

AGENDA

Regular Council Meeting

Monday, May 8, 2017

1:30 p.m.

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

Meeting Room 100

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.	Joyce Henderson, Shuswap Theatre - 2017 OZone Drama Festival Update
	6.	CONFIRMATION OF MINUTES
5 - 14	1.	Regular Council Meeting Minutes of April 24, 2017
	7.	COMMITTEE REPORTS
15 - 18	1.	Development and Planning Services Committee Meeting Minutes of May 1, 2017
19 - 24	2.	Community Heritage Commission Meeting Minutes of March 21, 2017
25 - 28	3.	Canada 150 Committee Meeting Minutes of April 19, 2017
29 - 32	4.	Agricultural Advisory Committee Meeting Minutes of April 12, 2017
	8.	INTRODUCTION OF BYLAWS
33 - 50	1.	Zoning Amendment Bylaw No. 4207 [ZON1089; 1100760 BC Ltd./Browne Johnson Land Surveyors; 250 14 Avenue SE and 1460 Shuswap Street SE; R-1 & A-2 to R-8] - First and Second Readings
51 - 64	2.	Zoning Amendment Bylaw No. 4208 [ZON1091; Lentz, G.; 4581 71 Avenue NE; R-1 to R-8] - First and Second Readings
	9.	RECONSIDERATION OF BYLAWS

- 65 – 66 **10. CORRESPONDENCE**
 1. Informational Correspondence
- 67 – 72 **11. STAFF REPORTS**
73 – 74 1. Chief Administrative Officer – Proposed Naming Policy 1.12
 2. Chief Administrative Officer – Student Council/ Liaison Group/
 Engagement Model
75 – 114 3. Director of Development Services - 2016 City of Salmon Arm Carbon
 Neutral Progress Survey
115 – 118 4. Director of Engineering and Public Works – Gas Tax Agreement –
 2017 Strategic Priorities Fund
119 – 120 5. Director of Engineering and Public Works – Mosquito Park Lift
 Station – New Pump Purchase
121 – 124 6. Director of Engineering and Public Works – Award of Server
 Programming and SCADA Communications Upgrade
125 – 128 7. Director of Engineering and Public Works – 2017 Weed Control on
 Hard Surface Infrastructure
129 – 132 8. Corporate Officer – Lawn Bowling Green Maintenance Contract
- 12. NEW BUSINESS**
- 13. COUNCIL STATEMENTS**
- 14. NOTICE OF MOTION**
- 15. UNFINISHED BUSINESS AND DEFERRED /TABLED ITEMS**
- 133 – 136 **16. OTHER BUSINESS**
 1. Councillor Harrison - Salmon Arm Folk Music Society, 2018, 2019 and
 2020 Grant Request
137 – 138 2. Columbia Shuswap Regional District/ Regional District of North
 Okanagan – Capital Funding Request for Vernon Jubilee Hospital
 MRI
- 17. QUESTION AND ANSWER PERIOD**

7:00 p.m.

Page #	Item #	Description
	18.	DISCLOSURE OF INTEREST
	19.	HEARINGS
139 - 146	1.	Development Variance Permit Application No. VP-457 [Tybro Construction Ltd./ Christensen, K.; 2388 4B Avenue SE; Setback Variance]
	20.	STATUTORY PUBLIC HEARINGS
147 - 156	1.	Zoning Amendment Application No. ZON-1088 [Raspberry, B. & W. & 0815605 B.C. Ltd.; 921 & 941 Harbourfront Drive NE; R-7 to R-8]
	21.	RECONSIDERATION OF BYLAWS
157 - 160	1.	Zoning Amendment Bylaw No. 4206 [ZON-1088; Raspberry, B. & W. & 0815605 B.C. Ltd.; 921 & 941 Harbourfront Drive NE; R-7 to R-8] - Third Reading
	22.	QUESTION AND ANSWER PERIOD
161 - 162	23.	ADJOURNMENT

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Item 2.

CITY OF SALMON ARM

Date: May 8, 2017

Moved: Councillor Harrison

Seconded: Councillor Eliason

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

Vote Record

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

Opposed:

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

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Item 5.1

CITY OF SALMON ARM

Date: May 8, 2017

PRESENTATION

NAME: Joyce Henderson , Shuswap Theatre

TOPIC: 2017 OZone Drama Festival 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: May 8, 2017

Moved: Councillor Jamieson

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of April 24, 2017, be adopted as circulated.

Vote Record

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

Opposed:

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

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chamber of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Monday, April 24, 2017.

PRESENT:

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

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

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0166-2017

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

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.
Council returned to Regular Session at 2:11 p.m.
Council recessed until 2:30 p.m.

3. REVIEW OF AGENDA

Addition under item 16.1 Regional District of North Okanagan – media release dated April 20, 2017 – Conditional agreement reached for the purchase of the CP rail corridor between Armstrong and Sicamous.

Addition under item 5.1 Mayor T. Rysz, District of Sicamous – Shuswap/North Okanagan Rail Trail Initiative.

4. DISCLOSURE OF INTEREST

No interest was declared.

16. OTHER BUSINESS

1. Regional District of North Okanagan - media release dated April 20, 2017 - Conditional agreement reached for the purchase of the CP rail corridor between Armstrong and Sicamous

Received for information.

5. PRESENTATIONS / DELEGATIONS

1. Mayor T. Rysz, District of Sicamous - Shuswap/North Okanagan Rail Trail Initiative

Mayor T. Rysz, District of Sicamous provided an overview of the Shuswap/North Okanagan Rail Trail Initiative and expressed appreciation for the City of Salmon Arm's support.

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of April 10, 2017

0167-2017

Moved: Councillor Harrison

Seconded: Councillor Eliason

THAT: the Regular Council Meeting Minutes of April 10, 2017, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of April 18, 2017

0168-2017

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee Meeting Minutes of April 18, 2017, be received as information.

CARRIED UNANIMOUSLY

2. Social Impact Advisory Committee Meeting Minutes of March 14, 2017

0169-2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Social Impact Advisory Committee Meeting Minutes of March 14, 2017, be received as information.

CARRIED UNANIMOUSLY

3. Agricultural Advisory Committee Meeting Minutes of March 15, 2017

0170-2017

Moved: Councillor Jamieson

Seconded: Councillor Flynn

THAT: the Agricultural Advisory Committee Meeting Minutes of March 15, 2017, be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS – Continued

3. Agricultural Advisory Committee Meeting Minutes of March 15, 2017 – Continued

0171-2017

Moved: Councillor Jamieson

Seconded: Councillor Wallace Richmond

THAT: Council write a letter in support of the Crannog Ales application to the Agricultural Land Commission and their contribution to the local economy.

CARRIED UNANIMOUSLY

4. Downtown Parking Commission Meeting Minutes of March 21, 2017

0172-2017

Moved: Councillor Eliason

Seconded: Councillor Harrison

THAT: the Downtown Parking Commission Meeting Minutes of March 21, 2017, be received as information.

CARRIED UNANIMOUSLY

5. Environmental Advisory Committee Meeting Minutes of April 6, 2017

0173-2017

Moved: Councillor Lavery

Seconded: Councillor Jamieson

THAT: the Environmental Advisory Committee Meeting Minutes of April 6, 2017, be received as information.

CARRIED UNANIMOUSLY

8. INTRODUCTION OF BYLAWS

1. Zoning Amendment Bylaw No. 4206 [ZON-1088; Raspberry, B. & W. & 0815605 B.C. Ltd.; 921 & 941 Harbourfront Drive NE; R-7 to R-8] – First and Second Readings

0174-2017

Moved: Councillor Jamieson

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4206 be read a first and second time;

AND FURTHER THAT: final reading of the zoning amendment bylaw be withheld subject to:

1. Registration of Section 219 *Land Title Act* covenant(s) registered on title ensuring compliance with Provincial Riparian Areas Regulation, saving the city harmless from any liability or damages that may arise in the future; and
2. Approval by the Ministry of Transportation and Infrastructure.

CARRIED UNANIMOUSLY

9. RECONSIDERATION OF BYLAWS**1. 2017 - 2021 Financial Plan Amendment Bylaw No. 4205 - Final Reading**

0175-2017

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled 2017 - 2021 Financial Plan Amendment Bylaw No. 4205 be read a final time.

CARRIED UNANIMOUSLY**2. 2017 Annual Taxation Rate Bylaw No. 4201- Final Reading**

0176-2017

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled 2017 Annual Taxation Rate Bylaw No. 4201 be read a final time.

CARRIED UNANIMOUSLY**3. Zoning Amendment Bylaw No. 4157 [ZON-1065; Hermanski, B. & McDiarmid, I. / Jorgensen, F.; 1151 - 8 Avenue NE; R-1 to R-4] - Final Reading**

0177-2017

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4157 be read a final time.

CARRIED UNANIMOUSLY**10. CORRESPONDENCE****1. Informational Correspondence**

For information.

9. M. Cooperman, Shuswap Outdoor Learning Foundation - email dated April 17, 2017 - Outdoor Movie request for Marine Peace Park on June 3, 2017

0178-2017

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: Council approve the Shuswap Outdoor Learning Foundation to host an outdoor movie in Marine Peace Park on June 3, 2017, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY**7. D. Gonella, Executive Director, Salmon Arm Folk Music Society, 25th Annual Roots and Blues Festival - letter dated April 10, 2017 - 2018, 2019 and 2020 Grant Request****NOTICE OF MOTION (Councillor Harrison)**

THAT: staff meet with the Salmon Arm Folk Music Society to draft a three (3) year funding agreement for consideration prior to the 2018 Budget discussions.

10. CORRESPONDENCE - Continued

2. C. Langston, Salmon Arm Sockeyes Swim Meet Manager - letter dated April 18, 2017 - Request for Permission - Overnight Camping within Recreation Centre Parking Lot

0179-2017

Moved: Councillor Harrison

Seconded: Councillor Eliason

THAT: Council approve camping for a maximum of twenty (20) self contained RV units at the north end of the SASCU Recreation Centre parking lot for the Salmon Arm Sockeyes Swim Club Annual Swim Meet from July 21 - 23, 2017, subject to the provision of adequate liability insurance, supervision and clean-up following the event.

CARRIED UNANIMOUSLY11. STAFF REPORTS

1. Director of Engineering and Public Works - Water Pollution Control Centre - Ultraviolet (UV) Light Disinfection System Equipment Purchase

0180-2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Harrison

THAT: Council award the Water Pollution Control Centre - Ultraviolet (UV) Light Disinfection System Equipment, acquisition of the TrojanUV3000Plus™ with level control system to Trojan Technologies for a total quoted price of \$383,500.00, plus taxes.

CARRIED UNANIMOUSLY

2. Director of Engineering and Public Works - 2017/2018 Annual Transit Operating Agreement & Transit Service Agreement

0181-2017

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Mayor and Corporate Officer be authorized to execute the 2017/2018 Annual Operating Agreement and the Transit Service Agreement between the City of Salmon Arm and BC Transit.

Councillor Wallace Richmond left the meeting at 3:52 p.m. and returned at 3:53 p.m.

CARRIED UNANIMOUSLY

3. Director of Engineering and Public Works - 2017 Paving Program - Tender Award

0182-2017

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: Council accept the bid of Okanagan Aggregates Ltd., in accordance with the unit prices tendered as specified in the Contract, estimated to be Eight Hundred and Eighty Two Thousand dollars (\$882,000.00) plus applicable taxes.

CARRIED UNANIMOUSLY

11. STAFF REPORTS – Continued

4. Director of Engineering and Public Works – Award of RFP for Engineering Services for 9 Avenue & 30 Street NE Roundabout Design

0183-2017

Moved: Councillor Harrison

Seconded: Councillor Wallace Richmond

THAT: the proposal for Engineering Services for the design of a roundabout at 9 Avenue NE & 30 Street NE be awarded to Opus International Consultants (Canada) Ltd. for \$29,730.00 plus taxes as applicable.

CARRIED UNANIMOUSLY

12. NEW BUSINESS

13. COUNCIL STATEMENTS

Councillor Wallace Richmond left the meeting at 4:08 p.m. and returned at 4:09 p.m.

1. Committees of Council/Agency Representatives

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

14. NOTICE OF MOTION

15. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

16. OTHER BUSINESS – Continued

17. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 4:15 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

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

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

18. DISCLOSURE OF INTEREST

No interest was declared.

19. HEARINGS

1. **Development Variance Permit Application No. VP-453 [1001833 BC Ltd. (D. Barnard)/ Browne Johnson Land Surveyors; 4580 – 71 Avenue NE; Setback Variance]**

0184-2017

Moved: Councillor Flynn
Seconded: Councillor Lavery
THAT: Development Variance Permit No. VP-453 be authorized for issuance for Lot 15, Section 6, Township 21, Range 9, W6M, KDYD, Plan EPP67163 which will vary Zoning Bylaw No. 2303 as follows:

1. Section 6.10.1 Minimum Setback of Principle Building - decrease the minimum setback of a principle building from the front parcel line from 6.0 m to 5.0 m.; and
2. Section 6.10.2 Minimum Setback of Principle Building - decrease the minimum setback of a principle building from the rear parcel line from 6.0 m to 4.0 m.

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

Submissions were called for at this time.

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

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

CARRIED UNANIMOUSLY

20. PUBLIC HEARING

21. RECONSIDERATION OF BYLAWS

16. OTHER BUSINESS – Continued

2. SILGA Gift Basket

0185-2017

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: \$100.00 for the purchase of a SILGA Gift basket be allocated from 2017 Council Initiatives.

CARRIED UNANIMOUSLY

22. QUESTION AND ANSWER PERIOD

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

23. ADJOURNMENT

0186-2017

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: the Regular Council Meeting of April 24, 2017, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:05 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

MAYOR

Adopted by Council the day of 2017.

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Item 7.1

CITY OF SALMON ARM

Date: May 8, 2017

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee Meeting Minutes of May 1, 2017, be received as information.

Vote Record

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

Opposed:

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

DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Room 100 of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Monday, May 1, 2017.

PRESENT:

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

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

1. **CALL TO ORDER**

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

2. **REVIEW OF THE AGENDA**

3. **DECLARATION OF INTEREST**

4. **REPORTS**

1. **Zoning Amendment Application No. ZON1089 [1100760 BC Ltd./Browne Johnson Land Surveyors; 250 14 Avenue SE and 1460 Shuswap Street SE; R-1 & A-2 to R-8]**

Moved: Councillor Lavery

Seconded: Councillor Harrison

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lots 3 and 4, Section 11, Township 20, Range 10, W6M, KDYD, Plan 35353, from R-1 (Single Family Residential Zone) and A-2 (Rural Holding Zone) to R-8 (Residential Suite Zone).

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

CARRIED UNANIMOUSLY

4. REPORTS – Continued**2. Zoning Amendment Application No. ZON1091 [Lentz, G.; 4581 71 Avenue NE; R-1 to R-8]**

Moved: Councillor Wallace Richmond

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 by rezoning Lot 17, Section 6, Township 21, Range 9, W6M, KDYD, Plan EPP67163 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

G. Lentz, the applicant, was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

3. Development Variance Permit Application No. VP-457 [Tybro Construction Ltd./Christensen, K.; 2388 4B Avenue SE; Setback Variance]

Moved: Councillor Eliason

Seconded: Councillor Jamieson

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-457 be authorized for issuance for Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP63695, which will vary Zoning Bylaw No. 2303 as follows:

Section 6.10.4 – R-1 Residential Zone – reduce the minimum setback of the principal building along the exterior parcel line, adjacent to 24 Street SE, from 6.0 metres to 5.68 metres, for a variance of 0.32 meters.

P. Christensen, the applicant, provided an overview of the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

4. 2016 City of Salmon Arm Carbon Neutral Progress Survey

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that the 2016 City of Salmon Arm Climate Action/Carbon Neutral Progress Survey indicate the City is eligible for recognition from the Green Communities Committee as a 'Level 2 – Measurement' local government and that the City will not be carbon neutral for the 2016 reporting year;

AND FURTHER THAT: the 2016 City of Salmon Arm Climate Action/Carbon Neutral Progress Survey, attached as Appendix 1 in the Development Services Department memorandum dated April 29, 2017, be received as information.

CARRIED UNANIMOUSLY

5. PRESENTATIONS

6. IN-CAMERA

Moved: Councillor Harrison

Seconded: Councillor Wallace Richmond

THAT: Pursuant to Section 90 (1) of the Community Charter, the Development and Planning Services Committee move In-Camera.

CARRIED UNANIMOUSLY

The Committee moved In-Camera at 8:55 a.m.

The Committee returned to Regular Session at 9:48 a.m.

7. FOR INFORMATION

8. LATE ITEMS

No items.

9. ADJOURNMENT

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee meeting of May 1, 2017, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:48 a.m.

Mayor Nancy Cooper
Chair

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

Item 7.2

CITY OF SALMON ARM

Date: May 8, 2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the Community Heritage Commission Meeting Minutes of March 21, 2017, be received as information.

Vote Record

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

Opposed:

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

COMMUNITY HERITAGE COMMISSION

Minutes of the Community Heritage Commission Meeting held on Tuesday, March 21, 2017 at 3:00 p.m. in Meeting Room 100, City Hall, Salmon Arm, British Columbia.

PRESENT:

Councillor Louise Wallace-Richmond
Cindy Malinowski
Harry Welton
Pat Kassa
Deborah Chapman

REGRETS:

Tim Dunne
Mary Landers

Guest:

Anne Kirkpatrick

STAFF:

Jon Turlock, Planning & Development Officer

1. Call to Order

The meeting was called to order at 3:02 p.m.

2. Presentations

n/a

3. Confirmation of Minutes

3.1 Community Heritage Commission Meeting of February 21, 2017.

Moved: Pat Kassa/Seconded: Deborah Chapman

THAT: the Minutes of the Meeting of February 21, 2017 be approved.

CARRIED UNANIMOUSLY

4. Items

4.1 2017 Heritage Week

Pat Kassa advised that the Commission's Heritage Week display in Piccadilly Mall was well received and the R. J. Haney Heritage Village & Museum Pie Baking Contest and Auction were very successful. It was noted that very few people took a copy of the Heritage Week brochure and since some of the information in the brochure is on one of the display boards, the Commission will likely discontinue production of the brochure for next years event.

4.2 Scott Property (Orchard House) Public Open House

Louise Wallace-Richmond advised the Commission that over 100 people attended the Scott Property Public Open House on March 4, 2017. There were various opinions on the future use of the house and property and a number of people talked about their memories of the property. City Council will be discussing the future of the site at its next meeting on March 27, 2017 at the Prestige Harbourfront Resort.

4.3 591 - 6 Street SE

Deborah Chapman updated the Commission on her research into the house at 591 - 6 Street SE. Unfortunately, there isn't enough information on the house to warrant its consideration for inclusion on the Heritage Register at this time. Deborah will advise the owner if he is able to provide the Commission with additional information, including an historical title search, the Commission would reconsider the property for nomination to the Register.

4.4 Future projects, Heritage Register and CHC Budget Considerations

Moved: Harry Welton/Seconded: Cindy Malinowski

THAT: the CHC review and update its list of suggested heritage sites and prepare a data base to assist with on-going reviews and updates of the Heritage Register.

CARRIED UNANIMOUSLY

In its discussion of potential future projects, the Commission agreed it would be appropriate to collate the research to date on historic sites and prepare a data base to assist with on-going reviews of both sites currently on the register and sites that warrant further review and consideration. The Commission also noted

that to proceed with another of full Phase of the Heritage Register, associated costs would need to be addressed in its budget considerations for 2018.

5. Late items

5.1 Ball House (Heart's Haven) - 1651 - 2 Avenue NE

Deborah Chapman updated the Commission on her work to date on the Ball House. The Commission agreed there is sufficient information for it to be considered for inclusion on the Heritage Register. Commission members will review the Statement of Significance and prepare a final draft for the Commission's consideration at its next meeting.

5.2 Downtown Breezeway Mural

Pat Kassa updated the Commission on the work underway for the mural to be added to the breezeway connecting Alexander Street to the Ross Street parking lot. Pat will keep the Commission informed as work progresses.

5.3 Deborah Chapman Resignation

Moved: Pat Kassa / Seconded: Harry Welton

THAT: the Community Heritage Commission recognize Deborah Chapman and her work on the Commission.

CARRIED UNANIMOUSLY

Deborah Chapman advised she is resigning from the Commission due to her workload at R. J. Haney Heritage Village & Museum. Commission members conveyed their appreciation for all the time and work she has contributed and her participation on the Commission will be greatly missed. Deborah also advised that Haney Heritage will be submitting a nomination for her replacement as soon as possible.

6. Date of Next Meeting

The next regular CHC meeting is scheduled for Tuesday, April 18, 2017, at 3:00 p.m. in Room 100 at City Hall.

7. Adjournment

The meeting adjourned at 4:01 p. m.

A handwritten signature in cursive script, reading "Louise Wallace Richmond". The signature is written in dark ink and is positioned above a horizontal line.

Louise Wallace Richmond, Chair
Community Heritage Commission

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Item 7.3

CITY OF SALMON ARM

Date: May 8, 2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Jamieson

THAT: the Canada 150 Committee Meeting Minutes of April 19, 2017, be received as information.

Vote Record

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

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

Canada 150 Meeting

City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, Meeting Room 100, Wednesday, April 19, 2017.

PRESENT:

Councillor L. Wallace Richmond
See sign in sheet

Recorder C. Simmons

1. Call to Order

2. Introduction

Attendees introduced themselves and the Committee/Organization (if any) that they represent.

4. Communication

4.1 Share Marketing Opportunities

The committee discussed the sharing of marketing opportunities and the need for a printed list of all of the Canada 150 events. The committee agreed to produce handbills to distribute at local businesses and Canada 150 events.

4.2 Review July 1, 2017 Evening Event and Budget - For Discussion

Councillor Wallace Richmond provided an overview of the proposed July 1, 2017 Cross Canada Community Picnic at Canoe Beach.

Moved: Tara Watson

Seconded: Debra Kerswell

THAT: the Canada 150 Committee support in principle the Canada 150 – Cross Canada Community Picnic on July 1, 2017 at Canoe Beach as outlined in the proposal (attached).

CARRIED UNANIMOUSLY

5. Updates from Groups

Attendees provided an update on their upcoming events.

6. Next steps/Meeting

The next meeting is May 17, 2017 at 2:30 p.m. in meeting room 100.

7. Adjournment

The meeting adjourned at 3:34 p.m.

Canada 150
Cross Canada Community Picnic - featuring the landmarks of Canada

July 1, 2017
Canoe Beach
6:00 to 11:00 PM

SCHEDULE

4:30 - set up

6:00 - 7:30 - Family picnic (bring own food and chairs)

7:45 - Welcome and intro with cake

8:00 - 10:00 - Canadian sing-song and dance

10:30 - Fireworks

11:00 - clean up

PROPOSED BUDGET

Promotion	\$750
PA System	\$250
Portable W/C x 2	\$150
Music, entertainment, decor	\$5000 - 7,500
Fireworks	\$10,000
Barge	n/c - \$2500
Set up youth group contribution	\$750
Clean up youth group contribution	\$750
Security - COP? contribution	\$750
Contingency	\$2,000
TOTAL	\$20,400 - 25,400

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Item 7.4

CITY OF SALMON ARM

Date: May 8, 2017

Moved: Councillor Jamieson

Seconded: Councillor Lavery

THAT: the Agricultural Advisory Committee Meeting Minutes of April 12, 2017, 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, April 12, 2017**.

PRESENT:

James Hanna, Chair
 Councillor Ken Jamieson (Present for Item 5.2 only)
 Matt Henrie
 John Schut
 Ron Ganert
 Don Syme
 John McLeod
 King Campbell, Environmental Farm Plan – guest (non-voting)
 Wesley Miles, Planning & Development Officer - staff/recorder (non-voting)

ABSENT: Lana Fitt, Ernest Moniz, James Olafson

1. Call to Order

The Committee appointed James Hanna as Chair for the meeting.

James Hanna called the meeting to order at 3:05 p.m.

2. Declaration of Interest

n/a

3. Presentations / Delegations

n/a

4. Previous Meeting Minutes

n/a

5. Items

1. Presentation – King Campbell, Environmental Farm Plan

King Campbell introduced himself and outlined the Environmental Farm Plan (EFP) program. The EFP is a cost sharing program aimed at improving environmental conditions, stewardship, sustainability, and profitability for BC farms. The program is confidential, voluntarily and free with funding of approximately 1.2 million coming from the Federal Government annually. The program is conducted by BC ARDCorp (Agricultural Research & Development Corporation) where farmers can get up to 60% funding for projects and infrastructure which benefits the farmer and the environment. Some potential projects include watering holes for cattle, ditching improvements, bridge

crossings, fencing, and soil tests. Group projects and partnership with local governments is also available.

2. Agricultural Forum Discussion – Cont.


The Committee recapped the previous meetings discussion on the agricultural forum. The Committee discussed points of interest including the target audience, venue location, timing and general administrative concerns.

6. Late Items

n/a

7. Adjournment

The meeting adjourned at 4:30 p.m.



Wesley Miles, Recording Secretary
(Endorsed By Meeting Chair)

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Item 8.1

CITY OF SALMON ARM

Date: May 8, 2017

Moved: Councillor Lavery

Seconded: Councillor Harrison

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4207 be read a first and second time.

[ZON1089; 1100760 BC Ltd./Browne Johnson Land Surveyors; 250 14 Avenue SE and 1460 Shuswap Street SE; R-1 & A-2 to R-8]

Vote Record

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

Opposed:

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



City of Salmon Arm

Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: April 25, 2017

Subject: Zoning Bylaw Amendment Application No. 1089

Legal: Lots 3 & 4, Section 11, Township 20, Range 10, W6M, KDYD, Plan 35353
 Civic: 250 14 Avenue SE & 1460 Shuswap Street SE
 Applicant: 1100760 BC Ltd. / Browne Johnson Land Surveyors

MOTION FOR CONSIDERATION

THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lots 3 and 4, Section 11, Township 20, Range 10, W6M, KDYD, Plan 35353, from R-1 (Single Family Residential Zone) and A-2 (Rural Holding Zone) to R-8 (Residential Suite Zone).

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

BACKGROUND

The two subject parcels are located at 250 14 Avenue SE and 1460 Shuswap Street SE, just north of Foothill Road (Appendix 1 and 2). The two parcels combine for a total area of approximately 12 acres, are designated Medium Density Residential in the City's Official Community Plan (OCP) as shown in Appendix 3, and are split-zoned R-1 (Single Family Residential) and A-2 (Rural Holding) as per the Zoning Bylaw (Appendix 4).

The proposal is to rezone the two large subject parcels to R-8 (Residential Suite Zone) to facilitate future subdivision and development (R-8 Zoning regulations are attached as Appendix 5). A conceptual layout plan has been provided for an associated Subdivision application (Appendix 6). Site photos are attached as Appendix 7.

The conceptual layout plan demonstrates one possible option how the subject parcel could be divided with potential for further future subdivision. While the proposed conceptual parcels appear to meet or exceed the minimum parcel specifications of the proposed R-8 zone, the proposal presents a number of challenges described below.

This area is generally comprised of R-1 and A-2 zoned parcels containing single family dwellings, with A-1 zoned agricultural and rural residential parcels. The Zoning Map attached shows the mix of zones in the immediate area. Land uses directly adjacent to the subject parcel include the following:

- North: Single-Family Residential (R-1) parcels
- South: Rural Holding (A-2) parcels,
- East: Rural Holding (A-2) parcels, and
- West: R-1 parcels and partial ALR boundary.

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

OCP POLICY

The subject parcel is designated Medium Density Residential in the OCP, and is within Residential Development Area B. The proposed R-8 zone is in alignment with the Medium Density land use designation.

In terms of Area B, this means that the land and surrounding infrastructure are of second priority for City investment in capital works projects (with Area A being the first priority and Area C the third). That being said, the completion of the Auto Road connector between 12 Avenue SE and Shuswap Street is deemed by staff to be a high priority for the City. The implications of the Auto Road connector and its intersection with Shuswap Street as they relate to this application and the proposed subdivision are discussed in this report.

The proposed density aligns with OCP Policy 4.4.3, which encourages all growth to be sensitively integrated with neighbouring land uses. Furthermore, the proposed zoning aligns with the Urban Residential Objectives of Section 8.2 and Urban Residential Policies listed in Section 8.3, including providing a variety of housing types, providing housing options, and supporting compact communities. In terms of siting, the proposal appears to match with OCP Siting Policies under Section 8.3.19, including good access to transportation routes, recreation, and community services.

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

COMMENTS

Engineering Department

Supportive of proposed R-8 zoning from a land use and density perspective. Future lot and access designs for secondary suites or detached suites should consider the requirements for high back curbing and a limitation to a single access / egress to each lot. Details on the works and servicing requirements for the associated subdivision application are under review and will be in line with the Subdivision and Development Servicing Bylaw.

As the future construction of Auto Road and its intersection with Shuswap Street (both designated Urban Arterial Streets) careful consideration on the future design of the intersection, the points of access / egress to / from the proposed subdivision. At this point in time, the Engineering Department is recommending a Traffic Circle be contemplated for an intersection design, pursuant to the S&DS Bylaw.

The prospects of securing excess land (i.e. beyond what is required for road dedication) needed from the subject property for a traffic circle is under discussion with the applicant. If Council agrees, this may involve a Road Reserve Covenant being registered over the Northwest corner of the subject property, in exchange (for the lost value in land) for an equivalent reduction in road upgrades along the Auto Road frontage. This idea would need to be dealt with via a Development Variance Permit application.

Both Auto Road and Shuswap Street are identified as DCC funded roads, meaning that portions of their construction and upgrades can and should be considered by the City as future capital projects.

Building Department

No concerns with rezoning. BC Building Code applies to development.

Fire Department

No Fire Department concerns.

Planning Department

Keeping in mind the Medium Density Residential OCP designation, the subject parcels are located in an area well-suited for this form of residential development, within reasonable walking distance to the city centre, as well as Picadilly Mall and Blackburn Park. The proposed R-8 zoning is aligned with neighbouring land uses, situated between smaller R-1 lots to the north and west, with larger A-2 lots to the south and east.

The R-8 zone regulations of the Zoning Bylaw are attached as Appendix 5. The minimum parcel area permitted under R-8 zoning is 450 square metres, or 700 square metres for a parcel containing a detached suite. At this time, it appears the intent of the applicant is to have most lots exceed the minimum area and width required for a detached suite, thereby allowing options for suites (9 of the proposed lots in the attached concept would be limited to traditional secondary suites within the single-family dwelling). This large block approach to rezoning was recommended to the applicant by staff.

While the subject parcels have been historically designated for residential land use, the ALR boundary runs along an approximately 150 metre portion of the western parcel line. Staff note that the parcel to the west dates back to 1913, is relatively small, not under agricultural use, is zoned R-1 and is similarly designated as Medium Density Residential in the OCP. As such, staff deems that the Rural and Agriculture Policies of the OCP, which seek to minimize conflicts between agriculture and other land uses are not applicable. Furthermore, with the proposed R-8 zoning, there will be a minimum 6.0 m building setback from the applicable parcel line as proposed.

While not necessarily directly relevant to the proposed rezoning, future plans for this area of the City call for future residential development, including a future road network, and the policies of the OCP prescribe a range of future amenities in the area between Shuswap/Foothills Road and the western Hillcrest area. While the terrain and gaps in servicing creates some challenges, the OCP envisions future roads, bike routes, greenways, and parks on the adjacent parcels (Appendix 8). These plans are significant to note in advance of development proposals for the remainder portion of the subject parcels and adjacent lands.

Additionally as noted in the Engineering comments, the adjacent intersection of Shuswap Street and 14 Avenue SE is envisioned to have significant, community-wide implications as it serves the southern portion of the City as a key component of the future road network connecting Shuswap/Foothills to the Hillcrest area. As such, the intersection must be capable of handling this future traffic, which should be recognized by current development proposals. An additional implication of this intersection is that the conceptual access shown may be subject to realignment due to the final design of the intersection.

If the subdivision application proceeds, Council may soon be reviewing a Development Variance Permit application involving reduced frontage upgrades along Auto Road in lieu of a Road Reserve Covenant to secure land for a future traffic circle.

Furthermore, in terms of access and servicing to lands beyond, there are no up-to-date detailed street plans for this area, however the OCP has designated a basic road network plan over the area. This road network plan is not detailed, however it does contemplate medium density residential subdivision and potential connections from the eastern portion of the subject property through adjacent parcels to the east and south. To what degree this plan would work due to the number of existing dwellings and accessory buildings, collaboration between property owners, as well as the challenges presented by the terrain, is to be determined. However, this concept is significant to note in advance of development proposals for the eastern remainder portion of the subject parcels, as well as adjacent lands to the south. The eastern portion of the subject property is certain to be affected by these considerations. The proposed conceptual layout does provide an option for access to adjacent lands to the east.

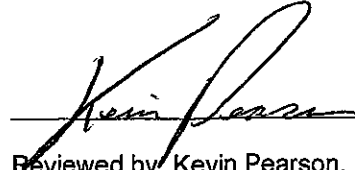
If this rezoning application is approved, and when a development / subdivision plan for the eastern portion is formally applied for, City staff will revisit future access and servicing needs of the adjacent lands in greater detail.

CONCLUSION

The proposed R-8 zoning is consistent with the OCP and is therefore supported by staff. In staff's opinion, it is reasonable to rezone the two existing subject parcels prior to subdivision.



Prepared by: Chris Larson, MCP
Planning and Development Officer



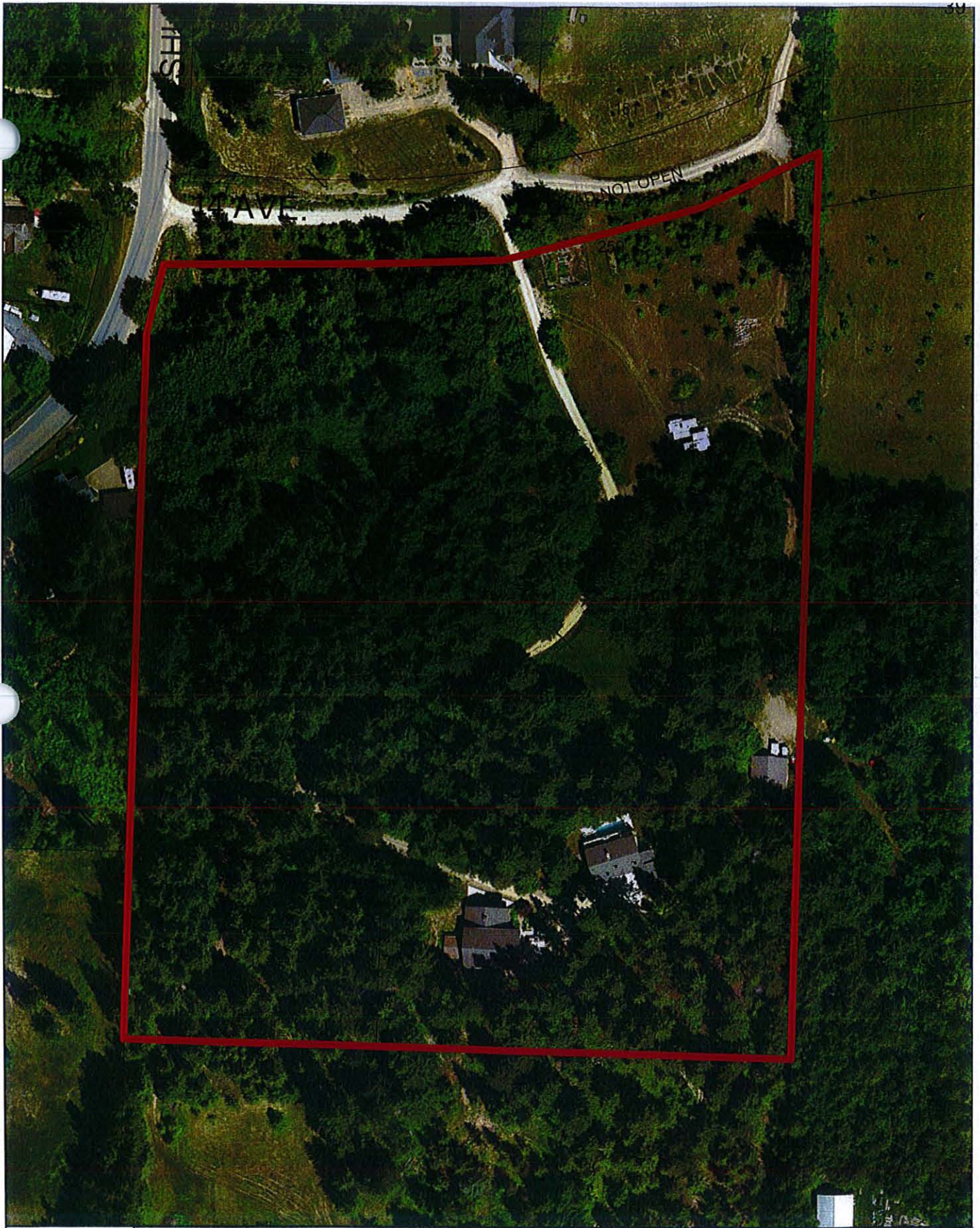
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services



0 75 150 300 450 600 Meters



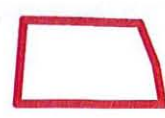
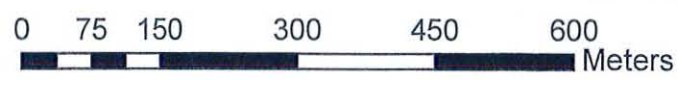
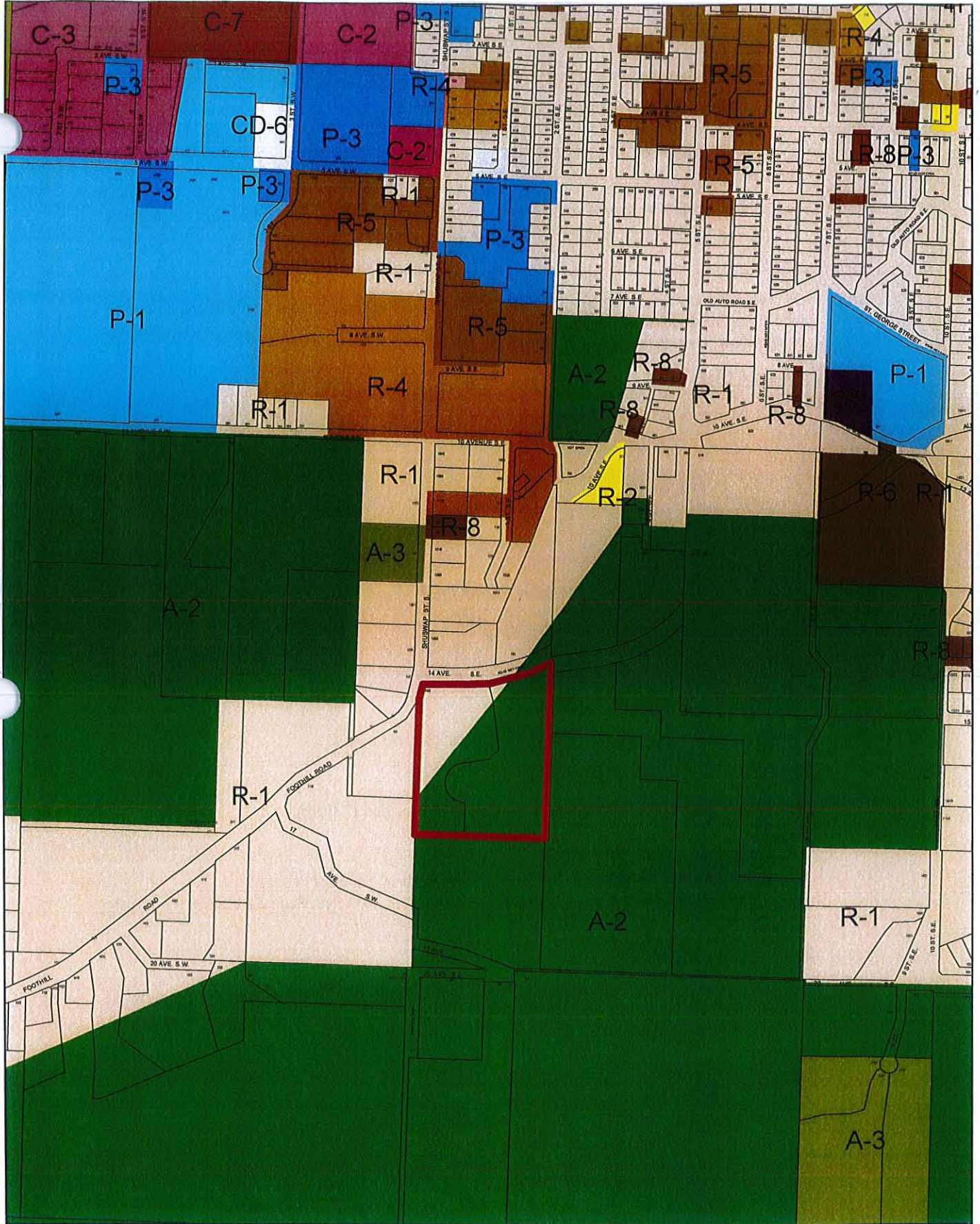
Subject Parcels



0 12.5 25 50 75 100 Meters



Subject Parcels



Subject Parcels

#3996

SECTION 13 - R-8 - RESIDENTIAL SUITE ZONE**Purpose**

- 13.1 The purpose of the R-8 Zone is to permit the use of a *secondary suite* contained within a *single family dwelling* or a *detached suite* contained within an *accessory building*.

Regulations

- 13.2 On a *parcel* zoned R-8, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the R-8 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 13.3 The following uses and no others are permitted in the R-8 Zone:

- | | |
|----------------|--|
| #3082
#3082 | .1 <i>boarders</i> , limited to two;
.2 <i>family childcare facility</i> ;
.3 <i>group childcare</i> ;
.4 <i>home occupation</i> ;
.5 <i>public use</i> ;
.6 <i>public utility</i> ;
.7 <i>single family dwelling</i> ;
.8 <i>accessory use</i> , including <i>secondary suite</i> or <i>detached suite</i> . |
|----------------|--|

Maximum Number of Single Family Dwellings

- 13.4 One (1) *single family dwelling* shall be permitted per *parcel*.

Maximum Number of Secondary Suites

- 13.5 One (1) *secondary suite* or one (1) *detached suite* is permitted per *parcel*.

Maximum Height of Principal Building

- 13.6 The maximum *height* of the *principal building* shall be 10.0 metres (32.8 feet).

Maximum Height of Accessory Buildings

- 13.7 .1 The maximum *height* of an *accessory building* shall be 6.0 metres (19.7 feet).
 .2 The maximum *height* of an *accessory building* containing a *detached suite* shall be 7.5 metres (24.6 feet).

Maximum Parcel Coverage

- 13.8 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 all *accessory buildings*, including those containing a *detached suite*.

Minimum Parcel Area

- 13.9 .1 The minimum *parcel area* shall be 450.0 square metres (4,843.9 square feet).
 .2 The minimum *parcel area* of a *parcel* containing a *detached suite* shall be:
- | | |
|--|--|
| .1 With lane or second <i>street</i> frontage | 465.0 square metres
(5,005.2 square feet) |
| .2 Without lane or second <i>street</i> frontage | 700.0 square metres
(7534.7 square feet) |

SECTION 13 - R-8 - RESIDENTIAL SUITE ZONE - CONTINUED

Minimum Parcel Width

- 13.10 .1 The minimum *parcel width* shall be 14.0 metres (45.9 feet).
 .2 The minimum *parcel width* of a *parcel* containing a *detached suite* shall be:
 .1 With lane or second *street* frontage 15.0 metres (49.2 feet)
 .2 Without lane or second *street* frontage 20.0 metres (65.6 feet)

Maximum Floor Area and Floor Area Ratio

- 13.11 .1 The maximum *floor area* of a *detached suite* shall be 90.0 square metres (968.8 square feet).
 .2 The maximum *floor area ratio* of a *single family dwelling* shall be 0.65.

Minimum Setback of Principal Building

- 13.12 The minimum *setback* of the *principal building* from the:
- | | | |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> shall be | 6.0 metres (19.7 feet) |
| .3 | <i>Interior side parcel line</i> shall be | 1.5 metres (4.9 feet) |
| .4 | <i>Exterior side parcel line</i> shall be | 6.0 metres (19.7 feet) |
- #3426 .5 Notwithstanding Sections 13.12.2 and 13.12.3., 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 6.0 metres (19.7 feet).
- #2811 .6 Refer to Section 4.9 for "Special Building Setbacks" which may apply.

Minimum Setback of Accessory Buildings

- 13.13 The minimum *setback* of accessory *buildings* from the:
- | | | |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> shall be | 1.0 metre (3.3 feet) |
| .3 | <i>Interior side parcel line</i> shall be | 1.0 metre (3.3 feet) |
| .4 | <i>Exterior side parcel line</i> shall be | 6.0 metres (19.7 feet) |
- #2811 .5 Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply.

Minimum Setback of a Detached Suite

- 13.14 The minimum *setback* of an accessory *building* containing a *detached suite* from the:
- | | | |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> shall be | 3.0 metres (9.8 feet) |
| .3 | <i>Interior side parcel line</i> shall be | 2.0 metres (6.5 feet) |
| .4 | <i>Exterior side parcel line</i> shall be | 6.0 metres (19.7 feet) |
| .5 | <i>Parcel line</i> adjacent to a lane | 1.2 metres (3.9 feet) |

Parking

- 13.15 .1 Parking shall be required as per Appendix I.
 .2 An offstreet parking space provided for a *secondary suite* or *detached suite* shall not be sited in tandem to a parking space provided for a *single family dwelling*.

Detached Suite

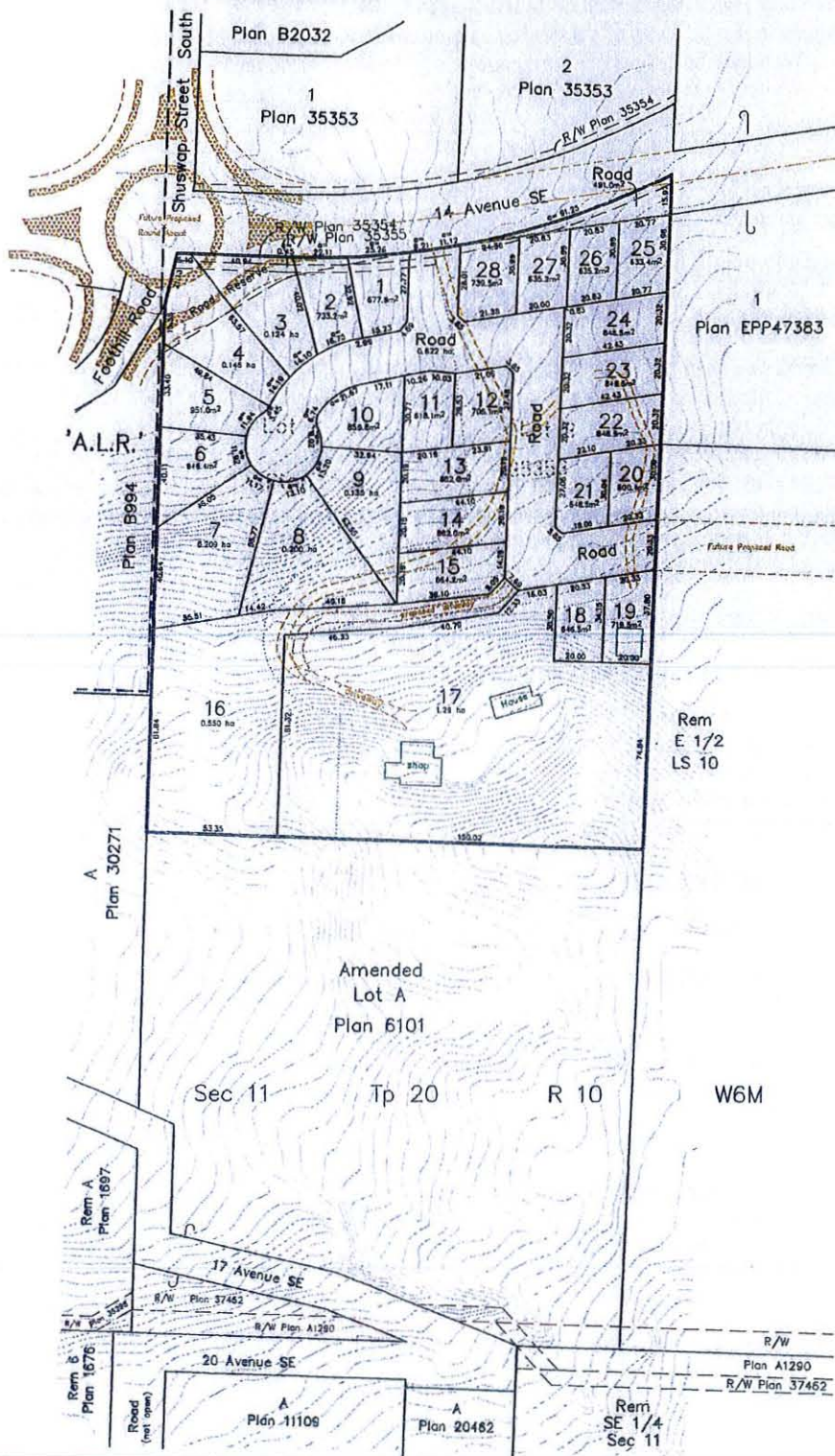
- 13.16 Refer to Section 4.2 for General Regulations.

Sketch Plan of Proposed Subdivision of Lots 3 and 4, Sec 11, Tp 20, R 10, W6M, KDYD, Plan 35353

Scale 1:1250

BCGS 82L.064

All distances are in metres.

The intended plot size of this plan is 432mm in width by 560mm in height (C size)
when plotted at a scale of 1:1250

April 25, 2017

BROWNE JOHNSON LAND SURVEYORS
B.C. AND CANADA LANDS
SALMON ARM, B.C. Ph. 832-9701
File: 630-16 (405-07)



View south-east from north-west corner of subject property.



View south-west from north-east corner of subject property.



View south from north-east corner of subject property.



0 75 150 300 450 600
Meters



Subject Parcels

CITY OF SALMON ARM

BYLAW NO. 4207

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

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

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

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

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

Rezone Lots 3 and 4, Section 11, Township 20, Range 10, W6M, KDYD, Plan 35353, from R-1 (Single Family Residential Zone) and A-2 (Rural Holding Zone) to R-8 (Residential Suite Zone) as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "**City of Salmon Arm Zoning Amendment Bylaw No. 4207**".

READ A FIRST TIME THIS DAY OF 2017

READ A SECOND TIME THIS DAY OF 2017

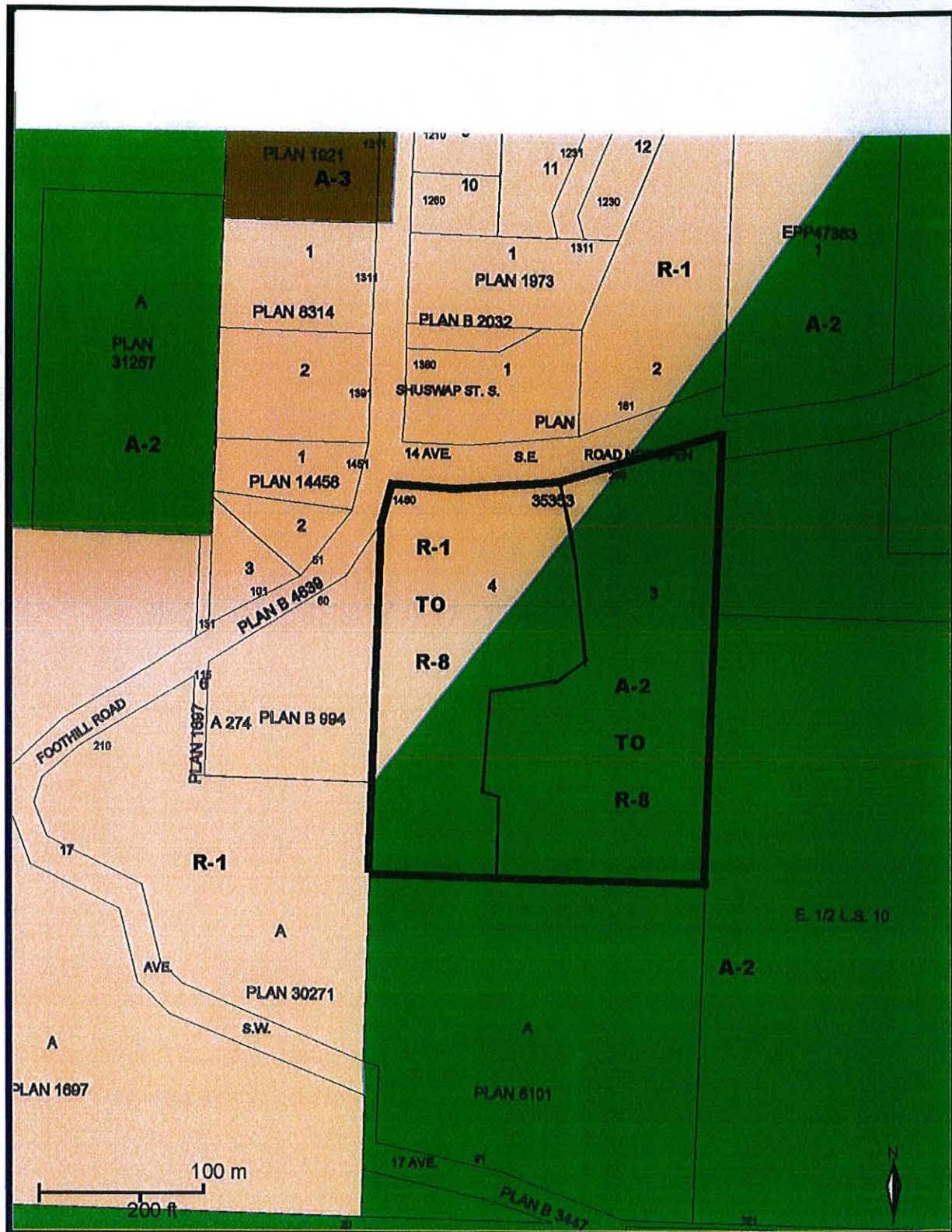
READ A THIRD TIME THIS DAY OF 2017

ADOPTED BY COUNCIL THIS DAY OF 2017

MAYOR

CORPORATE OFFICER

SCHEDULE "A"



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Item 8.2

CITY OF SALMON ARM

Date: May 8, 2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4208 be read a first and second time.

[ZON1091; Lentz, G.; 4581 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



Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: April 21, 2017

Subject: Zoning Bylaw Amendment Application No. 1091

Legal: Lot 17, Section 6, Township 21, Range 9, W6M, KDYD, Plan EPP67163

Civic: 4581 71 Avenue NE

Owner/Applicant: Lentz, G.

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 17, 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 at 4581 71 Avenue NE (Appendix 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit development and subsequent use of a secondary suite within a single-family home.

BACKGROUND

The subject parcel is located in a new subdivision (Park's Edge) in Canoe, just east of the Park Hill park. The parcel is approximately 750 square metres, currently under development, and designated Low Density Residential in the Official Community Plan (OCP).

The subject parcel is currently zoned R-1 (Single Family Residential) in the Zoning Bylaw (see Appendix 3). The surrounding area is largely comprised of R-1 zoned parcels, with the P-1 zoned Park Hill parcel to the west. The directly adjacent lots north and south are in the early stages of development, while developed R-1 parcels sit to the north-east. Three parcels within the surrounding area are zoned R-8.

Site and floor plans are attached as Appendix 4, while site photos are attached as Appendix 5. The plans indicate a home similar to other dwellings developed in the area. A 600 square foot secondary suite is proposed within the basement of the single-family home, limiting any impact on the streetscape.

Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in Low Density Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on Zoning Bylaw requirements, the subject parcel has potential for the development of a secondary suite (or a detached suite), including sufficient space for the required additional off-street parking stall to serve the suite.

COMMENTSEngineering Department

No objections to the proposed rezoning, subject to provision of sufficient onsite parking.

Building Department

No concerns with rezoning. BC Building Code to apply.

Fire Department

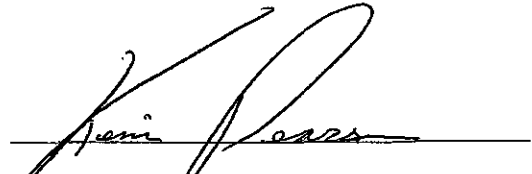
No concerns.

Planning Department

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



Prepared by: Chris Larson, MCP
Planning and Development Officer



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



0 45 90 180 270 360
Meters



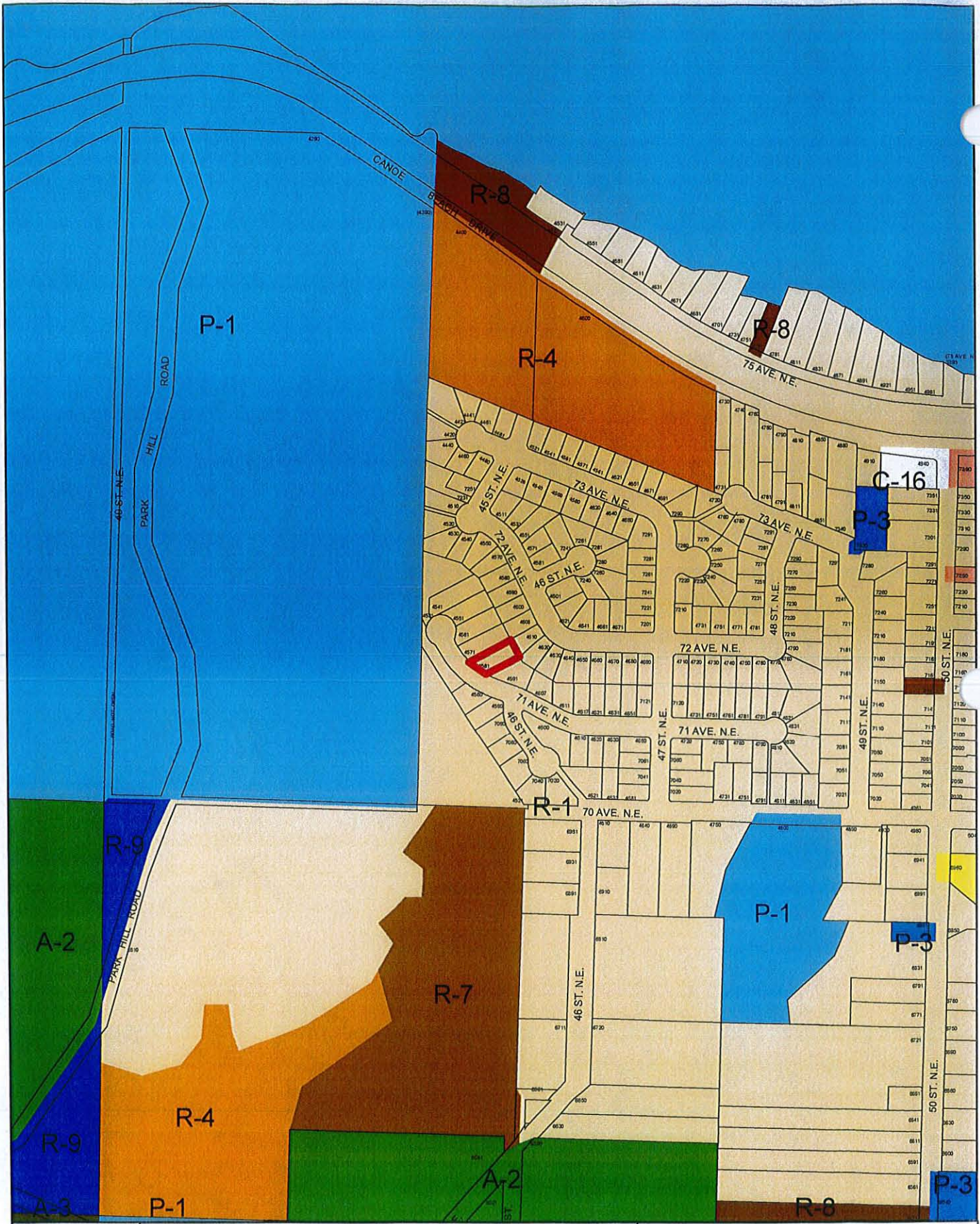
Subject Parcel



0 5 10 20 30 40 Meters



Subject Parcel



0 45 90 180 270 360 Meters



Subject Parcel

BOOTSMA RESIDENCE

3200 26 ST NE
SALMON ARM, BC
V1E 3X7

TEL : (250) 517-7131
www.khmdesign.ca
iris@khmdesign.ca

GENERAL NOTES

ALL WORK
TO BE IN ACCORDANCE WITH BC BUILDING CODE 2012. ALL LOCAL BY-LAWS AND GOOD BUILDING PRACTICES.

ALL DIMENSIONS AND ELEVATIONS:
- ARE TO BE VERIFIED ON SITE BEFORE CONSTRUCTION OF EACH AREA BEGINS.

ACTUAL SITUATION
- OF THE BUILDINGS IN RELATION TO THE GRADES OF THE LOT ARE TO BE DETERMINED AND AGREED BY THE BUILDER IN CONJUNCTION WITH THE OWNER.

[illegible]

CONCRETE:

- ALL CONCRETE FOR FOOTINGS & WALLS TO DEVELOP A COMPRESSIVE STRENGTH OF 35MPa @ 28 DAYS.
- ALL CONCRETE FOR SLABS TO DEVELOP A COMPRESSIVE STRENGTH OF 35MPa @ 28 DAYS.
- ALL FOOTINGS TO BE POURED ON UNDISTURBED NATURAL GROUND.
- ALL EXTERIOR FOOTING TO HAVE THEIR UNDERSIDE SLOPE THE FIBRE PROTECTION LEVEL FOR THE AREA ON HAVE PROTECTION APPLIED.
- ALL SLAB & UNDER CONCRETE TO BE COMPACTED TO OBTAIN MAX STANDING PROCTOR DENSITY.
- EXTERIOR SURFACE OF ALL FOUNDATION WALLS IN CONTACT WITH BACK FILLING, TO BE COATED WITH (2) COATS OF ASPHALT EMULSION (ON EQUIVALENT).
- FOR DAMP PROOFING AND SOIL GAS CONTROL REQUIREMENTS UNDER INTERIOR SLABS ON GRADE, SEE BC BUILDING CODE 2012

REINFORCING:

- ALL REINFORCING SHALL CONFORM TO C.I.A. Q.36.12 AND SHALL BE OF A666 (Fy=602 MPa) SAWS
- ALL BARS TO BE DEFORMED IN ACCORDANCE WITH C.I.A. Q.36.14
- ALL REINFORCING STEEL SHALL BE CLEAN AND UNGRADED
- ALL BARS TO BE SPACED AT 24" MAX DIMENSION
- ALL REINFORCING TO BE PLACED ACCORDING TO CODE AND HAVING CONCRETE COVER OF 3" TO SOLE, 2" TO WALL SURFACES AND 1 1/2" FOR ANY OTHER SURFACES.

ENGINEERED BEAMS:
- SIZES GIVEN ON THE RESPECTIVE PLANS ARE APPROXIMATE ONLY. THE SUPPLIER OF THESE BEAMS WILL SUPPLY SHOP DRAWINGS AND
ENGINEER SEAL AS REQUIRED.

MECHANICAL VENTILATION AS PER BC BUILDING CODE 2012. INSTALL MAKE UP AIR AS REQUIRED.

ELECTRICAL:
- ALL ELECTRICAL TO CONFORM TO RELEVANT ELECTRICAL CODE AND ALL WORK TO BE CARRIED OUT BY SPECIALIST IN ACCORDANCE WITH RELEVANT CODES.
- ACTUAL LOCATIONS OF ELECTRICAL OUTLETS TO BE VERIFIED BY OWNER AND INCLUDE WASHER, DRYER, EXHAUST FANS, TELEPHONE AND TV JACKS.

SAROFF & CARON NON-COMBUSTIBLE DETECTOR:
- TO-BC CODE 2012.
- TO BE LOCATED BY ELECTRICIAN AND OWNER IN CONJUNCTION WITH LOCAL FIRE CODES, AND BE INTERCONNECTED W/ALARM.

Window Details:
- TYPES AND STYLES TO BE DETERMINED BY OWNER. ALL WINDOWS SHALL CONFORM TO CAN/CSA A440-M1 STANDARDS. ALL WINDOWS AND DOORS TO CONFORM TO RELEVANT BUILDING CODE.

DOORS:
- TYPES AND STYLES TO BE DETERMINED BY OWNER, ALL DOORS SHALL CONFORM TO IRC BUILDING CODE 2012

- ALL GLASS IN DOORS AND DOOR SIDELIGHTS TO BE SAFETY GLASS.
- ALL DOORS FROM ATTACHED GARAGE TO BE WEATHER STRIPPED CAW SELF CLOSING DEVICE.

FINISHES:
- ALL FLOOR COVERINGS AND WALL FINISHES TO BE SELECTED BY OWNER

FOOT INSULATION:
- TO BE PLACED OVER FOOTINGS SLOPED AWAY FROM FOUNDATION, R10 MIN

PLANNING:
- ALL WORK TO BE CARRIED OUT BY SPECIALIST IN ACCORDANCE WITH RELEVANT CODES

- PLUMBING PERMIT REQUIRED. G. FLOW FOR ALL WATERCLOSETS
- WATERPROOF WALLS AROUND BATHTUBS AND SHOWERS TO BC CODE

ROOFING:
- STYLE AND COLOR TO BE SELECTED BY OWNER AND INSTALLED ACCORDING TO MANUFACTURER RECOMMENDATIONS

BACK FILLING:

- NO BACK FILLING TO BE DONE AGAINST EXTERIOR CONCRETE WALLS UNTIL MAIN FLOOR JOISTS AND PLYWOOD FLOOR IN PLACE.
- THE FIRST 12" OF FILL FROM THE FACE OF THE CONCRETE WALLS TO BE DRAIN GRAVEL OR EQUIVALENT POROUS MATERIAL. SUBFLOOR IS DECIDED.
- ALL FLOOR SHEATHING AND DECKING TO BE GLUED AND SCREWED TO FLOOR JOISTS.

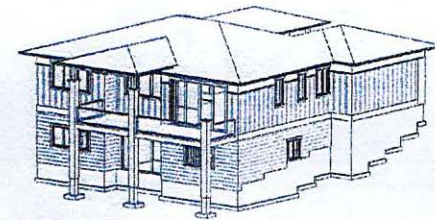
DRAM FILE:

- PROVIDE MIN. 52" X 80" ATTIC ACCESS TO ALL ROOF ATTICS OR ROOF SPACES ON INSULATED COVER AND WEATHER STRIPPING.

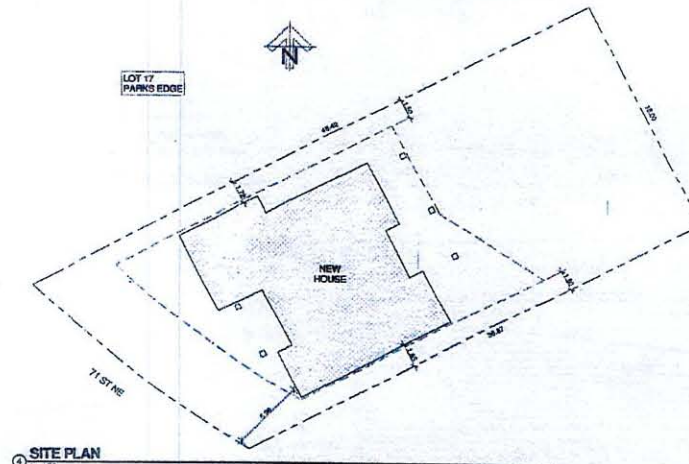
VENTILATION:
- VENTILATE ALL CRAWL SPACES BELOW HEATED FLOORS UNLESS HEATED AND VENTILATED.
- VENTILATE ALL ROOF SPACES ABOVE INSULATED CEILINGS TO IRC BUILDING CODE 2012.
- ALL BATHROOM & KITCHEN FANS TO VENT DIRECTLY TO EXTERIOR.



③ **AXO VIEW FRONT**



AXO VIEW REAR



④ **SITE PLAN**
1 : 150

BUILDING AREAS	
Name	Area
MAIN FLOOR	1431 SF
GARAGE	429 SF
LOWER FLOOR	1449 SF

DRAWING LIST	
SHEET #	SHEET NAME
A0.0	GENERAL NOTES, SCHEDULES, AXO VIEW
A1.0	MAIN FLOOR PLAN
A1.1	LOWER FLOOR PLAN
A2.0	ELEVATIONS 1
A3.0	FOUNDATION PLAN
A4.0	FLOOR FRAMING PLAN
A5.0	ROOF FRAMING PLAN
A6.0	SECTIONS 1
A6.1	SECTIONS 2
A6.2	DVD WALL SECTION THERMAL ASSEMBLIES

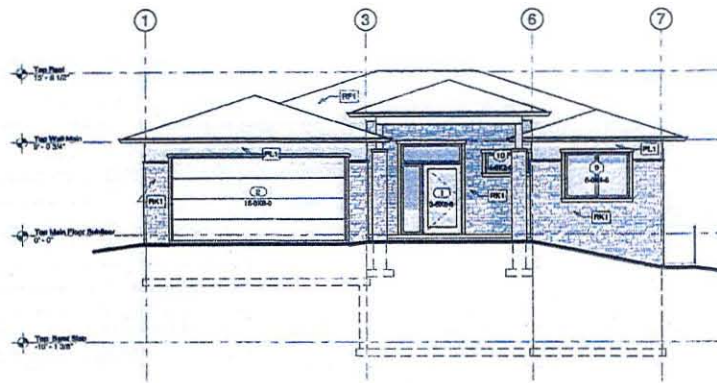
PROJECT
BOOTSMA RESIDENCE

LOT 17
PARK'S EDGE
SALMON ARM, BC

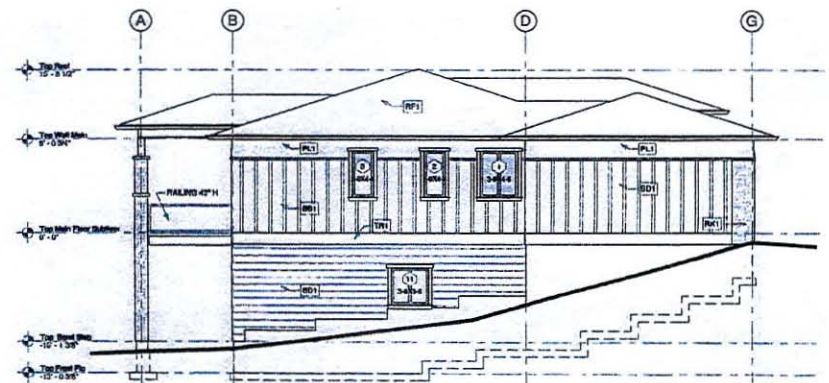
SHEET NAME
GENERAL NOTES, SCHEDULES, AXO
VIEW

Appendix 4: Elevations and Plans

A0.0



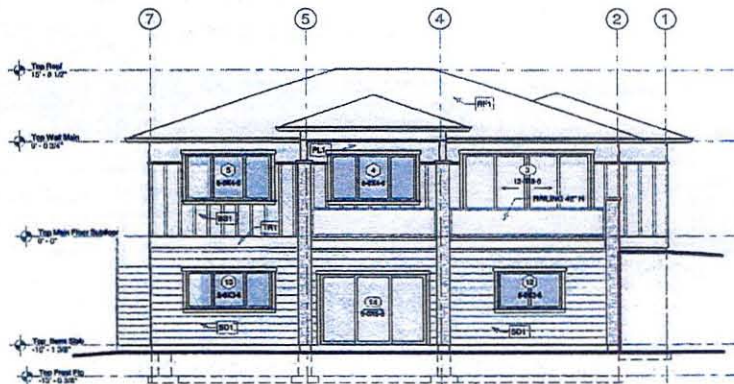
3 SOUTH ELEVATION
3/16" = 1'-0"



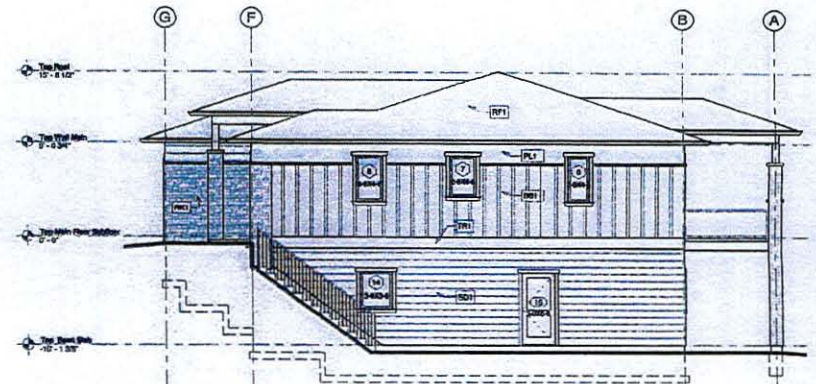
4 WEST ELEVATION
3/16" = 1'-0"

□ EXTERIOR FINISHES

- RF1 ASPHALT SHINGLE ROOFING
- SD1 HARDY BOARD SIDING
- SB1 BOARD & BATTEN
- PL1 HARDY PANEL
- PK1 CULTURED STONE
- TH1 HARDY TRIM



5 NORTH ELEVATION
3/16" = 1'-0"



6 EAST ELEVATION
3/16" = 1'-0"





View east over subject parcel showing adjacent properties.



View north over subject parcel showing adjacent properties.

CITY OF SALMON ARM

BYLAW NO. 4208

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

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

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

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

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

Rezone Lot 17, 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.

5. CITATION

This bylaw may be cited as “**City of Salmon Arm Zoning Amendment Bylaw No. 4208**”.

READ A FIRST TIME THIS	DAY OF	2017
READ A SECOND TIME THIS	DAY OF	2017
READ A THIRD TIME THIS	DAY OF	2017
ADOPTED BY COUNCIL THIS	DAY OF	2017

MAYOR

CORPORATE OFFICER

SCHEDULE "A"



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INFORMATIONAL CORRESPONDENCE - May 8, 2017

1. Building Department - Building Statistics - April 2017
2. Building Department - Building Permits - Yearly Statistics
3. Director of Engineering and Public Works - letter dated April 21, 2017 - Super Walk for Parkinson's - September 16, 2017
4. G. McLeod, C. & T. Norris, G. Bodnar, O. R., J. Willis, R. Riach - letter dated April 14, 2017 - Expansion of Mt. Ida Mews (inSite) - 100 5 Avenue SE, Salmon Arm
5. R. Walters, Chairperson and P. McIntyre-Paul, Executive Director, the Shuswap Trail Alliance - letter dated April 10, 2017 - Annual Shuswap Trails Party and Auction Thank You
6. L. Wong, Manager, Downtown Salmon Arm - letter dated April 20, 2017 - Outdoor Movie Night in the Park
7. K. Leinweber, Director, The Lewiston Ultra - email dated April 21, 2017 - the Lewiston Ultra Trail Race Event - May 26, 2018 and September 29, 2018
8. L. Wong, Manager, Downtown Salmon Arm - letter dated April 25, 2017 - Street Entertainment Trial Program
9. D. McKee, SAS Dry Grad Committee - email dated April 26, 2017 - SAS Dry Grad Prize Committee Request
10. A. Journeau, Shuswap Cycling Club - letter - Urban Rack - Repair Stand
11. P. Weir, President, S. Lowry, J. Erickson, Community Events Coordinator, Salmon Arm Citizens Patrol Society - letter dated April 28, 2017 - Salmon Arm Citizens Patrol Crowd Control Assistance
12. J. H. Dunlop, Chief Executive Officer & Fry Cook, Top Jimmy's Canoe Beach Café & Water Sports - letter dated April 29, 2017 - Addendum Request
13. R. Parenteau, Road and Gravel Director, Shuswap Bike Club - email dated April 24, 2017 - Bike Stuff
14. A. Newman, Electronic Media Officer, Western Economic Diversification Canada - email dated May 1, 2017 - WD Social Media Drywall Support Program
15. L. Wong, Manager, Downtown Salmon Arm - letter dated May 1, 2017 - Shuswap Farm and Craft Market at the Plaza

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Item 11.1

CITY OF SALMON ARM

Date: May 8, 2017

Proposed Naming Policy 1.12

Vote Record

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

Opposed:

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



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City of Salmon Arm

Memorandum from the Chief Administrative Officer

TO: Her Worship Mayor Cooper and Council
DATE: April 12, 2017
PERPARED BY: Caylee Simmons, Administrative Assistant/Executive Secretary
SUBJECT: Proposed Naming Policy 1.12

Recommendation:

THAT: Council adopt City of Salmon Arm Park Naming Policy No. 1.12, attached to the staff report dated April 12, 2017.

Background:

The City of Salmon Arm does not currently have a formal policy that specifically governs the naming of parks. Naming policies across municipalities throughout British Columbia, where in existence, can vary widely and include parks, civic facilities, highways, etc. Council has been requested to name parks or parts thereof in honour of members of our community that have had a significant impact. A draft Policy 1.12 has been created with this in mind (see Appendix 1). A previous staff report on this matter, dated April 15, 2014, is attached as Appendix 2.

Carl Bannister, MCIP
Chief Administrative Officer

CITY OF SALMON ARM

POLICY NO. 1.12

TOPIC: Park Naming Policy

POLICY:

To formalize the naming of parks within the City of Salmon Arm.

BACKGROUND:

From time to time the City of Salmon Arm has been requested to name parks or parts thereof in honor of community members, etc. who have significantly impacted the community.

PROCEDURE:

1. When a member of the general public or groups request that a park or part thereof be named in honor of a citizen (who has made a significant contribution) or otherwise of the City of Salmon Arm, the following will be taken into consideration:
 - Constant physical reference, such as a geographic feature;
 - Historical or cultural associations;
 - Significant plant or animal;
 - Donations or significant volunteer contributions;
 - Honoring a special person; and
 - Common local slang.
2. Commemorative Naming Request: The request shall be deferred for a period of one (1) year from the date of request to allow for input and community consultation.
3. Renaming of existing parks should be considered carefully by Council.

Prepared by: Caylee Simmons, Administration	Date: April 12, 2017
Approved by Council:	Date:
Amended or Replaced: Amended	Date:



City of Salmon Arm

Memorandum from the Chief Administrative Officer

TO: Her Worship Mayor Cooper and Council

DATE: April 15, 2014

SUBJECT: Potential "Walters" Field Options
Policy Considerations

Potential "Walters" Field Options:

Council, at the Regular Council Meeting of April 14, 2014 directed staff to prepare a report outlining soccer fields that could potentially be named in honor of the Walters family. Attached are two maps for Councils consideration. The first map is Little Mountain Sports Complex (naming agreement presently in place) which offers three potential options, field 1, field 2 or field 3. The second map is Blackburn Park Playing Fields (historical name considerations) which offers two potential options, pitch 1 or pitch 2, located in the northern park area.

Policy Considerations:

Naming Policies across municipalities throughout British Columbia, where in existence, can vary widely and include parks, civic facilities, highways, etc. The majority of debate on this topic focuses on Corporate Naming.

The City of Salmon Arm does not have a policy that specifically governs the naming of parks. Generally speaking, the following may/could be considered in this regard:

- Constant physical reference, such as a geographic feature;
- Historical or cultural associations;
- Significant plant or animal;
- Donations or significant volunteer contributions;
- Honoring a special person;
- Common local slang; and
- Re-naming of existing should be considered carefully.

Ultimately, the naming of parks, etc. is a matter of political discourse.

Carl Bannister, MCIP
Chief Administrative Officer

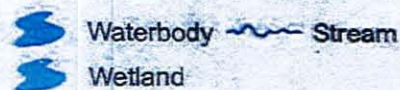
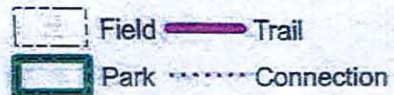


Little Mountain Sports Complex

250 30 Street SE

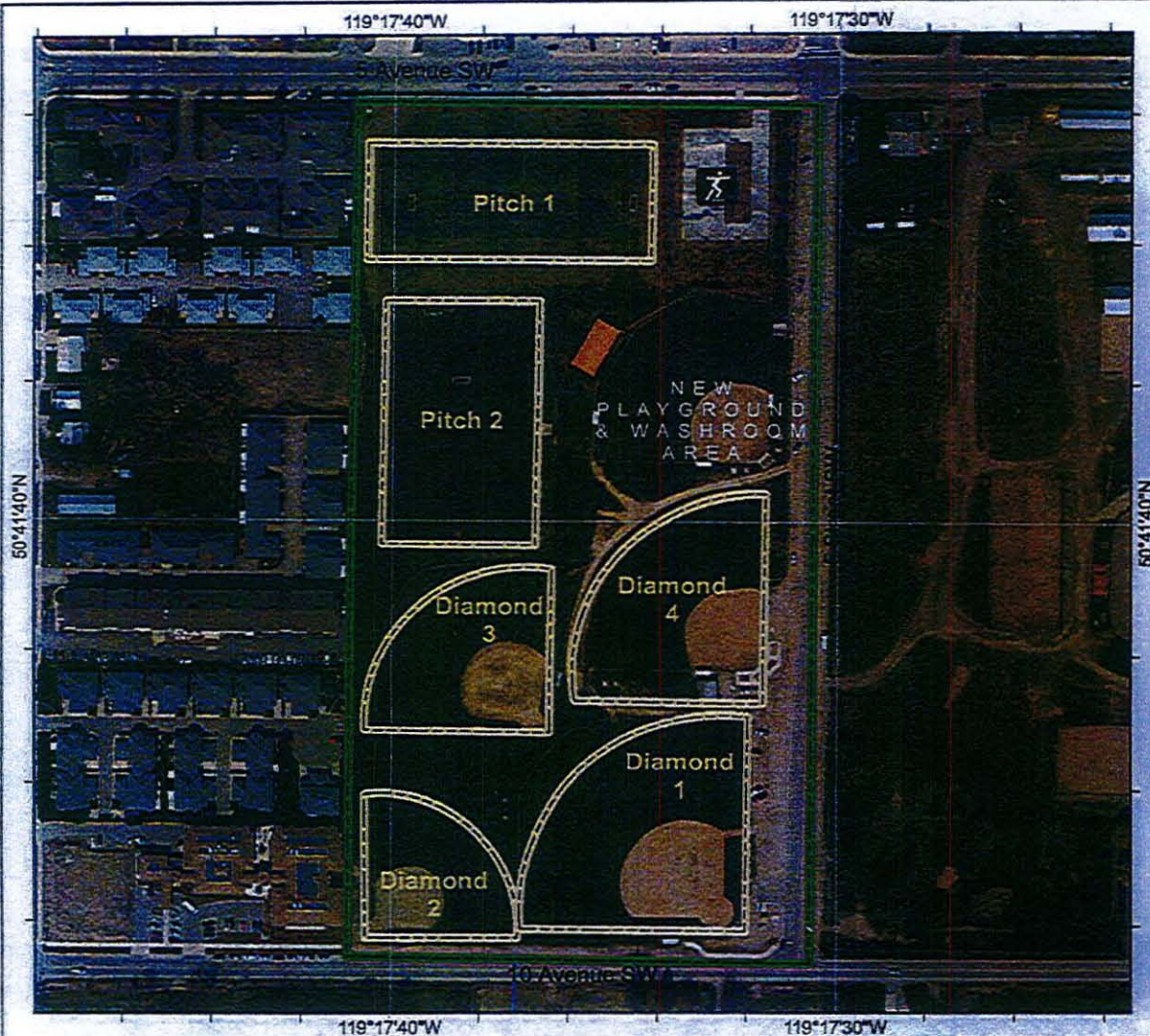


Park Location



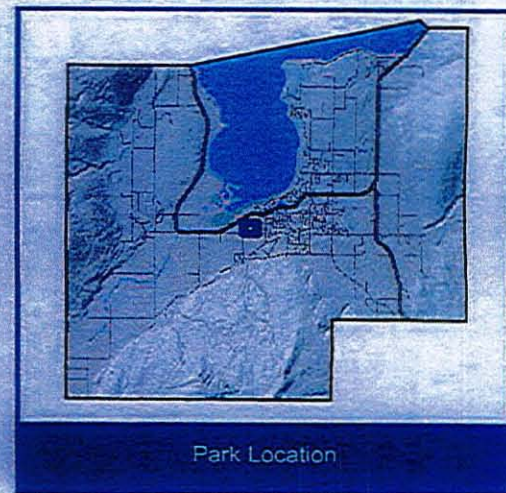
Created: July 2012

The field map contains information that has been compiled by the City of Salmon Arm using data that is believed to be accurate. However, caution should be exercised as deficiencies, errors or omissions may be present. The City of Salmon Arm distributes this material without warranties of any kind, expressed or implied, including but not limited to warranties of suitability of particular purpose or use.



Blackburn Park Playing Fields and Ball Diamonds

681 10 Avenue SW



Park Location



Field Trail
Park Connection



Waterbody Stream
Wetland

0 50
Meters

Created: July 2012

The field map contains information that has been compiled by the City of Salmon Arm using data that is believed to be accurate. However, caution should be exercised as deficiencies, errors or omissions may be present. The City of Salmon Arm distributes this material without warranties of any kind, expressed or implied, including but not limited to warranties of suitability of particular purpose or use.

Item 11.2

CITY OF SALMON ARM

Date: May 8, 2017

Student Council/ Liaison Group/ Engagement Model

Vote Record

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

Opposed:

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



City of Salmon Arm

Memorandum from the Chief Administrative Officer

TO: Her Worship Mayor Cooper and Council
 DATE: April 18, 2017
 PERPARED BY: Caylee Simmons, Administrative Assistant/Executive Secretary
 SUBJECT: Youth Council/ Liaison Group/Engagement Model

Recommendation:

THAT: Council support a Youth Council/ Liaison Group/Engagement model as described in the staff report dated April 18, 2017.

Background:

The local Secondary School(s) have expressed an interest in having students from senior civics classes, etc. participate in a Youth Council/ Liaison Group/Engagement Model. A number of meetings have occurred in this regard, under the leadership of Councillor Lavery and Graham Gomme (SASS).

An ongoing Youth Council / Liaison Group/Engagement Model could consist of the following:

- Two (2) to three (3) students (with alternates);
- Students attend a series of Regular Council Meetings and report back to their respective class/school on relevant issues that occurred during the meetings. This report could also be provided to City Council; and
- Students provide input to Council on select topics.

Staff commitment to such a model would include:

- Providing electronic copies of Agenda material to the respective students (via email);
- Reserving seating in the Council Chambers; and
- Providing mentoring support to students as needed.

A guest lecture series, to be delivered at the Schools, is also being developed by Councillor Lavery.

It would be up to the leadership at the respective schools to help develop this model further, as time permits.

Carl Bannister, MCIP
 Chief Administrative Officer

Item 11.3

CITY OF SALMON ARM

Date: May 8, 2017

2016 City of Salmon Arm Carbon Neutral Progress Survey

Vote Record

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

Opposed:

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



To: Her Worship Mayor Cooper and Members of Council
Date: April 25, 2017
Subject: 2016 City of Salmon Arm Carbon Neutral Progress Survey

RECOMMENDATION

THAT: The 2016 City of Salmon Arm Climate Action/Carbon Neutral Progress Survey indicate the City is eligible for recognition from the Green Communities Committee as a 'Level 2 - Measurement' local government and that the City will not be carbon neutral for the 2016 reporting year;

AND FURTHER THAT: The 2016 City of Salmon Arm Climate Action/Carbon Neutral Progress Survey, attached as Appendix 1 in the Development Services Department memorandum dated April 29, 2017, be received as information.

INTRODUCTION

The purpose of this report is to present the 2016 City of Salmon Arm *Climate Action/Carbon Neutral Progress Survey* to Council for information to fulfill the public reporting requirements of the City's application for the annual provincial Climate Action Revenue Incentive Program (CARIP) grant. The 2016 *Climate Action/Carbon Neutral Progress Survey* is attached as Appendix 1. To complete the *Climate Action/Carbon Neutral Progress Survey* due for submission on June 1, 2017, the City will need to identify within this survey whether or not it intends to be carbon neutral for the 2016 reporting year or to continue with an option discussed below.

BACKGROUND

The City's Official Community Plan (OCP) provides overall direction towards creating a more efficient community, with policies of "urban containment" guiding decisions on land use proposals and subdivision.

The CARIP program currently requires the submission of a single *Climate Action/Carbon Neutral Progress Survey*. The survey will be posted on the City's website and provided to the Province in support of the City's application for the annual CARIP grant. In order to complete the reporting process and ensure that the City is eligible for the CARIP grant, this survey must be completed and made public prior to the June 1, 2017 deadline.

The proposed 2016 City of Salmon Arm *Climate Action/Carbon Neutral Progress Survey* is attached as Appendix 1 for Council's consideration. The proposed *Climate Action/Carbon Neutral Progress Survey* indicates to the Province that: (1) it is the 'final' report; (2) the City will not be carbon neutral for the 2016 reporting year; and (3) the City is eligible for recognition at the 'Level 2 - Measurement' level with the Green Communities Committee.

British Columbia Climate Action Charter

Along with the majority of other local governments in the province, in 2008 the City voluntarily signed the B.C. Climate Action Charter, a non-legally binding agreement between the provincial government, the Union of British Columbia Municipalities (UBCM) and signatory local governments that acknowledges that climate change is a reality and establishes a number of goals and steps to address the issue going

forward. Of particular relevance to local governments at this point in time is Section 5 of the Charter, in which local governments agree to achieve the following goals:

1. *Being carbon neutral in respect of their operations by 2012;*
2. *Measuring and reporting on their community's greenhouse gas emissions profile; and*
3. *Creating complete, compact, more energy efficient communities.*

While operations have not been carbon neutral for previous reporting years, the City has been annually measuring and reporting on emissions, and has completed several projects to improve efficiency.

Climate Action Reserve

The City of Salmon Arm has been claiming a carbon tax rebate via CARIP since 2008. The rebate is considered to be conditional on directing these funds towards expenditures that will reduce greenhouse gas emissions and subsequent reporting. The funds received to date have been placed in a Climate Action Reserve which has directly financed various civic projects such as the SASCU Rec Centre upgrades (boilers, hot water tanks, heat exchangers, doors and windows), as well as lighting upgrades at the Shaw Centre, the Rec Centre, and at the Hucul Pond Arena. This Climate Action Reserve fund (current balance is approximately \$92,000) can support projects that allow the City to continue making progress towards carbon neutrality. The current CARIP rebate application is expected to be in the ballpark of \$40,000 for the 2016 reporting year.

2008 Energy and Greenhouse Gas Emissions Study

In October of 2008 the City received the City of Salmon Arm Energy and Greenhouse Gas Emissions Study completed by Urban Systems. This study examined energy consumption and subsequent GHG emissions, providing a description of initiatives that the City could undertake to reduce emissions and energy consumption. The study suggested a broad mix of both small scale and large scale initiatives in general areas including organizational initiatives, buildings, infrastructure, fleet and equipment, and integrated resource management, providing direction regarding how the Climate Action Reserve may be best directed. Over time, the City has acted on several of these recommendations, including maintaining a Community Energy and Emissions Inventory (since 2010), adopting an anti-idling policy for fleet vehicles (2011), installation of solar powered cross-walk signals (2012), and SASCU Recreation Centre upgrades (2013 and 2014). Following the recommendations of this study and assessing the outcomes of these projects provides guidance for future initiatives that could be funded by the Climate Action Reserve.

2010 Facility Reports

In June 2010, following the broad direction of the City of Salmon Arm Energy and Greenhouse Gas Emissions Study, four specific facility energy studies were completed by Golder Associates Ltd, in conjunction with Convergent Technologies. The four reports detailed mechanical and electrical systems, and provided a utility bill analysis for the public works building, recreation centre, arena, and RCMP building. These facilities are among the City's largest producers of GHG emissions and these reports provide more detailed and targeted direction for facility improvements which have been followed over time (including the previously mentioned the SASCU Recreation Centre upgrades, as well as lighting upgrades). Following these specific recommendations of the facility reports provides further guidance for future projects and improvements that could be funded by the Climate Action Reserve.

Climate Action Revenue Incentive Program Grant Reporting

As a signatory to the Charter, the City is eligible to apply for the annual CARIP grant equal to the amount spent by the City on Carbon Tax each year. CARIP grants to the City are allocated to a reserve account for future GHG emissions reduction projects and/or potentially for the purchase of carbon offset credits to achieve carbon neutrality.

In addition to being a signatory to the Charter, the City must report publicly on its progress in reducing and managing both corporate and community-wide GHG emissions to meet its climate action goals. CARIP grant applicants are provided with a reporting template to be completed and made public. 2010

was the first year this requirement came into effect. Previous City of Salmon Arm Climate Action Reports are available on the City's website.

Corporate Emissions Inventory

A corporate emissions inventory tracks energy consumption (e.g. natural gas, electricity, gasoline, diesel and propane) from corporate operations and quantifies the corresponding GHG emissions. The service areas and required scope of a corporate emissions inventory are defined by several guidance documents produced by the Green Communities Committee – a partnership between the provincial government and the UBCM – and the Ministry of Environment. The City's corporate emissions inventory was prepared by staff using these guidance documents, which are available on the BC Climate Action Toolkit website at www.toolkit.bc.ca. A summary of the City's 2016 inventory is shown below:

Table 1. Summary of the 2016 City of Salmon Arm Corporate Emissions Inventory

Service Area	Emissions (tonnes CO₂e)
Administration and Governance	53.1
Drinking, Storm and Waste Water	405.4
Solid Waste Collection, Transportation and Diversion	116.5
Roads and Traffic Operations	369
Arts, Recreation, Parks and Cultural Services	843.2
Fire Protection	91.7
Total	1,878.9

* For context, 2015 total was 1,866.3, while the 2014 total was 1,980.9 tonnes

A detailed multi-department analysis would be required to accurately explain the variation in emissions. Some changes could be correlated to weather (including snowfall and temperatures), capital works projects, demand from new programs (such as residential food waste collection or the new Montebello building), and fluctuating service demands.

Carbon Neutrality

The City's corporate operations produced a total of 1,878.9 tonnes CO₂e in 2016, meaning that in order to be carbon neutral, the City would need to purchase 1,878.9 carbon offset credits from a provider of certified offsets. The cost per carbon offset credit depends on the provider. There is no guarantee (and it may be unlikely) that funds from the purchase of carbon offset credits by a local government would support the implementation of projects within that local government's jurisdiction.

Potential carbon offset sources include the Climate Investment Branch of the Ministry of Environment's Climate Action Secretariat. While the CSRD has offered carbon offset credits to their member municipalities (from their gas collection system at the Salmon Arm landfill) in the past, this is no longer an option due to their current arrangement with the Province. The Climate Investment Branch invests in projects that meet eligibility criteria as defined by the Ministry of Environment's Greenhouse Gas Emission Control Regulation.

Past quotes for carbon offset credits have ranged from \$16.00 to \$25.00 per tonne. To offset 1,878.9 tonnes CO₂e to become carbon neutral for the 2016 reporting year would cost in the range of \$30,000.00 to \$47,000.00 (not including associated administrative costs).

For the purpose the CARIP program, carbon offset credits would need to be purchased prior to June 1, 2017, the deadline for completing the *Carbon Neutral Progress Survey*. For the reporting years up to and including 2015, the City has not opted to purchase offset credits to achieve carbon neutrality.

"Measuring" and "Making Progress" Towards Carbon Neutrality

Local governments are not required to be carbon neutral for the 2016 reporting year; a local government that is not carbon neutral for the 2016 reporting year is still eligible for the CARIP grant based on continued measurement and reporting. The CARIP program now provides two options for local governments that will not be carbon neutral: "Measuring" and "Making Progress".

These options are provided as it is understood that it may be difficult for some local governments to be carbon neutral. Furthermore, local governments may also be undertaking projects that have the effect of reducing corporate and community-wide emissions that would be very difficult to quantify, but are none-the-less important (e.g. constructing sidewalks, improving pedestrian spaces and alternative transportation options, smart growth policy).

The City has been measuring and publicly reporting on emissions for several years now through our Corporate Emissions Inventory. CARIP's "Measuring" category recognizes local governments that are both completing relevant emission-reduction projects and measuring emissions, making this the relevant category for the City of Salmon Arm. The City chose the 'measuring' option for the 2015 reporting year, and Staff recommend the City do the same for 2016.

Projects completed in 2016 and potential future actions planned include:

- | | |
|------------------|--|
| 2016 projects: | Hucul Pond Arena LED lighting installation;
Sidewalk install (1240 m by City and 1788 m through development);
LED street lighting project (Jackson street revitalization);
Residential yard waste pick-up (bi-annual);
Residential food waste pick-up pilot project (2016); and
Greenway network enhancement (3,808 m new trails created). |
| Future projects: | Refrigeration upgrades at Shaw Centre Arena (~\$250,000);
Pool pump upgrade (variable frequency drive);
Zone 5 Booster Station upgrade;
LED street lighting projects (Hudson street revitalizations);
Airport lighting project;
LED Civic building/City Hall atrium lighting upgrades;
Potential hybrid fleet vehicle(s);
Continued residential yard waste pick-up (bi-annual);
Bike route enhancements (painting project);
Blackburn Park improvements (bike skills park and life trail);
Ongoing greenways network enhancements (trail maintenance/construction),
including the Canoe connector trail and associated crosswalk; and
Various sidewalk projects. |

Context: CARIP Results

The CARIP "Summary Report on Local Government Climate Actions 2015" is attached as Appendix 2. A total of 54 out of 174 participating local governments (regional and municipal) were carbon neutral for the 2015 reporting year (there are 189 local governments in BC). The majority of participating local governments were not carbon neutral, including Salmon Arm: 120 participating local governments were not carbon neutral in 2015, representing 69% of CARIP participants at that time.

Staff have monitored CARIP reports from several comparable communities and found a somewhat predictable trend where communities with the coldest climates show relatively higher emissions, while those in warmer climates report fewer emissions. Of the communities that were carbon neutral in 2013, approximately one-third achieved carbon neutrality through their own actions (primarily landfill gas capture or through organic recycling programs), while approximately two-thirds purchased offsets. It is of note that while the City contributes to the CSRD's landfill gas capture, the CSRD maintains the associated carbon credits.

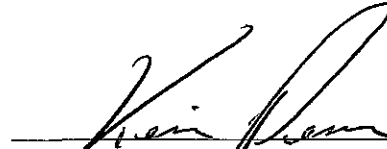
The attached 2015 Summary Report details more recent initiatives undertaken by local governments, with household organic waste composting becoming increasingly popular.

CONCLUSION

Staff recommend that the 2016 City of Salmon Arm *Climate Action/Carbon Neutral Progress Survey* indicate that the City is eligible for recognition at the 'Level 2 - Measurement' level with the Green Communities Committee and intends to continue making progress towards carbon neutrality. The 2016 *Climate Action/Carbon Neutral Progress Survey* will be placed on the City's website to fulfill the public reporting requirements of the City's application for the annual CARIP grant.



Prepared by: Chris Larson, MCP
Planning and Development Officer



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

Survey Template

For the 2016 CARIP Climate Action/Carbon Neutral Progress Survey

The 2016 CARIP Climate Action/Carbon Neutral Survey uses SurveyMonkey® software. SurveyMonkey® acquired FluidSurveys™, which is the software that was used for CARIP reporting for the past 2 years.

Local governments are required to submit the 2016 CARIP Climate Action/Carbon Neutral Progress Survey on or before June 1, 2017.

Local governments are also required to publicly report the information submitted in the 2016 CARIP Climate Action/Carbon Neutral Progress Survey. Local governments can generate a report by:

- creating a report based on the populated Survey Template; or,
- creating a report in another format that contains the information submitted in the 2016 CARIP Climate Action/Carbon Neutral Progress Survey.

In response to local government input, the Survey Template has been created to assist with collecting information for the 2016 CARIP Climate Action/Carbon Neutral Progress Survey, and follows the same structure as the survey.

Responses entered into the Survey Template can be cut and pasted into the online survey. The survey asks for up to five actions in each category, and there is a place in the survey to report additional actions if desired. In the Survey Template, simply add more lines to the tables to report more than five actions.

Use of the Survey Template is recommended. Local governments are encouraged to edit the populated Survey Template and use it for their public report, **as the SurveyMonkey® survey will not enable survey respondents to generate a report of their responses.**

Further information on CARIP can be found on the [Ministry of Community Sport and Cultural Development's website](#).

The Government of BC will not collect, use, or disclose personal information using SurveyMonkey®. Please be aware however that IP addresses are collected by SurveyMonkey® itself, and these IP addresses and other information collected will be stored on SurveyMonkey®'s servers located outside of Canada. Please do not provide any third-party information (i.e. talk about others) in your responses to the survey.

Climate Action Revenue Incentive (CARIP) Public Report for 2016

Local Government:

City of Salmon Arm

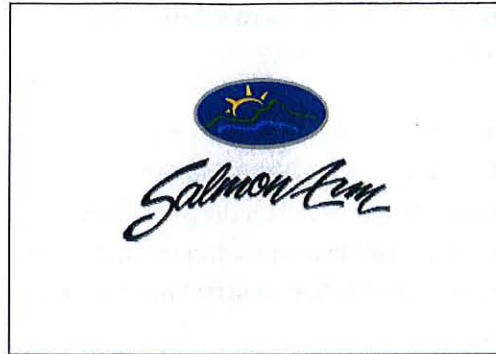
Report Submitted by:

Name: Chris Larson

Role: Planning & Development Officer

Email: clarson@salmonarm.ca

Phone: 250-803-4000



Date: April 29, 2017

The City of Salmon Arm has completed the 2016 Climate Action Revenue Incentive Program (CARIP) Public Report as required by the Province of BC. The CARIP report summarizes actions taken in 2016 and proposed for 2017 to reduce corporate and community-wide energy consumption and greenhouse gas emissions (GHG) and reports on progress towards achieving carbon neutrality.

2016 BROAD PLANNING ACTIONS

Broad Planning Actions

Broad Planning refers to high level planning that sets the stage for GHG emissions reductions, including plans such as Official Community Plans, Integrated Community Sustainability Plans, Climate Action Plans or Community Energy Emissions Plans. Land use planning that focuses on Smart Growth principles (compact, complete, connected, centred) plays an especially important role in energy and GHG reduction.

Community-Wide Actions Taken in 2016	
	As per OCP policy, continued use of the Urban Containment Boundary to support long-term growth.
	As per OCP policy, strive to protect ALR lands, forested hillsides, foreshore areas and watercourses.
	As supported by OCP and Greenways Strategy enhance and continued development of greenways, active transportation network.
Community-Wide Actions Proposed for 2017	
	As per OCP policy, continued use of the Urban Containment Boundary to support long-term growth.
	As per OCP policy, strive to protect ALR lands, forested hillsides, foreshore areas and watercourses.
	As supported by OCP and Greenways Strategy enhance and continued development of greenways, active transportation network.

Corporate Actions Taken in 2016	
	Set aside funds in climate action reserve.
Corporate Actions Proposed for 2017	
	Continue to set aside funds in climate action reserve for projects that will improve efficiency.

Broad Planning		
What is (are) your current GHG reduction target(s)?	OCP Section 4.6: 6% reduction by 2020	
Has your local government used the Community Energy and Emissions Inventory (CEEI) to measure progress?		Yes

What plans, policies or guidelines govern the implementation of climate mitigation in your community?		
•	Community Energy and Emissions (CEE) Plan	No
•	Climate Action Plan	No
•	Integrated Community Sustainability Plan	No
•	Official Community Plan (OCP)	Yes
•	Regional Growth Strategy (RGS)	No
•	Do not have a plan	No
•	Other:	No
Does your local government have a corporate GHG reduction plan?		Yes
Does your local government have a climate reserve fund or something similar?		Yes

2016 BUILDINGS AND LIGHTING ACTIONS

Building and Lighting Actions

Low-carbon buildings use the minimum amount of energy needed to provide comfort and safety for their inhabitants and tap into renewable energy sources for heating, cooling and power. These buildings can save money, especially when calculated over the long term. This category also includes reductions realized from energy efficient street lights and lights in parks or other public spaces.

Community-Wide Actions Taken in 2016

Community-Wide Actions Proposed for 2017

Corporate Actions Taken in 2016

Civic building energy efficient retrofits (Hucul Pond Arena LED lighting)

Corporate Actions Proposed for 2017

LED street lighting projects

LED airport lighting project

Civic building energy efficient retrofits - LED lighting

Refrigeration system upgrades at Arena

Pool pump upgrade

2016 ENERGY GENERATION ACTIONS

Energy Generation Actions

A transition to renewable or low-emission energy sources for heating, cooling and power supports large, long-term GHG emissions reductions. Renewable energy including waste heat recovery (e.g. from biogas and biomass), geo-exchange, micro hydroelectric, solar thermal and solar photovoltaic, heat pumps, tidal, wave, and wind energy can be implemented at different scales, e.g. in individual homes, or integrated across neighbourhoods through district energy or co-generation systems.

Community-Wide Actions Taken in 2016	
Community-Wide Actions Proposed for 2017	

Corporate Actions Taken in 2016	
Corporate Actions Proposed for 2017	

Energy Generation	
Is your local government developing, or constructing:	
• A district energy system	No
• A renewable energy system	No
Is your local government operating:	
• A district energy system	No
• A renewable energy system	No
Is your local government connected to a district energy system that is operated by another energy provider?	No
Are you aware of the Integrated Resource Recovery guidance page on the BC Climate Action Toolkit ?	Yes

2016 GREENSPACE/ NATURAL RESOURCE PROTECTION ACTIONS

Greenspace Actions

Greenspace/Natural Resource Protection refers to the creation of parks and greenways, boulevards, community forests, urban agriculture, riparian areas, gardens, recreation/school sites, and other green spaces, such as remediated brownfield/contaminated sites as well as the protection of wetlands, waterways and other naturally occurring features.

Community-Wide Actions Taken in 2016

Community-Wide Actions Proposed for 2017

Corporate Actions Taken in 2016

Blackburn Park improvements (implementing parks plan).
Canoe Beach Park enhancements.

Corporate Actions Proposed for 2017

Continued Blackburn Park improvements.

Greenspace

Does your local government have urban forest policies, plans or programs?

Yes

2016 SOLID WASTE ACTIONS

Solid Waste Actions

Reducing, reusing, recycling, recovering and managing the disposal of the residual solid waste minimizes environmental impacts and supports sustainable environmental management, greenhouse gas reductions, and improved air and water quality.

Community-Wide Actions Taken in 2016	
	Continued residential recycling pick-up.
	Residential yard waste pick-up (bi-annual).
	Kitchen waste pick-up pilot project.
Community-Wide Actions Proposed for 2017	
	Continued residential recycling pick-up.
	Continued residential yard waste pick-up (bi-annual).

Corporate Actions Taken in 2016	
Corporate Actions Proposed for 2017	

Solid Waste	
Does your local government have construction and demolition waste reduction policies, plans or programs?	No
Does your local government have organics reduction/diversion policies, plans or programs?	Yes

2016 TRANSPORTATION ACTIONS

Transportation Actions

Transportation actions that increase transportation system efficiency, emphasize the movement of people and goods, and give priority to more efficient modes, e.g. walking, cycling, ridesharing, and public transit, can contribute to reductions in greenhouse gas emissions and more livable communities.

Community -Wide Actions Taken in 2016

	Greenway network enhancement (3,808 m new trails created).
	New sidewalk installed (1240 m by City and 1788 m through development).

Community-Wide Actions Proposed for 2017

	Various sidewalk projects.
	Greenways network enhancements (trail maintenance and construction).
	Bicycle network enhancements (route markings: painting).

Corporate Actions Taken in 2016

Corporate Actions Proposed for 2017

--	--

Transportation

Does your local government have policies, plans or programs to support:	
• Walking	Yes
• Cycling	Yes
• Transit Use	Yes
• Electric Vehicle Use	Yes
• Other (please specify)	No
Does your local government have a transportation demand management (TDM) strategy (e.g. to reduce single-vehicle occupancy trips, increase travel options, provide incentives to encourage individuals to modify travel behavior)?	No
Does your local government have policies, plans or programs to support local food production (thus reducing transportation emissions)?	Yes

2016 WATER AND WASTEWATER ACTIONS

Managing and reducing water consumption and wastewater is an important aspect of developing a sustainable built environment that supports healthy communities, protects ecological integrity, and reduces greenhouse gas emissions.

Community-Wide Actions Taken in 2016	
	Annual sprinkler restrictions.
	Require installation of water meters on new development.
Community-Wide Actions Proposed for 2017	
	Continued annual sprinkler restrictions.
	Continue to require installation of water meters on new development.

Corporate Actions Taken in 2016	
Corporate Actions Proposed for 2017	
	Water and Wastewater System efficiency upgrades.
Water Conservation	
Does your local government have water conservation policies, plans or programs?	Yes

2016 CLIMATE CHANGE ADAPTATION ACTIONS

Climate Change Adaptation Actions

For local governments, adaptation to a changing climate can take the form of changes in policy, management, technology and behaviour that minimize negative impacts or exploit opportunities. It can involve both "hard" and "soft" solutions, including: changes in infrastructure engineering, planning, zoning, bylaws, and public education.

Climate Change Adaptation Actions Taken in 2016

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Climate Change Adaptation Actions Proposed for 2017

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Resources you have used to support climate change adaptation (e.g. [Plan2Adapt](#), [Preparing for Climate Change: Implementation Guide](#))

--

In 2016 did you consider climate change impacts in any of the following areas? (check if yes)

	Yes
Risk reduction strategies	
Risk and Vulnerability assessment	
Asset management	
Infrastructure upgrades (e.g. stormwater system upgrades)	
Cross-department working groups	
Emergency response planning	
Land-use policy changes (eg. OCP, DPA)	
Economic diversification initiatives	
Ecosystem-based approaches (incl. shorelines)	
Incentives (e.g. property owner reducing stormwater run-off)	
Public education and awareness	
Research (e.g. mapping, participation in studies)	
Other (Please Identify):	

2016 OTHER CLIMATE ACTIONS

Other Climate Actions

This section provides local governments the opportunity to report other climate actions that are not captured in the categories above.

Community-Wide Actions Taken in 2016

Community-Wide Actions Proposed for 2017

Corporate Actions Taken in 2016

Corporate Actions Proposed for 2017

Other

Are you familiar with the [Community Lifecycle Infrastructure Costing Tool \(CLIC\)](#)?

No

Have you used CLIC?

No

INNOVATION AND PEER-TO-PEER LEARNING

Innovation

This section provides the opportunity to showcase an innovative Corporate and/or Community-Wide GHG reduction or climate change adaptation activity that your local government has undertaken and that has had or has the potential to have a significant impact. Projects included here may be featured as success stories on the B.C. Climate Action Toolkit and/or shared with other local governments to inspire further climate action. Please add links to additional information where possible.

Community-Wide Innovative Action

Corporate Innovative Action

Programs, Partnerships and Funding Opportunities

Local governments often rely on programs, partnerships and funding opportunities to achieve their climate action goals. Please share the names of programs and organizations that have supported your local government's climate actions by listing each entry in the box below.

Programs and Funding

As a member municipality of the CSRD, the City of Salmon Arm contributes to regional climate actions, with the most relevant being the CSRD's gas capture at the Salmon Arm landfill.

2016 CARBON NEUTRAL REPORTING

Local governments are required to report on their progress in achieving their carbon neutral goal under the Climate Action Charter. Working with B.C. local governments, the joint Provincial-UBCM Green Communities Committee (GCC) has established a common approach to determining carbon neutrality for the purposes of the Climate Action Charter, including a Carbon Neutral Framework and supporting guidance for local governments on how to become carbon neutral.

Prior to completing this survey, please ensure that you are familiar with guidance available on the B.C. Climate Action Toolkit website, especially *Becoming Carbon Neutral: A Guide for Local Governments in British Columbia*.

Reporting Emissions

Did you measure your local government's corporate GHG emissions in 2016?	Yes
If your local government measured 2016 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent) from services delivered <u>directly</u> by your local government:	1002.7
If your local government measured 2016 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent) from <u>contracted</u> services:	876.2
TOTAL A: CORPORATE GHG EMISSIONS FOR 2016	1878.9 tCO₂e

Reporting Reductions and Offsets

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions by one or a combination of the following actions:

- undertake GCC-supported Option 1 Projects
- undertake GCC-supported Option 2 Projects (community GHG emissions reduction projects that meet project eligibility requirements)
- purchase carbon offsets from a credible offset provider

If applicable, please report the 2016 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO₂e)) being claimed from Option 1 GHG Reduction Projects:

OPTION 1 PROJECTS	REDUCTIONS
Energy Efficient Retrofits	
Solar Thermal	
Household Organic Waste Composting	

Low Emission Vehicles	
Avoided Forest Conversion	
TOTAL B: REDUCTIONS FROM OPTION 1 PROJECTS FOR 2016	tCO2e

If applicable, please report the names and 2016 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO2e)) being claimed from Option 2 GHG Reduction Projects:

OPTION 2 PROJECT NAME	REDUCTIONS
TOTAL C: REDUCTIONS FROM OPTION 2 PROJECTS FOR 2016	tCO2e

If applicable, please report the number of offsets purchased (in tonnes of carbon dioxide equivalent (tCO2e)) from an offset provider for the 2016 reporting year:

(NOTE: DO NOT INCLUDE ANY FUNDS THAT MAY BE SET ASIDE IN A CLIMATE ACTION RESERVE FUND)

OFFSET PROVIDER NAME	OFFSETS
TOTAL D: OFFSETS PURCHASED FOR 2016	tCO2e

TOTAL REDUCTIONS AND OFFSETS FOR 2016 (Total B+C+D) = 0 tCO2e

Corporate GHG Emissions Balance for 2016

Your local government's Corporate GHG Emissions Balance is the difference between total corporate GHG emissions (direct + contracted emissions) and the GHG emissions reduced through GCC Option 1 and Option 2 projects and/or the purchase of offsets.

CORPORATE GHG EMISSIONS BALANCE FOR 2016 = (A – (B+C+D)) = 1878.9 tCO₂e

**If your Corporate GHG Emissions Balance is negative or zero,
your local government is carbon neutral.**

CONGRATULATIONS!

GCC CLIMATE ACTION RECOGNITION PROGRAM

Green Communities Committee (GCC) Climate Action Recognition Program

The joint Provincial-UBCM Green Communities Committee (GCC) is pleased to be continuing the Climate Action Recognition Program again this year. This multi-level program provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (Charter) signatory.

This year a new recognition level has been added – **Level 3: Accelerating Progress on Charter Commitments**–. Recognition is provided on an annual basis to local governments who demonstrate progress on their Charter commitments, according to the following:

Level 1 – Demonstrating Progress on Charter Commitments: for local governments who demonstrate progress on fulfilling one or more of their Charter commitments

Level 2 – Measuring GHG Emissions: for local governments that achieve level 1, and who have measured their Corporate GHG Emissions for the reporting year and demonstrate that they are familiar with the Community Energy and Emissions Inventory (CEEI)

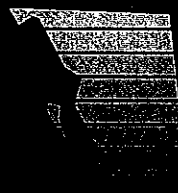
Level 3 – Accelerating Progress on Charter Commitments: for those local governments who have achieved level 1 and 2 and have demonstrated undertaking significant action (corporately or community wide) to reduce GHG emissions in the reporting year (ie: through undertaking a GHG reduction project, purchasing offsets, establishing a reserve fund).

Level 4 - Achievement of Carbon Neutrality: for local governments who achieve carbon neutrality in the reporting year.

Based on your local government's 2016 CARIP Climate Action/Carbon Neutral Progress Survey, please check the GCC Climate Action Recognition Program level that best applies:

<input type="checkbox"/>	Level 1 – Demonstrating Progress on Charter Commitments	<input type="checkbox"/>
<input type="checkbox"/>	Level 2 – Measuring GHG Emissions	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Level 3 – Accelerating Progress on Charter Commitments	<input type="checkbox"/>
<input type="checkbox"/>	Level 4 - Achievement of Carbon Neutrality	<input type="checkbox"/>
<input type="checkbox"/>	Not Sure	<input type="checkbox"/>

Summary Report on LOCAL GOVERNMENT CLIMATE ACTIONS 2015



CARIP
CLIMATE ACTION REVENUE INCENTIVE PROGRAM

September 2016



Photo courtesy of the Town of Gibsons

INTRODUCTION

The Climate Action Revenue Incentive Program (CARIP) is a conditional grant program that provides funding to local governments that have signed onto the B.C. Climate Action Charter. Under the B.C. Climate Action Charter, local government signatories commit to take actions to become carbon neutral in their corporate operations and reduce community-wide emissions by creating more complete, compact and energy efficient rural and urban communities.

The CARIP grant is equal to 100% of the carbon tax that eligible local governments have directly paid in a given year. To be eligible for the CARIP grant, local governments are required to report publicly on their plans and progress toward meeting their corporate and community-wide climate action goals, and submit a copy of their final public report to the Province.

For the 2015 reporting year, 174 local governments submitted CARIP reports. This is the largest number of reports received since local governments began submitting CARIP reports in 2010, and demonstrates the continued commitment of B.C. local governments to taking climate action in the corporate and community realms.

The Province recently released a new Climate Leadership Plan (CLP). The CLP recognizes the key role that local governments play in tackling climate change and indicates the Province's desire to work with local governments to refresh actions under the Climate Action Charter and expand progress made to date. This CARIP Summary Report describes some of the progress local governments made on climate action in 2015.

THE 2015 CARIP SUMMARY REPORT

In order to streamline reporting and reduce duplication, the CARIP reporting format was changed in 2015. Unlike previous years, when more than one survey was used local governments were asked to submit their climate action information through a single survey – the 2015 CARIP Climate Action/Carbon Neutral Progress Survey (2015 Survey). Information collected through the 2015 Survey is presented in a similar format to last year's Summary Report and showcases the progress being made by local governments, highlighting some of the achievements and experiences of small, medium and large communities.

The 2015 CARIP Summary Report includes:

- *update on carbon neutral progress and carbon neutral status of local governments*
- *highlights of actions taken in small, medium and large communities*
- *list of funding sources and partnership programs reported by local governments*

2015 CARIP Report Snapshot

Local Governments Reporting: 174

Local Governments Measuring: 146

Carbon Neutral Local Governments: 54

*Emissions Balanced or Offset:
142,991 tonnes GHG*

54 local governments achieved carbon neutrality in 2015

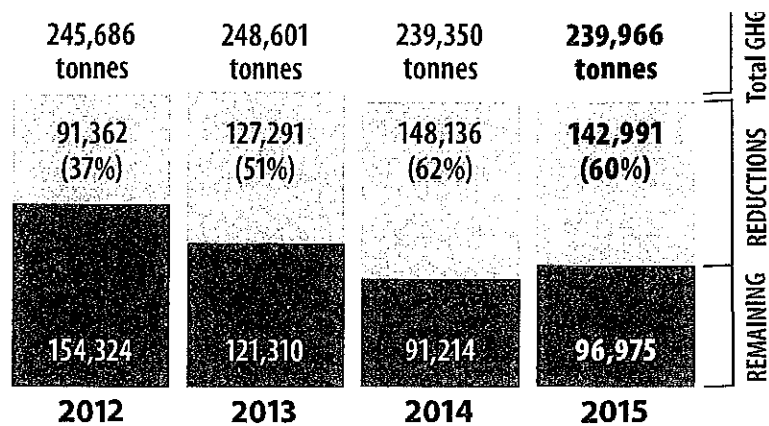
Ashcroft	Nanaimo RD
Capital RD	New Denver
Central Saanich	New Westminster
Coldstream	North Cowichan
Columbia Shuswap RD	North Vancouver, City
Comox Valley RD	North Vancouver, District
Coquitlam	Oliver
Cowichan Valley RD	Osoyoos
Cumberland	Parksville
Dawson Creek	Peace River RD
Delta	Pemberton
Duncan	Pitt Meadows
Fort St. James	Port Moody
Granisle	Richmond
Highlands	Sidney
Islands Trust	Sooke
Keremeos	Spallumcheen
Ladysmith	Surrey
Langley, City	Trail
Langley, Township	Ucluelet
Lantzville	Vancouver
Logan Lake	Vanderhoof
Maple Ridge	Victoria
Mission	View Royal
Metro Vancouver RD	West Vancouver
Mount Waddington RD	Whistler
	White Rock

Carbon Neutral Local Government

The 2015 CARIP results reveal that local governments continue to show leadership on climate and make progress on their carbon neutral commitments under the Charter. Despite modest increases in total and net corporate GHGs and a slight decline in GHGs reduced/balanced or offset, an additional 14 local governments achieved carbon neutral status in 2015 – a demonstration of the continued efforts by local governments to take action on climate.

Four more local governments measured corporate emissions in 2015 compared to 2014. Even with an increase in the number of local governments measuring, the total corporate GHGs generated in 2015, 239,966 tonnes, is almost the same as the amount reported in 2014. Total GHG emissions (tCO₂e) reduced, balanced or offset decreased somewhat (-3.5%) compared to 2014, but remain above 2012 and 2013 levels. Local governments that measured GHGs in 2015 reduced, balanced or offset approximately 142,991 tonnes of GHGs, roughly 60% of their collective corporate footprint.

Local governments continue to balance their corporate emissions through Green Communities Committee Option 1 and Option 2 projects¹. As in previous years, Household Organic Waste Composting was the most common Option 1 project, and Landfill Methane Gas Capture was the most common Option 2 project. Local governments reduced somewhat fewer GHGs (-5%) through Option 1 and 2 projects compared to 2014, reducing 129,486 tonnes compared to 2014's 136,439 tonnes, but still 12% more than the 115,531 tonnes reduced in 2013. Local governments chose to purchase slightly more carbon offsets than in previous years, 13,505 in 2015 as compared to 11,697 in 2014.



About 54% of CARIP respondents report having climate reserve funds to support climate actions.

¹ Option 1 and Option 2 projects under the Carbon Neutral Framework are designed to help local governments balance their corporate GHG emissions. For more information, see Chapter 2 of the Becoming Carbon Neutral: Guidebook for B.C. Local Governments.

CORPORATE AND COMMUNITY-WIDE ACTIONS

Over the past six years many local governments in B.C. have been working on developing corporate and community-wide climate action plans, and other plans supporting climate action. In 2015, close to 57% of CARIP respondents in B.C. reported having corporate GHG reduction plans in place.

About 92% of CARIP respondents identified using a number of different types of plans to guide the implementation of climate mitigation actions. The table below indicates the degree to which each type of plan is used (based on the 92% reporting the use of plans). It should be noted that a number of communities reported having more than one plan supporting climate mitigation actions.

Plans Being Used to Support Climate Action

TYPE OF PLAN	DEGREE OF USE
Energy and Emissions Plan	42%
Integrated Community Sustainability Plan	32%
Community-Wide Climate Action Plan	21%
OCP	83%
Other (eg. RGS)	38%

Local governments have indicated their interest in investing in local community-wide emission reduction projects. Approximately 54% set aside money in dedicated climate reserve funds to support local climate actions.

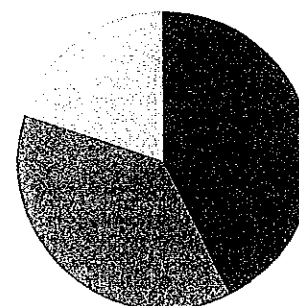
The 2015 CARIP summary report continues to highlight actions from a number of small, medium and large communities. As illustrated in the graph to the left, small communities (0-4,999) represent 43% of total CARIP respondents, medium sized communities (5,000-49,999) represent 37% and large communities (50,000+) represent 20% of respondents.

The Small Community Experience (0-4,999)

Corporate Actions

In small communities the majority of corporate actions were reported in the building and lighting, water/wastewater and transportation categories. There was a strong focus on upgrading streetlights to LEDs. Leak detection was a key focus identified in the water/wastewater category. Systems upgrades were also reported. For example, the Village of Keremeos began the replacement of their 30 year old waste water pump, which reduced the number of pumping hours thereby reducing power consumption.

Community Size Representation



- SMALL 0-4,999
- MEDIUM 5,000-49,999
- LARGE 50,000+



Photo courtesy of the Town of Gibsons

37% of CARIP respondents reported having urban forest policies, plans or programs. 66% report having policies, plans or programs to support local food production.

89% of CARIP respondents identify having water conservation plans or policies in place.

As in past years, many 2015 actions focussed on supporting GHG reductions related to transportation and encouraging mode shifts. Walking and cycling were a key focus. Transit was also a priority. Many local governments also supported carpooling and car sharing programs. About 19% of CARIP respondents indicated being engaged in transportation demand management activities.

Climate Action Highlight

One emerging issue for all sizes of local governments is asset management. Actions undertaken in the Town of Gibsons demonstrate how asset management can benefit both climate mitigation and adaptation. Gibsons, through its Eco-Asset Strategy, is pioneering an approach that relies on key principles of asset management, financial planning and ecology and gives natural assets such as green space, aquifers, foreshore area and creeks the same standing as engineered infrastructure. The rationale is that services provided by natural systems have tangible value to the

community and are, in many circumstances, more effective than traditional infrastructure. Bringing these natural assets into the same asset management system as engineered infrastructure recognizes the quantifiable value they provide to the community and integrates them into the municipal framework for operating budgets, maintenance and regular support. In addition to real financial savings over the long term, the strategy will reduce energy used by engineered infrastructure and preserve natural carbon sinks. The strategy also examines natural climate adaptation solutions.

Community-Wide Actions

As in 2014, greenspace has remained a key focus for small communities in the community-wide realm. Greenspace-related actions included planting trees, preserving forest and creating parks. In 2015, water and waste water also emerged as key areas of focus. Actions in this realm included the development of water conservation plans and the implementation of conservation measures such as water restrictions.

Climate Action Highlight

In 2015, the Village of Salmo began the development of their Strategic Community Energy and Emissions Plan. The development of the plan started with a workshop involving a number of community stakeholders. Clearly identified actions supported by devoted staff and inspired community groups contributed to efficient implementation of a number of actions within months of plan adoption. These actions include: moving the farmers' market to a central location within walking distance from the majority of residents, mapping street lighting in preparation for LED conversion, implementing infrastructure upgrades to measure water flow and leakage, adoption of a policy to reserve CARIP funds for energy conservation, the application of funding to repair a pedestrian bridge and the installation of two electric vehicle charging stations.

MODE OF TRANSPORTATION	% OF LG REPORTING ACTIONS
Walking	77%
Cycling	75%
Transit	64%
Electric Vehicles	48%

The Medium-sized Community Experience (5,000-49,999)

Corporate Actions

Most corporate actions by medium-sized communities fall into the building and lighting and transportation categories. Fleet rightsizing and upgrades to more fuel efficient or electric vehicles continue. Many medium-sized local governments report working to meet Leadership in Energy and Environmental Design (LEED) standards with corporate building development and energy efficiency upgrades.

Climate Action Highlight

Many local governments report that they are replacing traditional streetlights with LED technology. In 2015, the city of Cranbrook completed the LED Streetlight Project, converting over 1,300 City owned high pressure sodium (HPS) street lights to light emitting diode (LED) street lights. The city is expecting an annual energy savings of approximately 404,000 kWh as well as reductions in greenhouse gas emissions and maintenance costs. The city's LED Streetlight Project is expected to save residents \$1.4 million – an average of \$70,000 per year over the expected 20 year life of the fixtures. This project was made possible with support from the Federal Gas Tax Fund and B.C. Hydro incentives.



Photo by Monte Comeau, courtesy of the Village of Salmou

Community-Wide Actions

As with the 2014 reporting year, most community-wide actions reported by medium-sized communities in 2015 occurred in the solid waste, greenspace and transportation categories. In the solid waste category, there is continued expansion of curbside recycling and an increase in the number of communities introducing curbside organics pickup. With respect to transportation, a number of communities reported undertaking street improvements to accommodate cycling and walking. The installation and promotion of electric vehicle charging stations was also identified by some medium-sized communities.

About 60% of CARIP respondents reported having organics collections programs in place.

Climate Action Highlight



Photo courtesy of the City of Colwood

Communities of all sizes are introducing solar energy generation, both on a small scale with technology such as pedestrian crossing signals, and on a large scale as demonstrated by the Squamish-Lillooet Regional District's Gold Bridge Solar Photovoltaic (PV) Renewable Energy Initiative. The regional district installed three small-scale grid-tied PV arrays at three community facilities: the Gold Bridge Transfer Station, Gold Bridge Community Complex, and the Haylmore Heritage Site. The project was supported through a provincial

grant from the Community Energy Leadership Program, with additional funds provided through Federal Gas Tax funding. The initiative is projected to deliver between 17,300 - 20,200 kWh of electricity per year. It is anticipated that the project will save the regional district \$2,000 in the first year alone.

Solar Colwood's four-year program was completed in 2015. The program engaged 500 Colwood residents to undertake over 1,000 renewable energy and energy saving upgrades using grants from the federal government's Clean Energy Fund. Energy saving actions included installing solar hot water systems, ductless split heat pumps, electric vehicle charging stations, smart home management systems and undertaking home energy assessments. On average, participating households reduced energy consumption by 37% and GHGs by 43%.

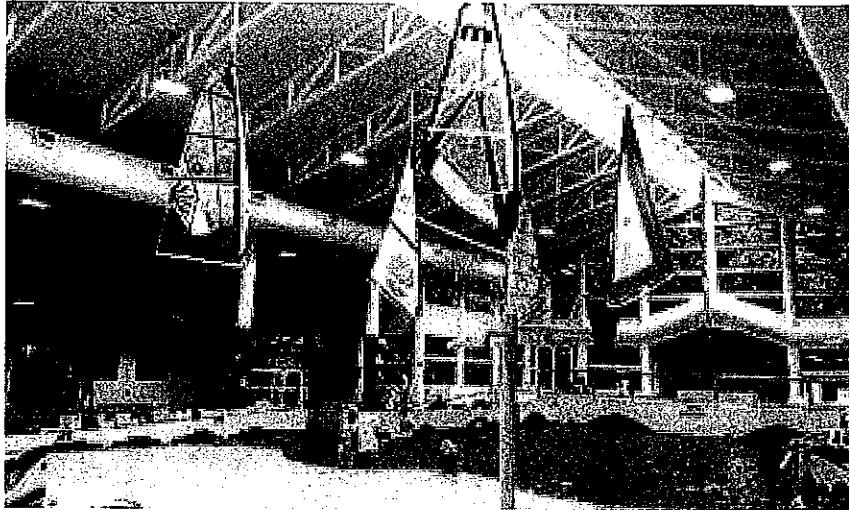
Large Community Experience (50,000 +)

Corporate Actions

In 2015, large communities concentrated a large proportion of their actions in the building and lighting category. Significant efforts were made by many large communities to improve energy efficiency in corporate facilities. For example, the City of Coquitlam completed a lighting upgrade to three civic buildings resulting in 400,000 kWh of energy savings. The City of Richmond completed energy efficiency upgrades to their corporate recreation facilities reducing energy use by approximately 1.8 kWh and GHGs by 300 tCO₂e.

Civic building related energy upgrades often involve an energy generation component. The District of North Vancouver's retrofit of its Karen Magnussen Community Recreation Centre, identified below, demonstrates this well.

Climate Action Highlight



24% of CARIP respondents reported being in the process of developing or constructing a district energy or renewable energy system. About 32% reported operating one and 11% reported being connected to a district energy system being operated by another provider.

The District of North Vancouver's Karen Magnussen Community Recreation Centre is an older well-used facility. It is also the District's most energy-intensive building. In 2015, the mechanical and controls systems were completely redesigned using an innovative approach to capturing and re-using existing thermal energy in the building, which was previously exhausted as 'waste heat'. The system captures energy in the air around the pool and uses it to help heat the pool water. Heat rejected from the arena's ice-making equipment will be used to supply domestic hot water. Other measures include a complete lighting system upgrade to LED, sealing of the building envelope to reduce air leakage, and installing a low-emissivity ceiling in the arena to reduce the cooling load. Together the measures are estimated to reduce energy use and GHGs by 50%. The project proceeded because it had a sound business case that supported the substantial investment focused on upgrading the energy performance of an older facility, without any cosmetic renovation or expansion components.

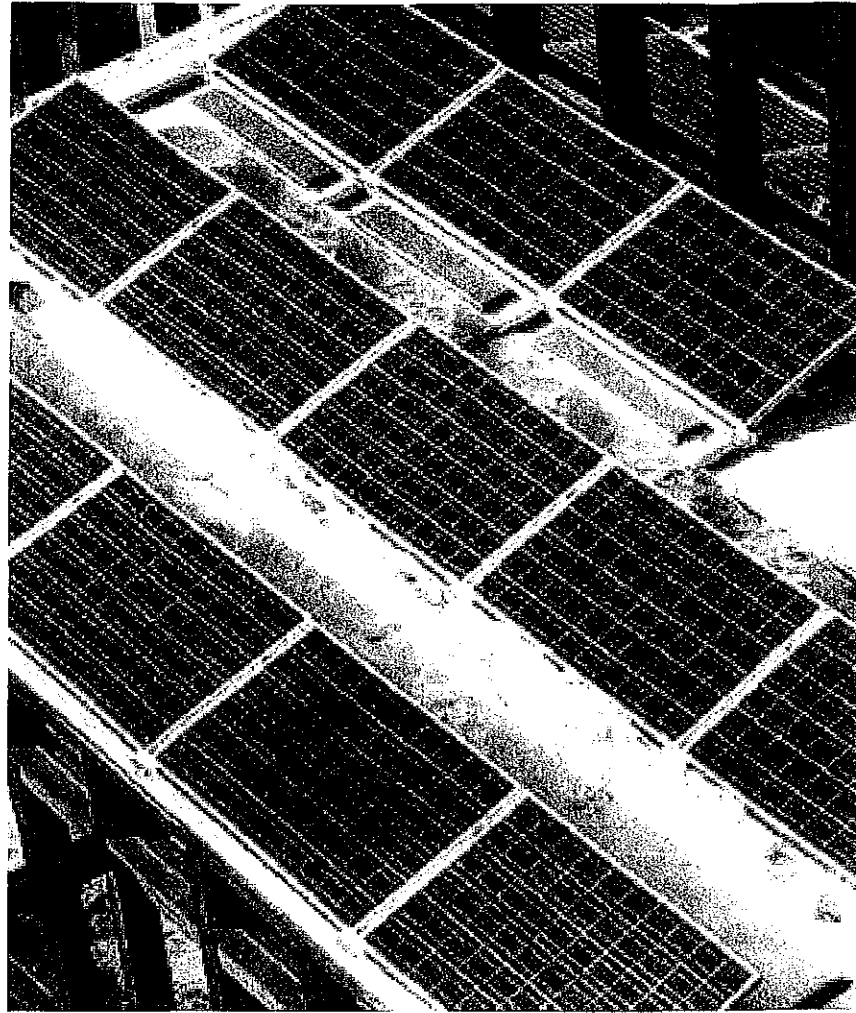
Community-Wide Actions

The greatest number of community-wide actions reported by large communities was in the transportation and solid waste categories. Transportation actions ranged from education programs in schools, to expanding car share programs, to supporting and promoting electric vehicles. There was a strong emphasis on the elimination of food scraps from landfills especially in the more densely populated areas of the province. For example, on January 1, 2015, Metro Vancouver introduced a disposal ban on food scraps at all regional solid waste facilities. Approximately 66,000 additional tonnes of compostable organics were diverted away from disposal and into composting or biofuel production in 2015, compared to 2014.

Corporate Action Targets Surpassed

In 2007, Delta Council adopted a Corporate Climate Change Initiative that had a target of reducing emissions by 20% from 2007 levels by 2015. Actual emissions were reduced from 7,411 tCO₂e to 5,799 tCO₂e over that period representing a 21% reduction and exceeding the target. This was achieved through major building retrofits, the implementation of geoexchange and solar technologies, and measures to reduce emissions from Delta's fleet including right-sizing vehicles, use of hybrids, and extensive driver training and education.

Climate Action Highlight



The need to reduce energy emissions is also influencing land-use decisions. The Township of Langley recently completed work on a neighbourhood plan for the new Latimer neighbourhood. Using the legislative powers granted to local governments under Bill 27, the plan includes an innovative Passive Solar Energy Conservation Development Permit Area (DPA). The DPA was developed to ensure that all buildings constructed in Latimer are built to optimize passive energy from the sun and minimize the need for fossil-fuel based energy for mechanical heating, cooling and lighting systems. The DPA prioritizes passive design, supported by a foundational east to west road alignment to ensure future buildings have optimal access to solar energy. The very process of developing the Latimer energy DPA has had a transformational impact on the way the township plans neighbourhoods. Energy is now a standard consideration.

ADAPTATION

The 2015 reporting year was the first year that local governments were asked to report on climate adaptation actions. It is evident from the responses received that many local governments in B.C. are taking steps to address the impacts of climate change. About 80 local governments reported close to 170 adaptation related actions to better prepare for climate impacts such as drought, wildfires, reduced food security, flooding and sea level rise and extreme weather events. Here are some examples of the adaptation actions that local governments reported this year.

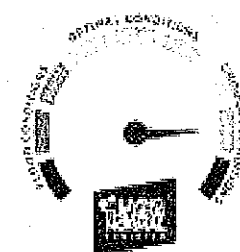
Adaptation Actions

- *Central Saanich focussed landscaping plant selection on drought resistant native species.*
- *The Okanagan-Similkameen Regional District partnered with the Okanagan Basin Water Board to Develop Phase I of the Okanagan - Similkameen Drought and Flood Mitigation Plan. The plan will help identify gaps in drought and flood response planning and preparedness.*
- *The Town of Ladysmith requested a wild land-urban interface fire hazard assessment report as part of a rezoning application for a residential development on a site with perimeter forest and internal forested riparian areas.*
- *The Peace Region, Cowichan Valley Regional District and the City of Delta participated in a pilot project with the B.C. Agriculture and Food Climate Action Initiative to integrate agricultural climate change adaptation priorities into decision making and planning across multiple organizations.*
- *A number of local governments including Hope, Richmond, Squamish and White Rock partnered with the Fraser Basin Council to develop the Lower Mainland Flood Management Strategy. The strategy will identify opportunities to strengthen flood management policies and practices as well as flood protection works across the Lower Mainland.*
- *The City of Vancouver conducted stakeholder design charrettes on sea level rise in the False Creek Flats area.*
- *Maple Ridge streamlined their public works emergency response processes to reduce response times to extreme weather events such as windstorms and extreme rainfall.*
- *The City of Victoria conducted heat island mapping of air and surface temperature using their VicMap tool. This work facilitates public education about heat health and emergency planning and preparedness during times of extended high temperatures.*

75% of CARIP respondents reported being familiar with the Plan2Adapt guidance on the Climate Action Toolkit Website.

82% identified being familiar with "Preparing for Climate Change – An Implementation Guide for Local Governments".

The Cowichan Valley Regional District has created a website entitled "Living the New Normal". The site provides information on drought and flood conditions and what residents can do to minimize the impact of these events.



PARTNER ORGANIZATIONS

List of Partners Identified in CARIP Surveys

BC Hydro Sustainable Communities	ICLEI Resilient Cities
BC Hydro Power Smart	Idle Free BC
Bike to Work BC	Multi-Material BC
Bike BC	NRCAN
Canadian Solar Cities Project	Okanagan Basin Water Board
Carpool.ca	Pacific Institute for Climate Solutions
City Green Solutions	Pembina Institute (Green Building Leaders)
Climate Smart Business	Plug in BC
CN EcoConnexions	QUEST
Collaboration for Advanced Landscape Planning (CALP)	Real Estate Foundation of BC
Columbia Basin Trust	Rotary Club
Community Energy Association	Solar Hot Water Ready Regulation (BC Gov)
Community Energy Leadership Program	TD Friends of the Environment Foundation
E3 Fleets	Tree Canada
FCM Green Municipal Fund	U8CM Asset Management Planning Grants
Fortis BC	Urban Sustainability Directors Network
Fraser Basin Council Investment	WWF Earth Hour City Challenge
Agriculture Fund BC	
Healthy Communities BC	

Partnerships are critical to helping local governments implement their climate mitigation and adaptation goals. Each year the CARIP summary report highlights one partner out of the list of partners generated from the CARIP surveys.

Partnership Highlight



Photo: Local government CEA award winners

One partner organization that many local governments have identified in the CARIP reports over the past 6 years is the Community Energy Association (CEA). The CEA has been helping B.C. local governments with energy planning and plan implementation for over 20 years. CEA is a multi-partner non-profit association. The CEA's mission is to build capacity and accelerate action on climate and energy in collaboration with local governments. CEA offers a number of resources including: education and outreach projects (webinars, builders' workshops), community energy and emissions planning projects and plan implementation-related resources. CEA also plays an important role in celebrating local government successes by recognizing the climate mitigation efforts of B.C. communities through the Climate and Energy Action Awards. These awards are presented annually at the Union of B.C. Municipalities convention.

CONCLUSION

As evident from the many community-wide and corporate climate actions reported in the 2015 CARIP Climate Action Survey, local governments in B.C. continue to demonstrate leadership in working towards achieving their Climate Action Charter commitments.

Local governments continue to report notable reductions in corporate emissions. Significantly, an additional 14 communities have achieved carbon neutral status, increasing the number of carbon neutral communities in B.C. to 54.

In addition to reporting on community-wide mitigation activities, many local governments also reported taking action to better prepare for climate impacts such as drought, wildfires, reduced food security, flooding and sea level rise and extreme weather events.

The 2015 CARIP Summary Report shows that B.C. local governments are successfully implementing innovative climate change mitigation and adaptation approaches, demonstrating their continued commitment to both reducing GHG emissions and well as adapting to the impacts of climate change.

Additional information related to the CARIP program can be found on the Ministry of Community, Sport and Cultural Development's website.



Photo courtesy of the Town of Gibsons

APPENDIX A

2015 Carbon Neutral Status of Reporting B.C. Local Governments

CARBON NEUTRAL				
Ashcroft	Delta	Logan Lake	Oliver	Surrey
Capital RD	Duncan	Maple Ridge	Osoyoos	Trail
Central Saanich	Fort St. James	Metro Vancouver	Parksville	Ucluelet
Coldstream	Granisle	Mission	Peace River RD	Vancouver
Columbia Shuswap RD	Highlands	Mount Waddington	Pemberton	Vanderhoof
Comox Valley RD	Islands Trust	Nanaimo RD	Pitt Meadows	Victoria
Comox	Keremeos	New Denver	Port Moody	View Royal
Coquitlam	Ladysmith	New Westminster	Richmond	West Vancouver
Cowichan Valley RD	Langley, City	North Cowichan	Sidney	Whistler
Cumberland	Langley, Township	North Vancouver, City	Sooke	White Rock
Dawson Creek	Lantzville	North Vancouver, District	Spallumcheen	
MAKING PROGRESS (MEASURING)				
100 Mile House	Elkford	Kootenay Boundary RD	Okanagan	Sicamous
Abbotsford	Enderby	Lake Country	Similkameen RD	Slocan
Alert Bay	Esquimalt	Lake Cowichan	Peachland	Smithers
Armstrong	Fernie	Langford	Port Alberni	Sparwood
Bulkley-Nechako RD	Fort St. John	Lumby	Port Alice	Squamish
Cache Creek	Fraser Valley RD	Mackenzie	Port Clements	Squamish - Lillooet RD
Campbell River	Fraser-Fort George RD	Masset	Port Coquitlam	Strathcona RD
Cariboo RD	Fruitvale	Merritt	Port Hardy	Summerland
Central Kootenay RD	Gold River	Metochosin	Port McNeill	Sunshine Coast RD
Central Okanagan RD	Golden	Midway	Powell River City	Taylor
Chetwynd	Grand Forks	Montrose	Powell River RD	Terrace
Chilliwack	Greenwood	Nanaimo, City	Prince George	Thompson-Nicola RD
Clearwater	Hudson's Hope	Nelson	Qualicum Beach	Tofino
Clinton	Invermere	North Okanagan RD	Quesnel	Tumbler Ridge
Colwood	Kamloops	North Saanich	Radium Hot Springs	Valemount
Courtenay	Kelowna	Northern Rockies RM	Revelstoke	Vernon
Cranbrook	Kimberley	Oak Bay	Rossland	Wells
Creston	Kitimat District		Saanich	West Kelowna
East Kootenay RD	Kitimat Stikine RD		Salmon Arm	Williams Lake
MAKING PROGRESS				
Anmore	Central Coast RD	Kaslo	Port Edward	Skeena-QC RD
Barriere	Chase	Kent	Prince Rupert	Tahsis
Bowen Island	Fraser Lake	Lytton	Queen Charlotte	Telkwa
Burns Lake	Gibsons	Nakusp	Salmo	Warfield
Canal Flats	Harrison Hot Springs	New Hazelton	Sayward	
Castlegar	Houston	Penticton	Sechelt District	

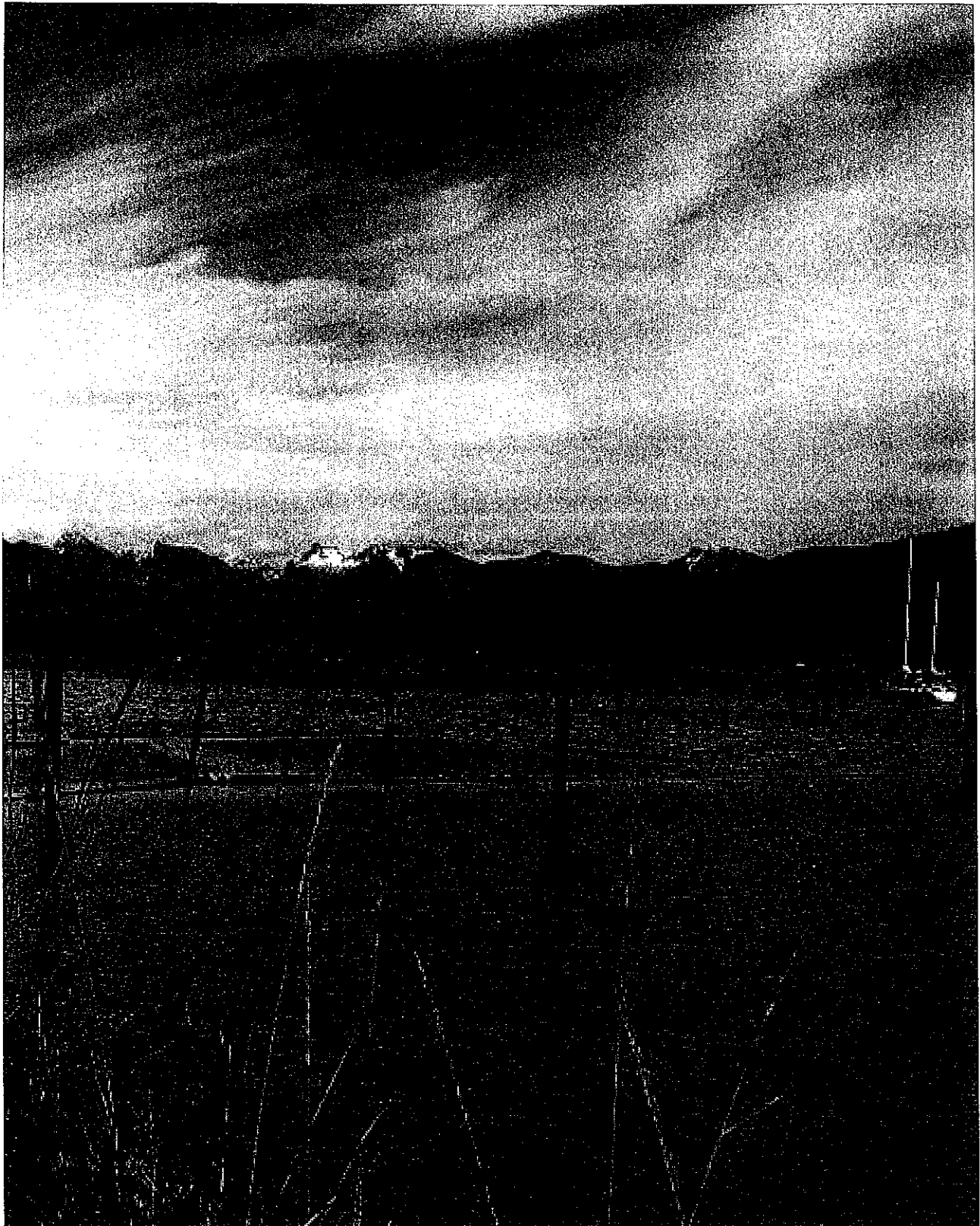


Photo courtesy of the Town of Gibsons



CARIP
CLIMATE ACTION REVENUE INCENTIVE PROGRAM

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Item 11.4

CITY OF SALMON ARM

Date: May 8, 2017

Gas Tax Agreement – 2017 Strategic Priorities Fund

Vote Record

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

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



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

File: 2017-99

TO: Her Worship the Mayor and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

DATE: April 24, 2017

SUBJECT: **GAS TAX AGREEMENT – 2017 STRATEGIC PRIORITIES FUND**

RECOMMENDATION:

THAT: Council authorize submission of a grant application under the Canada, BC, UBCM Gas Tax Agreement's 2017 Strategic Priorities Fund (SPF) Capital Infrastructure Project Stream, for the following projects:

1. Zone 5 Booster Station Upgrade and Relocation, estimated cost \$1,950,000.00 plus taxes (TBC);
2. Ross Street Underpass, estimated cost \$10,500,000.00 plus taxes (TBC).

BACKGROUND:

The Government of Canada, Province of BC and Union of BC Municipalities (UBCM) have recently announced a new intake for applications for the 2017 Strategic Priorities Fund (SPF).

Each eligible Local Government may submit two (2) applications under the SPF-Capital Infrastructure Projects Stream. There are seventeen eligible project categories under this SPF stream.

A SPF grant can fund up to 100% of eligible costs of an eligible project up to a maximum Federal Gas Tax Fund amount of \$6 million. Project applications over \$6 million remain eligible provided that additional costs are confirmed through other funding sources.

The application deadline for the SPF funding opportunities is **June 1, 2017**. All applications for funding require a resolution of Council supporting the application.

The following projects have been sourced from the City's short term infrastructure priority list and the Corporate Strategic Plan and meet the grant criteria:

Zone 5 Booster Station Upgrade and Relocation

This project is for the upgrading and relocation of the existing Zone 5 pump station to improve and meet fire flows in one of the City's five (5) pressure zones, as well as relocating the station to a more accessible, safe and easier to maintain locations. Zone 5 is the City's highest pressure zone, servicing the some residential areas as well as the majority of the City's

industrial parks. The Zone 5 pump station is nearing its expected life span and is a high priority for improvements.

A feasibility study was completed in 2015 which recommended options for improvement. The detailed design was awarded in 2016 and is now complete and ready to tender. The City applied for a grant under the Canadian Water and Waste Water Fund in the fall of 2016; however staff have just received confirmation that we were unsuccessful in our application.

SPF project category eligibility: **Drinking Water – distribution system upgrades.**

Ross Street Underpass

The Downtown Waterfront area is a major focal point for the Community of Salmon Arm. Currently, the CP Rail mainline separates this important area from the rest of the municipality. Two (2) at-grade crossings at Marine Park Drive and Narcisse Street allow vehicular and pedestrian access when the CP Rail tracks are not being used by trains. It is estimated that up to 13,000 trains pass through the downtown annually with an average delay time of five (5) minutes per train (CPR and Marine Park Crossing Traffic Impact Analysis, Opus Dayton and Knight, January 2013) and train traffic is expected to increase over time.

This project is identified in the City's Corporate Strategic Plan as a short term priority project (2014-2017), a grade separated crossing has been a City objective since the 1980/83 Official Community Plan (OCP) due to three (3) main factors: Safety, Traffic Management & Accessibility.

In 2014 the City completed a design review of the previous preliminary design work done on the underpass (2006) and in 2015 the detailed design for the underpass was awarded to RF Binnie & Associates Ltd. The detailed design is currently at the 75% completion stage with the intent to bring this to the 90% tender ready stage by the fall of 2017.

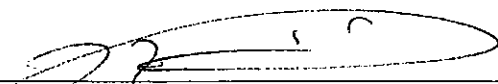
SPF project category eligibility: **Local Roads, Bridges and Active Transportation - grade separations.**

Summary

Based on the above, staff recommend that grant applications for the following projects be submitted to the Canada, BC, UBCM Gas Tax Agreement's Strategic Priorities Fund:

1. **Zone 5 Booster Station Upgrade and Relocation, estimated cost \$1,950,000.00 plus taxes (TBC);**
2. **Ross Street Underpass, Estimated cost \$10,500,000.00 plus taxes (TBC).**

Respectfully submitted,



Robert Niewenhuizen
Director of Engineering and Public Works

cc Monica Dalziel, CFO

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Item 11.5

CITY OF SALMON ARM

Date: May 8, 2017

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: Council approve the purchase of a new 45 Hp Flygt Submersible Sewage pump for Mosquito Park Lift Station from Electric Motor & Pump Service Ltd., for the quoted amount of \$37,500.00 plus 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 Electric Motor & Pump Service Ltd.

Vote Record

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

Opposed:

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



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

File: ENG2017.30

TO: Her Worship the Mayor and Members of Council
FROM: Robert Niewenhuizen, Director of Engineering and Public Works
PREPARED BY: Gerry Rasmuson, Utilities Manager
DATE: April 20, 2017
SUBJECT: Mosquito Park Lift Station – New Pump Purchase

RECOMMENDATION:

THAT: Council approve the purchase of a new 45 Hp Flygt Submersible Sewage pump for Mosquito Park Lift Station from Electric Motor & Pump Service Ltd., for the quoted amount of \$37,500.00 plus 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 Electric Motor & Pump Service Ltd.

BACKGROUND:

The City of Salmon Arm's sewer collection system incorporates 6 sanitary lift stations equipped with submersible Flygt pumps that pump effluent from low lying areas to the Waste Water Treatment facility. The primary station in Canoe is called Mosquito Park, after its location. The existing pumps at this site are 47 Hp, 600 Volt Flygt pumps that were installed in 1996. The pumps have experienced increasingly significant clogging issues with their impellers and mounting maintenance expenditures. Furthermore, when a pump is shipped away for repairs the station has only one operable pump to meet pumping demands. Subsequently staff has budgeted for a new 45 Hp Flygt pump complete with the "N" style anti-clogging impeller. The pump that is to be replaced is scheduled for major maintenance repair work this year and once completed it will provide immediate redundancy in the event of future pump failure.

EMPS is located in Kelowna and is the only distributor for Flygt pumps in the Okanagan/Shuswap. They are instrumental in providing pump maintenance as required by the City and have been directly involved in reviewing the specifications required for the replacement pump to meet our needs. As such staff views this as a sole source project under Policy No. 7.13 Section 3 whereby it is a non-competitive situation due to the proprietary nature of Flygt pumps.

Respectfully submitted,

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

cc Monica Dalziel, CFO

Item 11.6

CITY OF SALMON ARM

Date: May 8, 2017

Moved: Councillor Jamieson

Seconded: Councillor Lavery

THAT: the 2017 Financial Plan be amended to reflect the award of the Server programming upgrade for \$30,000.00 funded from Water and Sewer Surplus;

AND THAT: Council award the Server Programming Upgrade project to Interior Instruments Technical Service Ltd. in accordance with the quoted price of \$29,060.00 plus applicable tax;

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 Interior Instruments Technical Service Ltd.

Vote Record

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

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



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

File: 2017-41

TO: Her Worship Mayor Nancy Cooper and Members of Council

FROM: Rob Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Gerry Rasmuson, Manager of Utilities

DATE: May 2, 2017

SUBJECT: **Award of Server Programming and SCADA Communications Upgrade**

RECOMMENDATION:

THAT: The 2017 Financial Plan be amended to reflect the award of the Server programming upgrade for \$30,000.00 funded from Water and Sewer Surplus;

AND THAT: Council awards the Server Programming Upgrade project to Interior Instruments Technical Service Ltd. in accordance with the quoted price of \$29,060.00 plus applicable tax;

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 Interior Instruments Technical Services Ltd.

BACKGROUND:

Since the implementation of a SCADA (Supervisory Control and Data Acquisition) network in the mid 1990's upgrades and programming to this network and the existing site PLC's have been performed by Interior Instrumentation Technical Services Ltd. (IITS). The servers that enable the SCADA networks data acquisition and program operation at the Waste Water Pollution Control Center, the Water Treatment Plant and City Hall to have all been recently renewed and require software and programming upgrades. A proposed budget of \$30,000.00 entails the following work specific to IITS:

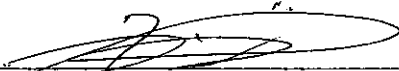
- Upgrade all the SCADA software (iFix) and Data at all three sites to the latest version
- Upgrade of Historian Software and Data to the latest version
- Computer equipment installation and system testing
- Upgrades to the WIN-911 Alarm Reporting System

Award of Server Programming and SCADA Communications Upgrade

Page 2

IITS is the only company familiar with our SCADA network and the programming requirements for the entire network. They will be required to upgrade the custom graphics that they developed. As such staff views this as a sole source project under Policy No. 7.13 Section 3 whereby it is a non-competitive situation due to the proprietary nature of the work to be performed. Staff recommends the direct award of the Server Programming Upgrade project to IITS in accordance with the quoted price of \$29,060.00 plus applicable tax.

Respectfully submitted,



Robert Niewenhuizen
Director of Engineering and Public Works

cc Monica Dalziel, Chief Financial Officer

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Item 11.7

CITY OF SALMON ARM

Date: May 8, 2017

2017 Weed Control on Hard Surface Infrastructure

For Information

Vote Record

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

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



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

TO: Her Worship the Mayor and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

DATE: May 2, 2017

SUBJECT: **2017 Weed Control on Hard Surface Infrastructure**

FOR INFORMATION

In 2008 Bylaw 3744 was introduced "to regulate the cosmetic use of pesticides as a means of improving or maintaining the appearance of lawns, gardens, hard landscaped and vegetated lands, pursuant to the Community Charter."

The City recognized that there were circumstances when exceptions to the bylaw would be appropriate. Under section 3.1 (o) the bylaw shall not apply to "City infrastructure where required to prevent and / or address structural or functional deterioration, with the written approval of the Director of Engineering and Public Works or his / her designate and treated by a Certified Applicator."

Since 2008 we have been challenged in providing effective weed control along the City's roadways. Hard surfacing with asphalt or concrete still provides an innumerable number of sites for soil collection in sufficient depths to propagate weeds. Their presence detracts from the expected neat and tidy look that residents expect and reflects negatively on city maintenance practices. Much more important than the aesthetic issues though is the structural damage to the road and sidewalk surfaces. Root penetration places significant structural stress on the adjoining pavements and provides a conduit for moisture into the road base aiding freeze / thaw damage.

Currently the City expends significant resources on weed control along roadways which has been primarily accomplished through mechanical means. A number of processes have been tested for weed control, without the use of pesticides. Aquacide or hot water/steam treatment has been trialed with disappointing results; the use of tiger-torches has significant safety issues and was not significantly faster. Weed whackers are still our current option of choice for most areas but has a short lived cosmetic effect leaving roots undamaged. In high visibility commercial and park areas we hand pull but again the effect is limited and progress is very slow. These methods have only limited cosmetic effect and typically cover only 20% of the distance achieved in the same time period vs. a spraying program.

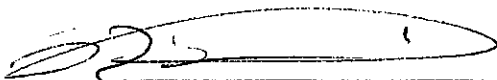
We have now experienced several summers without the use of pesticides to control weeds. During this time the growth of weeds within our roads and sidewalks has been prolific. There is now legitimate reason to be concerned about the potential for damage to the City's infrastructure. Without appropriate weed management through the controlled use of herbicides this weed growth, left unchecked, will cause damage to the City's road and sidewalk infrastructure resulting in safety hazards for pedestrians, motorists and cyclists etc.

A survey of our roads has revealed, but not limited to:

- Damage to Asphalt surfacing - weed growths pushing through cracks and joints,
- Damage to block paving - substantial areas of weeds growing between and lifting concrete blocks.
- Restricted gutters, overgrown and restricting the flow of storm water.
- Sidewalks overgrown, restricting the width and limiting the use of the sidewalks, lifting and cracking sidewalk panels creating trip hazards,
- Obscured road markings – weeds covering painted curbs.

The City's Public Works Department will be instituting a limited single spring pesticide application to curb and sidewalks to augment its mechanical weed control program. The application contractor will be using Touchdown Total® herbicide a Roundup® based product in accordance with all provincial pesticide use regulations. All licensed contractors are required to ensure compliance with standards for the use of integrated pest management (IPM) and the protection of human health and the environment, as specified in the IPM Provincial ACT and Regulations. The contractor is also required to provide the City with a full report detailing pesticide usage. This information will be available to Council in the fall after completion of summer operations.

Respectfully submitted,



Robert Niewenhuizen
Director of Engineering and Public Works

cc Monica Dalziel, CFO

12. NEW BUSINESS1. City Application of Pesticides – Councillor Lavery

0020-2017

Moved: Councillor Lavery

Seconded: Councillor Jamieson

THAT: Whereas the City's *Pesticide Use Control Bylaw # 3744* provides an exception for the City to apply pesticides on City infrastructure where required {3.1 (o)};

And whereas the City has not yet used that exception to date;

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

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

Amendment:

Moved: Councillor Harrison

Seconded: Councillor Wallace Richmond

THAT: the following be removed from the motion:

"prior to the City commencing any application of pesticides,"

CARRIED UNANIMOUSLYAmendment:

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: the following be removed from the motion:

"item (iii) Seek public input on the proposed pesticide applications at an evening formal meeting of Council."

CARRIED
Councillor Lavery Opposed

Motion as Amended:CARRIED UNANIMOUSLY

Item 11.8

CITY OF SALMON ARM

Date: May 8, 2017

Moved: Councillor Harrison

Seconded: Councillor Wallace Richmond

THAT: Council award Contract No. 2017-01 Lawn Bowling Green Maintenance Contract to Turfcats Enterprises Ltd. as per the terms of the maintenance proposal dated April 6, 2017, for a three (3) year period commencing May 1, 2017.

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

File: 2017-01

TO: Her Worship Mayor Nancy Cooper and Members of Council

FROM: Erin Jackson, Corporate Officer

PREPARED BY: Rob Hein, Manager of Roads & Parks

DATE: April 30, 2017

SUBJECT: **Lawn Bowling Green Maintenance Contract**

RECOMMENDATION:

THAT: Council award Contract No. 2017-01 Lawn Bowling Green Maintenance Contract to Turfcats Enterprises Ltd. as per the terms of the maintenance proposal Dated April 6, 2017, for a three (3) year period commencing May 1, 2017.

BACKGROUND:

A portion of the City of Salmon Arm owned lands at 2600 10 Avenue NE are utilized by the Salmon Arm Lawn Bowling Club under a Licence for Use and Occupation Agreement. The agreement specifies that the City will, at its expense, maintain the landscaping within the licenced area. The maintenance of lawn bowling greens requires specialized training more particularly found in the golf industry. As the City has no personnel on staff with this skill or knowledge base, the work must be contracted out.

The last contract for maintenance of the bowling green was with Turfcats Enterprises Ltd. (Turfcats), and expired in 2011. Since the expiry of the agreement, the City has continued to issue a six (6) month Purchase Order each year to enable Turfcats to carry on maintaining the green.

In order to become compliant with the City's Purchasing Policy, a Request for Proposals (RFP) was issued in early 2017. At the March 21, 2017 closing, a single proposal was received from Turfcats, despite efforts to generate more interest. Turfcats' proposal is in compliance with the minimum requirements of the RFP and following some negotiation, includes the following fees for service over the three (3) year term of the contract:

YEAR OF CONTRACT	FEE/MONTH	TOTAL YEAR	PER
1	\$1,500		\$10,500
2	\$1,550		\$10,850
3	\$1,600		\$11,200
Additional grounds mowing option - \$75 / request			

Turfcats has performed satisfactorily over the past years and their proposed fee for the first year is within the allotted budget for 2017. It is therefore recommended that Council award the Bowling Green Maintenance Contract to Turfcats Enterprises Ltd. for a three (3) year term commencing on May 1, 2017.

Respectfully submitted,



Erin Jackson
Corporate Officer

cc Monica Dalziel, Chief Financial Officer
Rob Niewenhuizen, Director of Engineering & Public Works

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Item 16.1

CITY OF SALMON ARM

Date: May 8, 2017

Moved: Councillor Harrison

Seconded: Councillor

WHEREAS the Salmon Arm Roots and Blues Festival is a premier event for the Salmon Arm area;

AND WHEREAS the City of Salmon Arm has been an annual funding partner for the festival;

AND WHEREAS the Salmon Arm Folk Music Society will have improved access to grant opportunities and be better positioned to make long range plans if funding is secured in advance;

THEREFORE BE IT RESOLVED THAT Council direct staff to draft a three (3) year funding agreement for consideration prior to the 2018 Budget deliberations that will start at \$50,000.00 in year one (1) and be increased by the BC CPI each year thereafter.

Vote Record

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

Opposed:

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

10. CORRESPONDENCE

1. Informational Correspondence

7. D. Gonella, Executive Director, Salmon Arm Folk Music Society, 25th Annual Roots and Blues Festival - letter dated April 10, 2017 - 2018, 2019 and 2020 Grant Request

NOTICE OF MOTION (Councillor Harrison)

THAT: staff meet with the Salmon Arm Folk Music Society to draft a three (3) year funding agreement for consideration prior to the 2018 Budget discussions.



Salmon Arm Folk Music Society
 Box 21 Salmon Arm, BC V1E 4N2
 e-mail: info@rootsandblues.ca
 website: www.rootsandblues.ca
 phone: 250-833-4096
 fax: 250-833-4097

April 10, 2017

Attn. Alan Harrison
 City Councilor
 500 - 2nd Ave. N.E.
 Salmon Arm, B.C.
 V1E 1H1



Dear Alan:

The Salmon Arm Folk Music Society would like to express to the Mayor, Council and the City staff our appreciation for the continued support of the Roots and Blues Festival, which is an important cultural and economic contributor to the Salmon Arm region. This event is considered to be the primary "anchor" event in the Okanagan and Shuswap regions by Tourism Canada, DestinationBC and Shuswap Tourism. Enhanced financial stability for this event will help to ensure the event can continue to be a major tourism draw to Salmon Arm benefitting local business and cultural industries.

In an effort to bolster the festival's long-term financial stability we would like to request approval over a multi-year period for the following grant amounts:

- 2018 - \$52,000
- 2019 - \$54,000
- 2020 - \$56,000

When the time is convenient we would like the opportunity to meet with Council in the Fall of 2017 to review the 25th annual event, and if requested, provide details supporting this multi-period grant request.

Sincerely,

A handwritten signature in blue ink, appearing to read "David Gonella".

David Gonella
 Executive Director
 Salmon Arm Folk Music Society
25th Annual Roots and Blues Festival
 PO Box 21, Salmon Arm, BC V1E 4N2
 Phone: 250-833-4096
 Fax: 250-833-4097

7

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Item 16.2

CITY OF SALMON ARM

Date: May 8, 2017

Columbia Shuswap Regional District/ Regional District of North Okanagan – Capital Funding Request for Vernon Jubilee Hospital MRI

Vote Record

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

Opposed:

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

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Item 19.1

CITY OF SALMON ARM

Date: May 8, 2017

Moved: Councillor Eliason

Seconded: Councillor Jamieson

THAT: Development Variance Permit No. VP-457 be authorized for issuance for Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP63695, which will vary Zoning Bylaw No. 2303 as follows:

Section 6.10.4 - R-1 Residential Zone - reduce the minimum setback of the principal building along the exterior parcel line, adjacent to 24 Street SE, from 6.0 metres to 5.68 metres, for a variance of 0.32 meters.

[Tybro Construction Ltd./ Christensen, K.; 2388 4B Avenue SE; 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 Members of Council

DATE: April 25, 2017

SUBJECT: Development Variance Permit Application No. 457 (Building Setback)
Civic: 2388 – 4B Avenue SE
Owner/Applicant: Tybro Construction (K. Christensen)

MOTION FOR CONSIDERATION

THAT: Development Variance Permit No. VP-457 be authorized for issuance for Lot 2 Section 13, Township 20, Range 10, W6M, KDYD, Plan EPP63695, which will vary Zoning Bylaw No. 2303 as follows:

Section 6.10.4 – R-1 Residential Zone – reduce the minimum setback of the principal building along the exterior parcel line, adjacent to 24 Street SE, from 6.0 metres to 5.68 metres, for a variance of 0.32 meters.

STAFF RECOMMENDATION

That the motion for consideration be adopted.

BACKGROUND

The subject property is a corner lot located in a new subdivision fronting 4B Avenue and 24 Street SE (a location map is attached as APPENDIX 1 and photos of the new house APPENDIX 2).

The minimum setbacks required for a principal building on this particular lot are:

6.0 metres from the exterior parcel line – adjacent to 24 Street SE
*Actual Setback = 5.68 to 5.74 metres (a variance of 0.32 metres is being requested)

6.0 metres from the front parcel line – adjacent to 4B Avenue
Actual Setback = 6.45 to 7.39 metres

6.0 metres from the rear parcel line – south parcel boundary opposite the front parcel line
Actual Setback = 9.68 metres

1.5 metres from the interior parcel line – west parcel boundary

The site plan that accompanied the Building Permit application filed in September 2016 (attached as APPENDIX 3) showed the new home to be located 6.29 metres from the exterior parcel line. One of the conditions for the Building Permit was a survey certificate to be provided to confirm the location of the foundation prior to framing. Unfortunately, the footings / foundation location was not verified by a BC Land Surveyor prior to construction.

According to the Building Location Certificate received in early April 2017 (attached as APPENDIX 4), the east wall of the newly constructed single family dwelling and rear yard sundeck encroach 0.32 to 0.26 metres into the exterior parcel line setback area.

The applicant explained to staff that he is not exactly sure how the error occurred and takes responsibility for the error. Likewise, Building Department staff acknowledged that during their field reviews, and prior to framing, the survey information should have been obtained as per the condition noted on the Permit.

At the time, during the field inspections it was assumed there would be no setback encroachment issues because of the relatively large lot dimensions relative to the building footprint and the amount of flexible space along the interior side yard (i.e. although a minimum 1.5 metre setback is required, the building plans showed a 3 metre setback).

Final occupancy approval cannot be granted under the present non-conforming status of the house.

ANALYSIS

Overall, staff does not see negative impacts with the location of the house in terms of traffic safety, fire safety (limiting distance), view obstructions, neighbourhood design or close proximity to underground City utilities. It is the responsibility of the owner/applicant to ensure the footings and foundation do not interfere with private utilities (e.g. Fortis BC, BC Hydro, etc.).

From the street, it is difficult to notice a 0.32 metre encroachment into the exterior side yard with an additional 6.0 metre wide boulevard to the edge of the road pavement. The large lot to the south is the remainder of the subdivision with subsequent phases and lots to be created. There is an older single family home located within the remainder lot approximately 60 metres to the south of the new home under application on the subject property. When the lots in the next phase of this subdivision are created, the exterior side yard and parcel line of the proposed new lot to the south will have the same 6.0 metre setback requirement, and both lots will share the same rear parcel line.

Another new home is nearing completion on the adjacent lot to the west. That home meets the required building setbacks, and as noted the house under this variance application is setback more than 6.0 metres from 4B Avenue SE.

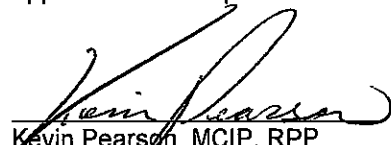
PROCEDURES

These types of building encroachment incidents are rare in consideration of the hundreds of applications reviewed by City staff each year (406 building permits were issued in 2016). Yet the consequences of encroachments are a serious matter; to name a few, there is non-conforming status, no occupancy permitted, potentially no mortgage approval, etc. unless either Council approves the variance or the building is reconstructed to meet the setback.

As a result of another "post-construction" setback variance application reviewed by Council in January 2017, which involved a setback encroachment within a previously varied setback, staff has attempted to tighten its inspection procedures further during the initial stages and is now advising that surveyed verification of footing/foundations be provided to the City prior to backfilling. Ultimately, it is the responsibility of the owner/applicant to ensure the correct siting of buildings and structures.

CONCLUSION

Approval of Development Variance Permit No. 457 is recommended.


Kevin Pearson, MCIP, RPP
Director of Development Services





Street view of house from corner of 4B Avenue and 24 Street SE



Looking south along 24 Street SE – Boulevard and Exterior Side-Yard

— Approximate Alignments of Property Lines

43.18 ft

DISTANCE TO DWELLING FROM

BUILDING ENVELOPE

MINIMUM SIDEYARD SETBACK

MINIMUM SIDEYARD SETBACK

LINE OF SUNDECK ABOVE

7'2"

PROPOSED DWELLING
MAIN FLR. ELEV: _____
BSMT. FLR. ELEV: _____
M.B.E.: _____

LINE OF GARAGE

DOUBLE GARAGE

LINE OF SECOND FLOOR ABOVE

VERANDA

WALK

Exterior Parcel Line

Interior Parcel Line

20.66 ft

DISTANCE TO DWELLING FROM PROPERTY LINE

35.0' BUILDING WIDTH

3.05 m

10'

DISTANCE TO DWELLING FROM PROPERTY LINE

6.5 m
21.33 ft

MIN. FRONTYARD SETBACK

SURVEY CERTIFICATE
REQUIRED FOR
FOUNDATION LOCATION

4. TO confirm corner sets
Elevation contains no low ground 2cm
NOT TO EXCEED 51.35m C.E.

Front Parcel Line

BUILDING DEPTH

DISTANCE TO DWELLING FROM PROPERTY LINE

STREET:

4B Ave. SE.

LEGAL DESCRIPTION

LOT

RECEIVED
SEP 23 2016
CITY OF
SALMON ARM

BROWNE JOHNSON
Land Surveyors

BRITISH COLUMBIA AND CANADA LANDS

Box 362, Salmon Arm, B.C. V1E 4N5

250-832-9701/office@brownejohnson.com

BC LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE

To: Tybro Construction,
c/o Ken Christensen,
980 60 Street NE,
Salmon Arm, BC V1E 1Y3

Your File:

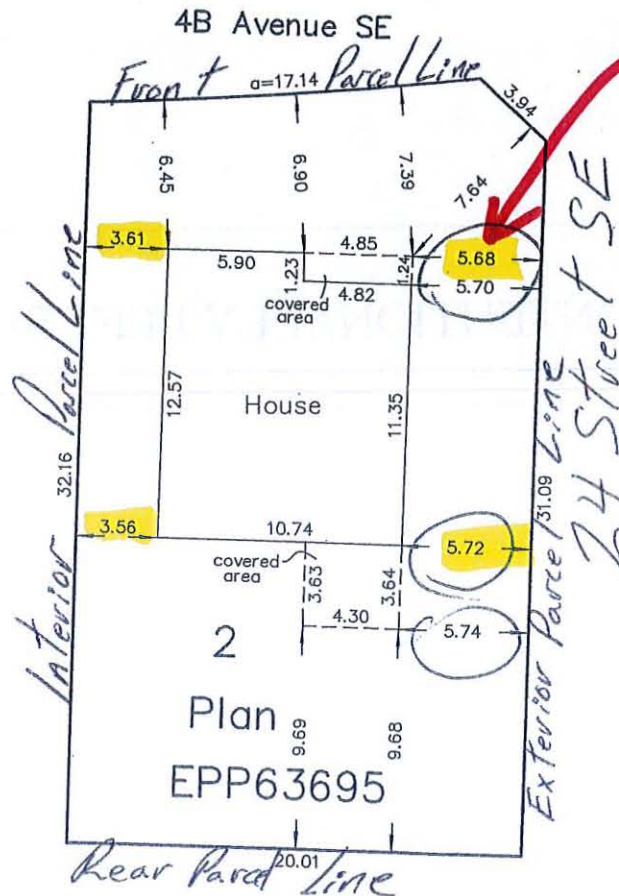
Re: Lot 2, Section 13, Township 20, Range 10,
W6M, KDYD, Plan EPP63695

Parcel Identifier (PID): 029-932-491

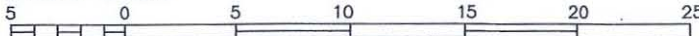
Civic Address: 2388 4B Avenue SE

List of documents registered on title which may affect
the location of improvements:
none

*Proposed Variance
Building Setback
from
6m to 5.68m*



Scale 1:250



All distances are in metres.

Dimensions derived from Plan EPP63695

Offsets from property line to building are
measured from the siding.

The signatory accepts no responsibility or liability for any damages that may
be suffered by a third party as a result of any decisions made, or actions
taken based on this document.

This plan was prepared for inspection purposes and is for the exclusive use
of our client. This document shows the relative location of the surveyed
structures and features with respect to the boundaries of the parcel
described above. This document shall not be used to define property lines
or property corners.

This building location certificate has
been prepared in accordance with the
Professional Reference Manual and is
certified correct this 31st day of
March, 2017.

Mark Mason
2ZIS87

Digitally signed by
Mark Mason 2ZIS87
Date: 2017.04.03
09:54:43 -07'00'

BCLS

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LAND SURVEYORS

All rights reserved. No person may copy,
reproduce, transmit or alter this
document in whole or in part without
the prior written consent of
BROWNE JOHNSON LAND SURVEYORS.

**THIS DOCUMENT IS NOT VALID UNLESS
DIGITALLY SIGNED.**

Our File: 119-17 Fb: 119-17.raw

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CITY OF SALMON ARM
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in meeting Room 100 of the City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on **Monday, May 8, 2017 at 7:00 p.m.**

1) Proposed Amendment to Zoning Bylaw No 2303:

Proposed Rezoning of Lots 3 & 4, Sections 14 & 23, Township 20, Range 10, W6M, KDYD, Plan KAP73359 from R-7 (Large Lot Single Family Residential Zone) to R-8 (Residential Suite Zone).

Civic Address: 921 & 941 Harbourfront Drive

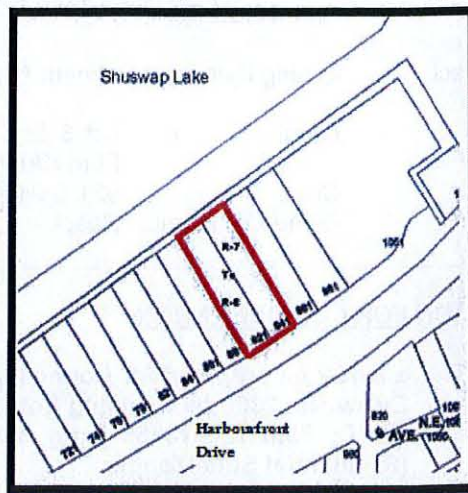
Location: North of Lakeshore Road NE and East of Marine Park Drive NE

Present Use: Vacant property

Proposed Use: Single family dwellings with residential suites on each lot

Owner / Applicant: Raspberry, B. & W. & 0815605 B.C. Ltd.

Reference: ZON-1088/ Bylaw No. 4206



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 April 25, 2017 to May 8, 2017, both inclusive, in the office of the Corporate Officer at the City of Salmon Arm, 500 - 2 Avenue NE.

Those who deem their interest affected by the proposed bylaw are urged to review the file available in the Development Services Department (or telephone 250-803-4021) to obtain the facts of the proposal prior to the Public Hearing.

Erin Jackson, Corporate Officer

Salmon Arm Observer: April 26 and May 3, 2017



City of Salmon Arm

Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: April 19, 2017

Subject: Zoning Bylaw Amendment Application No. 1088

Legal: Lot 3 & 4, Sections 14 & 23, Township 20, Range 10, W6M, KDYD, Plan KAP73359

Civic: 921 & 941 Harbourfront Drive NE

Owner/Applicant: Raspberry, B. & W.

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lots 3 & 4, Sections 14 & 23, Township 20, Range 10, W6M, KDYD, Plan KAP73359 from R-7 (Large Lot Single Family Residential Zone) to R-8 (Residential Suite Zone).

AND FURTHER THAT: final reading of the zoning amendment bylaw be withheld subject to:

- 1. Registration of Section 219 *Land Title Act* covenant(s) registered on title ensuring compliance with Provincial Riparian Areas Regulation, saving the city harmless from any liability or damages that may arise in the future; and**
- 2. Approval by the Ministry of Transportation and Infrastructure.**

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcels are located at 921 and 941 Harbourfront Drive NE (Appendix 1 and 2). The proposal is to rezone both parcels from R-7 (Large Lot Single Family Residential) to R-8 (Residential Suite) to permit the development and subsequent use of a single-family home and secondary suite on each lot.

BACKGROUND

The subject parcels are located on the waterfront off of Harbourfront Drive to the east of Marine Park. They are both approximately 0.6 acres in size each, and currently undeveloped. The parcels are designated Low Density Residential in the City's Official Community Plan (OCP).

The subject parcels are zoned R-7 (Large Lot Single Family Residential) in the Zoning Bylaw. The surrounding area is largely comprised of R-7 and R-8 zoned parcels, with parcels zoned for commercial use further to the west. There are seven parcels within close proximity zoned R-8 (see Appendix 3).

A site plan of the parcels is attached as Appendix 4, while site photos are attached as Appendix 5. While the building massing has yet to be determined, it is expected to be similar to development on neighbouring properties along Harbourfront Drive. The applicant has reported to staff that a QEP has been contracted to address the siting with respect to the Provincial Riparian Areas Regulation.

Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of either a secondary or detached suite in Low Density Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on Zoning Bylaw requirements, both of the subject parcels have potential for the development of a secondary suite or a detached suite, including sufficient space for the required additional off-street parking stall to serve the suite.

Riparian Areas Regulation

As the properties are adjacent to Shuswap Lake, it is important to note that development within 30 m of the high water mark is subject to the Provincial Riparian Areas Regulation (RAR) and a Qualified Environmental Professional (QEP) must complete an assessment for the property on behalf of the applicant to guide the proposed development. The homes along Harbourfront Drive have largely been constructed within 30 m of the high water mark, and have all largely involved a QEP and RAR assessment report. As per the policies under section 5.4 of the OCP, a Section 219 Land Title Act covenant will be required to ensure either the protection of the RAR area or that any development within 30 metres of the high water mark complies with a QEP's RAR Assessment.

City staff have received notification from the Province that a RAR assessment (#4537) has been created as of April 18, 2017, specifying a 15 m setback from high water mark and associated RAR plantings.

COMMENTS**Ministry of Transportation and Infrastructure**

Pursuant to Section 52 of the *Transportation Act*, approval of the zoning amendment bylaw by the Ministry is required, as the parcel is within 800 m of a Controlled Access Highway (Trans Canada Highway). The Ministry has granted Preliminary Approval for this rezoning.

Engineering Department

No objections to the proposed rezoning.

Building Department

No concerns with rezoning. BC Building Code to apply.

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

Fire Department

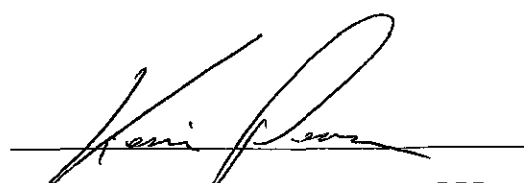
No concerns.

Planning Department

The proposed R-8 zoning of the subject parcels is consistent with the OCP and is therefore supported by staff. Any development of a secondary suite (either within a home or detached) would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements. The owner/applicant has been advised of the City's policies with respect to the Provincial Riparian Areas Regulations.



Prepared by: Chris Larson, MCP
Planning and Development Officer



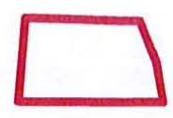
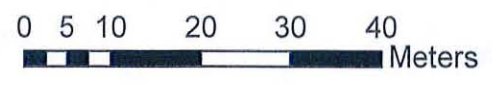
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services



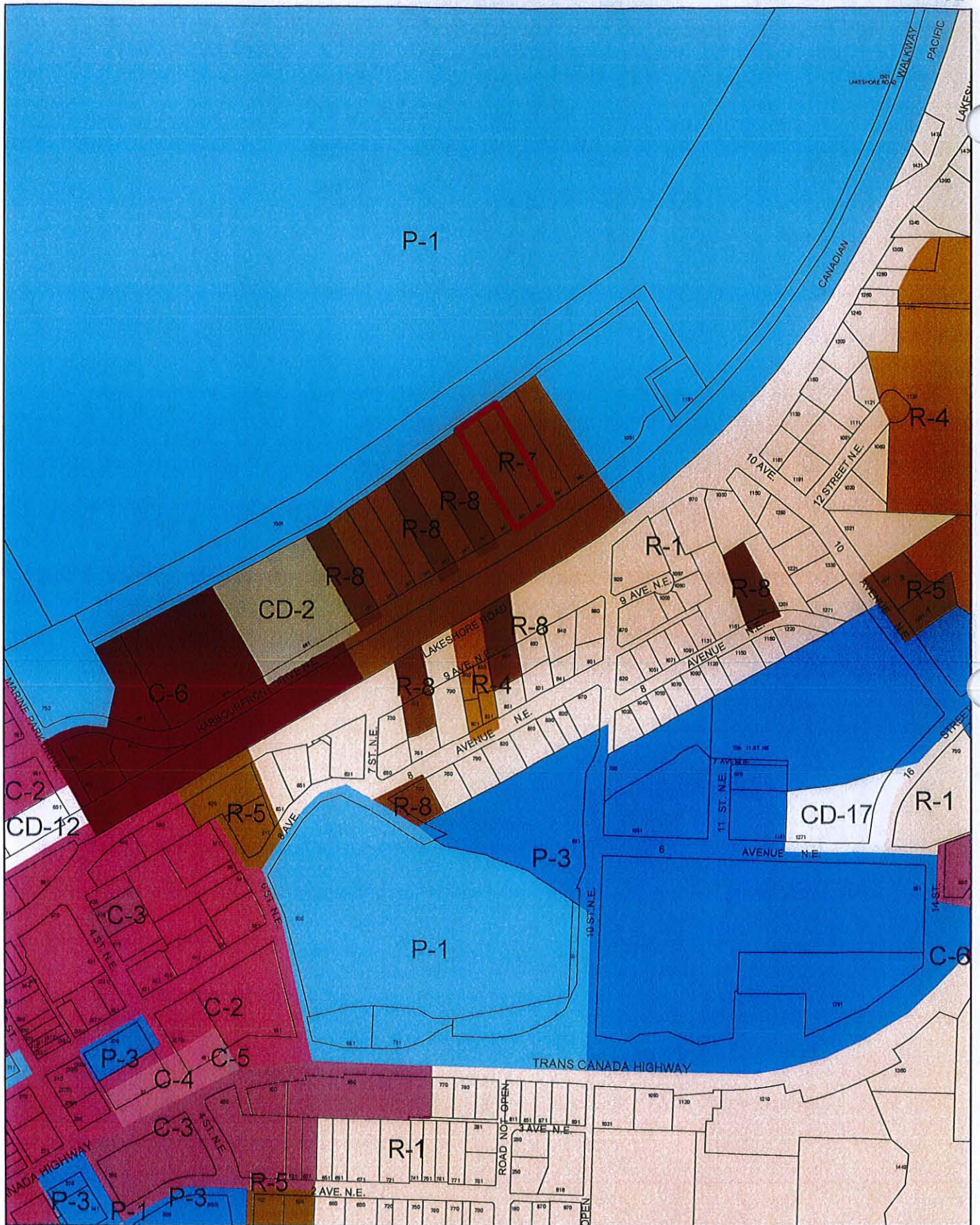
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Subject Parcel



Subject Parcel



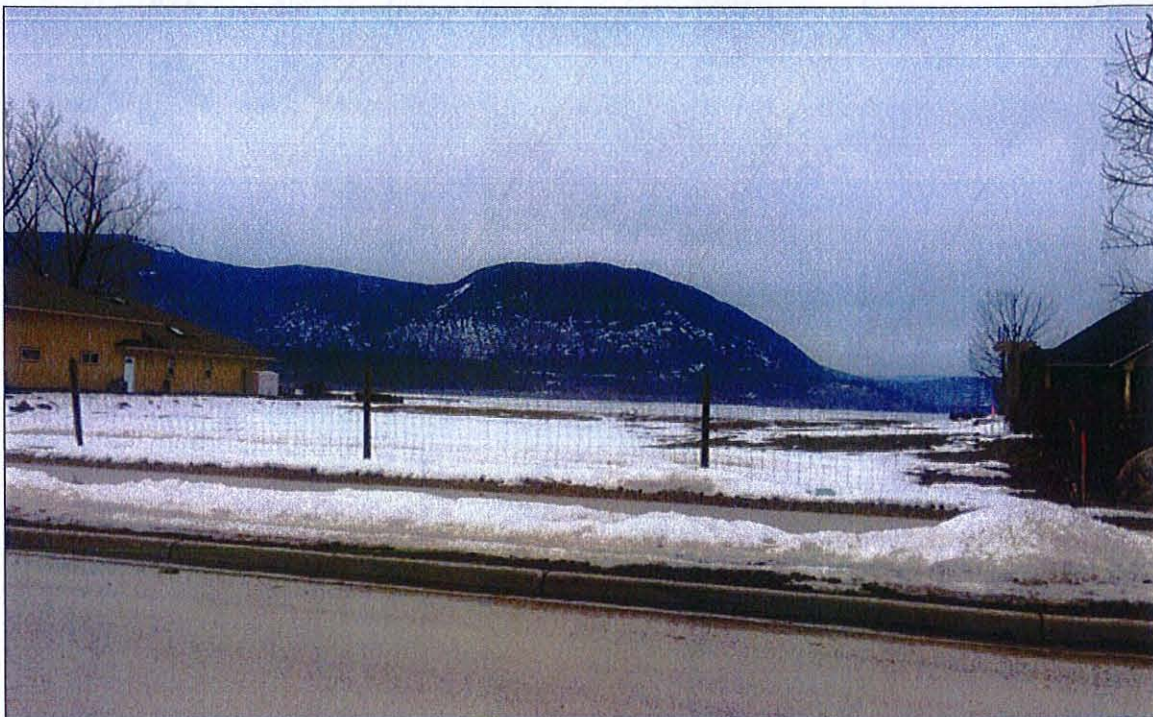
0 45 90 180 270 360 Meters



Subject Parcel

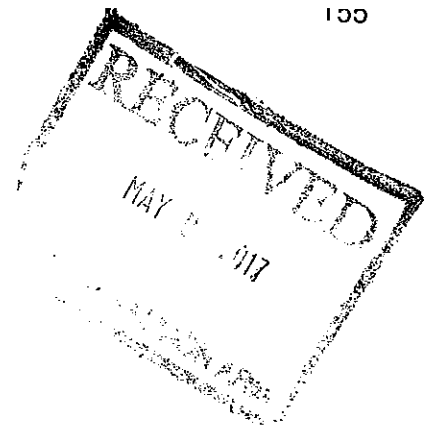


View north over subject parcels showing adjacent properties.



View west over subject parcels showing adjacent properties.

May 2017



To the city council of Salmon Arm.

Re: Zoning bylaw 4206.

Dear Sir/madam,

My name is Neal Vandergugten.

My wife of 60 years and i live at 881- Harbourfront Dr. N.E. We purchased our single family residential lot in 2004 and proceeded to build our retirement home there the same year, and moved in 2005. Shortly after, 3 parcels down from us, a residence was being constructed with an inlaw suite, unbeknown

to us. Last year next door to us, a residence was being proposed with an inlaw suite, for family use, well it turned out to be a second detached dwelling on the same parcel of land, not for family use, but a rental home as advertized, not

a suite, as we were told, we were hood winked. A residential suite is not the same as a free standing home, but i stand corrected. Now it is proposed to have 2 more parcels rezoned next to our home on the other side, to multi family zoning, for

that is what it really is, when you have 2 or more homes on the same parcel, it is in fact multi family, not an inlaw suite.

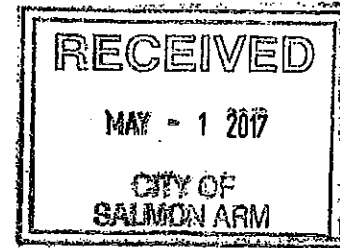
We do not want to be boxed in on both sides with a bunch of rentals, so called for family use, this was never our intent, it degrades, and it takes away from our single family designation.

Therefore we urge council to oppose this rezoning request. Thank you for your attention.

.respectfully submitted.

Neal Vandergugten.

City of Salmon Arm
500-2 Avenue NE
Salmon Arm, B.C.
V1E 4N2



April 30, 2017

Re: Proposed Amendment to Zoning Bylaw No. 2303 - 921 & 941 Harbourfront Drive NE

I am writing this letter to Council to express my concern and opposition to the proposed amendment to re-zoning at 921 & 941 Harbourfront Drive. We did not receive any notification from the City of Salmon Arm about the re-zoning, nor were we notified by the new owners of their plans to apply for re-zoning.

My husband and I reside at 841 Harbourfront Drive and the neighbouring property to us had their property re-zoned last year which we regrettably did not oppose. Having recent firsthand experience with the negative impact of the re-zoning we would like to voice our strong opposition to further re-zoning on Harbourfront Drive.

In our opinion, and the opinion of several real estate professionals and the public, the re-zoning negatively impacts the property values of adjacent single family residences, increases traffic on an already busy street, and changes the overall feel of the street from an estate water front community to a multi-family one. We would never of purchased a lot on this street had it been zoned for multi-family properties.

We feel that the re-zoning on the neighbouring property to us has decreased our property value, significantly reduced privacy due to how the builder choose to construct their residence, and ruined the overall streetscape. In other municipalities there are guidelines for setbacks and the approving authority looks at the overall streetscape prior to approving a proposed development , which sadly does not seem to be the case in Salmon Arm.

We were naive in trusting the word of the builder/owner regarding what and how they were going to build their new residence and that is why we did not oppose the re-zoning last year. I do not want anyone else to have the same negative experience and that is why we vote to oppose the re-zoning at 921 & 941 Haroburfront Drive.

Sincerely,


Christine Lutzko / Jamie Spoletini

Item 21.1

CITY OF SALMON ARM

Date: May 8, 2017

Moved: Councillor Jamieson

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4206 be read a third time.

[ZON-1088; Raspberry, B. & W. & 0815605 B.C. Ltd.; 921 & 941 Harbourfront Drive NE; R-7 to R-8]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

BYLAW NO. 4206

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

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

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

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

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

Rezone Lots 3 & 4, Sections 14 & 23, Township 20, Range 10, W6M, KDYD, Plan KAP73359 from R-7 (Large Lot Single Family Residential Zone) to R-8 (Residential Suite Zone) as shown on Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “City of Salmon Arm Zoning Amendment Bylaw No. 4206”.

READ A FIRST TIME THIS 24th DAY OF April 2017

READ A SECOND TIME THIS 24th DAY OF April 2017

READ A THIRD TIME THIS DAY OF 2017

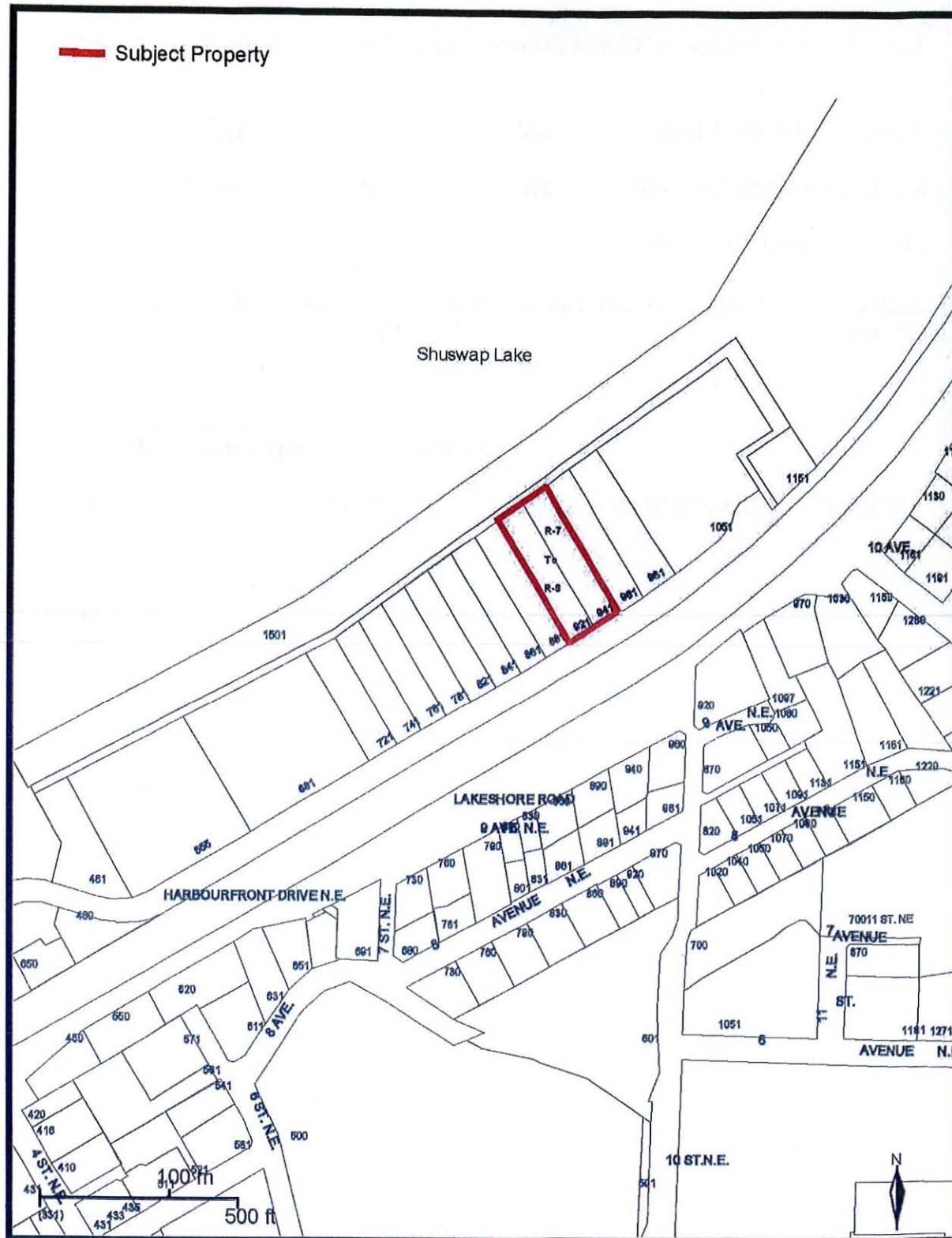
APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF 2017

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2017

MAYOR

CORPORATE OFFICER



Item 23.

CITY OF SALMON ARM

Date: May 8, 2017

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting of May 8, 2017, be adjourned.

Vote Record

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

Opposed:

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

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