

1. March 9, 2020 Agenda And Correspondence

Documents:

[MARCH 9, 2020 AGENDA.PDF](#)

[MARCH 9, 2020 COUNCIL CORRESPONDENCE.PDF](#)



## AGENDA

City of Salmon Arm  
Regular Council Meeting

Monday, March 9, 2020

1:30 p.m.

Meeting Room 100, City Hall

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

Council Chamber of City Hall

500 – 2 Avenue NE

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
	6.	CONFIRMATION OF MINUTES
3 – 16	1.	Regular Council Meeting Minutes of February 24, 2020
	7.	COMMITTEE REPORTS
17 – 20	1.	Development and Planning Services Committee Meeting Minutes of March 2, 2020
21 – 24	2.	Downtown Parking Commission Meeting Minutes of February 25, 2020
	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
25 – 32	1.	Board in Brief – February, 2020
	9.	STAFF REPORTS
33 – 44	1.	Director of Development Services – Downtown Parking Pay Stations – Budget Amendment and Award
45 – 48	2.	Director of Engineering and Public Works – 2020/2021/2022 Traffic Line & Airport Marking – Award
49 – 52	3.	Director of Engineering and Public Works – Purchase Recommendation for Replacement of Unit #35 Mechanical Street Sweeper
53 – 54	4.	Director of Corporate Services – Afternoon portion of Regular Council Meeting at Salmon Arm Secondary on June 8, 2020



- |         |            |                                                                                                                                                                                                                             |
|---------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | <b>10.</b> | <b>INTRODUCTION OF BYLAWS</b>                                                                                                                                                                                               |
| 55 – 66 | 1.         | City of Salmon Arm Parks Regulation Amendment Bylaw No. 4376 – Final Reading and City of Salmon Arm Parks Regulation Amendment Bylaw No. 4379 – First, Second and Third Readings [Dogs on Leash; Shuswap Memorial Cemetery] |
|         | <b>11.</b> | <b>RECONSIDERATION OF BYLAWS</b>                                                                                                                                                                                            |
|         | <b>12.</b> | <b>CORRESPONDENCE</b>                                                                                                                                                                                                       |
| 67 – 68 | 1.         | Informational Correspondence                                                                                                                                                                                                |
|         | <b>13.</b> | <b>NEW BUSINESS</b>                                                                                                                                                                                                         |
|         | <b>14.</b> | <b>PRESENTATIONS / DELEGATIONS</b>                                                                                                                                                                                          |
| 69 – 78 | 1.         | Presentation 4:00 – 4:15 p.m. (approximately)<br>Lindsay Wong, Manager, Downtown Salmon Arm – Downtown Salmon Arm Update                                                                                                    |
| 79 – 80 | 2.         | Presentation 4:15 – 4:30 p.m. (approximately)<br>Darby Boyd, General Manager, Shuswap Recreation Society – Shuswap Recreation Society Operations                                                                            |
|         | <b>15.</b> | <b>COUNCIL STATEMENTS</b>                                                                                                                                                                                                   |
|         | <b>16.</b> | <b>SALMON ARM SECONDARY YOUTH COUNCIL</b>                                                                                                                                                                                   |
| 81 – 82 | 1.         | Ashley Jensen – Proposed Change to Bus Route #3                                                                                                                                                                             |
|         | 2.         | Christina Thomas and Emma Brennan – Lieutenant Governor Update                                                                                                                                                              |
|         | <b>17.</b> | <b>NOTICE OF MOTION</b>                                                                                                                                                                                                     |
|         | <b>18.</b> | <b>UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS</b>                                                                                                                                                                      |
|         | <b>19.</b> | <b>OTHER BUSINESS</b>                                                                                                                                                                                                       |
| 83 – 86 | 1.         | Salmon Arm Folk Music Society – Hydro Service to Fairground Funding Request – Councillor Cannon                                                                                                                             |
|         | <b>20.</b> | <b>QUESTION AND ANSWER PERIOD</b>                                                                                                                                                                                           |

**7:00 p.m.**

(Items 21 – 27 to follow 2020 Court of Revision – Circulated under Separate Agenda)

Page #	Item #	Description
	<b>21.</b>	<b>SPECIAL PRESENTATION</b>
	1.	BC Winter Games Ringette Gold Medal Champions - Thompson – Okanagan ZONE 2
	<b>22.</b>	<b>DISCLOSURE OF INTEREST</b>

23. **HEARINGS**
- 87 – 106 1. City of Salmon Arm Development Variance Permit Application No. VP-510 [Westside Farms Ltd., Inc. No. BC 1075703; 1490 10 Avenue SW; Servicing]
- 107 – 186 2. Development Permit Application No. DP-423 [628746 BC Ltd./Laird, B.; 521 10 Street SW; Highway Service/Tourist Commercial]
- 187 – 198 3. Development Variance Permit Application No. VP-509 [Fisher, A. & B.; 4540 72 Avenue NE; Setback Requirements]
24. **STATUTORY PUBLIC HEARINGS**
- 199 – 200 1. City of Salmon Arm Zoning Amendment Application No. ZON-1166 [Westside Farms Ltd., Inc. No. BC 1075703; 1490 10 Avenue SW; A-1 and R-1 to C-3] *(For Staff Report see Item 22.1)*
- 201 – 202 2. City of Salmon Arm Zoning Amendment Application No. ZON-1165 [628746 BC Ltd./Laird, B.; 521 10 Street SW; C-7 to C-3] *(For Staff Report see Item 22.2)*
- 203 – 212 3. City of Salmon Arm Zoning Amendment Application No. ZON-1168 [Roodzant, J.; 2351 60 Street NW; A-2 to A-3]
25. **RECONSIDERATION OF BYLAWS**
- 213 – 216 1. City of Salmon Arm Zoning Amendment Bylaw No. 4372 [ZON-1166; Westside Farms Ltd., Inc. No. BC 1075703; 1490 10 Avenue SW; A-1 and R-1 to C-3] – Third Reading
- 217 – 220 2. City of Salmon Arm Zoning Amendment Bylaw No. 4370 [ZON-1165; 628746 BC Ltd./Laird, B.; 521 10 Street SW; C-7 to C-3] – Third Reading
- 221 – 224 3. City of Salmon Arm Zoning Amendment Bylaw No. 4374 [ZON-1168; Roodzant, J.; 2351 60 Street NW; A-2 to A-3] – Third and Final Readings
26. **QUESTION AND ANSWER PERIOD**
- 225 – 226 27. **ADJOURNMENT**

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Item 2.

## CITY OF SALMON ARM

Date: March 9, 2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

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

### Vote Record

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

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

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Item 6.1

## CITY OF SALMON ARM

Date: March 9, 2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Regular Council Meeting Minutes of February 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 in Room 100 at 1:30 p.m. and reconvened in the Council Chamber at 2:30 p.m. of the City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia on **Monday, February 24, 2020.**

### PRESENT:

Mayor A. Harrison  
Councillor D. Cannon  
Councillor K. Flynn  
Councillor T. Lavery  
Councillor S. Lindgren (entered the meeting at 2:30 p.m.)  
Councillor L. Wallace Richmond

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

### ABSENT:

Councillor C. Eliason

### 1. CALL TO ORDER

Mayor Harrison called the meeting to order at 1:31 p.m.

### 2. IN-CAMERA SESSION

0058-2020                      Moved: Councillor Cannon  
                                      Seconded: Councillor Flynn  
                                      THAT: pursuant to Section 90(1) of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.  
Council returned to Regular Session at 1:49 p.m.  
Council recessed until 2:30 p.m.

Councillor S. Lindgren entered 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

Additional information item 22.1 C. Hanna – letter dated February 21, 2020 – Concerns Regarding Development Variance Permit Application No. VP-506

Addition of item 11.1.a G. Makey (signed by twelve community members) - letter dated February 21, 2020 - Parks Regulation Bylaw No. 2119

5. DISCLOSURE OF INTEREST

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of February 10, 2020

0059-2020

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

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

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of February 18, 2020

0060-2020

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee Meeting Minutes of February 18, 2020, be received as information.

CARRIED UNANIMOUSLY

2. Agricultural Advisory Committee Meeting Minutes of February 5, 2020

0061-2020

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Agricultural Advisory Committee Meeting Minutes of February 5, 2020, be received as information.

CARRIED UNANIMOUSLY

3. Environmental Advisory Committee Meeting Minutes of February 7, 2020

0062-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Environmental Advisory Committee Meeting Minutes of February 7, 2020, be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

## 9. STAFF REPORTS

### 1. Chief Financial Officer – Transportation Parcel Tax – Taxation Options – For Discussion

Received for information.

### 2. Chief Financial Officer – Property Taxation, Tax Rate Multiples and Tax Shifting – For Discussion

0063-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the amount of \$50,000.00 in taxation revenue be shifted from Class 4 (Major Industry) to Class 1 (Residential) for the 2020 taxation year.

Mayor Harrison left the meeting at 3:35 p.m.

Deputy Mayor Cannon assumed the Chair.

Mayor Harrison returned at 3:36 p.m. and reassumed the Chair.

CARRIED

Councillor Lavery Opposed

### 3. Director of Engineering & Public Works – Contract Extension to Salmon Arm Security Inc. – Parks Security & Washroom Open/Close

0064-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: Council award a two (2) year contract extension to Salmon Arm Security Inc. for the Parks Security Services & Washroom open/close as per the extension clause in the agreement for the 2019 unit prices.

CARRIED UNANIMOUSLY

### 4. Director of Engineering & Public Works – Canoe Sanitary Sewer Projects (2020-39 – Canoe Beach Drive (50 to 52 Street NE) Replacement; 2020-41 – 75 Avenue NE Replacement; 2020-42 Sanitary Extension TCH East (60 – 63 Avenue NE) Design Engineering Services Award – Sole Source

0065-2020

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect funding for Design Engineering Services for the 75 Avenue NE Replacement project in the amount of \$11,885.00 funded from the reallocation of funds from the Sanitary Relining (49 – 50 Street NE) project;

AND THAT: the 2020 Budget contained in the 2020 to 2024 Financial Plan be amended to reflect additional funding for Design Engineering Services for the Sanitary Extension TCH East (60 Avenue to 63 Avenue NE) project in the amount of \$15,775.00 funded from the reallocation of funds from the Sanitary Relining (49 – 50 Street NE) project;

9. **STAFF REPORTS - continued**

4. **Director of Engineering & Public Works - Canoe Sanitary Sewer Projects (2020-39 - Canoe Beach Drive (50 to 52 Street NE) Replacement; 2020-41 - 75 Avenue NE Replacement; 2020-42 Sanitary Extension TCH East (60 - 63 Avenue NE) Design Engineering Services Award - Sole Source - continued**

AND THAT: Council approve the award for Design Engineering Services for the 75 Avenue NE Replacement project (\$11,885.00), the Canoe Beach Drive (50 to 52 Street NE) Replacement project (\$14,100.00) and the Sanitary Extension TCH East (60 Avenue - 63 Avenue NE) project (\$30,775.00) to Gentech Engineering Inc., for a total quoted price of \$56,760.00 plus taxes as applicable;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in the procurement of Engineering Design Services related to Project Number's 2020-39/41/42 to authorize sole sourcing of same to Gentech Engineering Inc.

CARRIED UNANIMOUSLY

5. **Director of Engineering & Public Works - Contract Extension - Solid Waste Collection and Disposal Service of Municipal Facilities**

0066-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Contract with Waste Connections of Canada Inc. for Solid Waste Collection and Disposal Services of Municipal Facilities be extended for a term of one (1) year at an increase of 6.5% from the previous year's rates.

CARRIED UNANIMOUSLY

10. **INTRODUCTION OF BYLAWS**

1. **City of Salmon Arm Zoning Amendment Bylaw No. 4372 [ZON-1166; Westside Farms Ltd., Inc. No. BC 1075703; 1490 10 Avenue SW; A-1 and R-1 to C-3] - First and Second Readings**

0067-2020

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4372 be read a first and second time;

AND THAT: Final reading of the Bylaw be withheld subject to the following:

1. Ministry of Transportation and Infrastructure approval; and
2. Registration of a Section 219 Land Title Act Covenant addressing the City's Floodplain Regulations and the Provincial Riparian Areas Protection Regulation.

Councillor Wallace Richmond left the meeting at 4:15 p.m. and returned at 4:17 p.m.

CARRIED UNANIMOUSLY



10. INTRODUCTION OF BYLAWS - continued

2. City of Salmon Arm Zoning Amendment Bylaw No. 4370 [ZON-1165; 628746 BC Ltd./Laird, B.; 521 10 Street SW; C-7 to C-3] - First and Second Readings

0068-2020

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4370 be read a first and second time;

AND THAT: final reading of the Bylaw be withheld subject to:

1. Ministry of Transportation and Infrastructure approval; and
2. The modification of Covenant CA3712464 - CA3712465 to allow for subdivision and the construction of a furniture store in accordance with the elevations and site plan attached as Appendix 3 to the staff report dated February 11, 2020.

CARRIED UNANIMOUSLY

3. City of Salmon Arm Zoning Amendment Bylaw No. 4374 [ZON-1168; Roodzant, J.; 2351 60 Street NW; A-2 to A-3] - First and Second Readings

0069-2020

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4374 be read a first and second time.

CARRIED UNANIMOUSLY

11. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Parks Regulation Amendment Bylaw No. 4376 - Final Reading

a. G. Makey (signed by twelve community members) - letter dated February 21, 2020 - Parks Regulation Bylaw No. 2119

0070-2020

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the bylaw entitled City of Salmon Arm Parks Regulation Amendment Bylaw No. 4376 be read a final time.

0071-2020

Moved: Mayor Harrison

Seconded: Councillor Flynn

THAT: motion 0070-2020 be deferred to the March 23, 2020 Regular Council Meeting.

CARRIED UNANIMOUSLY

**12. CORRESPONDENCE****1. Informational Correspondence****4. B. Paton – email dated February 18, 2020 – Soapbox Derby Request**

0072-2020

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: Council approve the road closure on Hudson Avenue for Soap Box Racing from 8:00 a.m. – 4:00 p.m. on September 19, 2020, subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

**2. SILGA 2020 Convention Agenda – April 28 to May 1, 2020 – Vernon, BC**

0073-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: Mayor Harrison, Councillors Eliason, Flynn, Lavery, Lindgren and Wallace Richmond be authorized to attend the SILGA Convention in Vernon, BC from April 28 to May 1, 2020.

CARRIED UNANIMOUSLY

**13. NEW BUSINESS****14. PRESENTATIONS****15. COUNCIL STATEMENTS****16. SALMON ARM SECONDARY YOUTH COUNCIL**

Danielle Legault, newly appointed instructor of the Salmon Arm Secondary Youth Council, introduced herself to Council.

Jonah Rivette spoke regarding a survey that the Youth Council will administer to SAS Students and requested Council provide questions they would like included on the survey. Fiona Young invited members of Council and staff to attend the upcoming Youth Council Committee Meetings.

**17. NOTICE OF MOTION****18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**

19. **OTHER BUSINESS**

1. **Let's Move Salmon Arm (Notice of Motion from Councillor Lavery on February 10, 2020)**

0074-2020

Moved: Councillor Lavery

Seconded: Councillor Wallace Richmond

WHEREAS the City of Salmon Arm relies on the important but dated Greenway Strategy as a key document for the long-term planning of trails, sidewalk and cycling networks and has recently established a reserve to develop a modern Active Transportation Plan;

AND WHEREAS a comprehensive Active Transportation Plan will guide the city in a vision along with policies and actions for safe, attractive and convenient active transportation options for people of all ages and abilities over the next 20 years:

THEREFORE BE IT RESOLVED THAT the Council create an Active Transportation Task Force (ATTF) to provide information and recommendations to Council about best practices in Active Transportation and potential funding opportunities from higher levels of government;

AND FURTHER THAT Council direct staff to prepare a draft Terms of Reference and options of staff support for the Task Force for Council's consideration.

CARRIED UNANIMOUSLY

20. **QUESTION AND ANSWER PERIOD**

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

The Meeting recessed at 5:05 p.m.

The Meeting reconvened at 7:00 p.m.

**PRESENT:**

Mayor A. Harrison  
Councillor D. Cannon  
Councillor K. Flynn  
Councillor T. Lavery  
Councillor S. Lindgren  
Councillor L. Wallace Richmond

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

**ABSENT:**

Councillor C. Eliason

21. DISCLOSURE OF INTEREST

22. REVIEW OF AGENDA

Additional information item 22.1 C. Hanna - letter received February 24, 2020 - Concerns Regarding Development Variance Permit Application No. VP-506

23. HEARINGS

1. Development Variance Permit Application No. VP-506 [Seventh-Day Adventist Church/Burman Construction/Burman, P.; 5881 35 Street NE; Setback Requirements]

0075-2020

Moved: Councillor Lindgren

Seconded: Councillor \*\*\*

THAT: that Development Variance Permit No. VP-506 be authorized for issuance for Lot 1, Section 31, Township 20, Range 9, W6M, KDYD, Plan 4569 Except Plans 17099 and 26295, which will vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 35.11.3 - reduce the minimum setback of a building from the interior south parcel line from 3.0 metres to 0.76 metres; and
2. Section 4.3.10 - reduce projection of roof eaves to the south parcel line from the minimum of 0.6 metres to 0.0 metres.

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

Submissions were called for at this time.

P. Burman, the agent, outlined the application and was available to answer questions from Council.

C. Hanna, 5801 35 Street NE, Salmon Arm, BC - letter dated February 21, 2020 - Concerns Regarding Development Variance Permit Application No. VP-506.

C. Hanna, 5801 35 Street NE, Salmon Arm, BC - letter received February 24, 2020 - Concerns with Development Variance Permit Application No. VP-506 regarding safety, privacy, drainage and fencing issues.

P. Burman, the agent, spoke regarding the current survey of the property and will provide the survey to C. Hanna.

P. Burman, the agent, spoke regarding drainage concerns.

C. Hanna, 5801 35 Street NE, Salmon Arm, BC outlined concerns with the foundation of the existing building.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:30 p.m. and the Motion was:

**23. HEARINGS - continued**

1. Development Variance Permit Application No. VP-506 [Seventh-Day Adventist Church/Burman Construction/Burman, P.; 5881 35 Street NE; Setback Requirements] - continued

Amendment:

Moved: Councillor Flynn

Secnded: Councillor Cannon

THAT: that Development Variance Permit No. VP-506 be authorized for issuance for Lot 1, Section 31, Township 20, Range 9, W6M, KDYD, Plan 4569 Except Plans 17099 and 26295, as outlined in Site and Elevation Plan attached as Appendix 6 to the Staff Report dated February 11, 2020, which will vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 35.11.3 – reduce the minimum setback of a building from the interior south parcel line from 3.0 metres to 0.76 metres.

CARRIED UNANIMOUSLY

Amendment:

Moved: Councillor Lindgren

Seconded: Mayor Harrison

THAT: Section 4.3.10 – reduce projection of roof eaves to the south parcel line from the minimum of 0.6 metres to 0.1 metres.

DEFEATED

Councillors Lavery, Wallace Richmond, Flynn and Cannon Opposed

Motion as Amended:

CARRIED UNANIMOUSLY

2. Development Variance Permit Application No. VP-505 [Micku, B. & V./Franklin Engineering Ltd./Sonmor, D.; 3410 Lakeshore Road NE; Service Requirements]

0076-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: Development Variance Permit No. VP-505 be authorized for issuance to vary the City of Salmon Arm Subdivision and Development Servicing Bylaw No. 4163 as follows:

1. Section 4.4 Road Classification – waive the requirements to upgrade the east and west halves of Lakeshore Road NE from the Urban Collector Road (RD-3) full standard, providing sidewalk, curb and gutter, boulevard, fire hydrants, and light standards, to providing a 2 m of gravel surfaced pedestrian walkway along the east half, and a BC Hydro davit light;
2. Section 5.0 Water Systems – waive the requirement for extending the existing water main along Lakeshore Road from 62 m to 28 m;



**23. HEARINGS – continued****2. Development Variance Permit Application No. VP-505 [Micku, B. & V./Franklin Engineering Ltd./Sonmor, D.; 3410 Lakeshore Road NE; Service Requirements] – continued**

3. Section 6.0 Sanitary Sewer System – waive the requirement for extending the sanitary sewer line along Lakeshore Road from 174 m to 141 m; and
4. Section 7.0 Storm Water Management – waive the requirement for extending the storm sewer line along Lakeshore Road from 172 m of new pipe to overland drainage ditching.

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

Submissions were called for at this time.

D. Sonmor, agent for the applicant, outlined the application and was available to answer questions from Council.

B. Micku, the applicant, spoke regarding the application.

J. Franklin, agent for the applicant, spoke regarding the proposed drainage and discussed cash in lieu proposal by Council.

Following three calls for submissions and questions from Council, the Hearing was closed at 8:28 p.m. and the motion was:

**Amendment:**

0077-2020

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: Development Variance Permit No. VP-505 be authorized for issuance to vary the City of Salmon Arm Subdivision and Development Servicing Bylaw No. 4163 be amended as follows:

5. A Section 219 Land Title Office Covenant is to be registered against the title to the property restricting further subdivision.

CARRIED UNANIMOUSLY

The Motion was split

**Amendment:**

0078-2020

Moved: Council Lavery

Seconded: Councillor Cannon

THAT: Item 1. be amended as follows:

1. Section 4.4 Road Classification - waive the requirements to upgrade the west half of Lakeshore Road NE from the Urban Collector Road (RD-3) full standard, providing sidewalk, curb and gutter, boulevard, fire

23. HEARINGS – continued2. Development Variance Permit Application No. VP-505 [Micku, B. & V./Franklin Engineering Ltd./Sonmor, D.; 3410 Lakeshore Road NE; Service Requirements] – continued

hydrants, and light standards, to providing a 2 m of gravel surfaced pedestrian walkway along the east half, and a BC Hydro davit light.

DEFEATED

Mayor Harrison and Councillors Lindgren, Wallace Richmond, Flynn and Cannon  
Opposed

Amendment:

Moved: Councillor Lindgren  
Seconded: Mayor Harrison  
THAT: Item 1. be amended as follows:

1. Section 4.4 Road Classification – waive the requirements to upgrade the east and west halves of Lakeshore Road NE from the Urban Collector Road (RD-3) full standard, providing sidewalk, curb and gutter, boulevard, fire hydrants, and light standards, to providing a 2 m of gravel surfaced pedestrian walkway along the east half, and a BC Hydro davit light and installation of one fire hydrant at non-standard spacing.

CARRIED

Councillor Lavery Opposed

Amendment:

Moved: Councillor  
Seconded: Councillor  
THAT: Item 2. be amended as follows:

2. Section 5.0 Water Systems – waive the requirement for extending the existing water main along Lakeshore Road from 62 m to 28 m.

DEFEATED UNANIMOUSLY

Amendment:

Moved: Councillor  
Seconded: Councillor  
THAT: Item 3. be amended as follows:

3. Section 6.0 Sanitary Sewer System – waive the requirement for extending the sanitary sewer line along Lakeshore Road from 174 m to 141 m.

CARRIED

Councillor Lavery Opposed

23. HEARINGS – continued

2. Development Variance Permit Application No. VP-505 [Micku, B. & V./Franklin Engineering Ltd./Sonmor, D.; 3410 Lakeshore Road NE; Service Requirements] – continued

Amendment:

Moved: Councillor Lavery  
Seconded: Councillor Lindgren  
THAT: Item 4. be amended as follows:

4. Section 7.0 Storm Water Management – waive the requirement for extending the storm sewer line along Lakeshore Road from 172 m of new pipe to overland drainage ditching and include new storm sewer main along the frontage of the subject parcel with appropriate ditching to the south of the southern boundary of the subject parcel.

DEFEATED

Mayor Harrison, Councillors Flynn and Wallace Richmond Opposed

Amendment:

Moved: Councillor Lindgren  
Seconded: Councillor Flynn  
THAT: Council require a \$25,000.00 cash in lieu payment for Storm Water Management.

DEFEATED

Mayor Harrison, Councillors Lavery, Wallace Richmond, Flynn and Cannon Opposed

Motion as Amended:

CARRIED UNANIMOUSLY

24. STATUTORY PUBLIC HEARINGS

25. RECONSIDERATION OF BYLAWS

26. QUESTION AND ANSWER PERIOD

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

27. ADJOURNMENT

0077-2020

Moved: Councillor Lindgren

Seconded: Councillor Flynn

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

CARRIED UNANIMOUSLY

The meeting adjourned 8:59 at p.m.

CERTIFIED CORRECT:

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

\_\_\_\_\_  
MAYOR

Adopted by Council the      day of      , 2020.

Item 7.1

## CITY OF SALMON ARM

Date: March 9, 2020

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee Meeting Minutes of March 2, 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 at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Monday, **March 2, 2020.**

### **PRESENT:**

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

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

### **ABSENT:**

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

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

#### **2. 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."

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

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

#### **5. REPORTS**

##### **1. Development Variance Permit Application No. VP-509 [Fisher, A. & B.; 4540 72 Avenue NE; Setback Requirements]**

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-509 be authorized for issuance for Lot 6, Section 6, Township 21, Range 9, W6M, KDYD, Plan KAP84599, which will vary the provisions of Zoning Bylaw No. 2303 as follows:

5. REPORTS - continued

1. Development Variance Permit Application No. VP-509 [Fisher, A. & B.; 4540 72 Avenue NE; Setback Requirements] - continued

1. Section 6.10.2 – reduce the minimum setback of the principal building from the rear parcel line from 6.0 metres to 4.45 metres as shown in Schedule “A” of the Staff Report dated February 25, 2020.

A. Fisher, the applicant, was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

6. PRESENTATIONS

7. FOR INFORMATION

8. IN CAMERA

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee move In-Camera.

CARRIED UNANIMOUSLY

The Committee moved In-Camera at 8:04 a.m.

The Committee returned to Regular Session at 9:14 a.m.

9. LATE ITEMS

10. ADJOURNMENT

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee meeting of March 2, 2020, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:14 a.m.

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

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

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Item 7.2

## CITY OF SALMON ARM

Date: March 9, 2020

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: the Downtown Parking Commission Meeting Minutes of February 25, 2020, be received as information.

### Vote Record

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

Opposed:

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

## **CITY OF SALMON ARM**

Minutes of the **Downtown Parking Commission** Meeting held in Room 100 at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Tuesday, February 25, 2020.**

### **PRESENT:**

Regan Ready  
Bill Laird  
Vic Hamilton  
Cathy Ingebrigston  
Jacquie Gaudreau  
June Stewart  
Rob Niewenhuizen

Member at Large  
Member at Large  
Member at Large, Chair  
Member at Large  
Downtown Salmon Arm Representative  
Downtown Salmon Arm Representative  
Resource Personnel, Director of Engineering  
& Public Works

### **ABSENT:**

Chad Eliason  
Marcel Bedard  
Gerald Foreman  
Linda Thompson  
Jenn Wilson

Councillor, City of Salmon Arm  
Resource Personnel, Bylaw Officer  
Downtown Salmon Arm Representative  
Downtown Salmon Arm Representative  
Resource Personnel, City Engineer

### **GUEST:**

The meeting was called to order at 8:00 a.m. by Chairperson Vic Hamilton.

1.     **INTRODUCTIONS AND WELCOME**
  
2.     **PRESENTATIONS**
  
3.     **APPROVAL / CHANGES / ADDITIONS TO AGENDA**

Moved: R. Ready

Seconded: J. Gaudreau

THAT: the Downtown Parking Commission Meeting Agenda of February 25, 2020 be approved as circulated.

CARRIED UNANIMOUSLY

**4. APPROVAL OF MINUTES FROM DECEMBER 17, 2019**

Moved: B. Laird

Seconded: C. Ingebrigston

THAT: the Downtown Parking Commission Meeting Minutes of December 17, 2019 be adopted as circulated.

CARRIED UNANIMOUSLY

**5. OLD BUSINESS ARISING FROM MINUTES**

None

**6. NEW BUSINESS**

- a. Downtown Parking Plan Summary – Update  
ISL Engineering & Land Services
  - Conference Call with ISL, Borg Chan
  - DPC reviewed the draft Parking User Satisfaction Survey Questionnaire
  - Modify some of the questions and circulate changes for review
  - Advertise Survey on social media, News paper (City Section) and possibly Friday AM
  - Contact Downtown Salmon Arm for assistance with distribution of Survey
  - Survey to be hosted on City Web Site and paper copies to be distributed to downtown businesses.
- b. Sidewalk Patio – 141A Hudson Ave – Hanoi 36
  - Proposal was presented by B Laird
  - No City policy currently in place; however, recommendation to follow policy which was developed by City Staff during the 2014 Trial period.

*Note: B. Laird declared a conflict and abstained from the vote.*

Moved: C. Ingebrigston

Seconded: J. Gaudreau

THAT: the Downtown Parking Commission supports the proposed sidewalk patio plan for 141A Hudson Ave (Hanoi 36) as presented.

CARRIED UNANIMOUSLY

**7. OTHER BUSINESS****8. NEXT MEETING – Tuesday, March 17, 2020**

The next meeting of the Downtown Parking Commission will be Tuesday, March 17, 2020. Chairperson will be Regan Ready.

9. **ADJOURNMENT**

Moved: R. Ready

Seconded: B. Laird

THAT: the Downtown Parking Commission Meeting of February 25, 2020 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:35 a.m.

---

Rob Niewenhuizen  
Director of Engineering & Public Works

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

Item 8.1

## CITY OF SALMON ARM

Date: March 9, 2020

Board in Brief – February, 2020

### Vote Record

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

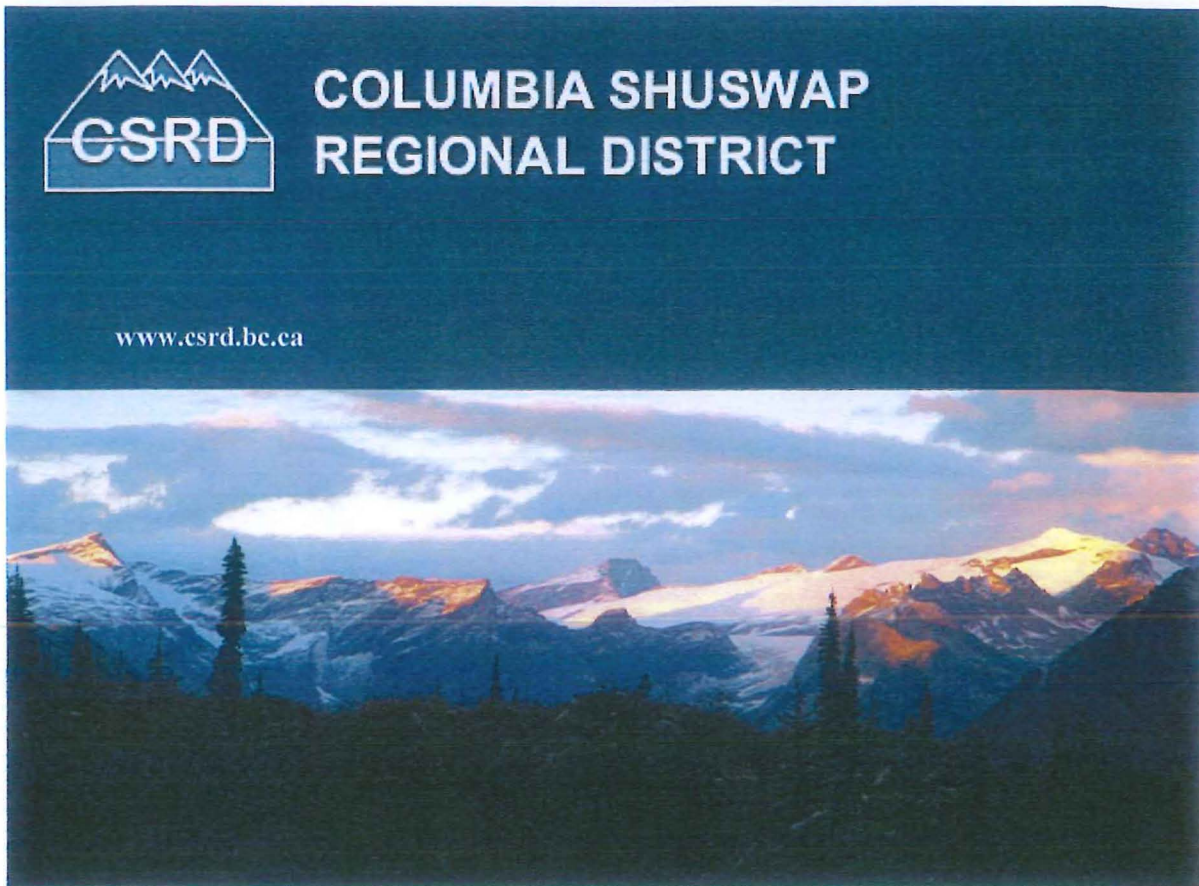
Opposed:

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



**Caylee Simmons**

**From:** Columbia Shuswap Regional District <communications@csrd.bc.ca>  
**Sent:** February-26-20 2:27 PM  
**To:** Caylee Simmons  
**Subject:** #YourCSRD - February 2020



## #YourCSRD - February 2020

February 2020



Web version

## Highlights from the Regular Board Meeting

## Correspondence

### SILGA 2020 Convention

The Board received a call for resolutions for the 2020 Convention. Due to concerns regarding erosion at Newsome Creek in Sorrento, Electoral Area C Director Paul Demenok initiated a resolution calling for a more rapid and timely approval from the Ministry of Forests, Land, Natural Resource Operations and Rural Development for works within and adjacent to watercourses. The resolution was approved by the Board and will be sent to the Southern Interior Local Government Association (SILGA) for consideration.



### Ministry of Forests, Lands, and Natural Resources Operations & Rural Development - Commercial Groundwater Bottling in Electoral Area A (January 27, 2020)

The Board received a letter from Paul Rasmussen, Assistant Deputy Minister, South Area, MLFNROD in response to a letter sent by Chair Kevin Flynn regarding support for moratorium on licensing for commercial groundwater bottling in Electoral Area A. Electoral Area A Director Karen Cathcart said the letter was a disappointing response, in that it advised no moratorium would be forthcoming. [View letter.](#)

## Delegations

### South Shuswap Chamber of Commerce

Karen Brown, Executive Director, South Shuswap Chamber of Commerce and Barbra Fairclough, Secretary, South Shuswap Transportation Society presented information regarding the Shuswap Non-Profit Network and the importance of non-profit contributions to the area.

## Committee Reports

### Committee of the Whole (Budget) Meeting (January 29, 2020) Recommendations

The Board approved three motions to increase a receptionist position to full-time, to add one staff position in the Corporate Administration department and to increase one position in the Operations Management department to full time.

## Business General

### 2020 Board on the Road in Electoral Area D

The Board approved the Board on the Road meeting on Thursday, May 21, 2020 in Electoral Area D. It will take place at the Silver Creek Community Hall. [View report.](#)

### Customer Satisfaction Survey

Responding to a request for information from the November 2019 Board meeting, the Board received a report regarding customer satisfaction surveys among other local governments for information purposes. [View report.](#)

### Community Emergency Preparedness Fund Grant Applications

The Board authorized the applications for two grants from UBCM Community Emergency Preparedness Fund in the amount of \$25,000 each. One grant will be used to purchase new technology for the Emergency Support Service program, while the other is for Emergency Operations Centre plan updates and hardware upgrades. [View report.](#)

### SIR (Sterile Insect Release) Working Group on Apportionment

The Board appointed Director Chad Eliason to the Sterile Insect Release Working Group with the alternate as Director Kevin Flynn. The staff representative will be Charles Hamilton, CSRD Chief Administrative Officer.

### Grant-in-Aid requests

The Board approved allocations from the 2020 electoral grant-in-aid. [View report.](#)



**Grant in Aid – Area C Special**

The Board approved the allocation of \$3,500 from the 2020 Area C electoral Grant-in-Aids for the purpose of a series of Town Hall meetings. [View report.](#)

**Electoral Area Feasibility Fund – Kicking Horse Mountain Fire Suppression Service**

The Board approved a series of five motions to initiate the establishment of a fire suppression service within the community of the Kicking Horse Mountain Resort in Electoral Area A. The motions are subject to the assent of the electors in the proposed fire service area. [View report.](#)  
[View media release.](#)

**Electoral Area C Community Works Fund – Sunnybrae Waterworks Water Intake Upgrade**

The Board approved spending a maximum amount of \$75,000 plus applicable taxes from the Electoral Area C Community Works Fund allocation for costs associated with the Sunnybrae Waterworks intake connection upgrade. [View report.](#)

**Area D Community Works Fund – Falkland & District Community Association**

The Board approved spending up to \$50,000 including applicable taxes from the Area D Community Works Fund for funding towards the construction of a roof at the Falkland Skating Rink. [View report.](#) [View media release.](#)

**Area F Community Works Funds – North Shuswap Chamber of Commerce**

The Board approved spending up to \$32,840 plus applicable taxes from the Area F Community Works Fund for Phase 2 of Visitor Information Kiosks in Electoral Area F. [View report.](#)

**Scotch Creek Water System Grant Funding Application and Service Area Establishment**

The Board approved three motions to proceed with a \$2.3 million grant application for the Investing in Canada Infrastructure Program - BC- Green Infrastructure Grant to acquire and expand the existing Captains Village Water System to serve a portion of the Scotch Creek community. [View report.](#)



## LAND USE MATTERS

### Business General



**Electoral Area C: Agricultural Land Commission (ALC) Application Section 20(3) – Non-Farm Use LC2573C (Rock Ranch Holdings)**

This application is to allow relocation of an existing log home construction business previously approved as a non-farm use in the ALR for a property located at 1738 White Lake Road to the subject property which is located at 3622 Ford Road. The Board approved forwarding the application to the ALC. [View report.](#)

## **Development Permits (DPs) & Development Variance Permits (DVPs)**

**Electoral Area B: Development Variance Permit No. 851-05 (Hartley/Godfrey)**

The subject property is located at 1786 Gawiuk Rd, South Revelstoke. The owners are proposing to renovate a garage within an existing accessory building into a home occupation (coffee roastery) and required variances to setbacks and floor area. The Board approved issuance of the DVP subject to a condition. [View report.](#)

**Electoral Area C: Development Variance Permit No. 701-90 (Dvorak)**

The subject property is located at 4011 Eagle Bay Road in Eagle Bay of Electoral Area C, and is waterfront to Shuswap Lake. The property has an existing single family dwelling and boat house, and the owners have partially constructed a two-story detached garage with a proposed workshop in the lower level without the required CSRD approvals. To bring the project into compliance, variances to height and setbacks were required. The Board approved issuance of the DVP. [View report.](#)

**Electoral Area E: Development Variance Permit No. 2000-77 (Mutz)**

The subject property is located in 1805 Solsqua Road, Cambie-Solsqua. The owner made significant renovations to an existing single family dwelling following a house fire. A development variance permit was required to address both the already constructed covered porch and the proposed new deck. The Board approved issuance of the DVP. [View report.](#)

**Electoral Area D: Temporary Use Permit No. 2500-03 (Couture)**

The subject property is located at 697 Salmon River Road, Silver Creek. A Temporary Use Permit was sought for the placement of a modular home for use by a member of the property owner's immediate family who is providing support to the owner of the property. The Board approved issuance of the permit subject to a number of conditions. [View report.](#)

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

**Electoral Area C: Electoral Area C Official Community Plan Bylaw Amendment (Western Tree Seeds Ltd.) Bylaw No. 725-18 and South Shuswap Zoning Amendment (Barnard-Western Tree Seeds Ltd.) Bylaw No. 701-96**

The agent has applied to re-designate and rezone the subject parcels at 2288 and 2304 Blind Bay Road and the neighbouring parcel Lot 17, PL12829 in the Blind Bay area. The applicant wants to rezone and redesignate the property to facilitate a 5-lot bare land strata subdivision. The southern and easterly portion of the properties are proposed to be re-designated to facilitate the creation of a lot to be used as a CSRD park. The Board gave the amendment second reading and delegated a public hearing. [View report.](#)

**Electoral Area D: Salmon Valley Land Use Amendment (Froese) Bylaw No. 2563**

The owners of property at 5488 Lynes Road in Falkland are applying to amend the zone and designation of the Salmon Valley Land Use Bylaw No. 2500 from R - Rural (60 ha minimum parcel size) to RR – Rural Residential (1 ha minimum parcel size) to be able to apply to subdivide the property. The Board gave third reading to the bylaw amendment. [View report.](#)

**Electoral Area F: Parcel Coverage Bylaw Amendments**



Development Services staff is proposing amendments to all three zoning bylaws in Electoral Area F to increase parcel coverage to 30% in the applicable zones of the three zoning bylaws. The Board gave the amendment second reading and delegated a public hearing. [View report.](#)

**Electoral Area B: Electoral Area B Official Community Plan Amendment (F. Linden Logging Co. Ltd.) Bylaw No. 850-13 and Electoral Area B Zoning Amendment (F. Linden Logging Co. Ltd.) Bylaw No. 851-18**

The owners of property at 4545 Highway 31, Trout Lake are applying to amend the Official Community Plan and zoning designations in order to subdivide the subject property into 1 lot plus a remainder. The applicant has offered a Section 219 covenant to limit the subdivision to a total of two parcels. The Board gave the application second reading and delegated a public hearing. [View report.](#)

**Electoral Area B: Electoral Area B Zoning Amendment (Gagnon et al) Bylaw No. 851-16**

The applicant wanted to amend the zone and designation for the property, which includes seven strata lots, located on Mt. Begbie Road. The bylaw proposed to add bed and breakfast as a permitted secondary use to the CDB1 Development Area 1 zone, which would apply to all seven strata lots. For strata lot 6 only, it is proposed by the property owners that a vacation rental be a permitted use for the subject property. The Board voted to adopt the bylaw, as documentation has been received by the CSRD confirming registration of a Section 219 covenant about the on-site sewage disposal system and Ministry of Transportation and Infrastructure approval has been issued. [View report.](#)

**Electoral Area C: South Shuswap Zoning Amendment (Venier) Bylaw No. 701-97**

The owner of the property at 1510 Trans-Canada Highway, Sorrento has made application to amend the zoning bylaw to recognize the existing use of the property as a mobile home park. The Board gave the application second reading and delegated a public hearing. [View report.](#)

**Electoral Area C: Electoral Area C Official Community Plan Amendment (Mancini) Bylaw No. 725-17 and South Shuswap Zoning Amendment (Mancini) Bylaw No. 701-95**

The applicant has notified the CSRD that he would like to change the license for an existing medical cannabis cultivation facility, located at 1802 Trans-Canada Highway, Sorrento, to a cannabis micro cultivation license. He has applied to redesignate a portion of the subject property from RR2 – Rural Residential to ID – Industrial and to rezone a portion of the subject property from RR4 – Rural Residential to CP – Cannabis Production to facilitate the proposed use. The Board gave first reading to the application and directed staff to refer the bylaw to applicable agencies and First Nations. [View report.](#)

**Electoral Area E: Rural Sicamous Land Use Bylaw Amendment (Lake Mara Properties) Bylaw No. 2068; and Lakes Zoning Amendment (Lake Mara Properties) Bylaw No. 900-26**

In order to bring their properties, located at 9032 Swanson Road, Swansea Point, into compliance with CSRD bylaws, the strata owners are applying to redesignate and rezone the properties from Resort Commercial to a Comprehensive Development Zone. They also want to rezone the foreshore in front of the strata from Foreshore Commercial 3 (FC3) to Foreshore Multi-Family 2 (FM2) to allow for moorage and the existing buoys and swimming platforms. The Board gave first reading to the application and directed staff to refer the bylaw to applicable agencies and First Nations. [View report.](#)

**Electoral Area F: Scotch Creek / Lee Creek Zoning Bylaw Amendment (Pine Grove RV Park) Bylaw 825-38**

The subject property is located at 1131 Pine Grove Road, Scotch Creek. The Pine Grove RV Park Owner's Association applied to rezone the subject property from Commercial – 1 zone to a site specific Comprehensive Development 3 (CDF3) zone that would permit seasonal accommodation of recreational vehicles and park models; shelter buildings for the recreational vehicles or park models; decks; and storage sheds on their property. The purpose of this bylaw amendment is to recognize the existing use, and allow other owners to build similar accessory buildings and structures on the property. This amendment also proposes to permit a shelter building, storage building, and deck accessory to a standalone residential campsite in additional zones which include




Agriculture, Rural 1, Rural 2, Country Residential, Residential 1, Multi-Residential and Mixed Use. The Board approved third reading and adoption of the bylaw. [View report.](#)

**Electoral Area C: Electoral Area C Official Community Plan Amendment (Strata KAS3333) Bylaw No.725-19 & South Shuswap Zoning Bylaw Amendment (Strata KAS3333) Bylaw No. 701-98**

Strata Plan KAS3333 is a building strata with 10 dwelling units located at 2802 Henstridge Rd, Sorrento. The owners are applying to amend the Electoral Area C Official Community Plan Bylaw No. 725 to allow the existing dwelling unit density and amend the South Shuswap Zoning Bylaw No. 701 by rezoning the strata properties from the C1 – Village Core Commercial Zone to the R2 – Medium Density Residential Zone. The Board gave first reading to the application and directed staff to refer the bylaw to applicable agencies and First Nations. [View report.](#)

## NEXT BOARD MEETING

The Regular CSRD Board Meeting will be held Thursday, March 19, 2020 at 9:30 AM at the CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.

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

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## Item 9.1

**CITY OF SALMON ARM**Date: March 9, 2020

Moved: Councillor

Seconded: Councillor

THAT: the 2020 Budget contained within the 2020 - 2024 Financial Plan Bylaw be amended to reflect the transfer of \$40,000.00 from the General parking Reserve to fund:

1. the purchase of three (3) "Pay by Plate" parking pay stations,
2. the installation of three (3) parking pay stations, and
3. the purchase of one (1) "tables" to read the stations.

AND THAT: Council approve the award for the purchase of three (3) new parking pay stations, as listed in item 1. Above to Mackay Meters for the quotes price of \$21,365.00 including taxes.

**Vote Record**

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

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





File: 8620.02

TO: His Worship Mayor Harrison and Members of Council

FROM: Kevin Pearson, Director of Development Services

PREPARED BY: Maurice Roy, Manager of Permits and Licensing

DATE: February 27, 2020

SUBJECT: Downtown Parking Pay Stations – Budget Amendment and Award

#### RECOMMENDATION:

**THAT:** The 2020 Budget contained within the 2020-2024 Financial Plan Bylaw be amended to reflect the transfer of \$40,000 from the General Parking Reserve to fund:

1. the purchase of three (3) "Pay by Plate" parking pay stations,
2. the installation of the three (3) parking pay stations, and
3. the purchase of one (1) "tablet" to read the stations.

**AND THAT:** Council approve the award for the purchase of the three (3) new parking pay stations, as listed in item 1. above, to Mackay Meters for the quoted price of \$21,364 including taxes.

#### Background

Near the end of August 2019 vandalism of street parking meters commenced, continued on a large scale through the autumn and continued into 2020. By the last estimate over 100 coin operated parking meters have been damaged beyond repair. The material replacement cost of 100 meters of the same type is approximately \$38,000.

To hopefully avoid similar vandalism in the future, other options have been explored such as large central ticket dispensers to serve multiple parking spaces. One such unit is already in use and serves the south side of Hudson Avenue NE between 4<sup>th</sup> and 6<sup>th</sup> Streets. The supplier of that machine was contacted to obtain a quote for additional machines but the City has been informed that "Pay by Plate" machines with more up to date features such as credit card, smart card or cell phone compatibility are basically the same price and more readily available.

Since the City would prefer to move away from the old fashioned, coin operated, meter-per-stall format, it seems the "Multi-Space Pay by Plate" machine is a sensible option for this present purpose and also to augment a broader smart metering program.

The proposal is to obtain three (3) Multi-Space Pay by Plate machines designed for future conversions to accommodate payment by credit card, smart card and cell phone. Quotes have been obtained for the purchase of these units and are attached as Appendices A, B and C. Additional funds beyond the purchase of the pay stations will be required for installation labour costs with the works being performed by City forces. The bylaw officer will also require a tablet or similar hand held device to display the registered licence plates on street patrols.

The location of the machines would be on the south side of Hudson Avenue NE in front of the post office, on the north side of Hudson Avenue NE serving the 400 to 600 block and on the south side of Hudson Avenue NE serving the 400 to 600 block. The ticket machine currently on the south side of Hudson Avenue NE serving the 400 to 600 block will be relocated to the north side of 2<sup>nd</sup> Avenue NE in front of City Hall. Map is attached as Appendix D.

An insurance claim was initiated this year to recoup some costs. At first, the deductible fee (\$10,000) had to be applied to each "individual occurrence", and later a cluster of occurrences would have been deemed suitable to the insurer. Neither claim option was deemed to be financially prudent by staff as there were far more than four clusters of occurrences.

The capital budgets for 2020 have already been established and there are no provisions for this type of unexpected burden. As no other funding in the amount of \$40,000 is readily available (other than \$25,000 in the Smart Meter Reserve – see below), the DPC and staff recommend that funding for the purchase and installation of 3 new Multi-Space pay stations be allocated from the General Parking Reserve with an estimated balance of \$1,379,744 as of Dec 31, 2019. The General Parking Reserve is intended for the future 4<sup>th</sup> Street Parkade as outlined in the City's Corporate Strategic Plan. The last estimate from 2011 has a \$7.5 million project cost for the Parkade with construction starting in 2022. The City's long-term debt strategy attempts to balance the parkade costs and other major projects with a zero tax increase. The use of \$40,000 from this reserve may slightly erode this long-term plan somewhat (Analysis 1 is attached).

Council approved \$25,000 in the 2020 Budget for a new Smart Parking Meter Reserve. Smart metering was discussed in a staff memo to Council dated September 17, 2018, which included options for single and multi-spaced technology. The costs to implement a Smart Metering Strategy throughout the downtown parking area would be well over \$300,000 (based on a rough cost per unit and not including maintenance and technological upgrades to the City's financial software to handle smart phone and credit/debit card payments). The DPC was recommending a \$100,000 reserve allocation in 2019 for this purpose. Due to the limited amount within staff Smart Meter Parking Reserve, staff is recommending this reserve not be used.

### Conclusion

The City's Downtown Parking Commission were advised of the parking meter vandalism and at their December 17, 2019 meeting a motion was approved to support the staff recommendation with the funds to be taken from the General Parking Reserve. The most favourable of the quotes recommended by staff is attached as Appendix A.



Kevin Pearson, MCIP, RPP  
Director of Development Services



## APPENDIX A



## PRICING QUOTATION

Date	Quote #
12/02/2020	21/117709

1342 Abercrombie Rd.  
P.O Box 338  
New Glasgow, NS  
B2H 5E3  
(604) 999-7707  
Fax (902) 752-5955

Requested By: City of Salmon Arm- Marcel Bedard

Attn: mbedard@salmonarm.ca  
Phone:

## COST DATA

ITEM	QTY	PART #	DESCRIPTION	UNIT PRICE	TOTAL
1	3	TANGO##	MACKAY TANGO MULTI SPACE PAYSTATION- PAY BY PLATE or PAY BY SPACE	\$5,995.00	\$17,985.00
			COIN ONLY- SOLAR POWER		
			NOTE:		
			Color: Black Cabinet - Silver Front (some custom color avail at no cost)	incl.	
			One (1) roll ticket stock	incl.	
			High Security Medeco locks for upper and lower doors	incl.	
			Color LCD Display	incl.	
			Receipt Printer	incl.	
			2 Keys per each door lock combination	incl.	
			Cellular Modem as per preferred Client Carrier	incl.	
			1 Year Parts and Labor Warranty	incl.	
			Anchor Plate (if required)	incl.	
2		99-GHN0001	Hosted Sentinel Software Services per /machine /month	\$55.00	\$660.00
			Includes : Sentinel Meter Management System- 12 months in advance, each machine will be billed \$55/month/machine after the first year		
3		99-SHIPPING	Shipping to site- Via Day and Ross		\$430.00
				Total	\$19,075.00

THANK YOU FOR YOUR REQUEST FOR QUOTE / ESTIMATE  
WE ARE PLEASED TO SUBMIT THE ABOVE FOR YOUR CONSIDERATION

Valid through: 12/03/2020 Thereafter subject to change without notice.  
Taxes:  
Terms: Net 30 days from date of delivery. Overdue accounts will be charged interest at 1.5% over prime.  
Delivery: Approx. 4-6 weeks  
Warranty: 1 yr. Manufacturer Warranty

By: David Forbes  
Title: West Coast Sales

+ GST \$953.75  
+ PST \$1335.25

GRAND TOTAL \$21,364.00

# MackKay TANGO™



## MackKay TANGO™



### Key features:

- High strength stainless steel keeps it secure and rust free.
- Flexible, modular design that is easy to upgrade, service and maintain.
- Powerful off-site monitoring capabilities by adding a communications kit and Sentinel™ Meter Management System. Monitor your equipment remotely, generate reports, and receive alerts, no matter where you are.
- Comprehensive and easy-to-use configuration menus.
- ADA Compliant.
- Features a large Liquid Crystal Display with back light, capable of displaying graphics.
- English? Español? Français? The multi-language capability allows users to select the language of their choice to carry out transactions.
- Optional credit card payment. Offer end users security, convenience, and reject fraudulent payment. Use MacKay's On-line Real-time Credit Card Approval feature utilizing secure PCI compliant electronic payment processes.
- MacKay Meters backs its product lines with a solid warranty based on the confidence in the quality of its products.

<over for specifications>

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





**Dominion Self-Park Systems Ltd.**

1388 Frances Street  
Vancouver, British Columbia V6L 1Y9

**QUOTE****APPENDIX B**

Quote No.: 2149  
Date: 02/05/2020  
Page: 1  
Ship Date:

**Sold To:**

City of Salmon Arm  
Accounts Payable  
500 2nd Avenue NE  
Box 40  
Salmon Arm, B.C. V1E 4N2

**Ship To:**

City of Salmon Arm  
Attn: Marcel Bedard  
500 - 2nd Avenue NE  
Box 40  
Salmon Arm, B.C. V1E 4N2  
250-803-4022

Business No.: 135244200RT0001

Business No.: 135244200R10001						
Item No	Quantity	Unit	Description	Tax	Unit Price	Amount
	3		Quote to supply three MacKay Tango parking machines for 'Pay by Plate' street parking.	G2		
	3		MacKay "Tango". Pay by Plate with coin payment only (easily upgraded in future to accept credit card). Solar/Battery power. Real-time wireless communication. Three spare coin vaults. Custom programmed for your rates and messages. One Year Warranty	G2	7,195.00	21,585.00
	3		Installation kit (plate and mounting bolts) for easy install onto concrete sidewalk/pad,	G2	200.00	600.00
	1		Shipping to Salmon Arm	G2	400.00	400.00
			***Recurring Annual Charge ("GHN Fee") for server access and communication - \$660/annum/machine (\$55/mth/machine)*** Includes full access to "Sentinel" financial and diagnostic reporting system, and 'no charge' programming changes and phone tech support			
			G2 - GST 5.00%, PST 7.00%			1,129.25
			GST			1,580.96
			PST			
Shipped by						
Terms: Net 30. Due 03/06/2020.						
Comments Prices are valid for 60 days						
Sold By:						
					Total Amount	25,295.20

# APPENDIX C

## T2 Systems - Confidential Quotation



For: District of Salmon Arm - BC

Quote: Q-07845

Date: 2/7/2020

Expires: 5/7/2020

### Bill To

District of Salmon Arm - BC  
500 2 Ave. NE  
Salmon Arm, British Columbia V1E 4N2  
Canada

### Prepared By:

Mateo Hernandez

### Prepared For:

Maurice Roy

### Ship To

District of Salmon Arm - BC  
500 2 Ave. NE  
Salmon Arm, BC  
V1E 4N2  
Canada

Maurice Roy

Phone: (250) 803-4013

Email: mroy@salmonarm.ca

EIN:

## Subscriptions

Product Code	Product Name	Quantity	Discount	Sales Price	Total
100.7101	Digital Iris Core (Month)	3.00	0.000	CAD 600.00	CAD 1,800.00
To be billed \$50 per unit, per month					
TOTAL:					CAD 1,800.00

## Services

Product Code	Product Name	Quantity	Discount	Sales Price	Total
100.1108	Digital Iris Profile Set-Up	1.00	0.000	CAD 1,250.00	CAD 1,250.00
100.1109	New Merchant Account/TID	1.00	0.000	CAD 200.00	CAD 200.00
<b>TOTAL:</b>					CAD 1,450.00

## Hardware

Product Code	Product Name	Quantity	Discount	Sales Price	Total
104.0001	Luke II/Luke Cosmo Bundle	3.00	0.000	CAD 0.00	CAD 0.00
900.0077	Luke Cosmo CC & COIN Only - NON ESCROW	3.00	30.000	CAD 10,496.50	CAD 31,489.50
Escrow - Add \$ 560 per unit Credit Card cover plates (temporary) - add \$25 per unit					
880.4105	Modem Kit-Internal LTE/GSM L2V5/LC	3.00	30.000	CAD 805.00	CAD 2,415.00
Client to source own cellular data plan. T2 Data plans available (Includes SIM cards)					
880.4101	Lock Maintenance-LC	3.00	0.000	Included	CAD 0.00
Create New					
450.0018	Key-Green Ex.Access-S/L/LR/L2	3.00	30.000	CAD 26.25	CAD 78.75
450.0019	Key-Yellow Ex.Access-S/L/LR/L2	1.00	30.000	CAD 26.25	CAD 26.25
880.4102	Lock Collection-LC	3.00	0.000	Included	CAD 0.00
Match maintenance					
450.0018	Key-Green Ex.Access-S/L/LR/L2	3.00	30.000	CAD 26.25	CAD 78.75
450.0019	Key-Yellow Ex.Access-S/L/LR/L2	1.00	30.000	CAD 26.25	CAD 26.25
115.0771	Coin Canister-LC	6.00	30.000	CAD 525.00	CAD 3,150.00
Includes spares					



Product Code	Product Name	Quantity	Discount	Sales Price	Total
100.1112	DPT BOSS Suite-C	1.00	0.000	CAD 250.00	CAD 250.00
880.4107	USB Service Key, Industrial Grade 1GB-C	1.00	30.000	CAD 57.40	CAD 57.40
663.0027	Paper 2In - For High Moisture	3.00	0.000	CAD 41.00	CAD 123.00
TOTAL:					CAD 37,694.90

## Other

Product Code	Product Name	Quantity	Discount	Sales Price	Total
***	Comment	1.00	0.000	CAD 0.00	CAD 0.00
<p>Installation training &amp; shipping not included in quote.</p> <p>Please review all details on this quote, including ship to address and part quantities. If you would like to proceed with placing this order, please submit a matching signed quote or PO to your Inside Sales Rep.</p> <p>Invoices paid via credit card will incur a 2.5% convenience fee.</p>					
TOTAL:					CAD 0.00

Net Total: CAD 40,944.90

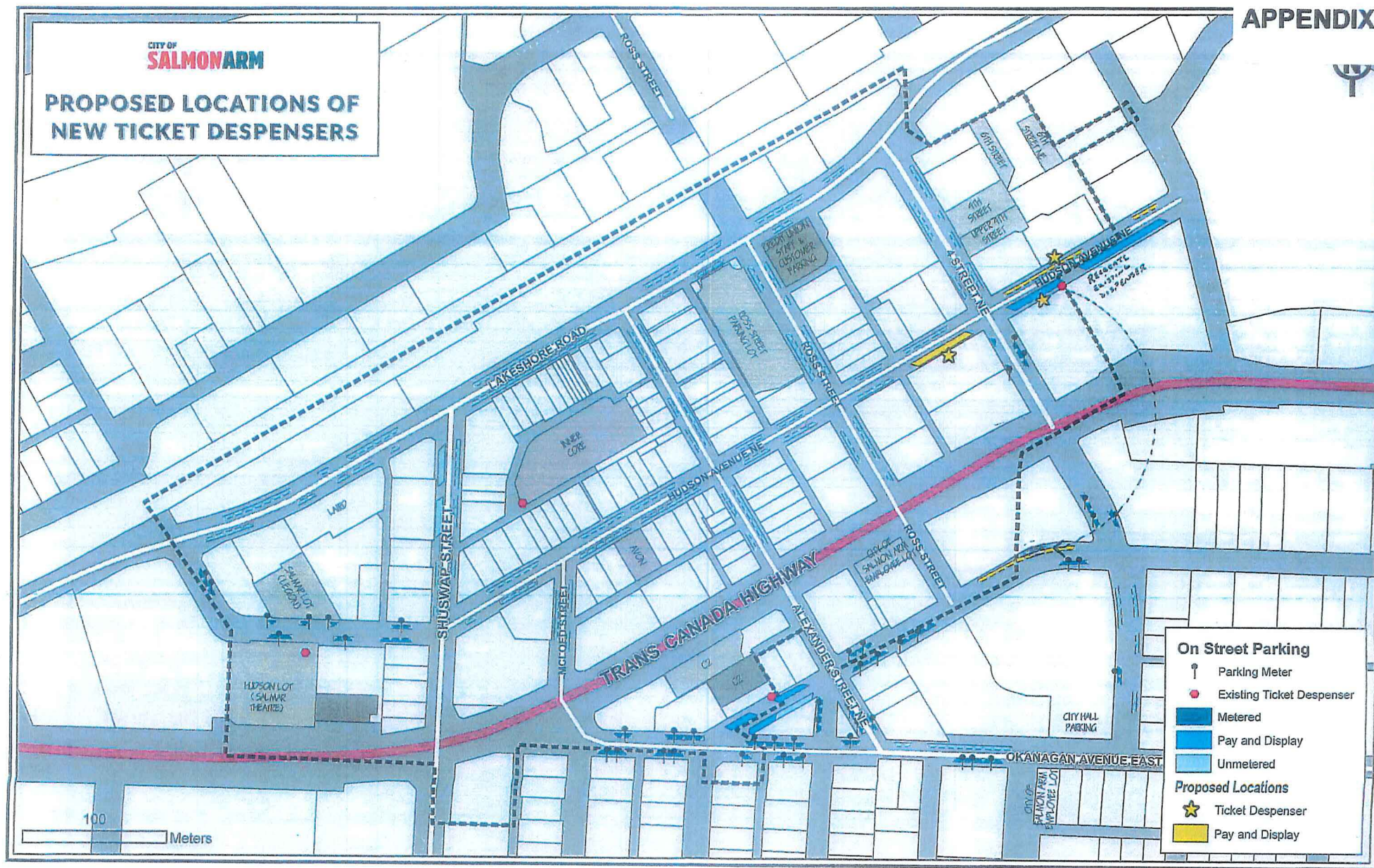
Tax Amount: CAD 4,913.40

Tax Comments:  
N/A

Total: CAD 45,858.30

### Additional Information

Freight Term:



City of Salmon Arm  
Downtown Parking Specified Area  
Parkade Financing Analysis  
September 19, 2011

**ANALYSIS #1**

Construction Amount: \$7,500,000.00  
Project Start Date: (10 Years) 2022  
Current Levy: \$ 135,000.00  
Desired Levy: \$ 150,000.00  
Annual Repayment Per Million Dollars Borrowed (20 Years): \$ 73,581.75 \$2,038,548.96  
Annual Repayment Per Million Dollars Borrowed (30 Years): \$ 57,830.10 \$2,593,804.96  
Downpayment: \$3,700,000.00  
Remaining Balance To Be Borrowed: \$3,800,000.00  
Repayment Based on Borrowing \$3,800,000.00 \$ 219,754.38

	2011	2012	2013	2014	2015	2016
Current Levy:	\$ 135,000.00	\$ 137,700.00	\$ 140,454.00	\$ 143,263.08	\$ 146,128.34	\$ 149,050.91
Levy Increase		2.00%	2.00%	2.00%	2.00%	2.00%
New Revenue Attributed to Increase (2012 - 2016)		\$ 2,700.00	\$ 5,454.00	\$ 8,263.08	\$ 11,128.34	\$ 14,050.91
Existing Transfer to Reserve - Specified Area Levy						\$ 161,780.00
Existing Transfer to Reserve - General Municipal Levy						\$ 25,000.00

Estimated Balance in Reserves at January 1, 2022

Specified Area

Balance As At December 31, 2011 \$ 692,622.55  
Annual Funding Before Increase in Levy (\$161,780.00 x 11 Years) 1,779,580.00  
Additional Funding Attributed to Increase in Levy (2012 - 2022) 125,901.79  
Estimated Interest at 3% 575,255.69  
\$3,173,360.03

General Municipal Levy

Balance As At December 31, 2011 \$ 133,689.68  
Annual Funding (\$25,000.00 x 11 Years) 275,000.00  
Estimated Interest at 3% 96,563.00  
\$ 505,252.68

Amount available From Reserves for Downpayment in 2022 \$3,678,612.71 Approxin - \$3,700,000.00

Item 9.2

## CITY OF SALMON ARM

Date: March 9, 2020

Moved: Councillor

Seconded: Councillor

THAT: Council accept the quote received from Line West Ltd., to undertake the Traffic Line Markings & Airport Marking Program for the three (3) year term 2020, 2021, 2022 in accordance with the unit prices quoted as follows:

- 2020 - \$42,554.00 plus applicable taxes;
- 2021 - \$42,554.00 plus applicable taxes; and
- 2022 - \$42,554.00 plus applicable taxes.

### 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

FROM: Robert Niewenhuizen, Director of Engineering & Public Works

PREPARED BY: Darin Gerow, Manager of Roads & Parks

DATE: February 21, 2020

SUBJECT: **2020/2021/2022 Traffic Line & Airport Marking – AWARD**

---

**RECOMMENDATION:**

**THAT:** Council accept the quote received from Line West Ltd., to undertake the Traffic Line Markings & Airport Marking Program for the three (3) year term 2020, 2021, 2022 in accordance with the unit prices quoted as follows:

- 2020 - \$42,554.00 plus applicable taxes.
- 2021 - \$42,554.00 plus applicable taxes.
- 2022 - \$42,554.00 plus applicable taxes.

**BACKGROUND:**

A Request for Quote (RFQ) was issued for the Annual Traffic Line Marking Program for a three (3) year term commencing in 2020 to 2022. The Request for Quote was issued on BC Bid and City of Salmon Arm website. Work includes: supply and place complete with layout of traffic lines, centre lining, lane and road shoulder dividers and airport markings. City crews will be completing all symbols and crosswalk line marking.

It is important to note that this is a project specific evaluation based on past performance, similar project history and the details of each Quotation submission. Generally, experienced contractors with relevant past project experience are more efficient, and successfully avoid many project pitfalls.

The City reviewed the preferred companies based on pricing. On February 05, 2020 quotations were received as follows:

## 2020/2021/2022 Traffic Line & Airport Marking – QUOTE AWARD

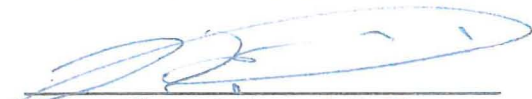
Company	2020 Price	2021 Price	2022 Price	Total Cost over 3 years
Line West Ltd.	\$42,554.00	\$42,554.00	\$42,554.00	\$127,662.00
Aardvark Pavement Marking Services	\$55,525.00	\$56,881.72	\$58,241.93	\$170,648.65
Lafrentz Road Marking	\$59,337.20	\$60,854.04	\$62,356.89	\$182,548.13

\*taxes are not included in this amount

Line West Ltd. is a contractor out of Okotoks, Alberta and has completed City of Salmon Arm Line Painting Program in 2014/2015/2016.

The approved budget for the 2020 Traffic Line Marking is \$108,760.00 which includes centre line markings to be completed by Contractor and road symbol markings to be completed by the City crews. The approved budget for the Airport markings and crack sealing for 2020 is \$27,000.00. We recommend that Line West Ltd. be awarded the 2020, 2021, 2022 Traffic Line and Airport Marking Contract at their quoted price of \$127,662.00 plus applicable taxes.

Respectfully submitted,



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

c.c. Tracy Tulak, Chief Financial Officer

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## Item 9.3

**CITY OF SALMON ARM**Date: March 9, 2020

Moved: Councillor

Seconded: Councillor

THAT: the 2020 Budget contained in the 2020 – 2024 Financial Plan Bylaw be amended to reflect additional funding for the purchase of the 'Mechanical Street Sweeper' in the amount of \$38,000.00 which includes the additional funds, PST, additional warranty and miscellaneous costs for radio purchase, etc. reallocated from funds from the Equipment Reserve Fund;

AND THAT: Council approve the purchase of the replacement of Unit #35 – Mechanical Street Sweeper, from Kendrick Equipment for the quoted amount of \$313,660.00 plus taxes as applicable.

**Vote Record**

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

Opposed:

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





File: ENG 2020-00-01

TO: His Worship the Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Darin Gerow, Manager of Roads & Parks

DATE: February 27, 2020

SUBJECT: **PURCHASE RECOMMENDATION FOR REPLACEMENT OF UNIT #35  
MECHANICAL STREET SWEEPER**

---

#### **STAFF RECOMMENDATION**

**THAT:** The 2020 Budget contained in the 2020 – 2024 Financial Plan Bylaw be amended to reflect additional funding for the purchase of the 'Mechanical Street Sweeper' in the amount of \$38,000.00 which includes the additional funds, PST, additional warranty and miscellaneous costs for radio purchase, etc. reallocated from funds from the Equipment Reserve Fund.

**AND THAT:** Council approve the purchase of the replacement of Unit #35 – Mechanical Street Sweeper, from Kendrick Equipment for the quoted amount of \$313,660.00 plus taxes as applicable.

---

#### **BACKGROUND**

The City of Salmon Arm utilizes a street sweeper heavily through spring and in the fall and throughout the summer as budget allows. On average, we will operate the sweeper 60 – 70 days per calendar year. Currently we own a four-wheeled 2007 Elgin Crosswind Regenerative Air Sweeper, which has proven an asset in our fleet; however, the regenerative air system does have some limitations. As the Crosswind utilizes a vacuum system to pick up the material, it can leave behind larger debris. It is great with silt and leaves. Thus, the reason we have requested to purchase a mechanical pick up unit. We will be keeping the Crosswind until our maintenance is no longer feasible, as it has its place for summer cleanup and fall leave pick up. In addition, utilizing two sweepers in the spring will be a huge asset after winter to ensure there is less impact from dust, and potentially to have our roads ready for paint sooner.

Public Works staff have diligently looked into different types, brands, specifications, etc. on available sweepers and determined that a mechanical, three-wheeled sweeper would benefit our community the best. Before purchasing our crosswind, we owned a three-wheeled 'Johnston' mechanical sweeper, which is mentioned often about the effectiveness vs. the four-wheeled regenerative air machine.

A request for Quotation was advertised on BC Bid and City of Salmon Arm Website on February 04, 2020 for the supply of a Mechanical Street Sweeper. Two (2) companies quoted, with three (3) different options, and were received on February 20, 2020, as follows:

Company	Model	Sub-Total Taxes not incl.	Price with Warranty
<b>Kendrick Equipment</b>	<b>2020 Global M3 Three Wheeled Mechanical Sweeper</b>	<b>\$ 302,840.00</b>	<b>\$313,660.00*</b>
Vimar Equipment Ltd.	2020 Elgin Pelican Three Wheeled Mechanical Sweeper	\$272,978.00	\$287,543.00**
	2020 Elgin Broom Badger Four Wheeled Mechanical Sweeper	\$274,190.00	\$288,755.00***

\* Price does not include PST (\$21,198.80) & GST (\$15,142.00). Includes 5-year warranty on Engine and 3 year on sweeping components.

\*\* Price does not include PST (\$19,108.46) & GST (\$13,648.90). Includes 5-year warranty excluding engine and consumable parts. Includes a \$4,000 extra to meet Specification No. 12.10

\*\*\*Price does not include PST (\$19,193.30) & GST (\$13,709.50). Includes 5-year warranty excluding engine and consumable parts. Includes a \$4,000 extra to meet Specification No. 12.10

We accepted four wheeled quotes to understand how they compared to the three wheeled specified through the request for quotation process. The one four wheeled quotation received, did not meet many of the specifications we aimed to meet, specifically the debris hopper capacity, turning radius and the single engine. All specifications are important for operations & maintenance of this unit.

We are recommending award of the Global M3 Unit. There are many reasons on recommending the higher quoted unit as follows:

- We specified a hopper capacity of 5.6 cu.yd with a minimum usable capacity of 4.8 cu.yd. There are two measurements for the debris hoppers 1)the volumetric measurement, which is the physical size of the hopper, and 2)the material volume, which is the actual 'usable' measurement. The Elgin Pelican unit has a usable volume of 3.5 cu.yd whereas the Global M3 is 4.8 cu.yd. After reviewing the difference of 1.3 cu.yd and estimating the amount of material picked up in a normal working shift. We analyzed the 'turn around time' for when the operator must travel to an acceptable dumpsite, dump the hopper and return to sweeping. It is estimated that the Elgin Pelican would cost an additional \$88,000 over the anticipated 10 year lifespan of the machine. Based on this We STONGLY recommend the Global M3 unit.
- We specified that the elevator (the mechanic to bring the debris from the road into the hopper) be a 'flight design' with a minimum 11 flights, and that belt type conveyor systems would NOT be accepted. This is based on potential down time and turn around to have damaged equipment back operating. A damage to the flight can be fixed quickly. If a conveyor is damaged, it can result in a multiple day downtime. The Global M3 unit has an 11 flight system whereas the Elgin Pelican is built with a rubber conveyor belt. We recommend the Global M3 unit based on this.



- We specified that the engine must produce a minimum 115HP @ 2500 rpm. We based this on Salmon Arm's hills and the amount of travel and km's of roads. The Global M3 comes with a Cummins 130 HP Engine, whereas the Elgin Pelican is supplied with a J.D. 74 HP engine. This can effect travel times and gas consumption. We recommend the Global M3 unit based on this.
- Water tank capacity was specified as minimum 250 US Gallons. This is to reduce fill up's, which will reduce travel time to and from water fill stations. The Global M3 tank is 250 US Gallons and the Elgin Pelican is 220 US Gallons. We recommend the Global M3 Unit based on this.
- Turning radius for the units were specified at 150". This assists us with cleaning our traffic calming bumpouts, especially in our downtown area. The Global M3 turning radius is 150" and the Elgin Pelican is 180". Based on the turning radius we recommend the Global M3 unit.

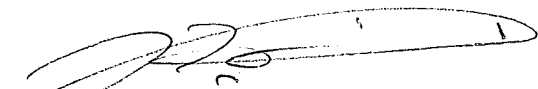
We have included in the recommendation the additional warranty priced at \$10,820.00 for the Global M3 Unit. Council would have an option to remove the additional warranty if deemed necessary. We recommend including the extended warranty, as this type of machine has many moving parts. The warranty could save us many dollars in the future 5 years.

Kendrick Equipment is based out of Delta, BC and has supplied multiple units to other communities, including the City's new flusher truck last year.

Last summer city staff were able to trial the Elgin Broom Badger and the Global M3. The M3 was highly rated on actual operation on Salmon Arm streets.

The approved funding for this purchase is \$300,000 from the 2020 Machinery & Equipment Capital Budget. We recommend that the budget contained in the 2020 – 2024 Financial Plan Bylaw be amended to reflect additional funding for the purchase of Unit #35 – Mechanical Street Sweeper replacement to be awarded to Kendrick Equipment, for the 2020 Global M3 Mechanical Street Sweeper with the quoted price of \$313,660.00 plus taxes as applicable.

Respectfully submitted,



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Robert Niewenhuizen, AScT  
Director of Engineering and Public Works

Item 9.4

## CITY OF SALMON ARM

Date: March 9, 2020

Moved: Councillor

Seconded: Councillor

THAT: the afternoon portion of the Regular Council Meeting of June 8, 2020 be held at the Salmon Arm Secondary Sullivan Campus in the theatre.

### 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 Council  
DATE: March 5, 2020  
FROM: Erin Jackson, Director of Corporate Services  
PREPARED BY: Caylee Simmons, Executive Assistant  
SUBJECT: Afternoon portion of Regular Council Meeting at Salmon Arm Secondary on June 8, 2020

---

**MOTION FOR CONSIDERATION:**

**THAT:** the afternoon portion of the Regular Council Meeting of June 8, 2020 be held at the Salmon Arm Secondary Sullivan Campus in the theatre.

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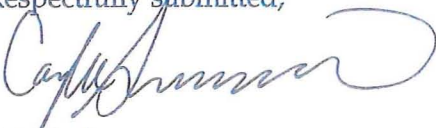
**BACKGROUND:**

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

The students of the Salmon Arm Secondary Youth Council have requested that the afternoon portion of the June 8, 2020 Regular Council Meeting be held in the theatre at the Sullivan campus of Salmon Arm Secondary. If Council chooses to conduct the meeting at this location it will be advertised in the newspaper, on the City's website, social media and posted in the lobby, to ensure that the public is provided with adequate notice.

It is recommended that the evening portion of the Regular Council Meeting of June 8, 2020 be held in the Council Chambers of City Hall.

Respectfully submitted,

for 

Erin Jackson  
Director of Corporate Services

Item 10.1

## CITY OF SALMON ARM

Date: March 9, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Parks Regulation Amendment Bylaw No. 4376 be read a final time;

AND THAT: the bylaw entitled City of Salmon Arm Parks Regulation Amendment Bylaw No. 4379 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

TO: His Worship Mayor Harrison and Members of Council

FROM: Director of Development Services

DATE: March 3, 2020

SUBJECT: Parks Amendment Bylaw - Dog Control in Municipal Cemetery

## RECOMMENDATION

THAT: Bylaw No. 4376 be Defeated;

AND THAT: Appendix B of Park Bylaw No. 2119 be amended to include the "Shuswap Memorial Cemetery" as a mandatory dog on leash area.

Park Amendment Bylaw No. 4376 proposes to include the "Shuswap Memorial Cemetery and Public Trail Network Therein" as a Dog on Leash Area, which would apply to the entire City property addressed at 2700 - 20 Ave. SE. Bylaw No. 4376 received three readings on February 10, 2020. On the February 24, 2020 Regular Council meeting, final reading of the Bylaw was deferred due to concerns raised by a petition of dog owners (petition is attached). Council directed staff to meet with the petitioners and seek a solution to their issues with the Bylaw.

Staff reached out to the petition writer on February 25 and offered a compromise to the area that could be regulated by the Park Bylaw. It was suggested by the undersigned that only the 20 acre cemetery land within the subject property be regulated as a 'dog on leash' area (i.e. as per the attached cemetery plan area). Staff requested the petition writer ask the other petitioners if this idea was acceptable, and the response was unanimous support (correspondence attached).


If Council agrees to the above, Bylaw No. 4376 should be defeated, and a new Parks Amendment Bylaw be drafted with reference to a newly worded Appendix B pertaining only to the Shuswap Memorial Cemetery (and not to the Public Trail Network Therein as shown in the attached Appendix B).

The area in which the new Park Amendment Bylaw would be applicable would be the northwest 20 acres of the subject property (as per the attached site plan). If the new bylaw was adopted:

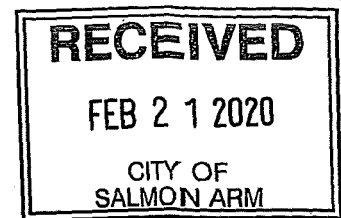
1. Bylaw / Dog on leash patrol would be limited to the 20 acre cemetery area, and more specifically the cleared, landscaped, parking and paved area of the land (as per the attached site plan);
2. Bylaw / Dog patrol may occur within the fringe forested area of the cemetery and outer trail network to ensure that dogs are in the care and control of their owners;
3. City crews would need to re-arrange some of the dog on leash signage posted, and on certain trails entering the 20 acre cemetery land (subject to budget and priorities); and
4. A trail and dog restriction map could be designed and posted at the cemetery entrance, subject to budgeting.

The concerns of the petitioners are understood. The trail network around the cemetery seems like an appropriate place for dog walking and running provided the animals are in care and control of their owners. Public safety, and the protection of sensitive burial areas, citizens and cemetery contractors remain a priority to staff. It is hoped that a new Bylaw would provide a balance to these interests.

Sincerely,

  
Kevin Pearson, MCIP, RPP





February 21, 2020

Atten: Barb Puddifant

Re: Parks Regulation Bylaw No. 2119

Hi Barb,

When we spoke last week, I mentioned there were plans afoot to make the new Cemetery Trails on leash for dogs. We learned of this from someone who follows the Observer on Face book. To our knowledge it was not in the weekly paper, or in the Friday a.m. In reading the Face book posting, it is clear council is not seeking Community input. Recognizing the need for respect in the actual Cemetery, we fully support on leash in this area, as for the trails, we do have concerns.

1. I/we respectfully disagree with not needing Community input and regret those of us who walk our pets responsibly will be curtailed as the result of the behavior of those who flagrantly ignore the bylaws.
2. There are serious concerns that by continually limiting off leash areas, the present off leash ones will be over run and unsafe.

Can you advise how concerns can be expressed to Council or are we already too late as this discussion took place at the last council meeting? Please feel free to pass this on to Council if it is appropriate,

Kind Regards,  
Gloria Makey

*G. J. Makey*  
*R. B. CRICKSHANK*  
*Joe Penner*  
*Robert Ward*  
*Anne Dupon*  
*Nicole Marshall*  
*Susan Eaton*  
*Dorothea Huel*  
*Jan Turner*  
*Susan Crowshaw*  
*Karen Feltus*  
*Peter Means*

Late Item 11.1.a

**Kevin Pearson**

---

**From:** Gloria Makey <makey1@telus.net>  
**Sent:** February 26, 2020 9:49 AM  
**To:** Kevin Pearson  
**Subject:** Cemetery Dog Restrictions

Hi Kevin,

There was a unanimous positive response to the proposed Cemetery on leash/off leash changes. We and our respective "pooches" thank all who agreed to consider our options. The city has done excellent work to develop that parcel of land as a gift to Salmon Arm residents. We need to be responsible for honouring it's diversity.

Kind Regards,  
Gloria Makey

Sent from my iPad

## Kevin Pearson

---

**From:** Gloria Makey <makey1@telus.net>  
**Sent:** February 25, 2020 9:36 AM  
**To:** Kevin Pearson  
**Subject:** Re: Dog in Cemetery

Good morning Kevin,

I have sent emails out asking for a speedy response. Thank you for the work you have done on this. It's very much appreciated.

Kind Regards,  
 Gloria Makey

Sent from my iPad

On Feb 25, 2020, at 9:21 AM, Kevin Pearson <kpearson@salmonarm.ca> wrote:

Hi Gloria,

City Council considered your February 21, 2020 letter / petition yesterday. They did not adopt the Parks Amendment Bylaw, but instead deferred it. It sounds like Council would like the Bylaw tweaked to address your and the other's concerns.

Would you and your group be amenable to the "Dog on Leash Regulation" applying only to the new Cemetery's 20 acres?

The entire City lot is 80 acres and the Cemetery encompasses the Northwest 20 acre quarter of the land (on the attached diagram). The 20 acre cemetery site could be subject to Dogs on Leash – this is something staff believes is absolutely required. The trial network throughout the 60 non-cemetery acres could be subject to the standard "Dog needs to be under the owners care and control, but not necessarily on leash" rule we have for other City lands.

For the above, we would need to alter our signage somewhat and have a map clarifying the restrictions at the main trail. My own thoughts on this is leash enforcement would be, practicably speaking, confined to the cleared area of the new cemetery outlined in red, and possibly trails leading up to that area within the 20 acres.

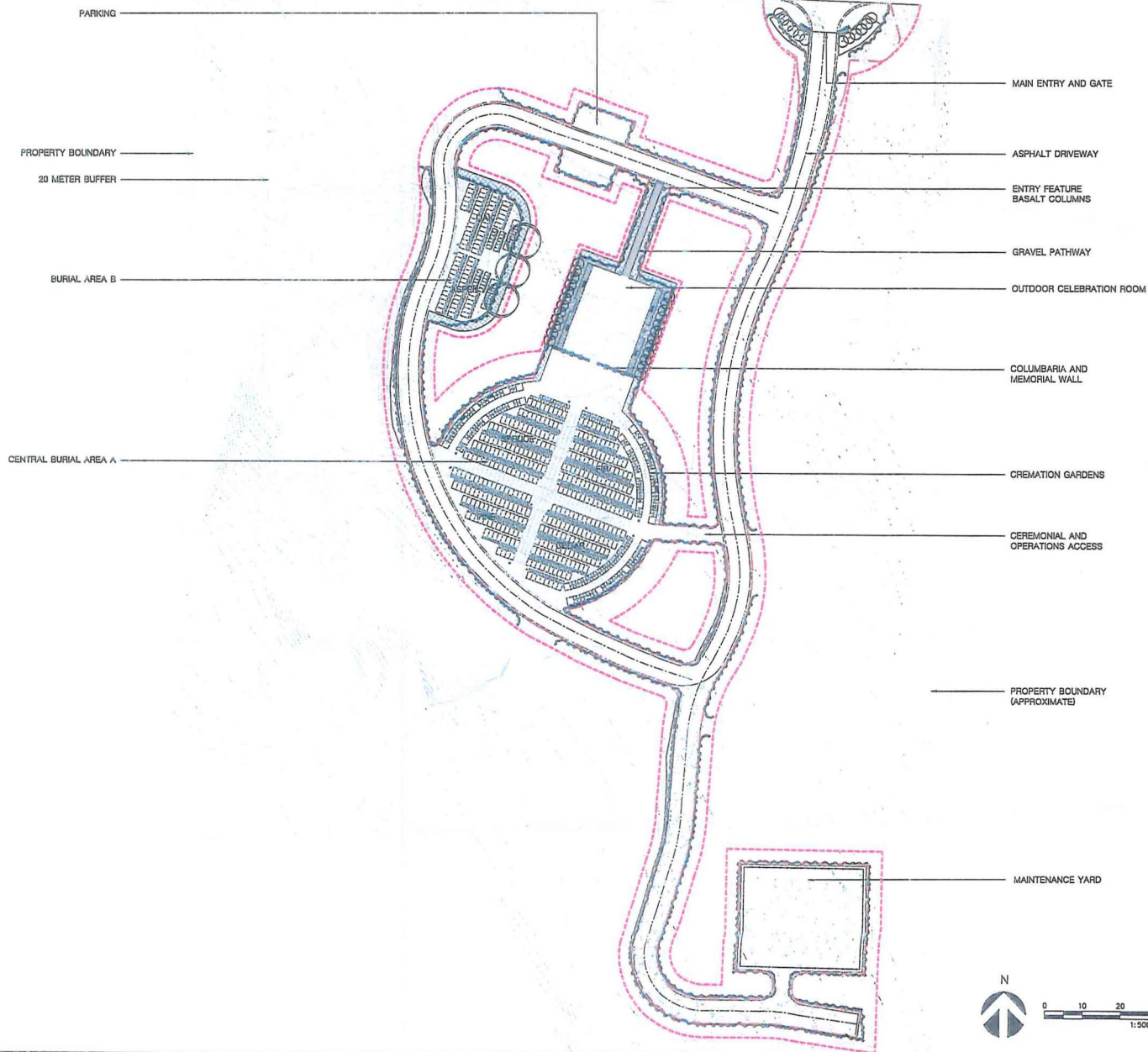
Can I please leave it to you to communicate the above idea to the 11 others who signed the petition, and can you please get back to me on this?

**Kevin Pearson, RPP, MCIP**  
**Director of Development Services | Approving Officer**  
 P 250.803.4015 | E [kpearson@salmonarm.ca](mailto:kpearson@salmonarm.ca) | W [www.salmonarm.ca](http://www.salmonarm.ca)

<image001.png>

<image002.jpg>

<New Cemetery Site Plan 2015.pdf>



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This plan and design are, and all of them remain the exclusive property of LEES+Associates and cannot be used or reproduced without written consent. Contractors shall verify and be responsible for all dimensions and conditions on the job. This office shall be informed of any discrepancies from the dimensions and conditions shown on this drawing.

**Revisions**

No.	Date	Drawn	By
1	JUNE 11, 2015	ISSUED FOR REVIEW	MC
2	JUNE 25, 2015	ISSUED FOR REVIEW	MC
3	AUG 14, 2015	FOR SUBMISSION	MC

**LEGEND**

	SITE BOUNDARY
	LIMIT OF WORK
	TREE CANOPY - APPROXIMATE EXTENTS
	NEW TREES
	NEW NATIVE SHRUB PLANTING
	NEW FLOWERING SHRUB PLANTING
	NEW HERBACEOUS PLANTING
	NEW GRAVEL PATH
	NEW GRASS
	NEW ASPHALT ROAD
	NEW GRAVEL ROAD



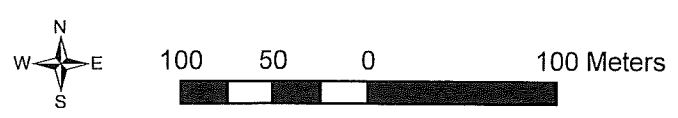
**Client**  
CITY OF SALMON ARM  
NEW CEMETERY  
- PHASE 1

**Drawing Title**  
OVERALL SITE PLAN

Date AUGUST, 2015	BLAD Project No. 13-497
Scale (24 x 36 inch sheet) 1:500	Drawing No. <b>L2.0</b>
Drawn By - MC	
Checked - RC	

2700 - 20 Ave. SE

**Shuswap Memorial  
Cemetery**





## CITY OF SALMON ARM

BYLAW NO. 4376**A bylaw to amend "Parks Regulation Bylaw No. 2119, 1993"**

WHEREAS the Council of the City of Salmon Arm has enacted "Parks Regulation Bylaw No. 2119, 1993", being a bylaw to provide for the use, regulation and protection of public lands and parks within the City of Salmon Arm;

AND WHEREAS it is deemed expedient to amend said bylaw;

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

"Parks Regulation Bylaw No. 2119, 1993" is hereby amended as follows:

1. Appendix "B" is hereby amended by the deletion of the insertion of the following:

- Shuswap Memorial Cemetery and Public Trail Network Therein

↑  
Delete

2. This bylaw may be cited as "City of Salmon Arm Parks Regulation Amendment Bylaw No. 4376".

READ A FIRST TIME THIS	10th	DAY OF	February	2020
READ A SECOND TIME THIS	10th	DAY OF	February	2020
READ A THIRD TIME THIS	10th	DAY OF	February	2020
ADOPTED BY COUNCIL THIS		DAY OF		2020

\_\_\_\_\_  
MAYOR

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

**BYLAW NO. 2119****APPENDIX "B" PARKS PERMITTING DOGS****DISTRICT OF SALMON ARM**

Dogs shall be permitted to enter those parks listed on Appendix "B" only while on a leash and in the actual custody and control of the owner, his agent or servant, except where excluded by posted notice.

BLACKBURN PARK

CANOE BEACH PARK – posted “no dogs allowed” – resolution of March 22, 1993

FLETCHER PARK – posted “no dogs allowed” – resolution of March 22, 1993

JACKSON PARK [North Canoe Community Park] – posted “no dogs allowed” – resolution of September 10, 2001

KLAHANI PARK

McGUIRE PARK

MARINE PEACE PARK

FORESHORE TRAIL consisting of the 10 m wide dedicated municipal walkway and municipal lands lying between the eastern terminus of Harbourfront Drive NE and 47 Avenue NE and adjacent to the Canadian Pacific Railway - on maximum 2 metre leash, except during the period of May 01 to June 30 of each year when dogs are prohibited.

Shuswap Memorial Cemetery and ~~Public Trail Network Therein~~

↑  
Delete

# CITY OF SALMON ARM

## BYLAW NO. 4379

### A bylaw to amend "Parks Regulation Bylaw No. 2119, 1993"

---

WHEREAS the Council of the City of Salmon Arm has enacted "Parks Regulation Bylaw No. 2119, 1993", being a bylaw to provide for the use, regulation and protection of public lands and parks within the City of Salmon Arm;

AND WHEREAS it is deemed expedient to amend said bylaw;

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

"Parks Regulation Bylaw No. 2119, 1993" is hereby amended as follows:

1. Appendix "B" is hereby amended by the insertion of the following:
  - **Shuswap Memorial Cemetery**
2. This bylaw may be cited as "City of Salmon Arm Parks Regulation Amendment Bylaw No. 4379".

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

**BYLAW NO. 2119**  
**APPENDIX "B" PARKS PERMITTING DOGS**

**DISTRICT OF SALMON ARM**

Dogs shall be permitted to enter those parks listed on Appendix "B" only while on a leash and in the actual custody and control of the owner, his agent or servant, except where excluded by posted notice.

BLACKBURN PARK

CANOE BEACH PARK – posted “no dogs allowed” – resolution of March 22, 1993

FLETCHER PARK – posted “no dogs allowed” – resolution of March 22, 1993

JACKSON PARK [North Canoe Community Park] – posted “no dogs allowed” – resolution of September 10, 2001

KLAHANI PARK

McGUIRE PARK

MARINE PEACE PARK

FORESHORE TRAIL consisting of the 10 m wide dedicated municipal walkway and municipal lands lying between the eastern terminus of Harbourfront Drive NE and 47 Avenue NE and adjacent to the Canadian Pacific Railway - on maximum 2 metre leash, except during the period of May 01 to June 30 of each year when dogs are prohibited.

SHUSWAP MEMORIAL CEMETERY

### INFORMATIONAL CORRESPONDENCE – MARCH 9, 2020

1.	Building Department – Building Statistics – February 2020	N
2.	Building Department – Building Permits – Yearly Statistics	N
3.	R. Williams, Director, Shuswap Vintage Car Club – letter dated February 21, 2020 – Annual Car Event	A
4.	A. Colombe – email dated February 25, 2020 – TCH and Highway 97B Intersection Concerns	A
5.	Enderby Old Timers Dance Club – invitation received February 27, 2020 – Enderby Old Time Dance Club's "About 100" Party	N
6.	D. Mann, K. Garrett, D. & K. Horne, Junior Instructors/ Bonspiel Organizers – letter received February 25, 2020 – Thank You from the Salmon Arm Junior Bonspiel	N
7.	T. Peasgood, Salty Street Festival Organizing Committee – letter dated February 10, 2020 – Salty Dog Street Festival, May 9, 2020/ Street Closure 7:00 a.m. to 5:00 p.m.	R
8.	R. Parenteau, Shuswap Community Foundation – letter dated February 12, 2020 – Shuswap Community Foundation Grants-in-Aid	N
9.	C. Bartsch, President/Commissioner, Salmon Arm Slow-Pitch League – letter dated March 3, 2020 – 'Jox Box' Batters Boxes	A
10.	H. O'Hara, Executive Director/BC Association of Farmers' Markets and V. Brown, President, Board of Directors, BC Association of Farmers' Markets – letter dated February 19, 2020 – BC Farmers' Market Nutrition Coupon Program	N
11.	J. Paterson, Chair and A. Noble, President and CEO, BC Games Society – letter dated January 31, 2020 – Accepting Bids for Upcoming Winter and Summer Games	N
12.	J. Marsh, Director, Leasing Services, Real Property Division, Ministry of Citizens' Services – letter dated February 19, 2020 – New Facilities Management Provider for the Province of British Columbia	N
13.	L. Halls, Deputy Minister, Emergency Management BC – letter dated February 21, 2020 – Emergency Support Services Modernization	N
14.	P. Warkentin, Manager, Take Action on Radon, Executive Director, CARST – letter dated February 7, 2020 – Testing for Radon	A
15.	S. Niven, Associate, Fund Development, Cystic Fibrosis Canada – email dated February 20, 2020 – May is Cystic Fibrosis Awareness Month	A

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required



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Item 14.1

## CITY OF SALMON ARM

Date: March 9, 2020

### **Presentation 4:00 p.m. (approximately)**

**NAME:** Lindsay Wong, Manager, Downtown Salmon Arm

**TOPIC:** Downtown Salmon Arm Update

#### **Vote Record**

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

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

# DOWNTOWN SALMON ARM

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

March 9, 2020

Dear Mayor and Council

## Downtown Salmon Arm Highlights of 2019, Year End Presentation

Thank you for the opportunity to present what's been happening at Downtown Salmon Arm!

### Events

- Askews Downtown Clean Up
- Salty Street Fest
- Downtown Farmer's Market
- Multicultural Day
- Outdoor Movie Night
- Downtown Live - Music at Ross Street Plaza
- Street Entertainment
- Salmon Arm Applefest
- Clothing for Community
- Halloween Treat Trail
- Treble Clef Unveiling
- Christmas Campaign – Sponsor a Tree Program, Downtown Light Up, Breakfast with Santa, Dinner and A Movie, SASCU Elf, Winter Bonfire Night

### Programs

- Gift Voucher
- Grad Flower Bed planting
- State of Downtown
- Street Cleaning
- Inspiring Communities
- Downtown Cares

### Marketing

- Print and Radio
- Social Media
- Website
- Dining Guide
- Photo bank

### Members

- Merchant Meetings
- Open house and AGM
- Best Dressed Window Display Contest
- DSA Booth at the Farmer's Market
- Holiday Shopping coupon book
- Downtown Update Newsletter

### Collaborations

- MRDT Committee
- Downtown Parking Commission
- Active Transportation Task Force

DOWNTOWN SALMON ARM  
250 SHUSWAP STREET NE, PO BOX 1928  
SALMON ARM, BRITISH COLUMBIA V1E 4P9

# DOWNTOWN SALMON ARM

## Beautification

- Christmas Decorations
- Grad Flower Bed planting
- Hanging Pole Banners

## Here's what we're working on for 2020!

- Board Strategic Planning Session
- AGM
- Askews Downtown Clean Up
- Salty Street Fest
- Multicultural Day
- Downtown Farmer's Market
- Outdoor Movie Night
- Downtown Live
- Street Entertainment
- Salmon Arm Applefest
- Halloween Treat Trail
- Christmas Campaign
- Active Transportation
- Business Attraction Campaign
- Downtown Cares
- Parking
- Murals
- Neighborhood Grants
- Christmas/Seasonal Decorations
- Signage

We have a robust and diverse board of directors, representing the many different business sectors who work towards a downtown that is about community, collaboration and commerce.

- Ron Langridge – President
- Jacquie Gaudreau – Vice President
- Jeff Johnson – Treasurer
- Brent Moffat
- Claire Askew
- Althea Mongerson
- Nicole Duxbury
- Tim Giandomenico
- Kailee Ramsell
- Ken Hawrys
- Bill Laird
- Jenna Meikle
- Craig Newnes

The Board of Directors and Staff look forward to another exciting and fun year ahead!

Respectfully submitted,

Lindsay Wong  
Manager

DOWNTOWN SALMON ARM  
250 SHUSWAP STREET NE, PO BOX 1928  
SALMON ARM, BRITISH COLUMBIA V1E 4P9



## Financial Statements

(Unaudited - see Notice to Reader)

Salmon Arm Downtown Improvement  
Association

December 31, 2019



## Salmon Arm Downtown Improvement Association

## Contents

	<b>Page</b>
Notice to Reader	1
Statement of Financial Position	2
Statements of Operations and Changes in Net Assets	3
Notes to the Financial Statements	4
Program Expenses (Recovery)	5



## Notice to Reader

---

Grant Thornton LLP  
541 - 6th St NE, PO Box 697  
Salmon Arm, BC  
V1E 4N8

T +1 250 832 7192  
F +1 250 832 5377  
[www.GrantThornton.ca](http://www.GrantThornton.ca)

On the basis of information provided by the organization, we have compiled the statement of financial position of Salmon Arm Downtown Improvement Association as at December 31, 2019 and the statements of operations and changes in net assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Salmon Arm, Canada  
February 19, 2020

*Grant Thornton LLP*

Chartered Professional Accountants

# **Salmon Arm Downtown Improvement Association** **Statement of Financial Position**

(Unaudited - see Notice to Reader)

December 31

2019

2018

## **Assets**

### **Current**

Cash	\$ 43,202	\$ 41,568
Accounts receivable	3,344	9,417
Prepaid expenses	925	925
Deposits	<u>5,925</u>	<u>925</u>
	53,396	52,835

### **Long-term**

Equipment (Note 2)	<u>21,766</u>	<u>13,005</u>
	<u>\$ 75,162</u>	<u>\$ 65,840</u>

## **Liabilities**

### **Current**

Accounts payable and accrued liabilities	\$ 13,855	\$ 18,404
Unearned revenue	<u>8,710</u>	<u>7,620</u>
	22,565	26,024

### **Net assets**

	<u>52,597</u>	<u>39,816</u>
	<u>\$ 75,162</u>	<u>\$ 65,840</u>

On behalf of the board

\_\_\_\_\_ Member

# **Salmon Arm Downtown Improvement Association** **Statements of Operations and Changes in Net Assets**

(Unaudited - see Notice to Reader)

Year ended December 31

	2019	2018
<b>Revenues</b>		
Grants	\$ 179,269	\$ 179,045
Street cleaning	16,865	16,534
Interest income	-	1
Gain (loss) on disposal of capital assets	-	(837)
	<u>196,134</u>	<u>194,743</u>
<b>Expenditures</b>		
Amortization	7,787	3,556
Bookkeeping	2,780	2,380
Communications	1,994	3,024
Employee benefits	5,907	3,675
Insurance	2,156	1,888
Office	6,587	7,665
Office and equipment maintenance	1,620	1,399
Professional fees	1,300	1,250
Program expenses (recovery) (Schedule 1)	54,408	56,448
Rent	11,100	12,040
Salaries	78,459	73,799
Subcontract	520	-
Training	174	1,863
Unrecovered GST	1,869	1,379
Website	6,692	1,083
	<u>183,353</u>	<u>171,449</u>
Excess of revenues over expenditures	<u>\$ 12,781</u>	<u>\$ 23,294</u>
<b>Net assets, beginning of year</b>	<b>\$ 39,816</b>	<b>\$ 16,522</b>
Excess of revenues over expenditures	<u>12,781</u>	<u>23,294</u>
<b>Net assets, end of year</b>	<b><u>\$ 52,597</u></b>	<b><u>\$ 39,816</u></b>

## Salmon Arm Downtown Improvement Association

### Notes to the Financial Statements

(Unaudited - see Notice to Reader)  
December 31, 2019

#### 1. Nature of operations

Salmon Arm Downtown Improvement Association was incorporated under the British Columbia Societies Act. The operations consist of work for the improvement of the designated business area within the City of Salmon Arm.

#### 2. Equipment

			<u>2019</u>	<u>2018</u>
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Banners	\$ 65,701	\$ 61,908	\$ 3,793	\$ 387
Computer equipment	11,422	11,020	402	592
Computer software	934	929	5	7
Decorations	22,892	8,033	14,859	8,636
Office equipment	26,128	23,946	2,182	2,727
Signage	3,475	2,950	525	656
	<u>\$ 130,552</u>	<u>\$ 108,786</u>	<u>\$ 21,766</u>	<u>\$ 13,005</u>



# **Salmon Arm Downtown Improvement Association** **Schedule to the Financial Statements**

(Unaudited - see Notice to Reader)

Year ended December 31

Program expenses (recovery)	Schedule 1	
	2019	2018
Annual General Meeting	\$ 1,326	\$ 342
Applefest	1,224	667
Banner Project	225	1,750
Christmas	20,234	10,749
Community Clean Up Day	184	(10)
Convention Readiness	-	195
Downtown Live	2,615	2,112
Eats and Beets	-	1,064
Flower Bed	379	224
Halloween Treat Trail	941	572
Inspiring Communities	-	25
Marketing and Advertising	7,409	6,285
Membership Engagement	1,198	2,876
Multicultural Day	(2,127)	33
Outdoor Movie	(585)	(294)
Project Supplies	5,019	3,443
Pull-out Signage	-	2,000
Rebranding Project	-	5,000
Recycling Receptacles	(1,200)	758
Downtown Cares	275	-
Seasonal Decorations	4,592	-
Shuswap Bike Month	-	202
Sponsorships	50	200
Street Cleaning	12,649	16,534
Street Lights - Power	-	1,721
	<u>\$ 54,408</u>	<u>\$ 56,448</u>

Item 14.2

## CITY OF SALMON ARM

Date: March 9, 2020

### **Presentation 4:15 p.m. (approximately)**

**NAME:** Darby Boyd, General Manager, Shuswap Recreation Society

**TOPIC:** Shuswap Recreation Society Operations

#### **Vote Record**

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

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

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Item 16.

## CITY OF SALMON ARM

Date: March 9, 2020

### SALMON ARM SECONDARY YOUTH COUNCIL

1. Ashley Jensen – Proposed Change to Bus Route #3
2. Christina Thomas and Emma Brennan – Lieutenant Governor Update

#### **Vote Record**

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

Opposed:

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

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Item 19.1

## CITY OF SALMON ARM

Date: March 9, 2020

### Salmon Arm Folk Music Society – Hydro Service to Fairground Funding Request

Councillor Cannon

#### Vote Record

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

Opposed:

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

City of Salmon Arm Special Council Meeting of October 21, 2019

0548-2019

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the amount of \$40,000.00 be allocated to the Salmon Arm Folk Music Society to complete Phase 3 – Low Profile Transformer to four (4) Service Kiosks for the property at 471 10 Avenue SW funded from Climate Action Reserve in the 2020 Budget.

DEFEATED

Mayor Harrison, Councillors Eliason, Flynn, Lavery and Lindgren Opposed

City of Salmon Arm Special Council Meeting of October 22, 2019

0559-2019

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: the amount of \$20,000.00 be allocated to the Salmon Arm Folk Music Society for Phase 3 – Low Profile Transformer to Four (4) Service Kiosks for the property at 471 10 Avenue SW in the 2020 Budget;

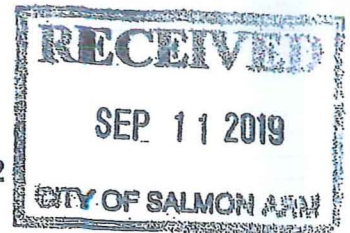
AND THAT: the City of Salmon Arm provide the funding to the Salmon Arm Folk Music Society for procurement of the works.

DEFEATED

Mayor Harrison and Councillors Eliason, Flynn, Lavery, Lindgren and Wallace Richmond Opposed



Salmon Arm Folk Music Society  
 Box 21 Salmon Arm, BC V1E 4N2  
 e-mail: [info@rootsandblues.ca](mailto:info@rootsandblues.ca)  
 website: [www.rootsandblues.ca](http://www.rootsandblues.ca)  
 phone: 250-833-4096  
 fax: 250-833-4097  
 August 15-18, 2019



September 3, 2019

City Council  
 500 - 2nd Ave. N.E.  
 Salmon Arm, B.C.  
 V1E 1H1

Dear Mayor and Council:

The Salmon Arm Folk Music Society thanks you for the continued support of the ROOTS and BLUES Festival, which continues to be an important cultural and economic contributor to the Salmon Arm region.

The last three years the Salmon Arm Folk Music Society (SAFMS) has received support from the The Salmon Arm and Shuswap Lake Agricultural Association (SASLAA) to seek funding from the City to install 600v service to the south fairground property and distribute hydro to 5 service kiosks.

Once completed, this legacy project will enable the ROOTS and BLUES Festival and the other events that use the property to reduce their carbon footprint, decrease dependance of fuel sources and remove the requirement to rent generators. The value added benefit to the community is the enhanced power infrastructure will help increase the properties competitiveness to attract other large and small events to rent the property.

At this time the ROOTS and BLUES event is the only major festival in BC that does not have the majority of its power supplied from a hydro source on-site. Each year the organizers have to rent multiple generators and extra electrical cabling to distribute power throughout the event site. The cost of renting equipment, labour and fuel associated with not having on-site power exceeds \$12,000 per annum.

Phase 1 portion of the project was completed in June 2019. The original request for funding had the project divided into two phase. The request this round has the original

Phase 2 divided again in to Phase 2 and Phase 3. The original request to complete Phase 2 of the project was \$115,040 from the City. The revised request to complete Phase 2 is \$20,318 and Phase 3 is 105,040.

**Project Budget Summary\*\***

***Phase 1 (Completed) - Bring 600V to south fairground property***  
**\$21,285 - Subtotal\*\*\***

***Phase 2 - Low Profile Transformer (LPT ) to 1 Service Kiosk***  
**\$20,318 - Subtotal\*\*\***

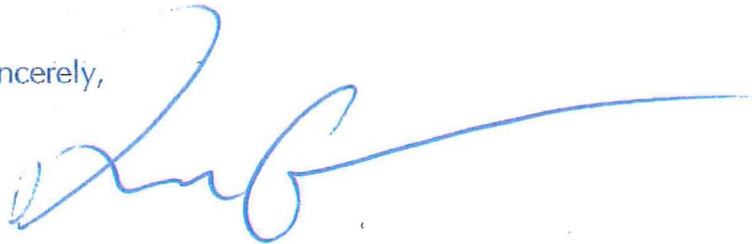
***Phase 3 - Low Profile Transformer (LPT ) to 4 Service kiosks***  
**\$105,040 - Subtotal\*\*\***

**Completion of Phase 1 & 2 — \$146,643**

The SAFMS is requesting the City to finance the remainder of Phase 2 and 3 to ensure enough time is provided to complete the installation before the South Fair Ground site is occupied in the Spring by the community and events.

Thank you in advance for considering this financial request. Please feel free to contact me if you have any further queries.

Yours Sincerely,



David Gonella, Executive Director  
 28th Annual ROOTSandBLUES Festival  
 Salmon Arm Folk Music Society  
[www.rootsandblues.ca](http://www.rootsandblues.ca)  
 Office: 250-833-4096  
 Cell: 250-833-9910  
 Email: [davidg@rootsandblues.ca](mailto:davidg@rootsandblues.ca)

\*Budget may not include all associated tax to complete all project phases.

\*\*SASLAA has provided SAFMS a letter of support to allow us to pursue this project but will not be providing financial support.

\*\*\*Estimates provided by Dancor Electric, Valid Manufacturing and BC Hydro are time sensitive and amounts may change without notice.

Item 23.1

## CITY OF SALMON ARM

Date: March 9, 2020

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-510 be authorized for issuance for that part of the NE ¼ of Section 10 included in plan attached to absolute fees parcel book volume 5, folio 614; Township 20, Range 10, W6M, KDYD, which will vary Subdivision and Development Servicing Bylaw No. 4163 as follows:

1. Section 4.0 – waive all City of Salmon Arm works and services requirements;

AND THAT: Issuance of Development Variance Permit No. 510 be withheld subject to registration of a Section 219 Land Title Act Covenant on titles stipulating the following:

1. No further subdivision or development of Proposed Lot 1, Plan EPP99304 or the Remainder until fully serviced to City of Salmon Arm Standards; and
2. No development on Proposed Lot 1, Plan EPP99304 until fencing is adequately installed along the ALR boundary, in a phased manner and to be approved by a future Development Permit.

[Westside Farms Ltd., Inc. No. BC 1075703; 1490 10 Avenue SW; Servicing]

### 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: February 6, 2020

FROM: Director of Development Services

RE: Zoning Bylaw Amendment Application No. 1166  
Development Variance Permit Application No. 510

Subject Property: Proposed Lot 1, Plan EPP99304  
Civic Address: 1490 - 10 Avenue SW  
Owner/Applicant: Westside Farms Ltd., Inc. No. BC 1075703

## MOTION FOR CONSIDERATION

**THAT:** Bylaw No. 4372 be considered, adoption of which would amend Zoning Bylaw No. 2303 by rezoning the northerly 2.77 hectares of that part of the NE ¼ of Section 10 included in plan attached to absolute fees parcel book volume 5, folio 614; Township 20 Range 10 W6M, KDYD, shown on Schedule A, from A-1 (Agricultural Zone) and R-1 (Single Family Residential Zone) to C-3 (Service Commercial Zone);

**AND THAT:** Final reading Bylaw No. 4372 be withheld subject to the following:

- 1) Ministry of Transportation and Infrastructure approval;
- 2) Registration of a Section 219 Land Title Act Covenant addressing the City's Floodplain Regulations and the Provincial Riparian Areas Protection Regulation;

**AND THAT:** Development Variance Permit No. 510 be authorized for issuance for that part of the NE ¼ of Section 10 included in plan attached to absolute fees parcel book volume 5, folio 614; Township 20 Range 10 W6M, KDYD, which will vary Subdivision and Development Servicing Bylaw No. 4163 as follows:

Section 4.0 – waive all City of Salmon Arm works and services requirements;

**AND THAT:** Issuance of Development Variance Permit No. 510 be withheld subject to Registration of a Section 219 Land Title Act Covenant on titles stipulating the following:

- 1) No further subdivision or development of Proposed Lot 1, Plan EPP99304 or the Remainder until fully serviced to City of Salmon Arm Standards; and
- 2) No development on Proposed Lot 1, Plan EPP99304 until fencing is adequately installed along the ALR boundary, in a phased manner and to be approved by a future Development Permit.

## PROPOSAL

The rezoning application (ZON-1166) proposes Bylaw No. 4372 intended to rezone the northerly 2.77 ha portion of the subject property (Proposed Lot 1) from Agriculture (A-1) and Single Family Residential (R-1) to Service Commercial (C-3) in order to: 1) facilitate a single lot subdivision along the ALR boundary; and 2) allow for future service commercial land uses and development on Proposed Lot 1.

The second application, Development Variance Permit (DVP-510), is a request for Council to waive all servicing bylaw related requirements to the proposed subdivision; mainly to not upgrade the 10 Avenue SW frontage to the Urban Arterial Street Standard.

The owner/applicant is agreeable to the subject conditions outlined in the Motion for Consideration.

Schedule A and the sketch plan of subdivision "Proposed Lot 1, Plan EPP99304" are attached as APPENDIX 1 and various reference maps are attached as APPENDIX 2. The C-3 zone regulations are attached as APPENDIX 3.

### BACKGROUND

The owner/applicant intends to sell the proposed remainder in the ALR to a local, large scale farming operation. There are no immediate plans to further subdivide or develop Proposed Lot 1 and farming activity on the 2.77 ha portion is likely continue over the short-term. The remaining 9.19 ha southern portion in the ALR is to remain zoned A-1 (Agriculture).

Proposed Lot 1 cannot be subdivided under the current A-1 / R-1 zoning due to the minimum parcel size requirement of 8.0 ha for an A-1 zoned lot.

The subject property has a long history of farm use. Proposed Lot 1 and the lots to the east and west have been designated for "Highway Commercial" (HC) land use in the Official Community Plan (OCP) since at least the 1990s. Long standing farm operations have occurred on the lands to the south, southwest and southeast for generations.

### **Site / Context**

The subdivision plan for Proposed Lot 1 shows a 15 m wide panhandle access from 10 Ave. SW to the southern remainder along the present west parcel boundary. It also shows 2.4 m of road dedication along the 273 m length of the 10 Ave. SW frontage. The panhandle and lot depth is approx. 110 m. Within the panhandle is a proposed 6.5 m wide statutory right of way for a drainage ditch that is subject to the Provincial Riparian Areas Protection Regulation (RAPR) and needed by the City for its master drainage planning; mostly for Residential Development Area B to the southeast.

The subject property is relatively flat, a large portion of which lies below the 200-Year Floodplain Elevation (< 352 m Geodetic Survey Coordinate). Tenth Ave. SW has acted somewhat as a dike throughout Salmon Arm's urbanized history as the north side of this road is not within the floodplain. Although excellent land for agriculture with Class 2 soils, it may also be well suited for commercial development with stabilized, raised and drained surface conditions.

Properties across 10 Ave. SW to the north and those to the east and west that are not in the ALR include a mix of service commercial, regional mall (zoned C-3, C-7) and low to medium density residential land uses and developments (zoned R-1 and R-4).

### **OCP / Zoning**

The Highway Commercial land use policies of the OCP applicable to Proposed Lot 1 support C-3 zoning. No development is proposed at this time. If rezoned to C-3, development on Proposed Lot 1 would be subject to a Development Permit application to address architectural form and character; the "Highway Commercial Development Permit Area" guidelines of the OCP and zoning regulations would be applicable.

Proposed Lot 1 was entirely zoned Rural Residential (RR-1) in the mid 1970s and it appears that the ALR boundary today is the original alignment from the early 1970s. The remaining 9 ha portion in the ALR proposed to be severed is to remain designated "Salmon Valley Agriculture" and zoned Agriculture (A-1).



The subject property is designated "Potential Hazardous Areas Development Permit Area - Floodplain". The registration of a Floodplain Covenant as detailed in the Motion for Consideration will satisfy the OCP's policies in this regard. The covenant will generally restrict new development to an elevation above the minimum flood construction level, require favourable geotechnical review prior to development, and save the City harmless from liability.

In terms of the RAPR, the subject property is designated "Environmentally Sensitive Riparian Areas Development Permit Area" in the OCP due to the drainage ditch traversing south to north and mostly aligned with the eastern parcel boundary of the adjacent lot to the west. The default RAPR setback or "Streamside Protection and Enhancement Area" (SPEA) is 30 m. The associated Assessment Report (No. 6034 - January 20, 2020) by Jeremy Ayotte, RP. Bio, Qualified Environmental Professional states:

*"This Riparian Areas Regulation assessment report was triggered by a subdivision proposal that also requires dedication of a City of Salmon Arm Right of Way (6.5 m width), and road access to the remaining lot (4.5 m width). The City of Salmon Arm Right of Way will be within the 10 m SPEA on this stream. The road access to the remaining lot will be outside of the 10 m SPEA (see site plan). There is no requirement for any development within the SPEA (soil disturbance or vegetation removal) as a consequence of this proposed development. Establishing a 10 m SPEA on this stream will lead to improved streamside vegetation potential."*

The registration of a Riparian Areas Covenant will satisfy the OCP policies in this regard. It will have the effect of prohibiting any development or disturbance of the SPEA on the subject property's proposed panhandle, but it will not apply to the adjacent property where the drainage ditch is primarily located.

A SPEA width less than 30 m needs to be approved by the Ministry of Environment and Climate Change (MOE). Staff understands from the owner/applicant's QEP that MOE will allow a 10 m wide SPEA as proposed; however, as of this date, official notification of approval from MOE has not been received.

The owner/applicant has been cooperating with staff for almost a year with plan to secure a City statutory right of way over the entire length of this critical drainage ditch that would cross over 1,000 m of farmland to the south. The right of way still requires ALC and possibly MOE approval through technical application processes which do not require City Council's approvals.

### **Servicing Variances**

The owner/applicant is requesting that Council waive all servicing requirements for the related subdivision, which would primarily involve road upgrades to the Urban Arterial Standard along the 10 Ave. SW frontage. The related 2016 cross-section from the Subdivision and Development Servicing (SDS) Bylaw shows a 25 m wide (12.5 m wide from centerline) road intended to accommodate on the south side: 7.5 m of asphalt, curb and gutter, street-lighting, 3 m wide multi-use path, fire hydrants and underground utility connections.

The present alignment of 10 Ave. SW is not constructed to the current standard along most of its north and south frontages; newer developments have been subject to an interim Urban Arterial standard of the SDS Bylaw. Recent road works costs for those developments along the north side of 10 Ave. SW have been a minimum of \$1000 / m of frontage, not including hydro and utilities.

The sketch plan of subdivision indicates 2.4 m width of road dedication to achieve a width of 10 m from centerline for a total dedicated area of 657 m<sup>2</sup>. Additional road width may need to be negotiated and secured by a statutory right of way in the future.

The existing water main and sanitary sewer mains within 10 Ave. SW are consistent with the SDS Bylaw standards and do not require upgrading at this time. The existing storm sewer main, however, is at capacity and an alternate storm water management solution is needed for this area which will need to be addressed prior to commercial development proceeding on the subject property.

Staff recommend approval of DVP-510 subject to the registration of a covenant stipulating:

No further subdivision or development of Proposed Lot 1, Plan EPP99304 or the Remainder until fully serviced to City of Salmon Arm Standards

The above covenant would defer all servicing requirements to the next subdivision or development, whichever is applied for first.

### **Engineering Department**

Comments are attached.

### **Ministry of Transportation and Infrastructure**

Ministry approval of the Rezoning Bylaw is required as the subject property is within 800 m of the Trans Canada Highway.

### **Agricultural Advisory Committee**

The AAC's mandate includes reviewing planning / development applications for properties in the ALR and along its fringe. The AAC reviewed the rezoning application on February 5, 2020 and unanimously recommended approval.

### **ALR Buffering**

To be somewhat consistent with the OCP policies for agricultural land, the City's Approving Officers have consistently required the installation of fencing along ALR boundaries for past proposals under similar circumstances. At a minimum, fencing should be installed to separate agricultural uses from commercial, residential and other non-compatible activities. The C-3 zone allows for a broad range of commercial uses and accessory residential development on upper floors.

The fencing work is requested to be deferred to future Development Permit approvals and potentially in a phased manner depending on how Proposed Lot 1 is subdivided and developed. The fencing requirements are to be addressed in the same Covenant as the servicing requirements associated with the DVP. Staff support this request. The type and height of fencing can be reviewed in the future with reference to the Ministry of Agriculture's / ALC's Fencing and Buffering Guidelines and relative to the proposed C-3 uses.

### **CONCLUSION**

The proposed rezoning is consistent with the OCP and supported by City staff. The proposed variance will defer off-site servicing and fencing along the ALR boundary to a later date when future development or subdivision is applied for. The owner/applicant is agreeable to the subject conditions outlines in the Motion for Consideration.



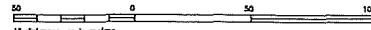
Prepared by: Kevin Pearson, MCIP, RPP  
Planning and Development Officer

Subdivision Plan of Part of  
That Part of the NE1/4 of Sec 10 included in  
Plan attached to Absolute Fees Parcel Book  
Volume 5, Folio 614, LTP 20, Rge 10,  
W6M, KDYD

PLAN EPP99304

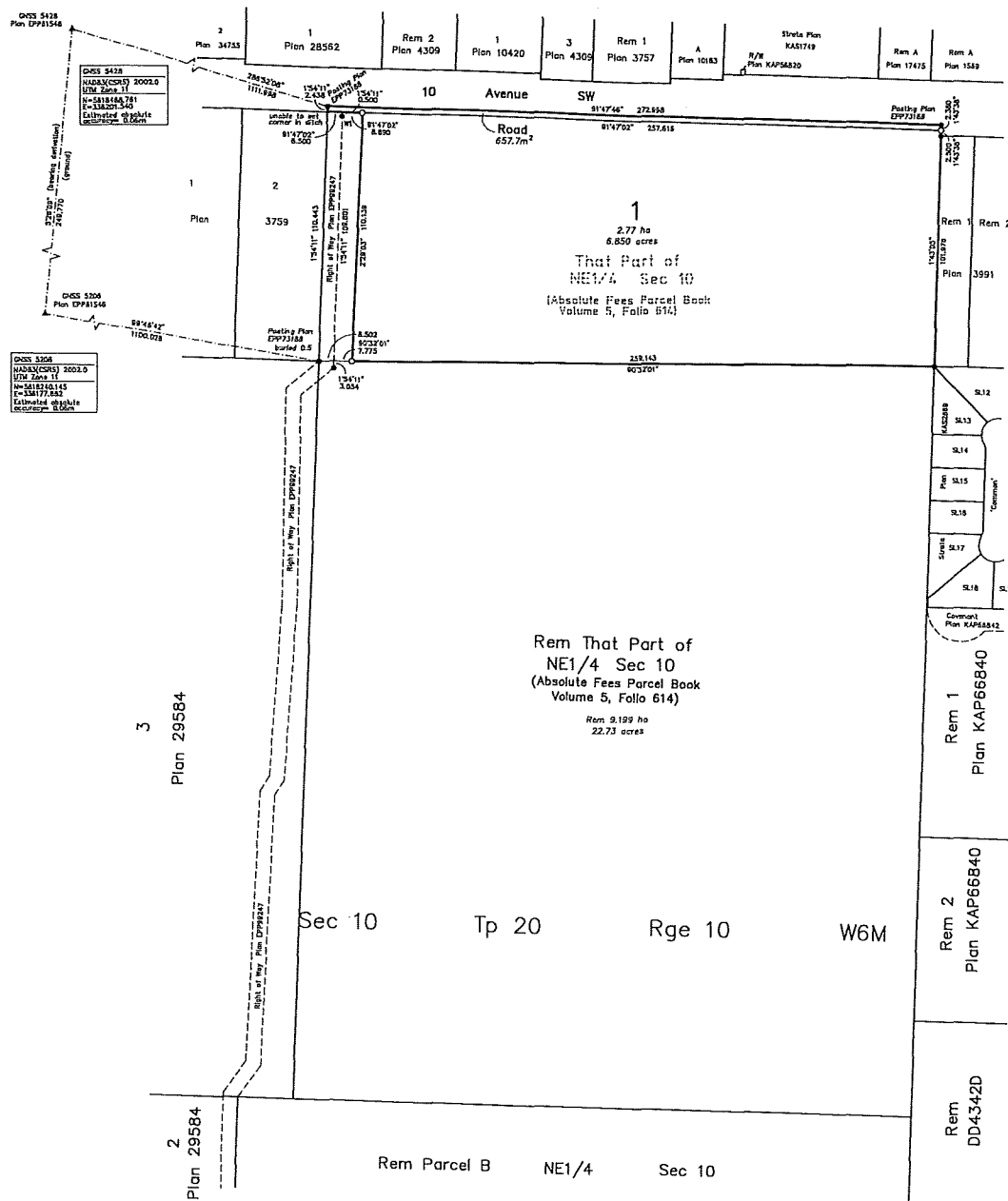
92

BCGS 82L.084



All distances are in metres.  
The intended plot size of this plan is 560mm in width by  
854mm in height (D size) when plotted at a scale of 1:1000

# APPENDIX 1



## LEGEND

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

This plan shows horizontal ground-level distances, unless otherwise specified. To compute grid distances, multiply ground-level distances by the average combined factor of 0.9998765. The average combined factor has been determined based on an ellipsoidal elevation of 338.1 metres.

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

- Standard Iron Post Found
- Standard Iron Post Placed
- ▲ Traverse Hub Found
- W Denotes Witness
- Rem Denotes Remainder

Note: This plan shows one or more witness posts which are not set on the true corner(s).

This plan lies within the Agricultural Land Reserve.

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

This plan lies within the Columbia Shuswap Regional District.

The field survey represented by this plan was completed on the 18th day of December, 2019.

Joseph Charles Johnston, BOLS (604)

BROWNE JOHNSON LAND SURVEYORS  
B.C. AND CANADIAN LANDS  
SALMON ARM, B.C. 250-832-8701  
FSE: 685-18 685-18 row



**SCHEDULE A**  
**BYLAW NO. 4372**

### 2.77 ha Proposed to be Rezoned

R-1	A-1	R-1
TO	TO	TO
C-3	C-3	C-3

To Remain A-1 & ALR

N.E. 1/4

Rem. Parcel B  
N.E. 1/4

Subject Parcel

ALR Boundary



0 20 40 80 120 160  
Meters











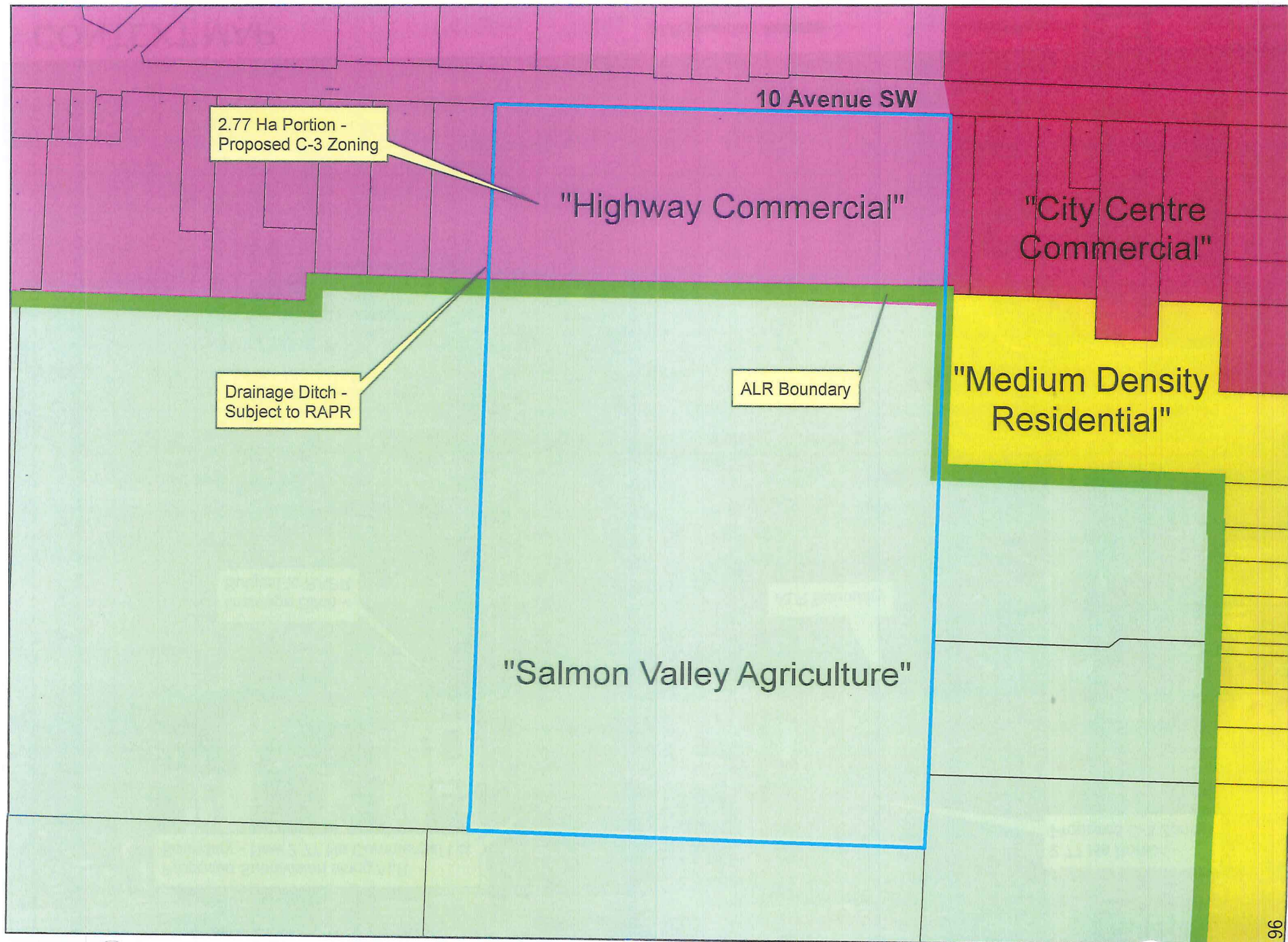
# CONTEXT MAP

ALR Boundary

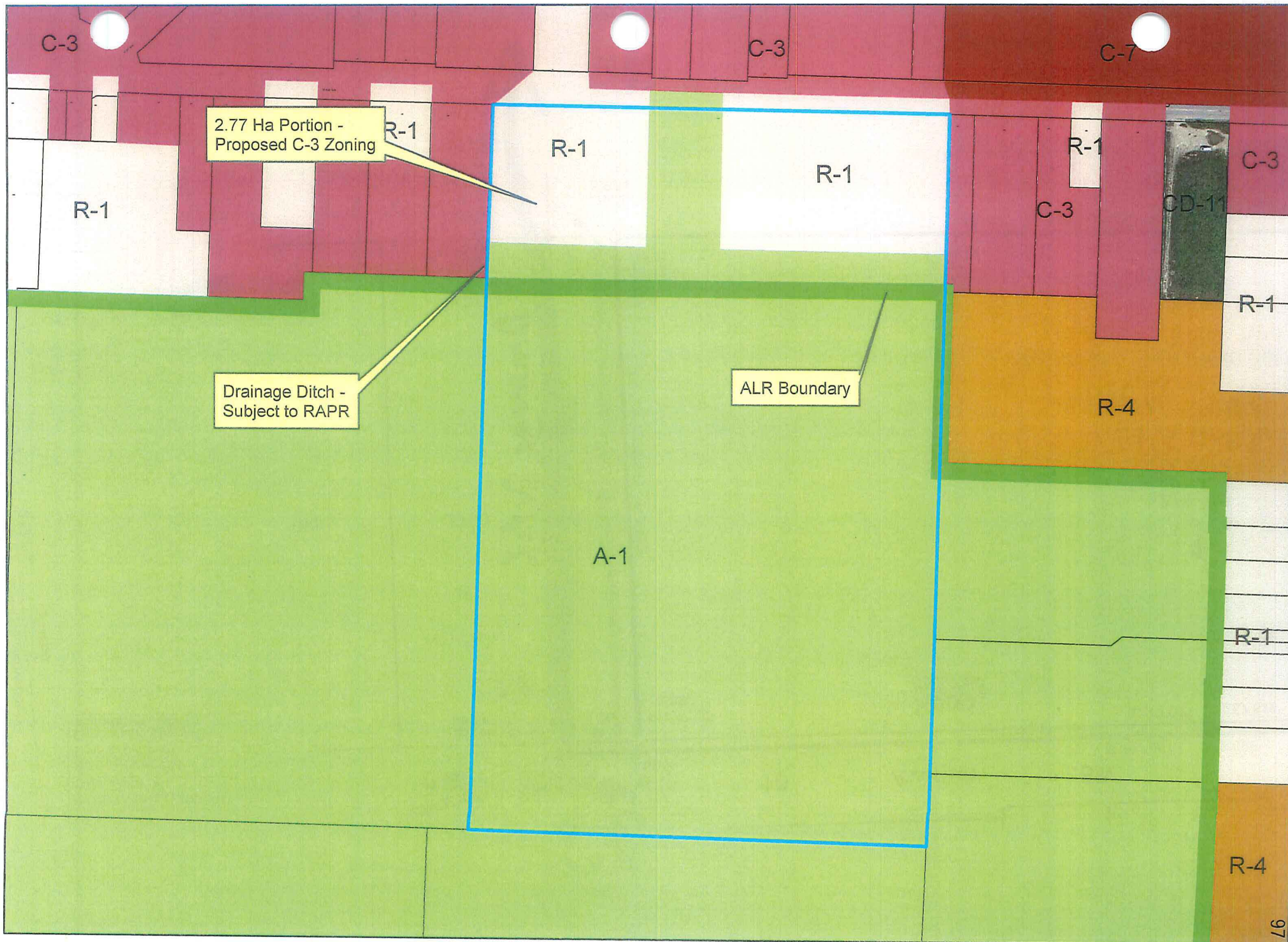
Subject Property











ZONING

Subject Property 

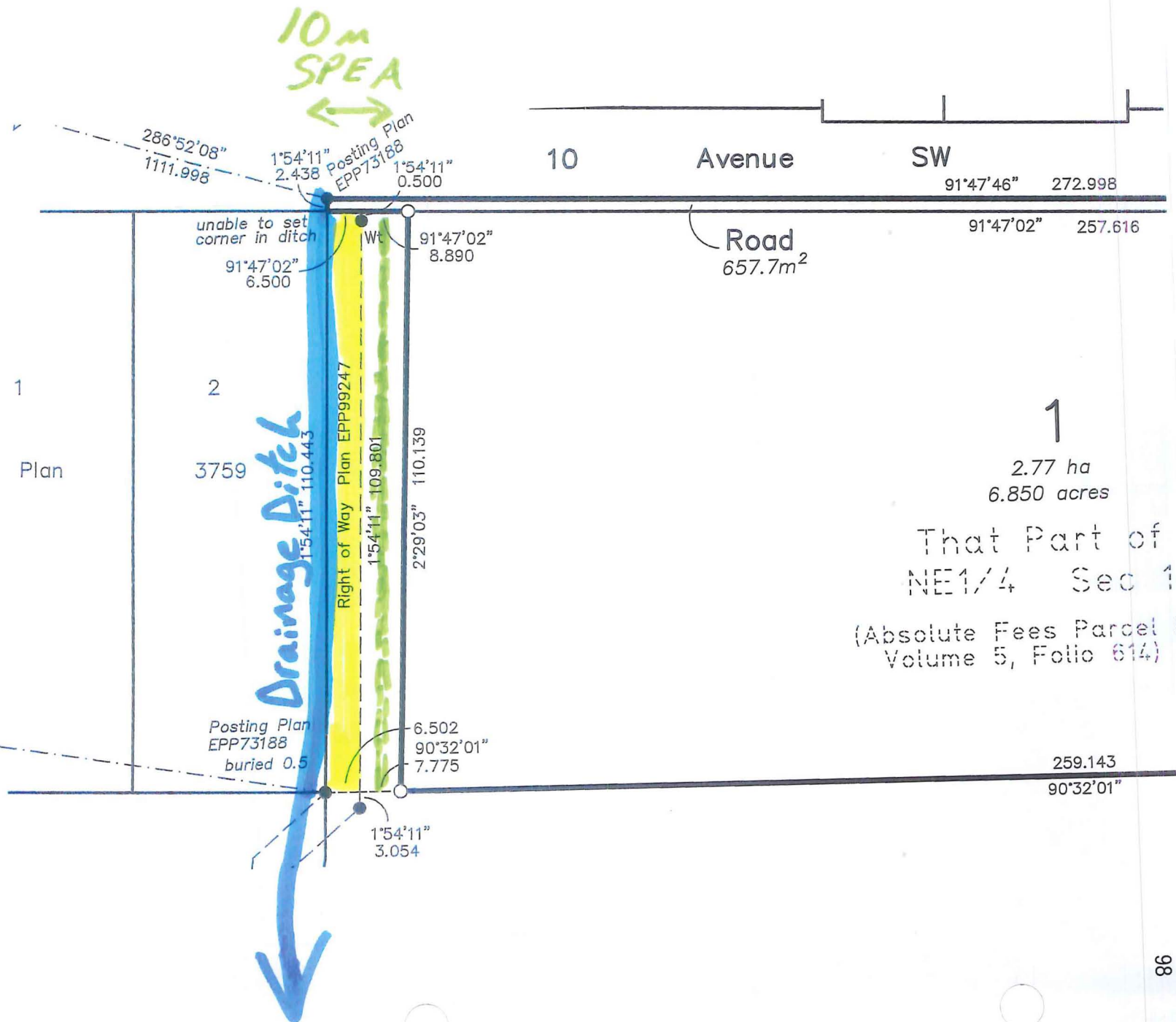


5°26'09" (bearing derivation)  
249.770 (ground)

GNSS 5428  
NAD83(CSRS) 2002.0  
UTM Zone 11  
N=5618488.761  
E=336201.540  
Estimated absolute  
accuracy= 0.06m

GNSS 5206  
Plan EPP61546

6  
RS) 2002.0  
11  
0.145









Purpose

- 17.1 The C-3 Zone is intended to accommodate commercial uses which are oriented towards vehicular traffic and require large areas of land for storage and/or display purposes and/or to accommodate large buildings. New developments zoned C-3 may be required to obtain a Development Permit as per the requirements of the Official Community Plan.

Regulations

- 17.2 On a parcel zoned C-3, no building or structure shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the C-3 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 17.3 The following uses and no others are permitted in the C-3 Zone:

- .1 auto parts and accessories (new) sales;
- .2 automotive repair shop, excluding fuel service stations;
- .3 automotive sales and rental lots and showroom (new and used);
- .4 boat and trailer sales and rental showrooms, including minor repairs;
- .5 building supply establishment;
- .6 cafe; #2736
- .7 car wash;
- .8 commercial daycare facility;
- .9 craft distillery and brewery
- .10 electrical appliance repair shop;
- .11 farm equipment sales and rental;
- .12 frozen food lockers, including retail sales;
- .13 funeral home including accessory crematorium;
- .14 greenhouses and nurseries, including retail sales;
- .15 high technology research and development; #4368
- .16 home occupation; #2782
- .17 laboratory, scientific and research;
- .18 laundromat;
- .19 locksmith shop;
- .20 licensee retail store; #3223
- .21 mini warehousing;
- .22 mobile food vending; #4240
- .23 mobile home sales; #2736
- .24 moving and storage establishment;
- .25 neighbourhood pub; #3223
- .26 offices;
- .27 outside vending; #2837
- .28 personal service establishment; #4049
- .29 print shop;
- .30 public use;
- .31 public utility;
- .32 radiator repair shop;
- .33 recreation facility-indoor;
- .34 recreation vehicle sales, repair, rental and assembly on parcels greater than 1.0 hectare with maximum 25% of gross floor area to be used for parts assembly. #2596
- .35 rental and repair of tools, small equipment; #2736
- .36 restaurant;
- .37 retail store; #4049
- .38 tire sales and repair establishment;

- 7.11 Parking and loading shall be required as per Appendix I.

# CITY OF SALMON ARM

*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Kevin Pearson, Director of Development Services  
 DATE: DATE  
 PREPARED BY: Chris Moore, Engineering Assistant  
 OWNER: **Westside Farms Ltd.**, PO Box 1022, Salmon Arm, BC V1E 4P2  
 APPLICANT: **Owner – W. H. Laird**  
 SUBJECT: **ZONING AMENDMENT APPLICATION FILE NO. ZON-1166**  
**VARIANCE PERMIT APPLICATION NO. VP-510**  
**SUBDIVISION APPLICATION NO. SUB-20.01**

LEGAL: THAT PART OF THE NORTH EAST ¼ OF SECTION 10 INCLUDED IN  
 PLAN ATTACHED TO ABSOLUTE FEES PARCEL BOOK VOLUME 5  
 FOLIO 614; TOWNSHIP 20, RANGE 10, W6M, KDYD (PID: 014-070-464)

CIVIC: **1490 – 10 Avenue SW**

Further to your referral dated 15 January 2020, we provide the following servicing information.

**Engineering Department does not have any concerns related to the re-zoning and recommends that the Zoning be granted.**

## **General:**

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required at time of construction. ESC plans to be approved by the City of Salmon Arm.
7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.

**SUBDIVISION APPLICATION FILE: 20-01**

06 February 2020

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8. At the time of development, the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.
9. For the off-site improvements at the time of development, the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of subdivision / building permit approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

**Roads / Access:**

1. 10 Avenue SW, on the subject properties northern boundary, is designated as an Urban Arterial Road standard, with an ultimate 25.0m road dedication (12.5m on either side of road centerline). Although the City only requires an Interim total of 20.0m of road dedication (10.0m on either side of road centerline) at this time, the City will require a right of way to allow construction of City services within the additional 2.5m. Additional road dedication may be required to achieve the 20m road dedication, exact extent to be confirmed by BCLS.
2. 10 Avenue SW is currently constructed to an Interim Urban Arterial Road standard. Upgrading to the Urban Arterial Road standard is required, in accordance with Specification Drawing No. RD-4 (currently being amended.) Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs.

Since the owner does not plan to develop either of the proposed lots at this time, the Engineering Department would support:

- Proposed Lot 1: Deferring the upgrades on 10 Avenue SW until development, subject to a covenant preventing further development until full upgrades are completed.
- Remainder Lot: Cash in lieu payment for future upgrade of 10 Avenue SW (work to be carried out with Lot 1 frontage improvements.)

**Water:**

1. The subject property fronts a 200mm diameter Zone 1 watermain on 10 Avenue SW. No upgrades will be required at this time.
2. Proposed Lot 1 is to be serviced by a single metered water service connection (as per Specification Drawing No. W-11), adequately sized to satisfy the proposed use. However since there are no immediate plans to develop this lot, lot servicing may be deferred to the development stage, subject to covenant. Records indicate that Proposed Lot 1 is currently serviced by two un-metered residential 19mm services from the 200mm main on 10 Ave SW. Only one service will be permitted per lot. A water meter shall be installed on the existing service to remain in a meter pit at property line prior to subdivision. All inadequate / redundant



**SUBDIVISION APPLICATION FILE: 20-01**

06 February 2020

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services are to be disconnected at the watermain, Owner / Developer is responsible for all associated costs.

3. The Remainder Lot is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use (minimum 25mm). However since there are no immediate plans to develop this lot, lot servicing may be deferred to the development stage, subject to covenant. Owner / Developer is responsible for all associated costs.
4. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
5. Fire protection requirements to be confirmed with the Building Department and Fire Department.
6. Fire hydrant installation will be required. One additional hydrant is required to meet the commercial density spacing requirements of 90 meters.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary sewer on 10 Avenue SW. No upgrades will be required at this time.
2. Proposed Lot 1 is to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Sanitary System to receive the proposed discharge from the development. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer on 10 Avenue SW. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
4. Remainder Lot 2 is outside the Urban Containment Boundary and cannot therefore connect to the City sanitary sewer without requesting consent from Council and the payment of DCC equivalents. Subject to the required approvals from Interior Health Authority, a private on-site disposal systems may be used for lot 2.

**Drainage:**

1. The subject property fronts a 1500mm diameter storm sewer on 10 Avenue SW. This storm sewer is currently at full capacity and the City is investigating options to mitigate upsizing of the main which may result in changes to the future cross-section of 10 Avenue SW. Deferring construction of the frontage to development is advantageous to the City to allow the final cross-section to be determined.



**SUBDIVISION APPLICATION FILE: 20-01**


06 February 2020


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2. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
  3. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
  4. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Due to the existing capacity issues, if not resolved, post-development flows shall be restricted to the 2 year pre-development flow. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Geotechnical:**

1. A geotechnical report in accordance with the Engineering Departments Geotechnical Study Terms of Reference may be deferred to development stage, subject to covenant.

  
Per: **Chris Moore**  
Engineering Assistant

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

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Item 23.2

## CITY OF SALMON ARM

Date: March 9, 2020

Moved: Councillor

Seconded: Councillor

THAT: Development Permit No. 423 be authorized for issuance for Lot 5, Section 15, Township 20, Range 10, W6M, KDYD, Plan 12965 Except Plans 21358, 24962, KAP73904 and EPP40251 (521 10 Street SW) in accordance with the elevations and site plan attached in Appendix 3 of the Staff Report dated February 11, 2020;

AND THAT: Issuance of Development Permit No. DP-423 be withheld subject to the receipt of an irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of landscaping.

[628746 BC Ltd./Laird, B.; 521 10 Street SW; Highway Service/Tourist Commercial]

### 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: February 11, 2020

Subject: Zoning Bylaw Amendment Application No. 1165  
Development Permit Application No. 423 (Highway Service / Tourist Commercial)

Legal: Lot 5, Section 15, Township 20, Range 10, W6M, KDYD, Plan 12965 Except Plans 21358, 24962, KAP73904 and EPP40251  
Civic: 521 – 10 Street SW  
Owner & Applicant: 628746 BC LTD. / Laird, B.

## MOTION FOR CONSIDERATION

**THAT:** Bylaw No. 4370 be considered, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 5, Section 15, Township 20, Range 10, W6M, KDYD, Plan 12965 Except Plans 21358, 24962, KAP73904 and EPP40251 (521 – 10 Street SW) from C-7 (Shopping Centre Commercial Zone) to C-3 (Service Commercial Zone);

**AND THAT:** Final reading of Bylaw No. 4370 be withheld subject to:

1. Approval by the Ministry of Transportation and Infrastructure, and
2. The modification of Covenant CA3712464 – CA3712465 to allow for subdivision and the construction of a furniture store in accordance with the elevations and site plan attached in Appendix 3;

**AND THAT:** Development Permit No. 423 be authorized for issuance for Lot 5, Section 15, Township 20, Range 10, W6M, KDYD, Plan 12965 Except Plans 21358, 24962, KAP73904 and EPP40251 (521 – 10 Street SW) in accordance with the elevations and site plan attached in Appendix 3;

**AND FURTHER THAT:** Issuance of Development Permit No. DP-423 be withheld subject to the receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of landscaping.

## STAFF RECOMMENDATION

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

## PROPOSAL

The proposal is to rezone and develop the parcel located at 521 – 10 Street SW (Appendix 1 and 2) for a new 19,000 square foot commercial furniture store building. Rezoning will allow for a planned subdivision (SUB-19.20) as shown in the attached site plans. The proposed building design is for a single storey commercial building on the northeast corner of the parcel, with a showroom, storage and office space.

Public parking will be located in the front of the building, with loading and staff parking located at the rear of the building.

Letters of Intent, elevations and site plan drawings are attached as Appendix 3.

### SITE CONTEXT

The site is designated Highway Service / Tourist Commercial in the City's Official Community Plan (OCP) and is zoned Shopping Centre Commercial (C-7) in the Zoning Bylaw (Appendix 4 and 5). The parcel is subject to the guidelines of the OCP's Highway Service / Tourist Commercial Development Permit Area as described further in this report.

The site is currently vacant of any buildings (site photos attached as Appendix 6). The property under consideration has a gross area of 3.6 acres and has approximately 43 m of frontage along 10 Street SW.

The adjacent land uses are described as follows:

North:	C-3 - Service Commercial
South:	C-7 - Shopping Centre Commercial
East:	10 Street SW with R-1 & R-4 – residential beyond
West:	C-3 - Service Commercial

In support of their Development Permit application, the applicant has provided a detailed site plan (Appendix 3) to demonstrate their concept for the property, and elevations depicting the proposed building design.

### **Traffic Impact Analysis**

This site was before Council in 2013/2014 related to the subdivision and development of the neighbouring Kal Tire parcel. Due to the potential traffic increase related to the proposed development impacting the intersection of 10 Street and 5 Avenue, a Traffic Impact Analysis (TIA – Appendix 7) was required and a subsequent covenant restricting future development was placed on the remaining undeveloped property (Appendix 8). The TIA considered the highest practical use of the site, assuming an ultimate build out of over 105,000 square feet of gross floor area under C-3 (Kal Tire, 11,300 square feet) and C-7 zoning (94,500 square feet), and a peak trip generation of 352 per hour.

Some of the TIA recommended improvements have been completed, however concerns remain regarding the adjacent intersection and roadways which are expected to see increased traffic volumes related to future development. The applicant has requested an amendment to the covenant (Appendix 9) which would allow for the building of the proposed furniture store and single lot subdivision without an update to the TIA, while the requirement would remain on title to be triggered by future development.

### COMMENTS

#### Fire Department

No concerns.

#### Building Department

No concerns.

#### Engineering Department

Comments attached as Appendix 10.



## Ministry of Transportation and Infrastructure

The subject property is located within 800 m of the Trans Canada Highway therefore the zoning bylaw amendment requires approval by MOTI pursuant to the Transportation Act. The application was referred to MOTI for comment on January 9, 2020. Approval from MOTI will be required prior to final adoption of the zoning bylaw. Preliminary approval of the zoning bylaw amendment has been granted.

The MOTI comments and covenant are attached as Appendix 11.

## Design Review Panel

A Design Review Panel (DRP) meeting was held on January 23, 2020 to discuss the form and character of the proposed development (meeting minutes attached - Appendix 12). The DRP was supportive of the proposal as presented. Noting their support of the proposal as presented and the design features proposed, the panel did mention an opportunity to potentially enhance the design of the north and south elevations.

Staff noted that from initial pre-application discussions with the applicant, that the design has been enhanced with the vertical features brought in to break up the north and south elevations.

## Planning Department

### **OCP Commercial Policy - Zoning**

The OCP's Highway Service / Tourist Commercial designation supports the proposed C-3 zone. The current C-7 – Shopping Centre zone has a minimum parcel size of 1.0 hectares. Rezoning to C-3, which has a minimum parcel size of 465 square metres, is required to support the proposed subdivision.

Staff are supportive of allowing the City's "no build / no subdivision" covenant to be amended to allow a Building Permit for the furniture store and the related single lot subdivision. Without amending the covenant, a Building Permit can not be issued. The amendment would allow for a furniture store only, and compared to the full build out of a shopping mall, the development of a 19,000 square foot furniture store should generally produce limited impact in terms of traffic generation.

The City's covenant would remain on title, meaning that an updated TIA would be required for any further development proposal.

### **Form and Character Development Permit**

The proposed development is subject to the "Highway Service/Tourist Commercial Development Permit Area" design guidelines of the OCP, suggesting characteristics under the topics of siting and building, landscape and screening, as well as access, circulation and parking area guidelines.

#### *Siting and Building*

The one storey, rectangular shaped building will be approximately 7.0 m in height (10 m maximum is permitted), presenting architectural interest with an enhanced facade divided into three elements by an elevated central entrance feature. The building is oriented to the street frontage as main entry way and multiple windows face 10 Avenue SW, complimented with awnings and fascia signage.

#### *Landscape and Screening*

The proposed site plan (Appendix 3) shows two general sites for landscaping: an island located adjacent the proposed building and a boulevard strip including two parking area islands adjacent 10 Street SW helping to define the edge of the site. The refuse containers are located at the rear of the site.

#### *Access, Circulation and Parking Area*

Vehicle access is via a let down shared with Kal Tire from 10 Street SW with an access route along the north parcel line to the rear parking area. Future access routes may be created in the future over the adjacent property to the south. There are a total of 28 parking stalls proposed: 22 parking stalls proposed in the front area with 6 stalls at the rear of the site. The front parking area is broken by landscaping.

There are two loading areas: one at the rear of the building and one at the entrance way. Furthermore, the proposal shows an asphalt parking surface.

The subject property is proposed for commercial use including retail, office and storage/warehouse space. A strict interpretation of the Zoning Bylaw would require 81 parking spaces for a retail uses, while 28 parking spaces are proposed. The Zoning Bylaw requires a range of parking spaces for different retail uses, however "furniture store" is not amongst the uses contemplated. In the opinion of staff, the most appropriate category for the proposed use would be "Equipment, Machinery, Tool and Appliance Sales, Rental and Repair."

The applicant has included a letter from the prospective tenant (and potential owner) indicating that the 28 proposed parking spaces would exceed their needs (Appendix 3). Staff have reviewed local furniture stores as well as recent applications in adjacent communities, and concur that the parking proposed appears sufficient for the use intended. Related to parking requirements, the "Equipment, Machinery, Tool and Appliance Sales, Rental and Repair" category appears to largely align with existing furniture stores of similar format.

#### **Servicing and Future Road Widening / Building Setbacks**

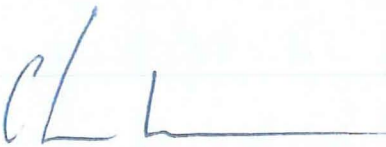
10 Street SW is designated as an Urban Collector Road in the OCP, and is currently constructed with a 20 m dedicated width. The proposed building is setback over 25 m from the front parcel line, far exceeding the required setback. The proposed location is in conformance with zoning regulations and any relocation would need to meet appropriate setback and regulatory requirements.

#### **CONCLUSION**

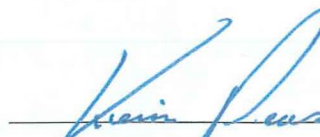
The proposed C-3 zone is consistent with the OCP Highway Service / Tourist Commercial designation, and is therefore supported by staff.

The proposal involves the development of the subject property with a commercial retail building. The application substantially aligns with the "Highway Service/Tourist Commercial Development Permit Area" guidelines of the OCP. The form and character proposed is consistent with these guidelines. The applicant has been forthcoming and co-operative, working with staff to ensure alignment with OCP guidelines. Overall, staff is satisfied with the design proposed.

Zoning Bylaw Amendment Application No. 1165 and Development Permit No. 423 are recommended for approval by staff.

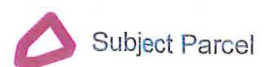
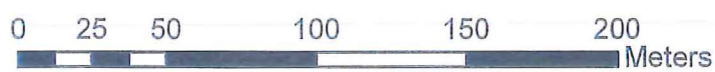


Prepared by: Chris Larson, MCP  
Planning and Development Officer



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









0 10 20 40 60 80  
Meters

 Subject Parcel



628746 B.C. Ltd.  
Box 1022  
Salmon arm BC.  
V1E 4P2

Dec. 27, 2019  
Mayor and Council  
Re: development of 521 10<sup>th</sup> ST SW

The undersigned will be representing the owner during construction of a proposed 20,000 sq. ft. building to accommodate a new Ashley Furniture store. It is the intent of the developer to subdivide and rezone this property from C-7 to C-3 as current zoning restricts lot size. Access to the new lot will be via the existing service road from 10<sup>th</sup> street, shared with Kal Tire. The owner has provided a letter requesting a parking variance based on their experience at 2 other stores.

Ashley corporate will not own the building but has influence re design and finishes. Attached are proposed elevations which include considerable glazing, stone, durable fiber cement and metal siding elements which are compatible with and exceed the character of neighbouring buildings. Landscaping will include bricks between the sidewalk and 10<sup>th</sup>, matching the existing Kal Tire and Piccadilly sites.

We believe this proposed building will add substantially to the existing street scape and retail opportunities in Salmon Arm.

Yours truly,

  
WH Laird.





3202-28TH STREET, VERNON, B.C. V1T 4Z8  
PHONE, 250-545-0535 GST R100836121

September 9, 2019

This letter is to advise pertinent departments and/or other stakeholders that based on previous parking requirements in both our Penticton and Vernon stores that we will require a peak parking need for **17 customer stalls and 6 staff parking stalls** for the location in Salmon Arm.

We have more staff in both Penticton and Vernon but we are expecting customer numbers to be slightly lower but basically in the realm of these two stores.

If you require anything further with regard to this, please feel free to contact me at the above phone number, or via email [cturcotte@ashleyok.ca](mailto:cturcotte@ashleyok.ca).

Regards,

A handwritten signature in cursive script that reads "Cheryl Turcotte".

Cheryl Turcotte, CPA, CGA  
Controller  
Case Furniture Ltd./Ashley Homestores

/ct



# ASHLEY'S FURNITURE WH LAIRD HOLDINGS LTD. SALMON ARM, BC

LOCATION MAP



## CONSULTANTS:

**ARCHITECTURAL:**  
GARRY TOMPOROWSKI ARCHITECT LTD.  
CONTACT: GARRY TOMPOROWSKI  
1243 - 1889 SPRINGFIELD ROAD  
KELOWNA, B.C., V1A 1S9  
PHONE: (250) 979-1668, FAX: (250) 979-4366  
garry@gjarch.ca

**STRUCTURAL: (SLAB ONLY)**  
R & A ENGINEERING (1997) LTD.  
CONTACT: GREG WYLLIE  
202-3401 33 RD STREET  
VIRGINIA, BC, V1T 7X7  
PHONE: (250) 545-1357, FAX: (250) 545-1358  
Email: admin@raengineering.ca

**ELECTRICAL:**  
  
**REQUIRE**

**SURVEYOR:**  
BROWNE JOHNSON LANE SURVEYORS  
CONTACT: JOE JOHNSON  
371 ALEXANDER ST. NE, #201  
SALMON ARM, BC, V1E 4H5  
PHONE: (250) 832-9701  
Email: joe@brownejohnson.com

**LANDSCAPE:**  
INTERIOR TESTING SERVICES LTD.  
CONTACT: ERIC REYNARD  
777 SALMON ARM DRIVE  
FINDLAY, B.C., V1E 1V3  
PHONE: (250) 804-6440  
Email: eric.reynard@interiorservices.com

**STRUCTURAL:**  
KD KITCHEN & ASSOCIATES LTD.  
CONTACT: KIM KITCHEN  
SUITE 123, 800 - 15355 24th AVENUE  
SYRREY B.C., V4A 2H9  
PHONE: (604) 560-5540  
Email: kkitchen@shaw.com

**MECHANICAL:**  
HPF ENGINEERING LTD.  
CONTACT: NEIL ROGERS, P. ENG.  
101 - 1402 MCGILL ROAD  
KAMLOOPS B.C. V2C 1L3  
PHONE: (250) 838-0984  
Email: neil@hpfengineering.com

**GEOTECHNICAL:**  
INTERIOR TESTING SERVICES LTD.  
CONTACT: PETER HANENBURG P. ENG.  
#1 - 1965 MOSS COURT  
KELOWNA, B.C., V1Y 9L3  
PHONE: (250) 890-6540  
Email: info@interiorservices.com

**CIVIL:**  
GENTECH ENGINEERING INC.  
CONTACT: BRIAN HILLSON  
BOX 328, #3 - 551 TRANS CANADA HIGHWAY 16  
SALMON ARM, BC, V1E 4H5  
PHONE: (250) 832-7662  
Email: gentech@gentechengineering.com

## LIST OF DRAWINGS:

**ARCHITECTURAL:**  
DP 0.0 COVER SHEET  
DP 1.0 B.C. BUILDING CODE REVIEW  
DP 1.1 OVERALL SITE PLAN  
DP 1.2 ENLARGED SITE PLAN  
DP 2.1 MAIN FLOOR PLAN  
DP 2.2 FRONT ENTRY DETAIL  
DP 2.3 MEZZANINE PLAN & STAIR DETAIL  
DP 2.4 ROOF PLAN  
DP 3.1 ELEVATIONS  
DP 4.1 BUILDING SECTIONS  
DP 5.1 SIGNAGE DETAILS

## PROJECT INFO

**CIVIC ADDRESS:**  
521, 10th STREET SW, SALMON ARM, B.C.

**LEGAL ADDRESS:**  
PART OF LOT 5, SEC. 15, TP 20,  
R 10, W6W, 10YD, PLAN 12965

**ZONING:**  
C7

**SITE AREA:**  
3.604 AC (157,000.0 sq ft)

## GROSS FLOOR AREA (SF (m2)):

MAIN FL 19,200.0 sf (1,893.68 sq m)  
MEZZANINE (15.5%) 680.0 sf (63.17 sq m)  
TOTAL GFA 19,880.0 sf (1,956.85 sq m)

# FOR INFORMATION ONLY

## CITY OF SALMON ARM ZONING BYLAW (No. 2303) ANALYSIS:

### SECTION 21: C-7 SHOPPING CENTRE COMMERCIAL ZONE

**REQUIRED**  
**PURPOSE**  
21.1 C-7 ZONE IS INTENDED TO PROVIDE FOR THE DEVELOPMENT OF SHOPPING CENTRES

**REGULATIONS**  
21.2 C-7 ZONE REGULATIONS TO APPLY

**PERMITTED USES**  
21.3 FOLLOWING USES PERMITTED SHOPPING CENTRES

**MAX. HEIGHT OF PRINCIPAL BUILDING**  
21.4 MAX. HEIGHT 12.0m (39.4 ft.)

**MIN. PARCEL SIZE**  
21.5 MIN. PARCEL SIZE 1.0ha (2.5 ac.)

**MIN. PARCEL WIDTH**  
21.6 MIN. PARCEL 75.0m (243.1 ft.)

**MIN. SETBACK OF PRINCIPAL BUILDING**  
21.7 MIN. SETBACK FROM ALL PARCEL LINES 6.0m (19.7 ft.)

**OUTSIDE STORAGE**  
21.8 NOT PERMITTED

**PARKING AND LOADING**  
**PARKING REQUIRED**  
1 PER 24 sq m = 1957 / 24 = 81.5  
**LOADING REQUIRED**  
2 PER 1957sqm

**PROVIDED**  
**PURPOSE**  
21.1 SHOPPING CENTRE

**REGULATIONS**  
21.2 C-7 ZONE REGULATIONS

**PERMITTED USES**  
21.3 FOLLOWING USES PROPOSED SHOPPING CENTRES

**MAX. HEIGHT OF PRINCIPAL BUILDING**  
21.4 MAX. HEIGHT 7.01m (23.0 ft.)

**MIN. PARCEL SIZE**  
21.5 PARCEL SIZE 1.46ha (3.6 ac.)

**MIN. PARCEL WIDTH**  
21.6 PARCEL 100.24m (328.8 ft.)

**MIN. SETBACK OF PRINCIPAL BUILDING**  
21.7 SETBACK FROM PARCEL LINES  
NORTH 9.75m (32.0 ft.)  
WEST 62.50m (205.15 ft.)  
SOUTH 62.8m (206.0 ft.)  
EAST 25.0m (82.0 ft.)

**OUTSIDE STORAGE**  
21.8 NONE  
**PARKING AND LOADING**  
**PARKING PROVIDED**  
28 STALLS  
**LOADING REQUIRED**  
2 DAYS

## VARIANCES REQUIRED

1) PARKING FROM 81 TO 28 STALLS

## B.C. BUILDING CODE (2016) ANALYSIS:

**MAJOR OCCUPANCY CLASSIFICATION:**  
**GOVERNING CODE PART:** PART 3  
**BUILDING HEIGHT:** 23.0' (7.01m)  
**BUILDING FOOTPRINT:** 19,200.0 sf (1,783.68 sq m)  
**SPRINKLERS:** NO  
**FACING NO. OF STREETS:** 1 STREET

## BC BUILDING CODE

3.2.2.68. GROUP E UP TO 2 STOREYS  
SPRINKLERED

1) A BUILDING CLASSIFIED AS GROUP E IS PROVIDED TO CONFORM TO SENTENCE 2 PROVIDED:  
a) SPRINKLERED THROUGHOUT  
b) NOT MORE THAN 2 STOREYS IN HEIGHT  
c) BUILDING AREA NOT MORE THAN 13000 sq m IF 1 STOREYS  
2) THE BUILDING IS PERMITTED TO BE COMBUSTIBLE CONSTRUCTION OR NONCOMBUSTIBLE CONSTRUCTION USED SINGLY OR IN COMBINATION AND FLOOR ASSEMBLIES SHALL HAVE A FIRE SEPARATION WITH A FRR NOT LESS THAN 45 MIN. AND HAVE A FRR NOT LESS THAN THAT REQUIRED FOR THE SUPPORTING ASSEMBLY

## SPATIAL SEPARATION

3.2.2.68. GROUP E, UP TO 2 STOREYS SPRINKLERED

NORTH ELEVATION		SOUTH ELEVATION	
AREA	343.8sqm	AREA	343.8sqm
LIMITING DISTANCE	9.75m	LIMITING DISTANCE	18.29m
OPENINGS	0.0%	OPENINGS	0.0%
OPENING ALLOWED	48.0%	OPENING ALLOWED	100.0%
OPENING PROVIDED	0.0%	OPENING PROVIDED	0.0%
WALL RATING REQUIRED	1 HR.	WALL RATING REQUIRED	1 HR.
WEST ELEVATION		EAST ELEVATION	
AREA	258.6sqm	AREA	305.2sqm
LIMITING DISTANCE	20.12m	LIMITING DISTANCE	24.99m
OPENINGS	13.0%	OPENINGS	41.8sqm
OPENING ALLOWED	100.0%	OPENING ALLOWED	100.0%
OPENING PROVIDED	5.0%	OPENING PROVIDED	13.7%
WALL RATING REQUIRED	1 HR.	WALL RATING REQUIRED	1 HR.

## PROPOSED

3.2.2.68. GROUP E UP TO 2 STOREYS  
SPRINKLERED

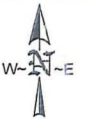
1) A BUILDING CLASSIFIED AS GROUP E IS PROVIDED TO CONFORM TO SENTENCE 2 PROVIDED:  
a) SPRINKLERED THROUGHOUT  
b) 1 STOREYS IN HEIGHT  
c) BUILDING AREA 1,783.68 sq m  
2) THE BUILDING IS OF COMBUSTIBLE CONSTRUCTION AND NONCOMBUSTIBLE CONSTRUCTION USED SINGLY OR IN COMBINATION AND FLOOR ASSEMBLIES SHALL HAVE A FIRE SEPARATION WITH A 45 MIN. FRR  
b) LOADBearing WALLS, COLUMNS HAVE A 60 MIN. FRR

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2019/11/20 DB B ISSUE FOR REVIEW  
2019/10/16 DB A ISSUE FOR REVIEW  
DATE BY NO. REVISION

SEAL

## BUILDING BY:

**ECONOSPAN**  
STRUCTURES CORP.

PLANT: 472 AYRLEIGH ROAD, PHONE: 250-479-2493  
CHASE, BC FAX: 250-479-3441

**gta**

GTA ARCHITECTURE LTD.  
243-1889 Springfield Road  
Kelowna, British Columbia  
V1Y 5V5  
Fax: 250.979.4366  
Telephone: 250.979.1668

## PROJECT

W.H. LAIRD HOLDINGS LTD.  
160'-0"x120'-0" BUILDING  
SALMON ARM, B.C.

## SHEET TITLE

CODE REVIEW

Appendix 3

DRAWN: W.SOKEL SHEET NO.:  
DESIGN: D. NELSON DP-1.0  
SCALE: 1/32" = 1'-0"  
DATE: Nov. 20, 2019 JOB # ES-19-1227 REV # B

PLAN SUPPLIED BY:  
BROWNE JOHNSON LAND SURVEYORS,  
SALMON ARM, B.C. 250-832-9701  
FILE No. 522-18

"KAL TIRE"

Arc = 7.83m  
[25.69°]  
R = 10.00m  
[R = 32.81°]

Arc =  $9.40\text{m}$   
 $[30.84^\circ]$

## PHASE 3 BUILDING

-403.489m-  
[339.53']

FOR INFORMATION ONLY

## PHASE 2 BUILDING

136.52m  
[447.90']

.150 BOLLARDS

"CANADIAN TIRE"

## SITE PLAN

Scale: 1/64" = 1'-0"

LEGEND:

PROPOSED BUILDING	
CONCRETE SIDEWALK	
PAVEMENT	
LANDSCAPE	
EASEMENTS	

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2019/11/20	DB	B	ISSUE FOR REVIEW
2019/10/16	DB	A	ISSUE FOR REVIEW
DATE	BY	NO.	REVISION

DATE	BY	NO.	REVISION
SEAL			

SEAL

[illegible][illegible]

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[illegible]

BUILDING BY:

**ECONOSPAN**  
STRUCTURES CORP.

PLAINT:  
472 AYLMEK ROAD. PHONE: 250 679-3400  
CHASE, BC FAX: 250 679-3421

ato

ala

90

GIA ARCHITECTURE LTD.  
243-1889 Springfield Road  
Kelowna, British Columbia

V1Y 5V5  
Fax: 250.979.4366  
Telephone: 250.979.1668

PROJECT
---------

W.H. LAIRD HOLDINGS LTD.  
160'-0" x 120'-0" BUILDING

SALMON ARM, B.C.

SHEET TITLE

SHEET TITLE

SITE PLAN

App

pen

Index :

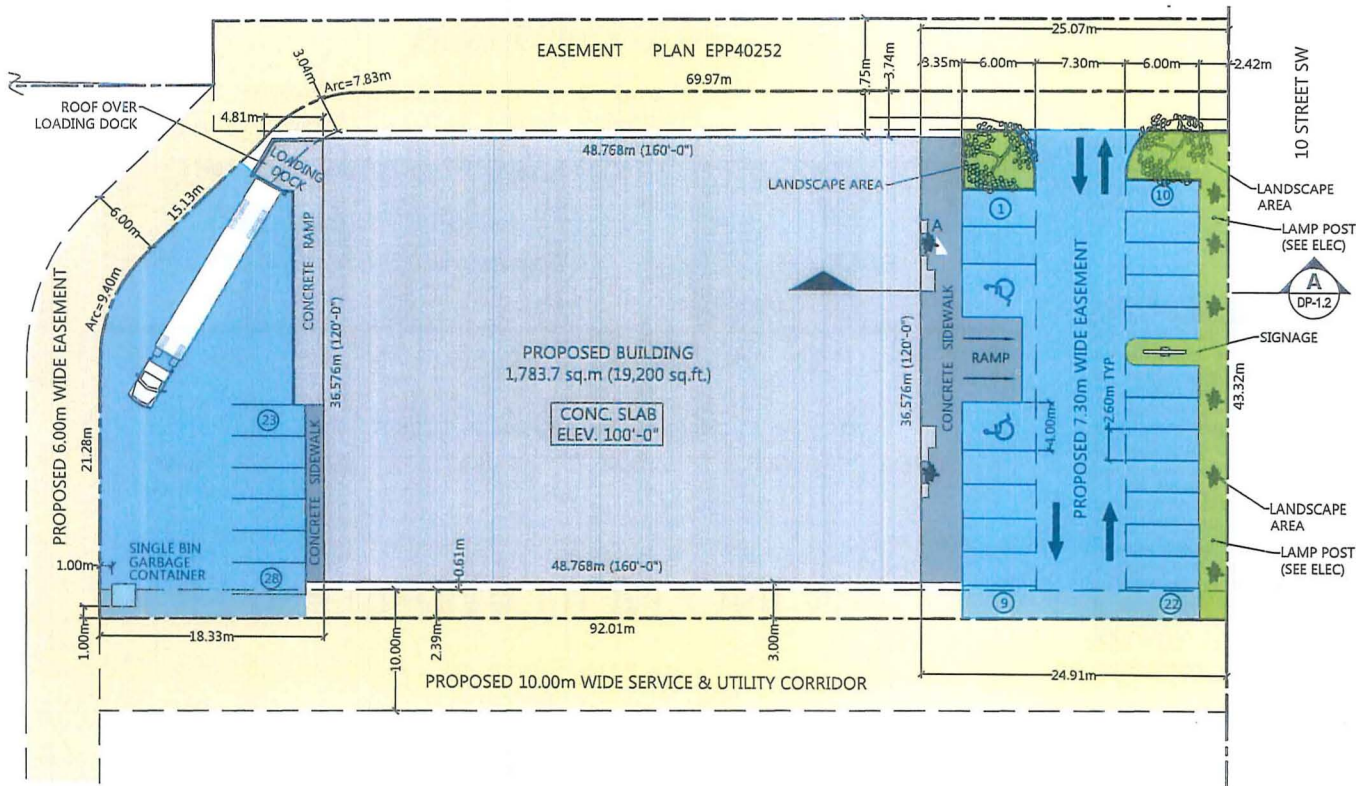
DRAWN <b>D. BROWN</b>	SHEET NO.	3
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DESIGN	D. NELSON	DP-1.1
SCALE	1/32" = 1'-0"	

DATE Nov. 20, 2019	JOB # ES-19-1127	REV # B
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118





## LEGEND

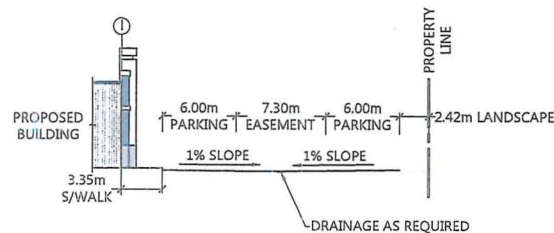
NTS

PROPOSED BUILDING	
CONCRETE SIDEWALK	
PAVEMENT	
LANDSCAPE	
EASEMENTS	

PARKING STALL NOTE:  
REGULAR STALLS: 6.00m X 2.60m  
H/CAP STALLS : 6.00m X 4.00m

## ENLARGED SITE PLAN

Scale: 1/32" = 1'-0"



## SECTION A LOOKING NORTH

Scale: 1/32" = 1'-0"

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2019/11/20	DB	B	ISSUE FOR REVIEW
2019/10/16	DB	A	ISSUE FOR REVIEW
DATE	BY	NO.	REVISION

SEAL

BUILDING BY:

**ECONOSPAN**  
STRUCTURES CORP.

PLANT: 472 AYLMER ROAD, PHONE: 250-215-3493  
CHASIS, BC FAX: 250-215-3493

**gta**

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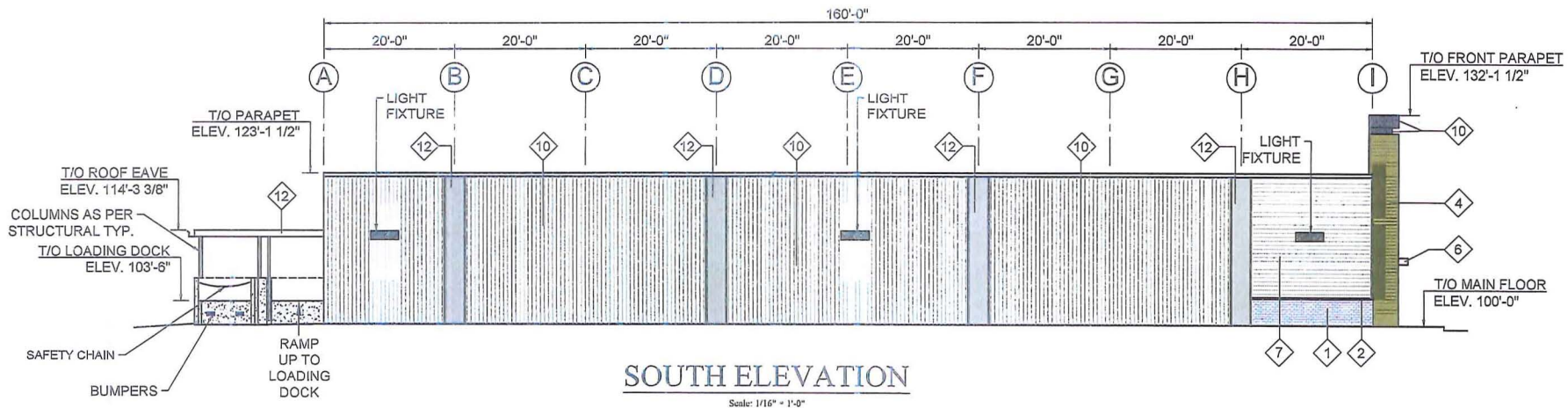
PROJECT

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SALMON ARM, B.C.

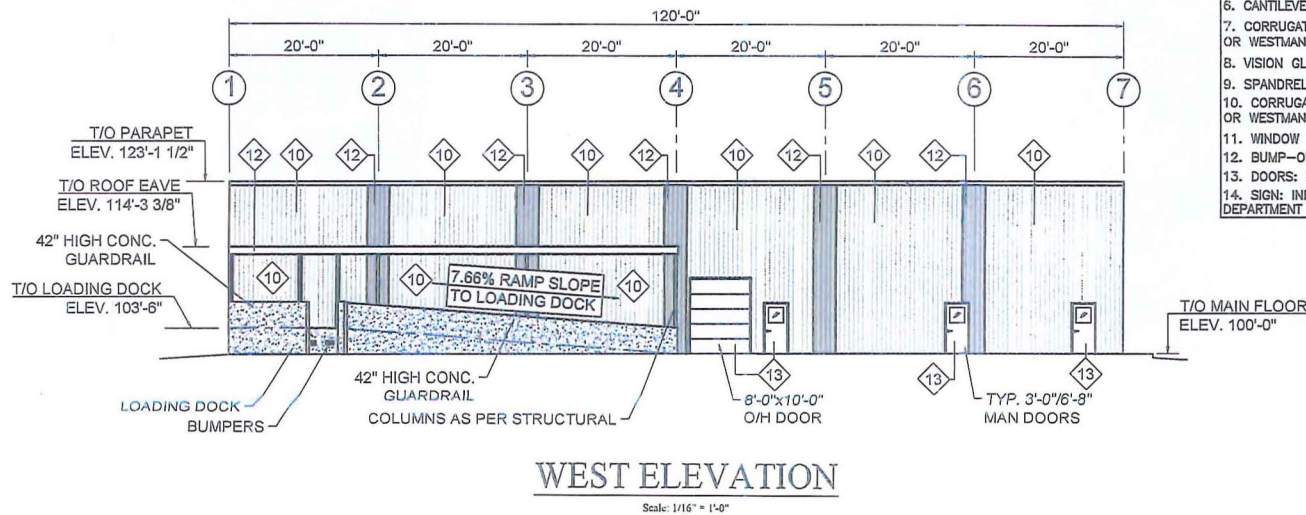
SHEET TITLE

ENLARGED SITE PLAN

DRAWN	D. BROWN	SHEET NO.	
DESIGN	D. NELSON	DP-1.2	
SCALE	1/32" = 1'-0"		
DATE	Nov. 20, 2019	JOB #	ES-19-1127
		REV #	B



FOR INFORMATION ONLY



#### FACADE FINISHES KEY

1. BRICK: ACME BRICK, SLATE GRAY 167, SMOOTH
2. STONE TOP CAP TO MATCH BRICK
3. EIFS SYSTEM: PAINT, SHERWIN WILLIAMS, SW7076 CYBERSPACE, FLAT
4. FIBER CEMENT: CERACLAD, RUSTIC WOOD, BRONZE
5. EIFS SYSTEM METALLIC: DRYVIT, REFLECTIT SMOOTH, #253 CLEOPATRA
6. CANTILEVER: PAINT, SHERWIN WILLIAMS, SW7076 CYBERSPACE, FLAT
7. CORRUGATED METAL: PAC-CLAD, PRECISION SERIES, HWP 12", STONE WHITE, OR WESTMAN STEEL ALT. AWR PROFILE, LIGHT STONE (HORIZONTAL ORIENTATION)
8. VISION GLASS: VITRO, SOLARBAN (2) R100 CLEAR + CLEAR GLASS
9. SPANDREL GLASS: MATCH VISION GLASS
10. CORRUGATED METAL: PAC-CLAD, PRECISION SERIES, HIGHLINE S2, STONE WHITE, OR WESTMAN STEEL ALT. AWR PROFILE, LIGHT STONE (ORIENTATION AS SHOWN)
11. WINDOW FRAME AND MULLIONS: FLAT BLACK
12. BUMP-OUTS AND FACIA: TO MATCH SHERWIN WILLIAMS, SW7066 GRAY MATTERS
13. DOORS: PAINT, SHERWIN WILLIAMS, SW7666 FLEUR DE SEL
14. SIGN: INFORMATION TO BE SUPPLIED BY ASHLEY HOMESTORE DESIGN DEPARTMENT FOR EXACT SIGN SPECIFICATIONS

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BUILDING BY:  
**ECONOSPAN**  
STRUCTURES CORP.

PLANTY 472 AYLSHIE ROAD, PHIBES 216 27-2-200  
CHASE, BC FNS 216 27-2-200

**gta**

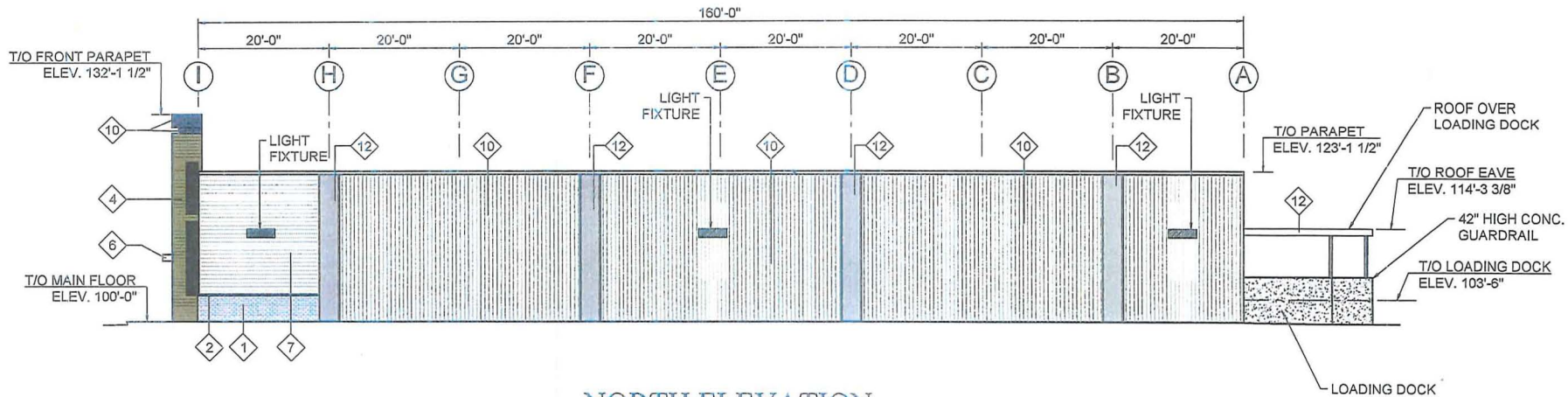
GTA ARCHITECTURE LTD.  
243-1889 Springfield Road  
Kelowna, British Columbia  
V1Y 5V5  
Fax: 250.879.4366  
Telephone: 250.879.1668

PROJECT  
W.H. LAIRD HOLDINGS LTD.  
160'-0"x120'-0" BUILDING  
SALMON ARM, B.C.

SHEET TITLE  
ELEVATIONS

DRAWN D. BROWN SHEET NO.  
DESIGN D. NELSON DP-3.1  
SCALE 1/16" = 1'-0"  
DATE Nov. 20, 2019 JOB # ES-19-1127 REV # B

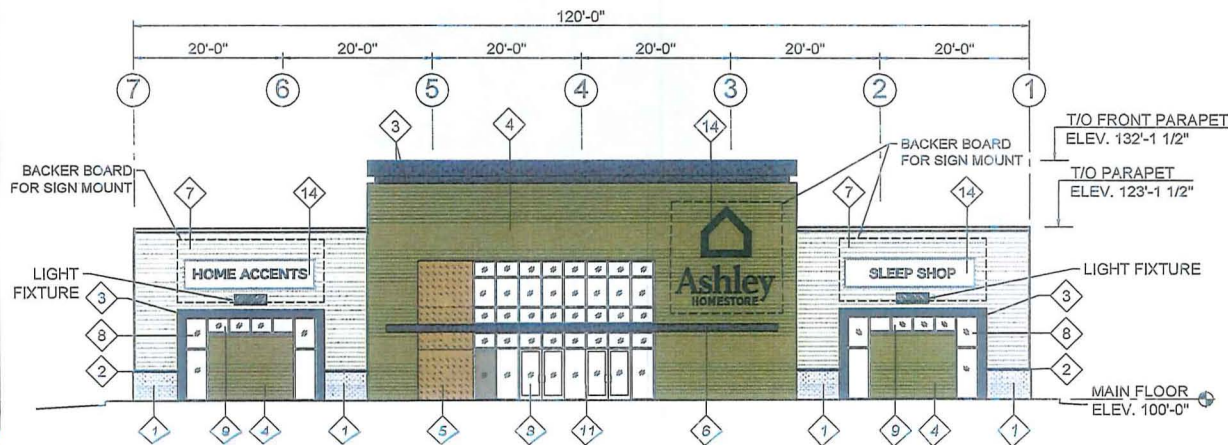




NORTH ELEVATION

Scale: 1/16" = 1'-0"

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EAST ELEVATION

Scale: 1/16" = 1'-0"

### FACADE FINISHES KEY

1. BRICK: ACME BRICK, SLATE GRAY 167, SMOOTH
2. STONE TOP CAP TO MATCH BRICK
3. EIFS SYSTEM: PAINT, SHERWIN WILLIAMS, SW7076 CYBERSPACE, FLAT
4. FIBER CEMENT: CERACLAD, RUSTIC WOOD, BRONZE
5. EIFS SYSTEM METALLIC: DRYVIT, REFLECTIT SMOOTH, #253 CLEOPATRA
6. CANTILEVER: PAINT, SHERWIN WILLIAMS, SW7076 CYBERSPACE, FLAT
7. CORRUGATED METAL: PAC-CLAD, PRECISION SERIES, HWP 12", STONE WHITE, OR WESTMAN STEEL ALT. AWR PROFILE, LIGHT STONE (HORIZONTAL ORIENTATION)
8. VISION GLASS: VITRO, SOLARBAN (2) R100 CLEAR + CLEAR GLASS
9. SPANDREL GLASS: MATCH VISION GLASS
10. CORRUGATED METAL: PAC-CLAD, PRECISION SERIES, HIGHLINE S2, STONE WHITE, OR WESTMAN STEEL ALT. AWR PROFILE, LIGHT STONE (ORIENTATION AS SHOWN)
11. WINDOW FRAME AND MULLIONS: FLAT BLACK
12. BUMP-OUTS AND FACIA: TO MATCH SHERWIN WILLIAMS, SW7066 GRAY MATTERS
13. DOORS: PAINT, SHERWIN WILLIAMS, SW7666 FLEUR DE SEL
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PROJECT

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160'-0"x120'-0" BUILDING  
SALMON ARM, B.C.

SHEET TITLE

ELEVATIONS

Appendix 3

DESIGN D. BROWN

SHEET NO.

DESIGN D. NELSON

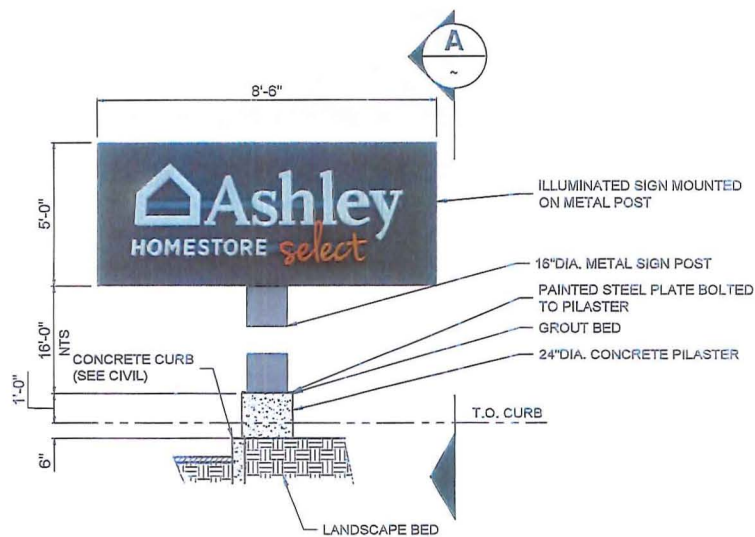
DP-3.2

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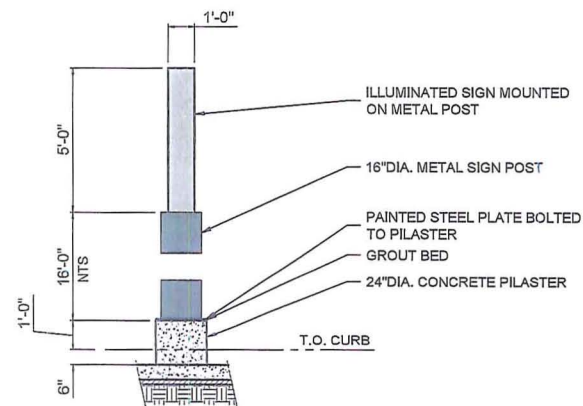
DATE Nov. 20, 2019

JOB # ES-19-1127

REV # B



FRONT SIGNAGE



SECTION

1/4"=1'

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PROJECT

W.H. LAIRD HOLDINGS LTD.  
160'-0"x120'-0" BUILDING  
SALMON ARM, B.C.

SHEET TITLE

SITE SIGNAGE

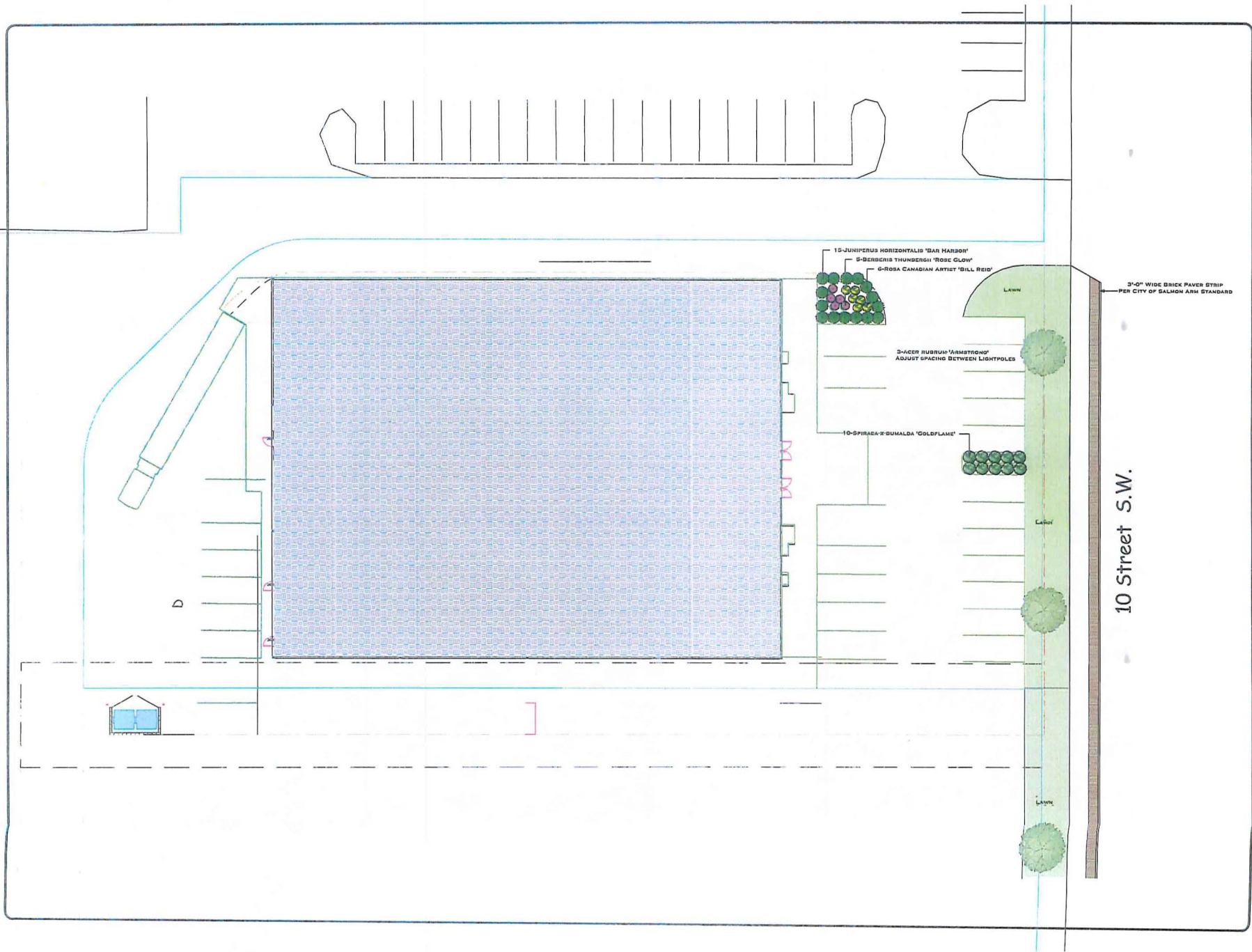
DESIGN D. BROWN SHEET 185

DESIGN D. NELSON DP-5.1

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DATE Nov. 20, 2019 JOB # ES-19-1127 REV # B





DATE	
Submission	26 Aug 2019
Submission	14 Aug 2019
Review	8 Aug 2019

DRAWN	
DATE	August 2019
SCALE	1:1250
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**ERIC REYNARD**  
Landscape Architect

800-888-8888

**PROJECT**

**ASHLEY FURNITURE**

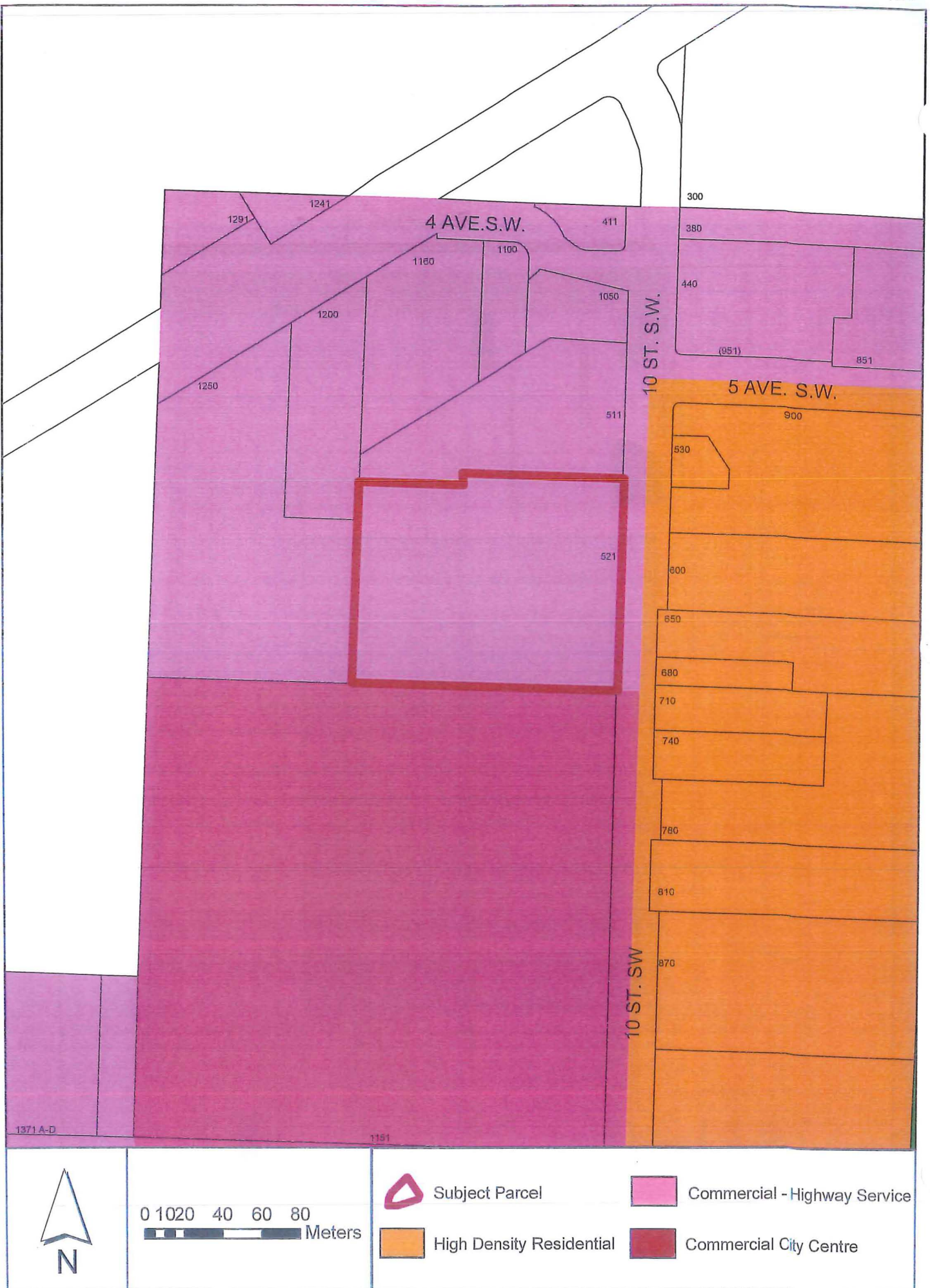
10TH ST SW  
SALMON ARM BC

**DESIGN**

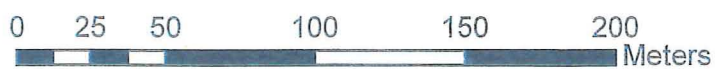
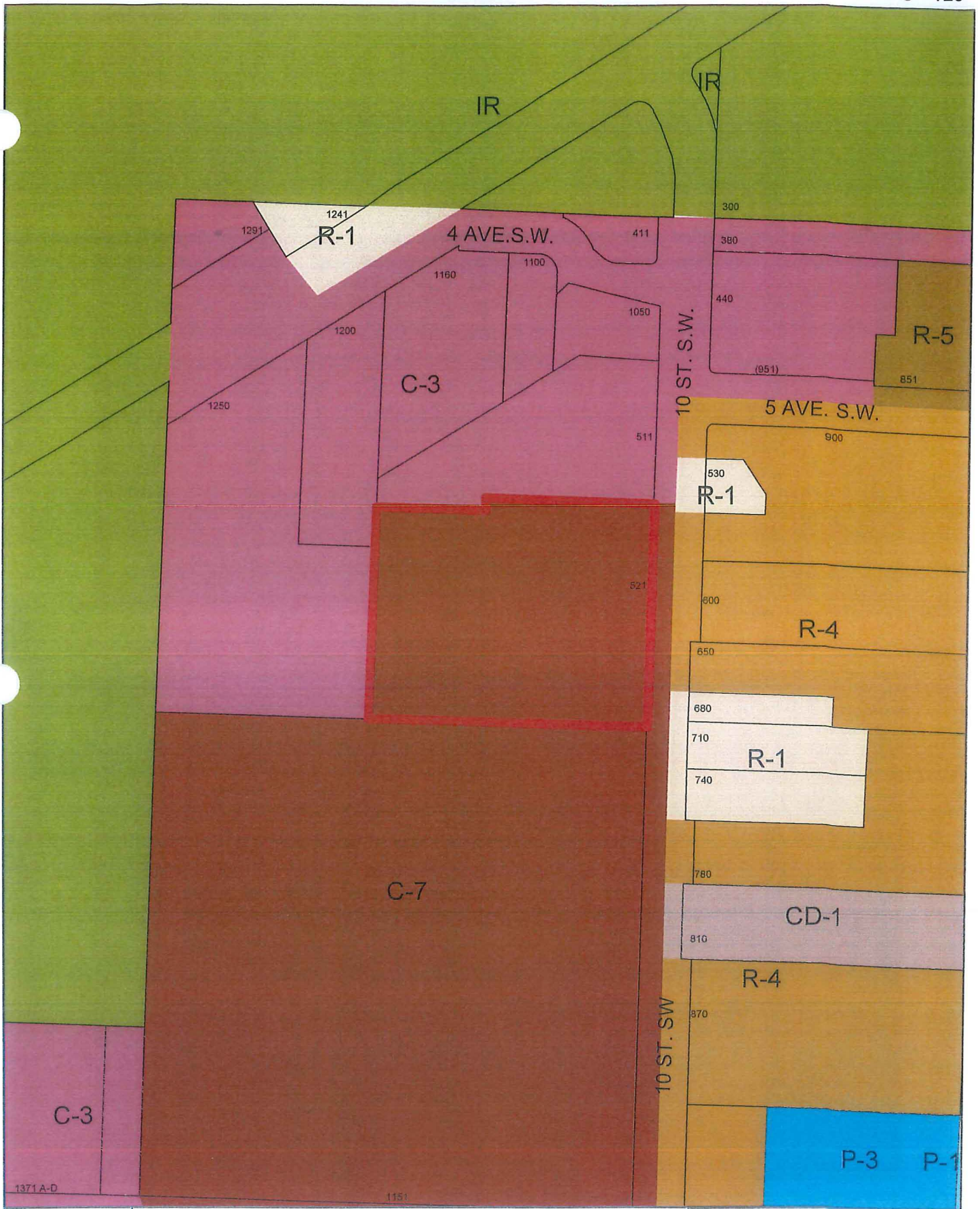
**DEVELOPMENT PERMIT LANDSCAPE PLAN**

**APPENDIX**

**L.01**









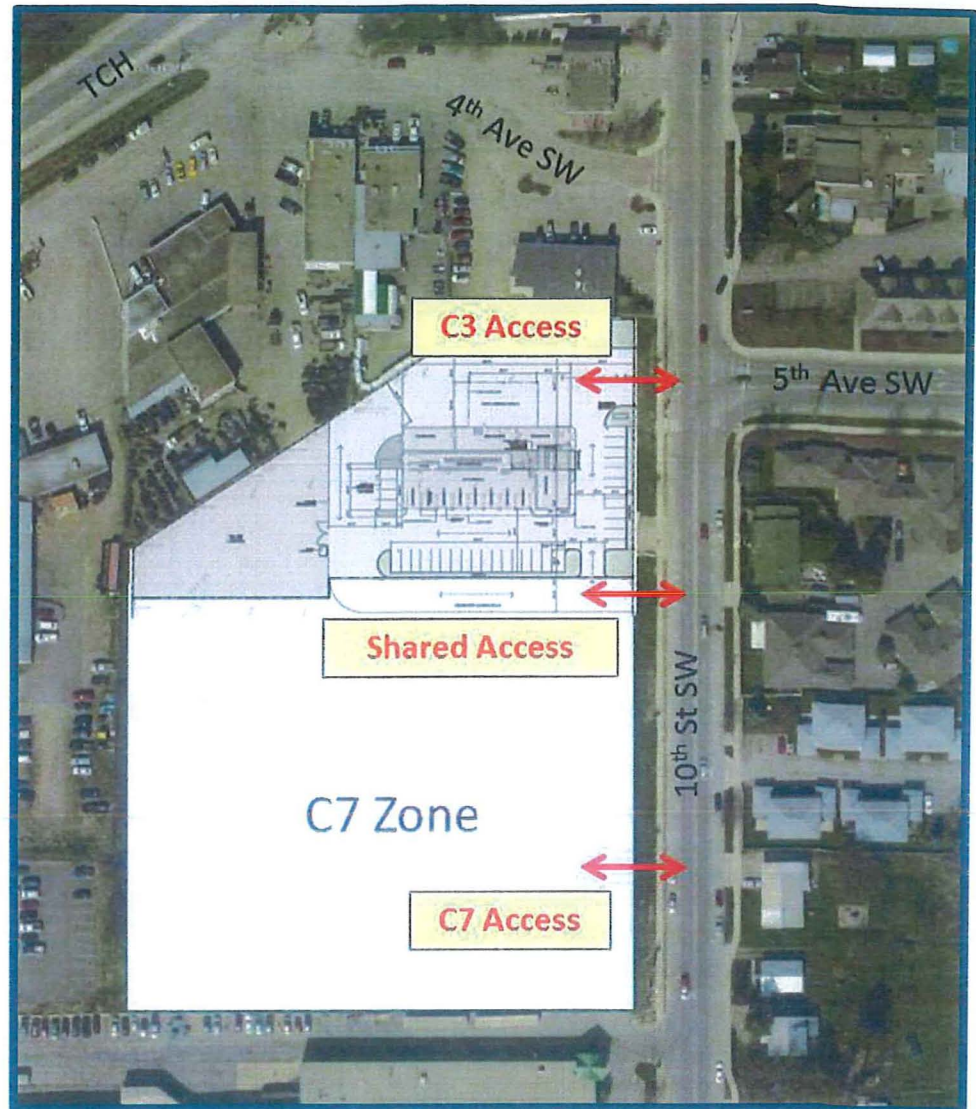


View of subject parcel looking southwest along 10 Street SW.



View of subject parcel looking northwest along 10 Street SW.





dcdean  
associates

## Salmon Arm Lot 5 Plan 12965 Traffic Impact Assessment

**D.C. Dean Associates Inc.**

32 – 1900 Irongate Place, Kamloops BV2E 2K1  
Phone: 250-372-9166 Fax: 250-372-8603  
Cell: 250-371-4822 email: dcdean@shaw.ca

2014 January 29

W.H. Laird Holdings Ltd.  
Box 1022  
Salmon Arm, BC  
V1E 4P2

Attention: Bill Laird

Dear Sir,

**Re: Traffic Impact Assessment, Lot 5 Plan 12965 Salmon Arm**

As requested an analysis has been completed on the traffic impacts of the proposed development on Lot 5, Plan 12965 in Salmon Arm, including the implications of increased traffic on the existing highway and city road network and the necessary measures required to mitigate the growth in traffic. The impact review has been undertaken in accordance with the terms of reference approved by the City and the Ministry of Transportation and Infrastructure on November 25, 2013.

The work undertaken, the analysis results, and conclusions as well as recommendations are all summarized in this report.

I trust this provides the required information as your development proceeds through the approval process. Please do not hesitate to call if you have any questions or need clarification.

Yours truly,

D.C. DEAN ASSOCIATES INC.

A handwritten signature in blue ink, appearing to read 'Dean'.

David Dean, P.Eng.

dcdean  
associates

**D.C. Dean Associates Inc.**

32 – 1900 Irongate Place, Kamloops BC V2E 2K1  
Phone: 250-372-9166 Fax: 250-372-8603  
Cell: 250-371-4822 email: dcdean@shaw.ca

W. H. Laird Holdings Ltd.

---

## Salmon Arm Lot 5 Plan 12965

### Traffic Impact Assessment

DRAFT

January 29, 2013

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## 1. Introduction

The property of Lot 5, Plan 12965 in Salmon Arm is being considered for rezoning and development by W.H. Laird Holdings Ltd. The lands are located on 10<sup>th</sup> Street S.W. in the southwest sector of the City as shown in Figure 1. The developer has retained D.C. Dean Associates to undertake a traffic impact assessment of the proposed development to identify the impact increased traffic has on the existing highway and City road system. As the property is located within 800 metres of the Trans-Canada Highway the traffic impact study has been prepared for approval by both the City of Salmon Arm and the Ministry of Transportation and Infrastructure (MOTI).

**Figure 1  
Site Location**



The purpose of the report is to identify the increased traffic growth the development will generate and the capacity and safety considerations that may arise with the development. The report will address the requirements outlined in the proposed Terms of Reference dated November 24, 2013 and approved by MOTI and the City on November 25, 2013.

The study area includes intersections around the development site that include both MOTI and City controlled intersections. These include the intersections shown in Figure 2.

**Figure 2  
Study Area**



January 29, 2013

## Salmon Arm Lot 5 Plan 12965 TIA

## 2. Proposed Development

It is proposed that Lot 5, Plan 12965 will be rezoned to accommodate C3 (Service Commercial) zoning for the northern portion of the lot, and C7 (Shopping Centre Commercial) zoning for the southern portion. Active planning for the C3 portion of the site to accommodate an 11,300 square foot tire service and retail store, while no definitive plans currently exist for the C3 zone. Figure 3 shows the proposed tire service centre site plan and the remaining C3 site. It also shows the access required for the tire centres truck circulation, and the proposed access for the remainder.

Although the plans are moving forward for the tire centre, the trip generations for this study will be based on the highest practical use of the site. This includes an 11,300 square foot building supply store on the C3 site, and a 94,500 square foot shopping centre on the C7 site (based on 42% site coverage).

For the purpose of the traffic study it is assumed that the C3 site will initially be developed with opening day occurring in 2014. Development of the shopping centre site will not occur for at least 5 years, with an assumed full build-out in 10 years. In reality, the development timing will be subject to market conditions and given the size of development full build-out could take longer.

The agreed upon study horizons include the following:

Opening Day 2014 – includes full build-out of the C3 Zone;

5-year 2019 – includes full build-out of the C3 Zone; and

10-year 2024 – includes full build-out of both the C3 and C7 Zones.

Figure 3  
Site Plan





### 3. Existing Area Conditions

#### 3.1. Study Area Land Use

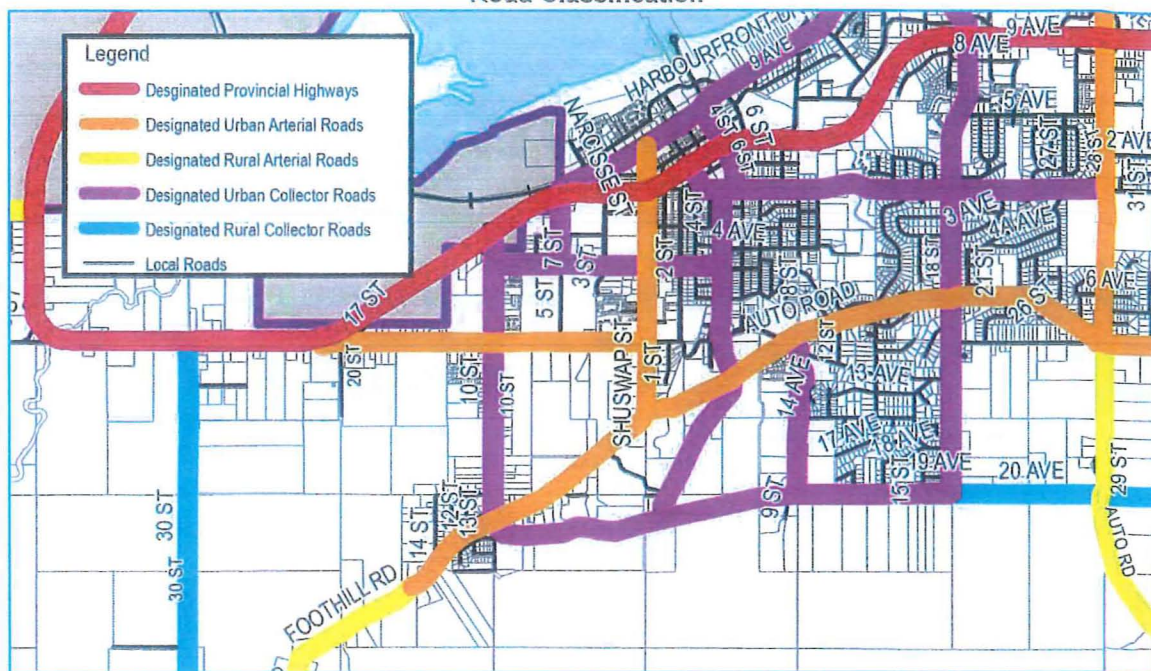
The existing land use in the vicinity of the proposed development consists of a mixture of residential, agricultural, commercial and service oriented developments. On the west side of 10<sup>th</sup> Street just south of the development is the Piccadilly Mall, and north of the development is a veterinarian clinic and automobile servicing establishments. Residential developments are situated on the east side of 10<sup>th</sup> Street across from the proposed development, as well as south of Piccadilly Mall. The mixture of residential and commercial generates pedestrian activity that needs to be accommodated along and across the roadways.

The Wal Mart in the Smart Centre has recently opened creating a noticeable increase of traffic along the Trans-Canada Highway corridor. In addition, the recent relocation of Canada Tire to the Piccadilly Mall has increased the traffic on 10<sup>th</sup> Street. Planning work has been undertaken on a proposed Gaming Centre at the southeast corner of 10<sup>th</sup> Street SW and the Trans-Canada Highway, but no start-up date has been announced.

#### 3.2. Road Network

The City of Salmon Arm's Official Community Plan provides a road classification system for the roads within the City. The designation of the roads in the vicinity of the proposed development is shown in Figure 4.

Figure 4  
Road Classification



Trans-Canada Highway (TCH) – this provincially designated highway has had some recent road widenings west of the 10<sup>th</sup> Avenue intersection due to the Smart Development impacts. From the protected tee at the 10<sup>th</sup> Avenue intersection the highway is two lanes east to the connection with 4<sup>th</sup> Avenue where it widens to a four lane cross-section. The intersections of the TCH with 10<sup>th</sup> Street and with 5<sup>th</sup> Street are signalized and have left turn bays on the TCH. The TCH is posted at 60 km/h between 10<sup>th</sup> Avenue and approximately 4<sup>th</sup> Avenue where it reduces to 50 km/h eastward through the City Centre.

10<sup>th</sup> Street SW – this roadway is classified as an urban collector road between the TCH and Foothill Road. The 14 metre wide roadway is marked as a two lane roadway with parking on both sides where appropriate. It is built to an urban standard with sidewalks on both sides. The majority of the traffic on the roadway is generated by the Piccadilly Mall. North of the TCH the roadway connects with Lakeshore Drive.

10<sup>th</sup> Avenue SW – this is an urban arterial road that provides an east-west alternative to the TCH. It is a two-lane roadway with a mixture of rural and urban treatment (curb, gutter and sidewalk) and is posted at 50 km/h. The intersection of 10<sup>th</sup> Avenue SW and 10<sup>th</sup> Street SW is controlled with a four-way stop.

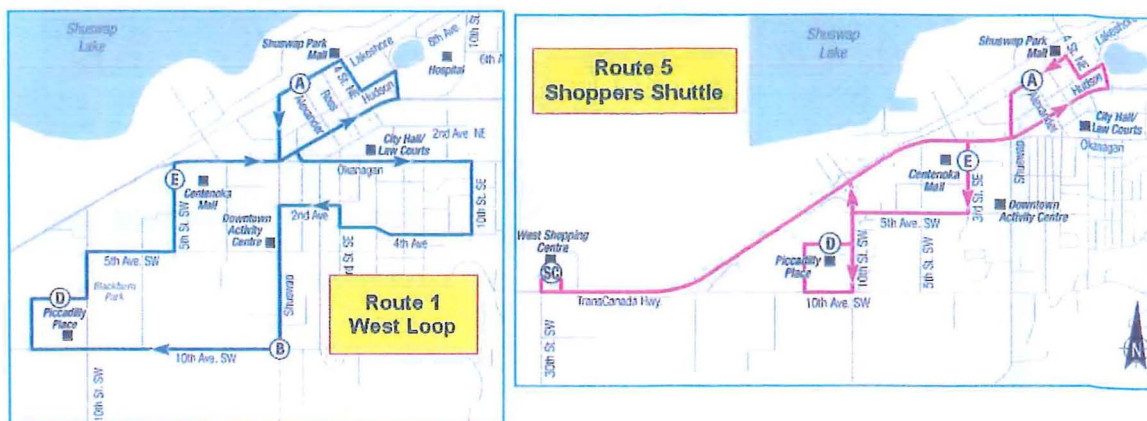
5<sup>th</sup> Avenue SW – this two lane urban collector road also provides an east-west connection between 10<sup>th</sup> Street SW and 5<sup>th</sup> Street SE. Within the study area it has curb, gutter and sidewalk on both sides of the roadway, with provision for parking.

5<sup>th</sup> Street SW – This also is a two lane urban collector road having parking on both sides and built to an urban standard with curb, gutter and sidewalks.

### 3.3. Transit Service

The development site is well served by the local transit system with two routes utilizing 10<sup>th</sup> Street SW. Route 1 (West Loop) provides daytime hourly service as does Route 6 (Shoppers Shuttle) with the buses arriving approximately ½ hour apart. Figure 5 shows the routes.

Figure 5 – Bus Routes





### 3.4. Pedestrians and Cyclists

Due to the proximity of commercial and residential developments, the existing pedestrian activity in the study area is relatively high and will continue to grow as the proposed shopping centre develops on the C7 site. The surrounding roadways have at least one sidewalk, with many of the roadways having sidewalks on both sides. Crosswalks are in place at the intersections, including one crossing of 10<sup>th</sup> Street SW at the intersection of the Piccadilly Mall driveway entrance. Concerns have been made regarding this crossing; it is a popular crosswalk with the seniors' residential community across the street, and a busy mall access with a high number of eastbound left turning motorists leaving the parking lot and turning over the crosswalk. The City is undertaking a safety review of this crossing in 2014 to determine whether enhancements are required.

### 3.5. Existing Traffic Volumes

Traffic counts were downloaded from the traffic controllers for the week of Nov 14 to 21, 2013 at the 10th Street SW and the 5th Street SW intersections with the TCH. These provided the lane counts through the intersection which were then converted to turning movement counts by supplementing peak hour spot counts. Peak hour traffic counts were conducted on the non-signalized intersections on Saturday Jan 11, 2014 and Tuesday Jan 14, 2014.

The MOTI periodically collects traffic count data from a site located on the TCH 200 metres east of Salmon River Road (TM Site ID 22-007EW). This site has classified the TCH as Seasonal and therefore summer peak volumes will be different than those counted in November and January. MOTI has provided a Summer Annual Daily Traffic (SADT) factor table to convert traffic volumes to summer volumes which is presented in Appendix A. In discussion with the City, it was decided to also adjust the City intersection counts to summer peak hour counts using the MOTI's SADT factor table. It was agreed that this would provide conservative summer traffic volumes (i.e. overestimate) – although the City traffic will increase in the summer, it may not increase to the same degree as the TCH.

The factor for the November counts is 1.631 and for January it is 1.973. The original traffic counts and the adjusted summer peak volumes are shown in Appendix B.

## 4. Projected Traffic

Within the study area future traffic volumes will increase due to growth of the background traffic (both highway and City generated) and the addition of traffic from the proposed development.

### 4.1. Background Traffic

Traffic is anticipated to grow each year on the TCH and within the community of Salmon Arm. The MOTI's traffic counting site on the TCH east of 5<sup>th</sup> Avenue (TM Site ID 22-020EW) identifies an average annual growth of 0.7% from 2005 to 2010. In recognition that this may

represent a low growth period, a typical highway growth rate of 2% annually has been applied in this analysis. The same 2% growth rate has been used on the City traffic.

The terms of reference indicated that the projected traffic from the Smart Centre development will be added to the road network. However, the prime tenant and traffic generator Wal Mart had opened and was in full operation when the traffic count information was collected for this study. Traffic generated from the ancillary buildings will be covered by the background growth rate.

The background traffic volumes for each study intersection at the 5-year horizon (2019) and 10-year horizon (2024) projected using these growth rates are shown in Appendix B.

## 4.2. Site Traffic

This section calculates the expected traffic that will be generated by each of the developments and distributes it upon the local road network.

### 4.2.1. Trip Generation

The trip generation rates have been established using the Institute of Transportation Engineers Trip Generation Manual (8<sup>th</sup> Edition) for the peak hours at the required horizon years.

The allowable land uses for each zone are identified in the City of Salmon Arm's Zoning Bylaw No. 2303. Different land uses have varying trip generation rates, but they also have a reasonable maximum size of development. Therefore to choose the land use to base the maximum number of trips generated from, it is necessary to consider both its trip generation rate and its reasonable maximum size. The maximum size for the C3 lot will be the proposed 11,300 sq. ft. Kal Tire proposal, whereas the maximum size for the shopping centre will be 42% lot coverage which is similar to the adjacent Piccadilly Mall. Key permitted uses in this evaluation are shown in the following table.

Figure 6 – Traffic Generation of Permitted Uses

Zone	Land Use	ITE Code	PM Peak Hr Trip Generation (trip / 1000 sq.ft)	Reasonable Building Size (sq.ft.)	PM Peak Hr Trips Generated
C3	Auto parts and accessories	843	5.98	7,500	45
	Building supply store	812	4.49	11,300	63
	Café / Restaurant	932	11.15	5,000	56
	Neighbourhood pub	925	11.34	5,000	57
	Tire store	848	4.15	11,300	47
C7	Shopping centre	820	3.73	94,500	352

Based on the trips generated, the land uses to be used for the analysis includes Building Supply Store in the C3 zone and Shopping Centre in the C7 zone.



The applicable trip generation rates for these land uses are shown in Figure 7 below:

Figure 7 – Trip Generation Rates

Zone	ITE Code	Land Use	Units	Weekday Peak Hour of Adjacent Street Traffic Between 4 and 6 pm	Saturday Peak Hour
C3	812	Building Supply Store	1000 sq.ft.	4.49 (47% in / 53% out)	9.58 (51% in / 49% out)
C7	820	Shopping Centre	1000 sq.ft.	3.73 (49% in / 51% out)	4.89 (53% in / 47% out)

For the purpose of the study it will be assumed that all trips generated by the development will be made by automobile, although it is recognized that some trips to the shopping centre in particular may be accommodated by transit or by walking from nearby residences. The number of trips generated by the development is therefore shown in Figure 8:

Figure 8 – Trip Generation

	PM Peak Hour		Saturday Peak Hour	
Zone	C3	C7	C3	C7
Land Use	Building Supply Store	Shopping Centre	Building Supply Store	Shopping Centre
Size	11,300 sq.ft.	94,500 sq.ft.	11,300 sq.ft.	94,500 sq.ft.
Generation Rate	4.49 trips / 1000 sq.ft.	3.73 trips / 1000 sq.ft.	9.58 trips / 1000 sq.ft.	4.89 trips / 1000 sq.ft.
Inbound / Outbound	47% / 53%	49% / 51%	51% / 49%	53% / 47%
Inbound Trips	24	173	55	245
	197		300	
Outbound Trips	27	179	53	217
	206		270	
Total Trips	51	352	108	462
	403		570	

It is also assumed that an estimated 10% of trips coming to the development sites that will be pass-by trips. These are trips by motorists already in the study area (e.g. going to Piccadilly Mall) and therefore should not be added to the surrounding intersection counts.

#### 4.2.2. Trip Distribution and Assignment

The proposed development will attract trips from throughout the region. Manual trip distribution and assignment has been based on 70% of the generated traffic using 10<sup>th</sup> Street SW to/from the north, 20% to/from the south, and 10% to/from the east on 5<sup>th</sup> Avenue SW. The resulting traffic assignment on the study intersections is shown in Figures 9 and 10.

**Figure 9**  
**C3 Zone Development Traffic Assignment**

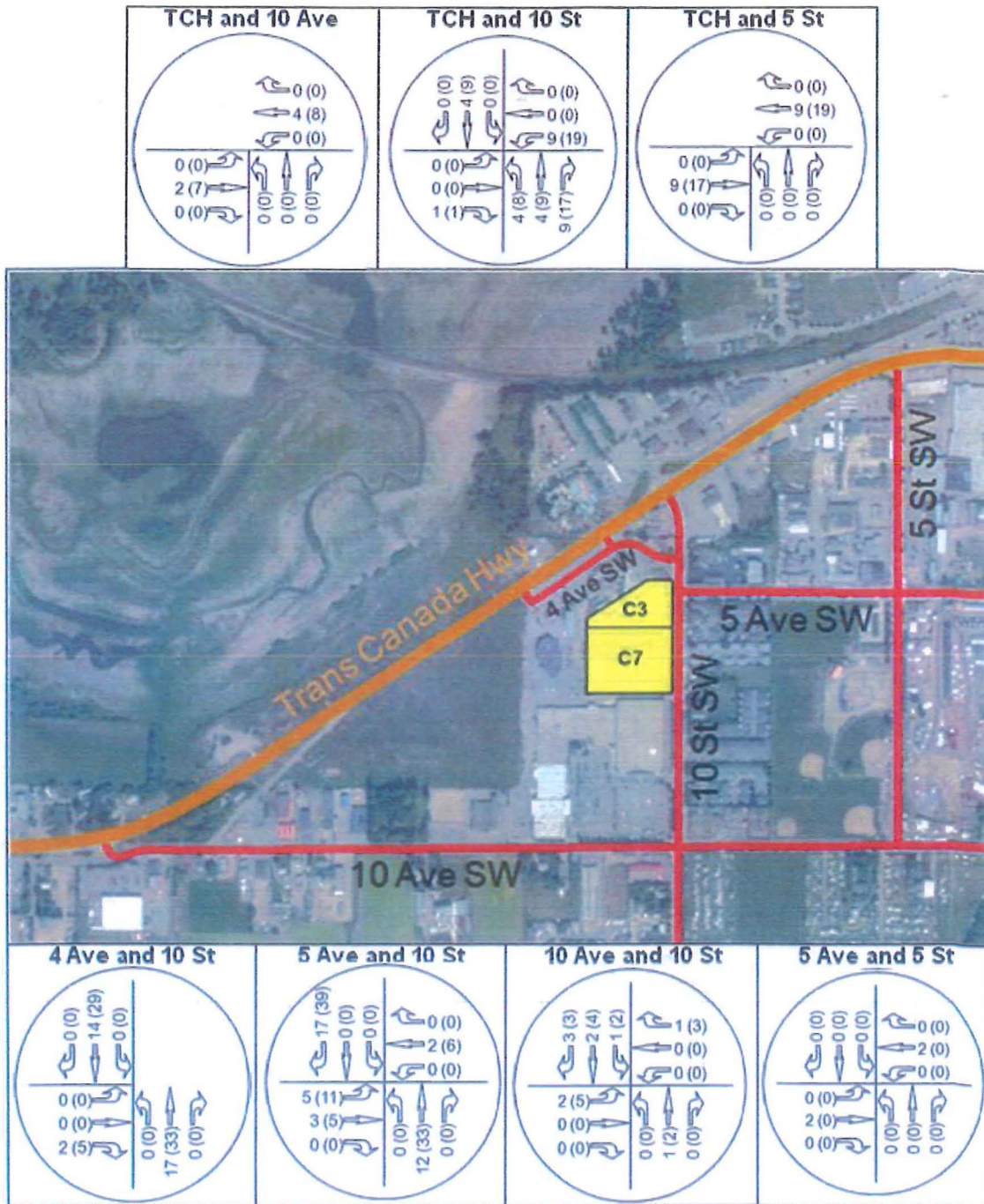
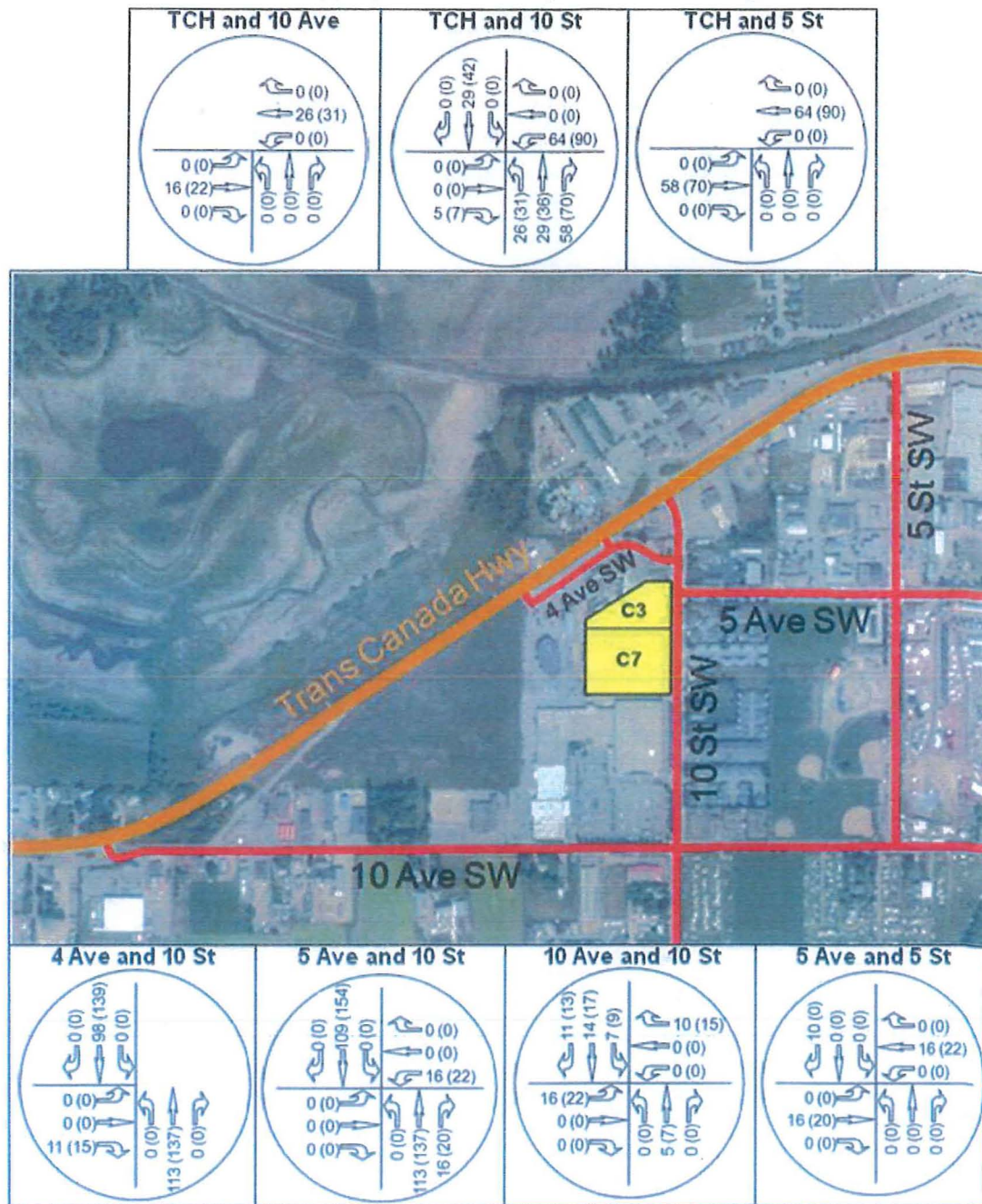




Figure 10  
C7 Zone Shopping Centre Development Traffic Assignment



#### 4.3. Total Traffic

The development traffic has been added to the background traffic to determine the total traffic for each of the peak periods in each of the planning horizons. This includes adding the C3 Zone development traffic to the 2014 and 2019 planning horizons, and both the C3 and C7 Zone development traffic to the 2024 horizon. The resulting traffic volumes are shown in Appendix B.

## 5. Transportation Analysis

This section of the report summarizes the capacity analyses for each of the horizon years that have been undertaken on the existing road network with the background traffic growth as well as the future road network with the addition of the proposed development traffic. The purpose of the analyses is to determine whether traffic growth (with and without development) can be accommodated by the road network and if not, what mitigation measures are required to provide acceptable levels of service.

### 5.1. Capacity and Level of Service

The performance of the intersections within the study area was reviewed using the methodology prescribed in the Highway Capacity Manual, through the use of Synchro and SimTraffic software. Key outputs of the analysis include the volume to capacity ratio (v/c), the level of service (LOS), and the queue lengths. For the volume to capacity ratio, the volume is the number of vehicles making a certain movement, and the capacity is the maximum number of vehicles that can be accommodated. The level of service is defined in terms of delay. Delay is a measure of driver discomfort, frustration, fuel consumption, and lost travel time. The relationship between level of service and delays for unsignalized intersections is shown in the following Figure 11. Motorists in a community the size of Salmon Arm would typically find an overall level of service C as being satisfactory, as long as each individual movement was a level of service D or better. The third output to consider is the queue length relative to the storage capacity of the turn bays or link lengths between intersections.

**Figure 11**  
**Level of Service Criteria for Intersections**

Level of Service Designation	Signalized Intersection Criteria Average Total Delay (Seconds per Vehicle)	Unsignalized Intersection Criteria Average Total Delay (Seconds per Vehicle)
A	≤ 10.0	≤ 10.0
B	10.1 to 20.0	10.1 to 15.0
C	20.1 to 35.0	15.1 to 25.0
D	35.1 to 55.0	25.1 to 35.0
E	55.1 to 80	35.1 to 50.0
F	> 80	> 50

Source: Highway Capacity Manual, Transportation Research Board; Washington, DC; 2000

#### 5.1.1. Weekday PM Peak Hour Analysis

This section summarizes the results of the Synchro / SimTraffic analysis of the Weekday PM Peak Hour levels of service for the various planning horizons. For each study year, results for both the background (base) traffic and the combined traffic (base plus development traffic) are shown. No intersection improvements are considered at this time. The traffic movements that



experience a level of service LOS D or worse or queue length exceeding the existing queue storage are noted. Full results of the Synchro / SimTraffic analyses are shown in Appendix C.

#### 2014 PM Peak Hour

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Base	5 <sup>th</sup> St & TCH	B	WBL	0.84	33.3	C	47	40
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	A	WBL	1.07	29.7	D	63	345
Combined	5 <sup>th</sup> St & TCH	B	WBL	0.85	47.4	D	48	40
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	A	WBL	1.13	33.3	D	74	345
			EBT	0.08	28.5	D	6	25
			WBR	1.54	37.0	D	29	345

The study intersections operate at an acceptable level of service during the 2014 PM peak hour both with and without the additional development traffic. Each scenario has some traffic movements at a couple of intersections operating at a LOS D but overall delays are acceptable.

#### 2019 PM Peak Hour

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Base	10 <sup>th</sup> St & TCH	C	EBL	0.56	45.5	D	49	40
			WBL	0.96	77.7	E	95	75
	5 <sup>th</sup> St & TCH	B	WBL	1.02	51.0	D	54	40
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	C	WBL	1.45	94.8	F	210	345
			WBR	1.45	66.3	E	29	345
Combined	10 <sup>th</sup> St & TCH	C	EBL	0.94	42.9	D	45	40
			WBL	0.91	48.9	D	85	75
			NBT / NBL	0.90	48.4	D	99	113
	5 <sup>th</sup> St & TCH	B	WBL	0.92	35.5	D	49	40
			NBL	0.49	46.6	D	62	180
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	B	WBL	1.54	62.4	E	117	345
			WBR	1.54	37.0	D	29	345

As traffic increases over the next five years the background growth causes more delays at the study intersections. Unacceptable LOS E and F are experienced for some movements and a number of left turn bay storage lengths are exceeded. Similar signal timings were used with

the additional development traffic, but resulted in fewer LOS E and F – the model runs are similar to real situations in that a short burst of traffic can set the service level off for a long period. Although the Combined level of service has only one LOS E, a number of queues exceeded the storage.

#### 2024 PM Peak Hour

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Base	10 <sup>th</sup> St & TCH	D	EBL	0.60	69.5	E	55	40
			EBT/EBR	0.98	44.2	D	121	133
			WBL	1.00	73.9	E	96	75
			NBT/NBL	0.98	57.7	E	104	113
	5 <sup>th</sup> St & TCH	B	WBL	1.15	77.7	E	56	40
			NBL	0.59	54.5	D	73	180
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	F	WBL / WBT	1.93	257.2	F	406	345
			WBR	1.93	233.9	F	26	345
	5 <sup>th</sup> St & 5 <sup>th</sup> Ave	E	NBL/NBT	0.34	95.9	F	77	410
			SBL/SBT	0.79	136.8	F	214	180
Combined	10 <sup>th</sup> St & TCH.	D	EBL	0.65	91.6	F	59	40
			EBT/EBR	1.06	76.5	E	137	133
			WBL	1.16	94.1	F	83	75
			NBT/NBL	1.12	62.3	E	117	113
			SBT/SBL	0.36	50.4	D	97	30
	5 <sup>th</sup> St & TCH	F	EBT/EBR	0.57	450.8	F	321	425
			WBL	1.27	959	F	49	40
			WBT	0.50	290	F	352	200
			NBL	0.59	52.6	D	75	180
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	F	EBL/EBT	0.27	37.9	E	7	25
			WBL/WBT/ WBR	2.98	496	F	330	345
	5 <sup>th</sup> St & 5 <sup>th</sup> Ave	F	NBL/NBT/N BR	0.37	963	F	231	410
			SBL/SBT/S BR	0.83	1424	F	399	130
	10 <sup>th</sup> St & 4 <sup>th</sup> Ave	A	EBL	0.48	31.5	D	33	80
	10 <sup>th</sup> Ave & TCH	A	NBL	1.10	41.9	E	69	220
			NBR	1.10	82.2	F	20	220

Numerous study intersections show failure in both the base and combined scenarios in the study year 2024 without any network improvements. This is not surprising given a 2% growth



rate over 10 years and the full build-out of development traffic. As with any road network, the failure of adjacent intersections can have a detrimental effect on the adjacent intersections.

### 5.1.2. Saturday Peak Hour Analysis

Similar to the previous section, this section summarizes the results of the Synchro / SimTraffic analysis of the Saturday Peak Hour levels of service for the various planning horizons.

#### 2014 Saturday Peak Hour

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Base	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	A	WBL	0.77	44.7	D	86	345
Combined	10 <sup>th</sup> St & TCH	C	WBL	0.95	38.4	D	76	75
			NBL/NBT	0.84	39.4	D	86	110
	5 <sup>th</sup> St & TCH	B	WBL	0.77	33.7	C	41	40
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	B	WBL/WBT	1.62	42.3	D	76	345

As was seen in the PM Peak Hour, the levels of service for the study intersections during the Saturday Peak hour are acceptable with some individual traffic movements at LOS D but overall LOS remaining at C or better.

#### 2019 Saturday Peak Hour

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Base	10 <sup>th</sup> St & TCH	D	EBL	0.48	60.4	E	59	40
			EBT/EBR	1.07	56.9	E	129	113
			WBL	0.93	76.6	E	56	75
			NBT/NBL	0.85	43.9	D	89	110
	5 <sup>th</sup> St & TCH	B	WBL	0.95	43.3	D	49	40
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	D	WBL/WBT	1.94	216	F	335	345
			WBR	1.94	174	F	30	345
Combined	10 <sup>th</sup> St & TCH	D	EBL	0.45	42.3	D	53	40
			WBL	1.05	142	F	100	75
			NBT / NBL	0.91	46.4	D	97	110
	5 <sup>th</sup> St & TCH	B	WBL	0.95	53.6	D	50	40
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	F	WBL/WBT	2.18	417	F	386	345
			WBR	2.18	393	F	30	345

Five years of background growth have caused traffic movements at two intersections to fail for both the base and combined scenarios.

### 2024 Saturday Peak Hour

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Base	10 <sup>th</sup> St & TCH	E	EBL	0.51	81.7	F	61	40
			EBT/EBR	1.05	78.2	E	142	113
			WBL	1.13	275	F	98	75
			NBT/NBL	0.97	66.0	E	107	110
	5 <sup>th</sup> St & TCH	C	WBL	1.04	91.6	F	56	40
			NBL	0.59	79	E	108	180
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	F	WBL / WBT	2.65	553	F	411	345
			WBR	2.65	521	F	32	345
	5 <sup>th</sup> St & 5 <sup>th</sup> Ave	F	SBL/SBT	0.59	565	F	336	130
	10 <sup>th</sup> St & 4 <sup>th</sup> Ave	B	EBL	0.34	53.9	F	39	80
			EBR	0.34	38.8	E	39	80
Combined	10 <sup>th</sup> St & TCH	F	NBL	1.05	99.7	F	101	220
			NBR	1.05	68.6	E	30	220
			EBL	0.66	80.2	F	62	40
			EBT/EBR	1.09	79.4	E	147	113
	5 <sup>th</sup> St & TCH	F	WBL	1.67	654	F	109	75
			NBT/NBL	1.23	44.6	D	99	110
			EBT/EBR	0.85	109	F	275	400
			WBL	1.52	702	F	59	40
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	F	WBT	0.76	260	F	279	270
			EBL/EBT	1.00	66.9	F	9	25
			WBL/WBT/ WBR	4.98	614	F	330	345
			NBL/NBT/N BR	0.20	396	F	17	410
	5 <sup>th</sup> St & 5 <sup>th</sup> Ave	F	SBL/SBT/S BR	0.65	1007	F	359	130
			NBL	1.10	57.7	F	85	220
	10 <sup>th</sup> Ave & TCH		NBR	1.10	42.9	E	25	220
			EBL/EBR	4.06	169	F	51	25
	Shopping Centre Access	C						

Similar to the PM Peak Hour, numerous study intersections show failure in both the base and combined scenarios in the study year 2024 without any network improvements. An additional intersection at the proposed shopping centre is now active, and shows with full build-out the exiting movement fails (this has assumed all shopping centre traffic exiting at the one access as opposed to splitting volumes with the shared access – if this is done the access exiting movement still operates at LOS F).



## 5.2. Capacity Improvements

A number of intersection control, signal timing and phasing, and road widenings are required to accommodate the expected future growth of traffic within the study area if an acceptable level of service is to be maintained. This section of the report identifies what those capacity improvements should be at each planning year, and the resulting levels of service that would result in the weekday PM and Saturday peak hours if they were to be implemented.

### 5.2.1. 2014 (Opening Day) Horizon

No mitigation is required to maintain an adequate level of service at the opening day horizon. The levels of service remain what was previously reported with some traffic movements operating at a LOS D while the overall level of service remains LOS C or better for each study intersection.

#### 2014 PM Peak Hour

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Base	5 <sup>th</sup> St & TCH	B	WBL	0.84	33.3	C	47	40
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	A	WBL	1.07	29.7	D	63	345
Combined	5 <sup>th</sup> St & TCH	B	WBL	0.85	47.4	D	48	40
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	A	WBL	1.13	33.3	D	74	345
			EBT	0.08	28.5	D	6	25
			WBR	1.54	37.0	D	29	345

#### 2014 Saturday Peak Hour

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Base	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	A	WBL	0.77	44.7	D	86	345
Combined	10 <sup>th</sup> St & TCH	C	WBL	0.95	38.4	D	76	75
			NBL/NBT	0.84	39.4	D	86	110
	5 <sup>th</sup> St & TCH	B	WBL	0.77	33.7	C	41	40
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	B	WBL/WBT	1.62	42.3	D	76	345

### 5.2.2. 2019 Horizon

The following mitigation measures are required to maintain an acceptable level of service within the study area at the 2019 planning horizon.

**Figure 12**  
**Mitigation Measures Required Prior to 2019**

Without Development Traffic	With Development Traffic
<ul style="list-style-type: none"> <li>• Install new traffic signal at the intersection of 10 Street SW and 5<sup>th</sup> Avenue SW</li> </ul>	<ul style="list-style-type: none"> <li>• Install new traffic signal at the intersection of 10 Street SW and 5<sup>th</sup> Avenue SW</li> </ul>
<ul style="list-style-type: none"> <li>• Install westbound advance left turn signal phase at 5<sup>th</sup> Street SW and the TCH</li> </ul>	<ul style="list-style-type: none"> <li>• Install westbound advance left turn signal phase at 5<sup>th</sup> Street SW and the TCH</li> </ul>

After applying these mitigation measures the level of service analysis identifies the following traffic movements having a LOS E or worse and/or queue lengths exceeding storage bays.

#### 2019 PM Peak Hour (with mitigation)

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Base	10 <sup>th</sup> St & TCH	C	EBL	0.53	33.9	C	45	40
			NBL/NBT	0.92	52.8	D	101	110
	5 <sup>th</sup> St & TCH	B	WBL	0.72	26.2	C	48	40
Combined	10 <sup>th</sup> St & TCH	C	EBL	0.53	33.1	C	46	40
			WBL	0.85	39.1	D	80	75
			NBT / NBL	0.94	52.7	D	99	110
	5 <sup>th</sup> St & TCH	B	WBL	0.72	26.5	C	46	40

#### 2019 Saturday Peak Hour (with mitigation)

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Base	10 <sup>th</sup> St & TCH	C	EBL	0.42	36.2	D	52	40
			WBL	0.95	40.7	D	80	75
			NBL/NBT	0.90	49.0	D	95	110
Combined	10 <sup>th</sup> St & TCH	C	EBL	0.44	51.0	D	52	40
			EBT/EBR	0.99	42.5	D	106	113
			WBL	0.95	53.1	D	90	75
			NBT / NBL	0.94	52.6	D	100	110



### 5.2.3. 2024 Horizon

The following mitigation measures are required to maintain an acceptable level of service within the study area at the 2024 planning horizon.

**Figure 12**  
**Mitigation Measures Required Prior to 2024**

Without Development Traffic	With Development Traffic
<ul style="list-style-type: none"> <li>• Install new traffic signal at the intersection of 10<sup>th</sup> Street SW and 5<sup>th</sup> Avenue SW</li> </ul>	<ul style="list-style-type: none"> <li>• Install new traffic signal at the intersection of 10<sup>th</sup> Street SW and 5<sup>th</sup> Avenue SW</li> </ul>
<ul style="list-style-type: none"> <li>• Install westbound advance left turn signal phase at 5<sup>th</sup> Street SW and the TCH</li> </ul>	<ul style="list-style-type: none"> <li>• Install westbound advance left turn signal phase at 5<sup>th</sup> Street SW and the TCH</li> </ul>
<ul style="list-style-type: none"> <li>• Install four-way stop control at the intersection of 5<sup>th</sup> Street SW and 5<sup>th</sup> Avenue SW</li> </ul>	<ul style="list-style-type: none"> <li>• Install four-way stop control at the intersection of 5<sup>th</sup> Street SW and 5<sup>th</sup> Avenue SW</li> </ul>
<ul style="list-style-type: none"> <li>• Realign the 10<sup>th</sup> Avenue and TCH intersection to a signalized 20<sup>th</sup> Street intersection in accordance with City plans.</li> </ul>	<ul style="list-style-type: none"> <li>• Realign the 10<sup>th</sup> Avenue and TCH intersection to a signalized 20<sup>th</sup> Street intersection in accordance with City plans.</li> </ul>
<ul style="list-style-type: none"> <li>• Widen the 10<sup>th</sup> Street SW northbound and southbound approaches to the TCH to include 1 shared left/thru, 1 thru, and 1 right turn lane</li> </ul>	<ul style="list-style-type: none"> <li>• Widen the 10<sup>th</sup> Street SW northbound and southbound approaches to the TCH to include 1 shared left/thru, 1 thru, and 1 right turn lane</li> </ul>
<ul style="list-style-type: none"> <li>• Widen the TCH westbound approach to 10<sup>th</sup> Street SW and install dual left turn lanes (required for Saturday Peak Hour)</li> </ul>	<ul style="list-style-type: none"> <li>• Widen the TCH westbound approach to 10<sup>th</sup> Street SW and install dual left turn lanes (required for Saturday Peak Hour)</li> </ul>
	<ul style="list-style-type: none"> <li>• Widen the TCH eastbound approach to 10<sup>th</sup> Street SW and add a 3<sup>rd</sup> eastbound through lane (required for Saturday Peak Hour)</li> </ul>
	<ul style="list-style-type: none"> <li>• Install new traffic signal on 10<sup>th</sup> Street SW at the south access to the proposed shopping centre</li> </ul>

After applying these mitigation measures the level of service analysis identifies the following traffic movements having a LOS E or worse and/or queue lengths exceeding storage bays.

**2024 PM Peak Hour (with mitigation\*)**

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Base	10 <sup>th</sup> St & TCH	C	EBL	0.54	39.4	D	37	40
			WBL	0.85	35.3	D	70	75
			NBL	0.66	44.7	D	71	110
	5 <sup>th</sup> St & TCH	B	WBL	0.78	31.2	C	50	40
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	B	SBL	0.39	43.6	D	39	37
	10 <sup>th</sup> Ave & TCH	B	WBL	0.60	36.3	D	11.7	40?
Combined	10 <sup>th</sup> St & TCH.	C	EBL	0.53	44.2	D	41	40
			NBL	0.73	44.1	D	78	110
			SBL	0.25	37.1	D	36	30
	5 <sup>th</sup> St & TCH	C	WBL	0.85	37.9	D	55	40

\*except those measures identified as required for Saturday Peak Hour

**2024 Saturday Peak Hour (with mitigation)**

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Base	10 <sup>th</sup> St & TCH	C	NBL	0.51	36.8	D	67	110
Combined	10 <sup>th</sup> St & TCH.	C	EBL	0.58	40.0	D	39	40
			EBR/EBT	0.83	49.3	D	66	113
			WBL	0.80	40.5	D	61	75
			NBL	0.66	47.6	D	81	110
	5 <sup>th</sup> St & TCH	B	WBL	0.79	28.3	C	49	45
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	B	SBL	0.61	40.9	D	42	37
	Shopping Centre Access	B	NBT	0.73	39.9	D	67	100



### 5.3. 10<sup>th</sup> Street SW Treatment

The width of 10<sup>th</sup> Street SW is approximately 14 metres between the TCH and 10<sup>th</sup> Avenue SW. For the portion between 5<sup>th</sup> and 10<sup>th</sup> Avenues the roadway has one travel lane and one parking lane in each direction. Sidewalks exist on both sides of 10<sup>th</sup> Street SW and crosswalks are located at 5<sup>th</sup> Avenue, the entrance to Piccadilly Mall and 10<sup>th</sup> Avenue. With the projected increase in background traffic and the proposed new development, traffic volumes will increase on 10<sup>th</sup> Street SW and modification to the cross-section will be required. A plan for access to the development site is required to adequately and safely provide access.

#### 5.3.1. Access

Access to the two developments is proposed as shown in Figure 13. Both the C3 and C7 sites will have a full turns access, and also share a full turns access at their boundary. The north access is directly across from 5<sup>th</sup> Avenue SW and should be constructed with curb returns to visually reinforce the 4<sup>th</sup> leg of the intersection. This is particularly important when the intersection is signalized.

As the C7 zoned shopping centre develops the south access will need to be provided. By full build-out, the traffic exiting the south access will be operating at a LOS F. Although the level of service could be improved through the application of a protected T the future need of 4-laning 10<sup>th</sup> Street makes a traffic signal a more logical measure.

**Figure 13**  
**Development Access**



#### 5.3.2. Truck Access

The likely use of the C3 zone will be for a tire service and retail shop, and therefore access for semi-trailers is required. On-site movements and circulation is important, and this is what has identified the need for the mid access that will be shared by the C3 and C7 zone. Figure 14 shows the turning movements of the design vehicle (WB-67 US) used by Kal-Tire in their site designs. The turn into the development site requires a 15 metre wide access throat. To minimize the crossing distance for pedestrians, it is suggested that this could be designed with a truck turning apron and having a standard crossing width access.



Also shown in Figure 15 is the turning radius of the design vehicle for the eastbound right turn from the TCH onto 10<sup>th</sup> Street SW. Due to the tight turning radius the truck cannot make the turn without utilizing additional lane space. The drawing is reflective of what currently exists when the semi-trucks servicing the Piccadilly Mall make this movement. A less disruptive movement that would be known by the local truck drivers using the Kal Tire service bays would be to turn right off of the TCH at the 4<sup>th</sup> Avenue connection, and make the turn onto 10<sup>th</sup> Street SW from 4<sup>th</sup> Avenue.

**Figure 14**  
**Truck Access and Circulation**



**Figure 15**  
**TCH Eastbound Right Turn onto 10<sup>th</sup> St SW**



### 5.3.3. Pedestrian Movements

The development of the C3 zone lands will likely not add to the pedestrian activity within the area. However, as the shopping centre is developed in the C7 zone lands, it will attract pedestrian traffic from the neighbouring residential developments. For the residential complexes across the street from the proposed shopping centre, it is unlikely that pedestrians will walk north or south to the existing crosswalks. Similarly, a bus stop exists opposite the proposed shopping centre (see Figure 16) creating a pedestrian desire line across 10<sup>th</sup> Street at this location. Therefore a future warranted crosswalk at the south entrance to the shopping centre should be anticipated in the access design, and pedestrian routing from the access to the shopping centre buildings should be considered.

**Figure 16**  
**Bus Stop Locations**



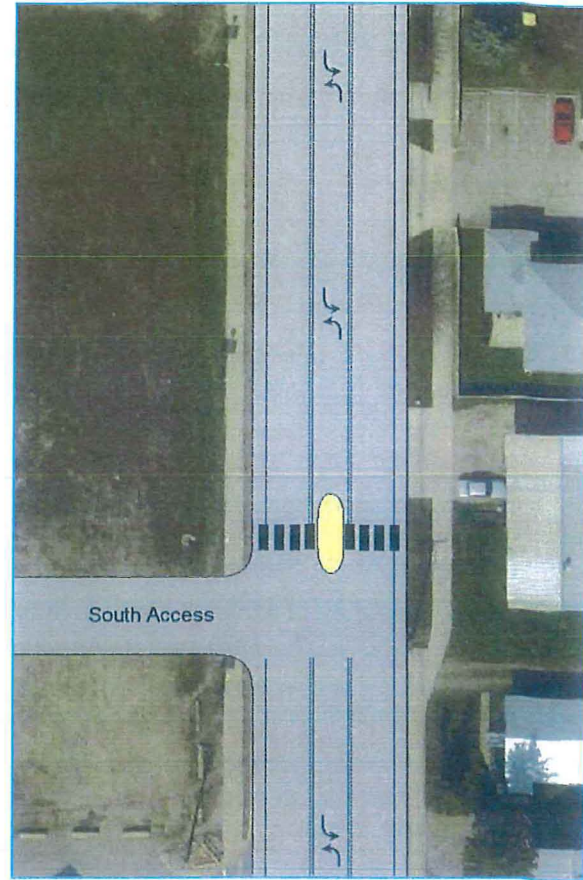


### 5.3.4. 10<sup>th</sup> Street SW Cross-Section

The background and development traffic projections indicate close to 2000 vehicles during the peak hours on 10<sup>th</sup> Street SW south of 5<sup>th</sup> Avenue within the next 10 years. With parked vehicles and turning movements into the existing residences and future developments, the existing 2 travel lane roadway could experience delays and safety issues due to congestion.

Consideration should be given to removing the turning vehicles from the through lanes, thereby increasing the corridor's capacity, by removing the parking and installing a centre two-way left turn lane. This extends the ability for the corridor to remain as a two-lane roadway and retain the benefits of slower traffic and shorter pedestrian crossings. The added benefit for vulnerable road users is that room would exist for bicycle lanes or wider shared lanes and medians could be installed at crosswalks to provide a mid-crossing refuge as shown in Figure 17. As traffic volumes increase throughout the corridor, the cross-section will need to change to a 4 lane roadway.

**Figure 17**  
**Two-way Left Turn Lane Example**



## 6. Improvement Summary

This section summarizes the recommended improvements required to maintain capacity and address safety issues of road network experiencing high traffic growth. It also discusses possible impediments for carrying through with the recommendations and the consequences if that were to happen.

### 6.1. Recommended Improvements

A list of road network improvements have been identified for the study area based on the projection of background traffic increases and the addition of the proposed development traffic. These improvements have been identified for the three planning horizon years – opening day (2014), 2019, and 2024.

Although tied to specific years, the improvements will be required based on the actual traffic growth. It is noted that the projected traffic growth in this study could be overestimated for the following reasons:

- The highway and City traffic growth factor of 2% is higher than recent historical growth (highway growth from 2005 to 2010 was 0.7%);
- The highway SADT factors (1.973 for January counts and 1.631 for November counts) were used on the City intersections;
- Assumed use of development land was based on highest trip generator whereas the C3 site is being developed for a tire service and retail store, and the C7 site development plans are unknown at this time.

It is therefore suggested that the planning time frames be used as a guide and the timing of the recommended mitigation measures be based on actual traffic growth.

The following mitigation measures are required with and without development traffic:

- For opening day (2014):
- No mitigation measures are required
  - Consider removing parking on 10<sup>th</sup> Street SW between 5<sup>th</sup> Avenue SW and 10<sup>th</sup> Avenue SW and installing a centre two-way left turn lane
- Prior to 2019:
- Install new traffic signal at the intersection of 10 Street SW and 5<sup>th</sup> Avenue SW
  - Install westbound advance left turn signal phase at 5<sup>th</sup> Street SW and the TCH
- Prior to 2024:
- Install four-way stop control at the intersection of 5<sup>th</sup> Street SW and 5<sup>th</sup> Avenue SW
  - Realign the 10<sup>th</sup> Avenue and TCH intersection to a signalized 20<sup>th</sup> Street intersection in accordance with City plans.
  - Widen the 10<sup>th</sup> Street SW northbound and southbound approaches to the TCH to include 1 shared left/thru, 1 thru, and 1 right turn lane
  - Widen the TCH westbound approach to 10<sup>th</sup> Street SW and install dual left turn lanes (required for Saturday Peak Hour)

In addition to the above mitigation measures, the addition of development traffic requires the following further mitigation:

- Prior to 2024:
- Widen the TCH eastbound approach to 10<sup>th</sup> Street SW and add a 3<sup>rd</sup> eastbound through lane (required for Saturday Peak Hour)
  - Install new traffic signal on 10<sup>th</sup> Street SW at the south access to the proposed shopping centre



## 6.2. Impediment for Improvement

### 6.2.1. Land Acquisition Required

The proposed improvements at the intersection of 10<sup>th</sup> Street SW and the TCH require road widenings and land acquisition on both 10<sup>th</sup> Street SW and the TCH. The adjacent properties are First Nations lands which may extend the timing of acquisition or impact its feasibility. It is likely that improvements would only be achieved during a full corridor upgrade where property issues are better addressed. The result may be that with or without the development, the level of service of the 10<sup>th</sup> Street intersection with the TCH will fall below acceptable levels.

### 6.2.2. Traffic Redistribution

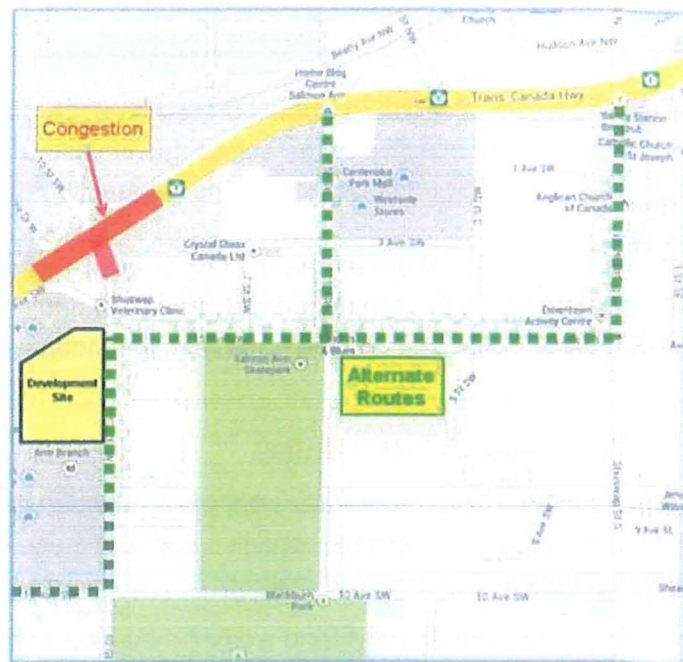
As the levels of service decrease and the congestion and delays increase, it is likely that those motorists that have a choice of routing in their travels change their travel patterns. In this situation, the 5<sup>th</sup> Avenue corridor parallels the highway and is currently under-utilized. Access to the 10<sup>th</sup> Street destinations could rely on the 5<sup>th</sup> Avenue corridor connecting with either 5<sup>th</sup> Street or Shuswap as shown in Figure 18. Similarly, northbound vehicles on 10<sup>th</sup> Street turning left at TCH could choose to go southbound on 10<sup>th</sup> Street to turn right on 10<sup>th</sup> Avenue to connect to the highway.

A simulation of the redistribution of traffic onto these alternate routes was undertaken to determine whether the alternate routes could accommodate more traffic. The 2024 Saturday Peak Hour scenario was run with no improvements to the intersection of 10<sup>th</sup> Street and TCH, but with the following movements reduced by 50% and redistributed onto the network:

- Northbound left turn
- Northbound right turn
- Westbound left turn

The level of service implications are shown in the following table.

**Figure 18**  
**Route Alternatives**



**2024 Saturday Peak Hour (No improvements at 10<sup>th</sup> Street and TCH)  
Traffic Redistributed**

Scenario	Inter-section	Overall LOS	Movement	V/C Ratio	Delay (sec)	LOS	Queue (m)	Queue Storage (m)
Combined	10 <sup>th</sup> St & TCH.	28.2	EBL/EBT/EBR	0.97	41.2	D	110	113
			WBL	0.82	63.1	E	105	75
			NBT/NBL	0.83	50.2	D	91	110
			SBL	0.40	37.9	D	87	30
	5 <sup>th</sup> St & TCH	24.2	WBL	0.86	45.3	D	56	40
			NBL	0.39	41.2	D	98	180
	10 <sup>th</sup> St & 5 <sup>th</sup> Ave	16.3	SBL	0.68	57.7	E	41	37
	10 <sup>th</sup> Ave & TCH	20.1	WBL	0.32	70.3	E	21	75
			NBL	0.81	37.3	D	93	220
	Shopping Centre Access	14.3	NBL	0.73	50.6	D	73	110

The resulting levels of service for some movements are below acceptable limits at some intersections but are reflective of the delays that would be required to encourage alternative routing. The overall levels of service for the intersections are all at LOS C or better.

This would indicate that if the preferred improvement strategy needed to accommodate background growth (with or without development) cannot be undertaken at the optimum time, alternate routing exists that can reasonably accommodate the growth in traffic.

### 6.2.3. Future Uncertainties

There are a number of uncertainties within this analysis where assumptions had to be made in order to assess the road network impacts. Some of these uncertainties related to the development of the C7 zone land, namely:

- The assumption that the land would be built out within 10 years;
- The assumption that 94,500 sq.ft. of retail space would be built.

However, the biggest uncertainty is the growth of the background traffic and the ability to accommodate this growth by making improvements to the 10<sup>th</sup> Street and TCH intersection.

Based on the consequences that these uncertainties have on the road network it is suggested that this TIA provide the information required to approve the rezoning subject to a 219 covenant (no build clause) on the C7 zone land. When the timing and nature of the C7 zone



development is known, updated traffic impact analysis could be done to identify the measures required to remove the covenant.

## 7. Conclusions and Recommendations

The following is a summary of findings and recommendations for this analysis of the proposed development of Lot 5 Plan 12965 in Salmon Arm.

- A development is proposed on Lot 5 Plan 12965 consisting of an 11,300 square foot tire service and retail store on the northern C3 zone land and a shopping centre on the southern C7 zone land. The tire service and retail store is anticipated to be built in 2014, where as the shopping centre will be developed between 2019 and 2024.
- Based on a higher trip generating land use, the C3 zone land could generate 51 and 108 trips in the weekday PM peak hour and Saturday peak hour respectively.
- The C7 zone land could generate 352 and 462 trips in the weekday PM peak hour and Saturday peak hour respectively.
- Each development will have one full-turns access and will share a second full-turns access, all from 10<sup>th</sup> Street SW.
- Capacity analyses were undertaken for Ministry of Transportation and Infrastructure (MOTI) and City intersections within the vicinity of the new developments, both with and without the traffic added by the developments. Horizon years of 2014, 2019 and 2024 were considered.
- At opening day of the tire and retail store in 2014 all intersections within the study area operate at a level of service (LOS) C or better, with individual movements not worse than a LOS D.
- At the 2019 planning horizon, all intersections operate at a LOS C or better, but some individual movements at the intersections of 10<sup>th</sup> Street SW & TCH and 10<sup>th</sup> Street SW & 5<sup>th</sup> Street SW operate at LOS E and F, with and without the development traffic.
- At the 2024 planning horizon, a number of intersections within the study area fail with an overall LOS F, with and without the development traffic.
- In order to mitigate the poor levels of service of the growth in background traffic, the following improvement strategy is recommended:

For opening day (2014):	<ul style="list-style-type: none"> <li>• No mitigation measures are required</li> <li>• Consider removing parking on 10<sup>th</sup> Street SW between 5<sup>th</sup> Avenue SW and 10<sup>th</sup> Avenue SW and installing a centre two-way left turn lane</li> </ul>
Prior to 2019:	<ul style="list-style-type: none"> <li>• Install new traffic signal at the intersection of 10 Street SW and 5<sup>th</sup> Avenue SW</li> <li>• Install westbound advance left turn signal phase at 5<sup>th</sup> Street SW and the TCH</li> </ul>

Prior to 2024:	<ul style="list-style-type: none"> <li>• Install four-way stop control at the intersection of 5<sup>th</sup> Street SW and 5<sup>th</sup> Avenue SW</li> <li>• Realign the 10<sup>th</sup> Avenue and TCH intersection to a signalized 20<sup>th</sup> Street intersection in accordance with City plans.</li> <li>• Widen the 10<sup>th</sup> Street SW northbound and southbound approaches to the TCH to include 1 shared left/thru, 1 thru, and 1 right turn lane</li> <li>• Widen the TCH westbound approach to 10<sup>th</sup> Street SW and install dual left turn lanes (required for Saturday Peak Hour)</li> </ul>
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- When the development traffic is added to the road network, further mitigation measures are required to attain acceptable levels of service:

Prior to 2024:	<ul style="list-style-type: none"> <li>• Widen the TCH eastbound approach to 10<sup>th</sup> Street SW and add a 3<sup>rd</sup> eastbound through lane (required for Saturday Peak Hour)</li> <li>• Install new traffic signal on 10<sup>th</sup> Street SW at the south access to the proposed shopping centre</li> </ul>
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- The recommended improvements at the intersection of 10<sup>th</sup> Street SW and TCH may be difficult to achieve due to difficulties in achieving the road right-of-way. If that occurs, the background growth of highway and city traffic over the next 10 years will result in intersection failure and excessive delays and will encourage motorists that have routing alternatives to avoid the intersection.
- A review of major redistribution of traffic (50% of traffic having 10<sup>th</sup> Street SW as origin/destination) indicates that adjacent corridors have excess capacity and can accommodate the redistributed traffic. The levels of service of the study area intersections all had LOS C or better, with 3 intersections having one movement with a LOS E.
- This indicates that until such time as highway widening can occur through this area, congestion will influence the routing choices within the study area. Highway improvement at the 10<sup>th</sup> Street intersection will likely occur only with a corridor wide improvement program, as opposed to intersection specific.
- All results of this study are based on traffic volume projections that are deemed to be quite conservative (i.e. overestimated). The timing of specific improvements with and without development traffic is shown for comparison purposes; actual timing of improvements should be based on the traffic conditions of the day.
- Due to the uncertainties with respect to the C7 zone land development's timing and size, and the uncertainty of background growth rate and the ability to accommodate the growth with improvements at the 10<sup>th</sup> Street and TCH intersection, consideration should be given to zoning approval subject to a 219 Covenant restricting development of the C7 zone lands. It is recommended that once the timing and nature of the C7 zone development is known updated traffic impact analysis be done to identify the measures required to remove the covenant.

## Appendix A

## Summer Annual Daily Traffic Factors



**2007 SADT Factors**

Group	Type	Day of Week	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Consistent		1.226	1.138	1.105	1.08	1.059	1.032	1.003	0.998	1.04	1.088	1.128	1.191
2	Seasonal		1.973	1.777	1.605	1.482	1.296	1.23	1.032	0.971	1.186	1.393	1.631	1.838
3	Highly Seasonal		3.028	2.714	2.224	1.929	1.631	1.451	1.03	0.978	1.412	1.916	2.512	2.754
1	Daily	Sun	1.242	1.283	1.224	1.219	1.236	1.207	1.207	1.194	1.217	1.254	1.237	1.344
1	Daily	Mon	1.031	1.001	1.003	1.005	1.039	1.009	1.023	1.031	1.047	1.025	1.063	1.014
1	Daily	Tue	0.968	0.972	0.968	0.969	0.974	0.979	0.969	0.979	0.973	0.969	0.975	1.026
1	Daily	Wed	0.965	0.959	0.953	0.954	0.959	0.961	0.962	0.948	0.953	0.966	0.955	0.933
1	Daily	Thu	0.963	0.938	0.946	0.916	0.928	0.943	0.939	0.933	0.942	0.942	0.926	0.894
1	Daily	Fri	0.877	0.878	0.898	0.947	0.885	0.892	0.9	0.904	0.891	0.872	0.871	0.856
1	Daily	Sat	1.087	1.124	1.133	1.104	1.1	1.117	1.101	1.112	1.087	1.1	1.102	1.113
2	Daily	Sun	1.24	1.251	1.139	1.119	1.128	1.079	1.042	1.027	1.037	1.226	1.174	1.225
2	Daily	Mon	1.02	0.99	1.019	1.013	0.984	1.024	0.99	1	0.982	0.983	1.033	1.093
2	Daily	Tue	0.97	1.008	1.008	1.023	1.05	1.048	1.039	1.079	1.047	1.012	0.995	1.176
2	Daily	Wed	0.923	0.98	0.974	0.996	1.033	1.013	1.035	1.037	1.025	1.017	0.978	0.958
2	Daily	Thu	0.949	0.949	0.957	0.91	0.957	0.964	0.985	0.992	1.012	0.952	0.952	0.87
2	Daily	Fri	0.886	0.847	0.886	0.894	0.828	0.852	0.888	0.881	0.896	0.83	0.856	0.843
2	Daily	Sat	1.165	1.157	1.145	1.139	1.129	1.102	1.071	1.039	1.058	1.13	1.116	1.042
3	Daily	Sun	1.091	1.044	1.002	1.004	1.02	1.008	0.994	0.975	0.976	1.103	1.07	1.056
3	Daily	Mon	1.019	1.032	1.023	1	0.925	1.08	0.98	0.984	0.939	0.954	1.019	1.188
3	Daily	Tue	1.029	1.046	1.078	1.117	1.12	1.129	1.093	1.113	1.085	1.077	1.055	1.291
3	Daily	Wed	0.977	1.016	1.063	1.071	1.115	1.091	1.083	1.089	1.084	1.094	1.048	0.974
3	Daily	Thu	0.974	1	0.994	0.948	0.991	0.962	1.024	1.014	1.055	0.987	0.987	0.893
3	Daily	Fri	0.911	0.876	0.899	0.875	0.853	0.841	0.893	0.888	0.928	0.841	0.868	0.844
3	Daily	Sat	1.114	1.093	1.063	1.091	1.102	1.013	1.018	1.015	1	1.063	1.069	0.962

**NOTE:**

Group 1 Consistent  
Group 2 Seasonal  
Group 3 Highly Seasonal

## Appendix B

### Study Traffic Volumes

Intersection: TCH and 10<sup>th</sup> Avenue SW  
 Count Data Source: Manual Count  
 Date: Jan 11, 2014 / Jan 14, 2014  
 SADT Factor: 1.973

Scenario	Peak	Eastbound			Westbound			Northbound			Southbound			Total
		LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	
Base Traffic														
Existing	Weekday PM		400	88	8	524		92		4				1116
	Saturday Peak		428	148	12	472		72		16				1148
Seasonal Adjustment	Weekday PM		789	174	16	1034		182		8				2202
	Saturday Peak		844	292	24	931		142		32				2265
2019	Weekday PM		871	192	17	1141		200		9				2431
	Saturday Peak		932	322	26	1028		157		35				2501
2024	Weekday PM		962	212	19	1260		221		10				2684
	Saturday Peak		1029	358	29	1135		173		38				2761
Development Traffic														
Kal Tire	Weekday PM		2											2
	Saturday Peak		7											7
Shopping Centre	Weekday PM		16											16
	Saturday Peak		22											22
Combined Traffic														
Opening Day 2014	Weekday PM		791	174	16	1034		182		8				2204
	Saturday Peak		851	292	24	931		142		32				2272
2019	Weekday PM		873	192	17	1141		200		9				2433
	Saturday Peak		939	322	26	1028		157		35				2508
2024	Weekday PM		980	212	19	1260		221		10				2702
	Saturday Peak		1058	358	29	1135		173		38				2790



Intersection: TCH and 10<sup>th</sup> Street SW

Count Data Source: Controller Download

Date: Nov 14 to 21, 2013

SADT Factor: 1.631

Scenario	Peak	Eastbound			Westbound			Northbound			Southbound			Total
		LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	
Base Traffic														
Existing	Weekday PM	42	469	10	176	486	15	105	73	237	9	86	50	1758
	Saturday Peak	41	507	10	199	425	13	123	85	258	9	88	50	1806
Seasonal Adjustment	Weekday PM	69	765	16	287	793	24	171	119	387	15	140	82	2867
	Saturday Peak	67	827	16	325	693	21	201	139	418	15	144	82	2946
2019	Weekday PM	76	845	18	317	875	27	189	131	427	16	155	90	3166
	Saturday Peak	74	913	18	358	765	23	221	153	461	16	158	90	3252
2024	Weekday PM	84	932	20	350	966	30	209	145	471	18	171	99	3495
	Saturday Peak	82	1008	20	396	845	26	245	169	509	18	175	99	3591
Development Traffic														
Kal Tire	Weekday PM			1	9			4	4	9		4		31
	Saturday Peak			1	19			8	8	17		9		63
Shopping Centre	Weekday PM			5	64			26	29	58		29		211
	Saturday Peak			7	90			31	36	70		42		276
Combined Traffic														
Opening Day 2014	Weekday PM	69	765	17	296	793	24	175	123	396	15	144	82	2898
	Saturday Peak	67	827	17	344	693	21	209	148	435	15	153	82	3009
2019	Weekday PM	76	845	19	326	875	27	193	135	436	16	159	90	3197
	Saturday Peak	74	913	19	377	765	23	229	162	478	16	167	90	3315
2024	Weekday PM	84	932	26	423	966	30	239	178	538	18	204	99	3737
	Saturday Peak	82	1008	26	505	845	26	284	214	596	18	226	99	3930

Intersection: TCH and 5<sup>th</sup> Street SW  
 Count Data Source: Controller Download  
 Date: Nov 14 to 21, 2013  
 SADT Factor: 1.631

Scenario	Peak	Eastbound			Westbound			Northbound			Southbound			Total
		LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	
Base Traffic														
Existing	Weekday PM		669	43	111	622		65		130				1640
	Saturday Peak		700	45	95	645		60		106				1651
Seasonal Adjustment	Weekday PM		1091	70	181	1014		106		212				2675
	Saturday Peak		1142	73	155	1052		98		173				2693
2019	Weekday PM		1205	77	200	1120		117		234				2953
	Saturday Peak		1261	81	171	1161		108		191				2973
2024	Weekday PM		1330	85	221	1237		129		258				3261
	Saturday Peak		1392	89	189	1282		119		211				3282
Development Traffic														
Kal Tire	Weekday PM		9			9								18
	Saturday Peak		17			19								36
Shopping Centre	Weekday PM		58			84								122
	Saturday Peak		70			90								160
Combined Traffic														
Opening Day 2014	Weekday PM		1100	70	181	1023		106		212				2693
	Saturday Peak		1159	73	155	1071		98		173				2729
2019	Weekday PM		1214	77	200	1129		117		234				2971
	Saturday Peak		1278	81	171	1180		108		191				3009
2024	Weekday PM		1397	85	221	1310		129		258				3401
	Saturday Peak		1479	89	189	1391		119		211				3478



Salmon Arm Lot 5 Plan 12965 TIA

January 29, 2013

Intersection: 4<sup>th</sup> Avenue SW and 10<sup>th</sup> Street SW

Count Data Source: Manual Count

Date: Jan 11, 2014 / Jan 14, 2014

SADT Factor: 1.973

Scenario	Peak	Eastbound			Westbound			Northbound			Southbound			Total
		LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	
Base Traffic														
Existing	Weekday PM	11		26				10	307			208	14	575
	Saturday Peak	10		24				10	335			234	12	624
Seasonal Adjustment	Weekday PM	22		51				19	605			410	27	1134
	Saturday Peak	19		47				20	661			461	23	1231
2019	Weekday PM	24		58				21	668			453	30	1252
	Saturday Peak	21		52				22	730			509	25	1359
2024	Weekday PM	27		62				23	737			500	33	1382
	Saturday Peak	23		57				24	806			562	28	1501
Development Traffic														
Kal Tire	Weekday PM			2					17			14		33
	Saturday Peak			5					33			29		67
Shopping Centre	Weekday PM			11					113			98		222
	Saturday Peak			15					137			139		291
Combined Traffic														
Opening Day 2014	Weekday PM	22		53				19	622			424	27	1167
	Saturday Peak	19		52				20	694			490	23	1298
2019	Weekday PM	24		58				21	685			467	30	1285
	Saturday Peak	21		57				22	763			538	25	1426
2024	Weekday PM	27		75				23	867			612	33	1637
	Saturday Peak	23		77				24	976			730	28	1859



Salmon Arm Lot 5 Plan 12965 TIA

January 29, 2013

Intersection: 5<sup>th</sup> Avenue SW and 10<sup>th</sup> Street SW

Count Data Source: Manual Count

Date: Jan 11, 2014 / Jan 14, 2014

SADT Factor: 1.973

Scenario	Peak	Eastbound			Westbound			Northbound			Southbound			Total
		LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	
Base Traffic														
Existing	Weekday PM				96		68		252	124	32	244		816
	Saturday Peak				100		56		288	64	40	216		764
Seasonal Adjustment	Weekday PM				189		134		497	245	53	407		1525
	Saturday Peak				197		110		568	126	79	426		1507
2019	Weekday PM				209		148		549	270	59	449		1684
	Saturday Peak				218		122		627	139	87	471		1664
2024	Weekday PM				231		164		606	298	65	496		1859
	Saturday Peak				241		135		693	154	96	519		1837
Development Traffic														
Kal Tire	Weekday PM	5	3			2			12				17	39
	Saturday Peak	11	2			6			25				39	83
Shopping Centre	Weekday PM				16				113	16		109		254
	Saturday Peak				22				137	20		154		333
Combined Traffic														
Opening Day 2014	Weekday PM	5	3	0	189	2	134	0	509	245	53	407	17	1564
	Saturday Peak	11	2	0	197	6	110	0	593	126	79	426	39	1590
2019	Weekday PM	5	3	0	209	2	148	0	561	270	59	449	17	1723
	Saturday Peak	11	2	0	218	6	122	0	652	139	87	471	39	1747
2024	Weekday PM	5	3	0	247	2	164	0	731	314	65	605	17	2152
	Saturday Peak	11	2	0	263	6	135	0	855	174	96	673	39	2253

Intersection: 10<sup>th</sup> Avenue SW and 10<sup>th</sup> Street SW  
 Count Data Source: Manual Count  
 Date: Jan 11, 2014 / Jan 14, 2014  
 SADT Factor: 1.973

Scenario	Peak	Eastbound			Westbound			Northbound			Southbound			Total
		LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	
Base Traffic														
Existing	Weekday PM	74	94	28	20	70	42	8	22	12	26	50	38	484
	Saturday Peak	91	97	20	12	76	24	12	41	5	16	33	65	493
Seasonal Adjustment	Weekday PM	146	185	55	39	138	83	16	43	24	51	99	75	955
	Saturday Peak	179	192	39	24	150	47	24	82	11	32	66	129	973
2019	Weekday PM	161	205	61	44	152	91	17	48	26	57	109	83	1054
	Saturday Peak	198	212	44	26	166	52	26	90	12	35	73	142	1075
2024	Weekday PM	178	226	67	48	168	101	19	53	29	63	120	91	1164
	Saturday Peak	218	234	48	29	183	58	29	99	13	38	80	157	1187
Development Traffic														
Kai Tire	Weekday PM	2					1			1	1	2	2	9
	Saturday Peak	5					3			2	2	4	3	19
Shopping Centre	Weekday PM	18					10			5	7	14	11	63
	Saturday Peak	22					15			7	9	17	13	83
Combined Traffic														
Opening Day 2014	Weekday PM	148	185	55	39	138	84	16	43	25	52	101	77	964
	Saturday Peak	184	192	39	24	150	50	24	82	13	34	70	132	992
2019	Weekday PM	163	205	61	44	152	92	17	48	27	58	111	85	1063
	Saturday Peak	203	212	44	26	166	55	26	90	14	37	77	145	1094
2024	Weekday PM	196	226	67	48	168	112	19	53	35	71	136	104	1236
	Saturday Peak	245	234	48	29	183	76	29	99	22	48	101	173	1289



Intersection: 5<sup>th</sup> Avenue SW and 5<sup>th</sup> Street SW  
 Count Data Source: Manual Count  
 Date: Jan 11, 2014 / Jan 14, 2014  
 SADT Factor: 1.973

Scenario	Peak	Eastbound			Westbound			Northbound			Southbound			Total
		LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	LT	Thru	RT	
Base Traffic														
Existing	Weekday PM	20	100	4	20	144	28	8	12	16	24	36	24	436
	Saturday Peak	40	120	0	40	128	16	0	8	20	20	8	20	420
Seasonal Adjustment	Weekday PM	39	197	8	39	284	55	16	24	32	47	71	47	860
	Saturday Peak	79	237	0	79	253	32	0	16	39	39	16	39	829
2019	Weekday PM	44	218	9	44	314	61	17	26	35	52	78	52	950
	Saturday Peak	87	261	0	87	279	35	0	17	44	44	17	44	915
2024	Weekday PM	48	241	10	48	346	67	19	29	38	58	87	58	1049
	Saturday Peak	96	289	0	96	308	38	0	19	48	48	19	48	1010
Development Traffic														
Kal Tire	Weekday PM		2			2								4
	Saturday Peak		5			5								10
Shopping Centre	Weekday PM		16			16								32
	Saturday Peak		20			20								40
Combined Traffic														
Opening Day 2014	Weekday PM	39	199	8	39	286	55	16	24	32	47	71	47	864
	Saturday Peak	79	242	0	79	258	32	0	16	39	39	16	39	839
2019	Weekday PM	44	220	9	44	316	61	17	26	35	52	78	52	954
	Saturday Peak	87	266	0	87	284	35	0	17	44	44	17	44	925
2024	Weekday PM	48	259	10	48	364	67	19	29	38	58	87	58	1085
	Saturday Peak	96	314	0	96	333	38	0	19	48	48	19	48	1060



## Appendix C

### Synchro / SimTraffic Results

(To be supplied on CD)

LAND TITLE ACT  
FORM C (Section 233) CHARGE

May-07-2014 09:38:19.004

CA3712464

CA3712465

GENERAL INSTRUMENT - PART 1 Province of British Columbia

until serviced &amp; traffic PAGE 1 OF 5 PAGES

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

Elizabeth Ann  
Sadorsky  
2P2J8T

Digitally signed by Elizabeth Ann  
Sadorsky 2P2J8T  
DN: c=CA, cn=Elizabeth Ann  
Sadorsky 2P2J8T, o=Lawyer,  
ou=Verify ID at www.juricert.com/  
LKUP.cfm?id=2P2J8T  
Date: 2014.05.07 09:18:47 -0700

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

Elizabeth Sadorsky, Brooke, Jackson, Downs LLP

Barristers and Solicitors

PO Box 67, 51-3rd Street NE

Salmon Arm

BC V1E 4N2

Client No. 10348

File No. 36-049/ES

Telephone No. 250-832-9311 (Kelly)

Document Fees: \$147.00

Deduct LTSA Fees? Yes ☒

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:

[PID]

[LEGAL DESCRIPTION]

009-333-461

LOT 5 SECTION 15 TOWNSHIP 20 RANGE 10 W6M KDYD PLAN 12965  
EXCEPT PLANS 21358, 24962, KAP73904 AND EPP40251

STC? YES ☐

3. NATURE OF INTEREST

CHARGE NO.

ADDITIONAL INFORMATION

Covenant

Priority Agreement

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

(a) ☐ Filed Standard Charge Terms D.F. No.(b) ☒ Express Charge Terms Annexed as Part 2

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

5. TRANSFEROR(S):

SEE SCHEDULE

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

CITY OF SALMON ARM

BOX 40

SALMON ARM

BRITISH COLUMBIA

V1E 4N2

CANADA

7. ADDITIONAL OR MODIFIED TERMS:

Nil

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

Officer Signature(s)

Elizabeth Sadorsky

Barrister &amp; Solicitor

51 - 3 Street NE, PO Box 67

Salmon Arm, BC

V1E 4N2

Execution Date

Y	M	D
14	04	24

Transferor(s) Signature(s)

628746 B.C. Ltd. by its authorized  
signatory:

William Herbert Laird

## OFFICER CERTIFICATION:

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



**LAND TITLE ACT  
FORM D****EXECUTIONS CONTINUED**

PAGE 2 of 5 pages

Officer Signature(s)

Execution Date

Transferor / Borrower / Party Signature(s)

\_\_\_\_\_  
Janet Rose Palmer

Y	M	D
14	05	05

Salmon Arm Savings and Credit Union  
by its authorized signatories:

Commissioner for Taking Affidavits in BC

Commissioner No. 2013-1177

Until October 31, 2016

Box 868

Salmon Arm, British Columbia

V1E 4N9

\_\_\_\_\_  
Michael Wagner\_\_\_\_\_  
Dan Morin

as to both signatures

\_\_\_\_\_  
Elizabeth Sadorsky

Barrister &amp; Solicitor

51 - 3 Street NE, PO Box 67

Salmon Arm, BC

V1E 4N2

This is the instrument creating the  
conditions or covenants entered into  
under Section 219 of the Land Title Act  
by the Transferor herein described:

as to signature of Carl Bannister

\_\_\_\_\_  
Nancy Cooper, Mayor\_\_\_\_\_  
Carl Bannister,  
Chief Administrative Officer**OFFICER CERTIFICATION:**

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

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

PAGE 3 OF 5 PAGES

ENTER THE REQUIRED INFORMATION IN THE SAME ORDER AS THE INFORMATION MUST APPEAR ON THE FREEHOLD TRANSFER FORM, MORTGAGE FORM, OR GENERAL INSTRUMENT FORM.

**5. TRANSFEROR(S):**

628746 B.C. LTD. (Inc. No. BC628746)  
Box 1022  
Salmon Arm, BC  
V1E 4P2

- and -

SALMON ARM SAVINGS AND CREDIT UNION, joining this instrument to grant priority over Mortgage CA2389617 and Assignment of Rents CA2389618

## GENERAL INSTRUMENT - PART 2

Page 4 of 5 pages

### SECTION 219 COVENANT

#### WHEREAS:

A. The Transferor is the registered owner in fee simple of that certain parcel or tract of land situate in the City of Salmon Arm, Province of British Columbia, more particularly described in Section 2 of Part 1 of this Form C General Instrument (hereinafter called the "Transferor's Land").

B. It was a condition of the approval by the Transferee of the subdivision which created the Transferor's Land that the Transferor would enter into the covenants herein set out, pursuant to Section 219 of the Land Title Act.

NOW THEREFORE in consideration of payment by the Transferee of the sum of ONE DOLLAR (\$1.00) of lawful money of Canada and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by the Transferor) and pursuant to Section 219 of the Land Title Act, the Transferor hereby covenants and agrees with the Transferee as follows:

1. Hereafter, and so long as the covenants herein contain shall remain in full force and effect, no buildings, improvements or other structures shall be built, constructed or located on the Transferor's Land and the Transferor's Land shall not be subdivided until such time as:
  - a) the Transferor's Land is fully serviced to the standards of the Transferee; and
  - b) the Transferor has completed all traffic improvements to 10 Street SW required by the Transferee in connection with the proposed development of the Transferor's Land to the satisfaction of the Transferee, which may include a traffic impact analysis.
2. The Transferor covenants and agrees to indemnify and save harmless the Transferee, its servants and agents, from and against all suits, demands, claims, losses, damages, costs, and expenses arising out of any breach, violation or non-performance by the Transferor of any of the covenants set out herein.



3. The Transferor and the Transferee further agree with one another as follows:
- (a) that whenever the expressions "Transferor" or "Transferee" are used herein, the same shall be construed as meaning the singular, plural, or body corporate or politic where the context so requires;
  - (b) that the covenants herein contained are and shall be deemed to be covenants with title to the Transferor's Land to the benefit of the Transferee and shall be binding upon the Transferor and the successors in title to the Transferor, in perpetuity, or until such time as the same shall be released by the Transferee or shall be ordered discharged by a Court of competent jurisdiction; and
  - (c) that this Section 219 Covenant shall only be modified or discharged in accordance with the requirements of Section 219 of the Land Title Act.

#### CONSENT TO SECTION 219 COVENANT

KNOW ALL PERSONS BY THESE PRESENTS that **SALMON ARM SAVINGS AND CREDIT UNION**, the registered holder of Mortgage CA2389617 and Assignment of Rents CA2389618 (collectively the "Prior Charges"), for an in consideration of the sum of ONE DOLLAR (\$1.00) of lawful money of Canada, paid to it by the Transferee (the receipt and sufficiency of which is hereby acknowledged) does hereby grant and convey to the Transferee, its successors and assigns, priority to the within Section 219 Covenant over the Prior Charges as if the said Section 219 Covenant had been dated and registered prior to the Prior Charges.

628746 B.C. Ltd.  
Box 1022  
Salmon arm BC.  
V1E 4P2

Feb. 07, 2020

Mayor and Council

Re: 521 - 10 St SW. - Subdivision, Down zoning and 219 Covenants.


This property is approx. 3.5 acres. We have applied to down zone the site from C-7 to C-3, and subdivide approx. one acre to construct an Ashley furniture store. Currently the City of Salmon Arm and MoTi each have covenants restricting future development subject to the size and type of project proposed.

The owner proposes that the City covenant will remain on the title of the new 1 acre Ashley lot, but modified to restrict development to a furniture store only, and any future use may require the owner to provide an updated traffic impact analysis and a greater number of on-site parking stalls.

It is our understanding that MoTi will discharge their covenant on the new 1 acre lot.

We expect the terms and conditions of the existing covenants restricting future development will continue to be registered on the remaining 2.5 acre lot.

Yours Truly



WH Laird.

# CITY OF SALMON ARM

## Memorandum from the Engineering and Public Works Department

---

TO: Kevin Pearson, Director of Development Services  
 DATE: January 22, 2020  
 PREPARED BY: Chris Moore, Engineering Assistant  
 OWNER: 628746 BC Ltd., Box 1022, Salmon Arm, BC, V1E 4P2  
 APPLICANT: 628746 BC Ltd. / Laird, B.  
 SUBJECT: DEVELOPMENT PERMIT APPLICATION FILE NO. DP-423  
 LEGAL: Lot 5, Section 15, Township 20, Range 10, W6M KDYD, Plan 12965 Except Plans 21358, 24962, KAP73904 AND EPP40251  
 CIVIC: 521 – 10 Street SW

---

Further to your referral dated January 6, 2020b, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Development Permit; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

### General:

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required at time of construction. ESC plans to be approved by the City of Salmon Arm.
7. Any existing services (water, sewer, hydro, telus, gas, etc) traversing the proposed lot must be protected by easement or relocated outside of the proposed building envelope. Owner/Developer will be required to prove the location of these services. Owner / Developer is responsible for all associated costs.
8. At the time of building permit the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.



**DEVELOPMENT PERMIT APPLICATION FILE NO. DP-423**

January 22, 2019

Page 2

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

**Roads / Access:**

1. 10 Street SW, on the subject properties eastern boundary, is designated as an Urban Collector Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that no additional road dedication is required (to be confirmed by a BCLS).
2. 10 Street SW is currently constructed to an interim Urban Collector Road standard. Davit poles and fixtures are required on all collector roads. Existing ornamental lights were installed when designated as Town Centre standard, therefore, Illumination level calculations will be required for City review and approval, to be submitted by a qualified professional engineer. Owner / Developer is responsible for all associated costs.
3. As 10 Street SW is designated as a Collector Road, accesses shall be designed by keeping to a minimum number. Only existing driveway locations shall be used for this and all future phases of this development.
4. The subject property has existing covenants on it requiring compliance with the recommendations of a Traffic Impact Assessment (TIA) carried out in 2013 (attached). The TIA requirement may be postponed subject to limiting use to furniture store only as trip generation would be anticipate to be minor for this use.

**Water:**

1. The subject property fronts a 250mm diameter Zone 1 watermain on 10 Street SW. No upgrades will be required at this time.
2. The property is to be serviced by a single metered water service connection (as per Specification Drawing No. W-11), adequately sized to satisfy the proposed use. Water meter will be supplied by the City at the time of Building Permit, at the Owner / Developer's cost.
3. Records indicate that the property is serviced by a 200mm diameter service at the south east corner of the lot from the 250mm diameter watermain on 10 Street SW. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
4. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).

**DEVELOPMENT PERMIT APPLICATION FILE NO. DP-423**

January 22, 2019

Page 3

- 
5. Fire protection requirements to be confirmed with the Building Department and Fire Department.

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary sewer on 10 Street SW. No upgrades will be required at this time.
2. The subject property is to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
3. Records indicate that the property is serviced by a 200mm service from the sanitary sewer on 10 Street SW. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Drainage:**

1. The subject property fronts a 375mm diameter storm sewer on 10 Street SW. No upgrades will be required at this time.
2. Records indicate that the existing property is serviced by a 375mm service from the storm sewer on 10 Street SW. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
3. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
4. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
5. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer may be required to prove that there is sufficient downstream capacity within the existing City Storm System to receive the proposed discharge from the development. Based on available information, it is expected that site retention and release at 5 year pre-development flows will be required. Owner / Developer is responsible for all associated costs. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**DEVELOPMENT PERMIT APPLICATION FILE NO. DP-423**

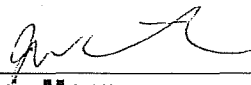
January 22, 2019


Page 4

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**Geotechnical:**

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

  
per: **Chris Moore**  
Engineering Assistant

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




**DEVELOPMENT SERVICES  
PRELIMINARY BYLAW  
COMMUNICATION**

Your File #: ZON-1165  
Bylaw 4370

eDAS File #: 2020-00139

Date: Feb/12/2020

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

Attention: City of Salmon Arm Development Services

**Re: Proposed Bylaw 4370 for:  
LOT 5 SECTION 15 TOWNSHIP 20 RANGE 10 W6M KDYD PLAN 12965  
EXCEPT PLANS 21358, 24962, KAP73904 AND EPP40251**

Thank you for the opportunity to provide comments on the above noted rezoning.

The Ministry is prepared to grant preliminary approval for the rezoning for one year pursuant to section 52(3)(a) of the *Transportation Act*.

Included with the rezoning referral was the Development Permit (DP) referral, however, the Ministry endorsement is not required on the DP as the legislated threshold has not been met. Please note there is a covenant in favour of the Province that will be addressed prior to the building permit being issued.

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

Yours truly,

Elizabeth KEAM  
Development Officer

Local District Address
Salmon Arm Area Office
Bag 100
850C 16th Street NE
Salmon Arm, BC V1E 4S4
Canada
Phone: (250) 712-3660 Fax: (250) 833-3380

LAND TITLE ACT  
FORM C (Section 233) CHARGE

May-07-2014 09:38:19.003

CA3712462 CA3712463

GENERAL INSTRUMENT - PART 1 Province of British Columbia

PAGE 1 OF 5 PAGES

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

Elizabeth Ann  
Sadorsky  
2P2J8T

Digitally signed by Elizabeth Ann  
Sadorsky 2P2J8T  
DN: c=CA, cn=Elizabeth Ann  
Sadorsky 2P2J8T, o=Lawyer,  
ou=Verify ID at www.juricert.com/  
LKUP.cfm?id=2P2J8T  
Date: 2014.05.07 09:15:21 -0700

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

Elizabeth Sadorsky, Brooke, Jackson, Downs LLP  
Barristers and Solicitors  
PO Box 67, 51-3rd Street NE  
Salmon Arm BC V1E 4N2  
Document Fees: \$147.00

Client No. 10348  
File No. 36-049/ES  
Telephone No. 250-832-9311 (Kelly)

Deduct LTSA Fees? Yes ☒

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:  
[PID] [LEGAL DESCRIPTION]

009-333-461 LOT 5 SECTION 15 TOWNSHIP 20 RANGE 10 W6M KDYD PLAN 12965  
EXCEPT PLANS 21358, 24962, KAP73904 AND EPP40251

STC? YES ☐

3. NATURE OF INTEREST

CHARGE NO.

ADDITIONAL INFORMATION

Covenant  
Priority Agreement

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

(a) ☐ Filed Standard Charge Terms D.F. No.(b) ☒ Express Charge Terms Annexed as Part 2

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

5. TRANSFEROR(S):

SEE SCHEDULE

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

SEE SCHEDULE

7. ADDITIONAL OR MODIFIED TERMS:

NIL

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

Officer Signature(s)

Elizabeth Sadorsky

Barrister &amp; Solicitor

51 - 3 Street NE, PO Box 67  
Salmon Arm, BC  
V1E 4N2

Execution Date		
Y	M	D
14	04	07

Transferor(s) Signature(s)

628746 B.C. LTD. by its authorized  
signatory:

William Herbert Laird

## OFFICER CERTIFICATION:

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

FORM D1\_V19

LAND TITLE ACT  
FORM D

## EXECUTIONS CONTINUED

PAGE 2 of 5 pages

Officer Signature(s)

Execution Date

Transferor / Borrower / Party Signature(s)

Daniel Arthur Morin

14

04

10

Commissioner for Taking Affidavits in BC

Commissioner No. 2013-0639

Until May 31, 2016

Box 868

Salmon Arm, British Columbia

V1E 4N9

Salmon Arm Savings and Credit Union  
by its authorized signatories:

Michael Wagner

Ken Hawrys

as to both signatures

14

04

09

This is the instrument creating the  
conditions or covenants entered into  
under Section 219 of the Land Title Act  
by the Transferor herein described:William G. Sparkes, Approving Officer  
for the Ministry of Transportation and  
Infrastructure

## OFFICER CERTIFICATION:

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



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

PAGE 3 OF 5 PAGES

ENTER THE REQUIRED INFORMATION IN THE SAME ORDER AS THE INFORMATION MUST APPEAR ON THE FREEHOLD TRANSFER FORM, MORTGAGE FORM, OR GENERAL INSTRUMENT FORM.

**5. TRANSFEROR(S):**

628746 B.C. LTD. (Inc. No. BC628746)  
Box 1022  
Salmon Arm, BC  
V1E 4P2

- and -

SALMON ARM SAVINGS AND CREDIT UNION, joining this instrument to grant priority over Mortgage CA2389617 and Assignment of Rents CA2389618

**6. TRANSFEREE(S):**

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA  
as represented by the Minister of Transportation and Infrastructure  
Parliament Buildings  
Victoria, BC  
V8X 1V4

## GENERAL INSTRUMENT PART 2

Page 4 of 5 pages

### SECTION 219 COVENANT

#### WHEREAS:

- A. The Transferor is the registered owner in fee simple of that certain parcel or tract of land situate in the City of Salmon Arm, Province of British Columbia, more particularly described in Section 2 of this Form C General Instrument (the "Transferor's Land").
- B. The Transferor applied to the Transferee for approval of its application to the City of Salmon Arm to re-zone the parent property of the Transferor's Land from A-1 (Agriculture) to C-3 (Service Commercial) and C-7 (Shopping Centre Commercial).
- C. It is a condition of the approval by the Transferee of the re-zoning application recited herein that the Transferor agree to certain restrictions with respect to the development of the Transferor's Land and the Transferor has agreed to grant the covenants hereinafter set out, pursuant to Section 219 of the Land Title Act, to evidence those restrictions.

NOW THEREFORE in consideration of payment by the Transferee of the sum of ONE DOLLAR (\$1.00) of lawful money of Canada and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by the Transferor) and pursuant to Section 219 of the Land Title Act, the Transferor hereby covenants and agrees with the Transferee as follows:

1. Hereafter, and so long as the covenants herein contained shall remain in full force and effect, no buildings, improvements or other structures shall be built, constructed or located on the Transferor's Land, and the Transferor's Land shall be used only as bare land, until such time as the Transferor has submitted a site plan with current traffic impact analysis based on the proposed use to the Transferee, has completed any offsite works as recommended by the Transferee's traffic engineer, and has obtained the Transferee's approval.
2. The Transferor covenants and agrees to indemnify and save harmless the Transferee, its servants and agents, from and against all suits, demands, claims losses, damages, costs or expenses arising out of any breach, violation or non-performance by the Transferor of any of the covenants set out herein.
3. The Transferor and the Transferee further agree with one another, as follows:
  - (a) that whenever the expressions "Transferor" or "Transferee" are used herein, the same shall be construed as meaning the singular, plural, or body corporate or politic where the context so requires;

Page 5 of 5 pages

- (b) that the covenants herein contained are and shall be deemed to be covenants with title to the Transferor's Land to the benefit of the Transferee and shall be binding upon the Transferor and the successors in title to the Transferor, in perpetuity, or until such time as the same shall be released by the Transferee or shall be ordered discharged by a Court of competent jurisdiction;
- (c) that this Covenant shall only be modified or discharged in accordance with the requirements of the Land Title Act.

#### CONSENT TO SECTION 219 COVENANT

KNOW ALL PERSONS BY THESE PRESENTS that **SALMON ARM SAVINGS AND CREDIT UNION**, the registered holder of Mortgage CA2389617 and Assignment of Rents CA2389618 (collectively the "Prior Charges"), for and in consideration of the sum of ONE DOLLAR (\$1.00) of lawful money of Canada, paid to it by the Transferee (the receipt and sufficiency of which is hereby acknowledged) does hereby grant and convey to the Transferee, its successors and assigns, priority to the within Section 219 Covenant over the Prior Charges as if the said Section 219 Covenant had been dated and registered prior to the Prior Charges.





## DESIGN REVIEW PANEL MINUTES

January 23, 2020  
Room No. 100, City Hall

---

**Present:** Trent Sismey (Panel Member – Acting Chair)  
Paul Burrows (Panel Member)  
Marc Lamerton (Panel Member)  
Dennis Lowe (Panel Member)

Bill Laird (Applicant DP-423)

Chris Larson (Planning and Development Officer)  
Scott Beeching (Senior Planner)

**Absent:** Sharon Bennett (Panel Member)

**Application:** **Proposed Commercial Development at 521 – 10 Street SW**  
**Development Permit Application No. DP-423**

---

The meeting was called to order at 2:34 p.m.

### **Development Permit Application No. DP-423**

The Applicant summarized the proposal, referring to the site plans and building elevations, including future development plans and the requested parking variance. The intent is to build and sell the parcel.

Panel members sought clarification on the design including landscaping, and parking. It was noted that there will be street parking and potential options for parking along the north and south building elevations.

The applicant left the meeting at 2:49.

Panel members discussed the proposal, noting that the elevations were generally pleasing with vertical elements to break up the larger less featured walls.

The applicant returned to the meeting at 3:02.

### **Panel Recommendation**

THAT the application drawings under review for application DP-423 be supported as presented, noting no concerns with the requested parking variance. While not a requirement and recognizing the vertical design elements, the DRP noted a potential opportunity to enhance the north and south elevations through some form of design feature, such as windows for natural lighting or artistic branding.

The meeting adjourned at 3:07 p.m.

---

Endorsed by Acting Chair

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Item 23.3

## CITY OF SALMON ARM

Date: March 9, 2020

Moved: Councillor

Seconded: Councillor

THAT: Development Variance Permit No. VP-509 be authorized for issuance for Lot 6, Section 6, Township 21, Range 9, W6M, KDYD, Plan KAP84599, which will vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 6.10.2 - reduce the minimum setback of the principal building from the rear parcel line from 6.0 metres to 4.45 metres as shown in Schedule "A" of the Staff Report dated February 25, 2020

[Fisher, A. & B.; 4540 72 Avenue NE; Setback Requirements]

### 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: February 25, 2020

Subject: Development Variance Permit Application No. VP-509

Legal: Lot 6, Section 6, Township 21, Range 9, W6M, KDYD, Plan KAP84599

Civic: 4540 – 72 Avenue NE

Owner: A. & B. Fisher

Applicant: Owner

## MOTION FOR CONSIDERATION

**THAT: Development Variance Permit No. VP-509 be authorized for issuance for Lot 6, Section 6, Township 21, Range 9, W6M, KDYD, Plan KAP84599, which will vary the provisions of Zoning Bylaw No. 2303 as follows:**

**Section 6.10.2 - reduce the minimum setback of the principal building from the rear parcel line from 6.0 metres to 4.45 metres as shown in Schedule 'A'.**

## STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

## PROPOSAL

The subject property is located in Canoe at 4540 – 72 Avenue NE (Appendix 1 & 2). The requested variance is to reduce the minimum setback of the rear parcel line from 6.0 metres to 4.45 metres to accommodate for a modular home on the property. A site plan has been prepared by Browne Johnson Land Surveyors and is attached as Appendix 3. Site photos of the property are attached as Appendix 4.

## BACKGROUND

The subject property is designated Low Density Residential in the City's Official Community Plan and zoned R-1, Single Family Residential Zone (Appendix 5 & 6). The subject property is currently vacant and is one of the last few undeveloped properties created from a 20 lot subdivision in 2007. The property backs onto a steep sloped property in the new Parks Edge Subdivision. The property is predominantly surrounded by R-1 single family residential zoned properties and city owned parkland to the west.

The subject property has an area of 459.6 square metres and is irregularly shaped as it fronts a cul-de-sac. The applicant wishes to put a modular home with a front deck spanning the width of the dwelling on the property. The elevation plans submitted by the applicant (Appendix 7) illustrates a walk-out basement style house. This style of house is conducive to the topography on the building site. The length of the property on the east side (longest point) is 33.8 metres and on the west side (shortest point) is 30.5 metres. The length of the dwelling including the deck is approximately 17 metres and once the setbacks for the front and rear parcel lines, respectively 6.0 metres are factored in, the building envelope becomes somewhat limited. As shown on the site plan (Appendix 3), the proposed modular home is sited as far back as possible on the rear property line on the west side. The variance is required for the eastern corner as the dwelling is proposed to be 4.45 metres from the rear parcel line; therefore, the requested variance is to reduce the minimum setback by 1.55 metres.

COMMENTS

Engineering Department

No Engineering Department concerns.

Fire Department

No Fire Department concerns.

Building Department

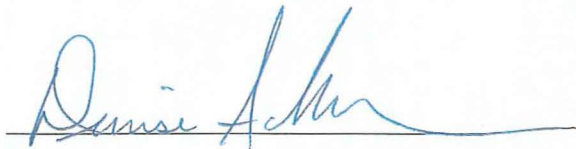
No Building Department concerns, subject to favorable geotech report.

Planning Department

The applicant's original site plan would have required a front yard setback variance approval with the deck encroaching. The applicant was encouraged by staff to apply for a rear yard setback variance instead so as to maintain consistency along this streetscape and cul-de-sac.

Due to the rear yard being steeply sloped there is a covenant restricting development until such time as a geotech report is submitted confirming the safe intended use and development. This covenant was registered at the time of subdivision. The geotech report is a condition to the issuance of a building permit.

Staff considers this a reasonable variance request due to the limited size of the building envelope; and, although not insignificant, the 1.55 metre reduction to the rear setback, is considered minimal. In addition, staff feel the variance poses minimal impact to the neighbouring rear property as it is vegetated and steeply sloped.

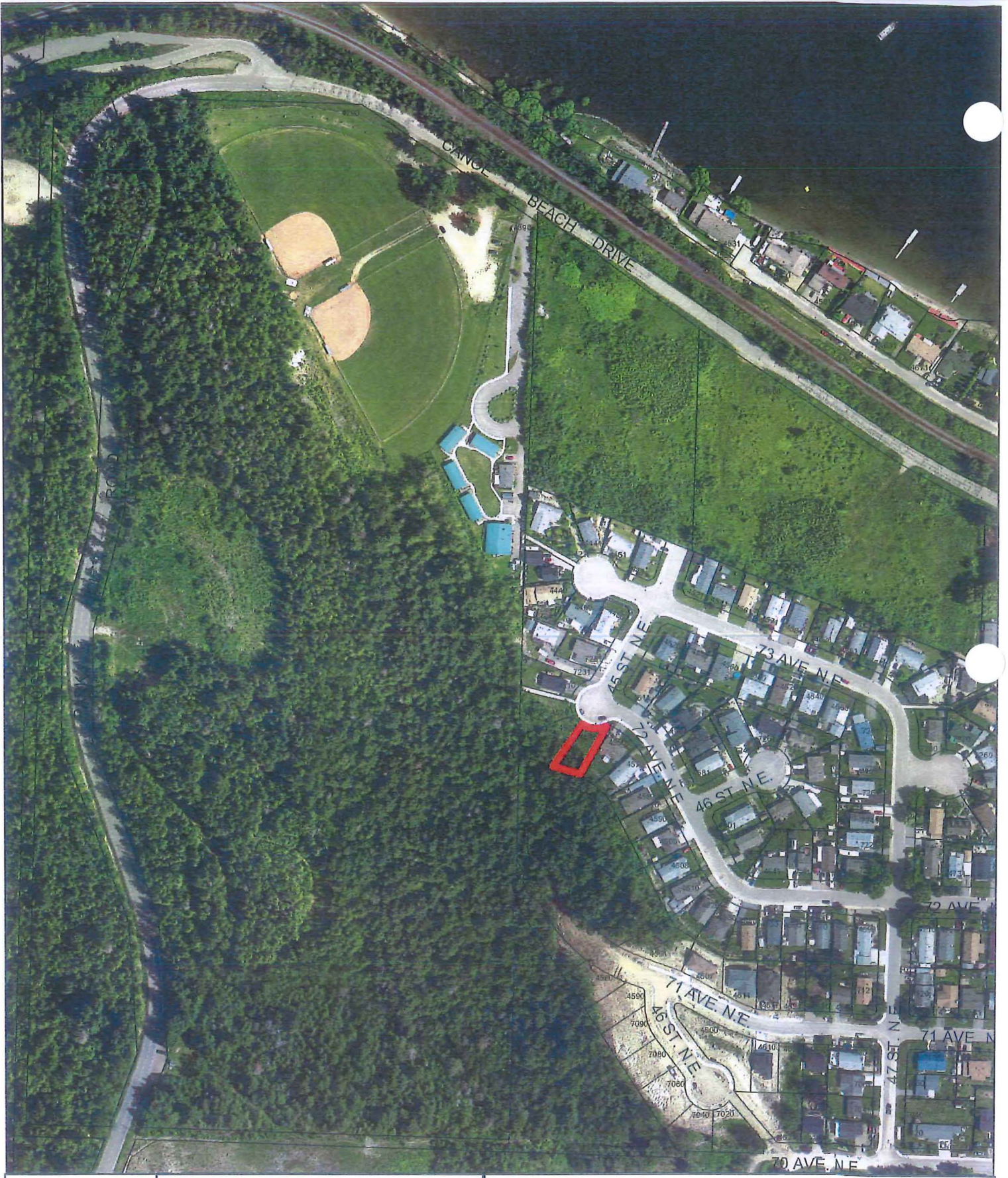


Prepared by: Denise Ackerman  
Planner, Development Services



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





0 1530 60 90 120  
Meters



Subject Parcel





01.75.5 7 10.5 14  
Meters

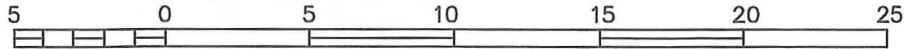


Subject Parcel



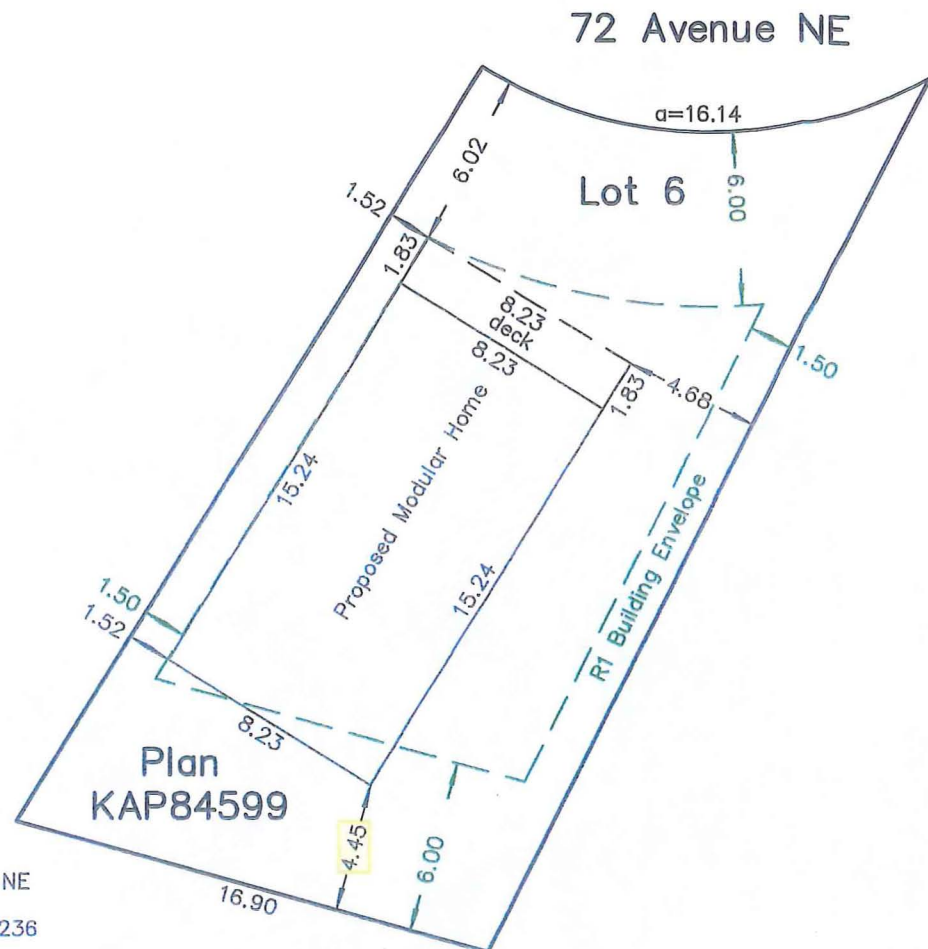
# Plan Showing Proposed Building on Lot 6, Sec 6, Tp 21, R 9, W6M, KDYD, Plan KAP84599

Scale 1:250



All distances are in metres.

The intended plot size of this plan is 215mm in width by 280mm in height (A size) when plotted at a scale of 1:250



## LEGEND

— Dimensions derived from  
Plan KAP84599

Civic Address: 4540 72 Avenue NE

Parcel Identifier(PID): 027-189-236

List of documents registered on title which  
may affect the location of improvements:  
Building Scheme LB102867  
Statutory Right of Ways KG106234, KG117085,  
KK109453, KK109454 & KK109455  
Covenant LB102866

This plan was prepared for construction  
planning purposes and is for the exclusive use  
of our client. BROWNE JOHNSON LAND  
SURVEYORS accepts no responsibility or liability  
for any damages that may be suffered by a  
third party as a result of reproduction,  
transmission or alteration to this document  
without consent of BROWNE JOHNSON LAND  
SURVEYORS.

January 15, 2020

BROWNE JOHNSON LAND SURVEYORS  
B.C. AND CANADA LANDS  
SALMON ARM, B.C. 250-832-9701  
File: 588-19

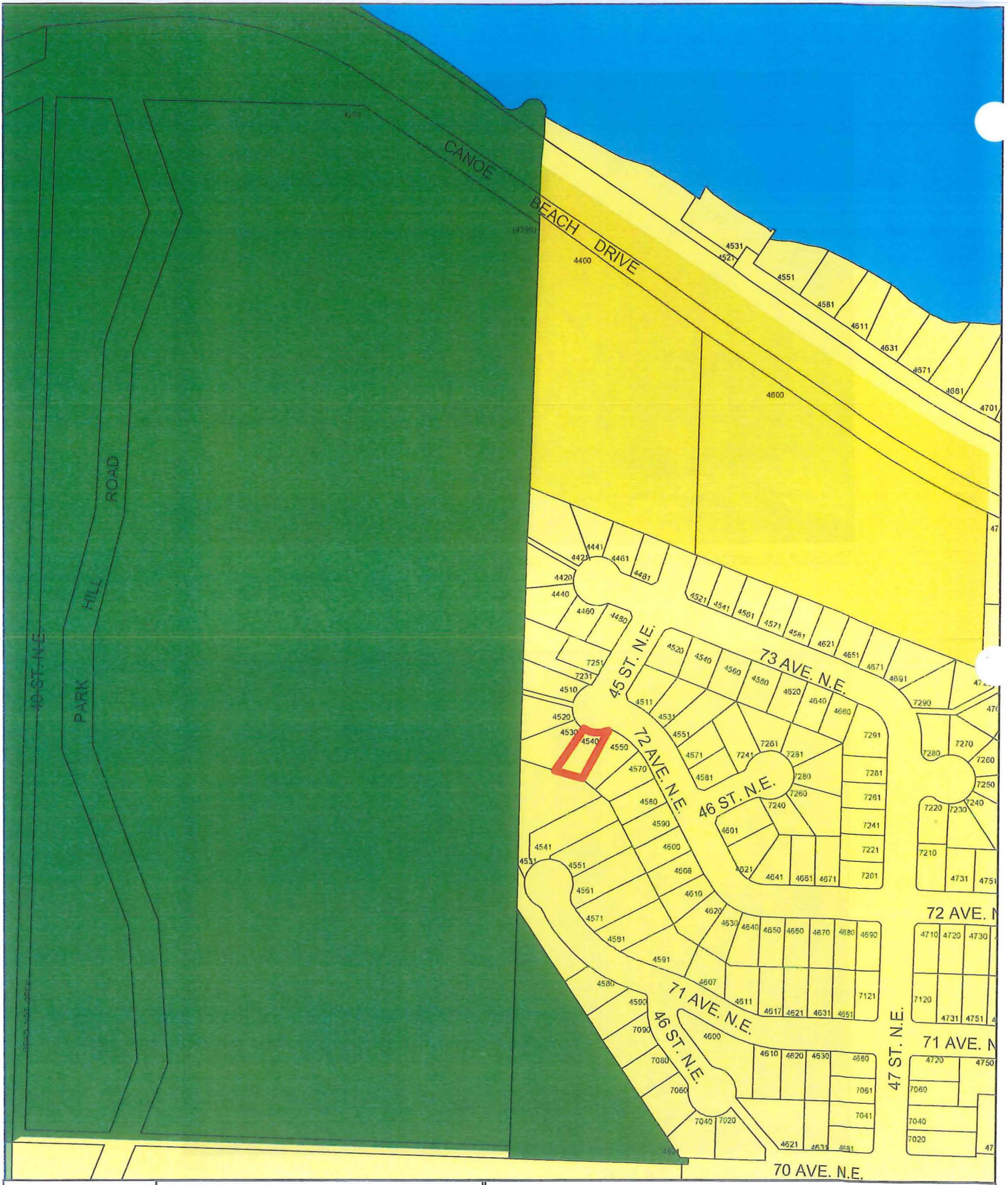


Subject property and neighbouring property to the east



Street view looking to the east





Subject Parcel

0 15 30 60 90 120  
Meters



Residential - Low Density

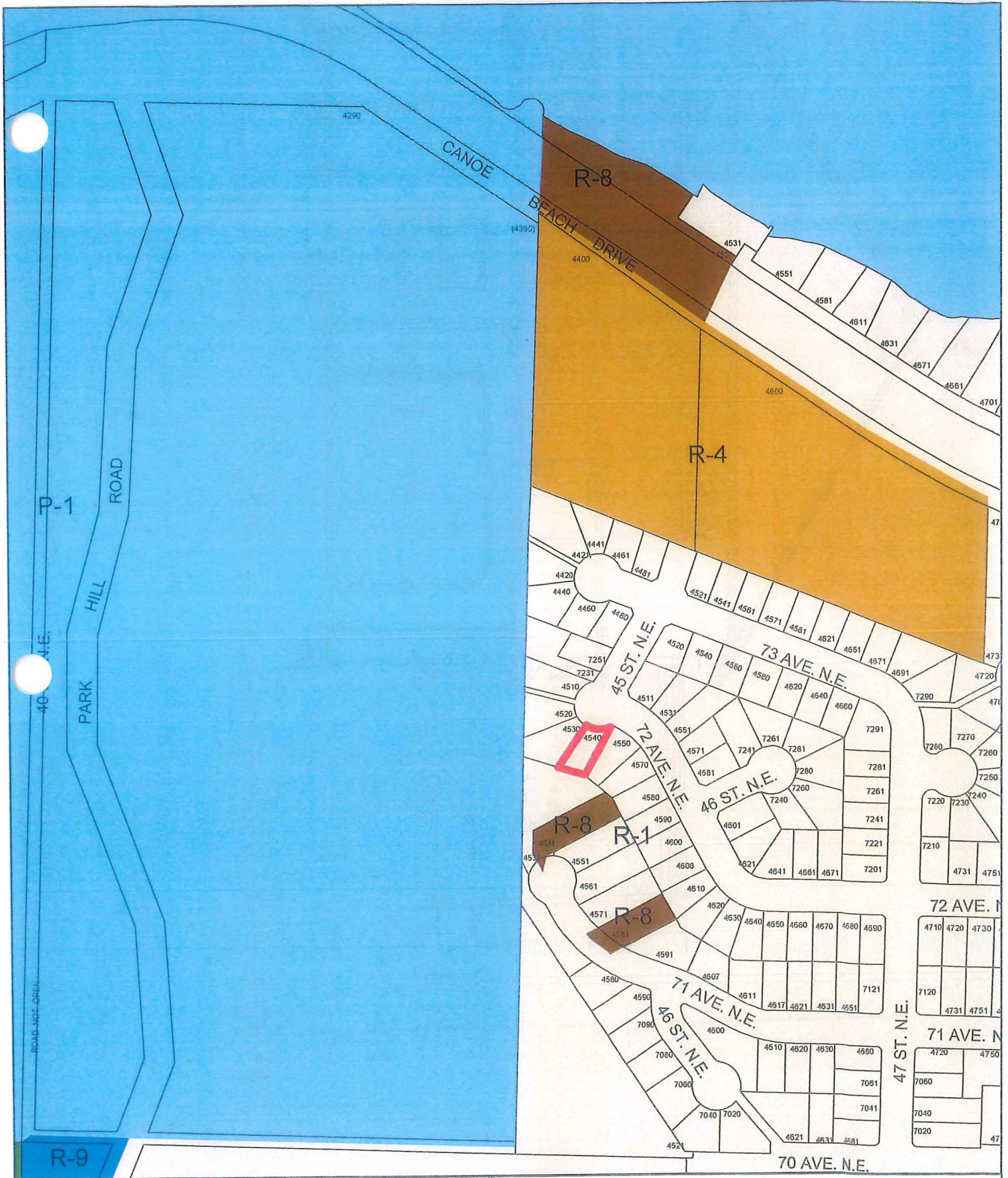



Residential - Medium Density




Park








N




Subject Parcel


0 15 30 60 90 120




Meters




R-1 Single Family Residential Zone



R-8 Residential Suite Zone

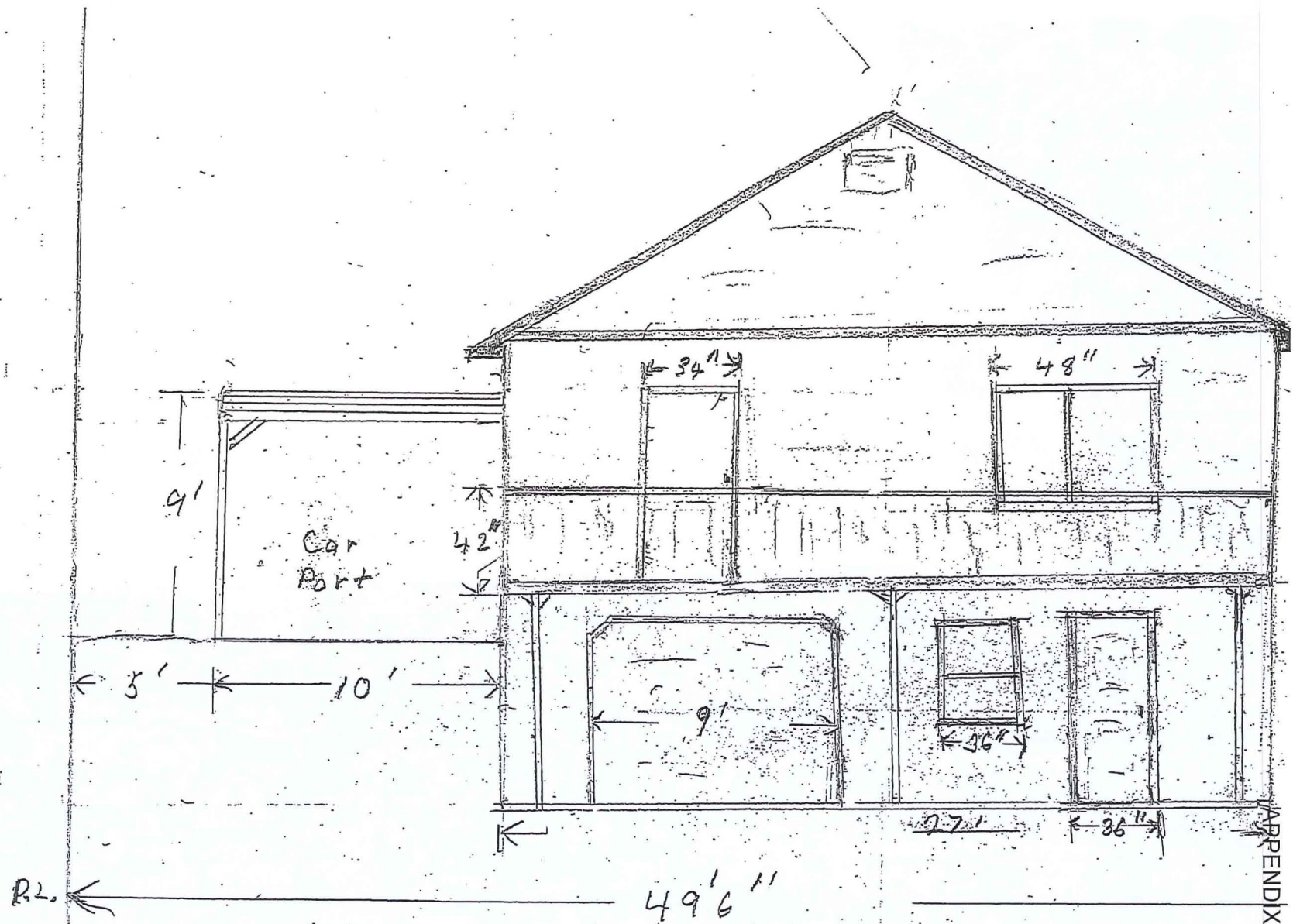


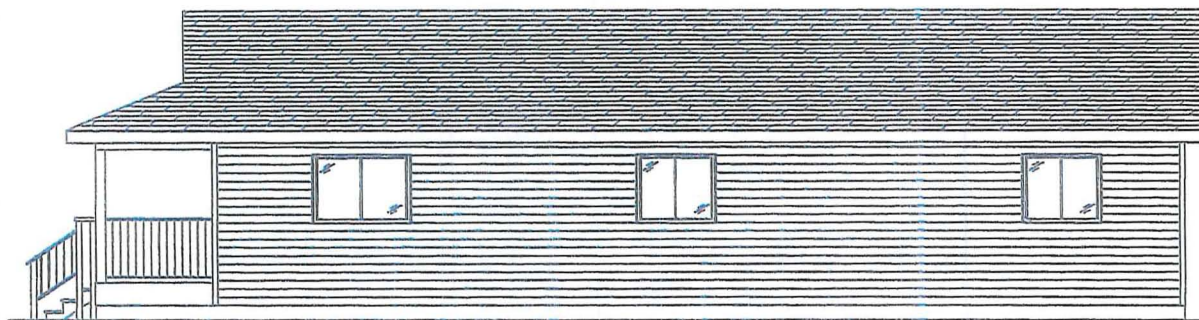
R-4 Medium Density Residential Zone



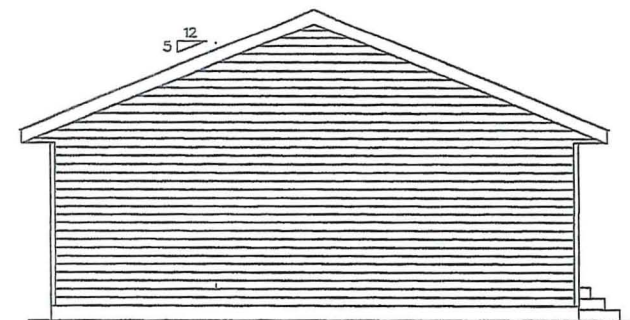
Park



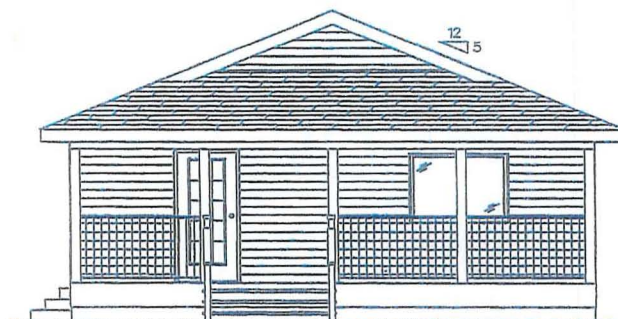




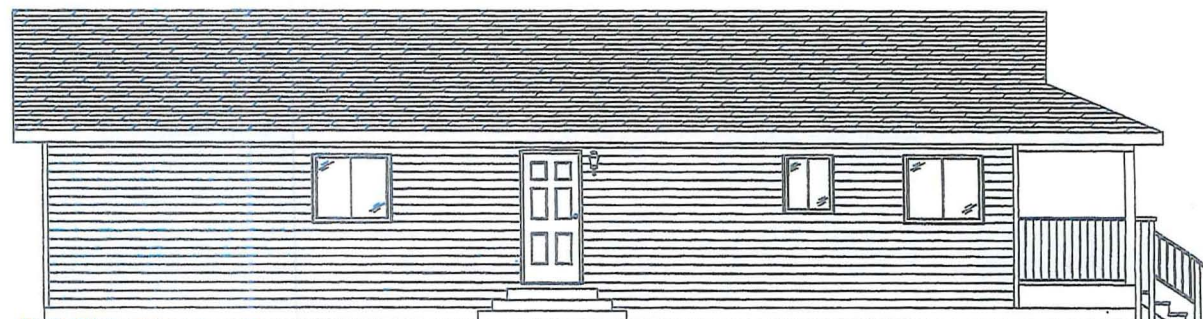
FRONT SIDE ELEVATION



FRONT END ELEVATION



BACK END ELEVATION



BACK SIDE ELEVATION

Any renderings and depictions are conceptual only and are for the convenience of reference. They should not be relied upon as representations, express or implied, of the final detail of the Units. Moduline Industries expressly reserves the right to make modifications, revisions, and changes it deems desirable in its sole and absolute discretion. All depictions of appliances, counters, furniture, finishes, lighting, plumbing fixtures, soffits, floor coverings and other matters of detail are conceptual only and are not necessarily included in each Unit. Consult your Purchase Agreement and the Offering Documents for the items included with the Unit. Dimensions and square footage are approximate and may vary with actual construction.



MODULINE INDUSTRIES - PENTICTON  
P.O. BOX 190  
1175 RAILWAY STREET  
PENTICTON, B.C. V2A 6K3  
(250) 493-0122

DRAWN BY: J.B.T.  
DATE: 1-21-20  
CHECKED BY:

NO. REVISIONS:

INITIALS: DATE:

TITLE: CORNERSTONE

DRAWING NO. PENTICTON

Q12606A

SERIAL NO.



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

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Monday, March 9, 2020 at 7:00 p.m.

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

**Proposed Rezoning** of that part of the north east  $\frac{1}{4}$  of Section 10 included in plan attached to absolute fees parcel book volume 5 folio 614; Township 20, Range 10, W6M, KDYD from R-1 & A-1 (Single Family Residential Zone & Agriculture Zone) to C-3 (Service Commercial Zone).

**Civic Address:** 1490 10 Avenue SW

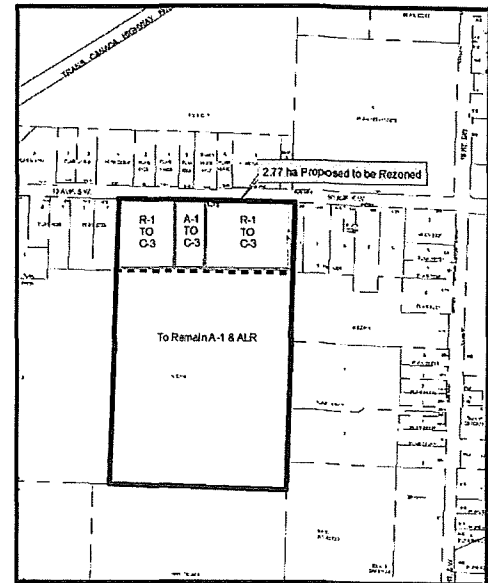
**Location:** West of intersection 10 Avenue SW and 10 Street SW on the South side of 10 Avenue SW

**Present Use:** Single Family Dwelling and Farm Use

**Proposed Use:** Future Service Commercial Land Uses

**Owner / Applicant:** Westside Farms Ltd. (W. H. Laird)

**Reference:** ZON-1166/ Bylaw No. 4372



The files for the proposed bylaws is available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from February 25 - March 9, 2020, both inclusive, in the office of the Corporate Officer at City Hall, 500 - 2 Avenue NE.

Those who deem their interest affected by the proposed bylaw are urged to review the file available in the Development Services Department (or telephone 250-803-4010) to obtain the facts of the proposal prior to the Public Hearing.

Erin Jackson, Director of Corporate Services

Item 24.1/25.1

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

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on Monday, March 9, 2020 at 7:00 p.m.

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

**Proposed Rezoning** of Lot 5, Section 15, Township 20, Range 10, W6M, KDYD, Plan 12965 Except Plans 21358, 24962, KAP73904 and EPP40251 from C-7 Shopping Centre Commercial Zone to C-3 Service Commercial Zone.

**Civic Address:** 521 – 10 Street SW

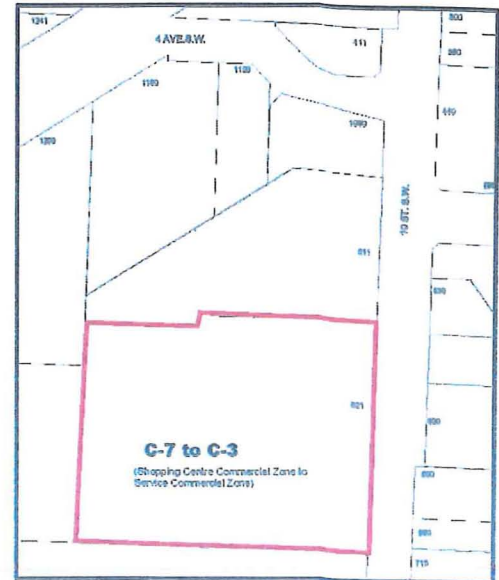
**Location:** South of Tans Canada Hwy and 10 Street SW on the West side of 10 Street SW

**Present Use:** Vacant land

**Proposed Use:** Commercial Building

**Owner / Applicant:** 628746 BC Ltd./ W.H. Laird

**Reference:** ZON-1165/ Bylaw No. 4370



The files for the proposed bylaws is available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from February 25 – March 9, 2020, both inclusive, in the office of the Corporate Officer at City Hall, 500 – 2 Avenue NE.

Those who deem their interest affected by the proposed bylaw are urged to review the file available in the Development Services Department (or telephone 250-803-4010) to obtain the facts of the proposal prior to the Public Hearing.

Erin Jackson, Director of Corporate Services

Item 24.2/25.2

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

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on Monday, March 9, 2020 at 7:00 p.m.

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

**Proposed Rezoning** of Lot 1, Section 20, Township 20, Range 10, W6M, KDYD, Plan KAP84550 from A-2 Rural Holding Zone to A-3 Small Holding Zone.

**Civic Address:** 2351 - 60 Street NW

**Location:** South of intersection 60 Street NW and 30 Avenue NW on the West side of 60 Street NW

**Present Use:** Vacant land

**Proposed Use:** Agricultural Residential

**Owner / Applicant:** Roodzant, J.

**Reference:** ZON-1168/ Bylaw No. 4374



The files for the proposed bylaws is available for inspection between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding holidays from February 25 - March 9, 2020, both inclusive, in the office of the Corporate Officer at City Hall, 500 - 2 Avenue NE.

Those who deem their interest affected by the proposed bylaw are urged to review the file available in the Development Services Department (or telephone 250-803-4010) to obtain the facts of the proposal prior to the Public Hearing.

Erin Jackson, Director of Corporate Services





To: His Worship Mayor Harrison and Members of Council

Date: February 18, 2020

Subject: Zoning Bylaw Amendment Application No. 1168

Legal: Lot 1, Section 20, Township 20, Range 10, W6M, KDYD, Plan KAP84550  
 Civic: 2351 60 Street NW  
 Applicant: Jeremy Roodzant

---

### MOTION FOR CONSIDERATION

**THAT:** Bylaw No. 4374 be considered by Council, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 20, Township 20, Range 10, W6M, KDYD, Plan KAP84550 from A-2 (Rural Holding) to A-3 (Small Holding).

---

### STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

---

### BACKGROUND

The subject parcel is located at 2351 60 Street NW in the Gleneden area as shown on Appendix 1 and 2. The proposal is to rezone the subject parcel to Small Holding A-3 Zone to facilitate a 2 ha (5 ac) subdivision.

The existing parcel is approximately 8.08 ha in size, is designated Acreage Reserve in the Official Community Plan (OCP) as shown on Appendix 3, and is currently zoned Rural Holding A-2 as shown on Appendix 4.

The proposal meets the required minimum parcel size requirements of the Small Holding A-3 zone. Small Holding A-3 Zoning regulations are attached as Appendix 5. A sketch plan showing the subdivision and proposed building, which is subject to change, has been provided as Appendix 6.

The surrounding properties are designated Acreage Reserve by the OCP and the area is generally comprised of a mixture of A-2 and A-3 zoned parcels, with a mix of agriculture and larger lot residential uses. The improved soil capability ranges from class 4-6. The property is vacant. Onsite water and sewer service will be required. The A-3 Zone would allow for agriculture, one single family dwelling and an accessory secondary suite. Any new construction would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.

The property is affected by three covenants. The first covenant is notification that the developer is responsible for the provision of both the required quantity and quality of water. The second covenant requires setbacks and minimum building elevations to protect buildings from flood hazard and to protect the watercourse (Palmer Creek as shown on Site Plan) in accordance with the Riparian Areas Regulation. The third covenant requires a geotechnical review prior to construction due to the steep sloping western portion of the lot. The property is designated Potentially Hazardous Development Permit Area – Steep Slopes and Environmentally Sensitive Development Permit Area – Riparian Areas in the OCP.

OCP POLICY

The subject parcel is designated Acreage Reserve in the OCP. The proposed A-3 zone is consistent with the Acreage Reserve land use designation. The proposed subdivision is consistent with OCP Policy 7.3.29, which supports subdivision within the Acreage Reserve:

"7.3.29 Subdivision to accommodate further rural small agricultural holdings may be supported within the Acreage Reserve area situated west of both the Salmon River and the Trans Canada Highway subject to compliance with the following criteria:

- a. the site is well drained and free from flooding, unstable soils or other hazardous conditions;
- b. soil conditions permit permanent on-site sewage disposal for each parcel as determined by the appropriate agency;
- c. availability of adequate potable water supply on each parcel, approved by the appropriate agency;
- d. minimum two (2) hectare parcel size, other than subdivisions or boundary adjustments contemplated under policy 7.3.6 and subject to appropriate zoning; and
- e. the lands have an improved agricultural soils capability rating of class four (4), class five (5), class six (6) or class seven (7) as determined by the ALC, based on the Canada Land Inventory Agricultural Capability Classification System. The principle of protecting better quality agricultural soils from subdivision into small lots will guide decisions on mixed category applications and the ALC will continue to consider each subdivision application on its own merits to ascertain the potential impact of subdivision on existing and potential agricultural development."

COMMENTSEngineering Department

No engineering concerns with rezoning. Subdivision is subject to the Rural Standard of the Subdivision and Development Servicing Bylaw No. 4163 upgrading the west half of 60 Street NW will be required.

Building Department

No building department concerns. Will be required to meet BC Building Code.

Fire Department

No Fire Department concerns.

Planning Department

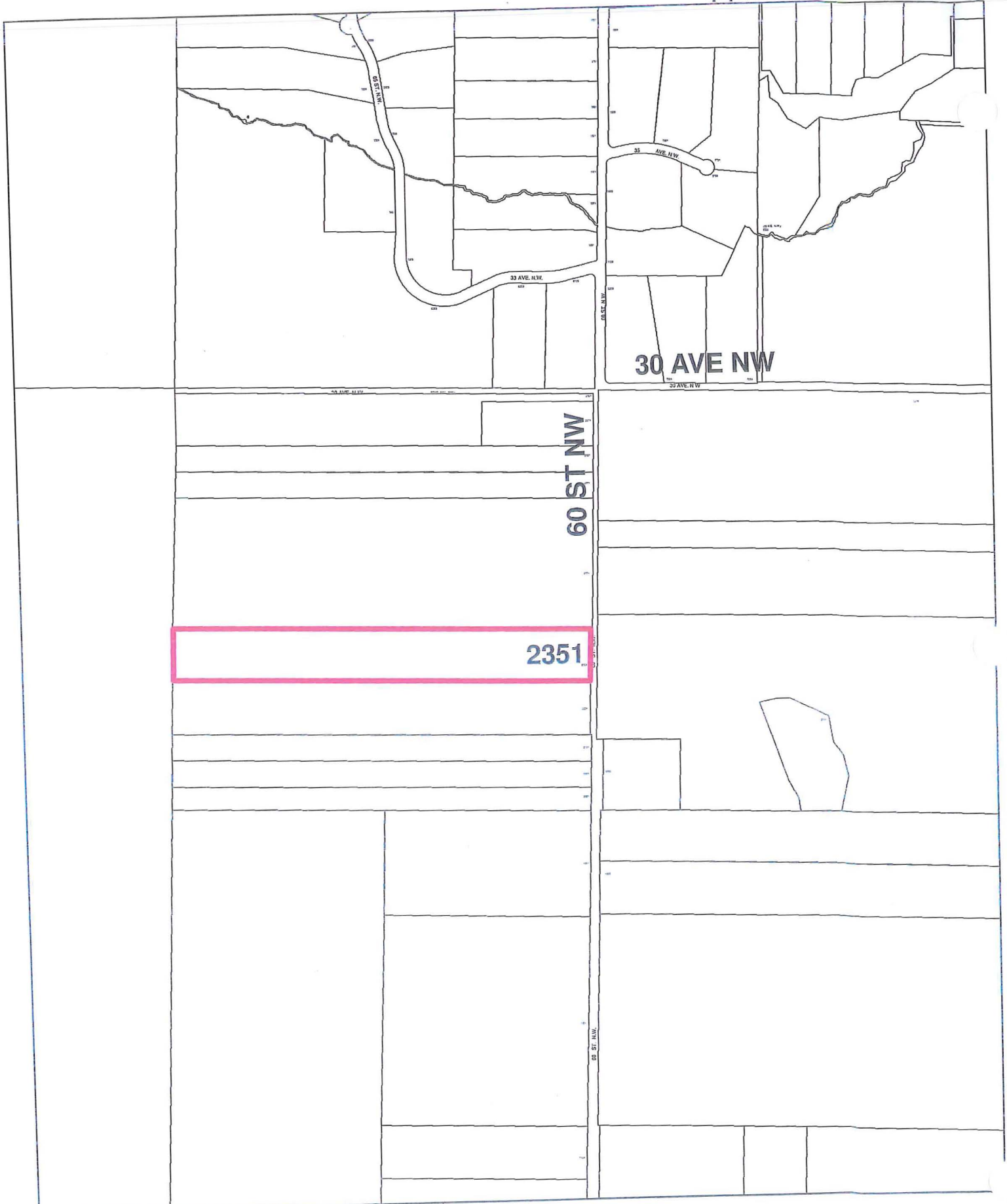
The development as proposed is consistent with the Acreage Reserve OCP designation. The proposed A-3 zoning is aligned with the existing mix of A-2 and A-3 properties in that area. The proposed 2 ha subdivision meets the A-3 minimum parcel area requirements.

CONCLUSION

The proposed A-3 zoning is consistent with the OCP and is supported by staff. Directing subdivision to this area limits the impact on land with higher agricultural potential.

  
Prepared by: Scott Beeching, MCIP, RPP  
Senior Planner

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

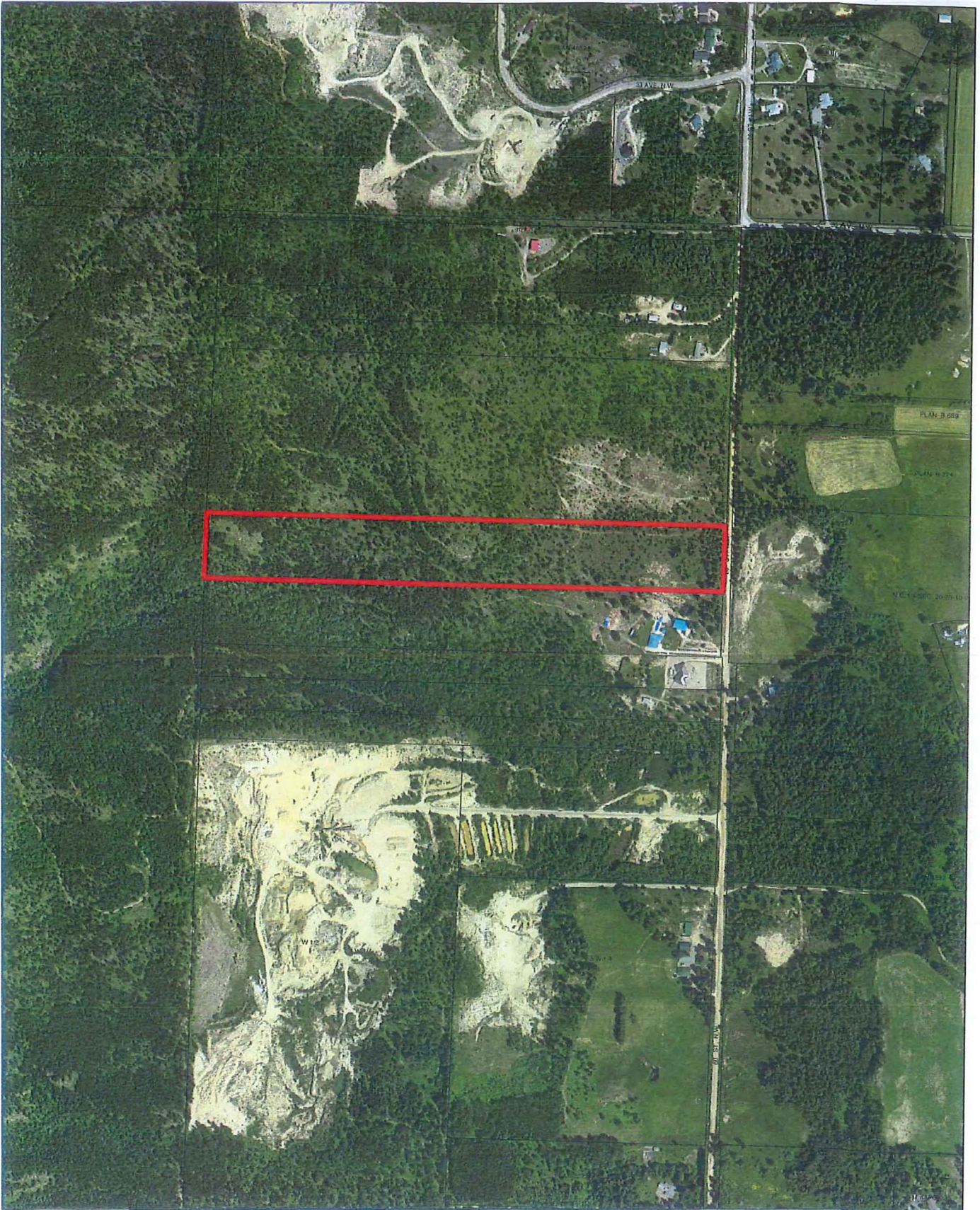


0 80 160 240 320  
Meters



Subject Parcel





0 75 150 300 450 600 Meters



Subject Parcel





0 50 100 200 300 400  
Meters



Subject Parcel



Park

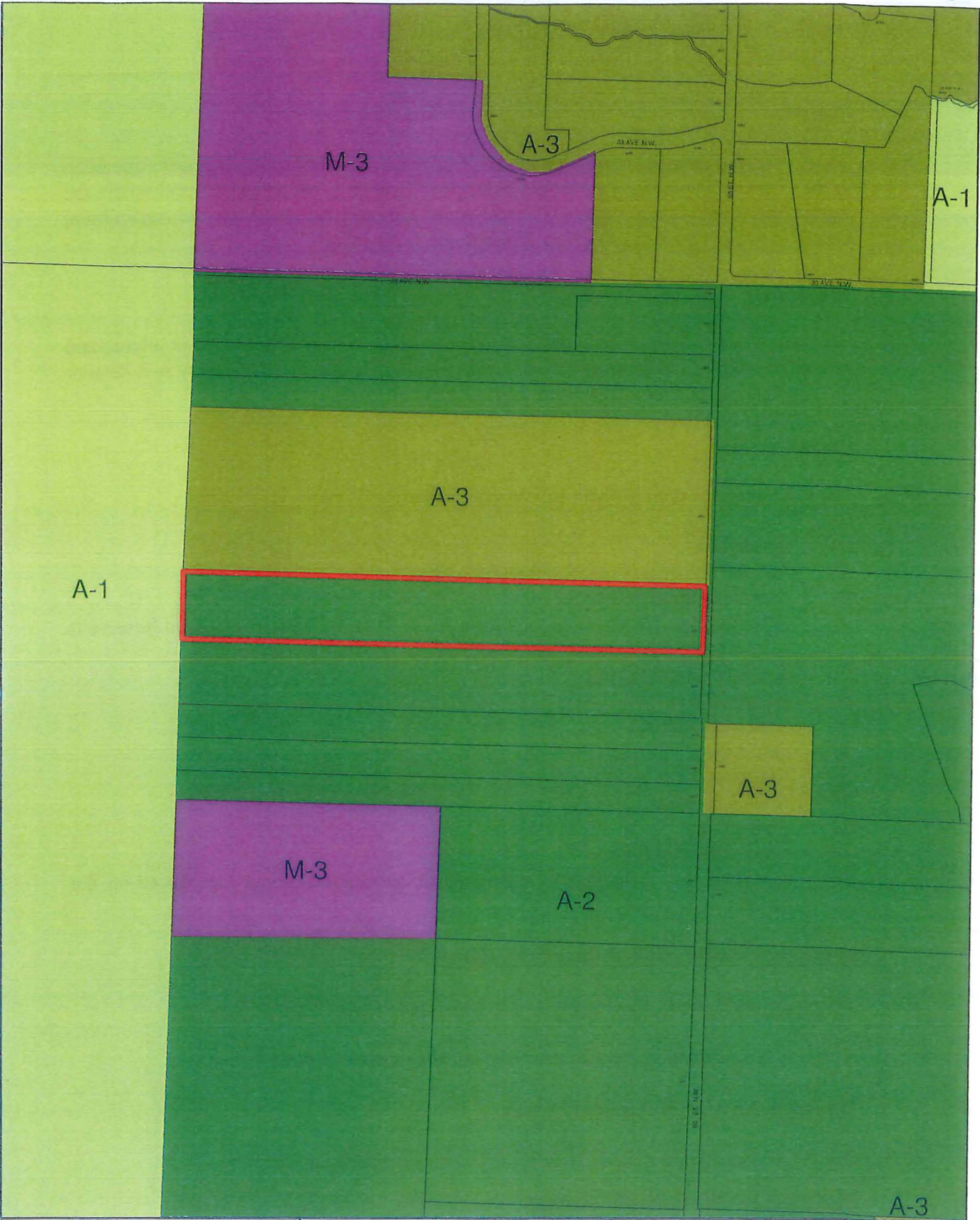


Forest Reserve



Acreage Reserve





0 40 80 160 240 320 Meters



Subject Parcel



A-1 Agriculture  
A-2 Rural Holding  
A-3 Small Holding



M-3 Gravel Extraction



## SECTION 36 - A-3 - SMALL HOLDING ZONE

### Purpose

- 36.1 The A-3 Zone is intended to provide for the creation of two hectare *parcels* in areas specified in the *Official Community Plan* where further urbanization is not anticipated and where the Agricultural Land Commission (ALC) has either excluded the area from the Agricultural Land Reserve or where the ALC has agreed to the A-3 Zoning).

### Regulations

- 36.2 On a *parcel* zoned A-3, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the A-3 Zone or those regulations contained elsewhere in this Bylaw.

### Permitted Uses

- 36.3 The following uses and no others are permitted in the A-3 Zone

- |              |     |                                                                                                                                                                     |
|--------------|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|              | .1  | <i>agriculture;</i>                                                                                                                                                 |
|              | .2  | <i>bed and breakfast</i> , limited to three let rooms;                                                                                                              |
| #2767        | .3  | <i>boarders</i> , limited to two;                                                                                                                                   |
| #4018, #4193 | .4  | <i>detached suite</i> (development of a <i>detached suite</i> in the Agricultural Land Reserve is subject to the Agricultural Land Commission Act and Regulations); |
| #3082        | .5  | <i>family childcare facility;</i>                                                                                                                                   |
| #3426        | .6  | <i>group childcare;</i>                                                                                                                                             |
|              | .7  | <i>home occupation;</i>                                                                                                                                             |
|              | .8  | <i>public use;</i>                                                                                                                                                  |
|              | .9  | <i>public utility;</i>                                                                                                                                              |
| #3212        | .10 | <i>secondary suite;</i>                                                                                                                                             |
|              | .11 | <i>silviculture;</i>                                                                                                                                                |
|              | .12 | <i>single family dwelling;</i>                                                                                                                                      |
|              | .13 | <i>accessory use</i> , including the retail sale of agricultural products produced on the <i>parcel</i> .                                                           |

### Maximum Number of Single Family Dwellings

- 36.4 The maximum number of *single family dwellings* shall be one (1) per *parcel*.
- .1 A second dwelling may be permitted under Section 4.13 of the bylaw.

### Maximum Number of Secondary Suites

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

### Maximum Residential Building Area

- 36.6 The maximum combined building area for all dwelling units (single family dwelling, detached suite and farm help) shall be no greater than 500 m<sup>2</sup> (5,382ft<sup>2</sup>).

---

**SECTION 36 - A-3 - SMALL HOLDING ZONE - CONTINUED**


---

**Maximum Height of Single Family Dwellings**

36.7 The maximum *height* of the *single family dwelling* shall be 10.0 metres (32.8 feet).

**Maximum Height of Accessory Buildings**

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

**Minimum Parcel Size**

36.9 The minimum *parcel* size shall be 2.0 hectares (4.9 acres).

**Minimum Parcel Width**

36.10 The minimum *parcel width* shall be 50.0 metres (164.0 feet).

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

- 36.11 .1 The minimum *setback* of *principal* and accessory *buildings* intended to accommodate non-agricultural uses from all *parcel* lines shall be 6.0 metres (19.7 feet).
- .2 Refer to Section 4.9 for "Special Building Setbacks" which may apply.

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

- 36.12 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 | Any <i>single family dwelling</i> shall be                                      | 15.0 metres (49.2 feet) |
| .6 | Any <i>watercourse</i> or body of water shall be                                | 30.0 metres (98.4 feet) |
| .7 | Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply. |                         |

**Sale of Agricultural Products**

36.13 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**

36.14 Parking shall be required as per Appendix I.

CIVIC ADDRESS: 2351 60th St NW, Salmon Arm, BC, V1E 3B2

LEGAL DESCRIPTION: Parcel ID: 027-166-678  
LOT 1 SECTION 20 TOWNSHIP 20 RANGE 10  
W6M KDYD PLAN KAP84550

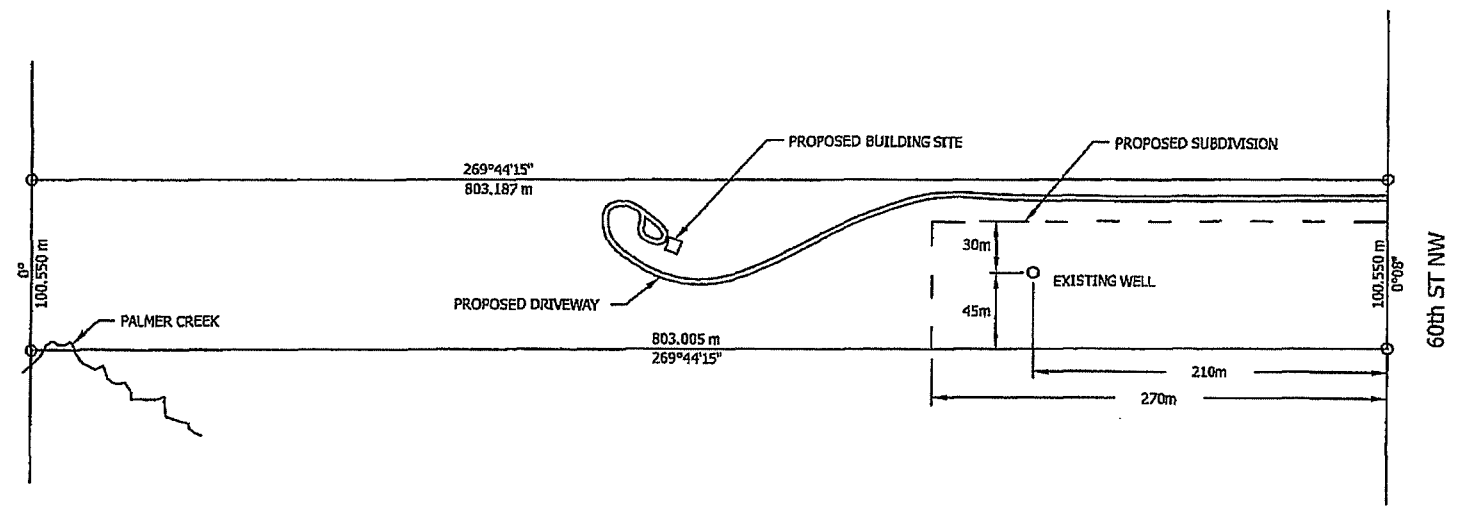
CURRENT ZONING: A2 - RURAL HOLDING  
CURRENT OCP: ACREAGE RESERVE

PROPOSED ZONING: A3 - SMALL HOLDING  
PROPOSED OCP: ACREAGE RESERVE

TOTAL AREA: 19.95 Acres (80,760 sq m)

PROPOSED SUBDIVISION:  
CREATE 5 ACRE PARCEL  
75m x 270m WITH EXISTING WELL  
PLAN TO SELL, NO BUILDINGS PROPOSED BY OWNER

EXISTING PROPERTY AFTER SUBDIVISION  
14.95 ACRES  
25m ROAD FRONTAGE  
PROPOSED DRIVEWAY AND BUILDING AS SHOWN



ZONING AND  
SUBDIVISION PLAN

2351 60 STREET NW  
JAN 3, 2020

SIZE  
A  
SCALE  
1:4000

DWG NO.  
JR\_SITEPLAN

SHEET  
1 OF 1

RE  
A



Item 25.1

## CITY OF SALMON ARM

Date: March 9, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4372 be read a third time.

[ZON-1166; Westside Farms Ltd., Inc. No. BC 1075703; 1490 10 Avenue SW; A-1 and R-1 to C-3]

### Vote Record

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

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

# CITY OF SALMON ARM

## BYLAW NO. 4372

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on \_\_\_\_\_ 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 that part of the north east ¼ of Section 10 included in plan attached to absolute fees parcel book volume 5 folio 614; Township 20, Range 10, W6M, KDYD from R-1 & A-1 (Single Family Residential Zone & Agriculture Zone) to C-3 (Service Commercial 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.

City of Salmon Arm  
Zoning Amendment Bylaw No. 4372

5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4372"

READ A FIRST TIME THIS 24 DAY OF February 2020

READ A SECOND TIME THIS 24 DAY OF February 2020

READ A THIRD TIME THIS DAY OF 2020

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

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

ADOPTED BY COUNCIL THIS DAY OF 2020

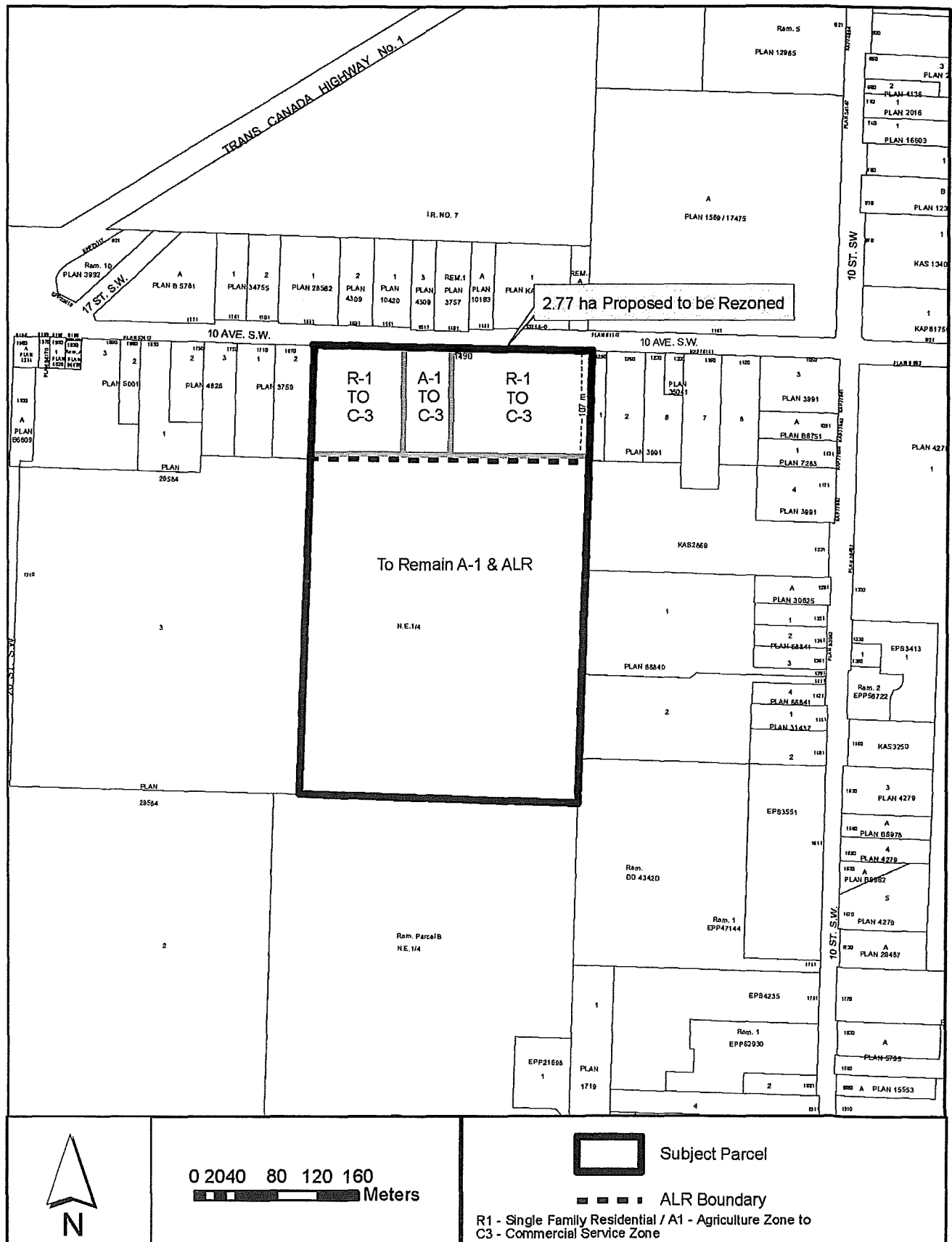
\_\_\_\_\_  
MAYOR

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



City of Salmon Arm  
Zoning Amendment Bylaw No. 4372

SCHEDULE "A"



Item 25.2

## CITY OF SALMON ARM

Date: March 9, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4370 be read a third time.

[ZON-1165; 628746 BC Ltd./Laird, B.; 521 10 Street SW; C-7 to C-3]

### Vote Record

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

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

# CITY OF SALMON ARM

## BYLAW NO. 4370

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on 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 5, Section 15, Township 20, Range 10, W6M, KDYD, Plan 12965 Except Plans 21358, 24962, KAP73904 and EPP40251 from C-7 Shopping Centre Commercial Zone to C-3 Service Commercial 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.



City of Salmon Arm  
Zoning Amendment Bylaw No. 4370

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4370"**

READ A FIRST TIME THIS                      24                      DAY OF                      February                      2020

READ A SECOND TIME THIS                      24                      DAY OF                      February                      2020

READ A THIRD TIME THIS                                              DAY OF                                              2020

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

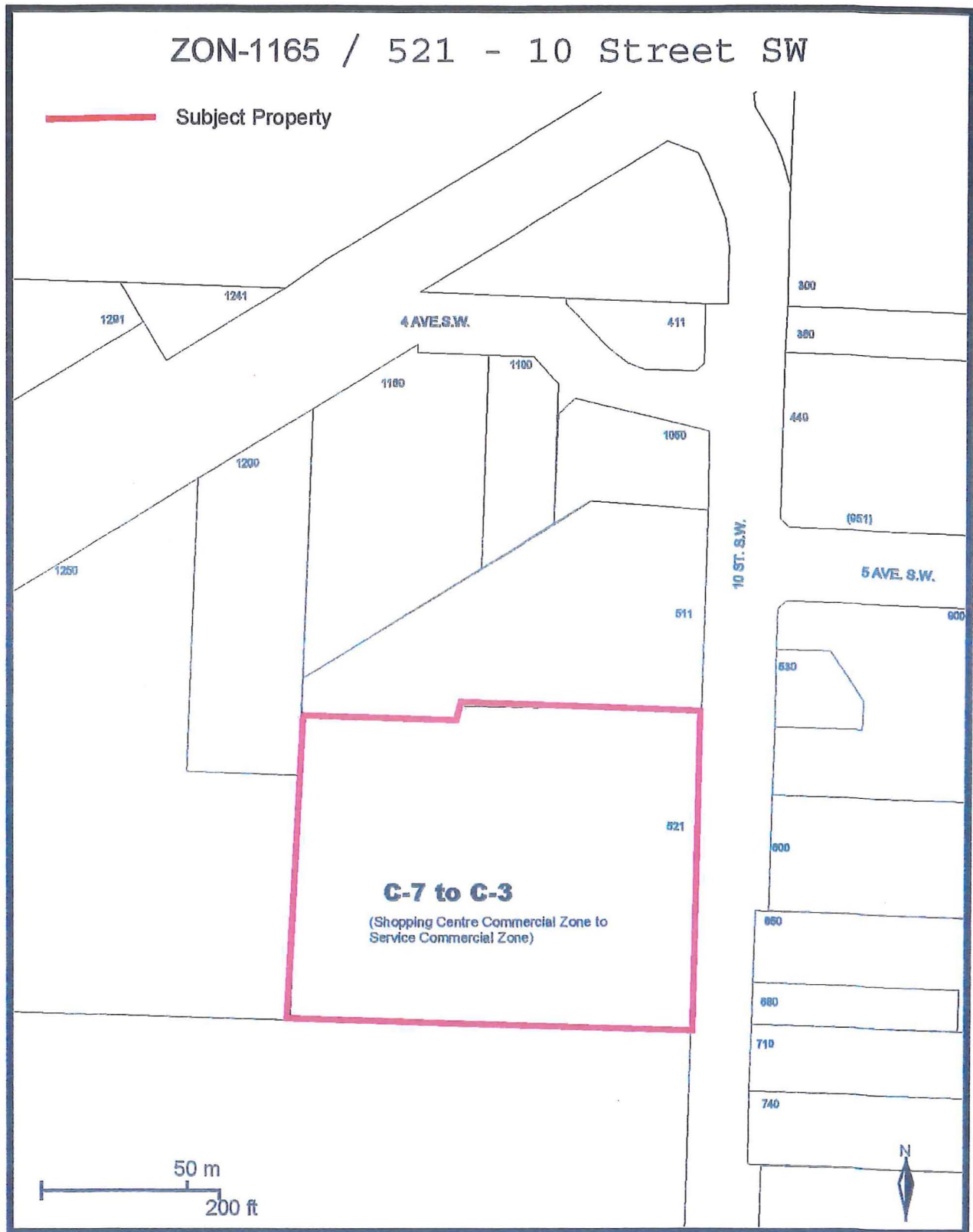
\_\_\_\_\_  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS                                              DAY OF                                              2020

\_\_\_\_\_  
MAYOR

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

## SCHEDULE "A"



Item 25.3

## CITY OF SALMON ARM

Date: March 9, 2020

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4374 be read a third and final time.

[ZON-1168; Roodzant, J.; 2351 60 Street NW; A-2 to A-3]

### Vote Record

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

Opposed:

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



# CITY OF SALMON ARM

## BYLAW NO. 4374

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on 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 20, Township 20, Range 10, W6M, KDYD, Plan KAP84550 from A-2 Rural Holding Zone to A-3 Small Holding 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.

City of Salmon Arm  
Zoning Amendment Bylaw No. 4374

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4374"**

READ A FIRST TIME THIS                      24                      DAY OF                      February                      2020

READ A SECOND TIME THIS                      24                      DAY OF                      February                      2020

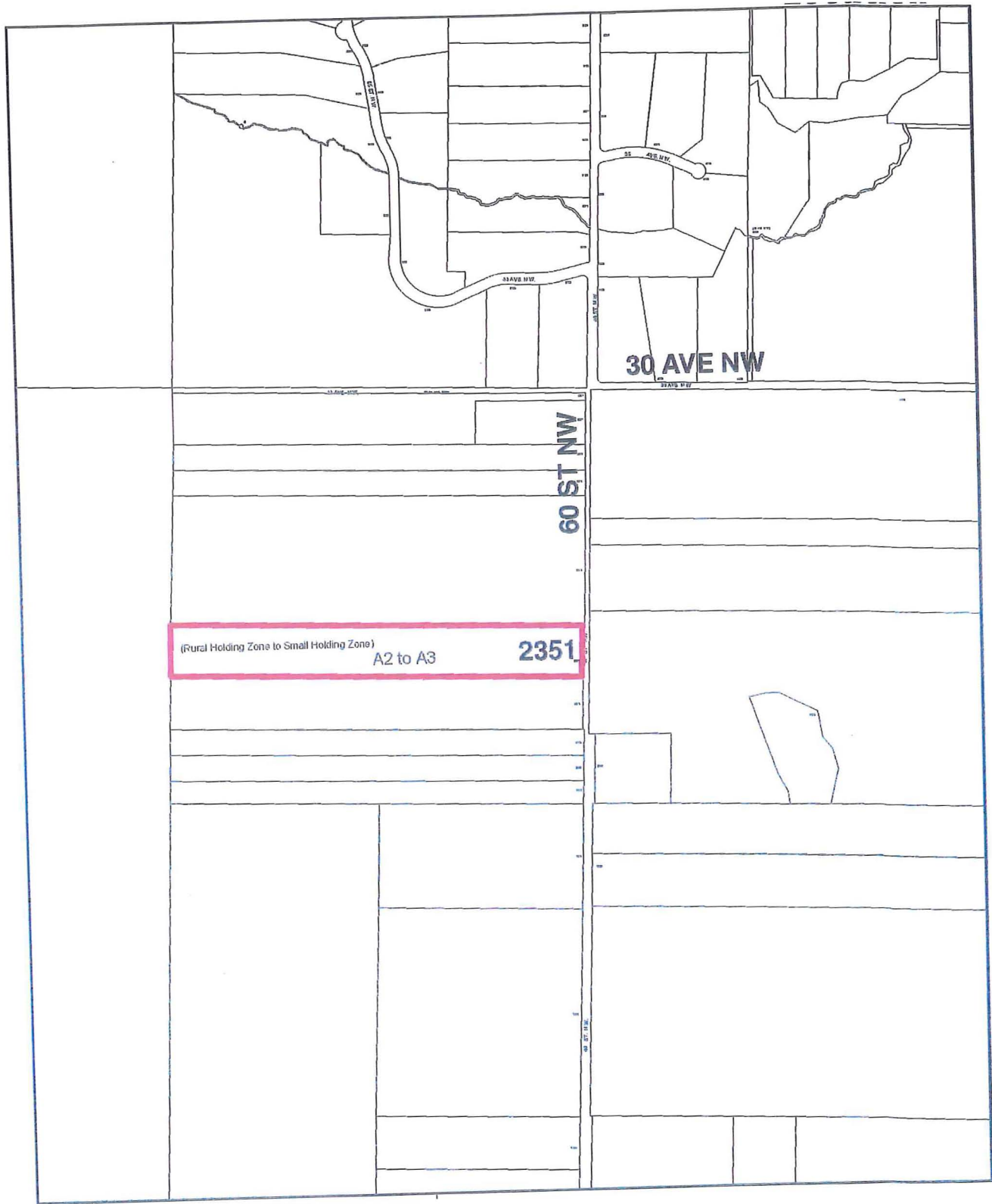
READ A THIRD TIME THIS                                              DAY OF                                              2020

ADOPTED BY COUNCIL THIS                                              DAY OF                                              2020

\_\_\_\_\_  
MAYOR

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

## SCHEDULE "A"





Item 27.

## CITY OF SALMON ARM

Date: March 9, 2020

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the Regular Council Meeting of March 9, 2020, be adjourned.

### Vote Record

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

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

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## INFORMATIONAL CORRESPONDENCE - MARCH 9, 2020

1.	Building Department – Building Statistics – February 2020	N
2.	Building Department – Building Permits – Yearly Statistics	N
3.	R. Williams, Director, Shuswap Vintage Car Club – letter dated February 21, 2020 – Annual Car Event	A
4.	A. Colombe – email dated February 25, 2020 – TCH and Highway 97B Intersection Concerns	A
5.	Enderby Old Timers Dance Club – invitation received February 27, 2020 – Enderby Old Time Dance Club's "About 100" Party	N
6.	D. Mann, K. Garrett, D. & K. Horne, Junior Instructors/ Bonspiel Organizers – letter received February 25, 2020 – Thank You from the Salmon Arm Junior Bonspiel	N
7.	T. Peasgood, Salty Street Festival Organizing Committee – letter dated February 10, 2020 – Salty Dog Street Festival, May 9, 2020/ Street Closure 7:00 a.m. to 5:00 p.m.	R
8.	R. Parenteau, Shuswap Community Foundation – letter dated February 12, 2020 – Shuswap Community Foundation Grants-in-Aid	N
9.	C. Bartsch, President/Commissioner, Salmon Arm Slow-Pitch League – letter dated March 3, 2020 – 'Jox Box' Batters Boxes	A
10.	H. O'Hara, Executive Director/ BC Association of Farmers' Markets and V. Brown, President, Board of Directors, BC Association of Farmers' Markets – letter dated February 19, 2020 – BC Farmers' Market Nutrition Coupon Program	N
11.	J. Paterson, Chair and A. Noble, President and CEO, BC Games Society – letter dated January 31, 2020 – Accepting Bids for Upcoming Winter and Summer Games	N
12.	J. Marsh, Director, Leasing Services, Real Property Division, Ministry of Citizens' Services – letter dated February 19, 2020 – New Facilities Management Provider for the Province of British Columbia	N
13.	L. Halls, Deputy Minister, Emergency Management BC – letter dated February 21, 2020 – Emergency Support Services Modernization	N
14.	P. Warkentin, Manager, Take Action on Radon, Executive Director, CARST – letter dated February 7, 2020 – Testing for Radon	A
15.	S. Niven, Associate, Fund Development, Cystic Fibrosis Canada – email dated February 20, 2020 – May is Cystic Fibrosis Awareness Month	A

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required



# CITY OF SALMON ARM

## CITY OF SALMON ARM BUILDING DEPARTMENT REPORT FEBRUARY 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	1	300,000	2	600,000	2	700,000	5	2,099,000
2	Misc. Additions etc. to SFD's	-	-	7	616,625	5	826,300	8	875,550
3	New Single Family Dwellings with suites	1	295,000	2	895,000	-	-	-	-
4	New Secondary/Detached Suites	1	5,000	1	5,000	3	90,000	4	135,000
5	New Modulars/MH's (Factory Built)	-	-	3	790,000	1	125,000	2	275,000
6	Misc. Additions etc. to Modulars/MH's	-	-	-	-	-	-	-	-
7	MFD's (# Units)	-	-	-	-	-	-	-	-
8	Misc. Additions etc. to MFD's	2	60,000	3	70,000	1	25,000	2	50,000
9	New Commercial	-	-	-	-	-	-	-	-
10	Misc. Additions etc. to Commercial	-	-	4	135,353	4	201,000	5	251,000
11	New Industrial	-	-	1	3,000,000	1	100,000	1	100,000
12	Misc. Additions etc. to Industrial	-	-	-	-	1	5,000	2	505,000
13	New Institutional	-	-	2	586,033	-	-	-	-
14	Misc. Additions etc. to Institutional	1	15,000	1	15,000	-	-	-	-
15	Signs	6	99,700	10	122,334	1	2,000	2	2,700
16	Swimming Pools, Pool Buildings	-	-	-	-	-	-	-	-
17	Demolitions	2	-	3	-	1	-	3	-
18	Temporary Trailers, A & B Permits	-	-	-	-	-	-	-	-
19	Misc. Special Inspections, etc.	4	-	9	-	3	-	7	-
	<b>TOTAL PERMITS ISSUED</b>	<b>18</b>	<b>774,700</b>	<b>48</b>	<b>6,835,345</b>	<b>23</b>	<b>2,074,300</b>	<b>41</b>	<b>4,293,250</b>

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

1

BUILDING PERMITS - YEARLY												
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
2001	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
2002	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
2003	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
2004	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
2005	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
2006	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
2007	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
2008	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
2009	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
2010	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
2011	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
2012	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
2013	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
2014	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
2015	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
2016	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
2017	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
2018	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
2019	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
2020	2,218,950	4,293,250										



February 21, 2020

Honorable Mayor and City Council:

My name is Rick Williams, and I am a Director with the Shuswap Vintage Car Club of Salmon Arm. I have volunteered to Headup the annual Car event, which our Club holds every year in the City Park, (adjacent to the wharf and Prestige Inn). As such, I would be pleased to address both Mayor Harrison and city Council, respecting this upcoming Car event, scheduled for the 11th day of July, 2020, from 10:00am to 3:00pm.

Last year we had 127 vehicles registered for this event, along with a number of vehicles that also attended, but were not formally registered. We anticipate an even larger event this year, with interest being expressed by hobby owners from all over our Province, including the Lower Mainland, and from the neighboring Province of Alberta. It is an excellent opportunity to show off both our hobby and our beautiful City to many out of town visitors, who attend this well publicized Car Show.

Accordingly, we shall be seeking city Council's approval to permit the Shuswap Dance Society (a non profit organization), to provide dancing entertainment throughout the day, along with the opportunity to sell coffee and muffins in the morning, and hamburgers and hot dogs in the afternoon, to both help them raise funds for their dancers, while also providing a service and entertainment to the general public. It will also be our request of his Honor, Mayor Harrison, that he preside over a 'Mayor's Choice' Award ceremony, on behalf of the City of Salmon Arm, near the end of the afternoon.

As in the past, our Club will protect all sprinkler heads with traffic cones, and will clean up the Park to the same condition we found it in. Naturally, we will be requesting that the sprinklers be turned OFF the day before (and the day of), the Harbor Front Show.

I have spoken briefly with Mayor Harrison on February 20th about presenting the 'Mayor's Choice' Award, and I would very much also appreciate the opportunity to address City Council respecting this event, at your earliest possible convenience. Since we do involve local community sponsors such as: Braby Motors, Lordco, Ian Grey's G.M., Jacobsen Ford, and a number of other local patrons, etc., TIME is fast becoming 'of the essence', to commence the necessary planning for our annual Harbor Front Show!

Thanking you for your kind consideration and anticipated early response.  
Feel free to contact me with any concerns.

Sincerely yours,

Rick Williams, (Director: Shuswap Vintage Car Club)  
C 778 443 5110  
[djwilliams008@hotmail.com](mailto:djwilliams008@hotmail.com)

3



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From: Angela Colombe

Sent: February 25, 2020 11:10 AM

To: Minister.Transportation@gov.bc.ca <Minister.Transportation@gov.bc.ca>;  
greg.kyllo.MLA@leg.bc.ca <greg.kyllo.MLA@leg.bc.ca>; Alan Harrison <aharrison@salmonarm.ca>

Subject: Intersection of TCH and Hwy 97b concerns

To: The Honourable Claire Trevena, Minister of Transportation & Infrastructure; Greg Kylo - Shuswap  
MLA; Mayor Alan Harrison and Salmon Arm City Council,

My name is Angela Colombe, I am a proud community member of the Salmon Arm area. I am writing to you today to express my concerns over the intersection of the TCH and Hwy 97b. I have attached a letter to this email that addresses my specific areas of concern as well as written in an opinion on a possible, cost friendly solution, in regards to my concerns.

If you have any questions or concerns over any of the information that I have sent or cannot open the document I have attached, please do not hesitate to contact me either by phone or by email.

Thank you very much for your time and consideration.

Cheers,

Angela

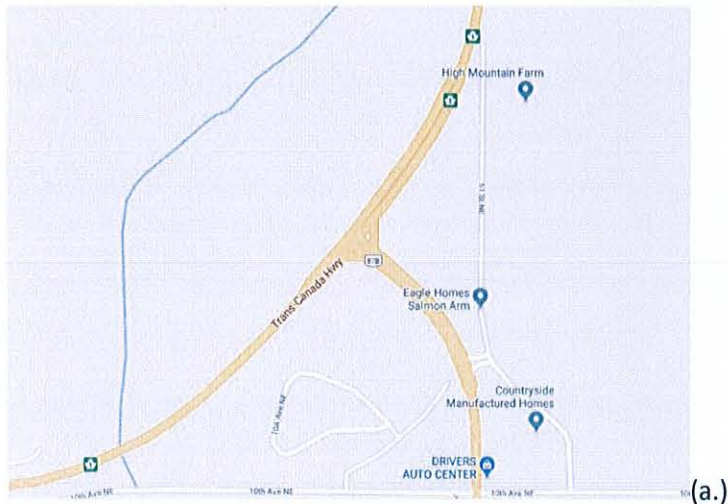
Angela Colombe

Confidentiality Notice: This message may contain information that is privileged, confidential and exempt from disclosure. If you are not the intended recipient or the person responsible to deliver it to the intended recipient, be aware that any dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately and permanently delete the original message. Thank you.

Feb 3, 2020

To whom it may concern,

I would like to express my concerns over the Highway connector of the Trans. Canada Hwy and Hwy. 97B.



(a. Google maps view of the intersection)

I am a member of the Salmon Arm community, who uses this intersection on a daily basis while on my way home from work. I feel this intersection is unsafe and has room for improvement. I use the left hand turn lane to head south on 97B, heading towards Enderby and Vernon.

The reason I feel unsafe, is because of these reasons:

1. Crossing into oncoming traffic the Trans. Canada Hwy which is always busy as it is the main transportation route across Canada.
2. Direct sun exposure in the west bound driver's vision for the majority of the afternoon/evening sun. This makes it hard to see oncoming traffic and impairs the driver's judgment to see if that traffic is exiting right on to 97B or continuing through.
3. It is a tight turn, especially if you are driving a larger vehicle, when you are trying to accelerate to beat oncoming traffic traveling at highway speed. It is also a tight corner when you are accelerating and slipping on snow and ice all while trying to cross safely with the oncoming traffic.
4. No left turn light to enable a safe and timed crossing on Canada's busiest highway.



(b. Looking west on the on the TCH, showing the left hand turn lane and the current stop lights at the intersection)

Since the instalment of this intersection a few years ago, there have been an increasing number of accidents at this connector. I feel that this intersection safety could be vastly improved by the instalment of a timed turn light for the left hand turn lane, to safely cross the highway to head south on Hwy 97B.

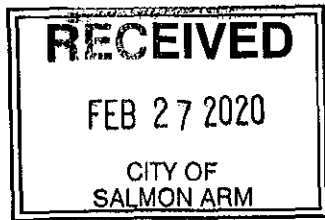
Thank you very much for your time and consideration of my concerns.

If you have any questions or concerns regarding this matter, please do not hesitate to contact me by phone or by email.

Sincerely,

Angela Colombe





**AN INVITATION TO  
THE MAYOR AND COUNCILLORS  
TO ATTEND**

**ENDERBY OLD TIME DANCE  
CLUB'S "ABOUT 100" PARTY**

**APRIL 3, 2020 AT 2 PM**

**FOR COFFEE AND CAKE AT THE  
ENDERBY DRILL HALL**

**ENTERTAINMENT WILL CONTINUE FOR THE  
AFTERNOON WITH A POT LUCK DINNER AND  
DANCE IN THE EVENING. YOU ARE  
WELCOME TO STAY FOR ALL OF THESE  
EVENTS**

**FOR MORE INFORMATION PLEASE CONTACT  
ESTELLE AT 250 546-6186**

An old time and pattern dance club was formed in Salmon Arm in 1926. After their 75<sup>th</sup> anniversary in 2001, they became inactive and joined the Enderby Old Time Dance Club. To honour Salmon Arm's dedication to dance we would be honoured if any of you were able to attend.

# Thank YOU, from the Salmon Arm Junior Bonspiel!

Junior curlers and their families from Salmon Arm, Enderby, Armstrong, Vernon, Lumby, Kamloops, Lake Country and Kelowna would like to thank you for your generous donation to our Junior Bonspiel held February 15 & 16, 2020.

Curling, curling and more curling! That's why 96 kids came with parents and siblings to the Salmon Arm Curling Centre Feb 15 and 16! Oh, and the 96 kids' door prizes, the 36 adult door prizes and 28 costume prizes might have had something to do with it! Or was it the pizza dinner for the kids, pulled pork for the adults and lots of home-made desserts!! Or maybe it was just having that many kids all in the same place at one time having fun. There truly was something for EVERYONE, including a slide show of photos taken of the curlers throughout the day, Saturday. The theme this year was 'Classic Board Games', hence the domino in the photo below. And check out the photo of the team dressed as the CLUE game – coach included! (This picture, courtesy of Ihana Images, was taken in our 'photo booth'.) 😊



The kids signed 65 mini-posters – to thank YOU for YOUR contribution to the huge success of our annual spiel, where success is measured in smiles. A 24" x 36" version is already framed and displayed in the club as our sponsor recognition board.

The older kids had additional fun Saturday night with human curling (ask a kid) and a DJ, then returned Sunday to play for the Dave Belway Sr Memorial Cup, and medallions for Intermediate & Advanced Finalists. Saturday night's Domino's pizza lasted for cold pizza breakfast and lunch on Sunday!

YOUR help continues to be instrumental in continuing to make this **THE best junior FUNspiel in the Thompson Okanagan** (we are told it's the best in BC!).

Dick Mann, Karen Garrett, Darryl and Kate Horne  
Junior Instructors / Bonspiel Organizers

6

Feb 10, 2020

Attn: Rob Niewenhuizen  
Director of Engineering and Public Works

Re: Salty Dog Street Festival, May 9<sup>th</sup> 2020  
Street Closure 7 am to 5 pm

Several Partner Organizations including Shuswap Tourism, Economic Development Society, Down Town Salmon Arm, Shuswap Trail Alliance, Shuswap Cycling Club and Skookum Cycle are joining together to again provide our community with an exciting and fun family event in 2020. Branded as the Salty Street Fest, we will be seeking to more actively engage the 1000+ attendees of the Annual Salty Dog Enduro Mountain Bike event, along with local Salmon Arm residents to come downtown and enjoy the festival and amenities.

The event will take place on Saturday May 9<sup>th</sup> from 10am to 3pm on Hudson Ave, both the 100 and 200 blocks of Hudson. We request the City's approval and assistance in order to create a safe and enjoyable event. Your support provides increased marketing opportunities for multiple local businesses, not-for-profits, local tourism and it will be a showcase of our downtown community. The event includes the Shuswap Bike Club's Bike Swap, Kids Run Bike Parade, Shuswap's Children Association's Play Zone, Demille's Petting Zoo, 4H Club Scavenger Hunt, Meikle Art Studio painting area, Pie Co Pie Eating contest, booths set up by Silver Star, Sun Peaks, Shuswap Trail Alliance, Shuswap Cycling Club, and various Bike Brand's and Vendors showing off 2020 product. A site map of the event has been attached.

For the 2020 event we request a street closure of the 100 and 200 blocks of Hudson Ave., between Shuswap St. and Alexander St, including the portion of McLeod St from Hudson Ave to the alley south from 7:00am to 5pm on Saturday May 9<sup>th</sup>. Streets will be barricaded and patrols will be set up to ensure the safety of participants and motorists.

Again this year, insurance for the event will be provided, coving programing, event participants, partners, volunteers, and the City of Salmon Arm.

Additionally, we request the use of the following safety equipment:

- 7 traffic barricades
- Any signage available to inform motorists of the pending street closure and parking restrictions throughout the day.
- Down Town Salmon Arm has lent the event Parking signs, pointing people to the different parking areas down town

Communication with the local downtown businesses will occur via a letter a month prior to the event. The letter's will be hand delivered in person, to better communicate the extent of the event, and answer any questions about the event.

7



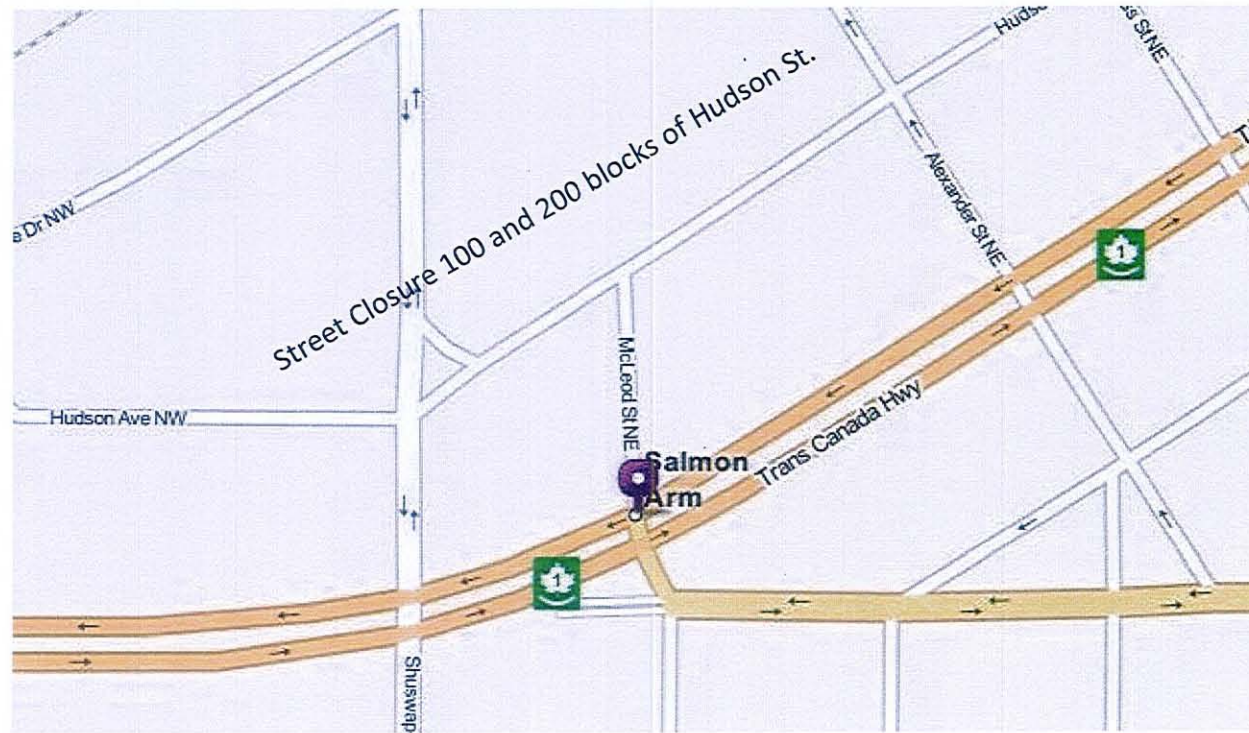
The RCMP, Fire Dept and Ambulance Service will be contacted to provide additional coverage during the event. Should you require further information, please feel free to contact me at your convenience at 250-832-7368, or via email at [tom@skookumcycle.com](mailto:tom@skookumcycle.com).

Sincerely,

Tom Peasgood

On behalf of the Salty Street Festival Organizing Committee

Skookum Cycle and Ski





**SHUSWAP  
COMMUNITY  
FOUNDATION**

102-160 Harbourfront Drive, NE  
Salmon Arm BC, V1E 4P9  
Ph: 250-832-5428  
Email: [info@shuswapfoundation.ca](mailto:info@shuswapfoundation.ca)

February 12, 2020

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

Dear Mayor and Council,

The Shuswap Community Foundation's Grants-in-Aid Adjudication Committee met on January 22 to review the applications for funding received for the City of Salmon Arm Grants-In-Aid Program.

The Committee is comprised of Mayor Alan Harrison and Shuswap Community Foundation Board members: Ralph Segreto, Lindsay Wong, Kathryn Vennard and Manager Roger Parenteau.

With \$54,625 available and requests totalling \$115,020, the Committee faced difficult decisions. We are pleased to announce that 21 groups were approved and will receive funds shortly. A spreadsheet with a list of the allocations is attached.

We thank you for this opportunity to serve our community.

Regards,

A handwritten signature in blue ink, appearing to read 'Roger Parenteau', is written over a series of horizontal dashed lines.

Roger Parenteau, SCF Manager

On behalf of  
Lindsay Wong, Chair of the City of Salmon Arm Grants-in-Aid Committee



**2020 City of Salmon Arm - Grants in Aid**

Applicant	Contact	Request	Project	\$ Approved
Can. Red Cross	Christian Bates	\$5,000	Rental of SA HELP office.	\$3,500
S. A. Curling Centre	Mr. S. Wills	\$15,000	Utility costs	\$6,775
S. Dragon Boat Soc.	Janet Ferns	\$3,500	Operating costs, insurance	\$0
Shu. Community Garden	Rose Strumecki	\$800	Infrastructure & insurance	\$500
SA Community Living	Jo-Anne Crawford	\$2,078	Utilities costs	\$2,000
Kamloops Symphony Society	Daniel Mills	\$3,000	Concert Series	\$1,500
Col. Shu. Invasive Species Soc.	Robyn Hooper	\$5,000	Invasive species education	\$0
Shuswap District Arts Council	Tracey Kutschker	\$1,600	WoW Gazebo rental	\$750
SA Museum & Heritage Assoc.	Susan Mackie	\$9,000	Demers & Tillman Pool Hall	\$5,500
SA Children's Festival	Karen Bubola	\$5,000	Festival Support	\$4,000
Shu. Assoc. Writers	Kay Johnston	\$2,750	Young Writers Prog.	\$1,800
Shu. Hospice	Cookie Langenfeld	\$5,000	Replace Computers & Server	\$2,000
Women Who Wine	Kailee Ramsell	\$2,707	Halloween for Hospice	\$1,100
SABNES	Janet Aitken	\$6,000	Hire a summer student	\$3,000
Literacy Alliance of the Shuswap	Lola Storry	\$1,500	Unplug & Play Week	\$1,500
SAS Dry Grad	Rhonda Darbyson	\$2,500	Dry Grad	\$700
SA & Shu. Lake Agricultural Assoc.	Colleen Ingram	\$5,935	Utilities costs	\$2,500
Shuswap Theatre	Paula Shields	\$5,000	New roof & HVAC	\$3,500
CSRD Youth Swimming Society	Jodi Romyn	\$4,000	SASCU Pool rental fees	\$2,000
Voice of the Shuswap	Jeanette Clement	\$5,000	Tower rental	\$2,500
Shuswap Food Action Co-op	Serena Caner	\$4,500	Hire Marketing Manager	\$3,500
Shuswap Food Action Co-op	Serena Caner	\$650	Expenses of Community Garden	\$500
Salmon Arm Waves Masters Swim	Angela Carson	\$6,000	Pool rental, cost of lifeguards.	\$2,000
Shuswap Immigrant Services	Adrienne Munro	\$2,000	Multicultural Festival	\$1,500
SA Sockeyes Swim Club	Jodi Romyn	\$3,500	Repair diving blocks	\$2,000
Green Space First United Church	Laurie Page	\$3,000	Air conditioning for Green Space.	\$0
SA Boxing for Wellness	Shelly Desautels	\$5,000	Purchase a wheelchair	\$0

**\$115,020**

**\$54,625**

Funds Available

**\$54,625**



March 3, 2020

Salmon Arm Slo-pitch League

RE: 'Jox Box' Batters Boxes

To Whom It May Concern,

I am writing this letter on behalf of the Salmon Arm Slo-Pitch League to inquire about the City of Salmon Arm assisting in field maintenance.

Our League just completed our 2020 Annual General Meeting and one of the items we discussed in new business was the purchase and installation of new batters boxes. They would be permanent structures that are built into both infields at Al Boucher Memorial Park – the Canoe Ball Diamonds.

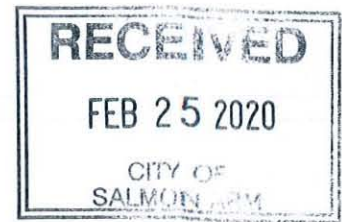
These batters boxes are currently being used in local fields in our region with great success – Both the City of Kelowna and City of Enderby have these upgrades and recommend them.

I have discussed a general outline with Darin Gerow and we have an idea as to the scope and cost of this project. Sadly, we are not able to do it ourselves. We have approval from our Board for \$6,000 in funding to contribute to the project. We are asking the City of Salmon Arm to help with the remaining balance to cover the costs of purchase, shipping, and installation.

Please reach out to me should anyone have any questions or concerns.

Regards,

Chris Bartsch  
President / Commissioner



February 19, 2020

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

Dear Mayor Harrison,

We would like to share with you the exciting results of the BC Farmers' Market Nutrition Coupon Program at Shuswap Farm & Craft Market, Salmon Arm Community Market and Downtown Salmon Arm Market for 2019. The BC Association of Farmers' Markets delivers this provincial program and is extremely proud of its deep impact on both people and farms across BC.

Over the last year, this valued program connected with 78 communities making fresh local foods more accessible to over 15,862 British Columbians. In 2019, a total of **\$16,800** was invested directly in the Salmon Arm community through the Farmers' Market Nutrition Coupon Program.

Our partner in your community, Shuswap Family Resource and Referral Center provided lower-income pregnant women, families and seniors with coupons to purchase fresh fruits, vegetables, cheese, eggs, nuts, fish, meat and herbs at your local farmers' market.

As a result, program participants from Salmon Arm ate more local foods, learned about healthy eating, and felt connected to their community. At the same time, the local food system was strengthened with farmers in your community benefitting from additional revenue to sustain their farms.

We have received many messages of thanks throughout the year but this one stood out to us, as best expressing the value of the Program to participants "The security of knowing we will have some fresh and healthy food each week. Also, the pleasure of knowing and seeing our farmers each week. The good feelings that come from being a part of the market community each week, seeing everyone there, smiling."

Our community partners, participants and farmers are grateful for this Program in your community. If you agree, we kindly ask you to send a thank you letter to the Honourable Adrian Dix, Minister of Health. Your encouragement and feedback can strengthen support for ongoing funding for the Farmers' Market Nutrition Coupon Program and ensure we continue to build healthier BC communities together.

In closing, we also thank you for supporting your local farmers' market, the anchor partner for delivering the BC Farmer's Market Nutrition Coupon program, and the place where local farms, food and artisanal entrepreneurs come together to support your local economy.

We look forward to working with your community again in 2020!

With gratitude,

Heather O'Hara  
Executive Director  
BC Association of Farmers' Markets

Vickey Brown  
President, Board of Directors  
BC Association of Farmers' Markets

BC Association of Farmers' Markets  
203 - 2642 Main St Vancouver, BC V5T 3E6  
604.734.9797 | [bcfarmersmarket.org](http://bcfarmersmarket.org) | [bcfarmersmarkettrail.com](http://bcfarmersmarkettrail.com)

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January 31, 2020

His Worship Mayor Alan Harrison  
City of Salmon Arm  
PO Box 40, 500 2 Ave NE  
Salmon Arm, BC V1E 4N2

Dear Mayor Harrison,

On behalf of the Province of BC and the Ministry of Tourism, Arts and Culture, the BC Games Society is pleased to invite your community to bid as a host of one of the following premier events in provincial sport.

Bids are now being accepted for:

2024 BC Winter Games  
2026 BC Winter Games

2024 BC Summer Games  
2026 BC Summer Games

The enclosed Bid Package will provide your community with details on all aspects related to a successful bid. Submissions will be accepted by the BC Games Society until September 18, 2020. It is anticipated that successful communities will be announced by the Minister in late fall 2020.

Events such as these are vital to any BC community. The BC Games can provide a catalyst for both sport and community development while also exposing the province to all that your city has to offer.

As noted in the Bid Package, there will be two information meetings, however, any questions prior to those meetings can be directed to Alison Noble at [alisonn@bcgames.org](mailto:alisonn@bcgames.org) or 250.387.1375.

Thank you for your consideration to host a BC Winter or BC Summer Games in your community. We wish you the very best for a successful bid.

Sincerely,

Jamey Paterson  
Chair, BC Games Society

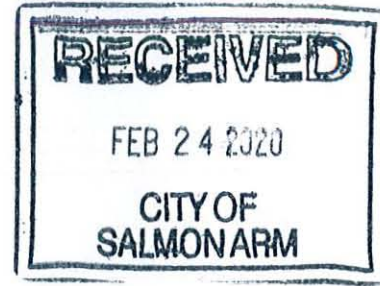
Encl.

Alison Noble  
President and CEO

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REAL PROPERTY  
DIVISION



February 19, 2020

Re: New Facilities Management Provider for the Province of British Columbia

Dear Landlord/Building Owner:

We are pleased to advise you that the Province of British Columbia has engaged CBRE Inc., (CBRE) to provide facilities management services on its behalf, effective April 1, 2020. CBRE will be taking over from the previous service provider, BGIS WSI.

Going forward CBRE will assume responsibility for the day to day management and oversight of facilities leased by the Province, as well as undertaking the role of liaison with landlords, or their property management representatives. CBRE's facilities management responsibilities will continue to include activities and services currently being provided by BGIS WSI.

The Leasing Department in the Real Property Division of the Ministry of Citizens' Services will continue to be responsible for all lease negotiations and general lease administration. CBRE will not be processing rental payments or invoices for landlord-provided operating costs, property taxes and/or parking as these will continue to be paid through the Province.

You will shortly be receiving a letter of introduction from CBRE with information on their team members who will be working directly with you on behalf of the Province. CBRE will be developing processes to efficiently manage the day-to-day services required by the Province at your location.

The Province has always relied on an excellent working relationship with our private sector landlords and their representatives, and we are working to ensure a seamless transfer of services to CBRE. We thank you for your cooperation during this transition and look forward to continuing our business relationship with you. If you have any questions, please do not hesitate to contact RPD's [Lease.ServicesAdministration@gov.bc.ca](mailto:Lease.ServicesAdministration@gov.bc.ca).

Sincerely,

**John Marsh | Director, Leasing Services**

Real Property Division | Ministry of Citizens' Services

Ph: 250-952-8412 | Cell: 250-360-7556 |

e-mail: [john.marsh@gov.bc.ca](mailto:john.marsh@gov.bc.ca)

cc: CBRE, Inc.

Ministry of  
Citizens' Services

Real Property Division

Mailing Address:  
PO Box 9412, Stn Prov Govt,  
W311 - 4000 Seymour Place  
Victoria, BC V8W 9V1

Location:  
W311 - 4000 Seymour Place  
Victoria, BC V8W 9V1  
Fax: 250 952-8288  
Web: <http://www.accommodationandrealstate.gov.bc.ca>

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February 21, 2020

**Re: Emergency Support Services Modernization:**

Dear Chief Administrative Officer:

As you are aware, the Province is committed to implementing lessons learned from the 2017 and 2018 flood and wildfire seasons and adopting the United Nations' Sendai framework for Disaster Risk Reduction. In doing so, BC is changing the way we approach emergency management. In support of this shift, Emergency Management British Columbia (EMBC) is modernizing the *Emergency Program Act*, enabling us to work together to implement the legislative changes needed moving forward.

Since the release of the *Emergency Program Act* discussion paper on October 28, 2019, EMBC has received a great deal of helpful feedback on the proposed policy changes. In the Spring we will be publicly releasing a "What We Heard Report".

Ensuring that the needs of the citizens impacted by emergencies are supported is a priority for EMBC. As part of the Province's modernization of the broader emergency management system, EMBC is working to modernize the Emergency Support Services (ESS) Program. The ESS Modernization Project aims to ensure that evacuated individuals can access services more easily and efficiently, while enhancing administration, reporting and financial accountabilities at all levels of government. Initiated in 2018, phase one of the project included; rebranding of the program name from Emergency *Social* Services to Emergency *Support* Services to reflect feedback received from local governments; an increase to evacuee meal per diems; policy amendments; and most notably, the development of a digital registration and referral proof of concept that was successfully piloted in four communities over a six-month period during Spring/Summer of 2019.

Phase two of the project continues to build on the work from phase one, recognizing the importance of engagement at every step and the value of collaborative and transparent processes. ESS Modernization components have been broken into packages to be implemented as appropriate by your community Emergency Program and/or Emergency Support Services Program.

Packages includes the following:

- Program Branding – New Provincial Emergency Support Services Logo and program vision statement;
- Technical Planning Information – Pilot Community feedback and recommendations;
- ESS Modernization Survey; and
- The Path to ESS Modernization.

... / 2



Phase two will have a large focus on the development and provincial implementation of the online Evacuee Registration Assistance (ERA) tool to be rolled out through to Spring 2021. The ERA tool will be developed and implemented in a phased approach, enabling communities to realize the benefits in real-time as they become available. Starting in April 2020, the ERA tool will have the functionality to support: evacuee self-registration, digital registration and referrals, and basic reporting. Increased functionality will be developed and implemented, including; a *Vendor Portal* - improving the process and time for ESS vendors to be reimbursed. The final development and implementation in Spring 2021, will shift the method of ESS support delivery to empower evacuees to make decisions to best support themselves during an evacuation and will include direct payment options to vendors and to evacuees.

EMBC understands that it may not be feasible for all communities to implement the ERA tool and will be rolling out implementation and training in a phased approach. In order to develop an informed provincial implementation and training strategy, we are asking all Local Authorities and First Nations to have their Emergency Program Coordinator, or person responsible for their Emergency and or ESS program, complete the *ESS Modernization Survey*. The survey link and instructions are included in the attached package. This information will be used to inform the development of the provincial implementation plan that will be shared with communities in the Spring of 2020.

The work being done at all levels of government to modernize Emergency Support Services programs represents a significant step forward in modernizing Emergency Management in British Columbia.

If you have any questions, please contact Madeline Maley, Assistant Deputy Minister, Response Operations at [madeline.maley@gov.bc.ca](mailto:madeline.maley@gov.bc.ca).

Thank you for your continued support.

Sincerely,



Lori Halls  
Deputy Minister  
Emergency Management BC

Attachments: ESS Modernization Package

pc: Madeline L. Maley, RPF, Assistant Deputy Minister, Emergency Management BC  
Emergency Program Coordinator

Reference: 563605



Emergency  
ManagementBC

## BRANDING INFORMATION FOR THE EMERGENCY SUPPORT SERVICES PROGRAM

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Following the 2017 and 2018 response season, Local Authorities, First Nations and the ESS community provided feedback about the ESS program branding and identity. As a result, the program was officially renamed “Emergency Support Services” on April 1<sup>st</sup>, 2019. The intention was to remove the perception of ‘social services’ while simultaneously increasing awareness of basic needs and supports administered on a temporary basis via the ESS program.

### Approved Logo

The following is the approved logo that can be used by local ESS programs throughout the Province.

There is no requirement for local teams to adopt the Provincial ESS Program logo. EMBC will be utilizing the logo on all newly developed material going forward.

Pdf files have been attached in a separate document for your use.



### ESS Program Vision

To support the updated program name and logo, EMBC worked with a variety of partners to develop the program vision.

*Emergency Support Services is a Provincial Program delivered by Local Authorities and First Nations that meets the basic needs of British Columbians impacted by disasters by providing short-term support in a compassionate manner.*



## TECHNICAL PLANNING INFORMATION FOR THE EVACUEE AND REGISTRATION ASSISTANCE (ERA) TOOL

Equipment Type	Roadside/in the field	Reception Centre
Computers	<ul style="list-style-type: none"><li>iPad or Chromebooks with a protective case to minimize weight and allow portability</li></ul>	<ul style="list-style-type: none"><li>Laptop computers with larger screens including keyboards and mice to assist in data entry.</li><li>These computer devices must have the ability to read PDF documents.</li></ul>
Printers	<ul style="list-style-type: none"><li>Portable/Bluetooth enabled printers</li><li>The correct printer drivers must be loaded onto computer</li></ul>	<ul style="list-style-type: none"><li>Multifunction devices for scanning, copying and printing.</li><li>The correct printer drivers must be loaded onto computers</li></ul>
Network	<ul style="list-style-type: none"><li>Mobile hotspots provided by network providers and/or portable WiFi routers enabled devices to connect to the internet</li></ul>	<ul style="list-style-type: none"><li>Internet provided to devices through WiFi or hardwire network cable in established Reception Centre facilities</li></ul>

Best Practices	<ul style="list-style-type: none"><li>Extra chargers and power bars (including battery operated) are recommended.</li><li>Data plans should be reviewed in advance to ensure coverage and estimate costs required for remote connectivity. Mobile providers may be able to establish a mobile network that can provide connection to a community that isn't serviced.</li><li>Community Emergency and ESS Plans should be adjusted to consider use of IT. This includes determining connectivity in pre-identified RC/GL locations and data coverage in core and outlying community areas. The plan should also establish procedures for tech support from their Local or First Nations Government.</li><li>ESS Teams develop standard operating procedures for callouts including who will keep and update IT devices, how they will be signed out and how they will be secured when used in the field.</li></ul>
Purchasing Responsibility	<ul style="list-style-type: none"><li>Local and First Nations Governments are responsible to purchase hardware to support ESS response within their jurisdiction. Communities are encouraged to apply for the <a href="#">Community Emergency Preparedness Fund Grant</a> administered by the Union of British Columbia Municipalities. The Provincial Government, through EMBC, may make available additional laptop computers as surge support. These can be accessed through a resource request through the British Columbia Emergency Management System.</li></ul>





Emergency  
ManagementBC

## EMERGENCY SUPPORT SERVICES MODERNIZATION SURVEY

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Starting April 1, 2020, Emergency Management British Columbia (EMBC) will launch the new Emergency Support Services **Evacuee Registration Assistance (ERA)** tool. Provincial implementation will be conducted in a phased approach in support of Local Authorities and First Nations Emergency Support Services (ESS) programs across the province.

This survey will be used to gather information about your Local Authority or First Nation Emergency Support Services program, to inform the training and implementation plan. *All Local Authorities and First Nations communities are being asked to complete this survey by March 13, 2020.*

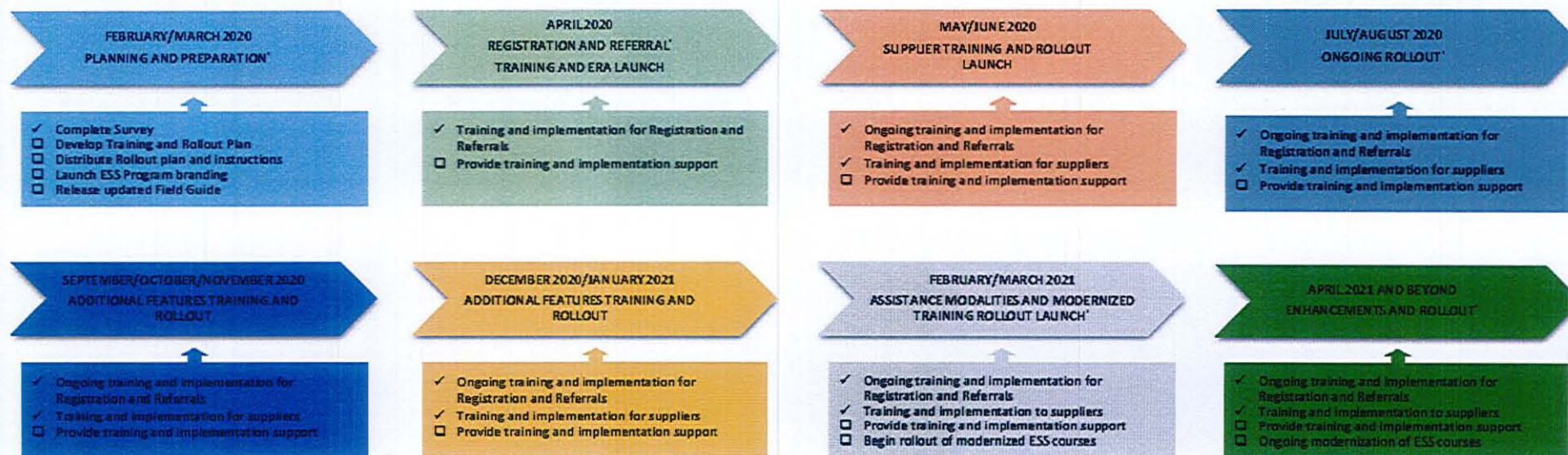
This survey will take **less than 10 minutes** to complete.

Survey Link: <https://survey.jag.gov.bc.ca/snapwebhost/s.asp?k=158032524900>

If you have questions about this survey, please contact [essmodernization@gov.bc.ca](mailto:essmodernization@gov.bc.ca).



## ESS PATH TO MODERNIZATION FEBRUARY 2020 – APRIL 2021



✓ Local Authority and First Nation Activities

□ EMBC ESS Provincial Program Activities

Dated: January 29, 2020





February 7, 2020

Mayor and Council  
City of Salmon Arm  
Box 40  
500 2 Avenue NE  
Salmon Arm, BC V1E 4N2

Mayor and Council,

Supported by Health Canada, **Take Action on Radon** is supporting testing for radon, a naturally-occurring carcinogen that builds up in homes and buildings. The 100 Municipal Test Kit Challenge sees 100 community residents test for radon over a 100-day period during winter months. Take Action on Radon greatly appreciated Salmon Arm's involvement in the inaugural challenge Winter 2018/2019, and we are now preparing to share the results with the community including the Shuswap area. We are writing this letter to Mayor and Council to ensure you are aware of the community results and ways Salmon Arm can continue action on radon.

All of the individuals who tested their homes should have received their confidential individual radon test results directly from the laboratory. This month the Community Champion, Ivan Idzan, who helped organize the distribution and collection of test kits, as well as the individual participants, are also receiving a high-level community report. The community report overviews: how many individuals participated in testing; the percent of homes that tested above the Health Canada's safety guideline of 200 Bq/m<sup>3</sup> and the World Health Organization's guideline of 100Bq/m<sup>3</sup>; and it includes Health Canada recommendations for reducing radon levels and where to find more information.

The letter also provides information to participants to look for certified professionals if they need to reduce their radon levels. The Canadian National Radon Proficiency Program (C-NRPP) is Canada's national certification program (which national office is in Winnipeg) has certification levels for Measurement, Mitigation (reducing radon) and CRNCH (new construction). This provides homeowners with a resource of trained professionals who they can hire to help with reducing their radon levels. You can find more information about [C-NRPP online here](#).

To conclude the 2018-19 municipal challenge, the Take Action on Radon team is preparing to announce a challenge summary and publicly share the community reports for all the communities that participated in the nationwide challenge. We are planning to announce the challenge summary early January 2020 and if you would like to be involved in the nationwide announcement, we are most happy to include you.

4 Donald McClintock Bay  
Winnipeg, MB R2G 3N3  
T 204 798-9649

[info@takeactiononradon.ca](mailto:info@takeactiononradon.ca)  
[info@occupe-toi-du-radon.ca](mailto:info@occupe-toi-du-radon.ca)

[www.TakeActionOnRadon](http://www.TakeActionOnRadon)  
[www.OccupeToiDuRadon](http://www.OccupeToiDuRadon)



Canadian Cancer Society  
Société canadienne du cancer





Building off of this challenge, Take Action on Radon wants to continue supporting communities in testing for and reducing radon. Municipalities can take action by:

**1. Share information with residents.**

- Include a link to [www.TakeActionOnRadon.ca](http://www.TakeActionOnRadon.ca) on your municipal website. Our website offers a list of all certified retailers who provide radon test kits.
- Share the community report in your municipal newsletter, website or social channels.
- Include (free) information about radon at your building department offices and libraries.
- Educate building department officials to help answer questions.

**2. Make long-term radon testing easily accessible.**

- Consider bulk-purchasing or selling radon test kits as a municipality. Municipalities can promote testing with building permits and year-end collections. In selling test kits independently, municipalities would be able to collect data to inform building codes.

**3. Make it easier for homeowners to reduce high radon.**

- Consider an incentive program to help residents reduce high radon levels. There are existing programs operating successfully.

**4. Be a good example as a Municipality.**

- Consider testing your own home and encourage your staff to do the same.
- Consider testing municipal owned public buildings.
- Provide education materials to staff, especially those who may have to answer questions about radon such as building maintenance staff, building permit staff, public inquiry lines.

More information is available on our website, but the Take Action on Radon team is available to support your community in continuing to take action on radon. We can consult on building issues, present on the challenge, and make recommendations and provide guidance on municipal programs.

Thank you for your support and please do connect if you would like further information.

Pam Warkentin  
Manager, Take Action on Radon  
Executive Director, CARST

**Connect with us online:**

[info@takeactiononradon.ca](mailto:info@takeactiononradon.ca)  
Twitter @ActionOnRadon  
Facebook @TakeActionOnRadon  
[www.takeactiononradon.ca](http://www.takeactiononradon.ca)

**Health Canada Contact:**

Kelley Bush,  
Manager Radon Education and Awareness  
[kelley.bush@canada.ca](mailto:kelley.bush@canada.ca)  
613-948-3232



### About Radon

Radon is a naturally-occurring, radioactive gas known to cause lung cancer. Radon is the leading cause of lung cancer in non-smokers and is responsible for more than 3,000 deaths each year in Canada. Lung cancer risk increases with the amount and duration of radon exposure. Radon is tasteless, odorless and colourless, and the only way to know if we are exposed to high amounts is to test. Testing is easy and inexpensive; however, not enough Canadians know about radon. Our challenge is seeking to raise awareness of radon and get more Canadians protecting their health.

### How does radon get into our homes?

Radon comes from the mineral uranium that occurs naturally in the soil. As the uranium breaks down, it eventually releases radon. Radon is a gas, so it travels easily through the soil, working its way toward the surface. When radon escapes into outdoor air, the concentrations are low (approximately 15 Bq/m<sup>3</sup>). However, radon also escapes into our homes wherever they are in contact with the soil, finding its way in through cracks or around pipes and drains. Here in Canada, our homes are well sealed to keep us warm in the winter, and so the radon concentration in our homes can easily build up to high levels.

### About Take Action On Radon

As a national initiative supported by Health Canada, Take Action on Radon (TAOR) seeks to raise public awareness of radon and mobilize communities and organizations to test for and mitigate high levels. The Take Action on Radon leadership team consists of the Canadian Association of Radon Scientists and Technologists, CAREX Canada, and the Canadian Cancer Society, but the larger initiative involves stakeholders across industries including: construction and building science professionals, real estate, public health, municipalities, researchers, and educators.

4 Donald McClintock Bay  
Winnipeg, MB R2G 3N3  
T 204 798-9649

[info@takeactiononradon.ca](mailto:info@takeactiononradon.ca)  
[info@occupe-toi-du-radon.ca](mailto:info@occupe-toi-du-radon.ca)

[www.TakeActionOnRadon](http://www.TakeActionOnRadon)  
[www.OccupeToiDuRadon](http://www.OccupeToiDuRadon)



Canadian  
Cancer  
Society

Société  
canadienne  
du cancer







## Salmon Arm and Shuswap Area, BC 100 Radon Test Kit Challenge



**168\* homes** participated by testing for radon gas during the winter of 2019. This represents 0.42% of the community dwellings.

**16% of homes** tested above Health Canada's recommended guideline of 200 Bq/m<sup>3</sup>.

**52% of homes** tested above the World Health Organization's (WHO) recommended guideline of 100 Bq/m<sup>3</sup>.

\*additional detectors were provided over and above the original 100 detectors.

Radon is a naturally occurring radioactive gas that comes from the ground.

Radon can enter homes through cracks and gaps in the floors, pipes and side walls.

*Levels can vary between neighbouring homes. The only way to know your exposure is to test.*


 Exposure to elevated levels of radon increases your risk of developing lung cancer.

image provided by





# Missed your chance to test?

Visit Take Action on Radon's website to find a long term **(91+ day)** test kit and learn how to test your home. [TakeActionOnRadon.ca/test/](https://takeactiononradon.ca/test/)

## WHAT IS THE ACTION LEVEL?

The Government of Canada recommends action when long-term tests are above 200 Bq/m<sup>3</sup>.

FIX NOW	FIX SOON
If your radon level is <b>600+ Bq/m<sup>3</sup></b>	If your radon level is <b>200 - 600 Bq/m<sup>3</sup></b>
<b>Reduce radon within 1 year.</b>	<b>Reduce radon within 2 years.</b>

## WHAT IF MY TEST RESULT COMES BACK HIGH?

High radon levels can be reduced. Once you receive your result, the first step is to contact a certified radon mitigation professional to help.

## WHAT IF MY TEST COMES BACK LOW?

If your radon level is below Canada's action level, no further action is required. However, radon levels can vary over time. We encourage you to test again in 5 years and encourage others to test their homes. Everyone can help reduce the burden of lung cancer.

A radon mitigation system is installed so a fan draws air (and radon) up from beneath the foundation to the outdoors. This way the gas doesn't enter your home.



For more information see: <https://www.canada.ca/en/health-canada/services/publications/health-risks-safety/residential-radon-mitigation-actions-follow-up-study.html>

## HOW TO FIND A CERTIFIED PROFESSIONAL?

Certified radon mitigation professionals are trained to properly assess your home. They design systems that efficiently and effectively reduce your radon level. Often, the work involved can be done in one day, at a cost that's comparable to a new furnace or a couple of new appliances.

[TakeActionOnRadon.ca/test/find-a-radon-mitigation-professional/](https://takeactiononradon.ca/test/find-a-radon-mitigation-professional/)



The BC Building Code requirements for radon vary by year and region. Some homes have a radon stub pipe or an extended pipe that runs through the house. These features are the beginning of a radon mitigation system and can make installation easier. Long-term (91 day) testing is still necessary.

## Already Tested and Want to Help?

If you are willing to share your data to help us better understand radon in your community, submit your information to our online radon depository:

[www.takeactiononradon.ca/share](https://www.takeactiononradon.ca/share)

Installing a radon mitigation system is the most effective way to reduce high levels.

Research shows that certified radon professionals can reduce levels by over 90%.

Other steps, such as increasing ventilation or sealing cracks can lead to a smaller reduction in radon levels.



Take Action on Radon is a national initiative funded by Health Canada with a mandate to bring together stakeholders and raise awareness on radon across Canada. The current advisory team is made up of the Canadian Association of Radon Scientists and Technologists (CARST), CAREX Canada, and the Canadian Cancer Society. Care to join in motivating Canadians to take action on radon? Check out <https://takeactiononradon.ca/join/> to discover the various ways you can lend your support.



**From:** Sandra Niven  
**Sent:** February-20-20 5:27 PM  
**Subject:** May is Cystic Fibrosis Awareness Month

Good afternoon,

I would like to make a request for your building to be lit up in light blue and/or green at any time during the month of May for **Cystic Fibrosis Awareness Month**.

Cystic Fibrosis Awareness Month will be promoted throughout Canada, through our social media channels both nationally and in B.C., and our newsletter which is sent to all subscribers. Our volunteers will be visiting the *[insert building name]* during the selected dates and taking photos to share on our various social media channels, using the hashtag **#LightUp4CF**. We will make specific mention, including a photo of the lights and a geotag, on our regional social media channels. Below are the corporate colours for your reference.



Cystic Fibrosis Canada <http://www.cysticfibrosis.ca/about-cf>

Cystic Fibrosis (CF) Awareness Month is each May of every year, and is an internationally recognized month to raise awareness and funds to help find a cure or control for CF, the most common fatal genetic disease affecting Canadian children and young adults. At present, there is no cure.

On Sunday, May 31, 2020, thousands of participants across Canada will unite at local community [‘Walk to Make CF History’](#) events during CF awareness month to celebrate their fundraising efforts, while imagining a world without CF.

CF causes various effects on the body, but mainly affects the digestive system and lungs. The degree of CF severity differs from person to person; however, the persistence and ongoing infection in the lungs, with destruction of lungs and loss of lung function, will eventually lead to death in the majority of people with CF.

Typical complications caused by cystic fibrosis are:

- Difficulty digesting fats and proteins
- Malnutrition and vitamin deficiencies because of inability to absorb nutrients
- Progressive lung damage from chronic infections and aberrant inflammation
- CF related diabetes
- Sinus infections

It is estimated that one in every 3,600 children born in Canada has CF. More than 4,200 Canadian children, adolescents, and adults with cystic fibrosis attend specialized CF clinics.

#### CAUSES OF CYSTIC FIBROSIS

Cystic fibrosis is a genetic disease that occurs when a child inherits two abnormal genes, one from each parent. Approximately, one in 25 Canadians carry an abnormal version of the gene responsible for cystic fibrosis. Carriers do not have cystic fibrosis, nor do they exhibit any of the symptoms of the disease.

When two parents who are carriers have a child, there is a 25 percent chance that the child will be born with cystic fibrosis; there is also a 50 percent chance that the child will be a carrier; and a 25 percent chance that the child will neither be a carrier nor have cystic fibrosis.

#### SYMPTOMS OF CYSTIC FIBROSIS

- Cystic fibrosis is a multi-system disorder that produces a variety of symptoms including:
- Persistent cough with productive thick mucous
- Wheezing and shortness of breath
- Frequent chest infections, which may include pneumonia
- Bowel disturbances, such as intestinal obstruction or frequent, oily stools
- Weight loss or failure to gain weight despite possible increased appetite



- Salty tasting sweat
- Infertility (men) and decreased fertility (women)

#### DIAGNOSING CYSTIC FIBROSIS

Genetic testing, prenatal and newborn screening for CF are administered in every baby in Canada. Additionally, if a doctor suspects a patient has CF, a 'sweat test' may be administered. This test measures the amount of salt content present in the sweat. If the test comes back positive, it means the sweat collected contains more salt than usual and supports a diagnosis of CF.

Please let me know if there are any dates available during the month of May. We are flexible with this request and I look forward to hearing from you.

Kind regards,

Sandra

**Sandra Niven**

**Associate, Fund Development**

**Cystic Fibrosis Canada, British Columbia and Yukon Region**

301-3185 Willingdon Green | Burnaby, BC V5G 4P3

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Monday – Friday 8:00am – 4:00pm (PDT)

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[www.cysticfibrosis.ca](http://www.cysticfibrosis.ca)

Sign up for our newsletter! <http://bit.ly/CFBCYKnewsletter>



Charitable Registration No. 10684-5100 RR0001