

# **AGENDA**

## **Regular Council Meeting**

**Monday, January 16, 2017**

**1:30 p.m.**

***[Public Session Begins at 2:30 p.m.]***

**Council Chamber of City Hall**

**500 – 2 Avenue NE**

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	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.	Bruce Cook, Shuswap Recreation Society Board President – Shuswap Recreation Society Strategic Plan
	6.	<b>CONFIRMATION OF MINUTES</b>
5 - 16	1.	Regular Council Meeting Minutes of December 12, 2016
17 - 20	2.	Special Council Meeting Minutes of December 16, 2016
	7.	<b>COMMITTEE REPORTS</b>
21 - 24	1.	Development and Planning Services Committee Meeting Minutes of January 9, 2017
25 - 28	2.	Downtown Parking Commission Meeting Minutes of November 15, 2016
29 - 32	3.	Downtown Parking Commission Meeting Minutes of December 20, 2016
33 - 36	4.	Agricultural Advisory Committee Meeting Minutes of December 14, 2016
37 - 48	5.	Extract of the Community Heritage Commission Meeting Minutes of December 20, 2016 – For Information
	8.	<b>INTRODUCTION OF BYLAWS</b>
49 - 62	1.	Zoning Amendment Bylaw No. 4184 [ZON1081; Channer, A. & Davis, M.; 80 - 16 Street NE; R-1 to R-8] – First and Second Readings

- 63 - 66      9.            **RECONSIDERATION OF BYLAWS**
1.            Short Term Capital Borrowing (Bylaw No. 4158) Repeal Bylaw No. 4179 - Final Reading
- 67 - 70      2.            Revenue Anticipation Borrowing Bylaw No. 4183 - Final Reading
10.           **CORRESPONDENCE**
- 71 - 72      1.            Informational Correspondence
- 73 - 76      2.            Darby Boyd, Business and Operations Manager, Shuswap Recreation Centre - letter dated January 3, 2017 - Facility User Rates 2017
- 77 - 78      3.            C. Flatman, President Elect, Rotary Club of Salmon Arm - Shuswap - letter dated January 6, 2017 - Syrian Bus Pass Program
11.           **STAFF REPORTS**
- 79 - 82      1.            Chief Financial Officer - Annual Financial Audit Services - 2017 and 2018
- 83 - 86      2.            Engineering and Public Works - Award of Tender: ENG 2017-62 - Moutell Bridge Retrofit
- 87 - 88      3.            Corporate Officer - Lease Agreement for Inner Core Parking Lot - 327 Alexander Street NE
- 89 - 90      4.            Corporate Officer - Naming and Advertising Agreement for the Recreation Centre
- 91 - 94      5.            Corporate Officer - Rental of Quonset Building located at 921 - 17 Street SW
- 95 - 98      6.            Corporate Officer - Minion Field Lease
12.           **NEW BUSINESS**
- 99 - 100     1.            City Application of Pesticides - Councillor Lavery
13.           **COUNCIL STATEMENTS**
14.           **NOTICE OF MOTION**
15.           **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
16.           **OTHER BUSINESS**
- 101 - 104    1.            Committees of Council, etc.
17.           **QUESTION AND ANSWER PERIOD**

**7:00 p.m.**

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	<b>18.</b>	<b>DISCLOSURE OF INTEREST</b>
	<b>19.</b>	<b>HEARINGS</b>
105 - 114	1.	Development Variance Permit Application No. VP-448 [Edelweiss Properties Inc./Timberline Solutions Ltd.; 150 - 4 Street SE; Front Parcel Line Setback]
	<b>20.</b>	<b>STATUTORY PUBLIC HEARINGS</b>
115 - 124	1.	Zoning Amendment No. ZON-1076; Eliason, C. & C. / Lawson Engineering & Development Services Ltd.; 1590 - 11 Avenue SE; R-7 to R-8
125 - 136	2.	Zoning Amendment No. ZON-1078; 1039634 BC Ltd.; 1220 - 23 Street SE; R-1 to R-8
137 - 146	3.	Zoning Amendment No. ZON-1080; Grieve, J., Evans, A. & Appeldoorn, K. / Browne Johnson Land Surveyors; 2310 - 23 Street SE; R-1 to R-8
	<b>21.</b>	<b>RECONSIDERATION OF BYLAWS</b>
147 - 150	1.	Zoning Amendment Bylaw No. 4180 [ZON-1076; Eliason, C. & C. / Lawson Engineering & Development Services Ltd.; 1590 - 11 Avenue SE; R-7 to R-8] - Third and Final Readings
151 - 154	2.	Zoning Amendment Bylaw No. 4181 [ZON-1078; 1039634 BC Ltd.; 1220 - 23 Street SE; R-1 to R-8] - Third and Final Readings
155 - 158	3.	Zoning Amendment Bylaw No. 4182 [ZON-1080; Grieve, J., Evans, A. & Appeldoorn, K. / Browne Johnson Land Surveyors; 2310 - 23 Street SE; R-1 to R-8] - Third and Final Readings
	<b>22.</b>	<b>QUESTION AND ANSWER PERIOD</b>
159 - 160	<b>23.</b>	<b>ADJOURNMENT</b>

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Item 2.

## CITY OF SALMON ARM

Date: January 16, 2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Jamieson

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 16, 2017

## PRESENTATION

**NAME:** Bruce Cook, President, Shuswap Recreation Society

**TOPIC:** Shuswap Recreation Society Strategic Plan

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

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Item 6.1

## CITY OF SALMON ARM

Date: January 16, 2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Regular Council Meeting Minutes of December 12, 2016 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 12, 2016.

**PRESENT:**

- Mayor N. Cooper
- Councillor C. Eliason
- Councillor K. Flynn
- Councillor A. Harrison (Councillor Harrison entered the meeting at 2:31 p.m.)
- Councillor K. Jamieson
- Councillor T. Lavery
- Councillor L. Wallace Richmond

- Chief Administrative Officer C. Bannister
- Corporate Officer E. Jackson
- Director of Engineering & Public Works R. Niewenhuizen
- Director of Development Services K. Pearson
- Chief Financial Officer M. Dalziel
- Recorder C. Simmons

**1. CALL TO ORDER**

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

**2. IN-CAMERA SESSION**

0483-2016

Moved: Councillor Flynn  
 Seconded: Councillor Jamieson  
 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 2:16 p.m.  
 Council recessed until 2:31 p.m.

Councillor Harrison entered the meeting at 2:31 p.m.

**3. REVIEW OF AGENDA**

Late Item added under 10.2 Informational Correspondence - P. Thurston, Shuswap Family Resource & Referral Society email dated December 6, 2016 - Request for Letter of Support.

Late Item added under 11.6 Staff Reports - Tender Award - Foreshore Main Rehabilitation.

Late Item added under 14.2 Notice of Motion - Councillor Eliason - Revitalization Tax Exemption Bylaw

#### 4. DISCLOSURE OF INTEREST

Councillors Harrison & Jamieson declared a conflict of interest with item 8.1 as they are employed by School District #83 which owns the South Canoe Property and buildings.

Councillor Wallace Richmond declared a conflict of interest with item 8.1 as her firm has a contract with School District #83 which owns the South Canoe Property and buildings.

Councillor Eliason declared a conflict of interest with item 8.2 as he is related to the applicants.

Councillor Eliason left the meeting at 2:33 p.m. and returned at 2:34 p.m.

#### 5. PRESENTATIONS / DELEGATIONS

##### 1. Shelley Desautels, BMX Director, Shuswap Cycling Club - Salmon Arm BMX Track Proposal

Shelley Desautels, BMX Director, Shuswap Cycling Society provided an overview of a proposal for a BMX Track in Salmon Arm. She was available to answer questions from Council.

##### 2. Victoria Olynik, Branch Manager, Shuswap SPCA - Overview of the SPCA

Victoria Olynik, Branch Manager for the Shuswap SPCA provided a brief history and overview of the SPCA. She was available to answer questions from Council.

#### 6. CONFIRMATION OF MINUTES

##### 1. Regular Council Meeting Minutes of November 28, 2016

0484-2016

Moved: Councillor Jamieson

Seconded: Councillor Lavery

THAT: the Regular Council Meeting Minutes of November 28, 2016 be adopted as circulated.

CARRIED UNANIMOUSLY

##### 2. Special Council Meeting Minutes of November 29, 2016

0485-2016

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the Special Council Meeting Minutes of November 29, 2016 be adopted as circulated.

CARRIED UNANIMOUSLY

#### 5. PRESENTATIONS / DELEGATIONS - Continued

The Mayor presented the Canadian Award for Financial Reported Achievement from the Government Finance Officers Association of the United States and Canada to Monica R. Dalziel, Chief Financial Officer for the 2015 Annual Financial Reports. The Mayor thanked the Chief Financial Officer and staff for their hard work in producing high quality financial reports.

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of December 5, 2016

0486-2016

Moved: Councillor Lavery  
Seconded: Councillor Harrison  
THAT: the Development and Planning Services Committee Meeting Minutes of December 5, 2016, be received as information.

CARRIED UNANIMOUSLY

2. Community Heritage Commission Meeting Minutes of October 18, 2016

0487-2016

Moved: Councillor Wallace Richmond  
Seconded: Councillor Eliason  
THAT: the Community Heritage Commission Meeting Minutes of October 18, 2016, be received as information.

CARRIED UNANIMOUSLY

3. Greenways Liaison Committee Meeting Minutes of November 17, 2016

0488-2016

Moved: Councillor Jamieson  
Seconded: Councillor Flynn  
THAT: the Greenways Liaison Committee Meeting Minutes of November 17, 2016, be received as information.

CARRIED UNANIMOUSLY

8. INTRODUCTION OF BYLAWS

Councillors Harrison, Jamieson and Wallace Richmond declared a conflict and left the meeting at 3:40 p.m.

1. Short Term Capital Borrowing (Bylaw No. 4158) Repeal Bylaw No. 4179 - First, Second and Third Readings

0489-2016

Moved: Councillor Lavery  
Seconded: Councillor Flynn  
THAT: the bylaw entitled Short Term Capital Borrowing (Bylaw No. 4158) Repeal Bylaw No. 4179 be read a first, second and third time.

CARRIED UNANIMOUSLY

Councillors Harrison, Jamieson and Wallace Richmond returned to the meeting at 3:42 p.m.

Councillor Eliason declared a conflict of interest and left the meeting at 3:42 p.m.

8. INTRODUCTION OF BYLAWS - continued

2. Zoning Amendment Bylaw No. 4180 [ZON-1076; Eliason, C. & C. / Lawson Engineering & Development Services Ltd.; 1590 - 11 Avenue SE; R-7 to R-8] - First and Second Readings

0490-2016

Moved: Councillor Jamieson

Seconded: Councillor Lavery

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4180 read a first and second time.

CARRIED UNANIMOUSLY

Councillor Eliason returned to the meeting at 3:45 p.m.

3. Zoning Amendment Bylaw No. 4181 [ZON-1078; 1039634 BC Ltd.; 1220 - 23 Street SE; R-1 to R-8] - First and Second Readings

0491-2016

Moved: Councillor Wallace Richmond

Seconded: Councillor Harrison

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4181 be read a first and second time.

CARRIED UNANIMOUSLY

4. Zoning Amendment Bylaw No. 4182 [ZON-1080; Grieve, J., Evans, A. & Appeldoorn, K. / Browne Johnson Land Surveyors; 2310 - 23 Street SE; R-1 to R-8] - First and Second Readings

0492-2016

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4182 be read a first and second time.

CARRIED UNANIMOUSLY

5. Revenue Anticipation Borrowing Bylaw No. 4183

0493-2016

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the bylaw entitled Revenue Anticipation Borrowing Bylaw No. 4183 be read a first, second and third time.

CARRIED UNANIMOUSLY

9. RECONSIDERATION OF BYLAWS

1. Zoning Amendment Bylaw No. 4172 [ZON-1071 - Dhanoa, K. & C. /Chahal, P. - 1141 & 1181 - 20 Street NE - P-3 to R-4] - Final Reading

0494-2016

Moved: Councillor Wallace Richmond

Seconded: Councillor Jamieson

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4172 be read a final time.

CARRIED UNANIMOUSLY10. CORRESPONDENCE

1. Informational Correspondence

For information.

14. L. Samson, Administrative Services Manager, Okanagan Regional Library - letter dated December 1, 2016 - Appointment to the Okanagan Regional Library Board

0495-2016

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: Council appoint Councillor Lavery to the Okanagan Regional Library Board for the 2017 Board Term.

CARRIED UNANIMOUSLY

2. P. Thurston, Shuswap Family Resource & Referral Society- email dated December 6, 2016- Request for Letter of Support

0496-2016

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: a letter be sent to the Shuswap Family Resource &amp; Referral Society in support of its grant application for more intervention for sexual abuse victims, children through to adults

CARRIED UNANIMOUSLY

Councillor Eliason left the meeting at 4:12 p.m. and returned at 4:14 p.m.

1. Informational Correspondence - Continued

12. F. Farah, Federation of Canadian Municipalities - email dated December 2, 2016 - FCM Canada 150 Community Leaders

0497-2016

Moved: Councillor Lavery

Seconded: Councillor Jamieson

THAT: Council approve Councillors Eliason, Lavery and Wallace Richmond to attend the Federation of Canadian Municipalities Convention from June 1 - 3, 2017 in Ottawa, Ontario to be funded from Council Expenses.

CARRIED

Councillor Harrison Opposed

11. **STAFF REPORTS**

1. **Chief Financial Officer – City of Salmon Arm Annual Grants Policy 7.28**

0498-2016

Moved: Councillor Harrison

Seconded: Councillor Wallace Richmond

THAT: the Policy No. 7.28 cited as "Annual Grants" be amended by replacing the Application Due Date from December 31 of the preceding year to December 15 of the preceding year.

CARRIED UNANIMOUSLY

2. **Corporate Officer - Cultural Master Plan Task Force Recommendations**

0499-2016

Moved: Councillor Jamieson

Seconded: Councillor Flynn

THAT: Council authorize the Cultural Master Plan Task Force to utilize the in-kind contributions of members to gather data and seek funding for the eventual development of a Cultural Master Plan;

AND THAT: further reporting be extended to September 2017.

Councillor Jamieson left the meeting at 4:30 p.m. and returned at 4:32 p.m.

Councillor Eliason left the meeting at 4:31 p.m.

CARRIED UNANIMOUSLY

3. **Director of Engineering & Public Works – Street Lighting Requests**

0500-2016

Moved: Councillor Wallace Richmond

Seconded: Councillor Jamieson

THAT: Council request BC Hydro to expand the existing overhead street lighting system by two (2) - 100 watt high pressure sodium (HPS) fixtures in 2016.

CARRIED UNANIMOUSLY

4. **Chief Financial Officer – Mortgage Agreement – Salmon Arm & Shuswap Lake Agricultural Association**

0501-2016

Moved: Councillor Lavery

Seconded: Councillor Harrison

THAT: Council authorize an amendment to the Mortgage Agreement with the Salmon Arm and Shuswap Lake Agricultural Association by extending the Balance Due to February 1, 2020, with annual repayments continuing at \$20,000.00 under the same terms and conditions;

AND THAT: the Mayor and Corporate Officer be authorized to execute the related documents.

Councillor Elision returned to the meeting at 4:38 p.m.

CARRIED UNANIMOUSLY

11. STAFF REPORTS - Continued

5. Corporate Officer - Salmon Arm Chamber of Commerce - Transit Advertising Contract

0502-2016

Moved: Councillor Flynn  
Seconded: Councillor Wallace Richmond  
THAT: the Mayor and Corporate Officer be authorized to execute the contract with the Salmon Arm Chamber of Commerce for advertising on the interior and exterior of the public transit buses and the exterior of the transit shelters for an annual fee of 25% of gross sales for the term of January 1, 2017 to December 31, 2021.

Amendment:

Moved: Councillor Eliason  
Seconded: Councillor Flynn  
THAT: the term be amended to January 1, 2017 to December 31, 2018 to correspond with the expiry of the Agreement with the Salmon Arm Chamber of Commerce for the operation of the Visitor Centre.

CARRIED UNANIMOUSLY

Motion as Amended:

CARRIED UNANIMOUSLY

6. Director of Engineering & Public Works - Tender Award - Foreshore Main Rehabilitation

0503-2016

Moved: Councillor Eliason  
Seconded: Councillor Flynn  
THAT: Council award Contract No. ENG2016-54 to D Webb Contracting Ltd. in accordance with the tendered unit prices of \$1,493,783.00 plus applicable tax.

Councillor Eliason left the meeting at 5:01 p.m.

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.

0504-2016

Moved: Councillor Jamieson  
Seconded: Councillor Wallace Richmond  
THAT: staff to organize a public meeting to discuss the implications of medicinal marijuana outlets in the City of Salmon Arm.

CARRIED UNANIMOUSLY

**14. NOTICE OF MOTION**

**1. Councillor Lavery - City Application of Pesticides**

Councillor Flynn left the meeting at 5:09 p.m.

Councillor Lavery outlined the Notice of Motion for the City Application of Pesticides.

THAT: the City's *Pesticide Use Control Bylaw # 3744* provides an exception for the City to apply pesticides on city infrastructure where required (3.1 (o));  
And whereas the City has not yet used that exception to date:

Therefore be it resolved that prior to the City commencing any application of pesticides, Council:

- (i) Request a Staff report indicating the rationale for an exception to the bylaw, the relative mix of manual/non-pesticide vs. pesticide controls proposed, the proposed operational locations for application and the likely amounts of proposed applications;
- (ii) Ask for an Annual Pesticide Usage report to council indicating the name, amount, location and quantities used if an exception is utilized; and
- (iii) Seek public input on the proposed pesticide applications at an evening formal meeting of Council.

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

**16. OTHER BUSINESS**

Councillor Flynn returned to the meeting at 5:11 p.m.

**17. QUESTION AND ANSWER PERIOD**

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

Councillor Eliason returned to the meeting at 5:11 p.m.

**14. NOTICE OF MOTION - Continued**

**2. Councillor Eliason - Revitalization Tax Exemption Bylaw**

Councillor Eliason outlined the notice of motion for the Revitalization Tax Exemption Bylaw.

THAT: Staff be directed to prepare a report to amend the City of Salmon Arm Revitalization Tax Exemption Bylaw No. 3479 to include development.

The Meeting recessed at 5:13 p.m.  
The Meeting reconvened at 7:00 p.m.

**PRESENT:**

Mayor N. Cooper  
Councillor K. Flynn  
Councillor C. Eliason  
Councillor A. Harrison  
Councillor K. Jamieson  
Councillor T. Lavery  
Councillor L. Wallace Richmond

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

18. **DISCLOSURE OF INTEREST**

No interest was declared.

19. **PRESENTATIONS**

1. **Shuswap Minor Football Association - Bantam Chargers**

Mayor and Council presented each member of the Shuswap Minor Football Association Bantam Chargers with a certificate of outstanding achievement. The Mayor congratulated the team on their successful season as Provincial Champions.

20. **HEARINGS**

21. **PUBLIC HEARING**

1. **Zoning Amendment No. ZON-1075 [Grieve, J., Evans, A. & Appeldoorn, K. / Browne Johnson Land Surveyors; 1221 - 23 Street SE; R-1 to R-8]**

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

Submissions were called for at this time.

J. Johnson, the agent, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4176 was declared closed at 7:17 p.m. and consideration of the next item ensued.

21. **PUBLIC HEARING** - Continued

2. **Official Community Plan Amendment No. OCP4000-27 [Eagle Home Sales Ltd.; 1190 - 51 Street NE; AR to HC]**

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

Submissions were called for at this time.

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

F. Ambler, Country Side Mobile Homes, 1140 - 50 Street NE, spoke to concerns regarding a competing business and location of the business. He spoke to an agreement to purchase the small portion and show home located on the subject property.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4177 was declared closed at 7:26 p.m. and consideration of the next item ensued.

3. **Zoning Amendment No. ZON-1077 [Eagle Home Sales Ltd.; 1190 - 51 Street NE; A-2 to C-3]**

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

Submissions were called for at this time.

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

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4178 was declared closed at 7:29 p.m.

22. **RECONSIDERATION OF BYLAWS**

1. **Zoning Amendment Bylaw No. 4176 [ZON-1075; Grieve, J., Evans, A. & Appeldoorn, K. / Browne Johnson Land Surveyors; 1221 - 23 Street SE; R-1 to R-8] - Third and Final Readings**

0505-2016

Moved: Councillor Jamieson

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4176 be read a third and final time.

CARRIED UNANIMOUSLY

2. **Official Community Plan Amendment Bylaw No. 4177 [OCP4000-27; Eagle Home Sales Ltd.; 1190 - 51 Street NE; AR to HC] - Third Reading**

0506-2016

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the bylaw entitled Official Community Plan Amendment Bylaw No. 4177 be read a third time.

CARRIED UNANIMOUSLY

22. RECONSIDERATION OF BYLAWS - Continued

3. Zoning Amendment Bylaw No. 4178 [ZON-1077; Eagle Home Sales Ltd.; 1190 - 51 Street NE; A-2 to C-3] - Third Reading

0507-2016

Moved: Councillor Lavery  
Seconded: Councillor Eliason  
THAT: the bylaw entitled Zoning Amendment Bylaw No. 4178 be read a third time.

CARRIED UNANIMOUSLY

23. QUESTION AND ANSWER PERIOD

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

24. ADJOURNMENT

0508-2016

Moved: Councillor Harrison  
Seconded: Councillor Wallace Richmond  
THAT: the Regular Council Meeting of December 12, 2016, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:44 p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Adopted by Council the day of 2016.

Item 6.2

## CITY OF SALMON ARM

Date: January 16, 2017

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Special Council Meeting Minutes of December 16, 2016 be adopted as circulated.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

## SPECIAL COUNCIL MEETING

Minutes of a Special Meeting of Council of the City of Salmon Arm held in Room 100 of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Friday, December 16, 2016.

### PRESENT:

Mayor N. Cooper  
 Councillor C. Eliason (entered the meeting at 3:35 p.m.)  
 Councillor K. Flynn  
 Councillor Harrison  
 Councillor T. Lavery  
 Councillor Wallace Richmond

Chief Administrative Officer C. Bannister  
 Corporate Officer E. Jackson  
 Director of Engineering & Public Works R. Niewenhuizen  
 Director of Development Services K. Pearson  
 Chief Financial Officer M. Dalziel  
 Manager of Human Resources K. Trace  
 Recorder C. Simmons

### ABSENT:

Councillor Jamieson

#### 1. CALL TO ORDER

Mayor Cooper called the meeting to order at 3:30 p.m.

#### 2. DECLARATION OF INTEREST

#### 3. IN-CAMERA SESSION

0509-2016

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

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

CARRIED UNANIMOUSLY

Council moved In-Camera at 3:30 p.m.

Council returned to Regular Session at 3:35 p.m.

Councillor Eliason entered the meeting at 3:35 p.m.

#### 4. OTHER BUSINESS

5. ADJOURNMENT

0510-2016

Moved: Councillor Eliason  
Seconded: Councillor Lavery  
THAT: the Special Council Meeting of December 16, 2016, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 3:35 p.m.

CERTIFIED CORRECT:

Adopted by Council the day of \_\_\_\_\_, 2017.

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

\_\_\_\_\_  
MAYOR

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Item 7.1

## CITY OF SALMON ARM

Date: January 16, 2017

Moved: Councillor Harrison

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee Meeting Minutes of January 9, 2017, 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 Chamber of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Monday, January 9, 2017.

### PRESENT:

Mayor N. Cooper  
 Councillor C. Eliason (entered the meeting at 8:00 a.m.)  
 Councillor K. Flynn  
 Councillor A. Harrison  
 Councillor T. Lavery  
 Councillor L. Wallace Richmond

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

### ABSENT:

Councillor K. Jamieson

#### 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

No interest was declared.

#### 4. REPORTS

- 1 Zoning Amendment Application No. ZON - 1081 [Channer, A. & Davis, M.; 80 - 16 Street NE; R-1 to R-8]

Councillor Eliason entered the meeting at 8:00 a.m.

Moved: Councillor Eliason

Seconded: Councillor Lavery

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 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan 27054 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

A. Channer, the applicant, spoke regarding the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

4. REPORTS - Continued

2. Development Variance Permit Application No. VP-448 [Edelweiss Properties Inc./Timberline Solutions Ltd.; 150 - 4 Street SE; Front Parcel Line Setback]

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-448 be authorized for issuance for Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP29885, except Strata Plan EPS1704 (Phases 1, 2 & 3), which will vary Zoning Bylaw No. 2303 as follows:

Section 10.9 - R-5 Residential Zone - reduce the minimum setback of the principal building along the front parcel line adjacent to 4 Street SE (previously reduced from 5.0 m (16.4 ft) to 2.9 m (9.5 ft) with the approval of Development Permit No. 397), from 2.9 m (9.5 ft) to 2.6 m (8.5 ft).

C. Baer, Timberline Solutions Ltd, spoke regarding the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

6. CORRESPONDENCE

7. IN-CAMERA

8. LATE ITEMS

No items.

9. ADJOURNMENT

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee meeting of January 9, 2017, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:14 a.m.

\_\_\_\_\_  
Mayor Nancy Cooper  
Chair

Minutes received as information by Council  
at their Regular Meeting of \_\_\_\_\_, 2017.

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Item 7.2

## CITY OF SALMON ARM

Date: January 16, 2017

Moved: Councillor Harrison

Seconded: Councillor Jamieson

THAT: the Downtown Parking Commission Meeting Minutes of November 15, 2016, be received as information.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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



**DOWNTOWN PARKING COMMISSION**  
**Tuesday, November 15, 2016**  
**TIME: 8:00 A.M.**  
**MEETING ROOM 101 - CITY HALL**

Minutes of the Downtown Parking Commission Meeting held in Meeting Room 101, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC on Tuesday, November 15, 2016 at 8:00 a.m.

**Present:**

City of Salmon Arm  
 Representatives:

Bill Laird  
 Regan Ready  
 Cathy Ingebrigtsen  
 Vic Hamilton

Downtown Improvement Association  
 Representatives:

Matt Koivisto  
 Jacquie Gaudreau  
 Heather Finn  
 Gerald Foreman

Resource Personnel:

Chad Eliason, Councillor  
 Robert Niewenhuizen, Director of Engineering &  
 Public Works  
 Marcel Bedard, Bylaw Officer

Absent:

Jennifer Wilson, City Engineer

The meeting was called to order at 8:00 am, by Chairperson Jacquie Gaudreau

**1. Minutes of Meeting: September 20, 2016**

**Motion:** R. Ready / B. Laird  
**To:** Receive minutes as information

**Carried Unanimously**

**2. Downtown Parking Commission - Replacement**

**Approved**

**3. Installation of "Lock-Out Auto crime" signage in downtown lots**

- To be installed in lots as needed

**Received As Information**

Minutes – Downtown Parking Commission  
Page 2

**4. New Ticket Machine for 2<sup>nd</sup> Avenue SE**

**Motion:** C. Eliason / R. Ready  
**To:** Move funds as budgeted for new mechanisms to new item for ticket machine purchases

**Carried Unanimously**

**5. "Boot" Vehicle Immobilization Device**

**Motion:** G. Foreman / R. Ready  
**To:** Support use of the "Boot"

**Carried Unanimously**

**6. Correspondence**

- Parking concern in downtown core – Marcel to respond

**Received As Information**

**7. Any Other Business**

- 2017 Meeting Schedule
- 2017 City of Salmon Arm Representatives

**8. Adjournment**

- Next meeting scheduled for December 20, 2016

**Motion:** C. Eliason / R. Ready  
**To:** Adjourn Meeting

**Carried Unanimously**

**Meeting Adjourned at 8:31 am**

**Certified Correct**



Marcel A. Bedard  
Bylaw Enforcement Officer

Minutes received as information by Council on the    day of    , 2016

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

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Item 7.3

## CITY OF SALMON ARM

Date: January 16, 2017

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: the Downtown Parking Commission Meeting Minutes of December 20, 2016, be received as information.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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



**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**

Minutes – Downtown Parking Commission  
Page 2

**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

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Item 7.4

## CITY OF SALMON ARM

Date: January 16, 2017

Moved: Councillor Jamieson

Seconded: Councillor Wallace Richmond

THAT: the Agricultural Advisory Committee Meeting Minutes of December 14, 2016, be received as information.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

## AGRICULTURAL ADVISORY COMMITTEE

Minutes of a Meeting of the Agricultural Advisory Committee of the City of Salmon Arm held in Room 100 of City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Wednesday, December 14, 2016.**

### PRESENT:

Councillor Ken Jamieson, Chair  
 Matt Henrie  
 Don Syme  
 James Olafson  
 Ron Ganert  
 Nancy Cooper, Mayor – Council (non-voting)  
 Joy De Vos – 4H BC Leader (Item 5.1)  
 Wesley Miles, Planning & Development Officer - staff/recorder (non-voting)

**ABSENT:** Lana Fitt, John Schut, Ernest Moniz, John McLeod, James Hanna

### 1. Call to Order

Councillor Jamieson called the meeting to order at 3:02 p.m.

### 2. Declaration of Interest

n/a

### 3. Presentations / Delegations

n/a

### 4. Previous Meeting Minutes

n/a

### 5. Items

#### 1. Presentation/Discussion – Joy De Vos, 4H BC Leader

Moved: Ron Ganert  
 Seconded: Jim Olafson

THAT: the Agricultural Advisory Committee recommends to Council that it support the 4H BC Club initiatives and consider promoting it on the City website.

Unanimous

Nancy Cooper introduced Joy De Vos and explained her valuable role as 4H BC Club Leader for over 10 years. Joy De Vos provided details on the 4H Club, which gives opportunities to kids to gain farm experience and promote leadership. The club is fundraising to construct a room to hold club meetings as their current spaces are no longer practical. Building materials for construction are preferred and the club has already received several donations from the community. The Committee discussed the program and how to help the 4H Club with its initiative.

**2. ALC-367 (CSA), 5970 – 10 Avenue SE, ALC Resolution #395/2016 – FOR INFORMATION**

The Committee discussed the ALC Resolution and agreed with the decision as it aligned with the Committee's recommendation.

**6. Late Items**

n/a

**7. Adjournment**

The meeting adjourned at 4:13 p.m.

  
\_\_\_\_\_  
Wesley Miles, Recording Secretary  
(Endorsed By Meeting Chair)

)

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Item 7.5

## CITY OF SALMON ARM

Date: January 16, 2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the extract of the Community Heritage Commission Meeting Minutes of December 20, 2016, be received as information.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

## COMMUNITY HERITAGE COMMISSION

Extract from the Minutes of the Community Heritage Commission Meeting held on Tuesday, December 20, 2016 at 2:00 p.m. in the Council Chambers, City Hall, Salmon Arm, British Columbia.

### PRESENT:

Mayor Nancy Cooper  
 Harry Welton  
 Tim Dunne  
 Pat Kassa  
 Deborah Chapman  
 Mary Landers

### REGRETS:

Councillor Louise Wallace-Richmond  
 Cindy Malinowski

### STAFF:

Kevin Pearson, MCIP, Director of Development Services  
 Jon Turlock, Planning & Development Officer

#### 1. **Call to Order**

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

#### 2. **Presentations**

##### 2.1 **Orchard House - 720-22 Street NE**

Mayor Nancy Cooper explained that the purpose of the meeting is to receive public input on the City's purchase of the 'Orchard House' property located at 720 - 22 Street NE. Mayor Cooper further explained that City Council has not reached a final decision on the future of the 'Orchard House' building and Council is prepared to consider information provided at this meeting as well as any other written submissions people would like to provide.

Submissions were called for at this time.

D. Rolin, 750 Foothill Road, representing the Salmon Arm Branch of the Okanagan Historical Society, provided a brief history of the building, including its previous owners, and noted that a building can have heritage value even though it may not be included on the Community Heritage Register. She explained that Orchard House was considered for the Register but due to various circumstances, including time and cost, it was removed from consideration for the first phase of the Register. She expressed concern that demolition of the building could send a negative message on the importance of heritage buildings and urged the Heritage Commission to ask City Council to withhold a decision on demolishing the building until an evaluation can be completed on its heritage values.

F. Bugala, 660 - 24 Street NE noted the architectural features of the building and the sense of community this type of building can provide. He outlined various options for potential use of the building, such as incorporating it with adjacent uses or providing space for community organizations. He also asked the Heritage Commission to consider applying for funding from Heritage BC for the future use of the building.

D. Beggs, Foothill Road SE, explained that he owned the building through the 1970's and because the building was not in the best of shape he completed a number of renovations. When he eventually sold the building it was converted into a restaurant.

D. Askew, 1540 Kangaroo Road, explained that his family bought a house next to the Orchard House and he grew up in that neighbourhood through the 1950's. He expressed concerns that are not many buildings like this in Salmon Arm and given this building's architectural characteristics and historical significance to the community, he hoped it could be saved and turned into something useful for the community, such as a tourist information office.

D. Rolin, 750 Foothill Road, explained she was on the City's first Heritage Commission and although this building is not a museum heritage building it can be viewed as a community heritage building which derives its value from the story it represents for the community.

B. Hilton, Creekside Townhomes, asked if the Heritage Commission would consider applying for a Heritage Grants Program similar to the City of Kelowna.

R. Gainer, 38 Avenue NE suggested that if the building can't be used perhaps it could be moved.

M. Landers, explained the role of the Community Heritage Commission and the purpose of the Community Heritage Register.

B. Hunt, 525 Shuswap Street suggested the Heritage Commission or other interested persons could start a petition to save the building.

L. Reimer, asked if there was a deadline for deciding the future of the building.

Mayor Cooper, advised that the City doesn't take possession of the property until January 2017. She also explained that there are liability concerns with the building and that a final decision on its future has not been made by City Council.

R. Gainer explained that his church is looking for accommodation for Syrian refugees and suggested that perhaps the building could be put to this type of use.

D. McCauly inquired about the City's plans for the property.

B. Barker, Creekside Townhomes asked if City Council has considered other options other than demolition of the building.

Councillor K. Jamieson outlined some of Council's considerations when the property became available and that Council knew it would have to reach a decision on the future of the house. He also noted that there are two points of view in the community about the future use of the property and that all interested persons are invited to submit proposals for Council's consideration.

Mayor Cooper declared this portion of the meeting closed at 3:11 pm.

**The Community Heritage Commission reconvened in Meeting Room 100 at 3:17 pm.**

## **5. Late items**

### **5.1 Orchard House - 720-22 Street NE**

Moved: Mary Landers/Seconded: Tim Dunne

THAT: the Community Heritage Register is an ongoing process and the Community Heritage Commission recommends to City Council that they delay the demolition of the 'Orchard House' for a period of two months after the possession date to allow for an evaluation of its heritage values and for the Commission to provide recommendations to Council.

CARRIED UNANIMOUSLY

DRAFT

Orchard House- OHS Presentation Dec.20, 2016

1.

Good Afternoon Members of the Heritage Commission & interested parties, my name is Dorothy Rolin, and I am here on behalf of the S.Arm Br. Of the Okanagan Historical Society.

At this time, last year, members of our local Br. Of OHS were sitting at Malls gathering names on a petition to help save the Salmon Arm Elementary School, currently known as the Downtown Activity Centre. We were alerted by a School District #83 news brief that had appeared in the S.Arm Observer newspaper, giving notice to its tenants in the Downtown Activity Centre to vacate as of 2018.

We took action because two of our six OHS constitutional objectives are to promote preservation of historical buildings & sites.

Our goal was to bring awareness to the public that in 2018 this nearly 100-year-old building **in all probability**, will be either sold or demolished. We collected well over 1200 names and presented them to both City Council and the School Board of District #83.

Today we are faced with yet another similar undertaking- to preserve a heritage building and site.

In Denis Marshall's book *Fleeting Images* published in (1998) Entitled Tulip Extravaganza, he begins with Lt. Colonel Bernard Scott, late of the Indian Army, and his wife, purchasing a 20-acre portion of the Charles McVicker quarter section. Denis then goes on to tell about Scott's ventures and successes in growing the orchard and sideline crops. But then goes on to say- it was the tulips that Scott is best remembered for today and elaborates on the expanse of the tulip nursery. Since this significant historical fact has been documented, that alone should have been enough to include in the heritage registry; although Scott's presence in the community is also well documented starting with the building of the Colonial style bungalow named Dilkusha in 1914.

The name Dilkusha, refers to the house, not the property or tulip fields. It means – "my loved one." The present house still has the bones of a heritage style structure.

2.

Today, the house is in disrepair because no one has occupied it for approximately two years. However, up to the time the owners walked out leaving wine glasses on the tables and pots and pans still hanging in the kitchen, it must have passed numerous inspections by the health and fire departments, also insurance companies, in order to operate as a commercial establishment for so many years.

A few days ago, I was contacted by Mr. Dean Biggs of Salmon Arm who purchased Dilkusha and the property from former owner Don Ruth in the early 1970's. He was extremely helpful in filling in some of the history of this house and property that once had a barn on it.

Mr. Biggs said the house had been neglected when he purchased it, but over time he restored it to the point of finding the original wooden pillars in the barn and replacing the fir logs holding up the veranda. The house still retains the original fireplace. Mr. Biggs said the house was in good shape when he sold it to Brenda Bell around 1977.

According to my sources, Ms. Bell invested quite a sum of money to turn Dilkusha into the beautiful restaurant known as "The Orchard House." She was obviously respectful of its past heritage with the name she chose, as well as the old photographs that graced the walls throughout the restaurant. The Orchard house eventually changed ownership and became Mino's Restaurant, then the Heritage Chop House.

Most of us were aware that a "For Sale" sign appeared on the property this spring.

However, OHS was not aware through its liaison to the Community Heritage Commission nor through any other communication giving us notice this plan of purchase was on the agenda of the City of Salmon Arm.

Just because Minos Restaurant was not listed in one of the 3 phases of the current heritage register, does not make its history less important. The present heritage register consisting of 46 entries was limited in each of the phases to around 15, those included downtown businesses, houses, sites and farms.

3.

There are many more houses out there that should be on this Register: like the T. Eaton Company model house on the corner of 50<sup>th</sup> Ave. & Foothills Rd. owned by the Turner and Reid families, Mayor Budizak home, built in 1936 by councillor Dan McMullen, on Foothill Rd., the Turner house & barn on Lakeshore Rd., just to name a few.

Things fall through the cracks. Who, after all these years would have thought this heritage house posing as a restaurant, wouldn't have continued as a commercial venture? Who could have foreseen our City buying this piece of land and not recognizing that this house and property had heritage value -just because it wasn't on the heritage registry?

Having no protection or incentives like other towns and cities have in place for their present owners or buyers of heritage houses, puts Salmon Arm at a disadvantage. No wonder our heritage properties are up there with the endangered species.

The bottom line is... if City Council goes ahead with the demolition now knowing this is a heritage house and site that has value in the community, without further consultation and inspection of the place, it sets a dangerous precedence. It will send a negative message to owners and developers, and downplay the importance of the Heritage Commission.

As Jan Scott pointed out in her letter to the Observer Newspaper Dec.7th "What a marvellous opportunity for Salmon Arm to preserve one of its few heritage properties left standing.

And yes, this would be a golden opportunity for the City of Salmon Arm to set an example.

We urge the members of the Heritage Commission to take a stand on saving the house and property once known as Dilkusha, The Orchard House/or Mino's Restaurant, to see the proposed demolition put on hold until **an open evaluation** has been completed to reassess its heritage value. The house and site does possess an unique history, as well as a social one, is surrounded by heritage maple trees and should be preserved and **repurposed** for the good of Salmon Arm's heritage and social community.

**In closing** "The preservation of historic buildings is a one-way street. There is no chance to renovate or to save a historic site once it's gone. And we can never be certain what will be valued in the future. This reality brings to light the importance of locating and saving buildings of historic significance—because once a piece of history is destroyed, it is lost forever." A quote from an American heritage site.

Thank you.

#### **Questions to ask.**

When I was on the Heritage Commission 2007-2010, we started out with 87 possibilities. Mino's Restaurant was one of them. I understand, there were limited funds to do the research for these 3 phases, but knowing there are so many more houses and sites yet to list, I'm wondering why they haven't been pursued and the Heritage Register carried on as suggested on *Page 86* at the back of the register under Next Steps?

The city's Community Heritage Commission would like to review applications for the demolition or removal of registered heritage homes before municipal council decides their fate.

While the city is willing to accommodate this request, council is reluctant to put it on paper in the form of a bylaw amendment.

The commission's request came out of a meeting at which it discussed procedural requirements pertaining to the demolition or removal of buildings on the community register.

"As buildings on the register have been carefully selected for their historical significance to the community, the commission would greatly appreciate the opportunity to review and provide recommendations on their potential demolition or removal."

Under the Heritage Register Procedure Bylaw, issuance of a permit that would involve the demolition or removal of a structure in the register must be withheld, and the matter referred to council's next regular meeting. At that point, council can order the temporary protection of the structure for up to 60 days under the Local Government Act. This would give the city time to determine the heritage values of the building and the potential future works and costs required to maintain it in its heritage form.

A staff memo to council notes there are no provisions under the Local Government Act that allow the withholding of a demolition permit so it can first be reviewed by the heritage commission but adds, time permitting, the commission could meet prior to the council meeting.

The commission's resolution was forwarded to the Feb. 16 regular council meeting. But at a development and planning meeting, councillors expressed no interest in changing the city's bylaw.

Coun. Chad Eliason, whose own house is in the registry, said a key element to getting people to approve their buildings being included in the registry was that the city would not stand in the way of their development, demolition or rebuilding.

"It was very much a courtesy bylaw, and I know that many people who are on the registry, had they known that council was going to change the rules after the fact, they probably would not have gone on the registry," said Eliason. "So I urge the heritage commission to trust in council and staff."

Coun. Alan Harrison concurred, adding it is unlikely council would commit any money towards a building given temporary protection. He suggested the commission's resolution be amended to say any applications 'involving demolition or removal be referred to the commission for review and comment,' and leave it at that.

**From:** Melinda Smyrl [msmyrl@district.salmon-arm.bc.ca]  
**Sent:** February 22, 2010 8:45 AM  
**To:** Corey Palement  
**Cc:** Alan Harrison; Bill Laird; Corey Palement; Dave Harper; Deborah Chapman; Delores Mori; Dorothy Rolin; Mary landers; Norma Harisch  
**Subject:** Cabin's at Captian's Cove

Corey,

At the February 19, 2010 meeting of the CHC the history and possible inclusion of the cabin's at Captain's Cove was discussed. The buildings may or may have not been used for War brides and their husbands while they waited for their homes to be built. This cannot be confirmed but is plausible.

Heritage can fall into one of two categories. One being "Museum Heritage" in which buildings are valued and appreciated for their historical features and are maintained and preserved in their original site and situation (Cindy Malinowski's house on 2n Ave NE). The other being "Community Heritage". In this context, the building does not need to be in the original site or situation as the building derives its value from the story it represents for the community's heritage. Many good examples of "Community Heritage" can be found on the Heritage Register. Many of the buildings on the Register have not been preserved and repaired with the original materials so probably cannot be valued as "Museum Heritage" but the story that the building represents makes the building of significant value to the community (i.e. The Salvation Army).

Given the context described above, the CHC discussed any potential value that the cabin's may have and determined that there is none. The CHC is grateful that the owner sought out the advice of the City and CHC prior to demolition/removal.

Regards,

Melinda Smyrl  
Planning and Development Officer  
City of Salmon Arm  
Box 40; 500 - 2 Avenue NE  
Salmon Arm, BC V1E 4N2  
p.250.803.4051  
f. 250.803.4041  
e. [msmyrl@salmonarm.ca](mailto:msmyrl@salmonarm.ca)  
w. [www.salmonarm.ca](http://www.salmonarm.ca)

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Item 8.1

## CITY OF SALMON ARM

Date: January 16, 2017

Moved: Councillor Jamieson

Seconded: Councillor Lavery

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4184 be read a first and second time.

[ZON1081; Channer, A. & Davis, M.; 80 - 16 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*

*Development Services Department Memorandum*

To: Her Worship Mayor Cooper and Members of Council

Date: December 23, 2016

Subject: Zoning Bylaw Amendment Application No. 1081

Legal: Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan 27054  
 Civic: 80 16 Street NE  
 Owner / Applicant: Channer, A. & Davis, M.

**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 13, Township 20, Range 10, W6M, KDYD, Plan 27054 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).**

**STAFF RECOMMENDATION**

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

**PROPOSAL**

The subject parcel is located at 80 16 Street NE and currently contains a single family dwelling (Appendix 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the construction and use of a new detached suite.

**BACKGROUND**

The subject parcel is located in an existing subdivision just north of Okanagan Avenue and west of 20 Street NE. This area is largely comprised of R-1 zoned parcels containing single family dwellings. The subject parcel is designated Medium Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3). There are currently three R-8 zoned parcels within close proximity of the subject parcel.

Site plans are attached as Appendix 4, while site photos are attached as Appendix 5.

The wide (106 feet wide) subject parcel is approximately 0.20 acres (8,692 square feet), and exceeds the applicable requirements of minimum parcel area (7534.7 square feet) and minimum parcel width (65.6 feet) as specified to permit a detached suite within the proposed R-8 zone. The intent of the applicant is to construct a new, approximately 576 square foot, single-story detached suite.

The proposed siting of the suite in the south side yard is limited by an existing 10 foot wide easement along the east (rear) and south (interior) parcel lines, which exceeds the applicable minimum setback requirements (3 m or 9.8 feet from the rear and 2 m or 6.5 feet from the interior parcel line). Required parking for the suite is to be provided on site via an existing drive aisle.

Detached Suites

Policy 8.3.25 of the OCP provides for the consideration of detached suites in Medium Density Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on Zoning Bylaw parcel area requirements, the subject property has potential for the development of a detached suite, including sufficient space for an additional off-street parking stall to serve the suite as indicated in the attached site plans.

COMMENTSEngineering Department

No concerns with rezoning. Comments attached as Appendix 6.

Building Department

No concerns with rezoning. Construction subject to BC Building Code.

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

Fire Department

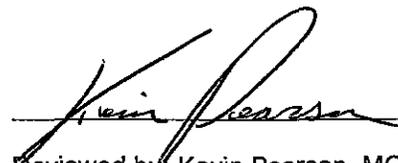
No concerns.

Planning Department

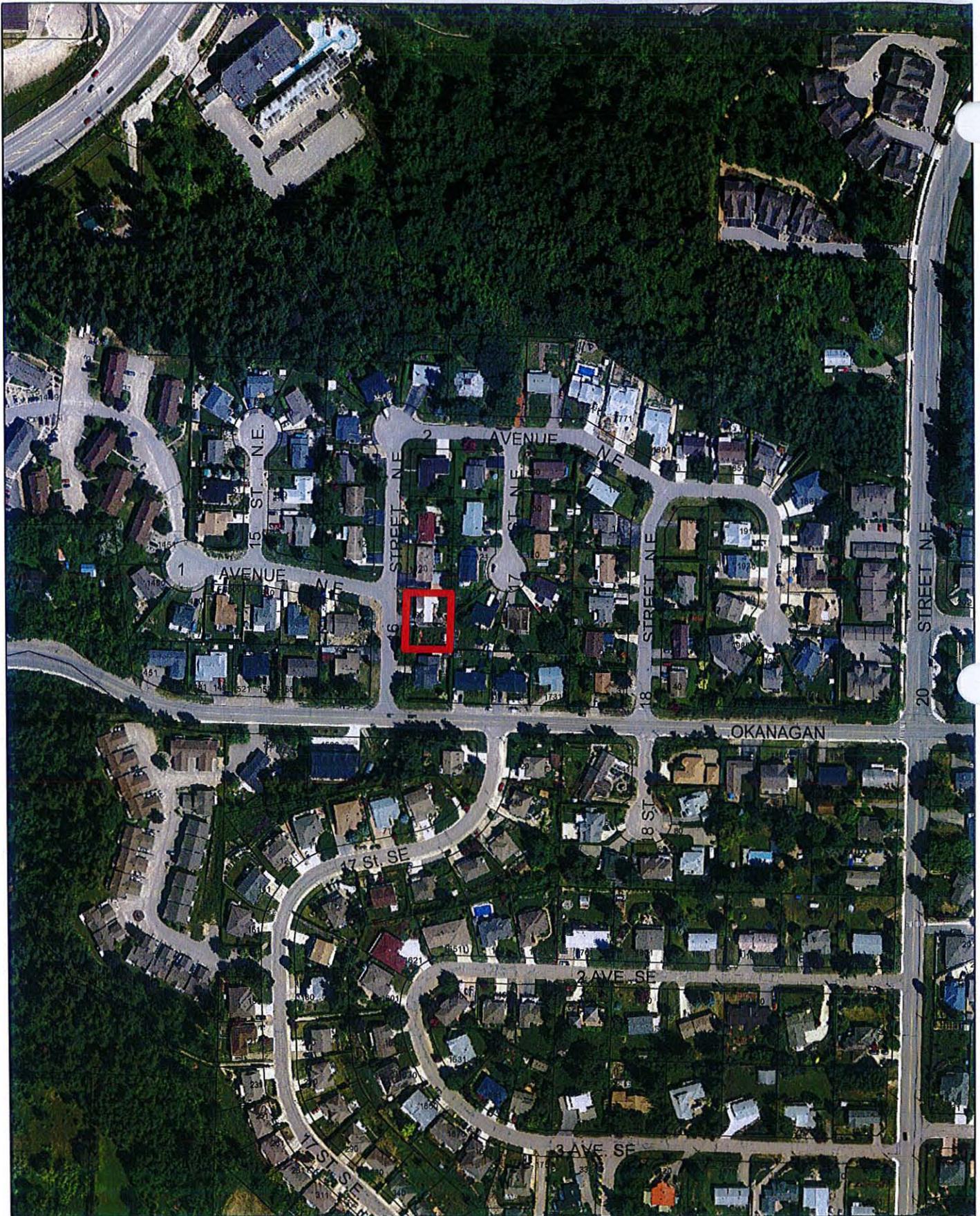
The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. The size of the proposed detached suite building is relatively small (a single-story structure with less than 600 square feet of floor area). A large existing hedge, as well as the existing easement, should provide privacy and limit impacts on neighbouring parcels to the south and east, while the existing driveway has sufficient parking area to serve both the suite and primary dwelling. Development of a detached suite requires 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



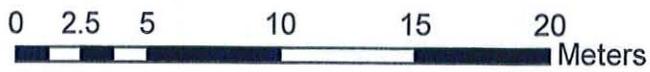
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services



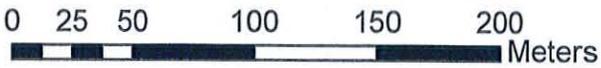
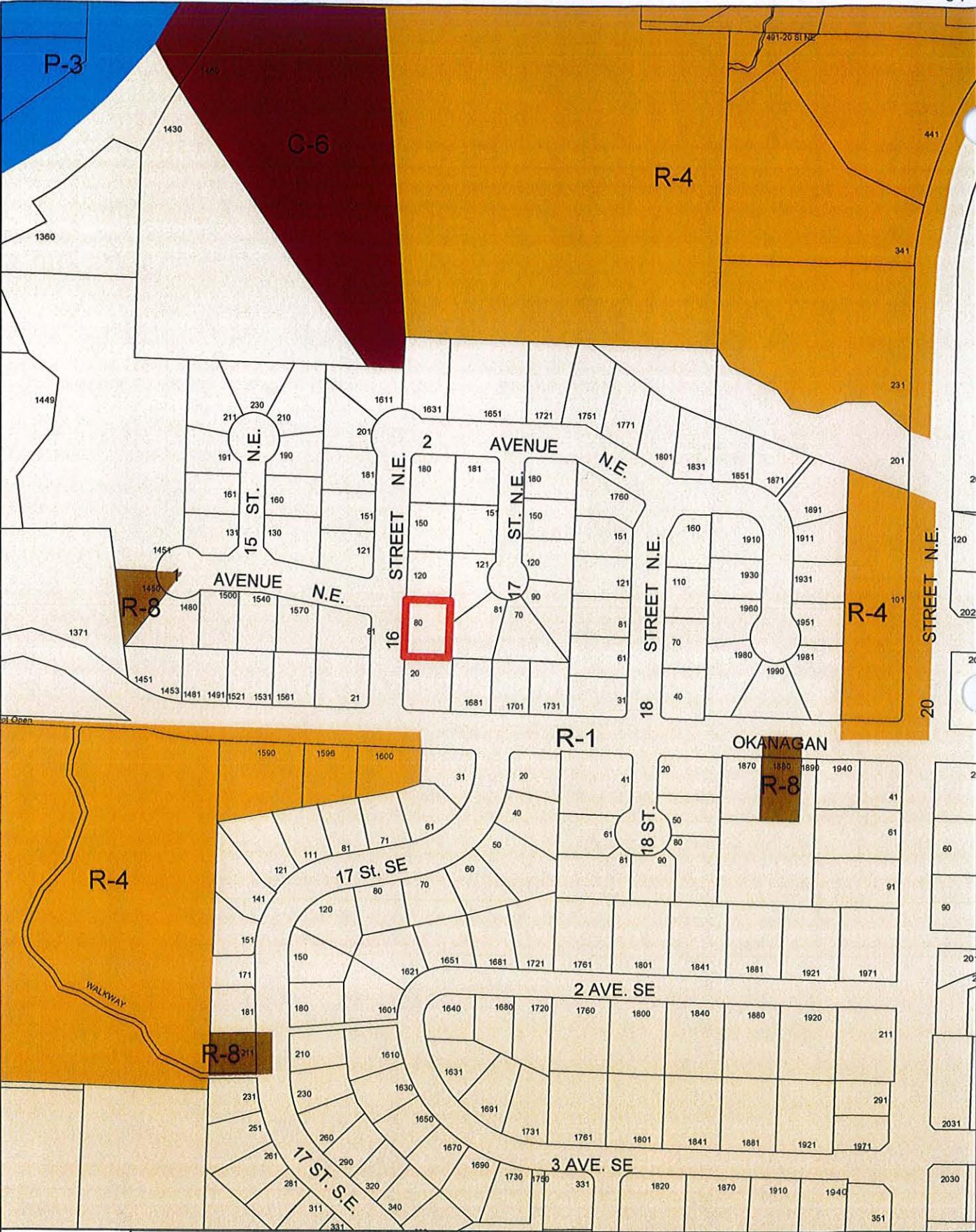
0 25 50 100 150 200 Meters



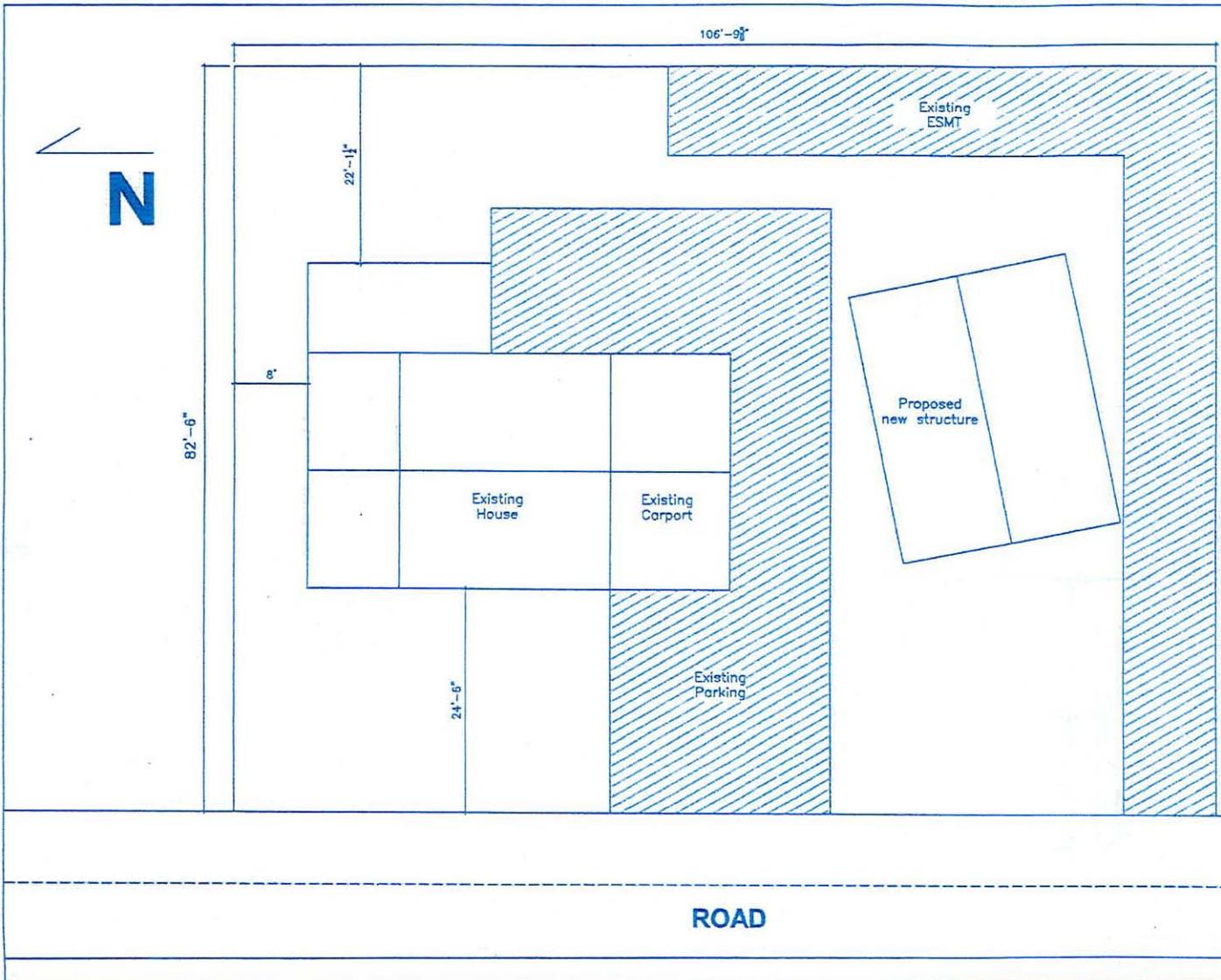
Subject Parcel



Subject Parcel



Subject Parcel



**Jeryn Contracting**  
 PH: (250) 632-5885  
 jeryn@atauchhoffog.com

Arthur Channer  
 Maxine Davis

Project:  
 Rezone

Lot:	Sec.
02	13

Plan:  
 27054

Address:  
 80 16 th St. NE  
 Salmon Arm BC

Scale:  
 3/32" = 1'-0"

Date:  
 October 31, 2016

Revisions & Notes

---

© COPYRIGHT 2016  
Unauthorized reproduction or use of this drawing in whole or in part is strictly prohibited.

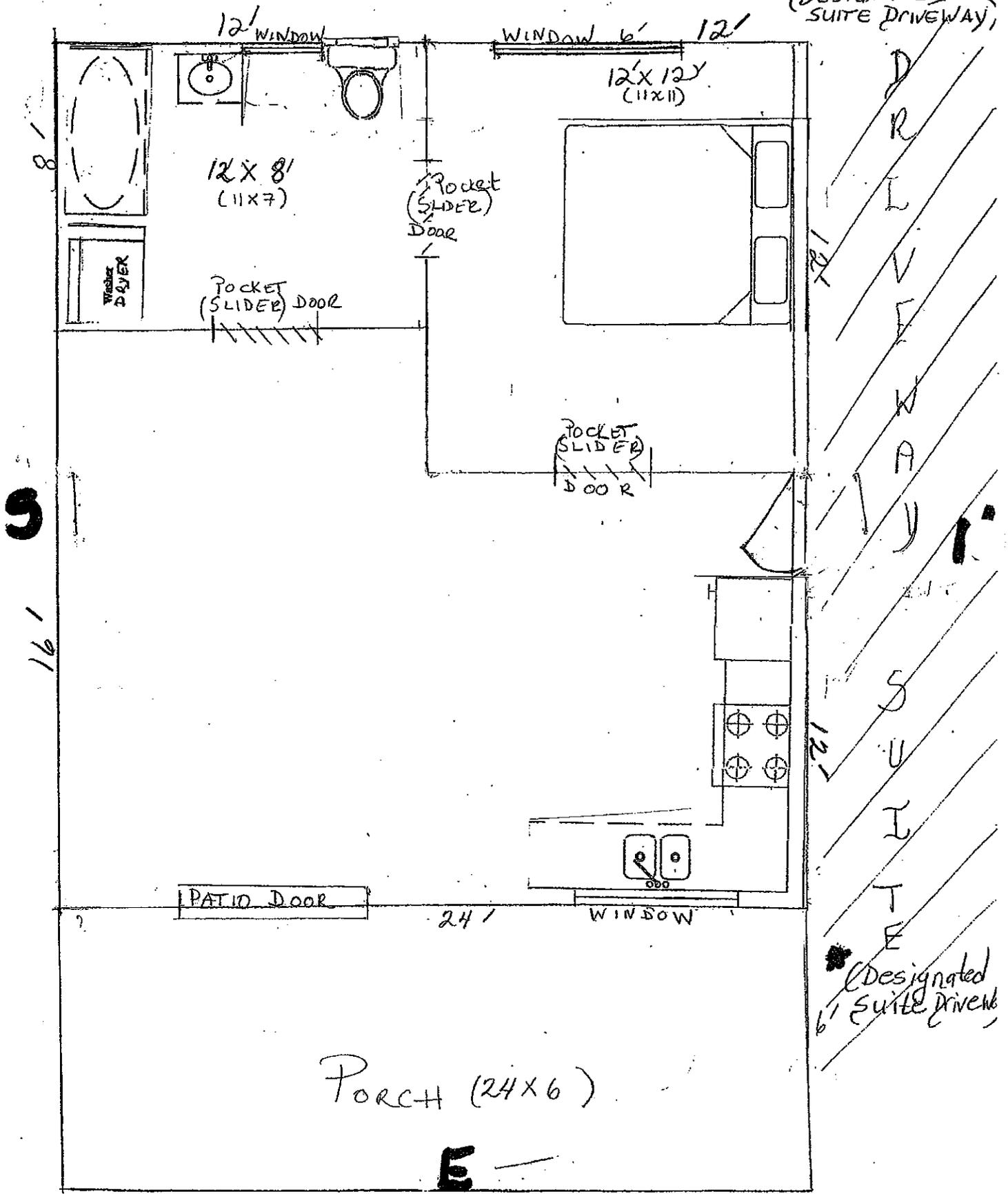
Plot Plan

Sheet:  
 1 of 1

W 16th Street

← HEDGE → ← HEDGE →

(DESIGNATED SUITE DRIVEWAY)





View north of subject parcel from 16 Street NE.



View east from 1 Avenue NE. Proposed suite would be located in area behind hedge right of home.



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



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

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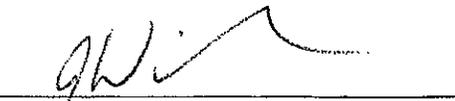
To: Kevin Pearson, Director of Development Services  
 Date: December 13, 2016  
 Prepared by: Darin Gerow, Engineering Assistant  
 Subject: Proposed Rezoning Application ZON-1081E  
 Legal: Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan 27054  
 Civic: 80 – 16 Street NE  
 Owner: Channer, Arthur & Davis, Maxine, 80 – 16 Street NE, Salmon Arm, BC,  
 V1E 1N5  
 Applicant: Owner

---

Further to your referral dated December 12, 2016, the Engineering Department has thoroughly reviewed the site and has no objections to the proposed rezoning subject to the following:

- 1) Lot to be serviced by single metered water service connection (as per Specification Drawing No. W-10) adequately sized to satisfy the proposed use (minimum 19mm). A water meter will be required at **time of building permit** (meter provided by the City of Salmon Arm at the developer's cost). Existing inadequate/unused services must be abandoned at the main; owner is responsible for all associated costs.
- 2) Water service connection to the proposed new building shall be made after the installed water meter.
- 3) Driveway access shall be maintained at the current width.
- 4) **At time of Building Permit** Building certificate shall be required to ensure the proposed building does not encroach onto the City of Salmon Arm Right of Way. Developer to ensure footings are installed at a depth that will not be undermined by excavation of City main.

  
 \_\_\_\_\_  
 Darin Gerow, A.Sc.T  
 Engineering Assistant

  
 \_\_\_\_\_  
 Jenn Wilson, P. Eng., LEED © AP  
 City Engineer

## CITY OF SALMON ARM

### BYLAW NO. 4184

#### 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 \_\_\_\_\_, 2017 at the hour of 7:00 p.m. was published in the \_\_\_\_\_, 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:

Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan 27054 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. 4184”**.

READ A FIRST TIME THIS DAY OF 2017

READ A SECOND TIME THIS DAY OF 2017

READ A THIRD TIME THIS DAY OF 2017

ADOPTED BY COUNCIL THIS DAY OF 2017

\_\_\_\_\_  
MAYOR

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

SCHEDULE "A"



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Item 9.1

## CITY OF SALMON ARM

Date: January 16, 2017

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the bylaw entitled Short Term Capital Borrowing (Bylaw No. 4158) Repeal Bylaw No. 4179 be read a final time.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

**CITY OF SALMON ARM**

**BYLAW NO. 4179**

A bylaw to repeal the "City of Salmon Arm Short Term Capital Borrowing Bylaw No. 4158"

---

WHEREAS Section 137 (1)(a) of the Community Charter, SBC, 2003, Chapter 26 empowers Council with the authority to repeal a bylaw;

AND WHEREAS the City of Salmon Arm will not be proceeding with the acquisition of property identified as Lot 1, Section 8, Township 20, Range 9, W6M, KDYD, Plan 17118, otherwise known as 5970 - 10 Avenue SE (Salmon Arm);

AND WHEREAS Council has deemed it necessary to repeal the "City of Salmon Arm Short Term Capital Borrowing Bylaw No. 4158";

AND WHEREAS the approval of the Inspector of Municipalities has been obtained prior to its adoption, pursuant to Section 137 (2) of the Community Charter, SBC, 2003, Chapter 26.

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

1. REPEAL

"City of Salmon Arm Short Term Capital Borrowing Bylaw No. 4158".

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. 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 the "City of Salmon Arm Short Term Capital Borrowing (Bylaw No. 4158) Repeal Bylaw No. 4179".

READ A FIRST TIME THIS	12th	DAY OF	December	2016
READ A SECOND TIME THIS	12th	DAY OF	December	2016
READ A THIRD TIME THIS	12th	DAY OF	December	2016
ADOPTED BY COUNCIL THIS		DAY OF		2017

\_\_\_\_\_  
MAYOR

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

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Item 9.2

## CITY OF SALMON ARM

Date: January 16, 2017

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the bylaw entitled Revenue Anticipation Borrowing Bylaw No. 4183 be read a final time.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

**CITY OF SALMON ARM****BYLAW NO. 4183****A bylaw to provide for the borrowing of money in anticipation of revenue required to meet current lawful expenditures of the municipality in 2017**

---

WHEREAS the Council of the City of Salmon Arm may, by bylaw, in accordance with Section 177 of the Community Charter, without assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of money as may be necessary to meet current lawful expenditures of the municipality and to pay amounts required to meet the municipality's taxing obligations in relation to another local government or other public body;

AND WHEREAS the debt outstanding shall not exceed, at any time, the sum of the unpaid taxes for all purposes imposed during the current year and the money remaining due from other governments;

AND WHEREAS prior to the adoption of the Annual Property Tax Bylaw in any year, the taxes in that year are deemed to be 75% of all taxes imposed for all purposes in the preceding year;

AND WHEREAS the whole amount of taxes imposed in the immediate preceding year was \$30,305,506.46;

AND WHEREAS the sum of unpaid current taxes for all purposes imposed during the current year and the money remaining due from Other Governments totals \$22,729,129.84;

AND WHEREAS in order to meet the current lawful expenditures of the municipality it may be necessary to borrow up to the sum of \$1,000,000.00;

AND WHEREAS there are no liabilities outstanding under Section 177;

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

1. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality an amount or amounts not exceeding the sum of One Million Dollars (\$1,000,000.00).
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and Treasurer.

- 3. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

SEVERABILITY

- 4. 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.

ENACTMENT

- 5. 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.

EFFECTIVE DATE

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

CITATION

- 7. This bylaw may be cited as "City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4183".

READ A FIRST TIME THIS	12th	DAY OF	December	2016
READ A SECOND TIME THIS	12th	DAY OF	December	2016
READ A THIRD TIME THIS	12th	DAY OF	December	2016
ADOPTED BY COUNCIL THIS		DAY OF		2017

\_\_\_\_\_  
MAYOR

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

)

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## Item 10.1

## INFORMATIONAL CORRESPONDENCE - January 16, 2017

1. Building Department - Statistics - December (Year Ending), 2016
2. T. Prokopetz - letter dated December 10, 2016 - Intersection of 5th Avenue SE and 5th Street SE
3. A. Kirkpatrick, K. Schultis & H. Blakeborough - email dated December 14, 2016 - Yellow Snow
4. P. Burrows - email dated December 15, 2016 - Underpass \$500,000 million expenditure in 2017
5. D. Ambil - email dated December 19, 2016 - The Orchard House
6. J. Smith - email dated December 22, 2016 - Heritage House Demolition
7. S. Cameron - email dated December 22, 2016 - Scott Heritage Building
8. W. Piggott - email dated December 28, 2016 - Downtown
9. K. Bosch - email dated December 31, 2016 - Pedestrians are tax payers too
10. B. Herdan & A. Neale - email dated December 31, 2016 - Preservation of old Orchard House
11. M. Turner - email dated January 1, 2017 - Orchard House
12. K. Schultis & A. Kirkpatrick - email dated January 2, 2017 - Orchard House
13. T. Peasgood, Salty Dog race Co-ordinator and Co-owner of Skookum Cycle & Ski Ltd. - letter dated November 21, 2016 - 17th Annual Salty Dog 6 Hour Enduro Race May 14, 2017
14. V. Olynik, Shuswap Branch Manager, BC SPCA - letter dated December 7, 2016 - Receipt of Grant
15. M. Davidson, Spirit Quest Books - email dated December 28, 2016 - Downtown Late Shopping - For DIA Info
16. L. Wong, Manager of Downtown Salmon Arm - letter dated January 2, 2017 - Downtown Salmon Arm Highlights of 2016
17. Interior Health - Public Statement dated December 16, 2016 - OD Prevention Services at Living Positive Resource Centre
18. Interior Health - News Release dated December 23, 2016 - Hepatitis A case prompts public health alert in Clearwater area
19. M. Spina, Past President, Southern Interior Local Government Association - letter dated December 16, 2016 - Call for Resolutions for 2017 Convention
20. M. Spina, Past President, Southern Interior Local Government Association - letter dated December 16, 2016 - SILGA Convention - Call for Nominations
21. Local Government Leadership Academy - newsletter - Annual Leadership Forum Communication: Listening, Connecting, Leading February 1 - 3, 2017 - Radisson Hotel,
22. Salmon Arm Bay Nature Enhancement Society - newsletter dated Fall 2016 - Nature Bay News
23. L. Fitt, Economic Development Manager, Salmon Arm Economic Development Society - newsletter dated 2016 - Business Walk 2016 Post-Event Report
24. B. D. Haugli, Chief Superintendent District Commander Southeast District 'E' Division - letter dated December 20, 2016 - Kinder Morgan - Trans Mountain Pipeline, and Enbridge Line 3
25. T. Congdon, Scout Leader and CJ Fundraising Committee Chair - letter dated December 23, 2016 - Request for Assistance in attending Canadian Jamboree (CJ17)
26. CYMHSU Collaborative - newsletter - Unplug and Play Family Literacy Week Communication Presentation "Free Range Kids"
27. Ministry of Education - News Release dated November 21, 2016 - Public input sought on rural education

28. K. Sadler, A/Unit Head, Conservation Planning, Canadian Wildlife Service Environment Canada, Pacific Region for Environment and Climate Change Canada - letter dated December 8, 2016 - Consultation on the draft Recovery Strategies for SARA listed species at risk in B.C.
29. Minister Peter Fassbender, Ministry of Community Sport and Cultural Development and Minister Responsible for Translink - email dated December 8, 2016 - Season's Greetings from the Honourable Peter Fassbender, Minister of Community, Sport and Cultural Development
30. Minister Naomi Yamamoto, Minister of State for the Ministry of Transportation of Transportation and Infrastructure - letter dated December 13, 2016 - Salmon Arm Hazard Risk
31. J. Shah, Director, Disaster Mitigation Program for Emergency Management BC - letter dated December 15, 2016 - National Disaster Mitigation Program (NDMP) - Intake #3 Salmon Arm Hazard Risk Assessment
32. Minister Steve Thompson, Ministry of Forests, Lands and Natural Resource Operations - letter dated December 7, 2016 - 2016 UBCM Convention Meeting Follow-up
33. J. Marsh, Business and Communications Officer, District of Kitimat - letter dated December 9, 2016 - District of Kitimat Releases Open Letter Appealing Canada to Add Value to Natural Resources
34. Southern Interior Development Initiative Trust - report dated August 2016 - Socio-Economic Impact Assessment of the Southern Interior Development Initiative Trust
35. D. Welch, Policy & Programs Officer, UBCM - letter dated December 19, 2016 - Asset Management Training Subsidy for NAMS Training
36. T. Bohay, Section Head, Regional Water Management, Ministry of Forests, Lands and Natural Resource Operations - email dated December 21, 2016 - Marina Dredging
37. District of Oak Bay - Draft Agenda and Registration Form - Mayors' Caucus February 22 - 24, 2017 - Oak Bay, B.C.
38. Columbia Shuswap Regional District - letter dated December 21, 2016 - Refuse Disposal Tipping Fee Charges Coming - June 2017
39. R. Huang, Sales Manager, E-able Power Technology Co. Ltd - email dated December 8, 2016 - Solar street light to city hall
40. L. Gourlay, President, Vancouver Island & Coast Conservation Society - email and media release dated December 9, 2016 - BC Proclaims A Day For Our Common Future
41. J. Hoffmann - email dated December 14, 2016 - Is there a Telus Micro-Cell Transmitter in front of your home?
42. L. Gourlay, Interim Director, Salish Sea Trust - email dated December 22, 2016 - For 2017, A Gift to the World and a Gift to All Salish Sea Enthusiasts!
43. M. Rosen, President of Tree Canada - letter dated December 21, 2016 - BC Hydro Project # BC Hydro 16-27
44. BC SPCA - Newsletter Issue #7 (Fall/Winter 2016) - Animal Policy in B.C.



January 3, 2017

Re: Facility user rates - 2017

City of Salmon Arm  
Box 40  
500 2<sup>nd</sup> Avenue NE  
Salmon Arm BC  
V1E 4N2

Attention: City of Salmon Arm Council

Dear Councillors:

We are writing to outline our intention to increase a small group of facility user rates for the upcoming 2017 year. Specifically, we propose an increase for the rental prices for ice rentals, facility rentals (i.e. dry floor rentals, lacrosse, etc.) and the Little Mountain Fieldhouse rentals for the upcoming 2017 year. The following factors have led to our proposal to increase the facility fees in these areas of our facilities:

**1) Operating cost increases:**

Overall facility costs at the Shaw Centre increased by \$84,979 (6%) since the last rate increase in 2014. These increases are the result of increased Food Services costs (\$39,000), Special Events costs (\$15,000), Administration (\$24,000) and Building Maintenance costs (\$6,000) at the Shaw Centre.

**2) User rate increases:**

We have included a summary of the affected rate changes, the volume of rentals in each category and the estimated revenue changes resulting from the proposed increases in Appendix A. Our last rate increase was implemented in 2014 and the previous increase to that year occurred in 2011. As you can see the current rates have not been increased since 2014 which would result in a 3-year freeze in rates if we do not implement these rates in 2017.

**3) Revenue expectations:**

The estimated effect of these proposed rate increases are as follows:

- Ice rentals: \$16,900
- Facility rentals: \$700
- Dry floor rentals (i.e. Lacrosse): \$500
- Little Mountain Fieldhouse rentals: \$400

**4) Effects of User rate increases:**

The effect of these increasing costs without corresponding increases in user rates is an increased reliance on the general property taxpayers of Salmon Arm. Although we have never relied upon a specific allocation of funding from facility users versus general taxpayers we have seen a decline in the proportion of the facility costs borne by the user groups over the past several years. In the above noted changes we estimate an increase in revenues of \$18,500 to recover \$85,000 in increased costs.

**5) Regional comparatives:**

We have reviewed the comparative rates for neighboring communities and included them for your reference in Appendix B. For rates that differ from other communities or the average rate we have reviewed the differentiating factors and consider our rate to be reasonable given those circumstances.

**6) Future rate increases:**

We have struggled to find an effective and consistent method for proposing rate increases to Council and the timing of this proposal is no exception. Given the relationship of the User Rates to our facility recovery rates it would be our desire to link rate increases to facility cost increases to maintain a consistent recovery rate. However significant cost increases in our budget are not assessed until late in the process which makes it impossible to make rate proposals prior to the Council review of the annual Budget. Raising rates in reaction to increased deficits after the fact is also an undesirable approach and results in temporary and permanent increased reliance on general taxpayer funding. Essentially there is no timing or method of rate proposals that accommodates all of these concerns. Thus we would like to suggest the following:

- We will move away from the staggered schedule of rate increase proposals we are currently following. Thus we will review all rates for all facilities at the same time and provide a proposal that covers all facility user rates;
- We will request a 3-year schedule of rate increases that will reduce the frequency of proposals to Council for increases;

If Council supports these recommendations we would perform a complete rates review for all of the current facility user rate schedules in the summer of 2017 for Council review prior to the 2018 budget process. Feel free to contact me should you have any questions or concerns regarding this matter.

Yours truly,



Darby Boyd  
Business and Operations Manager  
db



	<u>Type</u>	<u>Time</u>	<u>Unit</u>	<u>2017</u>	<u>2014</u>	<u>Variance - \$</u>	<u>Variance - %</u>	<u>2015</u> <u>Quantity</u>	<u>Estimated</u> <u>Revenue</u>	
Winter season:	Shaw	Youth	Prime	Hourly	94.50	90.00	4.50	5%	2,281.25	10,266
	Shaw	Adult	Prime	Hourly	175.40	167.00	8.40	5%	535.00	4,494
	Shaw	Adult	Non-Prime	Hourly	105.30	100.25	5.05	5%	250.25	1,264
	Shaw	Commercial	Prime	Hourly	197.70	188.25	9.45	5%	2.00	19
	Shaw	Schools	Non-Prime	Hourly	62.20	59.25	2.95	5%	71.25	210
	Shaw	Commercial	Non-Prime	Hourly	137.80	131.25	6.55	5%	92.75	608
Dry floor (no ice - per day):	Shaw		Prime	Daily	1,771.10	1,686.75	84.35	5%	7.00	590
Dry floor (over ice - per day):	Shaw		Prime	Daily	2,159.10	2,056.25	102.85	5%	-	-
Dry floor:	Shaw	Youth	Prime	Hourly	49.60	47.25	2.35	5%	199.00	468
	Shaw	Adult	Prime	Hourly	55.90	53.25	2.65	5%	-	-
	Shaw	Commercial	Prime	Hourly	64.80	61.75	3.05	5%	2.50	8
Other rentals:	Shaw	Electrical connections		1	641.80	611.25	30.55	5%	3.00	92
	Shaw	Glass removal		1	942.60	897.75	44.85	5%	1.00	45
	Shaw	Ice decking		1	1,295.40	1,233.75	61.65	5%	-	-
Little Mountain Fieldhouse:	Fields	All users	Prime	1	35.50	33.75	1.75	5%	141.50	248
	Fields	All users (daily rate)	Daily	1	248.25	236.25	12.00	5%	12.00	144

SHAW RECREATION SOCIETY  
 REVENUE BY CATEGORIES  
 BY CITY

	Type	Time	Unit	Quantity	2017	Kamloops	Vernon	Penticton	Kelowna	W. Kelowna	Armstrong	Enderby	Average	
Winter season:	Shaw	Youth	Prime	Hourly	2,281.3	94.50	118.65	97.36	86.43	90.27	90.71	101.85	89.25	96.13
	Shaw	Adult	Prime	Hourly	535.0	175.40	189.63	194.71	163.28	180.55	181.39	189.37	161.70	179.50
	Shaw	Adult	Non-Prime	Hourly	250.3	105.30	151.62	194.71	163.28	180.55	139.55	189.37	161.70	160.76
	Shaw	Commercial	Prime	Hourly	2.0	197.70	296.47	-	-	-	209.32	-	-	234.50
	Shaw	Schools	Non-Prime	Hourly	71.3	62.20	-	-	-	-	-	-	-	31.10
	Shaw	Commercial	Non-Prime	Hourly	92.8	137.80	-	-	-	-	-	-	-	137.80
Dry floor (no ice - per day):	Shaw		Prime	Daily	7.0	1,771.10	1,361.38	-	-	-	-	747.60	-	1,293.36
Dry floor (over ice - per day):	Shaw		Prime	Daily		2,159.10	1,899.61	-	-	-	-	-	-	2,029.35
Dry floor:	Shaw	Youth	Prime	Hourly	199.0	49.60	46.88	52.89	37.02	46.05	25.32	59.85	-	45.37
	Shaw	Adult	Prime	Hourly		55.90	69.56	81.36	55.49	92.09	49.69	71.40	-	67.93
	Shaw	Commercial	Prime	Hourly	2.5	64.80	-	-	-	-	-	-	-	64.80



**Rotary Club of Salmon Arm - Shuswap**  
P.O. Box 454 Salmon Arm, B.C. Canada V1E 4N6



January 6, 2016

Honorable Mayor Cooper and Council  
City of Salmon Arm  
500-2nd Ave NE  
Salmon Arm, BC

Dear Mayor Cooper and Council;

Thank you for the \$4,950 in funds that you have allocated to the Syrian Bus Pass program for 2017. Since my request of Oct 13/2016 we have had 3 new large Syrian families come to Salmon Arm in December. I have exhausted the funds for the existing families and need further funds to cover all families for a full year of passes. There are no new families projected for 2017 but the current amount I am short is as follows \$4140. The families are all large families compared to Canadian standards. This would full fund all families equally with no addition asking for funds in 2017. Thank you for you consideration with this request

Yours very truly,

**Rotary Club of Salmon Arm - Shuswap**  
**Carl Flatman**  
**President Elect**

P.O. Box 454  
Salmon Arm, BC, V1E 4N6 CANADA  
Home: # 250 832 1362  
Email: [carlflatman@gmail.com](mailto:carlflatman@gmail.com)  
Web: [www.shuswaprotary.org](http://www.shuswaprotary.org)

*Service Above Self*

10.3

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Item 11.1

## CITY OF SALMON ARM

Date: January 16, 2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Harrison

THAT: BDO Dunwoody LLP, Chartered Accountants, be appointed as the Municipal Auditors for the City of Salmon Arm for the two (2) year term of 2017 and 2018;

AND THAT: the fee for services provided be as follows:

- 2017 - \$18,030.00 (plus taxes); and
- 2018 - \$18,570.90.

### Vote Record

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

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



*City of Salmon Arm*  
*Memorandum from the Chief Financial Officer*

---

Date: December 23, 2016  
To: Mayor Cooper and Members of Council  
Subject: Annual Financial Audit Services – 2017 and 2018

---

**Recommendation**

That BDO Dunwoody LLP, Chartered Accountants, be appointed as the Municipal Auditors for the City of Salmon Arm for the two (2) year term of 2017 and 2018;

And that the fee for services provided be as follows:

- 2017 - \$18,030.00 (plus taxes); and
- 2018 - \$18,570.90

**Background**

Pursuant to Section 169 of the *Community Charter*, the Municipal Auditors must be appointed by Council.

As required by Policy No. 7.6, an invitational request for proposal for the Annual Financial Audit Services was prepared and sent to Salmon Arm Accounting firms with sufficient qualified staff to conduct the audit for the three (3) year term of 2014 to 2016 inclusive. BDO Dunwoody LLP, Salmon Arm was the sole respondent and their audit fees, including two (2) additional years (2017 and 2018), are as follows:

- 2014 - \$16,500.00 (plus taxes);
- 2015 - \$16,995.00 (plus taxes);
- 2016 - \$17,504.85 (plus taxes);
- 2017 - \$18,030.00 (plus taxes); and
- 2018 - \$18,570.90.

As noted in the original award the extension of the contract for 2017 and 2018 was to be brought back to Council in early 2017.

Mayor Cooper and Members of Council  
Memorandum - Annual Financial Audit Services - 2017 and 2018

---

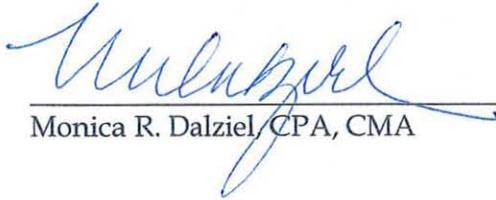
It should be noted that the proposed fees are lower than that of the fees reflected in a survey of similar sized municipalities undertaken by staff in 2003 and although the information is over ten (10) years old - The City's quoted rate is likely significantly lower.

City of Colwood - (Pop. 14,600)	\$18,190.00 (2003 rates)
Pitt Meadows - (Pop. 14,758)	\$20,200.00 (2003 rates)

BDO Dunwoody LLP has extensive audit experience and provides a wide range of services with which to address the City's needs. The City has enjoyed an excellent working relationship with BDO Dunwoody LLP and they have provided numerous services to the City without charge.

It is recommended that BDO Dunwoody LLP be awarded the Annual Financial Audit Services Contract for the two (2) years 2017 and 2018.

Respectfully Submitted,



Monica R. Dalziel, CPA, CMA

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Item 11.2

## CITY OF SALMON ARM

Date: January 16, 2017

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: Contract No. ENG 2017-62 be awarded to All Terrain Construction Ltd. in accordance with the tendered unit prices for an estimated costs of \$78,650.00 plus taxes as applicable;

AND THAT: the 2017 Budget contained in the 2017 to 2021 Financial Plan be amended to carry forward the remaining 2016 budget for the Moutell Bridge in the amount of \$29,540.00, for a total available 2017 budget of \$79,540.00.

### 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: 2017-62

---

TO: Her Worship Mayor Cooper and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Chris Moore, Engineering Assistant

DATE: January 6, 2017

SUBJECT: **Award of Tender: ENG 2017-62 – Moutell Bridge Retrofit**

---

**RECOMMENDATION:**

**THAT:** Contract No. ENG 2017-62 be awarded to All Terrain Construction Ltd. in accordance with the tendered unit prices for an estimated cost of \$78,650.00 plus taxes as applicable.

**AND THAT:** the 2017 Budget contained in the 2017 to 2021 Financial Plan be amended to carry forward the remaining 2016 budget for the Moutell Bridge in the amount of \$29,540.00, for a total available 2017 budget of \$79,540.00.

**BACKGROUND:**

The Moutell Bridge was identified in the 2015 Bridge Inspection Report (Omega Engineering) as requiring immediate retrofit work. Design drawings were completed and a tender for the retrofit was issued on November 30, 2016.

The combined major items of works are:

- Close the road.
- Remove and take the bridge apart. This will include existing wood deck, steel girders and tie beams.
- Weld sway bracing to the bridge structure as per the plans.
- Remove rotting cribs and replace with a riprap slope.
- Supply and install the precast concrete deck and ballast walls.
- Shim up structure on steel plate on point as per plans.
- Rebuild the approach road to a temporary gravel surface.

The following tenders were received 22 December, 2016 at 2:00pm:

Company	Quote	Tax	Total
<b>All Terrain Construction</b>	<b>\$78,650.00</b>	<b>\$3,932.50</b>	<b>\$82,582.50</b>
Blaedon Contracting	\$98,666.00	\$4,933.30	\$103,599.30
IOTA Construction	\$112,593.00	\$5,629.65	\$118,222.65
Platinum Stone	\$130,841.00	\$6,542.05	\$137,383.05

We recommend awarding the Construction works for the Moutell Bridge Retrofit project for \$78,650.00 (plus tax as applicable) to All Terrain Construction Ltd.

All Terrain Construction Ltd. is a local company, based in Armstrong with extensive bridge building experience. Construction is due to commence May 1, 2017 with a completion date of May 26, 2017.

Respectfully submitted,



Robert Niewenhuizen,  
Director of Engineering and Public Works

cc Monica Dalziel, Chief Financial Officer

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Item 11.3

## CITY OF SALMON ARM

Date: January 16, 2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Jamieson

THAT: Council authorize the Mayor and Corporate Officer to execute a Lease Agreement with W.H. Laird Holdings Ltd. for the City to use Lot 1, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP4908 (327 Alexander Street NE) for the term of January 1, 2017 to December 31, 2019 as a Downtown Parking Commission parking lot for an annual fee of 50% of the annual revenue.

### 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, 2017

SUBJECT: Lease Agreement for Inner Core Parking Lot - 327 Alexander Street NE

---

**Recommendation:**

THAT: Council authorize the Mayor and Corporate Officer to execute a Lease Agreement with W.H. Laird Holdings Ltd. for the City to use Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP4908 (327 Alexander Street NE) for the term of January 1, 2017 to December 31, 2019 as a Downtown Parking Commission parking lot for an annual fee of 50% of the annual revenue.

**Background:**

The City of Salmon Arm has been leasing the subject property from 151 Hudson Holdings Ltd. since 2010 and operating it as a Downtown Parking Commission (DPC) parking lot. During that time the fee has remained at 50% of the annual parking lot revenue.

City staff and Mr. Laird are agreeable to entering into a new lease agreement for a further three (3) years under the same terms and conditions as at expiry, and the DPC unanimously supported the recommendation at their December 20, 2016 meeting.

Respectfully Submitted,

Erin Jackson  
Corporate Officer

Item 11.4

## CITY OF SALMON ARM

Date: January 16, 2017

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Mayor and Corporate Officer be authorized to execute the Naming and Advertising Agreement with SASCU for the Recreation Facility, for a period of five (5) years, commencing January 1, 2017 to December 31, 2021, for a fee of \$50,000.00.

### 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, 2017  
 PERPARED BY: Caylee Simmons, Administrative Assistant/Executive Secretary  
 SUBJECT: Naming and Advertising Agreement for the Recreation Centre

---

**RECOMMENDATION:**

THAT: the Mayor and Corporate Officer be authorized to execute the Naming and Advertising Agreement with SASCU for the Recreation Facility, for a period of five (5) years, commencing January 1, 2017 to December 31, 2021, for a fee of \$50,000.00.

**BACKGROUND:**

In 2005, Salmon Arm Savings and Credit Union (SASCU) entered into an agreement with the City of Salmon Arm to acquire the right to name the Recreation Centre (as "Salmon Arm Savings and Credit Union Recreation Centre") and install signage at the facility located at 2550 - 10 Avenue NE. SASCU paid a fee of \$184,000.00 for a eleven and a half (11 ½) years agreement, which expired December 31, 2016.

The Shuswap Recreation Society negotiated the Naming and Advertising Agreement with SASCU and it has been approved by the Shuswap Recreation Society Board at the December 20, 2016 meeting.

While this fee is substantially lower than the previous agreement, the original fee was meant to assist with construction costs for the facility.

  
 Erin Jackson  
 Corporate Officer

Item 11.5

## CITY OF SALMON ARM

Date: January 16, 2017

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: Council authorize the Mayor and Corporate Officer to execute a Licence for Use and Occupation Agreement with the Salmon Arm Folk Music Society, for use of the Quonset Building located at 921 - 17 Street SW, for a five (5) year term from January 1, 2017 to December 31, 2021, for the annual fee of \$1.00, subject to Community Charter advertising requirements.

### 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, 2017

SUBJECT: Rental of Quonset Building located at 921 - 17 Street SW

**Recommendation:**

THAT: Council authorize the Mayor and Corporate Officer to execute a Licence for Use and Occupation Agreement with the Salmon Arm Folk Music Society, for use of the Quonset Building located at 921 - 17 Street SW, for a five (5) year term from January 1, 2017 to December 31, 2021, for the annual fee of \$1.00, subject to Community Charter advertising requirements.

**Background:**

In October 2013, the Salmon Arm Folk Music Society approached the City regarding the use of the Quonset Building for indoor storage following the loss of other facilities in 2012. At that time Council approved a three (3) year agreement which expired on December 31, 2016.

In May 2014, Council authorized the Society to install mural enhancements to the building.

David Gonella, Executive Director of the Salmon Arm Folk Music Society, has formally requested a new five (5) year agreement in his letter attached as APPENDIX A. Staff do not have any concerns with this request, therefore it is recommended that the Mayor and Corporate Officer be authorized to execute a new agreement, under the same terms and conditions, subject to Community Charter advertising requirements.

Respectfully Submitted,

Erin Jackson  
 Corporate Officer

**Attachments:**

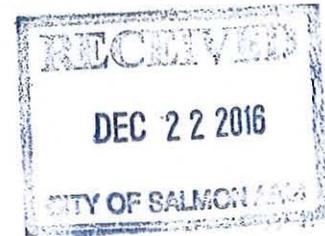
APPENDIX A: Salmon Arm Folk Music Society - Letter of Request dated December 20, 2016



Salmon Arm Folk Music Society  
Box 21 Salmon Arm, BC V1E 4N2  
e-mail: [info@rootsandblues.ca](mailto:info@rootsandblues.ca)  
website: [www.rootsandblues.ca](http://www.rootsandblues.ca)  
phone: 250-833-4096

December 20, 2016

City of Salmon Arm  
Box 40  
Salmon Arm, B.C., V1E 4N9



ATTN.: ERIN JACKSON  
RE: New Lease Agreement

Dear Mr. Jackson:

On behalf of the Salmon Arm Folk Music Society and Salmon Arm Roots and Blues Festival, I would like to request a new 5-year lease agreement with the City, for the City owned property on 921 - 17 Street SW, Salmon Arm, B.C.

We are very grateful for the support the City has provided to the Society and the Festival. This partnership is one of the key reasons why our Festival has lasted to its 25<sup>th</sup> incarnation.

Sincerely,

A handwritten signature in black ink, appearing to read "David Gonella". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

David

David Gonella  
Executive Director  
Salmon Arm Folk Music Society  
p: 250.833.4096  
c: 250.833.9910  
[davidg@rootsandblues.ca](mailto:davidg@rootsandblues.ca)  
[www.rootsandblues.ca](http://www.rootsandblues.ca)  
Box 21 | Salmon Arm, BC | V1E 4N2

25th Annual ROOTS&BLUES Festival -- August 18-20, 2017  
2nd Annual Super Crawl -- August 14-17

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Item 11.6

## CITY OF SALMON ARM

Date: January 16, 2017

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: the Mayor and Corporate Officer be authorized to execute a Lease Agreement for the property known as Minion Field, legally described as the North ½ of the Southeast ¼ of Section 9, Township 20, Range 10 (2191 - 30 Street SW) for a three (3) year term from April 1, 2017 to October 3, 2019, with an annual fee of \$21,000.00 (plus applicable taxes), subject to Community Charter advertising requirements.

### 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*

---

Date: January 9, 2017  
To: Mayor Cooper & Members of Council  
Subject: Minion Field Lease

---

Recommendation:

THAT: the Mayor and Corporate Officer be authorized to execute a Lease Agreement for the property known as Minion Field, legally described as the North ½ of the Southeast ¼ of Section 9, Township 20, Range 10 (2191-30 Street SW) for a three (3) year term from April 1, 2017 to October 31, 2019, with an annual fee of \$21,000.00 (plus applicable taxes), subject to Community Charter advertising requirements.

Background:

In 2005, the City invited submissions from individuals interested in leasing the parcel of land consisting of eighty (80) acres and located at 2191 - 30 Street SW. The lease was awarded to Farmcrest Foods Ltd. (Farmcrest) at an annual lease rate of \$8,800.00 for the term of April 1, 2005 to March 31, 2010.

In 2011, the City issued a Request for Quotation and Farmcrest was successful for a further three (3) year term at a rate of \$16,000.00 per year. Again in 2013, Farmcrest submitted the successful quotation of \$20,000.00 and was awarded a lease that expired on October 31, 2016.

Farmcrest representative Richard Bell contacted the City in late 2016 to discuss the lease and has formally requested, via the letter attached as APPENDIX A, that the City enter into an agreement with Farmcrest for an additional term due to the recent Non-GMO certification the company has received for the crops on this field. Mr. Bell is also proposing an increase of \$1,000.00 per year to bring the annual lease fee to \$21,000.00.

Farmcrest is responsible for all costs associated with leasing the property including property taxes.

Should the City wish to continue leasing the property beyond October 31, 2019, it is recommended that the opportunity be advertised and awarded through a Request for Quotation process.

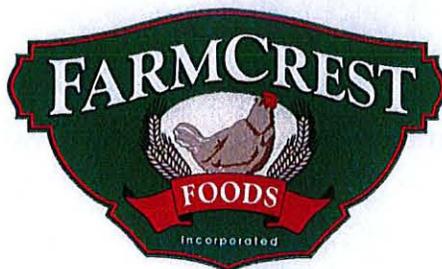
Respectfully submitted,



Erin Jackson

Attachments:

APPENDIX A - Farmcrest Foods Ltd. - Letter of Request dated January 5, 2017



Thursday, January-05-17

Erin Jackson  
Corporate Officer  
City of Salmon Arm  
500- 2 Ave NE  
Salmon Arm, BC  
V1E 4N2

Dear Ms. Erin Jackson,

Regarding our recent conversation, we request an extension on our lease of Minion Field.

We have undertaken considerable work on the land, and have made the choice to not use artificial fertilizer for many years.

We have recently had our crops certified Non-GMO, on this field. We are the first in Canada to have our chicken verified Non-GMO. We continue to be a leading employer in the community, employing 50 people.

In consideration, we are willing to increase our payment by \$1000.00 per year.

We thank you for your time and consideration in this matter. Please feel free to contact me if there are any other concerns or questions.

Regards,

A handwritten signature in blue ink, appearing to be "Richard Bell", written in a cursive style.

Richard Bell  
*For and on behalf of*  
*Farmcrest Foods Ltd.*

Item 12.1

## CITY OF SALMON ARM

Date: January 16, 2017

### Councillor Lavery Notice of Motion - December 12, 2016

Moved: Councillor Lavery

Seconded: Councillor

Whereas the city's *Pesticide Use Control Bylaw # 3744* provides an exception for the city to apply pesticides on city infrastructure where required {3.1 (o)};  
And whereas that the city has not yet used that exception to date:

Therefore be it resolved that prior to the city commencing any application of pesticides, Council:

- (i) Request a Staff report indicating the rationale for an exception to the bylaw, the relative mix of manual/non-pesticide vs. pesticide controls proposed, the proposed operational locations for application and the likely amounts of proposed applications;
- (ii) Ask for an Annual Pesticide Usage report to council indicating the name, amount, location and quantities used if an exception is utilized; and
- (iii) Seek public input on the proposed pesticide applications at an evening formal meeting of Council.

#### Vote Record

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

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

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Item 16.1

**CITY OF SALMON ARM**Date: January 16, 2017**COMMITTEES OF COUNCIL, etc.  
(January 2017 - October 2018\*)****Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

**COMMITTEES OF COUNCIL, etc. (January 2017 - October 2018\*)**

<b>COUNCIL COMMITTEE / COMMISSION:</b>	<b>REPRESENTATIVE(S)</b>
Agricultural Advisory Committee	Councillor Ken Jamieson
Community Heritage Commission	Councillor Louise Wallace Richmond
Development and Planning Services Committee	Mayor and Council
Downtown Parking Commission	Councillor Chad Eliason
Environmental Advisory Committee	Councillor Tim Lavery
Greenways Liaison Committee	Councillor Ken Jamieson
Shuswap Regional Airport Commission	Councillor Alan Harrison
Shuswap Regional Airport (Salmon Arm) Committee	Councillor Alan Harrison
Social Issues Committee	Councillor Louise Wallace Richmond
Water Use Efficiency Committee	Mayor Nancy Cooper
 <b>OTHER:</b>	
Canada 150	Councillor Louise Wallace Richmond
Chamber of Commerce	Councillor Tim Lavery
Columbia Shuswap Regional District	Councillor Chad Eliason/ Councillor Kevin Flynn
Columbia Shuswap Regional District (1 <sup>st</sup> Alternate)	Councillor Tim Lavery
Columbia Shuswap Regional District (2 <sup>nd</sup> Alternate)	Councillor Louise Wallace Richmond
Downtown Improvement Association (DSA)	Councillor Kevin Flynn
Economic Development Society	Councillor Tim Lavery, Councillor Kevin Flynn
First Nations Representatives	Mayor Nancy Cooper and Councillor Ken Jamieson
Japanese Exchange Program	Mayor Nancy Cooper
Kelowna Airport Committee	Mayor Nancy Cooper (tbd)
Okanagan Regional Library	Councillor Tim Lavery
Roots and Blues	Councillor Alan Harrison
Salmon Arm Bay Nature Enhancement Society (SABNES)	Councillor Ken Jamieson
Salmon Arm Fall Fair	Councillor Alan Harrison
Shuswap Community Futures	Councillor Chad Eliason
Shuswap Community Foundation	Mayor Nancy Cooper
Shuswap Healthy Communities Coalition	Councillor Louise Wallace Richmond
Shuswap Recreation Society	Councillor Kevin Flynn and Carl Bannister, Secretary
Shuswap Recreation Society (Alternate)	Mayor Nancy Cooper
Shuswap Watershed Council	Mayor Nancy Cooper
Ex Officio	Mayor Nancy Cooper

*\* unless otherwise determined/ subject to periodic review (± 2 years)*

**DEPUTY MAYOR:**

December 1, 2014 - March 31, 2015

April 1, 2015 - July 31, 2015

August 1, 2015 - November 30, 2015

December 1, 2015 - March 31, 2016

April 1, 2016 - July 31, 2016

August 1, 2016 - November 30, 2016

December 1, 2016 - March 31, 2017

April 1, 2017 - July 31, 2017

August 1, 2017 - November 30, 2017

December 1, 2017 - March 31, 2018

April 1, 2018 - July 31, 2018

August 1, 2018 - October 31, 2018

Councillor Chad Eliason

Councillor Alan Harrison

Councillor Kevin Flynn

Councillor Louise Wallace Richmond

Councillor Tim Lavery

Councillor Ken Jamieson

Councillor Chad Eliason

Councillor Alan Harrison

Councillor Louise Wallace Richmond

Councillor Kevin Flynn

Councillor Tim Lavery

Councillor Ken Jamieson

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Item 19.1

## CITY OF SALMON ARM

Date: January 16, 2017

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: Development Variance Permit No. VP-448 be authorized for issuance for Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP29885, except Strata Plan EPS1704 (Phases 1, 2 & 3), which will vary Zoning Bylaw No. 2303 as follows:

Section 10.9 - R-5 Residential Zone - reduce the minimum setback of the principal building along the front parcel line adjacent to 4 Street SE (previously reduced from 5.0 m (16.4 ft) to 2.9 m (9.5 ft) with the approval of Development Permit No. 397), from 2.9 m (9.5 ft) to 2.6 m (8.5 ft).

[Edelweiss Properties Inc./Timberline Solutions Ltd.; 150 - 4 Street SE; Front Parcel Line Setback]

### 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: December 16, 2016

SUBJECT: Development Variance Permit Application No. 448 (Building Setback)  
 Civic: 150 - 4 Street SE  
 Owner: Edelweiss Properties Inc.  
 Applicant: Timberline Solutions Ltd.

**MOTION FOR CONSIDERATION**

**THAT: Development Variance Permit No. VP-448 be authorized for issuance for Lot 1 Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP29885, except Strata Plan EPS1704 (Phases 1, 2 & 3), which will vary Zoning Bylaw No. 2303 as follows:**

**Section 10.9 - R-5 Residential Zone - reduce the minimum setback of the principal building along the front parcel line adjacent to 4 Street SE (previously reduced from 5.0 m (16.4 ft) to 2.9 m (9.5 ft) with the approval of Development Permit No. 397), from 2.9 m (9.5 ft) to 2.6 m (8.5 ft).**

**STAFF RECOMMENDATION**

That the motion for consideration be adopted.

**BACKGROUND**

The subject property (Lot 1) fronts 4 and 5 Streets SE approximately 170 m south of Okanagan Avenue (a location map is attached as APPENDIX 1). A three unit townhouse has been constructed on Lot 1, and the west facing wall encroaches 0.29 m (0.95 ft) into the previously varied, front yard setback area (see APPENDIX 2).

The three units constructed on Lot 1 are intended to be the fourth and final phase of a 12 unit strata development comprised of four buildings, with three townhouses in each building. Nine of the 12 townhouse units have been registered as Strata Plan EPS1704. The City's subdivision Approving Officer is unable to approve the final phase because there is a building setback encroachment within the 4 street front yard of Lot 1, which is the reason behind this Development Variance Permit application.

Lot 1 and the adjacent Strata Plan EPS1704 were rezoned from Single Family Residential (R-1) to High Density Residential (R-5) in August 2014. The form and character of this townhouse development was approved by Development Permits No.'s 392 and 397 in 2013 and 2014. With these permits, two building setback variances were approved by Council:

1. a reduction in the minimum building setback along the front parcel line adjacent to 4 Street SE from 5.0 m to 2.9 m; and
2. a reduction of the minimum building setback along the rear parcel line adjacent to 5 Street SE from 5.0 m to 3.0 m.

The previous setback variance approved along 4 Street SE is relevant to this variance application.

Also related, with the approval of Development Permit No. 392 in 2013, the owner agreed to dedicate a 2.9 m (9.5 ft) wide strip of land along the 4 Street SE frontage, which facilitated much needed road widening along this local street and associated upgrades to the Urban Standard. The development permit drawings contemplated the road dedication; however the drawings were not a product of a BC Land Surveyor.

City staff's account of events and circumstances leading up to this application are outlined below.

1. The site plan supplied with the Building Permit application showed the building to be sited with a 2.9 m setback. The site plan was based on the approved development permit drawings and not an updated site survey showing the precise alignment of the front parcel after road dedication (note that the front parcel line is not 100% perpendicular to the interior lot lines – there is a slight angle which may explain some of the reason for the building encroachment).
2. The Building Permit issued on May 6, 2016 had a condition that a site survey be provided to the Building Department prior to above grade works. Council may recall the requirement for a site survey for above grade works was amended to the Building Bylaw two years ago after a similar construction setback error in the Shuswap Ridge strata development.
3. The applicant constructed the foundation sometime before June 2, 2016 (the day the aerial image was taken on the location map attached as APPENDIX 1). It is assumed the applicant did not commission a BC Land Surveyor to pin the precise location of the footings and foundation relative to the lot lines.
4. Sometime after June 2, 2016, the applicant commenced with above ground works without advising the Building Department or providing a site survey certificate.
5. On November 21, 2016, proposed Phase 4 of Strata Plan was submitted to the City Approving Officer for consideration of approval, at which time the setback encroachment was noticed on the proposed strata site plans attached in APPENDIX 2.

#### RECOMMENDATION

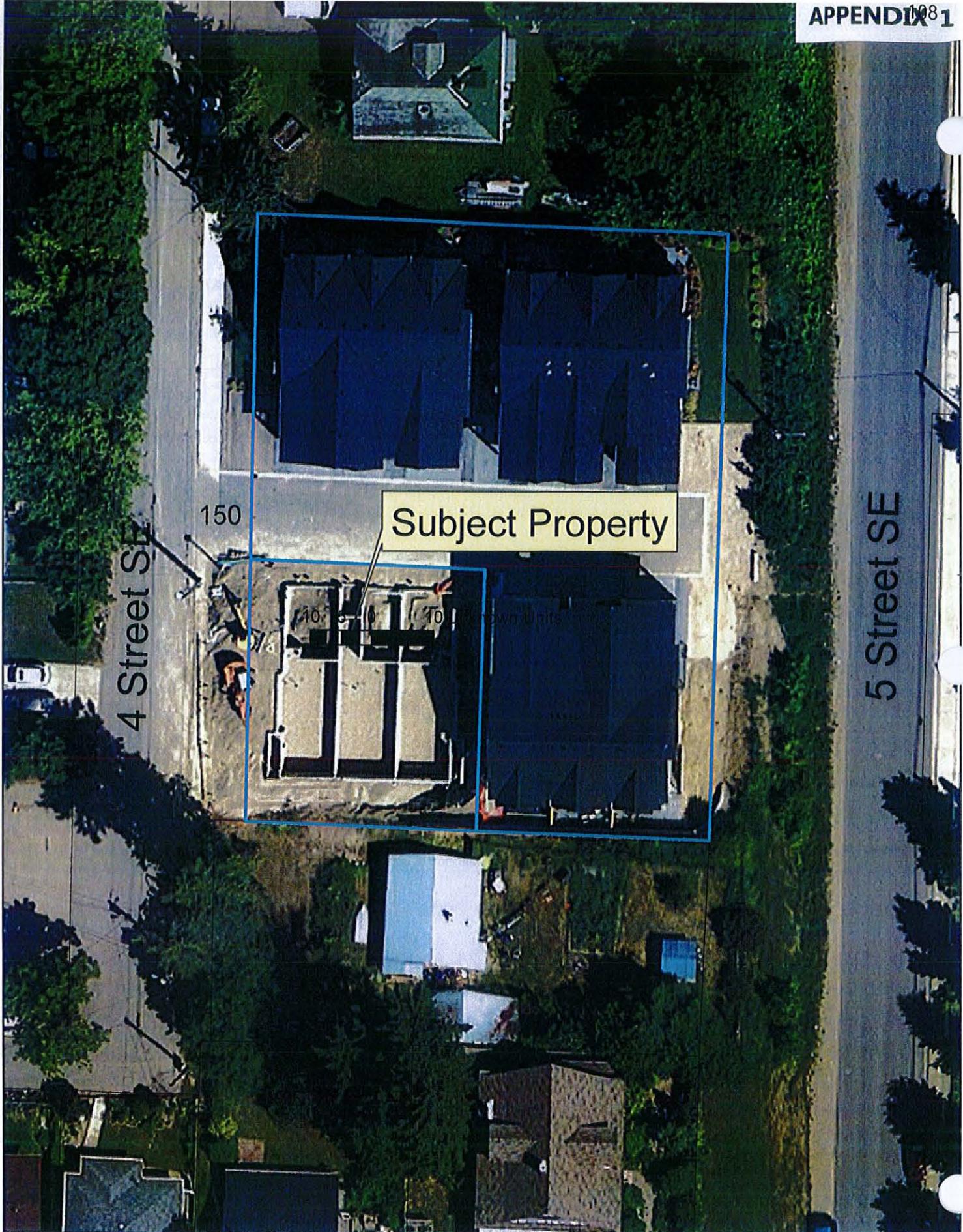
While there are concerns by staff with the way in which this project commenced to completion without the precise measurements needed by a BC Land Surveyor prior to construction, and contrary to a main condition of the Building Permit, the building encroachments of the main wall and bump out are next to impossible to notice on the ground.

The encroachments would not impact City utilities, site lines or the streetscape. Landscaping in accordance with the approved Development Permit drawings (see APPENDIX 3) is also still required within the remaining front yard. Overall, the project is a good quality, high density residential strata and representative of the kind of development the City's OCP supports in this neighbourhood.

Staff recommends approval of Development Variance Permit No. 448.



Kevin Pearson, MCIP, RPP  
Director of Development Services



4 Street SE

5 Street SE

Subject Property

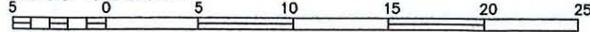
10.5-10 Down Units

150



Phased  
Strata Plan of *Strata Plan EPS1704*  
Lot 1, Sec 14, Tp 20, R 10,  
W6M, KDYD, Plan EPP29885  
Except Strata Plan EPS1704 (Phase One, Two and Three)

BCGS 82L.064



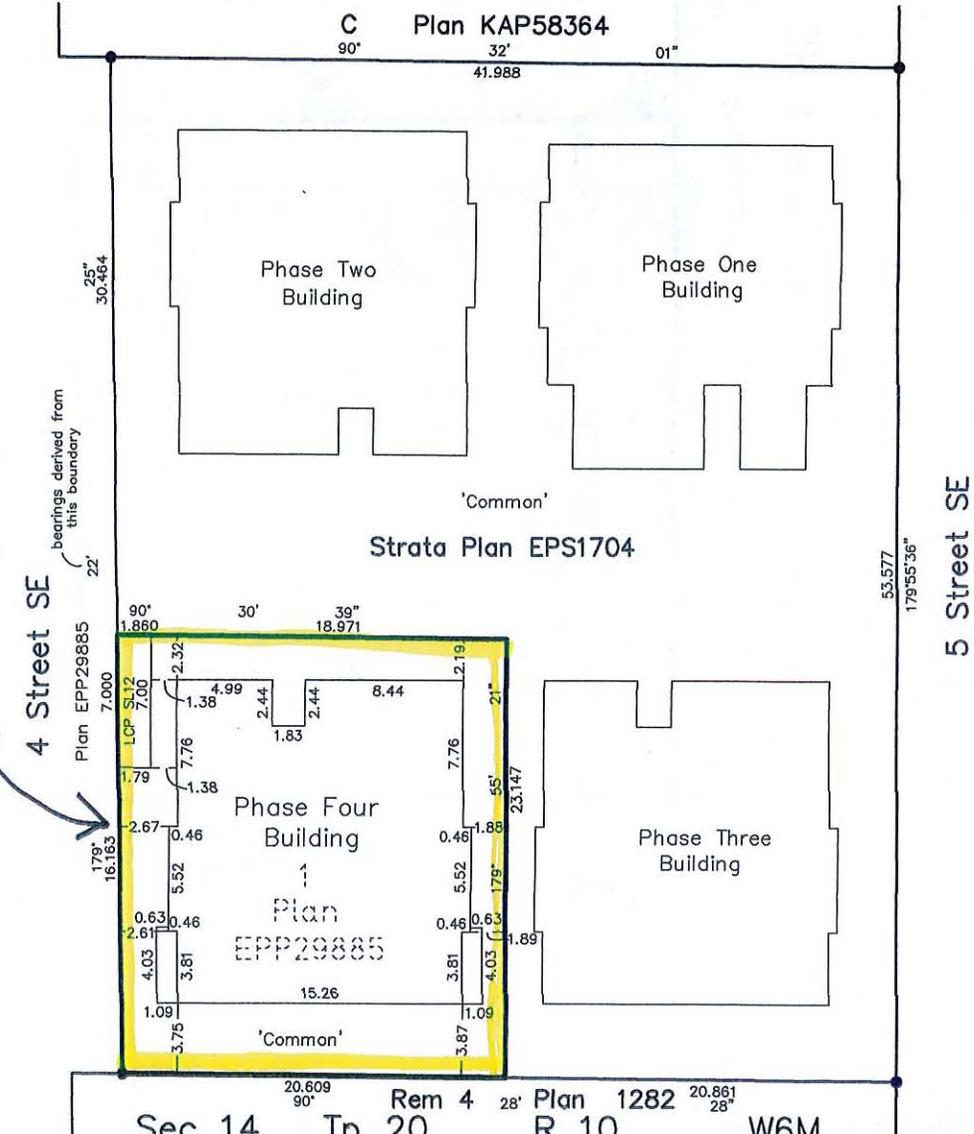
All distances are in metres.

The intended plot size of this plan is 280mm in width by 432mm in height (B size) when plotted at a scale of 1:250

This plan lies within the City of Salmon Arm, the Vernon Assessment Area and the Columbia Shuswap Regional District.

The civic address of the building is: 150-4 Street SE, Salmon Arm, B.C.

*Subject Property*



The buildings included in this strata plan have not been previously occupied.

The buildings shown on this strata plan are within the external boundaries of the land that is the subject of the strata plan.

The field survey represented by this plan was completed on the 22nd day of September, 2016 Joseph Charles Johnson, BCLS (604)

**LEGEND**

Bearings are astronomic and are derived from Plan EPP29885

● Standard Iron Post Found

'Common' Denotes common property as defined in the Strata Property Act

LCP Denotes limited Common Property for the use of the strata lots indicated only

**Phase Four**

This plan is Phase Four of a four phase strata plan under Section 224 of the Strata Property Act lying within the jurisdiction of the Approving Officer for the City of Salmon Arm.

**BROWNE JOHNSON LAND SURVEYORS**  
B.C. AND CANADA LANDS  
SALMON ARM, B.C. Ph.250-832-9701  
File: 468-16 315-16.raw

4 Street SE

bearings derived from this boundary

25" 30.464

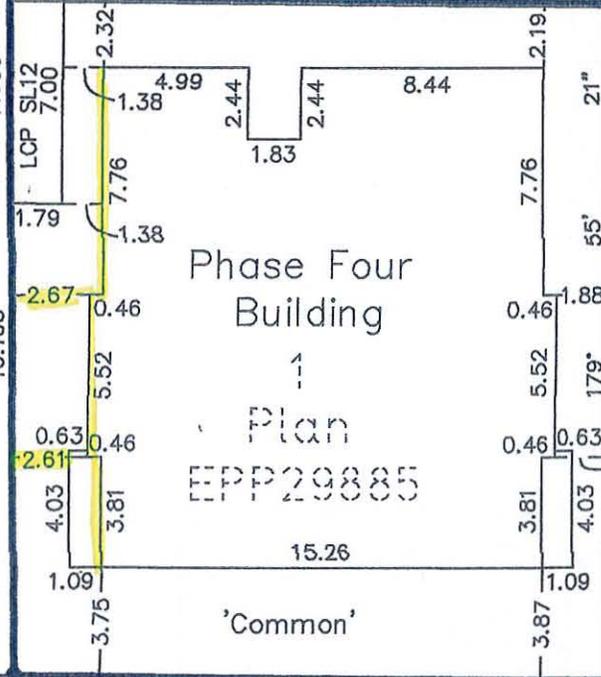
22'

Plan EPP29885

90° 1.860

30'

39" 18.971



Sec 14

20.609 90°

Tp 20

Rem 4 28'

Plan 1282

R 10

20.8 2

Phase Two Building

Phase Building

'Common'

Strata Plan EPS1704

Phase Four Building 1

Plan EPP29885

'Common'

Phase Building

LEGEND

Bearings are astronomic and are derived from Plan EPP29885

● Standard Iron Post Found

'Common' Denotes common property as defined in the Strata Property Act

LCP Denotes limited Common Property the use of the strata lots indicated on the plan

Phase Four

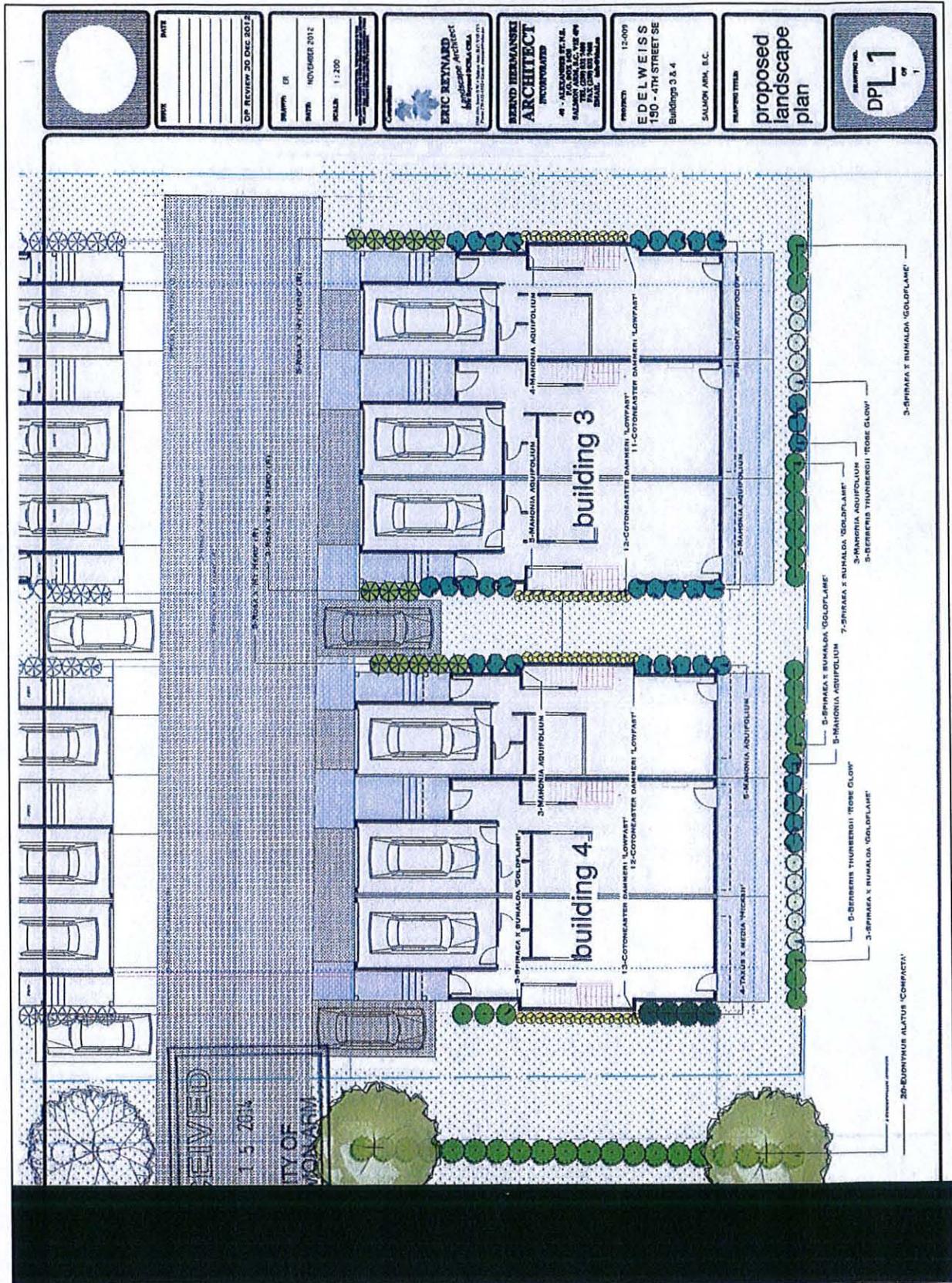
This plan is Phase Four of a four phase strata plan under Section 224 of the Strata Property Act lying within the jurisdiction of the Approving Officer for the City of Salmon Arm.

The field complete Joseph

Previous variance granted with DP-397 from 5.0 metres to 2.9 metres. Area outlined in red is 2.61 metres from the property line. There is a setback encroachment of 0.29 metres.

Exempt From Setback

# APPENDIX 3





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

To: Kevin Pearson, Director of Development Services  
 Date: December 13, 2016  
 Prepared by: Darin Gerow, Engineering Assistant  
 SUBJECT: **DEVELOPMENT VARIANCE PERMIT APPLICATION NO. VP- 448E**  
 LEGAL: Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP29885  
 except Strata Plan EPS1704 (Phase One, Two and Three)  
 CIVIC: 150 – 4 Street SE  
 Owner: Edelweiss Properties Ltd., 2270 – 3 Avenue SE, Salmon Arm, BC,  
 V1E 1K1  
 Applicant: Timberline Solutions Ltd., Box 352, Salmon Arm, BC, V1E 4N6

Further to your referral dated December 8, 2016, the Engineering Department has thoroughly reviewed the site and offers the following comments and recommendations, relative to the variances requested:

The applicant is requesting to vary section 10.9.1 of Zoning Bylaw No. 2303 from 2.9 meters (previous variance granted with DP-397) to 2.61 meters.

**Engineering Department has no objection to the proposed variance to reduce set back to 2.61 meters.**

Darin Gerow, A.Sc.T  
 Engineering Assistant

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

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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 the Council Chamber of the City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Monday, January 16, 2017 at 7:00 p.m**

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

**Proposed Rezoning** of Lot 2, Section 12, Township 20, Range 10, W6M, KDYD, Plan 16367 from R-7 (Large Lot Single Family Residential Zone) to R-8 (Residential Suite Zone).

**Civic Address:** 1590 - 11 Avenue SE

**Location:** South of Auto Road SE and east of 15 Street SE

**Present Use:** Single Family Dwelling

**Proposed Use:** Future two-lot subdivision. To construct two single family dwellings each with a secondary suite.

**Owner / Applicant:** Eliason, C. & C. / Lawson Engineering & Development Services Ltd.

**Reference:** ZON-1076/ Bylaw No. 4180



The files for the proposed bylaws are available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from January 3, 2017 to January 16, 2017, 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

January 4 and 11, 2017



City of Salmon Arm

Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: December 2, 2016

Subject: Zoning Bylaw Amendment Application No. 1076

Legal: Lot 2, Section 12, Township 20, Range 10, W6M, KDYD, Plan 16367

Civic: 1590 11 Avenue SE

Owner / Applicant: Eliason, C. & C. / Lawson, B.

**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 12, Township 20, Range 10, W6M, KDYD, Plan 16367 from R-7 (Large Lot Single Family Residential Zone) to R-8 (Residential Suite Zone).**

**STAFF RECOMMENDATION**

THAT: The motion for consideration be adopted.

**PROPOSAL**

The subject parcel is located at 1351 15 Avenue SE and is currently vacant (Appendix 1 and 2). The proposal is to rezone the parcel from R-7 (Large Lot Single Family Residential) to R-8 (Residential Suite) which would facilitate a potential subdivision (an application to subdivide has been submitted: SUB16-26). The applicant intends to build one single family dwelling containing 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-7 (Large Lot Single Family Residential) in the Zoning Bylaw (Appendix 3). The subject parcel is located west of Hillcrest School, a residential area largely comprised of R-1, R-7, and R-8 zoned parcels. There are currently 19 R-8 zoned parcels within close proximity of the subject parcel.

The large subject parcel is approximately 0.34 acres in area, over 36 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 4. The intent of the application is to facilitate the subdivision of the parcel (concept attached as Appendix 5), which would allow for the creation of two parcels each approximately 18 m x 38 m and 685 square metres, and construction of two single family dwellings containing *secondary suites* (the two new lots proposed would not meet Zoning Bylaw requirements to permit a *detached suite*). The minimum parcel width in the current R-7 zone is 22 m while the minimum parcel area is 1,330 square metres therefore subdivision of the lot requires approval of this rezoning bylaw.

This amendment would also 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.

### 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. Based on the parcel area, the lot as it presently exists has potential for the development of either a *secondary suite* or a *detached suite*. Through the proposed subdivision scenario, the new lots would have potential for the development of a *secondary suite*, but not a *detached suite*.

### COMMENTS

#### Engineering Department

Only one 6 m wide access per property is permitted (Appendix 6).

#### Building Department

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

#### Fire Department

No concerns.

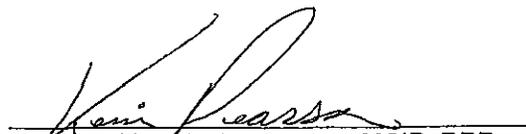
#### Planning Department

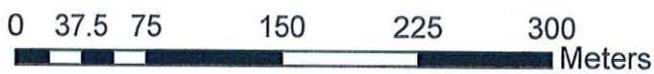
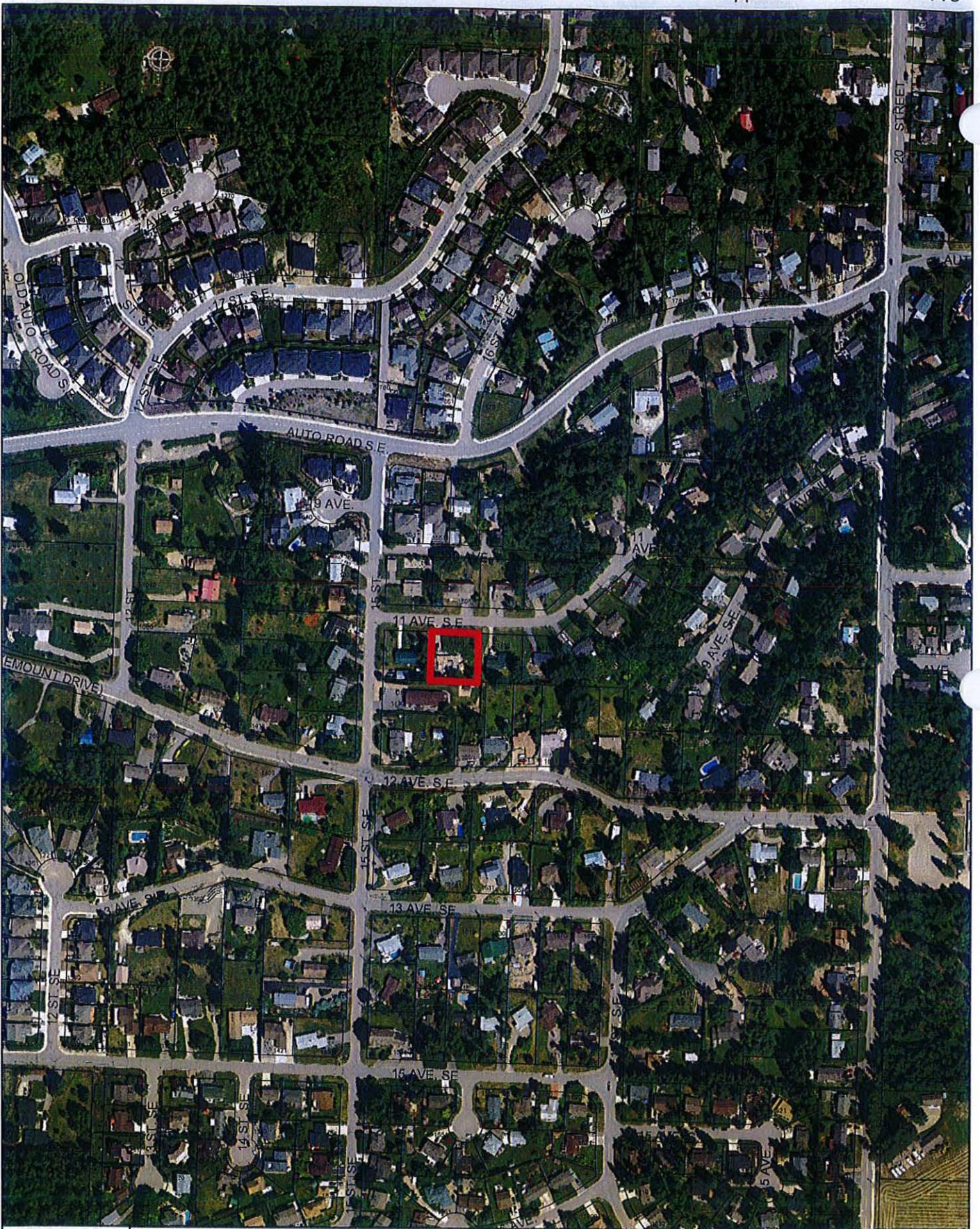
The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. Any development of either a *secondary suite* would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.

The rezoning would facilitate a proposed subdivision, which would result in two lots should the applicant proceed. The resulting parcels would substantially align with existing development patterns in the area.

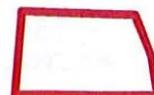
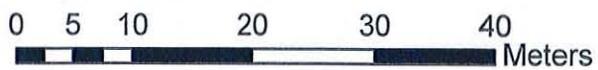


Prepared by: Chris Larson, MCP  
Planning and Development Officer

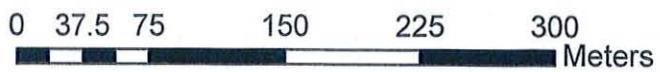
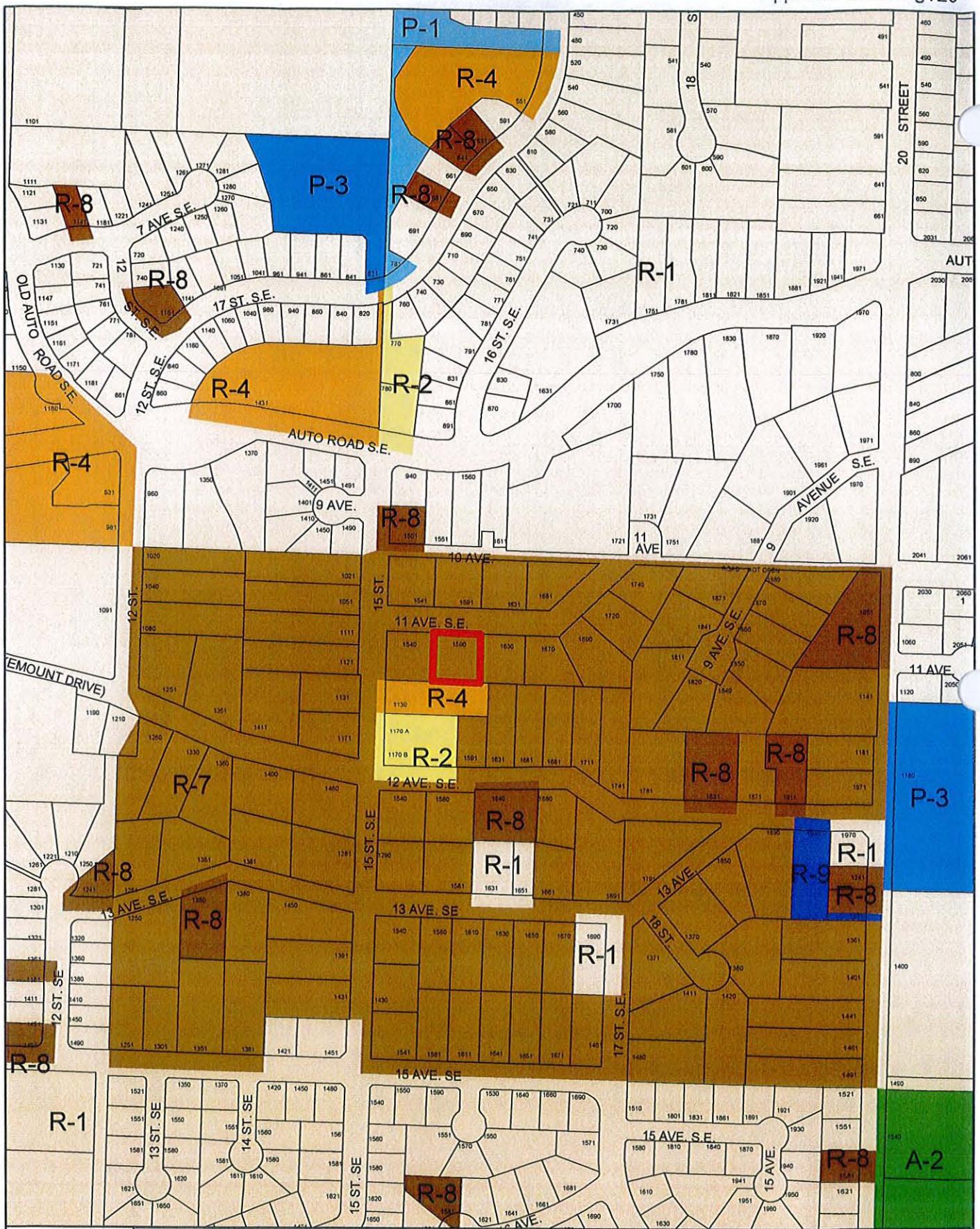
  
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services



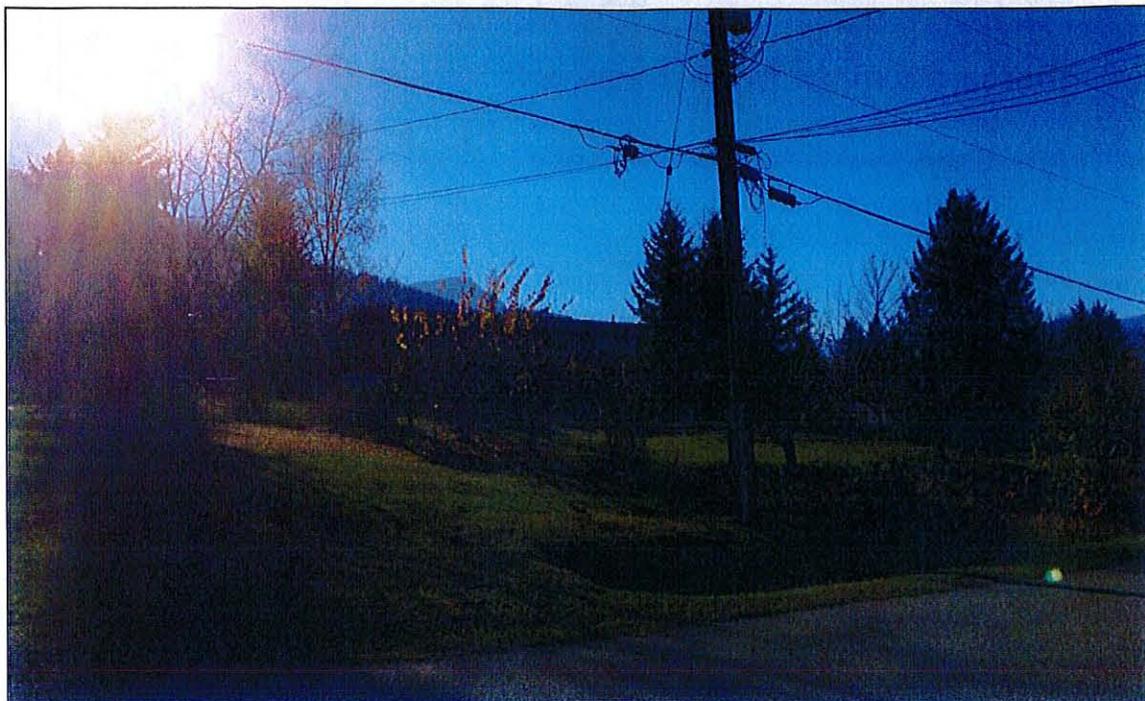
Subject Parcel



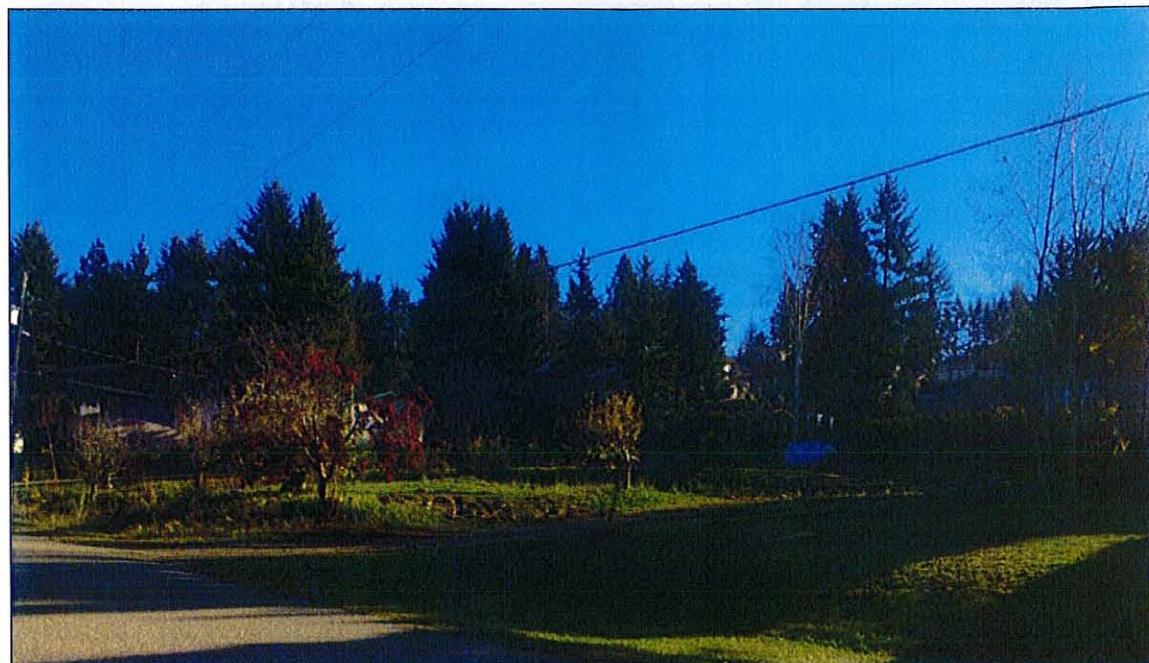
Subject Parcel



Subject Parcel



View to south-west of subject parcel from 11 Avenue SE, showing home on property adjacent to south.



View to south-east of subject parcel from 11 Avenue SE, showing adjacent development.





CITY OF SALMON ARM - DEVELOPMENT SERVICES DEPARTMENT  
Box 40, 500 - 2nd Avenue NE, Salmon Arm, BC, V1E 4N2  
Phone: 250-803-4021 FAX: 250-803-4041

TO: DIRECTOR OF DEVELOPMENT SERVICES (Kevin)  
PLANNING AND DEVELOPMENT OFFICER (Jon)  
PLANNING AND DEVELOPMENT OFFICER (Wes)  
PLANNING AND DEVELOPMENT OFFICER (Chris)  
MANAGER OF PERMITS & LICENSING (Maurice)  
FIRE DEPARTMENT (Brad)  
ENGINEERING & PUBLIC WORKS DEPARTMENT (Rob, Jenn & Jennifer)  
MINISTRY OF TRANSPORTATION & INFRASTRUCTURE, P.O. Box 100, Salmon Arm, BC, V1E 4S4  
BC HYDRO, via email utilities group  
FORTISBC, via email utilities group  
TELUS, via email utilities group  
SHAW CABLESYSTEMS, via email utilities group

**REFERRAL**

OWNER: Clifford & Crystal Ellason, Box 594, Canoe, BC V1E 1K0  
APPLICANT: Lawson Engineering & Development Services Ltd., Box 106, Salmon Arm, BC V1E 4N2  
AGENT: Blake Lawson  
DATE: October 6, 2016  
SUBJECT: ZONING AMENDMENT APPLICATION FILE NO. ZON-1076  
LEGAL: Lot 2, Section 12, Township 20, Range 10, W6M, KDYD, Plan 16367  
CIVIC: 1590 - 11 Avenue SE

Please provide comments on the attached Zoning Amendment Application at your earliest opportunity.

OCP Designation: LR (Low Density Residential)  
OCP Designation Requested: n/a  
Development Permit Area: Environmentally Sensitive Riparian Areas  
Current Zoning: R-7 (Large Lot Single Family Residential Zone)  
Requested Zoning: R-8 (Residential Suite Zone)  
ALR: No  
Previous Files: n/a  
Associated File: 16.26

Thank you.

Kevin Pearson, MCIP, RPP  
Director of Development Services

COMMENTS for ZON-1076:  
  
ONLY ONE 6M WIDE ACCESS  
PER PROPERTY IS PERMITTED.

SIGNATURE:

DATE: 29/4/16

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City of Salmon Arm

Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: November 30, 2016

Subject: Zoning Bylaw Amendment Application No. 1078

Legal: Lot 8, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP64381

Civic: 1220 23 Street SE

Owner / Applicant: 1039634 BC 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 8, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP64381 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).**

**STAFF RECOMMENDATION**

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

**PROPOSAL**

The newly created subject parcel is located at 1220 23 Street SE and is currently vacant (Appendix 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the construction and use of a new single family dwelling containing an associated secondary suite.

**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). The subject parcel is approximately 880 m<sup>2</sup>, and meets the conditions of minimum parcel area and minimum parcel width as specified to permit a secondary suite (either detached or within a single-family dwelling) within the proposed R-8 zone. The intent of the applicant is to construct a single family dwelling containing a secondary suite (a site plan and building elevations are attached as Appendix 4).

The subject parcel is located in a new subdivision in the Hillcrest area on 23 Street SE, east of Hillcrest School. This area is largely comprised of R-1 zoned parcels containing single family dwellings. There are currently thirteen R-8 zoned parcels within close proximity of the subject parcel, including two within the same subdivision (Appendix 3). Two additional properties within the same subdivision are currently in the application process to go to R-8. Site photos are attached as Appendix 5.

*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. Based on Zoning Bylaw parcel area requirements, the subject property has potential for the development of a secondary suite, either within a single-family dwelling or a detached suite, including sufficient space for an additional off-street parking stall to serve the suite.

COMMENTSEngineering Department

No concerns with rezoning. Note that driveway access shall be limited to one with a maximum width of 6.0 metres (Appendix 6).

Building Department

No concerns with rezoning. Construction subject to BC Building Code.

Fire Department

No concerns.

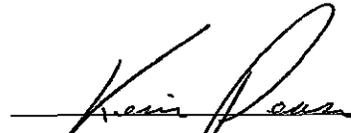
Planning Department

The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. Development of a single family dwelling with an associated secondary suite requires a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.



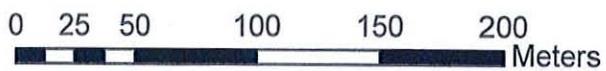
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Prepared by: Chris Larson, MCP  
Planning and Development Officer

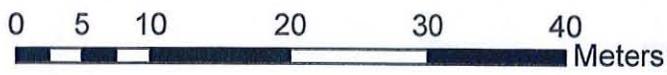
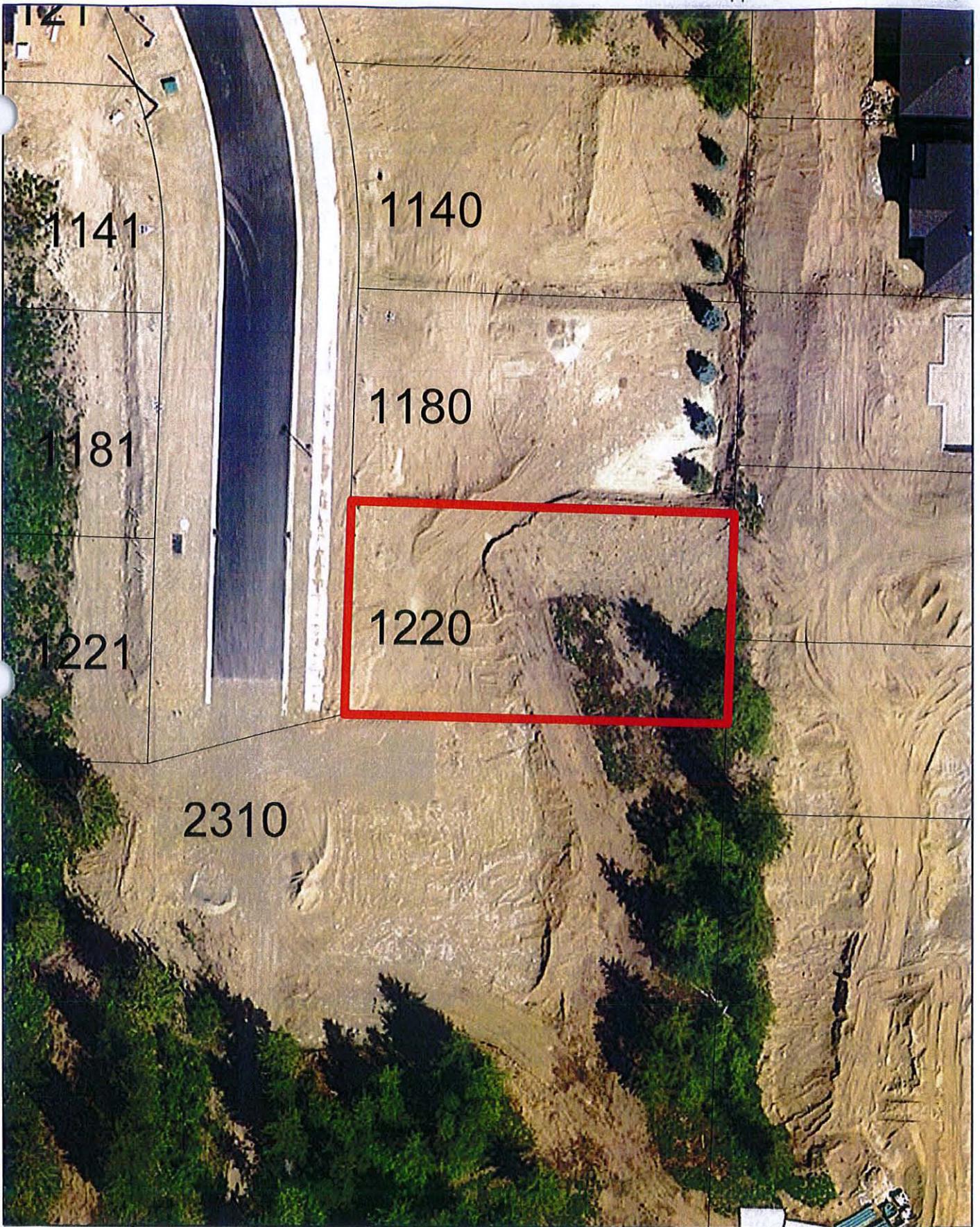


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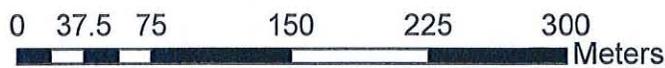
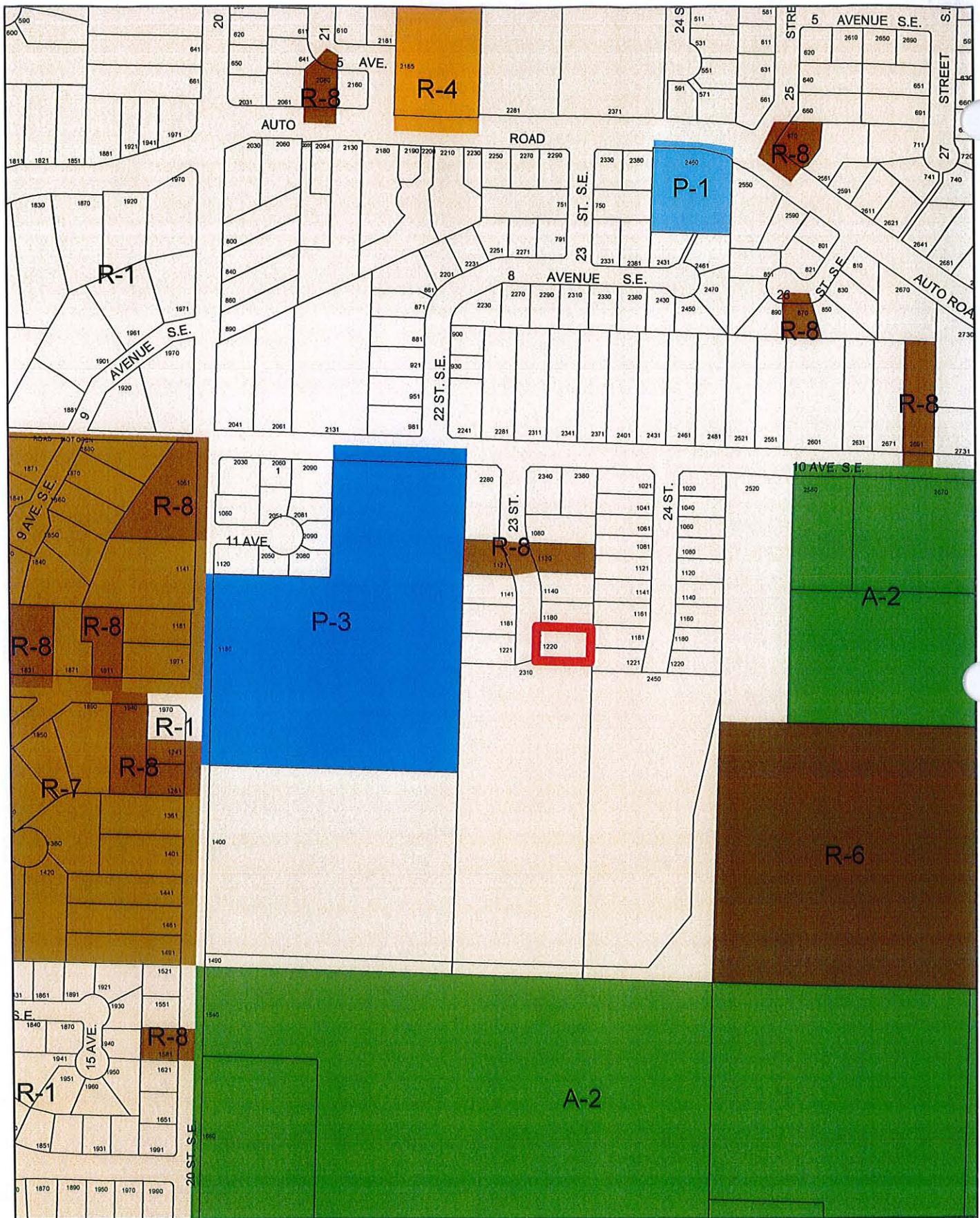
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services



Subject Parcel

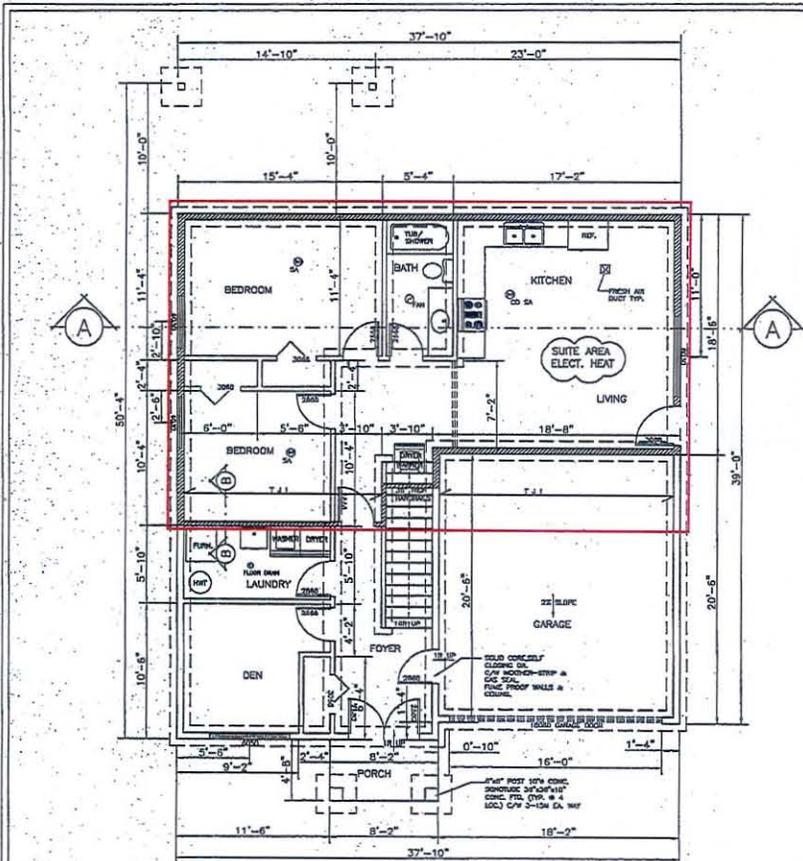


Subject Parcel



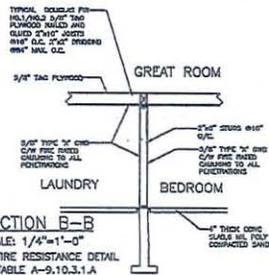
Subject Parcel



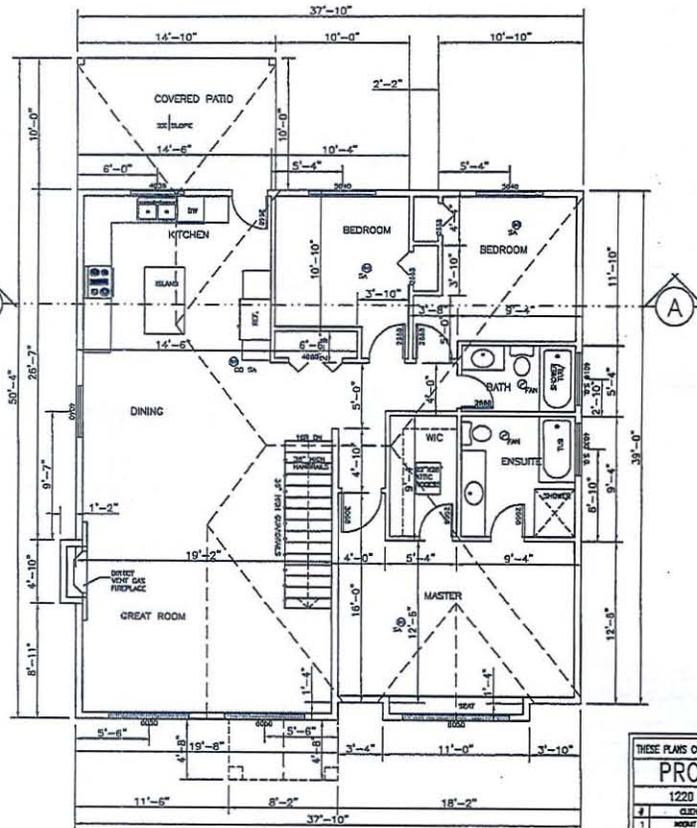


**MAIN FLOOR & FOUNDATION PLAN**

SCALE: 1/4"=1'-0"  
 MAIN FLOOR= 1109sq.ft.  
 GARAGE FLOOR= 392sq.ft.  
 TOTAL AREA= 1501sq.ft.  
 SUITE AREA= 706sq.ft.  
 SUITE AREA  
 ELECT. HEAT IN SUITE AREA  
 FORCE AIR HEAT



**SECTION B-B**  
 SCALE: 1/4"=1'-0"  
 45 MIN. FIRE RESISTANCE DETAIL  
 AS PER TABLE A-9.10.3.1.A



**TOP FLOOR PLAN** FORCE AIR HEAT

SCALE: 1/4"=1'-0"  
 TOP FLOOR= 1458sq.ft.  
 PATIO AREA= 186sq.ft.

THESE PLANS CONFORM TO THE BCBC 2012 EDITION.  
**PROJECT INFO.**

1220 23rd STREET SE	
CLIENT NAME	PHONE
MEET WITH	236 864 4128

**REVISIONS**

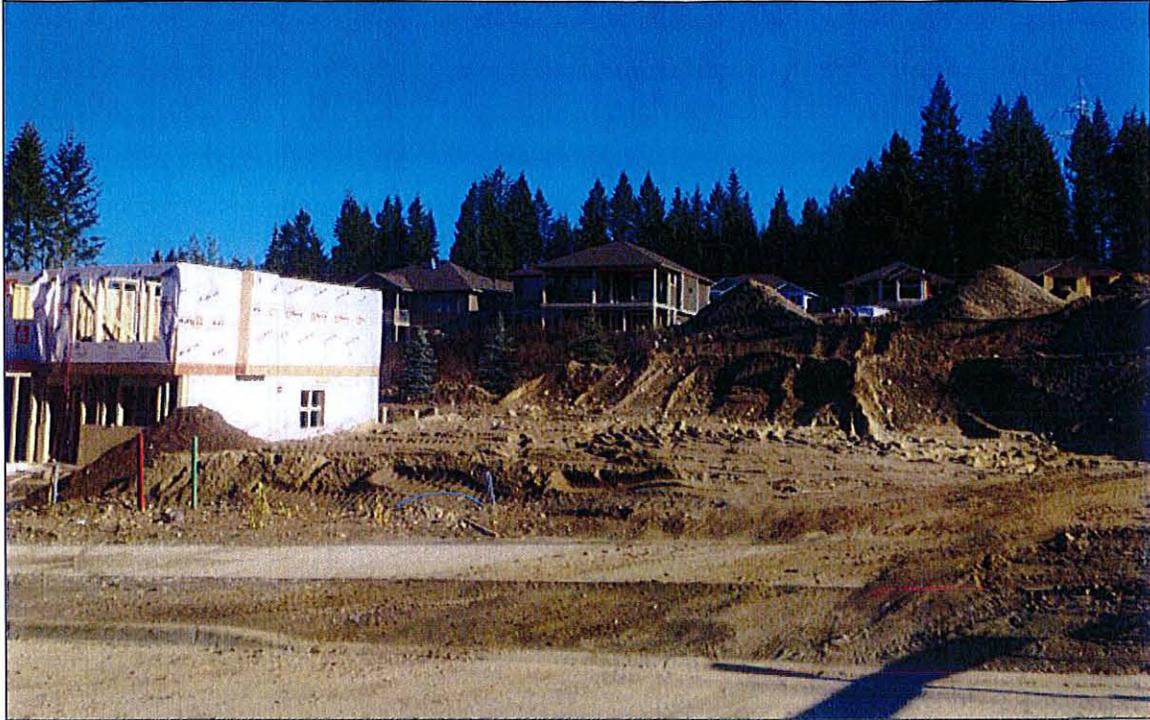
NO.	DESCRIPTION	DATE
1		
2		
3		

**YORK HOME DESIGN LTD.**  
 2575 JARDIN STREET  
 ABBOTSFORD B.C. CANADA  
 TELEPHONE: (604)859-0511  
 FAX: (604)859-0512  
 Email: yorkhomedesign@yahoo.ca

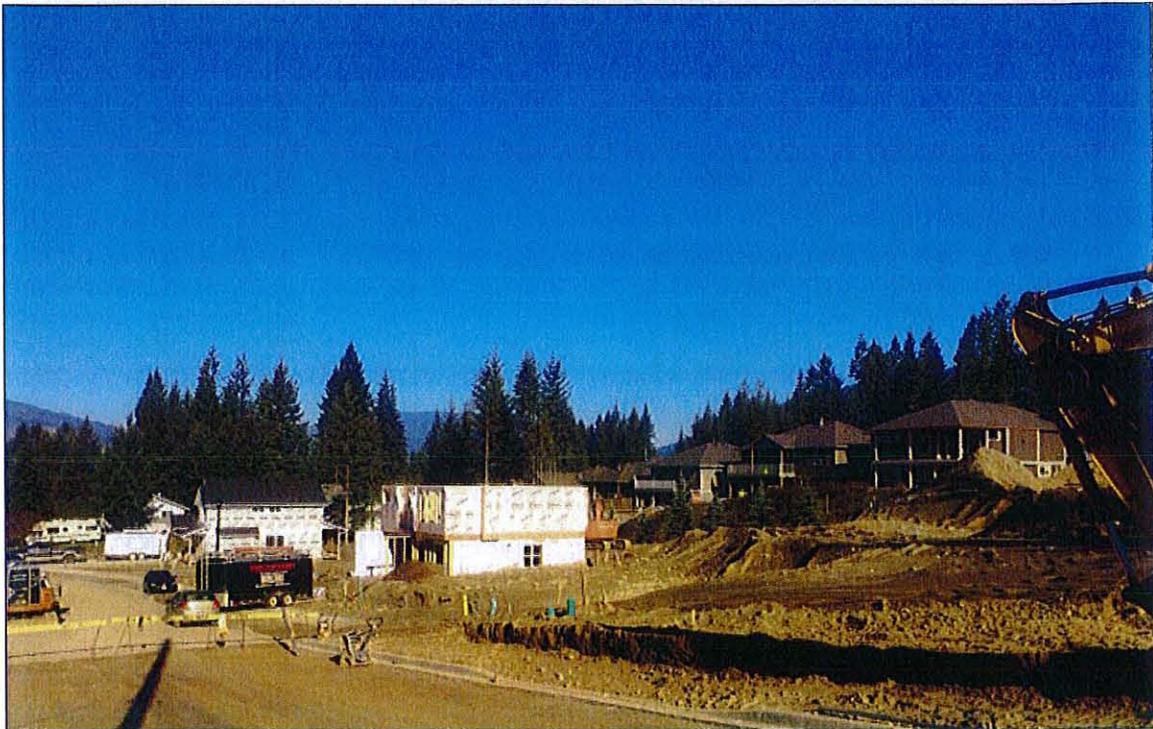
DRAWN BY	SCALE	SHEET NO.
DATE	1/4"=1'-0"	1 OF 4
CHECKED BY	DATE	2 OF 3
1220 23rd STREET SE SALMON ARM		



## Appendix 5: Site Photos



View looking east of subject parcel showing adjacent development.



View looking north of subject parcel showing adjacent development.



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

---

To: Kevin Pearson, Director of Development Services  
 Date: November 29, 2016  
 Prepared by: Darin Gerow, Engineering Assistant  
 Subject: Proposed Rezoning Application ZON-1078E  
 Legal: Lot 8, Section 12, Township 20, Range 10, W6M KDYD, Plan EPP64381  
 Civic: 1220 – 23 Street SE  
 Owner: 1039634 BC Ltd. – Box 785, Salmon Arm, BC V1E 4N9  
 Applicant: Owner

---

Further to your referral dated October 21, 2016, the Engineering Department has thoroughly reviewed the site and has no objections to the proposed rezoning.

It should be noted that driveway access from the street will be limited to 6.0 meters wide.

---

Darin Gerow, A.Sc.T  
Engineering Assistant

---

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

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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 the Council Chamber of the City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Monday, January 16, 2017 at 7:00 p.m**

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

**Proposed Rezoning** of Lot A, Section 12, Township 20, Range 10, W6M, KDYD, Plan 22344, Except Plans KAP53247, KAP89781, EPP32724, EPP57697, EPP64381 and EPP65382

**Civic Address:** 2310 - 10 Avenue SE

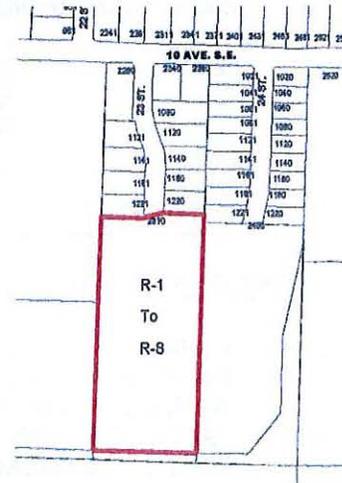
**Location:** East of Hillcrest Elementary School; south of 10 Avenue SE

**Present Use:** Vacant Property

**Proposed Use:** Construction of single family dwellings with the option for residential suite development

**Owner / Applicant:** Grieve, J., Evans, A. & Appeldoorn, K. / Browne Johnson Land Surveyors

**Reference:** ZON-1080/ Bylaw No. 4182



The files for the proposed bylaws are available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from January 3, 2017 to January 16, 2017, 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

January 4 and 11, 2017



## Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: December 1, 2016

Subject: Zoning Bylaw Amendment Application No. 1080

Legal: Lot A, Section 12, Township 20, Range 10, W6M, KDYD, Plan 22344  
Except Plans KAP53247, KAP89781, EPP32724, EPP57697,  
EPP64381 & EPP65382

Civic: 2310 10 Avenue SE

Owner/Applicant: Grieve, J., Evans, A. & Appeldoorn, K. / Browne Johnson Land

**MOTION FOR CONSIDERATION**

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot A, Section 12, Township 20, Range 10, W6M, KDYD, Plan 22344 Except Plans KAP53247, KAP89781, EPP32724, EPP57697, EPP64381 & EPP65382 (2310 10 Avenue SE) from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

**STAFF RECOMMENDATION**

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

**PROPOSAL**

The large subject parcel is just under 6 acres in area, located at 2310 10 Avenue / 23 Street SE (Appendix 1 and 2). The subject parcel is currently under a subdivision application (SUB-16.13) which would result in the creation of 19 parcels. The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to allow options for residential suite use and development.

**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). With the exception of an existing single family dwelling, the subject parcel is currently vacant. Through an associated application (SUB-16.13), the subject parcel has received preliminary approval for subdivision (valid until June 2017). The proposed layout plan (attached as Appendix 4) demonstrates how the subject parcel would be divided into 19 lots. The proposed minimum parcel size of 814 m<sup>2</sup> and minimum width of 20 m meets or exceeds the minimum parcel specifications of the proposed R-8 zone.

The subject parcel is located on 23 Street SE, just east of Hillcrest School. Site photos are attached as Appendix 5. This area is largely comprised of R-1 zoned parcels containing single family dwellings. There are currently thirteen R-8 zoned parcels within close proximity of the subject parcel, including two within the same subdivision (Appendix 3). Two additional properties within the same subdivision are currently in the application process to go to R-8.

As the majority of the subject property is currently vacant, this amendment is to provide flexibility and facilitate future development and use. Any development of a secondary suite or detached suite would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.

### 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. Based on parcel size requirements, the subject properties have potential for the development of either a secondary suite or a detached suite.

Note that in 2014, City Staff reviewed Policy 8.3.25 with respect to the processing of rezoning applications in recognition that a zoning amendment is not a development application, and may proceed without a building plan in anticipation of potential use or development in the future. As previously noted, any actual development on the vacant subject properties would require a building permit and be subject to meeting Zoning Bylaw and BC Building Code requirements.

### COMMENTS

#### Engineering Department

No concerns with rezoning. Note that driveway access shall be limited to a maximum width of 6.0 metres (Appendix 6).

#### Building Department

No concerns with rezoning. Development Cost Charges (DCCs) are payable at the time of Building Permit for a Detached Suite in the amount of \$6,064.31 (same as the DCCs for a High Density Residential Unit).

#### Fire Department

No concerns.

#### Planning Department

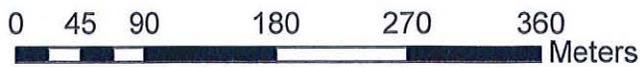
The proposed R-8 zoning is consistent with the OCP and is therefore supported by staff. In staff's opinion, the intended subdivision and minimum parcel sizes would be well-suited for residential suite development. Any development would require a building permit and will be subject to meeting Zoning Bylaw, on-site servicing and BC Building Code requirements.



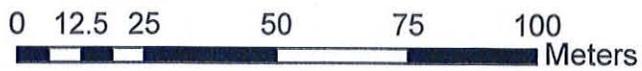
Prepared by: Chris Larson, MCP  
Planning and Development Officer



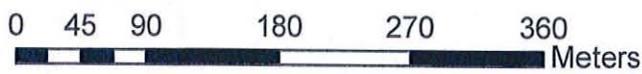
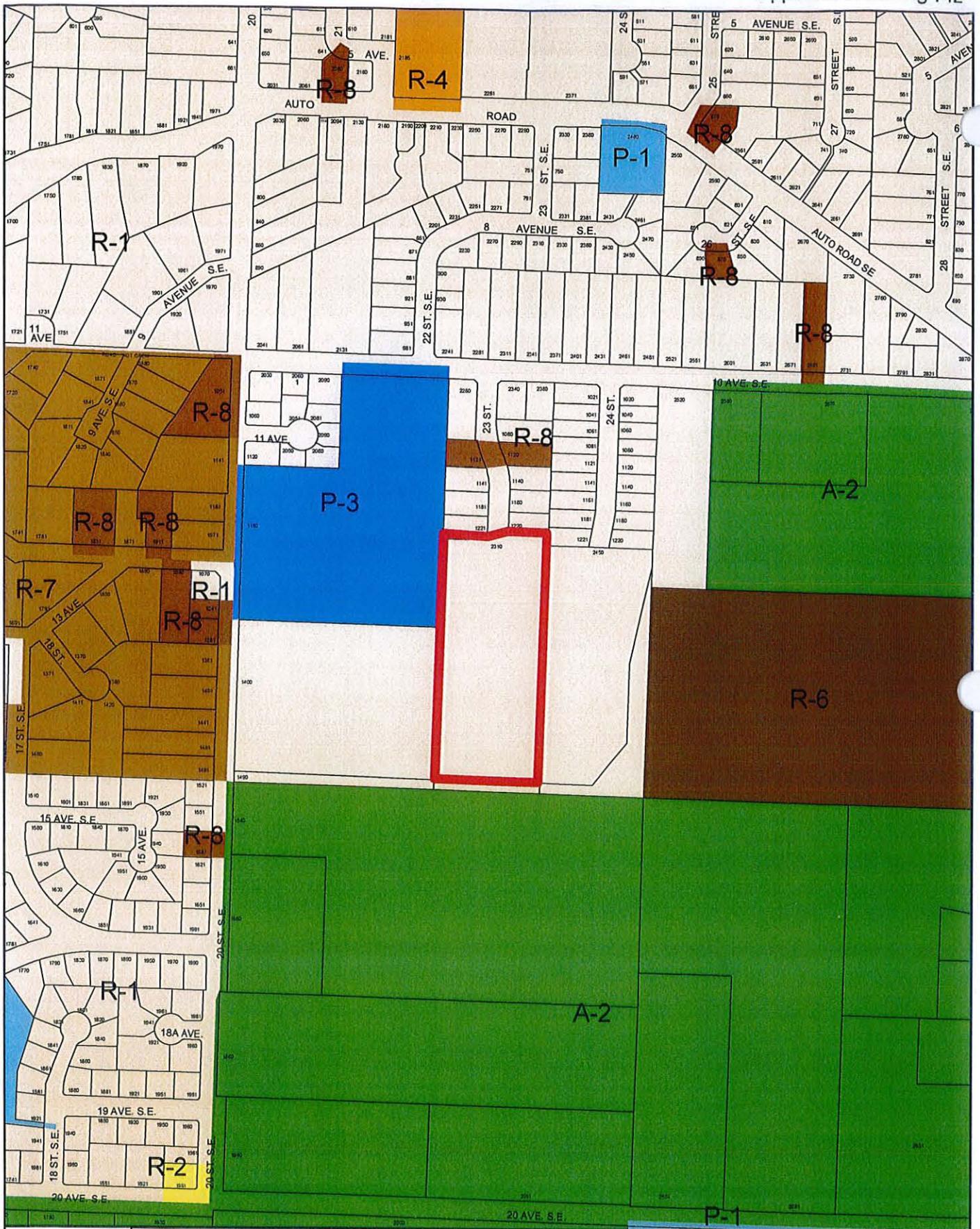
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services



Subject Parcel



Subject Parcel



Subject Parcel

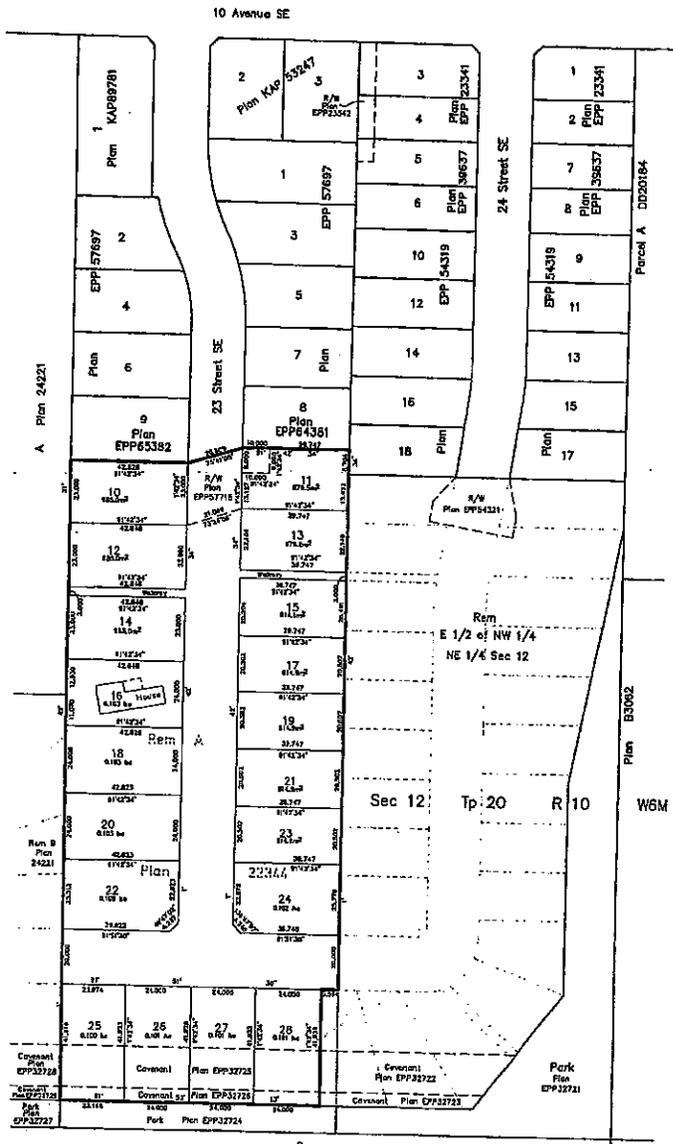
### Sketch Plan to Accompany Re-Zoning Application from R-1 to R-8 of Part of Lot A, Sec 12, Tp 20, R 10, W6M, KDYD, Plan 22344

Except Plans KAP53247, KAP89781, EPP32724, EPP57697, EPP64381 and EPP65382

BCGS 82L064



All distances are in metres.  
The intended plot size of this plan is 432mm in width by 560mm in height (C size) when plotted at a scale of 1:1000



September 20, 2016  
BROWNE JOHNSON LAND SURVEYORS  
B.C. AND CANADA LANDS  
SALMON ARM, B.C. Ph.250-832-9761  
File: 485-16 sketch 152-14.raw

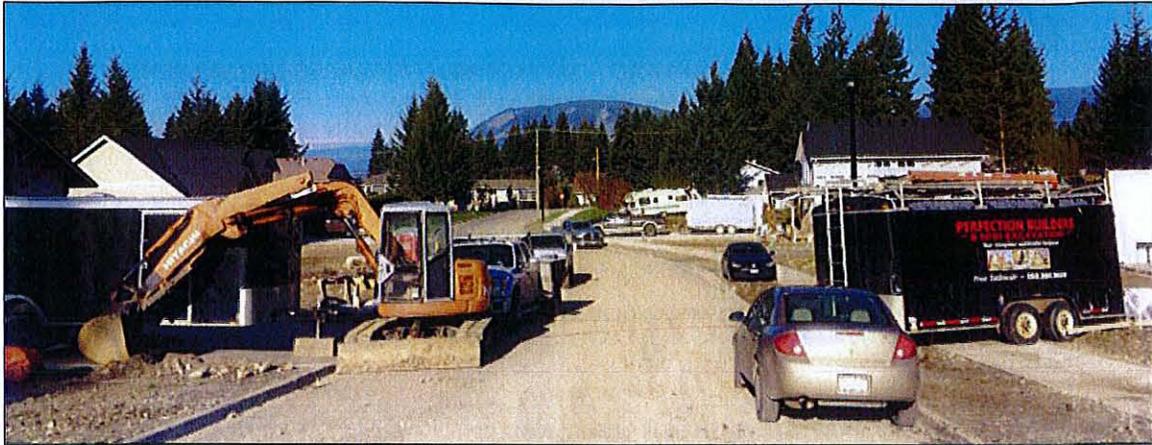


View looking south-east from northern parcel line.

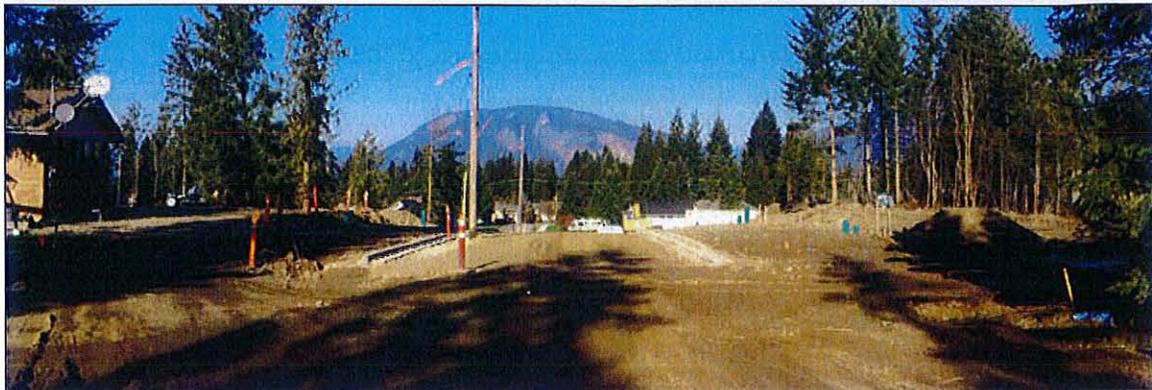


View looking south-west from northern parcel line.

Appendix 5: Site Photos



View looking north from the northern parcel line over adjacent recently developed parcels.



View looking north from the approximate mid-point of the subject parcel showing existing house.



View looking south from the approximate mid-point of the subject parcel.



**CITY OF SALMON ARM - DEVELOPMENT SERVICES DEPARTMENT**  
**Box 40, 500 - 2nd Avenue NE, Salmon Arm, BC, V1E 4N2**  
**Phone: 250-803-4021 FAX: 250-803-4041**

TO: DIRECTOR OF DEVELOPMENT SERVICES (Kevin)  
 PLANNING AND DEVELOPMENT OFFICER (Jon)  
 PLANNING AND DEVELOPMENT OFFICER (Wes)  
 PLANNING AND DEVELOPMENT OFFICER (Chris)  
 MANAGER OF PERMITS & LICENSING (Maurice)  
 FIRE DEPARTMENT (Brad)  
 ENGINEERING & PUBLIC WORKS DEPARTMENT (Rob, Jenn & Jennifer)  
 MINISTRY OF TRANSPORTATION & INFRASTRUCTURE, P.O. Box 100, Salmon Arm, BC, V1E 4S4  
 BC HYDRO, via email utilities group  
 FORTISBC, via email utilities group  
 TELUS, via email utilities group  
 SHAW CABLESYSTEMS, via email utilities group

**REFERRAL**

OWNER: Appeldoorn, Grieve, Evans,  
 APPLICANT: Owner  
 AGENT: Browne Johnson Land Surveyors, Box 362, Salmon Arm, BC V1E 4N5  
 DATE: November 14, 2016  
 SUBJECT: ZONING AMENDMENT APPLICATION FILE NO. ZON-1080  
 LEGAL: Lot A, Section 12, Township 20, Range 10, W6M, KDYD, Plan 22344, Except Plans KAP53247, KAP89781, EPP32724, EPP57697, EPP64381 & EPP65382  
 CIVIC: 2310 - 10 Avenue SE

Please provide comments on the attached Zoning Amendment Application at your earliest opportunity.

OCP Designation:	Low Density Residential
OCP Designation Requested:	n/a
Development Permit Area:	Environmentally Sensitive Riparian Areas
Current Zoning:	R-1 (Single Family Residential Zone)
Requested Zoning:	R-8 (Residential Suite Zone)
ALR:	No
Previous Files:	n/a
Associated File:	16.13

Thank you.

Kevin Pearson, MCIP, RPP  
 Director of Development Services

COMMENTS for ZON-1080:

ONLY ONE DRIVEWAY LEFTDOWN PER  
 LOT WILL BE PERMITTED.

NO OTHER CONCERNS

SIGNATURE: 

DATE: 28/11/16

Item 21.1

## CITY OF SALMON ARM

Date: January 16, 2017

Moved: Councillor Jamieson

Seconded: Councillor Lavery

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4180 be read a third and final time.

[ZON-1076; Eliason, C. & C. / Lawson Engineering & Development Services Ltd.; 1590 - 11 Avenue SE; R-7 to R-8]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

## CITY OF SALMON ARM

### BYLAW NO. 4180

#### 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 \_\_\_\_\_, 2017 at the hour of 7:00 p.m. was published in the \_\_\_\_\_, 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:

Lot 2, Section 12, Township 20, Range 10, W6M, KDYD, Plan 16367 from R-7 (Large Lot 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. 4180”.

READ A FIRST TIME THIS	12th	DAY OF	December	2016
READ A SECOND TIME THIS	12th	DAY OF	December	2016
READ A THIRD TIME THIS		DAY OF		2017
ADOPTED BY COUNCIL THIS		DAY OF		2017

\_\_\_\_\_  
MAYOR

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



Item 21.2

## CITY OF SALMON ARM

Date: January 16, 2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Harrison

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4181 be read a third and final time.

[ZON-1078; 1039634 BC Ltd.; 1220 - 23 Street SE; 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

### BYLAW NO. 4181

#### 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 \_\_\_\_\_, 2017 at the hour of 7:00 p.m. was published in the \_\_\_\_\_, 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:

Lot 8, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP64381 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

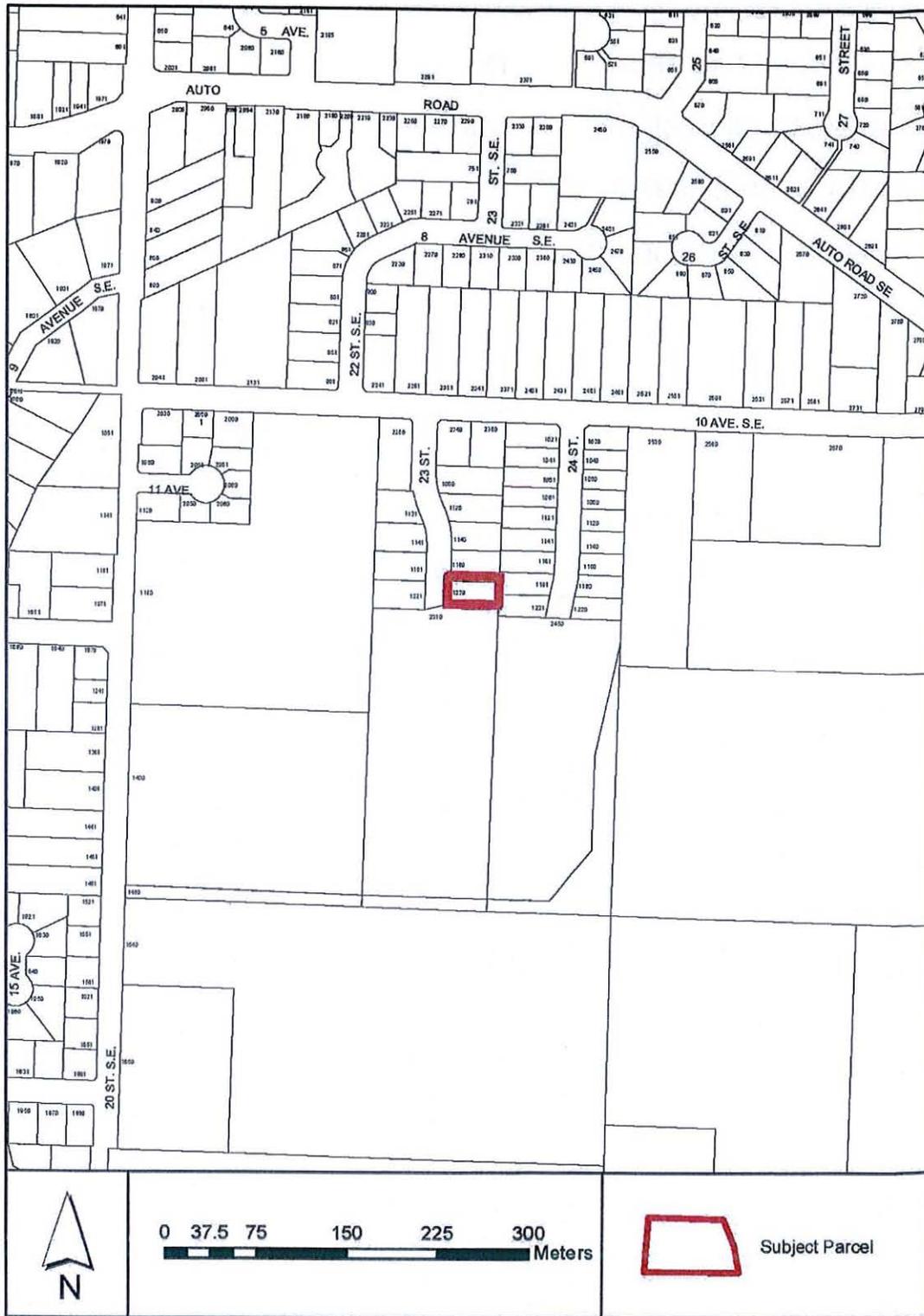
This bylaw may be cited as **“City of Salmon Arm Zoning Amendment Bylaw No. 4181”**.

READ A FIRST TIME THIS	12th	DAY OF	December	2016
READ A SECOND TIME THIS	12th	DAY OF	December	2016
READ A THIRD TIME THIS		DAY OF		2017
ADOPTED BY COUNCIL THIS		DAY OF		2017

\_\_\_\_\_  
MAYOR

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

SCHEDULE "A"



Item 21.3

## CITY OF SALMON ARM

Date: January 16, 2017

Moved: Councillor Flynn

Seconded: Councillor Jamieson

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4182 be read a third and final time.

[ZON-1080; Grieve, J., Evans, A. & Appeldoorn, K. / Browne Johnson Land Surveyors; 2310 - 23 Street SE; 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

### BYLAW NO. 4182

#### 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 \_\_\_\_\_, 2017 at the hour of 7:00 p.m. was published in the \_\_\_\_\_, 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:

Lot A, Section 12, Township 20, Range 10, W6M, KDYD, Plan 22344, Except Plans KAP53247, KAP89781, EPP32724, EPP57697, EPP64381 and EPP65382 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.





Item 23.

## CITY OF SALMON ARM

Date: January 16, 2017

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Regular Council Meeting of January 16, 2017, be adjourned.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

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