

AGENDA

Regular Council Meeting

Tuesday, May 23, 2017

1:30 p.m.

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

Meeting Room 100

500 – 2 Avenue NE

Page #	Item #	Description
1 - 2	1.	CALL TO ORDER
	2.	IN-CAMERA SESSION
	3.	ADOPTION OF AGENDA
	4.	DISCLOSURE OF INTEREST
	5.	PRESENTATIONS / DELEGATIONS
3 - 26	1.	Shilpa Panicker, Senior Transit Planner and Rob Williams, Senior Regional Transit Manager, BC Transit – Ridership and Service Recommendations in Salmon Arm
27 - 32	2.	Lana Fitt, Manager, Salmon Arm Economic Development Society – Community Brand Development Project
	6.	CONFIRMATION OF MINUTES
33 - 44	1.	Regular Council Meeting Minutes of May 8, 2017
	7.	COMMITTEE REPORTS
45 - 50	1.	Development and Planning Services Committee Meeting Minutes of May 15, 2017
51 - 54	2.	Social Impact Advisory Committee Meeting Minutes of April 11, 2017
55 - 62	3.	Community Heritage Commission Meeting Minutes of April 18, 2017
	8.	INTRODUCTION OF BYLAWS
63 - 80	1.	Zoning Amendment Bylaw No. 4209 [ZON-1090; Reimer, R. & R.; 791 5 Street SE; R-1 to R-4] - first and second readings
81 - 90	2.	Zoning Amendment Bylaw No. 4210 [ZON-1092; McClure, C. & M.; 1880 9 Avenue SE; R-7 to R-8] – first and second readings
91 - 94	3.	Fee for Service Amendment Bylaw No. 4211 [Priority File Search] – first, second and third readings

9. RECONSIDERATION OF BYLAWS**10. CORRESPONDENCE**

- 95 - 96 1. Informational Correspondence
97 - 100 2. Lana Fitt, Manager, Salmon Arm Economic Development Society - letter dated May 16, 2017 - Request for Letter of Support - Salmon Arm Innovation Centre

11. STAFF REPORTS

- 101 - 102 1. Manager of Permits and Licensing - Liquor License Application (Liquor Primary) Salmon Arm Elks Lodge #455 3690 - 30 Street NE
2. National Disaster Mitigation Program (NDMP)
103 - 104 a) Director of Development Services - National Disaster Mitigation Program (NDMP) - Grant Application .
105 - 106 b) Motion - Councillor Lavery

12. NEW BUSINESS**13. COUNCIL STATEMENTS****14. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**

- 107 - 118 1. Press Release - Frequently Asked Questions, The Rail Corridor Initiative

15. NOTICE OF MOTION**16. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**

- 119 - 126 1. Salmon Arm Secondary Digital Photography Student Photo Collage at City Hall
127 - 128 2. P. Weir, President, S. Lowry, Vice President, J. Erickson, Community Events Coordinator, Salmon Arm Citizens Patrol Society - letter dated April 28, 2017 - Salmon Arm Citizens Patrol Crowd Control Assistance

17. OTHER BUSINESS**18. QUESTION AND ANSWER PERIOD**

7:00 p.m.

Page #	Item #	Description
	19.	DISCLOSURE OF INTEREST
	20.	HEARINGS
129 - 136	1.	Development Variance Permit No. VP-454 [Rally Management Services Ltd./ Rischmueller, W.; 4620 40 Avenue SE; Setback Variance]
137 - 156	2.	Development Permit No. DP-411 [J. Bland; Eagle Home Sales (Salmon Arm) Ltd.; 1190 51 Street NE; Sales Office]
	21.	STATUTORY PUBLIC HEARINGS
157 - 168	1.	Zoning Amendment Application No. ZON-1091 [Lentz, G.; 4581 71 Avenue NE; R-1 to R-8]
	22.	RECONSIDERATION OF BYLAWS
169 - 172	1.	Zoning Amendment Bylaw No. 4208 [ZON-1091; Lentz, G.; 4581 71 Avenue NE; R-1 to R-8]- third and final readings
	23.	QUESTION AND ANSWER PERIOD
173 - 174	24.	ADJOURNMENT

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Item 2.

CITY OF SALMON ARM

Date: May 23, 2017

Moved: Councillor Lavery

Seconded: Councillor Jamieson

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

Vote Record

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

Opposed:

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

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Item 5.1

CITY OF SALMON ARM

Date: May 23, 2017

PRESENTATION

NAME: Shilpa Panicker, Senior Transit Planner and Rob Williams, Senior Regional Transit Manager, BC Transit

TOPIC: Ridership and Service Recommendations in Salmon Arm

Vote Record

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

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

May 2017

Shuswap Transit System

Service and Ridership Review



May 2017

City of Salmon Arm
Columbia Shuswap Regional District



May 2017

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Executive Summary

The 2013 Shuswap Regional Transit System Service Discussion document proposed the introduction of a Shopper's Shuttle, a new route in the transit system, connecting all the major retail destinations of the community. This proposal was implemented in December 2013. This review seeks to determine the effectiveness of this service change in improving the mobility and connectivity of the users of the system. It also gauges feedback from current customers on the overall performance of the system and identifies potential improvement opportunities for the City of Salmon Arm to consider.

The general findings of the study include:

1. There is a high level of satisfaction among the users regarding both, the service and the customer service of the drivers.
2. Ridership has been relatively stable over the past few years but has shown a three per cent increase between FY 1415 and FY 1516, reflecting positively on the changes made to the system in December 2013.
3. Minor investments in the system could go a long way in improving passenger satisfaction levels. Service in the evening, service on Sundays and statutory holidays and some additional regional service are the major options to consider.
4. New service areas brought up were Raven, the Industrial Park and Kamloops as a regional connection.
5. As ridership on the system grows and wheelchairs and walkers are increasingly used by elderly passengers, bigger buses could be a future consideration.

1.0 Introduction

The Shuswap Transit system, funded by the City of Salmon Arm, Columbia Shuswap Regional District (CSRD) and BC Transit, provides local service within the City of Salmon Arm and regional service in the CSRD. The system has five local routes and three regional routes.

Following a Transit Feasibility Study for the City of Salmon Arm in 1990, service began October 15th, 1991. The service began with one 22 seat bus which provided fixed route and scheduled service every 90 minutes Monday through Saturday, 9am to 3pm. handyDART also began service at this time. In April 1995, regional service to Sorrento, Eagle Bay, Deep Creek, and Silver Creek are introduced. The Shuswap Transit System is operated by First Canada.

In November 1995, the service day was expanded by 5 hours to cover 7am to 6pm. Taxi supplement was also introduced in conjunction with this expanded service.

In 2010/2011 a service review was conducted and proposed nine short term service improvements and three future service options.

In 2013, some detailed analysis was conducted on the options in the 2010/2011 report; the recommendations of this review were implemented in December 2013.

In 2014 a preliminary performance review was conducted by BC Transit to identify the short-term impact of these service changes

In 2016, BC Transit conducted a post implementation survey and ridechecks to determine the level of satisfaction with current service levels and to review the performance of service implemented in 2013.

This report provides a targeted performance review of the Shuswap Regional Transit System to identify the long-term impacts of the service changes implemented in December 2013. These service changes included the following:

- Creation of the Route 5 Shopper's Shuttle;
- Reduction of Route 1 West Loop service from 30min to 60min frequency;
- Removal of service to Foothill Road on the Route 1 West Loop;
- Addition of running and recovery time to the system to improve on-time performance.

The results of the 2016 review were compared with the results from the 2014 study, to get a better sense of change.

2.0 Methodology

A range of tools was used to allow for public input as well as detailed service-related performance statistics, collection techniques included:

- Survey - A customer service survey was available both online and onboard the buses to collect feedback from existing customers about the performance of the Shuswap Regional Transit System and to identify opportunities for improvement. The online survey was active for a period of two weeks between November 28th and December 10th, 2016. The onboard survey was administered between the 6th and 8th of December 2016.
- Onboard Ride checks and Performance Analysis – Onboard ride checks and on-time performance analyses were undertaken to acquire more detailed information on bus stop utilization, system ridership and schedule reliability.

- Operator Survey – Transit Operators were informally surveyed to gauge feedback on how the system is performing and to identify opportunities for improvement.

3.0 Ridership Analysis

3.1 Current Ridership_System level

Total ridership in the Shuswap Transit System has been relatively stable over the last three years, with only a slight increase in annual ridership over the last two years (Table 1).

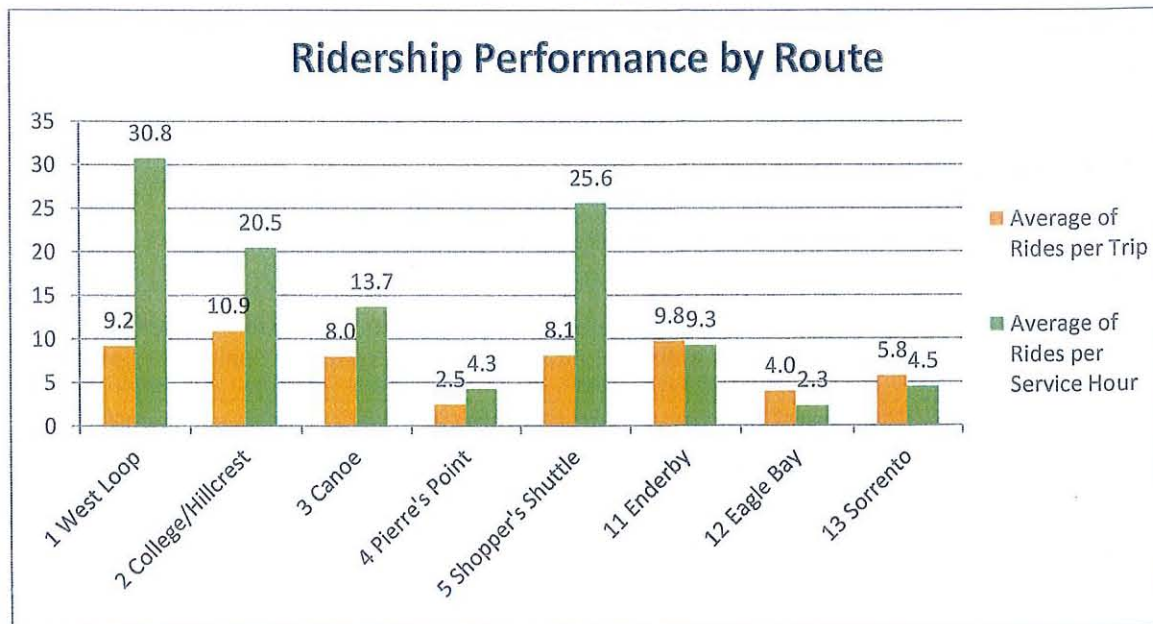
Table 1: Annual Ridership over Time

Year	Annual Ridership	% Change in Ridership (since previous year)
2015/16	116,200	+2%
2014/15	113,900	0%
2013/14	114,000	-1%
2012/13	114,700	-3%

3.2 Current Ridership_route level

Based on ridership data collected by the operating company for the month of November 2016, the Route 1, West Loop has the highest ridership, followed by Route 5, Shopper's Shuttle, and then the Route 2, College/Hillcrest; Appendix D has more details on the ridership information collected.

Figure 1: Weekday Ridership by Route, November 2016



3.3 Ridership Changes over Time

A route-level ride check was conducted in April 2014 to review the short-term impacts of the December 2013 service changes. One goal of this review was to consider the impacts of the December 2013 service changes now that there has been ample time for the community to adjust.

Table 2 compares the results of the November 2016 ride checks to the April 2014 ride checks. The key changes in ridership patterns between 2014 and 2016 are:

- 31% ridership growth on the Route 5 Shopper's Shuttle
- 11% ridership growth on the Route 3 Canoe
- Stable ridership on the Route 1 West Loop and Route 2 College/Hillcrest

Table 2: Weekday Ridership Performance over Time by Route¹

Route	November 2016			April 2014			% Change
	Total Daily Rides	Rides per Trip	Rides per Service Hour	Total Daily Rides	Rides per Trip	Rides per Service Hour	
1 West Loop	111	9.2	30.8	110	9.2	30.6	+1%
2 College/Hillcrest	131	10.9	20.5	135	11.3	21.1	-3%
3 Canoe	88	8.0	13.7	79	7.2	12.3	+11%
5 Shopper's Shuttle	89	8.1	25.6	68	6.2	19.5	+31%

Ridership comparison indicates that the Shoppers Shuttle is a well-received service. Ridership has grown by over 30% since 2014. Also of interest is the Route 3, Canoe, ridership has increased by 11%, indicating demand for travel between Canoe and Salmon Arm.

The remainder of the routes seem to have maintained fairly stable ridership. Growth in ridership could occur with expansion in service hours for these routes.

¹ The April 2014 ride check only had one sample of each trip, whereas the November 2016 ride check had 12 samples

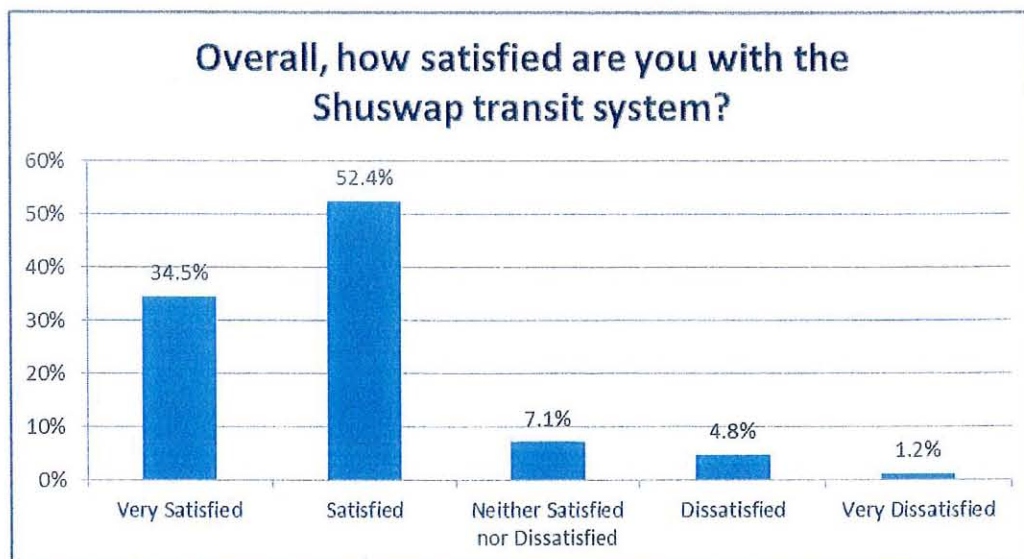
4.0 Public Consultation

BC Transit planning staff visited the Shuswap area to research transit system operations and to speak with current transit users and key stakeholders. Key public consultation efforts included an on-board customer survey and consultation meetings with the local operating company and with Salmon Arm local government staff.

A total of 91 onboard surveys were completed. The survey was designed to get feedback on route usage and service-related issues with the routes that could be addressed through the planning process. A summary of findings is described below, details are provided in Appendix A.

- a. The majority of people (54%) that use the transit service fall in the 18 to 55 age category. It was interesting to see that seniors (60 and over) formed 41% of the respondents.
- b. 25% of the respondents are occasional users, while 75% of the respondents are regular users and used the bus a few times a day or week.
- c. 60% of the respondents identified shopping as a trip purpose. With medical and dental being a close second. From the responses it seemed like trip purpose is not mutually exclusive, people seemed to use the bus for multiple purposes.
- d. 25% of the respondents indicated that they take the bus to work. The low percentage could be reflective of the general demographic character of the riders i.e. older people that are retired and not working or an indication that the system does not really address the needs of the working people.
- e. The West loop route is the most popular, with the Shoppers Shuttle coming in a close second, which accurately reflects the ridership data collected illustrated in figure 1.
- f. One of the questions of the survey was to identify the most frequented destination and from the responses, no particular destination rose to the top, however, most of the shopping destinations were on the list.
- g. 40% of respondents use cash to pay for their fare
- h. Generally speaking, 87% of the respondents are satisfied with the service, with only 5% recording dis satisfaction with the service.

Figure 2: Satisfaction levels among customers, November 2016



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4.1 Respondent Transit Improvement Priorities

Survey respondents were also asked generally how the Shuswap Transit System could be improved. The most commonly requested improvements are identified in Table 3 below, and the full list can be found in Appendix A.

Table 3 – Most Common Transit Service Improvement Requests

Service Improvement	Percentage of Respondents
Sunday and holiday service	24%
Later evening service	23%
30 minute service frequency	8%
More service on 11 Salmon Arm – Enderby route	7%
Changes to Routes 12 & 13 to service Walmart and Salmon Arm Malls	6%
Larger buses	6%

5.0 Service Options

5.1 Local Service Options

Service Option #1: Route #5, reverse the Shopper's Shuttle

Reverse the direction of Route 5, so that it travels on the Highway to West Shopping Centre and on its way back it gets off the highway and serves all the shopping malls on the way back to City centre. The advantage of this routing would be to increase shopping destinations available to customers without really increasing operating costs or travel times for the customers. Revised routing will include service to Rona, the Farmer's Market, Buckerfields, and Canadian Tire. It would also ensure Routes 1 and 5 serve the Centenoka and Picadilly malls using the same bus stop (improve customer access).

Service Option #2: Sunday Service

Sunday service was the most common expansion request from the On-Board Survey, with comments from 24% of all survey respondents, with evening service being a close second on the customers' wish list.

Sunday service could be provided on the most used routes in the system (Rt 1, West Loop and Rt 5, Shoppers Shuttle) as an introduction and if the response is good, this could then be extended to the next two routes that perform well.

Introductory Sunday service span could be from 9 am to 6 pm. With just 2 routes, it is possible to provide service in a fairly cost effective manner, with just one bus and possibly two driver shifts. It is anticipated that this service could be provided within 500 service hours. No handyDART service is being discussed as part of this service.

Service Option #4: Later Evening Service

Later service was the second most common expansion request from the On-Board Survey after Sunday service, with comments from 23% of all survey respondents. Late evening service would be offered on the local routes only, handyDART and regional routes are not included unless that is something that the City would be willing to provide.

There are options to providing this service:

1. Providing late night service only on Friday and Saturday on all local routes (Routes 1, 2, 3 and 5) would be included in this. Service would be provided till 10 pm. This would be an addition of four hours of service. Two buses and two drivers would be required for this service. 200 service hours annually could accomplish this expansion.
2. Another way of doing this is to expand service of all local routes (Routes 1, 2, 3 and 5) on all days by two hours. So service would run till 8 pm every day from Monday to Saturday. This would amount to an expansion of 500 hours annually.

Service Option #5: Service to Salmon Arm Industrial Park

Service to the Salmon Arm Industrial Park was discussed in the 2013 Service Review. There have been requests for service to this area from time to time between that Service Review and now. Some preliminary work has been to explore efficient ways of providing service to the area. The options mostly use existing routes and add a segment that services this area. The objective is to provide service to the Industrial Area, three times a day (or when people travel to and from work). It is possible to provide this service with an additional 500 hours annually; assuming service would be provided only Monday to Friday.

5.2 Regional Service Options

Service Option #6: Additional Service on 11 Enderby

11 Enderby has enough ridership to potentially consider expansion. It is also one of the requests for expansion that was heard from the users. It is possible to provide this expansion in service in two ways:

1. Provide an additional evening trip on the route 11 Enderby to provide more flexibility for access to Vernon. This trip would connect to the #60 4:34 pm trip leaving Enderby for Vernon.
2. Provide same level of service (2 trips) on another day of the week to and from Enderby to improve regional connections to and from Vernon and Kelowna

The former would be feasible within existing fleet configuration, but the latter would potentially be feasible only with the addition of fleet into the system.

5.3 Other service options

The system as it functions today, has some minor issues that are easily addressed in a cost neutral manner, some of these are:

1. Canoe, route 3, has a by request segment that causes a designated stop on the highway to not be served. Depending on which gets the most use, it is prudent to serve just that stop.
2. College/Hillcrest, route 2, has a turnaround at Broadview Trailer Park that could potentially be by request, does not look like there are many boardings at this point
3. Pierre's Point, route 4, the first run on this route misses connections with the rest of the local routes (1 and 2) by 10 minutes; it might help to have that first trip start at 7:25 am instead of 7:35 am.

6.0 Infrastructure and Supporting Actions

Other service related improvements that would benefit the perception of convenience in using this service:

1. The stop at Centenoka Mall, which is now on street on 5 St SW would be an ideal location for a shelter. The shelter will provide some protection from the elements for the customers, something that they are used to from the previous location of the bus stop (in the alcove of the former Brick entrance)
2. Identify some of the most used shelters and light them, improves safety while waiting for the bus.
3. Increased marketing of the regional routes in destination communities
4. Reviewing the fare, transfer policy and the distribution of the outlets selling fare products in the community will support streamlining fare related issues in the system and potentially provide an avenue for increased fares and thereby better service.

7.0 Key Findings

From the Service Check-in, (the ridership analysis, and the results of both surveys) the following key findings float to the top:

- 1) Users are generally satisfied with the service.
- 2) The perception of transit service among users is very positive.
- 3) While service levels could remain the same, with stable ridership levels, evening service and service on Sundays and holidays would definitely address majority of the improvements requested by the users.

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- 4) Minor scheduling changes as identified in section 5 could lead to significant improvements in the service.
- 5) With heavy stroller and wheelchair usage on routes 1 and 2 in particular, it is time to consider bigger buses in the fleet. 35' buses have more capacity, for both wheelchairs and strollers and also allow standees on the bus, unlike the ARBOCs.

8.0 Recommendations

The following table provides a quick synopsis of recommendations for service improvements (expansion) discussed in section 5 above. It is recommended that the City consider Sunday and evening service improvements and the reversal of the Shoppers Shuttle for further refinement and costing details.

Table 4 – Service improvement recommendations

Table of recommendations from the Service Check in					
	Recommendation	Description	Advantage	Disadvantage	Investment*
1	Reverse Shoppers Shuttle	The Shoppers Shuttle would travel from Askews on the highway to Walmart and on the way back it will visit more shopping establishments travelling on local roads	Additional shopping establishments served Direct service to Walmart	People will have to go to Walmart before hitting other establishments, not different from going to Centonka mall and then Walmart	Cost neutral option
2	Sunday service on fixed route (routes 1 and 2 only) no handyDART	This service has been requested on a regular basis, starting this out with 2 routes and expanding would help gauge the popularity of this service.	Additional service for customers	Only 2 routes are getting this service In this proposal	500 hours, no additional fleet needed
3a	Later evening service, late night service only on Friday and Saturday on all local routes, till 10 pm.	This service has been requested on a regular basis, starting this out with 2 routes and expanding would help gauge the popularity of this service before investing a lot of resources into it.	Additional service for customers	The enhanced service is only available on two days.	200 hours, no additional fleet needed
3b	Later evening service, late night service till 8 pm on all weekdays on all local routes	This service has been requested on a regular basis, starting this out with 2 hours would help gauge the popularity of this service before investing a lot of resources into it.	Additional service for customers	The enhanced service is only available for two additional hours	500 hours, no additional fleet needed
4	Service to Salmon Arm Industrial Park	This service has been requested by the City, this option looks at providing a connection between the Industrial Park and Downtown Salmon Arm. New service area	Additional service for customers	No ridership numbers have been established through informal/formal surveying regarding transit use. It is not possible to predict if this this service will be used or not.	500 hours, no additional fleet needed
5a	Additional service on 11, Enderby	Provide an additional evening trip on Wednesday to meet the 4:34, #60 heading back to Vernon	Additional service for customers	Does not provide service on an additional day in the week as requested	Possible within existing fleet
5b	Additional service on 11, Enderby	Provide 2 trips on an additional weekday	Additional service for customers	Will need additional resources	Need a new bus

* Identifies very preliminary hour estimates for the additional service

9.0 Next steps

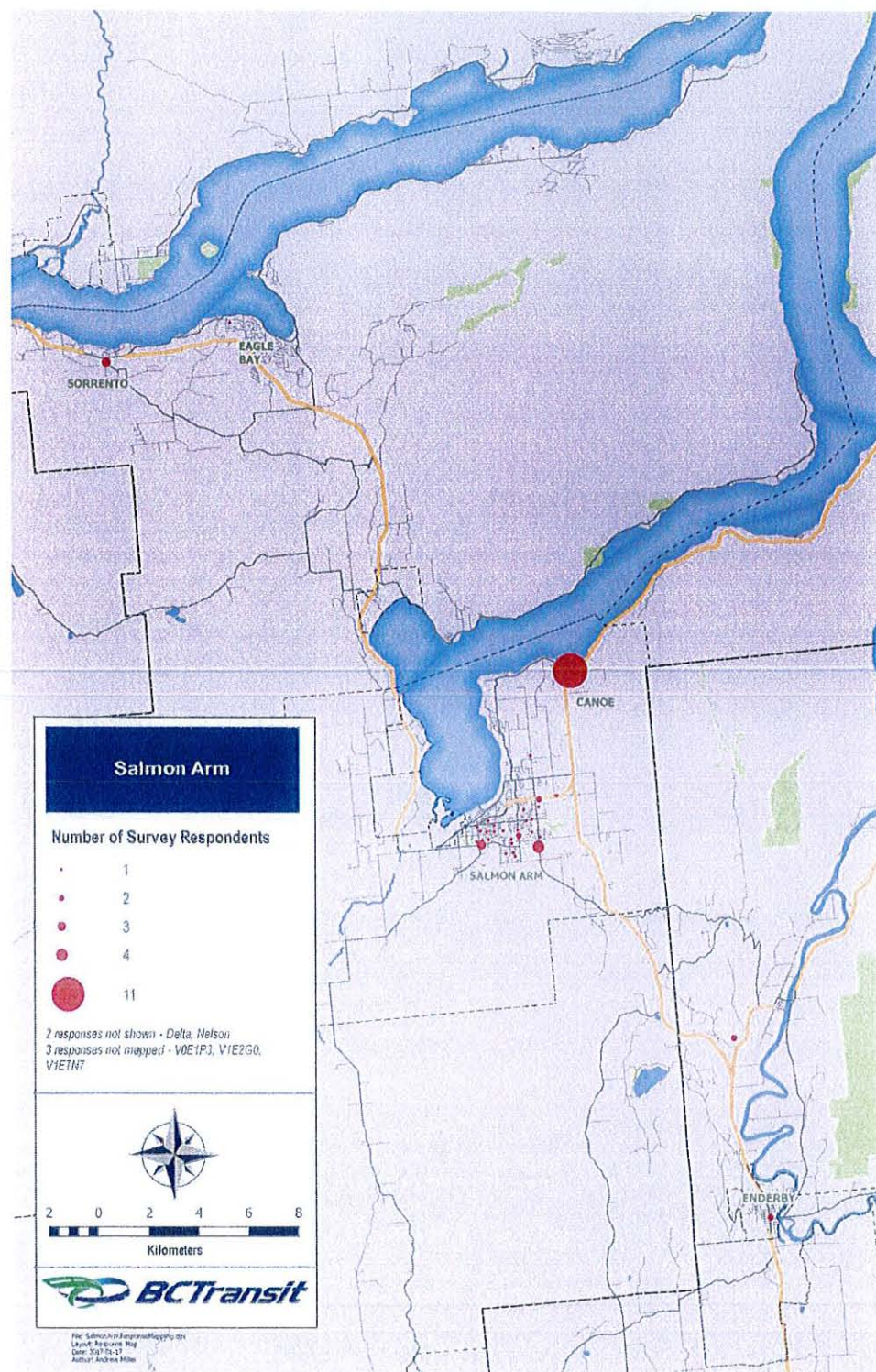
If Council directs staff to work on expansion in the system, BC Transit will draft an MOU to develop detailed recommendations out of all the possibilities identified above. The earliest opportunity for implementation would be September 2018.

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Appendices

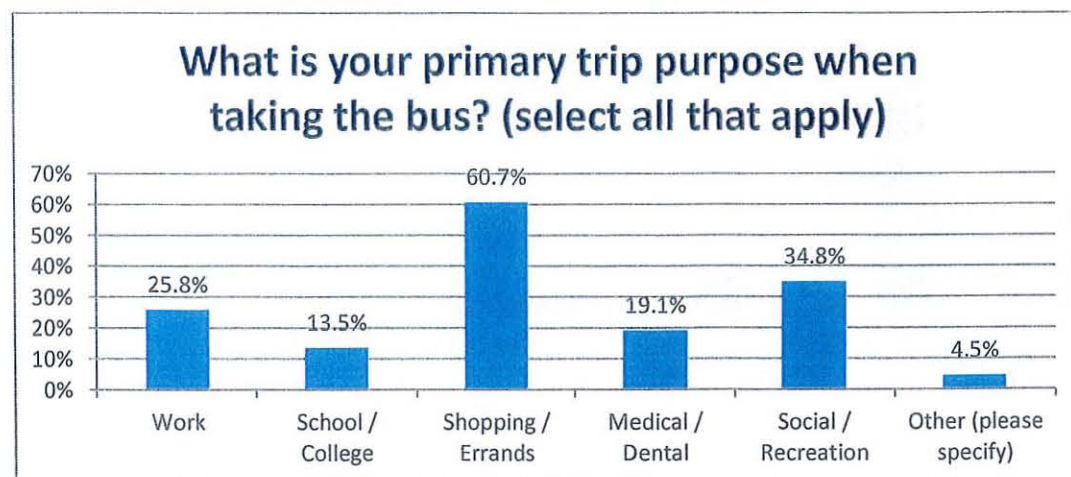
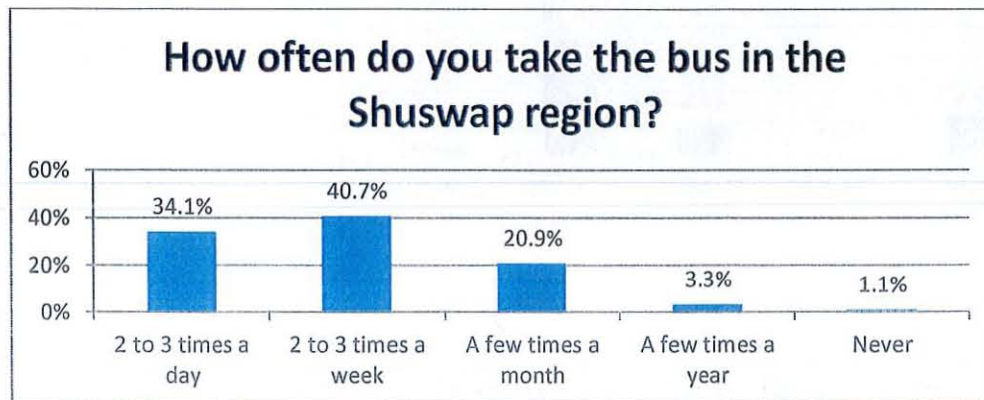
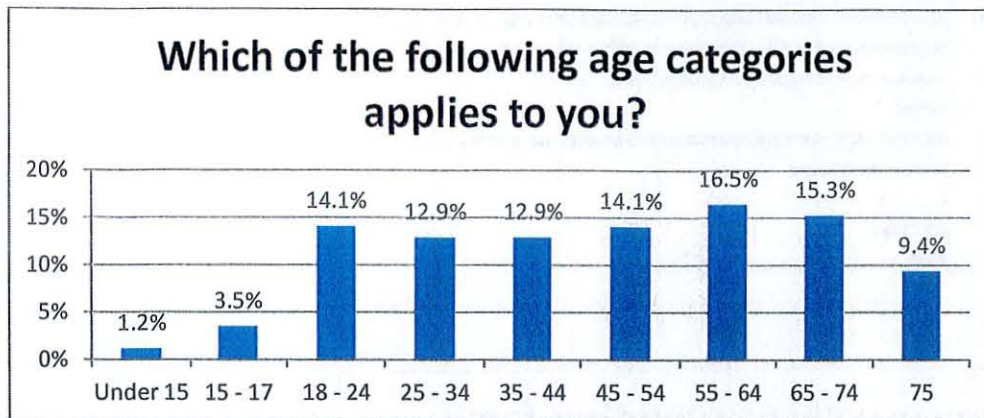
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Appendix A: Map showing spatial distribution of survey respondents



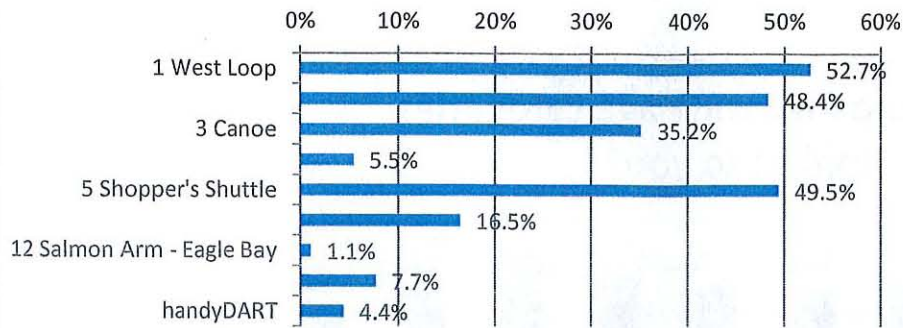
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Appendix B: Survey responses

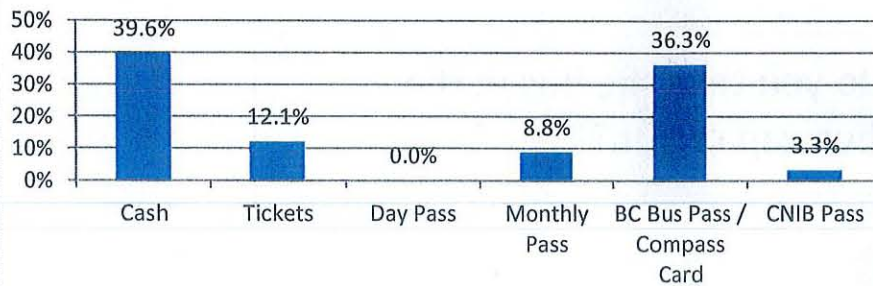


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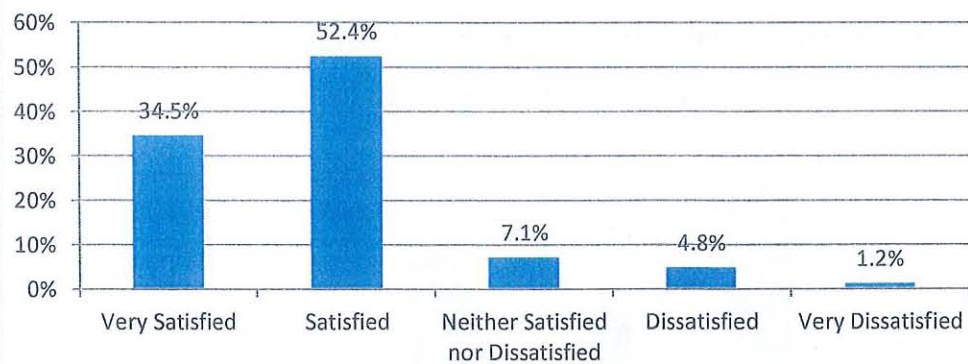
What bus routes do you use most often? (select all that apply)



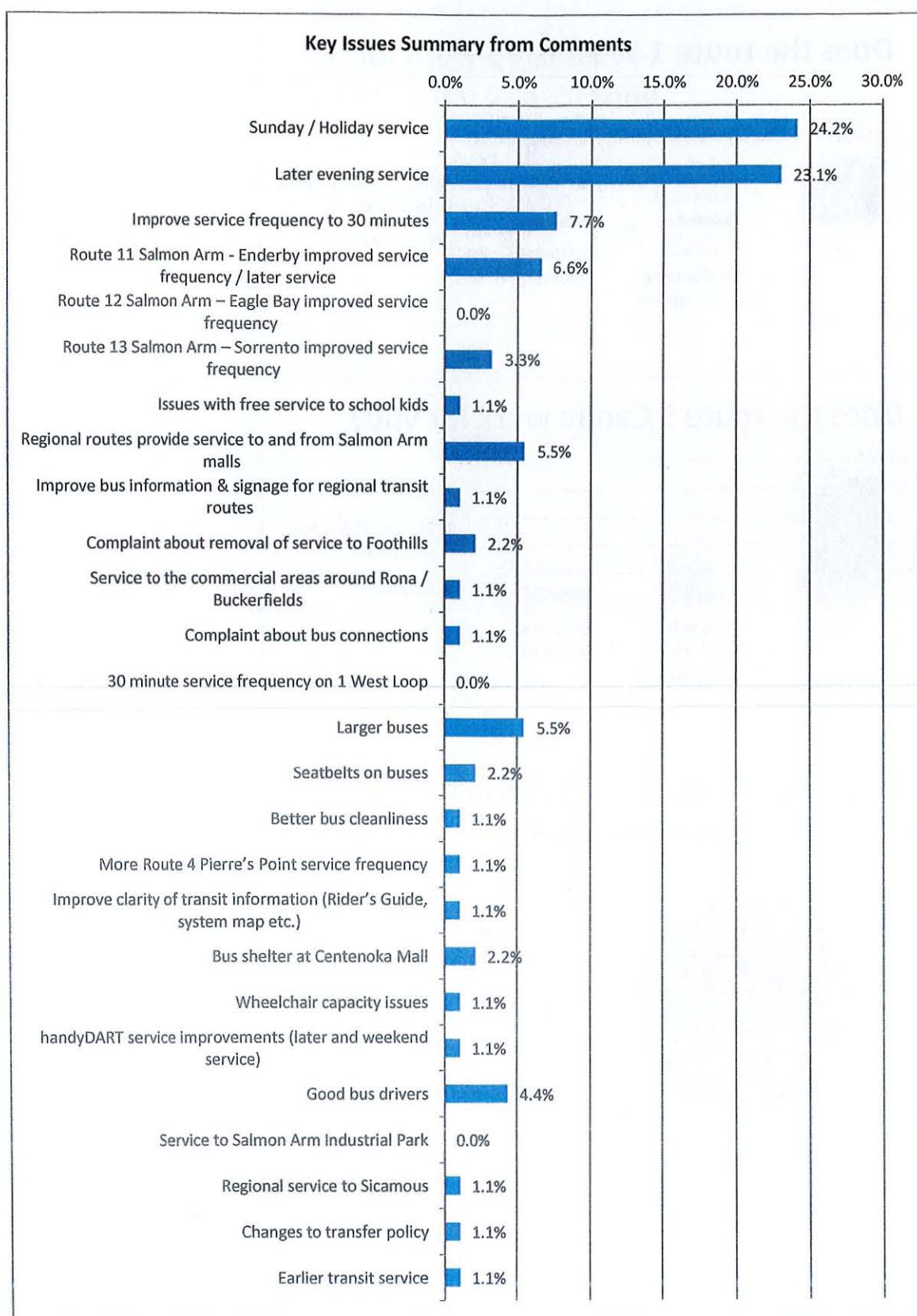
How do you usually pay your bus fare?



Overall, how satisfied are you with the Shuswap transit system?

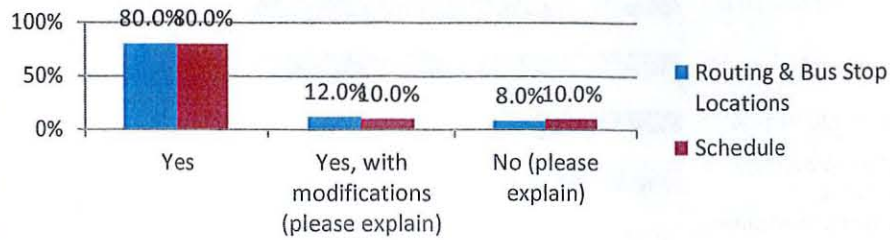


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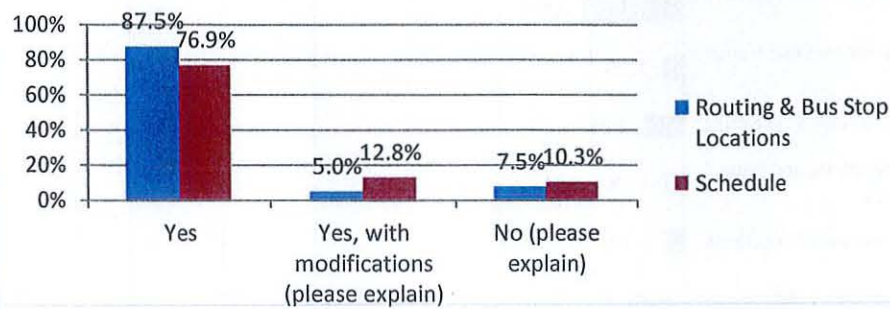


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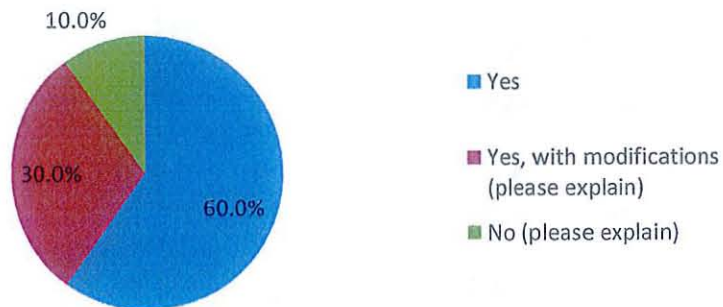
Does the route 1 West Loop work for you?



Does the route 3 Canoe work for you?

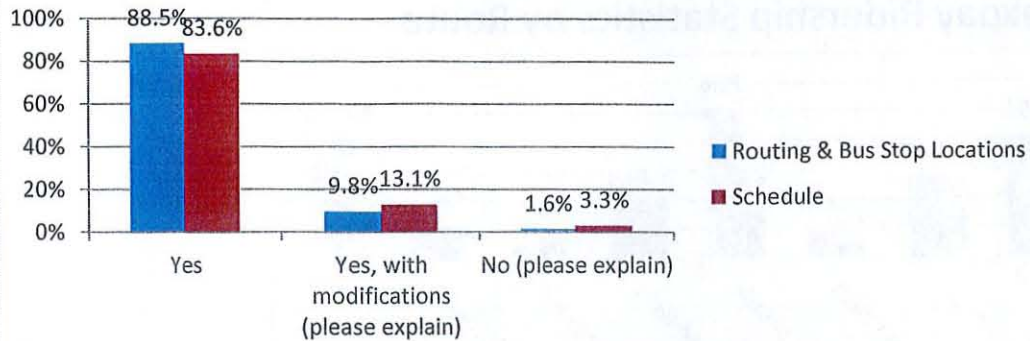


Does the schedule for 4 Pierre's Point work for you?

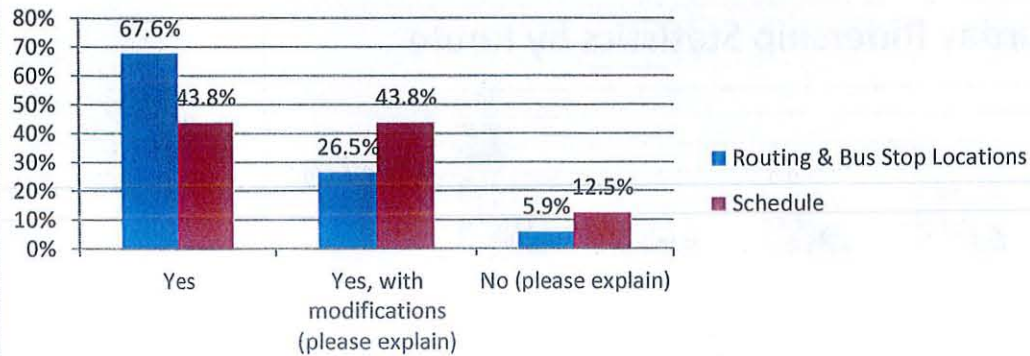


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Does the route 5 Shopper's Shuttle work for you?



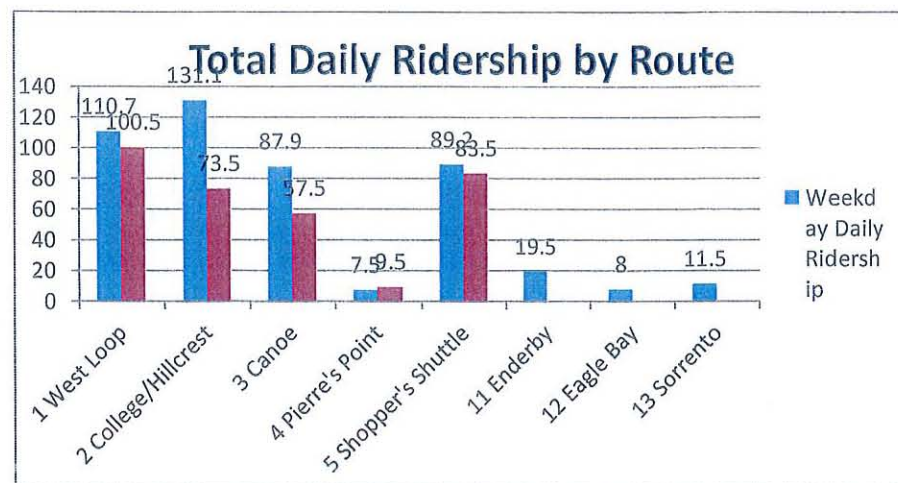
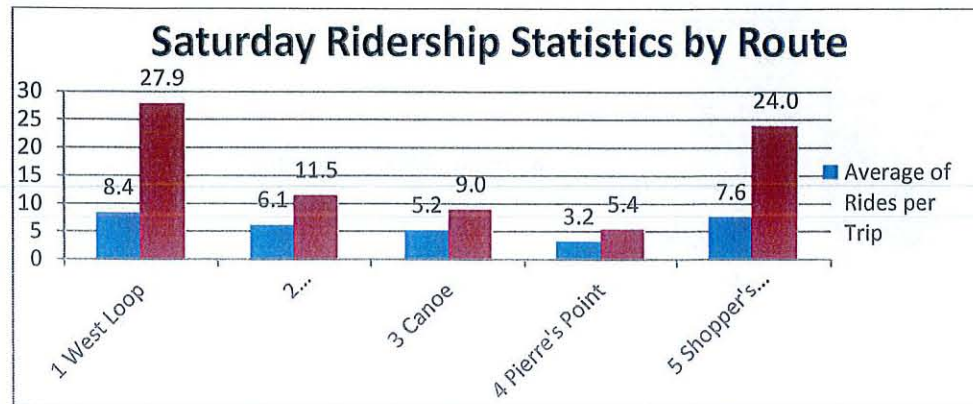
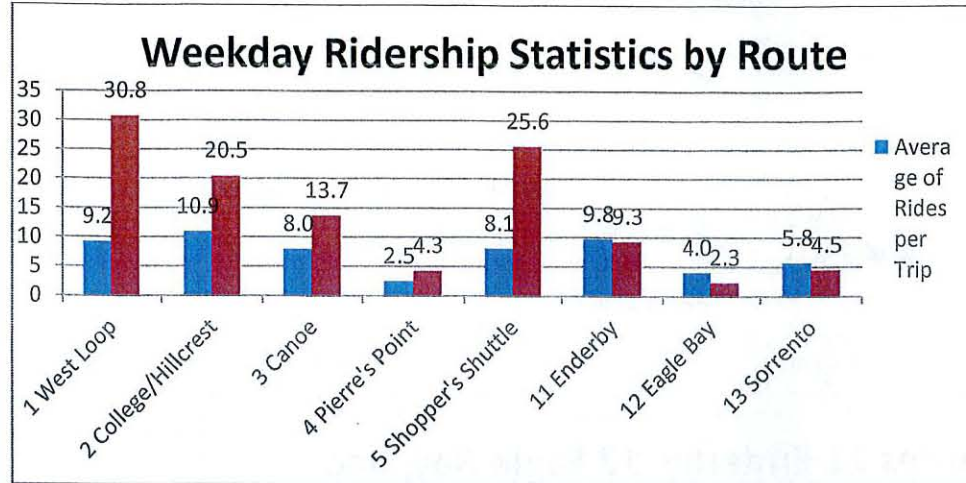
Do the routes 11 Enderby, 12 Eagle Bay, and 13 Sorrento work for you?



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Appendix C: Ridership data analysis _System level

From two week driver ride check - November 2016

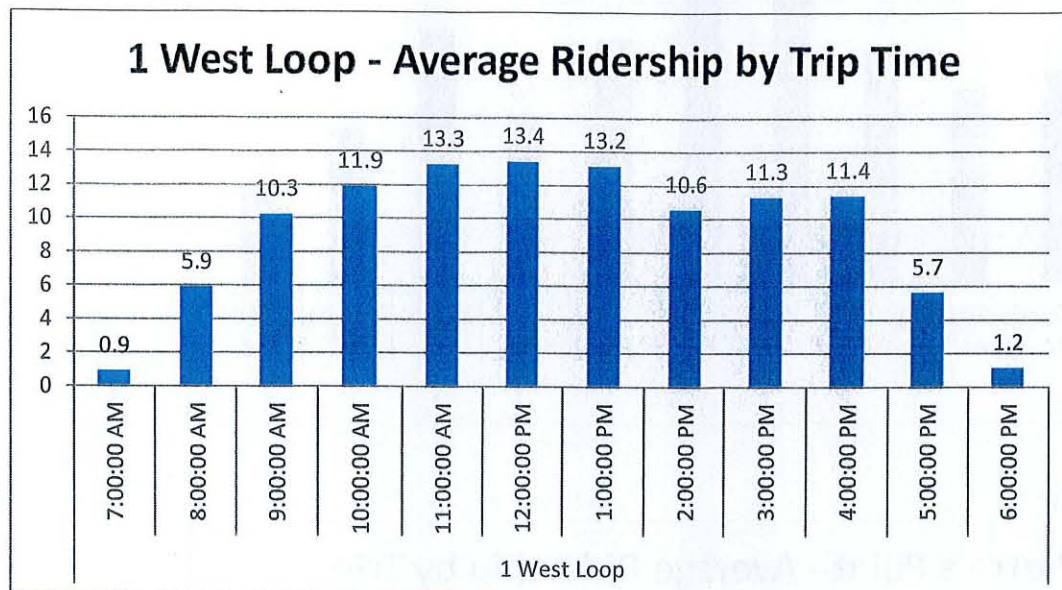


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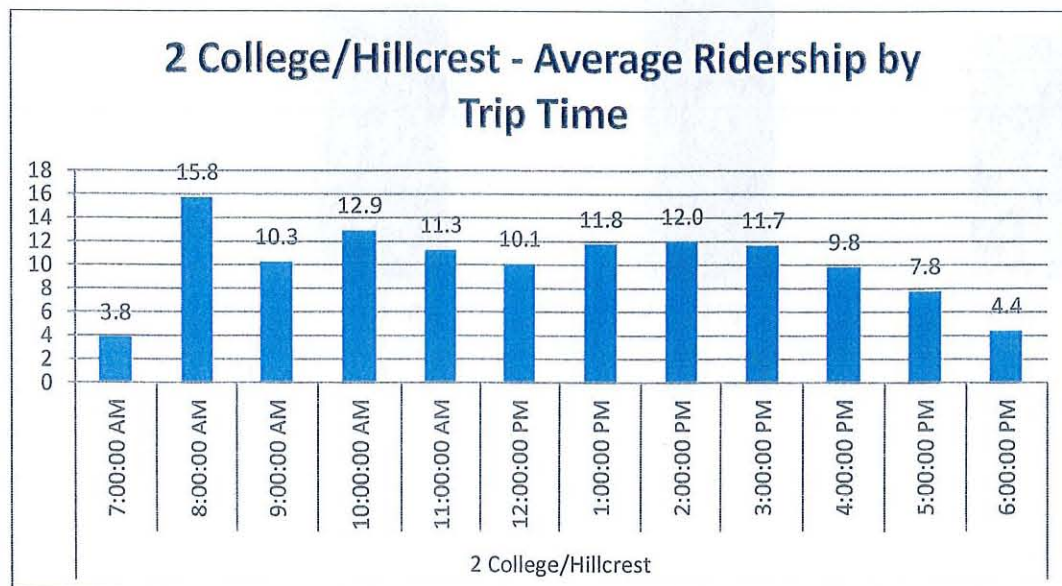
Appendix D: Ridership data analysis _route level

From two week driver ride check - November 2016

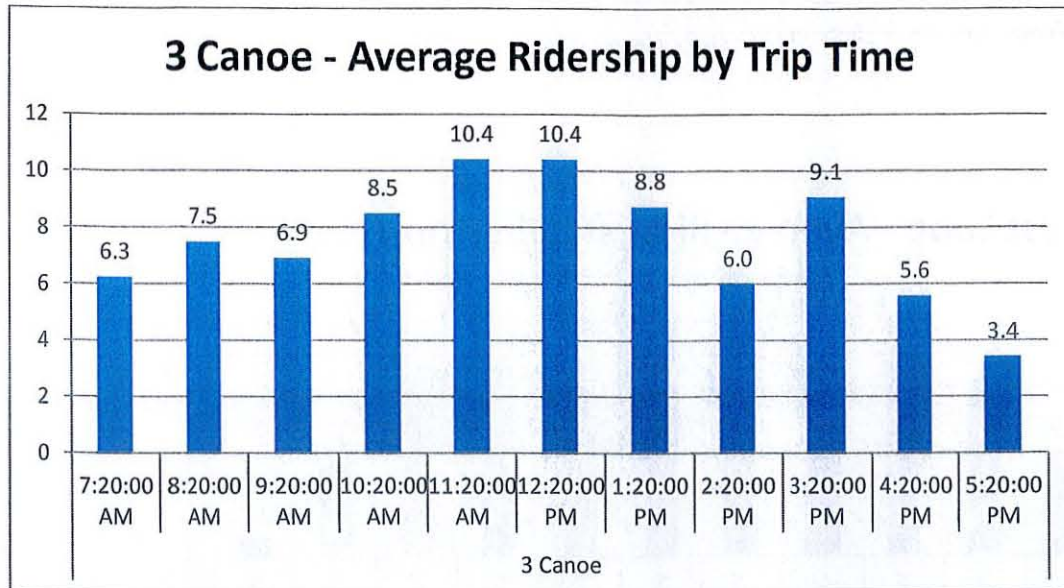
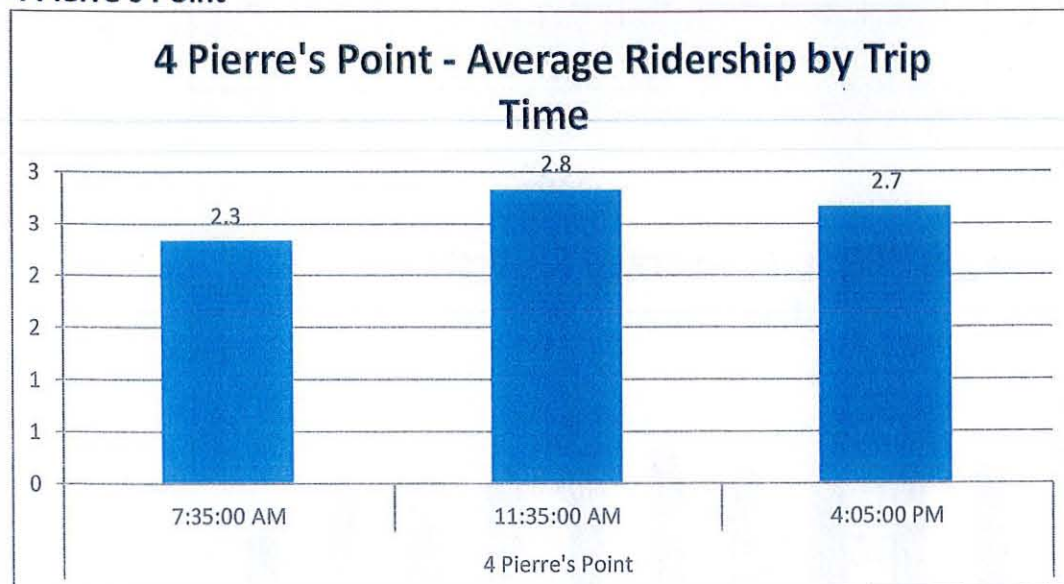
1 West Loop



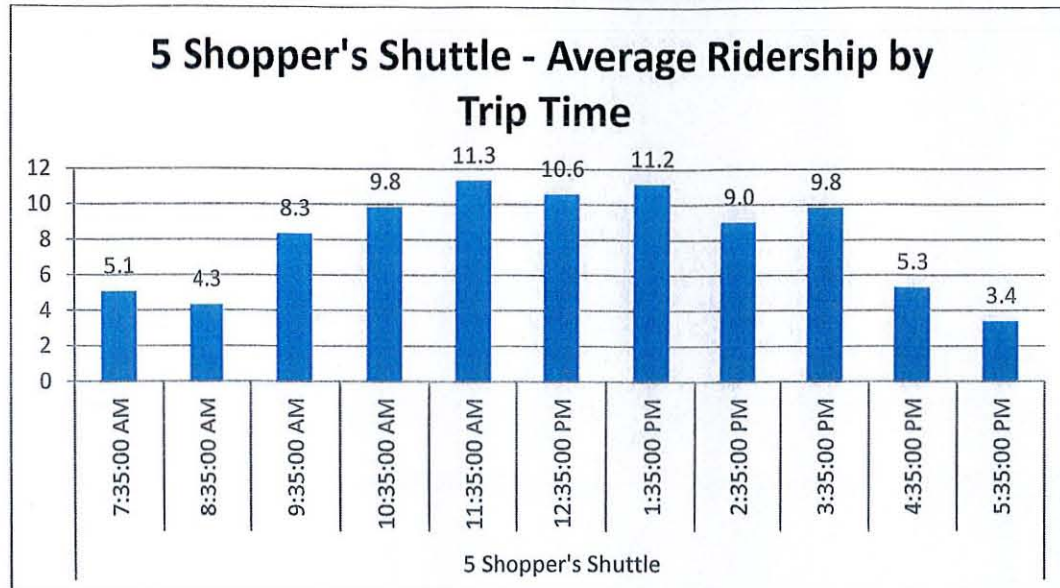
2 College/Hillcrest



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3 Canoe**4 Pierre's Point**

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5 Shopper's Shuttle

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Item 5.2

CITY OF SALMON ARM

Date: May 23, 2017

PRESENTATION

NAME: Lana Fitt, Manager, Salmon Arm Economic Development Society

TOPIC: Community Brand Development Project

Vote Record

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

Opposed:

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

May 15, 2017

Mayor Cooper & Council
City of Salmon Arm
PO Box 40
Salmon Arm BC V1E4N2

Dear Mayor Cooper & Council

In consultation with several other community organizations, Salmon Arm Economic Development Society (SAEDS) has been establishing a plan to undertake a Community Brand Development Project. A description of this project is attached for your review.

The goal of this project is to un-veil a community brand which can be broadly utilized and supported by residents, businesses, community organizations and local government. In addition to promoting community pride/ambassadors, this project will support efforts to attract new residents and businesses by expanding our marketing scope and outreach potential and creating cohesion among numerous community organizations - establishing one message for all partners to support. This project has received significant community support as evidenced in the nine partnership organizations who have committed either in-kind or financial contributions towards this initiative.

SAEDS is seeking Council's consideration to supporting this project in three key aspects:

- 1) Consider appointing 1 representative from the City of Salmon Arm to participate on the Brand Leadership Team to assist in the development of Salmon Arm's Brand, Brand Action Plan and Sector Based Marketing Strategy.
- 2) Consider adopting/utilizing the established brand for future City of Salmon Arm marketing. If supported, this could be a multi-year transition.
- 3) Consider committing the final financial support required to move the project forward. 85% of the estimated \$95,000 project budget has now been secured through a combination of grant funding and partnership contributions. SAEDS is asking Council to consider committing the final \$14,500 required to move this project forward.

SAEDS recognizes the City of Salmon Arm as an important partner in this initiative and appreciates Council's consideration.

Sincerely,



Lana Fitt, Ec.D

Economic Development Manager

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

Tel: 250 833.0608
Fax: 250 833.0609
www.saeds.ca

it's happening
here

Salmon Arm Place Based Branding, Brand Development Action Plan & Targeted Marketing Campaign

History

In late 2016, Salmon Arm Economic Development Society (SAEDS) planned to undertake an organizational marketing strategy. As we were developing this project, establishing a Brand Leadership Team and engaging in discussions with our community partner organizations, there was consistent expression of interest and support for undertaking a larger community wide brand development, action plan and marketing campaign – one which residents, businesses, community organizations and local government could all consider supporting. There is a strong appetite to join together to establish one community message/image, which can **collectively** be built upon over time through a brand development action plan and unveiled and circulated through a targeted, sector based marketing campaign.

At the same time that SAEDS was reviewing the organizational marketing strategy, we were also initiating a second (related) project – a targeted industrial attraction program. In reviewing these projects it became clear that there was an opportunity to merge the two projects into one, establishing a more cohesive approach and a better ROI to the community as a whole. Over the last month, SAEDS has been researching community branding processes (best practice examples) and communicating with partner organizations to establish this project brief and related draft budget as a discussion piece to assist in moving this initiative forward. Below is an overview of a proposed Salmon Arm Place Based Branding, Brand Development Action Plan & Targeted Marketing Campaign Project.

Project Description

Place Branding: building and managing our community's reputation. More specifically, it intends to build name awareness; a distinctive, believable, authentic, meaningful, memorable and co-created image; as well as loyalty among tourists, investors, traders, expatriates and the like. In some respects, branding places is no different than branding any other product or business.

The magic formula is to make something about the community tangible and make people switch on to that. City branding isn't about inventing something; it's about discovering what's already here.

Branding is not advertising. Advertising will be a method of sharing our brand once it is established but *branding* is bigger than just developing a logo and tagline. Branding a city is also the intricate details – as small as clean streets and as deep as getting a city's residents and businesses to feel proud about their home. It's about a coordinated approach. When citizens and businesses are proud, they become a community's best ambassadors for resident, tourism, and business attraction by telling their story.

New York is probably among the world's greatest branded cities (I ♥ NY) due in combination to single-minded leadership about what New York is and widely distributed messaging and support for the brand. There are also numerous examples of smaller communities, similar to Salmon Arm, who have succeeded in identifying what is unique about their place and communicating their message to the world.

To ensure the success and sustainability of the place brand development, we feel it must be supported by two intertwined project components: A community brand development action plan & a targeted marketing campaign.

Brand Development Action Plan: The action plan will identify specific projects/programs to be undertaken which will support the brand and ensure our community's success in delivering on the brand promise.

Targeted Marketing Campaign: This component of the project will include a sector analysis to identify specific competitive advantages and business development opportunities for the key sectors of our economy. It will also produce targeted marketing campaigns consistent with the umbrella brand. For example: Commercial/downtown cluster development, technology cluster development, agriculture cluster development...

Brand Leadership Team

SAEDS created a Brand Leadership Team (BLT) comprised of local industry representatives as well as partner organizations. The purpose of the BLT is to ensure broad representation and diverse input into the brand development action plan and sector marketing campaign implementation. Led by SAEDS Director Barry Delaney, The BLT will oversee the issuance of the project RFP, selection of consulting firm and oversight of the project. BLT representatives include the following:

- Barry Delaney (SAEDS/SASCU)
- Kristine Gick, Okanagan College Recruiter
- Sherry Greeno, SASCU Marketing Director
- Jeff Johnson, BDO
- Jim Grieve, Homelife Realty
- Colleen Schonheiter, USNR Marketing Director

As well as 1 representative from the following partner organizations:

- Salmon Arm Chamber of Commerce
- Salmon Arm Visitor Centre
- Downtown Salmon Arm
- Salmon Arm Recreation Society
- Shuswap District Arts Council
- Shuswap Trail Alliance
- Shuswap Tourism
- Community Futures Shuswap

To be expanded with the addition of any further partner organizations.

Project Components

- Establish/un-veil community identity focussing on differentiating Salmon Arm from other communities – **BRAND DEVELOPMENT** (graphic and messaging)
- Deliver on the Brand – establish a related **BRAND DEVELOPMENT ACTION PLAN** which supports the brand promise and ensures Salmon Arm is successful in delivering on expectations.
- Complete a **SECTOR/CLUSTER ANALYSIS & TARGETED MARKETING CAMPAIGN**. This process will identify specific competitive advantages and business development opportunities for the key sectors of our economy. It will also produce targeted marketing campaigns consistent with the umbrella brand.

Salmon Arm Place Based Branding, Brand Development Action Plan & Targeted Marketing Campaign

Project Goals

- **ONE MESSAGE FOR ALL PARTNERS**, single minded leadership – Salmon Arm requires one brand and message which can be utilized and supported by all residents, businesses, community organizations and local government, expanding scope and outreach potential and creating cohesion.
- **ATTRACT** new investment (across all sectors).
- **ATTRACT & RETAIN** talent (residents/workforce).
- **RETAIN & SUPPORT** existing industry (BRE) - assist in reaching full growth potential.

Project Partners

The following project partners have committed support to the Salmon Arm Place Based Branding, Brand Development Action Plan & Targeted Marketing Campaign:

Organization	Commitment to Participate on the Brand Leadership Committee	Commitment to On-Going Brand Support	Financial Contribution
BC Rural Dividend Program			\$43,000
Salmon Arm Economic Development Society (Project Lead)	Yes	Yes	\$22,000
Downtown Salmon Arm	Yes	Yes	\$5,000
Salmon Arm Chamber of Commerce	Yes	Yes	\$2,500
Salmon Arm Visitor Centre	Yes	Yes	\$2,500
Community Futures Shuswap	Yes	Yes	\$5,000
Shuswap Trail Alliance	Yes	Yes	
Shuswap District Arts Council	Yes	Yes	
Salmon Arm Recreation Society	Yes	Yes	
Shuswap Tourism	Yes	Yes	
SASCU	Yes	Yes	\$500
City of Salmon Arm (REQUESTED)	Pending	Pending	\$14,500 (Requested)
Total			\$95,000

The project draft budget was established based on conversations with other communities who have completed similar projects, as well as conversations with marketing firms. It is anticipated this draft budget will be revised as required following the RFP process.

Key Considerations

Consideration of the Shuswap Tourism brand and the importance of aligning a Salmon Arm brand with this successful regional brand. This will be achieved by ensuring representation of Shuswap Tourism on the Brand Leadership Team.

Success Factors

- Strong community engagement in the brand development process (imperative)
- Cohesion – Joint commitment to brand usage from diverse community partners (imperative)
- Community Development Plan with timeline, committed organizations, suggested budget/funding opportunities and metrics to measure success.
- Targeted approach to attraction marketing.

Why Salmon Arm, Why now?

There is a distinct correlation between a city's assets and their brand success. Communities are cautioned to focus on developing their city before embarking on a brand development process. One article on place branding related this to *"don't hire a painter if you need an architect"* In other words, make sure you have a strong and developed product to market before you attempt to brand it. Salmon Arm is at an ideal point in time to proceed with this project, based on the following factors:

- Salmon Arm has a unique and well developed "product" in our downtown core. With recent building revitalization, public spaces, events and high commercial investment potential, the time is right.
- Salmon Arm has a viable "product" in our industrial park with excellent potential for future development.
- There are a number of complimentary projects that are either just launching or in the planning stages. If planned correctly, we can ensure that work is not duplicated and each project is strongly supported by the other. Examples include MRDT and Cultural Master Plan project.
- Perhaps among the most important factors related to the timing of this project is there is excellent support in moving this initiative forward. There is a strong appetite among community organizations to develop a cohesive approach to community brand development and marketing, one which residents, businesses, community organizations and local government all have the opportunity to support.

Next Steps

1. Formalize commitments from community partners (in-kind and financial commitment, participation on Marketing Leadership Committee for project development as well as commitment to brand usage)
2. Finalize Project Terms of Reference with guidance from Marketing Leadership Committee.
3. Draft and issue RFP.
4. Review proposals & select proponent.
5. Proceed with project development.

Item 6.1

CITY OF SALMON ARMDate: May 23, 2017

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: the Regular Council Meeting Minutes of May 8, 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 meeting Room 100 of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, May 8, 2017.**

PRESENT:

Mayor N. Cooper
 Councillor C. Eliason (entered the meeting at 2:33 p.m.)
 Councillor K. Flynn
 Councillor A. Harrison (entered the meeting at 2:30 p.m.)
 Councillor K. Jamieson
 Councillor T. Lavery
 Councillor L. Wallace Richmond

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

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0187-2017 Moved: Councillor Jamieson
 Seconded: Councillor Eliason
 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 2:22 p.m.
 Council recessed until 2:30 p.m.

Councillor Harrison entered the meeting at 2:30 p.m.

3. REVIEW OF AGENDA

Addition under item 10.2 J. de Vos – letter dated May 2, 2017 – 4-H Amazing Race May 13, 2017

Addition under item 20.1 C. Sheppard, Leasing Specialist, Canadian Pacific Railway – email dated May 8, 2017 – City of Salmon Arm – Proposed Amendment to Zoning Bylaw

4. DISCLOSURE OF INTEREST

No interest was declared.

5. PRESENTATIONS / DELEGATIONS1. Kathy Moore, President, Shuswap Theatre and Kim MacMillan, Vice President and Registrar, OZone Festival – Shuswap Theatre and 2017 OZone Drama Festival Update

Kathy Moore, President, Shuswap Theatre and Kim MacMillan, Vice President and Registrar, OZone Festival provided an update on the Shuswap Theatre, 2017 Ozone Drama Festival, presented Council with tickets to the festival and were available to answer questions from Council.

Councillor Eliason entered the meeting at 2:33 p.m.

Hamilton McClymont, Shuswap Theatre Secretary, spoke regarding the need for a long term plan for a community theatre and the proposal to work with the Shuswap Society for Arts and Culture on this plan.

6. CONFIRMATION OF MINUTES1. Regular Council Meeting Minutes of April 24, 2017

0188-2017

Moved: Councillor Jamieson

Seconded: Councillor Wallace Richmond

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

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS1. Development and Planning Services Committee Meeting Minutes of May 1, 2017

0189-2017

Moved: Councillor Flynn

Seconded: Councillor Lavery

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

CARRIED UNANIMOUSLY

2. Community Heritage Commission Meeting Minutes of March 21, 2017

0190-2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

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

CARRIED UNANIMOUSLY

3. Canada 150 Committee Meeting Minutes of April 19, 2017

0191-2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Jamieson

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

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS - Continued3. Canada 150 Committee Meeting Minutes of April 19, 2017 - Continued

0192-2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the Canada 150 Celebration Budget be approved as contained in the Canada 150 Meeting Minutes;

AND THAT: the 2017 Budget contained in the 2017 - 2021 Financial Plan be amended to reflect additional expenditures for the Canada 150 Celebrations of \$5,000.00 funded from the Canada 150 Reserve Account;

AND THAT: the Capital Project - SAGA Building - Canada 150 Art Gallery Plaza that was funded by way of grant be removed from the 2017 Budget contained in the 2017- 2021 Financial Plan;

AND FURTHER THAT: the remaining funds (approximately \$30,000.00) remain in the Canada 150 Reserve Account to be utilized in the future for a Canada 150 Legacy Project.

CARRIED UNANIMOUSLY

4. Agricultural Advisory Committee Meeting Minutes of April 12, 2017

0193-2017

Moved: Councillor Jamieson

Seconded: Councillor Lavery

THAT: the Agricultural Advisory Committee Meeting Minutes of April 12, 2017, be received as information.

CARRIED UNANIMOUSLY

8. INTRODUCTION OF BYLAWS1. 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

0194-2017

Moved: Councillor Lavery

Seconded: Councillor Harrison

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

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

CARRIED UNANIMOUSLY

2. Zoning Amendment Bylaw No. 4208 [ZON1091; Lentz, G.; 4581 71 Avenue NE; R-1 to R-8] - First and Second Readings

0195-2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

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

CARRIED UNANIMOUSLY

10. CORRESPONDENCE**1. Informational Correspondence**

For information.

10. A. Journeau, Shuswap Cycling Club - letter - Urban Rack - Repair Stand

0196-2017

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Mayor and Corporate Officer be authorized to execute an agreement with the Shuswap Cycling Club to approve the association to supply and install a bicycle repair stand in South Canoe, as outlined in the letter from the Shuswap Cycling Club;

AND THAT: the City install a concrete base for the bicycle repair stand, at an estimated cost of \$900.00, to be funded from 2017 Council Initiatives.

CARRIED UNANIMOUSLY

8. L. Wong, Manager, Downtown Salmon Arm - letter dated April 25, 2017 - Street Entertainment Trial Program

L. Wong, Manager, Downtown Salmon Arm, was available to answer questions from Council.

0197-2017

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: Council support the Street Entertainment Trial Program as outlined in the letter from Downtown Salmon Arm dated April 25, 2017.

CARRIED UNANIMOUSLY

12. J. H. Dunlop, Chief Executive Officer & Fry Cook, Top Jimmy's Canoe Beach Café & Water Sports - letter dated April 29, 2017 - Addendum Request

0198-2017

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Mayor and Corporate Officer be authorized to execute an addendum to the lease agreement with Jim and Joyce Dunlop for a three (3) year term May 1, 2018 to September 30, 2020, granting the exclusive right to provide non-motorized water sports and umbrella rentals on City property at Canoe Beach.

CARRIED UNANIMOUSLY

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

0199-2017

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Council approve the Lewiston Ultra trail race event, as outlined in the letter dated April 21, 2017, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

10. CORRESPONDENCE - Continued1. Informational Correspondence - Continued6. L. Wong, Manager, Downtown Salmon Arm - letter dated April 20, 2017 - Outdoor Movie Night in the Park

0200-2017

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: Council approve the Downtown Improvement Association and Salmar Community Association to host an outdoor movie night in Marine Peace Park on July 28, 2017 until 12:00 p.m., subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY15. L. Wong, Manager, Downtown Salmon Arm - letter dated May 1, 2017 - Shuswap Farm and Craft Market at the Plaza

0201-2017

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: Council approve the Shuswap Farm and Craft Market at the Plaza on Wednesdays from June 28 to August 30, 2017 as outlined in the letter from Downtown Salmon Arm dated May 1, 2017, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY2. J. de Vos - letter dated May 2, 2017 - 4-H Amazing Race May 13, 2017

0202-2017

Moved: Councillor Harrison

Seconded: Councillor Jamieson

THAT: Council support the 4-H Amazing Race on May 13, 2017, in conjunction with the Salty Dog Street Festival.

CARRIED UNANIMOUSLY11. STAFF REPORTS1. Chief Administrative Officer - Proposed Naming Policy 1.12

0203-2017

Moved: Councillor Eliason

Seconded: Councillor Flynn

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

CARRIED UNANIMOUSLY

11. STAFF REPORTS - Continued**2. Chief Administrative Officer - Youth Council/ Liaison Group/ Engagement Model**

Councillor Eliason left the meeting at 3:36 p.m.

0204-2017 Moved: Councillor Lavery
 Seconded: Councillor Jamieson
 THAT: Council support a Youth Council/Liaison Group/ Engagement model as described in the staff report dated April 18, 2017.

CARRIED UNANIMOUSLY

3. Director of Development Services - 2016 City of Salmon Arm Carbon Neutral Progress Survey

Councillor Jamieson left the meeting at 3:43 p.m. and returned at 3:46 p.m.

Councillor Wallace Richmond left the meeting at 3:46 p.m. and returned at 3:48 p.m.

0205-2017 Moved: Councillor Lavery
 Seconded: Councillor Flynn
 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

4. Director of Engineering and Public Works - Gas Tax Agreement - 2017 Strategic Priorities Fund

0206-2017 Moved: Councillor Harrison
 Seconded: Councillor Wallace Richmond
 THAT: THAT: the 2017 Budget contained in the 2017 - 2021 Financial Plan be amended to reflect the 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) funded by way of grant;
2. Ross Street Underpass, estimated cost \$10,500,000.00 plus taxes (TBC) funded by way of grant and other sources previously identified.

CARRIED UNANIMOUSLY

11. STAFF REPORTS – Continued5. Director of Engineering and Public Works – Mosquito Park Lift Station – New Pump Purchase

0207-2017

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 FURTHER 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.

CARRIED UNANIMOUSLY6. Director of Engineering and Public Works – Award of Server Programming and SCADA Communications Upgrade

0208-2017

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 FURTHER 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.

CARRIED UNANIMOUSLY7. Director of Engineering and Public Works – 2017 Weed Control on Hard Surface Infrastructure

Received for information.

8. Corporate Officer – Lawn Bowling Green Maintenance Contract

0209-2017

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.

Councillor Eliason returned to the meeting at 4:08 p.m.

CARRIED UNANIMOUSLY12. NEW BUSINESS

13. COUNCIL STATEMENTS**1. Committees of Council/Agency Representatives**

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

0210-2017

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: staff be directed to prepare a report summarizing the criteria for updating the NDMP Grant application including staffing to complete the necessary work.

CARRIED UNANIMOUSLY

14. NOTICE OF MOTION**15. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS****16. OTHER BUSINESS****1. Councillor Harrison - Salmon Arm Folk Music Society, 2018, 2019 and 2020 Grant Request**

0211-2017

Moved: Councillor Harrison

Seconded: Councillor Eliason

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.

CARRIED UNANIMOUSLY

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

Councillor Flynn provided an overview of the Capital Funding Request from the Columbia Shuswap Regional District/Regional District of North Okanagan for the Vernon Jubilee Hospital MRI.

17. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 5:09 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-457 [Tybro Construction Ltd./ Christensen, K.; 2388 4B Avenue SE; Setback Variance]

0212-2017

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 metres.

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

Submissions were called for at this time.

P. Christensen, the applicant, 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

1. Zoning Amendment Application No. ZON-1088 [Raspberry, B. & W. & 0815605 B.C. Ltd.; 921 & 941 Harbourfront Drive NE; R-7 to R-8]

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

Submissions were called for at this time.

Council received the written submissions for consideration.

M. Mason, Brown Johnson Land Surveyors, the agent, spoke regarding the application and was available to answer question from Council.

N. Vandergugten, 881 Harbourfront Drive NE, spoke regarding concerns outlined the letter dated May 2017.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4206 was declared closed at 7:12 p.m.

21. RECONSIDERATION 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] - Third Reading

0213-2017

Moved: Councillor Jamieson

Seconded: Councillor Wallace Richmond

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

CARRIED UNANIMOUSLY

22. QUESTION AND ANSWER PERIOD

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

23. ADJOURNMENT

0214-2017

Moved: Councillor Flynn

Seconded: Councillor Lavery

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

CARRIED UNANIMOUSLY

The meeting adjourned at 7:24 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 23, 2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Jamieson

THAT: the Development and Planning Services Committee Meeting Minutes of May 15, 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 15, 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

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. ZON-1090 [Reimer, R. & R.; 791 5 Street SE; R-1 to R-4]

Moved: Councillor Harrison
Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 5, Section 14, Township 20, Range 10, W6M, KDYD, Plan 5725 from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone).

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

M. Lamerton, the architect, spoke regarding the application and was available to answer questions from the Committee.

J. Franklin, the engineer, answered questions from the Committee.

CARRIED UNANIMOUSLY

4. REPORTS - Continued**2. Zoning Amendment Application No. ZON-1092 [McClure, C. & M.; 1880 9 Avenue SE; R-7 to R-8]**

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 12, Township 20, Range 10, W6M, KDYD, Plan 16485 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 confirmation that the proposed suite meets Zoning Bylaw and BC Building Code requirements.

C. & M. McClure, the applicants, spoke regarding the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

3. Development Variance Permit Application No. VP-454 [Rally Management Services Ltd./ Rischmueller, W.; 4620 40 Avenue SE; Setback Variance]

Moved: Councillor Lavery

Seconded: Councillor Jamieson

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-454 be authorized for issuance for Lot 1, Section 6, Township 20, Range 9, W6M, KDYD, Plan KAP54216, which would vary the provisions of Zoning Bylaw No. 2303 as follows:

Section 28.8.3 - M-1 General Industrial Zone - reduce the parcel line setback from 4.0 metres to 0 metres along a portion of the western parcel line to allow for an accessory building, as shown in Schedule A of the staff report dated May 5, 2017.

W. & J. Rischmueller, the applicant, provided an overview of the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

4. Development Permit Application No. DP-411 [J. Bland; Eagle Home Sales (Salmon Arm) Ltd.; 1190 51 Street NE; Sales Office]

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that Development Permit No. 411 be authorized for issuance for Lot 1, Section 20, Township 20, Range 9, W6M, KDYD, Plan KAP79341 in accordance with the elevations, site and landscaping plan attached in Appendix 3 of the staff report dated May 8, 2017;

4. REPORTS – Continued**4. Development Permit Application No. DP-411 [J. Bland; Eagle Home Sales (Salmon Arm) Ltd. ; 1190 51 Street NE; Sales Office] - Continued**

AND THAT: The following variances to Subdivision and Development Servicing Bylaw No. 4163 be approved for Development Permit No. DP-411:

- 1) Section 4.0 Servicing Requirements – waive the requirement to extend sanitary sewer to the subject property;
- 2) Section 4.0 Servicing Requirements – waive the requirement to install sidewalk along the entire frontage of the subject property;

AND FURTHER THAT: Issuance of Development Permit No. DP-411 be withheld subject to the following:

- 1) Adoption of associated Official Community Plan and Zoning Bylaw Amendment; and
- 2) Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan.

J. Bland and M. Ellis were available to answer questions from the Committee.

CARRIED UNANIMOUSLY

5. PRESENTATIONS**6. IN-CAMERA**

Moved: Councillor Jamieson

Seconded: Councillor Eliason

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 8:58 a.m.

The Committee returned to Regular Session at 10:19 a.m.

7. FOR INFORMATION**8. LATE ITEMS**

No items.

9. ADJOURNMENT

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee meeting of May 15, 2017, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 10:19 a.m.

Mayor Nancy Cooper
Chair

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

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Item 7.2

CITY OF SALMON ARM

Date: May 23, 2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Harrison

THAT: the Social Impact Advisory Committee Meeting Minutes of April 11, 2017, be received as information.

Vote Record

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

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

CITY OF SALMON ARM - SOCIAL IMPACT ADVISORY COMMITTEE

Social Impact Advisory Committee meeting held **Tuesday, April 11, 2017**, at 8:00 a.m. in Meeting Room 100, City Hall, Salmon Arm, British Columbia.

PRESENT:

Councillor Louise Wallace Richmond	City of Salmon Arm, Chair
Patricia Thurston	Shuswap Family Resource & Referral Centre
Jo-Anne Crawford	Shuswap Association for Community Living (SACL)
June Stewart	Shuswap Children's Association
David Parmenter	Interior Health Association- Mental Health
Gudrun Malmquist	Shuswap Settlement Services
Kim Sinclair	Aspiral Youth Partners
Caylee Simmons	City of Salmon Arm, Recorder

GUESTS:

Betty Kenning	Interior Health Association – Substance Abuse
Jennifer Zanberg	Ministry of Children and Families Services

ABSENT:

Dawn Dunlop	Canadian Mental Health Association (CMHA)
Susan Cawsey	Okanagan College
Jane Shirley	Shuswap Area Family Emergency (SAFE) Society

The meeting was called to order at 8:02 a.m.

1. Call to Order
2. Introductions
3. Presentations
4. Approval/ Changes/ Additions to Agenda
5. Approval of Minutes of March 14, 2017

MOVED: Gudrun Malmquist

SECONDED: June Stewart

THAT: The minutes of the Social Impact Advisory Committee meeting of March 14, 2017, be approved as circulated.

CARRIED UNANIMOUSLY

6. Old Business/Arising from Minutes

a) Input on Medicinal and Recreational Marijuana Zoning and Business Licencing

The Committee discussed the potential impacts that legalization of marijuana/cannabis would have to their respective organizations. The Committee raised questions surrounding the hours, security, storage, food preparation, and access. The following points were made:

- Proximity to vulnerable groups be considered;
- Clear and detailed signage for retail locations;
- Similar smoking regulations, liquor licensing and cigarette laws should be mirrored upon consideration of implementation;
- Existing models will provide good practices and will be the most defensible;
- Dispensaries are a drawing place for other activities;
- There are two separate marijuana streams, medicinal and recreational; and therefore should be two separate licencing processes;
- Proper protocol for medicinal marijuana prescriptions enforcement;
- Limits on number of dispensaries located within an area/city;
- Regulations and criminal records checks should be compulsory for operators;
- The restriction on the use of vaping should be added to the City of Salmon Arm Smoking Bylaw; and
- Dispensaries to be located in the C3 and Industrial zones.

MOVED: Patricia Thurston

SECONDED: June Stewart

THAT: the Social Impact Advisory Committee recommend to Council that the City of Salmon Arm send a letter to the MLA and MP emphasizing the importance of considering input from the City of Salmon Arm Social Impact Advisory Committee;

AND THAT: the Social Impact Advisory Committee encourage that consideration be given to existing "good practices" and regulations adopted by cities where marijuana has been legalized;

AND FURTHER THAT: the Social Impact Advisory Committee supports of the City of Salmon Arm waiting to implement amendments to bylaws and policies until such time that the Federal Government has determined the marijuana regulations.

CARRIED UNANIMOUSLY

7. New Business

8. Next Regular Meeting

The next Regular Meeting will be held Tuesday, May 9, 2017 at 8:00 a.m.

9. Adjournment

MOVED: Jo-Anne Crawford

SECONDED: David Parmenter

THAT: the Social Impact Advisory Committee meeting of April 11, 2017 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:56 a.m.


Councillor Louise Wallace Richmond, Chair

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

Item 7.3

CITY OF SALMON ARM

Date: May 23, 2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Community Heritage Commission Meeting Minutes of April 18, 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, April 18, 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
Anne Kirkpatrick
Mary Landers

REGRETS:

Tim Dunne

STAFF:

Jon Turlock, Planning & Development Officer

1. Call to Order

The meeting was called to order at 3:00 p.m.

2. Presentations

n/a

3. Confirmation of Minutes

3.1 Community Heritage Commission Meeting of March 21, 2017.

Moved: Harry Welton/Seconded: Pat Kassa

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

CARRIED UNANIMOUSLY

4. Items

4.1 Scott Property (Orchard House)

Following Council's review and decision on the Scott property, a number of members felt that the time and effort they had spent on preparing background information, a Statement of Significance and a recommendation for the property did not receive appropriate consideration by Council. Louise Wallace-Richmond expressed her appreciation for the members concerns, she explained Council's procedures for considering recommendations from the Commission and her position as both a member of Council and Chair of the CHC.

Moved: Mary Landers/Seconded: Harry Welton

THAT: the Community Heritage Commission recommend to Council that the City establish a Heritage Preservation Awards program beginning in the fall of 2017.

CARRIED UNANIMOUSLY

The Commission discussed how it could raise the level of awareness on the benefits of historical preservation and recognize property owners who renovate and maintain buildings having historical significance. It was suggested that the Commission, in consultation with RJ Haney Heritage Village and the Okanagan Historical Society, could select properties worthy of recognition with an award presented by the City.

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

Moved: Harry Welton / Seconded: Anne Kirkpatrick

THAT: the Statement of Significance for the Ball House be forwarded to City Council with a recommendation that it be added to the Community Heritage Register.

CARRIED UNANIMOUSLY

The Commission agreed that the Ball House met the criteria for inclusion on the Community Heritage Register. It was further agreed that the Statement of Significance, copy attached, be forwarded to Council with a recommendation that it be added to the Register. It was noted that the property owner, Maureen Shaffer, has reviewed the Statement of Significance and supports its inclusion on the Register.

4.3 Heritage Inventory/Evaluation Table

The Commission reviewed the current Heritage Inventory/Evaluation Table and discussed proposed changes and updates provided by Pat Kassa. Pat agreed to prepare a sample page based on members suggestions and return it for review at the next meeting.

5. Late items

5.1 Deborah Chapman

Louise Wallace-Richmond read the Mayor's letter to Deborah Chapman acknowledging her work with the Commission and thanking her for her involvement.

5.2 Anne Kirkpatrick

Louise Wallace-Richmond read the Mayor's letter to Anne Kirkpatrick appointing her to the Commission.

5.3 Letters to the Editor

The Commission discussed a letter appearing in the Salmon Arm Observer that contained misinformation regarding a building on the Heritage Register. Members agreed that it should be corrected but also recognized the difficulties in addressing Letters to the Editor.

6. Date of Next Meeting

The next regular CHC meeting is scheduled for Tuesday, May 16, 2017, at 3:00 p.m. in Room 100 at City Hall.

7. Adjournment

The meeting adjourned at 4:08 p. m.



Louise Wallace Richmond, Chair
Community Heritage Commission

Heart's Haven/the Ball House
Merton Hill Rd./Deer Park Trail
1651 2nd Ave NE
Salmon Arm, B.C.
Circa 1910



Description

Heart's Haven or the Ball House is a distinctive, one-and-a-half storey Craftsman-style bungalow facing Okanagan Avenue NE in the *Upland Estates* subdivision of Salmon Arm. The house is distinctive for its generous mature gardens and verandah on three facades of its main floor.

Values

The Ball House is valued primarily for its aesthetic, historic, and social values. It is an excellent example of a Craftsman-influenced, Edwardian bungalow design found throughout the province. Inspired by the Arts and Crafts movement, construction called for wood products readily available in the Shuswap region. These modest construction materials form a sophisticated and coherent whole. The Ball House is valued for the quantity of exterior material remaining, including bevel siding, wood trim, wood doors, windows, and an extensive three-sided verandah with sloping floors.

The house is historically valued for being the residence of Maude and William Ball and for its association with a 10-acre orchard or "fruit ranch." From 1905 to 1912 local land speculators were busy acquiring and subdividing properties and advertising to a national market. The Ball family purchased their land at the height of this economic boom from W.F. (Frank) Buchan in 1910. The sale included a partially built house, a democrat buggy, stump puller, haul seeder, cultivator, hoe, raker, sleigh and several shovels. The total price was \$3,700.

With hired help, William Ball finished the home. Lumber was purchased from J. Kernaghan Lumber Co. Ltd. and Brayden-Johnston Sawmill Co. at Salmon Arm West. The Balls named their home "Heart's Haven," carving the name into cement block at the entrance to the home. The house remained in the family until 1977.

William Ball immersed himself in community life. He sat on City Council for a number of years and was involved in the Salmon Arm Co-operative Creamery Association and the Salmon Arm Farmers' Exchange Packing House. He built the "Ball Block" on the corner of Palmer St. and Alexander Avenue, leasing it to several tenants at different times including Ruth, Warren and Carroll's (feed, furniture and undertaking), Tom Middleton's Tavern Inn, Sugars Greenwood Hardware, and the Red Cross Association.

Socially valued, the bungalow form and generous garden were typical of homes for the well-to-do middle class in towns across the province. The house has enduring social value as an anchor for the subdivision that surrounds it and for its current public use as a licensed bed and breakfast.

Character Defining Elements:

Site:

- Mature plantings with shade trees oriented to take advantage of passive summer cooling principles
- Generous yards around the house
- Views to the lake beyond
- Portions of original circular driveway
- Curved sidewalk from the front of the house to the kitchen porch.

Building:

- One-and-one half storey Craftsman influenced bungalow design
- Low hip-roofed form with shallower-pitched section over verandahs
- Verandah surrounds the south and west facades, and half of the east facade of the house
- Verandah details include bevel-sided low walls; original clad (or is it clad posts) posts, mouldings, curved cased support beams, and tongue-and-groove soffits.
- Original and replicated bevel wall cladding
- Original glazing in kitchen, dining room and bathroom windows
- Wood shingles on front and back dormers



Photo Maureen Shaffer



Photo credit: Salmon Arm Museum & Heritage Association

AC Taylor, Kamloops

circa 1914-1924

Pictured is Emile Buttett (sp) in the bottom picture lower right hand corner

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Item 8.1

CITY OF SALMON ARMDate: May 23, 2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Harrison

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4209, be read a first and second time;

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

[ZON-1090; Reimer, R. & R.; 791 5 Street SE; R-1 to R-4]

Vote Record

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

Opposed:

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



City of Salmon Arm

Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: May 7, 2017

Subject: Zoning Bylaw Amendment Application No. 1090

Legal: Lot 5, Section 14, Township 20, Range 10, W6M, KDYD, Plan 5725
 Civic: 791 – 5 Street SE
 Owner/Applicant: Reimer, R. & R.

MOTION FOR CONSIDERATION

THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 5, Section 14, Township 20, Range 10, W6M, KDYD, Plan 5725 from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone).

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

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

BACKGROUND

The 0.28 hectare subject parcel is located at 791 – 5 Street SE, just north of 10 Ave SE/Auto Road (Appendix 1 and 2), and has frontage on both 5 Street and 9 Avenue SE. The proposal is to rezone the parcel from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone) to facilitate a 9-unit multi-family development.

The subject parcel is designated High Density Residential in the City's Official Community Plan (OCP) as shown in Appendix 3, and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 4). This area is largely comprised of R-1 zoned parcels containing single family dwellings, with R-4 and R-5 multi-family development further west and north. The parcel currently contains a single-family home (to be demolished).

A conceptual site plan illustrating a total of 9 units in the form of 3 duplexes, and 1 triplex building has been provided (Appendix 5), which would be subject to a future Development Permit application. Site photos are attached as Appendix 6.

The Zoning Map attached shows the mix of zones in the immediate area, predominantly Residential (R-1, R-4, R-5, and R-8), with Institutional zones to the west and undeveloped A-2 land further to the south. Land uses adjacent to the subject parcel include the following:

North: Single-Family Residential (R-1) parcel,
 South: Road (9 Ave SE), with Single-Family Residential (R-1) parcels beyond,
 East: Single-Family Residential (R-1) and Residential Suite (R-8) parcels, with R-1 beyond, and
 West: Rural Holding (A-2) parcel, with R-4 and R-5 parcels beyond.

OCP POLICY

The subject parcel is designated High Density Residential in the OCP, and is within Residential Development Area A, the highest priority area for development. While the proposed R-4 Medium Density zone is of slightly higher density (40 dwelling units per hectare) than current R-1 zoning, it is considerably less dense than envisioned by the High Density land use designation (100 dwelling units per hectare). In terms of managing growth, the long-term consequence of developing High Density designated lands at a Medium Density would be future pressure to expand the Urban Containment Boundary.

However, 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, community services, and utility servicing.

As per OCP residential policy, the multi-family development proposed would be subject to a future Development Permit application

OCP Map 11.2 designates a proposed greenway crossing over the south-west corner of the subject property (Appendix 7). As per OCP policy 11.3.18, the requirement of land dedication for a trail may be made at the discretion of Council.

COMMENTS

Ministry of Transportation and Infrastructure

Pursuant to 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

While not conditions of rezoning, full municipal services are required, including service upgrades, improvements to 5 Street SE, and a reciprocal access agreement to protect the neighbour's access from 851 5 Street SE. The attached comments have been provided to the applicant (Appendix 8).

Building Department

No concerns with rezoning. Demolition permit required for existing building. Further review of limiting distance between units required at time of development.

Fire Department

No Fire Department concerns.

Planning Department

Keeping in mind the High Density Residential OCP designation, the subject parcels are located in an area well-suited for higher density residential development with either R-4 or R-5 zoning, within walking distance to the City Centre. The maximum residential density permitted under R-4 (Medium Density) zoning is 40 dwelling units per hectare of land. As the subject property is 0.28 hectares in area, the maximum permitted density under R-4 would be 11 dwelling units assuming: 1) some form of strata development; 2) the present gross areas of the subject parcel; and 3) no density bonus. The minimum parcel area for a single family dwelling is 300 square metres.

While from a growth management perspective, the best use and density would be some form of multi-family development, staff note that a single family dwelling is a permitted use in the proposed R-4 zone. It is the opinion of Staff that the proposal represents a reasonable balance between growth management principles while respecting existing land uses: the proposed density (9 units) appears sensitive to established neighbouring land uses, while representing an increase in density.

In terms of a future development scenario, the shape of the parcel presents some challenges. The site presents some challenges relative to snow clearance, emergency access and turn-around traffic. Opportunity for on-street parking at this site is very limited, thus it is important that the proposed development meet parking requirements (the preliminary site plan provided indicates that it can). Additionally, a screened refuse/recycling area would be required. Site plans, landscape details, and elevation drawings submitted at the development permit stage would be required to illustrate how the applicant's proposed development would address such requirements relative to the subject parcel.

OCP attributes (Appendix 7) include a greenway trail along the west and east perimeters. While small relative to the larger greenway network, a potential greenway connection through the south-west corner of the parcel could be a significant component enabling a feasible connection in an area of steep slopes, upon such time that lands to the west are redeveloped. OCP Map 11.2 designates the proposed greenway over the subject property (Appendix 7), and as such, OCP Policy 11.3.18 provides for the requirement of land dedication for a trail at the discretion of Council as a condition for rezoning. In effect, doing so would be a community Amenity Contribution, which ideally results from a negotiated agreement between a local government and owner/applicant.

OCP Policy 11.3.19 allows for the Approving Officer to require land dedication for a trail as a condition for subdivision (stratification). Given the need for field work associated with determining an appropriate trail alignment and in the absence of any development proposed for the parcel to the west, staff would suggest a right-of-way for a future trail be deferred at this rezoning stage, to be established appropriately as a condition at time of subdivision.

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

CONCLUSION

The proposed R-4 zoning of the subject property is supported by OCP policy and is therefore supported by staff.



Prepared by: Chris Larson, MCP
Planning and Development Officer



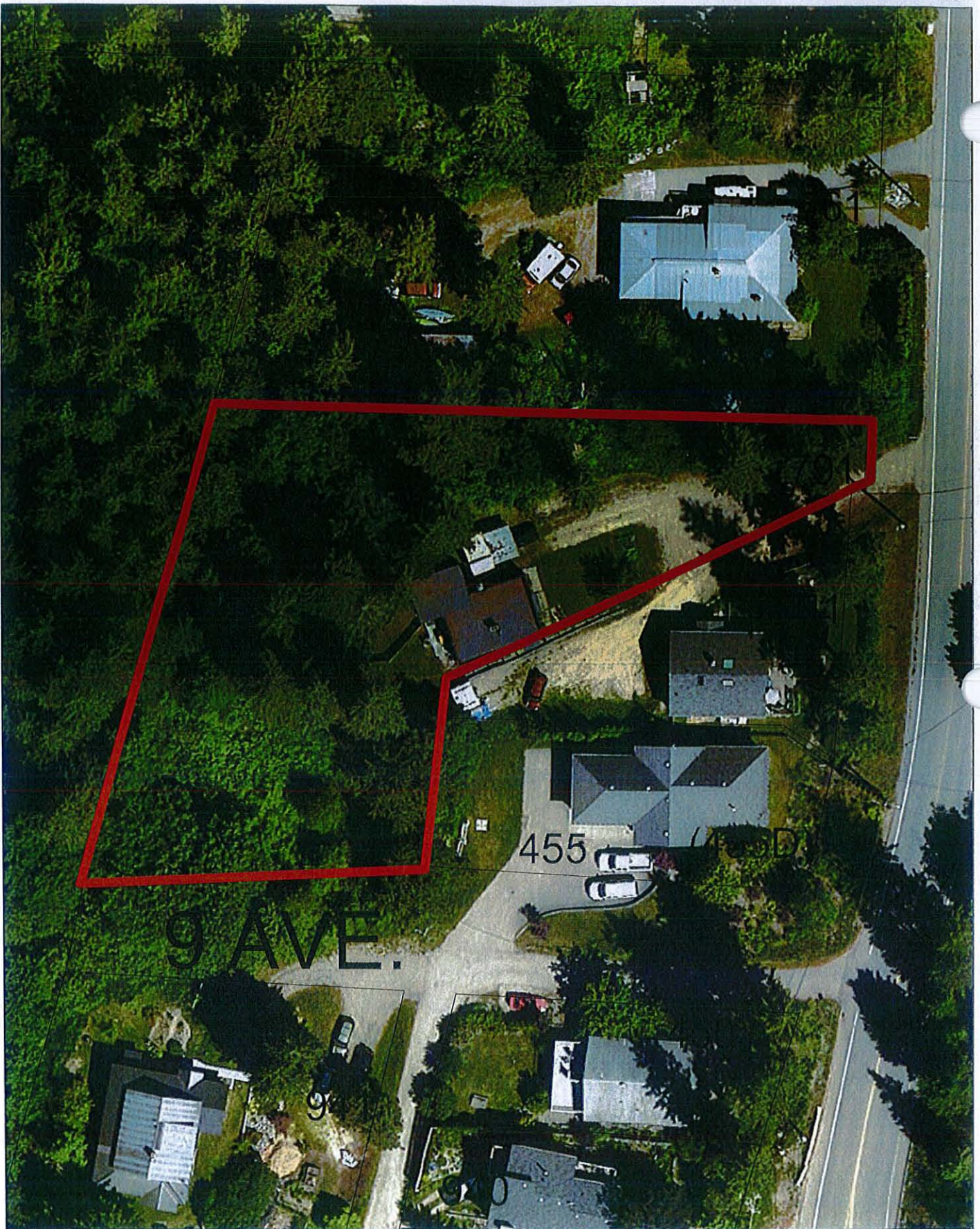
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services



0 50 100 200 300 400 Meters



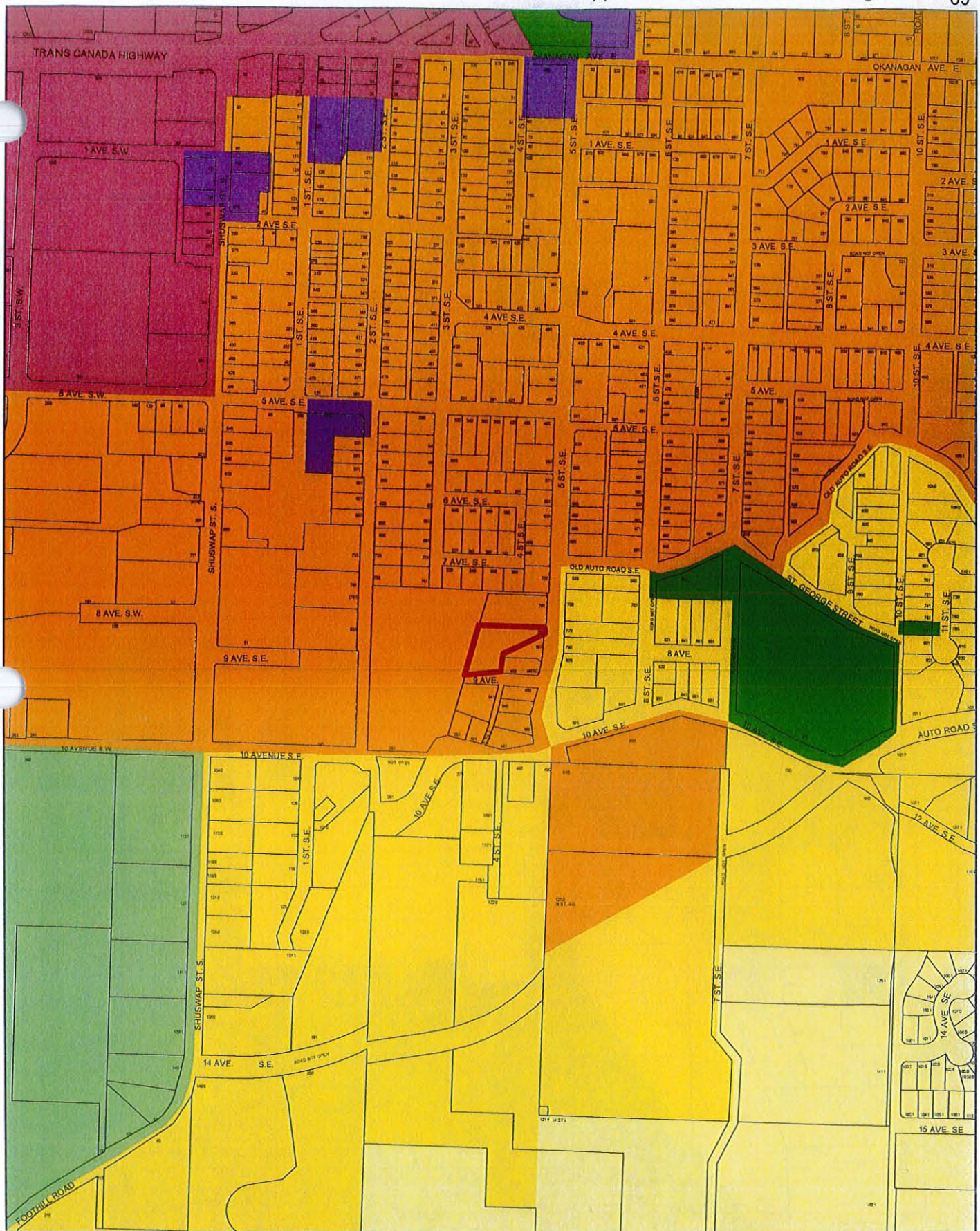
Subject Parcels



0 5 10 20 30 40 Meters



Subject Parcels



0 30 60 120 180 240
Meters



Subject Parcel

Institutional

Commercial - City Centre

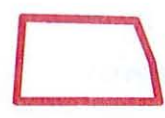
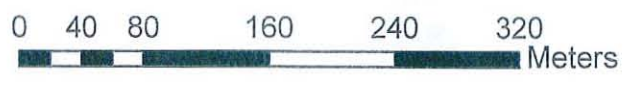
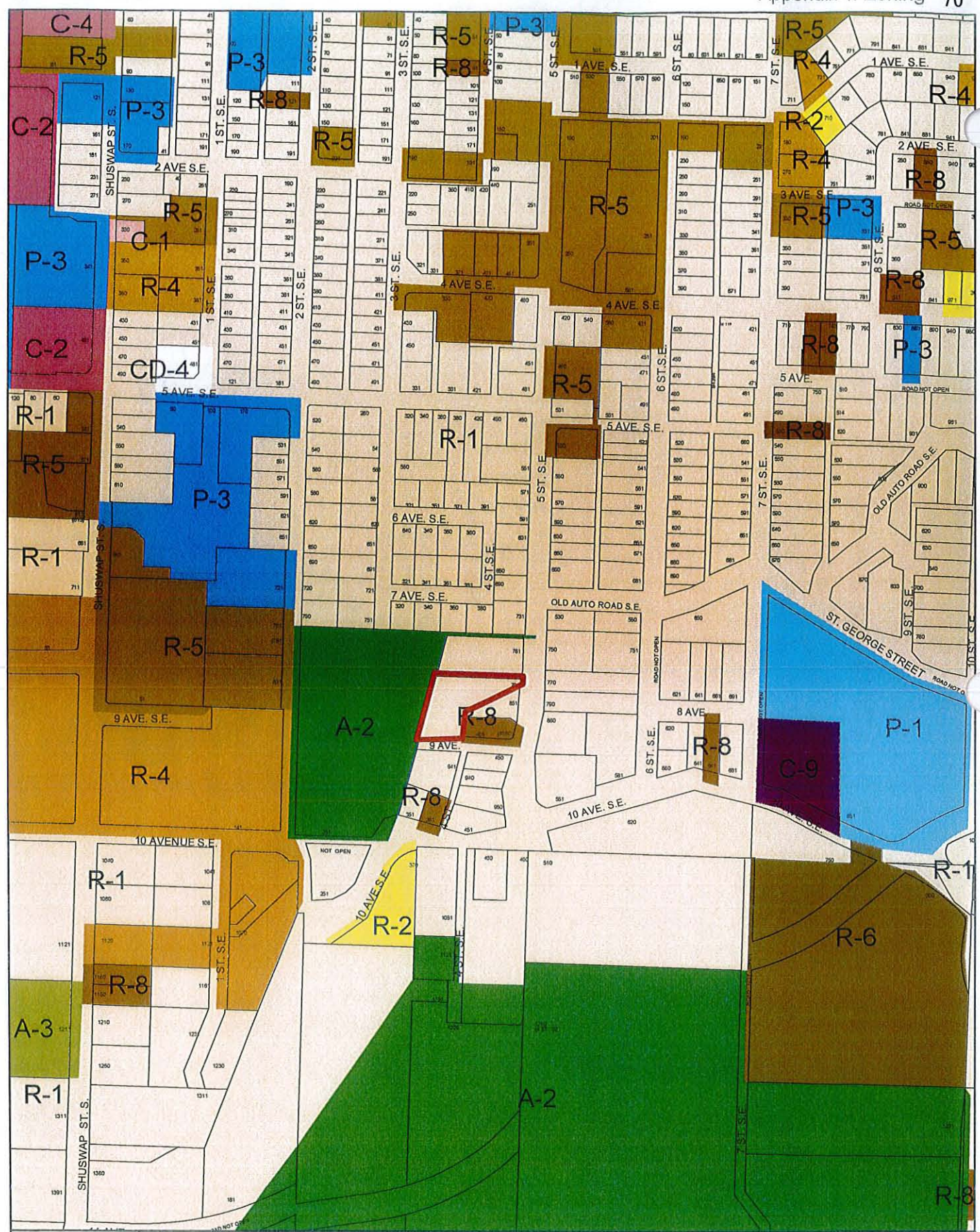
Park

Acreage Reserve

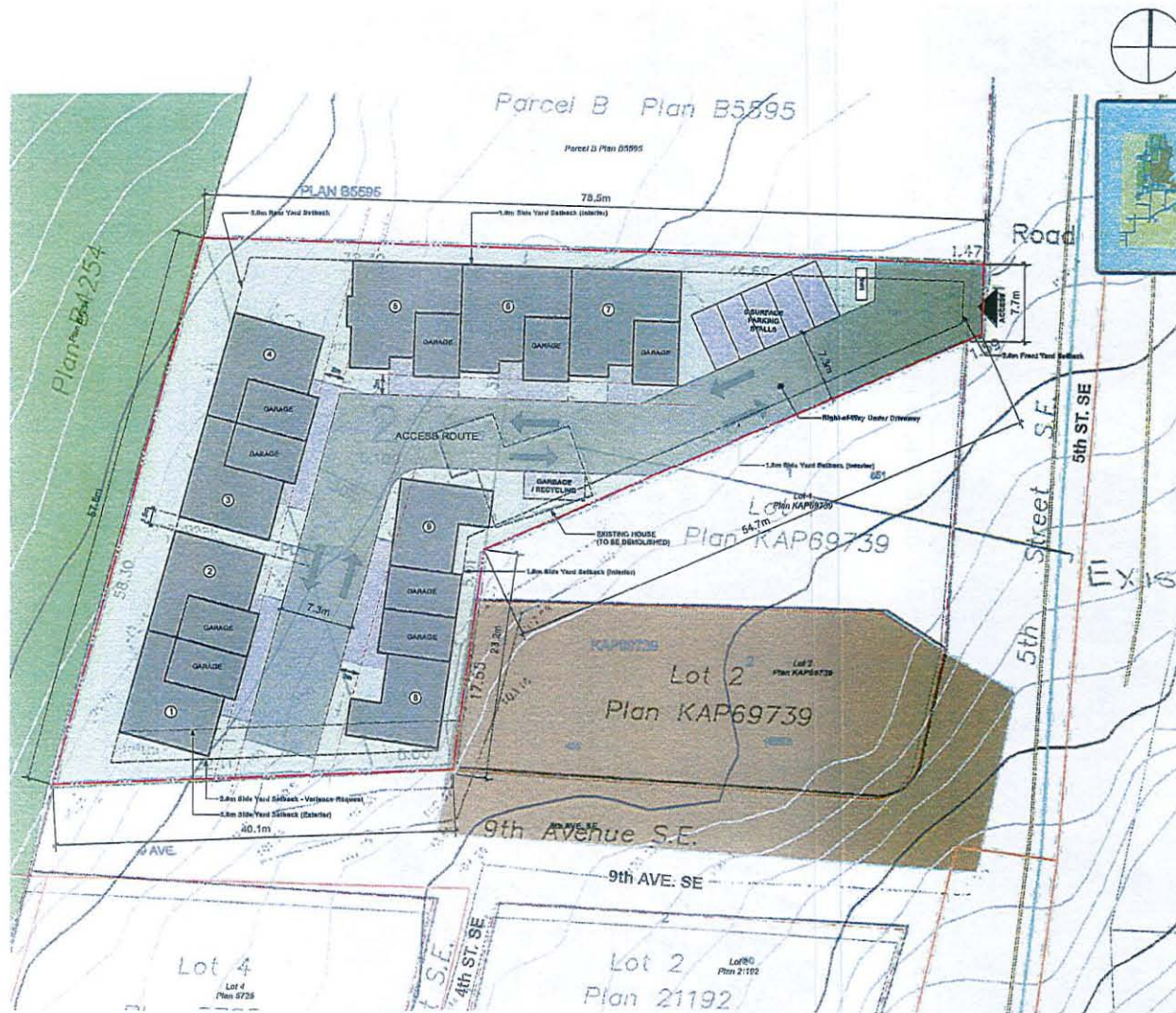
High Density Residential

Medium Density Residential

Low Density Residential



Subject Parcels



PROJECT INFO:

Civic Address:
791 - 5th St. SE, Salmon Arm, BC

Legal Description:
Lot 5, Plan 5725, Sec. 14, Tp. 20, R. 10, W6M, K.D.Y.O.

Site area:
2,851.45m (30,892.2sf)
0.705 acres

OCP Designation:
High Density Residential

Zoning:
Current - R-1 (Low Density Residential)
Proposed - R4 (Medium Density Residential)

Allowable Density:
16.2 units / acre = 11 units

Allowable Parcel Coverage:
55%

Maximum Building Height:
10.0m (32.8ft) for Principal Buildings
*13.0m (42.7ft) if essential provided

Setbacks:
Front Yard 2.0m (6.6ft)
Rear Yard 5.0m (16.4ft)
Side Yard (Interior) 1.5m (5.0ft)
Side Yard (Exterior) 5.0m (16.4ft)

Min. Separation Between Residential Buildings on Same Lot
- If not more than one storey = 1.5m (4.9ft)
- If more than one storey = 3.0m (9.8ft)

Required Parking:
1.5 Stalls / Unit

PROJECT SUMMARY:

Unit Totals:
1 x Triplex (3)
3 x Duplex (2)
= 9 Units

Unit Types:
Units 1-4
Footprint = 705m (753.5sf) + Garage
Living Spaces on Main Floor
Bedrooms On Upper Floor
Walk-Out Basement
Approx. Gross Floor Area (2200sf)

Units 5-7
Footprint = 915m (980sf) + Garage
Living Spaces + Master Suite on Main Floor
Extra Bedrooms / Den Upstairs
Approx. Gross Floor Area (1800sf)

Units 8-9
Footprint = 725m (775sf) + Garage
Living Spaces on Main Floor
Bedrooms On Upper Floor
Approx. Gross Floor Area (1500sf)

Parking:
Required = 14
Proposed = 14 (Each Unit with Garage, plus 5 Surface)

Driveway Area:
Approx. 737m (7,933sf)



ISSUE DATE

1/20/2017 1/20/2017

1/20/2017 1/20/2017

1/20/2017 1/20/2017

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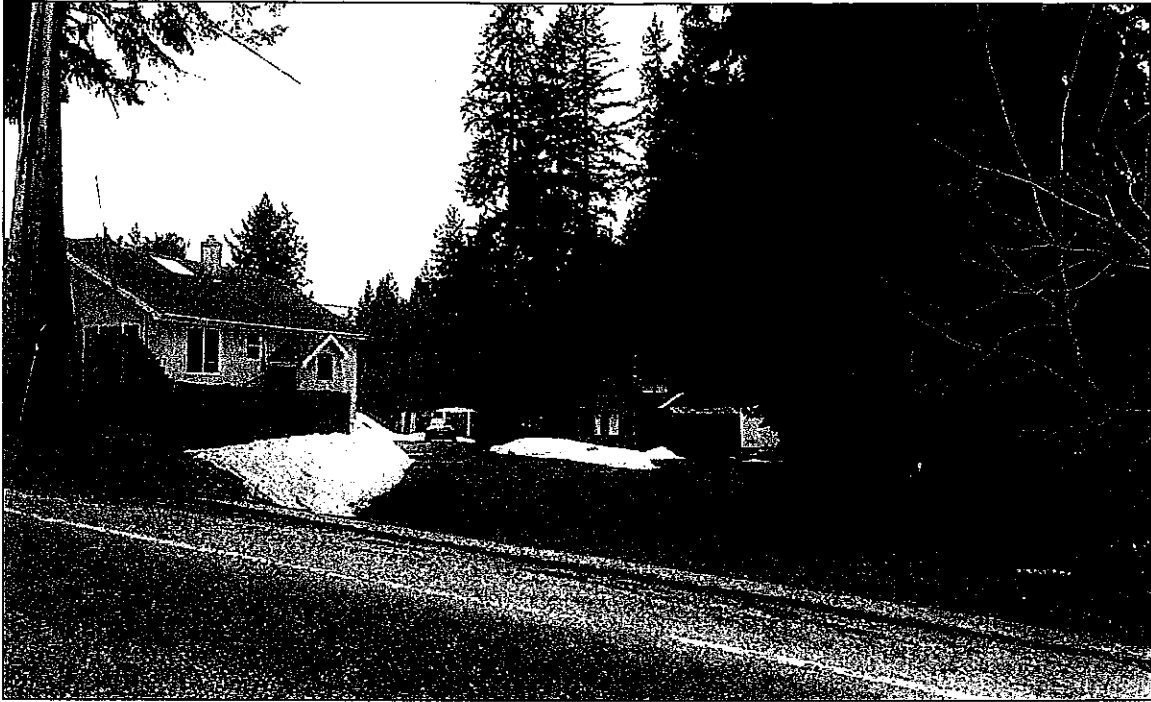
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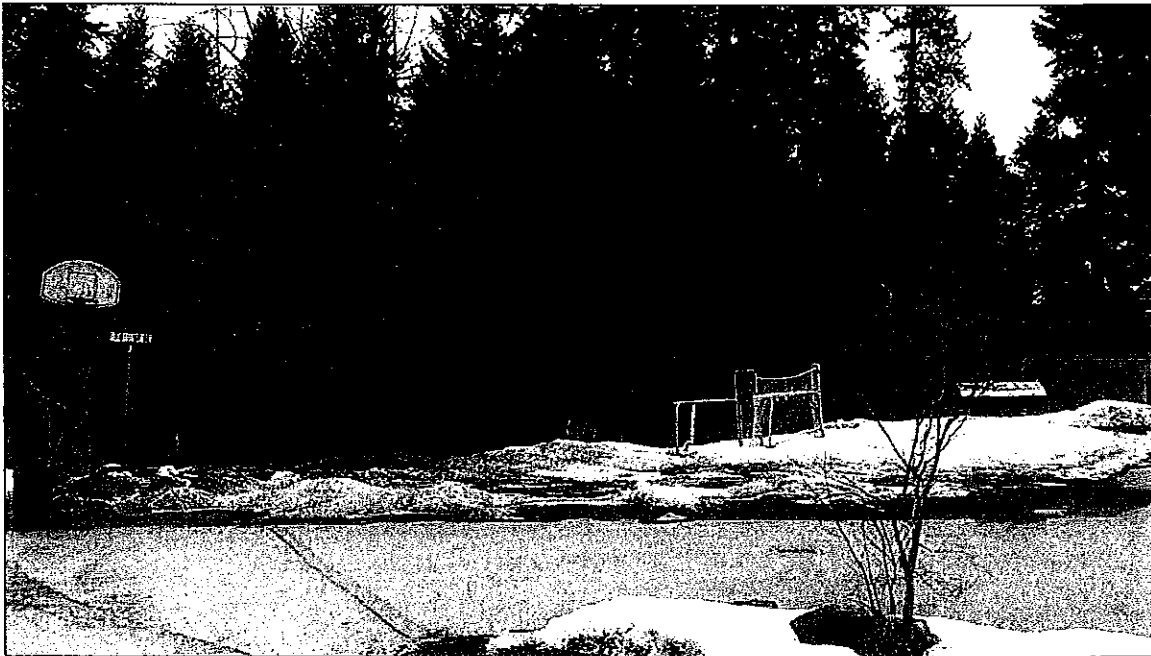
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1/20/2017 1/20/2017



View of subject parcel looking south-west from 5 Street SE, with neighbour's home at left.



View of rear portion of subject parcel looking north-west from 9 Avenue SE, with existing house visible..



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

TO: Kevin Pearson, Director of Development Services
 DATE: 01 May 2017
 PREPARED BY: Chris Moore, Engineering Assistant
 OWNER: **Reimer, Roderick**, 929 Musgrave Road, Enderby, BC V0E 1V3
 Reimer, Randal, 875 Grandview Bench Road, Salmon Arm, BC V1E 2X7
 APPLICANT: Owners
 SUBJECT: **ZONING AMENDMENT APPLICATION FILE NO. ZON-1090**
 LEGAL: Lot 5, Section 14, Township 20, Range 10, W6M, KDYD, Plan 5725
 CIVIC: **791 – 5 Street SE**

Further to the request for Zoning Amendment dated 23 March 2017; the Engineering Department has thoroughly reviewed the site. The following comments and servicing requirements are not conditions for rezoning; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:

General:

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

ZONING AMENDMENT APPLICATION FILE NO. ZON-1090

1 May 2017

Page 2

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

Roads/Access:

1. 5 Street SE on the subject properties eastern boundary is classified as a Urban Collector Road, requiring a total road allowance of 20.0m (10.0m from centre line). Available records indicate that no additional dedication will be required. (To be confirmed by a BCLS.)
2. 5 Street SE is currently constructed to an interim Urban Collector Road standard, upgrading to the Urban Collector Road standard is required. Upgrades will include, but are not limited to boulevard construction, sidewalk, curb and gutter, underground hydro and telecom, street drainage and street lights. In consideration of the narrow frontage onto 5 Street NE, these works may be premature at this time and a 100% cash in lieu payment for future works would be acceptable.
3. 9 Avenue SE on the subject properties southern boundary is classified as an Urban Local Road, requiring a total road allowance of 20.0m (10.0m from centre line). Available records indicate that 9 Avenue is only 9.2m wide at the west end, however that no additional dedication will be required since the existing grade is too steep to construct a road to City standards. For this reason, the full upgrade of 9 Avenue SE will not be required.
4. 851 5 Street SE currently shares an access with the subject property. A reciprocal access easement will be required to protect the access of 851 5 Street SE.
5. All boulevards and driveways shall be graded at minimum 2.0% towards roadway.

Water:

1. The subject property fronts a 150mm diameter Zone 1 watermain on 5 Street SE. No upgrades are anticipated to this main at this time.
2. The subject property fronts on 9 Avenue SE where no watermain is currently constructed. Since extending a watermain along 9 Avenue SE is premature at this time, a 50% cash contribution for the future construction of a watermain across the frontage on 9 Avenue SE will be required. (This is consistent with what was required under subdivision 00-15 - Bootsma, on the adjacent property.)
3. The proposed lot is to be serviced by a single water service connection, adequately sized to satisfy the proposed use (minimum 25mm). Strata lots shall have individual water meters that will be supplied by the City at the time of Building Permit at the builders cost. Owner / Developer is responsible for all associated costs.
4. Records indicate that the existing property is serviced by a 12.5mm service from the watermain on 5 Street SE. All existing inadequate/unused services must be abandoned at the main. Owner/Developer is responsible for all associated costs.

ZONING AMENDMENT APPLICATION FILE NO. ZON-1090

1 May 2017

Page 3

-
5. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
 6. Fire protection requirements to be confirmed with the Building Department and Fire Department.

Sanitary Sewer:

1. The subject property fronts a 200mm diameter sanitary sewer located on 5 Street SE and a 150mm diameter sanitary sewer located on 9 Avenue SE. Upgrading to a minimum 200mm diameter will be required across the frontage of the property on 9 Avenue SE.
2. The property is to be serviced with single sanitary service connection, adequately sized (minimum 100mm) to satisfy the servicing requirements of the development. City records indicate that the existing property is serviced by a 100mm diameter service from 5 Street SE. All existing inadequate services must be abandoned at the main. Applicant is responsible for all associated costs.

Drainage:

1. The subject property fronts a 600mm diameter storm sewer located on 5 Street SE and a 300mm diameter storm sewer located on 5 Street SE. There is no storm sewer located on 9 Ave SE. The owner / developer is required to pay a 50% cash in lieu contribution for the future installation of a 250mm sewer across the frontage of the property on 9 Avenue SE. However, since there are known issues with storm water discharging at the west end of 9 Avenue SE, the owner / developer will be required to provide a storm water system which addresses these flows. The cost of this drainage work may be deducted from any cash in lieu payment required.
2. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided. Should discharge into the City Storm Sewer be part of the ISMP, owner/developers engineer is required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development.
3. Subject to approval of the ISMP, the proposed lots may be serviced by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. All existing inadequate/unused services must be abandoned at the main; applicant is responsible for all associated costs. City records indicate that the existing property was not serviced with a City storm service.

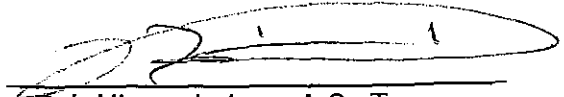
Geotechnical:

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

ZONING AMENDMENT APPLICATION FILE NO. ZON-1090
1 May 2017
Page 4

A handwritten signature in black ink, consisting of a large, stylized 'C' followed by a long horizontal stroke.

Chris Moore
Engineering Assistant

A handwritten signature in black ink, featuring a large, stylized 'R' followed by a horizontal line and a small '1'.

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

CITY OF SALMON ARM

BYLAW NO. 4209

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

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as "**City of Salmon Arm Zoning Amendment Bylaw No. 4209**".

READ A FIRST TIME THIS DAY OF 2017

READ A SECOND TIME THIS DAY OF 2017

READ A THIRD TIME THIS DAY OF 2017

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

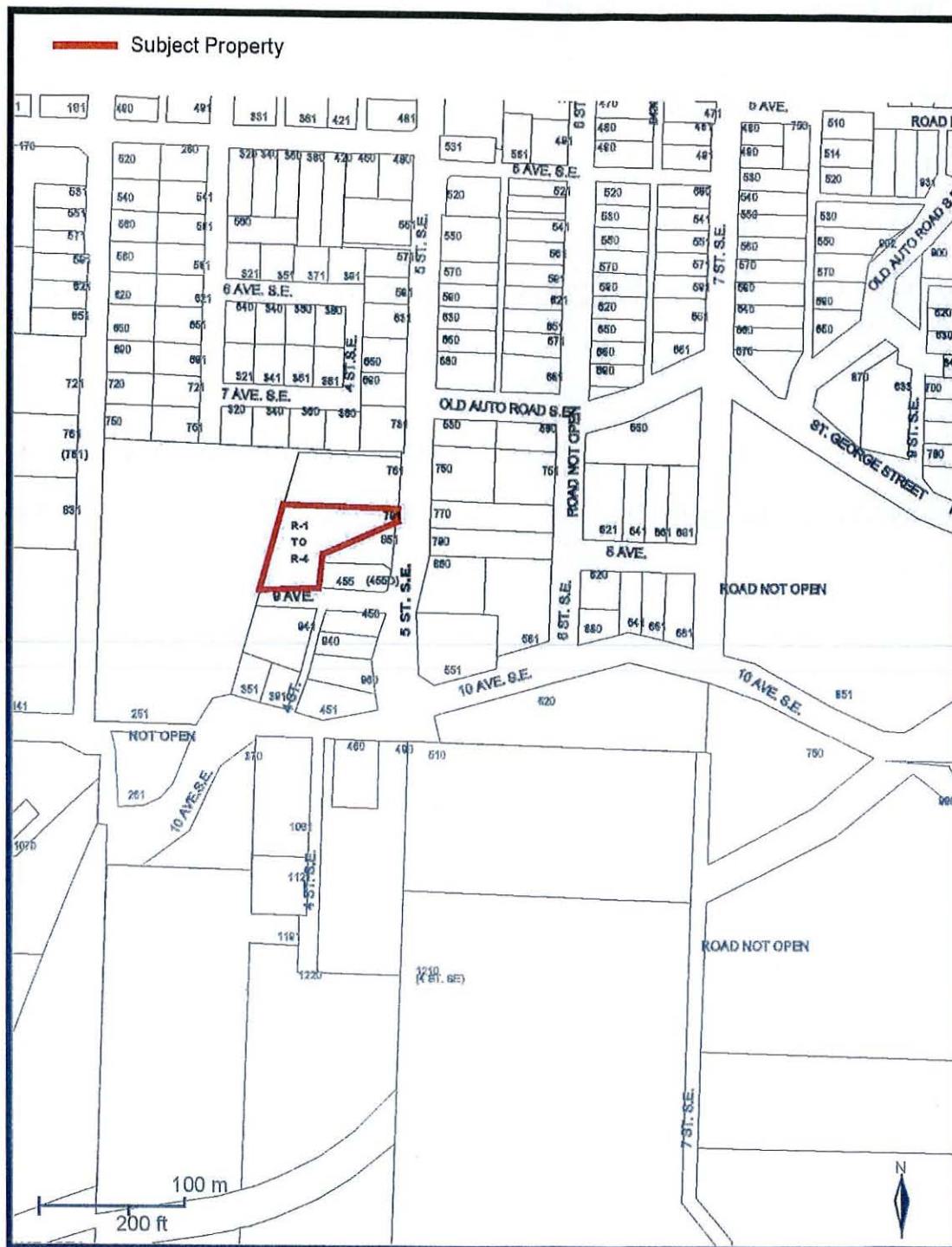
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2017

MAYOR

CORPORATE OFFICER

SCHEDULE "A"



Item 8.2

CITY OF SALMON ARM

Date: May 23, 2017

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4210 be read a first and second time;

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

[ZON-1092; McClure, C. & M.; 1880 9 Avenue SE; R-7 to R-8]

Vote Record

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

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



City of Salmon Arm

Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: May 4, 2017

Subject: Zoning Bylaw Amendment Application No. 1092

Legal: Lot 1, Section 12, Township 20, Range 10, W6M, KDYD, Plan 16485
 Civic: 1880 – 9 Avenue SE
 Owner / Applicant: McClure, C. & M.

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 12, Township 20, Range 10, W6M, KDYD, Plan 16485 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 confirmation that the proposed suite meets Zoning Bylaw and BC Building Code requirements.

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The 0.35 acre subject parcel is located at 1880 9 Avenue SE (Appendix 1 and 2) and presently contains an existing single family dwelling. The proposal is to rezone the parcel from R-7 (Large Lot Single Family Residential) to R-8 (Residential Suite) to permit the use of a secondary suite within the existing single family dwelling.

BACKGROUND

The subject parcel is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned R-7 (Large Lot Single Family Residential) in the Zoning Bylaw (Appendix 3). The subject parcel is located on 1880 9 Avenue NE, in the Hillcrest neighbourhood. This area is largely comprised of R-1 and R-7 zoned parcels containing single family dwellings. There are more than ten R-8 zoned parcels within the proximity of the subject parcel (with a large concentration of new R-8 parcels further south-east).

The subject parcel contains an existing single family dwelling, and meets the conditions as specified to permit a secondary suite within the proposed R-8 zone. Site photos are attached as Appendix 4. The intent of the applicant is to develop a conforming *secondary suite* within the existing single family dwelling. A site review has been completed by the City's Building Department.

Any development of a secondary suite would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements. The applicant has been in contact with City Building Inspectors, who have confirmed it is possible for the suite to meet Building Code requirements.

Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in Low Density Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area and width, the subject property has potential to meet the conditions for the development of either a *secondary suite* or *detached suite*, including sufficient space for an additional off-street parking stall.

Staff are not concerned that the property currently utilizes an unopened road for access and parking, and note that in the unlikely event that this road is opened, the parcel would have options for developing parking and access including providing parking for the proposed secondary suite.

COMMENTS**Engineering Department**

No objections to the proposed rezoning, subject to sufficient onsite parking being provided. A water meter will be required at time of building permit.

Building Department

BC Building Code will apply. Site review completed, with itemized building code requirements to create a legal suite provided to applicants. No concerns with proposed zoning subject to the completion of building upgrades.

Fire Department

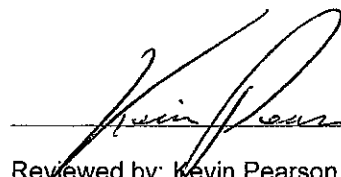
No concerns.

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



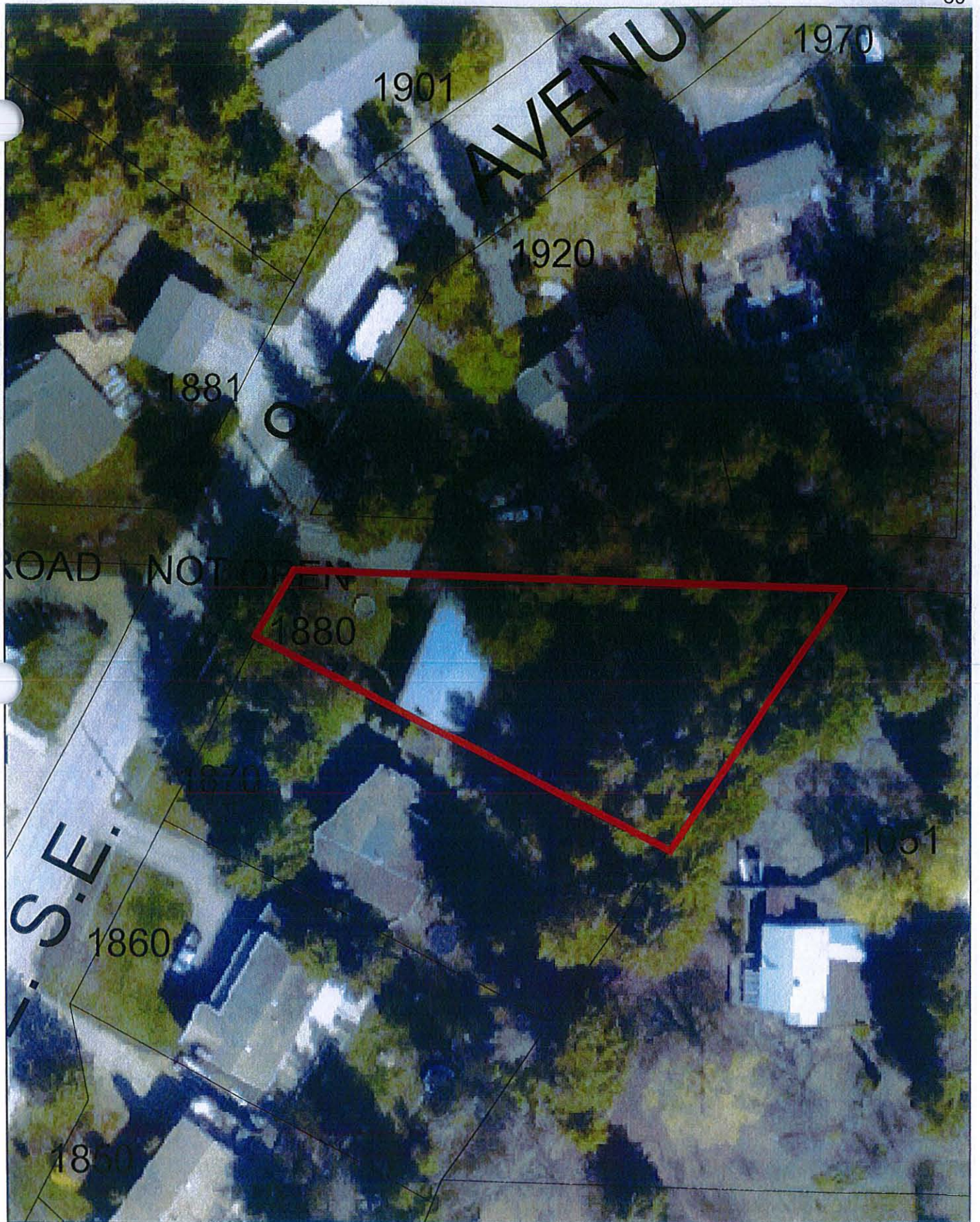
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services



0 25 50 100 150 200 Meters



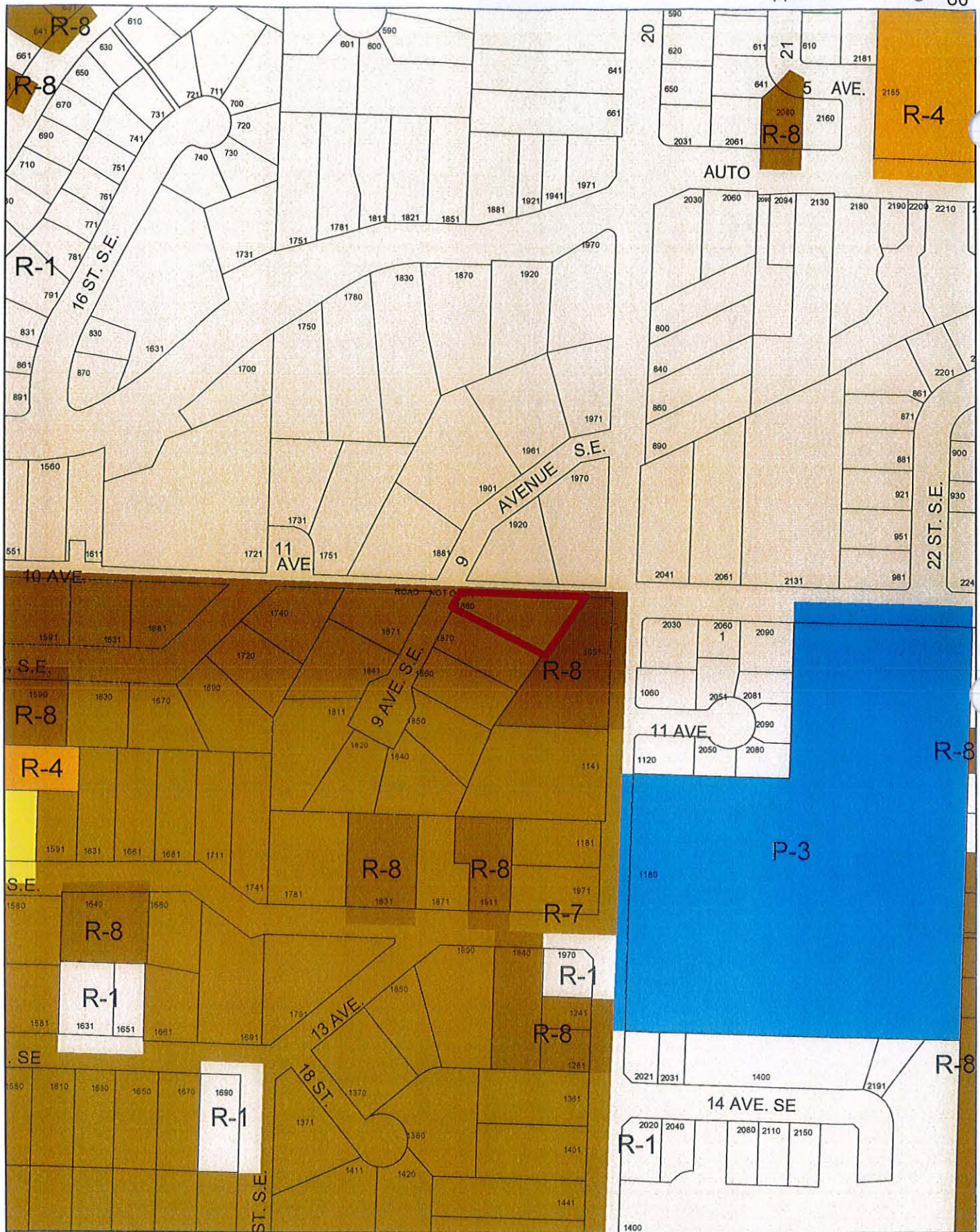
Subject Parcel



0 5 10 20 30 40 Meters



Subject Parcel



0 25 50 100 150 200 Meters



Subject Parcel



View south-east of subject property, with neighbour's driveway in foreground.



View south-west of subject property.

CITY OF SALMON ARM

BYLAW NO. 4210

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 1, Section 12, Township 20, Range 10, W6M, KDYD, Plan 16485 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. 4210"**.

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"



Item 8.3

CITY OF SALMON ARM

Date: May 23, 2017

Moved: Councillor Eliason

Seconded: Councillor Jamieson

THAT: the bylaw entitled Fee for Service Amendment Bylaw No. 4211 be read a first, second and third time.

[Priority File Search]

Vote Record

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

Opposed:

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



City of Salmon Arm
Memorandum from the Corporate Officer

TO: Her Worship Mayor Cooper and Council

DATE: May 14, 2017

SUBJECT: Fee for Service Amendment Bylaw No. 4211
Priority File Search

MOTION FOR CONSIDERATION:

THAT: the bylaw entitled Fee for Service Amendment Bylaw No. 4211 be read a first, second and third time.

Background:

In 2014, the City undertook changes to the way in which information was released from property files. Since that time, file search requests have been processed in the order in which they were received. As the real estate market has picked up, agents are, at times, requiring urgent service.

The City of Salmon Arm Fee for Service Amendment Bylaw No. 4211 will amend the City of Salmon Arm Fee for Service Bylaw No. 2498 to include a fee for Priority File Search, which will enable the requestor to pay for "rush" processing. This change will provide requestors who urgently require information from City files to be placed in a priority queue for the fee of \$100.00, in addition to the customary charges for time and photocopying that are associated with all file searches.

Respectfully Submitted,


Erin Jackson
Corporate Officer

CITY OF SALMON ARM

BYLAW NO. 4211

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

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

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

1. Appendix 3 Schedule "B" – Miscellaneous Fee Schedule "District of Salmon Arm Fee for Service Bylaw No. 2498" is hereby amended by the addition of:

9.	Priority File Search - misc (include property taxes)	\$100.00 plus GST
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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 Fee for Service Amendment Bylaw No. 4211".

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

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INFORMATIONAL CORRESPONDENCE - MAY 23, 2017

1. Director of Engineering and Public Works - letter dated May 9, 2017 - Try-A-Tri Kids Triathlon - June 4, 2017
2. Director of Engineering and Public Works - letter dated May 9, 2017 - Run for Salmon Arm - May 21, 2017
3. S. and P. Figgess - email dated May 3, 2017 - Safety at Salmon Arm Fair Grounds
4. J. Buzik - email dated May 15, 2017 - Traffic on 7 Ave. NE between 28 and 30 streets
5. R. Parenteau, Road and Gravel Director, Shuswap Cycling Club - letter - Request for creation of bicycle lane
6. D. Bamford, President and J. Jules, Treasurer, Ska-Cheen Elders PowWow Society - letter dated May 3, 2017 - Request for donation for 21st Annual Traditional Powwow
7. M. Collins, Director of Policy and Planning, Agricultural Land Commission - letter dated April 11, 2017 - Crannog Ales - PID 015-263-754 Sorrento, BC
8. L. Edwards, Executive Director, Ministry of Community, Sport and Cultural Development - letter dated April 26, 2017 - Clean Water and Wastewater Fund
9. C. Pecknold, Chair, PRIMECorp Board of Directors - email dated May 3, 2017 - PRIMECorp Budget
10. Sean Finn, Executive Vice-President Corporate Services and Chief Legal Officer, CN - letter dated April 18, 2017 - CN in Your Community
11. Canadian Cancer Society - brochure - Relay for Life June 10, 2017
12. L. Copas, Executive Director, SPARC BC - letter received May 10, 2017 - Access Awareness Day - June 3, 2017 - Accessible Communities and Inclusive Communities

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Item 10.2

CITY OF SALMON ARM

Date: May 23, 2017

Lana Fitt, Manager, Salmon Arm Economic Development Society –
letter dated May 16, 2017 – Request for Letter of Support – Salmon
Arm Innovation Centre

Vote Record

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

Opposed:

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

May 16th, 2017

Mayor Cooper & Council
City of Salmon Arm
PO Box 40
Salmon Arm BC V1E4N2

Dear Mayor Cooper and Council

RE: Letter of Support – Salmon Arm Innovation Centre

In late 2016, Salmon Arm Economic Development Society and Community Futures Shuswap partnered to commission a study to examine the feasibility of establishing an *Innovation Centre* in Salmon Arm. This study was commissioned following industry input sought when exploring opportunities to grow Salmon Arm's technology sector. The feasibility study is now complete and was endorsed by the SAEDS Board. Further, a motion was made to direct staff to proceed with the recommendations included within the study, among them - submitting a funding application to the BC Rural Dividend Program to support the establishment of a 2 year pilot project "*The Salmon Arm Innovation Centre*". SAEDS is asking Council to consider providing a letter of support for this funding application.

The Innovation Centre Pilot Project is planned to include 3 main components which will be undertaken in a phased approach over the 2 year pilot:

- A public makerspace where residents can access equipment, tools and software in a co-operative manner (sharing economy);
- A business accelerator in conjunction with the makerspace, to act as a catalyst for technology (and other sectors) business start-up/growth. The accelerator will include a mentorship program and workshops designed to educate, spark interest and promote collaboration, with the goal of supporting entrepreneurship.
- Co-working space, suitable for new start-up's or SME's seeking cost effective, collaborative and supportive work environments with various service packages available.

The primary goal of establishing an Innovation Centre in Salmon Arm is to support economic growth through workforce development and entrepreneurship. This project aims to create a centre which will

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

**it's happening
here**

raise the profile of our community's technology sector, spark youth interest in technology as a career opportunity and support entrepreneurship (across all sectors) through the accelerator program. A secondary goal relates to the social opportunities associated with a Makerspace, supporting a broad range of age demographics in our community from youth to seniors.

The feasibility study methodology included conducting research related to best practice examples of Makerspaces, Accelerators and Co-working spaces, supporting recommendations for the governance structure, programs and services Salmon Arm's Innovation Centre could offer. It also included interviews with local industry representatives, community leaders, non-profit organizations and an on-line survey of residents. The results of the feasibility study were very favourable and noted broad support from both industry and residents. Specifically, industry representatives indicated an Innovation Centre could support workforce retention and attraction as well as youth interest in technology as a career option. Further, industry respondents identified future support which could be offered including:

- Volunteer Mentorship
 - managers/owners/staff willing to donate their time to support training, mentorship and advisory services offered at the proposed Innovation Centre.
- Donations of equipment
 - Consultations with industry revealed a surplus of technology related equipment and materials would be made available to support the Makerspace.
- Support for Business Services
 - Partners at several local business services indicated a willingness to provide consulting services free of charge to support the accelerator program.

The resident surveys received an overwhelming 555 responses in 72 hours and revealed both demand and willingness to pay for access to the Makerspace and associated workshop opportunities. Some of the respondent highlights are included below:

- 293 respondents indicated interest and a willingness to pay a monthly fee for access to a Makerspace.
- 261 respondents indicated interest and a willingness to pay for technology focused workshops.
- 183 respondents with school aged children in Salmon Arm said that if an Innovation Centre were available they would "definitely" want their child to participate.

Based on the findings from the feasibility study and supplementary research, SAEDS will be submitting a funding application to the third intake of the BC Rural Dividend Program to support costs associated with launching a 2 year pilot project – *The Salmon Arm Innovation Centre*, supporting the end goal of having a self-sustaining, independently operating *Innovation Centre* at the end of the 2 year pilot program. This application will include a request for funding support for finalizing the operating structure for the centre, as well as associated staffing, programming and operational costs. SAEDS appreciates Council's consideration to providing a letter of support which could be included in this funding application.

Sincerely,



Lana Fitt, Ec.D
Economic Development Manager

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Item 11.1

CITY OF SALMON ARM

Date: May 23, 2017

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: Council of the City of Salmon Arm has no objection to the issuance of a liquor primary license to the Salmon Arm Elks and further chooses to opt out of the process of gathering the views of the neighbors for the following reasons:

- (a) The issuance of a permanent liquor license will not result in an increase in noise.
- (b) There will be no greater impact on the community if the application is approved.
- (c) The issuance of the proposed license will not affect nearby residents to a greater degree than the special occasion licenses currently issued therefore the views of the residents were not gathered.

Vote Record

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

Opposed:

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



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

TO: Her Worship Mayor Cooper and Council

DATE: May 04, 2017

SUBJECT: Liquor License Application (Liquor Primary)
 Salmon Arm Elks Lodge #455
 3690 – 30 Street NE

MOTION FOR CONSIDERATION:

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

- (a) The issuance of a permanent liquor license will not result in an increase in noise.***
- (b) There will be no greater impact on the community if the application is approved.***
- (c) The issuance of the proposed license will not affect nearby residents to a greater degree than the special occasion licenses currently issued therefore the views of the residents were not gathered.***

BACKGROUND:

The Salmon Arm Elks Lodge #455 owns and operates a community hall at 3690 – 30 Street NE. As outlined in the report submitted with this application, the Elks rent the hall to various groups for wedding receptions, family reunions, awards celebrations and other such private and community events. At some of these functions alcohol is served using the "Special Occasion Licence" process. The Elks wish to have a premise licence in order that they may serve the alcohol at these functions and thereby raise funds for their organization. Because alcohol is already being served there should be no additional impact on the adjacent properties. Again as outlined in the attached report, it is not the intention of the Elks to be open full time for the sale of alcohol but only to provide a service for the renters of their building.

Maurice Roy, RBO/CRBO
 Manager of Permits & Licensing

MR:mr
 attach.

Item 11.2 a)

CITY OF SALMON ARM

Date: May 23, 2017

Director of Development Services – National Disaster Mitigation Program
(NDMP) – Grant Application

For Information

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: May 16, 2017

SUBJECT: National Disaster Mitigation Program (NDMP) – Grant Application

For Information

The NDMP is a jointly funded federal / provincial program intended to assist communities with various tools to contend with flood hazards. The components of the NDMP fall under four funding streams:

- Stream 1 - Risk Assessments
- Stream 2 - Flood Mapping
- Stream 3 - Mitigation Planning
- Stream 4 - Investments in Small Scale Infrastructure

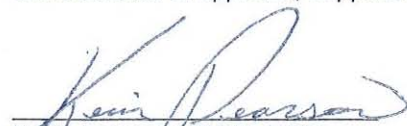
The City was unsuccessful in its Stream 1 grant application for \$100,000 filed last October to Emergency Management BC (EMBC is the provincial agency responsible for receiving and evaluating applications for eligibility). After Council's direction to apply for the grant, Urban Systems Ltd. was contracted to complete the application within a timeframe of less than a week in order to meet the submission deadline.

In a follow-up discussion with EMBC staff this year, it was revealed the City's application was unsuccessful for the following main reasons:

1. The program was "oversubscribed" and as well, the communities that were successful with EMBC were deemed to be in priority need of flood mitigation tools.
2. Criteria: the City's application was deemed to be relatively weak on its methodology, work plan details, and commitment to in-house project management. The consultant has been made aware of this, and disputes the assertion of a weak methodology referring to EMBC's own basic hazard assessment tool on its website.

To address the methodology gap (and confusion), the writer of a successful grant application should have knowledge in flood hazard / risk assessments in the context of EMBC's expectations and Association of Professional Engineers and Geoscientists (APEG) guidelines. The city does not have a staff member currently available with this expertise. Furthermore, if a second grant application was successful, PSC would demand periodic reporting and accounting on the project by the in-house (City's) project manager; EMBC staff noted that being a "high maintenance program", a commitment to staffing resources is needed on an ongoing basis.

Development Services has concerns with our internal capacity and lack of expertise to follow through with the above; both to re-apply without the aid of a consultant and to manage a project if a grant application was successful. Should Council direct staff to re-apply for the next round of grants, the application closing date to EMBC is August 1, 2017. After that, EMBC decides which applications are eligible by October 2017. From that point, eligible applications are submitted to Public Safety Canada (PSC) for consideration of approval, supposedly in the spring of 2018.


 Kevin Pearson, MCIP, RPP
 Director of Development Services

Item 11.2 b)

CITY OF SALMON ARM

Date: May 23, 2017

Moved: Councillor Lavery

Seconded: Councillor

THAT: staff be directed to resubmit the grant funding application to Emergency Management BC under the National Disaster Mitigation Program (NDMP).

Vote Record

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

Opposed:

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

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Item 14.1

CITY OF SALMON ARM

Date: May 23, 2017

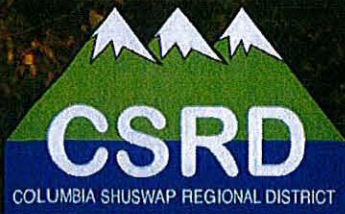
Press Release

Frequently Asked Questions - The Rail Corridor Initiative

Vote Record

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

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



FREQUENTLY ASKED QUESTIONS

THE RAIL CORRIDOR INITIATIVE



A BRIEF HISTORY



The abandoned CP Rail Corridor between Sicamous and Armstrong is a transportation corridor that represents enormous opportunity for the Columbia Shuswap Regional District (CSRD) and the surrounding region. The CSRD and the Regional District of North Okanagan (RDNO) have negotiated a Contract of Purchase and Sale with Canadian Pacific Railway Company for purchase of the abandoned CP Rail Corridor known as the former Okanagan subdivision from Mile 0.3 to Mile 1.2, Mile 1.8 to 23.5 and Mile 25.5 to 30.76 ("the Lands"). The abandoned rail line is a continuous, uninterrupted corridor from the District of Sicamous to the City of Armstrong, including the approximate 7 kms that passes through Splatshin Indian Reserve Nos. 2 & 3.

Keeping the corridor in public ownership for use as a public right of way will provide for recreational opportunities in the near term, particularly pedestrian and bicycle transportation, as well as opportunities to meet the future transportation and economic needs of the region. The purchase price is \$6.5 million for the approximate 43 km corridor, excluding approximately 7 km already acquired by the Splatshin First Nation. The \$6.5 million purchase price will be divided equally between a Provincial government grant, the RDNO and the CSRD. The Province's financial commitment of \$2.17 million has already been obtained.

The CSRD's portion amounts to \$2.17 million. The CSRD proposes to finance its share of the purchase price as follows:

1. \$250,000 contribution from the Sicamous/Area E Economic Opportunity Fund (EOF);
2. \$100,000 contribution from the Revelstoke/Area B EOF Fund, and
3. long-term borrowing in the amount of \$1,838,384 (includes the administration fee charged by the Municipal Finance Authority (MFA)).

Public approval must be obtained before the CSRD can adopt bylaws to establish the service and borrow these funds. The CSRD jurisdictions that will participate in the proposed purchase include the City of Salmon Arm, the District of Sicamous, and Electoral Areas C, D, E, and F.

This overview profiles the CP Rail Corridor project for all residents and taxpayers of the participating jurisdictions within the CSRD. The paper uses a Q&A format that anticipates and answers some of the more important questions that may arise. If your specific question is not addressed here, please feel free to contact the CSRD (contact details are provided at the end of the document).

FAQ - CORRIDOR LANDS

Q: Where is the rail corridor? How long is it?

A: The length of the Sicamous to Armstrong corridor (see map) is approximately 50 kilometres or 31 miles and is commonly referred to as the Okanagan Subdivision ("Line"). The entire Line runs from Sicamous (mile 0.3) to Armstrong (mile 31.63). The northern segment of the line (mile: 0.3 – 14.4) runs through the Columbia Shuswap Regional District (CSRD), including the municipality of Sicamous. The southern segment (mile 16.4 – 31.63) runs through the Regional District of North Okanagan (RDNO), including the municipalities of Enderby, Spallumcheen, and Armstrong. The Splatins First Nation has already acquired approximately 7 km of the 50 km rail corridor made up of a 1 km section immediately south of the District of Sicamous and a 6 km section starting immediately south of the City of Enderby.

Q: Why isn't the rail corridor being used for train traffic?

A: The Line has been owned by CP since 1891 and was most recently operated and maintained from November 1998 until August 2009 by OmniTRAX Inc., pursuant to a lease agreement with CP. There have been no railway operations on the Line since OmniTRAX ceased its operations in August 2009.

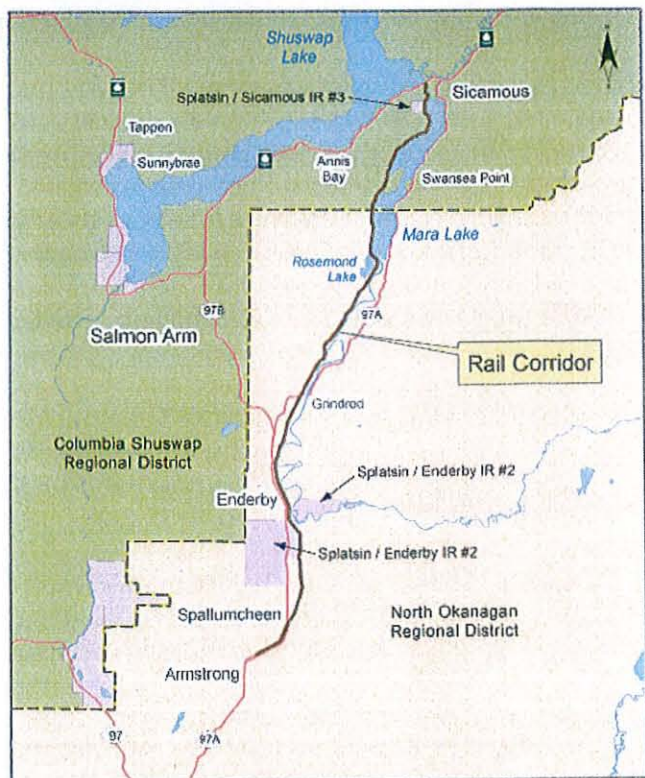
Control of the Line was returned to CP following the expiration of its lease agreement with OmniTRAX Inc. in August 2009, and CP Rail began the formal process of discontinuing the Line between Sicamous and Armstrong. The rail line is composed of two distinct segments – notably, the north and the south. CP attempted to dispose of the two segments separately through a different transfer and discontinuance process.

In accordance with the Canada Transportation Act, CP initially advertised the availability of the Line for continued rail operations by another rail operator. As no agreement was reached with a viable successor, CP later offered to sell all of its interest in the rail line to the provincial and municipal governments. Although two expressions of interest were received from local government to separately acquire the north and south segments of the Line, CP Rail was

unable to arrive at an agreement to sell either segment of the rail line. As a result, CP formally discontinued the northern segment of the rail corridor (mile: 0.3 to 16.4) in November 2012 and the southern segment in April 2014.

Q: Will CP turn over to local governments a completely contiguous right of way?

A: Yes. However, it should be noted that the portions of the corridor that pass through Splatins Reserve lands are not included in the transfer. To ensure the corridor remains contiguous, the three owner jurisdictions (i.e., CSRD, Splatins & RDNO) have agreed that the corridor will be developed, operated and maintained for its use as a continuous recreational trail as well as future potential use as a continuous multi-modal regional transportation corridor. Further, the owner jurisdictions will covenant with each other under the terms of a statutory right of way agreement for public access over those sections of the corridor that they own, to maintain it (and not encumber it) in perpetuity for these ultimate uses.



FAQ - CORRIDOR USE

Q: What kind of transportation might happen on the corridor and when?

A: The flat grade, limited road crossings and connection to the urban centres of the North Okanagan/Shuswap make the corridor a viable route possibility for future generations. Transforming the corridor into a recreational trail or linear park for pedestrians and cyclists is a popular idea that will benefit visitors and residents of the North Okanagan/Shuswap region. Until the population base of the municipalities is sufficient to support some form of mass transportation, it is unlikely development of a transit corridor would happen.

Q: What would the trail look like? When would it be built?

A: Due to the significant investment to purchase the corridor, local governments are not in a position to make any significant financial commitment to develop a trail in the short term. Negotiations surrounding the purchase have been focused on acquisition of the corridor as a strategic investment, rather than how to maximize the recreational and economic potential of the corridor, or potential funding for a development plan.

Although there is no trail development plan at this time, there is considerable interest among the owner jurisdictions and the public for the timely development and operation of a continuous recreational trail within the corridor. In order to achieve this goal cooperatively, the owner jurisdictions plan to establish an Inter-jurisdictional Development Team (IDT) to plan and develop the initial improvements required for a basic, continuous recreational trail.

Q: Will CSRD taxpayers have input into the design and development decisions and if so, by what mechanism?

A: Yes, rail trails represent a community decision. As with other land use planning exercises, the CSRD would seek public input on lands that it owns and has control over. Details surrounding this process have not yet been determined as the land is not currently owned by the CSRD.

Q: How will the rail trail be developed, managed and maintained after purchase?

A: In the absence of a trail development plan, it is not possible to say with any certainty how the trail will be developed, managed, and maintained. To date, the CSRD and the RDNO have focused on protecting the corridor through acquisition. Development, operations and maintenance of the corridor could take many forms and will need to be evaluated. It is anticipated that a plan for development of a recreational trail will be one of the first steps upon successful acquisition of the corridor. The future will be determined, in large part, through public input once ownership is acquired.

Q: Who is going to pay the maintenance costs for the corridor?

A: Maintenance and upgrades would be managed through the IDT with funding from senior government, participation by private citizens, organizations and companies as well as volunteers interested in land stewardship. While there may be costs in the future to develop and maintain the rail corridor, the overall objective is to fund development and maintenance costs through non-tax based revenues.

Q: Who will be responsible for fencing along the right of way if there is a perceived conflict with adjacent property owners?

A: Operations, maintenance, and security of the corridor is yet to be determined; however, these lands would likely be treated similar to other regional district or jointly held lands in our inventory. Property owners would have the right to install fencing on their own property if they wished.

Q: How will unauthorized access and use of the corridor be managed prior to full development and management of a recreation corridor?

A: It is acknowledged that a key part of the development and management plan of the corridor will be to identify and establish corridor access points. These access points will be established through the IDT. Prior to the full development and management of the corridor, it is anticipated that temporary signage will be installed to restrict access and discourage unauthorized use.

FAQ - ENVIRONMENTAL

Q: Who is responsible for the immediate environmental clean-up and to what level?

A: As part of the negotiations, CP Rail undertook an environmental assessment of the Lands. During the assessment, contamination was identified in three small sections of the corridor (identified areas). CP Rail has offered to provide BC Ministry of Environment (MoE) Instruments, in this case Certificates of Compliance (CoCs), for the identified areas. The CoCs will provide a relatively high standard of due diligence for the sections to which they apply. It is unknown at this stage whether any hidden environmental hazards exist in the corridor outside of the "identified areas." The Regional Districts will assess environmental issues that may be assumed under this contract during the three-month due diligence period. They will have until early August 2017 to have their environmental consultants obtain and review reports and provide advice regarding any further investigations, studies or tests which ought to be completed to mitigate or manage unidentified risks.

Q: What environmental remediation will be left for the participating communities and are there plans to deal with this?

A: CP Rail will be required to obtain CoCs for identified areas from the Ministry of Environment and remediate these areas to industrial land use standards— this will be a continuing obligation on CP Rail, post-closing. CP will also provide copies of previous environmental reports to the Regional Districts, along with "reliance letters" from CP Rail's consultants. These letters will allow the Regional Districts to rely on such reports in making the determination of whether the Lands are acceptable. It is too early to say whether there are any unidentified environmental issues or what the related remediation costs might be. As noted previously, it is during the due diligence period that the Regional Districts will review the existing environmental reports and undertake further assessment work if deemed appropriate. Should the Regional Districts discover any problems or issues regarding the condition of the corridor that cannot be resolved with CP Rail, they will have the ability to renegotiate or terminate the contract.



FAQ - FINANCIAL

Q: How much is the CSRD asking to borrow?

A: The CSRD is seeking approval to borrow up to \$1,840,000 (\$1,820,000 plus debt financing) through Loan Authorization Bylaw 5756 to purchase a 50% share of the abandoned CP Rail Corridor known as the former Okanagan subdivision from Mile 0.3 to Mile 1.2, Mile 1.8 to 23.5 and Mile 25.5 to 30.76.

Q: What is the full cost and who is paying for the entire corridor?

A: The purchase price is \$6.5 million for the approximate 43 km corridor, excluding the approximate 7 km already acquired by the Splatins First Nation. The \$6.5 million purchase price will be divided equally between the Provincial government grant, the RDNO, and the CSRD. The CSRD's portion amounts to \$2.17 million.

Q: How will the CSRD fund its share of the purchase price?

A: The purchase of the CSRD's 50% share of the corridor, net of the Provincial contribution, is proposed to be funded as follows:

1. a \$250,000 contribution from the Sicamous/ Area 'E' Economic Opportunity Fund (EOF);
2. a \$100,000 contribution from the Revelstoke/Area 'B' EOF Fund, and
3. the balance of \$1,840,000 (including \$20,000 financing fee) will be paid for through long-term borrowing with the MFA upon adoption of Loan Authorization Bylaw 5756.

Q: Why is the CSRD borrowing funds for this purchase?

A: As this will be a new service, the Regional District does not have sufficient funds available to complete this purchase.

Q: What will be the impact on taxpayers and how are the costs apportioned among the participating jurisdictions?

A: The CSRD Board has made every effort to minimize the tax impact in the interest of securing a land asset that would be valued for generations. The Board also made efforts to ensure the costs were apportioned fairly among the service participants (the City of Salmon Arm, the District of Sicamous, and Electoral Areas C, D, E, and F). As the proposed

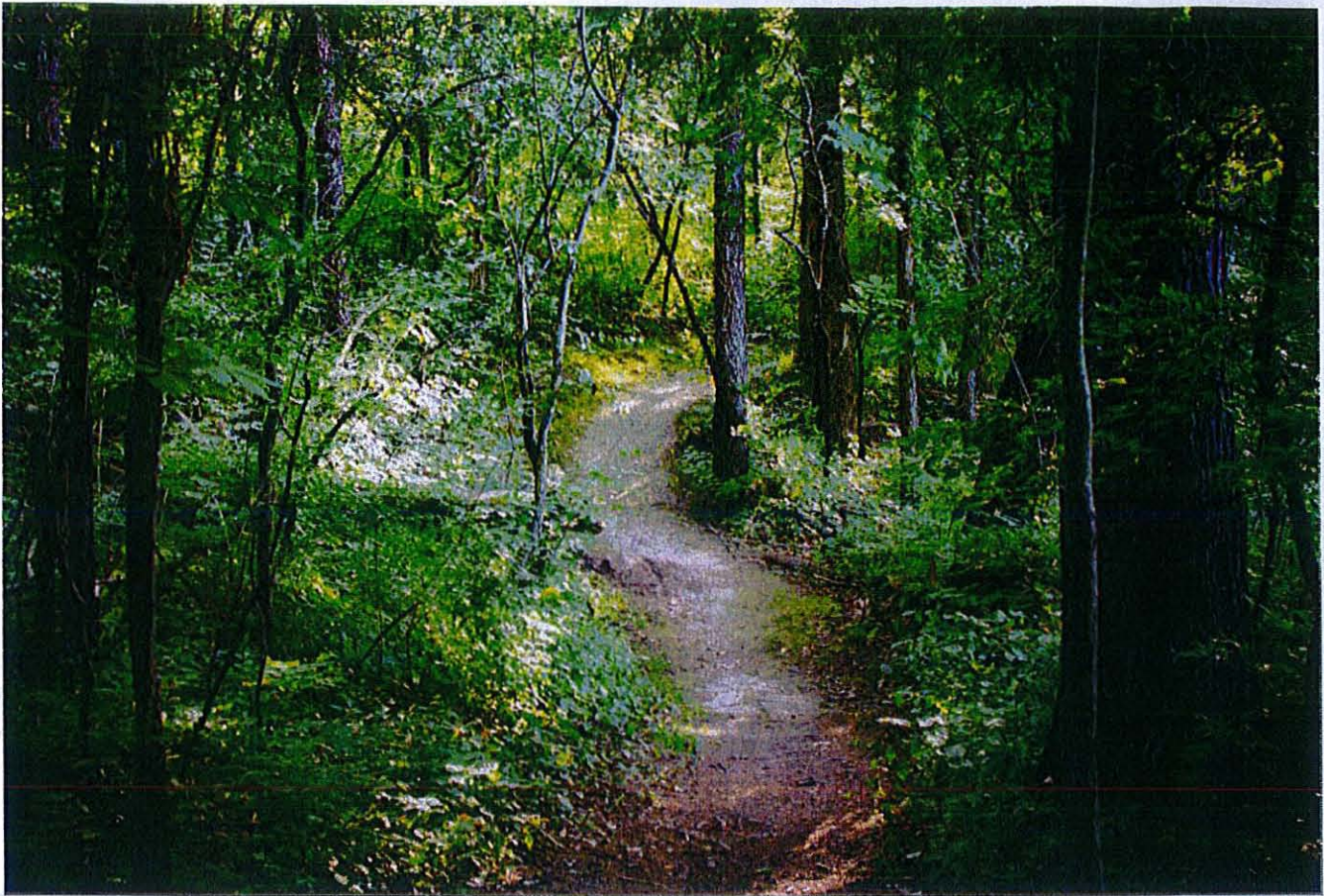
purchase is a sub-regional initiative, not all CSRD taxpayers will be affected; only those taxpayers in the participating service area will see an impact on their property taxes. The boundary of the proposed service area was recommended because it mirrors the boundaries of the Shuswap Tourism service area. To ensure fairness and equity among service participants, a customized cost apportionment formula was developed. Typically, taxes are allocated using BC Assessments' values for Converted Assessment. However, as benefits from a trail initiative are perceived to accrue differently based on a jurisdiction's proximity to the trail, it was decided that allocating the costs on the basis of converted assessments was not the most fair or equitable method. Instead, the Board approved the following customized cost apportionment formula among the service area participants:

City of Salmon Arm	35%
District of Sicamous	30%
Electoral Area C	12%
Electoral Area D	3%
Electoral Area E	15%
Electoral Area F	5%

Q: How much will it cost each participating jurisdiction to borrow this money?

A: The CSRD is proposing to borrow up to \$1,840,000 at a market rate of 3.58%, amortized over a 25 year repayment schedule. Using the customized cost apportionment formula, the share of the annual repayment amount for each participating jurisdiction is anticipated to be as follows:

Jurisdiction	Percentage of Total	Total Annual Debt Repayment Amount by Jurisdiction
City of Salmon Arm	35%	\$40,719
District of Sicamous	30%	\$34,902
Electoral Area E	15%	\$17,451
Electoral Area C	12%	\$13,961
Electoral Area F	5%	\$ 5,817
Electoral Area D	3%	\$ 3,490
Total Debt Repayment	100%	\$116,340



Q: What will the annual tax impact be for the average residential taxpayer in each of the participating jurisdictions?

A: The annual tax impact, based on current rates and assessment values, is estimated to be as follows:

Jurisdiction	Average Residential Assessment	Average Residential Tax per Annum
City of Salmon Arm	\$ 335,874	\$ 3.98
District of Sicamous	\$ 258,302	\$ 13.57
Electoral Area E	\$ 274,779	\$ 10.03
Electoral Area C	\$ 349,414	\$ 2.16
Electoral Area F	\$ 286,637	\$ 1.29
Electoral Area D	\$ 258,969	\$ 1.83

Q: What if the CSRD receives approval from their electors and the RDNO does not (or vice-versa) – will the project still proceed?

A: No, the purchase arrangement would not be able to proceed as contemplated as each Regional District is required to obtain the full share of its own financial contribution for the transaction to be completed.

Q: Can individuals or organizations donate money towards purchasing the rail corridor and get a tax receipt?

A: Yes, there is an opportunity to donate. If the Alternative Approval Process (AAP) is successful, the local government can provide a tax receipt for donations. If the majority of electors support the borrowing, then any funds received will be used to lessen the tax impact for all property owners in the participating service area. Alternatively, if the AAP is successful and individuals or organizations want to donate money towards actual trail development costs, there will also be opportunities to donate money to organizations such as the Shuswap Trail Alliance, in exchange for a charitable tax receipt.

FAQ - FIRST NATIONS INVOLVEMENT

Q: How has the Splat-sin First Nation (Splat-sin) been involved in discussions about the rail corridor?

A: In fact, Splat-sin initiated the process of acquiring the abandoned rail corridor. In December 2014, it was announced that the Secwepemc community had acquired 11.7 hectares of the discontinued railway. The rail line passes through two reserves by Mara Lake and Enderby. Chief Wayne Christian indicated at the time of the announcement that he planned to meet with local government leaders in the New Year with a view to acquiring the remaining sections of the 50-kilometre corridor.

In February, 2015, representatives from several North Okanagan local governments met with Splat-sin Band officials to discuss opportunities to work together. While visions for the future of the rail corridor varied, there was broad support for maintaining the rail corridor as a continuous corridor for longer term strategic objectives, such as transportation planning, greenway, and recreation trails.

A follow-up meeting was held in March 2015 to discuss next steps. It was agreed that the various interested parties would work under the umbrella of the two Regional Districts and the Splat-sin Indian Band. It was further agreed that the Chairs of the two Regional Districts and the Band Chief would provide political leadership for advancing the initiative.

Q: What about Splat-sin, doesn't some of the rail line pass through their reserve lands?

A: As noted earlier, the three owner jurisdictions (i.e. CSRD, Splat-sin & RDNO) have agreed that the corridor will be developed, operated and maintained for its use as a continuous recreational trail and its potential future use as a continuous multi-modal regional transportation corridor. Moreover, the owner jurisdictions will covenant with each other under the terms of a statutory right of way agreement for public access over those sections of the corridor that they own, to maintain it (and not encumber it) in perpetuity for these ultimate uses.

FAQ - GOVERNMENT INVOLVEMENT

Q: Why are the local governments and First Nations of the North Okanagan/Shuswap considering purchasing the rail corridor?

A: After the formal discontinuance process had run its course, the Splat-sin Indian Band successfully acquired two sections of the rail line, both of which run through Splat-sin Reserves (a 1 km section immediately south of the District of Sicamous and a 6 km section starting immediately south of the City of Enderby between Enderby and Spallumcheen).

Splat-sin subsequently invited local governments to work with the Band on acquiring the remaining portions of the line. The vision was to pursue a strategic land acquisition of the abandoned CP rail line (Sicamous to Armstrong), as a continuous corridor. The vision is premised on the belief that protecting the rail line for use as a public right of way will benefit residents and recreational

enthusiasts today and will provide opportunities to meet the transportation and economic needs of the region in the future.

Given that Splat-sin had already acquired approximately 7 km of the 50 km rail corridor, it was decided that CSRD and RDNO would consider purchasing the remainder of the rail corridor, with the purchase price to be shared 50/50 between CSRD and RDNO.

Q: Which local government are involved?

A: The local government stakeholders that are seeking to purchase and protect the corridor include: the City of Salmon Arm, District of Sicamous, and Electoral Areas C, D, E and F of the Columbia Shuswap Regional District, along with the Cities of Enderby and Armstrong, Township of Spallumcheen, Village of Lumby and Electoral Areas D and F of the Regional District of North Okanagan.

FAQ - ALTERNATIVE APPROVAL PROCESS

Q: What is an Alternative Approval Process?

A: An Alternative Approval Process (AAP) is one method of obtaining elector approval on local government bylaws or agreements that require the assent of the electors. The most common example of local governments using an AAP is for long-term borrowing.

Q: How does it work?

A: The AAP is like a reverse-referendum, whereby a person only submits a response to the local government if they are opposed to the specific purpose of the AAP (eg. borrowing money). Forms are provided to the public online, City of Salmon Arm and District of Sicamous municipal offices, and at the Regional District office. There is a minimum 30-day period to submit response forms.

Q: Can anyone participate in the process?

A: Persons are eligible to participate in the AAP if they meet the following criteria:

- eighteen years of age or older;
- Canadian Citizen;
- resident of British Columbia for at least the last six months;
- resident of, OR registered owner of real property within one of the participating jurisdictions within the Columbia Shuswap Regional District for at least the last 30 days;
- not disqualified by law from voting in local elections; and
- have not previously signed an elector response form in relation to Bylaw No. 5755 and 5756.

Q: When a property has multiple owners can each owner submit a response form?

A: No, in such cases a majority of the property owners must appoint one of the owners in writing to submit a response form for that property. A form to be used in such cases is provided by the Regional District.

Q: Why does the CSRD need public approval to borrow the funds?

A: As per the Local Government Act, the Regional District must receive the approval of the electors before it can adopt a bylaw to establish the service and incur long-term debt.

Q: Why doesn't the CSRD use a referendum (assent vote) to obtain public approval?

A: Referendums are far more costly than an AAP. The cost of holding a referendum on Bylaw Nos. 5755 and 5756 is estimated to cost \$15,000, where the costs of an AAP would be limited to advertising, postage and staff time. Note that if the AAP fails to provide elector support, the CSRD will not be able to adopt either Bylaw No. 5755 or 5756 without going to a referendum.

Q: Can a response form be withdrawn after it is submitted?

A: Yes, response forms can be withdrawn prior to the deadline of 4:00 p.m. on Monday, July 17, 2017. Withdrawal requests must be in writing and contain sufficient information to identify the elector concerned. They must be signed by the person making the request for withdrawal and delivered to the Regional District office by hand or mail.

Q: Will response forms submitted electronically be accepted?

A: No, elector response forms will not be accepted by fax or by email. Rather, signed response forms must be hand delivered or mailed to the Regional District and must be received before the deadline of 4:00 p.m. on Monday, July 17, 2017.

Q: What will the \$1.84 million be used for?

A: The approval to borrow \$1.84 million will be to acquire a 50 percent ownership interest in the abandoned rail corridor from CP Rail. To minimize the tax impact to residents, the CSRD Board has agreed to make a \$350,000 down payment from Economic Opportunity Funds, thereby lessening the amount of debt to be incurred.

Q: Will this impact my taxes?

A: Yes, if the AAP is successful and you live within a participating jurisdiction, there will be a tax impact. However, because the CSRD Board elected to utilize a customized apportionment formula rather than rely on the converted assessment mechanism, the cost to the average residential property will not be the same across the service area.

Instead the annual estimated cost to the average residential taxpayer, based on current rates and assessments, across the service area is shown in the following table:

Jurisdiction	Average Residential Assessment	Average Residential Tax per Annum
City of Salmon Arm	\$ 335,874	\$ 3.98
District of Sicamous	\$ 258,302	\$ 13.57
Electoral Area E	\$ 274,779	\$ 10.03
Electoral Area C	\$ 349,414	\$ 2.16
Electoral Area F	\$ 286,637	\$ 1.29
Electoral Area D	\$ 258,969	\$ 1.83

Q: Will there be public consultation?

A: The CSRD is committed to ensuring that the process is transparent and informative for all citizens. Information will be provided through a variety of channels including news media, website, and social media.



FAQ - NEXT STEPS

Q: What are the next steps?

A: The success of the AAP remains a critical part of securing the funding to purchase the land asset. Assuming public ownership is achieved through the AAP, the next step will be the establishment of an Inter-jurisdictional Development Team (IDT) to initiate a formal planning process. It is envisioned that the role of the IDT will be to initiate, prepare, coordinate, advise and make joint recommendations to the councils and board on the following matters:

- A plan for the development of a recreational trail along the entire corridor consistent with the shared objectives of the local government owners for the use and protection of the corridor;
- Policies and regulations concerning the uses and activities permitted within the corridor;
- Trail standards and designs (including minimum standards);
- A project schedule for the development of the corridor;
- Cost estimates and funding strategies to undertake improvements consistent with approved standards and designs;
- Standards for the maintenance of the corridor;
- Policies for the administration of existing encroachment claims, leases, rights of way/easements and other tenures or interests;
- Fundraising strategies including joint applications for grant funding and partnering with fundraising groups.

Q: What is it going to cost taxpayers to develop and maintain the rail corridor if the local governments buy it?

A: While there may be costs in the future to develop and maintain the rail corridor, the overall objective is to fund development and maintenance costs through non-tax based revenues. Other models have shown that there may be options, other than taxation, for funding development and maintenance of corridors; the IDT will explore

stimulus funding, government grant programs, fundraising and foundation contributions. Groups such as the Shuswap Trail Alliance have made a huge difference in preserving and developing trail networks that are unquestioned assets in the Shuswap Region. Parallel groups, such as the Ribbons of Green Trail Society and the Okanagan Rail Trail Initiative Society are actively working in the North and Central Okanagan regions.

Q: Who would the corridor be for?

A: The corridor would be intended for the region as a whole; for the residents of the North Okanagan/ Shuswap and our visitors.

Q: Who should I contact if I have any questions that are not addressed in this FAQ or want to request additional information?

A: Questions or requests for further information can be sent to Lynda Shykora, Deputy Corporate Officer or Charles Hamilton, Chief Administrative Officer:

- by email to inquiries@csrd.bc.ca
- by phone at 250.832.8194 or Toll free (within BC) at 1.888.248.2773.



Item 16.1

CITY OF SALMON ARM

Date: May 23, 2017

Salmon Arm Secondary Digital Photography Student Photo Collage at City Hall

Vote Record

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

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



City of Salmon Arm
Memorandum from the Corporate Officer

TO: Her Worship Mayor Cooper and Council

DATE: May 12, 2017

SUBJECT: Student Photo Collage

BACKGROUND:

At the March 13, 2017 Regular Meeting of Council, it was resolved that Councillors Eliason and Wallace Richmond would work with staff to determine an appropriate location in the City Hall / Law Courts building to install a Salmon Arm Secondary (SAS) Digital Photography Collage.

Following construction of the building in 2006, a committee led process was undertaken to carefully select works of art and place them in suitable locations throughout City Hall and the common areas of the building. As the selection and placement of art was approved by Council, additions to the collection should not be arbitrarily undertaken.

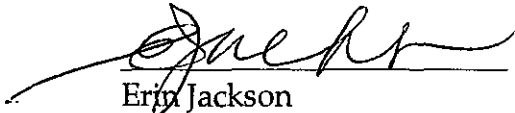
In discussion with Councillors Eliason and Wallace Richmond, who were both involved in the Art Selection Committee, the upper foyer hallway (shown on APPENDIX A) was identified as a potential location with plenty of natural light, space for viewers to move around to appreciate the works and no art to remove or relocate.

If Council chooses to move ahead with installation of the collage, this area will act as a gallery with sufficient room to allow guests to get up close to the photos and really appreciate them, which would not be the case if they were behind a counter or in an area of the building only accessible to staff. It should be noted, however, that this location is in a lower traffic portion of the building and the photos would not likely be viewed by casual visitors.

SAS Digital Photography instructor Brent Chudiak has committed to changing the photos annually as groups of students move through his class. This will ensure that City Hall is at all times showcasing work that is representative of the current youth population.

As the installation will become part of a public building, the method of hanging the works should be of art gallery quality. Staff have consulted with Tracey Kutschker, Director/Curator of Salmon Arm Arts Centre and she has graciously offered to assist with layout and install.

Respectfully Submitted,

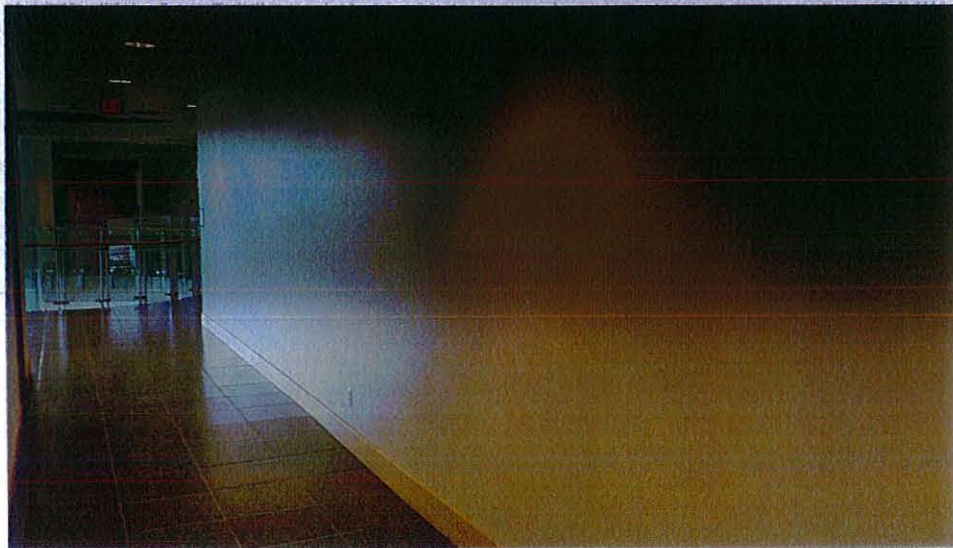
A handwritten signature in black ink, appearing to read 'Erin Jackson', is written over a horizontal line.

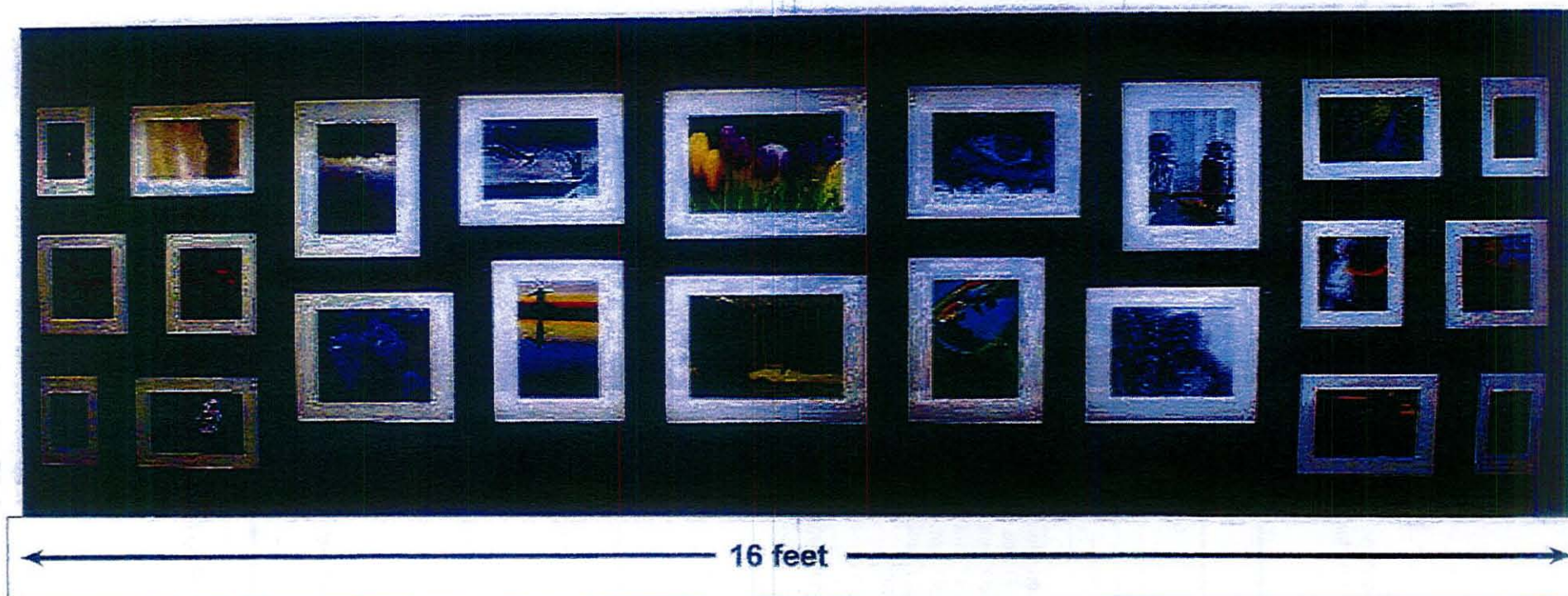
Erin Jackson
Corporate Officer

cc. Monica Dalziel, Chief Financial Officer

Attachment:

APPENDIX A: Upper foyer hallway photos





Dimensions

# of Prints	Print Size	Frame Size
4	5x7	8 x 12
4	8x10	12 x 14
4	8 x 12	12 x 16
8	11 x 14	16 x 20
2	11 x 18	18 x 24

Salmon Arm Secondary
Digital Photography Department

Invoice No. **13**

INVOICE

Customer

Name _____
 Address _____
 City _____ State _____ ZIP _____
 Phone _____

Misc

Date _____
 Order No. _____
 Rep _____
 FOB _____

Qty	Description	Unit Price	TOTAL
4	8x12 White Matt, Black OEM Metal Frame, 2mm Glass	\$ 18.00	\$ 72.00
4	12x14 White Matt, Black OEM Metal Frame, 2mm Glass	\$ 24.75	\$ 99.00
4	12x16 White Matt, Black OEM Metal Frame, 2mm Glass	\$ 27.85	\$ 111.40
8	16x20 White Matt, Black OEM Metal Frame, 2mm Glass	\$ 34.00	\$ 272.00
2	18x24 White Matt, Black OEM Metal Frame, 2mm Glass	\$ 48.00	\$ 96.00
24	Fletcher Wirelss Metal Hanging System	\$ 6.15	\$ 147.60

Purchaser will own the frames but the images remain the property of
 Salmon Arm Secenary School.

SubTotal	\$ 798.00
Shipping	
TOTAL	\$ 798.00

Payment

Other

Tax Rate(s)

Comments cash or cheque

Name

CC #

Expires

Office Use Only

Please make cheque payable to Salmon Arm Secondary

Thank you for supporting SAS Digital Photography

16. OTHER BUSINESS**1. Salmon Arm Secondary Digital Photography Photo Collage at City Hall**

Councillor Flynn left the meeting at 4:32 p.m. and returned at 4:33 p.m.

0112-2017

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: Councillors Eliason and Wallace Richmond work with staff to prepare a report regarding the placement of the proposed Salmon Arm Secondary Digital Photography Photo Collage.

CARRIED UNANIMOUSLY

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Item 16.2

CITY OF SALMON ARM

Date: May 23, 2017

P. Weir, President, S. Lowry, J. Erickson, Vice President,
Community Events Coordinator, Salmon Arm Citizens Patrol
Society - letter dated April 28, 2017 - Salmon Arm Citizens Patrol
Crowd Control Assistance

Vote Record

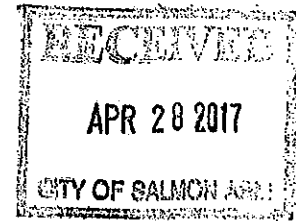
- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

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

SALMON ARM CITIZENS PATROL SOCIETY

www.salmonarmcitizenspatrol.ca
 c/o RCMP @1980-11th Ave. N.E.
 Salmon Arm, BC
 V1E 2V5



April 28, 2017

Item: Salmon Arm Citizens Patrol Crowd Control Assistance

Salmon Arm City Council

We have just been informed by our local RCMP detachment, that due to issues of financial liability, Salmon Arm Citizens Patrol may no longer assist with 'flagging' or other crowd control measures at intersections.

This restriction will impact SACP's ability to assist in a variety of sponsored community events such as 'Coldest Night of the Year' and the 'Hallowe'en Treat Trail' though not necessarily curtail all involvement in these and similar events.

Please bring this operational restriction to the attention of appropriate staff, but remain assured that your Salmon Arm Citizens Patrol remains dedicated to serving the community and its citizens and continues to look forward to working in conjunction with the City in conducting community events.

Sincerely

Paula Weir – President

Stephen Lowry – Vice-President

Jacquie Erickson – Community Events Coordinator



Item 20.1

CITY OF SALMON ARM

Date: May 23, 2017

Moved: Councillor Lavery

Seconded: Councillor Jamieson

THAT: Development Variance Permit No. VP-454 be authorized for issuance for Lot 1, Section 6, Township 20, Range 9, W6M, KDYD, Plan KAP54216, which would vary the provisions of Zoning Bylaw No. 2303 as follows:

Section 28.8.3 – M-1 General Industrial Zone - reduce the parcel line setback from 4.0 metres to 0 metres along a portion of the western parcel line to allow for an accessory building, as shown in Schedule A of the staff report dated May 5, 2017.

[Rally Management Services Ltd./ Rischmueller, W.; 4620 40 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: May 5, 2017

Subject: **Development Variance Permit Application No. VP-454**
(Parcel Line Setback)
Legal: Lot 1, Section 6, Township 20, Range 9, W6M, KDYD, Plan KAP54216
Civic: 4620 40 Avenue SE
Owner: Rally Management Services Ltd.
Applicant: Rischmueller, W.

MOTION FOR CONSIDERATION

THAT: Development Variance Permit No. VP-454 be authorized for issuance for Lot 1, Section 6, Township 20, Range 9, W6M, KDYD, Plan KAP54216, which would vary the provisions of Zoning Bylaw No. 2303 as follows:

Section 28.8.3 – M-1 General Industrial Zone - reduce the parcel line setback from 4.0 metres to 0 metres along a portion of the western parcel line to allow for an accessory building, as shown in Schedule A.

STAFF RECOMMENDATION

That the motion for consideration be defeated.

PROPOSAL

The subject property is located in the Industrial Park at 4620 40 Avenue SE (Appendix 1 and 2). The subject property is designated "Industrial – General" in the Official Community Plan (as are the surrounding properties), and is zoned M-1 (General Industrial). The owner is requesting a variance for an existing accessory building on the west interior side parcel line, which was recently sited encroaching into the 4 m parcel line setback area. A site plan has been provided (Appendix 3 - Schedule A).

BACKGROUND

The subject property is zoned M-1 General Industrial (Appendix 4). Section 28.8 of Zoning Bylaw 2303 specifies the siting of buildings in the M-1 Zone to be set back a minimum of 4.0 m from all interior side parcel lines. The accessory building is a tent-structure on blocks constructed without a Building Permit, and is partially set on the west parcel line, encroaching 4.0 m into the interior side parcel line setback area (the Permit would allow for a 4 m encroachment). Site photos are attached as Appendix 5.

The surrounding area consists primarily of industrial lots. The adjacent parcel to the west directly affected by the requested variance is also owned by the applicant and is also zoned M-1 General Industrial.

Relevant OCP Policies

Official Community Plan - Section 10 – Industrial

As stated in OCP Section 10.2.2, it is an objective of the City to improve the form and character of the industrial areas.

COMMENTSEngineering Department

No concerns.

Fire Department

No concerns.

Building Department

No concerns. A Building Permit application has been made, subject to the variance application. The owners have contracted a registered professional who has completed a fire safety assessment which outlines conditions of use based on the location of the accessory building that pose no undue risk.

Planning Department

Staff does not condone or encourage building without a Building Permit. After-the-fact review is difficult from a variety of perspectives.

Setback regulations better ensure adequate separation between buildings sited on adjoining property for aesthetic, privacy, view preservation and fire safety reasons. The requested variance from the parcel line requirement for the accessory building translates into a reduction of 4.0 m (a zero parcel line setback).

Remaining consistent with previous and similar variance applications, staff does not recommend approval of this application. The main reasons being:

- the magnitude of the requested variance (reducing the minimum 4.0 m setback to zero);
- the ability to shift a tent structure;
- the potential option of adjusting the parcel boundary;
- that approval of the variance could lead to similar expectations by other land owners; and
- that such variances can inequitably burden adjacent properties.

Staff note that an application such as this, in which the structure is movable, highlights the low cost of current Variance Permit Application fees (\$600). In a limited review of fees charged by local governments in the area (including Vernon, Kamloops, Revelstoke, Kelowna, and the CSRD) done in 2014, staff found that the City of Salmon Arm charged the lowest fee, while the average cost associated with such an application was \$828. The CSRD currently assesses a \$1,300 fee for after-the-fact variance applications.

Should Council choose to support the application, staff note that as the proposed setback reduction is along an interior parcel line, potential aesthetic impacts are mitigated to some degree. Furthermore, as the adjacent parcel directly affected is also owned by the applicant, any related impacts are not significantly placed on other property owners (this situation is directly related to an irregular parcel line). The owners have contracted a registered professional to complete a fire safety assessment and have submitted a building permit application in order to bring the project into compliance. The accessory building aligns within the current use and is reasonably consistent with the area's industrial form and character.

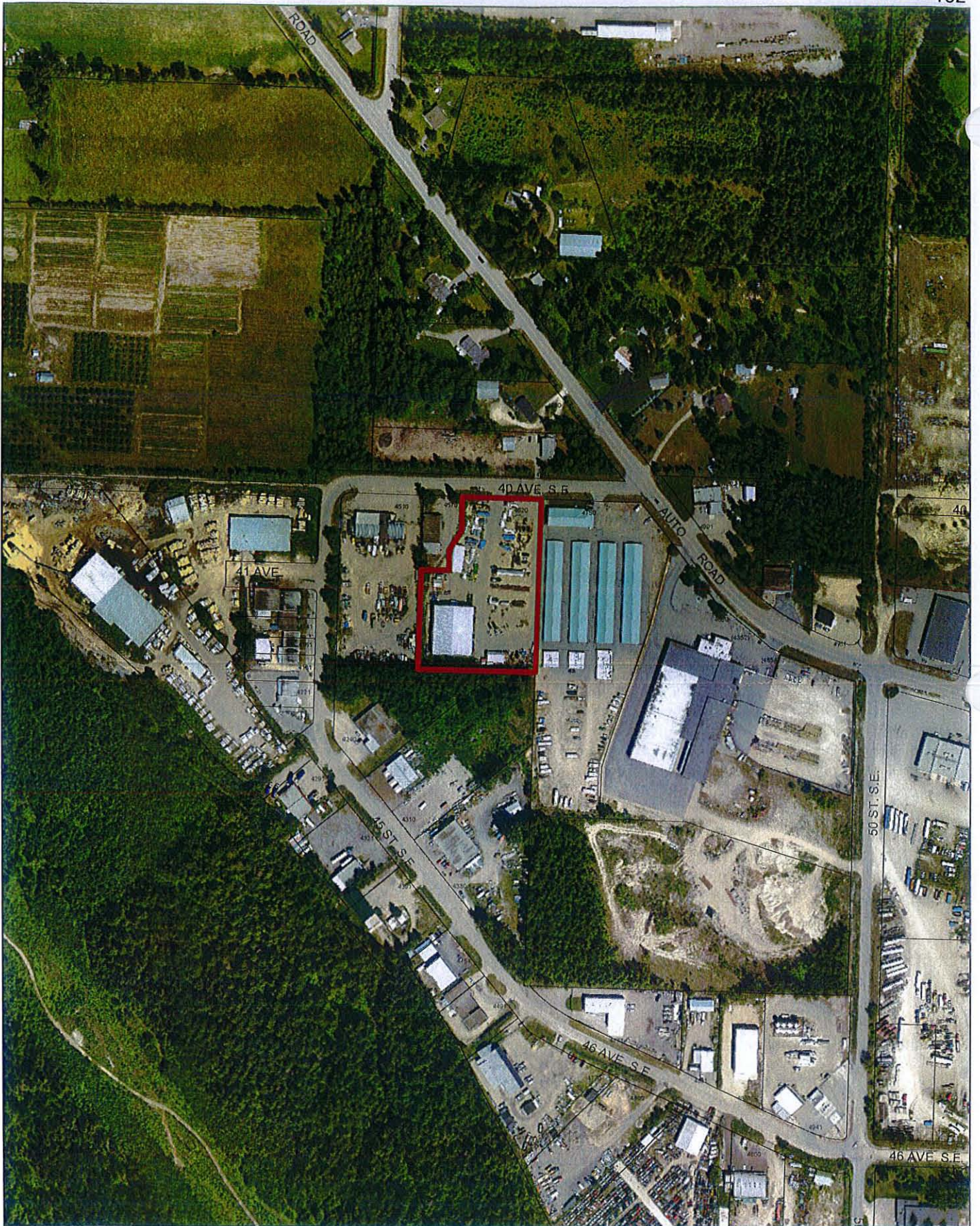
If approved, Development Variance Permit No. VP-454 will only be applicable to a development plan indicating the setback variances, as shown in Schedule A (Appendix 3).



Prepared by: Chris Larson, MCP
Planning and Development Officer



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



0 35 70 140 210 280 Meters



Subject Parcel



40 AVE. S.E.

4510

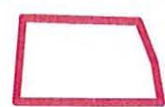
4570

4620

Accessory Building



0 5 10 20 30 40 Meters



Subject Parcel

BRITISH COLUMBIA AND CANADA LANDS

Box 362, Salmon Arm, B.C. V1E 4N5 (250)832-9701

To: Bid Group Technologies
Salmon Arm Division c/o Brant Clarkson,
4620 40 Avenue SE,
Salmon Arm, BC V1E 1X1

Your File:

Re: Lot 1, Section 6, Township 20, Range 9,
W6M, KDYD, Plan KAP54216

Parcel Identifier(PID): 023-018-305

Civic Address: 4620 40 Avenue SE

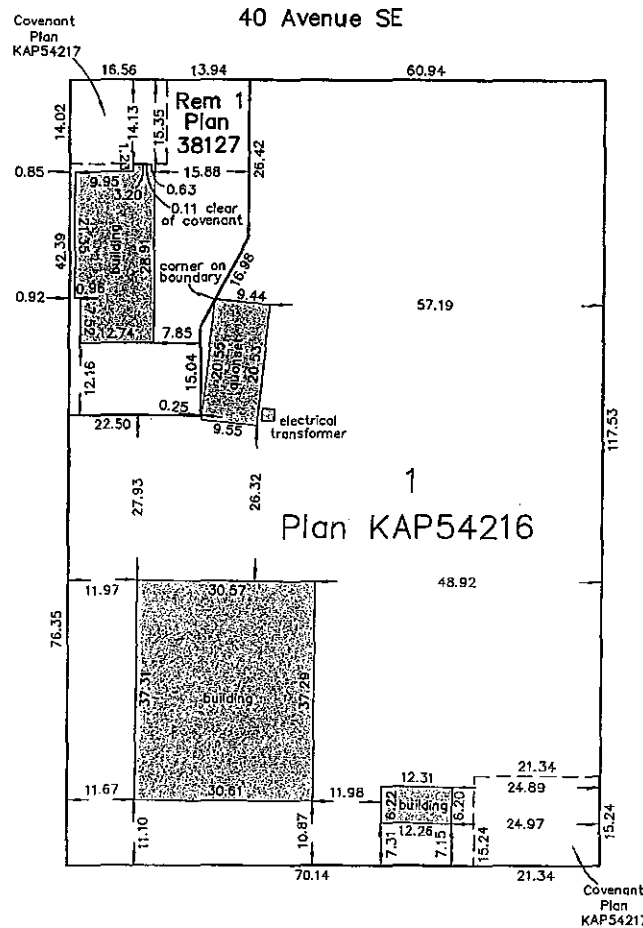
List of documents registered on title which may affect the location of improvements: Covenant KJ12336

Re: Lot 1, Section 6, Township 20, Range 9,
W6M, KDYD, Plan 38127 Except Plan KAP54216

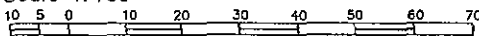
Parcel Identifier(PID): 007--585-128

Civic Address: 4570 40 Avenue SE

List of documents registered on title which may affect the location of improvements: Covenant KJ12336



Scale 1: 750



All distances are in metres.

Dimensions derived from field measurements & Plan KAP54216

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 or property corners.

This building location certificate has been prepared in accordance with the Professional Reference Manual and is certified correct this 15th day of December, 2016.

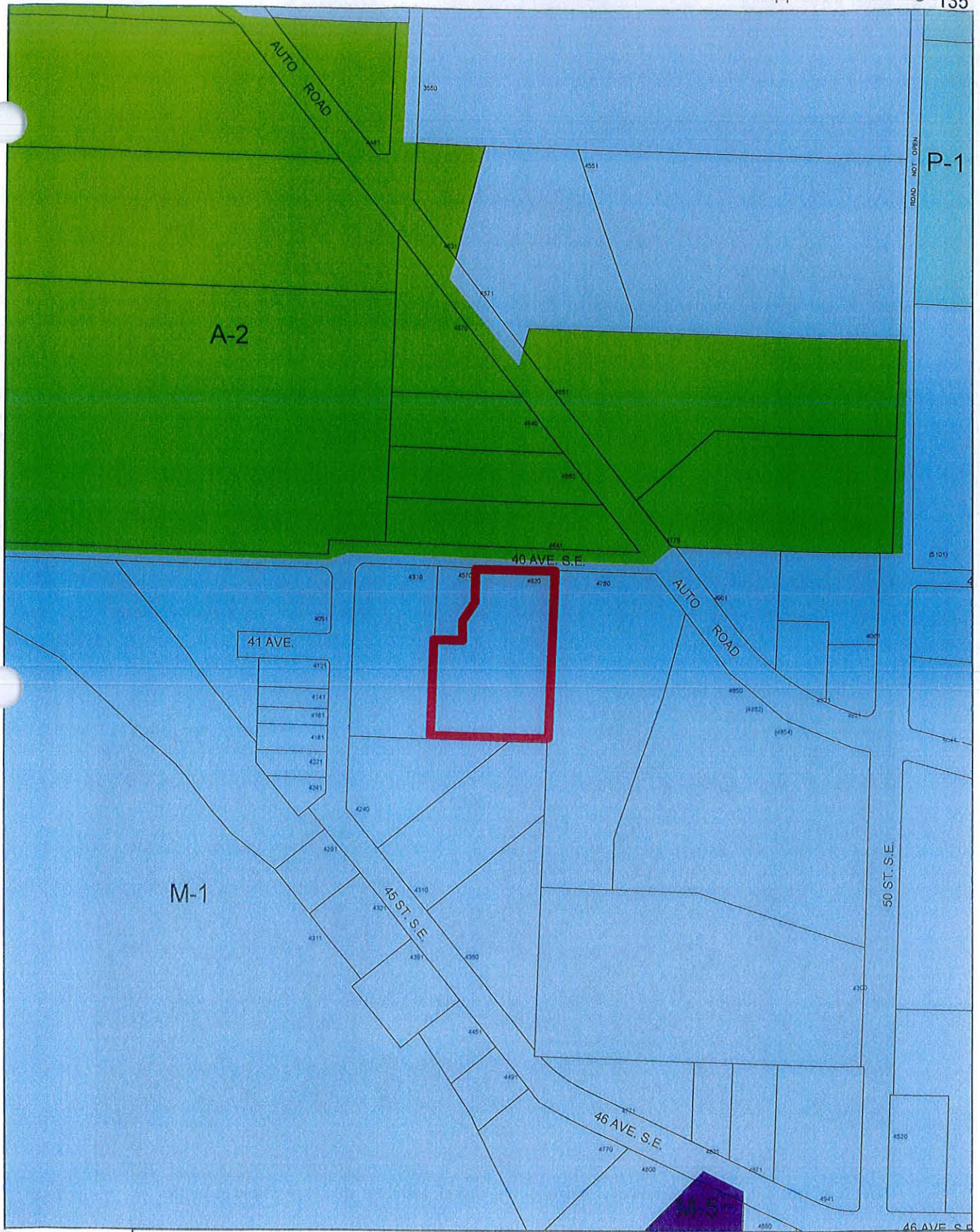
COPYRIGHT © BROWNE JOHNSON 2016
LAND SURVEYORS

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THIS DOCUMENT IS NOT VALID UNLESS
ORIGINALLY SIGNED AND SEALED.

Our File: 644-16 Fb: 644-16.raw

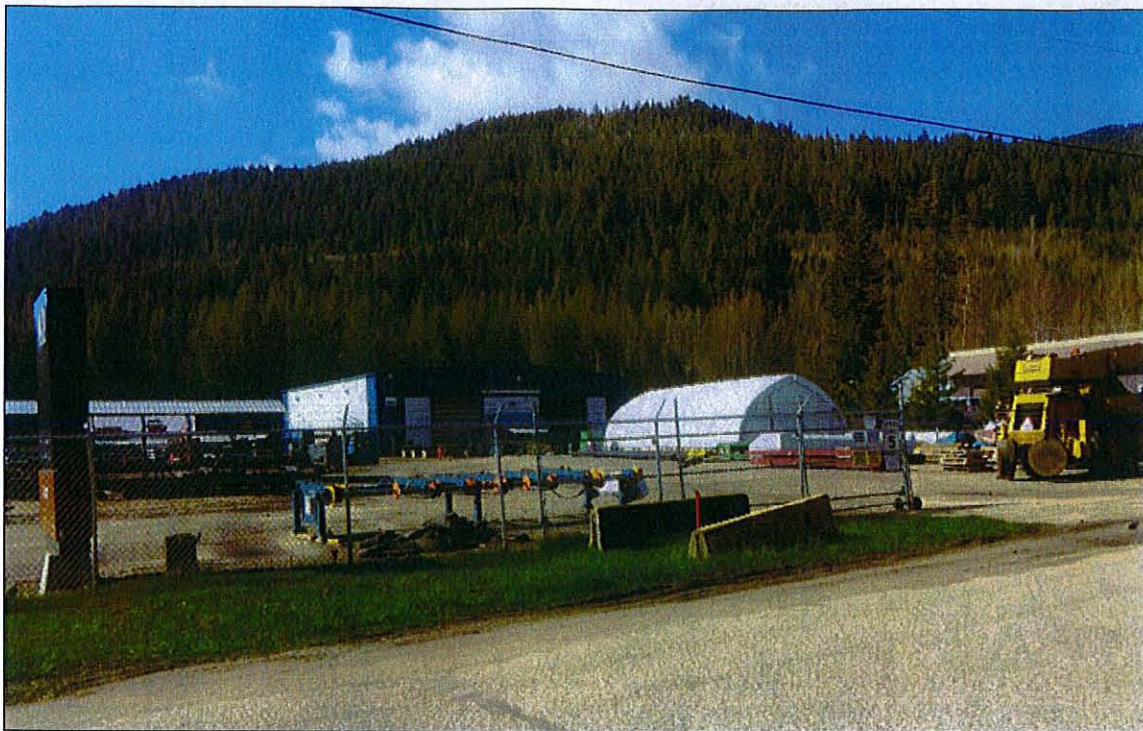
COPY
ORIGINAL SIGNED BY
MARK R. MASON, B.S.



0 35 70 140 210 280 Meters



Subject Parcel



View south-west of subject parcel, with tent structure at centre-right.



View south towards subject parcel over neighbouring parcel, with tent structure visible at centre.

Item 20.2

CITY OF SALMON ARM

Date: May 23, 2017

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: Development Permit No. 411 be authorized for issuance for Lot 1, Section 20, Township 20, Range 9, W6M, KDYD, Plan KAP79341 in accordance with the elevations, site and landscaping plan attached in Appendix 3 of the staff report dated May 8, 2017;

AND THAT: The following variances to Subdivision and Development Servicing Bylaw No. 4163 be approved for Development Permit No. DP-411:

- 1) Section 4.0 Servicing Requirements – waive the requirement to extend sanitary sewer to the subject property;
- 2) Section 4.0 Servicing Requirements – waive the requirement to install sidewalk along the entire frontage of the subject property;

AND FURTHER THAT: Issuance of Development Permit No. DP-411 be withheld subject to the following:

- 1) Adoption of associated Official Community Plan and Zoning Bylaw Amendment; and
- 2) Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan.

[J. Bland; Eagle Home Sales (Salmon Arm) Ltd.; 1190 51 Street NE; Sales Office]

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: May 8, 2017

SUBJECT: Development Permit No. 411 (Highway Service / Tourist Commercial)
 Legal : Lot 1, Section 20, Township 20, Range 9, W6M, KDYD, Plan KAP79341
 Civic Addresses: 1190 – 51 Street NE
 Owner/Applicant: Eagle Home Sales (Salmon Arm) Ltd. c/o Jodi Bland

MOTION FOR CONSIDERATION

THAT: Development Permit No. 411 be authorized for issuance for Lot 1, Section 20, Township 20, Range 9, W6M, KDYD, Plan KAP79341 in accordance with the elevations, site and landscaping plan attached in Appendix 3 of this memorandum;

AND THAT: The following variances to Subdivision and Development Servicing Bylaw No. 4163 be approved for Development Permit No. DP-411:

- 1) Section 4.0 Servicing Requirements – waive the requirement to extend sanitary sewer to the subject property;
- 2) Section 4.0 Servicing Requirements – waive the requirement to install sidewalk along the entire frontage of the subject property;

AND FURTHER THAT: Issuance of Development Permit No. DP-411 be withheld subject to the following:

- 1) Adoption of associated Official Community Plan and Zoning Bylaw Amendment; and
- 2) Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscaping plan.

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The proposal is to develop the parcel located at 1190 – 51 Street NE for the Eagle Homes manufacture home sales site shown on APPENDIX 1 and 2. The development proposal includes a two storey, approximately 4,100 ft² office and sales building. Parking is located in the front of the building with access from 51 Street NE near the south end of the subject property.

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

SITE / CONTEXT

The subject parcel is split designated Highway Service/Tourist Commercial and Acreage Reserve in the City's Official Community Plan (OCP), is zoned A-2 (Rural Holding) and entirely within the Agricultural Land Reserve (ALR).

OCP and rezoning amendment applications (OCP No. 4000-27 / Zoning No. 1077) were made for the subject property in November 2016 to redesignated and rezone the property to Highway Service/Tourist Commercial and C-3 Service Commercial. The application is currently being held at Third Reading subject to exclusion from the ALR. The applicants have confirmed with the ALC that the property will be excluded subject to berm and screening measures being completed. Issuance of the Development Permit will be subject to adoption of the associated OCP and rezoning amendments.

COMMENTS

Design Review Panel

A Design Review Panel (DRP) meeting was held on April 26, 2017. Minutes of that meeting are attached as APPENDIX 5.

Fire Department

No concerns.

Building Department

No concerns.

Engineering Department

Comments are attached as APPENDIX 7.

Planning Department

Form and Character Development Permit

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

The two storey, rectangular shaped building will be 7.3 m in height with a sloped roof structure. Large windows and the covered front entrance will be facing 51 Street NE with proposed fascia signage centred above the entrance. The west elevation is outlined by stonework from ground level to roofline in addition to surrounding the front entrance and signage.

The proposed landscaping plan (APPENDIX 3) shows five maple trees along the 51 Street NE frontage, with spaced bunched grass and river rock. Staff requested the addition of the five maple trees to meet the guidelines of the Highway Service/Tourist Commercial Development Permit area. Initial plans did not include any boulevard trees; however after discussions with staff the applicants agreed to amend the plan and include the trees. The landscaping shown on the north, south and east property boundaries is based on the required ALR buffer and the specifications provided by the ALC shown in APPENDIX 6. Approval from the ALC will be required as a condition of the related OCP and rezoning amendments and subsequently the issuance of the Development Permit.

Site Access and Offstreet Parking

The subject property is proposed for commercial use and defined as Mobile Homes Sales and Rental in the Zoning Bylaw for parking requirements. The site plan shows a total of 6 offstreet parking stalls. The

Zoning Bylaw requires 1 stall per 200 metres GFA for a total of 2 stalls required. Access is proposed from 51 Street NE on the south-west side of the property. The access lane and parking will be paved with the remainder of the lot crushed gravel surfaced. The site is relatively large and open for potential access and storage; five display mobile homes are shown on either side of the sales building as per the site plan.

Servicing Variance Requests

The subject property will be in the Urban Containment Boundary (UCB) when the OCP Bylaw is adopted and then be subject to the Urban Development Area Standard. The applicant is requesting two variances to the Development and Subdivision Servicing Bylaw (SDS) No. 4163 to waive the extension of sanitary sewer and frontage improvements for the installation of sidewalk along the entire frontage of the property.

Servicing – Sanitary Sewer Extension

The SDS Bylaw requires any development within the UCB to be connected to City sanitary sewer. In this location the nearest sanitary sewer main is approximately 850 m away near the Salmon Arm GM dealership. Given the location of the main to the subject property, and the limited scale of the proposed development, extension is not considered financially feasible or practical. Country Side Manufactures Homes was approved for a similar variance to not extend the sanitary sewer main. Staff support this variance request for the above noted reasons.

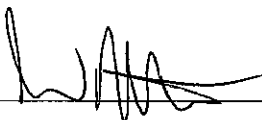
Frontage Improvements – Sidewalk Extension

The SDS Bylaw requires full frontage improvements for the entire length of the subject property which includes curb, gutter, sidewalk, and street lighting. The applicants have requested to waive the extension of sidewalk. The area is a low pedestrian traffic area with no connecting sidewalk or trail system. Maintenance of the sidewalk in the area is also a concern as the City would be responsible for snow clearing etc. There is no sidewalk existing along 51 Street NE as a variance was granted previously for the Country Side Manufactured Homes development which is adjacent to the subject property on the east side of 51 Street NE. Staff support this variance request for the above noted reasons.

CONCLUSION

The proposal is for the development of a mobile homes sales site and office building at 1190 – 51 Street NE. The application addresses the "Highway Service/Tourist Commercial Development Permit Area" design guidelines of the OCP. The form and character is generally consistent with design guidelines of the OCP. The two requested variances are considered reasonable and practical given the location of the property and are supported by staff.

Application DP-411 is recommended for approval by staff, subject to the conditions outlined in the motion for consideration being completed to the satisfaction of the City.



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



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



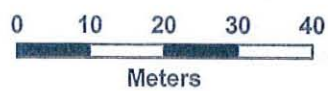
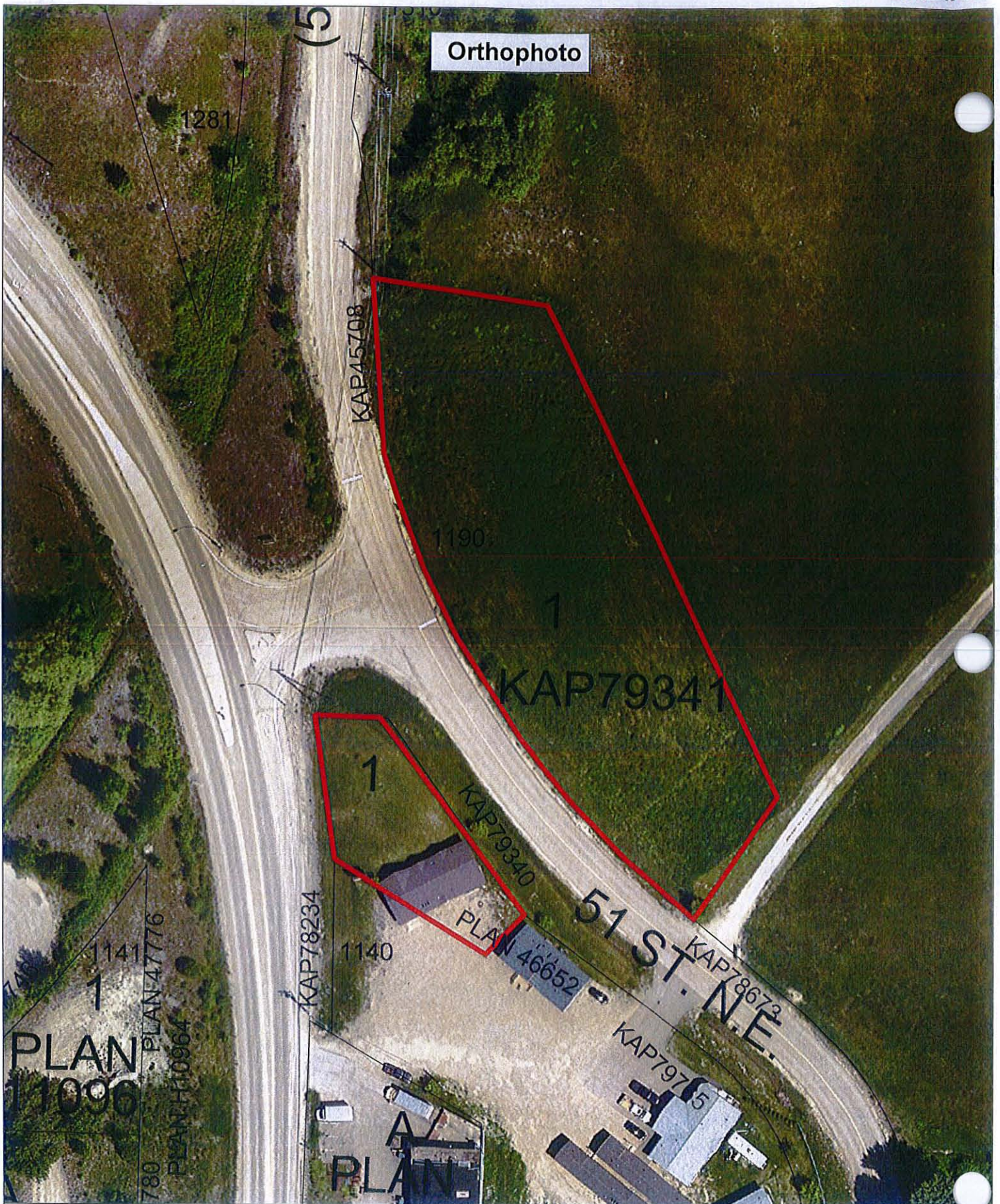
Location Map



0 50 100 150 200
Meters



Subject Parcel



Subject Parcel



250.804.5403
MRGDESIGN@GMAIL.COM

PRELIMINARY DRAWINGS
DO NOT USE FOR PERMIT OR CONSTRUCTION



CLIENT **EAGLE HOMES**

JOB **SALES OFFICE**

1190 51 ST NE
SALMON ARM, B.C.

JOB # **7356**

REVISIONS
PRELIM CONCEPT NOV 26 2016
ISSUED FOR DP FEB 27 2017
PRELIM 1ST FLR MAR 1 2017
ISSUED FOR DP MAR 2 2017

DATE **MAR 2 2017**

DRAWING **3D**

SCALE

PAGE **DP-1**

CLIENT **EAGLE HOMES**

JOB **SALES OFFICE**

1190 51 ST NE
SALMON ARM, B.C.

JOB # **7356**

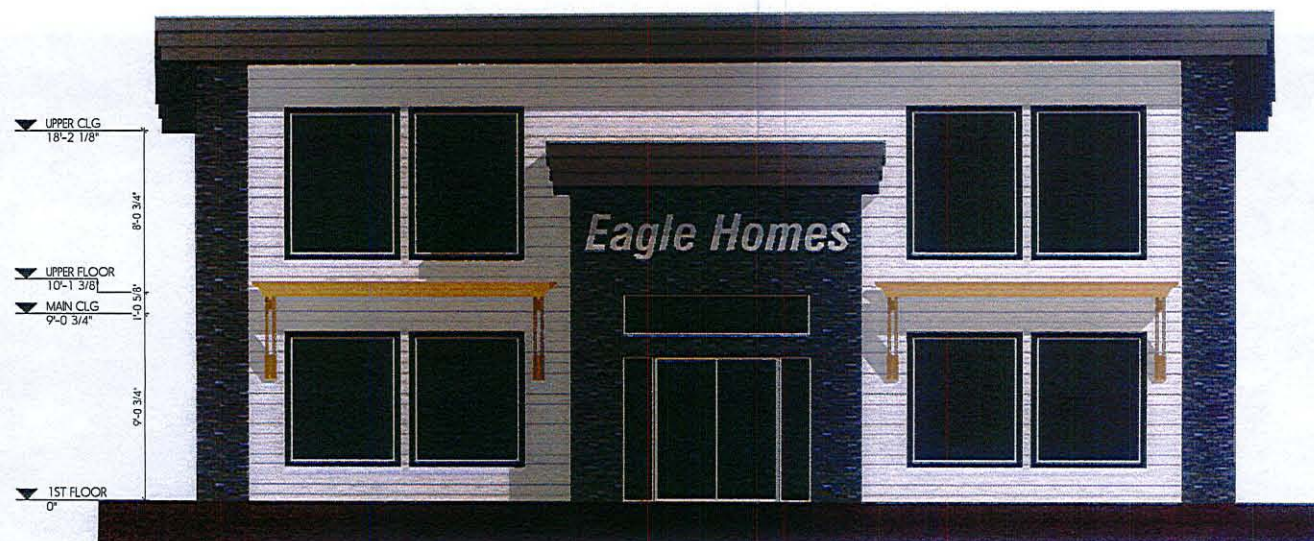
REVISIONS
PRELIM CONCEPT NOV 26 2016
ISSUED FOR DP FEB 27 2017
PRELIM 1ST FLR MAR 1 2017
ISSUED FOR DP MAR 2 2017

DATE **MAR 2 2017**

DRAWING **ELEVATIONS**

SCALE **1/4" = 1'-0"**

PAGE **DP-2**



1 FRONT ELEVATION
1/4" = 1'-0"



2 LEFT ELEVATION
1/4" = 1'-0"

PRELIMINARY DRAWINGS
DO NOT USE FOR PERMIT OR CONSTRUCTION

CLIENT **EAGLE HOMES**

JOB **SALES OFFICE**

1190 51 ST NE
SALMON ARM, B.C.

JOB # **7356**

REVISIONS
PRELIM CONCEPT NOV 26 2016
ISSUED FOR D.P. FEB 27 2017
PRELIM 1ST FLR MAR 1 2017
ISSUED FOR D.P. MAR 2 2017

DATE **MAR 2 2017**

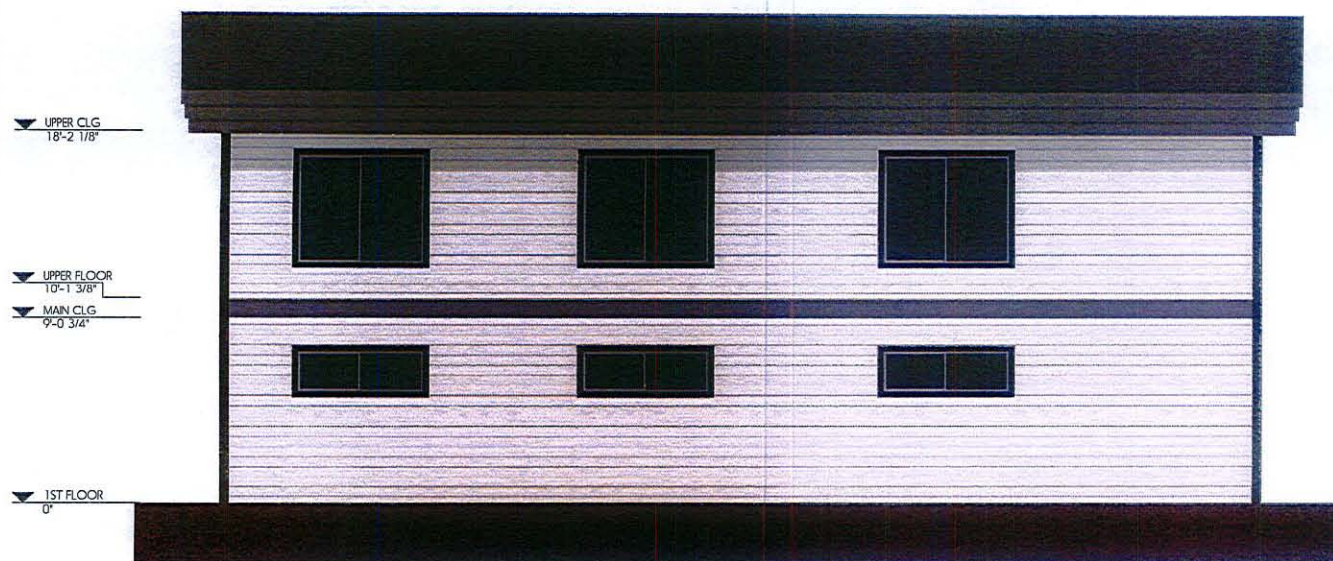
DRAWING **ELEVATIONS**

SCALE **1/4" = 1'-0"**

PAGE **DP-3**

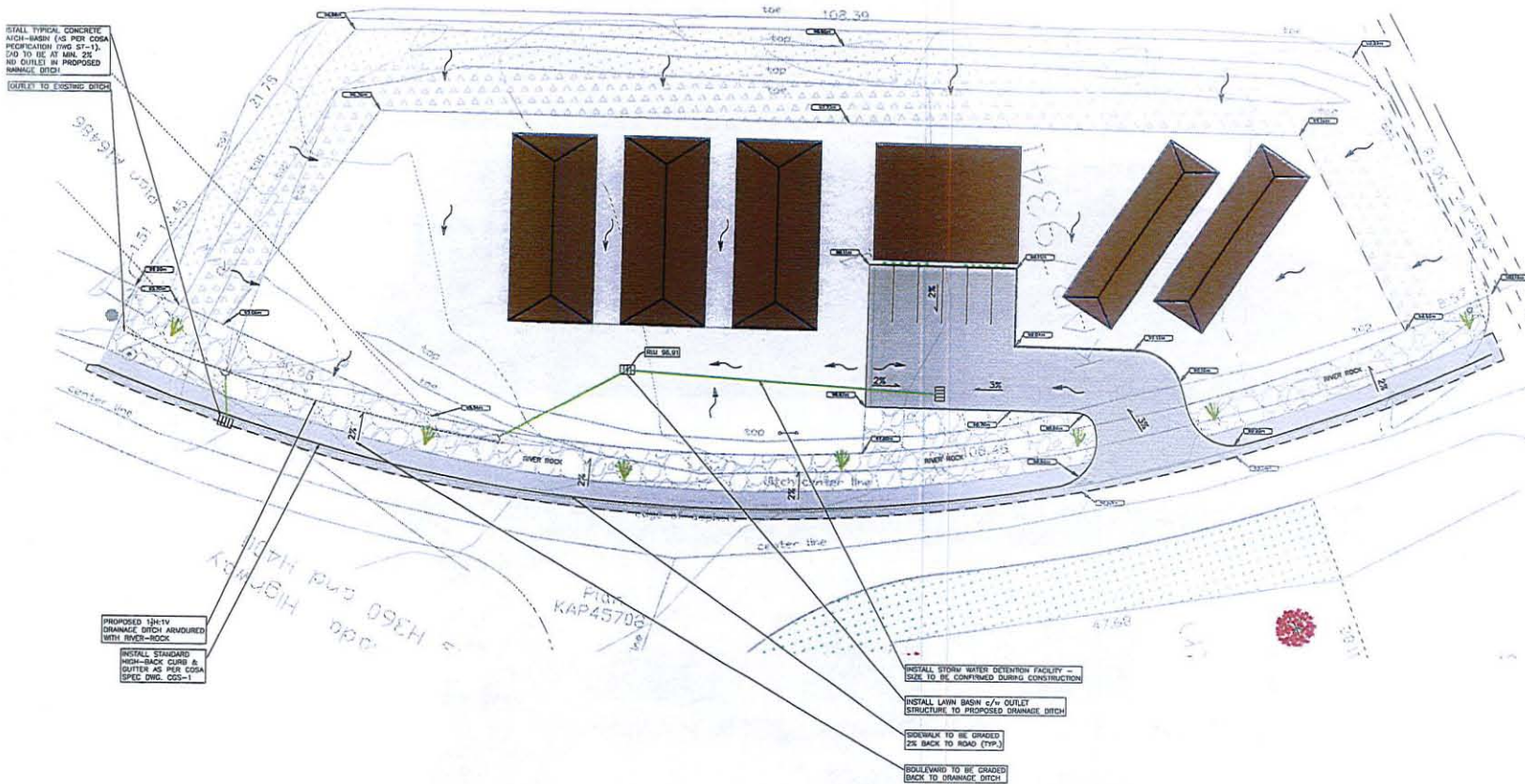


1 RIGHT ELEVATION
1/4" = 1'-0"



2 REAR ELEVATION
1/4" = 1'-0"

Plan KAP59563



LEGEND

EXISTING	
—	HYDRO/TELEPHONE POLE
—	HYDRO/TELEPHONE POLE C/W BAYT
—	TELEPHONE POLE
—	HYDRO POLE
—	HYDRO POLE C/W TRANS.
—	POST TOP STREET LIGHT
—	GUY
—	SANITARY MANHOLE
—	STORM MANHOLE
—	CATCHBASIN
—	FIRE HYDRANT
—	GATE VALVE
—	SANITARY SEWER
—	FORCE MAIN
—	WATER MAIN
—	GAS
—	UNDERGROUND TELEPHONE
—	FENCE
—	DEODOROUS/EVERGREEN
—	HEDGE
PROPOSED	
—	SANITARY MANHOLE
—	STORM MANHOLE
—	CATCHBASIN
—	GATE VALVE
—	FIRE HYDRANT
—	SANITARY SEWER
—	STORM SEWER
—	WATER MAIN
—	DITCHLINE
—	INLET/OUTLET HEADWALL
—	END CAP
—	WHEEL CHAIR RAMP
—	DRIVEWAY LAYOUT

NOTES:

- CONTRACTOR TO VERIFY LOCATION OF ALL EXISTING UTILITIES WITH ALL UTILITY COMPANIES PRIOR TO DESIGN.
- CONTRACTOR TO CO-ORDINATE UTILITY RELOCATION WORKS WITH UTILITY COMPANIES AS REQUIRED.
- ALL CONSTRUCTION TO BE IN ACCORDANCE WITH CITY OF SALMON AREA SUBDIVISION AND DEVELOPMENT SERVICES BYLAWS No. 2006.

NO.	DATE	REVISION	BY	APP'D
1	03-JAN-17	DESIGN	BTL	
2	03-JAN-17	DRAWN	BTL	
3	03-JAN-17	CHECKED	ACW	

P.ENG
Scales: HORIZ. = 1:250



EAGLE HOMES SHOW HOME SITE

HWY 97B, SALMON
ARM, BC
LOT 1 KAP79341
DEVELOPMENT
PERMIT SITE GRADING
PLAN

PROJECT No.	71-1
SHEET	2 OF 2
DWG. No.	GR-1
REV. No.	0

NOTES: ELEVATIONS ARE ARBITRARY AND NOT GEODETICALLY REFERENCED



Photo 1: Photo looking north from 51 Street NE at the subject property.



Photo 2: Photo looking north from 51 Street NE showing overview and frontage road.



CITY OF SALMON ARM

DESIGN REVIEW PANEL MINUTES

April 26, 2017
Room No. 100, City Hall

Present: Bill Laird (Panel Chair)
Lianne Longdo (Panel Member)
Bill Remphrey (Panel Member)
Marc Lamerton (Panel Member)

Kim Kinnee (Applicant DP-410)
Ross McDiarmid (Applicant DP-410)

Wes Miles (Planning and Development Officer)
Chris Larson (Planning and Development Officer)

Absent: Warren Welter (Panel Member)
Paul Burrows (Panel Member)
John Coulson (Panel Member)

Applications: **Proposed Multiple Family Residential Development at 530 – 1 Avenue SE**
Development Permit Application No. DP-410

Proposed Commercial Development at 1190 – 51 Street NE
Development Permit Application No. DP-411

The meeting was called to order at 2:30 p.m.

Marc Lamerton (Panel Member) recused himself from the meeting for the review of DP-410.

Development Permit Application No. DP-410

The Applicants summarized the proposal, referring to the site plans and building elevations. They are attempting to maintain and preserve the existing structure.

Panel members discussed the proposal, noting the need for this form of housing. Panel members sought clarification on the proposed garbage/recycling collection area, the sloping topography, landscaping, and parking. It was noted that snow would likely have to be hauled away, while the prominent position of the garbage collection area was questioned. The panel was supportive of the form and character, noting the challenge of matching existing rooflines without seeming artificial, and were appreciative of the purposeful modern design of the addition.

Panel Recommendation

THAT the application drawings under review for application DP-410 be supported, encouraging the adaptive reuse of the existing building, subject to:

- shifting the refuse area to the lane, exchanging position with one of the parking spaces.

Design Review Panel – April 26, 2017 Meeting Minutes

Marc Lamerton (Panel Member) rejoined the meeting

Development Permit Application No. DP-411

Staff summarized the proposal by referring to the site plan and building elevations.

Panel members discussed the proposal, commenting positively on the context of the area as well as the form and character of the building, questioning the building materials and the plantings required within the ALR buffer, and noting the potential benefit of including boulevard trees.

Panel Recommendation

THAT the application drawings under review for application DP-411 be supported, subject to:

- the addition of boulevard trees; and
 - encouraging the incorporation of high-end building finishes (stone and fibre cement siding).
- The DRP noted the lack of detail in the elevation drawings provided with respect to building finishing materials and the ALR landscaping, and encourage inclusion of this information in future applications.

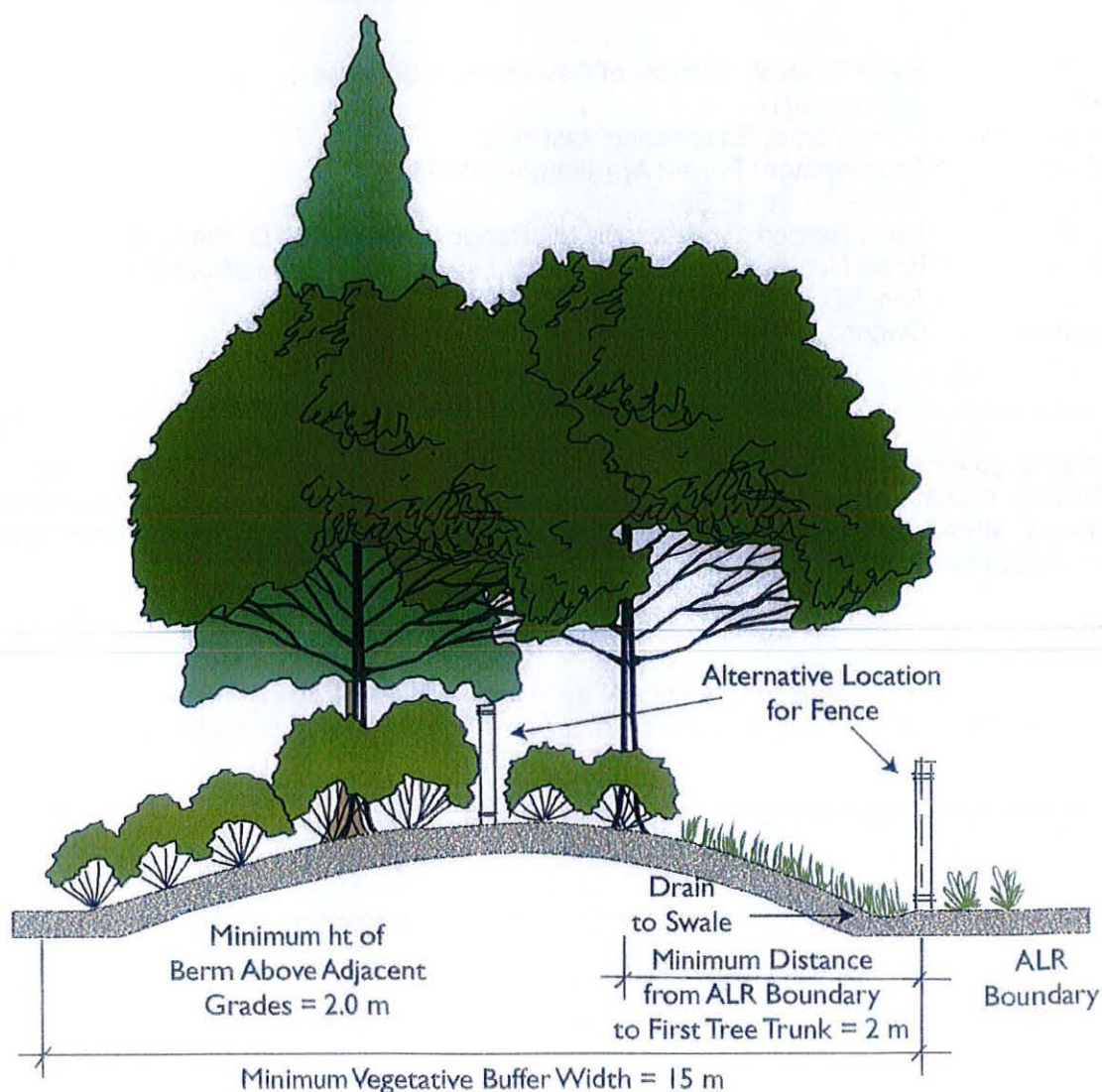
The meeting adjourned at 3:15 p.m.



Bill Laird, Panel Chair

3.8.b Urban-Side Buffer B (with berm) – Design Specifications & Layout

Urban-side **Buffer B** includes all elements of **Buffer A**, as well as a berm with a minimum height of 2 metres above the adjacent grades. There are two alternatives for locating a fence, either at the lowest or highest points of the berm. This choice should be made according to design and use of adjacent properties. The main intent of the berm in this example is to provide increased storm water retention capabilities of the buffer, although a berm may provide more effective noise reduction and visual screening as well.





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

To: Kevin Pearson, Director of Development Services
 Date: April 21, 2017
 Prepared by: Darin Gerow, Engineering Assistant
 Subject: **Development Permit Application DP-411E**
 Civic: 1190 – 51 Street SE
 Legal: Lot 1, Section 10, Township 20, Range 9, W6M, KDYD, Plan KAP79341
 Owner: Eagle Homes Sales (Salmon Arm) Ltd., #1, 120 Harbourfront Drive NE, Salmon Arm, BC, V1E 2T3
 Applicant: Owner

Further to your referral dated April 11, 2017, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Development; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

General:

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

DEVELOPMENT PERMIT APPLICATION DP - 410E

April 21, 2017

Page 2

work. These plans must be prepared by a qualified engineer. As a condition of building permit approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

Roads/Access:

1. 51 Street NE on the west side of the subject property will be classified as an Urban Local Street.

51 Street NE is currently constructed as an Interim Rural paved road. Upgrading 51 Street NE to an Urban Local Road Standard (Specification Drawing No. RD-2) is required. Upgrades will include, but not limited to, Road Construction, Road Drainage Improvements, Curb & Gutter, Sidewalk, Street Lighting, and underground Hydro & Tel.

2. Owner/developer is responsible in ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway at time of building permit.

Water:

1. The subject property fronts on a 300mm diameter (Zone 4) watermain on 51 Street NE. No upgrades are anticipated, subject to comments No. 2 & 3 below.
2. The available fire flows are satisfactory according to the 2011 Water Study (Opus Dayton Knight 2012).
3. Fire protection requirements to be confirmed with the Building Department and Fire Department.
4. The existing lot is to be serviced by single metered water service connection (as per Specification Drawing No. W-10) adequately sized to satisfy the proposed use (minimum 25mm). Water meter will be required at time of building permit (meter provided by the City of Salmon Arm at the developers cost). Existing records indicate that the existing lot is serviced with a 25mm diameter water service size from 51 Street NE. All existing inadequate/unused services must be abandoned at the main. Applicant is responsible for all associated costs.

Sanitary Sewer:

1. The subject property does not front on City sanitary main. Owner/developer is required to provide the subject property with connection to the City sanitary system.

DEVELOPMENT PERMIT APPLICATION DP - 410E

April 21, 2017

Page 3

Drainage:

1. The subject property does not front a City storm. Extension of the storm main may be waived with specific approval from the City Engineer subject to submission of an integrated Storm Water Management Plan outlining alternative storm water measures. Owner/Developer may be required to grant an alternative storm water maintenance covenant in a form acceptable to the Approving Officer and Director of Development Services. The Integrated Stormwater Management Plan (ISMP) shall conform to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7
2. Existing drainage to be reviewed and modified where necessary to eliminate any adverse impacts on adjacent properties and to ensure no adverse impacts on existing lot from proposed development lots are created. All boulevards shall be graded at 2.0 % towards the roadway.

Geotechnical:

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



Darin Gerow, ASCT
Engineering Assistant

Rob Niewenhuizen, ASCT
Director of Engineering and Public Works



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

To: Kevin Pearson, Director of Development Services
 Date: May 2, 2017
 Prepared by: Darin Gerow, Engineering Assistant
 Subject: **Development Permit Application DP-411E - VARIANCE**
 Civic: 1190 – 51 Street NE
 Legal: Lot 1, Section 10, Township 20, Range 9, W6M, KDYD, Plan KAP79341
 Owner: Eagle Homes Sales (Salmon Arm) Ltd., #1, 120 Harbourfront Drive NE, Salmon Arm, BC, V1E 2T3
 Applicant: Owner

Further to your referral dated April 11, 2017, the Engineering Department has thoroughly reviewed the site and offers the following comments and recommendations, relative to the variances requested.

The applicant is requesting to vary City of Salmon Subdivision and Development Servicing Bylaw No. 4163 as follows:

1) Waive the requirement to extend sanitary sewer and connect

The subject property does not front on the City's sanitary sewer collection system. Extension of the system from the nearest sanitary sewer is required by the bylaw.

Connection to the City's sanitary sewer collection system is desirable within the Urban Development Area. However, in this instance connection is not financially viable due to the distance from the nearest sanitary sewer. For a single lot of this size, onsite disposal is an appropriate solution.

Recommendation:

Engineering Department recommends that the request to waive the requirement to extend the sanitary sewer main be granted, subject to approval from IHA.

2) Waive the requirement to install concrete sidewalk along the property frontage.

51 Street NE on the west side of the subject property will be classified as an Urban Local Street. It is constructed as an Interim Rural paved road. Upgrading 51 Street NE to an Urban Local Road Standard (Specification Drawing No. RD-2) is required by Subdivision and Development Bylaw No. 4163. Upgrades may include, but not limited to, road construction, road drainage improvements, curb & gutter, sidewalk, and street lighting.

Currently there is no sidewalk along 51 Street NE. The only existing sidewalk in the area is an approximately 80 meter section along 10 Avenue NE west of 51 Street. The connectivity or

DEVELOPMENT PERMIT APPLICATION DP - 410E - VARIANCE

April 21, 2017

Page 2

sidewalks within this area is absent. Additionally the development directly west of the subject property received a variance not to install sidewalk along 51 Street NE.

Installing sidewalk would also put a burden on the maintenance and snow removal procedures as currently no snow removal is conducted in the area and that the small 80 meters section of sidewalk is required to be contracted out due to the location.

Recommendation:

Engineering Department recommends that the request to waive the requirement to install concrete sidewalk be granted.



Darin Gerow, ASCT
Engineering Assistant



Rob Niewenhuizen, ASCT
Director of Engineering and Public Works

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 Tuesday, May 23, 2017 at 7:00 p.m.

2) Proposed Amendment to Zoning Bylaw No 2303:

Proposed Rezoning of 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).

Civic Address: 4581 71 Avenue NE

Location: West of 70th Avenue and 47th Street NE
in the new Parks Edge subdivision

Present Use: Vacant property

Proposed Use: Single family dwelling with a suite

Owner / Applicant: Lentz, G.

Reference: ZON-1091/ Bylaw No. 4208



The files for the proposed bylaws are available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from May 9 to 23, 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

May 10 and 17, 2017



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

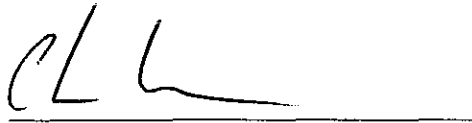
No concerns with rezoning. BC Building Code to apply.

Fire Department

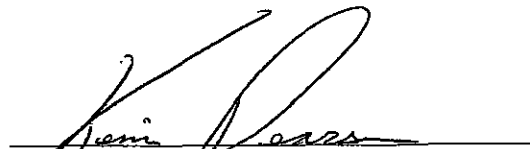
No concerns.

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.



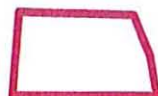
Prepared by: Chris Larson, MCP
Planning and Development Officer



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



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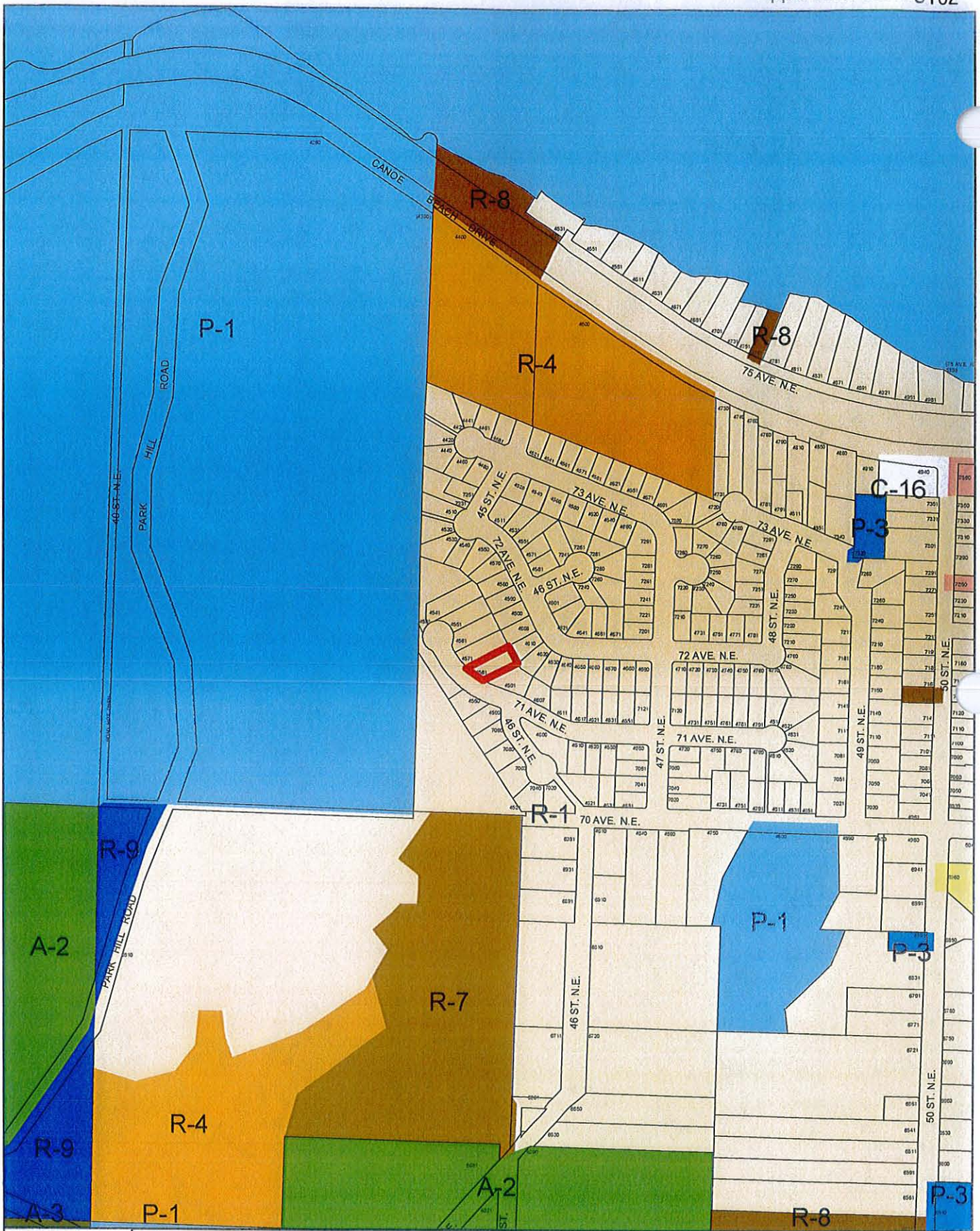
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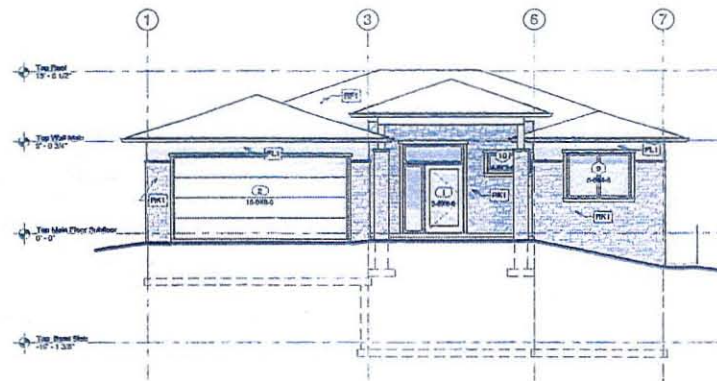
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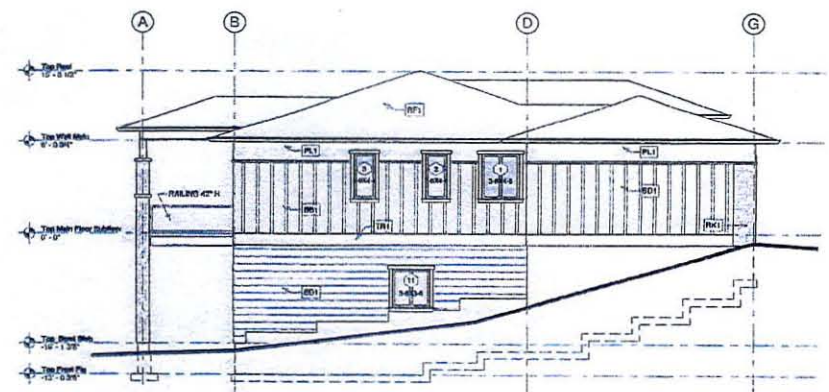
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Meters



Subject Parcel



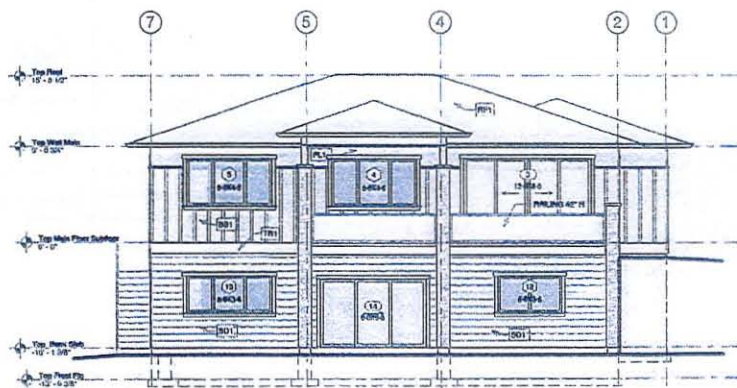
3 SOUTH ELEVATION
3/16" = 1'-0"



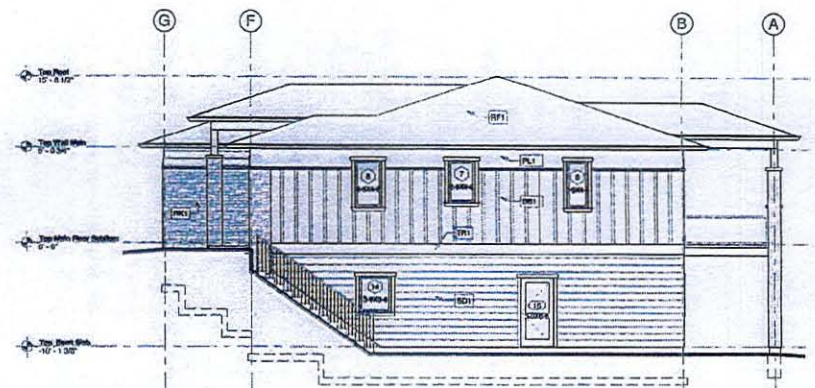
4 WEST ELEVATION
3/16" = 1'-0"

EXTERIOR FINISHES

- RF1 ASPHALT SHINGLE ROOFING
- SD1 HARDIE BOARD SIDING
- DS1 BOARD & BATTEN
- PL1 HARDIE PANEL
- RK1 CULTURED STONE
- TT1 HARDIE TRIM



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



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

KHM Design

3200 26 ST NE
SALMON ARM, BC
V1E 3G7

TEL : (250) 617-7131

www.khmdesign.ca
khs@khmdesign.ca

PROJECT:
BOOTSMA RESIDENCE

LOT 17
PARKS EDGE
SALMON ARM, BC

SHEET NAME:
LOWER FLOOR PLAN

DATE: 01/17/17

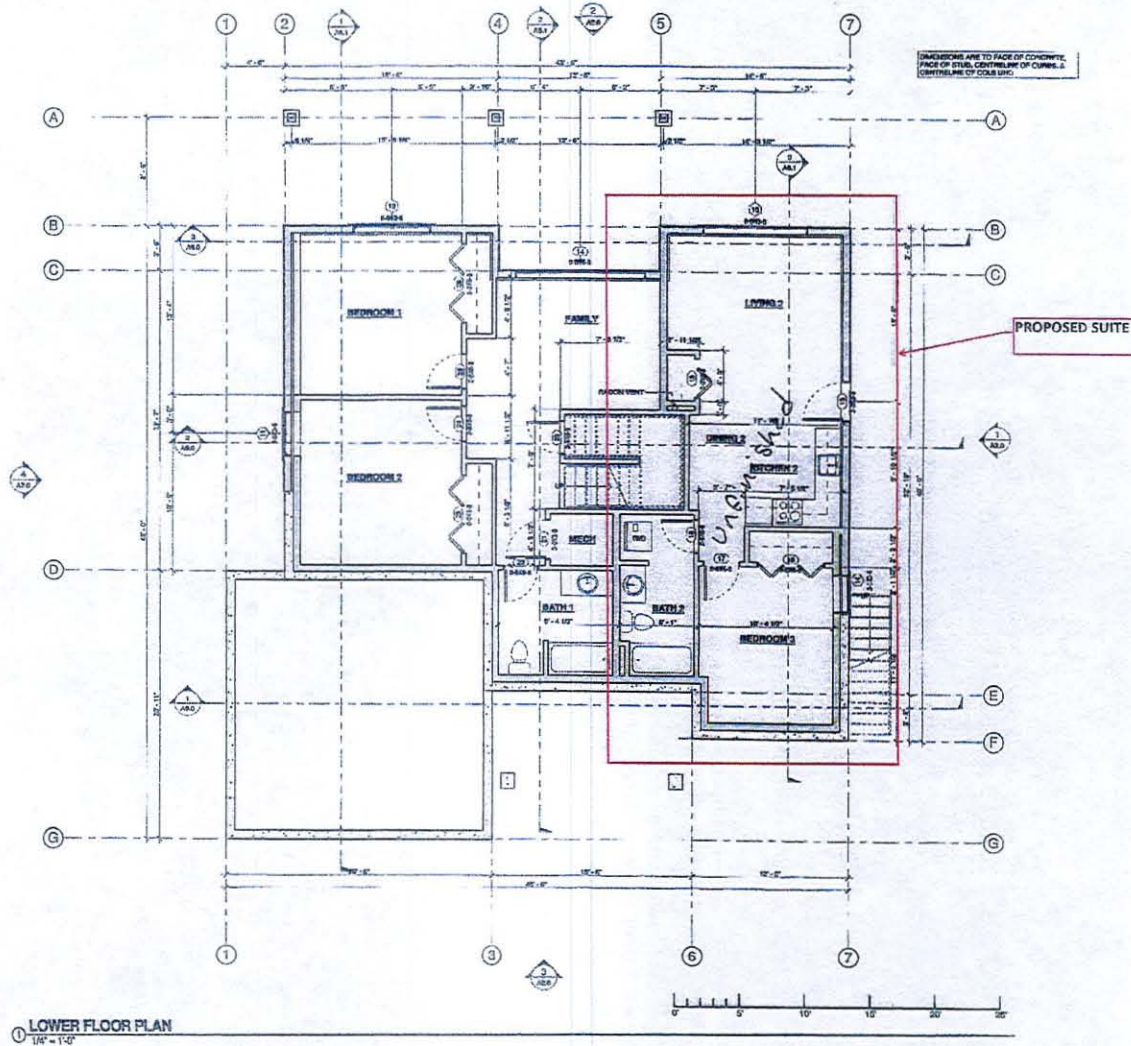
01/17/17

THESE DESIGNS AND DRAWINGS
ARE THE EXCLUSIVE PROPERTY
OF KHM DESIGN AND MAY NOT
BE USED OR REPRODUCED
WITHOUT CONSENT.

DATE: 01/17/17
DRAWN: JH/ML
JOB #

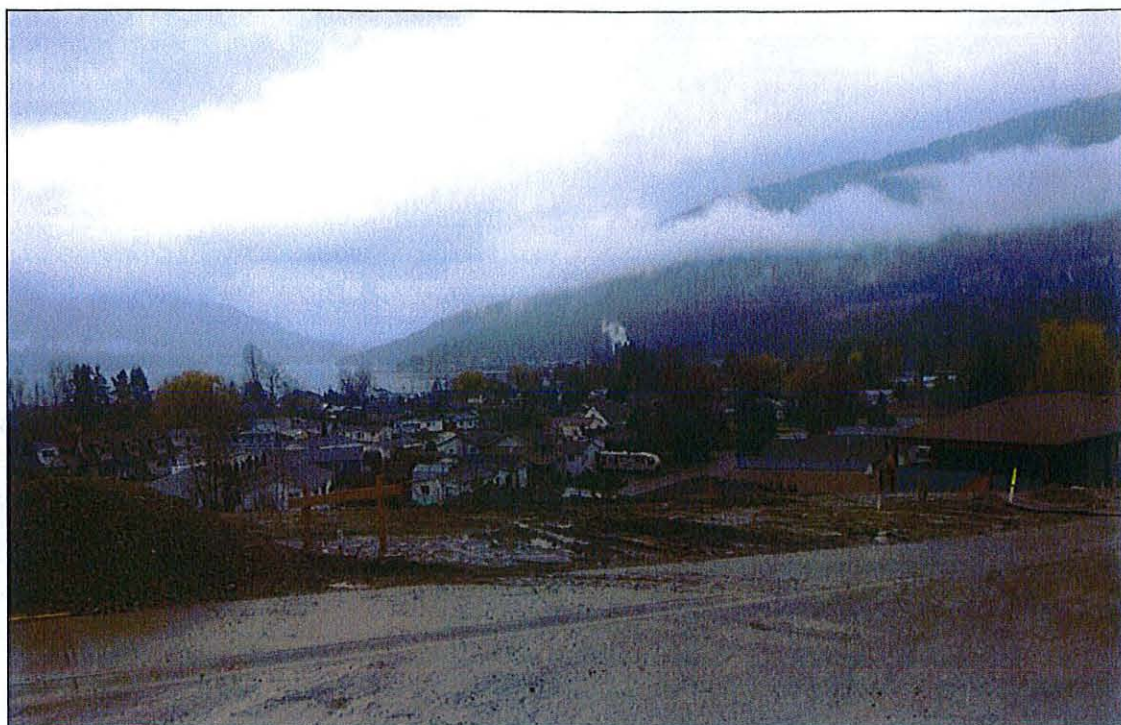
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Appendix 4: Elevations and Plans



① LOWER FLOOR PLAN
1/4" = 1'-0"

2017-03-17 11:11:42 AM



View east over subject parcel showing adjacent properties.



View north over subject parcel showing adjacent properties.

From: Dave Barnard [mailto:d_barnard@shaw.ca]
Sent: May 13, 2017 10:49 AM
To: Kevin Pearson
Subject: Amendment to Zoning Bylaw No. 2303.

Hi Kevin

I received a letter from Erin Jackson requesting comments on the request to rezone lot 17 at the Parks Edge subdivision from R4 To R8 to facilitate the construction of a Legal Suite. I do not have Erin's email so could you please forward this email along.

1001833 BC Ltd. as an owner of adjacent properties, has no objection whatsoever to the proposed rezoning.

Thank you

Dave Barnard

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Item 22.1

CITY OF SALMON ARM

Date: May 23, 2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

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

[ZON-1091; 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

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 8th DAY OF May 2017

READ A SECOND TIME THIS 8th DAY OF May 2017

READ A THIRD TIME THIS DAY OF 2017

ADOPTED BY COUNCIL THIS DAY OF 2017

MAYOR

CORPORATE OFFICER



Item 23.

CITY OF SALMON ARM

Date: May 23, 2017

Moved: Councillor Harrison

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of May 23, 2017, be adjourned.

Vote Record

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

Opposed:

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

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