulevard by the city, but our observation is that the front of one's property is usually landscaped and always maintained by the homeowner. If the homeowner wants to improve the condition of this area, how is that detrimental to the city? As long as the remaining wall or more permanent structures are located on the homeowner's property, how is having a gravel parking spot, trespassing? How is that trespassing, when grass, mulch, gardens, etc. are not considered trespassing?

If the City of Salmon Arm does not amend the bylaw and chooses to maintain the status quo, the city must consistently enforce it. If I receive a notice from the bylaw officer to remove our trailer, than all trailers that are parked in front of properties and in driveways should also receive removal notices, in compliance with the bylaw. Consistent enforcement of the bylaw will be necessary.

If the City of Salmon Arm does not amend the bylaw, and continue with present practice (which is only to enforce if a complaint is received), problems will continue to arise. The reason we have a RV parking spot in our front yard in the first place, is because we were told to proceed until someone complained. No one complained for 5 years, until now. This practice has caused us hardship and grief.

We are hopeful that the City will choose to amend the bylaw so we can continue to park our RV in front of our home, in compliance with it. It would be very unfortunate for homeowners, if the bylaw is unchanged and enforced. Personally we would have to sell our RV, as we could not afford to pay yearly storage, and have no other options.

If you require further information, please feel free to contact us. Our phone number is (250) 832-8219 or we read email at schipfel@telus.net

Sincerely,

Dave and Barb Schipfel

Chris Larson

From: neil.pateman@telus.net
Sent: October-23-15 11:20 AM
To: Chris Larson
Subject: Neighbourhood Concerns Regarding RV Parking

October 23, 2015

Chris Larson

Planning & Development Officer

City of Salmon Arm

Dear Sir:

As requested in your letter of October 6, 2015 "REGARDING NEIGHBOURHOOD CONCERNS REGARDING RV PARKING" I have a few comments for you to consider.

Salmon Arm is in a very popular recreation area and as such a large amount of our residents have chosen to live here to enjoy what it has to offer. To enjoy this many of us have purchased Trailers, Campers, Motor homes, and Boats- it's a big part of the package.

Comments/Concerns

1. Many residents have chosen their property purchase based on space to accommodate their RV's as **noted in real estate listings.**
2. New subdivision lot sizes limit parking to front yard/driveway only - small side yard and no backyard access.
3. The city topography (hilly terrain) also limits backyard access.
4. Then there is the necessity for preparing your RV for your weekend getaway if its not in your yard/driveway how will this be completed.
5. Financial hardship for families having to store their RV at some other location.

And finally where does the city foresee putting these hundreds and hundreds of RV's that aren't allowed to park at their residences.

I would appreciate being notified of any further discussions on this matter.

Yours sincerely

Neil Pateman

Email: neil.pateman@telus.net

Cell: 250.253.8778

Chris Larson

From: kcibr@telus.net
 Sent: October-23-15 3:48 PM
 To: Chris Larson
 Subject: RV parking - neighbourhood concerns.

Good afternoon Chris - my response to the City's input request re: RV residential parking.

I am not in favour of (a) unrestricted parking in residential neighbourhoods or (b) unauthorized works on residential boulevards.

Pertaining to part (a): 1. Safety issue - RVs blocking front yard views create an upset condition for drivers not being able to see children or pets entering the roadway.

2. If a corner lot, the presence of oncoming vehicles is obstructed from view whether a stop sign intersection or not.

3. Cars backing out of driveways and one side being blocked by an RV creates a situation wherein that car enters the street before being able to see oncoming

traffic.

Within the three examples above, sight lines are severely restricted by RVs parked in a residential neighbourhood.

The solution could be parking be permitted in the side yard or back yard provided the residential development plan does not prohibit this parking entirely and the immediate neighbours are

ok with it. RV owners who cannot physically abide by the regulations have the option of parking their RVs in commercial RV storage lots. As a suggestion, real estate agents could be

reminded by the city of RV parking restrictions applicable to the residential neighbourhood and the city could request the cooperation of the agents to pass on the regulations to respective clients.

Pertaining to part (b): The city should encourage compliance with the regulations in place. The staff at city office are most approachable and helpful when it comes to city boulevard

landscape requirements and have been willing to conduct on site reviews of the residential proposal.

I have occasionally noticed during the winter months that a few RV owners who have their vehicles parked in their front driveway find themselves restricted for snow removal through loss

of front yard capacity and opt to push the snow onto the city road surface. I have also noticed that several RV owners are respectful of the regulations currently in place pertaining to front yard parking.

I appreciate being able to give input to the city.

Sincerely,

Robert A. Bickford
 City Resident

Chris Larson

From: Brad littler [bradlittler@gmail.com]
Sent: October-24-15 9:30 AM
To: Chris Larson
Subject: RV parking

Really not a big deal . If someone want to build extra parking on their property the city should welcome it.Its your property if you want to raise chickens its your property, your business .Theres bigger thing to worry about.
Brad Littler

--

Brad Littler

bradlittler@gmail.com

Chris Larson

From: Michael Wagner [michaelmagner@gmail.com]
Sent: October-24-15 12:14 PM
To: Chris Larson
Subject: RV Parking

Thank you for providing the opportunity for community input on this topic. We do own a recreational vehicle and it is parked beside our home, on our property, in the Hillcrest area.

When we walk our neighbourhood there are a significant number of property owners who have an RV parked on their property, many incorporating landscaping to protect or minimize the exposure of the RV. In our case we have also done this.

We believe that this should be allowed within the zoning provided the RV is entirely on the owner property.

Thank you again for seeking the public's input on this topic.

Michael and Dianne Wagner

Chris Larson

From: Bryan Kassa [bpkassa@shaw.ca]
Sent: October-24-15 2:35 PM
To: Chris Larson
Subject: RV Parking

Good afternoon Chris.

I saw the ad requesting input re RV parking and that it was due by October 23. However, we were away and even though it is after the due date, we hope our comments can still be considered.

We own a travel trailer and it is parked at the side of our property, at the end of the driveway. Our situation is a little different from those in other subdivisions, in that we have a 1 acre lot. Nevertheless, it is parked near the front of the property.

Our thoughts are, as follows:

1. We live in an area and province which promotes outdoor recreational activities, including boating and RVing. As a result, a substantial number of people, if not a majority of the population, have taken up the call and own RVs and boats. Therefore, just as residents park their cars and trucks on their driveways, so too are driveways a logical and convenient place to park RVs and boats.
2. Most city lots do not provide sufficient space for the parking of cars, trucks and RVs, other than on the driveways. Often, this is because the lots are small in size and the smaller size is probably a function of the City's desire to increase density and the developer's intent to maximize profit. Both are reasonable goals, but do add to the creation of the issue-at-hand.
3. For those who own RVs and boats, it is difficult to find suitable off-site storage for these vehicles. As a result, they have no other choice, but to park on their driveways.
4. Even if there were a sufficient number of commercial storage lots to park all of the RVs, boats, etc. in Salmon Arm, the monthly cost, over a 12-month period, would be substantial. For many families, this cost would likely be prohibitive. It would be akin to the City imposing another level of taxation.

Undoubtedly, there are situations wherein the storage of RVs and boats impacts public safety and / or access, creates an unsightly situation or are being stored on public property and in those instances, there needs to be a bylaw which addresses these issues. However, the mere storage of an RV or boat within the front yard of a lot (including driveways) should continue to be an acceptable practice in our community.

Bryan and Patti Kassa
4351 20th St, NE
250 832-5336

Chris Larson

From: Carol Minor [caminor@telus.net]
Sent: October-26-15 9:18 AM
To: Chris Larson
Subject: RV parking

Hello Chris,

I apologize for being late with this message, however, I didn't see the notice in the paper until now.

This summer my neighbours built a new gravel parking pad across the street from me in their front yard. All of the street frontage is now a parking lot for their boat, trucks, camper and tenants' vehicles. It looks like an RV campground! At the time of construction I phoned the city and was told the city had a by-law against parking RVs in the front of residential properties. I also had concerns about the height of the retaining wall they needed to build to accommodate more parking. I had conversations with the by-law officer who repeated the intent of the city by-law to keep front yards free of RV parking. In the end, I was told that the city does not really enforce the by-law and that the parking pad was technically legal. This was all very frustrating and indeed I do see RVs, boats and campers in many front yards. For years my other neighbours have moved their RVs to appropriate lots for storage, as they should. But now, why should they? Residential streets and properties which become crowded with these large vehicles are an eyesore and destroy the ambiance of an otherwise lovely neighbourhood. I support the by-law as it is and believe it could be enforced as simply as giving a car a parking ticket. We get ticketed for parking downtown after one hour and five minutes but these huge ugly RVs can fill our neighbourhoods and line the streets without a thought.

Thank you for hearing my concerns and opinions. I look forward to living in a city with lovely homes and streets without monster RV's dominating the scenery.

Sincerely,
Carol Minor

Chris Larson

From: Ralph C Baylis [rjb12@shaw.ca]
Sent: October-26-15 1:54 PM
To: Chris Larson
Cc: R. and J. Baylis
Subject: RV Parking on Property

Sir

Sorry this is late but I was away. All RV 's parked on the owners property is very acceptable. If it block the view of other property owners or is unsightly because of condition this may be a concern to some other property owners. In summary I am of the opinion it is the owners right to store all their belongings on their land (in front, beside or in the back).

Submitted by
R. Baylis(owner)
70-17st NE
Salmon Arm,B.C.

VIA EMAIL



October 20, 2015

File: 0752.0024.01

City of Salmon Arm
500 – 2 Avenue NE
Salmon Arm, BC V1E 4N2

VIA EMAIL: kpearson@salmonarm.ca**Attention:** Kevin Pearson, Director of Development Services**RE:** Flood Hazard Risk Assessment – Terms of Reference – Final Submission

We are pleased to submit the Terms of Reference for the Flood Hazard Risk Assessment project.

Attached is the summary document providing the background information regarding this project as well as Appendix A which contains the Terms of Reference and Location Map.

Thank you for the opportunity to assist the City with this project.

If you have any questions regarding this submission, please contact me or Jeffery Rice at 250-374-8311.

Sincerely,

URBAN SYSTEMS LTD.

A handwritten signature in blue ink that reads "Thérèse Zulinick".

Thérèse Zulinick, MUP, RPP
Community Planner

Enclosure

cc: Carl Bannister, Chief Administrative Officer, City of Salmon Arm
Rob Niewenhuizen, Director of Engineering and Public Works, City of Salmon Arm
Jeffrey Rice, P.Eng. Urban Systems

U:\Projects_KAM\0752\0024\01\VR-Reports-Studies-Documents\VR1-Reports\2015-10-20 LET final transmittal to City-tz.docx

A handwritten number "6.1" inside a hand-drawn circle.

Title: City of Salmon Arm – Flood Hazard Risk Assessment – Terms of Reference
Date: October 20, 2015
File: 0752.0024.01
Submitted by: Thérèse Zulinick, RPP and Jeffrey Rice, P.Eng.

Background/Project Intent

In June 2015, the City requested an opinion from knowledgeable specialists as to the potential scope and associated budget for a flood hazard risk assessment for the Salmon River and the shoreline areas of Shuswap Lake within the City of Salmon Arm. The chosen consultant was asked to prepare a draft Terms of Reference as the means of presenting this information. If the City were to undertake a flood hazard risk assessment, the Terms of Reference would provide the information necessary to proceed with a competitive Request for Proposal process. Urban Systems Ltd was asked to complete this work; the draft Terms of Reference are attached as Appendix A.

Project Intent

The intent in preparing this Terms of Reference is to provide background information to enable City Council, staff and residents to better understand the scope of a flood hazard risk assessment, including the extent of the City's investment of resources (i.e. staff time, budget). It is not intended to evaluate whether the City should or must undertake such an assessment at this time.

Current Practices and Direction

The City currently manages flood hazards through two key vehicles. First, the Official Community Plan (OCP) (Bylaw No. 4000), which was updated in 2011. The OCP includes general policies related to Hazard Areas and Development Permit Area (DPA) designations along with corresponding mapping. In addition to flood hazards, the OCP mapping highlights potential steep slope areas and debris hazard areas. Second, the City's Zoning Bylaw (No. 2302), last updated in 1995, contains floodplain provisions similar to other BC governments. These regulations are generally consistent with Provincial guidelines for floodplain bylaws.

Within the context of these two bylaws, the City's current practice related to development in the floodplain involves a "professional reliance" model. When new development is proposed in a flood hazard area, a proponent must apply for a Development Permit. This requires the applicant to hire professionals who use their own expertise and data to assess each site and provide their professional opinion with respect to flood hazards for that site. It is important to note, that with this model, it is not necessary for the City to have updated floodplain mapping for flood areas or a flood hazard risk assessment in place.

The City's Corporate Strategic Plan, adopted by Council in 2013, acknowledges the need for updated bylaws related to environmental protection and development permits including hazard areas. This is a "medium term" priority and is not anticipated until at least 2018.

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Anticipated outcomes of a Flood Hazard Risk Assessment:

The following are anticipated outcomes if the City undertook a Flood Hazard Risk Assessment as outlined in the Terms of Reference provided in Appendix A:

1. The City would obtain updated mapping and data with projections regarding flood hazards.
2. The City could use the information to provide context for a review of City bylaws, although as mentioned above, current practices meet the City's responsibilities.
3. The City would better understand risks to public infrastructure from flooding and consider upgrades or other actions, if and where, necessary. (It should be noted that this study would not gauge risk to private sector losses due to potential flooding.)
4. City Council and staff would better understand how to dedicate the City's limited resources for this work.

Terms of Reference for the Flood Hazard Risk Assessment

Attached is Appendix A - City of Salmon Arm - Terms of Reference for the Flood Hazard Risk Assessment. This is a stand-alone document that the City can use for issuing a Request for Proposal in the future. A map of the study area is also provided as Figure 1.

The Terms of Reference are provided in four (4) phases with two (2) additional components that occur throughout the project. These phases and components include:

- *Phase 1 - Floodplain Mapping:* In this phase, the Consultant will develop the hydrologic and hydraulic tools necessary for generation of floodplain maps.
- *Phase 2 - Risk Assessment:* Once mapping is complete, the Consultant will undertake more detailed analysis to refine the City's understanding of the flood hazard(s) within the City and identify the risks associated with those hazards.
- *Phase 3 - Near-Term Response:* The Consultant will explore and recommend policy, bylaws, standards and guidelines for use by the City in managing the floodplain as well as structural and non-structural options to provide for public safety and protection of property.
- *Phase 4 - Long-Term Adaptation:* Over time, the City must understand and adapt to climate changes, updated science, growing community awareness and other issues. The Consultant will recommend processes and procedures for long-term flood risk management and resilience.

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- *On-Going Stakeholder Engagement:* The project will require engagement of key stakeholders throughout the project.
- *On-going: Project Management and Documentation:* Throughout the project, the Consultant will be required to provide on-going reporting and submission of deliverables at key stages.

The City could decide to undertake this work all at once, or undertake a phased approach according to needs, funding, and staff availability.

The Terms of Reference also identifies:

- *Available Resources:* This section identifies the data that will be required for the project.
- *Deliverables:* Several key deliverables are expected throughout the project. These are listed here.
- *Schedule:* The project is anticipated to be completed over approximately an 18 month period for all 4 phases of the work.
- *Qualifications:* Team qualifications are also identified to ensure the expertise and competency necessary to deliver a high quality, reliable project.

Budget Estimate to Undertake the Flood Hazard Risk Assessment

The budget to undertake this work is estimated as follows:

| | |
|---|------------------|
| • Phase 1 – <i>Floodplain Mapping</i> | \$300,000* |
| • Phase 2 – <i>Risk Assessment</i> | \$100,000 |
| • Phase 3 – <i>Near-Term Response</i> | \$60,000 |
| • Phase 4 – <i>Long-Term Adaptation</i> | \$30,000 |
| • Stakeholder engagement | \$90,000 |
| • Documentation and project management (5%) | <u>\$30,000</u> |
| TOTAL | \$610,000 |

Notes:

*Phase 1 - Roughly 50%+ of this budget is the river cross section survey.

*Phase 1 - Lakeshore floodmapping is probably less than \$40,000. Some of the work related to this must be done regardless of whether lakeshore mapping is completed since it is necessary for determining boundary conditions for the river hydraulic model.

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Appendix A

City of Salmon Arm

Terms of Reference
Flood Hazard Risk Assessment

City of Salmon Arm - Flood Hazard Risk Assessment

Terms of Reference

Project Background and Context

For this project, the successful proponent will undertake an assessment of flood hazards within the City of Salmon Arm, with particular reference to the Salmon River and its floodplain as well as the shoreline of Shuswap Lake within the City limits. The attached map (Figure 1) shows the location and approximate extent of the study area.

The Salmon River has its origins in the mountains south and west of Salmon Arm; it flows through an extensive floodplain and delta as it moves through the City into Shuswap Lake. The watershed, covering about 1,550 square kilometres, is a major source of water for the Lake. Significant human activities and land uses have altered the watershed, river and floodplain over time.

Other factors that are affecting flooding conditions within Salmon Arm include:

- CP Railway's embankment and bridge and TransCanada Highway bridge, both of which restrict the river and its natural meanderings;
- Intensive agricultural development in the river's floodplain, much of it contained within the provincially-designated ALR area;
- Urban development within the floodplain, especially along the TransCanada Highway east of the river; and
- Changing watershed characteristics, due to pine beetle infestation, wildfires, logging, road building, riparian encroachment and other activities.

The primary responsibility for floodplain management in British Columbia lies with local communities. The City of Salmon Arm takes this responsibility seriously and wishes to be proactive in identifying flood hazards and addressing the risks associated with those hazards. Having a realistic and scientifically sound understanding of the frequency, magnitude and extent of flooding that could occur within the community is one critical aspect of addressing this responsibility.

As with many communities in BC, the current flood mapping for Salmon Arm was completed in the early 1990's by the Province. The mapping has become outdated, for several reasons. First, 25 years have passed since the original mapping, so additional flood records will better inform estimates for a historical design flood event as well as take account of land and land use shifts in the floodplain since that time. Second, the modeling software now available to compute water surface profiles has improved significantly since that time. Third, topographic data from LiDAR has improved the ability to accurately map large swathes of floodplain. And fourth, the floodplain mapping was based on the assumption of climate stationarity, specifically the idea that there are or have been no long term trends towards larger flood discharges. Today, this assumption is seriously challenged by current science with respect to climate change. Floodplain planning must now also consider potential for increasing flood peaks over time. Fifth, the variety of widespread land use activities historically and currently found within the watershed may lead to increased flood hazard. Logging, encroachment and loss of riparian buffers, pine

bark beetle infestations and wildfires all have an impact on flood discharges. Lastly, since the 1990s mapping was completed, the responsibility for floodplain management has shifted from the province to local governments. This places a greater duty on the City to understand flooding and its impacts.

Once updated flood hazard information has been developed, figuring out what to do with it is a second critical aspect of assuming floodplain management responsibilities. A wide range of engineering, planning and environmental approaches to managing the floodplain are available to cities and Salmon Arm aims to carefully consider how to move forward.

The City currently manages flood hazards through two key vehicles. First, the Official Community Plan (Bylaw No. 4000), which was recently updated (2011), includes general potential Hazard Areas policies in Section 6.3 and Development Permit Area (DPA) designations in Section 6.4, along with corresponding mapping (Map 6.1, "Potential Hazard Areas"). In addition to flood hazards, the map highlights potential steep slope areas and debris hazard areas. Second, the City's Zoning Bylaw (No. 2302), last updated in 1995, contains floodplain provisions similar to other BC governments. These provisions are generally consistent with Provincial guidelines for floodplain bylaws. Typically, the City incorporates a "professional reliance" model to evaluate new subdivision and development proposals within the floodplain as a part of its permitting procedures.

As the City continues to grow, additional pressure will undoubtedly surface to develop within the floodplain. As such, a review of the benefits and risks of using a "professional reliance" model to approve floodplain development, as is the case now, versus updating the floodplain delineation and providing a floodplain management bylaw is in order. Regardless, a floodplain delineation can assist the City in identifying "at-risk" public infrastructure as well as serve as one basis for emergency management planning. However, it is not the intent of this study to quantify the specific risks of flooding to the private sector.

Terms of Reference

The work described in this Terms of Reference for an updated flood hazard and risk assessment for the Salmon River and the Shuswap Lake shoreline within the City of Salmon Arm can be conceptualized in four phases:

- *Phase 1 - Floodplain Mapping:* In this phase, the Consultant will develop the hydrologic and hydraulic tools necessary for generation of floodplain maps.
- *Phase 2 - Risk Assessment:* Once mapping is complete, the Consultant will undertake more detailed analysis to refine the City's understanding of the flood hazard(s) faced within the City and identify the risks associated with those hazards.
- *Phase 3 - Near-Term Response:* The Consultant will explore and recommend policy, bylaws, standards and guidelines for use by the City in managing the floodplain as well as structural and non-structural options to provide for public safety and protection of property.

- *Phase 4 - Long-Term Adaptation:* Over time, the City must understand and adapt to climate changes, updated science, growing community awareness and other issues. The Consultant will recommend processes and procedures for long-term flood risk management and resilience.

Stakeholder engagement will also be a key component of this project. A stakeholder engagement strategy will be necessary to provide support and input for all four of these technical phases. Key stakeholders include:

- BC Ministry of Transportation and Infrastructure (MoTI),
- Canadian Pacific Railway (CP Rail),
- Columbia Shuswap Regional District (CSRD),
- Local land owners within the floodplain,
- Developers,
- Local NGOs,
- Relevant City committees (such as the Agricultural Advisory Committee; the Environmental Advisory Committee), and
- The general public.

Assistance with engaging local First Nations (Adams Lake and Neskonish Indian Bands) may also be required.

The primary focus of engagement will be providing stakeholders with information concerning the progress of work and its potential implications. There is also opportunity to solicit information from the public, for example, high water marks on private property, as well as more technical input from agencies or others. Obtaining flood studies and other data from MoTI relevant to the Trans Canada Highway 4-laning and new Salmon River crossing project will also be critical.

Project management shepherds all aspects of the work as described in the Terms of Reference above. The City will be looking for a consultant who is able to work in a highly collaborative approach to completing the project with a strong emphasis on communication with City staff, Council, and stakeholders at key project milestones.

The following sections provide a fuller description of the work required in each Phase. To reiterate, the work will focus on the Salmon River and the Shuswap Lake shoreline within the City.

Phase 1: Floodplain Mapping

During this phase, the Consultant will develop and use modeling software for use in preparing a floodplain map of the City. Due to complexity of the river, much of the effort in this phase will focus on the river, though mapping will also be completed for the lake shoreline at locations where develop exists or future development may occur¹. At a minimum, the following tasks will be completed:

1. Review all pertinent technical background reports, data and information provided by the City or obtained from other sources, as required.

¹ Shoreline properties within the jurisdiction of the City of Salmon Arm; specific tracts of land to be determined during Phase 1.

2. Survey the Salmon River (and tributaries and smaller creeks, as deemed necessary), along with pertinent structures and other features that affect hydraulic conditions, from its mouth in Shuswap Lake to the southern municipal boundary for use in the hydraulic model. The survey shall include river cross sections of Salmon River at a maximum 30 m interval. Cross sections should extend a sufficiently into overbank areas as required combining with LiDAR data for generation of a digital elevation model (DEM). A photographic record of surveyed items shall be kept.
3. Generate a DEM of the river and floodplain from the survey data and LiDAR for use in mapping and in the hydraulic modeling. Also generate a DEM of the Lake shoreline from LiDAR.
4. Obtain current and historical aerial imagery.
5. Prepare base maps at a scale suitable for plotting and viewing on 11x17 paper.
6. Establish the hydrological conditions that affect flooding along the River. Determine the historical 0.5% annual probability flood² through the use of station-specific or regional frequency analysis³. Determine whether a large magnitude historical flood could or should be used in lieu of a statistically-derived design flood discharge.
7. Review the historical and potential future water levels for Shuswap Lake, including establishing the annual water level cycle. Discuss the correlation of high water levels with river flood stages, both historical and into the future. It is recommended that a combination of lake water levels and river discharges are used as a basis for the modeling and subsequent flood mapping.
8. Review and discuss conditions and factors that will or may affect flood discharges and lake levels into the future, including but not limited to human-induced climate change, natural climatic cycles, logging and mining, recreational usage, wildfire, and insect infestations (e.g. pine beetle). Define the possible or likely magnitude of impact of these factors on flood discharges and lake levels, including describing the uncertainties associated with defining the impacts. Recommend for use projected 0.5% annual probability flood and maximum lake level over a 75 year horizon⁴ (i.e. to the Year 2090) for use in assessing potential future flooding conditions.
9. Develop a hydraulic backwater model of the existing river using the U.S. Army Corps of Engineers River System Analysis (HEC RAS) software. The model shall be run in steady flow simulation mode.
10. Prepare flood hazard maps that delineate the extent of flooding as computed by the HEC RAS model. For areas along the lake shoreline, simple application of historical and projected water surface elevations to the available topography should be used for mapping.

² Commonly designated the "200-year recurrence (or return period) flood", "1:200 year flood", "1 in 200 year flood" or other similar terms, all of which refer to a flood event with a 0.5% chance of occurring in any given year. This is the Province's standard design flood for assessing flood hazards.

³ Discharges on the river are measured and tabulated for Water Survey Canada Station 08LE021 "Salmon River Near Salmon Arm", however there are a number of other stations (all but one deactivated at this time) within the watershed which may be used at Consultant's discretion.

⁴ A typical life-span on a new bridge is 75 years, thus the choice of a time horizon for consideration. This should be confirmed with City staff during Phase 1.

Phase 2: Risk Assessment

During this phase, the Consultant will take the results obtained in Phase 1 as the basis for a flood risk assessment. At a minimum, the following tasks will be completed:

1. Perform a channel stability assessment. The study should include desktop review of previous work such as the 1995 Miles & Associates study as well as a field assessment of current conditions. The river within the City shall be walked and issues related to stability documented. Implications of channel stability conditions to future flooding conditions shall be described and incorporated into the modeling as appropriate.
2. Prepare a desktop environmental review of the river, supplemented by limited field work to confirm or update desktop review. Prepare maps to illustrate the extent and condition of the riparian corridor and to identify significant environmental features which are at-risk due to flooding or human alteration or which should be taken into account as a part of an integrated floodplain management strategy.
3. Perform an encroachment analysis of the river for both historic and projected flood scenarios to determine the maximum extent of floodplain encroachment that retains the existing flood water surface profile. Map the resulting floodway and flood fringe areas.
4. Perform a high-level risk assessment for both historic and projected flood scenarios. Prepare maps illustrating flooding depths and velocities within the flood fringe for existing conditions.
5. Prepare map(s) showing "at-risk" infrastructure, buildings, institutions and other features. Estimate the number of buildings which will experience flooding under the design floods, grouped into a few broad categories, such as residential, institutional/essential services (e.g. schools; hospitals), farm buildings and commercial/industrial properties.
6. Identify "at-risk" public infrastructure which could be improved, reconstructed, replaced or protected to minimize potential loss or damage, based on the flood depths and velocities as mapped. Set priorities for "at-risk" public infrastructure and develop high level construction cost estimates, as required.

Phase 3: Near-Term Response

The Consultant will develop a strategy for the City to modernize its efforts for responsible floodplain management.

1. Facilitate a workshop with Council and staff to develop guiding principles for floodplain management in the City.
2. Review and make recommendations to enhance the City's current policies, bylaws, design standards and development guidelines with respect to floodplain management.
3. Perform background research on floodplain management bylaws then prepare a briefing paper on the use and advantages/disadvantages of adopting such a bylaw. Recommend provisions for inclusion in a potential new Salmon Arm floodplain management bylaw.
4. Recommend capital improvements, if any, to minimize loss or damage to currently at-risk public infrastructure; prepare Class D construction cost estimates and recommend priorities and timelines for the proposed improvements, as required.

Phase 4: Long-Term Adaptation

The Consultant will develop strategies for long-term adaptation to prepare the City for changing conditions over time and to respond when flooding occurs. At a minimum, the Consultant will:

1. Develop a plan for regular updates of the 0.5% annual probability design flood estimate and recommend a “trigger” for the need to update the river model and flood hazard mapping.
2. Prepare a hazard response action plan, including a proposed implementation plan.
3. Recommend a long-term public awareness and engagement program to address flood and stormwater management in the City and explaining the role residents and businesses can play in implementation, disaster preparedness. Consultant will identify purposes, messages, methods and audiences for the public awareness initiative.

On-going: Stakeholder Engagement

The Consultant will engage with the various stakeholders having interest in the results of the project, as well as those who may provide expert advice on the process. As a first step, the Consultant will prepare a consultation and engagement strategy that outlines the purpose, messages, methods and audiences for engagement over the course of the project. At a minimum this will include:

1. Organize and facilitate four (4) general information gatherings for the public (“open houses”):
 - a. At the beginning of the project, to provide an overview of the project and its purposes, make residents aware of survey work and solicit information such as verifiable high water marks;
 - b. After completing Phase 1, to review the flood hazard update information and explain next steps in the project;
 - c. After completing Phase 2, to review the more detailed flood hazard risk assessment work; and
 - d. After completing Phases 3 and 4, to explain proposed implementation steps.
2. Meet with Council, staff and other City Committees (such as Agricultural and Environmental Advisory Committees) as requested to report findings and respond to questions.

On-going: Project Management and Documentation

The Consultant will undertake on-going liaison with the City during each phase of the project. At a minimum this shall include:

1. Meet monthly with the City project team to review progress, exchange information, discuss comments on deliverables and other matters critical to the successful conclusion of the project.
2. Provide brief written summaries of project status on a monthly basis with respect to work completed and anticipated (for the next period), budget, schedule and other issues which may be pertinent.
3. Prepare and submit a draft report.
4. Upon review and agreement with the City, prepare and submit a final report.

Proponents may offer alternative methods for achieving the desired project deliverables as well as include additional tasks believed necessary or beneficial to complete the work.

Available Resources

The City will make available the following data, information and reports to the successful proponent:

- LiDAR covering the entire City.
- Current aerial photography covering the entire City (historical aerial photos to be obtained by the Consultant).
- Cadastral, land use and infrastructure GIS database.
- "Floodplain Mapping Program, Salmon Arm, Shuswap Lake to Spa Creek, Design Brief", Crippen Consultants, 1990.
- Floodplain Maps for "Salmon River, Salmon Arm to Spa Creek", Crippen Consultants, 1991.
- Official Community Plan, including provisions for potential hazard area policies and potential hazard areas development permit area.
- Zoning Bylaw.
- "Salmon River Channel Stability Analysis", M. Miles & Associates, 1995. Prepared for Department of Fisheries and Oceans.
- "Shuswap Lake Levels", Water Investigations Branch, BC Water Resources Service, 1973.
- "Review of Public Road Crossing Capacities on the Mainstem of the Salmon River & Potential Impacts of Increased Runoff Due To the Loss of Forest Cover by the Mountain Pine Beetle", Dobson Engineering Ltd., 2007. Prepared for BCTS, Tolko Industries Ltd., and Okanagan Shuswap Forest District.
- Arind Dalpatram, Klohn Crippen Berger. Letter to Carl Bannister, Chief Administrative Officer, City of Salmon Arm, regarding "Salmon River-Shuswap Lake to Spa Creek, 1990/91 Floodplain Mapping", 2013.
- Miscellaneous historical reports, as required.

Deliverables

The following key deliverables are required. However, proponents are encouraged to add interim submittals as deemed necessary and appropriate over the course of the project:

- 11x17 Floodplain map(s) for the 0.5% annual probability flood (historical) and 0.5% annual probability flood (projected climate change scenario) at a suitable scale for Shuswap Lake and Salmon River within the boundaries of the City;
- 11x17 Flood profiles for the 0.5% annual probability flood (historical) and for the 0.5% annual probability flood (projected climate change scenario);
- Stakeholder consultation and engagement plan;
- Draft and final reports, describing all work completed for the flood hazard assessment;
- Brief summary report for general public information (posting on city's web site);
- Recommendations for new or updated bylaws, policies and/or guidelines for flood hazard management in Salmon Arm;

- Flood hazard response plan, including communications components;
- Long-term public awareness program plan; and
- All digital data obtained or generated during the project, including but not limited to survey data, aerial photography, DEM, hydrologic model input and output, hydraulic model input and output. Data must be compatible with City systems, such as ESRI (Arc Map).

Schedule

This work is anticipated to take approximately 18 months to complete, with an overall target completion date of [...to be noted when RFP is issued]. Individual phase durations are flexible and can be overlapped to achieve study expectations:

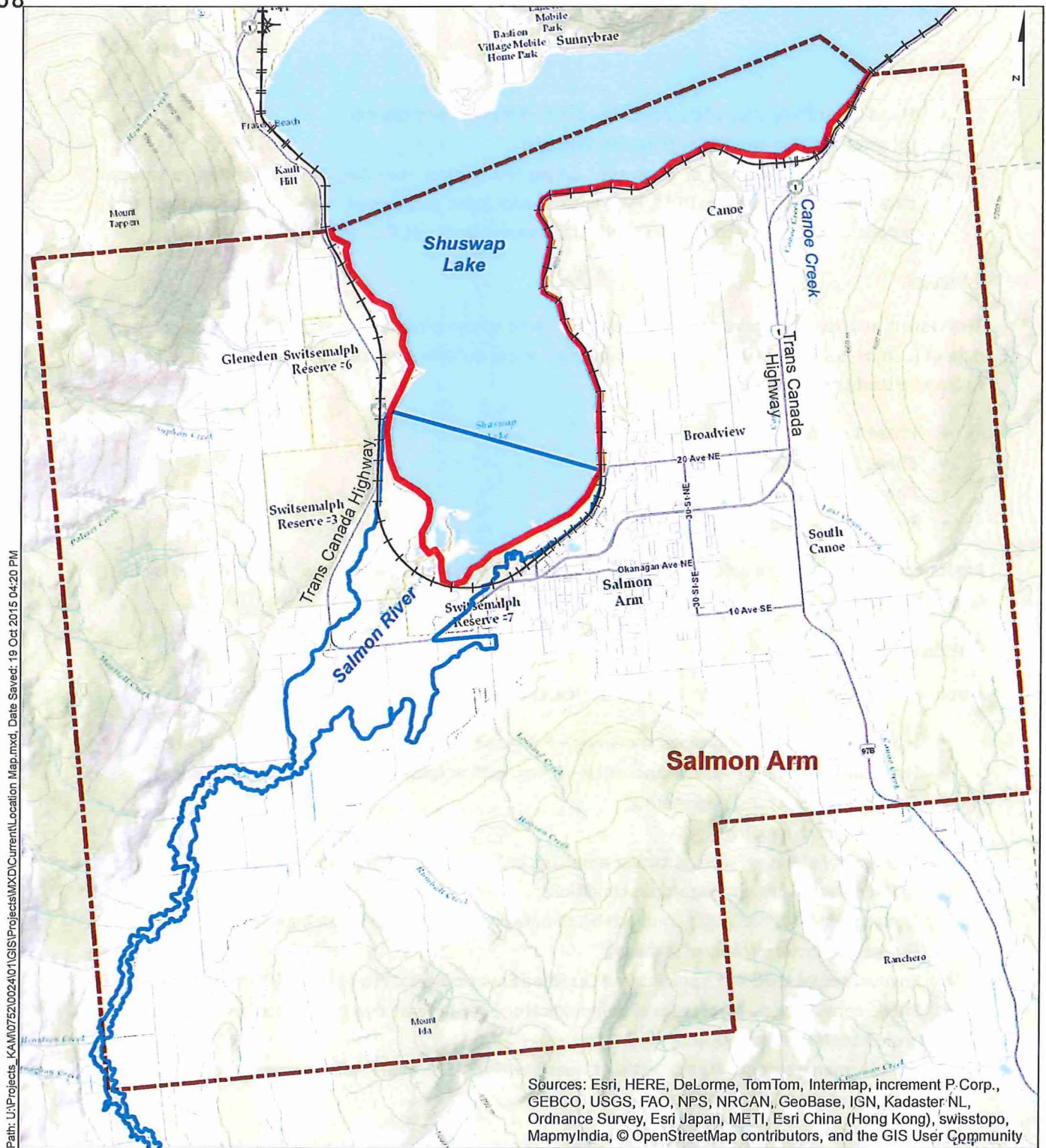
- Phase 1 – 8 months;
- Phase 2 – 6 months;
- Phase 3 – 4 months; and
- Phase 4 – 4 months.

Proponents should prepare a detailed schedule of work to show how all tasks will be completed by the target completion date.

Qualifications

Proponents must demonstrate high levels of competence and experience in the following specialities:

- Hydrology, including hydrologic modeling – P.Eng. with at least eight (8) years of experience;
- Hydraulics, including hydraulic modeling – P.Eng. with at least eight (8) years of experience;
- Civil (water resources) engineering;
- Surveying and mapping;
- Community planning, with particular emphasis on development of policy and regulations related to floodplain issues and hazardous conditions;
- Climatology, with particular emphasis on climate change and understanding of current GCMs;
- Fluvial morphology (channel stability);
- Environmental specialist, specifically a Qualified Environmental Professional (QEP);
- Public consultation – professional communicator with at least five (5) years of experience and preferably IAP2 certified; and
- Project management, P.Eng. with at least twelve (12) years of experience in floodplain management and river engineering.



Key

- Lakeshore (specific tracts of shoreline lands to be determined)
- Approximate Floodplain Limits (Based on 1991 Mapping)
- +—+— CP Railway
- - - Municipal Boundary

Coordinate System
NAD 1983 BC Environment Albers

Project No.
0752.0024.01

Date
2015.10.19

Salmon Arm Flood Hazard Risk Assessment Study Location Map

Figure
1