

1. September 14, 2020 Agenda And Correspondence

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[SEPTEMBER 14, 2020 COUNCIL AGENDA.PDF](#)

# INFORMATIONAL CORRESPONDENCE - SEPTEMBER 14, 2020

- |     |                                                                                                                                                                                                                                                                                                           |   |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 1.  | Building Department – Building Statistics – August 2020                                                                                                                                                                                                                                                   | N |
| 2.  | Building Department – Building Permits – Yearly Statistics                                                                                                                                                                                                                                                | N |
| 3.  | J. Kral – email dated September 9, 2020 – Disc Golf                                                                                                                                                                                                                                                       | A |
| 4.  | S. McCoubrey, Chairperson, Lake Country ArtWalk 2020 – email dated August 7, 2020 – Proposal Requesting the Installation of several Air Chairs in you Municipality                                                                                                                                        | A |
| 5.  | T. Kutschker, Director/Curator, Shuswap District Arts Council Board of Directors – letter dated August 19, 2020 – Salmon Arm Arts Centre Accessibility                                                                                                                                                    | A |
| 6.  | C. Mossey, Manager, Government Relations, BC Transit – letter dated August 31, 2020 – 3 Year Transit Expansion Initiatives                                                                                                                                                                                | A |
| 7.  | H. Roberge, Administrator, Maple Tree Montessori – letter dated September 8, 2020 – Maple Tree Montessori Expansion                                                                                                                                                                                       | A |
| 8.  | L. Halls, Deputy Minister, Emergency Management BC – email dated August 31, 2020 – Release of the What We Heard “Modernizing BC Emergency Management Legislation” Report                                                                                                                                  | N |
| 9.  | R. Parenteau, Manager, Shuswap Community Foundation – letter dated September 1, 2020 – Shuswap Community Foundation                                                                                                                                                                                       | N |
| 10. | I. Tostenson, President and CEO, British Columbia Restaurant and Foodservices Association, J. Guignard, Executive Director, Alliance of Beverage Licensees and K. Beattie, Executive Director, BC Craft Brewers Guild – letter dated August 26, 2020 – Request for Support for Expanded Patio Permissions | A |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required

**CITY OF SALMON ARM**  
**BUILDING DEPARTMENT REPORT**  
**AUGUST 2020**

LAST YEAR (2019)  
CURRENT MONTH YEAR-TO-DATE

CURRENT YEAR (2020)  
CURRENT MONTH YEAR-TO-DATE

		NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE
1	New Single Family Dwellings	2	900,000	30	10,640,000	4	1,523,000	32	11,663,785
2	Misc. Additions etc. to SFD's	9	286,400	62	2,609,438	6	841,585	67	3,843,194
3	New Single Family Dwellings with suites	1	350,000	12	4,368,000	2	1,050,000	7	2,830,000
4	New Secondary/Detached Suites	-	-	9	569,600	1	30,000	11	426,200
5	New Modulars/MH's (Factory Built)	2	290,000	7	1,450,000	1	205,000	14	2,676,633
6	Misc. Additions etc. to Modulars/MH's	2	4,000	12	70,770	1	4,200	11	335,815
7	MFD's (# Units)	2 (67)	12,000,000	3 (69)	12,500,000	-	-	2 (41)	6,750,000
8	Misc. Additions etc. to MFD's	1	3,000	8	233,600	-	-	7	101,309
9	New Commercial	1	750,000	3	7,210,000	1	2,000,000	2	2,120,960
10	Misc. Additions etc. to Commercial	1	215,196	14	588,049	-	-	7	277,000
11	New Industrial	-	-	3	3,343,998	-	-	1	100,000
12	Misc. Additions etc. to Industrial	-	-	3	1,285,000	-	-	4	1,023,200
13	New Institutional	-	-	2	586,033	-	-	-	-
14	Misc. Additions etc. to Institutional	1	20,000	6	156,000	-	-	1	5,000
15	Signs	-	-	27	241,389	2	8,484	11	36,864
16	Swimming Pools, Pool Buildings	1	50,000	2	120,000	2	97,000	5	327,000
17	Demolitions	1	-	15	-	1	-	10	-
18	Temporary Trailers, A & B Permits	1	-	3	-	-	-	-	-
19	Misc. Special Inspections, etc.	-	-	26	-	-	-	12	-
	<b>TOTAL PERMITS ISSUED</b>	<b>25</b>	<b>14,868,596</b>	<b>247</b>	<b>45,971,877</b>	<b>21</b>	<b>5,759,269</b>	<b>204</b>	<b>32,516,960</b>

MFD's - Apartment, Row, Duplex, Strata (# of dwelling units created)  
Farm building values not included

# BUILDING PERMITS - YEARLY

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
001	585,500	11,938,550	12,265,250	12,842,790	13,534,790	14,712,550	16,330,650	17,717,625	19,031,075	19,895,255	21,318,855	21,458,195
002	585,500	1,952,500	3,340,850	3,821,240	5,455,840	6,411,690	8,844,690	10,932,510	15,780,890	16,705,600	17,738,200	17,923,700
003	130,110	920,780	2,974,020	4,486,120	5,993,320	13,294,120	15,555,250	17,937,005	20,318,920	22,000,340	24,005,740	24,782,360
004	430,700	1,506,500	5,903,780	8,379,104	10,122,768	12,086,319	14,779,343	21,598,763	30,371,023	33,614,173	34,957,458	35,881,343
005	1,072,000	2,269,650	4,344,750	6,806,152	12,110,482	28,031,457	29,985,585	34,743,645	37,600,445	42,915,856	45,525,611	47,576,746
006	815,550	3,224,468	8,012,449	11,501,929	16,084,809	20,066,533	23,714,194	26,370,890	36,479,806	37,278,358	42,332,995	43,077,170
007	1,531,087	3,901,669	16,148,674	22,413,118	27,232,134	32,401,472	35,657,297	42,829,750	51,945,799	55,703,387	65,885,802	66,289,555
008	1,797,604	4,203,429	12,947,058	27,647,379	33,857,533	36,582,025	39,759,375	42,395,454	45,412,474	50,699,301	53,383,541	53,522,880
009	409,369	864,839	2,039,460	5,207,311	6,763,615	7,800,085	9,677,455	11,579,746	18,882,737	20,713,554	23,523,664	24,337,664
010	1,518,563	2,708,062	5,931,546	10,081,816	12,260,236	13,526,546	16,597,121	18,790,511	19,848,804	21,174,632	22,953,692	27,249,702
011	568,645	2,003,976	5,063,837	7,449,773	9,471,416	11,761,850	12,794,028	14,222,970	18,194,801	19,682,061	30,563,013	31,934,415
012	2,189,660	3,128,562	4,794,040	6,337,260	10,000,544	12,120,246	17,883,185	24,375,078	26,118,787	26,493,820	28,130,500	28,666,430
013	881,740	1,440,110	13,907,060	15,814,195	17,433,454	20,194,778	23,204,628	24,180,485	26,567,302	29,195,224	30,890,086	31,231,349
014	665,304	2,806,404	8,075,941	20,789,869	27,574,834	29,877,686	33,456,523	41,971,923	42,784,769	44,804,191	46,460,471	47,707,993
015	1,172,285	1,853,539	3,894,754	6,750,389	8,575,425	18,388,180	20,475,407	26,442,225	29,143,303	31,248,595	35,417,465	37,368,595
016	1,268,865	2,298,280	4,987,625	8,904,610	12,253,660	16,279,464	19,265,124	23,811,029	29,823,014	36,084,949	40,154,959	41,418,659
017	1,183,280	2,841,725	7,219,495	11,761,657	18,136,656	23,823,576	30,793,243	36,066,891	52,130,226	59,858,542	63,366,686	64,675,041
018	1,970,104	3,943,104	10,028,787	14,363,122	20,252,322	30,488,747	37,540,412	40,421,060	55,689,215	59,634,580	64,988,531	66,797,572
019	6,060,645	6,835,345	10,699,845	18,074,843	22,220,523	26,015,593	31,103,281	45,971,877	48,902,359	52,267,409	56,765,409	58,511,534
020	2,218,950	4,293,250	6,900,060	9,289,060	12,891,318	23,340,638	26,757,691	32,516,960				



**Sent:** Wednesday, September 09, 2020 3:34 PM  
**To:** Erin Jackson  
**Subject:** Letter to Council for Monday Sept 14 2020

Dear Council Members,

I am writing with regards to the ongoing challenges regarding the disc golf park on the city property on 10th Ave SE.

Players unknowingly continue to trespass onto my property, on a regular basis to retrieve their discs. There are no defining lines as to where the property line is, nor are there any nets to stop the discs from crossing onto my property.

Disc baskets and launching pads are intrusively close to the property line.

Last month I was struck in the back of the head by a disc while in my vegetable garden. I am fortunate that it was the back of my head and did not sustain any significant injury.

On two separate occasions I witnesses players dogs run onto my property and through my vegetable garden.

Last summer Duncan told me he would have Private Property signs made up and placed all along the property line. To date one small sign (approx 5x7") has been posted. He also said they would plant trees for more privacy. I also discussed with him the essential need for fencing and more signage.

I presume the City knows where the property line is to guide them when cutting down trees and topping them for air traffic clearance. Therefore, it should not be necessary to have it surveyed again.

There continues to be a significant amount of alcohol consumption. Players, more often than not, have a drink in hand and back packs to carry the alcohol. Naturally the noise level increases which is ongoing as early as 6am until dark.

The profanity and drunkenness has been frequently witnessed by my house guests and sadly my young grandchildren while playing in the front yard.

With no barriers in place, and the increase of public usage, I expect these challenges will continue and potentially escalate.

The daily challenges I face with the disc golf course is affecting the quality of life I once enjoyed prior to it opening.

I have been told by some of the parties playing disc golf that eventually there will be tournaments held which will attract hundreds of people. I pray not.

I feel that the cart has been put before the horse as there are details, and consequences that have been overlooked. The course most certainly should be fenced and nets put up to prevent injuries.

I would like to suggest that there be future consideration for trash cans, recycling bins, pets leashed or not permitted, washrooms or outhouses, no smoking signs, regular monitoring of the course, and designated times and days that the course be open and closed.

Respectfully,

Jacqueline Kral

**From:** "Mccoubrey, Sharon"

**Date:** Friday, August 7, 2020 at 11:30 AM

**Subject:** Lake Country ArtWalk - Art Chairs Project



**2020**

## **Proposal Requesting the Installation of several Art Chairs in your Municipality**

### **Background:**

As you might know, the major arts festival, Lake Country ArtWalk had to be canceled this year because of the COVID-19 pandemic. Initially, we considered producing a modified version of ArtWalk through various digital strategies. However, it would not be possible to capture the experience of ArtWalk, the magic mix of artworks, music, people, the energy of mingling creativity and fun experiences. So, we had to make the difficult and sad decision to cancel this year's ArtWalk festival.

However, we did want to mark ArtWalk 2020 in some way, so we have planned a one-time, special Community Project. Our hope with this project is that we will meet our two-fold mandate, to support artists, and to provide high quality artworks and art experiences for the general public in the Okanagan.

### **Description of the Project:**

There will be about 45 wooden chairs in a Muskoka/Adirondack style painted by Okanagan artists. They will turn each chair into a work of art. In addition to the image that will be painted, a short, positive message will be incorporated into the painting in some way. Several examples of these positive messages are: Kindness Matters, Be Creative, Smile, etc. The intent is to offer a positive artwork during a difficult time.

The art chairs will then be installed in most of the municipalities throughout the Okanagan Valley. The chairs will be assembled in groups of 2 - 4, and will be placed 6' apart, which invites a coming together, but still staying safe. We are inviting you to participate in this project by consenting to have art chairs installed in your community.

### **Location of the Art Chairs**

We are requesting that you select a location within your municipality that would be suitable for this project. We think of parks, beaches, courtyards, plazas; whichever space is your preference. We anticipate that this cluster of art chairs will be well received by the public, and therefore, will enhance the appeal and engagement of the space in which they are located.

### **Duration of the Art Chairs Project**

This public art project is intended to be a temporary installation. We anticipate that a two-year term is quite appropriate, however, the actual decision about how long the chairs remain in place is your decision. At the end of the term that you determine for your municipality, the chairs can continue to be yours to keep, to relocate, to be given a different use, to be repainted, or to be removed.

### **Costs**

There is no cost to your municipality for this project. ArtWalk will cover all costs for the chairs, the commission to the artists for painting the chairs, and the installation in your municipality.

### **Installation Details**

This is a straightforward installation, with several chairs being installed in your chosen location. The chairs would be secured against theft by being secured into the surface. Several different installation options may be appropriate, dependant on the type of surface. Installation of the chairs will occur only after your approval of the installation technique. By their very nature and purpose, the chairs will not pose any safety issues.

### **Maintenance of the Arts Chairs**

If there is any damage or graffiti to the art chairs, we would take care of the repair, cleaning, or replacement, whichever would be the necessary resolution.

### **Timelines**

The timelines have some flexibility, but generally, the chairs will be painted in the month of August, and installations will take place in September. We are hoping that most of the chairs will be installed during the first two weeks of September, with a promotion of the project taking place on September 12, or 13, the dates when ArtWalk would have taken place. It is possible that some installations will take place later than these dates, depending on approvals and other details.

**Your Decision**

This is a general description of this project, please feel free to contact me if you have any questions.

Would you please contact me through email with a response to this proposal, giving us your decision.

We hope you will decide to include your municipality in this special community project. Given the timelines of this project, we would appreciate hearing from you as soon as possible

Thank you.

Dr. Sharon McCoubrey  
Chairperson  
Lake Country ArtWalk Planning Committee

**Dr. Sharon McCoubrey, *Chairperson***  
**Lake Country ArtWalk 2020**  
1686 Camp Road, Lake Country, BC V4V 1K1  
250-766-4406 (home)  
250-864-2785 (cell)  
[Sharon.mccoubrey@ubc.ca](mailto:Sharon.mccoubrey@ubc.ca)  
[www.lakecountryartwalk.ca](http://www.lakecountryartwalk.ca)



August 19, 2020

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

RE: Salmon Arm Arts Centre Accessibility

Dear Friends,

Thanks to the City of Salmon Arm and its continued support of this organization, the Arts Centre has weathered the pandemic storm thus far, and has pivoted many of its programs to engage a wide audience in a safe manner. It's been our challenge, and indeed our pleasure, to innovate our way forward. At our annual report to Council, we will be sure to tell you of all our activities, but for now it is the historic Arts Centre that we wish to focus on.

We recognize that accessibility is a challenge for historic structures, therefore long term planning and consultation is important. For example, the side ramp on the Arts Centre building, currently considered the accessible entrance, has been recognized as a barrier to accessibility; the ramp is crumbling at the edges, has been deemed too narrow, and does not provide a large enough landing for turnaround. The Arts Council has recently registered with the Rick Hansen Foundation Accessibility Certification program, and will request an audit of the building in 2021. In the meantime, one project that is very manageable in the short term is an accessibility door button.

The door button can already be found at most public buildings, grocery stores and businesses. It will allow for a touchless entry into the Arts Centre for people with disabilities, seniors and other vulnerable populations who are immune-compromised who wish to visit their cultural institutions.

Please consider this request for permission to install an accessibility door button at the side of the Arts Centre, allowing for automatic door opening. The cost for installation is \$3175, quote attached, and we are currently seeking two electrician's quotes to get power to the location. BC Arts Council recently announced an infrastructure grant for creative spaces that will cover up to 75% of the costs of a capital improvement such as this. All of these elements will need to come together before the deadline of October 19, 2020, therefore we ask the City of Salmon Arm to provide permission to alter the exterior of the building for the accessibility door button, and provide any associated permits. A contribution, either in-kind or in cash, by the municipality and/or owners of the building will increase the possibility of a successful application.

The Arts Council is honoured to be housed in the wonderful property owned by Salmon Arm and its citizens, and want to ensure continued access is safe, easy and enjoyable.

Sincerely,

A handwritten signature in black ink, appearing to read "Kutschker".

Tracey Kutschker, Director/Curator  
on behalf of the Board of Directors  
Shuswap District Arts Council

Box 1181 Salmon Arm, BC V1E 4P3  
salmonarmartscentre.ca  
250.832.1170





2750 10 Ave SW  
Salmon Arm, BC  
Phone: 250-832-8884  
Fax: 250-832-3221  
[luke@salmonarmwindow.ca](mailto:luke@salmonarmwindow.ca)

**For:** Salmon Arm Art Gallery  
**Attn:** Tracey Kutschker  
**250-832-1170**  
[curator@salmonarmartscentre.ca](mailto:curator@salmonarmartscentre.ca)  
**Date:** June 17, 2020

# Push Button Door Operator

Qty	Description - Supply and Installation	Unit Price	Amount
1	Supply and install Nabco GT8710 Single Swing Door Operator with push/out arm assembly. Includes 2 wireless (no-battery) wall switches. Please see attached documents for more product details.	\$3,024.36	\$3,024.36
	<b>PLEASE NOTE:</b> <i>All electrical conduit and line voltage wiring (110v) to supply power to the door operator to be completed by others.</i> <i>Requires 120v/10a power to top of door frame.</i> <i>Excludes door, frame and any other hardware - to be installed on existing.</i> <i>Does not include integration with any Access Control System/Fire System/ or other Electronic Hardware.</i>		
	Warranty: One year on materials and labour during normal working hours.		
This quote is intended for budgetary purposes only. All sizes and other specifics to be confirmed prior to ordering. Prices in effect for 30 days from the date of this quote.  Thank you for the opportunity to quote on this project. Please sign this quote and return it to		Subtotal	\$3,024.36
		GST	151.22
		Total	\$3,175.58

Luke Engel  
General Manager



August 31, 2020

Attn: Robert Niewenhuizen  
Director of Engineering and Public Works  
City of Salmon Arm  
500-2nd Avenue NE  
Salmon Arm, BC V1E 4N2

**Re: 3 Year Transit Expansion Initiatives**

Dear Robert,

As we continue to respond to the impact of COVID-19 and focus our efforts on recovery, the health and safety of our operators and customers remains paramount. As restrictions begin to lift across the province and customers are returning to their normal travel routines, there is also work underway to reinstate many of our key processes in collaboration with local governments. As much as the future remains uncertain, we must also begin to plan appropriately for the future growth of our transit systems.

Each year, BC Transit confirms service expansion plans for the coming year with local government partners, and also confirms service expansion priorities for the subsequent two years. This process ensures that 3-year expansion initiatives are consistent with the expectations of local governments, and allows BC Transit to proceed with securing the funding and resources to implement service expansions.

In late April, we communicated the decision to defer all planned 2020/21 expansion initiatives until 2021/22 in order to focus our efforts on service and ridership recovery across the province. As our society and the economy have begun to open back up, we have made every effort to ensure that transit service could accommodate increased travel while maintaining the safety of employees and customers. At the same time, we have begun to reinstate some of the initiatives that were put on hold, including our expansion planning. The purpose of this letter is to re-confirm the desire to proceed with the deferred expansion initiative(s) in 2021/22, as well as identify your expansion priorities for both 2022/23 and 2023/24.

We ask that a signed copy of this letter be returned to BC Transit by October 30, 2020. If you are unable to meet this deadline, please contact me at your earliest convenience to discuss further. Following confirmation of the provincial budget in February, we will confirm with you that supporting provincial funding has been secured and initiate a transit service implementation plan. I look forward to working with you on the continued improvement of your transit service and encourage you to contact me if you have any questions regarding these proposed initiatives.

Item 12.1.6

Regards,

A handwritten signature in black ink, appearing to read 'Mossey', with a stylized flourish at the end.

Chelsea Mossey  
Manager, Government Relations  
BC Transit



## Three-Year Transit Expansion Plan

### Proposed Transit Service Expansion Initiatives

The table below outlines expansion initiatives previously identified for implementation in 2020/21, which are now deferred to 2021/22. The estimated costing remains unchanged from the Expansion Memorandum of Understanding (MOU) previously approved by your local government, and we anticipate that these estimates will be subject to further inflationary increases. Please ensure that these initiatives are consistent with your local government expectations.

PROPOSED EXPANSION INITIATIVES – YEAR 1 (2021-22)						
AOA Period	In Service Date	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2021/22	Sep-21	500	0	\$4,292	\$56,929	\$22,072
		Description	Sunday service fixed routes 1 & 2 only			
2021/22	Sep-21	200	0	\$1,776	\$22,772	\$8,769
		Description	Later evening service only on Friday and Saturday until 10 PM			
2021/22	Sep-21	500	0	\$4,292	\$56,929	\$22,072
		Description	Later evening service until 8 PM on all weekdays			

The table below outlines expansion initiatives for year two and three of the three-year transit service expansion initiatives. Please note that we are unable to provide estimated costing for these initiatives as part of this year's revised process, but that cost estimates will be provided as part of next year's annual process for all three years. In the meantime, please ensure that these initiatives are consistent with the expectations of your local government.

PROPOSED EXPANSION INITIATIVES – YEARS 2 & 3 (2022/23 and 2023/24)			
AOA Period	In Service Date	Annual Hours	Description
2022/23	Sep-22		No planned expansion
2022/23	Sep-23		No planned expansion

## Approval

On behalf of the City of Salmon Arm, I am confirming to BC Transit our interest in proceeding with the deferred expansion initiative in 2021/22. Furthermore, I confirm that the expansion priorities identified for 2022/23 and 2023/34 align with our expectations, and that we will review and confirm these initiatives on an annual basis and with the knowledge that associated cost estimates will be once again be provided as part of this process in future years.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

On behalf of BC Transit

Signature:



Date: August 31, 2020

Name: Chelsea Mossey

Position: Senior Manager, Government Relations





Maple Tree Montessori

Ph: 250.804.9008

Email: [SalmonarmMontessori@gmail.com](mailto:SalmonarmMontessori@gmail.com)

Website: [SalmonArmMontessori.com](http://SalmonArmMontessori.com)

Mail: 931 12<sup>th</sup> St. SE Salmon Arm, B.C. V1E 2C8

City of Salmon Arm Business licence # MAP02  
IHA Community Child Care Facility Licence # 14-364-00022

September 8, 2020

To: Salmon Arm Mayor and Council

I, Harmony Roberge, am the owner and operator of Maple Tree Montessori, Salmon Arm's first Montessori preschool, kindergarten & daycare facility. While providing high quality, holistic education and care to children aged three to six years, we have experienced long waitlists for placement in our program. Additionally, many of our families have expressed great, unmet need for childcare spaces for their younger children aged newborn to three years.

Further highlighting this need in our community is the recent [Salmon Arm Child Care Needs Assessment & Action Plan](#)

<http://www.salmonarm.ca/AgendaCenter/ViewFile/Item/91?fileID=431>

Given the well-documented shortage of childcare spaces in our community, I write to request the City's endorsement in our ambition to create new, licensed childcare spaces in our community.

As a hopeful recipient of the Childcare BC New Spaces Fund, we plan to bridge our community's evident childcare gap by opening seventeen new spaces at our existing facility. We propose to expand our current Group Care Program (ages three to five) to offer five more spaces. Furthermore, we plan to open a new Infant & Toddler Care Program (ages newborn to three years), providing twelve new spaces.

These seventeen new spaces would be an addition to our established Montessori Preschool/Kindergarten & Childcare Programs. Entering our eighth year of operation, Maple Tree Montessori is in good standing with the Interior Health's Licensing Authority. Our commercial daycare facility falls within the permitted uses in our R-4 Zoning. Additionally, we have plans to fully meet the parking requirements for our projected expansion size.

To gain a greater understanding of what Maple Tree Montessori is currently offering to our local families, please visit our website at [SalmonArmMontessori.com](http://SalmonArmMontessori.com). Also, if your time permits, I would be pleased to provide a tour of our Montessori preschool and childcare centre. If you would like more information or answers to any questions, please call or email.

Your letter of support will significantly strengthen our application for the Childcare BC New Spaces Fund. Access to this funding will make possible the establishment of seventeen new quality, licensed childcare spaces in Salmon Arm, adding to the foundation for our community's health, success, and well-being.

With the Childcare BC New Spaces Fund applications' upcoming deadline quickly approaching (November 1st), this matter is time-sensitive. I look forward to hearing back from you at your earliest convenience.

Sincerely,

Harmony Roberge E.C.E., A.A.  
Administrator  
250-804-9008



September 8, 2020

To Whom It May Concern,

I am writing to show my support for Harmony Roberge, the owner and operator of Maple Tree Montessori's expansion project for additional 17 child care spaces in our community. I highly recommend Childcare BC New Spaces Fund approve this application.

Harmony has been offering high quality child care for families in Salmon Arm since 2013. I believe Harmony's proposed project will benefit our community greatly and am writing to express the full support of Shuswap Child Care Resource and Referral Program. I would also like to point out the dire need for more childcare spaces in our community. The recent Salmon Arm Child Care Needs Assessment & Action Plan clearly identified the lack of child care spaces in the community, especially for children under three years old. This expansion project will bridge our community's childcare gap by opening seventeen new spaces at their existing facility (five extra spaces to the exiting group care program and twelve new infant and toddler care program).

Approval for this application will enable Maple Tree Montessori to expand and create much needed child care spaces in Salmon Arm. Please consider her application favorably.

Please do not hesitate to contact me if you have any questions regarding this letter.

Sincerely,

Christine Ondang  
Shuswap Child Care Resource and Referral Program Coordinator



**From:** Emergency Management, Deputy Minister EMBC:EX

**Sent:** August-31-20 12:53 PM

**Subject:** Release of the What We Heard "Modernizing BC Emergency Management Legislation" Report

Good afternoon,

I am pleased to announce that Minister of Public Safety and Solicitor General Mike Farnworth has now released the report - *"What We Heard - Modernizing BC's Emergency Management Legislation"* available online at [www.gov.bc.ca/ChangestoEmergencyProgramAct](http://www.gov.bc.ca/ChangestoEmergencyProgramAct). A summary of the report is also available on our website and has been attached to this email.

*"What We Heard - Modernizing BC's Emergency Management Legislation"* acknowledges the input received on the Discussion Paper on Modernizing BC's Emergency Management Legislation during the online comment period extending from October 28, 2019 to January 31, 2020.

As the Minister's Message in the "What We Heard" report notes, the Discussion Paper and the submission of responses predated the COVID-19 pandemic. This report and your responses were informed more by other types of events – fires, floods, and earthquakes. For those of you that made submissions, I extend my sincere appreciation.

Local authorities are on the front line for natural disasters – and they have been on the front line concerning the Covid-19 pandemic as well. With this in mind, you are being invited to provide any new or updated recommendations that you have on BC's new emergency management legislation. A 30 day period (August 31 – September 30) is available for you to provide this information to EMBC through [emergencyprogramact@gov.bc.ca](mailto:emergencyprogramact@gov.bc.ca).

I thank you for your time and look forward to further working with you as a critical partner in this key endeavour - making certain BC is resilient to emergencies for the safety and wellbeing of your communities.

Lori Halls  
Deputy Minister  
Emergency Management BC



# Modernizing BC's Emergency Management Legislation

Summary of What We Heard in Response to the Discussion Paper Issued on October 28, 2019

August 31, 2020

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## The Discussion Paper and Engagement Process

On October 28, 2019, Emergency Management BC (EMBC) released a Discussion Paper on Modernizing BC's Emergency Management Legislation, which outlined a series of policy proposals for consideration in new emergency management legislation, replacing the existing Emergency Program Act (EPA).

During the engagement period, which ran until January 31, 2020, EMBC conducted some 172 meetings, webinars and teleconferences with partners and stakeholders, and received 239 written submissions.

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## Overarching Themes

The engagement sessions and written responses to the Discussion Paper showed broad consensus on the need to modernize BC's emergency management legislation and widespread support for almost all of the specific proposals in the Discussion Paper. Key themes were:

- The need to demonstrate stronger connections to climate change, the Sendai Framework, disaster risk management and disaster risk reduction, including the issues and challenges faced by vulnerable populations.
- The need for additional resources and capacity to deliver on the new requirements.
- First Nations' expectation that the proposed legislation will adhere to the Declaration on the Rights of Indigenous Peoples Act (Declaration Act) and reflect First Nations' right to self-determination.

## The Impact of the COVID-19 Pandemic

The Discussion Paper and the responses pre-dated the pandemic and were informed more by other types of events such as floods, wildfires, and earthquakes. However, the lessons learned from managing the COVID-19 emergency will be considered and incorporated in the new legislative framework.

The pandemic delayed the release of the What We Heard Report, which was originally intended to be published in Spring 2020. More fundamentally, delivery of a complete, brand-new emergency management Act has been pushed from Fall 2020 to Spring 2021.

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- The need for more detail and clarity on specific proposals and how the new legislation will be implemented.
- Critical infrastructure operators, provincial ministries, Crown corporations and public sector agencies called for avoiding regulatory duplication and requested a system of equivalencies recognizing that legislative requirements may also be met through existing regulatory frameworks and requirements.
- A number of animal welfare organizations and members of the public stated that the legislation should specifically address animals, including domestic pets, animals in captivity, livestock and wildlife.

These themes will be reflected in the new emergency management legislation, which will position BC as a leader in disaster risk reduction. More detail is available in the full What We Heard Report:

[www2.gov.bc.ca/ChangesToEmergencyProgramAct](http://www2.gov.bc.ca/ChangesToEmergencyProgramAct)



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## Staying the Course, for the Most Part

Based on the generally positive feedback, most of the proposals in the Discussion Paper will proceed. However, a small number of proposals were not supported and will not proceed or will be modified:

- The proposal to require greater consideration of current and future risk when making building and development decisions is being fleshed out and will likely be implemented through planning and building legislation rather than emergency management legislation.
- Rather than creating a new mechanism to enable Local Authorities and First Nations to form collaborative emergency management organizations, existing mechanisms will be continued and strengthened.
- Urgent recovery funding will be available prior to preparation of a post-disaster needs assessment and post-disaster recovery plan, as is the case now. Needs assessments and recovery plans based on the nature of the disaster will be required to inform longer-term funding decisions.
- While the concept of a transition period to bridge from response to recovery received strong support, the term “transition period” did not resonate with respondents. More work is being done to build out the concept, including incorporating learnings from the COVID-19 pandemic and considering whether the concept should apply on a provincial scale as well as on a local scale.
- The proposal for EMBC to audit emergency management plans will not proceed; this aspect of quality assurance will focus instead on a review function that relies more on support and collaboration.
- Proposals related to First Nations emergency management are being revisited through collaboration and engagement with Indigenous organizations and communities.
- Proposals related to critical infrastructure will be built out through consultation with critical infrastructure operators. This includes recognition of existing equivalences, so as not to create duplicative requirements.
- A comprehensive compliance and enforcement scheme is being developed which reflects learnings from the COVID-19 pandemic.

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## Next Steps

The feedback received in response to the Discussion Paper will inform BC’s modernized emergency management legislation, which is now targeted for the Spring 2021 legislative session. EMBC will continue to engage with local authorities, First Nations, Indigenous organizations and other partners and stakeholders as legislation is drafted, and during subsequent development of regulations, policies and processes.

The new legislation will be implemented in a phased fashion, recognizing that emergency management partners will need time and support to build capacity to meet the new requirements.





September 1, 2020

Dear friends,

We wanted to provide an update to our funders and community partners on the happenings at the Foundation office over the past few months.

Since our last letter in April, Board and Staff have been remarkably busy. In May, SCF was able to participate in the Community Foundations of Canada and Federal Government's Emergency Community Support Fund (ECSF) program and distribute \$75,000 in COVID relief funding to community groups operating in the Shuswap. We also secured funding in the amount of \$30,000 through the Vancouver Foundation, to support groups in the Shuswap that have been impacted by the pandemic.

Taken together, these programs and initiatives have also allowed us to better prepare for the continuing impact of the pandemic. By obtaining funding from outside the SCF Endowment, we have been able to allocate more of our resources to our Spring 2021 cycle, and better position our organization for the ongoing funding needs that this global crisis is sure to create.

In addition to all of this, our own Fall Grant cycle is almost complete, and we are happy to report that our board of directors has chosen to increase our 2020-21 distribution from 4% to 5%, to better support community organizations in the Shuswap.

As always, we are happy for you to come in and see us in person, however, we also ask that you continue to adhere to all public health directives – wear a mask, wash your hands and use sanitizer – in order to protect all of us and those we love. We also ask that if you would like to visit our office, that you call and make an appointment time so we may ensure we have a safe space for you to access.

We at the Community Foundation hope you are all well and adapting to our new way of life. We look forward to continuing to serve you and our community, connecting people who care, with causes that matter.

Sincerely,

Roger Parenteau, Manager  
Shuswap Community Foundation





ALLIANCE OF BEVERAGE LICENSEES  
FOR A RESPONSIBLE LIQUOR INDUSTRY

August 26, 2020

VIA EMAIL

Your Worship and Council:

***REQUEST FOR SUPPORT FOR EXPANDED PATIO PERMISSIONS***

On behalf of the BC Restaurant and Foodservices Association, the Alliance of Beverage Licensees, and the BC Craft Brewers Guild, we are writing to thank you for expanding outdoor dining in your municipality and to request that you consider:

1. Expediting applications for businesses to winterize patios in public and private spaces to provide operators with the opportunity to capitalize on the confidence of outdoor space
2. Approving temporary patios for Summer 2021 now so operators are able to plan ahead; and
3. Creating a program for designated pick up zones so that businesses can enhance contactless curbside pick up in the fall and winter months.

Outside dining has been a significant benefit to operators and customers. It has helped build confidence in dining out and activated streets in new ways that have helped keep patrons and employees safe amid this global pandemic. We hope that we can work with you to build on this positive messaging going forward.

**The financial pressures felt by British Columbia's hospitality industry as a result of the COVID-19 pandemic continue to be substantial.**

British Columbia's 14,000 restaurants and pubs employ over 190,000 people and contribute \$13 billion dollars to the economy annually. Our craft beer and wine industries also play significant roles in the vibrancy, innovation, and economic impact of our industry and the province. At this point in the crisis, 15% of hospitality businesses have already closed. With the end of summer approaching combined with the end of temporary layoff and CERB as well as the extended closure of the border, the potential for additional businesses closing is significant.

The COVID-19 crisis has driven devastating declines in both sales and guest-count in the hospitality industry.

- 51% of British Columbians surveyed by Leger Marketing at the end of July felt that just leaving the house was stressful. 64% remain afraid of contacting the virus.

Item 12.1.10

- Datassential survey of August 7 reports that the number of people concerned about eating out is rising: 47% are definitely avoiding eating out and 34% are nervous but will still eat out.

**In face of real threats of business closures across the province,** we ask you to consider extending your permissive licensing for restaurant, pub, bar, and brewery businesses around outdoor spaces. Extensions of the incredible support and creativity you have already offered would make a significant difference to the hospitality businesses that operate and employ people in your community:

- Extend approvals for short-term patios in public and private spaces to provide operators with the opportunity to capitalize on the confidence of outdoor space and expand the businesses ability to create physical distancing between tables.
- Support expedited applications for businesses to winterize temporary spaces, including by preapproving styles of canopies and heater units that meet your jurisdictions needs.
- Renew the extended patio program for 2021 now. This will ensure that operators plan to keep materials and generates cost savings.
- Create a program for businesses to apply for curbside pick up zones. We suggest that these include standardized signage that lists the businesses using the pick up stop and phone number for curbside pick up.
- Ensure coordinated communication and reduced red tape to make these changes possible.
- Support expanded permissions in discussions with the Provincial Government.
- Practice Sympathetic Administration and set new ways of doing streamlined business.

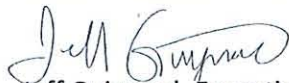
Our industry has never faced a crisis of this magnitude. It is our sincere hope that we can work with your council to find material and hard-hitting measures to ensure this industry survives. It will require bold and quick moves to help industry restore itself. We are working with the LCLB to extend their liquor service regulations in conjunction with this request.

Thank you in advance. We remain at your disposal to offer advice and perspective on these issues. Please do not hesitate to contact the undersigned at any time.

Sincerely,



Ian Tostenson, President and CEO cell: 604.986.1429  
British Columbia Restaurant and Foodservices Association



Jeff Guignard, Executive Director cell: 604-499-2566  
Alliance of Beverage Licensees



Ken Beattie, Executive Director cell: 604.306.1500  
BC Craft Brewers Guild



# AGENDA

**City of Salmon Arm  
Regular Council Meeting**

**Monday, September 14, 2020  
1:30 p.m.**

***[Public Session Begins at 2:30 p.m.]***  
**Council Chamber of City Hall**  
**500 – 2 Avenue NE and by Electronic means**  
**as authorized by Ministerial Order M192**

Page #	Item #	Description
	1.	CALL TO ORDER
1 – 2	2.	IN-CAMERA SESSION
	3.	ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	ADOPTION OF AGENDA
	5.	DISCLOSURE OF INTEREST
3 – 12	6.	CONFIRMATION OF MINUTES 1. Regular Council Meeting Minutes of August 24, 2020
13 – 16	7.	COMMITTEE REPORTS 1. Development and Planning Services Committee Meeting Minutes of September 8, 2020
17 – 24	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE 1. Board in Brief – August, 2020
25 – 42	9.	STAFF REPORTS 1. Director of Development Services - Agricultural Land Commission Application No. ALC-396 [Alibhai, A. & G./Jamal, Z./Dharamsi, T.; Non-Adhering Residential Use]
43 – 46	2.	Director of Corporate Services - Avon Parking Lot Lease
47 – 68	3.	Director of Development Services- Agricultural Advisory Committee
69 – 72	4.	Director of Engineering & Public Works – Federation of Canadian Municipalities – Green Municipal Fund Application for West Bay Connector Trail Study/Design
73- 78	5.	Director of Engineering & Public Works – Crosswalk Request – Lakeshore Road and 50 Avenue NE



10. **INTRODUCTION OF BYLAWS**
  - 79 – 98 1. City of Salmon Arm Zoning Amendment Bylaw No. 4404 [ZON-1181; Tegart, J. & K.; 2630 30 Avenue NE; R-1 to R-8] – First and Second Readings
  - 99 – 114 2. City of Salmon Arm Zoning Amendment Bylaw No. 4409 [ZON-1185; Zwicker, M. & M.; 2790 30 Avenue NE; R-1 to R-8] – First and Second Readings
  - 115 – 118 3. City of Salmon Arm Fire Department and Fire Prevention Amendment Bylaw No. 4416 – First, Second and Third Readings
11. **RECONSIDERATION OF BYLAWS**
  - 119 – 126 1. City of Salmon Arm Fee for Service Amendment Bylaw No. 4413 [Water and Sewer Rates] – Final Reading
  - 127 – 144 2. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4393 [OCP4000-42; Edelweiss Properties Inc./Timberline Solutions/Baer, J.; 220 Okanagan Avenue SE; CC to HR] – Final Reading
  - 145 – 148 3. City of Salmon Arm Zoning Amendment Bylaw No. 4394 [ZON-1175; Edelweiss Properties Inc./Timberline Solutions/Baer, J.; 220 Okanagan Avenue SE; C-2 to R-5] [*See item 11.2 for Staff Report*] – Final Reading
12. **CORRESPONDENCE**
  - 149 – 150 1. Informational Correspondence
  - 151 – 152 2. E. McDonald, President, Shuswap Naturalists Club – letter received September 10, 2020 – Blackburn Park
  - 153 – 156 3. P. Cannon, Family Support Worker/Early Years Family Navigator, Shuswap Children's Association – letters dated September 10, 2020 – Children's Outdoor Yoga and Storywalk
13. **NEW BUSINESS**
14. **PRESENTATIONS / DELEGATIONS**
15. **COUNCIL STATEMENTS**
16. **SALMON ARM SECONDARY YOUTH COUNCIL**
17. **NOTICE OF MOTION**
18. **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
19. **OTHER BUSINESS**
20. **QUESTION AND ANSWER PERIOD**

**7:00 p.m.**

<b>Page #</b>	<b>Item #</b>	<b>Description</b>
	<b>21.</b>	<b>DISCLOSURE OF INTEREST</b>
	<b>22.</b>	<b>HEARINGS</b>
	<b>23.</b>	<b>STATUTORY PUBLIC HEARINGS</b>
157 – 166	1.	Zoning Amendment Application No. ZON-1179 [Warden, E. & T.; 1270 52 Avenue NE; R-1 to R-8]
167 – 178	2.	Zoning Amendment Application No. ZON-1180 [Beck, S. & S.; 1021 17 Avenue SE; R-1 to R-8]
	<b>24.</b>	<b>RECONSIDERATION OF BYLAWS</b>
179 – 182	1.	City of Salmon Arm Zoning Amendment Bylaw No. 4401 [ZON-1179; Warden, E. & T.; 1270 52 Avenue NE; R-1 to R-8] – Third Reading
183 – 186	2.	City of Salmon Arm Zoning Amendment Bylaw No. 4403 [ZON-1180; Beck, S. & S.; 1021 17 Avenue SE; R-1 to R-8] – Third and Final Readings
	<b>25.</b>	<b>QUESTION AND ANSWER PERIOD</b>
187 – 188	<b>26.</b>	<b>ADJOURNMENT</b>

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Item 2.

## CITY OF SALMON ARM

Date: September 14, 2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

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

### Vote Record

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

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

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Item 6.1

## CITY OF SALMON ARM

Date: September 14, 2020

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting Minutes of August 24, 2020, be adopted as circulated.

### Vote Record

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

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond



## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm commenced the Council Chambers and by electronic means as authorized by Ministerial Order M192, at 1:30 p.m. and reconvened at 2:30 p.m. of the City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia on **Monday, August 24, 2020.**

### PRESENT:

Mayor A. Harrison  
 Councillor D. Cannon  
 Councillor C. Eliason (participated remotely)  
 Councillor K. Flynn  
 Councillor T. Lavery (participated remotely)  
 Councillor S. Lindgren (participated remotely)  
 Councillor L. Wallace Richmond (participated remotely)

Chief Administrative Officer C. Bannister  
 Director of Corporate Services E. Jackson (participated remotely)  
 Director of Engineering & Public Works R. Niewenhuizen  
 Director of Development Services K. Pearson  
 Acting Chief Financial Officer T. Tulak (participated remotely)  
 Recorder B. Puddifant

### ABSENT:

#### 1. CALL TO ORDER

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

#### 2. IN-CAMERA SESSION

0390-2020

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

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.  
 Council returned to Regular Session at 1:37 p.m.  
 Council recessed until 2:30 p.m.

Councillor Eliason returned to the meeting at 2:30 p.m.

#### 3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

Mayor Harrison read the following statement: "We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together."

4. REVIEW OF AGENDA

5. DISCLOSURE OF INTEREST

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of August 10, 2020

0391-2020

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of August 10, 2020, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of August 17, 2020

0392-2020

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee Meeting Minutes of August 17, 2020, be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

9. STAFF REPORTS

1. Director of Corporate Services - Active Transportation Task Force Member Appointment

0393-2020

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: Council appoint Gary Gagnon to serve on the Active Transportation Task Force for a one (1) year term from September 1, 2020 to September 1, 2021.

CARRIED UNANIMOUSLY

2. Director of Corporate Services - 2019 Annual Report

0394-2020

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: Council receive the City of Salmon Arm 2019 Annual Report.

The Mayor called for submissions from the Public.

CARRIED UNANIMOUSLY

9. STAFF REPORTS – continued

3. Acting Chief Financial Officer – Parking Payments by Credit Card, phone and/or Interac

0395-2020

Moved: Councillor Eliason

Seconded: Councillor Cannon

THAT: Council authorize the purchase of EMV3 card readers and that the purchase price be allotted for in the 2021 budget.

CARRIED UNANIMOUSLY

4. Director of Development Services - Agricultural Land Commission Application No. ALC-394 [Anthony, L./Browne Johnson Land Surveyors; 5271 and 5311 30 Street NE; Boundary Adjustment/Subdivision in the ALR]

0396-2020

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: Agricultural Land Commission Application No. ALC-394 be authorized for submission to the Agricultural Land Commission.

CARRIED UNANIMOUSLY

5. Director of Engineering and Public Works – Purchase Recommendation for Replacement of Unit #30 Single Axle Dump/Plow Unit

0397-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the 2020 Budget contained in the 2020 – 2024 Financial Plan Bylaw be amended to reflect additional funding for the purchase of the 'Single Axle Dump/Plow Unit' in the amount of \$58,500.00, which includes the additional funds, PST, and miscellaneous costs for radio purchase, GPS, etc. reallocated from funds from the Equipment Reserve Fund;

AND THAT: Council approve the purchase of the replacement of Unit #30 – Single Axle Dump/Plow truck, from Fort Garry Industries for the quoted amount of \$220,551.00 plus taxes as applicable.

CARRIED UNANIMOUSLY

6. Director of Engineering and Public Works – Award Recommendation – Wharf Marina Dock Replacement

0398-2020

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: the 2020 Budget contained in the 2020 – 2024 Financial Plan Bylaw be amended to reflect additional funding required for the Dock Replacement at the Downtown Wharf in the amount of Two Hundred Thousand (\$200,000.00), which includes the additional funds to complete the entire area as quoted, hired QEP and contingencies reallocated from funds from the Wharf/Float – Major Maintenance;

AND THAT: Council award the Downtown Wharf Dock Replacement contract to Landmark Solutions Ltd. in accordance with the unit prices specified in their



**9. STAFF REPORTS – continued****6. Director of Engineering and Public Works – Award Recommendation – Wharf Marina Dock Replacement - continued**

proposal, in the amount of Six Hundred and Fifty Thousand Seven Hundred and Thirty Five (\$650,735.00), plus taxes as applicable.

CARRIED UNANIMOUSLY

**7. Director of Engineering and Public Works – Capital Projects Budget Amendments**

0399-2020

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding for the Marine Park Drive Parking Lot project in the amount of \$13,500.00. This amount to be transferred from the Gas Tax Source from the 1 Street SE Sidewalk project;

AND THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect a new Transportation project, the Lakeshore Road Repair project in the amount of \$23,500.00. \$8,500.00 to be transferred from General Revenue Source from the 1 Street SE Sidewalk project, and \$10,00.00 to be transferred from General Revenue Source from the Lakeshore Road Slope Stabilization Design project and \$5,000.00 to be transferred from Gas Tax Source from the 23 Street Sidewalk project;

AND THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect a new Transportation project, the 10 Avenue NW Road Repair project in the amount of \$19,000.00. This amount to be transferred from General Revenue Source from the 1 Street SE Sidewalk project;

AND THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect a new Transportation project, the Harbourfront Drive NE Sidewalk Replacement project in the amount of \$25,000.00. This amount to be transferred from General Revenue Source from the 1 Street SE Sidewalk project.

CARRIED UNANIMOUSLY

**8. Director of Engineering and Public Works – Project Award – Taxiway Charlie Edge Lighting**

0400-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: Council approve the award of the Taxiway Charlie Edge Lighting work to All Phase Electric Ltd., in accordance with their quote, in the amount of \$103,611.35 plus taxes as applicable;

AND THAT: Council approve the award of the Optional Works to upgrade the existing runway edge lighting, taxiway edge lighting and apron lighting to LED technology to All Phase Electric Ltd., in accordance with their quote, in the amount of \$72,249.17 plus taxes as applicable.

CARRIED UNANIMOUSLY

9. STAFF REPORTS – continued

9. Director of Engineering and Public Works – 75 Avenue NE Sanitary Upgrade Budget Amendment

0401-2020

Moved: Councillor Flynn

Seconded: Councillor Wallace Richmond

THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding for the 75 Avenue NE Sanitary Upgrade project in the amount of \$13,115.00, to be transferred from the Canoe Sanitary Relining 49-50 Street NE project.

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4401 [ZON-1179; Warden, E. & T.; 1270 52 Avenue NE; R-1 to R-8] – First and Second Readings

0402-2020

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4401 be read a first and second time;

AND THAT: final reading be withheld subject to confirmation that the proposed secondary suite in the existing single family dwelling meeting Zoning Bylaw and BC Building Code requirements.

CARRIED UNANIMOUSLY

2. City of Salmon Arm Zoning Amendment Bylaw No. 4403 [ZON-1180; Beck, S. & S.; 1021 17 Avenue SE; R-1 to R-8] – First and Second Readings

0403-2020

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4403 be read a first and second time.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Fee for Service Amendment Bylaw No. 4413 [Water and Sewer Rates] – First, Second and Third Readings

0404-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4413 be read a first, second and third time.

CARRIED UNANIMOUSLY

**11. RECONSIDERATION OF BYLAWS****1. City of Salmon Arm Council Procedure Amendment Bylaw No. 4408 - Final Reading**

0405-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Council Procedure Amendment Bylaw No. 4408 be read a final time.

CARRIED UNANIMOUSLY**12. CORRESPONDENCE****1. Informational Correspondence****1. B. Weicker - letter and petition dated August 6, 2020 - Public Safety on 10<sup>th</sup> Avenue SE - 400 Block thru 600 Block**

0406-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: B. Weicker's letter and petition dated August 6, 2020 regarding public safety on 10 Avenue SE be referred to the Traffic & Safety Committee.

CARRIED UNANIMOUSLY**8. E. Shipmaker - email dated August 17, 2020 - Lemonade stand for crosswalk**

0407-2020

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Council authorize the installation of a crosswalk on Lakeshore Road NE and 50<sup>th</sup> Avenue NE with the amount of \$700.00 to be funded from Council Initiatives pending review of staff recommendations to be brought forward at the September 14, 2020 Regular Council Meeting.

CARRIED UNANIMOUSLY**9. S. Hecker, Manager of Wellness Programs & Innovation, CMHA - Shuswap/Revelstoke - email dated August 14, 2020 - CMHA Event**

0408-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: Council authorize CMHA to conduct the 2020 Walk the Wharf for Hope, Help & Healing and to line the walkway of the Marine Peace Park wharf to the pier with lanterns from 6:00 p.m. to 9:00 p.m. on September 10, 2020 subject to the provision of adequate liability insurance and adherence to Provincial Health Guidelines.

CARRIED UNANIMOUSLY**13. NEW BUSINESS**

#### 14. PRESENTATIONS

1. Libby Jay Chisholm, Project Coordinator, Secwépemc Landmarks, Shuswap Trail Alliance and Shelley Witzky, Councillor, Adams Lake Indian Band - Secwépemc Landmark and Trail Sign Project

Libby Jay Chisholm, Project Coordinator, Secwépemc Landmarks, Shuswap Trail Alliance and Shelley Witzky, Councillor, Adams Lake Indian Band provided an overview of the Secwépemc Landmark and Trail Sign Project and were available to answer questions from Council.

0409-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Council authorize the installation of the Secwépemc Landmark Sculpture, as shown in the draft designs presented at the August 24, 2020 Regular Council meeting, in Marine Peace Park.

CARRIED UNANIMOUSLY

#### 15. COUNCIL STATEMENTS

#### 16. SALMON ARM SECONDARY YOUTH COUNCIL

#### 17. NOTICE OF MOTION

1. Councillor Lavery - Active Transportation Plan: Let's Move Salmon Arm

WHEREAS there are increasing opportunities and demands for Active Transportation for health, recreational, commuting and environmental reasons;

AND WHEREAS an updated comprehensive Active Transportation Plan is the best way for the community to renew a vision along with policies and actions to guide the development of safe, attractive and convenient active transportation options for people of all ages and abilities over the next 20 years;

AND WHEREAS COUNCIL allocated \$20,000 to establish an Active Transportation reserve in the 2020 budget year;

THEREFORE BE IT RESOLVED THAT a further Twenty Thousand dollars (\$20,000) be allocated to that reserve in the 2021 budget to leverage potential Active Transportation funding opportunities from other levels of government and for funding an Active Transportation plan as part of the upcoming OCP review.

2. Councillor Lavery - Food and Urban Agricultural Plan: Let's Grow Salmon Arm

WHEREAS Salmon Arm is an agricultural community that values farmland, food growers and producers as integral to a healthy food system, economy, and culture;

AND WHEREAS a Food and Urban Agricultural Plan would provide Salmon Arm with a coordinated approach for supporting agriculture and improved food security over the next



17. NOTICE OF MOTION - continued

2. Councillor Lavery - Food and Urban Agricultural Plan: Let's Grow Salmon Arm - continued

20 years including local farming and food processing as regional economic drivers, urban agriculture and access to locally grown and produced food:

AND WHEREAS Council allocated \$5,000 to establish and Food & Ag reserve in the 2020 budget year:

THEREFORE BE IT RESOLVED THAT a further \$7,500 be allocated to that reserve in the 2021 budget to leverage potential Food and Urban Agricultural Plan funding opportunities from other levels of government and for funding a Food and Urban Agricultural Plan as part of the upcoming OCP review.

3. Councillor Lavery - Affordable Housing Reserve

WHEREAS incentivizing attainable housing options across the full housing spectrum and obtaining future affordable housing grants will likely depend on further financial contributions from the City;

AND WHEREAS a Salmon Arm Community Housing Strategy that will highlight policy and financial options for sustainable funding of affordable housing will be developed shortly;

THEREFORE BE IT RESOLVED THAT Council add \$100,000 to the Affordable Housing Reserve in the 2021 fall budget process.

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

20. QUESTION AND ANSWER PERIOD

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

**21. ADJOURNMENT**

0410-2020

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting of August 24, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 4:43 p.m.

CERTIFIED CORRECT:

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CORPORATE OFFICER

---

MAYOR

Adopted by Council the day of \_\_\_\_\_, 2020.

## Item 7.1

**CITY OF SALMON ARM**Date: September 14, 2020

Moved: Councillor Lindgren

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee Meeting Minutes of September 8, 2020, be received as information.

**Vote Record**

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

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ 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 Council Chambers and by electronic means by Ministerial Order M192, on Tuesday, September 8, 2020.

### **PRESENT:**

Deputy Mayor S. Lindgren  
 Councillor K. Flynn (left the meeting at 8:10 a.m.)  
 Councillor T. Lavery (participated remotely)  
 Councillor L. Wallace Richmond (participated remotely)  
 Councillor C. Eliason (participated remotely)  
 Councillor D. Cannon

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

### **ABSENT:**

Mayor A. Harrison

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

Deputy Mayor Lindgren assumed the chair and called the meeting to order at 8:00 a.m.

#### **2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**

Deputy Mayor Lindgren read the following statement: "We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together."

#### **3. REVIEW OF THE AGENDA**

Item 3. and Item 4. will be considered ahead of Item 1. and Item 2.

#### **4. DISCLOSURE OF INTEREST**

Councillor Flynn declared a conflict with Items 1. and 2. as the applicants are clients of his firm.



**5. REPORTS****3. Zoning Amendment Application No. ZON-1185 [Zwicker, M. & M.; 2790 30 Avenue NE; R-1 to R-8]**

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13254, Except Plan 35839 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

CARRIED UNANIMOUSLY

**4. Agricultural Land Commission Application No. ALC-396 [Alibhai, A. & G./Jamal, Z./Dharamsi, T.; Non-Adhering Residential Use]**

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that that Agricultural Land Commission Application No. ALC-396 be authorized for submission to the Agricultural Land Commission.

A. Alibhai, the applicant outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict and left the meeting at 8:10 a.m.

**1. Zoning Amendment Application No. ZON-1181 [Tegart, J. & K.; 2630 30 Avenue NE; R-1 to R-8]**

Moved: Councillor Cannon

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 A, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13562 from R-1 (Single Family Residential) to R-8 (Residential Suite Zone).

J. & K. Tegart, the applicants, were available to answer questions from the Committee.

CARRIED UNANIMOUSLY

**2. Development Variance Permit Application No. VP-519 [Tegart, J. & K.; 2630 30 Avenue NE; Setback requirements] [See Item 5.1 for Staff Report]**

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. 519 be authorized for issuance for

5. REPORTS – continued2. Development Variance Permit Application No. VP-519 [Tegart, J. & K.; 2630 30 Avenue NE; Setback requirements] [See Item 5.1 for Staff Report] - continued

Lot A, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13562 to vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 13.7.2 – R-8 Residential Suite Zone – increase the maximum height of an accessory building containing a detached suite from 7.5 m (24.6 ft) to 9.6 m (31.5 ft);
2. Section 13.14.1 – R-8 Residential Suite Zone – reduce the minimum setback from a front parcel line from 6.0 m (19.7 ft) to 2.5 m (8.2 ft) for an accessory building containing a detached suite; and
3. Section 13.14.3 – R-8 Residential Suite Zone – reduce the minimum setback from an interior parcel line from 2.0 m (6.5 ft) to 1.0 m (3.3 ft) for an accessory building containing a detached suite.

J. Tegart, the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

6. PRESENTATIONS7. FOR INFORMATION8. CORRESPONDENCE9. ADJOURNMENT

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee meeting of September 8, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:21 a.m.

\_\_\_\_\_  
Deputy Mayor Sylvia Lindgren  
Chair

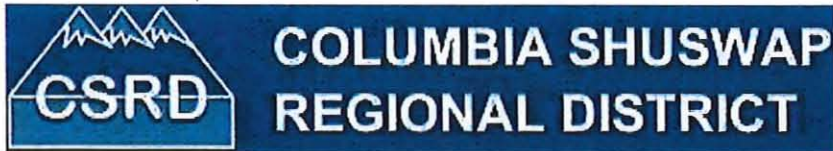
Minutes received as information by Council  
at their Regular Meeting of \_\_\_\_\_, 2020.

## Item 8.1

**CITY OF SALMON ARM**Date: September 14, 2020**Board in Brief – August, 2020****Vote Record**

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

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond


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## #YourCSRD - August 2020

August 2020



Web version

## Highlights from the Regular Board Meeting

### Delegations

#### Ministry of Environment & Climate Change Strategy (MOECCS), Compliance Division

Cassandra Caunce, Director, Authorizations South, and Brady Nelles, Director of Compliance and Enforcement, attended remotely to provide Directors an overview of the Ministry's process and compliance program. The Board expressed a desire to have a more in-depth discussion on the topic of landfill compliance and the ministry representatives agreed. Arrangements will be made for a meeting at a date to be determined.



#### Columbia Basin Boundary Economic Development Practitioners Network - Kootenay Boundary Economic Recovery Priorities



Gerri Brightwell, Regional Manager for Central/East Kootenay, along with other Economic Development practitioners from Golden and Revelstoke presented some of the economic recovery priorities of the region.

## Correspondence

### CSRD Nominee to Columbia Basin Trust Board of Directors

The Board nominated Ron Ozust, Area A Alternate Director, as the CSRD nominee to the Columbia Basin Trust Board of Directors.

### Request to CSRD Board for Public & Media Q&A Period during Regular Board Meetings (July 23, 2020)

The Board received an email from Aaron Orlando of Revelstoke Mountaineer Magazine requesting the CSRD Board create a public question and answer period on the agenda for Regular Board Meetings. The Board directed staff to come up with guidelines for them to review at the next Regular Meeting. [View email](#).

## Business General & Business by Area

### Solid Waste and Recycling - Authorizations and Compliance, Update

The Board received an update from Ben Van Nostrand, Team Leader, Environmental Health Services on landfill authorizations and compliance. [View presentaion](#).

### Current Water Quality - Algae Bloom - Shuswap Lake

The Board heard a report from Hamish Kassa, Environmental Services Coordinator regarding a significant, but non-toxic, algae bloom in the Salmon Arm of Shuswap Lake. Directors discussed Communications to the public from Interior Health and the CSRD's role in these communications. Also discussed was the discontinuation of regular water testing of tributaries and lake water conducted by the Ministry of Environment (MOE). A motion was made to direct staff to develop a policy that identifies the CSRD's role in response to algae blooms in the area. Directors also approved a motion to ask the MOE to resume water testing and inquire about what actions the ministry will be taking as a result of this algae bloom. [View presentation](#).

### CSRD Policy F-36 Continuation of Benefits

The Board endorsed this policy with regards to staff benefits and approved its inclusion into the CSRD Policy Manual. [View report](#). [View policy](#).

### Extend Date for CSRD Employees - Return to Work

Due to a recent uptick in COVID-19 infections, the Board agreed to extend the phase-in-period for CSRD employees to return to work at the Administration Building on a full-time

basis from August 31, 2020 until November 30, 2020. **[View press release.](#)**

#### **Holding of Non-Essential Meetings**

The Board agreed to continue to cancel non-essential meetings, giving the Chief Administrative Officer, or designate, the authority to declare meetings essential. Staff were also directed to create a protocol to allow for the resumption of non-essential meetings in the near future. **[View press release.](#)**

#### **Grant-in-Aid Requests**

The Board approved a series of grant-in-aid requests. **[View report.](#)**

#### **Sicamous and District Recreation Centre Building Improvement Projects**

The Board authorized an additional expenditure from the Sicamous and District Recreation Centre capital reserve fund to a maximum amount of \$100,000, including taxes, to construct a new covered walkway entrance structure and to complete washroom, dressing room and countertop upgrades. **[View report.](#)**

#### **Director Eliason - Request Board Support for Letter to Ministry of Transportation & Infrastructure re: Shaw Road Extend Paving**

A majority of CSRD Directors voted to send a letter of support to the Ministry of Transportation and Infrastructure with regards to the continuation of paving on Shaw Road. Director Eliason made the request, noting the project would extend paving work already scheduled for the area. He also informed the Board that the owners of Shuswap National Golf Course have indicated they would be willing to make a financial contribution towards the paving.

#### **Malakwa Fire Suppression Service Area Reserve Budget Reallocation Request**

The Board authorized the reallocation of \$10,000 within the Malakwa Fire Department 2020 Five Year Financial Plan to cover additional costs for siding and roofing replacement at the Malakwa Fire Hall Building. **[View report.](#)**

#### **Electoral Area F Park Projects Budget Update**

The Board approved the reallocation of \$30,000 within the Electoral Area F 2020 Five Year Financial Plan to cover additional costs for erosion mitigation works at St. Ives Community Park and park improvements at Don Fink Community Park. **[View report.](#)**

#### **Falkland Fire Suppression Service Area Amendment**

The Board approved three readings of a bylaw which would add nine properties to the Falkland Fire Service Area. While a petition process won't be finished until August 27, 2020, the Board agreed to give three readings to the bylaw at this time so final reading of



the bylaw would meet Provincial taxation deadlines. Should the petition fail, the bylaw will be rescinded. [View report.](#)

### **Board and Committees Procedure Bylaw**

The Board approved recommendations to remove redundancies in the bylaw and also include COVID-19 considerations regarding electronic participation. [View report.](#)



## **LAND USE MATTERS**

### **Business General**

#### **Electoral Areas C & E Housing Needs Report**

Following a presentation from Gerald Christie, Manager Development Services, and Brendan Dawe, Urbanics Consultants Ltd., the Board received the report, which will be used to guide future policy in those two Electoral Areas. [View Board report.](#) [View Housing Needs Report.](#)

### **Development Permits (DPs), Temporary Use Permits (TUPs) & Development Variance Permits (DVPs)**

#### **Electoral Area F: Temporary Use Permit No. 830-06 (Simpson)**

The subject property is located at 2811 Simpson Road in Lee Creek of Electoral Area F and is zoned CR – Country Residential. The CR zone does not permit agriculture. The applicant is applying for a three-year Temporary Use Permit to allow agriculture to be the principal use on the subject property including placing a barn, open shelter, and storage shed, and rearing up to 50 sheep, 40 chickens, and five goats on the subject property. The Board approved the TUP with the condition that issuance be withheld until the proposed

barn, open shelter, and storage shed receive issuance of the Hazardous Lands Development Permit. **[View report.](#)**

#### **Electoral Area A: Development Variance Permit No. 641-38 (Schweizer)**

The subject property is located at 891 McBeath Road, Nicholson. The applicants are applying to waive the requirement of Subdivision Servicing Bylaw No. 641 by varying the size of a parcel which may be subdivided without connection to community water and sewer services. They are also applying to waive the requirement that confirms the on-site disposal requirements of the Sewerage System Regulations of the Public Health Act can be satisfied for eight septic systems. In addition, the applicants want to waive the requirement that confirms each independent on-site water system must be capable of providing, year round, at least 2,275 litres of potable water per day that includes a residential dwelling unit. Due to concerns with parcel size, water services and sewage disposal, the Board denied the application. **[View report.](#)**

#### **Electoral Area C: Development Variance Permit No. 701-105 (Shuswap West Ventures)**

The subject property is located at 2715 Golf Course Drive in Blind Bay. The owner was issued a building permit for the construction of a new single family dwelling on Strata Lot 26. It was not until construction was completed that the building department received the building location certificate and was shown that the single family dwelling had been constructed slightly north, which resulted in setback encroachments. The owner is requesting setback variances for the single family dwelling for Lot 26. The applicant has also submitted a development variance permit application for the other lots in the Autumn Ridge subdivision. The requested variances would allow the eaves to encroach to within 0.6 m of interior side parcel lines. The Board approved issuance of the DVP. **[View report.](#)**

#### **Electoral Area C: Development Variance Permit No. 701-100 (Short)**

The subject property is located at 3655 McBride Road in Blind Bay. A pool house and the attached roof overhang, which is currently under construction, has been built within setbacks. Three types of retaining walls that support a concrete deck were built along the west and south interior side parcel lines in 2009 in the required setbacks. Variances are required to bring the property into compliance. The Board approved the DVP with the condition that issuance be withheld until the subject property receives issuance of a Hazardous Lands Development Permit. **[View report.](#)**

## **Zoning, OCP and Land Use Amendments**

#### **Electoral Area D: Ranchero/ Deep Creek Zoning Bylaw Amendment (Parker-Woods) Bylaw No. 751-01**

The owner of the property at 5192 Highway 97B, Ranchero, has made an application for a site specific regulation to permit two dwelling units on the property. The installation of a new septic system and the approval from the Ministry of Transportation and Infrastructure were required prior to the bylaw being adopted. Those conditions have now been met and the Board voted to adopt the bylaw. **[View report.](#)**



### **Electoral Area E: Electoral Area E Official Community Plan Bylaw No. 840**

Bylaw No. 840 sets out policies and land use designations that are intended to guide future growth in the Electoral Area. The proposed Bylaw No. 840 will replace the land use policies for areas in Electoral Area E currently covered by Bylaw No. 2000 and will introduce new OCP policies for the remainder of the Electoral Area (extending from Malakwa to just east of Three Valley Lake). Bylaw No. 840 will also introduce seven Development Permit Areas (DPAs) to address hazardous areas, foreshore and riparian areas, and the form and character of new multi-family & intensive residential, commercial and resort developments. The Board rescinded first reading of an earlier version of the bylaw and approved first reading of the updated bylaw. It will now be referred to other government agencies and First Nations for comment. A public engagement process will also be initiated. **[View report.](#) [View draft OCP.](#) [View press release.](#)**

## **NEXT BOARD MEETING**

The Regular CSRD Board Meeting will be held Thursday, September 17, 2020 at 9:30 AM at the CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

Due to COVID-19 physical distancing provisions, a maximum number of six citizens will be allowed to be in attendance on a first come, first served basis (no reservations).

Protocols to protect the health and well being of the public, staff and Directors will be in place.

Residents can also watch the live-stream version on the Zoom platform. Information on how to register will be available on the Events tab of the CSRD website as of September 11, 2020.



Columbia Shuswap Regional District  
555 Harbourfront Drive NE, PO Box 978  
Salmon Arm, BC V1E 4P1  
**[www.csr.bc.ca](http://www.csr.bc.ca) | 250.832.8194**

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**[Unsubscribe](#)**



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Item 9.1

## CITY OF SALMON ARM

Date: September 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: Agricultural Land Commission Application No. ALC-396 be authorized for submission to the Agricultural Land Commission.

[Alibhai, A. & G./Jamal, Z./Dharamsi, T.; Non-Adhering Residential Use]

### Vote Record

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

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

# CITY OF SALMON ARM

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To: His Worship Mayor Harrison and Council

Date: August 21, 2020

Subject: Agricultural Land Commission Application No. ALC-396  
Non-Adhering Residential Use – Additional Residence for Farm Use

Legal: Lot 1, Section 16, Township 20, Range 10, W6M, KDYD, Plan 35406, Except Plan EPP65871

Civic: 250 - 40 Street (TCH) SW

Owners: Aryn Alibhai, Gulbanu Alibhai, Zainab Jamal, Tasnim Dharamsi

Agent: Aryn Alibhai

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## MOTION FOR CONSIDERATION

**THAT: Agricultural Land Commission Application No. ALC-396 be authorized for submission to the Agricultural Land Commission.**

---

## STAFF RECOMMENDATION

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

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## PROPOSAL

The subject property is located at the intersection of 1<sup>st</sup> Avenue SW and 40 ST (TCH) SW as shown in Appendices 1 and 2. The subject property is approximately 2.9 ha in size. The site includes a chicken egg producing farm operation, a Single Family Dwelling (164.9m<sup>2</sup>/1776ft<sup>2</sup>) and a modular unit (142m<sup>2</sup>/1539 ft<sup>2</sup>) that are both used to house farm help. The subject property is entirely within the Agricultural Land Reserve (ALR) as shown on Appendix 3. The applicant is proposing a secondary suite addition to the modular unit constructed in 2013. Under the current Agricultural Land Commission application process, this requires the applicant to apply for a Non-Adhering Residential Use – Non-Adhering Accommodation on the subject property. The proposed site plan is attached as Appendix 4.

## BACKGROUND

The subject property is designated Acreage Reserve in the Official Community Plan (OCP), outside the Urban Containment Boundary (UCB), and the property is zoned CD-15 (Comprehensive Development Zone – 15) as shown on Appendices 5 and 6. Adjacent zoning and land uses include the following:

North: City Boundary/IR Land  
 South: Rural Holding (A-2) – Single Family Dwelling and Agricultural Land  
 East: Light Industrial (M-2) – Northwest Industrial Area  
 West: Rural Holding (A-2) – Single Family Dwelling and Agriculture

The property was rezoned from A-2 (Rural Holding) to CD-15 (Comprehensive Development Zone – 15) in 2013 in order to permit the construction of a second dwelling for farm help. The CD-15 zone provides for "the development of intensive agricultural operations requiring an additional dwelling use for farm use". With regard to residential units, the zoning permits a single family dwelling, a secondary suite and a unit for farm help provided the property is over 3.0ha in area. It should be noted that in 2017 the site was the subject of a Land Expropriation process initiated by the Ministry of Transportation and Infrastructure. Due to land dedications required for highway improvements road the resulting area created a non-conforming parcel

with regard to parcel area. This scenario is contemplated under Section 4.18 of the Zoning Bylaw, which considers that structures on lands in this situation are "deemed to be conforming to the requirements" of the zone.

#### Agricultural Land Commission Act (ALCA)

The purpose of the Agricultural Land Commission (ALC), pursuant to the ALCA, is to "preserve agricultural land", encourage farming on agricultural land in collaboration with communities and to encourage local governments and its agents to enable and accommodate farm use of agricultural land and uses compatible with agriculture in their plans, bylaws and policies". Specifically, when the ALC is considering if a non-adhering residential use is necessary for, or supportive of, farm use; the ALC has consistently considered residential uses based on the current level of agriculture on the property (e.g. intensive agricultural operations), number of people involved in agriculture on the property (i.e. most or all of the people in the residences are involved with agriculture on the property) and minimizing the loss of arable land (i.e. size and siting of residence)

Secondary suites and residential accommodations for farm help or owners are addressed under the ALCA and the ALR Use Regulations. ALR Use Regulation permits one secondary suite only and the unit is to be located in the principle residence. Further, pursuant to the ALCA, a principle residence may not exceed 500m<sup>2</sup> (5381.9ft<sup>2</sup>), Additional Residences should not be more than 1000m<sup>2</sup> (10763.9ft<sup>2</sup>). The proposed suite is approximately 62m<sup>2</sup> (673 ft<sup>2</sup>) addition to the existing 142m<sup>2</sup> (1539 ft<sup>2</sup>) modular unit, under the permitted area for Additional Residences. The applicant has stated to the ALC that the two buildings are occupied by the Assistant Manager and Farm Manager, respectively. The proposed Secondary Suite would be occupied by additional farm help (see Appendix 2). Appendix 7 is the Non-adhering Residential Accommodation application as submitted by the applicant to the ALC.

The ALC also considers the Improved Soil Classification in their deliberation of the proposal. The subject property has the Improved Soil Capability Rating of Class 3 as shown on Appendix 8. 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.

#### PLANNING DEPARTMENT COMMENTS

In supporting agricultural operations and Secondary Suites in designated Rural areas, the City of Salmon Arm Official Community Plan Bylaw No. 4000 (OCP) supports the proposal in the following sections:

7.3.15 – A second dwelling for farm help may be supported on a parcel subject to zoning and ALC regulations, where the type and scale of agricultural use on the parcel requires a second family to reside on the parcel. In determining the need of a second dwelling, the City may seek advice from the ALC and/or require an application to the ALC.

7.3.16 – Either a conventional secondary suite contained within a dwelling or a detached suite is supported as an accessory residential use in the Acreage Reserve, Salmon Valley Agriculture and Forest Reserve designations.

Further to the OCP polices the City of Salmon Arm, the site specific CD-15 zone in the Zoning Bylaw 2303, 1995 allows for a second dwelling on parcels greater than 3.0 ha (7.4 ac) provided the unit is part of the residence identified as that Single Family Dwelling (see Appendix 9). The zone allows for a Single Family Dwelling, Secondary Suite and a residential unit for farm help. The maximum floor area for a Secondary Suite is 90m<sup>2</sup> (968.8 ft<sup>2</sup>). The proposed secondary suite is 62m<sup>2</sup> (673 ft<sup>2</sup>). Given that there is an existing Single Family Dwelling and an additional residence for farm help, should the Secondary Suite be supported by the ALC it would be the last permitted residential unit permitted on the property under the CD15 zone.

The Engineering Department has reviewed the application and responded that there are no concerns as the road frontage upgrades will be completed by MOTI under the TCH upgrade project currently underway adjacent to the site.

AGRICULTURAL ADVISORY COMMITTEE (AAC)

With committees inactive due to the COVID-19 pandemic and the on-going process of establishing committee members the Agricultural Advisory Committee (AAC), the application was not referred to the Agricultural Advisory Committee (AAC) and the committee have not convened to review this application.

CONCLUSION

Given the support for Secondary Suites for farm help in the Official Community Plan and the permitted uses of the CD – 15 - Comprehensive Development Zone 15 staff are supportive of this application and recommend this application be forwarded on to the ALC for consideration.

With regard to next steps, should the ALC application be successful the applicant could then apply for a Building Permit.



Prepared by: Melinda Smyrl, MCIP, RPP  
Planner



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

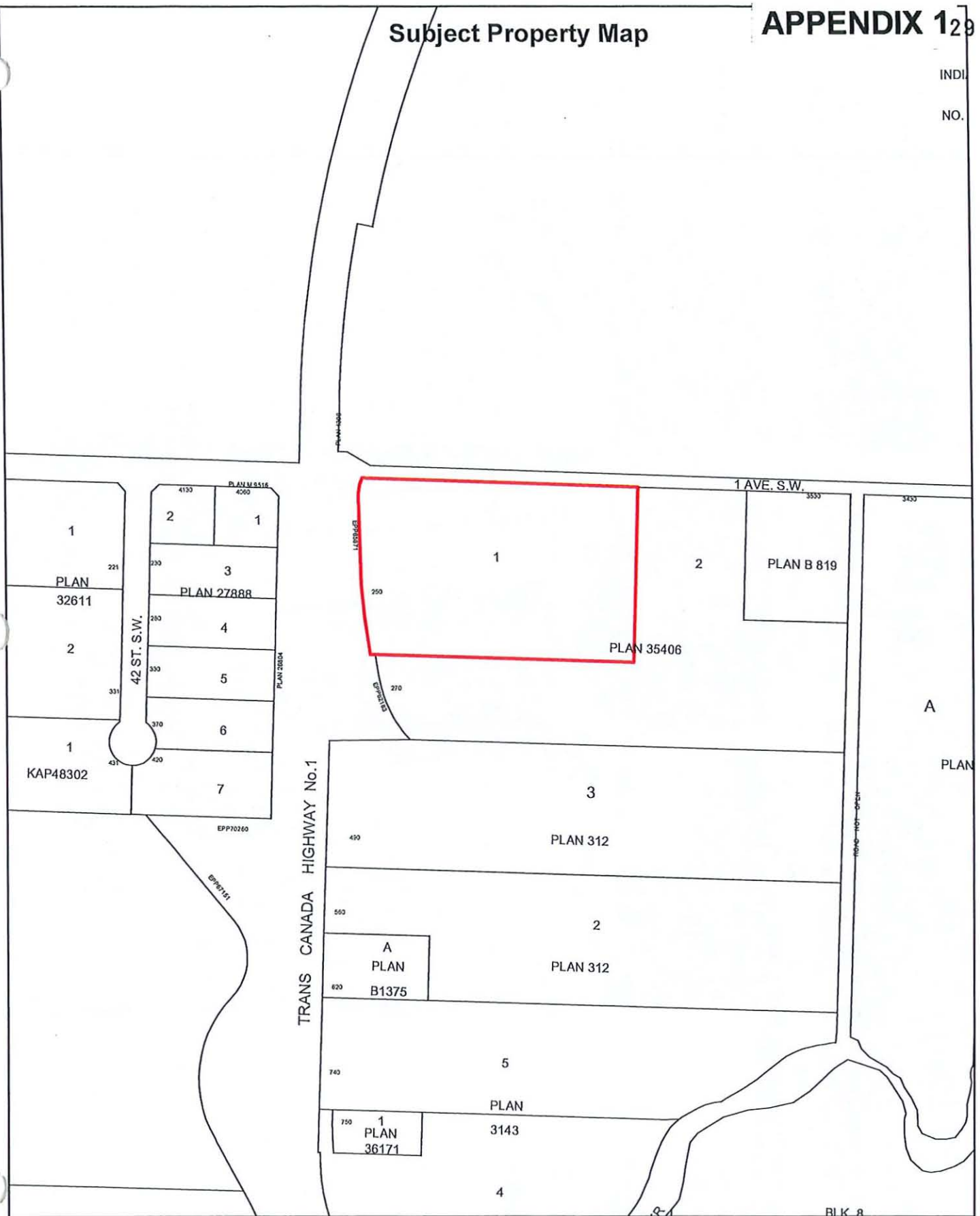


# Subject Property Map

APPENDIX 129

INDI

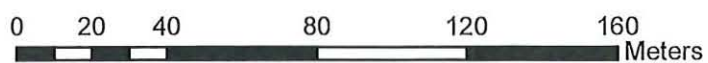
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 Subject Property

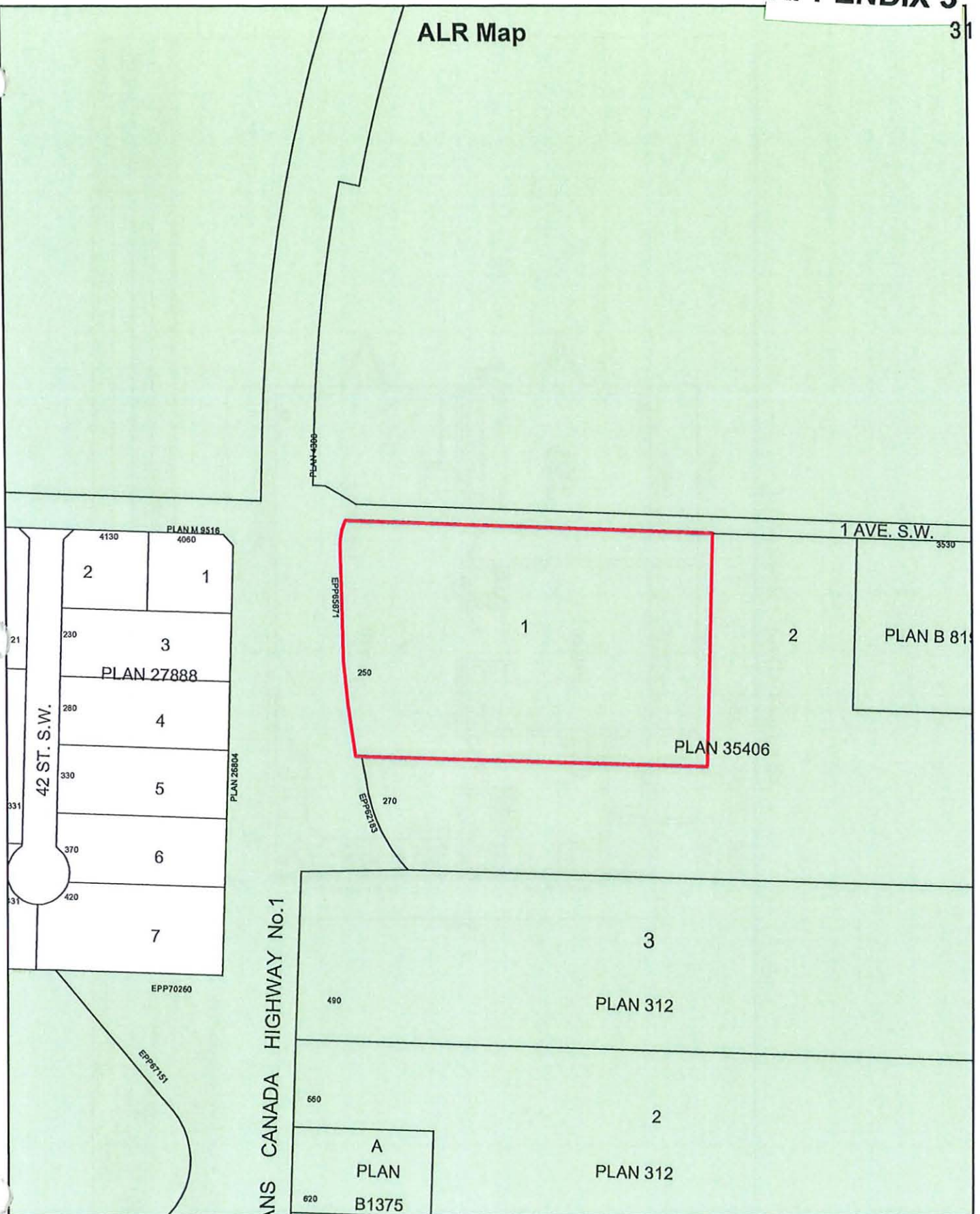




Subject Property



ALR Map



0 30 60 120 180 240 Meters

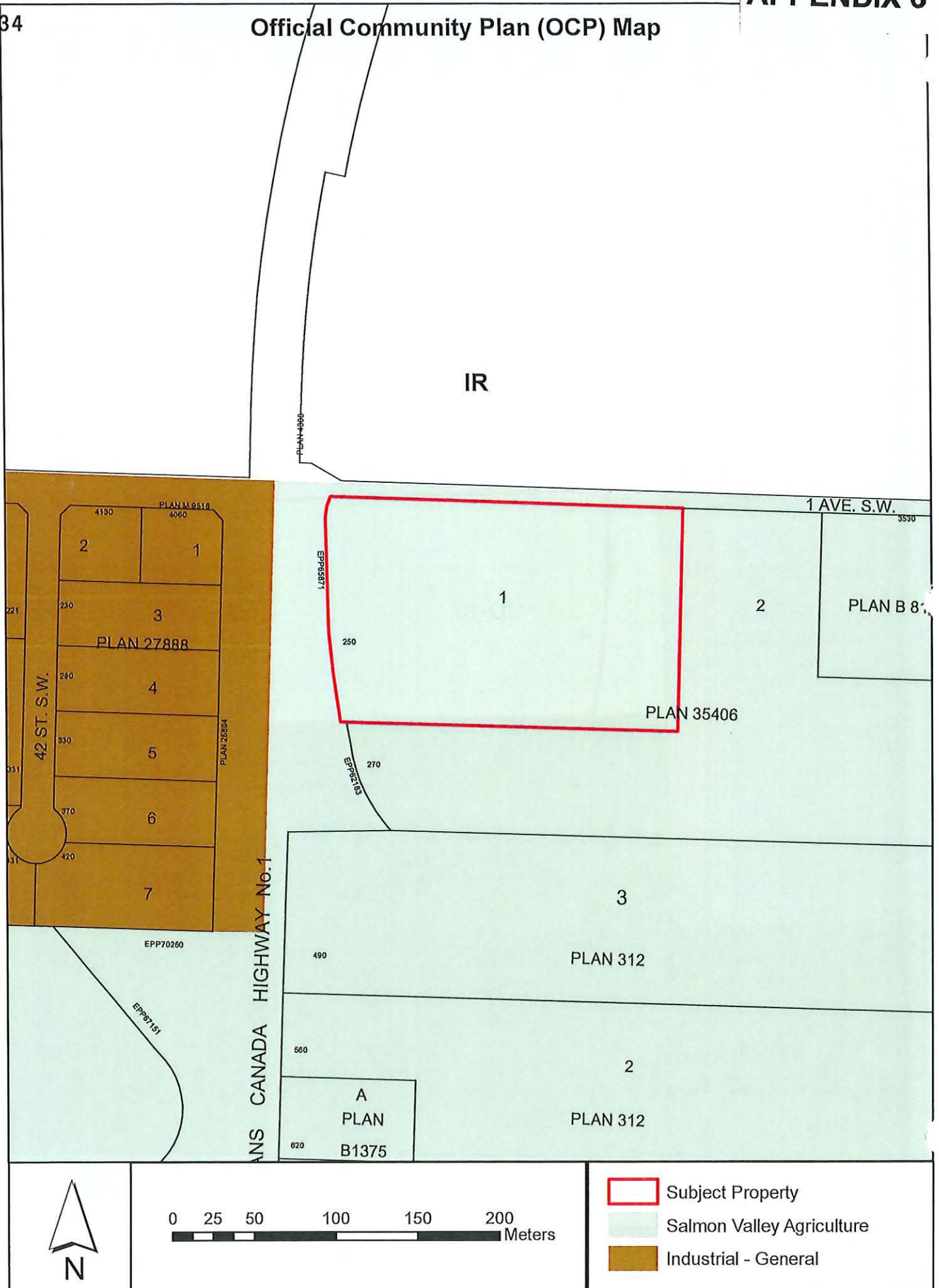
Subject Property  
 ALR







Official Community Plan (OCP) Map



# Provincial Agricultural Land Commission - Applicant Submission

**Application ID:** 61024

**Application Status:** Under LG Review

**Applicant:** Amyn Alibhai , Gulbanu Alibhai , Zainab Jamal , Tasnim Dharamsi

**Agent:** Amyn Alibhai

**Local Government:** City of Salmon Arm

**Local Government Date of Receipt:** 07/31/2020

**ALC Date of Receipt:** This application has not been submitted to ALC yet.

**Proposal Type:** Non-Adhering Residential Use - Non-Adhering Accommodation

**Proposal:** The purpose of this application is to seek approval of a Secondary Suite.

The property is subject to the City of Salmon Arm Zoning Bylaw No. 2303 and is zoned CD-15. Two existing dwellings are on the property, and subject to ALC approval, a "secondary suite" would be permitted.

This is a commercial layer egg farm, entailing the following activities:

36,500 laying hens raised in a conventional/classic production system

7,400 free run brown laying hens

7,200 free run brown laying hens

In addition, there are 3 cycles per year of pullets which are raised:

Two pullet flocks are each 36,500. One flock is for this farm (Zaitamyn Poultry) and the other flock is grown for a layer farm in Kamloops.

The third pullet flock is 28,000 and grown for another layer farm in Kamloops.

There are also 2 cycles of free run brown pullets raised for Zaitamyn every year.

On daily basis, egg collection of approximately 4,000 dozen or 48,000 eggs need to be completed. Prior to each collection, all the barns have to be checked for feed availability, mortality, air quality, temperature, equipment working order, water availability, and ensuring egg lines are clear from obstruction. In addition, daily general duties of mechanical repair, fly control, pest control and manure management also have to be carried out.

To add to all of these daily tasks, there is also big responsibility in raising the pullets. There are additional factors of proper heating, adequate ventilation, weight management and vaccination administration that also have to be considered. When one is dealing with livestock on a daily basis, it is critical to have the right support in place at all times 24/7.

This is an intensive egg layer operation with many labour challenges and industry compliance standards. Given the evolving nature of the agri-food industry and push towards local product, we require the extra farm labour support in order to remain viable and effective.

Looking after 85,000 birds on an ongoing basis requires a lot of capital resources, but more importantly the correct human resources. Our industry is more than ever under government and public scrutiny for proper animal welfare and food safety protocols. We strongly believe having the extra labour living on farm will assist us in meeting or exceeding all industry requirements .

**Applicant:** Amyn Alibhai . Gulbanu Alibhai . Zainab Jamal . Tasnim Dharamsi

## Current Use of Parcels Under Application

### 1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).

*This is a commercial layer egg farm, entailing the following activities:*

*36,500 laying hens raised in a conventional/classic production system*

*7,200 free run brown laying hens*

*7,400 free run brown laying hens*

*36500 white pullets grown*

*7200-7500 brown pullets grown*

### 2. Quantify and describe in detail all agricultural improvements made to the parcel(s).

*Chain link fencing installed on west perimeter along with 2 chain link gates in Oct 2018.*

*Wildlife fence installed on north and east perimeter with gate in Oct 2019.*

*Temporary fencing installed on south perimeter with permanent gate in 2018. This is only until the MOTI complete the highway project. At that time, permanent chain link or solid fencing will be installed.*

*130 cedar trees were planted along west and south perimeter in May 2020*

*The layer and pullet barns are continually being updated.*

*More details can be provided on construction and renovations upon request.*

### 3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).

*No non-agricultural activity*

## Adjacent Land Uses

### North

**Land Use Type:** Residential

**Specify Activity:** single-family dwelling

### East

**Land Use Type:** Agricultural/Farm

**Specify Activity:** Hay farming

### South

**Land Use Type:** Transportation/Utilities

**Specify Activity:** Highway

### West

**Land Use Type:** Transportation/Utilities

**Specify Activity:** Road

**1. What is the purpose of the proposal?**

*The purpose of this application is to seek approval of a Secondary Suite.*

*The property is subject to the City of Salmon Arm Zoning Bylaw No. 2303 and is zoned CD-15. Two existing dwellings are on the property, and subject to ALC approval, a "secondary suite" would be permitted.*

*This is a commercial layer egg farm, entailing the following activities:*

*36,500 laying hens raised in a conventional/classic production system*

*7,400 free run brown laying hens*

*7,200 free run brown laying hens*

*In addition, there are 3 cycles per year of pullets which are raised:*

*Two pullet flocks are each 36,500. One flock is for this farm (Zaitamyn Poultry) and the other flock is grown for a layer farm in Kamloops.*

*The third pullet flock is 28,000 and grown for another layer farm in Kamloops.*

*There are also 2 cycles of free run brown pullets raised for Zaitamyn every year.*

*On daily basis, egg collection of approximately 4,000 dozen or 48,000 eggs need to be completed. Prior to each collection, all the barns have to be checked for feed availability, mortality, air quality, temperature, equipment working order, water availability, and ensuring egg lines are clear from obstruction. In addition, daily general duties of mechanical repair, fly control, pest control and manure management also have to be carried out.*

*To add to all of these daily tasks, there is also big responsibility in raising the pullets. There are additional factors of proper heating, adequate ventilation, weight management and vaccination administration that also have to be considered. When one is dealing with livestock on a daily basis, it is critical to have the right support in place at all times 24/7.*

*This is an intensive egg layer operation with many labour challenges and industry compliance standards. Given the evolving nature of the agri-food industry and push towards local product, we require the extra farm labour support in order to remain viable and effective.*

*Looking after 85,000 birds on an ongoing basis requires a lot of capital resources, but more importantly the correct human resources. Our industry is more than ever under government and public scrutiny for proper animal welfare and food safety protocols. We strongly believe having the extra labour living on farm will assist us in meeting or exceeding all industry requirements.*

**2. Describe any agri-tourism that is currently taking place on the property.**

*No agri-tourism activities*

**3. What is the total floor area of the proposed accommodation in square metres?**

*69.7 m<sup>2</sup>*

**4. How many "sleeping units" in total are proposed?**

*2*

**5. Describe the rationale for the proposed location of the accommodation.**

*The proposed location of the Secondary Suite will be attached on the north side of the existing modular home.*

*From Section 2 Definitions as per the City of Salmon Arm, a Secondary Suite is a "dwelling unit" which is accessory to the principal "dwelling unit". As part of the criteria, the proposed unit will:*

- will have a separate entrance
- will meet the floor space requirements
- will integrate as part of the building and have a common wall with the principal dwelling unit
- will be located within a building of residential occupancy containing only one other dwelling unit

*In addition, the location will also be such which will allow easy installation of a septic system.*

**6. Describe the size, type and number, as well as occupancy of all residential structures currently located on the property.**

*There are 2 existing residential structures on the property:*

*1. Farm Manager's dwelling*

- occupied by the farm manager and his family
- built in 2009
- single story 4 bedroom rancher
- 1776 sq ft

*2. Assistant Manager dwelling (modular home)*

- occupied by assistant manager and his family
- installed in 2013 on blocks
- single story 4 bedroom modular home
- 1539 sq ft

**7. Describe any agri-tourism accommodation or tourist accommodation currently located on the property.**

*There are no agri-tourism or tourist accommodations on the property.*

**8. Does the proposal support agriculture in the short or long term? Please explain.**

*We believe the primary benefit the proposal will achieve is long term support for agriculture. Zaitamyn Poultry Inc is one of the largest egg layer farms in the interior of BC. With the addition of a Secondary Suite, we are confident we will be able to attract the right labour to support our long term viability and growth.*

*The farm is a direct economic driver in the community, provides full time jobs, year round work to contractors, chicken catchers, transport companies, a supplier of product to the primary distributor of shell eggs in BC, and sources feed and grains from a local feed supplier.*

*The egg industry has evolved considerably over the last decade. It has grown and continues to hold opportunities if farmers are willing to adapt and make the necessary changes on farm. For example, the industry is in the midst of transitioning from conventional production systems to fully enriched colony systems and/or cage free production systems. This will result in significant capital outlay and increased pressure on additional labour to manage these more complex systems, meet the animal welfare guidelines, and ensure high food safety standards. It is our plan to transition into a fully enriched system in the next 18-24 months.*

*We strongly believe the Secondary Suite will facilitate the labour necessary to operate the farm on a long term basis, which in turn, will support growth and provide stability in the agriculture industry locally and provincially.*

**9. What is the total area of infrastructure necessary to support the proposed accommodation?**

*A septic system will be required to accommodate the secondary dwelling consisting of 1000 lgal two chamber septic tank, along with the installation of a 3m x 22m long at grade seepage bed.*







**10. Do you need to import any fill be required to construct the accommodation?**



# IMPROVED SOIL CLASSIFICATION MAP



0 35 70 140 210 280 Meters

	Subject Property		CLASS 2		CLASS 4
	CLASS 3		CLASS 3		CLASS 4
			CLASS 6		

**Purpose**

- 53.1 The CD-15 Zone is intended to provide for the development of intensive agricultural operations requiring an additional dwelling for farm use. The CD-15 Zone will only be considered where it is demonstrated there is a legitimate need for an additional dwelling for farm help based on the size and type of farm operation and other relevant factors, including 'farm' classification under the Assessment Act.

**Regulations**

- 53.2 On a parcel zoned CD-15, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the CD-15 Zone or those regulations contained elsewhere in this Bylaw.

**Permitted Uses**

- 53.3 The following uses and no others are permitted in the CD-15 Zone:

- .1 *agriculture;*
- .2 *bed and breakfast*, limited to three let rooms;
- .3 *boarders*, limited to two;
- .4 *equestrian facility;*
- .5 *equestrian facility campsite;*
- .6 *family childcare facility;*
- .7 *group childcare;*
- .8 *home occupation;*
- .9 *intensive agriculture*
- .10 *kenel;*
- .11 *outdoor recreation;*
- .12 *public use;*
- .13 *public utility;*
- .14 *secondary suite;*
- .15 *silviculture;*
- .16 *single family dwelling;*
- .17 *accessory use*, including the retail sale of agricultural products produced on the parcel.

**Maximum Number of Single Family Dwellings**

- 53.4
- .1 The maximum number of *single family dwellings* shall be one (1) per parcel.
  - .2 On parcels 3.0 hectares (7.4 acres) or larger in area, a second dwelling is permitted provided the second dwelling is used for farm help and is a mobile home. The second dwelling shall be for the exclusive use of a person employed full-time to work on the farm and, where applicable, shall comply with the provisions of the Agricultural Land Commission Act and amendments thereto. The property owner will register a covenant pursuant to Section 219 of the Land Title Act acknowledging that the second dwelling is to be for the exclusive use of a person employed full-time to work on the farm and that the second dwelling will be removed from the parcel if it is no longer required for farm use.

**Maximum Height of Residential Buildings**

- 53.5 The maximum *height* of a residential *building* shall be 10.0 metres (32.8 feet).

**Maximum Height of Accessory Buildings**

- 53.6 The maximum *height* of accessory *buildings* shall be 12.0 metres (39.4 feet).

**Minimum Parcel Size**

- 53.7 The minimum *parcel* size shall be 8.0 hectares (19.8 acres).

**Minimum Parcel Width**

- 53.8 The minimum *parcel width* shall be 150.0 metres (492.1 feet).

**Minimum Setback of Principal and Accessory Buildings Intended to Accommodate Non-Agricultural Uses**

53.9 The minimum *setback* of *principal* and *accessory buildings* intended to accommodate non-agricultural uses from the:

- |    |                                                                       |                        |
|----|-----------------------------------------------------------------------|------------------------|
| .1 | <i>Front parcel line</i> shall be                                     | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> shall be                                      | 6.0 metres (19.7 feet) |
| .3 | <i>Interior side parcel line</i> shall be                             | 3.0 metres (9.8 feet)  |
| .4 | <i>Exterior side parcel line</i> shall be                             | 6.0 metres (19.7 feet) |
| .5 | Refer to Section 4.9 for "Special Building Setbacks" which may apply. |                        |

**Minimum Setback of Buildings or Structures Intended to Accommodate Agricultural Uses**

53.10 The minimum *setback* of *buildings* and *structures* intended to accommodate agricultural uses from the:

- |    |                                                                                        |                         |
|----|----------------------------------------------------------------------------------------|-------------------------|
| .1 | <i>Front parcel line</i> shall be                                                      | 30.0 metres (98.4 feet) |
| .2 | <i>Rear parcel line</i> shall be                                                       | 15.0 metres (49.2 feet) |
| .3 | <i>Interior side parcel line</i> shall be                                              | 15.0 metres (49.2 feet) |
| .4 | <i>Exterior side parcel line</i> shall be                                              | 30.0 metres (98.4 feet) |
| .5 | <i>Any single family dwelling</i> shall be                                             | 15.0 metres (49.2 feet) |
| .6 | <i>Any watercourse</i> or body of water shall be                                       | 30.0 metres (98.4 feet) |
| .7 | Refer to "Pound and Animal Control Bylaw" for special <i>setbacks</i> which may apply. |                         |

**Minimum Setback of Kennels**

53.11 The minimum *setback* of *kennels* from all parcel lines shall be 30.0 metres (98.4 feet).

**Minimum Setback of Feed Lots**

53.12 The minimum *setback* of feed lots from:

- |    |                                          |                           |
|----|------------------------------------------|---------------------------|
| .1 | any <i>highway</i> right-of-way shall be | 100.0 metres (328.1 feet) |
| .2 | any <i>parcel</i> not zoned A-1 shall be | 65.0 metres (213.3 feet)  |

**Sale of Agricultural Products**

53.13 The retail sale of agricultural products produced on the parcel is permitted provided the maximum *floor area* of the retail sale stand is 40.0 square metres (430.5 square feet).

**Parking**

53.14 Parking shall be required as per Appendix I.

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## Item 9.2

**CITY OF SALMON ARM**Date: September 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council authorize the Mayor and Corporate Officer to execute a Lease Agreement with W.H. Laird Holdings Ltd. for the City to use Lots 16 (part) and 17, Section 14, Township 20, Range 10, W6M, KDYD, District Plan 304, Except Plan 15141 (130 Hudson NE) for the term of March 1, 2020 to February 29, 2022 as a Downtown Parking Commission parking lot for an annual fee of 50% of the annual revenue.

**Vote Record**

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

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

**CITY OF  
SALMON ARM**

---

TO: His Worship Mayor Harrison and Members of Council

DATE: September 7, 2020

SUBJECT: Avon Parking Lot Lease

---

**Motion for Consideration:**

THAT: Council authorize the Mayor and Corporate Officer to execute a Lease Agreement with W.H. Laird Holdings Ltd. for the City to use Lots 16 (part) and 17, Section 14, Township 20, Range 10, W6M KDYD, District Plan 304, except Plan 15141 (130 Hudson Avenue NE) for the term of March 1, 2020 to February 29, 2022 as a Downtown Parking Commission parking lot for an annual fee of 50% of the annual revenue.

**Background:**

The City of Salmon Arm has been leasing the Avon Parking Lot since 2007 and operating it as a Downtown Parking Commission parking lot. The revenue is shared 50/50 with the owner, WH Laird Holdings Ltd. Due to an oversight earlier in the year, the agreement was not renewed, though the arrangement has continued uninterrupted. Mr. Laird has agreed to continue leasing the parking lot to the City for a further two (2) year period.

All 18 of the parking stalls at this lot are rented for \$35 per month.

Staff recommend that the Motion for Consideration be adopted.

Respectfully Submitted,



Erin Jackson  
Director of Corporate Services

APPENDIX A – Avon Parking Lot Lease Agreement

This Agreement dated for reference the \_\_\_\_ day of \_\_\_\_\_, 2020

BETWEEN: CITY OF SALMON ARM  
P.O. Box 40  
Salmon Arm, BC V1E 4N2

(hereinafter called the "Lessee")

AND: WH LAIRD HOLDINGS LTD.  
Box 1022  
Salmon Arm, BC V1E 4P2

(hereinafter called the "Lessor")

WHEREAS the Lessor is the Owner of the following lands:

Lots 16 and 17, Section 14, Township 20, Range 10, West of the 6<sup>th</sup> Meridian, KDYD, District Plan 304, except Plan 15141

(130 Hudson Avenue NE, Salmon Arm BC)

WITNESS that in consideration of the rents, covenants and agreements hereafter reserved and contained on the part of the parties, the Lessor hereby leases to the Lessee the following lands, premises and improvements thereon:

Lots 16 (part) and 17, Section 14, Township 20, Range 10, West of the 6<sup>th</sup> Meridian, KDYD, District Plan 304, except Plan 15141, (being ±6700 square feet) shown outlined on Appendix 1 attached hereto;

(hereinafter called the "Lands")

Location: 130 Hudson Avenue NE, Salmon Arm BC (Avon Lot)

for a term of two (2) years; said term to commence on the 1<sup>st</sup> day of March, 2020 and to end on the 29<sup>th</sup> day of February, 2022 for the purposes of a "Temporary Gravel Parking Lot".

**1. Mutual Covenants:**

- a) The Lessor shall pay all frontage and property taxes and other levies.
- b) The Lessee will pay annual operating and maintenance costs and may rent vehicle parking stalls to the general public.
- c) The Lessee will share revenue 50/50 with the Lessor and remit same to the Lessor annually in January of the subsequent year.
- d) The Lessee shall keep and maintain the said Lands in a clean and tidy condition.

Provided always, and it is agreed between the Parties as follows:

- a) If the Lessee remains in possession after the expiration of this lease, it shall be deemed to be a tenant from month to month and otherwise the provisions of this lease shall continue to apply; however, in any case, the Lessor will give the Lessee six (6) months prior written notice before the Lessor terminates this Agreement, while it continues on a month to month basis.
- b) Each party to the Agreement shall be responsible for providing adequate liability and property insurance coverage.
- c) The Lessee and Lessor shall each indemnify and save harmless each other from and against all claims, demands, losses, costs, damages, actions, suits, proceeding fines or assessments by whomever made, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by, or attributed to the breach of any provisions of the Agreement to be performed by each other and its servants, employees, members, agents and contractors. This covenant shall survive the termination of this Agreement.
- d) Any notice or delivery to be given or made hereunder shall be sufficiently given or made if given in person or mailed to the Parties at their respective addresses shown above and in the case of prepaid mail shall be deemed to have been received the day following the posting of same.
- e) This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

THE CORPORATE SEAL OF THE  
 CITY OF SALMON ARM was  
 hereunto affixed in the presence of its  
 duly authorized signatories:

\_\_\_\_\_  
 Alan Harrison  
 Mayor

\_\_\_\_\_  
 Witness

\_\_\_\_\_  
 Erin Jackson  
 Corporate Officer

SIGNED, SEALED AND DELIVERED  
 on behalf of the WH Laird Holdings  
 Ltd. duly authorized representatives  
 in the presence of:

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Witness

\_\_\_\_\_  
 Print Name



Item 9.3

## CITY OF SALMON ARM

Date: September 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council appoint eight (8) members to the City of Salmon Arm Agricultural Advisory Committee for a three-year term starting September 2020.

### Vote Record

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

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

**CITY OF  
SALMON ARM**

---

To: His Worship Mayor Harrison and Members of Council

Date: September 9, 2020

Re: Agricultural Advisory Committee

---

**MOTION FOR CONSIDERATION**

**THAT: Council appoint eight (8) members to the City of Salmon Arm Agricultural Advisory Committee for a three-year term starting September 2020.**

---

In August 2020 the City put out a call for volunteers to fill positions on the Agricultural Advisory Committee (AAC) for a three (3) year term. As an advisory committee, the Terms of Reference for the committee outlines that the AAC will review applications for development within the ALR and on lands zoned for agricultural uses, provide input on submissions related to agriculture, review initiatives related to the agricultural economy, promote agri-business and agri-tourism opportunities and review and comment on any other matters referred to them by Council.

The AAC requires eight (8) representatives and one (1) member of Council. Staff received applications of interest from nine (9) people:

Steve Corrie  
Serena Canner  
Jen Gamble  
Ron Ganert (previous member)  
Don Syme (previous member)  
John McLeod (previous member)  
Barrie Voth (previous member)  
James Hanna (previous member)  
Mike Schroeder (previous member)

Meetings are to commence in September 2020.



Kevin Pearson, MCIP, RPP  
Director of Development Services

**Barb Puddifant**

---

**From:** Erin Jackson  
**Sent:** June-26-20 2:30 PM  
**To:** Barb Puddifant  
**Subject:** Fwd: Application for Agricultural Advisory Committee  
**Attachments:** Steve J Corrie June 25th 2020.doc; 001.jpg; 002.jpg

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---

**From:** Steve Corrie <misterc@cablelan.net>  
**Sent:** Friday, June 26, 2020 2:14:48 PM  
**To:** Erin Jackson <ejackson@salmonarm.ca>  
**Subject:** Application for Agricultural Advisory Committee

Sir or Madame; Attached are two files: Application form for the Committee (2 pages); and a short personal resume/biography.

Thank you for considering it.

Steve Corrie

## Resume of Steve J Corrie

For a position on City of Salmon Arm Agricultural Advisory Committee

June 25, 2020

**Basic Biography.** Born Victoria, BC; raised in Nelson, BC, from age of two.

Full career in Air Traffic Control; came to White Lake in 2005; was member of White Lake Volunteer Fire Department; White Lake Fire Suppression Committee; White Lake Residents Association (WLRA).

In 2008 began the planning and documentation of a community radio station; went on the air Dec. 2012, broadcasting still; CKVS, 93.7 fm, The Voice of the Shuswap.

**Experience relating to Advisory Committee.** WLRA dealt extensively with the CSRD on matters relating to planning, the OCP, zoning, agriculture, ALR/ALC, water, LWMP, the environment, forestry, and development.

**Agricultural Experience** Avid gardener for most of my adult life; actively attended Sorrento and Salmon Arm Farmer's Markets.

Member of the Shuswap Food Action Society and member of the Shuswap Community Teaching Garden on north Broadview.

I understand Supply Management in the Dairy Industry, am cognizant of many of the regulations flowing from the Agricultural Land Commission and basically how the Agricultural Land Reserve works.

I believe I can contribute to the committee to further its goals and responsibilities to council.

Thank you for considering my application,

Steve Corrie



# CITY OF SALMON ARM

## Application for Appointment to the Agricultural Advisory Committee

The City of Salmon Arm is seeking applications for representatives of the agricultural community representing a diversity of commodity groups/producers to become members of the Agricultural Advisory Committee.

The Committee acts as an advisory body and resource group to City Council on agricultural matters including applications to the Agricultural Land Commission, proposed amendments to the Official Community Plan, major developments and water management issues impacting agriculture, input on submissions related to agricultural issues to other levels of government and reviewing initiatives to enhance the agricultural economy and promote agri-business and agri-tourism opportunities.

In order to assist the City Council in the selection and appointment of the Committee membership, prospective members are requested to forward this completed application form and resume to City Hall by June 26, 2020 at 4:00 p.m. Applications can be mailed to Box 40, Salmon Arm, BC, V1E 4N2, faxed to 250-803-4042, sent by email to [ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca) or dropped off at City Hall, 500 - 2 Avenue NE.

Name STEVE J. CORRIE Number of years living in Salmon Arm 15 YEARS TOTAL

Civic address \_\_\_\_\_

Mailing address (if different than above) \_\_\_\_\_

Email address \_\_\_\_\_

Telephone Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Occupation RETIRED AIR TRAFFIC CONTROLLER



Community Affiliations/Memberships MEMBER-SFAS-SHUSWAP FOOD ACTION SOCIETY, MEMBER-SCTG-SHUSWAP COMMUNITY TEACHING GARDEN, VOLUNTEER-GOOD FOOD BOX, CO-FOUNDER OF WLRA-WHITE LAKE RESIDENTS ASSOCIATION, CO-FOUNDER (WITH STEVE DE BOER) OF VOICE OF THE SHUSWAP COMMUNITY RADIO,

Reasons for seeking Appointment CONSTANT INTEREST SINCE THE EARLY 1970'S IN AGRICULTURE, GARDENING AND FOOD PRODUCTION.

I see this period as a turning point and an opportunity to bring more food production to the Shuswap and to build a Truly Resilient Local Food System. COVID 19 and CLIMATE CHANGE are affecting us in many ways; we must adapt. I think I can contribute to the goals of COUNCIL in this regard. Please see the attached resume for details.

I, STEVE J. CORRIE, hereby signify that I am willing to accept an appointment to the Agricultural Advisory Committee.

JUNE 25, 2020

Date

Steve Corrie

Signature

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

In order to be considered, this application must be returned to City Hall prior to 4:00 p.m. on June 26, 2020.

Name Serena Caner Number of years living in Salmon Arm: 11  
 Civic address \_\_\_\_\_

Mailing address (if different than above) \_\_\_\_\_

Email address \_\_\_\_\_  
 Telephone Home \_\_\_\_\_ Work same Cell same  
 Occupation registered dietitian

Community Affiliations/Memberships President, Shuswap Food Action Society, and Larch Hills Nordic Society\_Carbon Committee, Member at large of Shuswap Trail Alliance

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


Reasons for seeking Appointment Passion for local food, farming and agriculture; concern about long term food security in our region; interest in government process. I did approach a few people that I believed would have been good candidates, but the timing of these meetings (daytime, weekday) prevents membership, especially in younger generations. City may want to reconsider timing for future.

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

I, Serena Caner, hereby signify that I am willing to accept an appointment to the Agricultural Advisory Committee.

June 25<sup>th</sup>, 2020 Date

Signature

A large, bold, handwritten signature in black ink, appearing to read "J. Carter", is written over a light gray, textured background.

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

In order to be considered, this application must be returned to City Hall prior to 4:00 p.m. on **June 26, 2020.**



**Barb Puddifant**

---

**From:** Erin Jackson  
**Sent:** August-26-20 1:36 PM  
**To:** Barb Puddifant  
**Subject:** Fwd: Ag Advisory Application  
**Attachments:** Application for Appointment to the Agricultural Advisory.docx

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---

**From:** Barb Puddifant <barbpuddifant@gmail.com>  
**Sent:** Wednesday, August 26, 2020 11:49:06 AM  
**To:** Erin Jackson <ejackson@salmonarm.ca>  
**Subject:** Ag Advisory Application

Hi Erin,  
Please accept my application for the Ag Advisory committee.  
Let me know if you need anything else from me.  
Thank you,  
Jen



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



## Application for Appointment to the Agricultural Advisory

Name; Jen Gamble

Number of years living in Salmon Arm: 16 years

Civic address: 2120 - 1st St. Salmon Arm, BC V1A 2S1

Mailing address: Same as above

Email address: jen@jen-gamble.com

Telephone 250-833-1111

Occupation: Consultant

Community Affiliations/Memberships: Founding member of the Shuswap Food Action Co-op, Past ED of the Certified Organic Associations of BC, Board member of Carlin Community Association,

### Reasons for seeking Appointment:

I am a passionate food advocate who believes, cultivating healthy relationships with food and the food system builds resilient communities and thriving natural environments. With 20 years of experience in food and agriculture, I have a deep understanding of local food systems from farming to advocacy. I began as a labourer on an organic farm in Vermont, but then came home to BC, where I helped build a successful organic farm in Silver Creek. I also joined the BC Food Systems Network as a board member and help found the Shuswap Food Action Co-op in the Shuswap. For the last 9 years, I have been the Executive Director of the Certified Organic Associations of BC (COABC), a non-profit organization overseeing organic certification in BC. As an organizational leader, I not only managed operations but also facilitated outreach and strategic planning to enhance the certified organic food system within BC. My role entailed collaborating and relationship building with diverse stakeholders including industry, non-profit and government representatives. I have participated in ALR consultations and in agricultural regulatory revisions at the provincial level. Currently, I am working towards a Community Development Master's degree at the University of Victoria. I feel my experience in agriculture would be an asset on the Salmon Arm Ag Advisory Committee.

**Barb Puddifant**

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**From:** Erin Jackson  
**Sent:** June-09-20 5:24 PM  
**To:** Barb Puddifant  
**Subject:** FW: ACC membership  
**Attachments:** Agriculturual Advisory Committee for Ron Ganert.pdf; Agriculturual Advisory Committee for Ron Ganert.pdf 2.pdf

**From:** Sandra Ganert <[redacted]>  
**Sent:** Tuesday, June 09, 2020 2:30 PM  
**To:** Erin Jackson <ejackson@salmonarm.ca>  
**Subject:** ACC membership

Shout for joy to the Lord, all the earth.  
Worship the Lord with gladness;  
come before him with joyful songs.  
Know that the Lord is God.  
It is he who made us, and we are his  
we are his people, the sheep of his pasture.

Psalm 100:1-3

# CITY OF SALMON ARM

## Application for Appointment to the Agricultural Advisory Committee

The City of Salmon Arm is seeking applications for representatives of the agricultural community representing a diversity of commodity groups/producers to become members of the Agricultural Advisory Committee.

The Committee acts as an advisory body and resource group to City Council on agricultural matters including applications to the Agricultural Land Commission, proposed amendments to the Official Community Plan, major developments and water management issues impacting agriculture, input on submissions related to agricultural issues to other levels of government and reviewing initiatives to enhance the agricultural economy and promote agri-business and agri-tourism opportunities.

In order to assist the City Council in the selection and appointment of the Committee membership, prospective members are requested to forward this completed application form and resume to City Hall by June 26, 2020 at 4:00 p.m. Applications can be mailed to Box 40, Salmon Arm, BC, V1E 4N2, faxed to 250-803-4042, sent by email to [ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca) or dropped off at City Hall, 500 - 2 Avenue NE.

Name RON GANERT Number of years living in Salmon Arm 23  
 Civic address 3580 8<sup>TH</sup> AVE SE SALMON ARM B.C. V1E 1N3  
 Mailing address (if different than above) \_\_\_\_\_  
 Email address \_\_\_\_\_  
 Telephone Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
 Occupation RETIRED

Community Affiliations/Memberships ON FILE

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Reasons for seeking Appointment ON FILE

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I, RON C. GANERT, hereby signify that I am willing to accept an appointment to the Agricultural Advisory Committee.

JUNE 9<sup>TH</sup> 2020  
Date

  
Signature

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

In order to be considered, this application must be returned to City Hall prior to 4:00 p.m. on June 26, 2020.

# CITY OF SALMON ARM

## Application for Appointment to the Agricultural Advisory Committee

The City of Salmon Arm is seeking applications for representatives of the agricultural community representing a diversity of commodity groups/producers to become members of the Agricultural Advisory Committee.

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In order to assist the City Council in the selection and appointment of the Committee membership, prospective members are requested to forward this completed application form and resume to City Hall by June 28, 2019 at 4:00 p.m. Applications can be mailed to Box 40, Salmon Arm, BC, V1E 4N2, faxed to 250-803-4042, sent by email to [ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca) or dropped off at City Hall, 500 - 2 Avenue NE.

Name DON SYME Number of years living in Salmon Arm 60+  
 Civic address \_\_\_\_\_  
 Mailing address (if different than above) \_\_\_\_\_  
 \_\_\_\_\_  
 Email address \_\_\_\_\_  
 Telephone Home \_\_\_\_\_ Work \_\_\_\_\_ Cell 1  
 Occupation FARMER



Community Affiliations/Memberships \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

ALWAYS INTERESTED IN PRESERVING A  
SUSTAINABLE AGRICULTURAL COMMUNITY IN  
~~THE~~ SALMON RIVER

\_\_\_\_\_

\_\_\_\_\_

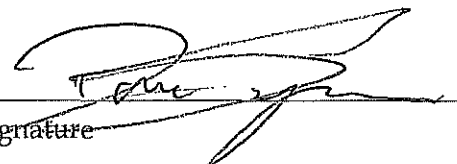
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, DON SYME, hereby signify that I am willing to  
accept an appointment to the Agricultural Advisory Committee.

AUG 28/20  
Date

  
Signature

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

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

~~June 28, 2019.~~ AUG 28/2020

**Barb Puddifant**

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**From:** Erin Jackson  
**Sent:** June-24-20 8:08 AM  
**To:** Barb Puddifant  
**Subject:** FW: AAC

-----Original Message-----

**From:** John McLeod < >  
**Sent:** Wednesday, June 24, 2020 7:51 AM  
**To:** Erin Jackson <ejackson@salmonarm.ca>; Tim Lavery <tlavery@salmonarm.ca>  
**Subject:** AAC

Good morning Erin & Tim

After much thought I would like to submit my name for another term on the AAC.

Cheers  
John

**Barb Puddifant**

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**From:** Barrie and Merel Voth <  
**Sent:** July-03-20 10:50 AM  
**To:** Barb Puddifant  
**Subject:** AAC

Hello Barb,

I recognize the deadline for application for being on the advisory board for the AAC has come and gone. I was just wondering if there were any exceptions for any late applications? I was on last year and would still like to be a part of it again.

Please let me know,

Thanks,

Barrie

--

**Barrie & Merel Voth**

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Come check out our webpage at [hillsidedreamsgoatdairy.com](http://hillsidedreamsgoatdairy.com)



## Application for Appointment to the Agricultural Advisory Committee

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Name JAMES HANNA Number of years living in Salmon Arm 69

Civic address \_\_\_\_\_

Mailing address (if different than above) SALMON ARM BC

\_\_\_\_\_

Email address \_\_\_\_\_

Telephone Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Occupation TRYING TO RETIRE

Community Affiliations/Memberships RETIRED FIREMAN, BC TREE FRU. S  
 \* BC FRUIT GROWERS ASSN. EVANGELICAL TREE CHURCH  
Ag Advisory Committee member in past.

Reasons for seeking Appointment I have a long career as  
a local orchardist, and an interest in the  
community, and how it grows in harmony  
with agricultural enterprise.

I, JAMES HANNA, hereby signify that I am willing to  
 accept an appointment to the Agricultural Advisory Committee.

August 10 2020  
 Date

James R Hanna  
 Signature

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

In order to be considered, this application must be returned to City Hall prior to 4:00 p.m. on August 28, 2020.



# CITY OF SALMON ARM

## Application for Appointment to the Agricultural Advisory Committee

The City of Salmon Arm is seeking applications for representatives of the agricultural community representing a diversity of commodity groups/producers to become members of the Agricultural Advisory Committee.

The Committee acts as an advisory body and resource group to City Council on agricultural matters including applications to the Agricultural Land Commission, proposed amendments to the Official Community Plan, major developments and water management issues impacting agriculture, input on submissions related to agricultural issues to other levels of government and reviewing initiatives to enhance the agricultural economy and promote agri-business and agri-tourism opportunities.

In order to assist the City Council in the selection and appointment of the Committee membership, prospective members are requested to forward this completed application form and resume to City Hall by August 28, 2020 at 4:00 p.m. Applications can be mailed to Box 40, Salmon Arm, BC, V1E 4N2, faxed to 250-803-4042, sent by email to [ejackson@salmonarm.ca](mailto:ejackson@salmonarm.ca) or dropped off at City Hall, 500 - 2 Avenue NE.

\_\_\_\_\_  
 Name Mike Schroeder Number of years living in Salmon Arm 5  
 Civic address \_\_\_\_\_  
 Mailing address (if different than above) \_\_\_\_\_  
 \_\_\_\_\_  
 Email address \_\_\_\_\_  
 Telephone Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
 Occupation Producer

Community Affiliations/Memberships \_\_\_\_\_

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

I would like to contribute to a strong agricultural industry and community in general in Salmon Arm

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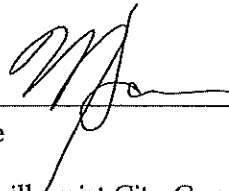
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I, Mike Schroeder, hereby signify that I am willing to accept an appointment to the Agricultural Advisory Committee.

August 9, 2020

Date

Signature



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

In order to be considered, this application must be returned to City Hall prior to 4:00 p.m. on August 28, 2020.

## Item 9.4

**CITY OF SALMON ARM**Date: September 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council authorize submission of a grant application under the Federation of Canadian Municipalities Green Municipal Fund for Transportation Network and Commuting Options for Phase I of the West Bay Connector Trail Study/Design. Using the available budget of \$135,000.00 as the 50% matching funds for this grant, subject to receiving the support from both the Neskonlith and Adams Lake Bands.

**Vote Record**

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

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond



File: 0920.03.01

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TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

DATE: August 04, 2020

SUBJECT: **FEDERATION OF CANADIAN MUNICIPALITIES - GREEN MUNICIPAL FUND  
WEST BAY CONNECTOR TRAIL STUDY/DESIGN**

---

**RECOMMENDATION:**

**THAT:** Council authorize submission of a grant application under the Federation of Canadian Municipalities Green Municipal Fund for Transportation Network and Commuting Options for Phase I of the West Bay Connector Trail Study/Design. Using the available budget of \$135,000.00 as the 50% matching funds for this grant.

**SUBJECT TO:** Receiving support from both Neskonlith and Adams Lake bands.

**BACKGROUND:**

The West Bay Connector Trail project is being mobilized through a collaborative "Working Group" that includes joint leadership from the Adams Lake Band, Neskonlith Band, the City of Salmon Arm, with support from the Shuswap Trail Alliance, the Switzmalph Cultural Society, the Interior Health Authority, CP Rail, the MPs office, the MLAs office, the Columbia Shuswap Regional District, the Little Shuswap Lake Band and other provincial government departments.

August 2019 a Memorandum of Understanding (MOU) was signed between Neskonlith Band, Adams Lake Band and the City with the purpose of formalizing this collaborative working relationship to develop the West Bay Connector Trail. Shortly after the signing of the MOU an application was submitted for a BC Rural Dividend Fund (BCRDF) grant application to assist with Phase I of this project. Phase I - Study/Design would include site surveys, archaeological, cultural and environmental screening, technical engineering designs & costing necessary to construct a 13 km pathway between Salmon Arm and Tappen as shown in Appendix 'A'. In March the City received notification that the joint application was approved for a grant in the amount of \$100,000.00 for this portion of the project. The initial budget for Phase I was estimated to be higher than the budget available (\$135,000.00); however, the decision was made by the "Working Group" to keep the project moving forward and to prepare a Request for Proposal (RFP) with a reduced scope.

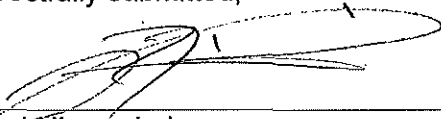
Through the Green Municipal Fund (GMF), The Federation of Canadian Municipalities (FCM) is providing grants to support environmentally sustainable municipal feasibility studies and pilot projects. The GMF vision is to develop "sustainable resilient Canadian cities and communities that improve air, water, soil and protect the climate." There is an opportunity, if approved, to receive matched funding

of eligible costs to a maximum of \$175,000.00. Applications for this funding are accepted year round, though this offer will close when all funding has been allocated.

Staff have been in discussions with the Shuswap Trail Alliance and we feel that the West Bay Trail project meets the GMF criteria. In discussions with FCM it is our understanding that these funds can be combined with other grants, so it is possible to use the approved grant from BCRDF and the \$35,000.00 total contributions from MRDT, ALIB and the City. If successful in obtaining the GMF grant it would allow us to increase the scope of the Phase I RFP bringing it closer in line with the original budget estimate.

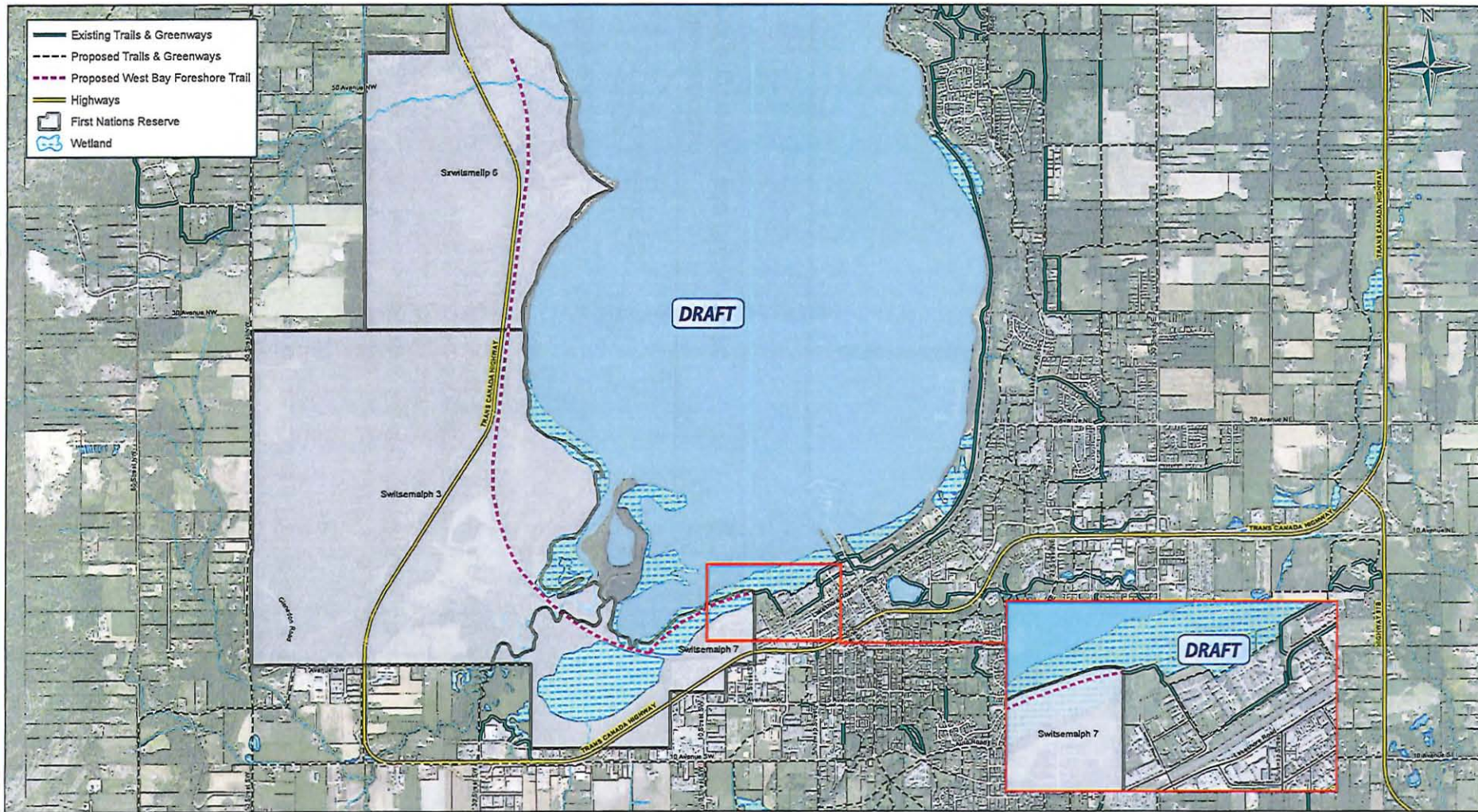
The Shuswap Trail Alliance has contacted the local NIB and ALIB Councillors and advised them of this opportunity and both were supportive. Having the MOU in place for this project give us some confidence that we will receive joint support from the Bands for this application. Staff are recommending that we prepare and submit the application while we wait to hear back from the Bands, in the event that their support is not given the application can be withdrawn at that time.

Respectfully submitted,



Robert Nieuwenhuizen  
Director of Engineering and Public Works





**CITY OF**  
**SALMON ARM**

**CITY OF SALMON ARM  
DEPARTMENT OF ENGINEERING & PUBLIC WORKS  
Proposed West Bay Foreshore Trail**

500  
Meters

Item 9.5

## CITY OF SALMON ARM

Date: September 14, 2020

Director of Engineering & Public Works – Crosswalk Request –  
Lakeshore Road and 50 Avenue NE

### Vote Record

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

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond





File: 5460

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TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Jenn Wilson, City Engineer

DATE: September 8, 2020

SUBJECT: **CROSSWALK REQUEST – LAKESHORE ROAD AND 50 AVENUE NE**

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### **STAFF RECOMMENDATION**

**THAT:** The request for a crosswalk at the intersection of Lakeshore Road and 50 Avenue NE be denied.

**AND THAT:** City staff be directed to complete vegetation removal on the east side of Lakeshore Drive adjacent to 1611 50 Avenue NE and send letters to owners of the same and 4971 addressing maintenance of vegetation in the boulevard.

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### **BACKGROUND**

Further to the e-mail received by Council and presentation from Emery Shipmaker on August 17, 2020, Council directed staff to review the safety of the intersection at Lakeshore Road and 50 Avenue NE from a pedestrian crossing perspective.

A similar request had previously been received by the Traffic Safety Committee during the November 14, 2019 meeting. The request was for installation of a cross-walk for children accessing or leaving the bus stop at the Raven Hill Sign (NE corner of the subject intersection) from the west side of Lakeshore. The Traffic Safety Committee (members from ICBC, RCMP, SD#83, CoSA, driver safety training instructors) recommended that a cross-walk not be installed and that vegetation be removed along the east side of Lakeshore Road, north of the intersection, to improve sight lines.

Traffic marking and signage only makes a crossing marginally safer by alerting drivers to potential crossings without reducing the hazard, but can make pedestrians feel a lot safer and therefore less aware of the hazard. It is also worthwhile to note that pedestrian crossings and other hazards such as turning vehicles are inherently assumed at all intersections.

The Pedestrian Crossing Control Manual (PCCM) for British Columbia (MoTI, 1994) states:

*"As pedestrian control issues are often emotionally charged, there can be a tendency to assume that using more traffic control devices will resolve pedestrian safety problems. However, experience has shown that the overuse of devices may reduce their effectiveness and establish practice by precedent as compared with technically demonstrated improvements of pedestrian crossing conditions."*

The PCCM provides warrant analysis for the installation of crosswalks which this location does not meet; however, few locations in Salmon Arm would even qualify for a signed and marked crosswalk, as the threshold for traffic volumes is quite high.

The Hierarchy of Controls for safety hazards defines five (5) rungs from most to least effective: Elimination, Substitution, engineering controls, administrative controls and personal protective equipment. This hierarchy shows that removing or mitigating the hazard is the most effective for preventing injury.

The largest contributing factors to the safety (or lack there of) of pedestrian crossings at the subject intersection is traffic speed and sightlines. Without completing a traffic count with speeds, staff have estimated the majority of traffic to be traveling at speeds between 50-70km/h through the intersection. Sightline information is presented in the table below and illustrated on the attached figure. Sightlines are measured at the worst case scenario (a pedestrian just entering into the travelled portion of the roadway) and corrected for road grade. Required sightlines for design speeds are taken from the Transportation Association of Canada Geometric Design Guide for Canadian Roads (TAC, 2017) for minimum stopping sight distance (the minimum distance a driver requires to register a hazard and bring their vehicle to a complete stop).

Sightline	Existing SL	Design Speed	Optimal SL	Design Speed	Maximum SL w/ clear blvd.	Design Speed
Northbound	105 m	70km/h	105 m	70 km/h	145m	85 km/h
Southbound	70 m	50km/h	115 m	70 km/h	175m	85 km/h

### **STAFF COMMENTS**

Staff acknowledge the safety concern for pedestrians crossing Lakeshore Drive NE at the 50 Avenue NE and commend Emery for bringing the issue forward and showing the initiative to fundraise to address the issue affecting her community.

Taking into account the design and warrant information from the TAC and PCCM and the Hierarchy of Controls for safety hazards, staff recommend taking steps to reduce the hazard rather than institute administrative controls (pavement marking and signage).

Staff completed trimming of the vegetation in the spring to increase sightlines, but the vegetation has since regrown. Staff recommend that the vegetation be removed completely to property line to maximize the sightlines to the subject intersection. Additionally, we recommend letters be written to the property owners located at 1611 50 Avenue NE and 4971 Lakeshore Drive NE to advise the owners of the sight line issues and encourage them to maintain the vegetation on their property and boulevard to minimize regrowth.

Southbound view – Lakeshore Road from 50 Avenue NE

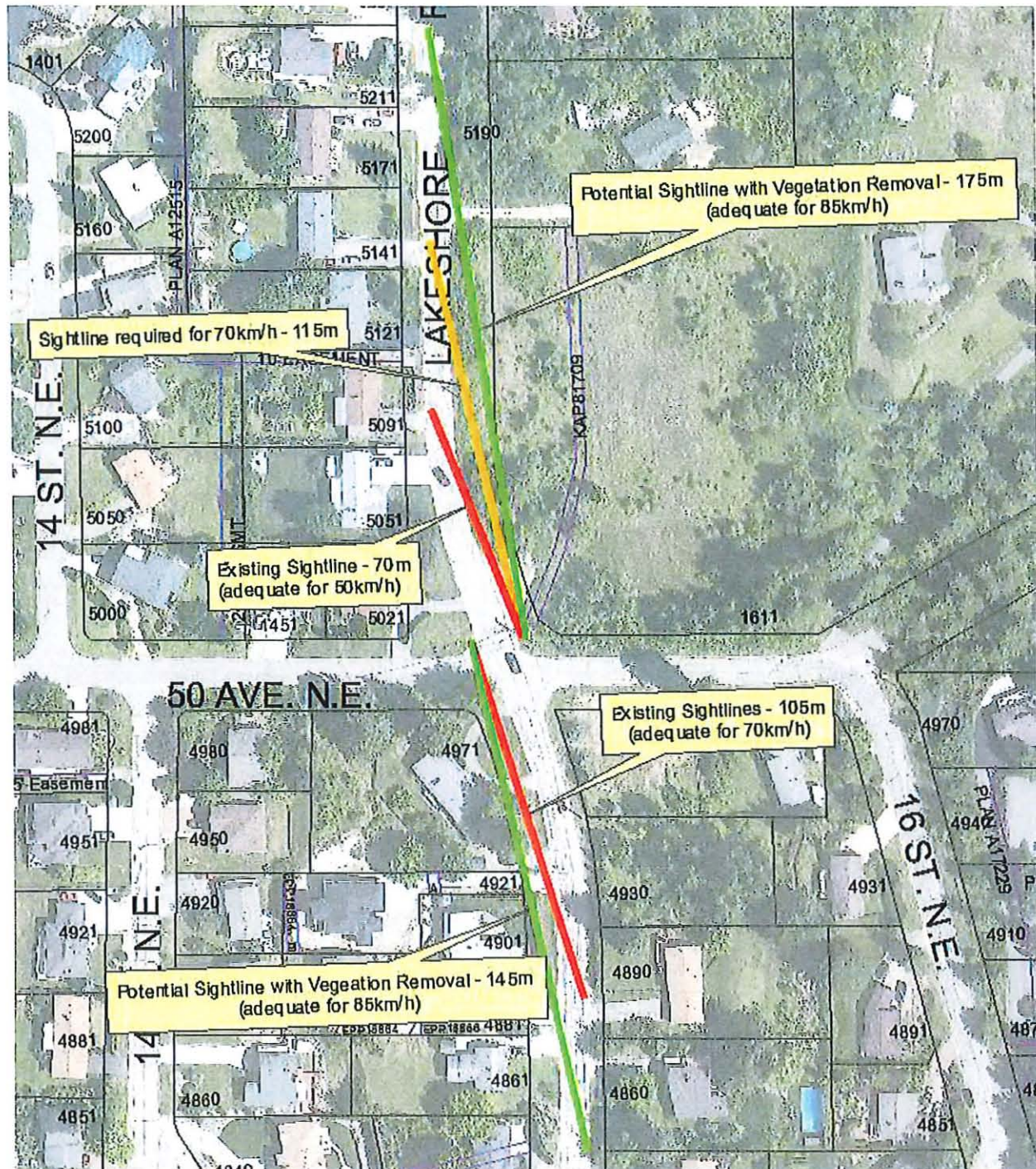


Northbound view – Lakeshore Drive from 50 Avenue NE





Sightlines at Lakeshore Road and 50 Avenue NE



Respectfully submitted,

Robert Niewenhuizen, ASCT  
Director of Engineering and Public Works

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## Item 10.1

**CITY OF SALMON ARM**Date: September 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4404 be read a first and second time.

[ZON-1181; Tegart, J. & K.; 2630 30 Avenue NE; R-1 to R-8]

**Vote Record**

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

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond





To: His Worship Mayor Harrison and Members of Council

Date: August 21, 2020

Subject: Zoning Bylaw Amendment Application No. 1181  
Development Variance Permit Application No. 519

Legal: Lot A, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13562  
Civic Address: 2630 – 30 Avenue NE  
Owner/Applicant: Tegart, J. & K.

### MOTION FOR CONSIDERATION

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot A, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13562 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

**AND THAT:** Development Variance Permit No. 519 be authorized for issuance for Lot A, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13562 to vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 13.7.2 – R-8 Residential Suite Zone – increase the maximum height of an accessory building containing a detached suite from 7.5 m (24.6 ft) to 9.6 m (31.5 ft);
2. Section 13.14.1 – R-8 Residential Suite Zone – reduce the minimum setback from a front parcel line from 6.0 m (19.7 ft) to 2.5 m (8.2 ft) for an accessory building containing a detached suite; and
3. Section 13.14.3 – R-8 Residential Suite Zone – reduce the minimum setback from an interior parcel line from 2.0 m (6.5 ft) to 1.0 m (3.3 ft) for an accessory building containing a detached suite.

### STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

### PROPOSAL

The subject parcel is located at 2630 – 30 Avenue NE (Appendix 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the development of a legal detached suite within a new accessory building. Variances have been requested related to the site and height of the proposed accessory building containing a detached suite.

### BACKGROUND – SECONDARY SUITES

The parcel is designated Low Density Residential in the City's Official Community Plan (OCP), and zoned Single Family Residential (R-1) in the Zoning Bylaw (Appendix 3 & 4).

The subject parcel is located in a residential neighbourhood with a rural character, largely comprised of larger R-1 zoned parcels containing single family dwellings, many with accessory buildings, with ALR land directly north. There are currently fourteen R-8 zoned parcels within the proximity of the subject parcel.

The large subject parcel is approximately 3,500 square metres in size, and contains an existing single family dwelling. The applicant has provided a letter of intent and detailed plans illustrating their proposal (Appendix 5). Site photos are attached (Appendix 6).

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area, the subject property has potential to meet the conditions for the development of a secondary suite, including sufficient space to meet the parking requirement.

#### COMMENTS

##### Engineering Department

No concerns with rezoning or variances requested (Appendix 7).

##### Building Department

No concerns with rezoning, BC Building Code requirements must be met.

##### Fire Department

No concerns.

##### Planning Department

The owner's intent is to develop a legal detached suite for the use of a family member, within an accessory building. The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. Any new development will require a building permit and will be subject to applicable Development Cost Charges (presently \$6,064.31), as well as meeting Zoning Bylaw and BC Building Code requirements.

Setback regulations enable adequate separation between buildings and streets for aesthetic, privacy, view preservation, and traffic safety reasons. The proposed siting of the accessory building within the front yard setback area (Appendix 5) appears to generally limit impacts on neighbouring properties, while still allowing for a large parking area on the subject parcel (a concern with requests to reduce the front yard setback requirement). As the majority of the mass of the accessory building meets the interior side setback requirement, the proposed interior parcel line setback request is relatively minor in the opinion of staff, supporting just a small carport structure that extends from that side of the accessory building.

In consideration of the requested variance to allow for an increased maximum height, staff would note that the proposed 9.6 m height for the accessory building is less than the 10 m maximum permitted height for a single family dwelling, the proposed siting limits related impacts on neighbouring parcels, and the sloping existing grade further limits the overall effect of the proposed building height.

The subject parcel is within an established residential neighbourhood with a rural character, and the proposal is generally consistent with development on neighbouring parcels. The requested variances will not impact City utilities, pose any BC Building Code concerns, or restrict future development on neighbouring lots. Staff note that the variances are only in regards to the proposed accessory building and do not permit any use of the building other than what is permitted under the Zoning Bylaw. Considering the conditions noted above, the size of the variances requested, the variances as proposed do not significantly concern staff and are viewed as reasonable.



Prepared by: Chris Larson, MCP  
Senior Planner




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

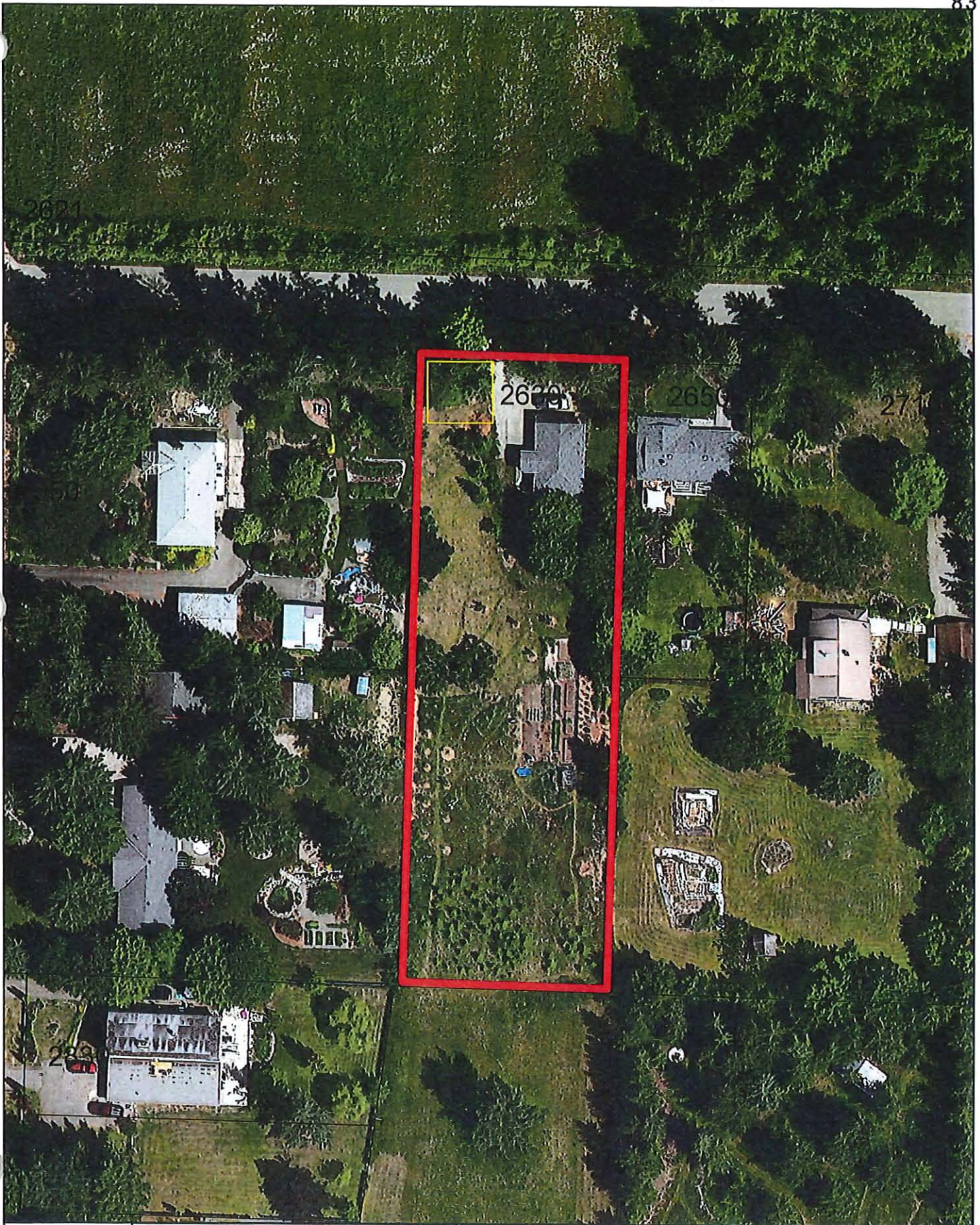




0 40 80 160 240 320 Meters

 Subject Parcel

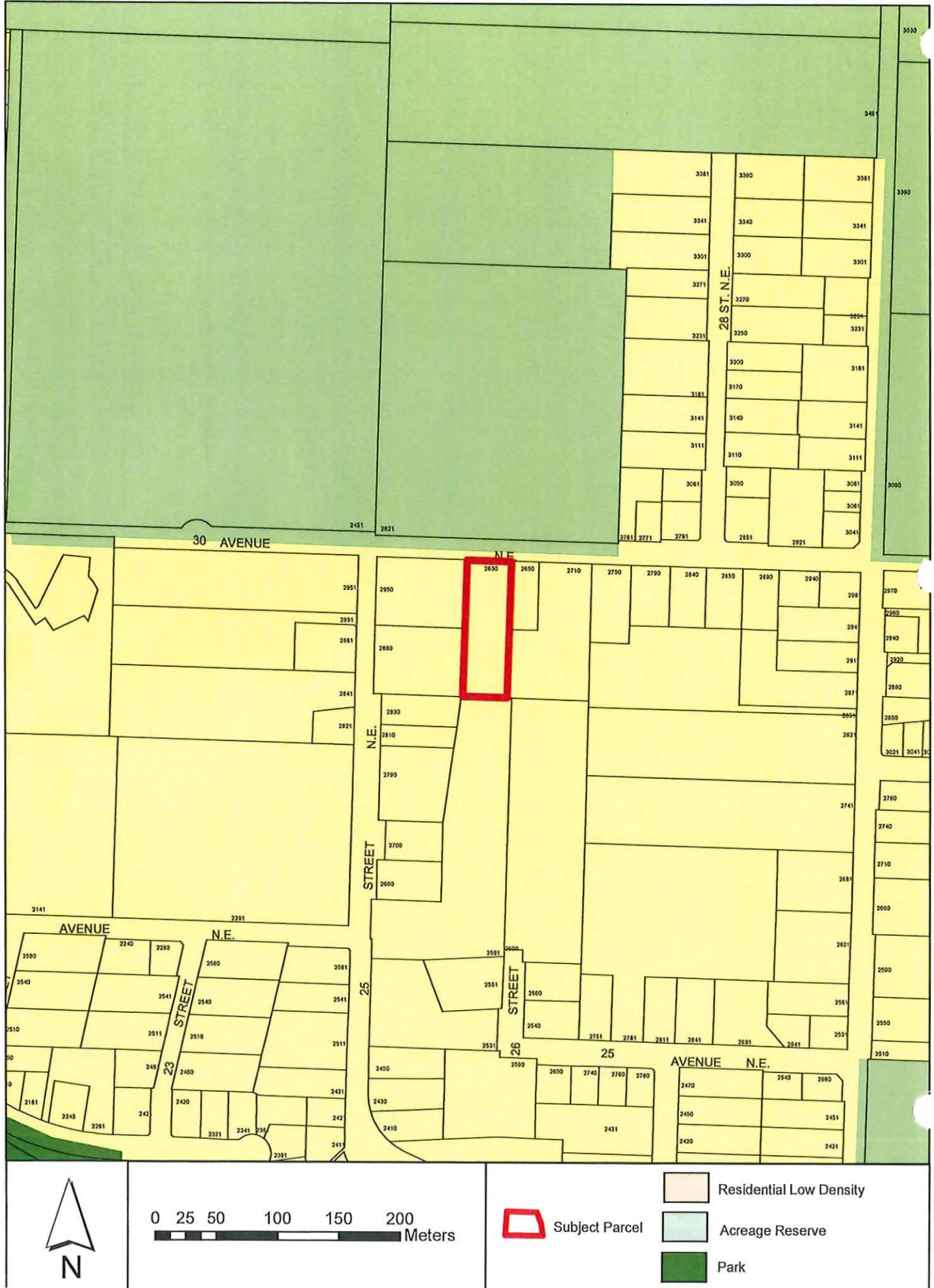




0 10 20 40 60 80 Meters

 Subject Parcel











City of Salmon Arm, Planning & Development  
500 2 Ave NE, Salmon Arm, BC

July 14, 2020

To Salmon Arm Council and Planning & Development Department,

**Re: Variance and Rezoning application for 2630 30 Ave NE**

We would like to give some background to the variance and re-zoning application we have submitted. The variances we are requesting are:

- Increased height from 7.5m to 9.6m maximum.
- Front Yard (north) setback to be decreased from 6m to 2.5m.
- Side yard (west) setback from 2m to 1m.

The increase in height is requested to allow for a home office space, which as our children grow, no longer fits in our small house. We have been operating a small business in town for 12+ years. At this point, we need extra space to be able to house a contractor or possibly an employee to handle the increasing workload. Having the extra space in the attic trusses will solve these space issues for us.

The front yard setback to the north will allow us to access the garage directly from the east side (as shown on page 4 of the plans). If we move the carriage house south it would be difficult for us to get out of the garage because the main house will be blocking the garage doors. Having a side access also gives the basement suite an opportunity to have egress windows from the bedrooms. Another reason we would like the 2.5m setback is the views from the main house will not be blocked by the carriage house. This small setback still leaves us with 4+ parking spots in the current driveway. Lastly, having the carriage house shifted to the north is best for the neighbours as it won't encroach on their backyard privacy. We have spoken with them and they don't think this location should cause any issues for them.

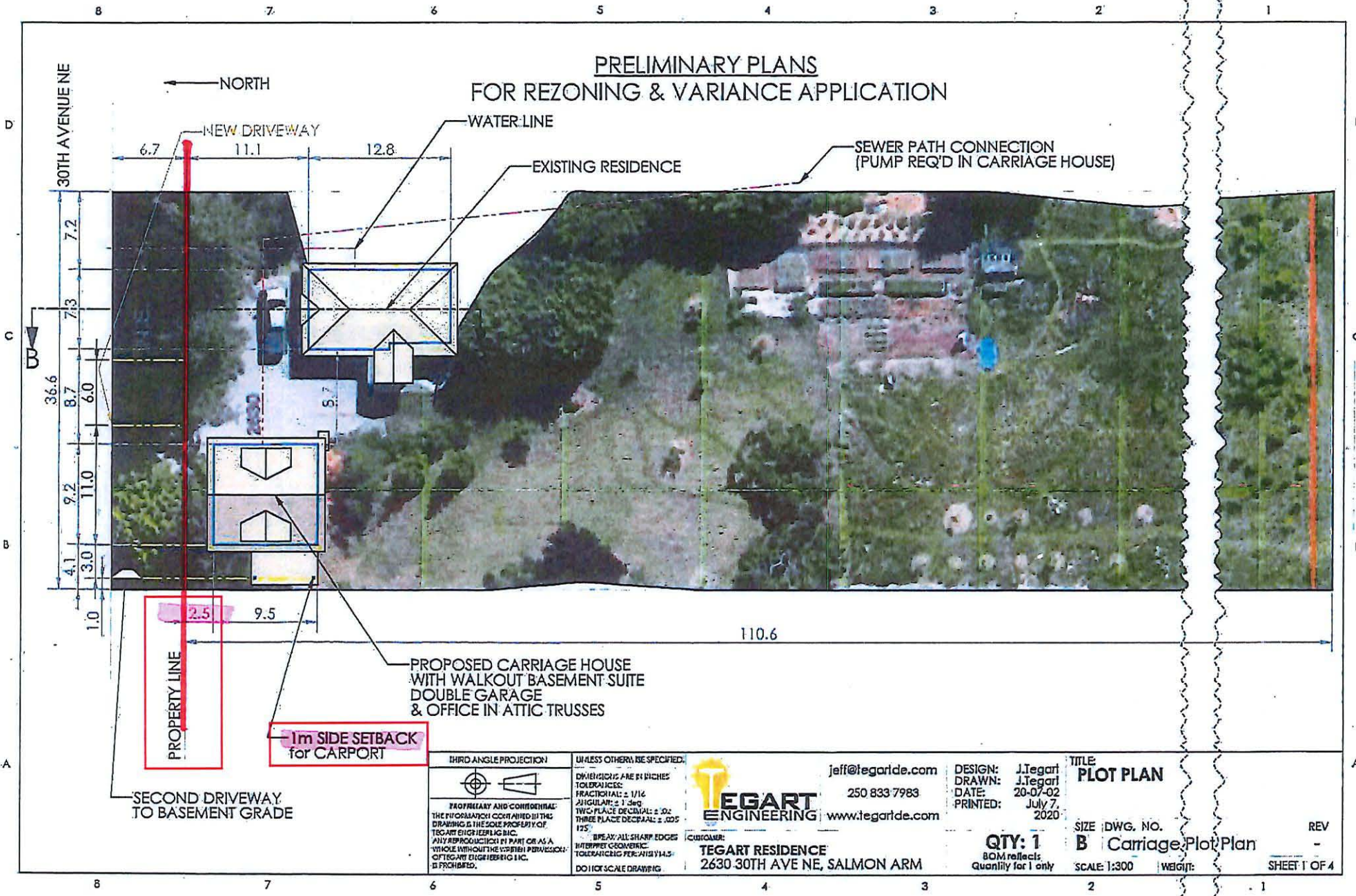
The side yard setback to the west is to facilitate a driveway down to grade with a carport covering it. We will initially have an elderly father living downstairs before making it a rental. He has requested a covered level entry into the suite as he has mobility issues and stairs are difficult. We will make this an open carport on the west side to allow light to come through so it won't feel crowded against the property line. To us, the carport seems more like an

accessory building setback of 1m. The main part of the carriage house will be 4m back, which is much further than the minimum of 2m.

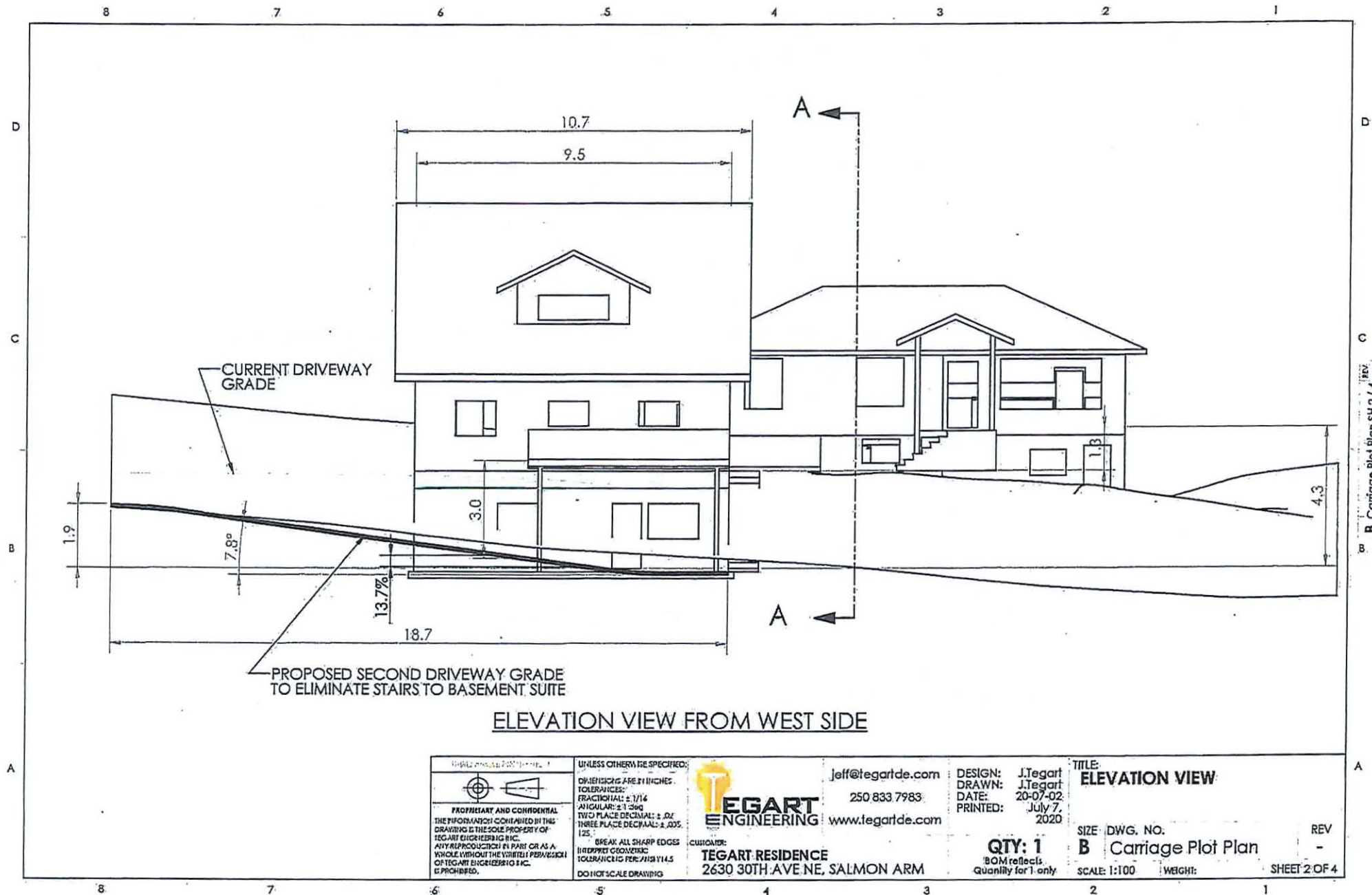
Thank you for your consideration of these matters. If you would like further information, please feel free to contact us.

Regards,

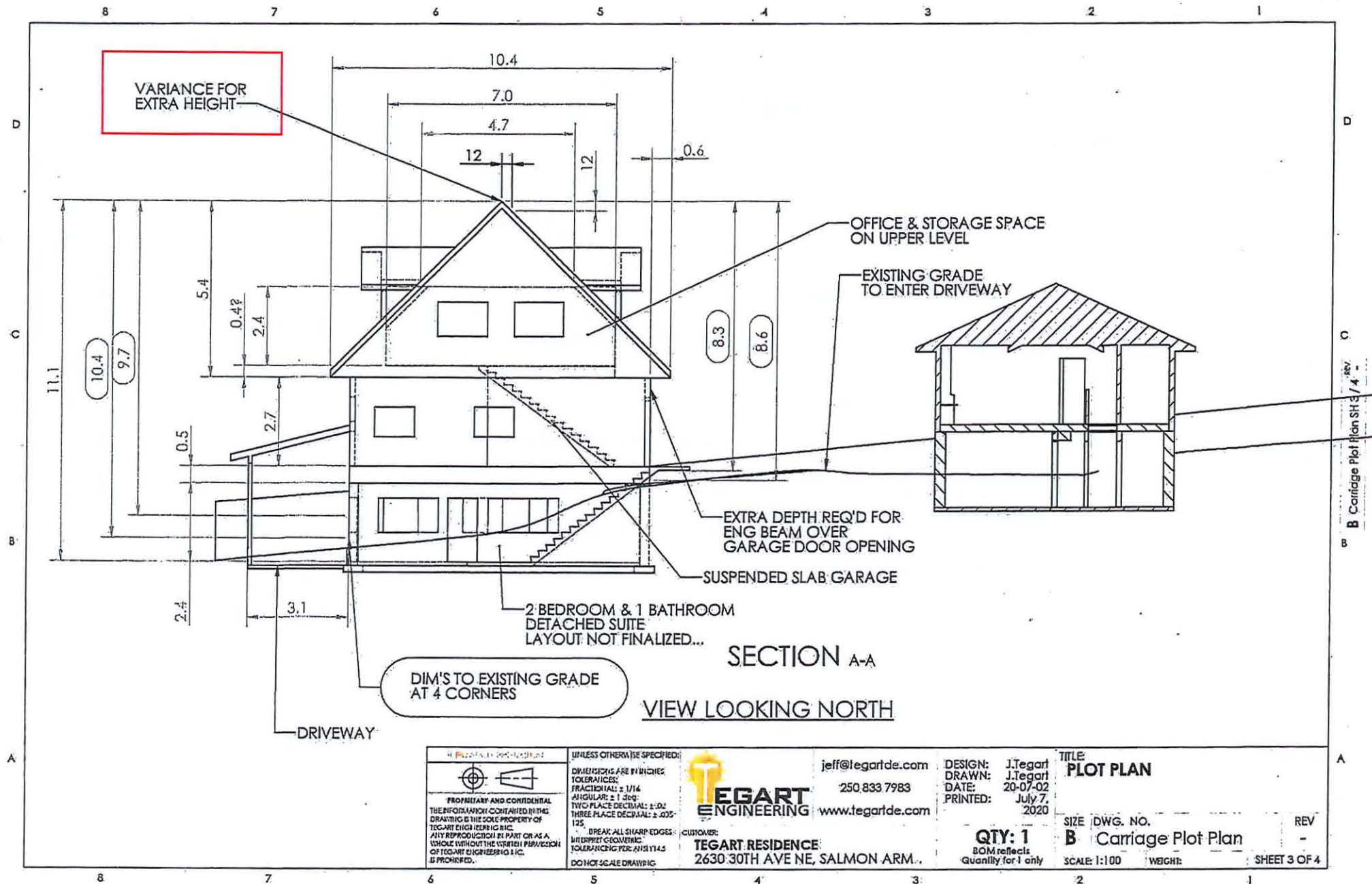
Jeff & Karls Tegart

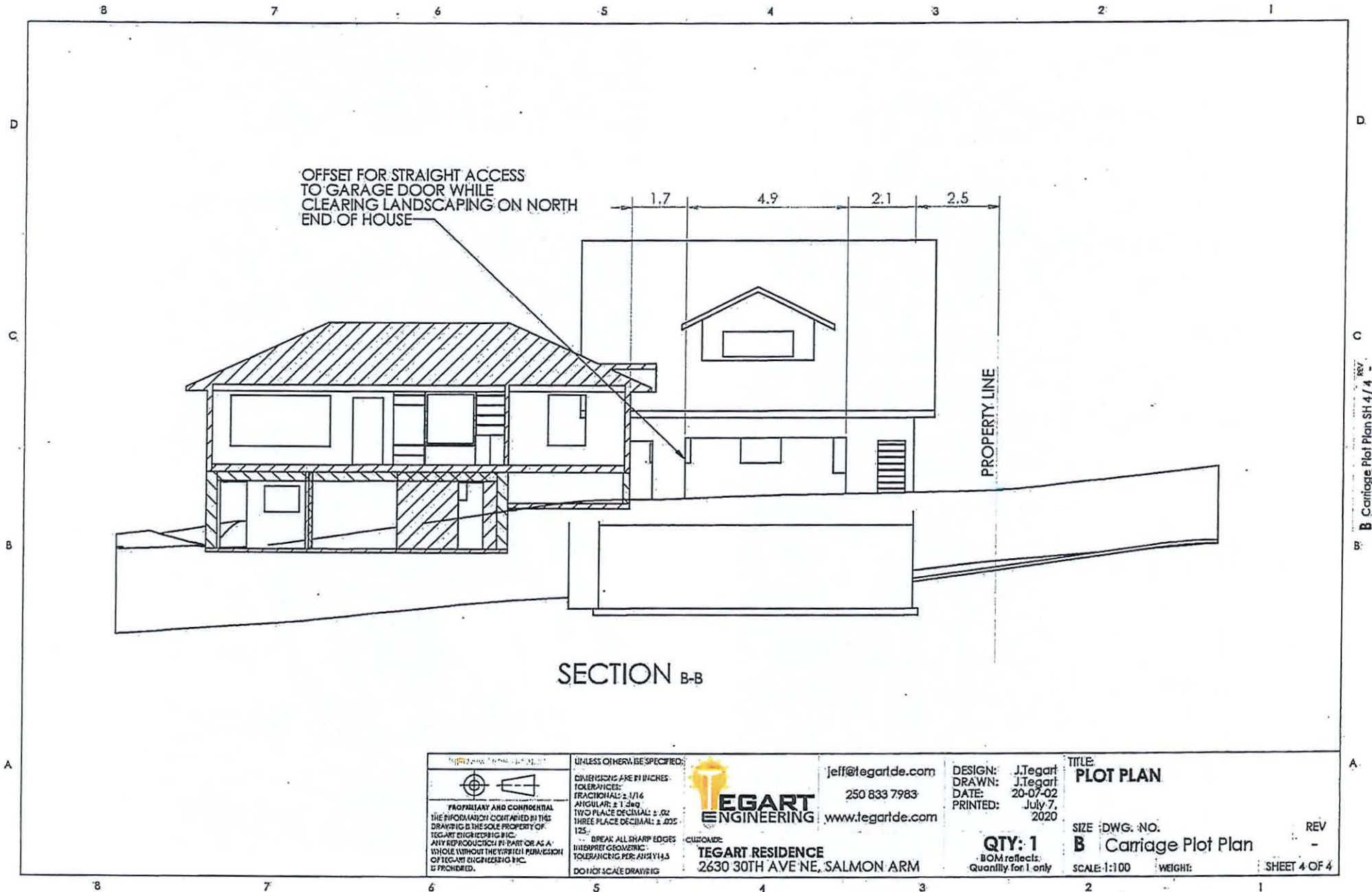
















View of subject property looking southwest from 30 Avenue NE.



View of subject property looking southeast from 30 Avenue NE.

**CITY OF  
SALMON ARM***Memorandum from the  
Engineering and Public  
Works Department*

---

TO: Kevin Pearson, Director of Development Services  
DATE: August 20, 2020  
PREPARED BY: Chris Moore / Matt Glenger, Engineering Assistant  
APPLICANT: J. & K. Tegart, 2630 – 30 Avenue NE, Salmon Arm, BC V1E 2Z7  
SUBJECT: ZONING AMENDMENT NO. ZON-1181 & VP-519  
LEGAL: Lot A, Section 24, Township 20, Range 10, W6M KDYD, Plan 13562  
CIVIC: 2630 – 30 Avenue NE

---

Further to your referral dated July 21, we provide the following servicing information. The following comments and servicing requirements are not conditions for Rezoning; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:

Engineering Department does not have any concerns related to the Re-zoning and Variance Requests and recommends that they be approved.

**Access:**

1. The applicant proposes to relocate the access to the property to the east. The new access will require a 400mm diameter culvert to be installed by City crews and the old access and culvert shall be removed. Owner / Developer is responsible for all associated costs.

**Water:**

1. The property is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use. Owner / Developer is responsible for all associated costs.
2. Records indicate that the existing property is serviced by a metered 19mm service from the 100mm diameter watermain on 30 Avenue NE. Due to the size of the existing service, upgrading to a new metered service (minimum 25mm) will be required. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Sanitary:**

1. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer in a right of way on the east property line. Due to the topography, the suite will likely require pumping to connect to the sanitary service.



ZONING AMENDMENT NO. ZON-1181 & VP-519  
August 20, 2020  
Page 2

---

**Drainage:**

1. The subject property does not front on an enclosed storm sewer system. Site drainage will be by an Overland and / or Ground Discharge system. Drainage issues related to development to be addressed at time of Building Permit application to meet requirements of Building Inspection Department.

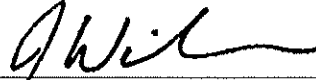
**Geotechnical:**

1. A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference for: Category A (Building Foundation Design), is required.



---

Chris Moore  
Engineering Assistant



---

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

## CITY OF SALMON ARM

### BYLAW NO. 4404

#### 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 by electronic means as authorized by Ministerial Order M192, British Columbia, on at the hour of 7:00 p.m. was published in the and , 2020 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot A, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13562 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

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. 4404"**

READ A FIRST TIME THIS DAY OF 2020

READ A SECOND TIME THIS DAY OF 2020

READ A THIRD TIME THIS DAY OF 2020

ADOPTED BY COUNCIL THIS DAY OF 2020

---

MAYOR

---

CORPORATE OFFICER

30 AVENUE

25 AVENUE

23 STREET

25 STREET

28 STREET

R-1 To R-8

0 40 80 160 240 320 Meters

Subject Parcel



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Item 10.2

## CITY OF SALMON ARM

Date: September 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4409 be read a first and second time.

[ZON-1185; Zwicker, M. & M.; 2790 30 Avenue NE; R-1 to R-8]

### Vote Record

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

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

**CITY OF  
SALMON ARM**

To: His Worship Mayor Harrison and Members of Council

Date: September 1, 2020

Subject: Zoning Bylaw Amendment Application No. 1185

Legal: Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13254, Except Plan 35839

Civic: 2790 – 30 Avenue NE

Owner/Applicant: Zwicker, M. & M.

---

**MOTION FOR CONSIDERATION**

**THAT:** a. bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13254, Except Plan 35839 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

---

**STAFF RECOMMENDATION**

**THAT:** The Motion for Consideration be adopted.

---

**PROPOSAL**

The subject parcel is located at 2790 30 Avenue NE (Appendix 1 & 2). The proposal is to rezone the parcel from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone). The applicant's intention is to construct a detached shop with a suite above.

**BACKGROUND**

The property is designated Low Density Residential in the City's Official Community Plan (OCP) and is zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The property is located in a residential neighbourhood bordering larger A-2 zoned properties in the ALR. There are presently 11 properties zoned R-8 (Residential Suite Zone) in the vicinity. Recently (April 2020), two properties across 30 Street NE were rezoned from R-1 to R-8.

The subject property is currently large and contains a single family dwelling, see site photos attached as Appendix 5. The property is 0.16 ha (0.39 ac) in area and is approximately 48.8 m long with a width of 31.9 m which meets the minimum parcel area and width as specified in the R-8 zoning regulations.

The applicant has provided both preliminary site and floor plans of the proposed suite (Appendix 6), which indicates, the suite will have an area of 88 m<sup>2</sup> (952 ft<sup>2</sup>), meeting the maximum floor area of 90 m<sup>2</sup> (969 ft<sup>2</sup>) permitted for a suite. Site photos show there is ample room for parking on the west side of the property. Access to the suite has not been shown on the site plan; and, as noted in the Engineering Department comments, only one access is permitted to a property. The applicant has been informed of this.

There is a Statutory Right of Way for the sanitary sewer service at the southeast corner of the property. The location of the proposed suite is conducive to tie into this existing service for the suite without encroaching on the Right of Way.

COMMENTSPlanning Department

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all residential designated areas subject to compliance with the Zoning Bylaw and the BC Building Code.

Any development of a detached suite requires a building permit and is subject to Zoning Bylaw regulations, BC Building Code requirements, and applicable Development Cost Charges (DCCs). DCCs are payable for detached suites in the amount of \$6,064.31, and are collected at the time of issuance of a building permit. Currently, the applicant has filed a building permit application for an accessory building. Should the property be rezoned to R-8, a separate building permit application will be required for the suite.

Engineering Department

No Engineering Department concerns with rezoning. Additional engineering comments attached as Appendix 7.

Building Department

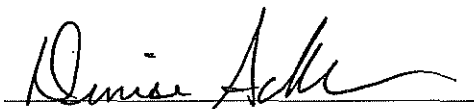
BC Building Code will apply. No concerns with proposed zoning.

Fire Department

No concerns.

CONCLUSION

The proposed R-8 zoning is consistent with the OCP and the subject property meets the required specifications of the R-8 zone. Therefore, this application is supported by staff. Any development of a suite requires a building permit and is subject to meeting Zoning Bylaw and BC Building Code regulations.



Prepared by: Denise Ackerman  
Planner, Development Services



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





0 1530 60 90 120  
Meters



Subject Parcel



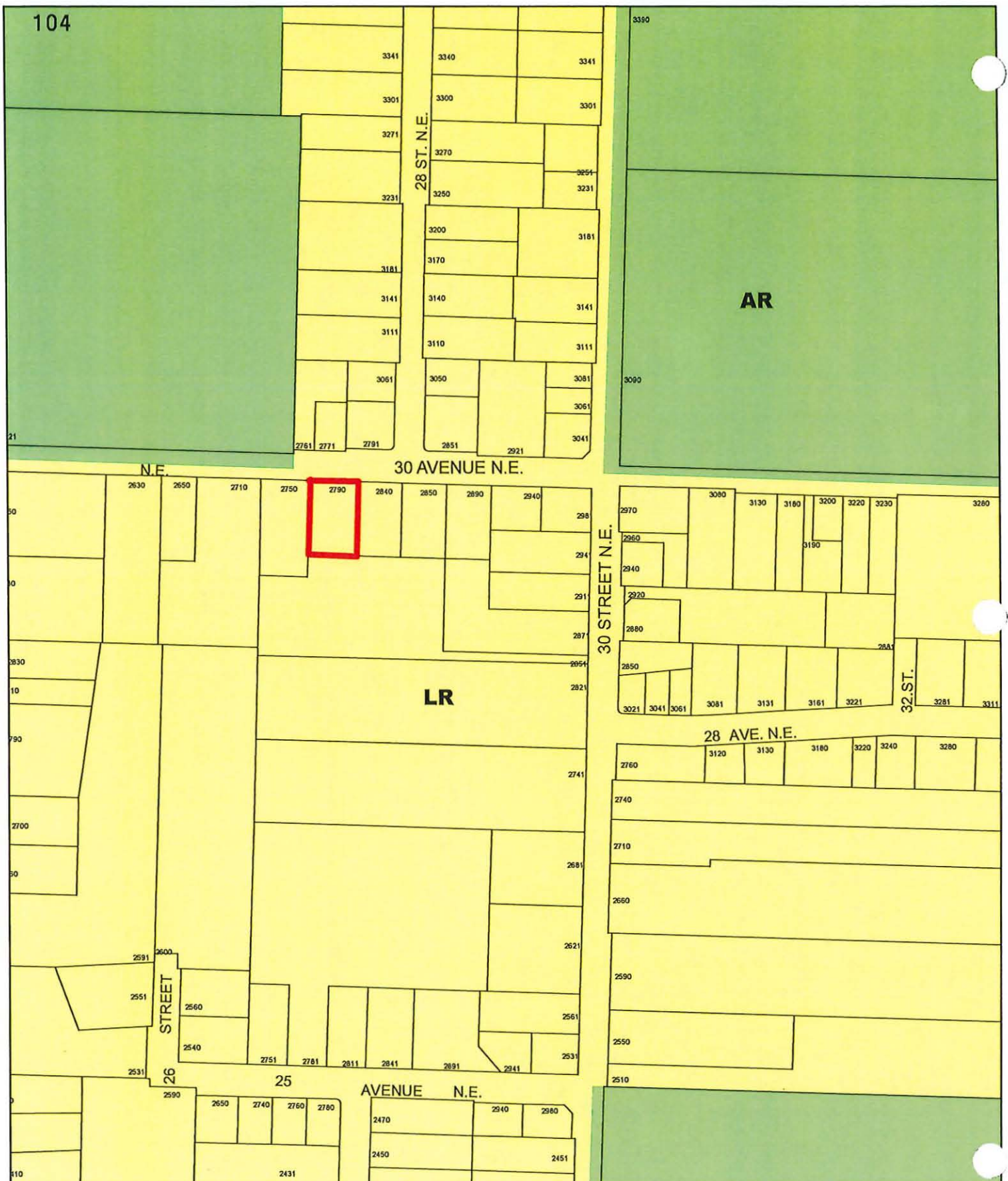


0 1.75 3.5 7 10.5 14  
Meters



Subject Parcel





Subject Parcel

0 15 30 60 90 120 Meters

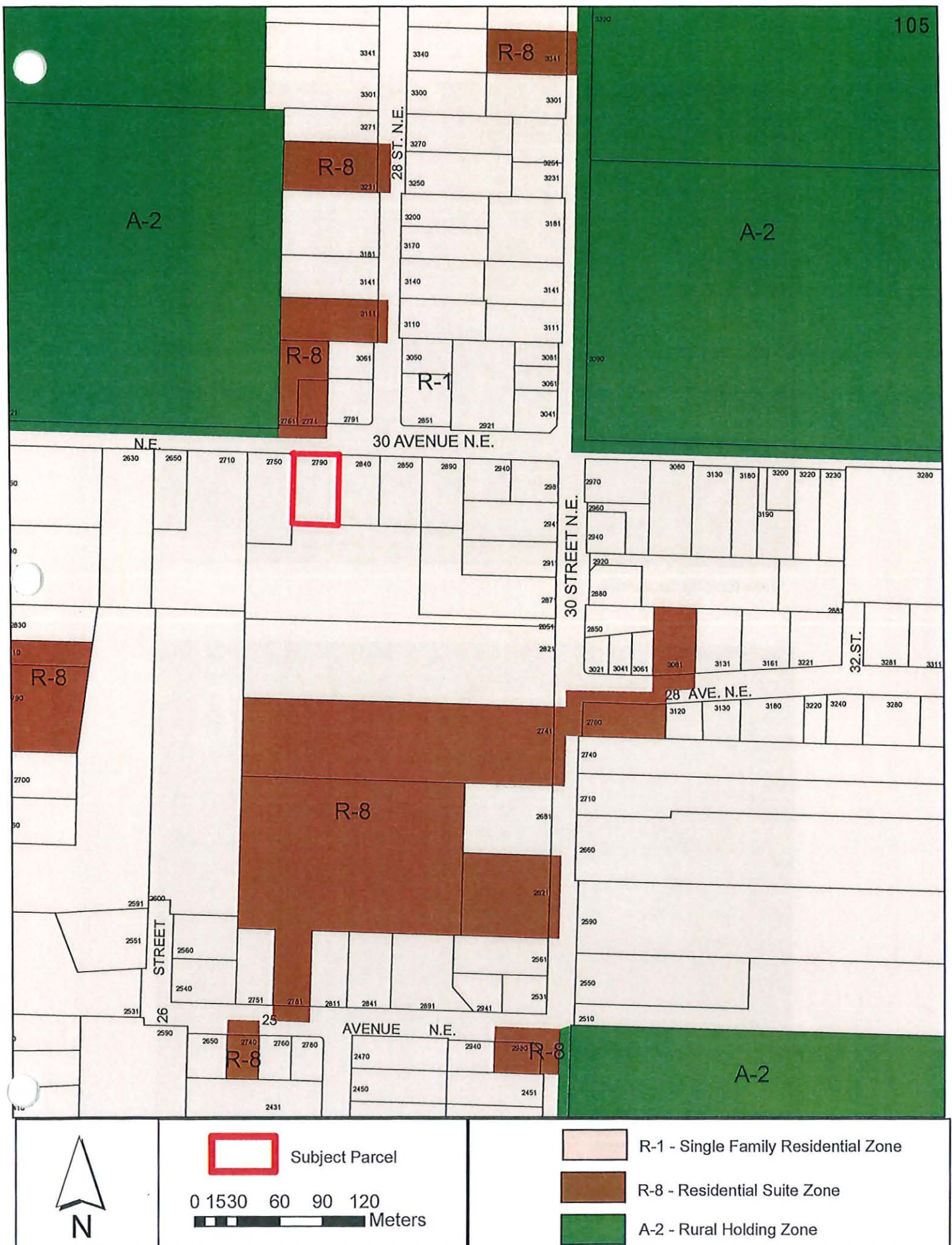


LR - Low Density Residential



AR - Acreage Reserve









View looking southeast.



View looking southwest.





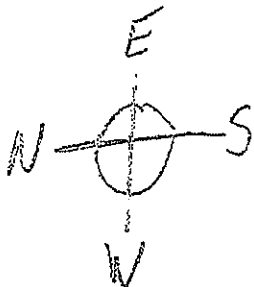
View looking south, front of house.



View of the rear yard showing approximate location of detached suite.

<b>BURNHAM LAND SURVEYS</b> British Columbia and Canada Land Surveys 10 - 401 Okanagan Avenue, N.E. Salmon Arm, B.C. V1E 1E7 Tel. (250) 804-0032 Fax. (250) 804-0034	
<b>B.C. LAND SURVEYOR'S CERTIFICATE OF LOCATION</b>	
To: Michael & Melissa Zwicker 2790 - 30 <sup>th</sup> Avenue N.E. Salmon Arm, B.C.	Re: Lot 1, Plan 13254, (except Plan 35839), Sec.24, Tp.20, R.10, W6M, K.D.Y.D. Civic address: 2790 - 30 <sup>th</sup> Avenue, N.E. Salmon Arm, BC Your File:
30 <sup>th</sup> Avenue N.E.	
<div style="border: 1px solid black; padding: 2px; display: inline-block;"><b>OFFICE COPY</b></div>	
This certificate is prepared for the exclusive use of the above named. Information shown hereon is for mortgage purposes only and is not to be used for the location of property boundaries. This certificate is certified correct and valid only in respect to the improvements as shown and located on the date hereon.	
Inspected: August 27, 1999	This is a <b>COPY</b> of an Original Signed and Sealed by P. J. Burnham, BCLS, CLS
Copyright © BURNHAM LAND SURVEYS 1999 No person may copy or alter this certificate without the prior written approval of BURNHAM LAND SURVEYS. <b>THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED.</b> Our File: 990082 Fb: 2 p 66-68	



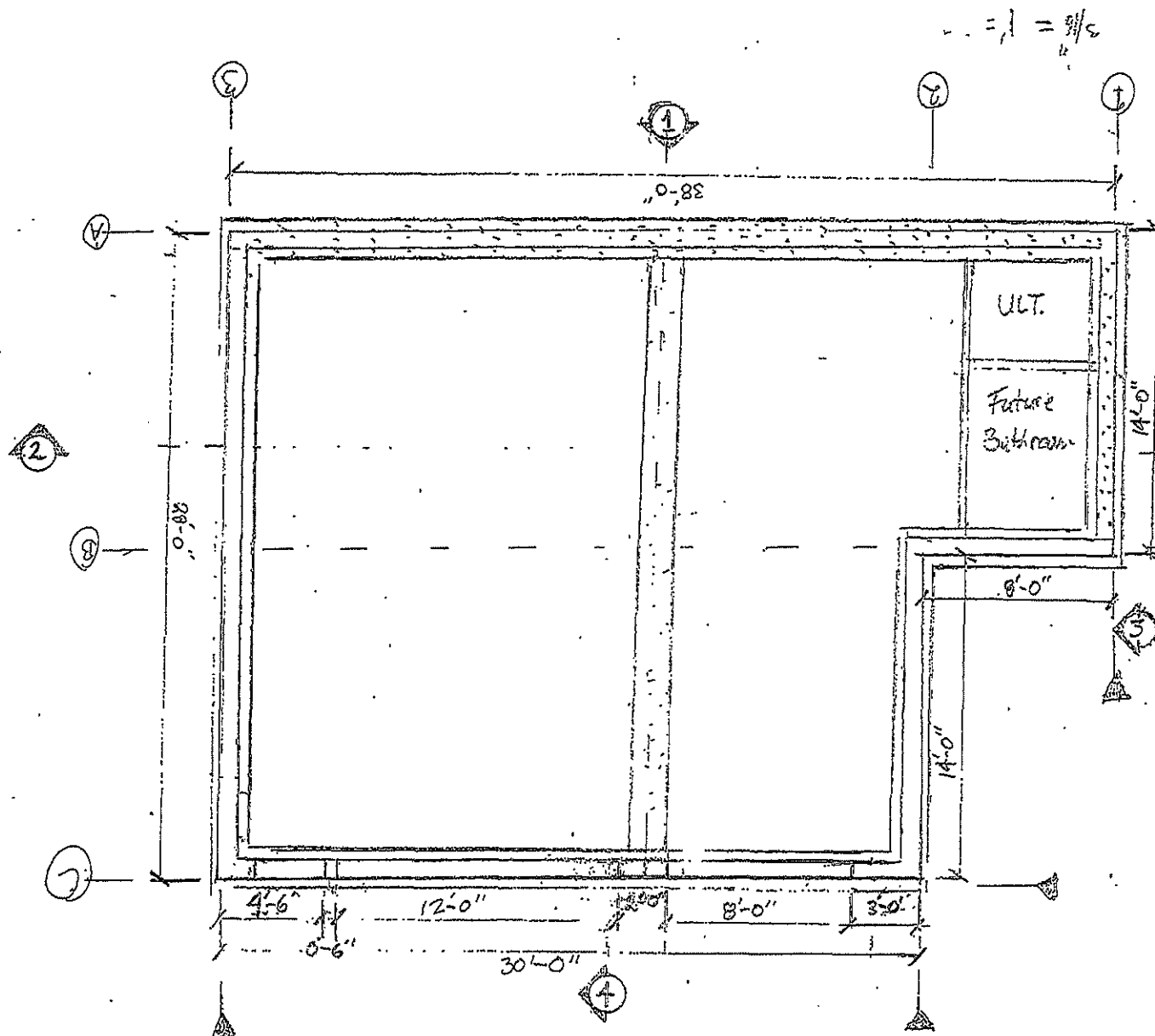


## NOTICE

Re: Bldg. Permit No. \_\_\_\_\_  
 The City of Salmon Arm depends upon the  
 Owner, Constructor and Designer to provide com-  
 pliance with B.C. Bldg. Regulations for works  
 performed within the scope of this Bldg. Permit.  
 City inspections do not relieve this respon-  
 sibility.

(Date) \_\_\_\_\_  
 Building Regulations of BC  
 (BCRC 2018 to Apply)  
 Check Field Copy Drawing Notes

**INSPECTION DUTIES OF OWNER**  
 The owner of a building or his agent shall  
 have the building or any part hereof  
 inspected and approved by the Building  
 Inspector as per Section 15.4 of Building  
 Act/Reg. 3535





TO:

PRINT

SUBMIT FORM

DIRECTOR OF DEVELOPMENT SERVICES (Kevin)  
 PLANNING AND DEVELOPMENT OFFICER (Scott)  
 PLANNING AND DEVELOPMENT OFFICER (Chris)  
 PLANNING AND DEVELOPMENT OFFICER (Denise)  
 MANAGER OF PERMITS & LICENSING (Maurice)  
 FIRE DEPARTMENT (Brad)  
 ENGINEERING & PUBLIC WORKS DEPARTMENT (Shelly for Departments.)  
~~MINISTRY OF TRANSPORTATION & INFRASTRUCTURE (Via eDAS)~~  
 BC HYDRO, via email utilities group  
 FORTISBC, via email utilities group  
 TELUS, via email utilities group  
 SHAW CABLESYSTEMS, via email utilities group

REFERRAL:

DATE: August 10, 2020  
 OWNER: M. & M. Zwicker, 2790 – 30 Avenue NE, Salmon Arm, BC V1E 3L2  
 APPLICANT: Owner(s)  
 SUBJECT: ZONING AMENDMENT APPLICATION FILE NO. ZON-1185  
 LEGAL: Lot 1, Section 24, Township 20, Range 10, W6M KDYD, Plan 13254, Except Plan 35839  
 CIVIC: 2790 – 30 Ave NE

Please provide comments on the attached Zoning Amendment Application at your earliest opportunity.

OCP Designation: LR (Low Density Residential)  
 OCP Designation Request: n/a  
 Development Permit Area: Environmentally Sensitive Riparian Areas  
 Current Zoning: R-1 (Single Family Residential Zone)  
 Requested Zoning: R-8 (Residential Suite Zone)  
 ALR: No  
 Previous Files: n/a  
 Associated File: n/a

Thank you.

Denise Ackerman  
 Development Services Planner

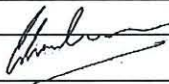
**COMMENTS for ZON-1185:**

No engineering concerns with re-zoning.

At Building permit upgrade of the water service to 1" and installation of a water meter will be required. Owner responsible for all associated costs.

No second driveway will be permitted, access to suite to be from existing driveway which may be widened if necessary to allow the vehicles to maneuver around the parked cars on the driveway.

SIGNATURE & DEPARTMENT:



DATE: 31/08/2020

# CITY OF SALMON ARM

## BYLAW NO. 4409

### 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 by electronic means as authorized by Ministerial Order M192, British Columbia, on at the hour of 7:00 p.m. was published in the and , 2020 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 1, Section 24, Township 20, Range 10, W6M, KDYD, Plan 13254 Except Plan 35839 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

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. 4409"

READ A FIRST TIME THIS DAY OF 2020

READ A SECOND TIME THIS DAY OF 2020

READ A THIRD TIME THIS DAY OF 2020

ADOPTED BY COUNCIL THIS DAY OF 2020

---

MAYOR

---

CORPORATE OFFICER





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## Item 10.3

**CITY OF SALMON ARM**Date: September 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Fire Department and Fire Prevention Amendment Bylaw No. 4416 be read a first, second and third time.

**Vote Record**

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

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond



## *City of Salmon Arm*

### *Fire Department*

#### **MEMORANDUM**

---

**Date:** September 9, 2020  
**To:** Carl Bannister  
**From:** Brad Shirley, Fire Chief  
**Re:** Bylaw # 3792 amendment

---

#### **Recommendation:**

That Fire Department and Fire Prevention bylaw #3792 be amended for the fall of 2020 burning season, to prohibit open burning of all fires, with the exception of campfires.

#### **Back Ground:**

Exposure to air pollution can irritate the lungs, cause inflammation, and alter immune function, making it more difficult to fight respiratory infections such as COVID-19.

When conditions are smoky, more people who are exposed to the novel coronavirus may develop COVID-19 and some cases of COVID-19 may become more severe.

#### **Persons who are most at risk include:**

- those who have been diagnosed with COVID-19 or another respiratory infection.
- those who have pre-existing respiratory conditions such as asthma, chronic obstructive pulmonary disease (COPD), interstitial lung disease (ILD), or lung cancer.
- those who are taking chemotherapy or drugs that suppress the immune system & those who have other risk factors that make them more susceptible to both smoke and COVID-19, such as older age, diabetes, heart disease, and insecure housing.

Brad Shirley, Fire Chief

A handwritten signature in black ink, appearing to read "Brad Shirley", is written over a horizontal line.

## CITY OF SALMON ARM

### BYLAW NO. 4416

#### A bylaw to amend the Fire Prevention and Fire Department Bylaw No. 3792

---

WHEREAS it is deemed expedient to amend the Fire Prevention and Fire Department Bylaw;

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

1. "City of Salmon Arm Fire Prevention and Fire Department Bylaw No. 3792" is hereby amended as follows:

Amend as follows:

Part 2 – Fire Department

2. 1. a) is 18 years of age or over;

Part 4 – General

7. 15. "The Fire Chief may ban any or all categories of the open burning bylaw under the following circumstances: if local conditions indicate a fire hazard, if B.C. Wildfire issues a fire ban within the Salmon Arm area of the Kamloops Fire Centre, when a public health risk exists or in the event of an emergency as determined by the Chief Administrative Officer"

Delete in its entirety:

Part 2 – Fire Department Section 2.2. A person enrolled as a member of the Department for firefighting duties shall be on probation for a period of three [3] months following successful completion of recruit training where the person shall take such special training and examinations as may be required by the Fire Chief.

2. SEVERABILITY

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

3. ENACTMENT



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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm Fire Prevention and Fire Department Amendment Bylaw No. 4416"

READ A FIRST TIME THIS	DAY OF	2020
READ A SECOND TIME THIS	DAY OF	2020
READ A THIRD TIME THIS	DAY OF	2020
ADOPTED BY COUNCIL THIS	DAY OF	2020

\_\_\_\_\_  
MAYOR

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

## Item 11.1

**CITY OF SALMON ARM**Date: September 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4413 be read a final time.

**Vote Record**

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

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

# CITY OF SALMON ARM

---

To: Mayor Harrison and Members of Council  
 Date: August 18, 2020  
 Subject: Fee for Service Amendment

---

## Recommendation

That: Bylaw No. 4413 cited as "City of Salmon Arm Fee for Service Amendment Bylaw No. 4413" be given 3 readings.

## Background

Annual water and sewer user fees have historically been billed in December for the upcoming year. Typically water and sewer user fees are assessed and brought forward to Council with the annual budget presentation in November. However, the 2021 Budget Presentation is not scheduled until January 2021. In order to proceed with the annual billing in December, it is necessary to review the user fees.

It is recommended that that 2021 Budget include a 2% increase and the 2022 Budget include a 2% increase in both Water and Sewer User Fees. It should be noted, however, that the Budgets will not reflect an increase to the Water and Sewer Frontage Taxes.

## Water and Sewer Funds

As noted above both the Water and Sewer Funds reflect an increase of 2% in 2021 and 2% in 2022 to address increasing costs pertaining to labour, equipment and materials; maintain reserves and adequate annual capital upgrades. The City has been a very good steward regarding user fee increases and as a result they have been infrequent. For the most part increases have been absorbed as a result of development and reducing reserve allocations. The water and sewer rates were last increased in 2020 by 2% and in 2019 by 1.5%.

The impact of the residential water and sewer user fee increase is as follows:

	2020	2021	Difference	2022	Difference
Sewer	\$314.70	\$321.00	\$6.30	\$327.40	\$6.40
Water	\$280.70	\$286.30	\$5.60	\$292.00	\$5.70
	\$595.40	\$607.30	\$11.90	\$619.40	\$12.10
Discount	(\$ 59.54)	(\$ 60.73)	(\$1.19)	(\$ 61.94)	(\$1.21)
Net	\$535.86	\$546.57	\$10.71	\$557.46	\$10.89

The annual increase to a residential user is \$10.71 in 2021 and \$10.89 in 2022.

The proposed increase in users fees will result in new water and sewer revenue of approximately \$51,631 and \$44,507 in 2021 and in 2022, respectively.

For the most part, the Utility Funds are funding approximately one half million dollars in infrastructure upgrades from water/sewer revenues. This reflects that user fees and frontage taxes are not 'only' funding maintenance and debenture payments, but are also contributing to capital infrastructure thus reducing the need to borrow funds for smaller scale upgrades.

As cited in previous reports to Council the use of long term debt and the accumulation of reserves to undertake certain projects is prudent and a combination of both funding mechanisms is a good strategy to maintain a healthy financial foundation. In order to accomplish this, the City must continue to transfer to reserves to ensure sufficient funding is in place. This will also serve to minimize borrowing costs.

Future Water Capital Expenditures

Over the past several years, staff have been reviewing the ages and condition of the City's water mains in conjunction with an Asset Management Plan. Portions of the City's water system are nearing or have surpassed their expected lifespan which may require some large expenditures in renewal/replacement projects in the future.

In conjunction with the City's Water Master Plan and Asset Management plan, some significant future projects of note are listed below:

- Zone 5 Booster Station, estimated cost at \$2 million;
- Trans Canada Highway East (from 20 Ave NE to 50 St NE), replacement cost is estimated at \$1.3 million;
- Foothills Road Watermain – Phase 1, estimated cost at \$507,000.00;
- Zone 2 Reservoir, estimated cost at \$1 million;
- Park Hill Reservoir, estimated cost at \$1.5 million;
- Canoe Zone 1 Secondary Feed, estimated cost at \$900,000.00; and
- 20 Avenue SE Watermain Upgrade, estimated cost at \$800,000.00.

Future Sewer Capital Expenditures

The City completed its Sanitary Sewer Master Plan in 2016, as part of this process a risk evaluation was completed on the City's 125 km of sanitary sewer mains. Findings estimate that 1,200 metres of clay tile pipe will have exceeded its useful life in 2034. In addition, promoted by growth, the City may need to address system capacity constraints resulting in capital upgrades to gravity mains, pump stations and forcemains, etc.

Some significant future projects of note are listed below:

- Water Pollution Control Centre - Stage IV Upgrade, estimated construction cost at \$20 million;
- Foreshore Main - Stage 2 (of 4), estimated construction cost at \$3 million;
- Foreshore Main – Stage 3 (of 4), estimated construction cost at \$3 million; and
- Wharf Street Lift Station (Impellor and pump replacement), estimated cost at \$1.5 million.

Respectfully Submitted,



Tracy Tulak, CPA, CMA  
Acting Chief Financial Officer



**2021 and 2022  
WATER RATES**

<u>CLASSIFICATION OF PREMISES</u>		<u>EQUIVALENT MONTHLY GALLONAGE</u>	<u>2021 MONTHLY CHARGE</u>	<u>2021 ANNUAL CHARGE</u>	<u>2022 MONTHLY CHARGE</u>	<u>2022 ANNUAL CHARGE</u>
<b>1</b>	<b><u>Dwellings</u></b>					
a	Private Dwellings	8,600	23.86	\$ 286.30	24.33	\$ 292.00
b	Apartments & Suites - each	4,300	\$ 11.93	\$ 143.15	\$ 12.17	\$ 146.00
c	Boarding or Lodging - per sleeping room	2,900	\$ 7.92	\$ 95.05	\$ 8.08	\$ 96.95
d	Residence combined with Corner Store or combined with Office or Business	8,600	\$ 23.86	\$ 286.30	\$ 24.33	\$ 292.00
<b>2</b>	<b><u>Offices</u></b>					
a	For first 1,000 sq. ft. of floor area	5,700	\$ 15.94	\$ 191.25	\$ 16.25	\$ 195.05
b	For each 1,000 sq. ft. or portion thereof	2,900	\$ 7.92	\$ 95.05	\$ 8.08	\$ 96.95
<b>3</b>	<b><u>Rental Accommodation</u></b>					
a	Hotel - per sleeping room see also Eating Establishments and Liquor Outlets for ancillary services	2,900	\$ 7.92	\$ 95.05	\$ 8.08	\$ 96.95
b	Motel, Auto Court, Resort - per unit see also Eating Establishments and Liquor Outlets for ancillary services	2,900	\$ 7.92	\$ 95.05	\$ 8.08	\$ 96.95
c	Trailer Park, Mobile Home Park					
d	Each occupiable permanent space	5,700	\$ 15.94	\$ 191.25	\$ 16.25	\$ 195.05
e	Each occupiable travel trailer space	1,400	\$ 4.00	\$ 48.05	\$ 4.08	\$ 49.00
f	Each occupiable tenting space	700	\$ 2.00	\$ 23.95	\$ 2.04	\$ 24.45
<b>4</b>	<b><u>Stores</u></b>					
a	Barber Shop - per chair	5,700	\$ 15.94	\$ 191.25	\$ 16.25	\$ 195.05
b	Beauty Salon and/or Hairdresser - per chair	5,700	\$ 15.94	\$ 191.25	\$ 16.25	\$ 195.05
c	Dry Cleaner	21,000	\$ 59.75	\$ 716.95	\$ 60.94	\$ 731.30
d	Laundry - other than steam or coin op.	21,000	\$ 59.75	\$ 716.95	\$ 60.94	\$ 731.30
e	Coin operated or laundromat per unit	2,900	\$ 7.92	\$ 95.05	\$ 8.08	\$ 96.95
f	Steam	57,000	\$ 160.21	\$ 1,922.50	\$ 163.41	\$ 1,960.95
	Lunch Counter or Lunch Service where in conjunction with another use - See Eating Establishments and Liquor Outlets					
g	Other - first 1,000 sq. ft. of floor area	2,900	\$ 7.92	\$ 95.05	\$ 8.08	\$ 96.95
h	Each 1,000 sq. ft. or portion thereof	1,920	\$ 5.28	\$ 63.40	\$ 5.39	\$ 64.65
<b>5</b>	<b><u>Eating Establishments and Liquor Outlets</u></b>					
	Includes Restaurants, Coffee Shop, Dining Rooms Cocktail Lounges, Beer Parlor or Public House and licenced Club Room (minimum of 20 seats taken once for total seating capacity of business)					
a	First 20 seats	9,000	\$ 24.95	\$ 299.45	\$ 25.45	\$ 305.45
b	Each Additional seat	360	\$ 1.00	\$ 12.00	\$ 1.02	\$ 12.20
c	Banquet Room	9,000	\$ 24.95	\$ 299.45	\$ 25.45	\$ 305.45
<u>CLASSIFICATION OF PREMISES</u>		<u>EQUIVALENT MONTHLY GALLONAGE</u>	<u>2021 MONTHLY CHARGE</u>	<u>2021 ANNUAL CHARGE</u>	<u>2022 MONTHLY CHARGE</u>	<u>2022 ANNUAL CHARGE</u>
<b>6</b>	<b><u>Other Commercial Premises</u></b>					
a	Bowling Alley - per alley	700	\$ 2.00	\$ 23.95	\$ 2.04	\$ 24.45
b	Bowling Green - per green	2,900	\$ 7.92	\$ 95.05	\$ 8.08	\$ 96.95
c	Bus Depot	13,000	\$ 35.52	\$ 426.20	\$ 36.23	\$ 434.70
d	Car Wash - first bay (minimum charge)	36,000	\$ 98.83	\$ 1,185.90	\$ 100.80	\$ 1,209.60
e	Each additional bay	6,000	\$ 16.48	\$ 197.80	\$ 16.81	\$ 201.75
f	Commercial Farm	21,000	\$ 59.75	\$ 716.95	\$ 60.94	\$ 731.30
g	Commercial Workshop - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 7.92	\$ 95.05	\$ 8.08	\$ 96.95
h	Fruit Stand	14,000	\$ 39.53	\$ 474.35	\$ 40.32	\$ 483.85
i	Funeral Parlour - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 7.92	\$ 95.05	\$ 8.08	\$ 96.95
j	Garage or Service Station or Keylock					

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**2021 and 2022  
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SCHEDULE "C"

	Station - first bay (minimum charge)	8,600	\$	23.86	\$	286.30	\$	24.33	\$	292.00
k	Each additional bay	1,400	\$	4.00	\$	48.05	\$	4.08	\$	49.00
l	Theatre	14,000	\$	39.53	\$	474.35	\$	40.32	\$	483.85
m	Warehouse - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$	7.92	\$	95.05	\$	8.08	\$	96.95
n	Other - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$	7.92	\$	95.05	\$	8.08	\$	96.95
7	<b><u>Industrial Premises</u></b>									
a	Abattoir	21,000	\$	59.75	\$	716.95	\$	60.94	\$	731.30
d	Stockyard - per acre	4,300	\$	11.93	\$	143.15	\$	12.17	\$	146.00
e	Other - for each 1,000 sq. ft. of floor area	2,900	\$	7.92	\$	95.05	\$	8.08	\$	96.95
8	<b><u>Public, Institutional and Non-Commercial Premises</u></b>									
a	Church	5,700	\$	15.94	\$	191.25	\$	16.25	\$	195.05
	Club Room Licenced (see Eating Establishments and Liquor Outlets)									
b	Club Rooms - Unlicenced	5,700	\$	15.94	\$	191.25	\$	16.25	\$	195.05
c	Court House	13,000	\$	35.52	\$	426.20	\$	36.23	\$	434.70
d	Curling Rink, Skating Rink, Arena	28,500	\$	79.06	\$	948.70	\$	80.64	\$	967.65
e	Meeting Hall, Public Hall	5,700	\$	15.94	\$	191.25	\$	16.25	\$	195.05
f	Fall Fair Grounds (Annually)		\$	150.28	\$	1,803.40	\$	153.29	\$	1,839.45
9	<b><u>Schools and Hospitals</u></b>									
a	Hospital, per patient bed	8,600	\$	23.86	\$	286.30	\$	24.33	\$	292.00
b	School, per classroom	8,600	\$	23.86	\$	286.30	\$	24.33	\$	292.00

**METERED WATER RATES**

Water rates are applicable to all metered water users within the City of Salmon Arm

**The user rate is a combination of A and B****A Base Rate (Based on connection size)**

	<u>2021</u>	<u>2022</u>
5/8 or 3/4 inch	\$ 21.80	\$ 22.20
1 inch	\$ 31.65	\$ 32.25
1-1/2 inch	\$ 44.75	\$ 45.60
2 inch	\$ 57.85	\$ 59.00
3 inch	\$ 103.80	\$ 105.85
4 inch	\$ 147.55	\$ 150.50
larger meters		

**B Per gallon charge**

	<u>2021</u>	<u>2022</u>
First 80,000 gallons	\$2.47 per 1000 gals or part thereof	\$2.52 per 1000 gals or part thereof
Next 80,000 gallons	\$2.78 per 1000 gals or part thereof	\$2.84 per 1000 gals or part thereof
Next 80,000 gallons	\$3.04 per 1000 gals or part thereof	\$3.10 per 1000 gals or part thereof
Next 80,000 gallons	\$3.28 per 1000 gals or part thereof	\$3.35 per 1000 gals or part thereof
Next 80,000 gallons	\$3.69 per 1000 gals or part thereof	\$3.76 per 1000 gals or part thereof
All over 400,000 gallons	\$4.08 per 1000 gals or part thereof	\$4.16 per 1000 gals or part thereof
C Meter testing charge	\$142.79	\$145.65

**Notes:**

- Where there is more than one meter on a property, the base rate is charged for each meter.
- Where any meter is unable to be read or where any water meter fails to register or to properly indicate the quantity of water used or consumed, consumption of water shall be estimated and an account shall be rendered to the customer. When estimating the account, due consideration shall be given to seasonal variations and any other factors which may affect the consumption of water.
- If a meter cannot be read for two consecutive billing periods, charges as per item 2 above shall apply and/or the flat rate according to this bylaw shall apply retroactive to the beginning of the period covered by the first missed reading and shall continue to be so charged until the City of Salmon Arm is advised by the property owner that the meter is again in service.

**2021 and 2022  
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- 4 No complaint of an error in any charge for water rates or charges shall be considered and no adjustment of any such error shall be made after a period of one year has elapsed since the end of the period for which such water rates or charges were made. After the termination of this period, all such water rates or charges shall be deemed to have been properly and correctly made.
- 5 All meters are owned by the City. They will be supplied for installation for the fee as set out in the bylaw. Installation of the meter is the responsibility of the property owner and must be done in such a manner as to meet all City standards and specifications. Meter installations shall be located in a convenient and safe place, readily accessible for meter readings, inspection, repair or removal.
- 6 Meters will be tested upon request, provided that a fee is paid in advance. Such fee is to be refunded if the meter is found to be registering incorrectly, otherwise the fee shall become the property of the City.
- 7 The City shall maintain and repair all meters which are the property of the City, but where replacements or repairs, except through ordinary wear, or rendered necessary by the acts, neglect or carelessness of the owner or occupant of any premise, any expense caused to the City shall be chargeable to and paid by the owner of such premise.
- 8 The use of bypasses is strictly prohibited without prior approval of the City of Salmon Arm. Anyone using a bypass without authorization is subject to fines and penalties as set out in Section 27 of By-Law No. 1274 - Regulation of Waterworks.

**ALL WATER USER RATES ARE GST EXEMPT**

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**2021 and 2022  
WATER RATES**

SCHEDULE "C"

<u>CLASSIFICATION OF PREMISES</u>		<u>EQUIVALENT MONTHLY GALLONAGE</u>	<u>2021 MONTHLY CHARGE</u>	<u>2021 ANNUAL CHARGE</u>	<u>2022 MONTHLY CHARGE</u>	<u>2022 ANNUAL CHARGE</u>
<b>1</b>	<b><u>Dwellings</u></b>					
a	Private Dwellings	8,600	\$ 26.75	\$ 321.00	\$ 27.28	\$ 327.40
b	Apartments & Suites - each	4,300	\$ 13.37	\$ 160.45	\$ 13.64	\$ 163.65
c	Boarding or Lodging - per sleeping room	2,900	\$ 8.97	\$ 107.65	\$ 9.15	\$ 109.80
d	Residence combined with Corner Store or combined with Office or Business	8,600	\$ 26.75	\$ 321.00	\$ 27.28	\$ 327.40
<b>2</b>	<b><u>Offices</u></b>					
a	For first 1,000 sq. ft. of floor area	5,700	\$ 17.86	\$ 214.35	\$ 18.22	\$ 218.60
b	For each 1,000 sq. ft. or portion thereof	2,900	\$ 8.97	\$ 107.65	\$ 9.15	\$ 109.80
<b>3</b>	<b><u>Rental Accommodation</u></b>					
a	Hotel - per sleeping room see also Eating Establishments and Liquor Outlets for ancillary services	2,900	\$ 8.97	\$ 107.65	\$ 9.15	\$ 109.80
b	Motel, Auto Court, Resort - per unit see also Eating Establishments and Liquor Outlets for ancillary services	2,900	\$ 8.97	\$ 107.65	\$ 9.15	\$ 109.80
c	Trailer Park, Mobile Home Park					
c	Each occupiable permanent space	5,700	\$ 17.86	\$ 214.35	\$ 18.22	\$ 218.60
d	Each occupiable travel trailer space	1,400	\$ 4.40	\$ 52.75	\$ 4.48	\$ 53.80
e	Each occupiable tenting space	700	\$ 2.20	\$ 26.35	\$ 2.24	\$ 26.85
<b>4</b>	<b><u>Stores</u></b>					
a	Barber Shop - per chair	5,700	\$ 17.86	\$ 214.35	\$ 18.22	\$ 218.60
b	Beauty Salon and/or Hairdresser - per chair	5,700	\$ 17.86	\$ 214.35	\$ 18.22	\$ 218.60
c	Dry Cleaner	21,000	\$ 66.70	\$ 800.40	\$ 68.03	\$ 816.40
d	Laundry - other than steam or coin op.	21,000	\$ 66.70	\$ 800.40	\$ 68.03	\$ 816.40
e	Coin operated or laundromat per unit	2,900	\$ 8.97	\$ 107.65	\$ 9.15	\$ 109.80
f	Steam	57,000	\$ 178.38	\$ 2,140.50	\$ 181.94	\$ 2,183.30
	Lunch Counter or Lunch Service where in conjunction with another use - See Eating Establishments and Liquor Outlets					
g	Other - first 1,000 sq. ft. of floor area	2,900	\$ 8.97	\$ 107.65	\$ 9.15	\$ 109.80
h	Each 1,000 sq. ft. or portion thereof	1,920	\$ 5.89	\$ 70.70	\$ 6.01	\$ 72.10
<b>5</b>	<b><u>Eating Establishments and Liquor Outlets</u></b>					
	Includes Restaurants, Coffee Shop, Dining Rooms Cocktail Lounges, Beer Parlor or Public House and licenced Club Room (minimum of 20 seats taken once for total seating capacity of business)					
a	First 20 seats	9,000	\$ 27.71	\$ 332.55	\$ 28.27	\$ 339.20
b	Each Additional seat	360	\$ 1.05	\$ 12.55	\$ 1.07	\$ 12.80
c	Banquet Room	9,000	\$ 27.71	\$ 332.55	\$ 28.27	\$ 339.20
<u>CLASSIFICATION OF PREMISES</u>		<u>EQUIVALENT MONTHLY GALLONAGE</u>	<u>2021 MONTHLY CHARGE</u>	<u>2021 ANNUAL CHARGE</u>	<u>2022 MONTHLY CHARGE</u>	<u>2022 ANNUAL CHARGE</u>
<b>6</b>	<b><u>Other Commercial Premises</u></b>					
a	Bowling Alley - per alley	700	\$ 2.20	\$ 26.35	\$ 2.24	\$ 26.85
b	Bowling Green - per green	2,900	\$ 8.97	\$ 107.65	\$ 9.15	\$ 109.80
c	Bus Depot	13,000	\$ 40.13	\$ 481.55	\$ 40.93	\$ 491.15
d	Car Wash - first bay (minimum charge)	36,000	\$ 111.23	\$ 1,334.75	\$ 113.45	\$ 1,361.45
e	Each additional bay	6,000	\$ 18.56	\$ 222.75	\$ 18.93	\$ 227.20
f	Commercial Farm	21,000	\$ 66.70	\$ 800.40	\$ 68.03	\$ 816.40
g	Commercial Workshop - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$ 8.97	\$ 107.65	\$ 9.15	\$ 109.80
h	Fruit Stand	14,000	\$ 44.61	\$ 535.35	\$ 45.50	\$ 546.05
i	Funeral Parlour - for each 1,000 sq. ft.					



BYLAW NO. 4413

**2021 and 2022  
WATER RATES**

SCHEDULE "C"

	of floor area or any portion thereof	2,900	\$	8.97	\$	107.65	\$	9.15	\$	109.80
	Garage or Service Station or Keylock									
j	Station - first bay (minimum charge)	8,600	\$	26.49	\$	317.85	\$	27.02	\$	324.20
k	Each additional bay	1,400	\$	4.40	\$	52.75	\$	4.48	\$	53.80
l	Theatre	14,000	\$	44.61	\$	535.35	\$	45.50	\$	546.05
m	Warehouse - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$	8.97	\$	107.65	\$	9.15	\$	109.80
n	Other - for each 1,000 sq. ft. of floor area or any portion thereof	2,900	\$	8.97	\$	107.65	\$	9.15	\$	109.80
7	<b><u>Industrial Premises</u></b>									
a	Abattoir	21,000	\$	66.70	\$	800.40	\$	68.03	\$	816.40
d	Stockyard - per acre	4,300	\$	13.37	\$	160.45	\$	13.64	\$	163.65
e	Other - for each 1,000 sq. ft. of floor area	2,900	\$	8.97	\$	107.65	\$	9.15	\$	109.80
8	<b><u>Public, Institutional and Non-Commercial Premises</u></b>									
a	Church	5,700	\$	17.86	\$	214.35	\$	18.22	\$	218.60
	Club Room Licenced (see Eating Establishments and Liquor Outlets)									
b	Club Rooms - Unlicenced	5,700	\$	17.86	\$	214.35	\$	18.22	\$	218.60
c	Court House	13,000	\$	40.13	\$	481.55	\$	40.93	\$	491.15
d	Curling Rink, Skating Rink, Arena	28,500	\$	89.23	\$	1,070.75	\$	91.01	\$	1,092.15
e	Meeting Hall, Public Hall	5,700	\$	17.86	\$	214.35	\$	18.22	\$	218.60
f	Fall Fair Grounds (Annually)		\$	88.88	\$	1,066.55	\$	90.65	\$	1,087.85
9	<b><u>Schools and Hospitals</u></b>									
a	Hospital, per patient bed	8,600	\$	26.75	\$	321.00	\$	27.28	\$	327.40
b	School, per classroom	8,600	\$	26.75	\$	321.00	\$	27.28	\$	327.40

**SEWER ON METERED WATER PROPERTIES**

Sewer rates applicable to all metered water users that have a sewer connection within the City of Salmon Arm

**The user rate is a combination of A and B****A Base Rate (Based on connection size)**

	<u>2021</u>	<u>2022</u>
4 inch	\$ 27.40	\$ 27.95
6 inch	\$ 100.30	\$ 102.30
8 inch	\$ 140.45	\$ 143.25

Larger connections - Base rate to be determined by Council

**B Per gallon charge (Based on metered water)**

	<u>2021</u>	<u>2022</u>
First 80,000 gallons	\$2.75 per 1000 gals or part thereof	\$2.92 per 1000 gals or part thereof
Next 80,000 gallons	\$2.99 per 1000 gals or part thereof	\$3.18 per 1000 gals or part thereof
Next 80,000 gallons	\$3.27 per 1000 gals or part thereof	\$3.47 per 1000 gals or part thereof
Next 80,000 gallons	\$3.56 per 1000 gals or part thereof	\$3.78 per 1000 gals or part thereof
Next 80,000 gallons	\$3.98 per 1000 gals or part thereof	\$4.22 per 1000 gals or part thereof
All over 400,000 gallons	\$4.42 per 1000 gals or part thereof	\$4.69 per 1000 gals or part thereof

**Notes:**

- 1 Rates will be billed bi-monthly and are subject to the same penalty dates and provisions as the metered water billings.
- 2 No complaint of an error in any charge for sewer rates or charges shall be considered and no adjustment of any such error shall be made after a period of one year has elapsed since the end of the period for which such sewer rates or charges were made. After the termination of this period, all such sewer charges shall be deemed to have been properly and correctly made.
- 3 Property owners wishing to qualify for an irrigation credit must install a secondary meter to record water used for irrigation. Water gallonage that is subject to sewer charges will be calculated by deducting consumption at the secondary meter from that at the primary meter.

**ALL SEWER USER RATES ARE GST EXEMPT**

## Item 11.2

**CITY OF SALMON ARM**Date: September 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4393 be read a final time.

[OCP4000-42; Edelweiss Properties Inc./Timberline Solutions/Baer, J.; 220 Okanagan Avenue SE; CC to HR]

**Vote Record**

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

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

# CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

DATE: May 25, 2020

SUBJECT: Official Community Plan Amendment Application No. OCP4000-42  
Zoning Amendment Application No. 1175

Legal: Lot 1, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392,  
Except Plan EPP88691  
Civic: 220 Okanagan Avenue SE  
Owner: Edelweiss Properties Inc.  
Applicant / Agent: Timberline Solutions / J. Baer

## MOTION FOR CONSIDERATION

- THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000 Land Use Designation of Lot 1, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392, Except Plan EPP88691 from CC (City Centre Commercial) to HR (High Density Residential);
- AND THAT: Pursuant to Section 475 of the *Local Government Act*, Council shall consider this Official Community Plan amendment after appropriate consultation with affected organizations and authorities;
- AND THAT: Pursuant to Section 476 of the *Local Government Act*, Council shall consider this Official Community Plan amendment after required consultation with School District No. 83;
- AND THAT: Pursuant to Section 477 (3) (a) of the *Local Government Act*, Second Reading of the Official Community Plan bylaw be withheld pending Council's consideration of the amendment in conjunction with:
- 1) The Financial Plans of the City of Salmon Arm; and
  - 2) The Liquid Waste Management Plan of the City of Salmon Arm.
- AND THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392, Except Plan EPP88691 from C-2 (Town Centre Commercial Zone) to R-5 (High Density Residential Zone);
- AND FURTHER THAT: Final Reading of the Zoning Amendment Bylaw be withheld subject to:
- 1) Ministry of Transportation and Infrastructure approval;
  - 2) Registration of a Section 219 Land Title Act restrictive covenant, restricting five residential dwelling units to rental units located on the subject property (220 Okanagan Avenue SE; and
  - 3) Adoption of the associated Official Community Plan Amendment Bylaw.

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## STAFF RECOMMENDATION

The Motion for Consideration be adopted.

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## BACKGROUND

The civic address of the subject property is 220 Okanagan Avenue SE. The property is located at the corner of Okanagan Avenue SE and 2<sup>nd</sup> Street SE, near the Trans Canada Highway (Appendices 1 & 2). The owner and applicant wish to convert the lower floor of commercial space into 2 residential dwelling units. The applicant has submitted a site and a proposed lower floor plan (Appendix 3). Site photos are attached as Appendix 4. In 2018 a 2-storey building was constructed with 180 m<sup>2</sup> (1935 ft<sup>2</sup>) of commercial space on the lower floor and two residential units, approximately 75 – 85 m<sup>2</sup> (820 – 900 ft<sup>2</sup>) on the upper floor. Although the 3 upper floor dwelling units have been rented, the lower commercial space has been vacant since the building was constructed in 2018. Only upper or lower floor dwelling units, not both, are permitted in the C-2, Town Centre Commercial Zone. To convert the building to a residential building and eliminate commercial space on the lower floor, both an OCP and a zoning amendment are necessary. This application proposes to change the OCP designation from CC (Commercial City Centre) to HR (High Density Residential); and, a Zoning Amendment, to change the zoning from C-2, Town Centre Commercial Zone to R-5, High Density Residential Zone. OCP and zoning maps are attached as Appendices 4 & 5.

Land uses adjacent to the subject parcel include the following:

North: Okanagan Avenue SE, C-2, Town Centre Commercial  
South: Single family dwelling, C-2, Town Centre Commercial  
East: Laneway & multi-family residential, R-5, High Density Residential  
West: 2<sup>nd</sup> Street SE, C-2 Town Centre Commercial

Originally the subject property, along with the two adjacent properties to the south were designated as High Density Residential and zoned R-1, Single Family Residential. In 2012, OCP and Zoning Bylaw Amendments were adopted which changed the OCP designation and zoning to it's present state, Commercial City Centre and C-2 Town Centre Commercial Zone respectively. A Development Permit was approved for the existing 2-storey mixed use building for the subject property, subject to conditions in 2013 and the Development Permit was issued in 2018. There was no further development on the two adjacent properties to the south (20 & 30 – 2 Street SE) as the owner of the property changed their development plans.

## OCP POLICIES

This application proposes to reverse the OCP designation on the subject property back to its original designation of High Density Residential. This property borders the boundary between City Centre Commercial and High Density Residential. OCP Policy 8.3.19 supports high density residential developments in areas with good access to the following:

- transportation routes, including transit, trails and sidewalks, and roads;
- recreation, parks and open space;
- community services, e.g., commercial uses, schools.

## Section 475 & 476– Local Government Act

Pursuant to Section 475 and 476 of the Local Government Act (consultation during OCP development / amendments), the proposed OCP amendment was referred to the following external organizations:

Adams Lake Indian Band:	No response to date
Neskonlith Indian Band:	No response to date
Economic Development Society:	No response to date
School District No. 83:	No response to date



Section 477 – Local Government Act

Pursuant to Section 477 of the Local Government Act (adoption procedures for official community plan), after first reading, the OCP amendment bylaw must be considered in relation to the City's financial and waste management plans. In the opinion of staff, this proposed OCP amendment is largely consistent with both the City's financial and waste management plans.

COMMENTSEngineering Department

No Engineering Department concerns.

Building Department

No concerns from a building point of view. Architect required if there are 5 or more dwelling units in the building. Building plans were submitted by Marc Lamerton Architect for the existing building.

Fire Department

No Fire Department concerns.

Planning Department

The location of the property is just south of the Trans-Canada Highway and borders the downtown commercial area to the north and the residential area to the south. The property is centrally located and provides good access to amenities in the downtown core in a neighbourhood which ranges from low density, single family homes to higher density multi-family residential developments.

A covenant prohibiting some commercial uses that were considered non-compatible in this transitional area between the Town Centre commercial area and the residential area was a condition to rezoning the parcel to C-2 in 2013. Because the property is located in this transitional area, changing the designation and rezoning the property back to residential is supported based on its location.

The maximum density permitted in the R-5 zone is 100 dwelling units or 40.5 dwelling units per acre. With a density bonus the maximum density increases to 130 dwelling units per hectare or 52.6 dwelling units per acre. With R-5 zoning, the maximum density on this property would be 4 dwelling units or 5 units with a density bonus. To qualify for a density bonus, a special amenity of rental units is proposed to be provided and secured in perpetuity by a Section 219 Land Title Act Covenant. The owner of the property is agreeable to the requirement for a covenant, see Appendix 7.

Unfortunately, the setbacks are significantly different between commercial and residential zoned properties. Under the current zoning, C-2 Town Centre Commercial, the maximum parcel or site coverage can be 100% of the parcel or site area and no setbacks. Under the proposed R-5, High Density Residential zoning, the maximum parcel coverage is 55% of the parcel area for all buildings, 70% if there is underground parking which is not applicable in this situation. The specified setbacks for principal buildings in the R-5 zone are: 5.0 m for front, rear and exterior parcel lines; and, 2.4 m for interior parcel lines. The existing building does not meet any of the required R-5 setbacks, see attached survey attached as Appendix 8. Therefore, it should be noted that if the property is rezoned to R-5, the building will have the status of legal, non-conforming with respect to parcel coverage and setbacks and subject to Section 529, of the Local Government Act (Non-conforming structures: restrictions on maintenance, extension and alteration).

With respect to parking requirements, the existing 6 parking spaces will meet the parking requirements as specified in the Zoning Bylaw. In this scenario, fewer parking spaces are required with R-5 zoning as compared to C-2 zoning; 1.25 off-street parking spaces are required under R-5 zoning and under C-2 zoning the parking requirements are based on gross floor area and the commercial use. A parking

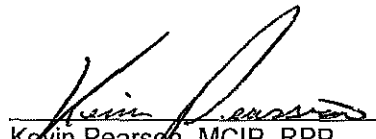
variance was not required with the original Development Permit for the building because the property was included in the Downtown Specified Parking Area (Bylaw No. 4007) and the parking requirements are further reduced from 1.25 parking spaces to 1 parking space per dwelling unit because the property is included in the Downtown Specified Parking Area. Therefore, the existing 6 parking spaces is sufficient for the proposed 5 dwelling units.

### CONCLUSION

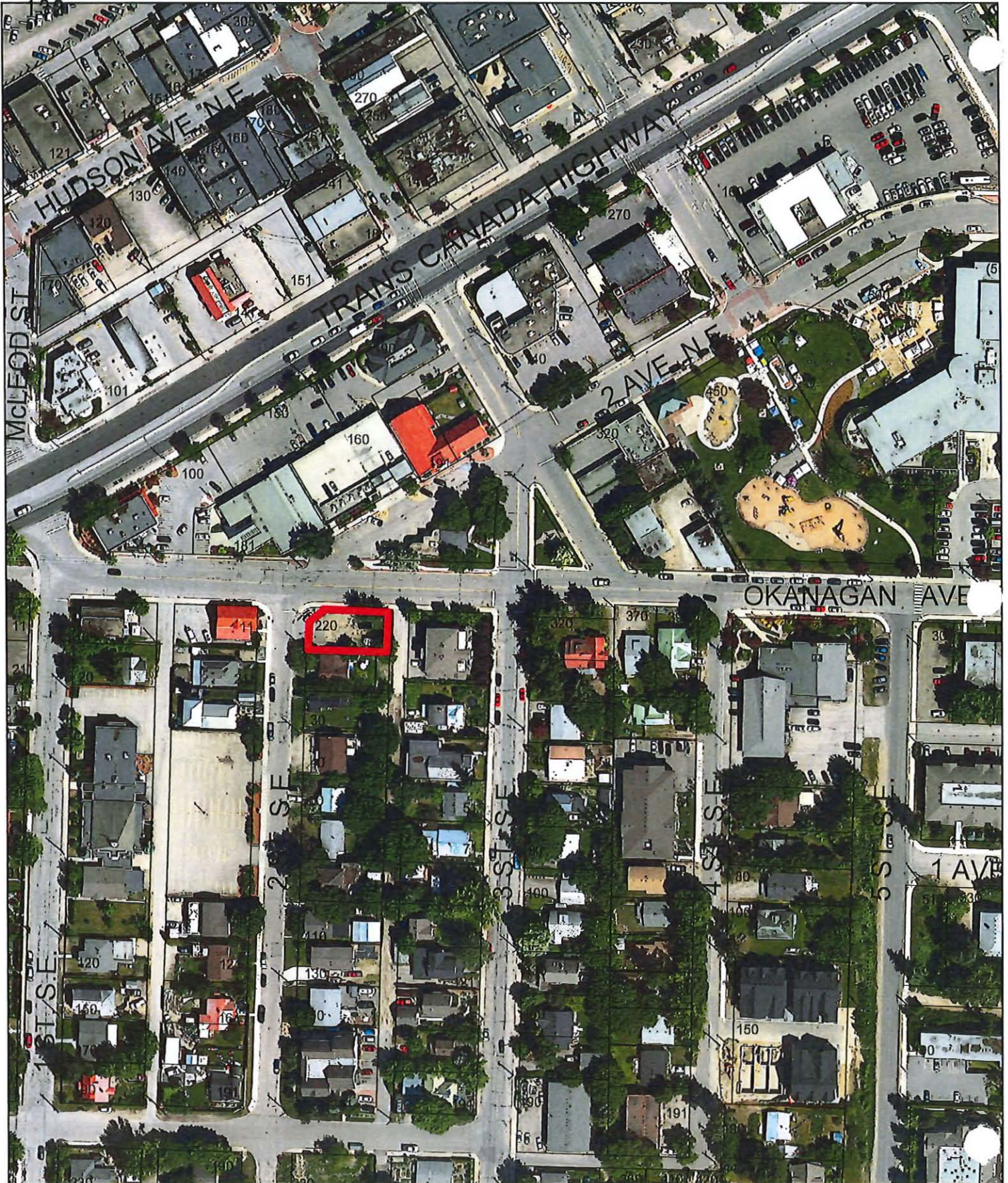
This OCP & zoning amendment application proposes to revert the subject property from commercial back to residential to facilitate the conversion of lower floor commercial space to 2 residential dwelling units. The primary reason for the proposal is because the owner has been unable to lease the commercial space.


The property is located in a transitional area bordering the downtown commercial area to the north and the high density residential area to the south. The location of the property is supportive of this proposal. In addition, the density and parking provisions of the R-5 zone can be achieved. However, there are some implications with regards to parcel coverage and setbacks that will leave the property with a legal, non-conforming status should the OCP and zoning amendments be adopted:

  
Denise Ackerman  
Planner, Development Services Department

  
Kevin Pearson, MCIP, RPP  
Director of Development Services





0 510 20 30 40  
 Meters



Subject Parcel



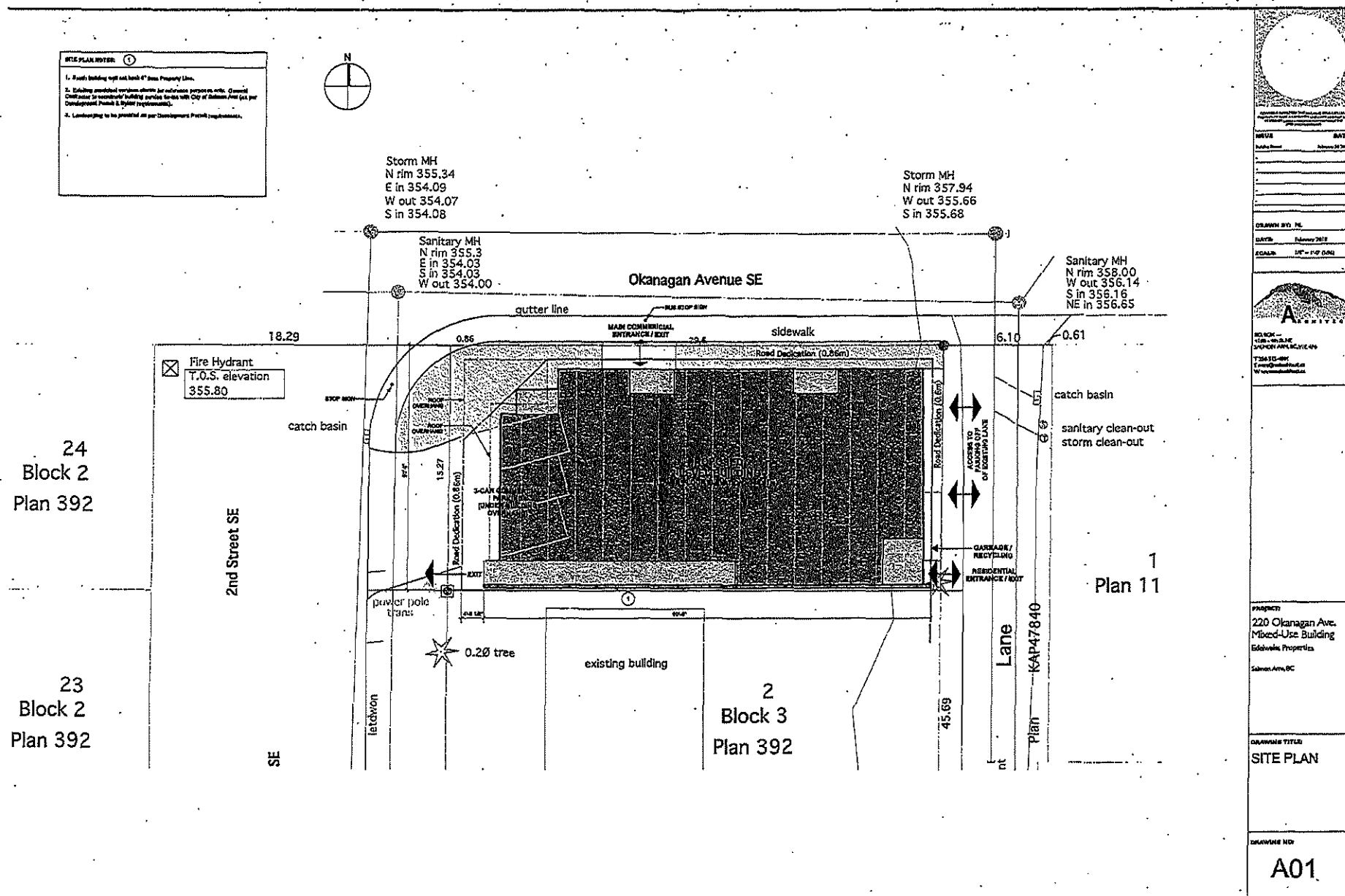


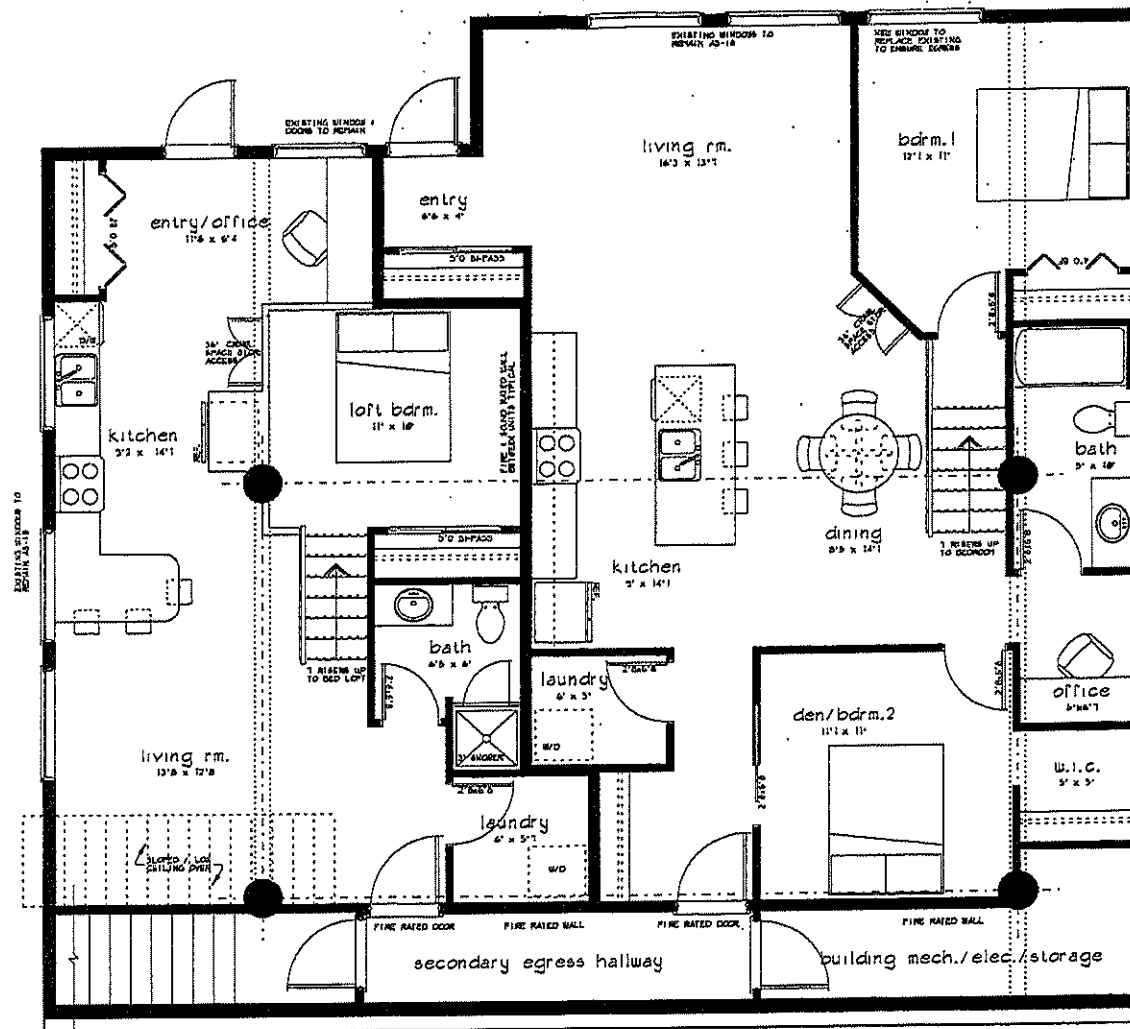
0 1.25 2.5 5 7.5 10  
Meters



Subject Parcel







660 sq.ft.

1060 sq.ft.

220 Okanagan Ave. Ground Floor  
SCALE: 1/8" = 1'-0"



View of subject property looking east (from 2<sup>nd</sup> Street SE)



View of subject property looking west (from laneway)



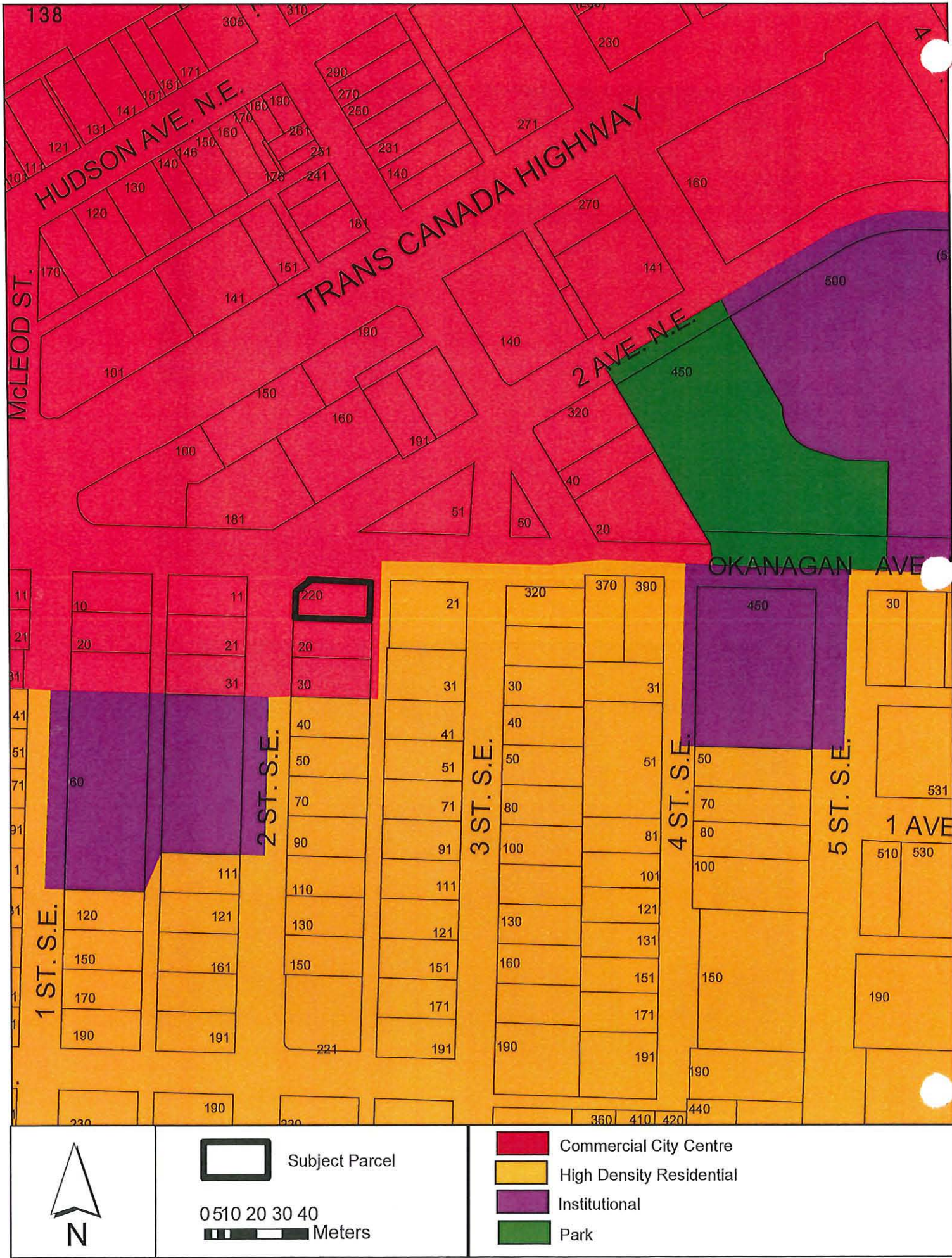


View of subject property looking south (from Okanagan Avenue SE)

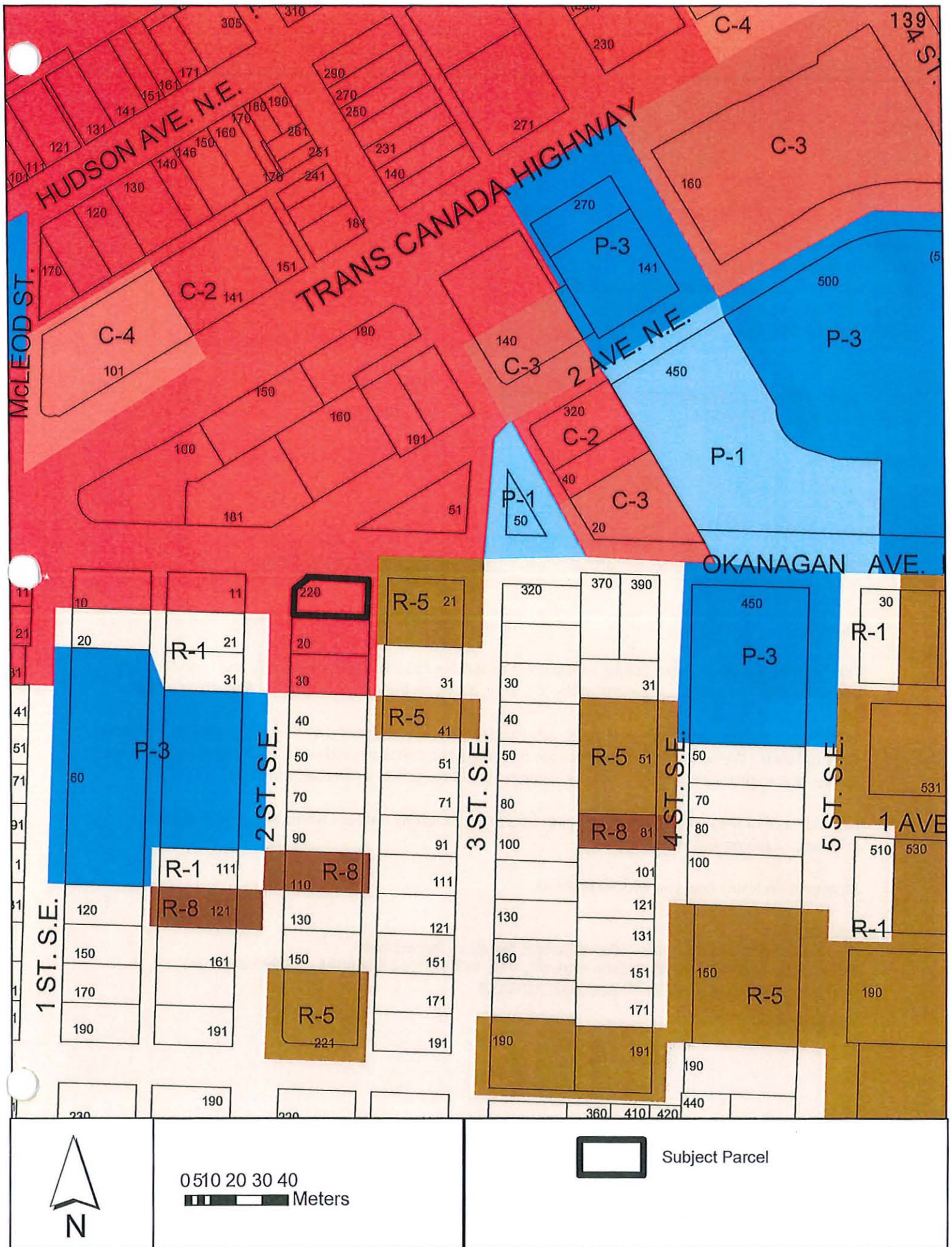


View of subject property looking northwesterly (from laneway)









**Denise Ackerman**

---

**From:** Denise Ackerman  
**Sent:** May-27-20 3:26 PM  
**To:** Denise Ackerman  
**Subject:** FW: 220 Okanagan Avenue SE

**From:** Jordan Baer  
**Sent:** May-15-20 2:37 PM  
**To:** Denise Ackerman <dackerman@salmonarm.ca>  
**Cc:** Kevin Pearson <kpearson@salmonarm.ca>  
**Subject:** Re: 220 Okanagan Avenue SE

Hi Denise  
Roger is good with signing a covenant to keep them rentals.  
Did I ever send you a DP letter?

Regards,

Jordan

On May 14, 2020, at 5:04 PM, Denise Ackerman <[dackerman@salmonarm.ca](mailto:dackerman@salmonarm.ca)> wrote:

Hi Jordan,

I am working on the OCP and zoning amendment report for 220 Okanagan Avenue SE and I wanted to let you know that the maximum density in the R-5 zone, based on the parcel size is only 4 dwelling units.

With bonus density you could get 5 units; but, to qualify for bonus density, all the units would be restricted to rental units. We would require a covenant restricting the units to rental units, meaning the units could not be strata units with individual titles which then could be sold as individual strata lots.

I am not sure of the owner's intention but before proceeding any further I wanted to pass along this information to you and the owner.

Please let me know how you wish to proceed.

Kind Regards,

**Denise Ackerman | Planner | Development Services Department**  
Box 40, 500-2nd Avenue NE, Salmon Arm, BC, V1E 4N2 | P 250.803.4021 | F 250.803.4041  
E [dackerman@salmonarm.ca](mailto:dackerman@salmonarm.ca) W [www.salmonarm.ca](http://www.salmonarm.ca)

<image001.png>



<b>BROWNE JOHNSON</b> Land Surveyors		<b>BRITISH COLUMBIA AND CANADA LANDS</b> Box 362, Salmon Arm, B.C. V1E 4N5 250-832-9701   office@brownejohnson.com	
<b>BC LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE</b>			
To: Timberline Solutions c/o Dava Ogilvie Box 532 Salmon Arm, BC, V1E 4N6  Your File:		Re: Lot 1, Blk 3, Sec 14, Tp 20, R 10, W6M KDYD, Plan 392, Except Plan EPP88691  Parcel Identifier (PID): 012-410-438 Civic Address: 220 Okanagan Avenue, Salmon Arm	
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> </div> <div style="width: 65%;"> <p style="text-align: right; font-size: small;">List of documents registered on title which may affect the location of improvements:</p> <p style="text-align: right; font-size: x-small;">Covenant: CA2285491 Covenant: CA6730394</p> </div> </div> <div style="text-align: center; margin-top: 20px;"> <p><b>Lane</b></p> <p style="font-size: x-small;">Scale 1:125</p> <p style="font-size: x-small;">All distances are in metres. Dimensions derived from Plan 392</p> </div>			
<p>The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.</p> <p>This plan was prepared for inspection purposes and is for the exclusive use of our client. This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property boundaries.</p> <p>This building location certificate has been prepared in accordance with the Professional Reference Manual and is certified correct this 5th day of June, 2019.</p>		<p style="text-align: center;"> <b>Joseph Johnson</b>          Digitally signed by Joseph Johnson LYSXJ8          Date: 2019.06.12 06:54:25 -07'00'          BCLS       </p> <p style="font-size: x-small;">COPYRIGHT © BROWNE JOHNSON 2019 LAND SURVEYORS</p> <p style="font-size: x-small;">All rights reserved. No person may copy, reproduce, transmit or alter this document in whole or in part without the prior written consent of BROWNE JOHNSON LAND SURVEYORS.</p> <p style="font-size: x-small;">THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY OR DIGITALLY SIGNED.</p> <p style="font-size: x-small;">Our File: 241-19      Fb: 241-19.row</p>	



**CITY OF SALMON ARM****BYLAW NO. 4393****A bylaw to amend "City of Salmon Arm Official Community Plan  
Bylaw No. 4000"**

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Salmon Arm Recreation Centre Auditorium, 2600 10 Avenue NE, Salmon Arm, British Columbia, on July 13, 2020, at the hour of 7:00 p.m. was published in the July 1 and 8, 2020 issue of the Salmon Arm Observer;

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

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

1. "City of Salmon Arm Official Community Plan Bylaw No. 4000" is hereby amended as follows:

1. Re-designate Lot 1, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392 Except Plan EPP88691 from CC (City Centre Commercial) to HR (High Density Residential), 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 Official Community Plan Amendment Bylaw No. 4393"**.

READ A FIRST TIME THIS            8th            DAY OF            June            2020

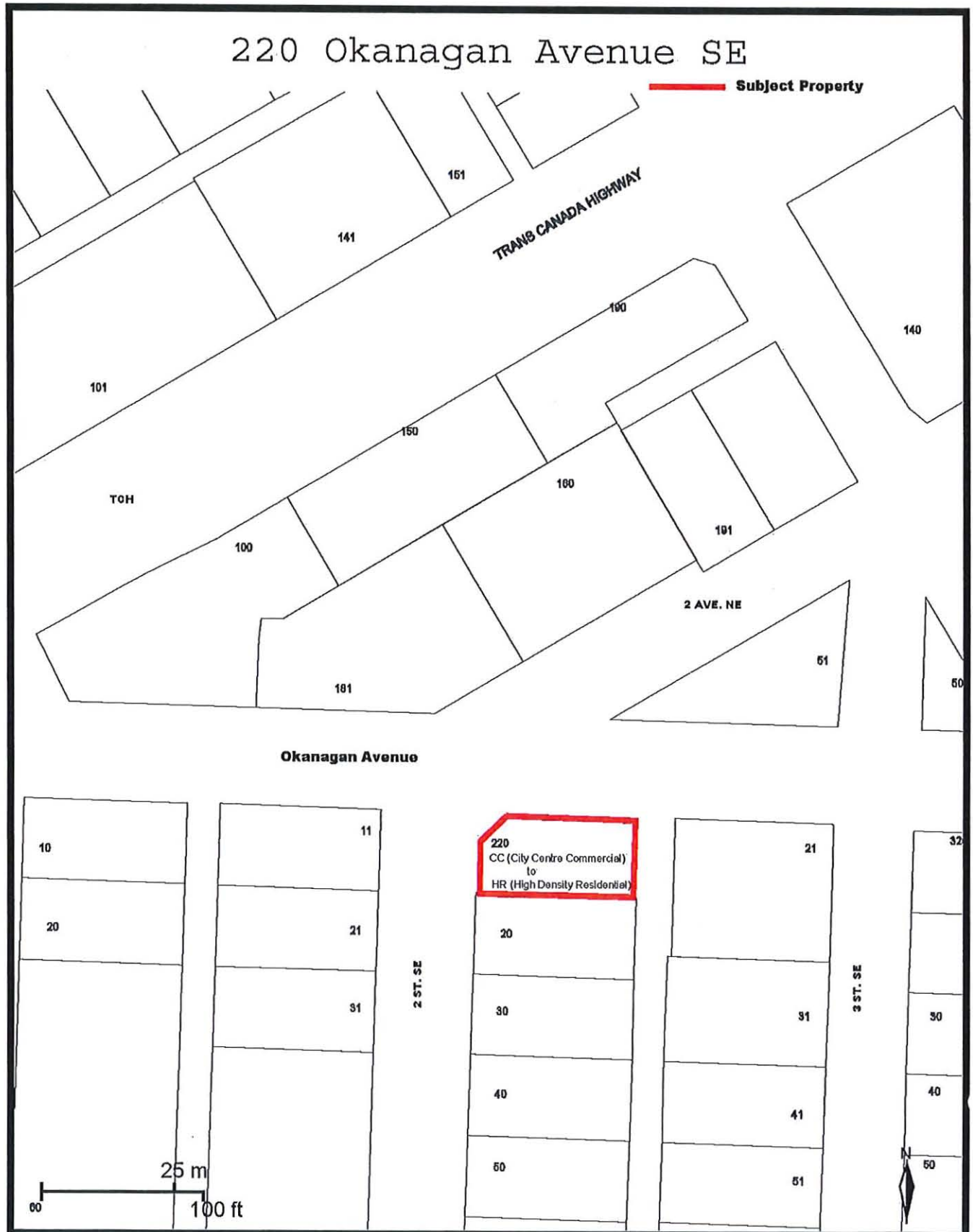
READ A SECOND TIME THIS        22nd           DAY OF            June            2020

READ A THIRD TIME THIS        13th           DAY OF            July            2020

ADOPTED BY COUNCIL THIS                            DAY OF                            2020

\_\_\_\_\_  
MAYOR

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



## Item 11.3

## CITY OF SALMON ARM

Date: September 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4394 be read a final time.

[ZON-1175; Edelweiss Properties Inc./Timberline Solutions/Baer, J.; 220 Okanagan Avenue SE; C-2 to R-5]

**Vote Record**

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

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond



## CITY OF SALMON ARM

### BYLAW NO. 4394

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

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Salmon Arm Recreation Centre Auditorium, 2600 10 Avenue NE, Salmon Arm, British Columbia, on July 13, 2020 at the hour of 7:00 p.m. was published in July 1 and 8, 2020 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, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392 Except Plan EPP88691 from C-2 (Town Centre Commercial Zone) to R-5 (High Density Residential Zone), attached as Schedule "A".

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. 4394"

READ A FIRST TIME THIS 8th DAY OF June 2020

READ A SECOND TIME THIS 22nd DAY OF June 2020

READ A THIRD TIME THIS 13th DAY OF July 2020

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE 24th DAY OF July 2020

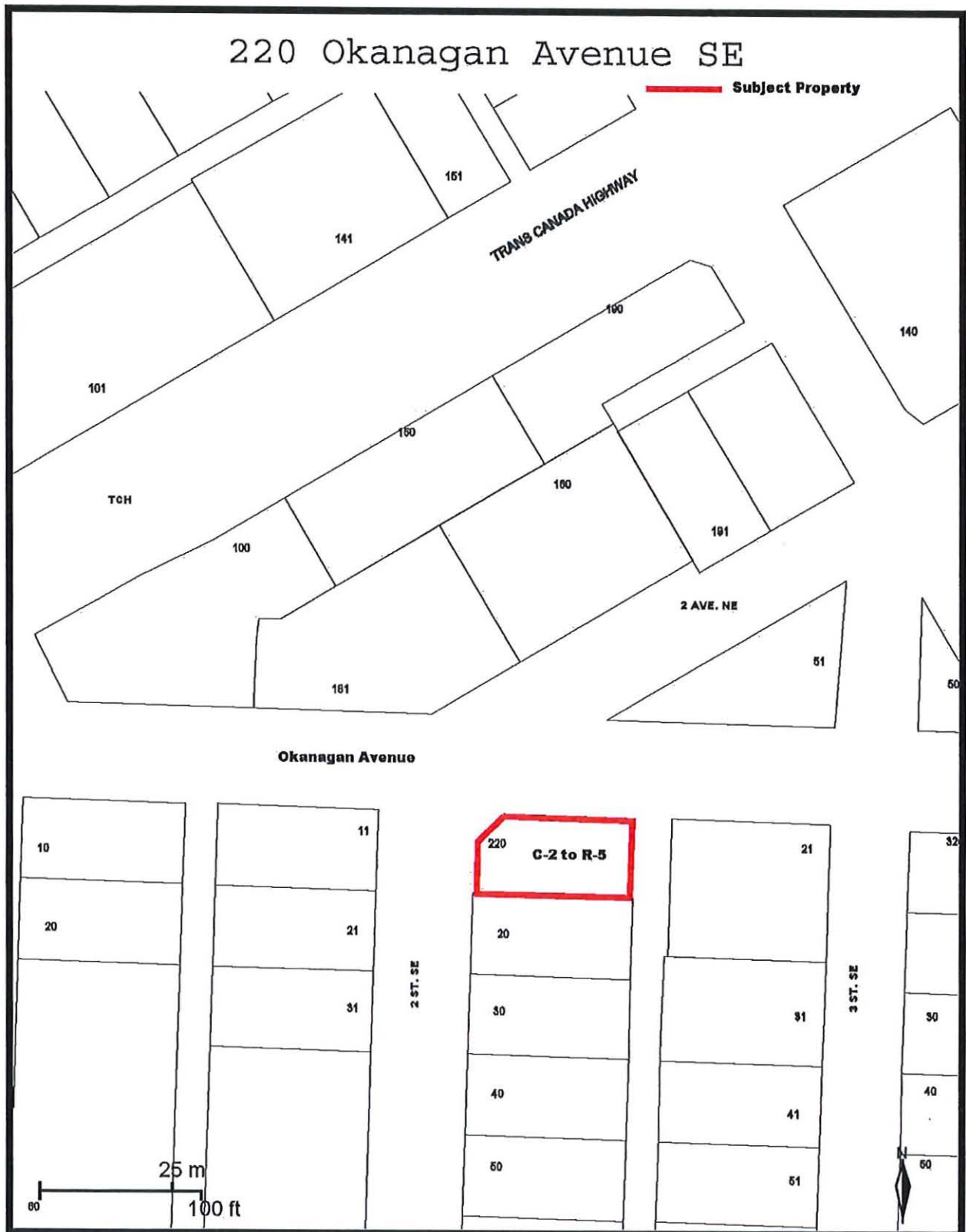
"T. KNIGHT"  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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

SCHEDULE "A"



## INFORMATIONAL CORRESPONDENCE - SEPTEMBER 14, 2020

- |     |                                                                                                                                                                                                                                                                                                           |   |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 1.  | Building Department – Building Statistics – August 2020                                                                                                                                                                                                                                                   | N |
| 2.  | Building Department – Building Permits – Yearly Statistics                                                                                                                                                                                                                                                | N |
| 3.  | J. Kral – email dated September 9, 2020 – Disc Golf                                                                                                                                                                                                                                                       | A |
| 4.  | S. McCoubrey, Chairperson, Lake Country ArtWalk 2020 – email dated August 7, 2020 – Proposal Requesting the Installation of several Air Chairs in you Municipality                                                                                                                                        | A |
| 5.  | T. Kutschker, Director/Curator, Shuswap District Arts Council Board of Directors – letter dated August 19, 2020 – Salmon Arm Arts Centre Accessibility                                                                                                                                                    | A |
| 6.  | C. Mossey, Manager, Government Relations, BC Transit – letter dated August 31, 2020 – 3 Year Transit Expansion Initiatives                                                                                                                                                                                | A |
| 7.  | H. Roberge, Administrator, Maple Tree Montessori – letter dated September 8, 2020 – Maple Tree Montessori Expansion                                                                                                                                                                                       | A |
| 8.  | L. Halls, Deputy Minister, Emergency Management BC – email dated August 31, 2020 – Release of the What We Heard “Modernizing BC Emergency Management Legislation” Report                                                                                                                                  | N |
| 9.  | R. Parenteau, Manager, Shuswap Community Foundation – letter dated September 1, 2020 – Shuswap Community Foundation                                                                                                                                                                                       | N |
| 10. | I. Tostenson, President and CEO, British Columbia Restaurant and Foodservices Association, J. Guignard, Executive Director, Alliance of Beverage Licensees and K. Beattie, Executive Director, BC Craft Brewers Guild – letter dated August 26, 2020 – Request for Support for Expanded Patio Permissions | A |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required



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## Item 12.2

**CITY OF SALMON ARM**Date: September 14, 2020

E. McDonald, President, Shuswap Naturalists Club – letter received September 10, 2020 –  
Blackburn Park

**Vote Record**

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

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond



## **Shuswap Naturalist Club**

**1740 – 16<sup>th</sup> St. NE, Salmon Arm, BC V1E 3Z7**

Dear Mayor Harrison and Council,

We, the Shuswap Naturalist Club, would like to use the sheltered area of Blackburn Park for our October monthly meeting, the afternoon of October 6<sup>th</sup>. We would like to use it between 1:00 and 3:30 if that is possible.

Your response in this matter would be very much appreciated.

Also, we would like to thank the mayor for the kind letter he sent to us regarding our last request about tree planting.

Thank-you,

Ed McDonald  
President, Shuswap Naturalist Club

## Item 12.3

**CITY OF SALMON ARM**Date: September 14, 2020

P. Cannon, Family Support Worker/Early Years Family Navigator, Shuswap Children's Association – letters dated September 10, 2020 – Children's Outdoor Yoga and Storywalk

**Vote Record**

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

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond





September 10, 2020

Mayor and Council  
City of Salmon Arm  
500 2 Ave NE  
Salmon Arm, BC V1E 4N2

Dear Mayor Harrison and City Councillors,

**RE: Children's Outdoor Yoga**

We have been running Children's Outdoor Yoga sessions since the beginning of summer and for a great success, we are organizing more. We are hoping to run our September/October Tuesday session at the Blackburn Park. We picked Blackburn Park because its location is very convenient for many families. It also provides a sheltered area in case of a rainy day. It will be a 4-week session, every Tuesday from 10 till 10:30am, starting on September 15 and ending on October 6.

To ensure social distancing, we will limit numbers to 10 children, each yoga mat will be at least 6ft apart. The yoga mats will be disinfected with Covid spray after each use. Before each session, we will email families a health checklist.

I am writing this request that you consider giving us permission to organize Outdoor Children's Yoga at the Blackburn Park (Gazebo area), so we can keep bringing joy to children and their parents/caregivers.

Thank you so much for your help.

Sincerely,

Pavlina Cannon  
Family Support Worker/Early Years Family Navigator  
Shuswap Children's Association

September 10, 2020

Mayor and Council  
City of Salmon Arm  
500 2 Ave NE  
Salmon Arm, BC V1E 4N2

Dear Mayor Harrison and City Councillors,

**RE: StoryWalk®**

StoryWalk® has been a great success so we would like to organize more of them, to make more children and more families happy.

We would like to bring this event:


- on September 23 to Canoe Beach
- on September 30 to McGuire Lake Park
- on October 7 to the Drum Park by Okanagan College (the StoryWalk® would end on the trail that goes along the pond)

To prevent creating a crowd and to ensure social distancing, each mounted page will be at least 16 ft apart. The StoryWalk® will be available from 9am till 4pm so families will have the whole day to come and enjoy the story.

I am writing this request that you consider giving us permission to organize the StoryWalk® in the previously mentioned parks, so we can keep bringing joy to children and their parents/caregivers.

Thank you so much for your help.

Sincerely,



Pavlina Cannon  
Family Support Worker/Early Years Family Navigator  
Shuswap Children's Association

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Item 23.1

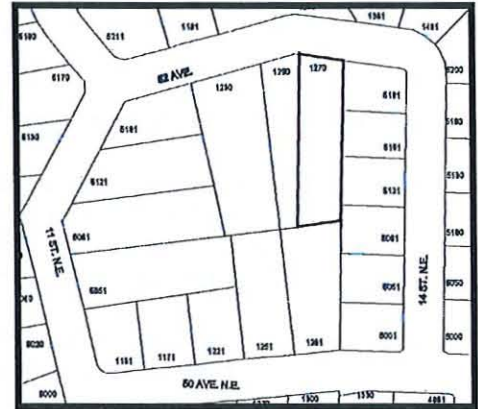
**CITY OF SALMON ARM**Date: September 14, 2020**NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, September 14, 2020 at 7:00 p.m.**

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

Rezone Lot 11, Section 36, Township 20, Range 10, W6M, KDYD, Plan 31502 Except Plan KAP54919 from R-1 Single Family Residential Zone to R-8 Residential Suite Zone.

**Civic Address:** 1270 – 52 Avenue NE  
**Location:** West of 14 Street NE on South side of 52 Avenue NE  
**Present Use:** Single Family Dwelling  
**Proposed Use:** Single Family Dwelling with Suite  
**Owner/Applicant:** E. & T. Warden  
**Reference:** ZON-1179/ Bylaw No. 4401



The staff reports for the proposals are available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> September 1 - 14, 2020 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4010 to obtain the facts of the proposal prior to the hearing.

Pursuant to Ministerial Order No. M192 made under the *Emergency Program Act*, R.S.B.C. 1996, c.111, s.10, City Council will now be allowing public attendance on a first come first serve basis subject to the provisions of the City of Salmon Arm COVID 19 Exposure Control Plan.

City Council encourages the continued use of the city's website to stay informed on current Development applications and Council Agendas.

Erin Jackson, Director of Corporate Services

**Vote Record**

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

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond



**CITY OF  
SALMON ARM**

---

To: His Worship Mayor Harrison and Members of Council

Date: August 5, 2020

Subject: Zoning Bylaw Amendment Application No. 1179

Legal: Lot 11, Section 36, Township 20, Range 10, W6M, KDYD, Plan 31502,  
Except Plan KAP54919  
Civic Address: 1270 – 52 Avenue NE  
Owner/Applicant: Warden, E. & T.

---

**MOTION FOR CONSIDERATION**

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 11, Section 36, Township 20, Range 10, W6M, KDYD, Plan 31502, Except Plan KAP54919 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

**AND THAT:** Final reading of the zoning amendment bylaw be withheld subject to confirmation that the proposed *secondary suite* in the existing single family dwelling meets Zoning Bylaw and BC Building Code requirements.

---

**STAFF RECOMMENDATION**

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

---

**PROPOSAL**

The subject parcel is located at 1270 – 52 Avenue NE (Appendix 1 and 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the development of a legal *secondary suite* within the existing single family dwelling.

**BACKGROUND – SECONDARY SUITES**

The parcel is designated Low Density Residential in the City's Official Community Plan (OCP), and zoned Single Family Residential (R-1) in the Zoning Bylaw (Appendix 3 & 4).

The subject parcel is located in the "Raven" residential neighbourhood, largely comprised of R-1 zoned parcels containing single family dwellings. There are currently five R-8 zoned parcels within the proximity of the subject parcel, including the parcel directly to the east.

The property is approximately 1,800 square metres in size, and contains a non-conforming *secondary suite* within the existing single family dwelling. The applicant has provided a letter of intent (Appendix 5) and has submitted a Building Permit application (BP-16455B). Site photos are attached as Appendix 6.

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area, the subject property has potential to meet the conditions for the development of a *secondary suite*, including sufficient space to meet the parking requirement.

COMMENTSEngineering Department

No concerns with rezoning. An account has been created for the required water service upgrade.

Building Department

BC Building Code requirements must be met to construct a *secondary suite*. Building Permit application (BP-16455B) submitted.

Fire Department

No concerns.

Planning Department

The owners have been forthcoming in their intent to convert an existing non-conforming suite within the existing single family dwelling to a legal *secondary suite* in conformance with the BC Building Code through a Building Permit application (BP-16455B). Their stated intent for the suite is for the use of family members. Prior to final reading of the zoning amendment bylaw, confirmation will be required that the *secondary suite* in the existing single family dwelling meets BC Building Code requirements, included in the motion for consideration as is standard practice with such applications.

The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. Any new development will require a building permit and will be subject to applicable Development Cost Charges, as well as meeting Zoning Bylaw and BC Building Code requirements.

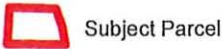
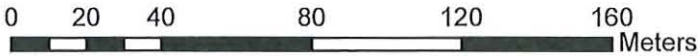
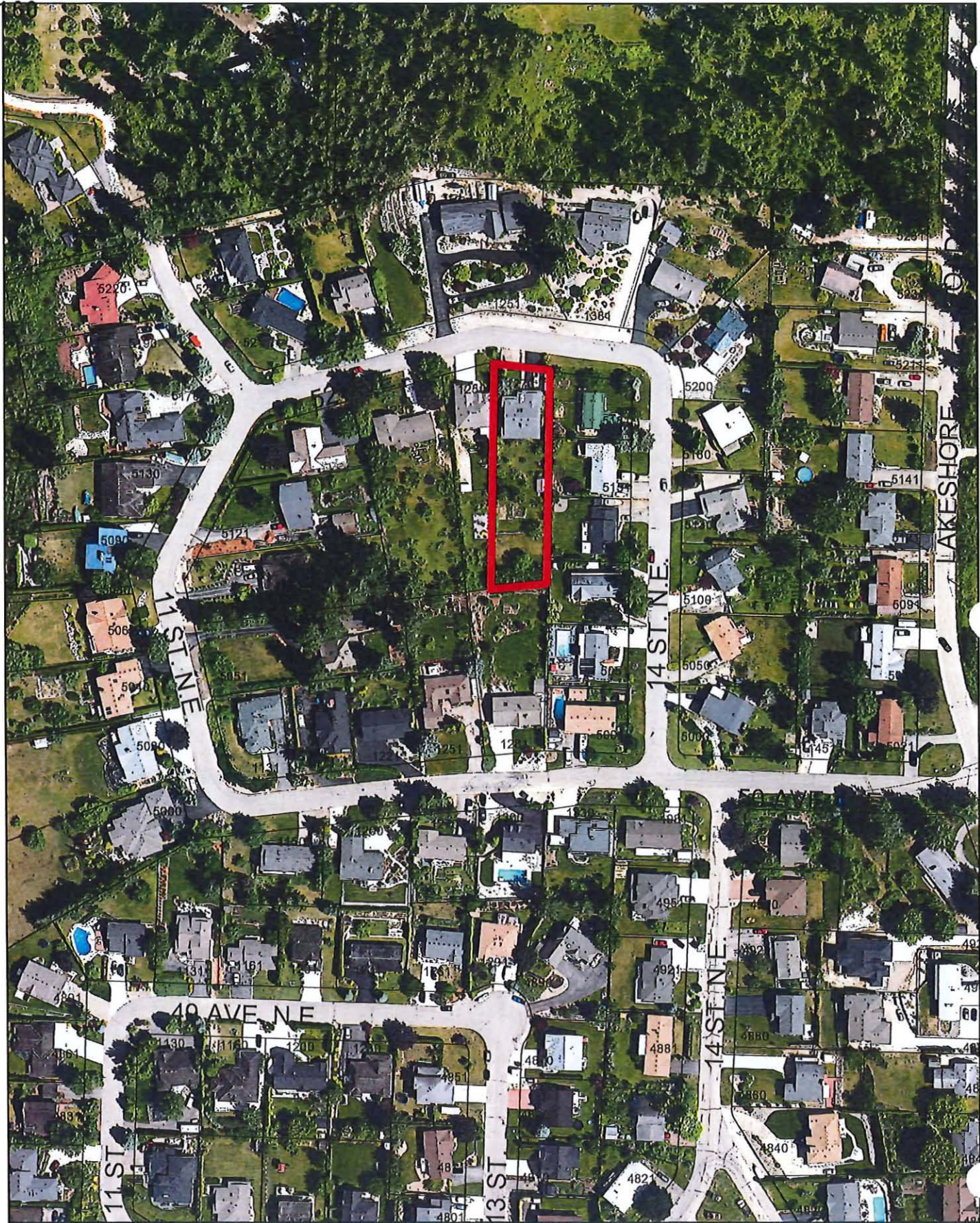


Prepared by: Chris Larson, MCP  
Senior Planner

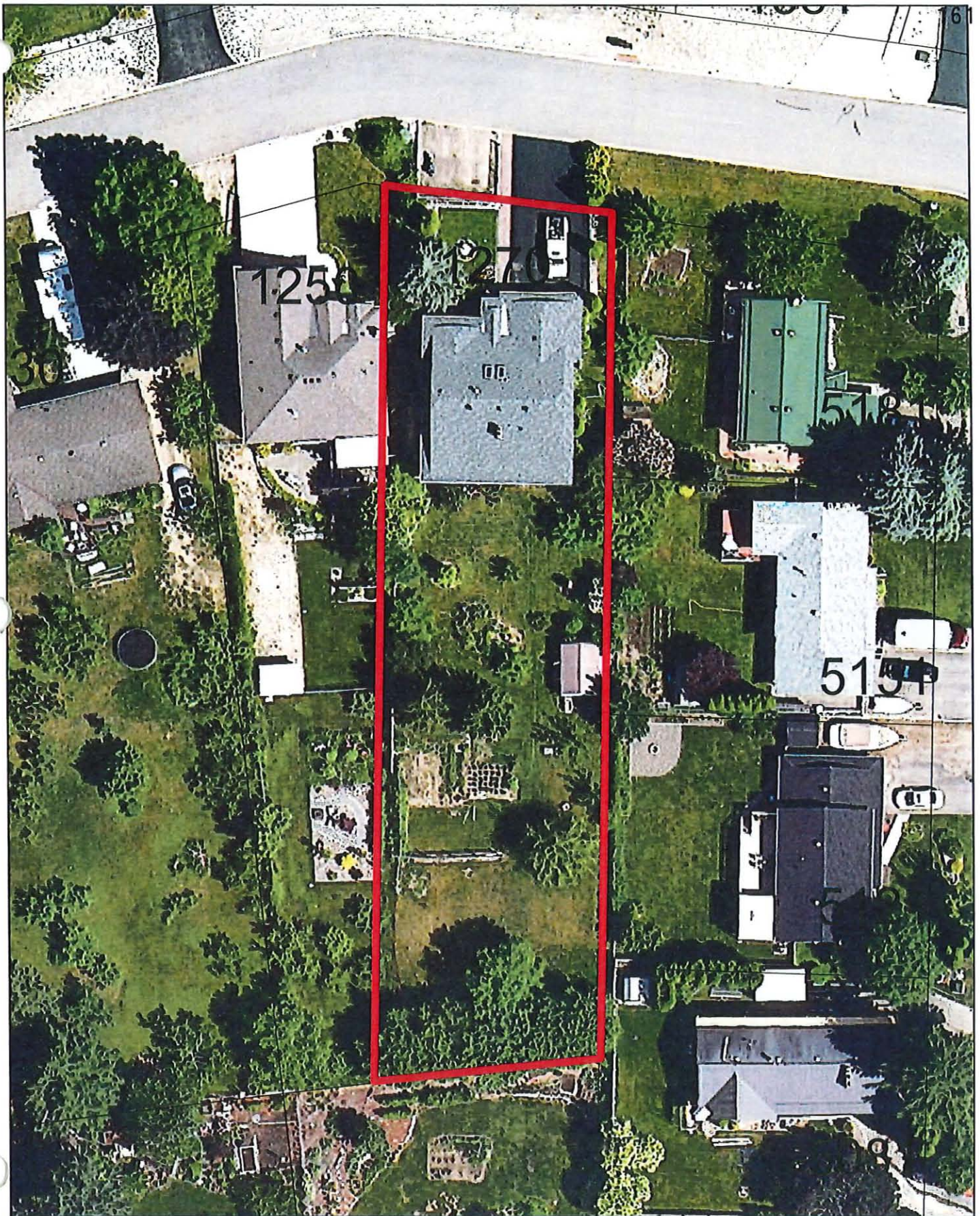


Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services






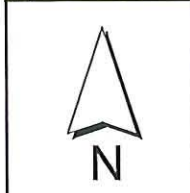




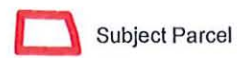
0 5 10 20 30 40 Meters

 Subject Parcel









Terry Warden  
1270 52 Avenue NE  
Salmon Arm, BC  
V1E 3M7

June 22, 2020

Attn: Salmon Arm City Council

This letter is to accompany my formal submission of a Zoning Amendment Application Form to the City of Salmon Arm Development Services Department, from Zoning Category R1 to Zoning Category R8.

As of May 27<sup>th</sup>, 2019, I accepted the posting of Government Agent for the Ministry of Citizens' Services for Salmon Arm and Revelstoke. On October 16<sup>th</sup>, 2019, my wife and I purchased our current home located at 1270 52 Avenue NE here in Salmon Arm, where there was an existing secondary suite that had been rented out for numerous years. Our assumption was that this suite was in good standing and our intention was to have my elderly parents, Evan and Betty Warden (of Vernon BC), to move into the suite until extended care would eventually be required for them.

On May 21<sup>st</sup>, 2020, I applied for a building permit to upgrade some of the amenities of the suite and found that proper permits had never been pulled for the suite when it was built and that it was now our requirement to meet building permit requirements in order to proceed with having my elderly parents occupy the secondary suite, most importantly, the requirement to rezone from R1 to R8.

As a result, I am now requesting approval to grant the rezoning of my residence from R1 to R8 so that I can move forward this plan, with the understanding that I will oblige all requirements under BC building code and municipal building permit requirements. Our intent is for the secondary suite is for the sole use of my parents and none other, and we intend to occupy the residence for a minimum of 15-20 years as our kids have now entered the school system. The suite will require no modification to current designated parking and will have minimal to no impact on the neighboring residences.

I appreciate your kind consideration for this amendment.

Sincerely,

Terry Warden





View of subject parcel looking southwest from 52 Avenue NE.



View of subject parcel looking southeast from 52 Avenue NE.



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## Item 23.2

**CITY OF SALMON ARM**

Date: September 14, 2020

**NOTICE OF PUBLIC HEARING**

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on Monday, September 14, 2020 at 7:00 p.m.

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

Rezone Lot 16, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP69286 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

**Civic Address:** 1021 – 17 Avenue SE  
**Location:** North East corner of 17 Avenue SE and 10 Street SE  
**Present Use:** Vacant land  
**Proposed Use:** Single Family Dwelling with Suite  
**Owner/Applicant:** S. & S. Beck  
**Reference:** ZON-1180/ Bylaw No. 4403



The staff reports for the proposals are available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices>

September 1 - 14, 2020 inclusive. Those who deem their interest affected by the proposed bylaws are urged to review the online file, contact the undersigned or phone the Development Services Department at 250.803.4010 to obtain the facts of the proposal prior to the hearing.

Pursuant to Ministerial Order No. M192 made under the *Emergency Program Act*, R.S.B.C. 1996, c.111, s.10, City Council will now be allowing public attendance on a first come first serve basis subject to the provisions of the City of Salmon Arm COVID 19 Exposure Control Plan.

City Council encourages the continued use of the city's website to stay informed on current Development applications and Council Agendas.

Erin Jackson, Director of Corporate Services

**Vote Record**

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

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond



---

To: His Worship Mayor Harrison and Members of Council

Date: August 07, 2020

Subject: Zoning Bylaw Amendment Application No. 1180

Legal: Lot 16, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP69286

Civic: 1021 – 17 Avenue SE

Owner/Applicant: S. & S. Beck

---

### MOTION FOR CONSIDERATION

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 16, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP69286 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

---

### STAFF RECOMMENDATION

**THAT:** The Motion for Consideration be adopted.

---

### PROPOSAL

The subject parcel is located at 1021 – 17 Avenue SE, in the new Byersview Subdivision (Appendix 1 & 2). The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit a secondary suite within a new single family dwelling. Site photos are attached as Appendix 3.

### BACKGROUND

The subject parcel is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned R-1, Single Family Residential in the Zoning Bylaw (Appendix 4 & 5). The neighbourhood is largely comprised of R-1 zoned parcels containing single family dwellings. There are three other lots in the subdivision that have been rezoned to R-8 to permit secondary suites in new houses. There are still many larger rural properties zoned A-2 to the south and west of Byersview. Recently in 2019, a large A-2 zoned parcel to the east was rezoned to R-8 in preparation for a future subdivision.

The subject parcel is located at the corner of 10 Street and 17 Avenue SE with an area of 0.109 hectares (.27 acres). There is a covenant registered to the Title of the property restricting access to 10 Street SE; therefore, the house and driveway will face 17 Avenue SE. The south / front parcel line has a width of approximately 32 m. The size and width of the subject property can meet the conditions as specified within the proposed R-8 Zone.

The applicant wishes to construct a new house with a secondary suite on the lower level. Building plans have been submitted, see Appendix 6. The lower level floor plan indicates the proposed suite to be 74.4 m<sup>2</sup> (801 ft<sup>2</sup>) and the site plan shows a double car garage and a driveway with a width of 7.3 m (24 ft). Thus, the size of the suite is within the maximum 90 m<sup>2</sup> (968.8 ft<sup>2</sup>); and, the provision to provide an additional off-street parking stall for the suite can be fulfilled.

Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of *secondary suites* in all residential designated areas subject to compliance with the Zoning Bylaw and the BC Building Code.

COMMENTSEngineering Department

No concerns.

Building Department

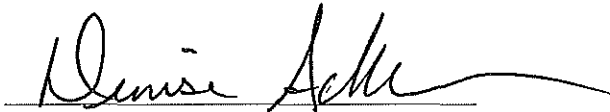
BC Building Code will apply. No concerns with proposed zoning.

Fire Department

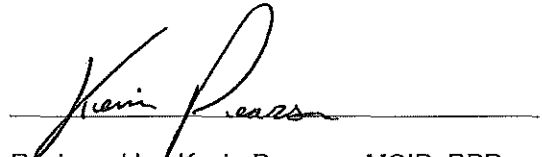
No concerns.

Planning Department

The proposed R-8 zoning is consistent with the OCP; and, the plans provided indicate that the requirements specified in the R-8 Zone can be achieved, including the provision of onsite parking. Therefore, this application is supported by staff. Development of a single family dwelling with a secondary suite requires a building permit and is subject to meeting Zoning Bylaw and BC Building Code regulations.



Prepared by: Denise Ackerman  
Planner, Development Services



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





012.55 50 75 100  
Meters



Subject Parcel



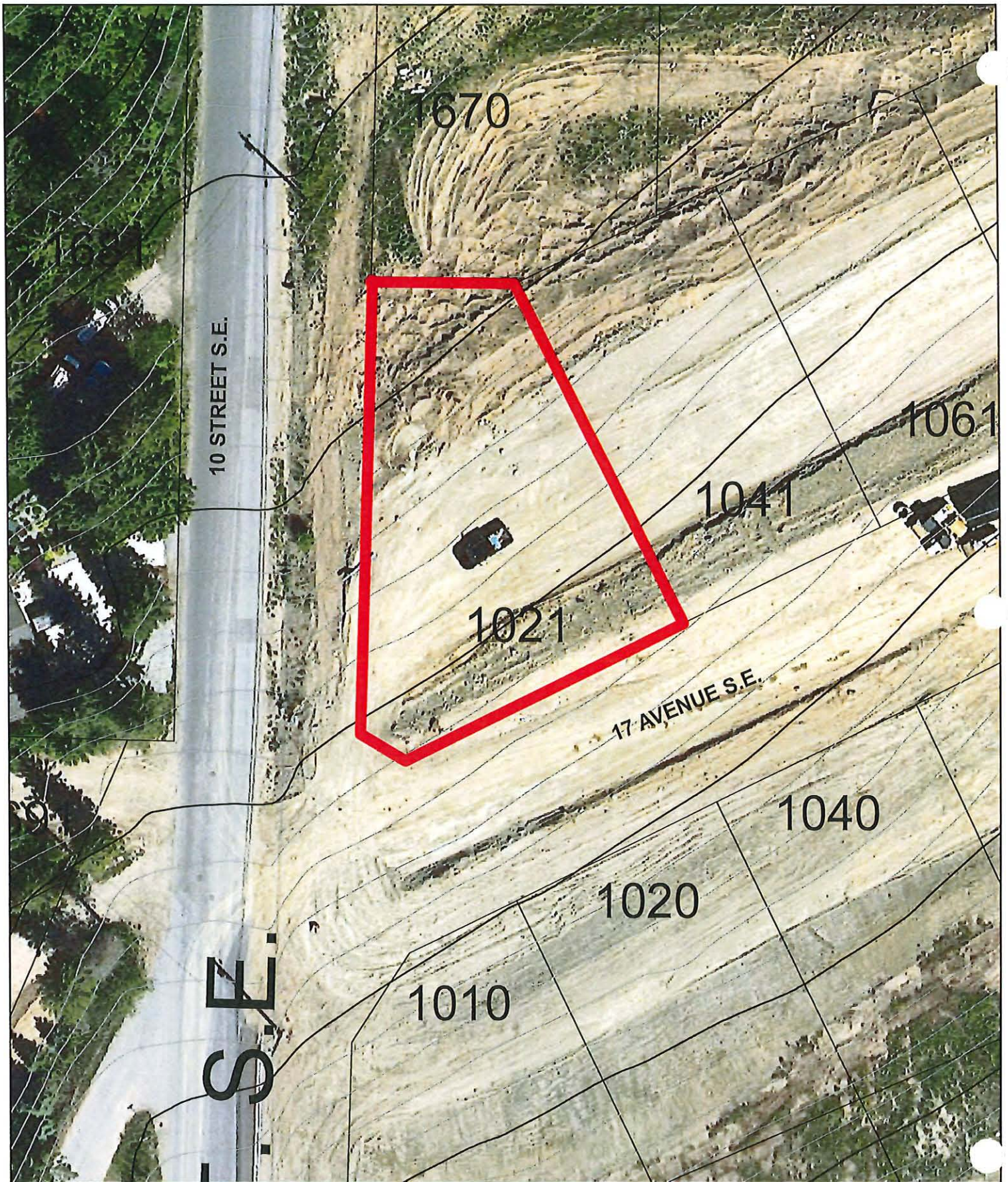


View of subject property looking east.



View of subject property looking northwest.



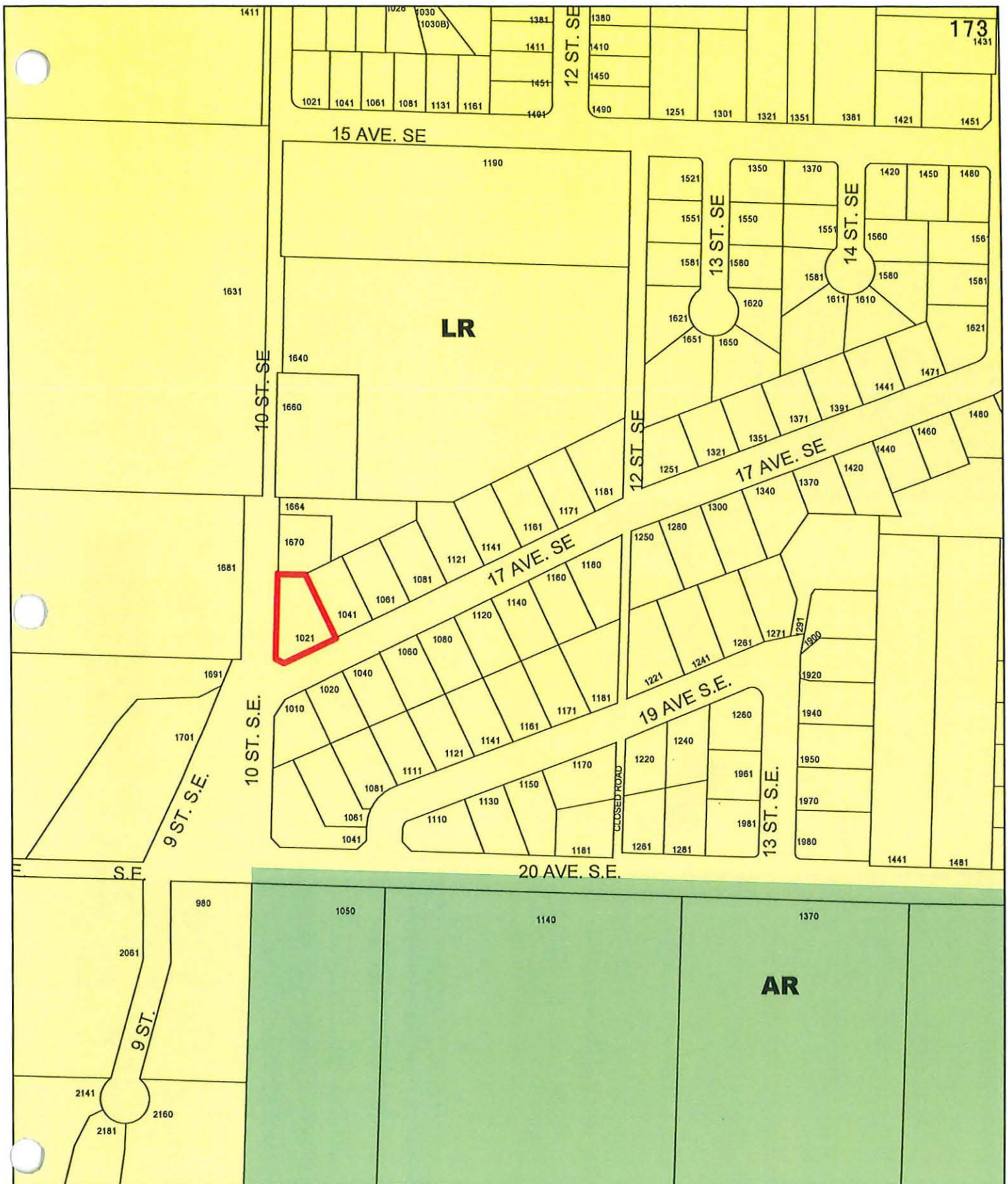


0 2.5 5 10 15 20 Meters

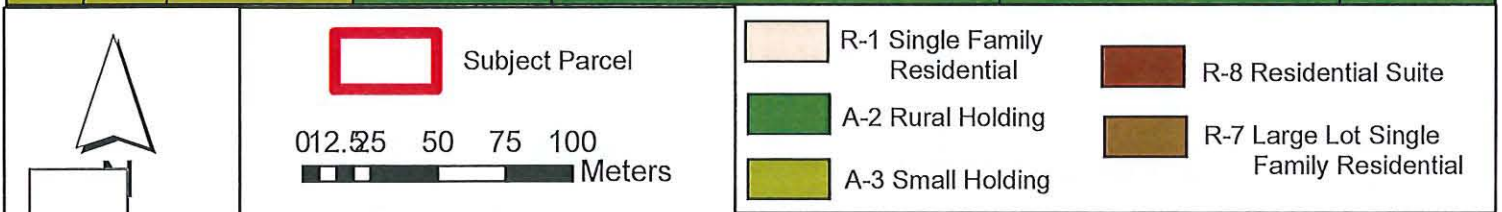
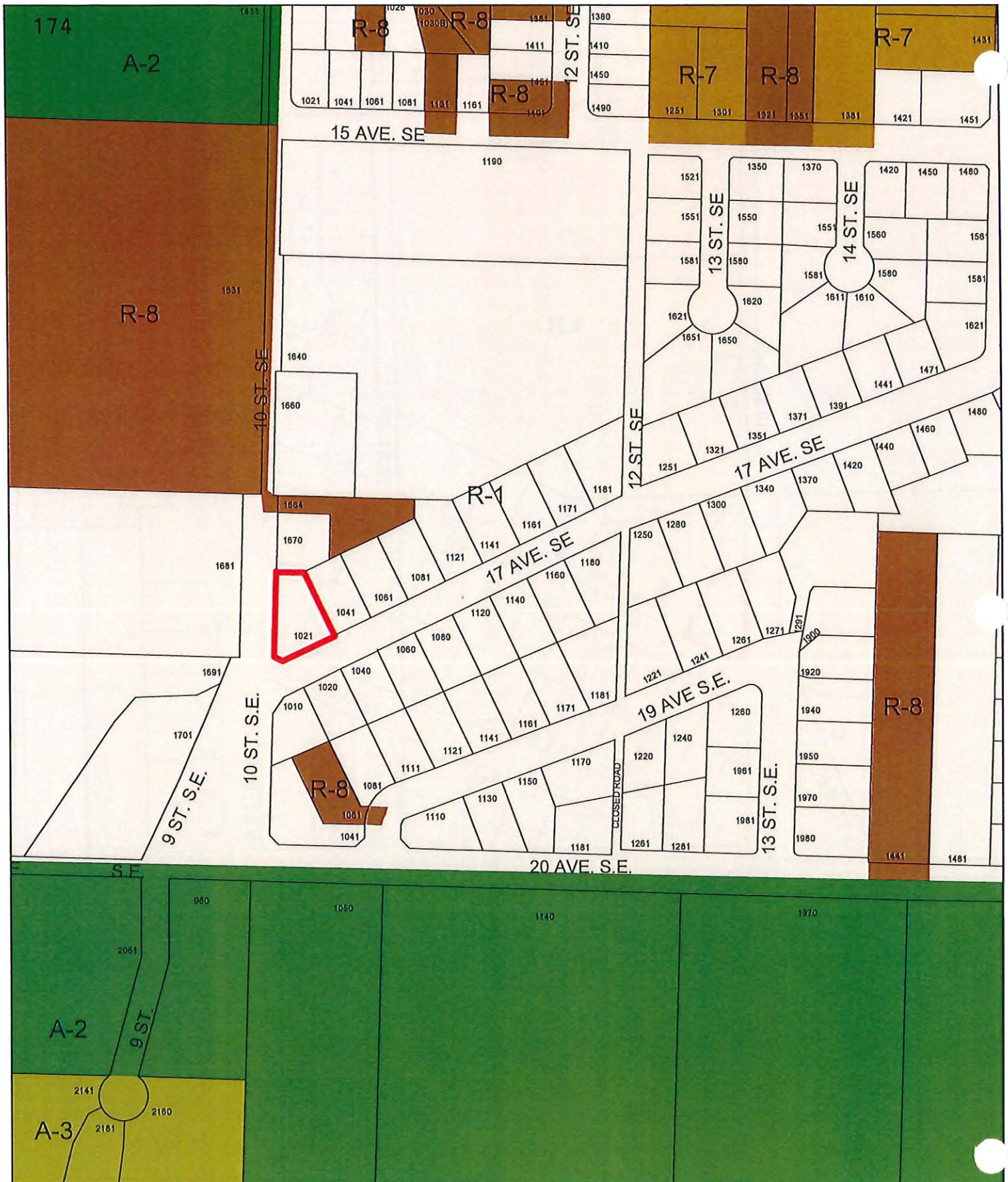


Subject Parcel









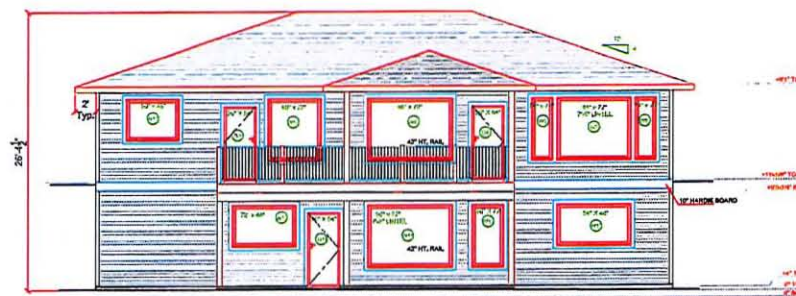






GLAZING CALCULATIONS	
WALL AREA (SURF.)	208 sq ft (21.78 sq m)
WINDOW AREA	64 sq ft (5.94 sq m)
RATIO	33%
ALLOWABLE	100%
CRITICAL DISTANCE	30 inches (for protection of view)

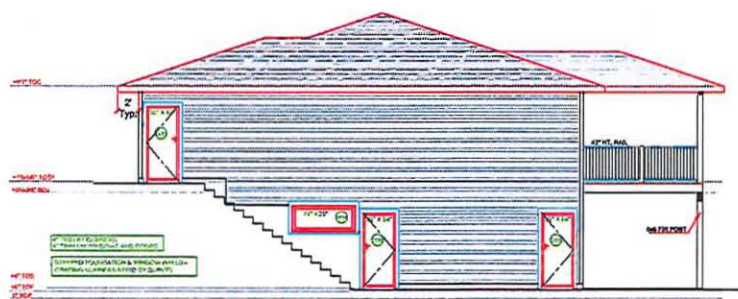
FRONT ELEVATION



GLAZING CALCULATIONS	LEFT	RIGHT
WALL AREA (28.9' x 2)	431 sq ft (13.97 sq m)	438 sq ft (13.94 sq m)
WINDOW AREA	162 sq ft (14.94 sq m)	161 sq ft (14.93 sq m)
GUTS	19%	19%
ALLOWABLE	100%	100%
EXCESSIVE TRANSMISSION	1.4-1.5% (See notes on page 10)	1.4-1.5% (See notes on page 10)

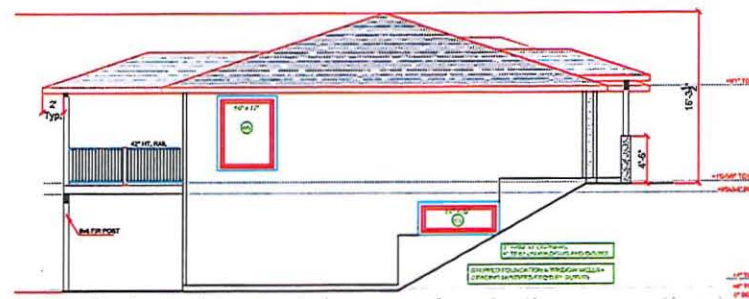
### REAR ELEVATION

**CONSTRUCTION OPTIONS**  
NO H.R.V. INSTALLED  
NO SPRINKLER SYSTEM  
CONC. FOUNDATION &  
FRAMED WALLS



GLAZING CALCULATIONS	
WALL AREA (S.F.)	862 sq ft (79.18 sq m)
WINDOW AREA	47 sq ft (4.34 sq m)
RATIO	17.9%
ALLOWABLE	100%
(LIFTING) DISTANCE	20.80m the center of mouth

RIGHT ELEVATION



GLAZING CALCULATIONS	
WALL AREA (sq ft)	228 sq ft (21.18 sq m)
WINDOW AREA	54 sq ft (5.03 sq m)
RATIO	20%
AVAILABLE	100%
LINEAL DISTANCE	100 ft (30.48 m) (distance of travel)

LEFT ELEVATION

NOTE: ALL CONSTRUCTION SHALL CONFORM TO ALL APPLICABLE LOCAL CODES AND BYLAWS. DESIGN OF FOUNDATION AND FOOTINGS TO BE MODIFIED TO SUIT LOCAL SOIL CONDITIONS AS REQUIRED. DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE. THIS DRAWING IS THE PROPERTY OF WOOD CREEK CONSTRUCTION AND MAY BE USED ONLY FOR THE PURPOSE FOR WHICH IT IS LOANED BY THE COMPANY.

1	JAN 1998	CLIENT RESPONSE
1	JAN 2008	CLIENT RESPONSE


no.	date	description
BANK OF AMERICA		



LEGAL DESCRIPTION

LOT 16, SEC 12, TP 26, R 10, W6M

LOT 16, SEC 12, TP 20, R 10, W6M  
4/20/03, 11:00 (Continued)

© 2004 Blackwell Publishing Ltd *Journal of Internal Medicine* 255: 105–112

BECK

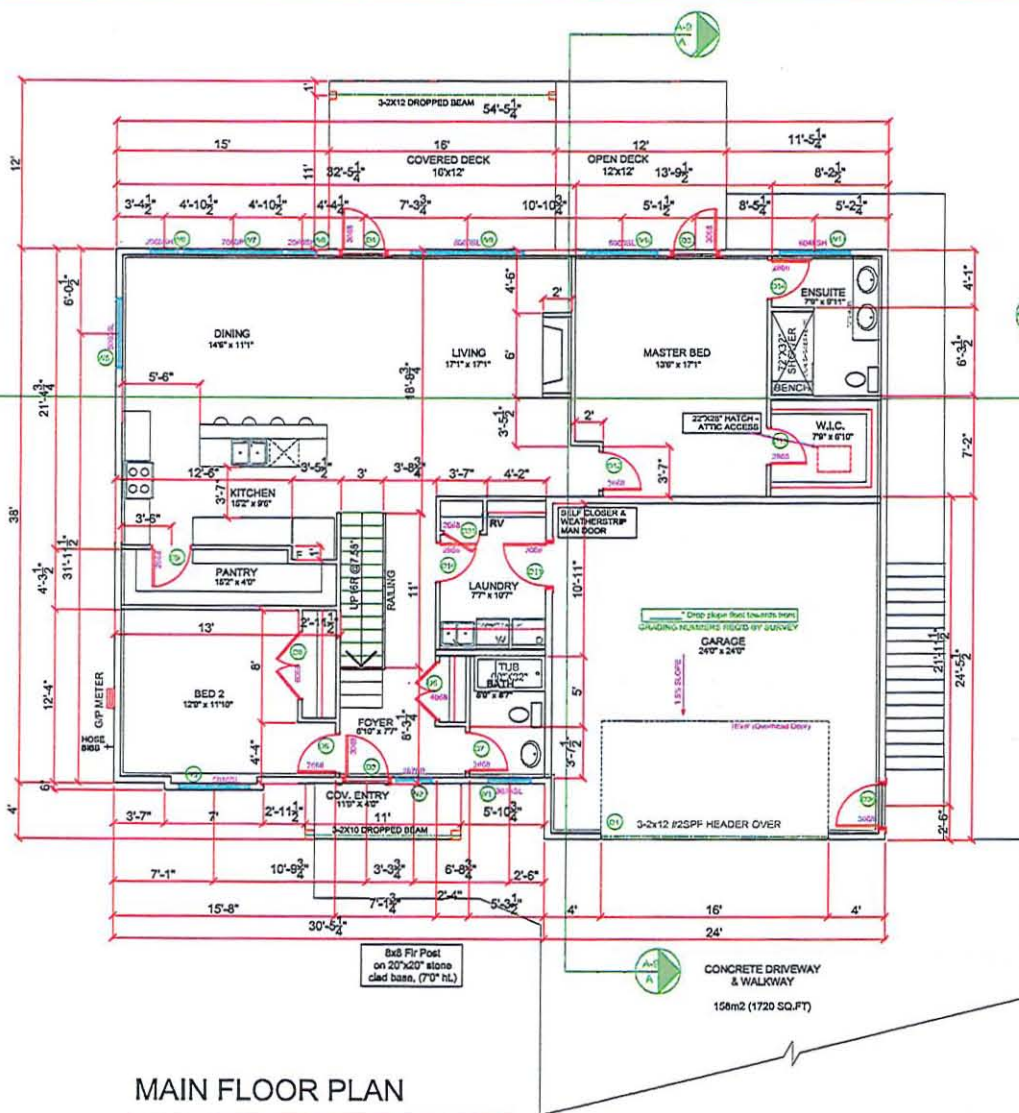
## ELEVATIONS

DATE JULY 22, 2020	REPORT NUMBER A-2
MODEL 3/18"x1"	
DESIGN PC	
CONTRACT XX	

100

---





## MAIN FLOOR PLAN

1669 SQ. FT.  
9' Ceilings

**WINDOW/DOOR LEGEND**  
 PICTURE - P  
 AWNING - A  
 HORIZONTAL SLIDER - SL  
 SINGLE HUNG - SH

SAFE & SOUND INSULATION  
 PLUMB WALL

### FLOOR NOTES

1. FRAMED EXTERIOR WALLS INCLUDE EXTERIOR SHEATHING.
2. ALL DIMENSIONS SHOWN ARE TO FRAMING AND DO NOT INCLUDE DRYWALL OR OTHER FINISHES
3. ALL HEADERS TO BE 3-2X10 IN 2X6 WALLS AND 2-2X10 IN 2X4 WALLS UNLESS NOTED OTHERWISE
4. ALL DOORS AND WINDOWS FRAMED 4-1/2" FROM ADJACENT WALLS UNLESS NOTED OTHERWISE
5. ALL DOOR SLABS TO MEASURE 80" IN HEIGHT UNLESS OTHERWISE NOTED
6. INDIVIDUAL ROOM AREAS ARE CALCULATED FROM INSIDE OF FRAMING WHEREAS THE OVERALL FLOOR AREA IS CALCULATED TO OUTSIDE EXTERIOR WALLS

NOTE: ALL CONSTRUCTION SHALL CONFORM TO ALL APPLICABLE LOCAL CODES AND BYLAWS. DESIGN OF FOUNDATION AND FOOTINGS TO BE MODIFIED TO SUIT LOCAL SOIL CONDITIONS AS REQUIRED.  
 DO NOT SCALE DRAWINGS. WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE. THIS DRAWING IS THE PROPERTY OF WOOD CREEK CONSTRUCTION AND MAY BE USED ONLY FOR THE PURPOSE FOR WHICH IT IS LOANED BY THE COMPANY.

1. APPROVAL: [Signature]  
 2. DATE: [Date]  
 3. DESCRIPTION: [Description]

REVISIONS

NO. DATE DESCRIPTION

1. [ ] [ ] [ ]

2. [ ] [ ] [ ]

3. [ ] [ ] [ ]

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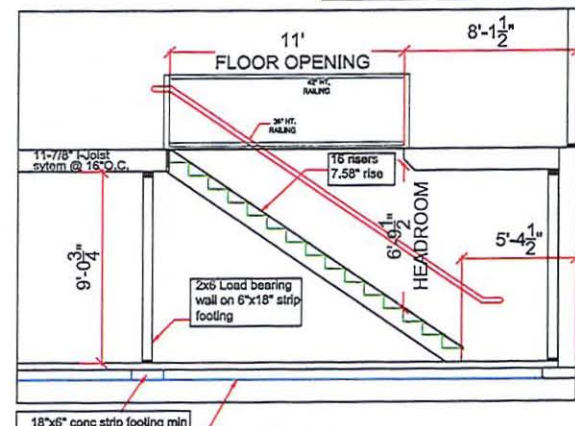
21. [ ] [ ] [ ]

22. [ ] [ ] [ ]

23. [ ] [ ] [ ]

24. [ ] [ ] [ ]

Stair Note: 11-1/8" tread with 1" nosing.  
 10-1/8" run, rise as shown. 3" plywood kicks.  
 1" OSB Treads. 2x12 stringers.  
 All glued and screwed



## CROSS SECTION - C



LEGAL DESCRIPTION  
 LOT 16, SEC 12, TP 26, R 10, W64  
 ROTO, PMB 07/09/2018

PROJECT NO.

DATE

BY

FOR

11-1/8" joist system @ 16" O.C.

2x6 load bearing wall on 6" x 18" strip footing

18" x 6" conc strip footing min 28MPA concrete, 2-10M bars

CONCRETE DRIVEWAY & WALKWAY  
 150m2 (1720 SQ.FT)

8x8 Fir Post on 20"x20" stone clad base, (7'0" HL)

3-2X12 DROPPED BEAM

3-2X12 #2SPF HEADER OVER

2-2X12 #2SPF HEADER OVER

2-2X12 #2SPF HEADER OVER

NOTE: ALL CONSTRUCTION SHALL CONFORM TO ALL APPLICABLE LOCAL CODES AND BYLAWS. DESIGN OF FOUNDATION AND FOOTINGS TO BE MODIFIED TO SUIT LOCAL SOIL CONDITIONS AS REQUIRED.

DATE	DEBIT MEMORANDUM PAY TO THE ORDER OF	CREDIT MEMORANDUM PAY TO THE ORDER OF	DATE	DEBIT	CREDIT	BALANCE



LEGAL DESCRIPTION

LOT 16, BEC 12, TP 20, R 16, W4M

1888

1

1000

**BASEMENT**

JULY 22, 2020  
BIBLIOTHECAIRE

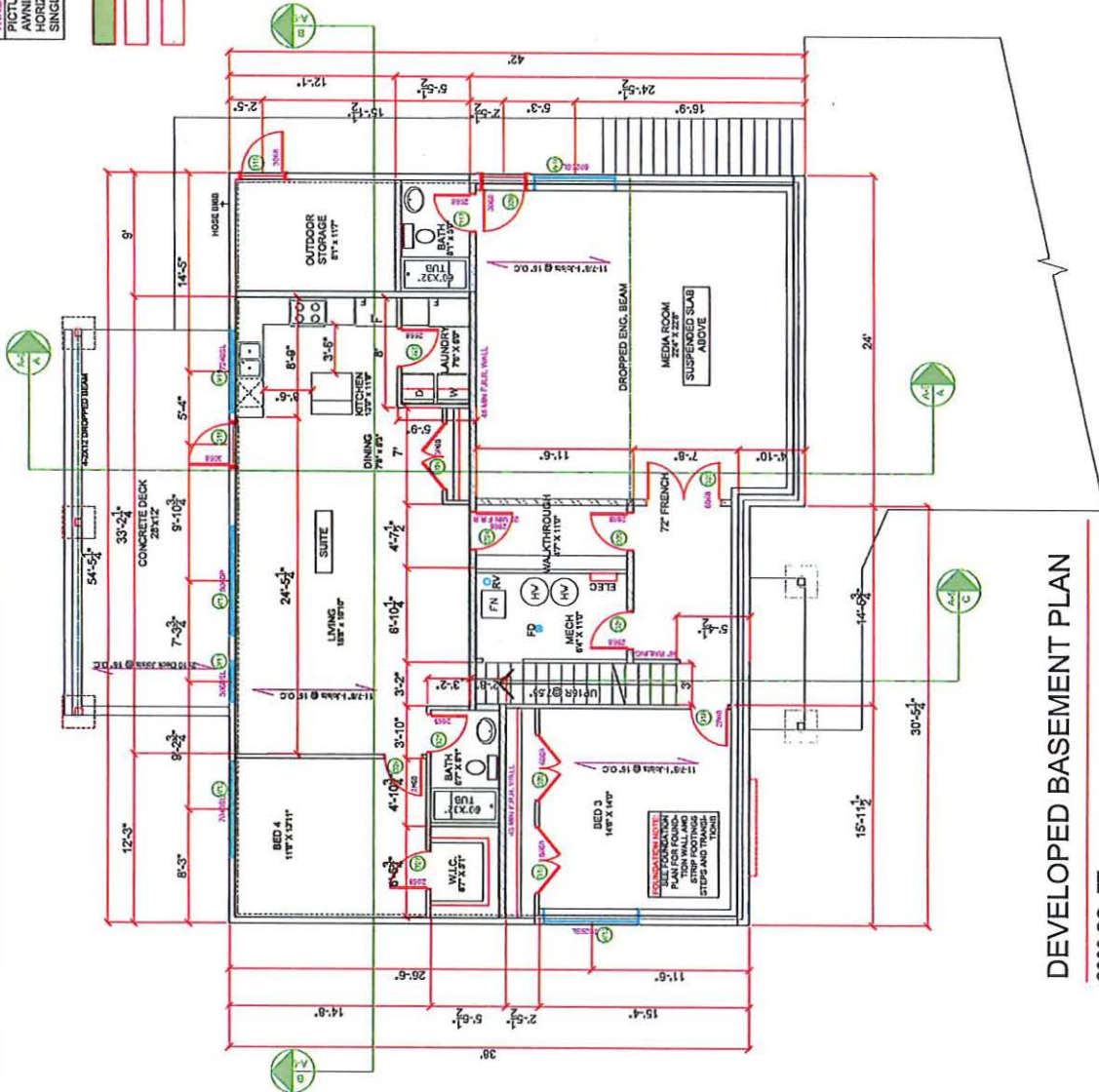
A-4

WINDOW/DOOR LEGEND	FLOOR NOTES
--------------------	-------------

1. **FRAMED EXTERIOR WALLS**  
SHEATHING.
2. ALL DIMENSIONS SHOWN  
ARE TO FINISH AND DO  
NOT INCLUDE DOORS  
OR OTHER FINISHES.
3. ALL HEADERS TO BE  
3-2X10 IN 2X6 WALLS AND  
2-2X10 IN 2X4 WALLS  
UNLESS NOTED  
OTHERWISE
4. ALL DOORS AND WINDOWS  
FRAMED 4'-1/2" FROM  
OUTSIDE FACE. UNLESS  
NOTED OTHERWISE
5. ALL DOOR SLABS TO  
MEASURE 80" IN HEIGHT  
UNLESS OTHERWISE  
NOTED
6. INDIVIDUAL ROOM AREAS  
ARE CALCULATED FROM  
INSIDE OF FRAMING  
OF PARTITION WALLS.  
FLOOR AREA THE OVERALL  
FLOOR AREA IS  
CALCULATED TO OUTSIDE  
EXTERIOR WALLS.

- PICTURE - P  
AWNING - A  
HORIZONTAL SLIDER - SL  
SINGLE HUNG - SH

- |                         |            |           |
|-------------------------|------------|-----------|
| SAFE & SOUND INSULATION | PLUMB WALL | L.B. WALL |
|-------------------------|------------|-----------|



DEVELOPED BASEMENT PLAN

2000 SQ. FT.  
9' Ceilings

## Item 24.1

**CITY OF SALMON ARM**Date: September 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4401 be read a third time.

[ZON-1179; Warden, E. & T.; 1270 52 Avenue NE; R-1 to R-8]

**Vote Record**

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

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond



## CITY OF SALMON ARM

### BYLAW NO. 4401

#### 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 by electronic means as authorized by Ministerial Order M192, British Columbia, on at the hour of 7:00 p.m. was published in the and , 2020 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 11, Section 36, Township 20, Range 10, W6M, KDYD, Plan 31502, Except Plan KAP54919 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

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. 4401"

READ A FIRST TIME THIS DAY OF 2020

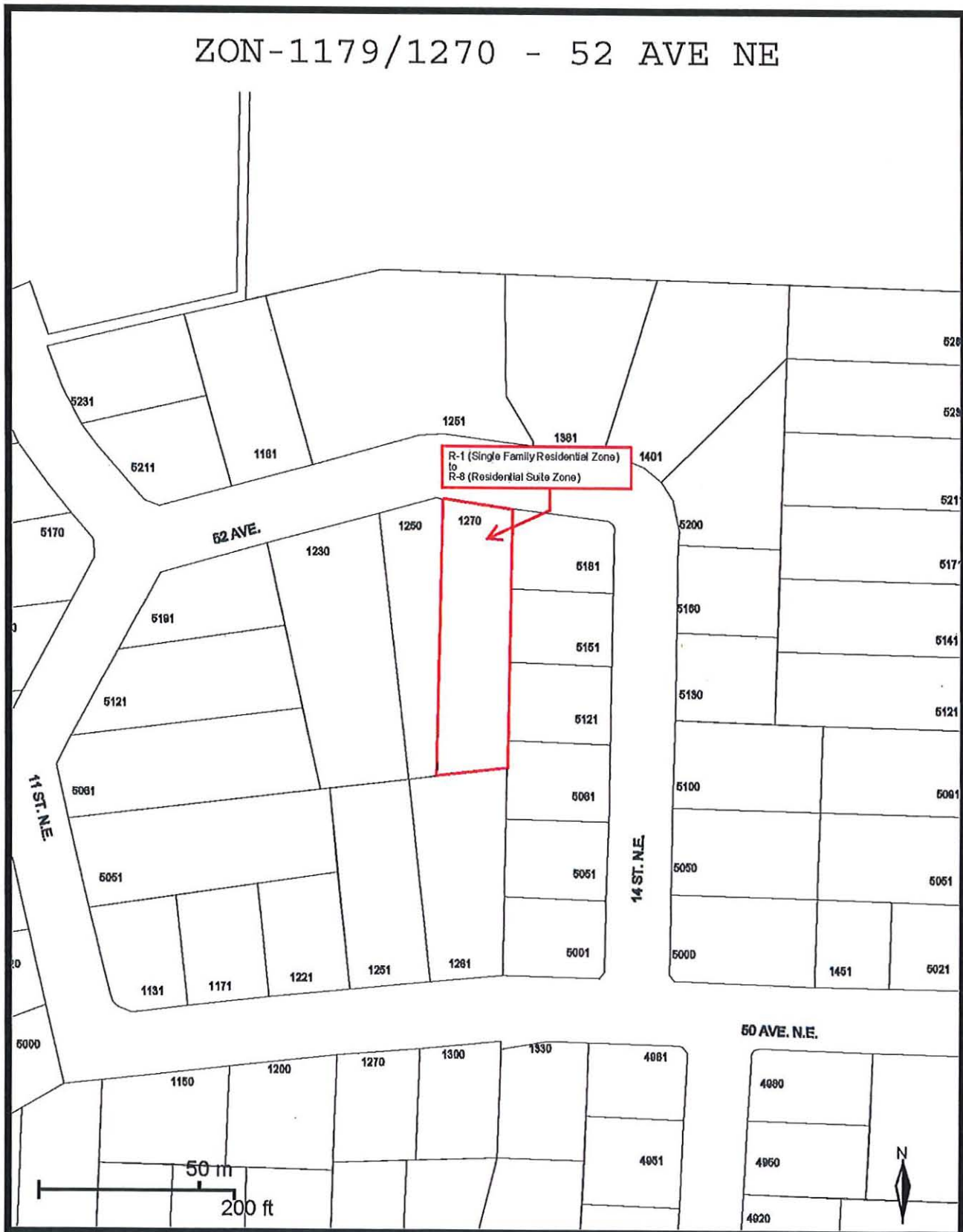
READ A SECOND TIME THIS DAY OF 2020

READ A THIRD TIME THIS DAY OF 2020

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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





Item 24.2

## CITY OF SALMON ARM

Date: September 14, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4403 be read a third and final time.

[ZON-1180; Beck, S. & S.; 1021 17 Avenue SE; R-1 to R-8]

### Vote Record

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

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

## CITY OF SALMON ARM

### BYLAW NO. 4403

#### 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 by electronic means as authorized by Ministerial Order M192, British Columbia, on at the hour of 7:00 p.m. was published in the and , 2020 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 16, Section 12, Township 20, Range 10, W6M, KDYD, Plan EPP69286 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

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. 4403"

READ A FIRST TIME THIS DAY OF 2020

READ A SECOND TIME THIS DAY OF 2020

READ A THIRD TIME THIS DAY OF 2020

ADOPTED BY COUNCIL THIS DAY OF 2020

\_\_\_\_\_  
MAYOR

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





Item 26.

## CITY OF SALMON ARM

Date: September 14, 2020

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting of September 14, 2020, be adjourned.

### Vote Record

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

Opposed:

- ☐ Harrison
- ☐ Cannon
- ☐ Eliason
- ☐ Flynn
- ☐ Lavery
- ☐ Lindgren
- ☐ Wallace Richmond

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