

# AGENDA

## Regular Council Meeting

Tuesday, February 14, 2017

1:30 p.m.

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

Council Chamber of City Hall

500 – 2 Avenue NE

Page #	Item #	Description
	1.	CALL TO ORDER
1 - 2	2.	IN-CAMERA SESSION
	3.	ADOPTION OF AGENDA
	4.	DISCLOSURE OF INTEREST
	5.	PRESENTATIONS / DELEGATIONS
3 - 12	1.	Staff Sergeant West, Salmon Arm RCMP Detachment – Quarterly Policing Report – October 1 – December 31, 2016
13 - 14	2.	L. Fitt, Manager, Salmon Arm Economic Development Society – Annual Report
15 - 16	3.	Brody Savoie – Friendship Day 2017
	6.	CONFIRMATION OF MINUTES
17 - 30	1.	Regular Council Meeting Minutes of January 30, 2017
	7.	COMMITTEE REPORTS
31 - 36	1.	Development and Planning Services Committee Meeting Minutes of February 6, 2017
	8.	INTRODUCTION OF BYLAWS
37 - 56	1.	Zoning Amendment Bylaw No. 4185 [ZON-1082; Olsen, M.; 361 – 10 Street SE; R-5 to R-4] – First and Second Readings
57 - 72	2.	Zoning Amendment Bylaw No. 4186 [ZON-1083; Fisher, E. & H.; 1061 – 19 Avenue SE; R-1 to R-8] – First and Second Readings
73 - 96	3.	Parkland Disposal and Exchange Bylaw No. 4175 [Hostman, C. & C./ Browne Johnson Land Surveyors; 1890 – 20 Avenue NE & 1830 – 17 Street NE] – First, Second and Third Readings

8. **INTRODUCTION OF BYLAWS - Continued**
  - 97 - 100 4. Official Community Plan Amendment Bylaw No. 4187 [OCP4000-28; Hostman, C. & C./ Browne Johnson Land Surveyors; 1890 - 20 Avenue NE & 1830 - 17 Street NE] - First and Second Readings
  - 101 - 106 5. Traffic Amendment Bylaw No. 4188 - First, Second and Third Readings
9. **RECONSIDERATION OF BYLAWS**
  - 107 - 130 1. Zoning Amendment Bylaw No. 4164 [ZON-1061; ABC Operations Ltd.; 6151 - 50 Avenue SE; A-2 to M-1] - Final Reading
10. **CORRESPONDENCE**
  - 131 - 132 1. Informational Correspondence
  - 133 - 136 2. L. Wong, Manager, Downtown Salmon Arm - Community Garden Downtown Location
11. **STAFF REPORTS**
  - 137 - 140 1. Chief Financial Officer - Court of Revision
  - 141 - 142 2. Corporate Officer - Licence agreements for airplane hazard beacon site and powerline purposes
  - 143 - 148 3. Director of Engineering and Public Works - Downtown Parking Commission Appointments
12. **NEW BUSINESS**
13. **COUNCIL STATEMENTS**
14. **NOTICE OF MOTION**
15. **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
  - 149 - 150 1. Dogs on the Foreshore Trail
  - 151 - 152 2. Revised SILGA Motion - Four Year Election Cycle Review
16. **OTHER BUSINESS**
  - 153 - 158 1. SEP Executive Committee Appointment of Councillor
17. **QUESTION AND ANSWER PERIOD**

**7:00 p.m.**

<b>Page #</b>	<b>Item #</b>	<b>Description</b>
	<b>18.</b>	<b>DISCLOSURE OF INTEREST</b>
	<b>19.</b>	<b>HEARINGS</b>
159 - 178	1.	Development Permit Application No. DP-409 [0977142 BC Ltd./Shaw, L. & Genn, S., 1481 - 10 Avenue SW - Commercial Building]
	<b>20.</b>	<b>STATUTORY PUBLIC HEARINGS</b>
	<b>21.</b>	<b>RECONSIDERATION OF BYLAWS</b>
	<b>22.</b>	<b>QUESTION AND ANSWER PERIOD</b>
179 - 180	<b>23.</b>	<b>ADJOURNMENT</b>

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Item 2.

## CITY OF SALMON ARM

Date: February 14, 2017

Moved: Councillor Jamieson

Seconded: Councillor Eliason

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: February 14, 2017

### PRESENTATION

**NAME:** Staff Sergeant West, Salmon Arm RCMP Detachment

**TOPIC:** Quarterly Policing Report - October 1 - December 31, 2016

#### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

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



Royal Canadian  
Mounted Police

Gendarmerie royale  
du Canada

Security Classification/Designation  
Classification/désignation sécuritaire

NCO i/c Salmon Arm Detachment  
1980 11<sup>th</sup> Ave NE,  
Salmon Arm, BC.  
V1E 2V5

Your File - Votre référence

Our File - Notre référence

195-7

Date

Mayor and Council City of Salmon Arm

February 6, 2016

RE: Salmon Arm RCMP Detachment

Quarterly Policing Report - September to December 2016

Dear Mayor and Council,

The following information is provided as an update on crime statistics and new developments within the detachment.

#### Detachment News

Our detachment is experiencing staffing challenges. We have experienced a transient Regular member vacancy pattern that we are working through. We have only one vacant position but other Regular Members are off duty due to illness and paternity leave. We are scheduled to see a replacement member in March which will bring our office up the established strength. Due to two recent retirements of public service employee's we experienced two vacancies in recent months. I have staffed one of these positions and that person is presently becoming familiar with our office's business systems. The employee has 7 years of experience working in the RCMP environment. I am presently working with the public service to staff the office manager position in our office which is now vacant.

We have welcomed a new municipal employee into our midst. She now fully involved with her training as we mentor her in RCMP systems.

Again this year we had a dedicated contingent of both on and off-duty officers and retired RCMP officers participate in the parade from a participant and security capacity. We did received some enquiries from the public about our response to public safety at the event. I would like to assure council that we take our local public safety responsibilities very seriously. Given that we have all types of unknown person travelling through Salmon Arm on Highway 1 I can assure council that our response is responsible given the circumstances.

Our local officers and area Highway Patrol resources have been active in the area. In the past quarter our local members removed 99 impaired drivers from the local roadways, and wrote

**Canada**

RCMP GRC 2823 (2002-11) WPT

Page 1 of 2

over 375 violation tickets or warnings to drivers for Provincial Motor Vehicle Act infractions. Of those at minimum, 15 were for high risk driving offences such as distracted driving and intersection offences. In recent weeks I have been in contact with the RCMP officer in charge of our local Highway Patrol unit and they have stepped up their patrols in our area. Our office had a plan in the works for an enforcement blitz in the Highway 1 Corridor in late February and early March and that remains in effect and involves our Highway Patrol Section.

In the months of October November and December our office dealt with 1570 calls for service of which 1132 or 72% were within the City of Salmon Arm. Reported incidents over the same period last year remained constant but 2015 was up 10% over 2014. In essence we are busier and the trend has not increased but it did remain constant.

Property crime statistics are up over last year but instances of property crime have been reducing by 10% per month for the last three months overall. Our property crime reports are now below here we were last year in December. Our officers have been successful in affecting transient criminals as we react to their presence in our community effectively. In the month of December all of our property crime statistics were below average with the exception of auto theft which is still down over the fiscal year.

Yours in Service,



S/Sgt. Scott West  
NCO i/c Salmon Arm RCMP Detachment  
February 6, 2017





**SALMON ARM RCMP  
MAYOR'S REPORT  
QUARTER 4, 2016**

**Salmon Arm Detachment**

1980 11th Ave N.E.

Salmon Arm, BC

V1E 2V5

Telephone (250) 832-6044 Fax (250) 832-6842

**City of Salmon Arm**

500 2nd Ave N.E.

Salmon Arm, BC

V1E 4 N2

January 15, 2017

Dear Mayor Nancy Cooper,

**RE: Quarterly Crime Statistics - October / November / December**

CRIME CATEGORIES	CITY Q4 2015	CITY Q4 Q4 2016	RURAL Q4 2015	RURAL Q4 2016
Homicide / Attempted Homicide	0	0	0	0
Assaults	13	17	7	5
Sexual Offences	4	2	1	1
Robbery	1	0	0	1
Auto Theft	9	10	6	7
Break and Enters	15	3	8	7
Theft From Motor Vehicle	34	29	5	5
Drug Investigations	17	10	6	7
Motor Vehicle Collisions	67	68	39	25
Motor Vehicle Collisions W Fatality	0	0	0	1
Impaired Driving - CC	9	17	1	5
Impaired Driving - MVA (IRPs)	12	18	1	3
TOTAL PERSONS/VIOLENT CC	36	40	13	8
TOTAL PROPERTY CC	137	112	32	49
TOTAL OTHER CC	42	42	11	8
TOTAL CRIMINAL CODE (CC)	215	194	56	65

TOTAL CALLS FOR SERVICE	1132	1132	429	438
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COMMUNITY	CITY Q4 2015	CITY Q4 2016	RURAL Q4 2015	RURAL Q4 2016
Files with youth negative contacts	13	4	5	4
Mental Health Related Calls	71	89	14	18
Files involving Alcohol / Drugs	167	190	64	75

Should you have any questions or concerns, or should you wish to discuss these statistics, please do not hesitate to contact me at 250-832-6044.

Yours truly,

Scott West, S/Sgt., NCO I/C  
Salmon Arm RCMP Detachment



# **SALMON ARM RCMP COMPSTAT REPORT**

**MONTH:** October 2016

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Criminal Code	MONTH	AVG RANGE	YTD 2015	YTD 2016	% CHG
B + E Business	2	1-3	11	22	100.00%
B + E Residence	1	2-8	26	31	19.23%
B + E Other	2	1-2	21	23	9.52%
Auto Theft	3	2-8	40	35	-12.50%
Theft from Vehicle	17	8-18	83	145	74.70%
Theft of Bike	1	1-1	10	10	0.00%

Other Issues	MONTH	AVG RANGE	YTD 2015	YTD 2016	% CHG
Possession Stolen Prop	2	1-2	8	11	37.50%
Prov Statute Offences	24	9-20	139	274	97.12%





## SALMON ARM RCMP COMPSTAT REPORT

MONTH: November 2016

Page 1 of 4

Criminal Code	MONTH	AVG RANGE	YTD 2015	YTD 2016	% CHG
B + E Business	3	1-4	11	25	127.27%
B + E Residence	0	2-6	30	31	3.33%
B + E Other	2	1-4	24	25	4.17%
Auto Theft	8	2-5	46	43	-6.52%
Theft from Vehicle	14	5-13	97	159	63.92%
Theft of Bike	0	1-1	11	10	-9.09%

Other Issues	MONTH	AVG RANGE	YTD 2015	YTD 2016	% CHG
Arson	2	1-3	2	4	100.00%
Shoplifting	4	1-3	27	25	-7.41%
Theft Utilities	1	1-1	0	3	N/C
Property Crime	67	48-65	598	677	13.21%
Traffic Offences	13	7-14	112	152	35.71%





## SALMON ARM RCMP COMPSTAT REPORT

MONTH: December 2016

Page 1 of 4

Criminal Code	MONTH	AVG RANGE	YTD 2015	YTD 2016	% CHG
B + E Business	0	1-6	13	25	92.31%
B + E Residence	0	4-7	37	31	-16.22%
B + E Other	0	1-1	25	25	0.00%
Auto Theft	6	1-6	50	49	-2.00%
Theft from Vehicle	3	4-14	112	162	44.64%
Theft of Bike	0	1-1	11	10	-9.09%

Other Issues	MONTH	AVG RANGE	YTD 2015	YTD 2016	% CHG
Other Theft O/5000	2	1-1	9	6	-33.33%
Robbery	1	1-1	5	2	-60.00%
Federal Statute Offence	2	1-2	27	43	59.26%

### Stats from Priority 1 last meeting ?

Property crime was focused on and all indicators are down as of December as per above. October and November statistics for property crime did stay higher longer but the initiative is on track.

### What was done on Priority 1 from last meeting ?

Enhanced patrols and a renewed focus on area offenders.

### Next steps if numbers have not decreased since last meeting?

Continue the work already being done and instituting rural patrols to target offenders in that area and increase the visible police presence in that area.



## **SALMON ARM RCMP COMPSTAT REPORT**

**MONTH:** December 2016

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### **Priority 2 Identified**

Traffic enforcement and collision reduction

### **What do we know ?**

Recently we received a non scientific report from the Chamber of Commerce that would indicate that 1 to 2 % of drivers may be contravening the MVA in the local downtown Corridor.

### **Who is involved ? Or who are the possible suspects ?**

Drivers from all over BC and other parts of Canada are involved.

### **What is the next step ?**

Continued enforcement and focus on the Highway 1 Corridor area within Salmon Arm utilizing partner units specializing in this enforcement.



## **SALMON ARM RCMP COMPSTAT REPORT**

**MONTH:** December 2016

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### **Priority 1 Identified**

Continued property crime focus.

### **What do we know ?**

Travelling persons involved in property crime and persons from the local rural area are involved in this type of crime

### **Who is involved ? Or who are the possible suspects ?**

We have identified persons who are involved and work is being done to focus on them.

### **What is the next step ?**

Continued pressure in the form of targeted enforcement as well as proactive high visibility patrols in area's susceptible to property crime.





## **SALMON ARM RCMP COMPSTAT REPORT**

**MONTH:** December 2016

Page 2 of 4

### **Stats from Priority 2 last meeting ?**

Collision statistics are on track to meet the Annual Performance plan goal of an 8% reduction in crashes for the fiscal year.

### **What was done on Priority 2 from last meeting ?**

Continued traffic enforcement and a focus on high risk driving offences  
(Distracted Driving, Excessive Speed, and Intersection Offences)

### **Next steps if numbers have not decreased since last meeting?**

Continued enforcement in light of recent events will be maintained even with the positive results. There is a plan going forward in to the next quarter for an enhanced enforcement blitz at intersections on Highway 1 through Salmon Arm.

Item 5.2

## CITY OF SALMON ARM

Date: February 14, 2017

### PRESENTATION

**NAME:** L. Fitt, Manager, Salmon Arm Economic Development Society

**TOPIC:** Annual Report

#### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

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

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Item 5.3

## CITY OF SALMON ARM

Date: February 14, 2017

### PRESENTATION

**NAME:** Brody Savoie

**TOPIC:** Friendship Day 2017

#### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

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



Feb 1<sup>st</sup>, 2017<sup>16</sup>

Dear COUNCIL members,

I was hoping to come to the next meeting to present my idea for friendship day this year. I am wanting to do a Soapbox race. I have a little surprise put together to help show my idea. Please let me know if I can come. I will be very grateful if I can. Thank-you!!

Sincerely,  
Brody





Item 6.1

## CITY OF SALMON ARM

Date: February 14, 2017

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of January 30, 2017 be adopted as circulated.

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

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

## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chamber of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Monday, January 30, 2017.

### PRESENT:

Mayor N. Cooper  
Councillor C. Eliason  
Councillor K. Flynn  
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  
Manager of Financial Services T. Tulak  
Recorder C. Simmons

### 1. CALL TO ORDER

Mayor Cooper called the meeting to order at 1:29 p.m.

### 2. IN-CAMERA SESSION

0027-2017                      Moved: Councillor Lavery  
                                      Seconded: Councillor Flynn  
                                      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 1:58 p.m.  
Council recessed until 2:30 p.m.

### 3. REVIEW OF AGENDA

Addition under item 10.2 D. Gonella, Executive Director, Salmon Arm Folk Music Society - letter dated January 26, 2017 - Funding Request for South Fairgrounds Power Source Installation

Addition under item 10.3 Okanagan Regional Library - newsletter dated January 25, 2017 - Budget 2017 - Library funding indexation

#### 4. DISCLOSURE OF INTEREST

Councillor Eliason declared a conflict of interest with item 19.1 as he is related to the applicants.

Councillors Harrison & Jamieson declared a conflict of interest with item 9.2 as they are employed by School District #83 which owns the South Canoe Property and buildings.

Councillor Jamieson declared a conflict of interest with item 10.1.11 as he is employed by School District #83.

Councillor Wallace Richmond declared a conflict of interest with item 9.2 as her firm has a contract with School District #83 which owns the South Canoe Property and buildings.

Councillor Wallace Richmond declared a conflict of interest with item 10.2 as her firm has a contract with the Salmon Arm Folk Music Society.

#### 5. PRESENTATIONS / DELEGATIONS

##### 1. T. Crouch, 2017 Coordinator, Canada 150 Original Dragon Boat Festival – Approval to host Dragon Boat Festival at Canoe Beach

Ted Crouch, 2017 Coordinator, Canada 150 Original Dragon Boat Festival outlined the request to host the Canada 150 Original Wooden Dragon Boat Festival at Canoe Beach on July 15 and 16, 2017 and was available to answer questions from Council.

0028-2017

Moved: Councillor Flynn

Seconded: Councillor Jamieson

THAT: Council authorize the Shuswap Association for Rowing and Paddling (SARP) and Aspiral Youth Partners Association (AYPA) to host the Canada 150 Original Wooden Dragon Boat Festival at Canoe Beach on July 15 and 16, 2017 subject to receipt of adequate liability insurance and any Provincial approval that may be required.

CARRIED UNANIMOUSLY

##### 2. Peggy Maerz, Salmon Arm Bulldog's Boxing and Training – Hit to Fit Fundraiser

Peggy Maerz, Salmon Arm Bulldog's Boxing and Training provided an overview of the Hit to Fit Fundraiser and was available to answer questions from Council.

##### 3. P. McIntyre-Paul, Executive Director, Shuswap Trail Alliance – Dogs on the Foreshore Trail Update

Phil McIntyre-Paul, Executive Director, Shuswap Trail Alliance provided an update on Dogs on the Foreshore Trail and was available to answer questions from Council.

Councillor Jamieson left the meeting at 3:29 p.m. and returned at 3:30 p.m.

0029-2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Jamieson

THAT: Shuswap Trail Alliance's recommendations regarding Dogs on the Foreshore Trail be brought forward to the February 14, 2017 Regular Council Meeting.

CARRIED UNANIMOUSLY

## 6. CONFIRMATION OF MINUTES

Councillor Wallace Richmond left the meeting at 3:36 p.m.

### 1. Regular Council Meeting Minutes of January 16, 2017

0030-2017            Moved: Councillor Jamieson  
                           Seconded: Councillor Harrison  
                           THAT: the Regular Council Meeting Minutes of January 16, 2017 be adopted as circulated.

CARRIED UNANIMOUSLY

## 7. COMMITTEE REPORTS

### 1. Development and Planning Services Committee Meeting Minutes of January 23, 2017

0031-2017            Moved: Councillor Flynn  
                           Seconded: Councillor Lavery  
                           THAT: the Development and Planning Services Committee Meeting Minutes of January 23, 2017, be received as information.

CARRIED UNANIMOUSLY

### 2. Social Impact Advisory Committee Meeting Minutes of November 22, 2016

0032-2017            Moved: Councillor Flynn  
                           Seconded: Councillor Jamieson  
                           THAT: the Social Impact Advisory Committee Meeting Minutes of November 22, 2016, be received as information.

Councillor Wallace Richmond returned at 3:37 p.m.

Councillor Eliason left the meeting at 3:38 p.m.

CARRIED UNANIMOUSLY

### 3. Community Heritage Commission Meeting Minutes of November 15, 2016

0033-2017            Moved: Councillor Wallace Richmond  
                           Seconded: Councillor Flynn  
                           THAT: the Community Heritage Commission Meeting Minutes of November 15, 2016, be received as information.

CARRIED UNANIMOUSLY

Councillor Eliason returned to the meeting at 3:39 p.m.

### 4. Community Heritage Commission Meeting Minutes of December 20, 2016

0034-2017            Moved: Councillor Wallace Richmond  
                           Seconded: Councillor Eliason  
                           THAT: the Community Heritage Commission Meeting Minutes of December 20, 2016, be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS - Continued

5. Environmental Advisory Committee Meeting Minutes of January 5, 2017

0035-2017            Moved: Councillor Lavery  
                          Seconded: Councillor Flynn  
                          THAT: the Environmental Advisory Committee Meeting Minutes of January 5, 2017, be received as information.

CARRIED UNANIMOUSLY

6. Greenways Liaison Committee Meeting Minutes of January 19, 2017

0036-2017            Moved: Councillor Jamieson  
                          Seconded: Councillor Eliason  
                          THAT: the Greenways Liaison Committee Meeting Minutes of January 19, 2017, be received as information.

CARRIED UNANIMOUSLY

8. INTRODUCTION OF BYLAWS

9. RECONSIDERATION OF BYLAWS

1. Zoning Amendment Bylaw No. 4165 [ZON-1069; Dewick, T. & L.; 1351 15 Avenue SE; R-7 to R-8] - Final Reading

0037-2017            Moved: Councillor Flynn  
                          Seconded: Councillor Lavery  
                          THAT: the bylaw entitled Zoning Amendment Bylaw No. 4165 be read a final time.

CARRIED UNANIMOUSLY

Councillors Harrison, Jamieson and Wallace Richmond declared a conflict of interest and left the meeting at 3:46 p.m.

2. Short Term Capital Borrowing (Bylaw No. 4158) Repeal Bylaw No. 4179 - Final Reading

0038-2017            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.

CARRIED UNANIMOUSLY

Councillors Jamieson and Wallace Richmond returned to the meeting at 3:46 p.m.

10. **CORRESPONDENCE**

1. **Informational Correspondence**

For information.

Councillor Harrison returned to the meeting at 3:47 p.m.

7. **S. McKee, President & B. Healy, Head Coach, Selkirk Swim Club - letter dated January 5, 2017 - Swim BC Open Water Championships**

S. McKee, President, Selkirk Swim Club, outlined the request and was available to answer questions from Council.

0039-2017

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: Council authorize the Selkirk Swim Club to host the Swim BC Open Water Championships at Canoe Beach on July 10, 2017 subject to receipt of adequate liability insurance and any Provincial approvals that may be required.

**CARRIED UNANIMOUSLY**

12. **District of Oak Bay - Draft Agenda and Registration Form - Mayors' Caucus February 22 - 24, 2017 - Oak Bay, B.C.**

0040-2017

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: Council authorize the Mayor to attend the Mayor's Caucus from February 22 - 24, 2017 in Oak Bay, B.C.

**CARRIED UNANIMOUSLY**

9. **D. Leatherdale, Shuswap Rotary Club - email dated January 12, 2017 - Gazebo Grant**

0041-2017

Moved: Councillor Lavery

Seconded: Councillor Harrison

THAT: Council support an application to the BC Community Heritage Commission, for grant funding to complete the Canada 150 Art Gallery Plaza project.

**CARRIED UNANIMOUSLY**

Councillor Wallace Richmond declared a conflict of interest and left the meeting at 4:12 p.m.

2. **D. Gonella, Executive Director, Salmon Arm Folk Music Society - letter dated January 26, 2017 - Funding Request for South Fairgrounds Power Source Installation**

0042-2017

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Council write a letter of support to the Salmon Arm Folk Music Society for the grant funding request to CreativeBC Live Music Fun for the South Fairground Power Source Installation.

**CARRIED UNANIMOUSLY**

Councillor Wallace Richmond returned to meeting at 4:18 p.m.

10. CORRESPONDENCE – Continued3. Okanagan Regional Library – newsletter dated January 25, 2017 – Budget 2017 – Library funding indexation

0043-2017

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: Council support sending the draft letter to the MLA from the Okanagan Regional Library – Re: Support for Select Standing Committee on Finance and Government Services Report on the Budget 2017 Consultations.

CARRIED UNANIMOUSLY11. STAFF REPORTS1. Corporate Officer – Canoe Beach Concession Agreement

0044-2017

Moved: Councillor Jamieson

Seconded: Councillor Lavery

THAT: the Mayor and Corporate Officer be authorized to execute a lease agreement with Jim and Joyce Dunlop for a three (3) year term from May 1, 2018 to September 30, 2020 at a rate of \$1,000.00 per year, subject to Community Charter advertising requirements;

AND THAT: Council authorize Jim and Joyce Dunlop to include the rental of paddle boards, other non-motorized watercraft and beach umbrellas at the concession, effective May 1, 2017, subject to receipt of adequate liability insurance and a waiver.

CARRIED UNANIMOUSLY12. NEW BUSINESS1. Revitalization Tax Exemption Bylaw- Councillor Eliason

0045-2017

Moved: Councillor Eliason

Seconded: Councillor Flynn

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

CARRIED UNANIMOUSLY13. COUNCIL STATEMENTS1. Committees of Council/Agency Representatives

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

i) CSRD – 2017 Budget for Salmon Arm (using 2017 Completed Roll)

Councillors Lavery and Flynn spoke regarding the Columbia Shuswap Regional District 2017 Budget for Salmon Arm.

13. **COUNCIL STATEMENTS** - Continued

1. **Committees of Council/Agency Representatives** - Continued

0046-2017                      Moved: Councillor Eliason  
                                       Seconded: Councillor Lavery  
                                       THAT: Council write a letter to SILGA supporting the review of the efficacy of  
                                       three (3) year versus four (4) year Council terms.

CARRIED

Mayor Cooper, Councillors Flynn and Harrison Opposed

Councillor Wallace Richmond left the meeting at 5:13 p.m. and returned at 5:15 p.m.

14. **NOTICE OF MOTION**

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

1. **Committees of Council, etc.**

0047-2017                      Moved: Councillor Flynn  
                                       Seconded: Councillor Eliason  
                                       THAT: Council approve the Committees of Council etc. dated January 30, 2017  
                                       (January 2017 - October 2018) and Deputy Mayor appointments for 2017 - 2018.

Amendment:

Moved: Councillor Lavery  
 Seconded: Councillor Wallace Richmond  
 THAT: Councillor Flynn be appointed as the Alternate to the Economic  
 Development Society.

CARRIED UNANIMOUSLY

Amendment:

Moved: Councillor Eliason  
 Seconded: Councillor Flynn  
 THAT: Councillor Harrison be appointed as the representative to the Kelowna  
 Airport Committee.

CARRIED UNANIMOUSLY

Motion As Amended:

CARRIED UNANIMOUSLY

16. **OTHER BUSINESS**

17. **QUESTION AND ANSWER PERIOD**

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



The Meeting recessed at 5:22 p.m.

The Meeting reconvened at 6:00 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

**PUBLIC INPUT SESSION MARIJUANA RETAILERS/DISPENSARIES**

Councillor Ken Jamieson assumed the Chair.

D. Altschul, Trans Herbal Cooks and Compassion, spoke regarding the positive impact of her business and how the Shuswap could benefit from a task force. She expressed interest in sitting on a Marijuana Task Force Committee.

J. Kimmerly, 4470 - 14 Street NE, cautioned the location of dispensaries surrounding existing businesses in the community.

M. Kriese, #2 3110 - 2 Avenue NE, spoke regarding cannabis oil as a treatment for cancer. She is not concerned with location but would like regulation implemented similar to beer and wine stores. She spoke to the importance of marketing and education.

J. Henderson, 920 - 10 Street NE, spoke to the medical use of marijuana and cannabis. Legalization puts an end to the criminal element and allows people to know what they are getting.

A. Anderberg, #66, 141 - 10 Avenue SE, spoke regarding support of medical marijuana dispensaries in Alberta and the need for dispensaries and compassion groups in Salmon Arm.

K. Campbell, #22 601 Bettie Avenue NW, expressed that having marijuana dispensaries in Salmon Arm would be a life changing event. Salmon Arm needs a stimulant for business, dispensaries would provide an additional employer for the community. He spoke to health issues and benefits of the product, the importance of education of the product, the need for a dispensary in Salmon Arm, age limit and the maximum allowance.

C. Vannos, spoke to the effects of legalization of marijuana on society and questioned if Salmon Arm was going to be there for the addictive aspect of drugs.

S. Lindgren, 160 - 3 Street SE, spoke about the benefits of regulations, health benefits of marijuana, safety of being available through dispensaries and location of dispensaries.

C. Mantee, spoke in support of the benefits of marijuana for medicinal purposes and the need for dispensaries.

**PUBLIC INPUT SESSION MARIJUANA RETAILERS/DISPENSARIES - Continued**

M. Kriese, #2 3110 - 2 Avenue NE, spoke to the need for ongoing collaboration and educating the public regarding jurisdiction.

J. Kimmerly, 4470 - 14 Street NE, spoke to limiting the number of dispensaries in each community and not charging higher business license fees for dispensaries.

S. Lindgren, 160 - 3 Street SE, spoke to the need for dispensaries to be located in easily accessible and central areas, not remote or removed areas.

The public input session ended and the Meeting recessed at 6:56 p.m.

The Meeting reconvened at 7:00 p.m.

Mayor Nancy Cooper assumed the Chair.

Councillor Flynn entered the meeting at 7:00 p.m.

**18. DISCLOSURE OF INTEREST**

Councillor Eliason declared a conflict of interest with item 19.1 as he is related to the applicants.

**19. HEARINGS**

Councillor Eliason declared a conflict of interest and left the meeting at 7:00 p.m.

**1. Development Variance Permit Application No. VP-439 [M. Norgren & T. Eliason; 5281 - 75 Avenue NE; Setback Variance]**

0048-2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: Development Variance Permit No. VP-439 be authorized for issuance for Parcel Z, Block 1, Section 5, Township 21, Range 9, W6M, KDYD, Plan 1004, which will vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 6.10.1 - R-1 Single-Family Residential Zone - reduce the minimum building setback from the front parcel line from 6.0 m (19.7 ft) to 3.1 m (10.2 ft) for the existing single-family dwelling, as shown in Schedule A of the staff report dated December 17, 2016, and;
2. Section 6.10.2 - R-1 Single-Family Residential Zone - reduce the minimum building setback from the rear parcel line from 6.0 m (19.7 ft) to 1.3 m (4.3 ft) for the existing single-family dwelling, as shown in Schedule A of the staff report dated December 17, 2016.

AND THAT: Issuance of Development Variance Permit No. VP-439 be withheld subject to the registration of a Section 219 *Land Title Act* covenant(s) registered on title ensuring compliance with Riparian Areas Regulation: Assessment Report Number 4062, addressing flood hazard, and saving the City harmless from any liability or damages that may arise in the future.

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

19. HEARINGS - Continued1. Development Variance Permit Application No. VP-439 [M. Norgren & T. Eliason; 5281 - 75 Avenue NE; Setback Variance] - Continued

Submissions were called for at this time.

J. Johnson, Brown Johnson Land Surveyors, the agent, spoke regarding the application and was available to answer questions from the Committee.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:12 p.m. and the motion was:

CARRIED

Councillor Lavery Opposed

Councillor Eliason returned to the meeting at 7:18 p.m.

2. Development Variance Permit Application No. VP-444 [A. & H. Gowen; 31 - 2 Street SE; Setback Variance]

0049-2017

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: Development Variance Permit No. VP-444 be authorized for issuance for Lot 22, Block 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392, which will vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 4.12.1(a) - General Regulations - increase the maximum permitted height of a fence in the interior side yard from 2.0 m (6.5 ft) to 2.75 m (9.02 ft) to allow for an existing 5.5 m (18.05 ft) length of privacy fence, as shown in Schedule A of the staff report dated December 19, 2016;
2. Section 6.10.3 - R-1 Single-Family Residential Zone - reduce the minimum setback of the principal building from the south interior parcel line from 1.5 m (4.9 ft) to 0.7 m (2.2 ft) to allow for the existing single family dwelling, as shown in Schedule A of the staff report dated December 19, 2016;
3. Section 6.11.1 - R-1 Single-Family Residential Zone - reduce the minimum setback of an accessory building from the front parcel line from 6.0 m (19.7 ft) to 0 m (0 ft) to allow for an existing "car tent", as shown in Schedule A of the staff report dated December 19, 2016;
4. Section 6.11.1 - R-1 Single-Family Residential Zone - reduce the minimum setback of an accessory building from the front parcel line from 6.0 m (19.7 ft) to 0 m (0 ft) to allow for a future carport, as shown in Schedule A, and of the staff report dated December 19, 2016;
5. Section 6.11.3 - R-1 Single-Family Residential Zone - reduce the minimum setback of an accessory building from the north interior side parcel line from 1.0 m (3.3 ft) to 0 m (0 ft) to allow for an accessory building, an existing "car tent", and a future carport, as shown in Schedule A of the staff report dated December 19, 2016.

19. HEARINGS - Continued2. Development Variance Permit Application No. VP-444 [A. & H. Gowen; 31 - 2 Street SE; Setback Variance] - Continued

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

Submissions were called for at this time.

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

T. & V. Nakazawa, 21 - 2 Street SE, expressed concerns with the variance request. They agree with the City Staff recommendations and asked for an extension of the fence and moving parking to the rear yard. They spoke to additional concerns with the plywood retaining wall and potential additional water from the carport structure.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:44 p.m.

CARRIED  
Councillor Lavery Opposed

The Meeting recessed at 8:01 p.m.

The Meeting reconvened at 8:16 p.m.

3. Development Variance Permit Application No. VP-445 [P. Cumming & N. Wagner; 4891 - 16 Street NE; Setback Variance]

0050-2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: Development Variance Permit No. VP-445 be authorized for issuance for Lot 2, Plan 34059, Sec. 25, Tp. 20, R. 10, W6M, KDYD to vary the provisions of Zoning Bylaw No. 2303 as follows:

- 1) Section 6.11.4 - decrease the minimum setback of an accessory building from the front parcel line from 6.0 metres to 1.84 metres for the proposed garage building shown on Appendix 3 of the staff report dated January 13, 2017.

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

Submissions were called for at this time.

N. Wagner, the applicant, spoke regarding the application and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 8:20 p.m. and the motion was:

CARRIED UNANIMOUSLY

20. **STATUTORY PUBLIC HEARINGS**

1. **Zoning Amendment Application No. ZON1081; Channer, A. & Davis, M.; 80 - 16 Street NE; R-1 to R-8**

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

Submissions were called for at this time.

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

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4184 was declared closed at 8:24 p.m.

21. **RECONSIDERATION OF BYLAWS**

1. **Zoning Amendment Bylaw No. 4184 [ZON1081; Channer, A. & Davis, M.; 80 - 16 Street NE; R-1 to R-8] - Third and Final Readings**

0051-2017

Moved: Councillor Jamieson

Seconded: Councillor Lavery

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

CARRIED UNANIMOUSLY

22. **QUESTION AND ANSWER PERIOD**

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

23. **ADJOURNMENT**

0052-2017

Moved: Councillor Eliason

Seconded: Councillor Jamieson

THAT: the Regular Council Meeting of January 30, 2017, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:25 p.m.

CERTIFIED CORRECT:

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

Adopted by Council the day of 2017.

\_\_\_\_\_  
MAYOR

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Item 7.1

## CITY OF SALMON ARM

Date: February 14, 2017

Moved: Councillor Eliason

Seconded: Councillor Harrison

THAT: the Development and Planning Services Committee Meeting Minutes of February 6, 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, February 6, 2017.

### **PRESENT:**

Mayor N. Cooper  
 Councillor C. Eliason  
 Councillor K. Flynn  
 Councillor K. Jamieson (entered the meeting at 8:03 a.m.)  
 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

### **1. CALL TO ORDER**

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

### **2. REVIEW OF THE AGENDA**

Addition under item 6.1 L. Wong, Manager, Downtown Salmon Arm – e-mail dated February 2, 2017 – City support for downtown community garden

### **3. DECLARATION OF INTEREST**

Councillor Lavery declared a conflict of interest with item 5.4 as the applicants are both neighbors and family friends.

### **4. PRESENTATION**

### **5. REPORTS**

1. **Proposed Land Exchange and Parkland Disposal and Exchange Bylaw No. 4175/OC4000-28; Hostman, C. & C./ Browne Johnson Land Surveyors; 1890 – 20 Avenue NE & 1830 – 17 Street NE**

Moved: Councillor Harrison  
 Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee recommends to Council that Council agree to proceed with an exchange of Part of Lot 1, Plan 2927, except Plan 16170 for Part of Lot 3, Plan KAP81689, Sec. 24, Tp. 20, R. 10, W6M, KDYD, as shown Appendix 3 attached to the staff report dated January 27, 2017, subject to the following:



5. REPORTS - Continued1. Proposed Land Exchange and Parkland Disposal and Exchange Bylaw No. 4175/OCP4000-28; Hostman, C. & C./ Browne Johnson Land Surveyors; 1890 - 20 Avenue NE & 1830 - 17 Street NE - Continued

- i) Compliance with Section 27 of the Community Charter; and
- ii) the applicant being responsible for all associated costs.

AND THAT: Parkland Disposal and Exchange Bylaw No. 4175 receive three readings;

AND THAT: Final reading of Bylaw No. 4175 be withheld pending approval of the electors being obtained through the Alternative Approval Process in accordance with Section 86 of the Community Charter;

AND THAT: The fair determination of the total number of elector responses required is 1,336 (10% of electors);

AND THAT: The deadline for elector responses to be received on the Elector Response Form as shown on Appendix 10 attached to the staff report dated January 27, 2017, is April 3, 2017;

AND THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000, as follows:

- i) Map A-1 (Land Use):
  - a) Redesignate that Part of Lot 1, Plan 2927, except Plan 16170, Sec. 24, Tp. 20, R. 10, W6M, KDYD Appendix 9 attached to the staff report dated January 27, 2017 from Medium Density Residential to Park; and
  - b) Redesignate that Part of Lot 3, Plan KAP81689, Sec. 24, Tp. 20, R. 10, W6M, KDYD Appendix 9 attached to the staff report dated January 27, 2017 from Park to Medium Density Residential.

AND THAT: Pursuant to Section 882(3)(a) of the Local Government Act, Council has considered the proposed Official Community Plan amendments in conjunction with:

- 1) The Financial Plans of the City of Salmon Arm; and
- 2) The Liquid Waste Management Plan of the City of Salmon Arm.

AND THAT: Final reading of the Official Community Plan amendment bylaw be withheld pending:

- 1) Adoption of Parkland Disposal and Exchange Bylaw No. 4175.

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

J. Johnson, Brown Johnson Land Surveyors, the agent, spoke regarding the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

5. **REPORTS – Continued**

2. a) **Development Variance Permit No. VP-450; Olsen, M.; 361 – 10 Street SE; Exterior Parcel Line**

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-450 be authorized for issuance for Lot 4, Section 14, Township 20, Range 10, W6M, KDYD, Plan 11087 except Plan 20146 which will vary Section 9.9.4 of Zoning Bylaw No. 2303 by reducing the exterior parcel line from 5.0 metres to 1.8 metres.

M. Olsen, the applicant, spoke regarding the application and was available to answer questions from the Committee.

**CARRIED UNANIMOUSLY**

2. b) **Zoning Amendment Application No. ZON-1082; Olsen, M.; 361 – 10 Street SE; R-5 to R-4**

Moved: Councillor Flynn

Seconded: Councillor Harrison

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 4, Section 14, Township 20, Range 10, W6M, KDYD, Plan 11087 except Plan 20146 from R-5 (High Density Residential Zone) to R-4 (Medium Density Residential Zone);

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

M. Olsen, the applicant, spoke regarding the application and was available to answer questions from the Committee.

**CARRIED UNANIMOUSLY**

3. **Zoning Amendment Application No. ZON-1083; Fisher, E. & H.; 1061 – 19 Avenue SE; R-1 to R-8**

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 8, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP56083 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

**CARRIED UNANIMOUSLY**

5. **REPORTS** - Continued

Councillor Lavery declared a conflict of interest and left the meeting at 8:18 a.m.

4. **Development Permit Application No. DP-409; 0977142 BC Ltd./Shaw, L. & Genn, S., 1481 - 10 Avenue SW - Commercial Building**

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that Development Permit No. 409 be authorized for issuance for Lot 1, Section 15, Township 20, Range 10, W6M, KDYD, Plan 3757 Except Plan 10183 in accordance with the elevations, site and landscaping plan attached in Appendix 3 of the staff report dated January 24, 2017;

AND FURTHER THAT: Issuance of Development Permit No. DP-409 be withheld subject to the following:

- 1) Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan.

L. Shaw, the applicant, spoke regarding the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

Councillor Lavery returned to the meeting at 8:25 a.m.

5. **Amendment to Traffic Bylaw No. 1971 to include provisions for the use of vehicle immobilization device**

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Traffic Bylaw No. 1971 to include the following definition:

"Vehicle Immobilization Device" means a wheel clamp device that is designed to prevent vehicles from being moved.

AND THAT: the following sentence be inserted into the body of the referenced bylaw:

202. (1) (d) seize or caused to be seized by applying a vehicle immobilization device to any vehicle, trailer or cycle that is in violation of this bylaw;

AND FURTHER THAT: the balance of section 202(1) be renumbered accordingly.

M. Roy, Manager of Permits and Licencing, outlined the report and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

6. CORRESPONDENCE

1. L. Wong, Manager, Downtown Salmon Arm - e-mail dated February 2, 2017 - City support for downtown community garden

The Committee requested L. Wong, Manager of Downtown Salmon Arm attend the February 14, 2017 Regular Council Meeting to provide additional details surrounding the request.

7. IN-CAMERA

No items.

8. LATE ITEMS

No items.

9. ADJOURNMENT

Moved: Councillor Eliason

Seconded: Councillor Jamieson

THAT: the Development and Planning Services Committee meeting of February 6, 2017, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:44 a.m.

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

---

Mayor Nancy Cooper  
Chair

Item 8.1

## CITY OF SALMON ARM

Date: February 14, 2017

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4185 be read a first and second time;

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

[ZON-1082; Olsen, M.; 361 - 10 Street SE; R-5 to R-4]

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

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



*City of Salmon Arm*

*Development Services Department Memorandum*

TO: Her Worship Mayor Cooper and Members of Council

DATE: January 24, 2017

SUBJECT: Zoning Bylaw Amendment Application No. 1082 (R-5 to R-4)  
 Variance Permit Application No. VP-450 (Setback)  
 Legal: Lot 4, Section 14, Township 20, Range 10, W6M, KDYD, Plan 11087 except Plan 20146  
 Civic Address: 361 – 10 Street SE  
 Owner/Applicant: Mark Olson

**MOTION FOR CONSIDERATION**

**THAT:** Development Variance Permit No. VP-450 be authorized for issuance for Lot 4, Section 14, Township 20, Range 10, W6M, KDYD, Plan 11087 except Plan 20146 which will vary Section 9.9.4 of Zoning Bylaw No. 2303 by reducing the exterior parcel line from 5.0 metres to 1.8 metres;

**AND THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 4, Section 14, Township 20, Range 10, W6M, KDYD, Plan 11087 except Plan 20146 from R-5 (High Density Residential Zone) to R-4 (Medium Density Residential Zone);

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

**STAFF RECOMMENDATION**

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

**PROPOSAL**

The subject property is located at 361 – 10 Street SE as shown on APPENDICES 1 and 2. The proposal is to rezone the parcel from R-5 (High Density Residential) to R-4 (Medium Density Residential) to accommodate a five lot strata subdivision. R-5 zoning does not permit single family housing development while R-4 zoning does.

In addition, the applicant is requesting a reduction of the northern exterior side parcel line. The northern property line has frontage along a dedicated, unconstructed closed municipal road. The proposed variance is to reduce the required building setback from 5.0 m to 1.8 m to accommodate a single family dwelling on the northern most strata lot. Proposed site plan and layout are shown in APPENDIX 3.

The applicant has provided a rationale letter attached as APPENDIX 4. In addition, the applicant has consulted the neighborhood in advance and conducted a neighborhood meeting. Meeting notes and associated correspondence provided by the applicant are attached as APPENDIX 5.

## BACKGROUND

The subject property is an angled parcel approximately 2,046 m<sup>2</sup> in area with 21 m of frontage on 10 Street SW. The property also has approximately 26 m of frontage along a dedicated, but unopened road to the north. The lot is designated High Density Residential for land use in the City's Official Community Plan (OCP), and zoned High Density Residential (R-5) in the Zoning Bylaw.

The subject property has been zoned R-5 since 1976 when Zoning Bylaw No. 1180 was adopted. The high density residential zoning aligned with a former eight unit boarding / care home that was demolished recently. This was a time when no OCP existed. In 1992, the lot and surrounding lands extending westward toward Shuswap Street were designated High Density Residential for land use with the adoption of OCP Bylaw No. 2000. Today, the High Density Residential area of the OCP coincides with the Residential Development Permit Area designation.

The applicant has previously applied for two Development Permits; the first (DP-399) was a proposed 26 unit building in 2014, however was not approved by Council. The second (DP-407) was approved by Council in the fall of 2016 for a 12 unit condo building.

## SITE CONTEXT

At an elevation of 402 m, most of the site's topography is relatively flat and well suited for a multi-family development. It is a rare instance of a minor plateau in the context of the surrounding sloped area. The terrain drops approximately 5 m from the north and west lot boundaries down to 2 Avenue and 8 Street, and rises to the east and southeast from 10 Street.

The adjacent land uses are described as follows:

North: 15.7 m wide Closed Road / Single Family Residential (R-1) / Residential Suite (R-8)  
 South: Single Family Residential (R-1) / Single Family – Duplex (R-2)  
 East: 10 Street SE / Single Family Residential (R-1) / Residential Suite (R-8)  
 West: Single Family Residential (R-1)

## COMMENTS

### Fire Department

Comments are attached as APPENDIX 6.

### Building Department

No concerns.

### Engineering Department

No concerns.

### Planning Department

The applicant is requesting to rezone the subject property in addition to a variance to the Zoning Bylaw to reduce the required exterior side yard setback.

### *High Density Residential (R-5) to Medium Density Residential (R-4)*

The subject parcel is designated High Density Residential in the City's OCP and zoned R-5 (High Density Residential) in the Zoning Bylaw. Both the R-5 and the R-4 zones are supported within the High Density Residential designation. Therefore the current proposal is consistent with the current OCP land use designation; however the reduction in density does not reflect the highest and best use of the land from a

long term planning perspective. Similar to other recent down-zonings approved by Council, staff understands that conditions and demand remain relatively weak in the multi-family development market and no minimum density policies exist in the City's OCP.

The current proposal is for five single family residential units in a bareland strata development which is at significantly reduced density than the R-4 and R-5 zones allow, as well as much lower than the recently approved 12 unit condo building (DP-407).

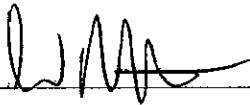
Under the current bareland strata development proposal a Development Permit would not be required. If Council approves the rezoning, a subdivision application would then need to be submitted to the City for review and approval. If the development plan changed to a higher density configuration in the future, a Development Permit and approval from Council would then be required.

*Exterior Parcel Line Setback – Zoning Bylaw No. 2303*

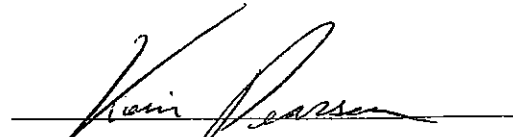
The requested setback reduction is from 5.0 m to 1.8 m, a reduction of 3.2 m to accommodate a larger building envelope for the most northern proposed bareland strata lot. The north parcel line is adjacent to 3 Avenue SE, which is 15.7 m wide physically closed municipal road that is covered mostly with grass and some trees. The Engineering Department has confirmed that construction of 3 Avenue SE is neither required nor likely in the future due to grades. Due to the property line being adjacent to dedicated City land and large spacing from adjacent properties, staff supports the requested setback variance.

CONCLUSION

The proposal is to rezone the R-5 (High Density Residential) subject property to R-4 (Medium Density Residential) to accommodate the future development of a five lot bareland strata subdivision. While staff would prefer to see a higher density development on this site, the down zoning is still aligned with OCP policies. A five lot, single family development would fit well within the existing low density residential neighbourhood. The unconstructed road provides a wide buffer to the lots to the north. Both applications are supported by staff.



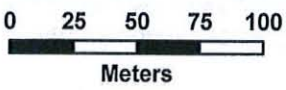
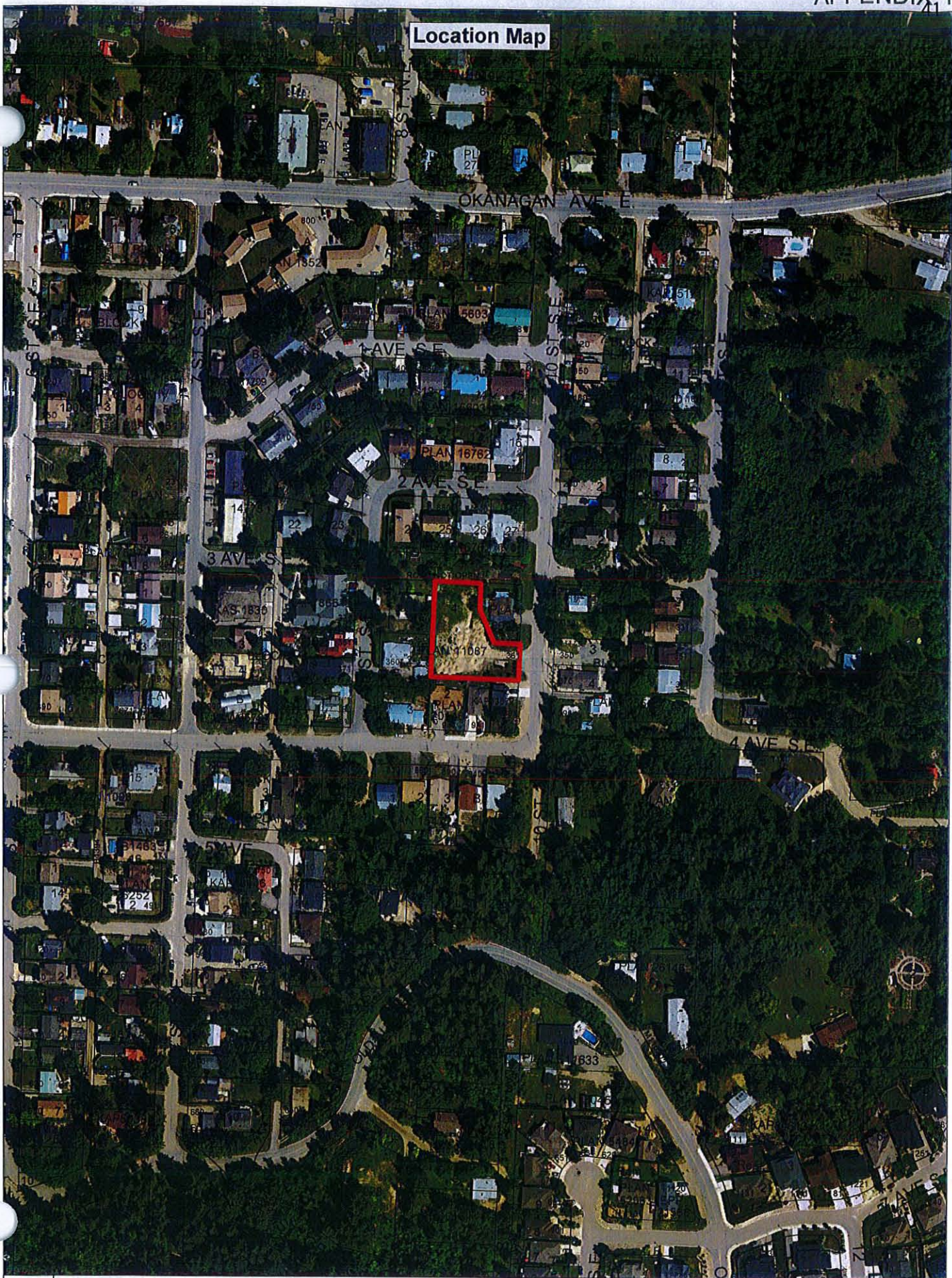
Prepared by: Wesley Miles, MCIP, RPP  
Planning and Development Officer



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

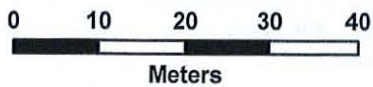


Location Map



 Subject Parcel

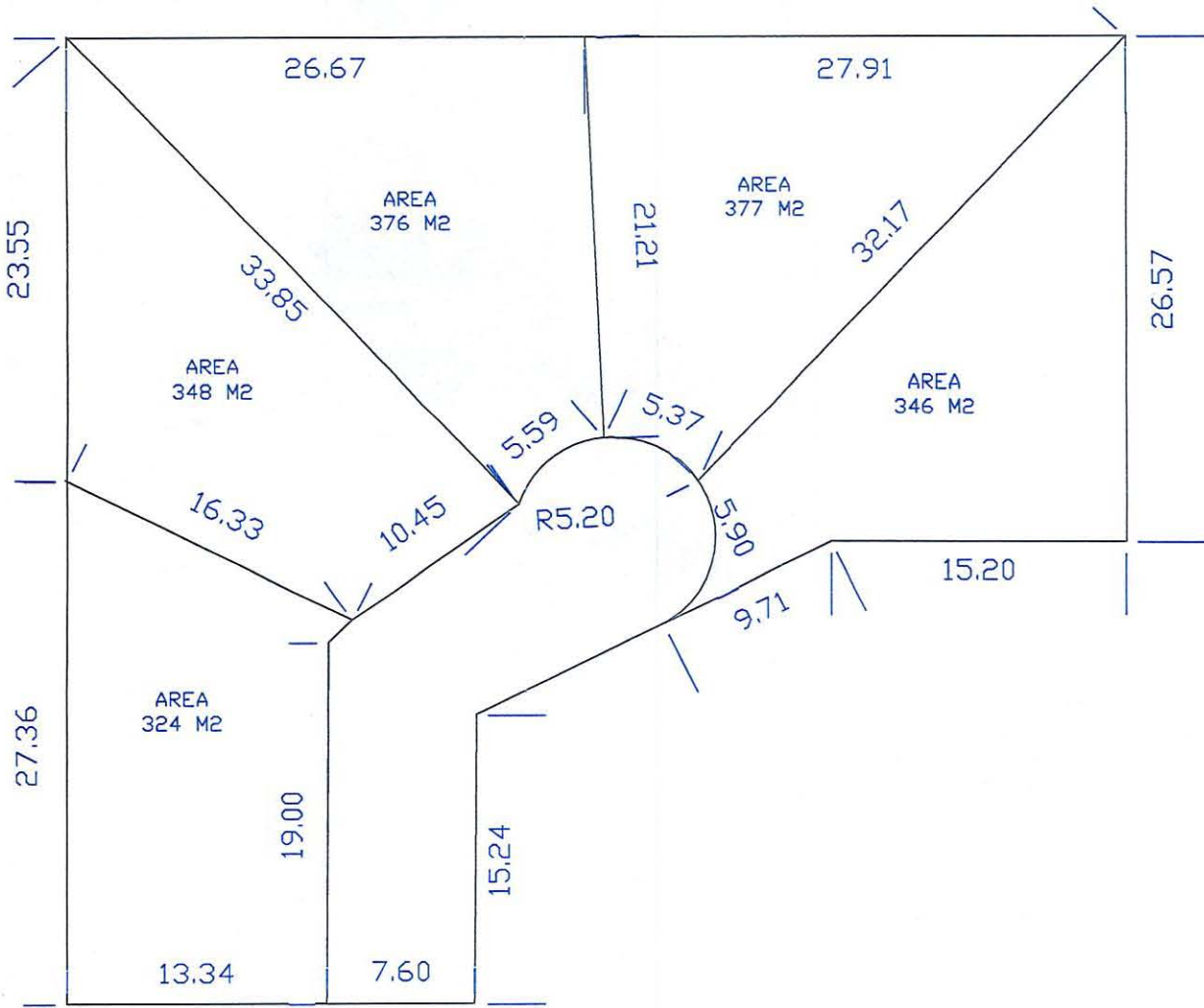


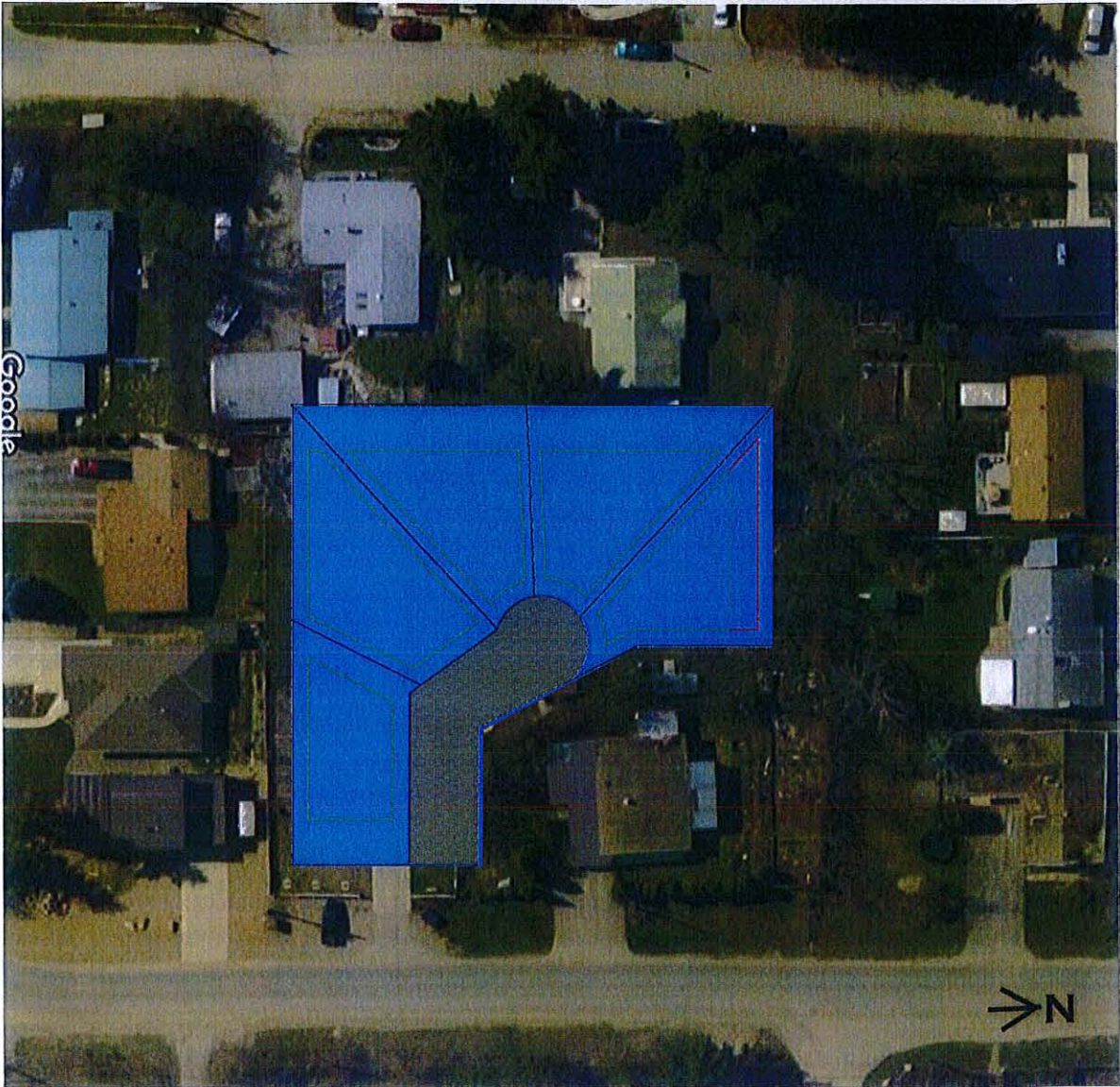


Subject Parcel











# MARSON INVESTMENTS INC.

6303 34<sup>TH</sup> AVE SE, SALMON ARM BC V1E 1W9  
250 833 1501

December 2, 2016

## **Subject: Rezoning and Setback Variance**

To Whom It May Concern,

Documents and plans have been submitted in application for rezoning the property at 361 10<sup>th</sup> Street SE, Salmon Arm from R5 to R4. Concurrently an application has been submitted for a Variance to reduce the setback requirement on the north side of the property from 5 meters to 1.8 meters.

## **History**

This is a parcel of land just over ½ acre in size and is formerly the site of a seniors residence known as the High Street Seniors Residence. It was purchased in summer of 2013 with the intention of building a 26 unit apartment building for rentals. There was significant neighbourhood opposition to this project, and the variances required to make it a success were denied.

In 2016 plans for a 12 unit condominium building were drawn up and, in the face of continued neighbourhood opposition, a development permit was applied for and approved. At the time this was applied for the budget for the building was not completed. Subsequently the final budget numbers were obtained and the numbers were higher than anticipated. Margins against anticipated sales numbers were very tight, and a review of condominium sales in Salmon Arm indicated a surplus on the market. This information, along with consideration of the neighbourhood concerns, prompted a new look at potential opportunities for this property. As a result of this review, best use was considered to be single family housing.

## **Rezoning**

The current zoning of R5 does not allow single family housing. Therefore this rezoning application has been made to facilitate a subsequent 5 lot subdivision – as shown on the plans – that complies with the R-4 single family housing requirements.

**Variance**

The northern most lot borders a closed road (3<sup>rd</sup> Ave.). Because this is still identified as a road it requires a 5 meter setback for any principal buildings. Given there are no plans to ever open this road, and because the 5 meter setback would make it difficult to fit a house on the lot, I am requesting the setback be amended to that of an interior side parcel, 1.8 meters.

**Neighbourhood**

This property is surrounded by single family dwellings on virtually every side. These neighbours have been vocal in expressing their opposition to a large multifamily building on this site. The proposed subdivision will be a much better fit from their perspective.

I trust you will find this all in order.

Yours truly

Mark Olson, Director  
Marson Investments Inc.

# Neighbourhood Meeting

## December 15, 2016

**Re: 361 10<sup>th</sup> St SE, Salmon Arm, Rezoning Application and Setback Variance Application**

Attendees: Debbie Beadle, Kim Parker, Bonnie Booth, Lois Havanka, Trudi & Derek Hobson, Mark Olson

The meeting commenced a few minutes after 7:00 pm and ended around 8:00 pm.

### Discussion

Everyone was supportive of the rezoning application and the setback variance application. Specific points of discussion were:

- How high can the houses be? Reference was made to the R4 zoning that allows for a maximum height of 32 feet. Discussion also involved how the lowest point, lowest average grade, is determined. A contour map of the property was provided to aid in this discussion.
- Where will the sewers be connected? The sanitary sewer will be connected to the sanitary line on the closed portion of 3<sup>rd</sup> Avenue adjacent to the property. The storm sewer could be run down 3<sup>rd</sup> Avenue to a point beside Arbor house and be connected there, and there is also potential for the storm sewer to run along 10<sup>th</sup> St and connect to the storm sewer on 4<sup>th</sup> Avenue.
- Size of houses – reference was made to the R4 zoning that restricts the living space to 65% of the lot size.
- What is a bare land strata? It was explained that owners of a bare land strata are responsible for the common property – in this case primarily the access road – and are governed by the strata bylaws.
- What should the neighbours do from here? Provide the same level of support for these applications as was provided in opposition of the previous applications. There was general agreement that this would be provided.



November 24, 2016

To Mark Olson

Thank you for your letter in the mail. I am unable to attend the December 15 meeting but would like to give my input here:

I am very much in support of rezoning 361 10 st SE to R4. I think developing this property with single family homes would benefit everybody. They would sell quickly, possibly better than condos. I think new homes and more neighbours would complement and enhance the existing neighbourhood. It sounds like a win win situation.

Thank you for opening up this conversation,

All the best,

Emily Doyle  
971 4 ave SE  
[brown.chords@gmail.com](mailto:brown.chords@gmail.com)  
250-253-3866

Dec 1/16

I met with Bob and Margaret Paille of 940 2<sup>nd</sup> Ave SE at their house. General discussion of the project, more specific discussion regarding where the setback would be on the north side of the property (adjacent to theirs) and discussion regarding drainage.

I explained the two alternatives regarding drainage

- a rock pit(s) if it was feasible, depends on soil conditions; otherwise
- a storm sewer line connecting into the city system

Bob and Margaret were satisfied with this explanation.

Bob and I went out and viewed the property line and I showed him where the setback would be located if the variance were approved, compared to where it would be without the variance. He was apparently concerned I was bring the setback onto the closed road (3<sup>rd</sup> Ave.). Once he saw what I wanted to do he was satisfied and indicated he would support the variance for the setback change.



*Salmon Arm*

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

TO: Kevin Pearson, Director of Development Services  
 DATE: 20 January 2017  
 PREPARED BY: Chris Moore, Engineering Assistant  
 OWNER: Marson Investments Inc., 6303 – 34 Avenue SE, Salmon Arm, BC V1E 1W9  
 APPLICANT: Owner  
 SUBJECT: **ZONING AMENDMENT APPLICATION FILE NO. ZON-1082 &  
 DEVELOPMENT VARIANCE PERMIT APPLICATION NO. VP-450**  
 LEGAL: Lot 4, Section 14, Township 20, Range 10, W6M, KDYD, Plan 11087,  
 Except Plan 20146  
 CIVIC: 361 – 10 Street SE

Further to the request for variance dated 5 January 2017; the Engineering Department has thoroughly reviewed the site and offers the following comments and recommendations, relative to the variance requested:

The applicant is requesting to vary Zoning Bylaw No 2303. Section 9.9.4 – vary the minimum setback of the exterior parcel line from 5.0m to 1.8m adjacent to the closed portion of 3 Ave SE.

The engineering department has no objections to the requested variance.

The following comments and servicing requirements are not conditions for the rezoning; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:

**General:**

1. Full municipal services are required as noted herein. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Development property must be serviced completely by underground electrical and telecommunications wiring. Confirmation that servicing has been installed will be a condition of approval.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Erosion and Sediment Control Plans are to be submitted to the City for review and approval, prior to development, where ground disturbance is required. Plans will be designed using Best Engineering Practices to protect adjacent properties and City Infrastructure from adverse effect of erosion and/or sediment deposition to the satisfaction of the City Engineer.

6. The applicant will be required to submit for City review and approval prior to development, a detailed site servicing/lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, driveway locations, driveway grades, building sites, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
7. The applicant will be required to submit for City review and approval an engineered design (plan/profile) for any off-site improvements or works within City owned lands. Design must be prepared and submitted by a qualified professional engineer. Refer to the sections below for more information. The applicant is requested to contact the Engineering Department should additional information be required. Securities equal to 125% of the estimated off-site servicing costs will be required as a condition of development.

#### **Roads/Access:**

1. 10 Street SE on the subject properties eastern boundary is classified as an Urban Local Road, requiring a total road allowance of 20.0m (10.0m from centre line). Available records indicate that no additional dedication will be required. (To be confirmed by a BCLS.)
2. The owner/developer will be responsible for upgrading 10 Street SE along the entire property frontage to the Urban Local Street standard (RD-2). Upgrades will include boulevard construction, sidewalk, curb and gutter, underground hydro and telecom, street drainage and street lights (LED).
3. 3 Ave SE on the subject properties is a closed road. The City does not anticipate 3 Ave SE being required in the near future and there are no properties that appear to benefit from road construction, therefore no upgrades are required.

#### **Water:**

1. The subject property fronts a 300mm diameter Zone 1 water main on 10 Street SE. No additional upgrades are anticipated at this time.
2. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
3. Fire protection requirements to be confirmed with the Building Department and Fire Department.
4. Strata developments with ground oriented access have the option of a bulk water meter at property line with invoicing to the Strata Corporation or individual strata lot metering with invoicing to each strata lot (currently on an annual flat rate). To qualify for the second option each unit requires a separate outside water service shut-off connected to the onsite private water main. Contact Engineering Department for more information. All meters will be provided by the City at the owner/developers cost.
5. Records indicate that the original property was served by a 19mm diameter service from 10 Street SE. All existing inadequate services must be abandoned at the main at the owner/developers cost.



**Sanitary Sewer:**

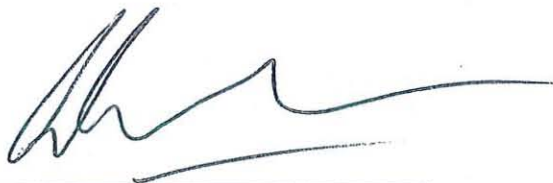
1. The subject property fronts a 150mm sanitary sewer located on 3 Ave SE (Closed Road). No upgrades are anticipated at this time.
2. Owner / developer's engineer to confirm capacity / velocities are adequate in the existing sanitary system to accommodate proposed development flows.
3. The proposed development must be serviced with a single sanitary service adequately sized (minimum 100mm) to satisfy the servicing requirements of the development. Records indicate that the existing property was served by a 100mm diameter service from 3 Ave SE. All existing inadequate services must be abandoned at the main. Applicant is responsible for all associated costs.

**Drainage:**

1. The subject property does not front on to a City storm sewer. The owner / developer will be responsible for extending a storm sewer (minimum 250mm diameter) to and along the entire frontage of the subject property and providing a single storm service connection adequately sized to satisfy the servicing requirements of the development (minimum 150mm diameter). Owner / developer's engineer to review the existing storm system and to determine the most efficient route for extension of the storm mains to this property. Alternative methods of managing the Stormwater may be considered, with specific approval from the City Engineer as part of an Integrated Stormwater Management Plan. Owner / Developer is responsible for all associated costs.
2. An Integrated Stormwater Management Plan conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided. Should discharge into the City storm sewer be part of the ISMP, owner's Engineer is required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development.
3. It is noted that the City is holding funds received from a third party for the extension of the storm sewer from 3 Ave SE to 8 Ave SE. These funds can be contributed by the City to the extension of the storm sewer from 3 Ave SE, should the developer's engineer consider this to be the most efficient storm water solution.

**Geotechnical:**

1. A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference Categories A and B will be required.



Chris Moore  
Engineering Assistant



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

# CITY OF SALMON ARM

## BYLAW NO. 4185

### 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 and , 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 4, Section 14, Township 20, Range 10, W6M, KDYD, Plan 11087 except Plan 20146 from R-5 (High Density Residential Zone) to R-4 (Medium Density Residential Zone) as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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



5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4185"**.

READ A FIRST TIME THIS DAY OF 2017

READ A SECOND TIME THIS DAY OF 2017

READ A THIRD TIME THIS DAY OF 2017

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE DAY OF , 2017

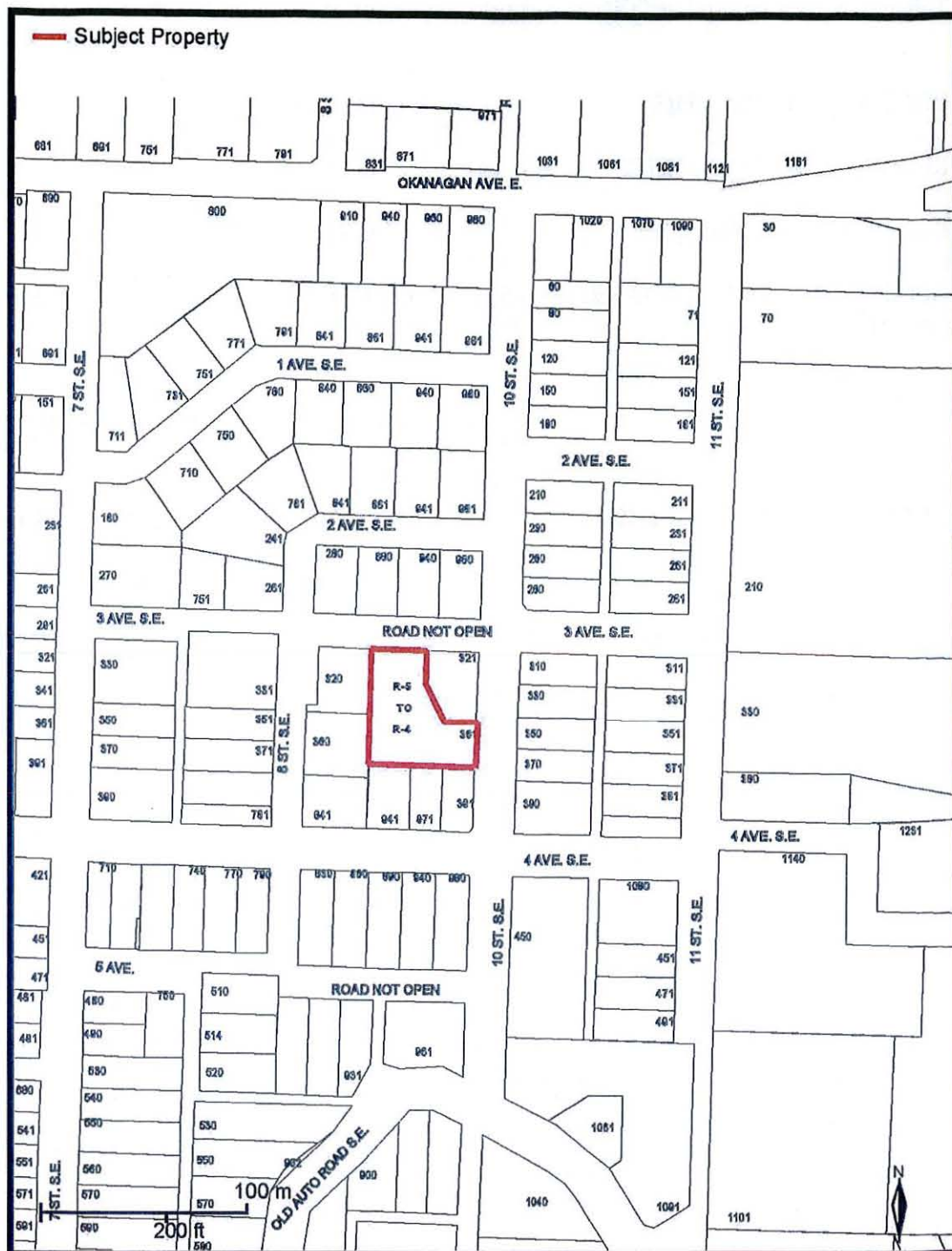
\_\_\_\_\_  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2017

\_\_\_\_\_  
MAYOR

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

SCHEDULE "A"



Item 8.2

## CITY OF SALMON ARM

Date: February 14, 2017

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4186 be read a first and second time.

[ZON-1083; Fisher, E. & H.; 1061 - 19 Avenue 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*

*Development Services Department Memorandum*

To: Her Worship Mayor Cooper and Members of Council

Date: January 27, 2017

Subject: Zoning Bylaw Amendment Application No. 1083

Legal: Lot 8, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP56083

Civic: 1061 19 Avenue SE

Owner / Applicant: Fisher, E. & H.

**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 EPP56083 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 1061 19 Avenue 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 1045 m<sup>2</sup>, and exceeds 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 714 square foot secondary suite (site plans and elevation drawings are attached as Appendix 4).

The subject parcel is located in the new "Byersview" subdivision in the upper Hillcrest area on 19 Avenue SE, south-west of Hillcrest School. This area is largely comprised of R-1 zoned parcels containing single family dwellings, as well as more rural A-2 zoned parcels to the south and east. There are currently fourteen R-8 zoned parcels within close proximity of the subject parcel (Appendix 3). 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 sufficient parking is to be provided onsite.

Building Department


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

Fire Department

No concerns.

Planning Department

This home would be one of the first developed in the new Byersview subdivision. 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.



Prepared by: Chris Larson, MCP  
Planning and Development Officer



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



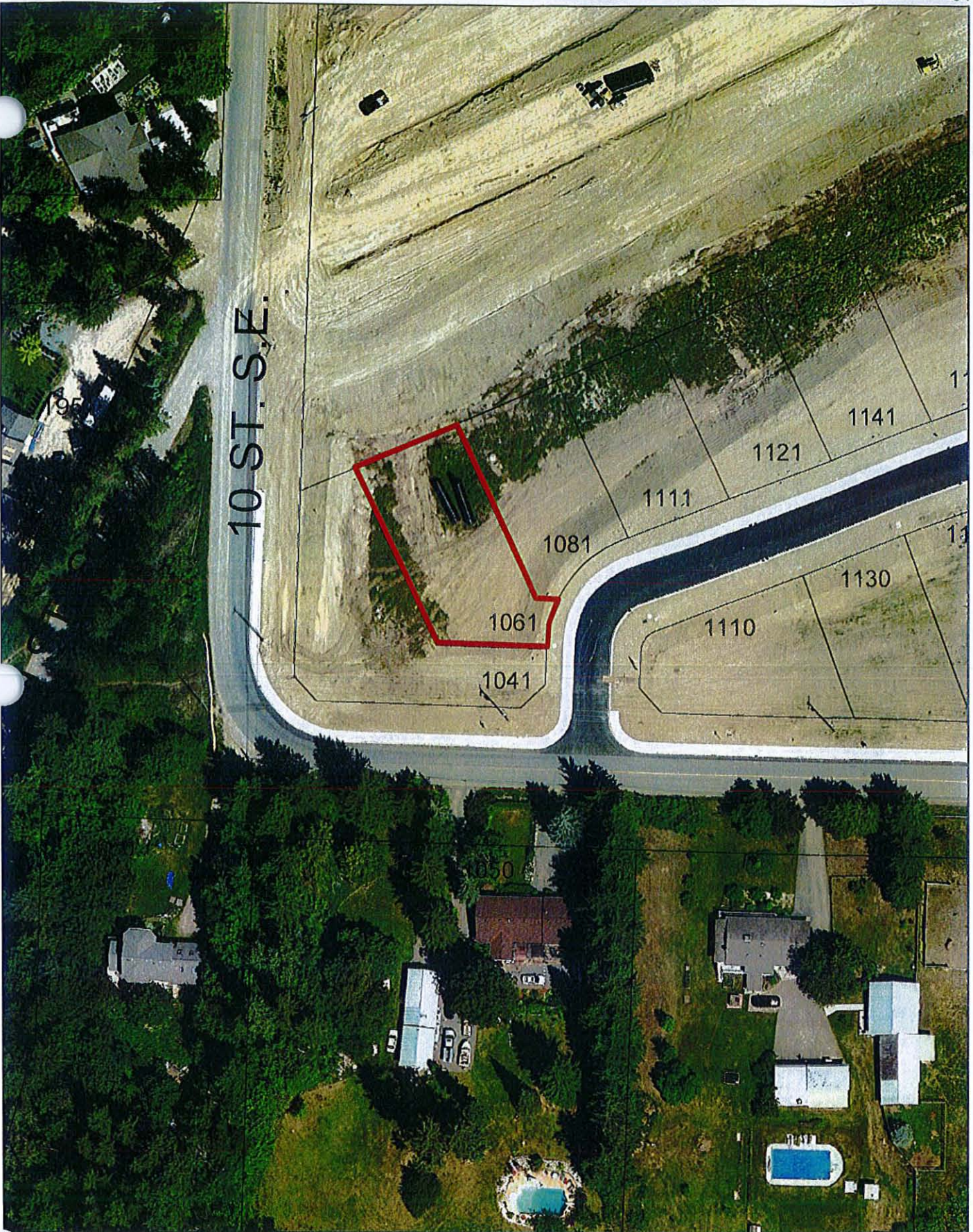


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Subject Parcel



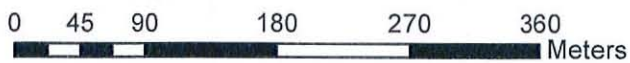
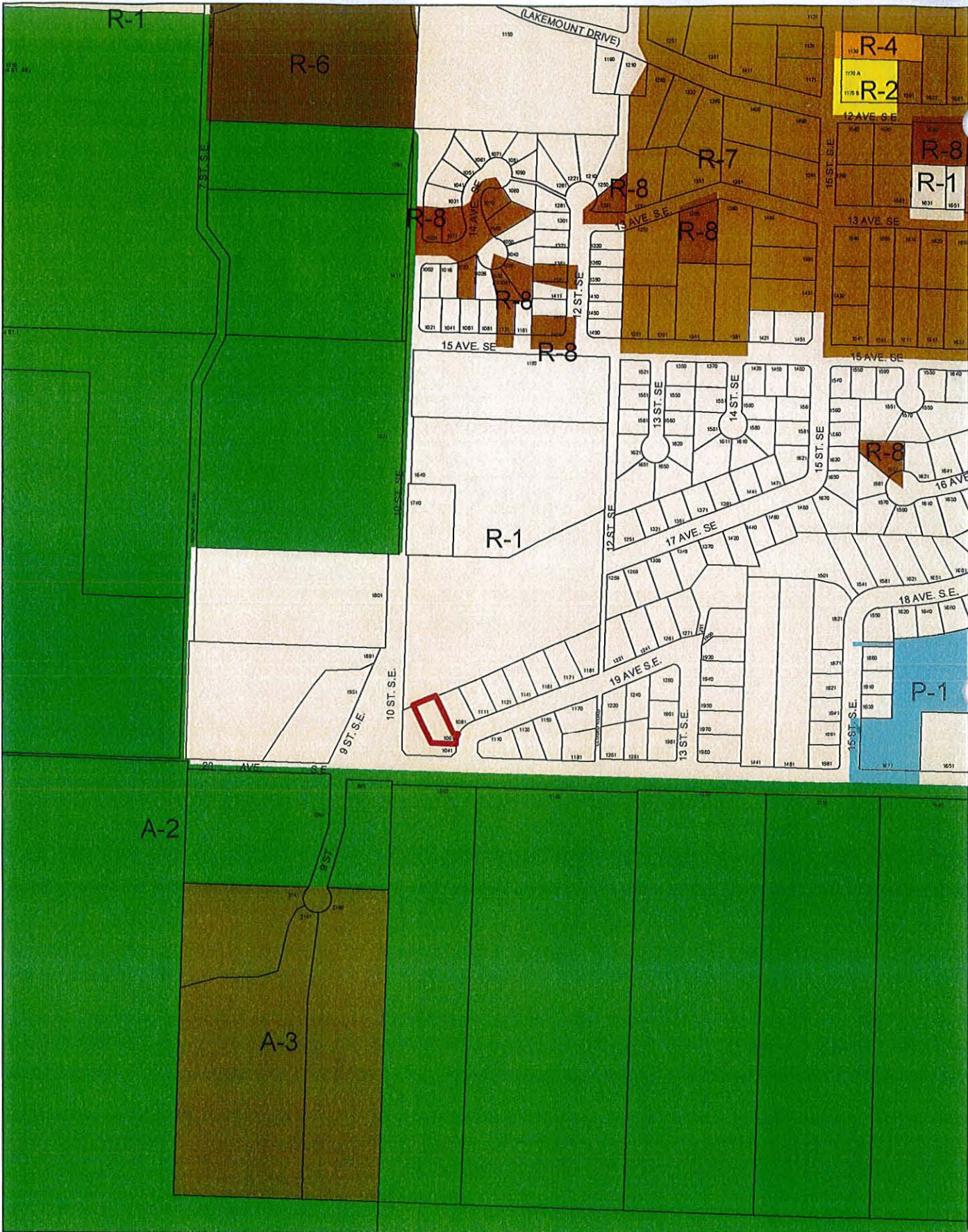


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Meters

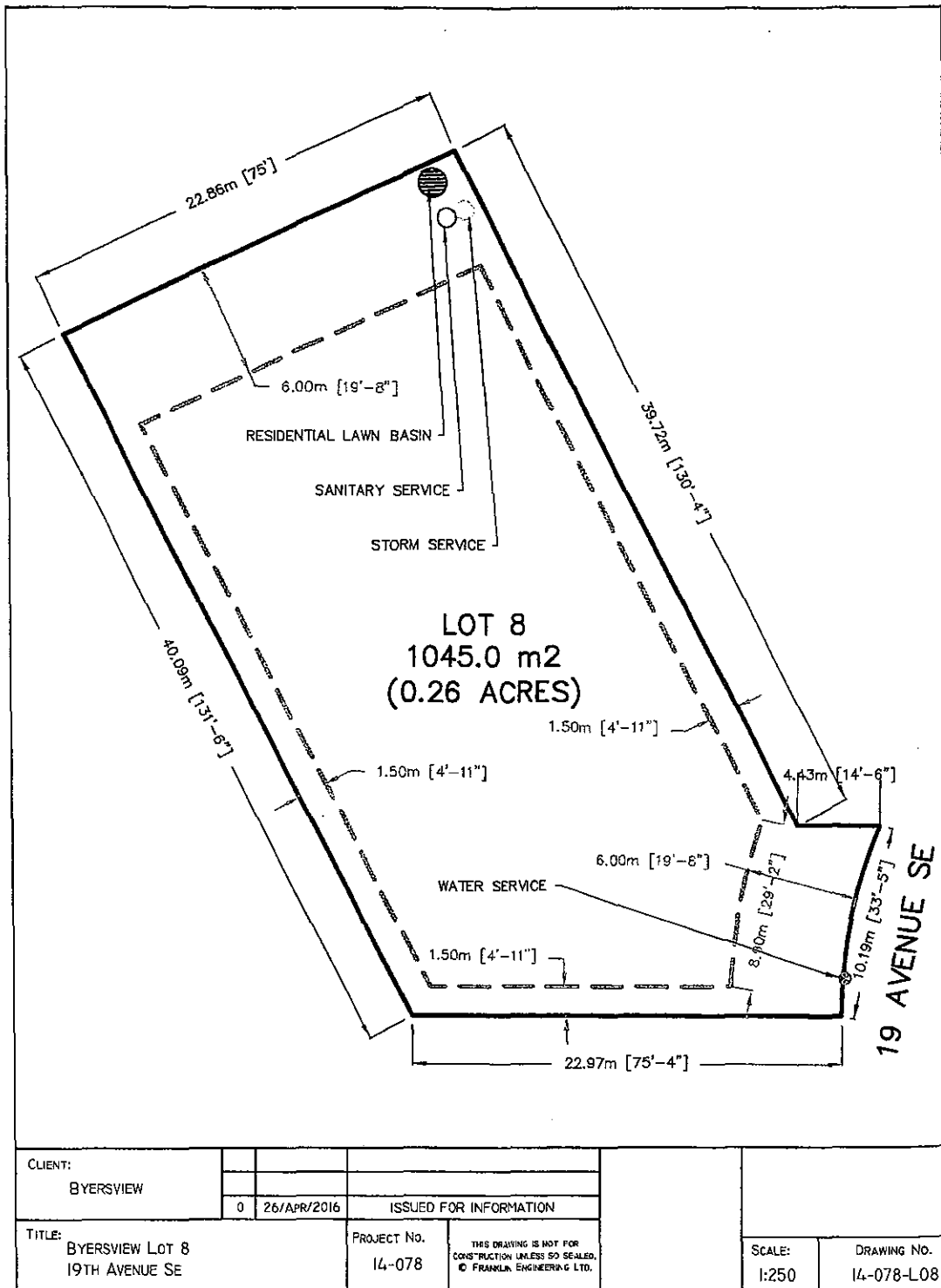


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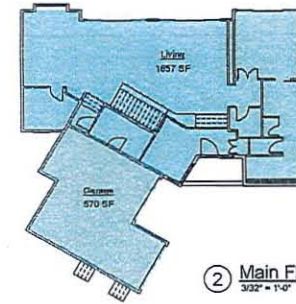


Subject Parcel





Drawing Number	Drawing Name
1	General Notes and Site Plan
2	Foundation and Details
3	Lower Floor Plan
4	Upper Floor Plan
5	Front and Rear Elevations
6	Side and End Elevations
7	Section and Detail
8	Section and Detail
9	Section and Detail
10	Section and Detail

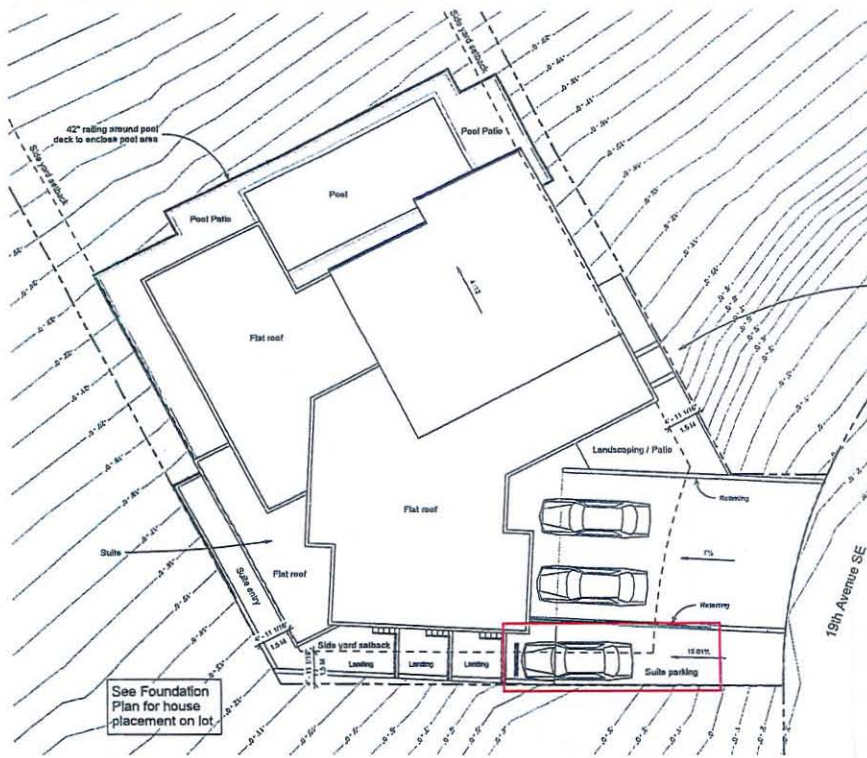


② Main Floor  
3/32" = 1'-0"



③ Lower Floor  
3/32" = 1'-0"

This building must comply with the current building codes currently in effect in the City of the British Columbia Building Code (BCBC 9.36).  
This building is designed to use a fire recovery system (FRS) which will reduce the required fire rating to meet the new BCBC 9.36 requirements. If a fire is not contained and sustained, the building must be updated to meet BCBC 9.36.



① Site Plan  
1/8" = 1'-0"

### General Notes

All work to be in compliance with the current residential standards of the National Building Code of Canada, current electrical and plumbing codes and all local building code and bylaws which may take precedence.

All work shall be performed in all respects to good building practice.

Written dimensions to be followed. Do not scale from the drawings.

- Building location to be verified by surveyor prior to construction.
- Foundations to be poured on undisturbed engineered building pad.
- All measurements, grades and levels to be verified on site before commencing construction.

### Roofing and Foundations

- All dimensions to face of stud unless otherwise noted.
- All headers, beams, columns and supporting foundations to be confirmed by the roof truss and floor system supplier.
- Roof truss and floor joist layout will be provided by the manufacturer.
- All suspended knee and foundations walls over 8' must be designed and approved by a professional engineer.
- All standard foundations to conform with engineering, soil conditions and best practices.
- All concrete to have a minimum compressive strength of 20mpa at 28 days. Do not backfill tall foundations until floor structure is complete.
- Any roof truss web configurations shown are for representative only. Engineering drawings of each truss will be supplied by the truss supplier.
- All joints spans more than 7'-0" shall be bridged at mid span using 2x2 diagonal bracing installed as per N.B.C.
- Flashing to be installed at all penetrations in roof system and changes in roof plane.
- Flashing to be installed at all changes in horizontal exterior finishes and over all unprotected openings. Caulking to be installed around all unfinished exterior openings.

### Thermal Performance

- All new construction must conform to BCBC 9.36 thermal performance codes.

### Plumbing, Electrical and Mechanical Systems

- All plumbing to be designed and installed per current plumbing codes and by a qualified plumber.
- Confirm layout and dimensions with suppliers of all kitchens, bars, washrooms, laundry rooms, utility rooms, in-floor heating, etc.
- All fixtures to be approved by the owner.
- Heating and venting calculations and system design by engineer, supplier or qualified installer.
- Electrical system to be designed and installed by qualified electrician.

### Local Bylaws and Development Requirements

- All construction will be within local bylaw requirements. These include design restrictions, height restrictions, front coverage, water run off containment, water consumption, landscaping, etc.
- Any changes required to these designs should be reported to Meyer Designs.
- Perimeter drainage shall be installed where required by local authorities having jurisdiction and to their approval.

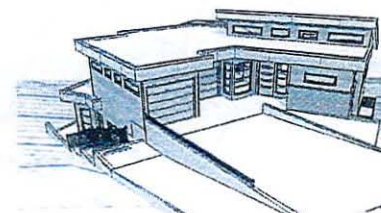
Meyer Designs shall not be responsible for any variances from the structural drawings and specifications, or adjustments required resulting from conditions encountered at the job site, and is the sole responsibility of the owner and contractor.

Meyer Designs makes every effort to provide complete and accurate construction drawings. However, we assume no liability for errors or omissions which may affect construction. It is the responsibility of all trades and sub trades to check and verify all dimensions and details before commencing with their portion of the construction. Should any discrepancies be found on these plans please advise Meyer Designs so we can make the necessary corrections.

## Proposed Residence for Ellen and Harry Fisher



④ Street Perspective



⑤ Birds Eye Perspective

For Permit and Construction v1.0



**MEYER**  
DESIGNS LTD  
800 Mt. Todd Drive  
Caledonia, BC  
V1B 2Y6  
780-503-4579  
kelly@meeyardesigns.ca  
MeyerDesigns.ca

### Cover Page and Site Plan

Project number: 2016-039  
Date: Jan 9, 2017  
Owner: Kelly Meyer

Fisher Residence  
Lot 8 19th Ave SE  
Salmon Arm, BC

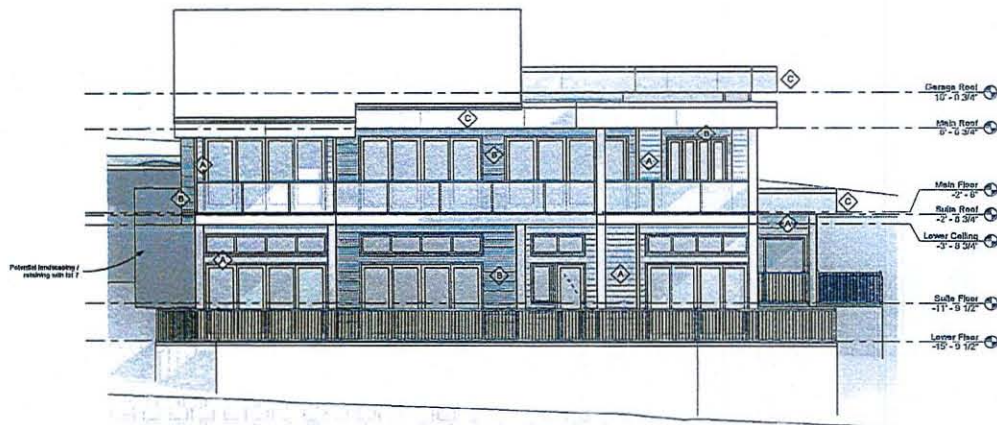
1







Dimensions are to steel on exterior walls and to center of steel on interior walls.  
 Interior doors, if not dimensioned, are 3' from the center to the center in the wall.



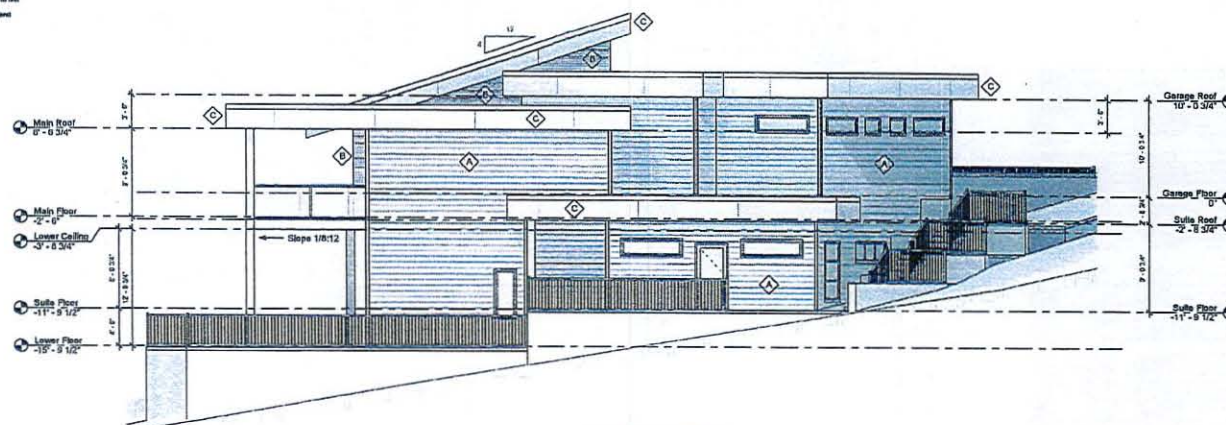
① Rear Elevation  
3/16" = 1'-0"



③ Rear Perspective

#### Windows and Doors

All exterior door and window sizes, patterns, configurations, configurations and separations to be confirmed by window manufacturer to ensure proper installation/operation. Manufacturer to provide details of the door and window to be confirmed by the architect.  
 The type of window and door and manufacturer's name and location used to be confirmed prior to construction.



② Left Elevation  
3/16" = 1'-0"

#### Typical Cladding

- ◆ Horizontal Siding  
Shingles ending 7' corner  
Minimum 1/2" on windows and doors  
Left painted steel trim corners
- ◆ Vertical Siding  
1/2" g. corner  
Minimum 1/2" on windows and doors  
Minimum 1/2" on the side as corners
- ◆ Panels  
Panels placed with vertical joints only  
Center the joints and/or spread evenly along face  
Panels face 1/2" exposed panel metal flange  
Shingles and two steel metal flange at 0" panel  
Shingles to be metal flange
- ◆ Rock/Stone  
Cladding with  
Cladding stone cap



600 Mt West Drive  
 Coldstream, BC  
 V1B 2Y8  
 250-503-4579  
 Kelly@MeyerDesigns.ca  
 MeyerDesigns.ca

#### Rear and Left Elevations

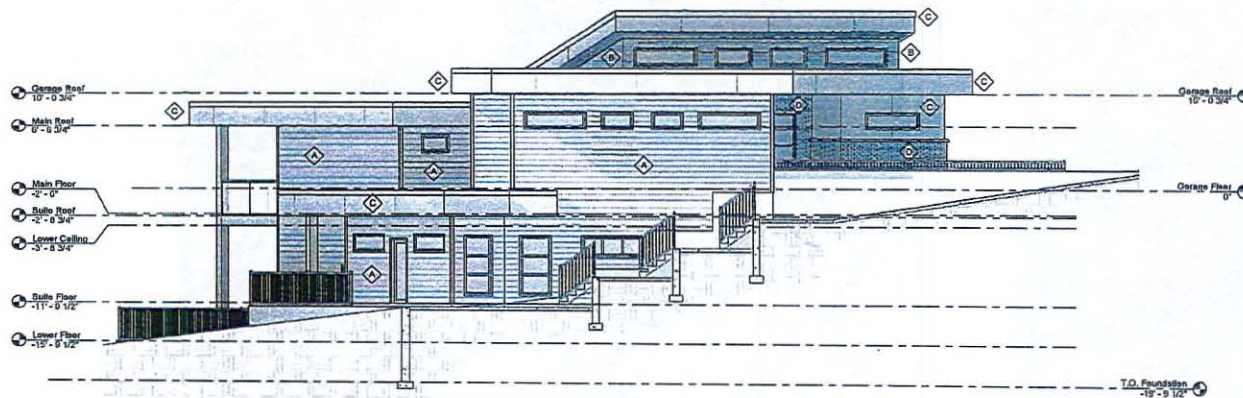
Project number: 2016-039  
 Date: Jan 6, 2017  
 Designer: Kelly Meyer

Plater Residence  
 Lot 6 18th Ave SE  
 Salmon Arm, BC

6

For Permit and Construction v1.0

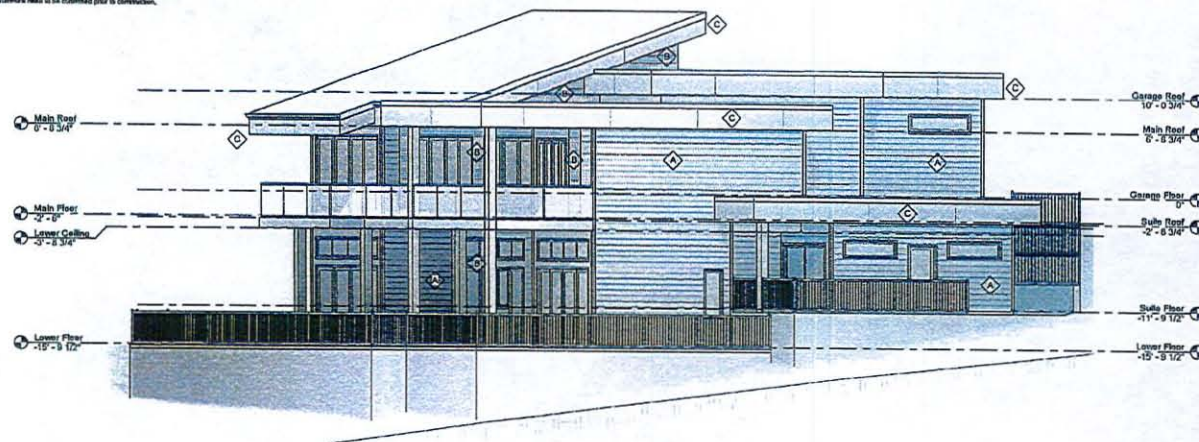




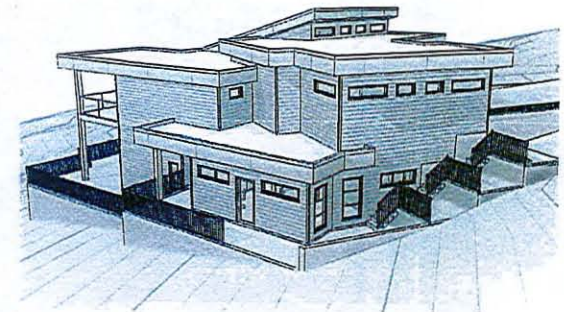
② Left Garage Elevation  
3/16" = 1'-0"

#### Windows and Doors

All window sizes and window above, setbacks, construction, components and materials to be confirmed by window manufacturer to ensure IBC (2015) (North American) compliance. What is shown on this plan is a representation of the look and feel intended by the designer. This type of window used and construction needs may vary and therefore need to be confirmed prior to construction.



① Rear Garage Elevation  
3/16" = 1'-0"



③ Left Perspective

#### Typical Cladding

- ◆ **Horizontal Siding**  
Use 1/2" x 6" x 12" wood  
Vertical line on windows and doors  
Not painted when in place
- ◆ **Cedar Shingles**  
Use 1/2" x 6" x 12" wood  
Vertical line on windows and doors  
Shingles to be in place when in place
- ◆ **Brick**  
Use 1/2" x 6" x 12" wood  
Vertical line on windows and doors  
Shingles to be in place when in place
- ◆ **Stucco**  
Use 1/2" x 6" x 12" wood  
Vertical line on windows and doors  
Shingles to be in place when in place



**MEYER**  
DESIGN LTD  
800 Mt. Todd Drive  
Calderbrook, BC  
V1B 2Y6  
250-503-4579  
kelly@meyerdesigns.ca  
MeyerDesigns.ca

#### Garage Left and Rear Elevations

Project number: 2016-039  
Date: Jan 5, 2017  
Designer: Kelly Meyer

Platter Residence  
Lot 8 19th Ave SE  
Salmon Arm, BC

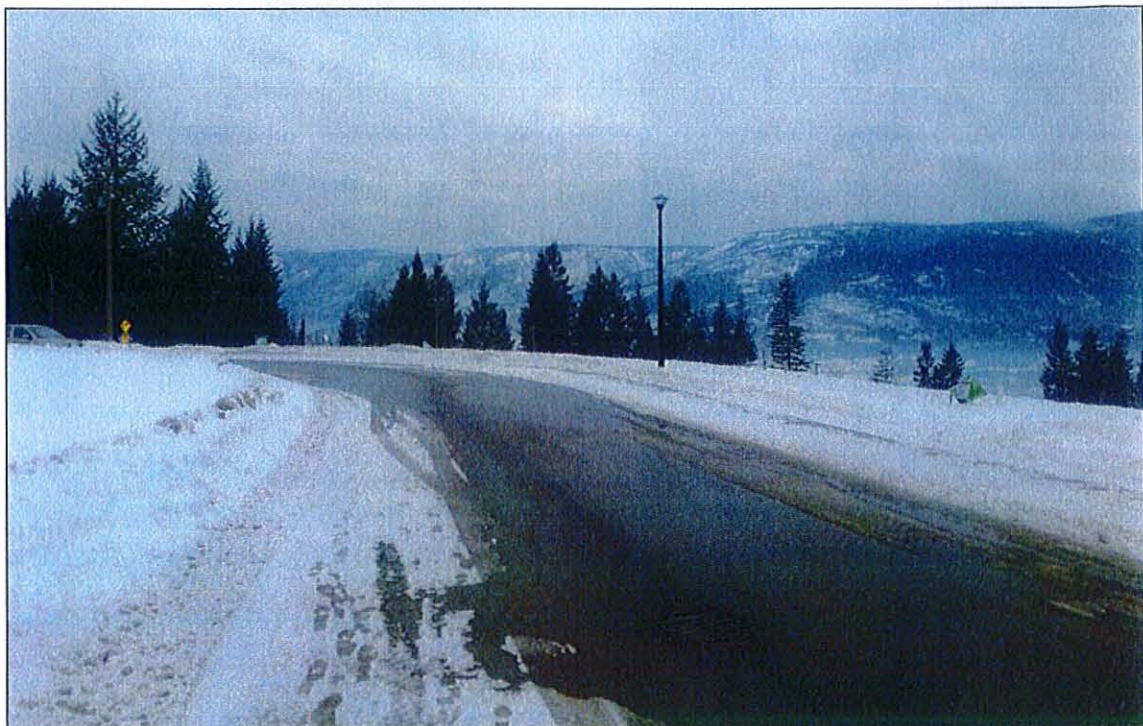
**7**

For Permit and Construction v1.0





View of subject parcel looking north.



View of subject parcel looking south-west.

# CITY OF SALMON ARM

## BYLAW NO. 4186

### 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 and , 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 EPP56083 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. 4186**".

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 8.3

## CITY OF SALMON ARM

Date: February 14, 2017

Moved: Councillor Harrison

Seconded: Councillor Eliason

THAT: Council agree to proceed with an exchange of Part of Lot 1, Plan 2927, except Plan 16170 for Part of Lot 3, Plan KAP81689, Sec. 24, Tp. 20, R. 10, W6M, KDYD, as shown Appendix 3 attached to the staff report dated January 27, 2017, subject to the following:

- i) Compliance with Section 27 of the Community Charter; and
- ii) the applicant being responsible for all associated costs.

AND THAT: the bylaw entitled Parkland Disposal and Exchange Bylaw No. 4175 be read a first, second and third time;

AND THAT: Final reading of Bylaw No. 4175 be withheld pending approval of the electors being obtained through the Alternative Approval Process in accordance with Section 86 of the Community Charter;

AND THAT: The fair determination of the total number of elector responses required is 1,336 (10% of electors);

AND THAT: the deadline for elector responses be April 3, 2017 on the Elector Response, as shown on Appendix 10 attached to the staff report dated January 27, 2017.

[Hostman, C. & C./ Browne Johnson Land Surveyors; 1890 – 20 Avenue NE & 1830 – 17 Street NE]

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

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





**Development Services Department Memorandum**

TO: Her Worship Mayor Cooper and Council

FROM: Development Services Department

DATE: January 27, 2017

SUBJECT: Proposed Land Exchange and Parkland Disposal and Exchange Bylaw No. 4175  
 Official Community Plan Amendment Application No. OCP4000-28  
 Part of Lot 1, Plan 2927, except Plan 16170 and Part of Lot 3, Plan KAP81689, Sec. 24,  
 Tp. 20, R. 10, W6M, KDYD  
 1890 - 20 Avenue NE and 1830 - 17 Street NE  
 Owners/Applicants: C. & C. Hostman  
 Agent: Browne Johnson Land Surveyors (J. Johnson, BCLS,CLS)

**Motion for Consideration**

THAT: Council agree to proceed with an exchange of Part of Lot 1, Plan 2927, except Plan 16170 for Part of Lot 3, Plan KAP81689, Sec. 24, Tp. 20, R. 10, W6M, KDYD, as shown on the attached Appendix 3, subject to the following:

- i) Compliance with Section 27 of the Community Charter; and
- ii) The applicant being responsible for all associated costs.

AND THAT: Parkland Disposal and Exchange Bylaw No. 4175 receive three readings;

AND THAT: Final reading of Bylaw No. 4175 be withheld pending approval of the electors being obtained through the Alternative Approval Process in accordance with Section 86 of the Community Charter;

AND THAT: The fair determination of the total number of elector responses required is 1,336 (10% of electors);

AND THAT: The deadline for elector responses to be received on the Elector Response Form as shown on the attached Appendix 10 is April 3, 2017;

AND THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000, as follows:

- i) Map A-1 (Land Use):
  - a) Redesignate that Part of Lot 1, Plan 2927, except Plan 16170, Sec. 24, Tp. 20, R. 10, W6M, KDYD as shown on Appendix 9 from Medium Density Residential to Park; and
  - b) Redesignate that Part of Lot 3, Plan KAP81689, Sec. 24, Tp. 20, R. 10, W6M, KDYD as shown on Appendix 9 from Park to Medium Density Residential.

---

AND THAT: Pursuant to Section 882(3)(a) of the Local Government Act, Council has considered the proposed Official Community Plan amendments in conjunction with:

1. The Financial Plans of the City of Salmon Arm; and
2. The Liquid Waste Management Plan of the City of Salmon Arm.

AND THAT: Final reading of the Official Community Plan amendment bylaw be withheld pending:

1. Adoption of Parkland Disposal and Exchange Bylaw No. 4175.
- 

### **Staff Recommendation**

THAT: The Motion for Consideration be adopted.

---

### **Proposal**

The applicants would like to improve the configuration of their property to allow for future development and have inquired about exchanging part of their property for part of Hoadley Park. A location map, ortho photo, sketch plan of the proposed land exchange and a letter from the owner's agent are attached as Appendices 1 through 4.

### **Background**

The applicant's property is designated Medium Density Residential in the Official Community Plan and Hoadley Park is designated as Park. The applicant's property and the northeastern portion of Hoadley Park are zoned R-1 (Single Family Residential) and the western portion of Hoadley Park is zoned P-1 (Park & Recreation). O.C.P. and Zoning maps are attached as Appendices 5 and 6.

The applicant's property is approximately 0.6 ha. in size and contains their residence. Hoadley Park is approximately 1.1 hectare and is undeveloped. (The applicant's residence is also known as the 'Leech House' which is on the City of Salmon Arm Community Heritage Register, see Appendix 7.)

As shown on Appendices 1 and 2, a narrow portion of the applicant's property extends southward into the northeastern portion of Hoadley Park. As shown on Appendix 3, the applicant's are proposing to exchange part of this area for an equal portion of Hoadley Park. The areas to be exchanged are both 975.5 square metres in size.

The proposed land exchange may be considered under Section 27 of the Community Charter, see Appendix 8. In accordance with Section 27(2), the exchange must proceed by bylaw adopted with the approval of the electors, which involves an alternative approval process (AAP) or a referendum. Should Council agree to proceed with the proposal, staff recommend it proceed under the AAP process after 3<sup>rd</sup> Reading of the Parkland Disposal and Exchange Bylaw.

To accommodate future residential development on the portion of park land to be consolidated with the applicant's property, an O.C.P. amendment to redesignate that portion to Medium Density Residential is also part of the proposal along with an amendment to redesignate that portion of the applicant's property being consolidated with Hoadley Park to Park. A map showing the proposed OCP amendments is attached as Appendix 9. The amendments are being processed concurrently with the proposed land exchange for convenience but will only be considered for adoption if the Parkland Disposal and Exchange Bylaw is adopted. It should also be noted that adoption of the Parkland Disposal and Exchange Bylaw does not bind Council to approve the O.C.P. amendments.

Should the O.C.P. amendments be adopted, staff will bring forward a zoning bylaw amendment to rezone the new park area from R-1 (Single Family Residential) to P-1 (Park and Recreation), along with other recently acquired or dedicated parks in the City.

### **Alternative Approval Process**

Pursuant to Section 86 of the Community Charter, once Parkland Disposal and Exchange Bylaw No. 4120 has received third reading, notice will be posted at City Hall, on the City website and in two consecutive issues of the Salmon Arm Observer. The public notice will include a description of the proposed bylaw, elector response procedure, the deadline for elector responses and a statement that Council may proceed with the exchange unless at least 10% (1,336) of the electors indicate that Council must obtain the assent of the electors through a referendum before moving forward. Elector responses will be collected by the Corporate Officer for not less than 30 days following the second public notice, on a form which includes the full name, residential address and signature of each elector, and, if applicable, the address of the property in relation to which the person is entitled to register as a non-resident property elector, see Appendix 10. It is estimated the process could be completed by April 3, 2017 however, the date must be confirmed by Council.

At the end of the 30 days, the Corporate Officer must determine and certify whether enough elector response forms have been submitted to exceed the 10% (1,336) threshold. This determination is final and conclusive. If more than 10% have responded, Council can not adopt the bylaw and will need to decide whether to continue to a referendum or to put the project on hold until a later date.

### **Discussion**

Staff and affected agencies have reviewed the proposal and provide the following:

#### Greenways Liaison Committee

See Appendix 11.

#### Salmon Arm Economic Development Society

See Appendix 12.

#### BC Hydro

No concerns.

#### FortisBC

No concerns.

#### Building Department

No concerns.

#### Fire Department

No concerns.

#### Engineering Department

See Appendix 13.

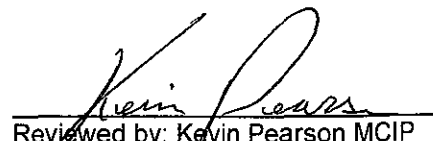
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Planning Department

The area to be acquired by the applicants will improve the configuration of their property and assist with future residential development. The area to be acquired by the City will improve the configuration of Hoadley Park and provide a more useful area for future park development. The City will also obtain additional road dedication for 20 Avenue NE.

As Hoadley Park is currently undeveloped, the proposed exchange will not impact any existing park amenities and the areas to be exchanged are exactly equal in size. Staff support the proposed exchange subject to the conditions outlined in the Motion for Consideration and the outcome of the Alternative Approval Process.

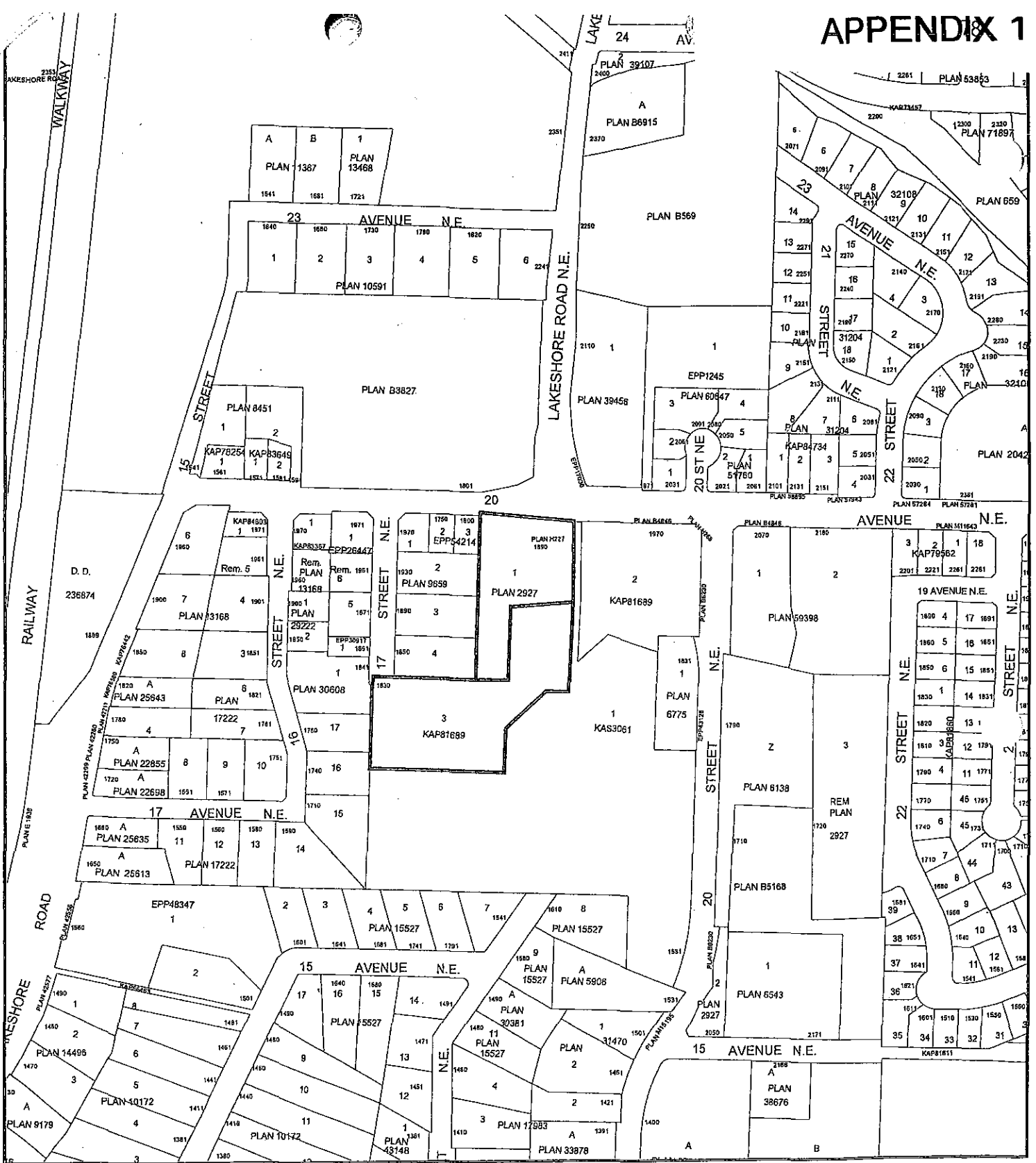
  
Prepared by: Jon Turlock  
Planning & Development Officer

  
Reviewed by: Kevin Pearson MCIP  
Director of Development Services

**Appendices**

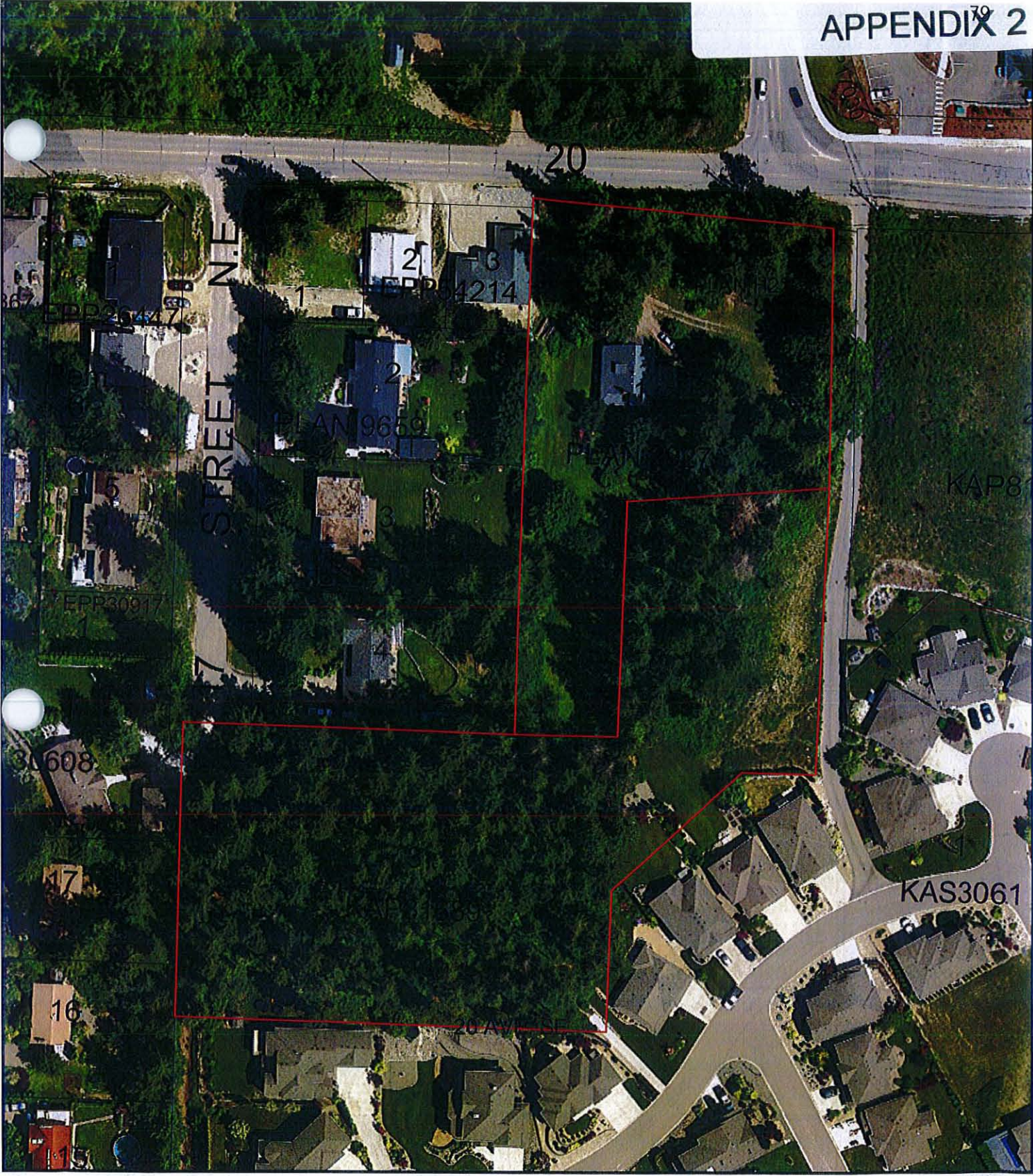
1. Location map
2. Ortho photo
3. Sketch plan of proposed land exchange
4. Agent's letter dated Oct. 13/16
5. O.C.P. map
6. Zoning map
7. Community Heritage Register extract
8. Community Charter extract
9. Proposed O.C.P. amendments
10. Elector Response Form
11. GLC Minutes extract
12. EDS comments
13. Engineering Dept. comments





## Subject Properties





Subject Properties





**BROWNE JOHNSON LAND SURVEYORS\***

British Columbia and Canada Lands  
Salmon Arm, B.C. V1E 4N5

OFFICE: 201-371 Alexander Street  
MAIL: P.O. BOX 362  
TELEPHONE: (250) 832-9701  
FAX: (250) 832-8004  
EMAIL: office@brownejohnson.com

October 13, 2016

File 92-15

City of Salmon Arm  
P.O. Box 40  
Salmon Arm, BC V1E 4N2

Attention Kevin Pearson

RE: Proposed Land Exchange between Lot 1, Plan 2927 (Except Plan 16170) and Hoadley Park  
(Lot 3, Plan KAP81689), Sec 24, Tp 20, R 10, W6M, KDYD

Dear Mr. Pearson:

My clients, Rod and Carol Hostman would like the City to consider a land exchange between their Lot and Hoadley Park, as shown on the attached sketch plan.

Listed below are some of the benefits to City and to Hoadley Park, in considering this land exchange:

- Eliminates the finger of private land extending into the Park
- Increases the width of the Park backing on Strata Lots 33 through 36
- Has the potential to increase the range of future uses of the Park, by creating a more useful parcel shape. Also creates a more useful parcel shape for the Hostman's
- The City will acquire road dedications along the north boundary of the Hostman property

In my opinion, the benefits listed above in support of this land exchange, create clear benefits to the Citizens of Salmon Arm.

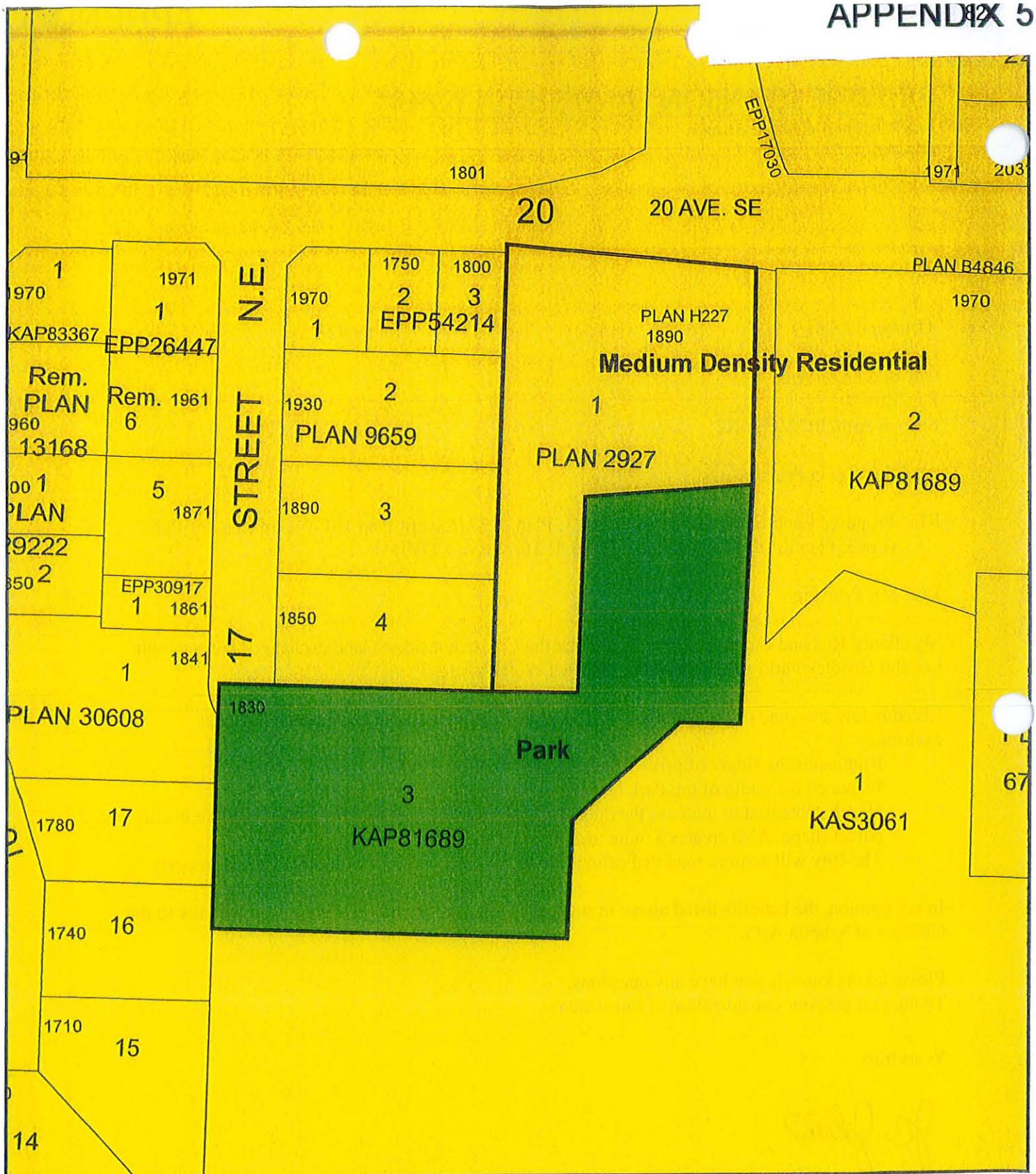
Please let me know if you have any questions.  
Thank you for your consideration of this matter.

Yours truly,



J.C. (Joe) Johnson, *BCLS, CLS.*  
JCJ/jj





Subject Properties

O.C.P.

1971

1

2031

PLAN B4846

1970

2

KAP81689

NE.

PLA

677

1  
KAS3061

1 970	1971 1
AP83367	EPP26447
Rem. PLAN 60 13168	Rem. 1961 6
o 1 LAN 9222 60 2	5 1871
	EPP30917 1 1861
	1 1841
PLAN 30608	
1780	17
1740	16
1710	15
14	

17 STREET N.E.

1970	1750	1800
1	2	3
EPP54214		
1930	2	
PLAN 9659		
1890	3	
1850	4	

PLAN H227  
1890

1  
PLAN 2927 R-1

1830

P-1  
3

KAP81689



## Subject Properties

## Zoning



## City of Salmon Arm Community Heritage Register

30

**Leech House**  
 1890 – 20 Avenue NE  
 Salmon Arm, B.C.  
 Circa 1909

**Description**

Leech House is a one-and-a-half-storey, wood-frame structure, currently serving as a Bed and Breakfast. It is situated on the south side of 20 Avenue NE, north of Hoadley Park on what is commonly referred to as "Leech Hill" in Salmon Arm, British Columbia. The historic place includes the building and the surrounding landscaped lot.



Carol Hostman photo

**Values**

Constructed circa 1909, Leech House is valued for its historic, aesthetic, scientific and cultural significance within the community.

Of particular cultural significance is Leech House's association with early settlement in the Shuswap area. Tyn-y-Coed is the Welsh name given to the house by its builder, Daniel Leech, meaning 'house in the woods'. The house was constructed at a time when obtaining certain building materials was often a challenge. For example, bricks were hauled by horse and sleigh from Enderby Brickyard in the winter of 1908-1909 to construct the fireplace and chimney.

The house is important scientifically for its association with the development of agricultural practices in the region. In 1928, Mr. Leech represented Canada as a delegate at a meeting of the World Dairy Congress in London, England. He strongly believed in the use of scientific knowledge as a basis for agricultural practice and, in conjunction with Dominion Experimental Farms, he operated his farm as an Illustration Station using these principles.

Leech House is also valued historically for its association with the Hoadley family who occupied the house starting in the 1940s through to 1965. Winifred Daisy Hoadley, daughter of William Ernest Hoadley, was a prominent teacher in Salmon Arm for many years and past Worthy Matron of the Shuswap Eastern Star. William Hoadley was also a long-standing teacher in the province and a former Master of the Masonic Order. Hoadley Park immediately south of the property was named so to honour the Hoadley family's presence in Salmon Arm and the contributions they made to the community.

Valued for its aesthetic qualities, Leech House continues as a 'house in the woods' one hundred years later. The placement of the building among mature coniferous trees and generously landscaped yards sets it apart from the surrounding residential properties. The large bay window, exterior building materials, form and detailing, and the simple gable form and verandah are representative of houses built in the early 1900s. The verandah on the front of the house is significant because it represents a time when the interface between indoor and outdoor space was appreciated for its social value.

**Character Defining Elements**

Key elements that define the heritage character of Leech House include:

**Site:**

- House set back from and perpendicular to the road
- Mature vegetation
- Generous yards surrounding house
- Decorative landscaping
- Relationship and proximity to Hoadley Park

**Building:**

- Gable roof form with shallower-pitched section over verandah
- Verandah element on the west façade of the house with wood support posts
- Brick fireplace and chimney
- Large bay-style window on lower floor
- Wood frame structure
- Original siding and shingle façade on gable ends

**Extract from the Community Charter**

---

**Exchange or other disposal of park land**

27 (1) This section applies to land vested in a municipality under

(a) section 29 [*subdivision park land*] of this Act,

(b) section 510 (13) [*provision of park land in relation to subdivision*] of the *Local Government Act*, or

(c) section 567 (5) (a) [*provision of park land in place of development cost charges*] of the *Local Government Act*.

(2) A council may, by bylaw adopted with the approval of the electors,

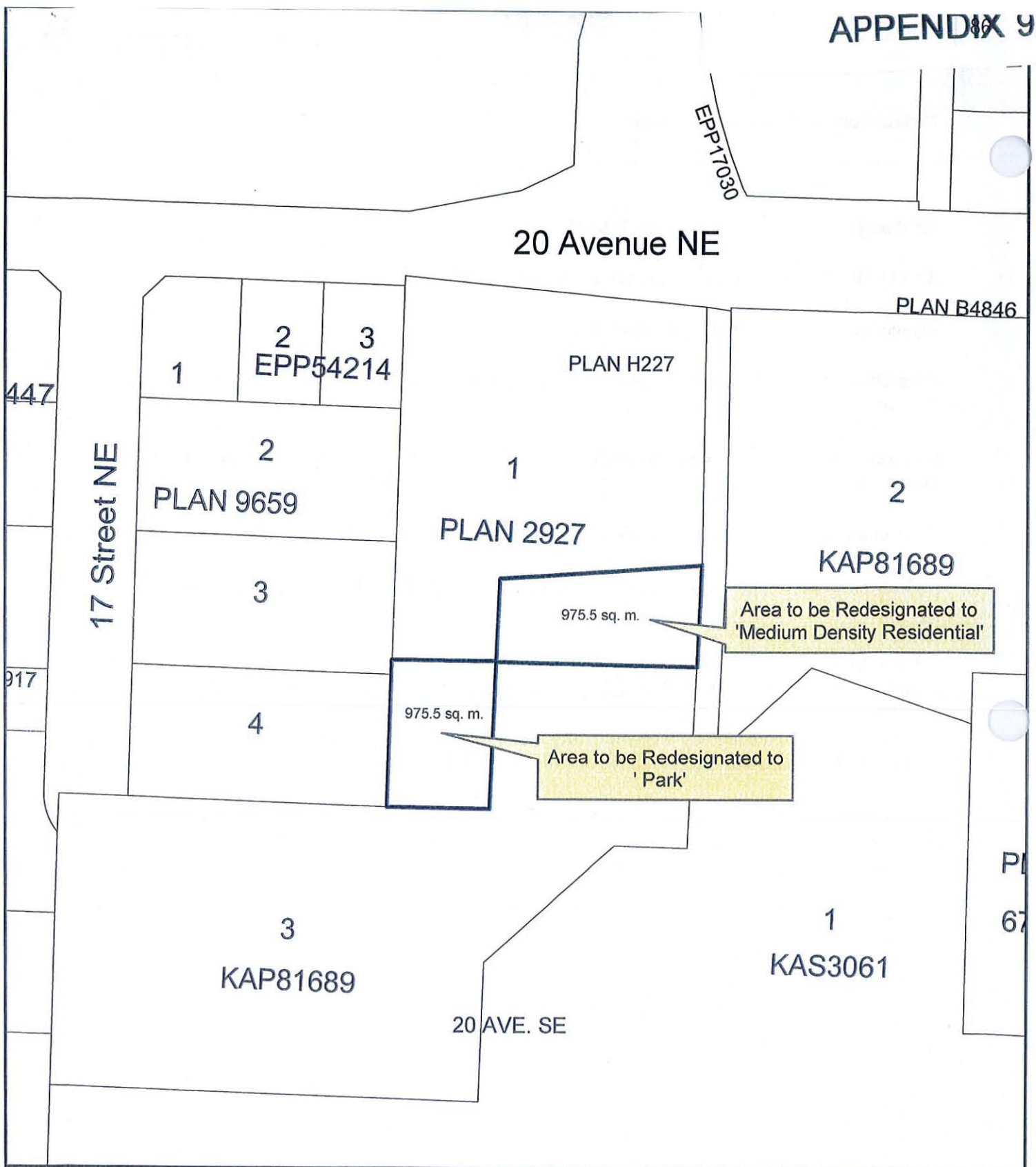
(a) dispose of all or part of the land in exchange for other land suitable for a park or public square, or

(b) dispose of the land, provided that the proceeds of the disposal are to be placed to the credit of a reserve fund under section 188 (2) (b) [*park land acquisition reserve fund*].

(3) Land taken in exchange by a municipality under this section is dedicated for the purpose of a park or public square and the title to it vests in the municipality.

(4) A transfer of land by a municipality under this section has effect free of any dedication to the public for the purpose of a park or a public square and section 30 (3) [*removal of park dedication*] does not apply.

\* \* \*





# CITY OF SALMON ARM - ELECTOR RESPONSE FORM

I/We, the undersigned do **HEREBY PETITION** the Council of the City of Salmon Arm not to approve proposed parkland Disposal and Exchange Bylaw No. 4175 to authorize the exchange of Part of Lot 1, Plan 2927, except Plan 16170, Section 24, Township 20, Range 10, W6M, KDYD for Part of Lot 3, Plan KAP81689, Section 24, Township 20, Range 10, W6M, KDYD, as shown on the attached sketch plan.

**Instructions to Electors:**

The *Community Charter* of the Province of British Columbia requires that in order for an Elector Response to be valid:

I, the undersigned declare that:

**Elector(s)  
Full Name  
(PLEASE PRINT)**

**Elector(s)  
Residential Address  
(PLEASE PRINT)**

**Elector(s)**  
**Signature(s)**

Elector Response Forms may be submitted by mail or person to City of Salmon Arm City Hall by no later than 4:00 p.m. on Monday, April 3, 2017 to the address noted below. Postmarks will not be accepted as date of submission. City of Salmon Arm, 500 – 2 Avenue NE, Box 40 Salmon Arm, BC V1E 4N2

For more information please contact Erin Jackson, Corporate Officer at (250)803-4029 or [ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca).

Erin Jackson  
Corporate Officer

**Jon Turlock**

---

**From:** Chris Larson  
**Sent:** Friday, January 20, 2017 3:20 PM  
**To:** Jon Turlock  
**Subject:** GLC Minutes - Hoadley Park proposal  
**Attachments:** GLC Minutes - Jan 19 2017.pdf

Text from the meeting minutes:

"The GLC discussed a proposed land exchange involving a portion of Hoadley Park. There are existing informal or social trail connections through the area of Hoadley Park under consideration. The STA recently explored this network (2016) in researching urban connector routes and has suggested some future upgrade options. The GLC commented that the land exchange appeared logical and, due to the lack of investment to date in the existing informal or social trail connections as well as the relative ease to reroute such trails, noted no concerns with the proposal."

Minutes attached.

**Chris Larson, MCP - Planning and Development Officer**

**City of Salmon Arm**

500 2nd Avenue NE

Box 40 Salmon Arm V1E 4N2

(250) 803 - 4051 fax (250) 803 - 4041

[clarson@salmonarm.ca](mailto:clarson@salmonarm.ca)

# CITY OF SALMON ARM GREENWAYS LIAISON COMMITTEE

## MEETING MINUTES

Thursday, January 19, 2017  
3:00 p.m.  
Room 100, City Hall

**Committee Members:** Joe Johnson, Citizen at Large (acting Committee Chair)  
Brian Browning, Shuswap Trail Alliance  
Phil McIntyre-Paul, Shuswap Trail Alliance (Non-Voting)  
Rob Bickford, Citizen at Large  
Steve Fabro, Shuswap Trail Alliance  
Ian Clay, Salmon Arm Greenways

**City Staff:** Chris Larson, Planning & Development Officer (Non-Voting)  
Rob Hein, Manager of Roads & Parks (Non-Voting)

**Guests:** Anita Ely, Environmental Health Officer, Interior Health  
Sutra Brett, Shuswap Trail Alliance

**Regrets:** Ken Jamieson, Committee Chair  
Ed Hinman, Salmon Arm Greenways

The GLC appointed Joe Johnson as acting Committee Chair.

The meeting was called to order at 3:01 p.m.

### **Item 1: Update on Greenway Planning Initiatives and Projects**

#### **STA Updates**

The STA provided a summary list of 2016 City of Salmon Arm greenway projects (Attachment 1).

The Committee reviewed a number of detailed trail plans, including an Ida View Trail Plan, the South Canoe Master Plan, the Gayle Creek Loop Trail Plan, the Turner Creek Trail Plan, and an Okanagan to 4<sup>th</sup> Trail Plan. The GLC was impressed with the substantial detail provided by the plans.

Sutra Brett of the STA presented work completed in developing the Sign Plan. Establishing signage helps to promote and activate trail corridors. The Sign Plan has involved identifying all of the trail connections, corridors and segments throughout the City, and requires an impressive amount of data and detail highlighting the interconnectivity of City amenities (schools, parks and facilities) and presenting feature loop options. The GLC commented on this excellent effort and look forward to these works rolling out over time.

#### **City Initiatives**

As agent for the following proposal, Joe Johnson left the meeting for the discussion and Rob Bickford acted as Committee Chair.

The GLC discussed a proposed land exchange involving a portion of Hoadley Park. There are existing informal or social trail connections through the area of Hoadley Park under consideration. The STA recently explored this network (2016) in researching urban connector routes and has suggested some future upgrade options. The GLC commented that the land exchange appeared logical and, due to the lack of investment to date in the existing informal or social trail connections as well as the relative ease to reroute such trails, noted no concerns with the proposal.

Following this discussion, Joe Johnson returned to the meeting and resumed as acting Committee Chair.

The planned Canoe Beach Connection trail was discussed, involving a trail through the ball-fields and a crosswalk across Canoe Beach Drive (previously discussed and supported by the GLC). Staff again clarified that even if a pathway through the ball-fields is established, the City would still pursue sidewalk installation along Canoe Beach Drive in the future as development occurs. The GLC is supportive of improving connections to provide as many options as possible. Staff expect this connection to be established in 2017 as a project featured in the 2017 Budget.

#### **Item 2: Other**

Shuswap Trail Legacy Fund – The STA reported on a new program in support of the Shuswap Trail. The Shuswap Legacy Fund is a registered charity managed by the Shuswap Community Foundation to enable continued building and maintenance into the future.

#### **Item 3: Late Items**

Park Hill Trails – Upper Trail – GLC members discussed potential drainage issues along this portion of the Park Hill trail network. This was highlighted as an area that may need future attention and maintenance.

Park Hill Trails – Trailhead – the GLC discussed the lack of a dedicated trailhead area for the Park Hill network, noting that while the Canoe Beach Park overflow parking lot serves as the trailhead, this space has not been developed as of yet into a trailhead area as per the Greenways Plan (with signage, a kiosk sign, garbage can, and other infrastructure). The GLC noted that this would promote the network and may become increasingly important as the area becomes more used.

**Item 4: Next Meeting** - Thursday, March 9, 2017.

**Item 5: Adjournment** - The meeting adjourned at 4:35 p.m.



Chris Larson, Planning & Development Officer  
(minutes endorsed by acting Committee Chair)

:CL

ATTACHMENT 1: STA – 2016 Summary



January 19, 2017

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

Re: OCP Amendment Application No OCP4000-28  
1890-20<sup>th</sup> Ave NE & 1830-17<sup>th</sup> St. NE

Dear Kevin

The Salmon Arm Economic Development Society (SAEDS) Board of Directors has reviewed the information for the above-noted OCP amendment referral to re-designate a portion of 1890-20<sup>th</sup> Ave NE from Park to Medium Density Residential and a portion of 1830-17<sup>th</sup> St. NE from Medium Density Residential to Park.

The SAEDS Board supports this application and has no noted concerns.

We thank you for the opportunity to comment on this OCP Amendment Referral.

Sincerely,

A handwritten signature in dark ink, appearing to read "William Laird". The signature is fluid and cursive.

William Laird, Chairperson






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


To: Kevin Pearson, Director of Development Services  
 Date: December 7, 2016, 2016  
 Prepared by: Darin Gerow, Engineering Assistant  
 Subject: Proposed Subdivision Application No. 16-33E  
 Legal: Lot 1 Plan 2927, except Plan 16170 and Lot 3, Plan KAP81689, Sec. 24-20-10  
 Civic: 1890 – 20 Avenue NE & 1830 – 17 Street NE  
 Owner: C. & C. Hostman & City of Salmon Arm  
 Applicant: Same

Further to your referral dated December 1, 2016, the Engineering Department provides the following servicing information.

The proposed parcel line adjustment is subject to the exemptions provided under Section 5.1 of the Subdivision and Development Servicing Bylaw No. 4163, which states the provision of new Works and Services shall not be required. It is assumed that the servicing is adequate for the proposed use.

20 Avenue NE on the subject property's north property line is designated as an Urban Collector Street requirement road right of way dedication of 20.0 meters (10.0 meters on either side of the road centerline). Available records indicate that additional dedication is required from existing Lot1, to be confirmed with BCLS.

  
 Darin Gerow, ASCT  
 Engineering Assistant

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



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

To: Kevin Pearson, Director of Development Services  
 Date: December 22, 2016  
 Prepared by: Darin Gerow, Engineering Assistant  
 Subject: **Official Community Plan Amendment Application No. OCP4000-28E**  
 Civic: 1890 – 20 Avenue NE & 1830 – 17 Street NE  
 Legals: Lot 1 Plan 2927, except Plan 16170 and Lot 3, Plan KAP81689, Sec. 24-20-10  
 Owner: Hostman, Carl & Carole, 1890 – 20 Avenue NE, Salmon Arm, BC, V1E 2H3  
 City of Salmon Arm, Box 40, Salmon Arm, BC, V1E 4N2  
 Applicant: Owner

---

Further to your referral dated December 20, 2016, the Engineering Department has thoroughly reviewed the site and has no objections to the proposed OCP Amendment. Site servicing is not affected by the proposed change.

Darin Gerow, ASCT  
Engineering Assistant

Jennifer Wilson, P.Eng.  
City Engineer

**CITY OF SALMON ARM****BYLAW NO. 4175****A bylaw to exchange parkland for other land to be dedicated as park**

---

WHEREAS pursuant to Section 27 of the Community Charter, if a municipality is entitled to possession and control of land under Section 27(1)(c) [parks dedicated by subdivision], the Council may, by bylaw, dispose of a portion of land in exchange for other land suitable for a park or public square;

AND WHEREAS the municipality is entitled to possession and control of Park dedicated on Plan KAP81689, Section 24, Township 20, Range 10, W6M, KDYD;

AND WHEREAS it is deemed desirable and expedient to dispose of Part of Lot 3 dedicated on Plan KAP81689, Section 24, Township 20, Range 10, W6M, KDYD;

AND WHEREAS pursuant to Section 27(2)(a) of the Community Charter, the Lands will be disposed of in exchange for other land suitable for a park or public square;

AND WHEREAS the owners of real property within the boundaries of the City of Salmon Arm were notified, under the alternative approval process provisions in compliance with Sections 26(3), 86 and 94 of the Community Charter, that Council intends to dispose of Part of Lot 3 dedicated on Plan KAP81689, Section 24, Township 20, Range 10, W6M, KDYD;

AND WHEREAS the Council has been advised through a report prepared by the Corporate Officer that the petitions filed by the owners of real property within the boundaries of the City of Salmon Arm, requesting Council not to proceed with the disposal of said property are insufficient;

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

1. The Council of the City of Salmon Arm is hereby authorized and empowered to undertake and carry out or cause to be carried out the disposal of that Part of Lot 3 dedicated on Plan KAP81689, Section 24, Township 20, Range 10, W6M, KDYD, as outlined on Schedule "A" attached hereto and forming part of this bylaw; and
2. The Council of the City of Salmon Arm is hereby authorized and empowered to undertake and carry out or cause to be carried out the acquisition of that Part of Lot 1, Plan 2927, Section 24, Township 20, Range 10, W6M, KDYD, Except Plan 16170; as outlined on Schedule "A" attached hereto and forming part of this bylaw.

3. This bylaw may be cited as **"City of Salmon Arm Parkland Disposal and Exchange Bylaw No. 4175."**

READ A FIRST TIME THIS DAY OF 2017

READ A SECOND TIME THIS DAY OF 2017

READ A THIRD TIME THIS DAY OF 2017

Advertised pursuant to Sections 86 and 94 of the Community Charter in two issues of the Salmon Arm Observer dated and , 2017.

Posted pursuant to Sections 86 and 94 of the Community Charter this day of 2017.

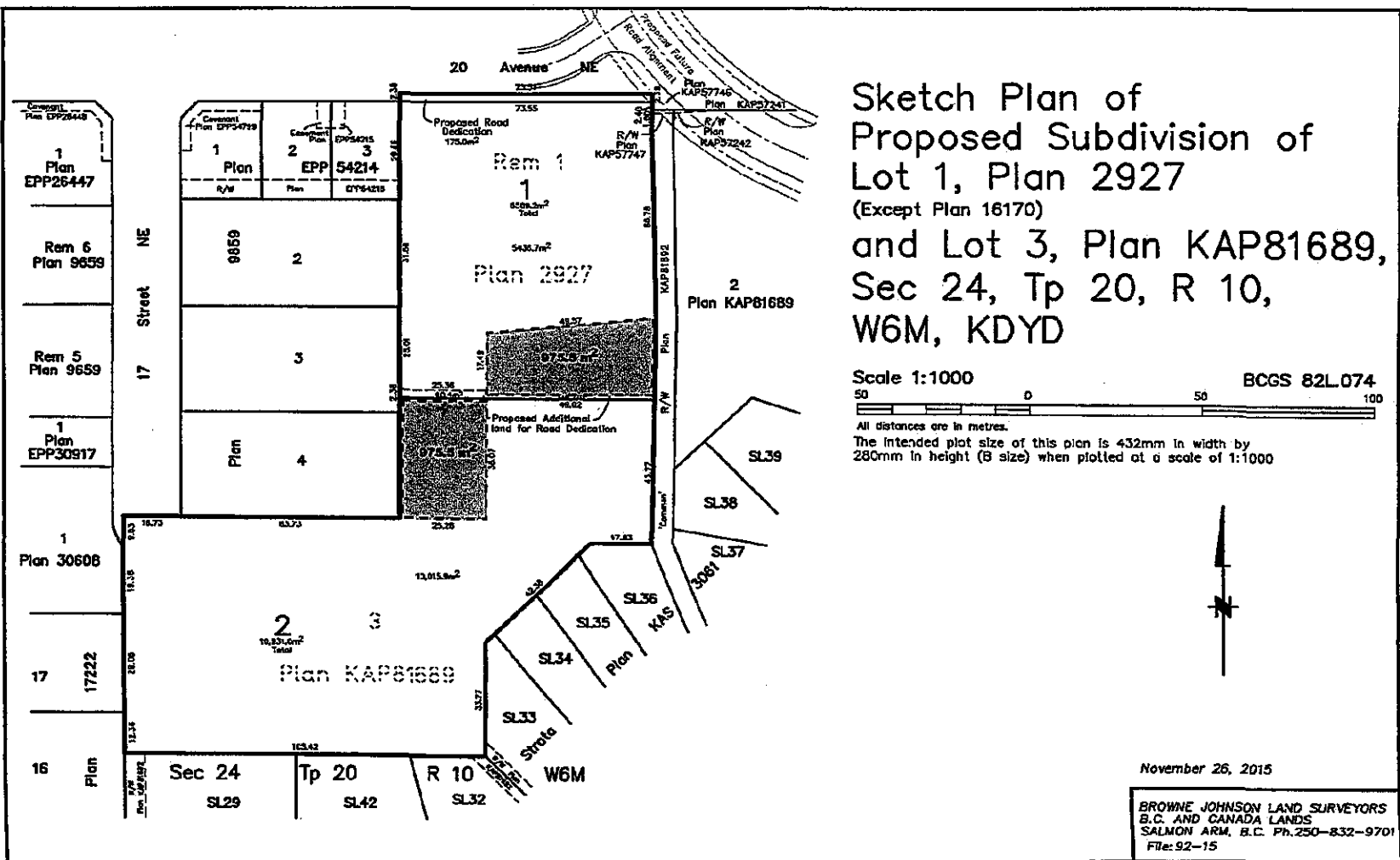
ADOPTED BY COUNCIL THIS DAY OF 2017

\_\_\_\_\_  
 MAYOR

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



Schedule "A"



Item 8.4

## CITY OF SALMON ARM

Date: February 14, 2017

Moved: Councillor Harrison

Seconded: Councillor Eliason

THAT: the bylaw entitled Official Community Plan Amendment Bylaw No. 4187 be read a first and second time;

AND THAT: Pursuant to Section 882(3)(a) of the Local Government Act, Council has considered the proposed Official Community Plan amendments in conjunction with:

- 1) The Financial Plans of the City of Salmon Arm; and
- 2) The Liquid Waste Management Plan of the City of Salmon Arm.

AND THAT: Final reading of the Official Community Plan amendment bylaw be withheld pending:

- 1) Adoption of Parkland Disposal and Exchange Bylaw No. 4175.

[OCP4000-28; Hostman, C. & C./ Browne Johnson Land Surveyors; 1890 - 20 Avenue NE & 1830 - 17 Street NE]

### Vote Record

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

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

# **CITY OF SALMON ARM**

## **BYLAW NO. 4187**

### **A bylaw to amend "City of Salmon Arm Official Community Plan Bylaw No. 4000"**

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 \_\_\_\_\_, at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_, 2017, issue 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. "City of Salmon Arm Official Community Plan Bylaw No. 4000" is hereby amended as follows:
  - a) Redesignate that Part of Lot 1, Plan 2927, except Plan 16170, Sec. 24, Tp. 20, R. 10, W6M, KDYD as shown on Schedule "A" from Medium Density Residential to Park; and
  - b) Redesignate that Part of Lot 3, Plan KAP81689, Sec. 24, Tp. 20, R. 10, W6M, KDYD as shown on Schedule "A" from Park to Medium Density Residential.

#### **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 Official Community Plan Amendment Bylaw No. 4187"**.

READ A FIRST TIME THIS DAY OF 2017

READ A SECOND TIME THIS DAY OF 2017

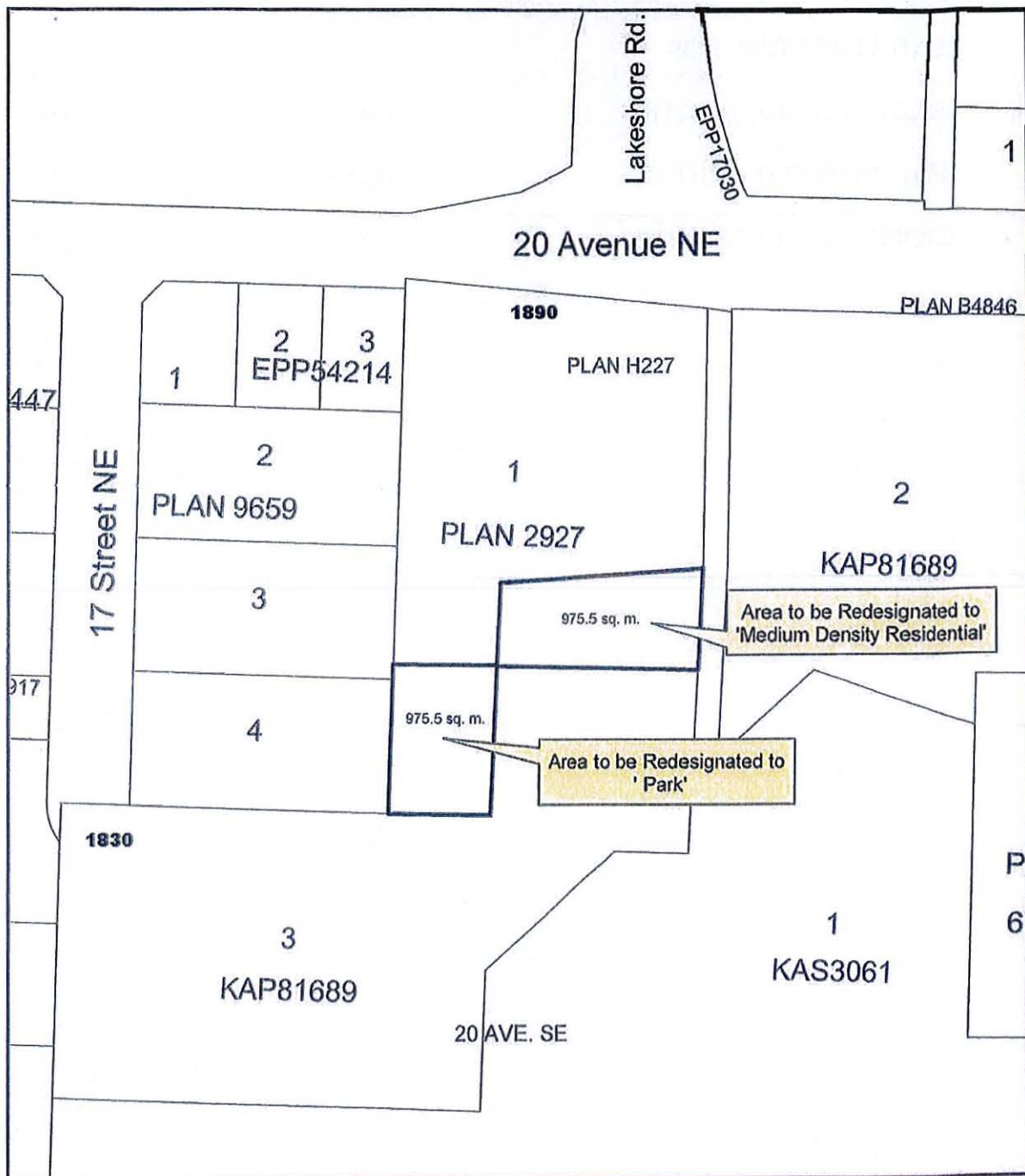
READ A THIRD TIME THIS DAY OF 2017

ADOPTED BY COUNCIL THIS DAY OF 2017

\_\_\_\_\_  
MAYOR

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





Item 8.5

## CITY OF SALMON ARM

Date: February 14, 2017

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: the bylaw entitled Traffic Amendment Bylaw No. 4188 be read a first, second and third time.

### Vote Record

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

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



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

TO: Her Worship Mayor Cooper and Council

DATE: January 23, 2017

SUBJECT: Amendment to Traffic Bylaw 1971 to include provisions for the use of a vehicle immobilization device.

**MOTION FOR CONSIDERATION:**

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Traffic Bylaw 1971 to include the following definition:

**"Vehicle Immobilization Device"** means a wheel clamp device that is designed to prevent vehicles from being moved.

**AND THAT:** the following sentence be inserted into the body of the referenced bylaw:

**202. (1) (d) seize or caused to be seized by applying a *vehicle immobilization device* to any vehicle, trailer or cycle that is in violation of this bylaw;**

**AND FURTHER THAT:** the balance of section 202 (1) be renumbered accordingly.

The Bylaw officer must on occasion have vehicles towed which are in violation of the traffic bylaw. There are situations where offending vehicles are parked in locations where a tow truck is unable to approach the front or rear of the vehicle to effect a tow. The City is proposing to purchase a "Vehicle Immobilization Device" (VID) which the Bylaw Officer would clamp to the wheel of an offending vehicle thereby immobilizing the vehicle. The above amendment proposed to the Traffic Bylaw would establish and clarify the VID as an optional tool available for the City's parking enforcement. A purchase quotation and illustration of the device are attached as Appendix 1.

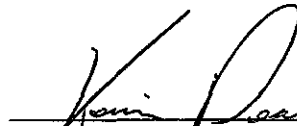
In order to have a VID removed, the owner or operator of the offending vehicle would need to contact the tow company. The charge for removal of the device would be equivalent to a tow charge and would be paid directly to the towing company. The use of a VID may not result in the payment of outstanding parking tickets, however, a cost equivalent to a tow is a significant deterrent to future parking infractions. One potential risk the City could face with this device is incurring liability of damages to a vehicle during the time it is immobilized by the VID. It is proposed to minimize liability by photographing the vehicle at the time of the VID installation and by posting a prominent sign on the driver's side window indicating that the vehicle has been immobilized. The window sign will also have the tow company contact information to get the device removed.

There are six or seven chronic offenders who knowingly park where it is difficult to effect a tow or who move their vehicles before the tow truck can get to the scene. Once these few realize that the City has an alternative enforcement option it is anticipated the immobilization device will not be used as frequently. It is to be noted that the Bylaw Officer, under his sole discretion, typically only tows six to seven vehicles from the downtown area per year. The parking enforcement summer student will not be authorized to install the VID.

VIDs are not widely used in other municipalities in BC, however the City of Trail has been using the device successfully since 2013. The Downtown Parking Commission supports the Bylaw Officer's enforcement efforts and the use of VID on chronic, repeat, parking violators in the downtown core.



Prepared by: Maurice Roy, RBO CRBO  
Manager of Permits & Licensing



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

:mr

## Appendix

1. VID quote and illustration



## Appendix 1

**From:** Craig Young [<mailto:CraigY@atstraffic.ca>]  
**Sent:** December 6, 2016 11:04 AM  
**To:** Marcel Bedard  
**Subject:** RE: the Boot

Hi Marcel,

My apologies, we recently switched our computer systems and finding info from the old system was proving to be difficult. I'm awaiting current pricing from the vendor, **should be around \$1000 for the kit**

What I found was they purchased the following items:

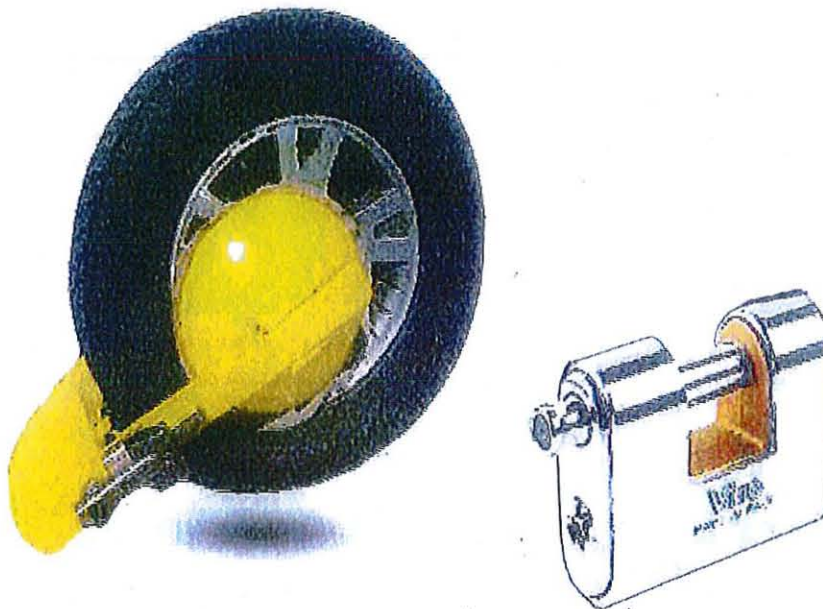
Universal Boot #1 with felt pad

Series 5000 Keys and an armored padlock

The Universal Boot #1 Fat Boy is for wheels 235mm/9.25" and wider. It will fit anything from a regular pick-up to a full-sized SUV.

**No Lock:** Supply your own lock! (*Slide-bolt highly recommended*)

**5000 Series:** A thoroughly proven, more armored version, can also be ordered keyed alike (KA)



## City OF SALMON ARM

### BYLAW NO. 4188

#### A bylaw to amend Traffic Bylaw No. 1971

WHEREAS it is deemed advisable to amend "City of Salmon Arm Traffic Bylaw No. 1971";

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

1. "City of Salmon Arm Traffic Bylaw No. 1971" is hereby amended by the addition of the following:

#### PART I - DEFINITIONS:

"VEHICLE IMMOBILIZATION DEVICE" means a wheel clamp device that is designed to prevent vehicles from being moved.

202. 1) (d) seize or caused to be seized by applying a *vehicle immobilization device* to any vehicle, trailer or cycle that is in violation of this bylaw;

#### 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.

## Traffic Amendment Bylaw No. 4188

Page 2

5. This bylaw may be cited for all purposes as "**City of Salmon Arm Traffic Amendment Bylaw No. 4188**".

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

Item 9.1

## CITY OF SALMON ARM

Date: February 14, 2017

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4164 be read a final time.

[ZON-1061; ABC Operations Ltd.; 6151 - 50 Avenue SE; A-2 to M-1]

### 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: July 19, 2016

Subject: Zoning Bylaw Amendment Application No. 1061

Legal: Lot 1, Section 5, Township 20, Range 9, W6M, KDYD, Plan 32662, Except Plan KAP60195

Civic: 6151 50 Avenue SE

Applicant: ABC Operations 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 1, Section 5, Township 20, Range 9, W6M, KDYD, Plan 32662, Except Plan KAP60195 from A-2 (Rural Holding Zone) to M-1 (General Industrial Zone).

**AND FURTHER THAT:** final reading of the zoning amendment bylaw be withheld subject to approval by the Ministry of Transportation and Infrastructure.

#### STAFF RECOMMENDATION

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

#### BACKGROUND

The subject parcel is located at 6151 50 Avenue SE, at the southern-most end of the Industrial Park adjacent to the City boundary and Highway 97B (Appendix 1 and 2). The parcel has a total area of approximately 5.7 acres, is designated Industrial General in the City's Official Community Plan (OCP) as shown in Appendix 3, and is zoned A-2 (Rural Holding) in the Zoning Bylaw (Appendix 4). This area is generally comprised of M-1 and A-2 zoned parcels.

The proposal is to rezone the parcel from A-2 (Rural Holding) to M-1 (General Industrial) to facilitate the development of a storage yard (M-1 Zoning regulations are attached as Appendix 5). A conceptual plan has been provided (Appendix 6). Site photos are attached as Appendix 7.

The Zoning Map attached shows the mix of zones in the immediate area. Land uses adjacent to the subject parcel include the following:

North:	Rural Holding (A-2) and Highway 97B;
South:	Road (50 Avenue SE), City Boundary (CSR);
East:	Highway 97 with Rural Holding (A-2) beyond; and
West:	Rural Holding (A-2) parcel, Road (50 Avenue SE) with M-1 beyond.

#### OCP POLICY

The subject parcel is designated as General Industrial in the OCP. The proposed M-1 zone is in alignment with this land use designation. The proposal aligns with OCP Objective 10.2.3, which supports similar industrial land uses in specific locations, and OCP Policy 10.3.8 which suggests access to appropriate roads, servicing and potential for buffering.

Staff note that the parcel is also subject to OCP Policy 10.3.9 which guides the form and character of industrial development fronting major transportation corridors. While at time of Building Permit, a Development Permit application would be required, a storage yard as proposed would not require a Building Permit or a Development Permit (zoning requirements for screening and landscaping would be applicable to a storage yard).

### COMMENTS

#### Ministry of Transportation and Infrastructure

Full MOTI comments are attached as Appendix 8. While not concerned with the proposed use, rezoning would allow for additional potential uses which could generate enough traffic to impact Highway 97B. As such the MOTI has granted preliminary approval subject to several conditions, including: road dedication, a road reserve covenant, a "no build" covenant, and site plan revisions.

#### Engineering Department

While not conditions of rezoning, full municipal services are required at time of development. Attached comments have been provided to the applicant (Appendix 9).

#### Building Department

No concerns.

#### Fire Department

No Fire Department concerns.

#### Planning Department

While the subject parcel has been historically used for rural-residential land use, the OCP envisions this parcel as the most south-eastern extent of the industrial lands comprising the City's primary industrial park. Keeping in mind the Industrial General OCP land use designation, the subject parcel is located in an area well-suited for industrial development, within close proximity to similar industrial lands. The conceptual plan submitted with the rezoning application illustrates one potential option for future development with potential space remaining for a future building.

The proposed zoning is generally aligned with the neighbouring land uses, largely separated from adjacent parcels by roadways and topography. It is important to note that the OCP also envisions the neighbouring A-2 zoned parcels to the west and north-west as Industrial General.

The M-1 zone regulations of the Zoning Bylaw are attached as Appendix 5. While no buildings are proposed at this time, the maximum height of buildings is 15 metres, while maximum parcel coverage for all buildings is 60%.

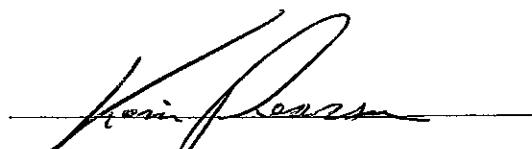
As the parcel fronts a major transportation corridor and acts as a gateway to the community, screening and landscaping is an important element related to general industrial use and specifically a storage yard. Outside storage is required to be screened as per the Zoning Bylaw. The site plan specifies screening provisions including fencing with privacy slats and low growth trees/shrubs which would meet the requirements of the Zoning Bylaw. Should development proceed in the future involving a building, a Development Permit application would be required, including a more detailed landscape plan.

### CONCLUSION

The proposed M-1 zoning of the subject property is supported by OCP policy and is therefore supported by staff.



Prepared by: Chris Larson, MCP  
Planning and Development Officer



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



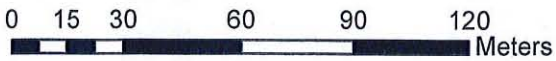


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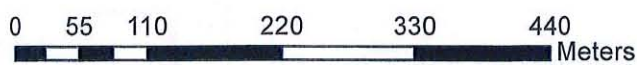
Subject Property





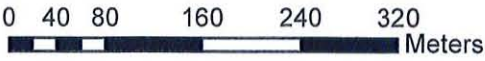
Subject Property





-  Subject Property
-  Industrial - General
-  Acreage Reserve





Subject Property

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## SECTION 28 - M-1 - GENERAL INDUSTRIAL ZONE

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### Purpose

- 28.1 The M-1 *Zone* provides for the location of general industrial and manufacturing uses to be located in areas where conflict with other uses is unlikely to occur.

### Regulations

- 28.2 On a *parcel zoned M-1*, no *building or structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the M-1 *Zone* or those regulations contained elsewhere in this Bylaw.

### Permitted Uses

- 28.3 The following uses and no others are permitted in the M-1 *Zone*:

- |       |     |  |
|-------|-----|--|
| #2736 | .1  | auction yards;   |
|       | .2  | automotive and truck repair shop, including body repair and painting;                    |
| #2736 | .3  | building supply establishment;   |
|       | .4  | bulk petroleum products sales and limited retail fuel sales, maximum two [2] pumps;      |
| #2736 | .5  | cafe;  |
| #3731 | .6  | commercial daycare facility;   |
|       | .7  | concrete products and readi-mix concrete;  |
|       | .8  | distillery and brewery;  |
| #2736 | .9  | farm equipment sales and rentals;  |
| #2736 | .10 | greenhouses, nurseries, including retail sales;  |
| #2732 | .11 | home occupation;   |
|       | .12 | key lock fuel installation;  |
| #2736 | .13 | laboratory, scientific and research;   |
|       | .14 | light industry;  |
| #2736 | .15 | machinery sales, rental;   |
|       | .16 | mini warehousing;  |
|       | .17 | mobile home manufacturing and sales;   |
| #2736 | .18 | moving and storage establishment;  |
|       | .19 | office, storage building, workshop and yard for general contractor and trade contractor; |
| #2337 | .20 | outside vending;   |
|       | .21 | private utility;   |
|       | .22 | public use;  |
|       | .23 | public utility;  |
| #2136 | .24 | radiator repair shop;  |
| #2136 | .25 | recreation facility - indoor;  |
| #2136 | .26 | recreation vehicle sales and rental lots, and showroom (new and used);                   |
|       | .27 | recycling depot;   |



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**SECTION 28 - M-1 - GENERAL INDUSTRIAL ZONE - CONTINUED**


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- #2136 .28 rental and repair of tools, small equipment;  
 .29 sale and repair of machinery, farm implements, and heavy equipment;  
 .30 storage *building*, warehousing and wholesale establishment, packing and crating, cold storage;  
 .31 storage yard;  
 .32 *transportation use*;  
 .33 truck and truck-tractor sale or rental lot;  
 #2136 .34 veterinary hospital;  
 .35 welding, machine or metal fabrication;  
 .36 wood products manufacturing;  
 #2136 .37 *ancillary retail sales*;  
 #2161 .38 *accessory use*, including one *dwelling unit*, or one *single family dwelling*, or one *upper floor dwelling unit*.

**Maximum Height of Principal and Accessory Buildings**

- 28.4 The maximum *height* of *principal* and *accessory buildings* shall be 15.0 metres (49.2 feet).

**Maximum Parcel or Site Coverage**

- 28.5 The maximum *parcel* or *site* coverage for all *buildings* and *structures* shall be 60% of the *parcel* or *site* area.

**Minimum Parcel Size or Site Area**

- 28.6 The minimum *parcel* size or *site* area shall be 465.0 square metres (5,005.4 square feet).

**Minimum Parcel or Site Width**

- 28.7 The minimum *parcel* or *site* width shall be 15.0 metres (49.2 feet).

**Minimum Setback of Principal and Accessory Buildings**

- 28.8 The minimum *setback* of the *principal* and *accessory buildings* from the:

- |    |  |                        |
|----|--|------------------------|
| .1 | <i>Front parcel line</i> shall be              | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> shall be               | 6.0 metres (19.7 feet) |
| .3 | <i>Interior side parcel line</i>               |                        |
|    | - adjacent to a <i>parcel</i> not <i>zoned</i> |                        |
|    | industrial shall be                            | 6.0 metres (19.7 feet) |
|    | - all other cases shall be                     | 4.0 metres (13.1 feet) |
| .4 | <i>Exterior side parcel line</i> shall be      | 6.0 metres (19.7 feet) |



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**SECTION 28 - M-1 - GENERAL INDUSTRIAL ZONE - CONTINUED**

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**Accessory Retail Use**

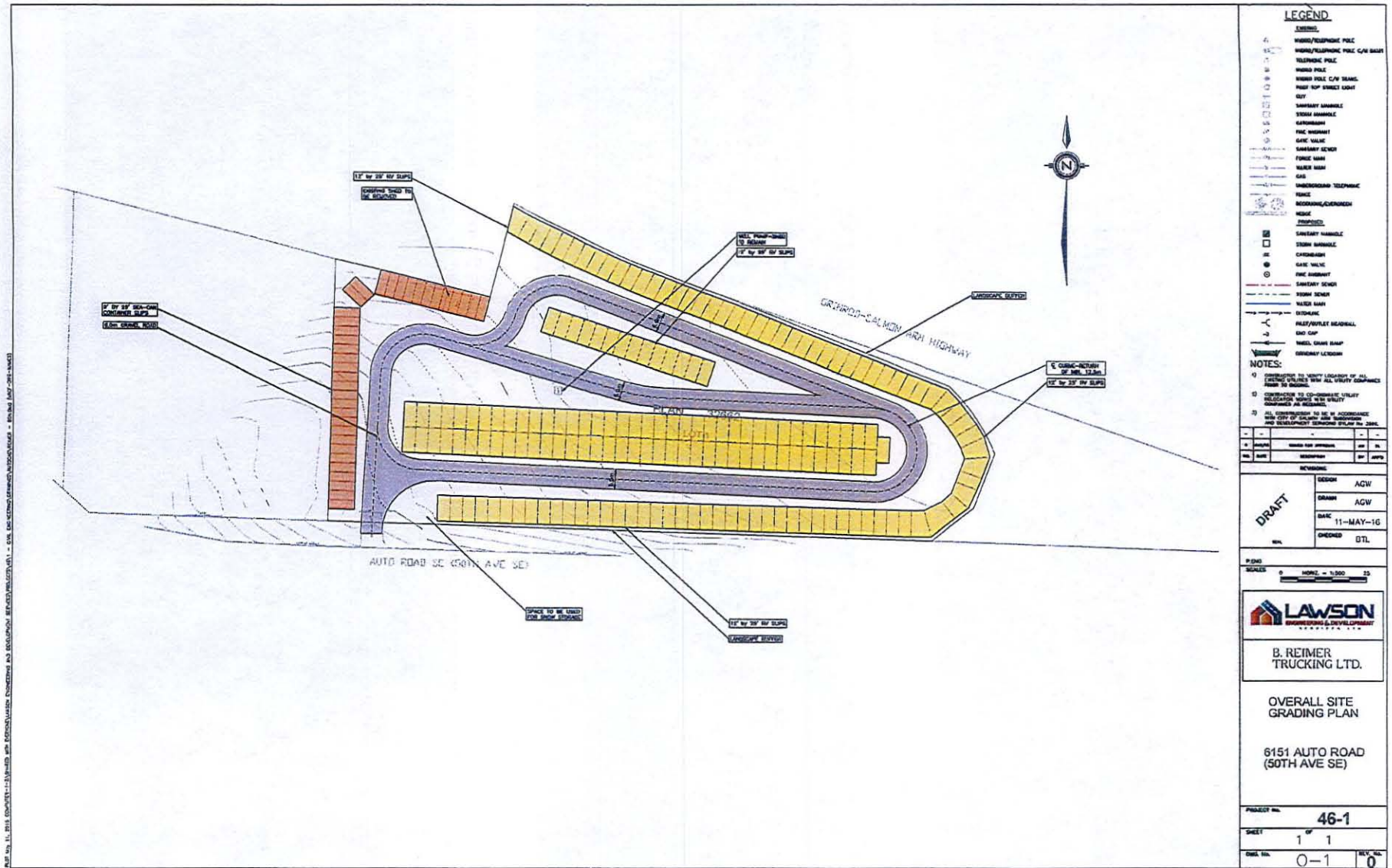
- 28.9 Accessory retail uses, including showrooms and display areas, shall not exceed 25% of the maximum *floor area* of the *principal building* as defined under *Light Industry*.

**Outside Storage**

- 28.10 Outside storage shall be screened from any adjacent *parcel* not *zoned* Industrial as per Appendix III.

**Parking and Loading**

- 28.11 Parking and loading shall be required as per Appendix I.





## Appendix 7: Site Photos



Photo of subject parcel looking east down 50 Avenue SE.



Photo of subject parcel looking west over the highway from Black Road.

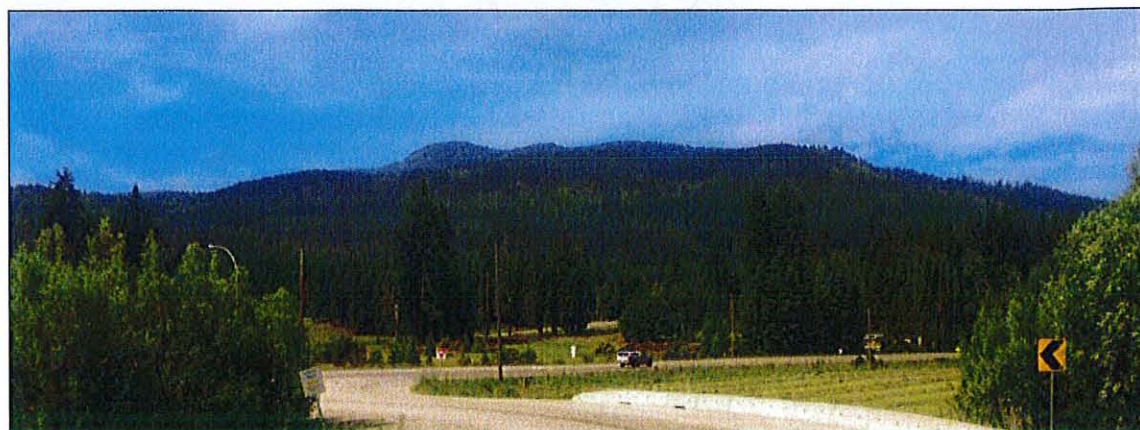


Photo of subject parcel looking west from Black Road showing neighbouring property.



Your File #: ZON-1061  
eDAS File #: 2016-02805  
Date: Jul/13/2016

ABC Operations Ltd.  
c/o City of Salmon Arm  
500 2nd Avenue NE, Box 40  
Salmon Arm, British Columbia V1E 4N2

Attention: City of Salmon Arm, Development Services

**Re: Proposed Bylaw for:** Lot 1, Section 5, Township 20, Range 9, W6M, KDYD, Plan 32662, Except Plan KAP60195

Although the Ministry doesn't object to the proposed use of RV storage, the rezoning allows for future uses which could generate enough traffic to impact the Grindrod-Salmon Arm Highway no. 97B (highway).

Direct access to the highway will not be permitted. Access must be off the municipal road at a location as far west as possible.

Preliminary Approval is granted for the rezoning for one year pursuant to section 52(3)(a) of the *Transportation Act*, subject to the following conditions:

1. To ensure protection of the exiting highway infrastructure, the Ministry requires road dedication as shown on the attached plan.

This section of highway is designated a Controlled Access Highway as well as an Arterial Highway pursuant to the Transportation Act. In accordance with Section 44.1 of the Transportation Act the surveyor who signs the road reference plan is hereby authorized to certify that the road dedication on the plan is Arterial Highway. Please include the appropriate notation on the final plan. For more information refer to the Land Title and Survey Authority of BC – Practice Note 05-10. <https://ltsa.ca/practice-information/land-title-practice-notes>

2. Provision of a Road Reserve Covenant to protect a 15m corridor along Grindrod-Salmon Arm Highway no. 97B, registrable under Section 219 of the Land Title Act in favour of Her Majesty The Queen in right of the Province of British Columbia as represented by the Minister of Transportation and Infrastructure. Covenant to be registered with priority over any financial charges. Covenant to specify:

No permanent improvements shall be built, constructed or otherwise located above or below ground within 15m from the Grindrod-Salmon Arm Highway no. 97B property line.

Local District Address
Salmon Arm Area Office
Bag 100
850C 16th Street NE
Salmon Arm, BC V1E 4S4
Canada
Phone: (250) 503-3664 Fax: (250) 833-3380



Covenant to be to the satisfaction of the District Official. Example indemnity and release clauses attached.

3. Provision of a Covenant, registrable under Section 219 of the Land Title Act in favour of Her Majesty The Queen in right of the Province of British Columbia as represented by the Minister of Transportation and Infrastructure. Covenant to be registered with priority over any financial charges. Covenant to specify:

No building or change in land use on the land, until such time as:

- the registered owner submits a detailed site plan to the Transferee which must be accepted by the transferee. Site Plan to be submitted to the local Ministry office at Bag 100 Stn Main, 850C – 16<sup>th</sup> Street NE, Salmon Arm BC, V1E 4S4 and quote Ministry eDAS file no. 2016-02805.
- Should the Ministry have any requirements prior to accepting the site plan or proposed use, the land owner is responsible to complete any requirements the transferee may have.
- Direct access to the Grindrod-Salmon Arm Highway no. 97B is not permitted.

Covenant to be to the satisfaction of the District Official. Example indemnity and release clauses attached.

4. The Ministry reviewed the submitted site plan prepared by Lawson Engineering & Development no. 46-1, Rev. 1 dated June 2016 and requires the following:
  - Submission of a detailed storm water management plan.
  - Any proposed structures within 4.5m from the highway property line or any structures, signs or plants within the 6m intersection sight triangle (Highway & Auto Road) must submit a *Provincial Public Highway Permit Application* to the Ministry of Transportation and Infrastructure for a setback permit.  
Application <http://www.th.gov.bc.ca/permits/Apply.asp>  
Information <http://www.th.gov.bc.ca/permits/Structures%20Permits.asp>  
Reference Transportation Act, BC Reg 513/2004, Part 3 - Building Restrictions.

Note: City of Salmon Arm Bylaw no. 2302 Section 4.9 (Building setbacks) requires this Ministry's approval for any structures within 37m, of the highway centreline.

It is recommended that the City of Salmon Arm consider imposing development cost charges towards intersection improvements, as warranted.

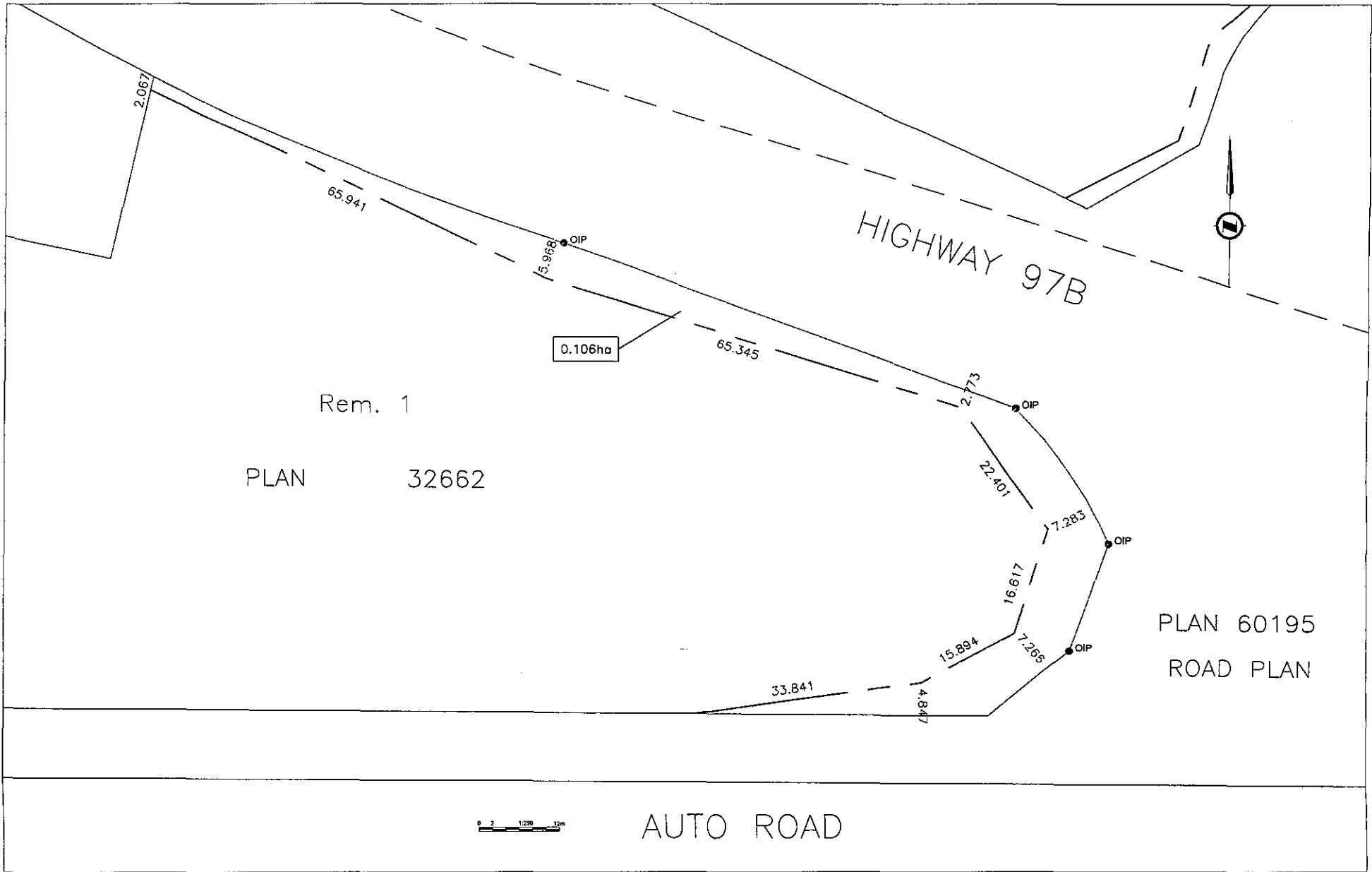
If you have any questions please feel free to call Tara Knight at (250) 833-3374.

Yours truly,



Tara Knight  
District Development Technician

Attachment





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

---

To: Kevin Pearson, Director of Development Services  
 Date: May 31, 2016  
 Prepared by: Darin Gerow, Engineering Assistant  
 Subject: **ZONING AMENDMENT APPLICATION FILE NO. ZON-1061E**  
 Legal: Lot 1, Section 5, Township 20, Range 9, W6M, KDYD, Plan 32662,  
         Except Plan KAP60195  
 Civic: 6151 – 50 Avenue SE  
 Owner: ABC Operations Ltd., 174 Deep Creek Road, Enderby, BC, V1E 1V3  
 Applicant: Owner

---

Further to your referral dated May 17, 2016 we provide the following servicing information. **The following comments and servicing requirements are not conditions for rezoning; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

**General:**

1. Full municipal services are required as noted herein. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties to be serviced completely by electrical and telecommunications wiring
4. Properties under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Any existing services traversing proposed lots must be protected by easement and located outside of the proposed building envelope. Owner/developer is responsible for all associated costs.
7. Owner/developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
8. At the time of development the applicant will be required to submit for City review and approval a detailed site servicing/lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.

Zoning Amendment Application File No. ZON – 1061E  
May 31, 2016  
Page 2

---

9. For the off-site improvements at the time of development the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of building permit approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

**Roads/Access:**

1. Auto Road SE on the subject property's south-west boundary is designated as an Industrial Area Road with an ultimate 20.0m dedication (10.0m from centerline). No additional dedication is required (subject to confirmation by BCLS).

Auto Road SE is currently constructed to an Interim Industrial Area Road standard. Upgrading of the north side of Auto Road, along the entire property frontage to the Industrial road Cross Section (RD-6) is required. This includes, but not limited to, road construction, boulevard construction and ditching.

2. Trans Canada Highway (TCH) along the north side of the subject property is a provincial controlled access highway. Additional dedication/improvements will be determined by Ministry of Transportation.

**Water:**

1. The subject property does not front on City of Salmon Arm watermain. Owner /developer will be required to extend the 300mm watermain from the west along Auto Road SE to service the subject property.
2. The Fire flows and pressures are sufficient in this area per 2011 Water Study (Opus Dayton & Knight, 2012). All fire protection requirements to be confirmed with the Fire and Building Inspection Departments.
3. The proposed lot is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10) adequately sized to satisfy the proposed use (minimum 19mm). Water meters will be required at time of development (meter provided by the City of Salmon Arm at the developers cost). Existing records indicate that the proposed lot is not currently serviced. All existing inadequate/unused services must be abandoned at the main. Applicant is responsible for all associated costs.



Zoning Amendment Application File No. ZON – 1061E  
May 31, 2016  
Page 3

---

**Sanitary Sewer:**

1. The subject property does not front on a City of Salmon Arm sanitary sewer system. No upgrades are required.

**Drainage:**

1. The subject property does not front a City of Salmon Arm storm sewer main, existing site drainage is by overland and ditch drainage systems.


Owner/developer shall agree to install an alternative storm water disposal system which has been designed by a qualified geotechnical engineer and approved by the City. Registration of a restrictive covenant under Section 219 of the Land Title Act will be required to ensure compliance with the professional geotechnical engineer's report.

2. Existing drainage to be reviewed and modified where necessary to eliminate any adverse impacts on adjacent properties and to ensure no adverse impacts on existing lot from proposed development lots are created.

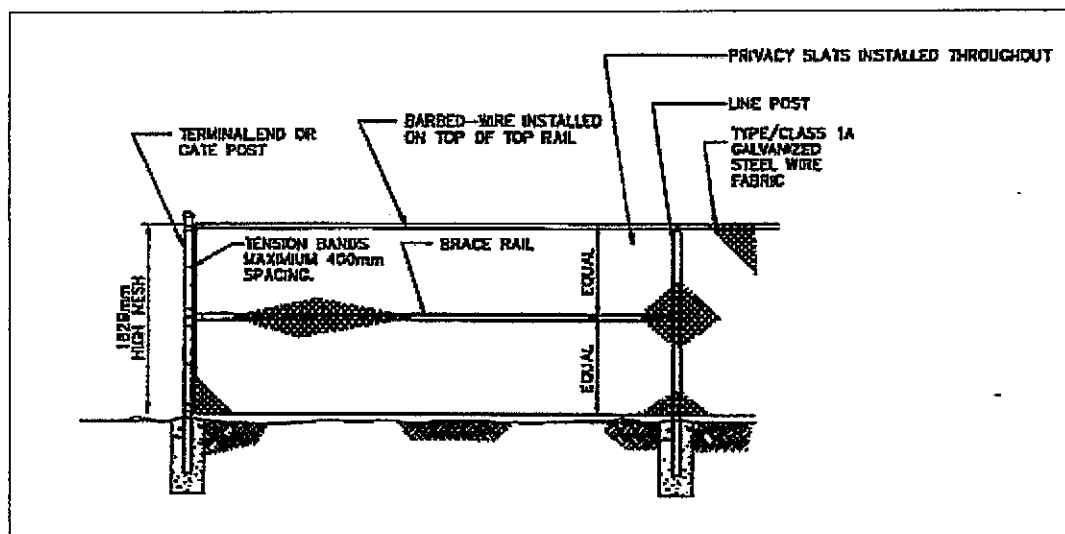
**Geotechnical:**

1. A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference Category A (Building foundation design and site drainage) is required.

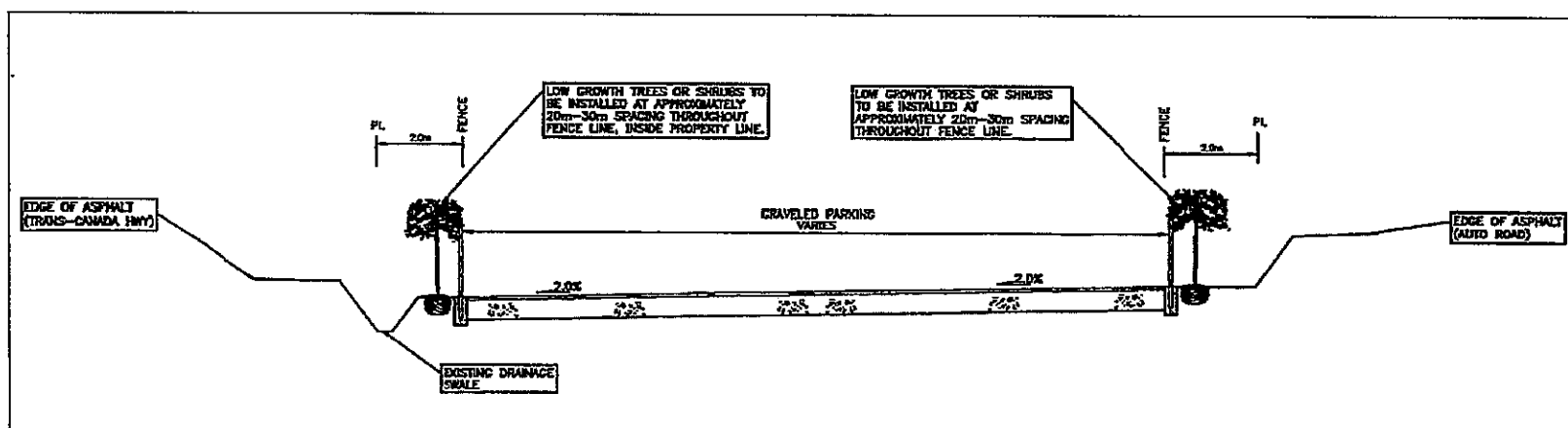
  
Darin Gerow, ASCT  
Engineering Assistant

  
Jennifer Wilson, P. Eng.  
City Engineer





Fencing detail: chain link fencing with privacy slats is proposed.



Planting detail: low growth trees or shrubs are proposed at approximately 20 – 30 m spacing throughout fence line.

**22. STATUTORY PUBLIC HEARING****2. Zoning Amendment Bylaw No. 4164 [ZON-1061; ABC Operations Ltd.; 6151 - 50 Avenue SE; A-2 to M-1]**

The Director of Development Services explained the proposed Zoning Amendment.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4164 was declared closed at 8:26 p.m.

**23. RECONSIDERATION OF BYLAWS****3. Zoning Amendment Bylaw No. 4164 [ZON-1061; ABC Operations Ltd.; 6151 - 50 Avenue SE; A-2 to M-1] - Third Reading**

0362-2016

Moved: Councillor Jamieson

Seconded: Councillor Lavery

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4164 be read a third time.

CARRIED UNANIMOUSLY



## **CITY OF SALMON ARM**

### **BYLAW NO. 4164**

#### **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 September 12, 2016 at the hour of 7:00 p.m. was published in the August 31 and September 7, 2016 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 1, Section 5, Township 20, Range 9, W6M, KDYD, Plan 32662, Except Plan KAP60195 from A-2 (Rural Holding Zone) to M-1 (General Industrial Zone)

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. 4164".

READ A FIRST TIME THIS 8<sup>TH</sup> DAY OF AUGUST 2016

READ A SECOND TIME THIS 22<sup>ND</sup> DAY OF AUGUST 2016

READ A THIRD TIME THIS 12<sup>TH</sup> DAY OF SEPTEMBER 2016

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE 6<sup>TH</sup> DAY OF February, 2017



For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF , 2016

\_\_\_\_\_  
MAYOR

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



## INFORMATIONAL CORRESPONDENCE – February 14, 2017

1. Building Department – Building Statistics – January 2017
2. Building Department – Building Permits – Yearly Statistics
3. B. Shirley, City of Salmon Arm Fire Chief – letter dated January 31, 2017 – Response to B. Welch regarding Open Burning in Salmon Arm
4. L. Molberg – letter dated January 21, 2017 – Orchard House
5. D. Hlina – letter dated January 22, 2017 – Orchard House
6. G. Pawluck – email dated January 25, 2017 – Still another accident on the front page of the Salmon Arm Observer January 25, 2017
7. T. Howkins and L. Lavigne – letter dated January 25, 2017 – Santa Clause Parade 2017
8. R. Strumecki – email dated January 25, 2017 – Invest in community broadband now
9. C. Ross – email dated January 26, 2017 – Broadband can be community-owned, let's lead the way
10. J. Klaus – letter received February 1, 2017 – Trucks in Salmon Arm
11. R. Gosse – email dated February 2, 2017 – Trucks running lights in Salmon Arm
12. T. Nakazawa and V. J. Nakazawa – letter dated February 3, 2017 – Variance Permit VP-444
13. L. Wong, Run Organizer – letter dated January 23, 2017 – 37<sup>th</sup> Annual Terry Fox Run, now proclaimed to be 'Terry Fox Day', Sunday, September 17, 2017
14. L. Wong, Manager, Downtown Salmon Arm – letter dated January 25, 2017 – Eats and Beats, Food and Music festival & Downtown Farmer's Market
15. D. Gerow, President, Salmon Arm Curling Centre – letter dated January 30, 2017 – Senior Men and Senior Ladies 2017 Provincial Curling Championships
16. W. Bell, President, CKVS-FM 93.7 Voice of the Shuswap – letter received January 30, 2017 – Request for CKVS Sign
17. N. Letnick, Minister of Agriculture, Responsible for Francophone Affairs Program and P. Fassbender, Minister of Community, Sport and Cultural Development – letter dated January 30, 2017 – BC Government Francophone Affairs Program (FAP), delivery of French programs and services in your jurisdiction
18. H. O'Hara, Executive Director, BC Association of Farmers' Markets – letter dated January 20, 2017 – BC Farmers' Market Nutrition Coupon Program
19. C. Moore, Salmon Arm Event Director, Coldest Night of the Year – letter dated January 25, 2017 – The Coldest Night of the Year February 25, 2017
20. Interior Health Authority – News Release dated January 31, 2017 – Interior Health Awards Contract for New Residential Care Beds in Salmon Arm
21. The Office of the Seniors Advocate – News Release dated January 25, 2017 – BC Seniors Advocate updates comprehensive directory for residential care facilities
22. The Office of the Seniors Advocate – News Release dated February 2, 2017 – More ride availability and shorter wait times highlighted in HandyDART survey results
23. Bike to Work BC – information bulletin – BC's Bike to Work & School Week Runs May 29 – June 4, 2017
24. Business for the Arts – news release dated February 1, 2017 – artsVest brings year-long training to arts organizations and matching funds to Salmon Arm and Revelstoke
25. T. Hall, Canadian Fallen Heroes Foundation – email dated February 7, 2017 – Canadian Fallen Heroes Kids Program



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# downtown SALMON ARM

Mayor and Council  
City of Salmon Arm  
PO Box 40  
Salmon Arm, BC V1E 4N2

February 7, 2017

Dear Mayor and Council

Re: Community Garden downtown location

The Salmon Arm Downtown Improvement Association would like to apply for a grant to start a community garden at a downtown location.

A community garden is an enhancement of public space by adding to the diversity of the urban community and contributing to a deeper sense of place and connection with the world, beyond food production. Gardens in the urban environment can contribute by teaching activities, cultural traditions and bio-diversity.

There are granting opportunities available for developing and building the infrastructure, hiring a Master Gardener or Project Manager, purchasing start-up equipment and training youth or the unemployed. There often is a 'social' component to community gardens which may include hiring or offering work experience for persons with disabilities, visible minorities and those economically-challenged.

The Shuswap Food Action Co-Op has given us their verbal support and we intend to seek their advice with plan implementation.

We have approached many service groups/organizations for their support in a long-term partnership for the on-going success of a community garden.

We have identified four locations that may be suitable (please see map for reference)

1. West side of Lordco Parking Lot, in the nature strip

Pros: unattractive nature strip, large space, accessible by foot and vehicle, highly visible downtown location

Cons: just outside our business improvement area, no irrigation in place

2. Vacant Lots along Beatty

Pros: unattractive nature strip, large space, accessible by foot and vehicle

Cons: not highly visible, is it City-owned property and what are services are available?

3. South end of Ross Street (across the railway tracks)

Pros: underutilized city owned space, large space, accessible by foot and vehicle

Cons: Possible short life span due to Underpass, no irrigation in place

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

# downtown SALMON ARM

## 4. People's Corner seating area (corner of Lakeshore and 4<sup>th</sup>)

Pros: Irrigation in place, well-lit, underutilized public space, accessible by foot and vehicle, highly visible downtown location

Cons: limited space

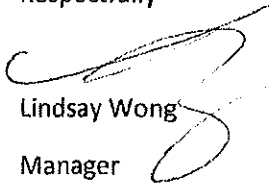
The plan is being crafted, but timelines are as follows

- March 1 deadline for Grant Proposal #1 to be submitted
- June – Sept, establish project plan
- June – Sept, continue to find a key partner
- June – Feb 2018, apply for Grant #2 for hiring of Project Manager
- Jan 2018, apply for Grant #3 for hiring of Garden Coordinator
- Feb 2018, begin ground breaking
- March 2018, build infrastructure
- May 2018, planting begins

At this time, we are requesting support in principle for this project and approval to use city property, if applicable as a designated community garden for the grant application. If successful, there is two year time frame in which to complete the project.

Thank you for your consideration to this project and continued support for Downtown Salmon Arm.

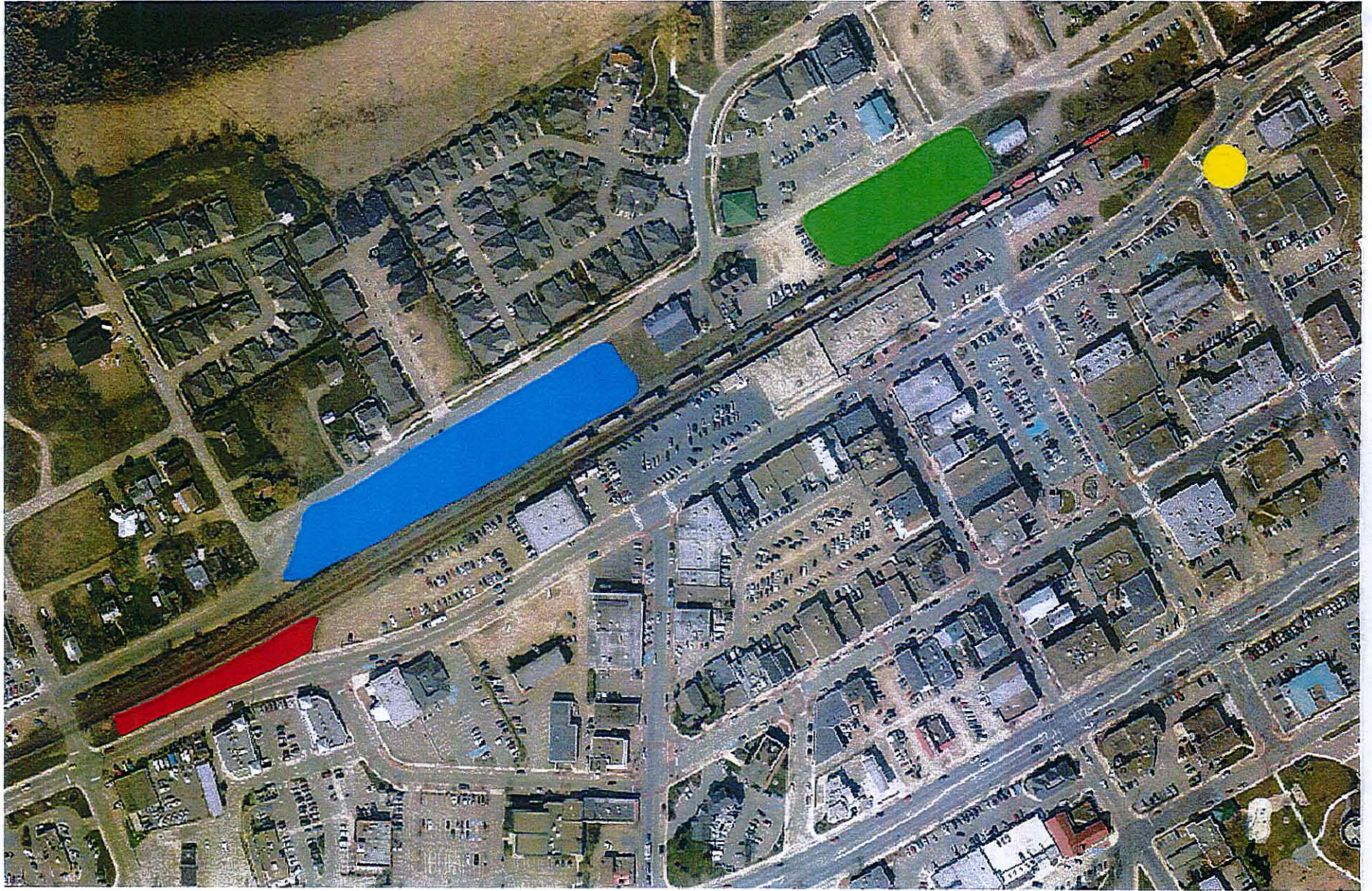
Respectfully



Lindsay Wong  
Manager

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





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2

3

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Item 11.1

## CITY OF SALMON ARM

Date: February 14, 2017

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

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

AND THAT: the Court of Revision for the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73<sup>rd</sup> Avenue Water Main Extension Parcel Tax Roll be held in the Council Chambers of City Hall on Monday, March 13, 2017 at 7:00 p.m.

### Vote Record

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

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



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

To: Mayor Cooper and Members of Council  
 Date: December 18, 2016  
 Subject : Court of Revision

*Recommendation*

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

And that the Court of Revision for the Water and Sewer Frontage Tax, Transportation Parcel Tax and the 73<sup>rd</sup> Avenue Water Main Extension Parcel Tax Roll be held in the Council Chambers of City Hall on Monday, March 13, 2017 at 7:00 p.m.

*Background*

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

For the purposes of this Division, the Council must:

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

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

- a) there is an error or omission respecting a name or address on the parcel tax roll;

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

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



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Monica Dalziel, CPA, CMA  
Chief Financial Officer



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Item 11.2

## CITY OF SALMON ARM

Date: February 14, 2017

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: the Mayor and Corporate Officer be authorized to execute the Replacement Tenure application for the renewal of the licence agreement for airplane hazard beacon site and powerline purposes (file #3404014) with the Ministry of Forests, Lands and Natural Resource Operations for a period of ten (10) years, at a cost of \$200.00 plus GST;

AND THAT: the Mayor and Corporate Officer be authorized to execute the Replacement Tenure application for the renewal of the licence agreement for airplane hazard beacon site purposes (file #3404014) with the Ministry of Forests, Lands and Natural Resource Operations for a period of ten years, at a cost of \$200.00 plus GST.

### 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: February 7, 2017

SUBJECT: Licence agreements for airplane hazard beacon site and powerline purposes

---

**MOTION FOR CONSIDERATION:**


THAT: the Mayor and Corporate Officer be authorized to execute the Replacement Tenure application for the renewal of the licence agreement for airplane hazard beacon site and powerline purposes (file #3404014) with the Ministry of Forests, Lands and Natural Resource Operations for a period of ten (10) years, at a cost of \$200.00 plus GST.

AND THAT: the Mayor and Corporate Officer be authorized to execute the Replacement Tenure application for the renewal of the licence agreement for airplane hazard beacon site purposes (file #3404014) with the Ministry of Forests, Lands and Natural Resource Operations for a period of ten (10) years, at a cost of \$200.00 plus GST.

**Background:**

The Shuswap Regional Airport requires hazard beacons for communication site purposes and the current agreements for use of the two (2) beacons located on Crown land expire on August 24<sup>th</sup> & 17<sup>th</sup>, 2017, respectively. Replacement Tenure Applications must be signed by the Mayor and Corporate Officer and forwarded to the Ministry of Forests, Lands and Natural Resource Operations by March 22, 2017 with payment of \$200.00 plus GST for each beacon.

Respectfully Submitted,



Erin Jackson  
Corporate Officer

Item 11.3

## CITY OF SALMON ARM

Date: February 14, 2017

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Council appoint the following four (4) representatives "Cathy Ingerbrigton, Vic Hamilton, Regan Ready, Bill Laird" to serve on the Downtown Parking Commission for the two (2) year term from February 27, 2017 to February 27, 2019.

### 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*

TO: Her Worship the Mayor and Members of Council File: 0360.30.02  
 FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
 DATE: February 3, 2017  
 SUBJECT: Downtown Parking Commission Member Appointments

---


**RECOMMENDATION:**

**THAT:** Council appoint the following four (4) representatives "Cathy Ingerbrigtsen, Vic Hamilton, Regan Ready, Bill Laird" to serve on the Downtown Parking Commission for the two (2) year term from February 27, 2017 to February 27, 2019.

**Background:**

Pursuant to Downtown Parking Commission Bylaw No. 1844, the Downtown Parking Commission (DPC) membership consists of one (1) member of Council, four (4) members recommended from the Downtown Improvement Association and four (4) members' at large of whose term expires on February 27, 2017.

The Commission membership was discussed at the last DPC meeting which was held on December 20, 2016. The current members' at large have requested that they be allowed to renew their term for another two years. The DPC supported this recommendation, moving that Cathy Ingerbrigtsen, Vic Hamilton, Regan Ready, Bill Laird remain on the DPC for a two (2) year term from February 27, 2017 to February 27, 2019.

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

cc Erin Jackson, Corporate Officer

- g) "Parks and Facilities Manager" shall mean the person appointed from time to time by the District of Salmon Arm and any person appointed to assist him/her in carrying out his/her duties under this bylaw.
- h) "Public Lands" shall mean any public lands other than park under the care, management and jurisdiction of the District of Salmon Arm.
- i) "Run at Large" means, in reference to an animal, that it is not upon the premises of its owner and is not under the immediate care and supervision of its owner or his agent.

### **3. Facility Use and Overnight Camping Permits and Notice of Appeal**

- a) The use of any part of a park or public lands within the boundaries of the District for other than general public use shall be granted only if an application is made by the prospective permitted which results in the issuance of a facility use permit or overnight camping permit. A facility use permit or overnight camping permit will not be issued unless the requested use is a permitted use under the provisions of the Zoning Bylaw.
- b) A facility use permit shall be in the form of the facility use permit contained in Appendix "A" attached to and forming part of this bylaw.
- c) The Parks & Facilities Manager shall be responsible for the issuing of Facility Use Permits and Overnight Camping Permits.
- d) Any person, group or other body may appeal any decision of the Parks & Facilities Manager regarding the granting or refusal of a facility use permit, in writing to District Council. The appeal shall contain:
  - i. the names of those appealing the decision of the Parks & Facilities Manager, and
  - ii. a statement of the reasons for submission of the appeal.
- e) On receipt of any notice of appeal as described in 3(d) above, the Parks & Facilities Manager shall submit to District Council the original application for the facility use permit, the notice of appeal, and a written statement specifying why the facility use permit was refused or granted together with any specified conditions.



## DOWNTOWN PARKING COMMISSION

146

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

**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 15.1

## CITY OF SALMON ARM

Date: February 14, 2017

# Dogs on the Foreshore Trail

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

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

### Budget Recommendations. . .

- Summer Student survey support \$2250
- Administer of monitoring program \$1200
- Reconvene working group, as need in-kind
- Additional educational signs \$1000
- Maintain spring closure banners in-kind
- State-of-the-Bay Symposium \$5000

Item 15.2

## CITY OF SALMON ARM

Date: February 14, 2017

### Revised SILGA Motion

**TITLE: 4 year Election Cycle Review**

**SPONSOR: City of Salmon Arm**

Moved: Councillor

Seconded: Councillor

WHEREAS it is recognized that in an effort to increase accessibility, the Local Government Elections Task Force recommended extending the term of office for local elected officials from three years to four years;

AND WHEREAS UBCM endorsed a resolution in support of a four year election cycle;

AND WHEREAS the Province of British Columbia enacted changes to the Local Government Act Section 52(1) to specify that a general local election must be held in the year 2014 and in every 4<sup>th</sup> year after that;

AND WHEREAS there have been concerns raised regarding the efficacy of a four year term, with particular concern for smaller local governments and the commitment level required of prospective elected officials who come from varied walks of life;

THEREFORE BE IT RESOLVED that SILGA encourage the Province to initiate a review of the impact of a four year term versus a three year term to better understand the effect this change is having on local governments in British Columbia.

#### **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: February 14, 2017

# SEP Executive Committee Appointment of Councillor

### Vote Record

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

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

## COLUMBIA SHUSWAP REGIONAL DISTRICT

### BYLAW NO. 5690

A bylaw to regulate the administration and operation of the Shuswap  
Emergency Program (SEP) of the Columbia Shuswap Regional District.

WHEREAS the Columbia Shuswap Regional District has, by Emergency Programs (Emergency Program Act) Extended Service Bylaw No. 5061, established the extended service of Emergency Programs for the Columbia Shuswap Regional District,

AND WHEREAS the Board wishes to allow for differing service delivery methods in the three sub-regions comprising the Columbia Shuswap Regional District,

AND WHEREAS the Columbia Shuswap Regional District Board wishes to provide a comprehensive management framework for the Shuswap Sub-region to coordinate preparedness for, response to and recovery from emergencies and disasters,

AND WHEREAS under the Emergency Program Act, the Board may delegate any of its powers and duties to an emergency management organization except the power to declare a state of local emergency,

NOW THEREFORE the Board of the Columbia Shuswap Regional District, in open meeting assembled, HEREBY ENACTS as follows:

1. Bylaw No. 5310, cited as "Shuswap Sub-region Emergency Management Program (SEMP) Regulatory Bylaw No. 5310" is hereby repealed.

### INTERPRETATION

2. In this bylaw:

- (a) **"Act"** means Emergency Program Act;
- (b) **"Board"** means the Municipal and Electoral Area Directors of the Columbia Shuswap Regional District;
- (c) **"Declaration of a state of local emergency"** means a declaration of the Regional District Board or the Chairman that an emergency exists or is imminent in Electoral Areas "C", "D", "E", or "F" of the Regional District, or a declaration of the municipal Council or Mayor that an emergency exists or is imminent in either the City of Salmon Arm, or the District of Sicamous;
- (d) **"Disaster"** means a calamity that:
  - (i) is caused by accident, fire, explosion or technical failure or by the forces of nature; and
  - (ii) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property.

- (e) **"Emergency"** means a present or imminent event that:
    - (i) is caused by accident, fire, explosion or technical failure or by the forces of nature; and
    - (ii) requires prompt coordination of action or special regulation of persons or property, to protect the health, safety or welfare of people or to limit damage to property.
  - (f) **"Emergency Advisory Committee"** means the SEP Emergency Advisory Committee, as established under Section (11) of this bylaw;
  - (g) **"Emergency Operations Centre or EOC"** means a facility set up to coordinate overall agency and jurisdictional activities, and provide support during an emergency response;
  - (h) **"Emergency Program Coordinator"** means any person so appointed by the Board to coordinate the Shuswap Emergency Program;
  - (i) **"Emergency Response and Recovery Plan"** means the local emergency plan required to be prepared, established and maintained under Section 6 of the Act, and referred to in Section 13 of this bylaw;
  - (j) **"SEP"** means the Shuswap Emergency Program, which is applicable to the Shuswap sub-region established by Bylaw No. 5061 and consists of Electoral Areas 'C', 'D', 'E', and 'F'; and the City of Salmon Arm and the District of Sicamous;
  - (k) **"SEP Executive Committee"** means the SEP Executive Committee, as established under Section (5) of this bylaw;
3. This bylaw shall be construed in accordance with the Emergency Program Act (1996), RSBC Chapter 111 and all Regulations made thereunder.

#### ADMINISTRATION

4. The Participating Local Authorities are the Board of the Columbia Shuswap Regional District and the Councils of the City of Salmon Arm and the District of Sicamous.
5. There is an established SEP Executive Committee that is composed of:
- (a) the Director of Electoral Area "C";
  - (b) the Director of Electoral Area "D";
  - (c) the Director of Electoral Area "E";
  - (d) the Director of Electoral Area "F";
  - (e) the Mayor from the City of Salmon Arm;
  - (f) one Councilor appointed from the City of Salmon Arm; and
  - (g) the Mayor from the District of Sicamous.

Each representative of the SEP Executive Committee shall have only one vote on matters decided by the Committee.



6. A Chair and Vice Chair of the SEP Executive Committee shall be chosen on an annual basis from amongst the representatives of the Committee.
7. The Board shall, by and on the advice of the SEP Executive Committee, appoint an Emergency Program Coordinator to facilitate emergency preparedness, response and recovery measures.
8. Subject to the approval of the Board, the SEP Executive Committee may:
  - (a) make and amend its terms of reference, policies and procedures;
  - (b) recommend entering into agreements with other regional districts or municipalities for the purpose of emergency assistance or the formulation of coordinated emergency preparedness, response or recovery; and
  - (c) recommend entering into agreements with individuals, bodies, corporations or other non-government agencies for the provision of goods or services.

#### **DUTIES AND RESPONSIBILITIES**

9. The SEP Executive Committee, with the assistance of the Emergency Advisory Committee, shall prepare and present to the Board for annual review and approval:
  - (a) a list of hazards to which the participating areas are subject to and which also indicates the relative risk of occurrence;
  - (b) plans respecting the preparation for, response to and recovery from emergencies and disasters, which include:
    - (i) a periodic review and updating of plans and procedures;
    - (ii) a program of emergency exercises;
    - (iii) a training program;
    - (iv) procedures by which physical and financial emergency resources or assistance may be obtained;
    - (v) procedures by which emergency plans are to be implemented;
    - (vi) warning procedures to those persons who may be harmed or suffer loss in an emergency or disaster;
    - (vii) procedures to co-ordinate the provision of food, clothing, shelter, transportation and medical service to victims of emergencies and disasters, whether that provision is made from within or outside of the participating area; and
    - (viii) procedures to establish the priorities for restoring essential services provided by the participating jurisdictions, or recommend priorities to other service providers that are interrupted during an emergency or disaster.
10. The SEP Executive Committee will:
  - (a) meet on at least two occasions per year to discuss the status of SEP initiatives, training, exercises and other emergency preparedness activities;
  - (b) provide policy guidance and direction to the Emergency Program Coordinator, and such other sub-committees and working groups established under this bylaw; and
  - (c) recommend an annual SEP budget to the Board for approval.

11. There shall be an established Emergency Advisory Committee (EAC) to be comprised of:
  - (a) the Emergency Program Coordinator;
  - (b) representatives of agencies or groups that have an emergency response role within the Shuswap sub region; and
12. the Emergency Advisory Committee will provide recommendations to the SEP Executive Committee to:
  - (a) maintain, test, evaluate and improve the program;
  - (b) promote mutual understanding between the participating local authorities and emergency response agencies with respect to emergency roles and responsibilities; and
  - (c) categorize and prioritize any cross jurisdiction emergency response issues.

#### **IMPLEMENTATION OF THE EMERGENCY RESPONSE AND RECOVERY PLAN**

13. The Board, respective Councils, Board Chair, Mayor(s), Emergency Program Coordinator, or any other person so designated in the Emergency Response and Recovery Plan, may, whether or not a state of local emergency has been declared, cause the Emergency Plan to be implemented.

#### **LIABILITY**

14. As enabled by the Act, no person, including, without limitation, the Regional District, the City of Salmon Arm, the District of Sicamous, the Directors of the Board, the Members of Council, members of the Shuswap Emergency Program, including employees, volunteers, and any other person appointed, authorized or required to carry out measures relating to emergencies or disasters, is liable for any loss, cost, expenses, damages or injury to persons or property that result from:
  - (a) the person in good faith doing or omitting to do any act that the person is appointed, authorized or required to do under this Bylaw, unless, in doing or omitting to do the act, the person was grossly negligent; or
  - (b) any acts done or omitted to be done by one or more of the persons who were, under the Act or this Bylaw, appointed, authorized or required by the person to do the acts, unless in appointing, authorizing or requiring those persons to do the acts, the person was not acting in good faith.

**CITATION**

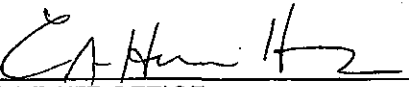
15. This bylaw shall be cited as "Shuswap Emergency Program (SEP) Regulatory Bylaw No. 5690".

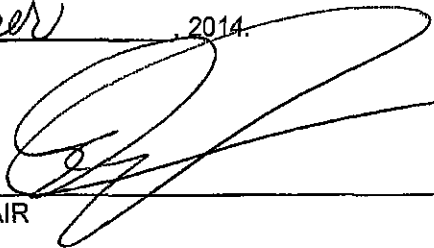
READ a first time this 18<sup>th</sup> day of September, 2014.

READ a second time this 18<sup>th</sup> day of September, 2014.

READ a third time this 18<sup>th</sup> day of September, 2014.

ADOPTED this 18<sup>th</sup> day of September, 2014.

  
CORPORATE OFFICER

  
CHAIR

CERTIFIED a true copy of  
Bylaw No. 5690, as adopted.

\_\_\_\_\_  
Deputy Manager of Corporate  
Administration Services

## Item 19.1

**CITY OF SALMON ARM**Date: February 14, 2017

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: Development Permit No. 409 be authorized for issuance for Lot 1, Section 15, Township 20, Range 10, W6M, KDYD, Plan 3757 Except Plan 10183 in accordance with the elevations, site and landscaping plan attached in Appendix 3 of the staff report dated January 24, 2017;

AND FURTHER THAT: Issuance of Development Permit No. DP-409 be withheld subject to the following:

- 1) Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan.

[0977142 BC Ltd./Shaw, L. & Genn, S., 1481 – 10 Avenue SW – Commercial Building]

**Vote Record**

- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

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





*City of Salmon Arm*

*Development Services Department Memorandum*

TO: Her Worship Mayor Cooper and Members of Council

DATE: January 24, 2017

SUBJECT: Development Permit No. 409 (Highway Service / Tourist Commercial)  
 Civic Addresses: 1481 – 10 Avenue SW  
 Owner: 0977142 BC Ltd.  
 Applicant: Leah Shaw and Steven Genn (Proair Heating & Cooling)

**MOTION FOR CONSIDERATION**

**THAT:** Development Permit No. 409 be authorized for issuance for Lot 1, Section 15, Township 20, Range 10, W6M, KDYD, Plan 3757 Except Plan 10183 in accordance with the elevations, site and landscaping plan attached in Appendix 3 of this memorandum;

**AND FURTHER THAT:** Issuance of Development Permit No. DP-409 be withheld subject to the following:

- 1) Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan.

**STAFF RECOMMENDATION**

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

**PROPOSAL**

The proposal is to develop the parcel located at 1481 – 10 Avenue SW for the new Proair Heating & Cooling retail store shown on APPENDIX 1 and 2. The development proposal includes a single storey, 5050 ft<sup>2</sup> building with office, showroom, storage and workshop space. The building will be separated into two commercial spaces with the north half for the Proair commercial use and the south half for lease or future expansion. Public parking will be located in the front of the building with loading and staff parking located at the rear of the building. The relocation of the business from its present site at 1950 10 Avenue SW has been required due to the MOTI TCH highway realignment project.

Elevations and site plan drawings are attached as APPENDIX 3 and site photos as APPENDIX 4.

**SITE CONTEXT**

The site is designated Highway Service / Tourist Commercial in the City's Official Community Plan (OCP) and is zoned Service Commercial (C-3) in the Zoning Bylaw. The site is current vacant of any commercial buildings but is partially paved and was previously used as a storage yard. The site also contains a cell tower in the north-west corner with a lease area of 100.6 m<sup>2</sup>, and is accessed via a 4.5 m Right of Way from 10 Avenue SW. The subject property has a gross area of 3042 m<sup>2</sup> and has approximately 35.6 m of frontage along 10 Avenue SW.

The adjacent land uses are described as follows:

North: First Nations – IR / Vacant  
South: 10 Avenue SW / Agriculture (A-1) and Single Family Residential (R-1)  
East: Service Commercial / Vacant  
West: Single Family Residential (R-1) / Vacant

## COMMENTS

### Design Review Panel

A Design Review Panel (DRP) meeting was held on December 19, 2017. Minutes of that meeting are attached as APPENDIX 5.

### Fire Department

No concerns.

### Building Department

No concerns.

### Engineering Department

Comments are attached as APPENDIX 6.

### Planning Department

## **Form and Character Development Permit**

The proposed development is subject to the "Highway Service/Tourist Commercial Development Permit Area" design guidelines of the OCP.

The single storey, rectangular shaped building will be 6.55 m in height with a 'v' shaped roof structure. Large windows are placed facing 10 Avenue SW with proposed fascia signage located on either side above the windows. The proposed landscaping plan (APPENDIX 3) shows a variety of shrub species in a centre island located between the proposed building and 10 Avenue SW. The rear parking and loading area will be screened by an 2.4 m chain link fencing with the refuse containers being screened and located next to the cell tower lease area.

## **Site Access and Offstreet Parking**

The subject property is proposed for commercial use and defined as Trade Contractors Office and Storage in the Zoning Bylaw for parking requirements. The site plan shows a total of 10 offstreet parking stalls and 2 loading spaces. The Zoning Bylaw requires 1 stall per 50 m<sup>2</sup> GFA and 2 loading bays for buildings greater than 450 m<sup>2</sup> for a total of 10 stalls and 2 loadings spaces required. Access is proposed from 10 Avenue SW on the west side of the property with two access lanes on either side of the building to the rear loading and storage area. The proposal shows paved surface to the front of the building with crushed gravel surfacing for the access lands and rear loading and storage area.

**Servicing and Future Road Widening / Building Setbacks**

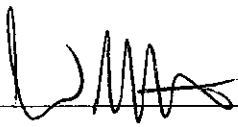
10 Avenue SW is designated as a future Urban Arterial Road in the OCP with a 25 m dedicated width. Special building setbacks of 18.5 m from the centre line of 10 Avenue SW are required to meet the future road width. The proposed building is setback an additional 6.0 m from the required setback and may be setback even further to allow additional spacing from future road widening. The proposed location is in conformance with zoning regulations and any relocation would need to be meet appropriate setback and regulatory requirements.

Currently 10 Avenue SW requires 4.88 m of dedication to reach the full 25 m standard as there is no subdivision involved with this proposal. Any dedication at this time is voluntary by the applicant. The dedicated area would be 167.34 m<sup>2</sup> and based on BC Assessment land values it is worth \$14,400. At this time the applicant does not wish to dedicate the additional land as it is not considered beneficial for their current proposal. Road frontage improvements will eventually be required along 10 Avenue SW however are considered premature at this time so a 100% cash in lieu contribution will be required.

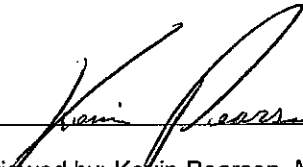
**CONCLUSION**

The proposal is to develop the subject property for commercial retail and the relocation of the Proair Heating and Cooling commercial business. The application addresses the "Highway Service/Tourist Commercial Development Permit Area" design guidelines of the OCP. The form and character is generally consistent with the design guidelines of the OCP. Overall, staff is satisfied with the building design, parking, and the landscaping plan.

Application DP-408 is recommended for approval by staff, subject to the condition outlined in the motion for consideration being completed to the satisfaction of the City.



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



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





Location Map



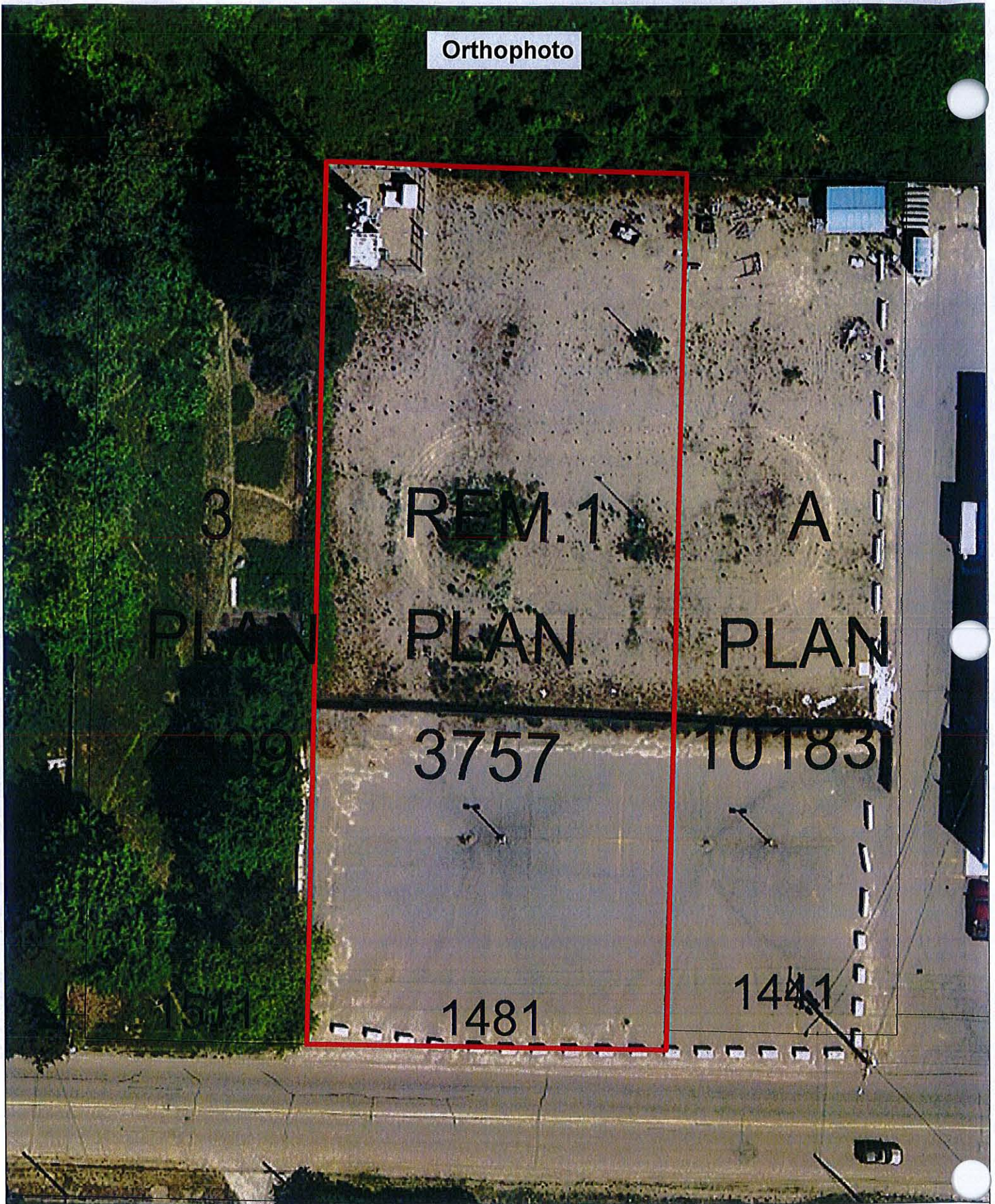
0 40 80 120 160  
Meters



Subject Parcel



Orthophoto



0 6.5 13 19.5 26  
Meters



Subject Parcel



# PROAIR NEW BUILDING

SALMON ARM, B.C.

LOCATION MAP



## LIST OF DRAWINGS:

- ARCHITECTURAL:  
01 CODE ANALYSIS SHEET  
02 ELEVATIONS  
03 FLOOR PLAN  
04 GENERAL BUILDING SECTION  
05 SITE PLAN  
06 COLOURED ELEVATIONS

## PROJECT INFO:

CIVIC ADDRESS:  
1461 10th AVENUE SW  
SALMON ARM B.C. V1E 1T2

LEGAL DESCRIPTION:  
REVL LOT 1  
SECTION 15  
TOWNSHIP 20  
RANGE 10  
W&J KD/D  
PLAN 3757

ZONING:  
C3 - SERVICE COMMERCIAL

SITE AREA:  
3042.0 cm (32,743 sqft) (1.51 AC) (20% C)

GROSS FLOOR AREA (SF (m<sup>2</sup>)):

MAIN FLOOR 5950.0 sf (499.2 sm)

## CITY OF SALMON ARM ZONING BYLAW (No. 2303 1995) ANALYSIS: SECTION 17.0: C-3 - SERVICE COMMERCIAL ZONE

### REQUIRED

17.1 PURPOSE  
COMMERCIAL USE

17.2 REGULATIONS  
C-3 ZONE OR CONTAINED ELSEWHERE  
IN THIS BYLAW

17.3 PERMITTED USES  
RETAIL STORE

17.4 MAX. HEIGHT OF PRINCIPLE BUILDING  
MAX HEIGHT 10.0m (32.81')

17.5 MAX. HEIGHT OF ACCESSORY BUILDING  
MAX HEIGHT 6.0m (19.71')

17.6 MIN. PARCEL SIZE OR SITE AREA  
MIN. PARCEL SIZE 455.00m (5,005.4sf)

17.7 MIN. PARCEL OR SITE WIDTH  
MIN. PARCEL WIDTH 15.0m (49.21')

17.8 MIN. SETBACK OF PRINCIPLE BUILDING  
1) FRONT PARCEL LINE 6.0m (19.71')  
2) REAR PARCEL LINE 1.0m (3.281')  
3) INTERIOR PARCEL LINE 1.0m (3.281')  
4) EXTERIOR PARCEL LINE 6.0m (19.71')

17.9 MIN. SETBACK OF ACCESSORY BUILDINGS  
1) FRONT PARCEL LINE 6.0m (19.71')  
2) REAR PARCEL LINE 1.0m (3.281')  
3) INTERIOR PARCEL LINE 1.0m (3.281')  
4) EXTERIOR PARCEL LINE 6.0m (19.71')

17.10 OUTSIDE STORAGE  
SCREENED AS PER APPENDIX III

17.1 PARKING AND LOADING  
PARKING 1 PER 50.0sm  
LOADING 2 REQUIRED

### PROPOSED

17.1 PURPOSE  
COMMERCIAL USE

17.2 REGULATIONS  
C-3 ZONE OR CONTAINED ELSEWHERE  
IN THIS BYLAW

17.3 PERMITTED USES  
RETAIL STORE

17.4 MAX. HEIGHT OF PRINCIPLE BUILDING  
HEIGHT 6.56m (21.50')

17.5 MAX. HEIGHT OF ACCESSORY BUILDING  
NA

17.6 MIN. PARCEL SIZE OR SITE AREA  
PARCEL SIZE 3042.00m (32,743.9sf)

17.7 PARCEL OR SITE WIDTH  
PARCEL WIDTH 34.955m (113.53')

17.8 SETBACK OF PRINCIPLE BUILDING  
1) FRONT PARCEL LINE 18.286m (60.00')  
2) REAR PARCEL LINE 41.197m (135.00')  
3) INTERIOR PARCEL LINE NA  
EAST 4.5m (14.768')  
WEST 11.250m (36.911')  
4) EXTERIOR PARCEL LINE NA

17.9 SETBACK OF ACCESSORY BUILDINGS  
1) FRONT PARCEL LINE NA  
2) REAR PARCEL LINE NA  
3) INTERIOR PARCEL LINE NA  
4) EXTERIOR PARCEL LINE NA

17.10 OUTSIDE STORAGE  
SCREENED AS PER APPENDIX III

17.1 PARKING AND LOADING  
PARKING  
470/50 + 9 STALLS REQUIRED  
10 STALLS PROVIDED  
LOADING 2 PROVIDED

### PARKING

REQUIRED: 1.25 PER DWELLING UNIT  
12 x 1.25 = 15 STALLS  
PROVIDED: 12 IN PARKADE AND 6 OUTSIDE  
1 FOR A TOTAL OF 18 STALLS

## B.C. BUILDING CODE (2012) ANALYSIS:

MAJOR OCCUPANCY CLASSIFICATION: GROUP F2  
GOVERNING CODE PART: PART 3  
BUILDING HEIGHT: 1 STOREY  
BUILDING FOOTPRINT: 5,050.0m<sup>2</sup> (499.2sm)  
SPRINKLERS: NOT REQUIRED  
FACING NO. OF STREETS: FACING 1 STREETS:

## BC BUILDING CODE

### PART 9 BUILDING

3.2.2.76 GROUP F, DIVISION 2, PART 9  
UP TO 2 STOREYS

- 1) A BUILDING CLASSIFIED AS A GROUP F2 IS PERMITTED TO CONFORM TO SENTENCE 2 PROVIDED:  
a) NOT MORE THAN 2 STOREYS IN HEIGHT  
b) HAS A BUILDING AREA OF 1000.0sm (10,764.9sf)  
FACING 1 STREETS IF 1 STOREYS
- 2) PERMITTED TO BE OF COMBUSTIBLE OR NON COMBUSTIBLE CONSTRUCTION SINGLY OR IN COMBINATION AND:  
a) FLOOR ASSEMBLIES SHALL BE A FIRE SEPARATION NOT LESS THAN 45 MIN. AND  
c) LOADBEARING WALLS, COLUMNS AND ARCHES SHALL HAVE A FRR SHALL 1) FRR NOT LESS THAN 45 MIN. OR BE OF NON COMBUSTIBLE CONSTRUCTION

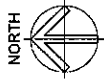
## PROPOSED

### PART 9 BUILDING

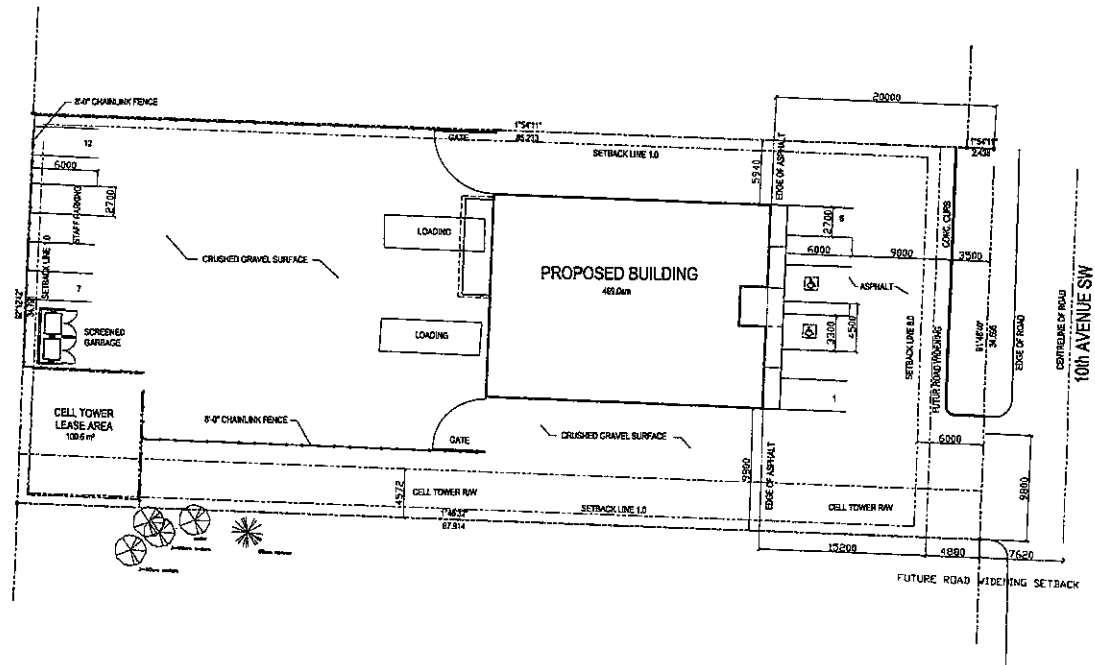
3.2.2.76 GROUP F, DIVISION 2, PART 9  
UP TO 2 STOREYS

- 1) A BUILDING CLASSIFIED AS A GROUP F2 IS PERMITTED TO CONFORM TO SENTENCE 2 PROVIDED:  
a) 1 STOREYS IN HEIGHT  
b) HAS A BUILDING AREA OF 499.2sm (5,050.0sf)  
FACING 1 STREETS AND 1 STOREYS
- 2) PERMITTED TO BE OF COMBUSTIBLE OR NON COMBUSTIBLE CONSTRUCTION SINGLY OR IN COMBINATION AND:  
a) FLOOR ASSEMBLIES NA  
c) LOADBEARING WALLS, COLUMNS AND ARCHES SHALL HAVE A FRR SHALL 1) FRR 60 MIN. AND OF NON COMBUSTIBLE CONSTRUCTION

<div> <div> <b>PEDERSON</b> DRAFTING &amp; DESIGN LTD. </div> <div> <b>PROAIR</b> SALMON ARM, B.C. SCALE: 1/4" = 1'-0" DATE: NOVEMBER 17, 2014 PROJECT: NEW BUILDING DRAWING: CODE ANALYSIS SHEET DRAWING NO.: 15-096-01 </div> </div>	
DESIGNED BY: [blank] CHECKED BY: [blank] DATE: [blank]	DRAWN BY: [blank] CHECKED BY: [blank] DATE: [blank]



IR No 7



JAN 19 2017

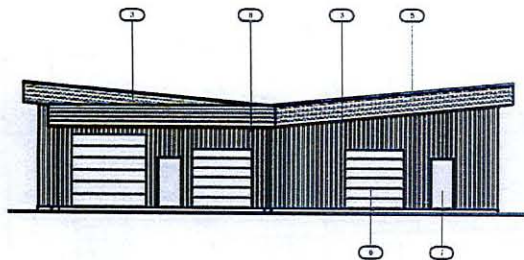
					PFDERSON DRAFTING & DESIGN LTD.		CLIENT: PROAIR SALMON ARM, B. C.				
1			JAN 19/17		ISSUED FOR BUILDING PERMIT AND CONSTRUCTION		SCALE: 1:200		DRAWING NO.: 05		
REVISION NO.			DATE:		DESCRIPTION:		DATE: JAN 19, 2017		DRAWING NO.: 1		
THESE DRAWINGS, INFORMATION AND SUBJECT MATTER HERE OF ARE THE CONFIDENTIAL SOLE AND EXCLUSIVE PROPERTY OF PETERSON DRAFTING & DESIGN LTD. AND ARE NOT TO BE REPRODUCED, COPIED OR USED IN ANY MANNER FOR ANY PURPOSE WHAT SO EVER WITHOUT WRITTEN CONSENT.						2000 - 5TH AVE. E. SALMON ARM, B.C. V2E 0E4 COWI: petersondrafting.com		PH: 250-402-5424 FAX: 250-402-4961 WEB: 250-peter@pfderson.com		PROJECT: <b>NEW BUILDING</b>	
								DRAWING DESCRIPTION: <b>SITE PLAN</b>		DRAWING NO.: <b>15-096-11</b>	



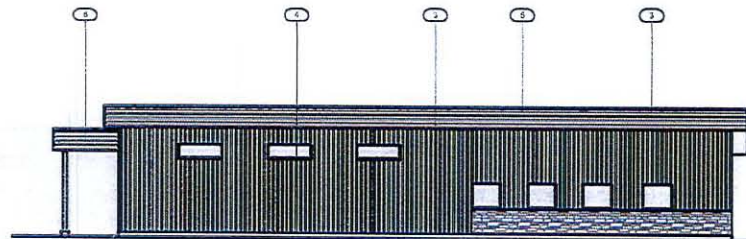
2880 - 5TH AVE. N.E.  
SALMON ARM, B.C. V1C 2K4  
TEL: 250-432-9424  
FAX: 250-432-9424  
EMAIL: info@petersondesign.com  
WEB: www.petersondesign.com



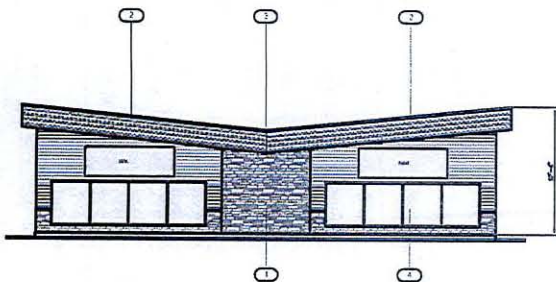




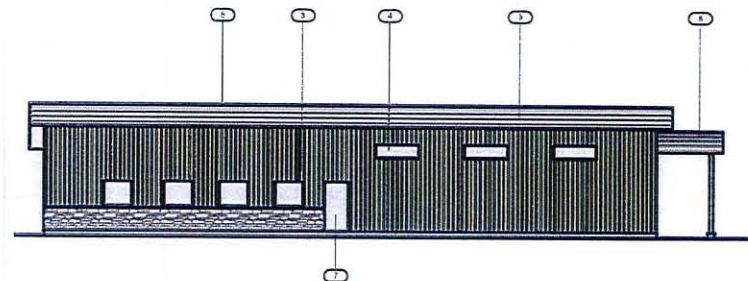
**NORTH ELEVATION**  
SCALE: 1/8" = 1'-0"



**WEST ELEVATION**  
SCALE: 1/8" = 1'-0"



**SOUTH ELEVATION**  
SCALE: 1/8" = 1'-0"

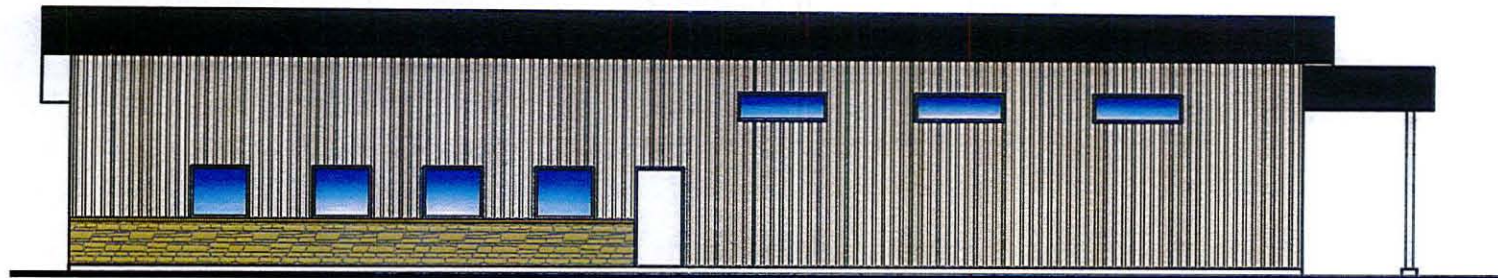


**EAST ELEVATION**  
SCALE: 1/8" = 1'-0"

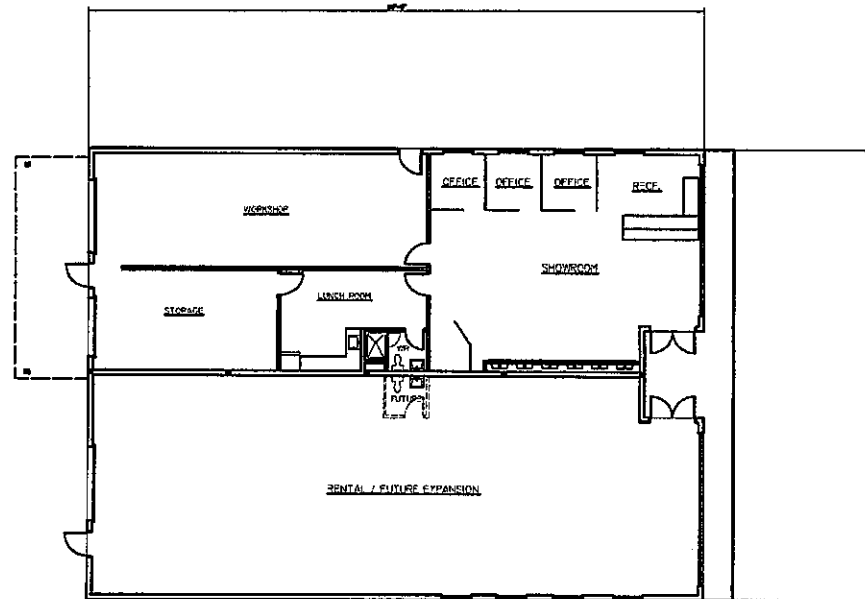
#### MATERIAL LEGEND

- |                          |                          |
|--------------------------|--------------------------|
| 1. LEDGESTONE            | 6. OVERHEAD DOOR         |
| 2. CEDAR SIDING          | 7. MANDOUR               |
| 3. CORRUGATED METAL      | 8. OVER HEAD DOOR CANOPY |
| 4. GLAZING               |                          |
| 5. PRE COLOURED FLASHING |                          |

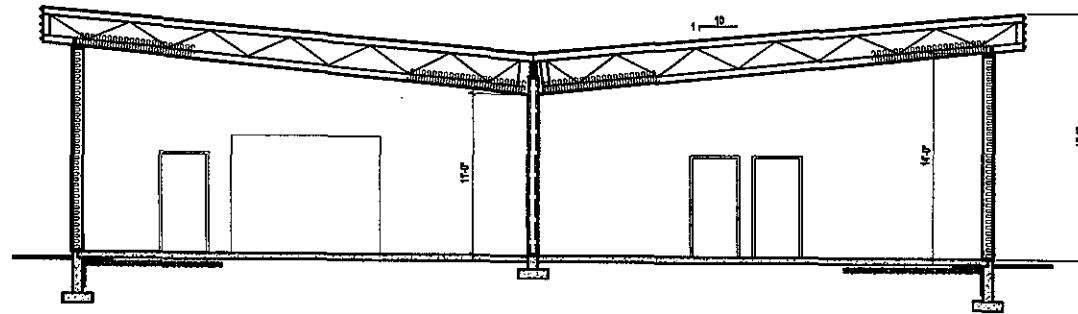
			 <b>PEDERSON</b> DRAFTING & DESIGN LTD.	CLIENT: <b>PROAIR</b> <b>SALMON ARK, B. C.</b> SCALE: 1/8" = 1'-0" DATE: NOVEMBER 17/01 PROJECT: <b>NEW BUILDING</b> <b>ELEVATIONS</b>	
BY	11/15/01	REVISION FOR UP (ELEVATIONS REVIEWED)	2000 - 2001 A.C. U. C.	PH: 250-333-3400	DESIGNED BY: <b>15-006-02</b>
BY	11/16/01	REVISION FOR UP	SALMON ARK, B.C. THE 2001	FAX: 250-333-3400	
REVISION NO.	02/02	DESCRIPTION:	EMAIL: <a href="mailto:sp@pedersondesign.ca">sp@pedersondesign.ca</a>	WEB SITE: <a href="http://www.pedersondesign.ca">www.pedersondesign.ca</a>	

SOUTH ELEVATIONEAST ELEVATION

			 <b>PEDERSON</b> DRAFTING & DESIGN LTD.	CLIENT: <b>PROAIR</b> <b>QUINCY AIA, B.C.</b>	
				SCALE: 1/8" = 1'-0" DATE: NOVEMBER 17/14 PROJECT:	DRAWN BY: <b>NA</b> REVISION NO: <b>0</b>
<b>N</b>	11/17/14	APPROVED FOR O.P. (ELEVATIONS REVIEWED)		<b>NEW BUILDING</b>	
<b>A</b>	11/18/14	ISSUED FOR O.P.		<b>COLOURED ELEVATIONS</b>	
REVISION NO:	NO:	DESCRIPTION:	2500 - 2500 AIA, B.C. 2500 AIA, B.C. VAC 2014 EMAIL: apederson@proair.com	TEL: 250-633-3333 FAX: 250-633-3333 WEB: 250-633-3333	DRAWING NO: <b>15-086-06</b>



			 <b>PEDERSON</b> DRAFTING & DESIGN LTD.	CLIENT: <b>PROCAR</b> <b>SHAWNEE AND S. C.</b>	
				SCALE: 1/4" = 1'-0" DATE: NOVEMBER 17/11 PROJECT:	
B	1/17/11	REQUIRED FOR CP	<b>NEW BUILDING</b>		
A	1/16/11	REQUIRED FOR CP	FLOOR PLAN		
REVISION NO.	DATE	DESCRIPTION	SHEET NO. <b>15-006-03</b>		



**GENERAL BUILDING SECTION**  
SCALE: 1/4" = 1'-0"

				<b>PEDERSON</b> DRAFTING & DESIGN LTD.	CLIENT: <b>PROAIR</b> <b>BRUNSON AERIAL B.C.</b>	
					SCALE: <b>1/4" = 1'-0"</b>	DATE: <b>NOVEMBER 17/18</b>
b	11/17/18	NEEDED FOR UP (SECTION REVISED)			<b>NEW BUILDING</b>	
a	11/16/18	COPIED FOR UP			<b>GENERAL BUILDING SECTION</b>	
REVISION NO.	DATE	DESCRIPTION	2018 - CAN. INC. B. C. 2018 - CAN. INC. B. C. 2018 - CAN. INC. B. C.	Ph: 250-552-5521 Fax: 250-552-4851 Web: 250-552-4851 Web Site: <a href="http://www.pederson.com">www.pederson.com</a>	DRAWING NO. <b>15-086-04</b>	



PROPOSED BUILDING

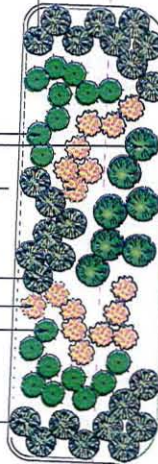
9-BAR HARBOR JUNIPER

9-GOLDFLAME SPIREA  
7-BLUE TAM JUNIPER

7-EMILY CARR ROSE

7-BAR HARBOR JUNIPER  
9-EMILY CARR ROSE  
9-GOLDFLAME SPIREA

9-BAR HARBOR JUNIPER



10th AVENUE SW

ISSUE	DATE
SUBMISSION	23 Nov 2016

DRAWN	ER
DATE	November 2016
SCALE	1/8" = 1' - 0"

I HEREBY CERTIFY THAT THE INFORMATION ON THIS PLAN WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED LANDSCAPE ARCHITECT IN THE PROVINCE OF BRITISH COLUMBIA.

**ERIC REYNARD**  
Landscape Architect

Eric Reynard BCSLA CSLA  
1541 10th Street S.W. • Victoria, B.C. V8T 1V1  
Phone: 250-622-2742 • eric@reynard.ca

PROJECT:
PROAIR DEVELOPMENT PERMIT APPLICATIONX
SALMON ARM, B.C.

DRAWING TITLE:
LANDSCAPE PLAN

DRAWING NO.
L-1
OF 1



## APPENDIX 4



Photo 1: Photo looking north at the subject property.



Photo 2: Photo looking north-east at the subject property and neighboring development fronting 10 Avenue SW.





## CITY OF SALMON ARM

### DESIGN REVIEW PANEL MINUTES

December 19, 2016  
Room No. 101, City Hall

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**Present:** Bill Laird (Panel Chair)  
Paul Burrows (Panel Member)  
Warren Welter (Panel Member)  
Lianne Longdo (Panel Member)  
John Coulson (Panel Member)  
Bill Remphrey (Panel Member)  
Marc Lamerton (Panel Member)

Leah Shaw (Applicant DP-409)  
Steven Genn (Applicant DP-409)

Wes Miles (Planning and Development Officer)

**Absent:** None

**Applications:** Proposed Commercial Development at 1481 – 10 Avenue SW  
Development Permit Application No. DP-409

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The meeting was called to order at 1:31 p.m.

#### **Development Permit Application No. DP-409**

The Applicant summarized the proposal, referring to the site plan and building elevations. The Applicant also provided background on the mandatory relocation from their current building due to the TCH Highway realignment and negotiations with the Ministry of Transportation and Infrastructure.

Panel members discussed the proposal, noting concern over the landscaping and site plan in regards to the future road widening. The Panel members considered a number of items including timing of the construction, road frontage improvements, conformance of the building in regards to ultimate road setbacks, building materials, roof design, building signage, potential landscaping options and width of the 10 Avenue SW road standard. The Panel generally supported the site plan and form and character.

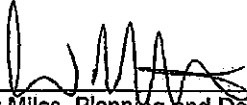
#### **Panel Recommendation**

THAT the application drawings under review for application DP-409 be supported subject to:

- review of the proposed exterior materials, specifically the cedar fascia and exterior stone;
- appropriate relocation/incorporation of the landscaping in consideration of frontage improvements and road widening;
- road dedication on 10 Avenue SW recommended to be consistent with existing road frontage on 10 Avenue SW (i.e. Piccadilly Mall frontage).
- BC Building Code concerns regarding classification error of the building noted on the 'Code Analysis' portion of the drawings be addressed.

Design Review Panel – December 19, 2016 Meeting Minutes

The meeting adjourned at 2:30 p.m.

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

Wesley Miles, Planning and Development Officer  
(Minutes endorsed by Panel Chair)





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

To: Kevin Pearson, Director of Development Services  
 Date: 09 January, 2017  
 Prepared by: Chris Moore, Engineering Assistant  
 Subject: **DEVELOPMENT PERMIT APPLICATION NO. DP-409**  
 Legal: Lot A, Section 24, Township 20, Range 10, W6M, KDYD, Plan 5906  
 Civic: **1481 – 10 Avenue SW**  
 Owner: **0977142 B.C. Ltd., 1531 – 20 Street NE, Salmon Arm, BC, V1E 2G3**  
 Applicant: Owner (Leah Shaw and Steven Genn)

Further to your referral dated November 30, 2016 we provide the following servicing information. **The following comments and servicing requirements are not conditions for Development Permit; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

**General:**

1. Full municipal services are required as noted herein. Notwithstanding the comments contained in this referral, it is the Owner/developer's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Development property to be serviced by underground electrical and telecommunications wiring. Applicant is not required to underground 3 phase overhead lines; however poles may be required to be relocated to an appropriate offset within boulevard.
4. Properties under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner/developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. The applicant will be required to submit for City review and approval a detailed site servicing/lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
7. The applicant will be required to submit for City review and approval an engineered design (plan/profile) for any off-site improvements or works within City owned lands. Design must be prepared and submitted by a qualified professional engineer. Refer to the sections below for more information. The applicant is requested to contact the Engineering Department should additional information be required. Securities equal to 125% of the estimated off-site servicing costs will be required as a condition of development.

**Roads/Access:**

1. 10 Avenue SW on the southern property boundary is classified as an Urban Arterial Street requiring an ultimate 25.0m road dedication (12.5 meters from centreline). All building setbacks will be required to conform to the ultimate 25.0 meters cross section. Available records indicate that the 10 Avenue SW right of way is currently 20m width. An additional 4.886m of dedication will ultimately be required; however no dedication is required through Development or Building Permit.
2. 10 Avenue SW is constructed to an Interim Arterial Street standard. Upgrading along the property's frontage to the Urban Arterial standard (RD-4: Interim 20m ROW) will be required. Improvements will include, but are not limited to curb & gutter, sidewalk, boulevard construction, street drainage and street lighting. Since these works are premature at this time, due to existing right of way width, a 100% cash in lieu contribution for future construction of the works will be required.
3. The subject property shall be served by a single driveway access, maximum width 8.0m, located minimum 3.0m from the east and west property lines. Two accesses may be considered where the above design requirements are met and the accesses are a minimum of 10m apart.

**Water:**

1. The subject property fronts a 200mm diameter Zone 1 watermain on 10 Avenue SW. No upgrades are anticipated.
2. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
3. Fire protection requirements to be confirmed with the Building Department and Fire Department.
4. Property is to be serviced by single metered water service connection (as per Specification Drawing No. W-11), including backflow prevention, adequately sized to satisfy the proposed use (minimum 25mm). Available records indicate that the property is currently serviced by a 12.5mm service from the watermain on 10 Avenue SW. All existing inadequate/unused services must be abandoned at the main. Applicant is responsible for all associated costs.

**Sanitary:**

1. The subject property fronts a 300mm diameter sanitary sewer on 10 Avenue SW. No upgrades are anticipated.
2. The property shall be serviced by a single sanitary service connection (as per Specification Drawing SAN-4) adequately sized (minimum 100mm) to satisfy the servicing requirements

## DEVELOPMENT PERMIT APPLICATION NO. DP-409

09 January 2017

Page 3

of the development. Available records indicate that the property is currently serviced by a 100mm diameter service from the existing sewer on 10 Avenue SW. All existing inadequate/unused services must be abandoned at the main. Applicant is responsible for all associated costs.

**Drainage:**

1. The subject property fronts a 1700mm diameter storm sewer on 10 Avenue SW. No upgrades are anticipated.
2. The property to be serviced by a single storm service connection (as per Specification Drawing ST-4) adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Available records indicate that there is no existing storm connection to the property. Alternative methods of managing the stormwater may be considered, with specific approval from the City Engineer as part of an Integrated Stormwater Management Plan. Owner / Developer is responsible for all associated costs.
3. An Integrated Stormwater Management Plan conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided. Should discharge into the City storm sewer be part of the ISMP, owner's Engineer is required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. Based on available information, it is expected that site retention and release at 5 year pre-development flows will be required.

**Geotechnical:**

1. A geotechnical report to be submitted in accordance with the Engineering Departments Geotechnical Study Terms of Reference for Category A and B.



Chris Moore  
Engineering Assistant



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



Item 23.

## CITY OF SALMON ARM

Date: February 14, 2017

Moved: Councillor Eliason

Seconded: Councillor Jamieson

THAT: the Regular Council Meeting of February 14, 2017, be adjourned.

### Vote Record

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

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



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