



# AGENDA

## City of Salmon Arm Regular Council Meeting

Tuesday, May 24, 2022  
1:00 p.m.

*[Public Session Begins at 2:30 p.m.]*  
*Council Chambers of City Hall*  
*500 – 2 Avenue NE*  
*Salmon Arm, BC*

Page #	Item #	Description
	1.	CALL TO ORDER
1 - 2	2.	IN-CAMERA SESSION
	3.	ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	4.	ADOPTION OF AGENDA
	5.	DISCLOSURE OF INTEREST
	6.	CONFIRMATION OF MINUTES
3-18	1.	Regular Council Meeting Minutes of May 9, 2022
	7.	COMMITTEE REPORTS
19-24	1.	Development and Planning Services Committee Meeting Minutes of May 16, 2022
	8.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
25-34		Board in Brief – April 2022

- |         |     |  |
|---------|-----|--|
|         | 9.  | <b>STAFF REPORTS</b>   |
| 35-42   | 1.  | Manager of Permits & Licensing - Permanent Patio Application [Northyards Cider Co.; van der Ree, K.; 3181 11 Avenue NE]  |
| 43-46   | 2.  | Director of Engineering and Public Works – Airport Management and Maintenance Services Contract Award for Shuswap Regional Airport   |
| 47-52   | 3.  | Director of Engineering and Public Works – Rural Sewer Connection - 3390 30 Street NE  |
|         | 10. | <b>INTRODUCTION OF BYLAWS</b>  |
| 53-66   | 1.  | City of Salmon Arm Zoning Amendment Bylaw No. 4526 [ZON-1239; Struk, K. & C.; 6841 46 Street NE; R-1 to R-8] – First and Second readings.  |
| 67-90   | 2.  | City of Salmon Arm Official Community Plan Amendment Bylaw No. 4510 [OCP4000-49; Burmeister, I.E./Timberline Solutions; 30 2 Street SE; TC to HR] – First reading                          |
| 91-94   | 3.  | City of Salmon Arm Zoning Amendment Bylaw No. 4511 [ZON-1237; Burmeister, I.E./Timberline Solutions; 30 2 Street SE; C-2 to R-5] – First reading ( <i>See item 10.2 for Staff Report</i> ) |
| 95-114  | 4.  | City of Salmon Arm Zoning Amendment Bylaw No. 4505 [ZON-1234; P. & A. Sandhu and J. Sandhu / Franklin Engineering Ltd; 1281 20 Avenue SW; R-1 to R-4] – First and Second readings          |
| 115-120 | 5.  | City of Salmon Arm Cemetery Management Amendment Bylaw No. 4536 – First, Second and Third Readings   |
|         | 11. | <b>RECONSIDERATION OF BYLAWS</b>   |
|         | 12. | <b>CORRESPONDENCE</b>  |
| 121-122 | 1.  | Informational Correspondence   |
| 123-146 | 2.  | L. Fitt, Salmon Arm Economic Development Society 2021 Municipal Regional District Tax (MRDT) Annual Performance Report   |
|         | 13. | <b>NEW BUSINESS</b>  |
|         | 14. | <b>PRESENTATIONS</b>   |
|         | 15. | <b>COUNCIL STATEMENTS</b>  |
|         | 16. | <b>SALMON ARM SECONDARY YOUTH COUNCIL</b>  |
|         | 17. | <b>NOTICE OF MOTION</b>  |
|         | 18. | <b>UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS</b>   |
|         | 19. | <b>OTHER BUSINESS</b>  |
|         | 20. | <b>QUESTION AND ANSWER PERIOD</b>  |



**7:00 p.m.**

<b>Page #</b>	<b>Item #</b>	<b>Description</b>
147-148	21. 1.	<b>PRESENTATION</b> Natalie Wilkie - Paralympian
	22.	<b>DISCLOSURE OF INTEREST</b>
149-172	23. 1.	<b>HEARINGS</b> Development Permit Application No. DP-440 [Muto Holdings Ltd.; 130 Shuswap Street SE; 8 unit – High Density Residential]
	24.	<b>STATUTORY PUBLIC HEARINGS</b>
	25.	<b>RECONSIDERATION OF BYLAWS</b>
	26.	<b>QUESTION AND ANSWER PERIOD</b>
173-174	27.	<b>ADJOURNMENT</b>

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Item 2.

## CITY OF SALMON ARM

Date: May 24, 2022

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: pursuant to Section 90(1) (g) litigation or potential litigation affecting the municipality of the Community Charter, Council move In-Camera.

### Vote Record

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

Opposed:

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



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Item 6.1

## CITY OF SALMON ARM

Date: May 24, 2022

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting Minutes of May 9, 2022, be adopted as circulated.

### Vote Record

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

Opposed:

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

## REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm 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, May 9, 2022.

### PRESENT:

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

Deputy CAO, Director of Engineering and Public Works R. Niewenhuizen  
 Director of Development Services K. Pearson  
 Director of Corporate Services S. Wood  
 Chief Financial Officer C. Van de Cappelle  
 Deputy Corporate Officer C. Boback (participated remotely)  
 Executive Assistant B. Puddifant (participated remotely)

### ABSENT:

#### 1. CALL TO ORDER

Deputy Mayor Wallace Richmond called the meeting to order at 1:30 p.m.

#### 2. IN-CAMERA SESSION

0198-2022      Moved: Councillor Lindgren  
                     Seconded: Councillor Flynn  
                     THAT: pursuant to Section 90(1) (d) the security of the property of the municipality and (g) litigation or potential litigation affecting the municipality of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.  
 Council returned to Regular Session at 1:53 p.m.  
 Council recessed until 2:30 p.m.

#### 3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

#### 4. REVIEW OF AGENDA



5. DISCLOSURE OF INTEREST

Councillor Flynn declared a conflict of interest with Item 9.2 as the applicant is a client of his firm.

Deputy Mayor Wallace Richmond declared a conflict of interest with Item 14.1 as Salmon Arm Economic Development Society is a client of her firm.

6. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of April 25, 2022

0199-2022      Moved: Councillor Eliason  
                    Seconded: Councillor Lavery  
                    THAT: the Regular Council Meeting Minutes of April 25, 2022, be adopted as circulated.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of May 2, 2022

0200-2022      Moved: Councillor Cannon  
                    Seconded: Councillor Lindgren  
                    THAT: the Development and Planning Services Committee Meeting Minutes of May 2, 2022 be received as information.

CARRIED UNANIMOUSLY

2. Active Transportation Task Force Meeting Minutes of May 2, 2022

0201-2022      Moved: Mayor Harrison  
                    Seconded: Councillor Lavery  
                    THAT: the Active Transportation Task Force Meeting Minutes of May 2, 2022 be received as information.

CARRIED UNANIMOUSLY

3. Agricultural Advisory Committee Meeting Minutes of April 13, 2022

0202-2022      Moved: Councillor Lavery  
                    Seconded: Councillor Cannon  
                    THAT: the Agricultural Advisory Committee Meeting Minutes of April 13, 2022 be received as information.

CARRIED UNANIMOUSLY

7. COMMITTEE REPORTS - continued

4. Community Heritage Commission Meeting Minutes of April 4, 2022

0203-2022

Moved: Mayor Cannon

Seconded: Councillor Flynn

THAT: the Community Heritage Commission Meeting Minutes of April 4, 2022 be received as information.

CARRIED UNANIMOUSLY

5. Downtown Parking Commission Meeting Minutes of April 26, 2022

0204-2022

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the Downtown Parking Commission Meeting Minutes of April 26, 2022 be received as information.

CARRIED UNANIMOUSLY

5. Greenways Liaison Committee Meeting Minutes of April 7, 2022

0205-2022

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: the Greenways Liaison Committee Meeting Minutes of April 7, 2022 be received as information.

CARRIED UNANIMOUSLY

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

9. STAFF REPORTS

1. Director of Engineering & Public Works – Tender Award - 2022 Paving Program

0206-2022

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: Council award the 2022 Paving Program Contract to Okanagan Aggregates Ltd., in accordance with the unit prices specified in their Tender, (incorporating a 12% Variance Threshold Reduction) for a total amount of One Million Five Hundred Ninety Five Thousand Three Hundred and Ninety Six Dollars (\$1,595,396.00) plus taxes as applicable.

CARRIED UNANIMOUSLY

Councillor Flynn declared a conflict and left the meeting at 2:40 p.m.

9. STAFF REPORTS - continued

2. Director of Development Services - Agricultural Land Commission Application No. ALC-413 [Birch Haven Farms Ltd./Browne Johnson Land Surveyors; 3710 and 3280 10 Avenue SW; Subdivision]

0207-2022

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: Agricultural Land Commission Application No. ALC. 413 be authorized for submission to the Agricultural Land Commission.

CARRIED UNANIMOUSLY

Councillor Flynn returned to the meeting at 2:42 p.m.

3. Manager of Permits & Licensing - Permanent Patio Application [Tanto Latte; Crimi, S.; 1481 10 Avenue SW]

0208-2022

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Council of the City of Salmon Arm has no objection to the creation of a permanent licensed patio at 1481 – 10 Ave. SW for Tanto Latte (307864);

AND THAT: Council of the City of Salmon Arm is opting out of the comment and public consultation process.

CARRIED UNANIMOUSLY

4. Director of Engineering & Public Works - Temporary Sidewalk Cafés for Stillfood Bistro and Weekends Restaurant 321 & 371 Alexander St NE

0209-2022

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: Council approve two temporary Street Cafés at the following locations:

- Stillfood Bistro & Cappuccino Bar, 371 Alexander Street; and
- Weekends Restaurant & Lounge, 321 Alexander Street NE;

AND THAT: the installations be allowed to operate from May 1 to October 31, between the hours of 4:30 pm and 10:00 pm;

AND THAT: the approval is subject to completion of an application under the Sidewalk Café Extension program, including fees and proof of insurance;

AND THAT: all safety requirements are met prior to installation;

AND FURTHER THAT: the annual fee per parking stall and cash security deposit are not applicable for this installation.

CARRIED UNANIMOUSLY



9. STAFF REPORTS – continued

5. Director of Engineering & Public Works - Filtration Disk Cloth Media – Replacement Purchase

0210-2022

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: Council approve the purchase of a new 36 Aqua Aerobic Cloth Media from Waste 'N Watertech Ltd., for the quoted amount of \$13,689.47 plus applicable taxes and shipping;

AND THAT: the City's Purchasing Policy No. 7.13 be waived in procurement of these works and services to authorize the sole sourcing to Waste 'N Watertech Ltd.

CARRIED UNANIMOUSLY

6. Director of Engineering & Public Works – Water Treatment Plant Low Lift Pump Repair

0211-2022

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: Council approve the repair of an existing 150 HP Flygt Low Lift Pump for the Water Treatment Plant from Electric Motors & Pump Service Ltd., (EMPS) for the quoted total price of \$25,000.00 plus taxes as applicable;

AND THAT: the 2022 Budget contained in the 2022-2026 Financial Plan be amended to reflect funding for the Low Lift Pump repairs in the amount of \$25,000.00 funded from the Water Future Expenditure Reserves;

AND FURTHER THAT: the City's Purchasing Policy No. 7.13 be waived in the procurement of the repairs to the Low Lift Flygt Pump to authorize sole sourcing of same to EMPS.

CARRIED UNANIMOUSLY

10. INTRODUCTION OF BYLAWS

11. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Zoning Amendment Bylaw No. 4447 [ZON-1201; Shott, B.; 830 30 Street SE; R-1 to R-8] – Final Reading

0212-2022

Moved: Councillor Canon

Seconded: Councillor Lindgren

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4447 be read a final time.

CARRIED UNANIMOUSLY

12. CORRESPONDENCE1. Informational Correspondence

4. T. Vicars, Swim Meet Manager, Salmon Arm Sockeyes – letter dated April 26, 2022 – Approval for onsite RV camping at the Salmon Arm Recreation Centre for the 2022 Sockeye swim meet

0213-2022

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: Council approve camping for a maximum of twenty (20) self contained RV units at the east parking lot adjacent to the SASCU Recreation Centre parking lot for the Salmon Arm Sockeyes Swim Club Annual Swim Meet from June 10 – 12, 2022, subject to the provision of adequate liability insurance, supervision and clean-up following the event.

CARRIED UNANIMOUSLY

8. L. Chisholm, Project Coordinator, Secwépemc Landmarks Project and S. Witzky, Councillor Adams Lake Indian Band – email dated April 12, 2022 – Secwépemc Landmarks Unveiling Celebration June 25, 2022 Marine Peace Park

0214-2022

Moved: Councillor Lindgren

Seconded: Councillor Lavery

THAT: Council authorize the Secwepemc Landmark Project team to host the sculpture unveiling celebration at Marine Peace Park on June 25, 2022 subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY

7. K. Jensen, Chair, Shuswap Community Foundation Organizing Committee – email dated May 3, 2022 – A Gathering of Gratitude event

0215-2022

Moved: Councillor Lindgren

Seconded: Councillor Flynn

THAT: a Council representative will attend the Shuswap Community Foundation Marine Park Event on June 4, 2022 to bring greetings.

CARRIED UNANIMOUSLY

6. C. Langenfeld, Executive Director, Shuswap Hospice Society – letter dated May 4, 2022 – Marine Peace Park Sandcastle

0216-2022

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: Council authorize the Shuswap Hospice Society to use Marine Peace Park in the summer of 2022 to host their sandcastle event subject to determination of the time frame in conjunction with staff and the provision of adequate liability insurance.

CARRIED UNANIMOUSLY13. NEW BUSINESS

14. PRESENTATIONS

Deputy Mayor Wallace Richmond declared a conflict and left the meeting at 3:29 p.m. Councillor Flynn assumed the chair.

1. Lana Fitt, Economic Development Manager – Salmon Arm Economic Development Society Update

L. Fitt, Economic Development Manager, provided Salmon Arm Economic Development update and was available to answer questions from Council.

Deputy Mayor Wallace Richmond returned to the meeting at 3:52 p.m. and assumed the chair.

15. COUNCIL STATEMENTS

6. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

1. Deferred Motion April 25, 2022 Regular Council Meeting - J. Reimer, Salmon Arm Mennonite Church – email dated April 12, 2022 – Rental of Blackburn Park Ball Diamond July 28 - 31, 2022 for a tent meeting

0190-2022

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: Council authorize the Salmon Arm Mennonite Church to hold tent meetings from July 28 to 31, 2022 at Blackburn Park., subject to the provision of adequate liability insurance and confirmation from the Shuswap Recreation Society and user groups that no activities are being held during these dates.

DEFEATED

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



19. OTHER BUSINESS

1. Non-Gendered Washrooms [Councillor Lindgren's Notice of Motion from April 25, 2022 Regular Council Meeting]

0218-2022

Moved: Councillor Lindgren

Seconded: Councillor Lavery

WHEREAS it is recognized that gender is not binary and may occur on a spectrum and may be fluid;

AND WHEREAS discrimination based on gender is harmful to the mental and physical health of non-binary, transgender, two spirit, gay, lesbian, and gender fluid individuals causing an increased risk of self-harm, suicide, depression and body shame than cisgender individuals;

AND WHEREAS access to a safe, gender appropriate washroom is a basic human need inherent to a person's dignity:

THEREFORE be it resolved that the City of Salmon Arm work toward making all single stall washrooms within its jurisdiction non-gendered.

CARRIED UNANIMOUSLY

14. PRESENTATIONS - continued

2. Staff Sergeant West, Salmon Arm RCMP Detachment - Quarterly Policing Report January 2022 to March 31, 2022

S/Sgt West, RCMP Detachment, provided the Quarterly Policing Report January 2022 to March 31, 2022 and was available to answer questions from Council.

20. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 4:31 p.m.

The Meeting reconvened at 7:00 pm.

PRESENT:

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

Director of Engineering and Public Works R. Niewenhuizen  
Director of Development Services K. Pearson  
Director of Corporate Services S. Wood  
Deputy Corporate Officer C. Boback  
Executive Assistant B. Puddifant

ABSENT:

21. DISCLOSURE OF INTEREST

22. HEARINGS

1. Development Variance Permit Application No. VP-553 [Chursky, M. & R.; 580 Old Auto Road SE; Setback requirements]

0219-2022

Moved: Councillor Lavery

Seconded: Mayor Harrison

THAT: Development Variance Permit No. VP-553 be authorized for issuance for Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 14206 to vary Zoning Bylaw No. 2303 as follows:

Section 6.10.4 Exterior Side Parcel Line Setback reduction from 6.0 m to 0.9 m to facilitate construction of a deck addition on this property.

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

M. Chursky, the applicant, spoke to the variance request and was available to answer questions.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:04 p.m.

CARRIED UNANIMOUSLY

2. Temporary Use Permit Application No. TUP-16 [Salmon Arm Folk Music Society/Thompson, J., B. & S./De Dood, J. & J.; 550 10 Avenue SW/1300 10 Street SW/690 10 Avenue SW; Temporary Camping for Roots and Blues Festival]

0220-2022

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: Temporary Use Permit No. TUP 16 be issued for:

- 1) Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 27414 (550 - 10 Avenue SW);
- 2) Parcel B (Plan B5839) of the NW ¼ of Section 11, Township 20, Range 10, W6M, KDYD (690 - 10 Avenue SW); and
- 3) Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 4279 except Parcel A on Plan B7061, Plans 29487 and 42166 (1300 - 10 Street SW);

AND THAT: TUP 16 permits the temporary use of campgrounds as shown in Appendix 4 and in accordance with the following:

- 1) The total number of tent or recreational vehicle sites on the subject properties shall not exceed 750;

22. HEARINGS – continued2. Temporary Use Permit Application No. TUP-16 [Salmon Arm Folk Music Society/Thompson, J., B. & S./De Dood, J. & J.; 550 10 Avenue SW/1300 10 Street SW/690 10 Avenue SW; Temporary Camping for Roots and Blues Festival]

- 2) Check-in stations are to be setback appropriately from each entrance, ideally to provide a minimum queuing distance of 100 metres (15 vehicles);
- 3) Plumbing Permit issuance by the City's Building Department is required prior to the commencement of the Roots and Blues Festival;
- 4) Approval of a Fire Safety Plan by the City's Fire Department;
- 5) Approval of a Security Plan by the RCMP;
- 6) Non-Farm Use approval from the Agricultural Land Commission (ALC); and
- 7) TUP 16 is valid for a two week period during the month of August for the years 2022, 2023 and 2024, with camping limited to a maximum seven day time period during the Roots and Blues Festival.

The Director of Development Services explained the proposed Temporary Use Permit Application.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:09 p.m.

CARRIED UNANIMOUSLY

3. Temporary Use Permit Application No. TUP-17 [Page, L. & D.; 460 10 Avenue SW; Temporary Camping for Roots and Blues Festival]

0221-2022

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: Temporary Use Permit No. TUP 17 be issued for Lot 2, Section 11, Township 20, Range 10, W6M, KDYD, Plan 27414 the temporary use of the subject property for a campground as shown in Appendix 3 and in accordance with the following terms and conditions:

- 1) The total number of tent or recreational vehicle sites on the subject property shall not exceed 100;
- 2) Plumbing Permit issuance by the City's Building Department is required prior to the commencement of the Roots and Blues Festival;
- 3) Approval of a Fire Safety Plan by the City's Fire Department;
- 4) Approval of a Security Plan by the RCMP; and



22. HEARINGS – continued

3. Temporary Use Permit Application No. TUP-17 [Page, L. & D.; 460 10 Avenue SW; Temporary Camping for Roots and Blues Festival]

- 5) TUP 17 is valid for a two week period during the month of August for the years 2022, 2023 and 2024, with camping limited to a maximum seven day time period during the Roots and Blues Festival.

Director of Development Services explained the proposed Temporary Use Permit Application.

L. Page, the applicant, spoke to the temporary use permit request and was available to answer questions.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:20 p.m.

CARRIED UNANIMOUSLY

4. Development Permit Application No. DP-429 [Terra Civis Inc./Heydewerk Homes Ltd.; 1017 10 Avenue SE and 981 12 Street SE; Residential]

0222-2022

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: Development Permit No. DP-429 be authorized for issuance for Lot 2, Sections 13 and 14, Township 20, Range 10, W6M, KDYD, Plan KAP87228 (1017 – 10 Avenue SE) and Lot 2, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP82683 Except Plan EPP94805 (981 – 12 Street SE) in accordance with the drawings dated March 25, 2022 and attached in Appendix 6 of the staff report dated April 19, 2022;

AND THAT: Development Permit No. DP-429 include the following variance to Zoning Bylaw No. 2303:

Section 9.4 – increase the maximum height of a principal building from 10.0 metres (32.8 feet) to 10.6 metres (34.8 feet) in accordance with the attached drawings in the staff report dated April 7, 2022;

AND FURTHER THAT: Issuance of Development Permit No. DP-429 be withheld subject to:

1. Revisions to the landscape plan to the satisfaction of City staff to include an additional 16 fire smart landscape trees; and
2. Receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the landscape plan and installation of fencing.

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

22. HEARINGS – continued

4. Development Permit Application No. DP-429 [Terra Civis Inc./Heydewerk Homes Ltd.; 1017 10 Avenue SE and 981 12 Street SE; Residential]

R. Heyde, Heydewerk Homes Ltd., the agent, spoke to the development permit request and was available to answer questions.

Submissions were called for at this time.

J. Pufferhill, 1021 12 Ave SE raised concerns about the lack of communication with the developer, removal of trees, reduced privacy and damage to property.

Amendment:

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: Development Permit No. DP-429 include the following variance to Zoning Bylaw No. 2303:

1. Revisions to the landscape plan, including fencing, to the satisfaction of City staff, at a height of 2.44 m (8 ft.) along the entire southern parcel boundary adjacent to Lot 2, Plan 14514 (1021 12 Ave. SE); and
2. Revisions to the landscape plan, including fencing, to the satisfaction of City staff, for a maximum fencing height of 2.44 m (8 ft.) along the remaining parcel boundaries.

CARRIED UNANIMOUSLY

Following three calls for submissions and questions from Council, the Hearing was closed at 7:48 p.m.

Motion as amended:

CARRIED UNANIMOUSLY

23. STATUTORY PUBLIC HEARINGS

1. Official Community Plan Amendment Application No. OCP4000-48 [Canzea Developments Ltd.; 1141 18 Street NE; MR to HR]

The Director of Development Services explained the proposed Official Community Plan Amendment Application.

Submissions were called for at this time.

K. Atkins – email dated May 7, 2022 – OCP4000-48/ZON-1233

G. & N. Canzea – letter dated April 25, 2022– OCP4000-48/ZON-1233

M. Smith – letter dated May 5, 2022 - OCP4000-48/ZON-1233



23. STATUTORY PUBLIC HEARINGS - continued

1. Official Community Plan Amendment Application No. OCP4000-48 [Canzea Developments Ltd.; 1141 18 Street NE; MR to HR]

G. Richardson, Canzea Developments Ltd., the applicant, was available to answer questions from Council.

C. Guiver, 1491 18 St NE raised concerns about the height of structure, geotechnical issues, water pressure, parking and landscaping.

R. Hirtle, 1410 18 St NE raised concerns about site lines and commented that a full OCP review should be conducted.

J. Ragsdae, 1140 18 St NE raised concerns about parking, safety, traffic flow and OCP neighborhood consistency.

D. Arychuk, 1140 16 St NE raised concerns about traffic, lack of greenspace, parking, safety, water pressure and loss of wildlife in the area.

R. Keetch, 1760 11 Ave NE is not opposed to the development but has concerns with the lack of greenspace and additional upgrades to surrounding roads that need to be addressed.

M. Smith, 1190 18 St NE referred to his submitted letter and was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 8:43 p.m. followed by comments from Council.

2. Zoning Amendment Application No. ZON-1233 [Canzea Developments Ltd.; 1141 18 Street NE; R-4 to R-5] (See Item 23.1 for Staff Report)

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

Submissions were called for at this time.

G. Richardson, Canzea Developments Ltd., the applicant, was available to answer questions from Council.

Following three calls for submissions and questions from Council, the Public Hearing was closed at 8:47 p.m. followed by comments from Council.

24. RECONSIDERATION OF BYLAWS

1. City of Salmon Arm Official Community Plan Amendment Bylaw No. 4499 [OCP4000-48; Canzea Developments Ltd.; 1141 18 Street NE; MR to HR] – Third Reading

0223-2022 Moved: Councillor Eliason  
Seconded: Councillor Cannon  
THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4499 be read a third time.

DEFEATED

Councillors Lindgren, Lavery, Deputy Mayor Wallace – Richmond and Mayor Harrion Opposed

2. City of Salmon Arm Zoning Amendment Bylaw No. 4501 [ZON-1233; Canzea Developments Ltd.; 1141 18 Street NE; R-4 to R-5] (See Item 23 for Staff Report) – Third Reading

0224-2022 Moved: Councillor Flynn  
Seconded: Councillor Cannon  
THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4501 be read a third time.

DEFEATED

Councillors Lindgren, Lavery, Deputy Mayor Wallace – Richmond and Mayor Harrion Opposed

25. QUESTION AND ANSWER PERIOD

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

26. ADJOURNMENT

0225-2022 Moved: Councillor Flynn  
Seconded: Councillor Lindgren  
THAT: the Regular Council Meeting of May 9, 2022, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:16 p.m.

CERTIFIED CORRECT:

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

Adopted by Council the      day of      , 2022.

\_\_\_\_\_  
MAYOR

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Item 7.1

## CITY OF SALMON ARM

Date: May 24, 2022

Moved: Councillor Cannon

Seconded: Councillor Richmond Wallace

THAT: the Development and Planning Services Committee Meeting Minutes of May 16, 2022 be received as information.

### Vote Record

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

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

## DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers, City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, and by electronic means on Monday, May 16, 2022.

### PRESENT:

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

Chief Administrative Officer E. Jackson  
City Engineer J. Wilson  
Director of Development Services K. Pearson  
Director of Corporate Services S. Wood  
Manager of Permits & Licensing M. Roy  
Executive Assistant B. Puddifant

### ABSENT:

Councillor C. Eliason

#### 1. CALL TO ORDER

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

#### 2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

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

#### 3. REVIEW OF THE AGENDA

#### 4. DISCLOSURE OF INTEREST

#### 5. REPORTS

1. Development Permit Application No. DP-440 [Muto Holdings Ltd.; 130 Shuswap Street SE; 8 Unit – High Density Residential]

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Development Permit No. DP-440 be authorized for issuance for Lot 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 28506 in accordance with the drawings attached as Appendix 3 of the Staff Report dated May 4, 2022;



5. REPORTS - continued

1. Development Permit Application No. DP-440 [Muto Holdings Ltd.; 130 Shuswap Street SE; 8 Unit – High Density Residential] - continued

AND THAT: Issuance of Development Permit No. DP-440 be withheld subject to receipt of an Irrevocable Letter of Credit in the amount of 125% of the landscape estimate for completion of the landscaping plan.

R. Muto, Muto Holdings Ltd., the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

2. Zoning Amendment Application No. ZON-1234 [Sandhu, A., J. & P./Franklin Engineering Ltd.; 1281 20 Avenue SW; R-1 to R-4]

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that a Bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan 1719 from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone).

S. Mitchell, Franklin Engineering Ltd., agent for the applicant was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

3. Development Variance Permit Application No. VP-549 [Sandhu, A., J. & P./Franklin Engineering Ltd.; 1281 20 Avenue SW; Setback requirements] (see Item 5.2 for Staff Report)

Moved: Councillor Flynn

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-549 be authorized for issuance for Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan 1719 which will vary the provisions of the R-4 – Medium Density Residential Zoning regulations as follows:

1. Section 9.9.2 – Reduce the proposed future Rear Parcel Line Setback along the west parcel line from 5m to 4.5m.

S. Mitchell, Franklin Engineering Ltd., agent for the applicant was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

5. REPORTS - continued

4. Zoning Amendment Application No. ZON-1239 [Struk, K. & C.; 6841 46 Street NE; R-1 to R-8]

Moved: Councillor Lavery

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 31, Township 20, Range 9, W6M, KDYD, Plan EPP106597 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

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

K. Struk, the applicant, outlined the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

5. Official Community Plan Amendment Application No. OCP4000-49 [Burmeister, I.E./Timberline Solutions; 30 2 Street SE; TC to HR]

Moved: Councillor Cannon

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000, Land Use Designation of Lot 3, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392 from TC (City Centre Commercial) to HR (High Density Residential).

CARRIED UNANIMOUSLY

6. Zoning Amendment Application No. ZON-1237 [Burmeister, I.E./Timberline Solutions; 30 2 Street SE; C-2 to R-5] (See Item 5.5 for Staff Report)

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 3, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392 from C-2 (Town Centre Commercial) to R-5 (High Density Residential Zone);

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

1. Ministry of Transportation and Infrastructure approval; and

5. REPORTS - continued6. Zoning Amendment Application No. ZON-1237 [Burmeister, I.E./Timberline Solutions; 30 2 Street SE; C-2 to R-5] (See Item 5.5 for Staff Report) - continued

2. Adoption of the associated Official Community Plan Amendment Bylaw.

CARRIED UNANIMOUSLY

Mayor Harrison left the meeting at 8:30 a.m. and Deputy Mayor Wallace Richmond assumed the Chair.  
Councillor Flynn left the meeting at 8:30 a.m.

7. Licence Extension to include lounge and patio [Northyards Cider Co./Van der Ree, K.; 3181 11 Avenue NE]

Moved: Councillor Cannon

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that they have no objection to the increase of the liquor license area to include a lounge and patio at 3181 11 Avenue NE for Northyards Cider Co.;

AND THAT: Council opt out of the comment and public consultation process.

CARRIED UNANIMOUSLY

6. FOR INFORMATION7. CORRESPONDENCE8. IN-CAMERA9. ADJOURNMENT

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee meeting of May 16, 2022 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:34 a.m.

---

Mayor Alan Harrison  
Chair

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Item 8.1

## CITY OF SALMON ARM

Date: May 24, 2022

### Board in Brief – April 2022

#### Vote Record

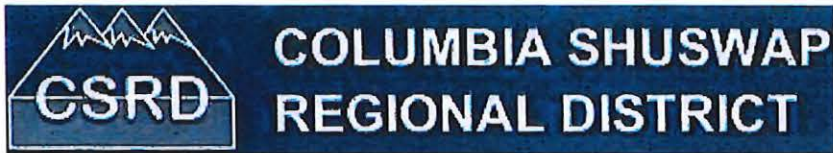
- ☐ Carried Unanimously
- ☐ Carried
- ☐ Defeated
- ☐ Defeated Unanimously

Opposed:

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



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## #YourCSRD - April 2022

April 2022

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## Highlights from the Regular Board Meeting

### Announcements

#### Fire Department of the Year

The efforts of the Falkland Fire Department were acknowledged with the presentation of the Fire Department of the Year honours. [View press release.](#)

#### Chief Administrative Officer's Farewell

The CSRD Board praised outgoing CAO Charles Hamilton for his leadership at his final Board meeting before his retirement begins April 30. The Board also appointed Jodi Pierce, the CSRD's Manager, Financial Services and Deputy Manager, Human Resources, as Interim Chief Administrative Officer effective May 1. [View press release.](#)



## Correspondence

### Columbia Basin Trust Funding Report - Community Initiatives and Affected Areas Program

The Board approved funding of \$393,056 from the Columbia Basin Trust Community Initiatives and Affected Areas Program to be allocated based on the recommendations of the Program Evaluation Committee for 2022. [View report.](#)

### Letter of Support UBCM Poverty Reduction Planning and Action Funding for City of Revelstoke

The Board supported the City of Revelstoke, Community Economic Development application to the UBCM's 2022 Poverty Reduction Planning and Action Program on behalf of Electoral Area B to support food bank procurement and food security programming. [View letter.](#)

## Business General & Business by Area

### Annual Report 2021

The Board received the Columbia Shuswap Regional District's Annual Report 2021 for information. [View report.](#)

### 2021 CSRD Financial Statements

The Board approved the 2021 CSRD Year End Financial Statements. [View report.](#) [View statements.](#)

### 2021 Statement of Financial Information (SOFI) Report

The Board approved the 2021 Statement of Financial Information Report as required by the Local Government Act. [View report.](#) [View statement.](#)

### Shuswap North Okanagan Rail Trail Governance Committee

This item was postponed until the May Regular Board meeting.

### Grant-in-Aid Requests

The Board approved allocations from the 2022 electoral grant-in-aid budget for projects in Electoral Areas C, D, E and F. [View report.](#)



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**Electoral Area A: Golden/Area A EOF Application – Imagine Kootenay Program**

The Board approved funding from the Golden and Area A Economic Opportunity Fund to the Kicking Horse Country Chamber of Commerce in the amount of \$13,333 annually for three years, beginning in 2022, for the Imagine Kootenay program. [View report.](#)

**Electoral Area B: EOF Application – Revelstoke/Area B – Community Economic Development Initiatives**

The Board approved an annual allocation representing 50% of the annual Revelstoke and Area B Economic Opportunity Fund distribution from the BC Hydro Payment in Lieu of Taxes to the City of Revelstoke for the core Community Economic Development program. They also approved:

- \$75,000 for the Revelstoke Accommodation Association (Tourism Revelstoke) to support the Destination Management Plan;
- \$115,000 for the Ski Shuttle Service, including expansion planning; and,
- \$125,000 for Industry Sector Development planning.

In addition, the Board approve the reallocation of \$85,741 or remaining, previously approved funding for Air Service from the Revelstoke and Area B Economic Opportunity Fund towards the Ski Shuttle Service for 2022. [View report.](#)

**Electoral Area C: South Shuswap Transportation Society 2022-2026 Contribution Agreement**

The Board agreed to enter into a Contribution Agreement with the South Shuswap Transportation Society for a five-year agreement commencing May 1, 2022. Electoral Area C Director Paul Demenok declared a conflict of interest on this item and did not vote. [View report.](#)

**Electoral Area A: Golden and Area A Aquatic Centre – Proceeds from Sale of Golden Visitor Centre**

The Board approved the allocation of the CSRD's portion of proceeds from the sale of the Golden Visitor Centre property, totalling \$496,417, towards the construction of a new Golden and Area Indoor Aquatic Centre, subject to approval of the project by the electors through a public assent process to be held on October 15, 2022. [View report.](#) [View press release.](#)

**Electoral Area A: Golden/Area A – Aquatic Centre Feasibility Study**

The Board approved \$40,000 for a total approved allocation of \$340,210 for the continued provision of consulting services and all related expenses in the continuation of the feasibility study for a new aquatic centre to serve Golden and Electoral Area A. [View report.](#)

### **Electoral Area B: Revelstoke Landfill Phase 1 Closure - Contract Award**

The Board agreed to enter into an agreement with Green Leaf Enterprises Ltd. to construct and commission the Revelstoke Landfill Phase 1 Closure works for a total cost of \$1,157,823 plus applicable taxes. [View report.](#)

### **Electoral Area C: Electoral Area C Community Works Fund – Energy Efficient Upgrades for Shuswap Fire Halls #1 and #2**

The Board approved spending up to \$22,000 from the Electoral Area C Community Works Fund allocation for energy efficient upgrades at Shuswap Fire Halls #1 and #2 in Sorrento and Blind Bay. [View report.](#)

### **Shuswap North Okanagan Rail Trail: Sicamous to Mara - Safety and Asset Protection Project – Engineering Services**

The Board agreed to enter into an agreement with Urban Systems Ltd. to provide engineering, design and construction oversight for the Shuswap North Okanagan Rail Trail: Sicamous to Mara – Safety and Asset Protection Project, for a total cost not to exceed \$100,150. [View report.](#)

### **Electoral Area C: Community Works Funds - Sunnybrae Community Park**

The Board agreed to increase the existing agreement with Dawson Construction Ltd. by an additional \$30,000 to supply and install asphalt surfacing at Sunnybrae Community Park, for a total cost not exceeding \$100,000. [View report.](#)

### **Electoral Area C: Community Works Funds - White Lake Community Park - Dock Replacement**

The Board approved spending \$25,000 from the Electoral Area C Community Works Fund allocation for the supply and installation of a floating dock at White Lake Community Park. [View report.](#)

## **Delegations**

### **BC Timber Sales (BCTS)**

Grace Chomitz, Planning Forester, BCTS led a team of BCTS staff and consultants in presenting plans for the Two-Mile fire salvage logging development.

### **Trans-Canada Highway Project Update**

Erik Lachmuth, District Manager, Okanagan Shuswap District, Ministry of Transportation



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and Infrastructure presented information to the Board about upcoming construction projects along the Trans-Canada Highway Corridor from Kamloops to the Alberta border.



## LAND USE MATTERS

### Business General & Business By Area

#### Consideration of Public Hearing Policy P-25

The Board endorsed Public Hearing Policy P-25 and approve its inclusion into the CSRD Policy Manual. [View report.](#) [View policy.](#)

#### Electoral Areas B, D, E, F: Vacation Rental TUP Insurance

The Board supported changing the liability insurance requirements for all Vacation Rental Temporary Use Permits as follows:

- Lower the minimum liability insurance coverage amount from \$5 million to \$3 million;
- No longer require that the CSRD be named as additional insured on the owner's insurance policy;
- Require the registration of a covenant on title to the subject property pursuant to s. 219 of the Land Title Act releasing and indemnifying the CSRD for any damages arising from or relating to the issuance of the Temporary Use Permit.

[View report.](#)

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

**Electoral Area F: Development Permit No. 830-372**

The subject property is located at 1337 Cardy Drive in Scotch Creek. The property is used for commercial storage and the owners are proposing to construct a new 724.6 m<sup>2</sup> accessory building. New development in the Industrial designation requires an Industrial Development Permit to be issued. The Board approved issuance of the DP. [View report.](#)

**Electoral Area F: Development Variance Permit No. 650-46**

The subject property is located at 7618 Copper Island Drive in Anglemont. The property owners have constructed a new accessory building on the property within the rear parcel boundary setback. This application proposes to reduce the rear parcel boundary setback from 1 m to 0.4 m, only for the eaves of the new accessory building, and from 3 m to 1.02 m, only for the walls of the accessory building. The Board approved issuance of the DVP. [View report.](#)

**Electoral Area F: Development Variance Permit No. 650-47**

The subject property is located at 7667 Squilax-Anglemont Road in Anglemont. The property owner is proposing to build a gazebo and has two existing accessory buildings, a quonset structure and a detached garage on the subject property. All three accessory buildings exceed the maximum permitted floor area of 55 m<sup>2</sup>. As such, the property owner has applied for Development Variance Permit. The Board approved issuance of the DVP. [View report.](#)

**Electoral Area C: Development Variance Permit No. 701-115**

The subject property is located at 3991 Eagle Bay Road in Eagle Bay. The property owners are proposing to rebuild a retaining structure along the foreshore of Shuswap Lake. The engineered block retaining structure will be 1.53 m in height and located 0 m from the rear and side parcel line setbacks, which requires a variance. The Board approved issuance of the DVP. [View report.](#)

**Electoral Area E: Development Variance Permit No. 841-01**

The subject property is located at 15 – 9032 Swanson Road in Swansea Point. The deck on the subject property was reconstructed in 2018 by the former property owner without prior approval from the CSRD. The footprint of the deck is still located within the interior side and rear parcel boundary setbacks. This DVP would reduce the setbacks from the interior side parcel boundary from 0.5 m to 0.08 m and from the rear parcel boundary from 0.5 m to 0.14 m, only for the existing deck. The Board approved issuance of the DVP. [View report.](#)

**Zoning, OCP and Land Use Amendments**



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**Electoral Area E: Area E Zoning Amendment Bylaw No. 841-01**

The owners of Hyde Mountain Golf Course, located at 9862 Old Spallumcheen Road, are applying for a bylaw amendment to create a subdivision for the seasonal use of recreational vehicles (RVs) and confirm that a helicopter tour business can operate on the golf course properties. The Board gave the bylaw amendment second and third reading and adopted the bylaw. [View report.](#)

**Electoral Area C: Electoral Area C Official Community Plan Bylaw Amendment Bylaw No. 725-18 and South Shuswap Zoning Amendment Bylaw No. 701-96**

The subject properties are located at 2288 and 2304 Blind Bay Road, Blind Bay. The owners of the subject properties have applied for amendments to create a five-lot bare land strata subdivision. After rescinding third reading of a previous bylaw, the Board gave the bylaw amendment third reading and adopted the bylaw. [View report.](#)

**Electoral Area C: South Shuswap Zoning Amendment Bylaw No. 701-101 and Lakes Zoning Amendment Bylaw No. 900-37C**

The subject property is located at 2022 Eagle Bay Road, Blind Bay. The owner of the subject property would like to rezone the portion of the property currently zoned RR1 - Rural Residential 1 to C6 - Waterfront Commercial. The owner would like to use the two existing single-family dwellings as commercial lodging (vacation rentals) and would also like to construct a third single-family dwelling on the property to be used for a caretaker. The application proposes that a special regulation be added to the C6 zone to limit the uses on the property to commercial lodging including two single-family dwellings (vacation rentals), single-family dwelling for a caretaker of the property, and accessory use. The existing special regulation for the C6 zoned portion of the property which allows only a dive shop, and craft/gift shop would be removed. The Board gave first reading to the application and directed staff to refer the bylaw to applicable agencies and First Nations. [View report.](#)

**Electoral Area B: Electoral Area B Zoning Amendment Bylaw No. 851-27**

The subject property is located at 1408 and 1416 Mt. Begbie Road, Begbie Bench. The applicant originally proposed to develop the subject property as a resort which would ultimately provide 15 tourist cabins, an eight-unit lodge, 10 glamping shelters along with spa facilities and a restaurant for resort guests only, staff accommodation and a helipad. Due to a lack of neighbourhood support, the applicant has since amended the application and is now proposing to construct a second single-family dwelling (five-bedrooms) on the property which would be used as a vacation rental. The Board gave first reading to the application and directed staff to refer the bylaw to applicable agencies and First Nations. [View report.](#)

**Release of In-Camera Resolutions**

The following resolutions were released from the In-Camera session of the April 21, 2022

meeting:

THAT: the Board empower the authorized signatories to invoke Section 36 of the Sicamous and District Recreation Centre Facility Management Agreement and provide 12 month's written notice to Nustadia Recreation Inc. that the existing agreement will be terminated on April 20, 2023;

AND THAT: the Board authorize staff to work with Nustadia Recreation Inc. in accordance with the 2022 Five Year Financial Plan, to explore opportunities for an earlier termination date if appropriate, and transition into a CSRD-led management model;

THAT: in accordance with section 233, 234, and 236 of the Local Government Act and Officers Bylaw No. 5301, the Board appoint Jennifer Sham as the Corporate Officer for the Columbia Shuswap Regional District, effective May 1, 2022;

THAT: the Interim CAO be authorized to proceed with implementing the new corporate structure effective May 1, 2022;

THAT: the Corporate Officer be instructed to bring back any necessary bylaw amendments resulting from the approval of the new corporate structure;

THAT: the Board empower the authorized signatories to enter into an agreement with Leaders International Executive Search to facilitate the Chief Administrative Officer search process, for a total cost not to exceed \$43,000 plus applicable taxes.

## NEXT BOARD MEETING

The Regular CSRD Board Meeting will be held Thursday, May 19, 2022 in the CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm. The Regular Board meeting public session generally starts at 9:30 AM.

Any scheduling changes to the meeting start time will be noted on the Events tab of the CSRD's website.

In-person attendance is available to the public in accordance with current provincial health orders. Seating is limited and will be first-come, first-served.

The public is strongly encouraged to join the meeting via Zoom. Information on how to register for the Zoom meeting access is on the Events tab of the CSRD website under the Board meeting date.





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

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Item 9.1

## CITY OF SALMON ARM

Date: May 24, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council of the City of Salmon Arm has no objection to the increase of the liquor license area to include a lounge and patio at 3181 11 Avenue NE for Northyards Cider Co.;

AND THAT: Council of the City of Salmon Arm is opting out of the comment and public consultation process.

### Vote Record

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

Opposed:

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

## **CITY OF SALMON ARM**

---

TO: His Worship Mayor Harrison and Council

DATE: May 09, 2022

SUBJECT: Northyards Cider Co. (LCRB - License extension to include lounge and patio)  
3181 – 11 Av. NE

OWNER: Kathleen van der Ree

---

### **MOTION FOR CONSIDERATION:**

**BE IT RESOLVED THAT: Council of the City of Salmon Arm has no objection to the increase of the liquor license area to include a lounge and patio at 3181 – 11 Ave. NE for Northyards Cider Co.;**

**AND THAT: Council of the City of Salmon Arm is opting out of the comment and public consultation process.**

---

**BACKGROUND:** In addition to their manufacturing facility, tasting room and picnic area liquor license, the owner of Northyards Cider Co. has applied for a liquor license to create a lounge and patio which will be located within and adjacent to the referenced building. The total occupant load of the lounge and patio areas will not exceed 55 persons. The existing public washroom building satisfies the BC Building Code for number of required water closets. A floor plan and site plan are attached for reference.

The applicant has canvassed the neighbourhood to gather views and has provided the following information to support their endorsement request.

"Northyards has made application to the Liquor Cannabis Regulations Branch for a lounge and patio area Endorsement to be located at 3181 - 11<sup>th</sup> Ave NE, in Salmon Arm. In addition to the manufacturing application, Northyards Cidery is submitting a proposal to the City of Salmon Arm for a lounge and patio area to accompany their pending manufacturing facility. The proposed licensee, Northyards Cider Co. has been producing a premium craft cider since 2018. Starting as a commercial craft cidery in Squamish, they have recently acquired an interest in a historical orchard in Salmon Arm, BC where they relocated to in July 2021. The applicant wishes to add in a lounge area to their facility that would include a proposed liquor service area situated on one level of interior space with an adjoining patio. The proposed patio is to be located on the west side of the building."

Respectfully submitted,



Maurice Roy, RBO/CRBO  
Manager of Permits & Licensing

MR:mr

attach. Site Plan  
Floor Plan  
Canvassed Information



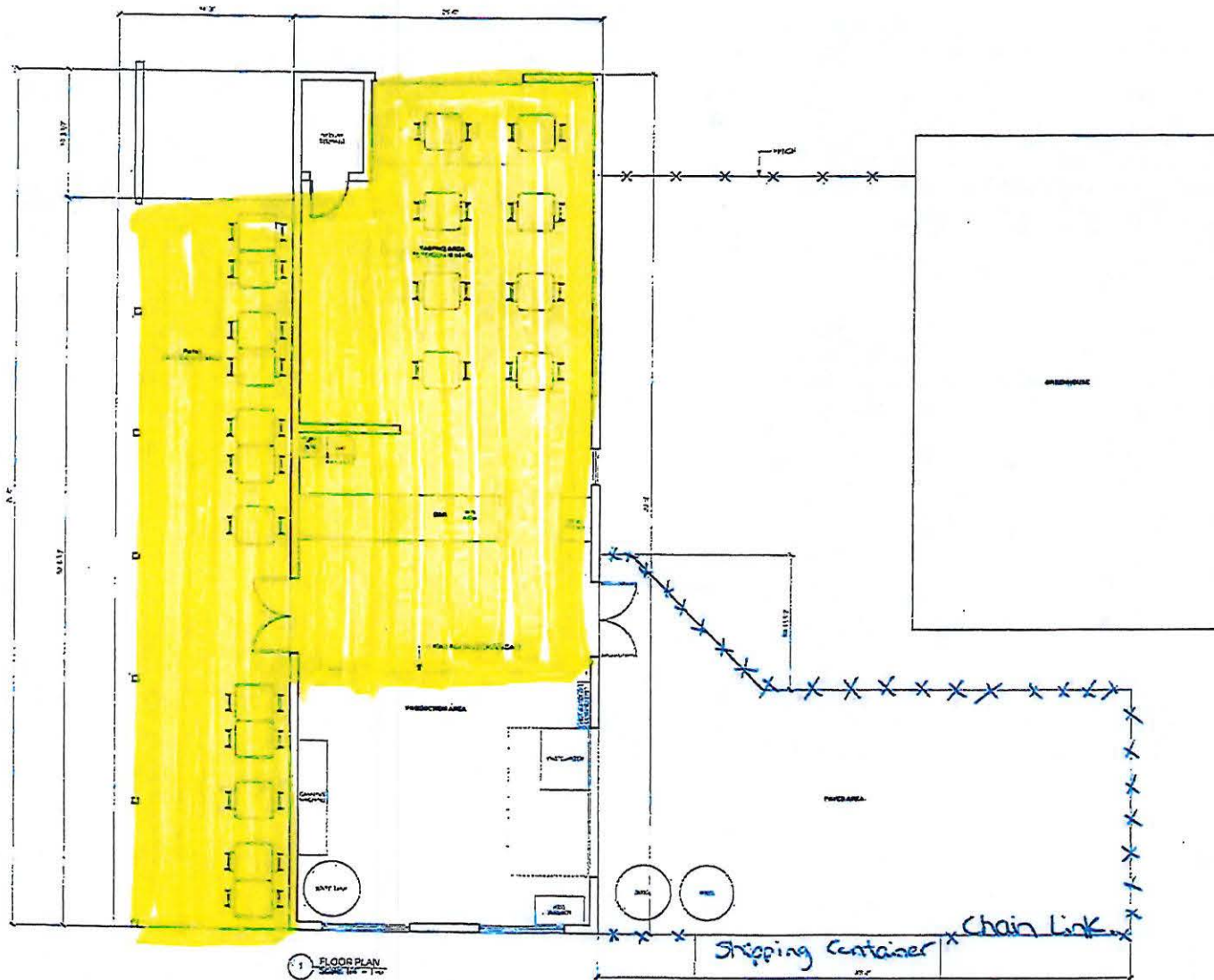


PROPOSED  
LOUNGE &  
PATIO

11 AVE NE

3010





1. 2024/07/07 CORRECTED FORM  
INNOVU

**RON HART  
ARCHITECT L**  
100-1730 WEST 2ND AVENUE  
VANCOUVER, B.C. V6P 1R6  
604-273-2071  
RONHARTARCHITECT.COM

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**PROJECT NAME:**  
NORTHARDS S.A.

**PROJECT ADDRESS:**  
318X-11TH AVENUE NE  
SALMON ARM, BC  
V1E 2S8

**PROJECT TYPE:**  
FLOOR PLAN



**DESIGNED BY:** INITIALS  
**SCALE:** AS NOTED  
**DATE:** 2024  
**DATE:** FEB 2024

A

May 1, 2022

City of Salmon Arm

Attention: Maurice Roy

Box 40, 500 - 2 Avenue NE, Salmon Arm BC V1E 4N2

Via email to: mroy@salmonarm.ca

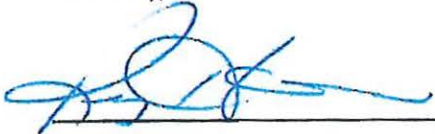
Dear Mr. Roy;

Re: Northyards Cider Co. Ltd. Lounge Endorsement

We live at 1500 - 30<sup>th</sup> ST NE. We understand that Northyards Cider Co. has applied for a lounge endorsement at their current location which will mean the addition of local wine and beer to their offerings as well as table service in designated areas of the property. There has always been commercial activity on that property, its current use is not bothersome, it is adjacent to a McDonalds and there is a pub across the street. Northyards fits well into the neighbourhood. We are in support of this addition to their offerings and service options and don't feel there will be any negative effect on us as neighbours.

Our contact information is below. Please do not hesitate to contact us for further comment.

Sincerely,



---

Name: RENY HANNA

Address:

May 1, 2022

City of Salmon Arm

Attention: Maurice Roy

Box 40, 500 - 2 Avenue NE, Salmon Arm BC V1E 4N2

Via email to: mroy@salmonarm.ca

Dear Mr. Roy;

Re: Northyards Cider Co. Ltd. Lounge Endorsement

We live at 3321 11 AVE NE. We understand that Northyards Cider Co. has applied for a lounge endorsement at their current location which will mean the addition of local wine and beer to their offerings as well as table service in designated areas of the property. There has always been commercial activity on that property, its current use is not bothersome, it is adjacent to a McDonalds and there is a pub across the street. Northyards fits well into the neighbourhood. We are in support of this addition to their offerings and service options and don't feel there will be any negative effect on us as neighbours.

Our contact information is below. Please do not hesitate to contact us for further comment.

Sincerely,



Name: CARMEN GAUDOS

Address: 3321 11 AVE NE

May 1, 2022

City of Salmon Arm

Attention: Maurice Roy

Box 40, 500 - 2 Avenue NE, Salmon Arm BC V1E 4N2

Via email to: mroy@salmonarm.ca

Dear Mr. Roy;

Re: Northyards Cider Co. Ltd. Lounge Endorsement

We live at 3390 16<sup>th</sup> AVE NE. We understand that Northyards Cider Co. has applied for a lounge endorsement at their current location which will mean the addition of local wine and beer to their offerings as well as table service in designated areas of the property. There has always been commercial activity on that property, its current use is not bothersome, it is adjacent to a McDonalds and there is a pub across the street. Northyards fits well into the neighbourhood. We are in support of this addition to their offerings and service options and don't feel there will be any negative effect on us as neighbours.

Our contact information is below. Please do not hesitate to contact us for further comment.

Sincerely,



---

Name: BRIAN YOUNG

Address:



May 1, 2022

City of Salmon Arm

Attention: Maurice Roy

Box 40, 500 - 2 Avenue NE, Salmon Arm BC V1E 4N2

Via email to: mroy@salmonarm.ca

Dear Mr. Roy;

Re: Northyards Cider Co. Ltd. Lounge Endorsement

We live at 3391 16<sup>th</sup> AVE NE. We understand that Northyards Cider Co. has applied for a lounge endorsement at their current location which will mean the addition of local wine and beer to their offerings as well as table service in designated areas of the property. There has always been commercial activity on that property, its current use is not bothersome, it is adjacent to a McDonalds and there is a pub across the street. Northyards fits well into the neighbourhood. We are in support of this addition to their offerings and service options and don't feel there will be any negative effect on us as neighbours.

Our contact information is below. Please do not hesitate to contact us for further comment.

Sincerely,

  
\_\_\_\_\_Name: Doug ASAYAddress: 3391 16<sup>th</sup> AVE NE

Item 9.2

**CITY OF SALMON ARM**Date: May 24, 2022

Moved: Councillor

Seconded: Councillor

THAT: the Mayor and Corporate Officer be authorized to execute a contract with KS2 Management Ltd for Airport Management and Maintenance Services for a three (3) year term commencing July 1, 2022 for an annual amount of \$128,000.00 (2022), \$130,000.00 (2023), \$130,000.00 (2024) plus applicable taxes, plus \$0.05/Litre for hot fuel dispensing;

AND THAT: an option for a two year extension in years 2025 and 2026 at the quote annual amount \$132,000.00 plus applicable taxes per year, provided that both parties are in agreement.

**Vote Record**

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

Opposed:

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

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

DATE: May 10, 2022

**SUBJECT: AIRPORT MANAGEMENT AND MAINTENANCE SERVICES CONTRACT AWARD FOR SHUSWAP REGIONAL AIRPORT**

**RECOMMENDATION:**

**THAT** The Mayor and Corporate Officer be authorized to execute a contract with KS2 Management Ltd. for Airport Management and Maintenance Services for a three (3) year term commencing July 1, 2022 for an annual amount of \$128,000.00 (2022), \$130,000.00 (2023), \$130,000.00 (2024) plus applicable taxes, plus \$0.05 /Litre for hot fuel dispensing.

**AND THAT** An option for a two year extension in years 2025 and 2026 at the quoted annual amount \$132,000.00 plus applicable taxes per year, provided that both parties are in agreement.

**BACKGROUND:**

The Request for Proposal (RFP) seeking the services of a qualified contractor to provide the City with Airport Management and Maintenance Services for the Shuswap Regional Airport (Salmon Arm) was issued on BC Bid on March 28, 2022 as well as advertised on the City's website and local new paper. The RFP closed on April 28, 2022.

Four (4) RFP packages were sent out and two (2) submissions were received by the City. All submissions were reviewed and graded according to the evaluation criteria, which was based on the thoroughness of the proposal, the proponent's qualifications, experience, knowledge, pricing and references. All contractors submitted their pricing in accordance with the quotation documents. The cost summary is as follows:

**Table: Cost Summary**

Contractor	2022	2023	2024	Total
KS2 Management Ltd	\$ 128,000.00	\$ 130,000.00	\$ 130,000.00	\$ 388,000.00
East West Transportation (2000) Corp.	\$ 144,720.00	\$ 144,720.00*	\$ 144,720.00*	\$ 434,160.00*

\*Plus BC CPI increase

(These amounts do not include the additional hot fuel dispensing commission of \$0.05 / Litre, which is approx. \$5000.00 per year)



The quotation received from East West Transportation (2000) Corp. is the higher of the two quotes and it exceeds the 2022 approved budget for services of \$128,500.00.

KS2 provides comprehensive airport management services to small, remote and regional airports/municipal airports with offices in BC and Alberta. KS2 has previous experience and proficiency in managing airport facilities, public relations and financial controls. The quotation from KS2 is also below the 2022 approved budget.

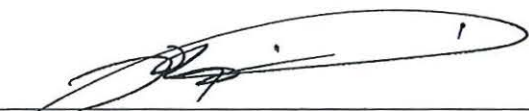
KS2 provided some of the airport specific experiences they have had to date:

- **Olds / Didsbury Regional Airport (AB):** Complete Airport Management, operations, maintenance, facilities management, and economic development. Member of the Airport Advisory Board.
- **Sundre Airport (AB):** Complete Airport Management, operations, maintenance, facilities management, and economic development. Member of the Airport Advisory Board.
- **Mackenzie Regional Airport (BC):** Fuel distribution/management, terminal operations, security, business development, and facilities management.
- **Elk Valley / Sparwood Regional Airport (BC):** Winter Operations and Airport Master Planning.
- **Pincher Creek Regional Airport (AB):** Development of a comprehensive Airport Master Plan, Economic Feasibility Study and Business Development Plan, ongoing Operational advisory

KS2 will provide a full time Airport Manager for day-to-day operations, a part-time Director to monitor performance and engagement with the City. They will also employ a co-op student in partnership with Georgian College and BCIT's Aviation Management programs.

Based on the staff review and reference checks it is recommended that Council accept the proposal from KS2 Management Ltd. for a three (3) year term commencing July 1, 2022 to May 31, 2024. There is also an option for a two-year extension in years 2025 and 2026, provided that both parties are in agreement.

Respectfully submitted,



Robert Niewenhuizen  
Director of Engineering and Public Works

cc Chelsea Van de Cappelle, CFO  
Sue Wood, Director of Corporate Services



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Item 9.3

## CITY OF SALMON ARM

Date: May 24, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council approve the extension of sanitary main and service connection in the Rural area for the property located at 3390 30 Street NE.

### Vote Record

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

Opposed:

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

TO: His Worship Mayor Harrison and Members of Council  
FROM: Robert Niewenhuizen, Director of Engineering and Public Works  
PREPARED BY: Jennifer Wilson, City Engineer  
DATE: April 28, 2022  
SUBJECT: **Rural Sewer Connection – 3390 30 Street NE**

**RECOMMENDATION:**

**THAT:** Council approve the extension of sanitary main and service connection in the Rural area for the property located at 3390 30 Street NE.

**BACKGROUND:**

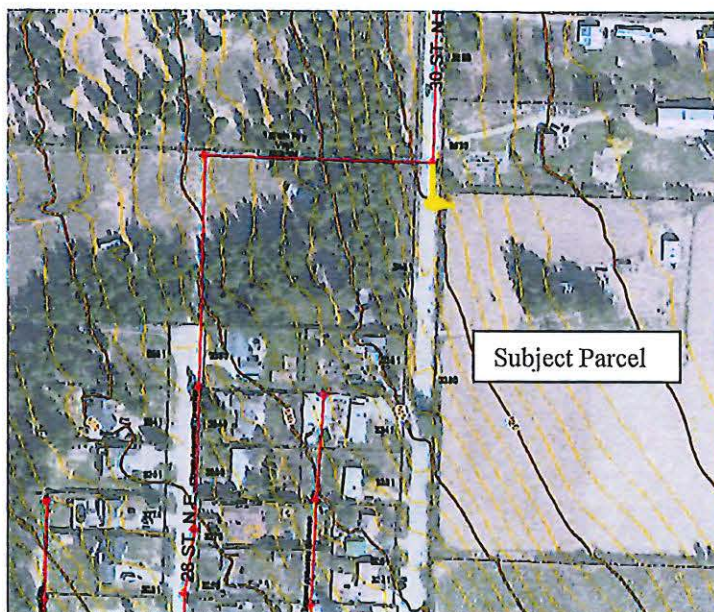
The owner of the parcel at 3390 30 Street NE is requesting permission to connect to the City sanitary sewer system located to the north of the subject parcel (refer to attachment).

The subject parcel is outside of the Urban Containment Boundary (UCB) and as such extension of the sanitary sewer is not supported by the Official Community Plan, specifically provision 13.3.22 as follows.

*"13.3.22 Do not support the extension of the sanitary sewer system outside the UCB. Private sanitary sewer connection outside the UCB may be considered where main extensions are not required, subject to Council approval."*

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

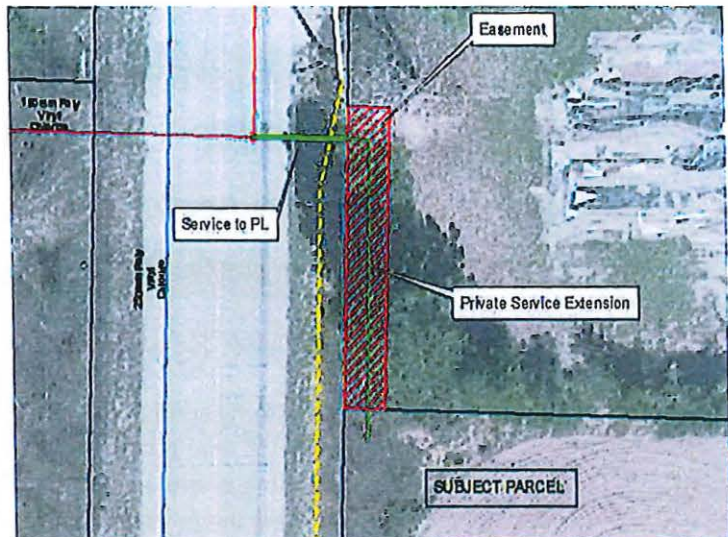
In 2017, Council granted permission for the Elks to extend the City's sanitary system approximately 360m into the rural area. The Elks septic system was failing and due to the density on the lot (camping and events) connection to the City sewer system was the most feasible option for rehabilitation. The extension into the rural area bypassed the subject parcel via a connection to 28 St NE (refer to map). This is the only approval of a sanitary main extension into the rural area that staff are aware of to-date.





The subject parcel is immediately south of the extension and would require a relatively short extension of the sewer (15-20m). However, the property is large enough to support a septic system and approval of extension of any length sets a precedent for similar requests. No other properties would potentially benefit from the extension.

As supported by the OCP, several approvals for water service extensions into the rural area have been supported by Council in the recent past, subject to payment of a Development Cost Charge (DCC) equivalent. Where infrastructure already exists, additional connections help maintain the affordability of the infrastructure. For the subject parcel the owner would have to acquire an easement from the neighbor to the north for this option to be feasible; private services are not permitted to be run within City ROW under most circumstances as they can cause conflict with other utilities and are difficult to appropriately apportion costs when repairs are necessary.



#### RECOMMENDATION:

**The Engineering Department recommends that the request be denied.** Extending the sanitary main within the rural area is not supported by the OCP; however, staff recommend:

**THAT Council grant permission to connect a private service to the sanitary main located within a private easement on the adjacent property to the north. This new private service would be subject to payment of a DCC equivalent.**

Respectfully submitted,

  
Robert Niewenhuizen  
Director of Engineering and Public Works

cc Chelsea Van De Cappelle, CFO

## Mayor and Council

First Name

Terrance (Terry)

Last Name

McLeod

Address:

3390-30 street NE

Return email address:



Subject:

Sewer line proposal

Body

To city council and those it may concern. I recently purchased a 30 acre parcel of land inside Salmon Arm city limits. I have horses and a few cows I feed and I am a hay farmer. I plan to use the property at 3390-30 street for these purposes. I plan on building a work shop and wood work shop on the property in the near future. The house is old but liveable. My plan is to build a new house next year on the same property. My concern is the sewer connection is approximately 40m from the property line, I would like to be connected to it for the new shop and new home construction next year. Can you please consider having my property connected to the main line, I would gladly pay the costs to connect. Yours Truly, Terry McLeod.

Would you like a  
response:

Yes

## Disclaimer

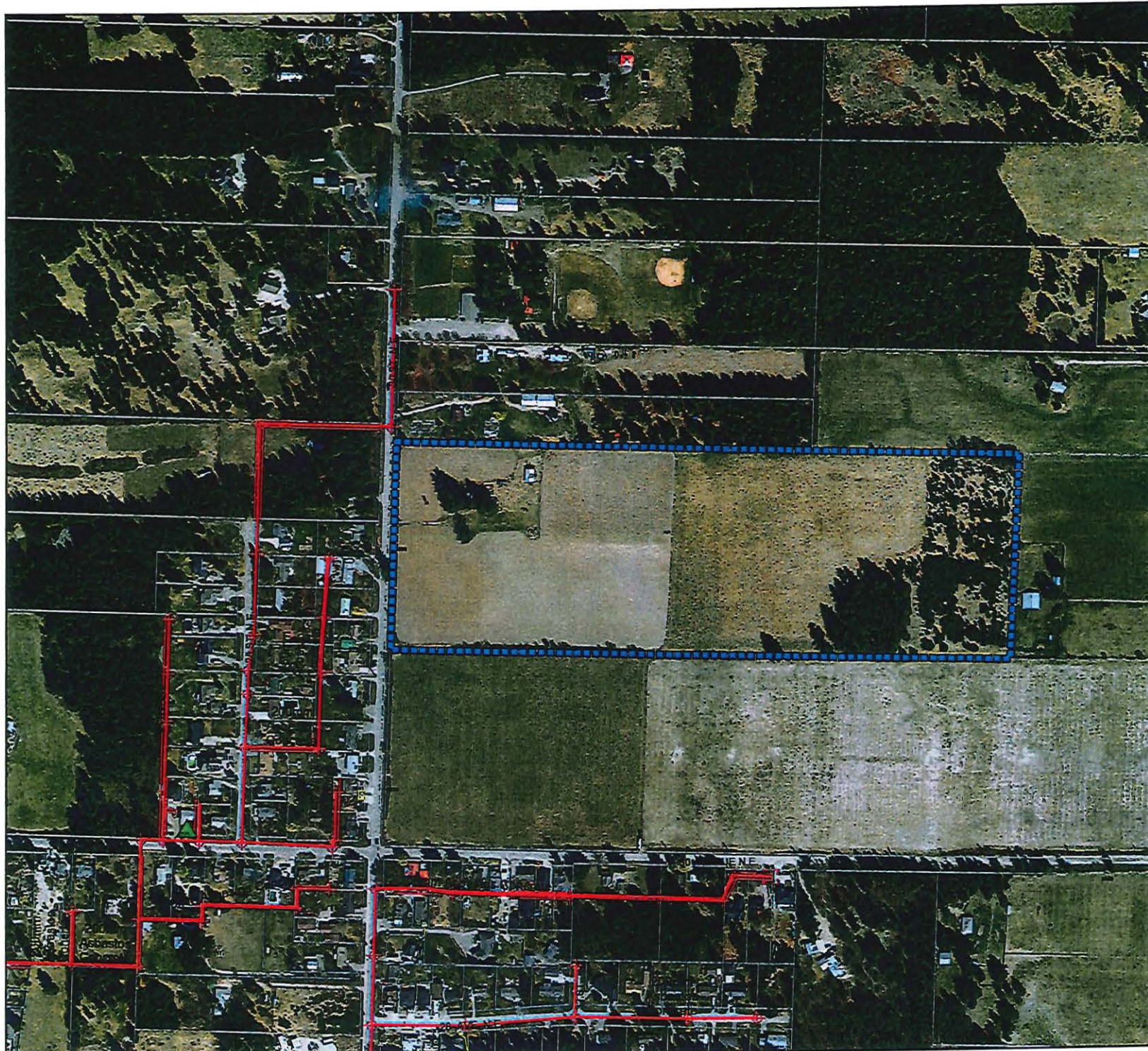
*Written and email correspondence addressed to Mayor and Council may become public documents once received by the City. Correspondence addressed to Mayor and Council is routinely published within the Correspondence Section of Regular Council Agendas.*





1:5,000

Subject Property:  
3390-30 Street NE



**Legend**

- End Cap
- Manhole
- DROP Manhole

**Sani Main**

**FLOW TYPE, OWNER**

- Force Main, DSA
- Gravity Main, DSA
- Parcels
- Easement
- Right of Way



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Item 10.1

## CITY OF SALMON ARM

Date: May 24, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4526 be read a first and second time.

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

[Struk, K. & C.; 6841 46 Street NE; R-1 to R-8]

### Vote Record

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

Opposed:

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



To: His Worship Mayor Harrison and Members of Council

Date: May 2, 2022

Subject: Zoning Bylaw Amendment Application No. 1239

Legal: Lot 1, Section 31, Township 20, Range 9, W6M, KDYD, Plan EPP106597  
 Civic Address: 6841 46 Street NE  
 Owner/Applicant: K. & C. Struk

### MOTION FOR CONSIDERATION

**THAT:** a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 31, Township 20, Range 9, W6M, KDYD, Plan EPP106597 from R1 (Single Family Residential Zone) to R8 (Residential Suite Zone).

**AND THAT:** final reading of the zoning amendment bylaw be withheld subject to approval by the Ministry of Transportation and Infrastructure.

### STAFF RECOMMENDATION

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

### PROPOSAL

To rezone an R1 (Single Family Residential Zone) property to R8 (Residential Suite Zone) in order to permit the development of a secondary suite.

### BACKGROUND

The subject property is located in the new Turtle Ridge subdivision in the Canoe neighbourhood (Appendix 1 & 2). The parcel is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned R1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4).

Adjacent land uses include the following:

North:	single family dwelling	Zoned R1
South:	single family dwelling (under construction)	Zoned R8
East:	single family dwelling (under construction)	Zoned R8
West:	vacant lot (future subdivision)	Zoned R1

The subject property is 849.4 m<sup>2</sup> in area/size. A 24'x56' (1,344ft<sup>2</sup>) lower floor foundation with a manufactured home above is being proposed, as permitted in the proposed R-8 zone. The proposed basement suite (finished floor area) is 537 ft<sup>2</sup>. The plans show that the entrance to the proposed suite will be on the east side of the building. Drawings provided in support of the rezoning application are attached as Appendix 5. Parking is to be provided onsite within the eventual driveway.

The site contains a 6.0 m Statutory right of way along the east property line (adjacent to 46 Street NE), as well as a 21.348 m wide (329.5 m<sup>2</sup>) covenant on the west side of the property. The right of way protects BC Hydro and Power Authority utility connections, while the covenant area is intended for Geotech/steep slope-related purposes. The proposed development will not impact either of these areas. To date, there are



currently two other properties in this subdivision that were recently rezoned from R1 to R8 (6821 and 6840 46 Street NE) and approximately ten (10) other R8 properties within the greater Canoe community. Site photos are attached, in Appendix 6.

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential (High, Medium, and Low) designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code.

#### COMMENTS

##### FortisBC

FortisBC has no issues with this proposal.

##### Building Department

New construction, no concerns. BCBC applies.

##### Ministry of Transportation and Infrastructure

Preliminary Approval has been granted.

##### Engineering Department

No engineering concerns.

##### Fire Department

No Fire Department concerns.

##### Public Consultation

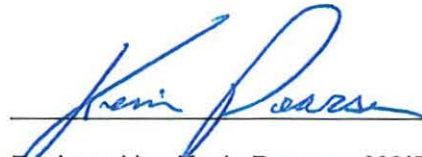
Pursuant to the *Local Government Act* and *City of Salmon Arm Zoning Bylaw* notices are mailed to land owners within a 30m radius of the application. Newspaper ads are placed in two editions of the local paper in advance of the statutory public Hearing. The notices outline the proposal and advises those with an 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 June 13, 2022.

##### Planning Department

Based on the parcel area and considering the right of way and covenant area, the subject property still has the potential to meet the conditions for the development of a secondary suite, including sufficient space to meet the parking requirement. The secondary suite is supported by OCP policy, and the proposed layout of the unit is compliant with zoning requirements. Staff support the rezoning of the subject property from R1 (Single Family Residential Zone) to R8 (Residential Suite Zone).



Prepared by: Evan Chorlton  
Planner I

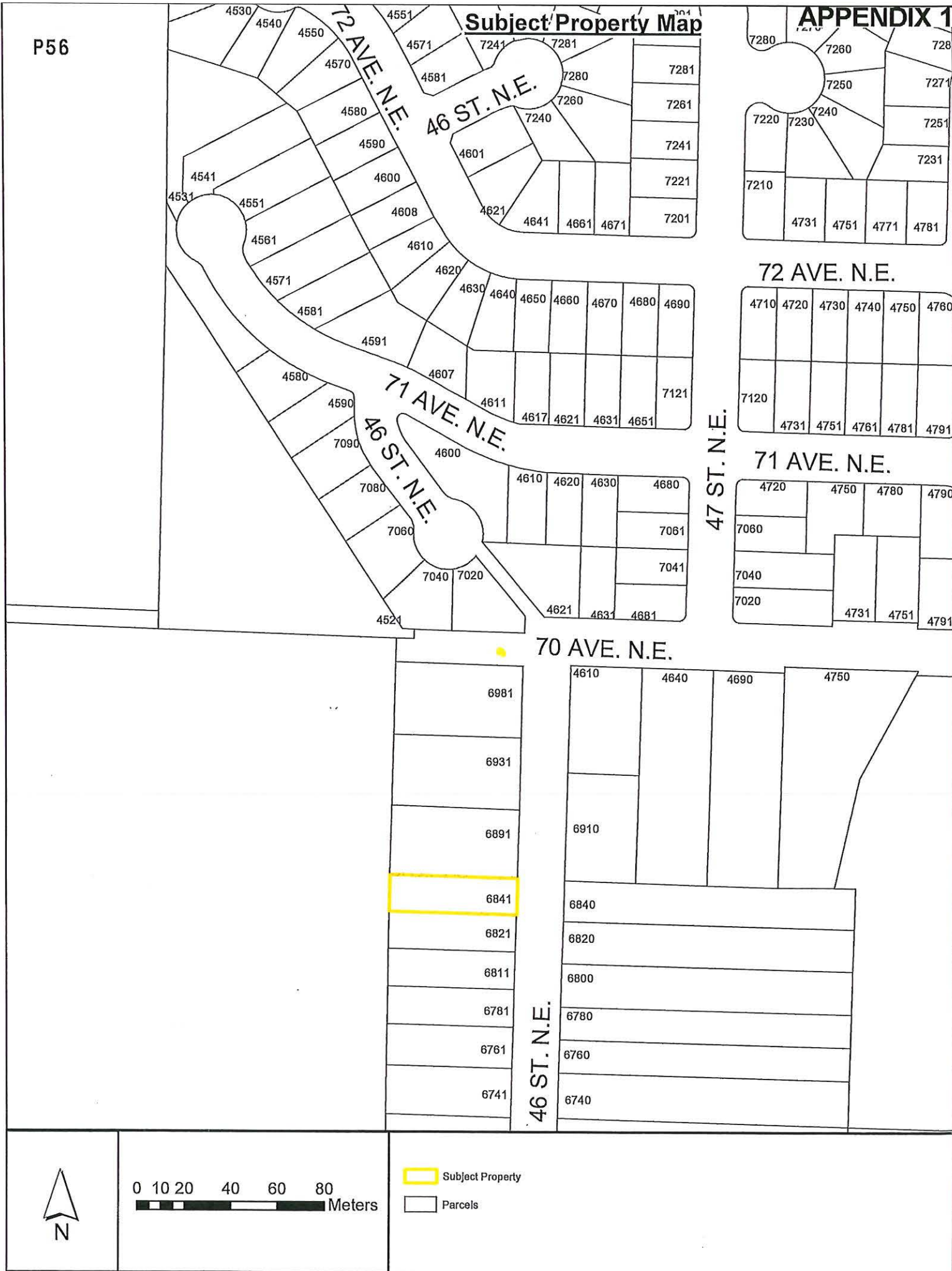


Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services

P56

# Subject Property Map

## APPENDIX 1








0 2.5 5 10 15 20 Meters

 Subject Property

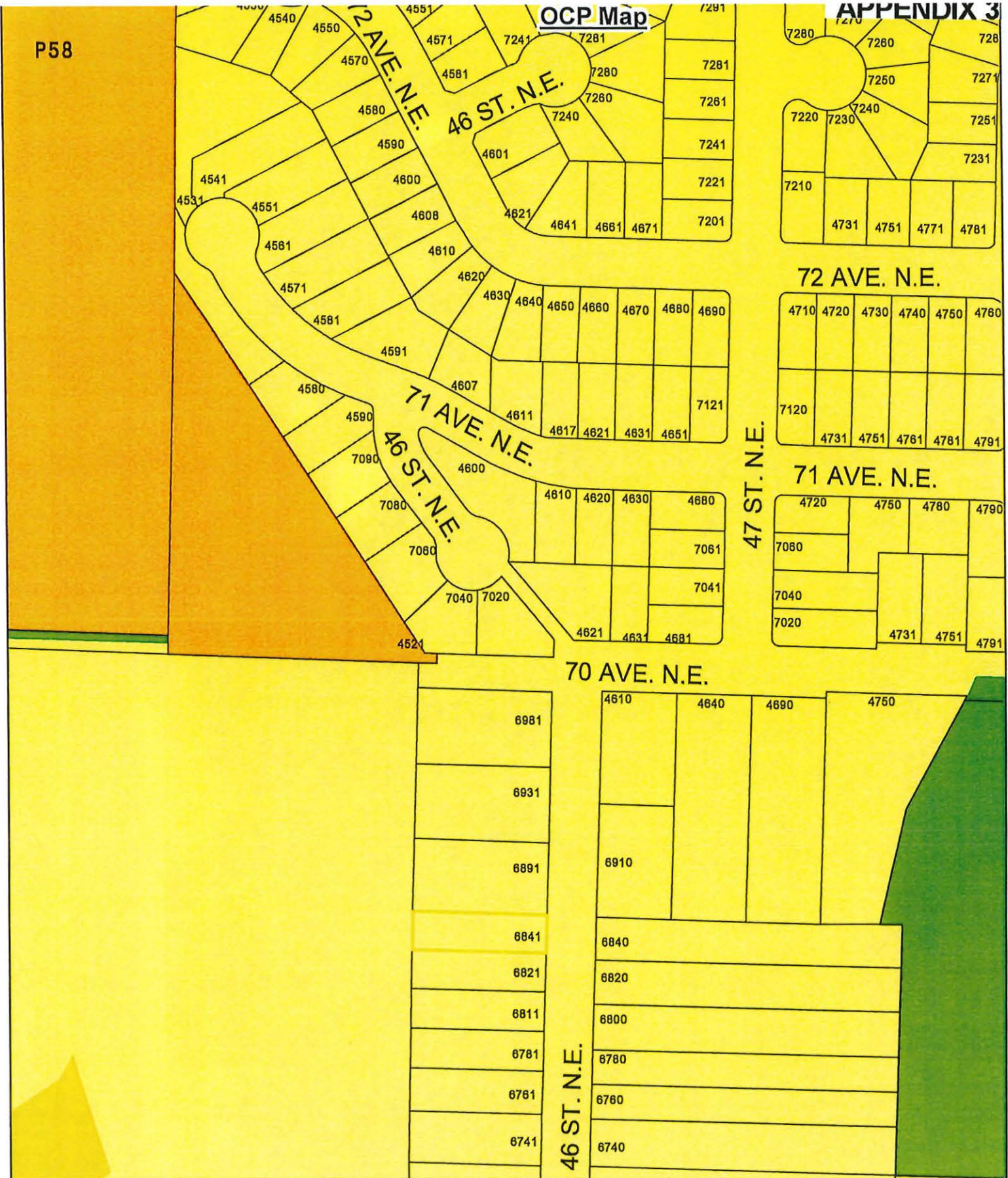
 Parcels



P58

OCP Map

APPENDIX 3

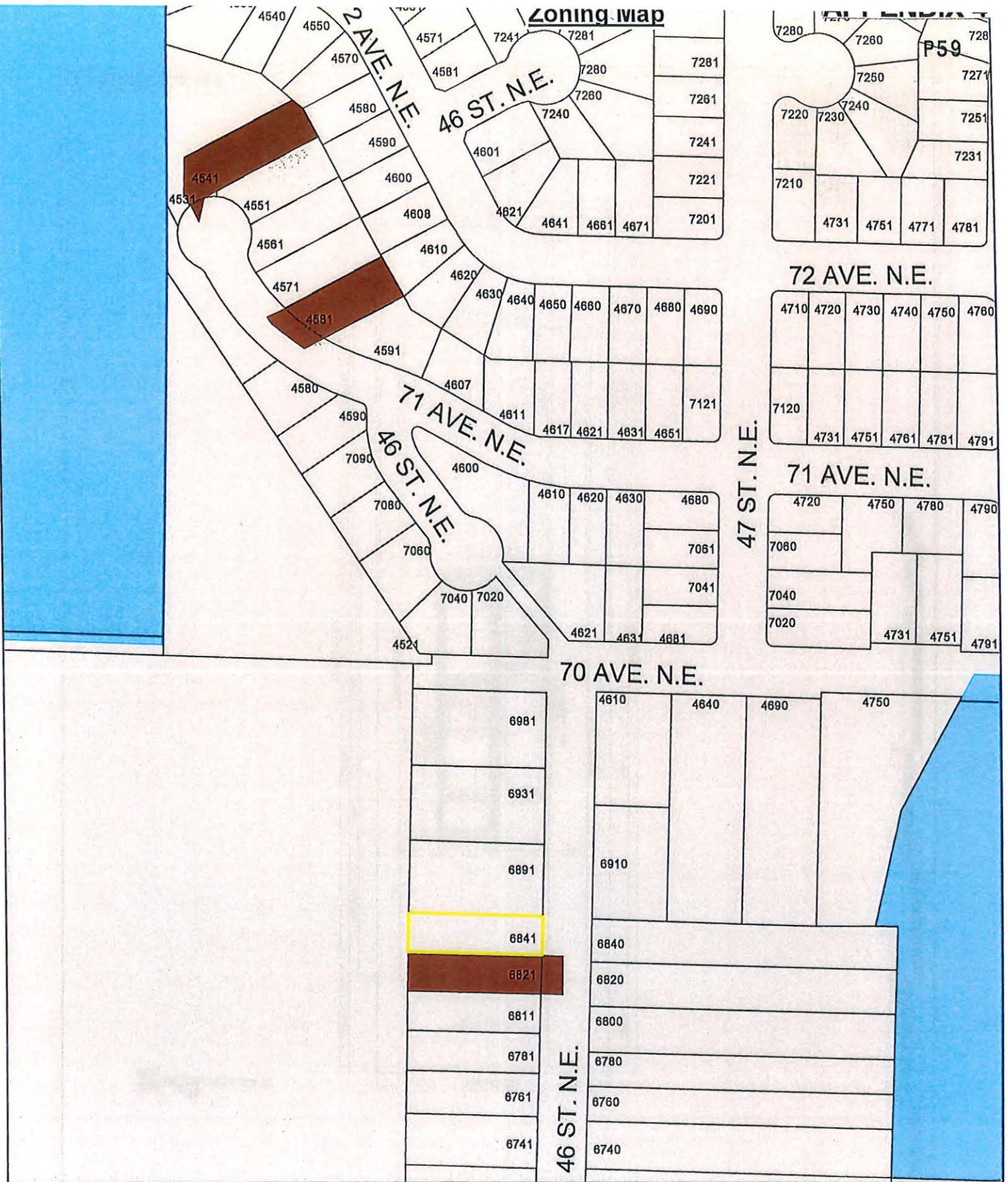


0 10 20 40 60 80 Meters

- Subject Property
- Parcels
- Community Park
- Neighbourhood Park
- Park
- Residential - Low Density
- Residential - Medium Density



# Zoning Map



0 10 20 40 60 80 Meters

Subject Property  
 Parcels  P-1  R-8  
 R-1

**SITE PLAN**  
 SCALE: 1/8" = 1'-0"

**LEGAL DESCRIPTION:**  
 SALMON ARM, BC  
 LOT 1 PLAN EPP106587, K0YD

**LOCAL DESCRIPTION:**  
 6841 48 STREET NE, SALMON ARM, BC  
 LOT 1 PLAN EPP106587, K0YD

**PROJECT:**  
 6841 48 STREET NE, SALMON ARM, BC  
 LOT 1 PLAN EPP106587, K0YD

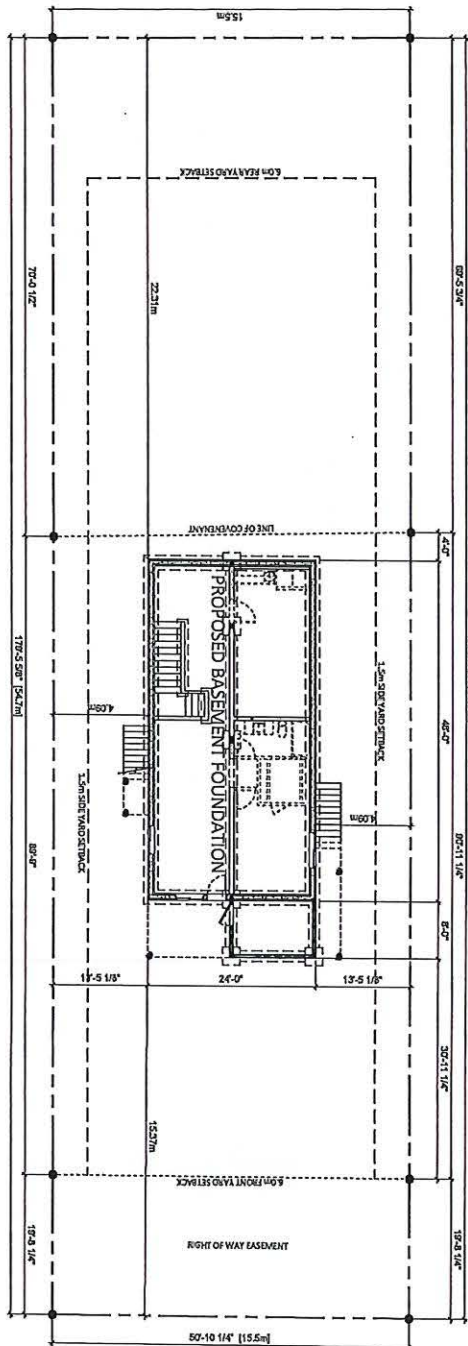
**DATE:**  
 2021-04-07

**DESIGNED BY:**  
 RK

**DRAWN BY:**  
 RK

**CHECKED BY:**  
 RK

**NOTES:**



<b>A1</b>	<b>SITE PLAN</b>			<b>PROJECT NAME:</b> MANUFACTURED HOME - BASEMENT	
	<b>SCALE:</b> 1/8" = 1'-0"	<b>DATE:</b> 2021-04-07	<b>DESIGNED FOR:</b> SUITE DRAWING	<b>DRAWN BY:</b> RK	
	<b>LEGAL DESCRIPTION:</b> 6841 48 STREET NE, SALMON ARM, BC LOT 1 PLAN EPP106587, K0YD			<b>NOTES:</b>	
	<div> <p><b>RESIDENTIAL DESIGN AND DRAFTING</b>              3760 KLOPPENBURG RD., KELOWNA, BC              (250) 317-6875 ryan.rkstudio@gmail.com</p> </div>				

THESE DRAWINGS ARE THE EXCLUSIVE PROPERTY OF RK STUDIO AND ARE NOT TO BE REPRODUCED OR USED IN ANY WAY WITHOUT THE WRITTEN PERMISSION OF RK STUDIO











## CITY OF SALMON ARM

### BYLAW NO. 4526

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 \_\_\_\_\_ at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_, 2022 issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 1, Section 31, Township 20, Range 9, W6M, KDYD, Plan EPP106597 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. 4526"

READ A FIRST TIME THIS DAY OF 2022

READ A SECOND TIME THIS DAY OF 2022

READ A THIRD TIME THIS DAY OF 2022

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE DAY OF , 2022

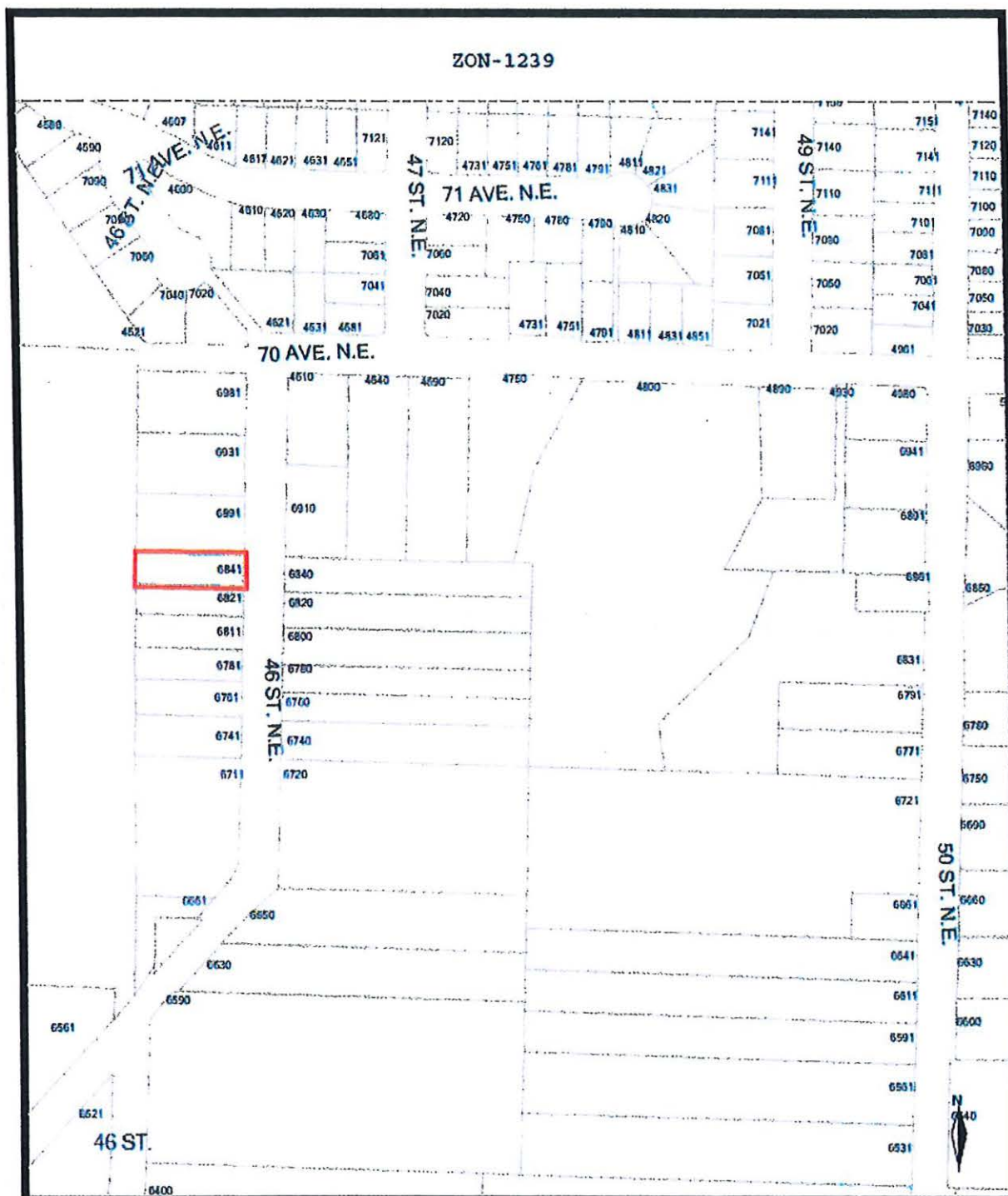
\_\_\_\_\_  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2022

\_\_\_\_\_  
MAYOR

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

Schedule "A"



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Item 10.2

## CITY OF SALMON ARM

Date: May 24, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4510 be read a first time.

[Burmeister, I.E./Timberline Solutions; 30 2 Street SE; TC to HR]

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

DATE: May 2, 2022

SUBJECT: Official Community Plan Amendment Application No. OCP4000-49  
Zoning Amendment Application No. 1237

Legal: Lot 3, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392  
Civic: 30 – 2 Street SE  
Owner: I.E. Burmeister  
Agent: Timberline Solutions / K. Lowe

## MOTION FOR CONSIDERATION

**THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000 Land Use Designation of Lot 3, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392 from TC (City Centre Commercial) to HR (High Density Residential);

**AND THAT:** Pursuant to Section 475 of the *Local Government Act*, Council shall consider this Official Community Plan amendment after appropriate consultation with affected organizations and authorities;

**AND THAT:** Pursuant to Section 476 of the *Local Government Act*, Council shall consider this Official Community Plan amendment after required consultation with School District No. 83;

**AND THAT:** Pursuant to Section 477 (3) (a) of the *Local Government Act*, Second Reading of the Official Community Plan bylaw be withheld pending Council's consideration of the amendment in conjunction with:

1. The Financial Plans of the City of Salmon Arm; and
2. The Liquid Waste Management Plan of the City of Salmon Arm;

**AND THAT:** A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 3, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392, from C-2 (Town Centre Commercial Zone) to R-5 (High Density Residential Zone);

**AND FURTHER THAT:** Final Reading of the Zoning Amendment Bylaw be withheld subject to:

1. Ministry of Transportation and Infrastructure approval; and
2. Adoption of the associated Official Community Plan Amendment Bylaw.

## STAFF RECOMMENDATION

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

## BACKGROUND

The civic address of the subject property is 30 – 2 Street SE. The property is located near the corner of Okanagan Avenue SE and 2 Street SE, south of the Trans Canada Highway (Appendices 1 & 2). The ultimate intent is to construct a duplex development on the now-vacant parcel. Site photos are attached, as Appendix 3. In December 2018, the Single Family Dwelling on the subject property was demolished.

Only upper or lower floor dwelling units, not both, are permitted in the C-2, Town Centre Commercial Zone. As such, to eliminate any potential commercial space requirements, both an OCP and a zoning amendment are necessary. This is because, in order to eliminate any commercial space requirements, an OCP amendment back to HR is necessary in order to also rezone to R-5, where commercial space is not required.

This application proposes to change the OCP designation from TC (Commercial City Centre) to HR (High Density Residential); and a Zoning Amendment to change the zoning from C-2, Town Centre Commercial Zone, to R-5, High Density Residential Zone. OCP and zoning maps are attached, as Appendices 4 & 5. The C-2 and R-5 zones are attached as Appendices 6 and 7.

Land uses adjacent to the subject parcel include the following:

North:	single family dwelling	Zoned C-2
South:	single family dwelling	Zoned R-1
East:	single family dwelling	Zoned R-1
West:	single family dwelling with home occupation	Zoned R-1

In 2012, the subject property, 20 2 Street SE and 220 Okanagan Avenue SE were re-designated from HR to TC and rezoned from R-1 to C-2 to accommodate a larger-scale development. However, the owner proceeded with only developing 220 Okanagan Avenue SE. The single family dwelling on the subject property was demolished, but no further development has occurred. The property currently remains vacant.

## OCP POLICIES

This application proposes to reverse the OCP designation on the subject property back to its 2011 designation of High Density Residential. This property essentially borders the boundary between City Centre Commercial and High Density Residential. OCP Policy 8.3.19 supports high density residential developments in areas with good access to the following:

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

## Section 475 & 476 – Local Government Act

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

Adams Lake Indian Band:	Response (attached as Appendix 8)
Neskonlith Indian Band:	No response to date
Economic Development Society:	Response (attached as Appendix 11)
School District No. 83:	No response to date



Section 477 – Local Government Act

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

COMMENTSFire Department

No Fire Department concerns.

FortisBC

FortisBC has reviewed the subject proposal and has no objections.

Building Department

No concerns at this time. British Columbia Building Code requirements must be adhered to at Permit Stage.

Engineering Department

Comments attached (Appendix 9).

Ministry of Transportation and Infrastructure

Preliminary Approval has been granted (Appendix 10).

Public Consultation

Pursuant to the *Local Government Act* and City of Salmon Arm Zoning Bylaw notices are mailed to land owners within a 30m 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 advises those with an interest in the proposal to provide written submission prior to the Public Hearing and information regarding attending the Public Hearing. It is expected that the Public Hearing for this application will be held on June 27, 2022.

Planning Department

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

A covenant prohibiting some commercial uses that were considered non-compatible in this transitional area between the Town Centre commercial area and the residential area was a condition for rezoning the parcel to C-2 in 2013. Because the property is located in this transitional area, changing the designation and rezoning the property back to residential is supported based on its location. Should development proceed, the covenant could be removed at either the Development Permit or Building Permit stage.

The maximum density permitted in the R-5 zone is 100 dwelling units per hectare or 40.5 dwelling units per acre. With R-5 zoning, the maximum density on this property would be four (4) dwelling units or five (5) units with a density bonus. The practicality of achieving that density is limited by the narrowness of the

lot, the parking easement (6 m wide) along the lane, and parking regulations. Two dwelling units are proposed (i.e. a duplex).

The setbacks are significantly different between commercial and residential zoned properties. The current zoning, C-2 Town Centre Commercial, allows the maximum parcel or site coverage to be 100% of the parcel or site area and 0.0 m setbacks. The proposed R-5, High Density Residential zoning, the maximum parcel coverage is 55% for all buildings. The setbacks for principal buildings in the R-5 zone are 5.0 m for the front, rear and exterior side parcel lines; and 2.4 m for interior side parcel lines.

With respect to parking requirements, the proposal requires a minimum of 4 parking spaces (2 per dwelling unit for a Duplex). In 1981, there was a 6 m wide Easement registered on Title for the east portion of the property (off of the lane). The intent of this was/is for nearby property 21 3 Street SE to use the Easement as a parking lot. As such, all parking spaces will need to be accessed/located on the west (off of 2 Street SE). Staff believe there is sufficient space to fulfill the minimum parking requirements of the R-5 zone for a duplex development.

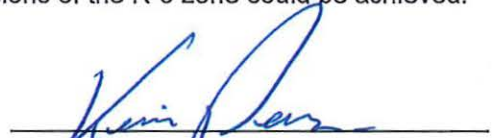
The City's OCP does not require a Form and Character Development Permit application for a duplex. The R-5 zone was amended in 2021 to permit *duplex* development in the R-5 zone.

### CONCLUSION

This OCP and zoning amendment application proposes to revert the subject property from commercial back to high density residential to facilitate the construction of a duplex. The property is located in a transitional area essentially bordering the downtown commercial area to the north and the high density residential area to the south. The location of the property is supportive of this proposal. In addition, given that the parcel is currently vacant, the density and parking provisions of the R-5 zone could be achieved. Staff are supportive of the land use changes.



Prepared by: Evan Chorlton  
Planner I



Reviewed by: Kevin Pearson MCIP RPP  
Director of Development Services





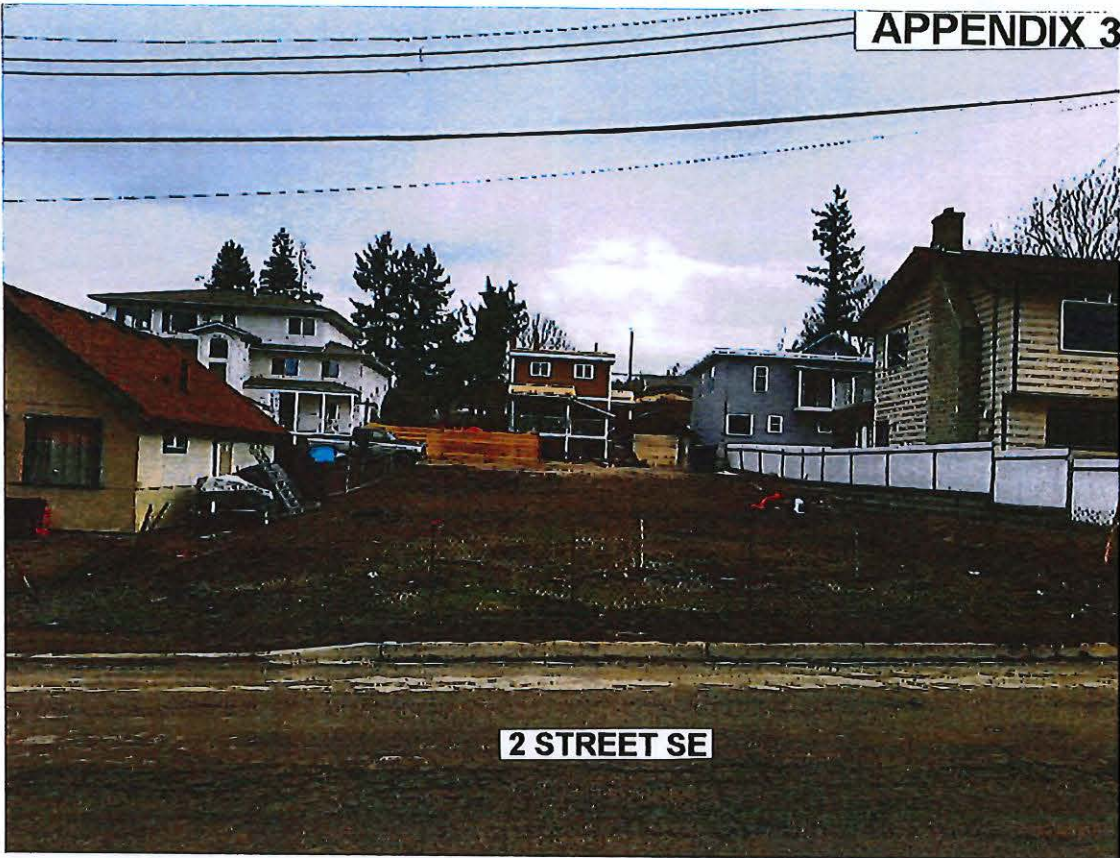




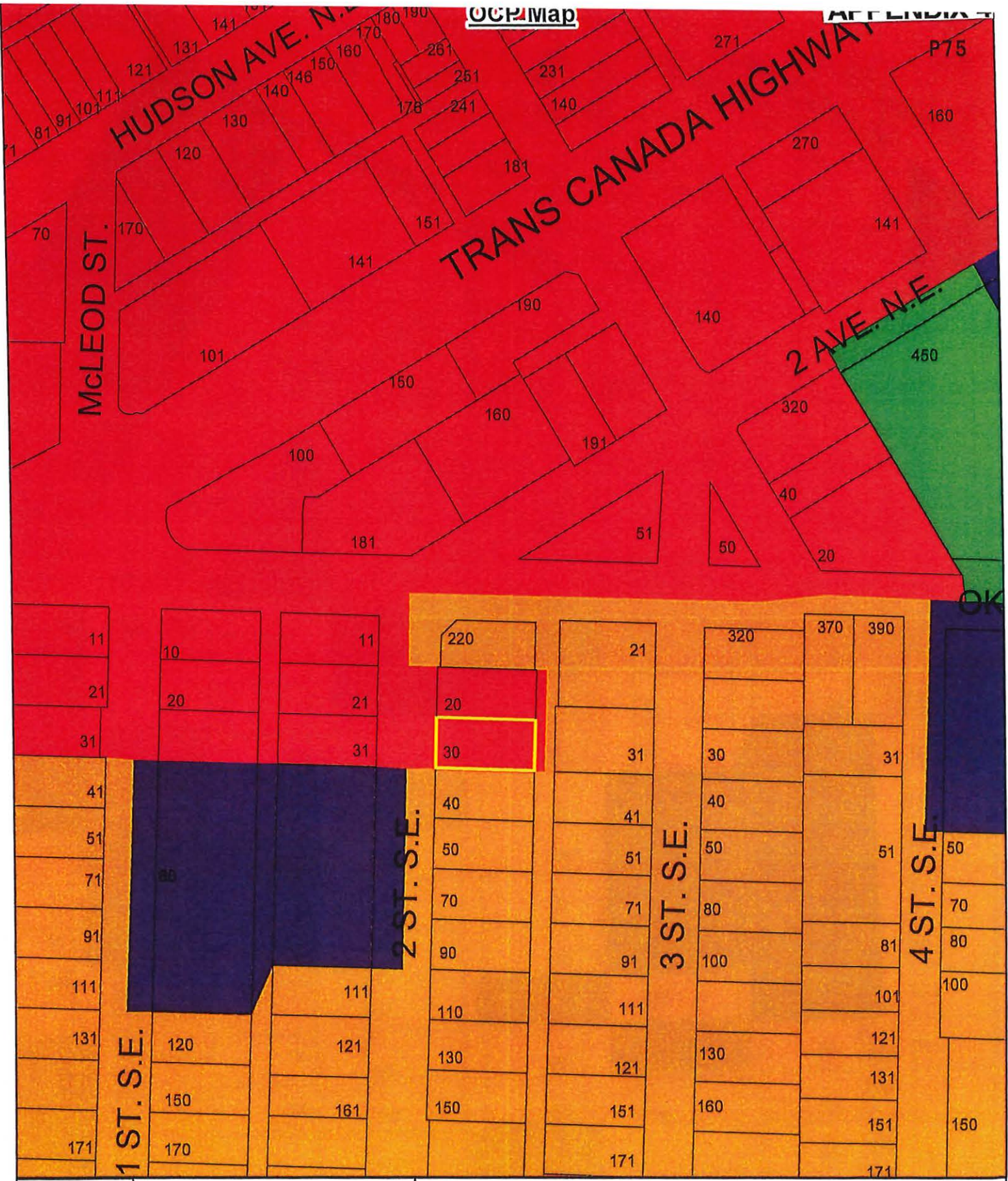
0 1.5 3 6 9 12 Meters

 Subject Property  
 Parcels









0 5 10 20 30 40  
Meters

Subject Property

Parcels

Neighbourhood Park

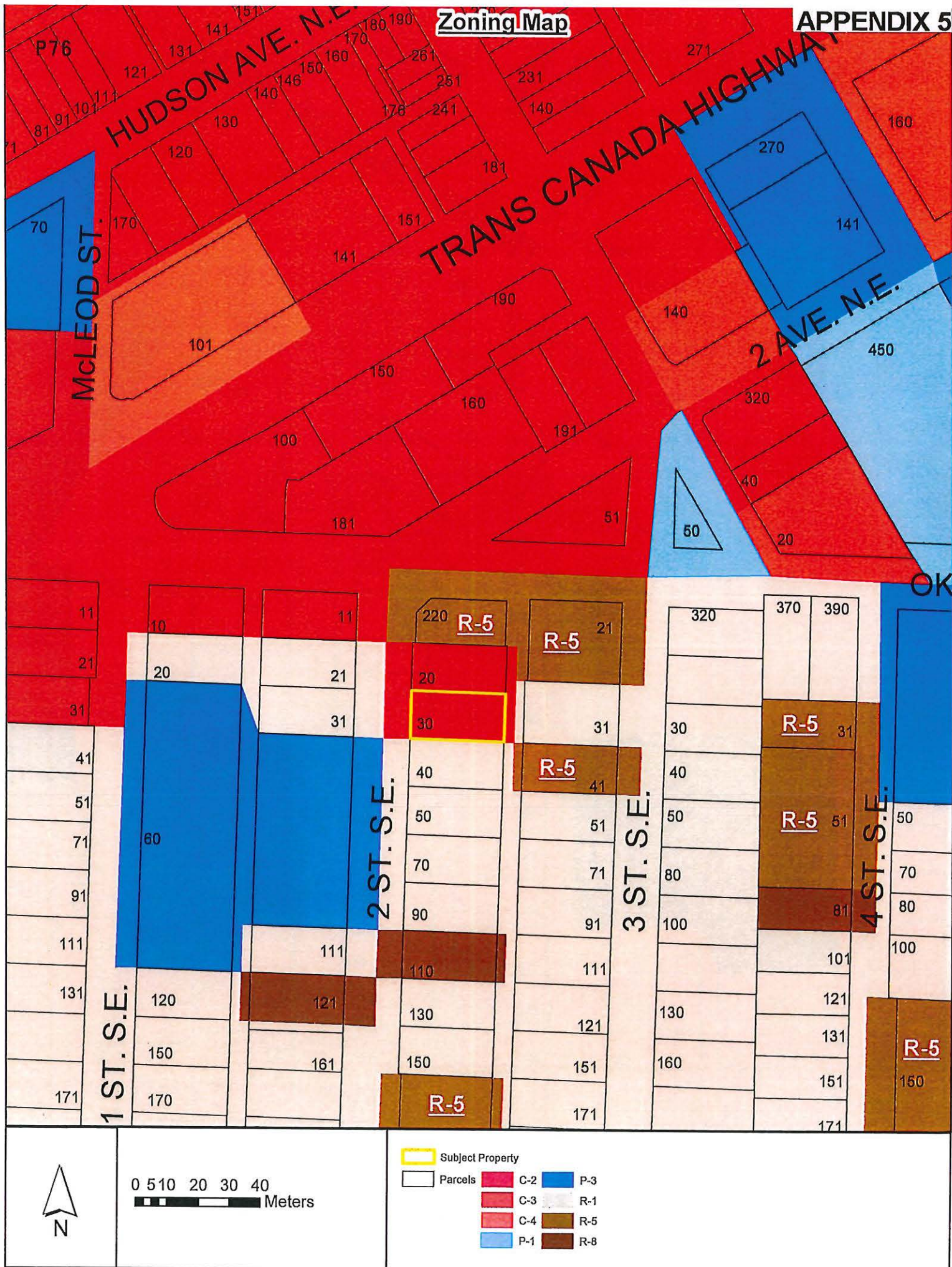
Park

Institutional

Residential - High Density

Commercial - City Centre







Purpose

- 16.1 The C-2 Zone is intended to function as the central business district of the *Municipality* and as such be oriented to pedestrian traffic and provide for a wide variety of activities including retail, business, entertainment, cultural and limited residential uses. New *developments* zoned C-2 may be required to obtain a *Development Permit* as per the requirements of the *Official Community Plan*.

Regulations

- 16.2 On a *parcel zoned C-2*, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the C-2 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 16.3 The following uses and no others are permitted in the C-2 Zone:

- .1 assembly hall;
- .2 auto parts retail; #3001
- .3 cabaret;
- .4 cafe; #2900
- .5 churches; #2819
- .6 commercial daycare facility;
- .7 congregate housing; #3067
- .8 education/training facility;
- .9 entertainment facility;
- .10 financial institution;
- .11 health services centre;
- .12 high technology research and development; #4368
- .13 home occupation; #2782
- .14 hotel;
- .15 licensee retail store; #3223
- .16 lower floor dwelling units; #3951
- .17 neighbourhood pub;
- .18 mobile food vending; #4240
- .19 nightclub;
- .20 outside display of goods and wares;
- .21 office;
- .22 parkade/off street parking;
- .23 personal service establishment;
- .24 print service;
- .25 public use;
- .26 private utility; #3060
- .27 public utility;
- .28 radio and television broadcasting station;
- .29 recreation facility - indoor;
- .30 restaurant;
- .31 retail store;
- .32 sporting goods stores;
- .33 tourist retail shop;
- .34 transportation use;
- .35 upper floor dwelling units;
- .36 upholstery shop;
- .37 accessory use.

**SECTION 16 - C-2 - TOWN CENTRE COMMERCIAL ZONE - CONTINUED****Maximum Height of Principal Buildings**

16.4 The maximum *height* of the *principal buildings* shall be 20.0 metres (65.6 feet).

**Maximum Height of Accessory Buildings**

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

**Maximum Parcel or Site Coverage**

16.6 The maximum *parcel* or *site coverage* shall be 100% of the *parcel* or *site* area.

**Minimum Parcel Size or Site Area**

16.7 The minimum *parcel* size or *site* area shall be 300.0 square metres (3,229.3 square feet).

**Minimum Parcel or Site Width**

16.8 The minimum *parcel* or *site* width shall be 10.0 metres (32.8 feet).

**Outside Storage**

16.9 Outside storage shall not be permitted.

**Parking and Loading**

16.10 Parking and loading shall be required as per Appendix I.



**Purpose**

- 10.1 The purpose of the R-5 Zone is to provide for high density, multiple family residential development in selected locations throughout the Municipality. New developments zoned R-5 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. #2789

**Regulations**

- 10.2 On a parcel zoned R-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 R-5 Zone or those regulations contained elsewhere in this Bylaw.

**Permitted Uses**

- 10.3 The following uses and no others are permitted in the R-5 Zone:

- .1 assisted living housing; #4336
- .2 boarders, limited to two;
- .3 boarding home; #2789
- .4 commercial daycare facility;
- .5 dining area; #4336
- .6 duplex; #4421
- .7 home occupation; #2782
- .8 multiple family dwellings;
- .9 public use;
- .10 public utility;
- .11 rooming house; #2789
- .12 triplex; #3286
- .13 accessory use.

**Maximum Height of Principal Building**

- 10.4 The maximum height of the principal buildings shall be 12.0 metres (39.4 feet). This may be increased to 15.0 metres (49.2 ft.), via the Development Permit process, if any of the special amenity (ies) in Table 3 are provided.

**Maximum Height of Accessory Building**

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

**Maximum Parcel Coverage**

- 10.6

- .1 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
- .2 The above parcel coverage may be increased to 70% of the parcel area if all requisite parking, except for visitors, is provided underground.

**Minimum Parcel Area**

- 10.7 The minimum parcel area shall be 775.0 square metres (8,342.3 square feet).

**Minimum Parcel Width**

- 10.8 The minimum parcel width shall be 30.0 metres (98.5 feet).

**Minimum Setback of Principal Buildings**

- 10.9 The minimum setback of buildings from the:

- .1 Front parcel line shall be 5.0 metres (16.4 feet)
- .2 Rear parcel line shall be 5.0 metres (16.4 feet)
- .3 Interior side parcel line shall be 2.4 metres (7.8 feet)
- .4 Exterior side parcel line shall be 5.0 metres (16.4 feet)
- .5 Refer to Section 4.9 for "Special Building Setbacks" which may apply. #2811

**SECTION 10 - R-5 - HIGH DENSITY RESIDENTIAL ZONE - CONTINUED****Minimum Setback of Accessory Buildings**

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

- |    |   |                        |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be   | 5.0 metres (16.4 feet) |
| .2 | <i>Rear parcel line</i> shall be  | 1.0 metre ( 3.3 feet)  |
| .3 | <i>Interior side parcel line</i> shall be   | 1.0 metre ( 3.3 feet)  |
| .4 | <i>Exterior side parcel line</i> shall be   | 5.0 metres (16.4 feet) |
| .5 | Refer to "Pound and Animal Control Bylaw" for special setbacks which may apply. #2811 |                        |

**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.

10.11

- .1 The maximum *density* shall be a total of 100 *dwelling units* or *sleeping units* per hectare (40.5 *dwelling units* or *sleeping units* per acre). #2789
- .2 Notwithstanding Section 10.11.1, the maximum *density* in the R-5 Zone may be increased to a maximum of 130 *dwelling units* per hectare (52.6 units per acre) in accordance with Table 3. In Table 3, Column I sets out the special amenity to be provided and Column II sets out the added *density* assigned for each amenity.
- .3 Notwithstanding Section 10.11.1, the maximum *density* in the R-5 Zone may be increase to a maximum of 130 *dwelling units* per hectare (52.6 units per acre) for the provision of *Assisted Living Housing*. #4336

**TABLE 3**

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)	□ 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	□ 4 units per hectare(1.2 units per acre) □ 6 units per hectare(1.6 units per acre) □ 8 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	□ 10 units per hectare (4.0 units per acre)
4. Provision of each rental <i>welling unit</i>	□ 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	□ 5 units per hectare (2.0 units per acre)

**Parking**

10.12 Parking shall be required as per Appendix I.





# Adams Lake Indian Band

## APPENDIX 8

**Project Name:**

30 2 STREET SE

**FN Consultation ID:**

94549

**Consulting Org Contact:**

Kathy FRESE

**Consulting Organization:**

[City of Salmon Arm](#)

**Date Received:**

Monday, March 21, 2022

Weytk,

Re: the 30 2 STREET SE, Salmon Arm proposed OCP amendment for a new duplex.

Through a preliminary analysis ALIB has identified some concerns which include:

x422 known ALIB cultural heritage sites (these do not include archaeology but are specific to ALIB) found within 1 and 5 km of the project area, including Non-Human Being stories (x20), pithouses, sacred/ceremonial/spiritual locales, boundary markers, community gatherings location, habitation and subsistence. It is in an extirpated caribou zone and in the Thompson River watershed.

Adams Lake holds constitutionally protected Aboriginal rights including title throughout the entirety of its territory. Members of Adams Lake continue to exercise their Aboriginal rights as their ancestors have done for generations, including hunting, trapping, gathering and fishing, along with rights associated with spiritual and cultural traditions which are practiced in accordance with Secwepemc customs, laws and governance structures.

ALIB will require an ALIB cultural monitor for any land altering activities. Have them contact Jen Pooley ([jpooley@alib.ca](mailto:jpooley@alib.ca)) to make arrangements for ALIB crew to visit the project area.

ALIB also requires that they create a Chance Find Policy and make all those involved in the project be made aware of it and the possibility of Indigenous cultural heritage values associated with this locale. A template to create the Policy from can be found here: <https://islandstrust.bc.ca/document/province-of-bc-archaeology-chance-fi...> Note: this guide is from 2014. Some contact information may be out of date.

Notify Jen and Leah Gaze ([lgaze@alib.ca](mailto:lgaze@alib.ca)) directly when there is a payment sent by mail or courier for ALIB Heritage Permits.

Please share any cultural heritage or environmental reports associated with this project.

Please consider using the Messages function on this referral in NationsConnect to otherwise respond to this letter.

Kukstemc,

Celia Nord, BA

Assistant Title & Rights Coordinator

Adams Lake Indian Band

Chase, BC

**APPENDIX 9**

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TO:	Kevin Pearson, Director of Development Services
DATE:	March 24, 2022
PREPARED BY:	Mustafa Zakreet, Engineering Assistant
APPLICANT:	I.E. Burmeister
SUBJECT:	OFFICIAL COMMUNITY PLAN APPLICATION NO. 4000-49
LEGAL:	Lot 3, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392
CIVIC:	30 – 2 Street SE

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Further to your referral dated March 22, 2022, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Rezoning and OCP amendment; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

**General:**

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required 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. The applicant will be required to submit for City review and approval prior to development, 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.



**Official Community Application: 4000-49**

March 24, 2022

Page 2

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

**Roads / Access:**

1. 2 Street SE, on the subject property's western boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that 1.712m of additional road dedication is required (to be confirmed by a BCLS).
2. 2 Street SE is currently constructed to an Interim Local Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, road widening and construction, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs.
3. The Lane on the subject properties eastern boundary requires a total road allowance of 7.3m (3.65m from centre line). Available records indicate that an additional 0.610m to the east will be required. (To be confirmed by a BCLS.) The owner/developer will be responsible for upgrading the Lane to the current Lane standard (RD-12). The owner/developer is responsible for all associated costs.
4. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.

**Water:**

1. The subject property fronts a 200mm diameter Zone 1 watermain on 2 Street SE. No upgrades will be required at this time.
2. The existing lot is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use. Water meter will be supplied by the City at the time of subdivision, at the Owner / Developer's cost.. Owner / Developer is responsible for all associated costs.

**Official Community Application: 4000-49**

March 24, 2022

Page 3

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3. Records indicate that the existing property is serviced by a 19mm service from the 200mm diameter watermain on 2 Street SE. Due to the size and / or age of the existing service, upgrading to a new metered service (minimum 25mm) will be required. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
4. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
5. Fire protection requirements to be confirmed with the Building Department and Fire Department.
6. Owners consulting Engineer shall review the site to ensure placement of fire hydrants meet the high density spacing requirements of 90 meters.

**Sanitary:**

1. The subject property fronts a 150 mm diameter sanitary sewer on 2 Street SE. Upgrading to a minimum 200mm diameter will be required. A 50% cash in lieu contribution to future works will be required to have it completed as a part of a large project in the future. In addition, the subject property front a 200 mm diameter sanitary sewer in the lane to the east of the property. No upgrade is required at this time.
2. The subject property is in an area with no current sanitary capacity concerns according to the City Sanitary Study (Urban Systems 2016)
3. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer on 2 Street SE. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

**Drainage:**

1. An existing 300mm storm main is located 2 Street SE and the Lane to the east of the development site to the north and east of the property. Extending the 300mm storm main along the eastern frontage of the property is required.
2. Records indicate that the existing property is serviced by a 100mm service from the storm sewer on 2 Street SE. 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.



**Official Community Application: 4000-49**

March 24, 2022

Page 4

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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

Your File #: ZON-1237 /  
BL4511

eDAS File #: 2022-01543

Date: Apr/05/2022

**APPENDIX 10**

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

Attention:

**Re: Proposed Bylaw 4511 for:**  
**LOT 3, BLOCK 3, 14-20-10 W6M KDYD PLAN 392**

Preliminary Approval is granted for the rezoning of the above noted parcel from C-2 zone to a R-5 zone for one year pursuant to section 52(3)(a) of the *Transportation Act*. Please forward this the Salmon Arm District Office the bylaw after third reading for our final review and signature.

If you have any questions please feel free to call Elizabeth KEAM at (778) 824-0112.  
Yours truly,

Samantha Lewis  
Development Services Officer

Local District Address
Salmon Arm Area Office
Bag 100
850C 16th Street NE
Salmon Arm, BC V1E 4S4
Canada
Phone: (250) 712-3660 Fax: (250) 833-3380



April 13, 2022

**APPENDIX 11**

City of Salmon Arm  
Kevin Pearson  
PO Box 40  
Salmon Arm BC, V1E 4N2

Dear Kevin,

**Re: OCP Amendment Application No OCP4000-49**

---

The Salmon Arm Economic Development Society (SAEDS) Board of Directors has reviewed the information for the above-noted OCP Amendment Referral to amend the OCP designation of the property located at 30 2<sup>nd</sup> Street SE, Salmon Arm, from City Centre Commercial to High Density Residential.

The SAEDS Board recognizes the importance of high density housing to the City's growth; however; the board is of the opinion that, while a multi-unit dwelling or a mixed-use designation may warrant removal of the property from City Centre Commercial, construction of a duplex would not be sufficient to outweigh the future value of commercial growth.

Based on the information provided, the Board does not support the application as presented. We thank you for the opportunity to comment on this proposed OCP bylaw amendment.

Sincerely,



Lana Fitt  
Economic Development Manager

# CITY OF SALMON ARM

## BYLAW NO. 4510

### A bylaw to amend "City of Salmon Arm Official Community Plan Bylaw No. 4000"

---

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia and by electronic means on \_\_\_\_\_, 2022 at the hour of 7:00 p.m. was published in the \_\_\_\_\_, 2022 and \_\_\_\_\_, 2022 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. "City of Salmon Arm Official Community Plan Bylaw No. 4000" is hereby amended as follows:

1. Re-designate Lot 3, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392 from TC (City Center Commercial) to HR (High Density Residential), 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 Official Community Plan Amendment Bylaw No. 4510".

READ A FIRST TIME THIS DAY OF 2022

READ A SECOND TIME THIS DAY OF 2022

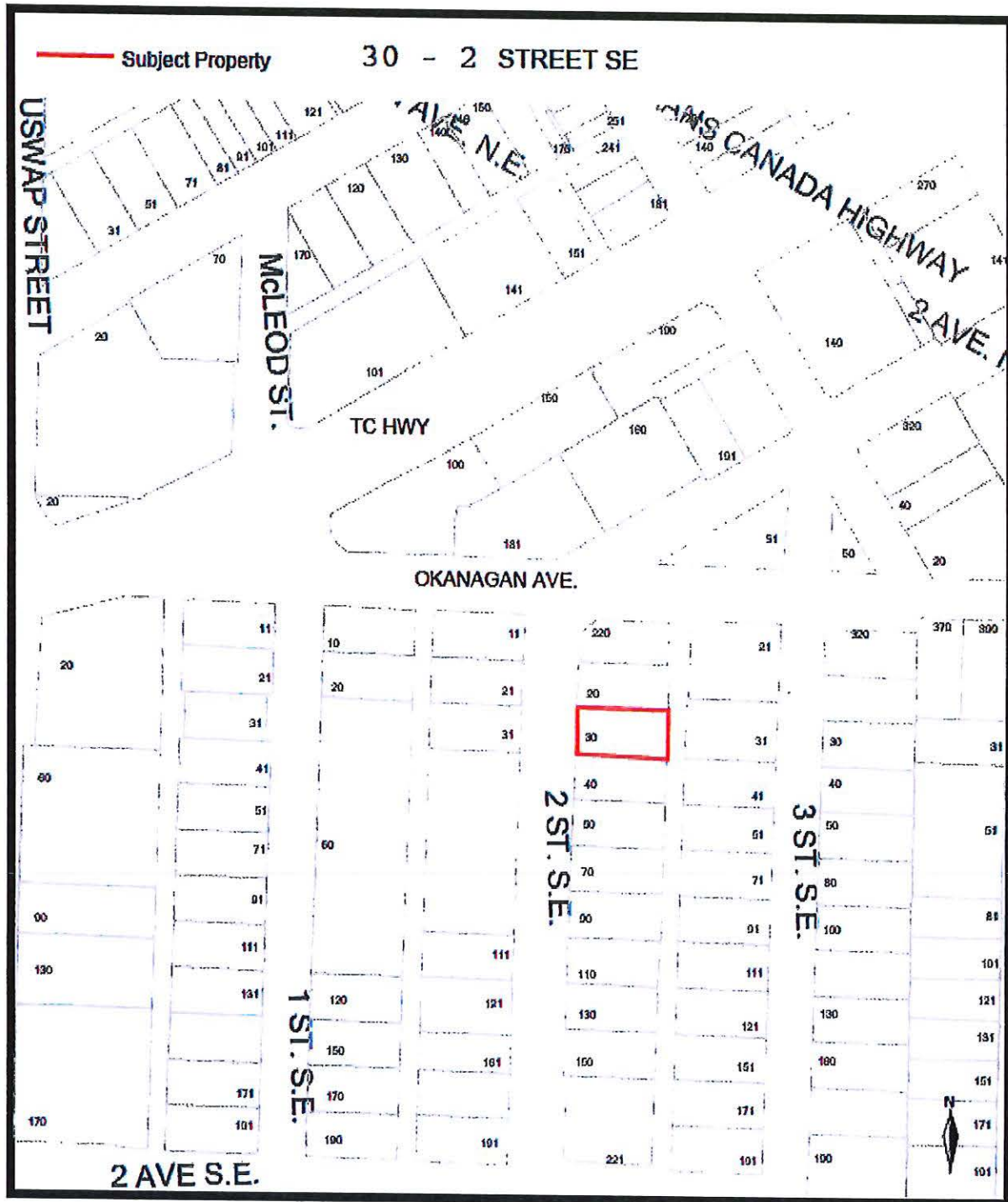
READ A THIRD TIME THIS DAY OF 2007

ADOPTED BY COUNCIL THIS DAY OF 2022

\_\_\_\_\_  
MAYOR

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

Schedule "A"





Item 10.3

## CITY OF SALMON ARM

Date: May 24, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4511 be read a first time.

[Burmeister, I.E./Timberline Solutions; 30 2 Street SE; C-2 to R-5]

### Vote Record

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

Opposed:

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

## CITY OF SALMON ARM

### BYLAW NO. 4511

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 \_\_\_\_\_ at the hour of 7:00 p.m. was published in the \_\_\_\_\_ and \_\_\_\_\_, 2022 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 3, Block 3, Section 14, Township 20, Range 10, W6M, KDYD, Plan 392 from C-2 (Town Centre commercial Zone) to R-5 (High Density Residential), 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. 4511"

READ A FIRST TIME THIS DAY OF 2022

READ A SECOND TIME THIS DAY OF 2022

READ A THIRD TIME THIS DAY OF 2022

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT  
ON THE DAY OF , 2022

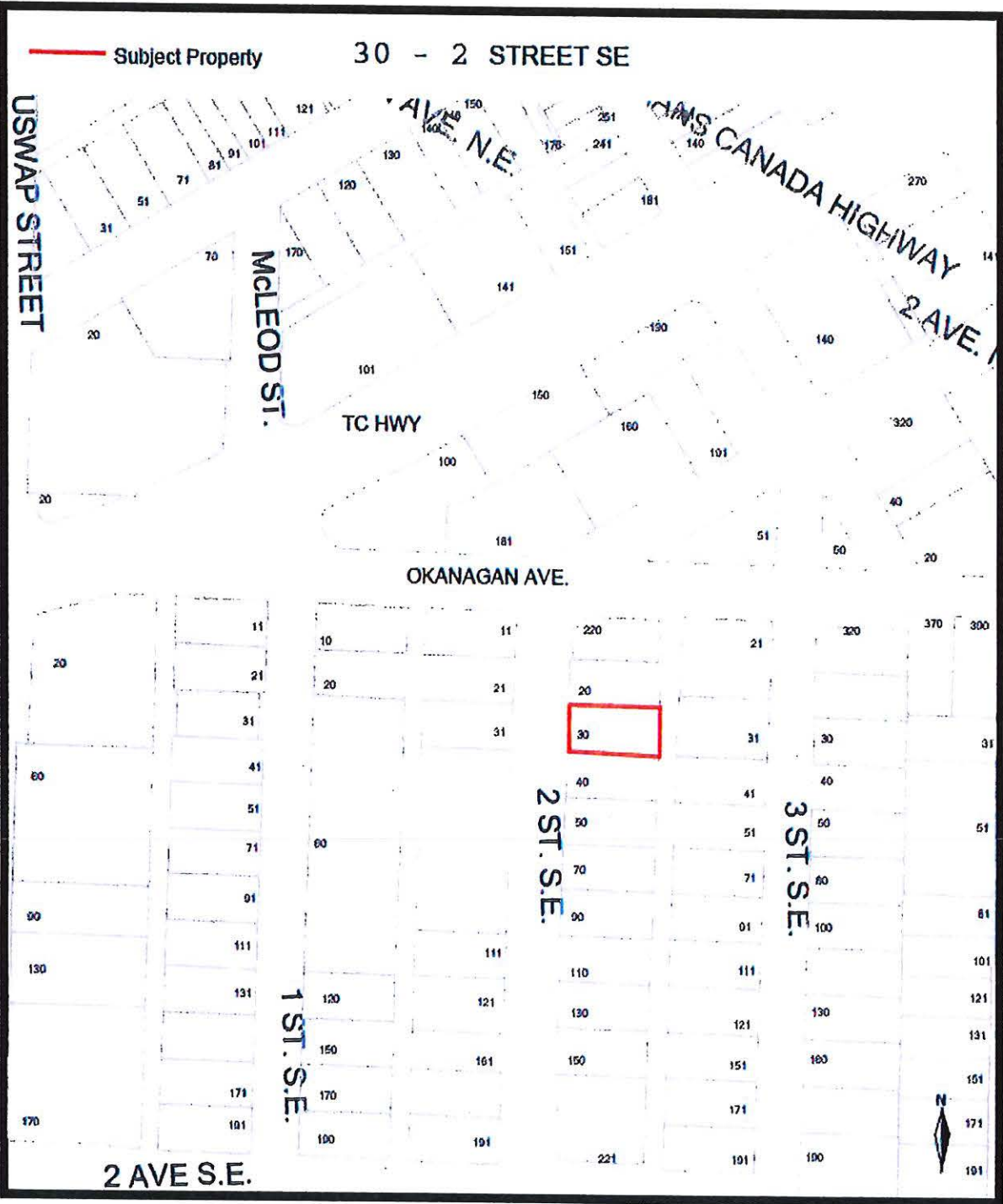
\_\_\_\_\_  
For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2022

\_\_\_\_\_  
MAYOR

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

Schedule "A"





Item 10.4

## CITY OF SALMON ARM

Date: May 24, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4505 be read a first and second time.

[ZON-1234; P. & A. Sandhu and J. Sandhu / Franklin Engineering Ltd; 1281 20 Avenue SW; R-1 to R-4]

### Vote Record

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

Opposed:

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

# CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: May 3, 2022

Subject: Zoning Bylaw Amendment Application No. 1234  
Development Variance Permit Application No. VP-549 (Setbacks)

Legal: Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan 1719  
Civic Address: 1281 20 Avenue SW  
Owner: Sandhu, A., J., & P.  
Agent: Franklin Engineering Ltd.

## MOTION FOR CONSIDERATION

**THAT:** A Bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan 1719 from R1 (Single Family Residential Zone) to R4 (Medium Density Residential Zone).

**AND THAT:** Development Variance Permit No. VP-549 be authorized for issuance for Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan 1719 which will vary the provisions of the R-4 – Medium Density Residential Zoning regulations as follows:

**Section 9.9.2 – Reduce the proposed future Rear Parcel Line Setback along the west parcel line from 5 m to 4.5 m.**

## STAFF RECOMMENDATION

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

## PROPOSAL

The subject parcel is located at 1281 20 Avenue SW (Appendix 1 & 2). The proposal is to rezone the parcel from R1 (Single Family Residential) to R4 (Medium Density Residential) in order to facilitate subdivision into a 14 bare land strata lot medium density residential development (Appendix 3).

## BACKGROUND

The parcel is designated Medium Density Residential (MR) in the City's Official Community Plan (OCP), and zoned Single Family Residential (R1) in the Zoning Bylaw (Appendix 4 & 5). The subject property is located in a semi rural transitional area north of Foothill Road. The property is adjacent ALR land, and the Urban Containment Boundary (UCB) runs along the west and north property lines (Appendix 6).

The surrounding uses largely consist of single family residences and farmland, with more recent medium density development to the northeast, and Blackburn Park, Piccadilly Mall and other commercial uses located further north. There are five similar R4 developments in close proximity to the subject parcel.

Land uses directly adjacent to the subject property include the following:

North:	Farmland	Zoned A1
South:	Single Family Residential	Zoned R1
East:	Single and Multi Family Residential	Zoned R1 and R4
West:	Farmland and Single Family Residential	Zoned A1 and R4



1281 20 Avenue SW is approximately 2 acres in size. The subdivision proposal would create 14 single family residential strata lots ranging in size from roughly 350 to 700 square metres, with a single access route off of 20 Avenue SW. The parcel currently contains a single family dwelling and accessory buildings.

Site photos are attached as Appendix 7.

## COMMENTS

### BC Hydro

No concerns.

### Engineering Department

Appendix 8 attached details servicing requirements on the assumption that this rezoning is approved. The applicant has been provided a copy of the Engineering Servicing Report.

The report notes that road dedication is required for 20 Avenue SW, with frontage improvements required to bring this street up to Urban Local Road (RD-2) standard. Required improvements include road widening, curb and gutter, sidewalk, boulevard construction, street lighting, and utility upgrades.

### Building Department

No concerns.

### Fire Department

Would require T turnaround or cul-de-sac if more than 90 m in length. No other concerns.

### Public Consultation

Pursuant to the Local Government Act and City of Salmon Arm Development Variance Permit Procedures Bylaw notices are mailed to land owners within a 30m 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 June 13, 2022.

Pursuant to the *Local Government Act* and City of Salmon Arm Zoning Bylaw, notices are mailed to land owners within a 30m 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 advises those with an 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 June 13, 2022.

### Planning Department

#### *OCP Policy:*

This property is designated Medium Density Residential (MR) in the OCP which supports R4 zoning.

Staff note that this parcel is located in Residential Development Area B, meaning this is in an area considered to be second priority for residential development. This area has only 10% medium density designation. The OCP states that when sufficient infilling has occurred within Area A, municipal cost sharing programs, including Development Cost Charge expenditures and capital works programs, may be allocated to Area B, as determined by Council and City Bylaws.

A Residential Development Permit is not required for single family dwellings. Some forms of multi-family development not contemplated at this time may trigger a DP application.

*Agricultural Land Reserve:*

The internal access road will not be permitted to terminate at the ALR boundaries as shown in proposed subdivision plan. Buffering (fencing) along the ALR boundary will be required as per ALC fencing guidelines.

*Zoning Regulations:*

The R4 zone permits a variety of housing types including small lot single family residential and different forms of multifamily development (see R4 zoning regulations attached as Appendix 9). This proposal aims to utilize the smaller lot sizes permitted for single family dwellings under the R4 zone (300 m<sup>2</sup> minimum).

*Access:*

One common access route is being proposed for the entire site. Since this is proposed to be a strata development, this will be a privately maintained road. A turnaround is required to provide sufficient access for emergency vehicles, with a T-turn around proposed. Layout will require revisions to eliminate access roads terminating at the ALR boundaries.

*Variance Request:*

Considering the requested rear parcel line variance request from 5 m to 4.5 m shown in Appendix 3, staff are not concerned, as this requested reduction is a relatively minor amount and it is only to support the position of the existing house. An interior side parcel line is subject to a 1.5 m setback in the R-1 Zone, or a 1.8 m setback in the R-4 Zone. Any new development is required to meet the applicable setbacks.

CONCLUSION

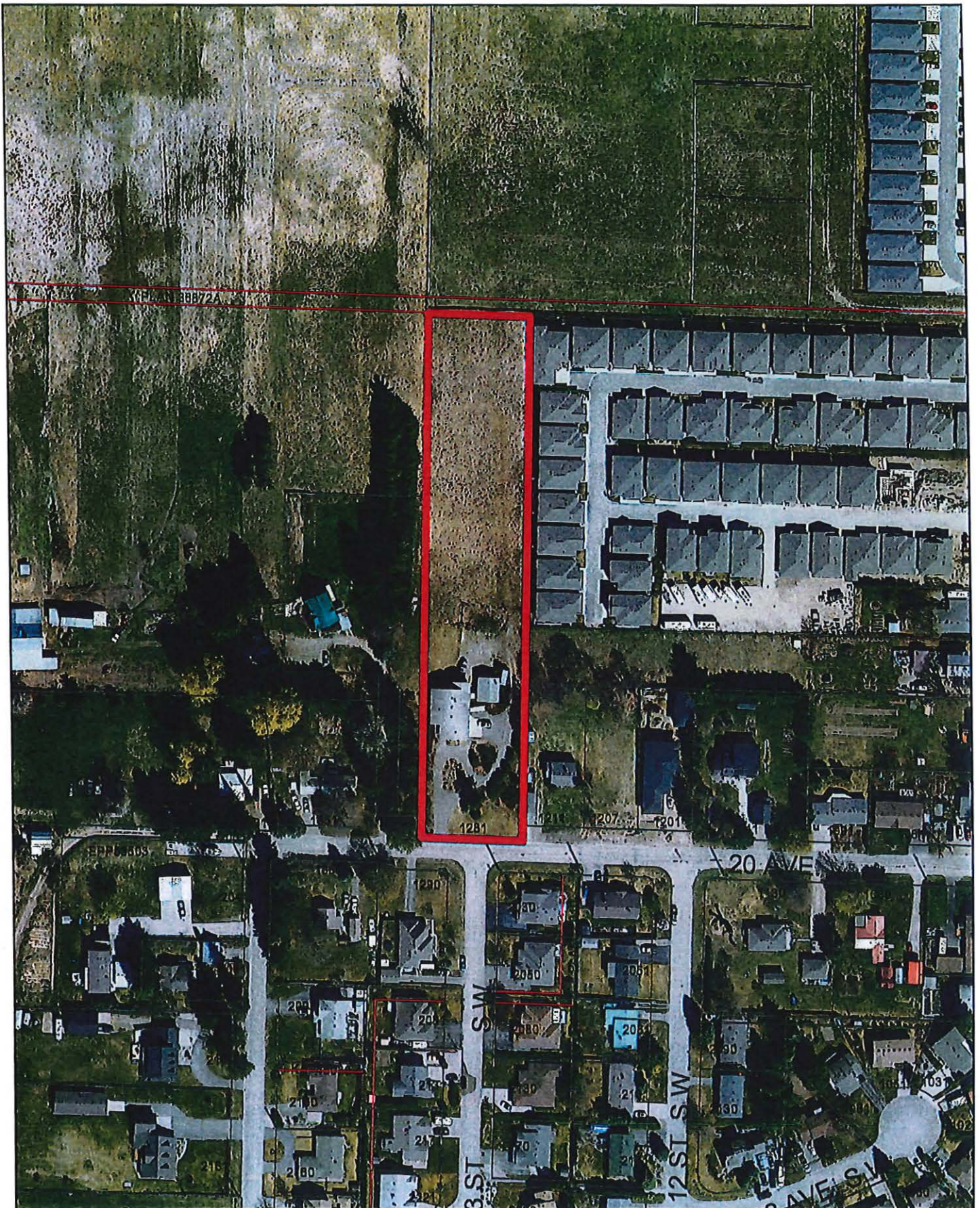
Although this proposal is for single family residential lots, the smaller parcel sizes will result in medium density development similar to other nearby developments. Given that the OCP land use designation for this property is Medium Density Residential, staff feel that the proposed R4 zone is well suited to the subject property and neighbourhood. Staff support the requested variance for the position of the existing single family dwelling.



Prepared by: Chris Larson, MCIP, RPP  
Senior Planner

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

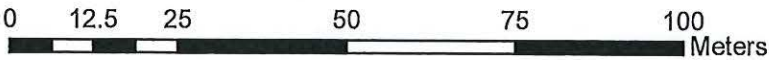




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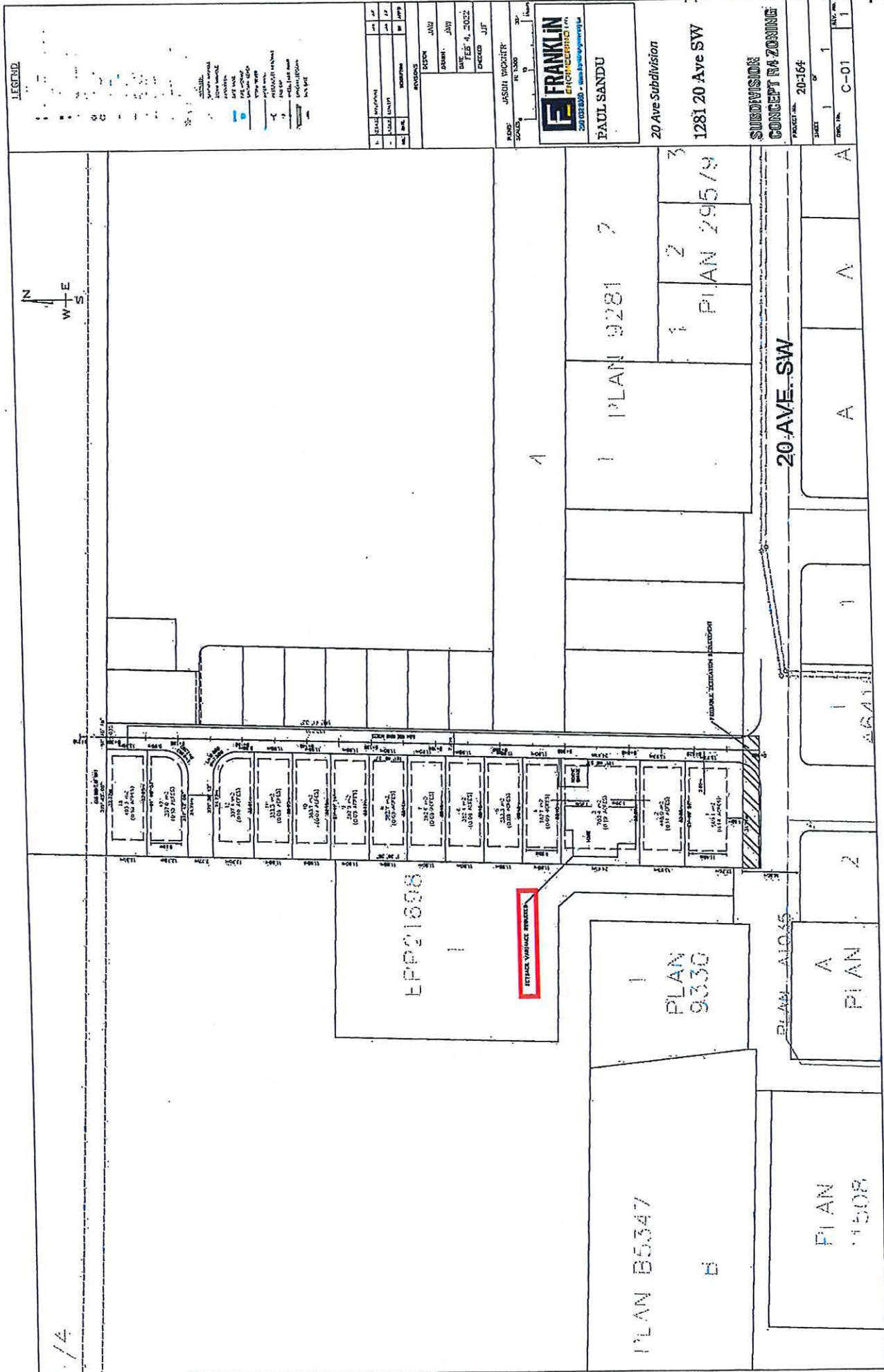
 Subject Parcel



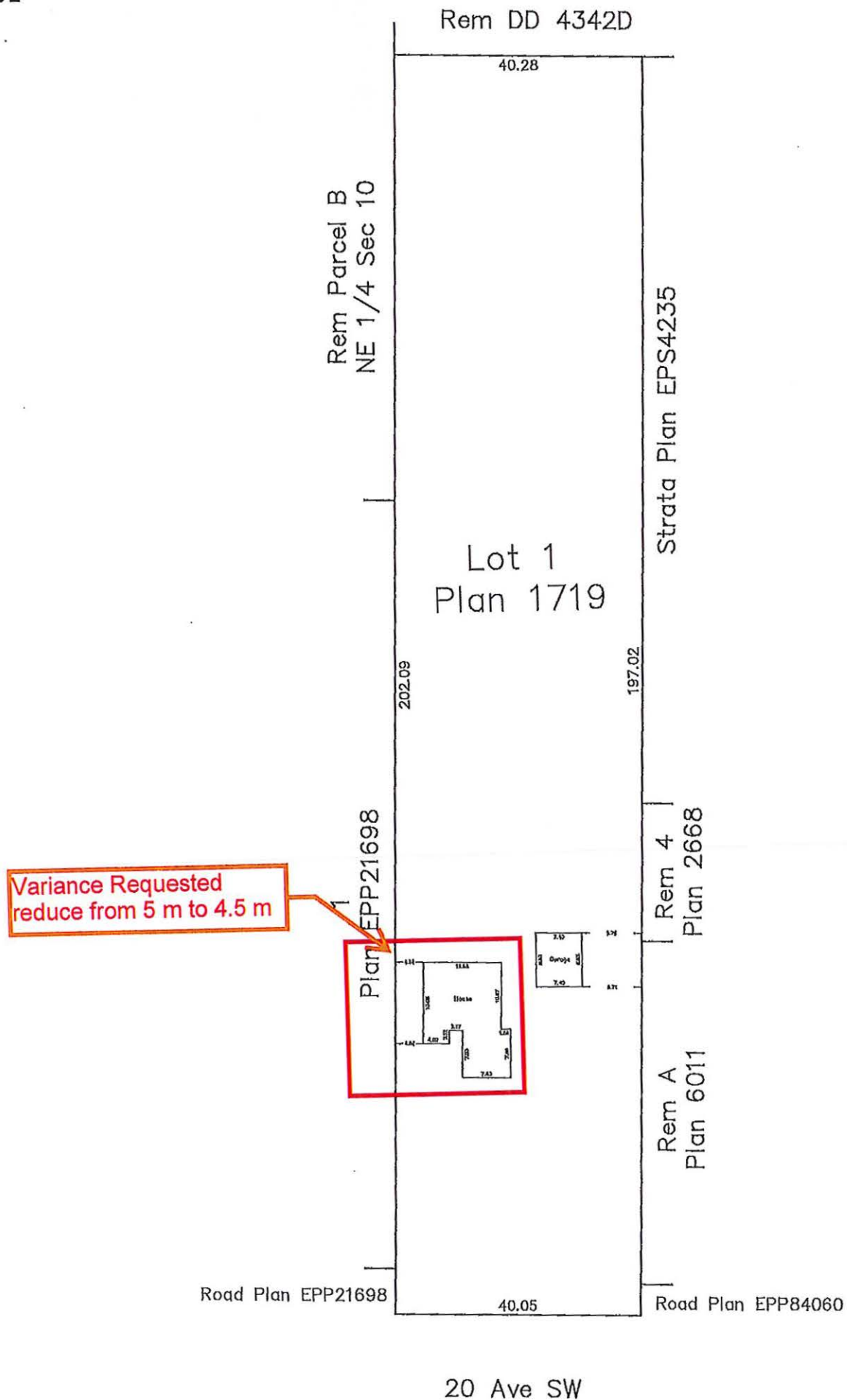


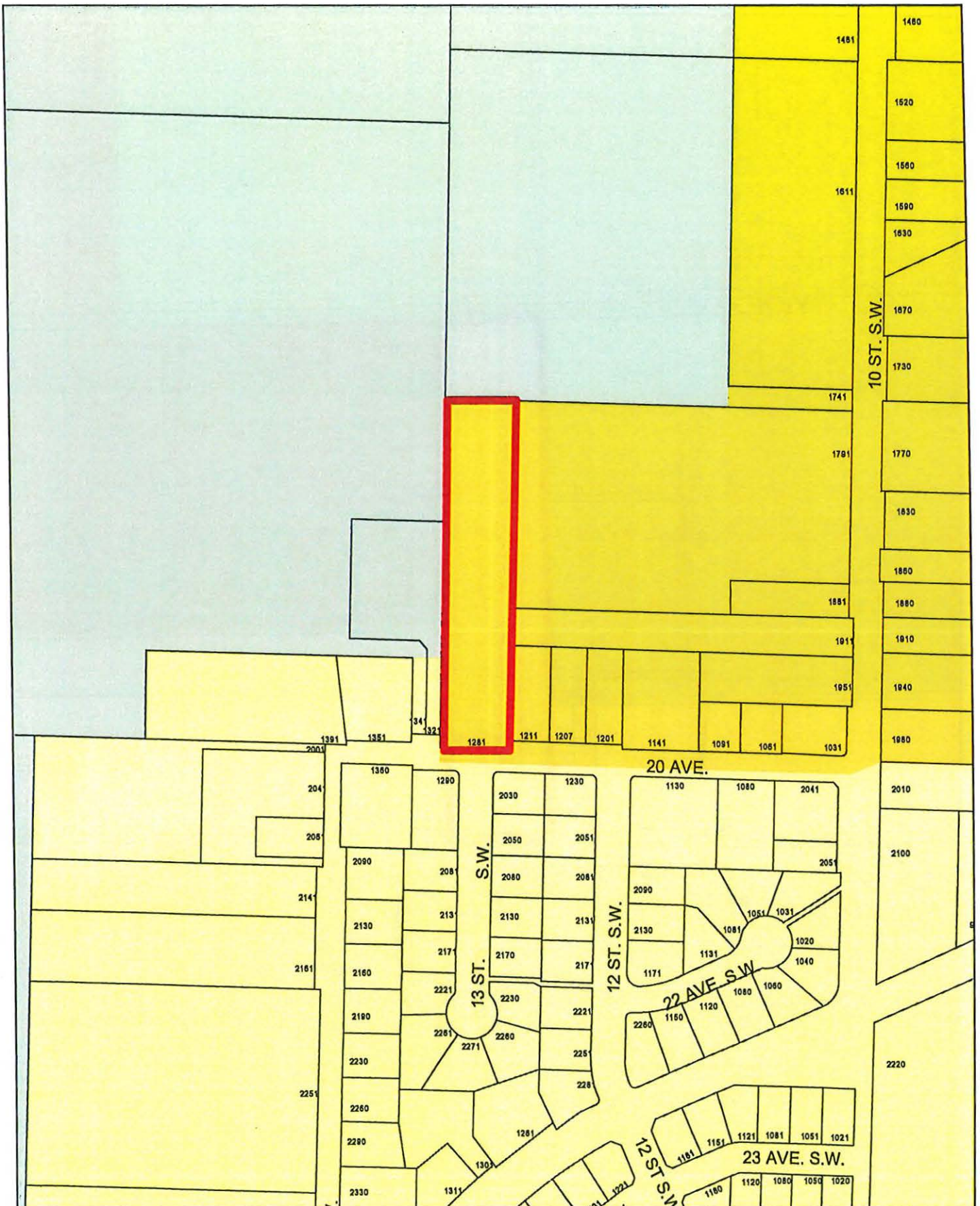
Subject Parcel











0 20 40 80 120 160 Meters



Subject Parcel



SV Agriculture

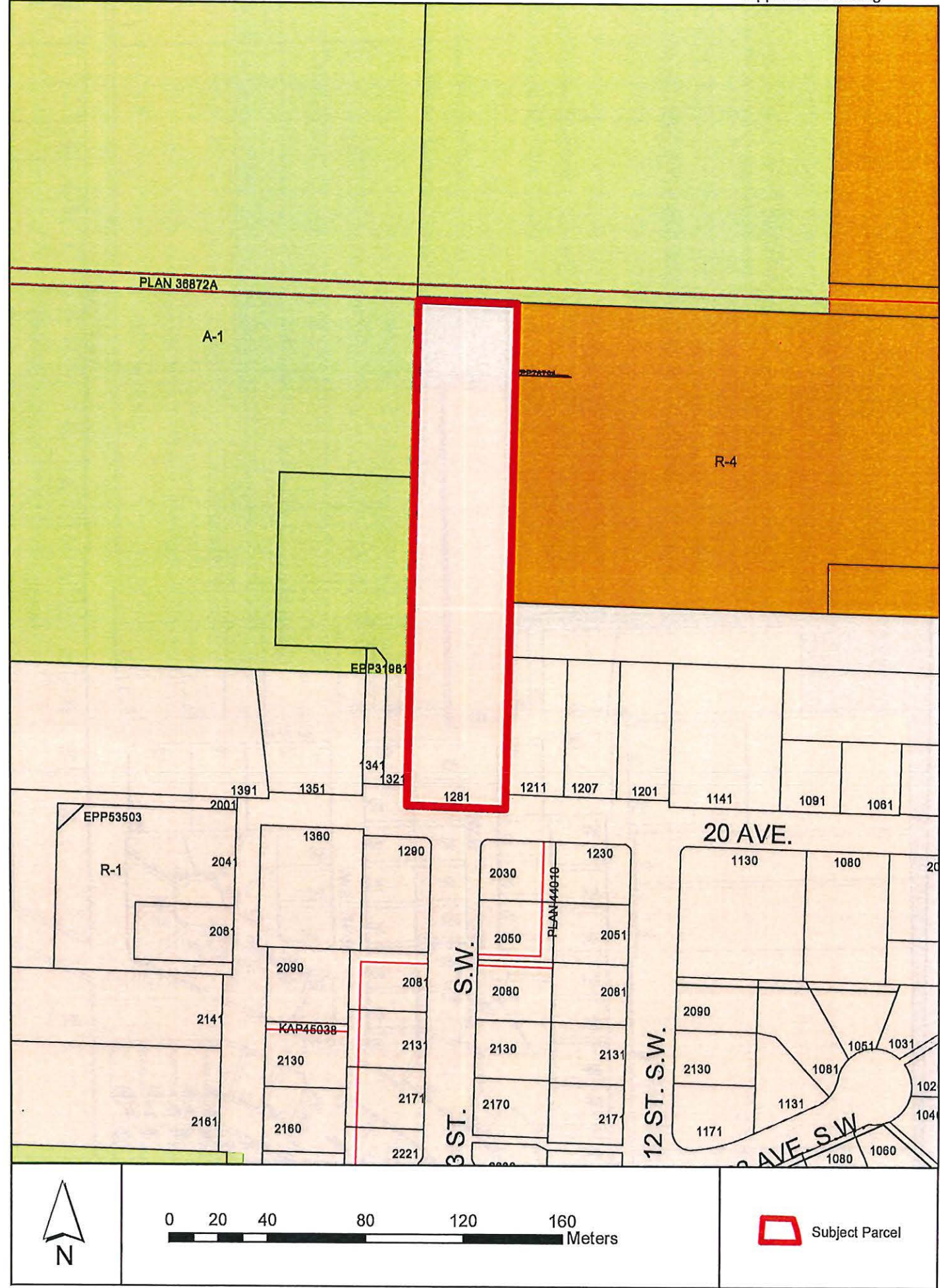


Residential Medium Density

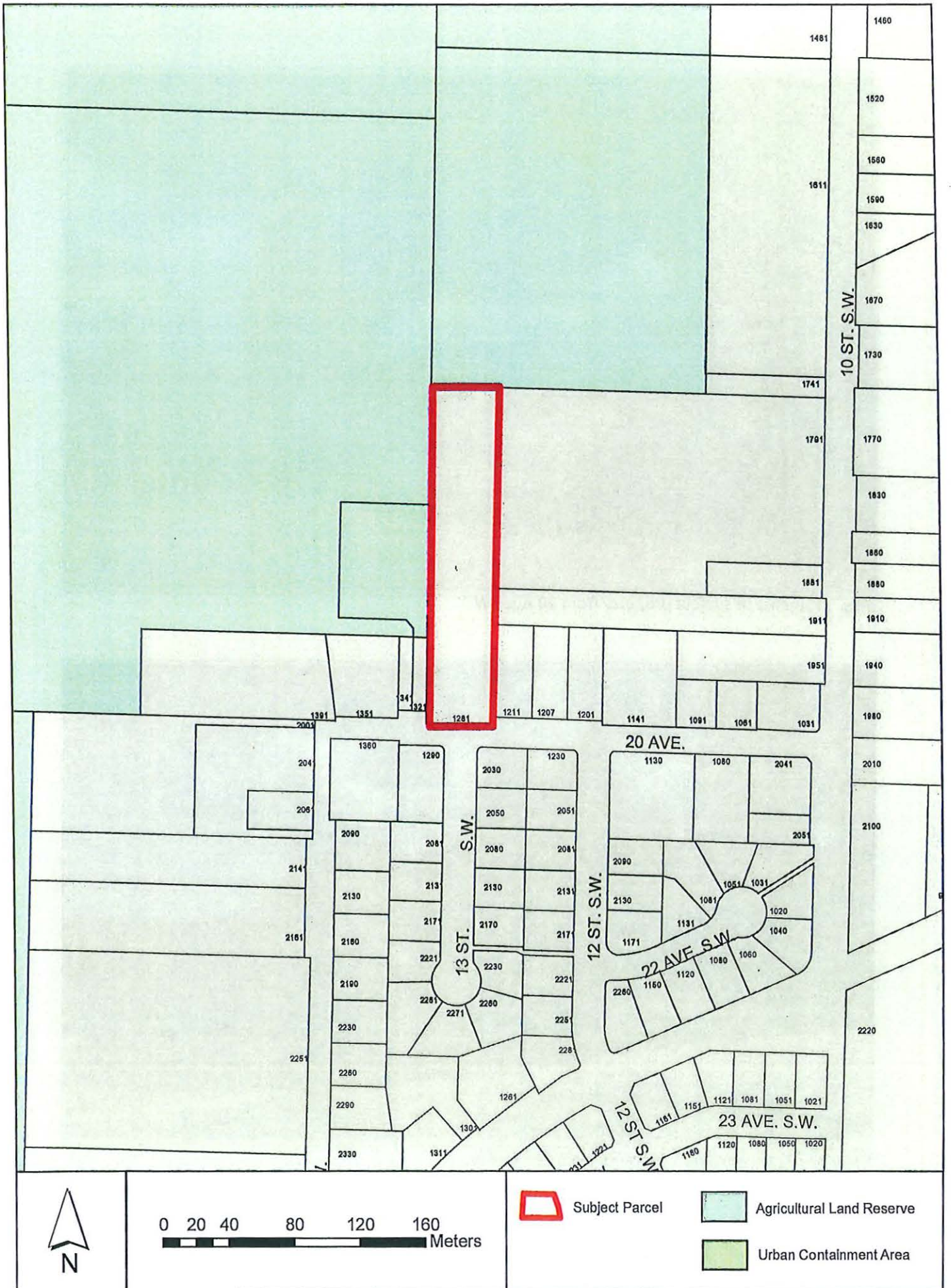


Residential Low Density













View southeast of subject property from 20 Ave SW.



View southeast of subject property from 20 Ave SW.



# CITY OF SALMON ARM

## *Memorandum from the Engineering and Public Works Department*

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TO:	Kevin Pearson, Director of Development Services
DATE:	March 11, 2022
PREPARED BY:	Mustafa Zakreet, Engineering Assistant
APPLICANT:	Franklin Engineering Ltd.
SUBJECT:	SUBDIVISION APPLICATION NO. 22-05
LEGAL:	Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan 1719
CIVIC:	1281 – 20 Avenue SW

---

Further to your referral dated February 25, 2022, we provide the following servicing information.

### **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, 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 requirements of the Subdivision and Development Servicing bylaw 4163. These plans must



**SUBDIVISION APPLICATION FILE: 22-05**

March 11, 2022

Page 2

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, 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 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. 20 Ave SW, on the subject property's southern boundary, is designated as an Urban Local Road standard, requiring 20.0m road dedication (10.0m on either side of road centerline). Available records indicate that 4.971m of additional road dedication is required (to be confirmed by a BCLS).
2. 20 Ave SW is currently constructed to an Interim Local Road standard. Upgrading to an Urban Local Road standard is required, in accordance with Specification Drawing No. RD-2. Upgrading may include, but is not limited to, road widening and construction, curb & gutter, sidewalk, boulevard construction, street lighting, fire hydrants, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs.
3. Internal roadways are to be a minimum of 7.3m measured from face of curb. Truck turning movements shall be properly analysed to ensure internal road network will allow emergency and service vehicle access.
4. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.

**Water:**

1. The subject property fronts a 200mm diameter Zone 1 watermain on 20 Ave SW. No upgrades will be required at this time.
2. Records indicate that the existing property is serviced by a 19mm service from the 200mm diameter watermain on 20 Ave SW. Due to the age and the size of the water service, upgrading to a new metered service (minimum 25mm) will be required. All existing inadequate / unused services must be abandoned at the main. Owner/ Developer is responsible for all associated costs.
3. 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

**SUBDIVISION APPLICATION FILE: 22-05**

March 11, 2022

Page 3

information. All meters will be provided at time of building permit by the City, at the owner/developers cost.

4. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
5. Fire protection requirements to be confirmed with the Building Department and Fire Department.
6. Fire hydrant spacing along 20 Avenue NE is adequate; however, fire hydrants may be required internally, to be confirmed with the Building Department and Fire Department.

**Sanitary:**

1. The subject property does not front a sanitary main; however, a 200mm diameter sanitary sewer exists approximately 22m east on 20 Ave SW. Extension of the sanitary main would normally be required, however, due to the topography that creates difficulty connecting to the sanitary main, the City will allow a force service line on its right of way to permit connection. An encroachment agreement will be required.
2. 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.
3. The subject property is in an area with no current sanitary capacity concerns according to the City Sanitary Study (Urban Systems 2016).
4. Records indicate that the existing parcel is currently serviced by a septic field. Decommissioning of the septic field, in accordance with building departments requirements will be a condition of the subdivision. Owner / Developer responsible for all associated costs.

**Drainage:**

1. Records indicate that the existing property is not serviced by a storm service. All existing inadequate/unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
2. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
3. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.



**SUBDIVISION APPLICATION FILE: 22-05**

March 11, 2022

Page 4

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4. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed parcel(s) shall be serviced (each) by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Downstream area is a known with capacity concern; controlling to the 5 year pre-development storm flow is required. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.

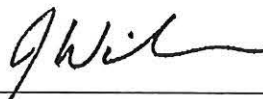
**Geotechnical:**

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), are required.



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**Mustafa Zakreet**  
Engineering Assistant



---

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

## CITY OF SALMON ARM

### BYLAW NO. 4505

#### 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 \_\_\_\_\_ at the hour of 7:00 p.m. was published in the \_\_\_\_\_, 2022 and \_\_\_\_\_ 2022, issues of the Salmon Arm Observer;

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

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

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

Rezone Lot 1, Section 10, Township 20, Range 10, W6M, KDYD, Plan 1719 from R-1 (Single Family Residential Zone) to R-4 (Medium Density Residential Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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



5. CITATION

This bylaw may be cited as "City of Salmon Arm Zoning Amendment Bylaw No. 4505"

READ A FIRST TIME THIS DAY OF 2022

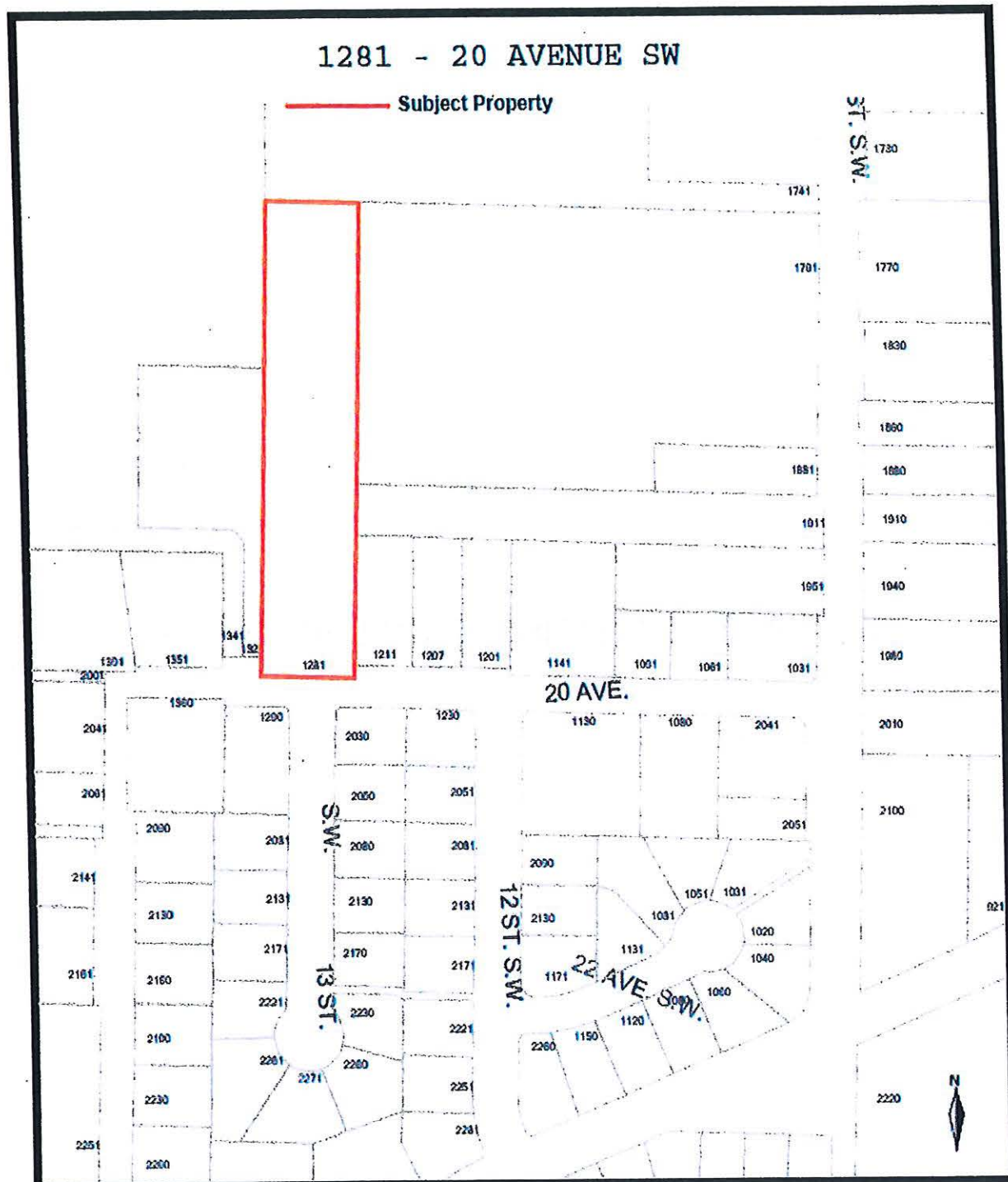
READ A SECOND TIME THIS DAY OF 2022

READ A THIRD TIME THIS DAY OF 2022

ADOPTED BY COUNCIL THIS DAY OF 2022

\_\_\_\_\_  
MAYOR

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





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Item 10.5

## CITY OF SALMON ARM

Date: May 24, 2022

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled "City of Salmon Arm Cemetery Management Amendment Bylaw No. 4536" be read a first, second and third time.

### Vote Record

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

Opposed:

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



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

---

TO: His Worship Mayor Harrison and Members of Council  
DATE: May 11, 2022  
SUBJECT: Cemetery Management Amendment Bylaw No. 4536

---

MOTION FOR CONSIDERATION:

THAT: the bylaw entitled "City of Salmon Arm Cemetery Management Amendment Bylaw No. 4536" be read a first, second and third time.

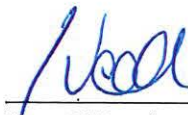
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**Background:**

City of Salmon Arm Cemetery Management Bylaw No. 4280 was adopted by Council on September 24, 2018 in preparation of the opening of Shuswap Memorial Cemetery. The bylaw was drafted with the assistance of Lees and Associates and in consultation with local funeral service providers and the Cemetery caretaker.

After further consultation with a local funeral service provider, local memorial monument suppliers and upon review of other municipal Cemetery Management Bylaws, it was determined that the proportions of the upright memorial markers currently permitted by the Bylaw may not provide suitable stability for the monument tablets. Cemetery Management Amendment Bylaw No. 4536 will revise the base and monument tablet width, height and thickness to be stable and secure.

Respectfully Submitted,



---

Sue Wood  
Director of Corporate Services

CITY OF SALMON ARM  
BYLAW NO. 4536

A bylaw to amend "City of Salmon Arm Cemetery Management Bylaw No. 4280"

---

WHEREAS it is deemed desirable and expedient to amend the memorial specifications imposed by "Cemetery Management Bylaw No. 4280" and "Cemetery Management Amendment Bylaw No. 4360";

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

1. Section 3.2 (c) of Schedule "C" of Bylaw No. 4280 reads:

(c) **Single Adult Lot with Upright Monument:** This form of lot may, as its primary form of memorial, have one (1) upright monument with a base that is twelve (12") inches (30.4 cm) deep by twenty-four (24") inches (60.9 cm) wide by four (4") inches (10.1 cm) high WITH a monument tablet that is six (6) inches (15.2 cm) thick by twenty (20) inches (50.8 cm) wide by not more than twenty-four (24") inches (60.9 cm) high and memorializing not more than one (1) individual except where the lot has or will be used for either the double-depth interment of human remains or the interment of human remains and/or cremated remains and then the upright monument may memorialize not more than two (2) individuals, AND:

(i) may also have not more than three (3) additional flat markers installed flush with the ground that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by not less than three (3") inches (7.6 cm) thick and memorializing not more than one (1) individual each.

and is amended to read as follows:

(c) **Single Adult Lot with Upright Monument:** This form of lot may, as its primary form of memorial, have one (1) upright monument with a base that is twelve (12") inches (30.4 cm) deep by twenty-six (26") inches (66.04 cm) wide by six (6") inches (15.2 cm) high WITH a monument tablet that is six (6) inches (15.2 cm) thick by twenty (20) inches (50.8 cm) wide by not more than twenty-four (24") inches (60.9 cm) high and memorializing not more than one (1) individual except where the lot has or will be used for either the double-depth interment of human remains or the interment of human remains and/or cremated remains and then the upright monument may memorialize not more than two (2) individuals, AND:

(i) may also have not more than three (3) additional flat markers installed flush with the ground that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by not less than three (3")



inches (7.6 cm) thick and memorializing not more than one (1) individual each.

2. Section 3.3 (e) of Bylaw No. 4280 reads:

(e) **Side-by-Side Adult Lots with Upright Monument:** This form of lot may, as its primary form of memorial, have one (1) large upright monument, installed over the center line of two (2) adjoining lots, that has a base that is sixteen (16") inches (40.6 cm) deep by thirty-two (32") inches (81.2 cm) wide by six (6") inches (15.2 cm) high WITH a monument tablet that is twelve (12") inches (30.4 cm) thick by twenty-eight (28") inches (71.1 cm) wide by not more than twenty-four (24") inches (60.9 cm) high and memorializing not more than two (2) individuals except where the lot has or will be used for the double-depth interment of human remains and/or cremated remains and then the large upright monument may memorialize not more than four (4) individuals; AND;

(i) may also have not more than six (6) flat markers installed flush with the ground with three (3) markers on each of the two (2) adjoining lots that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by not less than three (3") inches (7.6 cm) thick and memorializing not more than one (1) individual each.

and is amended to read as follows:

(e) **Side-by-Side Adult Lots with Upright Monument:** This form of lot may, as its primary form of memorial, have one (1) large upright monument, installed over the center line of two (2) adjoining lots, that has a base that is twelve (12") inches (30.4 cm) deep by thirty-four (34") inches (86.3 cm) wide by six (6") inches (15.2 cm) high WITH a monument tablet that is six (6") inches (15.2 cm) thick by twenty-eight (28") inches (71.1 cm) wide by not more than twenty-four (24") inches (60.9 cm) high and memorializing not more than two (2) individuals except where the lot has or will be used for the double-depth interment of human remains and/or cremated remains and then the large upright monument may memorialize not more than four (4) individuals; AND;

(ii) may also have not more than six (6) flat markers installed flush with the ground with three (3) markers on each of the two (2) adjoining lots that are twelve (12") inches (30.4 cm) deep by twenty (20") inches (50.8 cm) wide by not less than three (3") inches (7.6 cm) thick and memorializing not more than one (1) individual each.

2. Section 3.4 (d) of Schedule "C" of Bylaw No. 4280 reads:

(d) **Family Estate Cremation Lot with Upright Monument:** This form of lot may, as its primary form of memorial, have one (1) upright monument with a base that is twelve (12") inches (30.4 cm) deep by twenty-four (24") inches (60.9 cm) wide by four (4") inches

(10.1 cm) high WITH a monument tablet that is six (6) inches (15.2 cm) thick by twenty (20) inches (50.8 cm) wide by not more than twenty-four (24") inches (60.9 cm) high and memorializing not more than two (2) individuals AND an additional two (2) flat markers installed flush with the ground that are twelve (12") inches (30.4 cm) deep by twenty-four (24") inches (60.9 cm) wide by not less than three (3") inches (7.6 cm) thick memorializing not more than two (2) individuals each;

and is amended to read as follows:

(d) **Family Estate Cremation Lot with Upright Monument:**  
This form of lot may, as its primary form of memorial, have one (1) upright monument with a base that is twelve (12") inches (30.4 cm) deep by twenty-six (26") inches (66.0 cm) wide by six (6") inches (15.2 cm) high WITH a monument tablet that is six (6) inches (15.2 cm) thick by twenty (20) inches (50.8 cm) wide by not more than twenty-four (24") inches (60.9 cm) high and memorializing not more than two (2) individuals AND an additional two (2) flat markers installed flush with the ground that are twelve (12") inches (30.4 cm) deep by twenty-four (24") inches (60.9 cm) wide by not less than three (3") inches (7.6 cm) thick memorializing not more than two (2) individuals each;

#### 4. 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.

#### 5. 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.

#### 6. EFFECTIVE DATE

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



7. CITATION

This bylaw may be cited as "City of Salmon Arm Cemetery Management Amendment Bylaw No. 4536."

READ A FIRST TIME THIS	DAY OF	2022
READ A SECOND TIME THIS	DAY OF	2022
READ A THIRD TIME THIS	DAY OF	2022
ADOPTED BY COUNCIL THIS	DAY OF	2022

\_\_\_\_\_  
MAYOR

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

## INFORMATIONAL CORRESPONDENCE – May 24, 2022

- |     |  |   |
|-----|--|---|
| 1.  | D. Izik-Dzurko, Band Teacher, SAS Jackson – email dated May 12, 2022 – Booking of Gazebo at the Warf   | A |
| 2.  | S. Doray – email dated May 13, 2022 – Unwanted Propaganda  | R |
| 3.  | R. L'Esperance, Education and Community Engagement, Independent Contractor to the Gambling Support Program of BC – email dated May 17, 2022 –Franks Facebook Fiasco Story Walk | A |
| 4.  | J. Evans, Early Years Family Navigator and Outdoor Play Facilitator, Shuswap Children's Association – letter dated May 17, 2022 – Outdoor Recreational Program                 | A |
| 5.  | P. Vance, Chair, North Okanagan IG Wealth Management Walk for Alzheimer's – email dated May 9, 2022 - 2022 North Okanagan Walk for Alzheimer's                                 | R |
| 6.  | D. Gonella, Executive Director, Salmon Arm Folk Music Festival – letter dated May 12, 2022 – Alexander Street Closure Request  | A |
| 7.  | V. De Groot – email dated May 17, 2022 – Installation of Electronic Speed Signs on Lakeshore Rd N.E.   | A |
| 8.  | D. Sharman, Community Relations Manager, South Interior – email dated May 18, 2022 – UBCM 2022 Meeting Invite  | R |
| 9   | M. Engel, Secretary, Shuswap Music Festival – letter dated May 3, 2022 – Gala Concert  | N |
| 10. | Interior Health – Public Service Announcement dated May 13, 2022 – New interactive maps help communities explore and plan for climate change impacts                           | N |
| 11. | Interior Health – Public Service Announcement dated May 10, 2022 – What you need to know about bats  | N |

N = No Action Required  
A = Action Requested

S = Staff has Responded  
R = Response Required



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Item 12.2

## CITY OF SALMON ARM

Date: May 24, 2022

Moved: Councillor

Seconded: Councillor

THAT: Council authorize the submission of the 2021 Municipal Regional District Tax (MRDT) Annual Performance Report to the Province.

### Vote Record

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

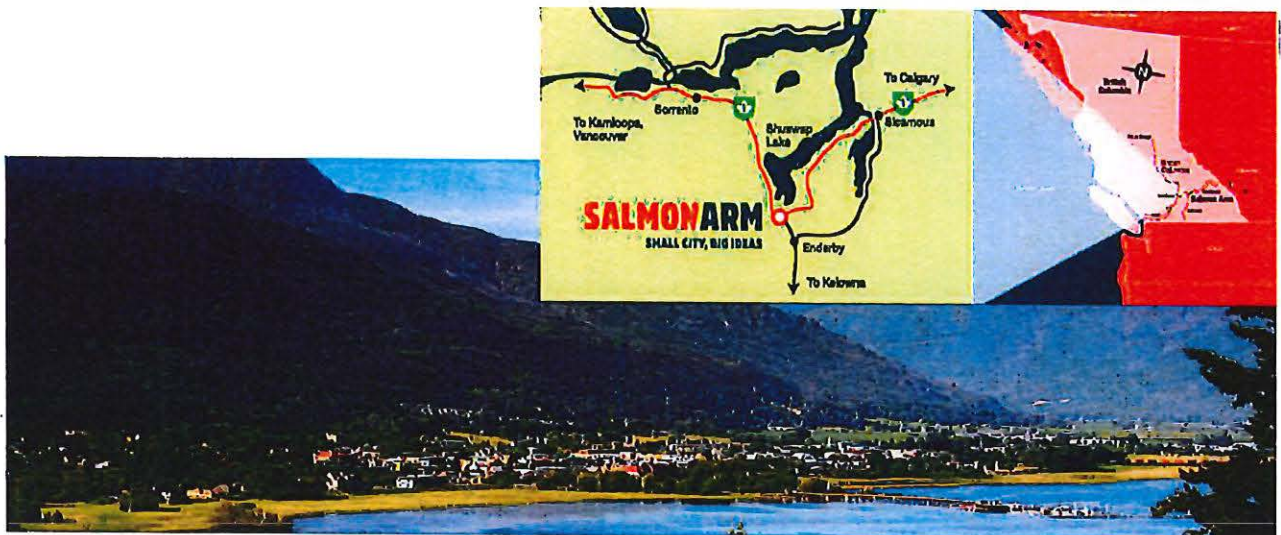
Opposed:

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



# 2021

## MRDT Annual Performance Report



CITY OF  
**SALMON ARM**

## Introduction

As we look back on 2021, we have a feeling of pride in our community's collaboration, resiliency and recovery in the midst of the COVID-19 pandemic. Supported primarily by close-to-home and inter-provincial travellers, 2021 produced Salmon Arm's highest overnight stays in the history of our MRDT collection, exceeding even pre-pandemic levels. Following is a brief summary of key lessons from 2021:

- Travel restrictions and recommendations remained in place in 2021, resulting in primarily domestic travelers, followed by a return of Alberta visitors.
- Continued increase in walk-up bookings.
- Continuing from 2020, shift in visitor type from business and tour participants to almost entirely a leisure traveler.
- Salmon Arm provided emergency accommodations for neighbouring regions as a result of significant natural disasters that occurred at different times throughout the year.
- Events (sporting, conference, cultural) remained at an all-time low in 2021.
- Accommodators noted an uptick in requests for visitor information resources and concierge services at check-in.
- Of the 2021 visitors arriving in Salmon Arm, it appeared many did not originally plan to stop in our community. Further, most did not have an itinerary and were seeking support in trip planning. Finally, there was flexibility in their vacation plans allowing for "stay-another-day" opportunities in Salmon Arm, if they were supported in their trip planning.
- Building on 2020, there was on-going demand for outdoor recreation opportunities, with a focus on trails in Salmon Arm, and the surrounding Shuswap, due to the global pandemic.

This time of unpredictability required some initiatives to pause and others to pivot. 2021 completed initiatives are further detailed in *Appendix 2.2 Annual Performance Report*.

## MRDT Program Structure

The City of Salmon Arm was approved to begin collecting the 2% Municipal & Regional District Tax (MRDT) on June 1, 2017. This report presents the goals, objectives, tasks and measurables for 2021 operations.

A primary goal of the City of Salmon Arm's MRDT 5 Year Business Plan is to deliver a collaborative program, led by tourism industry stakeholders. Following is a report which details activities undertaken directly by Salmon Arm's MRDT Committee, as well as those supported with Salmon Arm's MRDT Funding but undertaken by partnership organizations.



## Vision

Salmon Arm and the broader Shuswap region will be recognized as an all-season destination of choice for visitors from around the world

## Mission

In the five-year period commencing in mid-2017, Salmon Arm's MRDT Program will increase visitation to Salmon Arm and the broader Shuswap region (measured by the growth of the annual MRDT revenue). This will be achieved by:

- Telling our story/sharing our experience;
- Expanding destination and experiential marketing;
- Developing/expanding industry partnerships;
- Developing/expanding tourism experiences and assets.

## Overall Goals, Objectives and Targets

There are 4 guiding principles which form the foundation of Salmon Arm's MRDT Business Plan:

1. "Accommodator led" MRDT program with input and support from broader tourism stakeholders;
2. Support the implementation of specific local tourism initiatives which have been identified as gaps and high ROI opportunities;
3. Support and expand the work of multiple tourism stakeholder organizations across the broader Shuswap region;
4. Collaborative approach, ensuring a strong alignment with strategic plans of partner organizations, including Shuswap Tourism's Development Plan, Thompson Okanagan Tourism Association's Tourism Strategy, and Destination BC's Strategic Plan.

Each of the following goals and objectives of Salmon Arm's MRDT Business Plan will be guided by the overarching focus of "shoulder and off-season development" and "working collaborative with partner organizations".

**Primary Program Goal** - Expand the tourism economy in Salmon Arm and the broader Shuswap Region, measured by increased accommodation occupancy rates.

## Governance

The City of Salmon Arm is the *Applicant* and *Designated Recipient* of the 2% MRDT funds. The City has delegated administration of the MRDT program to the Salmon Arm Economic Development Society (SAEDS) under a Third Party Service Provider Agreement.

### Agreement Among Partner Agencies

#### City of Salmon Arm

The City of Salmon Arm is lead applicant.

#### Salmon Arm Economic Development

The City of Salmon Arm has entered into a Third Party Service Agreement with Salmon Arm Economic Development Society (SAEDS) to administer the MRDT revenue on its behalf, in accordance with the Business Plan.

#### SAEDS MRDT Committee

SAEDS has formed an MRDT Committee comprised of tourism stakeholders, which is tasked with overseeing the Business Plan implementation.

#### Community Partner Organizations

SAEDS will work closely with partner organizations including Shuswap Tourism, the City's Visitor Centre, Shuswap Trail Alliance and others, to ensure a collaborative and regionally aligned approach to the MRDT service delivery.

### Governance Structure

MRDT revenue collected by Salmon Arm accommodators and applicable short-term vacation rentals is remitted to the Ministry of Finance, then transferred to the City of Salmon Arm, which then transfers the funds to Salmon Arm Economic Development Society for implementation of the Business Plan.

### About Salmon Arm Economic Development Society (SAEDS)

The Salmon Arm Economic Development Society is a non-profit society registered with the BC Corporate Registry. It was established on August 27, 2002 and has a 17-person Board of Directors comprised of 12 voting members and 5 non-voting members. The voting membership represents the major sectors of the local economy, including: Tourism, Construction, Commercial, Manufacturing, Business Services, Health, Forestry, Agriculture, Education, and Technology, and 5 non-voting members representing City of Salmon Arm, Columbia Shuswap Regional District, Salmon Arm Chamber of Commerce, Adams Lake Indian Band, and Neskonlith Indian Band.



The mandate of the Society is:

1. *Business Retention and Expansion*
2. *New Business Attraction and Development*
3. *Programs and Projects Designed to Enhance Resident Quality of Life, Economic Development and Prosperity in the Community.*

## 2021 MRDT Committee Membership

Voting - Accommodators	
Jesse Ziercke	Prestige Harbourfront Resort
Carol Beaulieu	Viewpoint RV Park & Cottages
Voting - General	
Tovah Shantz	Shuswap Pie Company
Sapphire Games	Salmon Arm Golf (partial year)
Non-Voting	
Carolyn Rennie	Chamber of Commerce
Erin Jackson	City of Salmon Arm
Jennifer Broadwell	Downtown Salmon Arm
Darby Boyd	Shuswap Recreation Society
Jen Bellhouse	The Shuswap Trail Alliance
Kyle Dearing	Shuswap Tourism
Staff Contacts	
Lana Fitt	Salmon Arm Economic Development Society
Morgen Matheson	Marketing Coordinator

## Strategies and Key Actions

Following is a list of the key strategies which were identified as the community priorities for Salmon Arm's MRDT program.

- Research & Planning
  - Development of a Community Event Strategy
  - Development of a Community Ambassador Program
- Marketing
  - Expansion of Shuswap Tourism's Regional Marketing – Non-traditional Season Development
  - Event Attendee Visitor Information Packages
  - Media Fam Tour Hosting expansion
  - Consumer Shows
  - On-line Digital Marketing Campaign
- Destination/Experience Development
  - Event Expansion (Sports tourism, Cultural Festivals, Agri-tourism, Conference/Conventions and Seminars)
  - Anchor asset support – planning and marketing of identified key tourism anchors: Community Trails and Canoe Beach
    - specific tourism based trail planning and marketing occurring throughout the 5-year business plan
    - on-site signage, and expansion of sports tourism event opportunities at Canoe Beach
  - Facilitation of Visitor Package Development
- Visitor Services
  - Expanded visitor information and signage
  - Community Ambassador Program

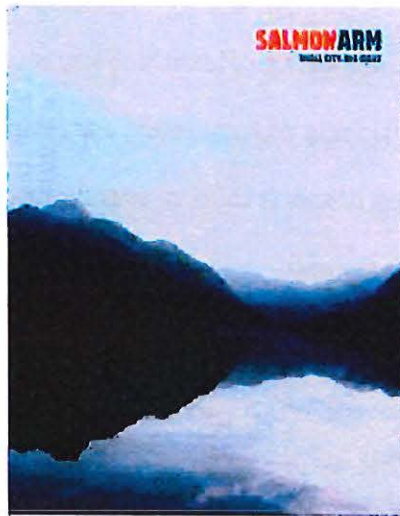


## Brand Positioning

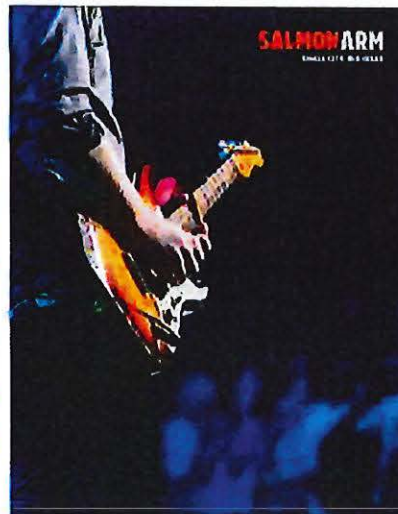


Salmon Arm is a small city with big ideas whose combination of beauty and forward thinking attracts young explorers, entrepreneurs and families of all ages. They're seeking a welcoming place that's open to innovative ways to build a life where they can do more, live more and make more of a difference. In a spectacular setting ideally situated on a key transportation crossroads, Salmon Arm offers authentic community, varied activity, real prosperity, and true opportunity.

Our wordmark embodies the many contrasts of our city like innovation and playfulness, quiet and cutting-edge, opportunity and lifestyle, nature and business, and technology and arts.



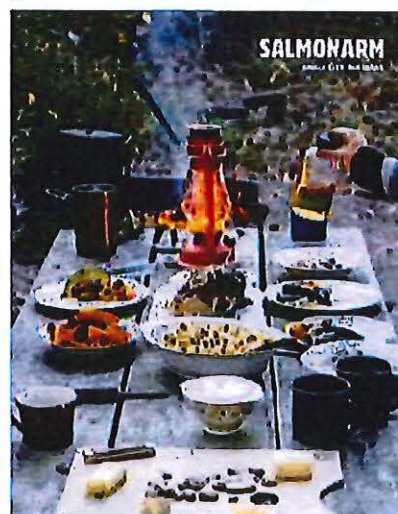
1



2



3



4

Salmon Arm is part of the Shuswap Region and actively participates as a member community in the *Shuswap Tourism* function administered by the Columbia Shuswap Regional District. Shuswap Tourism also has a highly successful Shuswap Brand. Further details on the Shuswap Brand are below:



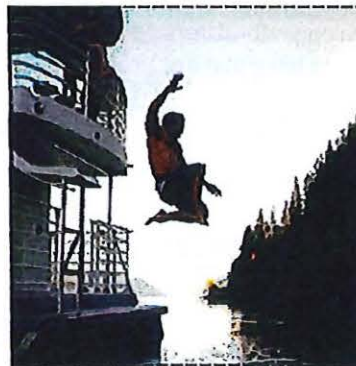
## OUR STORY

*"The Shuswap? That's that place where you go houseboating, right?" Right!*

But only partially right. Houseboating's only part of our story. You see, for decades, the Shuswap region has been synonymous with houseboating. But our real story, the one we live and breathe, is comprised of real people in an incredible place, living rich and simple and authentic lives.

We shop for groceries, take the kids to games, go for walks in the woods and travel to other places. We like to go to the lake, we like to have concerts, we possess a rich heritage and we may or may not use umbrellas when it rains. We have incredible wineries, access to a myriad of recreational opportunities, host a top-notch major festival and hey, even the salmon fight their way back here year after year. These are all parts of our story.

But you might find the best part of our story is sharing a cup of tea, or a piece of pie, or digging carrots and hearing about what's happening (or



not happening) in the community as of late. Or you might get the best part of a Shuswap experience leaning on a fence post, or leaning on a speaker, or leaning on a café counter. Or you might find the best part of our story when you free your soles, swap your shoes, kick up your heels and take a step in our direction, in search of another simple spectacular Shuswap adventure.





## Target Markets

Throughout 2021, SAEDS and Shuswap Tourism closely followed messaging from Destination BC, directed by the Provincial Health Officer, regarding travel recommendations and orders. Often times throughout the year, this meant marketing solely to a local market encouraging staycation activities.

The information below relates to our traditional target market, which we anticipate will resume following easing of travel orders related to the pandemic.

### Geographic Market

A primary market of “close to home” travellers from within British Columbia, Alberta, and Washington has been identified. Visitor attraction efforts will be aligned with current PHO orders and Destination BC messaging.

### Explorer Quotient Audience

- **Authentic Experiencers** - Typically understated travellers looking for authentic, tangible engagement with destinations. With a particular interest in understanding the history of the places they visit, these experiencers have a higher than average education and an average household income, more likely to be retired with an average of 53% over the age of 55. Experience appeal for these visitors includes exhibits, architecture, historic sites/buildings and museums. They may also be interested in nature, shopping, foodie opportunities, performing arts, and water-based outdoor activities (among others).
- **Free Spirits** – Highly social and open-minded. Their enthusiasm for life extends to their outlook on travel. Experimental and adventurous, they indulge in high-end experiences that are shared with others. These higher than average income earners tend to be full-time workers if they are not still students. 80% of the Free Spirits are in the 18-54 demographic. These travellers are more likely than most to be interested in shopping, dining and other food related activities, entertainment and performing arts, water-based outdoor activities, festival, events and spectator sports, outdoor and nature experiences (among others).
- **Cultural Explorers** – defined by their love of constant travel and continuous opportunities to embrace, discover and immerse themselves in the culture, people and settings of the places they visit. With a higher than average education and average household income, 43% of these travellers are between the ages of 35-54. Similar to Free Spirits, Cultural Explorers are likely to find many activities appealing to do on a long-haul vacation including nature and outdoor experiences, sightseeing, water-based outdoor activities, and festivals, events and spectator sports (among others).

## Summary of 2021 MRDT Operations

<b>Events</b>	<p>In 2021, Salmon Arm's MRDT Event Grant Fund Program contributed \$9,500 towards event hosting costs. In total, three events were directly supported in 2021, including the following:</p> <ul style="list-style-type: none"> <li>• Salmon Arm Tennis Open</li> <li>• Salmon Arm Curling Club BC Tour Bonspiel</li> <li>• Salmon Arm Snowblazers Moonlight Poker Run</li> </ul> <p>Although the MRDT Event Coordinator position ceased in 2020 as a result of a downturn in event hosting, SAEDS staff continued to support event hosts with hosting plan revisions and related public marketing, while continuing to explore and submit bid opportunities for future event hosting opportunities.</p>
<b>Cultural Development</b>	<p>The MRDT program supported the launch and/or hosting costs of three separate cultural programs in 2021.</p> <ul style="list-style-type: none"> <li>• Hosting historic walking tours utilizing the OnThisSpot Heritage app</li> <li>• Sponsorship and community marketing for the virtual Roots &amp; Blues Festival</li> <li>• Sponsorship and community marketing for the Song Sparrow Hall and Acoustic Avenue music events</li> </ul>
<b>Workshops &amp; Resources</b>	<p>MRDT Workshops Hosted in 2021 designed to support tourism business marketing:</p> <ul style="list-style-type: none"> <li>• The Big Prep</li> <li>• The Big Welcome</li> </ul>
<b>Marketing</b>	<p>Throughout the year, the MRDT Committee also contributed to the development of marketing assets including the following initiatives:</p> <ul style="list-style-type: none"> <li>• Maintained the Salmon Arm &amp; Shuswap page on the SupportLocalBC website</li> <li>• Prepared and circulated staycation itineraries (local market)</li> <li>• Commissioned and circulated winter and spring Top 10 Visitor Experiences blog posts</li> <li>• Launched a series of shop local/stay local digital and print campaigns</li> <li>• Printed and circulated community tourism map, highlighting tourism assets</li> <li>• Sponsored Small City, Big Ideas branded rink board at Shaw Centre</li> <li>• Updated recruitment guide for the Salmon Arm Silverbacks</li> <li>• Partnered with Shuswap Tourism and BCSF for the launch of the Shuswap Sledding website</li> <li>• Commissioned seasonal images to support marketing efforts</li> <li>• Supported the launch of Alexander Plaza street painting</li> <li>• Commissioned and launched a spring tourism video</li> <li>• Commissioned and launched an Event Hosting Directory</li> <li>• Commissioned and launched an Event Hosting Video</li> <li>• Developed and launched a Restaurant Directory</li> </ul>



## 2021 Financial Review

January 1 – December 31, 2021

2020 Carry Fwd Funding	\$167,961
MRDT Revenue	\$245,639
Local Government Tourism Contributions	\$ 45,368
DBC Funding	\$ 25,000
Provincial Recovery Grants	<u>\$ 83,048</u>
Total Revenue	<u>\$567,016</u>
MRDT Expenses	<u>\$267,573</u>
	<u>\$299,443</u>
Less: Project Reserves	<u>\$ 20,000</u>
Unallocated Surplus	<u>\$279,443</u>

A full accounting of 2021 MRDT Revenue and Expenses is attached as *Appendix 2.1, Financial Report*

## 2021 Performance Review

A detailed review of all tactics completed in 2021, including related outcomes is attached as *Appendix 2.2 Annual Performance Report*.

## Conclusion

The global pandemic created ongoing challenges for the tourism industry and presented many hurdles for our organization and the MRDT Committee. As we moved through 2021, the unknown impact the pandemic would create for MRDT revenues resulted in budget revisions and project pauses to ensure we retained a positive financial position for this function.

SAEDS, the MRDT Committee and our partner organizations including Shuswap Tourism, worked diligently to support provincial tourism messaging led by Destination BC. We also worked diligently to support needs of our local tourism operators in all ways possible. We are very proud of our tourism operators and their resiliency and innovation, which was displayed in the most trying of times.

Tasks we were able to complete in 2021 mirror the strategic direction, vision, goals and objectives presented in Salmon Arm's Five-Year MRDT Business Plan. The Five-Year Plan is a community developed program which was prepared with extensive consultation and is reflective of strong accommodator and broader tourism industry support. Both the broader Five-Year Plan and the 2021 Tactical Plan align with goals and objectives within the Shuswap Tourism Development Plan, Thompson Okanagan Tourism Association Strategy and Destination BC Strategy. Our community continues to prioritize a collaborative approach to growing our tourism economy as represented in this *Annual Performance Report*.

## Appendix 2.1 Financial Report

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must report back to the Province annually in the form of a Financial Report by May 31 of each year.

The Financial Report must show how all of the money received from the tax was spent and certify that all of the money received from the tax was used solely for approved purposes. The Financial Report must show that spending of money received from the tax was consistent with the Five-Year Strategic Business Plan. The Financial Report must also show the amounts, sources, and uses of all other tourism revenues.

**Please do not add lines or customize this template as the data has to be consistently consolidated across all 60+ designated accommodation areas. Please use the "Other" sections to describe any significant items not listed.**

Designated Recipient:	City of Salmon Arm
Designated Accommodation Area:	Salmon Arm, BC
Date Prepared:	15-May-22
MRDT Repeal Date (if applicable):	
Total MRDT Funds Received:	\$ 245,639.00
Year Ending:	2021

## Section 1: MRDT Budget Variance Report

Designated recipients must complete the table as provided below. Refer to Appendix 2.3 for further expense line item

Revenues (MRDT and Non MRDT)	Budget \$	Actual \$	Variance
Starting Carry Forward (All Net Assets Restricted and Unrestricted)	\$ 152,000.00	\$ 167,961.00	\$ 15,961.00
General MRDT (net of admin fees)	\$ 164,000.00	\$ 221,543.23	\$ 57,543.23
MRDT from online accommodation platforms (OAP)	\$ 10,000.00	\$ 24,096.00	\$ 14,096.00
Local government contribution	\$ 45,368.00	\$ 45,368.00	
Stakeholder contributions (i.e. membership dues)			
Co-op funds received (e.g. CTO; DMO-led projects)	\$ 25,000.00	\$ 25,000.00	
Grants - Federal			
Grants - Provincial		\$ 83,048.00	\$ 83,048.00
Grants/Fee for Service - Municipal			
Retail Sales			
Interest			
Other (please describe)			
<b>Total Revenues</b>	<b>\$ 244,368.00</b>	<b>\$ 399,055.23</b>	<b>\$ 154,687.23</b>
Expenses MRDT and Non-MRDT	Budget \$	Actual \$	Variance
<b>Marketing</b>			
Marketing staff – wage and benefits	\$ 32,000.00	\$ 36,438.00	\$ 4,438.00
Media advertising and production	\$ 83,000.00	\$ 80,178.96	-\$ 2,821.04
Website - hosting, development, maintenance			
Social media			
Consumer shows and events			
Collateral production and distribution			
Travel media relations			
Travel trade			
Consumer focused asset development (imagery, written content, video)			
Other: Shuswap Tourism Led Marketing Projects	\$ 58,728.00	\$ 58,728.00	
<b>Subtotal</b>	<b>\$ 173,728.00</b>	<b>\$ 175,344.96</b>	<b>\$ 1,616.96</b>
<b>Destination &amp; Product Experience Management</b>			
Destination and Product Experience Management Staff – wage and benefits	\$ 27,000.00	\$ 2,756.00	-\$ 24,244.00
Industry development and training			
Product experience enhancement and training	\$ 41,300.00	\$ 23,400.00	-\$ 17,900.00
Research and evaluation	\$ 5,000.00		-\$ 5,000.00
Other: Shuswap Tourism Research and Planning	\$ 11,640.00	\$ 11,640.00	
<b>Subtotal</b>	<b>\$ 84,940.00</b>	<b>\$ 37,796.00</b>	<b>-\$ 47,144.00</b>
<b>Visitor Services</b>			
Visitor Services - wage and benefits			
Visitor Services operating expenses	\$ 56,700.00	\$ 11,886.00	-\$ 44,814.00



Other (please describe)			
<b>Subtotal</b>	<b>\$ 56,700.00</b>	<b>\$ 11,886.00</b>	<b>-\$ 44,814.00</b>
<b>Meetings and Conventions</b>			
Staff - wage and benefits			
Meetings, conventions, conferences, events, sport, etc.			
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Administration</b>			
Management and staff unrelated to program implementation - wages and benefits	\$ 35,000.00	\$ 34,999.92	-\$ 0.08
Finance staff – wages and benefits	\$ 2,400.00	\$ 2,952.00	\$ 552.00
Human Resources staff – wages and benefits			
Board of Directors costs			
Information technology costs – workstation related costs (i.e. computers, telephone, support, networks)			
Office lease/rent	\$ 6,000.00	\$ 4,593.80	-\$ 1,406.20
General office expenses			
<b>Subtotal</b>	<b>\$ 43,400.00</b>	<b>\$ 42,545.72</b>	<b>-\$ 854.28</b>
<b>Affordable Housing (If applicable)</b>			
Funded by OAP Revenue			
Funded by General MRDT Revenues (If applicable)			
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other</b>			
All other wages and benefits not included above			
Other activities not included above (please describe)			
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenses</b>	<b>\$ 358,768.00</b>	<b>\$ 267,572.68</b>	<b>-\$ 91,195.32</b>
<b>Total Revenue Less Total Expenses (Surplus or Deficit)</b>	<b>-\$ 114,400.00</b>	<b>\$ 131,482.55</b>	<b>\$ 245,882.55</b>
<b>Ending Carry Forward (Restricted and Unrestricted)</b>	<b>\$ 37,600.00</b>	<b>\$ 299,443.55</b>	<b>\$ 245,882.55</b>

## Section 2: Actual Spend by Market - LEISURE ONLY

Geographic Market	MRDT \$ by Market	% of Total \$ by Market
BC	\$80,178.96	100%
Alberta		0%
Ontario		0%
Other Canada (please specify)		0%
Washington State		0%
California		0%
Other USA (please specify)		0%
Mexico		0%
China		0%
UK		0%
Germany		0%
Australia		0%
Japan		0%
Other International (Please specify)		0%
<b>Total</b>	<b>\$ 80,178.96</b>	<b>100%</b>

By signing this form, you certify that the above information is an accurate representation of the actual tourism related expenditures for the jurisdiction defined under the terms of the Municipal and Regional District Tax. Form MUST be signed by the Designated Recipient, not the service provider.

Designated Recipient's Authorized Signing Authority Name

Designated Recipient's Authorized Signing Authority Title

Date

Designated Recipient's Authorized Signing Authority Signature

## Appendix 2.2 Annual Performance Report

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must report back to the Province annually. As such, all designated recipients (or the designated recipient's service provider), are required to complete the following Annual Performance Report as well as a Financial Report (refer to Appendix 2.1) **by May 31 of each year.**

All designated recipients are required to fill in the sections below.

Only those designated recipients that receive the three percent tax rate will be required to report out on additional metrics (as indicated below).

A description/instructions pertaining to each performance metric is provided in grey text as a guide only. Please delete the grey text and provide your response accordingly.

**Designated Recipient:** City of Salmon Arm

**Report Completed:** 18-05-22

**Designated Accommodation Area:** Salmon Arm, BC

**Reporting period:** Jan 1- Dec 31 – 21

\*or for first year of term, indicate accordingly

### 1. Effective tourism marketing, programs and projects

MRDT-funded tourism marketing, programs and projects maximize the potential for increased visitation and growth in tourism business activity, employment and incremental tourism revenue.

Mandatory Metric	Designated Recipient Response
MRDT Revenue	\$245,639



<b>MRDT activities, tactics, investment efforts and outcomes</b> (as per your One-Year Tactical Plan)	<p><b>Project:</b> Shuswap Trail Planning and Marketing</p> <p><b>Tactics:</b> Expand trail-based marketing campaigns and support planning for future "high-tourism potential" trail development.</p> <p><b>Partners:</b> Shuswap Trail Alliance (in collaboration with Shuswap Tourism and regional trail partners)</p> <p><b>Implementation:</b> "High visitor attraction" trail-based priorities –</p> <ol style="list-style-type: none"> <li>1. Trail Marketing Campaigns – greenway signage and expanded mapping</li> <li>2. Trail Marketing Campaigns – expanded marketing for specific trail-based experiences</li> <li>3. Identification and planning for high tourism potential trail development</li> </ol> <p>References: Salmon Arm 5 Year MRDT Business Plan</p> <ul style="list-style-type: none"> <li>• Printed/installed 27 new signs, printed 3 kiosks for installation in 2022 and designed 50 signs for printing in 2022, locations include Little Mountain, Larch Hills Traverse, Rubberhead, Shuswap Memorial Cemetery Trails, Hillcrest Heights, and Salmon Arm Greenways.</li> <li>• Updated the City of Salmon Arm mapping database and website links to the Shuswap Trails master geo-referenced web-based guide maps showing all new trail additions for 4 new maps (including Rubberhead, Shuswap Memorial Cemetery Trails, Hillcrest Heights, and Shuswap Blueways Guide map.)</li> <li>• Update embedded Shuswap Trail content on Google Earth mapping data base on a continual basis</li> <li>• ShuswapTrails.com was completely rebuilt in 2021 and launched in the fall with updated and new information including a new trails database</li> <li>• 2021 Shuswap Trails content and map links to TrailForks, and Mountain Biking BC were updated online</li> <li>• Researched new online trail apps for Shuswap Trail guide content suitability for hiking, equestrian, and winter Nordic (to complement TrailForks mountain bike reach), still working through selecting apps if suitable</li> <li>• Shuswap Trail social media posts were made at least once a week for all 52 weeks of 2021</li> <li>• Carry forward from 2019 - the Shuswap Blueways Trail Guide publication is set to go to print immediately, and the designer/publisher has invoiced the STA.</li> </ul> <p>In total, \$13,900 in 2021 MRDT funds were spent on this project.</p> <p><b>Performance Measures:</b></p> <table border="1"> <thead> <tr> <th data-bbox="500 1780 899 1812">Outputs:</th><th data-bbox="899 1780 1463 1812">Outcomes:</th></tr> </thead> <tbody> <tr> <td data-bbox="500 1812 899 1961"> <ul style="list-style-type: none"> <li>• Completed all trail planning and marketing initiatives detailed above.</li> </ul> </td><td data-bbox="899 1812 1463 1961"> <ul style="list-style-type: none"> <li>• Expanded visitor awareness of Salmon Arm</li> <li>• Expanded visitor experiences and activities</li> </ul> </td></tr> </tbody> </table>	Outputs:	Outcomes:	<ul style="list-style-type: none"> <li>• Completed all trail planning and marketing initiatives detailed above.</li> </ul>	<ul style="list-style-type: none"> <li>• Expanded visitor awareness of Salmon Arm</li> <li>• Expanded visitor experiences and activities</li> </ul>
Outputs:	Outcomes:				
<ul style="list-style-type: none"> <li>• Completed all trail planning and marketing initiatives detailed above.</li> </ul>	<ul style="list-style-type: none"> <li>• Expanded visitor awareness of Salmon Arm</li> <li>• Expanded visitor experiences and activities</li> </ul>				

**Project:** Expanded Visitor Information

**Tactics:** To create (or expand distribution of) print collateral and digital marketing for visitor attraction

**Partners:** Shuswap Tourism, Visitor Services

**Implementation:** Growing Salmon Arm and the Shuswap region into a four-season destination requires the development and use of high-quality promotional materials in strategic ways to share and promote visitor experiences that highlight key local assets and experiences. Throughout 2021, following DBC marketing guidelines, various marketing tactics were undertaken focused on a close-to-home audience. The following initiatives were completed:

- Spring Visitor Attraction Video developed and launched
- Seasonal Image Bank expanded
- BC Snowmobile Federation Sled Shuswap webpage developed and launched
- Visitor Itineraries and Blog Posts commissioned and circulated
- Visitor Information Map commissioned and circulated
- Event Hosting Video developed and launched
- Event Hosting Directory developed and launched
- Restaurant Directory developed and launched
- 20 Visitor Wayfinding Signs designed and installed
- 10 Destination Attraction Signs designed and commissioned.

In total, \$80,178.96 in 2021 MRDT funds were spent on this project.

**OUTPUT MEASURES**

- New digital assets developed
- New print assets developed
- New visitor signage installed

**OUTCOME MEASURES**

- Expanded visitor awareness of Salmon Arm
- Expanded visitor experiences and activities
- Increased occupancy rates



<p><b>Project:</b> Destination Event Expansion</p> <p><b>Tactics:</b> 1: To provide support to existing community events to expand the number of attendees and number of event days  2: To expand the number of destination events occurring in Salmon Arm</p> <p><b>Partners:</b> Shuswap Tourism, Visitor Services</p> <p><b>Implementation:</b> With an ongoing focus on the priority of attracting high return-on-investment events to our community in the shoulder and off-season, while also recognizing the shift in what COVID-19 events look like, Salmon Arm's MRDT program completed the following initiatives:</p> <ul style="list-style-type: none"> <li>• Sponsored and supported three community events via the MRDT Event Fund, which took place in the shoulder season</li> <li>• Provided event hosting support to event hosts in a challenging climate</li> <li>• Responded to event hosting inquiries for Salmon Arm</li> <li>• Provided attendee welcome packages, visitor itineraries and community collateral.</li> </ul> <p>In total, \$12,256 in 2021 MRDT funds were spent on this project.</p>	
OUTPUT MEASURES	OUTCOME MEASURES
<ul style="list-style-type: none"> <li>• 3 events successfully hosted in shoulder season</li> <li>• Event attendees provided visitor information</li> <li>• Event hosts supported with community information for future planning</li> </ul>	<ul style="list-style-type: none"> <li>• Increased number of visitors to Salmon Arm in the shoulder season</li> <li>• Increased over night stays.</li> </ul>

<p><b>Project:</b> The Big Prep</p> <p><b>Tactics:</b> Provide recovery support to Salmon Arm businesses transitioning to or leveraging digital marketing opportunities.</p> <p><b>Implementation</b> Designed as a COVID-19 response initiative, The Big Prep program assisted tourism-based businesses by creating digital listings on high-traffic tourism platforms. By engaging with broader markets through Google, Tripadvisor, Facebook, Yelp, HelloBC, and making sure they were featured on our Shuswap Tourism Directory, local businesses are now more searchable and found by online travellers. The Big Prep team provided one-on-one support to Salmon Arm tourism businesses to assist them in establishing/expanding their digital presence.</p> <p>In total, \$10,769 in 2021 MRDT funds were spent on this project.</p>	
OUTPUT MEASURES	OUTCOME MEASURES
<ul style="list-style-type: none"> <li>• 63 businesses supported</li> <li>• 149 digital listings generated</li> <li>• 38 listings claimed</li> <li>• 31 business image</li> </ul>	<ul style="list-style-type: none"> <li>• Increased visitor awareness of Salmon Arm as a tourism destination</li> <li>• Increased overnight stays</li> <li>• Increased visitor spending</li> </ul>



<b>Key Learnings</b>	<p>Below is a brief summary of the highlights of 2021.</p> <ul style="list-style-type: none"><li>• Our community is resilient and realized significant tourism revenue recovery in 2021.</li><li>• Salmon Arm businesses did a tremendous job of navigating ever-changing emergency regulations, always with the goal of keeping our community and visitors safe, even if it required undertaking actions that were to the detriment of their business or personal situations.</li><li>• Many accommodators and tourism businesses continued to report being severely understaffed in 2021.</li><li>• 2021 continued to see significant volume of walk-up bookings.</li><li>• Visitor type continued the trend from 2020, shifting away from business and tour participants to almost entirely leisure travelers (families &amp; snowbirds).</li><li>• A significant increase in visitor information requests at check-in, coinciding with the change in planned bookings and traveler type, was also noted.</li></ul>
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## 2. Effective local-level stakeholder support and inter-community collaboration

Designated recipients are responsible for engaging with key stakeholders, establishing local-level support, and seeking out efficiencies through collaborative activities to inform appropriate decision-making regarding investments.

Mandatory Metric	Designated Recipient Response
<b>Extent of Local-level Stakeholder Engagement</b>	<p>Throughout 2021, Salmon Arm Economic Development Society undertook diverse community engagement activities to ensure stakeholders remained informed of the progress of the community's MRDT program, as well as imperative messaging regarding the pandemic. The following community engagement activities were undertaken:</p> <ul style="list-style-type: none"> <li>• One-on-one targeted business outreach</li> <li>• E-Newsletters</li> <li>• Social media posts</li> <li>• Community presentations</li> <li>• AGM presentation (Salmon Arm Economic Development Society)</li> </ul>



Mandatory Metric	Designated Recipient Response
<b>Community Collaboration</b>	<p>Throughout 2021 Salmon Arm Economic Development Society prioritized community collaboration as a key objective in the community's MRDT program. Driven by necessity as well as opportunity, SAEDS worked closely with our community partners to support local businesses, responding effectively and efficiently to emergency needs. Collaborating on key message delivery, including ever-changing PHO orders and supportive government programs, served to amplify messaging and avoid confusion.</p> <p>Salmon Arm relies on a unique model of tourism service delivery which is based on a collaborative multi-agency approach. This approach is reflected in the foundation of the 5-Year MRDT Business Plan and the closely linked to the Tactical Plans. Throughout Salmon Arm and the broader region, there are a number of organizations that have worked together to build the local tourism economy. These partners include local and regional governments, established tourism functions, economic development organizations, community NPO's, Visitor Centres and many others.</p> <p>Salmon Arm's MRDT delivery model has been developed in a manner which ensures the MRDT program is led by the tourism industry, with established supports, communication and accountability measures to ensure its success. In mid-2017 following the approval of the City's MRDT application, a committee was formed to oversee the implementation of the 5-year plan. The MRDT Committee is comprised of 5 voting members (3 accommodators and 2 broader tourism stakeholders) as well as 6 non-voting members which include appointed representatives from partner organizations.</p> <p>In 2021, communication and joint planning and programing was undertaken with the following community organizations:</p> <ul style="list-style-type: none"> <li>• The MRDT Committee</li> <li>• Downtown Salmon Arm</li> <li>• Shuswap Tourism</li> <li>• Shuswap Trail Alliance</li> <li>• Shuswap Recreation Society</li> <li>• RJ Haney Heritage Village</li> <li>• Salmon Arm Economic Development Society</li> </ul>

### 3. Marketing Efforts Are Coordinated and complementary to provincial marketing strategies and tactics:

Designated recipients are responsible for ensuring their marketing efforts complement and do not duplicate those of Destination British Columbia to avoid overlap at the community level and dilution of BC's marketing message in key domestic and international markets.

Mandatory Metric	Designated Recipient Response
Provincial Alignment	<p>The <i>2021 Tactical Plan</i> directly aligns with the <i>City of Salmon Arm's Five-Year MRDT Business Plan</i>. The Business Plan was prepared in strategic alignment with the Salmon Arm Economic Development Society Action Plan, the Shuswap Tourism Strategy, goals and objectives defined by the Thompson Okanagan Tourism Association (TOTA) and Destination BC. Defined areas of alignment include the focus on shoulder and off-season tourism development, new experience development and identified target markets.</p> <p>Target markets defined within the <i>City of Salmon Arm's Five-Year MRDT Business Plan</i> are reflective of the target markets within the Shuswap Tourism Development Plan and further, the target markets of both TOTA and Destination BC.</p>



#### 4. Fiscal prudence and accountability

All designated recipients must be accountable, transparent, and make fiscally prudent investments in community tourism marketing.

Mandatory Metric	Designated Recipient Response
<b>Effective Financial Management</b>	As detailed in Appendix 2.1, Financial Report, Salmon Arm Economic Development Society operated within the approved 2021 tactical plan budget. The MRDT Committee worked to pause programming and initiatives to align with DBC messaging and PHO orders related to the Pandemic.
<b>Streamlined Administrative Costs</b>	Administrative Costs for 2021 totaled \$40,403.72 or 15% of total annual MRDT expenses.
<b>Leveraging of Other Marketing Funds</b>	As included in the attached Appendix 2.1, The MRDT Funds were leveraged with an annual contribution from the City of Salmon Arm towards tourism marketing initiatives. In 2021, the City of Salmon Arm contributed a total of \$45,368 towards tourism marketing initiatives which were led by Shuswap Tourism. Further, Shuswap Tourism leveraged funding from Destination BC and other grant funding sources to support partnership projects.

By signing this form, you certify the accuracy and completeness of the information provided above.

Designated Recipient's Authorized Signing Authority Name	Designated Recipient's Authorized Signing Authority Title
Date	Designated Recipient's Authorized Signing Authority Signature

Item 21.1

## CITY OF SALMON ARM

Date: May 24, 2022

### PRESENTATION Natalie Wilkie - Paralympian

#### Vote Record

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

Opposed:

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



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Item 23.1

**CITY OF SALMON ARM**Date: May 24, 2022

Moved: Councillor

Seconded: Councillor

THAT: Development Permit No. DP-440 be authorized for issuance for Lot 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 28506 in accordance with the drawings attached as Appendix 3 of the Staff Report dated May 4, 2022;

AND THAT: Issuance of Development Permit No. DP-440 be withheld subject to receipt of an Irrevocable Letter of Credit in the amount of 125% of the landscape estimate for completion of the landscaping plan.

[Muto Holdings Ltd.; 130 Shuswap Street SE; 8 unit - High Density Residential]

**Vote Record**

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

Opposed:

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



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

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TO: His Worship Mayor Harrison and Members of Council

DATE: May 4, 2022

SUBJECT: Development Permit Application No. 440 (8 Unit – High Density Residential)

Legal: Lot 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 28506  
Civic: 130 – Shuswap Street SE  
Owner/Applicant: Muto Holdings Ltd.

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**MOTION FOR CONSIDERATION**

**THAT:** Development Permit No. 440 be authorized for issuance for Lot 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 28506 in accordance with the attached drawings in Appendix 3;

**AND THAT:** Issuance of Development Permit No. 440 be withheld subject to receipt of an Irrevocable Letter of Credit in the amount of 125% of the landscape estimate for completion of the landscaping plan.

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**STAFF RECOMMENDATION**

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

---

**PROPOSAL**

The subject parcel is located at 130 Shuswap Street SE (Appendix 1 and 2) and is currently vacant. This application is to permit a new 8-unit residential development, as described in the letter of proposal and shown on the site plan and building elevations attached as Appendix 3.

**BACKGROUND**

The subject property is 0.26 acres, designated High Density Residential (HR) in the City's Official Community Plan (OCP), and is currently zoned R-5.

Land uses directly adjacent to the subject property include the following:

North:	Single family dwelling and accessory building	Zoned R-1
South:	Church	Zoned P-3/R-1
East:	Single family dwellings and accessory buildings	Zoned R-1
West:	Church	Zoned P-3

Site photos are attached, as Appendix 6. The subject property has recently been under the consideration of Council, with OCP (INS – Institutional to HR - High Density Residential) and zoning (P-3 Institutional Zone to R-5 High Density Residential Zone) applications approved in 2019.

The proposed buildings are a traditional style with pitched rooflines, comprised of two 4-plexes, both of which are situated adjacent to a common parking area. With both buildings having a proposed height of approximately 7.5 metres (measured from the average existing grade to the top of the roof), both buildings are below the 12 m maximum height that is permitted. In addition, 10 parking spaces are required (1.25 spaces per dwelling unit), and have been provided.

#### COMMENTS

##### Fire Department

No Fire Department concerns.

##### Building Department

No concerns at this time. Building Permit and all other applicable permits required at construction stage. All British Columbia Building Code requirements must be adhered to.

##### FortisBC

No issue with this proposal.

##### Engineering Department

Comments attached (Appendix 7).

##### Design Review Panel

With the proposal for a high 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 consideration of the following conditions: the inclusion of design elements to enhance the west building elevation facing Shuswap Street, such as 1) the inclusion of an additional roof gable and/or 2) the realignment of the entrances of the western units towards Shuswap Street. The April 27, 2022 DRP meeting minutes are attached, as Appendix 9. The designer has since provided staff with amended drawings, of which staff believe fulfill the DRP's comments and suggestions.

##### Public Consultation

Pursuant to the *Local Government Act* and *City of Salmon Arm Development Permit Procedures Bylaw* notices are mailed to land owners within a 30m 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 May 24, 2022.

##### Planning Department

The surrounding neighbourhood has been undergoing slow redevelopment with a mix of older, single family housing and high density residential buildings and newer institutional development. The most significant development has been the School District No. 83 District Education Support Centre to the southwest of the subject property.

The subject parcel is located in an area well-suited for higher density residential development. This area features developed sidewalks, proposed greenways and neighbourhood parks, transit routes, is within close walking distance of the commercial node, and schools including Salmon Arm Storefront School and Salmon Arm Secondary School (Jackson Campus).



The proposed development is subject to the Zoning Bylaw and the guidelines of the "Residential Development Permit Area" as described in the OCP, suggesting characteristics under the topics of siting and building, landscape and screening, as well as access, circulation, and parking.

#### *Siting and Building*

The applicant is proposing an 8-unit residential development in the form of two 4-plex buildings. The buildings will ultimately have a total combined footprint of 27.2% (55% would be permitted as per the zoning), situated adjacent to an access lane and common parking area, with the two separate buildings allowing for articulation and a reduced overall massing.

The building design is a traditional style with a "Coastal Gray" siding colour, white trim, and traditional pitched rooflines. OCP Residential Development Permit Area policies 8.4.14 and 8.4.17 encourage varied facades and rooflines, which staff feel is achieved by the proposed design. The articulation of the facades and the relatively small size of the proposed buildings (2 level buildings) limit related impacts. As such, staff feel the design is acceptable with respect to OCP guidelines.

#### *Landscape and Screening*

The landscape plan (Appendix 8) prescribes a range of mostly shrubs and trees for screening predominately along the west parcel line, as well as decorative ground cover throughout the property, which staff view as aligned with OCP guidelines.

#### *Access and Parking Area*

The subject property is a double-fronting interior parcel with a singular one-way vehicle access/parking area proposed via the lane to the east. The 10 parking spaces as proposed meet the 10 required (1.25 parking spaces per dwelling unit) as specified by the Zoning Bylaw.

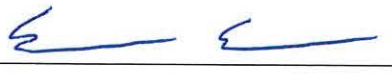
#### *Height and Density*

In reference to Zoning Bylaw regulations, the proposed 7.5 metre building heights would likely be considered favourable relative to surrounding development (such as the adjacent Anglican Church to the south) in comparison to a maximum permitted height of 12 m, which may also be increased to 15 m with the amenity of rental housing.

The maximum residential density permitted under R-5 zoning is 40 dwelling units per acre of land. The resulting maximum density permitted is 10 units based on the area (0.26 acres) of the subject parcel. With a density bonus under R-5 zoning for the provision of rental units, the maximum number of units can be increased to 11 units. The minimum residential density permitted under R-5 zoning is three (3) units in the form of a triplex. The applicant is proposing eight (8) units.

#### CONCLUSION

The form and character of the proposed development is consistent with the OCP guidelines. Staff recommend issuance of Development Permit No. 440.

  
Prepared by: Evan Chorlton  
Planner I  
Reviewed by: Kevin Pearson, MCIP, RPP  
Director of Development Services

Subject Property Map

PT 153

HUDSON AVE. N.W.

MCLEOD ST.

SHUSWAP ST. S.

CANADA HIGHWAY

1 AVE. S.W.

SHUSWAP ST. S.

1 ST. S.E.

2 ST. S.E.

2 AVE S.E.

1 ST. S.E.

2 ST. S.E.

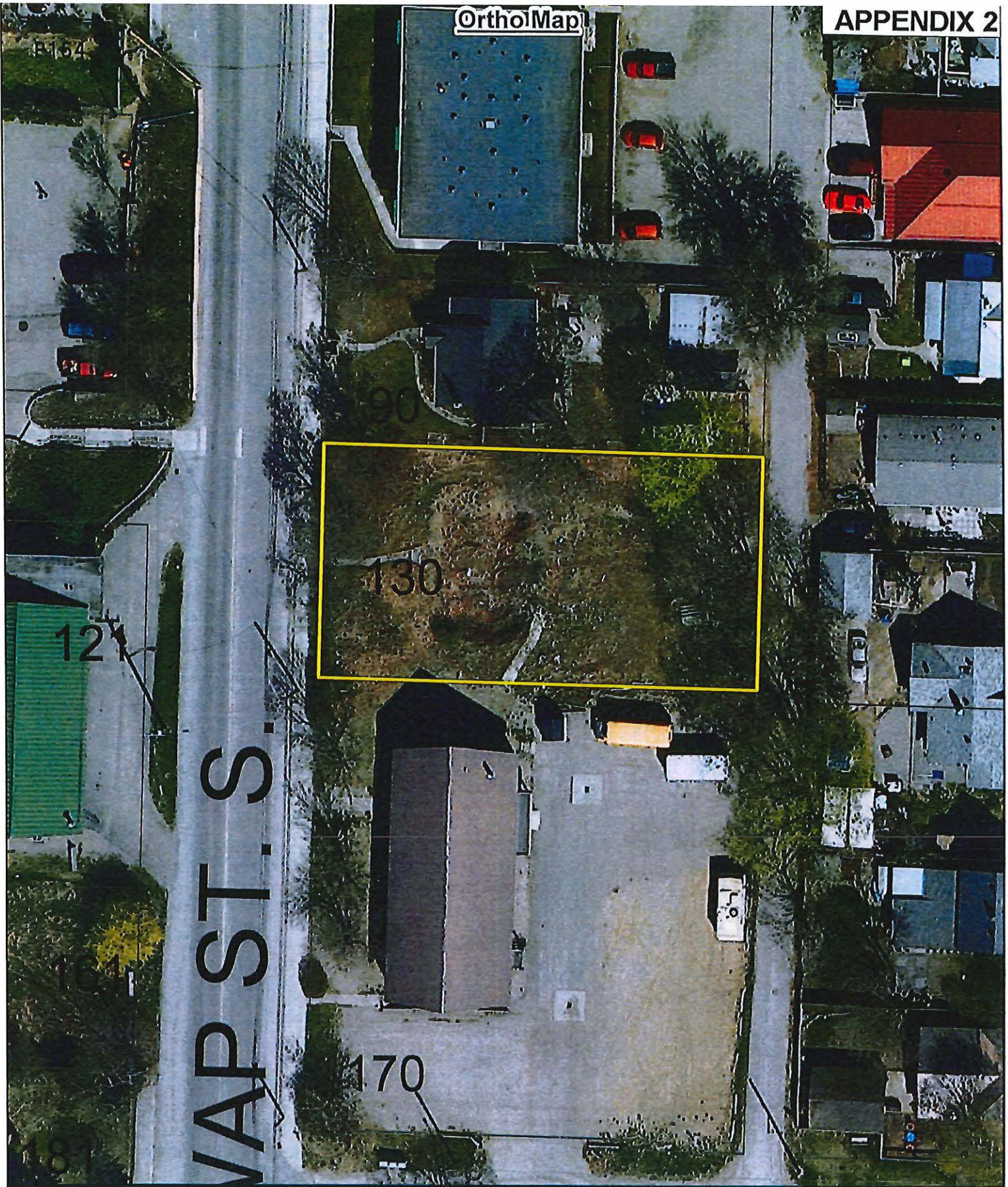


0 10 20 40 60 80 Meters

 Subject Property  
 Parcels



OrthoMap



0 2.5 5 10 15 20  
Meters

 Subject Property  
 Parcels



Muto Holdings Ltd.  
381 HWY 97B NE  
Salmon Arm, BC V1E 1X5

## APPENDIX 3

SENT VIA EMAIL: [echorlton@salmonarm.ca](mailto:echorlton@salmonarm.ca)

March 15, 2022

Attention: Evan Chorlton  
Box 40, 500-2 Avenue NE  
Salmon Arm, BC V1E 4N2

Dear Evan:

RE: Muto Holdings Development Permit for 130 Shuswap St., NE, Salmon Arm, BC

---

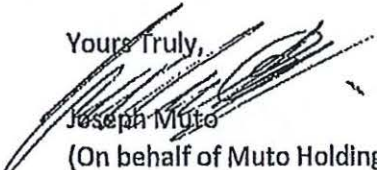
Muto Holdings Ltd. is proposing to develop 130 Shuswap St., NE, Salmon Arm, B.C. Prior to development permit Muto Holdings Ltd attended to the following applications with respect to the subject property: Official Community Plan Amendment App No. OCP 4000-39 and Zoning Amendment Application No: 1153. Both applications were successful. At the time of the aforementioned applications the developer was in attendance at the council meeting and heard the comments from the neighbouring properties and council members. Neighbouring property owners were concerned about a 10-unit development and a need for a variance for parking. Some council members advised the developer to take into consideration the parking variance upon the Development Permit Application.

Taking neighbours comments and hearing council's concerns, the parking variance was taken under advisement, and the developer has now reduced the number of units from 10 to 8, eliminating the need for a parking variance.

The developer's concept is to provide affordable housing within the city Centre/downtown core. There would be two four-plex units of approximately 800 sq. feet each. The footprint of the fourplexes are relatively small given that the 800 sq. feet would be on two stories, totaling only 1600 sq. feet per building. The developer is considering a six-foot crawl space to accommodate storage in the units. The units would be for rental. While there is ample parking the developer believes the units will be attractive to the rental market who are interested in downtown core living where a vehicle is not necessary.

We hope that the City of Salmon Arm will consider these quaint, functional, cozy units as a welcomed addition to the downtown core.

Yours Truly,



Joseph Muto

(On behalf of Muto Holdings Ltd)

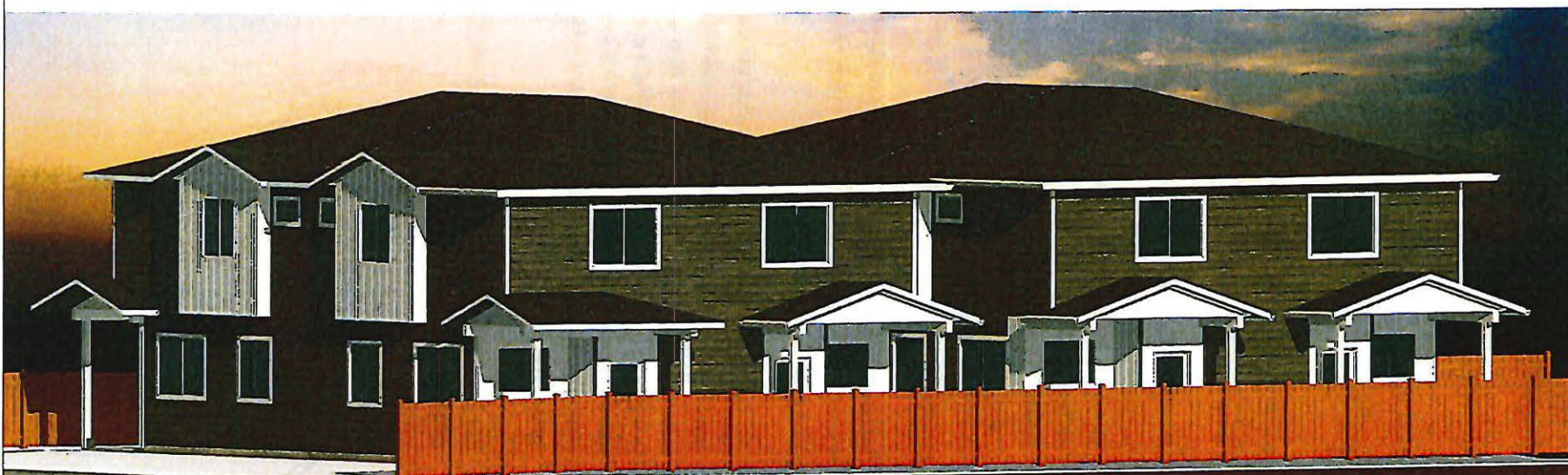


250.804.5403  
MRGDESIGN@GMAIL.COM

DEVELOPMENT PERMIT DRAWINGS  
DO NOT USE FOR CONSTRUCTION



1 3D COLOUR - WEST



2 3D COLOUR - SOUTH

CLIENT MUTO

JOB 4-PLEX DEVELOPMENT

130 SHUSWAP ST SE  
SALMON ARM, B.C.

JOB # 7529

REVISIONS		
PRELIM EXTERIOR	JAN 31 2022	
REVIEW	FEB 15 2022	
DP APPLICATION	MAR 11 2022	
ELEVATIONS	MAR 14 2022	
REVISED EXTERIOR	APR 26 2022	
APR 27 2022	WEST GABLES	

DATE APR 27 2022

DRAWING 3D

SCALE

PAGE

**A0**



## GENERAL NOTES

1. ALL CONSTRUCTION MATERIALS & WORKMANSHIP TO BE IN ACCORDANCE WITH THE CURRENT EDITION OF THE B.C. BUILDING CODE, PLUMBING CODE, ELECTRICAL CODE & ALL OTHER CODES, ZONING AND BYLAWS THAT MAY APPLY.
2. THE CONTRACTOR AND ALL SUBTRADES ARE RESPONSIBLE FOR THE REVIEW OF ALL DRAWINGS AND SITE CONDITIONS PRIOR TO COMMENCING WORK OR ORDERING ANY MATERIAL AND SHALL REPORT ANY DISCREPANCIES THAT AFFECT DESIGN TO MRG IMMEDIATELY.
3. ALL FRAMING MATERIAL TO BE S/PF#2 OR BETTER.
4. CONCRETE FOOTINGS AND WALLS TO BE MINIMUM 200MM @ 28 DAYS FLOOR SLABS AND SIDEWALKS TO BE MINIMUM 320MM @ 28 DAYS.
5. ALL CONCRETE FOOTINGS TO BE PLACED ON ORIGINAL UNDISTURBED GROUND, FREE OF ALL ORGANIC, FROZEN OR FISTY MATERIAL.
6. DAMPROOF FOUNDATION WALLS BELOW GRADE WITH 2 COATS OF BITUMINOUS MATERIAL.
7. 6 MIL ULTRAVIOLET RESISTANT POLY VAPOR BARRIER ON A) 4" OF GRANULAR COMPACTIBLE FILL UNDER EXTERIOR OR GARAGE SLABS OR B) 4" OF 3/4" DRAIN ROCK OR OTHER MATERIAL SUITABLE FOR MOVEMENT OF RADON GAS UNDER INTERIOR SLABS.
8. ALL FOUNDATION DRAINS TO BE 4" PERFORATED P.V.C. WITH FILTER CLOTH AND MINIMUM 6" DRAIN ROCK, DRAINED TO MUNICIPAL SERVICES ACCORDING TO LOCAL STANDARDS.
9. GRADE TO BE SLOPED AWAY FROM BUILDING AT ALL LOCATIONS ADJACENT TO BUILDING.
10. ALL TRUSSES, JOISTS, BEAMS OR OTHER STRUCTURAL MEMBERS NOT COVERED IN B.C. BUILDING CODE TO BE DESIGNED AND ENGINEERED BY TRUSS MANUFACTURER OR STRUCTURAL ENGINEER PRIOR TO ANY FABRICATION.

## GENERAL NOTES

11. CONTRACTOR TO VERIFY ALL PROPERTY & FOUNDATION LINES WITH A LEGAL LAND SURVEYOR PRIOR TO PLACING FOOTINGS OR RUNNING SERVICES WITHIN BUILDING ENVELOPE.
12. ALL ROOF SPACES TO BE VENTILATED WITH SOFFIT AND ROOF VENTS WITH A MINIMUM DISTRIBUTION AREA OF 1/300, A MINIMUM OF 25% OF VENTS TO BE LOCATED AT ROOF AND MINIMUM 25% TO BE LOCATED AT SOFFIT.
13. DOOR FRAMES AT ENTRANCES AND EXTERIOR SPACES TO DWELLING UNITS SHALL BE SOLIDLY BLOCKED BETWEEN DOOR FRAME AND STUDS AT THE HEIGHT OF THE DEADBOLT TO RESIST SPREADING.
14. ALL GLASS IN DOORS, SLOTTES OR WINDOWS WITHIN 12" OF FINISHED FLOOR TO BE CONSTRUCTED OF SAFETY GLASS.
15. RAINWATER LEADERS NOT SHOWN ON PLAN, CONTRACTOR TO DETERMINE EXACT LOCATION SUITABLE TO SITE AND MUNICIPAL DRAINAGE.
16. ELECTRICAL LOCATIONS TO BE DETERMINED BY ELECTRICAL CONTRACTOR WITH THE APPROVAL OF HOMEOWNER OR GENERAL CONTRACTOR AND IN ACCORDANCE WITH CURRENT ELECTRICAL CODE.
17. APPROVED SMOKE ALARMS TO BE INSTALLED WITH LOCATION APPROVED BY APPROPRIATE LOCAL MUNICIPALITY.
18. REFER TO LAYOUTS AND SPECIFICATIONS FROM STRUCTURAL ENGINEER, FLOOR, JOIST SUPPLIER AND ROOF TRUSS MANUFACTURER FOR BEAM, POST AND FOOTING LOCATIONS AND SIZES AND ENSURE PROPER BEARING IS PROVIDED FOR ALL POINT LOADS. ANY STRUCTURAL SPECIFICATIONS SHOWN ON MRG PLANS ARE ESTIMATES ONLY AND MAY NOT ACCURATELY REPRESENT LOADING AND SIZING OR MAY NOT INCLUDE POINT LOADS OR STRUCTURAL MEMBERS DESIGNED BY OTHERS.
19. MRG RESIDENTIAL DESIGN ACCEPTS NO LIABILITY AND SHALL NOT BE HELD RESPONSIBLE FOR ERRORS OR OMISSIONS WITH THIS SET OF DRAWINGS THAT MAY NEGATIVELY AFFECT CONSTRUCTION. IF ERRORS ARE FOUND, PLEASE CONTACT MRG AT YOUR EARLIEST CONVENIENCE.

CITY OF SALMON ARM, RS ZONING (HIGH-DENSITY RESIDENTIAL)

### GENERAL INFO:

CIVIC ADDRESS: 130 SHUSWAP STREET, SE, SALMON ARM, B.C.  
LEGAL DESCRIPTION: LOT 2 SECTION 14 TOWNSHIP 20 RANGE 10 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 28506  
LOT SIZE: 1049.26M<sup>2</sup> (1.12941 FT<sup>2</sup>)  
977.51M<sup>2</sup> (1052.18 FT<sup>2</sup>) AFTER ROAD DEDICATION  
ZONING: RS HIGH DENSITY RESIDENTIAL

### GENERAL REGULATIONS:

HEIGHT: 7.5M, 2ND STR (12.0M MAXIMUM)  
(MEASURED FROM AVG EXISTING GRADE TO TOP OF ROOF)  
LOT COVERAGE: 27.2% (40.0% ALLOWABLE)

### DENSITY:

PROPOSED # UNITS: 8  
ALLOWED # UNITS: 0.2415 ACRES x 526 UNITS PER ACRE = 127 UNITS

### BUILDING SETBACKS (S.B.):

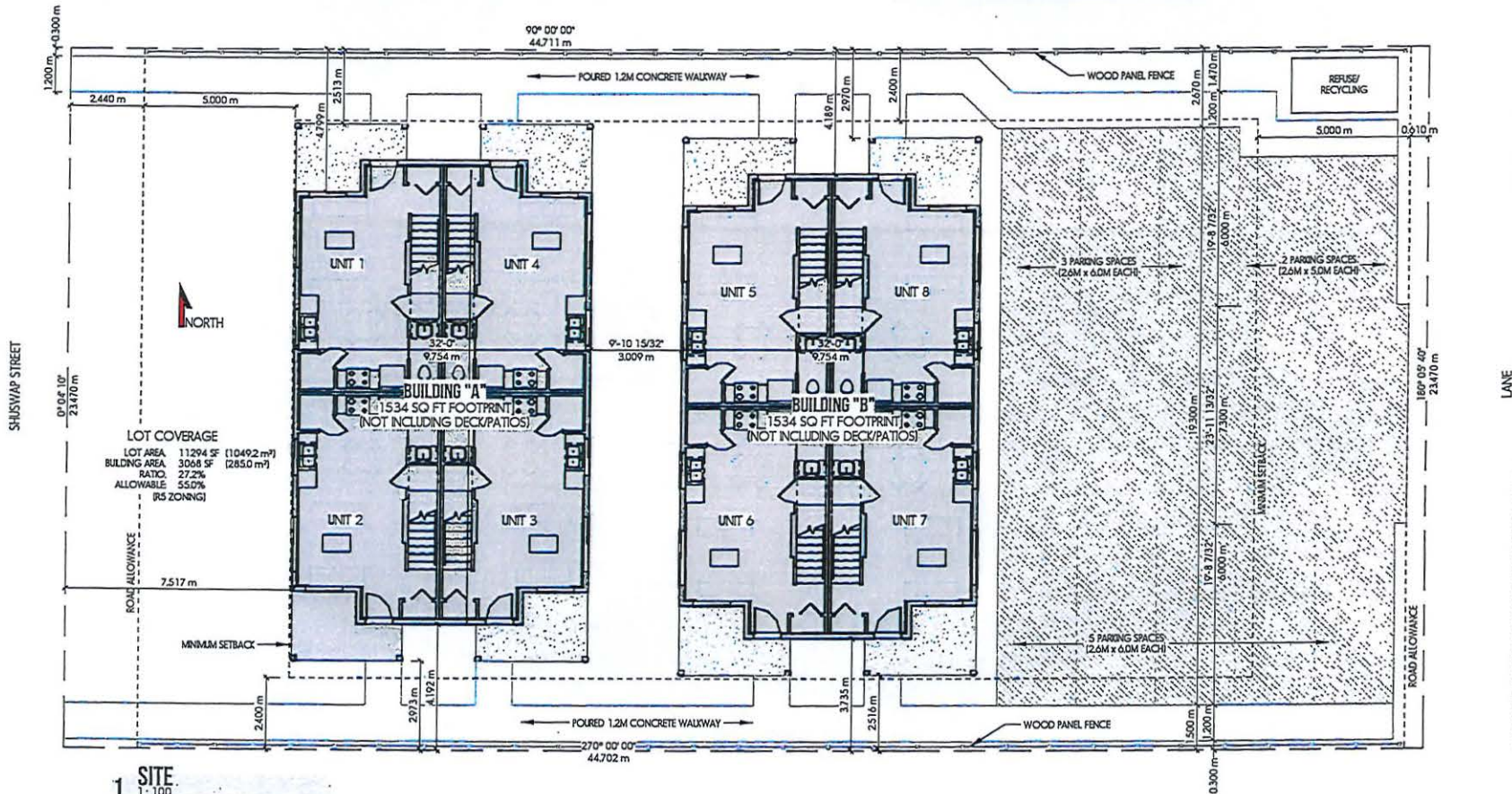
WEST S.B.: 6.09M (5.0M MINIMUM)  
NORTH S.B.: 5.10M (2.0M MINIMUM)  
EAST S.B.: 2.50M (1.5M MINIMUM)  
SOUTH S.B.: 2.51M (2.0M MINIMUM)  
BETWEEN BUILDINGS: 3.09M (3.0M MINIMUM, BLDGS OVER 1 STOREY)

### PARKING:

REQUIRED: 8 UNITS X 1.25 PER UNIT (RS ZONING) = 10 STALLS  
PROVIDED: 10 STALLS (8@2.6Mx6.0M, 2@2.6Mx5.0M)

## 2. ZONING ANALYSIS

1/4" = 1'-0"



250.804.5403  
MRGDESIGN@GMAIL.COM

DEVELOPMENT PERMIT DRAWINGS  
DO NOT USE FOR CONSTRUCTION

CLIENT: MUTI

JOB: 4-PLEX DEVELOPMENT

130 SHUSWAP ST S  
SALMON ARM, B.C.

JOB #: 752

### REVISIONS

REVISIONS	DATE
PRELIM EXTERIOR	JAN 31 2021
REVIEW	FEB 15 2021
DP APPLICATION	MAR 11 2021
ELEVATIONS	MAR 14 2021
REVISED EXTERIOR	APR 26 2021
APR 27 2022	WEST GABL

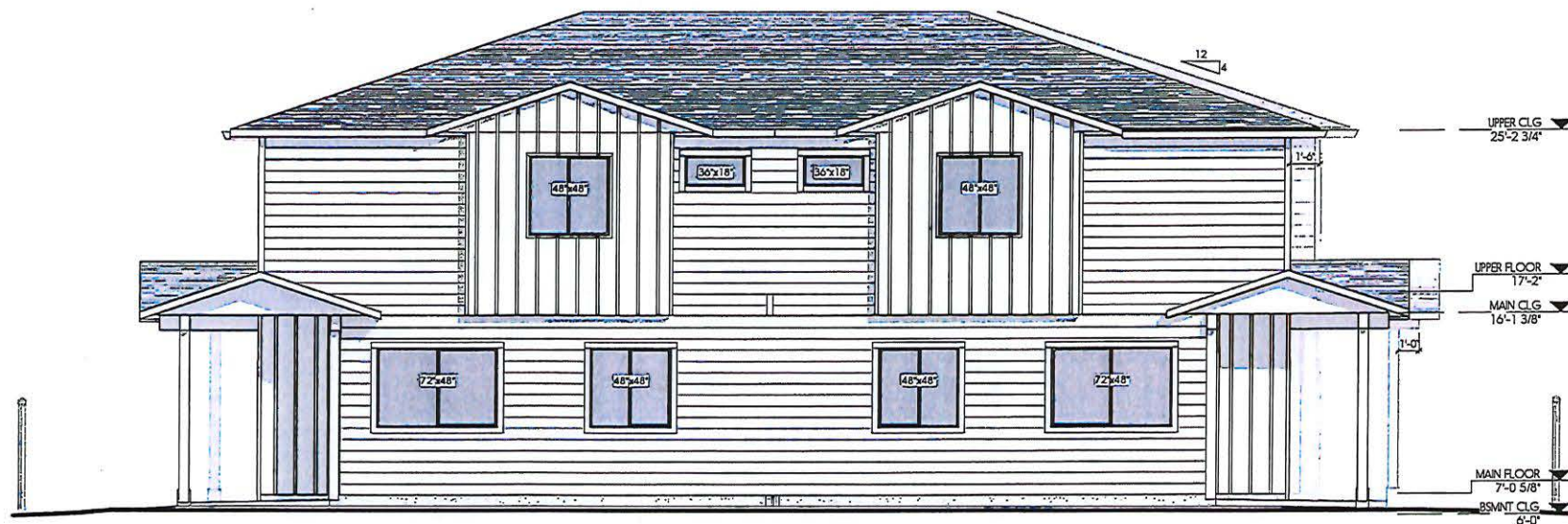
DATE: APR 27 2022

DRAWING: SITE/ZONING

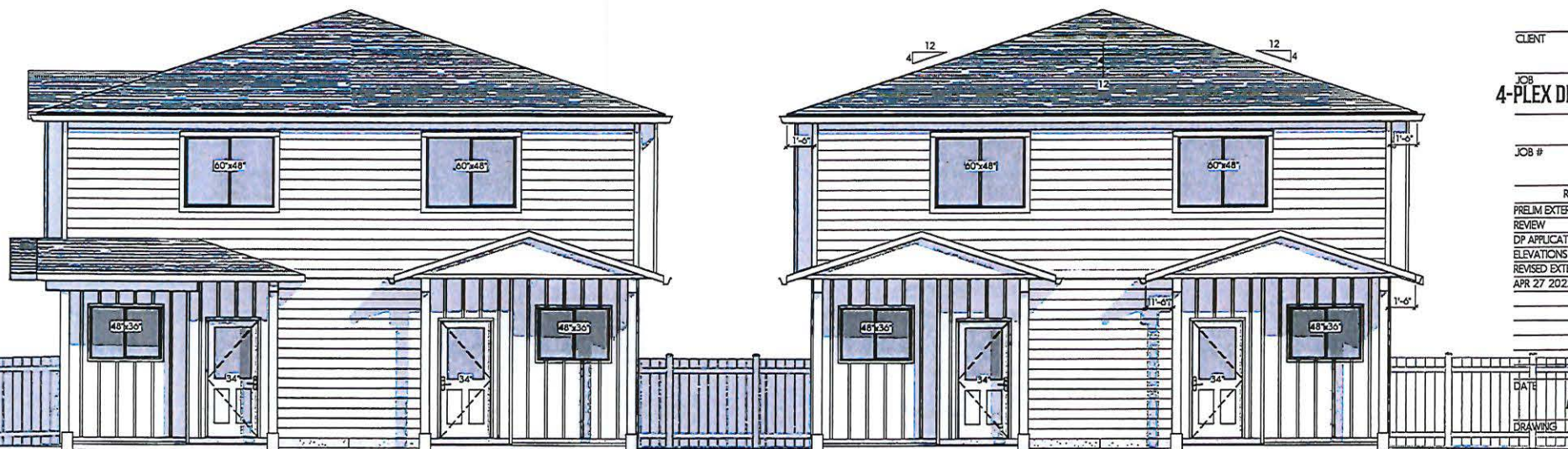
SCALE: AS INDICATE

PAGE: 1





1 WEST ELEV  
1/4" = 1'-0"



2 NORTH/SOUTH ELEV  
1/4" = 1'-0"

CLIENT MUTO

JOB 4-PLEX DEVELOPMENT

130 SAUSWAP ST SE  
SALMON ARL B.C

JOB # 7529

REVISIONS

PRELIM EXTERIOR	JAN 31 2022
REVIEW	FEB 15 2022
DP APPLICATION	MAR 11 2022
ELEVATIONS	MAR 14 2022
REVISED EXTERIOR	APR 26 2022
APR 27 2022	WEST GABLES

DATE APR 27 2022

DRAWING ELEVATIONS

SCALE 1/4" = 1'-0"

PAGE

A4



HUDSON AVE. N.W.

CANADA HIGHWAY

1 AVE. S.W.

SHUSWAP ST. S.

MCLEOD ST.

P159

SHUSWAP ST. S.

1 ST. S.E.

2 ST. S.E.

2 AVE S.E.

1 ST. S.E.

2 ST. S.E.



0 10 20 40 60 80 Meters

Subject Property

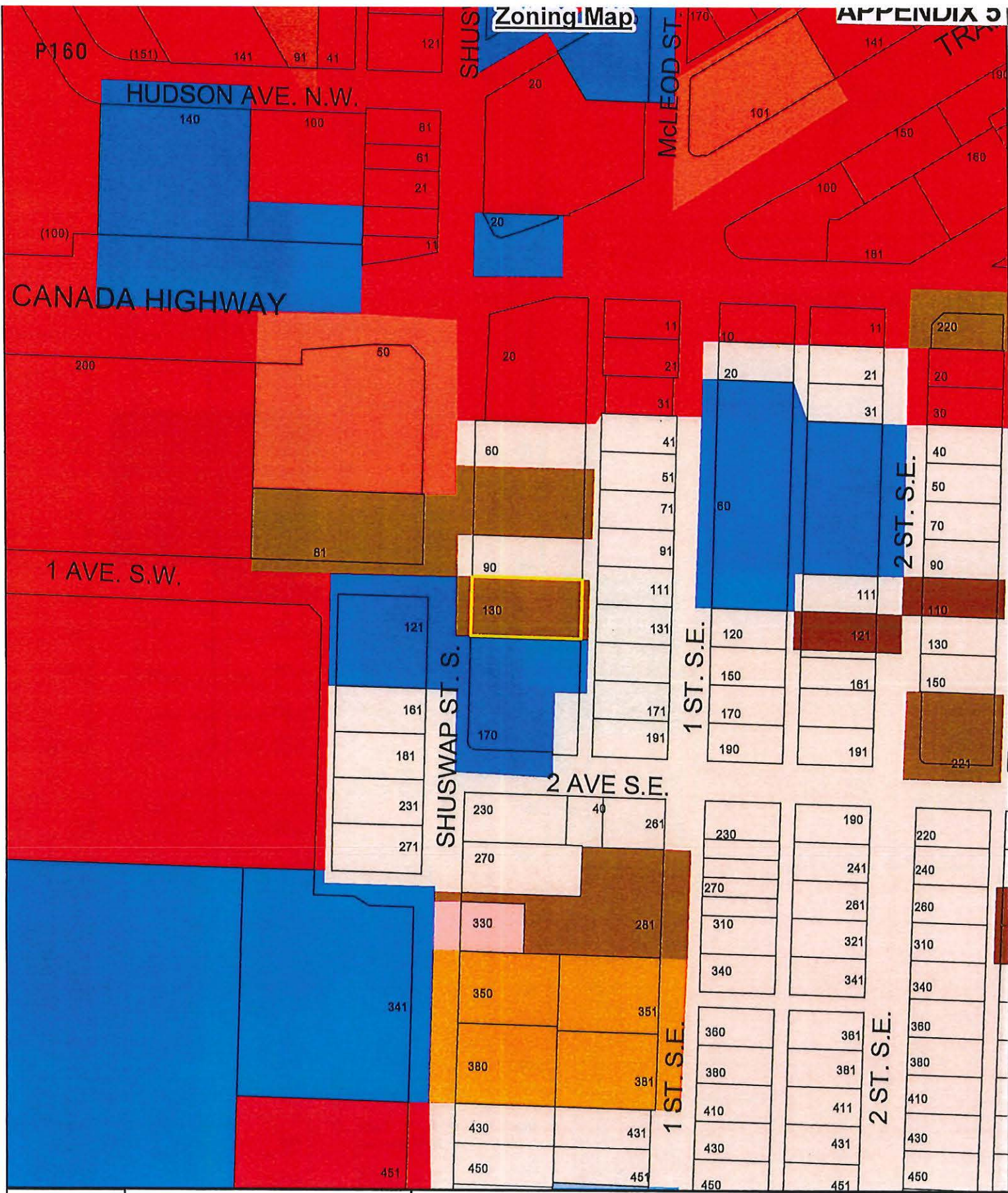
Parcels

Institutional

Residential - High Density

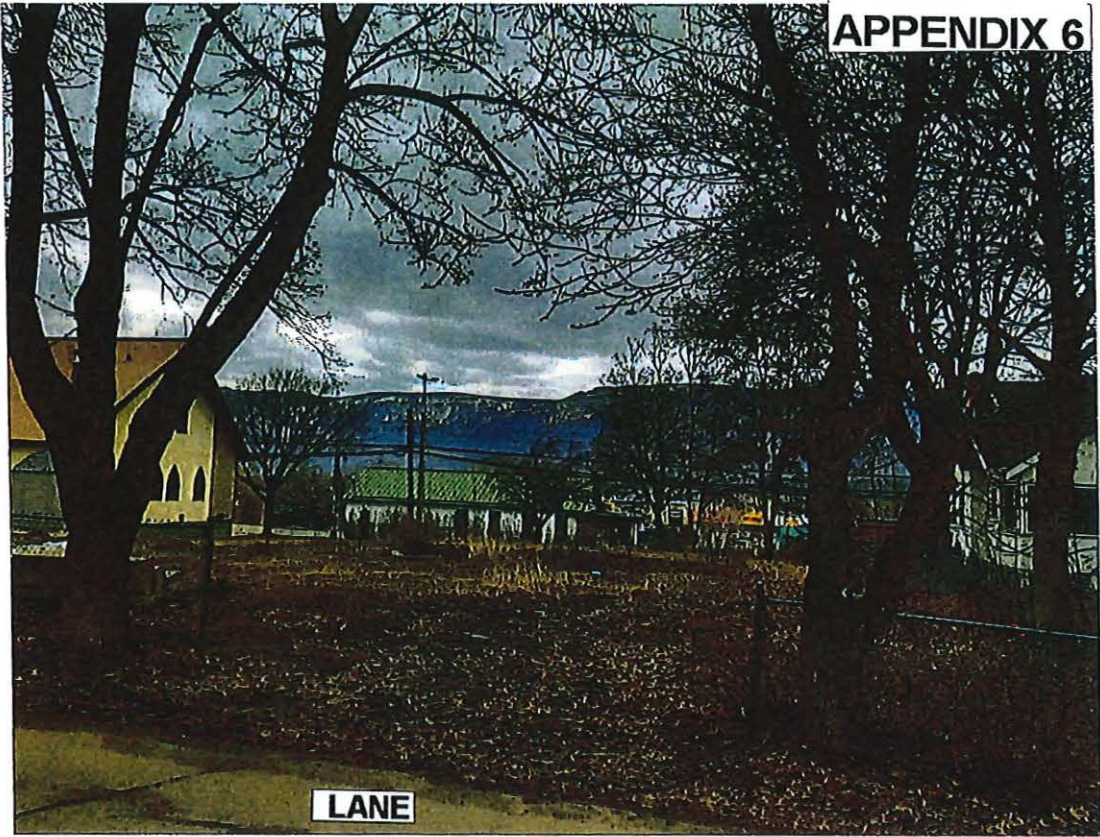
Commercial - City Centre





- Subject Property**
- Parcels**
- C-1
  - C-2
  - C-3
  - C-4
  - CD-4
  - P-3
  - R-1
  - R-4
  - R-5
  - R-8









*Memorandum from the  
Engineering and Public  
Works Department*

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TO: Kevin Pearson, Director of Development Services  
 DATE: May 16, 2022  
 PREPARED BY: Mustafa Zakreet, Engineering Assistant  
 APPLICANT: **Muto Holdings Ltd.**, 381 HWY 97B NE, Salmon Arm, BC  
 SUBJECT: **DEVELOPMENT PERMIT APPLICATION No. DP-440**  
 LEGAL: Lot 2, Section 14, Township 20, Range 10, W6M, KDYD, Plan 2850  
 CIVIC: **130 Shuswap Street SE**

## **APPENDIX 7**

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Further to your referral dated March 17, 2022, we provide the following servicing information. **The following comments and servicing requirements are not conditions for Rezoning and OCP amendment; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:**

### **General:**

1. Full municipal services are required as noted herein. Owner / Developer to comply fully with the requirements of the Subdivision and Development Services Bylaw No 4163. Notwithstanding the comments contained in this referral, it is the applicant's responsibility to ensure these standards are met.
2. Comments provided below reflect the best available information. Detailed engineering data, or other information not available at this time, may change the contents of these comments.
3. Properties shall have all necessary public infrastructure installed to ensure properties can be serviced with underground electrical and telecommunication wiring upon development.
4. Property under the control and jurisdiction of the municipality shall be reinstated to City satisfaction.
5. Owner / Developer will be responsible for all costs incurred by the City of Salmon Arm during construction and inspections. This amount may be required prior to construction. Contact City Engineering Department for further clarification.
6. Erosion and Sediment Control measures will be required 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 building permit the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. This plan will show such items as parking lot design, underground utility locations, pipe sizes, pipe elevations, pipe grades, catchbasin(s), control/containment of surface water, contours (as required), lot/corner elevations, impact on adjacent properties, etc.

**Development Permit APPLICATION FILE: DP-440**

May 16, 2022

Page 2

- 
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 requirements of the Subdivision and Development Servicing bylaw 4163. These plans must be prepared by a qualified professional engineer.
  10. For the off-site improvements at the time of building permit the applicant will be required to submit for City review and approval detailed engineered plans for all off-site construction work. These plans must be prepared by a qualified engineer. As a condition of building permit approval, the applicant will be required to deposit with the City funds equaling 125% of the estimated cost for all off-site construction work.

**Roads / Access:**

1. Shuswap Street, on the subject properties western boundary, is designated as an Urban Arterial Road standard, with an ultimate 25.0m road dedication (12.5m on either side of road centerline). Although the City only requires an Interim total of 20.0m of road dedication (10.0m on either side of road centerline) at this time, all building setbacks will be required to conform to the ultimate 25.0m cross section. Available records indicate that no additional road dedication is required (to be confirmed by BCLS). The City may require additional right of way to accommodate City's infrastructure, if required under item 2.
2. Shuswap Street is currently constructed to an Interim Urban Arterial Road standard. Upgrading to the current Urban Interim Arterial Road standard is required, in accordance with Specification Drawing No. RD-4. Upgrading may include, but is not limited to, an offset multi-use path, street lighting and underground hydro and telecommunications. Owner / Developer is responsible for all associated costs.
3. The Lane on the subject properties eastern boundary, is designated as a Lane standard, requiring 7.3m road dedication (3.65m on either side of lane centerline). Available records indicate that 0.65m of additional road dedication is required (to be confirmed by a BCLS).
4. The Lane is currently constructed to a Lane standard. No upgrades are anticipated at this time.
5. Shuswap Street, on the subject properties western boundary, is designated as an Urban Arterial Road standard. Driveway access will not be permitted onto Shuswap Street. All unused driveways shall be removed. Owner / Developer responsible for all associated costs.

**Water:**

1. The subject property fronts a 200mm diameter Zone 1 watermain on Shuswap Street. No upgrades will be required at this time.
2. The subject property is to be serviced by a single metered water service connection, installed in a pit at property line (as per Specification Drawing No. W-11), adequately sized to satisfy



**Development Permit APPLICATION FILE: DP-440**

May 16, 2022

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the proposed use. Water meter will be supplied by the City at the time of building permit, at the Owner / Developer's cost.

3. 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.
4. Records indicate that the existing property is serviced by a 19mm service from the 200mm diameter watermain on Shuswap Street. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
5. Fire protection requirements to be confirmed with the Building Department and Fire Department.
6. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012)

**Sanitary:**

1. The subject property fronts a 200mm diameter sanitary sewer on Shuswap Street and partially fronts a 150mm diameter sanitary sewer on the Lane on the east property line. Upgrading this sanitary 150mm diameter sewer to 200mm diameter is required. However, since the sanitary sewer line fronting this property is the first run, 150mm diameter may be accepted, subject to the design engineer proving sufficient capacity.
2. The subject property is to be serviced by a single sanitary service connection adequately sized (minimum 100mm diameter) to satisfy the servicing requirements of the development. Owner / Developer is responsible for all associated costs.
3. Records indicate that the existing property is serviced by a 100mm service from the sanitary sewer located in the Lane on the eastern property line. 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 no current sanitary capacity concerns according to the Sanitary Master Plan (Urban Systems 2016).

**Drainage:**

1. The site does not front on an enclosed storm sewer system.

**Development Permit APPLICATION FILE: DP-440**

May 16, 2022

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2. An Integrated Stormwater Management Plan (ISMP) conforming to the requirements of the Subdivision and Development Servicing Bylaw No. 4163, Schedule B, Part 1, Section 7 shall be provided.
  3. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
  4. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The subject property shall be serviced by a single storm service connection adequately sized (minimum 150mm) to satisfy the servicing requirements of the development. Owner / Developer's engineer is to identify a suitable existing City storm sewer to receive the proposed discharge from the development and offsite extension of the City storm sewer will be required. Owner / Developer is responsible for all associated costs.
  5. The subject property is in an area with no current storm capacity concerns according to the Stormwater Master Plan Study (April 2020).

**Geotechnical:**

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



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**Mustafa Zakreet**  
Engineering Assistant



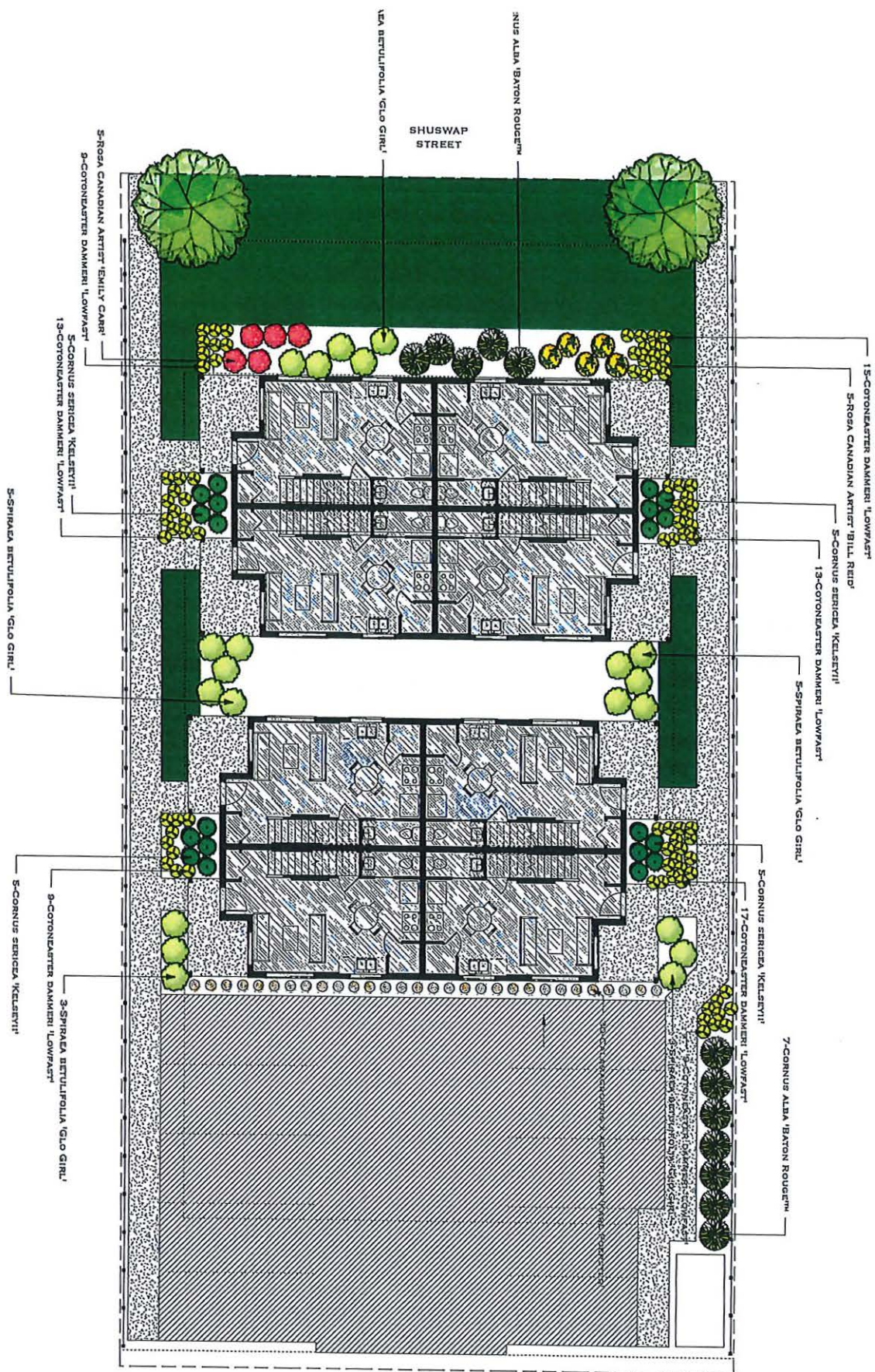
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**Jenn Wilson P.Eng., LEED® AP**  
City Engineer













301 SHUSWAP STREET S.

11 APRIL 2022

QTY	BOTANICAL NAME	COMMON NAME	SIZE
<b><u>TREES</u></b>			
2	Acer rubrum 'Armstrong'	Armstrong Red Maple	7cm cal.
<b><u>SHRUBS</u></b>			
30	Calamagrostis x acutiflora 'Karl Foerster'	Foerster's Feather Reed Grass	#1 pot
12	Cornus alba 'Baton Rouge'™	Baton Rouge Dogwood	#2 pot
20	Cornus sericea 'Kelseyii'	Kelsey Dogwood	#2 pot
85	Cotoneaster dammeri 'Lowfast'	Lowfast Spreading Cotoneaster	10cm pot
5	Rosa Canadian Artist 'Emily Carr'	Emily Carr Rose	#2 pot
5	Rosa Canadian Artist 'Bill Reid'	Bill Reid Canadian Artist Rose	#2 pot
21	Spiraea betulifolia 'Glo Girl'	Glo Girl Birch-Leaf Spirea	#2 pot

No substitutions without written permission of the Landscape Architect.



Eric Reynard  
Landscape Architect

11 April 2022

RoseMarie Muto  
Lawyer/Mediator  
Woolley & Co.  
#203, 270 Hudson Avenue NE  
Salmon Arm, BC

497 Mallory Road  
Enderby, BC V0E 1V3

250 832-7766  
250 804-6690 cell

[eric.reynard@ericreynard.com](mailto:eric.reynard@ericreynard.com)

**RE: Cost Estimate**  
**301 Shuswap Street S, Salmon Arm, BC**

Dear Ms. Muto

Based on the drawings L.01 for submission to the City of Salmon Arm dated 11 April 2022, I estimate the complete installed cost of the soft landscape to be 13,150.00. This cost includes irrigation, soil, mulch and plant materials necessary to complete the project as submitted.

If you have any questions please do not hesitate to contact me.

Sincerely

Eric Reynard, MBCSLA



**DESIGN REVIEW PANEL MINUTES**

April 27, 2022, 3:05 to 4:20 pm - Online, City Hall

Present: Marc Lamerton (Panel Member)  
 Dennis Lowe (Panel Member)  
 Bill Laird (Panel Member - Chair)  
 Chris Larson (Senior Planner)  
 Evan Chorlton (Planner)  
 Rose Muto - Muto Holdings Ltd. - DP-440  
 Matt Gienger - MRG Design - DP-440  
 Al Waters & Craig Shantz - 1334672 BC Ltd. - DP-441  
 Matt - 925R Design - DP-441  
 Cole Robillard - AR Broadview Holdings Ltd - DP-442  
 Kim Fuller - Lake Monster Studio - DP-442

**Applications: Development Permit Applications No. DP-440, DP-441, and DP-442**

**Application No. DP-440**

**130 Shuswap Street S – Muto Holdings Ltd. (MRG Design)**

Staff, the applicant, and agent provided an overview of the proposal under current application. Panel members discussed the proposal and the need for rental housing. The DRP discussed how the proposed design is fairly simple and relatively utilitarian in terms of the site layout, fitting the relatively small site. An opportunity to enhance the impact to the streetscape was suggested, with a discussion of potential revisions/additions to the west building elevation. The applicant/agent were generally amenable. With these considerations, the DRP is supportive of the proposal as such:

**Panel Recommendation**

THAT the DRP supports application DP-440 subject to the consideration of the following conditions:

the inclusion of design elements to enhance the west building elevation facing Shuswap Street such as:

- the inclusion of an additional roof gable, and/or
- the realignment of the entrances of the western units towards Shuswap Street.

**Application No. DP-441**

**1180 Old Auto Road SE – 1334672 BC Ltd. (925R Design)**

Staff, the applicant, and agent provided an overview while the designer detailed the proposal under current application, noting site challenges. Panel members discussed the proposal and the need for a range of housing. The panel was favourable to the design presented, noting the importance of including landscaping for privacy along the north parcel line, also discussing the streetscape impact. The setback variance was not of concern. The DRP complimented the form of the buildings. The DRP is supportive of the proposal as presented.

**Panel Recommendation**

THAT the DRP supports application DP-441 as presented.

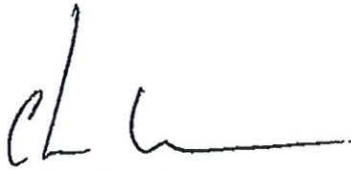
**Application No. DP-442**

**1231 1 Street SE – AR Broadview Holdings Ltd. (Lake Monster Studio)**

Staff, the applicant, and agent provided an overview of the proposal under current application. Panel members discussed the proposal. The DRP discussed the need for a range of housing types as proposed. The DRP had a positive discussion in support for the proposed building design and landscape plan noting the unique and thoughtful approach to a challenging site, commenting on the thought-out modern design.

**Panel Recommendation**

THAT the DRP supports application DP-442 as presented noting the high quality design of both the buildings and site.

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Endorsed on behalf of Design Review Panel



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Item 27

## CITY OF SALMON ARM

Date: May 24, 2022

Moved: Councillor Flynn

Seconded: Councillor Lindgren

THAT: the Regular Council Meeting of May 24, 2022, be adjourned.

### Vote Record

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

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



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