

# AGENDA

## Regular Council Meeting

Monday, April 9, 2018

1:30 p.m.

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

Room 100 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 - 4	1.	J. McInnis, Kindale Development Association – Thank you to citizens of Salmon Arm
4 - 5	2.	M. Regier – Immigrant Services Shuswap – Information Update
	6.	CONFIRMATION OF MINUTES
7 - 22	1.	Regular Council Meeting Minutes of March 26, 2018
	7.	COMMITTEE REPORTS
23 - 28	1.	Development and Planning Services Committee Meeting Minutes of April 3, 2018
29 - 32	2.	Agricultural Advisory Committee Meeting Minutes of March 21, 2018
33 - 36	3.	Environmental Advisory Committee Meeting Minutes of March 1, 2018
	8.	INTRODUCTION OF BYLAWS
37 - 58	1.	Official Community Plan Amendment Bylaw No. 4260 [City of Salmon Arm; 720 - 22 Street NE] – First Reading
59 - 62	2.	Zoning Amendment Bylaw No. 4261 [ZON-1116; City of Salmon Arm; 720 - 22 Street NE; R-4 to P-1] – First Reading



**7:00 p.m.**

<b>Page #</b>	<b>Item #</b>	<b>Description</b>
	<b>20.</b>	<b>DISCLOSURE OF INTEREST</b>
	<b>21.</b>	<b>HEARINGS</b>
185 - 194	1.	Development Variance Permit No. VP-470 [Pugh, M. & Maslyk, S.; 2960 - 30 Street NE; Setback Variance]
195 - 230	2.	Development Permit No. DP-417; [Uptown Ventures Ltd. / Franklin Engineering Ltd.; 2810 - 15 Avenue NE; 24 Unit - Medium Density Residential]
	<b>22.</b>	<b>STATUTORY PUBLIC HEARINGS</b>
231 - 240	1.	Zoning Amendment Application No. ZON-1123 [Findlay, J. & R.; 4541 - 71 Avenue NE; R-1 to R-8]
241 - 252	2.	Zoning Amendment Application No. ZON-1122 [Glanville, B. & Rose, A.; 2621 - 30 Street NE; R-1 to R-8]
253 - 264	3.	Zoning Amendment Application No. ZON-1121 [1120170 BC Ltd. / Walters, R.; 1160 - 16 Street NE; R-1 to CD-7]
	<b>23.</b>	<b>RECONSIDERATION OF BYLAWS</b>
265 - 268	1.	Zoning Amendment Bylaw No. 4254 [ZON-1123; Findlay, J. & R.; 4541 - 71 Avenue NE; R-1 to R-8] - Third and Final Readings
269 - 272	2.	Zoning Amendment Bylaw No. 4255 [ZON-1122; Glanville, B. & Rose, A.; 2621 - 30 Street NE; R-1 to R-8] - Third Reading
283 - 276	3.	Zoning Amendment Bylaw No. 4256 [ZON-1121; 1120170 BC Ltd. / Walters, R.; 1160 - 16 Street NE; R-1 to CD-7] - Third Reading
	<b>24.</b>	<b>OTHER BUSINESS</b>
	<b>25.</b>	<b>QUESTION AND ANSWER PERIOD</b>
277 - 278	<b>26.</b>	<b>ADJOURNMENT</b>

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Item 2.

## CITY OF SALMON ARM

Date: April 9, 2018

Moved: Councillor Jamieson

Seconded: Councillor Flynn

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: April 9, 2018

### PRESENTATION

Name: John McKinnis, Assistant to the Development Officer  
Kindale Development Association  
Thank you to the citizens of Salmon Arm

#### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

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Item 5.2

## CITY OF SALMON ARM

Date: April 9, 2018

### PRESENTATION

Name: Mary Regier  
Immigrant Services Shuswap  
Information Update

#### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

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Item 6.1

## CITY OF SALMON ARM

Date: April 9, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Regular Council Meeting Minutes of March 26, 2018, be adopted as circulated.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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



**3. REVIEW OF AGENDA - continued**

Addition under items 8.7 and 8.8 - J. Van Lindert, Onsite Engineering Ltd. - letter dated March 23, 2018 - Parkland contribution Wilmark Homes Ltd. and Homecraft Construction Ltd

Addition under items 8.7 and 8.8 - R. Williams, Reviewing Geoscientist, Onsite Engineering Ltd. - letter dated March 16, 2018 - Interim Report of Geotechnical Conditions at 6810 Park Hill Road.

Addition under item 21.3 - B. & C. Armstrong - letter received March 22, 2018 - Notice for Development Variance Permit Hearing, 4431 - 17 Street NE

Addition under items 21.3 - N. Pateman - letter dated March 23, 2018 - 4431 - 17 Street NE.

Addition under Item 8.6 - Map - Driveway Access

Addition under Item 22.2 - C. Blair, Salmon Arm Realty - letter dated March 23, 2018 - Proposed amendment to Zoning Bylaw No. 2303 for 791 - 5 Street SE

Addition under Item 22.2 - P. Hilland & S. Ogloff - letter dated March 26, 2018 - Rezoning Application for 791 - 5 Street SE

Addition under Item 22.2 - C. Green - letter dated March 24, 2018 - Rezoning Application for 791 - 5 Street SE

Addition under Item 22.2 - M. & A. Anderson - letter dated March 26, 2018 - Rezoning Application of 791 - 5 Street SE

**4. DISCLOSURE OF INTEREST****5. PRESENTATIONS / DELEGATIONS****1. F. Harris, President, Chamber of Commerce and C. Grayston, General Manager, Chamber of Commerce - Visitor Centre Annual Report/Update**

Fiona Harris, President, Chamber of Commerce and Corryn Grayston, General Manager, Chamber of Commerce, provided an annual overview of the Chamber of Commerce and Visitor Information Centre and was available to answer questions from Council.

**2. K. MacMillan, President and E. Skelhorne, Director, Shuswap Theatre - Update**

Kim MacMillan, President, Shuswap Theatre and Elizabeth Anne Skelhorne, Director, Shuswap Theatre provided an update on events of the Shuswap Theatre and were available to answer questions from Council.

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of March 12, 2018

0107-2018 Moved: Councillor Lavery  
Seconded: Councillor Eliason  
THAT: the Regular Council Meeting Minutes of March 12, 2018, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of March 19, 2018

0108-2018 Moved: Councillor Wallace Richmond  
Seconded: Councillor Flynn  
THAT: the Development and Planning Services Committee Meeting Minutes of March 19, 2018, be received as information.

CARRIED UNANIMOUSLY

2. Court of Revision 2018 73 Avenue Water Main Extension Parcel Tax Assessments Meeting Minutes of March 12, 2018

0109-2018 Moved: Councillor Eliason  
Seconded: Councillor Lavery  
THAT: the Court of Revision 2018 73 Avenue Water Main Extension Parcel Tax Assessments Meeting Minutes of March 12, 2018, be received as information.

CARRIED UNANIMOUSLY

3. Court of Revision 2018 Transportation Parcel Tax Assessments Meeting Minutes of March 12, 2018

110x-2018 Moved: Councillor Wallace Richmond  
Seconded: Councillor Eliason  
THAT: the Court of Revision 2018 Transportation Parcel Tax Assessments Meeting Minutes of March 12, 2018, be received as information.

CARRIED UNANIMOUSLY

4. Court of Revision 2018 Water and Sewer Frontage Tax Assessments Meeting Minutes of March 12, 2018

0111-2018 Moved: Councillor Flynn  
Seconded: Councillor Wallace Richmond  
THAT: the Court of Revision 2018 Water and Sewer Frontage Tax Assessments Meeting Minutes of March 12, 2018, be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS - continued

5. Downtown Parking Commission Meeting Minutes of February 20, 2018

0112-2018 Moved: Councillor Eliason  
Seconded: Councillor Flynn  
THAT: the Downtown Parking Commission Meeting Minutes of February 20, 2018, be received as information.

CARRIED UNANIMOUSLY

8. INTRODUCTION OF BYLAWS

1. 2017 Final Budget

- a) City of Salmon Arm 2017 to 2021 Financial Plan Amendment Bylaw No. 4247 - First, Second and Third Readings
- b) City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4252 - First, Second and Third Readings
- c) City of Salmon Arm Capital Expenditure Reserve Fund Expenditure Bylaw No. 4253 - First Second and Third Readings

0113-2018 Moved: Councillor Eliason  
Seconded: Councillor Lavery  
THAT: the following bylaws be read a first, second and third time:

- bylaw entitled City of Salmon Arm 2017 to 2021 Financial Plan Amendment Bylaw No. 4247;
- bylaw entitled City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4252; and
- bylaw entitled City of Salmon Arm Capital Expenditure Reserve Fund Expenditure Bylaw No. 4253.

CARRIED UNANIMOUSLY

2. Short Term Capital Borrowing Bylaw No. 4244 - First, Second and Third Readings

0114-2018 Moved: Councillor Flynn  
Seconded: Councillor Wallace Richmond  
THAT: the bylaw entitled City of Salmon Arm Short Term Capital Borrowing Bylaw No. 4244 be read a first, second and third time.

CARRIED UNANIMOUSLY

3. Revenue Anticipation Borrowing Bylaw No. 4259 - First, Second and Third Readings

0115-2018 Moved: Councillor Eliason  
Seconded: Councillor Lavery  
THAT: the bylaw entitled City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4259 be read a first, second and third time;

8. **INTRODUCTION OF BYLAWS - continued**

3. **Revenue Anticipation Borrowing Bylaw No. 4259 - First, Second and Third Readings - continued**

AND THAT: the Mayor and Corporate Officer be authorized to execute any applicable agreements to facilitate same.

CARRIED UNANIMOUSLY

4. **Zoning Amendment Bylaw No. 4254 [ZON-1123; Findlay, J. & R.; 4541 - 71 Avenue NE; R-1 to R-8] - First and Second Readings**

0116-2018

Moved: Councillor Wallace Richmond  
Seconded: Councillor Flynn

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4254 be read a first and second time.

CARRIED UNANIMOUSLY

5. **Zoning Amendment Bylaw No. 4255 [ZON-1121; Glanville, B. & Rose, A.; 2621 - 30 Street NE; R-1 to R-8] - First and Second Readings**

0117-2018

Moved: Councillor Lavery  
Seconded: Councillor Flynn

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4255 be read a first and second time;

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

CARRIED UNANIMOUSLY

6. **Zoning Amendment Bylaw No. 4256 [ZON-1121; 1120170 BC Ltd. / Walters, R.; 1160 - 16 Street NE; R-1 to CD-7] - First and Second Readings**

0118-2018

Moved: Councillor Eliason  
Seconded: Councillor Lavery

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4256 be read a first and second time;

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

CARRIED UNANIMOUSLY

8. INTRODUCTION OF BYLAWS - continued

7. Official Community Plan Amendment Bylaw No. 4257 [OCP4000-32; Wilmark Homes Ltd. / Homecraft Construction Ltd. / Onsite Engineering Ltd.; 6810 Park Hill Road NE] - First Reading

0119-2018

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled Official Community Plan Amendment Bylaw No. 4257 be read a first time;

AND THAT: Pursuant to Section 475 of the *Local Government Act*, Council has considered the Official Community Plan amendment after appropriate consultation with affected organizations and authorities;

AND THAT: Pursuant to Section 477(3)(a) of the *Local Government Act*, Second Reading of the Official Community Plan amendment be withheld pending Council's consideration of the proposed Official Community Plan amendment 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.

CARRIED UNANIMOUSLY

8. Zoning Amendment Bylaw No. 4258 [ZON-1109; Wilmark Homes Ltd. / Homecraft Construction Ltd. / Onsite Engineering Ltd.; 6810 Park Hill Road NE; R-4 & R-7 to R-1] - First Reading

0120-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4258 be read a first time;

AND THAT: Final Reading of the Zoning Amendment Bylaw be withheld subject to:

- 1) approval of the Bylaw by the Ministry of Transportation and Infrastructure;
- 2) final Reading of the Official Community Plan Amendment Bylaw No. 4258.

CARRIED UNANIMOUSLY

9. RECONSIDERATION OF BYLAWS

10. CORRESPONDENCE

1. Informational Correspondence

Councillor Flynn declared a conflict with Item 10.1.3 as Askew’s is a client of his firm and left the meeting at 4:08 p.m.

3. C. Askew, Askew’s Project Specialist - letter dated March 13, 2018 - Askew’s DT 50<sup>th</sup> Street Party

Claire Askew, Askew’s Project Specialist, explained the 50<sup>th</sup> Street Party and was available to answer questions from Council.

0121-2018

Moved: Councillor Wallace Richmond  
Seconded: Councillor Eliason  
THAT: Council authorize a street closure on August 24, 2018, along Lakeshore Drive from Alexander Street NE (as outlined in the letter dated March 13, 2018) from 2:00 p.m. to 11:00 p.m. for the Askew’s Downtown 50<sup>th</sup> Street Party subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 4:12 p.m.

4. C. El Gazzar - email dated March 15, 2018 - Request to install Playground Communication Board at Blackburn Park

0122-2018

Moved: Councillor Wallace Richmond  
Seconded: Councillor Lavery  
THAT: Council authorize the installation of a Playground Communication Board at Blackburn Park subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

20. C. Hashimoto - letter received March 16, 2018 - Community Information

0123-2018

Moved: Councillor Eliason  
Seconded: Councillor Wallace Richmond  
THAT: Mayor Cooper respond to Cole Hashimoto’s request for community information.

CARRIED UNANIMOUSLY

8. J. Dies, Annual Giving Coordinator, Canadian Cancer Society - letter dated January 10, 2018 - Sound Variance

0124-2018

Moved: Councillor Eliason  
Seconded: Councillor Lavery  
THAT: the noise bylaw be extended for the Relay for Life Event at the Fairgrounds for 12:00 a.m. on the evening of Saturday, June 9, 2018, to 7:00 a.m. on Sunday, June 10, 2018.

CARRIED UNANIMOUSLY

10. CORRESPONDENCE - continued

2. Honourable Mike Farnworth, Minister of Public Safety and Solicitor General - Cannabis Cost Sharing

Received for information.

11. STAFF REPORTS

1. Chief Financial Officer - 2017 Yearend Surplus

Received for information.

2. Chief Financial Officer - Debt Strategy and Capital Plan - Update

0125-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the capital projects, associated debt strategy and applicable reserve transfers as identified in Schedule 1 of the staff report dated March 14, 2018 be incorporated into the Financial Plan.

CARRIED UNANIMOUSLY

3. Chief Administrative Officer - Chief Election Officer & Deputy Chief Election Officer Appointment

0126-2018

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: Council appoint Erin Jackson and Patti Ferguson as Chief Election Officer and Deputy Chief Election Officer for the 2018 General Local Election.

CARRIED UNANIMOUSLY

Councillor Wallace Richmond left the meeting at 4:30 p.m.

4. Director of Engineering & Public Works - Park Picnic Tables Acquisition

0127-2018

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: Council approve the purchase of ten (10) new picnic tables from Bridge Vault & Dominion Precast, for the quoted amount of \$14,671.17 plus applicable taxes;

AND THAT: The City's Purchasing Policy No. 7.13 be waived in procurement of these works and services to authorize the sole sourcing to Bridge Vault & Dominion Precast.

CARRIED UNANIMOUSLY

11. STAFF REPORTS - continued

5. Director of Engineering & Public Works - New Aerator Purchase

0128-2018

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: Council approve the purchase of a new 10 Hp Turborator Aerator from MGD Process Technology Inc., for the quoted amount of \$18,455.00 US dollars plus applicable taxes, custom duty and brokerage fees;

AND THAT: The City's Purchasing Policy No. 7.13 be waived in procurement of these works and services to authorize the sole sourcing to MGD Process Technology Inc.

Councillor Wallace Richmond returned to the meeting at 4:32 p.m.

CARRIED UNANIMOUSLY

6. Director of Engineering & Public Works - 2018 Pavement Patching Program - Quote Award

0129-2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: Council accept the Quote of A + D Asphalt Solutions Ltd., in accordance with the unit prices quoted as specified in the Contract, estimated to be One Hundred and Forty-Five Thousand Dollars (\$145,000.00) plus applicable taxes.

CARRIED UNANIMOUSLY

7. Corporate Officer - Shuswap Watershed Council Contribution Agreement Amendment

0130-2018

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the Mayor and Corporate Officer be authorized to execute the Shuswap Watershed Council Contribution Agreement for 2016 to 2018 Amendment #1 between the Columbia Shuswap Regional District, the Thompson-Nicola Regional District, the City of Salmon Arm, the Adams Lake Indian Band and the Fraser Basin Council.

CARRIED UNANIMOUSLY

12. NEW BUSINESS

1. Solar Photo Voltaic Pilot Project - Councillor Lavery

0131-2018

Moved: Councillor Lavery

Seconded: Councillor Eliason

WHEREAS: the City of Salmon Arm, as a signatory to the BC Climate Action Charter, acknowledges that climate change is a reality and has the goal to move towards carbon neutrality with respect to the City's operations;

AND WHEREAS: cities can take a leadership role in demonstrating alternative energy options,

12. NEW BUSINESS - continued

1. Solar Photo Voltaic Pilot Project – Councillor Lavery - continued

THEREFORE BE IT RESOLVED THAT: the City consider initiating a grid-tied net metering Solar Photo Voltaic Pilot Project on a City property with all data and live metrics of the project to be readily shared with the public;

AND THAT: staff report back regarding:

- (a) potential viable sites;
- (b) the cost estimates including site audits, installation, grid connections and estimated annual maintenance of the recommended panel sizing and configuration;
- (c) estimates of energy generation and payback length; and
- (d) recommendations of how best to structure usage agreements where tenants of leased city properties currently pay for the electricity they use if that city building is a potentially viable site.

AND FURTHER THAT: the costs associated with this pilot project, including auditing of potential sites, installation, connections and three (3) years of annual maintenance be funded from the Climate Action Reserve.

CARRIED UNANIMOUSLY

13. COUNCIL STATEMENTS

1. Committees of Council/Agency Representatives

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

0132-2018

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: Council request a meeting with the School Board to discuss facilities planning.

CARRIED UNANIMOUSLY

14. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

15. SALMON ARM SECONDARY YOUTH COUNCIL

16. NOTICE OF MOTION

17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

18. OTHER BUSINESS

19. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 4:51 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

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

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

ABSENT:

Councillor A. Harrison  
Councillor K. Jamieson

20. DISCLOSURE OF INTEREST

21. HEARINGS

- 1. Development Variance Permit Application No. VP-459 [City of Salmon Arm / Salmon Arm Folk Music Society / B. Hermanski; 541 - 3 Street SW; Setback Variance

0133-2018

Moved: Councillor Wallace Richmond  
Seconded: Councillor Eliason

THAT: Development Variance Permit No. VP-459 be authorized for issuance for Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan EPP34573 which will vary Zoning Bylaw No. 2303 as follows:

- 1. Section 26.9.1 Minimum Setback of Principle Building - decrease the minimum setback of a principle building from the front parcel line from 6.0 m to 0.0 m.

Following three calls for submissions and questions from Council, the Hearing for VP-459 was declared closed at 7:03 p.m.

CARRIED UNANIMOUSLY

21. HEARINGS - continued2. Development Variance Permit Application No. VP-471 [Shmyr, J. & Weninger, J.; #27 - 481 Highway 97B NE; Site Coverage Variance]

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: Development Variance Permit No. VP-471 be authorized for issuance for Strata Lot 9, Section 18, Township 20, Range 9, W6M, KDYD, Strata Plan EPS2062 which will vary Mobile Home Park Bylaw No. 1435 as follows:

1. Section 4.06 - Site Coverage - increase the maximum site coverage from 35% to 38%.

Following three calls for submissions and questions from Council, the Hearing for VP-471 was declared closed at 7:05 p.m.

CARRIED UNANIMOUSLY

3. Development Variance Permit Application No. VP-468 [Unruh, D. & R. / Hindbo Construction Group Inc.; 4431 - 17 Street NE; Accessory Building and Retaining Wall Height]

0134-2018

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Development Variance Permit Application No. VP-468 be authorized for issuance for Lot 3, Section 25, Township 20, Range 10, W6M, KDYD, Plan 40035 which will vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 4.12.1 (a) Fences and Retaining Walls - increase the maximum height of a fence in conjunction with retaining walls from 2.0 m to 4.2 m as shown on Meyer Designs Ltd. (File 2017-043) dated January 30, 2018, attached as Appendix 5 to the staff report dated February 22, 2018;
2. Section 14.6 Maximum Height of Accessory Buildings - increase the maximum height of an accessory building from 6.0 m to 8.7 m to allow for a new accessory building, as shown on Meyer Designs Ltd. (File 2017-043-A) dated December 5, 2017, attached as Appendix 5 to the staff report dated February 22, 2018.

C. Hindbo, the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Hearing for VP-468 was declared closed at 7:11 p.m.

CARRIED UNANIMOUSLY

**22. PUBLIC HEARING****1. Zoning Amendment Application No. ZON-1115 [Unruh, D. & R. / Hindbo Construction Group Inc.; 4431 - 17 Street NE; R-9 to R-8]**

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

Submissions were called for at this time

C. Hindbo, the applicant, addressed neighbourhood concerns regarding drainage and was available to answer questions from Council.

N. Pateman, of 4350 Lakeshore Road NE, outlined the concerns set out in his letter identified as late item 22.1.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4250 was declared closed at 7:22 p.m. and consideration of the next item ensued.

**2. Zoning Amendment Application No. ZON-1117 [Reimer, R. & Reimer, R.; 791 - 5 Street SE; R-1 to R-4]**

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

Submissions were called for at this time.

M. Lamerton, agent for the applicant, addressed parking requirements and was available to answer questions from Council.

J. Franklin, agent for the applicant, advised that a traffic suitability study had been conducted and addressed safe access and service availability and was available to answer questions from Council.

C. Green, 761 - 5 Street SE, expressed concerns regarding vehicle and pedestrian safety given the anticipated volume of traffic, the lack of clear site lines and the lack of sidewalks for safe pedestrian access.

T. McDiarmid, 860 - 5 Street SE, expressed concerns regarding traffic safety, snow removal and pedestrian safety.

J. Cusson, 750 - 5 Street SE, expressed concerns regarding volume and speed of existing traffic.

L. Green, 761 - 5 Street SE, expressed concerns regarding the volume and speed of traffic and the safety of pedestrian traffic.

J. Franklin, agent for the applicant, addressed concerns regarding increased traffic, grade of 5 Street SE and grade of access to property and site lines.

P. Hilland, 851 - 5 Street SE, expressed concerns regarding parking sufficiency for increased density and the desire for "No Parking" signs on 5 Street SE.

22. PUBLIC HEARING - continued

2. Zoning Amendment Application No. ZON-1117 [Reimer, R. & Reimer, R.; 791 - 5 Street SE; R-1 to R-4] - continued

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4251 was declared closed at 8:02 p.m.

23. RECONSIDERATION OF BYLAWS

1. Zoning Amendment Bylaw No. 4250 [ZON-1115; Unruh, D. & R. / Hindbo Construction Group Inc.; 4431 - 17 Street NE; R-9 to R-8] - Third and Final Readings

0135-2018

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4250, be read a third and final time.

CARRIED UNANIMOUSLY

2. Zoning Amendment Bylaw No. 4251 [ZON-1117; Reimer, R. & Reimer, R.; 791 - 5 Street SE; R-1 to R-4] - Third Reading

0136-2018

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4251, be read a third time.

CARRIED

Councillor Lavery Opposed

24. OTHER BUSINESS

25. QUESTION AND ANSWER PERIOD

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

26. ADJOURNMENT

0137-2018

Moved: Councillor Flynn  
Seconded: Councillor Eliason  
THAT: the Regular Council Meeting of March 26, 2018, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:32 p.m.

CERTIFIED CORRECT:

Adopted by Council the    day of            2018.

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

\_\_\_\_\_  
MAYOR

Item 7.1

## CITY OF SALMON ARM

Date: April 9, 2018

Moved: Councillor Eliason

Seconded: Councillor Harrison

THAT: the Development and Planning Services Committee Meeting Minutes of April 3, 2018, be received as information.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

## DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Room 100 at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Monday, April 3, 2018.

### PRESENT:

Mayor N. Cooper  
 Councillor L. Wallace Richmond (left the meeting at 8:15 a.m.)  
 Councillor A. Harrison  
 Councillor C. Eliason  
 Councillor K. Flynn  
 Councillor T. Lavery

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

### ABSENT:

Councillor K. Jamieson

#### 1. CALL TO ORDER

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

#### 2. REVIEW OF THE AGENDA

#### 3. DECLARATION OF INTEREST

#### 4. PRESENTATIONS

#### 5. REPORTS

1. Development Variance Permit Application No. VP-470 [Pugh, M. & Maslyk, S; 2960 - 30 Street NE; Setback Variance]

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-470 be authorized for issuance for Lot 2, Plan EPP61022, Section 19, Township 20, Range 9, W6M, KDYD which will vary Zoning Bylaw No. 2303 as follows:

5. REPORTS - continued

1. Development Variance Permit Application No. VP-470 [Pugh, M. & Maslyk, S; 2960 - 30 Street NE; Setback Variance] - continued

1. Section 6.10.2:

- i) reduce the minimum setback requirement of a principal building from the rear parcel line from 6.0 metres to 3.0 metres.

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

CARRIED UNANIMOUSLY

2. Development Permit Application No. DP-417 [Uptown Ventures Ltd. / Franklin Engineering Ltd.; 2810 - 15 Avenue NE; 24 unit - Medium Density Residential]

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee recommends to Council that Development Permit No. DP-417 be authorized for issuance for Parcel A (Plan B6059) of Lot 7, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1327 Except Plans 9125, KAP46137 and KAP84896 in accordance with the drawings attached as Schedule A to the staff report dated March 26, 2018;

AND THAT: Development Permit No. 417 include the following variance to Zoning Bylaw No. 2303:

- 1. Section 9.4 - increase the maximum height of a principal building from 10.0 metres (32.8 feet) to 12.2 metres (39.8 feet) in accordance with the drawings attached as Schedule A to the staff report dated March 26, 2018;

AND FURTHER THAT: Issuance of Development Permit No. 417 be withheld subject to:

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

J. Franklin, the agent, and M. Lamerton, Architect, spoke regarding the application and were available to answer questions from the Committee.

Councillor Wallace Richmond left the meeting at 8:15 a.m.

CARRIED UNANIMOUSLY

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee recommends to Council that upon issuance of Development Permit DP-417 and prior to the finalization of the Servicing Agreement, that the applicants be authorized to commence tree clearing on the property subject to the Engineering Department's approval of an erosion and sediment control plan.

CARRIED

Councillor Harrison Opposed

5. REPORTS - continued3. Official Community Plan Amendment Application No. OCP4000-34 [City of Salmon Arm; 720 - 22 Street NE]

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000 as follows:

1. Re-designate Lot A, Plan 20121, Section 13, Township 20, Range 10, W6M, KDYD as shown on Appendix 1 to the staff report dated March 27, 2018, from Medium Density Residential to Institutional; and
2. Amend Official Community Plan Map No. 14.1 to identify Lot A, Plan 20121, Section 13, Township 20, Range 10, W6M, KDYD as "Future Recreational Facility".

AND THAT: pursuant to Section 475 of the *Local Government Act*, Council has considered the Official Community Plan amendment after appropriate consultation with affected organizations and authorities;

AND THAT: Pursuant to Section 477(3)(a) of the *Local Government Act*, Second Reading of the Official Community Plan amendment be withheld pending Council's consideration of the proposed Official Community Plan amendment 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.

CARRIED UNANIMOUSLY

4. Zoning Amendment Application No. ZON-1116 [City of Salmon Arm; 720 - 22 Street NE; R-4 to P-1]

Moved: Councillor Eliason

Seconded: Councillor Flynn

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 as follows:

1. Rezone Lot A, Plan 20121, Section 13, Township 20, Range 10, W6M, KDYD from R-4 (Medium Density Residential) to P-1 (Park and Recreation);

AND THAT: Final reading of the Zoning Bylaw be withheld pending:

1. Approval of the Ministry of Transportation & Infrastructure; and
2. Final Reading of the Official Community Plan Amendment Bylaw.

CARRIED UNANIMOUSLY

6. FOR INFORMATION

7. IN CAMERA

8. LATE ITEMS

No Items.

9. ADJOURNMENT

Moved: Councillor Lavery

Seconded: Councillor Harrison

THAT: the Development and Planning Services Committee meeting of April 3, 2018, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:44 a.m.

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

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Mayor Nancy Cooper  
Chair

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Item 7.2

## CITY OF SALMON ARM

Date: April 9, 2018

Moved: Councillor Jamieson

Seconded: Councillor Flynn

THAT: the Agricultural Advisory Committee Meeting Minutes of March 21, 2018, be received as information.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

## AGRICULTURAL ADVISORY COMMITTEE

Minutes of a Meeting of the Agricultural Advisory Committee of the City of Salmon Arm held in Room 100 of City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Wednesday, March 21, 2018.**

**PRESENT:**

Councillor Ken Jamieson, Chair  
 John Schut  
 Ron Ganert  
 Bruce Cook  
 John McLeod  
 James Hanna  
 Don Syme  
 Grant Smith, Balmoral Farms – presenter (Item 5.1)  
 Wesley Miles, Planning & Development Officer - staff/recorder (non-voting)

**ABSENT:** Lana Fitt, Kirsten Bevandick, James Olafson

**1. Call to Order**

Councillor Jamieson called the meeting to order at 3:00 p.m.

**2. Declaration of Interest**

n/a

**3. Presentations / Delegations**

n/a

**4. Previous Meeting Minutes**

n/a

**5. Items**

**1. Presentation – Grant Smith, Balmoral Farms, Sorrento BC**

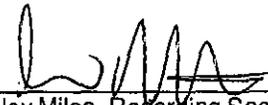
Balmoral Farms is a local, grass fed beef agricultural business which has been in operation for 12 to 13 years in Sorrento BC. The presenter provided information on supply management, locally produced and sold foods from a local business prospective with focus on promoting place based food consumption. The Committee discussed items such as advertising, economies of scale, local animal processing, supply management and challenges for local producers to market and sell product. The development of a food security plan and related policy within the City's OCP was also discussed.

**2. Real Estate Foundation BC, Growing Progress Report – For Discussion**

The Committee discussed various points from the report including ALR exclusions, agricultural land inventory, public opinion survey, recommendations and analyzed the data provided on those topics. Local production supply and demand were also examined in regards to how much can be produced and consumed locally. General discussion on the role of provincial and municipal governments regarding the Agricultural Land Commission, its current state and potential changes, were also considered.

**6. Late Items****7. Adjournment**

The meeting adjourned at 4:07 p.m.



Wesley Miles, Recording Secretary  
(Endorsed By Meeting Chair)

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Item 7.3

## CITY OF SALMON ARM

Date: April 9, 2018

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the Environmental Advisory Committee Meeting Minutes of March 1, 2018, be received as information.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

## CITY OF SALMON ARM

Minutes of the Environmental Advisory Committee Meeting held in Council Chambers of City Hall, 500 – 2 Avenue NE on **Thursday, March 1, 2018** at 9:00 a.m.

### PRESENT:

Barry Wilson	Citizen at Large
Amy Vallarino	Citizen at Large
Warren Bell	WA:TER
Sherry Bowlby	Citizen at Large
Luke Gubbels	Canoe Forest Products
Gary Arsenault	Shuswap Pro Development Association
Ron Pederson	Salmon Arm Fish & Game
John McLeod	Salmon Arm Farmers Institute (SAFI)
Sarah Weaver	Salmon Arm Bay Nature Enhancement Society
Louis Thomas	Neskonlith Indian Band
Janet Pattinson	Shuswap Naturalist Club
Erin Jackson	City of Salmon Arm, Recorder

### ABSENT:

Iva Jules	Adams Lake Indian Band
Hugh Tyson	Shuswap Environmental Action Society (SEAS)
Councillor Tim Lavery	City of Salmon Arm, Chair
Dan Smith	Shuswap Construction Industry Professionals

### GUEST:

Director Paul Demenok	Columbia Shuswap Regional District
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The meeting was called to order at 9:00 a.m.

Barry Wilson assumed the Chair in the absence of Councillor Lavery.

#### 1. Introductions

#### 2. Presentations

- 1) **P. Demenok, CSRD Electoral Area C Director and Chair of Shuswap Watershed Council - Shuswap Watershed Council Annual Highlights 2016-2017**

Director Demenok presented the Shuswap Watershed Council Annual Highlights and was available to answer questions from the Committee.

#### 3. Approval of Agenda and Additional Items

Moved: Warren Bell

Seconded: Gary Arsenault

THAT: the Environmental Advisory Committee Meeting Agenda of March 1, 2018 be approved as circulated.

**CARRIED UNANIMOUSLY**

**4. Approval of Minutes of February 1, 2018 Environmental Advisory Committee Meeting**

Moved: Sherry Bowlby

Seconded: Warren Bell

THAT: the minutes of the Environmental Advisory Committee Meeting of February 1, 2018 be approved as circulated.

**CARRIED UNANIMOUSLY**

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

1) **Community Sustainability Fund** - This item was deferred to April.

**6. New Business**

1) **Light Management Policy** (to be discussed in April)

2) **Canoe Beach Campsite Cabin Removal & Shoreline Restoration Report** (to be discussed in April)

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

**8. Next meeting - Thursday, April 5, 2018**

Moved: Gary Arsenault

Seconded: Janet Pattinson

THAT: the Environmental Advisory Committee Meeting of March 1, 2018 be adjourned.

**CARRIED UNANIMOUSLY**

The meeting adjourned at 10:39 a.m.

\_\_\_\_\_  
Councillor Tim Lavery, Chair

Received for information by Council on the    th day of    , 2018

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Item 8.1

## CITY OF SALMON ARM

Date: April 9, 2018

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled Official Community Plan Amendment Bylaw No. 4260 be read a first time;

AND THAT: Pursuant to Section 475 of the *Local Government Act*, Council has considered the Official Community Plan amendment after appropriate consultation with affected organizations and authorities;

AND THAT: Pursuant to Section 477(3)(a) of the *Local Government Act*, Second Reading of the Official Community Plan amendment be withheld pending Council's consideration of the proposed Official Community Plan amendment 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.

[OCP4000-34; City of Salmon Arm; 720 - 22 Street NE; MD - Institutional]

### 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 Council

FROM: Development Services

DATE: March 27, 2018

SUBJECT: Official Community Plan Amendment Application File No. OCP4000-34  
 Zoning Amendment Application File No. ZON.1116  
 Lot A, Plan 20121, Sec. 13, Tp. 20, R. 10, W6M, KDYD;  
 720 - 22 Street NE  
 Owner: City of Salmon Arm

**Motion for Consideration**

- THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000 as follows:
- 1) Re-designate Lot A, Plan 20121, Sec. 13, Tp. 20, R. 10, W6M, KDYD, as shown on Appendix 1, from Medium Density Residential to Institutional; and
  - 2) Amend Official Community Plan Map No. 14.1 to identify Lot A, Plan 20121, Sec. 13, Tp. 20, R. 10, W6M, KDYD as "Future Recreational Facility".
- AND THAT: Pursuant to Section 475 of the *Local Government Act*, Council has considered the Official Community Plan amendments after appropriate consultation with affected organizations and authorities.
- AND THAT: Pursuant to Section 477(3)(a) of the *Local Government Act*, Second Reading of the Official Community Plan Amendment be withheld pending Council's consideration of the Official Community Plan amendment 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: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 as follows:
- 1) Rezone Lot A, Plan 20121, Sec. 13, Tp. 20, R. 20, W6M, KDYD from R-4 (Medium Density Residential) to P-1(Park and Recreation).
- AND THAT: Final Reading of the Zoning Bylaw be withheld pending:
- 1) Approval of the Ministry of Transportation & Infrastructure; and
  - 2) Final Reading of the Official Community Plan Amendment Bylaw.

**Proposal**

The subject property is located at 720 - 22 Street NE. The City acquired the property in the 2016 to provide additional land for development of a recreation/aquatics facility and is now applying for Official Community Plan and Zoning Bylaw amendments to accommodate future construction of the facility. A location map and ortho photo are attached as Appendices 1 and 2.

**Background**

The subject property is designated Medium Density Residential in the Official Community Plan and is zoned R-4 (Medium Density Residential). O.C.P. and Zoning maps are attached as Appendices 3 and 4.

In 1982, the property was re-designated from Low Density Residential to Highway/Tourist Commercial in the Official Community Plan and was rezoned from R-1 (Single Family Residential) to C-3 (Service Commercial). The purpose of these amendments was to permit conversion of a residence on the property to a restaurant (the 'Orchard House').

In 2004, the property was re-designated from Highway/Tourist Commercial to Medium Density Residential and was rezoned from C-3 (Service Commercial) to R-4 (Medium Density Residential) to permit a multi-family residential development. The owner did not proceed with the development and when the property became available, it was purchased by the City to provide additional land for its recreational facilities. In 2017, the City removed the existing residence in preparation for the property's future development.

**Site Context**

The 0.44 hectare site is located at the south end of 22 Street NE, which is a narrow dead-end roadway. The property also has frontage on 24 Street NE and adjoins another City-owned property to the north (Part of Lot A, Plan 62641), which is part of the recreational facilities on the east side of 24 Street NE (SASCU Recreation, Sunwave Center & Curling Club).

Surrounding land uses include the following:

North: City owned parcel zoned P-1 (Park & Recreation)  
 South: Residential strata development zoned R-4 (Medium Density Residential)  
 East: 24 Street NE; then City owned parcel zoned P-1 (Park & Recreation)  
 West: 22 Street NE; then residential parcels zoned R-1 (Single Family Residential)

**Local Government Act - Section 475**

Pursuant to Section 475 of the Local Government Act (consultation during OCP development/amendments), the proposed OCP amendments were referred to the following external organizations on December 4, 2017:

Adams Lake Indian Band	No response to date
Neskonlith Indian Band	No response to date
Economic Development Society	See Appendix 5
Columbia Shuswap Regional District	No response to date
Interior Health Authority	See Appendix 6
School District 83	No response to date

**Local Government Act - Section 477**

Pursuant to Section 477(3)(a) of the Local Government Act (adoption procedures for an OCP amendment), Council must consider OCP amendments in relation to the City's Financial and Liquid Waste Management Plans. In the opinion of staff, the proposed development is consistent with both the City's Financial and Liquid Waste Management Plans.

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

Ministry of Transportation & Infrastructure

See Appendix 7.

Telus

No concerns.

Building Department

No concerns.

Fire Department

No concerns.

Engineering Department

See Appendix 8.

Planning Department

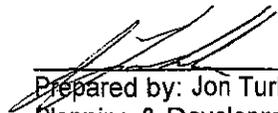
The proposed bylaw amendments are in keeping with the existing O.C.P. designations and zoning on the adjacent parcels to the north and east and the proposed land use is consistent with the existing recreational facilities on these lands.

Official Community Plan Map No. 14.1 identifies all Community Facilities and an extract from this map is attached as Appendix 9. The extract shows existing facilities in close proximity to the subject property. and the Motion for Consideration includes an amendment to this map which will add the subject property to the City's Community Facilities inventory.

The P-1 Zone allows for a wide range of uses intended to serve the park, recreation and cultural needs of the City. A copy of the P-1 Zone is attached as Appendix 10.

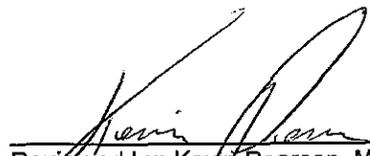
The City has budgeted \$60,000.00 for a Recreation Facilities Plan which is scheduled to commence this year. The plan will consider various options and design concepts for the existing facilities, the subject property and the adjacent parcel to the north. It should also be noted however, that the proposed OCP amendments would not bind the City to commit to financing the construction of any new recreational facilities.

The application is supported by staff and as of this writing, no concerns have been expressed by outside agencies.



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Prepared by: Jon Turlock  
Planning & Development Officer



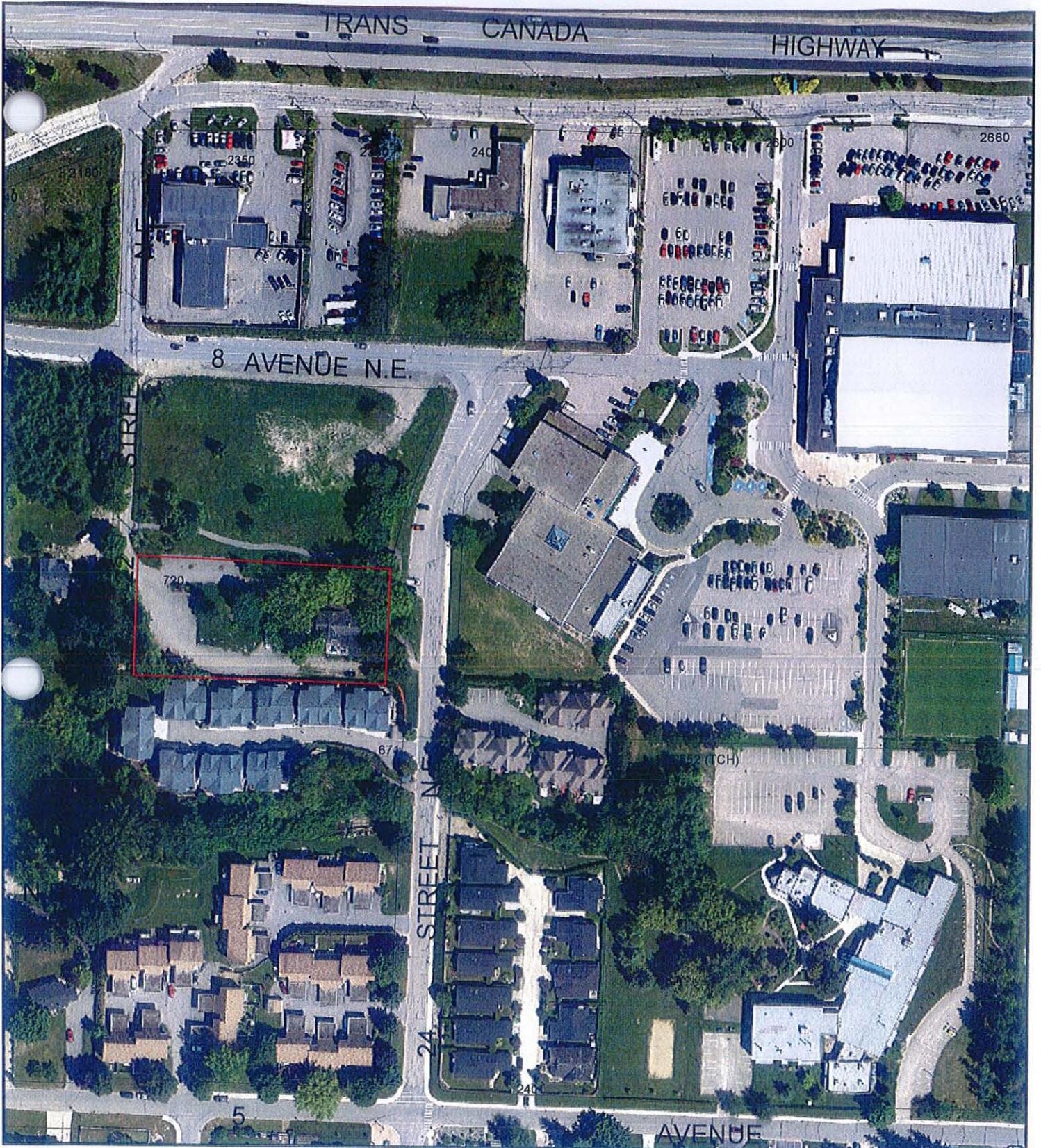
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Reviewed by: Kevin Pearson, MCIP  
Director of Development Services

### Appendices

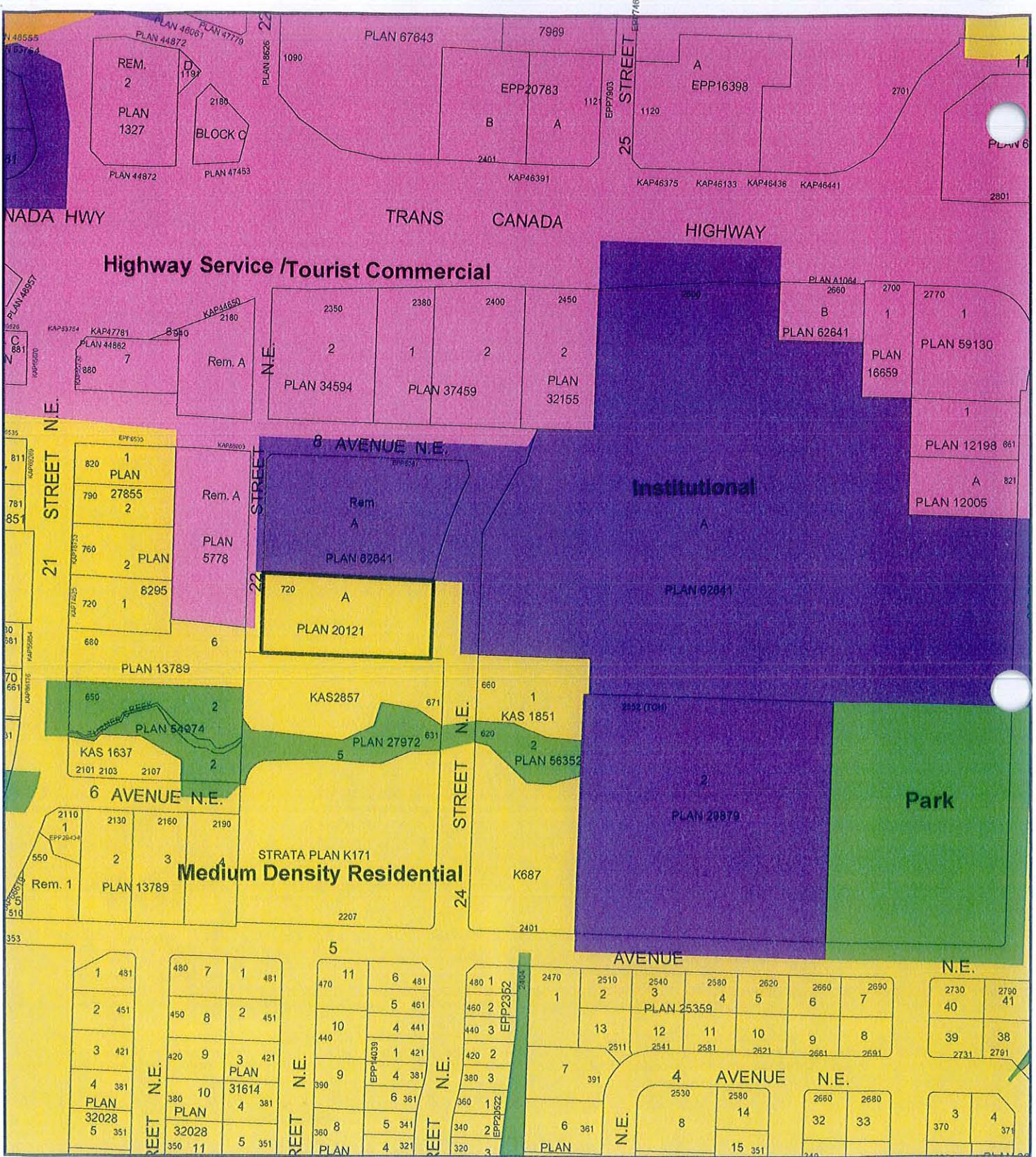
1. Location map
2. Ortho photo
3. OCP map
4. Zoning map
5. SAEDS comments
6. IHA comments
7. MoTI comments
8. Engineering Dept. comments
9. OCP Map No. 14.1 (extract)
10. P-1 Zone of Bylaw No. 2303





 Subject Property

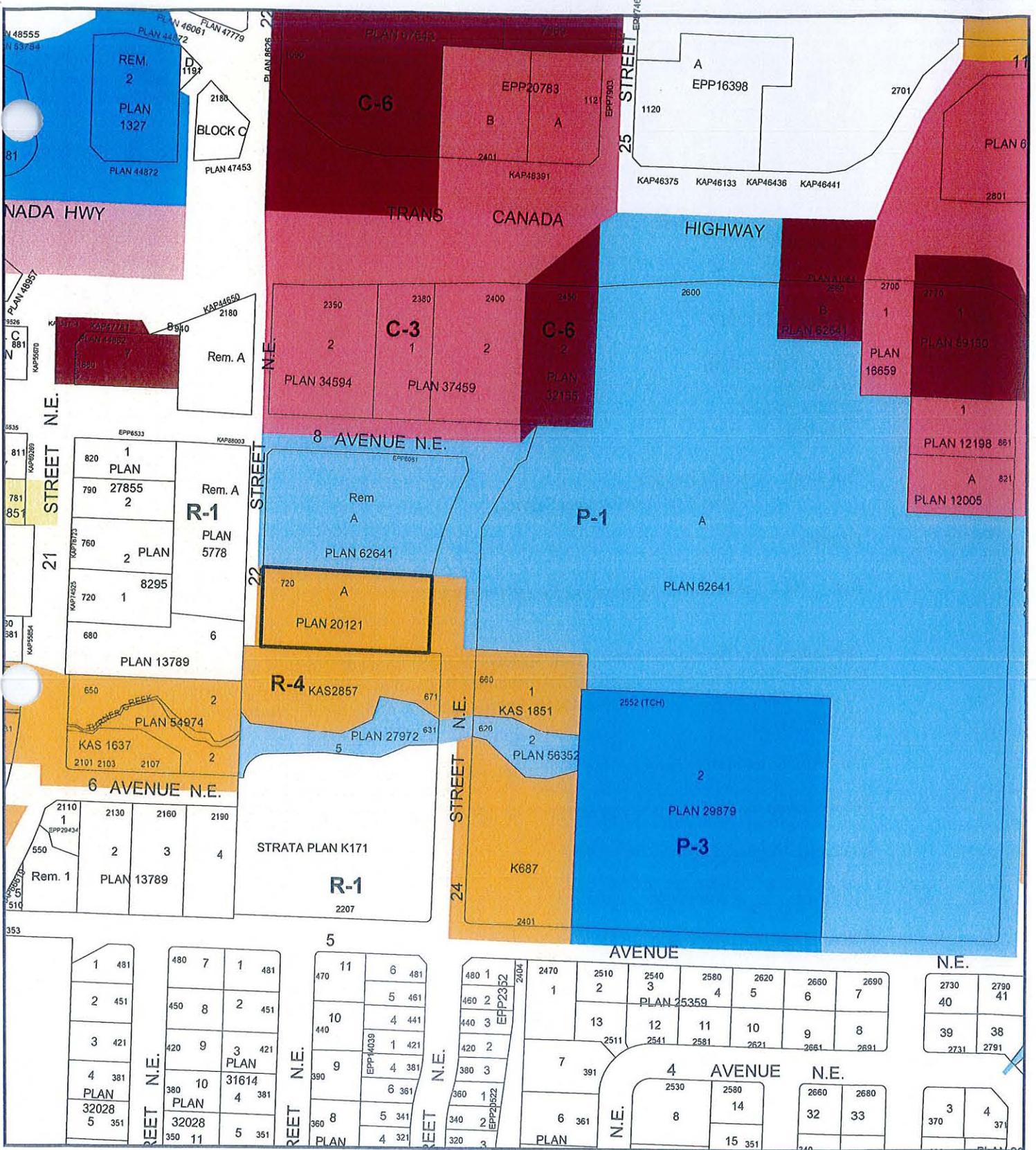
Ortho



N



Subject Property



 Subject Property

Zoning

December 13, 2017

City of Salmon Arm  
PO Box 40  
Salmon Arm BC  
V1E 4N2

Attention: Kevin Pearson  
Director of Development Services

Dear Sir:

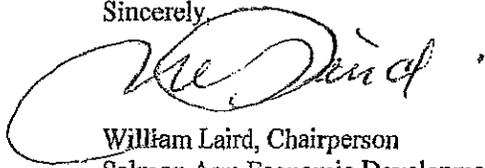
**Re: OCP Amendment Application No OCP4000-34**

The Salmon Arm Economic Development Society (SAEDS) Board of Directors has reviewed the information for the above-noted OCP Amendment Referral to redesignate the property located at 720-22 Street NE to accommodate future expansion of the SASCU Recreational Centre.

The SAEDS Board fully supports this application, with no noted concerns.

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

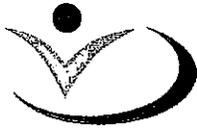
Sincerely,



William Laird, Chairperson  
Salmon Arm Economic Development Society

PO Box 130  
20 Hudson Avenue NE  
Salmon Arm, BC V1E 4N2  
Tel: 250 833.0608  
Fax: 250 833.0609  
www.saeds.ca

it's happening  
here



**Interior Health**  
Every person matters

December 28, 2017

Kevin Pearson  
City of Salmon Arm  
Development Services  
Box 40, 500 – 2nd Avenue NE  
Salmon Arm, BC V1E 4N2

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

Dear: Mr. Pearson

**Re: Official Community Plan Amendment Application No. OCP4000-34**

Interior Health welcomes the opportunity to comment on the proposal. The proposed change from the existing medium density housing to Institutional could allow for expansion of the Salmon Arm recreational facilities adjacent to the existing facilities.

Interior Health would not object to additional area being available for recreational facilities within the City of Salmon Arm.

We would recommend expansion of recreational facilities in areas where the most vulnerable community members, such as children, older adults, people living with physical mobility or chronic health challenges, as well as low income, housing insecure or other marginalized community members have easy access.

Recreational venues are important facilities for physical activity, therefore access by vulnerable populations should reduce the distance they need to travel or allow for active and public transportation options.

Interior Health endorses the concept of creating development where the easy choice is the healthy choice which helps to improve population health. The location for the recreational expansion would be in an area that is serviced with transit

We have a number of portfolios with specific content expertise and resources in the form of staff, health evidence and data, community health profiles and examples of case studies, to help support you in creating a healthier community.

Thank you for the opportunity to provide a health perspective to this proposal.

Yours Sincerely

Clare Audet  
Environmental Health Officer – Healthy Built Environment



Your File #: ZON-1116  
eDAS File #: 2017-07230  
Date: Dec/07/2017

City of Salmon Arm Development Services  
500 2nd Avenue NE  
PO Box 40  
Salmon Arm, BC V1E 4N2  
Canada

Attention: Kevin Pearson, Director of Development Services

**Re: Proposed Bylaw for:** Lot A Section 13 Township 20 Range 10 W6M KDYD  
Plan 20121 - 720 – 22 Street NE

Thank you for the opportunity to provide comments on the above referenced file.

Preliminary Approval is granted for the rezoning for one year pursuant to Section 52(3)(a) of the *Transportation Act*, as the Ministry interests are unaffected.

If you have any questions please feel free to call Elizabeth KEAM at (250) 833-7404.  
Yours truly,

Elizabeth KEAM  
District Development Technician

<p><b>Local District Address</b></p> <p>Salmon Arm Area Office</p> <p>Bag 100 850C 16th Street NE Salmon Arm, BC V1E 4S4 Canada</p> <p>Phone: (250) 503-3664 Fax: (250) 833-3380</p>
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*City of Salmon Arm*  
*Memorandum from the Engineering*  
*and Public Works Department*

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TO: Kevin Pearson, Director of Development Services  
DATE: December 20, 2017  
PREPARED BY: Chris Moore, Engineering Assistant  
OWNER: **City of Salmon Arm**, Box 40, Salmon Arm, BC, V1E 4N2  
APPLICANT: Owner  
SUBJECT: **OFFICIAL COMMUNITY PLAN AMENDMENT NO. OCP4000-34**  
**ZONING AMENDMENT APPLICATION FILE NO. ZON-1116**  
LEGAL: Lot A, Section 13, Township 20, Range 10 W6M KDYD, Plan 20121  
CIVIC: **720 – 22 Street NE**

Further to your referral dated 4 December, 2017, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Rezoning or OCP amendment; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

**General:**

1. Full municipal services are required as noted herein. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties to be serviced completely by underground electrical and telecommunications wiring.
4. Properties under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Erosion and Sediment Control measures will be required as per the Subdivision and Development Services Bylaw 4163, Section 3.1.
6. 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.
7. 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.

OFFICIAL COMMUNITY PLAN AMENDMENT NO. OCP4000-34 &  
ZONING AMENDMENT APPLICATION FILE NO. ZON-1116

December 14, 2017

Page 2

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**Roads/Access:**

1. 24 Street NE on the subject property's east boundary is designated as an Urban Local Road requiring a 20.0m dedication. Current records indicate that no additional dedication is required at this time.
2. 24 Street NE is constructed to the Urban Local Road standard, no upgrades are anticipated.
3. 22 Street NE on the subject property's west boundary is designated as an Urban Local Road requiring a 20.0m dedication. Current records indicate that 10.0m additional dedication is required together with dedication for a full turnaround. However, the future status and alignment of this road will be dependent on the proposed redevelopment plans for the Recreation Centre.
4. 22 Street NE is currently constructed to a laneway standard. Upgrading to the Urban Local Road standard (RD-2) will require road construction, curb and gutter, sidewalk, road drainage, boulevard, street lighting and underground hydro and telus.

**Water:**

1. The subject property fronts a 150mm diameter Zone 4 water main on 24 Street NE and a 150mm diameter Zone 2 water main on 23 Street. Both watermains require upgrading to 200mm, however, this work is premature at this time and further offsite upgrading may also be required.
2. The property is to be serviced with a single, metered water service connection, adequately sized to satisfy the proposed use, as per specification drawing W-11 (minimum 25mm diameter). The property is currently not serviced with water, the original service was disconnected at the main prior to demolition of Minos.
3. The subject property is in an area with sufficient fire flows, according to the 2011 Water Study (OD&K 2012).
4. Fire protection requirements to be confirmed with the Building Department and Fire Department.

**Sanitary Sewer:**

1. The subject property fronts a 200mm diameter sanitary sewer on 24 Street NE, a 200mm diameter sanitary sewer on 22 Street NE. No upgrades are anticipated
2. The subject property is to be serviced by a single sanitary service connection adequately sized (minimum 100mm) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs. City records indicate that the property is currently serviced by a service of unknown size from the sewer on 22 Street NE. All existing

OFFICIAL COMMUNITY PLAN AMENDMENT NO. OCP4000-34 &  
ZONING AMENDMENT APPLICATION FILE NO. ZON-1116

December 14, 2017

Page 3

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inadequate/unused services must be abandoned at the main. Owner/developer is responsible for all associated costs.

**Drainage:**

1. The subject property fronts a 375mm diameter storm sewer on 24 Ave NE. There is currently no storm sewer on 22 St NE. Storm sewer will require extending to the south end of 22 St NE, however, the future status and alignment of this road will be dependent on the proposed redevelopment plans for the Recreation Centre.
2. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided. Should discharge into the City Storm Sewer be part of the ISMP, owner/developers engineer is required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development.
3. Subject to approval of the ISMP, the proposed lots may be serviced by single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. All existing inadequate/unused services must be abandoned at the main; applicant is responsible for all associated costs. City records indicate that the existing property was not serviced with a City storm service.

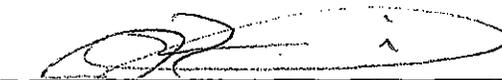
**Geotechnical:**

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



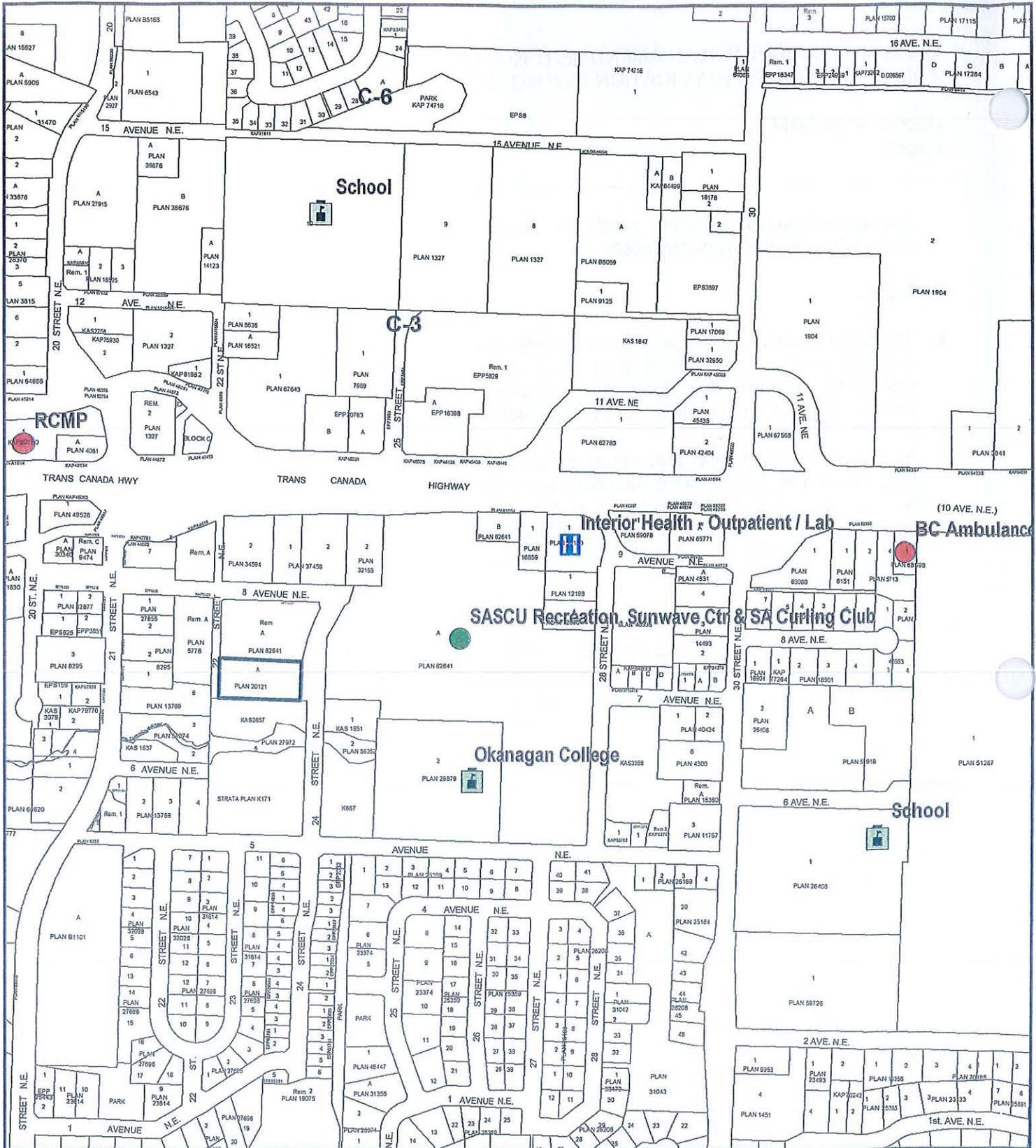
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Chris Moore  
Engineering Assistant



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Rob Niewenhuizen  
Director of Engineering



Subject Property

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**SECTION 24 - P-1 - PARK AND RECREATION ZONE**


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**Purpose**

- 24.1 The P-1 *Zone* is intended to provide for the location, *development* and preservation of public and private land to serve the *park* and recreational needs of the *Municipality*.

**Regulations**

- 24.2 On a *parcel zoned* P-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 P-1 *Zone* or those regulations contained elsewhere in this Bylaw.

**Permitted Uses**

- 24.3 The following uses and no others are permitted in the P-1 *Zone*:

- .1 *assembly hall*;
- .2 *boat launch*;
- .3 *botanical gardens*;
- .4 *bowling green*;
- .5 *campground*;
- .6 *cemetery*;
- .7 *cultural facilities*;
- #2904 .8 *entertainment facility*;
- .9 *exhibition grounds and buildings*;
- #3836 .10 *home occupation*;
- .11 *marina*;
- .12 *museum*;
- #2900 .13 *outside vending*;
- .14 *park*;
- .15 *picnic grounds*;
- .16 *public use*;
- .17 *public utility*;
- .18 *recreation facility - indoor*;
- .19 *recreation facility - outdoor*;
- .20 *wildlife sanctuary*;
- .21 *accessory use, including one single family dwelling or caretaker's suite.*

**Maximum Height of Principal Buildings**

- 24.4 The maximum *height* of *principal buildings* shall be 10.0 metres (32.8 feet).

**Maximum Height of Accessory Buildings**

- 24.5 The maximum *height* of *accessory buildings* shall be 6.0 metres (19.7 feet).

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**SECTION 24 - P-1 - PARK AND RECREATION ZONE - CONTINUED**

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**Minimum Parcel Size or Site Area**

24.6 The minimum *parcel* size or *site* area shall be 0.2 hectare (0.49 acre).

**Minimum Parcel or Site Width**

24.7 The minimum *parcel* or *site* width shall be 20.0 metres (65.6 feet).

**Minimum Setback of Principal and Accessory Buildings**

24.8 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>                   |                        |
|    | - adjacent to a lane shall be             | 6.0 metres (19.7 feet) |
|    | - all other cases shall be                | 1.0 metre ( 3.3 feet)  |
| .3 | <i>Interior side parcel line</i> shall be | 3.0 metres ( 9.8 feet) |
| .4 | <i>Exterior side parcel line</i> shall be | 6.0 metres (19.7 feet) |

**Outside Storage**

24.9 Outside storage shall be screened as per Appendix III.

**Parking and Loading**

24.10 Parking and loading shall be required as per Appendix I.

**CITY OF SALMON ARM**

**BYLAW NO. 4260**

**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 Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on May 14, 2018, at the hour of 7:00 p.m. was published in the \_\_\_\_\_, 2018 and \_\_\_\_\_, 2018, 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:

1. Re-designate Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 2012, from Medium Density Residential to Institutional, on the Land Use Maps A-1 and A-1a as shown on Schedule "A" attached hereto and forming part of this bylaw; and
2. Amend Official Community Plan Map No. 14.1 to identify Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 20121 as "Future Recreational Facility", as shown on Schedule "B" 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 Official Community Plan Amendment Bylaw No. 4260”**.

READ A FIRST TIME THIS DAY OF 2018

READ A SECOND TIME THIS DAY OF 2018

READ A THIRD TIME THIS DAY OF 2018

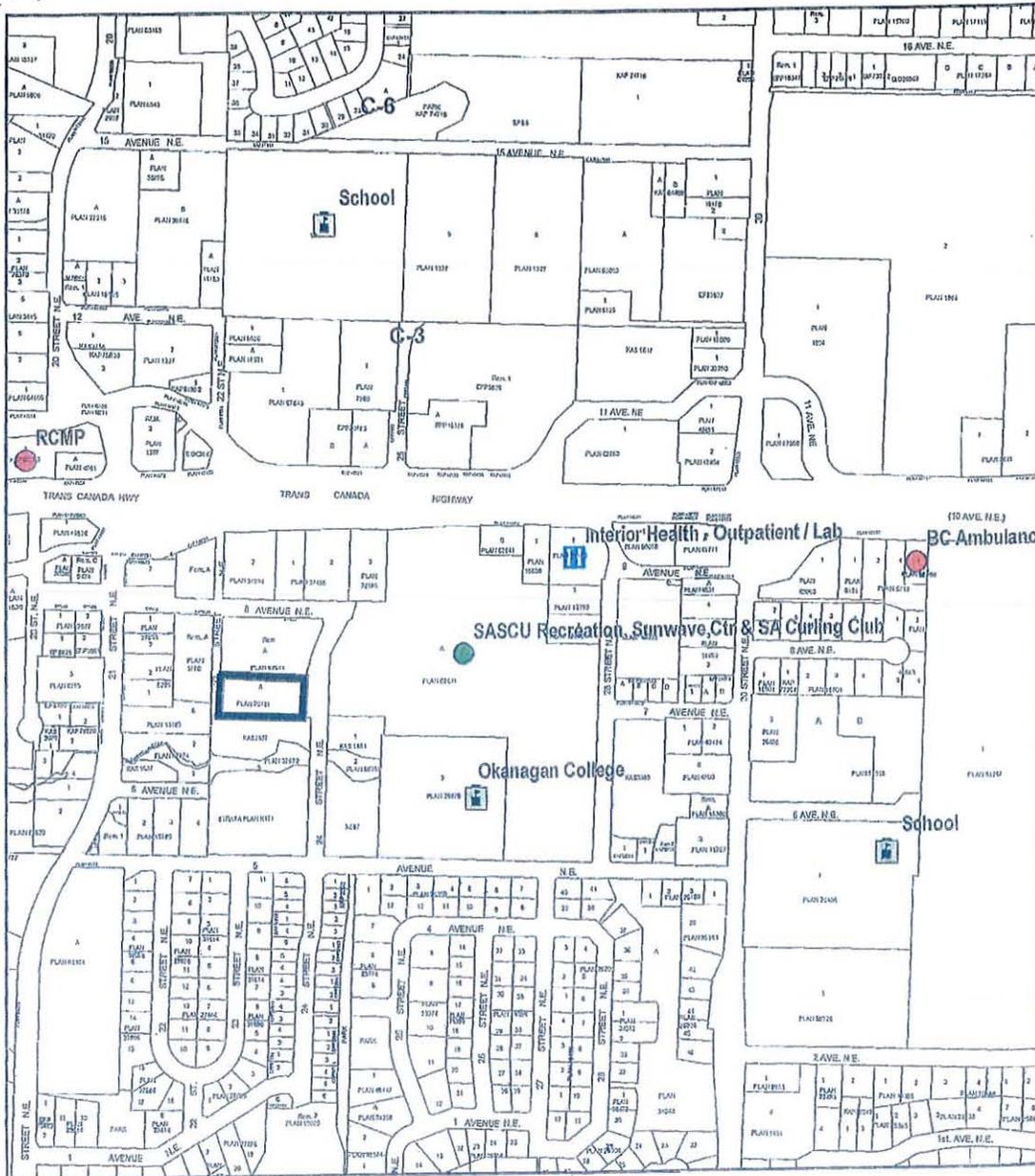
ADOPTED BY COUNCIL THIS DAY OF 2018

\_\_\_\_\_  
MAYOR

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



Schedule "B"



 Subject Property

Item 8.2

## CITY OF SALMON ARM

Date: April 9, 2018

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4261 be read a first time;

AND THAT: Final Reading of the Zoning Amendment Bylaw be withheld subject to:

- 1) approval of the Bylaw by the Ministry of Transportation and Infrastructure;
- 2) final Reading of the Official Community Plan Amendment Bylaw No. 4260.

[ZON-1116; City of Salmon Arm; 720 - 22 Street NE; R-1 to P-1]

### Vote Record

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

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

# CITY OF SALMON ARM

## BYLAW NO. 4261

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on May 14, 2018 at the hour of 7:00 p.m. was published in the \_\_\_\_\_, 2018 and \_\_\_\_\_, 2018 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot A, Section 13, Township 20, Range 10, W6M, KDYD, Plan 20121 from R-4 Medium Density Residential Zone to P-1 Park & Recreation 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. 4261"

READ A FIRST TIME THIS DAY OF 2018

READ A SECOND TIME THIS DAY OF 2018

READ A THIRD TIME THIS DAY OF 2018

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

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

ADOPTED BY COUNCIL THIS DAY OF 2018

\_\_\_\_\_  
MAYOR

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



Item 9.1

## CITY OF SALMON ARM

Date: April 9, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Jamieson

1. 2017 Final Budget

- a) City of Salmon Arm 2017 to 2021 Financial Plan Amendment Bylaw No. 4247 – Final Reading
- b) City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4252 – Final Reading
- c) City of Salmon Arm Capital Expenditure Reserve Fund Expenditure Bylaw No. 4253 – Final Reading

THAT: the following bylaws be read a final time:

- bylaw entitled City of Salmon Arm 2017 to 2021 Financial Plan Amendment Bylaw No. 4247;
- bylaw entitled City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4252; and
- bylaw entitled City of Salmon Arm Capital Expenditure Reserve Fund Expenditure Bylaw No. 4253.

[2017 to 2021 Financial Plan Amendment; Equipment Replacement Reserve Fund Expenditure; Capital Expenditure Reserve Fund Expenditure]

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

**CITY OF SALMON ARM****BYLAW NO. 4247**

A bylaw to amend the 2017 to 2021 Financial Plan

---

WHEREAS in accordance with the provisions of Section 165 of the Community Charter, the Council has adopted a financial plan for the period of 2017 to 2021;

AND WHEREAS it is deemed expedient to amend the Financial Plan;

NOW THEREFORE the Council of the City of Salmon Arm, in the Province of British Columbia, in an open meeting assembled, hereby enacts as follows:

1. "Schedule "A" of "City of Salmon Arm 2017 to 2021 Financial Plan Bylaw No. 4228" is hereby deleted in its entirety and replaced with Schedule "A" attached hereto and forming part of this bylaw.
2. "Schedule "B" of "City of Salmon Arm 2017 to 2021 Financial Plan Bylaw No. 4228" is hereby deleted in its entirety and replaced with Schedule "B" attached hereto and forming part of this bylaw.

3. 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.

4. 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.

5. EFFECTIVE DATE

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

6. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm 2017 to 2021  
Financial Plan Amendment Bylaw No. 4247".

READ A FIRST TIME THIS	26th	DAY OF	March	2018
READ A SECOND TIME THIS	26th	DAY OF	March	2018
READ A THIRD TIME THIS	26th	DAY OF	March	2018
ADOPTED BY COUNCIL THIS		DAY OF		2018

\_\_\_\_\_  
MAYOR

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

Schedule "A" - Bylaw #4247

## City of Salmon Arm

## 2017 - 2021 Financial Plan

	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
<b>Consolidated Revenues</b>					
Property and MRDT Taxes - Net	\$ 17,160,605	\$ 17,949,420	\$ 18,308,408	\$ 18,674,577	\$ 19,048,068
Frontage & Parcel Taxes	3,258,610	3,306,090	3,372,212	3,439,656	3,508,449
Sales of Service	8,148,695	7,784,768	7,940,463	8,099,273	8,261,258
Revenue From Own Sources	2,544,139	2,420,790	2,469,206	2,518,590	2,568,962
Rentals	776,485	778,350	793,917	809,795	825,991
Federal Government Transfers	-	-	-	-	-
Provincial Government Transfers	336,015	363,350	370,617	378,029	385,590
Other Government Transfers	210,160	211,295	215,521	219,831	224,228
Transfer From Prior Year Surplus	961,901	285,300	291,006	296,826	302,763
Transfer From Reserve Accounts	3,051,020	659,397	672,585	686,037	699,757
Transfer From Reserve Funds	12,810	12,810	12,810	12,810	12,810
<b>Total Consolidated Revenues</b>	<b>\$36,460,440</b>	<b>\$33,771,570</b>	<b>\$ 34,446,745</b>	<b>\$ 35,135,424</b>	<b>\$ 35,837,876</b>
<b>Consolidated Expenditures</b>					
General Government Services	\$ 3,286,395	\$ 3,470,345	\$ 3,539,752	\$ 3,610,547	\$ 3,682,758
Protective Services	5,150,145	5,473,725	5,583,200	5,694,863	5,808,761
Transportation Services	5,118,750	4,916,430	5,014,759	5,115,054	5,217,355
Environmental Health Services	52,777	57,777	58,933	60,111	61,313
Environmental Development Service	2,335,500	2,571,110	2,622,532	2,674,983	2,728,483
Recreation and Cultural Services	3,899,770	4,249,145	4,334,128	4,420,810	4,509,227
Fiscal Services - Interest	1,638,138	1,598,638	1,630,611	1,663,223	1,696,487
Fiscal Services - Principal	1,509,660	1,155,895	1,179,013	1,202,593	1,226,645
Capital Expenditures	2,916,755	2,809,990	2,684,154	3,021,834	2,943,280
Transfer to Surplus	-	-	-	-	-
Transfer to Reserve Accounts	4,996,370	2,163,820	2,388,876	2,152,400	2,334,183
Transfer to Reserve Funds	1,370,880	908,680	926,854	945,391	964,298
Water Services	2,334,245	2,333,815	2,380,491	2,428,101	2,476,663
Sewer Services	1,851,055	2,062,200	2,103,444	2,145,513	2,188,423
<b>Total Consolidated Expenditures</b>	<b>\$36,460,440</b>	<b>\$33,771,570</b>	<b>\$ 34,446,745</b>	<b>\$ 35,135,424</b>	<b>\$ 35,837,876</b>

Schedule "A" - Bylaw #4247

## City of Salmon Arm

## 2017 - 2021 Financial Plan

	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
<b>Capital Projects</b>					
<b>Finances Acquired</b>					
General Operating Fund	\$ 2,225,180	\$ 1,886,000	\$ 1,959,154	\$ 1,896,834	\$ 1,953,280
Water Operating Fund	380,500	468,710	250,000	450,000	490,000
Sewer Operating Fund	311,075	455,280	475,000	675,000	500,000
Federal Government Grants	7,403,000	6,689,000	25,000	190,000	-
Provincial Government Grants	7,301,280	6,914,000	-	190,000	-
Prior Year Surplus	438,990	265,000	-	-	510,000
Reserve Accounts	5,797,595	3,552,245	629,700	875,000	690,000
Reserve Funds	1,505,500	2,610,500	1,287,500	698,500	2,808,750
Development Cost Charges	115,000	210,000	2,450,000	2,125,000	2,307,500
Short Term Debt	-	835,000	-	-	-
Long Term Debt	1,071,000	3,050,000	-	-	-
Developer Contributions	1,163,300	1,712,000	40,000	40,000	40,000
<b>Total Funding Sources</b>	<b>\$ 27,712,420</b>	<b>\$ 28,647,735</b>	<b>\$ 7,116,354</b>	<b>\$ 7,140,334</b>	<b>\$ 9,299,530</b>

<b>Finances Applied</b>					
Transportation Infrastructure	\$ 16,257,305	\$ 17,636,000	\$ 3,692,000	\$ 5,079,500	\$ 4,222,000
Buildings	4,572,985	5,908,500	335,476	117,000	197,000
Land	-	-	-	-	-
IT Infrastructure	1,204,665	668,500	115,000	125,000	721,500
Machinery and Equipment	1,442,260	1,930,000	656,378	383,834	1,192,780
Vehicles	125,000	391,500	-	90,000	35,000
Parks Infrastructure	778,765	474,165	322,500	260,000	966,250
Utility Infrastructure	3,331,440	1,639,070	1,995,000	1,085,000	1,965,000
<b>Total Capital Expense</b>	<b>\$ 27,712,420</b>	<b>\$ 28,647,735</b>	<b>\$ 7,116,354</b>	<b>\$ 7,140,334</b>	<b>\$ 9,299,530</b>

## Departmental Summary:

	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
General Government Services	\$ 999,500	\$ 721,000	\$ 108,500	\$ 108,500	\$ 193,500
Protective Services	859,500	1,130,000	55,000	145,000	805,000
Transportation Services	17,340,165	19,053,000	3,875,000	5,376,000	4,523,500
Environmental Health Services	60,295	72,665	-	12,500	2,500
Environmental Development Services	-	45,000	-	-	-
Recreation and Cultural Services	1,148,695	605,000	1,012,854	333,334	1,235,030
Water Services	4,150,555	5,848,070	1,590,000	490,000	2,040,000
Sewer Services	3,153,710	1,173,000	475,000	675,000	500,000
<b>Total by Department</b>	<b>\$ 27,712,420</b>	<b>\$ 28,647,735</b>	<b>\$ 7,116,354</b>	<b>\$ 7,140,334</b>	<b>\$ 9,299,530</b>

06/03/2018

2017-2021 FP Bylaw (Cap)

Schedule "B" – Bylaw #4247  
2017 Revenue Policy Disclosure

1. Table One (1) reflects the proportion of total revenue proposed to be raised from each funding source in 2017. Property taxes form the greatest proportion of revenue of the City. The first column details the proposed percentage of revenue including Conditional Government Transfers and the second column shows the proposed percentage of revenue excluding Conditional Government Transfers. Conditional Government Transfers are funds provided by other levels of government or government agencies to fund specific projects. The absence of this funding would result in an increase to property taxes, debt borrowing or funding from reserves or other sources (ie. developers, donations, etc.) or result in the project not being undertaken.

The City collects three (3) types of parcel tax; a water frontage tax; a sewer frontage tax and a transportation parcel tax. The water and sewer frontage tax rate is applied to each parcel of land taxable foot frontage. The frontage rate is comprised of a capital debt repayment component plus 10% of the water and sewer operation and maintenance budget for preventative maintenance of the utilities infrastructure. The City introduced a transportation parcel tax in 2003. The transportation parcel tax is collected to maintain the City's transportation network to an adequate level to minimize future reconstruction costs and ensure the network is safe from hazards and disrepair. To this end, the transportation parcel tax provides a stable and dedicated source of funding. The transportation parcel tax was specifically implemented on a "flat rate per parcel" rather than an "ad velorum tax" basis recognizing that all classes of property are afforded equal access to the City's transportation network and should contribute to its sustainability equally. This method directed tax dollars away from business and industry to residential.

The City also anticipates receiving a Municipal Regional District Tax (MRDT) which will be levied and collected by the Provincial Government on all daily accommodation rentals within the City. Under the direction and approval of the Accommodation Industry, the City has applied to the Provincial Government to levy a 2% MRDT which will be utilized on initiatives that will increase exposure/awareness of Salmon Arm as a tourism destination with emphasis on off-season event expansion.

The City endorses a 'user pay' philosophy in its collection of fees and charges. Such fees and charges (ie. development, building, plumbing and fire permits, recreational program and rental fees and cemetery services) are reviewed annually to ensure adequate cost recovery for the provision of services. The policy of the City is to work towards full cost recovery for services provided. The objective in reviewing fees and charges periodically is to measure the cost of providing municipal services versus the cost recovery established through user fees and charges. Development Cost Charges are based on the City's Long Term Financial Plan. Included in this percentage is the City's investment income. The City exercises a stringent cash management plan to maximize investment and interest income.

Other sources of revenue provide funding for specific functions such as the Columbia Shuswap Regional District's contribution to the Shuswap Regional Airport, Recreation Centre, Sunwave Centre, Cemetery and Fire Training Centre.

The proceeds from borrowing and developer contributions fund capital projects pursuant to the City's Long Term Financial Plan.

Schedule "B" – Bylaw #4247  
2017 Revenue Policy Disclosure

Table 1: Proportions of Total Revenue

Revenue Source	Percentage to Total Revenue	Percentage to Total Revenue
	Includes Conditional Government Transfers	Excludes Conditional Government Transfers
Property Taxes	34.76%	51.54%
Parcel Taxes	6.60%	9.79%
User Fees, Charges and Interest Income	23.23%	34.45%
Other Sources	33.24%	1.00%
Proceeds From Borrowing	2.17%	3.22%
	100.00%	100.00%

2. Table Two (2) reflects the distribution of property tax between the different property classes. The objective of the City is to set tax rates in order to maintain tax stability while maintaining equality between the property classes. The policy of the City is to develop a tax rate which maintains the proportionate relationship between the property classes. Inflationary increases in assessments are reduced to reflect only the 'real' increase attributed to new construction for each property class. This allows the property owner to be confident that, in any year, their property tax bill will only increase as much as their proportion of the increase in tax revenue required year to year.

The City reviewed the property tax multiple structure and equalized the general municipal property tax rate and associated multiple for Class 5 (Light Industry) and Class 6 (Business) by shifting \$174,700.69 in general municipal property taxes from Class 5 (Light Industry) to Class 6 (Business) commencing in 2017. This property tax stability strategy is in keeping with its objective to maintain tax stability while maintaining equality between property classifications.

Assessment values fluctuate as market values change in one class or another. It is this market value change that may precipitate an amendment to the class multiple.

The Provincial Government has legislated a municipal taxation rate cap for the Class 2 (Utilities) assessments. The City of Salmon Arm Class 2 (Utilities) general municipal property tax rate adheres to this legislation.

Schedule "B" – Bylaw #4247  
2017 Revenue Policy Disclosure

Table 2: Distribution of Property Taxes Between Property Classes

Property Class	2017 Tax Rate	Class Multiple	Percentage to Total Property Tax	Percentage to Total Property Assessment Value
Residential	4.3509	1.00:1	64.89%	84.58%
Utilities	27.1572	6.24:1	0.86%	0.18%
Supportive Housing	0.0000	0:1	0.00%	0.00%
Major Industry	67.9896	15.63:1	2.97%	0.25%
Light Industry	11.9450	2.75:1	2.12%	1.01%
Business	11.9450	2.75:1	28.36%	13.46%
Managed Forest Land	9.7322	2.24:1	0.00%	0.00%
Recreational/Non Profit	3.3499	0.77:1	0.13%	0.22%
Farm	12.8204	2.95:1	0.67%	0.30%

3. The City adopted a Permissive Tax Exemption Policy in 1998 which outlines the eligibility criteria to receive a permissive tax exemption. The Annual Municipal Report for 2013 contains a schedule of permissive tax exemptions granted for the year and the amount of tax revenue exempted.

Commencing in 1999, the City provided a three (3) year permissive tax exemption for each eligible organization. These include religious institutions, historical societies, some recreational facilities, service organizations and cultural institutions.

Table 3: Permissive Tax Exemptions

Organization	General Municipal Tax Exemption	Other Government Tax Exemption	Total
Churches	\$ 41,958.00	\$ 39,019.50	\$ 80,977.50
Non Profit Societies	332,183.00	222,264.00	554,447.00
Senior Centers	16,371.00	10,377.00	26,748.00
Other	14,819.00	13,327.00	28,146.00
Sports Clubs	243,692.00	158,651.00	402,343.00
<b>Total</b>	<b>\$ 649,023.00</b>	<b>\$ 443,638.50</b>	<b>\$ 1,092,661.50</b>

Schedule "B" – Bylaw #4247  
 2017 Revenue Policy Disclosure

- The Official Community Plan for the City of Salmon Arm identifies the revitalization of the downtown as a priority. As a result, in 2005, the City established a Downtown Revitalization Tax Exemption Program pursuant to City of Salmon Arm Revitalization Tax Exemption Bylaw No. 3471.

The Revitalization Tax Exemption Program is a tool that Council is using to encourage property investment in the downtown area (hereinafter referred to as the Revitalization Area). Council's objective is to stimulate and reinforce development initiatives in the Revitalization Area by promoting property investment within the C-2, "Town Centre Commercial Zone" and to reinforce the City's investment in infrastructure upgrades and beautification projects.

City of Salmon Arm Revitalization Tax Exemption Bylaw No. 3741 establishes property tax exemptions in respect of construction of a new improvement or alteration of an existing improvement where the alteration has a value in excess of \$75,000.00 to encourage revitalization in the Revitalization Area.

Table 4: Revitalization Tax Exemptions

Area	2012 General Municipal Tax Exemption	2013 General Municipal Tax Exemption	2014 General Municipal Tax Exemption	2015 General Municipal Tax Exemption	2016 General Municipal Tax Exemption	2017 General Municipal Tax Exemption
C-2 "Downtown Commercial Zone"	\$ 41,619.87	\$ 46,974.30	\$ 47,032.50	\$ 45,846.66	\$ 34,828.47	\$ 29,851.20

- The Official Community Plan for the City of Salmon Arm identifies the revitalization of the "Industrial Zones" as a priority. As a result, in 2014, the City established an Industrial Revitalization Tax Exemption Program pursuant to City of Salmon Arm Revitalization Tax Exemption Bylaw No. 4020.

The Revitalization Tax Exemption Program is a tool that Council is using to encourage property investment in the "Industrial Zones" (hereinafter referred to as the Revitalization Area). Council's objective is to stimulate and reinforce development initiatives in the Revitalization Area by promoting property investment within the "Industrial Zone" and to reinforce the City's investment in infrastructure upgrades and beautification projects.

City of Salmon Arm Revitalization Tax Exemption Bylaw No. 4020 establishes general municipal property tax exemptions in respect of construction of a new improvement or alteration of an existing improvement where the alteration has a value in excess of \$300,000.00 to encourage revitalization in the Revitalization Area.

This bylaw shall have an expiration date of five (5) years from the date of adoption.

Schedule "B" – Bylaw #4247  
2017 Revenue Policy Disclosure

Table 5: Revitalization Tax Exemptions

<b>Area</b>	<b>2014 General Municipal Tax Exemption</b>	<b>2015 General Municipal Tax Exemption</b>	<b>2016 General Municipal Tax Exemption</b>	<b>2017 General Municipal Tax Exemption</b>
"Industrial Zone"	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**CITY OF SALMON ARM**

**BYLAW NO. 4252**

**A bylaw authorizing the expenditure of monies in the  
Equipment Replacement Reserve Fund**

---

WHEREAS under the provisions of Section 189 of the Community Charter (S.B.C., 2003, c.26), the Council may, by bylaw, provide for the expenditure of any money in a reserve fund and interest earned on it;

AND WHEREAS Council deems it desirable to expend a portion of the monies set aside under the District of Salmon Arm Equipment Replacement Reserve Fund for the purpose of purchasing machinery and equipment;

AND WHEREAS there is an unappropriated balance in the Equipment Replacement Reserve Fund established under District of Salmon Arm Equipment Replacement Reserve Fund Bylaw, 1973 (Bylaw No. 1080) of \$2,958,472.54 as at December 31, 2017, which amount has been calculated as follows:

Balance in Equipment Replacement Reserve Fund at December 31, 2016	\$2,405,242.38
Add: Additions to fund including interest earnings for current year to date	\$553,230.16
Deduct: Commitments outstanding under bylaws previously adopted	<u>Nil</u>
Balance in Equipment Replacement Reserve Fund at December 31, 2017	<u>\$ 2,958,472.54</u>

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

- The sum of two hundred and twenty-eight thousand nine hundred and eleven dollars and eighty-four cents (\$228,911.84) is hereby appropriated from the Equipment Replacement Reserve Fund for the following purchases:

Walker Mower - Unit No. 27	\$ 21,853.15
Paint Sprayer - Unit No. 56	20,426.30
Trackless Tractor - Unit No. 34	<u>186,632.39</u>
	<u>\$228,911.84</u>

- The expenditures to be carried out by monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.

3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the Equipment Replacement Reserve Fund.

4. 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.

5. 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.

6. EFFECTIVE DATE

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

7. CITATION

This bylaw may be cited as "City of Salmon Arm Equipment Replacement Reserve Fund Expenditure Bylaw No. 4252".

READ A FIRST TIME THIS	26th	DAY OF	March	2018
READ A SECOND TIME THIS	26th	DAY OF	March	2018
READ A THIRD TIME THIS	26th	DAY OF	March	2018
ADOPTED BY COUNCIL THIS		DAY OF		2018

\_\_\_\_\_  
MAYOR

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

**CITY OF SALMON ARM**

**BYLAW NO. 4253**

**A bylaw authorizing the expenditure of money in the General Capital Reserve Fund**

WHEREAS under the provisions of Section 189 of the Community Charter, the Council may, by bylaw, provide for the expenditure of any money in a reserve fund and interest earned on it;

AND WHEREAS Council deems it desirable to expend a portion of the monies set aside under the District of Salmon Arm General Capital Reserve Fund for the purpose of capital works;

AND WHEREAS there is an unappropriated balance in the General Capital Reserve Fund established under District of Salmon Arm General Capital Reserve Fund Bylaw No. 1, 1979, (Bylaw No. 1304) of \$404,784.41 as at December 31, 2017 which has been calculated as follows:

Balance in General Capital Reserve Fund at December 31, 2016	\$374,246.35
Add: Additions to fund including interest earnings for current year to date	\$30,538.06
Deduct: Commitments outstanding under bylaws Previously adopted	<u>Nil</u>
Balance in General Capital Reserve Fund at March 2, 2018	<u>\$404,784.41</u>

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

1. The sum of Fifteen Thousand Four Hundred and Fifty Dollars (\$15,450.00) is hereby appropriated from the General Capital Reserve Fund to be expended on a swim platform at Canoe Beach.
2. The expenditure to be carried out by monies hereby appropriated may be more particularly specified and authorized by resolution of the Council.
3. Should any of the above amount remain unexpended after the expenditures hereby authorized have been made, any unexpended balance shall be returned to the credit of the General Capital Reserve Fund.

4. 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.

5. 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.

6. EFFECTIVE DATE

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

7. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm General Capital Reserve Fund Expenditure Bylaw No. 4253".

READ A FIRST TIME THIS	26th	DAY OF	March	2018
READ A SECOND TIME THIS	26th	DAY OF	March	2018
READ A THIRD TIME THIS	26th	DAY OF	March	2018
ADOPTED BY COUNCIL THIS		DAY OF		2018

\_\_\_\_\_  
MAYOR

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

Item 9.2

## CITY OF SALMON ARM

Date: April 9, 2018

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the bylaw entitled City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4259 be read a final time;

AND THAT: the Mayor and Corporate Officer be authorized to execute any applicable agreements to facilitate same.

[Revenue Anticipation Borrowing Bylaw]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

**CITY OF SALMON ARM****BYLAW NO. 4259****A bylaw to provide for the borrowing of money in anticipation of revenue required to meet current lawful expenditures of the municipality in 2018**

---

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

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

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

AND WHEREAS the whole amount of taxes imposed in the immediate preceding year was \$30,603,192.10;

AND WHEREAS the sum of unpaid current taxes for all purposes imposed during the current year and the money remaining due from Other Governments totals \$22,952,394.08;

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

AND WHEREAS there are no liabilities outstanding under Section 177;

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

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

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

SEVERABILITY

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

ENACTMENT

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

EFFECTIVE DATE

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

CITATION

7. This bylaw may be cited as "City of Salmon Arm Revenue Anticipation Borrowing Bylaw No. 4259".

READ A FIRST TIME THIS	26th	DAY OF	March	2018
READ A SECOND TIME THIS	26th	DAY OF	March	2018
READ A THIRD TIME THIS	26th	DAY OF	March	2018
ADOPTED BY COUNCIL THIS		DAY OF		2018

---

MAYOR

---

CORPORATE OFFICER

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Item 9.3

## CITY OF SALMON ARM

Date: April 9, 2018

Moved: Councillor Flynn

Seconded: Councillor Jamieson

THAT: the bylaw entitled Official Community Plan Amendment Bylaw No. 4257 be read a second time;

AND THAT: Pursuant to Section 475 of the *Local Government Act* Council has consulted with the appropriate affected organizations and authorities;

AND THAT: Pursuant to Section 477(3)(a) of the *Local Government Act* Council has considered:

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

[OCP4000-32; Wilmark Homes Ltd. / Homecraft Construction Ltd. / Onsite Engineering Ltd.; 6810 Park Hill Road NE; MD to LD]

### 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 Council

FROM: Development Services

DATE: March 21, 2018

SUBJECT: Provision of Park Land - CSA Files OCP4000-32; ZON.1109; & Sub.17.24  
Amended Legal Subdivision 15 of Sec. 31, Tp. 20, R. 9, W6M, KDYD, except Plans  
10393 and 21686  
6810 Park Hill Road NE  
Owner: Wilmark Homes Ltd. / Homecraft Construction Ltd.  
Agent: Onsite Engineering Ltd. (Jan van Lindert)

**FOR INFORMATION**

At the time of subdivision, the *Local Government Act* requires that:

510 (1) An owner of land being subdivided must, at the owner's option,

- (a) provide, without compensation, park land of an amount and in a location acceptable to the local government , or
- (b) pay to the municipality or regional district an amount that equals the market value of the land that may be required for park land purposes under this section as determined under subsection (6) of this section. (see Appendix 1)

Despite Section 510(1), Section 510(2)(b) provides that if an Official Community Plan contains policies and designations respecting the location and type of future parks, the local government may determine whether the owner must provide land under subsection (1)(a) or money under subsection (1)(b).

The *Act* further requires that, the amount of land that may be required or used for establishing the amount that may be paid under subsection 510(1)(b) must not exceed 5% of the land being proposed for subdivision and, if an owner is to pay money , the value of the land is whichever of the following is applicable:

510 (6)

- (a) if the local government and owner agree on a value for the land, the value on which they have agreed;
- (b) the average market value of all the land in the proposed subdivision calculated
  - i) as that value would be on the date of preliminary approval of the subdivision or, if no preliminary approval is given, a date within 90 days before the final approval of the subdivision,
  - ii) as though the land is zoned to permit the proposed use, and

.../2

**iii) as though any works and services necessary to the subdivision have not been installed.**

The Act further requires that, if dedication or cash-in-lieu is required, the equivalent amount be deducted from the applicable park component of the Development Cost Charges. (see Appendix 2)

The proposed Parkhill Road NE subdivision was granted preliminary approval on February 27, 2018 and the 2017 and the preliminary 2018 assessed land value of the property is \$1,173,900.00. It is currently anticipated that the proposed subdivision will create 130 single family residential parcels:

Cash -in-lieu ( <i>based on 5% of the assessed land value in accordance with Sec. 510(5) of the Act</i> )	\$ 58,695.00
Plus: Park Development Cost Charges payable	
130 new parcels x \$1,056.66 per parcel	\$137,365.80
Less: equivalent of cash-in-lieu	<u>\$ 58,695.00</u>
	\$ 78,670.80

With the applicant's current proposal, the City would collect \$58,695.00 under the Park Land provisions of the Act and \$78,670.80 under the Park component of the Development Cost Charge provisions, for a total of \$137,365.80.

As the above calculations demonstrate, the collection of additional monies under the cash-in-lieu provision would have no affect to the total amount collected as the cash-in-lieu amount must be deducted from the Park component of the Development Cost Charges.

  
Prepared by: Jon Turlock  
Planning & Development Officer

**Appendices**

1. *Local Government Act - Section 510*
2. *Local Government Act - Section 565*

### Requirement for provision of park land or payment for parks purposes

**510** (1) Subject to this section and section 516 (3) (h) and (4) [*phased development agreement rules*], an owner of land being subdivided must, at the owner's option,

(a) provide, without compensation, park land of an amount and in a location acceptable to the local government, or

(b) pay to the municipality or regional district an amount that equals the market value of the land that may be required for park land purposes under this section as determined under subsection (6) of this section.

(2) Despite subsection (1),

(a) if a regional district does not provide a community parks service, the option under subsection (1) (b) does not apply and the owner must provide land in accordance with subsection (1) (a), and

(b) subject to paragraph (a), if an official community plan contains policies and designations respecting the location and type of future parks, the local government may determine whether the owner must provide land under subsection (1) (a) or money under subsection (1) (b).

(3) Subsection (1) does not apply to the following:

(a) subject to subsection (4), a subdivision by which fewer than 3 additional lots would be created;

(b) a subdivision by which the smallest lot being created is larger than 2 hectares;

(c) a consolidation of existing parcels.

(4) Subsection (1) does apply to a subdivision by which fewer than 3 additional lots would be created if the parcel proposed to be subdivided was itself created by subdivision within the past 5 years.

(5) The amount of land that may be required under subsection (1) (a) or used for establishing the amount that may be paid under subsection (1) (b) must not exceed 5% of the land being proposed for subdivision.

(6) If an owner is to pay money under subsection (1) (b), the value of the land is whichever of the following is applicable:

(a) if the local government and the owner agree on a value for the land, the value on which they have agreed;

(b) the average market value of all the land in the proposed subdivision calculated

(i) as that value would be on the date of preliminary approval of the subdivision or, if no preliminary approval is given, a date within 90 days before the final approval of the subdivision,

(ii) as though the land is zoned to permit the proposed use, and

(iii) as though any works and services necessary to the subdivision have not been installed.

(7) If an owner and a local government do not agree on the average market value for the purpose of subsection (6), it must be determined in the manner prescribed in the regulations that the minister may make for this purpose.

(8) If an area of land has been used to calculate the amount of land or money provided or paid under this section, that area must not be taken into account for a subsequent entitlement under subsection (1) in respect of any future subdivision of the land.

(9) Subject to subsection (11), the land or payment required under subsection (1) must be provided or paid to a municipality or regional district as follows:

(a) subject to paragraph (b), before final approval of the subdivision is given;

(b) if the owner and the local government enter into an agreement that the land or payment be provided or paid by a date specified in the agreement, after final approval of the subdivision has been given.

(10) Notice of an agreement under subsection (9) (b) must be filed with the registrar of land titles in the same manner as a notice of a permit may be filed and section 503 [*notice of permit on land title*] applies.

(11) Despite subsection (9), the minister may, by regulation,

(a) authorize the payment that may be required by this section to be made by instalments, and

(b) prescribe the conditions under which instalments may be paid.

(12) If land is provided for park land under this section, the land must be shown as park on the plan of subdivision.

(13) Section 107 [*deposit in land title office operates to dedicate and vest park land*] of the [Land Title Act](#) applies to park land referred to in subsection (12), except that,

(a) in the case of land within a municipality, title vests in the municipality, and

(b) in the case of land outside a municipality, title vests in the regional district if it provides a community parks service.

(14) If an owner pays money for park land under this section, the municipality or regional district must deposit this in a reserve fund established for the purpose of acquiring park lands.

\* \* \*

**Deductions from development cost charges**

565 (1) Despite a development cost charge bylaw, if

(a) a local government has imposed a fee or charge or made a requirement under

(i) section 397 [*regional district fees and charges*],

(ii) section 194 [*municipal fees*] of the Community Charter,

(iii) Division 11 [*Subdivision and Development: Requirements and Related Matters*] of this Part,  
or

(iv) section 729 [*regulations and procedures for subdivision*] of the *Municipal Act*, R.S.B.C.  
1979, c. 290, before the repeal of that section became effective,

for park land or for specific services outside the boundaries of land being subdivided or  
developed, and

(b) the park land or services referred to in paragraph (a) are included in the calculations used to  
determine the amount of a development cost charge,

the amount of the fee or charge imposed or the value of the requirement made, as referred to in  
paragraph (a), must be deducted from those classes of development cost charges that are  
applicable to the park land or the types of services for which the fee or charge was imposed or  
the requirement was made.

\* \* \*



**City of Salmon Arm**  
**Development Services Department Memorandum**

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TO: Her Worship Mayor Cooper and Council

FROM: Development Services

DATE: March 12, 2018

SUBJECT: Official Community Plan Amendment Application File No. OCP4000-32  
 Zoning Amendment Application File No. ZON.1109  
 Amended Legal Subdivision 15 of Sec. 31, Tp. 20, R. 9, W6M, KDYD, except Plans 10393 and 21686  
 6810 Park Hill Road NE  
 Owner: Wilmark Homes Ltd. / Homecraft Construction Ltd.  
 Agent: Onsite Engineering Ltd. (Jan van Lindert)

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**Motion for Consideration**

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

- 1) Re-designate that part of Amended Legal Subdivision 15 of Sec. 31, Tp. 20, R. 9, W6M, KDYD, except Plans 10393 and 21686 as shown on Appendix 10, from Medium Density Residential to Low Density Residential; and
- 1) Amend Map No. 11.1 by removing the proposed Neighbourhood Park on Amended Legal Subdivision 15 of Sec. 31, Tp. 20, R. 9, W6M, KDYD, except Plans 10393 and 21686.

AND THAT: Pursuant to Section 475 of the *Local Government Act*, Council has considered the Official Community Plan amendment after appropriate consultation with affected organizations and authorities.

AND THAT: Pursuant to Section 477(3)(a) of the *Local Government Act*, Second Reading of the Official Community Plan amendment be withheld pending Council's consideration of the proposed Official Community Plan amendment 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: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 as follows:

- 1) Rezone that Part of Amended Legal Subdivision 15 of Sec. 31, Tp. 20, R. 9, W6M, KDYD, except Plans 10393 and 21686 as shown on Appendix 11, from R-4 (Medium Density Residential) and R-7 (Large Lot Single Family Residential) to R-1 (Single Family Residential).

AND THAT: Final Reading of the Zoning Bylaw be withheld pending:

- 1) Approval of the Ministry of Transportation & Infrastructure; and
- 2) Final Reading of the Official Community Plan Amendment Bylaw.

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**Staff Recommendation**

THAT: The Motion for Consideration be adopted.

**Proposal**

The subject property is located at 6810 Park Hill Road NE. The property is approximately 14 hectares in size and is vacant. The owner is applying for Official Community Plan (O.C.P.) and Zoning Bylaw amendments to permit construction of approximately 131 residential parcels. A location map, ortho photo and sketch plans of the proposed subdivision are attached as Appendices 1 through 3.

**Background**

The subject property is located within Residential Development Area 'A' and is designated Low Density Residential and Medium Density Residential in the O.C.P.. The property is zoned R-1 (Single Family Residential), R-4 (Medium Density Residential), R-7 (Large Lot Single Family Residential) and R-9 (Estate Residential). O.C.P. and Zoning maps are attached as Appendices 4 and 5.

The property is also located within an Urban Hillside Development Area as identified on Map 1 in Schedule A of Subdivision and Development Servicing Bylaw No. 4163. A copy of Map 1 together with a Contour map and an Ortho showing steep slope areas are attached as Appendices 6 through 8. The Hillside Development Area criteria allow for consideration of narrower road widths, including one-way roads, lanes and decreased turn around areas where topography warrants.

The property has been the subject of four previous O.C.P. and zoning amendment applications:

1. In 1993, an application to rezone the property to R-6 (Mobile Home Park) was defeated by Council at third reading (File: ZON-413). Area residents expressed concerns with the density of development and the creation of another mobile home park in Canoe.
2. In 1994, an application to rezone the property from A-2 (Rural Holding) to R-1 (Single Family Residential) was also defeated at third reading (File: ZON-482). Area residents primarily expressed concerns with the proposed density of development.
3. In 1996, an application to rezone the property from A-2 (Rural Holding) to R-7 (Large Lot Single Family Residential) was adopted by Council (ZON-514). The application received little, if any, opposition and was supported by a number of area residents.
4. In 2008, an application to re-designate part of the property from Low Density Residential to Medium Density Residential and to rezone portions of the property from R-7 (Large Lot Single Family Residential) to R-1 (Single Family Residential), R-4 (Medium Density Residential) and R-9 (Estate Residential) zones was adopted by Council (ZON- 841). No concerns were expressed by area residents.

With the 2008 application, the O.C.P. and zoning boundaries were determined by the proposed internal road network and this restricted the subdivision layout, lot sizes and residential uses to that road network. A copy of the proposed development in 2008 is attached as Appendix 9. The applicants have now re-designed the proposed subdivision to remove the Medium Density Residential portion and to take advantage of the Urban Hillside Development Area provisions which were incorporated into Subdivision and Development Servicing Bylaw No. 4163 in 2016. As a result, they are requesting that the Medium Density Residential designation be removed and the entire property east of Park Hill Road NE be designated Low Density Residential and that the R-4 and R-7 portions be rezoned to R-1. The triangular portion of the property west of Park Hill Road NE will retain its current R-9 zoning. The proposed O.C.P. and Zoning Amendments are shown on Appendices 10 and 11.

## Parks and Greenways

At the time of the 2008 application, the O.C.P. did not identify a need for a park on the subject property but it was recommended by City staff that given the size of the proposed residential subdivision, it would be appropriate to have a small neighbourhood park included in the development. Council agreed with staff's recommendation and the requirement for a park at this location was incorporated into the current O.C.P. in 2011. The applicants are now requesting that the park dedication requirement be removed from the property and that only the identified greenways be required. O.C.P. Map 11.1 (Existing and Proposed Parkland) and Map 11.2 (Existing and Proposed Greenways) are attached as Appendices 12 and 13.

As the O.C.P. now identifies a need for a park at this location, Section 510 of the Local Government Act requires that the owner/developer provide, without compensation, park land of an amount (not exceeding 5% of the land being subdivided) in a location acceptable to the City. Five percent of the land area of the subject property is 7,000 square metres. Should Council agree to remove the requirement for parkland dedication, the applicant would pay an amount that equals the market value of 5% of the land in accordance with Section 510. The value of the land is calculated on the basis of the average market value of all the land in the subdivision as that value would be on the date of preliminary layout approval of the subdivision or as agreed by the City and the applicant. In lieu of requiring an independent appraisal of the market value, the City often accepts 5% of the current assessed land value. The 2017 assessed land value and the preliminary 2018 assessed value is \$1,173,900.00 which equates to a \$58,650.00 payment under the park land provisions of the Act. Section 510(14) of the Local Government Act requires that this payment be deposited into a reserve fund for the purpose of acquiring park lands.

As shown in Appendices 12 and 13, in addition to the Neighbourhood Park identified on the subject property, the O.C.P. identifies the large Community Park immediately to the north, an existing greenway adjacent to the south boundary and proposed greenways adjacent to the north boundary, along Park Hill Road and north/south through the property.

### Site Context:

North: City owned properties zoned P-1 (Park & Recreation) and R-1 (Single Family Residential)  
 South: Golf course (Club Shuswap Golf & RV) zoned P-1 and Rural Residential lots zoned A-2 (Rural Holding)  
 East: Residential lots zoned R-1 (Single Family Residential)  
 West: Residential lot zoned R-9 (Estate Residential) and a Rural Residential lot zoned A-2 (Rural Holding)

### Local Government Act - Section 475

Pursuant to Section 475 of the Local Government Act (consultation during O.C.P. development / amendments), the proposed O.C.P. amendments were referred to the following external organizations on December 4, 2017:

Adams Lake Indian Band	No response to date
Neskonlith Indian Band	No response to date
Economic Development Society	No response to date
Interior Health Authority	No response to date

### **Local Government Act - Section 477**

Pursuant to Section 477(3)(a) of the Local Government Act (adoption procedures for an O.C.P. amendment), Council must consider O.C.P. amendments in relation to the City's Financial and Liquid Waste Management Plans. In the opinion of staff, the proposed development is consistent with both the City's Financial and Liquid Waste Management Plans.

#### **Staff Comments**

Staff have reviewed the proposal and provide the following:

##### Building Department

No concerns.

##### Fire Department

No concerns

##### Engineering Department

See Appendix 14.

##### Planning Department

##### *Proposed Subdivision*

The current Hillside Development provisions in Subdivision and Development Servicing Bylaw No. 4163 were not available to the developer with the previous application and the resulting development was not ideal given the topographic limitations. A number of lots had awkward panhandle accesses, three of the internal roads were to be dead-end cul-de-sacs and the proposed Medium Density Residential area required a long panhandle access to provide emergency access. With the current layout, all roads are through roads, the panhandle lots have been eliminated and the two short one-way roads allow the developer to achieve a slightly higher lot count. As with the previous design however, the smaller residential parcels are limited to the flatter areas of the property and larger parcels are being retained in the steeper areas.

##### *Proposed O.C.P. and Zoning Amendments*

As previously noted, the current O.C.P. and zoning designations on the property follow the road network of the previous subdivision proposal and although this approach works in many situations, it can also create issues when changes to the road network are desired or necessary. The current proposal to designate all of the property Low Density Residential and rezone it to R-1 (Single Family Residential) removes these constraints and allows for design changes should they be needed as the development proceeds.

Due to the narrower road width, limited parking and snow removal requirements on the proposed one-way internal roads, the owner/developer has agreed to limit the residential uses on all parcels fronting these roads to one single family dwelling and, as a condition of subdivision approval, Land Title Act, Section 219 covenants will be registered to prohibit secondary and detached suites on these lots. Property owners will still have the option of applying for rezoning to R-8 (Residential Suite) on the other parcels within the development.

*Park and Greenway Requirements*

At the request of the applicant, staff has again reviewed the existing and potential park opportunities in this area. As previously noted, there is a large natural city park to the north and the property has greenways identified on three sides and one through the property. The amount of land available through the park requirements of the Local Government Act is 7,000 square metres which would likely restrict any park within the subdivision to a 'tot lot' or small unstructured play space. There a number of these lots throughout the community but most have not been developed for their intended use and the City has no plans or budget for their development in the foreseeable future. Given the existing recreational opportunities in the area, the limited size of the park dedication and the likelihood that a park would not be developed for its intended purpose for quite some time, staff are recommending that City approve the O.C.P. amendment to remove the park dedication requirement and that the developer provide a cash contribution towards funding of future park acquisitions.

As a condition of subdivision approval, the applicants will be required to construct the identified greenways along Park Hill Road and through the development. These new greenways will provide connections between the existing greenways to the north and south and provide access to the large park north of the property, the Lakeside Pines subdivision and Canoe Beach Drive.

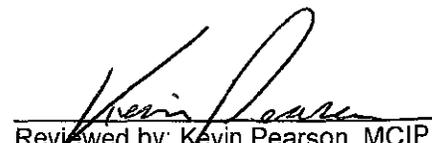
*Summary*

The proposed development will create an additional 131 residential lots within the Urban Containment Boundary and Residential Development Area 'A'. The development recognizes the topographical limitations of the property and the revised road network improves traffic flows and reduces the City's maintenance concerns, primarily with snow removal.

A small neighbourhood park within a subdivision of this size can be a beneficial amenity but only if it is developed for its intended purpose. As the City has no immediate plans to develop these type of parks and given the existing recreational lands in this area, a cash in lieu contribution would likely provide a larger benefit in terms of future parkland acquisition.

It should be noted that the applicants have also submitted a Variance Permit Application (VP-465) to have some of the servicing requirements associated with the proposed subdivision reduced or eliminated. The requested variances are being addressed in a separate report and will not affect the requested O.C.P. and zoning amendments. A letter from the applicant's agent outlining the requested O.C.P. and zoning amendments and the requested variances is attached as Appendix 15.

  
Prepared by: Jon Turlock  
Planning & Development Officer

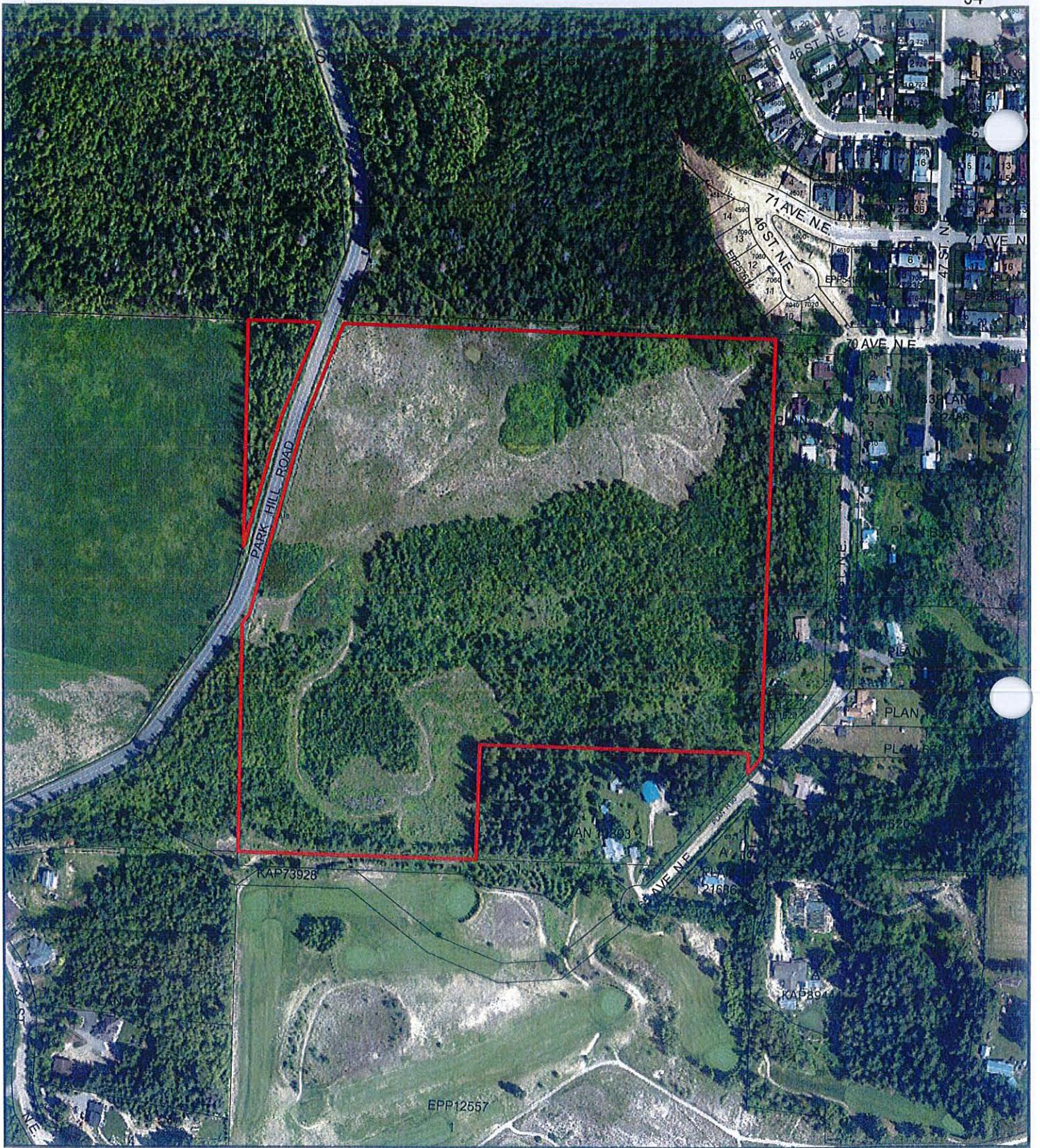
  
Reviewed by: Kevin Pearson, MCIP  
Director of Development Services

**Appendices**

1. Location map
2. Ortho photo
3. Sketch plan of proposed subdivision
4. OCP map
5. Zoning map
6. Map 1, Schedule A of Bylaw No. 4163.
7. Topographical map
8. Steep slopes ortho

9. 2008 proposed subdivision layout
10. Proposed O.C.P. amendment (MR to LR)
11. Proposed zoning amendments
12. O.C.P. Map 11.1
13. O.C.P. Map 11.2
14. Engineering Dept. comments.
15. Agent's letter dated Feb. 26/18

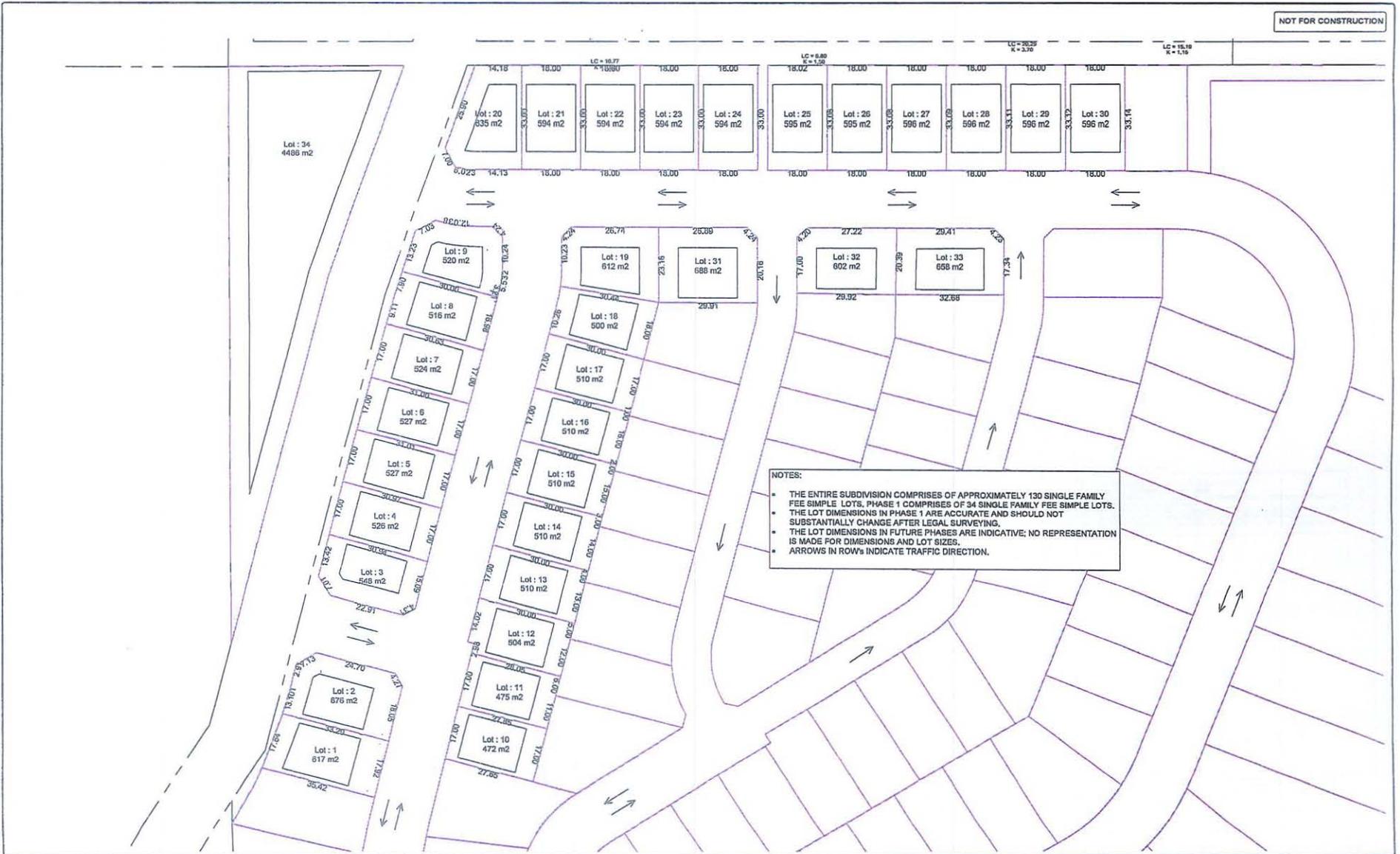




 Subject Property



NOT FOR CONSTRUCTION



NOTES:

- THE ENTIRE SUBDIVISION COMPRISES OF APPROXIMATELY 130 SINGLE FAMILY FREE SIMPLE LOTS. PHASE 1 COMPRISES OF 34 SINGLE FAMILY FREE SIMPLE LOTS.
- THE LOT DIMENSIONS IN PHASE 1 ARE ACCURATE AND SHOULD NOT SUBSTANTIALLY CHANGE AFTER LEGAL SURVEYING.
- THE LOT DIMENSIONS IN FUTURE PHASES ARE INDICATIVE; NO REPRESENTATION IS MADE FOR DIMENSIONS AND LOT SIZES.
- ARROWS IN ROW'S INDICATE TRAFFIC DIRECTION.

B	0208018	RE-ISSUED FOR SUBDIVISION APPLICATION, LOT24 REVISED	
A	0202018	ISSUED FOR SUBDIVISION APPLICATION	
No.	Date	Revision	Drawn/Check

REFERENCE DRAWINGS

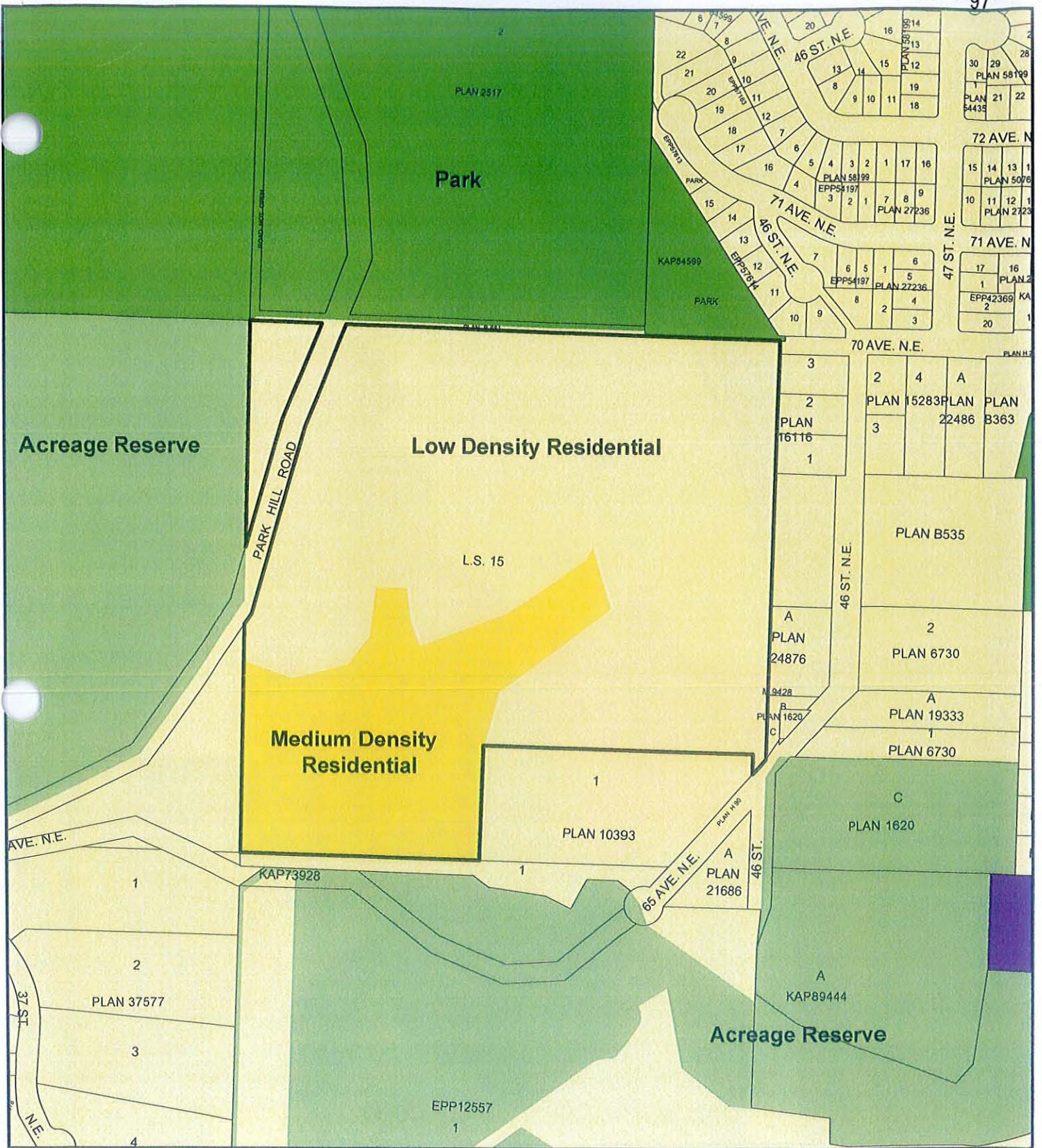
Approved Seal

Designed	FVL
Drawn	FVL
Checked	DP
Surveyed	-
Date	02-25-2018

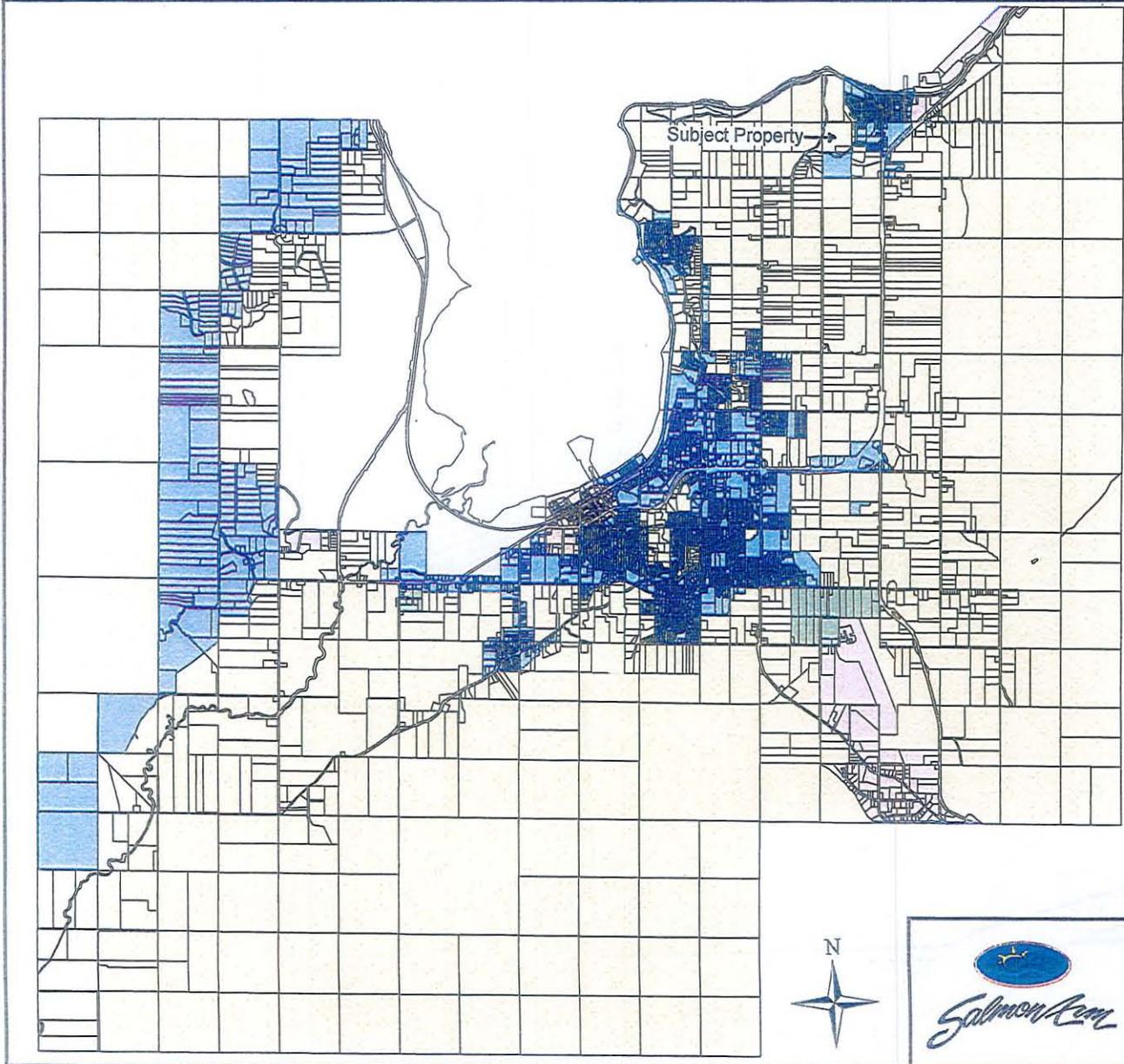
PREPARED BY:  
**ON SITE**  
 ENGINEERING LTD.  
 800-331-3344  
 100-331-3344  
 100-331-3344

WILMARK HOMES  
 PARK HILL SUBDIVISION  
 PHASE 1  
 6810 PARK HILL ROAD

Client Project No.	
QIL Project No.	1644-01
Drawing No.	1644-1-001
Sheet	1 of 1
Revision	A







**Legend**

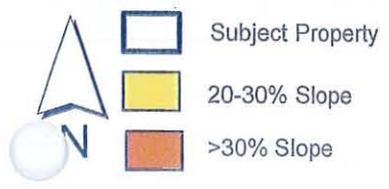
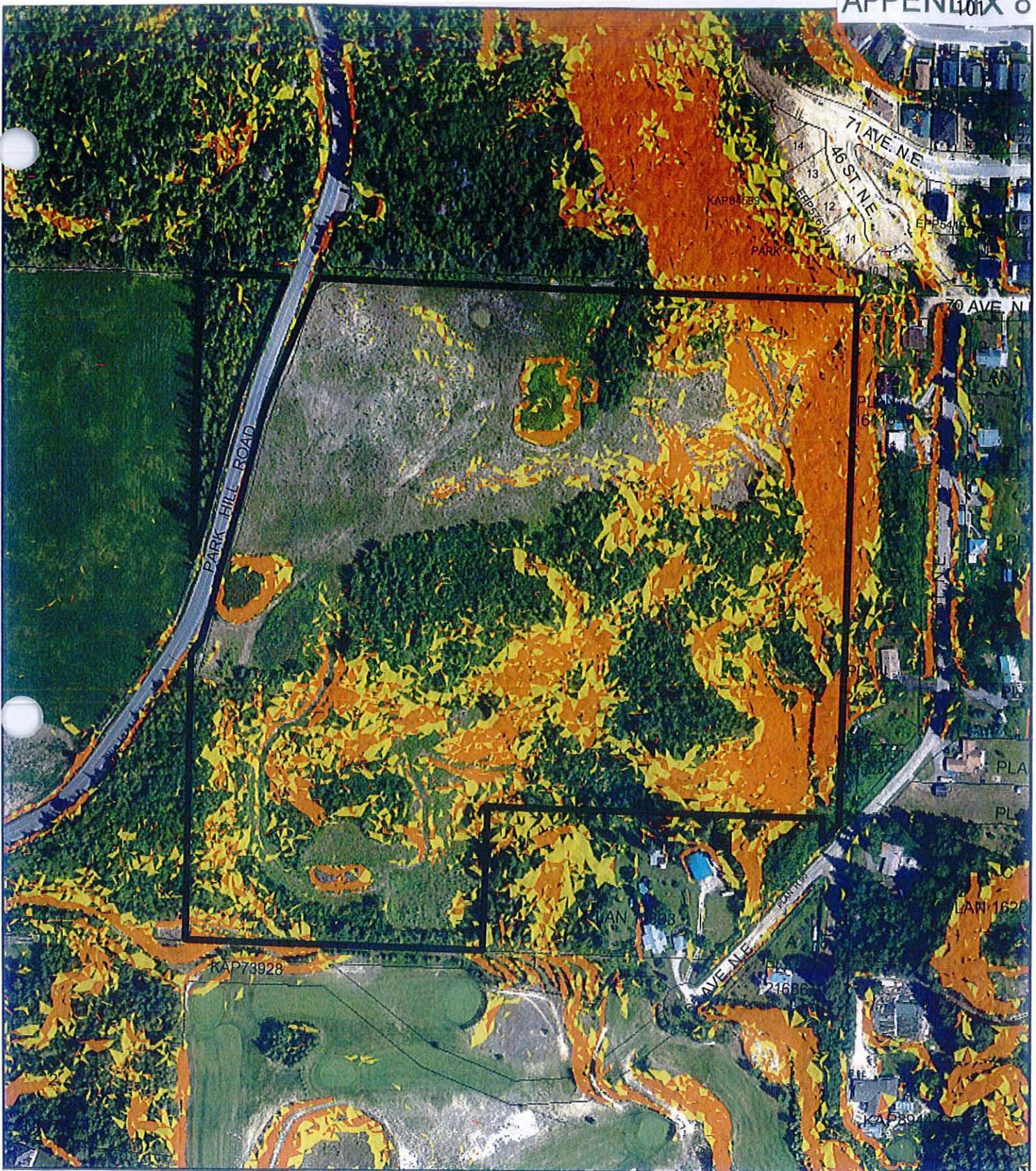
-  Industrial Development Area
-  Light Industrial Development Area
-  Rural Development Area
-  Urban Development Area
-  Town Centre Development Area
-  Rural Hillside Development Area
-  Urban Hillside Development Area

- NOTE:**
1. In the event of a discrepancy between this Schedule 'A' Bylaw No. 4163 and the Official Community Plan land maps, the land mapping shall take precedence.
  2. Where the boundary between an "Urban Development Area" and a "Rural Development Area" is shown to be along a highway, the entire highway right-of-way is deemed to be within the "Urban Development Area"
  3. A more detailed map is available for viewing on the City of Salmon Arm's Geographical Information System at City Hall.
  4. Roadways along the boundary or two different development areas shall meet the higher service level standard.



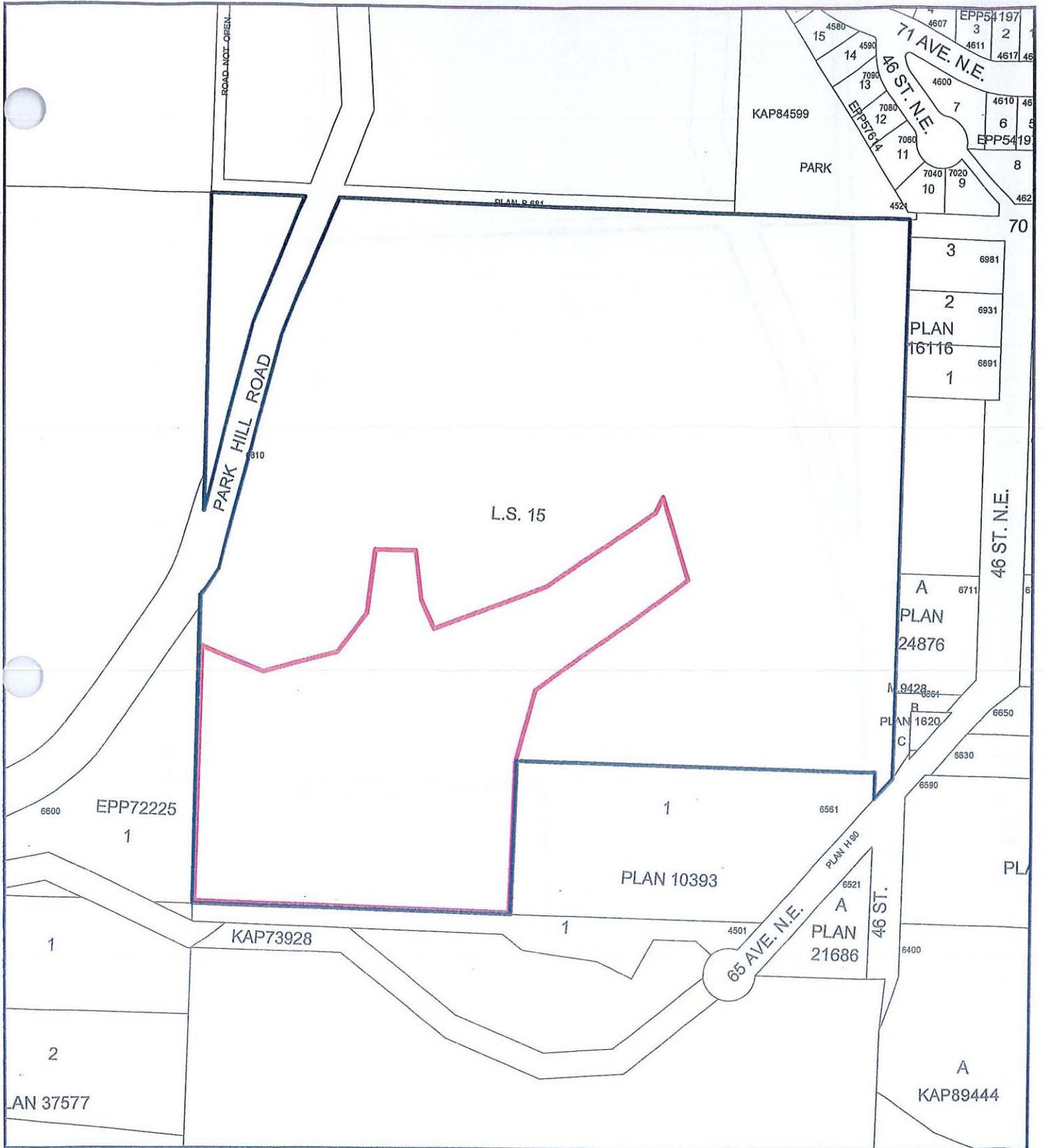
	SCHEDULE A	Scale: 1:55,000
	SUBDIVISION AND DEVELOPMENT SERVICING BY-LAW No. 4163	Map: <b>1</b> August 3, 2016





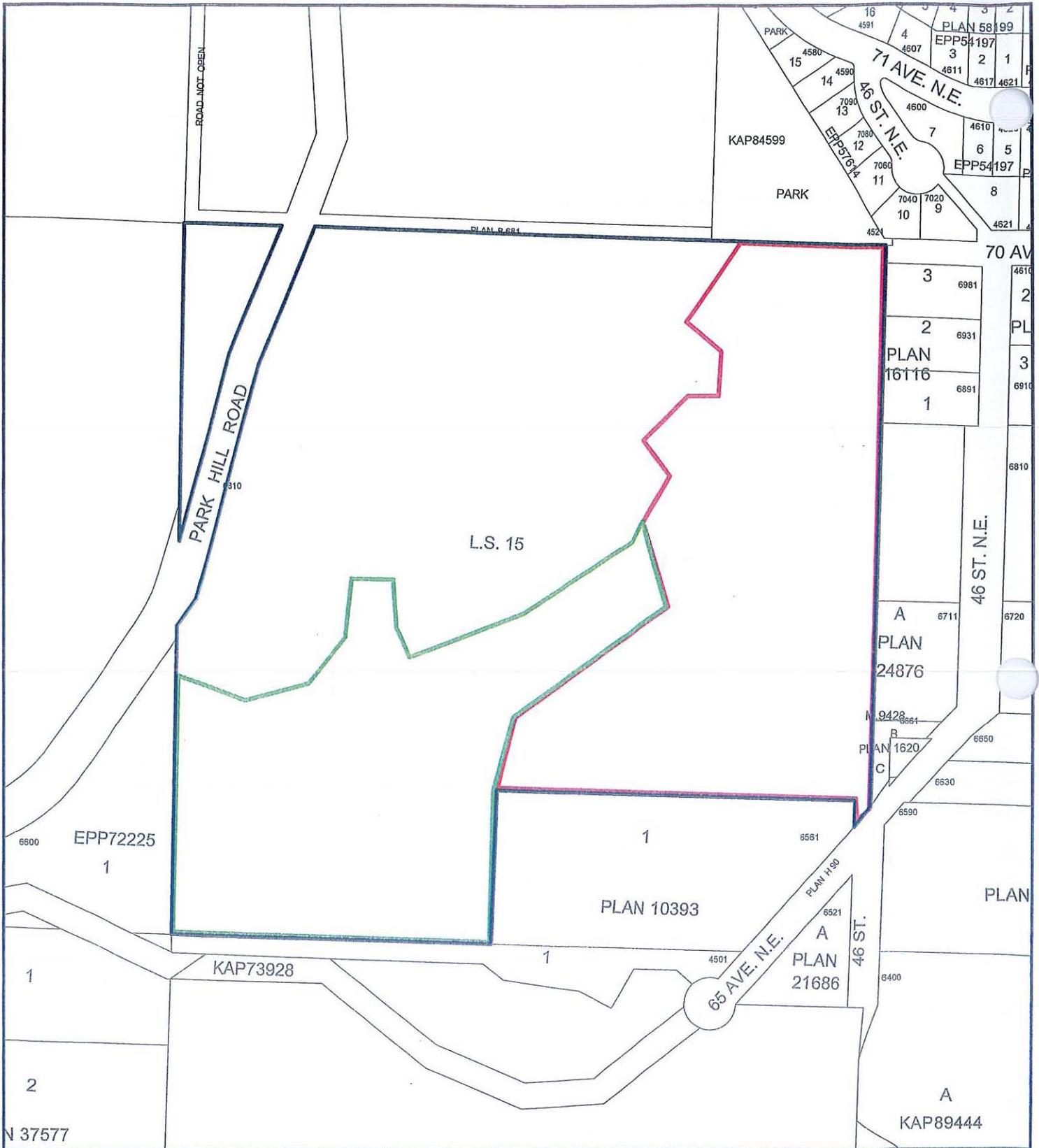
Steep Slopes



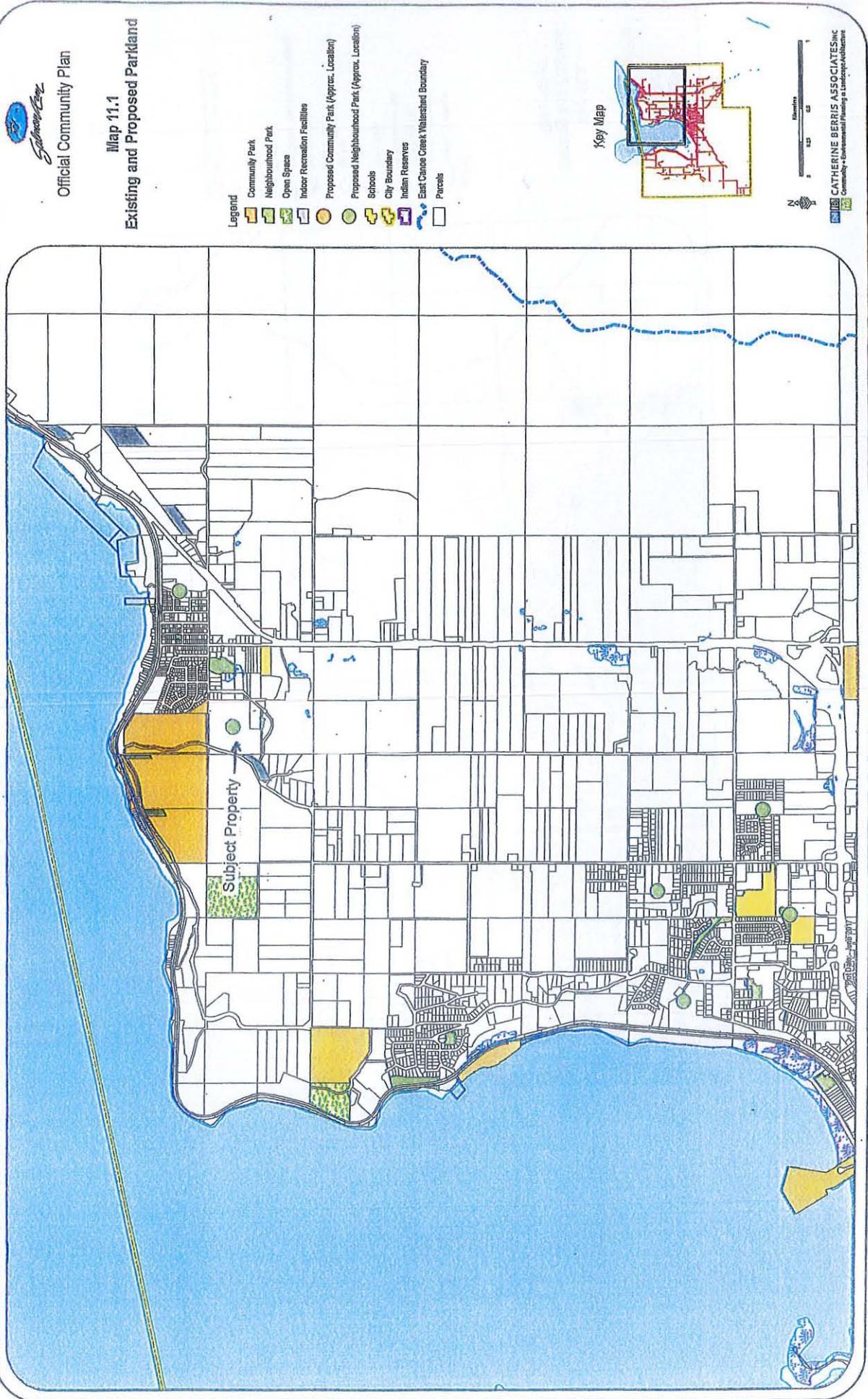


 Subject Property

 Portion to be re-designated from MR (Medium Density Residential) to LR (Low Density Residential)



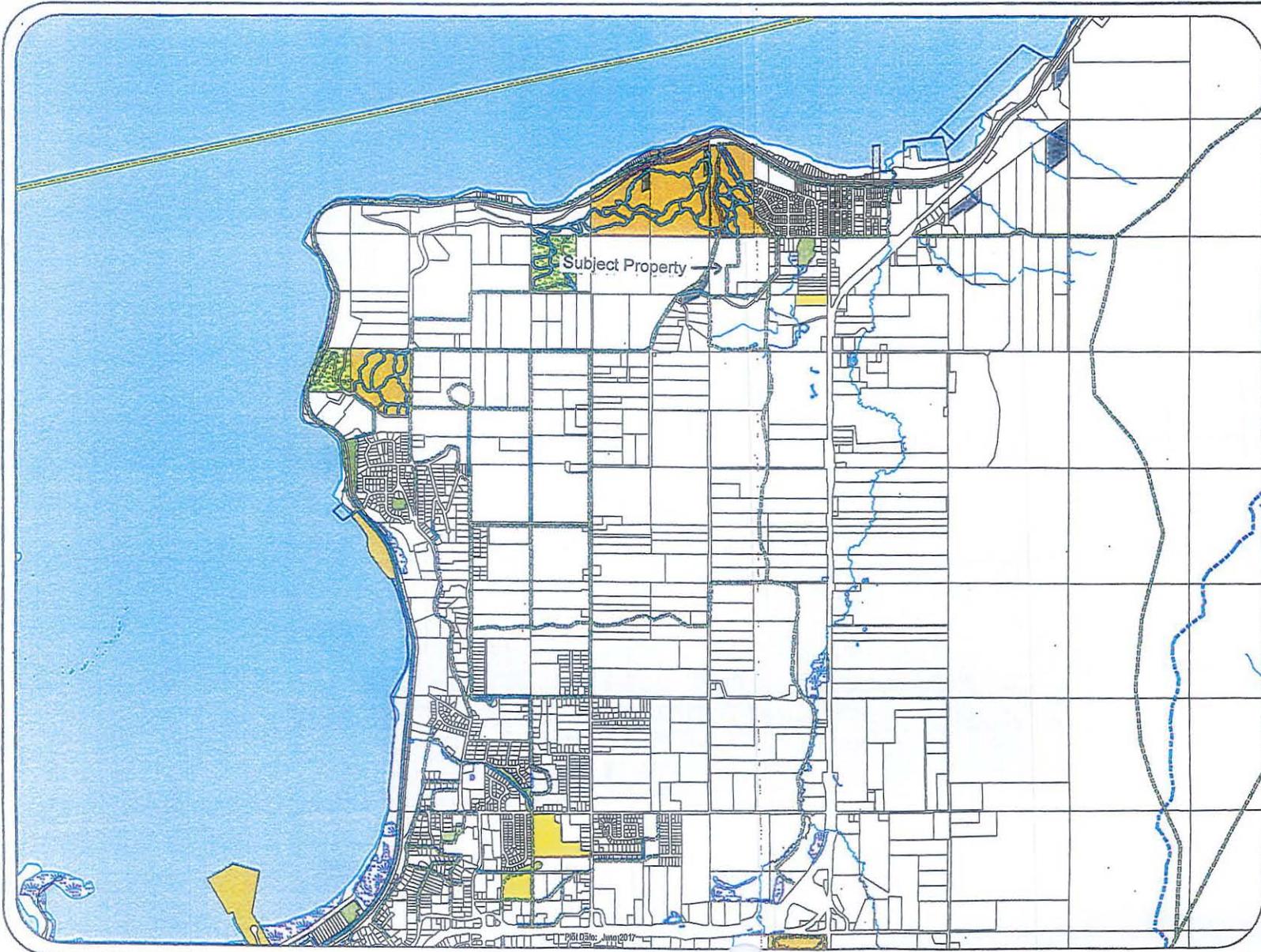
- Subject Property
- Portion to be rezoned from R-7 (Large Lot Single Family Residential) to R-1 (Single Family Residential)
- Portion to be rezoned from R-4 (Medium Density Residential) to R-1 (Single Family Residential)





Official Community Plan

Map 11.2  
Existing and Proposed  
Greenways



Legend

- Existing Greenways
- Proposed Greenways
- Community Park
- Neighbourhood Park
- Open Space
- Indoor Recreation Facilities
- Schools
- City Boundary
- Indian Reserves
- East Canoe Creek Watershed Boundary
- Parcels
- Streams

Note:

For Type and Priority of each existing and proposed greenway refer to Greenways Strategy.

Key Map





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

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TO: Kevin Pearson, Director of Development Services  
 DATE: 27 September 2017  
 PREPARED BY: Chris Moore, Engineering Assistant  
 OWNER: **Homecraft Construction Ltd.**, 33677 Arcadian Way, Abbotsford, V2S 7T4  
 APPLICANT: Owner  
 AGENT: Omega Engineering (J. Van Lindert), Box 1182, Salmon Arm, BC V1E 4P3  
 SUBJECT: **OFFICIAL COMMUNITY PLAN AMENDMENT APP. NO. OCP4000-32**  
**ZONING AMENDMENT APPLICATION FILE NO. ZON-1109**  
 LEGAL: Amended Legal Subdivision 15 of Section 31, Township 20, Range 9, W6M,  
 KDYD, Except Plans 10393 & 21686  
 CIVIC: **6810 Park Hill Road NE**

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Further to your referral dated 14 September 2017, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Rezoning and OCP amendment; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

**Engineering Department does not have any concerns related to the Re-zoning and OCP Amendment and recommends that they be granted.**

**General:**

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

8. For the off-site improvements at the time of subdivision 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. Park Hill Road NE on the subject property's north west corner is designated as an Urban Arterial Road with an ultimate 25.0m dedication. Although the City only requires an Interim total of 20.0m of dedication at this time, all building setbacks will be required to conform to the ultimate 25.0m cross section. Current records indicate that 1.712m additional dedication is required at this time (to be confirmed by BCLS).
2. Owner/developer will be required to upgrade the full Park Hill Road NE frontage to the Interim 20.0m Urban Arterial Road standard (RD-4). Upgrading may include, but is not limited to road widening, curb & gutter, sidewalk, boulevard construction, street drainage, street lighting.
3. The subject property fronts onto approximately 15m of 65 Ave NE which is designated as an Urban Local Road with an ultimate dedication of 20.0m Current records indicate that no additional dedication is required.
4. Owner/developer will be required to upgrade 65 Ave NE frontage to the Urban Local Road standard (RD-2). Upgrading may include, but is not limited to road widening, curb & gutter, sidewalk, boulevard construction, street drainage, street lighting.
5. The property is designated as a Hillside Development and internal streets may therefore be designated as Urban Local Road (Hillside Development) or Urban Single Lane Local Road (Hillside Development) with an ultimate 18.0m and 12.0m dedication respectively. Owner/developer will be required to construct roads in accordance with specification drawings RD-15 and RD-16.
6. Corner cuts will be required at the junction with Park Hill Road (5m x 5m) and internally (3m x 3m.)
7. No direct access will be permitted to Park Hill Road by individual lots, except for the portion of land to the west of Park Hill Road which will be permitted one access. Each lot to be reviewed to confirm that driveways comply with the requirements of Policy 3.11.
8. Owner/developer is responsible in ensuring all boulevards and driveways are graded towards roadway at minimum 2.0%

OFFICIAL COMMUNITY PLAN AMENDMENT APP. NO. OCP4000-32  
ZONING AMENDMENT APPLICATION FILE NO. ZON-1109  
27 September 2017  
Page 3

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**Water:**

1. The subject property fronts a 250mm diameter Zone 1 water main on the northern boundary, a 100mm diameter Zone 1 water main at the south-east corner on 65 Ave NE and a 500mm diameter Zone 2 water main on Park Hill Road. The Owner / developer is required to upgrade the 100mm water main on 65 Ave NE along the property's frontage to 200mm. Since this work is considered premature at this time, a 50% cash in lieu contribution to future works will be required.
2. Subdivision is to be serviced by extension of Zone 2. Water distribution design to be looped internally, with two feeds from Park Hill Road.
3. The proposed new parcels are to be serviced each with single, metered water service connections, adequately sized to satisfy the proposed use, as per specification drawing W-10 (minimum 25mm diameter). City records indicate that the subject property is currently unserved. All existing inadequate services must be abandoned at the main at the owner/developers cost. The City of Salmon Arm will supply new meters at the time of building permit application (at the owner/developers cost).
4. The subject property is in an area with sufficient fire flows, according to the 2011 Water Study (OD&K 2012).
5. Fire protection requirements to be confirmed with the Building Department and Fire Department.
6. Fire Hydrant spacing is insufficient; developer is responsible for installing hydrants along Park Hill Road as needed to meet the 150m spacing requirement. Internal Fire Hydrants will also be required to meet the minimum applicable spacing requirement.

**Sanitary Sewer:**

1. The subject property does not front on the City's sanitary sewer collection system. Extension of the system westward from 70 Avenue NE will be required. Owner / developers engineer is required to prove that there is sufficient downstream capacity within the existing City Sanitary System to receive the proposed discharge from the development.
2. The proposed lots are each to be serviced by a single sanitary service connection adequately sized (minimum 100mm) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.

**Drainage:**

1. The subject property does not front on the City's storm drainage system.
2. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided. The subject property currently receives significant storm flows from Park Hill

OFFICIAL COMMUNITY PLAN AMENDMENT APP. NO. OCP4000-32  
ZONING AMENDMENT APPLICATION FILE NO. ZON-1109  
27 September 2017  
Page 4

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Road and the property to the west, these are to be taken into account in the ISMP. Owner/developers engineer is required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development.

3. Subject to approval of the ISMP, the proposed lots may be serviced by single storm service connections adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. All existing inadequate/unused services must be abandoned at the main; applicant is responsible for all associated costs. City records indicate that the existing property was not serviced with a City storm service.

**Geotechnical:**

1. A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference Category A (Building Foundation and Site Drainage), Category B (Pavement Structural Design) and Category C (Landslide Assessment) is required.
2. Due to the steepness of the terrain site grading, structural fills and retaining walls will be part of the design package. To insure adherence to the grading plan covenants will be required. Covenants will stipulate elevations for footings, garage/parking slabs, etc. Easements will also be required to ensure future maintenance of retaining walls, inter-lot grading, etc.
3. All retaining walls required for site grading between Phase 1 and future phases are to be completed in Phase 1.



---

Chris Moore  
Engineering Assistant



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

# ONSITE

Engineering Ltd.

March 7, 2018

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

OEL File #: 1644-1  
City File #:

Attn: Salmon Arm Council, Director of Development Services

**Re: Proposed rezoning and subdivision of 6810 Park Hill Road legally described as Amended LS 15 of Section 31, Twp 20, R9, W6M, KDYD, except Plans 10393 and 21686**

On behalf of our client Wilmark Homes Ltd./Homecraft Construction Ltd. we are applying for the rezoning of the property at 6810 Park Hill Road in Canoe, Salmon Arm, BC. The current zoning is R1, R4 and R7. We're requesting to rezone the entire property to R1.

Further we are applying to amend the Official Community Plan to remove the neighborhood park requirement from the subject site.

Thirdly we are applying to subdivide the property as per the attached plan titled "Proposed Phase I".

Lastly we are applying for a variance with respect to the frontage improvements for Park Hill Road.

#### History of the site:

The initial start of the development of the site dates back to 2007. Based on the old Subdivision Bylaw a concept road and lot layout was designed. The layout resulted in the rezoning of the site into 3 zones: R1, R4 and R7. The zoning boundaries coincided with the then proposed road centerlines. The development never proceeded to the construction phase.

City Staff recognized that development of the site is complicated due to the presence of moderate to moderately steep slopes on the site. Therefore, to increase development opportunities, the site is designated "Hillside Development Area" in the new Subdivision Bylaw 4163. This designation provides alternate engineering requirements for road right of way width, road surface width, road right of way grading, and allows for single direction vehicle traffic amongst other items. Our client retained Onsite Engineering Ltd. (OEL) to review the new Bylaw and to conceptually design a new road and lot layout based on the new Bylaw. The road and lot layout design has been informally discussed between City Staff and OEL Staff and we agree that the road and lot layout is generally suitable. The new road and lot layout however do not coincide with the existing zoning boundaries and therefore rezoning is required.

#### Proposed zoning:

The proposed road network consists of a ring road with access to and from Park Hill Road and 3 internal roads with access to and from the ring road. The ring road is a "standard" two-way road (18 metre ROW width). There are 2 internal roads that are narrower roads that only allow one-way traffic (12 metre ROW

North Vancouver  
Unit 2 - 252 East 1st  
North Vancouver, BC V7L 1B3  
Tel: (778) 802-1263  
Fax: 1-866-235-6943

Abbotsford  
106-2825 Clearbrook Rd  
Abbotsford, BC V2T 6S3  
Tel: (604) 996-4722  
Fax: 1-866-235-6943

Campbell River  
1040 Cedar Street  
Campbell River, BC V9W 7E2  
Tel: (250) 287-9174  
Fax: 1-866-235-6943

Salmon Arm  
201 - 231 TransCanada Hwy;  
Box 2012  
Salmon Arm, BC V1T 4R1  
Tel: (236) 836-6004

Prince George  
3661 15<sup>th</sup> Avenue  
Prince George, BC V2N 1A3  
Tel: (250) 562-2252  
Fax: 1-866-235-6943

**ONSITE**  
Engineering Ltd.

width). The most western internal road and the south internal road are standard two-way traffic roads. Our client is requesting to rezone the entire property to R1.

It is expected that some individual home purchasers will be applying to rezone their property to R8. It is up to future Councils to review and approve individual rezoning request; however, for the one-way roads Staff and the developer agree that R8 zoning would cause too much pressure on the road system, both due to moving traffic and due to parking. Further it is expected that snow clearing will become an issue if excessive parking on the road takes place. Therefore we not only request rezoning of the internal areas serviced by one-way roads to R1 (low density) but also request Council to decide in principle not to allow rezoning of these properties to R8 in the future. This will enhance the attractiveness of the subdivision as a whole.

Official Community Plan:

The Official Community Plan proposes greenways and a neighborhood park on the subject property; however, the OCP is not specific as to where exactly these items are to be situated. This leaves the interpretation to the Approving Officer. The feasibility of the entire subdivision will be strongly affected by the park. In discussions between City Staff and OEL Staff we concluded that cash in lieu for parkland over actual land dedication likely would be supported by City Staff. Our client is in favour of this solution and therefore we request to amend the OCP and remove the neighborhood park requirement from the site. Note that the developer will accommodate and construct greenways as per OCP.

Variances:

The development site fronts Park Hill Road and therefore frontage improvements are required. These requirements are listed in the PLA City File 17.24 dated February 27 2018. On behalf of our clients we apply for one variance.

City Staff and OEL staff agree that the preferred process is to insert the variance application in the rezoning, subdivision, and OCP amendment applications instead of initiating a new variance process after the PLA is issued. Therefore OEL and Engineering Staff have discussed the requirements to be expected as those defined by Bylaw 4163 specification drawing RD-4. Our client's variance request is as follows.

The triangle area west of Park Hill Road is "hooked" to the main site. The client has no intention to subdivide this lot, rather sell it as one individual lot. The lot will be serviced off of the infrastructure that is to be constructed in the northern access road to the subdivision. Since the lot will not be subdivided we request to waive the requirement to upgrade the west side of Park Hill Road to the RD-4 standard.

If you have any questions, please contact us.

Sincerely,

ONSITE ENGINEERING LTD.



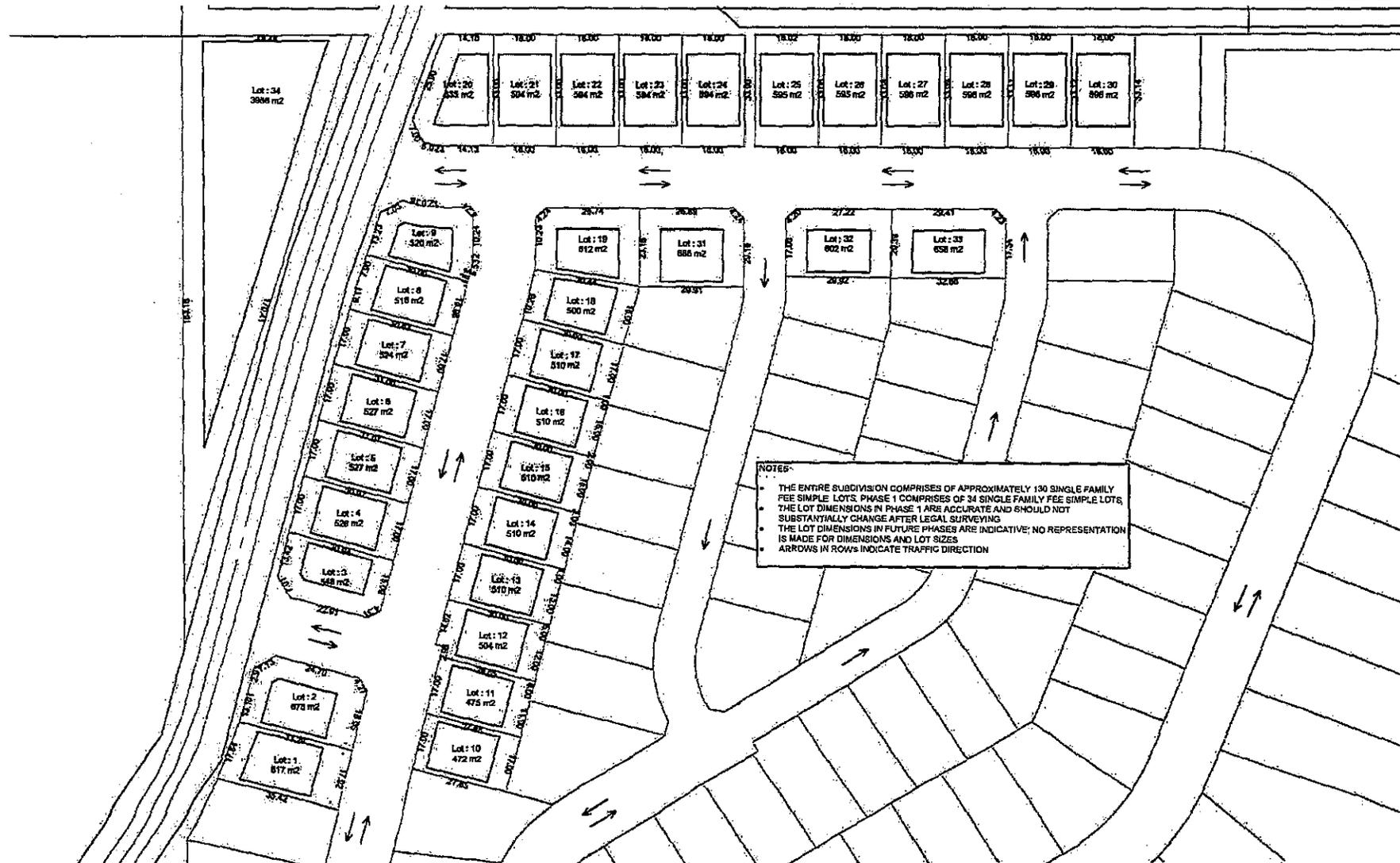
J. van Lindert



B. Pellett, P.Eng.

Cc: Wilmark Homes Ltd./Homecraft Construction Ltd.

NOT FOR CONSTRUCTION



NOTES:  
 • THE ENTIRE SUBDIVISION COMPRISES OF APPROXIMATELY 130 SINGLE FAMILY FEE SIMPLE LOTS. PHASE 1 COMPRISES OF 34 SINGLE FAMILY FEE SIMPLE LOTS.  
 • THE LOT DIMENSIONS IN PHASE 1 ARE ACCURATE AND SHOULD NOT SUBSTANTIALLY CHANGE AFTER LEGAL SURVEYING.  
 • THE LOT DIMENSIONS IN FUTURE PHASES ARE INDICATIVE; NO REPRESENTATION IS MADE FOR DIMENSIONS AND LOT SIZES.  
 • ARROWS IN ROWS INDICATE TRAFFIC DIRECTION.

<p>WILMARK HOMES                  PARK HILL SUBDIVISION                  PHASE I                  6810 PARK HILL ROAD</p>		<p>Client Project No:                  1644-1-001</p>
<p>Drawn: JPL                  Check: JPL                  Checked: JPL                  Surveyed:                  Date: 02/06/2010</p>	<p>PROPOSED DRAWINGS</p>	<p>Site Plan No:                  1644-1-001</p>

**APPENDIX 16**  
**(Supplementary Information)**

**ONSITE**  
Engineering Ltd.

---

March 23, 2018

Mayor and Council of Salmon Arm  
500 – 2<sup>nd</sup> Avenue NE  
Salmon Arm, BC V1E 4N2

**RE: Parkland contribution Wilmark Homes Ltd and Homecraft Construction Ltd.**

Dear Council,

Further to our OCP amendment, rezoning and subdivision applications documents, please find below our proposed additional contributions over and above the Parkland requirements as per the Local Government Act.

The Local Government Act provides municipalities with the opportunity to require up to 5% of actual land of the development property for Parkland purposes or up to 5% of the value of the development property. For several reasons, the developer and City Staff agree that the provision of actual land is not the preferred option for this development. In lieu of land the developer is required to provide a cash contribution of \$ 58,650 based on the current assessed value of the lands.

We understand that parkland is a valuable asset for municipalities and that the cash contribution of \$58,650 might be perceived as an undervaluation of the land. Therefore we are prepared to offer additional \$25,000 cash contribution to be spent on park equipment, trail upgrades, benches or any other park uses in one of the parks in Canoe. We kindly request recognizing and acknowledging that this contribution which is separate and distinct from the Act be spent within 3 years of provision. Further we appreciate it that this contribution is recognized by placing a sign or plaque referring to the Kingma Brothers in an appropriate location.

Also, and possibly unbeknownst to you, we have already offered to do the following:

1. The Preliminary Subdivision Approval requires a road dedication for Park Hill Road of 20 meters, 10 meters from the centerline. We have offered and our lot layout is based on an additional 2.5 meters for a total of 12.5 meters ROW dedication east of the centerline along the entire frontage.
2. The required cross section for Park Hill Road, amongst other things, requires the construction of curb and gutter and a 2 meter wide attached sidewalk. We have offered and preliminary designed a separated 3 meters wide concrete multi use path, approximately 5 meters from the curb along the entire frontage. This allows for a safer and more leisurely pedestrian experience.

North Vancouver  
Unit 2 - 252 East 1st  
North Vancouver, BC V7L 1B3  
Tel: (778) 802-1263  
Fax: 1-866-235-6943

Abbotsford  
103-32310 South Fraser  
Way  
Abbotsford, BC V2L 1X1  
Tel: (604) 309-1788  
Fax: 1-866-235-6943

Campbell River  
1040 Cedar Street  
Campbell River, BC V9W 7E2  
Tel: (250) 287-9174  
Fax: 1-866-235-6943

Salmon Arm  
201 - 231 TransCanada Hwy;  
Box 2012  
Salmon Arm, BC V1E 4R1  
Tel: (250) 836-6004  
Fax: 1-888-273-0209

Prince George  
3661 15<sup>th</sup> Avenue  
Prince George, BC V2N 1A3  
Tel: (250) 562-2252  
Fax: 1-866-235-6943

**ONSITE**  
Engineering Ltd.

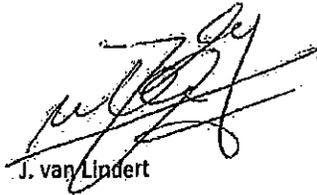
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Both design upgrades represent a considerable value (roughly estimated at \$50,000) and more importantly are significant additions to the City's infrastructure over and above the required improvements.

With the above contributions we trust that we have addressed your concerns.

Kind regards,

On behalf of Wilmark Homes Ltd., Homecraft Construction Ltd.



J. van Lindert

## APPENDIX 17 (Supplementary Information)

### ONSITE Engineering Ltd.

Southern Operations  
#201 - 221 TransCanada Highway  
PO Box 2012 Salmon Arm BC  
V1E 4R1  
Tel: 250-836-6004  
Fax: 1-866-235-6943

Coastal Operations  
1040 Cedar Street  
Campbell River, BC  
V9J 7E2  
Tel: 250-287-0174  
Fax: 1-866-235-6943

Northern Operations  
#1A - 1750 Quinn St.  
Prince George, BC  
V2N 1X3  
Tel: 250-562-2252  
Fax: 1-866-235-6943

March 16, 2018

Kevin Pearson  
Director of Development Services  
City of Salmon Arm

**Re: Interim Report of Geotechnical Conditions at 6810 Park Hill Road, Salmon Arm**

#### Introduction

Onsite Engineering Ltd. (OEL) has been retained by Willmark Homes Ltd. and Homecraft Construction Ltd. (the Owners) to provide geotechnical engineering services to allow subdivision of the property at the address noted above. The geotechnical report as required for subdivision is currently being prepared. OEL is also providing civil engineering services for the proposed subdivision.

Prior to OEL's involvement in the project, the Owners retained Fletcher Paine Associates Ltd. to provide a geotechnical report for previous iterations of the proposed subdivision. OEL has been provided with a copy of this report, titled *Preliminary Geotechnical Investigation and Report - Proposed Subdivision of 6810 Park Hill Road, Salmon Arm, B.C - LS 15, Section 31, TWP 20, RG 29, W6M, K.D.Y.D.*, prepared by Fletcher Paine Associates Ltd. and dated August 15, 2008 (FPA Report). The FPA report was prepared based on numerous shallow machine-dug test pits across the site. Soil conditions noted in the FPA report generally concur with those found by OEL as described below.

#### Discussion

OEL completed fieldwork for this project in December of 2017, including a walking traverse of the property and advancement of five boreholes on the property. Standpipe piezometers were installed in two of the boreholes and were found to be dry during the single reading to date, in January of 2018. Soil conditions encountered in the five boreholes can generally be summarized as a 2-2.5m thick blanket of soft to firm brown silt or silt and clay overlying stiff or dense silt or silty sand to depths between 6 and 8m, where a hard silt or very dense sand till was encountered. Some boreholes encountered seams of moist soils or other signs of intermittent groundwater flow at depth, and the piezometers installed on site will be read during and after freshet to confirm groundwater conditions. The geotechnical report will be finalized and released following confirmation of these conditions.

The property is generally flat to gently sloping on its west side, rolling over to moderate to moderately-steep slopes (up to 70%) on its east side. The moderately steep slopes form a portion of the escarpment feature that separates the communities of North Broadview and Canoe in northeast Salmon Arm. Although moderately steep slopes are present in the northeast corner of the property no signs of slope instability were noted during the walking review of the site.

The soils encountered during the geotechnical investigation are generally considered to be strong and stable in their present condition; however, should alterations to the site result in increased loading directly onto the steeper slopes present on the east side or a significant increase in soil moisture content, the margin of safety present may decrease significantly.

Late Item 8.7 and 8.8  
R. Williams, Geoscientist, Onsite Engineering Ltd.  
6810 Park Hill Road NE







**CITY OF SALMON ARM**

**BYLAW NO. 4257**

**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 Room 100 at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on April 23, 2018, at the hour of 7:00 p.m. was published in the \_\_\_\_\_, 2018 and \_\_\_\_\_, 2018, 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:
  1. Redesignate Amended Legal Subdivision 15, Section 31, Township 20, Range 9, W6M, KDYD, except Plans 10393 and 21686 from "Medium Density Residential" to "Low Density Residential", on the Land Use Maps A-1 and A-1a as shown on Schedule "A" attached hereto and forming part of this bylaw; and
  2. Amend Map 11.1 by removing the proposed Neighbourhood Park on Amended Legal Subdivision 15, Section 31, Township 20, Range 9, W6M, KDYD, except Plans 10393 and 21686 as shown on Schedule "B" 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 Official Community Plan Amendment Bylaw No. 4257”**.

READ A FIRST TIME THIS                    26th                    DAY OF                    March                    2018

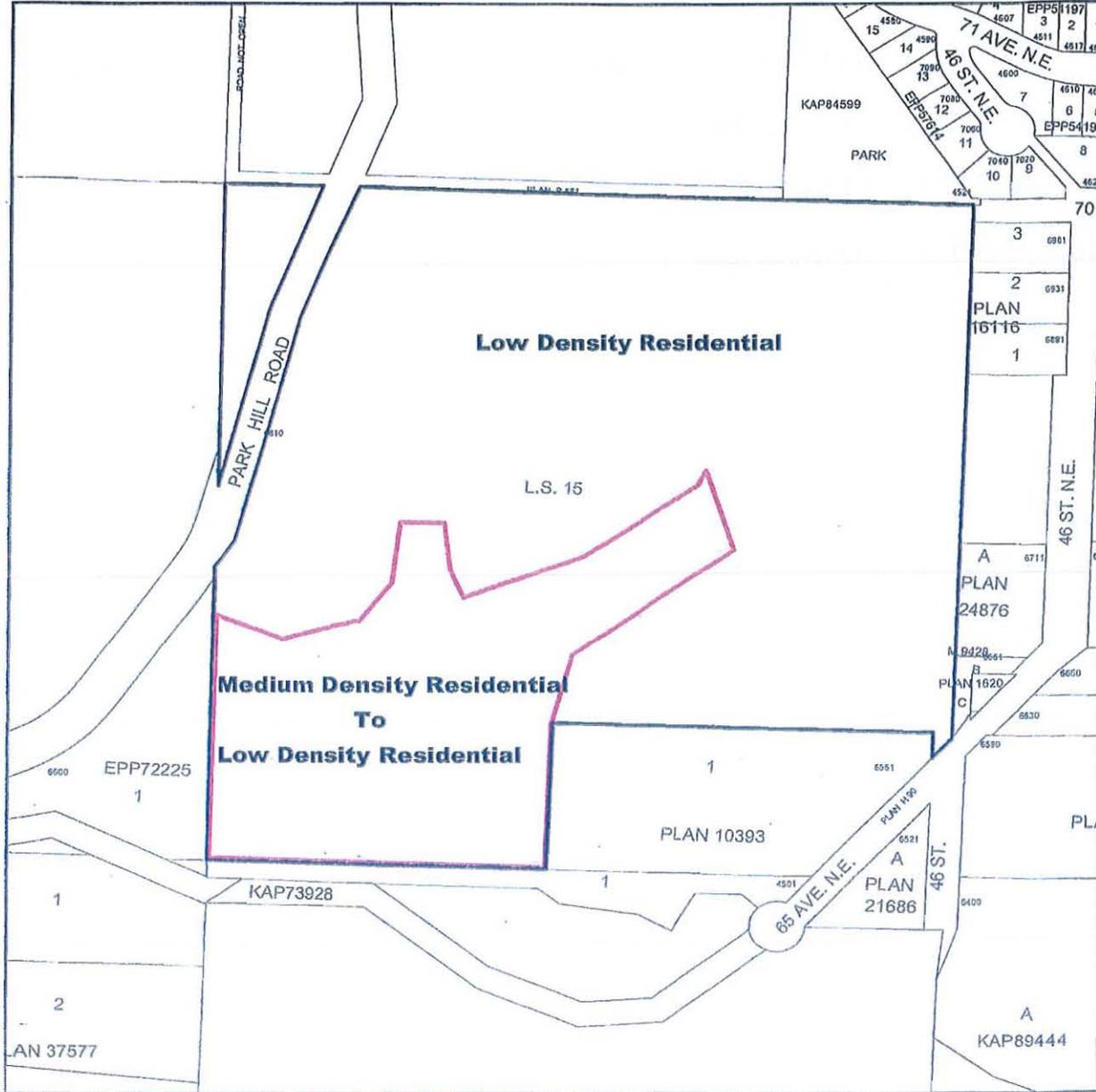
READ A SECOND TIME THIS                                       DAY OF                    2018

READ A THIRD TIME THIS                                       DAY OF                    2018

ADOPTED BY COUNCIL THIS                                       DAY OF                    2018

\_\_\_\_\_  
MAYOR

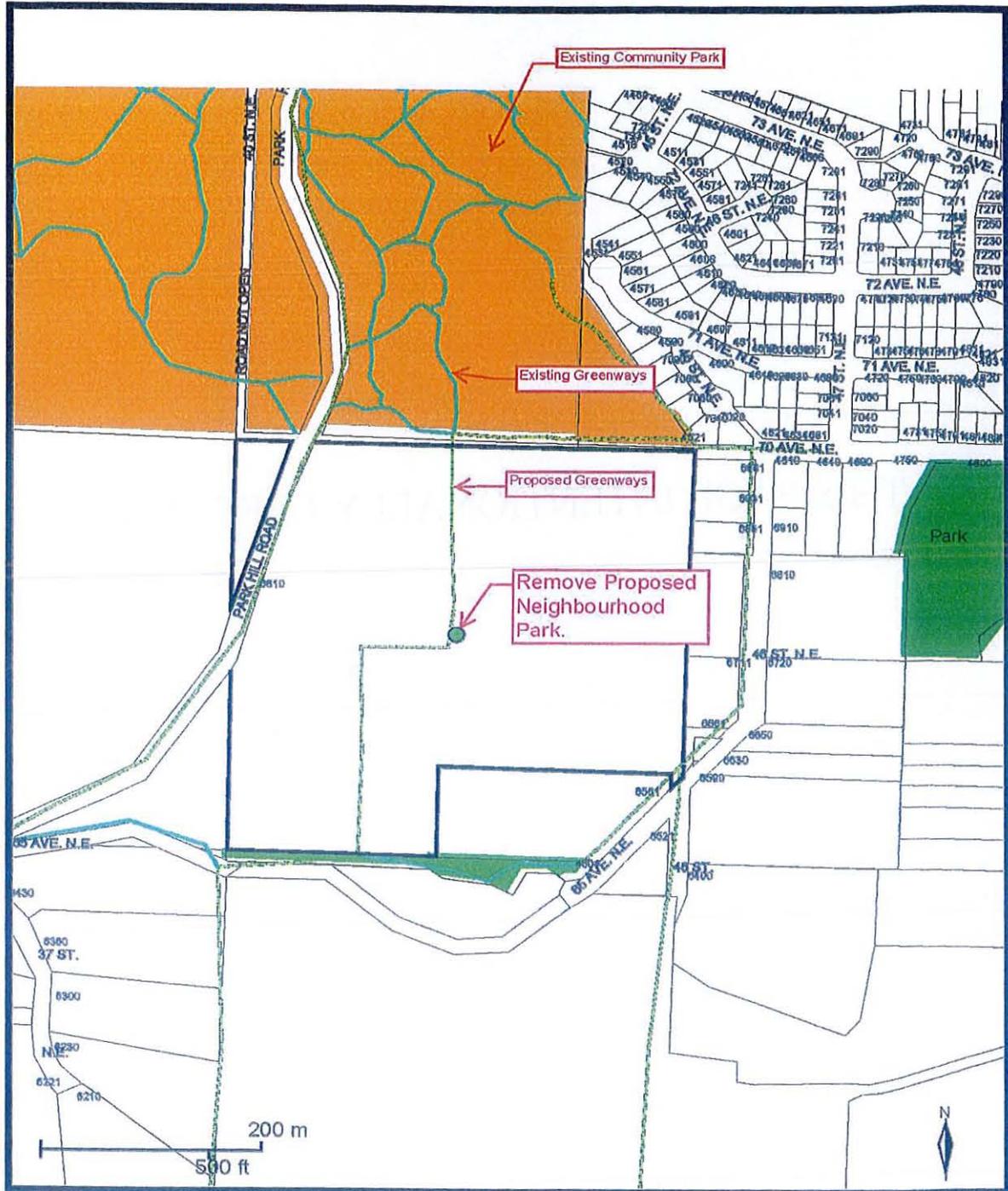
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CORPORATE OFFICER



Subject Property

Portion to be re-designated from MR (Medium Density Residential) to LR (Low Density Residential)

Schedule "B"



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Item 9.4

### CITY OF SALMON ARM

Date: April 9, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4258 be read a second time.

[ZON-1109; Wilmark Homes Ltd. / Homecraft Construction Ltd. / Onsite Engineering Ltd.; 6810 Park Hill Road NE; R-4 & R-7 to R-1]

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

# CITY OF SALMON ARM

## BYLAW NO. 4258

### 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 Room 100 at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on April 23, 2018 at the hour of 7:00 p.m. was published in the \_\_\_\_\_, 2018 and \_\_\_\_\_, 2018 issues of the Salmon Arm Observer;

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

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

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

Rezone Amended Legal Subdivision 15, Section 31, Township 20, Range 9, W6M, KDYD, except Plans 10393 and 21686 from R-4 Medium Density Residential and R-7 Large Lot Single Family Residential to R-1 Single Family 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. 4258**"

READ A FIRST TIME THIS                    26th                    DAY OF                    March                    2018

READ A SECOND TIME THIS                                       DAY OF                    2018

READ A THIRD TIME THIS                                       DAY OF                    2018

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

---

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS                    DAY OF                    2018

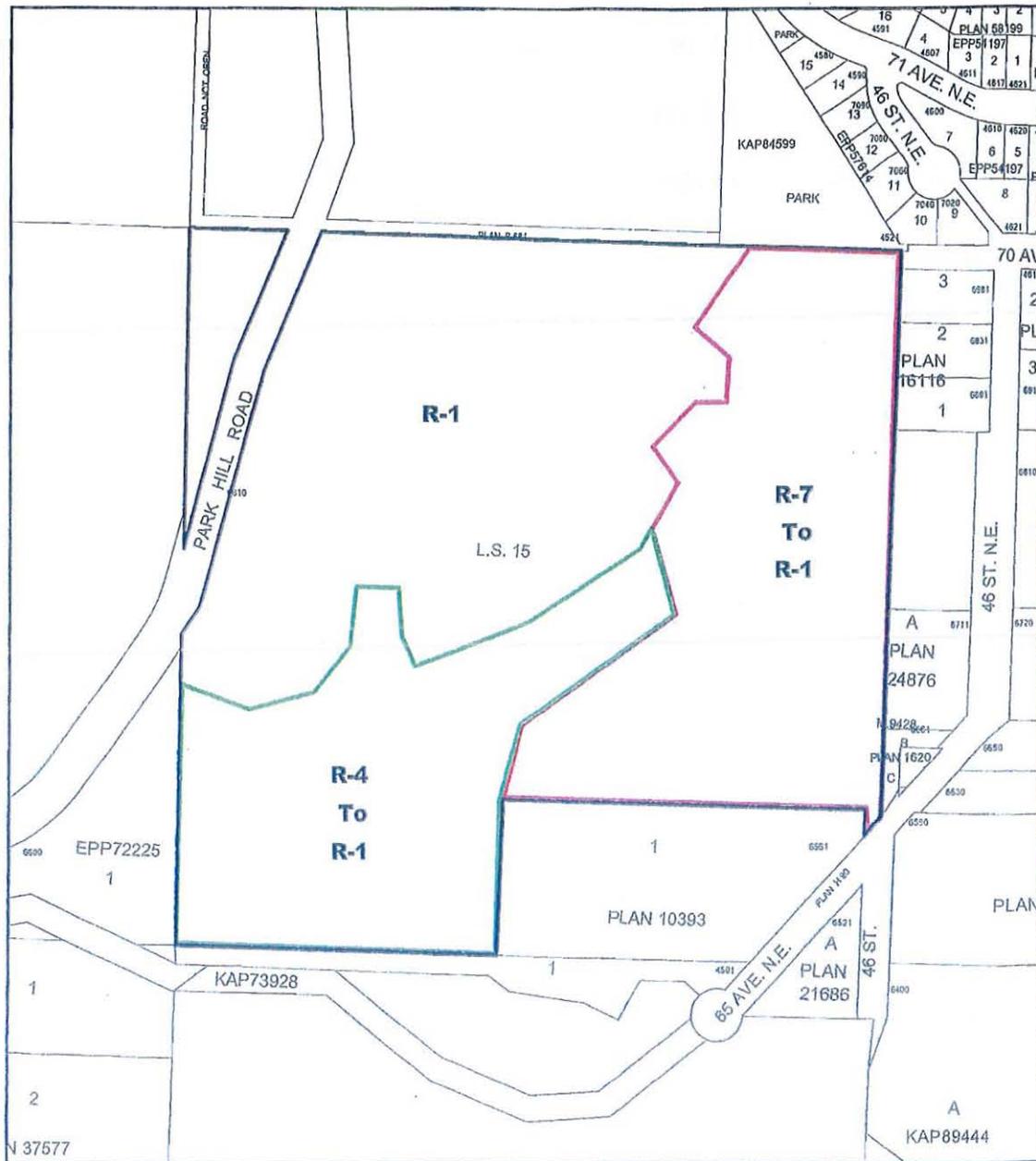
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MAYOR

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CORPORATE OFFICER

SCHEDULE "A"



-   Subject Property
-  Portion to be rezoned from R-7 (Large Lot Single Family Residential) to R-1 (Single Family Residential)
-  Portion to be rezoned from R-4 (Medium Density Residential) to R-1 (Single Family Residential)

Proposed Zoning Amendments

Item 9.5

## CITY OF SALMON ARM

Date: April 9, 2018

Moved: Councillor Eliason

Seconded: Councillor Jamieson

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4251 be read a final time.

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

**22. PUBLIC HEARING****2. Zoning Amendment Application No. ZON-1117 [Reimer, R. & Reimer, R.; 791 - 5 Street SE; R-1 to R-4]**

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

Submissions were called for at this time.

M. Lamerton, agent for the applicant, addressed parking requirements and was available to answer questions from Council.

J. Franklin, agent for the applicant, advised that a traffic suitability study had been conducted and addressed safe access and service availability and was available to answer questions from Council.

C. Green, 761 - 5 Street SE, expressed concerns regarding vehicle and pedestrian safety given the anticipated volume of traffic, the lack of clear site lines, lack of sidewalks for safe pedestrian access.

T. McDiarmid, 860 - 5 Street SE, expressed concerns regarding traffic safety, snow removal, pedestrian safety.

J. Cusson, 750 - 5 Street SE, expressed concerns regarding volume and speed of existing traffic.

L. Green, 761 - 5 Street SE, expressed concerns regarding the volume and speed of traffic and safety of pedestrian traffic.

J. Franklin, agent for the applicant, addressed concerns regarding increased traffic, grade of 5 Street SE and grade of access to property, site lines.

P. Hilland, 851 - 5 Street SE, expressed concerns regarding parking sufficient for increased density and the desire for No Parking signs on 5 Street SE.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4251 was declared closed at 8:02 p.m. and consideration of the next item ensued.

# CITY OF SALMON ARM

## BYLAW NO. 4251

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm at the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on March 26, 2018 at the hour of 7:00 p.m. was published in the March 14, 2018 and March 21, 2018 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 5, Section 14, Township 20, Range 10, W6M, KDYD, Plan 5725 from R-1 Single Family Residential Zone to R-4 Medium Density Residential Zone as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "**City of Salmon Arm Zoning Amendment Bylaw No. 4251**"

READ A FIRST TIME THIS            12th            DAY OF            March            2018

READ A SECOND TIME THIS        12th            DAY OF            March            2018

READ A THIRD TIME THIS         26th            DAY OF            March            2018

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE                            29th            DAY OF            March            , 2018

"T. KNIGHT"

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS                            DAY OF                            , 2018

\_\_\_\_\_  
MAYOR

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



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## INFORMATIONAL CORRESPONDENCE - APRIL 9, 2018

1. Building Department - Building Statistics - March 2018
2. Building Department - Building Permits - Yearly Statistics
3. R. Niewenhuizen, Director of Engineering & Public Works - email dated March 26, 2018 - Proposed 5 K event
4. R. Niewenhuizen, Director of Engineering & Public Works - letter dated March 27, 2018 - Wellspring Lake 2 Lake Ride for Rwanda
5. K. Gennings, Refresh Home & Yard Renovations - email dated March 22, 2018 - Fire Dept. washing down parking lots
6. W. Pain and K. Hecker, Salmon Arm Tennis Club - letter dated March 27, 2018 - Salmon Arm Tennis Club - Project and Funding Update
7. L. Williamson - letter dated March 19, 2018 - Landfill
8. L. Williamson - letter dated March 21, 2018 - Landfill
9. M. Dake - email dated March 21, 2018 - Coal Dust Petition
10. S. Mackie, General Manager, Haney Heritage Village - email dated April 4, 2018 - R.J. Haney Heritage Village & Museum
11. D. Gonella, Executive Director, Salmon Arm Folk Music Society - letter dated March 22, 2018 - Access to Volunteer Parking Area
12. D. Gonella, Executive Director, Salmon Arm Folk Music Society - letter dated March 22, 2018 - Noise Bylaw Variance Request
13. B. M'Clellan, Chairman, 2018 U18 BC Curling Championship - letter dated March 25, 2018 - The Optimist U18 Provincial Curling Championships Final Report and Financial Statement
14. N. Norrish, STAAS Volunteer - letter dated March 28, 2018 - Shuswap Trailrider Adaptive Adventure Society (STAAS)
15. K. Neil - letter dated March 16, 2018 - Wild soles trail running race series in Salmon Arm
16. G. Anderson, Fire Commissioner - letter dated March 15, 2018 - 2017 Wildfire season
17. School District #83 - Newslines - March 14, 2018
18. School District #83 - Newslines - March 29, 2018
19. Salmon Arm Chamber of Commerce - email dated March 27, 2018 - BC Chamber - Exciting New Benefit for Members
20. M. Carr, Assistant Deputy Minister and General Manager, Liquor Control and Licensing Branch - Policy Directive dated March 28, 2018 - Updated Alcohol Sense Materials
21. A. Slater, Executive Director, SILGA - email dated April 4, 2018 - 2018 SILGA Resolutions
22. G. Paget, Chair, Board of Examiners - letter dated March 16, 2018 - Local Government Management Association of BC - C. Bannister, Professional Development Endorsement
23. Interior Health - News Release dated March 28, 2018 - Local businesses meet with Royal Inland Hospital tower hopefuls
24. Auditor General for Local Government - email dated March 21, 2018 - Office of the AGLG Releases Emergency Management Audit on the Town of Sydney
25. C. Weirmier, Executive Assistant and Divisional Coordinator - Operations, BC Transit - email dated March 22, 2018 - Invitation to the BC Transit Workshop
26. K. Kalesnikoff, Chair, Interior Lumber Manufacturers Association - email dated March 26, 2018 - Invite to April 17<sup>th</sup> ILMA reception
27. K. Creery, Protective Services Planning Analyst, Resort Municipality of Whistler - letter dated March 23, 2018 - 2018 Resolution - Collection of Unpaid Bylaw Fines
28. C. Fortin, Mayor, District of Peachland - letter dated March 16, 2018 - Cannabis Revenue Sharing

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Item 11.1

## CITY OF SALMON ARM

Date: April 9, 2018

### Housing Task Force Appointments

#### **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: April 1, 2018

SUBJECT: Housing Task Force Appointments

**BACKGROUND:**

The Housing Task Force Terms of Reference (TOR) specifies a membership that includes the following:

- Two (2) members of Council;
- One (1) member from Nesklonlith Indian Band (NIB);
- One (1) member from Adams Lake Indian Band (ALIB);
- Two (2) Citizens at Large;
- Two (2) members from the housing / social services sector;
- Two (2) members from the development / financial sector; and
- One (1) member from Salmon Arm Economic Development Society (SAEDS).

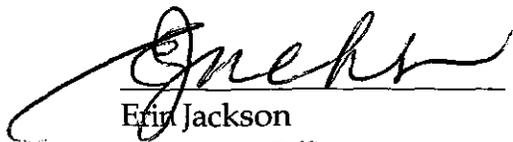
Staff advertised these positions in the newspaper, on the City website and Facebook page. Four (4) applications (attached as Appendix A) were received by the March 28, 2018 closing date:

- |                                    |                                  |
|------------------------------------|----------------------------------|
| • Barry Delaney - Financial        | • Dawn Dunlop - Housing          |
| • Jeff Ragsdale - Citizen at Large | • Jane Shirley - Social Services |

In addition, Lana Fitt, Economic Development Manager, has been appointed to represent SAEDS (Board Resolution attached as Appendix B). Invitations have been sent to both NIB and ALIB to designate representatives and Council will be notified when the City has been notified of those appointments.

It is recommended that Council appoint the above noted applicants to serve on the Housing Task Force until December 31, 2018.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Erin Jackson", written over a horizontal line.

Erin Jackson  
Corporate Officer

Appendix A - Applications for Appointment to the Housing Task Force

Appendix B - Resolution of March 13, 2018 Salmon Arm Economic Development Society Board of Directors Meeting

March 16<sup>th</sup>, 2018

Erin Jackson, Corporate Officer  
City of Salmon Arm  
500 – 2<sup>nd</sup> Avenue NE  
Salmon Arm, BC V1E 4N2

Via e-mail: [ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca)

Dear Erin;

**Subject: Housing Task Force**

I read with interest the advertisement related to the Housing Task Force and would like to submit my application for consideration for representation of the development / financial sector.

In addition to my current role as CEO of our locally owned financial institution, I have other experience that I think would be useful to the work described in the terms of reference. I have first-hand knowledge of the homeless issues as I acted as the Chair of the Langley Homeless shelter. This was at a time when I was advocating for funding from BC Housing and other agencies so that we could build a structure, have it run by the Salvation Army, so that the homeless needs could be addressed in that community.

I also have deep experience in the financial services sector as it relates to housing needs for those less fortunate having been involved in many affordable housing construction projects as it related to the financing side of the transactions.

I applaud the City for taking on this leadership role and the timing is perfect given the Federal funding that is now available to municipalities to deal with these issues.

Sincerely,



Barry Delaney, B.Comm., MBA  
CEO - SASCU

## SENIOR EXECUTIVE

*Change Management • Partnership Approach • Results Oriented • Risk Expertise*

Seasoned Financial Services Leader with extensive experience leading multiple and varied portfolios from Operations to Sales. Towering strengths include a collaborative leadership style, strong relationship building skills and the ability to develop strategy and execute on objectives. Reputation for pushing, pulling and cajoling organizations to reposition themselves for sustainable growth. Approaches challenges with strategy, humour and a team approach. Builds, grows and maintains strategic partnerships.

**Core Expertise:** Enterprise Risk Leader / Small Business Expertise / Commercial Lending Growth / Corporate Strategy & Execution / Stakeholder & Member Relations / Quality & Compliance / Revenue Growth / New Product Innovation / Culture Transformation / Award Winning Public Speaker / Privacy Officer / CAMLO

## PROFESSIONAL HISTORY

**CEO – SASCU** Salmon Arm, BC 2016 – present  
*Leading a \$725 million credit union that employs 140 and has 19,000 members. The organization has four lines of business; retail banking with 4 branches, commercial banking with 1 office, and insurance division and a wealth management team.*

**INTERIM CEO – NORTHERN SAVINGS CREDIT UNION** Prince Rupert, BC 2015 – 2016  
*Led the successful restructure and return to profitability of a \$1 billion credit union that employed 250 people. The organization had four lines of business; retail banking with 4 branches, commercial banking with 3 offices, insurance with 4 office and wealth management.*

**FIRST WEST CREDIT UNION**, Langley BC 2007 – Oct. 2014  
*One of Western Canada's largest credit unions with a proud 65 year history, and listed as Top Employer in Canada. 1,300 employees, 45 locations. \$8.5B in assets.*

**SVP – LINES OF BUSINESS (INSURANCE, WEALTH, LEASING & FW CAPITAL)** 2011 – 2014  
*Charged with leading strategy development and operations for 4 critical business units: Insurance, Wealth, Leasing and First West Capital (sub-debt & mezzanine financing) and growing profit by 25% over 3 years.*

- Developed Small Business Strategy and deployed new structure across the enterprise to grow new segment aggressively. Small business project touched all aspects of the business (from HR, tech, Comm., branches)
- Grew Leasing and FW Capital beyond BC to operate in Ontario and other 6 provinces. Within 2 years, generated \$4.5M in new business outside of BC and grew profitability by >15% per annum.
- Led implementation of 2 new product lines: Equipment and Fleet - generated \$14.5M in new assets (2014).
- Devised and executed strategy to restructure car loan/leasing business operations, saving \$1M annually, while simultaneously strengthening relationships with 11 critical credit unions targeted for future mergers.

**CHIEF RISK OFFICER** 2007 – 2011  
*Created a Shared Services Risk Department in anticipation of FICOM's requirement for merger approval.*

- Successfully implemented a sound enterprise wide integrated risk management governance framework. Within 2 years the risk program exceeded FICOM standards and met OSFI standards related to board reporting and quarterly executive risk discussions. This was done with an agile team that worked closely with the executive and board and partnered effectively with internal and external stakeholders.
- Developed risk appetites, tolerances, risk reporting for Board and senior teams that addressed key risks pragmatically and provided a forum for discussion and action planning as needed.
- Established & Chaired the Executive Risk committee to ensure a forum was in place for senior risk discussions.
- Implemented a culture of risk awareness. Partnered with external providers to ensure up-to-date technical knowledge for key risk areas such as treasury, insurance liabilities & technology.
- Embedded risk culture and risk review in business and strategic planning activities of the credit union.
- Strong understanding of regulatory environment and served as Chief Privacy Officer and CAMLO.

**ENVISION FINANCIAL, Langley BC**

1997 – 2007

*BC's third largest credit union with 30 branches and 900 employees. Received numerous awards as one of Canada's Top 50 Employers. \$6B in assets.*

**CHIEF GOVERNANCE & STRATEGY**

2003 – 2007

*Promoted to lead new Governance shared service function and strategy portfolio focused on building 3 year corporate strategic plan with Board and Executive team input.*

- Created new shared service team focused on governance which resulted in adoption of new rigorous Board practices. Devised Board self-assessments, governance work structures, and introduced innovative Member Panel to give voice on critical issue of Board compensation.
- Facilitated new strategic planning cycle that resulted in fresh 3 year corporate strategy fully supported by Board and Executive team. Led communication of strategy across the enterprise.
- Led multi-disciplined merger integration teams to create new entity: Envision Credit Union. Directed successful banking conversion – on budget, on time, while maintaining strong staff engagement. Oversaw 246 projects over 30 months – all KPIs were met or exceeded. Managed project with \$6.5M budget. 5 direct/125 indirect reports.
- Identified innovative mortgage product: Red Frog. Sought Board support, assembled and led project team, and launched this first of its kind, on-line lending product. Within 3 years grew portfolio to >\$600M.

**SVP – SALES & SERVICE (RETAIL BRANCHES, COMMERCIAL, INSURANCE AND WEALTH MGMT)**

1997 – 2003

*Promoted to lead Retail and Commercial Branch Network, mandated to grow market share and integrate Insurance and Wealth sales into Retail Banking. Asset growth from \$800M to > \$1.1B. 12 direct/455 indirect reports.*

- Expanded Insurance business by introducing new products and purchasing new agencies. Insurance profit grew from \$35k to >\$500k in 3 years.
- Transformed business unit into high performance sales culture, growing assets under administration by 25% while simultaneously improving morale to record levels.
- Devised and executed Branch Network Strategy which included building new branches, relocating existing branches, and merging with single branch credit union in Northern BC. Assets grew from \$800M to \$1.1 B.
- As key member of the Executive Team, played critical role in development of Microsoft CRM solution which improved Member Satisfaction Ratings by 24% over 3 years.
- Implemented successful cross referrals between insurance, retail, commercial and wealth that generated 10% incremental profit within 2 years.

**PRIOR EXPERIENCE:**

**VP – NATIONAL SALES • HFC Bank, Toronto**

**VP – COLLECTIONS • HFC Bank, Chicago & Montreal**

**COMMERCIAL ACCOUNT MANAGER • CIBC, Calgary**

**MARKETING RESEARCH • Lego Toy Company, Denmark**

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**EDUCATION**


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**Lean Certified Executive • Lean Sensei International 2012**

**Building an Effective Board • Harvard Business School 2005**

**Masters of Business Administration (MBA) • Queen's University 2000**

**Bachelor of Commerce (B.Comm) • University of Calgary 1986**

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## BOARD LEADERSHIP

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Director • Salmon Arm Economic Development Society  
 Chair • Brand Leadership Team

Chair, Board of Governors • University of the Fraser Valley  
*UFV has 16,000 students, 1,200 staff, 4 campuses +1 campus in Chandigarh, India*

Chair, Finance Committee and Board of Directors • Cooperative Development Foundation  
*A non-profit alleviating poverty through co-op micro lending. Barry has provided on the ground technical assistance to projects in Malawi, Ghana, Thailand, Sri Lanka, Cambodia & Peru.*

Past Chair, Langley Homeless Chair • Gateway of Hope

Past Board Committee Member • St. Paul's Hospital – Providence Health Care

Past Chair, Finance Committee • BC Children's Hospital Foundation

Past Chair, Board Foundation • University of the Fraser Valley

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## SPEAKING ENGAGEMENTS

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People Focus Conference – Central1, Vancouver 2014

Risk Trends & Insights – Conference Board of Canada, Toronto 2010

Innovative Merger Model – Asian Credit Union Conference, Thailand 2008

Top Public Speaker in BC – Toast Masters Canada 2005

Merger Model Success – WOCCU Conference, Brisbane 2003

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## ADDITIONAL INFORMATION

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As a hobby, I am an aviation enthusiast and commercial pilot with valid multi-engine instrument rating.

Commissioned Officer in the Canadian Armed Forces (no longer active).

My work at the Lego Toy Company is the only professional achievement of which my children are proud.



**Application for Appointment to the Housing Task Force**

The City of Salmon Arm is seeking applications for Citizens at Large and members from the housing/social services sector and the development/financial sector to become members of the Housing Task Force. The purpose of the Task Force is to act as an advisory body and resource group to City Council and Administration regarding ways for the City to position itself for potential opportunities arising from either Federal or Provincial funding sources that are geared toward the creation of housing for low and moderate income households, affordable housing and home ownership.

In order to assist City council in the selection and appointment of the Task Force membership, prospective members are requested to forward a completed application form to City Hall by March 28, 2018 at 4:00 p.m. Applications can be mailed to Box 40, Salmon Arm, BC V1E 4N2, faxed to 250 803-4042, sent by email to [ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca) or dropped off at City Hall, 500 -- 2 Avenue NE.

Name: Jeff Ragsdale No. of years living in Salmon Arm 1.75

Civic Address [REDACTED]

Mailing Address (if different) \_\_\_\_\_

Email Address [REDACTED]

Telephone Home [REDACTED] Work 250-832-9997 Cell [REDACTED]

Occupation Realtor

Community Affiliations/Memberships: None presently, as such I'm available and my schedule is flexible.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reasons for seeking Appointment: \_\_\_\_\_

As a relative newcomer to the community, I would bring a fresh pair of eyes and energy to this important discussion. As a Realtor, I understand the concept of "affordable" housing is extremely complex and finding the right fit for Salmon Arm will require a strategic group effort. I have worked in a local government as the Development Services Coordinator for a small municipality and have first hand experience working on committees, with stakeholders, with the public, with First Nations, and with staff and Council. I understand the limited role a local government can play and the need to keep things in perspective and fair for all. I understand that healthy group dynamics and respect for the task force members is vital to a positive outcome. I have written dozens of grants attempting to secure funds for various Council initiatives and appreciate the challenges that arise, and understand that you need to have "skin in the game," either matching funds, or sweat equity for nearly all grants. I've also spent a number of years as a GIS Analyst, so I can definitely help identifying properties that may have future development potential. There's already a massive body of research on "affordable" housing, so what processes have other local governments utilized successfully and can we collaborate with them? With a thorough understanding of the problem and an appreciation of who the most vulnerable are, should they choose to, Council will be in a better position to support any affordable housing initiatives and take advantage of funding opportunities that arise. Hopefully some progress is possible and those most in need can have a place to call home.

I, Jeff Ragsdale, hereby signify that I am willing to accept an appointment to the Housing Task Force.

March 27th, 2018  
Date

  
Signature

The purpose of this form is to provide information which will assist City Council in knowing each candidate better. The person whose name is being put forward as a candidate must sign this application in order to signify that he or she would be willing to accept the appointment should it be made.

in order to be considered this application must be returned to City Hall prior to 4:00 p.m. on March 28, 2018.

1



**Application for Appointment to the Housing Task Force**

The City of Salmon Arm is seeking applications for Citizens at Large and members from the housing/social services sector and the development/financial sector to become members of the Housing Task Force. The purpose of the Task Force is to act as an advisory body and resource group to City Council and Administration regarding ways for the City to position itself for potential opportunities arising from either Federal or Provincial funding sources that are geared toward the creation of housing for low and moderate income households, affordable housing and home ownership.

In order to assist City council in the selection and appointment of the Task Force membership, prospective members are requested to forward a completed application form to City Hall by March 28, 2018 at 4:00 p.m. Applications can be mailed to Box 40, Salmon Arm, BC V1E 4N2, faxed to 250 803-4042, sent by email to [ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca) or dropped off at City Hall, 500 – 2 Avenue NE.

Name: Jane Shirley, MA No. of years living in Salmon Arm 38 years

Civic Address [REDACTED]

Mailing Address (if different) \_\_\_\_\_

Email Address [REDACTED] safesociety@shaw.ca

Telephone Home [REDACTED] Work 250 832 9616 Cell [REDACTED]

Occupation Executive Director SAFE Society

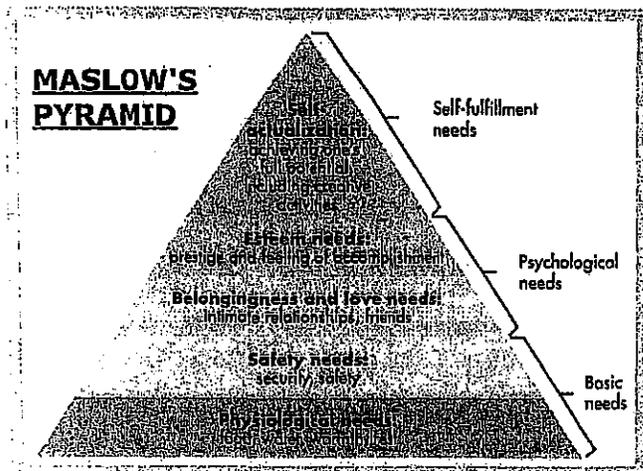
**Community Affiliations/Memberships:** Shuswap Women in Business; Salmon Arm Daybreak Rotary Club; BC Non Profit Housing Association; BC Society of Transition Houses; Victims Services; Ending Violence Association ; Shuswap Community Foundation; Volunteer for Shuswap Emergency Program (SEP) ESS & Emergency Operations Center.

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**Reasons for seeking Appointment:**

I am seeking appointment to the Housing Task Force as I believe that my education, personal experience and work experience will help provide information to the Task Force that is up-to-date and relevant when it comes to assessing the housing needs for our community. I have personal experiences as a landlord, home owner, strata owner, LTD company owner, lake front property owner and renter. In my professional role I have successfully built a Transition House (Supportive Living Shelter) working collaboratively with Okanagan College, School District 83, Shuswap Construction Industry Professionals and many more community partners. I was involved, off and on, with the Shuswap Independent Living Association (SILA) board of directors who successfully built Clover Court, SILA House [homeless at risk project] and the Terrace. I understand that there is a continuum of housing options available. Each option meets the demands of unique target group in different ways all with the common goal of providing safe, affordable housing to all citizens in Salmon Arm.

Without safe, affordable housing marginalized, vulnerable families are left without the basic human right to have a place of warmth and rest. Setting community goals, priorities and strategies will help reduce barriers to housing for those who wish to rent or buy. A housing strategy guides new residents, students, young families and seniors in a direction that will be clear and supportive. A well thought out housing plan in our community will increase the health and wellness of all.



I, Jane Shirley, hereby signify that I am willing to accept an appointment to the Housing Task Force.

03/26/2018  
Date

Jane Shirley  
Signature



### Application for Appointment to the Housing Task Force

The City of Salmon Arm is seeking applications for Citizens at Large and members from the housing/social services sector and the development/financial sector to become members of the Housing Task Force. The purpose of the Task Force is to act as an advisory body and resource group to City Council and Administration regarding ways for the City to position itself for potential opportunities arising from either Federal or Provincial funding sources that are geared toward the creation of housing for low and moderate income households, affordable housing and home ownership.

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Name: Dawn Dunlop

No. of years living in Salmon Arm: 17 years

Civic Address: [REDACTED]

Box 3275, 433 Hudson Ave. NE., Salmon Arm BC, V1E 4S1 (CMHA and SILA)

Email Address: [dawn.dunlop@cmha.bc.ca](mailto:dawn.dunlop@cmha.bc.ca)

Telephone Home: [REDACTED] Work: 250-832-8477 Cell: [REDACTED]

Occupation: Executive Director – CMHA and SILA

Community Affiliations/Memberships: City of Salmon Arm – Social Impact Advisory, Board Member SA Economic Development, Advisory Council- Okanagan College, Chair of Wellness Centre at High School, Shuswap Suicide Prevention Committee, member of BC Non Profit Housing Association and provincial Board Member for 5 years, Shuswap Community Resources Coalition, and starting Shuswap Coalition to End Homelessness.

Reasons for seeking Appointment: Housing is a key component to a healthy, active and vibrant community. I support the commitment of the city forming the Housing Task Force to provide an opportunity to explore housing. Housing is a complex issue that requires a multi-disciplinary approach to developing a community plan to address the continuum of housing needs, it requires system-approach thinking.

CMHA and SILA operate almost 150 units of social housing in our community. Our organization has taken a leadership role in our community to advocate for safe, affordable and accessible housing. We have excellent relationships with local, regional and provincial housing partners, we can leverage those relationships to support our Salmon Arm efforts. I was on the BC Non Profit Housing Association Board for over 5 years and 3 years on the Executive, which is an excellent portal to research and resources that we can access.

I am putting my name forward for one of the social service/non-profit positions. I have also attached my resume, if you have any questions please contact me, thank you.

I, Dawn Dunlop, hereby signify that I am willing to accept an appointment to the Housing Task Force.

March 19/18

Date

Dawn Dunlop

Signature

The purpose of this form is to provide information which will assist City Council in knowing each candidate better. The person whose name is being put forward as a candidate must sign this application in order to signify that he or she would be willing to accept the appointment should it be made.

In order to be considered this application must be returned to City Hall prior to 4:00 p.m. on March 28, 2018.

# Dawn Dunlop

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I am a highly motivated, strategic, systems thinker. I passionately believe when you work together to build capacity in community you change people's lives.

## Principle Skills Sets

**Leadership** – Organizational Development, Relationship building, Strategic Planning, Community Engagement and Development, Governance, Accreditation, Performance Measures, Collective Impact and Change Management.

**Management** – Personnel and HR Management in union and non-union environments, Staff Supervision, Fiscal Management, Contract Negotiation, Project and Program Management.

**Technical & Innovation** – Policy Development, Report Preparation, Resource Development, Project Administration, Program Development and Evaluation, Co-op Development, Regional Service Delivery, Grant and Technical Writing.

**Public Relations** – Government and Community Relations, Media Relations, Agency Coordination, Special Events, Client Engagement, Marketing and Promotion.

## Employment History

### **Canadian Mental Health Association (CMHA) – Shuswap/ Revelstoke Branch Shuswap Independent Living Association (SILA)**

September 2005 – current - Salmon Arm, BC

#### **Executive Director**

Under the direction of the Board of Directors, responsible for the organization's consistent achievement of its mission and vision. Responsible for the overall management and operation of CMHA and SILA, as well as the implementation of the strategic plan, policies, and program/administrative management of the organization. Responsible for the overall protection of the organizations financial assets while ensuring compliance with board directives, contracts, and legal requirements.

### **Canadian Mental Health Association – Shuswap/ Revelstoke Branch**

October 2002 – September 2005 -Salmon Arm, BC

#### **Branch Manager**

Responsible for managing the day to day affairs of the Branch; including program management, staff support, and supervision. Other duties included: liaise with partner agencies and community, plan and organize education events, writing and reviewing proposals and grant applications, developing and maintaining policy and procedure manuals, facilitate programs, ensure that all programs are delivered in accordance with contracts, and ensure budgets are developed and adhered to.

## **Department of Family Services and Housing – Province of Manitoba**

October 1996-February 2002 - Brandon & Swan River, Manitoba

**Child and Family Services Worker – Child Protection, Community Living, Children's Special Services**

Responsible for providing and coordinating a wide range of community based services; including counseling, intake, assessment, planning, and service provision for children in the care of the Province of Manitoba as well as families requiring service. Be able to provide risk assessment and emergency services to ensure the safety of children. Provided services in accordance with the Child and Family Services Act.

## **Education**

### **Masters of Leadership**

Royal Roads University – Victoria, BC

I have currently completed all course work, am finalizing thesis, will graduate in 2018.

### **Marriage and Family Therapy Graduate Degree**

University of Winnipeg – Winnipeg, Manitoba

Graduated 1996

### **Bachelor of Arts Degree**

Administration & Psychology

University of Manitoba- Winnipeg, Manitoba

Graduated 1994

### **Non Profit Leadership Program**

Red River College

Winnipeg, Manitoba

2 year Diploma program – Graduated 1991

## **Professional Development and Experience**

- BC Non Profit Housing Association – Provincial Board Member and Treasurer
- Certified Change Management Professional – Prosci
- Strength Finders/ Myers Briggs
- Managing Multiple Projects in an Era of Time Restraint
- Mental Health in the Workplace
- Leadership Courses/ HR training – Health Employers Association of BC
- Financial Feasibility – Vancity
- Non Profit Law Seminar – Probono Law of BC
- Privacy Training – Province of BC
- Regional Social Planning with SPARK BC
- Founder and Board member – Shuswap Community Resources Co-operative
- Chair and Founder of Shuswap Suicide Prevention Committee
- Social Issues Committee – City of Salmon Arm, BC
- Health Care Advisory – City of Revelstoke, BC
- Healthy Shuswap Coalition
- Co-Chair of Child and Youth Mental Health Collaborative
- Keystone Award recipient – Regional Home Builder Award - led and developed the first affordable homeownership program with BC Housing
- Extensive experience with developing and implementing organizational performance measures

**From:** Jocelyne Johnson [mailto:[bsc@saeds.ca](mailto:bsc@saeds.ca)]  
**Sent:** Thursday, March 15, 2018 2:36 PM  
**To:** Erin Jackson  
**Cc:** [edo@saeds.ca](mailto:edo@saeds.ca)  
**Subject:** re: motion to appoint Lana

Hi Erin,

Below is the motion from our last board meeting, in which Lana was appointed as the SAEDS representative to the Salmon Arm Housing Task Force.

As per the minutes of the March 13<sup>th</sup>, 2018 meeting of the SAEDS Board of Directors:  
A motion was made by Brent Moffat and seconded by Joan Ragsdale that **"Lana Fitt be appointed to the Salmon Arm Housing Task Force."** – All in favour, approved.

Please let me know if that is sufficient documentation.

Thanks,

JOCELYNE JOHNSON  
BUSINESS SUPPORT COORDINATOR

OFFICE: 250.833.0608 ▪ [WWW.SAEDS.CA](http://WWW.SAEDS.CA)

  
Economic  
Development  
Society

Item 11.2

**CITY OF SALMON ARM**Date: April 9, 2018**Shuswap Local and Secwepemc Governments  
Communications Protocol****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*

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TO: Her Worship Mayor Cooper and Council  
DATE: April 2, 2018  
SUBJECT: Shuswap Local and Secwepemc Governments Communications Protocol

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**BACKGROUND:**

The Columbia Shuswap Regional District applied for and was successful in obtaining funding through the UBCM Regional Community to Community Forum Program to arrange a one day forum to facilitate a discussion on developing communication protocols and formal agreements between First Nations and local governments.

As a result, a Community to Community Forum was held on November 23, 2017 at the Quaaout Lodge, with the objectives of strengthening relationships between communities and First Nations and fostering future collaboration. A summary of this forum is attached as Appendix A.

Following the initial forum, a draft protocol was developed and shared with the participants and a second forum was scheduled for March 15, 2018 at the Prestige Harbourfront Resort in order to discuss the document. A summary of this forum is attached as Appendix B.

It was decided at the second forum that the parties would endeavour to have their respective Boards or Councils endorse the updated draft protocol (attached as Appendix C) by April 30, 2018 and come together for a signing celebration in late June or early July of 2018, hosted by the Adams Lake Indian Band.

The protocol does not have a term as it is intended to be reviewed annually by the signatories with the goal that it will be in place indefinitely and amended as necessary. In the event that a signatory wishes to opt-out of the protocol after it has signed, it shall be discussed at a joint meeting.

If Council wishes to endorse the draft protocol, a motion to authorize Mayor Cooper to sign on behalf of the City of Salmon Arm will be required. Funding to assist with the costs of the signing ceremony have also been requested from the signatories, however, no budget has been set for this event, so it is unknown what the anticipated cost will be.

Respectfully Submitted,



Erin Jackson

Attachments:

Appendix A: Community to Community Forum Meeting Summary - November 23, 2017

Appendix B: Community to Community Forum Meeting Summary - March 15, 2018

Appendix C: Shuswap Local and Secwepemc Governments Communications Protocol - Draft (v.2)

If Council wishes to endorse the draft protocol, a motion to authorize Mayor Cooper to sign on behalf of the City of Salmon Arm will be required. Funding to assist with the costs of the signing ceremony have also been requested from the signatories, however, no budget has been set for this event, so it is unknown what the anticipated cost will be.

Respectfully Submitted,

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Erin Jackson

Attachments:

Appendix A: Community to Community Forum Meeting Summary - November 23, 2017

Appendix B: Community to Community Forum Meeting Summary - March 15, 2018

Appendix C: Shuswap Local and Secwepemc Governments Communications Protocol - Draft (v.2)

# **Shuswap Local and Secwépemc Governments Community to Community Forum**

November 23, 2017

Quaaout Lodge  
Little Shuswap Lake, BC



Photo credit: Darren Robinson Photography

Meeting summary as at November 30, 2017

Prepared by:  
Mike Simpson, Senior Regional Manager  
Fraser Basin Council  
200A – 1383 McGill Road  
Kamloops, BC V2C 6K7  
250 314-9660  
[msimpson@fraserbasin.bc.ca](mailto:msimpson@fraserbasin.bc.ca)

### **Welcoming Comments, Introductions**

Thirty people from Secwépemc and local governments gathered to advance the development of a communications protocol across the Shuswap region.

Mike Simpson, Senior Regional Manager, Fraser Basin Council, welcomed everyone. Chief Oliver Arnouse, Little Shuswap Lake Indian Band, acknowledged Secwépemc territory, encouraged governments to communicate more effectively, and work together. Director Larry Morgan, Area F North Shuswap, Columbia Shuswap Regional District, thanked everyone for attending and noted his encouragement at working together to identify opportunities. Introductions were made around the room (see Appendix 2).

### **Review of Agenda, Objectives for the Day**

The agenda was reviewed (see Appendix 1) and the meeting objectives were noted as follows:

- Confirm the relationship between local and First Nations governments in the Shuswap and approach to a communications protocol
- Follow up from discussion at Together Shuswap in February 2017
- Strike an advisory committee to work with Fraser Basin Council
- Build relationships

### **Local Protocol Example: Chase and Neskonlith**

Chief Judy Wilson and Mayor Rick Berrigan spoke about their communications protocol, which was finalized in July 2015. They noted it has been good for enabling regular communications, allowing them to stand together on issues with the provincial and federal governments. There are still gaps to address and issues to resolve, but overall both the mayor and the chief extolled the benefits of having the protocol in place.

### **Together Shuswap February 2017 Follow Up**

A small group breakout session was held with First Nations and Local Government elected officials and staff on February 15, 2017 at the Splatstin Community Centre. An excerpt from the Together Shuswap meeting summary was distributed (see Appendix 3).

It was noted in February that the communications protocols in place are working well. In addition to what was originally listed, **the following were added as working well:**

- Lumby and Splatstin are joint licensees on the Monashee Community Forest
- Shuswap Trails Roundtable and the Letter of Understanding signed in 2015
- When arriving today, one person noted it felt like they were entering a room full of friends
- Mayors and Chiefs riding in convertibles together in parades
- Identifying Secwépemc culture and history more prominently (e.g., Adams River Pictographs, highway monuments, renaming infrastructure and parks)
- Lots happening even without protocols in place
- Annual canoe journey
- Building the canoe out of cottonwood

Numerous issues were identified to consider in February before developing a communications protocol. The following **issues to consider before developing the protocol were added:**

- Expectations and perspectives – what happens if expectations break down?
- Geographic area, beyond the Shuswap watershed
- Ensure there is a chain of command, who to communicate with, who to report to
- Keep the protocol simple, and build in educational initiatives after
- The ability to recognize that mistakes may be made, that participants may take the wrong step, but it is better than taking no step or staying silent
- Acknowledging that no one person knows everything, but collectively, we know a lot and can find answers together
- Acknowledging that the process of developing the protocol could be more important than the actual protocol itself
- Keep the protocol a living document; review, update, adapt

The following were some **topics to address**, with shared interest and that require communication:

- Land use decisions and development
- Environmental protection, water in particular
- Infrastructure and cost-sharing approaches
- Emergency management and response
- Healing camps, wilderness camps, local food, health
- Skills training and education

The following were topics that are an **educational opportunity** for all parties involved:

- Clarification of which order of government makes which decision on which topics
- Sharing information about how First Nations governments, municipalities and regional districts operate and make decisions, what is within jurisdiction, and their decision making authority

The considerations of **how to develop a Shuswap-wide (Splatsin to Skatsin) communications protocol** identified in February were affirmed. Key points as follows:

- Build on what's working well in existing protocols
- Go slow, put in the political and emotional investment; but not too slow
- Consider capacity of First Nations to meaningfully participate
- Don't "layer over" existing protocols – consider a structure that is broad, general and enabling, and that references existing ones at smaller geographic/local scales, and agrees to develop smaller, local protocols where none exist

### **Talking Circle**

After lunch, participants engaged in a talking circle to answer two questions. It was confirmed that this approach is appropriate, to build on what was previously said rather than repeating the same point, and that you can pass on providing input and participate later, if desired.

Imagine it is five years from now, what does success look like?

- We're beyond the talk, and seeing concrete results and outcomes from working together
- There are no surprises from each other
- Greater transparency, no one is left out, everyone is informed of what's happening
- There's no need for a facilitator to bring Secwépemc and local governments together
- There's a sufficient and comfortable relationship to talk and work together
- Integration of our communities; working together on various initiatives

- Unity
- There's no need for a press release on joint projects – it's just normal, a “no-brainer”
- There's less bureaucracy and protocol to rename a structure or location; it's easier
- No further need to call this a protocol – it's just common-sense
- Things currently being taught by elders are incorporated and being practiced
- There is communication not just a political level, but at the staff level too
- More frequent acknowledgement of Secwépemc'ulecw (Secwépemc territory)
- Secwépemc names are given back at every event that is held
- A unified voice for communicating with the provincial and federal governments
- Capitalizes on structures we already have in place (e.g., Union of BC Municipalities, Union of BC Indian Chiefs)
- Increased staff capacity within Secwépemc communities

What are the elements to include in the communications protocol?

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>▪ Respect</li> <li>▪ Communication</li> <li>▪ Empowerment</li> <li>▪ Trust</li> <li>▪ Sustainability/continuity of the protocol –ensure it doesn't end with election cycles</li> <li>▪ Culture – how do we understand each other</li> <li>▪ Openness</li> <li>▪ Unconditional</li> <li>▪ Clarity of the meaning of the protocol – utilize plain language</li> </ul> | <ul style="list-style-type: none"> <li>▪ Recognize United Nations Declaration on Rights of Indigenous Peoples (UNDRIP)</li> <li>▪ Caution citing things such as UNDRIP, if we don't know what it means yet</li> <li>▪ Education opportunities</li> <li>▪ Meeting frequency and timeframes</li> <li>▪ Ability to identify practical matters of shared interest to work together on</li> <li>▪ Strategic alliances</li> <li>▪ Geography of the protocol</li> <li>▪ Communication about the protocol to community members</li> </ul> |
|--|---|

### **Next Steps and closing comments**

It was agreed that all governments present and invited today would continue to be engaged about the next forum; they can choose whether to participate or not, following discussions at their board or council tables. The following is a list of next steps:

<b>Task</b>	<b>Responsibility</b>	<b>Timing</b>
Meeting summary from today	Mike Simpson	By November 30
Share contact information with all participants	Robyn Cyr	By November 30
Confirm from Sexqéltkemoc te Secwépemc (STS Lakes Division) meeting the following: <ul style="list-style-type: none"> <li>▪ Geographic extent of this protocol (Shuswap watershed, or the larger Secwépemc'ulecw territory)</li> <li>▪ Whether Shuswap Band (based in Invermere) desires to be included</li> <li>▪ Which level to engage with on developing this protocol – individual bands, STS Lakes Division, or Shuswap Nation Tribal Council</li> </ul>	Arthur Anthony	After 5 bands meeting Nov 29-30
Connect with Thompson-Nicola Regional District, whether they want to be involved	Nancy Egely, David Lepsoe	By December 22

<b>Task</b>	<b>Responsibility</b>	<b>Timing</b>
Identify who could participate in an Advisory Committee to help shape the next agenda, and work with Mike Simpson on a draft protocol	Individual governments	By December 22
Convene the Advisory Committee of 2-3 Secwépemc representatives and 2-3 local government representatives	Mike Simpson	January at earliest, but before C2C Forum #2
C2C Forum #2 (review draft protocol) <ul style="list-style-type: none"> <li>▪ Give a Secwépemc name back?</li> </ul>	Mike Simpson to organize	Before March 31
Community input <ul style="list-style-type: none"> <li>▪ Presentation at gatherings?</li> <li>▪ Other formats?</li> </ul>	Individual governments to decide best approach  Mike Simpson could present	April through August
C2C Forum #3 (sign the protocol)	Mike Simpson to organize	September 2018
Proposed completion date for the communications protocol	All parties	September 30, 2018

### **Evaluation**

When asked about what was accomplished today, the following were the responses:

- Enlightened
- "it's about time"
- Deep gratitude
- Pumped
- Excited for the opportunity
- Thankful
- Positive direction
- Great input
- Happy to see people come together
- Intrigued
- Looking forward to practical, efficient outcomes
- Good start
- Looking forward to shared decision making
- Good relationship building
- Feels like we're moving forward together

Meeting adjourned at 2:55PM.

## Appendix 1 – Agenda

### Shuswap Local and First Nations Governments Community to Community Forum 9:30AM-3:30PM, Thursday November 23, 2017 Quaaout Lodge, Little Shuswap Lake

#### Meeting Objectives

- Confirm relationship between local and First Nations governments in the Shuswap and approach to a communications protocol
- Follow up from discussion at Together Shuswap in February 2017
- Strike an advisory committee to work with Fraser Basin Council
- Build relationships

Time	Topic	Who or Format
9:30	Doors open, coffee available, networking	Informal
10:00	Welcome, introductions <ul style="list-style-type: none"> <li>▪ Elected officials welcome</li> <li>▪ Introductions around room</li> </ul>	Chief Oliver Arnouse, LSLIB; Rhona Martin and/or Larry Morgan
10:20	Review agenda, objectives for the day, timeline for communications protocol development	Mike Simpson, Fraser Basin Council
10:30	Local example <ul style="list-style-type: none"> <li>▪ Chase and Neskonlith</li> </ul>	Mayor Rick Berrigan Chief Judy Wilson
11:15	Together Shuswap February 2017 - small group session on communication protocols <ul style="list-style-type: none"> <li>▪ Recapping the direction provided</li> <li>▪ Key issue to draw from local example – <i>don't layer over existing protocols; structure that is broad, enabling, references local protocols where they exist, agrees to develop them where they don't exist</i></li> </ul>	Large group discussion
12:00	Lunch (provided)	.
1:00	Hear from everyone on a few key questions about development of a Shuswap-wide communications protocol: <ul style="list-style-type: none"> <li>▪ What does success look like? 5 years from now?</li> <li>▪ What are the most important elements to include?</li> </ul>	Talking circle
2:45	Coffee break	
3:00	Next steps, future meetings <ul style="list-style-type: none"> <li>▪ Key questions from February – who's in? Geography? Which level of FN to engage with?</li> <li>▪ Advisory Committee</li> <li>▪ Future meetings – spring 2018, late summer 2018</li> <li>▪ Community input? Approval by councils, boards?</li> <li>▪ Aim to finalize communications protocol by Sept 30, 2018</li> </ul>	Large group discussion
3:30	Adjourn	

## Appendix 2 – List of Participants

The following were present for at least a portion of the day.

Name	Organization	Position	Email
Arthur Anthony	Neskonlith	Councillor	<a href="mailto:arthuranthony@neskonlith.net">arthuranthony@neskonlith.net</a>
Brian Schreiner	City of Enderby	Councillor	<a href="mailto:benhogan@telus.net">benhogan@telus.net</a>
Carmen Massey	REACH Marketing/Shuswap Tourism	Contractor to CSRD	<a href="mailto:ctmassey@hotmail.com">ctmassey@hotmail.com</a>
Charles Hamilton	Columbia Shuswap Regional District	CAO	<a href="mailto:chamilton@csrd.bc.ca">chamilton@csrd.bc.ca</a>
Cora Anthony	Neskonlith	Tmicw Assistant	<a href="mailto:tmicwassistant@neskonlith.net">tmicwassistant@neskonlith.net</a>
Dalla Powder	Neskonlith	Communications Officer	<a href="mailto:communications@neskonlith.net">communications@neskonlith.net</a>
David Lepsoe	Village of Chase	Councillor	<a href="mailto:david.lepsoe@chasebc.ca">david.lepsoe@chasebc.ca</a>
David Sewell	Regional District of North Okanagan	CAO	<a href="mailto:david.sewell@rdno.ca">david.sewell@rdno.ca</a>
Don Paterson	Adams River Salmon Society	Director	<a href="mailto:dreen@telus.net">dreen@telus.net</a>
Doug Brown	Little Shuswap Lake Indian Band	Administrator	<a href="mailto:dbrown@lslib.com">dbrown@lslib.com</a>
Duane Manuel	Neskonlith	Councillor	<a href="mailto:duanemanuel@neskonlith.net">duanemanuel@neskonlith.net</a>
Fay Ginther	Neskonlith	Councillor	<a href="mailto:fayginther@neskonlith.net">fayginther@neskonlith.net</a>
Greg Witzky	Adams Lake Indian Band	Councillor	<a href="mailto:gwitzky@alib.ca">gwitzky@alib.ca</a>
Judy Wilson	Neskonlith	Chief	<a href="mailto:judywilson@neskonlith.net">judywilson@neskonlith.net</a>
Julie Pilon	Village of Lumby	Councillor	<a href="mailto:piloni.director@gmail.com">piloni.director@gmail.com</a>
Kyle Dearing	Kyle Dearing	Contractor to CSRD	<a href="mailto:kyle@kyledearing.com">kyle@kyledearing.com</a>
Larry Morgan	Columbia Shuswap Regional District	Director Area 'F'	<a href="mailto:lmorgan@csrd.bc.ca">lmorgan@csrd.bc.ca</a>
Lori Mindnich	Village of Lumby	Councillor	<a href="mailto:lorideann2@gmail.com">lorideann2@gmail.com</a>
Louis Thomas	Neskonlith	Councillor	<a href="mailto:louisthomas@neskonlith.net">louisthomas@neskonlith.net</a>
Louise Wallace Richmond	City of Salmon Arm	Councillor	<a href="mailto:lwallacerichmond@salmonarm.ca">lwallacerichmond@salmonarm.ca</a>
Mike Simpson	Fraser Basin Council	Facilitator, recorder	<a href="mailto:msimpson@fraserbasin.bc.ca">msimpson@fraserbasin.bc.ca</a>
Minnie Kenoras	Neskonlith	Elder	
Nancy Egely	Village of Chase	Councillor	<a href="mailto:nancy24@telus.net">nancy24@telus.net</a>
Nick Hodge	Village of Lumby	Councillor	<a href="mailto:nick-lumby@mofp.ca">nick-lumby@mofp.ca</a>
Oliver Arnouse	Little Shuswap Lake Indian Band	Chief	<a href="mailto:oarnouse@lslib.com">oarnouse@lslib.com</a>
Paul Demenok	Columbia Shuswap Regional District	Director Area 'C'	<a href="mailto:pdemenok@csrd.bc.ca">pdemenok@csrd.bc.ca</a>
Rene Talbot	Columbia Shuswap Regional District	Director Area 'D'	<a href="mailto:rtalbot@csrd.bc.ca">rtalbot@csrd.bc.ca</a>
Rick Berrigan	Village of Chase	Mayor	<a href="mailto:berrigan@telus.net">berrigan@telus.net</a>
Robyn Cyr	Columbia Shuswap Regional District	Manager	<a href="mailto:rcyr@csrd.bc.ca">rcyr@csrd.bc.ca</a>
Wayne Christian	Splatsin	Chief	<a href="mailto:kukpi7_christian@splatsin.ca">kukpi7_christian@splatsin.ca</a>

### **Appendix 3 – Excerpt from Breakout Session at Together Shuswap, February 15, 2017 (see full summary at [www.togethershuswap.com](http://www.togethershuswap.com))**

Key outcome of the session: agreement to explore the development of a communications protocol that covers CSRD to Chase.

Communications protocols were described as a document that may be high-level, or very detailed, that outlines how different governments communicate with each other. They outline the “...nuts and bolts of how to do business together...”

There are a number of communications protocols in place in the Shuswap. Here are some ways they were described as working well:

- Built relationships between governments and elected individuals
- Opened up communications between local and First Nations governments, in multiple formats (e.g., sometimes formal joint councils; sometimes informal)
- Enabled a united voice to be presented to other orders of government (i.e., at UBCM conference)
- Addresses issues of mutual interest
- Clarifies how to do business together, both generally and on some specific projects
- Encourages collaboration on funding sources
- Enables long-range planning; adopting a seven generations perspective from First Nations
- Some specific outcomes: procurement policies changed; CP Rail Trail memorandum of understanding; infrastructure projects; economic development; Fortune Park

The following were some issues to consider before developing communications protocols:

- Protocols can build the relationship if it doesn't already exist; if there is a good relationship, perhaps a protocol isn't needed
- Asymmetric needs between the orders of government (e.g., it could be that one government needs the protocol much more than the other)
- Communications protocols can enable continuity between councils/boards as a result of changes to elected officials, and different cycles of local and First Nations government
- Consider which “level” of First Nations government to engage: the band/community; the Sexqéltkemoc te Secwépemc Lakes Division; the Shuswap Nation Tribal Council
- Communications protocols can provide for more regular, more frequent communication than sporadic Community to Community Forum events
- Education takes time
- Protocols should enable clarification of roles, jurisdictions and responsibilities of the different partners
- Protocols should clarify expectations and perspectives

In conclusion, there was agreement to further explore the development of a communications protocol that covers CSRD to Chase, with the following considerations:

- Build on what's working well in existing protocols
- Go slow, put in the political and emotional investment; but not too slow
- Consider capacity of First Nations to meaningfully participate
- Consider geographic scope – cover entire Secwépemc territory, or just CSRD and Chase? RDNO felt they need to deal with their own issues first
- Don't “layer over” existing protocols – consider a structure that is broad, general and enabling, and that references existing ones at smaller geographic/local scales, and agrees to develop smaller, local protocols where none exist
- Specific topic to address – First Nations referrals on land use from local government
- CSRD to host next C2C forum

The Columbia Shuswap Regional District will discuss at their next board meeting to determine how they could support the development of this protocol.

# **Shuswap Local and Secwépemc Governments Community to Community Forum**

March 15, 2018

Salmon Arm, BC

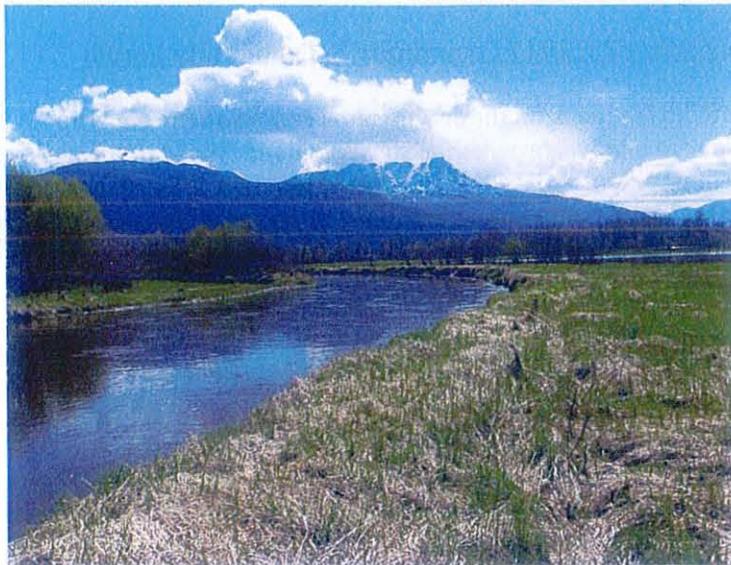


Photo credit: Mike Simpson; Salmon River Delta tour, April 2013

Meeting summary as at March 21, 2018

Prepared by:  
Mike Simpson, Senior Regional Manager  
Fraser Basin Council  
200A – 1383 McGill Road  
Kamloops, BC V2C 6K7  
250 314-9660  
[msimpson@fraserbasin.bc.ca](mailto:msimpson@fraserbasin.bc.ca)

## **Welcome, Introductions**

Nineteen people from Secwépemc and local governments gathered to advance the development of a communications protocol across the Shuswap region.

Mike Simpson, Senior Regional Manager, Fraser Basin Council, welcomed everyone. Splatsin Councillor Theresa William introduced Splatsin elder Donna Antoine, who gave a prayer and sang. Chair Rhona Martin of the Columbia Shuswap Regional District thanked everyone for attending and noted her encouragement at getting to this point in developing a communications protocol. Mayor Nancy Cooper of Salmon Arm welcomed everyone and also noted her excitement for Salmon Arm to be a part of this initiative. Introductions were made around the room (see Appendix 2).

## **Review of Agenda, Objectives for the Day**

The agenda was reviewed (see Appendix 1) and the meeting objectives were noted as follows:

- Review draft communications protocol
- Identify next steps for community input over spring/summer, and signing protocol in fall
- Build relationships
- Discuss giving a Secwépemc name back

## **Action Items from November 23, 2017 Community to Community Forum**

Mike explained that with no feedback on the action items regarding the geographic extent, which Secwépemc organizations to involve, or whether Shuswap Band (Invermere) seeks to be involved, he proceeded with the draft protocol based on those governments and organizations involved in the two meetings in 2017. Participants noted that this is appropriate for many reasons, among them that Skwlax (Little Shuswap Lake Indian Band) is neither part of STS Lakes Division, nor Shuswap Nation Tribal Council.

Chase Mayor Rick Berrigan raised the opportunity for the Thompson-Nicola Regional District to be involved with their Chief Administrative Officer (CAO), and it was felt that it was appropriate for Chase to remain involved, but not add the TNRD as only a small portion of that regional district is in the Shuswap and had not been previously engaged in the discussions.

An attempt was made to strike an advisory committee, but limited response and inability to find a date with a balanced number of local and Secwépemc government representatives prohibited this.

All other action items were either complete or part of today's agenda.

## **Draft Communications Protocol**

Mike recounted the history of how we got here, with input from two previous sessions: a Together Shuswap workshop on February 15, 2017 at the Splatsin Community Centre, and the November 23, 2017 forum at Quaaout Lodge. He emphasized that the draft presented is based on the collective input from those sessions.

The protocol was reviewed, and generally, participants liked that it was brief, non-legalistic, and simple. Feedback was captured on a few key points around the term, amendments, whether an opt-out clause is needed, and clarifying the Secwépemc spelling of the First Nations governments'

names. The seven items under “the signatories will” were reviewed, deemed appropriate, and nothing further was added.

See *Draft communications protocol v2.pdf* circulated with this summary.

### **Election Cycles**

The cycle of elections was discussed, and it was noted that we collectively should avoid joint meetings, forums or events just before an election. The following was noted:

<b>Government</b>	<b>Term</b>	<b>Positions up for election</b>	<b>Future Election Dates</b>
Cst'elneq (Adams Lake Indian Band)	3 years	Chief and councilors	Next one February 2021
Skwlax (Little Shuswap Lake Indian Band)	3 years	Staggered by position	One councilor May 2018; one councillor May 2020; chief May 2021
Sk'atsin (Neskonlith Indian Band)	4 years	Chief and councilors	Next one January 2019
Splatsin	4 years	Chief and councilors	Next one January 2022
Local governments (regional districts, municipalities)	4 years	Regional districts – electoral area director Municipalities – mayor, councilors	Next one October 20, 2018 <sup>1</sup>

### **Giving a Secwépemc Name Back**

The opportunity to “give a Secwépemc name back” to a place or structure was raised in the November 23, 2017 forum, and explored further.

David Lepsoe noted that in 2014, the bridge between Chase and Adams Lake Indian Band across the South Thompson River was given a Secwépemc name. This was relatively simple, since it only needed approval from Ministry of Transportation and Infrastructure (MOTI) and Adams Lake Indian Band, and approval was granted in less than 3 months. Funds were provided by MOTI for a plaque on the bridge.

David Lepsoe and Larry Morgan noted that an initiative is underway to give a Secwépemc name to Roderick Haig-Brown Provincial Park in the North Shuswap. This process has been underway for several years, and involves elders, BC Parks and others.

Theresa William noted that several roads on the Splatsin reserve lands have local names for roads, but they aren't officially recognized on maps or by MOTI.

Nancy Cooper noted that their council discussed options, noting Dr. Mary Thomas' contributions. Ideas such as Coyote Park, the new Highway 1 bridge over the Salmon River (symbolic as Dr. Thomas was a bridge builder between cultures), or using a Secwépemc name for the art gallery.

Louis Thomas was open to all ideas, but noted an opportunity to honour his mother's legacy would be welcome, and to consider an event at Kela7scen (Mt Ida) in the future.

---

<sup>1</sup> School board elections are also held on this date.

## Next Steps

It was agreed to have a celebration-type event, to sign the communications protocol, before the October 2018 local government elections. Due to campaigning, summer activities (holidays, activities on the land), it was agreed to have something in early summer.

The following is a list of next steps:

<b>Task</b>	<b>Responsibility</b>	<b>Timing</b>
Meeting summary from today	Mike Simpson	By March 22
Circulate updated communications protocol	Mike Simpson	By March 22
Confirm whether municipalities not here today are individual signatories (Sicamous, Lumby, Spallumcheen), or just through the regional district	David Sewell and Charles Hamilton	By March 31
Each government to seek approval of this draft protocol, and consider funding support for a signing ceremony event. <ul style="list-style-type: none"> <li>▪ Recommend approval based on consensus input at today's forum</li> <li>▪ Avoid tweaks/edits; that could result in re-circulating it back to all governments again</li> <li>▪ Raise awareness in community newsletters, media, seek community input as necessary</li> </ul>	Each government that is signatory	By April 30
Send logos of each signatory government for the final version to Mike Simpson	Each government that is signatory	By April 30
Invitations to the Signing Ceremony <ul style="list-style-type: none"> <li>▪ Inclusive of Shuswap community groups, businesses and organizations – utilize Together Shuswap attendance list as a start</li> <li>▪ Each government to invite their members, constituents</li> <li>▪ MLAs – Kylo, Foster, Stone</li> <li>▪ Provincial ministers – Fraser (Indigenous Relations and Reconciliation), Robinson (Community Services)</li> <li>▪ Federal ministers – Bennett (Crown-Indigenous Relations)</li> <li>▪ First Nations leaders – AFN, FNS, UBCIC</li> </ul>	Mike Simpson, with support from everyone	Once the signing ceremony date has been confirmed – ideally
Apply for Community to Community funding (C2C) from Union of BC Municipalities	Robyn Cyr	Deadlines March 23 or June 1
C2C Forum #3 – Signing Ceremony <ul style="list-style-type: none"> <li>▪ ALIB has offered to host</li> <li>▪ Possible dates discussed are June 29, July 6 or July 7, 2018</li> <li>▪ Consider a presentation on Secwépemc title and rights</li> <li>▪ Discuss protocol, gifts</li> </ul>	Gina Johnny to organize with support from Mike Simpson, Robyn Cyr, others	Confirm that ALIB can host and the date by March 31
Consider reconciliation events, giving a Secwepemc name back, honouring Dr. Mary Thomas	Everyone	Future events beyond June 2018

**Evaluation**

Evaluation of the meeting, and how the communications protocol has progressed was positive. Discussion of the Secwépemc welcome, and how a non-native organizer should go about organizing a welcome was discussed. Some Secwépemc participants opined that Secwépemc people are all related, and it shouldn't matter; others suggested to go with proximity to the closest reserve to the event. It was noted that it's a good sign that we can discuss these issues and learn from them.

Meeting adjourned at 2:40PM.

## Appendix 1 - Agenda

### Shuswap Local and Secwépemc Governments Community to Community Forum 10:00AM-3:00PM, Thursday March 15, 2018 Prestige Harbourfront Inn, 251 Harbourfront Dr. NE, Salmon Arm

#### Meeting Objectives

- Review draft communications protocol
- Identify next steps for community input over spring/summer, and signing protocol in fall
- Build relationships
- Discuss giving a Secwépemc name back

<b>Time</b>	<b>Topic</b>	<b>Who or Format</b>
9:30	Doors open, coffee available, networking	Informal
10:00	Welcome, introductions <ul style="list-style-type: none"> <li>▪ First Nations prayer, song</li> <li>▪ Elected officials welcome</li> <li>▪ Introductions around room</li> </ul>	Everyone
10:15	Review agenda, objectives for the day, action items from November 23, 2017 forum, and timeline for communications protocol development	Mike Simpson, Fraser Basin Council
10:30	Draft communications protocol <ul style="list-style-type: none"> <li>▪ Review and improve the draft</li> </ul>	Large group discussion
12:00	Lunch (provided)	-
1:00	Next steps <ul style="list-style-type: none"> <li>▪ Updated protocol based on today's input</li> <li>▪ Community input over spring, summer</li> <li>▪ Approval by councils, boards?</li> <li>▪ Signing ceremony?</li> <li>▪ Host a reconciliation event?</li> <li>▪ Aim to finalize protocol by Sept 30, 2018</li> <li>▪ Other considerations?</li> </ul>	Large group discussion
2:00	Giving a Secwépemc name back	Large group discussion
2:45	Evaluation (verbal)	Everyone
3:00	Adjourn	

## Appendix 2 – List of Participants

The following were present for at least a portion of the day.

<b>Name</b>	<b>Organization</b>	<b>Position</b>	<b>Email</b>
Arthur Anthony	Neskonlith	Councillor	<a href="mailto:arthuranthony@neskonlith.net">arthuranthony@neskonlith.net</a>
Brian Schreiner	City of Enderby	Councillor	<a href="mailto:benhogan@telus.net">benhogan@telus.net</a>
Charles Hamilton	Columbia Shuswap Regional District	CAO	<a href="mailto:chamilton@csrd.bc.ca">chamilton@csrd.bc.ca</a>
David Lepsoe	Village of Chase	Councillor	<a href="mailto:david.lepsoe@chasebc.ca">david.lepsoe@chasebc.ca</a>
David Sewell	Regional District of North Okanagan	CAO	<a href="mailto:david.sewell@rdno.ca">david.sewell@rdno.ca</a>
Donna Antoine	Splatsin	Elder	
Erin Jackson	City of Salmon Arm	Corporate Officer	<a href="mailto:ejackson@salmonarm.ca">ejackson@salmonarm.ca</a>
Gina Johnny	Adams Lake Indian Band	Councillor	<a href="mailto:gjohnny@alib.ca">gjohnny@alib.ca</a>
Joni Heinrich	Village of Chase	CAO	<a href="mailto:cao@chasebc.ca">cao@chasebc.ca</a>
Larry Morgan	Columbia Shuswap Regional District	Director Area 'F'	<a href="mailto:lmorgan@csrd.bc.ca">lmorgan@csrd.bc.ca</a>
Louis Thomas	Neskonlith	Councillor	<a href="mailto:louisthomas@neskonlith.net">louisthomas@neskonlith.net</a>
Mike Simpson	Fraser Basin Council	Facilitator, recorder	<a href="mailto:msimpson@fraserbasin.bc.ca">msimpson@fraserbasin.bc.ca</a>
Nancy Cooper	City of Salmon Arm	Councillor	<a href="mailto:ncooper@salmonarm.ca">ncooper@salmonarm.ca</a>
Paul Demenok	Columbia Shuswap Regional District	Director Area 'C'	<a href="mailto:pdemenok@csrd.bc.ca">pdemenok@csrd.bc.ca</a>
Rene Talbot	Columbia Shuswap Regional District	Director Area 'D'	<a href="mailto:rtalbot@csrd.bc.ca">rtalbot@csrd.bc.ca</a>
Rhona Martin	Columbia Shuswap Regional District	Chair, Director Area 'E'	<a href="mailto:rmartin@csrd.bc.ca">rmartin@csrd.bc.ca</a>
Robyn Cyr	Columbia Shuswap Regional District	Manager	<a href="mailto:rcyr@csrd.bc.ca">rcyr@csrd.bc.ca</a>
Shawna William	Splatsin	Member	
Theresa William	Splatsin	Councillor	<a href="mailto:theresa_william@splatsin.ca">theresa_william@splatsin.ca</a>
Wes Francois	Little Shuswap Lake Indian Band	Councillor	<a href="mailto:wfrancois@lslib.com">wfrancois@lslib.com</a>

## **Shuswap Local and Secwépemc Governments Communications Protocol**

### **Draft v.2 as at 21 March 2018**

#### **Purpose of the Communications Protocol**

To i) establish and maintain a long-term, cooperative government-to-government relationship and open communication across the Shuswap watershed portion of Secwépemc'ulecw<sup>1</sup>, ii) complement existing local protocols, and iii) support the development of local protocols where none exist<sup>2</sup>.

#### **Guiding Principles of Communication**

1. A relationship is the foundation of communication.
2. Trust, mutual respect and recognition of each other as legitimate governments, and that this carries over beyond election cycles and political terms.
3. Recognition of Secwépemc title and rights<sup>3</sup>.
4. Openness, transparency and “no surprises” from neighbouring governments.

#### **Goals**

1. Integrate local government and Secwépemc communities on areas of mutual interest through regular communication and working together on joint initiatives<sup>4</sup>.
2. Provide a collective voice to the governments of BC and Canada on common issues.
3. Raise awareness of Secwépemc'ulecw and Secwépemc traditions.
4. Deliver joint education opportunities<sup>5</sup> for elected officials, staff and residents, members and constituents.

#### **Therefore the signatories of this communications protocol will:**

1. Communicate in many formats (e.g., letters, emails, phone calls), but recognize that in-person meetings are most desirable from a relationship-building perspective.
2. Meet with each other at least once per year in a formal setting of elected officials at a mutually beneficial time with respect to elections (e.g., joint council/board meetings, delegations to each other's meetings, annual community to community forum).
3. Meet and communicate with each other informally (e.g., coffee, share a meal, text)
4. Encourage and direct staff to communicate with staff in similar roles in neighbouring governments.
5. Collaborate to work together on initiatives of joint benefit to local and Secwepemc governments.
6. Develop a more detailed, formal agreement<sup>6</sup> in a smaller geographic area as needed, or where a consultation process needs to be established.
7. Raise awareness of this protocol and its content with their residents, members and constituents.

<sup>1</sup> Territory of the Secwépemc people

<sup>2</sup> Protocols are known to exist between Chase and Neskonlith, Chase and Adams Lake Indian Band, Enderby and Splotsin, Lumby and Splotsin, and Sicamous and Splotsin.

<sup>3</sup> The Canadian Constitution (s.35) recognizes and affirms current and future Aboriginal rights, including land claims.

<sup>4</sup> Topics to be discussed may include, but are not limited to: annual priorities; land use and development; environmental protection; water; infrastructure and cost-sharing approaches; emergency management and response; health, healing, local foods and wilderness camps; skills training and education.

<sup>5</sup> Joint education opportunities may include, but are not limited to: clarification of which order of government makes decisions on different topics; sharing and supporting information about Secwepemc history and traditions; and sharing information about how Secwepemc governments, regional districts and municipalities operate, generate revenue, make decisions, their jurisdiction and decision making authority

<sup>6</sup> Agreement could be a communications protocol, a memorandum of understanding, or a letter of intent

**Term, Amendments and Opt-out Clause**

This protocol is intended to be long-term, and is proposed to have no term. It may be reviewed periodically at joint meetings (#2 above) and amended with the agreement of all parties as needed. If a signatory wants to opt-out of this protocol, it shall be discussed at a joint meeting (#2 above); an amendment to this protocol shall be proposed and discussed.

**Signatories (add logos to final) – signed \_\_\_\_, 2018 at \_\_\_\_:**

Cst'elneq (Adams Lake Indian Band)	Skwlax (Little Shuswap Lake Indian Band)	Sk'atsin (Neskonlith Indian Band)	Splatsin
Columbia Shuswap Regional District	Regional District of North Okanagan	Village of Chase	City of Salmon Arm
City of Enderby	District of Sicamous	Village of Lumby	

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Item 11.3

**CITY OF SALMON ARM**Date: April 9, 2018

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: Council accept the bid of Back to Black Sealcoating and Crack Sealing in accordance with the unit process quoted as specified in the Contract estimated to be:

- 2018 - \$42,000.00 (roadway) and \$15,750.00 (Airport) plus taxes;
- 2019 - \$42,000.00 (roadway) and \$15,750.00 (Airport) plus taxes; and
- 2020 - \$42,000.00 (roadway) and \$15,750.00 (Airport) plus taxes

[2018/2019/2020 Crack Sealing Program]

**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 Mayor Cooper and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Darin Gerow, Engineering Assistant

DATE: March 29, 2018

SUBJECT: **2018 / 2019 / 2020 CRACK SEALING PROGRAM**

**RECOMMENDATION:**

**THAT:** Council accept the bid of Back to Black Sealcoating and Crack Sealing in accordance with the unit prices quoted as specified in the Contract, estimated to be:

- 2018 - \$42,000.00 (roadway) and \$15,750.00 (Airport) plus taxes;
- 2019 - \$42,000.00 (roadway) and \$15,750.00 (Airport) plus taxes;
- 2020 - \$42,000.00 (roadway) and \$15,750.00 (Airport) plus taxes;

**BACKGROUND:**

The Annual Crack Sealing Program includes supply and placing of an approved rubber crack sealing material on roadways and the airport. This program is awarded in a three (3) year contract with the option of extending another two (2) years upon mutual agreement of both parties.

The results of the City's request for quotations for 2018/2019/2020 Crack Sealing Program were received on March 21, 2018 with the following three (3) quotations submitted:

Year		Back to Black Sealcoating and Crack Sealing	Sealtec Industries Ltd	Federal Joint Sealing Company of Canada Ltd.
2018	Roadway	\$ 42,000.00	\$ 43,200.00	\$ 76,000.00
	Airport	\$ 15,750.00	\$ 16,200.00	\$ 21,000.00
2019	Roadway	\$ 42,000.00	\$ 43,600.00	\$ 76,000.00
	Airport	\$ 15,750.00	\$ 16,350.00	\$ 21,000.00
2020	Roadway	\$ 42,000.00	\$ 44,000.00	\$ 76,000.00
	Airport	\$ 15,750.00	\$ 16,500.00	\$ 21,000.00
<b>TOTAL</b>		<b>\$ 173,250.00</b>	<b>\$ 179,850.00</b>	<b>\$ 291,000.00</b>

Note: taxes are not included in the amounts shown above

2018 / 2019 / 2020 Crack Sealing Program – Contract Award

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The lowest bidder, Back to Black Sealcoating and Crack Sealing, has completed projects with other municipalities and Ministry of Transportation. References were called to which positive feedback was provided.

The budget allocation for the 2018 Crack Sealing Program is \$54,355.00 for roadways and \$25,000.00 for the airport.

Based on the above, we recommend that the 2018/2019/2020 Patching Program be awarded to Back to Black Sealcoating and Crack Sealing in accordance with the unit prices quoted as specified in the contract, estimated to be \$57,750.00 for 2018, \$57,750.00 for 2019, and \$57,750.00 for 2018, plus taxes as applicable. The individual contract amounts will not exceed project budgets in the 2018 budget.

Respectfully submitted,



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Robert Niewenhuizen A.Sc.T.  
Director of Engineering and Public Works

cc Monica Dalziel, Chief Financial Officer

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Item 11.4

## CITY OF SALMON ARM

Date: April 9, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: Council accept the bid of Okanagan Aggregates Ltd., in accordance with the unit prices tendered as specified in the Contract, estimated to be Seven Hundred and Sixty Seven Thousand Eight Hundred Dollars (\$767,800.00) plus applicable taxes.

[2018 Paving Program - Tender Award]

### 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 Mayor Cooper and Members of Council

SUBMITTED BY: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Darin Gerow, ASCT, Engineering Assistant

DATE: March 27, 2018

SUBJECT: **2018 PAVING PROGRAM - TENDER AWARD**

**RECOMMENDATION:**

**THAT:** Council accept the bid of Okanagan Aggregates Ltd., in accordance with the unit prices tendered as specified in the Contract, estimated to be Seven Hundred and Sixty Seven Thousand Eight Hundred Dollars (\$767,800.00) plus applicable taxes.

**BACKGROUND:**

The annual paving program tenders include supply and placing asphaltic concrete pavement, tack coat for asphalt overlays, required asphalt milling and asphalt pulverizing. In previous years this contract included asphalt patching; however, the past two years, a separate asphalt patching contract has been awarded to create more ease of scheduling and cost savings.

Provisions once again, have been implemented in this year's Contract to enhance project scheduling, workmanship and communications. Stricter deadlines have been outlined and will be enforced. Fletcher Paine and Associates will be working closely with the City of Salmon Arm ensuring the best product is being received; and the testing/penalty clauses have been reviewed and altered as required.

On Tuesday, March 20, 2018 tender submissions were received as follows:

**Table 1 – Tender Results:**

Company Name	Tender Amount*
Okanagan Aggregates Ltd. Armstrong, BC	\$ 767,800.00
Vernon Paving Division of Lafarge Canada Inc. Vernon BC	\$ 898,481.77
Interoute Construction Ltd. DBA Valley Blacktop Revelstoke, BC	\$ 908,652.00
Dawson Construction Ltd. Kamloops, BC	\$ 1,175,362.69

\*Applicable taxes are not included in these amounts

Note: All documentation and bonding requirements are in order.

## 2018 PAVING PROGRAM - TENDER AWARD

Proposed paving locations (as identified in the 2018 Budget) are as follows:

**Table 2 – 2018 Paving Projects (see attached map):**

Location		
Street	From	To
2 Street SE	10 Avenue SE	North 125 Meters
8 Avenue NE	6 Street NE	7 Street NE
30 Street NE	Trans Canada Hwy	11 Avenue NE
50 Avenue NE	Lakeshore Road NE	16 Street NE
16 Street NE	50 Avenue NE	Cul De Sac
17 Street NE	16 Street NE	South End
60 Avenue NE	Lakeshore Road	2060 – 60 Avenue NE
9 Avenue NE	22 Street NE	30 Street NE
28 Street NE	7 Avenue NE	9 Avenue NE
Foothills Road	2600 – Foothills Road	30 Street SW +

The lowest tenderer, Okanagan Aggregates Ltd. has completed several major asphalt overlay road projects for the Ministry of Transportation and Infrastructure, City of Vernon and have completed the City of Salmon Arm's paving program multiple years, including last year, which was very successful

### 2018 Budget:

The budget allocation for the 2018 Paving Program is \$940,000.00 – included in this amount is funding for the material testing, construction and contingency. Other costs associated with the overlay budgets include road base preparation, milling, pulverizing, layout and required drainage improvements, etc.

Depending on the actual tonnage of asphaltic concrete and other costs, the overlay program will be increased or reduced in order to take maximum advantage of the available funds. It should be noted that a unit price Contract allows flexibility to increase or decrease the scope of work (total number of units).

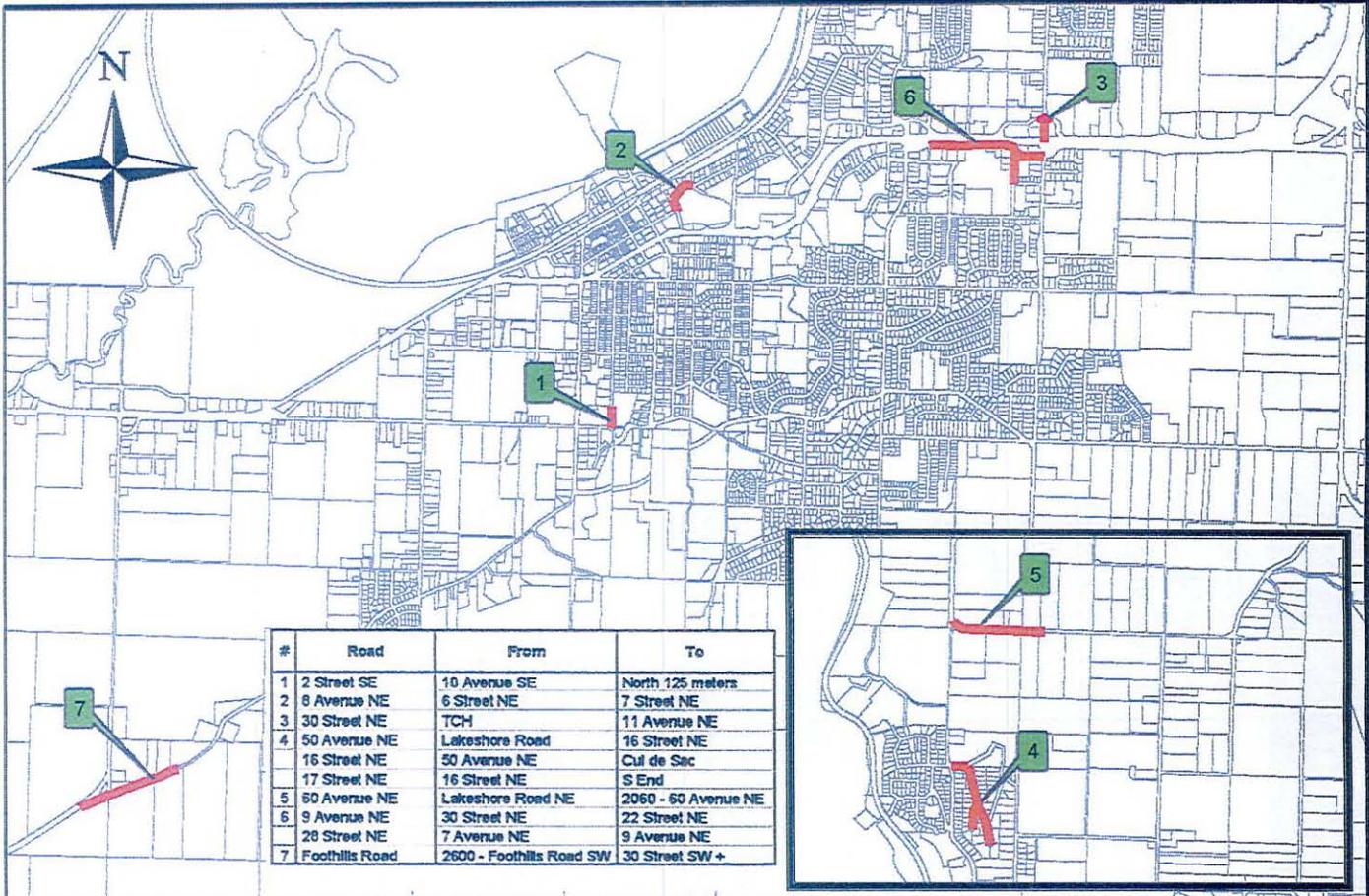
Based on the above, we recommend that the 2018 Paving Tender be awarded to Okanagan Aggregates Ltd. in accordance with the unit prices tendered as specified in the Contract, estimated to be Seven Hundred and Sixty Seven Thousand Eight Hundred Dollars (\$767,800.00) plus applicable taxes. The individual Contract amounts will not exceed project budgets in the 2018 budget.

Respectfully submitted,



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

cc Monica Dalziel, CFO



Disclaimer:  
Be advised that the attached map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information, and data located in various City of Salmon Arm departments and is to be used for reference purposes only.

**2018 Proposed Roadway Infrastructure Renewal  
Asphaltic Overlay Program  
Project ENG 2018-01**

Drawn By: DG  
Checked By: JW  
Date: January 26, 2018

**N.T.S**

Item 11.5

## CITY OF SALMON ARM

Date: April 9, 2018

Moved: Councillor Flynn

Seconded: Councillor Jamieson

THAT: Council approve the purchase of one (1) Latrine from Leko Precast, for the quoted amount of \$12,000.00 plus applicable taxes;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of these works and services to authorize the sole sourcing to Leko Precast.

[South Canoe Latrine Acquisition]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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



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

File: ENG2018-58

---

TO: Her Worship the Mayor and Members of Council  
 FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
 PREPARED BY: Jason Chernoff, Supervisor of Parks & Recreation  
 DATE: April 3rd, 2018  
 SUBJECT: **South Canoe Latrine Acquisition**

---

**RECOMMENDATION:**

**THAT:** Council approves the purchase of one (1) Latrine from Leko Precast, for the quoted amount of \$12,000.00 plus applicable taxes.

**AND THAT:** The City's Purchasing Policy No.7.13 be waived in procurement of these works and services to authorize the sole sourcing to Leko Precast.

**BACKGROUND:**

The City staff are planning to install one (1) new Latrine at South Canoe Trail Head. The Parks Department has three of these exact Latrines in the current parks inventory. They were supplied by Leko Precast in Vernon B.C. We were not able to source this type of Latrine from any other supplier. Due to park aesthetics and consistency of inventory staff views this as a sole source project under Policy No. 7.13 Section 3 and we are recommending that we continue purchasing these products from Leko Precast.

Funding in the 2018 Capital Parks budget in the amount of \$19,000 is provided for this purchase.

Respectfully submitted,

  
 \_\_\_\_\_  
 Robert Niewenhuizen, A.Sc.T.  
 Director of Engineering and Public Works

cc Monica Dalziel, Chief Financial Officer

Item 21.1

## CITY OF SALMON ARM

Date: April 9, 2018

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: Development Variance Permit VP-470 be authorized for issuance for Lot 2, Plan EPP61022, Section 19, Township 20, Range 9, W6M, KDYD which will vary Zoning Bylaw No. 2303 as follows:

1. Section 6.10.2:
  - i) reduce the minimum setback requirement of a principal building from the rear parcel line from 6.0 metres to 3.0 metres.

[Development Variance Permit Application No. VP-470; Pugh, M. & Maslyk, S.; 2960 - 30 Street NE; Setback Variance]

### 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 Council

FROM: Development Services Department

DATE: March 16, 2018

SUBJECT: Development Variance Permit Application No. VP-470  
Lot 2, Plan EPP61022, Sec. 19, Tp. 20, R.9, W6M, KDYD  
2960 - 30 Street NE  
Owners/Applicants: M. Pugh & S. Maslyk

---

**Motion for Consideration**

THAT: Development Variance Permit No. VP-470 be authorized for issuance for Lot 2, Plan EPP61022, Sec. 19, Tp. 20, R.9, W6M, KDYD to vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 6.10.2:
    - i) Reduce the minimum setback requirement of a principal building from the rear parcel line from 6.0 metres to 3.0 metres.
- 

**Staff Recommendation**

THAT: The Motion for Consideration be adopted.

---

**Proposal**

The subject property is located at 2960 - 30 Street NE and is currently vacant. The owners wish to place a modular dwelling on the property and are applying for a variance to the rear setback requirement. A location map, ortho photo and site plan are attached as Appendices 1 through 3.

**Background**

The property is designated Low Density Residential in the Official Community Plan and is zoned R-1 (Single Family Residential). In 2017, the applicants completed a subdivision that created the subject parcel and the adjacent parcel to the west (Lot 1, Plan EPP61022).

In all zones, the front parcel line is defined as the parcel line common to a parcel and a highway and the rear parcel line is defined as the boundary which lies opposite to and is not connected to the front parcel line. With this property, the front parcel line is the west boundary of the panhandle access and the rear parcel line is the east boundary of the parcel. All of the other boundaries are interior side parcel lines.

In the R-1 Zone, the minimum setback requirement for a residence from the front and rear parcel lines is 6.0 metres and the minimum setback from interior side parcel lines is 1.5 metres. As shown on Appendix 3, the applicants would like to locate the new residence 3.07 metres from the rear (east) parcel line. A letter from the applicant and an elevation drawing and floor plan of the modular dwelling are attached as Appendix 4.

### **Discussion**

Staff have reviewed the proposal and provide the following:

#### Building Department

No concerns with variance however limiting distance requirements at 3 metres will only permit approximately 10% of the east wall of the residence to have glazed openings. (Preliminary calculations, based on the elevation drawings provided with the application, indicate the proposed modular dwelling will meet this requirement.)

#### Fire Department

No concerns.

#### Engineering Department

No concerns.

#### Planning Department

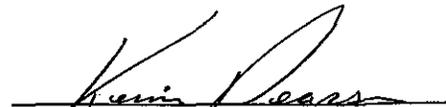
Setback requirements prevent owners from crowding neighbouring properties, ensure that fire separation distances are adhered to and maintain traffic site lines along roadways.

Based on the site plan and building information provided with the application, the proposed residence could be placed on the property without any variances. The building could be sited 6.0 metres from the rear parcel line and it would meet the 1.5 metre setback requirement from the common boundary with the adjacent parcel to the west (Lot 1, Plan EPP61022).

The rear parcel line on the subject property is an interior side parcel line on the adjacent parcel to the east. The adjacent parcel fronts 30 Avenue NE and a principal building on this parcel could be located within 1.5 metres of this common lot line. (It should be noted that this parcel has an existing residence and it's unlikely that a new residence would be constructed at this location unless the property were to be further subdivided.)

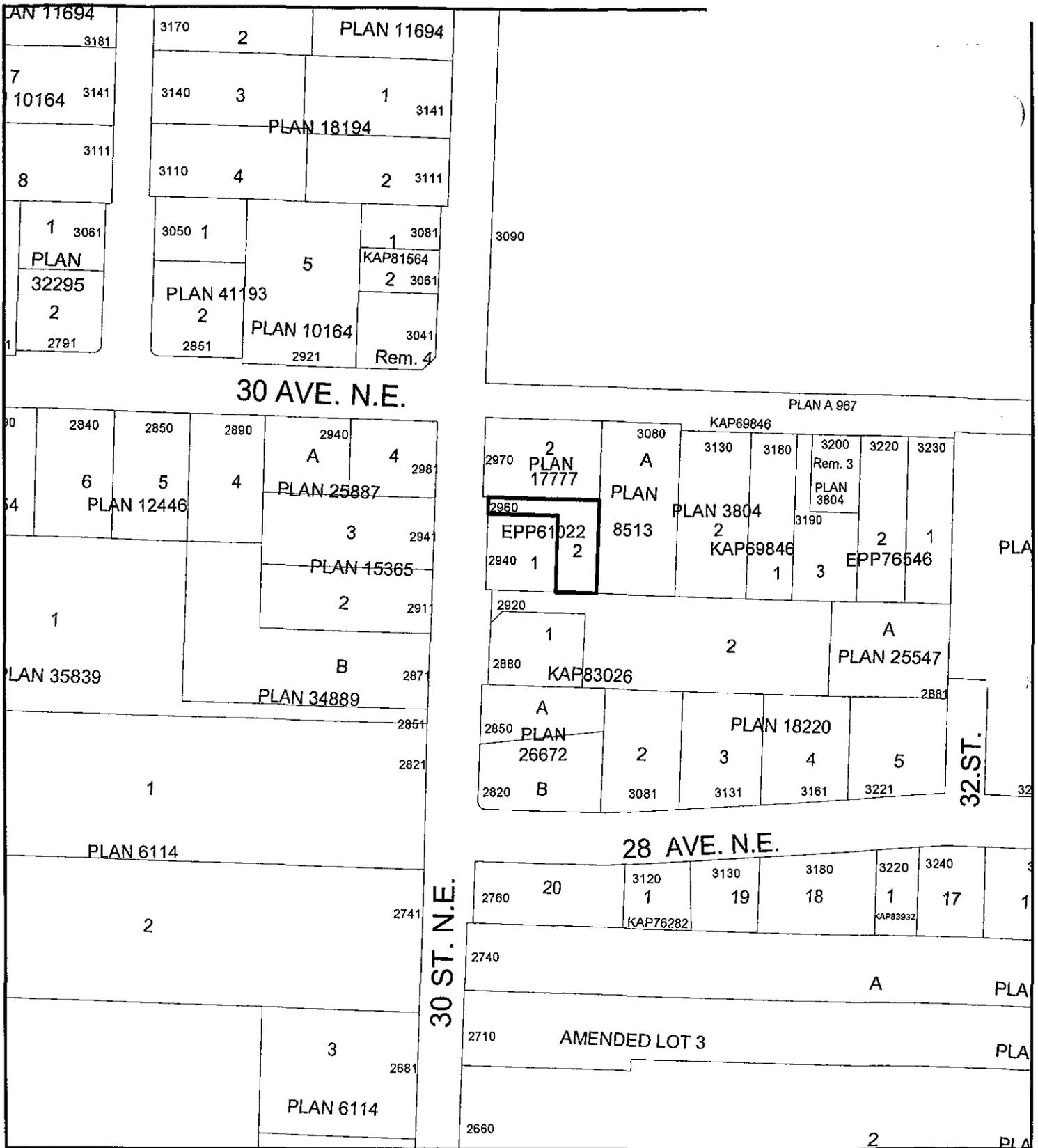
Staff's only reservation with this application is that the proposed dwelling could be sited without a variance. It is also recognized however, that the requested setback of 3.0 metres is twice the distance that a principal building could be located on the adjacent parcel to the east.

  
Prepared by: Jon Turlock  
Planning & Development Officer

  
Reviewed by: Kevin Pearson MCIP  
Director of Development Services

### **Appendices**

1. Location map
2. Ortho photo
3. Site plan
4. Applicant's letter dated Jan. 12/18

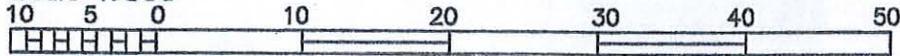


Subject Property



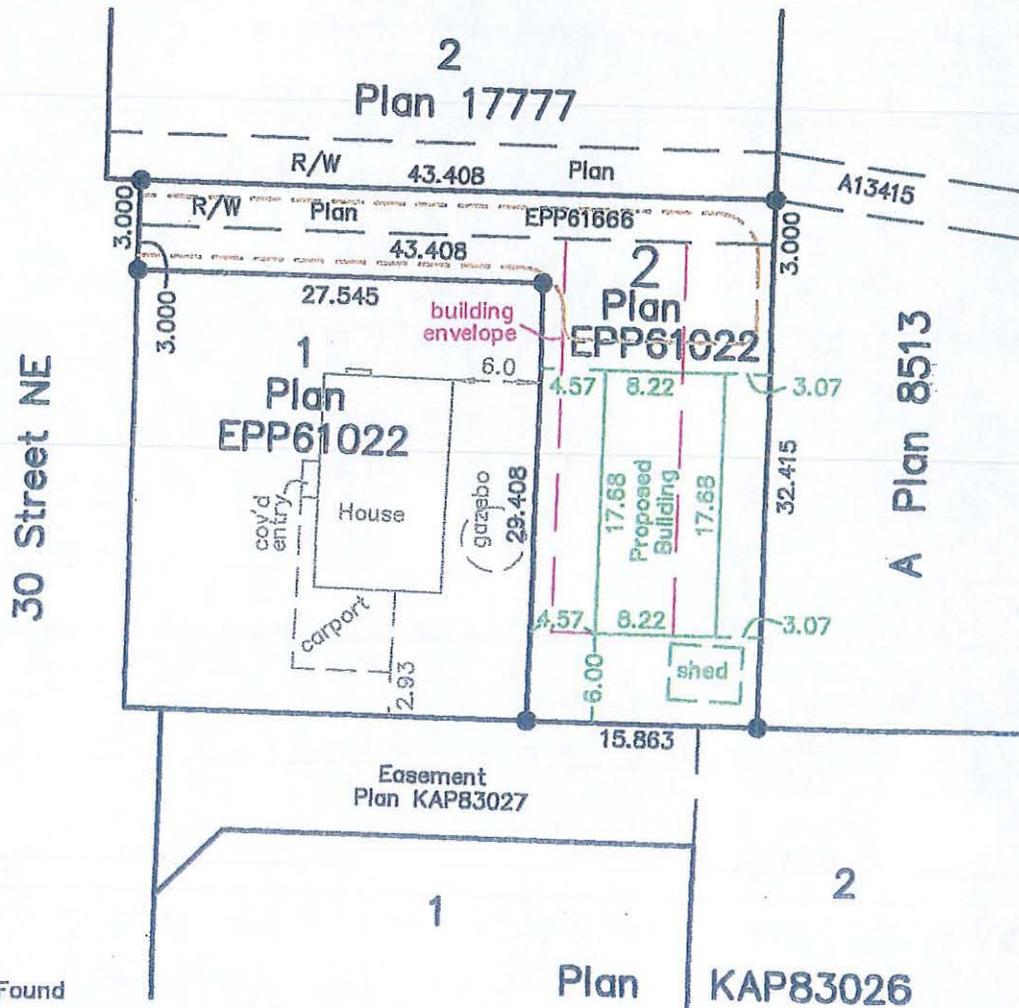
# Plan Showing Proposed Building on Lot 2, Sec 19, Tp 20, R 9, W6M, KDYD, Plan EPP61022

Scale 1:500



All distances are in metres.

The intended plot size of this plan is 215mm in width by 280mm in height (A size) when plotted at a scale of 1:500



## LEGEND

- Standard Iron Post Found
- Dimensions derived from Plans EPP61022 & EPP61666

Civic Address: 2960 30 Street NE

This plan was prepared for construction planning purposes and is for the exclusive use of our client. BROWNE JOHNSON LAND SURVEYORS accepts no responsibility or liability for any damages that may be suffered by a third party as a result of reproduction, transmission or alteration to this document without consent of BROWNE JOHNSON LAND SURVEYORS.

January 9, 2018

BROWNE JOHNSON LAND SURVEYORS  
 B.C. AND CANADA LANDS  
 SALMON ARM, B.C. 250-832-9701  
 File: 6-18 6-16.raw

Friday, January 12, 2018

Mark Pugh & Shannon Maslyk  
1440 Huckleberry Drive  
Sorrento, B.C.  
VOE 2W1  
250-517-9304 (cell)  
markpugh@consultant.com

City of Salmon Arm  
Development Services Department  
P.O. Box 40, 500-2<sup>nd</sup> Avenue NE  
Salmon Arm, B.C  
V1E 4N2

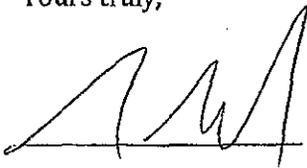
Re: Variance Permit Application and Building Permit 2960 30<sup>th</sup> Street NE

Dear Mayor Cooper, Councilors, and City of Salmon Arm Staff; Please consider the Variance Permit we have applied for in relation to our vacant lot at 2960 30<sup>th</sup> Street NE in beautiful Salmon Arm, B.C. This panhandle lot was subdivided for a property we own at 2940 30<sup>th</sup> Street NE in 2016. We have been unsuccessful in selling the property and are attempting to put a modular home on the property. This is a considerable financial investment for us. Shannon and I plan on putting the home on the rental market when complete.

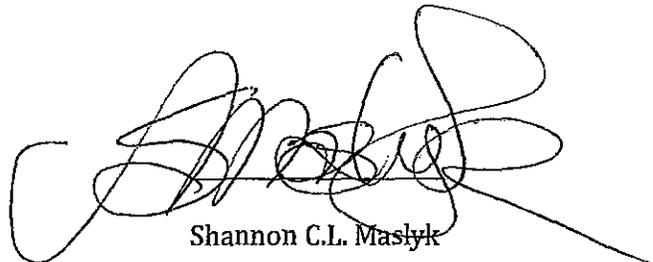
Due to the non-traditional lay out of the lot, a panhandle, we are requesting a variance in the setback regulations on the East and West areas of the lot. The request is change the setback to 3.07 meters on the East side and 4.57 meters on the West side. We don't believe that this request will negatively impact our neighbors in any respect. The variance, should it be approved, would improve the functionality of the home and the yard and would make the home and the property more aesthetically appealing.

Should you require more information on this matter please feel free to contact us at your earliest convenience.

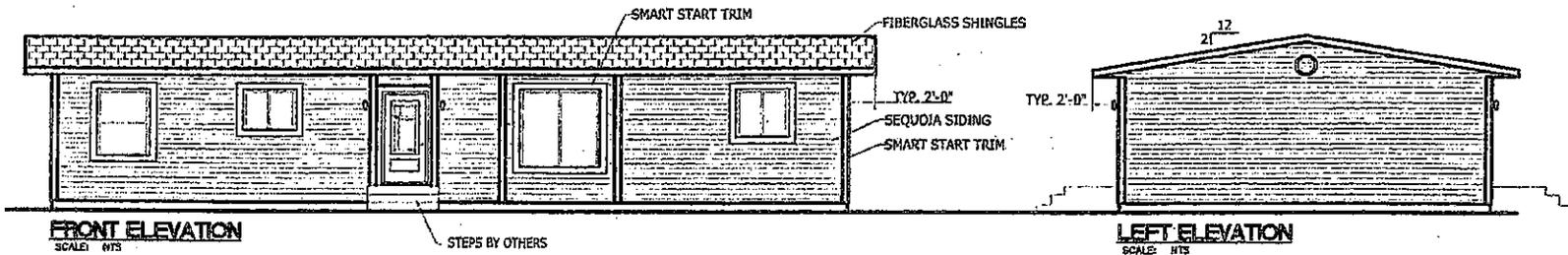
Yours truly,



Mark L.M. Pugh



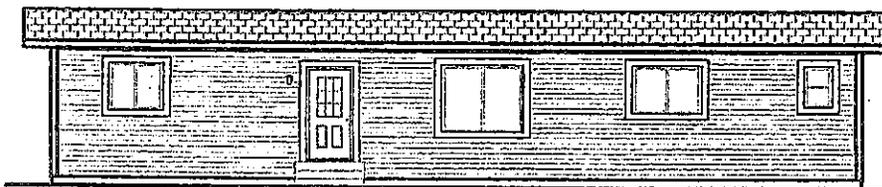
Shannon C.L. Maslyk



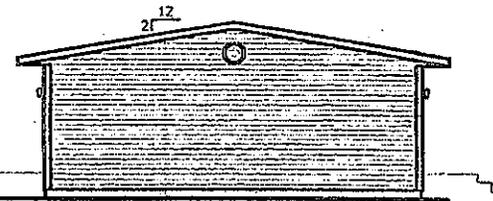
**FRONT ELEVATION**  
SCALE: NTS

STEPS BY OTHERS

**LEFT ELEVATION**  
SCALE: NTS



**REAR ELEVATION**  
SCALE: NTS



**RIGHT ELEVATION**  
SCALE: NTS

**Winfield**  
**HOME SYSTEMS**  
A Division of SRI Homes

CLIENT:  
**PUGH**  
**COUNTRYSIDE MANUFACTURED**

TITLE:  
**ELEVATIONS**

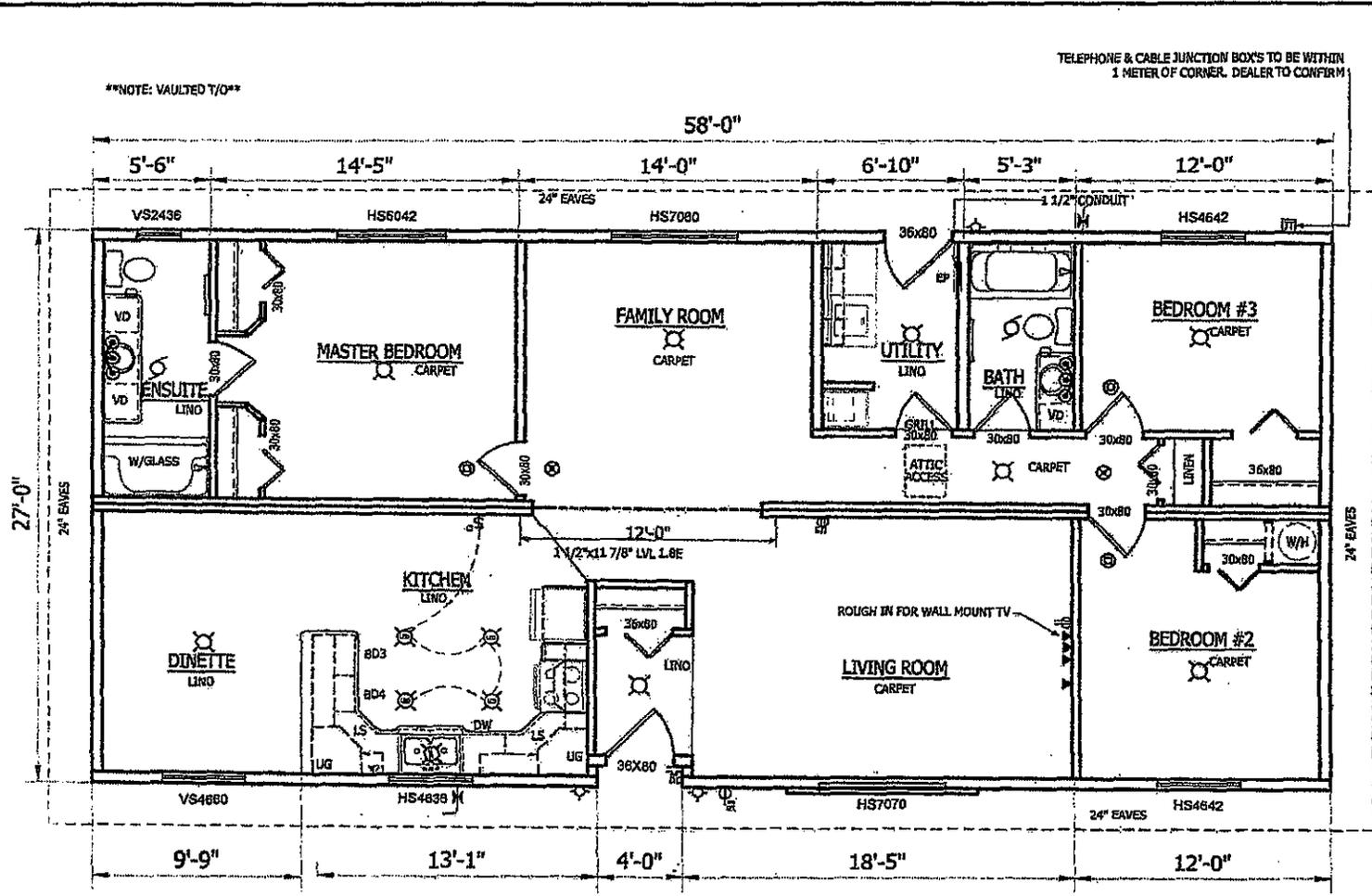
MODEL:  
**ST-0038**

SERIAL #:  
**S#:**

DWG BY: **SWOOD**  
DATE: **01 03 2010**  
SCALE: **NTS**  
PLOT: **801030**  
CIRCO BY:

DATE REVISION DESCRIPTION

BY: **SR001936**  
PRODUCTION #:  
DWG #:  
**EV**



\*\*NOTE: VAULTED T/O\*\*

TELEPHONE & CABLE JUNCTION BOX'S TO BE WITHIN 1 METER OF CORNER. DEALER TO CONFIRM

- UG = UPPER GLASS
- MW = MICROWAVE
- TR = RECYCLE TRASH BIN
- BD = KITCHEN DRAWERS
- LS = LAZY SUSAN
- VD = VANITY DRAWERS
- MWRH = MICROWAVE RANGHOOD
- RMC = REC. MED. CAB.
- ECP = ELECTRICAL PANEL
- RP = RD PHONE/ CABLE
- PC = PREWIRE CABLE
- PP = PREWIRE PHONE
- IRP = IRIS/ RECEPTACLE
- R = RECEPTACLE
- SR = SWITCHED RECEPT.
- ER = EXTERIOR RECEPT.
- S = SWITCH
- 3S = 3 WAY SWITCH
- EX = EXTERIOR LIGHT
- CL = CEILING LIGHT
- DHE = DUAL HEAD EMERG.
- EC = EMERGENCY COMBO
- EL = EMERGENCY LIGHT
- F = FLUORESCENT
- UH = UNDER CAB H/LOSER
- CF = CEILING FAN
- LC = LIGHT COMBO
- VL = VANITY LIGHT
- SL = SCONCE LIGHT
- BF = BATH FAN
- CS = COV/ SMOKE COMBO
- SA = SMOKE ALARM
- DC = DOOR CHIMES
- EDC = EXT DOOR CHIMES
- IF = I.B. @ FLOOR
- IA = I.B. @ ATTIC
- CP = CABLE/ PHONE LB
- FF = FROST FREE TAP
- P = FURNACE
- WH = WATER HEATER
- WD = WASHER/ DRYER

Please Sign and Return in 1 Day

**Winfield**  
HOME SYSTEMS  
A Division of SRI Homes

CLIENT:  
**PUGH**  
COUNTRYSIDE MANUFACTURED

TITLE:  
**CONFIRMATION DRAWING**

MODEL:  
**ST-0038**

SERIAL #:  
**S#**

DWG BY: SWOOD	DATE	REVISION DESCRIPTION	BY
DATE: 01 03 2018			
SCALE: NTS			
FILE: 801838			
CARD BY:			

PRODUCTION #:  
**SR001936**

DWG #:  
**FP1**

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Item 21.2

## CITY OF SALMON ARM

Date: April 9, 2018

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: Development Permit No. DP-417 be authorized for issuance for Parcel A (Plan B6059) of Lot 7, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1327 Except Plans 9125, KAP46137 and KAP84896 in accordance with the drawings attached as Schedule A to the staff report dated March 26, 2018;

AND THAT: Development Permit No. 417 include the following variance to Zoning Bylaw No. 2303:

1. Section 9.4 - increase the maximum height of a principal building from 10.0 metres (32.8 feet) to 12.2 metres (39.8 feet) in accordance with the drawings attached as Schedule A to the staff report dated March 26, 2018;

AND FURTHER THAT: Issuance of Development Permit No. 417 be withheld subject to:

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

[Development Permit Application No. DP-417; Uptown Ventures Ltd. / Franklin Engineering Ltd.; 2810 - 15 Avenue NE; 24 unit - Medium Density Residential]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

5. REPORTS

2. Development Permit Application No. DP-417 [Uptown Ventures Ltd. / Franklin Engineering Ltd.; 2810 - 15 Avenue NE; 24 unit - Medium Density Residential]

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee recommends to Council that upon issuance of Development Permit DP-417 and prior to the finalization of the Servicing Agreement, that the applicants be authorized to commence tree clearing on the property subject to the Engineering Department's approval of an erosion and sediment control plan.

CARRIED

Councillor Harrison Opposed



*City of Salmon Arm*

*Development Services Department Memorandum*

TO: Her Worship Mayor Cooper and Members of Council

DATE: March 26, 2018

SUBJECT: Development Permit Application No. DP-417 (24 Unit - Medium Density Residential)

Legal: Parcel A (Plan B6059) of Lot 7, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1327 Except Plans 9125, KAP46137 & KAP84896

Civic: 2810 - 15 Avenue NE

Owner: Uptown Ventures LTD.

Applicant: Franklin Engineering Ltd.

**MOTION FOR CONSIDERATION**

**THAT: Development Permit No. 417 be authorized for issuance for Parcel A (Plan B6059) of Lot 7, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1327 Except Plans 9125, KAP46137 & KAP84896 (2810 - 15 Avenue NE) in accordance with the drawings as shown in Schedule A;**

**AND THAT: Development Permit No. 417 include the following variance to Zoning Bylaw No. 2303:**

1. **Section 9.4 – increase the maximum height of a principal building from 10.0 metres (32.8 feet) to 12.2 metres (39.8 feet) in accordance with the drawings as shown in Schedule A;**

**AND FURTHER THAT: Issuance of Development Permit No. 417 be withheld subject to:**

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 subject parcel is located at 2810 - 15 Avenue NE (Appendix 1 and 2), designated Residential – High Density (HD) in the City's Official Community Plan (OCP), with the portion under application zoned R-4 (Medium Density Residential) in the Zoning Bylaw (Appendix 3 and 4) and currently vacant (site photos attached as Appendix 5).

This application is to permit a new 24-unit residential development in the form of 7 multi-family buildings as shown on the site plans and building elevations attached as Schedule A (Appendix 6).

**BACKGROUND**

The portion of the subject property under consideration for this proposal is 0.96 hectares, designated High Density Residential (HR) in the City's Official Community Plan (OCP), and is currently zoned R-4.

The Zoning Map attached shows the mix of zones in the immediate area, predominantly Residential (R-1 and R-4), with Institutional, Commercial and Agricultural zones further beyond (Appendix 4). The subject property has been under the consideration of Council recently, with a zoning application (R-1 Single Family Residential Zone to R-4 Medium Density and R-5 High Density Residential Zone) approved in the Fall of 2017.

The 7 proposed buildings are a contemporary style with traditional pitched rooflines, comprised of one 5-unit building, two 4-plexes, three triplexes, and one duplex building situated at various elevations (due to the sloping site) along 2 two-way accesses. While 36 parking spaces are required (1.5 spaces per unit), a total of 64 are proposed.

The variance requested with the proposal is to increase the maximum permitted height of the buildings, which will be fully discussed to follow. While this request is partially design related it is also attributable to the manner in which the City's bylaws apply to building heights on sloping terrain.

## COMMENTS

### Building Department

No concerns. Suggest early consideration of servicing for R-5 phase (water sprinkler likely required).

### Fire Department

Confirm cul-de-sac radius meets 12 m in diameter as road exceeds 90 m. Confirmed by applicant.

### Engineering Department

Comments attached (Appendix 7).

### Design Review Panel

With the proposal for a multi-family medium density residential development, the application was referred to the Design Review Panel (DRP) for review. The DRP was supportive of the proposal as presented including the requested variance, noting the need for this form of housing and the fresh contemporary design. The March 15, 2018 DRP meeting minutes are attached as Appendix 8.

The DRP noted that there was an opportunity to reverse the roofline slope of the southern-most "Hemlock" unit to lessen any related impact of the southern wall-face, as well as some additional opportunities for enhancing the landscaping, including inclusion of a central shade/privacy tree.

### Planning Department

The surrounding neighbourhood has been undergoing slow development with a mix of older, single family housing and newer condominium, commercial and institutional development, most significantly the uptown SASCU / Askew's location and the 21 Street NE underpass. The subject parcel is located in an area well-suited for higher density residential development featuring developed sidewalks, greenways, bike and transit routes, within close walking distance of the commercial node to the east, the recreation centre and arena, schools including Okanagan College, as well as the City Centre and hospital just over 1 km to the west. Continued development, including future roads to support access and circulation, is anticipated to proceed at some point in the future (Appendix 9).

The proposed development is subject to the Zoning Bylaw and the guidelines of the "Residential Development Permit Area" as described in the OCP, suggesting characteristics under the topics of siting and building, access, circulation and parking area, as well as landscape and screening guidelines.

### Siting and Building

The applicant is proposing a 24-unit residential development in the form of seven buildings: one 5-unit building, two 4-plexes, three triplexes, and one duplex building. The buildings are situated along two access lanes and following the sloping contour lines of the site, with the separate buildings allowing for articulation, greenspace, and a reduced overall massing. The building design is a modern style with facade and roofline variations. The building forms are largely complimentary to existing residential development in the area.

OCP Residential Development Permit Area policies 8.4.9 and 8.4.10 encourage working with existing topography and breaking up building massing, while policies 8.4.14 and 8.4.17 encourage varied facades and rooflines, all of which staff feel is well achieved by the proposed design. The articulation of the facades and rooflines limit related impacts and the varied facade materials could be considered an enhancement. As such, staff feel the design achieves the intent of the guidelines outlined in the OCP. Staff note that the DRP was supportive of the design.

#### *Access and Parking Area*

The subject property has 2-way vehicle access proposed via 15 Avenue NE to the north. Considering offsite access to the subject property, while 15 Avenue NE is currently a dead-end road the future development of a connection to the west should provide an option during times of busier traffic.

The 64 parking spaces as proposed exceeds the 36 required (1.5 parking spaces per dwelling unit) as specified by the Zoning Bylaw. Given the limited street parking at this location, staff feels this additional parking proposed will be well-used and appreciate its inclusion.

The site plan shows a sidewalk and pathway continuing on to the R5 portion of the parcel which would provide pedestrian access through the subject parcel as prescribed by the OCP and Greenways Strategy.

#### *Landscape and Screening*

The landscape plan prescribes a range of trees and shrubs for screening along the parcel lines, between buildings, and around the refuse area, as well as decorative ground cover, which staff view as meeting OCP guidelines.

#### *Height and Density*

The maximum residential density permitted under R-4 zoning is 40 dwelling units per hectare of land. The resulting maximum density permitted is 38 units based on the area (0.96 hectares) of the subject parcel. With a density bonus under R-4 zoning for the provision of rental units, the maximum number of units can be increased to 50 units per hectare, or 48 units on the subject parcel (minimum residential density permitted under R-4 zoning is a single family dwelling). R-5 High Density zoning is supported by the OCP and would allow for 124 dwelling units (with density bonus). 24 units are proposed.

The Zoning Bylaw defines building height as calculated from the lowest average grade to the highest point of any roof top of a building. This can present some challenges on sites with more varied topography. The subject property has a significant cross slope, with the siting of the buildings separated by grade. For clarity, the proposed unit and building heights are as follows:

	<b>Permitted Height</b>	<b>Requested Unit Height</b>	<b>Requested Building Height</b>
<b>Alder</b>	10 m / 32.8 feet	11 m / 36 feet	11.4 m / 37'5" feet
<b>Aspen</b>	10 m / 32.8 feet	11 m / 36 feet	11.2 m / 36'8" feet
<b>Cedar</b>	10 m / 32.8 feet	10.4 m / 34 feet	10.5 m / 34'1" feet
<b>Larch</b>	10 m / 32.8 feet	10.8 m / 35'7" feet	11.1 m / 36'7" feet
<b>Hemlock</b>	10 m / 32.8 feet	10.6 m / 34'7" feet	12.2 m / 39'8" feet

While the modern design of the rooflines of all the proposed buildings extends beyond the maximum permitted height slightly on all of the units (most minimally 1'4" in the case of the "Cedar" units), the "Alder" and "Hemlock" building units are proposed to sited in a row lengthwise across portions of the property with significant elevation change and are thus most affected by the Zoning Bylaw definition of building height, from the lowest average grade to the highest point of any roof top of the building. As such, the corresponding highest proposed heights are 4'9" (Alder) and 7'0" (Hemlock) above the maximum permitted height with respect to the entire building, however only a portion of the entire building silhouette reaches this height, not the entire building mass. Furthermore, an even lesser portion of the roof of the individual units is above the maximum height if considering the units on their own (3'2" on the Alder units, and 2'11" on the Hemlock units), with the varied rooflines mitigating the related impacts of the building height to some extent.

Under the Zoning Bylaw regulations a maximum permitted height of 10 m is permitted, which may be increased to 13 m with an amenity provision. Considering this, the proposed maximum 12.2 m building height is within the range of height permitted in the R-4 zone. The OCP supported R-5 High Density Zoning would permit a maximum height of 15 m (with an amenity provision) at this location. Considering the applicable regulations, the site topography and building design, staff view the associated height variance request as shown in Schedule A as reasonable.

### CONCLUSION

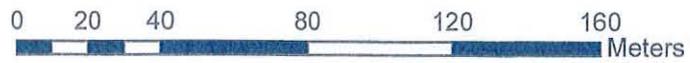
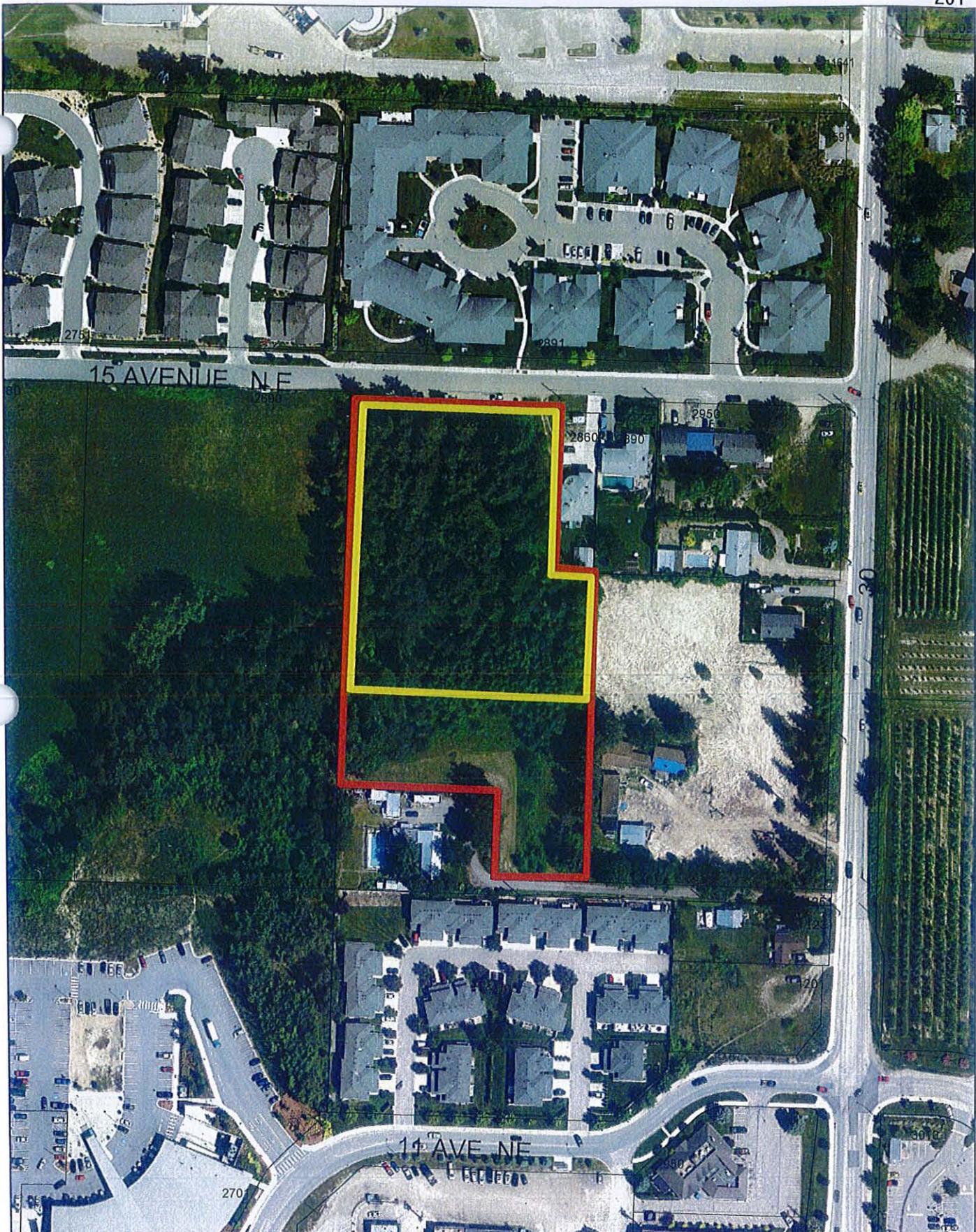
Staff recommends approval of Development Permit No. 417 and the associated variance.



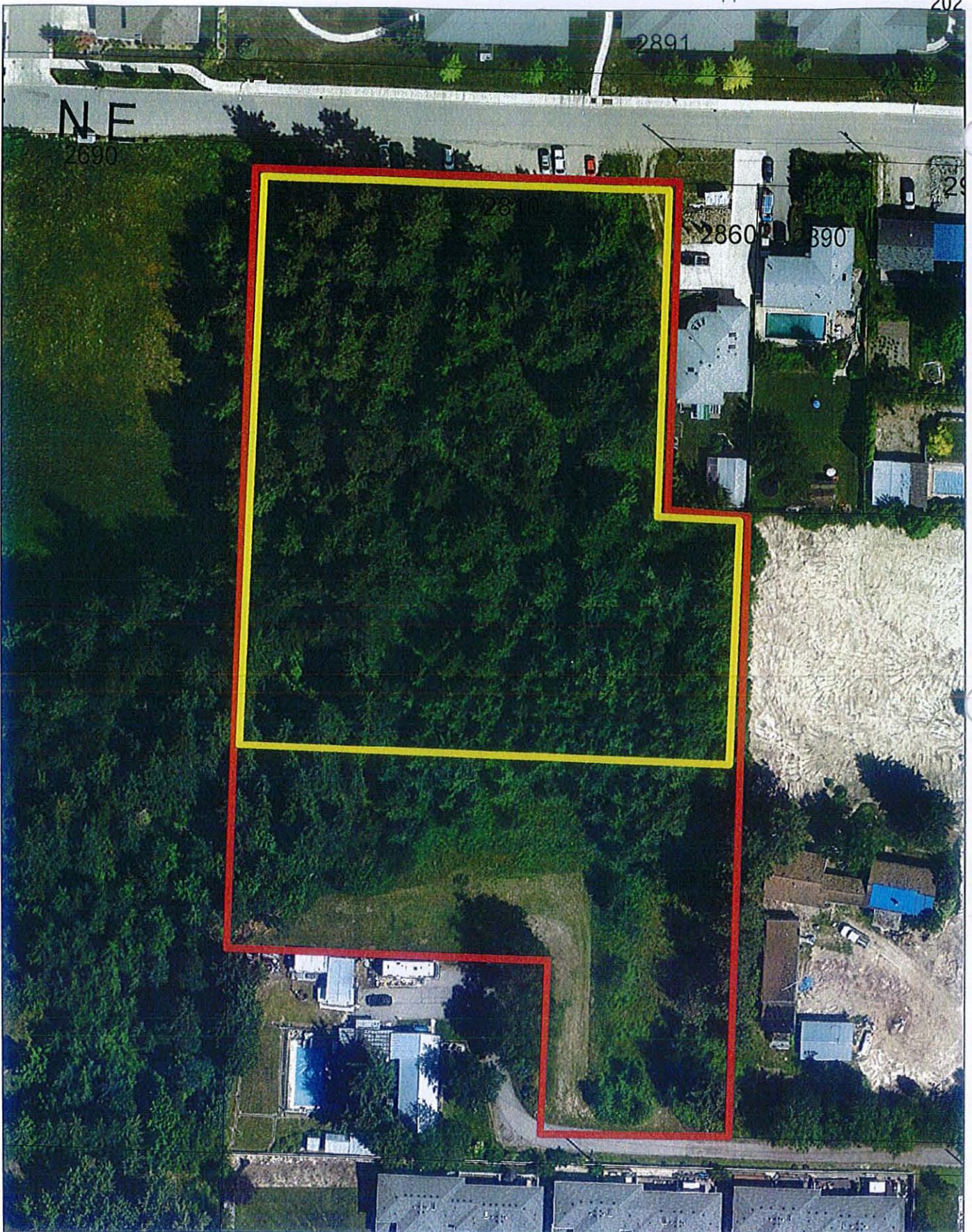
Prepared by: Chris Larson, MCP  
Planning and Development Officer



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



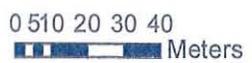
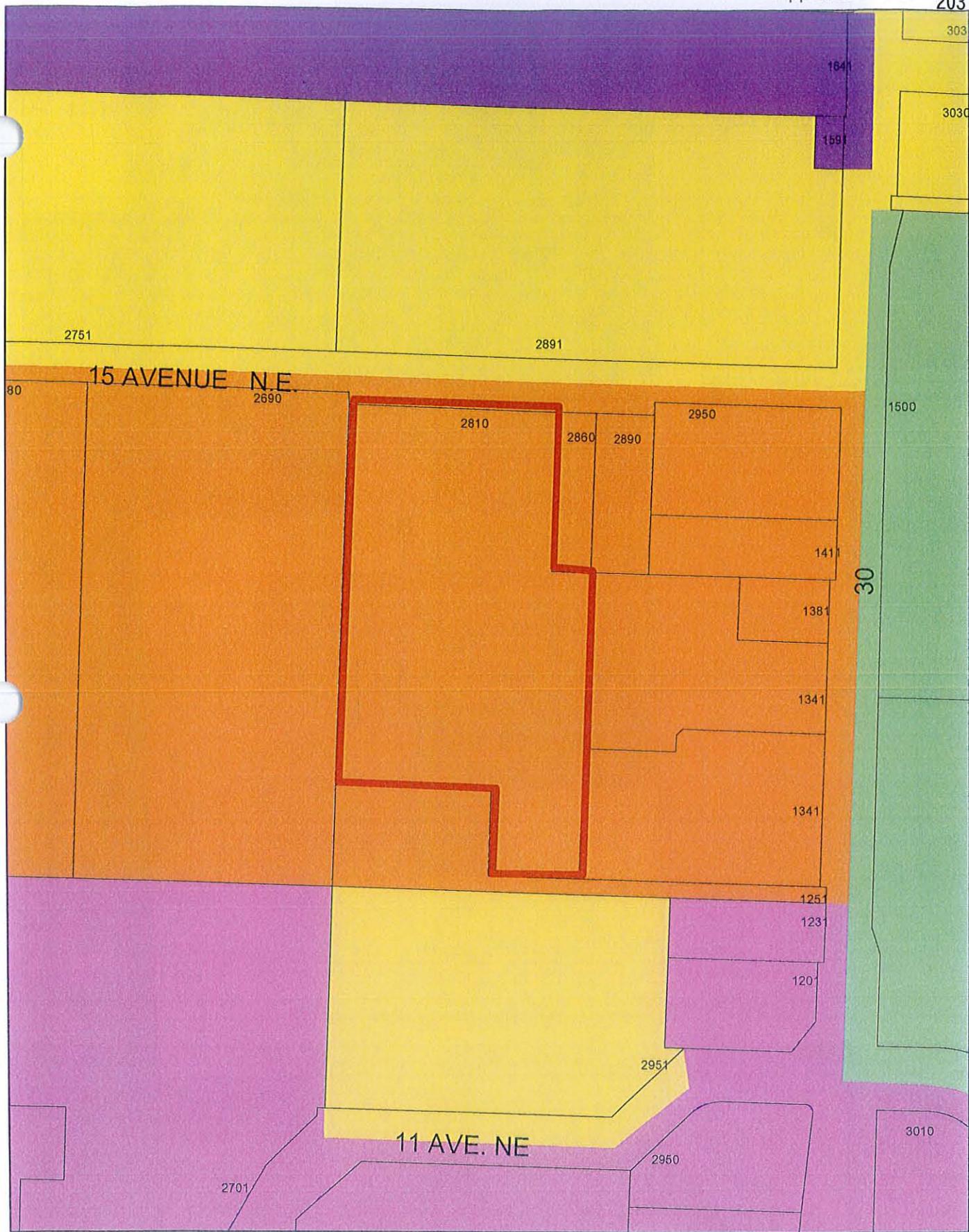
-  Subject Parcel
-  Portion Under Consideration



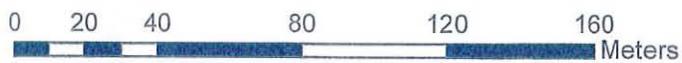
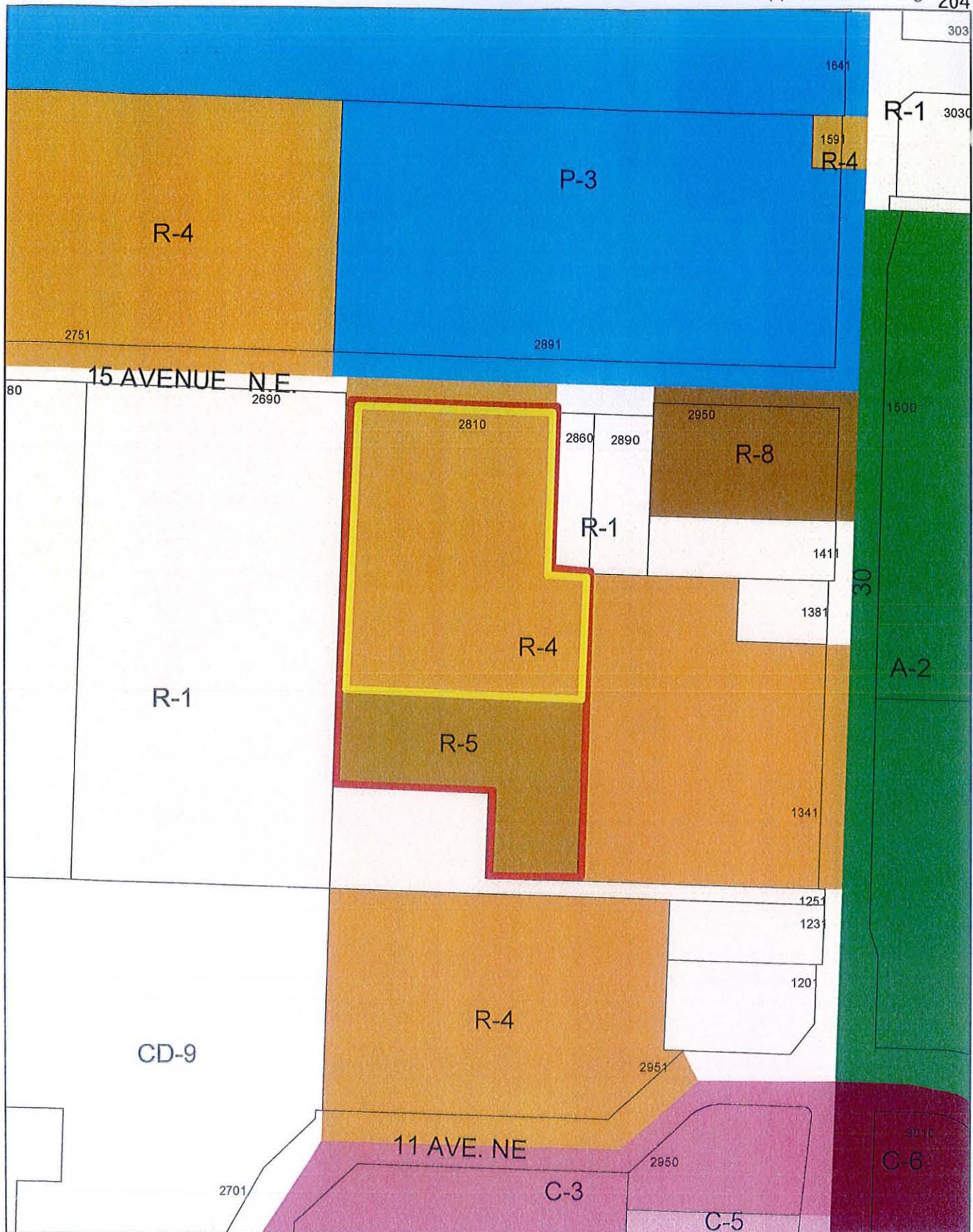
Subject Parcel



Portion Under Consideration



- |   |                                    |   |                 |
|---|------------------------------------|---|-----------------|
|  | High Density Residential           |  | Acreage Reserve |
|  | Medium Density Residential         |  | Institutional   |
|  | Highway Service/Tourist Commercial |  | Subject Parcel  |



-  Subject Parcel
-  Portion Under Consideration



View west of subject property frontage on 15 Avenue NE.



View east of subject property frontage on 15 Avenue NE.

**DEVELOPMENT INFO**

**LEGAL DESCRIPTION:**  
 Lot 7, Plan 60559, Section 25, Township 20, Range 16, W8M, R0YD

**LOT SIZE:**  
 Total Property = 1.44 ha (3.59 acres)  
 R-4 (Phase 1) portion of the property = 0.99 ha (2.37 acres)

**ZONING:**  
 Phase 1 - Medium Density (R-4)  
 0.99 ha (2.37 acres) @ 15.2 units/acre = 30 Units  
 Proposed = 24 Units  
 Parking Required = 1.5 stalls/unit = 36 stalls  
 Proposed = 49 stalls (each unit with double garage) plus 8 of the units have driveways that can accommodate 2 cars each

**REQUIRED SETBACKS:**  
 Front Yard = 5.0m (16.4ft)  
 Rear Yard R-4 = 3.0m (9.8ft) all other = 5.0m (16.4ft)  
 Side Yard Interior R-4 = 1.2m (3.9ft) Interior other = 1.5m (5.0ft)  
 Minimum Separation between Residential Buildings More than 1 Storey = 3.0m (9.8ft)

**MAXIMUM HEIGHT:**  
 Permitted = 10.0m (32.8ft)  
 Proposed = see Elevations

**PROJECT SUMMARY**

**UNIT TYPE 'A1'**  
 - 3 Levels (Family Room, Guest Room - Basement; Living Spaces & Garage - Main Floor; 3 Bedrooms - Upper Floor)  
 - 140.75m (1,515sf)  
 - Garage & Unfinished Basement  
 - 3 Units

**UNIT TYPE 'A2'**  
 - 3 Levels (Family Room, Guest Room - Basement; Living Spaces & Garage - Main Floor; 3 Bedrooms - Upper Floor)  
 - 159.15m (1,702sf)  
 - Garage & Unfinished Basement  
 - 4 Units

**UNIT TYPE 'B'**  
 - 3 Levels (Garage, Family Room, Guest Room - Basement; Living Spaces, Main Floor; 3 Bedrooms - Upper Floor)  
 - 105.65m (1,150sf)  
 - Garage & Unfinished Basement  
 - 7 Units

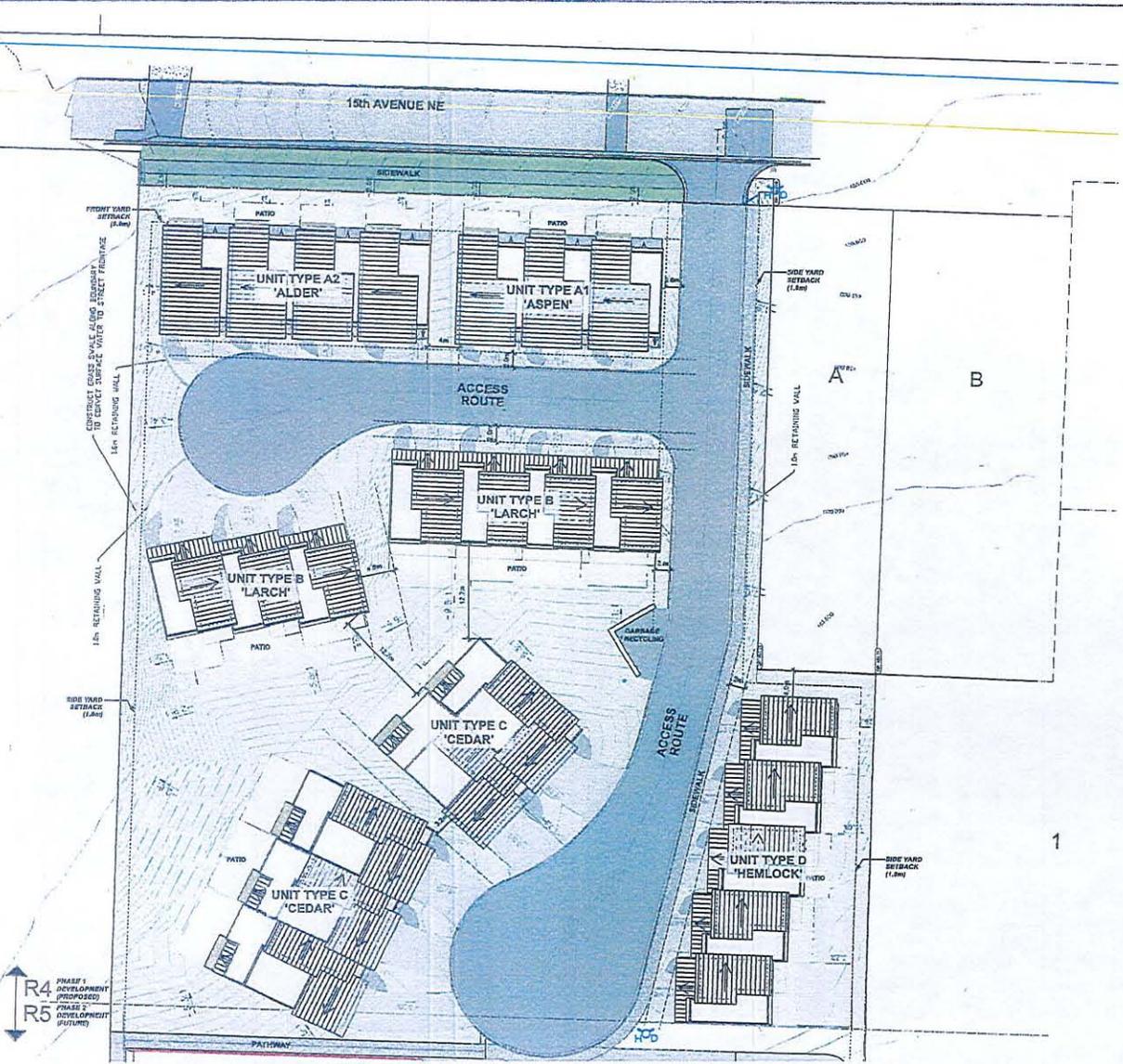
**UNIT TYPE 'C'**  
 - 2 Levels (Garage, Living Spaces, Master Bedroom Suite - Main Floor; 2 Bedrooms, Den - Upper Floor)  
 - 187.85m (2,022sf)  
 - Garage & Unfinished Basement  
 - 5 Units

**UNIT TYPE 'D'**  
 - 3 Levels (Garage, Family Room - Basement; Living Spaces - Main Floor; 3 Bedrooms - Upper Floor)  
 - 148.35m (1,598sf)  
 - Garage & Unfinished Basement  
 - 5 Units

**TOTAL UNITS = 24**

**SITE PLAN NOTES**

- See CIVIL drawings for site servicing and grading information.
- See Landscape drawings (and Plant List) for landscape design.
- Exact alignment of unit driveways and walkways to be determined.



**ISSUE DATE**  
 Development Plan December 10, 2014

**DRAWN BY: MS**  
**DATE:** February 2014  
**SCALE:** 1:225

**ARCHITECT**  
 PO BOX 1418  
 SUITE 102 - 20 HURON AVENUE  
 SALMON SPRINGS, BC  
 T2S0S1S (856)  
 F (604) 661-1111  
 WWW.MINDSPACE.CO

**PROJECT:**  
**UPTOWN VILLAGE**  
 Multi-Unit Residential Development

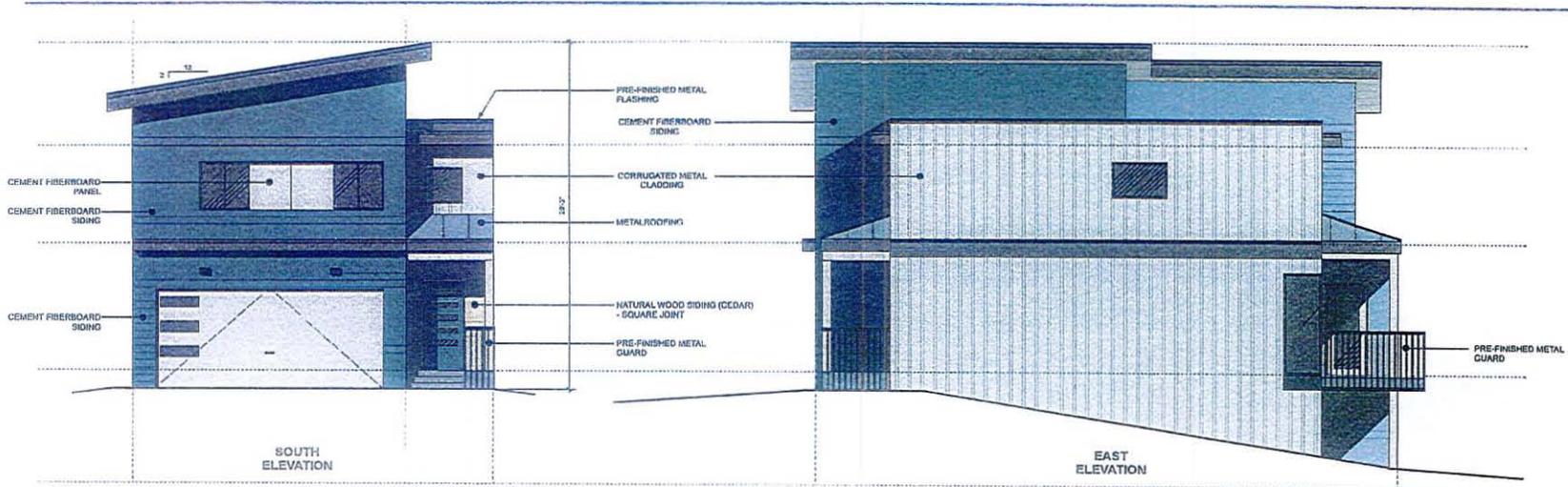
2816 - 15th Ave. NE  
 Salmon Arm, BC

**DRAWING TITLE:**  
**MEDIUM DENSITY (R4) SITE PLAN**

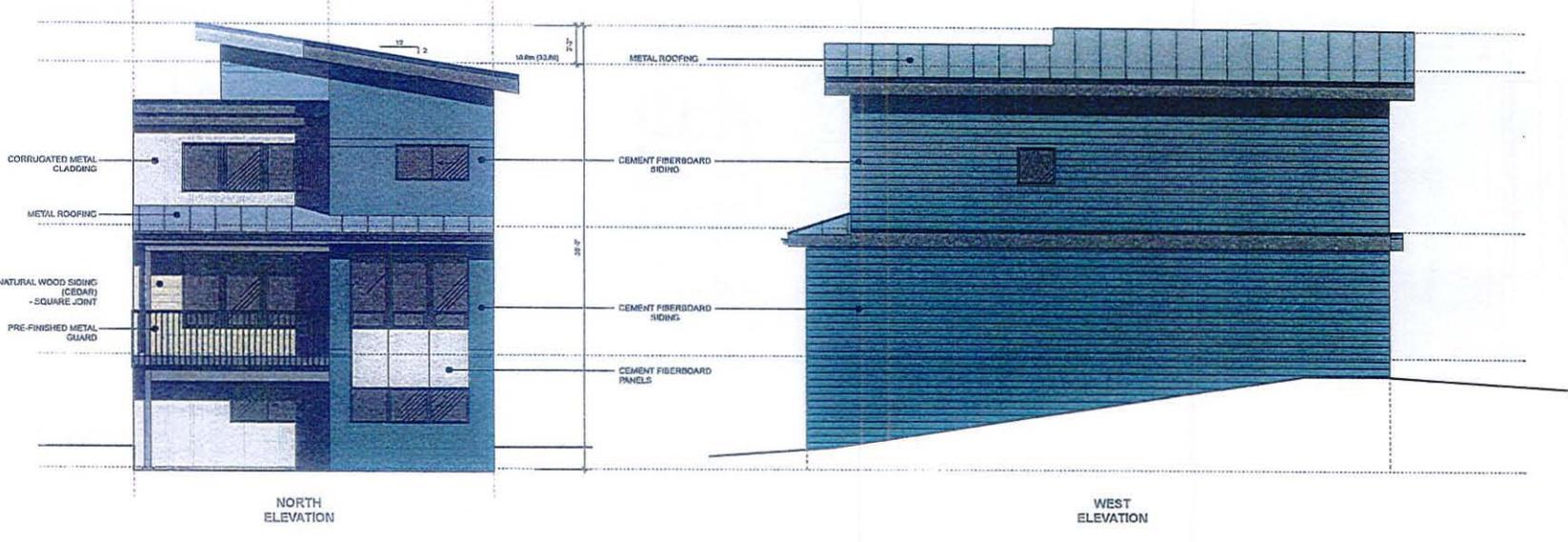
**DRAWING NO.:**  
**A01**

Appendix 6: Schedule A





**UNIT TYPE A1 - 'ASPEN'**



ISSUE	DATE
Development Permit	February 23, 2016

**DRAWN BY:** PL  
**DATE:** February 2016  
**SCALE:** 1/8" = 1'-0"

**ARCHITECT**  
 PG BOX 1438  
 SUITE 102 - 201 HUDSON AVE. #102  
 SALEM, ARIZONA 85476-1438  
 T 520.845.4889  
 E ronald@architect.com  
 W www.architect.com

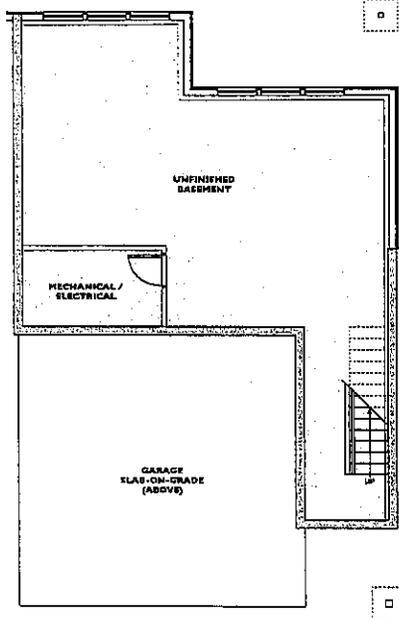
**PROJECT:**  
**UPTOWN VILLAGE**  
 Multi-Unit Residential Development

2610 - 15th Ave. NE  
 Salmon Arms, BC  
**DRAWING TITLE:**  
**UNIT TYPE 'A' - ELEVATIONS**

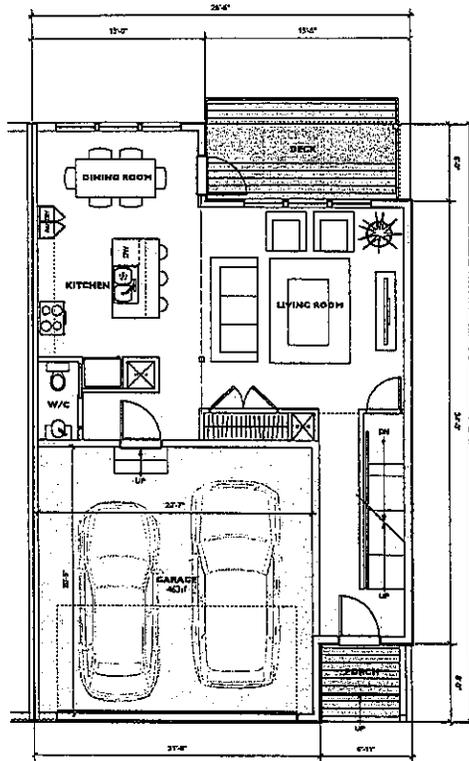
**DRAWING NO.:**  
**A02a**

Appendix 6: Schedule A

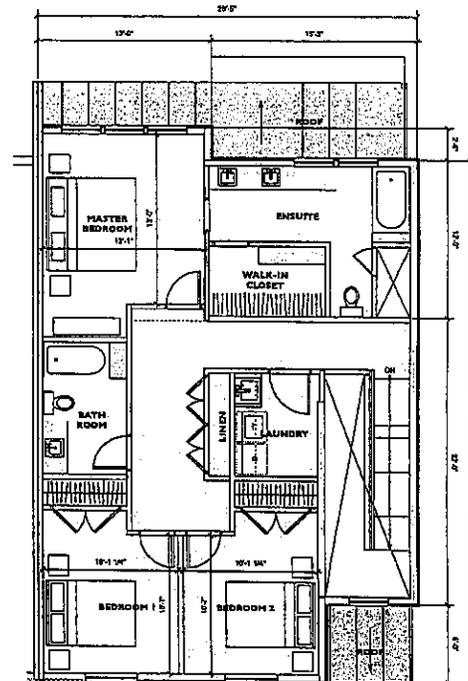




Basement  
710sf



Main Floor  
710sf



Upper Floor  
992sf

**UNIT TYPE 'A2' - ALDER**

Finished Area = 1,702sf  
+ Garage & Basement

A

PROJECT: UPTOWN VILLAGE  
Multi-Unit Residential Development

2810 - 15th Ave. NE  
Seattle, WA, BC

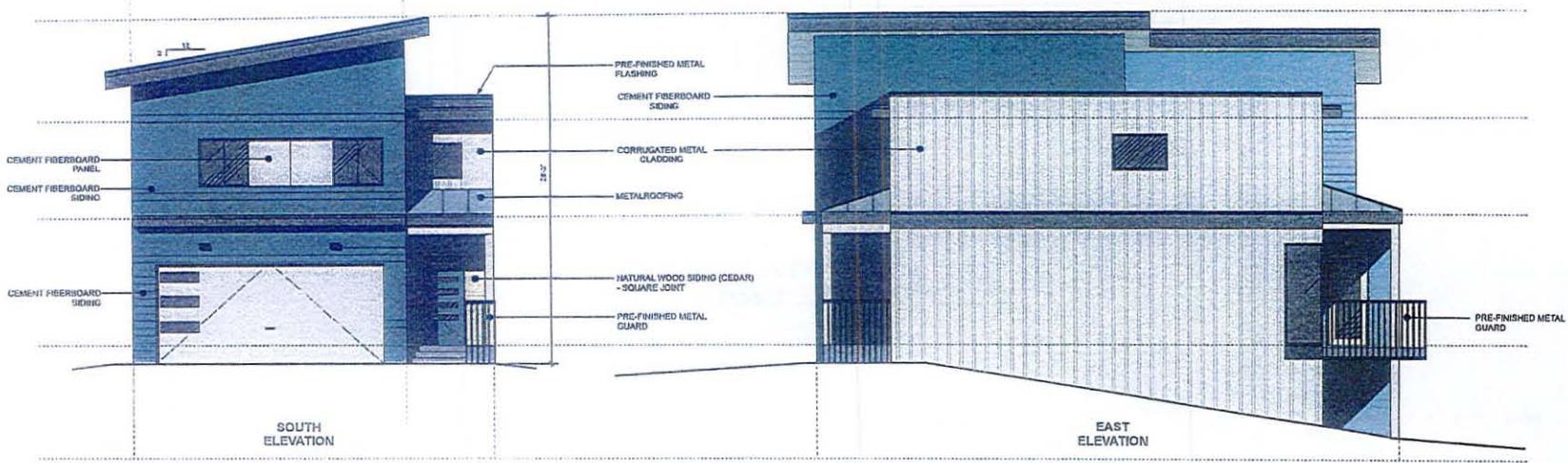
DRAWING TITLE:  
UNIT TYPE 'A'  
- FLOOR PLANS

DRAWING NO:  
**A03**

ISSUE	DATE

BRAWN BY: JL  
DATE: February 2018  
SCALE: 1/4" = 1'-0"

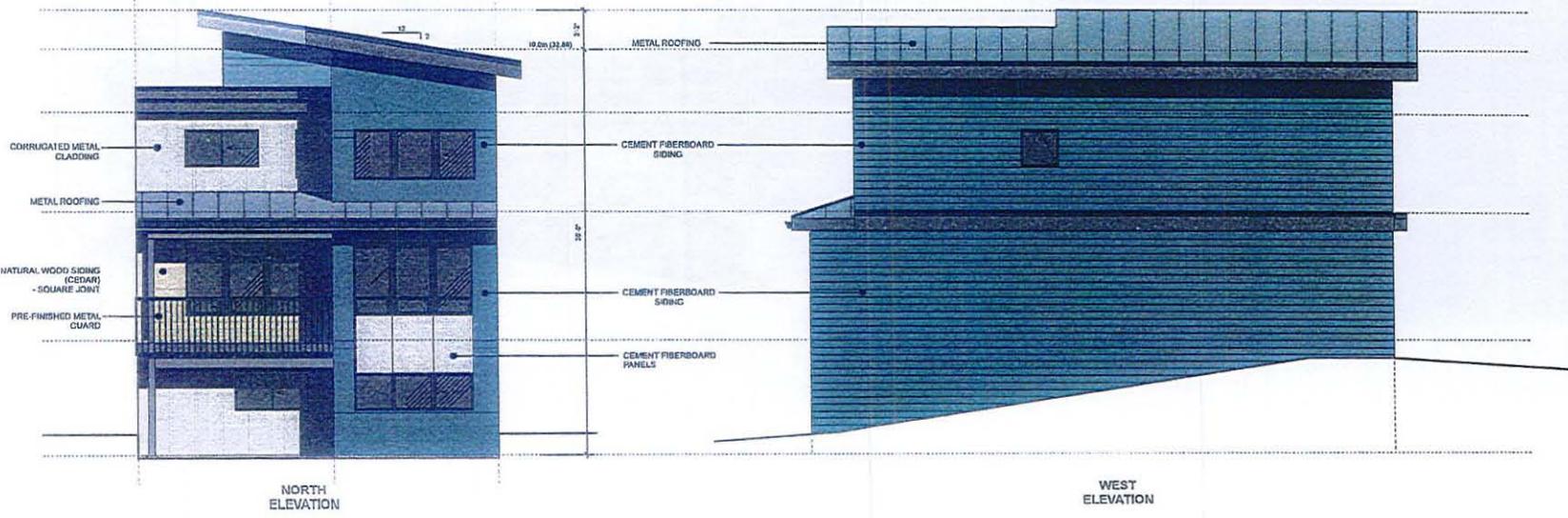
NO. 1007-1430  
STATE #1 - 31 HUDSON AVENUE  
SAPOUNAN, BC V1V 1W6  
TEL: 250-833-4851  
E: info@aplanet.com  
W: www.aplanet.com



SOUTH ELEVATION

EAST ELEVATION

**UNIT TYPE A2 - 'ALDER'**



NORTH ELEVATION

WEST ELEVATION

  
**ISSUE**      **DATE**  
 Drawings Panel      Review: 04.2018  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**DRAWN BY:** J.C.  
**DATE:** February 2018  
**SCALE:** 1/8" = 1'-0"

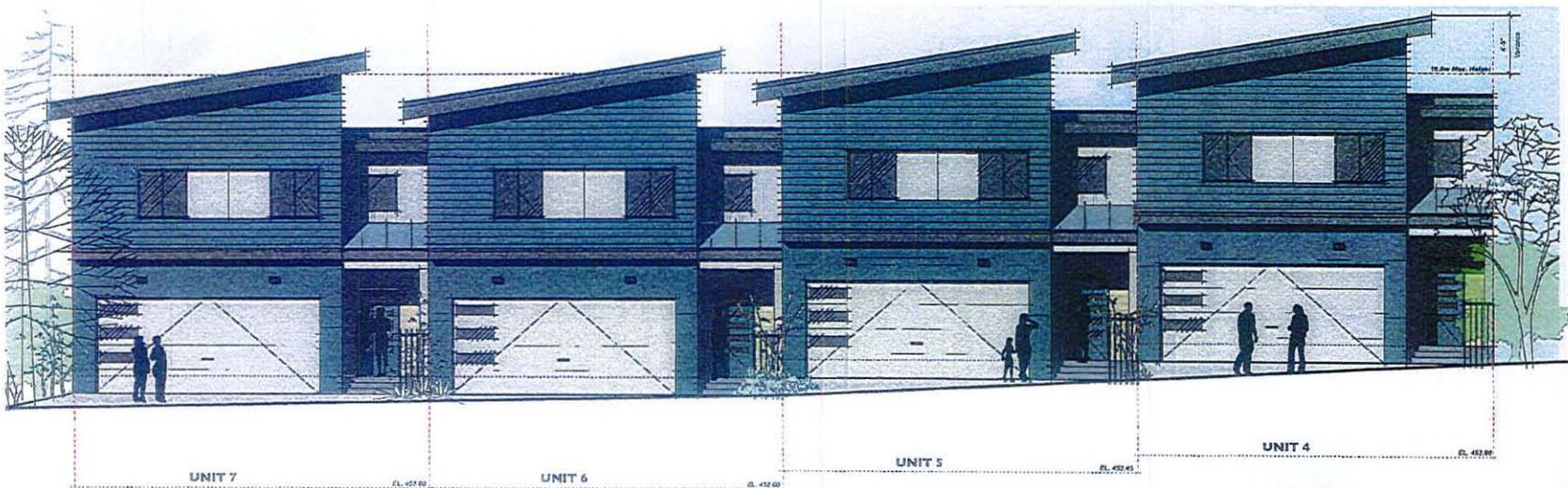
  
 ARCHITECT  
 100 BOY + 108  
 SUITE 100 - 25 HUDSON AVE. N.E.  
 SALEM, OREGON, U.S.A. 97301  
 T 503.541-4801  
 F 503.541-4802  
 W www.pulverer.ca

**PROJECT**  
**UPTOWN VILLAGE**  
 Multi-Unit Residential Development

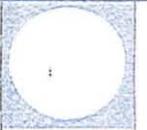
2510 - 35th Ave. NE  
 Salem, OR, U.S.A.

**DRAWING TITLE:**  
**UNIT TYPE 'A' - ELEVATIONS**

**DRAWING NO.:**  
**A03a**



SOUTH ELEVATION  
STREETSCAPE  
**UNIT TYPE A2  
'ALDER'**



ISSUE	DATE
Discipline Issues	Edmond, 08-2018

DRAWN BY: JL  
DATE: February 2018  
SCALE: 1/8" = 1'-0"

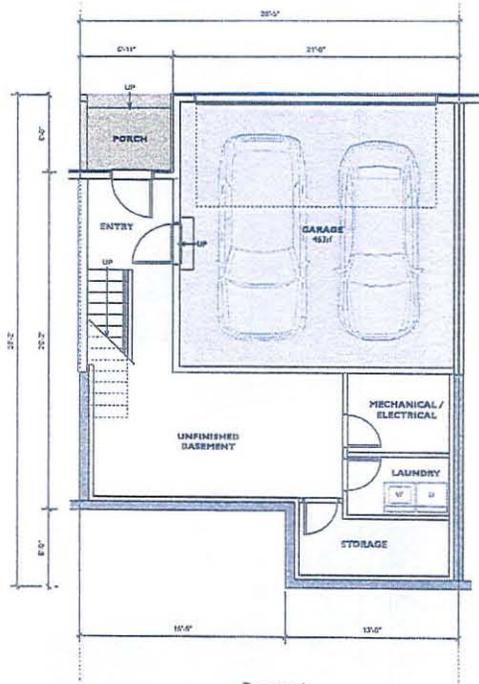
**A** ARCHITECT  
 10100 4100  
 1400 E 20th Street, Suite 100  
 Salt Lake City, UT 84143  
 T 201-411-4000  
 F 201-411-4000  
 W www.Architect.com

PROJECT:  
**UPTOWN  
VILLAGE**  
Multi-Unit Residential  
Development

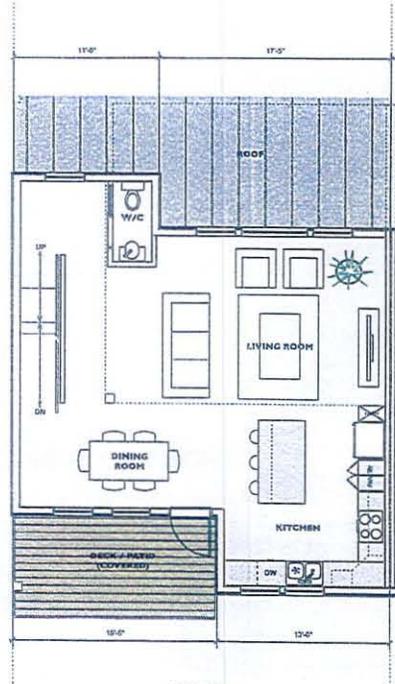
2810 - 15th Ave. NE  
Salt Lake City, UT  
DRAWING TITLE:  
**UNIT TYPE 'A'  
- ELEVATIONS**

DRAWING NO:  
**A03b**

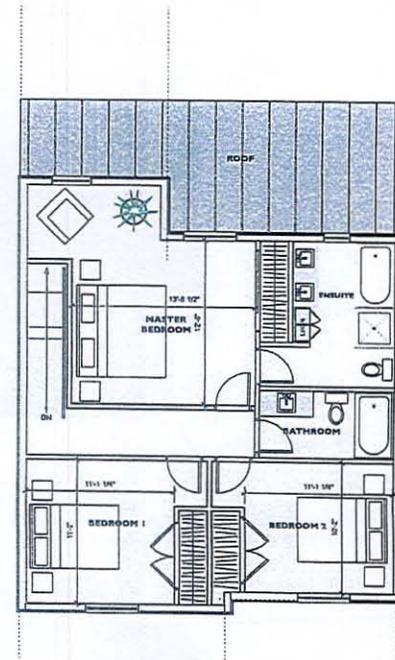
Appendix 6: Schedule A



Basement  
487sf



Main Floor  
750sf



Upper Floor  
860sf

**UNIT TYPE 'B' - LARCH**

Finished Area = 1,610sf  
+ Garage (& Basement)



PROJECT: UPTOWN VILLAGE  
2815 - 15th Ave. NE  
Salmon Arm, BC

ISSUE	DATE
Document Name	February 18, 2018

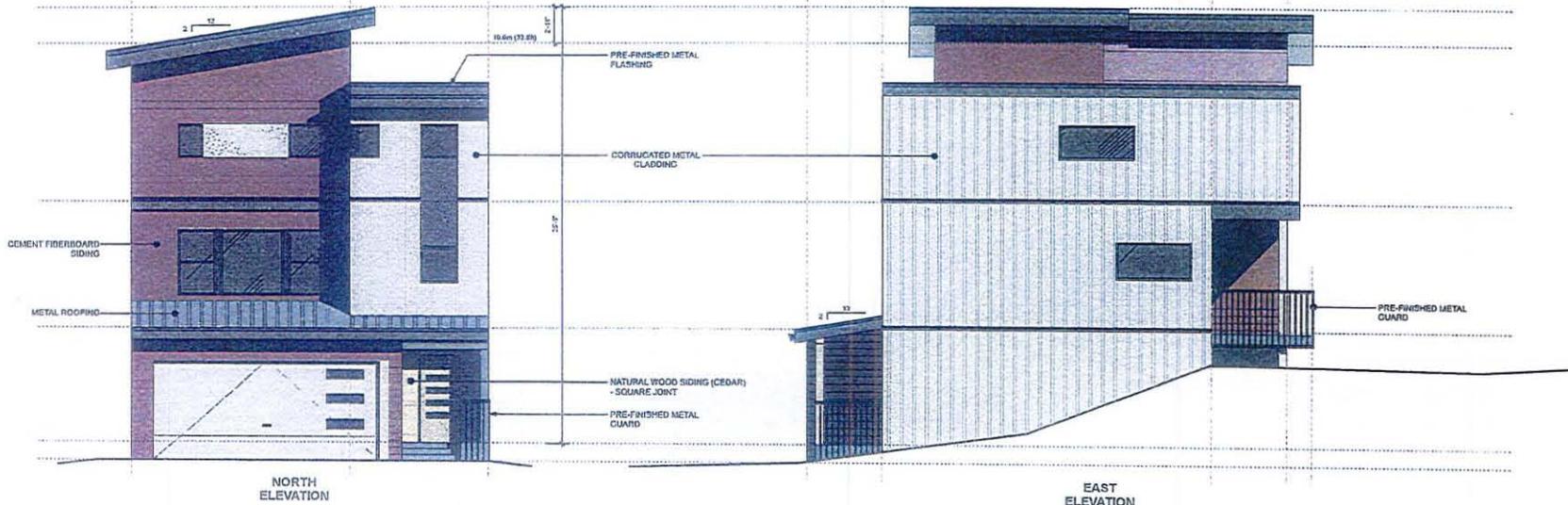
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DATE: February 2018  
SCALE: 1/8" = 1'-0"



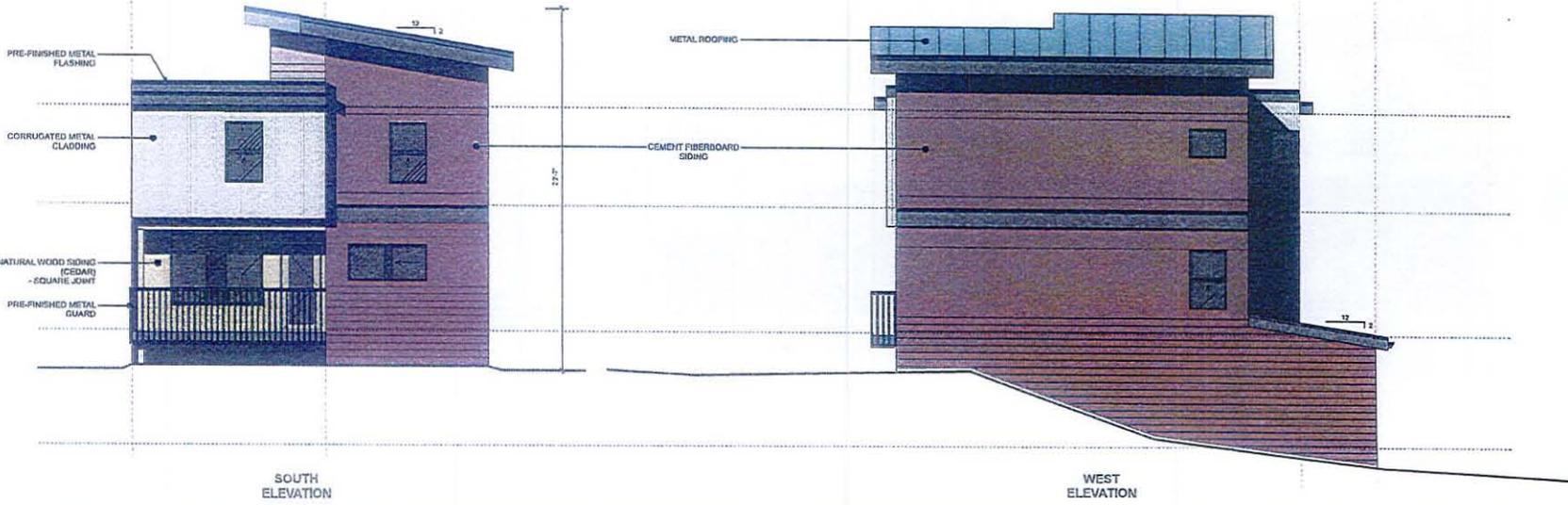
PROJECT:  
**UPTOWN VILLAGE**  
Multi-Unit Residential Development

2815 - 15th Ave. NE  
Salmon Arm, BC  
DRAWING TITLE:  
**UNIT TYPE 'B'  
- FLOOR PLANS**

DRAWING NO:  
**A04**



**UNIT TYPE B - 'LARCH'**



ISSUE	DATE

DRAWN BY: HS  
 DATE: February 2018  
 SCALE: 1/8" = 1'-0"



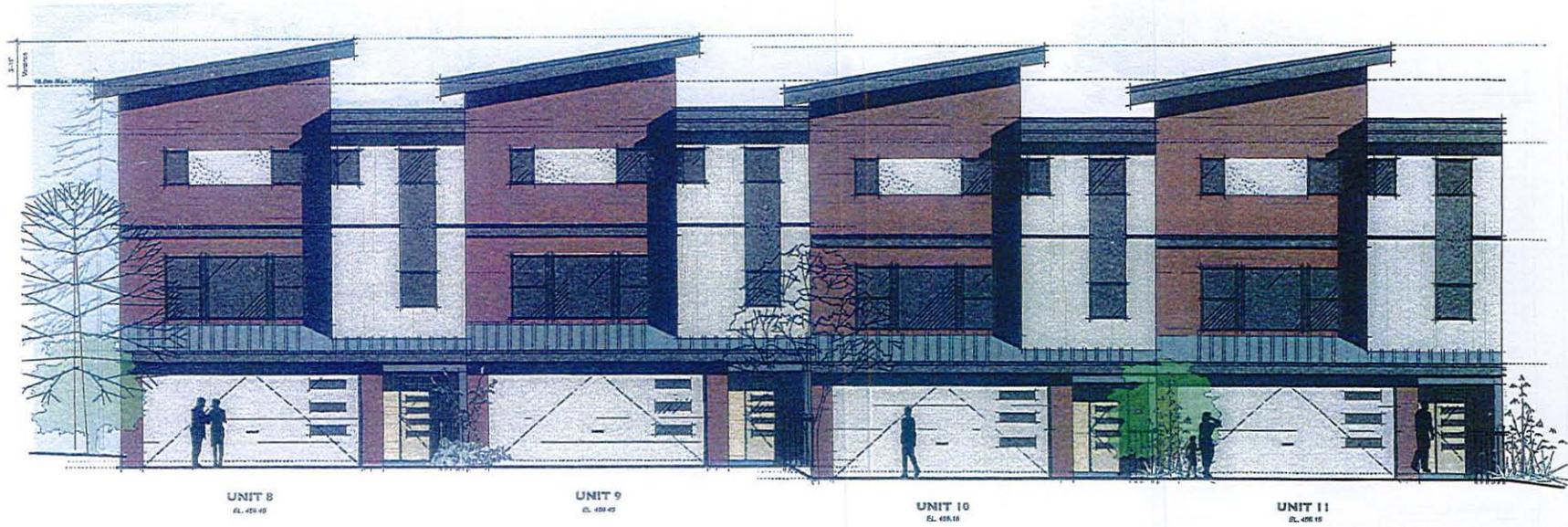
FLORIAN HUB  
 5416 RD - 10 HURON AVE NE  
 SALEM, AR, NC 27158-9949  
 T 252-515-8881  
 F 252-515-8882  
 W www.florianhub.com

PROJECT:  
**UPTOWN VILLAGE**  
 Multi-Unit Residential Development

2810 - 15th Ave, NE  
 Salem, AR, NC  
 DRAWING TITLE:  
**UNIT TYPE 'B' - ELEVATIONS**

DRAWING NO:  
**A04a**

Appendix 6: Schedule A



UNIT 8  
EL. 459.45

UNIT 9  
EL. 459.45

UNIT 10  
EL. 458.10

UNIT 11  
EL. 456.15

NORTH ELEVATION  
STREETSCAPE  
**UNIT TYPE B  
'LARCH'**



ISSUE DATE  
Development Phase February 19, 2010

DRAWN BY: PL  
DATE: February 2010  
SCALE: 1/4" = 1'-0"

**A** ARCHITECTS  
FLOOR 1410  
1410 14TH AVE. NE  
SUITE 1410 PLACERVILLE, CA  
95675-1410  
www.aarchitects.com

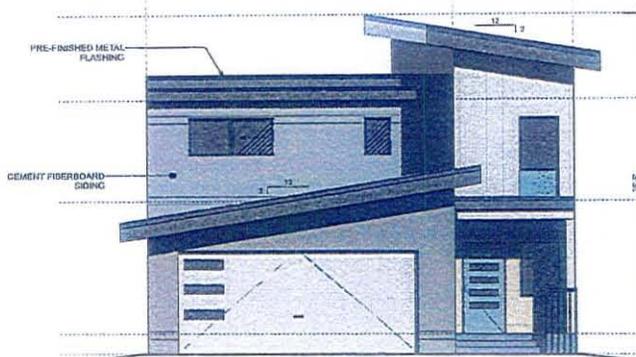
PROJECT  
**UPTOWN VILLAGE**  
Multi-Unit Residential  
Development

2810 - 13th Ave. NE  
Snohomish, WA  
DRAWING TITLE  
**UNIT TYPE 'B'  
- ELEVATIONS**

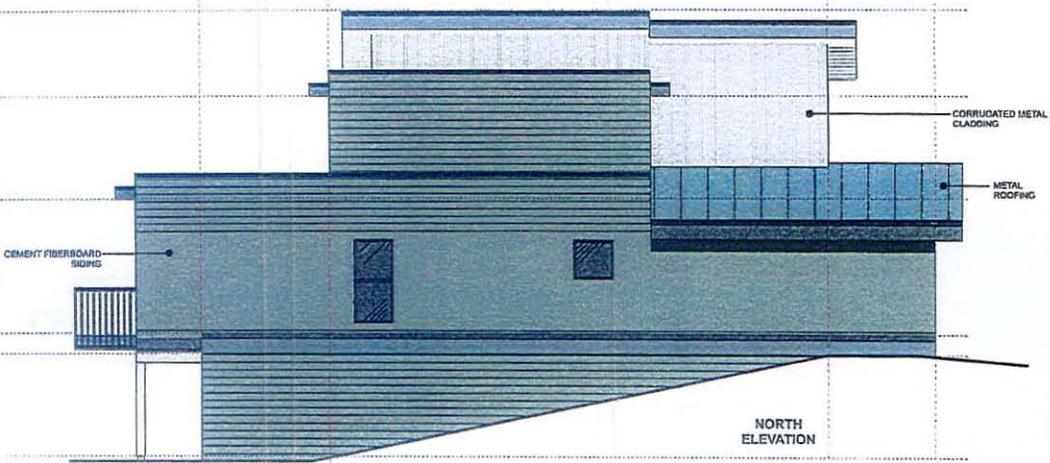
DRAWING NO:  
**A04b**

Appendix 6: Schedule A



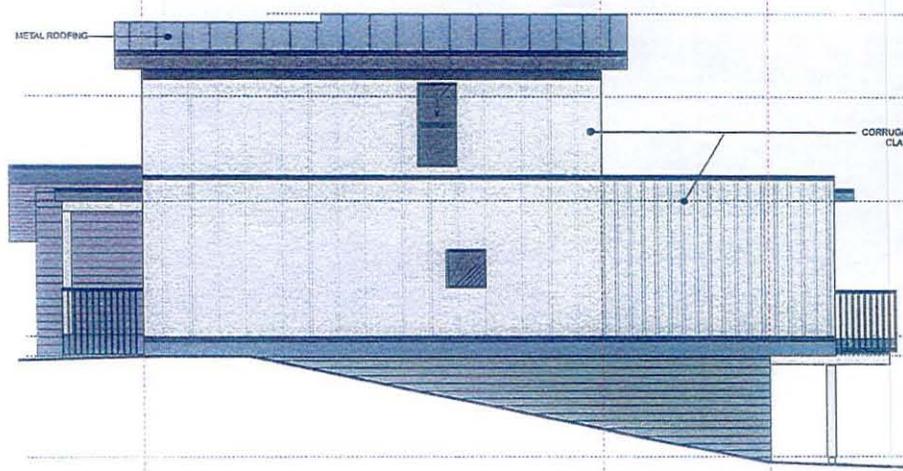


EAST (STREET)  
ELEVATION

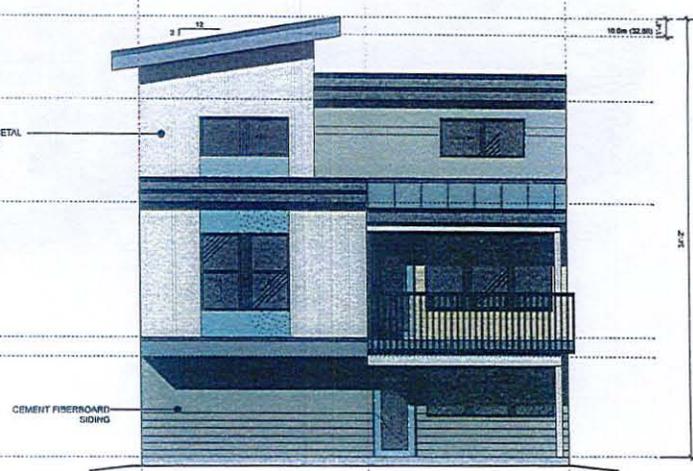


NORTH  
ELEVATION

**UNIT TYPE C - 'CEDAR'**



SOUTH  
ELEVATION



WEST  
ELEVATION



ARCHITECTS  
1000 WEST 10TH AVENUE, SUITE 100  
SEASIDE, BRITISH COLUMBIA V6N 1C1

ISSUE	DATE
Development Phase	February 2018

DRAWN BY: ES  
DATE: February 2018  
SCALE: 1/4" = 1'-0"



PROJECT: UPTOWN VILLAGE  
Multi-Unit Residential Development  
7310 - 15th Ave. NE  
Salmon Arm, BC  
7310-15th Ave NE  
Salmon Arm, BC  
7310-15th Ave NE  
Salmon Arm, BC

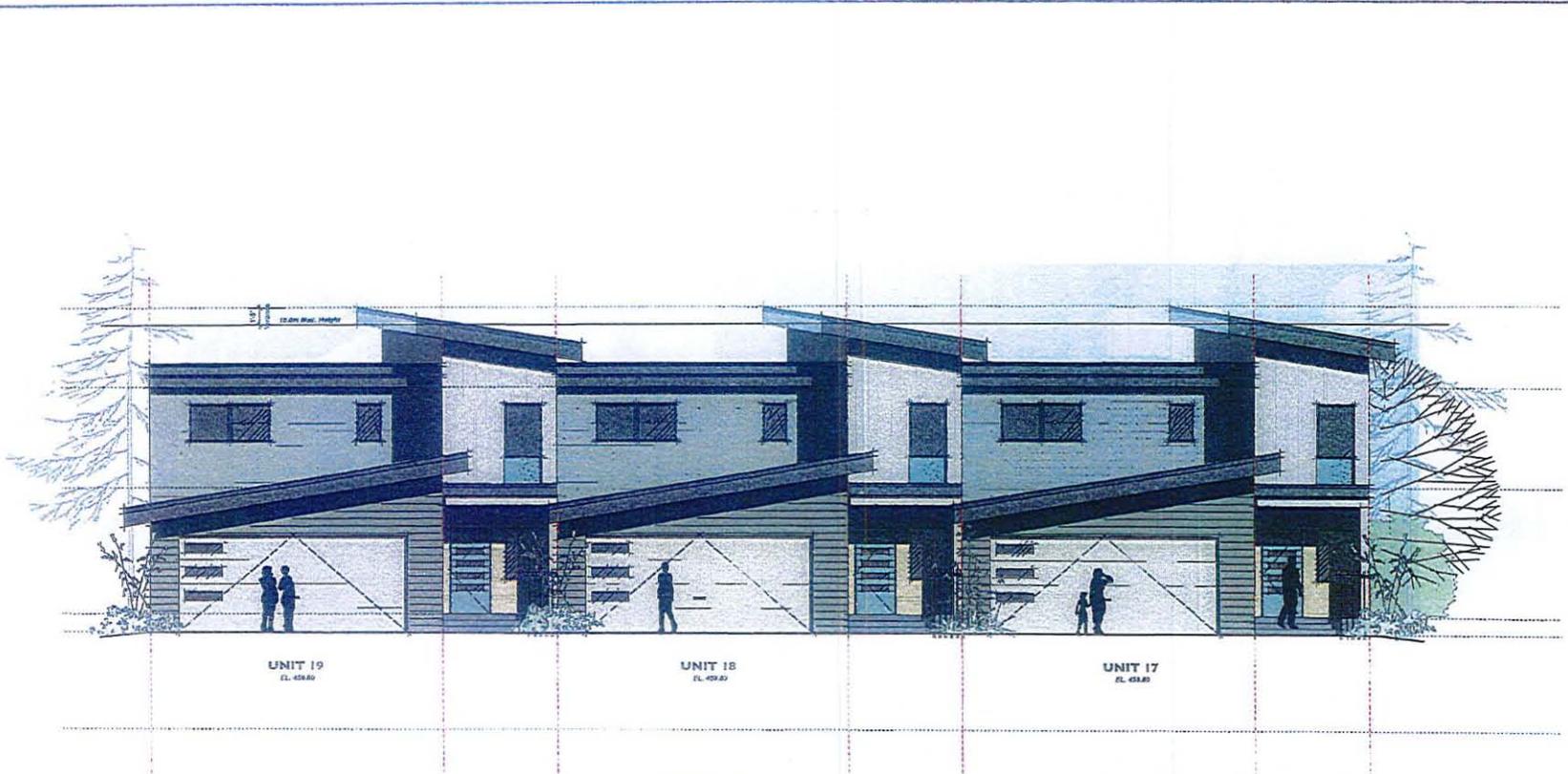
PROJECT:  
**UPTOWN VILLAGE**

Multi-Unit Residential  
Development

7310 - 15th Ave. NE  
Salmon Arm, BC

DRAWING TITLE:  
**UNIT TYPE 'C'  
- ELEVATIONS**

DRAWING NO.:  
**A05a**



UNIT 19  
FL. 428.80

UNIT 18  
FL. 428.82

UNIT 17  
FL. 428.82

STREETSCAPE  
ELEVATION  
**UNIT TYPE C  
'CEDAR'**



ISSUE	DATE
Development Plan	January, 17, 2018

DRAWN BY: PL  
DATE: February 2018  
SCALE: 1/8" = 1'-0"

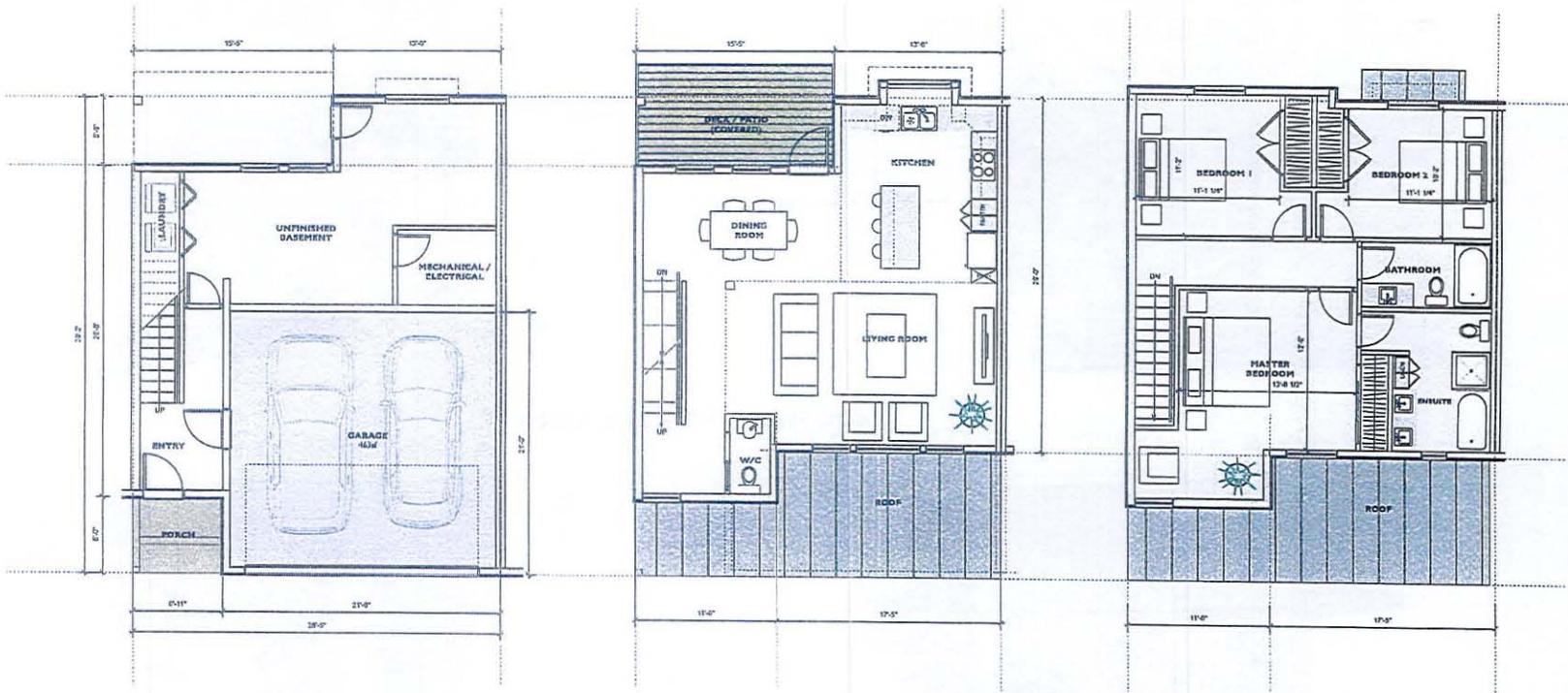
**ARCHITECT**  
POLSON + IRVING  
SUITE 102 - 20 HAZELHURST DR  
SURREY, BRITISH COLUMBIA  
V3R 4Y6  
TEL: 604-591-4862  
www.polsonirving.ca

PROJECT:  
**UPTOWN  
VILLAGE**  
Multi-Unit Residential  
Development

2010 - 15th Ave. NE  
Surrey, BC  
DRAWING TITLE:  
**UNIT TYPE 'C'  
- ELEVATIONS**

DRAWING NO.:  
**A05b**

Appendix 6: Schedule A



Basement  
487sf

Main Floor  
757sf

Upper Floor  
839sf

**UNIT TYPE 'D' - HEMLOCK**

Finished Area = 1,596sf  
+ Garage & Basement

PROJECT: **UPTOWN VILLAGE**  
Multi-Unit Residential Development

2810 - 15th Ave. NE  
Salmon Arm, BC

DRAWING TITLE:  
**UNIT TYPE 'D'  
- FLOOR PLANS**

DRAWING NO:  
**A06**

DATE: February 2018  
SCALE: 1/4" = 1'-0"

ISSUE DATE  
Description Name February 22, 2018

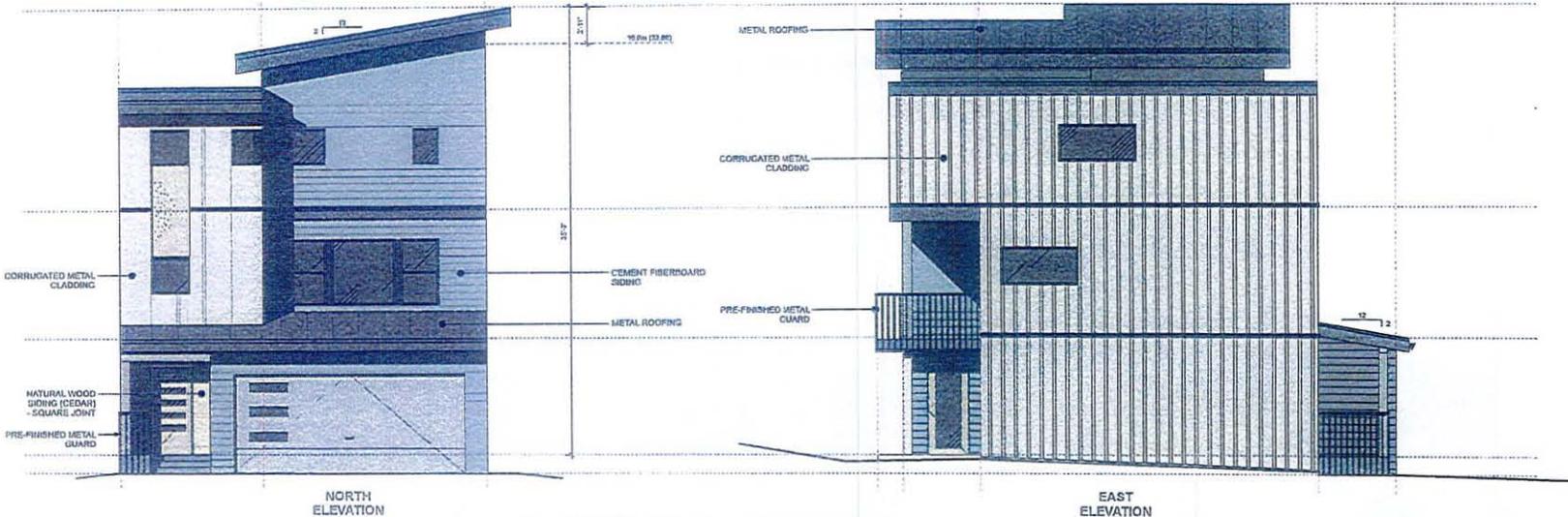
DRAWN BY: PL  
DATE: February 2018  
SCALE: 1/4" = 1'-0"

PROJECT: **UPTOWN VILLAGE**  
Multi-Unit Residential Development

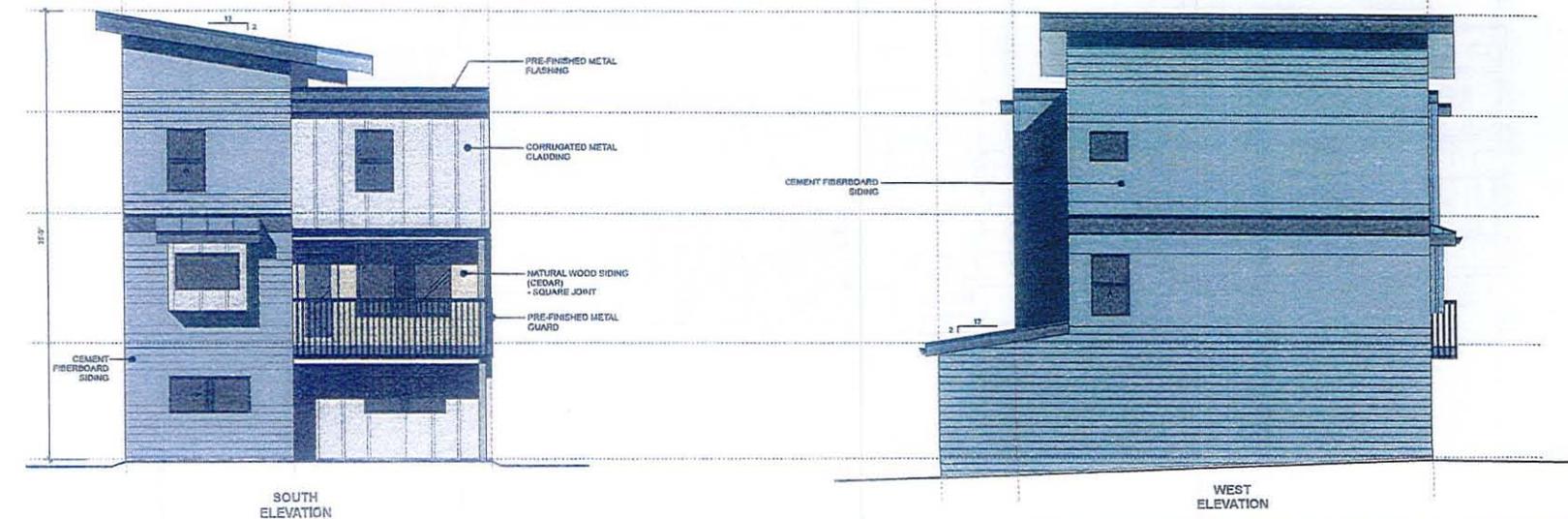
2810 - 15th Ave. NE  
Salmon Arm, BC

DRAWING TITLE:  
**UNIT TYPE 'D'  
- FLOOR PLANS**

DRAWING NO:  
**A06**



**UNIT TYPE D - 'HEMLOCK'**

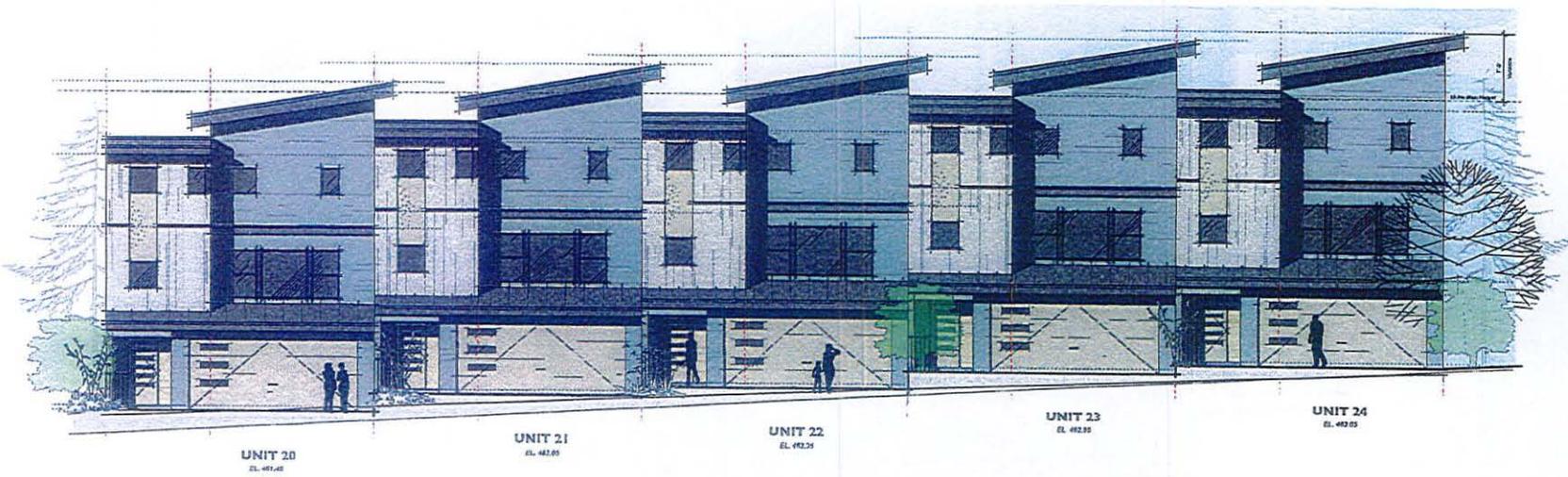


ISSUE DATE  
 Development Phase Edition: 01.2023  
 DRAWN BY: PL  
 DATE: February 2023  
 SCALE: 1/8" = 1'-0"

72,804 413  
 2411 42 - 20 FULFORD AVE NE  
 SALEM, BC V5E 1K6  
 1 255-511-4631  
 E-mail: info@architect.ca  
 W: www.architect.ca

PROJECT:  
**UPTOWN VILLAGE**  
 Multi-Unit Residential Development  
 2810 - 15th Ave. NE  
 Salem, BC  
 DRAWING TITLE:  
**UNIT TYPE 'D' - ELEVATIONS**  
 DRAWING NO:  
**A06a**

Appendix 6: Schedule A



**UNIT TYPE 'D' - HEMLOCK**  
STREETSCAPE  
ELEVATION



REVISION	DATE
01	February 19, 2010

DRAWN BY: JLS  
 DATE: February 2010  
 SCALE: 1/2" = 1'-0"

**ARCHITECT**  
 10200 14th  
 Suite 100 - 20 Hemlock Ave NE  
 Seattle, WA 98107  
 T 206-441-4821  
 E jls@architect.com  
 W www.architect.com

PROJECT  
**UPTOWN VILLAGE**  
 Multi-Unit Residential  
 Development  
 2010 - 15th Ave. NE  
 Seattle, WA, BC  
 DRAWING TITLE:  
**UNIT TYPE 'D'  
 - ELEVATIONS**  
 DRAWING NO:  
**A06b**

Appendix 6: Schedule A



15th AVENUE NE



ISSUE DATE

DRAWN BY: HL

DATE: February 2018

SCALE: 1/32"



ERIC REYNARD  
Landscape Architect

Eric Reynard BCALA CMLA  
1440 West 10th Avenue, Suite 100  
Vancouver, BC V6H 2M6

PROJECT  
**UPTOWN VILLAGE**

Multi-Unit Residential Development

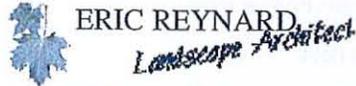
2810 - 15th Ave. NE  
Simon Park, BC

DRAWING TITLE:  
**LANDSCAPE PLAN**

DRAWING NO.:

**L01**

Appendix 6: Schedule A



## UPTOWN VILLAGE

Mar 3, 2018

QTY	BOTANICAL NAME	COMMON NAME	SIZE
<b>TREES</b>			
8	Acer x freemanii 'Autumn Blaze'	Autumn Blaze Maple	7cm cal
3	Syringa reticulata 'Ivory Silk'	Ivory Silk Tree Lilac	5cm cal
<b>SHRUBS</b>			
20	Acer ginnala	Amur Maple	#5 pot
35	Berberis thunbergii 'Gentry'	Royal Burgundy Japanese Barberry	#2 pot
68	Berberis thunbergii 'Gold Nugget'	Japanese Barberry	#1 pot
23	Berberis thunbergii 'Rose Glow'	Rose Glow Japanese Barberry	#2 pot
11	Clethra alnifolia 'Vanilla Spice®' (PW)	Vanilla Spice Summersweet	#2 pot
46	Cornus alba 'Baihalo'	Ivory Halo Dogwood	#1 pot
1	Corylus avellana 'Red Majestic'	Red Majestic Contorted Hazelnut	#7 pot
132	Cotoneaster dammeri 'Lowfast'	Spreading Cotoneaster	10cm pot
45	Euonymus alatus 'Compacta'	Dwarf Winged Burning Bush	#2 pot
21	Hemerocallis 'Stella De Oro'	Stella De Oro Daylily	
16	Holodiscus discolor	Oceanspray	#2 pot
27	Hosta x 'Francee'	Francee Plantain Lily	#1 pot
3	Hosta x 'Sum and Substance'	Sum and Substance Plantain Lily	#1 pot
13	Itea virginica 'Henry's Garnet'	Henry's Garnet Sweetspire	#1 pot
225	Juniperus horizontalis 'Bar Harbor'	Bar Harbor Juniper	#1 pot
85	Mahonia aquifolium	Oregon Grape Holly	#2 pot
62	Pachysandra terminalis	Pachysandra	10cm pot
9	Physocarpus opulifolius 'Dart's Gold'	Dart's Gold Ninebark	#2 pot
7	Physocarpus opulifolius 'Mindia'	Coppertina Ninebark (R)	#2 pot
3	Pinus mugo 'Mops'	Mops Mugo Pine	#5 pot
6	Pinus sylvestris	Scotch Pine	#7 pot
30	Rosa Canadian Artist 'Campfire'	Campfire Canadian Artist Rose	#2 pot
35	Rosa Canadian Artist 'Emily Carr'	Emily Carr Rose	#2 pot

## Appendix 6: Schedule A

9	Rosa 'JP Connell'	JP Connell Explorer Rose	#2 pot
9	Rosa nutkana	Nootka Rose	#2 pot
49	Spiraea x bumalda 'Dart's Red'	Dart's Red Spirea	#2 pot
24	Spiraea x bumalda 'Goldflame'	Goldflame Spirea	#2 pot
51	Taxus x media 'Hicksii'	Hicks Yew	#5 pot

No substitutions without written permission of the Landscape Architect.



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

---

**To:** Kevin Pearson, Director of Development Services  
**Date:** 14 March, 2018  
**Prepared by:** Chris Moore, Engineering Assistant  
**OWNER:** Uptown Ventures Ltd., Box 96, Blackfoot, Alberta T0B 0L0  
**APPLICANT:** Franklin Engineering Ltd.  
**SUBJECT:** DEVELOPMENT PERMIT APPLICATION NO. DP-417  
**LEGAL:** Parcel A (Plan B6059) of Lot 7, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1327, Except Plans 9125, KAP46137 & KAP84896  
**CIVIC:** 2810 – 15 Avenue NE

---

Further to your referral dated 28 February 2018, 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. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. 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 shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.
4. Properties under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required at time of construction. ESC plans to be approved by the City of Salmon Arm.
7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.
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.

**DEVELOPMENT PERMIT APPLICATION NO. DP-417**

14 March, 2018

Page 2

- 
9. For the off-site improvements at the time of building permit 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. 15 Avenue NE, on the subject properties northern boundary, is designated as a Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
2. 15 Avenue NE is currently constructed to an Interim Local Road standard. Upgrading to an Urban Local Road Standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs.
3. Owner / Developer is responsible in ensuring all boulevards on 15 Avenue NE are graded at 2.0% towards the existing roadway.
4. Internal roadways are to be a minimum of 7.3m measured from face of curb (per City standard RD-12). Truck turning movements shall be properly analysed to ensure internal road network will allow emergency and service vehicle access.

**Water:**

1. The subject property fronts a 400mm diameter Zone 2 watermain on 15 Avenue NE. No upgrades will be required at this time. However, the subject property is at the high end of the Zone 2 pressure system and the owner may wish to consider extension of the Zone 4 watermain to service the property. (Refer to item 5.)
2. Records indicate that the existing property is un-serviced. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
3. The property 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 25mm). Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost. Owner / Developer is responsible for all associated costs.
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

DEVELOPMENT PERMIT APPLICATION NO. DP-417  
14 March, 2018  
Page 3

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water main. Contact Engineering Department for more information. All meters will be provided at time of building permit by the City, at the owner/developers cost.

5. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012). However, the subject property climbs by 10m from the north to the south and the developer's engineer should give due consideration to water pressure on multi-story dwellings on the southern half of the property. Depending on the height of these properties, available water pressure may fall below 40psi at higher levels.
6. Fire protection requirements to be confirmed with the Building Department and Fire Department.
7. Fire hydrant installation will be required. Owners consulting Engineer shall review the site to ensure placement of fire hydrants meet the high density residential spacing requirements of 90m.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary sewer on 15 Avenue NE. No upgrades will be required at this time.
2. The property is to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing property is un-serviced. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Drainage:**

1. The subject property fronts a 600mm diameter storm sewer on 15 Avenue NE. No upgrades will be required at this time.
2. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
3. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
4. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed lot(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be

DEVELOPMENT PERMIT APPLICATION NO. DP-417

14 March, 2018

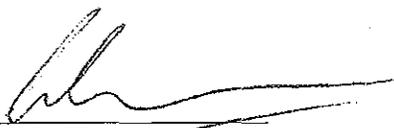
Page 4

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required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Geotechnical:**

1. A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference for: Category A (Building Foundation Design) and Category B (Pavement Structural Design) is required



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**Chris Moore**  
Engineering Assistant



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



## CITY OF SALMON ARM

### DESIGN REVIEW PANEL MINUTES

March 15, 2018  
Room No. 100, City Hall

**Present:** Bill Laird (Panel Chair)  
Bill Remphrey (Panel Member)  
Paul Burrows (Panel Member)  
Dennis Lowe (Panel Member)  
Trent Sismey (Panel Member)  
Marc Lamerton (Applicant DP-417)  
Jayme Franklin (Applicant DP-417)  
Chris Larson (Planning and Development Officer)

**Application:** Proposed Medium Density Residential Development at 2810 – 15 Avenue NE  
Development Permit Application No. DP-417

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

#### Development Permit Application No. DP-417

The Applicants summarized the proposal, referring to the site plans and building elevations, providing an explanation of the frontage improvements and pedestrian access, and the rationale of building siting which is aligned with the site's elevations to break up building massing and enhance views. This proposal includes a modern design standard aligned to some degree with the adjacent Uptown Askews site. It was clarified that the height variance requested is to provide enhanced interior space (3 usable levels), to provide an enhanced roofline, and is partially a response to the sloping topography of the site.

Panel members discussed the proposal, noting the quality of the proposed overall design and building materials. The selection of hardy landscape plants was noted. Questions were addressed regarding the landscaping, modern roofing design, and fencing. The variance was not a concern due to the relative minor building area that it applies to. The DRP is supportive of the proposal with some minor recommendations.

#### Panel Recommendation

THAT the application drawings under review for application DP-417 be supported noting the fresh contemporary design, along with the proposed building height variance, subject to:

- ensuring that the development proceed as presented, including the colors and black windows.

Furthermore, the DRP recommends reversing the roofline of the southern-most "Hemlock" unit to lessen the related impact to the southern wall-face, and noting that there are some opportunities to enhance the landscape including a shade tree in the central turf area and replacement of potential problem species.

The meeting adjourned at 3:15 p.m.

  
 Bill Laird, Panel Chair



**CITY OF SALMON ARM**  
**NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in Room 100 at City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Monday, April 9, 2018 at 7:00 p.m.**

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

**Proposed Rezoning of Lot 21, Section 6, Township 21, Range 9, W6M, KDYD, Plan EPP67163 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).**

**Civic Address:** 4541 - 71 Avenue NE

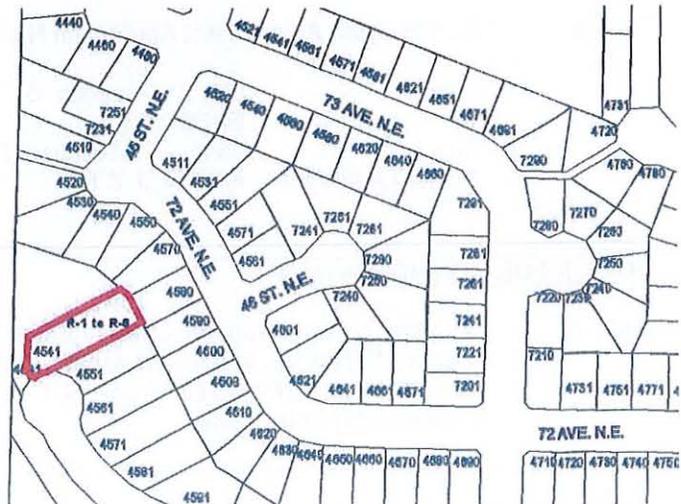
**Location:** West of 70 Avenue and 47 Street NE in the new Parks Edge Subdivision

**Present Use:** Vacant property

**Proposed Use:** Single family dwelling with a suite

**Owner / Applicant:** R. & J. Findlay

**Reference:** ZON-1123/ Bylaw No. 4254



The file for the proposed bylaw is available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from March 27, 2018 to April 9, 2018, both inclusive, in the office of the Corporate Officer at the City of Salmon Arm, 500 - 2 Avenue NE.

Those who deem their interest affected by the proposed bylaw are urged to review the file available in the Development Services Department (or telephone 250-803-4021) to obtain the facts of the proposal prior to the Public Hearing.

Erin Jackson, Corporate Officer

Salmon Arm Observer: March 28 and April 4



City of Salmon Arm

Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: March 9, 2018

Subject: Zoning Bylaw Amendment Application No. 1123

Legal: Lot 21, Section 6, Township 21, Range 9, W6M, KDYD, Plan EPP67163

Civic: 4541 – 71 Avenue NE

Owner / Applicant: Findlay, J. & R.

**MOTION FOR CONSIDERATION**

**THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 21, Section 6, Township 21, Range 9, W6M, KDYD, Plan EPP67163 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).**

**STAFF RECOMMENDATION**

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

**PROPOSAL**

The subject parcel is located in Canoe at 4541 71 Avenue NE (Appendix 1 and 2) and is presently vacant. 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 *secondary suite* within a new single family dwelling.

**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 & 4). The subject parcel is located in an area largely comprised of R-1 zoned parcels containing single family dwellings. There are three R-8 zoned parcels within the vicinity of the subject parcel.

The subject parcel meets the conditions as specified to permit a secondary suite within the proposed R-8 zone. Site photos are attached as Appendix 5. The intent of the applicant is to develop a conforming *secondary suite* just over 550 square feet in area within the new single family dwelling, as shown in a site plans attached as Appendix 6.

**Secondary Suites**

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in Low Density Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area and width, the subject property has potential to meet the conditions for the development of a *secondary suite*, including sufficient space for an additional off-street parking stall.

COMMENTSEngineering Department

No objections to the proposed rezoning, subject to the provision of sufficient onsite parking.

Building Department

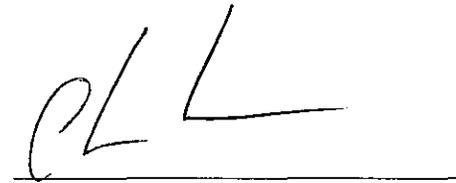
BC Building Code will apply. No concerns with proposed zoning.

Fire Department

No concerns.

Planning Department

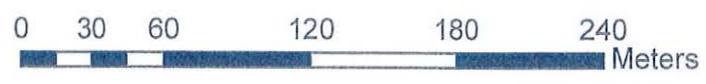
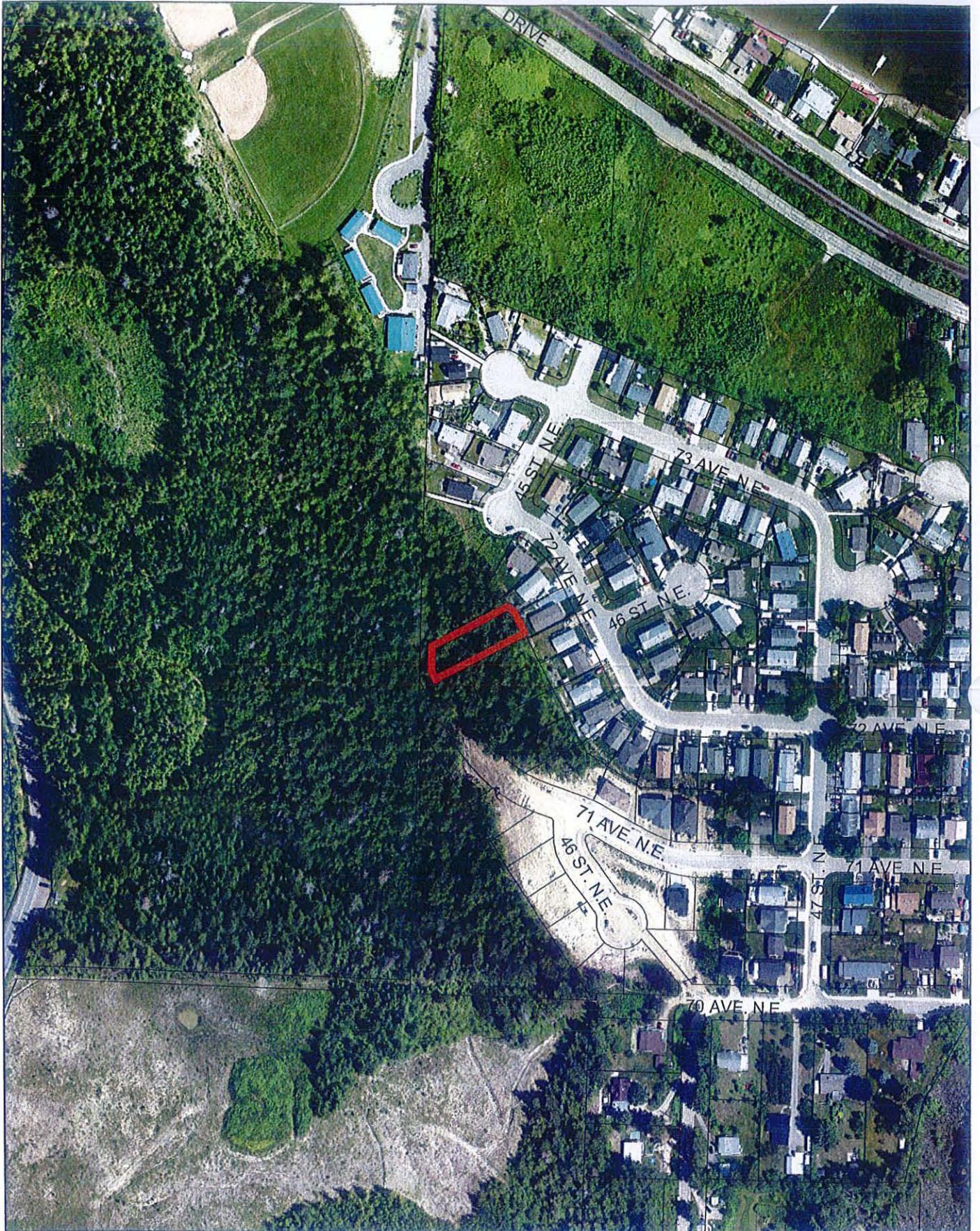
The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. The site plan provided indicates that all R-8 Zone requirements can be met, including the provision of onsite parking, and that the proposed building substantially aligns with development patterns in the area. Any development of a secondary suite would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.



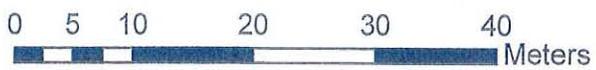
Prepared by: Chris Larson, MCP  
Planning and Development Officer



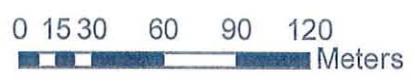
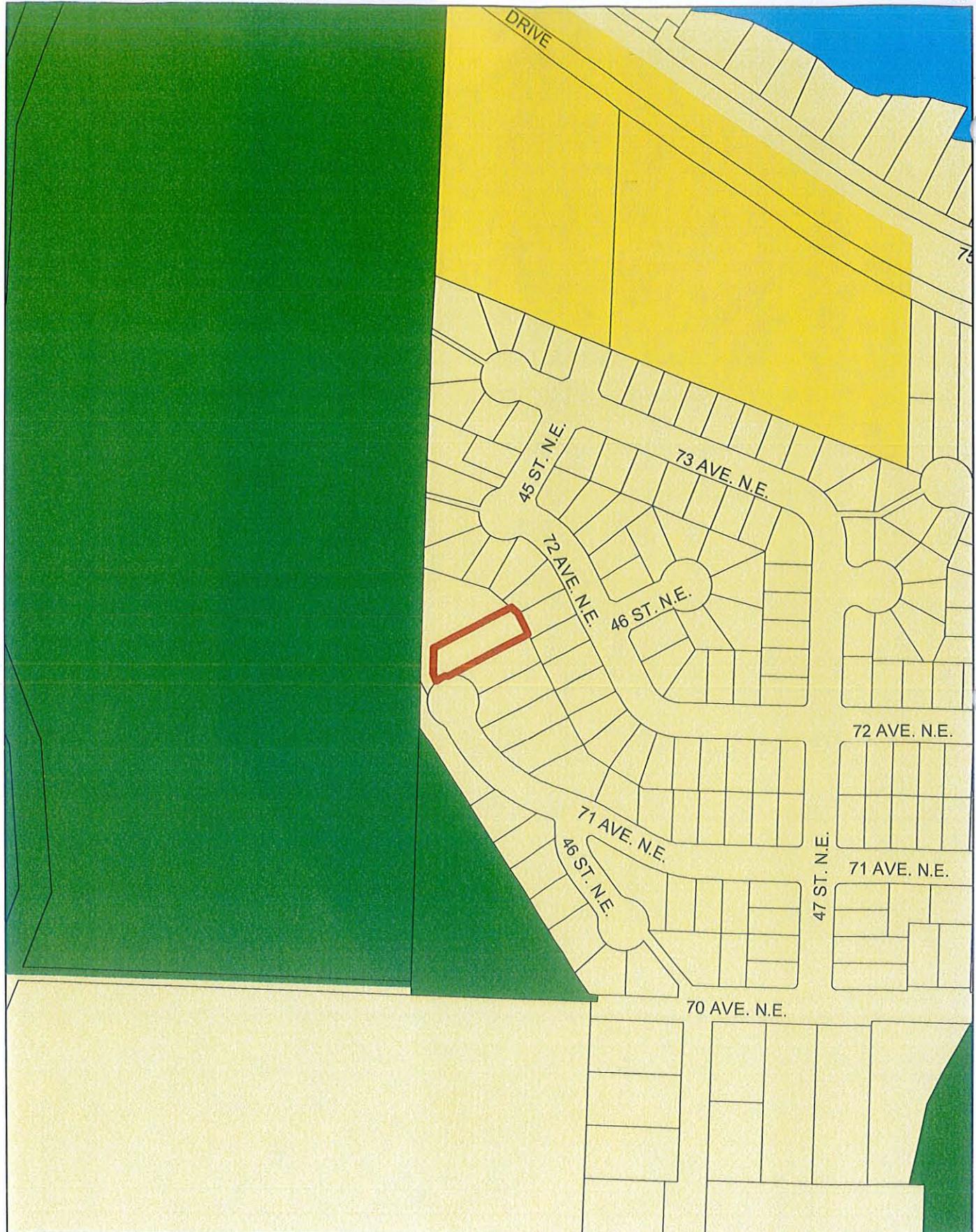
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services



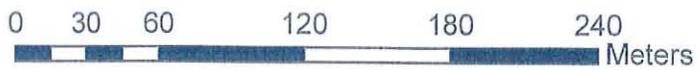
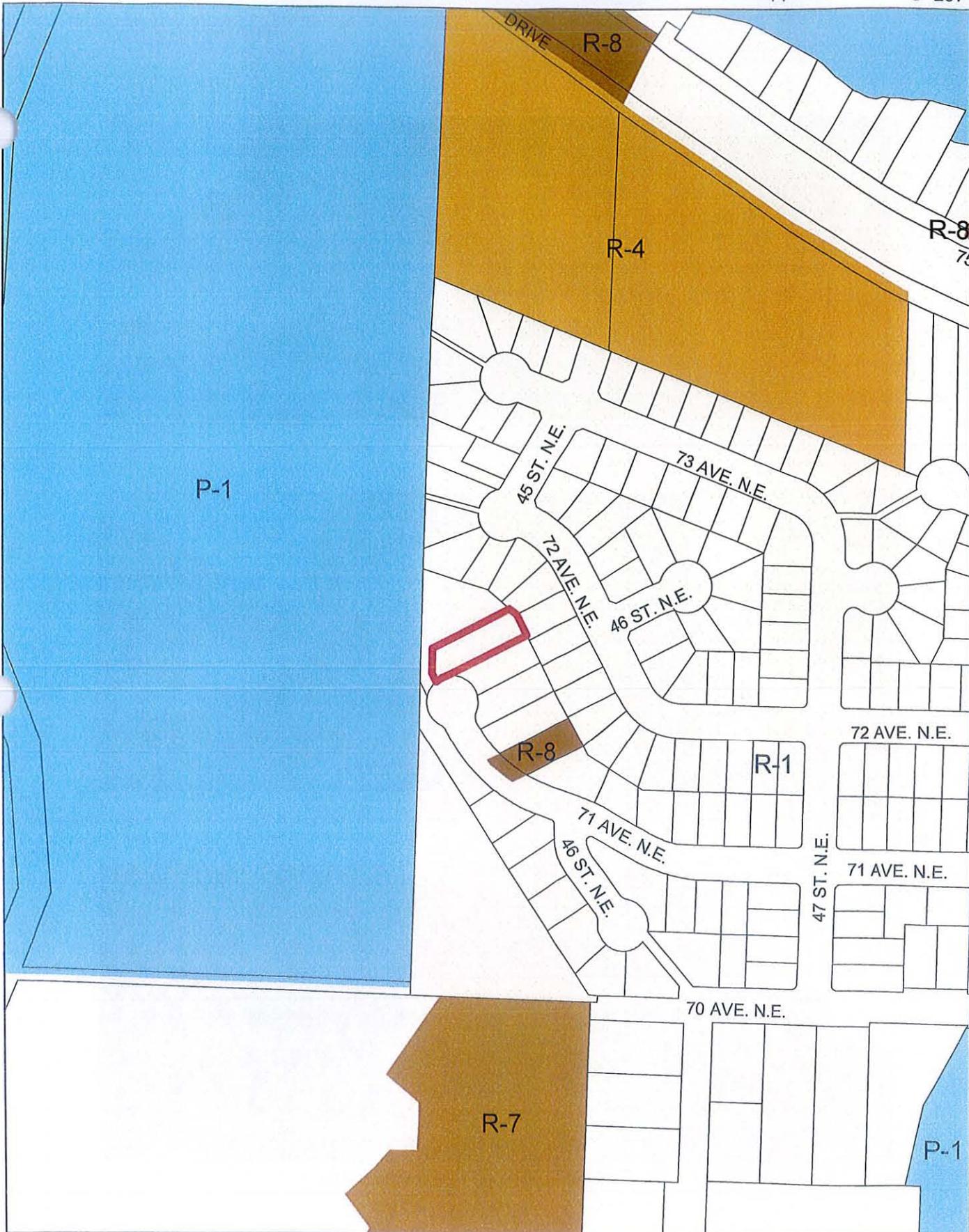
Subject Parcel



Subject Parcel



-  Subject Parcel
-  Park
-  Low Density Residential
-  Medium Density - Residential



Subject Parcel

## Appendix 5: Site Photos



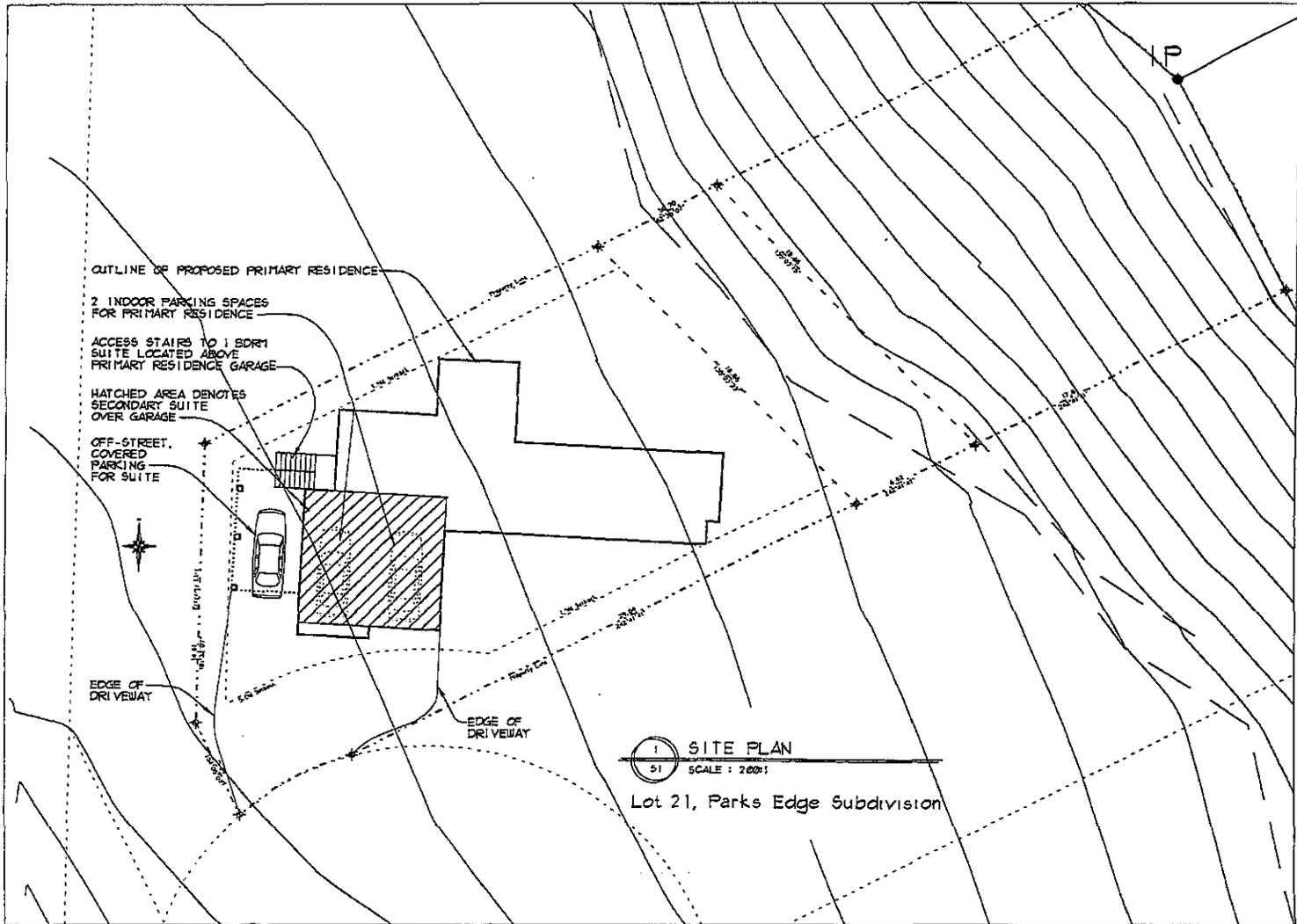
View north of subject parcel from 71 Avenue NE.

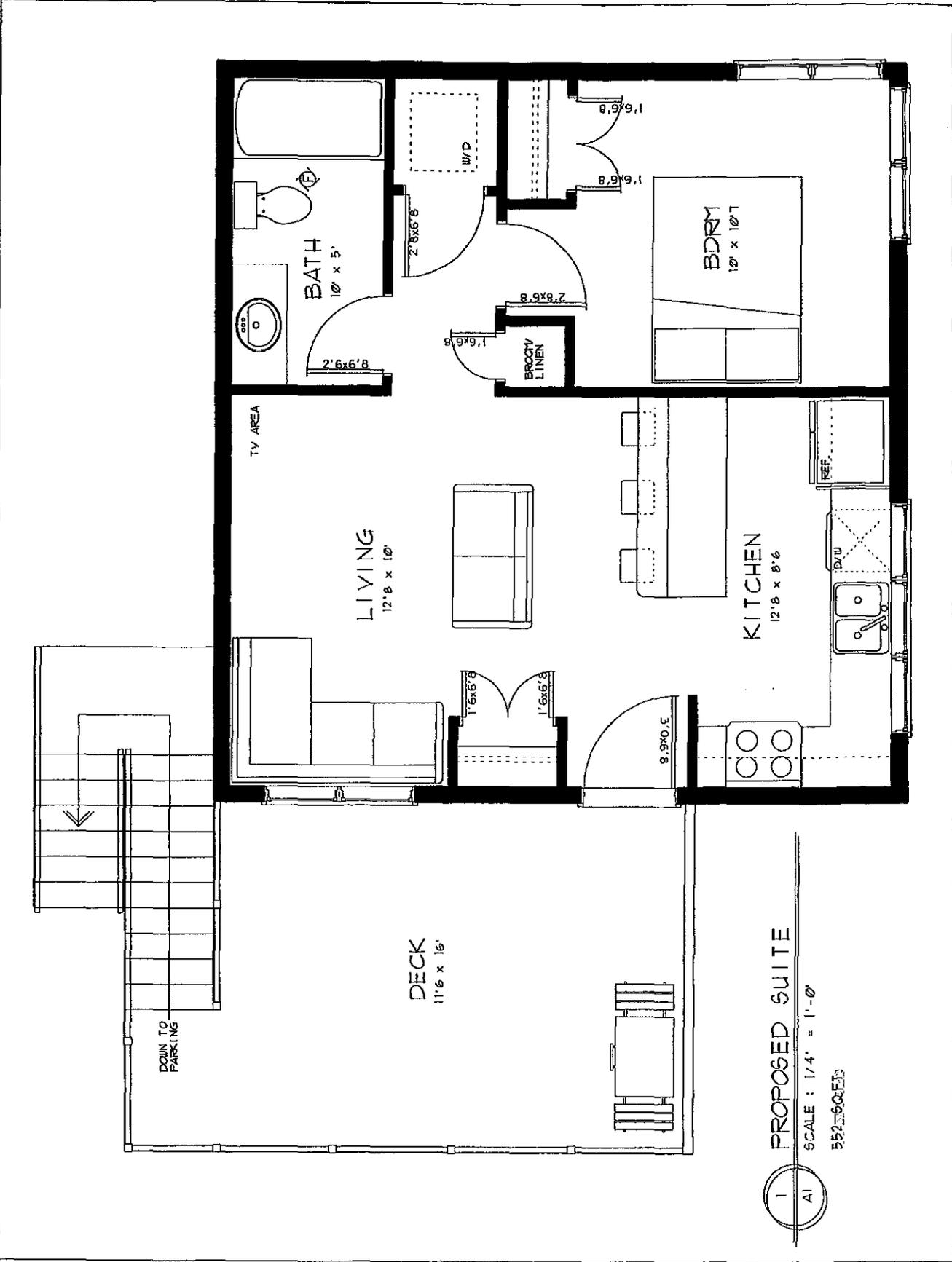


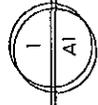
View east of subject parcel from trail at north end of 71 Avenue.



View south of subject parcel from 45 Street NE showing adjacent development.






**PROPOSED SUITE**  
 SCALE : 1/4" = 1'-0"  
 5521506123





Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: March 8, 2018

Subject: Zoning Bylaw Amendment Application No. 1122

Legal: Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP59280  
Civic: 2621 30 Street NE  
Owner: Glanville, B. & Rose, A.

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 24, Township 20, Range 10, W6M, KDYD, Plan EPP59280 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);**

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

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcel is located at 2621 30 Street NE and currently contains a single-family dwelling and accessory buildings (Appendix 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential Zone) to R-8 (Residential Suite) in order to develop a *detached suite* within an existing accessory building.

BACKGROUND

The subject parcel is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 and 4). The subject parcel is located just north of the Uptown commercial area and the secondary school, a residential area largely comprised of R-1, R-8, and A-2 zoned parcels. There are currently five R-8 zoned parcels within close proximity of the subject parcel.

The large subject parcel is just under 1 acre in area and meets the conditions of minimum parcel area and minimum parcel width as specified by the proposed R-8 zone. Site photos are attached as Appendix 5. The intent of the applicant is to renovate an existing accessory building (currently a workshop) to contain a *secondary suite* (a Letter of Intent is attached as Appendix 6). Staff note that the residential area of a suite is limited to 90 square metres (to be confirmed at Building Permit stage).

Any development of a *detached suite* would require a building permit and will be subject to Zoning Bylaw regulations, BC Building Code requirements, and applicable Development Cost Charges.

Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in Low Density Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on the parcel area, the lot as it presently exists has potential for the development of either a *secondary suite* or a *detached suite*, including sufficient parking to serve the suite.

COMMENTSEngineering Department

No objections provided that onsite parking requirements are met.

Building Department

No Concerns with rezoning.

Staff note that the conversion of existing garage buildings for residential use can present a significant challenge. Often the building must be completely dismantled and reconstructed to meet the energy, window/egress, ventilation, and radon mitigation requirements of the BCBC.

A secondary suite is subject to BC Building Code requirements.

Fire Department

No concerns.

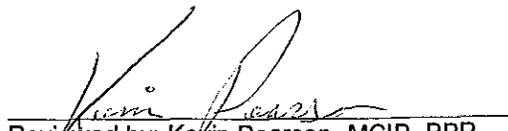
Planning Department

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

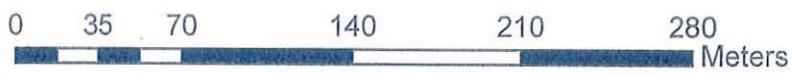
While the proposed conversion of an accessory building to residential use can be practically challenging, the proposed use substantially aligns with existing development patterns in the area.



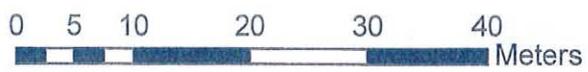
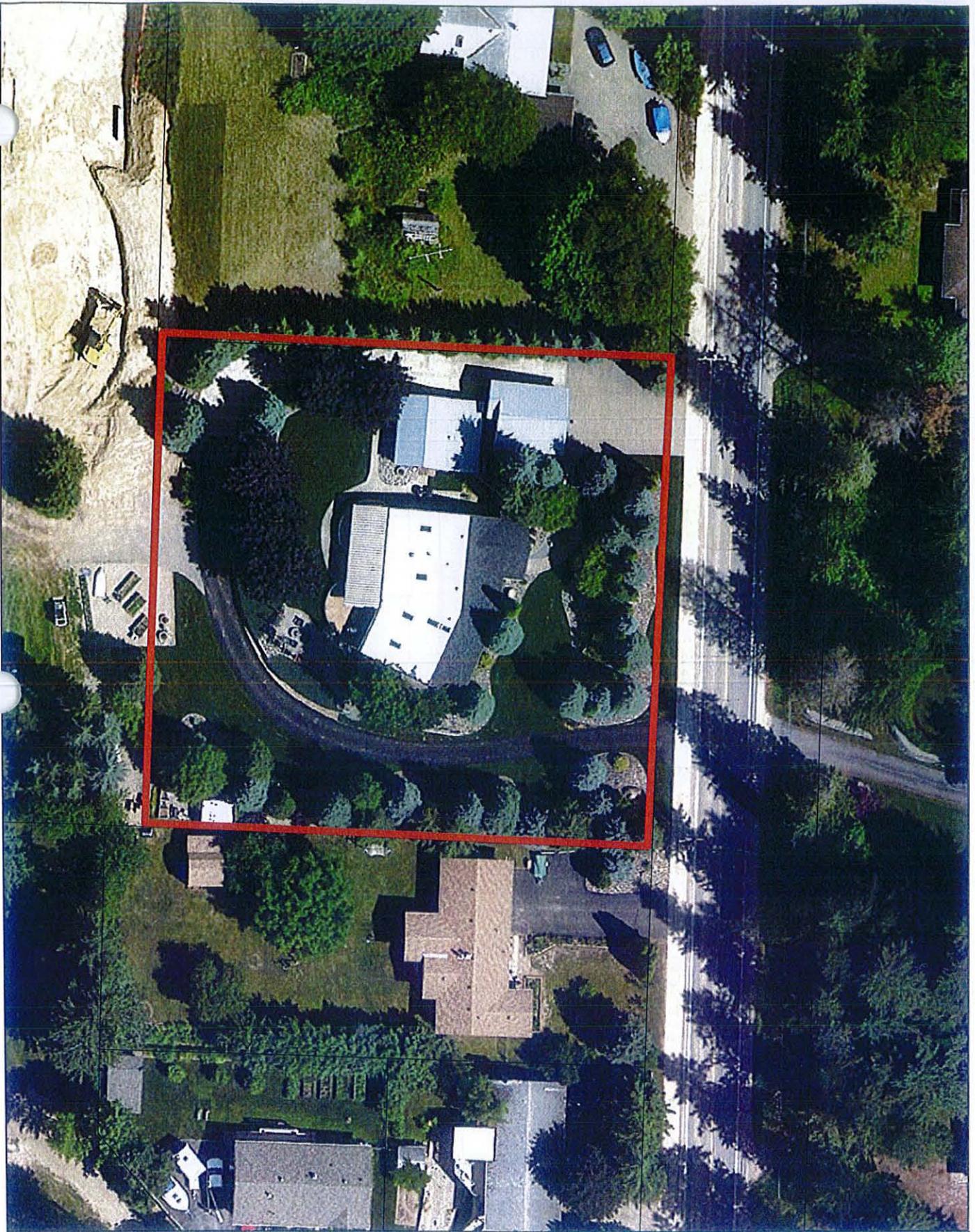
Prepared by: Chris Larson  
Planning and Development Officer



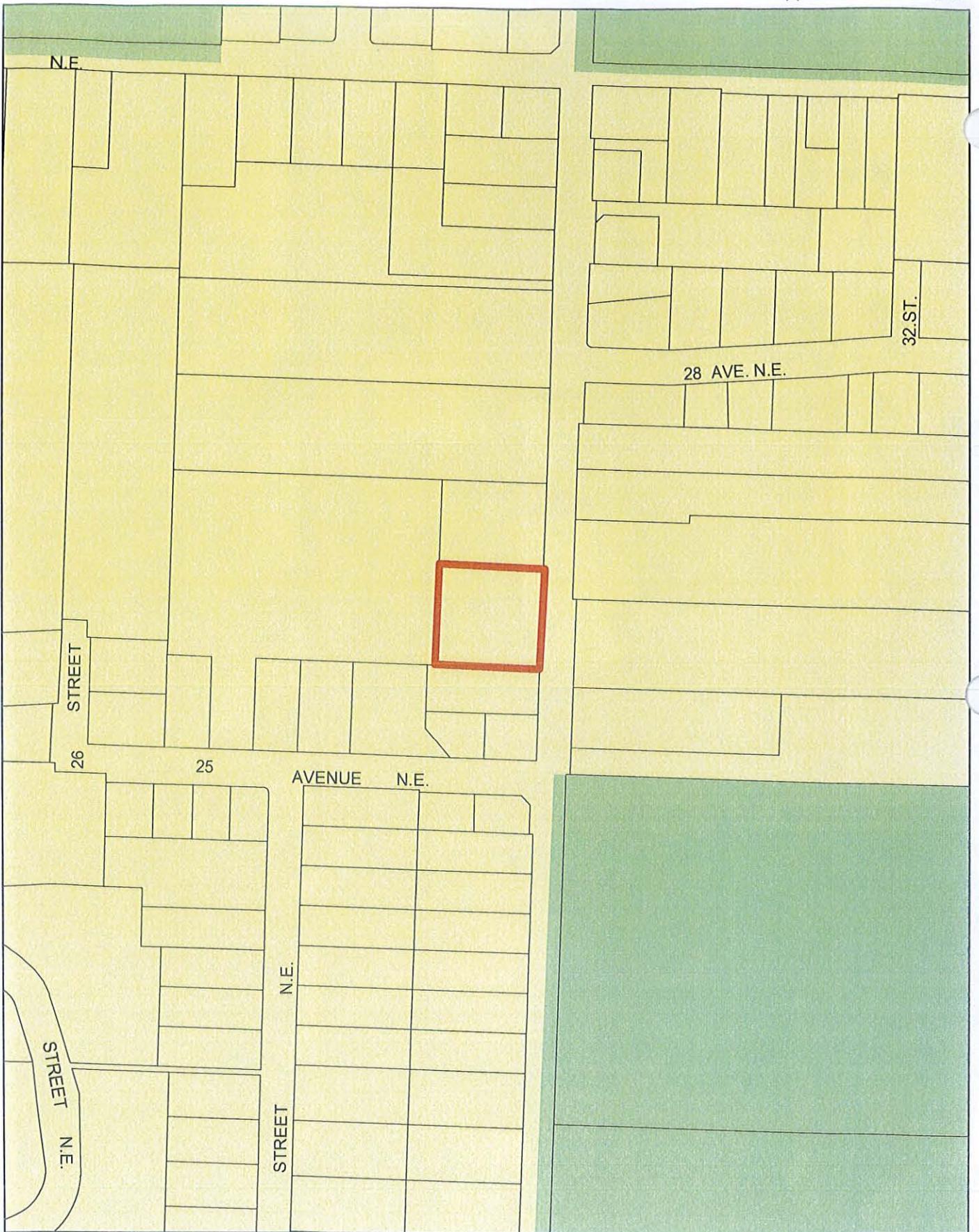
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services



Subject Parcel



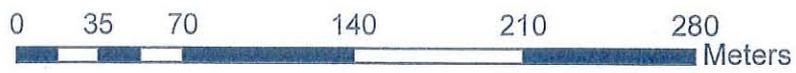
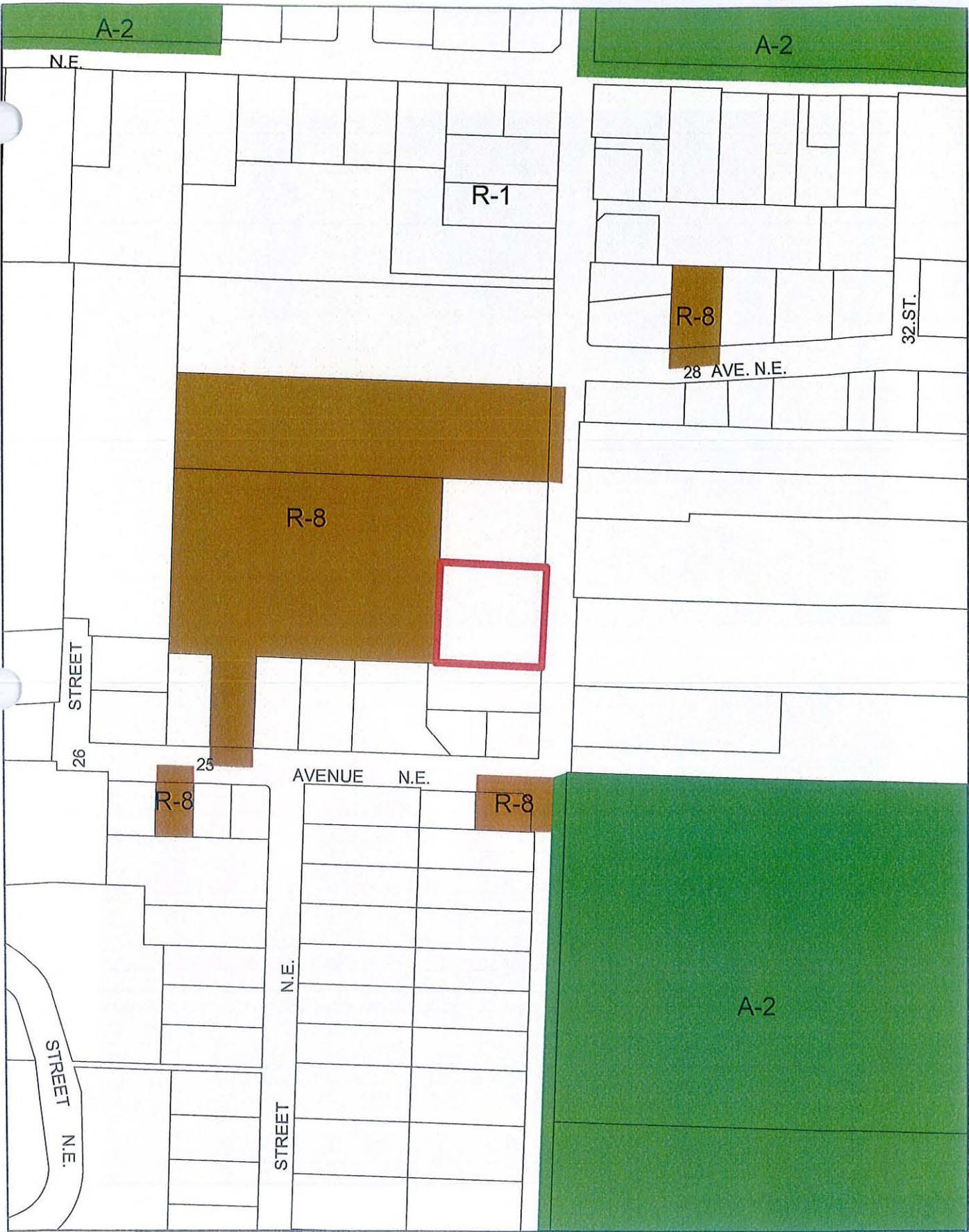
Subject Parcel



Subject Parcel

Low Density Residential

Acreage Reserve



Appendix 5: Site Photos



View north-west of subject parcel from 30 Street NE. The parcel lines have a buffer of mature trees.



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

To: City of Salmon Arm

Date: January 14, 2018

Re: Rose/Glanville Guest and Caregiver Suite (2621 30 st NE Salmon Arm) – Rezoning and building permit

To whom it may concern,

On our property, there is a free standing building behind the garage and next to the house that currently serves as a shop. We are hoping to convert it into a guest/live in care giver suite as there is not an extra room in the house to fit that purpose. There are therefore 2 parts to this application – 1. A rezoning application from R1 to R8, and 2. A building permit application for the changes we would like to make to the building.

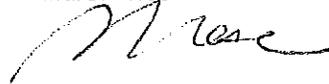
Of note, we would not be changing the dimensions or location of the building. We would be separating the building into a guest suite at the back and a smaller storage area at the front (see drawn plans for details). We would be adding a bathroom (tied into the existing house sewer system), insulating and dry walling, putting in a subfloor and flooring, and adding a window at the back.

Both my husband and I are family physicians in Salmon Arm and are needing to complete this project as soon as possible to accommodate a live in caregiver for our children starting this summer. If there is any way to expedite the rezoning/permit process to help us with this we would be very grateful!

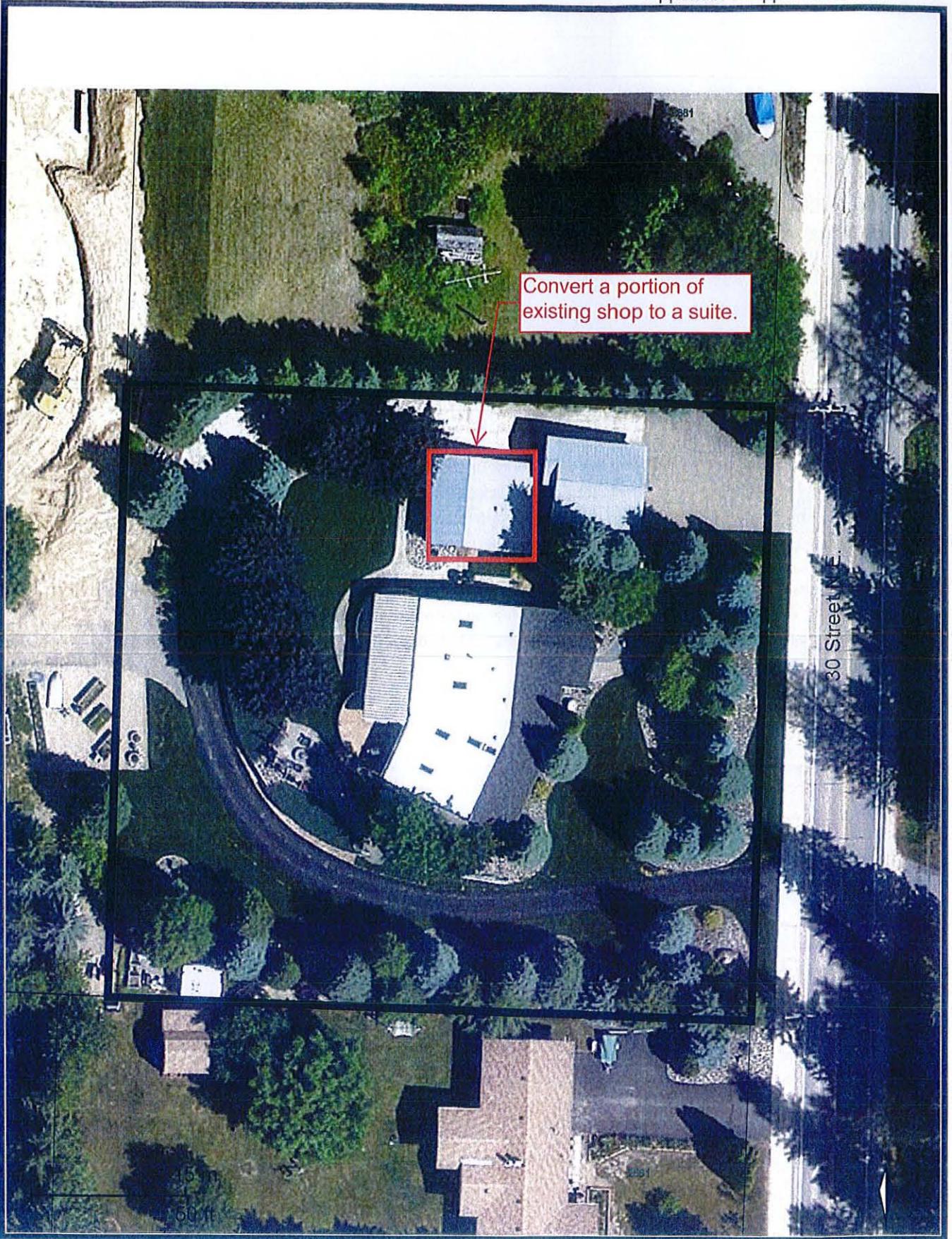
Thanks for your consideration.

Sincerely,

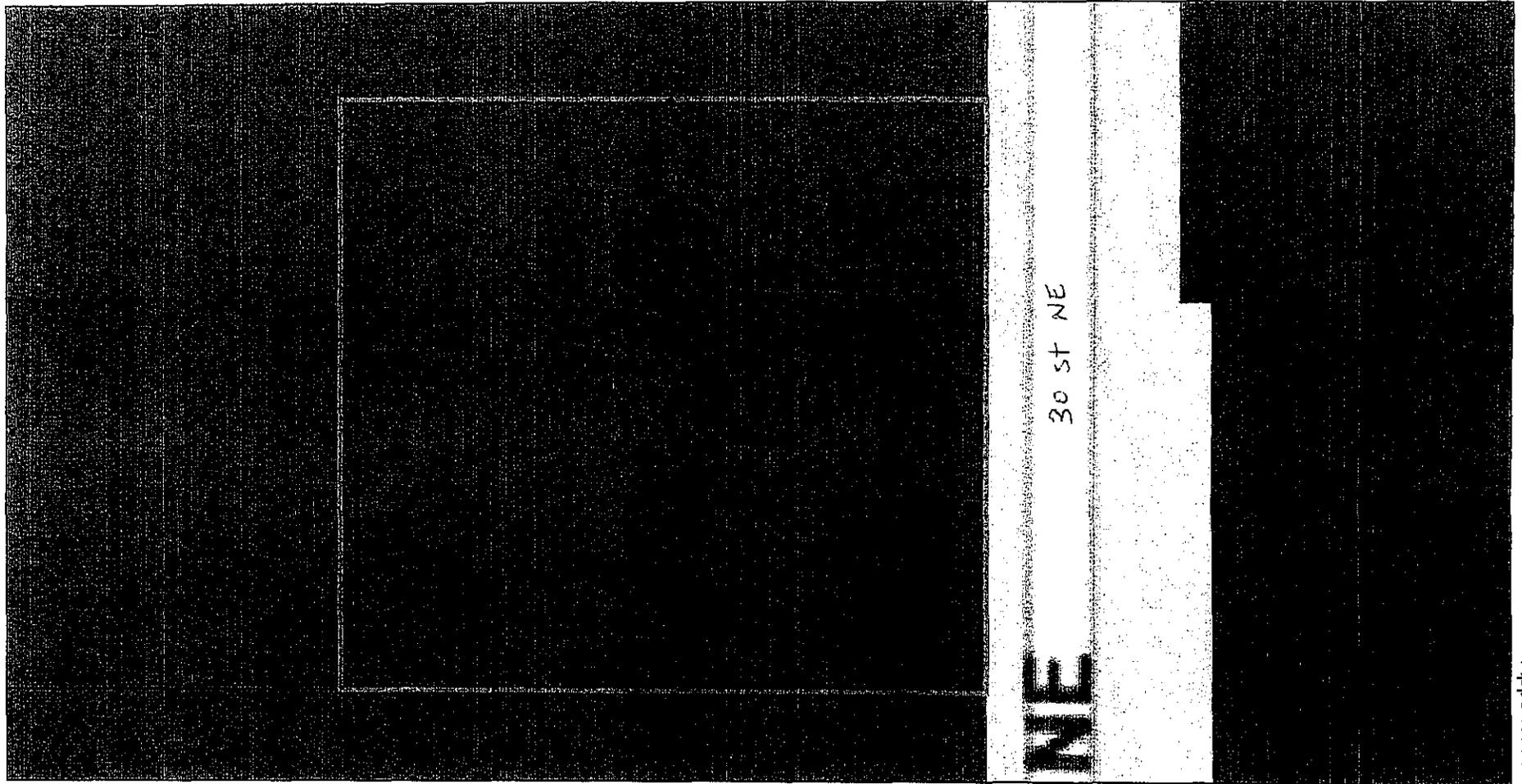
Andrea Rose



Phone: 250-253-3510

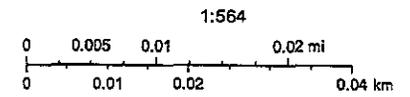


# ParcelMap BC Print Report



January 11, 2018

- |                         |                   |                 |
|-------------------------|-------------------|-----------------|
| <b>Interest Parcels</b> | Bare Land Strata  | Primary         |
| Interest                | Common Ownership  | Part of Primary |
| <b>Parcels By Class</b> | Park              | TileCache       |
| Subdivision             | Air Space         |                 |
| Absolute Fee Book       | Road              |                 |
| Building Strata         | Crown Subdivision |                 |



Government of British Columbia, DataBC, GeoBC

Cadastral data from ParcelMap BC  
Copyright 2016 LTSAB

Appendix 6: Applicant's Intent

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Development Services Department Memorandum

TO: Her Worship Mayor Cooper and Members of Council

DATE: March 13, 2018

SUBJECT: Zoning Bylaw Amendment Application No. 1121 (R-1 to CD-7)  
 Legal: Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 3839, Except Plan KAP55055  
 Civic Address: 1160 – 16 Street NE  
 Owner: 1120170 BC Ltd.  
 Applicant: Reg Walters

**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 24, Township 20, Range 10, W6M, KDYD, Plan 3839, Except Plan KAP55055 from R-1 (Single Family Residential Zone) to CD-7 (Comprehensive Development Zone - 7);

**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 parcel is located at 1160 – 16 Street NE and is currently vacant (APPENDICES 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to CD-7 (Comprehensive Development Zone – 7) to accommodate a five lot subdivision with secondary suites.

The plan of subdivision is attached as APPENDIX 5 and site photos as APPENDIX 6.

**SITE CONTEXT**

The subject parcel is a corner lot fronting both 16 Street NE and 11 Avenue NE and is approximately 3,656 m<sup>2</sup> in size. The property is designated Medium Density Residential in the City's Official Community Plan (OCP) and zoned Single Family Residential (R-1) in the Zoning Bylaw. The adjacent land uses are described as follows:

- North: Single Family Residential (R-1)
- South: 11 Avenue NE / Single Family Residential (R-1)
- East: Single Family Residential (R-1)
- West: 16 Street NE / Single Family Residential (R-1)

### Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in Medium Density Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. In this case, the CD-7 zone permits only secondary suites a within the principle dwelling and not detached secondary suites. Based on the parcel area, if the proposed lots were rezoned to the more common R-8 zone, two of the proposed lots (1 & 2) would meet the minimum lot size for detached suites.

### COMMENTS

#### Fire Department

No concerns.

#### Building Department

No concerns.

#### Engineering Department

Engineering Department has no objections to the rezoning; however it is recommended that the lot sized be maintained to allow for onsite parking as offsite parking is not advised in this location.

#### Planning Department

The subject parcel is designated Medium Density Residential in the City's OCP. The proposed CD-7 zone is supported within the Medium Density Residential designation and therefore the proposal is consistent with the current OCP land use designation.

The purpose of the CD-7 zone, attached as APPENDIX 7, is to provide medium density, single family dwellings with secondary suites. The zone allows for 350 m<sup>2</sup> minimum parcel area and reduced setbacks in comparison to the R-1 zone. In terms of neighbourhood design, there would also be a notable difference in the siting of dwellings with the minimum setback of 5 m from a front parcel line prescribed in the CD-7 zone. Most of the older homes in this neighbourhood are sited well further back than the 6 m minimum of the R-1 zone. The proposed lots are 540 m<sup>2</sup> and larger which exceeds the minimum parcel area required. Given the proposed size of the lots, onsite parking and additional parking required for secondary suites is not anticipated to be an issue. However, there is limited opportunity for on street parking in this location. 11 Avenue NE in this location is also a designated a Bike Route in the OCP (Map 12.2).

The CD-7 zone has been implemented in the Maplewoods subdivision on 24 Street NE with lots sizes ranging from 400 m<sup>2</sup> to 558 m<sup>2</sup>. Some concerns have been raised regarding on street parking and snow clearing along this block. On street parking is used extensively even though onsite parking requirements are met for all single family dwellings and secondary suites.

### CONCLUSION

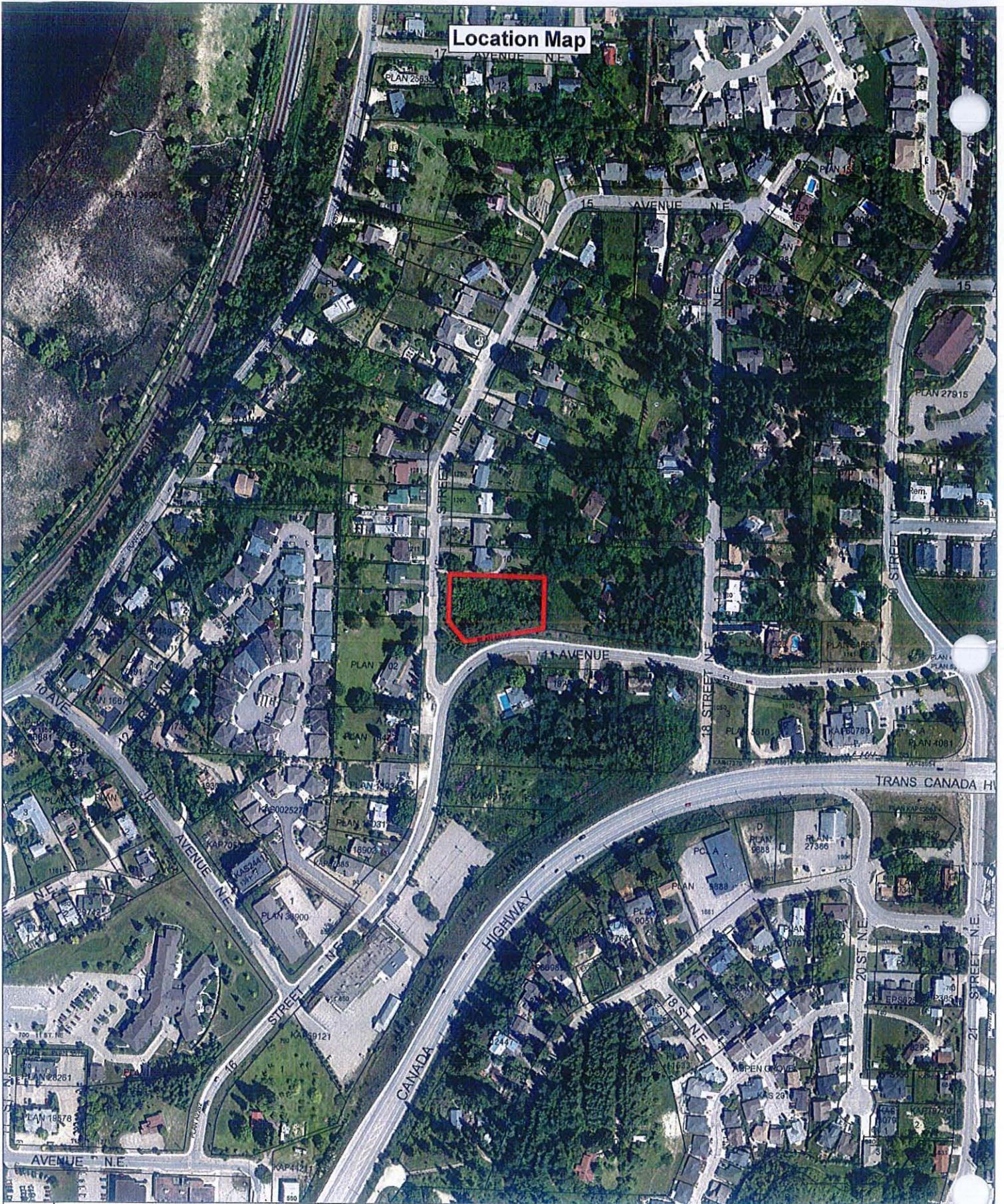
The requested zoning amendment to CD-7 to accommodate a five lot subdivision is recommended for approval by staff for the above noted reasons.

  
\_\_\_\_\_

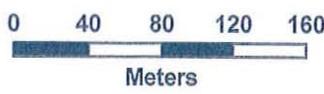
Prepared by: Wesley Miles, MCIP, RPP  
Planning and Development Officer

  
\_\_\_\_\_

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



**Location Map**

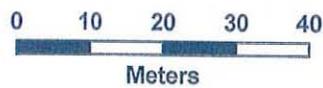


 **Subject Parcel**

Orthophoto

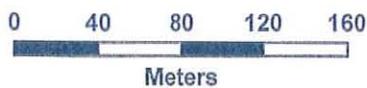
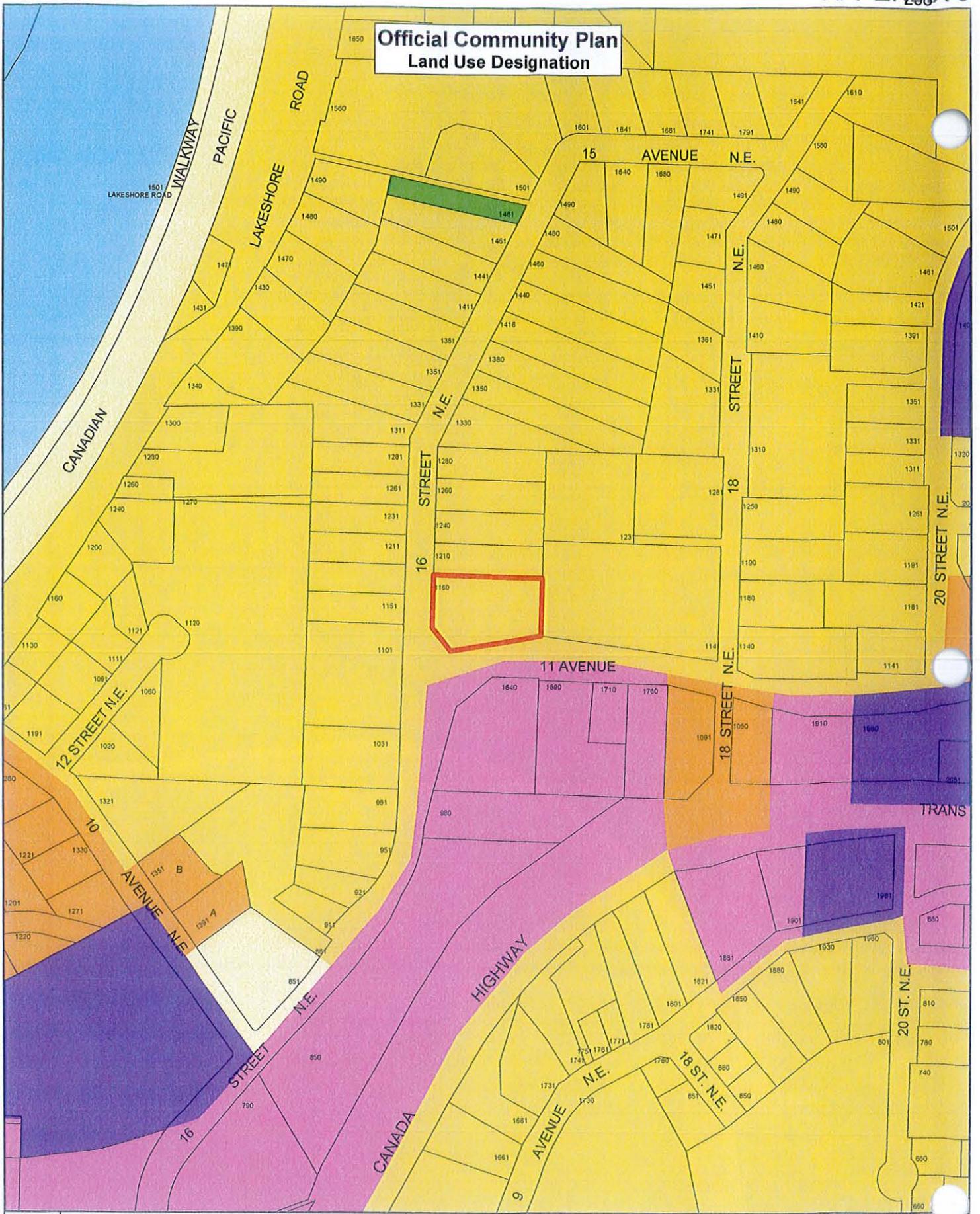
16 STREET

11 AVENUE



 Subject Parcel

# Official Community Plan Land Use Designation



Subject Parcel



Residential High Density



Residential Medium Density



Highway Service / Tourist Commercial

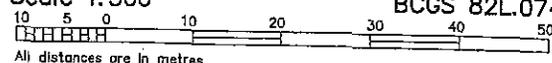


# Sketch Plan of Proposed Subdivision of Lot 1, Sec 24, Tp 20, R 10, W6M, KDYD, Plan 3839

Except Plan KAP55055

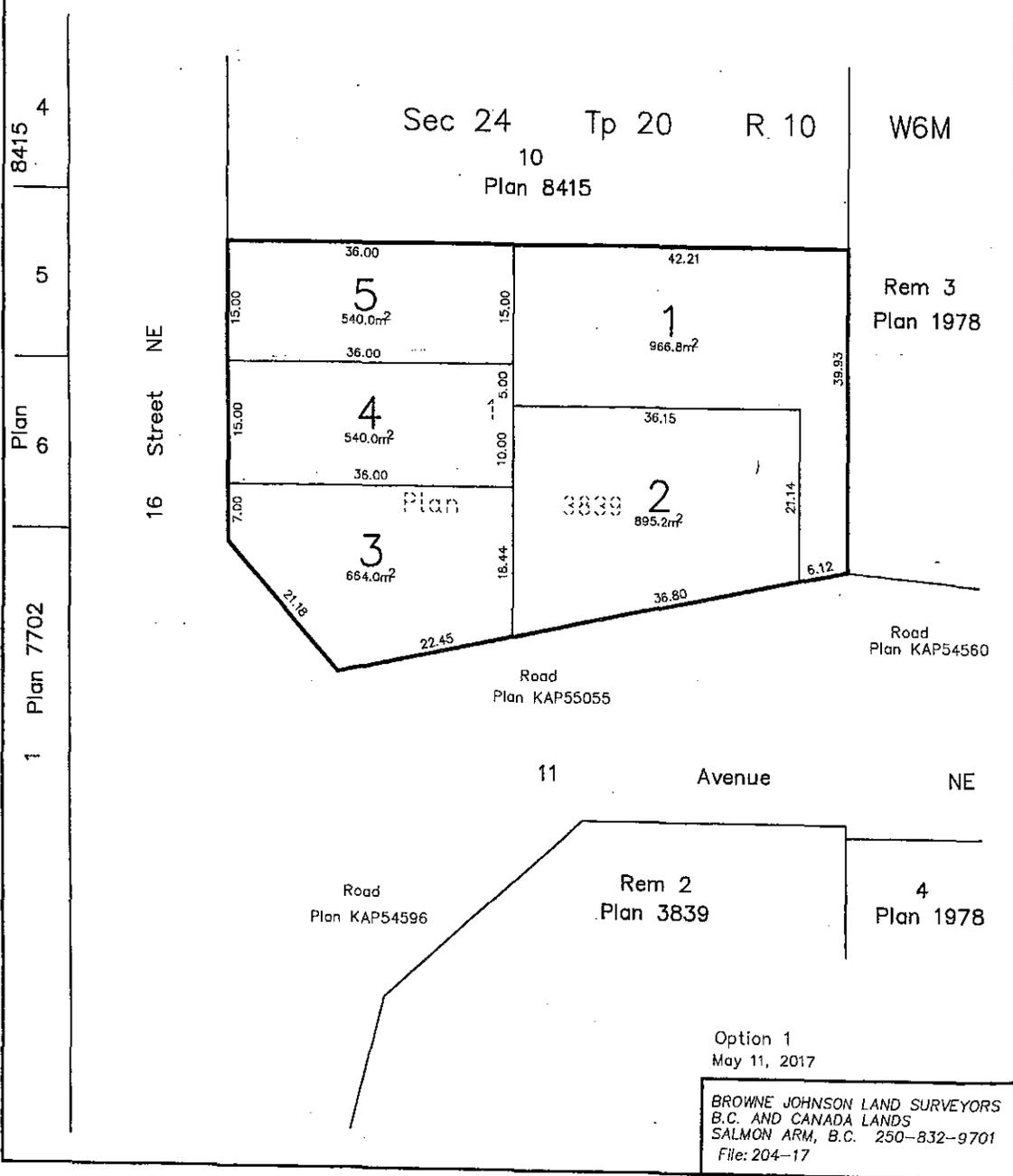
Scale 1:500

BCGS 82L.074



All distances are in metres.

The intended plot size of this Plan is 280mm in width by 432mm in height (B size) when plotted at a scale of 1:500



Option 1  
May 11, 2017

BROWNE JOHNSON LAND SURVEYORS  
 B.C. AND CANADA LANDS  
 SALMON ARM, B.C. 250-832-9701  
 File: 204-17

## APPENDIX 6



Photo 1: Photo looking south east from 16 Street NE at the subject property.



Photo 2: Photo looking south at the subject property from the intersection of 11 Avenue NE and 16 Street NE.

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**SECTION 45 - CD-7 - COMPREHENSIVE DEVELOPMENT ZONE - 7**

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**Purpose**

- 45.1 The purpose of the CD-7 Zone is to provide for medium density, *single-family dwellings* with *secondary suites*.

**Regulations**

- 45.2 On a *parcel* zoned CD-7, no *building* or *structure* shall be constructed located or altered and no plan of subdivision approved which contravenes the regulations set out in the CD-7 Zone or those regulations contained elsewhere in this Bylaw.

**Permitted Uses**

- 45.3 The following uses and no others are permitted in the CD-7 Zone:

- .1 *bed and breakfast*, limited to two let rooms;
- .2 *boarders*, limited to two;
- .3 *home occupation*;
- .4 *public use*;
- .5 *public utility*;
- .6 *single family dwelling*;
- .7 *accessory use*, including *secondary suite*.

**Maximum Number of Single-Family Dwellings**

- 45.4 The maximum number of *single family dwellings* shall be one (1) per *parcel*.

**Maximum Number of Secondary Suites**

- 45.5 The maximum number of *secondary suites* shall be one (1) per *parcel*.

**Maximum Height of Principal Building**

- 45.6 The maximum *height* of the *principal building* shall be 10.0 metres (32.8 feet).

**Maximum Height of Accessory Building**

- 45.7 The maximum *height* of an *accessory building* shall be 6.0 metres (19.7 feet).

**Maximum Parcel Coverage**

- 45.8 The total maximum *parcel coverage* for *principal* and *accessory buildings* shall be 45% of the *parcel area*, of which 10% shall be the maximum *parcel coverage* for *accessory buildings*.

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**SECTION 45 - CD-7 - COMPREHENSIVE DEVELOPMENT ZONE - 7 - CONT'D**


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**Minimum Parcel Area**

45.9 The minimum *parcel area* shall be 325.0 square metres (3,498 square feet).

**Minimum Parcel Width**

45.10 The minimum *parcel width* shall be 11.0 meters (36 feet).

**Minimum Setback of Principal Building**

45.11 The minimum *setback* of the *principal building* from the:

- .1 *Front parcel line* shall be 5.0 metres (16.4 feet)
- .2 *Rear parcel line* shall be 5.0 metres (16.4 feet)
- .3 *Interior side parcel line* shall be 1.2 metres (3.9 feet)
- .4 *Exterior side parcel line* shall be 5.0 metres (16.4 feet)
- .5 Notwithstanding Sections 6.10.2 and 6.10.3, a *principal building* on a corner *parcel* may be sited not less than 1.5 metres (4.9 feet) from the rear parcel line provided the combined total of the *rear* and *interior side yards* shall be not less than 5.0 metres (16.4 feet).
- .6 Refer to Section 4.9 for "Special Building Setbacks" which may apply.

**Minimum Setback of Accessory Buildings**

45.12 The minimum setback of an *accessory building* from the:

- .1 *Front parcel line* shall be 5.0 metres (16.4 feet)
- .2 *Rear parcel line* shall be 1.0 metre (3.3 feet)
- .3 *Interior side parcel line* shall be 1.0 metre (3.3 feet)
- .4 *Exterior side parcel line* shall be 5.0 metres (16.4 feet)
- .5 Refer to "Pound and Animal Control Bylaw" for special *setbacks* which may apply.

**Maximum Floor Area Ratio**

45.13 The maximum *floor area ratio* of a *single family dwelling* shall be 0.65.

**Parking**

45.14 Parking shall be required as per Appendix I.

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Item 23.1

## CITY OF SALMON ARM

Date: April 9, 2018

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4254 be read a third and final time.

[ZON-1121; Findlay, J. & R.; 4541 - 71 Avenue NE; R-1 to R-8]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

# CITY OF SALMON ARM

## BYLAW NO. 4254

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

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WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in Room 100 at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on April 9, 2018 at the hour of 7:00 p.m. was published in the March 28, 2018 and April 4, 2018 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 21, Section 6, Township 21, Range 9, W6M, KDYD, Plan EPP67163 from R-1 Single Family Residential Zone to R-8 Residential Suite Zone as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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



SCHEDULE "A"



Item 23.2

## CITY OF SALMON ARM

Date: April 9, 2018

Moved: Councillor Eliason

Seconded: Councillor Harrison

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4255 be read a third time.

[ZON-1122; Glanville, B. & Rose, A; 2621 - 30 Street NE; R-1 to R-8]

### Vote Record

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

# CITY OF SALMON ARM

## BYLAW NO. 4255

### 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 Room 100 at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on April 9, 2018 at the hour of 7:00 p.m. was published in the March 28, 2018 and April 4, 2018 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP59280 from R-1 Single Family Residential Zone to R-8 Residential Suite Zone as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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





Item 23.3

### CITY OF SALMON ARM

Date: April 9, 2018

Moved: Councillor Wallace Richmond

Seconded: Councillor Jamieson

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4256 be read a third time.

[ZON-1121; 1120170 BC Ltd. / Walters, R.; 1160 - 16 Street NE; R-1 to CD-7]

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

# CITY OF SALMON ARM

## BYLAW NO. 4256

### 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 Room 100 at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on April 9, 2018 at the hour of 7:00 p.m. was published in the March 28, 2018 and April 4, 2018 issues of the Salmon Arm Observer;

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

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

1. "District of Salmon Arm Zoning Bylaw No. 2303" is hereby amended as follows:
  - Rezone Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 3839, Except Plan KAP55055 from R-1 Single Family Residential Zone to CD-7 Comprehensive Development Zone as shown on Schedule "A" attached hereto and forming part of this bylaw.
  
2. SEVERABILITY
 

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

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

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





Item 25.

### CITY OF SALMON ARM

Date: April 9, 2018

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the Regular Council Meeting of April 9, 2018, be adjourned.

**Vote Record**

- Carried Unanimously
- Carried
- Defeated
- Defeated Unanimously

Opposed:

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

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