

**City of Salmon Arm
Regular Council Meeting****Monday, September 11, 2023, 1:30 p.m.****Council Chambers of City Hall****500 – 2 Avenue NE, Salmon Arm, BC**

	Pages
1. CALL TO ORDER	
2. IN-CAMERA SESSION	
Motion for Consideration	
THAT: pursuant to Section 90(1)(c) labour relations or other employee relations; (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; of the <i>Community Charter</i> , Council move In-Camera.	
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	
Motion for Consideration	
THAT: the Agenda be adopted as presented.	
5. DISCLOSURE OF INTEREST	
6. CONFIRMATION OF MINUTES	
6.1 Regular Council Meeting Minutes of August 28, 2023	5 - 12
Motion for Consideration	
THAT: the Regular Council Meeting Minutes of August 28, 2023, be adopted as circulated.	
7. COMMITTEE REPORTS	
7.1 Development and Planning Services Committee Meeting Minutes of September 5, 2023	13 - 15
7.2 Shuswap Regional Airport Operations Committee Meeting Minutes of August 17, 2023	16 - 17
7.3 Community Heritage Commission Meeting Minutes of September 5, 2023	18 - 20
7.4 Environmental Advisory Committee Meeting Minutes of September 5, 2023	21 - 23
8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE	
9. STAFF REPORTS	
9.1 Deputy Corporate Officer - 2024 Council Meeting and Development and	24 - 25

Planning Services Committee Meeting Schedule

Motion for Consideration

THAT: Council approve the 2024 Council Meeting Schedule and the 2024 Development and Planning Services Committee Meeting Schedule, as attached to the staff report dated September 11, 2023.

- 9.2 Director of Corporate Services - Establishment of a Regional Accessibility Advisory Committee (RAAC) 26 - 27

Motion for Consideration

THAT: Council support a Regional Accessibility Advisory Committee model with the Columbia Shuswap Regional District, Town of Golden, City of Revelstoke and District of Sicamous and authorize the Mayor and Corporate Officer to execute a Regional Accessibility Advisory Committee funding agreement;

AND THAT: Administration be authorized to develop a Terms of Reference that supports this initiative.

- 9.3 Director of Engineering & Public Works - Contract Award - 2023/2024 & 2024/2025 Winter Operations - Airport, Downtown, Fire Halls and Parking Lots 28 - 30

Motion for Consideration

THAT: Council award a two (2) year contract to D Webb Contracting Ltd. for the Winter Operations (snow removal) at the Airport, Downtown Business District, Fire Halls and City parking lots as per their quoted prices of \$128/hour for Airport and \$138/hour for all other locations;

AND THAT: the contract include an option to extend, up to an additional two (2) years, subject to agreement by both parties.

- 9.4 Chief Financial Officer - 2024 Budget Schedule - For Information 31 - 36

- 9.5 Director of Engineering & Public Works - Public Education on Xeriscaping - SCAS Webinar 37 - 43

Motion for Consideration

THAT: Council supports the Shuswap Climate Action Society in its webinar xeriscaping education series and approves a funding contribution up to \$1,000 for the project.

- 9.6 Director of Engineering & Public Works - Little Mountain Sports Complex - Weed Infestation - For Information 44 - 45

- 9.7 Director of Planning & Community Services - Liquor & Cannabis Regulation Branch Consultation - For Information 46 - 55

- 9.8 Director of Engineering & Public Works and Chief Financial Officer - BC Growing Communities Fund - For Information 56 - 59

10. INTRODUCTION OF BYLAWS

- 10.1 2023 to 2027 Financial Plan Amendment Bylaw No. 4599 - First, Second and Third Reading 60 - 73

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm 2023 to 2027 Financial Plan Amendment Bylaw No. 4599 be read a first, second and third time.

11. RECONSIDERATION OF BYLAWS

- 11.1 Zoning Amendment Bylaw No. 4588 (ZON-1267) 74 - 77

Petznick, G. & M.
1581 16 Street NE
R-1 to R-8

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4588 be read a final time.

12. CORRESPONDENCE

12.1 Informational Correspondence

- | | | |
|--------|---|---------|
| 12.1.1 | Calendar of Events | 78 - 78 |
| 12.1.2 | Building Department - Statistics (August 2023) and Permits (Yearly) | 79 - 80 |
| 12.1.3 | S. Hermanski-Nikic - Email dated August 21, 2023 - Buildings and Fire | 81 - 81 |
| 12.1.4 | G. & C. Attridge - Email dated August 30, 2023 - Water Shortage | 82 - 82 |

13. NEW BUSINESS

14. PRESENTATIONS

- | | | |
|------|--|---------|
| 14.1 | Presentation 4:00-4:15 (approximately)
R. Hooper, Executive Director, Columbia Shuswap Invasive Species Society (CSISS)
Invasive Species Threats and CSISS' Role - 10 Years of Success | 83 - 99 |
|------|--|---------|

15. COUNCIL STATEMENTS

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

20. QUESTION AND ANSWER PERIOD

7:00 PM: MEETING RESUMES

21. DISCLOSURE OF INTEREST

22. HEARINGS

- | | | |
|------|--|-----------|
| 22.1 | Development Permit Application No. DP-445
Owner: CanZea Developments Ltd.
551 21 Street NE
10 unit - Medium Density Residential | 100 - 136 |
|------|--|-----------|

Motion for Consideration

THAT: the Development and Planning Services Committee recommends to Council that Development Permit Application No. 445 be authorized for issuance for Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP66620 in accordance with the Development Permit drawings attached as Appendix 3 and Appendix 12 of the Staff report dated August 23, 2023;

AND THAT: Development Permit No. 445 include the following variance to Zoning Bylaw No. 2303:

- i. Section 4.12.1(a) - Increase the height of a combined retaining wall

and fence from 2.0m (6.5 ft) to 3.05m (10.0 ft);

AND FURTHER THAT: Development Permit No. 445 be issued subject to:

- i. Receipt of a Landscape Plan to the satisfaction of the Planning Department, Landscape Estimate and Irrevocable Letter of Credit in the amount of 125% of the Estimate for landscaping; and
- ii. registration of a Section 219 Riparian Areas Protection Regulations Covenant.

23. STATUTORY PUBLIC HEARINGS

23.1	Zoning Amendment Application No. ZON-1271 City of Salmon Arm Text Amendment M-5 Auto Wrecking/Salvage Yard Zone	137 - 143
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24. RECONSIDERATION OF BYLAWS

24.1	Zoning Amendment Bylaw No. 4596 City of Salmon Arm Text Amendment M-5 Auto Wrecking/Salvage Yard Zone	144 - 145
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Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4596 be read a third time.

25. QUESTION AND ANSWER PERIOD

26. ADJOURNMENT

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm held in the Council Chambers of City Hall 500 – 2 Avenue NE and by electronic means, at 1:30 p.m. and reconvened at 2:30 p.m. on **Monday, August 28, 2023.**

PRESENT:

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

Chief Administrative Officer E. Jackson
Director of Corporate Services S. Wood
Director of Engineering & Public Works R. Niewenhuizen
Director of Planning & Community Services G. Buxton
Chief Financial Officer C. Van de Cappelle
Planner M. Smyrl
Planner M. Paielement
Deputy Corporate Officer R. West

ABSENT:

Councillor D. Gonella

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0372-2023

Moved: Councillor

Seconded: Councillor Lindgren

THAT: pursuant to section 90(1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee, or agent of the municipality or another position appointed by the municipality (2); (c) labour relations or other employee relations; (e) the acquisition, disposition or expropriation of land or improvements, if the council considered that disclosure could reasonably be expected to harm the interests of the municipality; of the *Community Charter*, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:31 p.m.

Council returned to Regular Session at 2:20 p.m.

Council recessed until 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

Late Item 12.1.7 – J. Wilson – Email dated August 25, 2023 - Request for Letter of Support for New Horizons Grant
Item 8.1 – Shuswap Community Foundation Emergency Response Fund

5. DISCLOSURE OF INTEREST**6. CONFIRMATION OF MINUTES****1. Regular Council Meeting Minutes of August 14, 2023**

0373-2023 Moved: Councillor Lavery
 Seconded: Councillor Cannon
 THAT: the Regular Council Meeting Minutes of August 14, 2023, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS**1. Development and Planning Services Committee Meeting Minutes of August 21, 2023**

0374-2023 Moved: Councillor Flynn
 Seconded: Councillor Wallace Richmond
 THAT: the Development and Planning Services Committee Meeting Minutes of August 21, 2023 be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**1. Shuswap Community Foundation Emergency Response Fund**

0375-2023 Moved: Councillor Lavery
 Seconded: Councillor Cannon
 THAT: the 2023 Budget contained in the 2023 – 2027 Financial Plan Bylaw be amended to reflect a donation to the Shuswap Community Foundation Emergency Response Fund for Wildfire Relief in the amount of \$5,000.00 funded from Council Initiatives.

CARRIED UNANIMOUSLY

9. STAFF REPORTS**1. Director of Planning & Community Services – Encampment Management Expenses & Budget - For Information**

For information.

2. Director of Planning & Community Services – Community Shelter Process; BC Housing Applications at 341-361 Fraser Avenue NW

0376-2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: BC Housing be authorized to submit a Building Permit application for 341-361 Fraser Avenue NW;

AND THAT: BC Housing be authorized to make an application for a leasehold subdivision at 341-361 Fraser Avenue NW;

AND THAT: BC Housing be authorized to submit variance applications for any issues related to works and services at 341-361 Fraser Avenue NW;

AND THAT: Staff be authorized to waive the collection of Development Cost Charges for a not-for-profit shelter building permit located at 341-361 Fraser Avenue NW (a portion of Parcel A, Block B, Section 14, Township 20, Range 10, West of the 6th Meridian, KDYD Plan 1523, and a portion of Lot A, Section 14, Township 20, Range 10, West of the 6th Meridian, KDYD Plan 38914);

AND THAT: Council authorize a contribution of \$11,968.41, funded from the COVID 19 Safe Restart Grant reserve, to offset the waived Development Cost Charges for the BC Housing Overnight Homeless Shelter project at 341-361 Fraser Avenue NW, and the 2023-2027 Financial Plan Bylaw be amended to reflect the same;

AND THAT: Staff be authorized to waive fees related to Water Connection Charges outlined in Schedule B, Appendix 1, Section 6 of the Fee for Services Bylaw No. 2498, for the BC Housing Overnight Homeless Shelter project at 341-361 Fraser Avenue NW, to be funded from the COVID 19 Safe Restart Grant reserve, and the 2023-2027 Financial Plan Bylaw be amended to reflect the same;

AND FURTHER THAT: Staff be authorized to waive fees related to Sewer Connection Charges outlined in Schedule B, Appendix 1, Section 7 of the Fee for Services Bylaw No. 2498, for the BC Housing Overnight Homeless Shelter project at 341-361 Fraser Avenue NW, to be funded from the COVID 19 Safe Restart Grant reserve, and the 2023-2027 Financial Plan Bylaw be amended to reflect the same.

CARRIED UNANIMOUSLY

9. STAFF REPORTS - continued**3. Planner - Agricultural Land Commission Application No. 417 (Subdivision)
[McDiarmid, E. & Horner, A.; 491 60 Street NW]**

0377-2023

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: Agricultural Land Commission Application No. 417 be authorized for submission to the Agricultural Land Commission.

CARRIED UNANIMOUSLY**4. Planner - Agricultural Land Commission Application No. 418 (Subdivision)
[McCurrach, J. & Thom, M.; 7000 30 Avenue SW]**

0378-2023

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: Agricultural Land Commission Application No. 418 be authorized for submission to the Agricultural Land Commission.

CARRIED UNANIMOUSLY**5. Director of Engineering & Public Works - Shuswap Regional Transit System (Salmon Arm) - Three Year Expansion Initiatives 2024-2027**

0379-2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Mayor and Council authorize the City's Chief Administrative Officer and Corporate Officer to sign the Shuswap Regional Transit System Expansion Memorandum of Understanding for identifying the three-year expansion initiatives 2024-2025 through to 2026-2027.

CARRIED UNANIMOUSLY**6. Director of Planning & Community Services - Agricultural Advisory Committee - Applications for Appointment**

0380-2023

Moved: Councillor

Seconded: Councillor

THAT: Council appoint Melanie Bennett, Sarah Nicholls, Ken Jamieson, Barrie Voth and James Hanna to the City of Salmon Arm Agricultural Advisory Committee for a three-year term starting September, 2023.

CARRIED UNANIMOUSLY

9. **STAFF REPORTS – continued**

7. **Chief Administrative Officer – Active Transportation Advisory Committee – Application for Appointment**

0381-2023

Moved: Councillor Lavery
Seconded: Councillor Wallace Richmond
THAT: Council appoint Camilla Papadimitropoulos, Blake Lawson and Brian Browning to the Active Transportation Advisory Committee for a two-year term starting September, 2023.

CARRIED UNANIMOUSLY

0382-2023

Moved: Councillor Lavery
Seconded: Councillor Lindgren
THAT: Council direct Administration to issue a second call for applications for a citizen at large who uses a mobility device, for the vacant position on the Active Transportation Advisory Committee.

CARRIED UNANIMOUSLY

10. **INTRODUCTION OF BYLAWS**

1. **City of Salmon Arm Zoning Amendment Bylaw No. 4596 [ZON-1271; City of Salmon Arm; Text Amendment to M-5 Auto Wrecking/Salvage Yard Zone] – First and Second Reading**

0383-2023

Moved: Councillor Wallace Richmond
Seconded: Councillor Lindgren
THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4596 be read a first and second time.

CARRIED UNANIMOUSLY

12. **CORRESPONDENCE**

1. **Informational Correspondence**

3. **J. Beatty, Chair, Shuswap Climate Action Society – Letter received August 17, 2023 – Funding Request for Project “Lose the Lawn” – Transforming Yards into Multi-Purpose Gardens**

Council referred this item to the next Regular Council meeting.

12. CORRESPONDENCE - continued

1. Informational Correspondence

7. J. Wilson- Email dated August 25, 2023 - Request for Letter of Support for New Horizons Grant

0384-2023

Moved: Councillor Cannon

Seconded: Councillor Wallace Richmond

THAT: Council provide the Seniors' Fifth Avenue Activity Centre Association a Letter of Support for an application to access funding through the Community-based stream of the New Horizons for Seniors Program to replace a Heat Recovery Ventilator in their building.

CARRIED UNANIMOUSLY

13. NEW BUSINESS

14. PRESENTATIONS

15. COUNCIL STATEMENTS

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

20. QUESTION AND ANSWER PERIOD

The Meeting recessed at 4:02 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

Mayor A. Harrison

Councillor S. Lindgren

Councillor L. Wallace Richmond

Councillor K. Flynn

Councillor T. Lavery (participated remotely)

Councillor D. Cannon (participated remotely)

Chief Administrative Officer E. Jackson

Director of Corporate Services S. Wood

Director of Engineering & Public Works R. Niewenhuizen

Director of Planning & Community Services G. Buxton

Planner M. Paiement

ABSENT:

Councillor D. Gonella

21. DISCLOSURE OF INTEREST

22. HEARINGS**1. Development Variance Permit Application No. VP-590 [Petznick, G. & M.; 1581 16 Street NE; Parcel Width requirements]**

0385-2023

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: Development Variance Permit No. VP-590 be authorized for issuance for Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP115179, which will vary Zoning Bylaw No. 2303 as follows:

Section 13.10.2.2 – Minimum Parcel Width – Reduce the minimum parcel width from 20.0 m (65.6 ft) to 19.39 m (63.62 ft), as shown in Appendix 7 of the staff report dated July 27, 2023.

AND THAT: issuance of the Variance Permit be withheld subject to the adoption of Bylaw No. 4588 that would amend Zoning Bylaw No. 2303 by rezoning Lot B, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP115179 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

The Planning Official explained the proposed Development Variance Permit Application.

G. Petznick, the applicant, outlined the application and was available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing closed at 7:06 p.m. and the Motion was:

CARRIED UNANIMOUSLY

23. STATUTORY PUBLIC HEARINGS**1. Zoning Amendment Application No. ZON-1267 [Petznick, G. & M.; 1581 16 Street NE; R-1 to R-8]**

The Planning Official explained the proposed Zoning Amendment Application.

G. Petznick, the applicant, outlined the application and was available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing closed at 7:11 p.m. followed by comments from Council.

24. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4588 [ZON-1267; Petznick, G. & M.; 1581 16 Street NE; R-1 to R-8] - Third Reading

0386-2023

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4588 be read a third time.

CARRIED UNANIMOUSLY

25. QUESTION AND ANSWER PERIOD

26. ADJOURNMENT

0387-2023

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Regular Council Meeting of August 28, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:13 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

MAYOR

Adopted by Council the day of September, 2023.

DEVELOPMENT AND PLANNING SERVICES

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm

September 5, 2023, 8:00 a.m.
Council Chambers of City Hall
500 – 2 Avenue NE, Salmon Arm, BC

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

STAFF PRESENT: Chief Administrative Officer E. Jackson
Director of Corporate Services S. Wood
Director of Engineering & Public Works R. Niewenhuizen
Director of Planning and Community Services G. Buxton
Executive Assistant B. Puddifant
Senior Planner C. Larson
Planner M. Smyrl
Planner M. Paiement
Deputy Corporate Officer R. West

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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. ADOPTION OF AGENDA

Moved by: Councillor Lindgren
Seconded by: Councillor Gonella

THAT: the Agenda be adopted as presented.

Carried Unanimously

4. DISCLOSURE OF INTEREST

Councillor Lavery left the meeting at 8:03 a.m. and returned at 8:04 a.m.

5. REPORTS

5.1 Development Permit Application No. DP-445

Owner: CanZea Developments Ltd.
551 21 Street NE
10 unit - Medium Density Residential

Following a motion from the floor, G. Richardson, CanZea Developments Ltd., outlined the application and was available to answer questions from the Committee.

Councillor Lavery left the meeting at 8:07 a.m. and returned at 8:10 a.m.

Moved by: Councillor Cannon
Seconded by: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that Development Permit Application No. 445 be authorized for issuance for Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP66620 in accordance with the Development Permit drawings attached as Appendix 3 and Appendix 12 of the Staff report dated August 23, 2023;

AND THAT: Development Permit No. 445 include the following variance to Zoning Bylaw No. 2303:

- i. Section 4.12.1(a) - Increase the height of a combined retaining wall and fence from 2.0m (6.5 ft) to 3.05m (10.0 ft);

AND FURTHER THAT: Development Permit No. 445 be issued subject to:

- i. Receipt of a Landscape Plan to the satisfaction of the Planning Department, Landscape Estimate and Irrevocable Letter of Credit in the amount of 125% of the Estimate for landscaping; and
- ii. registration of a Section 219 Riparian Areas Protection Regulations Covenant.

Carried Unanimously

6. FOR INFORMATION

6.1 Director of Planning & Community Service - Official Community Plan Review Workshop

Received for information.

Moved by: Councillor Flynn
Seconded by: Councillor Gonella

THAT: the Development and Planning Services Committee recommends to Council that the Official Community Plan - Steering Committee Terms of Reference be amended to add the Mayor to the Committee membership.

Carried Unanimously

7. IN-CAMERA

8. ADJOURNMENT

There being no further business on the agenda, the meeting adjourned at 9:27 a.m.

MAYOR, A. HARRISON

CITY OF SALMON ARM

Minutes of the Shuswap Regional Airport Operations Committee Meeting held virtually on Thursday, August 17, 2023 at 3:00 p.m.

PRESENT:

Louise Wallace Richmond
Jayden Blower
John McDermott
Hammy McClymont
Darin Gerow

Councilor,
Airport Manager
Lakeland Ultralights
Pilot/Hanger Owner
City staff, Manager of Roads & Parks

ABSENT:

Robert Niewenhuizen
Rhona Martin
Jeremy Neufeld
Kent Milley
Doug Pearce
Gord Newnes

City staff, Director of Engineering & Public Works,
Director, CSRD
RAP Attack
KS2 Management Ltd.
Salmon Arm Flying Club
Pilot/Hangar Owner

GUESTS:

Tim Auger

The meeting was called to order at 3:00 p.m. chaired by Darin Gerow, Manager of Roads & Parks.

1. Introductions and Welcome

2. Acknowledgement of Traditional Territory

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. Approval of Agenda and Additional Items

Moved: Louise Wallace Richmond

Seconded: Hammy McClymont

THAT: the Shuswap Regional Airport Operations Committee Meeting Agenda of August 17, 2023 be approved as circulated.

CARRIED UNANIMOUSLY

4. New Business

- a) 2023 Skydiving Boogie Event – September 1 – 4, 2023

Moved: Louise Wallace Richmond

Seconded: Jayden Blower

THAT: the Committee support the 2023 Skydiving Boogie Event on September 1 to September 4, 2023, subject to allowing the City/ Airport to cancel the event in case of emergency at any given point.

CARRIED UNANIMOUSLY

5. Other Business &/or Roundtable Updates

NIL

6. Next meeting – Wednesday, September 20, 2023

7. Adjournment

Moved: Louise Wallace Richmond

Seconded: Hammy McClymont

The meeting adjourned at 3:10p.m.

Darin Gerow AScT
Manager of Roads & Parks

Minutes received as information by Council
on the day of , 2023

CITY OF SALMON ARM

Minutes of the **Community Heritage Commission** Meeting held by in-person means on **Monday, September 5, 2023**, at 2:05 p.m.

PRESENT:

Councillor David Gonella, Chair
Deborah Chapman, R.J. Haney Heritage & Museum
Mary Landers
Terry Johnston
Melinda Smyrl, City of Salmon Arm, Recorder (Staff non-voting)
Morgan Paiement, City of Salmon Arm, Recorder (Staff non-voting)
Gary Buxton, City of Salmon Arm (Staff non-voting) – left the meeting at 2:30pm

ABSENT:

Pat Kassa, R.J. Haney Heritage & Museum
Cindy Malinowski, R.J. Haney Heritage & Museum
Linda Painchaud

The meeting was called to order at 2:05 p.m.

1. Introductions and Welcome

2. Acknowledgement of Traditional Territory

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. Approval / changes / additions to Agenda

Moved: Terry Johnston
Seconded: Deborah Chapman
THAT: the Agenda for the September 5, 2023, Community Heritage Commission Meeting be approved.

CARRIED UNANIMOUSLY

4. Approval of Minutes of June 5, 2023, Community Heritage Commission Meeting

Moved: Deborah Chapman
Seconded: Mary Landers
THAT: the minutes of the Community Heritage Commission Meeting of June 5, 2023, be approved.

CARRIED UNANIMOUSLY

5. Old Business from minutes

a) Municipal Heritage Grant Program

The Report to supplement this item will be discussed with the Shuswap Community Foundation by the Chair. Tabled for next meeting.

b) Historic Route Signs

All signs for the summer have now been installed. A process has been established for people who want to purchase signs, either for appropriate installation or personal reasons.

c) Heritage Webpage

Heritage webpage is now live. Item closed.

d) Shared Drive

The CHC has space on the shared City drive to save documents and it can be accessed through staff. Item closed.

e) Implementation Table

Deferred to the October meeting.

f) Structural Report on Old Municipal Hall Building

The CHC discussed the report and passed the following motion:

Moved: Terry Johnston
Seconded: Mary Landers

“THAT the Community Heritage Commission recommends the preservation of the Old Municipal Hall Building;

AND THAT Council support the Community Heritage Commission in pursuing grants to restore the Old Municipal Hall, with staff support.”

CARRIED UNANIMOUSLY

6. New Business

- a) Project to financially assist heritage property owners in Salmon Arm (from April 18 meeting)

The CHC discussed some options of a report on a previous agenda by Terry Johnston and the Chair will discuss further options with the Shuswap Community Foundation.

- b) Steps for nomination – draft for review

The CHC reviewed the steps as presented by Deborah Chapman and will table the draft process for the next meeting. Staff will distribute the draft process notes to the commission in advance of the next meeting.

7. Other Business &/or Roundtable Updates

Deborah is working on a collection of Statement of Significances for Haney Heritage Historical Society and will bring them forward to the CHC at a future meeting.

Mary has been in discussions with property owners regarding being added to the Heritage Register and doing historical research of the site. She will report back with more information at a future meeting.

8. Next Meeting

The Monday October 2, 2023 meeting at 2:05 p.m. has been rescheduled to Tuesday October 3, 2023 at 2:05 p.m. in order to observe the National Day for Truth and Reconciliation.

9. Adjournment

Moved: Terry Johnston

Seconded: Deborah Chapman

THAT: the Community Heritage Commission Meeting of September 5, 2023, adjourn at 2:51 p.m.

CARRIED UNANIMOUSLY

"D. GONELLA"

David Gonella, Chair

CITY OF SALMON ARM

Minutes of the **Environmental Advisory Committee** Meeting held in person in Room 100 at City Hall and by virtual means on Tuesday, **September 5, 2023** at 2:30 p.m.

PRESENT:

Councillor Sylvia Lindgren	City of Salmon Arm, Chair
Julia Beatty	Shuswap Climate Action
Janet Pattinson	Shuswap Naturalist Club
Carmen Fennell	Citizen at Large (entered the meeting at 2:45 p.m.)
Sharon Bennett	Citizen at Large
Sarah Johnson	Citizen at Large
Janet Aitken	Salmon Arm Bay Nature Enhancement Society (SABNES)
Luke Gubbels	Canoe Forest Products
Gary Buxton	Director of Planning & Community Service
Jennifer Wilson	City of Salmon Arm, Service Delivery Management Coordinator
Barb Puddifant	City of Salmon Arm, Recorder

ABSENT:

Christina Thomas	Adams Lake Indian Band
	Neskonlith Indian Band
Travis Elwood	Agricultural Industry
Pauline Waelti	School District No. 83
	Shuswap Environment Action Society (SEAS)

GUESTS:

Ceren Caner
Chelie Elsom

The meeting was called to order at 2:33 p.m.

1. Introductions and Welcome

Councillor Lindgren introduced Sarah Johnson as the Committee's new Citizen at Large.

2. Acknowledgement of Traditional Territory

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. Approval/changes/additions to Agenda

Addition to Item 7 (a) – email dated August 30, 2023 from D. and P. Fredlund
Addition of Item 7(c) – UBCM Resolutions EB32 and EB33

Moved: Janet Pattinson
Seconded: Julia Beatty

THAT: the Environmental Advisory Committee Meeting Agenda of September 5, 2023 be approved with additions.

CARRIED UNANIMOUSLY

4. Approval of Minutes from April 4, 2023

Moved: Janet Pattinson

Seconded: Sharon Bennett

THAT: the Minutes of the Environmental Advisory Committee Meeting of April 4, 2023 be approved.

CARRIED UNANIMOUSLY

5. Presentations

6. Old Business/Arising from Minutes

a) Membership Update

Councillor Lindgren advised that the membership for a representative of the Agricultural Community remains vacant.

Moved: Janet Pattinson

Seconded: Janet Aitken

THAT: the Committee recommends to Council that Ceran Caner be appointed as the alternate Citizen at Large.

CARRIED UNANIMOUSLY

b) Tree Removal and Protection Bylaw No. 2305 and Pesticide Use Bylaw No. 3744 – review update for discussion only – G. Buxton

Gary Buxton, Director of Planning & Community Service, outlined the revisions to the Tree Removal and Protection Bylaw No. 2305 and the Pesticide Use Bylaw No. 3744 and was available for questions and suggestions/comments from the Committee.

7. New Business

a) D. Fredlund – email dated June 21, 2023 referred to the Environmental Advisory Committee at the Regular Council Meeting of June 26, 2023 and email dated August 30, 2023

Jennifer Wilson, Service Delivery Management Coordinator, will discuss with the Engineering & Public Works department, the possibility of moving the concrete borders on Lakeshore Drive NE to accommodate the moving of ducks crossing Lakeshore Drive.

7. New Business - continued

b) November 7, 2023 presentation by Air Quality Meteorologist – provide input on topics for presentation

Councillor Lindgren spoke regarding the upcoming presentation by an Air Quality Meteorologist at the November 7, 2023 Committee meeting.

c) UBCM Resolutions EB32 and EB33

Janet Pattinson spoke regarding UBCM Resolution EB32 (Supporting Biodiversity in Local Communities) and EB33 (New Legislation for Protection of Biodiversity, Ecosystem Health and Species at Risk).

Moved: Janet Pattinson

Seconded: Julia Beatty

THAT: the Committee recommend that Council support Resolution EB32 and EB33 at the 2023 UBCM.

CARRIED UNANIMOUSLY

8. Other Business & / or Roundtable Updates

9. Next Meeting – October 3, 2023

10. Adjournment

Moved: Carmen Fennell

Seconded: Janet Pattinson

THAT: the Environmental Advisory Committee meeting of September 5, 2023 be adjourned.

The Meeting was adjourned at p.m.

Councillor Sylvia Lindgren, Chair

Received for information by Council the day of , 2023.

To: His Worship Mayor Harrison & Members of Council
Date: September 11, 2023
From: Rhonda West, Deputy Corporate Officer
Subject: 2024 Council Meeting and Development and Planning Services Committee Meeting Schedule

Recommendation:

THAT: Council approve the 2024 Council Meeting Schedule and the 2024 Development and Planning Services Committee Meeting Schedule, as attached to the staff report dated September 11, 2023.

Background:

Attached, for Council's endorsement, is the proposed Council Meeting Schedule and the Development and Planning Services Committee Meeting Schedule for 2024.

Some dates worthy of note are:

- 2024 SILGA Convention - April 30 - May 3, 2024 - Kamloops, BC
- 2024 FCM Convention - June 6 - 9, 2024 - Calgary, AB
- 2024 UBCM Convention - September 16 - 20, 2024 - Vancouver, BC
- City Hall will be closed from Wednesday, December 25, 2024, to Wednesday, January 1, 2025, inclusive. City Hall will re-open Thursday, January 2, 2025.



Rhonda West
Deputy Corporate Officer

2024

2024 Council and Development & Planning Services Meeting Schedule

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

April						
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28	29	30				

July						
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28	29	30	31			

October						
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27	28	29	30	31		

February						
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25	26	27	28	29		

May						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
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24	25	26	27	28	29	30

March						
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June						
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30						

September						
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29	30					

December						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				



Development & Planning Meetings (8:00 a.m.)



FCM Convention (Calgary)



Statutory Holidays



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



UBCM Convention (Vancouver)



Christmas Office Closure



SILGA Convention (Kamloops)

To: His Worship Mayor Harrison and Members of Council

From: Sue Wood, Director of Corporate Services

Date: September 11, 2023

Subject: Establishment of a Regional Accessibility Advisory Committee (RAAC)

Recommendation:

THAT: Council support a Regional Accessibility Advisory Committee model with the Columbia Shuswap Regional District, Town of Golden, City of Revelstoke and District of Sicamous and authorize the Mayor and Corporate Officer to execute a Regional Accessibility Advisory Committee funding agreement;

AND THAT: Administration be authorized to develop a Terms of Reference that supports this initiative.

Background:

As part of the *Accessible British Columbia Act*, local governments must establish an accessibility committee, develop an accessibility plan and create a mechanism for public feedback. Each local government must have an accessibility committee in place by September 1, 2023 and the *Act* sets certain criteria requirements for its scope and membership. Staff is recommending a regional approach by creating a Regional Accessibility Advisory Committee (RAAC).

Based on the criteria outlined in the *Act* (see below), it would be difficult for each member municipality to establish their own committee.

Accessibility committee

- 9 (1) An organization must establish a committee to
- (a) assist the organization to identify barriers to individuals in or interacting with the organization, and
 - (b) advise the organization on how to remove and prevent barriers to individuals in or interacting with the organization.
- (2) An accessibility committee must, to the extent possible, have members who are selected in accordance with the following goals:
- (a) at least half of the members are
 - (i) persons with disabilities, or
 - (ii) individuals who support, or are from organizations that support, persons with disabilities;

- (b) the members described in paragraph (a) reflect the diversity of persons with disabilities in British Columbia;
 - (c) at least one of the members is an Indigenous person;
 - (d) the committee reflects the diversity of persons in British Columbia.
-

The process of establishing a RAAC has begun with Corporate Administration representatives of the five member municipalities meeting to discuss funding and a terms of reference. The funding agreement that is being developed includes the CSRD as the financial administrator for the Committee with any expenses funneled through and invoiced equally to the member municipalities. Some expenses may include: mileage/travel, technology assistance for some committee members, refreshments for meeting etc. The City has a safety initiative reserve that could be used for funding.

Development of the Terms of Reference followed by advertising for committee members will begin shortly and all future information will be included on the agenda under Council correspondence.

Respectfully submitted,



Sue Wood

TO: His Worship Mayor Harrison and Members of Council
FROM: Robert Niewenhuizen, Director of Engineering and Public Works
PREPARED BY: Darin Gerow, Manager of Roads & Parks
DATE: September 5, 2023
SUBJECT: **CONTRACT AWARD – 2023/24 & 2024/25 WINTER OPERATIONS –
AIRPORT, DOWNTOWN, FIRE HALLS & PARKING LOTS**

STAFF RECOMMENDATION

THAT: Council award a two (2) year contract to D Webb Contracting Ltd. for the Winter Operations (snow removal) at the Airport, Downtown Business District, Fire Halls & City Parking Lots as per their quoted prices of \$128/hour for Airport and \$138/hour for all other locations;

AND THAT: the contract include an option to extend, up to an additional two (2) years, subject to agreement by both parties.

BACKGROUND

The City of Salmon Arm Public Works Department utilizes contractors for the snow removal in the following locations: Airport, Downtown Core Cleanup, Fire Halls, Fire Training Center and City owned Parking Lots. Public Works staff will work with the successful contractor to coordinate the snow removal at these locations when it is required. Each location has a stipulated time for completion after a snowfall event.

A Request for Quotation was issues on BC Bid and City of Salmon Arm Webpage for public submissions. Only one (1) quote was received on September 1, 2023, by D. Webb Contracting Ltd.

D. Webb Contracting Pricing is as follows:

Program	Costs
Downtown, Parking Lots and Fire Halls	\$ 138.00 per hour / per equip
Airport	\$ 128.00 per hour / per equip,

Budgeting for this work is very difficult, as we cannot predict the frequency, duration, intensity, and total precipitation etc. of a winter snow event. The number of hours, equipment needs and requirements of contracted snow removal is also difficult to quantify, and thus we cannot provide

CONTRACT AWARD – WINTER OPERATIONS – AIRPORT, DOWNTOWN, FIREHALLS & PARKING

Page 2

an exact budget number. We rely on experience and past expenditures to estimate these budgets. The following table shows the locations and the approximate time it took plow each location in past years for a medium to large snow event.

Location	Hours	Cost \$ per snow fall event
4 th Street (upper & lower) Parking Lots	1	\$138.00
6 th Street Parking Lot	.75	\$103.50
Avon Parking Lot	.75	\$103.50
Fire Hall Parking Lot	.75	\$103.50
Inner Core Parking Lot	.75	\$103.50
Ross Street Parking Lot	1	\$138.00
Alexander (Roger Ayles) Parking Lot	.75	\$103.50
Shaw Centre Arena Parking Lots	2	\$276.00
SASCU Recreation Centre Parking Lots	3	\$414.00
Curling Rink & Horseshoe Pitch Parking Lot	1	\$138.00
Legion Parking Lot	.25	\$34.50
Little Mountain Sports Complex Parking Lots	1.5	\$207.00
Marine Park Parking Lot	1.5	\$207.00
Memorial Arena Parking Lot	1.25	\$172.50
Salmar Theatre Parking Lot	.5	\$69.00
Downtown Core Clean up	6 - 11	\$4000 - \$11,000 (dependent on snow received, multiples pieces of equipment will be required)
Airport	8 - 15	\$1,100 - \$3,000

D. Webb Contracting Ltd has completed the snow removal works for the City since 2018 and is excellent at responding to snow fall events. In most circumstances, they responded within 45 minutes of the call out. We recommend awarding the Snow Operations for Airport, Downtown, Firehalls and City owned Parking Lots to D. Webb Contracting Ltd. for their quoted hourly amounts of \$128/hr for Airport and \$138/hr for all other locations. In addition we would recommend that council authorize staff to execute a contract extension to this contract for up to an additional two (2) years, subject to agreement by both parties.

Respectfully submitted,

Robert Niewenhuizen, AScT
Director of Engineering and Public Works

CONTRACT AWARD – WINTER OPERATIONS – AIRPORT, DOWNTOWN, FIREHALLS &
PARKING
Page 3

X:\Operations Dept\Public Works\Roads and Transportation\Snow & Ice Control\PARKING LOTS\2023-2026\HWM - 2023-25 Snow Removal Contract Award -Airport & DT
Parking - WEBB.docx

To: His Worship Mayor Harrison and Members of Council
From: Chelsea Van de Cappelle, Chief Financial Officer
Date: September 5, 2023
Subject: 2024 Budget Schedule – For Information

For Information

Budget Schedule

Described below is the tentative budget process:

• February 14, 2023 – August 25, 2023	- Departmental budgets are prepared for Managers
• September 1 – September 29, 2023	- Departmental draft budgets prepared and submitted to CFO.
• October 1 – November 24, 2023	- Draft budget is prepared by CFO. - Preparation of Public Budget Referrals
• October 23, 2023 (7:00 p.m.) October 18, 2023 Due date to receive public input & Public Budget Request Forms	- Regular Council Meeting (prior to Statutory Hearings). - Public Budget Component to receive public input.
• November 27, 2023	- Draft Budget is distributed to Council.
• December 4 – December 5, 2023 (Approx. 9:00 a.m.) Special Council Meeting	- Special Council Meeting (following Development and Planning Services Committee Meeting). - 2024 Budget Presentation.
• January 8, 2024 (tentative) Regular Council Meeting	- Regular Council Meeting. - Council adopts 2024 budget.

There are significant variables that are not known until early in 2024, consequently the final budget will require amending in early May 2024. These variables are described below:

- Final Authenticated Roll;
- Final Budget and Requisitions from other Governments;
- Provincial Government Grants;
- Infrastructure Funding;
- Financial status after completion of 2023 yearend;
- Carryover of capital projects;
- New construction revenue;
- Tax rates (for municipal and other governments); and
- Information relative to inflationary and deflationary assessments.

Public Budget Referrals

In addition, Staff intend to initiate a more streamlined public budget referral process. Historically, requests made by residents, businesses and user groups etc. had been received through a variety of channels (i.e. Staff, Council Correspondence, in-person, written, Public Budget Input meeting etc.). A significant number of requests are typically received after the Public Budget Input meeting and well within budget preparations. These requests generally require research and cost estimates.

Under the revised process, community members wishing to make a City budget referral request will be directed to complete a Public Budget Request Form ("Form"), attached as Appendix A. The form and instruction document will provide information on the City's Grant-in-Aid program with Shuswap Community Foundation and information on the City's referral process and a tentative timeline. The Form will ask participants to clarify their requests to provide sufficient detail for Council to make an informed decision. The deadline to submit a referral and Form will be the same as that for the Public Budget Input meeting, this year being **October 18, 2023**.

Forms will be received by Council at the Public Budget Input meeting, subject to the *Freedom of Information and Protection of Privacy Act*. Participants will be encouraged to attend the meeting and Council will have an opportunity to interact and ask questions as necessary. Following this, referrals received will be reviewed in detail by Staff for comment and costing as required. Input received from participants will be reviewed by Mayor and Council during budget deliberations in December. After the budget is adopted, the City will notify all participants as to the outcome of their request.

The City website will be updated to include details on this revised process and submission deadlines. There are a few referrals already received for 2024, they will not be subject to completing a Form.

Respectfully submitted,



Chelsea Van de Cappelle, CPA

2024 PUBLIC BUDGET REQUEST INSTRUCTIONS

CITY OF SALMON ARM GRANTS-IN-AID

Through the budget process, the City of Salmon Arm (City) provides an annual contribution to the Shuswap Community Foundation to support voluntary non-profit organizations. The Shuswap Community Foundation, on behalf of the City, may award annual grants in accordance with the City of Salmon Arm Annual Grant Policy No. 7.28. Requests for annual grants may be directed to:

DEADLINE: DECEMBER 15, 2023

Forward To: Shuswap Community Foundation
Mail: Box 624, Salmon Arm, BC V1E 4N7
Deliver: 102 – 160 Harbourfront Drive NE, Salmon Arm (9:30am – 3:30pm, M - F)
Email: info@shuswapfoundation.ca

For more information and to apply please visit shuswapfoundation.ca/grants/city-of-salmon-arm-grants

CITY OF SALMON ARM PUBLIC BUDGET REQUESTS

The public has an opportunity to present or provide written input into the City's 2024 budget planning process at a Public Budget Input meeting to be scheduled for the fall of 2023.

Participants are encouraged to complete a 2024 Public Budget Request Form to accompany their request. Input from participants will be reviewed by Mayor and Council during budget deliberations in December.

DEADLINE: OCTOBER 18, 2023

Forward To: Finance Department, City of Salmon Arm
Mail: Box 40, Salmon Arm, BC V1E 4N2
Deliver: 500 – 2 Avenue NE, Salmon Arm (8:30am – 4:00pm, M - F)
Email: cityhall@salmonarm.ca

Requests received after the submission deadline will be considered for the following budget year.

Only complete request forms, with all supporting documentation, will be considered. Where space provided is insufficient, attach additional pages. Supplementary information may be requested.

For questions or to withdraw your request, please contact: Finance Department at 250-803-4000 or finance@salmonarm.ca.

PUBLIC BUDGET REQUEST FORM

[Unless requested, the information on this document will be included on a public agenda]

A. CONTACT INFORMATION

Name (or Organization):

Mailing Address:

City:

Postal Code:

Primary Contact & Title:

Email:

Phone:

B. ORGANIZATION INFORMATION

(If you are not an organization making a request, proceed to section "C")

1. Is the organization a charitable or non-profit organization?

- ☐ Yes
☐ No

2. Is the organization in compliance with all municipal policies, plans, bylaws and other applicable regulations (i.e. business licensing, permits and zoning)?

- ☐ Yes
☐ No - If No, please explain:

3. Describe the goal(s) or purpose(s) of the organization:

4. Does the organization have a current contractual relationship with the City of Salmon Arm? i.e. Lease of City lands, Contract for service etc.

- ☐ No
☐ Yes – If Yes, please identify the agreement(s):

5. Has the organization received grants from the City of Salmon Arm in the last 3 years? i.e. Grant-in-Lieu, Tax Exemption, Annual Grant

- ☐ No
☐ Yes – If Yes, please indicate the following:

YEAR	TYPE OF GRANT	AMOUNT

6. Has additional funding for the request been secured?

- ☐ No
☐ Yes – If Yes, please indicate the following:

NAME OF INDIVIDUAL OR ORGANIZATION	AMOUNT

7. List all Agencies to whom funding has been requested and note amount of request and status (approved, denied or pending) of application:

AGENCY	AMOUNT REQUESTED	DECISION

This information is being collected for the purpose of consideration for financial support. The City of Salmon Arm is collecting this information under s.26 (c) of the *Freedom of Information and Protection of Privacy Act*. For questions regarding the collection and use of personal information, please contact the Director of Corporate Services (250-803-4000).

8. Please demonstrate the organization's financial need by submitting a budget for your request, if applicable.
- ☐ Financial Budget

C. BUDGET REQUEST

(For individual and organizational requests)

9. Describe your budget request:

Value (if known): \$ _____

10. Is your request operational or capital in nature?
- ☐ Operational (i.e. covers day-to-day activities required to deliver services)
- ☐ Capital (i.e. long-term investments in infrastructure and facilitates)

11. Have you submitted this request before?
- ☐ No
- ☐ Yes - If Yes, please indicate when:

D. AUTHORIZATION

Signature:

Date:

Printed Name:

Position (if applicable):

This information is being collected for the purpose of consideration for financial support. The City of Salmon Arm is collecting this information under s.26 (c) of the *Freedom of Information and Protection of Privacy Act*. For questions regarding the collection and use of personal information, please contact the Director of Corporate Services (250-803-4000).

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Gabriel Bau, City Engineer
Jennifer Wilson, Service Delivery Management Coordinator

DATE: September 11, 2023

SUBJECT: **PUBLIC EDUCATION ON XERISCAPING – SCAS WEBINAR**

STAFF RECOMMENDATION

THAT: Council supports the Shuswap Climate Action Society in its webinar xeriscaping education series and approves a funding contribution up to \$1,000.00 for the project.

BACKGROUND

The Shuswap Climate Action Society (SCAS) has approached the City to provide online education on xeriscaping (drought resistant planting) this fall and early next year. The webinars will provide easy to follow advice from two experts in the field of xeriscape, permaculture and food gardening.

The 2022 City's Water Conservation Plan identifies xeriscaping as one of the top five water conservation measures for the City, and SCAS initiative would complement the City's water conservation efforts. In addition, participants' feedback would help the City hone its strategy on xeriscaping.

The topic of the webinars is "Lose the lawn – Transforming yards into multi-purpose gardens." The program outline for the webinar includes:

- Introduction to xeriscaping and permaculture, definitions, concepts explained.
- What is the importance of this approach?
- What are the benefits?
- Examples of what rewilding/xeriscaping/rain gardens/permaculture looks like.
- The "nuts and bolts" of how to do xeriscaping/naturescaping - improving soil, mulching techniques, etc.,
- Planning your yard – diagram, plant selection, get ready for fall planting and next spring.
- Managing expectations – this process will take years!
- Resources – list of websites and books to help plan and prepare yards

BUDGET CONSIDERATIONS

The SCAS is requesting a City's contribution of \$1,000.00 to compensate the professionals that will be engaged to deliver the webinar and cover advertising costs (including printing posters and

handouts). SCAS contribution will be the executive director's and member's time, as well as SCAS Zoom account to coordinate and deliver the event.

STAFF COMMENTS

Staff is in support of this initiative as it provides for an opportunity for residents to learn and adapt to climate change (more frequent drought and higher summer temperatures). This type of education is supported by the City's Water Conservation Plan and Policy.

Xeriscaping reduces the demand for irrigation, which accounts for the majority of the summer (peak) usage. Xeriscaping practices are relatively low cost and give residents and the City a chance to lead by example and spread water conservation awareness to their neighbours.

Two potential funding options include:

1. Council initiatives with a remaining available balance of \$2,800, or
2. Climate Action Reserve, estimated balance of \$31,900.

Respectfully submitted,



Robert Niewenhuizen, AScT
Director of Engineering and Public Works

["X:\Operations Dept\Engineering Services\5600-WATER SUPPLY\5600.12 WATER CONSERVATION\5600.12.11 Public Education\SCAS xeriscaping\HWM - Xeriscaping SCAS - Sept 2023.docx"](#)



Project “Lose the Lawn” – Transforming Yards into Multi-Purpose Gardens

Funding Request to the City of Salmon Arm

Executive Summary

Climate change has been rapidly altering our local environment, giving us earlier warmer springs, hotter extended summers, and more frequent drought periods. The average annual daytime temperatures in the Shuswap are already 1.4°C warmer and nighttime temperatures are 3.1°C warmer than 30 years ago.¹ The Shuswap Climate Action Society (SCAS) has heard from many people in the community a desire to move away from lawns that are high maintenance and adopt yards that are a more sustainable mix of trees, shrubs, and food gardens. This type of landscaping would integrate xeriscaping, native and drought tolerant vegetation that will require much less maintenance, support wildlife and be resilient in the face of climate change.

Recently the City of Salmon Arm has developed and implemented a water conservation strategy with the goal of reducing the high volumes of water used in the summer to maintain traditional lawns and gardens. To address the dual need of longer-term climate resilience and water conservation, SCAS is developing an on-line educational program for residents wanting to make changes but lacking the knowledge and experience to begin transforming their yards.

SCAS believes that our project objectives are well aligned with those of the City of Salmon Arm’s, and we hope to form a partnership and obtain funding to bring this educational program to the community.

Organization Description

Our organization was conceived in the fall of 2019 after a federal election when climate and the environment were top issues and Greta Thunberg inspired massive global climate strikes that captured international media attention. Some concerned citizens in the Salmon Arm area wanted to keep that momentum going, so we came together and began planning events and projects to bring climate awareness to our community, creating Shuswap Climate Action.

Our Vision Statement: The North Okanagan and Shuswap is a leader in climate action, building resilient communities.

Our Mission Statement: Supporting community knowledge and solutions.

The main goal of SCAS is to educate and support climate solutions for residents in our community, as well as through communication and collaboration with other local organizations, businesses, and all levels of government. Since being formed, we have carried out many

¹ Personal Communication – Johanna Wagstaffe, Sr. Meteorologist at CBC, January 2021.



initiatives and held many events to raise awareness and encourage greater community climate resilience. On May 26, 2022, we were incorporated as a society under the BC Societies Act, allowing us to move into the future with more accountability and transparency.

We achieve our goals through:

- Monthly newsletters that now reach over 350 people,
- Regular appearances at the local farmers markets in Salmon Arm and Sorrento,
- On-line webinars with special guest speakers,
- A website that has many resources containing reliable climate information, and
- Maintain a presence on Facebook, Instagram and a YouTube channel.

Need Statement

The past few years have shown us that climate change is advancing rapidly, with this summer's extreme weather signaling that "something has changed".² This year the overall temperatures for both spring and summer are much hotter than normal resulting in extensive drought in BC along with a record number of wildfires ravaging much of Canada. This leaves no doubt that communities must quickly mitigate and adapt to the climate crisis.

In urban areas, one of the strategies to both sequester carbon and minimize the heat island effect, is to increase shade and greenery. Researchers at NASA have found that the best way to do this in an urban setting is to "design and manage green spaces in ways that pull as much carbon out of the atmosphere as possible and store it permanently while minimizing the release of emissions of CO₂ from plants as they dry out or during non-growing seasons, **ideally with native, drought-tolerant species**".³

As communities institute water management and conservation programs, there has been an increasing trend by homeowners to ditch lawns in favour of xeriscaping. This saves vast amounts of water, reduces dependency on fertilizer and pesticides, which in turn has many municipalities like Kamloops and Kelowna encouraging residents to employ xeriscaping. The City of Kamloops has estimated that xeriscaping can reduce water usage by 50 percent or less than traditional landscaping.⁴

There are many benefits to transforming the traditional lawn into a landscape that incorporates species that are drought tolerant, requiring less maintenance and inputs like fertilizer and pesticides. However, integrating vegetation that is also pollinator-friendly, including trees, shrubs and food gardens, has even greater benefits. Our educational program is aimed at achieving all these benefits to create a community that will be more climate resilient. We

² ["Something's changed": Summer 2023 is screaming climate change, scientists say | CBC News](#)

³ [Study: Urban Greenery Plays a Surprising Role In Greenhouse Gas Emissions – Climate Change: Vital Signs of the Planet \(nasa.gov\)](#)

⁴ [Xeriscaping | City of Kamloops](#)



believe this program is best delivered by the experts we have assembled, meeting our goals, the needs of residents, and meeting the needs of the City of Salmon Arm to reduce water usage.

Project Goals and Objectives

The SCAS is launching this educational program this fall and into next spring to provide easy-to-follow advice from two experts in the field of xeriscape, permaculture, and food gardening. The program will assist residents moving from traditional lawns to landscapes that contain trees, shrubs and plants that are native to our zone, drought tolerant, reduce inputs like fertilizer and pesticides, are pollinator-friendly and produce food.

The elements of the program will include at on-line presentations and support from our experts, providing a list of important resources on our website, possibly creating a demonstration garden, as well as ongoing support from other local groups and hopefully the City of Salmon Arm.

Project Description

We are planning to have two (possibly three) webinars to encourage and educate the community to move away from traditional lawns to yards that contain trees, shrubs and plants are native to our zone, drought tolerant, reduce fertilizer and pesticides, are pollinator-friendly and produce food. These webinar presentations call on the expertise of two professionals: Keli Westgate of Lekker Land Design and permaculture expert, and Sigrie Kendrick the Executive Director of the Okanagan Xeriscape Association. Both have slightly different but complimentary backgrounds and have worked to help their communities transform traditional yards by integrating xeriscaping, permaculture (the art of designing beneficial relationships between plants, animals and people), natural and other proven methods to reduce water use and create climate resilient urban landscapes.

The program outline for the first webinar includes:

- Introduction to xeriscaping and permaculture, definitions, concepts explained.
- What is the importance of this approach?
- What are the benefits?
- Examples of what rewilding/xeriscaping/rain gardens/permaculture looks like.
- The “nuts and bolts” of how to do xeriscaping/naturescaping - improving soil, mulching techniques, etc.,
- Planning your yard – diagram, plant selection, get ready for fall planting and next spring.
- Managing expectations – this process will take years!
- Resources – list of websites and books to help plan and prepare yards.

The first on-line presentation will be held on October 18, 2023, and the second on February 19, 2024, the timing of which will help participants plan and implement the transformation of their



yards in harmony with seasonal gardening rhythms. The presentations will be conducted via Zoom with participant registration required. Each webinar will be 75-80 minutes, with 30 minutes each for Keli and Sigrie to go through the program and 15–20 minutes for a Q&A session at the end. We will record the Zoom for posting on our website.

The program will be advertised through our newsletter, on social media, with other similar groups like Shuswap Food Action Society and the Shuswap Naturalists Club, and in the local newspaper. If the City of Salmon Arm is a partner delivering the program, we would also be grateful for their additional media and online advertisement of the program.

Evaluation

The number of registrations for the on-line presentations will be an indication of the community's interest and engagement. However, we will also be following up with the presenters and participants after the first webinar to help us tailor the second webinar and provide additional information or advice from our experts, focussing on participant feedback regarding topics that require more attention. Hence, we may include a third webinar to address gaps and improve the success of participants if deemed necessary. We may also expand or adjust our advertising strategy to draw in more participants. If the city is a partner, we would also obtain their feedback to ensure the program meets their needs.

Another indication of the success of our program will be monitoring visits to a demonstration garden, or gardens, that provide examples of implementing the principles of xeriscaping. As well, we will follow the progress of residents we know of who are in the process of transforming their yards and keeping those stories updated (with participant's permission) on social media.

Budget

Summary of Expenses

Item	Rate	Description	Total
Professional fees - K. Westgate	\$95/hr	Prgm development/delivery Est 4.5 hrs	\$427.50
OXA Honourarium - S. Kendrick	\$95/hr	Prgm development/delivery Est 4.5 hrs	\$427.50
Other project costs		Printing and advertising. Technical support.	\$145.00
Total funding requested from the City of Salmon Arm			\$1,000.00

The table above summarizes the anticipated expenses for the program that we are requesting from the City of Salmon Arm. The majority of the expenses are to compensate the professionals we have engaged to develop and deliver the program. Ms. Westgate's fees are based on her



\$95/hr. rate and estimated 4.5 hours of preparation and delivery of the webinars. Ms. Kendrick is the Executive Director of a non-profit organization that is funded by the Okanagan Basin Water Board for work they do in the Okanagan. We feel that Ms. Kendrick's time and effort should be compensated for with an equivalent honourarium to the Okanagan Xeriscape Association.

The additional cost for the program would cover advertising including printing posters and any handouts, and technical support to run both webinars through the Zoom platform.

We are asking the City of Salmon Arm to fund 100 percent of the estimated expenses for this series of webinars since this program will educate the community on saving water by xeriscaping yards which is directly aligned with the City's objectives stated in the water conservation strategy. Also, this program will encourage residents to retain and plant trees which will create cooler and more climate-resilient communities. SCAS will be donating executive director's and member's time, as well as our Zoom account to implement and advertise the event.

In summary, there is a growing need from both a climate resilience and a municipal water conservation perspective for this kind of educational program to be implemented. Many other municipalities have successfully moved in this direction. We are excited to be offering this program to the community and having the City of Salmon Arm partner with us would ensure we can cover the cost of this program and make it free to the public. With a comprehensive and free educational approach, this program is sure to attract many residents interested in transforming their yard into a low maintenance, drought tolerant and beautiful landscape.

SCAS looks forward to hearing back from the city regarding this request in the coming days.

Julia Beatty, Chair
Shuswap Climate Action Society

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: July 26, 2023

SUBJECT: **LITTLE MOUNTAIN SPORTS COMPLEX – WEED INFESTATION**

FOR INFORMATION

BACKGROUND

We are currently experiencing a common Knotweed infestation at the south end of field #2 at Little Mountain which is our most used field due to the lights. This is not the roadside knotweed that we are familiar with; however related, this is a low growing species that can root practically anywhere. It produces many small white flowers each summer and produces plenty of seeds that can survive for years. Its seeds can lay dormant in soils, and once they see light will start to germinate. It is also reported to release toxins into soil if not properly managed.

We have been struggling and actively combatting this infestation for approximately four (4) years with many attempts to eradicate that have been unsuccessful. The negative side effects are: the weed is green and early spring cannot be seen unless you're looking for it, during flowering early summer and dying off late summer they turn brown which shows the extent of the infestation. Additionally it overpowers the turf killing off much of the grass within the infestation, and possibly releasing toxins into the soil.

The following actions have been taken in prevention of spread and attempts at reduction or elimination:

- Mowing: This is not an active way to eliminate the weed, however does slow the spread. Some reports show mowing to eliminate, however after mowing at 2 – 2.5" for 4 years the infestation is increasing
- Aeration: yearly core aeration and casual solid tine aeration or slicing have been completed that has not reduced the spread
- Deep-tine aeration 'drill & fill' with sand. Did not reduce the spread
- Verticutting did not reduce the spread.
- Heavy over-seeding, in an attempt to drown out the weed. Did not reduce the spread
- Fertilization Program
- Minor mechanical removals

The following photo is a single weed mechanically pulled from the field and was taken July 26, 2023.



Unfortunately, the only option we can now propose after 4 years of attempts is application of a selective herbicide. Our Pesticide Use Control Bylaw, Paragraph 3) Section (o) exempts for City infrastructure where required to prevent and/or address functional deterioration with the written approval of the Director. AND section (p) exempts new seeded lawns. We believe if not treated the sports field could have serious deterioration of the turf which could result in a full renovation or significant higher application of herbicides in the future.

Other communities were contacted regarding selective herbicide use, where most have a two-year cycle on sports fields where they utilize herbicides to control invasive weeds.

We are trying to provide the best playing surface for our user groups, with keeping in mind the detrimental outcomes that may come without proper management of this weed. A full field reconstruction with seed is estimated to cost \$70,000 – \$90,000 and result in a closure for an entire year. Reconstruction with turf would cost upwards of \$200,000 and require a closure for 2-3 months.

Respectfully submitted,

Handwritten signature of Robert Niewenhuizen in blue ink.

Robert Niewenhuizen, ASCT
Director of Engineering and Public Works

To: His Worship Mayor Harrison and Council
Date: August 22, 2023
Subject: LCRB Consultation

MOTION FOR CONSIDERATION:

THAT: Council accept the report on LCRB Consultation from the Director of Planning and Community Services on September 11, 2023 for information.

BACKGROUND:

The Provincial Liquor and Cannabis Regulation Branch (LCRB) has recently contacted the City, seeking feedback and comments on three proposals or amendments to Provincial regulations (prior to September 15 and 29 (for Temporary Locations), 2023):

1. Prescribed Identification (ID) Amendment (Appendix 1)
2. Licence Cap
3. Temporary Relocation (Appendix 2)

Prescribed Identification (ID) Amendment

Currently, anyone who purchases liquor or cannabis must show two (2) pieces of identification (ID) if requested by the licensed establishment. The proposed amendment to the Liquor Control and Licensing Regulation and the Cannabis Licensing Regulation would only require one (1) piece of government-issued ID for liquor or cannabis purchases. This amendment seeks alignment with other provincial requirements, such as tobacco purchases, and is consistent with the requirement in all other provinces and territories.

In 2002, B.C. increased the requirement from one to two pieces of prescribed ID to purchase alcohol. This was done to mitigate problems related to an increased use of counterfeit IDs by minors. Since that time there are a number of strategies now in place to protect minors and deter liquor and cannabis licensees from selling to anyone they suspect to be under-age. These include:

- enhanced security features for government-issued IDs, making them difficult to counterfeit;
- the Minors as Agents Program, which targets licensee compliance, enabling inspectors to take enforcement action where required; and
- enhanced training materials for the safe serving training programs required of licensees and their staff.

Licence Cap

Currently, the cannabis regulatory framework limits the number of private cannabis store licenses any one company, person, or group of persons can have an interest in to a maximum of eight. This

is called a “licence cap.” There is no Provincial limit on the total number of cannabis retail store licenses that can be issued in B.C.

The particular questions that the Province is posing related to this issue are:

1. Does your municipality have any comments or feedback about the provincial licence cap policy?
2. In your government’s opinion, should the licence cap be changed? Why or why not? If yes, what should the cap be changed to?

Staff offer no recommendations or comments with respect to either the ID or Licence Cap issues, as there are no connections between these issues and municipal processes.

Temporary Relocation

The LCRB has received requests to allow retail stores to temporarily relocate to accommodate renovation or redevelopment of their establishments. A licence relates to a single establishment, and cannot relate to multiple establishments (i.e. one permanent and one temporary) at the same time. Additionally, a licence cannot be relocated **permanently** within a one km. radius of another licence. The one-km rule was introduced to provide market stability and to prevent geographic concentration of retail liquor stores. Many current licence locations were approved before today’s distance rules came into effect. While these stores are authorized to continue operating, many are in locations that could not be approved under today’s rules.

There is currently no provision that allows a liquor retailer to **temporarily** relocate. Temporary licence re-locations to allow for redevelopment at the original location are therefore very difficult under the current licencing regulations. The licensee can choose to:

- Temporarily close the location and place the licence into “dormancy”; or
- Permanently relocate to an eligible new location.

This means that if a retailer relocates from a currently approved location to a new location, and later wants to relocate back to the original location, they can only do so if the original location is eligible under today’s rules.

The LRCB’s materials (Appendix 2) asks referred agencies to consider the following issues:

- Eligibility,
- Location,
- Time Limits;

and poses the following questions:

1. Do you support potential changes to allow for a licensee to temporarily relocate? Please explain your position.
2. If yes to the above, under what circumstances should a temporary relocation be permitted?
3. Should temporary locations be permitted to be within one km of another existing or proposed LRS, Wine Store or BCL? Please briefly explain.
4. Should there be a limit on how long the temporary relocation is in effect?
5. If you answered yes to question 4,
 - a. How long should the time limit be?
 - b. Should it be one time limit or a different limit for different circumstances?
 - c. Should there be any possibility for an extension?

Given the connection between this issue and the Zoning Bylaw and the building permit process, staff offer the following suggestions in response to the temporary relocation licencing questions posed:

1. Yes, there is support to allow for temporary licence relocations to allow the current distribution on liquor stores across the community to be maintained (as it is not currently problematic), and allow licencees to be able to renovate, repair and redevelop their current location more easily.
2. The relocation should be allowed only in situations where the licensee must (i.e. through the direction of a landlord) or wishes to redevelop or renovate the building at the original licence location. The licensee would need to demonstrate a draft or potential lease for the temporary location, and submit a building permit application promptly (e.g. within 30/60/90 days of the LCRB approval of the temporary location).
3. A temporary relocation need not be subject to the one kilometre rule. To do so would unnecessarily complicate the choice of or limit the proposed temporary location.
4. Yes, a temporary licence should be time limited.
5. A(n) 12/18 month limit seems to be reasonable to allow for extensive renovation or tenant improvements at a location to be undertaken. Extensions should be allowed in instances when the licensee can demonstrate that exceptional circumstances beyond the control of the licensee have not allowed the renovation or redevelopment to be completed within the specified time.

Staff will forward any responses that Council may wish to provide to the LCRB in relation to the issues outlined in the referral requests.



Gary Buxton

Director of Planning & Community Services



Prescribed Identification (ID) Background Information

Below you will find more information about the proposed amendment to reduce the required number of prescribed ID from two to one

Issue

In 2002, B.C. increased the requirement from one to two pieces of prescribed ID to purchase alcohol. This was done to mitigate problems related to an increased use of counterfeit IDs by minors.

Prescribed ID includes a passport, driver's licence, or government-issued photo ID (primary ID), which includes status cards. A secondary ID is one that displays the individual's name and either their signature or picture.

The Province is proposing a change to require one piece, rather than two, of prescribed ID to purchase liquor or cannabis. This is consistent with the requirement in all other provinces and territories.

Current strategies to protect minors

There are a number of strategies now in place to protect minors and deter liquor and cannabis licensees from selling to anyone they suspect to be under-age. These include:

- 1) enhanced security features for government-issued IDs, making them difficult to counterfeit or alter;
- 2) the Minors as Agents Program, which targets licensee compliance with ID regulations, enabling inspectors to take enforcement action where required; and
- 3) enhanced training materials for the safe serving training programs required of licensees and their staff, which explains the legal responsibilities associated with selling or serving liquor and cannabis and how to prevent sales to minors.

What is changing?

If the proposed changes are approved by Cabinet, the Liquor Control Licensing Regulation and the Cannabis Licensing Regulation will be amended to require one piece of primary ID for liquor or cannabis purchases.



Liquor and Cannabis Regulation Branch

Regardless of the number of pieces of ID prescribed, licensees and their employees are still required to take steps to confirm an individual's age if they have any doubt that an individual is 19 or over. This may include requesting a second piece of ID. Licensees can also implement more restrictive ID policies, such as checking every patron's ID.

What this means

Anyone in B.C. will only be required to show one piece of I.D. for liquor or cannabis purchases unless the licensee determines a need for a second piece of ID.

This will also support individuals who have their ID stolen or lost with reduced requirements to replace their ID.

For questions related to the policy, contact LCRBLiquorPolicy@gov.bc.ca.



ENGAGEMENT PAPER

Temporary Relocation of a Liquor Store

Purpose

The Liquor and Cannabis Regulation Branch, Ministry of Public Safety and Solicitor General invites Indigenous partners and interested parties to comment on the temporary relocation of a Licensee Retail Store, Wine Store and BCLIQUOR store. This consultation paper provides a brief background and questionnaire.

Responses will be accepted until **September 29, 2023**

Contact

Monika Laube
External Engagement and Outreach Specialist
LCRB.Outreach@gov.bc.ca

Introduction

The Liquor and Cannabis Regulation Branch (LCRB) has received requests to allow Licensee Retail Stores (LRS) and government-run BCLIQUOR (BCL) stores to temporarily relocate to accommodate renovation or redevelopment of their establishments.

The LCRB is collecting comments on whether retailers, including Wine Stores and government-run BCL stores, are supportive of having the ability to temporarily relocate, and if so, what limitations should be placed on temporary relocations.

Who will the LCRB be engaging with?

Through this engagement, the LCRB wants to hear from:

- The Alliance of Beverage Licensees (ABLE)
- LRS licensees
- Wine Store licensees
- BCL Stores
- Local and Indigenous governments

Background

A liquor licence, by law, relates exclusively to a single establishment, even when it is not operating. Therefore, a licence cannot relate to multiple establishments (i.e., one permanent and one temporary) at the same time.

Additionally, an LRS or BCL cannot relocate **permanently** within a one-kilometre (km) radius (hereafter, one-km rule) of another LRS or BCL, except in limited circumstances. For example, if the original location was damaged beyond the licensees' control, the distance between the new location and the other store is the same, or the new location is on the same parcel of land.

The one-km rule was introduced to provide market stability and to prevent further densification of retail liquor stores.

Many current LRS and BCL locations were approved before today's distance rules came into effect. While these stores are authorized to continue operating, many are in locations that could not be approved under today's rules.

If an LRS or BCL is unable to operate at their licensed location due to significant renovations or redevelopment, for example, the licensee can choose to:

- Temporarily close the location until the location can resume operation (i.e., place the licence into “dormancy”); or,
- Permanently relocate to an eligible new location.

There is currently no provision that allows a liquor retailer to **temporarily** relocate or that allows a licence to relate to more than one establishment. This means that if a retailer relocates from a currently approved location to a new location, and later wants to relocate back to the original location, they can only do so if the original location is eligible under today’s rules.

Discussion

Permitting an LRS, Wine Store or BCL to temporarily relocate raises a number of issues for consideration.

Eligibility

If the LCRB allowed temporary relocations eligibility criteria will be required to limit the impact to other retailers and maintain market stability.

Considerations:

- Should eligibility for a temporary relocation be limited to specific circumstances?
- If so, what circumstances should be eligible?
- What should happen to the licence if these circumstances change before it returns to the permanent location?

Location requirements

It may not always be possible to find a temporary location that is both economically viable and that satisfies the one-km km rule.

Considerations:

- Could a proposed temporary location be located within one km of another liquor retailer’s permanent location, and if so, under what circumstances?
- Could a liquor retail store permanently relocate within one km of another retailer’s temporary store location?
- Would it be feasible to find a temporary location that satisfies the current one km criteria?

The LCRB is **not** considering requiring the consent of nearby retailers for a temporary location seeking to operate within one-km, as this approach would

require significant additional regulation and oversight. It also increases the risk of (legal) conflict between licensees.

The LCRB is **not** considering changes that would expand the circumstances when a retail store can **permanently** relocate to within one km of another permanent retail store location.

Time limit

Given the potential impact on other liquor retailers and the broader policy implications, it is likely necessary to limit the time that a temporary location would be allowed.

Considerations:

- What the maximum time limit would be?
- Whether the time limit would apply in all circumstances, or if flexibility to extend the time limit in some circumstances should be available.
- Whether there should be a different time limit for different circumstances.
- What happens to a licence that fails or is unable to return to its permanent location within the maximum time permitted?

Questions

Comments focused on the questions outlined below are much appreciated. Comments outside the scope of this paper are not able to be considered at this time. Your comments are confidential and will not be shared in a manner that identifies you.

1. Do you support potential changes to allow for an LRS licensee, Wine Store licensee or a BCL to temporarily relocate? Please explain your position.
2. If yes to the above, under what circumstances should a temporary relocation be permitted?
3. Should temporary locations be permitted to be within one km of another existing or proposed LRS, Wine Store or BCL? Please briefly explain.
4. Should there be a limit on how long the temporary relocation is in effect?
5. If you answered yes to question 4,
 - a. How long should the time limit be?

- b. Should it be one time limit or a different limit for different circumstances?
- c. Should there be any possibility for an extension?

Submitting your comments

Send your comments to LCRB.Outreach@gov.bc.ca with the subject "Temporary relocation consultation." Email submissions are preferred.

Submission deadline: September 29, 2023

When submitting your comments, please include:

- Full name of the person submitting
- Name of the business/organization and licence number, if applicable
- Municipality or regional district in which your store is located
- Phone number, including area code and reply email address

If you wish to provide comments by mail, you can send to:

PO Box 9292 Stn Prov Govt
Victoria, BC V8W 9J8

Collection Notice

By submitting a response to this consultation paper, I understand that my personal information is being collected pursuant to sections 26(c) and 26(e) of the *Freedom of Information and Protection of Privacy Act* for the purposes of sharing my views or the views of my organization in response to the questions outlined in the engagement paper for use in considering the issue of temporary locations. Any questions about the collection, use, disclosure and storage of my Personal Information pursuant to this engagement should be directed to the Stakeholder Engagement and Outreach Specialist, Liquor and Cannabis Regulation Branch at PO Box 9292 STN PROV GOVT, Victoria, B.C., V8W 9J8, or by phone at 236-478-0348.

TO: His Worship Mayor Harrison and Members of Council
FROM: Robert Niewenhuizen, Director of Engineering and Public Works and
Chelsea Van de Cappelle, Chief Financial Officer
DATE: August 29, 2023
SUBJECT: **BC Growing Communities Fund**

BACKGROUND:

On February 10, 2023, the Province announced a \$1-billion investment geared to helping local governments build stronger communities. The Growing Communities Fund (GCF) is intended to provide one-time direct grants to all 188 of B.C.'s municipalities and regional districts.

This grant is intended to help address community infrastructure and amenities demands, such as recreation facilities, parks and water treatment plants, as well as other community infrastructure. It will help communities prepare for future growth and build the amenities needed to support new home construction.

The City received \$6,089,000, which was calculated based on a formula that takes several factors into account, as follows:

- A flat amount of \$500,000;
- A pro-rated funding amount based on an "adjusted population" basis; and
- A growth-based funding amount determined by total population increase between 2016-2021.

Municipalities were grouped together by size categories (from very small - less than 2,000 people to very large - over 150,000). As a municipality's population increases it is incrementally adjusted downward by an "adjustment factor". The City is deemed medium sized (population between 10,001 and 20,000); therefore, a 40% adjustment factor was applied.

Council adopted the City of Salmon Arm Growing Communities Reserve Fund Establishment Bylaw No. 4582 on April 24, 2023, as required by the province. In an effort to ensure transparency regarding the use of funds, local governments are also required to annually report on how this grant was spent. The City will provide a schedule to the audited financial statements with the amount of funding received, the use of those funds, and the year-end balance of unused funds. Each local government must continue to annually report on the use of grant money until the funds are fully drawn down.

DISCUSSION:

In order to prepare for the 2024 Budget deliberations, staff are seeking direction regarding the potential allocation of all or part of these funds. The province requests that the funds will be expended within approximately five years of receipt.

Eligible infrastructure projects are as follows:

- Public drinking water supply, treatment facilities and water distribution;
- Development finance portions of infrastructure costs that support affordable/attainable housing. These may include DCCs or subdivision servicing charges payable or similar costs.
- Childcare facilities;
- Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities;
- Wastewater conveyance and treatment facilities;
- Storm water management;
- Solid waste management infrastructure;
- Public safety/emergency management equipment and facilities not funded by senior level government;
- Local road improvements and upgrades;
- Sidewalks, curbing and lighting;
- Active transportation amenities not funded by senior level government;
- Improvements that facilitate transit service;
- Natural hazard mitigation;
- Park additions/maintenance/upgrades including washrooms/meeting space and other amenities; and
- Recreation related amenities.

Eligible one-off costs include:

- costs of feasibility studies (including infrastructure capacity assessment);
- other early-stage development work (including climate resilience assessments); costs of designing, tendering, and acquiring land (where it is wholly required for eligible infrastructure projects); constructing eligible infrastructure projects; and in limited situations, non-capital administrative costs where these are necessary, for example adding staff capacity related to development or to establish complementary financing for local government owned infrastructure or amenities.

Staff have prepared a list of prioritized projects (attached as Appendix A) which are deemed eligible, or possibly eligible, for the GCF funding.

STAFF COMMENTS

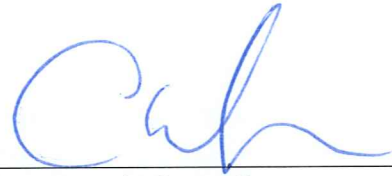
The top community growth project identified by staff is the Water Pollution Control Centre (WPCC) upgrade. The upgrade and expansion of the WPCC is one of the key strategic priorities for the City in the coming years, as acknowledged in the City's Corporate Strategic Plan. The WPCC is expected to reach its design capacity within the next two to five years, depending on population growth. The current preliminary cost estimate for the design and construction of the WPCC upgrade and expansion is \$60 million. Further information about this project and its proposed timelines will be presented to Council at a future Council meeting.

Additional projects have been discussed by senior staff and ranked, based on overall priority. Staff are seeking direction on which projects should be brought forward to the 2024 Budget deliberations.

Respectfully submitted,



Robert Niewenhuizen
Director of Engineering and Public Works



Chelsea Van de Cappelle
Chief Financial Officer

Growing Commuti Fund Projects							APPENDIX 'A'
Project	Risk	Corporate Strategic Plan	Design	Costs	Time Frame	Comment	GCF Eligibility
WPCC upgrade project	High	Short	\$7M	\$ 60M*	2024 Design 2025 Constr.	Initiate design in 2024, Project required to address plant capacity concerns and to accommodate future City growth & development	Yes Wastewater conveyance and treatment. May need to review and adjust grant calculations within DCC bylaw.
Lakeshore - Road & slope stability improvements (Active Transportation compoent)	High	Short	Under way	\$ 7M	2024 Phase 1 2025 Phase 2	Design currently underway, Active Transportation Component (Multi use path)	Yes Local road improvements and upgrades, active transporation amenities provided not funded by other levels of government
Emergency Operations Centre, Shuswap Emergency Program	High		Design required	\$2M		Construct a EOC facility at existing Fire Training Centre, Potential partnership project	Maybe Public Safey/emergency management equipment and facilities not funded by senior levels of government is eligible, however this project has not been included in our planning to date. Grant funding should be incremental to currently planned projects. Sicamous is a contributor to the FTC and capital projects here are split proportionately.
Storm Water Ponds	High		Design required	\$ 1.5M	2024	Storm Water Master Plan, Future multi family housing development	Yes Storm water management
Zone 2 pump station (Canoe)	High		Under way	\$ 4.5M	2024	Required upgrade, supplies water presure zones 2, 3, 4 & 5	Yes Public drinking water supply, treatment facilities and water distribution
Transportation Master Plan	High	Short	Consultant	\$ 150K	2024	Required to help identify and provide guidance on future road network planning, will be required for the OCP update	Maybe Not a capital expenditure, may qualify as one-off costs related to early stage development work.
16 Ave NE & 11 Ave NE Multi Use path project (Active Transportation ComponentProject)	High		Design required	\$ 605K*	2024	Budgeted for 16 Ave NE and 11 Ave NE MUP; however we were unsuccessful in obtaining grant, Other projects may vary in scope and scale, I believe Council started an AT reserve fund of \$300K	Yes Sidewalks, curbing and lighting, active transporation amenities provided not funded by other levels of government
Universal Water Metering	High	Long	Study completed	\$ 8M	2024	Supported by Water Conservation Bylaw, if not completed there is a potential for the Province to defer future grant funding	No Doesn't meet any qualifying criteria
Buisness Continuity Plan	High		Study completed	\$ 70K	2024	To engage a consultant to assist in completing the plan	No Not a capital expenditure, likely wouldn't lead to a capital improvement.
Sanitary Dump Station	Med		Under way	\$ 800K	2024	Construct a sanitary sewer dump station to accommodate tourist traffic.	Yes Assuming it falls under Wastewater conveyance and treatment.
Auto Road Connector (Active Transportation Project)	Med	Medium	90%	\$ 6.5M	2025-2026	Active Transportaton Component.	Yes Local road improvements and upgrades, active transporation amenities provided not funded by other levels of government
Roundabouts:						Intersections at risk of failure, require solution	Yes Local road improvements and upgrades
a. 30 St NE & 11 Ave NE (Setters Pub & McDonalds)	High		70%	\$ 2.1M	2024-2025		Yes Local road improvements and upgrades
c. 10 St SW & 5 Ave SW (Kal Tire)	Med		50%	\$ 1.8M	2025-2026		Yes Local road improvements and upgrades
b. Shuswap St & 14 Ave SE (Auto Road Connector)	Low		50%	\$ 2.1M	2026 -2027		Yes Local road improvements and upgrades
Canoe Beach Boat Launch Improvements	Med	Short	Complete	\$ 200K		Canoe Beach Master Plan, requires Provincial land tenure & approvals	Yes Park additions/maintenance/upgrades
Klahani Park Ball Field	Med	Long	Complete	\$ 750K		Klahani Park Master Plan	Yes Park additions/maintenance/upgrades

* Full projects and costs to be determined

To: His Worship Mayor Harrison and Members of Council
From: Chelsea Van de Cappelle, Chief Financial Officer
Date: August 30, 2023
Subject: 2023 Amended Budget

Recommendation:

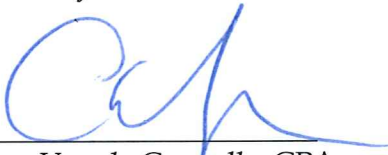
THAT: Bylaw No. 4599 cited as "City of Salmon Arm 2023 to 2027 Financial Plan Amendment Bylaw No. 4599" be given 3 readings.

Background:

On May 1, 2023, Council adopted the 2023 Final Budget and the amended 2023 – 2027 Financial Plan Bylaw. The 2023 Budget now requires an amendment to reflect Council resolutions and to amend financial projections for the remainder of the year.

The attached budget amendment schedules show both the recommended changes and those approved Council resolutions made during the period of April 24, 2023 and August 14, 2023.

Respectfully Submitted,



Chelsea Van de Cappelle, CPA

Attachment 1 – Bylaw No. 4599
Attachment 2 – Schedules – 2023 Budget Amendment

City of Salmon Arm
2023 Final Budget Amendment

General Revenue Fund	2023 Proposed	2023 Final	Variance	Description
Revenue				
Taxes	-	-	-	No Change
1% Utility Taxes	-	-	-	
Grants In Lieu of Taxes	186,000	174,800	11,200	
Provincial Government	29,700	35,000	(5,300)	Reduction in the assessed value of provincially owned properties
BC Hydro	106,500	90,000	16,500	To reflect actual BC Hydro grant received for land and buildings
Provincial Tax Program - MRDT	-	-	-	No Change
Sales of Service	3,768,485	3,757,185	11,300	
Other	7,300	-	7,300	Refund of deductible paid on insurance claim
Planning & Development Services	4,000	-	4,000	As resolved by Council
Other Revenue From Own Sources	2,921,910	2,881,910	40,000	
Taxation Penalties	165,000	140,000	25,000	Increase to reflect actual
Business Licences	305,000	290,000	15,000	Increase to reflect actual
Rentals	-	-	-	No Change
Transfer From Other Governments	7,458,213	7,287,413	170,800	
Small Communities Protection Grant	173,000	170,000	3,000	Increase to reflect actual
Traffic Fine Revenue Sharing Grant	163,000	150,000	13,000	Increase to reflect actual
Poverty Reduction Grant (CF)	39,800	35,000	4,800	Increase to reflect actual, offsets with expenditure
UBCM Complete Communities Program	150,000	-	150,000	As resolved by Council
Transfer From Prior's Years Surplus	-	-	-	No Change

General Revenue Fund	2023 Proposed	2023 Final	Variance	Description
Transfer From Reserve Accounts	2,714,040	2,444,475	269,565	
Future Expenditure	32,355	7,355	25,000	As resolved by Council
Ortho Process	19,600	-	19,600	As resolved by Council
Wages and Benefits	156,030	73,130	82,900	As resolved by Council
Memorial Arena Major Maint.	60,000	10,000	50,000	As resolved by Council
COVID 19 Safe Restart	806,095	799,030	7,065	As resolved by Council
Senior Games	60,000	-	60,000	As resolved by Council
Shoemaker Hill	25,000	-	25,000	As resolved by Council
Transfer From Reserve Funds	-	-	-	No Change
Collections For Other Governments	14,005,935	13,198,985	806,950	
Residential School Taxes	7,327,800	6,637,600	690,200	Initial budget based on prior year. Current year requisition received after
Non-Residential School Taxes	2,825,300	2,708,550	116,750	final Budget adoption, offsets with expenditure
<u>Expenditures</u>				
General Government Services	\$4,429,820	\$4,263,620	\$ 166,200	
Council Expenses	123,000	111,700	11,300	Additional costs associated with Councillor Wallace-Richmonds election to the FCM Board.
Council Mentorship Program	3,000	-	3,000	As resolved by Council
Salaries and Benefits	1,867,400	1,826,100	41,300	As resolved by Council
Legal Services	70,000	50,000	20,000	Increase to reflect revised projection
GIS Training and Development	5,500	3,000	2,500	Additional costs associated with training for the ArcGIS Enterprise project
SDM Wages and Benefits	78,300	75,200	3,100	As resolved by Council
Property Appraisals	34,000	9,000	25,000	As resolved by Council
Salmon Arm 55+ BC Games Society	60,000	-	60,000	As resolved by Council
Protective Services	7,309,470	7,295,970	13,500	
Fire Protection Services - Wages	1,529,915	1,525,215	4,700	As resolved by Council
Building Department - Wages	373,350	369,850	3,500	As resolved by Council
Bylaw Student Help	5,300	-	5,300	Additional costs associated with parking bylaw enforcement

General Revenue Fund	2023 Proposed	2023 Final	Variance	Description
Transportation Services	5,832,230	5,756,430	75,800	
Transportation	4,933,605	4,857,805	75,800	
Wages & Benefits	364,400	361,400	3,000	As resolved by Council
Wages & Benefits - PW Foremen	117,400	113,500	3,900	As resolved by Council
Wages & Benefits - Engineering	93,600	89,700	3,900	As resolved by Council
Gibbons Parking Lot Paving	65,000	-	65,000	Reallocation of operational costs inadvertently included in capital budget, offsets with change in capital budget
Environment, Health & Dev. Services	3,672,125	3,481,625	190,500	
Planning & Development Services	1,040,900	1,005,200	35,700	
Planning - Salaries & Benefits	560,700	551,700	9,000	As resolved by Council
Engineering - Wages & Benefits	165,500	162,400	3,100	As resolved by Council
Orthophoto Upgrade Project	23,600	-	23,600	As resolved by Council
Poverty Reduction Awareness Campaign	39,800	35,000	4,800	Increase to reflect actual, offsets with revenue
Complete Communities Assessment	150,000	-	150,000	As resolved by Council
Recreation and Cultural Services	5,497,775	5,377,310	120,465	
Shaw Centre & Other Facility Services	1,189,150	1,139,150	50,000	
SM Arena - Condition Assessment	60,000	10,000	50,000	As resolved by Council
Park Services	2,303,940	2,233,475	70,465	
Wages & Benefits - Manager	57,100	53,600	3,500	As resolved by Council
Wages & Benefits	150,500	146,600	3,900	As resolved by Council
Blackburn Park Maint. - Contr.	30,000	5,000	25,000	Additional costs associated with repairs to playground equipment
Elks Park Maint. - Contr.	6,000	-	6,000	As resolved by Council
Safeway Fields - Contr.	7,065	-	7,065	As resolved by Council
Lawn Bowling Maint. - Contr.	16,400	15,400	1,000	As resolved by Council
TCH West - Mats.	500	1,500	(1,000)	As resolved by Council
Dangerous Tree Removal	50,725	25,725	25,000	As resolved by Council
Fiscal Services	-	-	-	No Change
Capital Expenditures	2,135,035	2,189,925	(54,890)	
IT Servers	6,110	-	6,110	Additional costs associated with licenses
Transportation Services	1,957,200	2,018,200	(61,000)	
Mobile Speed Sign	15,500	11,500	4,000	Additional costs associated with the replacement of a stolen sign
Gibbons Parking Lot - Paving	-	65,000	(65,000)	Reallocated project to operating budget

General Revenue Fund	2023 Proposed	2023 Final	Variance	Description
Transfer To Reserve Accounts	2,813,103	2,821,813	(8,710)	
General - Future Expenditure	11,733	11,443	290	Transfer to reserve to balance budget
General - Council Initiative	7,800	16,800	(9,000)	As resolved by Council
Transfer To Reserve Funds	-	-	-	No Change
Transfer To Utilities	-	-	-	No Change
Transfer To Other Governments	14,236,040	13,429,090	806,950	
Residential School Taxes	7,327,800	6,637,600	690,200	Initial budget based on prior year. Current year requisition received after
Non-Residential School Taxes	2,825,300	2,708,550	116,750	final Budget adoption, offsets with revenue
General Capital Program	2023 Proposed	2023 Final	Variance	Description
Police Building - Guard Room Improv.	40,000	20,000	20,000	As resolved by Council, additional funding from reserves
11 Ave & 30 St NE - Round-A-Bout	58,575	54,475	4,100	Reallocation of unexpended funding
Shuswap & 14 Ave SE - Round-A-Bout	50,375	54,475	(4,100)	Reallocation of unexpended funding
5 Ave & 3 St SW Traffic Calming Upgrade	54,000	30,000	24,000	Additional grant funding
Canoe Beach Playground Replacement	9,860	-	9,860	Carry-forward project inadvertently excluded from original budget, funded from General Capital Reserve Fund
SASCU DCC System Replacement	120,000	-	120,000	As resolved by Council, funding from reserves

City of Salmon Arm
2023 Final Budget Amendment

Water Revenue Fund	2023 Proposed	2023 Final	Variance	Description
<u>Revenue</u>				
Sales of Service	-	-	-	No Change
Other Revenue From Own Sources	-	-	-	No Change
Transfer From Other Governments	-	-	-	No Change
Transfer From Reserve Accounts/Surplus	-	-	-	No Change
Parcel Taxes	-	-	-	No Change
<u>Expenditures</u>				
Administration	-	-	-	No Change
Purification and Treatment	-	-	-	No Change
Service of Supply	-	-	-	No Change
Transmission and Distribution	-	-	-	No Change
Pumping Station Maintenance	-	-	-	No Change
Studies and Assessments	-	-	-	No Change
Major Maintenance	-	-	-	No Change
Fiscal Services	-	-	-	No Change
Transfer To Reserves	-	-	-	No Change
Capital Expenditures	-	-	-	
8 Ave NE Upgrade	243,100	163,100	80,000	As resolved by Council
10 Ave SE (30 -33 St SE) Upgrade	231,500	335,000	(103,500)	As resolved by Council
Zone 2 - Pump Station - Design	23,500	-	23,500	As resolved by Council

City of Salmon Arm
2023 Final Budget Amendment

Sewer Revenue Fund	2023 Proposed	2023 Final	Variance	Description
<u>Revenue</u>				
Sales of Service	-	-	-	No Change
Other Revenue From Own Sources	-	-	-	No Change
Transfer From Other Governments	-	-	-	No Change
Transfer From Reserve Accounts/Surplus	-	-	-	No Change
Parcel Taxes	-	-	-	No Change
<u>Expenditures</u>				
Administration	-	-	-	No Change
Sewage Collection Systems	-	-	-	No Change
Sewage Lift Stations	-	-	-	No Change
Sewage Treatment and Disposal	-	-	-	No Change
Studies and Assessments	-	-	-	No Change
Major Maintenance	-	-	-	
WPCC - VFD Replacement	-	30,000	(30,000)	Additional funding required for WPCC - Centerfuge capital project
Rotten Row Lift Station - Soft Start & Impe.	10,000	20,000	(10,000)	As resolved by Council
Blackburn Park - Lift Station Pump Replac.	40,000	-	40,000	As resolved by Council
Fiscal Services	-	-	-	No Change
Transfer To Reserves	-	-	-	No Change
Capital Expenditures	802,300	772,300	30,000	
Canoe Beach Drive (50 - 52 St NE) Replac.	342,300	229,300	113,000	As resolved by Council
Clares Cove Lift Station - Genset & Kiosk	87,000	200,000	(113,000)	As resolved by Council
WPCC - Centerfuge	30,000	-	30,000	Additional funding required, reallocated from VFD Replacement

CITY OF SALMON ARM

BYLAW NO. 4599

A bylaw to amend the 2023 to 2027 Financial Plan

WHEREAS in accordance with the provisions of Section 165 of the Community Charter, the Council has adopted a financial plan for the period of 2023 to 2027;

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

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

1. "Schedule "A" of "City of Salmon Arm 2023 to 2027 Financial Plan Bylaw No. 4586 is hereby deleted in its entirety and replaced with Schedule "A" attached hereto and forming part of this bylaw.

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited for all purposes as "City of Salmon Arm 2023 to 2027 Financial Plan Amendment Bylaw No. 4599".

READ A FIRST TIME THIS	DAY OF	2023
READ A SECOND TIME THIS	DAY OF	2023
READ A THIRD TIME THIS	DAY OF	2023
ADOPTED BY COUNCIL THIS	DAY OF	2023

MAYOR

CORPORATE OFFICER

City of Salmon Arm

2023 - 2027 Financial Plan

	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Consolidated Revenues					
Property and MRDT Taxes - Net	\$21,765,465	\$22,200,774	\$ 22,644,789	\$ 23,097,685	\$ 23,559,639
Frontage & Parcel Taxes	3,723,440	3,797,909	3,873,867	3,951,344	4,030,371
Sales of Service	9,168,885	9,352,263	9,539,308	9,730,094	9,924,696
Revenue From Own Sources	3,210,180	3,274,384	3,339,872	3,406,669	3,474,802
Rentals	343,435	350,304	357,310	364,456	371,745
Federal Government Transfers	255,620	260,732	265,947	271,266	276,691
Provincial Government Transfers	6,966,335	7,105,662	7,247,775	7,392,731	7,540,586
Other Government Transfers	236,258	240,983	245,803	250,719	255,733
Transfer From Prior Year Surplus	407,975	416,135	424,458	432,947	441,606
Transfer From Reserve Accounts	3,055,690	3,116,804	3,179,140	3,242,723	3,307,577
Transfer From Reserve Funds	-	-	-	-	-
Total Consolidated Revenues	\$49,133,283	\$50,115,950	\$ 51,118,269	\$ 52,140,634	\$ 53,183,446
Consolidated Expenditures					
General Government Services	\$ 4,429,820	\$ 4,518,416	\$ 4,608,784	\$ 4,700,960	\$ 4,794,979
Protective Services	7,309,470	7,455,659	7,604,772	7,756,867	7,912,004
Transportation Services	5,832,230	5,948,875	6,067,853	6,189,210	6,312,994
Environmental Health Services	130,205	132,809	135,465	138,174	140,937
Environmental Development Service	3,541,920	3,612,758	3,685,013	3,758,713	3,833,887
Recreation and Cultural Services	5,497,775	5,607,731	5,719,886	5,834,284	5,950,970
Fiscal Services - Interest	1,352,725	1,379,780	1,407,376	1,435,524	1,464,234
Fiscal Services - Principal	1,364,760	1,392,055	1,419,896	1,448,294	1,477,260
Capital Expenditures	3,700,435	6,563,160	6,196,950	4,918,606	5,091,106
Transfer to Surplus	-	-	-	-	-
Transfer to Reserve Accounts	3,304,503	581,879	1,090,989	2,515,092	2,491,268
Transfer to Reserve Funds	7,260,520	7,405,730	7,553,845	7,704,922	7,859,020
Water Services	2,910,100	2,968,302	3,027,668	3,088,221	3,149,985
Sewer Services	2,498,820	2,548,796	2,599,772	2,651,767	2,704,802
Total Consolidated Expenditures	\$49,133,283	\$50,115,950	\$ 51,118,269	\$ 52,140,634	\$ 53,183,446

2023 - 2027 Financial Plan**City of Salmon Arm**

2023	2024	2025	2026	2027
Budget	Budget	Budget	Budget	Budget

Capital Projects**Finances Acquired**

General Operating Fund	\$ 2,135,035	\$ 4,887,360	\$ 5,157,650	\$ 3,581,150	\$ 3,746,150
Water Operating Fund	763,100	912,300	716,800	1,042,800	819,300
Sewer Operating Fund	802,300	763,500	322,500	294,656	525,656
Federal Government Grants	1,058,650	548,500	-	-	-
Provincial Government Grants	2,393,150	838,500	-	-	-
Prior Year Surplus	28,000	-	-	-	-
Reserve Accounts	10,769,380	3,460,500	1,365,000	842,500	1,447,500
Reserve Funds	2,824,780	2,737,000	3,523,500	1,226,000	1,296,500
Development Cost Charges	785,750	607,250	875,000	480,000	695,000
Short Term Debt	-	399,500	-	-	-
Long Term Debt	6,577,820	4,380,000	56,025,000	3,470,000	1,500,000
Developer Contributions	836,200	-	-	-	-

Total Funding Sources

\$ 28,974,165	\$ 19,534,410	\$ 67,985,450	\$ 10,937,106	\$ 10,030,106
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Finances Applied

Transportation Infrastructure	\$ 11,420,890	\$ 10,481,650	\$ 9,638,650	\$ 6,088,650	\$ 4,813,650
Buildings	9,095,830	430,000	555,000	330,000	103,000
Land	510,000	-	-	-	-
IT Infrastructure	76,110	120,000	20,000	20,000	20,000
Machinery and Equipment	1,415,850	1,204,500	2,363,500	746,000	936,500
Vehicles	518,500	265,000	655,000	95,000	145,000
Parks Infrastructure	785,840	1,553,460	764,000	370,000	445,000
Utility Infrastructure	5,151,145	5,479,800	53,989,300	3,287,456	3,539,956

Total Capital Expense

\$ 28,974,165	\$ 19,534,410	\$ 67,985,450	\$ 10,937,106	\$ 10,003,106
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Departmental Summary:

2023	2024	2025	2026	2027
Budget	Budget	Budget	Budget	Budget

General Government Services	\$ 570,410	\$ 250,000	\$ 100,000	\$ 100,000	\$ 100,000
Protective Services	1,140,850	502,000	292,000	167,000	617,000
Transportation Services	12,627,365	11,444,150	12,385,150	6,682,650	5,198,150
Environmental Health Services	29,715	555,000	255,000	70,000	60,000
Environmental Development Services	-	-	-	-	-
Recreation and Cultural Services	1,970,470	1,253,460	914,000	580,000	465,000
Water Services	9,401,530	4,203,800	716,800	3,042,800	1,316,800
Sewer Services	3,233,825	1,326,000	53,322,500	294,656	2,273,156

Total by Department

\$ 28,974,165	\$ 19,534,410	\$ 67,985,450	\$ 10,937,106	\$ 10,030,106
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8/25/2023

2023-2027 FP Bylaw (Cap)

Schedule "B" – Bylaw #4599
2023 Revenue Policy Disclosure

1. Table One (1) reflects the proportion of total revenue proposed to be raised from each funding source in 2023. Property taxes form the greatest proportion of revenue of the City. The first column details the proposed percentage of revenue including Conditional Government Transfers and the second column shows the proposed percentage of revenue excluding Conditional Government Transfers. Conditional Government Transfers are funds provided by other levels of government or government agencies to fund specific projects. The absence of this funding would result in an increase to property taxes, debt borrowing or funding from reserves or other sources (ie. developers, donations, etc.) or result in the project not being undertaken.

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

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

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

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

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

Schedule "B" – Bylaw #4599
2023 Revenue Policy Disclosure

Table 1: Proportions of Total Revenue

Revenue Source	Percentage to Total Revenue Includes Conditional Government Transfers	Percentage to Total Revenue Excludes Conditional Government Transfers
Property Taxes	38.50%	48.08%
Parcel Taxes	6.59%	8.22%
User Fees, Charges and Interest Income	22.50%	28.10%
Other Sources	20.78%	1.07%
Proceeds From Borrowing	11.63%	14.53%
	100.00%	100.00%

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

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

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

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

Schedule "B" – Bylaw #4599
2023 Revenue Policy Disclosure

Table 2: Distribution of Property Taxes Between Property Classes

Property Class	2023 Tax Rate	Class Multiple	Percentage to Total Property Tax	Percentage to Total Property Assessment Value
Residential	2.7440	1.00:1	66.70%	88.44%
Utilities	22.7936	8.31:1	0.79%	0.13%
Supportive Housing	0.000	0.00:1	0.00%	0.00%
Major Industry	65.3352	23.81:1	2.71%	0.15%
Light Industry	9.7008	3.54:1	2.72%	1.02%
Business	9.7008	3.54:1	26.32%	9.87%
Managed Forest Land	7.3849	2.69:1	0.04%	0.02%
Recreational/Non Profit	2.2831	0.83:1	0.14%	0.22%
Farm	13.7992	5.03:1	0.58%	0.15%

3. The City adopted a Permissive Tax Exemption Policy in 1998 which outlines the eligibility criteria to receive a permissive tax exemption. The Annual Municipal Report for 2021 contains a schedule of permissive tax exemptions granted for the year and the amount of tax revenue exempted.

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

Table 3: Permissive Tax Exemptions

Organization	General Municipal Tax Exemption	Other Government Tax Exemption	Total
Churches	\$ 41,054.00	\$ 35,174.50	\$ 76,228.50
Non Profit Societies	422,707.00	246,032.00	668,739.00
Senior Centers	13,637.00	6,892.00	20,529.00
Other	4,140.00	2,108.00	6,248.00
Sports Clubs	268,921.00	141,012.00	409,933.00
Total	\$ 750,459.00	\$ 431,218.50	\$ 1,181,677.50

Schedule "B" – Bylaw #4599
2023 Revenue Policy Disclosure

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

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

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

Table 4: Revitalization Tax Exemptions

Area	2018 General Municipal Tax Exemption	2019 General Municipal Tax Exemption	2020 General Municipal Tax Exemption	2021 General Municipal Tax Exemption	2022 General Municipal Tax Exemption	2023 General Municipal Tax Exemption
C-2 "Downtown Commercial Zone"	\$ 24,304.74	\$ 24,657.03	\$ 18,939.56	\$ 14,424.23	\$ 10,358.95	\$ 7,115.36

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

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

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

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

Area	2018 General Municipal Tax Exemption	2019 General Municipal Tax Exemption	2020 General Municipal Tax Exemption	2021 General Municipal Tax Exemption	2022 General Municipal Tax Exemption	2023 General Municipal Tax Exemption
"Industrial Zone"	\$ 5,425.51	\$ 5,400.26	\$ 7,614.60	\$ 36,999.43	\$ 91,830.85	\$122,924.53

23. STATUTORY PUBLIC HEARINGS

1. Zoning Amendment Application No. ZON-1267 [Petznick, G. & M.; 1581 16 Street NE; R-1 to R-8]

The Planning Official explained the proposed Zoning Amendment Application.

G. Petznick, the applicant, outlined the application and was available to answer questions from Council.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Public Hearing closed at 7:11 p.m. followed by comments from Council.

CITY OF SALMON ARM

BYLAW NO. 4588

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 and by electronic means, on August 28, 2023 at the hour of 7:00 p.m. was published in the August 16, 2023 and August 23, 2023 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 B, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP115179 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “**City of Salmon Arm Zoning Amendment Bylaw No. 4588**”

READ A FIRST TIME THIS 14 DAY OF AUGUST 2023

READ A SECOND TIME THIS 14 DAY OF AUGUST 2023

READ A THIRD TIME THIS 28 DAY OF AUGUST 2023

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE 6th DAY OF September , 2023



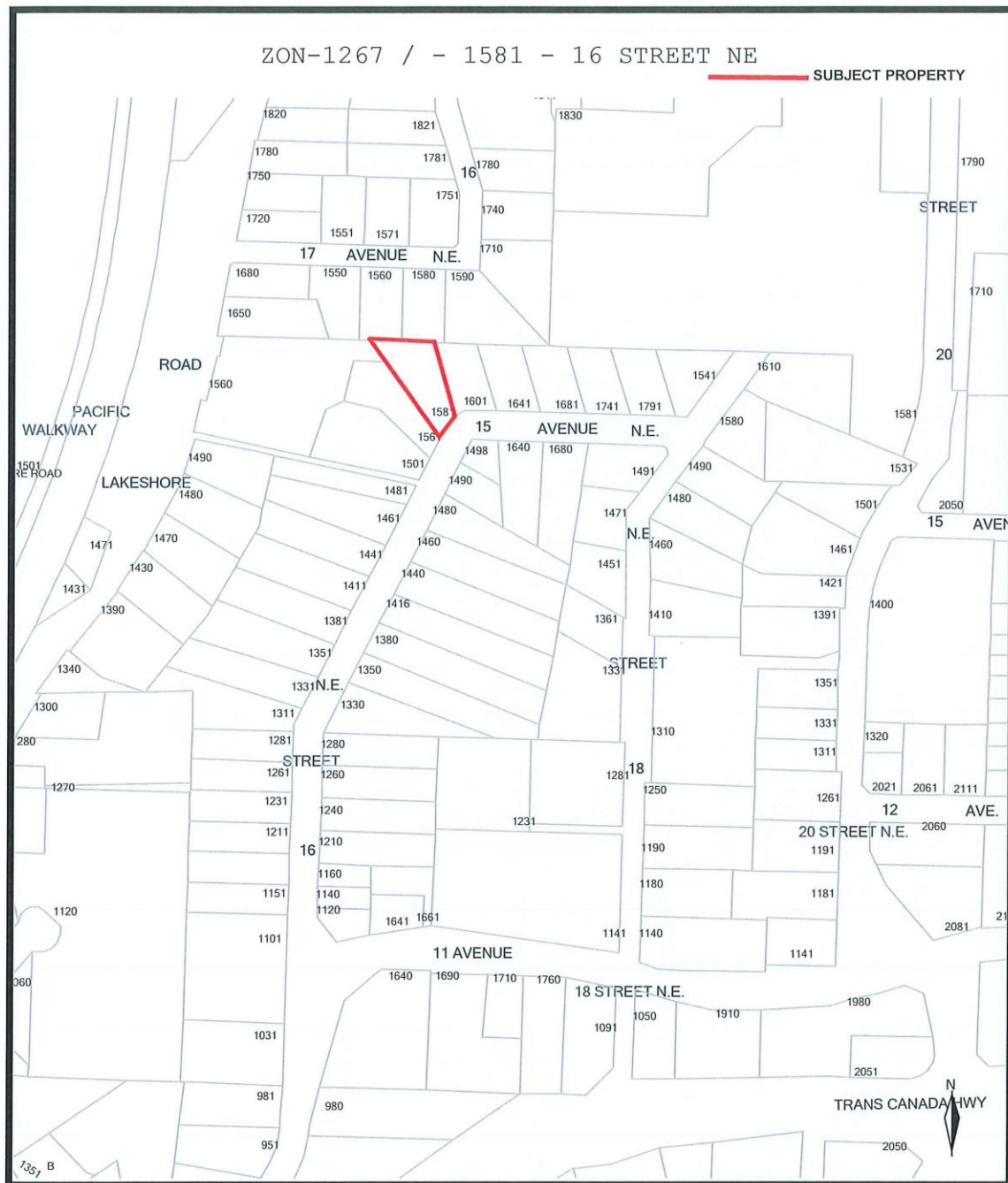
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2023

MAYOR

CORPORATE OFFICER

Schedule "A"



COMMUNITY EVENTS
City Parks & Spaces

September 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2 Downtown Farmer's Market
3	4 LABOUR DAY City Hall closed	5 8:30 am Travelling Tots Playgroup 5:00 pm Tuesday Youth Ride	6	7	8 Salmon Arm Fair	9 10:15 am Salmon Arm Fair Parade Salmon Arm Fair Downtown Farmer's Market
10 Salmon Arm Fair	11	12 8:30 am Travelling Tots Playgroup 5:00 pm Tuesday Youth Ride	13	14	15	16 Lake2Lake Ride for Rwanda Downtown Farmer's Market
17 8 th Annual Shuswap Cross, Cyclocross Race @ Klahani Park Terry Fox Run Lake2Lake Ride for Rwanda	18	19 8:30 am Travelling Tots Playgroup 5:00 pm Tuesday Youth Ride	20	21	22	23 Downtown Farmer's Market 10:00 am Shuswap Cycling Club Junior MTB Event @ South Canoe Trails
24	25	26 8:30 am Travelling Tots Playgroup 5:00 pm Tuesday Youth Ride	27	28	29	30 Downtown Farmer's Market

**CITY OF SALMON ARM
BUILDING DEPARTMENT REPORT
AUGUST 2023**

**LAST YEAR (2022)
CURRENT MONTH YEAR-TO-DATE**

**CURRENT YEAR (2023)
CURRENT MONTH YEAR-TO-DATE**

		NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE
1	New Single Family Dwellings	8	4,665,000	30	14,666,975	2	1,357,904	24	12,448,184
2	Misc. Additions etc. to SFD's	8	252,890	56	4,887,945	13	1,046,000	48	3,514,021
3	New Single Family Dwellings with suites	-	-	13	6,048,500	1	500,000	10	5,413,000
4	New Secondary/Detached Suites	3	705,955	18	2,475,612	2	575,000	10	2,001,854
5	New Modulars/MH's (Factory Built)	1	307,487	7	2,401,722	1	174,398	5	971,398
6	Misc. Additions etc. to Modulars/MH's	3	83,500	8	120,700	-	-	4	54,219
7	MFD's (# Units)	1 (3)	1,200,000	1 (3)	1,200,000	1 (2)	728,000	4 (10)	2,956,000
8	Misc. Additions etc. to MFD's	1	350,000	2	397,000	2	32,500	2	32,500
9	New Commercial	3	2,100,000	7	4,245,500	-	-	-	-
10	Misc. Additions etc. to Commercial	3	159,000	10	1,331,500	1	147,000	16	3,235,000
11	New Industrial	1	462,500	1	462,500	2	670,000	4	3,443,000
12	Misc. Additions etc. to Industrial	-	-	-	-	1	450,000	3	520,000
13	New Institutional	-	-	-	-	-	-	2 (49)	11,054,165
14	Misc. Additions etc. to Institutional	1	8,000	3	713,500	-	-	1	124,282
15	Signs	2	47,018	14	168,977	2	28,955	19	172,791
16	Swimming Pools, Pool Buildings	3	279,000	15	952,752	-	-	6	448,000
17	Demolitions	19	-	28	-	1	-	5	-
18	Temporary Trailers, A & B Permits	-	-	1	-	-	-	3	-
19	Misc. Special Inspections, etc.	2	-	23	-	1	-	22	-
	TOTAL PERMITS ISSUED	59	10,620,350	237	40,073,183	29	5,709,757	188	46,388,414

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

BUILDING PERMITS - YEARLY

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
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	6,900,060	9,289,060	12,891,318	23,340,638	26,757,691	32,516,960	37,062,215	46,505,927	51,472,227	54,065,527
2021	3,180,132	5,500,747	9,538,939	14,603,678	21,402,310	29,030,210	33,528,039	37,494,801	41,729,005	46,006,620	50,263,120	53,739,370
2022	2,742,700	4,614,700	11,785,510	15,199,184	19,664,691	26,059,056	29,452,833	40,073,183	43,982,753	51,601,717	56,752,469	60,172,009
2023	3,950,582	5,205,782	8,532,882	12,340,016	16,985,808	23,285,030	40,678,657	46,388,414				

Rhonda West

From: Rhonda West
Sent: Wednesday, August 23, 2023 12:51 PM
To: Rhonda West
Subject: FW: Buildings and Fire

From: Siri Hermanski <[REDACTED]>
Sent: August 21, 2023 11:11 AM
To: Alan Harrison <aharrison@salmonarm.ca>
Subject: [External] Buildings and Fire

Hello Mr. Harrison,

I hope you are doing well in these difficult times.

My husband Milan Nikic and I moved back to Salmon Arm under a year ago, and we are both Intern Architects, both working at my dad Bernd Hermanski's firm.

We were at the Roots and Blues on Friday night, and we left Salmon Arm on Saturday morning after the smoke became too horrible to endure. We are now in Calgary, watching the news as everything unfolds.

It got me thinking... as an Architect, I am very interested to see that some structures remain standing in fire, and others burn to the ground. Even for my own education, I would like to study the aftermath in the region, so I can make better-informed design decisions in my future architectural career in this town.

Many people will be re-building in the coming months, and most people will rebuild without the help of design professionals. Would there be any benefit in doing a local research project to see which kinds of buildings survived and why? I could imagine that the results of such a project could help many people when they were rebuilding their homes themselves. We could create an easily accessible brochure, in collaboration with the local forest fighting teams and building professionals. It could be modeled after a brochure I helped create for the City of Vancouver's West End Laneway Housing project, which gave people the basic information about building their own laneway homes.

Forest fires aren't going away anytime soon, and we can fight them with greater community education, drawing on local expertise. I am happy to volunteer my help in any way that I can, including group organization, project management, graphic design, documentary photography, creating diagrams, creating brochures, and more.

Sincerely,
Siri Hermanski-Nikic

Sent from [Mail](#) for Windows

Rhonda West

From: Rhonda West
Sent: Thursday, August 31, 2023 12:28 PM
To: Rhonda West
Subject: FW: [External] Water Shortage

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

From: Cathy Attridge [REDACTED]
Sent: August 30, 2023 1:45 PM
To: Alan Harrison <aharrison@salmonarm.ca>; Cathy Attridge <[REDACTED]>
Subject: [External] Water Shortage

Dear Mr. Harrison,

We would like to thank you for the time and great effort you put into helping to make our city a better place to live. We do understand that we are living in a world in which climate change has very quickly come to the forefront of our lives. Having said that, we can't help but wonder if we, long time residents of Salmon Arm are now suffering with stage 4 water restrictions in part because there have been too many building permits issued. It seems each time we drive through various areas of the city, there are new subdivisions going in. This makes no sense of us. New builds are taking place and we are on the verge of losing rose bushes (\$60 each) because we can't water them!

We would ask that no new building permits be issued until we, as a city, have a handle on how we are going to go forward in regards to this water issue.

Again, we thank you for your service and would ask that you and council give this request some serious consideration.

Sincerely,

Gary and Cathy Attridge

Sent from my iPad

CSISS Council Delegations

Robyn Hooper | September-October 2023

CSISS

The Columbia Shuswap Invasive Species Society is a network of partners who facilitate the prevention, reduction and management of invasive species through collaboration, engagement and education.



CSISS Team



ROBYN HOOPER

Executive Director



LAURA GASTER

Field Operations Manager



JESS BOOTH

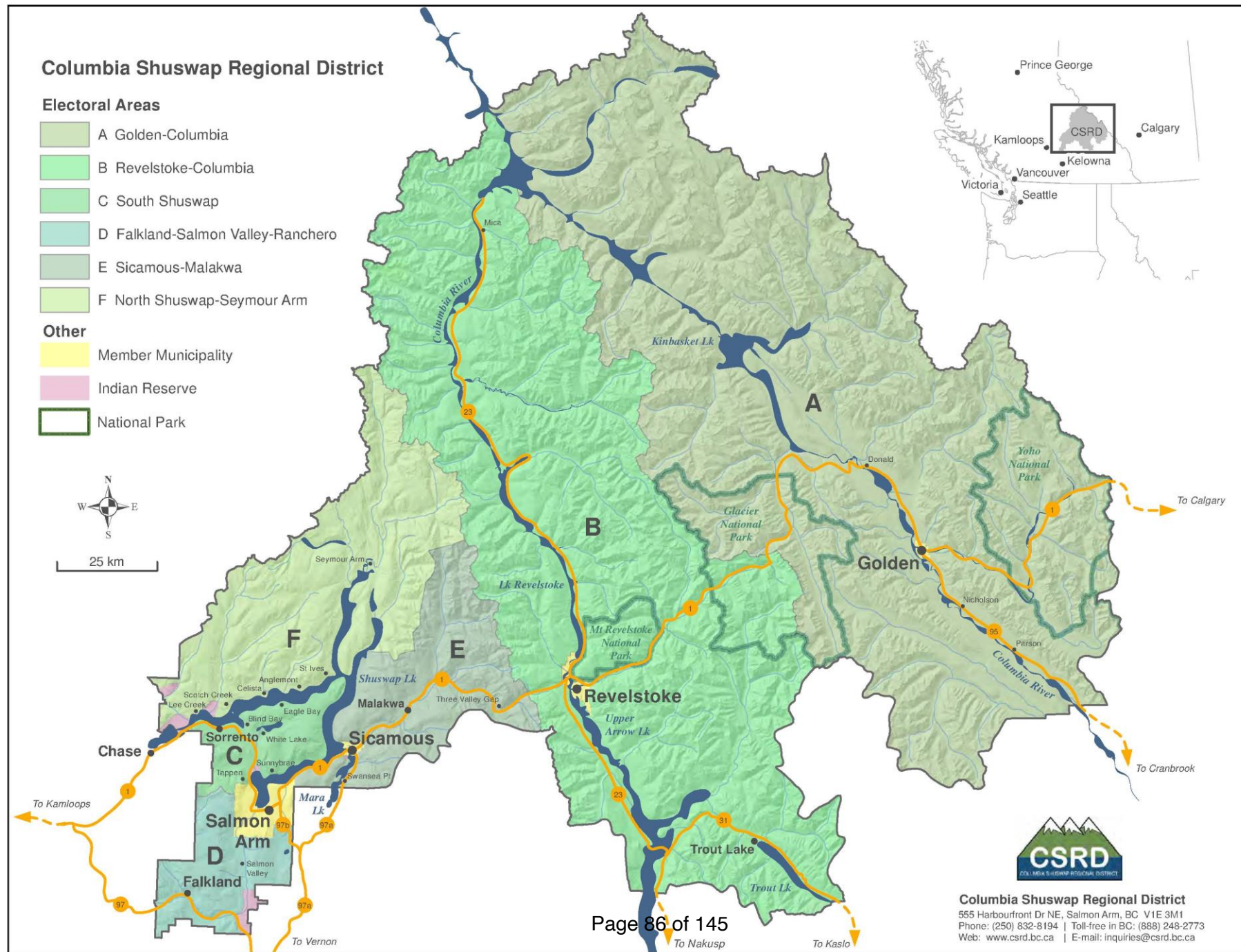
Education &
Outreach Coordinator

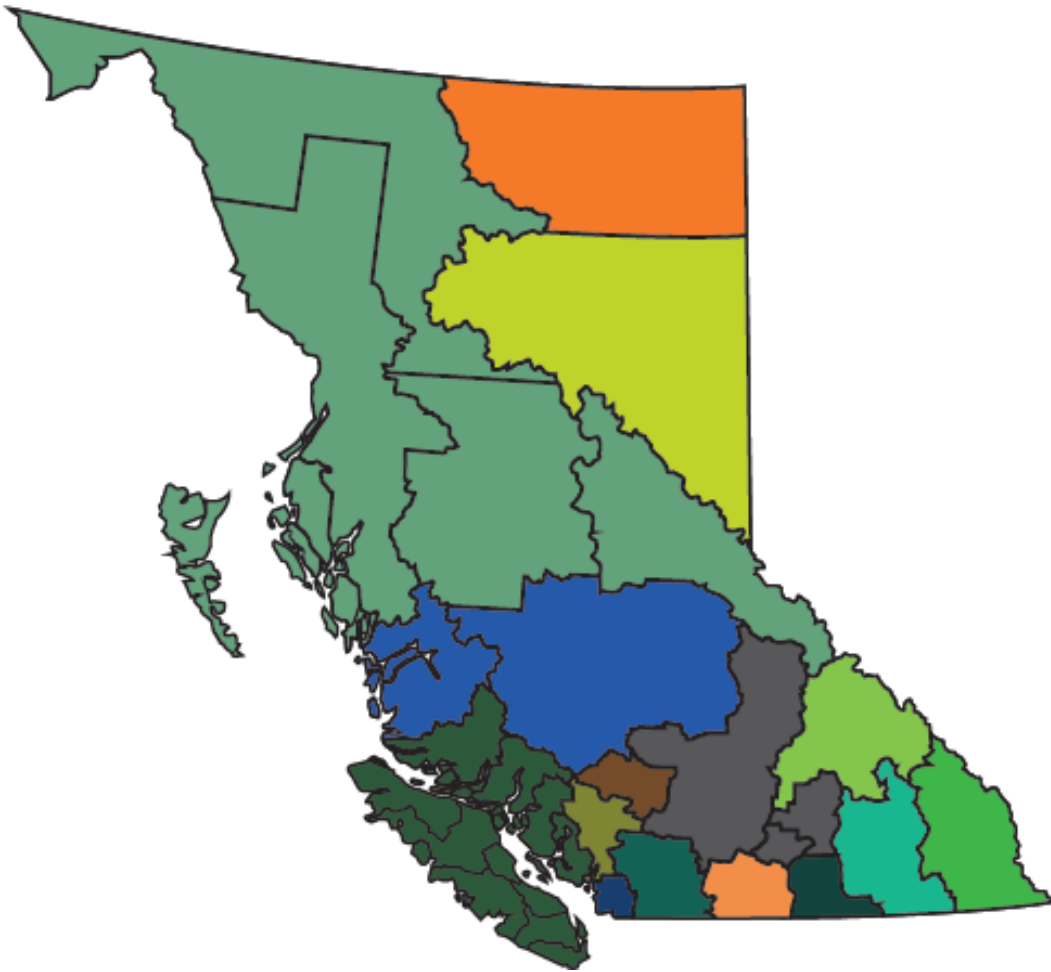


CSISS BOARD and Staff Team

Chris Cochran, Chair (Town of
Golden); Peter Tarleton (Vice Chair)

OPERATIONAL AREA





Collaboration

- In the Columbia Basin
- Around BC



EAST KOOTENAY
INVASIVE SPECIES
COUNCIL



Outreach Program



Plantwise is a consumer and industry education program designed to build understanding of the problems caused by invasive species, increasing demand for non-invasive plants, and to support the horticulture industry's transition to becoming free of invasive species.



Don't Let it Loose

Water gardeners, aquarium, and terrarium owners can select from a variety of aquatic plants, invertebrates, reptiles, and fish. Unfortunately, some of these exotic species have the potential to become invasive. Pets that become too much for an owner to care for are sometimes let loose into nearby water or woods—Don't Let it Loose!



Play Clean Go is an education and outreach campaign for outdoor recreationalists that encourages outdoor recreation while protecting our valuable natural resources. The objective is to slow or stop the spread of terrestrial invasive species through changes in our behaviour. Play Clean Go is designed to foster actions that interrupt recreational pathways of spread for invasive species



Clean Drain Dry

encourages watercraft users to 'clean drain dry' all boats and equipment to help reduce the spread of invasive plants and organisms to BC waters. Boats and other watercraft, including kayaks and canoes, easily and frequently carry invasive species from one body of water to another. These aquatic invaders are entering BC's beautiful lakes, streams, and wetlands. Boaters, anglers, and paddlers can all take action now to help stop the spread by practicing Clean Drain Dry.



Buy Local, Burn Local

promotes the protection of forests by preventing accidental spread of invasive species that may be transported in firewood. BC's forests are threatened by non-native insects that can damage large numbers of trees, and new infestations of harmful insects and diseases are often first found in campgrounds and parks.

Outreach 2013-2022

Direct Interactions

25, 357



Number of Events

810



Education materials

14,610





Aquatic outreach



Operational Program



739 water
samples
collected for
invasive
mussels in 13
waterbodies
= no mussels
found!



Double Trouble

Climate Change & Invasives

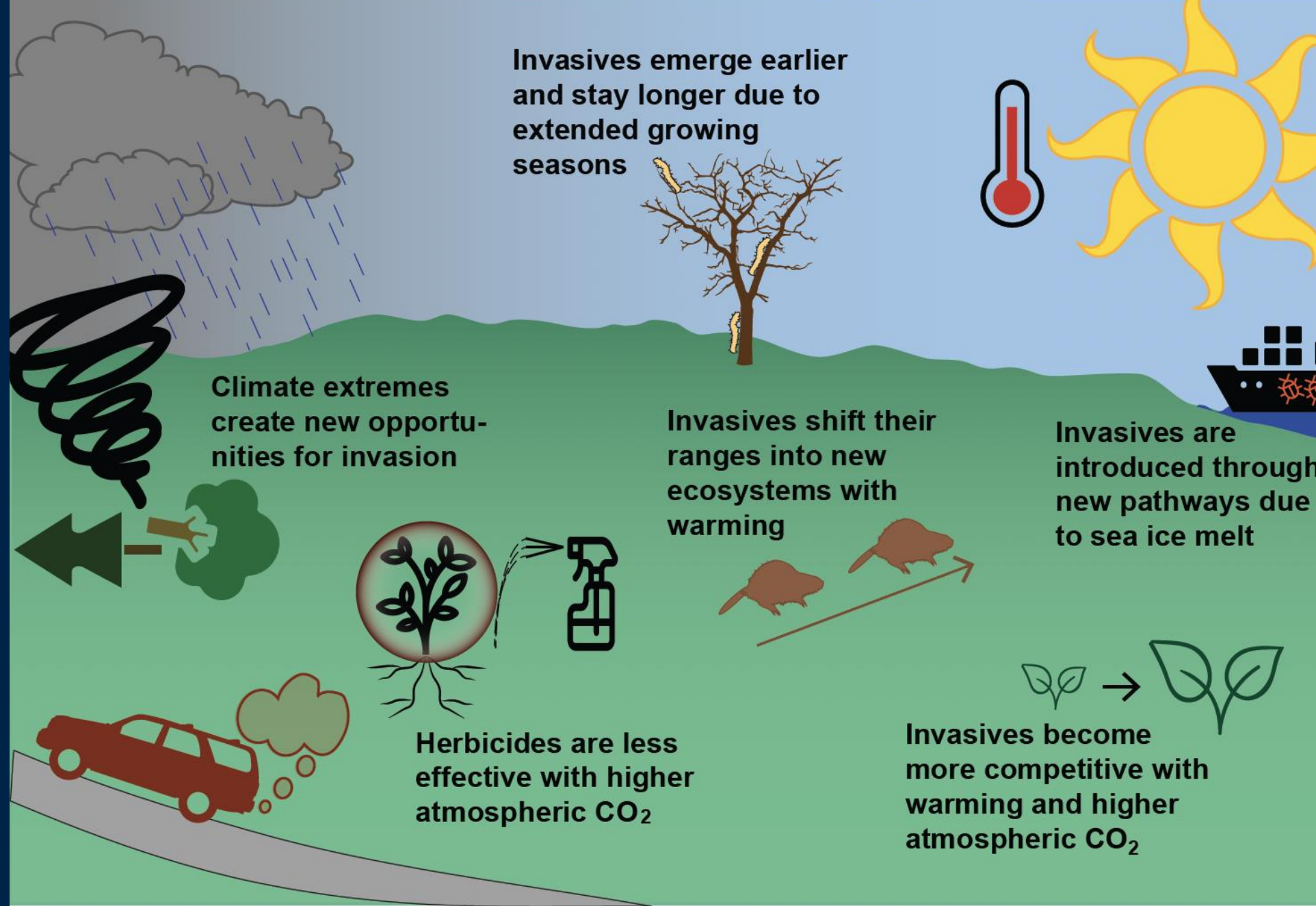
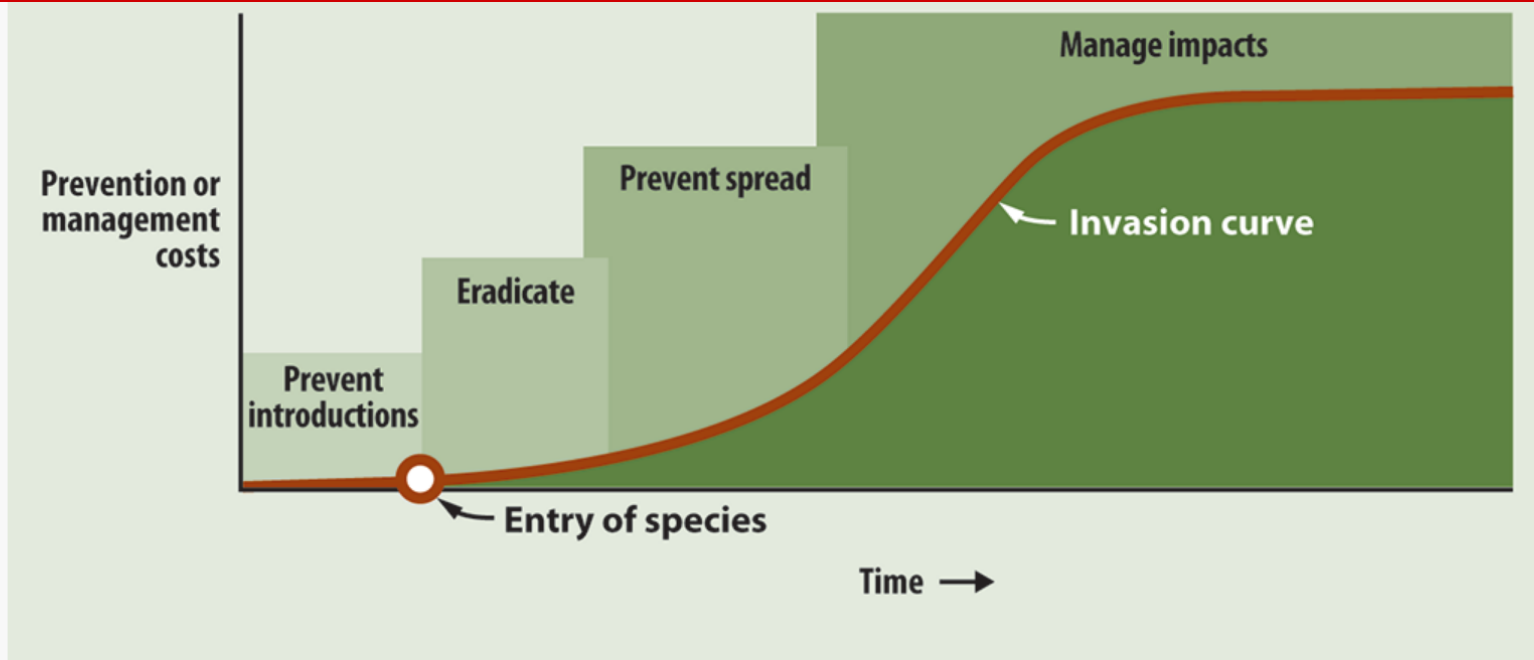


Figure 1. Major interactions between non-native invasive species and climate change.

Prevention is cheapest



Source: Adapted from Invasive Plants and Animals Policy Framework, Department of Primary Industries (since changed to Department of Jobs, Precincts, and Regions), State of Victoria, Australia

Municipal and Regional Partnerships:

- Training
- Fee for service
- Outreach
- Signage





Certificate

of Appreciation



This certificate is awarded to

Thank you for your valuable contributions and longstanding support to CSISS.

Awarded on 15 June 2023

Robyn Hooper
EXECUTIVE DIRECTOR





CITY OF
REVELSTOKE



Salmon Arm

THANK YOU!



SHUSWAP

watershed council



Columbia Basin **trust**



Canada



Sicamous
LIVE MORE



BChydro

NATURE TRUST
BRITISH COLUMBIA



Invasive Species
Council of BC



HABITAT
CONSERVATION TRUST
FOUNDATION



Employment and
Social Development Canada

Emploi et
Développement social Canada



Environment and
Climate Change Canada

Environnement et
Changement climatique Canada

This project was undertaken with the financial support of:
Ce projet a été réalisé avec l'appui financier de :



Contact us

Columbia Shuswap **Invasive Species Society**

P.O. Box 2853, Revelstoke, BC V0E 2S0

info@columbiashuswapinvasives.org

1-855-PUL-WEED (785-9333)

columbiashuswap[invasives.org](http://columbiashuswapinvasives.org)





Thank you



TO: His Worship Mayor Harrison and Members of Council

DATE: August 23, 2023

SUBJECT: Development Permit Application No. 445 (10 Unit – Medium Density Residential)

Legal: Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP66620

Civic: 551 – 21 Street NE

Owner/Applicant: CanZea Developments Ltd.

MOTION FOR CONSIDERATION

THAT: Development Permit No. 445 be authorized for issuance for Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP66620 (551 21 Street NE) in accordance with the Development Permit drawings attached as Appendix 3 and Appendix 12;

AND THAT: Development Permit No. 445 include the following variance to Zoning Bylaw No. 2303:

Section 4.12.1(a) – Increase the height of a combined retaining wall and fence from 2.0 m (6.5 ft) to 3.05 m (10.0 ft) (Appendix 8);

AND FURTHER THAT: Development Permit No. 445 be issued subject to:

- i. Receipt of a Landscape Plan to the satisfaction of the Planning Department, Landscape Estimate and Irrevocable Letter of Credit (in the amount of 125% of the Estimate) for landscaping, and
 - ii. registration of a Section 219 Riparian Areas Protection Regulations Covenant.
-

STAFF RECOMMENDATION

THAT: The Motion for Consideration be adopted.

PROPOSAL

The subject parcel is located at 551 - 21 Street NE (Appendix 1 & 2) and is currently vacant. This proposal is to permit a new 10 unit residential development, as described in Appendix 3.

BACKGROUND

The subject property is 0.271 ha (0.67 ac), designated Medium Density Residential in the City's Official Community Plan (OCP), and is zoned R4 (Medium Density Residential) in the City's Zoning Bylaw (Appendix 4 & 5).

In reference to the R4 Zoning Bylaw regulations, the maximum height of principal buildings shall be 10 m (32.8 ft), but may also be increased to 13 m (42.7 ft) if a special amenity is provided. Since the approximate heights of the proposed buildings are 8 m (26.25 ft) the proposed building heights are compliant with the zoning regulations.

The maximum residential density permitted in the R4 zone is 40 dwelling units per hectare of land. Since the parcel is approximately 0.271 ha in area, the maximum permitted density would be 10 dwelling units assuming the present gross area of the subject parcel and no density bonus. The proposed 10 unit development complies with zoning regulations. The R4 zoning regulations are attached as Appendix 6. The combined building area of the proposed buildings is 652 m² (7,018.07 ft²). The buildings have a parcel coverage of approximately 24-25%. This complies with the Zoning Bylaw, as the R4 Zone permits up to 55% parcel coverage.

Site photos are attached as Appendix 7. The proposed buildings are two four-plexes and one duplex, all of which are situated along common access with parking throughout. Despite 15 parking spaces being required (1.5 spaces per dwelling unit), 29 spaces have been provided (shown in Appendix 3 & 13).

The applicant is requesting a variance to increase the height of a combined retaining wall and fence from 2 m to 3.05 m along the west parcel line (Appendix 8).

COMMENTS

Engineering Department

Comments attached (Appendix 9).

Building Department

No DP concerns. Steep slopes noted on site. Geotechnical review required at time of development.

Fire Department

No Fire Department concerns.

Ministry of Transportation and Infrastructure

No concerns.

Ministry of Environment and Climate Change Strategy

Assessment 8069 meets the standards of the Riparian Areas Protection Regulations (RAPR) and has been accepted by the province. The site plan from the RAPR report is attached as Appendix 10.

Design Review Panel

With the proposal for a medium density residential development, the application was referred to the Design Review Panel (DRP) for review. The DRP was supportive of the application, subject to the inclusion of some simple enhancements to the rear elevation facades of the proposed four-plex buildings. The September 8, 2022 DRP meeting minutes are attached as Appendix 11. The applicants have since provided staff with amended drawings (Appendix 12), which include enhancements of colour to the four-plex rear elevations on the railings, deck beams, and posts, as well as enhancements to the entry area of the duplex lower unit. Staff believe these enhancements address the DRP's comments and suggestions.

Public Consultation

Pursuant to the Local Government Act and the City of Salmon Arm Development Permit Procedures Bylaw notices are mailed to land owners within a 30 m radius of the application. The notices outline the proposal and advises those with an interest in the proposal to provide written submission prior to the Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on September 11, 2023.

Planning Department

Siting and Building

The applicants are proposing a 10 unit residential development in the form of two four-plex buildings and one duplex building. The building design is of a contemporary form and style, featuring different proposed exterior finishes, such as 'linen' vinyl lap siding, 'iron gray' board and batten, 'summer wheat' horizontal faux wood siding, and 'driftwood' laminated fibreglass shingles for the pitched roofs. OCP policy 8.4.14 encourages varied facades and rooflines, which staff feel is achieved by the proposed design. The three buildings would be situated along common access with parking throughout, allowing for articulation and a reduced overall massing. OCP policy 8.4.10 recommends residential buildings in smaller blocks and clusters. The articulation of the facades and the small size of the two-storey proposed buildings limit related impacts. For these reasons, staff feel the design aligns well with OCP guidelines.

Landscape and Screening

A conceptual landscape plan (Appendix 13) prescribes a range of shrubs and trees for screening, predominately along the sides and fronts of the proposed buildings, as well as a cluster of shrubs in the southeast portion of the site. The landscaping breaks up the various proposed parking spaces, which staff view as aligned with OCP guidelines. The conceptual landscape plan identifies four trees along the 21 Street frontage, one which will need to be removed and replaced due to conflict with the access.

Access, Circulation, and Parking

The subject property is an interior parcel with a single frontage and vehicle access proposed via 21 Street NE. The 29 parking spaces as proposed exceed the 15 that are required (1.5 parking spaces per dwelling unit) as specified in the Zoning Bylaw. OCP policy 8.4.41 encourages landscaping at the ends of parking rows and the avoidance of parking areas of more than 5 stalls in front yards. The landscape plan demonstrates compliance with this policy. The applicants have been in discussion with staff regarding the potential for curbside collection. Based on the site plan provided, staff believe the City would be able to add this development to the curbside collection program, provided each unit has an enclosed structure to store bins for garbage, recycling, and food waste, according to OCP policy 8.4.34.

Variance Request – Retaining Wall and Fence

The proposed retaining wall and fence is needed to protect the public property to the west from the steep slopes on the subject property. Without the height variance, the retaining wall would need to be stepped back which would require a reconfiguration of the proposed site layout.

The Zoning Bylaw defines height as *the vertically measured distance between the lowest of the average grade adjoining each exterior wall of a building prior to the start of construction of the building, to the roof line of the building when roof line means the highest point on any roof top or edge or parapet forming the top line of the (roof) building silhouette*. The strict height definition in the Zoning Bylaw does not align well with hillside development. Staff note that other recent Development Permits have been approved with similar variances for retaining walls and fence height.

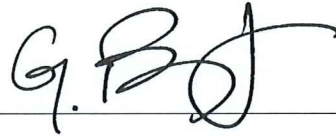
The property adjacent to the west parcel line is the Turner Creek trail, therefore the proposed retaining wall and fence would have minimal impact on the adjacent parcels. Staff are supportive of the variance request and no other variances are needed for the development as it is proposed.

CONCLUSION

The applicants have been diligent in working with City staff and City policies. The form and character of the proposed development are consistent with the OCP guidelines. The variance request is supported by staff because of the minimal impact on the form and character of the neighbourhood and the minor nature of the variance requested. As such, staff recommend issuance of Development Permit No. 445.



Prepared by: Morgan Paiement
Planner I

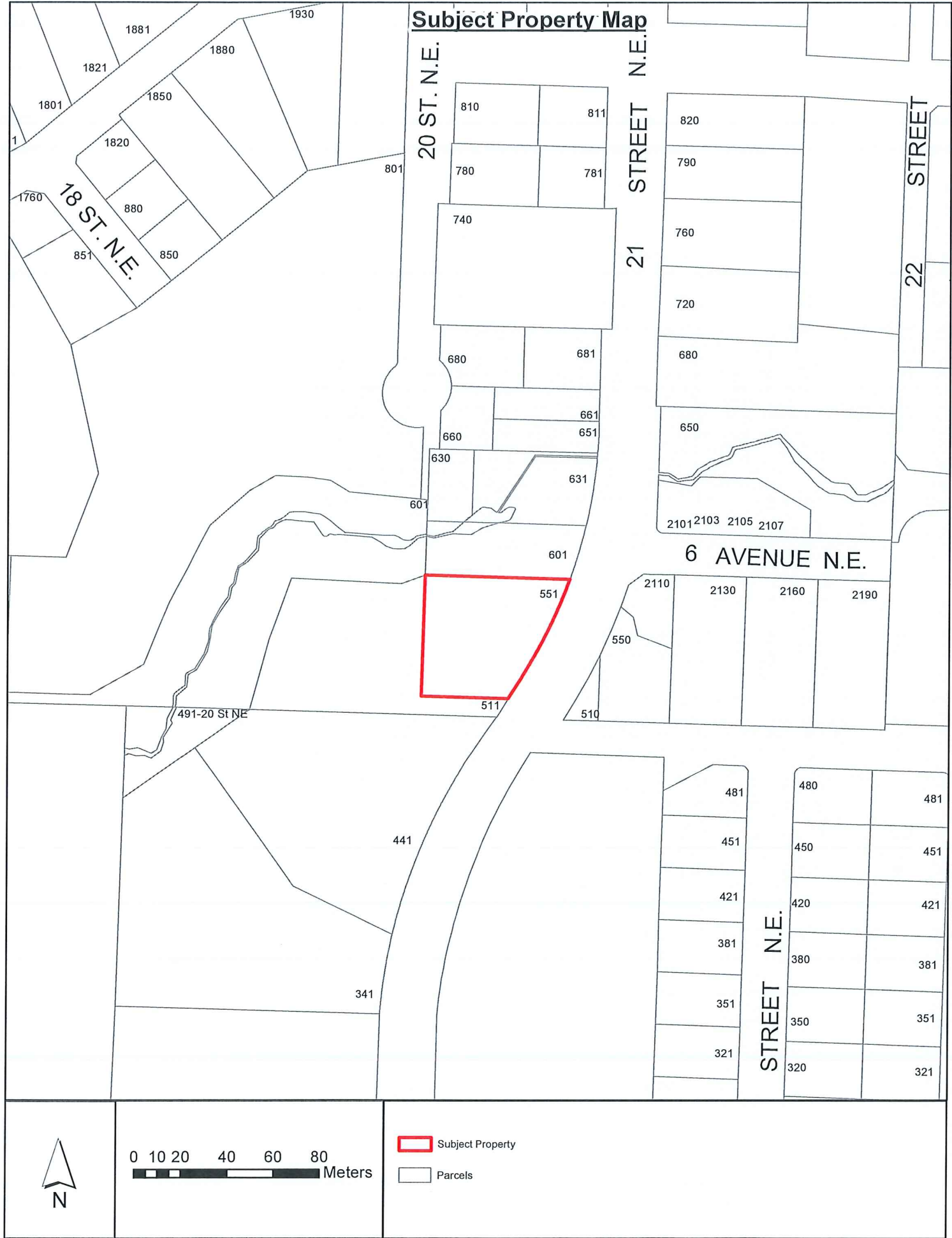


Reviewed by: Gary Buxton, MCIP, RPP
Director of Planning & Community Services





Appendices:

Appendix 1 – Subject Property Map
Appendix 2 – Ortho Map
Appendix 3 – Proposal and Drawings
Appendix 4 – OCP Map
Appendix 5 – Zoning Map
Appendix 6 – R4 Zoning Regulations
Appendix 7 – Site Photos
Appendix 8 – Height Variance for Combined Retaining Wall and Fence
Appendix 9 – Engineering Department Comments
Appendix 10 – RAPR Report Site Plan
Appendix 11 – Design Review Panel Meeting Minutes
Appendix 12 – Amended Drawings
Appendix 13 – Conceptual Landscape Plan

Subject Property Map





	<p>0 2.5 5 10 15 20 Meters</p> 	<p> Subject Property</p> <p> Parcels</p>
---	--	--



1350 Kinross Place • Kamloops BC • V1S 0B8

Graham Richardson
Owner / Project Manager
250 • 682 • 0609
grahamcanzeadev@gmail.com

Naomi Hori
Owner / Project Manager
250 • 318 • 2949
naomicanzeadev@gmail.com

August 12, 2022

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

Letter of Proposal for Property Located at 551 – 21 Street NE

To Whom It May Concern,

This is a Letter of Proposal for the property located at 551 – 21 Street NE. This property is zoned R-4 and is designated as Residential Medium Density in the Official Community Plan. Taking into account the R-4 zoning which allows 16.2 dwelling units per acre, and the size of the parcel is 0.67 acres, this parcel can have a maximum density of 10.85 units. We are proposing to build 10 units total to be divided between two 4-plexes and one duplex. Each of the 10 units will have their own separate Title and address.

The 4-plexes will be designed as follows:

- Slab on grade construction with 2 units on the upper floors and 2 units on the lower floors.
- The upper floor units will each contain 3 bedrooms and 2 bathrooms.
- The upper floor will each have a single car garage and 2 additional parking spaces on the driveway.
- The lower floor units will each contain 1 bedroom and 1 bathroom.
- The lower floor units will each have 2 outdoor parking spaces.
- Each 4-plex will have a total of 10 parking spaces.

The duplex will be designed as follows:

- Daylight basement construction with 1 unit on the upper floor and 1 unit on the lower floor.
- The upper floor unit will have 2 bedrooms and 2 bathrooms.
- The upper floor unit will have a double car garage and 2 additional parking spaces on the driveway.
- The lower floor unit will have 3 bedrooms and 2 bathrooms.
- The lower floor unit will have 2 outdoor parking spaces.
- The Duplex will have a total of 6 parking spaces.

Additional Notes:

- We have been able to provide 29 spaces (only 15 spaces are required), 26 for the units and 3 visitor parking spaces.
- We have allowed for Fire truck and City garbage truck turn around.
- We have allowed for a mail collection area.
- We have allowed for 6' high vinyl privacy fencing along the property lines that border the Turner Creek park trails.
- The landscape plan allows for greenery and street appeal.

- Environmental reports have been provided for this property and have determined that “no environmental monitoring is required given that Turner Creek is approximately 25m from where site development will occur”.
- There are no variances requested.

Additional details are shown on the included plans:

- Architectural plans showing site plan, floor plans, exterior finishes and colour renderings.
- Civil Engineering plans showing proposed driveway details & slopes, retaining wall, cross sections of original and proposed grades.
- Landscape plan showing grassed areas, plant areas with gravel, and trees.

Thank you for your consideration, we look forward to discussing this project with you. Please feel free to contact us should you have any questions.

Sincerely,



Graham Richardson



Naomi Hori

551 21 STREET NE MULTI-FAMILY DEVELOPMENT

551 21 STREET NE, SALMON ARM, BC ZONING COMPLIANCE SUMMARY

Property Information	
Civic Address:	551 21 STREET NE
Authority Having Jurisdiction (AHJ):	City of Salmon Arm
P.I.D.:	024-762-393
Legal Address: PLAN KAP 66620	
Community Plan:	
Ground Snow Load:	0.652 AC
TOTAL LOT AREA:	2637.33 m
CURRENT ZONING:	R4 RESIDENTIAL
RIPARIAN AREA:	NO
200 YEAR FLOODPLAIN:	NO
PROPOSED ZONING:	R4 RESIDENTIAL

RESIDENTIAL STRAIGHT REQUIREMENTS	REQ'D	PROPOSED
FRONT SET-BACK	3.0 m	6.9 m
REAR SET-BACK	3.0 m	5.0 m
SIDE SET-BACK - LEFT	1.8 m	9.2 m
SIDE SET-BACK - RIGHT	1.8 m	2.1 m
MIN. BUILDING SEPARATION (1-STORY)	1.5 m	N/A
MIN. BUILDING SEPARATION (2-STORY)	3.0 m	9.0 m

BUILDING LOT COVERAGE (LM)	REQ'D	PROPOSED
LOT AREA:	900	2637.33
RESIDENTIAL COVERAGE:	55%	652
TOTAL COVERAGE %	35%	25%
LANDSCAPING AREA	30%	> 30%
FLOOR AREA	1121	1121
FLOOR AREA RATIO	0.65	0.425
MAX. DENSITY (40 DWELLINGS PER HECTARE)	10.5	10

BUILDING HEIGHT REQUIREMENTS	REQ'D	PROPOSED
BUILDING HEIGHT	10.0	< 8.0

PARKING REQUIREMENTS	REQ'D	PROPOSED
AS PER, BYLAW 2003 - APPENDIX 1 - TABLE A1-1:		
R4 RESIDENTIAL ZONING		
10 Dwelling Units x 1.5 Spaces per Dwelling	15.0	
TOTAL PARKING STALLS CALCULATED	15.0	
TOTAL PARKING STALLS REQUIRED	15	

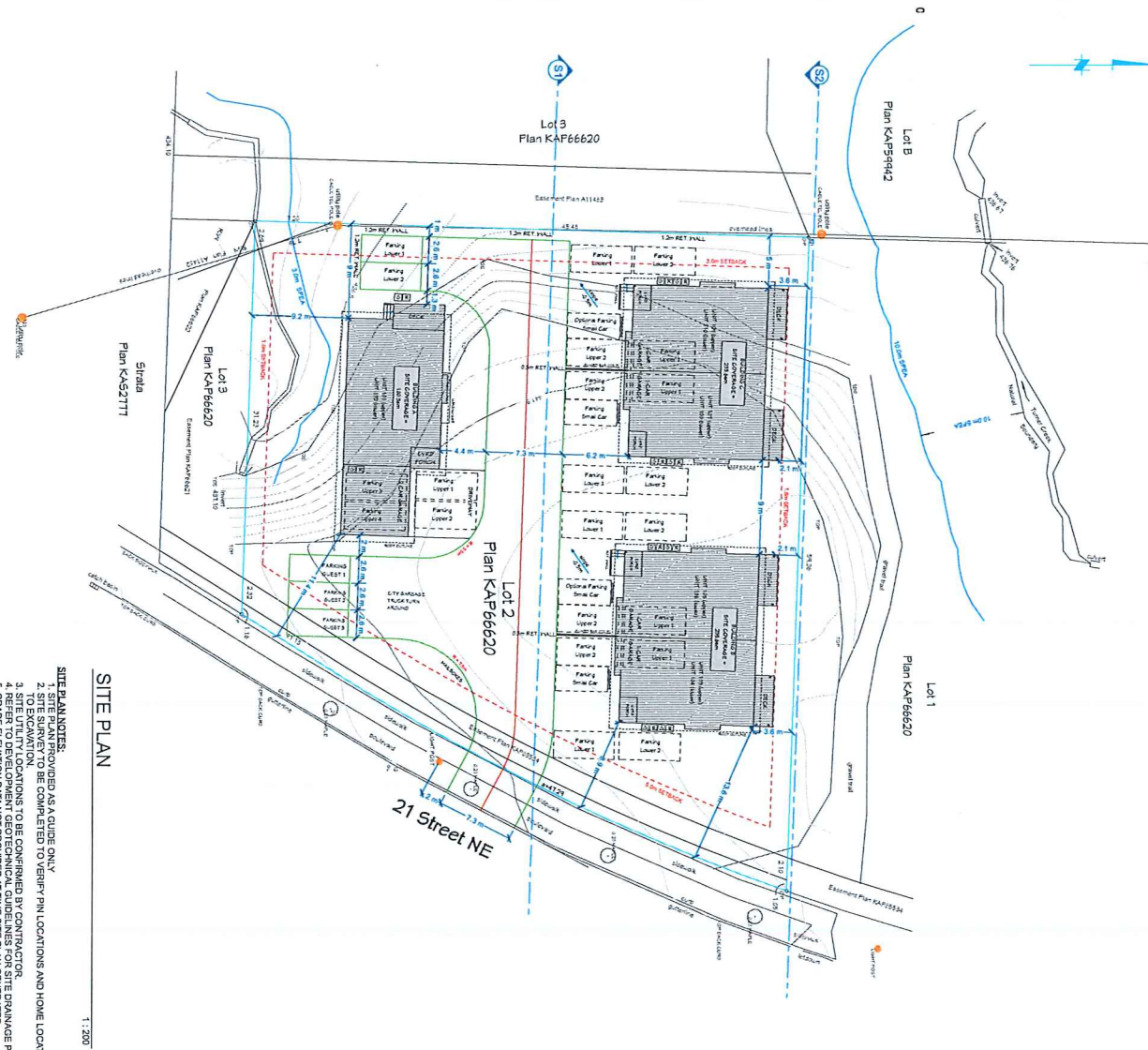
PARKING STALLS PROPOSED:	25
STANDARD SIZE STALL: 2.6m x 5.8m	4
SMALL SIZE STALL: 2.4m x 5.0m	21
TOTAL PARKING STALLS PROPOSED:	29

NOTE: MINIMUM 2-WAY AISLE WIDTH REQUIRED: 7.3m

UPDATED: 2022-06-13

- DRAWING LIST:**
- A1.0 SITE PLAN & PROJECT INFORMATION
 - A2.0 EXTERIOR RENDERINGS & FINISHES
 - A3.0 DEVELOPMENT ELEVATIONS
 - A4.0 BUILDING A EXTERIOR ELEVATIONS
 - A5.0 BUILDING A FLOOR PLANS
 - A6.0 BUILDING B&C EXTERIOR ELEVATIONS
 - A7.0 BUILDING B&C FLOOR PLANS

PROPOSAL: R4 ZONING, 3 BUILDINGS (10 DWELLING UNITS)



SITE PLAN NOTES:

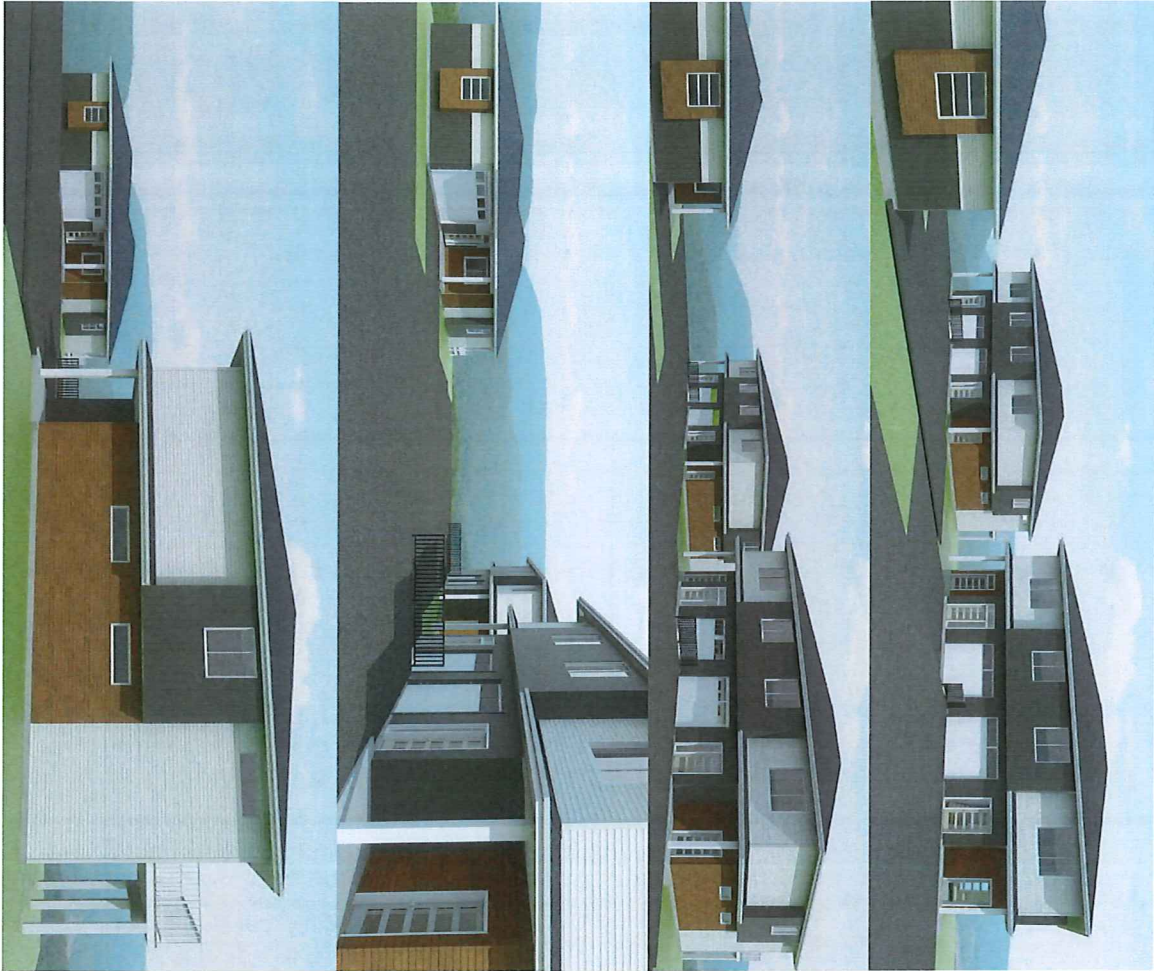
1. SITE PLAN PROVIDED AS A GUIDE ONLY
2. SITE PLAN TO BE COMPLETED TO VERIFY PIN LOCATIONS AND HOME LOCATION PRIOR TO CONSTRUCTION
3. SITE UTILITY LOCATIONS TO BE CONFIRMED BY CONTRACTOR
4. REFER TO DEVELOPMENT GEOTECHNICAL GUIDELINES FOR SITE DRAINAGE PLAN
5. GROUND ELEVATION DATA NOT PROVIDED AT TIME SITE PLAN GENERATED

NO.	DESCRIP.	BY	DATE
0	D.P. APP.	CDM	2022-05-05
1	D.P. APP.	CDM	2022-06-02
2	D.P. APP.	CDM	2022-06-13

DATE:	2022-06-13
SCALE:	AS SHOWN
SHEET:	A-1

DRAWINGS PROVIDED BY:	PROJECT DESCRIPTION:	SHEET TITLE:
 300 - 1183 McGill Road Kelowna, BC 236-425-1133 info@motivision.ca	551 21 STREET NE DEVELOPMENT PERMIT PROPOSAL CANZEA DEVELOPMENTS	PROPOSED SITE PLAN & PROJECT INFORMATION

551 21 STREET NE
MULTI-FAMILY DEVELOPMENT



DEVELOPMENT EXTERIOR RENDERINGS

N.T.S.

DEVELOPMENT EXTERIOR ELEVATIONS

PROPOSED EXTERIOR FINISHES:

- 1) LAP SIDING: VINYL - GENTLEK - DRIFTWOOD II - DBL. 4" CLAPBOARD - LINEN
- 2) BOARD & BATTEN: JAMES HARDI - HARDIEPANEL w/ 2-1/2" BATTEN BOARDS @ 16" O.C.: COLOUR - 'IRON GRAY'
- 3) HORIZONTAL FAUX WOOD SIDING: CEMENT-FIBRE - WOODTONE: RUSTIC SERIES - 'SUMMER WHEAT'
- 4) WINDOWS: VINYL FRAME - WHITE (SEE ELEVATIONS)
- 5) ROOFING: LAMINATED FIBREGLOSS SHINGLES - CERTAINTED - LANDMARK - 'DRIFTWOOD'
- 6) SOFFIT: ALUMINUM - WHITE
- 7) TRIM: SMART TRIM - CEDAR TEXTURE - WHITE
- 8) ENTRY DOOR: TRIMLITE PLASTPRO FLUSH GLAZED DRS-10 - 5-LITE, 6'-8" x 3'-0", EXTERIOR PAINT: 1) UPPER UNIT ENTRY - BM CC-698 'KILLARNEY'
2) LOWER UNIT ENTRY - BM CC-710 MOUNT ST. ANNE
- 9) GARAGE DOOR: 3'-0" x 8'-0" INSULATED FLUSH PANEL, 2-LITE, WHITE
- 10) GARAGE DOOR: 16'-0" x 8'-0" INSULATED FLUSH PANEL, 4-LITE, WHITE
- 11) GUTTERS & DOWNSPOUTS: WHITE
- 12) DECK RAILINGS: WHITE



EXTERIOR FINISHES COLOUR SAMPLES

NO.	DESCRIP.	BY	DATE
0	D.P. APP.	CDM	2022-05-05
1	D.P. APP.	CDM	2022-06-02
2	D.P. APP.	CDM	2022-06-13

SHEET TITLE:
DEVELOPMENT EXTERIOR
RENDERINGS & FINISHES

PROJECT DESCRIPTION:
551 21 STREET NE
DEVELOPMENT PERMIT PROPOSAL
CANZEA DEVELOPMENTS

DRAWINGS PROVIDED BY:
 300 - 1383 McGill Road
Kamloops, BC
236-425-1383
info@motivodesign.ca

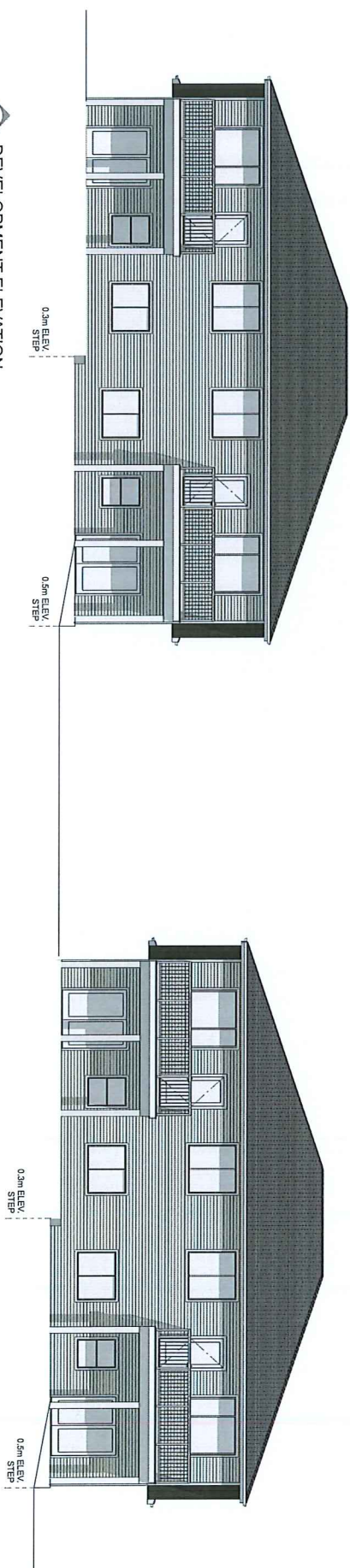
DATE:
2022-06-13

SCALE:
AS SPECIFIED

SHEET:
A-2

Architectural elevation drawing of the building facade, showing the main entrance and side entrance. The main entrance features a dark wood door and a large window. The side entrance features a dark wood door and a large window. The building has a dark roof and a dark facade. The drawing includes labels for 'PARKING STALL', 'GUARD RAIL @ RET. WALL', and '0.2m ELEV. STEP'.

S2 DEVELOPMENT ELEVATION



NO.	DESCRIP.	BY	DATE
0	D.P. APP.	CDM	2022-05-05
1	D.P. APP.	CDM	2022-06-02
2	D.P. APP.	CDM	2022-06-13

DEVELOPMENT ELEVATIONS

PROJECT DESCRIPTION:
551 21 STREET NE
DEVELOPMENT PERMIT PROPOSAL
CANZEA DEVELOPMENTS

DRAWINGS PROVIDED BY:

 300 - 1383 McGill Road
Kamloops, BC
236-425-1383
info@motivodesign.ca

[illegible]

DATE:

2022-06-13

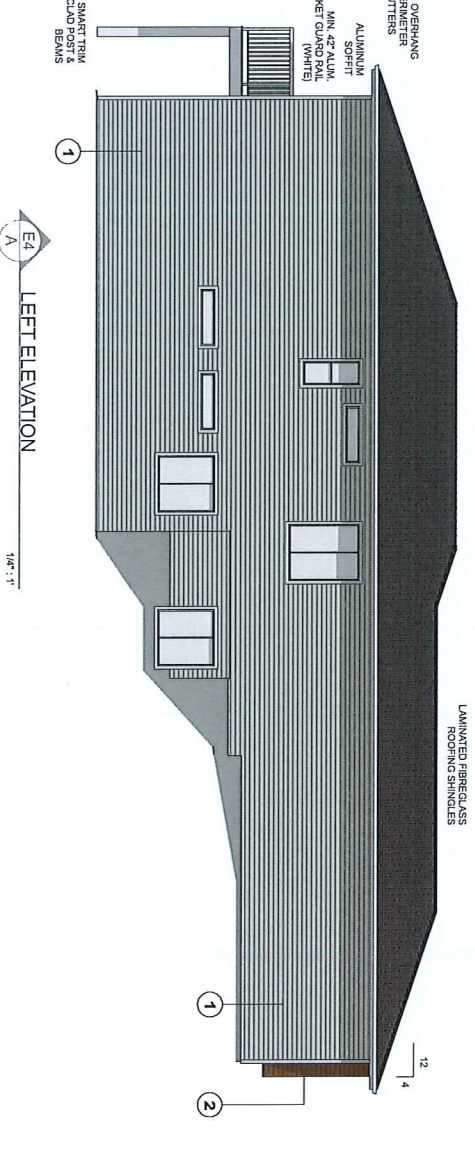
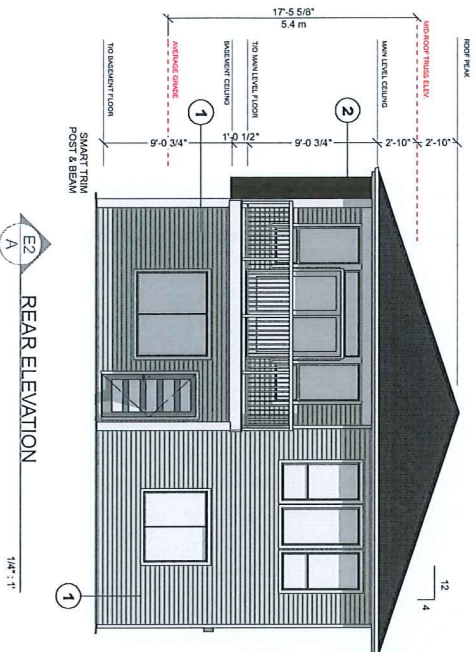
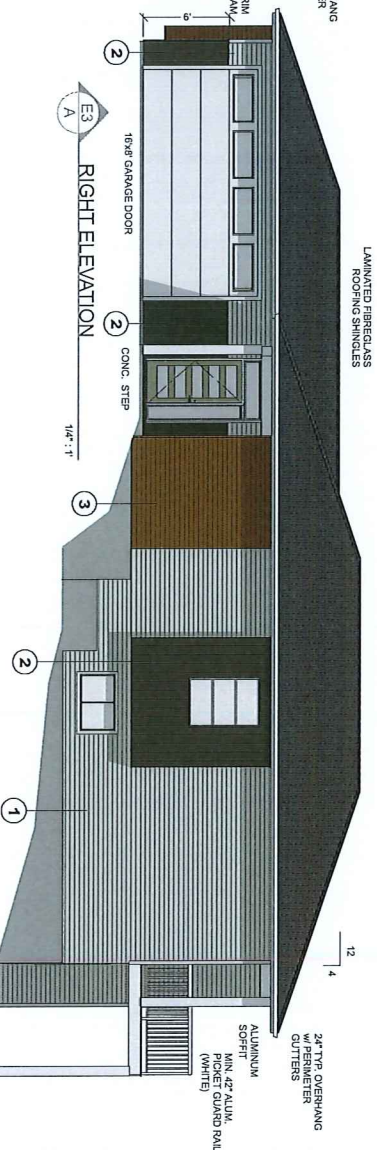
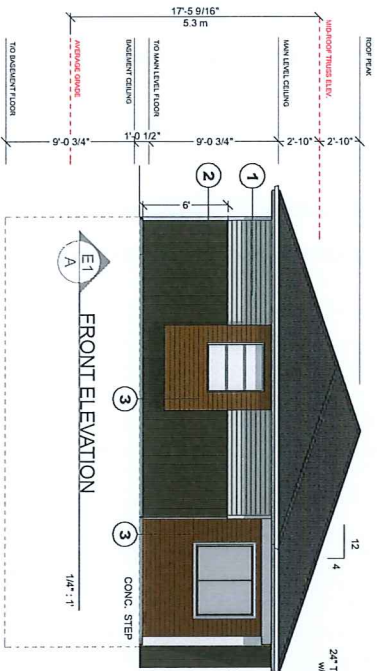
SCALE:
AS SPECIFIED

SHEET:

A-3

551 21 STREET NE MULTI-FAMILY DEVELOPMENT

BUILDING A EXTERIOR ELEVATIONS



- PROPOSED EXTERIOR FINISHES:**
- 1) LAP SIDING: VINYL - GENTLEK - DRIFTWOOD II - DBL. 4" CLAPBOARD - 'LINEN'
 - 2) BOARD & BATTEN: JAMES HARDI - HARDEIPANEL w/ 2-1/2" BATTEN BOARDS @ 16" O.C.; COLOUR - 'IRON GRAY'
 - 3) HORIZONTAL FAUX WOOD SIDING: CEMENT-FIBRE - WOODTONE- RUSTIC SERIES - 'SUMMER WHEAT'
 - 4) WINDOWS: VINYL FRAME - WHITE (SEE ELEVATIONS)
 - 5) ROOFING: LAMINATED FIBREGLASS SHINGLES - CERTAINTED - LANDMARK - 'DRIFTWOOD'
 - 6) SOFFIT: ALUMINUM - WHITE

- 7) TRIM: SMART TRIM - CEDAR TEXTURE - WHITE
- 8) ENTRY DOOR: TRIMLITE PLUSPRO FLUSH GLAZED DR310 - 5-LITE - 6'-8" x 3'-0"
- 9) GARAGE DOOR: 16'-0" x 8'-0" INSULATED FLUSH PANEL, 4-LITE, WHITE
- 10) GARAGE DOOR: 16'-0" x 8'-0" INSULATED FLUSH PANEL, 4-LITE, WHITE
- 11) GUTTERS & DOWNSPOUTS: WHITE
- 12) DECK RAILINGS: WHITE

NO.	DESCRIP.	BY	DATE
0	D.P. APP.	CDM	2022-05-06
1	D.P. APP.	CDM	2022-06-02
2	D.P. APP.	CDM	2022-06-13

DRAWINGS PROVIDED BY: 300 - 1383 MacMillan Road Richmond, BC V6V 2E5 604-273-1383 info@motivdesign.ca	PROJECT DESCRIPTION: 551 21 STREET NE DEVELOPMENT PERMIT PROPOSAL CANZEA DEVELOPMENTS	SHEET TITLE: BUILDING A EXTERIOR ELEVATIONS
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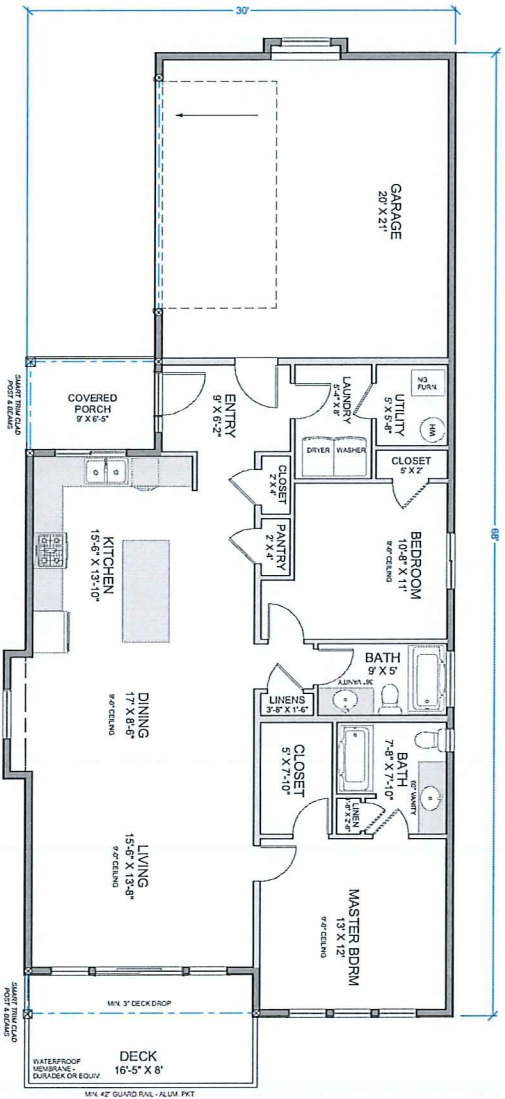
DATE: 2022-06-13	SCALE: AS SPECIFIED	SHEET: A-4
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551 21 STREET NE
MULTI-FAMILY DEVELOPMENT

BUILDING A: FLOOR
PLAN = 2-UNITS

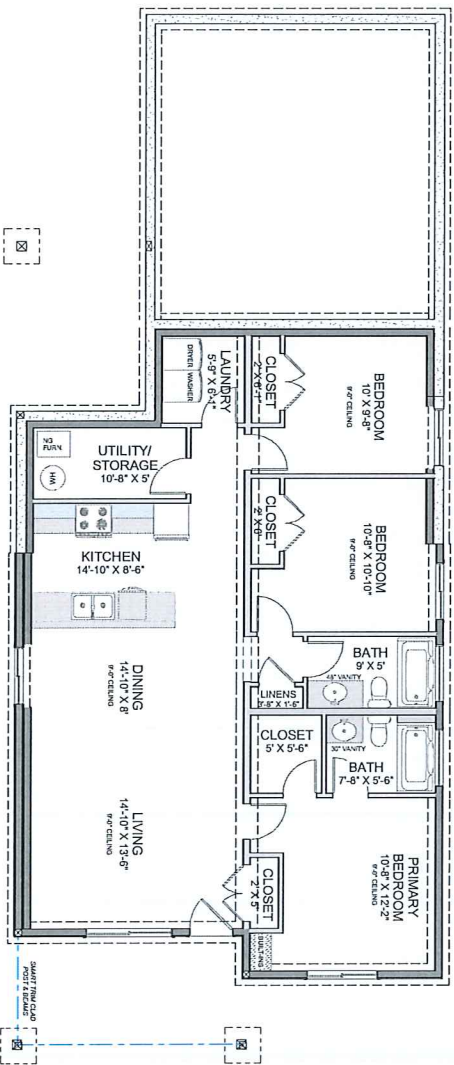
UPPER LEVEL LAYOUT
SCALE 1/4" = 1'

UNIT A: 2-BEDROOM FLOOR PLAN
SCALE 1/4" = 1'
FINISHED FLOOR AREA: 1292 SF
UPPER LEVEL = 4492 SF
GARAGE =



GROUND LEVEL LAYOUT
SCALE 1/4" = 1'

UNIT B: 3-BEDROOM FLOOR PLAN
SCALE 1/4" = 1'
FINISHED FLOOR AREA = 1292 SF



NO.	DESCRIP.	BY	DATE
0	D.P. APP.	CDM	2022-05-05
1	D.P. APP.	CDM	2022-06-02
2	D.P. APP.	CDM	2022-06-13

SHEET TITLE:
BUILDING A FLOOR PLAN

PROJECT DESCRIPTION:
551 21 STREET NE
DEVELOPMENT PERMIT PROPOSAL
CANZEA DEVELOPMENTS

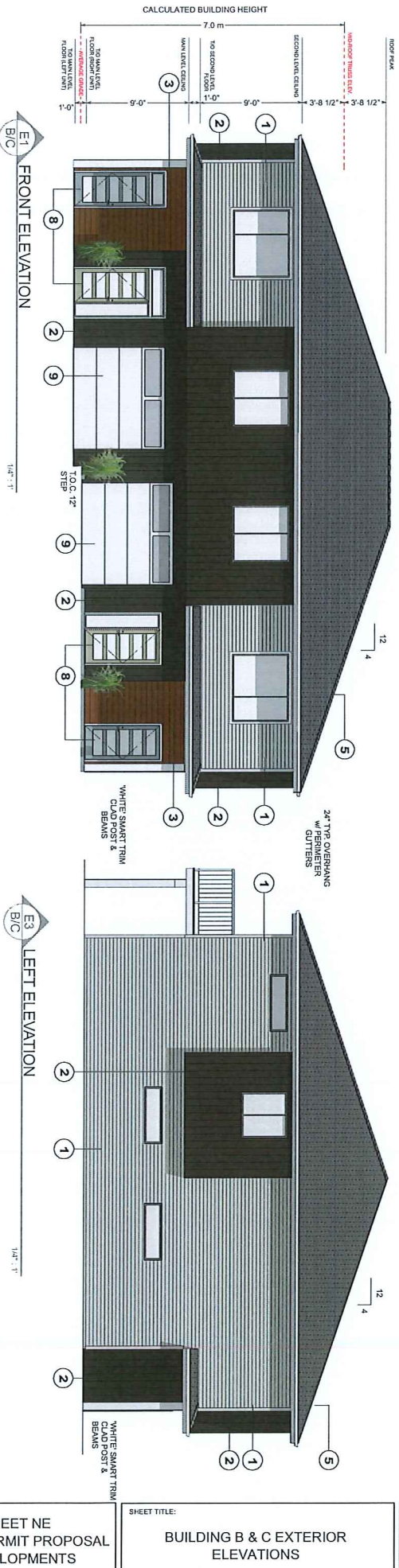
DRAWINGS PROVIDED BY:
MOTIV
300 - 1333 MCGILL ROAD
SUITE 100
CALGARY, AB
T2C 1P5
250-415-1133
250-415-1134
info@motiv.ca

DESIGNED BY:
MOTIV
300 - 1333 MCGILL ROAD
SUITE 100
CALGARY, AB
T2C 1P5
250-415-1133
250-415-1134
info@motiv.ca

DATE:
2022-06-13
SCALE:
AS SPECIFIED
SHEET:
A-5

551 21 STREET NE MULTI-FAMILY DEVELOPMENT

BUILDING B & C EXTERIOR ELEVATIONS



NO.	DESCRIP.	BY	DATE
0	D.P. APP.	CDM	2022-05-05
1	D.P. APP.	CDM	2022-05-05
2	D.P. APP.	CDM	2022-05-13

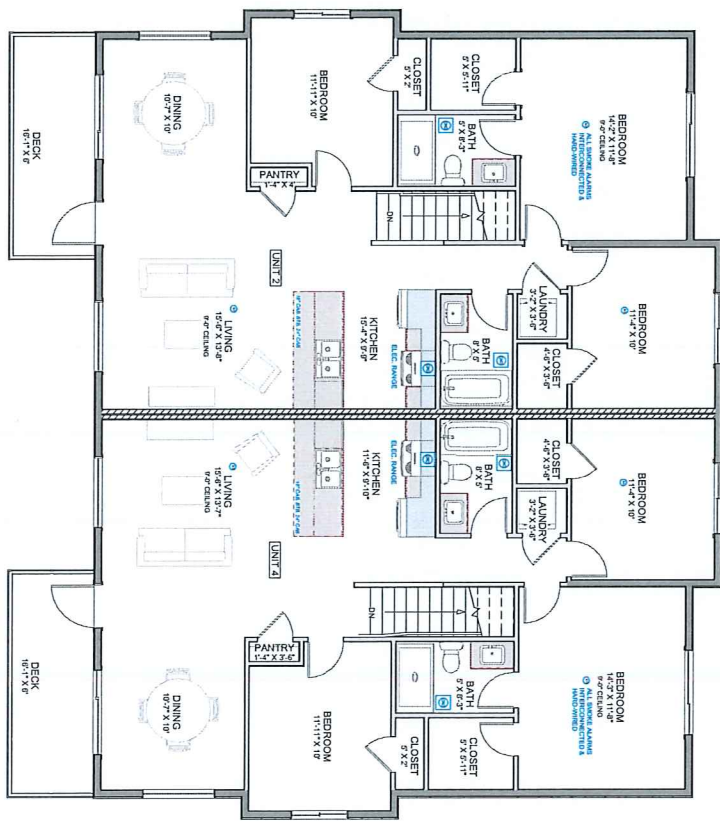
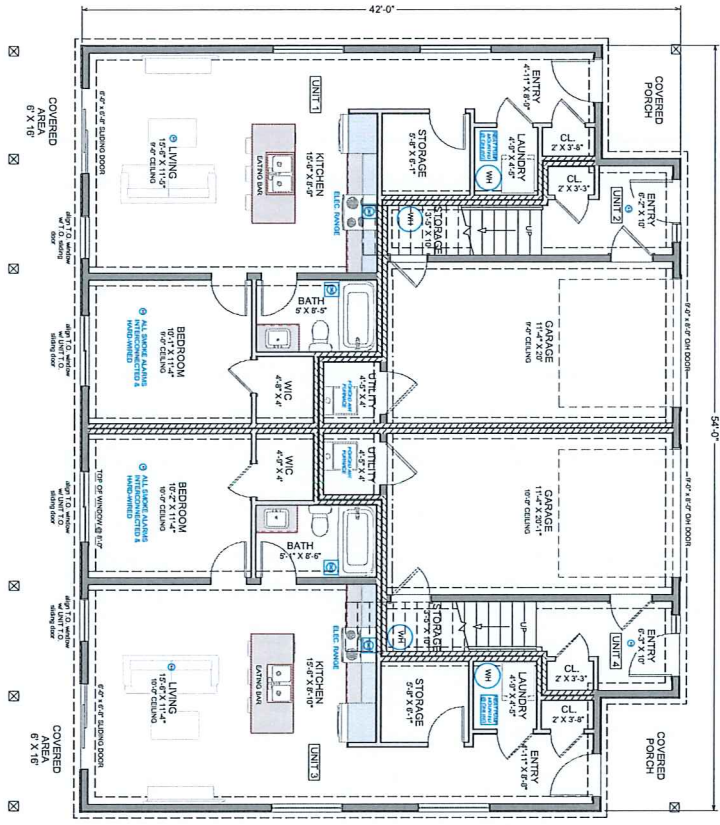
PROJECT DESCRIPTION: 551 21 STREET NE DEVELOPMENT PERMIT PROPOSAL CANZEA DEVELOPMENTS	SHEET TITLE: BUILDING B & C EXTERIOR ELEVATIONS
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DRAWINGS PROVIDED BY: 300 - 1383 McGill Road 2nd Floor 236-425-1383 info@motivodesign.ca	SCALE: AS SPECIFIED
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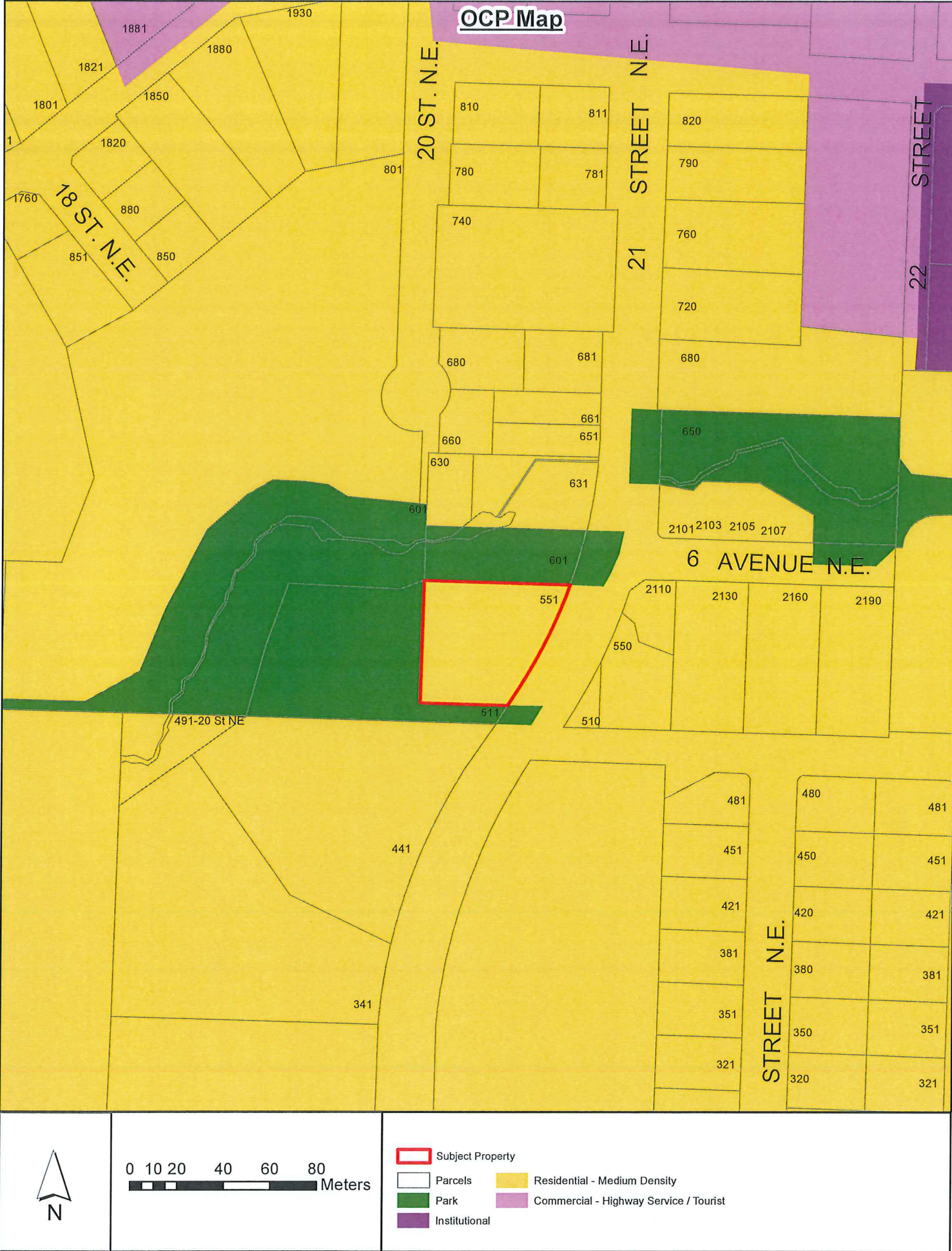
DATE: 2022-06-13	SHEET: A-6
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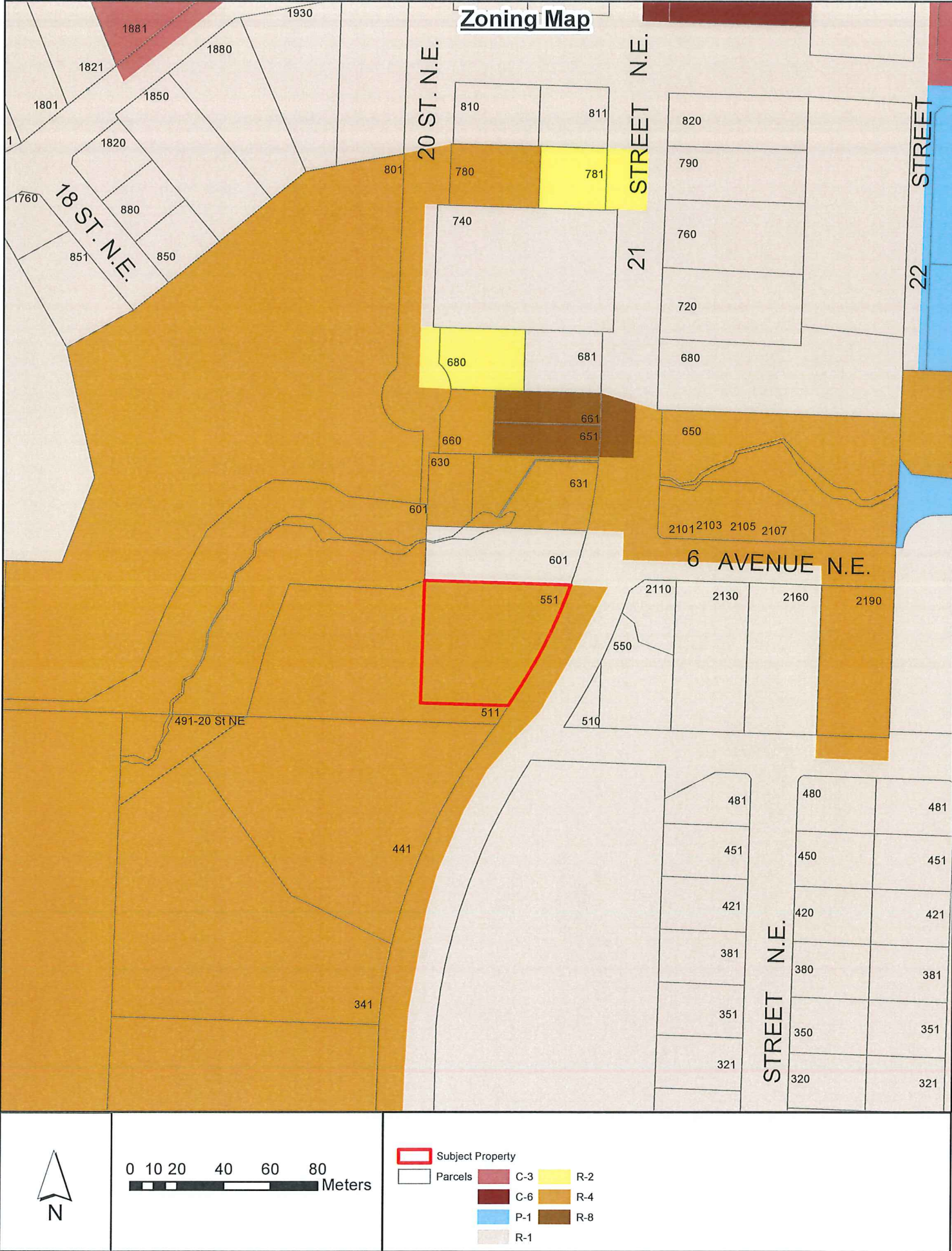
551 21 STREET NE
MULTI-FAMILY DEVELOPMENT

BUILDING B & C: QUAD-PLEX FLOOR PLAN = 4-UNITS PER BUILDING



A-7		SHEET:	AS SPECIFIED	SCALE:	2022-06-13	DATE:	<div><div><div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div></div></div> <div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div></div> 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SECTION 9 - R-4 - MEDIUM DENSITY RESIDENTIAL ZONE

Purpose

- 9.1 The purpose of the R-4 Zone is to provide for medium *density, multiple family* and small lot *single family* residential developments. New *multiple family* developments zoned R-4 shall be required to obtain a *Development Permit* as per the requirements of the *Official Community Plan*, and shall comply with the provisions of the *Fire Services Act*, *British Columbia Building Code*, and other applicable legislation. #289, #3740

Regulations

- 9.2 On a *parcel zoned R-4*, no *building or structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the *R-4 Zone* or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 9.3 The following uses and no others are permitted in the R-4 Zone:
- .1 *assisted living housing*; #4336
 - .2 *bed and breakfast in a single family dwelling*, limited to two let rooms;
 - .3 *boarders*, limited to two;
 - .4 *boarding home*; #2789
 - .5 *commercial daycare facility*;
 - .6 *dining area*; #4336
 - .7 *duplexes*;
 - .8 *family childcare facility*; #3082
 - .9 *group childcare*; #3082
 - .10 *home occupation*; #2782
 - .11 *multiple family dwellings*;
 - .12 *public use*;
 - .13 *public utility*;
 - .14 *single family dwelling*;
 - .15 *triplexes*;
 - .16 *accessory use*.

Maximum Height of Principal Buildings

- 9.4 The maximum *height of a principal buildings* shall be 10.0 metres (32.8 feet). This may be increased to 13.0 metres (42.7 ft.), via the Development Permit process, if any of the special amenity(ies) in Table 2 are provided.

Maximum Height of Accessory Buildings

- 9.5 The maximum *height of an accessory building* shall be 6.0 metres (19.7 feet).

Maximum Parcel Coverage

- 9.6 The total maximum *parcel coverage for principal and accessory buildings* shall be 55% of the *parcel area*, of which 10% shall be the maximum parcel coverage for *accessory buildings*. #2811

Minimum Parcel Area

- 9.7
- .1 The minimum *parcel area for a single family dwelling* shall be 300.0 square metres (3,229.3 square feet).
 - .2 The minimum *parcel area for a duplex* shall be 600.0 square metres (6,458.6 square feet).
 - .3 The minimum *parcel area for all other uses* shall be 900.0 square metres (9,687.8 square feet).

SECTION 9 - R-4 - MEDIUM DENSITY RESIDENTIAL ZONE - CONTINUED

Minimum Parcel Width

9.8

- .1 The minimum *parcel width* shall be 30.0 metres (98.5 feet). #3740
- .2 Notwithstanding Section 9.8.1, the minimum *parcel width* for a *single family* lot shall be 10.0 metres (32.8 feet).
- .3 Notwithstanding Section 9.8.1, the minimum *parcel width* for a stacked *duplex* lot shall be 14.0 metres (45.9 feet).
- .4 Notwithstanding Section 9.8.1, the minimum *parcel width* for a side-by-side *duplex* lot shall be 20.0 metres (65.6 feet)).

Minimum Setback of Principal Buildings

9.9 The minimum *setback* of *principal buildings* from the:

- .1 *Front parcel line*
 - adjacent to a *highway* shall be 5.0 metres (16.4 feet)
 - adjacent to an *access route* shall be 2.0 metres (6.6 feet)
- .2 *Rear parcel line*
 - adjacent to a *parcel zoned*
R-4 shall be 3.0 metres (9.8 feet)
 - all other cases shall be 5.0 metres (16.4 feet)
- .3 *Interior side parcel line*
 - adjacent to a *parcel zoned*
R-4 shall be 1.2 metres (3.9 feet) #3475
 - all other cases shall be 1.8 metres (5.9 feet)
- .4 *Exterior side parcel line*
 - adjacent to a *highway* shall be 5.0 metres (16.4 feet)
 - adjacent to an *access route* shall be 2.0 metres (6.6 feet)
- .5 Minimum separation between residential *buildings* on the same lot of not more than one storey in height shall be 1.5 metres (4.9 feet)
- .6 Minimum separation between residential *buildings* on the same lot of more than one storey in height shall be 3.0 metres (9.8 feet)
- .7 Notwithstanding Sections 9.9.2 and 9.9.3, a *principal building* on a corner *parcel* may be sited not less than 1.5 metres (4.9 feet) from the *rear parcel line* provided the combined total of the *rear* and *interior side yards* shall be not less than 6.0 metres (19.7 feet).
- .8 Refer to Section 4.9 for "Special Building Setbacks" which may apply. #2811

Minimum Setback of Accessory Buildings

9.10 The minimum *setback* of accessory *buildings* from the:

- .1 *Front parcel line* shall be 5.0 metres (16.4 feet)
- .2 *Rear parcel line* shall be 1.0 metre (3.3 feet)
- .3 *Interior side parcel line* shall be 0.6 metre (1.9 feet)
- .4 *Exterior side parcel line* shall be 5.0 metres (16.4 feet)

Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply. #2811

SECTION 9 - R-4 - MEDIUM DENSITY RESIDENTIAL ZONE - CONTINUED

Maximum Density

Note: The following *density* provisions are based on the *gross parcel area*. Parking requirements, *setback* requirements, road dedication, etc. have not been taken into consideration.

9.11

- .1 The maximum *density* shall be a total of 40 *dwelling units* or *sleeping units* per hectare (16.2 *dwelling units* or *sleeping units* per acre). #2789
- .2 Notwithstanding Section 9.11.1, the maximum *density* in the R-4 Zone may be increased to a maximum of 50 *dwelling units* per hectare (20.2 units per acre) in accordance with Table 2. In Table 2, Column I sets out the special amenity to be provided and Column II sets out the added *density* assigned for the provision of each amenity.
- .3 Notwithstanding Section 9.11.1, the maximum *density* in the R-4 Zone may be increased to a maximum of 50 *dwelling units* per hectare (20.2 units per acre) for the provision of *Assisted Living Housing*. #4336

TABLE 2

COLUMN I SPECIAL AMENITY TO BE PROVIDED	COLUMN II ADDED DENSITY
1. Provision of each dwelling unit which caters to the disabled (e.g. wheelchair access)	<input type="checkbox"/> 2 units per hectare (0.8 units per acre)
2. Provision of <i>commercial daycare facility</i> 7 - 10 children 11 - 15 children 16 or more children	<input type="checkbox"/> 3 units per hectare (1.2 units per acre) <input type="checkbox"/> 4 units per hectare (1.6 units per acre) <input type="checkbox"/> 7 units per hectare (2.8 units per acre)
3. Provision of below <i>grade</i> or parkade type parking for at least 50% of the required off street parking	<input type="checkbox"/> 10 units per hectare (4.0 units per acre)
4. Provision of each rental <i>dwelling unit</i>	<input type="checkbox"/> 2 units per hectare (0.8 units per acre)
5. Provision of affordable rental <i>dwelling units</i> in accordance with special agreement under Section 904 #3218	<input type="checkbox"/> 5 units per hectare (2.0 units per acre)

Maximum Floor Area Ratio

9.12 The maximum *floor area ratio* of a *single family dwelling* shall be 0.65.

Parking

9.13 Parking shall be required as per Appendix I.

Subject property looking southwest from 21 Street NE

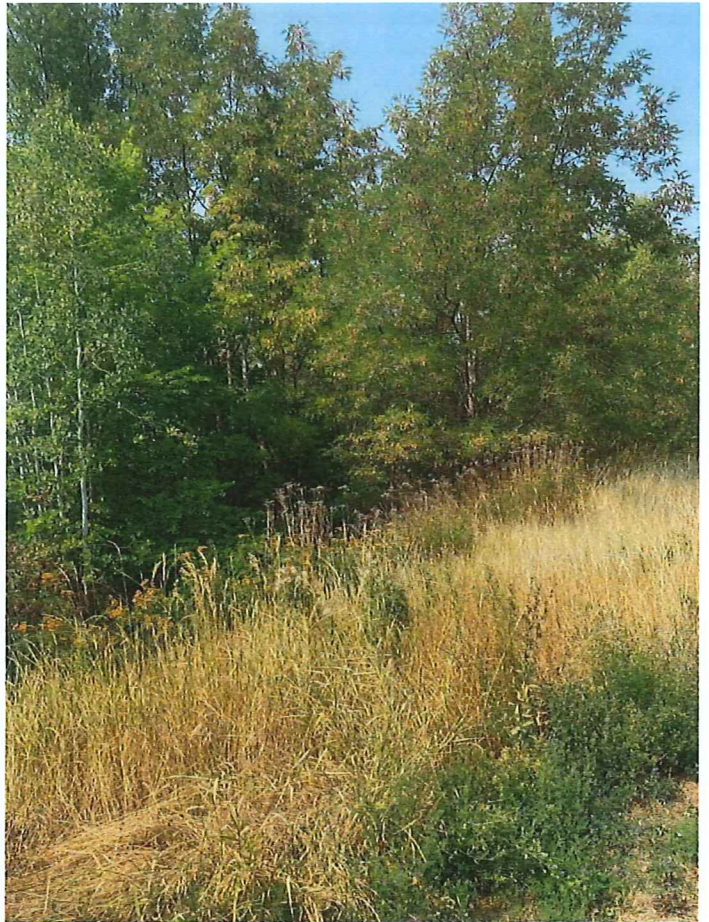


Subject property looking west from 21 Street NE

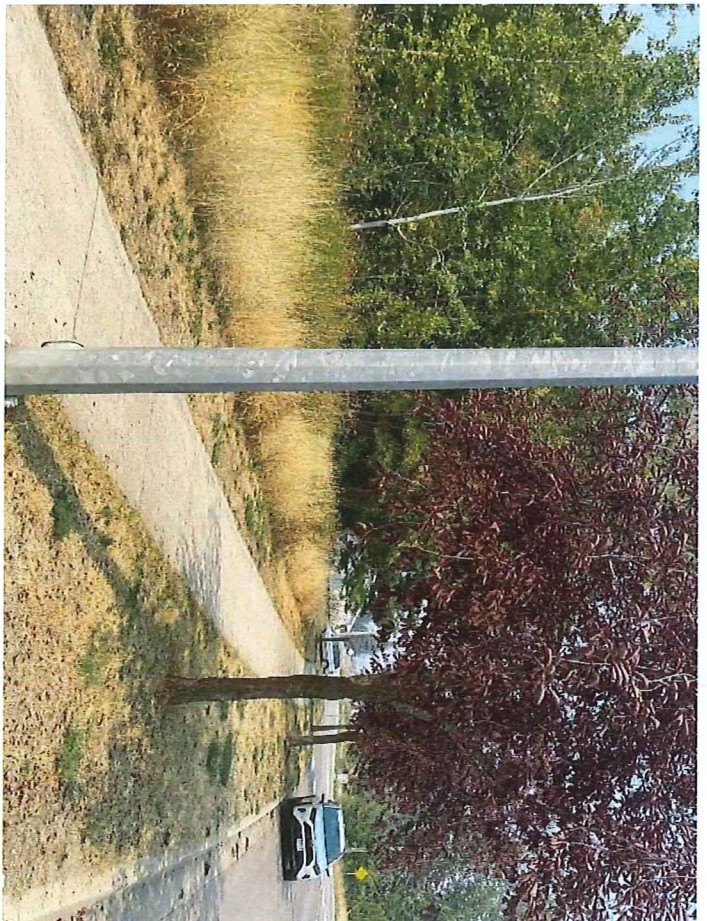
Slope looking north from subject property



Top of slope looking northwest from subject property



Looking southwest from 21 Street NE



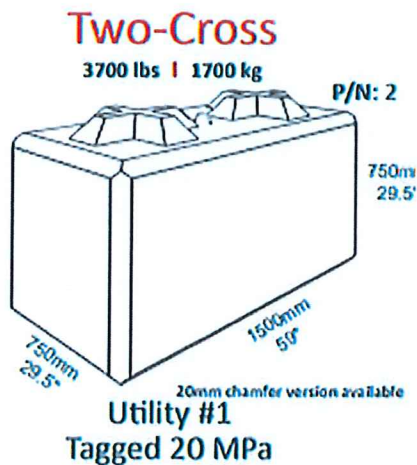
Looking north from 21 Street NE

Evan Chorlton

To: Naomi CanZea Developments
Cc: Graham CanZea Developments
Subject: RE: Re:[External] [External]

From: Naomi CanZea Developments [REDACTED]
Sent: Tuesday, October 11, 2022 9:59 AM
To: Evan Chorlton <echorlton@salmonarm.ca>
Cc: Graham CanZea Developments [REDACTED]
Subject: Re: Re:[External] [External]

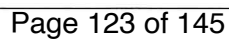
The Onsite Engineering drawings show the retaining wall almost on the west property line. The profile drawing shows that the bottom block has an embedment depth of 400mm; therefore, the height of wall will be 1.85m (6ft) plus we will have to put a chain link fence on top of at least 4ft high, so we would be 10ft high (3.0m) total including the chain link fence. The land adjacent to the west property line is designated Park, so there won't ever be any houses back there that would have to look at the retaining wall.

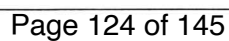


Let me know if you need any other info.

Best Regards,
Naomi

CANZEA | Naomi Hori
CanZeaDevelopments.com





SECTION 4 - GENERAL REGULATIONS & PROHIBITIONS– CONTINUED**Fences and Retaining Walls #3545**

- 4.12 Except for *fence(s)* and *retaining wall(s)* qualified as screening or landscaping pursuant to a *Development Permit* and subject to subsection 4.11 (visual clearance at intersections), the maximum permitted height of *fence(s)*, *retaining wall(s)* measured from upper finished *grade* to lower finished *grade*, or the combined height of a *fence* in conjunction with a *retaining wall* measured from original *grade* shall be:
- .1 In all Residential Zones
 - (a) 2.0 metres (6.5 ft.) in all *rear* and interior *side yards* and to within 6.0 metres (19.7 ft.) of a *front parcel line* or *exterior parcel line*;
 - (b) 1.2 metres (3.9 ft.) in all *front* and exterior *side yards*.
 - (c) 1.2 metres (3.9 ft.) for *retaining walls* located in required yards.
 - .2 In all Airport and Industrial Zones
 - (a) 1.2 metres (3.9 ft.) for *front* and exterior *side yards* except open mesh or chain link fencing which is permitted to a maximum height of 3.0 metres (9.8 ft.);
 - (b) 3.0 metres (9.8 ft.) for *rear* and interior *side yards*
 - .3 In all Commercial, Park and Recreation and Institutional Zones
 - (a) 1.2 metres (3.9 ft.) for *front* and exterior *side yards* except open mesh or chain link fencing which is permitted to a maximum height of 2.0 metres (6.5 ft.);
 - (b) 2.0 metres (6.5 ft.) for *rear* and interior *side yards*.
 - .4 In all Other Zones
 - (a) 2.0 metres (6.5 ft.) for all *rear* and interior *side yards*;
 - (b) 1.2 metres (3.9 ft.) for all *front* and exterior *side yards*.
 - .5 In all Zones:
 - (a) 2.4 metres (7.8 ft.) for fencing not located in required yards.

Special Provisions for Placement of Temporary Buildings

- 4.13 Temporary *buildings* and permits for their placement/erection shall fall into three categories:
- .1 Type "A" Permits are for the placement or construction of a temporary *building* for seasonal greenhouse or storage use. A temporary *building* shall be removed upon expiry of the Type "A" permit. Type "A" temporary *buildings* shall not exceed 90.0 square metres (968.7 square feet).
#3545
 - .1 An application for a Type "A" Permit shall be submitted to the Building Department including the required application fee as specified in City of Salmon Arm Fee for Services Bylaw; siting and construction plans, and completed Agreement Letter substantially in the form attached hereto as Schedule "F" and forming part of this bylaw.
 - .2 A deposit of five hundred dollars (\$500.00) in the form of a cash deposit or irrevocable letter of credit shall be deposited with the *Municipality* for Type "A" Permits. Such deposit will be refunded subject to the removal of the temporary *building* prior to the permit expiry date or the expiry date of any approved extension. Failure to remove the temporary *building* by the permit expiry date shall result in forfeiture of the \$500.00 deposit;
 - .3 Type "A" Permits may be issued by the Building Inspector; and
 - .4 Type "A" Permits shall be for a maximum time period of six (6) months, however, one six (6) month extension may be granted on receipt of a written request prior to the permit expiry date.



*Memorandum from the
Engineering and Public
Works Department*

TO:	Kevin Pearson, Director of Development Services
DATE:	September 13, 2022
PREPARED BY:	Mustafa Zakreet, Engineering Assistant
APPLICANT:	CanZea Development Ltd.
SUBJECT:	DEVELOPMENT PERMIT APPLICATION NO. DP-445
LEGAL:	Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP 66620
CIVIC:	551- 21 Street NE

Further to your referral dated August 22, 2022, we provide the following servicing information.

Comments are based on the Subdivision/Development as proposed in the referral. If the development plans for the property change significantly, comments below may change.

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 prior to the commencement 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 subdivision or 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.
9. For the on-site development, prior to commencement the applicant will be required to submit to the City for review and approval detailed engineering plans in accordance with the

SUBDIVISION APPLICATION FILE: DP-445

September 13, 2022

Page 2

requirements of the Subdivision and Development Servicing bylaw 4163. These plans must be prepared by a qualified professional engineer. As a condition of final subdivision approval, the applicant will be required to deposit with the City for a period of 1 year, funds equaling 10% of the estimated cost for all works that are to be transferred to the City.

10. For the off-site improvements at the time of subdivision or 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 subdivision or 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. 21 Street NE, on the subject property's 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. 21 Street is currently constructed to an Interim Collector Road standard. Upgrading to an Urban Collector Road standard is required, in accordance with Specification Drawing No. /RD-3. Upgrading may include, but is not limited to fire hydrants, and hydro and telecommunications. Owner / Developer is responsible for all associated costs.
3. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.

Water:

1. The subject properties front a 200mm diameter Zone 2 watermain on 21 Street NE and 350 mm diameter Zone2 along the west boundary line. No upgrades will be required at this time.
2. Bare Land Strata developments with ground oriented access have the option of a bulk water meter installed at property line at time of subdivision with invoicing to the Strata Corporation or individual strata lot metering with invoicing to each strata lot (currently on an annual flat rate). To qualify for the second option each unit requires a separate outside water service shut-off connected to the onsite private water main. Contact Engineering Department for more information. All meters will be provided at time of building permit by the City, at the owner/developers cost.
3. Records indicate that the existing property is serviced by an unknown size service from the 200mm diameter watermain on 21 Street NE. 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).
5. Fire protection requirements to be confirmed with the Building Department and Fire Department.

SUBDIVISION APPLICATION FILE: DP-445

September 13, 2022

Page 3

6. Fire hydrant installation will be required. Owners consulting Engineer shall review the site to ensure placement of fire hydrants meet the medium density spacing requirements of 90 meters.

Sanitary:

1. The subject properties front a 75mm diameter private sanitary main protected with a 2m wide easement along the eastern boundary line of the subject property.
2. A 200 mm diameter sanitary sewer main exists approximately 25m to the north of northeast property corner. The owner/developer is required to extend the City Sanitary sewer system to the furthest limit of the 21 Street NE, as necessary to service the development. Due to 21 Street NE road slope, the City will be prepared to discuss proposed engineering solution to service the subject property.
3. The remainder and proposed parcel(s) are each 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.
4. The subject property is in an area with no current sanitary capacity concerns according to the City Sanitary Study (Urban Systems 2016).
5. Records indicate that the existing property has no sanitary sewer services. 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 300 mm diameter storm sewer on 21 Street NE. No upgrade will be required at this time.
2. Records indicate that the existing property is serviced by an unknown size service from the storm sewer on 21 Street NE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
3. The subject property is in an area with no current storm capacity concerns according to the Stormwater Master Plan Study (April 2020)
4. 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.
5. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.

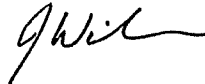
6. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the 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. 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 for: Category A (Building Foundation Design), Category B (Pavement Structural Design), is required.



Mustafa Zakreet
Engineering Assistant



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

FORM 3: DETAILED ASSESSMENT REPORT

Riparian Areas Protection Regulation - Qualified Environmental Professional - Assessment Report



Figure 6. Aerial view of the CanZea property, noting the extent of the total SPEA setbacks established along the top of bank for the main Turner Creek channel and manmade ditchline. Image from Google Earth Pro™. Approx. scale 1:1,050.





DESIGN REVIEW PANEL MINUTES

September 8, 2022, 3:00 pm - Online, City Hall

Present: Paul Burrows (Panel Member)
Trent Sismey (Panel Member)
Dennis Lowe (Panel Member)
Bill Laird (Panel Member - Chair)
Chris Larson (Senior Planner)
Evan Chorlton (Planner)

Absent: Marc Lamerton (Panel Member)

Application: Development Permit Applications No. DP-445

Application No. DP-445

551 21 Street NE – CanZea Developments Ltd. (Graham Richardson and Naomi Hori)

The applicants provided an overview of the proposal under the current application. Panel members discussed the proposal and the need for housing. The DRP asked questions of clarification regarding the proposal, more specifically concerning the elevations, parking, waste removal, snow storage, and stratification. Fencing and retaining walls were also discussed, and the potential need for a height variance, which the DRP had no concerns. The applicants will provide staff with fencing details. With these considerations, the DRP is supportive of the proposal as such:

Panel Recommendation

THAT the DRP supports application DP-445 subject to the inclusion of some simple enhancements to the rear elevation facades of the proposed 4-plex buildings.

A handwritten signature in blue ink, appearing to read "Bill Laird", written over a horizontal line.

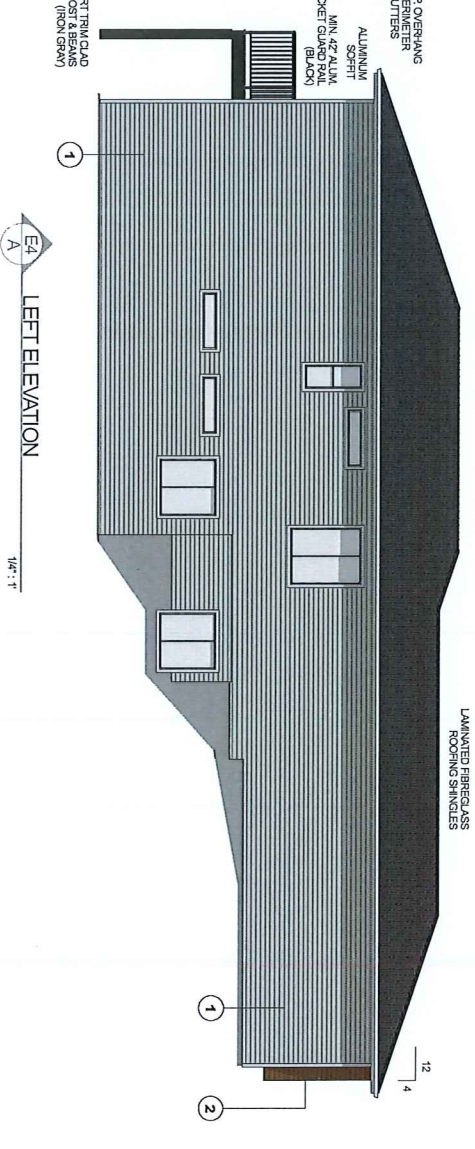
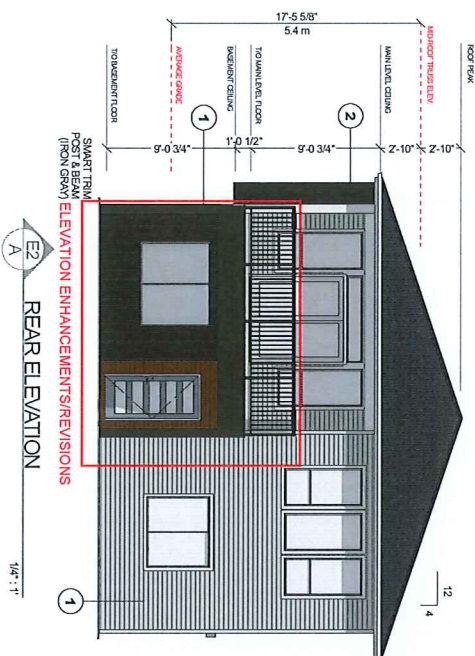
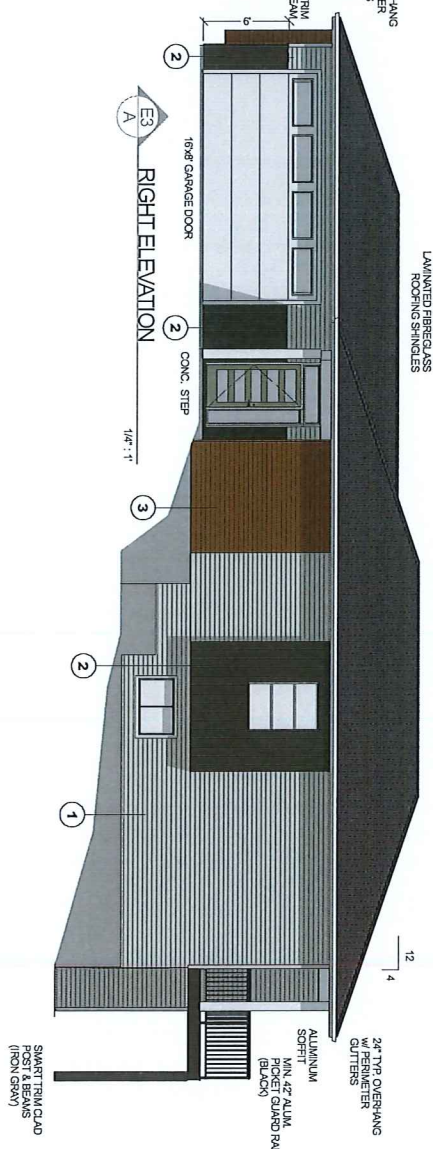
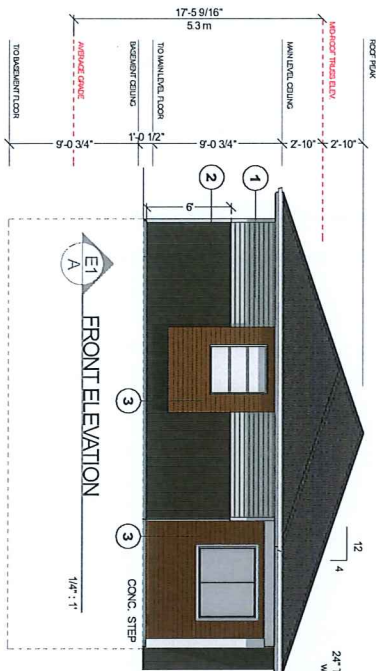
Endorsed on behalf of Design Review Panel



SHEET:
A-3

551 21 STREET NE
MULTI-FAMILY DEVELOPMENT

BUILDING A EXTERIOR ELEVATIONS



- PROPOSED EXTERIOR FINISHES:
- 1) LAP SIDING: VINYL - GENTEK - DRIFTWOOD II - DBL. 4" CLAPBOARD - LINEN
 - 2) BOARD & BATTEN: JAMES HARDY - HARDIEPANEL, w/ 2-1/2" BATTEN BOARDS @ 16" O.C.; COLOUR - 'IRON GRAY'
 - 3) HORIZONTAL FAUX WOOD SIDING: CEMENT-FIBRE - WOODTONE; RUSTIC SERIES - 'SUMMER WHEAT'
 - 4) WINDOWS: VINYL FRAME - WHITE (SEE ELEVATIONS)
 - 5) ROOFING: LAMINATED FIBREGLASS SHINGLES - CERTAINTED - LANDMARK - 'DRIFTWOOD'
 - 6) SOFFIT: ALUMINUM - WHITE

- 7) TRIM: SMART TRIM - CEDAR TEXTURE - WHITE
- 8) ENTRY DOOR: TRIMLITE PLASTPRO FLUSH GLAZED DR310 - 5-LITE, 6'-8" x 3'-0"
- 9) EXTERIOR PAINT: 1) UPPER UNIT ENTRY - BM CC-688 KILLARNEY 1) LOWER UNIT ENTRY - BM CC-710 MOUNT ST. ANNE
- 10) GARAGE DOOR: 9'-0" x 8'-0" INSULATED FLUSH PANEL, 2-LITE, WHITE
- 11) GUTTERS & DOWNSPOUTS: WHITE
- 12) DECK RAILINGS: BLACK

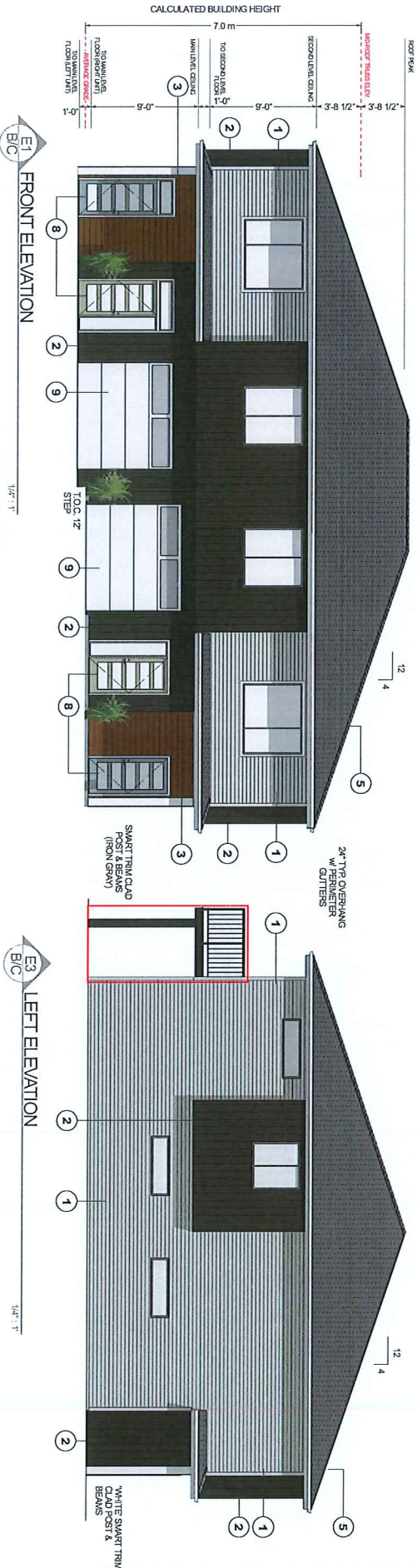
NO.	DESCRIP.	BY	DATE
0	D.P. APP.	CDM	2022-05-05
1	D.P. APP.	CDM	2022-05-05
2	D.P. APP.	CDM	2022-05-13
3	D.P. APP.	CDM	2022-10-03

DRAWINGS PROVIDED BY:	PROJECT DESCRIPTION:	SHEET TITLE:
 300 - 1183 Mc Gill Road Kelowna, BC 236-425-1183 info@motivegroup.ca	551 21 STREET NE DEVELOPMENT PERMIT PROPOSAL CANZEA DEVELOPMENTS	BUILDING A EXTERIOR ELEVATIONS

DATE:	SCALE:	SHEET:
2022-10-03	AS SPECIFIED	A-4

551 21 STREET NE MULTI-FAMILY DEVELOPMENT

BUILDING B & C EXTERIOR ELEVATIONS

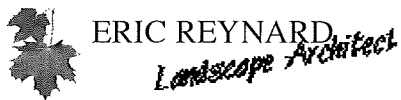


NO.	DESCRIP.	BY	DATE
0	D.P. APP.	CDM	2022-06-06
1	D.P. APP.	CDM	2022-06-02
2	D.P. APP.	CDM	2022-06-13
3	D.P. APP.	CDM	2022-10-03

DATE: 2022-10-03	SCALE: AS SHOWN	SHEET: A-6
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DRAWINGS PROVIDED BY: 300 - 1113 McGill Road 2nd Floor 256-425-1113 info@motivodesign.ca	PROJECT DESCRIPTION: 551 21 STREET NE DEVELOPMENT PERMIT PROPOSAL CANZEA DEVELOPMENTS	SHEET TITLE: BUILDING B & C EXTERIOR ELEVATIONS
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551 21ST NE, SALMON ARM, BC

15 AUGUST 2022

QTY	BOTANICAL NAME	COMMON NAME	SIZE
<u>TREES</u>			
3	Crataegus laviegate 'Crimson Cloud'	Crimson Cloud Hawthorn	5cm cal
5	Syringa reticulata 'Ivory Silk'	Ivory Silk Tree Lilac	#10 pot
<u>SHRUBS</u>			
18	Buxus x 'Green Velvet'	Korean Box	#2 pot
19	Cornus alba 'Baton Rouge' ^a	Baton Rouge Dogwood	#2 pot
33	Cornus sericea 'Kelseyii'	Kelsey Red Twigged Dogwood	#1 pot
2	Cotinus coggygia 'Royal Purple'	Royal Purple Smoke Tree	#5 pot
36	Cotoneaster dammeri 'Lowfast'	Spreading Cotoneaster	10cm pot
3	Euonymus alata 'Compacta'	Dwarf Winged Burning Bush	#2 pot
31	Genista lydia 'Bangles'	Bangles Lydia Woadwaxen	#1 pot
6	Hydrangea paniculata 'Bombshell'	Bombshell Panicked Hydrangea	#2 pot
45	Lavandula angustifolia 'Hidcote'	Hidcote Lavender	10cm pot
5	Mahonia aquifolium	Oregon Grape Holly	#1 pot
12	Rhododendron 'Northern Hi-Lights'	Northern Hi-Lights Azalea	#2 pot
36	Rosa Canadian Artist 'Emily Carr'	Emily Carr Rose	#2 pot
19	Spiraea betulifolia 'Glo Girl'	Glo Girl Birch-Leaf Spirea	#2 pot
16	Spiraea x bumalda 'Goldmound'	Goldmound Bumald Spirea	#2 pot
9	Symphoricarpos albus	Snowberry	#2 pot

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 virtually and in the **Council Chambers at City Hall**, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, September 11, 2023 at 7:00 p.m.**

1) **Proposed Zoning Bylaw Text Amendment:**

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

- a) Section 32.2 – Permitted Uses to M-5 Zone – add:
32.2.13 *Office, storage building, workshop and yard for general contractor and trade contractor*

Applicant: City of Salmon Arm

Reference: Bylaw No. 4596/ZON-1271

SA Observer Aug 30 and Sept 6

To: His Worship Mayor Harrison and Members of Council

Date: August 17, 2023

Subject: Zoning Bylaw Amendment Application No. 1271
Text Amendment to M5 Auto Wrecking / Salvage Yard Zone

MOTION FOR CONSIDERATION

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

i. Section 32.3 Permitted Uses to add the following:

.12 office, storage building, workshop and yard for general contractor and trade contractor

And renumber accordingly.

STAFF RECOMMENDATION

THAT: The Motion for Consideration be adopted.

PURPOSE

To introduce text amendments to the M5 (Auto Wrecking / Salvage Yard) Zone to include *office, storage building, workshop and yard for general contractor and trade contractor* as a permitted use.

BACKGROUND

The M5 Zone is attached as Appendix 1 for reference. All of the permitted uses in the M5 Zone are related to auto wrecking and associated uses. This limits the use of M5 zoned parcels.

Only 4 properties in the city are zoned M5 (Appendix 2, 3 & 4):

- 4751 5 Avenue SW;
- 450 46 Street SW;
- 4850 46 Street SE; and
- 4771 50 Street SE.

Introducing the *office, storage building, workshop and yard for general contractor and trade contractor* into these areas is not considered problematic by staff. All these parcels are adjacent to parcels which are zoned M1 (General Industrial) in which *office, storage building, workshop and yard for general contractor and trade contractor* is a permitted use (Appendix 2, 3 & 4).

The proposed zoning amendment is supported by OCP policy 10.2.3: *support industrial land uses that are similar to each other in specific locations.*

Staff are proposing amendments to the zoning regulations that will allow uses that are already allowed in other industrial zones and increase the development potential for all M5 Zones in the city. For these reasons staff feel that this use would be compatible in the M5 Zone.

COMMENTS

Engineering Department
No concerns.

Building Department
No concerns.

Fire Department
No Fire Dept. concerns.

Fortis BC
No concerns.

BC Hydro
No concerns.

Telus
No concerns.

Shaw/Rogers
No concerns.

Public Consultation

Pursuant to the Local Government Act (LGA) and the City of Salmon Arm Zoning Bylaw notices are mailed to landowners within a 30 m radius of the application. Newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. The notices outline the proposal and advise those with interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on September 11, 2023.

Notices are typically not sent for text amendments, however there are only 4 properties zoned M5. The LGA requires that if less than 10 properties are affected by the rezoning, notices must be mailed to adjacent property owners.

Planning Department

Staff are proposing amendments to the zoning regulations to allow uses that are already allowed in other industrial zones and to increase the development potential of all M5 Zones in the city.

CONCLUSION

Staff recommend that *office, storage building, workshop and yard for general contractor and trade contractor* be added to Section 32 M5 – *Auto Wrecking / Salvage Yard Zone* under section 32.3 *Permitted Uses* after subsection 32.3.11, and renumbered accordingly.



Prepared by: Morgan Paiement
Planner I



Reviewed by: Chris Larson, MCIP, RPP
Senior Planner

Appendices:

- Appendix 1 – M5 Auto Wrecking / Salvage Yard Zone
- Appendix 2 – M1 and M5 Zones in the City
- Appendix 3 – M5 Parcels and Surrounding Zoning in SW
- Appendix 4 – M5 Parcels and Surrounding Zoning in SE

Appendix 1: M5 Auto Wrecking / Salvage Yard Zone

SECTION 32 - M-5 - AUTO WRECKING / SALVAGE YARD ZONE

Purpose

- 32.1 The M-5 Zone is intended to accommodate auto wrecking and salvage yards in selected locations where their operation will not have a negative impact on adjacent uses or public highways.

Regulations

- 32.2 On a parcel zoned M-5, no building or structure shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the M-5 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 32.3 The following uses and no others are permitted in the M-5 Zone:

- .1 auto towing;
- .2 auto wrecking;
- .3 automobile parts sales;
- .4 automobile repair;
- .5 home occupation; #2782
- .6 outside storage yard;
- .7 public use;
- .8 public utility;
- .9 scrap metal dealer;
- .10 welding, machine or metal fabrication; #3366
- .11 upper floor dwelling unit;
- .12 accessory use.

Maximum Height of Principal Buildings

- 32.4 The maximum height of principal buildings shall be 10.0 metres (32.8 feet).

Maximum Height of Accessory Buildings

- 32.5 The maximum height of accessory buildings shall be 6.0 metres (19.7 feet).

Maximum Parcel or Site Coverage

- 32.6 The maximum parcel or site coverage for all buildings and structures shall be 40% of the parcel or site area.

Minimum Parcel Size or Site Area

- 32.7 The minimum parcel size or site area shall be 1.0 hectare (2.5 acres).

Minimum Parcel or Site Width

- 32.8 The minimum parcel or site width shall be 60.0 metres (196.8 feet).

Minimum Setback of Principal or Accessory Buildings

- 32.9 The minimum setback of the principal or accessory buildings from the:

- | | | |
|----|------------------------------------|------------------------|
| .1 | Front parcel line shall be | 6.0 metres (19.7 feet) |
| .2 | Rear parcel line shall be | 1.0 metre (3.3 feet) |
| .3 | Interior side parcel line shall be | 1.0 metre (3.3 feet) |
| .4 | Exterior side parcel line shall be | 6.0 metre (19.7 feet) |

Outside Storage

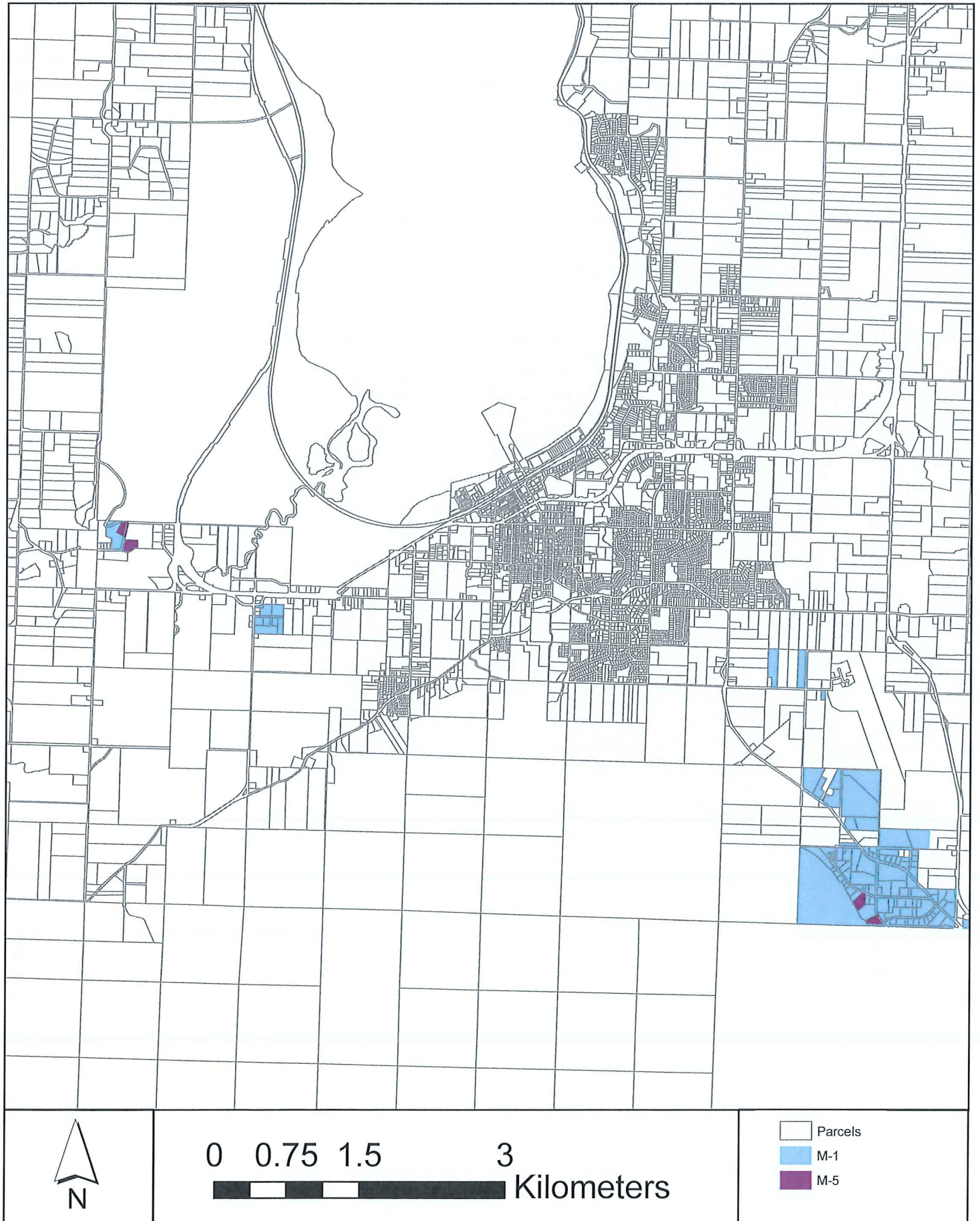
32.10

- .1 All outside storage or supply yards shall be screened as per Appendix III.
- .2 The height of stacked or stored materials, goods, parts, vehicles or shelters shall not exceed the height of screening.

Parking and Loading

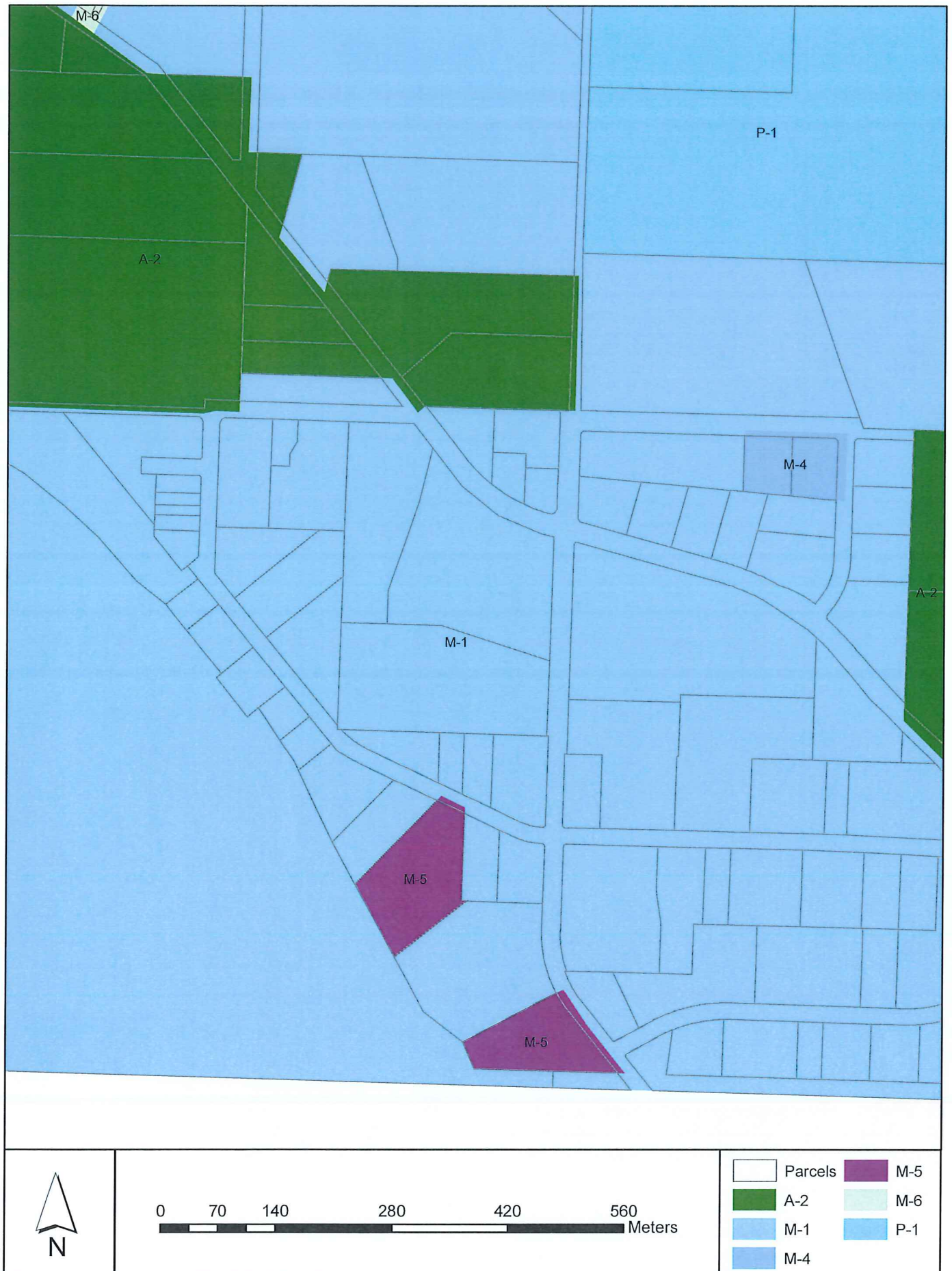
- 32.11 Parking and loading shall be required as per Appendix I.

Appendix 2: M1 and M5 Zones in the City





Appendix 4: M5 Parcels and Surrounding Zoning in SE



CITY OF SALMON ARM

BYLAW NO. 4596

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 and by electronic means, on September 11, 2023 at the hour of 7:00 p.m. was published in the August 30, 2023 and September 6, 2023 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:

- a) Section 32.3 – Permitted Uses to M-5 Zone – add:

32.3.13 Office, storage building, workshop and yard for general contractor and trade contractor

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “**City of Salmon Arm Zoning Amendment Bylaw No. 4596**”

READ A FIRST TIME THIS 28 DAY OF AUGUST 2023

READ A SECOND TIME THIS 28 DAY OF AUGUST 2023

READ A THIRD TIME THIS DAY OF 2023

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF , 2023

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2023

MAYOR

CORPORATE OFFICER