

**AGENDA**

**Regular Council Meeting**

**Monday, January 15, 2018**  
**1:30 p.m.**  
*[Public Session Begins at 2:30 p.m.]*

**Council Chamber of City Hall**  
**500 – 2 Avenue NE**

Page #	Item #	Description
	1.	<b>CALL TO ORDER</b>
1 - 2	2.	<b>IN-CAMERA SESSION</b>
	3.	<b>ADOPTION OF AGENDA</b>
	4.	<b>DISCLOSURE OF INTEREST</b>
	5.	<b>PRESENTATIONS / DELEGATIONS</b>
3 - 4	1.	Peter Jory, Superintendent, School District No. 83 – Strategic Plan
5 - 14	2.	Terry Smith, General Manager, Silvatech Consulting Ltd. – Wildfire Protection Plan
	6.	<b>CONFIRMATION OF MINUTES</b>
15 - 26	1.	Regular Council Meeting Minutes of December 11, 2017
	7.	<b>COMMITTEE REPORTS</b>
27 - 30	1.	Development and Planning Services Committee Meeting Minutes of January 8, 2018
31 - 34	2.	Environmental Advisory Committee Meeting Minutes of December 7, 2017
35 - 38	3.	Community Heritage Commission Meeting Minutes of November 17, 2017
39 - 40	4.	Canada 150 Committee Meeting Minutes of December 13, 2017
	8.	<b>INTRODUCTION OF BYLAWS</b>
41 - 56	1.	Zoning Amendment Bylaw No. 4238 [ZON-1111; Wonderland Investments Inc.; 50 - 30 Street NE; R-1 to R-4] – First and Second Readings

- 57 - 68            2.            Zoning Amendment Bylaw No. 4239 [ZON-1113; Lawson, B., Barnard, K. & Barnard, A. / Lawson Engineering & Development Services Ltd.; 3310 - 16 Avenue NE; R-1 to R-8] - First and Second Readings
- 69 - 128           3.            Zoning Amendment Bylaw No. 4240 [ZON-1117; City of Salmon Arm; Text Amendment] - First and Second Readings
- 129 - 132          4.            City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4241 - First, Second and Third Readings
- 133 - 136          5.            Fee for Service Amendment Bylaw No. 4242 [Mobile Food Vending] - First, Second and Third Readings
9.            **RECONSIDERATION OF BYLAWS**
- 137 - 142          1.            Zoning Amendment Bylaw No. 4233 [ZON-1110; Turner, G., Turner, R. and Turner-Grave, J. / Hollypark Hotels Corporation; 790 - 16 Street NE; R-1 to C-6] - Final Reading
10.           **CORRESPONDENCE**
- 143 - 144          1.            Informational Correspondence
- 145 - 146          2.            L. Samson, Administrative Services Manager, Okanagan Regional Library - letter dated December 4, 2017 - Appointment to the Okanagan Regional Library Board
11.           **STAFF REPORTS**
- 147 - 154          1.            Director of Engineering & Public Works - Report for Information - Rainbow Crosswalk Potential Locations
- 155 - 164          2.            Manager of Permits & Licensing - Liquor License Application (Liquor Primary) - Tanto Latte - 1481 - 10 Avenue SW
- 165 - 176          3.            Director of Development Services - Agricultural Land Commission Application No. ALC-373 [Page, P.; 460 - 10 Avenue SW; Non-Farm Use within the ALR]
- 177 - 182          4.            Corporate Officer - Affordable Housing Task Force
12.           **NEW BUSINESS**
13.           **COUNCIL STATEMENTS**
14.           **COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**
- 183 - 190          1.            Board in brief - December 2017
15.           **SALMON ARM SECONDARY YOUTH COUNCIL**
16.           **NOTICE OF MOTION**
17.           **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
18.           **OTHER BUSINESS**
- 191 - 192          1.            Panhandling

**19. QUESTION AND ANSWER PERIOD****7:00 p.m.**

<b>Page #</b>	<b>Item #</b>	<b>Description</b>
	<b>20.</b>	<b>DISCLOSURE OF INTEREST</b>
	<b>21.</b>	<b>HEARINGS</b>
	<b>22.</b>	<b>STATUTORY PUBLIC HEARINGS</b>
193 - 204	1.	Zoning Amendment Application ZON-1112 [Peters-Durston, C.; 2790 - 25 Street NE; R-1 to R-8]
	<b>23.</b>	<b>RECONSIDERATION OF BYLAWS</b>
205 - 208	1.	Zoning Amendment Bylaw No. 4237 [ZON-1112; Peters-Durston, C.; 2790 - 25 Street NE; R-1 to R-8] - Third Reading
	<b>24.</b>	<b>QUESTION AND ANSWER PERIOD</b>
209 - 210	<b>25.</b>	<b>ADJOURNMENT</b>

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Item 2.

## CITY OF SALMON ARM

Date: January 15, 2018

Moved: Councillor Harrison

Seconded: Councillor Wallace Richmond

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

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Cooper
- Flynn
- Eliason
- Harrison
- Jamieson
- Lavery
- Wallace Richmond

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Item 5.1

## CITY OF SALMON ARM

Date: January 15, 2018

### PRESENTATION

Name: Peter Jory, Superintendent of School District 83 – Strategic Plan

#### **Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Cooper
- Flynn
- Eliason
- Harrison
- Jamieson
- Lavery
- Wallace Richmond

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Item 5.2

## CITY OF SALMON ARM

Date: January 15, 2018

### PRESENTATION

Name: Terry Smith, General Manager, Silvatech Consulting Ltd.  
Wildfire Protection Plan

#### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Cooper
- Flynn
- Eliason
- Harrison
- Jamieson
- Lavery
- Wallace Richmond

# **Silvatech / Sk'atsin Wildfire Prevention Presentation**

**City of Salmon Arm, January 15, 2018**

## **Excerpts from the 1998 Ombudsman Report of the Silver Creek Fire**

### **Scene Overview Provincial Situation**

The 1998 season was predicted by many to be an exceptional year based on two factors. First, the previous three seasons had been exceptionally quiet. Second, the world was experiencing the strongest el Nino event on record during the winter of 1997/98. The weather conditions triggered by el Nino resulted in extensive wildfire damage in many regions, including SE Asia, Africa, and South America, well before the North American season.

In recognition of these escalating conditions, every effort was made to acquire additional resources to further augment the wildfire fighting forces. This included crews from the forest industry, contractors, Ontario, Quebec, New Brunswick, the Northwest Territories, Alaska, and the Canadian Military, helicopters from across Canada, water bombers from Quebec, the Yukon Territory, Forest Industry Flying Tankers Ltd., Conair Aviation Ltd., Air Spray (1967) Ltd., and even Alberta later in the season. Every available resource from across Canada was requested, however the extreme conditions in Alberta and other provinces limited resources that would have been accessible during a normal season.

With the extremely dry conditions, much of the cloud development in British Columbia brought dry lightning (lightning without rainfall), a very dangerous combination. The dry lightning resulted in a large number of fires within a very short period of time. From July 29 to August 7 there were a total of 606 fires, of which 552 were lightning caused which was an additional workload of 67 fires per day. These fires were in addition to the 167 already burning before July 29.

The burning conditions were such that these fires were extremely difficult to extinguish, even when air support was available. The fires needed the commitment of one and often more than one crew for several days to ensure the fire was out. It is easy to see how the 204 crews that were available became fully committed very quickly during this period.

### **Salmon Arm**

What follows is a short summary of the events and circumstances that occurred over the first eight days of this fire event. On Wednesday, July 29, 1998, many areas of the province were at an extreme level of fire hazard rating, due to a weather pattern that had caused a prolonged dry spell, with very high daily temperatures. The Shuswap /Salmon Arm / Okanagan areas were in this condition. Numerous fires were being reported on a daily basis to the Kamloops Fire Centre (KFC). Resources were operating at their maximum. In the late afternoon of July 29, 1998, a thunderstorm passed through the Salmon Arm area. At 15:43, lightning struck a hillside at 4300' elevation, above the community of Silver Creek, which is

located approximately 20 kilometres south of the community of Salmon Arm. Silver Creek is located in the Salmon River Valley, a valley which runs approximately north south and, which is bordered on the west by the area known as the Fly Hills and on the east, by a mountain range which culminates in a picturesque and popular hiking area, dominated by Mount Ida. Mount Ida overlooks the town of Salmon Arm. As part of the preparedness program, the MOF had engaged trained air observers to make reconnaissance flights on a regular basis, watching for fire starts so that early response actions could be put into place. One of these air observers was flying in the Salmon River Valley when this lightning strike occurred. He immediately noticed the smoke, although he did not witness the actual lightning strike. At 15:50 he made a low pass over the fire, within minutes of the strike, and estimated the size to be .02-1.0 hectares on a steep slope with heavy timber and high fuel loadings. This fire had started on a south facing rock slope, where high temperatures and dry conditions had created a volatile situation.

He immediately climbed, to ensure that radio contact would be achieved with the KFC. He had completed a written initial fire report and read the details to the radio operator at the KFC and recommended that a tanker be dispatched immediately. He then descended and flew very low over the fire, in order to complete a second observation. In that short time, which he estimated to be no longer than five minutes, he saw that the fire had grown to two hectares in size. He made this notation on his initial report form. On this second pass, he says that he was less than 100 feet off the trees, which allowed him to get a good view of the fire behaviour. He reported:

I was surprised to see that the fire was starting to crown already. There was lots of flame. The fire was already moving uphill.'

KFC immediately (15:53) made a request to the Provincial Air Tanker Centre for action on the fire. One bird-dog aircraft was diverted from nearby fire K30203. Bird-dog number 51 was over the fire at 16:10. He reported the fire as being approximately 1 hectare in size, but it was already demonstrating rank 3 to 4 volatility. [See Appendix A - Rank Sheet]. A Lockheed Electra 188 Tanker (Tanker #88) was also diverted from another fire. With bird-dog 51 calling the drop targets, the first tanker drop was on the fire at 16:30. Retardant drops continued until 18:37 when they were halted by failing light and smoke. By that point, the fire was estimated to have grown in size to 10 hectares and was rated at rank 4 to 5 by the bird-dog.

During this first day, July 29, 1998, the fire was attacked by two Lockheed Electras, one DC6 and two Fire Cats. The total retardant dropped was 86,145 litres but despite this, the fire had established a strong grip in the steep canyon and continued to burn vigorously.

In addition, this fire occurred in an isolated area, to which road access was very difficult. The steepness of the terrain around the actual fire was such that neither firefighters, nor heavy equipment, could gain access safely. This, combined with a huge amount of very dry, volatile fuel, in the form of trees which had been killed earlier by beetles, created an instantly dangerous situation.

Suffice to say that over the next three days, this fire was attacked, using sound and aggressive fire fighting techniques and employing the maximum resources available to us. Despite the very challenging

topography, the extremely hot, dry weather and the difficult access, we were making good progress. Then, our first major setback occurred when a strong wind came up on August 3.

By August 3, despite the best efforts of staff, the fire had grown to approximately 40 hectares and then suddenly, fanned by a south wind, it broke past the fireguards that had been established to the north. The fire size grew to approximately 300 hectares, with one small but significant spot fire beyond the most northerly flank.

Not only had this fire grown suddenly, adding a large volume of fuel to this already established fire, but as explained by the Operations Chief with a spot fire ahead of the main fire, valuable resources were forced to deal with it; to avoid the ground forces being out-flanked.

At this time, the Operations Chief took the important step of contacting the Fire Commissioner's office and requested that evacuation alerts be issued to residents in the valley below, the community of Silver Creek.

August 5, 1998, was the most significant date with respect to this fire. Until that time, the fire had been restricted to the Fly Hills area, well above the community of Silver Creek. It was located approximately 1500 feet above the valley, but was beginning to make breaks downhill, towards the populated area.

Under most conditions, fires normally move upward, following the flow of the heat. In this case, because of the steepness of the mountain slope at the upper part of the valley, burning embers rolled down the slope. Despite this, because the slope lessens as one follows it down from the fire site to the valley, there was no indication that the fire would move suddenly downhill.

The fire fighters were expecting the strong winds to strike the area on August 5 at approximately 18:00. Instead, the front moved faster than anticipated and struck the area at 13:00. The winds accompanying this system were from the west, with strong localised gusts. These were later estimated to be in excess of 100 km/h. This mixture of high wind and an already active forest fire in a very volatile forest, spelled disaster.

This wind turned into a down slope flow, as it came over the back of the mountain. This was caused by the direction and strength of the wind interacting with the shape of the mountain and valley, an effect known as "mechanical turbulence." The wind carried the already advancing fire front downhill at a very high rate of speed. The movement of the fire was estimated to be as fast as 100 metres per minute. With the arrival of the windstorm, members of the overhead team (a team of fire suppression experts) recognised that this fire would be unstoppable for the short term and therefore, they recommended that the Fire commissioner's office immediately order evacuation of those residents located in the projected path of the fire. The evacuation order was issued at 13:35.

Over the next several hours the spread of this fire was nothing short of spectacular. As it blew down the valley, the huge column of convective smoke and ash which billowed from this fire was blown-over by the wind, into a large arch across the valley.



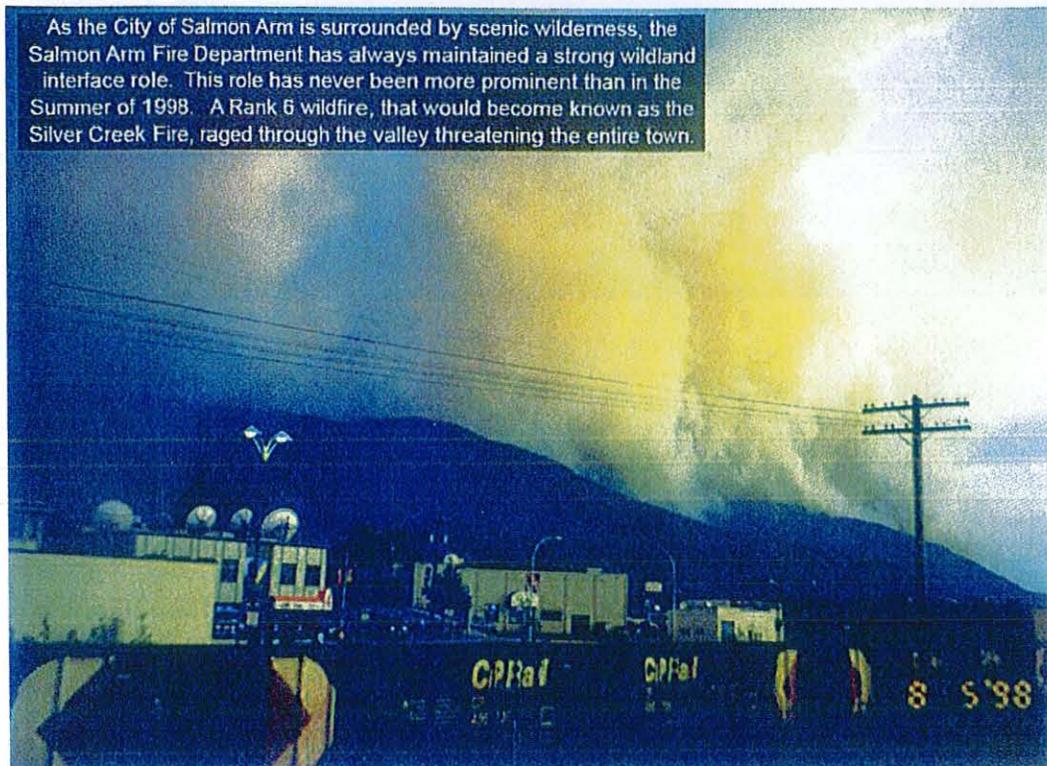
The valley bottom is primarily farm land or rural subdivisions. The green alfalfa fields, and the general lack of closely spaced timber for fuel, would normally prevent the spread of a forest fire. In this case, however, as the giant column of smoke and ash was pushed over the valley in the very strong winds, pieces of burning debris rained from the smoke cloud, which had now reached across the entire valley.



Eyewitnesses, who were in the valley below at the time, described a horrifying scene of pieces of burning wood, sometimes as large as baseballs, falling from the sky. As these fell onto structures,

vehicles or other flammable items, fires broke out all over the valley. Those people who had not left the valley described scenes of pure panic. Despite the presence of the local fire departments, the MOF firefighters, the RCMP, and Search and Rescue volunteers, nothing could stop immediate ignition of homes and barns.

The column was so large as to span the green valley and to begin dropping embers on the east side of the valley, approximately one and a half to two kilometres away. As the burning embers fell onto the dry forest on that side of the valley, it too ignited. The fire then began a run up the south slope of Mount Ida. Here again, the fire began moving very quickly through the highly volatile forest. The spread speeds were again estimated to be in the range of 100 meters per minute.



Meanwhile, the fire fighters had been pulled back from the fire on all fronts in an attempt to limit the loss of life. Those forces that were in the valley were mobilized to establish guards around peoples' homes and to help with the firefighting activities there. The air attack was changed from attacking the fire itself to attempting to lay retardant around homes in the valley. Flying large aircraft in these conditions, with 100 km/h gusts and the violent turbulence from this huge fire, was nothing less than heroic. By 18:00, conditions were simply too dangerous and the last tanker made its final run.

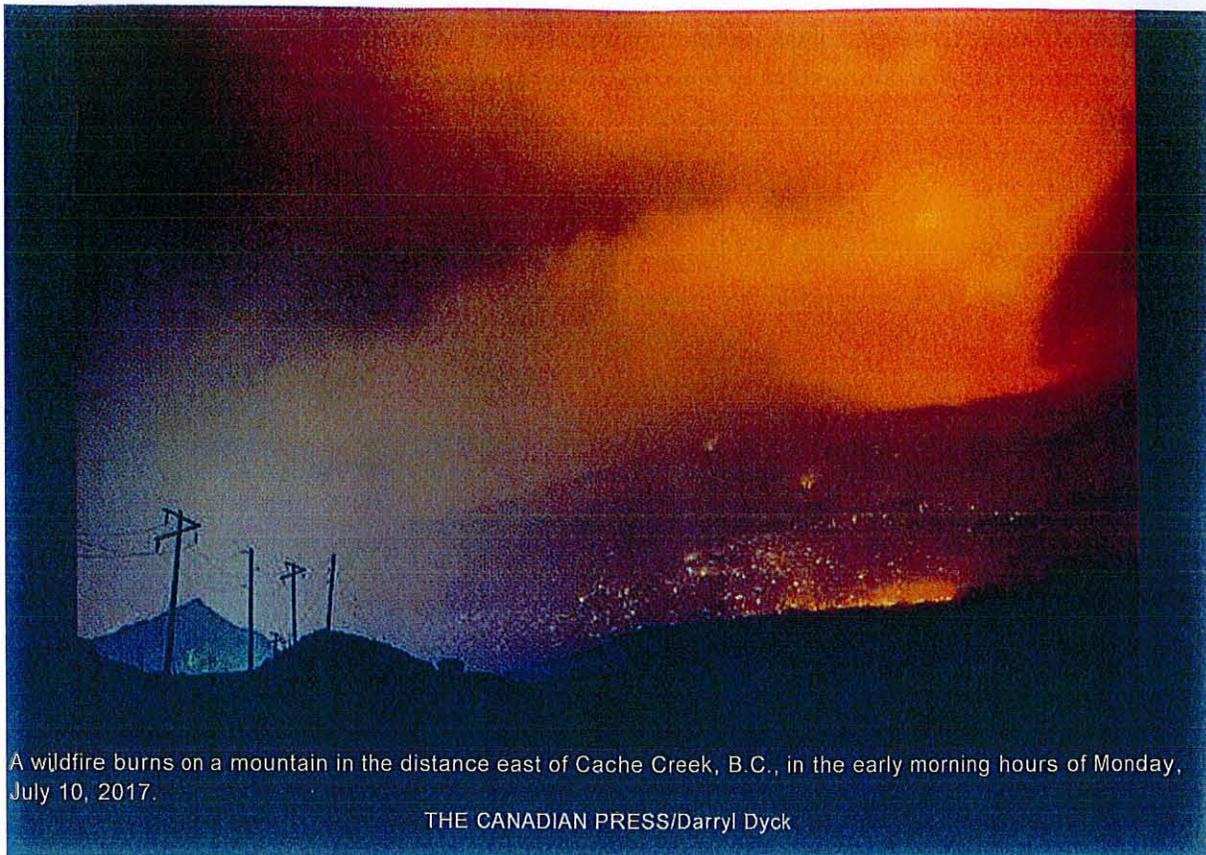
As the fire swept up Mount Ida, helicopters attempted to clear hikers from the top of the mountain. Nothing could be done to stop the fire's progress and over the course of that evening, the fire swept over the top of Mount Ida and began to move down the north side, towards the town of Salmon Ann. The fire's rapid progress was finally stopped when the wind abated.

This scene overview is intended to illustrate the situation and the context which we were faced, which was an extremely difficult and ferocious fire from the outset. The forest service attacked it with our best overhead team, which was led by (the Fire Boss) and (the Operations Chief), both Class "A" fire bosses. The combined efforts of the fire bosses, the heavy equipment and initial attack crews on the ground, the full air attack force, a fully instituted pre-organisational effort, all our modern technology and access to stand-by equipment could not put this fire out.



**2017 BC Fire Season**

- It was officially the worst wildfire season in B.C.'s history.
- The destructive 2017 fires displaced thousands of British Columbians and burned more than 1.2 million hectares.
- More than 1,300 fires engulfed the province between April and November, costing B.C. more than \$564 million.
- The 2017 wildfire season also saw the longest state of emergency in the province's history, lasting a total of 10 weeks.
- The provincial government first declared a state of emergency on July 7 and had to extend it four times.
- This was the first time in 14 years that the province was forced to declare a state of emergency due to wildfires.
- Multiple air quality advisories were also issued as a blanket of smoke covered parts of B.C.
- People were urged to avoid strenuous outdoor activities.



A wildfire burns on a mountain in the distance east of Cache Creek, B.C., in the early morning hours of Monday, July 10, 2017.

THE CANADIAN PRESS/Darryl Dyck

## Trends

- The previous record was set in 1958, when about 855,000 hectares were burned. Record keeping began in 1950.
- This year is also creeping up on 2009, the most expensive wildfire season on the books for B.C. That year, 3,064 fires burned 247,000 hectares at a cost of \$382 million.
- By comparison, the challenging 2015 fire season saw fires scorch 369,000 hectares at a cost of \$297 million.
- The destructive 2017 fires displaced thousands of British Columbians and burned more than 1.2 million hectares.
- "This year is far and away the worst we've ever seen in terms of the hectares burned," said chief wildfire information officer Kevin Skrepnek.

## UBC & UNBC Forest Professors and Fire Ecologists

After another destructive wildfire season, the province is being urged to do more to protect communities and prepare B.C. for the future wildfire threat.

Professors from UBC and the University of Northern British Columbia, along with fire ecologists, have drafted a letter to the province saying they believe 2017's record-setting fire season "represents the new normal and is part of a global trend of increasing mega-fires."

They have come up with dozens of recommendations they believe the province should implement to address the wildfire challenge. "Moving forward, the types of warm, dry, windy conditions that we saw this summer are projected to become more and more common because of climate change. With our forests in their current state, we will become susceptible year after year to wildfires," said Dr. Lori Daniels, a professor of forest and conservation sciences at UBC and one of the authors of the letter.

Among other things, the recommendations call on the province to improve its ability to do prescribed burns and to make it a priority to decrease the fire hazard around rural communities.

Daniels said the 45 recommendations related to "both how we respond to fires in an emergency situation [and] how we can more proactively and more urgently be acting to protect the wildland urban interface." <https://globalnews.ca/news/3771102/2017-bc-wildfire-season-the-new-normal-province-urged-to-act/>

The report is getting support in the Okanagan. Three Okanagan mayors are among the local politicians and academics who have also signed the letter.

In a written statement responding to the call to action, the province said that after an unprecedented wildfire season, it is committed to having supports and programs in place for recovery and that the letter will be considered as part of a broad review of what worked and what needs improvement.

**Salmon Arm** is one of the more vulnerable communities to wildfire in BC:

- It has close mountains flanking the community on 3 sides.
- It has dense heavy fuel types of surrounding forests
- The forests extend into the valley bottom and are scattered throughout the community
- It has a particularly high incidence of lightning
- It has a history of large fires in close proximity
- It has an abundance of structures scattered amongst the wildland urban interface
- In 2017 we were VERY fortunate not to have had normal lightning storms pass through
- The above conditions make it a prime candidate for a repeat wild-fire disaster

**Pro-active Approach**

Utilize current existing UBCM SWPI 2018 funding to:

1. Complete a Community Wildfire Protection Plan -75% provincial funding
2. Develop Prescriptions to manage fuel in the wildland urban interface – 75% provincial funding
3. Implement interface fuel management reduction – 90% provincial funding
4. Employ local certified First Nation forest fire fighters in fuel management
5. Gain from having local FN forest fire fighters available in case of local wildfires

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Item 6.1

## CITY OF SALMON ARM

Date: January 15, 2018

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Regular Council Meeting Minutes of December 11, 2017, be adopted as circulated.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Cooper
- Flynn
- Eliason
- Harrison
- Jamieson
- Lavery
- Wallace Richmond

## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chamber of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Monday, December 11, 2017.

### PRESENT:

Deputy Mayor K. Flynn  
 Councillor T. Lavery  
 Councillor L. Wallace Richmond  
 Councillor A. Harrison  
 Councillor Eliason  
 Councillor K. Jamieson

Deputy Chief Administrative Officer/Chief Financial Officer M. Dalziel  
 Corporate Officer E. Jackson  
 Director of Engineering & Public Works R. Niewenhuizen  
 Director of Development Services K. Pearson  
 Recorder B. Puddifant

### ABSENT:

Mayor N. Cooper

#### 1. CALL TO ORDER

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

#### 2. IN-CAMERA SESSION

0492-2017

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

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.  
 Council returned to Regular Session at 2:26 p.m.  
 Council recessed until 2:30 p.m.

#### 3. REVIEW OF AGENDA

Additions under item 23.1 correspondence received from G. Jhaji, R. Jaswal and J. Power on behalf of The Comfort Inn, emails received from M. Boudreau and email from D. Podollan on behalf of Podollan Inn.

#### 4. DISCLOSURE OF INTEREST

Deputy Mayor Flynn declared a conflict with Items 22.2, 23.1 and 24.1 as two hotels in Salmon Arm are clients of his firm.

**5. PRESENTATIONS / DELGATIONS****1. C.H. Crowley - Senate 150 Commemorative Medal Presentation**

Councillor Ken Jamieson presented Connie Harris Crowley with a Senate 150 Commemorative Medal, Certificate from the House of Commons and letter from Mayor Cooper dated December 5, 2017, in recognition of her outstanding community volunteer work in building and promoting community trails as a legacy for the future. Council congratulated Ms. Crowley and expressed appreciation for her exceptional service to the City of Salmon Arm and surrounding communities.

**6. CONFIRMATION OF MINUTES****1. Regular Council Meeting Minutes of November 27, 2017**

0493-2017                    Moved: Councillor Lavery  
                                  Seconded: Councillor Wallace Richmond  
                                  THAT: the Regular Council Meeting Minutes of November 27, 2017, be adopted as circulated.

CARRIED UNANIMOUSLY

**2. Special Council Meeting Minutes of December 4, 2017**

0494-2017                    Moved: Councillor Harrison  
                                  Seconded: Councillor Jamieson  
                                  THAT: Special Council Meeting Minutes of December 4, 2017, be adopted as circulated.

CARRIED UNANIMOUSLY

**7. COMMITTEE REPORTS****1. Development and Planning Services Committee Meeting Minutes of December 4, 2017**

0495-2017                    Moved: Councillor Wallace Richmond  
                                  Seconded: Councillor Harrison  
                                  THAT: the Development and Planning Services Committee Meeting Minutes of December 4, 2017, be received as information.

CARRIED UNANIMOUSLY

**2. Social Impact Advisory Committee Meeting Minutes of October 24, 2017**

0496-2017                    Moved: Councillor Wallace Richmond  
                                  Seconded: Councillor Eliason  
                                  THAT: the Social Impact Advisory Committee Meeting Minutes of October 24, 2017, be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS - continued

2. Social Impact Advisory Committee Meeting Minutes of October 24, 2017 - continued

0497-2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

WHEREAS housing is a key component of a healthy community;

AND WHEREAS it is widely recognized that affordable housing is at a critical point;

AND WHEREAS there may be a window of opportunity for support from the Federal and Provincial Governments;

THEREFORE BE IT RESOLVED THAT the Social Impact Advisory Committee recommends to Council that a Housing Task Force be established to engage more people in this important discussion and in doing so identify and prepare for opportunities;

AND THAT: the Task Force have a clear Terms of Reference, short mandate and include representation from the following groups:

- Developers
- Landlords
- Salmon Arm Economic Development Society
- Bankers
- Mortgage Brokers
- Social Services Agencies

AND THAT: a staff report be prepared with respect to Terms of Reference and Mandate;

AND FURTHER THAT: the outcome of the Housing Task Force research be reported to Council by February 28, 2018.

CARRIED UNANIMOUSLY

3. Traffic & Safety Committee Meeting Minutes of November 2, 2017

0498-2017

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Traffic & Safety Committee Meeting Minutes of November 2, 2017, be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS - continued

4. Greenways Liaison Committee Meeting Minutes of November 23, 2017

0499-2017 Moved: Councillor Jamieson  
Seconded: Councillor Harrison  
THAT: the Greenways Liaison Committee Meeting Minutes of November 23, 2017, be received as information.

Councillor Wallace Richmond left the meeting at 3:11 p.m. and returned to the meeting at 3:13 p.m.

CARRIED UNANIMOUSLY

5. Environmental Advisory Committee Meeting Minutes of November 2, 2017

0500-2017 Moved: Councillor Lavery  
Seconded: Councillor Wallace Richmond  
THAT: the Environmental Advisory Committee Meeting Minutes of November 2, 2017, be received as information.

CARRIED UNANIMOUSLY

8. INTRODUCTION OF BYLAWS

1. Zoning Amendment Bylaw No. 4237 [ZON-1112; Peters-Durston, C.; 2790 - 25 Street NE; R-1 to R-8] - first and second readings

0501-2017 Moved: Councillor Jamieson  
Seconded: Councillor Lavery  
THAT: the bylaw entitled Zoning Amendment Bylaw No. 4237, be read a first and second time;

AND THAT: final reading of the bylaw be withheld subject to confirmation that the proposed suite meets Zoning Bylaw and BC Building Code requirements.

Councillor Harrison left the meeting at 3:15 p.m.

CARRIED UNANIMOUSLY

Councillor Harrison returned to the meeting at 3:17 p.m.

9. RECONSIDERATION OF BYLAWS

1. Cemetery Amendment Bylaw No. 4234 - final reading

0502-2017 Moved: Councillor Harrison  
Seconded: Councillor Eliason  
THAT: the bylaw entitled Cemetery Amendment Bylaw No. 4234 be read a final time.

CARRIED UNANIMOUSLY

9. **RECONSIDERATION OF BYLAWS - continued**

2. **Fee for Service Amendment Bylaw No. 4235 [GST Amendment] - final reading**

0503-2017

Moved: Councillor Wallace Richmond  
Seconded: Councillor Jamieson  
THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4235 [GST Amendment] be read a final time.

CARRIED UNANIMOUSLY

3. **Fee for Service Amendment Bylaw No. 4236 [Water Rates] - final reading**

0504-2017

Moved: Councillor Eliason  
Seconded: Councillor Harrison  
THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4236 [Water Rates] be read a final time.

CARRIED UNANIMOUSLY

10. **CORRESPONDENCE**

1. **Informational Correspondence**

6. **C. Langenfeld, Executive Director, Shuswap Hospice Society - letter dated November 29, 2017 - Marine Peace Park Sandcastle**

0505-2017

Moved: Councillor Wallace Richmond  
Seconded: Councillor Jamieson  
THAT: Council authorize the Shuswap Hospice Society to use Marine Peace Park in the summer of 2018 to host the sandcastle event subject to determination of the time frame in conjunction with staff and the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

12. **J. Payne, Deputy Corporate Officer, District of Sicamous - email received November 29, 2017 - Prevention of Quagga and Zebra Mussels**

0506-2017

Moved: Councillor Lavery  
Seconded: Councillor Harrison  
THAT: Council issue correspondence to the Minister of Environment and Climate Change Strategy regarding the prevention of quagga and zebra mussels.

CARRIED UNANIMOUSLY

## 11. STAFF REPORTS

1. Director of Development Services - Agricultural Land Commission Application No. ALC-372 [Schaefer, W. & E. / Schaefer, W. & F.; 1940 - 60 Street NW; Subdivision within the ALR]

0507-2017

Moved: Councillor Lavery

Seconded: Councillor Harrison

THAT: Agricultural Land Commission Application No. ALC-372 be authorized for submission to the Agricultural Land Commission.

CARRIED

Councillors Jamieson and Eliason Opposed

2. Director of Engineering & Public Works - Purchase Recommendation for Replacement of Unit #61 - Parks Tractor

0508-2017

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: Council approve the purchase of the Unit #61 Tractor Replacement for the best value quotation from Avenue Machinery for a Kubota M6-101 plus options at the quoted price of \$108,340.50 plus taxes.

CARRIED UNANIMOUSLY

3. Director of Engineering & Public Works - Highway 97B & 10 Avenue SE Intersections

Received for information.

4. Corporate Officer - Transit Bench Advertising Agreement

0509-2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Mayor and Corporate Officer be authorized to execute the Transit Bench Advertising Agreement with Carene Wooster for a two (2) year period from January 1, 2018 to December 31, 2019, subject to Community Charter advertising requirements at the rate of \$45 per bench, per year.

CARRIED UNANIMOUSLY

## 12. NEW BUSINESS

## 13. COUNCIL STATEMENTS

1. Committees of Council/Agency Representatives

Members of Council reported on the Committees and Agencies they represent.

## 14. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

Board in Brief - November 2017 - Received for information.

15. SALMON ARM SECONDARY YOUTH COUNCIL

Adam Berls and Allie Landry, students from the Politics 12 class, addressed Council.

16. NOTICE OF MOTION

17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

18. OTHER BUSINESS

19. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 4:17 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

- Mayor N. Cooper
- Councillor A. Harrison
- Councillor T. Lavery
- Councillor K. Flynn (left the meeting at 7:23 p.m.)
- Councillor C. Eliason
- Councillor L. Wallace Richmond
- Councillor K. Jamieson

- Deputy Chief Administrative Officer/Chief Financial Officer M. Dalziel
- Corporate Officer E. Jackson
- Director of Engineering & Public Works R. Niewenhuizen
- Director of Development Services K. Pearson
- Recorder B. Puddifant

ABSENT:

20. PRESENTATIONS / DELEGATIONS

1. Salmon Arm Sockeyes, Medals awarded at the British Columbia Summer Swimming Association Provincial Championships 2017 - Certificate Presentation

Council presented the medal recipients with certificates in recognition of their success at the BCSSA Provincial Championships in the summer of 2017.

21. DISCLOSURE OF INTEREST

Councillor Flynn declared a conflict with Items 22.2, 23.1 and 24.1 as two hotels in Salmon Arm are clients of his firm.

22. HEARINGS

- 1. Development Variance Permit No. VP-467 [581835 BC Ltd. / Lawson Engineering and Development Services Ltd.; 2670 - 10 Avenue (TCH) SW - Servicing]

0510-2017

Moved: Councillor Lavery

Seconded: Councillor Harrison

THAT: Development Variance Permit No. VP-467 be authorized for issuance on Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan EPP74719, which will vary the provisions of Subdivision and Development Servicing Bylaw No. 4163 by waiving the requirement to upgrade the Trans Canada Highway frontage road;

AND THAT: Development Variance Permit No. VP-467 be applicable for the two buildings shown on Schedule A of the staff report dated November 15, 2017 for the two (2) year duration of the Permit.

The Director of Development Services explained the proposed Development Variance Permit Application.

Submissions were called for at this time.

B. Lawson, the applicant, was available to answer questions from Council.

J. Grieve, real estate agent, spoke regarding the quality of the development and integrity of the developer.

Following three calls for submissions and questions from Council, the Hearing for DP-416 was declared closed at 7:20 p.m.

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict and left the meeting at 7:23 p.m.

23. PUBLIC HEARING

- 1. Zoning Amendment Application No. ZON-1110 [Turner, G., Turner, R. & Turner-Grave, J. / Hollypark Hotels Corporation; 790 - 16 Street NE; R-1 to C-6]

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

Submissions were called for at this time

S. Dhillon, and C. Gaval, on behalf of Hollypark Hotels Corporation, were available to answer questions from Council.

J. Power, 2573 Golf View Crescent, Blind Bay, on behalf of The Comfort Inn, expressed concerns about supply and demand and the effect that another hotel establishment will have on the economics of existing hotels, motels, bed and breakfast and the effect on current employment in those businesses.

23. **PUBLIC HEARING - continued**

1. **Zoning Amendment Application No. ZON-1110 [Turner, G., Turner, R. & Turner-Grave, J./ Hollypark Hotels Corporation; 790 - 16 Street NE; R-1 to C-6] - continued**

G. Jhajj, 7809 Graystone Drive, Coldstream, on behalf of The Comfort Inn, expressed concerns about the impact a new hotel will have on existing hotel businesses. Mr. Jhajj inquired as to whether the developer had a marketing plan to draw additional customers to Salmon Arm. He feels that the City has a responsibility to existing businesses.

B. Jaswal, 7809 Graystone Drive, Coldstream, on behalf of The Comfort Inn, spoke regarding the impact a new hotel will have on existing hotel business and expressed concern over perceived lack of research by Council.

R. Jaswal, 7809 Graystone Drive, Coldstream, on behalf of The Comfort Inn, inquired as to whether the applicant had conducted a feasibility study.

J. Boudreau, 451 20 Street SE, stated that five years ago, their application for rezoning on 6 Avenue NE had restrictions in place by the Ministry of Transportation and Infrastructure because of traffic concerns.

B. Jaswal, 7809 Graystone Drive, Coldstream, on behalf of The Comfort Inn, expressed concerns regarding the location of a hotel in close proximity to a school.

G. Jhajj, 7809 Graystone Drive, Coldstream, on behalf of The Comfort Inn, spoke regarding peak traffic times for the school and the hotel being similar.

C. Gavel, on behalf of Hollypark Hotels Corporation, stated that school hours are 8:00 a.m. to 2:00 p.m. and should not be a concern with check in and check out times.

G. Jhajj, 7809 Graystone Drive, Coldstream, on behalf of The Comfort Inn, stated that 8:00 a.m. to 9:00 a.m. are the busiest times for hotel traffic.

S. Dhillon, on behalf of Hollypark Hotels Corporation indicated that the purchase of property is conditional upon the rezoning application.

Council received the written submissions for consideration.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4233 was declared closed at 8:05 p.m.

24. **RECONSIDERATION OF BYLAWS**

1. **Zoning Amendment Bylaw No. 4233 [ZON-1110; Turner, G., Turner, R. & Turner-Grave, J./ Hollypark Hotels Corporation; 790 - 16 Street NE; R-1 to C-6] - third reading**

0511-2017

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4233 be read a third time.

CARRIED UNANIMOUSLY

25. HEARINGS

1. Development Permit Application No. DP-416 [Turner, G., Turner, R. and Turner-Grave, J. / Hollypark Hotels Corporation; 790 - 16 Street NE - 95 unit hotel building]

0512-2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: Development Permit No. 416 be authorized for issuance for Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP59121 (790 - 16 Street NE) in accordance with the drawings as shown on Schedule A of the staff report dated November 27, 2017;

AND THAT: Development Permit No. 416 include the following variances to Zoning Bylaw No. 2303:

1. Section 26.4 - Maximum Height - increase the permitted maximum height of a principal building from 19 metres (62.3 feet) to 23.5 metres (77 feet);

AND FURTHER THAT: Issuance of Development Permit No. 416 be withheld subject to:

1. Adoption of the associated Zoning Amendment Bylaw;
2. Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan; and
3. Approval by the Ministry of Transportation and Infrastructure.

The Director of Development Services explained the proposed Development Permit Application.

Submissions were called for at this time.

Councillor Wallace Richmond left the meeting at 8:25 p.m.

S. Dhillon, and C. Gaval, on behalf of Hollypark Hotels Corporation, were available to answer questions from Council.

G. Simms, 1788 Salmon River Road, expressed concerns regarding traffic and the close proximity of the planned hotel to the school as there is substantial bus traffic. G. Simms expressed concerns regarding height of the building and how well it would fit into the community.

Councillor Wallace Richmond returned to the meeting at 8:27 p.m.

Following three calls for submissions and questions from Council, the Hearing for DP-416 was declared closed at 8:32 p.m. and the motion was:

CARRIED UNANIMOUSLY

25. QUESTION AND ANSWER PERIOD

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

26. ADJOURNMENT

0513-2017

Moved: Councillor Harrison

Seconded: Councillor Eliason

THAT: the Regular Council Meeting of December 11, 2017, be adjourned.

CARRIED UNANIMOUSLY

CERTIFIED CORRECT:

The meeting adjourned at 8:37 p.m.

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

Adopted by Council the     day of             2017.

\_\_\_\_\_  
MAYOR

Item 7.1

### CITY OF SALMON ARM

Date: January 15, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Harrison

THAT: the Development and Planning Services Committee Meeting Minutes of January 8, 2018, be received as information.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Cooper
- Flynn
- Eliason
- Harrison
- Jamieson
- Lavery
- Wallace Richmond

## DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in the Council Chambers of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Monday, January 8, 2018.

### PRESENT:

Mayor N. Cooper  
Councillor L. Wallace Richmond  
Councillor K. Flynn  
Councillor T. Lavery  
Councillor A. Harrison  
Councillor K. Jamieson  
Councillor C. Eliason (entered the meeting at 8:01 a.m.)

Chief Administrative Officer C. Bannister  
Corporate Officer E. Jackson  
Director of Development Services K. Pearson  
Director of Engineering & Public Works R. Niewenhuizen  
Manager, Permits & Licensing M. Roy  
City Engineer J. Wilson  
Recorder B. Puddifant

### ABSENT:

#### 1. CALL TO ORDER

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

#### 2. REVIEW OF THE AGENDA

#### 3. DECLARATION OF INTEREST

Councillor Eliason entered the meeting at 8:01 a.m.

#### 4. PRESENTATIONS

##### 1. T. Crouch, Wooden Dragon Boat project

Ted Crouch presented Mayor and Council with a plaque in recognition of their support of the Wooden Dragon Boat project.

5. REPORTS1. Zoning Amendment Application No. ZON-1111 [Wonderland Investment Inc; 50 - 30 Street NE; R-1 to R-4]

Moved: Councillor Lavery

Seconded: Councillor Jamieson

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 13368 (50 - 30 Street NE) from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone);

AND THAT: Final reading of the zoning amendment bylaw be withheld subject to confirmation that the building meets Zoning Bylaw and BC Building Code requirements.

F. Beaudet and M. Barron, the applicants, were available to answer questions from the Committee.

CARRIED UNANIMOUSLY

2. Zoning Amendment Application No. ZON-1113 [Lawson, S., Barnard, K. & Barnard, A. / Lawson Engineering & Development Services Ltd.; 3310 - 16 Avenue NE; R-1 to R-8]

Moved: Councillor Harrison

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot C, Section 19, Township 20, Range 9, W6M, KDYD, Plan 17284 (3310 - 16 Avenue NE) from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

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

D. Barnard, the applicant, was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

3. Agricultural Land Commission Application No. ALC-373 [Page, P.; 460 - 10 Avenue SW - Non-Farm Use within the ALR]

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that Agricultural Land Commission Application No. ALC-373 be authorized for submission to the Agricultural Land Commission.

CARRIED UNANIMOUSLY

6. FOR INFORMATION

7. IN CAMERA

8. LATE ITEMS

No Items.

9. ADJOURNMENT

Moved: Councillor Wallace Richmond

Seconded: Councillor Jamieson

THAT: the Development and Planning Services Committee meeting of January 8, 2018, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:27 a.m.

Minutes received as information by Council  
at their Regular Meeting of \_\_\_\_\_, 2018.

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Mayor Nancy Cooper  
Chair

Item 7.2

## CITY OF SALMON ARM

Date: January 15, 2018

Moved: Councillor Lavery

Seconded: Councillor Harrison

THAT: the Environmental Advisory Committee Meeting Minutes of December 7, 2017 be received as information.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Cooper
- Flynn
- Eliason
- Harrison
- Jamieson
- Lavery
- Wallace Richmond

## CITY OF SALMON ARM

Minutes of the Environmental Advisory Committee Meeting held in Council Chambers of City Hall, 500 – 2 Avenue NE on Thursday, December 7, 2017 at 9:00 a.m.

### PRESENT:

Councillor Tim Lavery  
Nancy Cooper  
Hugh Tyson  
Barry Wilson  
Warren Bell  
Sherry Bowlby  
Janet Pattinson  
Luke Gubbels  
Richard Wale  
Ron Pederson  
John McLeod  
Sarah Weaver  
Barb Puddifant

City of Salmon Arm, Chair  
City of Salmon Arm, Mayor  
Shuswap Environmental Action Society (SEAS)  
Citizen at Large  
WA:TER  
Citizen at Large  
Shuswap Naturalist Club  
Canoe Forest Products  
Salmon Arm Fish & Game  
Salmon Arm Fish & Game  
Salmon Arm Farmers Institute (SAFI)  
Salmon Arm Bay Nature Enhancement Society  
City of Salmon Arm, Recorder

### ABSENT:

Tim Dunne  
Iva Jules  
Jo McDermott  
Gary Arsenault  
Louis Thomas

Shuswap Construction Industry Professionals (SCIP)  
Adams Lake Indian Band  
Citizen at Large  
Shuswap Pro Development Association  
Neskonlith Indian Band

### GUEST:

Marijke Dake

The meeting was called to order at 9:02 a.m.

1. **Introductions**
2. **Presentations**
3. **Approval of Agenda and Additional Items**

Moved: Janet Pattinson

Seconded: Ron Pederson

THAT: the Environmental Advisory Committee Meeting Agenda of December 7, 2017 be approved as circulated.

**CARRIED UNANIMOUSLY**

**4. Approval of Minutes of November 2, 2017 Environmental Advisory Committee Meeting**

Moved: Janet Pattinson

Seconded: Warren Bell

THAT: the minutes of the Environmental Advisory Committee Meeting of November 2, 2017 be approved as circulated.

**CARRIED UNANIMOUSLY**

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

**1) Code of Conduct forms**

Councillor Lavery reminded members to submit the signed Code of Conduct to Erin Jackson, Corporate Officer.

**2) Update on posting process for At Large & Organization membership**

Councillor Lavery advised of the appointment of Citizens at Large, Sherry Bowlby, Barry Wilson and Amy Vallarino.

**3) Proposed Water Park**

Barry Wilson discussed the positive benefits to the community as well as the possible negative impacts of a proposed water park. Councillor Lavery advised that an inflatable water park was not included in the recent Budget process and unlikely to be proposed in the immediate future.

**4) Forest Fuel Load Mitigation - CWPP**

Janet Pattinson stated the importance of encouraging the public and property owners to reduce the amounts of fuel located on their properties and the importance of educating the public in this regard. Warren Bell discussed the possibility of establishing an urban containment to discourage people from developing into forested areas.

**5) Shuswap Watershed Council Water Quality report presentation**

Councillor Lavery advised that this presentation will be postponed to March or April of 2018.

**6) City boulevard usage discussion ( deferred to new year)**

**6. New Business**

**1) EAC Meeting Dates for 2018 - Jan 4<sup>th</sup>, Feb 1<sup>st</sup>, March 1<sup>st</sup>, April 5<sup>th</sup>, May 3<sup>rd</sup>, June 7<sup>th</sup>, Sept 6<sup>th</sup>, Oct 4<sup>th</sup>, Nov 1<sup>st</sup> and Dec 6<sup>th</sup>**

Councillor Lavery advised that the meeting dates for November 1, 2018 and December 6, 2018 are tentative pending the results of the fall municipal election.

- 2) Climate Action funds – recent 2018 Budget process  
Councillor Lavery provided an update on the recent Budget and discussed the annual grant to be received and funds allotted to Climate Action. Warren Bell introduced the idea of the City establishing a Sustainability Fund that the public could contribute to.
- 3) MoTI Open House  
Councillor Lavery attended the recent Open House and provided a synopsis of the Ministry’s plans for the Trans Canada Highway improvements. Barry Wilson has written to the Ministry with questions regarding the potential of natural disturbances, impact and water flow on the flood plain, traffic forecasts and the wildlife corridor. Barry Wilson will discuss the response with the Committee when it is received.
- 4) Upcoming January 2018 presentation regarding CP coal dust  
Councillor Lavery introduced Marijke Dake and provided a brief synopsis on the upcoming presentation.
- 5) Solid Waste Management  
Janet Pattinson spoke regarding composting by food retailers and restaurants. It was decided that an invitation would be issued to Ben Van Nostrand of the CSRD to provide a presentation to the Committee in the new year.
- 6) Dark Sky Policy – deferred to January 4, 2018 meeting

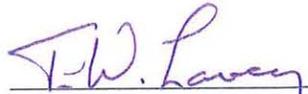
7. Other Business &/or Roundtable Updates

8. Next meeting - Thursday, January 4, 2017

Moved: Warren Bell  
 Seconded: Richard Wale  
 THAT: the Environmental Advisory Committee Meeting of December 7, 2017 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 10:39 a.m.

  
 Councillor Tim Lavery, Chair

Received for information by Council on the th day of , 2017

Item 7.3

## CITY OF SALMON ARM

Date: January 15, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Community Heritage Commission Meeting Minutes of November 17, 2017 be received as information.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Cooper
- Flynn
- Eliason
- Harrison
- Jamieson
- Lavery
- Wallace Richmond

## COMMUNITY HERITAGE COMMISSION

Minutes of the Community Heritage Commission Meeting held on Friday, November 17, 2017 at 2:00 p.m. in Meeting Room 100, City Hall, Salmon Arm, British Columbia.

### PRESENT:

Councillor Louise Wallace-Richmond  
Cindy Malinowski  
Harry Welton  
Deborah Chapman  
Anne Kirkpatrick  
Mary Landers  
Pat Kassa

### GUESTS:

Dorothy Rolin  
Wyona Hansen

### STAFF:

Jon Turlock, Planning & Development Officer

#### 1. Call to Order

The meeting was called to order at 2:01 p.m.

#### 2. Presentations

n/a

#### 3. Confirmation of Minutes

##### 3.1 Community Heritage Commission Meeting of September 19, 2017.

Moved: Cindy Malinowski/Seconded: Harry Welton

THAT: the Minutes of the Meeting of September 19, 2017 be approved.

CARRIED UNANIMOUSLY

**4. Items**

**4.1 Heritage Inventory/Evaluation Table**

The Commission completed its initial review of the Heritage Inventory / Evaluation Table. Pat Kassa will compile the information obtained to date and provide it to City staff in preparation for a final review by Commission at its next meeting in December.

**5. Late items**

n/a

**6. Date of Next Meeting**

The next regular CHC meeting is scheduled for Friday, December 15, 2017, at 3:00 pm in Meeting Room 100 at City Hall.

**7. Adjournment**

The meeting adjourned at 3:59 p. m.

*Louise Wallace Richmond*

Louise Wallace Richmond, Chair  
Community Heritage Commission

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Item 7.4

## CITY OF SALMON ARM

Date: January 15, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Jamieson

THAT: the Canada 150 Committee Meeting Minutes of December 13, 2017, be received as information.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Cooper
- Flynn
- Eliason
- Harrison
- Jamieson
- Lavery
- Wallace Richmond

Canada 150 Committee Meeting  
December 13, 2017 at 2:00 pm  
Room 100

This was a year of many firsts. The first open water swim championship, fireworks at Canoe Beach and Pride Day (among others).

Lynda Stepura from the Mall at Picadilly reported that she participated at the Children's Festival this year with a Canada 150 photo booth. They celebrated the Mall's anniversary in October with another Canada 150 event that included the photo booth and Bingo game. Lynda is in favour of continuing with fireworks in 2018.

Roxy Roth from Shuswap Event stated that there was lots of Canada 150 traffic on the events page. She noted that there were many new events this year and new life brought into existing events.

Tracey Kutschker from the Salmon Arm Arts Centre agreed that there were lots of events and that they were participation inclusive.

Starr McGreggor advised that the Salmon Arm Fall Fair had some special events and Canada 150 theme. She advised more money was spent on entertainment this year.

Karen Bubola from the Salmon Arm Children's Festival reported that there were new groups involved in the festival in 2017 as well as new banners, Canada 150 theme t-shirts and more money spent on entertainment.

Canada 150 members viewed the Gallery 150 area in City Hall and approved of the placement of the Canada 150 images and asked if a seating area (bench) could be installed.

The Committee discussed the use of the remaining Canada 150 funds and made the following recommendation:

M: Lynda Stepura  
S: Starr McGreggor

THAT: the Canada 150 Committee agrees to utilize the remaining Canada 150 funds for the following initiatives:

- 20% toward Gallery 150 at City Hall
- 40% toward a Map of Canada at the plaza outside of the Art Gallery
- 40% toward Fireworks at Canoe Beach on Canada Day 2018

AND THAT: any remaining funds be directed to a Fireworks Reserve account for future years.

Carried Unanimously

Item 8.1

## CITY OF SALMON ARM

Date: January 15, 2018

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4238 be read a first and second time.

[ZON-1111; Wonderland Investments Inc.; 50 - 30 Street NE; R-1 to R-4]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Cooper
- Flynn
- Eliason
- Harrison
- Jamieson
- Lavery
- Wallace Richmond



To: Her Worship Mayor Cooper and Members of Council

Date: December 4, 2017

Subject: Zoning Bylaw Amendment Application No. 1111

Legal: Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 13368

Civic: 50 – 30 Street NE

Owner/Applicant: Wonderland Investment Inc.

#### MOTION FOR CONSIDERATION

**THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 13368 from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone);

**AND FURTHER THAT:** final reading of the zoning amendment bylaw be withheld subject to confirmation that the building meets Zoning Bylaw and BC Building Code requirements.

#### STAFF RECOMMENDATION

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

#### BACKGROUND

The 0.2 hectare (0.5 acre) subject parcel is located at 50 – 30 Street NE (Appendix 1 & 2). Presently zoned R-1, the parcel contains an existing non-conforming 6 unit multi-family building. The proposal is to rezone the parcel from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone) to bring the existing non-conforming building into alignment with regulations, including associated BC Building Code upgrades, and potentially facilitate future development of additional rental units.

The subject parcel is designated Medium Density Residential in the City's Official Community Plan (OCP) as shown in Appendix 3, and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 4). This area is comprised of a mix of residential zoned parcels (R-1, R-4, and R-5), as well as institutional (P-3 and P-1) parcels.

Land uses adjacent to the subject parcel include the following:

- North: Medium Density Residential (R-4) parcel,
- South: Road (Okanagan Avenue E), with Institutional (P-3) parcel beyond,
- East: Single-Family Residential (R-1) parcel, and
- West: Road (30 Street NE), with Single-Family Residential (R-1) parcels beyond.

A site plan has been provided, indicating that zoning regulations can be met (Appendix 5). Site photos are attached as Appendix 6. The applicant has been in contact with City Building Inspectors, who have advised that building renovations to meet Building Code requirements are subject to full design and supervision by registered professionals.

## OCP POLICY

The subject parcel is designated Medium Density Residential in the OCP, and is within Residential Development Area A, the highest priority area for development. The proposal appears to align with OCP Policy 4.4.3, which encourages all growth to be sensitively integrated with neighbouring land uses. Furthermore, the proposed zoning aligns with the Urban Residential Objectives of Section 8.2 and Urban Residential Policies listed in Section 8.3, including providing a variety of housing types and options.

In terms of siting, the proposal appears to match with OCP Siting Policies under Section 8.3.19, including good access to transportation routes, recreation, community services, and utility servicing. OCP Map 11.2 designates a pedestrian corridor (greenway / sidewalk) along the Okanagan Avenue East frontage of the subject property, while OCP Map 12.2 designates a bike route along the 30 Street NE frontage. 30 Street is designated as an Urban Arterial Road (OCP Map 12.1).

As per OCP residential policy, multi-family development is subject to a future Development Permit application, thus a significant future redevelopment of the site would likely trigger the DP process.

## COMMENTS

### Engineering Department

While not conditions of rezoning, full municipal services are required involving frontage improvements to Okanagan Avenue E including sidewalk extension, as well as street lighting. The extent and level of works and services, both on and off-site would be dependent on the scale of redevelopment. The attached comments have been provided to the applicant (Appendix 7).

### Building Department

Building renovations and alterations are subject to full design and supervision by registered professionals (Architect).

### Fire Department

Fire Department notes concerns regarding potential upgrades required to achieve building code compliance.

### Planning Department

Keeping in mind the Medium Density Residential OCP designation, the subject parcel is located in an area well-suited for medium density residential development with R-4 zoning as proposed, within a reasonable walking distance to schools, greenspace, the recreation centre and uptown commercial area. The maximum residential density permitted under R-4 (Medium Density) zoning is 40 dwelling units per hectare of land. As the subject property is 0.2 hectares in area, the maximum permitted density under R-4 would be 8 dwelling units assuming the present gross areas of the subject parcel and no density bonus. With a density bonus, the parcel could permit additional units. The ultimate intent of the owner is to develop 10 rental units as supported by the density bonus provisions under the proposed R-4 zoning.

In order to qualify for a density bonus, the owner would be required to register a covenant on the title of the subject parcel restricting the use to rental multiple family dwelling units, including a clause prohibiting stratification of the building.

Staff note that the existing building has been present for some time and feel that the proposal represents a reasonable balance between growth management principles while respecting existing land uses: the proposed density (10 units) appears sensitive to established neighbouring land uses, while representing an increase in present density.

As 30 Street is a Designated Urban Arterial Road, frontage improvements along the subject property would typically be an important consideration, however these improvements are largely in place including sidewalk facilities. Staff note the Okanagan frontage (just over 30 m) would require some upgrading.

Opportunity for on-street parking at this site is very limited, thus it is important that the proposed development meet (or exceed) parking requirements. Additionally, a screened refuse/recycling area is required. Review at later stages of development (Development Permit and/or Building Permit) will be required to illustrate how the applicant's proposed development would address such requirements relative to the subject parcel.

As previously noted, if rezoned to R-4, a form and character development permit application may be required prior to future development to demonstrate how the proposed buildings, lot grading, site and landscape designs will address the various requirements. Review of such an application would proceed through City staff, the Design Review Panel, and Council for consideration of approval.

Should development proceed as proposed, City staff will review the proposal at the Building Permit stage to ensure that the various requirements previously discussed are met.

### CONCLUSION

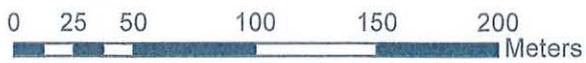
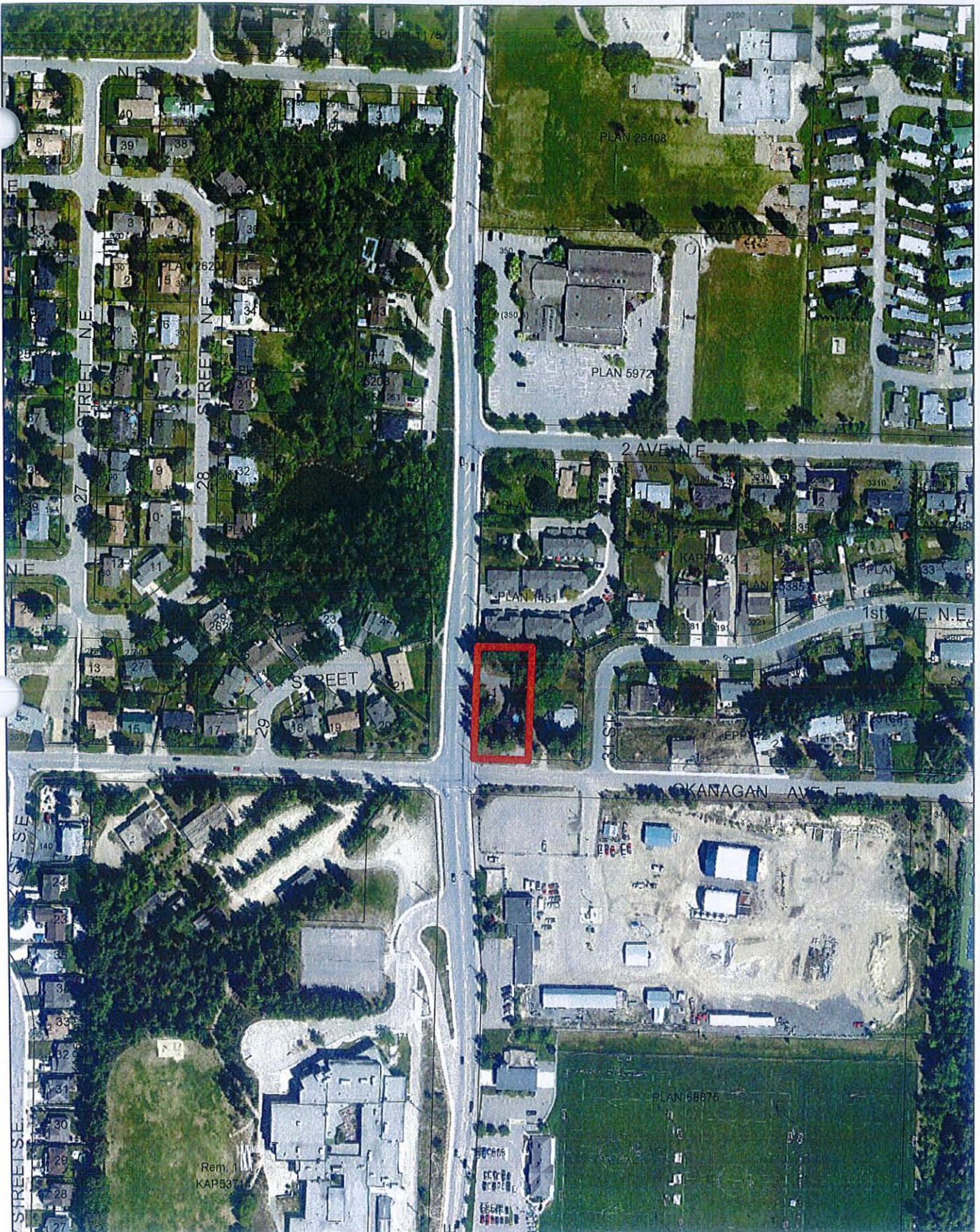
The proposed R-4 zoning of the subject property is supported by OCP policy and is therefore supported by staff. Furthermore, an increase in the supply of rental units is deemed by staff to be a positive step towards addressing a pressing community need. Development of future units would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.



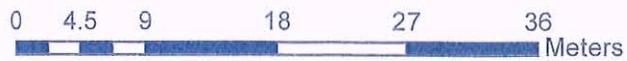
Prepared by: Chris Larson, MCP  
Planning and Development Officer



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

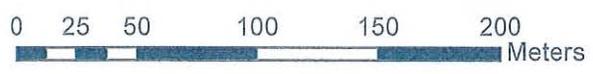
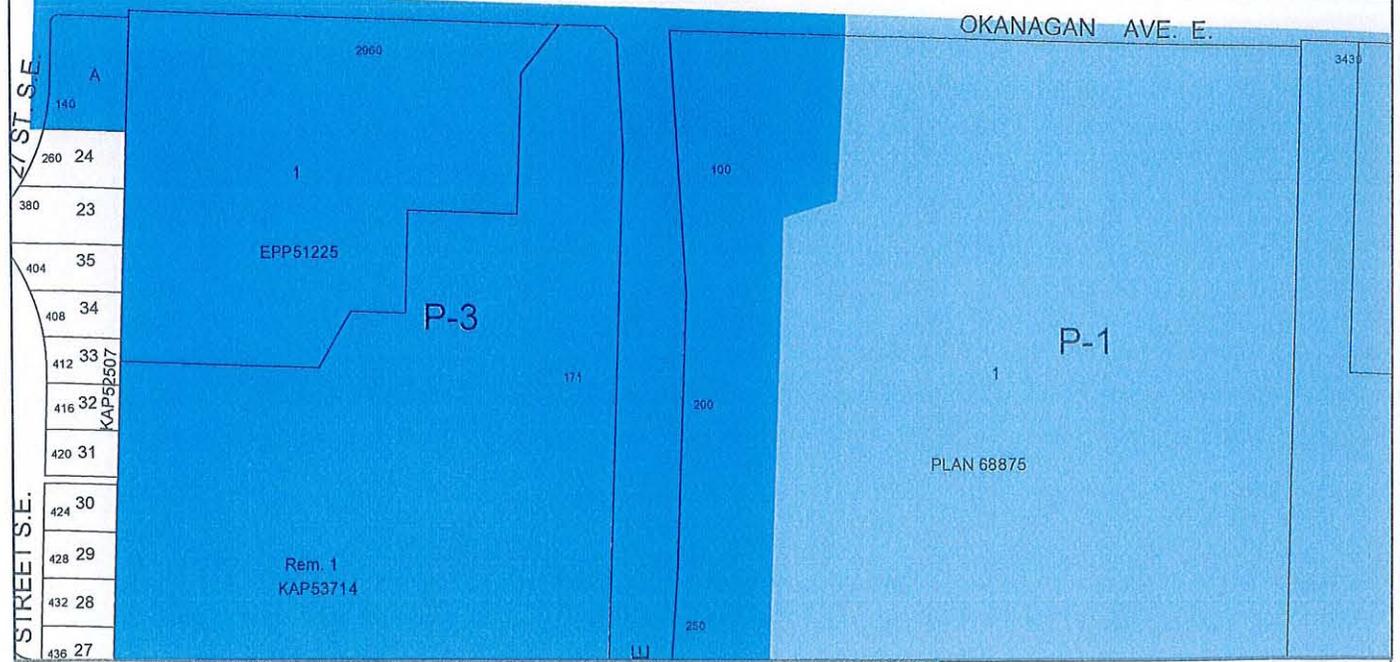
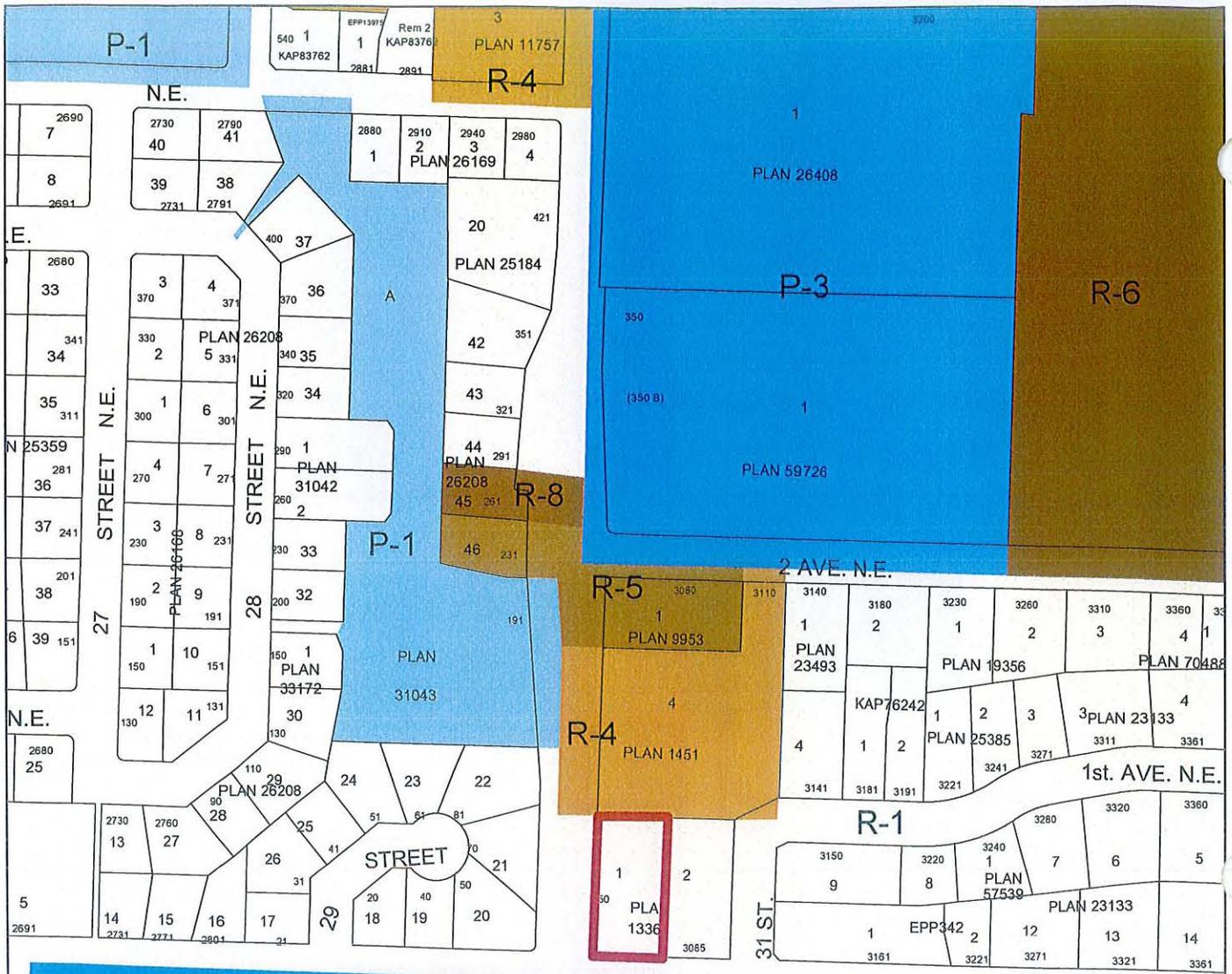


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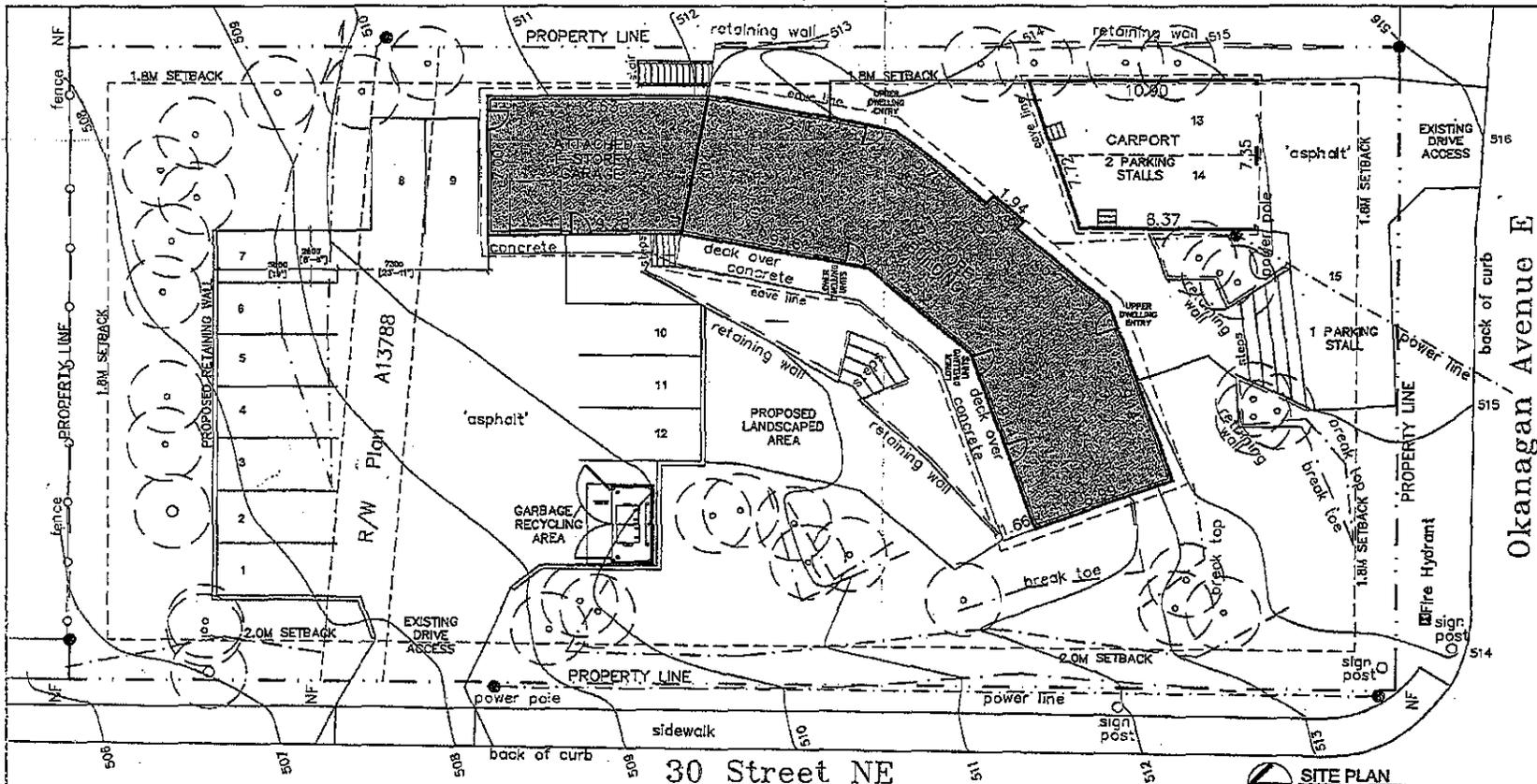


Subject Parcel





Subject Parcel



Notes:  
 Verify all dimensions, elevations, and details  
 report any errors and/or discrepancies to  
 client design firm prior to construction.  
 All drawings remain the property of  
 client design firm.  
 This design and drawing may not be reproduced  
 without permission of client design firm.  
 Do not scale drawings.  
 This drawing represents preliminary issues

Name:  
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**PRELIMINARY  
 NOT FOR CONSTRUCTION**

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Drawn By: \_\_\_\_\_ Scale: 1:200  
 Project Number: 24-000-0000-0000  
 Project Name: 50 - 30 STREET NE  
 Salmon Arm, BC

Project:  
 50 - 30 STREET NE  
 Salmon Arm, BC

Drawing Title:  
 SITE PLAN  
 RE-ZONING PLAN

Prepared By:  
**THE NET  
 DIFFERENCE**

Prepared By:  
  
 Drawing Number:  
**A1**

Copyright 2017 Jim designs etc.

**MUNICIPAL ADDRESS**  
 50 - 30 STREET NE  
 SALMON ARM, BC

**LEGAL ADDRESS**  
 LOT 1;  
 SECTION 18;  
 TOWNSHIP 20;  
 RANGE 9;  
 W6M; KDYD  
 PLAN 13368

**SITE AREA**  
 2024 m<sup>2</sup>  
 (0.5 ACRES)

**CURRENT ZONING**  
 R-1

**PROPOSED ZONING**  
 R-4

**BUILDING CLASSIFICATION**  
 MULTI FAMILY DWELLING

2 - STOREY ATTACHED

CORNER LOT  
 FACING TWO STREETS, NO LANE

**EXISTING PRINCIPLE BUILDING FOOTPRINT**

2-STOREY BUILDING	191.23 m <sup>2</sup> (2,058 ft <sup>2</sup> )
ATTACHED GARAGE	69.22 m <sup>2</sup> (745 ft <sup>2</sup> )
TOTAL PRINCIPLE BLDG	260.45 m <sup>2</sup> (2,803 ft <sup>2</sup> )
CARPORT FOOTPRINT AREA:	70.61 m <sup>2</sup> (760 ft <sup>2</sup> )
TOTAL BUILDING FOOTPRINT	331.06 m <sup>2</sup> (3,563 ft <sup>2</sup> )

**LOT COVERAGE (R-4)**  
 MAX LOT COVERAGE R-4 ZONING: 55%

**CURRENT LOT COVERAGE:** 16.4%

**EXISTING BUILDING GROSS FLOOR AREA**

MAIN FLOOR AREA	191.23 m <sup>2</sup> (2,058 ft <sup>2</sup> )
2ND FLOOR AREA	191.23 m <sup>2</sup> (2,058 ft <sup>2</sup> )
ATTACHED GARAGE AREA	69.22 m <sup>2</sup> (745 ft <sup>2</sup> )
TOTAL BUILDING AREA	451.68 m <sup>2</sup> (4,862 ft <sup>2</sup> )

FLOOR AREA RATIO = 0.22

**BUILDING HEIGHT (R-4)**  
 MAX HEIGHT PRINCIPLE BLDG. 32.8 ft (10 m)

EXISTING PRINCIPLE BUILDING ±24 ft (7.3 m)

ACCESSORY BUILDING HEIGHT (CARPORT) ±10 ft (3.05 m)

**MAX DENSITY (R-4)**  
 16.2 DWELLING UNITS  
 PER ACRE

0.5 ACRES X 16.2 = 8.1 UNITS

**PARKING (R-4)**  
 1.5 STALLS PER DWELLING UNIT  
 8 UNITS X 1.5 = 12 STALLS

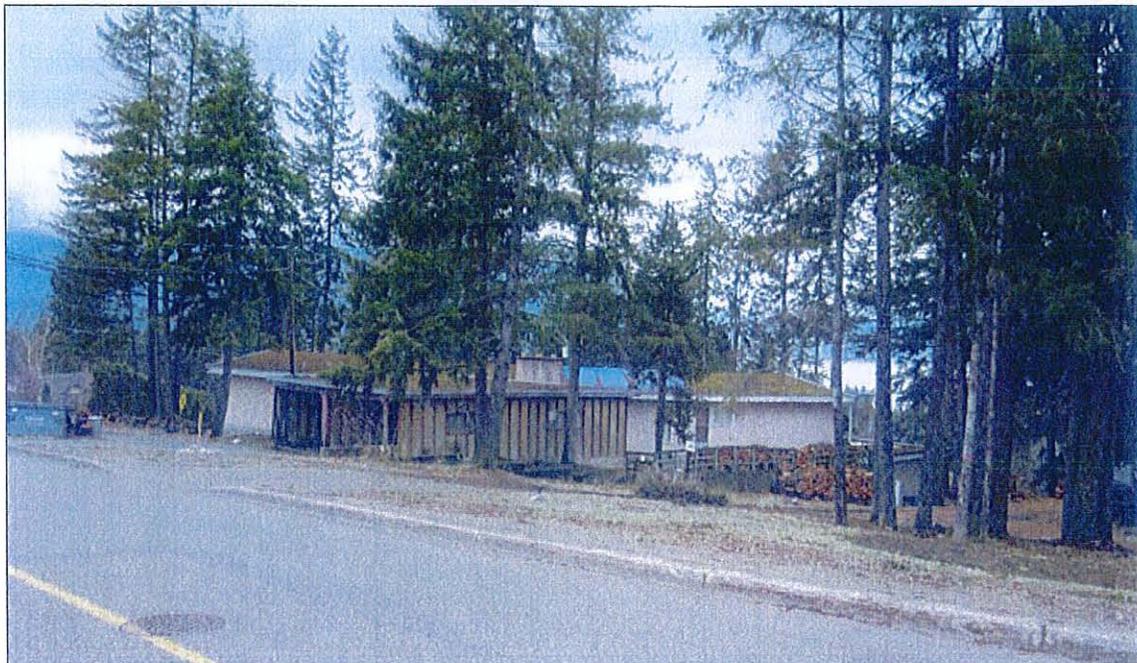
PARKING PROVIDED: 12 STALLS

**SITE PLAN**  
 SCALE: 1:200

Appendix 5: Site Plan



View south-east of subject parcel from 30 Street NE.



View north-west from Okanagan Avenue East.



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

TO: Kevin Pearson, Director of Development Services  
 DATE: November 16, 2017  
 PREPARED BY: Chris Moore, Engineering Assistant  
 OWNER: Wonderland Investment Inc., 117, 1811 – 4 Street SW, Calgary, AB T2S 1W2  
 APPLICANT: Owner  
 SUBJECT: ZONING AMENDMENT APPLICATION FILE NO. ZON-1111  
 LEGAL: Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 13368  
 CIVIC: 50 – 30 Street NE

Further to your referral dated 17 October 2017, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Rezoning; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

**General:**

1. Full municipal services are required as noted herein. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties to be serviced completely by underground electrical and telecommunications wiring.
4. Properties under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner/developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required as per the Subdivision and Development Services Bylaw 4163, Section 3.1.
7. At the time of development the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
8. For the off-site improvements at the time of development the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of building permit approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

ZONING AMENDMENT APPLICATION FILE NO. ZON-1111  
November 16, 2017  
Page 2

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**Roads/Access:**

1. 30 Street NE on the subject property's west boundary is designated as an Urban Arterial Road requiring a 20.0m dedication. Current records indicate that no additional dedication is required at this time (to be confirmed by BCLS).
2. 30 Street NE is constructed to an Interim Urban Arterial Road standard. Due to the location of existing three phase hydro poles and the extended right of way width on the west side of 30 Street NE, no frontage improvements will be required on 30 Street NE. However, an additional pole mounted street light will be required on the existing hydro pole.
3. Okanagan Avenue NE on the subject property's south boundary is designated as an Urban Local Road requiring a 20.0m dedication. Current records indicate that no additional dedication is required at this time (to be confirmed by BCLS).
4. Okanagan Avenue NE is constructed to an interim Urban Local Road standard. Upgrading to the Urban Local Road standard (RD-2) will be required. Upgrading may include, but is not limited to sidewalk and street lighting. Owner / developer is responsible for all associated costs.
5. A 5m x 5m corner cut will be required at the junction of 30 Street NE and Okanagan Avenue NE.

**Water:**

1. The subject property fronts a 300mm diameter Zone 4 water main and a 200mm diameter Zone 4 water main on 30 Street NE and a 200mm diameter Zone 4 water main on Okanagan Avenue NE. No further upgrades are anticipated.
2. The property is to be serviced with a single, metered water service connection, adequately sized to satisfy the proposed use, as per specification drawing W-11 (minimum 25mm diameter). City records indicate that the subject property is currently serviced with a 19mm service from the water main on 30 Street NE. All existing inadequate services must be abandoned at the main at the owner/developers cost. The City of Salmon Arm will supply new meter at the time of building permit application (at the owner/developers cost).
3. The subject property is in an area with sufficient fire flows, according to the 2011 Water Study (OD&K 2012).
4. Fire protection requirements to be confirmed with the Building Department and Fire Department.

**Sanitary Sewer:**

1. The subject property fronts a 150mm diameter sanitary sewer on 30 Street NE, a 150mm diameter sanitary sewer in a right of way towards the north of the property and a 150mm sanitary sewer on Okanagan Avenue NE. Since this is the head of the sewer and there would be no benefiting properties, no further upgrades are anticipated.

ZONING AMENDMENT APPLICATION FILE NO. ZON-1111  
November 16, 2017  
Page 3

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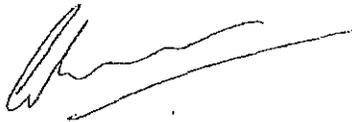
2. The subject property is to be serviced by a single sanitary service connection adequately sized (minimum 100mm) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs. City records do not indicate the location of the current sanitary service. All existing inadequate/unused services must be abandoned at the main. Owner/developer is responsible for all associated costs.

**Drainage:**

1. The subject property fronts a 250mm diameter storm sewer on Okanagan Avenue NE. There is no storm sewer on 30 Street NE in this location. Extension of storm sewer along 30 Street NE frontage is not required as 30 Street NE has adequate drainage and there would be no benefiting properties. No further upgrades are anticipated.
2. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided. Should discharge into the City Storm Sewer be part of the ISMP, owner/developers engineer is required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development.
3. Subject to approval of the ISMP, the proposed lots may be serviced by single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. All existing inadequate/unused services must be abandoned at the main; applicant is responsible for all associated costs. City records indicate that the existing property was not serviced with a City storm service.

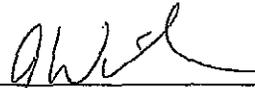
**Geotechnical:**

1. A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference Category A (Building Foundation and Site Drainage) is required.



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Chris Moore  
Engineering Assistant



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

# CITY OF SALMON ARM

## BYLAW NO. 4238

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm at the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on January 29, 2018 at the hour of 7:00 p.m. was published in the \_\_\_\_\_, 2018 and \_\_\_\_\_, 2018 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 13368 from R-1 Single Family Residential Zone to R-4 Medium Density Residential Zone as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4238"**

READ A FIRST TIME THIS DAY OF 2018

READ A SECOND TIME THIS DAY OF 2018

READ A THIRD TIME THIS DAY OF 2018

ADOPTED BY COUNCIL THIS DAY OF 2018

\_\_\_\_\_  
MAYOR

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



Item 8.2

## CITY OF SALMON ARM

Date: January 15, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4239 be read a first and second time.

[ZON-1113; Lawson, B., Barnard, K. & Barnard, A. / Lawson Engineering & Development Services Ltd.;  
3310 - 16 Avenue NE; R-1 to R-8]

### Vote Record

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

- Cooper
- Flynn
- Eliason
- Harrison
- Jamieson
- Lavery
- Wallace Richmond



## Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: December 19, 2017

Subject: Zoning Bylaw Amendment Application No. 1113

Legal: Lot C, Section 19, Township 20, Range 9, W6M, KDYD, Plan 17284  
 Civic: 3310 16 Avenue NE  
 Owner: Barnard, A., Barnard, K. & Lawson, S.  
 Applicant: Lawson Engineering & Development Services Ltd.

**MOTION FOR CONSIDERATION**

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot C, Section 19, Township 20, Range 9, W6M, KDYD, Plan 17284 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

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

**STAFF RECOMMENDATION**

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

**PROPOSAL**

The subject parcel is located at 3310 16 Avenue NE which currently has an existing single family dwelling on the property (Appendix 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite), followed by a potential subdivision (an application to subdivide has been submitted: SUB17-32). Should the zoning proposal proceed, this subdivision would allow for a single-family dwelling with some form of a *secondary suite* on each proposed lot.

**BACKGROUND**

The subject parcel is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 and 4). The subject parcel is located east of Salmon Arm Secondary School, a residential area largely comprised of R-1 zoned parcels. There are currently three R-8 zoned parcels within close proximity of the subject parcel.

The subject parcel is approximately 0.34 acres in area, roughly 35 metres wide, and meets the conditions of minimum parcel area and minimum parcel width as specified by the proposed R-8 zone. Site photos are attached as Appendix 5. The intent of the application is to facilitate the subdivision of the parcel (concept attached as Appendix 6), which would allow for the creation of two parcels.

The proposed east parcel would be 19.4 m x 39.9 m (approximately 774 square metres) and would contain the existing house should the subdivision proceed. Based on this proposed area, this proposed lot would meet Zoning Bylaw requirements to permit either a *secondary suite* (within a house) or *detached suite*.

The proposed west parcel would be 15.5 m x 39.9 m (approximately 618 square metres). Based on the proposed area, this new lot would meet Zoning Bylaw requirements to permit a *secondary suite* but not a *detached suite*.

This amendment would facilitate future development and use. Any development of a single family dwelling, *secondary suite* or *detached suite* would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.

#### OCP - Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in Low Density Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. The subject parcel as it currently exists and the proposed parcels which would be created by a future subdivision all meet the conditions of the R-8 Zone and would allow for some form of *secondary suite* to be developed

The Zoning Bylaw requires secondary suites to have one designated offstreet parking stall in addition to the two stalls required for a single family dwelling. The subject parcel (and proposed parcels) has more than adequate space to accommodate this requirement.

#### COMMENTS

##### Ministry of Transportation and Infrastructure

MoTI has granted Preliminary Approval for the rezoning.

##### Engineering Department

No concerns.

##### Building Department

No Concerns. A secondary suite is subject to BC Building Code requirements.

##### Fire Department

No concerns.

##### Planning Department

The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. Any development of a *secondary suite* would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.

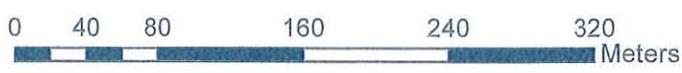
The proposed subdivision under the proposed R-8 Zone regulations, which would result in two lots should the applicant proceed, would substantially align with current development patterns in the area.



Prepared by: Chris Larson, MCP  
Planning and Development Officer



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



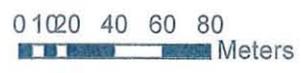
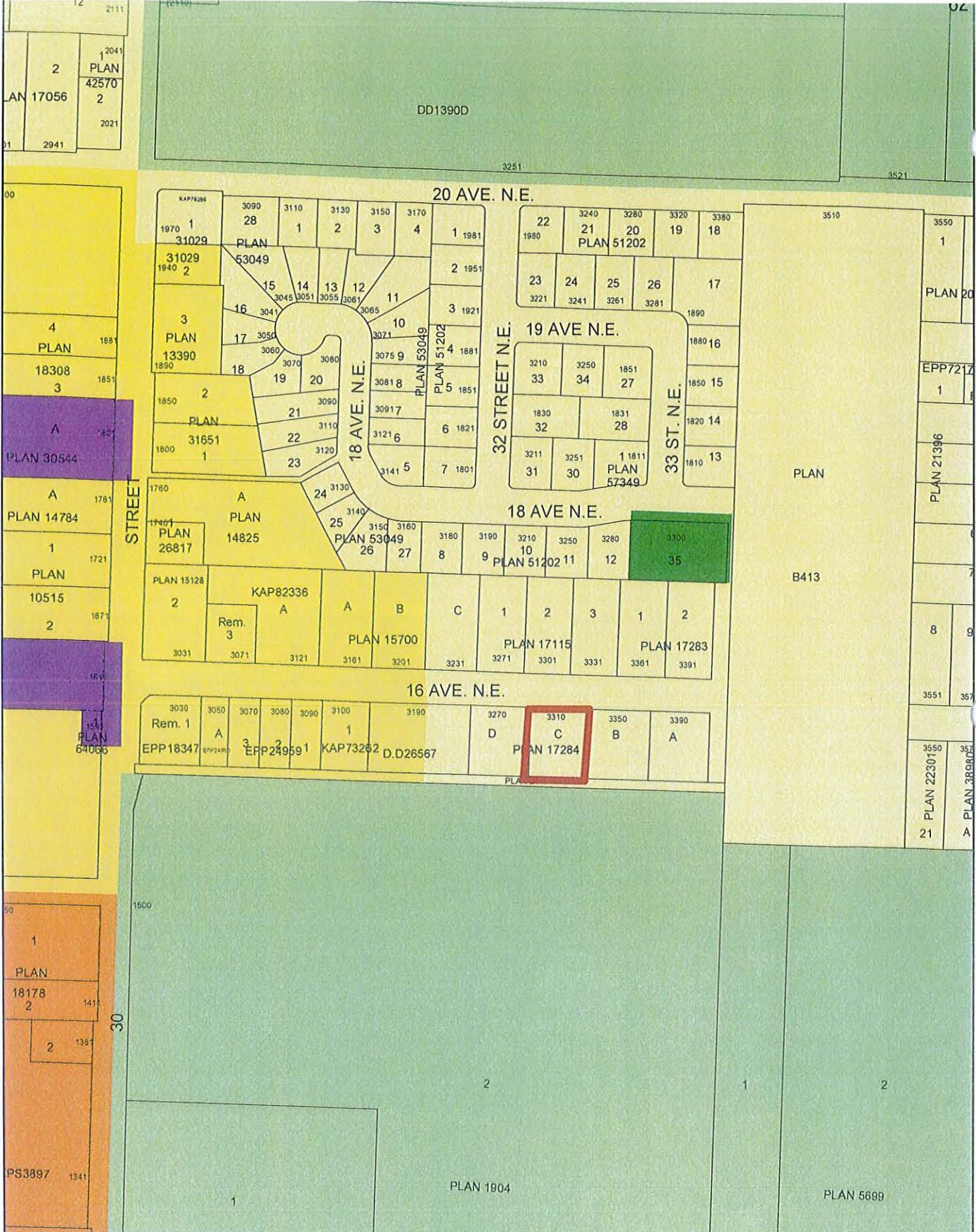
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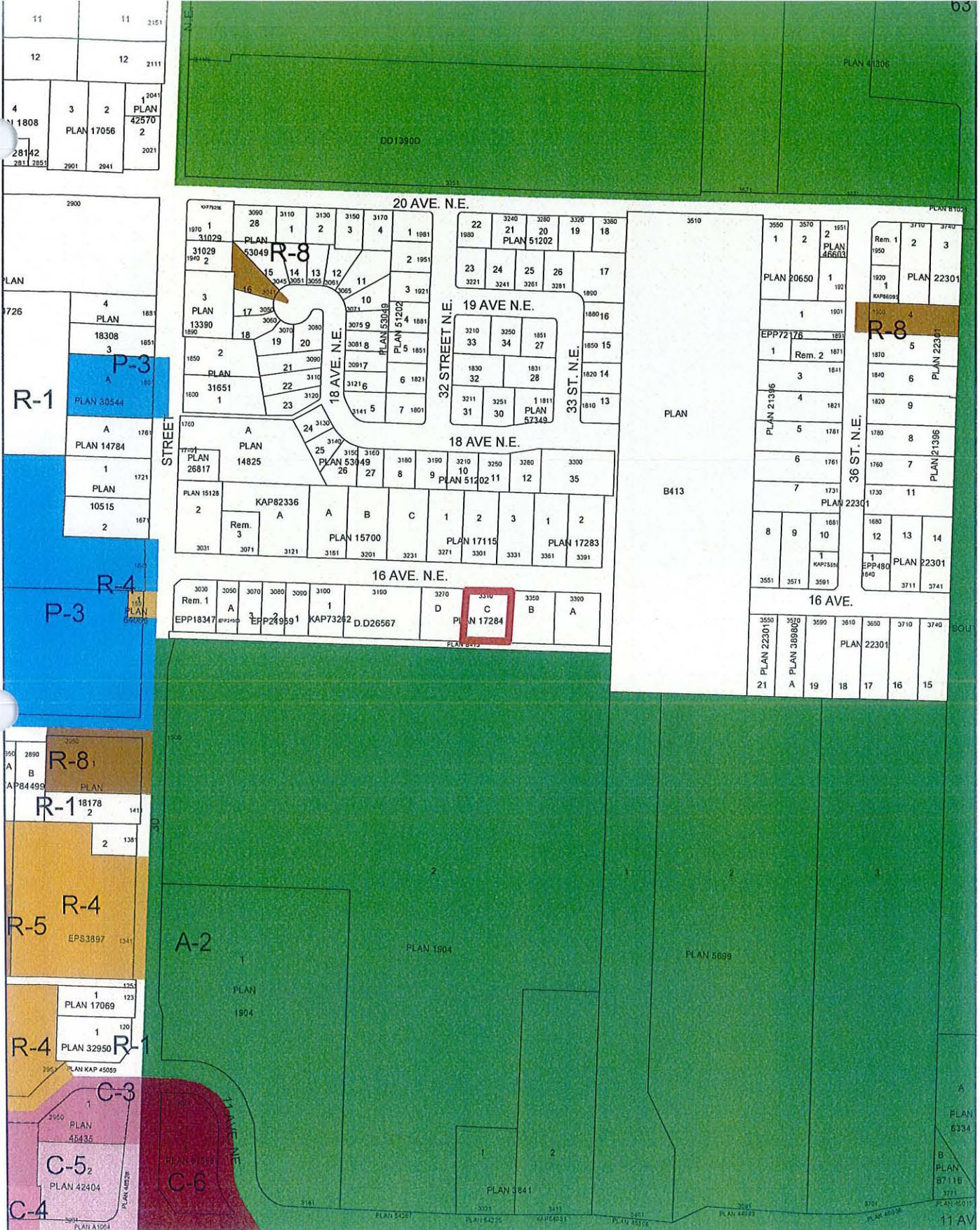
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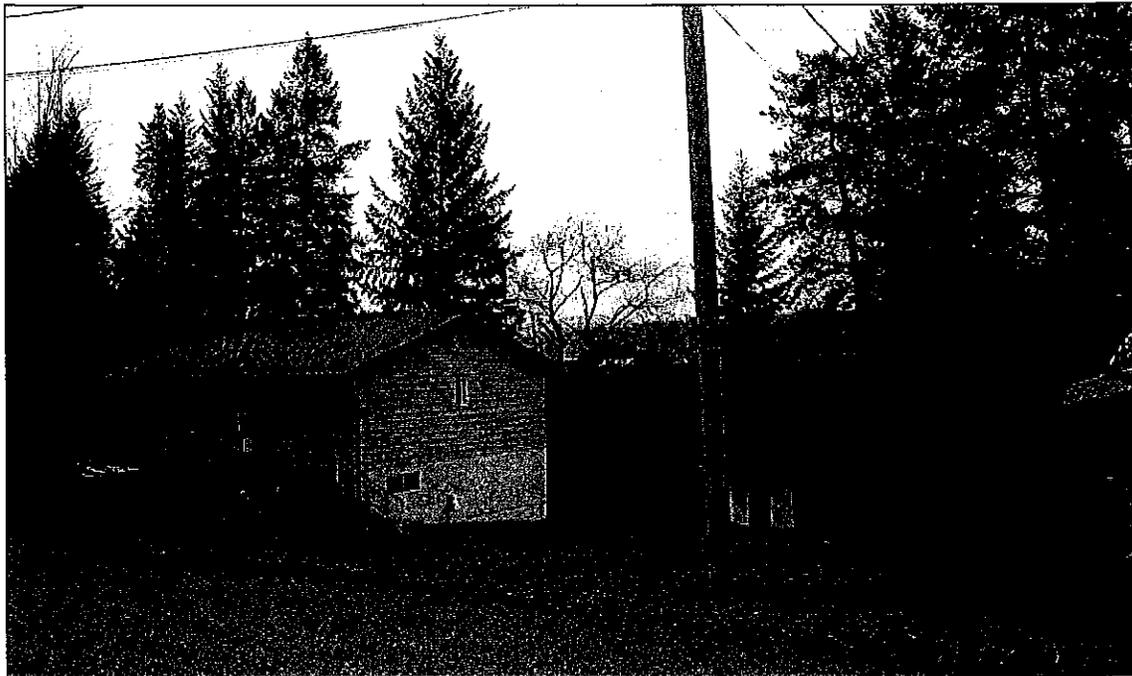
- |   |                 |   |                            |
|---|-----------------|---|----------------------------|
|  | Institutional   |  | High Density Residential   |
|  | Acreage Reserve |  | Medium Density Residential |
|  | Park            |  | Low Density Residential    |



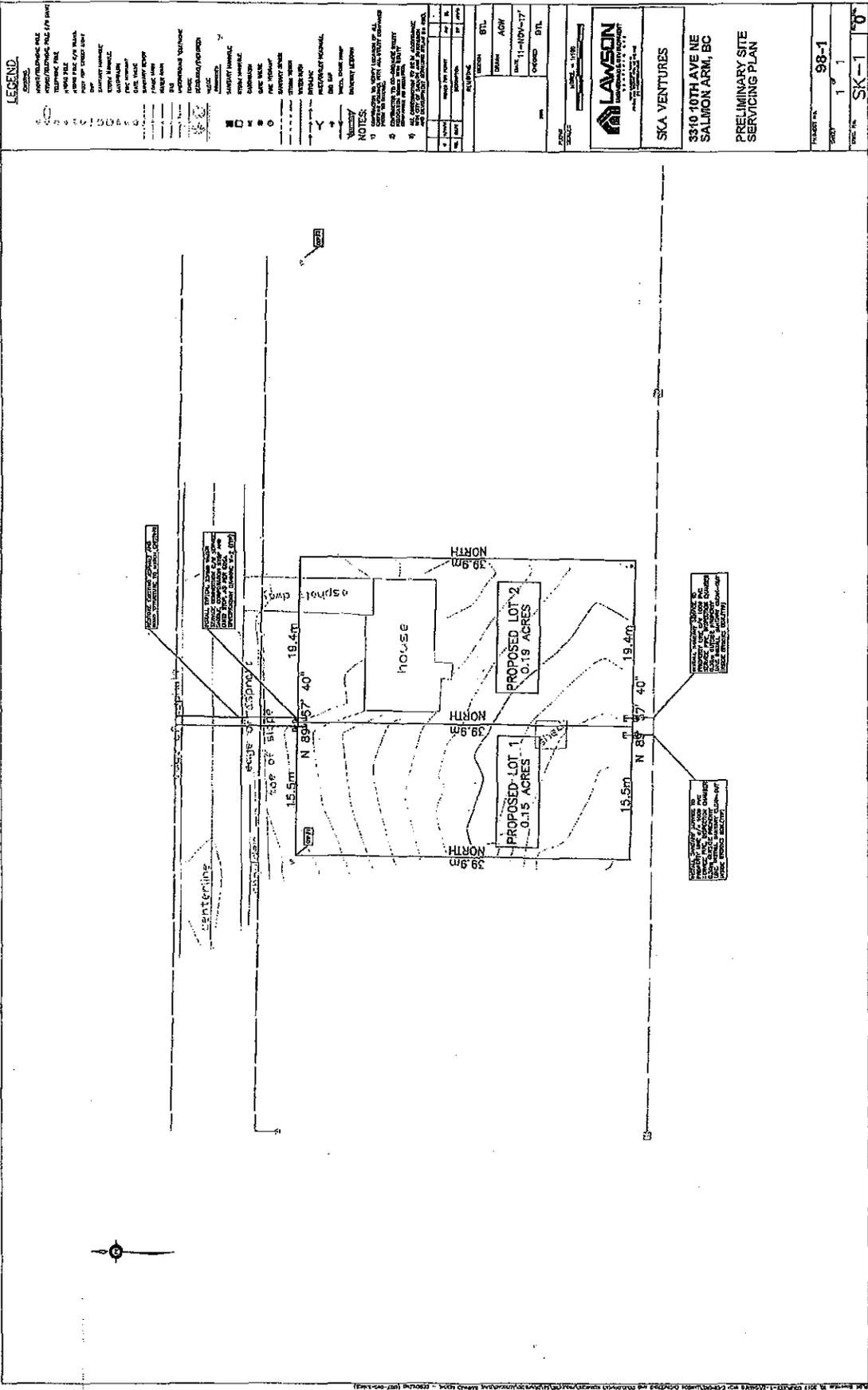
Subject Parcel



View south-west of subject parcel from 16 Avenue NE.



View south-east of subject parcel from 16 Avenue NE.



# CITY OF SALMON ARM

## BYLAW NO. 4239

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm at the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on January 29, 2018 at the hour of 7:00 p.m. was published in the \_\_\_\_\_, 2018 and \_\_\_\_\_, 2018 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot C, Section 19, Township 20, Range 9, W6M, KDYD, Plan 17284 from R-1 Single Family Residential Zone to R-8 Residential Suite Zone as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4239"

READ A FIRST TIME THIS DAY OF 2018

READ A SECOND TIME THIS DAY OF 2018

READ A THIRD TIME THIS DAY OF 2018

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE DAY OF 2018

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

ADOPTED BY COUNCIL THIS DAY OF 2018

\_\_\_\_\_  
MAYOR

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

SCHEDULE "A"



Item 8.3

## CITY OF SALMON ARM

Date: January 15, 2018

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4240 be read a first and second time.

[ZON-1117; City of Salmon Arm; Text Amendment]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Cooper
- Flynn
- Eliason
- Harrison
- Jamieson
- Lavery
- Wallace Richmond



## Report from the Director of Development Services

---

TO: Her Worship Mayor Cooper and Members of Council  
DATE: January 2, 2018  
SUBJECT: Mobile Food Vending Policy and Bylaw Regulations

---

### MOTION FOR CONSIDERATION

THAT: The "Mobile Food Vending - Policy 3.19" presented in this report be considered for approval, subject to the adoption of the associated Bylaw amendments outlined in this Motion for Consideration;

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

- 1) Section 2 - Definitions - Add the following use and definition:

"*Mobile food vending* means the preparation and sale of food and beverage items from a vehicle, trailer or cart in accordance with Section 4.19 (General Regulations).

- 2) Add *mobile food vending* as a permitted use to the following zones and renumber each sub-section accordingly:

Section 15.3	C-1 Local Commercial Zone
Section 16.3	C-2 Town Centre Commercial Zone
Section 17.3	C-3 Service Commercial Zone
Section 20.3	C-6 Tourist/Recreation Commercial Zone
Section 21.3	C-7 Shopping Centre Commercial Zone
Section 22.3	C-8 Farm Produce Commercial Zone
Section 24.3	P-1 Park and Recreation Zone
Section 26.3	P-3 Institutional Zone
Section 28.3	M-1 General Industrial Zone
Section 29.3	M-2 Light Industrial Zone
Section 46.3	CD-8 Comprehensive Development Zone ( <i>Smart REIT site</i> )
Section 47.3	CD-9 Comprehensive Development Zone ( <i>Askew's Uptown and S.A.S.C.U. site</i> )
Section 50.3	CD-12 Comprehensive Development Zone ( <i>Gibbons Motor Toys site</i> )
Section 54.3	CD-16 Comprehensive Development Zone ( <i>The Hive site</i> )

- 3) Section 4 - General Regulations - Add the following sub-section pertaining to general regulations for *mobile food vending*:

#### Mobile Food Vending

4.19 A *mobile food vending* business shall comply with the following regulations:

- .1 The maximum length of a *mobile food vending* vehicle, trailer or cart shall not exceed 7 m (23 ft.), unless a greater length is approved by an *official*.

- .2 A maximum area of 15 m<sup>2</sup> (162 ft<sup>2</sup>) is permitted for patron seating or the display of items, outside of a *mobile food vendor* vehicle, trailer or cart. City roads, sidewalks and boulevards shall not be used for this purpose, unless otherwise authorized by an *official*.
- .3 A location of a *mobile food vending* business shall not interfere with pedestrian or vehicular traffic circulations, points of access or egress, or public or private utilities.
- .4 A location of a *mobile food vending* business shall not cause damage to landscaped or hard surfaced areas.
- .5 A *mobile food vending* business shall not cause a *nuisance* to the public or to neighbouring *parcel* owners. The noise level of a generator or any music playing device used by a mobile food vending business shall not exceed 60 decibels.
- .6 Approval is required by the business or property owner where the *mobile food vending* business is to be located.
- .7 Report of current Interior Health Authority food safety approval is required at the time of a Business Licence application.
- .8 A *mobile food vending* business conducted on a *parcel*, *park* or road owned by or under the jurisdiction of the *municipality* shall comply with City of Salmon Arm Policy 3.19.
- .9 A *mobile food vending* business shall be permitted on a *parcel* in all zones as an *accessory use* for the purpose of catering private parties, festivals, and similar types of events not exceeding a time frame of two (2) days per calendar month, unless a lesser or greater time period is approved by an *official*.
- .10 The registered owner of a *parcel* on which a mobile food vending business operates shall be responsible for any associated *nuisance* complaints and related bylaw infractions.

AND THAT: A Bylaw be prepared, adoption of which would amend Schedule 15 of Municipal Ticket Information Systems Bylaw No. 2760 as follows:

Bylaw	<u>Add Section</u>	<u>Add Fine</u>
Zoning Bylaw No. 2303 Mobile Food Vending – Non-Compliance	4.19	\$100.00

AND THAT: A Bylaw be prepared for Council's consideration, adoption of which would amend Schedule "B" of Fee for Service Bylaw No. 2498 - "Business Licence Fees for Business Categories and Fees Payable for the Licensing Period":

<u>Add Categories:</u>	<u>Add Fees:</u>
Single Site Mobile Food Vending on Private Land (Including a Single Event Licence)	\$150.00
Multiple Site Mobile Food Vending on Private Lands (Land not owned by the City of Salmon Arm)	\$300.00
Multiple Site Mobile Food Vending on City and Private Lands	\$500.00

DRAFT POLICY

CITY OF SALMON ARM

POLICY NO. 3.19

A) TOPIC: Mobile Food Vending

B) PURPOSE:

1. To assist the City with decision making for proposals by Mobile Food Vendors and event organizers who are requesting permission to vend, or who are organizing events involving mobile food vending on City owned parks, land, parking lots and streets ("City lands").
2. To identify City lands that are appropriate for "Mobile Food Vending" as defined and regulated in the City's Zoning Bylaw.
3. To clarify who within the City (e.g. a City Official, City Council or another entity) has authority to approve Mobile Food Vending on City lands. For clarification "City Official" shall mean the Manager of Permits and Licensing, Director of Development Services or Director of Engineering and Public Works of the City.
4. To clarify expectations and responsibilities needed to be met by Proponents and land owners for Mobile Food Vending on private properties.
5. To assist vendors and event organizers by clarifying the City's regulations, licence requirements, and by identifying City lands and private properties where such businesses are supported.

C) MOBILE FOOD VENDING – ZONING BYLAW:

1. Permission by the City and a Mobile Food Vending Business Licence must be obtained prior to the operation of Mobile Food Vending business.
2. "Mobile Food Vending" is defined as the preparation and sales of food and beverage items, meals and from a vehicle, trailer or cart in accordance with Section 4.19 (General Regulations) of the Zoning Bylaw.
3. The following zones allow Mobile Food Vending as an outright permitted use, subject to property owner consent and meeting General Regulations:

C-1 Local Commercial Zone  
C-2 Town Centre Commercial Zone  
C-3 Service Commercial Zone  
C-6 Tourist/Recreation Commercial Zone  
C-7 Shopping Centre Commercial Zone  
C-8 Farm Produce Commercial Zone  
P-1 Park and Recreation Zone  
P-3 Institutional Zone  
M-1 General Industrial Zone  
M-2 Light Industrial Zone  
CD-8 Comprehensive Development Zone (*Wal-Mart Smart REIT Site*)  
CD-9 Comprehensive Development Zone (*Askew's Uptown and S.A.S.C.U. Site*)  
CD-16 Comprehensive Development Zone (*The Hive Site*)

D) TEMPORARY USE:

In addition, Mobile Food Vending is permitted on private property or non-City lands in all zones not listed in Section C), on a temporary basis, not exceeding two calendar days per month unless a greater time period is permitted by a City Official, and only for the purpose of catering to private parties, festivals or similar types of events held on the same parcel of land.

## E) CITY LANDS:

- The Table below identifies the locations of City lands where Mobile Food Vending sites are supported by this Policy; the corresponding location / site maps are attached as APPENDIX 1.

Location	Operating Season / Times	Restrictions	Approval Requirements
Blackburn Park Map 1	March 1 - October 31 7:00 a.m. to 10:00 p.m.  Daily Site Access: "First Arrival", set up no earlier than 5:00 a.m.	Siting and business operations and hours shall not conflict with City operations and scheduling  Only one of the two sites identified on Map 1 shall be occupied by a Food Truck at any one time  Prohibited during Root & Blues Festival and SA Fall - Fair Days and Evenings; and  City Council sanctioned Special Events (see F)	Issuance of Multi-Site / City Lands Business Licence  Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19
Canoe Ball Diamonds Map 2	March 1 - October 31 7:00 a.m. to 10:00 p.m.  Daily Site Access: "First Arrival", set up no earlier than 5:00 a.m.	Siting and business operations and hours shall not conflict with City operations and scheduling  City Council sanctioned special events (see F)	Issuance of Multi-Site / City Lands Business Licence  Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19
Fletcher Park Map 3	March 1 - October 31 7:00 a.m. to 10:00 p.m.  Daily Access: "First Arrival", set up no earlier than 5:00 a.m.  City Hall Rear Parking Lot: days restricted to Saturday, Sunday and Stat. Holidays	Siting and business operations and hours shall not conflict with City operations and scheduling  City Council sanctioned special events (see F)	Issuance of Multi-Site / City Lands Business Licence  Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19
Klahani Park Map 4	March 1 - October 31 7:00 a.m. to 10:00 p.m.  Daily Site Access: "First Arrival", set up no earlier than 5:00 a.m.	Siting and business operations and hours shall not conflict with City operations and scheduling  City Council sanctioned special events (see F)	Issuance of Multi-Site / City Lands Business Licence  Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19
Little Mountain Park Map 5	March 1 - October 31 7:00 a.m. to 10:00 p.m.  Daily Site Access: "First Arrival", set up no earlier than 5:00 a.m.	Siting and business operations and hours shall not conflict with City operations and scheduling  City Council sanctioned special events (see F)	Issuance of Multi-Site / City Lands Business Licence  Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19

## Mobile Food Vending Policy and Regulations

Marine Park Map 6	March 1 - October 31 7:00 a.m. to 10:00 p.m.  Daily Site Access: "First Arrival", set up no earlier than 5:00 a.m.  *Siting / operation in Lease Area subject to approval by Lease Holder	Siting and business operations and hours shall not conflict with City operations and scheduling  City Council sanctioned special events (see F)  *Siting / operation in Lease Area subject to approval by Lease Holder	Issuance of Multi-Site / City Lands Business License  Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19  *Siting / operation in Lease Area subject to approval by Lease Holder
McGuire Lake (6 Street NE Boulevard) Map 7	March 1 - October 31 7:00 a.m. to 10:00 p.m.  Daily Site Access: "First Arrival", set up no earlier than 5:00 a.m.	Siting and business operations and hours shall not conflict with City operations and scheduling	Issuance of Multi-Site / City Lands Business Licence  Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19
Recreation Centre Map 8	March 1 - October 31 7:00 a.m. to 10:00 p.m.  *Siting / operation subject to approval by Salmon Arm Recreation Society	Siting and business operations and hours shall not conflict with City operations and scheduling  *Siting / operation subject to approval by Salmon Arm Recreation Society	Issuance of Multi-Site / City Lands Business Licence  Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19  *Siting / operation subject to approval by Salmon Arm Recreation Society
Hudson Ave. NE (Ross Street Plaza) Map 9	March 1 - October 31 7:00 a.m. to 10:00 p.m.  *One season Trial Period in Effect for the year 2018  Daily Access along Hudson Ave. NE: "First Arrival", set up no earlier than 5:00 a.m.	Siting and business operations and hours shall not conflict with City operations and scheduling  Only one of the three parking stalls identified on Map 9 shall be occupied by a Food Truck at any one time  City Council sanctioned special events (see F)	Issuance of Multi-Site / City Lands Business Licence  Adherence to the General Regulations of the Zoning Bylaw (Section 4.19) and this Policy 3.19

2. Specific locations or City lands not listed in the Table of Section E) 1. may be considered for addition as a Policy amendment, which would be subject to approval by City Council.
3. Specific locations on City lands not listed in the Table of Section E) 1. may be considered for Mobile Food Vending on a temporary basis, subject approval by a City Official.
4. The intent of the "First Arrival" policy is to provide equitable access to each location on a daily basis, without the need for a specialized licensing system.

F) CITY COUNCIL SANCTIONED SPECIAL EVENTS:

The holder of a Multi-Site / City Lands Business Licence forfeits the right to vend on any location or site identified on Maps 1 - 9 or on any other City land where and during the time a special event has been approved by City Council, unless the Business Licence holder has been sanctioned by the event organizer to operate within the special event.

G) VENDOR RESPONSIBILITIES:

In addition to compliance with Section E) of this Policy and Section 4.19 – General Regulation of the Zoning Bylaw, Mobile Food Vendors are responsible for the following when operating on City lands:

- The holder of a valid Business Licence, including proof of liability insurance and Interior Health Authority approval
- Complete removal of the truck and/or trailer and all equipment after each day of operation, and prior to 11:00 p.m.
- Not setting up an operation prior to 5:00 a.m.
- Cooperation with other mobile food vendors in regards to competing for a site
- Providing refuse / recycling containers
- Complete clean-up of the site after each day of operation
- Supplying own power source where City electrical facilities are not available
- Not vending any foods or items or operating in a manor deemed to be illegal under Federal or Provincial laws
- Mobile food vending operations on City lands shall not cause a public nuisance (see General Regulation 4.19.5 of the Zoning Bylaw).

H) NON-COMPLIANCE:

Non-compliance with this Policy may result in any the following:

- Verbal or written warning
- Municipal Ticketing
- Suspension of Business Licence
- Revocation of Business Licence and prohibition to operate on City lands

I) FEES:

The fee for a Multi-Site / City Lands Business Licence is set in the City's Fee for Service Bylaw. The single fee is inclusive of electricity on those sites with readily available power supply.

J) POLICY AMENDMENTS:

Any of the following City Officials may approve minor amendments to this Policy, if necessary:

- Manager of Permits and Licensing
- Director of Development Services
- Director of Engineering and Public Works

Amendments not considered by the above to be minor (i.e. major) shall be presented to Council for consideration of approval. Major Policy amendments that require consideration by Council include:

- Adding City land not listed in the Table of Section E 1)
- An additional site on City lands
- An amendment requiring a Bylaw amendment
- An amendment requiring additional staff resources or City expenditures

## BACKGROUND

This report follows the December 3, 2017 Planning and Development Services Committee meeting when the committee reviewed the November 24, 2017 report from the undersigned. Based on feedback and discussion from the committee members, some of the proposed Zoning Bylaw regulations and policies / maps have been slightly amended in the revised motion for consideration and in Policy No. 3.19 (highlighted in yellow), which will be explained by the undersigned. Amendments to the Recreation Centre Map 8 and related policy within Table E) 1 are not recommended at this time, as discussed on Page 10 of this report.

At the July 7, 2016 Regular Council meeting, staff was directed to draft a policy and associated regulations to support and regulate mobile food vending ("food trucks") on both private property and on public land, parks and streets ("City lands"). The proposed policy, regulations and fees take into consideration the following:

- The current zoning restrictions on private property and City lands;
- Desire by a small number of food truck operators to vend on City lands;
- Desire by the public to have greater food choices available on City lands;
- Competition among concession vendors, lease holders, restaurants;
- Licence fees that are consistent with other municipalities;
- Consultation with the public and numerous stakeholders, including the business community and concession lease holders;
- Some input from Council; and
- The capability of City staff to administer, monitor and enforce a new mobile food vending policy and associated regulations.

Over the past three years there has consistently been fewer than five Business Licences issued for permanent food truck vending. During 2017 five licences have been issued to four food truck operators; most of whom conduct their business on private property zoned to permit *outside vending*. Periodic requests by some food truck vendors and event organizers to operate on City lands have made their way to Council during that time. Staff is not in a clear position to grant approval to these requests in the absence of a policy or updates to related bylaws.

This exercise revealed a few deficiencies with our current regulations that needed to be reviewed and resolved because of the linkages between the various bylaws involved. Selecting and mapping the nine proposed nine City land locations was fairly tedious due to some opposition to some of the sites by various stakeholders.

If approved, Policy No. 3.19 and the associated bylaw amendments will significantly open opportunities for food truck vendors to operate on private property and City lands, while introducing manageable and reasonable food truck regulations. After considerable research and consultation, the undersigned believes that the few food truck businesses operating in the City represent a low impact land use that should be permitted to operate within most zones.

## PROPOSED POLICY

The intent of Policy 3.19 is to serve as guidelines for City staff and Council, and to establish opportunities and expectations for food truck vendors and event organizers who wish to vend on City lands. The policy is linked to the related proposed bylaw amendments pertaining to food truck zoning regulations, business licencing and fees.

The nine City land locations selected and mapped for Policy 3.19 are based on consultation and seemingly a public desire for more food choices at City park and recreation facilities, and each is deemed by staff to be appropriate for seasonal food truck vending. Each City land location is either park or public space that experiences high use.

Some concerns were expressed on various locations and specific sites during the consultation process, which is discussed further. Because of some resistance and strong opposition to a few sites, the location analysis was difficult and time consuming. The balance between protecting existing businesses versus opportunities for other business to flourish and greater consumer choice was considered.

Access to any of the nine City land locations by a mobile food vendor is proposed to be on a "First Arrival" basis, in order to minimize administrative complexities and burdening the present Business Licencing system. In other words, staff will be able to manage the present licensing system with the amendments and without the need to change the system as a whole.

The "First Arrival" policy is not perfect and could likely be unpopular with some food truck vendors for various reasons. Some of the City land sites will be more attractive than others on different days and circumstances. Allowing one food truck to remain on a site multiple days in a row defeats the spirit of Policy No. 3.19. In terms of enforcement, there is no Bylaw Enforcement service available on weekends or before/after 8:00 a.m. to 4:00 p.m.

### PROPOSED BYLAW AMENDMENTS

The amendments to the three bylaws in the motion for consideration are summarized below.

#### 1. Zoning Bylaw

If the proposed zoning bylaw amendments are adopted, the opportunities for food truck vending would open up considerably to what exists now under the present regulations. In fact, *mobile food vending* is technically not defined or permitted in the Zoning Bylaw. Staff has been permitting food trucks on lands where *outside vending* is a permitted use, even though that definition speaks to smaller scale food carts (e.g. not vehicles or large trailers, but old fashion type ice cream or hot dog carts).

The map attached as APPENDIX 1 shows most of the commercially zoned land in the City where outside vending is a permitted use. Not included on the map is Canoe where there is currently one property with zoning that permits outside vending; that being the Canoe Store site and others nearby that are zoned C-1 (Neighbourhood Commercial). The Hive Restaurant / Coffee manufacturing business in Canoe is zoned Comprehensive Development (CD) Zone - 16.

The new and defined use *mobile food vending* is proposed to be permitted in 10 commercial zones (including four Comprehensive Development (CD) Zones), two public park and institutional zones (P-1 and P-3), and two industrial zones (M-1 and M-2). The four site-specific CD zones are essentially spin-offs of the C-1, C-2, C-3 and C-6 zones.

Significant amendments include the allowance of food truck businesses in the C-2 zone, which covers most of the downtown core, along with an allowance for temporary food truck vending in all zones not listed in the motion for consideration. Vending in the C-2 zone has always been restricted to sidewalk vending along with one Park Vending site in the Ross Street Plaza and another in Fletcher Park, with no allowance for outside vending on private property or permission for food trucks.

Including the new use in the two P zones is Key to allowing food truck vending on the City lands proposed in Policy No. 3.19. Other beneficiaries of this zoning amendment would be the School District, other government institutional properties, such as Interior Health and churches. Under the current regime, for example, a school or the hospital would need to apply for and receive Council's approval of a Temporary Commercial Use Permit (TUP) to allow food truck vending on any of these sites. The TUP process can take several months, the application fee is \$600, and there is no guarantee of approval.

The proposed new General Regulations (Section 4.19) represent 10 regulations applicable to private and public land in any zone that allows *mobile food vending*. The regulations are enforceable and consistent with the bylaw regulations for sidewalk vending, outside vending and park vending. Staff has received occasional requests to permit food truck catering at a birthday party or wedding on private property. The zoning bylaw does not permit that use in the residential or agricultural zones, and staff has no avenue to approve such requests.

## Mobile Food Vending Policy and Regulations

The temporary use provision to allow mobile food vending in all other zones (i.e. zones not included in the motion for consideration) clarifies this use as being a permitted accessory use without the need for a Temporary Use Permit.

The maximum length of 7 m (23 ft) for a food truck would allow for a length approximately 0.5 m (1.6 ft) longer than a downtown on-street parking stall. This regulation allows a City official to consider approving a longer vehicle or trailer length, potentially with restrictions, and without the need for a Development Variance Permit application to City Council.

### 3. Municipal Ticket Information Bylaw

This amendment would enable Bylaw Enforcement staff to issue a \$100 fine for a breach of the proposed new General Regulations of the Zoning Bylaw, as one of several options for enforcement.

### 4. Fee for Service and Business Licence Bylaw

At present, a mobile food vendor pays an annual Business Licence fee of \$150 per site. The two additional categories proposed below would be options for multiple site business licencing:

Single Site Mobile Food Vending on Private Land (Including a Single Event Licence)	\$150
Multiple Site Mobile Food Vending on Private Lands (Land not owned by the City of Salmon Arm)	\$300
Multiple Site Mobile Food Vending on City and Private Lands	\$500

Fees and lease type methods levied in other municipalities were researched by staff. While the average Business Licence fees were approximately \$500, some communities such as Kelowna, Penticton and Squamish require lease areas or licence of occupations from \$1,000 to \$2,000 per year for a single site. As a local comparison, concession operators at Marine Park, Canoe Beach and Blackburn Park pay well over \$1,000 per year for their respective leases. In that regard, the proposed \$500 per year fee for a multi-site, City / private land category Business Licence may be seen as a low, but there are notable differences between concession facilities built by the City versus self-contained food trucks.

## CONSULTATION

In addition to public notification and requests for input to the public at large near the end of 2016, the following organizations were contacted:

Food Truck Vendors	Economic Development Society
Park Concession Operators	Salmon Arm Recreation Society
Chamber of Commerce	Salmon Arm Folk Music Society
Downtown Salmon Arm	Salmon Arm Fall Fair Society
Downtown Parking Commission	Interior Health Authority (IHA)

Staff considered the input attached as APPENDIX 2, which is mostly positive. Actual input from citizens was sparse and no written responses were received; however the undersigned heard an overall message of support from the community (i.e. "open up opportunities for food trucks").

One mobile food vendor provided a comprehensive proposal of what she would like to see in terms of policies / regulations to support the local food truck businesses (the first item in APPENDIX 2).

The three concession operators at Canoe Beach Park, Blackburn Park and Marine Park expressed concerns ranging from strong to mild on the idea of allowing mobile food truck vending near their respective lease areas. The concession operator at Canoe Beach has "exclusivity" written into that lease agreement, which is why there is not a site proposed at that park.

The Salmon Arm Fall Fair Association and the Salmon Arm Folk Music Society each expressed concerns about allowing mobile food vending near their festivals, which is why the two Blackburn Park sites are proposed to be off-limits during the Salmon Arm Fall Fair and Roots & Blues concert.

Some suggestions are made for the City to provide some light infrastructure, such as additional off-street parking pads. This report does not contemplate the City budgeting for anything related to food truck operations in 2018. The proposed policies and regulations are intended to be simple to administer under present staffing levels and priorities. While many of the suggestions from the input sound good in theory, the City does not have the capability or time to regulate food and menus (that is IHA's responsibility); to be involved in a body or committee for the selection of vendors; to hold annual licence auctions for rights to specific City lands; or to alter the present Business Licensing program.

The idea of the City specifying sites on Map 8 to allow mobile food vending on those sites without necessarily approval of the Salmon Arm Recreation Society management was raised at that Board's meeting of December 19, 2017. The Board prefers the City's policy as presented and directed SARS management to draft its own policy for the siting of food trucks within the boundary shown on Map 8, including potential fees (minutes attached as APPENDIX 3). **City staff recommends the status-quo with respect to the related policy proposed in Table E) 1.** If Council agrees, mobile food vendors will be directed to SARS staff for specific on-site approvals. This section of the Policy along with the SARS policy can be re-visited in the future if needed.

## CONCLUSION

With a small number of food truck vendors operating in the City, proposed Policy 3.19 and the related regulations proposed in the three bylaws should work well as an initial framework to manage this type of roaming business activity. The Policy is flexible and can be amended by either staff or Council with relative ease. Ultimately, the City of Salmon Arm is in control of its lands.

As mentioned throughout this report, the opportunities for food truck vendors would expand to just about any private property in the City either an outright permitted use or on a temporary use basis. The proposed fees are fair and consistent with other municipalities, many of those which offer far fewer options and public sites for food trucks.

It is realized that vending on some of the proposed City lands with or near concession facilities or near established restaurants is not wholeheartedly supported by lease holders, concession operators and restaurant owners. Competition between food truck vendors for certain City land sites may also grow over time. As the Policy mentions, cooperation between food vendors will be expected. If necessary, there are enforcement options available.

Monitoring and enforcement will be a challenge at certain times as there is none after office hours or on weekends. However, this is also true for any other type of business regulated by the Zoning Bylaw.

  
 \_\_\_\_\_  
 Kevin Pearson, MCIP, RPP  
 Director of Development Services

# Map 1 - Blackburn Park



Concession Stand  
(Rosa's Taco Lease)

5 AVE. S.W.

10 AVENUE S.W.

 Restricted to one (1) site and no more than one (1) Food Truck at any one time  
See Policy 3.19 for additional Restrictions



# Map 2 - Canoe Ball Diamonds



 Ball Park Boundary

 Food Truck Site See Policy 3.19 for Restrictions

50 25 0 50 Meters



# Map 3 - Fletcher Park



 Food Truck Site (Days restricted to Saturday, Sunday and Statutory Holidays Only)

 Food Truck Site See Policy 3.19 for Restrictions



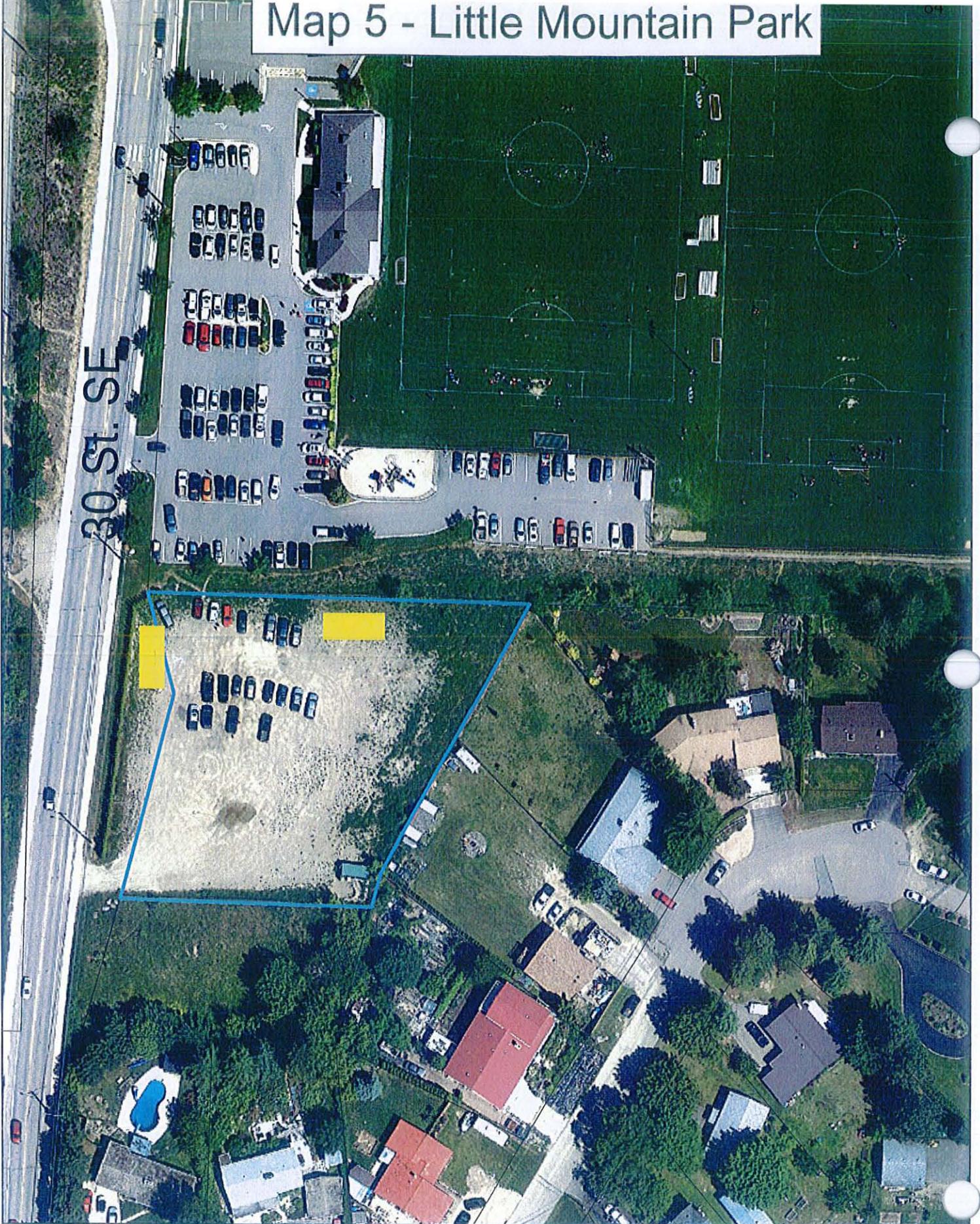
# Map 4 - Klahani Park



 South Park Boundary  
 Food Truck Sites See Policy 3.19 for Restrictions



# Map 5 - Little Mountain Park



30 ST. SE

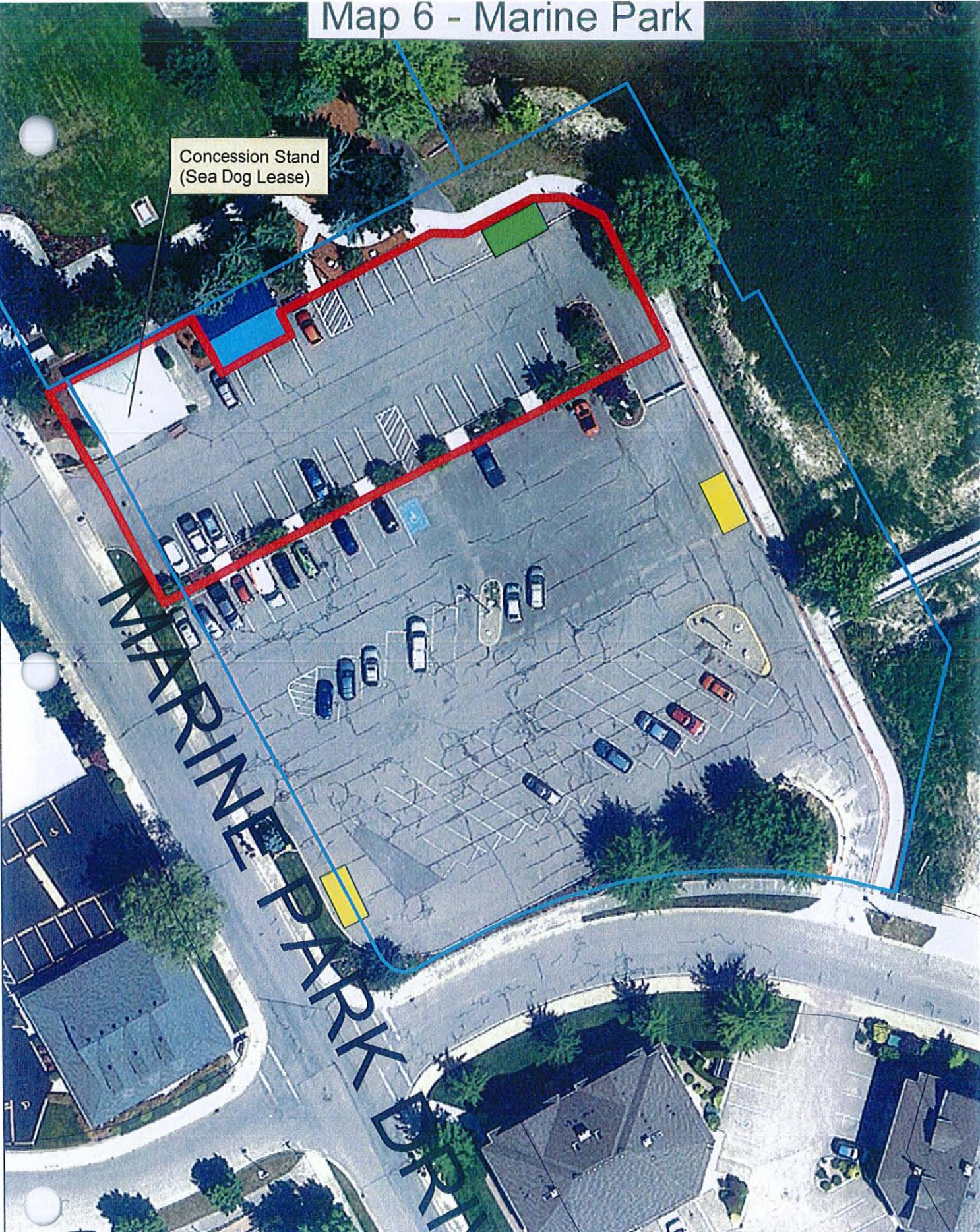
-  Field of Dreams Overflow Parking Lot
-  Food Truck Sites

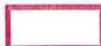
25 12.5 0 25 Meters



# Map 6 - Marine Park

Concession Stand  
(Sea Dog Lease)

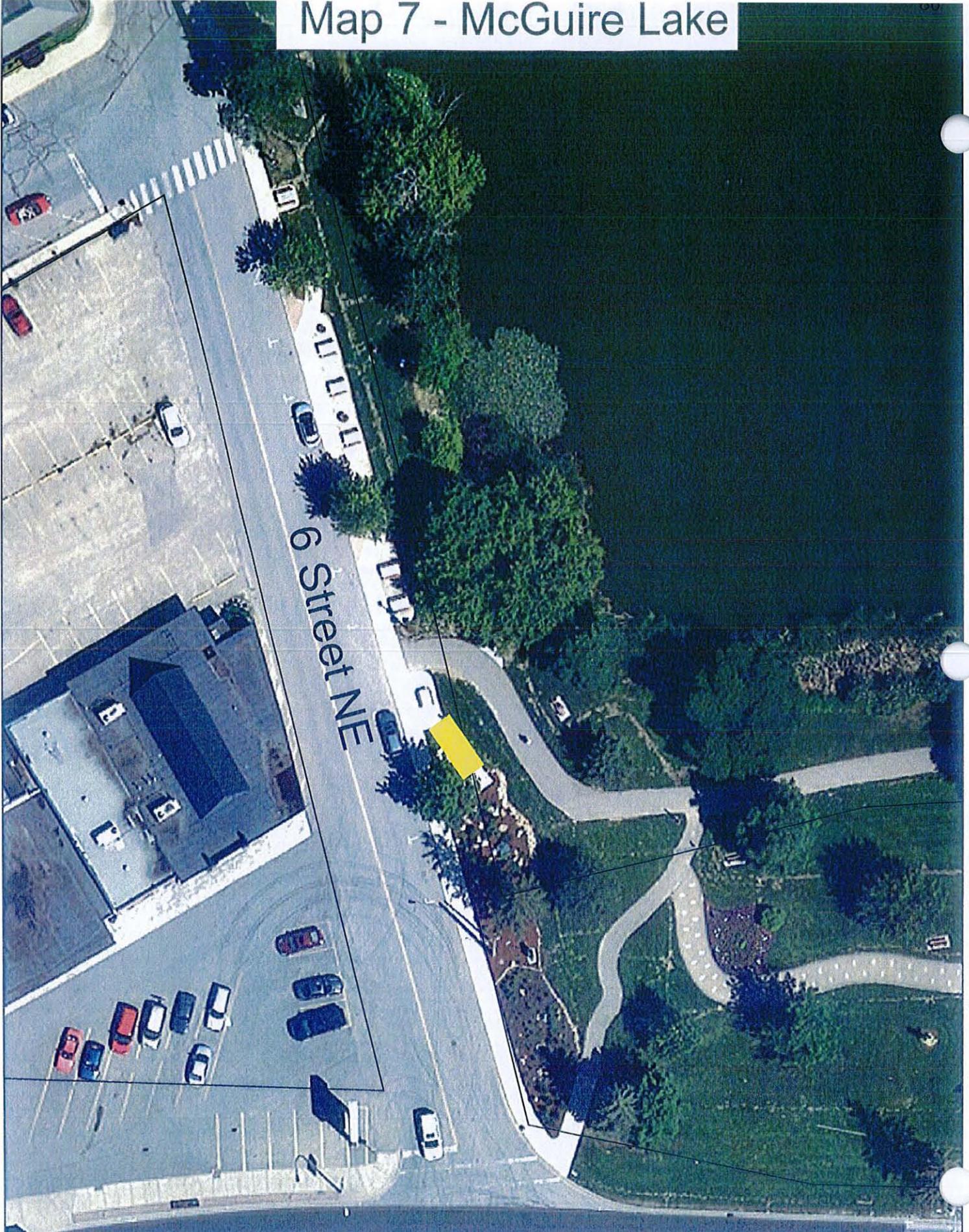


 Marine Park / Parking Lot  
 Sea Dog Lease Area

 Food Truck Sites See Policy 3.19 for Restrictions  
 Food Truck Site, Subject to Approval by Lease Holder



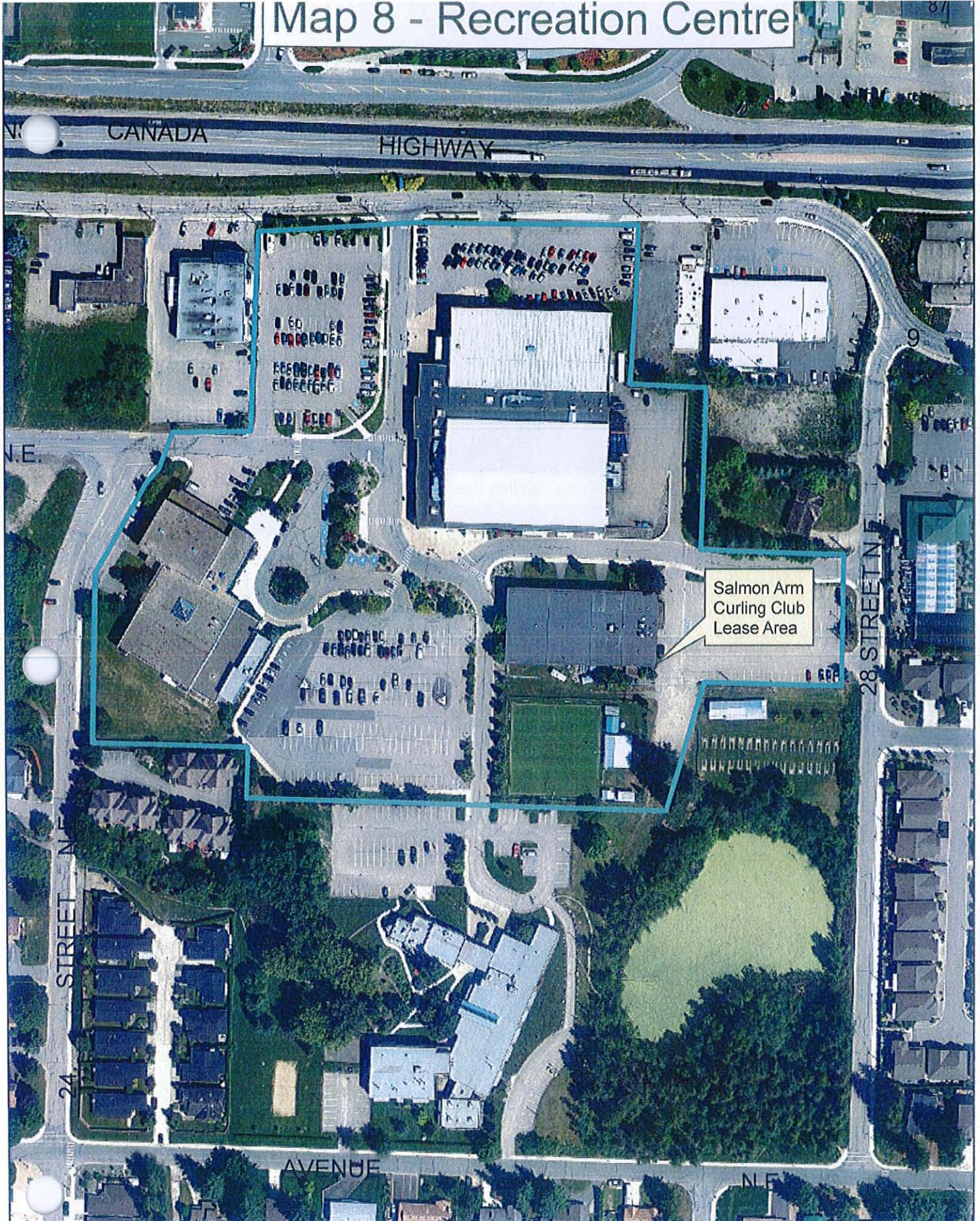
# Map 7 - McGuire Lake



 Food Truck Site See Policy 3.19 for Restrictions



# Map 8 - Recreation Centre



 City Property Boundary

 Food Truck Siting is subject to Salmon Arm Recreation Society Approval

50 25 0 50 Meters

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W E  
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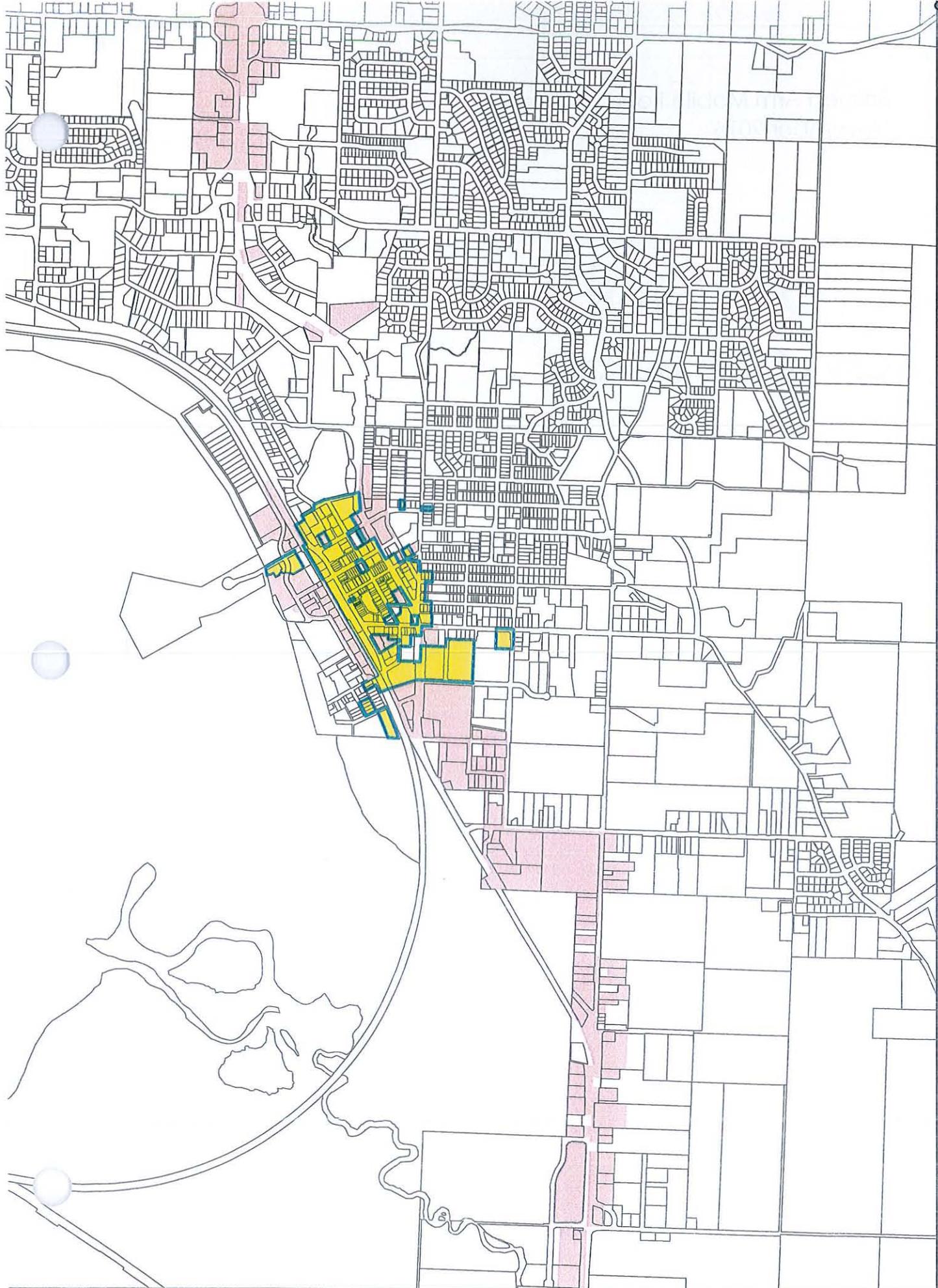


Secured Plaza Vending Site



Restricted to one (1) on-street parking stall and no more than one (1) Food Truck at any one time  
See Policy 3.19 for additional Restrictions





Commercial Zoning - Presently Permitting Outside Vending  
Commercial Zoning - Proposed to Permit Mobile Food Vending

Salmon Arm Mobile Food Vendors  
November 2016

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# Proposal For

## City of Salmon Arm

# I. Summary

Several mobile food truck - trailer and cart operators have collaborated to provide city council and staff with several recommendations and requests related to mobile food vending and licensing in Salmon Arm. Our mandate as a group is to articulate current challenges and offer solutions that improve our business models and are easily administrable by city staff.

This proposal will present our challenges with the current policies and bylaws, offer recommendations and provide detail of our research and discussions:

- Our group consists of the following businesses: Panzudos, Michelles Dawg Waggin, Fire on Wheels, Happy Buddah Belly and Hungry Panda. Community Futures was also consulted through this process;
- The purpose of our proposal is to offer our perspective as mobile food vendors in the city and provide recommendations that improve the business climate, marketability and profitability of our businesses;
- Our proposal acknowledges the need for recommendations to be easily administered and not complex policies or sweeping bylaw changes;
- We would like to see our recommendations implemented for the 2017 operating season.

## II. Introduction

Mobile food businesses are growing in the B.C. interior and are an exciting and vibrant alternative to existing food services. Food trucks and trailers are synonymous with trendy menu's, creative and fun dishes, and an ever evolving source of culinary adventure. The City of Salmon Arm is experiencing growth in the mobile food industry and as a result, needs to review its existing policies and administration.

According to information sourced by The Salmon Arm Economic Development Society, there are nine registered mobile food truck businesses in the region, not including caterers or park concession stands such as at Canoe Beach or Blackburn Park. Of those nine, six operate primarily in the City of Salmon Arm and two of those are park/sidewalk vendors.

On August 11, 2016, the City of Salmon Arm sent out an email questionnaire to several mobile food vendors in the city. In response, a group of local operators met to discuss the challenges and opportunities the current by-laws present to the day to day operations of mobile food vending.

After consultation with the vendors, City of Salmon Arm Administration, the Downtown Improvement Association, and Salmon Arm Chamber of Commerce, the group has developed several recommendations for consideration by City Council. Our objective is to provide insight to our challenges and offer solutions that are easy to administrate, improve the delivery of services and promoted collaboration between business, sports organizations, non-profit groups and The City of Salmon Arm.

### III. Needs/Challenges

As a part of the discussion between the operators, several key issues were identified as consistent barriers for all operators.

- Decision making based on confrontation (who is going to complain the most?);
- Zoning restrictions are prohibitive, particularly in the downtown core;
- No vendor guidelines for sports-fields and ball diamonds;
- Permits are expensive and are required for each location even if it is a onetime event;
- No ability for food trucks to be hired for private events on residential property;
- No roaming allowed for the exception of hand carts that have a permanent vendor spot;
- Park vendors are unable to use sandwich boards;
- Sidewalk vendor spots are not conducive for food sales, as they require mechanical refrigeration and fresh water. Hard to do in such a restrictive space and with no generators
- No park spot at Marine Park;
- No flexibility with permitting - we need one licence and a clear guideline of operations;
- No zoning map or ability for vendors to know where they are allowed to go - decisions are made on a case by case basis, heavily reliant on administration to dictate;.
- No enforcement of out of town vendors that operate ad hoc, without any permits;
- No true street parking - would be beneficial to have the ability to park on the street. Perhaps after a certain evening hour, to encourage more activity in select areas of town;
- No clarity on how we can work with non profit organizations who are using public spaces for their events (Field of Dreams, Marine Park, Rec. Centre, Ball Diamonds, Parking lots, Blackburn Park, Fletcher Park) Are we under their "umbrella" and can we operate in tandem with their event without having to get a separate permit?

## IV. Goals/Recommendations

In recognizing the challenges the current bylaws present, several recommendations were suggested by the group which include:

- A vendor spot at Marine Park;
- A single business permit that allows operators to go from location to location;
- Improved operational guidelines with a comprehensive land-use map;
- Changes to permitted use of C2 zoning to allow mobile food vendors particularly in the Downtown core;
- Allowance of sandwich board signs for park and sidewalk vendors;
- Ability to cater private events that may take place at a residence;
- Changes to the recreation rental agreement that allows users of the parks (sport clubs etc) to hire food trucks to attend their sporting events. Specific sites include Field of Dreams, Mosquito Park and Klahani Park. The recommendation would exclude parks such as Blackburn which already have a leased and active concession;
- Special event permits that are inclusive. Organizations take out the permit for the public space and this permit would allow for the event based partners to participate without additional fees or permissions.

## V. Parameters

As mobile food vendors, we understand that the City of Salmon Arm wants to ensure that we are operating safely, in places appropriate to operate and in a manner that does not conflict with other businesses in the area. We also feel that it is important that the City Council and administration understand that we are MOBILE in nature and that our business models require flexibility to capitalize on the business opportunities that mobility brings.

Under the existing bylaws, mobile food vendors are required to purchase a license for each location they visit, regardless of how many times they are at such location. For example, if they are providing a lunch for a business, they are required to pay \$75 to be there. That is tremendous overhead. In contrast, a company that provides a mobile service such as gutter cleaning, mobile car detailing, has a one-time business license application and is free to operate from location to location without encountering additional fees.

Having an annual operating business license combined with clear operational guidelines, a land use map and a basic administration reporting system would be an improvement.

A similar approach would work for user groups of recreation facilities to partner with mobile food operators. A change to the rental agreement allowing sport clubs to partner with operators would be a very simple solution and easy to both administer and enforce by the By-law Officer.

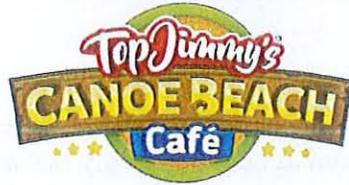
We have not requested street parking downtown per-se. While this is the vision of all mobile food vendors, the reality is that space is limited and administratively, it would be a challenge to enforce. However the group felt that a fair alternative would be changes to the permitted use of C2, to allow mobile vendors to partner with businesses to operate. A caveat attached could ensure that competing food vendors could not be within a certain distance of a similar type of establishment. (No pizza trailer within 150m of a pizza restaurant for example) Other locations throughout the city could lend itself to street parking, this is something that could be explored in detail in the future.

## VII. Conclusion

Salmon Arm is a growing, changing city. We are at the forefront of a very exciting time for the city and its businesses . We understand that change takes time, but we are encouraged by the collaboration of our business partners and business organizations and hope to continue to have an open dialogue with the City of Salmon Arm to improve the vitality and prosperity of our burgeoning industry.

We believe there are positive socio-economic impacts to this proposal, especially in the creation of partnerships between other community organizations and small businesses. Improved delivery of services and streamlined operational guidelines will encourage our industry and allow for growth and expansion.

We hope that we have demonstrated our challenges and solutions successfully and look forward to future opportunities within our outstanding community.



## Addendum

### *Food Trucks*

- Diversity of food options is not a valid argument for more competition at Canoe Beach. It doesn't mean more visitors to the Park. It just splits up the little business that is there. Also, as you can see in this report, our offerings are diverse and will continue to evolve with demand.
- The Canoe Beach Café will not be the only party negatively impacted by Food Trucks / Trailers. What about The Hive or The Canoe Village Market? They too give more to the community than they take. Is this fair to them? Is the risk of Canoe losing another business worth it just to let the Food Truck group in because "they really want to be there?"
- Food Concessions are a SERVICE. We are the one's who help Clean the Park, who Attend to Injuries and who Keep the Peace when bi-law enforcement can't be there. We are true partners with the City. Who led the charge to clean up the beach after the flood a few years back? It was the then owner of what is now the Canoe Beach Café. That is the type of Good Will Christine and Steve bought from her and we in turn bought from them. Would a Food Truck have stayed put? No. They would have moved on to the next better location. It's what they do.



Thank you for considering our concerns. We look forward to and respectfully request a speedy resolution to this alarming turn of events.

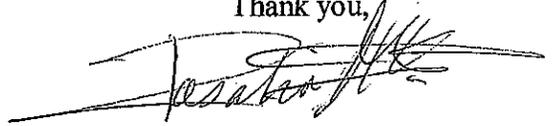
**Joyce & Jim Dunlop**

Dec. 19, 2016

To whom it may concern,

I Rosa Guthrie of Rosa's Taco Stand exspress my concerns regarding vending trucks in close proximity of my Stand. I've worked hard at building up my business, induring on going construction, electrical outages, street closures etc. I serve healthy food, keep the area clean and provide some safety to the people of the park. I would like to continue in the service I provide. I'm not against other Venders as variety is o.k. I know the struggle envolved, but I'm concerned about the impact to my business if they were close by or in the park.

Thank you,

A handwritten signature in black ink, appearing to read 'Rosa Guthrie', with a long horizontal flourish extending to the right.

Rosa Guthrie.

**Kevin Pearson**

---

**From:** David Gonella [davidg@rootsandblues.ca]  
**nt:** December 7, 2016 11:20 AM  
**Subject:** Kevin Pearson  
Re: Food Trucks

Hi Kevin,

We would not be in favour to have food trucks located on 5th Street, 5th Avenue and on 10th Avenue during the days the festival is operating. The food vendors who have applied and paid a fee to be on site would experience added competition from non-festival food vendors who were located next to the event grounds which includes Blackburn Park.

In contrast, with the assumption that the City has considered mitigating the impact food trucks will have on existing restaurants and food serving businesses, we support having more food trucks in town throughout the rest of the year to allow the community to enjoy the opportunity to have more meal diversity in town.

Hope this helps,

David

--

David Gonella, Executive Director  
25th Annual Roots&Blues Festival  
Salmon Arm Folk Music Society

Office: 250-833-4096  
Cell: 250-833-9910  
Fax: 250-833-4097  
Email: [davidg@rootsandblues.ca](mailto:davidg@rootsandblues.ca)  
Mail: Salmon Arm Folk Society, Box 21 Salmon Arm, BC V1E 4N2

On Dec 6, 2016, at 1:10 PM, Kevin Pearson <[kpearson@salmonarm.ca](mailto:kpearson@salmonarm.ca)> wrote:

Hi David,

Some consultation for you. We would appreciate R&B's feedback. Let me know if you need any clarification. Thanks

Kevin Pearson, MCIP, RPP  
Director of Development Services  
City of Salmon Arm  
Phone: 250.803.4015

<CSA\_Mobile\_Vend.pdf>



January 31, 2017

Kevin Pearson  
Director of Development Services  
City of Salmon Arm  
P.O. Box 40, 500 – 2<sup>nd</sup> Avenue NE  
Salmon Arm, BC V0E 4N2

Dear Kevin Pearson:

**RE: Mobile Food Vending on Public Lands**

Thank you for the opportunity to provide comments related to the proposal to expand opportunities for mobile food vendors to vend on private properties and public lands. It is our understanding this would include adding mobile food vending as an allowable use under the Park and Recreation (P-1) and Institutional (P-3) Zones of the Zoning Bylaw. This would allow, from the City of Salmon Arm's perspective, mobile food vendors to operate in community parks, school properties and health care facilities, such as Shuswap Lake General Hospital. The intended result would be to increase food service options for residents and places from which to operate for mobile food vendor businesses. Food vendors would still require approval from the land owner (e.g. City of Salmon Arm, School District 83 and Interior Health) prior to operating on any of this land. It is also our understanding, a Zoning Bylaw amendment cannot address the types of food the mobile food vendor can sell.

The bylaw amendment has been reviewed from Healthy Food Systems, Public Health Protection and Interior Health Facilities management perspectives. The following information is provided for your consideration.

**Healthy Food Systems**

Interior Health has an interest in supporting communities to create healthy food environments through policy and regulations. Healthy food environments make it easier for residents of all ages to make good food choices and lower their risk of obesity and chronic disease.

We encourage the City of Salmon Arm to consider the impact of mobile food vendors on healthy eating. While mobile food vendors have the potential to increase access to healthy foods (e.g. fresh fruit cart) and introduce residents to new foods (e.g. ethnic foods, local foods) often times the food sold by mobile vendors does not contribute to a healthy diet. Prepared foods from retail outlets usually have more calories, salt, sugar, and fat and provide fewer fruits and vegetables than recommended by national nutrition guidelines; thus, frequent consumption of these foods contributes to obesity, hypertension, diabetes, heart disease, and cancer.

Bus: 1-855-744-6328 ext. 4  
Fax: (250) 851-7341  
[hbe@interiorhealth.ca](mailto:hbe@interiorhealth.ca)  
[www.interiorhealth.ca](http://www.interiorhealth.ca)

**Healthy Built Environment Team**  
**Population Health**  
519 Columbia Street  
Kamloops, BC, V2C 2T8

Mobile food vendors may have an even greater influence on the food environment (seasonally) than brick and mortar food outlets because the public can so easily see and smell the food. Research shows that people are highly responsive to subtle environmental cues and can gain weight when unhealthy food choices are easily accessible. As well, mobile vendors may be able to gain greater access to vulnerable populations such as children. For these reasons, many local governments restrict *where* mobile vendors can operate or *what type of foods* can be sold. We recommend caution when considering this zoning amendment to expand the places from which mobile food vendors can operate to those also used by vulnerable populations, such as children.

#### Where Food is Sold

Many cities restrict mobile vendors from operating near schools and parks, and sometimes near recreation centres, hospitals, and places of worship as a way to protect children from unhealthy food environments. Policies usually state a minimum distance in meters away from such locations. A sample of US cities noted in a [2012 American Heart Association Policy Statement](#) showed buffers ranging from 300-1500 meters around schools (includes some parks and recreation centres) to limit access, including times when children come and go from school. The [Guidelines for Food and Beverage Sales in BC Schools](#) are a mandated provincial policy that has improved the school food environment. These nutrition standards apply to all food and beverages sold to students. The presence of mobile vendors just outside school property could undermine healthy eating efforts in schools. Food trucks next to playgrounds, recreation centres and child care centres could have similar effects on healthy eating efforts of families.

#### What Type of Food is Sold

Offering incentives to mobile vendors to sell healthier food may be a way to encourage healthier food (e.g. free access to government sponsored community events, discounted permit fees, etc.). As well, access to a commercial kitchen for food preparation could significantly increase vendors' capacity to provide healthier food. An inventory of approved kitchens in the Salmon Arm area could be provided to mobile food vendors. In Vancouver, all vendors must belong to the Vancouver Street Food Association which selects vendors based on a set of criteria established by the City of Vancouver, that govern the type of food offered (e.g. evidence of sourcing regionally grown, locally produced, organic, sustainable, fair trade items; and quality of the food, including attention to freshness, nutrition, innovation, uniqueness etc.). Some US cities issue only "green cart" permits (for the sale of fresh fruit and vegetables) in areas with high concentrations of children such as near parks, schools and recreation centres.

The following links include examples of how other communities have used policy to regulate mobile food trucks and create healthier food environments:

- [Mobile Vending Near Schools Policy Statement - American Heart Association](#)
- [Healthy Mobile Vending Policies -National Policy & Legal Analysis Network To Prevent Childhood Obesity](#)
- [Model Healthy Food Zone Ordinance](#) - includes sample wording

- [Toronto Municipal Code - Healthier Street Food](#)
- [Street Food Vancouver](#)

The province of BC supports healthy communities through a variety of initiatives that target [healthy built environments, healthy schools, and healthy workplaces](#). The province has been improving the food environment in provincial public buildings (and property) through its' [healthy vending machine policy](#) which has been in effect since 2006. "Provincial public buildings" include universities, colleges, healthy authority facilities (hospitals, health centres), provincial ministry offices, etc. Local governments are encouraged to adopt similar policies or guidelines for public facilities (for example, municipal parks, and regional districts). Guidelines and supporting resources to create healthy eating environments where people work, learn and play are available on the [Province of BC Healthy Eating Initiatives](#) webpage.

In keeping with the province's lead, the City of Salmon Arm and Interior Health signed a partnership agreement in February of 2013 to collaborate on actions that will improve the health of the community by reducing chronic disease and obesity. The Public Health Dietitians at Interior Health are able and willing to assist the city of Salmon Arm explore and develop suitable options that favour the creation of healthy eating environments and protect vulnerable populations with respect to mobile vendors. This may be through existing bylaw amendment, a new bylaw or other means such as policy or guidelines. The Interior Health Community Nutrition and Food Security Program can be contacted by emailing [linda.boyd@interiorhealth.ca](mailto:linda.boyd@interiorhealth.ca).

### **Public Health Protection:**

#### Regulatory Requirements:

The [B.C. Reg. 210/99 Food Premises Regulation](#) (FPR) defines food vending businesses as Food Premises and more specifically as Food Service Establishments. There are different levels of requirements depending on the complexity of food processing. The simplest is a Mobile Food Vending Cart that dispenses only beverages and/or prepackaged, non-potentially hazardous foods. For example, a bicycle cart that sells popsicles. This type of operation is exempt from the regulation. The next level of complexity is a Mobile Food Vending Cart which serves up to one potentially hazardous food; for example, a hot dog cart. These carts are subject to the FPR; however, the requirements have been adapted to reflect the less complex circumstance. For example, the cart is allowed to have smaller and less equipment but a suitable base of operation for sanitizing and storing the cart is required. A Mobile Food Service Establishment is subject to all requirements and is allowed a more complex menu. It is essentially a commercial kitchen on wheels. However, the complexity of the menu is still limited by the amount of storage and food preparation space available. All Food Service Establishments, except the ones selling non-potentially hazardous foods (e.g. popsicles), require an operating permit issued by an Environmental Health Officer. More information about food premise requirements can be found on the [Interior Health - Food Safety & Inspection webpage](#).

**Ensuring Safe and Sanitary Conditions:**

In most instances the operating permit of a Mobile Food Vending Cart or Mobile Food Service Establishment does not have conditions pertaining to where the business is allowed to operate. The City of Salmon Arm can help to provide safe and sanitary conditions by locating allowable spaces for mobile food vendors in areas away from mud and debris and, if at all possible, serviced by potable water and sanitary sewer.

Interior Health is interested in continuing to work with the City of Salmon Arm to ensure safe and sanitary conditions for mobile food vending operations. Therefore, it is recommended the practice of confirming with Interior Health - Environmental Health program that all regulatory requirements have been met prior to Business License issuance continue. The Environmental Health program in Salmon Arm can be contacted by emailing [Pam.Makeiff@interiorhealth.ca](mailto:Pam.Makeiff@interiorhealth.ca) or by calling 250 – 833 – 4106 (Environmental Health Admin Support).

**Interior Health Facilities:**

Consultation with other Interior Health portfolios revealed that food vendors operating on Interior Health land is not a common practice. It appears Interior Health does not currently have a process for considering such a request. Such a request could be considered; however, it was questioned whether it is necessary as food trucks most often operate from municipally owned streets or property. If a proposal from a food vendor were to be considered parking availability, flow of patients, visitors, emergency vehicles and deliveries to the site would be priority, as well as benefits to staff, patients, residents and visitors to the facility.

Interior Health recognizes City of Salmon Arm's intent to increase food choices and business opportunities in the community. However, we caution the proposed bylaw change could result in negative health outcomes by allowing increased access to unhealthy foods, especially by vulnerable children and youth, without a complimentary policy and process/criteria in place to address where, when or what kind of food can be sold. As such, Interior Health is willing to work with the City of Salmon Arm and other stakeholders to create healthier food environments.

If you would like more information or have any other question please feel free to contact Linda Boyd at 250-549-5715 or [linda.boyd@interiorhealth.ca](mailto:linda.boyd@interiorhealth.ca), Anita Ely at 250-833-4114, or the Healthy Built Environment Team at 1-855-744-6328 ext. 4 or [hbe@interiorhealth.ca](mailto:hbe@interiorhealth.ca).

Sincerely,



Linda Boyd, RD  
 Public Health Dietitian



Anita Ely, CPHI(C)  
 Environmental Health Officer

LB&AE/ae



# The Salmon Arm and Shuswap Lake Agricultural Association

351 - 3rd Street SW, Salmon Arm BC V1E 1V4 Ph. 250-832-0442 [www.salmonarmfair.com](http://www.salmonarmfair.com)

January 30, 2017

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

Attention: Denise Akerman

Dear Denise:

Re: Mobile Food Vending on Public Lands

Thank you for including us in the consultation process related to Salmon Arm's review of policy and regulatory options to potentially expand opportunities for mobile food vendors (in particular food trucks) to vend on private properties and public lands.

Our Fair sells opportunities for food vendors to set up on the grounds and operate during our three-day Fair. We gain considerable income from these vendors who are selected to offer a variety of food experiences. Each vendor has a menu that is unique and not duplicated by other vendors. We restrict the number in order to provide a positive marketing opportunity for each stall.

Our concern is with food vendors that locate within approximately 150 metres of our gates to take advantage of the Fair patrons for which we forgo any income that lessens sales opportunities for our selected vendors. An additional point is that the paying vendors are not happy with paying a fee to be on the grounds while having other vendors set up outside the venue on private property. This results in a less attractive option for us to sell and control a positive mix of vending opportunities at our event.

We suggest that a workable solution is to have a bylaw that addresses food trucks at special events or festivals.

Some municipalities have bylaws that state food trucks are not be permitted to operate within 150 metres of a special event or festival, except where permission from the event coordinator has been obtained. (Staff report - April 18, 2016 Options for Food Truck Pilot Project in Courtenay).

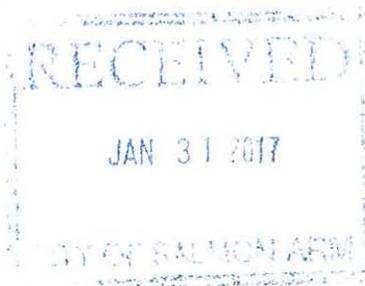
We believe that restricting the placement of food trucks near significant community events will assist our community organizations in presenting a profitable and memorable experience for everyone.

We look forward to the positive impact these guidelines will create in our community.

Yours sincerely

Phil Wright

President



January 23, 2017

City of Salmon Arm  
Kevin Pearson, Director of Development Services  
PO Box 40  
Salmon Arm BC  
V1E 4N2

**Re: Mobile Food Vending**

Dear Kevin

The Salmon Arm Economic Development Society (SAEDS) Board of Directors has considered the information City staff provided regarding the review of mobile food vending policies and regulations. As well, the Board also considered a proposal from a consortium of mobile food truck operators consisting of several goals and recommendations related to this review. Following group discussion at our January Board meeting, the SAEDS Board provides the following comments related to this policy review:

In conducting research regarding the economic potential of the food truck industry, a 2012 report from *Intuit Network* provided valuable information. This report indicates that in 2012 mobile food vending generated approximately \$650 million in revenue in the United States. The report further indicates that the industry was projected to quadruple over the next 5 years, accounting for approximately \$2.7 billion in food sales revenue by 2017. This *Intuit Network* report speaks to industry growth potential specifically related to consumer trending towards fresh, local, quality food served quickly and in convenient locations.

Beyond the growth potential and direct economic impact this industry provides via revenue and job creation, food trucks are also recognized as a contributor towards a community's cultural development and tourism visitation. There are numerous successful examples of communities that have embraced the food truck movement and successfully incorporated

PO Box 130  
20 Hudson Avenue NE  
Salmon Arm, BC V1E 4N2

Tel: 250 833.0608  
Fax: 250 833.0609  
[www.saeds.ca](http://www.saeds.ca)

it's happening  
**here**

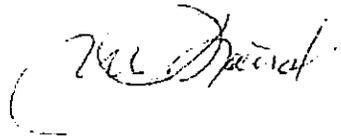
them into the fabric of their community, in many examples working hand in hand with bricks and mortar restaurants to establish a vibrant and unique "foodie" environment benefiting a wide range of tourism businesses.

In recognition of the existing cluster of food truck operators in Salmon Arm, coupled with industry growth potential and related tourism opportunities, SAEDS supports revising mobile food vending policies and regulations to ensure the sustainability and growth of this industry in our community. The Board recommends alterations to the existing regulations to streamline permitting processes and provide increased access to public spaces, while at the same time recognizing the value and investment made by our bricks and mortar restaurants. Specifically, SAEDS provides the following recommendations for Council's consideration when reviewing existing policies:

- Ensure improved operational guidelines with a comprehensive land-use map. Clear operational guidelines are an important resource for both existing food truck operators and those considering a new start-up.
- Establish a single business permit that allows operators to go from location to location. In addition to cost considerations, developing a streamlined permitting process would likely benefit both the mobile vendors and city staff directly due to diminished amount of work for each.
- Implement changes to permitted use of C2 zoning providing expanded access to mobile food vendors. If planned correctly, both mobile vendors and restaurants can successfully operate in proximity to one another enhancing the vibrancy and tourism activity in our community. Recognizing likely competition concerns, consideration could be given to establishing proximity restrictions, following examples from other communities who have struck an effective balance between embracing the food truck culture and supporting their bricks and mortar restaurants. *The National League of Cities report "Food on Wheels: Mobile Vending Goes Mainstream,* reviews and analyzes food truck regulatory examples from 13 cities (USA). This data includes competition considerations and may provide information to the City of Salmon Arm as you undertake this review.
- Improving food truck access to other public locations specifically those that host music/arts and sporting events (Little Mountain Park, Marine Park, Canoe Ball Fields, and Blackburn Park, among others) in a consistent manner. Access to food options on-site at public events would enhance visitor experiences. Again, noted competition concern where there are food vendors in proximity, could perhaps be balanced by considering proximity restrictions.

We thank you for the opportunity to comment on the City's review of the policies and regulations related to Mobile Food Vending in Salmon Arm.

Sincerely,

A handwritten signature in black ink, appearing to read "William Laird". The signature is written in a cursive style with a large initial "W".

William Laird, Chairperson



January 27, 2017

City of Salmon Arm  
500 – 2 Avenue NE  
Salmon Arm, BC  
Attention: Denise Ackerman

Dear Denise:

Re: Mobile Food Vending on Public Lands

Further to City of Salmon Arm correspondence dated December 6, 2016, requesting feedback on mobile food vendors, the Salmon Arm Chamber of Commerce completed a survey of our membership with respect to this topic.

We received a total of 97 responses which consisted of 3 specific questions:

1. Do you feel food vendor trucks are a valuable addition to the food & beverage options in Salmon Arm?
  - a. Yes - 97%
  - b. No - 3%
2. Would you support the location of food vendor trucks on public property outside of the downtown?
  - a. Yes – 95%
  - b. No – 5%
3. Would you support the location of food vendor trucks on public property inside the downtown core?
  - a. Yes – 90%
  - b. No – 10%

There were numerous written comments from the membership with a general theme indicating that proposed changes should also provide consideration to existing eating establishments so as not to create hardship by allowing mobile food vendors to locate in immediate proximity, except in very unique circumstances such as a short-term large-scale event.

On behalf of our membership we appreciate the opportunity to provide feedback on this important issue for our community.

Yours truly,

Corryn Grayston,  
Executive Director,  
Salmon Arm Chamber of Commerce.

PO Box 999 , #101, 20 Hudson Avenue N.E. Salmon Arm, BC V1E 4P2  
Phone: (250) 832-6247 Web: [www.sachamber.bc.ca](http://www.sachamber.bc.ca)



**Denise Ackerman**

---

**From:** Kevin Pearson  
**Sent:** January-24-17 12:56 PM  
Denise Ackerman  
**Subject:** FW: Mobile Food Vendor Survey  
**Attachments:** Mobile Food Vendor Survey Results.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

More input...

---

**From:** Lindsay Wong [<mailto:info@salmonarmdowntown.com>]  
**Sent:** January 24, 2017 2:09 PM  
**To:** Kevin Pearson  
**Subject:** Mobile Food Vendor Survey

Good day Kevin

I have attached the results from our survey.

There were a few comments and if they were opposed, it was a definitive NO.

There seems to be a perception that mobile food vendors do not pay any taxes or have to get any business permits.

If you wish to discuss, please contact me.

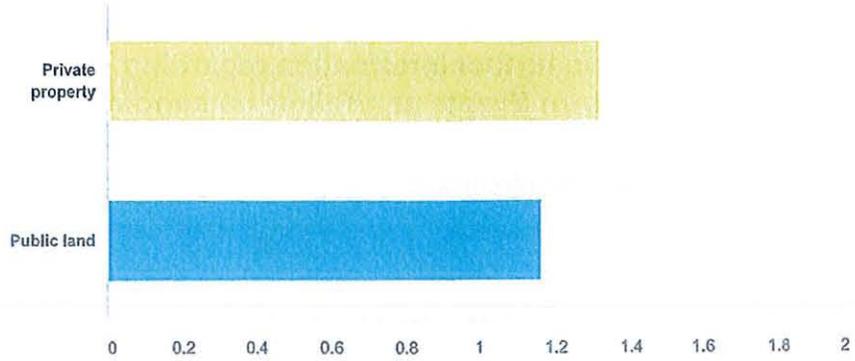
Thank you  
Have a wonderful afternoon!

Lindsay Wong

Manager  
Downtown Salmon Arm  
402-251 Trans Canada Hwy  
Salmon Arm, BC V1E 4P9  
250-832-5440

**Q9 Do you think "food trucks" should be allowed to vend on:**

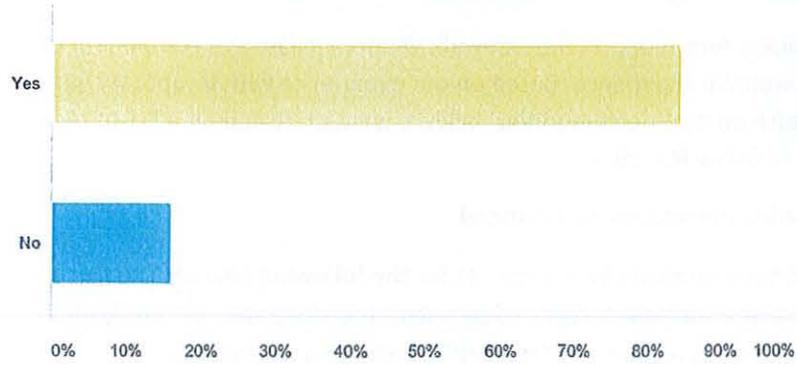
Answered: 37 Skipped: 41



	Yes	No	Total	Weighted Average
Private property	69.44% 25	30.56% 11	36	1.31
Public land	83.78% 31	16.22% 6	37	1.16

### Q8 Do you think "Mobile Food Trucks" are an asset to the community?

Answered: 38 Skipped: 40



Answer Choices	Responses	
Yes	84.21%	32
No	15.79%	6
Total		38

# downtown SALMON ARM

January 27, 2016

Attention: Kevin Pearson, Director of Development Services

RE: Mobile Food Vending – Downtown Core

Downtown Salmon Arm supports the Sidewalk Vendors Bylaw as a component of a diverse and compelling downtown experience. Based on our experience with temporary vendors in the downtown core and research on other communities' bylaws, we wish to submit a list of recommendations for consideration to Bylaw No. 2928

For the application process, we recommend

- Applications be made by October 31 for the following January 1 to December 31 operating year
- Proof of Interior Health approval be submitted along with the application
- All applications received by October 31 undergo a selection process
- A current licence holder not be entitled to first right of renewal for the same operating site (as shown on Schedule A) in any subsequent year. Preference can be given to a current licence holder given that they have not violated any terms of the bylaw
- A current licence holder may apply for up to 2 locations in one year

For Licence Revocation, we strongly recommend

- Item 1. – a sidewalk vendor who fails to operate for one continuous month in accordance with the sidewalk vendor's approved operating plan, or in breach of this bylaw, will have his licence revoked by the Business Licence Inspector. The exception would be for the winter months of October to April. There would be no expectation of operating during this time.

Under Miscellaneous, we recommend

- Freestanding sandwich boards, tables, chairs, benches will not be permitted. Any signage and business related material be attached to the trailer or side of vending cart.

For general consideration

- There be a 'Preferred Vendor's List' at the start of each year. Any mobile food vendor wishing to do business in Salmon Arm, whether it be for an on-going static location, single day permit or as part of an event, must submit an application to a selection process committee.
- Selection Process Committee may consist of City Staff, Downtown Salmon Arm, Chamber of Commerce, Salmon Arm Recreation Society
- Vending sites will be awarded based on, but not limited to: returning vendors in good standing, to City residents, consideration of proximity to direct competition, visual appearance of mobile cart or site set up
- Designate specific vending sites as day rentals
- Impose a daily license fee
- Increase yearly fee

DOWNTOWN SALMON ARM  
402 – 251 TRANSCANADA HIGHWAY NW  
SALMON ARM, BRITISH COLUMBIA V1E 3B8

# downtown SALMON ARM

- Create an 'Inter-community business license'

I reviewed many other communities' bylaws and regulations regarding food vending, mobile carts and events on public lands.

- ⇒ City of Lethbridge Pop. 89,074
- ⇒ City of New Westminster Pop. 65,976 (which hosts the StrEATS Food Truck Festival, largest one day food truck festival in Canada)
- ⇒ City of Vernon Pop. 40,000
- ⇒ City of Kamloops Pop. 85,678
- ⇒ City of Penticton Pop. 32,877
- ⇒ City of Parksville Pop. 11,977
- ⇒ City of St. Albert Pop. 61,466
- ⇒ City of Kelowna Pop. 117,312
- ⇒ City of Tacoma Pop. 203,446
- ⇒ City of Victoria Pop. 80,000
- ⇒ City of Hamilton Pop. 519,950

Some common themes

- Seasonal permits
- Special event permit
- Approved Vendor list
- Only vendors who are on the Approved Vendor List may be permitted to vend at an event and must be invited by the event host
- Different regulations permitting Mobile Food Vendors on private property
- Mobile Vendors (food and non-food) are generally required to not be within 20-60 metres of an entrance to a fixed address business selling a similar product
- City approved events can preclude operating at an approved location

Our suggestions

We would like to see a Special Event Permit be created (good example – City of Vernon)

Special Mention – Wharf and Marine Park

DSA would like to see food vending opportunities at the Wharf and Marine Park, for special events and day rental. For long term utilization of this great asset, it is important to be able to facilitate short term vending. Events, whether they be private or public, are a key to increasing vitality and usage. We encourage City of Salmon Arm to pursue a vision for mobile food vending opportunities.

DOWNTOWN SALMON ARM  
402 – 251 TRANSCANADA HIGHWAY NW  
SALMON ARM, BRITISH COLUMBIA V1E 3B8

# *downtown* **SALMON ARM**

Our suggestions for locations – please see attached photos

1. Behind Old CSRD building



2. At opposite end of boat launch



DOWNTOWN SALMON ARM  
402 – 251 TRANSCANADA HIGHWAY NW  
SALMON ARM, BRITISH COLUMBIA V1E 3B8

# *downtown* **SALMON ARM**

3. Install concrete pad on lawn area



DOWNTOWN SALMON ARM  
402 - 251 TRANSCANADA HIGHWAY NW  
SALMON ARM, BRITISH COLUMBIA V1E 3B8

# *downtown* **SALMON ARM**

- 4. On road where yellow lines are painted



OR



DOWNTOWN SALMON ARM  
402 - 251 TRANSCANADA HIGHWAY NW  
SALMON ARM, BRITISH COLUMBIA V1E 3B8

# downtown SALMON ARM

At this time, DSA feels that the amount of specific sites designated in Sidewalk Vending Bylaw 2928 Schedule A is sufficient. In the future, there may be a larger demand for sidewalk vending sites and some municipalities allow mobile vendors to park on City streets, utilizing a metered parking spot. There would be many other and different concerns surrounding this option, so therefore is not explored in any great depth at this time.

We strongly suggest a selection process committee that DSA would be a part of. By having the application deadline of October 31, this allows for committee meetings.

It would be a pleasure to speak further, should you require more explanation.

Thank you for your time on this matter.

Regards

Lindsay Wong  
Manager

DOWNTOWN SALMON ARM  
402 – 251 TRANSCANADA HIGHWAY NW  
SALMON ARM, BRITISH COLUMBIA V1E 3B8

#### 4. Mobile Food Vending

- K. Pearson gave report on process he will be presenting to council. Discussion followed.

**Motion:** R. Ready / C. Ingebrigtsen

**To:** Allow a limited number of spots in downtown core for food vendors,  
and to allow 2 spots in Ross St / Hudson NW lots for 2 year trial period.

**Carried Unanimously**

#### 5. Snow Control Downtown

- R. Hein and R. Niewenhuizen presented on City snow removal policy & practices. Information well received. DPC thanks city crews on snow removal in town centre – they have done a great job this year.

**Received As information**

#### 6. Correspondence

- none

**Received As Information**

#### 7. Any Other Business

- None

#### 8. Adjournment

- Next meeting scheduled for January 9, 2017
- Note date change is 2<sup>nd</sup> Tuesday, not 3<sup>rd</sup>

**Motion:** R. Ready / C. Ingebrigtsen

**To:** Adjourn Meeting

**Carried Unanimously**

**Meeting Adjourned at 8:45 am**

**Certified Correct**



Marcel A. Bedard  
Bylaw Enforcement Officer

Minutes received as information by Council on the    day of    , 2017

cc: Downtown Improvement Association  
Kevin Pearson, Director of Development Services  
Council Correspondence



## DOWNTOWN PARKING COMMISSION

Tuesday, December 20, 2016

TIME: 8:00 A.M.

MEETING ROOM 100 - CITY HALL

Minutes of the Downtown Parking Commission Meeting held in Meeting Room 100, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC on Tuesday, December 20, 2016 at 8:00 a.m.

**Present:**

City of Salmon Arm  
Representatives:

Bill Laird  
Regan Ready  
Cathy Ingebrigtsen

Downtown Improvement Association  
Representatives:

Matt Koivisto  
Jacquie Gaudreau  
Heather Finn

Resource Personnel:

Chad Eliason, Councillor  
Robert Niewenhuizen, Director of Engineering & Public Works  
Rob Hein, Manager Roads & Parks  
Kevin Pearson, Director of Development Services  
Jenn Wilson, Engineer  
Marcel Bedard, Bylaw Officer

Absent:

Gerald Foreman  
Vic Hamilton

The meeting was called to order at 8:00 am, by Chairperson Chad Eliason

**1. Minutes of Meeting: November 15, 2016**

**Motion:** M. Koivisto/ B. Laird  
**To:** Receive minutes as information

**Carried Unanimously**

**2. Downtown Parking Commission - CSA Representatives**

- terms up for renewal, DPC supports current members to be reappointed

**Motion:** J. Gaudreau/ M. Koivisto  
**To:** To recommend to City Council that current DPC CSA members to be re-appointed for term.

**Carried Unanimously**

**3. Inner Core Lot – Lease renewal**

- B. Laird stepped out due to conflict of interest

**Motion:** R. Ready/ C. Ingebrigtsen  
**To:** Renew lease as presented by R. Niewenhuizen

**Carried Unanimously**

**Kevin Pearson**

---

**From:** Jim Dunlop [jim.dunlop62@gmail.com]  
**Sent:** December 20, 2016 9:33 AM  
**To:** Erin Jackson  
**Cc:** Kevin Pearson; Joyce Dunlop  
**Subject:** Re: Food Trucks

Hello Erin and Kevin. Best of the holiday season to you both. We will reply in more detail, however, in short please know that it is our sincere belief that any additional competition at the Canoe Beach area would decimate our business. As it stands the margins are incredibly small with our take home anticipated to be very, very modest. We purchased this business as a means to semi-retire in Salmon Arm and have worked diligently to improve the safety and ascetics of the facility spending over \$10,000 to date on improvements. This is over and above the cost of purchase of the facility in late September of 2016. We are currently preparing a report outlining our progress to date including some suggestions as to how we might bring improved value to the area in the future.

This news comes as a complete surprise to us and we would respectfully ask that the Canoe Beach area not be considered as a location for the operation of food trucks.

Sincerely yours,

Joyce and Jim Dunlop

On Dec 20, 2016, at 9:13 AM, Erin Jackson <[ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca)> wrote:

Hi Kevin,

There is a new operator at the Canoe Beach Concession- Jim Dunlop. I have cc'd him into this email so that he can provide input.

Thanks,

Erin

---

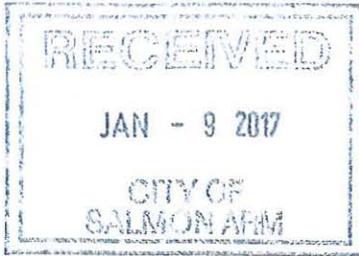
**From:** Christine Grenier [<mailto:christine-grenier@outlook.com>]  
**Sent:** Tuesday, December 20, 2016 6:57 AM  
**To:** Erin Jackson  
**Subject:** TR: Food Trucks

Hello Erin,

I received this e-mail from Kevin Pearson. I send it back but I never had confirmation. Can you tell him to send it to Jim and Joyce please. [jim.dunlop62@gmail.com](mailto:jim.dunlop62@gmail.com)

In the same time, Steve and me wish you a Very Merry Christmas and a Happy New Year!!

Christine and Steve  
819-640-9337



Christine Grenier  
 Stefan Manikis  
 361 rue William  
 Drummondville, Québec  
 J2C 3C4  
 819-640-9337  
[christine-grenier@outlook.com](mailto:christine-grenier@outlook.com)

December 21, 2016

Mayor Nancy Cooper and members of Salmon Arm City Council  
 Po Box 40  
 500 2 Avenue NE  
 Salmon Arm, BC  
 V1E 4N2

Objet : Disagreement for Mobile Food Vending on Public Lands – Canoe Beach Park

Dear Mayor Nancy Cooper and Council members,

We were deeply concern about the reserch of the City of Salmon Arm in the process of reviewing policy and regulatory options to potentially expand opportunities for mobile food vendors to vend on Canoe Beach.

As the last owner of the concession at Canoe Beach , I can assure you that having several concessions on this beach would not work for any of them. That is just not enough money for more than one concession to make a simple living or for more than one small family to get by during the season. As you know in Salmon Arm the tourisme season is really short. Also, this concession is at the mercy of the weather, the water level and all of the economics factors. This is not an easy business to get into and this is a lot of work to make it happen.

When we bought the concession in 2013, the only way that we had sign the City of Salmon Arm contract was that line :

- v. provide exclusive concession services to the public during the seasonal operation of the park;

Our experience at Canoe Beach gives us the right to tell you that it will be very very important to keep this exclusivity.

During three seasons we worked really hard. We put our hearts and our souls in this place. After the first season, I got a surprise, I was pregnate. We could'nt take the risk financially to have that kind of business with a child we have to keep, to dress and to feed. The revenues of this concession are unpredictable. With heart broken we sold the place.

We sold the concession to great people. We took the time to chose them. With all of the energy we have put into this project, we wanted to see the beach growing and improve. That why we choose Jim and Joyce Dunlop to continue the trail we had built. They are motivated and passionate people.

At the time of the transfer of the contract with Erin Jackson, we explained to her that we did not want to sell it to anyone. We made unforgettable friend and had really good relationship with ours customers. We didn't want to let them down. We gave to Jim and Joyce everything we know. This concession is difficulte to manage but with there background, we are confident that they will succeed.

We hope to you will considere this letter on your reserch. Please feel free to contact us if you have any questions about the subject.

Sincerely,

Christine and Stefan

c.c. Erin Jackson  
c.c. Kevin Pearson



# CITY OF SALMON ARM

## BYLAW NO. 4240

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chamber of City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on \_\_\_\_\_, 2018, at the hour of 7:00 p.m. was published in the \_\_\_\_\_, 2018 and \_\_\_\_\_, 2018, issues of the Salmon Arm Observer;

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

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

1. District of Salmon Arm Zoning Bylaw No. 2303 is hereby amended as follows:
  1. Section 2 - Definitions - Add the following use and definition:
 

*"Mobile food vending* means the preparation and sale of food and beverage items from a vehicle, trailer or cart in accordance with Section 4.19 (General Regulations).
  2. Add mobile food vending as a permitted use to the following zones and renumber each sub-section accordingly:
 

Section 15.3	C-1 Local Commercial Zone
Section 16.3	C-2 Town Centre Commercial Zone
Section 17.3	C-3 Service Commercial Zone
Section 20.3	C-6 Tourist/Recreation Commercial Zone
Section 21.3	C-7 Shopping Centre Commercial Zone
Section 22.3	C-8 Farm Produce Commercial Zone
Section 24.3	P-1 Park and Recreation Zone
Section 26.3	P-3 Institutional Zone
Section 28.3	M-1 General Industrial Zone
Section 29.3	M-2 Light Industrial Zone
Section 46.3	CD-8 Comprehensive Development Zone ( <i>Smart REIT site</i> )

City of Salmon Arm  
Zoning Amendment Bylaw No. 4240

- Section 47.3 CD-9 Comprehensive Development Zone  
(Askew's Uptown and S.A.S.C.U. site)
- Section 50.3 CD-12 Comprehensive Development Zone  
(Gibbons Motor Toys site)
- Section 54.3 CD-16 Comprehensive Development Zone  
(The Hive site)

3. Section 4 - General Regulations - Add the following sub-section pertaining to general regulations for *mobile food vending*:

Mobile Food Vending

4.19 A *mobile food vending* business shall comply with the following regulations:

- .1 The maximum length of a *mobile food vending* vehicle, trailer or cart shall not exceed 7 m (23 ft.), unless a greater length is approved by an *official*.
- .2 A maximum area of 15 m<sup>2</sup> (162 ft<sup>2</sup>) is permitted for patron seating or the display of items, outside of a *mobile food vendor* vehicle, trailer or cart. City roads, sidewalks and boulevards shall not be used for this purpose, unless otherwise authorized by an *official*.
- .3 A location of a *mobile food vending* business shall not interfere with pedestrian or vehicular traffic circulations, points of access or egress, or public or private utilities.
- .4 A location of a *mobile food vending* business shall not cause damage to landscaped or hard surfaced areas.
- .5 A *mobile food vending* business shall not cause a *nuisance* to the public or to neighbouring *parcel* owners. The noise level of a generator or any music playing device used by a mobile food vending business shall not exceed 60 decibels.
- .6 Approval is required by the business or property owner where the *mobile food vending* business is to be located.
- .7 Report of current Interior Health Authority food safety approval is required at the time of a Business Licence application.

City of Salmon Arm  
Zoning Amendment Bylaw No. 4240

- .8 A *mobile food vending* business conducted on a *parcel*, *park* or road owned by or under the jurisdiction of the *municipality* shall comply with City of Salmon Arm Policy 3.19.
- .9 A *mobile food vending* business shall be permitted on a *parcel* in all *zones* as an *accessory use* for the purpose of catering private parties, festivals, and similar types of events not exceeding a time frame of two (2) days per calendar month, unless a lesser or greater time period is approved by an *official*.
- .10 The registered owner of a *parcel* on which a mobile food vending business operates shall be responsible for any associated *nuisance* complaints and related bylaw infractions.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

City of Salmon Arm  
Zoning Amendment Bylaw No. 4240

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4240".

READ A FIRST TIME THIS DAY OF 2018

READ A SECOND TIME THIS DAY OF 2018

READ A THIRD TIME THIS DAY OF 2018

ADOPTED BY COUNCIL THIS DAY OF 2018

\_\_\_\_\_  
MAYOR

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

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Item 8.4

## CITY OF SALMON ARM

Date: January 15, 2018

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: the bylaw entitled City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4241, be read a first, second and third time.

[Ticket Information Utilization Amendment Bylaw No. 4241]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Cooper
- Flynn
- Eliason
- Harrison
- Jamieson
- Lavery
- Wallace Richmond

**CITY OF SALMON ARM**

**BYLAW NO. 4241**

**A Bylaw to amend City of Salmon Arm Ticket Information Utilization  
Bylaw No. 2760**

---

WHEREAS Council may designate certain Bylaw offences, authorize the use of certain words or expressions, set certain fine amounts and designate persons as Bylaw Enforcement Officers;

AND WHEREAS the Council deems it expedient to authorize the use of the Municipal Ticket Information for the enforcement of the Bylaws listed in Schedule 5 of "City of Salmon Arm Ticket Information Utilization Bylaw No. 2760";

AND WHEREAS the Council deems it expedient to amend "City of Salmon Arm Ticket Information Utilization Bylaw No. 2760";

NOW THEREFORE the Council of the City of Salmon Arm, in open meeting assembled, ENACTS AS FOLLOWS:

1. "City of Salmon Arm Ticket Information Utilization Bylaw No. 2760" is hereby amended as follows:

a) The amendment of Schedule 15 to include:

Bylaw	Infraction	Section	Fine
Zoning Bylaw No. 2303	Mobile Food Vending - Non-Compliance	4.19	\$100.00

2. SEVERABILITY

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

3. EFFECTIVE DATE

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

4. This bylaw may be cited for all purposes as "City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4241 (Mobile Food Vendors)".

READ A FIRST TIME THIS	DAY OF	2018
READ A SECOND TIME THIS	DAY OF	2018
READ A THIRD TIME THIS	DAY OF	2018
ADOPTED BY COUNCIL THIS	DAY OF	2018

\_\_\_\_\_  
MAYOR

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

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Item 8.5

## CITY OF SALMON ARM

Date: January 15, 2018

Moved: Councillor Eliason

Seconded: Councillor Jamieson

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4242, be read a first, second and third time.

[Fee for Service Amendment Bylaw No. 4242 (Mobile Food Vending)]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Cooper
- Flynn
- Eliason
- Harrison
- Jamieson
- Lavery
- Wallace Richmond

## CITY OF SALMON ARM

### BYLAW NO. 4242

A bylaw to amend "District of Salmon Arm Fee for Service Bylaw No. 2498"

---

WHEREAS it is deemed desirable and expedient to alter the fees imposed by "District of Salmon Arm Fee for Service Bylaw No. 2498";

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

1. Schedule "B" - Business Licence Fees for Business Categories and Fees Payable for the Licensing Period of "District of Salmon Arm Fee for Service Bylaw No. 2498" is hereby amended by the addition of:

Single Site Mobile Food Vending on Private Land (including a Single Event Licence)	\$150.00
Multiple Site Mobile Food Vending on Private Lands (Land not owned by the City of Salmon Arm)	\$300.00
Multiple Site Mobile Food Vending on City and Private Lands	\$500.00

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

City of Salmon Arm Fee For Service  
Amendment Bylaw No. 4242

5. CITATION

This bylaw may be cited as **“City of Salmon Arm Fee for Service Amendment Bylaw No. 4242”**.

READ A FIRST TIME THIS DAY OF 2018

READ A SECOND TIME THIS DAY OF 2018

READ A THIRD TIME THIS DAY OF 2018

ADOPTED BY COUNCIL THIS DAY OF 2018

\_\_\_\_\_  
MAYOR

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

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Item 9.1

## CITY OF SALMON ARM

Date: January 15, 2018

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4233 be read a final time.

[ZON-1110; Turner, G., Turner, R. & Turner-Grave, J. / Hollypark Hotels Corporation; 790 - 16 Street NE;  
R-1 to C-6]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Cooper
- Flynn
- Eliason
- Harrison
- Jamieson
- Lavery
- Wallace Richmond

# CITY OF SALMON ARM

## BYLAW NO. 4233

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm at the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on December 11, 2017 at the hour of 7:00 p.m. was published in the November 29, 2017 and December 6, 2017 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP59121 from R-1 Single Family Residential Zone to C-6 Tourist/Recreation Commercial Zone as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

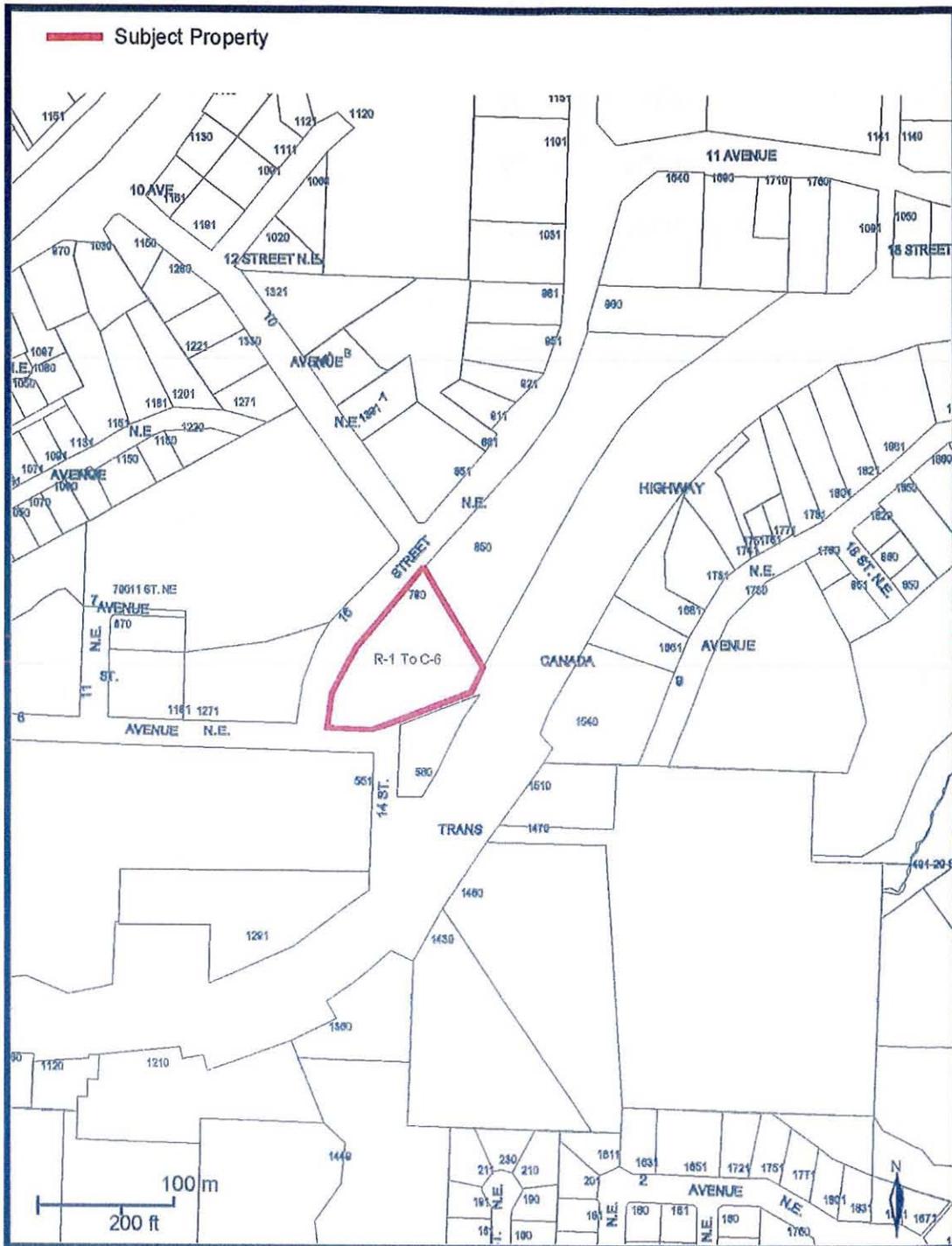
Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto as amended, revised, consolidated or replaced from time to time.

4. EFFECTIVE DATE

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



SCHEDULE "A"



23. **PUBLIC HEARING**

1. **Zoning Amendment Application No. ZON-1110 [Turner, G., Turner, R. & Turner-Grave, J. / Hollypark Hotels Corporation; 790 - 16 Street NE; R-1 to C-6]**

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

Submissions were called for at this time

S. Dhillon, and C. Gaval, on behalf of Hollypark Hotels Corporation, were available to answer questions from Council.

J. Power, 2573 Golf View Crescent, Blind Bay, on behalf of The Comfort Inn, expressed concerns about supply and demand and the effect that another hotel establishment will have on the economics of existing hotels, motels, bed and breakfast and the effect on current employment in those businesses.

G. Jhajj, 7809 Graystone Drive, Coldstream, on behalf of The Comfort Inn, expressed concerns about the impact a new hotel will have on existing hotel businesses. Mr. Jhajj inquired as to whether the developer had a marketing plan to draw additional customers to Salmon Arm. He feels that the City has a responsibility to existing businesses.

B. Jaswal, 7809 Graystone Drive, Coldstream, on behalf of The Comfort Inn, spoke regarding the impact a new hotel will have on existing hotel business and expressed concern over perceived lack of research by Council.

R. Jaswal, 7809 Graystone Drive, Coldstream, on behalf of The Comfort Inn, inquired as to whether the applicant had conducted a feasibility study.

J. Boudreau, 451 20 Street SE, stated that five years ago, their application for rezoning on 6 Avenue NE had restrictions in place by the Ministry of Transportation and Infrastructure because of traffic concerns.

B. Jaswal, 7809 Graystone Drive, Coldstream, on behalf of The Comfort Inn, expressed concerns regarding the location of a hotel in close proximity to a school.

G. Jhajj, 7809 Graystone Drive, Coldstream, on behalf of The Comfort Inn, spoke regarding peak traffic times for the school and the hotel being similar.

C. Gavel, on behalf of Hollypark Hotels Corporation, stated that school hours are 8:00 a.m. to 2:00 p.m. and should not be a concern with check in and check out times.

G. Jhajj, 7809 Graystone Drive, Coldstream, on behalf of The Comfort Inn, stated that 8:00 a.m. to 9:00 a.m. are the busiest times for hotel traffic.

S. Dhillon, on behalf of Hollypark Hotels Corporation indicated that the purchase of property is conditional upon the rezoning application.

Council received the written submissions for consideration.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4233 was declared closed at 8:05 p.m.

**24. RECONSIDERATION OF BYLAWS**

1. **Zoning Amendment Bylaw No. 4233 [ZON-1110; Turner, G., Turner, R. & Turner-Grave, J. / Hollypark Hotels Corporation; 790 - 16 Street NE; R-1 to C-6] - third reading**

0511-2017

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4233 be read a third time.

CARRIED UNANIMOUSLY

**INFORMATIONAL CORRESPONDENCE - JANUARY 15, 2018**

1. Building Department - Building Statistics - December 2017
2. Building Department - Building Permits - Yearly Statistics
3. R. Niewenhuizen, Director of Engineering & Public Works - letter dated December 20, 2017 to N. Quilty - 2018 Polar Bear Swim - Monday, January 1, 2018
4. D. Miller - email dated December 21, 2017 - Transport running red lights
5. C. Moe - email dated December 16, 2017 - Handidart and bus services
6. B. Weiker, President, Shuswap Lifeboat Society - email dated December 21, 2017 - Shuswap Lifeboat Society & RCMSAR 106 Annual Summary Report
7. Health, Wellness and Life Skills Program of the Shuswap Association for Community Living - letter dated November 20, 2017 - City park washrooms
8. L. Wong, Manager, Downtown Salmon Arm - letter dated December 5, 2017 - 2<sup>nd</sup> Annual Outdoor Movie Night in the Park
9. L. Wong, Manager, Downtown Salmon Arm - letter dated December 6, 2017 - Multicultural Day 2018
10. Salmon Arm Museum - Winter 2017 Heritage Update
11. North Okanagan Columbia Shuswap United Way - Community Investments update
12. School District 83 - North Okanagan-Shuswap Staying Connected message - December 20, 2017
13. E. Vieira, Fraser Basin Council - email dated December 14, 2017 - SWC: meetings highlights and media release
14. M. LoVecchio, Director Government Affairs, Canadian Pacific - email dated January 6, 2018 - CP Holiday Train Wrap Up
15. Healthy Communities, Interior Health - email dated December 20, 2017 - Sport for Life funding announcement
16. Interior Health - Healthy Communities update - December 2017
17. Interior Health - news release dated December 14, 2017 - IH expands meningococcal disease immunization clinics in the Okanagan
18. Conservation Planning Unit, Canadian Wildlife Service - Pacific Region, Environment and Climate Change Canada - email dated December 18, 2017 - Changes to Schedule 1 (the "Legal List") of the Species at Risk
19. Conservation Planning Unit, Canadian Wildlife Service - Pacific Region, Environment and Climate Change Canada - email dated January 3, 2018 - New Species at Risk Recovery Documents Available
20. E. Morrison, Program Manager, Government Leadership Academy - email dated January 2, 2018 - LGLA Forum Registration Deadline Approaching
21. BC Air Access Program - email dated December 20, 2017 - BC Air Access Program - Application Intake Open (until February 9, 2018)
22. A. Slater, Executive Director, SILGA - letter dated December 14, 2017 - SILGA Convention - Call for Nominations 2018
23. A. Slater, Executive Director, SILGA - letter dated December 14, 2017 - Call for Resolutions for 2018 Convention
24. A. Slater, Executive Director, SILGA - email - SOSCP
25. M. Carr, Assistant Deputy Minister and General Manager, Liquor Control and Licensing Branch - Policy Directive dated December 12, 2017 - Off-premises sales endorsement changes, licensee retail store (LRS) relocations, manufacturer guided tours, and fraternal societies and veterans clubs reporting requirements

26. Health Canada - email dated December 13, 2017 - Health Canada: Unauthorized natural health products including "SmartBrain Formulations" and "Cutting Edge Naturals" sold by Robert Lamberton Consulting may pose health risks
27. Health Canada - email dated December 15, 2017 - Health Canada Information: Mental Health - Coping With Stress
28. MoTCYCLING - email dated December 20, 2017 - BikeBC Program - Application Intake Open (until February 9, 2018)
29. P. Kulmala, Outreach, Information and Education, The Office of the Ombudsperson - email - BC Ombudsperson Informational Brochures
30. FCM Media Relations - media release dated December 11, 2017 - Municipalities welcome steps toward fair cannabis revenue sharing
31. Y. May, BC CiB Chair, and C. Kennedy, Executive Director, Communities in Bloom - letter dated December 6, 2017 - Recognition and Bloom Award Program for Municipalities
32. D. Findlater, Mayor, District of West Kelowna - letter dated December 13, 2017 - Cannabis sales
33. L. Facio, Mayor, Harrison Hot Springs - letter dated December 5, 2017 - Prevention of Quagga and Zebra Mussels
34. J. Harwood, Mayor, District of Clearwater - letter dated December 6, 2017 - Prevention of Quagga and Zebra Mussels
35. J. Jeyes, Mayor, Village of Ashcroft - letter dated December 12, 2017 - Prevention of Quagga and Zebra Mussels
36. R. Hovanes, Mayor, Town of Oliver - letter dated December 13, 2017 - Prevention of Quagga and Zebra Mussels
37. M. Richman, Mayor, Village of Pemberton - letter dated December 15, 2017 - Prevention of Quagga and Zebra Mussels
38. D. Bumstead, Mayor, City of Dawson Creek - letter dated December 19, 2017 - Prevention of Quagga and Zebra Mussels
39. M. Lefebvre, Mayor, City of Parksville - letter dated December 19, 2017 - Prevention of Quagga and Zebra Mussels
40. J. Brown, Mayor, Township of Spallumcheen - letter dated December 19, 2017 - Prevention of Quagga and Zebra Mussels
41. C. Peters - email dated December 13, 2017 - Globe and Mail article: more important news re sexual assault cases/missing persons-trafficking will be connected/involved

Item 10.2

**CITY OF SALMON ARM**Date: January 15, 2018

L. Samson, Administrative Services Manager  
Okanagan Regional Library  
Letter dated December 4, 2017

**Vote Record**

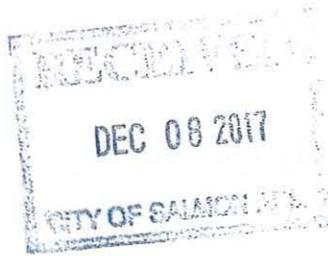
- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Cooper
- Flynn
- Eliason
- Harrison
- Jamieson
- Lavery
- Wallace Richmond

December 4, 2017

Mayor Nancy Cooper  
City of Salmon Arm  
Box 40  
500 - 2 Avenue NE  
Salmon Arm, BC V1E 4N2



Dear Mayor Cooper:

**Re: Appointment to the Okanagan Regional Library Board**

Annual appointments to the Okanagan Regional Library Board are made according to the *BC Library Act*. There are four regular meetings of the Board in each year and such other meetings as the Board may decide. Regular meetings are held on the third Wednesday in February, May, September and November, except in years when municipal elections are held. In election years, there is a meeting in October and no meeting in November. Meetings typically start at 9:30 AM and may constitute a full day. They are held at Library headquarters located at 1430 KLO Road, Kelowna. Pursuant to Board Policy and Regulations, Board members' expenses for travel, meals and hotel only are paid by the ORL. Attached for information are the meeting schedule and related sections of the *BC Library Act*.

Please complete and return the following:

- Letter of Appointment form. Please name the library Trustee and the Alternate you wish to appoint;
- Library Trustee and Alternate Contact Information forms. Please have both the representative and the alternate complete one each.

The forms can be returned either by fax: 250-861-8696 or e-mail: [lsamson@orl.bc.ca](mailto:lsamson@orl.bc.ca). If you have any questions, please do not hesitate to contact us.

Thank you for your continuing support of the Okanagan Regional Library.

Sincerely,

**Leah Samson**  
**Administrative Services Manager**  
**Okanagan Regional Library**

Attached:

Letter of Appointment Form  
Contact Information Form

Meeting Schedule  
Library Act

Item 11.1

**CITY OF SALMON ARM**Date: January 15, 2018**Rainbow Crosswalk Potential Locations -  
For Information****Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Cooper
- Flynn
- Eliason
- Harrison
- Jamieson
- Lavery
- Wallace Richmond



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

File: ENG2017.5400

TO: Her Worship Mayor Cooper and Council  
 FROM: Rob Niewenhuizen, Director of Engineering and Public Works  
 PREPARED BY: Jenn Wilson, City Engineer  
 DATE: November 29, 2017  
 SUBJECT: **Report for Information – Rainbow Crosswalk Potential Locations**

### BACKGROUND

At the regular Council Meeting of June 12, 2017, Council requested staff to provide an information report on the installation of a rainbow crosswalk. A report was provided to Council dated June 19, 2017 with an overview of styling and costing options involved with providing a rainbow crosswalk.

Rainbow cross walks are made up of eight (8) colors which symbolize as follows: Pink-Sexuality, Red-Respect for all life, Orange-Healing journeys within all walks of life, Yellow-representing sunshine and air quality, Green-The importance of environment and nature, Turquoise-Arts, Blue-Peace and Harmony and Violet-Spirituality.

Council indicated an installation preference for a durable pre-formed thermoplastic pavement marking material, engineered with safety, durability and aesthetics in mind; however, a preferred design option and location was not yet determined.

### DESIGN OPTIONS

The following photos are different design options for an installation of a rainbow crosswalk:



### LOCATIONS

Eleven (11) location options have been shown on the attached drawings for Councils review.

## **CONSIDERATIONS**

**Safety:** The proposed installation is not a standard pavement marking so drivers may not recognize the rainbow as a legal cross-walk posing potential safety concerns for pedestrians. Care should be used in choosing the location to minimize confusion and potential safety issues. Specifically, choosing a lower speed and/or lower traffic volume area should be preferred over a high volume/speed location.

**Funding:** The proposed installations are estimated at \$8,000 where removal of pavers is not required or \$17,000 where removal of pavers is required. The 2018 capital budget has \$20,000 of funding for replacing the cross-walk markings in the Ross Street Parking Lot as well as \$20,000 for replacing one deteriorating paver cross-walk with the thermoplast markings. The Ross Street mid-block cross-walk was previously identified for replacement.

**Timing:** The locations at Blackburn Park and Hudson Street would be done in conjunction with future works, whereas the other locations could be completed at anytime.

Staff will arrange for the works to be completed upon confirmation of the preferred location, design option and source of funding from Council.

Respectfully Submitted,



---

Robert J. Niewenhuizen  
Director of Engineering & Public Works

cc Monica Dalziel, Chief Financial Officer



10 Street SW (Piccadilly Mall)

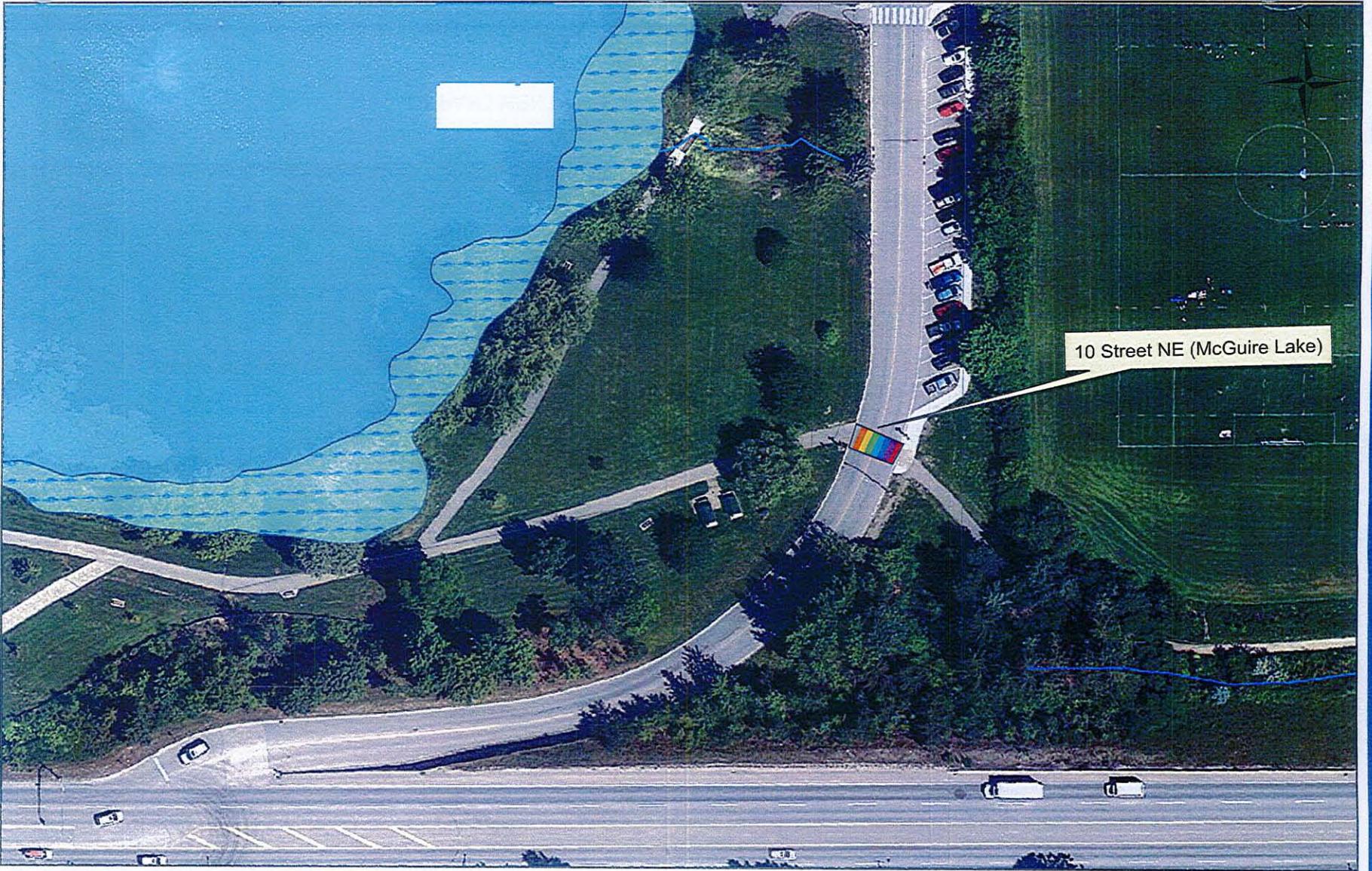
Blackburn Park (Opt. 1)

Blackburn Park (Opt. 2)



CITY OF SALMON ARM  
DEPARTMENT OF ENGINEERING & PUBLIC WORKS

30  
Meters

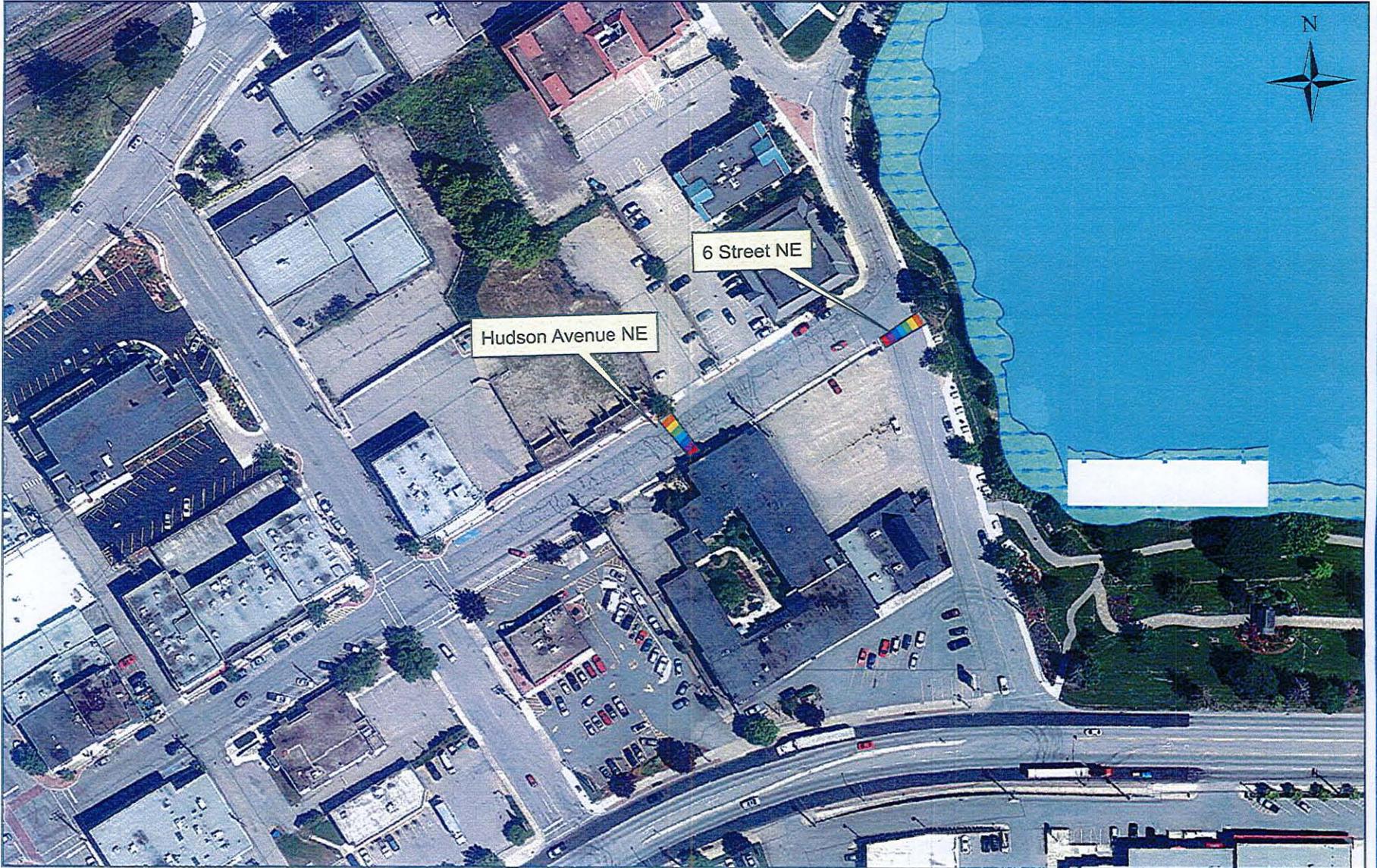


10 Street NE (McGuire Lake)



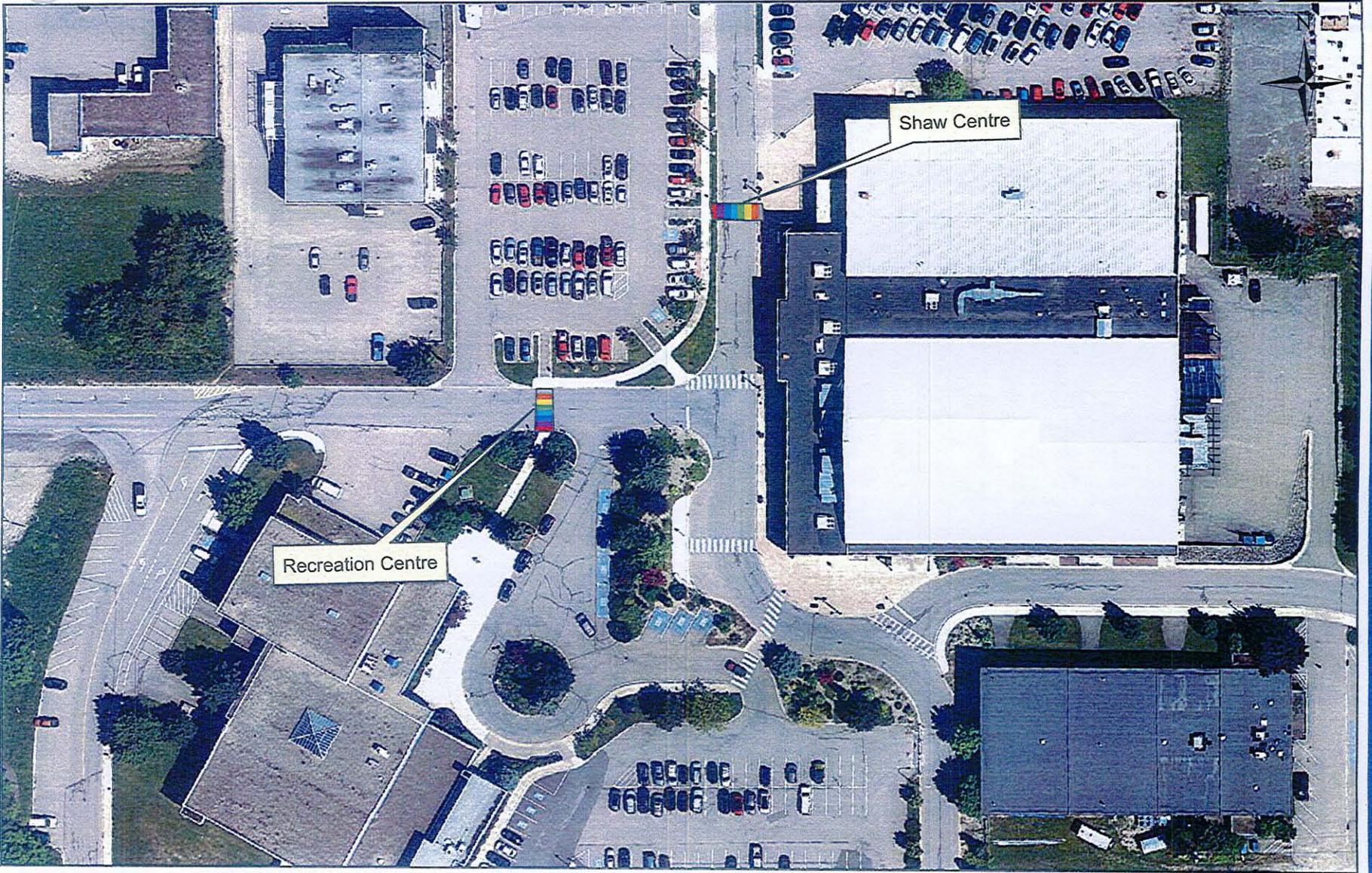
CITY OF SALMON ARM  
DEPARTMENT OF ENGINEERING & PUBLIC WORKS

10  
Meters



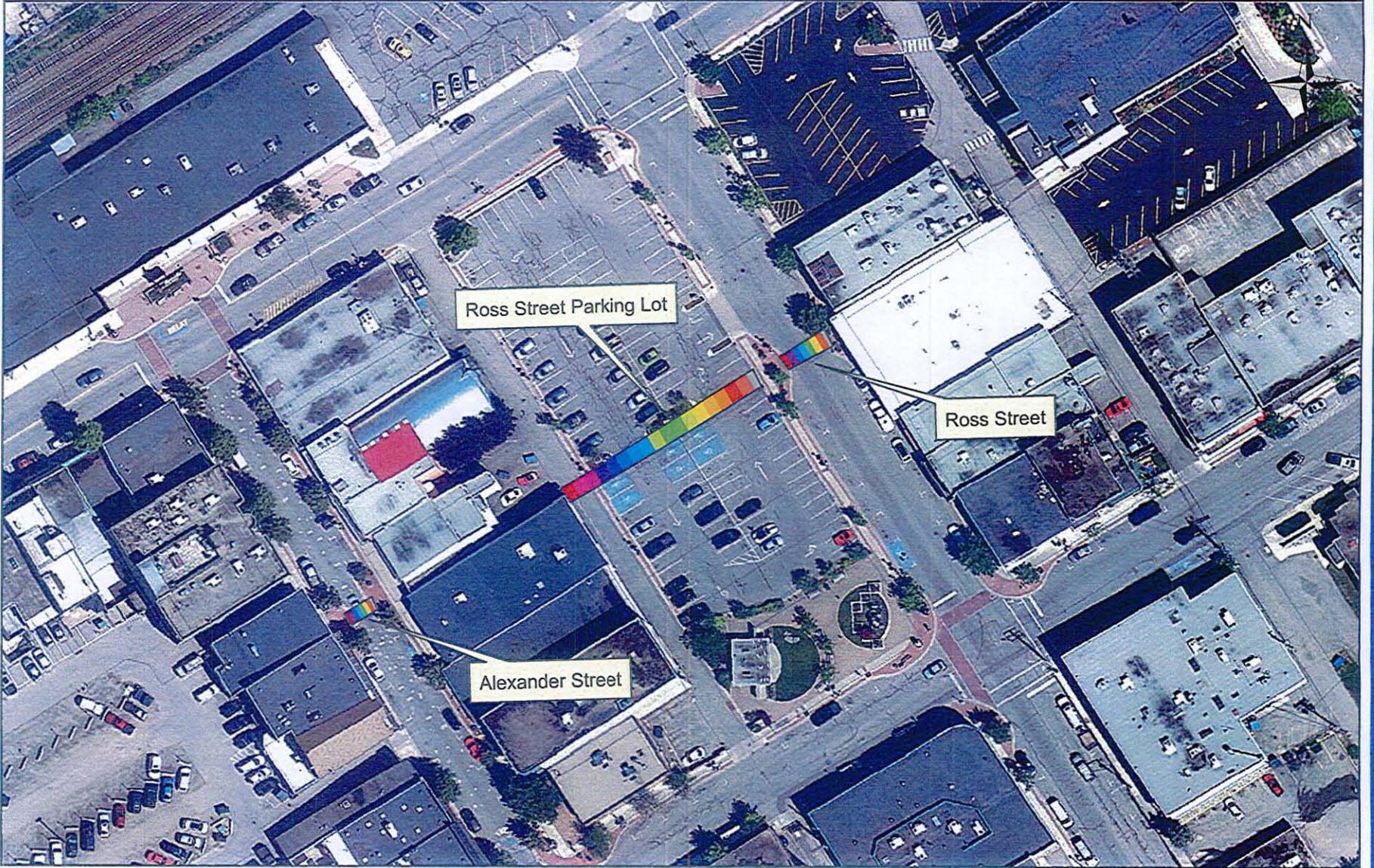
CITY OF SALMON ARM  
DEPARTMENT OF ENGINEERING & PUBLIC WORKS

10  
Meters



CITY OF SALMON ARM  
DEPARTMENT OF ENGINEERING & PUBLIC WORKS

10  
Meters



CITY OF SALMON ARM  
DEPARTMENT OF ENGINEERING & PUBLIC WORKS

10  
Meters

Item 11.2

## CITY OF SALMON ARM

Date: January 15, 2018

Moved: Councillor Eliason

Seconded: Councillor Flynn

BE IT RESOLVED THAT: Council of the City of Salmon Arm has no objection to the issuance of a liquor primary license to Tanto Latte Ltd. and further chooses to opt out of the process of gathering the views of the neighbors for the following reasons:

- (a) the issuance of a liquor primary license will not result in an increase in noise as the liquor consumption is supplementary to a cheese and Italian food tasting bar;
- (b) there will be no impact on the community if the application is approved;  
and
- (c) the issuance of the proposed license will not affect nearby residents as the hours of operation commence at 9:00 a.m. and do not extend past 5:00 p.m.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Cooper
- Flynn
- Eliason
- Harrison
- Jamieson
- Lavery
- Wallace Richmond



*City of Salmon Arm*  
*Memorandum from the Manager of Permits & Licensing*

---

TO: Her Worship Mayor Cooper and Council  
DATE: December 19, 2017  
SUBJECT: Liquor License Application (Liquor Primary)  
Tanto Latte  
1481 – 10 Avenue SW

**MOTION FOR CONSIDERATION:**

*BE IT RESOLVED THAT: Council of the City of Salmon Arm has no objection to the issuance of a liquor primary license to Tanto Latte Ltd. and further chooses to opt out of the process of gathering the views of the neighbors for the following reasons:*

- (a) The issuance of a liquor primary license will not result in an increase in noise as the liquor consumption is supplementary to a cheese and Italian food tasting bar.*
  - (b) There will be no impact on the community if the application is approved.*
  - (c) The issuance of the proposed license will not affect nearby residents as the hours of operation commence at 9:00 AM, and do not extend past 5:00 PM.*
- 

**BACKGROUND:**

Applicants letter of proposal attached.

Maurice Roy, RBO/CRBO  
Manager of Permits & Licensing

MR:mr  
attach.



Liquor Control and Licensing Branch  
 4th Floor, 3350 Douglas St, Victoria, BC V8W 9J8  
 Mail: PO Box 9292 Stn Provincial Govt, Victoria, BC V8W 9J8  
 Phone: 250-952-5787 Fax: 250-952-7066

## LIQUOR PRIMARY LICENCE APPLICATION FORM

### Instructions:

Using the attached guide, complete this application form and assemble all required documents. Once complete, follow instructions for submitting your application package to local government/first nation and the Liquor Control and Licensing Branch.

### Part 1: Type of Application

New Liquor Primary Club  New Liquor Primary

Office use only

Job No. \_\_\_\_\_

Identify Establishment Type:

### Part 2: Applicant

Applicant Name:

Business Number:

Mailing Address:      
If different than location address. Street City Province Postal Code

Contact Person:

Applicant Type:  Sole Proprietor/Individual  Partnership  Private Corporation  
 Public Corporation  Society Other:

2a. Do you or any individual associated with this application have a tied house association (see page 3 of the guide) with a manufacturer or agent?  
 No  Yes

\*If yes, identify each licence number(s). Attach a separate list if needed.

Please check (  ) Yes or No to each of the following:

- No  Yes The applicant is the owner of the business in respect of which the licence is to be issued or will become the owner before the licence is issued.
- No  Yes At the time of application, the applicant is:
- The owner of or has an agreement to purchase the place or premises that will form the proposed establishment, or
  - The lessee or has a binding offer to lease the place or premises that will form the proposed establishment.
- No  Yes At the time the licence is issued, the applicant will be:
- The owner of the place or premises that forms the establishment, or
  - The lessee of the place or premises that forms the establishment (term no less than 12 months).

### Part 3: Contact Person

Name:

Position:

Email:

Phone:

The applicant authorizes this contact person to be the primary contact for the duration of the application process only.

### Part 4: Establishment

4a. Proposed Name:

4b. Physical Address:     
Street City Postal Code

Phone:

Business Email:

4c. Parcel Identifier (PID):

4d. Local Government/First Nation:  4e. Local Police:

- 4f. Is this location zoned for liquor service?  No  Yes
- 4g. If the LP licence is issued, would you like mail sent to the establishment?  No  Yes
- 4h. Will this establishment overlap a food primary licence (aka dual licence)?  No  Yes
- 4i. Is your establishment a standalone patio with no interior seating?  No  Yes

**Part 5: Establishment Proposal**

This section requires several supporting documents to be submitted with your application. Please see page 3 of this form for more information regarding letter of intent, floor plans and site plan.

**5a. Proposed Service Areas:**

Complete the following based on your establishment floor plan and occupant load (see page 6 of guide):

Area No.	Floor Level (e.g. Basement, Main, 2nd)	Indoor	Outdoor	Occupant Load
1.	MAIN FLOOR RETAIL SPACE	X		36
2.				
3.				
4.				
5.				
Total Occupant Load (of all licensed areas):				

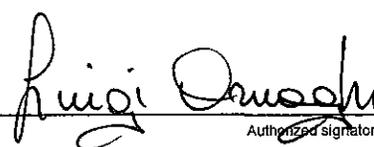
**5b. Hours of Liquor Service:**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open	<input type="text" value="9:00"/>						
Close	<input type="text" value="5:00"/>						

**Part 6: Declaration of Signing Authority**

Section 57(1)(c) of the *Liquor Control and Licensing Act* states: "A person commits an offence if the person (c) provides false or misleading information in the following circumstances: (i) when making an application referred to in section 12; (ii) when making a report or when required and as specified by the general manager under section 59".

As the applicant or authorized signatory of the applicant, I understand and affirm that all of the information provided is true and complete.

Signature:   
Authorized signatory of the applicant

Name:  Position:  Date:   
(last / first / middle) (if not an individual) (Day/Month/Year)

Note: An agent, lawyer, licensee representative or third party operator may not sign the declaration on behalf of the applicant.

This form should be signed by an individual with the authority to bind the applicant. The Branch relies on the applicant to ensure that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:

- If the applicant is an individual or sole proprietor, the individual himself/herself
- If the applicant is a corporation, a duly authorized signatory who will usually be an officer or, in some cases, a director
- If the applicant is a general partnership, one of the partners
- If the applicant is a limited partnership, the general partner of the partnership
- If the applicant is a society, then a director or a senior manager (as defined in the *Societies Act*)

**Part 7: Checklist**

Your application package must include the following documents. An incomplete application will delay the licensing process.

- Completed Liquor Primary Licence Application (this form).
- Letter of Intent (see pages 5 & 6 of the guide).
- Floor Plan (2 copies) preferably with occupant load (see page 6 & 7 of the guide).
- Site Map that shows the location of your proposed establishment, all features of the property, parking and road access. Identify any other liquor licences and businesses operating at the same site.
- Applicant documents based on applicant type (see pages 7 & 8 of the guide). Including:
  - Personal History Summary form (LCLB004).
  - Copy of Criminal Record Search completed by local RCMP/Police Detachment.
  - Corporate documents as needed based on applicant type.
- Proposed Signage (see page 9 of the guide).
- Golf Courses and Vessels: additional documents listed on pages 9 of the guide.
- Family Food Service, if applicable (see Appendix I on page 10 of the guide).
- Patio(s), if applicable (see Appendix II on page 11 of the guide).
- Any additional information (labelled per question number on application form) if there is not sufficient space to answer a question on the application form.
- Take your application form, letter of intent and floor plan to Local Government/First Nation (Part 8 below).
- After Part 8 is completed, submit your application package to the Branch (Parts 9 and 10 below).

**Part 8: Local Government/First Nation (LG/FN) Confirmation of Receipt of Application**

This is to be filled out by your local government/First Nation office prior to submitting this application to the branch.

Local government/First Nation (name):

Name of official:  Title/Position:

Email:  Phone:

Signature of Official: \_\_\_\_\_ Date Received:

Check here if the LG/FN will not be providing comment:  Yes, opting out of comment.

**Note:** The LG/FN cannot provide comment for their own application.

Is this establishment located on Treaty First Nation land?  No  Yes

Is a zoning amendment required for the proposed site?  No  Yes

**Instructions for Local Government/First Nation (LG/FN)**

This serves as notice that an application for a new liquor licence is being made within your community. The Branch requests that you consider this application (application form, letter of intent, and floor plan) and provide the Branch with a resolution within 90 days of the above received date. Alternatively, LG/FN can delegate staff with the authority to provide comment.

- The applicant will bring their completed LP application form, letter of intent and floor plan to LG/FN.
- If there are any major issues (e.g. zoning), LG/FN may hold off signing the application until the issues are resolved or they have a plan to deal with the issues.
- When LG/FN is comfortable with the application proceeding, LG/FN staff will sign Part 8 of the application form and return it to the applicant. LG/FN will keep a copy of the signed application form and supporting documents.
- The applicant will submit the signed application package (with all required documents) to the Branch.

To provide a resolution or comment:

- Gather public input for the community within the immediate vicinity of the establishment.
- Consider these factors which must be taken into account when providing resolution/comment:
  - The location of the establishment.
  - The person capacity and hours of liquor service of the establishment.

Provide a resolution/comment with comments on:

- The impact of noise on nearby residents.
  - The impact on the community if the application is approved.
  - The views of residents and a description of the method used to gather views.
  - The LG/FN recommendations (including whether or not the application be approved) and the reasons on which they are based.
- Provide any reports that are referenced in, or used to determine, the resolution/comment.
  - If more than 90 days is required, provide a written request for extension to the Branch.
  - If LG/FN opts out, or is the applicant, the Branch will gather public input and contact LG/FN staff for information to assist the Branch in considering the regulatory criteria.

If you have any questions, or the establishment is located on Treaty First Nation land, please call the Branch toll-free at 1-866-209-2111 to speak to the Senior Licensing Analyst.

### Part 9: Submit Application Package

Once signed by local government/First Nation, submit your complete application package to:

Liquor Control and Licensing Branch  
 Courier: 4th Floor, 3350 Douglas St., Victoria BC V8Z 3L1  
 Mail: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8  
 E-mail:

If you have any questions, contact us toll-free at 866-209-2111 and ask to speak to the Senior Licensing Analyst for your geographic area. Or email us at \_\_\_\_\_ or visit our website for more information:

### Part 10: Application Fee \$2,200 (non-refundable)

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

Payment is by (check  one):

- Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)
- Money order, payable to Minister of Finance
- Credit card:  VISA  MasterCard  AMEX
  - I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.
  - I am submitting my application by fax or mail and have given my credit information in the space provided at the bottom of the page.

The information requested on this form is collected by the Liquor Control and Licensing Branch under Section 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of liquor licensing and compliance and enforcement matters in accordance with the *Liquor Control and Licensing Act*. Should you have any questions about the collection, use, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111.

LCLB001

4 of 4

Liquor Primary Licence Application Form

### Credit Card Information (To be submitted by fax or mail only)

Name of cardholder (as it appears on card): \_\_\_\_\_

Credit card number: \_\_\_\_\_ Expiry date: \_\_\_\_\_ / \_\_\_\_\_  
 (Month) (Year)

Signature: \_\_\_\_\_

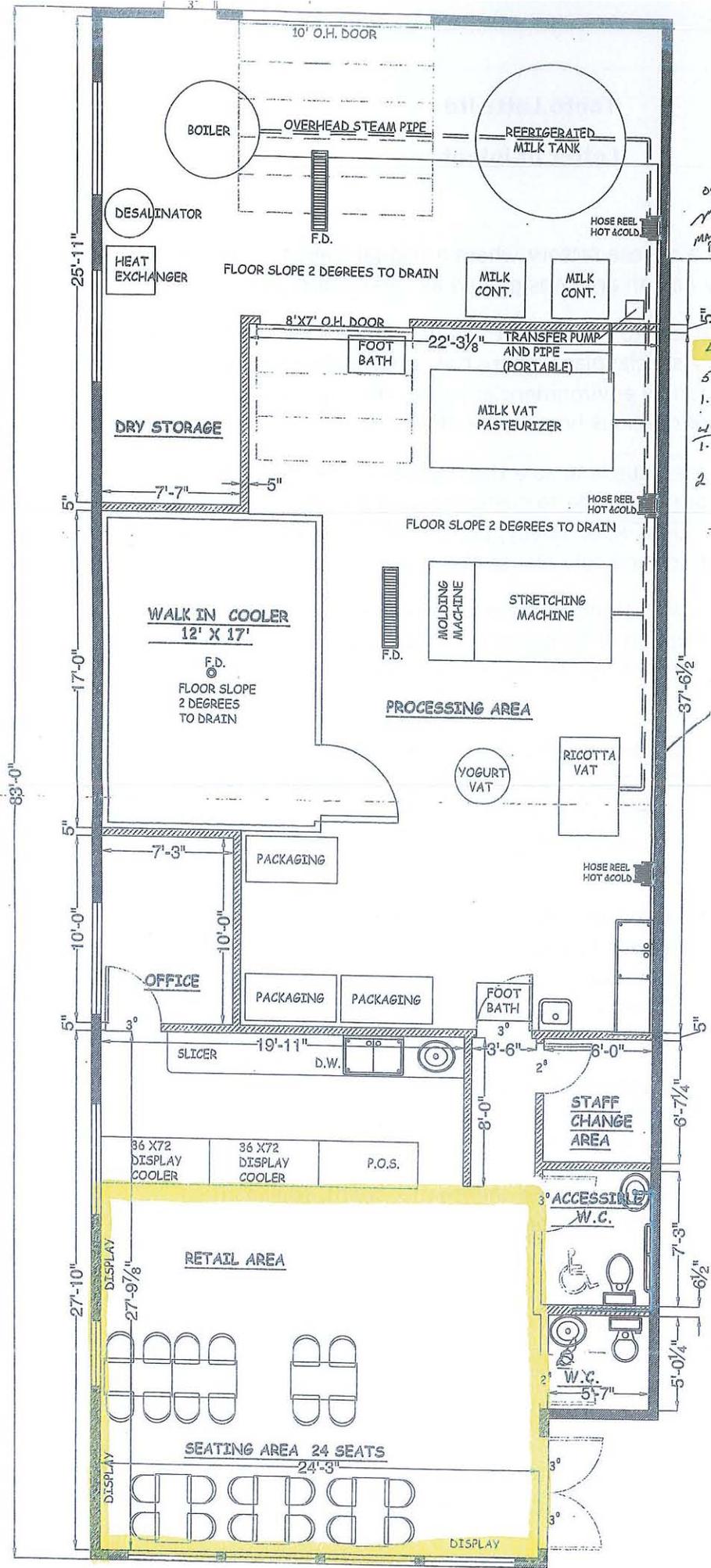


TOTAL OCCUPANT LOAD

36  
PERSONS

OCT 31/17  
MR  
MANAGER of  
PERMITS - LICENSING.

LICENSED AREA  
5.94m x 7.4m = 44m<sup>2</sup> FLOOR AREA.  
1.2m PER PERSON  
44 / 1.2 = 36.66 PERSONS.  
2 WATER CLOSETS REQUIRED.



25'-11"  
5"  
17'-0"  
5"  
10'-0"  
5"  
27'-10"  
27'-9 7/8"  
24'-3"

83'-0"

10' O.H. DOOR

BOILER

OVERHEAD STEAM PIPE

REFRIGERATED MILK TANK

DESALINATOR

HEAT EXCHANGER

FLOOR SLOPE 2 DEGREES TO DRAIN

MILK CONT.

MILK CONT.

8'X7' O.H. DOOR

FOOT BATH

22'-3 1/8" TRANSFER PUMP AND PIPE (PORTABLE)

MILK VAT PASTEURIZER

DRY STORAGE

WALK IN COOLER 12' X 17'

F.D. FLOOR SLOPE 2 DEGREES TO DRAIN

F.D. MOLDING MACHINE

STRETCHING MACHINE

PROCESSING AREA

YOGURT VAT

RICOTTA VAT

PACKAGING

OFFICE

PACKAGING

PACKAGING

FOOT BATH

SLICER

D.W.

HOSE REEL HOT & COLD

STAFF CHANGE AREA

36 X72 DISPLAY COOLER

36 X72 DISPLAY COOLER

P.O.S.

3" ACCESSIBLE W.C.

RETAIL AREA

W.C.

SEATING AREA 24 SEATS

W.C.

DISPLAY

## Tanto Latte ltd

### Letter of intent

Tanto Latte Cheese is a cheese factory where artisanal Italian cheese will be produced. The factory has an area designated as retail store (see map).

The intent of Tanto Latte is to offer to patrons not only a shop where to buy cheese, but also a very special place where the community could gather together in a friendly family environment enjoying artisanal cheeses made on-site and a variety of delicious homemade dishes.

Tanto Latte retail store's focus is to sale the cheeses made on site at the factory. To make it more appealing to customers, we will also have a great selection of Italian products. Additionally, patrons will have the opportunity through our choices of hot and cold dishes to eat at the store.

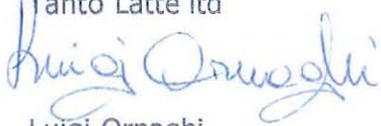
Because of the well known pairing cheeses does with wine, Tanto Latte would love to offer the option to its patrons to have a glass of wine with their meal. A whole variety of non alcoholic beverages will be available as well at all the time.

As mentioned above, Tanto Latte retail store is designated as a place for the whole family and because the liquor service it is not the primary focus of the business, we ask to be eligible to have minors at the establishment during operating hours. We are applying to Family Food Service (FFS) as well with the present application.

The operating hours of Tanto Latte retail store will be 9:00am to 5:00pm, Monday to Saturday. There will be not a set time of the day where the liquor sale will be as primary focus; we want to make it clear: the liquor service isn't the primary focus of our business. The idea is to offer the option to have a glass of wine with a meal during the retail store hours.

At Tanto Latte retail store won't be any type of entertainment; nor will it cause any type of noise or disturbance to the neighborhood. The neighborhood where Tanto Latte is located is commercial.

The dishes Tanto Latte will offer include cheese mix board, Italian cured meat, hot sandwiches, savory pies, composed salads and desserts.

Tanto Latte ltd  
  
Luigi Ornaghi



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Item 11.3

## CITY OF SALMON ARM

Date: January 15, 2018

Moved: Councillor Harrison

Seconded: Councillor Eliason

THAT: Agricultural Land Commission Application No. ALC-373 be authorized for submission to the Agricultural Land Commission.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Cooper
- Flynn
- Eliason
- Harrison
- Jamieson
- Lavery
- Wallace Richmond



City of Salmon Arm

Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: January 8, 2018

Subject: Agricultural Land Commission Application No. ALC-373 (Non-Farm Use in ALR)

Legal: Lot 2, Section 11, Township 20, Range 10, W6M, KDYD, Plan 27414  
 Civic: 460 – 10 Avenue SW  
 Owner/Applicant: Peter Page

**MOTION FOR CONSIDERATION**

**THAT: Agricultural Land Commission Application No. ALC-373 be authorized for submission to the Agricultural Land Commission.**

**STAFF RECOMMENDATION**

THAT: The motion for consideration be adopted.

**PROPOSAL**

The subject property is located at 460 – 10 Avenue SW as show in APPENDIX 1. The property is approximately 3.3 hectares in size which currently contains a primary residence and a number of accessory buildings. The applicant is proposing to continue the use of part of the property as a temporary campground during the annual Salmon Arm Roots and Blues music festival. The campground layout and site plan is shown in APPENDIX 2.

**BACKGROUND**

The subject property is designated Acreage Reserve in the Official Community Plan, is zoned Rural Holding (A-2) and is entirely within the Agricultural Land Reserve, APPENDICES 3, 4 and 5 respectively. The applicant has requested approval for the temporary campground under Section 20(3) of the *Agricultural Land Commission Act* (non-farm use in the ALR).

The temporary campground has been used annually for six years since 2011. The campground would consist of 100 sites open to tent and recreation vehicle campers for a four day period during the festival. Dating back to 2005, six non-farm use applications have been approved by City Council and the Agricultural Land Commission (ALC) for temporary campgrounds in the "ALR Island" location. The number of properties involved has increased from two to four and the number of individual campsites has increased from 217 to approximately 700, including the subject property. The most recent approval, granted January 23, 2015, was for three adjacent properties to the west and will expire after the 2019 festival.

The land is flat and accessible from 10 Avenue SW. The Salmon Arm Roots and Blues Festival site is conveniently located on the Fall Fair grounds, north of the campgrounds across 10 Avenue SW. The area is characterized by rural acreages surrounded by park, recreation, commercial and residential uses

The proposed use also needs the City's approval of a Temporary Use Permit (TUP) because a campground is not a permitted use in the City's A-2 Zone. Since 2005, several TUPs have been approved for different sized and scale of campgrounds. The applicant's last TUP (File No. TUP-14) was approved in early 2017 and will expire in 2020 (March).

### **Improved Soil Classification**

The subject property has an Improved Soil Capability Rating of 60% Class 2 and 40% Class 4. Soil Classification Mapping is shown in APPENDIX 6. (Soil capability rating ranges from Class 1 to Class 7. The best agricultural lands are rated Class 1 because they have ideal climate and soil to allow a farmer to grow the widest range of crops. Class 7 is considered non-arable, with no potential for soil bound agriculture.)

### COMMENTS

#### Engineering Department

Comments are attached as APPENDIX 7.

#### Building Department

No BC Building Code concerns.

#### Fire Department

No concerns.

#### Agricultural Advisory Committee

This proposal was reviewed by the Agricultural Advisory Committee (AAC) at its meeting of November 8, 2017. The Committee adopted the following resolution:

THAT: the Agricultural Advisory Committee advises Council that it supports the application for non-farm use and submission to the Agricultural Land Commission.

Unanimous

The Committee discussed items including the history of the use and comparisons to other non-farm uses. In general, the Committee was supportive of the temporary campground use during the Roots and Blues festival.

#### Planning Department

No concerns, approval recommended.

### CONCLUSION

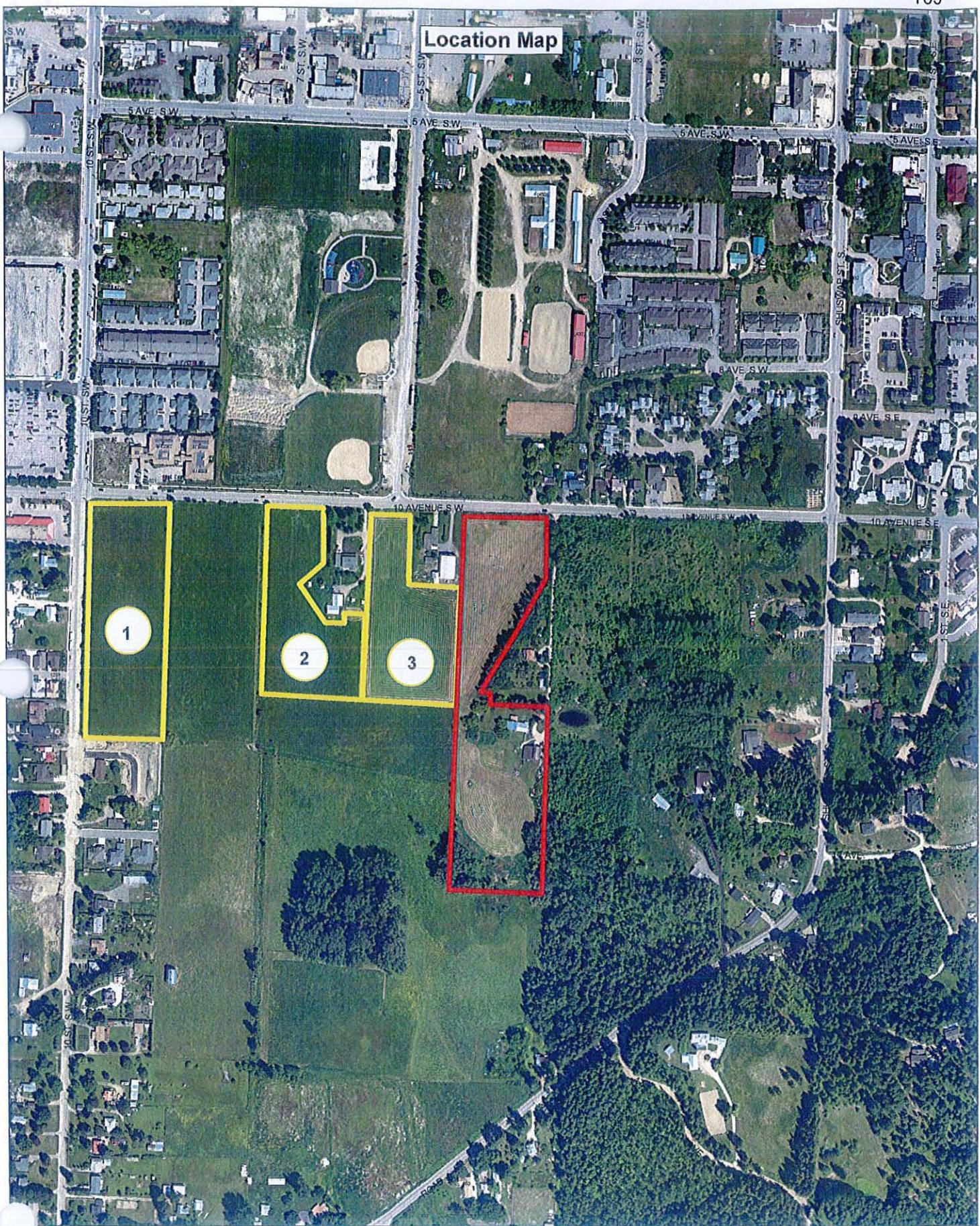
The proposal is to continue the use of the subject property as a temporary campground during the annual Salmon Arm Roots and Blues music festival. No bylaw enforcement issues have been reported in the six years of operation, as well as no indication of negative impact to the agricultural land. The campground site is considered a practical location for the festival.

Staff recommends this application be forwarded on to the ALC for consideration for the above noted reasons. Renewal of the TUP will be required if the application is approved by the ALC.

  
\_\_\_\_\_  
Prepared by: Wesley Miles, MCIP, RPP  
Planning and Development Officer

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

# Location Map

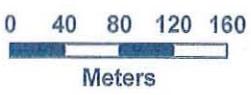


1

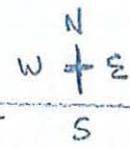
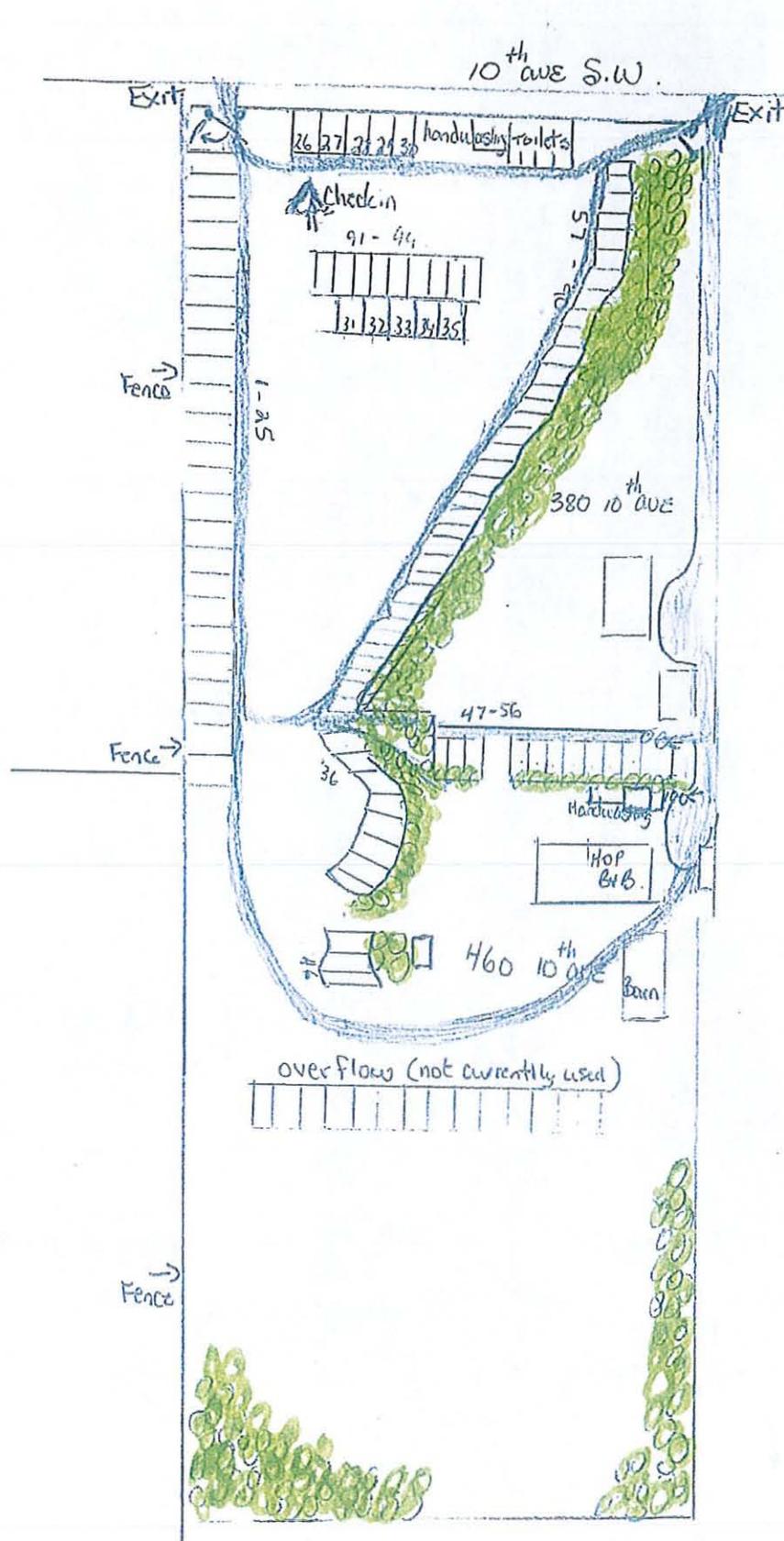
2

3

Subject Parcel

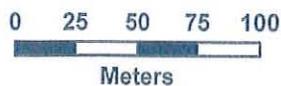
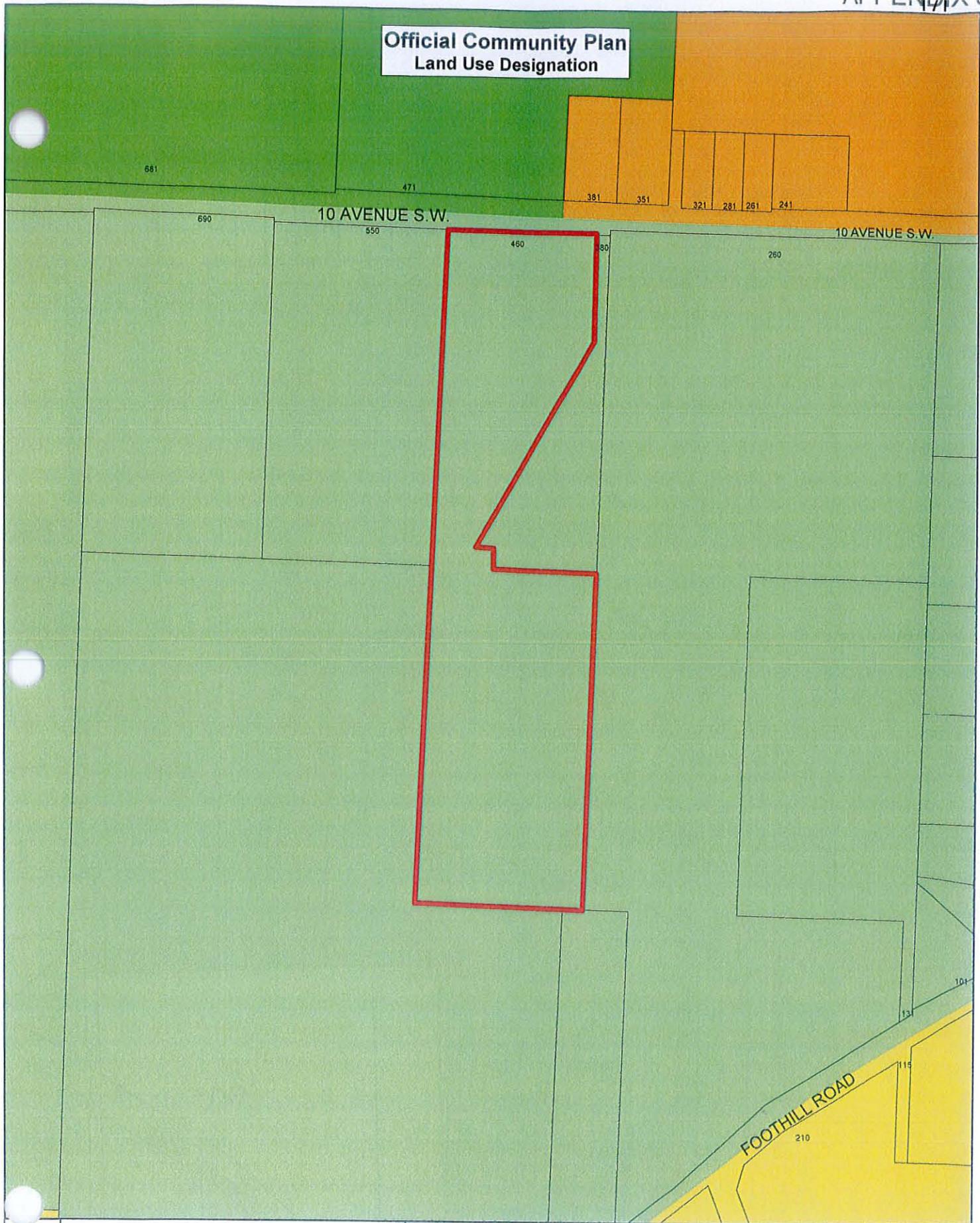


-  Subject Parcel
-  Other Temporary Campgrounds



- Current 100 sites
- 4 portable toilets
- 2 handwashing stations
-  tree line for shade
-  on site buildings
-  exits from field
-  driveway / parking paths
-  check in

Official Community Plan  
Land Use Designation



Subject Parcel



Acreage Reserve



Park



Residential - Medium Density



Residential - High Density

# Zoning Map

8 AVE. S.W.

120

R-4

P-1

681

471

381

351

R-1

321

281

261

241

10 AVENUE S.W.

690

550

460

360

260

10 AVENUE S.W.

R-1

A-3

A-2

R-1

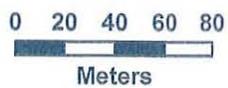
FOOTHILL ROAD

210

101

131

115



Subject Parcel



Rural Holding



Park and Recreation

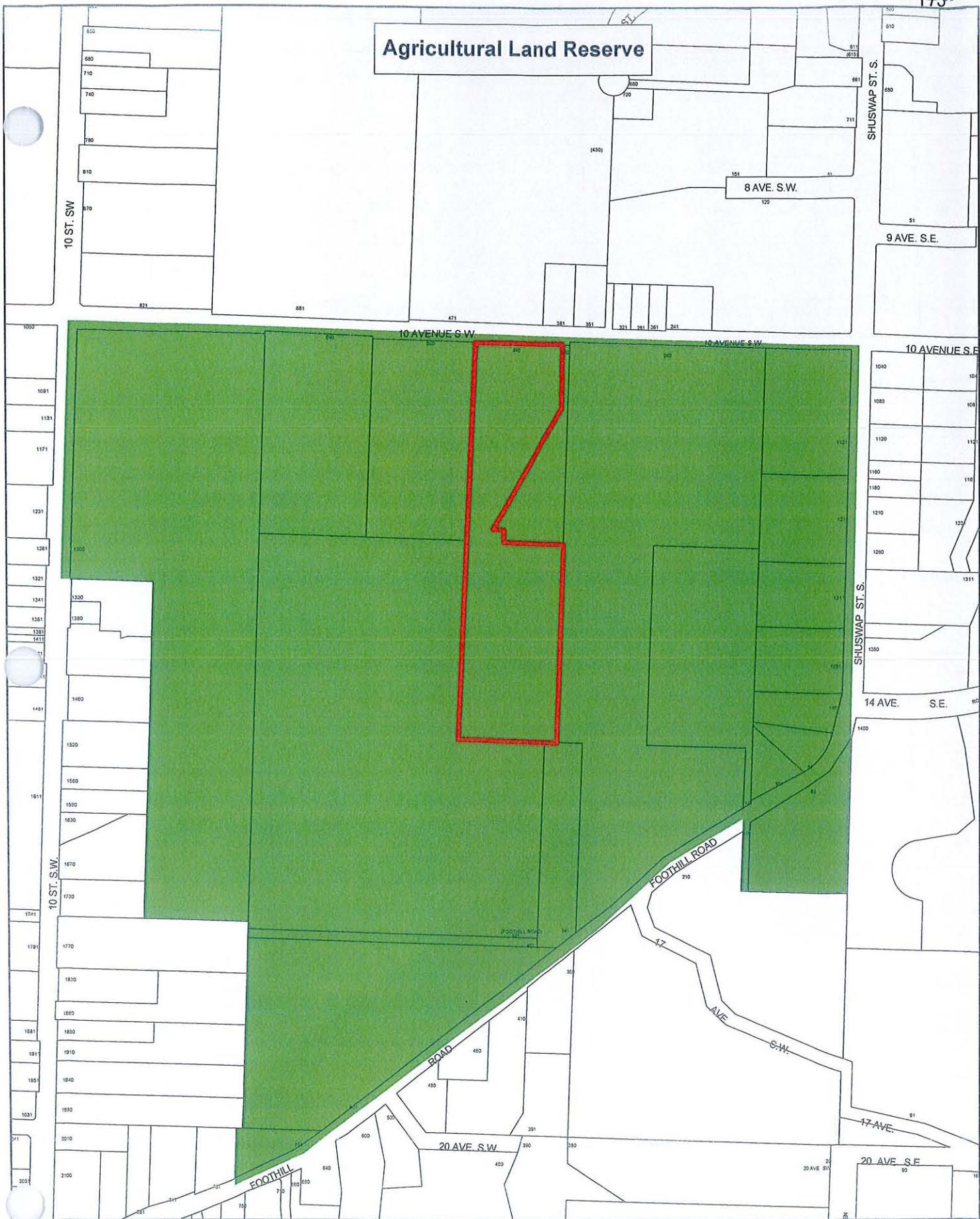


Single Family Residential

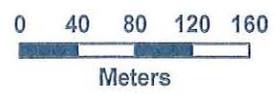


Medium Density Residential

# Agricultural Land Reserve



-  Subject Parcel
-  Agricultural Land Reserve

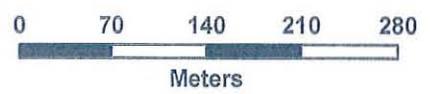


Improved Soil Classification

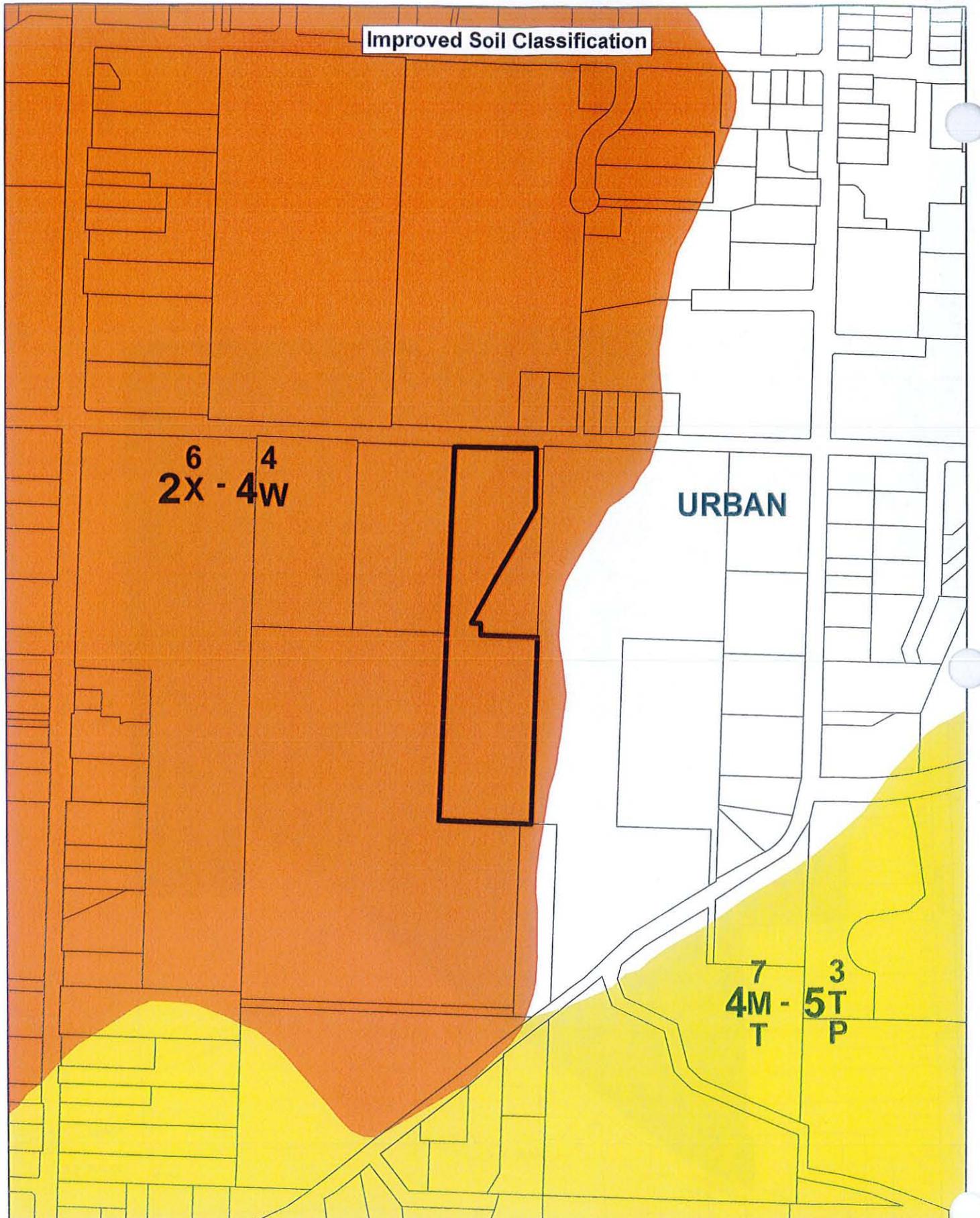
6  
2X - 4W

URBAN

7  
4M - 5T  
3  
5TP



- Class 1
- Class 2
- Class 3
- Class 4
- Class 5
- Class 6
- Class 7
- Subject Parcel





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

---

TO: Kevin Pearson, Director of Development Services  
DATE: November 23, 2017  
PREPARED BY: Chris Moore, Engineering Assistant  
OWNER: Page, Peter, 460 – 10 Avenue SW, Salmon Arm, BC V1E 1T5  
APPLICANT: Owner  
SUBJECT: **AGRICULTURAL LAND COMMISSION APPLICATION. ALC-373**  
LEGAL: Lot 2, Section 11, Township 20, Range 10, W6M, KDYD, Plan 27414  
CIVIC: **460 – 10 Avenue SW**

---

Further to your referral dated November 2, 2017, the Engineering Department has no objection to the proposed application for non-farm use. City services are not affected by the proposed changes.

A Temporary Use Permit will be required which will address connection to the City Sanitary and City water system, including water meters, backflow prevention and sewage disposal.

---

Chris Moore  
Engineering Assistant

---

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

)

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Item 11.4

## CITY OF SALMON ARM

Date: January 15, 2018

### Housing Task Force

#### Vote Record

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

- Cooper
- Flynn
- Eliason
- Harrison
- Jamieson
- Lavery
- Wallace Richmond



**City of Salmon Arm**  
*Memorandum from the Corporate Officer*

---

TO: Her Worship Mayor Cooper and Council  
 DATE: January 9, 2018  
 SUBJECT: Housing Task Force Terms of Reference

---

**Motion for Consideration:**

THAT: Council adopt the Housing Task Force Terms of Reference attached as APPENDIX A.

**Background:**

Following discussions at several Social Impact Advisory Committee meetings, the Committee recommended that Council strike a Housing Task Force.

At the Regular Council Meeting of December 11, 2017, Council adopted a Resolution which acknowledged that housing is a key component of a healthy community and that affordable housing is at a critical point. In an effort to respond if opportunities for support from the Federal and Provincial Governments become available, Council has directed that a Housing Task Force Terms of Reference (attached as APPENDIX A) be prepared.

The Terms of Reference is very brief, as it is the intention that the Task Force will exist in the short term only. Membership is small and it is recommended that the following representatives be included:

- Two (2) members of Council;
- Two (2) members from the housing / social services sector;
- Two (2) members from the development / financial sector; and
- One (1) member from the Salmon Arm Economic Development Society.

As the timeline is very tight, it is proposed that individual members be determined by the two (2) appointed members of Council. While this is not the usual method of Committee appointment, the Task Force is a short term group focused on a very specific outcome; positioning Salmon Arm for potential opportunities that may arise from Federal or

Provincial funding sources geared toward the creation of non-profit housing for low and moderate income households, affordable rental housing and affordable homeownership.

The sector representatives will be drawn from community members who have already been actively engaged in discussions about affordable housing and have data and expertise to contribute.

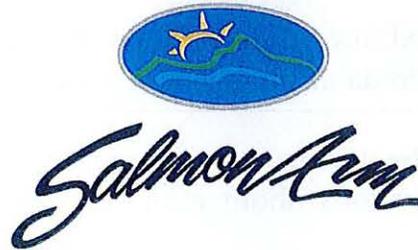
Meetings will commence immediately and minutes will be included on Regular Council Meeting Agendas. The first report back is due by February 28, 2018.

It is recommended that the Motion for Consideration be adopted.

Respectfully Submitted,



Erin Jackson  
Corporate Officer



## Housing Task Force Terms of Reference

### Mandate:

The primary goal of the Housing Task Force is to provide information and recommendations to Council that will allow the City of Salmon Arm to position itself for potential opportunities that may arise from Federal or Provincial funding sources geared toward the creation of non-profit housing for low and moderate income households, affordable rental housing and affordable homeownership.

### Scope:

- Examine the current and projected needs for housing within the boundaries of the City of Salmon Arm;
- Review selected lands within the City that may be appropriate for development of non-profit housing for low and moderate income households, affordable rental housing and/or affordable homeownership;
- Identify potential funding opportunities;
- Identify and engage potential private, non-profit and governmental partners to assist in the development of affordable housing;
- Clarify to potential partners the City's expectations, regulatory framework and procedures in existence for development proposals; and
- Make recommendations to Council regarding next steps.

### Membership:

- Two (2) members of Council;
- Two (2) members from the housing / social services sector;
- Two (2) members from the development / financial sector; and
- One (1) member from Salmon Arm Economic Development Society.

The individual members shall be determined by the appointed members of Council.

**Staff Support:**

The Director of Development Services and the Corporate Officer will be appointed as the primary support staff; however, other staff resources may be utilized if/when appropriate.

**Reporting and Timelines:**

The Task Force will provide an interim report to Council by February 28, 2018. The report will include a needs assessment based on available data and a draft action plan that will identify both short and long term objectives.

A final report (not intended to be an Affordable Housing Strategy or similar type of comprehensive planning document) will be completed by December 31, 2018.

**Quorum:**

Fifty percent (50%) +1 shall constitute a quorum.

**Reporting:**

- Meeting minutes will be presented to Council for information purposes.
- All recommendations of the Task Force must be ratified by Council prior to being actioned.
- All media releases must be ratified by Council.

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Item 14.1

## CITY OF SALMON ARM

Date: January 15, 2018

### Columbia Shuswap Regional District Board In Brief – December 2017

#### **Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Cooper
- Flynn
- Eliason
- Harrison
- Jamieson
- Lavery
- Wallace Richmond

# MEDIA RELEASE



**REGIONAL DISTRICT OF  
NORTH OKANAGAN**  
9848 Aberdeen Road  
Coldstream, BC V1B 2K9



**COLUMBIA SHUSWAP  
REGIONAL DISTRICT**  
555 Harbourfront Drive NE  
Salmon Arm, BC V1E 3M1

## FOR IMMEDIATE RELEASE

**DATE:** Tuesday January 9, 2018

**MEDIA CONTACT:** Charles Hamilton, Chief Administrative Officer, CSRD  
250-832-8194 / [chamilton@csrd.bc.ca](mailto:chamilton@csrd.bc.ca)

David Sewell, Chief Administrative Officer, RDNO  
250-550-3700 / [david.sewell@rdno.ca](mailto:david.sewell@rdno.ca)

### Purchase of CP Rail Corridor between Armstrong and Sicamous finalized

The Regional District of North Okanagan (RDNO) and the Columbia Shuswap Regional District (CSRD) have successfully concluded the purchase of a section of CP Rail corridor that runs from Sicamous and Armstrong, excluding a number of sections owned by the Splatins, after a legal and environmental examination of the property coming back as being satisfactory.

RDNO Board Chair, Bob Fleming, credits the successful purchase to a collective regional vision and a commitment to cooperation. "Similar to the Okanagan Rail Trail, this purchase of rail corridor will provide numerous benefits to the North Okanagan and Columbia Shuswap areas, including significant recreation and economic opportunities," says Fleming.

In partnership with Splatins and their segments of rail property, this strategic land acquisition will ensure the continued public ownership of a key linear corridor to be used for recreational opportunities, including walking and cycling, while retaining it for future transportation and economic development needs. There is also long-term potential to connect this corridor to the Okanagan Rail Trail, which is currently under development, connecting the City of Kelowna to the District of Coldstream.

"From the beginning this project has helped to initiate relationships with our Splatins and RDNO partners. The CSRD is excited to continue to build on these relationships with the opportunities for regional economic and recreational development, as well as the opportunity to learn more of the cultural history of the rail line," says CSRD Board Chair, Rhona Martin. "This new way of connecting our communities will go a long way in creating a stronger region. I am excited to see these benefits unfold."

The total cost of the purchase was \$6.5 million dollars, and with the Provincial Government's contribution of \$2.17 Million dollars announced in March 2017, the RDNO and the CSRD have paid for the purchase on a 50:50 basis, with the RDNO securing funding through borrowing approved through public assent, and the CSRD funding their portion through a combination of borrowing and contributions from the Sicamous/Area "E" Economic Opportunity Fund (\$250,000), and from the Revelstoke/Area "B" Economic Opportunity Fund (\$100,000).

For more information, please call RDNO at 250.550.3700 or CSRD at 250.832.8194.

– 30 –

**MEMBER MUNICIPALITIES:**

CITY OF ARMSTRONG  
DISTRICT OF COLDSTREAM  
CITY OF ENDERBY

VILLAGE OF LUMBY  
TOWNSHIP OF SPALLUMCHEEN  
CITY OF VERNON

**ELECTORAL AREAS:**

"B" – SWAN LAKE  
"C" – B.X. DISTRICT  
"D" – LUMBY (RURAL)

"E" – CHERRYVILLE  
"F" – ENDERBY (RURAL)



# COLUMBIA SHUSWAP REGIONAL DISTRICT

[www.csr.bc.ca](http://www.csr.bc.ca)



## BOARD IN BRIEF

December 2017

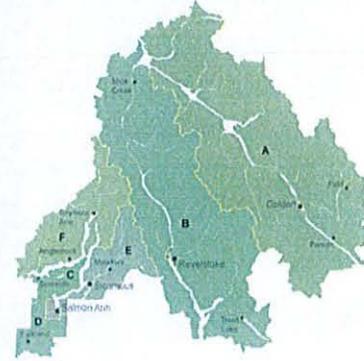
[Tweet](#) [Like](#)

[View web version](#)

## HIGHLIGHTS

### **Board Presentation to Jennifer Sham, Planner**

Chair Martin presented a certificate to Jennifer Sham, CSRD staff member, from the Planning Institute of BC, designating her as a "Registered Professional Planner" in British Columbia and Canada.



### **2018 Board and Committee Meeting Schedule**

The Board approved the Board and Committee Meeting schedule for 2018. [View calendar.](#)

### **Malakwa Fire Services – Donation of 1964 Fire Engine to Community**

The Malakwa 1964 International fire engine will be donated to the Malakwa Community Association. The truck is unique and a source of pride for the residents of the community and the Malakwa Fire Department. It was suggested that the truck be provided to the community organization to be used in parades and community events. The Board authorized the donation. [View report.](#)

### **Okanagan Regional Library – Silver Creek Hours of Service**

A letter containing an update on service levels at the Silver Creek branch was received from Stephanie Hall, Chief Executive Officer, Okanagan Regional Library. [View Letter.](#)

### **Electoral Area C Master Parks Plan**

Following extensive public engagement and consultation, the Electoral Area C Master Parks Plan is now complete. The Board approved staff recommendation to endorse the Plan as presented. The Plan is available on the CSRD website. [View report.](#)

## **Grants in Aid and Financial Decisions**

### **Electoral Area Grant-in-Aids**

The following allocations from the 2017 electoral grant in aids, [view report:](#)

Area A

\$1,900 Golden Agricultural Society (Santa Parade sponsorship)

Area C

\$1,000 Notch Hill Town Hall Association (Christmas events).

Area F

\$3,313 North Shuswap First Responders (Replacement of communication equipment).

### **Asset Management Planning Program Grant**

The Board authorized staff to apply for an Asset Management Planning Program Grant from the Province of BC in the amount of \$14,138, and approved access to \$40,000 from the Community Works Fund to develop an Asset Management Resource Plan. [View report.](#)

### **Shuswap Economic Development - Rural Dividend Application**

The Board authorized the submission of an application to the Rural Dividend Program for the two year implementation of the Shuswap Economic Development Strategic Plan. [View report.](#)

### **Electoral Area C Community Works Fund – Notch Hill Town Hall**

The Board authorized access to the Electoral Area C Community Works Fund for up to \$1,000 to insulate the furnace area of the Notch Hill Town Hall. [View report](#)

### **Electoral Area C Community Works Fund – Sunnybrae Waterworks Upgrade**

The Sunnybrae Waterworks Upgrade Project was initiated in two phases. The first phase consisted of the development and directional drilling of a deep water intake, and construction of the wet well. The second phase consists of a new pumping system, the construction of the pump house and the decommissioning of the old pump house structure. The project received a Strategic Priorities Fund grant in the amount of \$1.7 Million dollars. Due to numerous unforeseen scope changes identified throughout the project, a shortfall of approximately \$200,000 will exist in order to complete this project.

The Board authorized access for up to \$200,000 plus applicable taxes from the Electoral Area C Community Works Fund allocation to cover these costs. [View report.](#)

**Sicamous/ Area E Economic Opportunity Fund (EOF) Application – Malakwa Community Learning Centre**  
The Board approved funding from the Sicamous and Area E Economic Opportunity Fund in the amount of \$60,000 per year for five years to the Malakwa Community Learning Centre for building operations beginning in 2018. EOF funding assistance of \$60,000 per year for five years is required to maintain this pivotal community resource. [View report.](#)

#### **Electoral Area F (Seymour Arm) Electrification Initiative**

The Board authorized a follow up letter be sent to the Minister of Energy, Mines and Petroleum Resources, with copies to BC Hydro officials as well as to MLA Kylo, MP Arnold, and the Seymour Arm Community Association, in follow-up to the CSRD Delegation on September 28, 2017 at UBCM, to reiterate the significant need and the economic benefits to the community to receive the service of hydroelectric power, and to emphasize and again request that the BC Hydro Community Electrification Program be reinstated, specifically that the power service project be reinstated to serve the residents and property owners in the Seymour Arm area of Electoral Area F.

#### **UBCM 2017 Age-Friendly Community & Planning Project Grants**

The Board agreed to provide a resolution of support in principle for the submission of a grant application to the UBCM 2017 Age-friendly Community & Planning Projects on behalf of the South Shuswap Health Services Society for the project entitled: "HELPING SENIORS ACCESS NUTRITIOUS AND SAFE FOOD: Develop a Sustainable Nutrition Program and Resources to help Seniors Access Good, Healthy, Safe food for a Healthy Life of the communities in the South Shuswap Area C of the CSRD.

#### **Electoral Area B Fire Protection Services**

Brought forward from the November 16, 2017 Board meeting: Area B Fire Protection Services. The Board received a response letter dated November 29, 2017 from the City of Revelstoke CAO in regards to the Electoral Area B Fire Protection Services. Given the nature of the response from the City of Revelstoke CAO, the Board referred the matter to the In Camera (Closed) meeting. The Board agenda included for Board reference a subsequent letter dated November 30, 2017 from the CSRD CAO to the City of Revelstoke CAO. [View response letter.](#) [View letter to City of Revelstoke.](#)

#### **Dog Control Regulation and Licensing Bylaw – Bylaw No. 5747 and 5748**

The CSRD provides a dog control and licensing service in Electoral Area C as well as the Rancho area of Electoral Area D. Staff has recently reviewed the existing service, conducted a legal review of the existing regulatory bylaw, and worked with a solicitor to create a new draft bylaw for both Electoral Area C and for the Rancho area of Electoral Area D. The new bylaw updates ensure public safety; encourage responsible pet ownership; offers affordable opportunities for dog owners to licence their pets; and, strengthens the legal position of the Regional District. The Board adopted the updated dog control regulation bylaws for Electoral Area C and for the Rancho area. [View report.](#) [View Area C Bylaw.](#) [View Rancho bylaw.](#)

#### **Falkland Waterworks Service Bylaw No. 5765**

Through the budget process, it has been determined that the Falkland Waterworks capital reserve account is seriously underfunded and even though the maximum parcel tax has been requisitioned each year, the amount going into the capital reserves is not adequate for a water system of this size and age. The current maximum parcel tax requisition limit is one of the lowest of all CSRD water systems. In order to maintain the ongoing sustainability of the water system, the maximum parcel tax requisition needs to be increased to allow for additional contributions to the capital reserve account. Bylaw No. 5765 received Three Readings and it will now be submitted to the Inspector of Municipalities for approval. [View report.](#) [View bylaw amendment.](#)

#### **Sicamous and District Recreation Centre User Fee Updates Bylaw No. 5766**

The CSRD owns the Sicamous and District Recreation Centre and contracts the operation of the facility to the Sicamous and District Recreation Society. The user fees associated with rental of the facility were

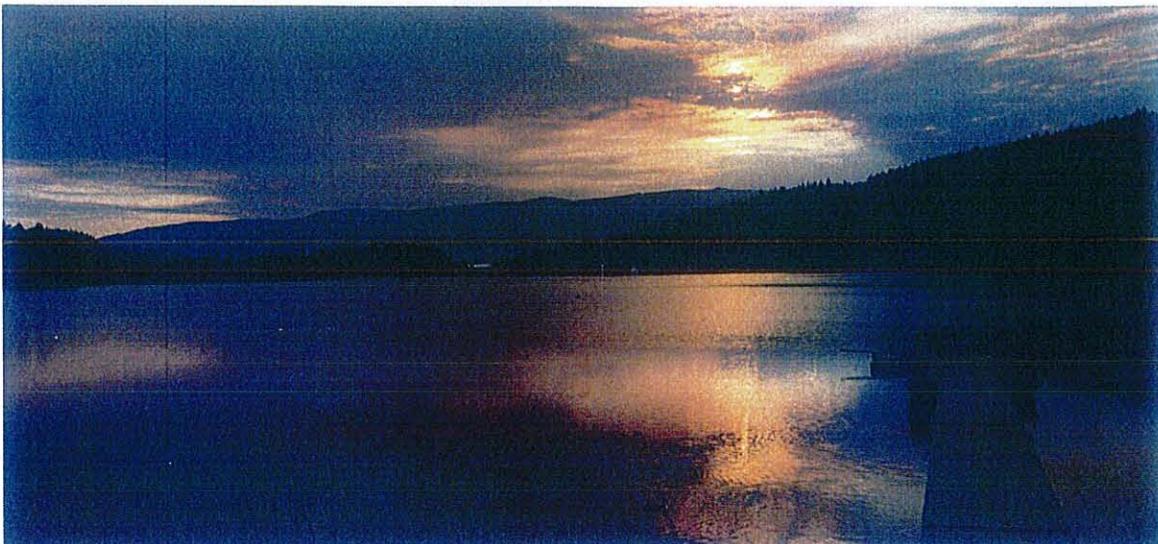
last reviewed and updated in 2011. Following discussions with the Sicamous and District Recreation Society it is necessary to increase rates due to increased operating costs. The Board is required to amend the user fee bylaw in order to change the rates and fees. Bylaw No. 5766 was adopted by the Board, bringing into effect the new fee schedule. [View report. View bylaw.](#)

**Building Inspection Service Area Amendment Bylaw No. 5761**

Approval received from the Inspector of Municipalities on November 28, 2017. The Board adopted the bylaw with housekeeping and language updates; the bylaw change also removes Electoral Areas B and E from this particular bylaw to be put forward in a separate bylaw. Bylaw No. 5761 continues the building inspection service in the existing areas of Electoral Area F. [View bylaw.](#)

**Areas B & E Building Inspection Service Establishment Bylaw 5762**

Approval received from the Inspector of Municipalities on November 28, 2017. The Board adopted the bylaw to establish building inspection service in Areas B (Rural Revelstoke) and E (Rural Sicamous/Malakwa). [View bylaw.](#)



## LAND USE MATTERS

### Agricultural Land Reserve (ALR)

**Electoral Area B: Agricultural Land Commission (ALC) Application Section 30(1) - Exclusion LC2541- (RJR land Company Ltd.) Hill Creek Road, Galena Bay**

The owners are applying to the ALC to exclude a property of approximately 35 ha in size from the Agricultural Land Reserve (ALR) on Hill Creek Road in the Galena Bay area. If ALC approves the exclusion, according to the agent, the owners wish to subdivide the properties "to live on for recreational and residential purposes." The Board supported staff recommendation for approval and will submit the comments to the ALC. [View report.](#)

**Electoral Area B: Agricultural Land Commission (ALC) Application Section 30(1) - Exclusion LC2540- (RJR land Company Ltd.) Hill Creek Road, Galena Bay**

The owners are applying to the ALC to exclude their two properties of approximately 62 ha in size from the Agricultural Land Reserve (ALR) on Hill Creek Road in the Galena Bay area. If ALC approves the exclusion, according to the agent, the owners wish to subdivide the properties "to live on for recreational and residential purposes." The Board supported staff recommendation for approval and will submit the comments to the ALC. [View report.](#)

## Development Permits (DP) and Development Variance Permits (DVP)

### Electoral Area B: Development Permit 850-26 (Hermanson) – 5955 Highway 31, Trout Lake

The owners of the 0.231 ha subject property located in Trout Lake would like to construct a building for the purpose of leasing space to the general public for storage of RVs and equipment. Mini-storage is a permitted use in the HC – Highway Commercial zone in the Electoral Area B Zoning Bylaw No. 851 (Bylaw No. 851). Development within commercial zones requires a Commercial Form and Character Development Permit which the Board approved for issuance. [View report.](#)

### Electoral Area C: Development Variance Permit 641-24 (Gibbons) – 3194 Hautala Road, White Lake

The subject property is located in the White Lake area of Electoral Area C. There are currently two single family dwellings on the subject property. The owners have made application to subdivide a lot for their son under Section 514 of the Local Government Act – Subdivision for a family member (File: 2016-03748C). The property is located partially within the ALR and the proposed subdivision would be along the ALR boundary. This would create a lot that is less than 1 ha in size (0.77 ha) and a remainder of 9.3 ha. The applicant has applied for a Development Variance Permit to waive the Levels of Service requirements in Schedule 'A' of Subdivision Servicing Bylaw No. 641 to allow a lot smaller than 1.0 ha to be created without connection to community water and sewer systems. The Board agreed to approve a lot of .77 ha subject to a suitably worded covenant being registered on title. [View report.](#)

## Zoning, Lakes Zoning and Official Community Plan (OCP)

### Electoral Area B: Electoral Area B Zoning Amendment (Eagle Pass Heli-skiing) Bylaw No. 851-12 – 3451 Trans-Canada Highway, Revelstoke

The applicant would like to offer beer and wine to day use patrons of their heli-skiing business as an après-ski service at their base which is located on the subject property. Service of alcoholic beverages is not a permitted use in the Rural Holdings Zone. The applicant is requesting a site specific use be added to the zone for this property only. The Board gave the bylaw first reading and staff will now refer to all relevant First Nations for comments. [View report.](#)

### Electoral Area C: Lakes Zoning Amendment (Finz Resort Ltd.) Bylaw No. 900-21 – 2001 Eagle Bay Road, Blind Bay

The proposal is to amend the FC3 – Foreshore Commercial 3 Zone of Lakes Zoning Bylaw No. 900 (Bylaw No. 900) to allow an expansion of the existing marina operation from 55 mooring berths to a total of 110 mooring berths. The Board adopted the bylaw amendment. [View report.](#)

### Community Plan Amendment (Isley) Bylaw No. 830-18, Magna Bay Zoning Amendment (Isley) Bylaw No. 800-30 – 6929 Squilax-Anglemont Road and 2556 McClaskey Road, Magna Bay

The applicant has submitted an application to re-designate and rezone the subject properties, to allow a subdivision of the land, and to permit the use of proposed Lot 1 to be changed to construct a "Toy Storage" facility as well as to allow outdoor storage of recreational vehicles and boats and trailers. Proposed Lot 2 would be rezoned to IG Industrial Gravel Processing to allow an expansion of the existing gravel extraction operation. Magna Bay Zoning Bylaw No. 800 currently has no zone where a toy storage facility is permitted and no adequate definition for the permitted use. To accomplish this, staff are proposing a new CDF 2 Comprehensive Development 2 zone. The Board adopt both the zoning and Official Community Plan amendment bylaw. [View report.](#)

## NEXT BOARD MEETING

Thursday, January 18, 2018  
CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm

## COMMITTEE OF THE WHOLE (BUDGET) MEETING

Wednesday, January 17, 2018  
CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm



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

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Item 18

**CITY OF SALMON ARM**Date: January 15, 2018**Panhandling****Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

- Cooper
- Flynn
- Eliason
- Harrison
- Jamieson
- Lavery
- Wallace Richmond

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**CITY OF SALMON ARM**  
**NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in meeting Room 100 of the City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on Monday, January 15, 2018 at 7:00 p.m.

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

**Proposed Rezoning of Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 28855 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).**

**Civic Address:** 2790 - 25 Street NE

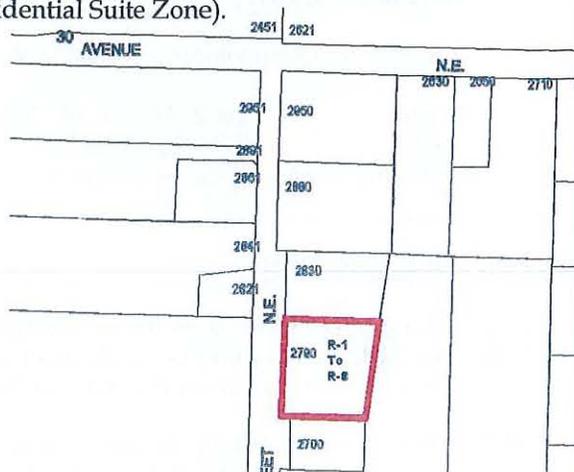
**Location:** South of 30 Avenue NE on the east side of 25 Street NE

**Present Use:** Single family dwelling

**Proposed Use:** Detached suite

**Owner / Applicant:** C. Peters-Durston

**Reference:** ZON-1112/ Bylaw No. 4237



The file for the proposed bylaw is available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from January 2, 2018 to January 15, 2018, both inclusive, in the office of the Corporate Officer at the City of Salmon Arm, 500 - 2 Avenue NE.

Those who deem their interest affected by the proposed bylaw are urged to review the file available in the Development Services Department (or telephone 250-803-4021) to obtain the facts of the proposal prior to the Public Hearing.

Erin Jackson, Corporate Officer

Salmon Arm Observer: January 3 and January 10



City of Salmon Arm

Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: November 28, 2017

Subject: Zoning Bylaw Amendment Application No. 1112

Legal: Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 28855  
 Civic: 2790 25 Street NE  
 Owner/Applicant: Peters-Durston, C

**MOTION FOR CONSIDERATION**

**THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 28855 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);**

**AND FURTHER THAT: final reading of the zoning amendment bylaw be withheld subject to confirmation that the proposed suite meets Zoning Bylaw and BC Building Code requirements.**

**STAFF RECOMMENDATION**

That the motion for consideration be adopted.

**PROPOSAL**

The subject parcel is located at 2790 25 Street NE (see Appendix 1 and 2) containing a single-family home and associated accessory structures. The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit development and subsequent use of a detached suite within an existing accessory building. The accessory building was recently constructed and designed to meet the conditions of a detached suite as stipulated by the R-8 Zone regulations.

**BACKGROUND**

The surrounding area consists primarily of larger lots of "residential" and "rural-residential" character, while presently ten parcels are within close proximity similarly zoned R-8 (Appendix 3).

This parcel was recently before Council as a part of a variance request seeking to vary the maximum accessory building height (from 6.0m to 7.5 m) for the construction of the new accessory building in order to be aligned with the R-8 Zone's maximum height regulation for a detached suite. This request was supported by staff, approved by Council, and the accessory building has been subsequently built under permit (final occupancy has not been approved as the present zone does not allow for a detached suite). Building elevations and a site plan are attached as Appendix 4, while site photos are attached as Appendix 5 showing the recently constructed accessory building proposed to contain the suite. The buildings developed on the parcel are similar to development on other properties in the area, which generally feature both a single-family home and accessory buildings.

The use of the accessory building as proposed would meet the R8 regulations for a detached suite: the applicant is aware of the applicable regulations and purposefully developed the accessory building for future conversion to a detached suite to meet bylaw requirements.

**Detached Suites**

Policy 8.3.25 of the OCP provides for the consideration of detached suites in Low Density Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code.

A detached suite is defined by the Zoning Bylaw as follows:

"...a *dwelling unit* with a maximum floor area of 90 square metres (968.8 square feet) that is contained within a building which is accessory to a *single family dwelling*, and shall not include a *mobile home*, *manufactured home*, travel trailer, recreation vehicle, or a storage container."

The Zoning Bylaw also requires a detached suite to have one designated offstreet parking stall in addition to the two stalls required for the single family dwelling. The development on the parcel including the existing driveway has more than adequate space to accommodate this requirement.

**COMMENTS****Engineering Department**

No engineering concerns.

**Fire Department**

No Fire Department concerns.

**Building Department**

Garage constructed as a heated accessory building under permit. Additional permit required to convert accessory building to a residence. HPO document will be required.

**Planning Department**

In the report for the variance application, planning staff noted that the applicant's plans align the proposed building with the regulations of the R-8 Zone, would provide reasonable future options for the applicant, and that given the OCP designation, planning staff would typically support a zoning application to R-8 to permit a suite.

The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. The site plan provided by the applicant is consistent with the zoning regulations for a detached suite, while additionally the area and dimensions of the lot is suitable for the proposed use and development of a secondary suite. Any development of a detached suite (including conversion of the existing accessory building) would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.



Prepared by: Chris Larson, MCP  
Planning and Development Officer

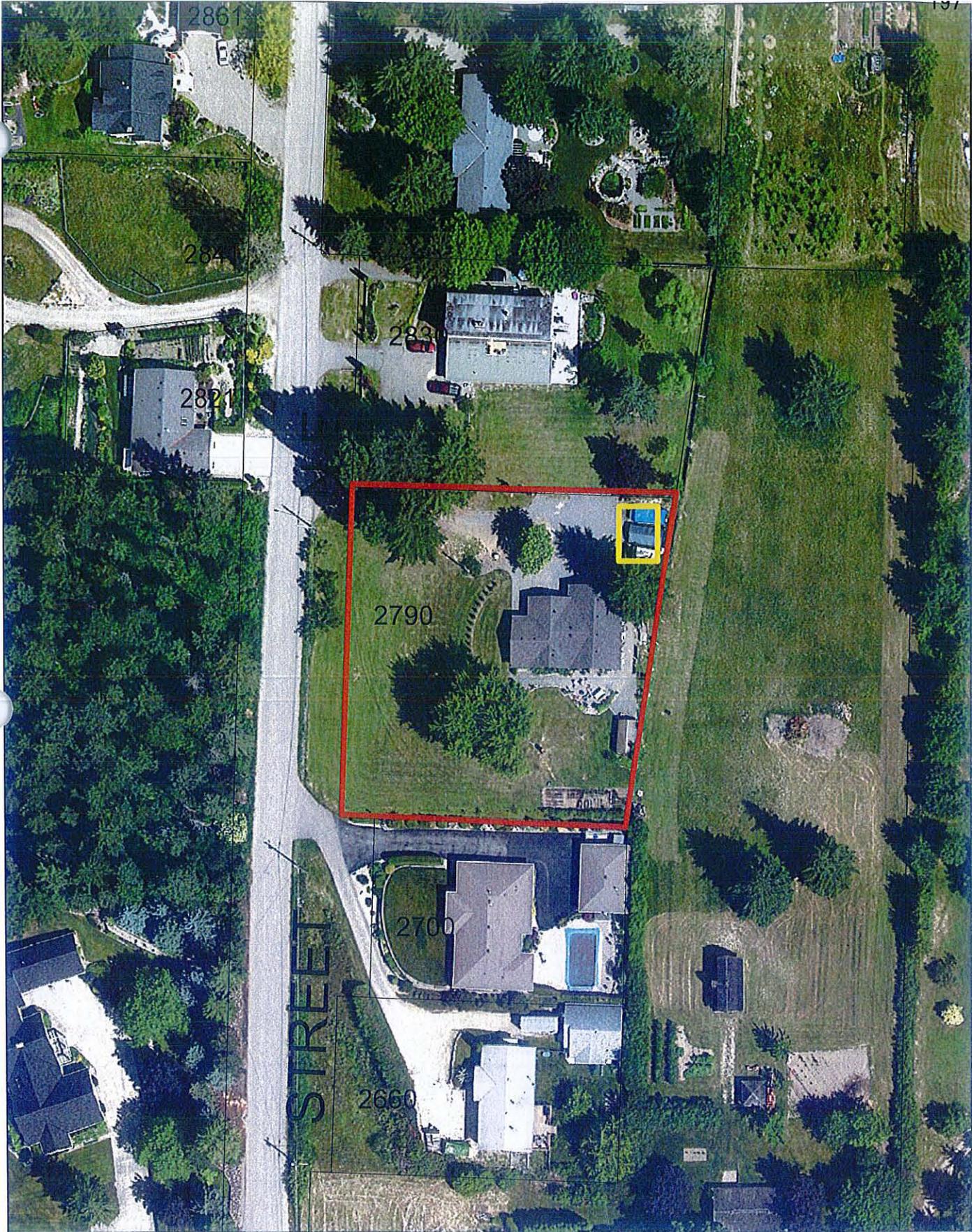
  
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services



0 40 80 160 240 320 Meters



Subject Property



2861

284

283

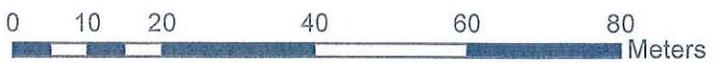
2821

2790

2700

2660

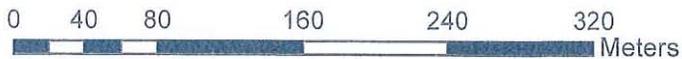
STREET



Subject Property



Proposed Site



Subject Property

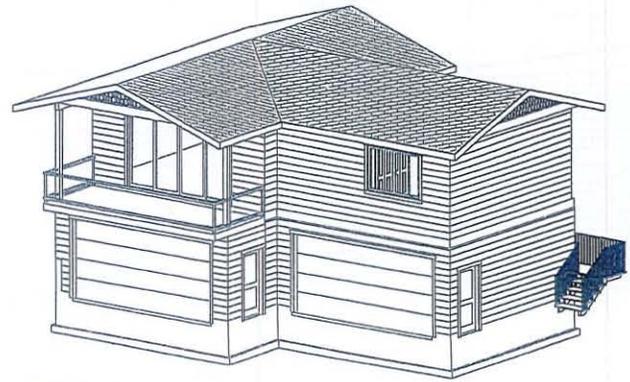
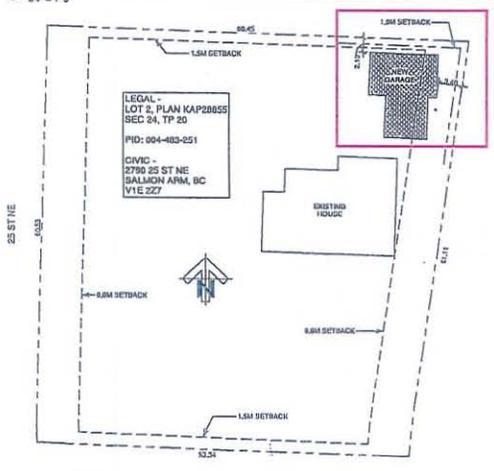
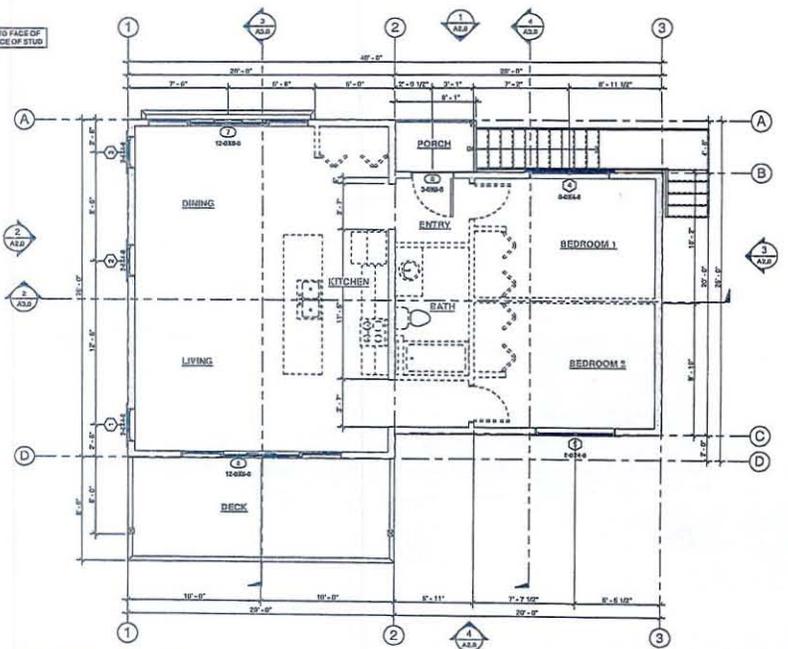
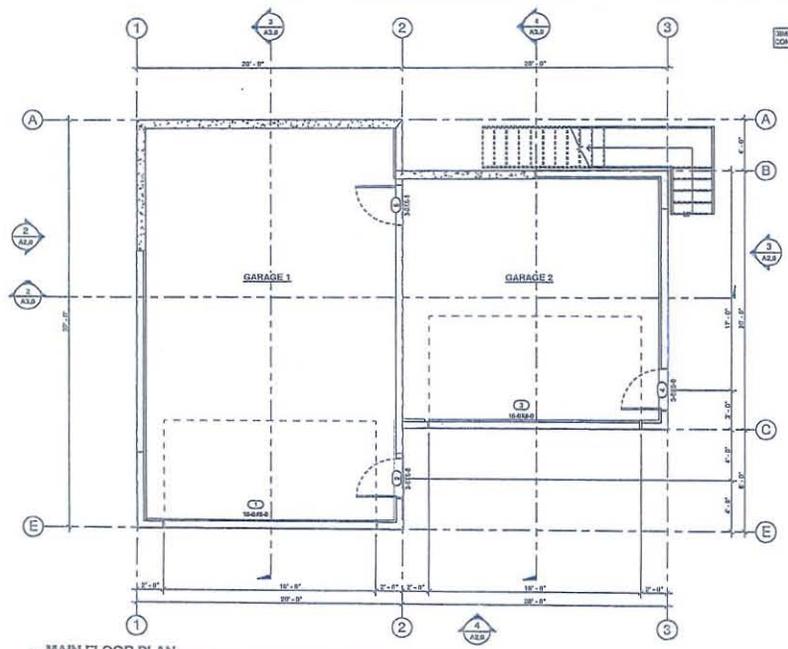


PROJECT  
**DURSTON GARAGE & SUITE**  
 2790 25 ST NE  
 SALMON ARM, BC  
 V1E 2Z7

Appendix 4: Site Plan & Elevations  
 SHEET NAME  
**SITE PLAN, FLOOR PLAN, ELEVATIONS**  
 A1.0

DATE 2/20/17  
 DRWN KHM  
 JOB #

THESE DESIGNS AND DRAWINGS ARE THE EXCLUSIVE PROPERTY OF KAM DESIGN AND MAY NOT BE USED OR REPRODUCED WITHOUT CONSENT.



**DRAWING LIST**

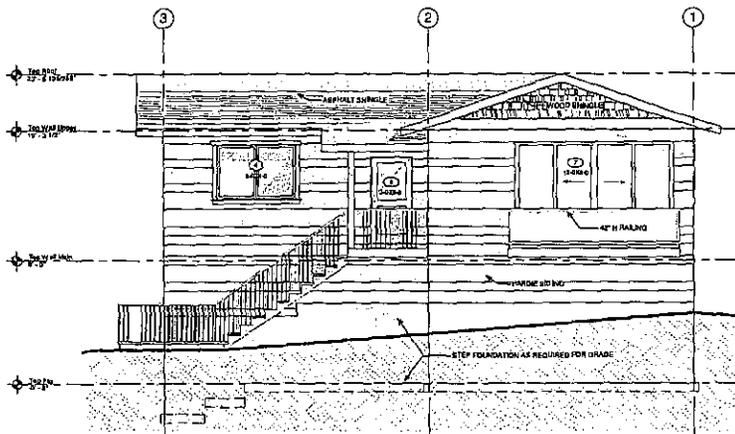
SHEET #	SHEET NAME
A1.0	SITE PLAN, FLOOR PLAN, ELEVATIONS
A2.0	ELEVATIONS
A3.0	SECTIONS
A4.0	FLOOR & ROOF FRAMING

**AREA SCHEDULE**

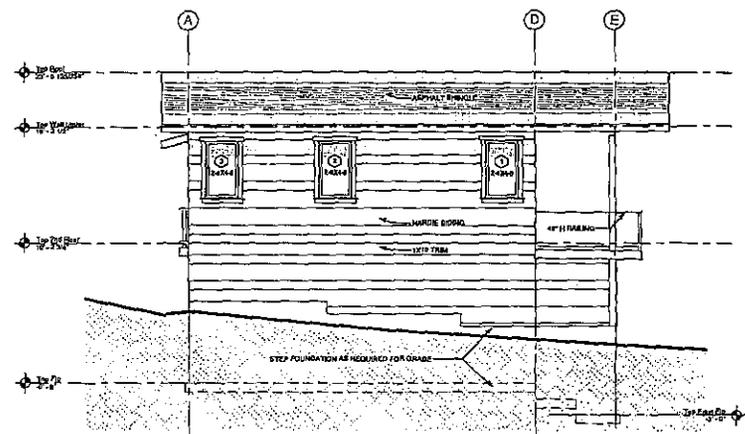
NAME	SOFT
GARAGE (LOWER FLOOR)	1040 SF
SUITE (UPPER FLOOR)	928 SF



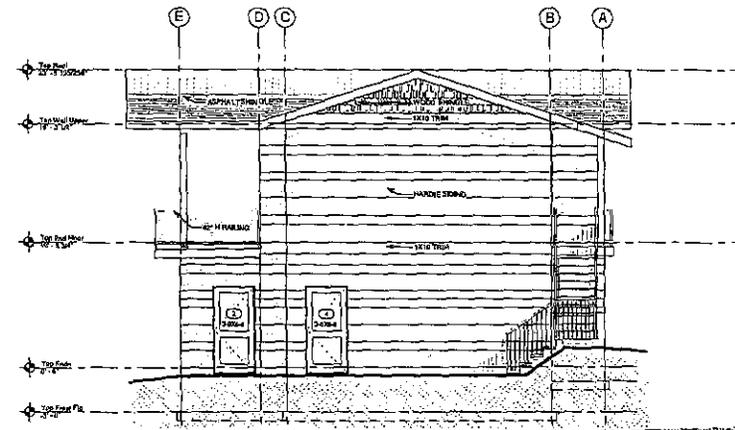
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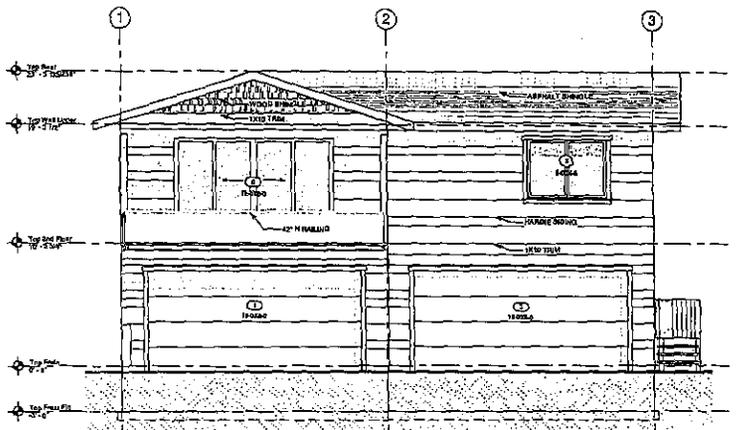
① EAST ELEVATION  
1/4" = 1'-0"



② NORTH ELEVATION  
1/4" = 1'-0"



③ SOUTH ELEVATION  
1/4" = 1'-0"



④ WEST ELEVATION  
1/4" = 1'-0"

**RECEIVED**  
MAR 2 2017  
CITY OF  
SALMON ARM

PROJECT  
**DURSTON GARAGE & SUITE**

2790 25 ST NE  
SALMON ARM, BC  
V1E 2Z7

SHEET NAME  
**ELEVATIONS**

DATE 02/28/17  
DRAWN BY [signature]  
JOB # [number]

**A2.0**

Appendix 4: Site Plan & Elevations

2017-02-20 3:55:46 PM



View east down driveway from 25 Street showing accessory building.



View north-east from 25 Street showing accessory building behind existing house.

# CITY OF SALMON ARM

## BYLAW NO. 4237

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm at the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on January 15, 2018 at the hour of 7:00 p.m. was published in the January 3, 2018 and January 10, 2018 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 2, Section 24, Township 20, Range 10, W6M, KDYD, Plan 28855 from R-1 Single Family Residential Zone to R-8 Residential Suite Zone as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

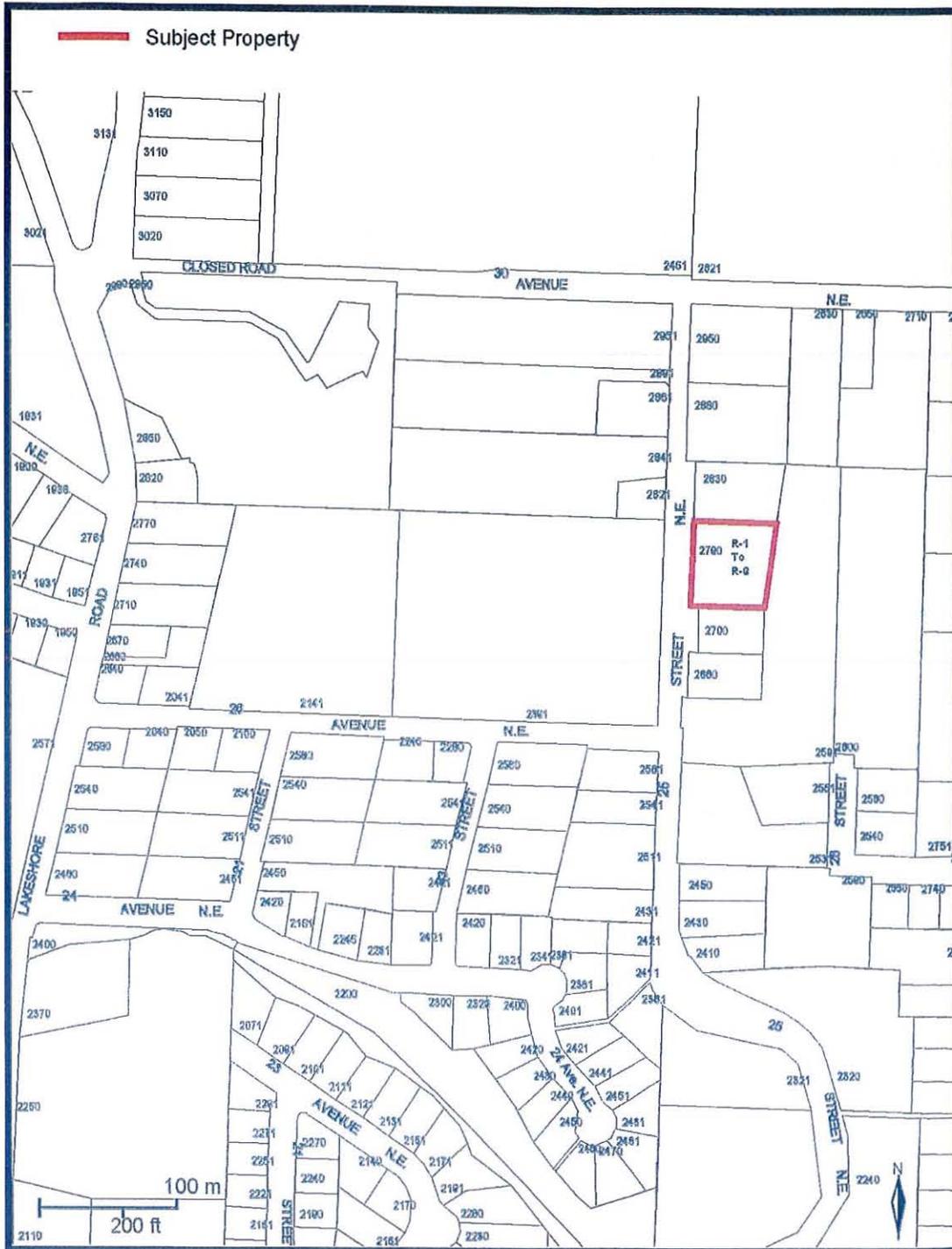
Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto as amended, revised, consolidated or replaced from time to time.

4. EFFECTIVE DATE

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



SCHEDULE "A"



Item 23.1

## CITY OF SALMON ARM

Date: January 15, 2018

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4237 be read a third time.

[ZON-1112; Peters-Durston, C.; 2590 – 25 Street NE; R-1 to R-8]

### Vote Record

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

- Cooper
- Flynn
- Eliason
- Harrison
- Jamieson
- Lavery
- Wallace Richmond

# CITY OF SALMON ARM

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3. ENACTMENT

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4. EFFECTIVE DATE

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





Item 25.

## CITY OF SALMON ARM

Date: January 15, 2018

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of January 15, 2018, be adjourned.

### Vote Record

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

- Cooper
- Flynn
- Eliason
- Harrison
- Jamieson
- Lavery
- Wallace Richmond

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