



# **AGENDA**

## **Regular Council Meeting**

**Monday, October 23, 2017**

**1:30 p.m.**

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

**Council Chamber of City Hall**

**500 – 2 Avenue NE**

<b>Page #</b>	<b>Item #</b>	<b>Description</b>
	1.	<b>CALL TO ORDER</b>
1 - 2	2.	<b>IN-CAMERA SESSION</b>
	3.	<b>ADOPTION OF AGENDA</b>
	4.	<b>DISCLOSURE OF INTEREST</b>
	5.	<b>PRESENTATIONS / DELEGATIONS</b>
3 - 4	1.	Lana Fitt, Manager, Salmon Arm Economic Development Society – Update
	6.	<b>CONFIRMATION OF MINUTES</b>
5 - 18	1.	Regular Council Meeting Minutes of October 10, 2017
	7.	<b>COMMITTEE REPORTS</b>
19 - 24	1.	Development and Planning Services Committee Meeting Minutes of October 16, 2017
25 - 28	2.	Downtown Parking Commission Meeting Minutes of September 19, 2017
29 - 32	3.	Shuswap Regional Airport Operations Committee Meeting Minutes of September 20, 2017
	8.	<b>INTRODUCTION OF BYLAWS</b>
33-46	1.	Zoning Amendment Bylaw No. 4229 [ZON-1108; Leachman, G. & S.; 3020 – 20 Street NE; R-7 to R-8] – First and Second Readings
	9.	<b>RECONSIDERATION OF BYLAWS</b>
47 - 56	1.	2017 – 2021 Financial Plan Amendment Bylaw No. 4228 – Final Reading

- |           |            |   |
|-----------|------------|---|
|           | <b>10.</b> | <b>CORRESPONDENCE</b>   |
| 57 - 58   | 1.         | Informational Correspondence  |
|           | <b>11.</b> | <b>STAFF REPORTS</b>  |
| 59 - 60   | 1.         | Corporate Officer - Regular Council Meeting, Canoe Victory Hall   |
| 61 - 66   | 2.         | 2018 Council Meeting Schedule and 2018 Development and Planning Services Committee Meeting Schedule   |
| 67 - 82   | 3.         | Director of Development Services - Agricultural Land Commission Application No. ALC-371 [Renaud, B. & B. / Browne Johnson Land Surveyors Ltd.; 1400 - 65 Street SW] |
| 83 - 96   | 4.         | Director of Development Services - Proposed Strata Conversion of a Previously Occupied Building [Sjogren, L. & L.; 5500 - 48 Avenue SE]                             |
| 97 - 108  | 5.         | Director of Development Services - Sanitary Sewer Main Extension to Elks Hall Property [3960 - 30 Street NE]  |
|           | <b>12.</b> | <b>NEW BUSINESS</b>   |
|           | <b>13.</b> | <b>COUNCIL STATEMENTS</b>   |
|           | <b>14.</b> | <b>COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE</b>  |
|           | <b>15.</b> | <b>SALMON ARM SECONDARY YOUTH COUNCIL</b>   |
|           | <b>16.</b> | <b>NOTICE OF MOTION</b>   |
| 109 - 110 | 1.         | Councillor Lavery - Digital Dashboard Simulator   |
| 111 - 112 | 2.         | Councillor Lavery - Reserve for Sani-Dump Facility  |
| 113 - 114 | 3.         | Councillor Lavery - Strategies to reduce Wildfire risk  |
| 115 - 116 | 4.         | Councillor Lavery - SAEDS MakerSpace Pilot Initiative   |
|           | <b>17.</b> | <b>UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS</b>  |
|           | <b>18.</b> | <b>OTHER BUSINESS</b>   |
|           | <b>19.</b> | <b>QUESTION AND ANSWER PERIOD</b>   |

**7:00 p.m.**

Page #	Item #	Description
	<b>20.</b>	<b>DISCLOSURE OF INTEREST</b>
	<b>21.</b>	<b>HEARINGS</b>
117 - 130	1.	Development Variance Permit No. VP-464 [Sipes, J.; 2781 Auto Road SE; Setback Variance]

22. **STATUTORY PUBLIC HEARINGS**
- 131 - 142 1. Zoning Amendment Application ZON-1102 [Tekamar Mortgage Fund Ltd.; 3161 Okanagan Avenue NE; R-1 to R-8]
- 143 - 168 2. Zoning Amendment Application ZON-1105 [Jarvis, C.J. / Franklin Engineering Ltd.; 2810 - 15 Avenue NE; R-1 to R-4 & R-5]
23. **RECONSIDERATION OF BYLAWS**
- 169 - 172 1. Zoning Amendment Bylaw No. 4226 [ZON-1102; Tekamar Mortgage Fund Ltd.; 3161 Okanagan Avenue NE; R-1 to R-8] - Third Reading
- 173 - 176 2. Zoning Amendment Bylaw No. 4227 [ZON-1105; Jarvis, C.J. / Franklin Engineering Ltd.; 2810 - 15 Avenue NE; R-1 to R-4 & R-5] - Third Reading
24. **QUESTION AND ANSWER PERIOD**
- 177 - 178 25. **ADJOURNMENT**

THIS PAGE INTENTIONALLY LEFT BLANK

Item 2.

## CITY OF SALMON ARM

Date: October 23, 2017

Moved: Councillor Jamieson

Seconded: Councillor Wallace Richmond

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

THIS PAGE INTENTIONALLY LEFT BLANK

Item 5.1

## CITY OF SALMON ARM

Date: October 23, 2017

### PRESENTATION

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

#### **Vote Record**

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

Opposed:

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

THIS PAGE INTENTIONALLY LEFT BLANK

Item 6.1

## CITY OF SALMON ARM

Date: October 23, 2017

Moved: Councillor Flynn

Seconded: Councillor Eliason

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

### Vote Record

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

Opposed:

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

## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chamber of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Tuesday, October 10, 2017.

### PRESENT:

Mayor N. Cooper  
 Councillor K. Flynn  
 Councillor C. Eliason  
 Councillor T. Lavery  
 Councillor L. Wallace Richmond  
 Councillor A. Harrison  
 Councillor K. Jamieson (entered the meeting at 2:52 p.m.)

Chief Administrative Officer C. Bannister  
 Chief Financial Officer M. Dalziel  
 Manager of Financial Services T. Tulak  
 Director of Engineering & Public Works R. Niewenhuizen  
 Director of Development Services K. Pearson  
 Recorder B. Puddifant

### ABSENT:

#### 1. CALL TO ORDER

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

#### 2. IN-CAMERA SESSION

0378-2017

Moved: Councillor Harrison  
 Seconded: Councillor Wallace Richmond  
 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 2:06 p.m.  
 Council recessed until 2:30 p.m.

#### 3. REVIEW OF AGENDA

Addition of Item 10.1.23 D. Martinuk – letter dated September 6, 2017 – Community Wildfire Protection Plan

#### 4. DISCLOSURE OF INTEREST

Councillor Eliason declared a conflict of interest with item 8.1 due to a potential perceived pecuniary interest as he is a former employee of Tekamar Mortgage Fund Ltd.

**4. DISCLOSURE OF INTEREST - continued**

Councillor Flynn declared a conflict of interest with Item 8. of the Public Budget Meeting Agenda as his son is a volunteer with the Alain Boucher Memorial Project.

**5. PRESENTATIONS / DELGATIONS****1. Salmon Arm Secondary Youth Council**

Members of the Politics 12 class at Salmon Arm Senior Secondary introduced themselves to Council.

**2. Sergeant Lachapelle, Salmon Arm RCMP Detachment - Quarterly Policing Report - July 1 - September 30, 2017**

Sergeant Lachapelle of the Salmon Arm RCMP detachment provided an overview of the quarterly policing report and was available to answer questions from Council.

Councillor Jamieson entered the meeting at 2:52 p.m.

**6. CONFIRMATION OF MINUTES****1. Regular Council Meeting Minutes of September 11, 2017**

0379-2017

Moved: Councillor Jamieson

Seconded: Councillor Eliason

THAT: the Regular Council Meeting Minutes of September 11, 2017, be adopted as circulated.

CARRIED UNANIMOUSLY

**7. COMMITTEE REPORTS****1. Development and Planning Services Committee Meeting Minutes of October 2, 2017**

0380-2017

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee Meeting Minutes of October 2, 2017, be received as information.

CARRIED UNANIMOUSLY

**2. Downtown Parking Commission Meeting Minutes of July 18, 2017**

0381-2017

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Downtown Parking Commission Meeting Minutes of July 18, 2017, be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS - continued

3. Environmental Advisory Committee Meeting Minutes of September 7, 2017

0382-2017

Moved: Councillor Lavery  
Seconded: Councillor Harrison  
THAT: the Environmental Advisory Committee Meeting Minutes of September 7, 2017, be received as information.

CARRIED UNANIMOUSLY

4. Agricultural Advisory Committee Meeting Minutes of September 13, 2017

0383-2017

Moved: Councillor Jamieson  
Seconded: Councillor Wallace Richmond  
THAT: the Agricultural Advisory Committee Meeting Minutes of September 13, 2017, be received as information.

CARRIED UNANIMOUSLY

5. Social Impact Advisory Committee Meeting Minutes of June 13, 2017

0384-2017

Moved: Councillor Wallace Richmond  
Seconded: Councillor Flynn  
THAT: the Social Impact Advisory Committee Meeting Minutes of June 13, 2017 be received as information.

CARRIED UNANIMOUSLY

6. Social Impact Advisory Committee Meeting Minutes of September 19, 2017

0385-2017

Moved: Councillor Wallace Richmond  
Seconded: Councillor Eliason  
THAT: the Social Impact Advisory Committee Meeting Minutes of September 19, 2017 be received as information.

CARRIED UNANIMOUSLY

7. Greenways Liaison Committee Meeting Minutes of September 21, 2017

0386-2017

Moved: Councillor Jamieson  
Seconded: Councillor Wallace Richmond  
THAT: the Greenways Liaison Committee Meeting Minutes of September 21, 2017, be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS - continued

8. Shuswap Regional Airport Operations Committee Meeting Minutes of June 21, 2017

0387-2017

Moved: Councillor Harrison

Seconded: Councillor Lavery

THAT: the Shuswap Regional Airport Operations Committee Meeting Minutes of June 21, 2017, be received as information.

CARRIED UNANIMOUSLY

Councillor Eliason declared a conflict of interest and left the meeting at 3:17 p.m.

8. INTRODUCTION OF BYLAWS

1. Zoning Amendment Bylaw No. 4226 [ZON-1102; Tekamar Mortgage Fund Ltd.; 3161 Okanagan Avenue NE; R-1 to R-8]

0388-2017

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4226, 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 & Infrastructure.

CARRIED UNANIMOUSLY

Councillor Eliason returned to the meeting at 3:23 p.m.

2. Zoning Amendment Bylaw No. 4227 [ZON-1105; Jarvis, C.J. / Franklin Engineering Ltd.; 2810 - 15 Avenue NE; R-1 to R-4 & R-5]

0389-2017

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4227, 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 & Infrastructure.

CARRIED UNANIMOUSLY

3. Highway Closure Bylaw No. 4189 - Portion of 11 Avenue NE and Portion of 20 Street NE

0390-2017

Moved: Councillor Harrison

Seconded: Councillor Jamieson

THAT: the bylaw entitled City of Salmon Arm Highway Closure Bylaw No. 4189 be read a first, second and third time;

AND THAT: Authorization be granted for the sale of Closed Road, a Portion of 11 Avenue NE (Plans 1327, B6229, KAP45014 and KAP48555) and a Portion of 20 Street NE (Plans 1327, B6229 and KAP48555), Section 24, Township 20, Range 10,

**8. INTRODUCTION OF BYLAWS - continued****3. Highway Closure Bylaw No. 4189 – Portion of 11 Avenue NE and Portion of 20 Street NE - continued**

W6M, KDYD, as shown on Appendix 1 of the Staff Report dated October 2, 2017, to 1097792 BC Ltd. for the sum of \$40,000.00;

AND THAT: Final Reading of City of Salmon Arm Highway Closure Bylaw No. 4189 and the sale of the above noted lands be subject to the following:

1. Compliance with Section 26 (Notice of Proposed Property Disposition) and Section 94 (Requirements for Public Notice) of the Community Charter and Policy 3.16 (Notification); and

2. Approval of the Bylaw by the Ministry of Transportation & Infrastructure.

CARRIED UNANIMOUSLY

**4. 2017 – 2021 Financial Plan Amendment Bylaw No. 4228**

0391-2017

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm 2017 to 2021 Financial Plan Amendment Bylaw No. 4228 be read a first, second and third time.

CARRIED UNANIMOUSLY

**9. RECONSIDERATION OF BYLAWS****1. Zoning Amendment Bylaw No. 4222 [ZON-1093; BC Transportation Financing Authority / Ministry of Transportation & Infrastructure; 1110 – 30 Street SW; A-1 to C-3] – final reading**

0392-2017

Moved: Councillor Jamieson

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4222 be read a final time.

CARRIED UNANIMOUSLY

**2. Highway Closure Bylaw No. 4203 – Part of Road, Plan EPP947 – final reading**

0393-2017

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the bylaw entitled Highway Closure Bylaw No. 4203 be read a final time.

Prior to calling the question, Mayor Cooper called for input from the public.

CARRIED UNANIMOUSLY

**10. CORRESPONDENCE****1. Informational Correspondence****7. S. LaRocque – letter dated September 7, 2017 – Memorial Bench in Raven Park**

0394-2017

Moved: Councillor Harrison

Seconded: Councillor Flynn

THAT: Council authorize the use of one of the existing park benches in Raven Park as a memorial bench in memory of Brendan Anthony Burge.

CARRIED UNANIMOUSLY**15. R. Marshall, Executive Director, Community Futures Shuswap – letter dated September 20, 2017 – Shuswap Labour Market Assessment & Action Planning Project**

0395-2017

Moved: Councillor Harrison

Seconded: Councillor Wallace Richmond

THAT: Councillor Lavery be appointed to the “Labour Market Action Team” as the Salmon Arm City Council representative.

CARRIED UNANIMOUSLY

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

Councillor Wallace Richmond returned to the meeting at 3:55 p.m.

**19. B. Scott, BC District Manager, Passenger Services, Greyhound Canada Transportation – letter dated September 13, 2017 – Application to B.C. Passenger Transportation Board**

0396-2017

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: Council send correspondence to the B.C. Passenger Transportation Board encouraging denial of the application of Greyhound to reduce passenger routes.

CARRIED UNANIMOUSLY

The Meeting recessed at 4:25 p.m.

The Meeting reconvened at 4:35 p.m.

**11. STAFF REPORTS****1. Chief Financial Officer – Annual Grants – Policy No. 7.28**

0397-2017

Moved: Councillor Jamieson

Seconded: Councillor Wallace Richmond

THAT: the Policy No. 7.28 cited as “Annual Grants” be adopted as presented.

CARRIED UNANIMOUSLY

**11. STAFF REPORTS - continued****2. Chief Administrative Officer – Communications Strategy**

0398-2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: Council support the Communication Strategy initiatives outlined in the Staff Report dated September 28, 2017.

CARRIED UNANIMOUSLY**3. Director of Engineering and Public Works – Purchase Recommendation for Replacement of Unit #34 – Trackless Sidewalk Tractor**

0399-2017

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: Council approve the purchase of a new Trackless MT7 Municipal Tractor and attachments, including: front plow, snow blower and salt/sand spreader, from Williams Machinery LP of Vernon, BC for the quoted amount of \$173,691.00 plus taxes;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of this equipment and authorize the sole sourcing to Williams Machinery LP.

CARRIED UNANIMOUSLY**12. NEW BUSINESS****13. COUNCIL STATEMENTS****1. Committees of Council/Agency Representatives**

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

**14. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**

Board in Brief - September, 2017 - Received for information.

**15. SALMON ARM SECONDARY YOUTH COUNCIL**

Graham Gomme, Salmon Arm Secondary teacher, introduced the students from the Politics 12 class. Students Gray Simms and Lilli Rakose addressed Council.

**16. NOTICE OF MOTION**

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

1. E. Morgan, President, Salmon Arm Pickleball Club - email dated June 20, 2017 - Request Permission to Install Storage Container at Klahani Park Courts - Deferred Motion (0302-2017) from the July 10, 2017 Council Meeting

0400-2017

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: Council authorize the Salmon Arm Pickleball Club to place a metal storage locker at Klahani Park, at a location to be determined by the Supervisor of Parks and Recreation, subject to execution of an agreement for same.

DEFEATED UNANIMOUSLY

2. Director of Engineering and Public Works - Trans Canada Highway Safety Study

0401-2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: City Council approve the proposed Phase I Improvements as outlined in the staff report dated July 26, 2017 and as recommended in the Trans-Canada Highway Corridor Safety Study (2013) as prepared by ISL Engineering Ltd.

AND THAT: the City enter into a Letter of Agreement with the Ministry of Transportation and Infrastructure for the cost sharing of said improvements subject to the funding being reviewed during the 2018 budget discussions.

Councillor Wallace Richmond left the meeting at 5:46 p.m.

Councillor Wallace Richmond returned to the meeting at 5:48 p.m.

CARRIED

Councillors Harrison, Jamieson and Eliason Opposed

**18. OTHER BUSINESS****19. QUESTION AND ANSWER PERIOD**

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

The Meeting recessed at 6:13 p.m.

The Meeting reconvened at 7:00 p.m.

**PRESENT:**

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

Chief Administrative Officer C. Bannister  
Chief Financial Officer M. Dalziel  
Manager of Financial Services T. Tulak  
Director of Engineering & Public Works R. Niewenhuizen  
Director of Development Services K. Pearson  
Recorder B. Puddifant

**20. DISCLOSURE OF INTEREST**

No interest was declared.

**21. HEARINGS****22. PUBLIC HEARING****1. Zoning Amendment Application No. ZON-1101 [City of Salmon Arm; Text Amendment]**

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

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4223 was declared closed at 7:05 p.m. and consideration of the next item ensued.

**2. Zoning Amendment Application No. ZON-1104 [Arsenault, I.L. / Browne Johnson Land Surveyors; 1017 - 10 Avenue SE; R-1 to R-4]**

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

Submissions were called for at this time.

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

J. Puffer Hill and T. Puffer Hill of 1021 - 12 Avenue SE, expressed concerns over privacy and safety and requested that the property owner construct a privacy fence.

**22. PUBLIC HEARING - continued****2. Zoning Amendment Application No. ZON-1104 [Arsenault, I.L. / Browne Johnson Land Surveyors; 1017 - 10 Avenue SE; R-1 to R-4] - continued**

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4224 was declared closed at 7:15 p.m. and consideration of the next item ensued.

**3. Zoning Amendment Application No. ZON-1106 [Parrell, S.J.; 4641 - 40 Avenue SE; A-2 to M-1]**

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

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4225 was declared closed at 7:16 p.m.

**23. RECONSIDERATION OF BYLAWS****1. Zoning Amendment Bylaw No. 4223 [ZON-1101; City of Salmon Arm; Text Amendment - third and final readings]**

0402-2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4223 be read a third and final time.

CARRIED UNANIMOUSLY

**2. Zoning Amendment Bylaw No. 4224 [ZON-1104; Arsenault, I.L. / Browne Johnson Land Surveyors; 1017 - 10 Avenue SE; R-1 to R-4] - third and final readings**

0403-2017

Moved: Councillor Lavery

Seconded: Councillor Jamieson

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4224 be read a third and final time.

CARRIED UNANIMOUSLY

**3. Zoning Amendment Bylaw No. 4225 [ZON-1106; Parrell, S.J.; 4641 - 40 Avenue SE; A-2 to M-1] - third and final readings**

0404-2017

Moved: Councillor Harrison

Seconded: Councillor Eliason

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4225 be read a third and final time.

CARRIED UNANIMOUSLY

**24. QUESTION AND ANSWER PERIOD**

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

**25. PUBLIC INPUT – 2018 Budget****2. H. Williamson – 40 St SE between Auto Road and 20 Ave SE – unpaved southern end of road**

H. Williamson outlined the reasons for his request for upgrading 40 St SE expressing safety and increased traffic concerns.

**3. L. Wong, Manager, Downtown Salmon Arm – Funding for Askews' Community Clean Up Day**

L. Wong outlined her request for \$500.00 to support the Downtown Clean Up scheduled for April 28, 2018.

**4. L. Wong, Manager, Downtown Salmon Arm – Funding for Graffiti Removal in the Downtown Core**

L. Wong outlined her request for \$840.00 to assist with graffiti removal in the downtown core.

**5. P. Wright – Salmon Arm & Shuswap Agricultural Association**

S. DeBoer and D. Gonella outlined the Association's request for financial assistance for repairs to the SASCU Memorial Arena - \$150,000.00, and for installation of a permanent power supply to the south grounds of the fairgrounds - \$126,000.00.

**6. A. Mason – Installation of sidewalk, curb and gutter along 4 St SE between 7 St SE and 10 St SE**

No presenter.

**7. C. Niemi, Early Childhood Development – Canada 150 Play Box Relocation and Improvements**

No presenter.

Councillor Flynn declared a conflict and left the meeting at 7:55 p.m.

**8. S. Haines – Shelter at Alain Boucher Memorial Park**

Chris Bartsch outlined the request for funding to construct a shelter over the play area at Alain Boucher Memorial Park in Canoe - \$24,377.29 - \$32,265.44.

Mayor Cooper called for further submissions on the 2018 Budget.

26. ADJOURNMENT

0405-2017

Moved: Councillor Lavery

Seconded: Councillor Jamieson

THAT: the Regular Council Meeting of October 10, 2017, be adjourned.

CARRIED UNANIMOUSLY

CERTIFIED CORRECT:

The meeting adjourned at 8:00 p.m.

Adopted by Council the     day of             2017.

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

\_\_\_\_\_  
MAYOR

THIS PAGE INTENTIONALLY LEFT BLANK

Item 7.1

## CITY OF SALMON ARM

Date: October 23, 2017

Moved: Councillor Lavery

Seconded: Councillor Harrison

THAT: the Development and Planning Services Committee Meeting Minutes of October 16, 2017 be received as information.

### Vote Record

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

Opposed:

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

## DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in the Council Chambers of the City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Monday, October 16, 2017.

### PRESENT:

Mayor N. Cooper  
 Councillor C. Eliason  
 Councillor K. Flynn  
 Councillor T. Lavery  
 Councillor L. Wallace Richmond  
 Councillor A. Harrison (left the meeting at 8:26 a.m.)  
 Councillor K. Jamieson

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

### ABSENT:

#### 1. CALL TO ORDER

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

#### 2. REVIEW OF THE AGENDA

#### 3. DECLARATION OF INTEREST

#### 4. PRESENTATIONS

#### 5. REPORTS

1. Zoning Amendment Application No. ZON-1108 [Leachman, G. & S.; 3020 - 20 Street NE; 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 7, Section 25, Township 20,

**5. REPORTS – continued****1. Zoning Amendment Application No. ZON-1108 [Leachman, G. & S.; 3020 – 20 Street NE; R-7 to R-8] - continued**

Range 10, W6M, KDYD, Plan EPP46272 from R-7 (Large Lot Single Family Residential Zone) to R-8 (Residential Suite Zone).

CARRIED UNANIMOUSLY

**2. Development Variance Permit Application No. VP-464 [Sipes, J.; 2781 Auto Road SE – Exterior Side Parcel Line Setback Variance**

Moved: Councillor Jamieson

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-464 be authorized for issuance for Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 22377, which will vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 6.10.4 – R-1 Single Family Residential – reduce the minimum building setback from the exterior side parcel line from 6.0 m (19.7 ft) to 3.5 m (11.5 ft) to allow for the construction of a new single family dwelling, as shown in Schedule A to the Staff Report dated October 4, 2017.

M. Kentel, agent for applicant, introduced the applicant, J. Sipes and the potential buyers, M. & D. Mangold.

J. Sipes, the applicant, explained the application and was available to answer questions from the Committee.

M. Mangold, the potential buyer, explained the application and was available to answer questions from the Committee.

Amendment:

Moved: Councillor Harrison

Seconded: Councillor Eliason

THAT: Section 6.10.4 – R-1 Single Family Residential – reduce the minimum building setback from the exterior side parcel line from 6.0 m (19.7 ft) to 4.3 m (14.10 ft) to allow for the construction of a new single family dwelling, providing the rear setback is a minimum of 1.5 m (4.92 ft).

Motion as Amended:

CARRIED UNANIMOUSLY

**5. REPORTS - continued****3. Agricultural Land Commission Application No. ALC-371 [Renaud, B. & B.; 1400 - 65 Street SW; - Non-Farm Use - Covenant Amendment**

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that Agricultural Land Commission Application No. ALC-371 be authorized for submission to the Agricultural Land Commission.

J. Johnson, the agent for the applicant, explained the application and was available to answer questions from the Committee.

Councillor Harrison left the meeting at 8:26 a.m.

CARRIED UNANIMOUSLY

**4. Proposed Strata Conversion of a Previously Occupied Building - 17.26 [Sjogren, L. & L.; 5500 - 48 Avenue SE]**

Moved: Councillor Lavery

Seconded: Councillor Jamieson

THAT: the Development and Planning Services Committee recommends to Council that Council approve the strata conversion of the building located on Lot 2, Section 5, Township 20, Range 9, W6M, KDYD, Plan KAP52662.

L. Sjogren, the applicant, explained the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

**5. Sanitary Sewer Main Extension to Elks Hall Property [3690 - 30 Street NE]**

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that Council authorize the extension of the City's sanitary sewer through the Rural Area to accommodate a connection to the property located at 3690 - 30 Street NE, owned by the Elks Recreation Society, as per the proposal from Franklin Engineering Ltd. dated August 8, 2017;

AND THAT: Approval of the above is subject to the Elks Recreation Society being responsible for all associated costs of the main extension, including payment to the City of a Capital Cost Equivalent in lieu of the Sanitary Sewer Development Cost Charge of \$2,890.04;

AND THAT: Final design is subject to approval by the City Engineer.

J. Franklin, agent for the applicant, explained the application and was available to answer questions from the Committee.

CARRIED

Councillor Lavery Opposed

6. FOR INFORMATION

1. Agricultural Land Commission Application No. ALC-369 [Priebe, A. & L.; 4890 Foothill Road SW - Resolution 0305-2017]

Received for information.

7. 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 9:12 a.m.

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

8. LATE ITEMS

No Items.

9. ADJOURNMENT

Moved: Councillor Jamieson

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee meeting of October 16, 2017, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 10:10 a.m.

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

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

THIS PAGE INTENTIONALLY LEFT BLANK

Item 7.2

## CITY OF SALMON ARM

Date: October 23, 2017

Moved: Councillor Eliason

Seconded: Councillor Jamieson

THAT: the Downtown Parking Commission Meeting Minutes of September 19, 2017 be received as information.

### Vote Record

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

Opposed:

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



# DOWNTOWN PARKING COMMISSION

Tuesday, September 19, 2017

TIME: 8:00 A.M.

MEETING ROOM 100 - CITY HALL

Minutes of the Downtown Parking Commission Meeting held in Meeting Room 100, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC on Tuesday, September 19, 2017 at 8:00 a.m.

## Present:

City of Salmon Arm  
Representatives:

Bill Laird  
Regan Ready

Downtown Improvement Association  
Representatives:

Gerald Foreman  
Matt Koivisto  
Heather Finn

Resource Personnel:

Robert Niewenhuizen, Director of Engineering & Public Works  
Jenn Wilson, City Engineer  
Chad Eliason, Councilor

Absent:

Jacque Gaudreau  
Vic Hamilton  
Cathy Ingebrigtson  
Marcel Bedard, Bylaw Officer

The meeting was called to order at 8:00 am, by Chairperson Bill Laird

## 1. Minutes of Meeting: August 15, 2017

Motion: R. Ready/G. Foreman  
To: Receive minutes as information

Carried Unanimously

## 2. Downtown Parking Strategic Plan

- i. Follow Up Prince George Parking Enforcement
- ii. Follow Up City of Duncan Parking Enforcement
  - City to compile info and use as reference in future.
  - DPC asked Staff to inquire into Parking Systems closer to SA including Vernon, specifically to look at technological advances.

Received As Information

## 3. Correspondence

- i. Loading Zone – Alexander & Lakeshore Dr NE
  - Commission does not support extending the loading zone.
  - Discussion regarding alternative options did not result in any recommendations.
  - MB to respond to business owner.

Received As Information

Minutes – Downtown Parking Commission  
Page 2

**4. Any Other Business**

**i. Traffic Bylaw 1971 – proposed change**

**Motion:** M. Koivisto/G. Foreman  
**To:** Complete Bylaw changes as outlined in Agenda

**Carried Unanimously**

**ii Committee Code of Conduct**

- Distributed to the Commission for review and sign-off.

**iii. Respectful Workplace Policy**

- Distributed to the Commission for review.

**iv. Review of Draft 2018 Capital Budget**

- Discussion of detailed draft worksheet, outlining revenues, expenditures and transfer of monies to reserve funds, operational & capital projects.

**Motion:** R. Ready/M. Koivisto  
**To:** Support budget as presented.

**Carried Unanimously**

**5. Adjournment**

- Meeting Adjourned at 8:44 am

**Motion:** H. Finn / G. Foreman

**Meeting Adjourned**

**Certified Correct**

---

Robert J. Niewenhuizen  
Director of Engineering & Public Works

Minutes received as information by Council on the      day of      , 2017

cc: Downtown Salmon Arm  
Kevin Pearson, Director of Development Services  
Council Correspondence

THIS PAGE INTENTIONALLY LEFT BLANK

Item 7.3

## CITY OF SALMON ARM

Date: October 23, 2017

Moved: Councillor Harrison

Seconded: Councillor Lavery

THAT: the Shuswap Regional Airport Operations Committee Meeting Minutes of September 20, 2017 be received as information.

### Vote Record

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

Opposed:

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



**SHUSWAP REGIONAL AIRPORT  
OPERATIONS COMMITTEE  
Wednesday, September 20, 2017  
TIME: 3:00 P.M.  
MEETING ROOM 101 - CITY HALL**

Minutes of the Airport Operations Committee Meeting held in Meeting Room 101, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC on Wednesday, September 20, 2017

**Present:** Alan Harrison, Councillor  
Mark Olson, Hangar Owner  
Steve Raffel, Shuswap Air  
John McDermott, Lakeland Ultralights  
Keith Watson, Airport Manager  
Rob Hein, City of Salmon Arm  
Robert Niewenhuizen, City of Salmon Arm

**Absent:** Terry Rysz, District of Sicamous  
*No representative from Rapattack*  
Terry McGillivray, Hangar Owner  
Doug Pearce, Salmon Arm Flying Club  
Gord Newnes, Hangar Owner

The meeting was called to order at 3:00 pm by Chairperson Alan Harrison

**1. Minutes of Meeting: Airport Operations Committee Meeting March 15, 2017**

**Motion:** K. Watson / M. Olson  
**To:** Receive minutes as information  
**Carried Unanimously**

**2. Minutes of Meeting: Airport Safety Committee Meeting June 21, 2017**

**Motion:** K. Watson / M. Olson  
**To:** Receive minutes as information  
**Carried Unanimously**

**3. Minutes of the Airport Safety Committee June 20, 2017**

**Motion:** K. Watson / S. Raffel  
**To:** Receive minutes as information  
**Carried Unanimously**

**4. Airport Manager Update**

- Good summer, slower traffic possibly due to smoky conditions
- Increase in helicopter traffic primarily due to the Forest Fires season
- NOTAM still in place: reduced runway threshold and PAPI (off) due to tree encroachments

## Shuswap Regional Airport (Salmon Arm) Operations Committee - Minutes

- Tree removal at SA Golf Course is complete
- Line painting complete

**Received As Information**

### 5. BC Air Access Program Grant Update

- Site visit held in July to discuss operations and location of new facility
- Reviewed similar RFP and contracts
- Contacted fuel suppliers to assist in reviewing the proposed specifications
- City is currently developing an RFP for the new fuel supply system, Efforts will be made to have the RFP issued later in October however construction is not likely to occur until spring of 2018. Based on this, staff is seeking an extension until December 2018 from the grant agency.

**Received As Information**

### 6. New Airport Hangar Locations

- Discussion on how to proceed with development, city staff will work on preparing an expression of interest for proposal, advertising, costing for improvements.
- Develop specifications for development (frontage improvements, etc.)
- Draft lease agreements

**Received As Information**

### 7. Regulatory Review of Instrument Approach

- Cormier Aviation Consultation has been contracted to review the runway instrument approach. Cormier is seeking a deadline extension from Transport Canada (TC) on the City's behalf
- Steve will contact Mark Hyderman to see if he is interested in performing the flight check with Cormier
- S. Raffel and M. Olson offered to perform the flight check if it is acceptable to the consultant

**Received As Information**

### 8. Tree encroachment – Update

- R. Hein provided an update, seeking pricing for a mulcher and tree topping contractor
- All logging activities were halted by this year's fire conditions
- City has made some progress in communicating with property owners to the north regarding the tree topping requirements. City to contact property owners on south approach.
- Concerns raised in regards to getting runway lights and PAPI's back on prior to the start of winter operations

**Received As Information**

# Shuswap Regional Airport (Salmon Arm) Operations Committee - Minutes

## 9. 2018 Budget Discussion

- Discussion of the detailed draft worksheet, outlining revenues, expenditures, reserve funds, operational and capital projects.

**Motion:** S. Raffel/J. McDermott  
**To:** Support the proposed 2018 Shuswap Regional Airport Budget as presented.

**Carried Unanimously**

## 10. Committee Code of Conduct & Respectful Workplace Policy

- Copies of City's "Committee Code of Conduct" and "Respectful Workplace" policy were distributed

## 11. Correspondence

- Salmon Arm Golf Course; discussed, however no incident report was submitted to the Airport Manager by the pilot. R Niewenhuizen met with the Golf Course President and one board member on September 12<sup>th</sup>, 2017 to discuss the issue. Concerns were expressed with the perceived low flying aircraft; the installation of signage on the 14<sup>th</sup> Tee Box was discussed.
- Airport Appreciation Day; discussed the June 24, 2018 date along with the proposed event budget request of \$16,030.00.

**Motion:** K. Watson/J. McDermott  
**To:** Support the Airport Appreciation Day on June 24, 2018 and the budget as presented.

**Carried Unanimously**


## 11. Other Business

- none

## 10. Next Meeting

- November 15, 2017 @ 3:00 PM

## 11. Adjournment 4:30 PM

  
 Alan Harrison, Councillor & Chairperson

**Certified Correct**

Minutes received as information by Council on the      day of      , 2017.

cc: Council Correspondence

Item 8.1

## CITY OF SALMON ARM

Date: October 23, 2017

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4229, be read a first and second time.

[ZON-1108; Leachman, G. & S.; 3161 Okanagan Avenue NE; R-7 to R-8]

### **Vote Record**

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

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



## City of Salmon Arm

### Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: October 4, 2017

Subject: Zoning Bylaw Amendment Application No. 1108

Legal: Lot 6, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP46272

Civic: 3020 20 Street NE

Owner/Applicant: Leachman, G. & S.

#### MOTION FOR CONSIDERATION

**THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 6, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP46272 from R-7 (Large Lot Single Family Residential Zone) to R-8 (Residential Suite Zone).**

#### STAFF RECOMMENDATION

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

#### PROPOSAL

The subject parcel is located at 3020 20 Street NE (Appendix 1 and 2). The proposal is to rezone the parcel from R-7 (Large Lot Single Family Residential) to R-8 (Residential Suite) to permit development and subsequent use of a detached suite.

#### BACKGROUND

The subject parcel is located in the new Woodland Heights subdivision on 20 Street NE between Appleyard and Raven, just east of Lakeshore Road. The parcel is approximately 0.6 acres in size, contains an existing single-family home, and is designated Low Density Residential in the Official Community Plan (OCP).

The subject parcel is currently zoned R-7 (Large Lot Single Family Residential) in the Zoning Bylaw (see Appendix 3). The surrounding area is largely comprised of R-7 and R-1 zoned parcels, with large A2 parcels to the north and east. There are six parcels within close proximity of the subject parcel similarly zoned R-8, four of which are within the same subdivision.

A site plan is attached as Appendix 4, while site photos are attached as Appendix 5. The building massing indicated is similar to development on properties along 20 Street NE, featuring both a single-family home and accessory building. The detached suite is intended to be sited in the front yard of the parcel in the form of a single-level, cottage-style detached suite.

#### **Detached Suites**

Policy 8.3.25 of the OCP provides for the consideration of detached suites in Low Density Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code.

A detached suite is defined by the Zoning Bylaw as follows:

"...a *dwelling unit* with a maximum floor area of 90 square metres (968.8 square feet) that is contained within a building which is accessory to a *single family dwelling*, and shall not include a *mobile home*, *manufactured home*, travel trailer, recreation vehicle, or a storage container."

The applicant is aware of the applicable regulations and has confirmed that the detached suite will meet bylaw requirements.

The Zoning Bylaw also requires a detached suite to have one designated offstreet parking stall in addition to the two stalls required for the single family dwelling. Images provided by the applicant indicate the intended location to serve the suite. The parcel (and existing driveway) has more than adequate space to accommodate this requirement.

#### COMMENTS

##### Engineering Department

No concerns.

##### Building Department

No BC Building Code concerns.

##### Fire Department

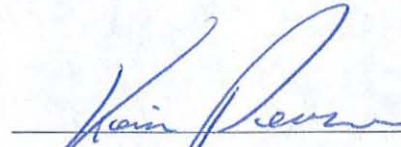
No concerns.

##### Planning Department

The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. The site plan provided by the applicant is consistent with the zoning regulations for a detached suite, while additionally the area and dimensions of the lots are suitable for the proposed use and development of a secondary suite. Any development of a detached suite would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.



Prepared by: Chris Larson, MCP  
Planning and Development Officer



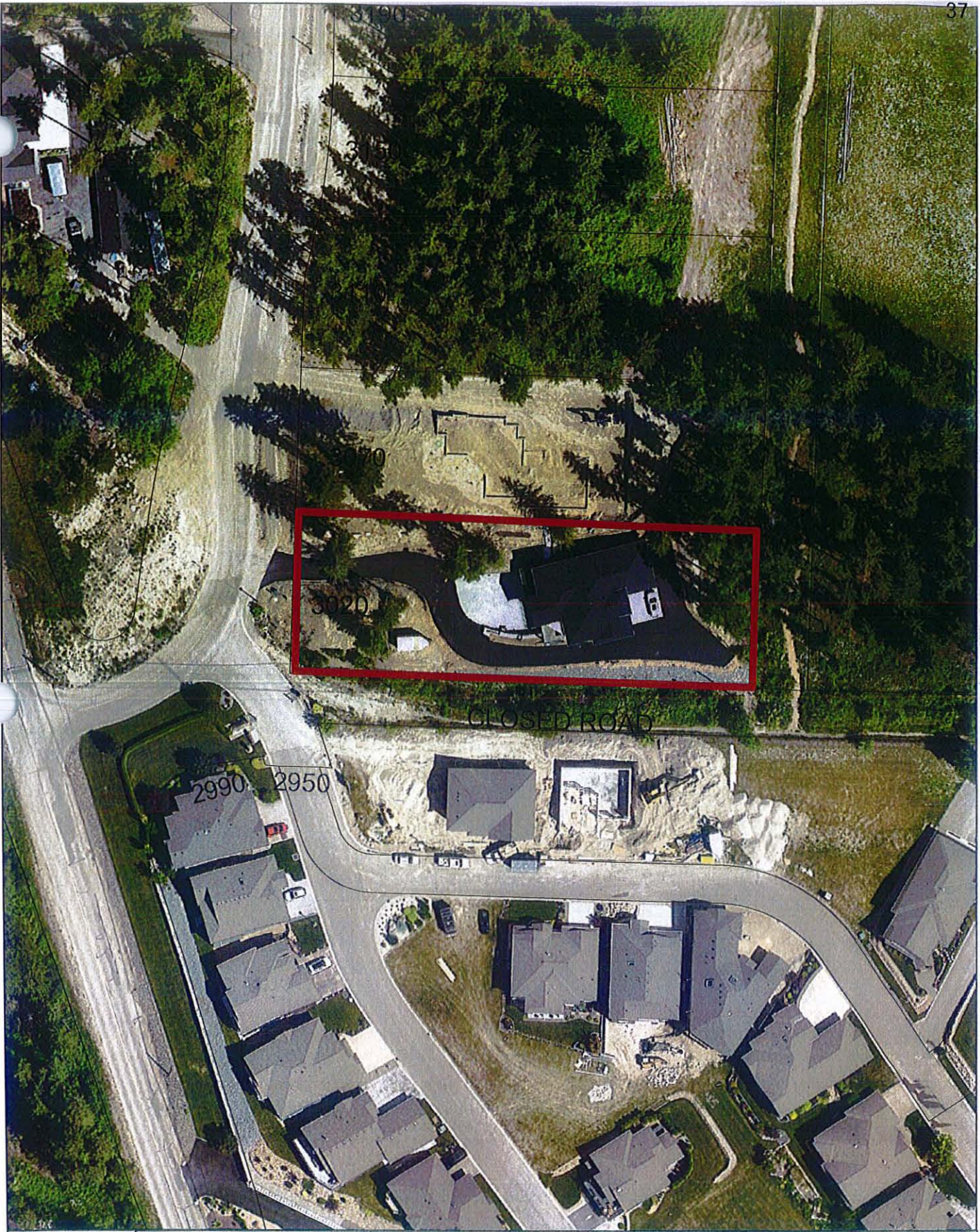
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services



0 45 90 180 270 360 Meters



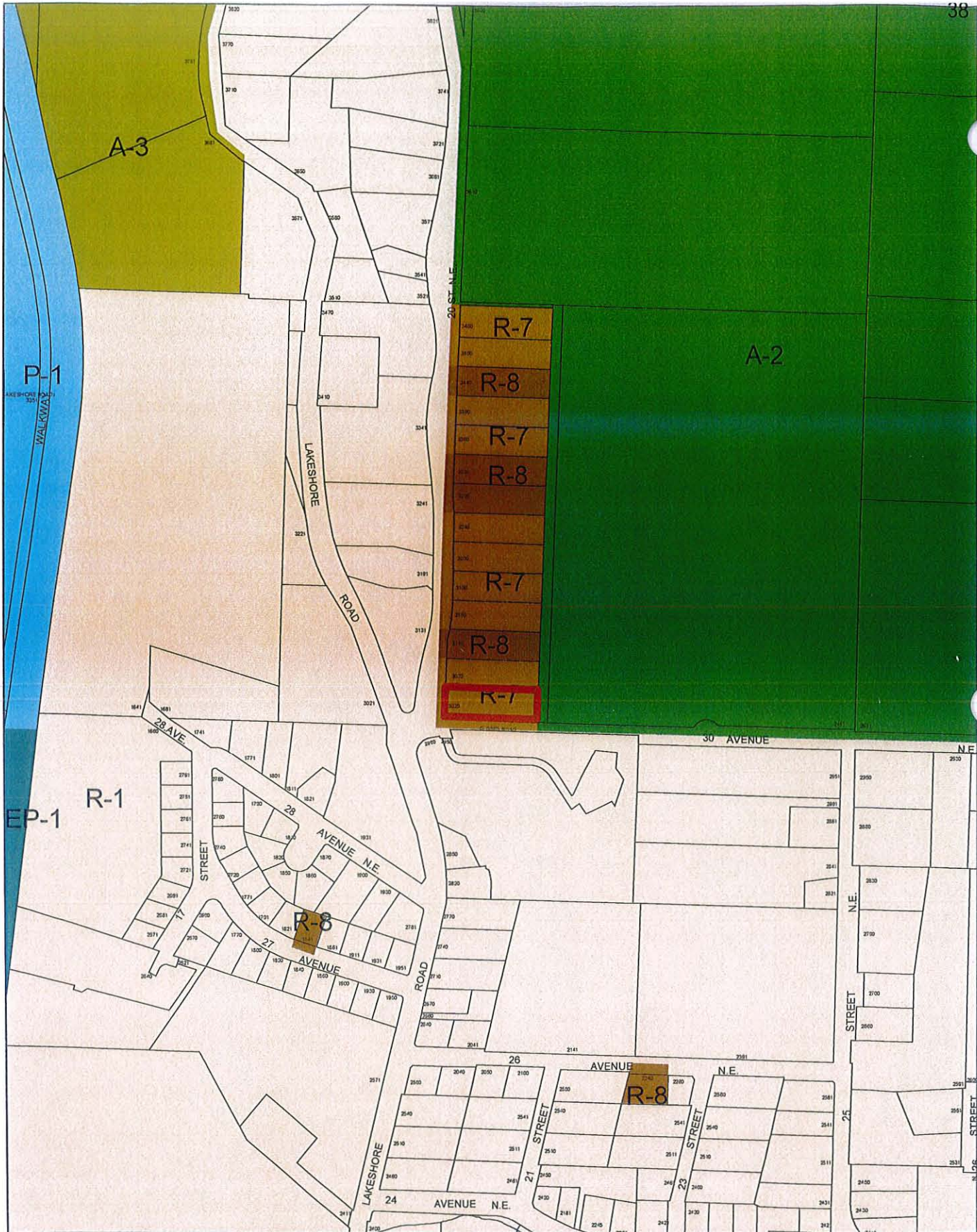
Subject Parcel



0 5 10 20 30 40  
Meters



Subject Parcel



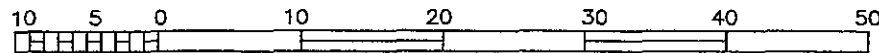
0 45 90 180 270 360 Meters



Subject Parcel

Plan Showing Proposed Building  
on Lot 6, Sec 25, Tp 20, R 10,  
W6M, KDYD, Plan EPP46272

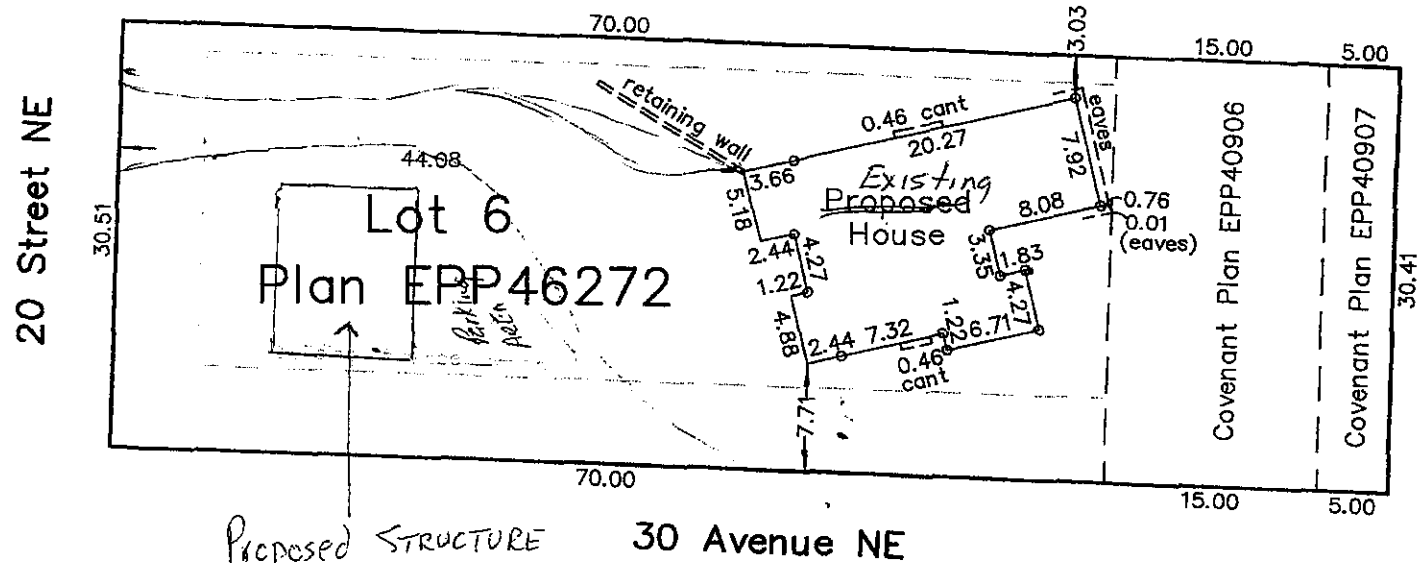
Scale 1:500



All distances are in metres.



o Points established



Proposed STRUCTURE

As per guide lines

Will Survey upon approval

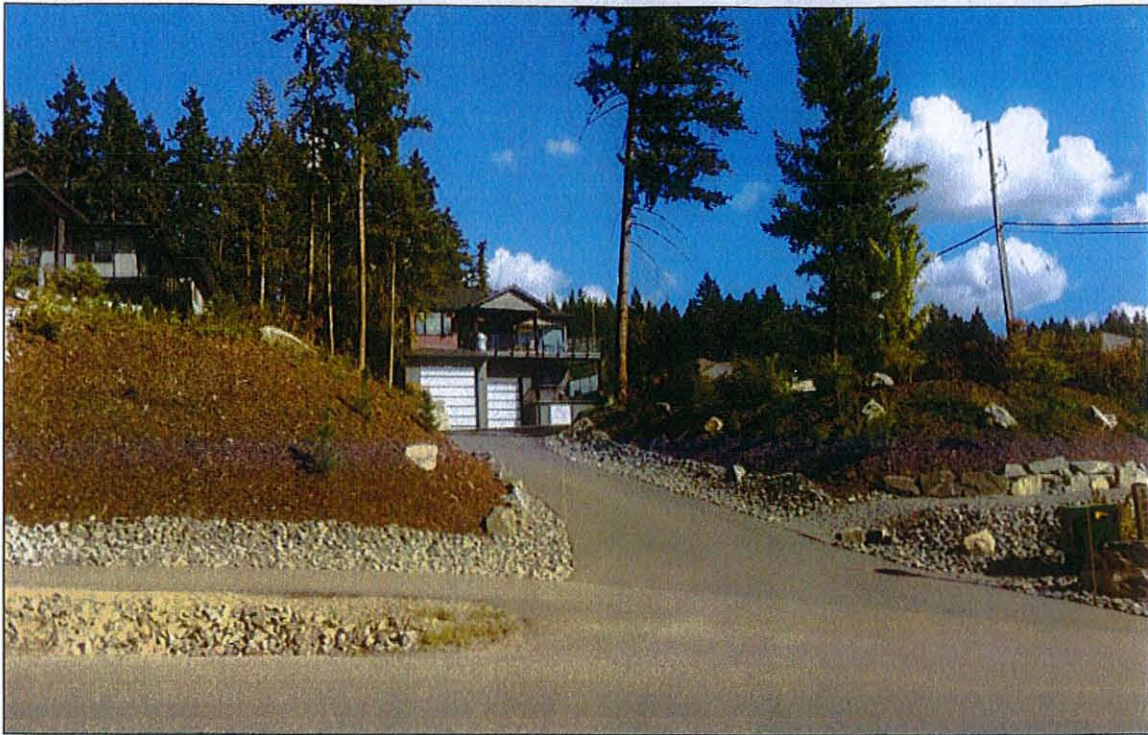
List of Documents on title which may affect  
the location of improvements:

Building Scheme CA4180937  
Covenants CA3963417, CA3963420 & CA4180934  
Statutory R/W CA3785694

BROWNE JOHNSON LAND SURVEYORS  
B.C. AND CANADA LANDS  
SALMON ARM, B.C. Ph.250-832-9701  
File: ??







View east of subject parcel.



View north-east over subject parcel.

# CITY OF SALMON ARM

## BYLAW NO. 4229

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm at the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on November 14, 2017 at the hour of 7:00 p.m. was published in the , 2017 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 6, Section 25, Township 20, Range 10, W6M, KDYD, Plan EPP46272 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. 4229"**

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



THIS PAGE INTENTIONALLY LEFT BLANK

Item 9.1

## CITY OF SALMON ARM

Date: October 23, 2017

Moved: Councillor Lavery

Seconded: Councillor Harrison

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4228 be read a final time.

[2017 - 2021 Financial Plan Amendment Bylaw No. 4228]

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

## BYLAW NO. 4228

A bylaw to amend the 2017 to 2021 Financial Plan

---

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

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

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

1. "Schedule "A" of "City of Salmon Arm 2017 to 2021 Financial Plan Bylaw No. 4205" is hereby deleted in its entirety and replaced with Schedule "A" attached hereto and forming part of this bylaw.
2. "Schedule "B" of "City of Salmon Arm 2017 to 2021 Financial Plan Bylaw No. 4205" is hereby deleted in its entirety and replaced with Schedule "B" attached hereto and forming part of this bylaw.

### 3. SEVERABILITY

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

### 4. ENACTMENT

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

### 5. EFFECTIVE DATE

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

6. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm 2017 to 2021 Financial Plan Amendment Bylaw No. 4228".

READ A FIRST TIME THIS 10 DAY OF October 2017

READ A SECOND TIME THIS 10 DAY OF October 2017

READ A THIRD TIME THIS 10 DAY OF October 2017

ADOPTED BY COUNCIL THIS DAY OF 2017

\_\_\_\_\_  
MAYOR

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

## City of Salmon Arm

## 2017 - 2021 Financial Plan

	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
<b>Consolidated Revenues</b>					
Property and MRDT Taxes - Net	\$ 17,397,850	\$ 17,745,807	\$ 18,100,723	\$ 18,462,738	\$ 18,831,992
Frontage & Parcel Taxes	3,246,090	3,311,012	3,377,232	3,444,777	3,513,672
Sales of Service	7,676,060	7,829,581	7,986,173	8,145,896	8,308,814
Revenue From Own Sources	2,322,139	2,368,582	2,415,953	2,464,272	2,513,558
Rentals	776,485	792,015	807,855	824,012	840,492
Federal Government Transfers	-	-	-	-	-
Provincial Government Transfers	348,200	355,164	362,267	369,513	376,903
Other Government Transfers	210,160	214,363	218,650	223,023	227,484
Transfer From Prior Year Surplus	975,226	994,731	1,014,625	1,034,918	1,055,616
Transfer From Reserve Accounts	2,373,965	2,421,444	2,469,873	2,519,271	2,569,656
Transfer From Reserve Funds	12,810	12,810	12,810	12,810	12,810
<b>Total Consolidated Revenues</b>	<b>\$35,338,985</b>	<b>\$36,045,509</b>	<b>\$ 36,766,162</b>	<b>\$ 37,501,230</b>	<b>\$ 38,250,998</b>
<b>Consolidated Expenditures</b>					
General Government Services	\$ 3,406,955	\$ 3,475,095	\$ 3,544,596	\$ 3,615,489	\$ 3,687,799
Protective Services	5,425,145	5,533,648	5,644,321	5,757,207	5,872,351
Transportation Services	5,063,260	5,164,525	5,267,816	5,373,172	5,480,635
Environmental Health Services	47,777	48,733	49,707	50,701	51,715
Environmental Development Service	2,521,145	2,571,568	2,622,999	2,675,459	2,728,968
Recreation and Cultural Services	4,158,510	4,241,680	4,326,514	4,413,044	4,501,305
Fiscal Services - Interest	1,643,138	1,676,001	1,709,521	1,743,711	1,778,585
Fiscal Services - Principal	1,509,660	1,539,853	1,570,650	1,602,063	1,634,105
Capital Expenditures	2,917,735	2,717,440	2,684,154	3,021,834	2,943,280
Transfer to Surplus	-	-	-	-	-
Transfer to Reserve Accounts	3,452,480	3,779,923	3,942,900	3,737,505	3,950,989
Transfer to Reserve Funds	1,079,380	1,100,968	1,122,987	1,145,447	1,168,356
Water Services	2,176,245	2,219,770	2,264,165	2,309,449	2,355,638
Sewer Services	1,937,555	1,976,306	2,015,832	2,056,149	2,097,272
<b>Total Consolidated Expenditures</b>	<b>\$35,338,985</b>	<b>\$36,045,509</b>	<b>\$ 36,766,162</b>	<b>\$ 37,501,230</b>	<b>\$ 38,250,998</b>

## City of Salmon Arm

## 2017 - 2021 Financial Plan

2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
----------------	----------------	----------------	----------------	----------------

## Capital Projects

## Finances Acquired

General Operating Fund	\$ 2,051,160	\$ 1,882,440	\$ 1,959,154	\$ 1,896,834	\$ 1,953,280
Water Operating Fund	465,500	460,000	250,000	450,000	490,000
Sewer Operating Fund	401,075	375,000	475,000	675,000	500,000
Federal Government Grants	7,418,000	-	25,000	190,000	-
Provincial Government Grants	7,351,280	-	-	190,000	-
Prior Year Surplus	438,990	-	-	-	510,000
Reserve Accounts	5,797,595	90,000	629,700	875,000	690,000
Reserve Funds	1,605,500	725,000	1,287,500	698,500	2,808,750
Development Cost Charges	115,000	2,215,000	2,450,000	2,125,000	2,307,500
Short Term Debt	-	-	-	-	-
Long Term Debt	1,071,000	-	-	-	-
Developer Contributions	1,163,300	40,000	40,000	40,000	40,000

## Total Funding Sources

\$ 27,878,400	\$ 5,787,440	\$ 7,116,354	\$ 7,140,334	\$ 9,299,530
---------------	--------------	--------------	--------------	--------------

## Finances Applied

Transportation Infrastructure	\$ 16,329,785	\$ 3,462,000	\$ 3,692,000	\$ 5,079,500	\$ 4,222,000
Buildings	4,537,985	165,300	335,476	117,000	197,000
Land	-	-	-	-	-
IT Infrastructure	1,179,665	180,000	115,000	125,000	721,500
Machinery and Equipment	1,534,260	550,140	656,378	383,834	1,192,780
Vehicles	125,000	130,000	-	90,000	35,000
Parks Infrastructure	665,265	495,000	322,500	260,000	966,250
Utility Infrastructure	3,506,440	805,000	1,995,000	1,085,000	1,965,000

## Total Capital Expense

\$ 27,878,400	\$ 5,787,440	\$ 7,116,354	\$ 7,140,334	\$ 9,299,530
---------------	--------------	--------------	--------------	--------------

## Departmental Summary:

	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
--	----------------	----------------	----------------	----------------	----------------

General Government Services	\$ 974,500	\$ 183,500	\$ 108,500	\$ 108,500	\$ 193,500
Protective Services	859,500	380,000	55,000	145,000	805,000
Transportation Services	17,504,645	3,770,000	3,875,000	5,376,000	4,523,500
Environmental Health Services	60,295	25,000	-	12,500	2,500
Environmental Development Services	-	-	-	-	-
Recreation and Cultural Services	1,000,195	553,940	1,012,854	333,334	1,235,030
Water Services	4,235,555	500,000	1,590,000	490,000	2,040,000
Sewer Services	3,243,710	375,000	475,000	675,000	500,000

## Total by Department

\$ 27,878,400	\$ 5,787,440	\$ 7,116,354	\$ 7,140,334	\$ 9,299,530
---------------	--------------	--------------	--------------	--------------

03/10/2017

2017-2021.xls FP Bylaw (Cap)

Schedule "B" – Bylaw #4228  
2017 Revenue Policy Disclosure

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

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

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

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

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

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

Schedule "B" – Bylaw #4228  
2017 Revenue Policy Disclosure

Table 1: Proportions of Total Revenue

Revenue Source	Percentage to Total Revenue	Percentage to Total Revenue
	Includes Conditional Government Transfers	Excludes Conditional Government Transfers
Property Taxes	35.52%	52.98%
Parcel Taxes	6.63%	9.89%
User Fees, Charges and Interest Income	22.00%	32.81%
Other Sources	33.66%	1.06%
Proceeds From Borrowing	2.19%	3.26%
	100.00%	100.00%

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

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

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

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

Schedule "B" – Bylaw #4228  
2017 Revenue Policy Disclosure

Table 2: Distribution of Property Taxes Between Property Classes

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

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

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

Table 3: Permissive Tax Exemptions

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

Schedule "B" – Bylaw #4228  
2017 Revenue Policy Disclosure

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

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

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

Table 4: Revitalization Tax Exemptions

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

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

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

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

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

Schedule "B" – Bylaw #4228  
2017 Revenue Policy Disclosure

Table 5: Revitalization Tax Exemptions

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

## INFORMATIONAL CORRESPONDENCE - OCTOBER 23, 2017

1. Building Department - Building Statistics - September 2017
2. Building Department - Building Permits - Yearly Statistics
3. K. Mead - City green space maintenance required - 20<sup>th</sup> Street NE
4. R. Niewenhuizen, Director of Engineering and Public Works - letter dated October 11, 2017 - 27<sup>th</sup> Annual Halloween Treat Trail \*\*Revised\*\*
5. L. Wong, Downtown Salmon Arm - letter dated October 12, 2017 - Winter Solstice Bonfire Night
6. M. LoVecchio, Director Government Affairs, Canadian Pacific - letter dated October 16, 2017 - 2017 CP Holiday Train - Salmon Arm stop
7. M. LoVecchio, Director Government Affairs, Canadian Pacific - letter dated October 16, 2017 - 2017 CP Holiday Train - Canoe stop
8. L. Popham, Minister of Agriculture - letter dated September 19, 2017 - Appreciation to Firefighters
9. K. Conroy, Minister of Children and Family Development - Foster Family month
10. S. Chalmers, Administrator, Community Energy Association - email dated October 5, 2017 - Request to add Information to Upcoming Council Meeting Agenda
11. Interior Health - newsletter dated October 2017 - Healthy Communities Update
12. Health Canada - British Columbia Region, Communications and Public Affairs, Consumer Product Recall - Playtex Mealtime Plates and Bowls
13. L. Gourlay, Interim Director, Salish Sea Trust - email dated August 29, 2017 - Please consider BC, our Salish Sea Heritage, & House of Commons E-Petition 1269
14. L. Helps, Victoria Mayor - letter dated October 13, 2017 - Inter-City bus service

THIS PAGE INTENTIONALLY LEFT BLANK

Item 11.1

## CITY OF SALMON ARM

Date: October 23, 2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Jamieson

THAT: the afternoon portion of the November 27, 2017 Council Meeting be held at Canoe Victory Hall, commencing at 1:30 p.m.

### Vote Record

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

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



**City of Salmon Arm**  
*Memorandum from the Corporate Officer*

---

TO: Her Worship Mayor Cooper and Council

DATE: October 17, 2017

SUBJECT: Regular Council Meeting at Canoe Victory Hall on November 27, 2017

---

**MOTION FOR CONSIDERATION:**

**THAT:** the afternoon portion of the Regular Council meeting of November 27, 2017 be held at Victory Hall in Canoe.

**BACKGROUND:**

From time to time, City of Salmon Arm Council meetings are held within the community at locations outside of City Hall. Recent off-site meetings include Salmon Arm Secondary School, RJ Haney Heritage Village and Museum and Okanagan Regional Library. These meetings afford additional opportunities for attendance and public participation.

It is recommended that the afternoon portion of the November 27, 2017 Regular Council meeting be held at Victory Hall in Canoe. Advertising will be placed in the newspaper, on the City's website and social media and posted in the lobby to ensure that the public is aware of this in advance.

The evening portion of the Regular Council Meeting of November 27, 2017 will be held in Council Chambers at City Hall.

Respectfully Submitted,



Erin Jackson

Item 11.2

## CITY OF SALMON ARM

Date: October 23, 2017

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: Council adopt the 2018 Council Meeting Schedule and 2018 Development and Planning Services Committee Meeting Schedule.

### Vote Record

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

Opposed:

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



## City of Salmon Arm

### Memorandum from Administration

---

TO: Her Worship Mayor Cooper & Members of Council

DATE: October 17, 2017

SUBJECT: 2018 Council Meeting Schedule and 2018 Development and Planning Services Committee Meeting Schedule

---

#### Recommendation:

THAT: Council adopt the 2018 Council Meeting Schedule and the 2018 Development and Planning Services Committee Meeting Schedule, as attached.

---

#### Background:

Attached, for Council's endorsement, is the proposed Council Meeting Schedule and the Development and Planning Services Committee Meeting Schedule for 2018.

Some dates worthy of note are:

- 2018 Municipal Election – October 20, 2018
- 2018 SILGA Convention – April 24 – 27, 2018, Revelstoke, BC
- 2018 FCM Convention – May 31 – June 3, 2018, Halifax, NS
- 2018 UBCM Convention – September 10 – 14, 2018 – Whistler, BC
- City Hall will be closed from Tuesday, December 25, 2018, to Tuesday, January 1, 2019, inclusive. City Hall will re-open Wednesday, January 2, 2019.

Barb Puddifant  
Administrative Assistant

c Carl Bannister, Chief Administrative Officer  
Erin Jackson, Corporate Officer

# 2018

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

May						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

March						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	Jan 1				

 Development and Planning Services Committee Meetings (8:00 a.m.)

 Regular Council Meetings (2:30 p.m.)

 Statutory Holidays

 SILGA Convention

 FCM Convention

 UBCM Convention

 Christmas Office Closure (inclusive)

 Municipal Election



## 2018 City of Salmon Arm Meeting Schedule

### JANUARY

8	8:00 a.m.	Development & Planning Services Committee
15	1:30 p.m.	Council Meeting
22	8:00 a.m.	Development & Planning Services Committee
29	1:30 p.m.	Council Meeting

### FEBRUARY

5	8:00 a.m.	Development & Planning Services Committee
13	1:30 p.m.	Council Meeting
19	8:00 a.m.	Development & Planning Services Committee
26	1:30 p.m.	Council Meeting

### MARCH

5	8:00 a.m.	Development & Planning Services Committee
12	1:30 p.m.	Council Meeting
19	8:00 a.m.	Development & Planning Services Committee
26	1:30 p.m.	Council Meeting

### APRIL

3	8:00 a.m.	Development & Planning Services Committee
9	1:30 p.m.	Council Meeting
16	8:00 a.m.	Development & Planning Services Committee
23	1:30 p.m.	Council Meeting

### MAY

7	8:00 a.m.	Development & Planning Services Committee
14	1:30 p.m.	Council Meeting
22	8:00 a.m.	Development & Planning Services Committee
28	1:30 p.m.	Council Meeting

### JUNE

4	8:00 a.m.	Development & Planning Services Committee
11	1:30 p.m.	Council Meeting
18	8:00 a.m.	Development & Planning Services Committee
25	1:30 p.m.	Council Meeting

**JULY**

3	8:00 a.m.	Development & Planning Services Committee
9	1:30 p.m.	Council Meeting
16	8:00 a.m.	Development & Planning Services Committee
23	1:30 p.m.	Council Meeting

**AUGUST**

7	8:00 a.m.	Development & Planning Services Committee
13	1:30 p.m.	Council Meeting
20	8:00 a.m.	Development & Planning Services Committee
27	1:30 p.m.	Council Meeting

**SEPTEMBER**

17	8:00 a.m.	Development & Planning Services Committee
24	1:30 p.m.	Council Meeting

**OCTOBER**

1	8:00 a.m.	Development & Planning Services Committee
9	1:30 p.m.	Council Meeting
15	8:00 a.m.	Development & Planning Services Committee
22	1:30 p.m.	Council Meeting

**NOVEMBER**

5	8:00 a.m.	Development & Planning Services Committee
13	1:30 p.m.	Council Meeting
19	8:00 a.m.	Development & Planning Services Committee
26	1:30 p.m.	Council Meeting

**DECEMBER**

3	8:00 a.m.	Development & Planning Services Committee
10	1:30 p.m.	Council Meeting

**December 25, 2017, to January 1, 2018, inclusive – Christmas Office Closure**  
**City Hall will re-open Tuesday, January 2, 2018**

THIS PAGE INTENTIONALLY LEFT BLANK

Item 11.3

## CITY OF SALMON ARM

Date: October 23, 2017

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

THAT: Agricultural Land Commission Application No. ALC-371 be authorized for submission to the Agricultural Land Commission.

[Agricultural Land Commission Application No. ALC-371; Renaud, B. & B. / Browne Johnson Land Surveyors Ltd.;  
1400 - 65 Street SW]

### **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: October 10, 2017

Subject: Agricultural Land Commission Application No. ALC-371 (Non-Farm Use – Covenant Amendment)

Legal: Lot 4, Sec. 8, Tp. 20, R 10, W6M, KDYD, Plan EPP17939, Except Plan EPP19736  
 Civic: 1400 – 65 Street SW  
 Owner: Brett and Bonnie Renaud  
 Applicant: Browne Johnson Land Surveyors Ltd.

#### MOTION FOR CONSIDERATION

**THAT: Agricultural Land Commission Application No. ALC-371 be authorized for submission to the Agricultural Land Commission.**

#### STAFF RECOMMENDATION

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

#### PROPOSAL

The subject property is located at 1400 – 65 Street SW as shown in APPENDICES 1 & 2. The property is 6.1 ha in size and is currently vacant. The applicant is proposing to amend an existing covenant which restricts the area where a single family dwelling could be constructed. The existing covenant area and the proposed amended covenant area are shown in APPENDIX 3. When reviewing this application, it is important to realize that the covenant in question was a condition of the ALC for its approval of the subdivision; it was not a requirement by City Council or the Approving Officer.

#### BACKGROUND

The subject property is designated Acreage Reserve in the Official Community Plan (OCP), is zoned Rural Holding (A-2) and is totally within the ALR. The parcel is currently vacant and is leased out for hay crop. The property was created in 2013 and received ALR approval in 2011 through application No. ALC-303. As a requirement of ALC approval, a restrictive covenant which limited the construction of a single family dwelling to within 30 m of 65 Street SW was required, in addition to restricting access from 65 Street SW. Adjacent zoning and land uses include the following:

North: Small Holding (A-3) / pasture and residential  
 South: Rural Holding (A-2) / hay field and residential  
 East: Small Holdings (A-3) / hay field and residential  
 West: Small Holdings (A-3) / residential

#### *Improved Soil Classification*

The subject property has an Improved Soil Capability Rating of 70% Class 3(T) and 60% Class 6(T). (Soil capability rating ranges from Class 1 to Class 7. The best agricultural lands are rated Class 1 because they have ideal climate and soil to allow a farmer to grow the widest range of crops. Class 7 is considered non-arable, with no potential for soil bound agriculture.)

COMMENTSBuilding Department

No concerns.

Engineering Department

No concerns.

Agricultural Advisory Committee

This proposal was reviewed by the Agricultural Advisory Committee (AAC) at its meeting of September 13, 2017. The Committee adopted the following resolution:

THAT: the Agricultural Advisory Committee advises Council that it supports the application for submission to the Agricultural Land Commission

Unanimous

The Committee discussed items including, the proposed change in building area, potential future changes, and process to amend the covenant. In general, the Committee did not have any objections to the proposed amended covenant area.

Planning Department

The creation of the subject property was approved subject to a restrictive covenant limiting the building of a single family dwelling to 30 m in distance from 65 Street SW. The premise of the covenant is to limit the impact of residential development on the hay crop field currently in production. The applicant is requesting to amend the covenant to a 36.5 m x 36.5 m (0.133 ha or 1,330 m<sup>2</sup>) area located in the south west corner. The proposed area extends approximately 54.5 m from 65 Street SW and 24.5 m past the current covenant boundary. However, the total build area is much smaller than the current covenant, which essentially protects more land that could be used for agriculture. Staff support the application for submission to the Agricultural Land Commission for the following reasons:

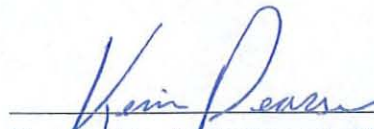
1. The proposed amended area is smaller than the total area which could be used by the current covenant and is still relatively close to 65 Street SW.
2. Access will still be restricted to 65 Street SW which will limit any impact from a future driveway.
3. Staff considered the amendment to be minor and still in keeping with the intent of the original covenant which is to limit the impact of residential development on productive agricultural land on the subject property.

CONCLUSION

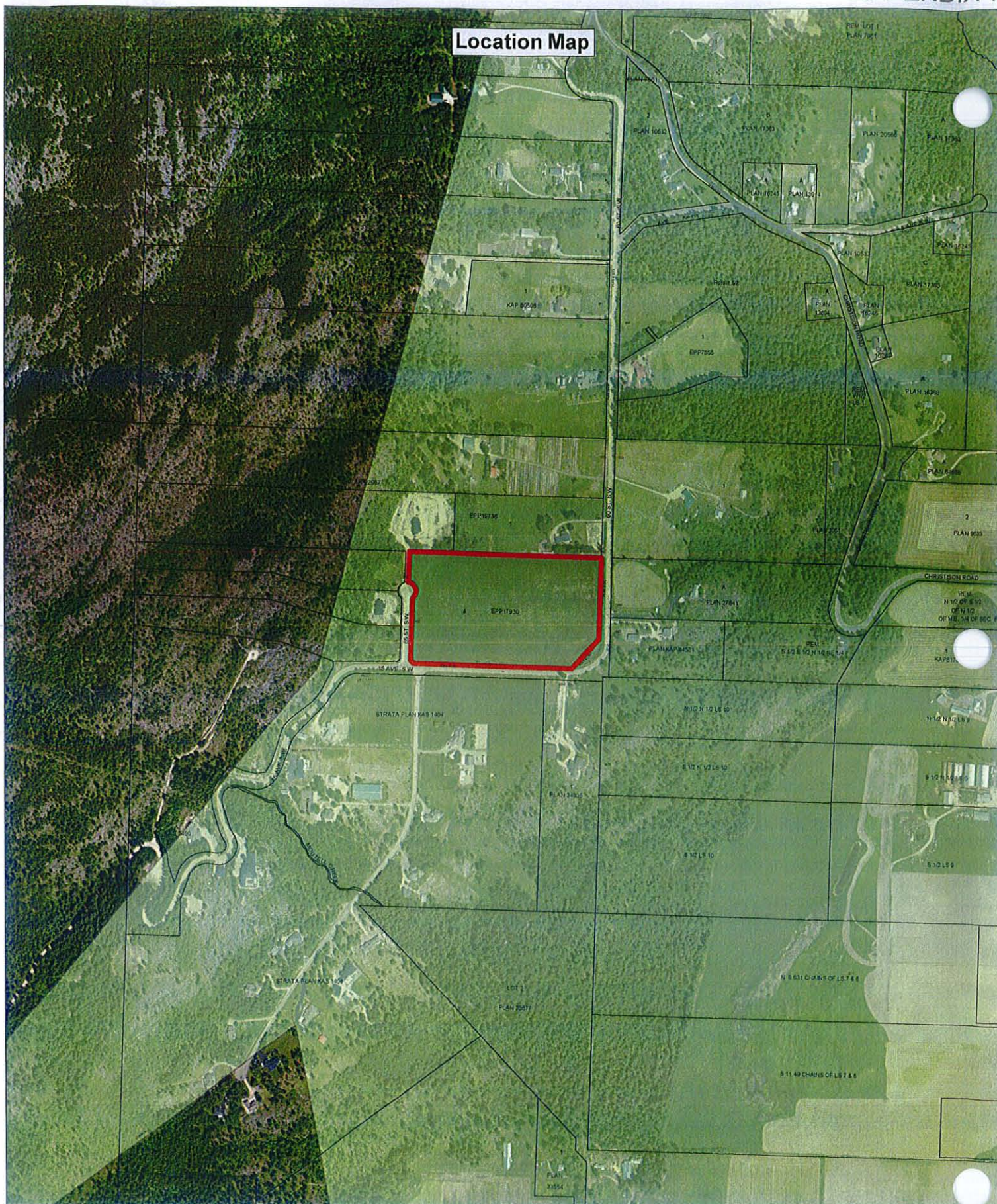
The proposal is a Non-Farm Use application to amend an existing restrictive covenant. Staff recommends the application be forwarded on to the ALC for consideration.



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



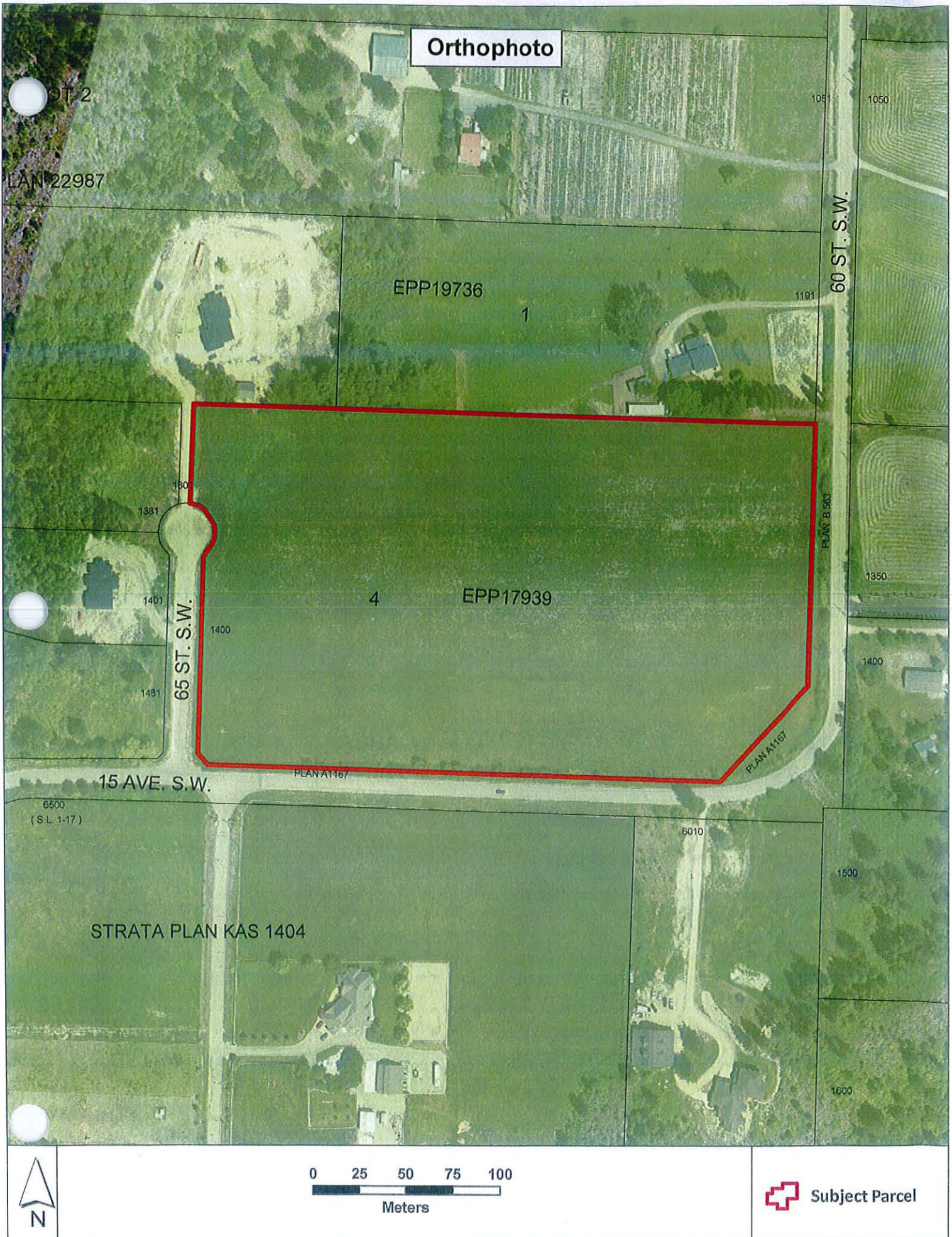
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services



A horizontal number line is shown with tick marks at 0, 100, 200, 300, and 400. The word "Meters" is written below the line. The segment between 100 and 300 is shaded in dark blue.



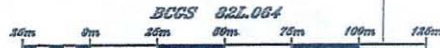
### Subject Parcel



**REFERENCE PLAN OF PART OF LOT 4 SECTION 8 TOWNSHIP 20 RANGE 10 WEST  
OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN EPP17939**

**PLAN EPP17940**

PURSUANT TO SECTION 99(1)(e) OF THE LAND TITLE ACT - FOR COVENANT PURPOSES



SCALE: 1:1250

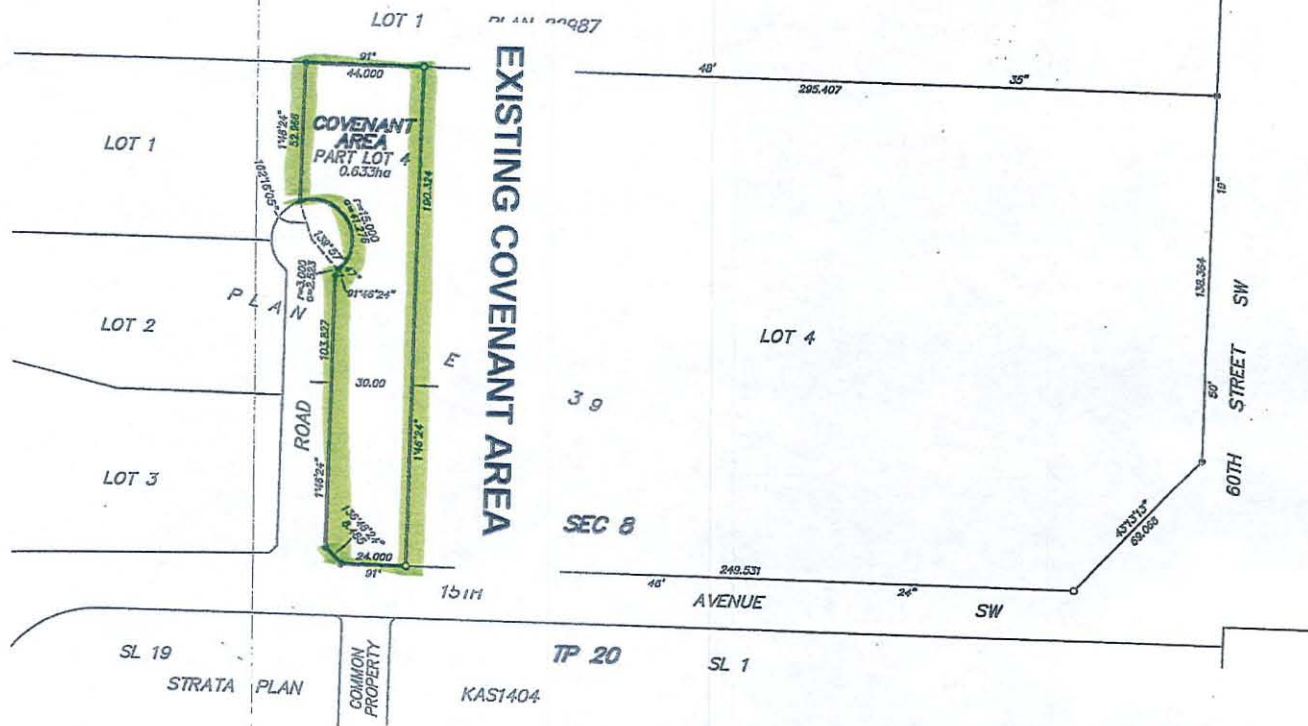
THE INTENDED PLOT SIZE OF THIS PLAN IS 560mm IN WIDTH BY  
432mm IN HEIGHT (C SIZE) WHEN PLOTTED AT A SCALE OF 1:1250

**LEGEND**

GRID BEARINGS ARE DERIVED FROM PLAN EPP17039  
ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF.

- DENOTES STANDARD IRON POST FOUND
- DENOTES STANDARD IRON POST PLACED

BOOK OF REFERENCE	
DESCRIPTION	AREA
PART LOT 4 PLAN EPP17939	0.633ha



**MONASHEE  
SURVEYING - GEOMATICS**

3110A 20th Street Vernon, B.C. V1T 8K2 TEL (250) 545 5990 FAX (250) 545 5912

DRAWING: 4654 EPP17940.DWG

THIS PLAN LIES WITHIN COLUMBIA-SHUSWAP REGIONAL DISTRICT

THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED BY  
ROBERT DAVID TUPPER, BCLS ON THE 13th DAY OF JANUARY, 2012.  
EDR No. 132753

Restricted Building Area

73

1061

Status: Registered

Doc #: CA3084476

RCVD: RQST: 2013-05-06 15:35:05

FORM C\_Y18 (Charge)

KAMLOOPS LAND TITLE OFFICE

DECLARATION(S) ATTACHED  
CA3084476

LAND TITLE ACT  
FORM C (Section 233) CHARGE

Apr-18-2013 17:29:40.020

GENERAL INSTRUMENT - PART 1 Province of British Columbia

PAGE 1 OF 8 PAGES

Your electronic signature is a representation that you are a subscriber as defined by the Land Title Act, RSBC 1996 c.250, and that you have applied your electronic signature in accordance with Section 168.3, and a true copy, or a copy of that true copy, is in your possession.

Theresa Marie  
Arsenault  
7R5QT9

Digitally signed by Theresa Marie  
Arsenault 7R5QT9  
DN: c=CA, ou=Theresa Marie  
Arsenault 7R5QT9, o=Lawyer,  
ou=Verify ID at www.lntest.com/  
LKUP2m7id=7R5QT9  
Date: 2013.04.18 15:33:04 -0700

1. APPLICATION: (Name, address, phone number of applicant, applicant's solicitor or agent)

PUSHOR MITCHELL LLP Lawyers  
#301 - 1665 Ellis Street

Phone: 250-762-2108

Client No. 10332

TMA 5439.30-lxs

Kelowna

BC V1Y 2B3

Document Fees: \$73.50

Deduct LTSA Fees? Yes ☒

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:

[PID] [LEGAL DESCRIPTION]

NO PID NMBR LOT 4 SECTION 8 TOWNSHIP 20 RANGE 10 W6M KDYD PLAN EPP17939

STC? YES

Related Plan Number: EPP17939

3. NATURE OF INTEREST

CHARGE NO.

ADDITIONAL INFORMATION

SEE SCHEDULE

4. TERMS: Part 2 of this instrument consists of (select one only)

(a) ☐ Filed Standard Charge Terms D.F. No.

(b) ☒ Express Charge Terms Annexed as Part 2

A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument.

5. TRANSFEROR(S):

ERNEST RAYMOND ARSENAULT AND LAURA MARGARET ARSENAULT

6. TRANSFEREE(S): (including postal address(es) and postal code(s))

THE PROVINCIAL AGRICULTURAL LAND COMMISSION

133 - 4940 CANADA WAY

BURNABY

BRITISH COLUMBIA

V5G 4K6

CANADA

7. ADDITIONAL OR MODIFIED TERMS:

N/A

8. EXECUTION(S): This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature(s)

MELODIE HOPE

Barrister & Solicitor

#301 - 1665 Ellis Street

Kelowna, BC V1Y 2B3

Phone: 250-762-2108

Execution Date		
Y	M	D
12	02	09

Transferor(s) Signature(s)

Ernest Raymond Arsenault by his  
attorney Theresa Arsenault

Theresa Arsenault See DF  
KH21862

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

LAND TITLE ACT  
FORM D

## EXECUTIONS CONTINUED

PAGE 2 of 8 pages

Officer Signature(s)

Execution Date

Transferor / Borrower / Party Signature(s)

MELODIE HOPE

12 02 09

Laura Margaret Arsenault by her  
attorney Theresa Arsenault

Barrister &amp; Solicitor

#301 - 1665 Ellis Street  
Kelowna, BC V1Y 2B3  
Phone: 250-762-2108

Theresa Arsenault see DF KH21861

BRIAN UNDERHILL

12 02 13

THE PROVINCIAL AGRICULTURAL  
LAND COMMISSION by its authorized  
signatory:

Commissioner for Taking Affidavits in BC

133 - 4940 Canada Way  
Burnaby, BC V5G 4K6  
as to both signatures

Colin Fry

Marin Collins

Authorized signatory of the Provincial  
Agricultural Land Commission

## OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Status: Registered

Doc #: CA3084476

RCVD: RQST: 2013-05-06 15.35.05

FORM E\_V18

**LAND TITLE ACT  
FORM E****SCHEDULE**

PAGE 3 OF 8 PAGES

NATURE OF INTEREST

CHARGE NO.

ADDITIONAL INFORMATION

Covenant

Pursuant to Section 22 of the Agricultural Land  
Commission Act;  
over part on Plan EPP17940

NATURE OF INTEREST

CHARGE NO.

ADDITIONAL INFORMATION

NATURE OF INTEREST

CHARGE NO.

ADDITIONAL INFORMATION

NATURE OF INTEREST

CHARGE NO.

ADDITIONAL INFORMATION

NATURE OF INTEREST

CHARGE NO.

ADDITIONAL INFORMATION

NATURE OF INTEREST

CHARGE NO.

ADDITIONAL INFORMATION

## PART 2 – TERMS OF INSTRUMENT

- A. “**Lands**” means collectively the land described in Form C – Part 1, Item 2;
- B. “**Transferee**” means collectively the party(ies) described as Transferee(s) in Form C – Part 1, Item 6 hereto;
- C. “**Transferor**” means collectively the party(ies) described as Transferor(s) in Form C – Part 1, Item 5 hereto;
- D. The Transferor is the registered owner, in fee simple, of the Lands;
- E. All or part of the Lands consist of agricultural land situated in the Agricultural Land Reserve of the City of Salmon Arm (“City”) and are subject to the provisions of the *Agricultural Land Commission Act* (the “Act”) and the Regulations thereto;
- F. The Transferor wishes to subdivide the Lands by depositing in the Land Title Office a subdivision plan (the “Subdivision Plan”), a reduced copy of which (not to scale) is attached hereto;
- G. The Transferor has applied to, or caused an application to be made to the Transferee for authorization to deposit the Subdivision Plan;
- H. The Transferee is empowered to authorize the deposit of the Subdivision Plan and to impose terms it considers advisable pursuant to the Act and Regulations thereto; and
- I. The Transferee, by execution of this Agreement, has authorized the Registrar of Title to accept the deposit of the Subdivision Plan in the Land Title Office at Kamloops, British Columbia, upon terms and conditions considered advisable by the Transferee and which are set out below, and the Transferor has agreed below to the imposition of these terms and conditions and to the execution and registration of this Agreement.

Therefore in consideration of the premises and the sum of \$1.00 of lawful money of Canada, now paid by the Transferee to the Transferor, the receipt of which is hereby acknowledged, and other good and valuable consideration the parties covenant and agree as follows:

- 1. In this Agreement the following definitions shall apply where the context allows:
  - (a) “enactment” means an enactment as defined in the *Interpretation Act* of Canada and an enactment as defined in the *Interpretation Act* of British Columbia;
  - (b) “transfer” includes a conveyance, a grant, an assignment and a grant of leasehold interest;

(c) "transferee" includes a grantee, an assignee and a lessee.

2. The Transferor covenants and agrees with the Transferee that the principal dwelling will be constructed on the Lands only within the area shown outlined in heavy black on Plan EPP17940.

3. The covenants in this Agreement shall be covenants running with the Lands and shall be binding on the successors in title and assignees of the Lands.

4. None of the covenants herein shall be personal or binding upon the Transferor, save and except during the Transferor's seisin or ownership of any interest in the Lands.

5. The Transferor covenants with the Transferee that the Transferor has done no acts to charge or encumber the Lands, save the charges set forth on the Schedule of Charges Against Lands.

6. The Lands shall remain in the Agricultural Land Reserve of the City and remain subject to the provisions of the Act and the Regulations thereto.

7. The Transferee hereby authorizes the Registrar of Titles to accept an application for deposit of the Subdivision Plan.

8. The authorization given by the Transferee to the Registrar of Titles to accept an application for deposit of the Subdivision Plan shall in no way relieve the Transferor, his successors in title and assigns of the Lands, or any user or occupier thereof, from complying fully with any law or enactment or the decisions, directions, rulings or orders of the Transferee or of any other body, commission, tribunal or authority whatsoever which may apply to the Lands.

9. The Transferor will, upon the request of the Transferee, make, do, execute or cause to be made, done or executed all such further and other lawful acts, deeds, documents, and assurances whatsoever as may be necessary or desirable for the better and more perfect and absolute performance of the grants, covenants, provisos and agreements herein.

10. This Agreement shall enure to the benefit of and be binding upon the respective heirs, executors, administrators, successors and assigns of the parties hereto.

11. Words importing the male gender include the female gender and either includes the neuter and vice versa and words importing the singular number include the plural number and vice versa.

12. The Transferor will do or cause to be done at its expense all acts necessary for the Transferee to gain in priority for this charge over all financial liens, charges, and encumbrances which are or may be registered against the Lands.

To evidence their agreement each of the parties has executed this Agreement by executing item 8 of the Form C -- General Instrument Part 1.

### **Schedule of Charges Against Lands**

Legal Notation: This Certificate of title may be affected by the Land Commission Act, see Agricultural Land Reserve Plan No. M11420

Legal Notation: Re: Paragraphs (E) and (F) LTA see DF L71742 dated 13-12-1976

Legal Notation: Hereto is annexed Easement KJ17105 over Strata Lots 2 and 3 Strata Plan KAS1404

Legal Notation: Hereto is annexed Easement LA96941 over Strata Lot 2 Strata Plan KAS2499

Undersurface Rights 39166E

Section 219 Covenant with respect to water supply in favour of the City of Salmon Arm

Section 219 Covenant restricting access in favour of the City of Salmon Arm

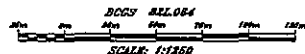
Section 219 Covenant respecting geotechnical concerns in favour of the City of Salmon Arm

Section 219 Covenant respecting wildland/urban interface in favour of the City of Salmon Arm

This Agreement

**SUBDIVISION PLAN OF THE SOUTH 1/2 OF THE NORTH 1/2 OF THE NORTHWEST 1/4 OF SECTION 8 TOWNSHIP 20 RANGE 10 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT EXCEPT PLANS B569, KAP54056 AND EPP17938**

PLAN EPP17939



THE HIGHEST POINT OF THIS PLAN IS SHOWN IN METERS BY 260mm IN HEIGHT (0.260 M) PLotted AT A SCALE OF 1:1250

**LEGEND**

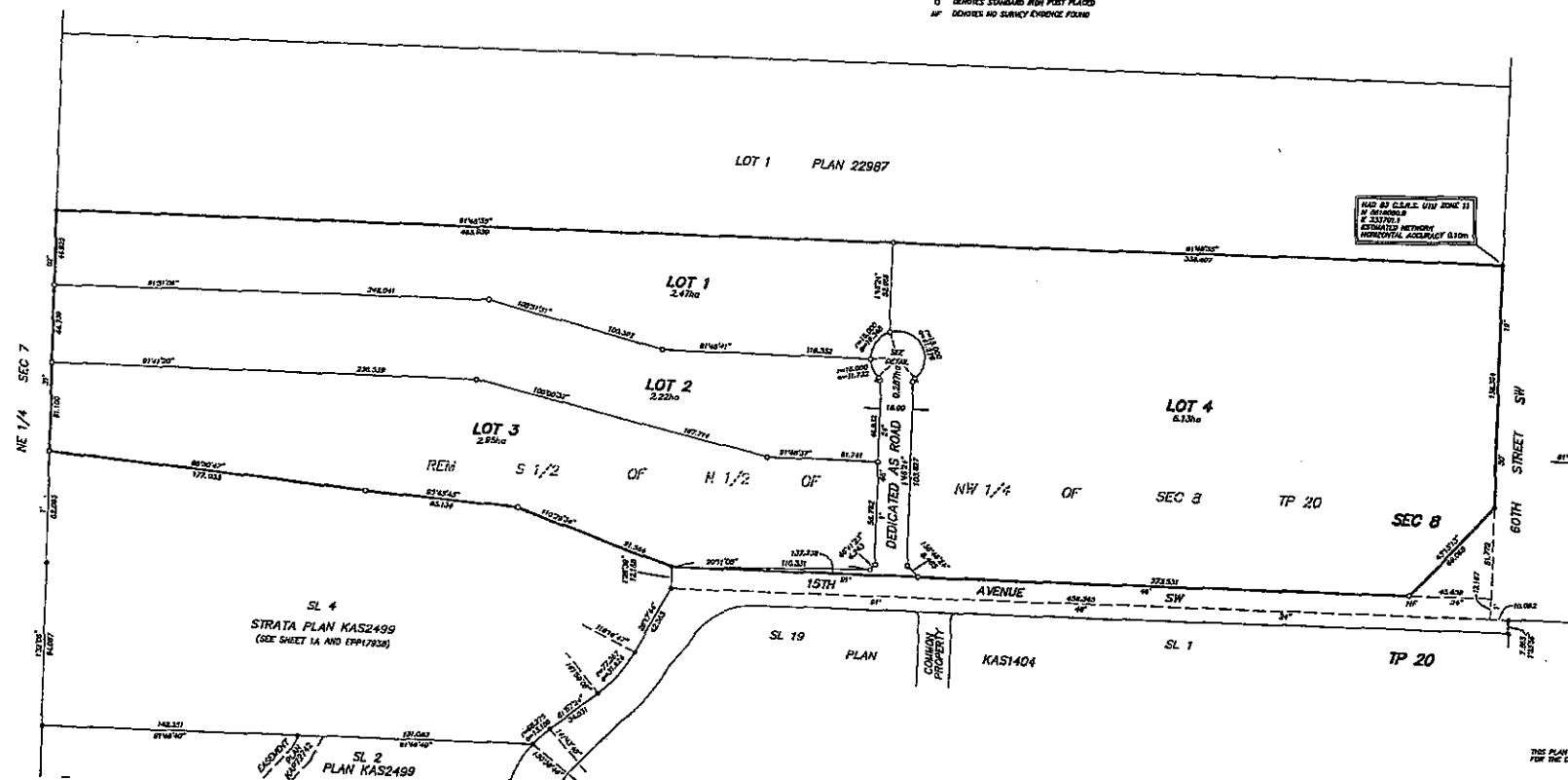
THE BEARINGS ARE DERIVED FROM GROUND OBSERVATIONS AND ARE REFERRED TO THE CENTRAL MERIDIAN OF ZONE 11. TO OBTAIN LOCAL ASTERISK BEARINGS REFERRED TO THE MERIDIAN THROUGH THE SOUTHEAST CORNER OF LOT 1, SUBTRACT 1° 44' 30" FROM GROUND BEARINGS.

THE UTM COORDINATES AND ESTIMATED HORIZONTAL POSITIONAL ACCURACY ADHERED ARE DERIVED FROM GROUND PRECEDENT SURVEYING. COORDINATE PHASE UPS COORDINATES TO CANADIAN ACTING CONTROL STATIONS (GND ALP (GND PRECEDENT) AND WILL ALP (GND PRECEDENT)).

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES UNLESS OTHERWISE SPECIFIED. TO COMPUTE GND DISTANCES, MULTIPLY GROUND-LEVEL DISTANCES BY THE AVERAGE CORRECTION FACTOR OF 0.99999999. THE AVERAGE CORRECTION FACTOR HAS BEEN DETERMINED BASED ON AN ELLIPSOIDAL ELEVATION OF 478 METERS.

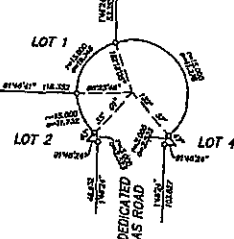
ALL DISTANCES ARE IN METERS AND DECIMALS THEREOF.

- DENOTES STANDARD IRON POST FOUND
- DENOTES STANDARD IRON POST PLACED
- △ DENOTES NO SURVEY EVIDENCE FOUND



**DETAIL**

NOT TO SCALE



THIS PLAN LIES WITHIN THE JURISDICTION OF THE APPROVING OFFICER FOR THE DISTRICT OF KAMLOOPS AREA.

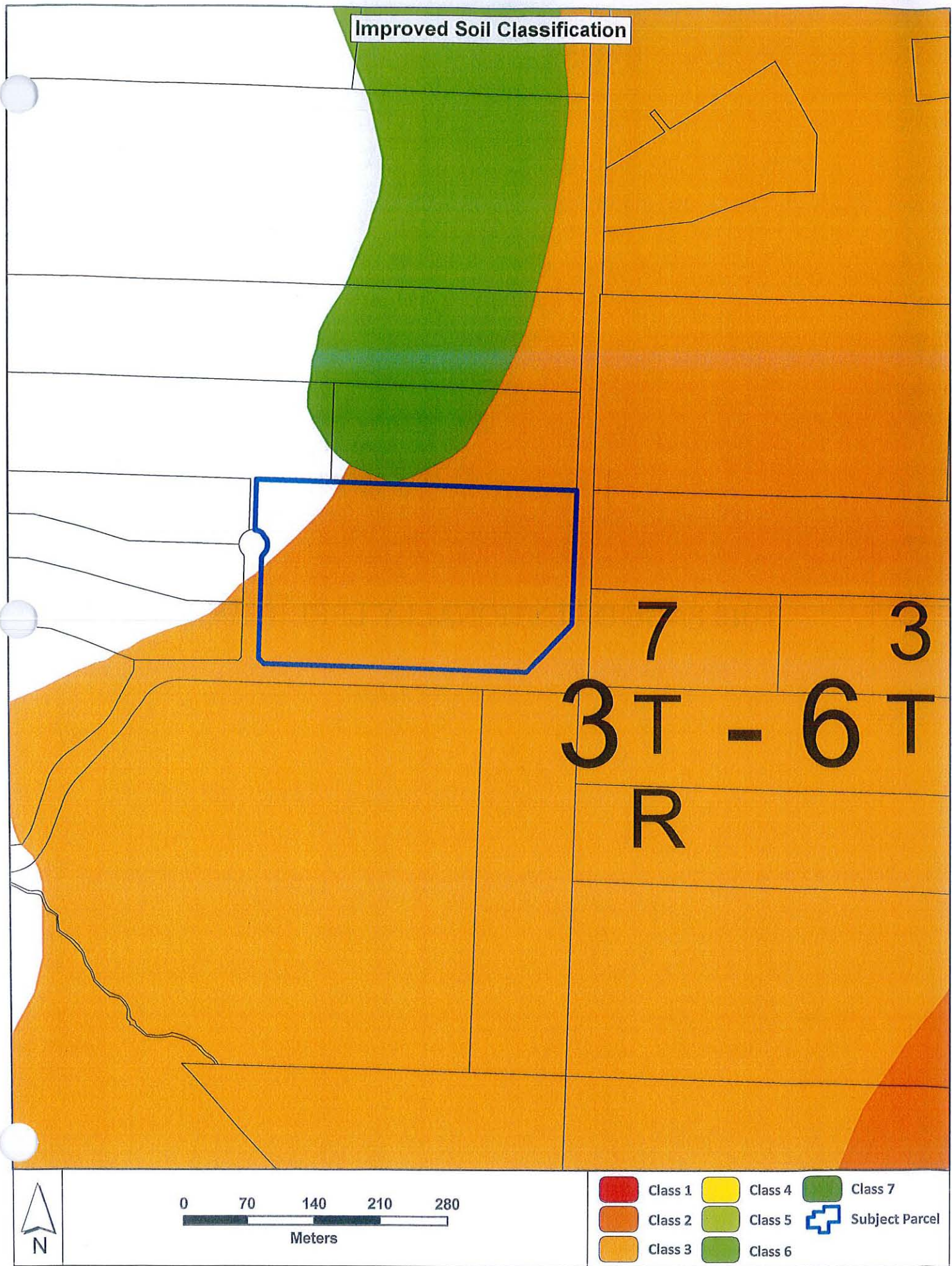
THIS PLAN LIES WITHIN COLOMBIA-GOVENED REGIONAL DISTRICT. THE FIELD SURVEY REPRESENTED BY THIS PLAN WAS COMPLETED BY ROBERT GARD TUNNEY, B.S. ON THE 10th DAY OF JANUARY, 2011. ECR No. 131732

**MONASHEE SURVEYING - GEOMATICS**

2706A 20th Street Vernon, B.C. V1T 0G2 Tel: (250) 444-0000 Fax: (250) 444-0018 EMAIL: info@monashee.ca



Improved Soil Classification



THIS PAGE INTENTIONALLY LEFT BLANK

Item 11.4

## CITY OF SALMON ARM

Date: October 23, 2017

Moved: Councillor Jamieson

Seconded: Councillor Harrison

THAT: Council approve the strata conversion of the building located on Lot 2, Section 5, Township 20, Range 9, W6M, KDYD, Plan KAP52662

[Proposed Strata Conversion of a Previously Occupied Building; Sjogren, L. & L.; 5500 – 48 Avenue SE]

### 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: October 10, 2017

SUBJECT: Proposed Strata Conversion of a Previously Occupied Building - 17.26 (Sjogren)  
 Legal: Lot 2, Section 5, Township 20, Range 9, W6M, KDYD, Plan KAP52662  
 Civic Address: 5500 – 48 Avenue SE  
 Owner/Applicant: Lynne & Leverne Sjogren

**MOTION FOR CONSIDERATION**

**THAT: Council approve the strata conversion of the building located on Lot 2, Section 5, Township 20, Range 9, W6M, KDYD, Plan KAP52662.**

**STAFF RECOMMENDATION**

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

**PROPOSAL**

The subject property is located at 5500 – 48 Avenue SE (APPENDICES 1 and 2). The applicant is requesting to convert the existing industrial building to strata title ownership. A sketch plan of the proposed six unit strata conversion is attached as APPENDIX 3.

**COMMENTS**

Fire Department

No concerns.

Building Department

No concerns with strata conversion. Code compliance has been reviewed by Bernd Hermanski Architects Ltd.

Engineering Department

No concerns subject to compliance with the requirements of Cross Connection Control Bylaw No. 3934 for backflow protection.

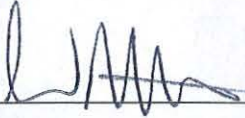
Planning Department

Any proposal involving the conversion of a previously occupied building to strata title ownership must receive Council approval in accordance with Section 242 of the Strata Property Act. This allows the City to assess the impact of the conversion on the supply of rental accommodation in the area, to consider the impact on residential tenants who may be unable to stay in the residence by purchasing a strata lot and to

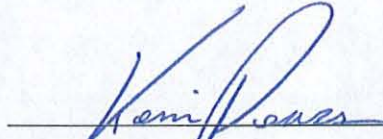
ensure that the building is in substantial compliance with the BC Building Code and City Bylaws. Section 242 of the Strata Property Act is attached as APPENIDX 4.

In this case, the building is located in the industrial park and used for commercial/industrial uses only, there is no residential component. A BC Building Code Analysis provided by Bernd Hermanski Architect Inc., dated June 14, 2017 (APPENDIX 5) has stated the building qualifies for stratification in its current condition and under the existing uses.

Given that the building does not have a residential component and meets BCBC requirements, staff has no concerns with the proposed strata conversion.



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



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

Location Map



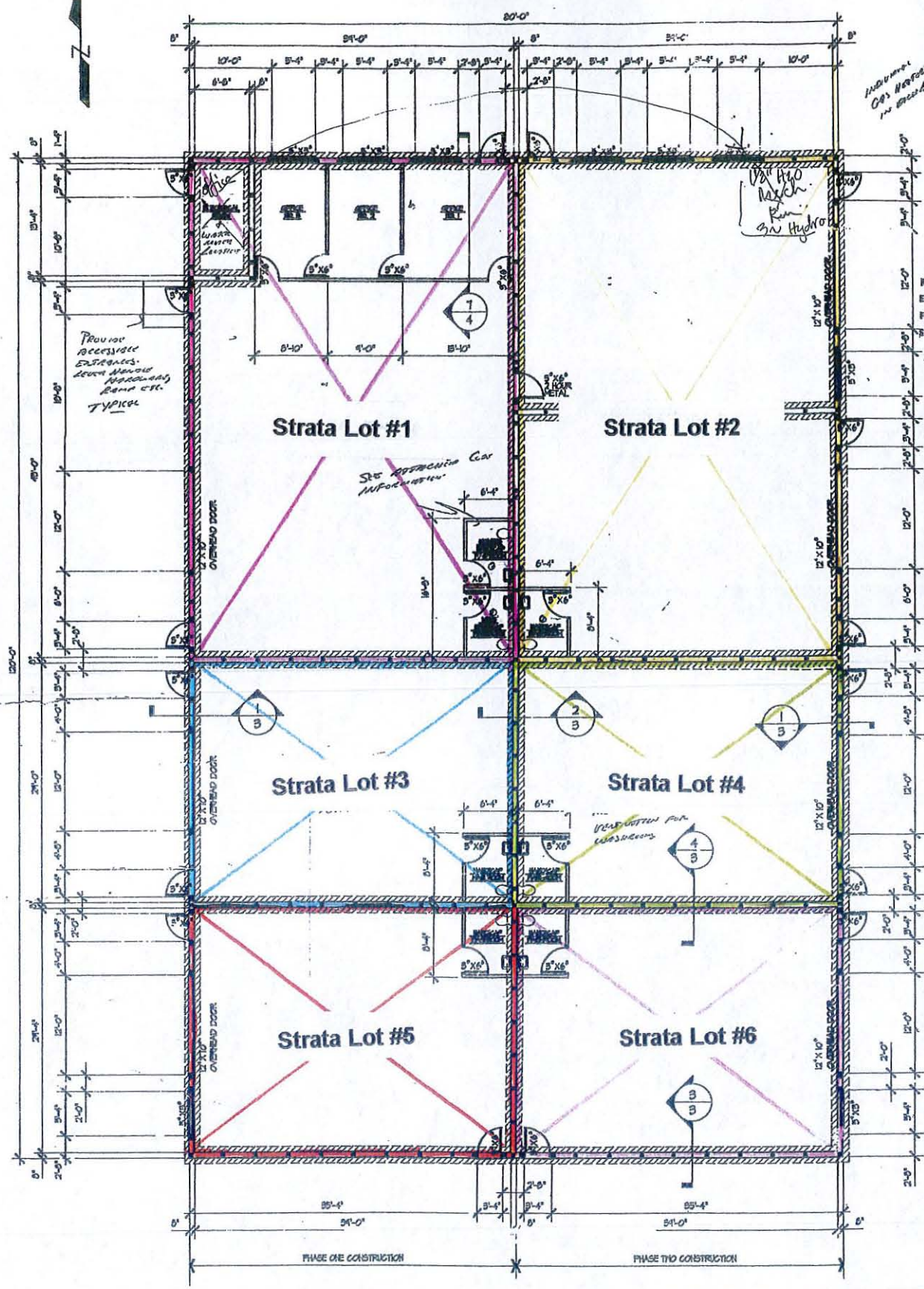
0 50 100 150 200  
Meters

 Subject Parcel



0 10 20 30 40  
Meters

 Subject Parcel



MAIN FLOOR PLAN  
1/8" = 1'-0"

**Approval for conversion of previously occupied buildings**

**242** (1) For the purposes of this section, "**approving authority**" means

- (a) the municipal council of the municipality if the land is located in a municipality,
- (b) the regional board of the regional district if the land is located in a regional district but not in a municipality and is neither Nisga'a Lands nor treaty lands of a treaty first nation,
- (c) the Nisga'a Village Government if the land is located within Nisga'a Village Lands,
- (d) the Nisga'a Lisims Government if the land is Nisga'a Lands other than Nisga'a Village Lands, or
- (e) the governing body of the treaty first nation if the land is located within the treaty lands of that treaty first nation.

(2) If a person applying to deposit a strata plan wishes to include in the strata plan a previously occupied building, the person must submit the proposed strata plan to the approving authority.

(3) The approving authority may

- (a) approve the strata plan, or approve the strata plan subject to terms and conditions, or
- (b) refuse to approve the strata plan, or refuse to approve the strata plan until terms and conditions imposed by the approving authority are met.

(4) The decision of the approving authority under subsection (3) is final and may not be appealed.

(5) The approving authority must not approve the strata plan unless the building substantially complies with the following:

- (a) the applicable bylaws of the municipality or regional district;
- (b) applicable Nisga'a Government laws;
- (b.1) the applicable laws of the treaty first nation;
- (c) the building regulations within the meaning of the *Building Act*, except, in relation to a treaty first nation that has entered into an agreement described in section 6 of that Act, to the extent that the agreement enables the treaty first nation to

establish standards that are different from those established by the building regulations.

(6) In making its decision, the approving authority must consider

- (a) the priority of rental accommodation over privately owned housing in the area,
- (b) any proposals for the relocation of persons occupying a residential building,
- (c) the life expectancy of the building,
- (d) projected major increases in maintenance costs due to the condition of the building, and
- (e) any other matters that, in its opinion, are relevant.

(7) If the approving authority approves the strata plan without terms and conditions, an authorized signatory of the approving authority must endorse the plan in accordance with the regulations.

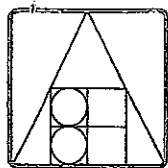
(8) If the approving authority approves the strata plan subject to terms and conditions, an authorized signatory of the approving authority must endorse the plan in accordance with the regulations once the terms and conditions have been met.

(9) The endorsement must be dated not more than 180 days before the date the strata plan is tendered for deposit.

(10) The approving authority may, by resolution, with respect to a specified type of previously occupied building,

- (a) delegate to an approving officer or other person designated in the resolution the exercise of the powers and performance of the duties of the approving authority under this section, and
- (b) impose limits or conditions on the exercise of the powers and performance of the duties delegated by the resolution.

(11) This section does not apply to a strata plan that includes a previously occupied building if the person applying to deposit the strata plan is the government or the Crown in right of Canada.



**BERND HERMANSKI**  
**ARCHITECT INC.**  
 ARCHITECTURAL & ENVIRONMENTAL DESIGN

June 14, 2017

Leverne and Lynne Sjogren,  
 3855 Turner Road,  
 Tappen, BC

Dear Leverne and Lynne:

**RE: Code analysis of your commercial building at 5500 – 48<sup>th</sup> Avenue SE, Salmon Arm, BC**

As requested, we have studied the above commercial building to determine if any changes to the building might be required in order for it to be able to be converted to strata ownership of individual units. We have looked at this from the point of view of the BC Building Code (BCBC) and the BC Strata Property Act.

Of primary importance is that while the BCBC requires a 2 hour firewall at every property line, the boundaries created by a strata subdivision of a single building are not considered to be "property lines", but rather just boundaries of strata parcels. As such we are calling these units "suites" as defined in the BCBC. As such the BCBC does not require the demising wall between two such suites to be a 2 hour firewall. This means that the existing 8" concrete block walls that divide the building into separate units, which have a fire resistance rating of 1 ½ hours, are adequate for the purpose of building stratification. It should be kept in mind, though, that the grade of fire separation required in any of these party walls between adjacent tenants (or owners) is dependent on the occupancy classification type existing on each side of the wall. I have attached an excerpt from the BCBC indicating the level of fire separation required between various types of adjacent occupancies. It might be wise to point out to prospective strata purchasers the possible need to upgrade the fire resistance rating of the party walls if they were to want to convert to a higher hazard use.

Aside from the fire rating of the party walls, other concerns covered by the BCBC include exiting, fire rating of the roof structure, and the provision of washrooms.

From the drawings provided, it appears that every suite has two separate exit doors. This and the maximum travel distance to those doors from any point in the suite, meet the requirements of the code. Please ensure that the doors shown on the drawings actually exist and are functioning properly.

With the existing roof structure being non-combustible, further fire rating of the roof structure for a one storey building of this size is not required for any group A2 (public assembly), C

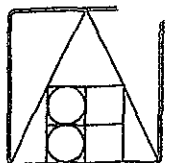
(residential), D (office), E (retail), F2 (medium hazard industrial), or F3 (low hazard industrial) uses. Groups B (confinement), or F1 (high hazard industrial) would not be allowed in this building without further modifications.

The only other item of concern is that every suite have access to a bathroom. The drawings show a bathroom in every suite. This meets the BCBC for the low-occupancy uses currently occupying the spaces. Should a higher density use, such as a church or restaurant, want to be located in one of these suites, then the new use would have to be analysed for washroom requirements.

As can be seen from the above, the building as it currently sits is a good candidate for stratification without much in the way of changes or upgrades required, provided the uses contained in the building do not change to A2, B, or F1 category uses. If there were a desire to house one of those uses, some modifications would be required, but those would result from the requirements of the BCBC and not the Strata Property Act.

Sincerely,

Bernd Hermanski, Architect-AIBC  
Bernd Hermanski Architect Inc.



## Part 3

# Fire Protection, Occupant Safety and Accessibility

(See Appendix A.)

### Section 3.1. General

(See Appendix A.)

#### 3.1.1. Scope and Definitions

##### 3.1.1.1. Scope

- 1) The scope of this Part shall be as described in Subsection 1.3.3. of Division A.

##### 3.1.1.2. Defined Words

- 1) Words that appear in italics are defined in Article 1.4.1.2. of Division A.

##### 3.1.1.3. <Use of Term Storage Tank

- 1) For the purposes of this Part, the term "storage tank" shall mean a vessel for *flammable liquids* or *combustible liquids* having a capacity of more than 230 L and designed to be installed in a fixed location.>

##### 3.1.1.4. Fire Protection Information

- 1) Information to be submitted regarding major components of fire protection shall conform to the requirements of Subsection 2.2.3. of Division C.

#### 3.1.2. Classification of Buildings or Parts of Buildings by Major Occupancy

(See Appendix A.)

##### 3.1.2.1. Classification of Buildings

- 1) Except as permitted by Articles 3.1.2.3. to 3.1.2.6., every *building* or part thereof shall be classified according to its *major occupancy* as belonging to one of the Groups or Divisions described in Table 3.1.2.1. (See Appendix A.)
- 2) A *building* intended for use by more than one *major occupancy* shall be classified according to all *major occupancies* for which it is used or intended to be used.

Table 3.1.2.1.  
Major Occupancy Classification  
Forming part of Sentences 3.1.2.1.(1) and 3.1.2.2.(1)

Group	Division	Description of <i>Major Occupancies</i>
A	1	<i>Assembly occupancies</i> intended for the production and viewing of the performing arts
A	2	<i>Assembly occupancies</i> not elsewhere classified in Group A
A	3	<i>Assembly occupancies</i> of the arena type
A	4	<i>Assembly occupancies</i> in which occupants are gathered in the open air
B	1	<Detention occupancies>
B	2	<Treatment occupancies>
<B>	<3>	<Care occupancies>
C	—	<i>Residential occupancies</i>
D	—	<i>Business and personal services occupancies</i>
E	—	<i>Mercantile occupancies</i>
F	1	<i>High-hazard industrial occupancies</i>
F	2	<i>Medium-hazard industrial occupancies</i>
F	3	<i>Low-hazard industrial occupancies</i>

**3.1.2.2. Occupancies of Same Classification**

1) Any *building* is deemed to be occupied by a single *major occupancy*, notwithstanding its use for more than one *major occupancy*, provided that all *occupancies* are classified as belonging to the same Group classification or, where the Group is divided into Divisions, as belonging to the same Division classification described in Table 3.1.2.1.

**3.1.2.3. Arena-Type Buildings**

1) An arena-type *building* intended for occasional use for trade shows and similar exhibition purposes shall be classified as a Group A, Division 3 *occupancy*. (See Appendix A.)

**3.1.2.4. Police Stations**

1) A police station with detention quarters is permitted to be classified as a Group B, Division 2 *major occupancy* provided the station is not more than 1 *storey* in *building height* and 600 m<sup>2</sup> in *building area*.

**3.1.2.5. Convalescent, Children's Custodial and Residential Care Homes**

1) Convalescent homes and children's custodial homes are permitted to be classified as *residential occupancies* <within the application of Part 3>, provided that occupants are ambulatory and live as a single housekeeping unit in a <*suite*> with sleeping accommodation for not more than 10 persons.

2) A care facility accepted for residential use pursuant to provincial legislation is permitted to be classified as a *residential occupancy*, provided

- a) <occupants live as a single housekeeping unit in a *dwelling unit*> with sleeping accommodation for not more than 10 persons,
- b) interconnected *smoke alarms* are installed in each sleeping room in addition to the requirements of Article 3.2.4.20.,
- c) emergency lighting is provided in conformance with Subsection 3.2.7., and
- d) the *building* is *sprinklered* throughout.

**3.1.2.6. Group A, Division 2, Low Occupant Load**

1) A *suite* of Group A, Division 2 *Assembly occupancy* is permitted to be classified as a Group D, *business and personal services occupancy* provided

- a) the number of persons in the *suite* does not exceed 30, and
- b) except as permitted by Sentence (2), the *suite* is separated from the remainder of the *building* by a *fire separation* having a *fire-resistance rating* of not less than 1 hr.

2) The *fire separation* required by Sentence (1) need not have a *fire-resistance rating* where the *suite* is located in a *building* that is *sprinklered* throughout.

3) A permanent sign, with lettering not less than 50 mm high with a 12 mm stroke, indicating the lesser of the *occupant load* for the *suite* or 30 persons, shall be posted in a conspicuous location near the *suite's* principal entrance.

**3.1.2.7. <Storage of Combustible Fibres**

1) *Buildings* or parts thereof used for the storage of baled *combustible fibres* shall be classified as *medium-hazard industrial occupancies*.>

**3.1.3. Multiple Occupancy Requirements****3.1.3.1. Separation of Major Occupancies**

1) Except as permitted by Sentences (2) and (3), *major occupancies* shall be separated from adjoining *major occupancies* by *fire separations* having *fire-resistance ratings* conforming to Table 3.1.3.1.

2) In a *building* not more than 3 *storeys* in *building height*, if not more than 2 *dwelling units* are contained together with a Group E *major occupancy*, the *fire-resistance rating* of the *fire separation* between the 2 *major occupancies* need not be more than 1 h.

3) In a *building* conforming to the requirements of Articles 3.2.8.2. to 3.2.8.9., the requirements of Sentence (1) for *fire separations* between *major occupancies* do not apply at the vertical plane around the perimeter of an opening through the horizontal *fire separation*.

Table 3.1.3.1.  
Major Occupancy Fire Separations<sup>(1)</sup>  
Forming part of Sentence 3.1.3.1.(1)

Major Occupancy	Minimum Fire-resistance Rating of Fire Separation, h												
	Adjoining Major Occupancy												
	A-1	A-2	A-3	A-4	B-1	B-2	<B-3>	C	D	E	F-1	F-2	F-3
A-1	—	1	1	1	2	2	<2>	1	1	2	(2)	2	1
A-2	1	—	1	1	2	2	<2>	1	1	2	(2)	2	1
A-3	1	1	—	1	2	2	<2>	1	1	2	(2)	2	1
A-4	1	1	1	—	2	2	<2>	1	1	2	(2)	2	1
B-1	2	2	2	2	—	2	<2>	2	2	2	(2)	2	2
B-2	2	2	2	2	2	—	<1>	2	2	2	(2)	2	2
<B-3>	<2>	<2>	<2>	<2>	<2>	<1>	<—>	<1>	<2>	<2>	<(2)>	<2>	<2>
C	1	1	1	1	2	2	<1>	—	1	2 <sup>(3)</sup>	(2)	2 <sup>(4)</sup>	1
D	1	1	1	1	2	2	<2>	1	—	—	3	—	—
E	2	2	2	2	2	2	<2>	2 <sup>(3)</sup>	—	—	3	—	—
F-1	(2)	(2)	(2)	(2)	(2)	(2)	<(2)>	(2)	3	3	—	2	2
F-2	2	2	2	2	2	2	<2>	2 <sup>(4)</sup>	—	—	2	—	—
F-3	1	1	1	1	2	2	<2>	1	—	—	2	—	—

Notes to Table 3.1.3.1.:

- (1) Section 3.3. contains requirements for the separation of *occupancies* and *tenancies* that are in addition to the requirements for the separation of *major occupancies*.
- (2) See Sentence 3.1.3.2.(1).
- (3) See Sentence 3.1.3.1.(2).
- (4) See Sentence 3.1.3.2.(2).

### 3.1.3.2. Prohibition of Occupancy Combinations

1) No *major occupancy* of Group F, Division 1 shall be contained within a *building* with any *occupancy* classified as Group A, B or C.

2) Not more than one *suite of residential occupancy* shall be contained within a *building* classified as a Group F, Division 2 *major occupancy*.

### 3.1.4. Combustible Construction

#### 3.1.4.1. Combustible Materials Permitted

1) A *building* permitted to be of *combustible construction* is permitted to be constructed of *combustible* materials, with or without *noncombustible* components.

2) The *flame-spread rating* on any exposed surface of foamed plastic insulation, and on any surface that would be exposed by cutting through the insulation in any direction, shall be not more than 500.

THIS PAGE INTENTIONALLY LEFT BLANK

Item 11.5

## CITY OF SALMON ARM

Date: October 23, 2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: Council authorize the extension of the City's sanitary sewer through the Rural Area to accommodate a connection to the property located at 3690 – 30 Street NE, owned by the Elks Recreation Society, as per the proposal from Franklin Engineering Ltd. dated August 8, 2017;

AND THAT: Approval of the above is subject to the Elks Recreation Society being responsible for all associated costs of the main extension, including payment to the City of a Capital Cost Equivalent in lieu of the Sanitary Sewer Development Cost Charge of \$2,890.04;

AND THAT: Final design is subject to approval by the City Engineer

[Sanitary Sewer Main Extension to Elks Hall Property; 3690 – 30 Street NE]

### Vote Record

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

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



## *Development Services Department Memorandum*

---

TO: Her Worship Mayor Cooper and Council

FROM: Director of Development Services

DATE: October 11, 2017

SUBJECT: Sanitary Sewer Main Extension to Elks Hall Property – 3690 - 30 Street NE

---

### **MOTION FOR CONSIDERATION**

**THAT:** Council authorize the extension of the City's sanitary sewer through the Rural Area to accommodate a connection to the property located at 3690 - 30 Street NE, owned by the Elks Recreation Society, as per the proposal from Franklin Engineering Ltd. dated August 8, 2017;

**AND THAT:** Approval of the above is subject to the Elks Recreation Society being responsible for all associated costs of the main extension, including payment to the City of a Capital Cost Equivalent in lieu of the Sanitary Sewer Development Cost Charge of \$2,890.04;

**AND FURTHER THAT:** Final design is subject to approval by the City Engineer.

---

### **STAFF RECOMMENDATION**

The motion for consideration is recommended for approval, subject to the sanitary sewer main extension being aligned within the dedicated, east half of 30 Street NE, instead of within a statutory right of way over the property addressed at 3601 - 30 Street NE.

---

### **BACKGROUND**

The Elks are requesting to connect to the City's sanitary sewer main and their proposal is attached as APPENDIX 1. A reference map is attached as APPENDIX 2.

The proposed extension would continue from the main's present terminus at 28 Street NE and traverse two rural properties in the ALR for a total length of 400+ m.

The proposal includes statutory rights of ways over two rural lots that would be in favour of the City. This main would not be a private connection as the ownership, operations and maintenance responsibilities would be that of the City.

The intent of the right of way over 3601 - 30 Street NE, 0.5 m off-set from the street along the east lot boundary, is to avoid a sanitary sewer frontage tax levy on two other rural lots south of the Elks property addressed at 3530 & 3590 30 Street NE. If the main was aligned within 30 Street NE, the two properties referenced along the east side of the street would be subject to an annual sewer frontage tax levy and each would have an ability to connect to the system. Furthermore, the costs involved in aligning the main within 30 Street NE would be higher for the Elks in comparison to the right of way option.

## CONSIDERATIONS

The Elks on-site sanitary disposal system is deficient and cannot accommodate expansion of the campground or other facilities.

The Elks had a similar proposal prepared for Council's review approximately 9 years ago, which involved alignment of the sanitary sewer main within 30 Street NE. The Elks withdrew that previous proposal because of opposition of the extension by some of the downstream property owners who did not want to pay sewer frontage taxes.

The owners of the four properties highlighted in APPENDIX 2 who would or may be affected by Council's decision have been notified in writing by City staff of the Elks proposal and, with that, each owner has been afforded an opportunity to comment. Written responses are attached as APPENDIX 3.

The Official Community Plan (OCP) does not support the extension of City's sanitary sewer main into the Rural Area as per the OCP policy below:

*"3.3.22 Do not support the extension of the sanitary sewer system outside the Urban Containment Boundary (UCB). Private sanitary sewer connections outside the UCB may be considered where main extensions are not required, subject to Council approval."*

The above policy is in effect as a means to temper expectations for subdivision and development outside of the UCB, and to keep City-wide infrastructure costs down.

The proposed right of way requires consideration and approval by the Agricultural Land Commission (ALC). The Elks made an application to the ALC for this proposal, and these types of utility corridor and transportation applications are not reviewed by City Council. The ALC requested City staff's comments for that application, which were provided on September 29, 2017 (attached as APPENDIX 4). The ALC since advised its decision will follow Council's decision.

The Elks proposal references proximity to the water main along the west boulevard as being an obstacle; however according to the City Engineer, the main could be extended along the eastern boulevard, albeit with a higher construction cost compared to the right of way option proposed. Other than that, the City Engineer would require some technical tweaking of the present proposal.

Assuming the present ALR status and OCP, there is a possibility that the larger rural lot addressed at 3601 - 30 Street NE could someday be subdivided for a relative (one-lot only), subject to Section 514 of the Local Government Act, Council and ALC approval, and City Approving Officer approval. If subdivided, approximately 2.44 m width of road dedication would be required from that property to widen 30 Street NE to 10 m from the centerline.

Or there may be a time when the City negotiates a land purchase to widen the street to 12.5 m from centreline, which is the width ultimately needed for this Rural Arterial Street. In either a subdivision or land acquisition scenario, the main would become aligned within the dedicated street and properties fronting the main would be subject to the annual sewer frontage tax.

## STAFF RECOMMENDATION

Notwithstanding OCP Policy 3.3.22, staff is generally supportive of the Elks property connecting to the City's sanitary sewer system, which would involve a significantly long main extension and investment. Staff appreciates the planning and work that has gone into the proposal by Franklin Engineering Ltd., and recognizes the Elks as an important, non-profit entity that provides and accommodates community recreation and other services.

Staff is concerned with the proposed main alignment through a right of way off-set from 30 Street NE. The Elks intentions are understood in that regard, to accommodate the wishes of the downstream lot owners who do not want to pay frontage tax and to lower the project's cost. However, from staff's perspective, the main should be aligned within the 30 Street NE right of way for the following reasons related to long-term planning, financial sustainability of the system and other technicalities:

- 1) The sewer main would become the City's infrastructure and should be available for future public connections and use. Current or future owners of the lots addressed at 3530 & 3590 30 Street NE may want to connect to the main; with the Elks proposal, they could not do so without either trespassing or amending the right of way, which could be illegal, complicated or uncertain.
- 2) City utility mains aligned within a street are preferred as infrastructure within rights of ways can be difficult to access and maintain. This is because many rights of ways become obstructed with landscaping improvements such as retaining walls and fencing or overgrown vegetation. These obstacles typically become more costly and difficult to manage over time with successive land ownership and in particular with land owners not aware of a right of way charge on title.
- 3) The operations and maintenance of sanitary sewer mains are financed by the sewer frontage tax regime; the more properties contributing to the levy (i.e. the higher the lot density) relative to the length of the main, the more financially sustainable the system remains. Long main extensions into the rural areas are simply more costly to the City.



Kevin Pearson, MCIP, RPP  
Director of Development Services

cc     Chief Administrative Officer  
       Chief Financial Officer  
       Director of Engineering and Public Works

Attention: City of Salmon Arm Mayor and Council

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

August 8th, 2017

### **Request for Sanitary Main Extension Resolution**

---

Dear Nancy and City of Salmon Arm Councilors,

The Salmon Arm Elks Recreation Society is required to upgrade its Wastewater System due to deficiencies in its existing system.

It is proposed to extend the sanitary sewer reticulation from 28<sup>th</sup> St NE, to provide a gravity sewer connection to the Elks Hall. The Elks would finance the construction of the main, whose ownership would then become the City's. When crossing private land, the sewer would be located within a 6m Right-of-Way (RoW) allowing City access should it require future maintenance.

The required extension is outside the urban containment boundary as defined in Map 4.1 of the Official Community Plan (OCP), and hence requires the Council to approve this proposal by way of a resolution.

The proposed sewer alignment crosses through private property within the ALR land. The owners of the private property have been consulted and are supportive of the proposal. An application for a transportation and utilities corridor through ALC lands is being undertaken concurrently.

The alignment remains in private property as it runs parallel with 30<sup>th</sup> Street NE, with the RoW maintaining a 0.5m offset from the Roadway. Should the sewer main be located within, or without separation from the City Roadway, the two adjacent eastern land owners (3530 and 3590 30<sup>th</sup> St NE) would be unsupportive of the proposal as they would be required to pay a frontage fee on their annual taxes. By maintaining the alignment of the sanitary main within private property, the adjacent residents are supportive of the proposal as there is no increase to their taxes.

There is an existing water main within the West boulevard of 30<sup>th</sup> St NE. Due to the minimum 3m separation required between a water main and sanitary main, there is insufficient space to also include the sanitary main in the western boulevard. As the boulevard on the eastern side of the road is

unsuitable, the only remaining alignment in the city roadway is beneath the paved road, which would make the project not financially viable.

Through consultation with City Development Services staff, it is understood that access is important to enable future maintenance. It is proposed to provide widened road shoulders at the locations of the manholes adjacent to 30<sup>th</sup> St NE to provide access. This would allow maintenance vehicles to park safely on the road shoulder whilst conducting any required maintenance.

Other options have been considered; a preliminary assessment of site conditions was undertaken which show that the Elks parcel is not suitable for large onsite wastewater system. Whilst in theory it would be possible to engineer an onsite system, this was not considered a financially feasible option for a non-profit organization.

The Salmon Arm Elks Recreation Society are an active non-profit society, widely involved in benefitting the local community. Most specifically minor baseball. Please review the proposed resolution for extending the City services outside of the urban boundary, to provide a much needed wastewater disposal option for the Salmon Arm Elks organization.

Please contact Franklin Engineering if you have any further questions regarding the proposed sanitary main extension.

Prepared by:



Sean Husband  
Franklin Engineering

On Behalf of: Ole Cummings  
Salmon Arm Elks Recreation Society

Attached: Franklin Engineering Drawing 17-051 C-01 (Rev4)



30 Street NE

Elks Property

3601

3690

3590

3530

3461

28 ST. NE

28th Avenue NE

30 AVENUE NE

28th Avenue NE

- Urban Containment Boundary
- Existing Sani-System
- Proposed Sani-Extension

# Reference Map



***October 04, 2017***

***Kevin Pearson***

***Director of Development Services***

***Regarding the Request for Sanitary Main Extension Resolution by Franklin Engineering Ltd & Elks Recreation Society***

***Barbara & Gil Deshima just received this proposal October 02 2017 and HAVE NOT given the Elks Recreation Society approval for this proposal and will not be responsible for any cost associated with this proposal.***

***We are in a difficult situation as our property 3601 30<sup>th</sup> Street NE was sold and the transfer of ownership is October 27 2017. 4 days after City Council's October 23 Regular Council meeting which this proposal is scheduled to be reviewed.***

***We have notified our Realtor to pass along all letters in regard, to this proposal to the new owners Realtor***

***Yours Truly,  
Barbara and Gil Deshima***

**Kevin Pearson**

---

**From:** Tina Cosman [tina@tinacosman.com]  
**Sent:** October 4, 2017 12:23 PM  
**To:** Kevin Pearson  
**Subject:** RE: 3601 30th street letters from city

I did. I will forward it to them.

Thanks

Tina

---

**From:** Kevin Pearson [mailto:kpearson@salmonarm.ca]  
**Sent:** Wednesday, October 4, 2017 12:21 PM  
**To:** 'Tina Cosman'  
**Subject:** RE: 3601 30th street letters from city

Thank you Tina. Not sure if you have seen my letter to the current owners, but here it is just in case. Please let me know if you / your clients have any questions or concerns, otherwise I will advise Council of what you mention below.

Kevin

---

**From:** Tina Cosman [mailto:tina@tinacosman.com]  
**Sent:** October 4, 2017 12:11 PM  
**To:** Kevin Pearson  
**Subject:** FW: 3601 30th street letters from city

Good afternoon Kevin

My clients, Susan and Arthur Wilms are the buyers of the above noted property and have spoken with Elks and are in agreement.

At this time they are out of the country. The sale is scheduled to complete at the end of this month.

Tina Cosman

*Tina Cosman & Associates*

[www.tinacosman.com](http://www.tinacosman.com)

Century 21 Executives Realty Ltd.

Salmon Arm, BC

Cell: (250) 804-6765

Office: (250) 833-9921

Fax#: 1-250-483-1598

**IMPORTANT - CONFIDENTIAL INFORMATION**

This message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. Any other distribution, copying or disclosure is strictly prohibited. If you have received this message in error, please notify us immediately by

telephone (250-804-6765) and return the original transmission to us by mail without making a copy. For BCREA'S privacy policy, visit [www.bcrea.bc.ca/privacy](http://www.bcrea.bc.ca/privacy)

**From:** Shirley Gasparin [<mailto:shirleygasparin@royallepage.ca>]  
**Sent:** Wednesday, October 4, 2017 11:18 AM  
**To:** Tina Cosman  
**Subject:** Fwd: 3601 30th street letters from city

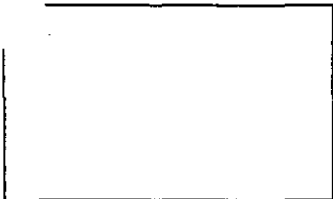
Hello Tina

Please find attached letters that were sent to my clients. Also you will find upon reading it that it states my clients "agree" to the proposed sewer lines. This is a false statement and my clients have written a letter to inform whom it concerns that they did not agree to the sewer system. In addition they have added in their letter that the property has been sold and that a copy of the letters have been passed onto the new buyers. I am not sure if you are able to get a hold of your clients because the as your read the letters there is some time sensitive meetings .

confirm you have received this email and attachments.

Regards,  
 Shirley Gasparin,  
 Realtor

"With you all the way"



Royal Lepage Westwin Realty  
 800 Seymour Street, Kamloops, BC  
 Direct: 250-819-8354  
 Office: 250-374-1461



Virus-free. [www.avg.com](http://www.avg.com)

**Kevin Pearson**

---

**From:** Kevin Pearson  
**Sent:** September 29, 2017 12:19 PM  
**To:** 'Dorward, Caitlin ALC:EX'; Denise Ackerman  
**Cc:** Barlow, Celeste ALC:EX; Daly, Benjamin ALC:EX  
**Subject:** RE: Application ID 56561  
**Attachments:** Elks\_Sani.pdf

Thank you Caitlin, Celeste & Benjamin.

I am just finishing my report to Council on the Elks Sanitary Sewer Extension. Our Council will be reviewing the Elks proposal on October 23 next month. The staff recommendation to Council is to have the sanitary sewer main aligned within the dedicated road allowance of 30 Street NE rather than along a statutory right of way, offset 0.5 metres within the lot boundary of 3601 30 Street NE. I have attached a reference map.

Our reasons for this recommendation are technical and have more to do with frontage taxation, long term considerations for other properties having an ability to connect, and operations and maintenance of the system. The proposed right of way alignment through the lot addressed at 3461 30 Street NE is not as much of a concern for City staff.

Our OCP has a policy that discourages the extension of the sanitary sewer into the Rural Area. That is tied to our urban containment policies which generally discourage subdivision in the ALR. However, staff understands the Elks predicament with their failing on-site septic system, and we value the importance of their non-profit organization and the recreational amenities they offer our community.

I cannot predict how our Council will vote on the Elks proposal the ALC is reviewing, or if they will agree with the staff recommendation. So the above are obviously City staff's comments and may not represent Council's view.

Kevin Pearson  
 Director of Development Services  
 City of Salmon Arm  
 250.803.4015

---

**From:** Dorward, Caitlin ALC:EX [mailto:Caitlin.Dorward@gov.bc.ca]  
**Sent:** September 29, 2017 11:58 AM  
**To:** Denise Ackerman  
**Cc:** Kevin Pearson; Barlow, Celeste ALC:EX; Daly, Benjamin ALC:EX  
**Subject:** RE: Application ID 56561

Hi Denise;

Just wanted to let you know that there have been some staff changes at our office and as of this week I am now covering the Island Panel Region.

I've copied my colleagues Celeste Barlow and Ben Daly, who are now the ALC Land Use Planners for the Okanagan Region. If you do intend to submit comments from the City regarding application #56561, please direct them to Celeste and Ben.

Regards,  
 Caitlin

Item 16.1

## CITY OF SALMON ARM

### NOTICE OF MOTION

#### Digital Dashboard Simulator

Date: October 23, 2017

Moved: Councillor Lavery

THAT: \$5,000.00 be included in the 2019 Budget process for piloting a digital dashboard simulator to facilitate public input on the City of Salmon Arm budget.

#### Vote Record

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

Opposed:

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

THIS PAGE INTENTIONALLY LEFT BLANK

Item 16.2

## CITY OF SALMON ARM

### NOTICE OF MOTION

Reserve for Sani-Dump Facility

Date: October 23, 2017

Moved: Councillor Lavery

THAT: \$15,000.00 be included in the 2018 Budget process as a transfer to reserve for a future City run Sani-Dump facility.

#### Vote Record

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

Opposed:

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

THIS PAGE INTENTIONALLY LEFT BLANK

Item 16.3

## CITY OF SALMON ARM

### NOTICE OF MOTION

Strategies to reduce Wildfire risk

Date: October 23, 2017

Moved: Councillor Lavery

THAT: \$10,000.00 be included in the 2018 Budget process to provide information and other strategies for residents to reduce risks from wildfires.

#### Vote Record

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

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

THIS PAGE INTENTIONALLY LEFT BLANK

Item 16.4

## CITY OF SALMON ARM

### NOTICE OF MOTION

Salmon Arm Economic Development Society  
MakerSpace Pilot Initiative

Date: October 23, 2017

Moved: Councillor Lavery

THAT: \$25,000.00 be included in both the 2018 and 2019 Budget process to support the Salmon Arm Economic Development Society MakerSpace Pilot Initiative.

#### Vote Record

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

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

THIS PAGE INTENTIONALLY LEFT BLANK

Item 21.

## CITY OF SALMON ARM

Date: October 23, 2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: Development Permit Application No. VP-464 be authorized for issuance for Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 22377, which will vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 6.10.4 - R-1 Single Family Residential - reduce the minimum building setback from the exterior side parcel line from 6.0 m (19.7 ft) to 3.5 m (11.5 ft) to allow for the construction of a new single family dwelling, as shown in Schedule A to the Staff Report dated October 4, 2017.

[Development Permit Application No. VP-464; Sipes, J.; 2781 Auto Road SE; Setback Variance]

### Vote Record

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

Opposed:

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



## Development Services Department Memorandum

To: Her Worship Mayor Cooper and Members of Council

Date: October 4, 2017

Subject: Development Variance Permit Application No. VP-464  
 (Exterior Side Parcel Line Setback)  
 Legal: Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 22377  
 Civic: 2781 – Auto Road SE  
 Owner / Applicant: Sipes, J.

**MOTION FOR CONSIDERATION**

**THAT: Development Variance Permit No. VP-464 be authorized for issuance for Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 22377, which will vary the provisions of Zoning Bylaw No. 2303 as follows:**

- 1. Section 6.10.4 – R-1 Single-Family Residential Zone – reduce the minimum building setback from the exterior side parcel line from 6.0 m (19.7 ft) to 3.5 m (11.5 ft) to allow for the construction of a new single-family dwelling, as shown in Schedule A.**

**STAFF RECOMMENDATION**

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

**PROPOSAL**

Schedule A referred to in the motion for consideration and attached as Appendix 1 is a site plan illustrating the requested variance. The subject property is a new 654 square metre parcel located at 2781 – Auto Road SE, on the corner of Auto Road and 28 Street SE (see Appendix 2 and 3). A letter describing the applicant's intent is attached as Appendix 4, while site photos are attached as Appendix 5.

This application seeks to vary the required 6.0 m (19.7 ft) exterior side parcel setback to 3.5 m (11.5 ft) along the eastern parcel line adjacent to 28 Street SE for the construction of a new house. This request translates into a variance of 2.5 m (8.2 ft).

**BACKGROUND**

The subject parcel was created through a 2015 subdivision application, which included a conceptual building envelope (Appendix 6) illustrating how future development would not require variances.

The subject parcel is zoned R-1 in the Zoning Bylaw and is designated as Residential - Low Density in the Official Community Plan. For context, adjacent zoning and land uses include the following:

North:	R-1 (Single-Family Residential) Zone	single-family dwelling
East:	R-1 (Single-Family Residential) Zone	road, single-family dwelling
South:	R-1 (Single-Family Residential) Zone	road, single-family dwelling
West:	R-1 (Single-Family Residential) Zone	single-family dwelling (owned by applicant)

This lot is subject to standard setback requirements in the zoning bylaw which specify a 6.0 metre setback from both front and exterior parcel lines. The requested variance would permit the proposed new home to be constructed within the typical setback area on the eastern portion of the parcel.

COMMENTSEngineering Department

See Appendix 7. The Engineering Department recommends denying the request. Considering future road development including sidewalk, a lesser setback variance request of 4.3 metres would allow for 6 metres of clearance between a garage and sidewalk allowing for vehicle parking.

Fire Department

No Fire Department concerns.

Building Department

No BC Building Code concerns with requested variance.

Planning Department

A factor in the approval of the creation of the subject parcel through the 2015 subdivision application was the conceptual building envelope (Appendix 6) illustrating how future development would not require any setback variances. Setback regulations on corner parcels enable adequate separation between buildings sited adjacent to streets for aesthetic, privacy, view preservation, and traffic safety reasons. Remaining consistent with previous variance applications staff does not recommend approval of this application, with the main reasons being:

- The extent to which the requested variance reduces the applicable setback;
- The available space on the subject parcel to accommodate a new home; and
- The primary concern for staff is for future road widening and maintaining unobstructed site lines.

In terms of neighbourhood streetscape design, the subject property is situated within an established residential neighbourhood, with the size and scale of the proposed house relatively consistent with others in the neighbouring homes. Staff note that as existing homes on adjacent parcels conform with (or exceed) setback requirements, the proposed variance will result in the placement of the new home to be out of alignment relative to the existing homes, particularly along the west side of 28 Street SE.

The requested variance would restrict parking in front of the proposed garage. Staff note that the applicant has proposed parking between the proposed garage and the north parcel line to address this.

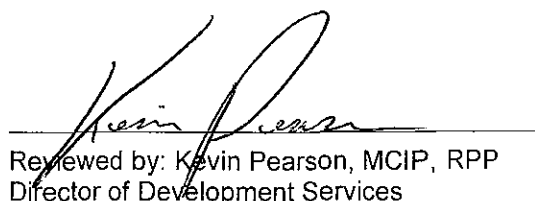
The requested setback reductions will not impact City utilities, pose any BC Building Code concerns, or restrict future development on neighbouring lots. If approved, Development Variance Permit No. VP-464 will only be applicable to the newly constructed home as shown in Appendix 1: Schedule A.

Option

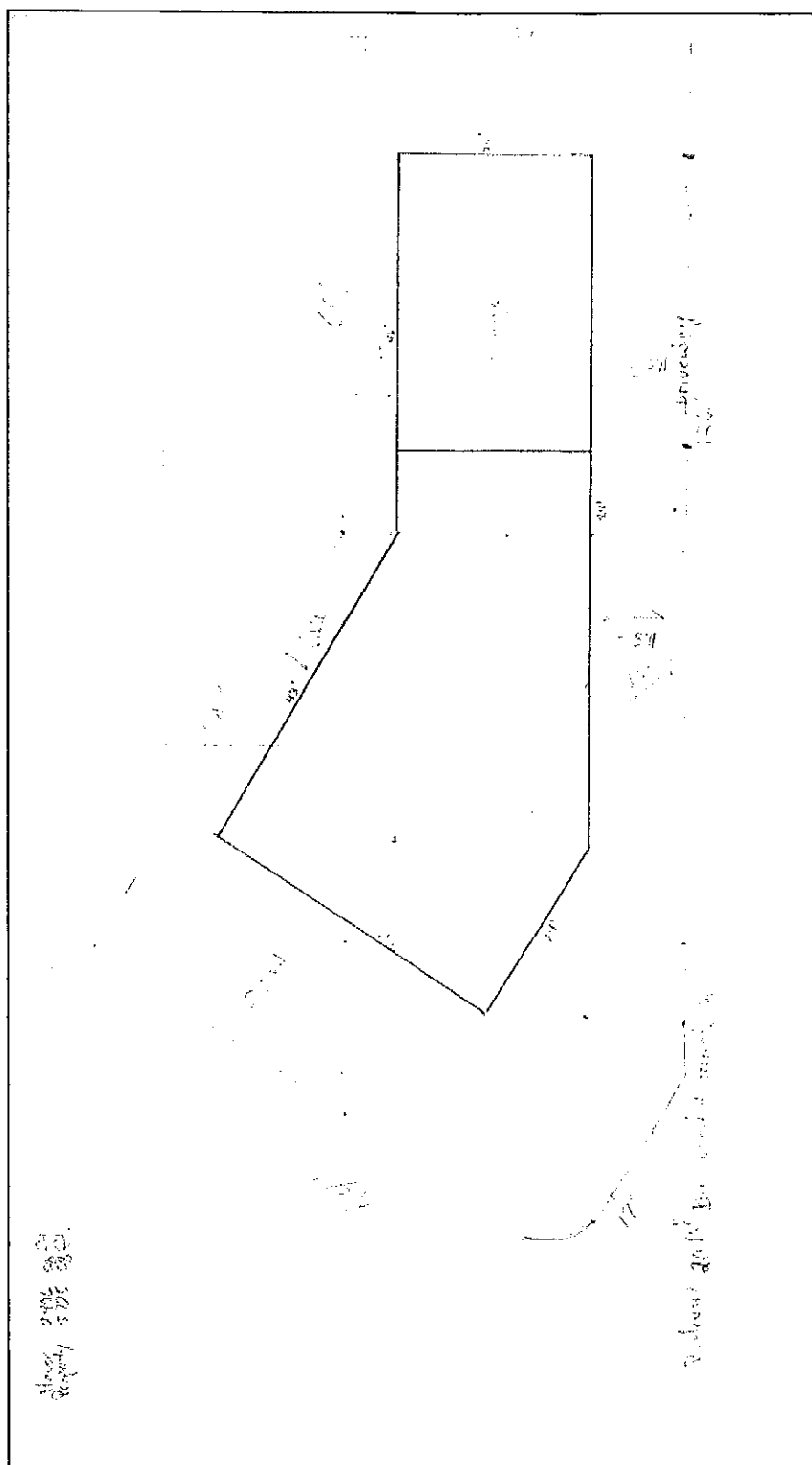
In most situations, staff do not support variances that result in garages being located closer than 5 metres to a parcel line as vehicles parked in front of the garage are likely to extend beyond the property line, interfering with pedestrian and/or vehicular traffic. However, while this proposal is not supported, staff would be amenable to a lesser variance such as a reduction from 6 metres to 4.3 metres based on the reasoning provided by the Engineering Department.

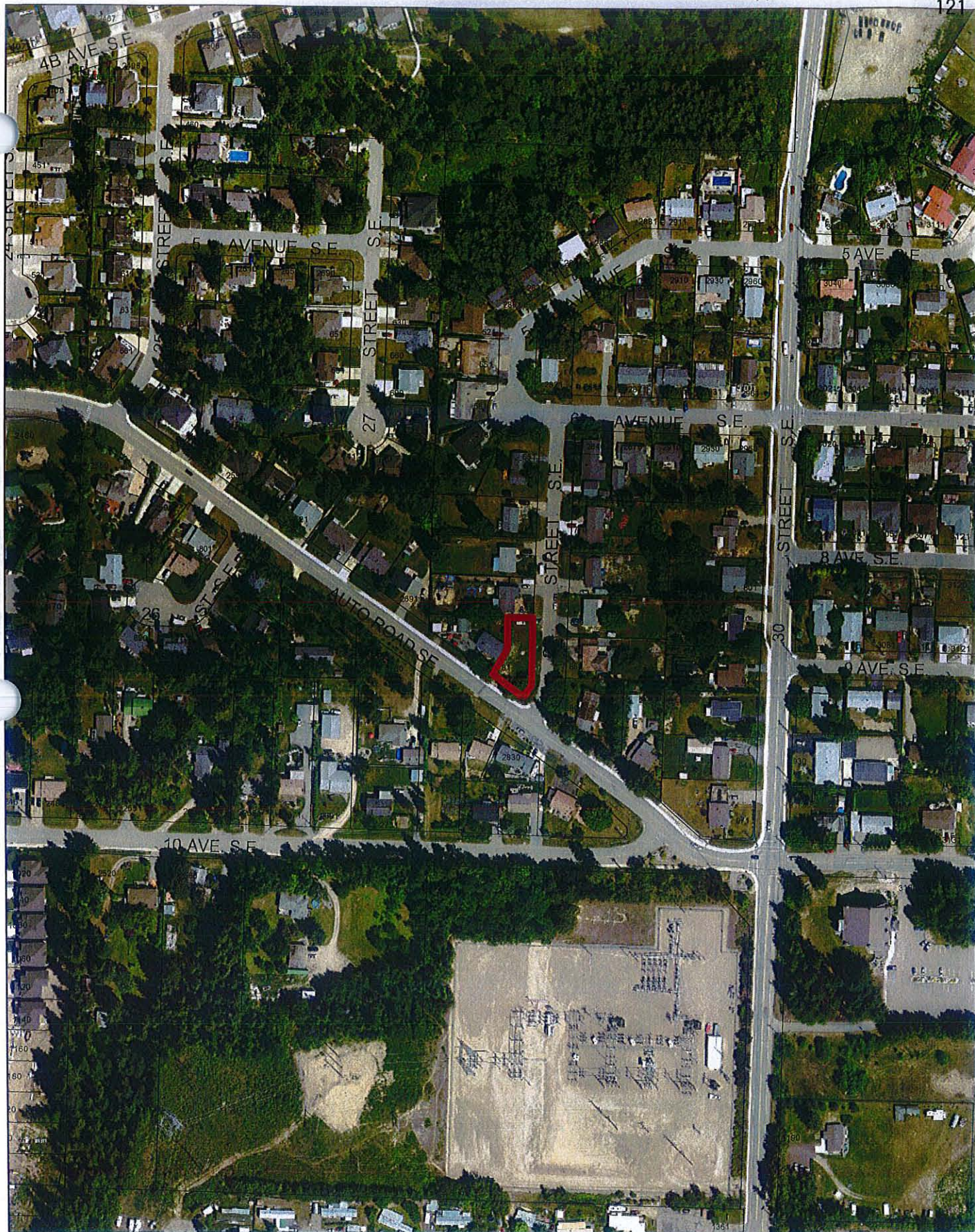


Prepared by: Chris Larson, MCP  
Planning and Development Officer



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

July 3, 2017

To the Building Dept. & the Mayor and Council of the City of Salmon Arm;

My husband and I are interested in buying this piece of property on the corner of Auto Road and 28<sup>th</sup> Street SE and building a house on it. We like the location of the lot and believe that the Neighbourhood is a nice, quite Neighbourhood that we would like to live in. We would need to ask for a Variance to the Set Backs on the Property though, in order build our home.

The trouble with building on this property is that it is a long narrow, oddly shaped lot. With the set backs that are designated on it now, right in the middle of the property at the narrowest point there is only 14', which makes designing any house nearly impossible. We have designed a unique floor plan for a Ranch/Cottage style house that we feel would work for us, however in order to make it work we would need the Setback off of 28<sup>th</sup> Street to be 11.5' instead of 20'.

There is a 20' Boulevard from the street to the Property Line, so if the Variance for the Set Back was changed to 11.5', that would still leave 31.5' from the road to our house. We will still be keeping the house 20' from the Property Line on the Auto Road side.

We have designed the house so that the Garage is at the far end from Auto Road so that our driveway will be a long way from the intersection so as to not cause any unnecessary problems there. And we have also planned extra parking space on the right side of the Garage to help avoid any problems with vehicle parking. Our Garage Design is big enough to hold all of our vehicles too.

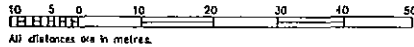
We really appreciate you considering this Variance and truly hope that you are able to accommodate it.

Yours Truly,

Mark & Diana Mangold.

Subdivision Plan of Part of  
Lot 1, Sec 13, Tp 20, R 10,  
W6M, KDYD, Plan 22377

BCGS 82L.064



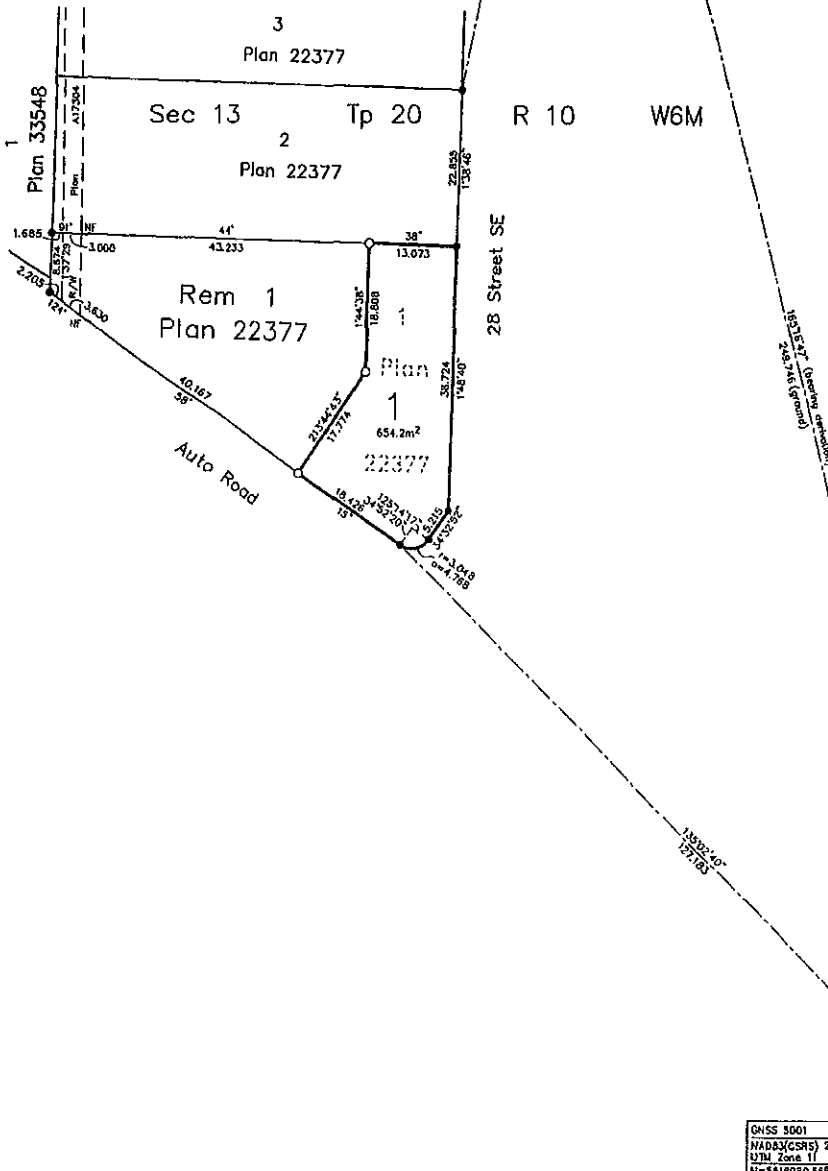
The intended plot size of this plan is 432mm in width by 560mm in height (C size) when plotted at a scale of 1:500

GN55 5000

GNSS 5000  
NAD83(CSRS) 2002.0  
UTM Zone 11  
N=5618302.077  
E=340926.836  
Point Combined  
Factor=0.9998305  
Estimated horizontal  
positional accuracy=0.01m

PLAN EPP62934

NEW SURVAY  
JUNE 6, 2016



### LEGEND

Grid bearings are derived from differential dual frequency GNSS observations and are referred to the central meridian of UTM Zone 11.

This plan shows horizontal ground-level distances, unless otherwise specified. To compute grid distances, multiply ground-level distances by the average combined factor of 0.9998298. The average combined factor has been determined based on an ellipsoidal elevation of 515.7 metres.

The UTM coordinates and estimated horizontal positional accuracy achieved are derived from differential dual frequency GNSS observations post processed using the Natural Resources Canada Precise Point Positioning Service.

- Standard Iron Post Found
- Standard Iron Post Placed
- △ Traverse Hub Placed

A covenant in the name of the City of Salmon Arm pursuant to Section 219 of the Land Title Act is a condition of approval for this subdivision.

This plan lies within the jurisdiction  
of the Approving Officer for the  
City of Salmon Arm

*This plan lies within the Columbia Shuswap Regional District*

The field survey represented by this plan was completed on the 6th day of June, 2016  
Joseph Charles Johnson, BCLS (604)

GNSS 3001  
NAD83(CSRS) 2002.0  
UTM Zone 11  
N=5618080.569  
E=340990.286  
Point Combined  
Factor=0.9998281  
Estimated horizontal  
positional accuracy=0.01m

BROWNE JOHNSON LAND SURVEYORS  
B.C. AND CANADA LANDS  
SALMON ARM, B.C. Ph. 250-832-9701  
File: 229-16 Fb.R124 p.11  
229-16, raw



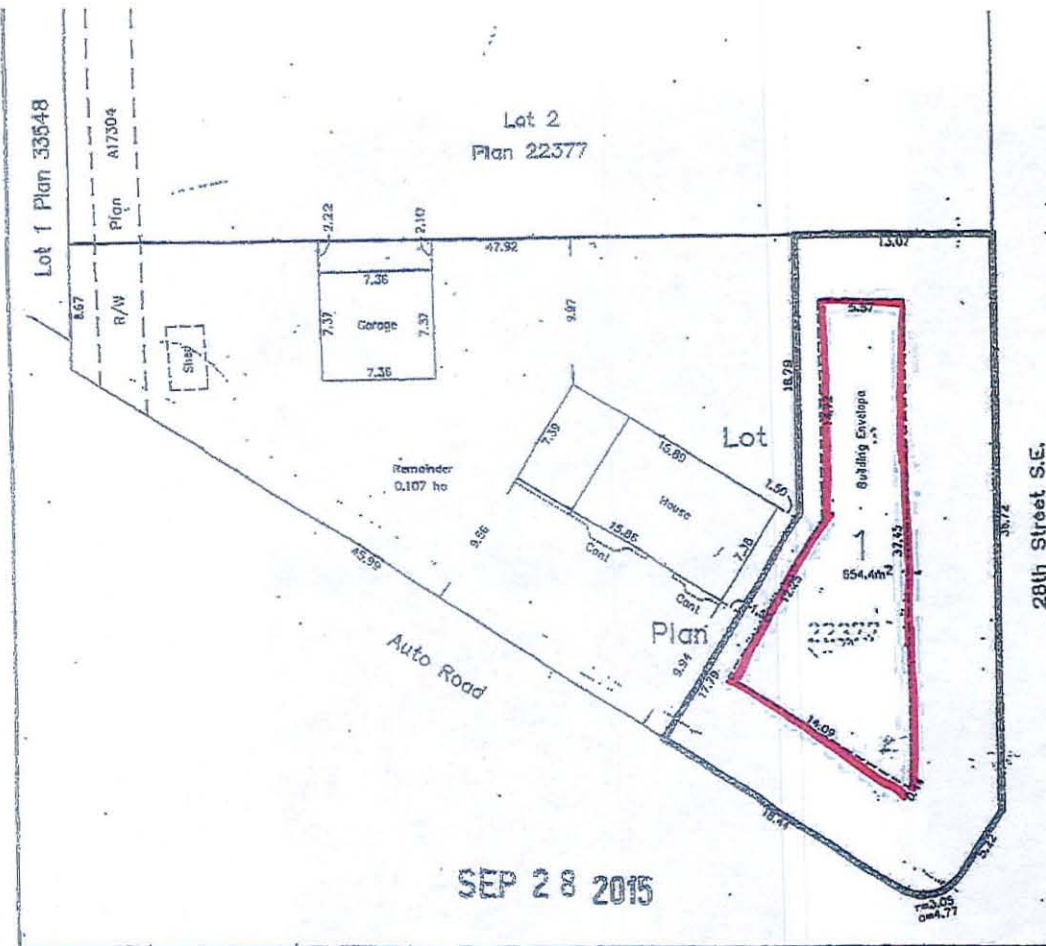
View south of subject parcel over adjacent property.



View north-west of subject parcel from Auto Road SE.

Sketch Plan of  
Proposed Subdivision  
of Part of  
Lot 1, Plan 22377,  
Sec.13, Tp.20, R.10,  
W6M, K.D.Y.D.

Scale 1:250



BROWNE JOHNSON LAND SURVEYORS  
B.C. AND CANADA LANDS  
SALMON ARM, B.C. Ph. 832-9701  
File: 703-07 Fb.R109 p.26



#4 - 5421 Auto Road, SE  
Salmon Arm, B.C. V1E 3P8  
T: 250.803.0248  
F: 250.803.0258

e: info@okanaganesting.ca  
w: okanaganesting.ca



Client:

City of Salmon Arm

Proposed Development Site Plan  
Proposed Lot Subdivision  
2781 Auto Road SE, Salmon Arm

Project Number: SA00582  
Drawing Number: Figure 3  
Date of Drawing: 2016-07-14

Drawn By: DJM  
Designed By: DJM  
Scale: N/A

Professional Seal:

QCM | Communications Reviewed by:

Legend:





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

TO: Kevin Pearson, Director of Development Services  
 DATE: 25 September 2017  
 OWNER: Jim Sipes, 2781 Auto Road SE, Salmon Arm, BC V1E 2H5  
 APPLICANT: Owner  
 SUBJECT: **DEVELOPMENT VARIANCE PERMIT APPLICATION NO. VP- 464**  
 LEGAL: Lot 1, Section 13, Township 20, Range 10, W6M, KDYD, Plan 22377  
 CIVIC: **2781 Auto Road SE**  
 ASSOCIATED: 17.08  
 PREVIOUS: n/a

Further to the request for variance dated August 18, 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 the following sections of Zoning Bylaw No. 2303:

**1. Section 6.10.4 – reduce exterior side parcel line from 6.0 m. (19.7 ft) to 3.5 m. (11.5 ft) for proposed Lot 1, Plan EPP62934.**

The owner is requesting a reduced setback onto 28 Street SE to allow the construction of the house and garage 3.5m from the property line. Adequate setbacks are required to garages to allow a vehicle to stop / park in front of the garage without blocking pedestrian / vehicular traffic on the City road / sidewalk. There is currently no sidewalk on 28 Street SE, however, allowance should be made for the future construction of a sidewalk on 28 Street SE. A sidewalk constructed as per the Urban Local Road Standard (RD-2) would be located 1.7m from the property line.

**The Engineering Department recommends that the request to reduce front parcel line setback from 6.0m to 3.5m be denied.** However, we would support the reduction of the front setback from 6m to 3.5m for the house and a reduction from 6.0m to 4.3m in front of the garage. This would provide 6m clearance from the garage to any future sidewalk, this being adequate to park most vehicles without overhanging the sidewalk.

Chris Moore  
 Engineering Assistant

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



Concept of dwelling footprint showing a 4.3 m exterior yard setback.  
Reviewed by Planning Committee on October 16, 2017.  
Measurements and quantities are approximate, and would need to be confirmed by a BC Land Surveyor for precision and accuracy.

THIS PAGE INTENTIONALLY LEFT BLANK

**CITY OF SALMON ARM**  
**NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in meeting Room 100 of the City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on Monday, October 23, 2017 at 7:00 p.m.

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

**Proposed Rezoning** of Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan EPP342 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

**Civic Address:** 3161 Okanagan Avenue NE

**Location:** East of 30 Street NE, on the north side of Okanagan Avenue

**Present Use:** Single family dwelling

**Proposed Use:** To facilitate future subdivision

**Owner/ Applicant:** Tekamar Mortgage Fund Ltd.

**Reference:** ZON-1102/ Bylaw No. 4226



The file for the proposed bylaw is available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from October 11, 2017 to October 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

Salmon Arm Observer: October 11 and October 18



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

TO: Her Worship Mayor Cooper and Council

FROM: Development Services

DATE: September 21, 2017

SUBJECT: Rezoning Application File No. ZON.1102  
 Lot 1, Plan EPP342, Sec. 18, Tp. 20, R. 9, W6M, KDYD  
 3161 Okanagan Avenue NE  
 Owner/Applicant: Tekamar Mortgage Fund Ltd.

**Motion for Consideration**

THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 as follows:

- 1) Rezone Lot 1, Plan EPP342, Sec. 18, Tp. 20, R. 9, W6M, KDYD from R-1 (Single Family Residential) to R-8 (Residential Suite).

**Staff Recommendation**

THAT: The Motion for Consideration be adopted.

**Proposal**

The subject property is located at the intersection of Okanagan Avenue E. and 31 Street NE. The property is approximately 0.2 hectare in size and contains a residence. The owner has received preliminary approval to subdivide the property into three parcels and is applying to have the property rezoned to R-8 (Secondary Suite). A location map, ortho photo and sketch plan of the proposed subdivision are attached as Appendices 1 through 3.

**Background**

The subject property is designated Medium Density Residential in the Official Community Plan and is zoned R-1 (Single Family Residential). O.C.P. and zoning maps are attached as Appendices 4 and 5.

In 2007, the previous owner of the property applied for rezoning from R-1 (Single Family Residential) to R-4 (Medium Density Residential) to permit a nine unit townhouse development (File: ZON.864) which was subsequently amended to a six lot bare land strata subdivision. The zoning amendment bylaw received third reading but the owner never completed the requirements necessary for the bylaw to be considered final approval. The previous owner also proceeded with work that affected City infrastructure without obtaining any prior approvals or authorizations from the City and conducted other on-site work, including the removal of trees along the north boundary of the property. As the property has now changed hands, the previous application has been closed and the current owner has been working with City staff to ensure that the development proceeds in accordance with City standards.

As shown on Appendix 3, the subdivision currently proposed will create three lots of approximately 700 square metres each. In the R-8 Zone, the minimum parcel size for a residence or a residence with a secondary suite is 450 square metres and the minimum parcel size for a residence and a detached suite (without a lane or second street frontage) is 700 square metres. Should the rezoning application be approved, future owners could proceed with any of the three options - a residence, a residence with a suite or a residence with a detached suite.

The properties are within 800 metres of a Controlled Access Highway (TCH) and the approval of the Ministry of Transportation will be required prior to final reading of the zoning amendment bylaw. It should also be noted that the City Approving Officer has required that a new geotechnical report be submitted and approved before the proposed subdivision will be considered for final approval. The report must address any potential hazards on the property, such as site drainage, potential erosion and slope stability, and the impact of the previous tree removal.

Site Context:

North: Residential lots zoned R-1 (Single Family Residential)  
South: Okanagan Avenue E; then a lot zoned P-1(Park & Recreation) and P-3 (Institutional) - City Public Works Yard  
East: Residential lots zoned R-1 (Single Family Residential)  
West: 31<sup>st</sup> Street NE; then residential lots zoned R-1 (Single Family Residential)

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

BC Hydro

No concerns.

FortisBC

No concerns.

Telus

No concerns

Ministry of Transportation and Infrastructure

See Appendix 6.

Building Department

No concerns.

Fire Department

No concerns.

Engineering Department

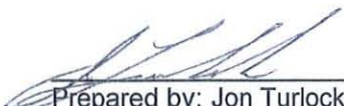

See Appendix 7.

Planning Department

The proposed zoning complies with the Official Community Plan and is therefore supported by staff.

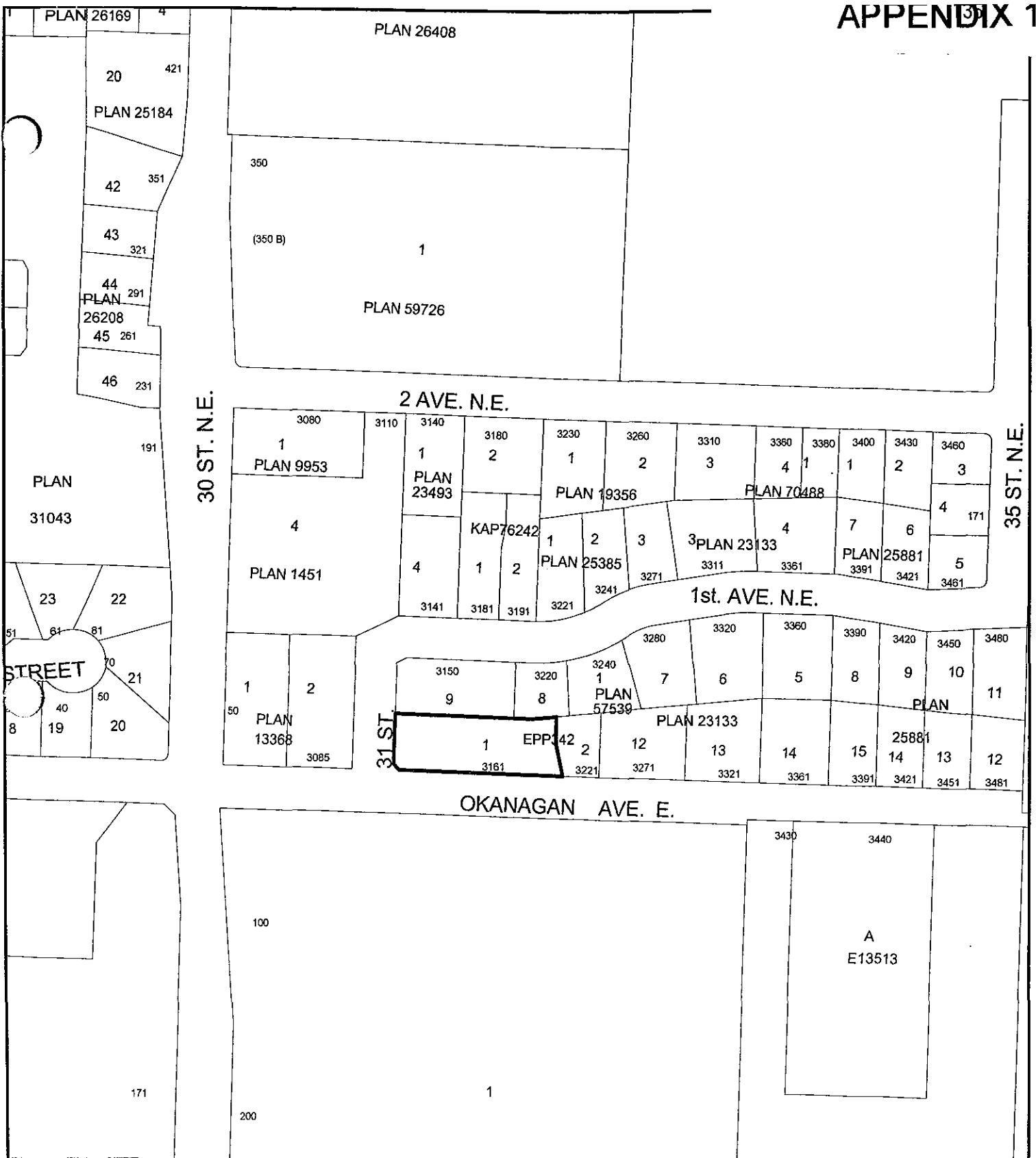
The proposed three lot subdivision is consistent with existing residential development in this area and the new parcels are of sufficient size to accommodate all R-8 uses, including the required off-street parking.

A new geotechnical report will be provided in conjunction with the subdivision application and all new construction will be subject to the findings and recommendations of the report as well as the requirements of the BC Building Code and the zoning bylaw.

  
Prepared by: Jon Turlock  
Planning & Development Officer  
Reviewed by: Kevin Pearson, MCIP  
Director of Development Services

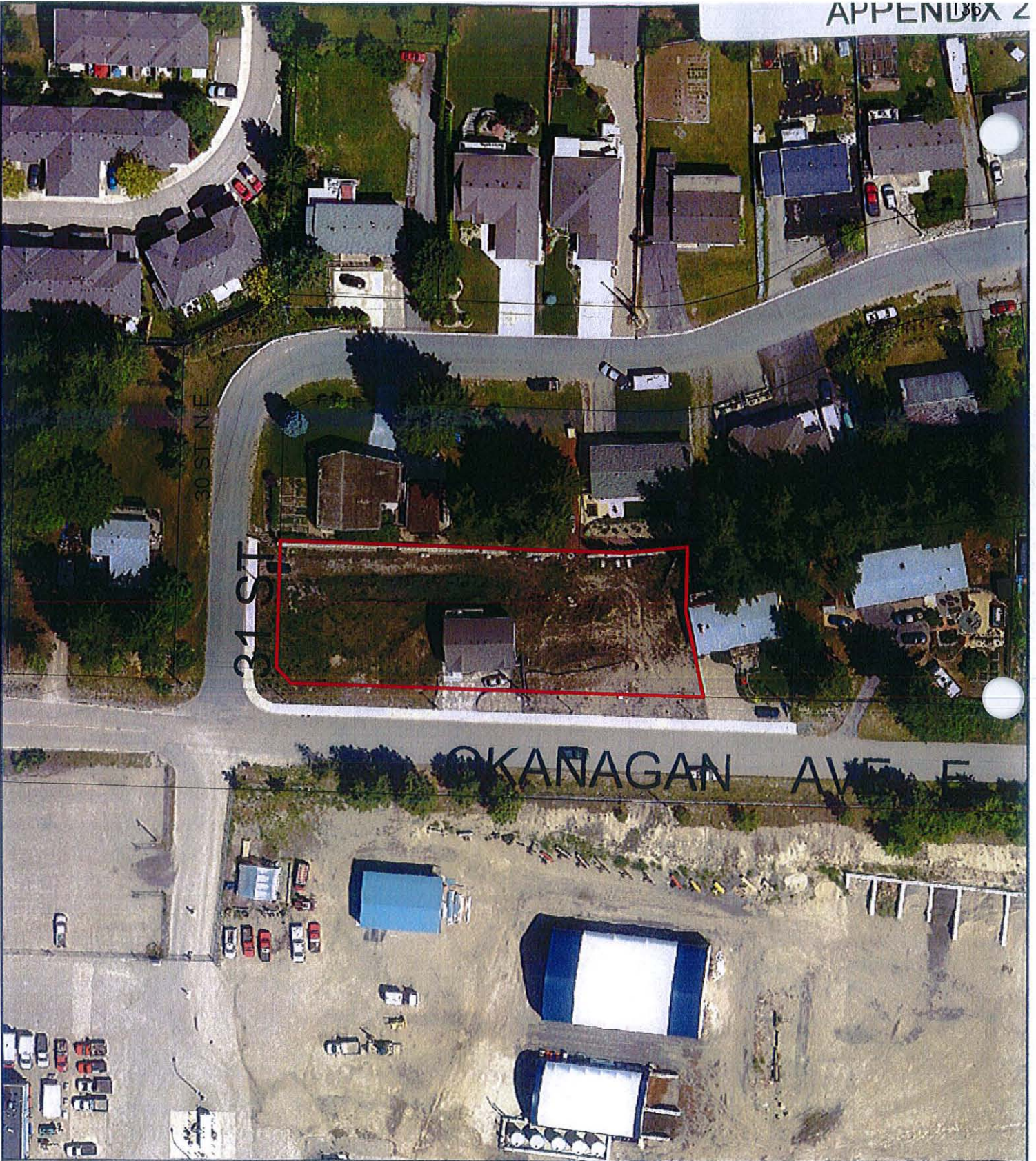
**Appendices**

1. Location map
2. Ortho photo
3. Sketch plan of proposed subdivision
4. OCP map
5. Zoning map
6. Sketch plan of proposed zoning
7. Engineering Dept. comments.



Subject Property

### Location Map



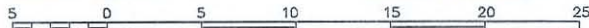
Subject Property

Ortho

# Sketch Plan of Proposed Subdivision of Lot 1, Sec 18, Tp 20, R 9, W6M, KDYD, Plan EPP342

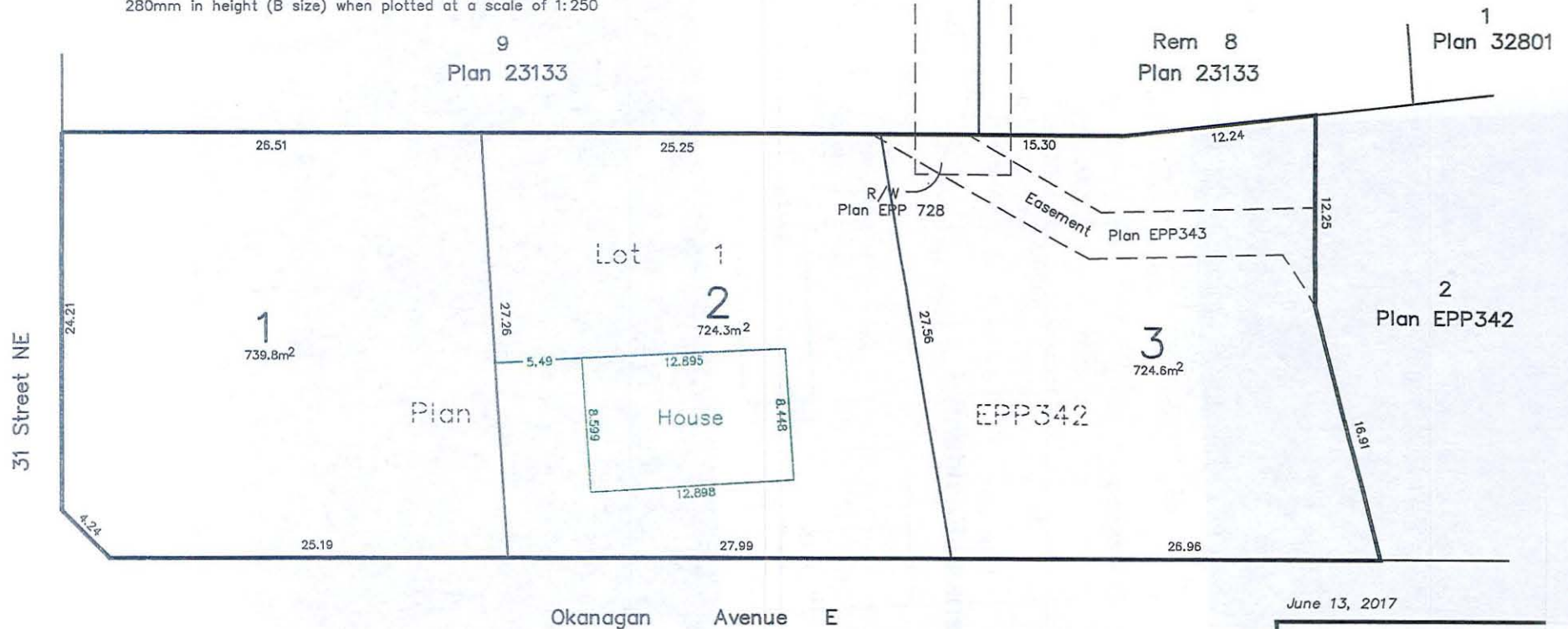
Scale 1:250

BCGS 82L.074



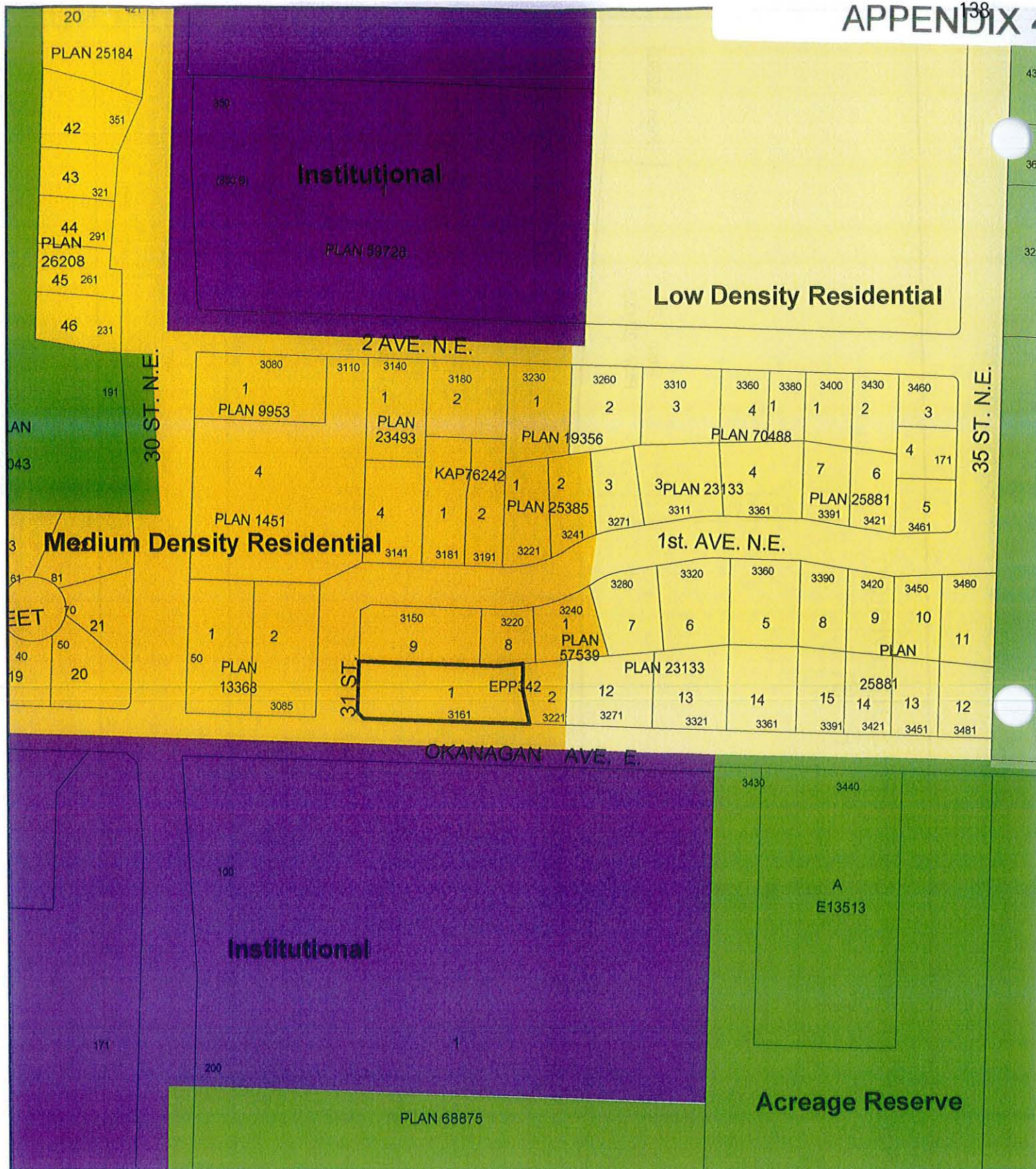
All distances are in metres.

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



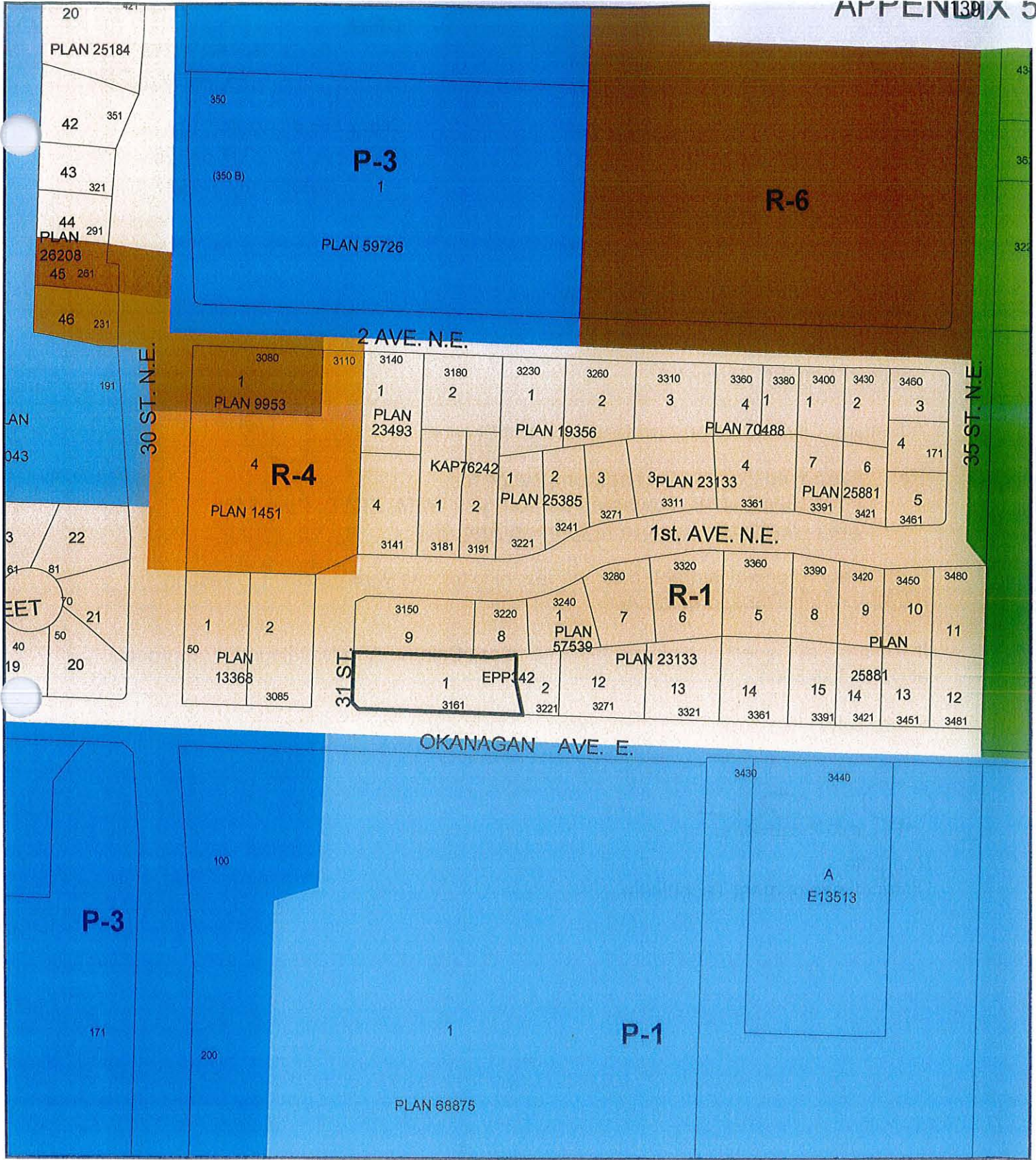
June 13, 2017

BROWNE JOHNSON LAND SURVEY  
B.C. AND CANADA LANDS  
SALMON ARM, B.C. Ph.250-832-  
File: 262-17



Subject Property

O.C.P.



 Subject Property

Zoning



PRELIMINARY BYLAW  
COMMUNICATION

Your File #: ZON-1102  
eDAS File #: 2017-04325  
Date: July 5, 2017

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

Attention: City of Salmon Arm Development Services

**Re: Proposed Zoning Amendment Bylaw for:  
Lot 1, Section 18, Township 20, Range 9 W6M, KDYD, Plan 342  
3161 Okanagan Avenue E, Salmon Arm, BC**

Preliminary Approval is granted for the rezoning for one year pursuant to section 52(3)(a) of the *Transportation Act*.

If you have any questions please feel free to call Salmon Arm Development Approvals at (250) 503-3664.

Yours truly,

Rob Bitte  
District Development Technician

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



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

---

To: Kevin Pearson, Director of Development Services  
Date: July 6, 2017  
Prepared by: Darin Gerow, Engineering Assistant  
Subject: Proposed Rezoning Application ZON-1102E  
Legal: Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan EPP342  
Civic: 3161 – Okanagan Avenue NE  
Owner: Tekamar Mortgage Fund Ltd., Box 1903, Salmon Arm, BC, V1E 1K0  
Applicant: Owner

---

Further to your referral dated July 4, 2017, the Engineering Department has thoroughly reviewed the site and has no objections to the proposed rezoning.

All servicing requirements shall be met during the subdivision process.

Darin Gerow, ASCT  
Engineering Assistant

Rob Niewenhuizen, ASCT  
Director of Engineering & Public Works

THIS PAGE INTENTIONALLY LEFT BLANK

**CITY OF SALMON ARM**  
**NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in meeting Room 100 of the City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, on Monday, **October 23, 2017 at 7:00 p.m.**

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

**Proposed Rezoning of Parcel A (Plan B6059) of Lot 7, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1327 from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone) & R-5 (High Density Residential Zone).**

**Civic Address:** 2810 - 15 Avenue NE

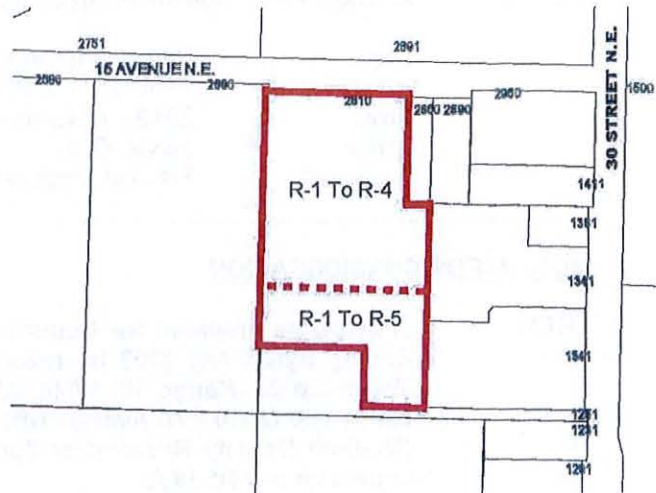
**Location:** North of the Trans Canada Highway and East of 30 Street NE

**Present Use:** Vacant lot

**Proposed Use:** To facilitate future multi-family residential development

**Owner / Applicant:** C. J. Jarvis / Franklin Engineering Ltd.

**Reference:** ZON-1105/ Bylaw No. 4227



The file for the proposed bylaw is available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from October 11, 2017 to October 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

Salmon Arm Observer: October 11 and October 18



*City of Salmon Arm*

*Development Services Department Memorandum*

---

To: Her Worship Mayor Cooper and Members of Council

Date: September 18, 2017

Subject: Zoning Bylaw Amendment Application No. 1105

Legal: Parcel A (Plan B6059) of Lot 7, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1327 Except Plans 9125, KAP46137 & KAP84896

Civic: 2810 - 15 Avenue NE

Owner: Jarvis, C. J.

Applicant: Franklin Engineering Ltd.

---

**MOTION FOR CONSIDERATION**

**THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Parcel A (Plan B6059) of Lot 7, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1327 Except Plans 9125, KAP46137 & KAP84896 (2810 - 15 Avenue NE) from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone) and R-5 (High Density Residential Zone), as shown on Schedule A;

**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**

Schedule A illustrates the intended zone boundaries attached as Appendix 1. The subject parcel is located at 2810 - 15 Avenue NE (Appendix 2 and 3), designated Residential – High Density (HD) in the City's Official Community Plan (OCP), zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 4 and 5), and is currently vacant (site photos attached as Appendix 6).

A Project Outline (Appendix 7) has been submitted to detail the proposal, outlining a development concept featuring nine multi-family buildings, 7 buildings on the R-4 portion and 2 on the R-5 portion of land. Note the maximum height (without amenity bonus) in the R-5 zone is 12 metres (39.4 feet), while the maximum height permitted on R-4 zoned parcels is 10 metres (32.8 feet).

The Zoning Map attached shows the mix of zones in the immediate area, predominantly Residential (R-1 and R-4), with Institutional, Commercial and Agricultural zones further beyond. Land uses adjacent to the subject parcel include the following:

South: Single-Family (R-1) parcel, with Multi-Family Residential parcel (R-4) beyond  
 North: Road, 15 Avenue, with multi-family residential parcels (P-3 and R-4) beyond  
 West: Single-Family (R-1) parcels  
 East: Single-Family (R-1) and Multi-Family Residential parcels (R-4)

If rezoned as proposed, prior to development a form and character residential development permit application would be required to address building, site, lot grading and landscaping designs. A

Development Permit application would be reviewed by City staff, the Design Review Panel, and then by Council for consideration of approval.

### 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 mix of R-4 Medium Density and R-5 High Density zoning is certainly of higher density than the current R-1 zoning, the inclusion of R-4 zoning is somewhat less dense than envisioned by the High Density land use designation over the entire property. 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 mixed zoning could allow the proposal to better align 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 meet OCP Siting Policies under Section 8.3.19, including good access to transportation routes, recreation, community services, and utility servicing.

Additionally, OCP Map 11.2 designates proposed greenways crossing over the subject property (Appendix 7 – see Page 3 of this report for further discussion).

### COMMENTS

#### Ministry of Transportation and Infrastructure

Preliminary approval has been granted.

#### Engineering Department

While not conditions of rezoning, full municipal services are required, including upgrades to 15 Avenue NE. Comments attached as Appendix 8.

#### Building Department

No concerns. Building designs proposed are subject to professional design and review.

#### Fire Department

No Fire Department concerns.

#### Planning Department

The surrounding neighbourhood has been generally undergoing slow development with a mix of older, single family housing and newer condominium, commercial and institutional development, most significantly the uptown SASCU / Askew's location and the 21 Street NE underpass. The subject parcel is located in an area well-suited for higher density residential development featuring developed sidewalks, greenways, bike and transit routes, being within close walking distance of the commercial node to the south, the recreation centre and arena, schools (including Okanagan College), as well as the City Centre and hospital further to the west. Continued development, including future roads to support access and circulation, is anticipated to proceed at a similar pace into the future (Appendix 9).

As noted, the Residential – High Density (HD) designation in the City's Official Community Plan (OCP) supports the proposed development scenario. While staff suggest that the multi-family development as proposed aligns with broad OCP policies, staff note that many details have yet to be determined. Specific details regarding building design including heights, and site planning including greenways, the requisite screened refuse/recycling area, fencing and landscaping have not yet been determined.

The maximum residential density permitted under R-5 zoning is 100 dwelling units per hectare of land. As the portion of the subject property proposed to be R-5 is 0.48 hectares in area, the maximum permitted density would be 48 dwelling units assuming: 1) the proposed gross area of the subject parcel; and 2) no density bonus. With an amenity bonus under R-5 zoning, the maximum density is 130 units per hectare, or 62 units on 0.48 hectares, with a height increase to 15 m. The minimum residential density permitted under R-5 zoning is 3 units in the form of a *triplex*. The applicant is currently proposing a concept involving 2 multi-unit buildings, subject to a development permit application.

Table 1 – R-5 Zoning Analysis (0.48 hectare area)

	<b>R-5 Permitted/Required</b>	<b>R-5 with Bonus</b>	<b>Proposed</b>
<b>Density</b>	48 units	62 units	tbd
<b>Height</b>	12 m	15 m	tbd
<b>Parcel Coverage</b>	55 %	70 %	tbd
<b>Setback – north (road)</b>	5 m	5 m	tbd
<b>Setback – east</b>	2.4 m	2.4 m	tbd
<b>Setback – south</b>	5 m	5 m	tbd
<b>Setback – west</b>	2.4 m	2.4 m	tbd
<b>Parking</b>	60	78	tbd
<b>Small Car Spaces</b>	20 % (12)	20 % (15)	tbd

The maximum residential density permitted under R-4 (Medium Density) zoning is 40 dwelling units per hectare of land. As the proposed R-4 portion of the subject property is 0.96 hectares in area, the maximum permitted density under R-4 would be 38 dwelling units assuming: 1) some form of strata development; 2) the present gross areas of the subject parcel; and 3) no density bonus. With an amenity bonus under R-4 zoning, the maximum density is 50 units per hectare, or 48 units on 0.96 hectares, with a height increase to 13 m. The applicant is currently proposing a concept involving 26 units divided between 7 separate buildings (triplex, four-plex, and five-plex buildings), subject to a development permit application.

Table 1 – R-4 Zoning Analysis (0.96 hectare area)

	<b>R-4 Permitted/Required</b>	<b>R-4 with Density Bonus</b>	<b>Proposed</b>
<b>Density</b>	38	48 units	26 units
<b>Height</b>	10 m	13 m	tbd
<b>Parcel Coverage</b>	40 %	55 %	34.5 %
<b>Setback – north (road)</b>	5 m	5 m	5 m
<b>Setback – east</b>	1.8 m	1.8 m	2 m
<b>Setback – south</b>	5 m	5 m	2 m
<b>Setback – west</b>	1.8 m	1.8 m	n/a
<b>Parking</b>	57	72	52 (39 required)
<b>Small Car Spaces</b>	20 % (8)	20 % (14)	15 % (7)

Considering the proposed development concept, the provision of on-site parking appears practical and necessary, as the opportunity for on-street parking at this site relative to the development proposed is very limited. The parking requirements would be addressed at the Development Permit stage.

OCP Map 11.2 proposes greenway connections across this property, while frontage improvements including sidewalk are required. The applicant has included a reference to a pathway in their site plan. Staff emphasize the importance of pedestrian walkways at this location, in proximity to schools to the west and north, as well as commercial lands to the south. Given the need for field work associated with determining appropriate trail alignments 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 (stratification).

As previously noted, if rezoned as proposed, a form and character development permit application would be required prior to development and would clarify the inclusion of elements discussed above. Detailed site plans, building renderings, a landscape plan provided by a landscape architect, and a lot grading plan submitted at the development permit stage are all required to illustrate how the applicant's proposal would address various requirements. Staff have discussed these matters with the applicant and as such, staff

are comfortable with the concept as proposed at this stage, with the expectation that more detailed designs will be forthcoming.

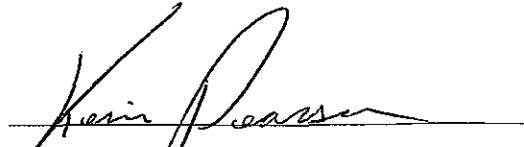
### CONCLUSION

The proposed R-4 and R-5 zoning of the subject property is consistent with OCP residential policy and is therefore supported by staff.



---

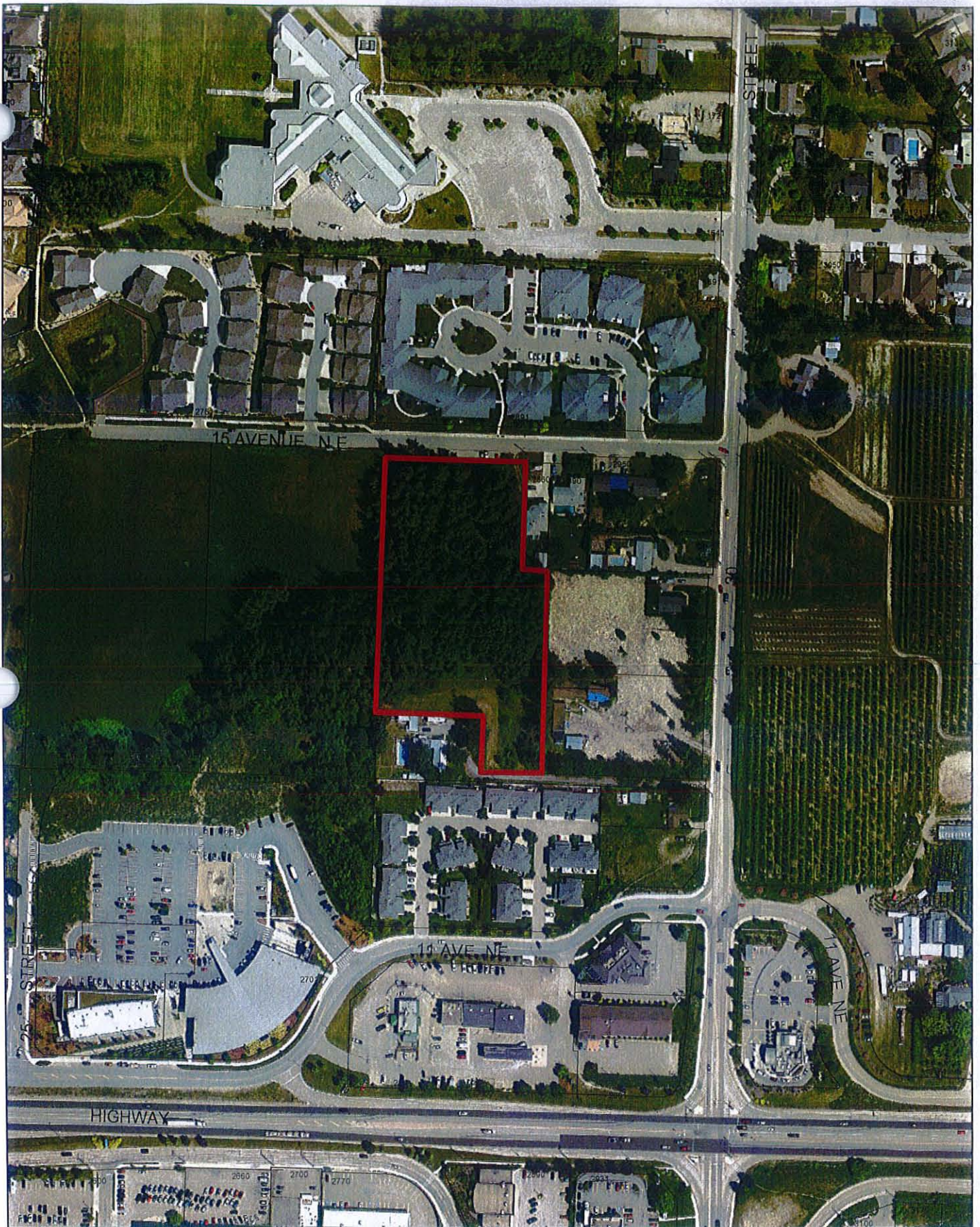
Prepared by: Chris Larson, MCP  
Planning and Development Officer



---

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

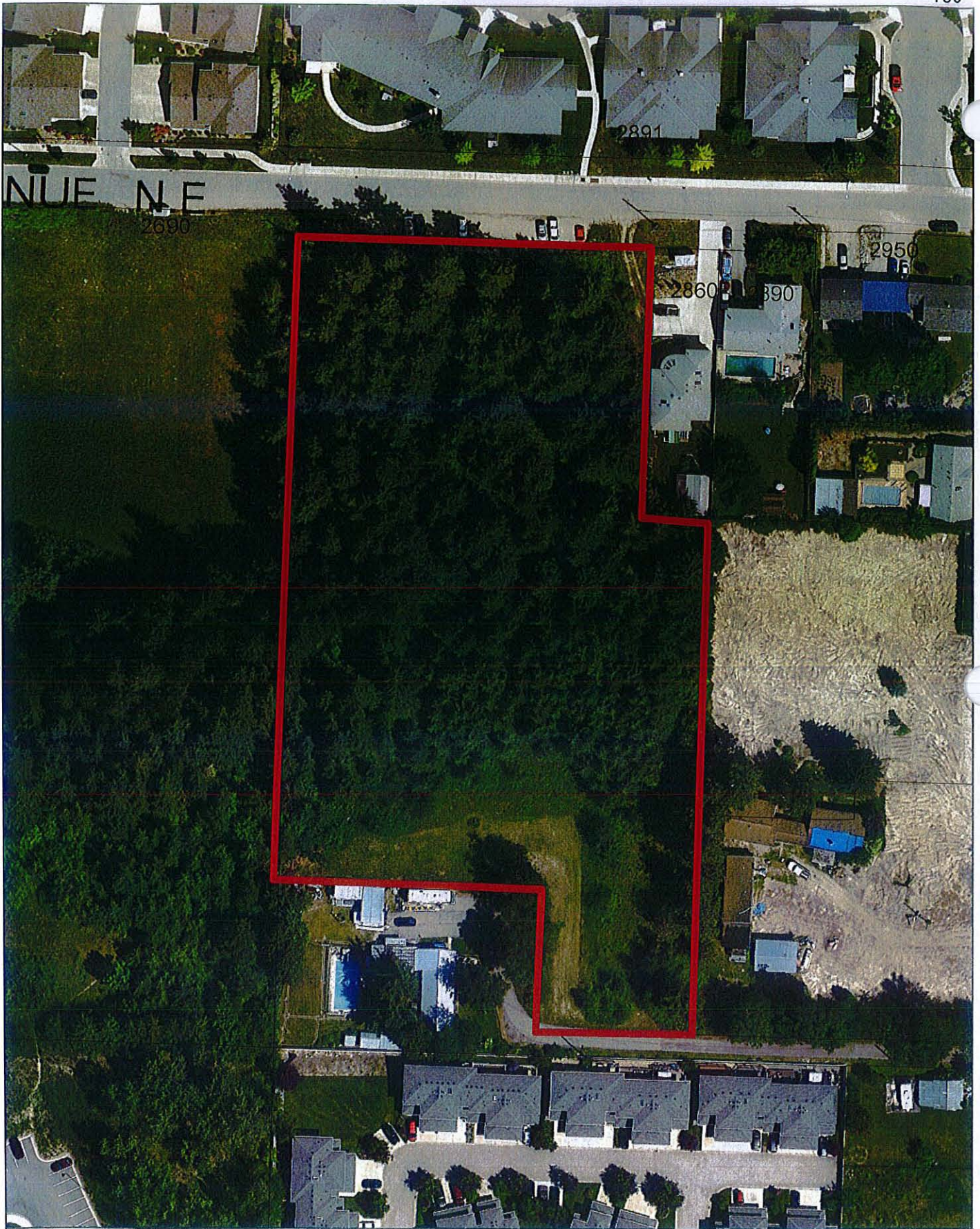




0 30 60 120 180 240 Meters



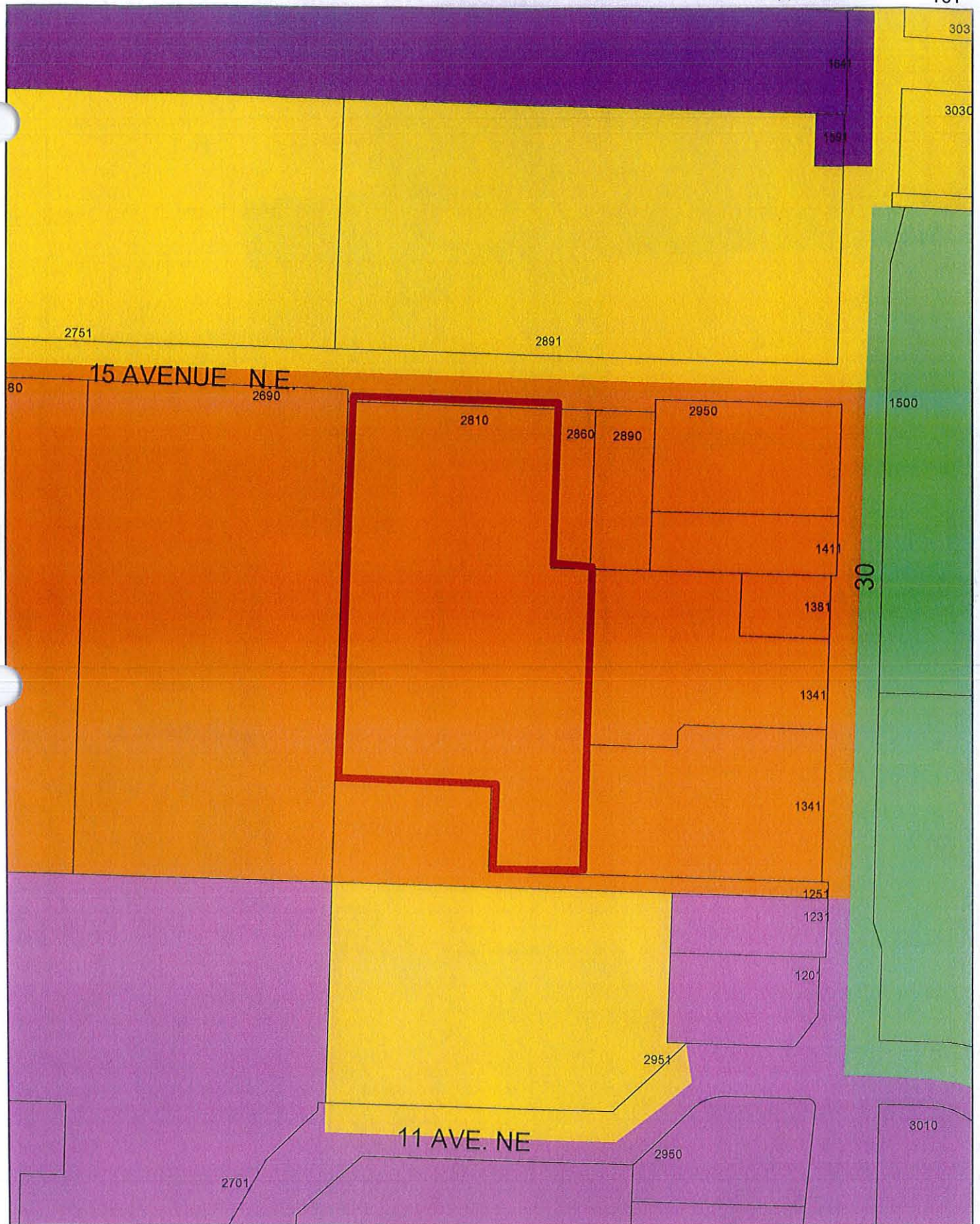
Subject Parcels



0 12.5 25 50 75 100 Meters



Subject Parcels



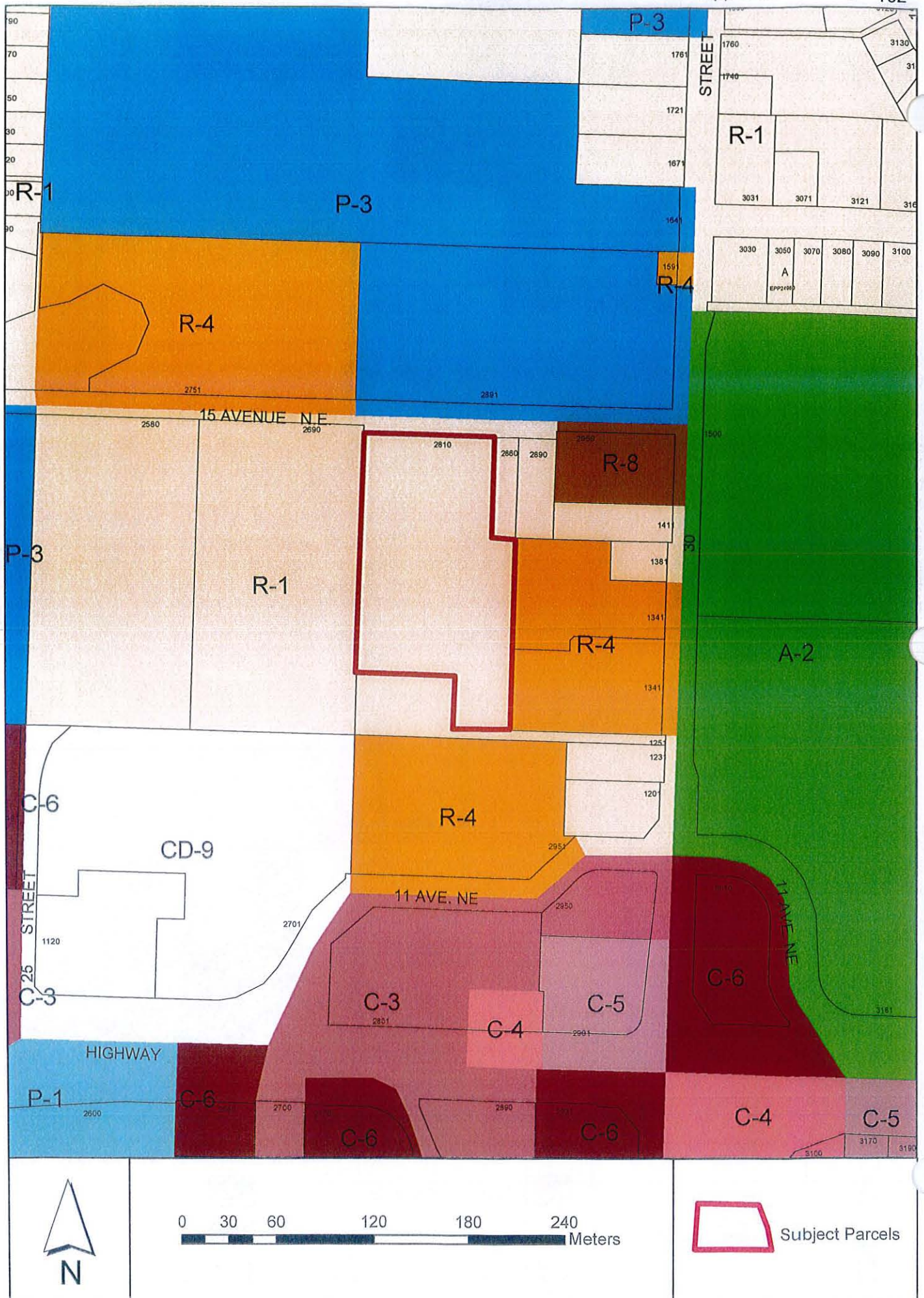
0 510 20 30 40  
Meters



High Density Residential  
Medium Density Residential  
Highway Service/Tourist Commercial



Acreage Reserve  
Institutional  
Subject Parcel





View west of subject property frontage on 15 Avenue NE.

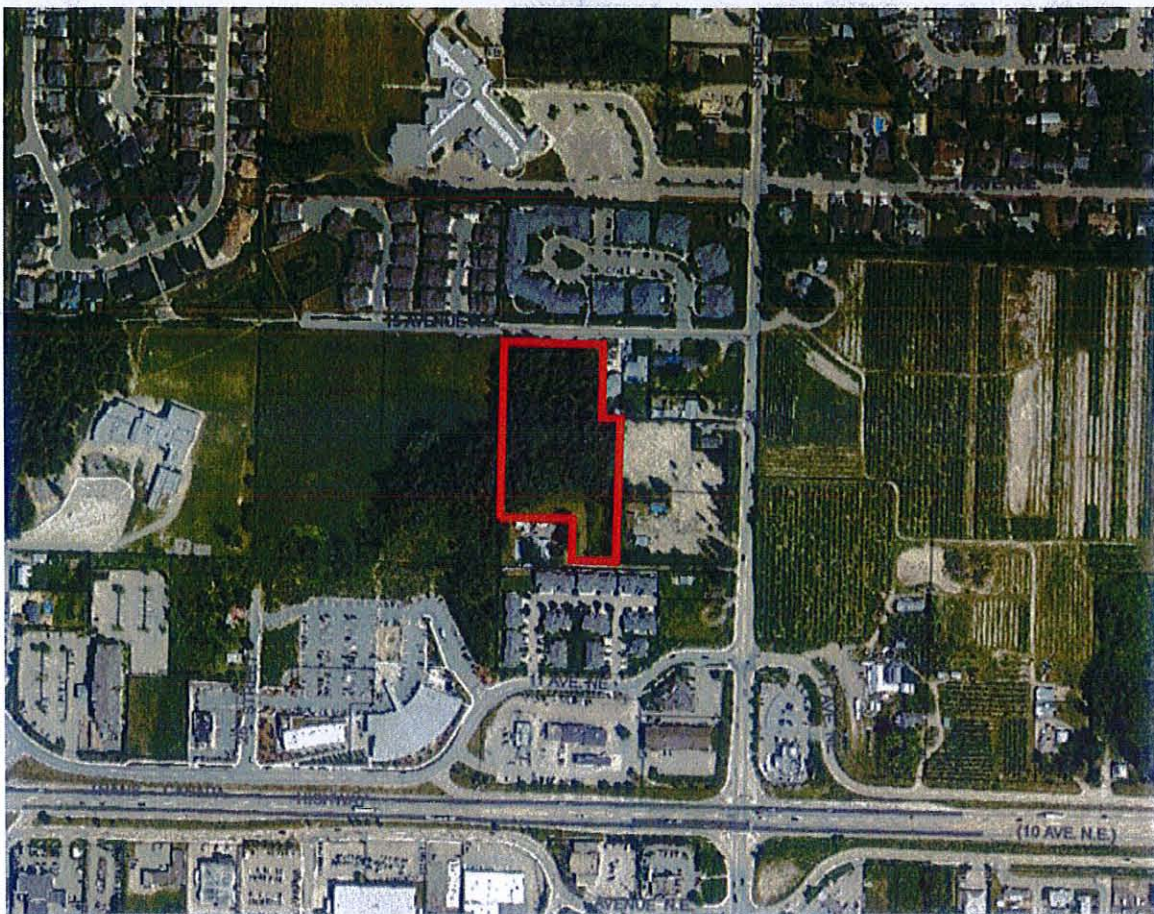


View east of subject property frontage on 15 Avenue NE.

# City of Salmon Arm 2810 2810 15<sup>th</sup> Ave NE



## Project Outline for Rezoning Application



## 1. Executive Summary

This report outlines the proposed rezoning for a medium/high density residential development, located at 2810 15<sup>th</sup> Ave NE in Salmon Arm.

The proposed rezoning aligns with the OCP, which identifies the site for high density residential land use. Further, the use of a variety of lot sizes and a range of housing options is expected to create affordable housing and rental housing for local residents, in accordance with the policies and objectives in the OCP.

A preliminary servicing assessment for the proposed development has concluded that servicing will be feasible. Further investigations will be undertaken during detailed design.

---

**Franklin Engineering Ltd.**

---

**Contents**

1. Executive Summary.....	i
2. Introduction .....	2
3. Proposed Zoning Amendments.....	2
4. Site description .....	3
5. Affordable housing.....	3
6. Visual character.....	3
7. Parking, Access and Egress.....	3
8. Servicing .....	4
8.1. Water supply.....	4
8.2. Wastewater.....	4
8.3. Stormwater Management.....	4
9. Conclusions .....	4
Appendix 1: Preliminary Site Plan .....	5

## Franklin Engineering Ltd.

### 2. Introduction

This report outlines the proposed rezoning of a medium/high density residential development, located at 2810 15<sup>th</sup> Ave NE in Salmon Arm.

The proposed development has a total area of 1.44 ha (3.56 acres). The legal descriptions and areas of the development parcels are shown in Table 1 below.

**Table 1: Development Lots Legal Description and Parcel Area**

Legal Description	Parcel Area
Lot 7, Plan B6059	1.44 ha (3.56 acres)

The City of Salmon Arm (CoSA) Official Community Plan (OCP), Agricultural Land Reserve (ALR) and zoning designations are summarized in Table 2.

**Table 2: Existing Land use designation**

OCP Designation	ALR Designation	Zoning Designation
Residential - High Density	No	Residential 1 (R1) (minimum allowable parcel size 450m2)

The OCP land use designation for the site is for high density residential; however the existing zoning designation permits only low residential R1 housing. The land is not part of the ALR.

Further details of the proposed development are described in this report.

### 3. Proposed Zoning Amendments

Following consultation with the CoSA, the Ministry of Transportation and Infrastructure (MOTI) and other stakeholders, it is proposed that the property is rezoned to allow an increased density residential development in accordance with the OCP land use designations.

The parcel will be split into a Medium Density Residential Zone and a High Density Residential Zone, each with a maximum development density as displayed in Table 3 below and represented in the scheme plan attached with this report in Appendix 3:

**Table 3: Proposed CD Zoning**

Proposed Zoning	Zone Area	Maximum Development Density
Zone 1 - Medium Density Residential Zone	0.96 ha (2.37 acres)	40 units/ha (16.2 units /acre)
Zone 2 – High Density Residential	0.48 ha (1.19 acres)	100 units/ha (40.5 units/acre)
<b>Total</b>	<b>1.44 ha (3.56 acres)</b>	

#### 4. Site description

The site slopes from south to north towards 15<sup>th</sup> Ave NE. A steep ridgeline runs along the north western corner of the property forming a gently sloping, elevated upper platform for the greater south eastern portion of the property. From a preliminary assessment, the average grade for the site is approximately 7% with a maximum grade of approximately 36%.

The site is largely vegetated with established forest, although the southern portion of the site has been cleared and is grassed. No dwellings currently exist onsite.

The Shuswap Lakes Soil Survey<sup>1</sup> broadly indicates the site is a mix of moderately well drained silty clay loam, and well drained silt loam. No on site soil testing has yet been completed.

#### 5. Affordable housing

The development was developed to align with the OCP 'Urban Residential Objectives'<sup>2</sup> that aims to create diverse housing types and densities in appropriate locations. The proposed residential zone is expected to provide a range of affordable housing and rental housing to help meet the current major supply shortage within Salmon Arm and the Shuswap.

#### 6. Visual character

The development intent is to create an aesthetically pleasing development, including shared and amenity space with suitable landscaping.

#### 7. Parking, Access and Egress

The proposed site access is directly from 15<sup>th</sup> Ave NE which is accessed directly from a collector road at 30<sup>th</sup> Ave SE which in turn connects directly to the Trans-Canada Highway. During consultation with MOTI, they advised that they had no initial significant concerns resulting from the proposed development.

Through previous subdivisions of this parcel, the land adjacent to the roadway has previously been dedicated to provide a 20m width roadway along 15<sup>th</sup> Ave NE.

An important part of the development will be integrating pedestrian routes into the layout design. This is particularly important considering the proximity to local schools and shopping centers. The site plan provided shows preliminary access routes which will be developed further throughout the detailed design process.

<sup>1</sup> [http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/agricultural-land-and-environment/soil-nutrients/610000-6\\_soil\\_mgmt\\_handbook\\_okanagan.pdf#Page=33](http://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/agricultural-land-and-environment/soil-nutrients/610000-6_soil_mgmt_handbook_okanagan.pdf#Page=33)

<sup>2</sup> Section 8.2. Urban Residential Objectives, Page 53, CoSA OCP 4000

---

**Franklin Engineering Ltd.**

---

A 15m roadway width has been proposed with sufficient width to provide off-street parking. The preliminary site plan utilizes multi-family housing; including double garages throughout the medium density zone. The high density apartments will include underground parking to increase car parking capacity and allow for more efficient land use. Through a preliminary review the proposed development would provide suitable space for parking. The parking requirements will be examined more closely during the development permit process.

## **8. Servicing**

### **8.1. Water supply**

An existing 400mm asbestos cement community water main is located on 15h Ave NE which will provide water supply for the development. It is anticipated that the community water system will provide adequate pressure and volume for the installation of fire protection as required.

### **8.2. Wastewater**

An existing 200mm PVC sanitary main is located on 15<sup>th</sup> Ave NE. It is anticipated that this should have sufficient capacity for the proposed development.

### **8.3. Stormwater Management**

A stormwater management system will be constructed that provides quality and quantity treatment in accordance with best design practice. An existing 600mm diameter PVC storm main is located on 15<sup>th</sup> Ave NE. It is anticipated that this will have capacity for pre-development flow rates.

## **9. Conclusions**

This report described the proposed rezoning of 1.44 ha of R1 land, into a Medium Density (R4) and High Density (R5) Zone. The proposed rezoning of the land is in accordance with the high density residential land use designation in the OCP and aims to provide affordable housing options suitable for this location. Through consultation with the City of Salmon Arm Development Services staff, it has been established that proposed development aligns with their preferred land use for the area.

A preliminary assessment shows that the existing municipal services on 15<sup>th</sup> Ave NE should be suitable to service the proposed development.

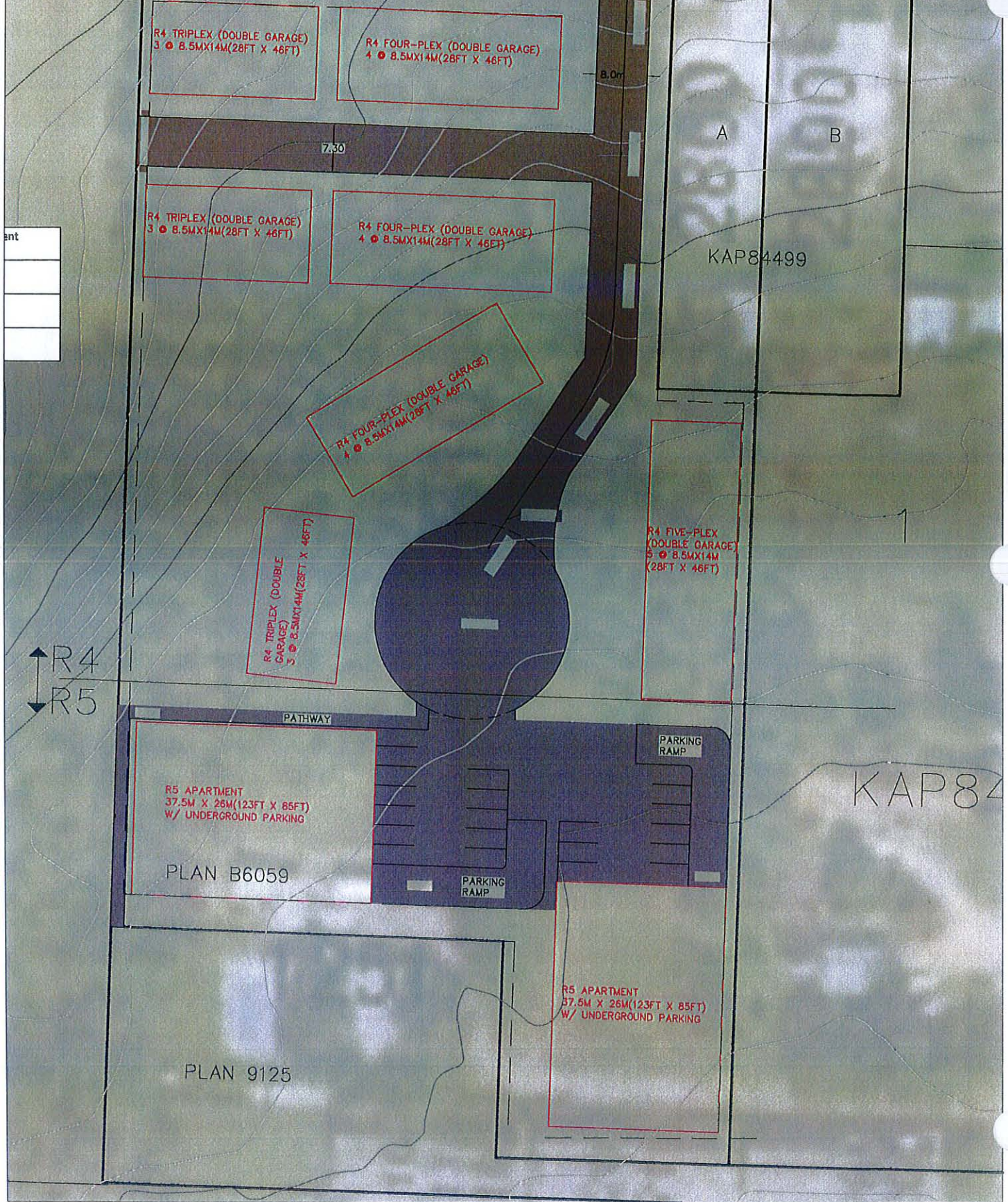
Further details of the proposed development will be provided with the development permit application.

## Appendix 1: Preliminary Site Plan



15th AVE NE

Appendix 7: Project Outline





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

---

TO: Kevin Pearson, Director of Development Services  
 DATE: 21 August, 2017  
 PREPARED BY: Chris Moore, Engineering Assistant  
 OWNER: **Carmen Jarvis**, 298 Channel Ridge Drive, Saltspring Island, BC V8K 1G6  
 APPLICANT/AGENT: **Franklin Engineering Ltd.** / Sean Husband, 420A – 4 Street NE,  
 Salmon Arm, BC V1E 4R5  
 SUBJECT: **ZONING AMENDMENT APPLICATION FILE NO. ZON-1105E**  
 LEGAL: Parcel A (Plan B6059) of Lot 7, Section 24, Township 20, Range 10,  
 W6M, KDYD, Plan 1327, Except Plans 9125, KAP46137 & KAP84896  
 CIVIC: **2810 – 15 Avenue NE**

---

Further to your referral dated August 2, 2017, we provide the following servicing information. **The following comments and servicing requirements are not conditions for the rezoning; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages. These comments are generalized; more specific servicing requirements will be identified at a future stage:**

**General:**

1. Full municipal services are required as noted herein. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Development 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 of Salmon 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

## ZONING AMENDMENT APPLICATION FILE NO. ZON-1105E

21 August, 2017

Page 2

- 
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.
  8. The applicant will be required to submit for City review and approval an engineered design (plan/profile) for any off-site improvements or works within City owned lands. Design must be prepared and submitted by a qualified professional engineer. Refer to the sections below for more information. The applicant is requested to contact the Engineering Department should additional information be required. Securities equal to 125% of the estimated off-site servicing costs will be required as a condition of development.

**Roads/Access:**

1. 15 Ave NE on the subject property's north boundary is designated as an Urban Local Road, requiring a road right of way dedication of 20.0 meters (10.0 meters on either side of road centerline). Based on review of existing records, no road dedication is required (to be confirmed by BCLS).

15 Ave NE is currently constructed to an interim Urban Local Road standard. Upgrading to the Urban Local Road Standard (RD-2) will be required. Upgrades may include, but are not limited to sidewalk, boulevard, curb and gutter, streetlights and road drainage.

2. Internal roadways are recommended to be a minimum of 7.3m measured from face of curb (per City standard RD-12). Truck turning movements shall be properly analysed to ensure internal road network will allow emergency and service vehicle access.

**Water:**

1. The site fronts a 400mm watermain (Zone 2) on 15 Ave NE on the north property line. No upgrades are anticipated at this time.
2. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012). However, the subject property climbs by 10m from the north to the south and the developer's engineer should give due consideration to water pressure on multi-story dwellings on the southern half of the property. Depending on the height of these properties, available water pressure may fall below 40psi at higher levels.
3. Fire protection requirements to be confirmed with the Building and Fire Departments.
4. Fire Hydrant spacing is insufficient; developer is responsible for installing hydrants as needed to meet the spacing requirements.

**ZONING AMENDMENT APPLICATION FILE NO. ZON-1105E**

21 August, 2017

Page 3

- 
5. The property shall be serviced by single metered water service connection (as per Specification Drawings No. W-10) adequately sized to satisfy the servicing requirements for the proposed use. Water meters will be provided by the City at the owner/developers cost.
  6. Strata developments with ground oriented access have the option of a bulk water meter at property line with invoicing to the Strata Corporation or individual strata lot metering with invoicing to each strata lot (currently on an annual flat rate). To qualify for the second option each unit requires a separate outside water service shut-off connected to the onsite private water main. Contact Engineering Department for more information. All meters will be provided at time of building permit by the City, at the owner/developers cost.
  7. Records indicate that the subject property is currently un-serviced. All existing inadequate/unused services must be abandoned at the main. Owner/Developer is responsible for all associated costs.

**Sanitary Sewer:**

1. The site fronts a 200mm diameter sanitary main on 15 Ave NE. No upgrades are anticipated at this time.
2. Property to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Records indicate that the existing lot is currently un-serviced. All existing inadequate/unused services must be abandoned at the main. Owner/Developer is responsible for all associated costs.

**Drainage:**

1. The site fronts a 600mm diameter storm main on 15 Ave NE. No upgrades are anticipated at this time.
2. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided. 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 item 2, the proposed lots may be serviced by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Records indicate that the existing lot is currently un-serviced. 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-1105E

21 August, 2017

Page 4

---

**Geotechnical:**

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



---

Chris Moore  
Engineering Assistant



---

Rob Nieuwenhuizen, ASCT  
Director of Engineering and Public Works



THIS PAGE INTENTIONALLY LEFT BLANK

Item 23.1

## CITY OF SALMON ARM

Date: October 23, 2017

Moved: Councillor Flynn

Seconded: Councillor Harrison

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4226 be read a third time.

[ZON-1102; Tekamar Mortgage Fund Ltd.; 3161 Okanagan Avenue NE]

### **Vote Record**

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

Opposed:

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

# CITY OF SALMON ARM

## BYLAW NO. 4226

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm at the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on October 23, 2017 at the hour of 7:00 p.m. was published in the September 27, 2017 and October 4, 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 18, Township 20, Range 9, W6M, KDYD, Plan EPP342 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. 4226**"

READ A FIRST TIME THIS                      10                      DAY OF                      October                      2017

READ A SECOND TIME THIS                      10                      DAY OF                      October                      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 23.2

## CITY OF SALMON ARM

Date: October 23, 2017

Moved: Councillor Lavery

Seconded: Councillor Jamieson

THAT: the bylaw entitled Zoning Amendment Bylaw No. 4227 be read a third time.

[Jarvis, C.J. / Franklin Engineering Ltd.; 2810 - 15 Avenue NE; R-1 to R-4 & R-5]

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

## BYLAW NO. 4227

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm at the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on October 23, 2017 at the hour of 7:00 p.m. was published in the September 27, 2017 and October 4, 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 Parcel A (Plan B6059) of Lot 7, Section 24, Township 20, Range 10, W6M, KDYD, Plan 1327 from R-1 Single Family Residential Zone to R-4 Medium Density Residential Zone and to R-5 High 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. 4227**"

READ A FIRST TIME THIS                      10                      DAY OF                      October                      2017

READ A SECOND TIME THIS                      10                      DAY OF                      October                      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

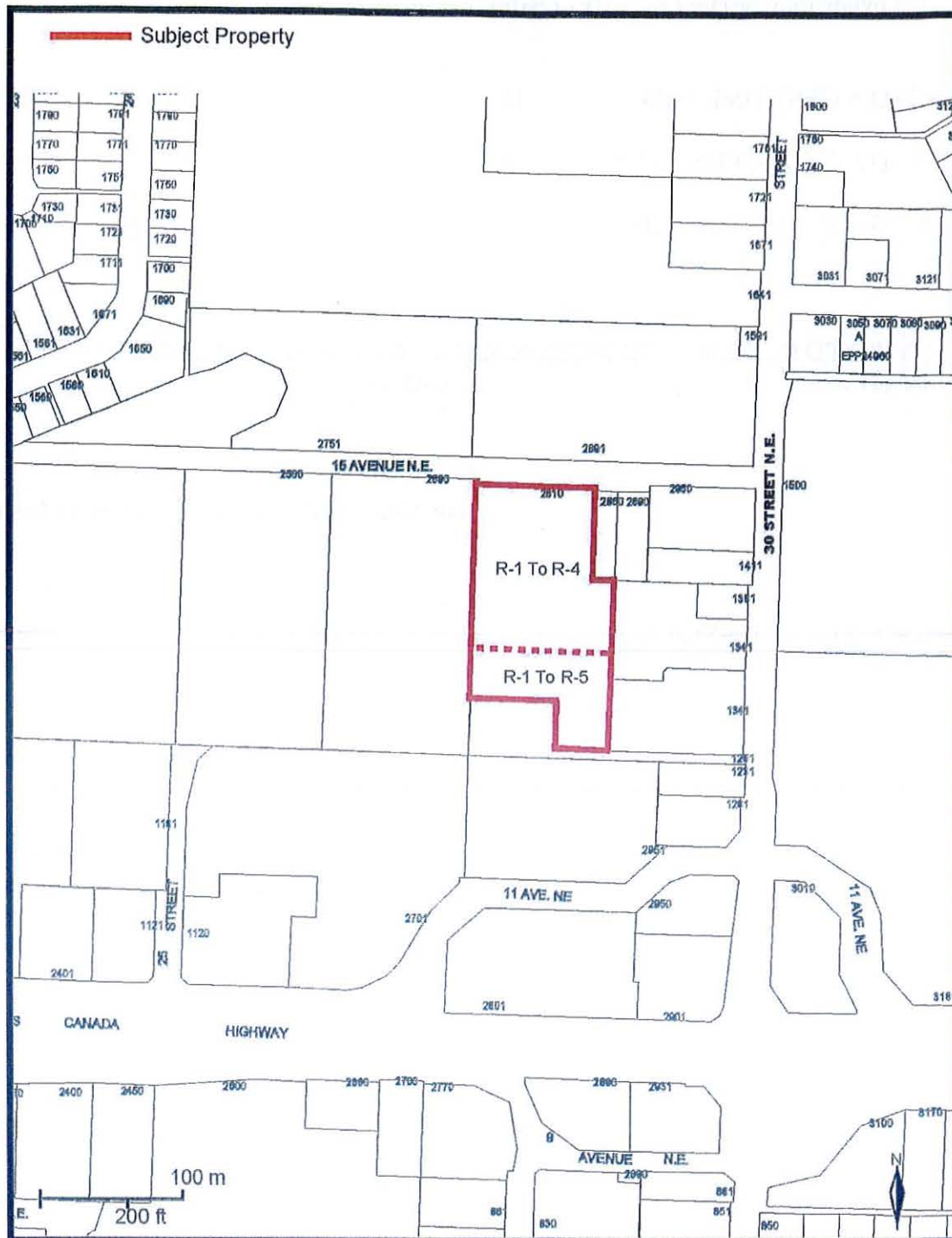
\_\_\_\_\_  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS    DAY OF    2017

\_\_\_\_\_  
MAYOR

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

## SCHEDULE "A"



Item 25.

## CITY OF SALMON ARM

Date: October 23, 2017

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

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

### Vote Record

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

Opposed:

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

THIS PAGE INTENTIONALLY LEFT BLANK