



AGENDA

City of Salmon Arm Regular Council Meeting

Monday, July 8, 2019

1:30 p.m.

Room 100, City Hall

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

Council Chamber of City Hall

500 – 2 Avenue NE

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	3.	ADOPTION OF AGENDA
	4.	DISCLOSURE OF INTEREST
	5.	CONFIRMATION OF MINUTES
3 – 12	1.	Regular Council Meeting Minutes of June 24, 2019
	6.	COMMITTEE REPORTS
13 – 18	1.	Development and Planning Services Committee Meeting Minutes of July 2, 2019
19 – 22	2.	Social Impact Advisory Committee Meeting Minutes of June 14, 2019
23 – 26	3.	Shuswap Regional Airport Operations Committee Meeting Minutes of June 19, 2019
27 – 30	4.	Environmental Advisory Committee Meeting Minutes of June 6, 2019
	7.	COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE
31 – 38	1.	Board in Brief – June, 2019
	8.	STAFF REPORTS
39 – 60	1.	Director of Development Services - Agricultural Land Commission Application No. ALC-381 [Brackhaus, G., McDonald, D., Nash J. & S.; 4395 – 10 Avenue SE; Non-Adhering Residential Use – Additional Residence for Farm Use]
61 – 80	2.	Director of Development Services - Agricultural Land Commission Application No. ALC-383 [Veerman, R. & B.; 6740 – 56 Street NE; Non-Adhering Residential Use – Additional Residence for Farm Use]

8. **STAFF REPORTS - continued**
 - 81 - 96 3. Director of Development Services - Agricultural Land Commission Application No. ALC-384 [Rasmussen, C. & J.; Weicker, K. & C.; 4850 40 Street NE and 4951 50 Street NE; Boundary Adjustment - Subdivision in the ALR]
 - 97 - 100 4. Director of Engineering & Public Works - WPCC Expansion Planning - Site Selection Study
 - 101 - 104 5. Director of Engineering & Public Works - Blackburn Park Picnic Structure Construction Budget Amendment
 - 105 - 108 6. Director of Corporate Services - Cultural Master Plan RFP Award
9. **INTRODUCTION OF BYLAWS**
 - 109 - 122 1. Zoning Amendment Bylaw No. 4341 [ZON-1152; Bennett, K. & S.; 1811 22 Street NE; R-1 to R-8] - First and Second Readings
 - 123 - 128 2. Municipal Ticket Information Amendment Bylaw No. 4342 - Street Solicitation - First, Second and Third Readings
 - 129 - 146 3. Fee for Service Amendment Bylaw No. 4343 - Development Services Fees - First and Second Readings
10. **RECONSIDERATION OF BYLAWS**
 - 147 - 186 1. City of Salmon Arm Zoning Amendment Bylaw No. 4306 [ZON-1136; Lawson Engineering & Development Services Ltd./Lawson, B./Hillcrest Mews Inc.; 2520 10 Avenue SE; R-1 to CD-19] - Final Reading
11. **CORRESPONDENCE**
 - 187 - 188 1. Informational Correspondence
 - 189 - 198 2. Salmon Arm Tennis Club ITC Report - June 21, 2019
12. **NEW BUSINESS**
13. **PRESENTATIONS/DELEGATIONS**
 - 199 - 200 1. Presentation 4:00 - 4:15 p.m. (approximately)
Brad Bennett - Woodlands Manager, Interfor Corporation Adams Lake Division - Forest tenure (Canfor Vavenby operation)
 - 201 - 202 2. Presentation 4:15 - 4:30 (approximately)
Amy Vallarino, Environmental Advisory Committee - Climate Leadership in Salmon Arm
14. **COUNCIL STATEMENTS**
15. **SALMON ARM SECONDARY YOUTH COUNCIL**
16. **NOTICE OF MOTION**

- 203 - 204 17. **UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS**
 1. A. Slater, Executive Director, SILGA - email dated June 20, 2019 -
 SILGA Youth at UBCM
18. **OTHER BUSINESS**
19. **QUESTION AND ANSWER PERIOD**
- 205 - 206 20. **ADJOURNMENT**

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Item 2.

CITY OF SALMON ARM

Date: July 8, 2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

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

Vote Record

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

Opposed:

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

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Item 5.1

CITY OF SALMON ARM

Date: July 8, 2019

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Regular Council Meeting Minutes of June 24, 2019, be adopted as circulated.

Vote Record

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

Opposed:

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

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm commenced in Room 100 at 1:30 p.m. and reconvened in the Council Chamber at 2:30 p.m. of the City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia on Monday, June 24, 2019.

PRESENT:

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

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

ABSENT:

Councillor D. Cannon

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

0353-2019 Moved: Councillor Eliason
 Seconded: Councillor Lindgren
 THAT: pursuant to Section 90(1) of the Community Charter, Council move In-Camera.

CARRIED UNANIMOUSLY

Council moved In-Camera at 1:30 p.m.
Council returned to Regular Session at 1:59 p.m.

3. REVIEW OF AGENDA

Addition under item 14.1 Salmon Arm Economic Development Society – Food Hub Feasibility Study.

4. DISCLOSURE OF INTEREST

Councillor Wallace Richmond declared a conflict of interest with item 14.1 as the Salmon Arm Economic Development Society is a client of her firm.

Councillor Flynn declared a conflict of interest with item 21.2 as the applicant is a client of his firm.

5. CONFIRMATION OF MINUTES

1. Regular Council Meeting Minutes of June 10, 2019

0354-2019

Moved: Councillor Flynn

Seconded: Councillor Lavery

THAT: the Regular Council Meeting Minutes of June 10, 2019, be adopted as circulated.

CARRIED UNANIMOUSLY

6. COMMITTEE REPORTS

1. Development and Planning Services Committee Meeting Minutes of June 17, 2019

0355-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: the Development and Planning Services Committee Meeting Minutes of June 17, 2019 be received as information.

CARRIED UNANIMOUSLY

2. Community Heritage Commission Meeting Minutes of April 26, 2019

0356-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the Community Heritage Commission Meeting Minutes of April 26, 2019, be received as information.

CARRIED UNANIMOUSLY

3. Agricultural Advisory Committee Meeting Minutes of June 12, 2019

0357-2019

Moved: Councillor Lavery

Seconded: Councillor Flynn

THAT: the Agricultural Advisory Committee Meeting Minutes of June 12, 2019, be received as information.

CARRIED UNANIMOUSLY

4. Downtown Parking Commission Meeting Minutes of May 28, 2019

0358-2019

Moved: Councillor Eliason

Seconded: Councillor Flynn

THAT: the Downtown Parking Commission Meeting Minutes of May 28, 2019, be received as information.

CARRIED UNANIMOUSLY

7. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

8. STAFF REPORTS**1. Director of Corporate Services – 2018 Annual Report**

0359-2019

Moved: Councillor Eliason
Seconded: Councillor Lindgren
THAT: Council receive the City of Salmon Arm 2018 Annual Report.

The Mayor called for submissions from the Public.

CARRIED UNANIMOUSLY

2. Director of Engineering and Public Works - Water Conservation Strategy 2019

Received for information.

3. Director of Development Services – Public Art Proposal – Lakeshore Drive & Alexander Street NE

0360-2019

Moved: Councillor Wallace Richmond
Seconded: Councillor Lavery
THAT: Council approve the location and installation of the Public Art Structure proposed in Appendix 1 of the staff report dated June 18, 2019, subject to approval by a structural engineer of the construction design and installation.

W. L. Laird has agreed to maintain the Public Art Structure for a period of ten years upon completion of the project.

CARRIED UNANIMOUSLY

4. Committee to Approve Public Events – Licensing of Special Events – 2019

0361-2019

Moved: Councillor Flynn
Seconded: Councillor Eliason
THAT: the following Special Occasion Licenses be approved for 2019:

1. 3rd Annual Al Boucher Memorial Tournament
Location: Canoe Ball Diamonds – July 19 – 21, 2019
Hours of Operation:
 - Friday, July 19 – 5:00pm to 10:00pm
 - Saturday, July 20 – 11:00am to 11:00pm
 - Sunday, July 21 – 11:00am to 8:00pm

2. Salmon Arm Folk Music Society (Roots & Blues Festival)
Location: Salmon Arm Fair Grounds – August 15 – 18, 2019

Main Beverage Garden & Summer Hill Wine Lounge (patron area)

- Thursday, August 15 – Not Open
- Friday, August 16 – 5:00pm to 11:30pm.
- Saturday, August 17 – 11:00am to 11:30pm
- Sunday, August 18 – 11:00am to 11:30pm

Canada Dry Stage and Beverage Garden (patron area)

- Thursday, August 15 – 7:00pm to 11:00pm
- Friday, August 16 – 5:00pm to 11:30pm
- Saturday, August 17 – 11:00am to 11:55pm
- Sunday, August 18 – 11:00am to 11:55pm

8. STAFF REPORTS - continued4. Committee to Approve Public Events - Licensing of Special Events - 2019 - continuedTasting Bar Lounge (patron area)

- Thursday, August 15 - Not Open
- Friday, August 16 - 6:00pm to 8:00pm
- Saturday, August 17 - 1:00pm to 6:00pm
- Sunday, August 18 - 1:00pm to 6:00pm

Backstage V.I.P. Lounge (private access area)

- Thursday, August 15 - 3:00pm to 8:00pm
- Friday, August 16 - 4:00pm to 11:45pm
- Saturday, August 17 - 10:30am to 11:45pm
- Sunday, August 18 - 10:30am to 11:45pm

Volunteer Party (private area)

- Sunday, August 18 - 8:00pm to 3:00am

3. The Salmon Arm Fair

Location: Salmon Arm Fair Grounds - Sept 5 - 8, 2019

Hours of Operation:

- Friday, September 6 - 7:00pm to 12:00am (Midnight)
- Saturday, September 7 - 7:00pm to 12:00am (Midnight)

CARRIED UNANIMOUSLY

5. Director of Development Services - Applications OCP4000-33 & ZON-1107 Columbia Shuswap Regional District Landfill and Landfill Expansion

0362-2019

Moved: Councillor Eliason

Seconded: Councillor Lavery

THAT: Council hold a Public Hearing and consider third reading at the August 12, 2019 Regular Council meeting for the following bylaws:

- Official Community Plan Amendment Bylaw No. 4263;
- Zoning Amendment Bylaw No. 4264; and
- Zoning Amendment Bylaw No. 4265.

CARRIED UNANIMOUSLY

9. INTRODUCTION OF BYLAWS1. City of Salmon Arm Cemetery Management Amendment Bylaw No. 4340 (2019 Cemetery Rates) - First, Second and Third Readings

0363-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the bylaw entitled City of Salmon Arm Cemetery Management Amendment Bylaw No. 4340 be read a first, second and third time.

CARRIED UNANIMOUSLY

10. RECONSIDERATION OF BYLAWS11. CORRESPONDENCE1. Informational Correspondence8. L. Wong, Manager, Downtown Salmon Arm - letter dated June 12, 2019 - Downtown Senior's Activity Centre

0364-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Lindgren

THAT: the letter from L. Wong, Downtown Salmon Arm - Downtown Senior's Activity Centre be forwarded to the Community Heritage Commission.

CARRIED UNANIMOUSLY

Councillor Lavery left the meeting at 3:25 p.m. and returned at 3:26 p.m.

2. Y. McDonagh - email dated June 20, 2019 - Naloxone Presentation

0365-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Flynn

THAT: Council approve Y. McDonagh to host an Overdose Prevention Knowledge Meeting on July 23, 2019 at 6:00 p.m. at Canoe Beach picnic area subject to the provision of adequate liability insurance.

CARRIED UNANIMOUSLY3. A. Slater, Executive Director, SILGA - email dated June 20, 2019 - SILGA Youth at UBCM

0366-2019

Moved: Councillor Lavery

Seconded: Councillor Eliason

THAT: Council authorize up to \$2,000.00 from 2019 Council Initiatives for E. Brennan and Z. Naish to attend the 2019 Union of British Columbia Municipalities Convention.

0367-2019

Moved: Councillor Eliason

Seconded: Councillor Lindgren

THAT: motion 0366-2019 be deferred to the July 8, 2019 Regular Council Meeting.

CARRIED UNANIMOUSLY12. NEW BUSINESS

14. COUNCIL STATEMENTS

Councillor Wallace Richmond declared a conflict of interest and left the meeting at 3:36 p.m.

1. Salmon Arm Economic Development Society - Food Hub Feasibility Study

0368-2019

Moved: Councillor Flynn

Seconded: Councillor Eliason

THAT: Council appoint Councillor Tim Lavery to the Salmon Arm Economic Development Food Hub Feasibility Study as the City of Salmon Arm representative.

CARRIED UNANIMOUSLY

Councillor Wallace Richmond returned to the meeting at 3:38 p.m.

15. SALMON ARM SECONDARY YOUTH COUNCIL

16. NOTICE OF MOTION

1. Councillor Lavery - Transportation Parcel Tax

WHEREAS the existing Transportation Parcel Tax funds important asphaltic maintenance and upgrading of our road systems;

AND WHEREAS there has not been a council review of taxation method options to fund this function, other than periodic increases to the parcel tax, since the inception of the Transportation Parcel Tax;

THEREFORE BE IT RESOLVED THAT Council ask staff to report back on taxation options to achieve the annual goals of maintaining and improving our road system;

AND THAT a public input session be held after that report is available;

AND FURTHER THAT Council review and decide on the taxation approach it wishes to pursue to maintain road networks in the 2020 budget and beyond.

17. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

1. D. MacQuarrie - letter received May 29, 2019 - Moving forward together initiative

Council agreed to continue to work with D. MacQuarrie to bring forward a motion on hearing loss as a disability to the 2020 SILGA Convention.

18. OTHER BUSINESS

19. QUESTION AND ANSWER PERIOD

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

The Meeting recessed at 3:51 p.m.

The Meeting reconvened at 7:00 p.m.

PRESENT:

Mayor A. Harrison
Councillor C. Eliason
Councillor T. Lavery
Councillor S. Lindgren
Councillor L. Wallace Richmond

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

ABSENT:

Councillor D. Cannon
Councillor K. Flynn

20. DISCLOSURE OF INTEREST**21. HEARINGS****1. Development Variance Permit Application No. VP-498 [Varga, J.; 451 – 10 Avenue SE; Parcel Line Setbacks]****0369-2019**

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Development Variance Permit Application No. VP-498 be authorized for issuance for Parcel A (Plan B5360) of Lot 1, Section 14, Township 20, Range 10, W6M, KDYD, Plan 2985, Except Plan 5725, which will vary the provisions of Zoning Bylaw No. 2303 as follows:

1. Section 6.10.1 – R-1 Single Family Residential Zone – reduce the minimum building setback from the front parcel line from 6.0 m (19.7 ft) to 2.5 m (8.2 ft) to allow for an existing single-family dwelling on the proposed western parcel, as shown in Schedule A to the Staff Report dated June 6, 2019; and
2. Section 6.10.1 – R-1 Single Family Residential Zone – reduce the minimum building setback from the exterior side parcel line from 6.0 m (19.7 ft) to 4.0 m (13.1 ft) to allow for a single-family dwelling on the proposed eastern parcel, as shown in Schedule A to the Staff Report dated June 6, 2019.

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

Submissions were called for at this time.

J. Varga, the applicant, was available to answer questions from Council.

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

CARRIED UNANIMOUSLY

21. HEARINGS – continued**2. Development Variance Permit Application No. VP-497 [The Wood Shop Millwork & Joinery Inc./Bird, S. & Johnston, T.; 4921 Auto Road SE; Fire Hydrant Requirement]**

0370-2019

Moved: Councillor Eliason

Seconded: Councillor Wallace Richmond

THAT: Development Variance Permit Application No. VP-497 be authorized for issuance for Lot 1, Section 6, Township 20, Range 9, W6M, KDYD, Plan 41074, which will vary Development and Servicing Bylaw No. 4163 as follows:

1. Waive the requirement to install a fire hydrant to the minimum 90 metre spacing.

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

Submissions were called for at this time.

S. Bird and T. Johnston, the applicants, were available to answer questions from Council.

W. Neudorf, 2281 – 24 Avenue NE, suggested that Council consider that need should dictate fire hydrant spacing.

Following three calls for submissions and questions from Council, the Hearing was closed at 7:16 p.m. and the motion was:

CARRIED

Councillor Lavery Opposed

22. STATUTORY PUBLIC HEARINGS**23. RECONSIDERATION OF BYLAWS****24. QUESTION AND ANSWER PERIOD**

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

25. ADJOURNMENT

0371-2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the Regular Council Meeting of June 24, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 7:34 p.m.

CERTIFIED CORRECT:

CORPORATE OFFICER

Adopted by Council the _____ day of _____, 2019.

MAYOR

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Item 6.1

CITY OF SALMON ARM

Date: July 8, 2019

Moved: Councillor Cannon

Seconded: Councillor Lindgren

THAT: the Development and Planning Services Committee Meeting Minutes of July 2, 2019 be received as information.

Vote Record

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

Opposed:

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

DEVELOPMENT AND PLANNING SERVICES COMMITTEE

Minutes of a Meeting of the Development and Planning Services Committee of the City of Salmon Arm held in Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Tuesday, July 2, 2019.**

PRESENT:

Deputy Mayor K. Flynn
 Councillor T. Lavery
 Councillor D. Cannon
 Councillor L. Wallace Richmond
 Councillor S. Lindgren
 Councillor C. Eliason (entered the meeting at 8:04 a.m.)

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

ABSENT:

Mayor A. Harrison

1. CALL TO ORDER

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

2. REVIEW OF THE AGENDA

3. DECLARATION OF INTEREST

4. PRESENTATIONS

5. REPORTS

1. **Agricultural Land Commission Application No. ALC-381 [Brackhaus, G., McDonald, D., Nash J. & S.; 4395 - 10 Avenue SE; Non-Adhering Residential Use - Additional Residence for Farm Use]**

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that Agricultural Land Commission Application No. ALC-381 be authorized for submission to the Agricultural Land Commission.

Councillor Eliason entered the meeting at 8:04 a.m.

5. REPORTS - continued

1. Agricultural Land Commission Application No. ALC-381 [Brackhaus, G., McDonald, D., Nash J. & S.; 4395 - 10 Avenue SE; Non-Adhering Residential Use - Additional Residence for Farm Use] - continued

G. Brackhaus, the applicant, spoke regarding the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

2. Agricultural Land Commission Application No. ALC-383 [Veerman, R. & B.; 6740 - 56 Street NE; Non-Adhering Residential Use - Additional Residence for Farm Use]

Moved: Councillor Lindgren

Seconded: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Agricultural Land Commission Application No. ALC-383 be authorized for submission to the Agricultural Land Commission.

B. Veerman, the applicant, spoke regarding the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

3. Agricultural Land Commission Application No. ALC-384 [Rasmussen, C. & J.; Weicker, K. & C.; 4850 40 Street NE and 4951 50 Street NE; Boundary Adjustment - Subdivision in the ALR]

Moved: Councillor Cannon

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee recommends to Council that Agricultural Land Commission Application No. ALC-384 be authorized for submission to the Agricultural Land Commission.

J. Rasmussen, the applicant, spoke regarding the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

4. Zoning Amendment Application No. 1152 [Bennett, K. & S.; 1811 22 Street NE; R-1 to R-8]

Moved: Councillor Eliason

Seconded: Councillor Lavery

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, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP73048 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone);

5. **REPORTS - continued**4. **Zoning Amendment Application No. 1152 [Bennett, K. & S.; 1811 22 Street NE; R-1 to R-8] - continued**

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

S. Bennett, the applicant, spoke regarding the application and was available to answer questions from the Committee.

CARRIED UNANIMOUSLY

5. **Proposed Amendment to Municipal Ticket Information Bylaw No. 2670 - Fees for Enforcement of Street Solicitation Bylaw No. 4273**

Moved: Councillor Wallace Richmond

Seconded: Councillor Eliason

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Municipal Ticket Information Bylaw No. 2670 to provide options for the enforcement of Street Solicitation Bylaw No. 4273;

AND THAT: Schedule 1 of Municipal Ticket Information Bylaw No. 2670 be amended with the addition of:

20. Street Solicitation Bylaw No. 4273	Member of RCM Police Bylaw Enforcement Officer
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AND FURTHER THAT: Schedule 1 of Municipal Ticket Information Bylaw No. 2670 be added as follows:

BYLAW NO. 2670

Schedule 21

Bylaw	Section	Fine
Street Solicitation Bylaw No. 4273		
Solicit within 15 Meters	4.1 (a)(b)(c)(d)(e)(f)(g)	\$50.00
Solicit motor vehicle occupant	4.2 (a)(b)(c)	\$50.00
Sit or lie on street	4.4	\$50.00
Public solicitation	4.5	\$50.00

CARRIED

Councillor Lindgren Opposed

6. **Proposed Amendment to Fee for Services Bylaw No. 2498 - Development Services Application Fees**

Moved: Councillor Eliason

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

5. REPORTS - continued

6. Proposed Amendment to Fee for Services Bylaw No. 2498 - Development Services Application Fees - continued

would amend Fee for Service Bylaw No. 2498 by adjusting and adding to the Development Services Fee Schedule in accordance with the recommended fees described in Table 1 of the Staff Report dated June 24, 2019.

CARRIED UNANIMOUSLY

6. FOR INFORMATION

7. IN CAMERA

8. LATE ITEM

9. ADJOURNMENT

Moved: Councillor Wallace Richmond

Seconded: Councillor Lavery

THAT: the Development and Planning Services Committee meeting of July 2, 2019, be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 8:50 a.m.

Minutes received as information by Council
at their Regular Meeting of , 2019.

Deputy Mayor Kevin Flynn
Chair

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Item 6.2

CITY OF SALMON ARM

Date: July 8, 2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Social Impact Advisory Committee Meeting Minutes of June 14, 2019, be received as information.

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

Minutes of the **Social Impact Advisory Committee** meeting held in Room 101 of City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, on **Friday, June 14, 2019**, at 8:00 a.m.

PRESENT:

Councillor Louise Wallace Richmond	City of Salmon Arm, Chair
Dawn Dunlop	Canadian Mental Health Association (CMHA)
June Stewart	Shuswap Children's Association
Adrienne Munro	Shuswap Immigrant Services Society
Jane Shirley	Shuswap Area Family Emergency (SAFE) Society
Jo-Anne Crawford	Shuswap Association for Community Living (SACL)
True St. Denis	Shuswap Family Centre
Barb Puddifant	City of Salmon Arm, Recorder

ABSENT:

Susan Cawsey	Okanagan College
Kristy Woodcock	Okanagan Regional Library
Kim Sinclair	Aspiral Youth Partners
Neal Green	Interior Health Association-Mental Health

GUEST:

Alan Harrison	Mayor, City of Salmon Arm
Tina Siebert	Manager, Penticton Bylaw Enforcement
Glenn Smith	Penticton Bylaw Officer
Blanka Stepankova	SAS Youth Council
Jennifer Broadwell	Downtown Salmon Arm
Lindsay Wong	Downtown Salmon Arm

The meeting was called to order at 8:03 a.m.

1. Introductions

2. Presentations

- 1) **Tina Siebert and Glenn Smith- Penticton Bylaw Enforcement**
Tina Siebert and Glenn Smith provided an outline of the Penticton Community Safety Framework model and were available to answer questions from the Committee.

3. Approval of Agenda and Additional Items

Moved: Jo-Anne Crawford

Seconded: Adrienne Munro

THAT: the Social Impact Advisory Committee Meeting Agenda of June 14, 2019, be approved as circulated.

CARRIED UNANIMOUSLY

4. Approval of Minutes of May 10, 2019 Social Impact Advisory Committee Meeting

Moved: June Stewart

Seconded: Jane Shirley

THAT: the minutes of the Social Impact Advisory Committee Meeting of May 10, 2019 be approved as circulated.

CARRIED UNANIMOUSLY

5. Old Business/Arising from minutes

1) Street Solicitation Prevention Bylaw – next steps

Councillor Wallace Richmond provided a review and update of the proposed Street Solicitation Prevention Bylaw. The changing nature of Bylaw enforcement and the City's role in social development was discussed. Dawn Dunlop suggested a presentation to Council to request that the City invest in social development by adding staff resources.

6. New Business

7. Other Business &/or Roundtable Updates

7. Other Business &/or Roundtable Updates - continued

8. Next meeting – Friday, July 12, 2019

9. Adjournment

Moved: True St. Denis

Seconded: Jo-Anne Crawford

THAT: the Social Impact Advisory Committee Meeting of June 14, 2019 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 9:18 a.m.

Councillor Louise Wallace Richmond, Chair

Minutes received as information by Council at their Regular Meeting of , 2019.

Item 6.3

CITY OF SALMON ARM

Date: July 8, 2019

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Shuswap Regional Airport Operations Committee Meeting Minutes of June 19, 2019, be received as information.

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

Minutes of the **Shuswap Regional Airport Operations Committee** Meeting held at City Hall, 500 – 2 Avenue NE, Room 100 on **Wednesday, June 19, 2019** at 3:00 p.m.

PRESENT:

Alan Harrison
Terry Rysz
Doug Pearce
Jeremy Neufeld
Keith Watson
John McDermott
Darin Gerow
Robert Nieuwenhuizen

Mayor, City of Salmon Arm, CHAIR
Mayor, District of Sicamous
Salmon Arm Flying Club
Rap Attack
Airport Manager
Lakeland Ultralights
City staff, Manager of Roads and Parks
City staff, Director of Engineering & Public Works

ABSENT:

Mark Olson
Doug Newnes
Steve Raffel

Hangar Owner
Hangar Owner
Shuswap Air

GUESTS:

The meeting was called to order at 3:00 p.m.

1. Introductions and Welcome

2. Approval of Agenda and Additional Items

Moved: T. Rysz

Seconded: D. Pearce

THAT: the Shuswap Regional Airport Operations Committee Meeting Agenda of June 19, 2019, be approved as circulated.

CARRIED UNANIMOUSLY

3. Approval of Minutes of March 20, 2019 Shuswap Regional Airport Operations Committee Meeting

Moved: D. Pearce

Seconded: K. Watson

THAT: the minutes of the Shuswap Regional Airport Operations Committee Meeting of March 20, 2019 be approved as circulated.

CARRIED UNANIMOUSLY

4. Approval of Minutes of March 12, 2019 Shuswap Regional Airport Safety Committee Meeting

Moved: J. McDermott

Seconded: K. Watson

THAT: the minutes of the Shuswap Regional Airport Safety Committee Meeting of March 12, 2019 be approved as circulated.

CARRIED UNANIMOUSLY

5. Old Business / Arising from minutes

- None

6. New Business

1) Airport Manager's Update - Keith Watson

- Lots of mowing activity
- New AWOS installed and operational
- Crack Sealing on apron areas
- AGFT was working on new fuel system deficiencies, still some work remaining
- New fuel system fleet cards have been issued to corporate customers
- Rap Attack activity and fuel sales

2) 2019 BC Air Access Grant Application Update (R.N.)

- Received notification from BC Air Access Program that the Grant Application for resurfacing of RWY 14/32 was unsuccessful for the 2019/2020 funding year.
- Staff will bring this back to the committee for discussion should another application intake be announced.

7. Other Business &/or Roundtable Updates

1) Fuel System Update (D.G.)

- Project is complete however there are still some deficiency and repairs needed
- System is running however there is still some flow issues on the Jet Fuel side
- Point of Sale station is working and the limits have been increased to better service larger fuel sales

2) Taxiway Charlie Update (R.N.)

- WSP advised 90% detailed design will be submitted to City Monday June 10th
- PCO received from WSP May 15/19, comments provided for revisions....expect final copy week of June 10-14. Final copy to be submitted to Transport Canada for approval
- Hoping to tender in July after confirmation AAP has passed, closing date for AAP is June 24, 2019
- Proposed construction schedule - Sept 1 - Dec 2019 (subject to Fire Season), Paving Spring 2020

3) YLW Airport Advisory Committee Meeting - for Information**4) Salmon Arm Ultralight Group MoGas Proposal**

- J. McDermott provided a letter outlining a proposed partnership between the City and the Ultralight Group to purchase an above ground dual compartment fuel tank to allow the supply of MoGas for aircraft use and Diesel for the City equipment.
- This would help to prevent aircraft owners from storing MoGas in their hangers
- Proposed location would be where the current City Diesel tank is
- Cost for the tank is estimated in the range of \$6,000.00
- Total project costs could be in the range of \$10,000.00 (high side)
- The City Diesel tank needs to be replaced
- City Staff and J. McDermott to work out details prior to budget discussions
- Operational agreement would be needed

Moved: D. Pearce

Seconded: T. Rysz

THAT: the Shuswap Regional Airport Operations Committee supports the MoGas/Diesel Fuel Tank proposal in principal and recommends that it be added to the 2020 operational budget for City Councils consideration.

CARRIED UNANIMOUSLY

8. Next meeting - Wednesday, September 18, 2019**9. Adjournment**

Moved: D. Pearce

Seconded: T. Rysz

THAT: the Shuswap Regional Airport Operations Committee Meeting of June 19, 2019 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 3:45 p.m.



Robert Niewenhuizen, ASCT
Director of Engineering & Public Works

Item 6.4

CITY OF SALMON ARM

Date: July 8, 2019

Moved: Councillor Lindgren

Seconded: Councillor Wallace Richmond

THAT: the Environmental Advisory Committee Meeting Minutes of June 6, 2019, be received as information.

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

Minutes of the **Environmental Advisory Committee** Meeting held in Room 100 of City Hall,
500 - 2 Avenue NE, Salmon Arm, BC, on **Thursday, June 6, 2019** at 9:00 a.m.

PRESENT:

Councillor Sylvia Lindgren
Sarah Weaver
Amy Vallarino
Sherry Bowlby
John McLeod

Janet Pattinson
Pauline Waelti
Gary Arsenault

Warren Bell
Barb Puddifant

City of Salmon Arm, Chair
Salmon Arm Bay Nature Enhancement Society (SABNES)
Citizen at Large
Citizen at Large
Salmon Arm Farmers Institute (SAFI) (left the meeting at
9:52 a.m.)
Shuswap Naturalist Club
Shuswap Environmental Action Society (SEAS)
Shuswap Pro Development Association (left the meeting at
10:23 a.m.)
WA:TER (left the meeting at 10:35 a.m.)
City of Salmon Arm, recorder

ABSENT:

Barry Wilson
Luke Gubbels
Gina Johnny
Louis Thomas
Ron Pederson

Shuswap Construction Industry Professionals (SCIP)
Citizen at Large
Canoe Forest Products
Councillor, Adams Lake Indian Band
Councillor, Neskonalith Indian Band
Salmon Arm Fish and Game Club

GUESTS:

Julia Beatty
Jan Thingsted

Citizen
Citizen

The meeting was called to order at 9:02 a.m.

1. Introductions and Welcome

2. Approval of Agenda and Additional Items

Moved: Janet Pattinson

Seconded: Warren Bell

THAT: the Environmental Advisory Committee Meeting Agenda of June 6, 2019,
be approved as presented.

CARRIED UNANIMOUSLY

3. Approval of Minutes of May 9, 2019 Environmental Advisory Committee Meeting

Moved: Sarah Weaver

Seconded: Janet Pattinson

THAT: the minutes of the Environmental Advisory Committee Meeting of May 9, 2019 be approved.

CARRIED UNANIMOUSLY

4. Presentations**a) Jan Thingsted – Climate Change Emergency**

Jan Thingsted provided an overview of Climate Change Action Plans as developed and recognized in communities in BC. Mr. Thingsted was available to answer questions from the Committee.

5. Old Business / Arising from minutes

- a) Climate Change Update –
Councillor Lindgren outlined the City of Vernon's Climate Action Advisory Committee and their use of Climate Action Ambassadors for education and communication purposes. Committee members discussed the results of the May 27, 2019 Town Hall meeting addressing a Green New Deal. Forms of effective communication were discussed as well as the role of the Committee in public education.

6. New Business**7. Other Business &/ or Roundtable Updates**

- a) Julia Beatty and Committee members will be making a presentation to Mayor and Council at the July 8, 2019 Regular Council Meeting on the subject of establishing a Climate Action Plan.

8. Next meeting – TBD

9. Adjournment

Moved: Amy Vallarino

Seconded: Janet Pattinson

THAT: the Environmental Advisory Committee Meeting of June 6, 2019 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 10:40 a.m.

Councillor Sylvia Lindgren, Chair

Received for information by Council on the day of , 2019

Item 7.1

CITY OF SALMON ARM

Date: July 8, 2019

Board in Brief – June, 2019

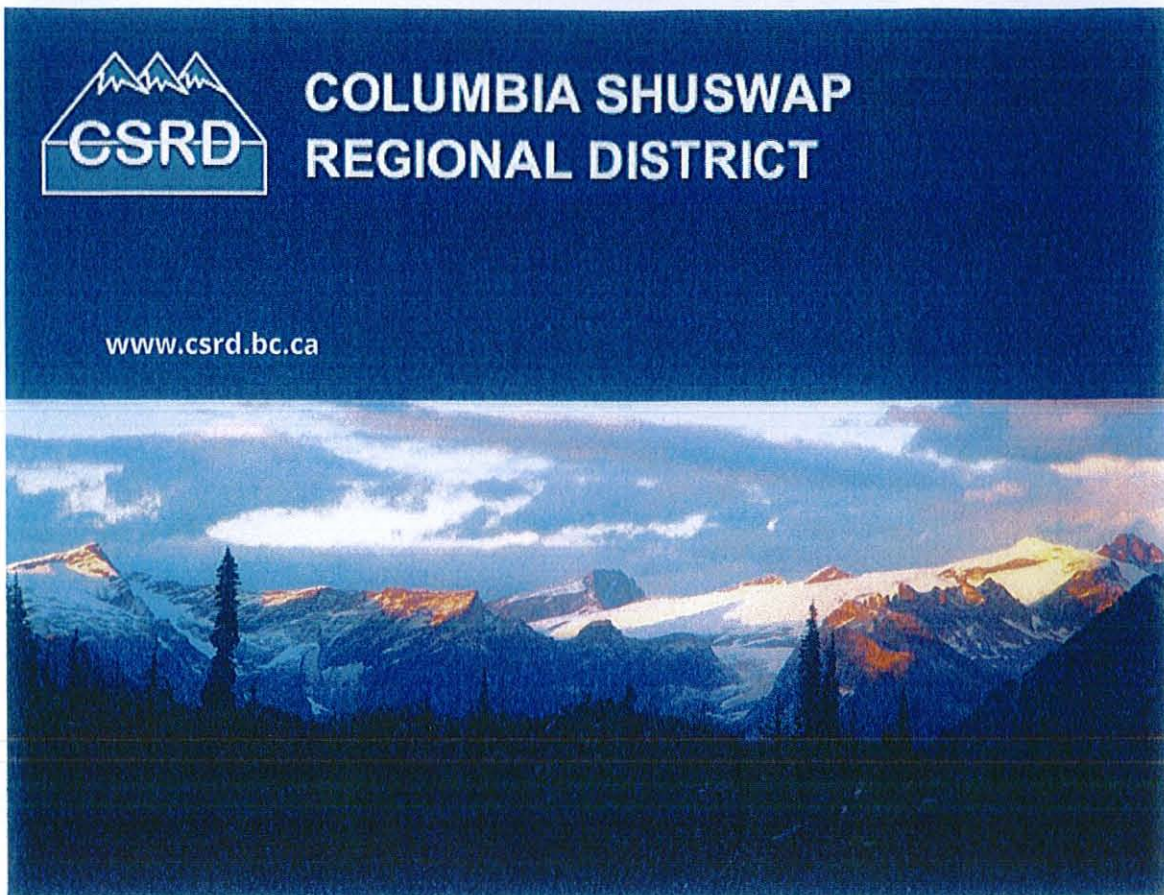
Vote Record

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

Opposed:

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

From: Columbia Shuswap Regional District [communications@csrd.bc.ca]
Sent: Wednesday, June 26, 2019 9:06 AM
To: Caylee Simmons
Subject: #YourCSRD - June 2019



#YourCSRD - June 2019

June 2019

[Tweet](#) [Like](#)

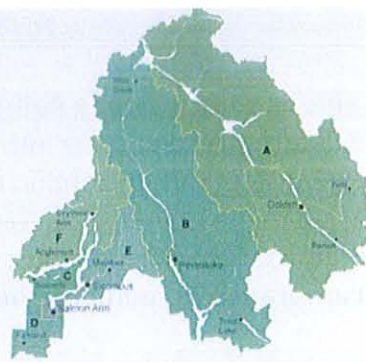
[Web version](#)

Highlights from the Regular Board Meeting

Committee of the Whole: Policy Session

Policy Session Update 2019

Directors were updated on changes to CSRD policies, including amendments and new additions, for the past 12 months. [View Board Report.](#)



Regular Board Meeting

Introduction of New Staff

The CSRD Board welcomed: Crystal Robichaud, Administrative Clerk, Corporate Administration; Ken Gobeil, Senior Planner, Development Services; Marie Capewell, Accounting Technician, Financial Services.

Presentation of Local Government Administration Certificate

The CSRD Board congratulated Phaedra Turner, Team Leader, Administration Services, on achieving this designation.

Service awards

A presentation in recognition of 25 years service (May 29, 2019) was made to Marianne Mertens, Clerical Assistant, Development Services.

The Board also made a presentation to Lori Gervais, Payroll Administrator and HR assistant as she leaves the CSRD for a new position with the TNRD.

Section 57 Notice on Title Hearing

The Board authorized filing a Notice in the Land Title Office against the property 7761 Columbia Drive in Anglemont to alert subsequent owners of the property of the outstanding building regulation non-compliance. [View Report.](#)

Delegations

Tourism Golden - Presentation of Annual Report

Joanne Sweeting, Executive Director, was in attendance to provide an overview of Tourism Golden 2018 Annual Report. [View Report.](#)

Columbia Basin Broadband Society

Rob Gay, Chair, and Dave Lampron, Chief Operating Officer, of the Columbia Basin Broadband Society gave an update on their efforts to improve Broadband Service to rural areas. [View Report.](#)

Business General

Correspondence from Minister of Environment

Environment Minister George Heyman sent approval of an amendment to the CSRD's Solid Waste Management Plan (SWMP) which will allow recently purchases property to be incorporated into the Salmon Arm Landfill site. [View Letter.](#)

Correspondence from Ministry of Agriculture

The Board discussed the Province's letter seeking Local Government Feedback on Class D licensing. [View Letter.](#)

CSRD Milfoil Program Overview of Annual Reports

A presentation to the Board was made by Hamish Kassa, Environmental Services

Sicamous-to-Armstrong Rail-Trail Governance Advisory Committee

The Board agreed to enter into an agreement with the Shuswap Trail Alliance for a one-year term with the option to extend up to two years to provide secretariat services to the Governance Committee. They also approved the Draft Encumbrance Agreement recommendations. [View Trail Alliance Agreement.](#) [View Draft Encumbrance Agreement.](#) [View Press Release.](#)

Amendment to Policy F-12 CSRD Firefighter and Officer Remuneration

The Board agreed to amend the policy to allow for compensation for SPU Team members that are from outside of the CSRD paid-on-call firefighters. [View Report.](#)

Policy F-30 Electoral Area Grant in Aid Funding

The Board endorsed the amendment to Policy No. F-30 and approve its inclusion into the CSRD Policy manual. Directors requested that the Policy be changed to include additional information around community benefits, other funding and recognition of the CSRD. [View Report.](#) [View Policy.](#)

Salmon Arm Landfill Design and Operation Plan Update – Contract Award

Board agreed to enter into an agreement with Sperling Hansen Associates to complete an update to the Salmon Arm Landfill Design and Operation Plan for a cost of \$79,088 plus applicable taxes and plus contingencies. [View Report.](#)

Memorandum of Understanding – Federation of Canadian Municipalities

The Board agreed to enter into a Memorandum of Understanding agreement with the Federation of Canadian Municipalities in support of implementation of the Vietnam Municipal Solid Waste Management Program for a two and half year term. [View Report.](#)

Alternative Approval Process – North & South Shuswap Community Arts, Recreation and Culture Programs Financial Contribution Area Establishment

The Board approved proceeding with three motions to set up the North & South Shuswap Community Arts, Recreation and Culture Programs Alternative Approval Process. [View Report.](#)

FireSmart Coordinator Sole Source Contract Award

The Board authorized an agreement with 1477556 Alberta Ltd. (Len Youden) for the provision of FireSmart coordination services for Electoral Areas A, B, C, D, E and F for an eleven-month term expiring on May 31, 2020. [View Report.](#)

Relocation of the Downtown Sicamous Recycling Depot

The Board authorized the relocation of the downtown Sicamous Recycling Depot from its existing location at the Parkland Shopping Centre located at 1133 Eagle Pass Way to the Sicamous Bottle Depot property located at 322 Finlayson Street in Sicamous, BC effective July 1, 2019. [View Report.](#) [View Press Release.](#)

Newsome Creek Feasibility Study – Property Erosion at Caen Road

The Newsome Creek Erosion Mitigation Options report prepared by Kerr Wood Leidal Consulting Engineers dated June 7, 2019 was received by the Board for information. A verbal report was also given by Chair Martin and Director Demenok regarding a Ministerial Meeting on June 13, 2019. [View Report.](#)

Grant-in-Aid Requests

Board approved the following allocations from the 2019 electoral Grant-in-Aids:

Area A

\$10,000 Little Mittens Animal Rescue Association (operating expenses)

Area C

\$8,000 Sorrento Memorial Hall (tables and chairs)

\$25,000 South Shuswap Canada Day Society (Canada Day event)

\$1,950 South Shuswap Transportation Society (start-up costs)

Area D

\$1,900 Falkland & District Community Association (Family Day event)

Area F

\$1,100 Anglemont Volunteer Fire Department (pancake breakfast and open house)

Infrastructure Planning Grant - Seymour Arm Water Users Community

The Board authorized an application for an Infrastructure Planning Grant on behalf of the Seymour Arm Water Users Community from the Ministry of Municipal Affairs and Housing in the amount of \$10,000 to develop an infrastructure upgrade plan for the community's water system. [View Report.](#)

Electoral Area C Community Works Fund – Bulk Water Fill Station – Sorrento Water System

The Board approved using Community Works Funds of up to \$30,000 plus applicable taxes for the purchase and installation of equipment to provide a bulk water fill station in Sorrento. [View Report.](#)

Director Cathcart - Verbal: Request for Board support in principle: Highway 95 North - Shoulder Season Collaboration

The Trans-Canada Highway between Golden and Lake Louise will be going through major upgrading in 2020, resulting in full road closures for a significant period of time. The traffic will be rerouted through Radium Hot Springs. A number of partners are exploring the idea of applying for funds to provide tourism events and activities during the shoulder season to help mitigate the related issues. The Board gave support in principle.

Infrastructure Planning Grant – Nicholson Groundwater Aquifer

Board authorized an application for an Infrastructure Planning Grant for the community of Nicholson, in Electoral Area A, from the Ministry of Municipal Affairs and Housing in the amount of \$10,000 to develop a community water system infrastructure feasibility study. [View Report.](#)

CSRD Solid Waste Disposal Tipping Fee and Regulation Bylaw

The Board approved amendments to establish a cost recovery fee for the City of Salmon Arm's Food Waste Program, as well as increasing the mixed load rate waste disposal rate of \$160 to \$240. However, the rate of \$160 will be maintained until January 1, 2020 to allow for an awareness campaign. [View Report.](#)

Centennial Field Community Park Service Establishment and Centennial Field Community Park Loan Authorization Bylaws

The Board has agreed to take the next steps towards the creation of a community park in Blind Bay by offering to purchase 9.5 acres of property known as Centennial Field for \$2.75 million. The process will now move towards obtaining the consent of voters in Electoral Area C to borrow \$1,770,000 for the land purchase. The Board

Release of In-Camera Resolutions

The Board accepted the resignation of Millicent Barron from the Electoral Area C Advisory Planning Commission.



LAND USE MATTERS

Business General

Electoral Area D: Proposed Cannabis Production Facility

The applicant is seeking a standard cannabis cultivation licence from Health Canada to establish a soil based cannabis at 4319 Colebank Road. The Board agreed to waive two statements in the CSRD's current Cannabis policy to align them with changes made by the Agricultural Land Commission. [View Report](#).

Development Permits (DP's) & Development Variance Permits (DVP's)

Electoral Area B: Temporary Use Permit No. 850-03 (Renewal)

The Board approved issuance of a TUP850-03 for 1624 and 1630 Mt. Begbie Road on April 14, 2016. The TUP is for vacation rental use which is operated out of the second single-family dwelling at 1630 Mt. Begbie Road. The applicant applied to renew the TUP for another three-year term. The Board approved the permit. [View Report](#).

Electoral Area C: Development Variance Permit 701-89

The subject property is located at 3230 Berke Road in Blind Bay. The applicant would like to resolve a building encroachment that occurred prior to his purchase of the property. The applicant is requesting variances to allow the residence and deck to remain in the current location. The Board approved issuance of the DVP with an

Electoral Area D: Development Variance Permit No. 2500-17

The property is located at 5781 Highway 97, in Falkland. The existing second storey deck, stairs, and storage shed attached to the two-family dwelling are located within the side parcel line setback and required a variance. The Board approved the DVP following the acceptance of a rezoning of the same property from C – Commercial to RS – Single and Two Family Residential. [View Report.](#)

Electoral Area E: Development Variance Permit No. 2000-75 (Adams et al)

The property is located at #7 1249 Bernie Road, Annis Bay. The owners are currently replacing the existing deck and stairs and have applied for a permit to vary the interior side parcel boundary setback for the proposed reconstruction. The Board approved the DVP. [View Report.](#)

Zoning, OCP and Land Use Amendments

Electoral Area D: Salmon Valley Land Use Amendment (Desimone/McMullen) Bylaw No. 2559

The subject property is located at 5781 Highway 97 in Falkland of Electoral Area D. A two-storey, two-family dwelling was built on the property in 2009; it consists of one self-contained dwelling per floor. The owners have applied to redesignate and rezone the property from C-Commercial to RS-Single and Two Family Residential in order to recognize the current two-family dwelling use on the property. The Board gave third reading at its May 16, 2019 Board meeting and staff have now received Statutory Approval from Ministry of Transportation and Infrastructure. The Board adopted Bylaw No. 2559. [View Report.](#)

Electoral Area D: Salmon Valley Land Use Amendment (Montgomery) Bylaw No. 2562

The subject property is located at 5777 Highway 97 in Falkland of Electoral Area D. The owner has applied to redesignate and rezone the property from C-Commercial to RS-Single and Two Family Residential in order to recognize the current residential use on the property. The bylaw was given first reading and the Board directed staff to refer the bylaw to applicable agencies and First Nations for comment. [View Report.](#)

Electoral Area F: Magna Bay Zoning Amendment (Coueffin) Bylaw No. 800-31

The applicant is wanting to rebuild a garage that burned down at 6346 Squilax-Anglemont Road in Magna Bay. With the construction of the garage, the property will exceed the maximum allowed parcel coverage for the RS (Residential) zone. The applicant is proposing a site-specific amendment to the RS zone to increase the permitted parcel coverage. The Board gave first reading of this bylaw amendment at its April 18, 2019 Regular Board meeting. The Board approved second reading and delegation of a public hearing. [View Report.](#)

Electoral Area F: Scotch Creek/Lee Creek Zoning Amendment (Mosher) Bylaw No. 825-40


The subject property is located at 3740 Ancient Creek Lane in Scotch Creek of Electoral Area F. The owners are applying to amend the zone of the Scotch Creek/Lee Creek Zoning Bylaw No. 825 from MU – Mixed Use to R1 – Residential – 1. This will continue to allow a single family dwelling or standalone residential campsite as a principal use for the subject property but will not permit the commercial principal

have been received from applicable agencies and First Nations. The Board approved second reading and delegation of a public hearing. [View Report.](#)

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NEXT BOARD MEETING

The Regular CSRD Board Meeting will be held Thursday, July 18, 2019 at 9:30 AM at the CSRD Boardroom, 555 Harbourfront Drive NE, Salmon Arm.



Columbia Shuswap Regional District
555 Harbourfront Drive NE, PO Box 978
Salmon Arm, BC V1E 4P1
www.csrdb.ca | 250.832.8194

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Item 8.1

CITY OF SALMON ARM

Date: July 8, 2019

Moved: Councillor

Seconded: Councillor

THAT: Agricultural Land Commission Application No. ALC-381 be authorized for submission to the Agricultural Land Commission.

[Brackhaus, G., McDonald, D., Nash, J. & S.; 4395 - 10 Avenue SE; Non-Adhering Residential Use - Additional Residence for Farm Use]

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: June 28, 2019

Subject: Agricultural Land Commission Application No. ALC-381
Non-Adhering Residential Use – Additional Residence for Farm Use

Legal: Lot 2, Section 18, Township 20, Range 9, W6M, KDYD, Plan 28689, Except Plan KAP47129

Civic: 4395 – 10 Avenue SE

Owner: Gerhard Brackhaus/Deborah McDonald/Justin Nash/Shantel Nash

MOTION FOR CONSIDERATION

THAT: Agricultural Land Commission Application No. ALC-381 be authorized for submission to the Agricultural Land Commission.

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject property is located at 4395 10 Avenue SE as shown in Appendices 1 and 2. The property is approximately 5.29 ha in size which contains a new primary residence and an accessory building. The accessory building was the original residence that was to be decommissioned when the new residence was constructed. The property is entirely within the Agricultural Land Reserve (ALR) as shown on Appendix 3 with the applicant proposing to have the Agricultural Land Commission (ALC) approve the an accessory building as an additional residence for farm use. The proposed site plan and letter from the applicants are attached as Appendix 4.

BACKGROUND

The subject property is designated Acreage Reserve in the Official Community Plan (OCP), outside the Urban Containment Boundary (UCB), and the property is zoned Rural Holding (A-2) as shown on Appendices 5 and 6. The proposed additional residence has existed since the 1950s and the new primary residence was constructed in 2018. As a condition of issuing the building permit the owners signed a declaration (attached as Appendix 7) stating the existing residence will be decommissioned and no longer used for residential purposes prior to occupancy of the new residence. When occupancy was issued for the new primary residence a second building permit was issued to convert the original residence to an accessory building.

The parcel is accessed from 10 Avenue SE, there are two driveways. The proposed additional residence is closer to the southern property line, the new residence is further north. It is proposed that the additional residence would be above a garage and equipment storage area resembling a carriage house.

Currently the lot is almost completely forested with no agricultural use at this time. It is intended that the property will remain in the ALR and be used for an agricultural purpose. The proponent is proposing to utilize irrigation and erect a 24' x 80' Harnois commercial greenhouse.

Adjacent zoning and land uses include the following:

- North: Rural Holding (A-2) and (P-1) – Single Family Dwelling and Forested / Little Mountain Park
- South: 10 Street SE, Rural Holding (A-2) – Single Family Dwelling and Forested / City Owned Land
- East: Rural Holding (A-2) – Single Family Dwelling Agriculture and Forested
- West: Rural Holding (A-2) – Single Family Dwelling and Agriculture

The subject property is outside the UCB; however, properties across 10th Avenue SE are within the ALR, UCB and designated Light Industrial. A greenway is proposed connecting 10th Avenue SE with the trails at Little Mountain Park.

Agricultural Land Commission Act (ALCA)

The purposes of the commission as stated in Section 6 of the *Agricultural Land Commission Act* are:

- (a) to preserve agricultural land;
- (b) to encourage farming on agricultural land in collaboration with other communities of interest;
- (c) to encourage local governments, first nations, the government and its agents to enable and accommodate farm use of agricultural land and uses compatible with agriculture in their plans, bylaws and policies.

An owner may apply to the commission for permission under Section 25 of the ALCA for a non-adhering residential use. With respect to an application for a non-adhering residential use, the Commission is prohibited from granting permission for an additional residence unless the additional residence is necessary for farm use.

The ALC suggests that an owner/applicant should demonstrate how the purposes Section 6 of the ALCA will be supported if the application is approved, prevent the loss of productive agricultural land and prevent additional residences on ALR land unrelated to farming activities. Non-adhering residential uses should be commensurate with the type and scale agriculture taking place on the property. Some intensive agricultural activities and livestock require on-site farm help either seasonally or year round.

When the ALC is considering if a non-adhering residential use is necessary for, or supportive of, farm use; the ALC has consistently considered residential uses based on:

- current level of agriculture on the property (e.g. intensive agricultural operations)
- number of people involved in agriculture on the property (i.e. most or all of the people in the residences are involved with agriculture on the property)
- minimizing the loss of arable land (i.e. size and siting of residence)

Improved Soil Classification

The subject property has the Improved Soil Capability Rating of 70% Class 5 and 30% Class 4 with topography being the limiting factor as shown on Appendix 8. Soil capability rating ranges from Class 1 to Class 7. The best agricultural lands are rated Class 1 because they have ideal climate and soil to allow a farmer to grow the widest range of crops. Class 7 is considered non-arable, with no potential for soil bound agriculture.

Planning Department Comments

City of Salmon Arm Official Community Plan Bylaw No. 4000

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

Section 7.3.16 Either a conventional secondary suite contained within a dwelling or a detached suite is supported as an accessory residential use in the Acreage Reserve, Salmon Valley Agriculture and Forest Reserve designations. This policy supports a secondary suite in the new dwelling and remains consistent with the ALC's new residential regulations.

Section 7.3.17 Encourage and support the development and expansion of alternative, smaller scale agricultural businesses, such as production and marketing of locally grown foods, organic farms, on-site sales of onsite and locally grown food, incentives for farmers to remain on their land, and support for new farmers to obtain land.

City of Salmon Arm Zoning Bylaw No. 2303

The A-2 zone as shown on Appendix 9 permits a second dwelling if the parcel is greater than 8 ha in the form of a mobile home for the exclusive use of someone employed to work on the farm full-time and complies with provisions of the ALC. The subject parcel is less than 8 ha and the proposed second dwelling would need to be modified to be consistent with the Zoning Bylaw.

The A-2 zone permits a 90 m² detached suite accessory to a single family dwelling. The former existing dwelling is 111 m². To conform to the Zoning Bylaw the habitable floor area of that building would need to be reduced. The applicants submitted conceptual drawings on July 28, 2019 showing the planned modifications for a 785 ft² (73 m²) detached suite - attached as Appendix 10).

The CD 15 Zone is the only zone that allows for a second single family dwelling. The CD 15 Zone applies to a single parcel in the Salmon Valley and allows for a second single family dwelling for farm help on a parcel 3 ha or larger.

Greenways/Trails

The OCP identifies a proposed greenway on the western boundary of this property connecting Little Mountain Park to existing greenway and trails across 10 Avenue SE.

Development Approvals

If Council chooses to approve submission of this application to the ALC, and it is subsequently approved by the ALC, the applicant would need to confirm that the detached suite meets the definition as follows:

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

Considering the new ALC Regulations, although permitted by Section 4.13 of the Zoning Bylaw, a Type C Permit (Compassionate Use) is no longer an option for properties located in the ALR.

Agricultural Advisory Committee

The application was considered by the Agricultural Advisory Committee (AAC) at their June 12, 2019 meeting. The AAC recommends the application be forwarded to the ALC on the condition that the dwelling be sized to meet the Zoning Bylaw. The minutes of the meeting are attached.

CONCLUSION

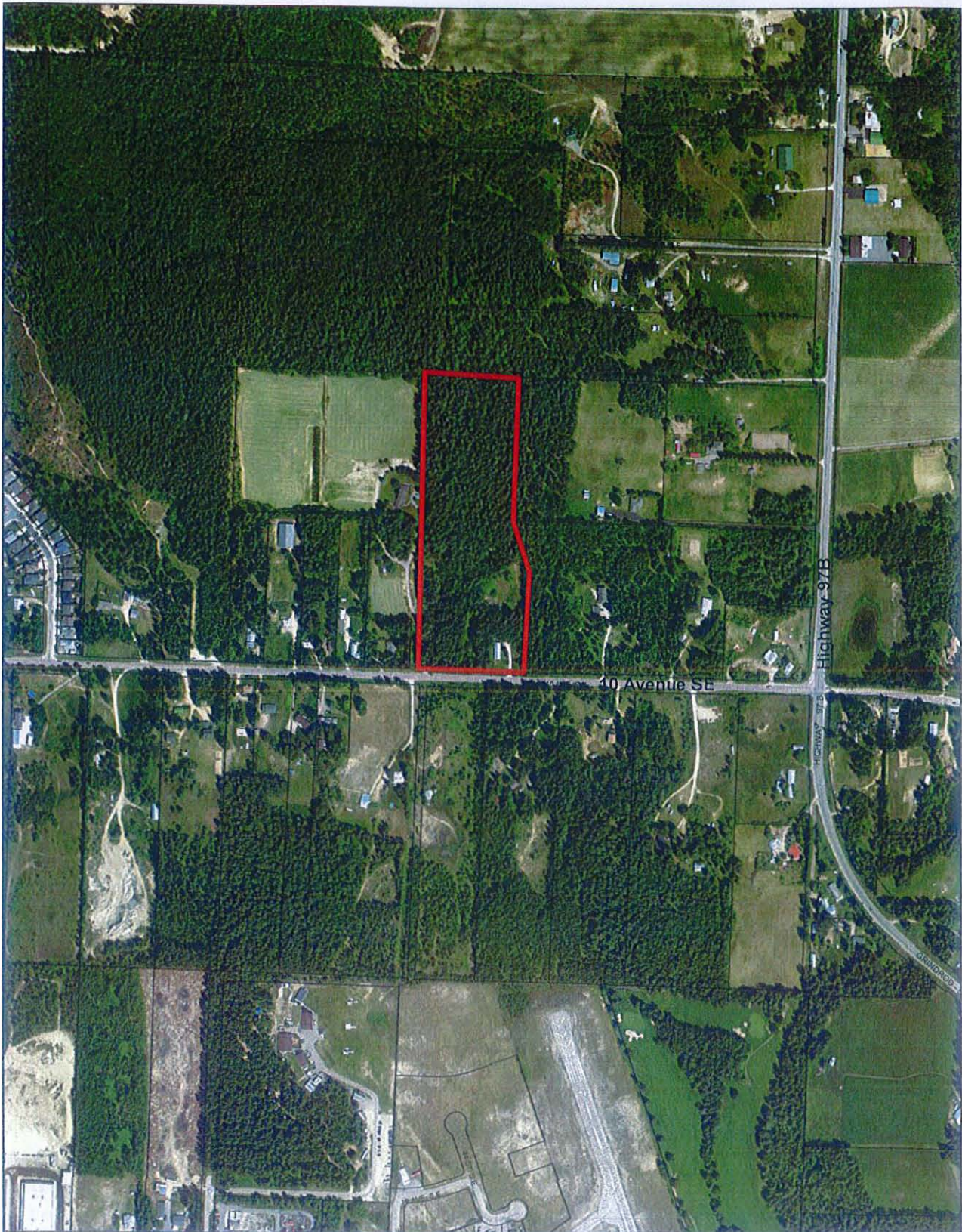
The proposal is ultimately for approval of an additional residence for farm use on 10 Avenue SE within the ALR. A new single family dwelling has been constructed. The applicant is proposing to convert the older existing dwelling into a detached suite for the purpose of farming the property. The additional residence appears to be necessary if the property is to be used for an agricultural purpose.

Staff recommends this application be forwarded on to the ALC for consideration.


Prepared by: Scott Beeching, MCIP, RPP
Senior Planner


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

Appendix 1: Location

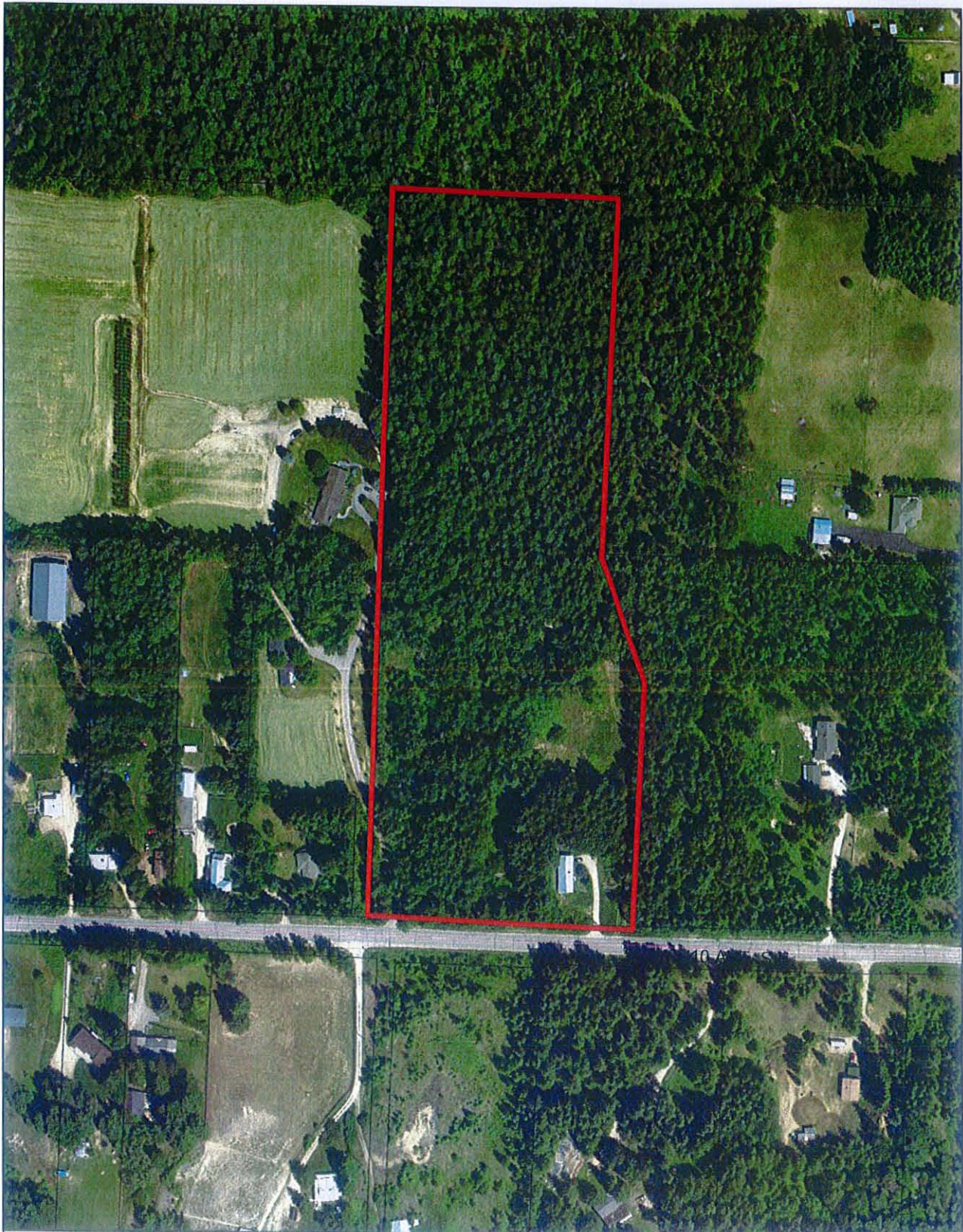


0 65 130 260 390 520 Meters



Subject Parcel

Appendix 2: Location

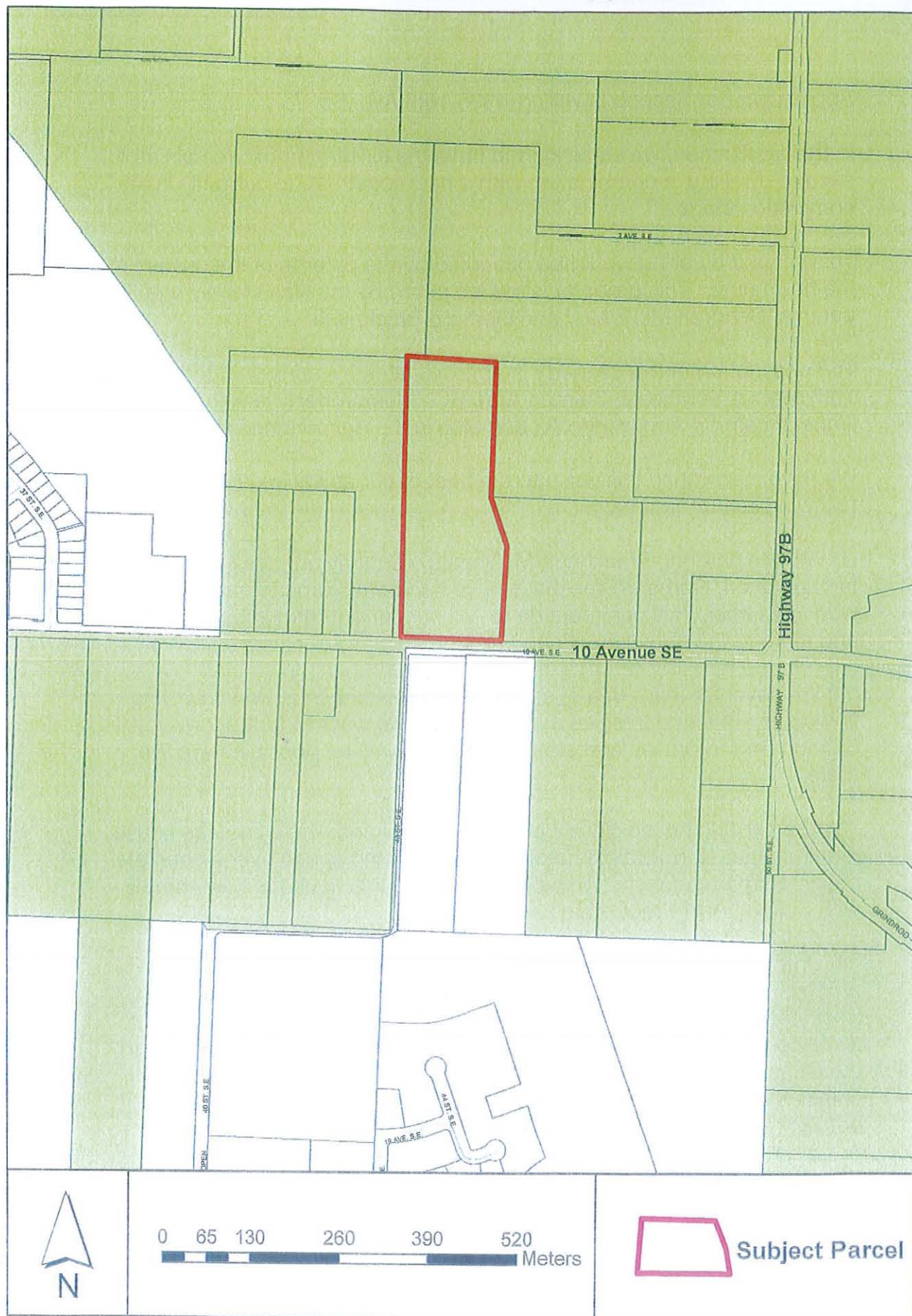


0 25 50 100 150 200 Meters



Subject Parcel

Appendix 3: ALR Boundary



Application For Second Dwelling-4395, 10th.Ave.,SE

In this application, we are asking to have the existing house remain as a second dwelling in combination with a new construction currently in the completion stage.

This second dwelling would be occupied by the parents of the owners of the new home. This property is owned jointly by the Nash family and their parents, Deborah McDonald and Gerhard Brackhaus.

The description of this property is approximately 14 acres located at 4395, 10th avenue Southeast, Salmon Arm, BC. This property is within the city limits of Salmon Arm, zoned A2 and also in the Agricultural Land Reserve.

We have researched this issue to the best of our ability and present the following as our argument;

- 1) We, the parents, Brackhaus/McDonald, currently engage in active farming and I, Gerhard/Brackhaus have had farm status for most of my working career. It is our intention to sell our current farm in Louis Creek and retire to the above mentioned property.
- 2) We have, for many years, carried on a greenhouse activity involving flowers, shrubs and trees as a hobby which we want to further develop at Salmon Arm to obtain farm status. This can only be possible if we live there.
- 3) The existing house closely conforms to Salmon Arm's carriage house requirements. It is approximately 1000sq.ft. living space over a concrete basement/garage/shop. We would redevelop this house to fully comply with Salmon Arm's regulations and our needs.
- 4) Unfortunately, we don't have farm status at this time (application in process) so we are applying under the ALC new policy, Non-Adhering Residential Use. In this case we request the preservation of an existing dwelling to provide an additional residence. The ALC further states that the Commission must not grant permission for an additional residence unless the residence is necessary for a farm use. As we have stated before, farming this property would be impossible unless we live there.

5) A slight conflict occurs on this point;

A) The ALC requires the parcel of land to have farm status for accommodation above an existing building (carriage house). This is not a requirement if it is a manufactured home. The City of Salmon Arm would encourage a carriage house in all cases.

B) This leaves us with a dilemma; our preference by far would be remodel/modify the existing house to comply with Salmon Arm and ALC carriage house regulations.

C) We are farming parents, currently farming, owning all necessary equipment and structures to establish farm status for the Salmon Arm property. This is almost impossible to accomplish without a place to live. The Salmon Arm house is perfect for us. We would also bring our greenhouse (24x80 Harnois commercial unit) tractors, irrigation etc. to further compliment our endeavour. Please refer to Table 1 and Table 2 for the equipment and plant inventory that will be moved to Salmon Arm.

D) We also feel that allowing the existing house to remain would comply with the ALC's mandate to preserve farmland as much as possible. In this case we preserve scarce farmland that would be required to situate a manufactured home and its associated requirements. All this is already in place.



There is another aspect that may be of interest to the city of Salmon Arm in that we bought this parcel of land from the Cave family. Phillip Cave was a long time councillor for the City, from January 1968 to December 1990. He hand built the house in the early 50s and raised his family on this property. We bought this property in 2014. The house is original, still in good shape and it would be a great shame to order it demolished.

We would also like to present one last issue. This is the fact that we are at the stage of 'retiring farmers'. I am 70 years old and Deb is 65 years old. I have had open heart surgery while Deb has had hip surgery. Shauntel Nash, (daughter constructing house on property) is a qualified caregiver. She has a diploma in Human Service Work from the Okanagan College. Currently, she is employed as a recreation assistant at Mt. Ida Mews Long Term Care Facility. If the situation arises, a type 'C' permit could apply. This is Salmon Arm's "Special Needs Housing Agreement Bylaw," allowing a second dwelling for care and maintenance.

We sincerely hope these arguments are convincing enough to allow us to move forward in our future. Again, many thanks for your considerations.

Sincerely,

Gerhard Brackhaus/Deborah McDonald

33237
1.00 ha

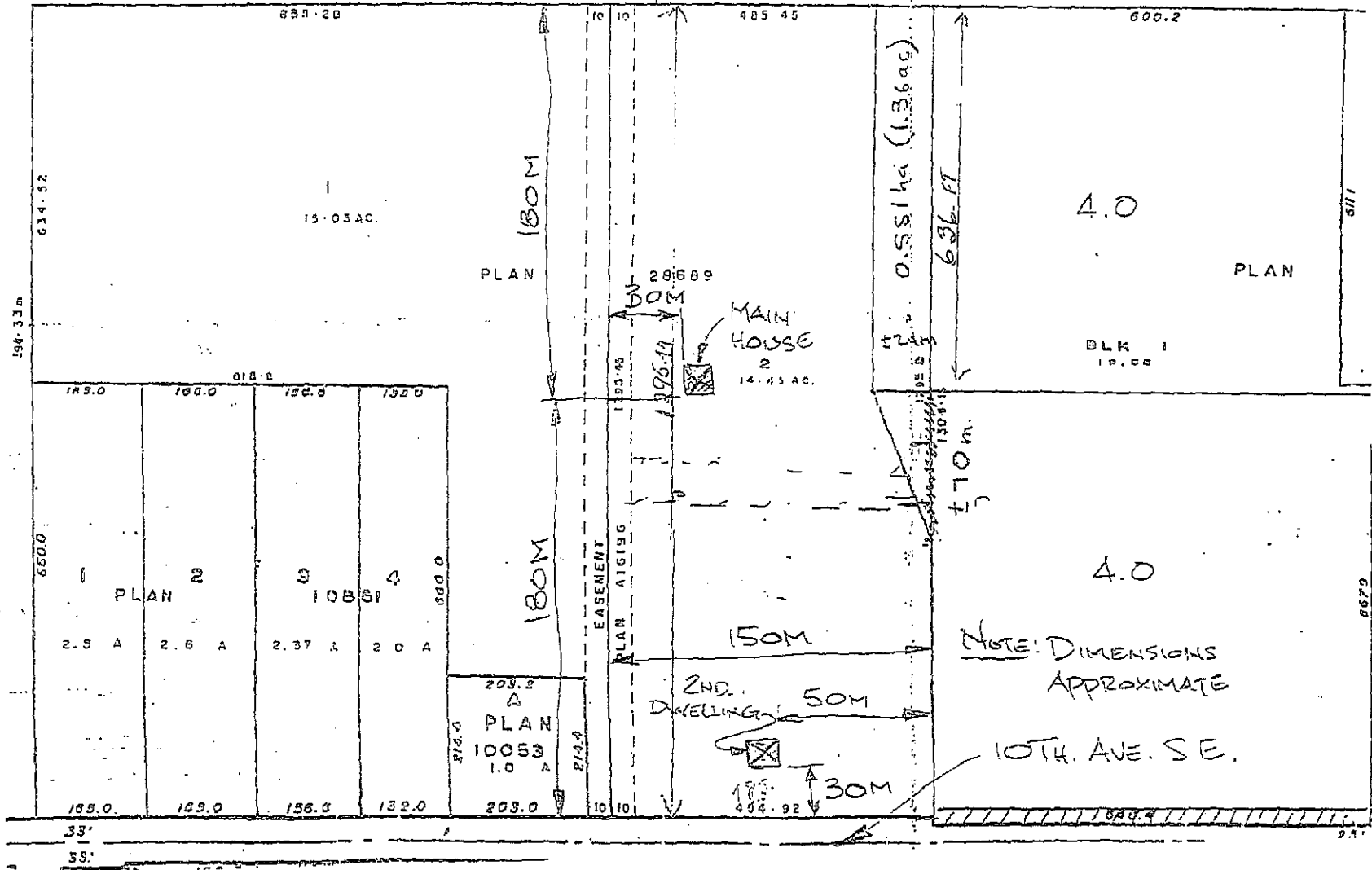
ARIAL PHOTO SHOWS
COMPLETE PARCEL.
282.53 m.

NORTH

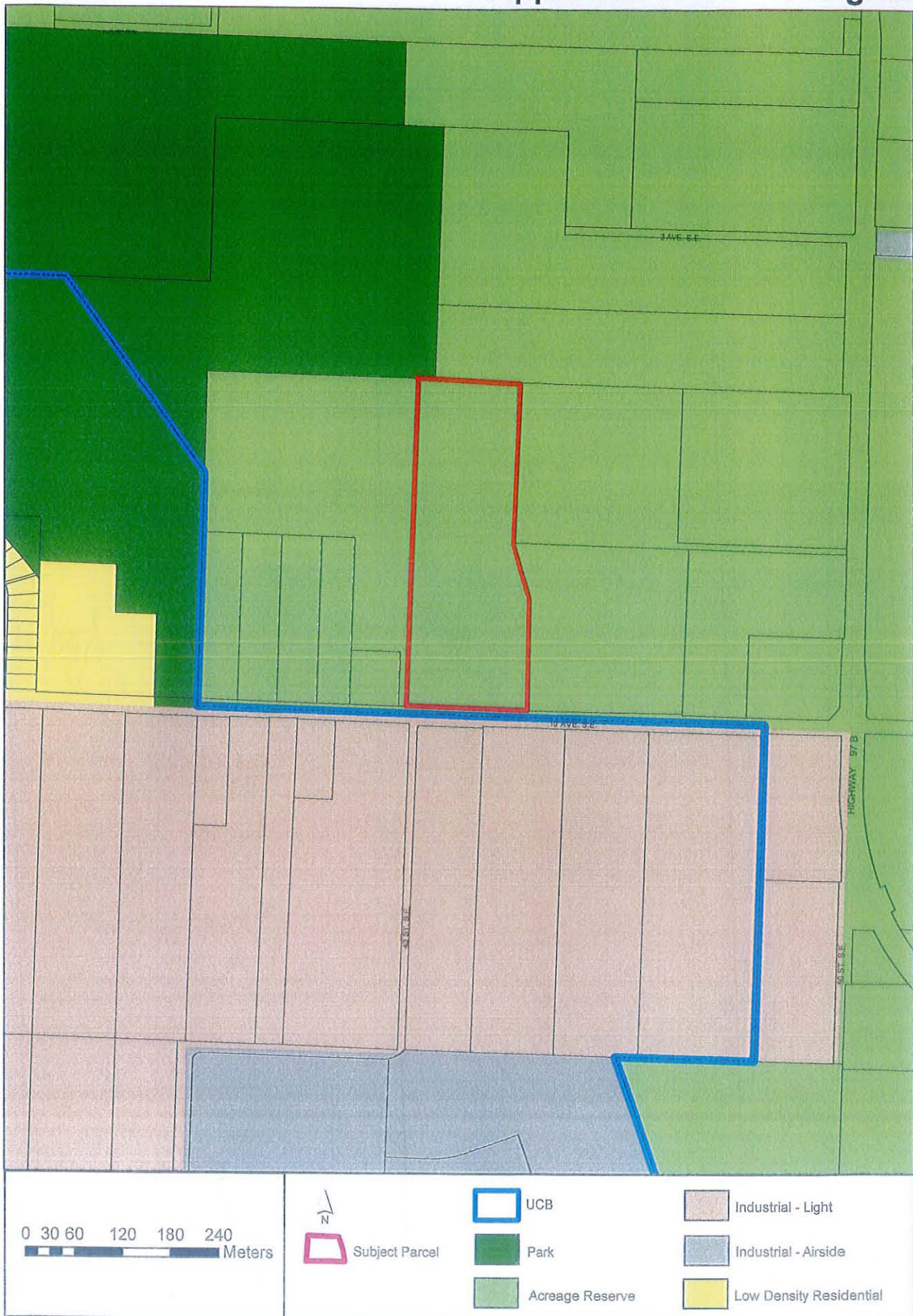
10.11 AC.

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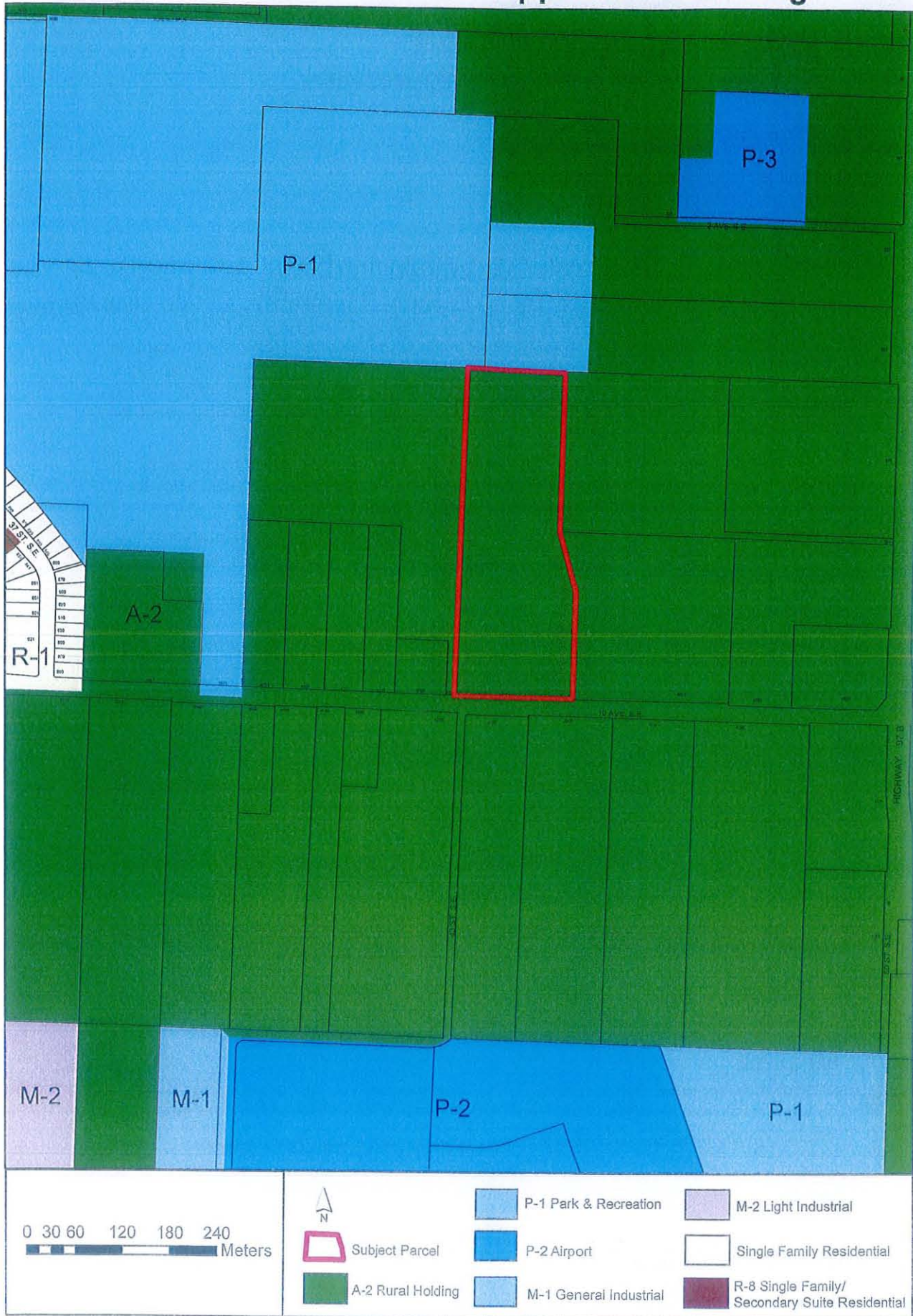
2
11.30 AC.



Appendix 5: OCP Designation



Appendix 6: Zoning



Appendix 7: Declaration

SCHEDULE "G-2"

TYPE "B" - SECOND DWELLING AGREEMENT

City of Salmon Arm
Box 40
Salmon Arm BC V1E 4N2

Dear Sir(s):

Re: Civic Address 4395 10 Ave SE Salmon Arm BC Roll # 322 01169.020

Legal Description lot 2 Sec 18 Twp 20 Range 9 west of the 6th Meridian Kamloops
Div Yak District Plan 28689 except Plan KAP4-7129

It is my wish to construct a new single family residence on the above described property, but to reside in the existing residence during the construction period. Under the City of Salmon Arm Zoning Bylaw No. 2303, only one (1) single family residence is permitted per parcel. In order that I, Justin Nash and Shaunteel Nash owner of the property, may obtain a building permit for the new residence from the building inspector, I hereby voluntarily agree to the following:

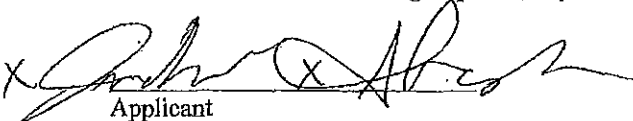
1. To submit to the City of Salmon Arm a performance bond by cash or certified cheque, or by an irrevocable letter of credit drawn upon a local chartered bank or local registered credit union for a period of one (1) year, the sum of five thousand dollars (\$5,000.00).
2. To conform to the requirements of Zoning Bylaw No. 2303 and all other municipal bylaws within one (1) year from the date of this agreement, or upon approval of the new residence for occupancy, whichever is earlier, by:

Check a) or b):

- ☐ a) conversion of the first residence to a permitted use building to the satisfaction of the building inspector, (requires a separate building permit for change of use) or;
- ☐ b) removal of the first residence to the satisfaction of the building inspector (requires a demolition permit).

Further it is my understanding that:

1. In the event of my failure to comply with the provisions of paragraph 2, within the specified time period, the City of Salmon Arm shall have the right to enter upon the land and to remove or demolish the first residence at my cost, drawing upon the deposit or letter of credit if necessary.
2. If my new residence is not completed within one (1) year, I have the right to reapply to the building inspector for an extension, not exceeding one (1) year, and conditional upon renewal of any letter of credit for a one (1) year period. Application fee is \$200; renewal prior to expiry is \$200.
3. Upon completion of the demolition or removal, or conversion to an accessory building to the satisfaction of the building inspector, any unused portion of my deposit will be refunded.


Applicant

MAY 30 2018

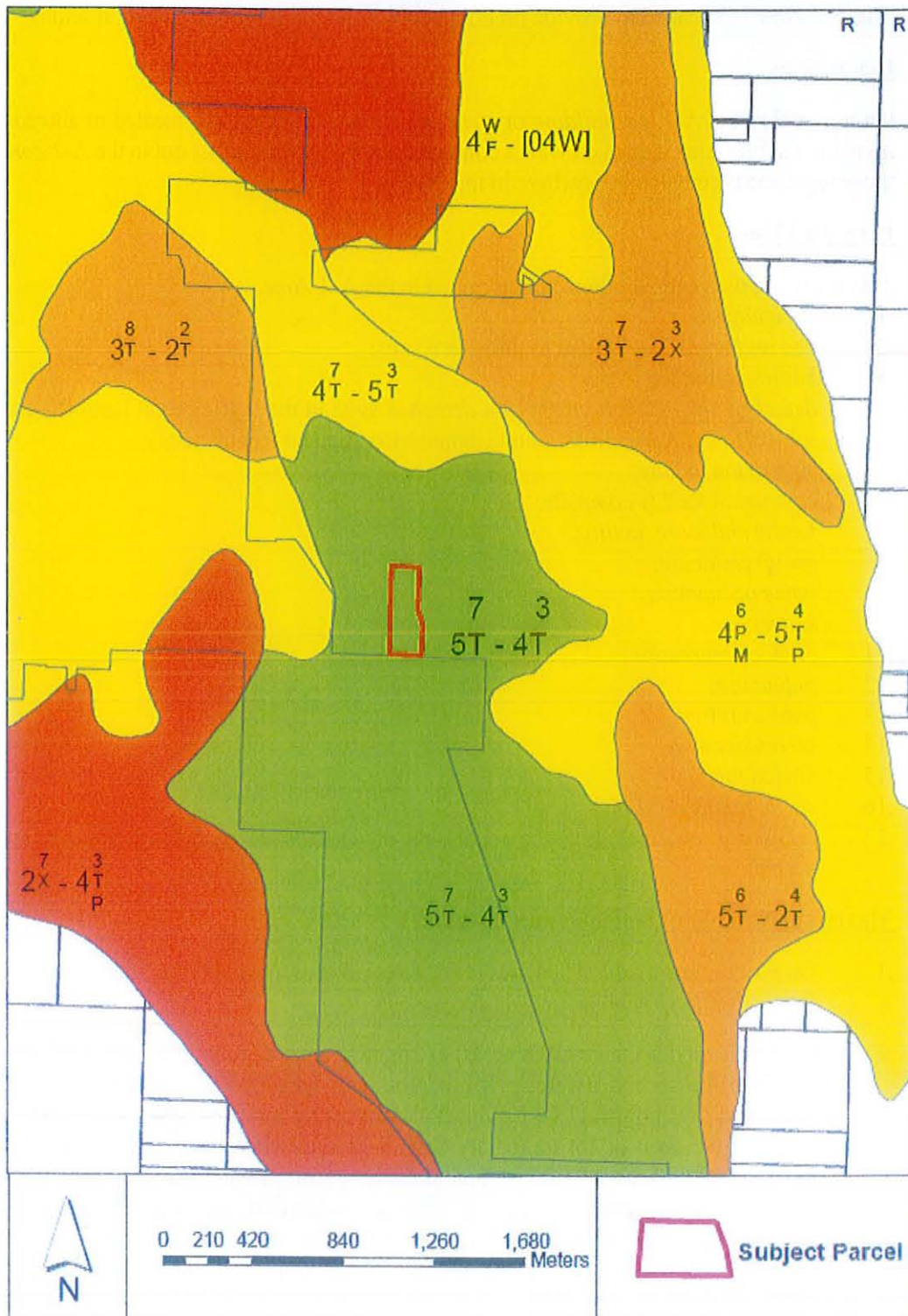
Date


Witness (Notary Public)

ZOË STEVENS
A Notary Public in and for
The Province of British Columbia
#3 - 120 Harbourfront Drive NE
Salmon Arm, BC V1E 2T3

Information provided by this form may be subject to Freedom of Information and Protection of Privacy Act inquiries.

APPENDIX 8: SOILS



SECTION 35 - A-2 - RURAL HOLDING ZONE

Purpose

- 35.1 The A-2 Zone is intended to provide predominantly residential *parcels* in a rural setting.

Regulations

- 35.2 On a *parcel zoned A-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 A-2 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 35.3 The following uses and no others are permitted in the A-2 Zone:
- .1 *agriculture*;
 - .2 *bed and breakfast*, limited to three let rooms;
 - #2767 .3 *boarders*, limited to two;
 - #4018, #4193 .4 *detached suite* (development of a *detached suite* in the Agricultural Land Reserve is subject to the Agricultural Land Commission Act and Regulations);
 - #3218 .5 *equestrian facility*;
 - #3218 .6 *equestrian facility campsite*;
 - #3082 .7 *family childcare facility*;
 - #3426 .8 *group childcare*;
 - .9 *home occupation*;
 - .10 *kennel*;
 - .11 *outdoor recreation*;
 - .12 *public use*;
 - .13 *public utility*;
 - #3212 .14 *secondary suite*;
 - .15 *silviculture*;
 - .16 *single family dwelling*;
 - .17 *accessory use*, including the retail sale of agricultural products produced on the *parcel*.

Maximum Number of Single Family Dwellings

- 35.4 .1 On *parcels* less than 8.0 hectares (19.8 acres) in area, the maximum number of *single family dwellings* shall be one (1) per *parcel*.
- #3322 .2 On *parcels* 8.0 hectares (19.8 acres) or larger in area, a second dwelling is permitted provided the second dwelling is used for farm help and is a mobile home. The additional dwelling shall be for the exclusive use of a person employed full-time to work on the farm or for temporary farm help and, where applicable, shall comply with the provisions of the Agricultural Land Commission Act and amendments thereto. The property owner will sign a Declaration, substantially in the form attached hereto as Schedule "H" and forming part of this bylaw, that the second dwelling is to be for the exclusive use of a person employed full-time to work on the farm.

SECTION 35 - A-2 - RURAL HOLDING ZONE – CONTINUED

- .3 A second dwelling may be permitted under Section 4.13 of this bylaw.

#4018

Maximum Number of Secondary Suites

- 35.5 One (1) *secondary suite* or one (1) *detached suite* is permitted per *parcel*.

#4223

Maximum Residential Building Area

- 35.6 The maximum combined building area for all dwelling units (single family dwelling, detached suite and farm help) shall be no greater than 500 m² (5,382ft²).

Maximum Height of Residential Buildings

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

Maximum Height of Accessory Buildings

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

Minimum Parcel Size

- 35.9 The minimum *parcel* size shall be 4.0 hectares (9.9 acres).

Minimum Parcel Width

- 35.10 The minimum *parcel width* shall be 100.0 metres (328.1 feet).

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

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

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

#2811

#4018

Minimum Setback of Detached Suites

- 35.12 The minimum *setback* of a *detached suite* from all *parcel* lines shall be 6.0 metres (19.7 feet).

SECTION 35 - A-2 - RURAL HOLDING ZONE - CONTINUED

Minimum Setback of Buildings or Structures Intended to Accommodate Agricultural Uses

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

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

#2811

Minimum Setback of Kennels

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

Sale of Agricultural Products

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

Parking

35.16 Parking shall be required as per Appendix I.

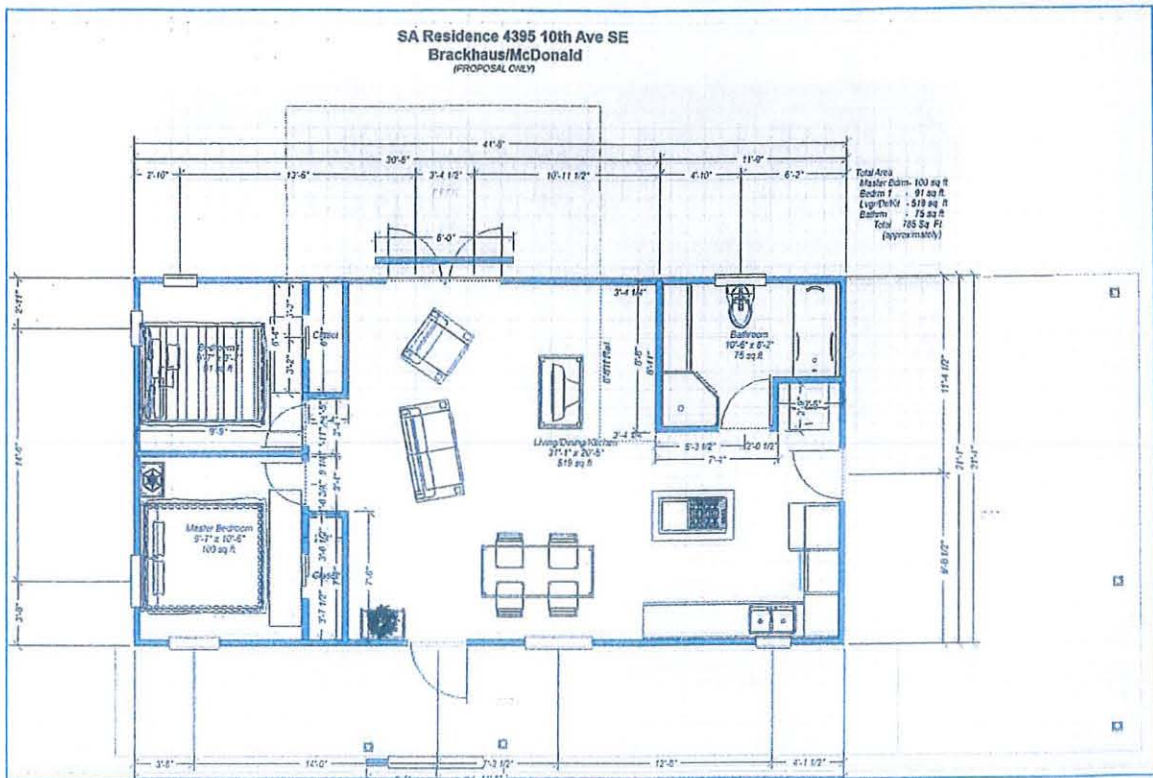
APPENDIX 10 – Drawings



Front View



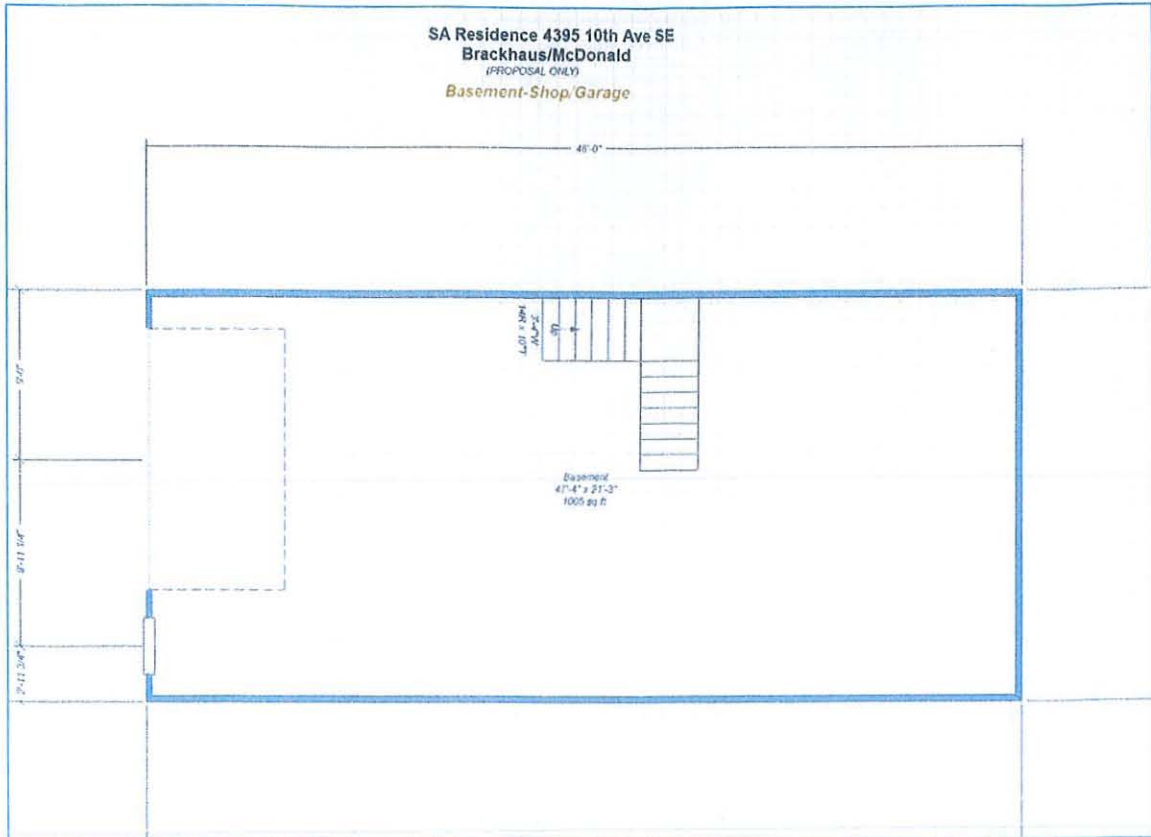
Street View



Floor Plan



3D Floor Plan



Basement/Shop Garage Plan

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Item 8.2

CITY OF SALMON ARM

Date: July 8, 2019

Moved: Councillor

Seconded: Councillor

THAT: Agricultural Land Commission Application No. ALC- 383 be authorized for submission to the Agricultural Land Commission.

[Veerman, R. & B.; 6740 – 56 Street NE; Non-Adhering Farm Use – Additional Residence for Farm Use]

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: June 19, 2019

SUBJECT: Agricultural Land Commission Application No. ALC-383
Non-Adhering Residential Use – Additional Residence for Farm Use
Legal: Lot 2, Section 32, Township 20, Range 9, W6M, KDYD, Plan 1762
Civic Address: 6740 – 56 Street NE
Owner / Applicant R. & B. Veerman

MOTION FOR CONSIDERATION

THAT: **Agricultural Land Commission Application No. ALC-383 be authorized for submission to the Agricultural Land Commission.**

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

Proposal

The subject property is located at 6740 – 56 Street NE and is located in the Agriculture Land Reserve (Appendix 1). The property is approximately 4.0 hectares (10 acres) in size and currently contains a single family dwelling and multiple accessory buildings (Appendices 2 & 3). The owner/applicants wish to build an additional farm building with an attached dwelling for farm help. ALC Application ID 58880 with site photos and a sketch of the proposed building is attached as Appendix 4.

Background

The subject property is designated Acreage Reserve in the Official Community Plan (OCP) and outside of the Urban Containment Boundary (UCB) (Appendix 5). The property is zoned A-2, Rural Holding Zone (Appendix 6). The total area of the property is 4.0 hectares and approximately 1.5 hectares of the property is heavily treed. The primary use on the remaining 2.5 hectares is agriculture and the existing farm contains a wide variety of animals and livestock producing eggs & meat (pork, beef, lamb & chicken).

There are multiple farm buildings on the property which provide protection for the animals. The applicants wish to build a building to store tools and light farm equipment. The proposed building will also include pens to accommodate animals. The proposal includes an 89.1 m² suite attached to this building for farm help. The suite will provide housing to family members who will aid in the daily operations of the farm.

The new building is proposed to be built on the far west of property which is not currently being utilized. The building is proposed to be approximately 205 m² (2,210 ft²). The part of the building proposed for storage and animals is designed to be 116 m² (1250 ft²) and the suite is designed to be 89 m² (960 ft²). Extending the existing access road will be required to reach the new building.

Adjacent zoning and land uses include the following:

North: A-2, Rural Holding Zone - Single Family Dwelling, Agriculture & Forested Areas
South: A-2, Rural Holding Zone & R-6, Mobile Home Park Residential Zone – Agriculture & Mobile Home Park
East: R-6, Mobile Home Park Residential Zone – Mobile Home Park
West: A-2, Rural Holding Zone – Agriculture

Agricultural Land Commission Act (ALCA)

Effective February 22, 2019, the Agricultural Land Commission Act (ALCA) was amended. These amendments created new regulations pertaining to residential use on properties in the Agricultural Land Reserve (ALR). Generally speaking, land in the ALR may have no more than one residence per parcel.

An owner/applicant may apply to the commission for permission under Section 25 of the ALCA for a non-adhering residential use. With respect to an application for a non-adhering residential use, the Commission is prohibited from granting permission for an additional residence unless the additional residence is necessary for farm use.

The onus is on the applicant to demonstrate the non-adhering residential use is necessary for, or supportive of farm use. Non-adhering residential uses should correspond with the type and scale of farming activity. The ALC makes the following considerations when reviewing non-adhering residential use applications

- Current level of agriculture on the property (e.g. intensive agricultural operations)
- Number of people involved in agriculture on the property (i.e. most or all of the people in the residences are involved with agriculture on the property)
- Minimizing the loss of arable land (i.e. size and siting of residence)

Improved Soil Classification

The subject property has the Improved Soil Classification Rating of 60% Class 3 and 40% 4, with topography (T) and undesirable soils structure and / or low permeability (D) being the limiting factors (Appendix 7). Improved soil classifications range from class 1, arable land with no significant limitations, to class 7, non-arable land with significant limiting factors.

Planning Department Comments

Zoning Bylaw 2303

There are three provisions within the A-2 Rural Holding Zone which allow for a second dwelling on the property.

1. Detached suites up to a maximum of 90 m² are a permitted use;
2. On parcels 8.0 hectares or larger, a second dwelling is permitted provided the second dwelling is used for farm help and is a mobile home;
3. Type "C" Permits (Compassionate Use Permits) are permitted for an immediate family member in need of care.

Being that the suite is proposed to be 89 m² and it can meet the detached suite definition as follows: "a dwelling unit with a maximum floor area of 90 m² that is contained within a building which is accessory to a single family dwelling, and shall not include a mobile home, manufactured home, travel trailer, recreational vehicle or storage container", the proposal would meet the A-2 zoning requirements.

Official Community Plan Bylaw No. 4000

Section 7.2.2 Support agriculture on both ALR and non-ALR land.

Section 7.3.12 Support the maintenance and enhancement of lands for agricultural use within the Agricultural Land Reserve.

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

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

Section 7.3.17 Encourage and support the development and expansion of alternative, smaller scale agricultural businesses, such as production and marketing of locally grown foods, organic farms, on-site sales of on-site and locally grown food, incentives for farmers to remain on their land, and support for new farmers to obtain land.

It is important to note that some of the above City policies and regulations may no longer have force or effect in relation to Bill 52 and the new ALC Regulations.

Building Department Comments

BC Building Code applies and could require as much as a 2 hour fire rated separation between the suite and the farm building. City Policy 3.11 regarding access and driveways would also be relevant for the proposed suite.

Engineering Department Comments

No concerns.

Agriculture Advisory Committee Comments

The application was considered by the Agricultural Advisory Committee (AAC) at their June 12, 2019 meeting. The AAC recommended that Council forward the application to the ALC. The minutes of the meeting are attached as Appendix 8.

Conclusion

This application includes constructing a farm building with an attached suite for farm help. The proposed suite meets the requirements of Zoning Bylaw 2303 and the proposal is supported by a number of OCP policies; therefore, staff recommends the application be forwarded to the ALC. It will be up to the ALC to decide if the proposed suite is warranted for farm help purposes.


Denise Ackerman,
Planner


Kevin Pearson, MCIP, RPP
Director of Development Services

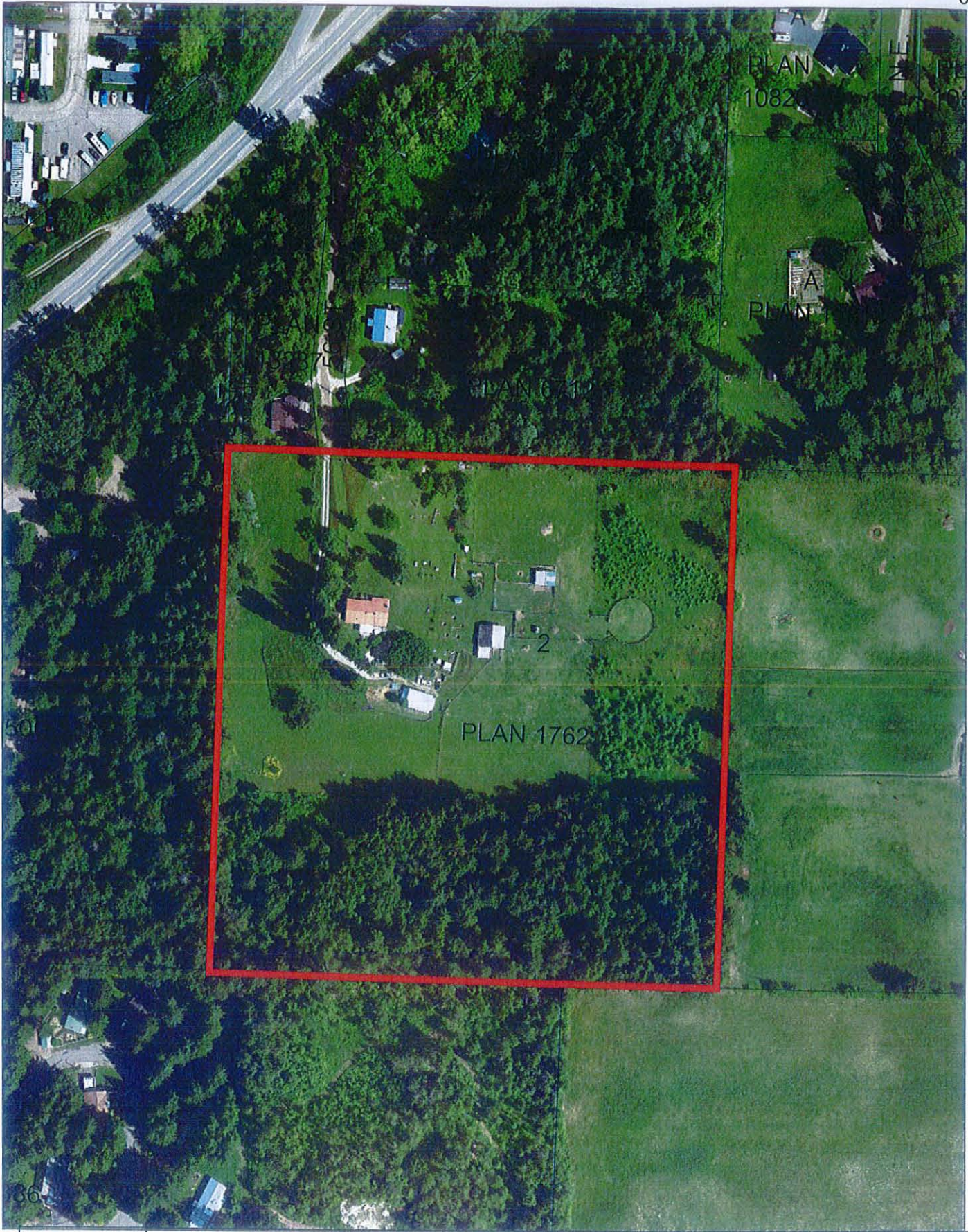
APPENDIX 1: Location Map



0 50 100 200 300 400 Meters



Subject Parcel



0 20 40 80 120 160 Meters



Subject Parcel

AutoDWG DWG to PDF Converter Trial Version

Note: Please buy the software, enter the license code,
the note and watermark will be removed.

Proposed Location of New
Farm Building with Suite



Provincial Agricultural Land Commission - Applicant Submission

Application ID: 58880

Application Status: Under LG Review

Applicant: Brenda Veerman , Ron Veerman

Agent: Brenda Veerman

Local Government: City of Salmon Arm

Local Government Date of Receipt: 03/26/2019

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

Proposal Type: Non-Adhering Residential Use - Additional Residence for Farm Use

Proposal: We are applying to construct an implement shed with detached suite where our son and his wife will reside, so as a family unit, we can sustain our ability to continue farming for generations to come.

At present time, it is a struggle for Ron and I to complete all that is required, throughout the year. Having family on the property will enable us to continue our dream and lifestyle, as there will be 4 of us to care for the animals/livestock, land, and buildings.

Having family live on the property will increase our ability to sell more meat, eggs etc., as there will be assistance to coordinate/load/unload livestock, and supplies, care the young stock, maintain pastures.

As a family unit, we can team up, and farm tasks become safer with 2 people, than one!

Ron and I are so grateful and delighted, that our son and his wife want the farming lifestyle, we so enjoy!

Agent Information

Agent: Brenda Veerman

Mailing Address:

6740 56th Street NE

Salmon Arm, BC

V0E 1K0

Canada

Primary Phone: (250) 253-2352

Mobile Phone: (250) 832-1946

Email: veermanr@telus.net

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

Parcel Identifier: 011-354-283

Legal Description: Lot 2, Plan KAP1762, Section 32, Township 20, Range 9, Meridian W6, Kamloops Div of Yale Land District

Parcel Area: 4 ha

Civic Address: 6740 56th St NE Salmon Arm BC

Date of Purchase: 02/02/1990

Farm Classification: Yes

Owners

1. **Name:** Brenda Veerman

Applicant: Brenda Veerman , Ron Veerman

Address:

6740 56th Street NE
 Salmon Arm, BC
 V0E 1K0
 Canada

Phone: (250) 253-2352**Cell:** (250) 832-1946**Email:** veermanr@telus.net**2. Name:** Ron Veerman**Address:**

6740 56th St NE
 Salmon Arm, BC
 V0E 1K0
 Canada

Phone: (250) 253-2352**Cell:** (250) 832-1946**Email:** veermanr@telus.net**Current Use of Parcels Under Application****1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).**

*PID 011-354-283: 1.619 ha used for pasture for 47 sheep, 2 steers, 2 milking goats, 1 donkey.
 .405 ha used for 3 pigs, 50-120 chickens, 10 breeding ducks, a pair of breeding turkeys, 20 quail. 6
 breeding meat rabbits*

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

*1.619 ha fencing upgrade for sheep, 2015-2019. multiple cross fences to provide grazing options, 2016
 multiple shelters for protection from weather/breeding, 2016-2019. New feeders and restructuring to
 barn, 2017-2019. extension of pig pen 2018. new rabbit hutches, 2018. installation of 2 hay structures
 (portable) 2017. Various gates and holding pens, 2018-2019.*

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

no non -agricultural activity.

Adjacent Land Uses**North****Land Use Type:** Residential**Specify Activity:** small acreage**East****Land Use Type:** Agricultural/Farm**Specify Activity:** horse boarding**South****Land Use Type:** Residential**Specify Activity:** Mobile home park**West****Applicant:** Brenda Veerman , Ron Veerman

Land Use Type: Recreational

Specify Activity: mobile home park/campground

Proposal

1. What is the purpose of the proposal?

We are applying to construct an implement shed with detached suite where our son and his wife will reside, so as a family unit, we can sustain our ability to continue farming for generations to come. At present time, it is a struggle for Ron and I to complete all that is required, throughout the year. Having family on the property will enable us to continue our dream and lifestyle, as there will be 4 of us to care for the animals/livestock, land, and buildings.

Having family live on the property will increase our ability to sell more meat, eggs etc., as there will be assistance to coordinate/load/unload livestock, and supplies, care the young stock, maintain pastures.

As a family unit, we can team up, and farm tasks become safer with 2 people, than one!

Ron and I are so grateful and delighted, that our son and his wife want the farming lifestyle, we so enjoy!

2. Describe the necessity for an additional residence for farm use and how it will support agriculture in the short or long term.

Our farm has a very diversified amount of animals and fowl.

Due to the intense work involved, our son, and his wife, wish to live with us, in a separate dwelling, to help Ron and I, continue to provide meat, (pork, beef, lamb, chicken), duck, quail and chicken eggs, for our family, and the surrounding community, for many years to come!

The young people will participate in and assist in feeding/watering the livestock, cleaning the 19 pens, 12 cages.

They will assist with hauling hay, and grain, to the various grain storage areas.

The extra help, will also include, maintaining driveways (plowing downhill, from their residence, to keep pathways and driveway open, to allow buyers to access pens, when picking up livestock, sorting of livestock, for sale, or breeding purposes.

Having family live at the top of the property, they will be able monitor and overlook the pastures, for wild animals such as bears, coyotes, lynx etc. and observe the livestock in the pastures, for safety. (Essentially, another 2 sets of eyes and ears.)

They will assist with feeding the regular stock, and the very young animals, (bottle babies included)

In the event there is a family crisis, or when we are out of town, (buying livestock), Ron and I could leave, knowing the farm will be cared for. Currently when we are away, it is a real struggle to have family/friends assist with the farm work.

We have a small tractor, implements, trailers, ride on mower, quad.

All work for cleaning pens and cages, large and small, is done with wheelbarrows, small carts attached to quad, hand rakes and shovels.

Our farm is very labour intensive, and hard work.

The farming lifestyle is wonderful, and we feel very fortunate and grateful to be in the ALR, have farm class, and be able to continue to provide a variety of 'naturally' grazed, and cared for, farm animals. As a family unit we will be able to farm for a very long time!

As Ron and I progress in years, our son and his wife totally see the need for our assistance, and want to be here for us, and generations to come!

Their names will be added to the title of our property, once the application is approved.

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

Main house, (living) floor space is 1400 sq feet.

4. What is the total floor area of the proposed additional residence in square metres?

89.1 m²

Applicant: Brenda Veerman , Ron Veerman

5. Describe the rationale for the proposed location of the additional residence.

The rational for the proposed location of the additional residence, is as follows:

- 1) Land is arid and has been non productive, for pasture, for many years.*
- 2) New forest has developed in the area, over the past 12 years.*
- 3) Unsafe trees have fallen from neighbours property, on fence lines yearly.*
- 4) Safety concerns in the past, with horse boarding facility, and livestock, at fence line.*
- 5) This area, is not included in our 'Farm Class' application.*
- 6) In between the 2 new forested area's, there is a fairly flat small open area, well suited for a farm implement shed with attached small residence.*

6. What is the total area of infrastructure necessary to support the additional residence?

The infrastructure required to accommodate the additional residence and approximate area required for the infrastructure, will be less than 2023.43m² (0.5 acre) The contractor, is aware, we want the footprint to be as minimal as possible.

Septic field, farm structure attached to living accommodation, landscaping, parking area.

7. Do you need to import any fill to construct the additional residence or infrastructure?

No

Applicant Attachments

- Agent Agreement - Brenda Veerman
- Site Photo - photo5
- Site Photo - photo1
- Site Photo - photo2
- Site Photo - photo3
- Site Photo - photo4
- Proposal Sketch - 58880
- Certificate of Title - 011-354-283

ALC Attachments

None.

Decisions

None.

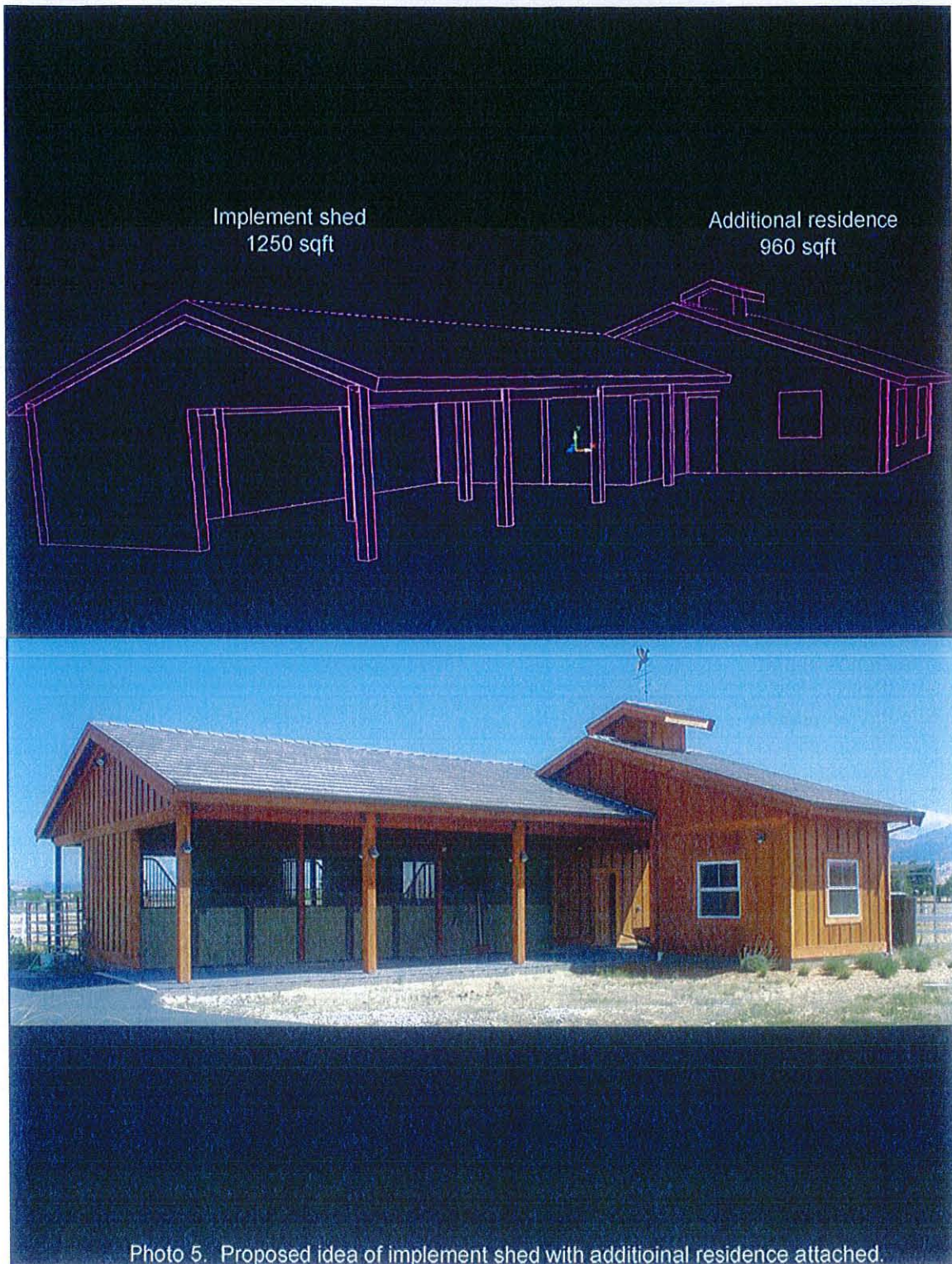




Photo 3: Forested area; photo taken facing southwest.



Photo 4: Forested area; photo taken facing north.

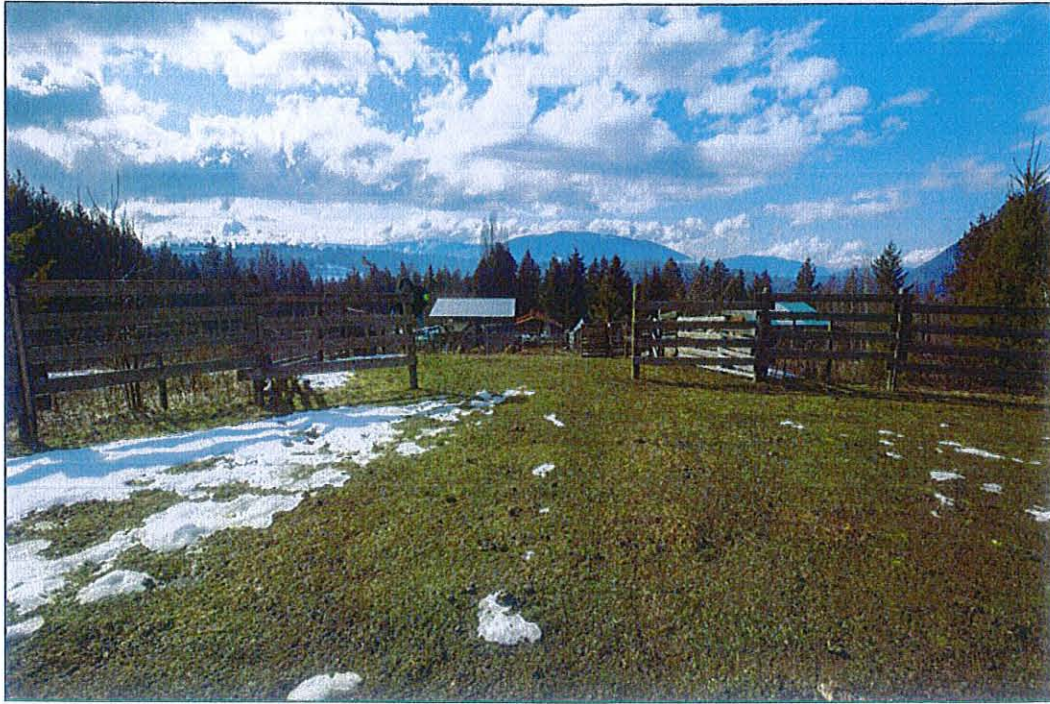


Photo 1: New access; photo taken facing west.

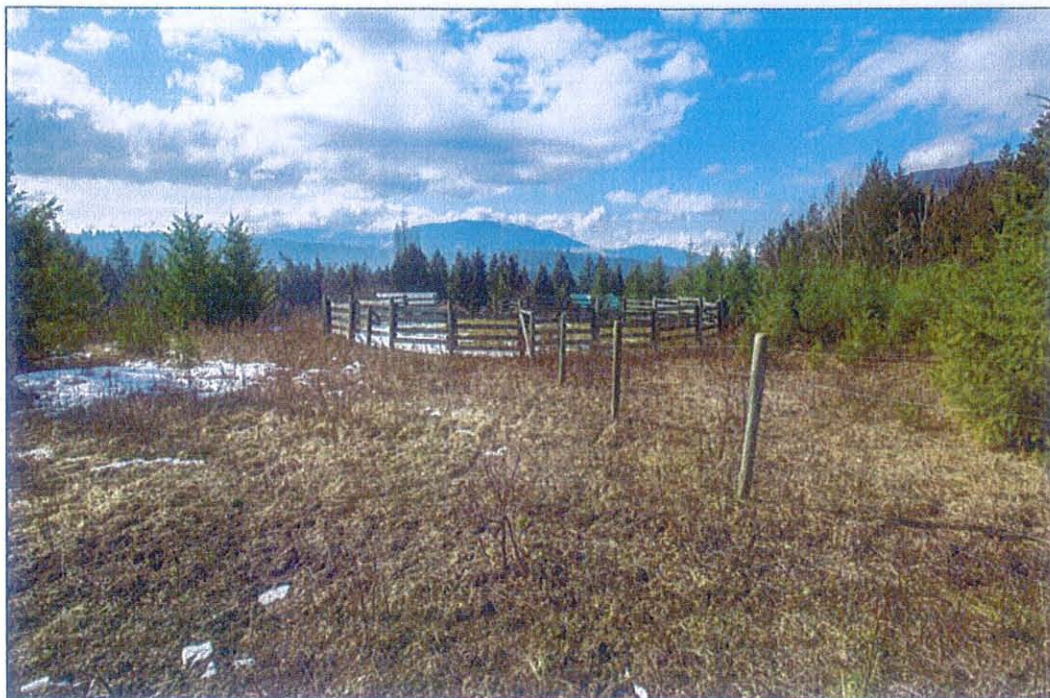
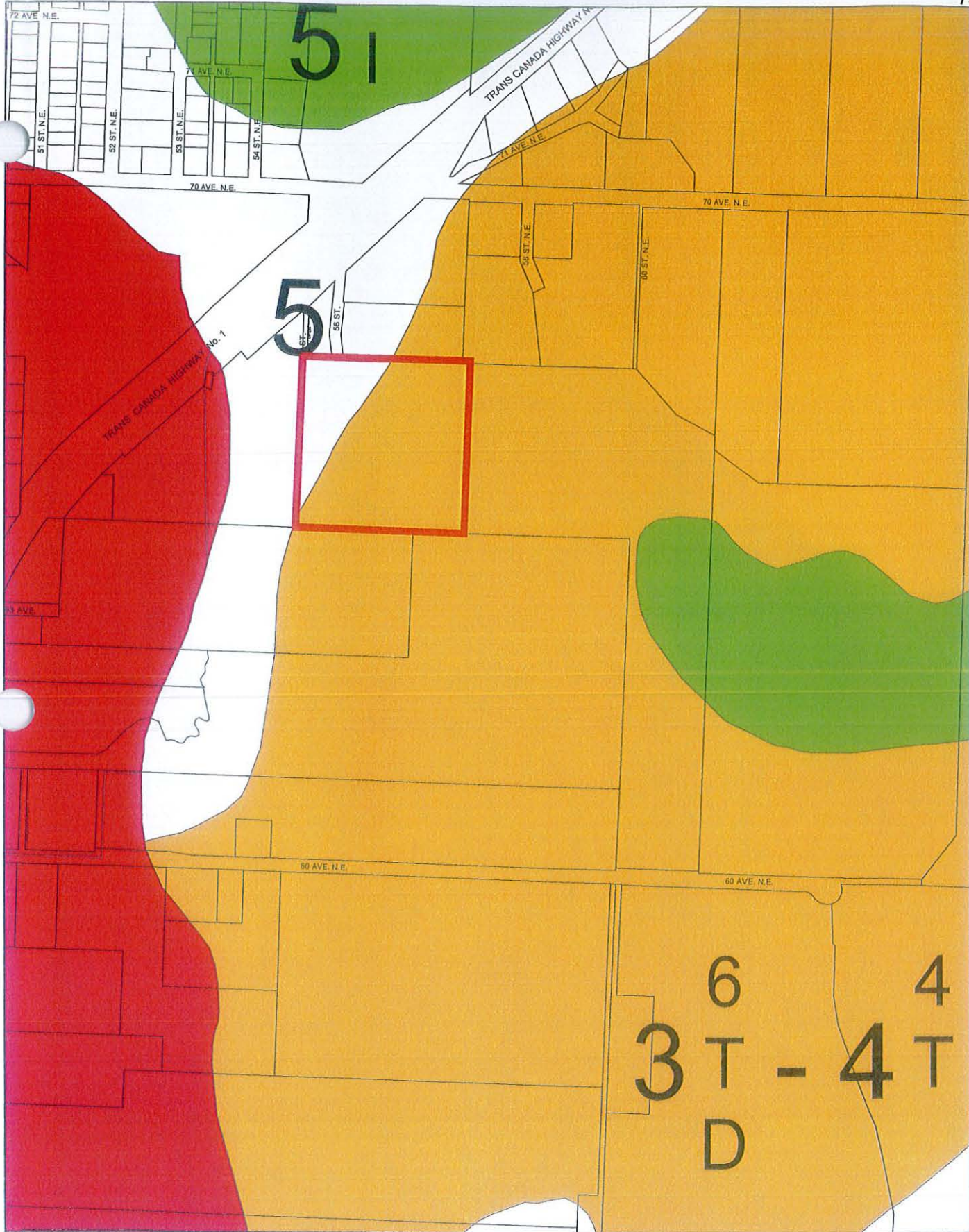
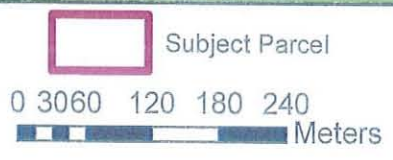
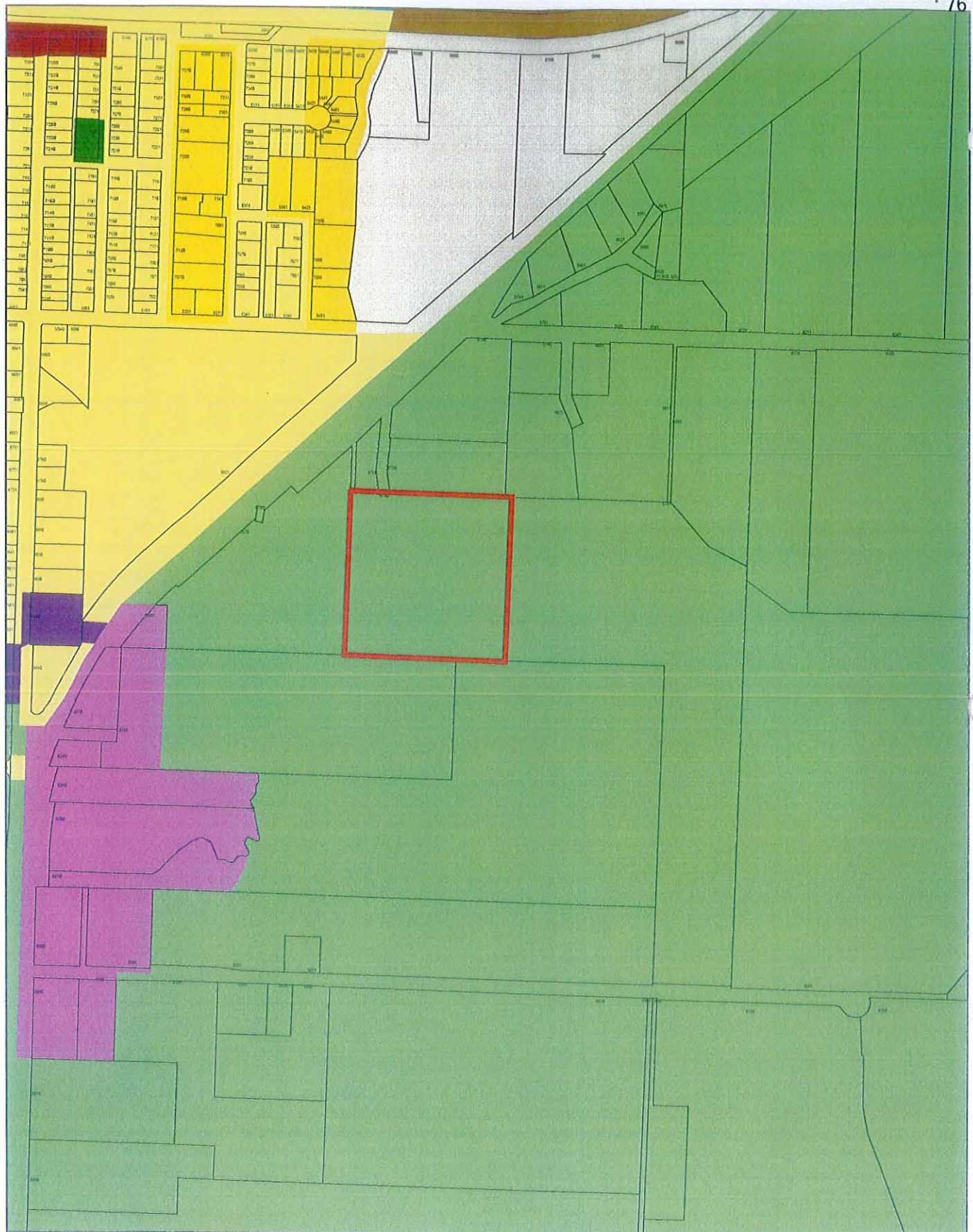


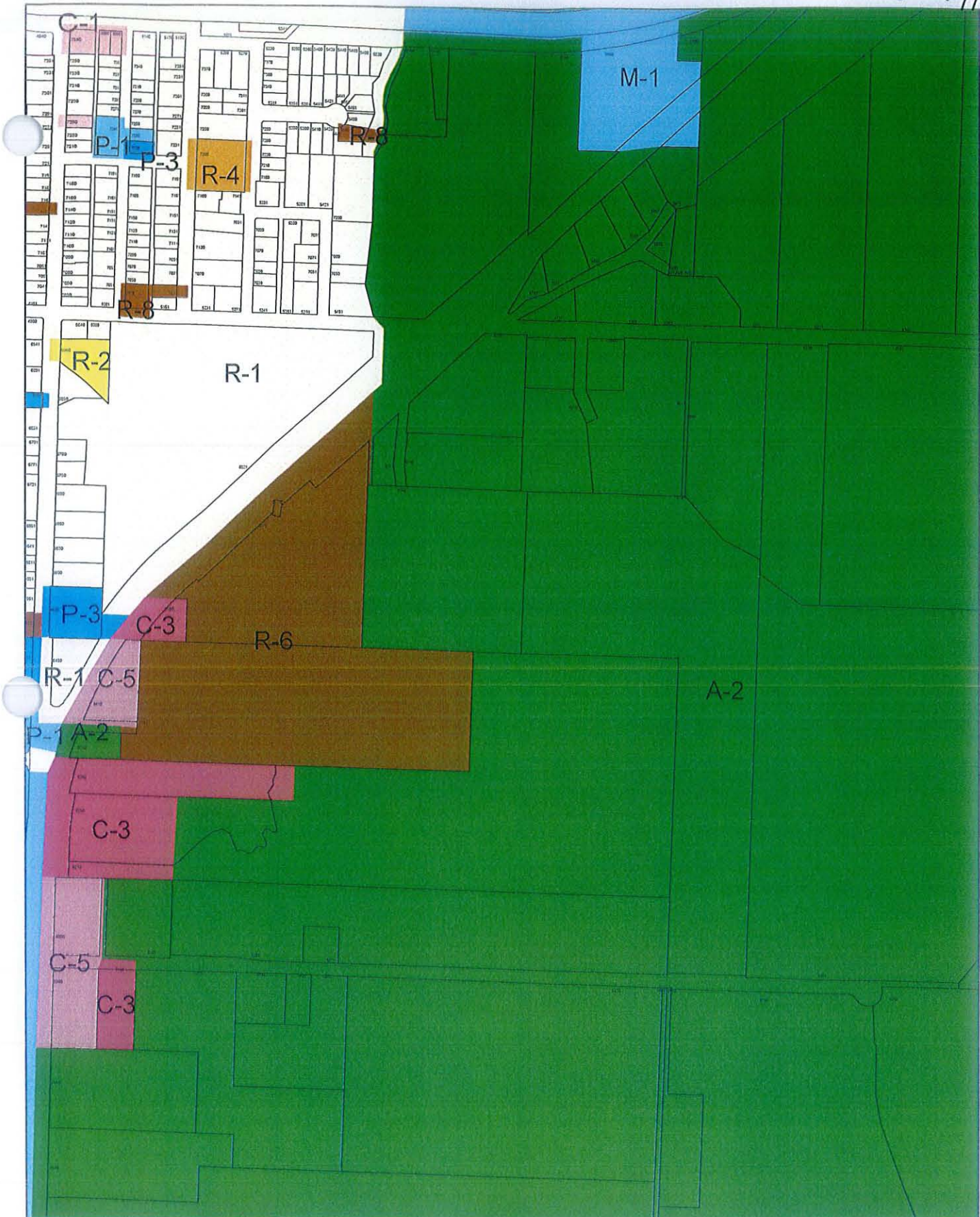
Photo 2: Location of proposed implement shed with suite; photo taken facing west




Subject Parcel




- | | |
|--|----------------------------|
| Acreage Reserve | Industrial - Light |
| Low Density Residential | Medium Density Residential |
| Commercial - Highway Service / Tourist | Institutional |

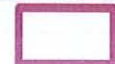










N



0 30 60 120 180 240 Meters

 Subject Parcel	 A-2 Rural Holding	 R-1 Single Family Residential
	 R-6 Mobile Home Park	 C-5 Tourist Commercial
	 C-3 Service Commercial	 P-3 Institutional

4. Old Business/ Arising from minutes

1. ALC Information Bulletin No. 5 Residences in the ALR
2. Bill 52 - Agricultural Land Commission Amendment Act (Summary)

The Director Development Services provided the Committee an update on ALC Information Bulletin No. 5 and Bill 52 including: second dwellings, compassionate use, soil removal and fill placement, 500 m² limit on new residences and the application process.

5. New Business

1. ~~Agricultural Land Reserve Application No. ALC-381 (Non-Adhering Residential Use - Additional Residence for Farm Use) - Owner: Brackhaus/McDonald/Nash - 4395 - 10 Avenue SE~~

The Senior Planner provided a brief overview of the application including the OCP designation and zoning regulations, air photo and site plan. The applicants were given an opportunity to present information to the Committee stating that Brackhaus and McDonald intended to live in the second dwelling and farm the property in the future. The Nash family would continue to farm the property.

* All applicants left the room and the Committee deliberated the application.

Moved: John McLeod

Seconded: Ron Ganert

THAT: The AAC recommends the application be forwarded to the ALC on the condition that the dwelling be sized to meet the Zoning Bylaw.

CARRIED.

* All applicants returned to the room and the Committee delivered their recommendation.

*Brackhaus, McDonald and Nash left the meeting.

2. Agricultural Land Reserve Application No. ALC-383 (Non-Adhering Residential Use - Additional Residence for Farm Use) - Owner: Veerman - 6740 - 56 Street NE

The Senior Planner provided a brief overview of the application including the OCP designation and zoning regulations, air photo and site plan. The applicant was given an opportunity to present information to the Committee stating that her family intended to live in the second dwelling and provide help to continue to farm the property.

* All applicants left the room and the Committee deliberated the application.

Moved: John McLeod

Seconded: Ron Ganert

THAT: The AAC recommends the application be forwarded to the ALC.

CARRIED.

* Veerman returned to the room and the Committee delivered their recommendation.

* All applicants returned to the room.

3. **Agricultural Land Reserve Application No. ALC-384 (Boundary Adjustment)**
Owner: Weicker - 4850 - 40 Street NE - Owner: Rasmussen - 4951 - 50 Street NE

The Senior Planner provided a brief overview of the application including the OCP designation and zoning regulations, air photo, subdivision plan, soil classes and topography. The applicant was given an opportunity to present information to the Committee stating that their intention was to adjust the boundary to be compatible with the topography.

* All applicants left the room and the Committee deliberated the application.

Moved: James Olafsson

Seconded: John McLeod

THAT: The AAC recommends the application be forwarded to the ALC.

CARRIED UNANIMOUSLY.

* Weicker, Rasmussen and Rasussen returned to the room and the Committee delivered their recommendation.

* All applicants left the meeting.

4. **Food Hub Feasibility Study - Salmon Arm Economic Development Society, Lana Fitt**

Lana Fitt representing the Economic Development Society (EDS) spoke about a food hub model and resulting social and economic opportunities. The EDS would like to apply for funding for a feasibility study that could lead to a number of business development opportunities including: co-operative food processing facility, a community kitchen, shared storage and other shared economy ideas. The District of Saanich Agriculture and Food Security Plan was mentioned an example. The goal would be to present key findings in September to the City and Ministry of Agriculture.

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Item 8.3

CITY OF SALMON ARM

Date: July 8, 2019

Moved: Councillor

Seconded: Councillor

THAT: Agricultural Land Commission Application ALC-384 be authorized for submission to the Agricultural Land Commission.

[Rasmussen, C. & J.; Weicker, K. & C.; 4850 - 40 Street NE and 4951 50 Street NE; Boundary Adjustment - Subdivision in the ALR]

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: June 17, 2019

Subject: Agricultural Land Commission Application No. ALC-384
(Boundary Adjustment - Subdivision in the ALR)

Legal: Lot 1, Lot 1, Plan KAP1238 Except Plan KAP71971 and
Lot 1, Plan KAP71971

Civic: 4850 – 40 Street NE and
4951 – 50 Street NE

Owner/Applicant: C & J Rasmussen, K & C Weicker

MOTION FOR CONSIDERATION

THAT: Agricultural Land Commission Application No. ALC-384 be authorized for submission to the Agricultural Land Commission.

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcels are located at 4850 – 40 Street NE and 4951 – 50 Street NE (Appendix 1). The applicants are proposing a boundary adjustment between two existing properties: the existing property at 4850 40 Street NE is 2 ha in size, while the existing property at 4951 50 Street NE is 14 ha in size. The proposed boundary adjustment would result in 2 ha being transferred from the existing property at 4951 50 Street NE to the existing property at 4850 40 Street NE, resulting in an increase in parcel area at 4850 40 Street NE from 2 ha to 4 ha in size and a reduction at 4951 50 Street NE from 14 ha to 12 ha in size. The applicant's proposal, including the proposed layout / site plan, is provided in Appendix 2.

BACKGROUND

The subject property is designated Acreage Reserve in the Official Community Plan (OCP), is zoned Rural Holding (A-2), and is completely within the ALR (Appendix 3, 4, & 5). The 2 ha parcel at 4850 40 Street NE was created in 2002 through Homesite Severance provisions under ALC application (Appendix 7).

The property is essentially divided by topographical constraints. The north-west 2 ha portion proposed to be amalgamated with 4850 – 40 Street NE is generally separated from the eastern portion of 4951 – 50 Street NE by a steep section of land identified as "steep slopes" in the City's OCP and identified as Class 7 soils (no capacity for arable culture or permanent pasture) in the Canadian Land Inventory. The proposal may result in some enhancement for the overall farm potential for the 4850 40 Street NE parcel.

Adjacent zoning and land uses include the following:

North: Rural Holding (A-2) / rural residential
South: Rural Holding (A-2) / rural residential
East: TCH / Rural Holding (A-2) / rural residential
West: Rural Holding (A-2) / rural residential

Improved Soil Classification

The subject parcels have two soil ratings identified. The east and west currently treed portions have an Improved Soil Capability Rating of 60% Class 4(T) and 40% Class 5(T). These lands are separated by a section of Class 7(c) soils. Soil Classification Mapping is shown in Appendix 6.

Soil capability rating ranges from Class 1 to Class 7. The best agricultural lands are rated Class 1 because they have ideal climate and soil to allow a farmer to grow the widest range of crops. Class 7 is considered non-arable, with no potential for soil bound agriculture.

COMMENTS

Building Department

No concerns.

Engineering Department

No concerns subject to the installation of a water meter at 4951 50 Street NE.

Agricultural Advisory Committee

This proposal was reviewed by the Agricultural Advisory Committee (AAC) at its meeting of June 12, 2019 (Appendix 8). The Committee adopted the following resolution:

THAT: the AAC recommends the application be forwarded to the ALC.

Unanimous

Planning Department

The application is for a boundary adjustment between two rural/agricultural parcels which are designated Acreage Reserve.

The applicable Rural and Agriculture OCP policies include:

- 7.3.3 - Maintain or enhance the configuration and size of parcels designated Acreage Reserve, Salmon Valley Agriculture and Forest Reserve through boundary (lot line) adjustments and/or consolidations; rezoning, subdivision and/or Agricultural Land Reserve exclusion applications are not encouraged.
- 7.3.4 - Support adjusting the boundaries between the Acreage Reserve, Salmon Valley Agriculture and Forest Reserve designations only on the basis of improved soil capability ratings.
- 7.3.5 - Support boundary (lot line) adjustments which bring lot sizes more in compliance with the regulations of the City's Zoning Bylaw throughout the Acreage Reserve, Salmon Valley Agriculture and Forest Reserve designations. Boundary adjustments should not add to the degree of non-conformity of any lot.

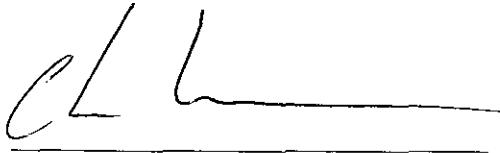
Staff is of the opinion that the proposal meets the intent of these OCP policies and the above listed criteria. If the application is approved by Council and the ALC, the 4850 – 40 Street NE parcel would be increased from 2 ha to 4 ha, bringing it into compliance with the City's Zoning Bylaw (which provides a 4.0 ha minimum lot size in the A-2 Zone). The proposal aligns the boundary adjustment with the soil capability ratings, while the resulting parcels could enhance the 4850 – 40 Street NE parcel, seemingly with little impact to the 4951 50 Street NE parcel.

CONCLUSION

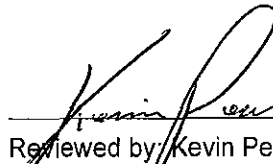
The proposal is for a boundary adjustment between two existing parcels. Staff consider the proposal to fit within the intent of the agricultural policies of the OCP. Staff note the following considerations:

1. The proposal could enhance the agricultural capability on the east portion (4850 – 40 Street NE) without significant impact to the potential of the west portion (4951 50 Street NE).
2. The site does have constraints in regards to local topography and soil classification, and the proposed boundary adjustment reasonably aligns with these constraints.

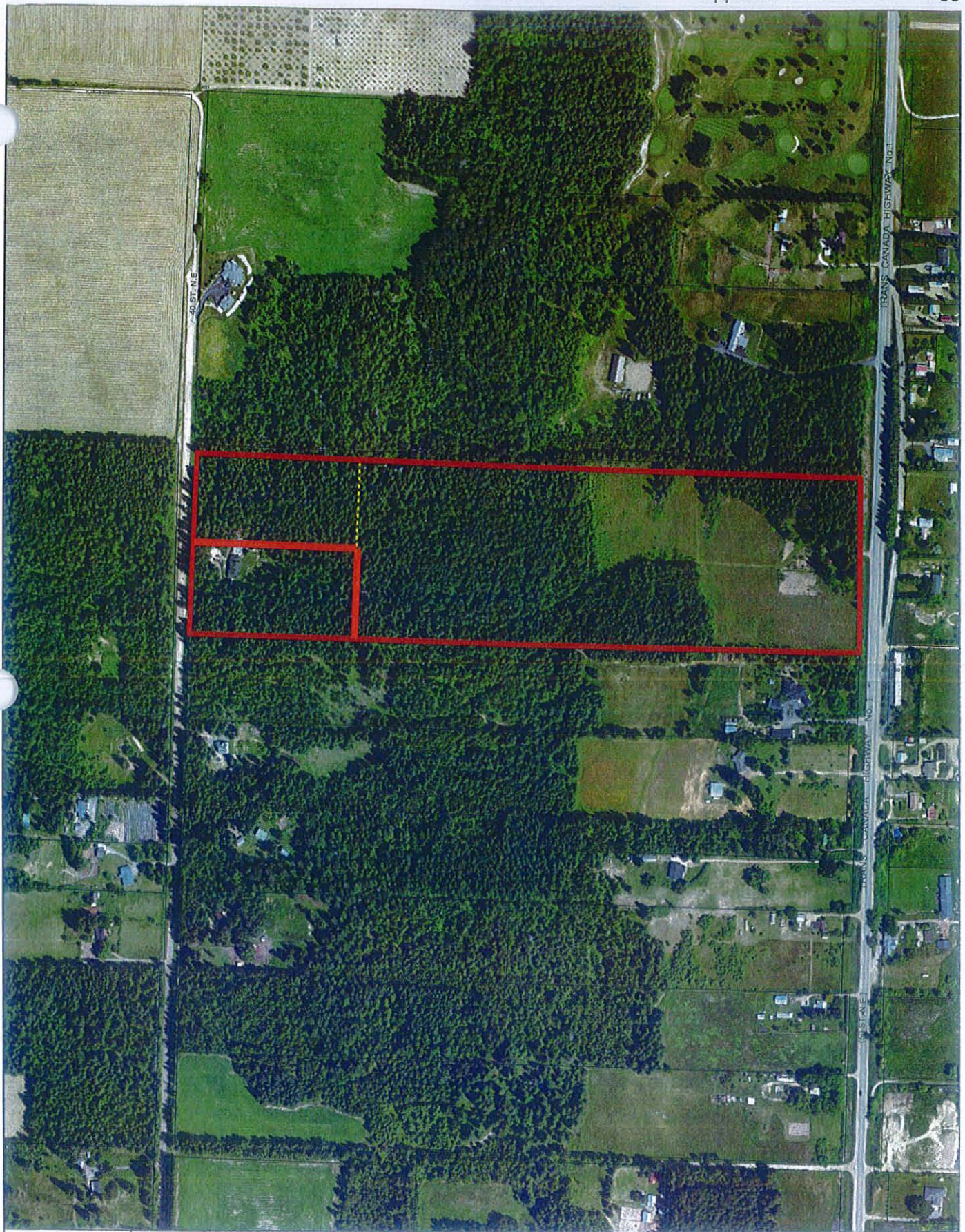
Staff recommends this application be forwarded to the ALC for consideration for the above noted reasons.



Prepared by: Chris Larson, MCP
Planner, Development Services



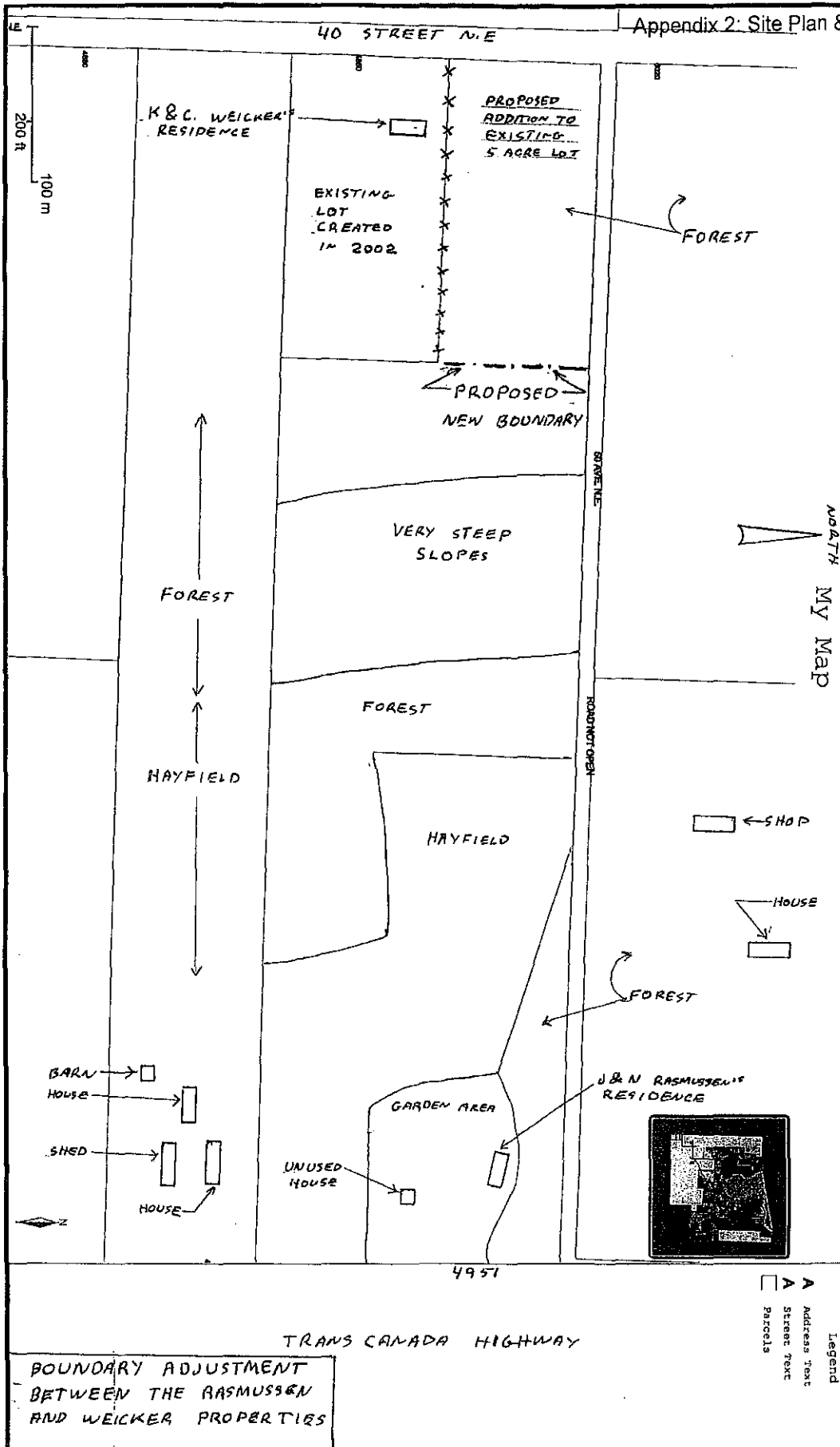
Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services



0 60 120 240 360 480 Meters

 Subject Parcels

The City of Salmon Arm makes no representation as to the completeness, timeliness and accuracy of the information contained on this website. The City of Salmon Arm expressly disclaims liability for any and all damages and losses arising from or in any way related to the use of this website.





Provincial Agricultural Land Commission - Applicant Submission

Application ID: 58029

Application Status: Under LG Review

Applicant: John Rasmussen , Cornelia Marie Rasmussen

Local Government: City of Salmon Arm

Local Government Date of Receipt: 04/16/2019

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

Proposal Type: Subdivision

Proposal: The purpose of the proposal is to ADJUST the BOUNDARY between our 14 HA lot and the 2 HA lot created for our daughter and son-in-law in 2002. (refer to ALC file # H-34137). That lot fronts on 40th street NE.

The proposal is to extend their lot along the full length of the original frontage on 40th street, increasing their lot size from 2 to 4 HA. (leaving 12 HA in the original lot)

Mailing Address:

4951 50 street NE

Salmon Arm, BC

V1E 1Y6

Canada

Primary Phone: (250) 832-7222

Email: jnrasmussen@telus.net

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

Parcel Identifier: 011-698-373

Legal Description: Lot 1, Plan KAP1238, Section 30, Township 20, Range 9, Meridian W6, Kamloops Div of Yale Land District, except Plan KAP71971

Parcel Area: 14 ha

Civic Address: 4951 50 street NE, Salmon Arm, BC

Date of Purchase: 06/30/1975

Farm Classification: No

Owners

1. **Name:** John Rasmussen

Address:

4951 50 street NE

Salmon Arm, BC

V1E 1Y6

Applicant: John Rasmussen , Cornelia Marie Rasmussen

Canada

Phone: (250) 832-7222

Email: jnrasmussen@telus.net

2. **Name:** Cornelia Marie Rasmussen

Address:

4951 50 street NE

Salmon Arm, BC

V1E 1Y6

Canada

Phone: (250) 832-7222

Email: jnrasmussen@telus.net

2. **Ownership Type:** Fee Simple

Parcel Identifier: 025-506-064

Legal Description: Lot 1, Plan KAP71971, Section 30, Township 20, Range 9, Meridian land district 25

Parcel Area: 2 ha

Civic Address: 4850 40 street NE, Salmon Arm, BC

Date of Purchase: 10/02/2002

Farm Classification: No

Owners

1. **Name:** Christopher Weicker

Address:

4850 40 street NE

Salmon Arm, BC

V1E 1Z6

Canada

Phone: (250) 803-0103

2. **Name:** Kathryn Weicker

Address:

4850 40 street, NE

Salmon Arm, BC

V1E 1Z6

Canada

Phone: (250) 803-0103

Current Use of Parcels Under Application

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

Wooded area 10.5 ha

Hayfield 3 ha (not currently in use)

Large fruit and vegetable garden .5 ha

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

Except for the large garden, there is no significant agricultural activity on the property.

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

Applicant: John Rasmussen , Cornelia Marie Rasmussen

*One 1367 SQ FT residence, and one 13X50 ft shop/shed
The original 880 SQ FT house no longer used. (As a second house on the same lot, it cannot be legally occupied per city bylaws)*

Adjacent Land Uses

North

Land Use Type: Residential

Specify Activity: East half, wooded, 1 house and 1 large shop. West half, partly wooded, 1 house, and an active hay field.

East

Land Use Type: Transportation/Utilities

Specify Activity: Highway 1, with small lots and acreages on the other side

South

Land Use Type: Residential

Specify Activity: Wooded, unused pasture, 2 houses ,one barn and one shed

West

Land Use Type: Residential

Specify Activity: 40th Street, Large wooded area with one residence on the far west side

Proposal

1. Enter the total number of lots proposed for your property.

4 ha

12 ha

2. What is the purpose of the proposal?

The purpose of the proposal is to ADJUST the BOUNDARY between our 14 HA lot and the 2 HA lot created for our daughter and son-in-law in 2002. (refer to ALC file # H-34137). That lot fronts on 40th street NE.

The proposal is to extend their lot along the full length of the original frontage on 40th street, increasing their lot size from 2 to 4 HA. (leaving 12 HA in the original lot)

3. Why do you believe this parcel is suitable for subdivision?

Consolidating the current 2HA lot with the other 2HA along 40th st would make a much more natural division between the two lots. There is a steep area between the two properties that effectively separates the subject area from the rest of the property. The grade between the two areas is at least 15 degrees, with parts so steep it is difficult to walk on.

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

There is very little agricultural potential on any of the west half of the original property because of the hilly

Applicant: John Rasmussen , Cornelia Marie Rasmussen

terrain. However, if there is any agricultural potential, it would be far more feasible to access and develop it as part of the 40th street lot than from our end of the property. With the current property boundaries, the western 2HA of the 14HA parcel are virtually inaccessible due to the steep hill in the middle of the property. With the proposed boundary adjustment this 2HA section would become much more accessible from the current 2HA property located on 40th street. This proposed 4HA parcel would have greater access and opportunity for agricultural development (eg. pasture, organic gardening, orchard).

5. Are you applying for subdivision pursuant to the ALC Homesite Severance Policy? If yes, please submit proof of property ownership prior to December 21, 1972 and proof of continued occupancy in the "Upload Attachments" section.

No

Applicant Attachments

- Proposal Sketch - 58029
- Site Photo - Aerial View
- Certificate of Title - 011-698-373
- Certificate of Title - 025-506-064

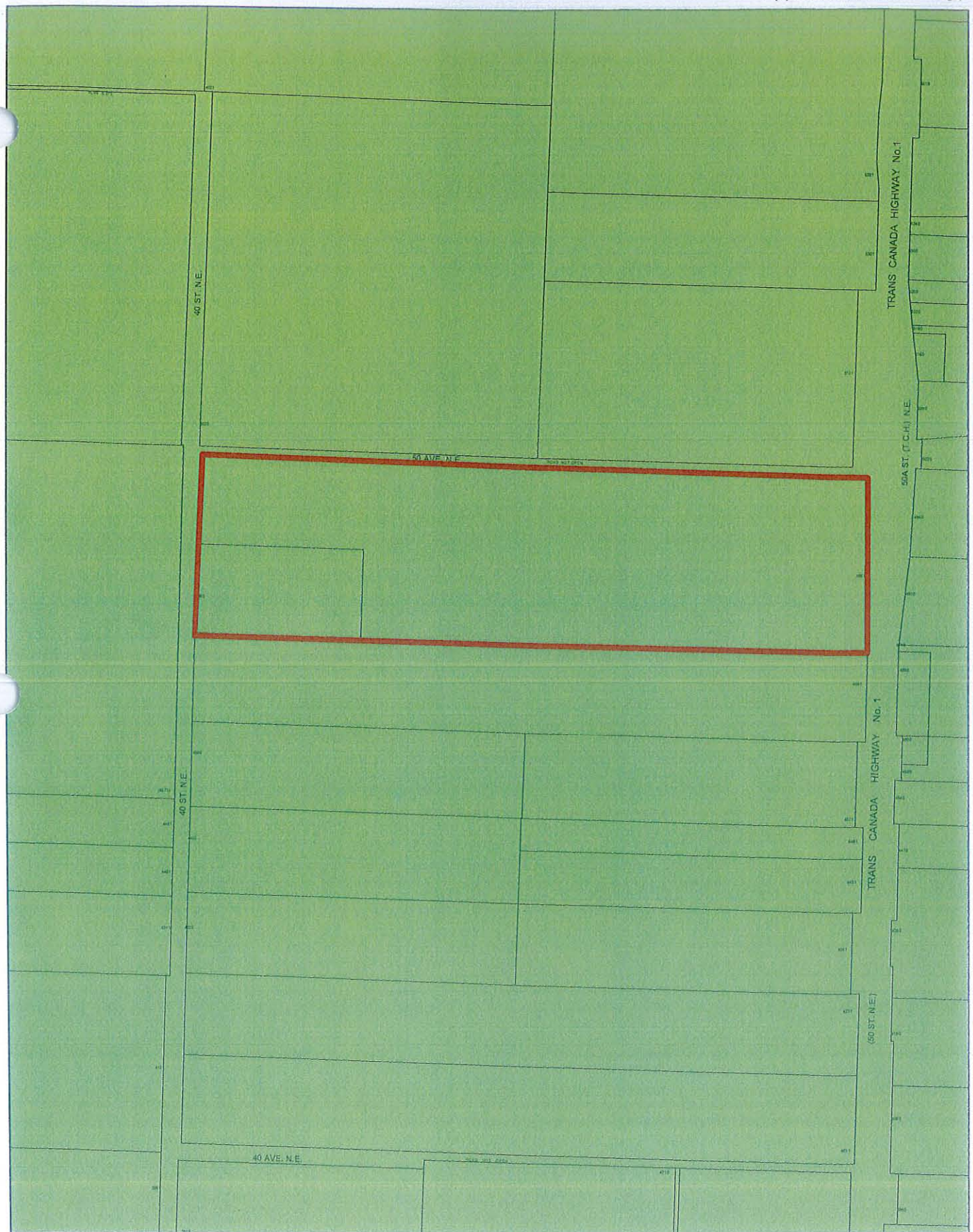
ALC Attachments

None.

Decisions

None.

Applicant: John Rasmussen , Cornelia Marie Rasmussen



0 60 120 240 360 480 Meters

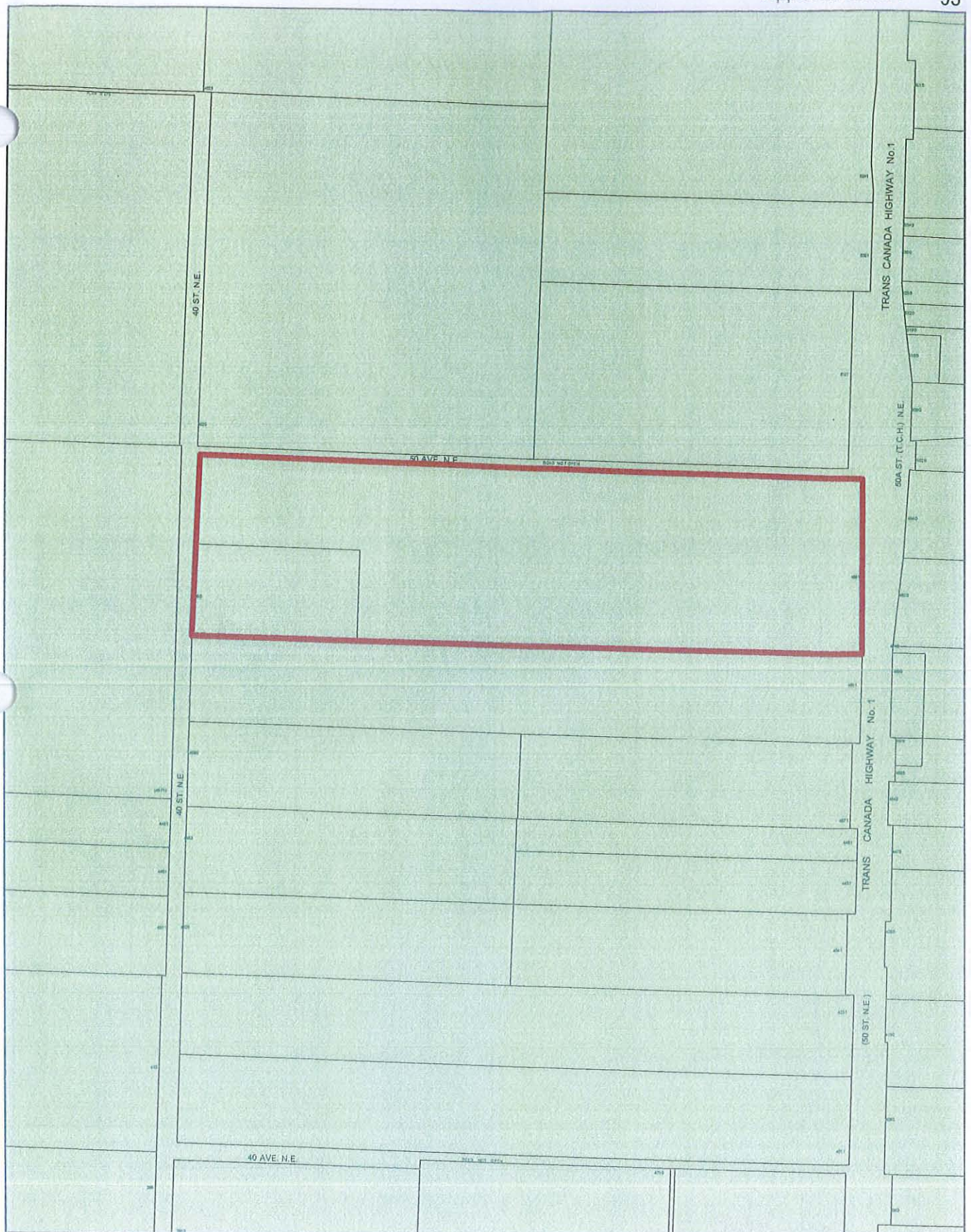
 Acreage Reserve

 Subject Parcels



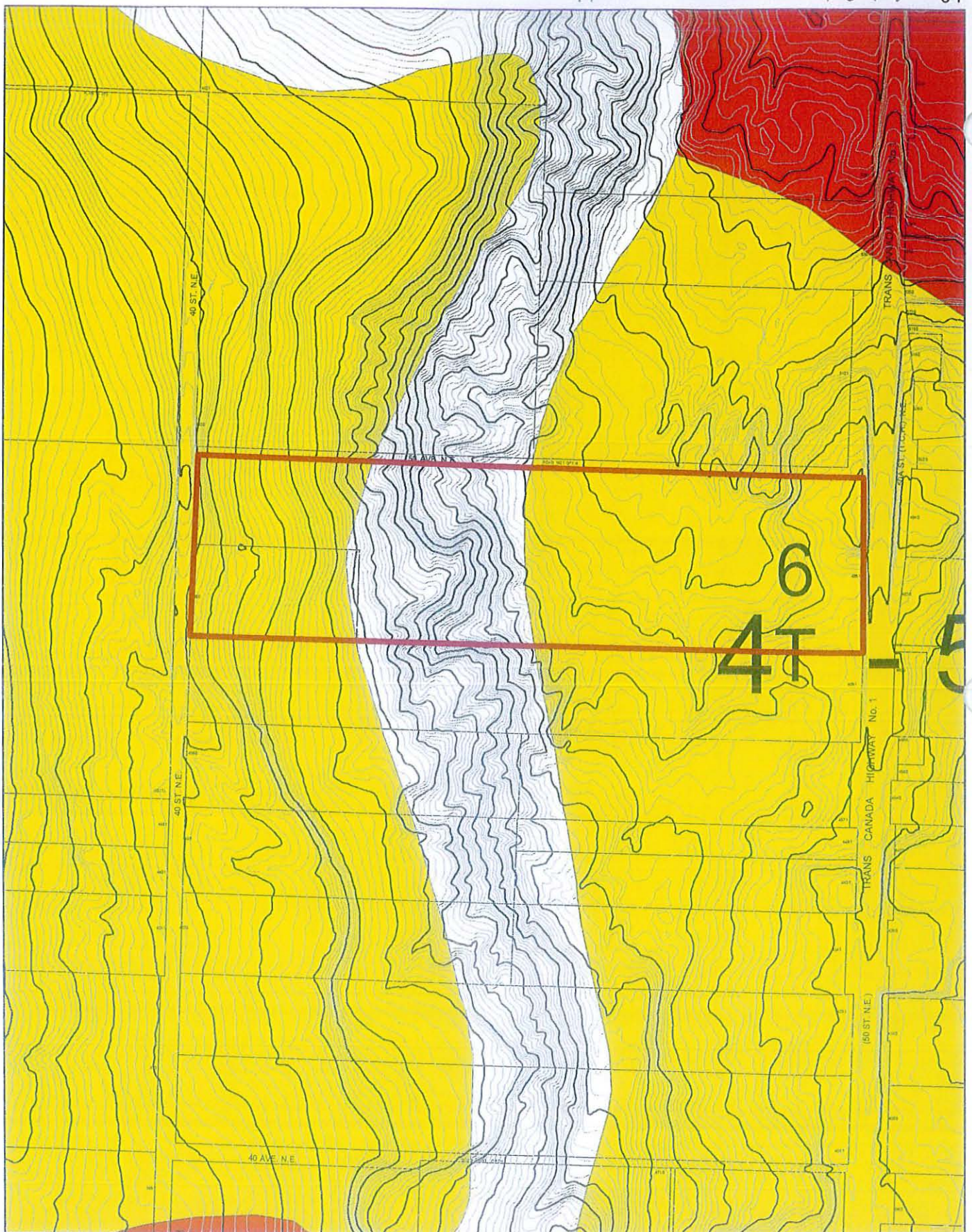
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 Subject Parcels



0 60 120 240 360 480 Meters

 Subject Parcels



0 60 120 240 360 480 Meters

 Subject Parcels



Land Reserve Commission

Working Farms, Working Forests

February 22, 2002

Reply to the attention of Elisa Martin

John and Cornelia Rasmussen
4951 - 50th Street NE
Salmon Arm, BC V1E 1V6

Dear Mr. and Mrs. Rasmussen:

Re: Application # H-34137
Lot 1, Section 30, Township 20, Range 9, W6M, KDYD, Plan 1238,
EXCEPT Plan H400

We write to advise that pursuant to section 22(1) of the *Agricultural Land Reserve Act* (the "ALRA"), the Land Reserve Commission (the "Commission") by Resolution #17/2002, has allowed your application to subdivide a 2 ha lot from the 12 ha subject property on the grounds that the property has been in your family since 1958, you have been living on the property prior to 1972 and have been making payments to purchase the property from your mother since 1976. The Commission felt that your proposal was consistent with the spirit of the Homesite Severance Policy, especially since your mother was only granted a life estate lease back in 1976.

Your subdivision must be in substantial compliance with the attached plan.

The property remains subject to the provisions of the ALRA, the *Soil Conservation Act* and applicable regulations except as provided by this approval.

The Commission's approval does not relieve you of the responsibility of adhering to any other enactment, legislation or decision of any agency having jurisdiction. Please contact the District of Salmon Arm as other approvals may be needed before your development can proceed.

Please quote your application number in any future correspondence.

Yours truly,

LAND RESERVE COMMISSION

Per: 

K. B. Miller, Chief Executive Officer

cc: District of Salmon Arm (#ALC.273)
Approving Officer, Ministry of Transportation, Salmon Arm
BC Assessment, Vernon

EM/lv ☐ Encl.

Moved: John McLeod

Seconded: Ron Ganert

THAT: The AAC recommends the application be forwarded to the ALC.

CARRIED.

* Veerman returned to the room and the Committee delivered their recommendation.

* All applicants returned to the room.

3. **Agricultural Land Reserve Application No. ALC-384 (Boundary Adjustment)**
Owner: Weicker - 4850 - 40 Street NE - Owner: Rasmussen - 4951 - 50 Street NE

The Senior Planner provided a brief overview of the application including the OCP designation and zoning regulations, air photo, subdivision plan, soil classes and topography. The applicant was given an opportunity to present information to the Committee stating that their intention was to adjust the boundary to be compatible with the topography.

* All applicants left the room and the Committee deliberated the application.

Moved: James Olafsson

Seconded: John McLeod

THAT: The AAC recommends the application be forwarded to the ALC.

CARRIED UNANIMOUSLY.

* Weicker, Rasmussen and Rasussen returned to the room and the Committee delivered their recommendation.

*All applicants left the meeting.

4. **Food Hub Feasibility Study - Salmon Arm Economic Development Society,**
Lana Fitt

Lana Fitt representing the Economic Development Society (EDS) spoke about a food hub model and resulting social and economic opportunities. The EDS would like to apply for funding for a feasibility study that could lead to a number of business development opportunities including: co-operative food processing facility, a community kitchen, shared storage and other shared economy ideas. The District of Saanich Agriculture and Food Security Plan was mentioned an example. The goal would be to present key findings in September to the City and Ministry of Agriculture.

Item 8.4

CITY OF SALMON ARM

Date: July 8, 2019

Moved: Councillor

Seconded: Councillor

THAT: The City's Purchasing Policy No. 7.13 be waived in procurement of the Engineering Services relative to Project No. ENG 2018-62 to authorize the sole sourcing of same to WSP Canada Inc.;

AND THAT: Council award the Engineering Services contract for the WPCC Expansion Site Selection Study to WSP Canada Inc. in accordance with the terms of their proposal dated June 20, 2019, for an estimated cost of \$85,540.00 plus applicable taxes.

[WPCC Expansion Planning - Site Selection Study]

Vote Record

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

Opposed:

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

File: 2019-48

TO: His Worship Mayor Harrison and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Jenn Wilson, City Engineer

DATE: June 26, 2019

SUBJECT: **WPCC EXPANSION PLANNING – SITE SELECTION STUDY**

STAFF RECOMMENDATION

THAT: The City's Purchasing Policy No. 7.13 be waived in procurement of the Engineering Services relative to Project No. ENG2018-62 to authorize the sole sourcing of same to WSP Canada Inc.;

AND THAT: Council award the Engineering Services contract for the WPCC Expansion Site Selection Study project to WSP Canada Inc. in accordance with the terms of their proposal dated June 20, 2019, for an estimated cost of \$85,540.00 plus applicable taxes.

BACKGROUND

The Wastewater Pollution Control Centre (WPCC) is expected to reach its design capacity within the next two to five years dependent on population growth. Staff have been working closely with WSP to advance the Stage IV expansion planning.

The first step towards the expansion planning was the compiling of historical documents and studies in relation to the WPCC Stage IV expansion. The summary document noted that the City has a commitment under the Liquid Waste Management Plan to complete a site selection study for the potential relocation of parts or all of the WPCC.

A site selection study would encompass the following steps:

- Developing a 'long' list of potential sites for a portion or all of the WPCC
- Holding a public open house to solicit feedback
- Creating a 'short' list of potential sites along with Order of Magnitude cost estimates
- A second public open house
- A final report with site recommendation

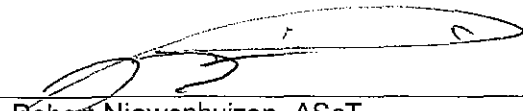
STAFF COMMENTS

The City has a longstanding working relationship with WSP and they have unique working knowledge of our plant and its history that will be of significant benefit in completing the required scope of work. There is sufficient budget (\$125,000) to cover the proposed work included within the 2019 capital budget.

Upon selection of the preferred site location, staff intend to post an open Request for Proposal for the Stage IV Upgrade preliminary and detailed design.

We recommend award of the Engineering Services contract for the WPCC Expansion Site Selection Study to WSP Canada Inc. in accordance with the terms of their proposal dated June 20, 2019 for an estimated cost of \$85,540.00 plus applicable taxes.

Respectfully submitted,



Robert Niewenhuizen, ASCT
Director of Engineering and Public Works

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Item 8.5

CITY OF SALMON ARM

Date: July 8, 2019

Moved: Councillor

Seconded: Councillor

THAT: The 2019 Budget contained in the 2019 - 2023 Financial Plan Bylaw be amended to reflect additional funding for the "Blackburn Park Picnic Structure Construction" budget to cover additional unforeseen expenses in the amount of \$25,000.00, reallocated from Blackburn Park Reserve.

[Blackburn Park Picnic Structure Construction Budget Amendment]

Vote Record

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

Opposed:

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

**CITY OF
SALMON ARM**

File: 2018-52

TO: His Worship the Mayor and Members of Council

FROM: Robert Niewenhuizen, Director of Engineering and Public Works

PREPARED BY: Darin Gerow, Manager of Roads & Parks

DATE: July 2, 2019

SUBJECT: **BLACKBURN PARK PICNIC STRUCTURE CONSTRUCTION
BUDGET AMMENDMENT**

STAFF RECOMMENDATION

THAT: The 2019 Budget contained in the 2019 – 2023 Financial Plan Bylaw be amended to reflect additional funding for the “Blackburn Park Picnic Structure Construction” budget to cover additional unforeseen expenses in the amount of \$25,000.00, reallocated from Blackburn Park Reserve.

BACKGROUND

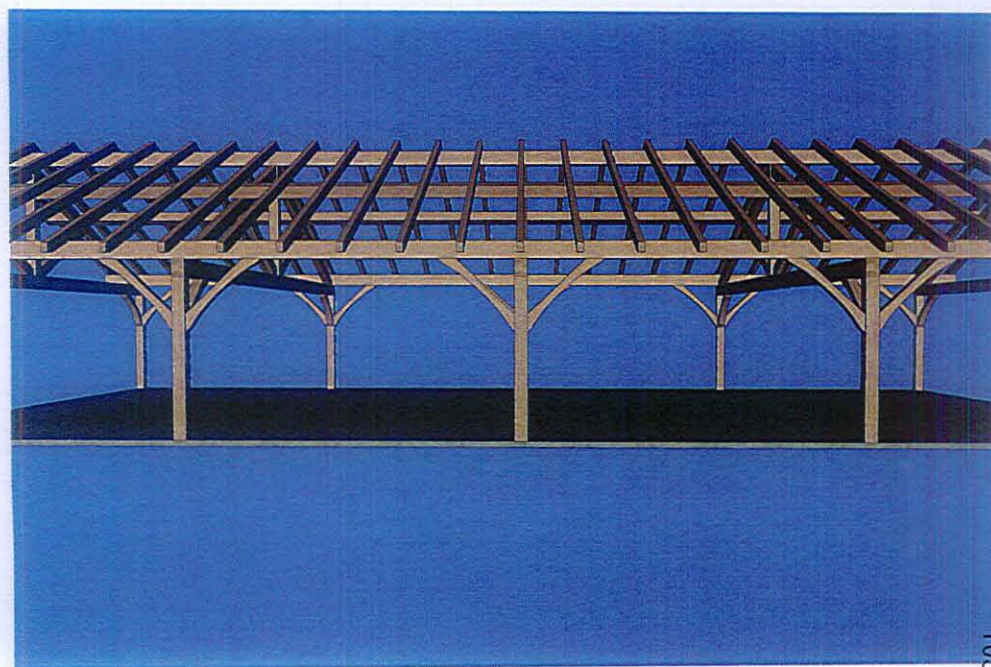
City of Salmon Arm awarded the Blackburn Park Gazebo Structure Construction to Green Creek Timer Construction Ltd. through a request for proposal process in June of 2018. As this is a public structure we were required to apply for building permit. Along with this application, a structural engineer was required to review the structure and make recommendations on the design. Throughout the review process the Structural Engineer, in conjunction with a geotechnical engineer report, required significantly ‘heavier duty’ concrete, additional rebar and steel connectors to meet regulations.

The available funding in the Blackburn Park Reserve is approximately \$76,000.00. It is recommended that the additional funding, in the amount of \$25,000, to cover the additional unforeseen construction costs be approved from the Blackburn Park Reserve.

Respectfully submitted,



Robert Niewenhuizen, ASCT
Director of Engineering and Public Works



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Item 8.6

CITY OF SALMON ARM

Date: July 8, 2019

Moved: Councillor

Seconded: Councillor

THAT: Council award the Cultural Master Plan contract to Patricia Huntsman Culture + Communication for the quoted price of \$19,999.00, including applicable taxes.

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: July 3, 2019
 SUBJECT: Cultural Master Plan RFP Award

MOTION FOR CONSIDERATION:

THAT: Council award the Cultural Master Plan contract to Patricia Huntsman Culture + Communication for the quoted price of \$ 19,999.00, including applicable taxes.

BACKGROUND:

At the January 29, 2018 Regular Meeting, Council authorized the issuance of a Request for Proposals (RFP) seeking a consultant to work with the Cultural Master Plan Task Force to develop a Cultural Master Plan for the City of Salmon Arm. The total budget for this project was set at \$20,000.

During that time the Salmon Arm Branding project was underway, and it was determined by the Cultural Master Plan Task Force that valuable data from that process could be used to assist in the creation of the Cultural Master Plan and therefore an RFP should not be issued until the Branding project had concluded.

Following the conclusion of the Branding project, the Task Force reconvened in early 2019 and began formulating the requirements for the RFP, which was issued on May 28, 2019 and closed on June 24, 2019.

Four (4) proposals were received and evaluated by staff and the committee. All proposals met the minimum requirements identified in the mandatory criteria sections and were within the \$20,000.00 budget. Prices for each are as follows:

Proponent	Price (excluding GST)
WMC	\$18,250.00
Patricia Huntsman Culture + Communication	\$19,250.00
Synaxis Associates	\$19,515.00
Oksana Dexter & Associates	\$20,000.00

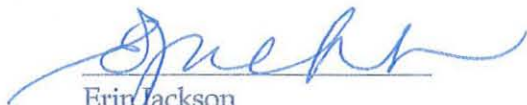
Following a review of all four (4) submissions, staff and the committee agreed that the proposal that best demonstrates an understanding of the requirements set out in the RFP document is Patricia Huntsman Culture + Communication, based in Nanoose Bay, BC.

The committee shared the following comments regarding the Patricia Huntsman Culture and Communications proposal:

- The project team has significant relevant experience providing Arts and Culture planning services for large, medium and small municipalities throughout BC;
- Patricia Huntsman has an established relationship with the community and a solid understanding of the arts and culture assets in Salmon Arm;
- The engagement plan is innovative and engages a diverse range of citizens in the process;
- The proposed timeline is suitable; and
- The proposal was clear and easy to read.

It is recommended that Council award the Cultural Master Plan contract to Patricia Huntsman Culture + Communication for the quoted price of \$ 19,999.00, including applicable taxes.

Respectfully submitted,



Erin Jackson
Director of Corporate Services

cc. C. Van de Cappelle, Chief Financial Officer

)

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Item 9.1

CITY OF SALMON ARM

Date: July 8, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4341 be read a first and second time;

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

[ZON-1152; Bennett, K. & S.; 1811 22 Street NE; R-1 to R-8]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

To: His Worship Mayor Harrison and Members of Council

Date: June 26, 2019

Subject: Zoning Bylaw Amendment Application No. 1152

Legal: Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP73048

Civic: 1811 22 Street NE

Owner/Applicant: Bennett, K. & S.

MOTION FOR CONSIDERATION

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 3, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP73048 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 Ministry of Transportation and Infrastructure approval.

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

PROPOSAL

The subject parcel is located at 1811 22 Street NE (Appendix 1 and 2) and is currently under development. The proposal is to rezone the parcel from R-1 (Single Family Residential) to R-8 (Residential Suite) to permit the construction and use of a *secondary suite* within a single family dwelling.

BACKGROUND

The subject parcel is designated Medium Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 3 & 4). The subject parcel is located in the residential uptown area of the City, largely comprised of parcels containing single family dwellings and associated accessory buildings. There are presently 11 R-8 zoned parcels within the vicinity of the subject parcel.

The subject parcel is part of a four-lot subdivision approved in June 2017. The parcel is approximately 22.8 m wide by 57.7 m deep, with an area of approximately 0.133 ha. The subject parcel meets the conditions as specified to permit a secondary suite within the proposed R-8 zone. Site photos are attached as Appendix 5. The intent of the applicant is to develop a conforming *secondary suite* within the basement of the single family dwelling currently being built, as shown in the plans attached (Appendix 6).

Secondary Suites

Policy 8.3.25 of the OCP provides for the consideration of secondary suites in all Residential designated areas via a rezoning application, subject to compliance with the Zoning Bylaw and the BC Building Code. Based on parcel area and width, the subject property has potential to meet the conditions for the development of a *secondary suite* (or a *detached suite*), including sufficient space for an additional off-street parking stall.

COMMENTSMinistry of Transportation & Infrastructure

MOTI has granted preliminary approval.

Engineering Department

No engineering concerns.

Building Department

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

Fire Department

No concerns.

Planning Department

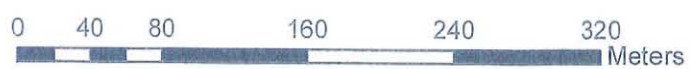
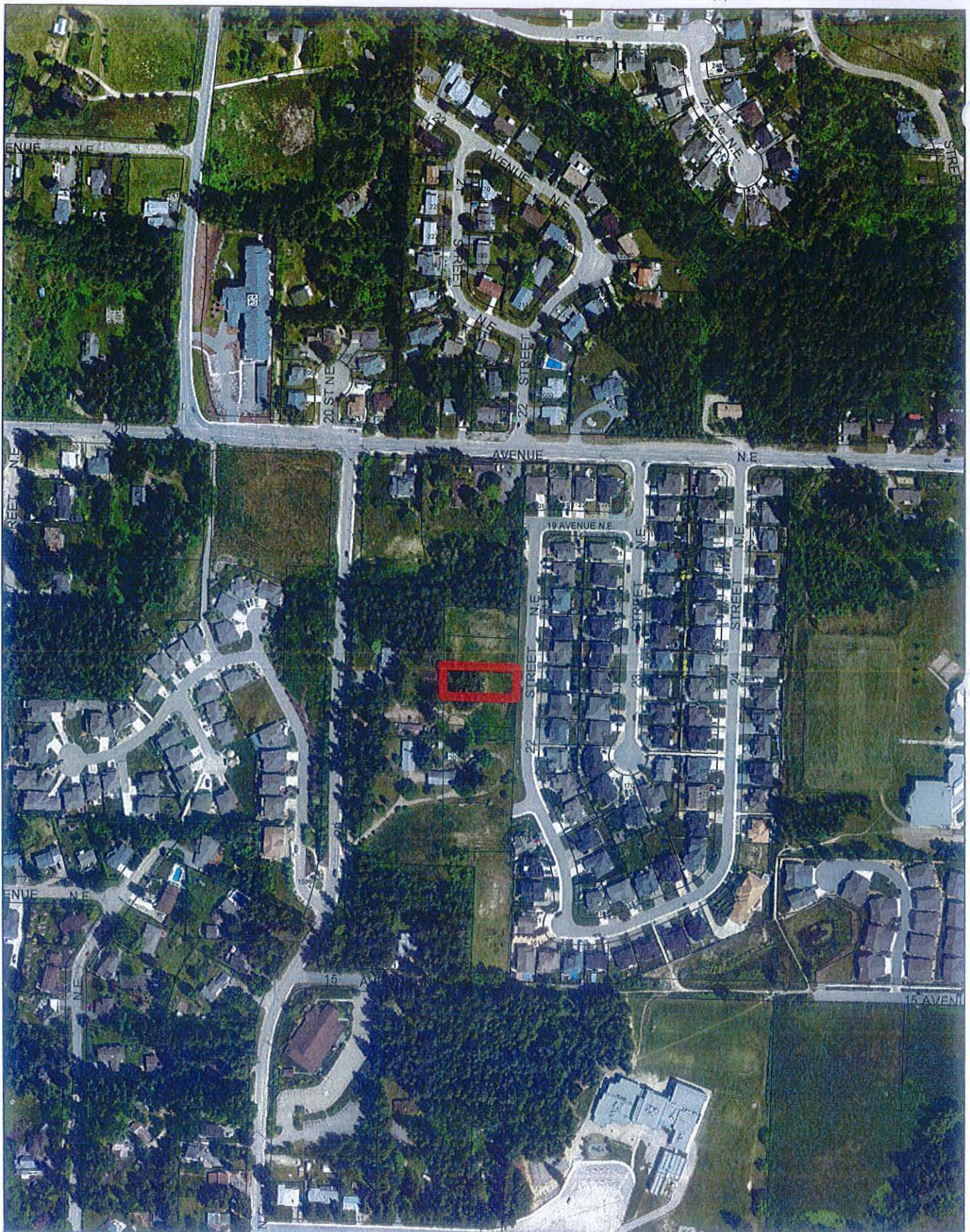
The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff. The plans submitted indicate that all R-8 Zone requirements can be met, including the provision of onsite parking, and that the proposed building substantially aligns with development patterns in the area. Any development of a secondary suite would require a building permit and will be subject to meeting Zoning Bylaw and BC Building Code requirements.



Prepared by: Chris Larson, MCP
Planner, Development Services



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



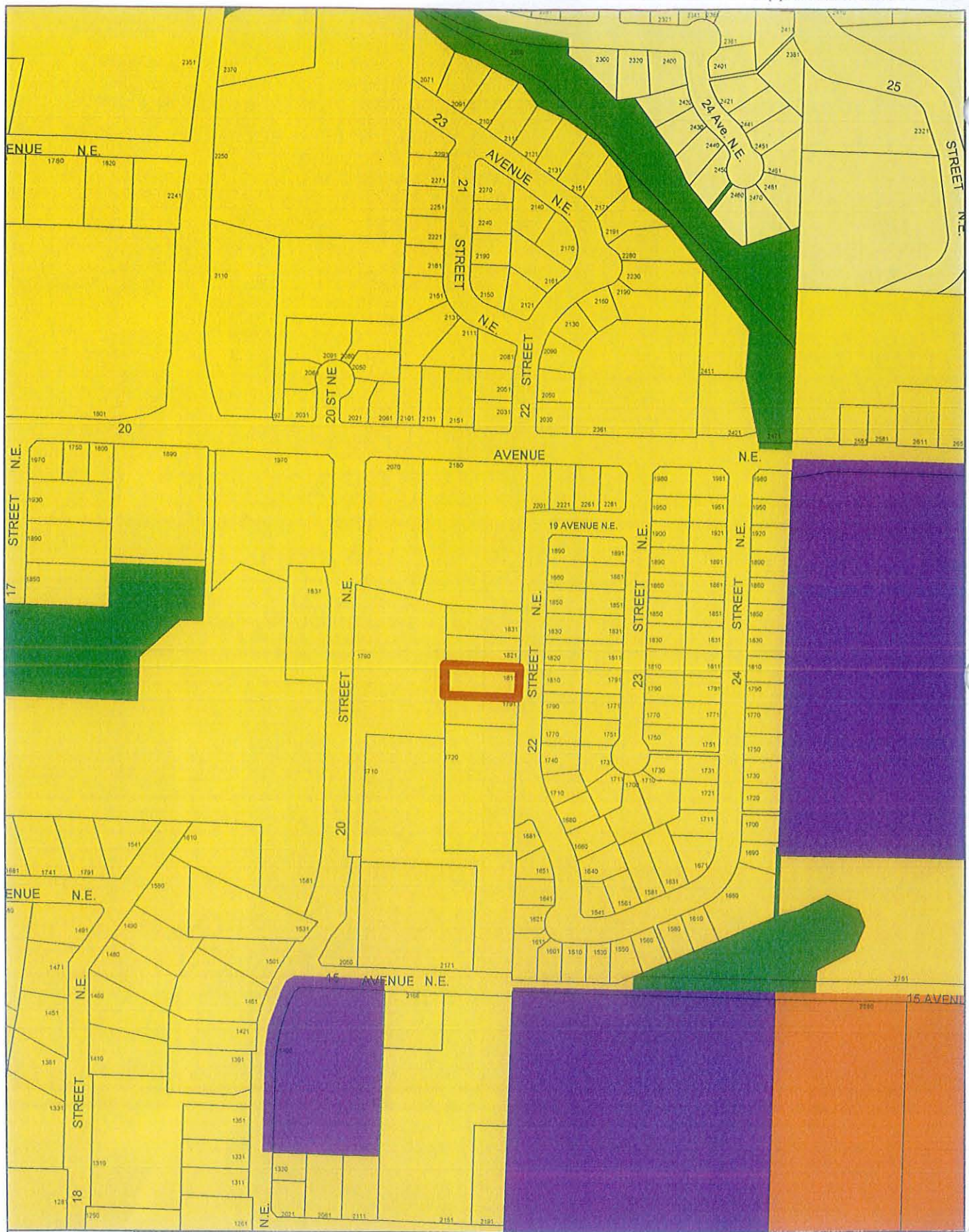
Subject Parcel



0 5 10 20 30 40 Meters



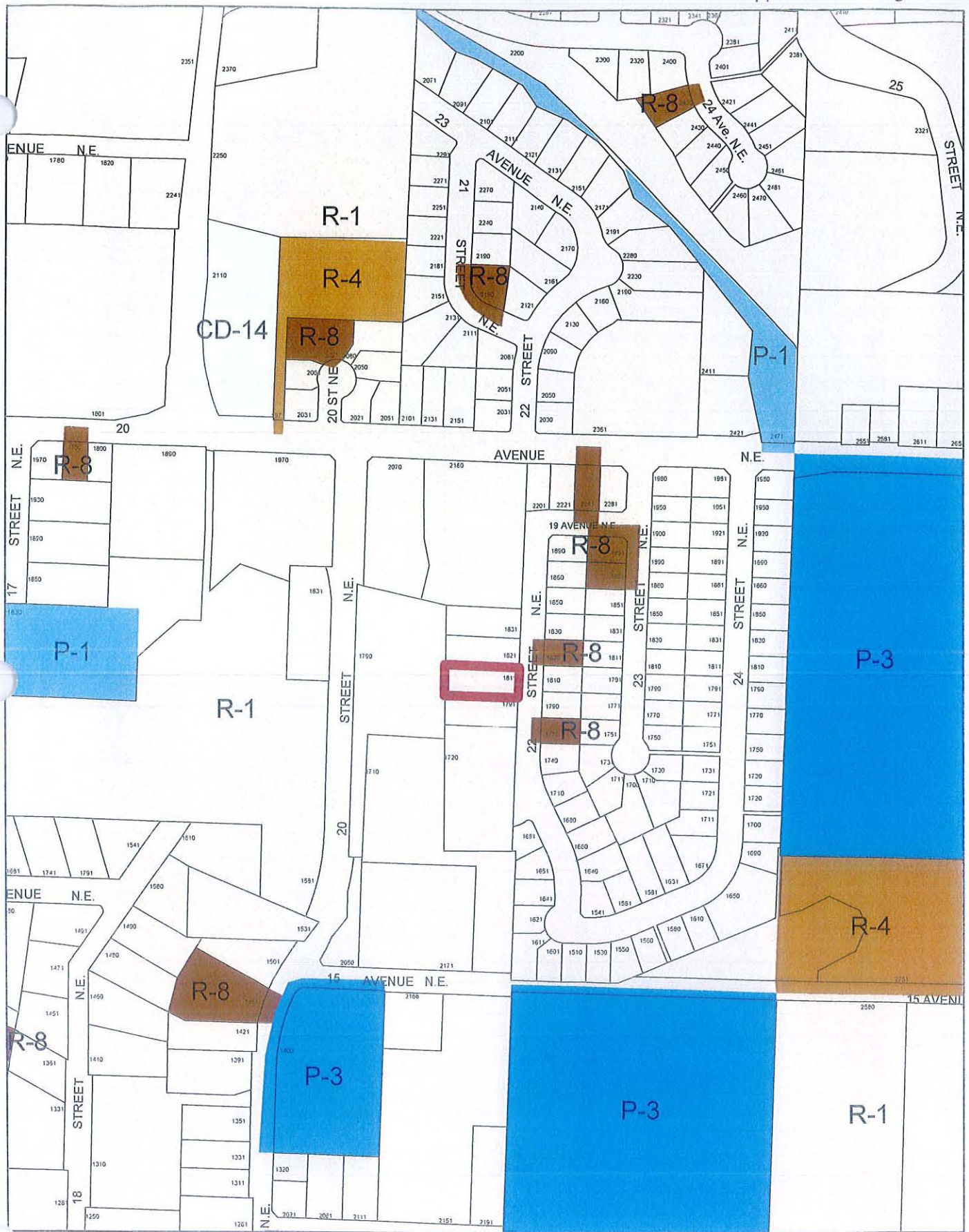
Subject Parcel



0 25 50 75 100
Meters

- High Density Residential
- Medium Density Residential
- Low Density Residential

- Park
- Institutional
- Subject Parcel



Subject Parcel

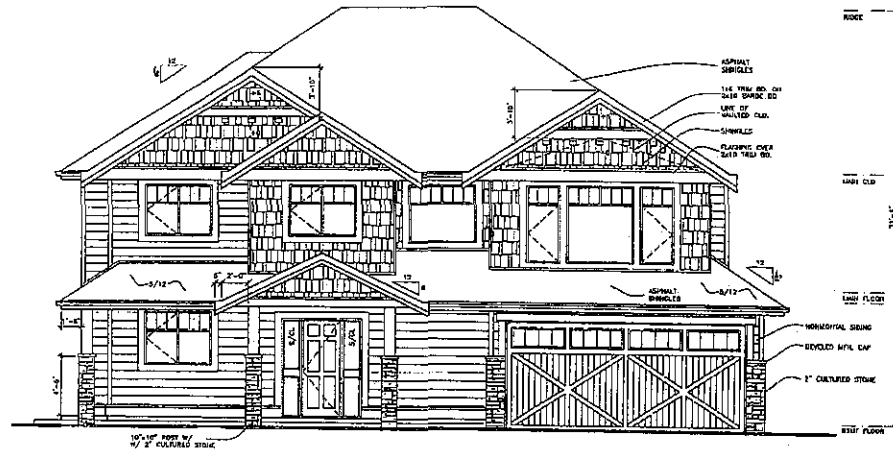
Appendix 5: Site Photos



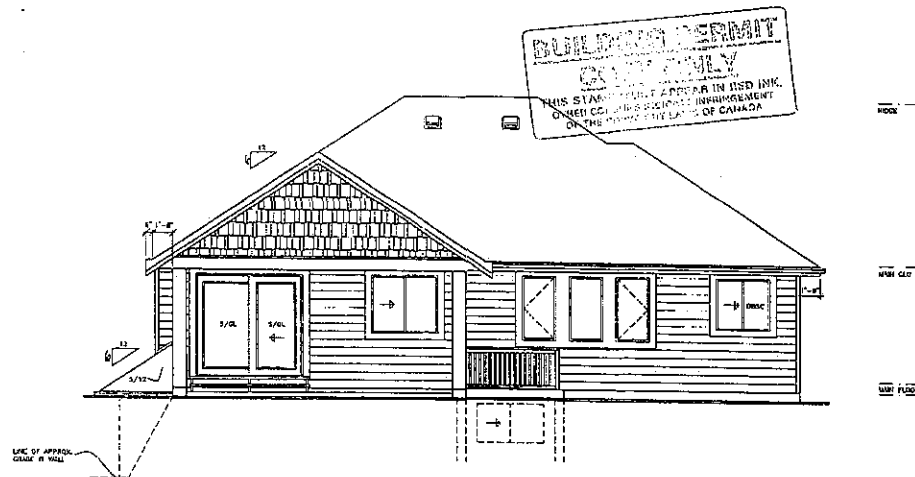
View north from 22 Street NE.



View south-west from 22 Street NE.



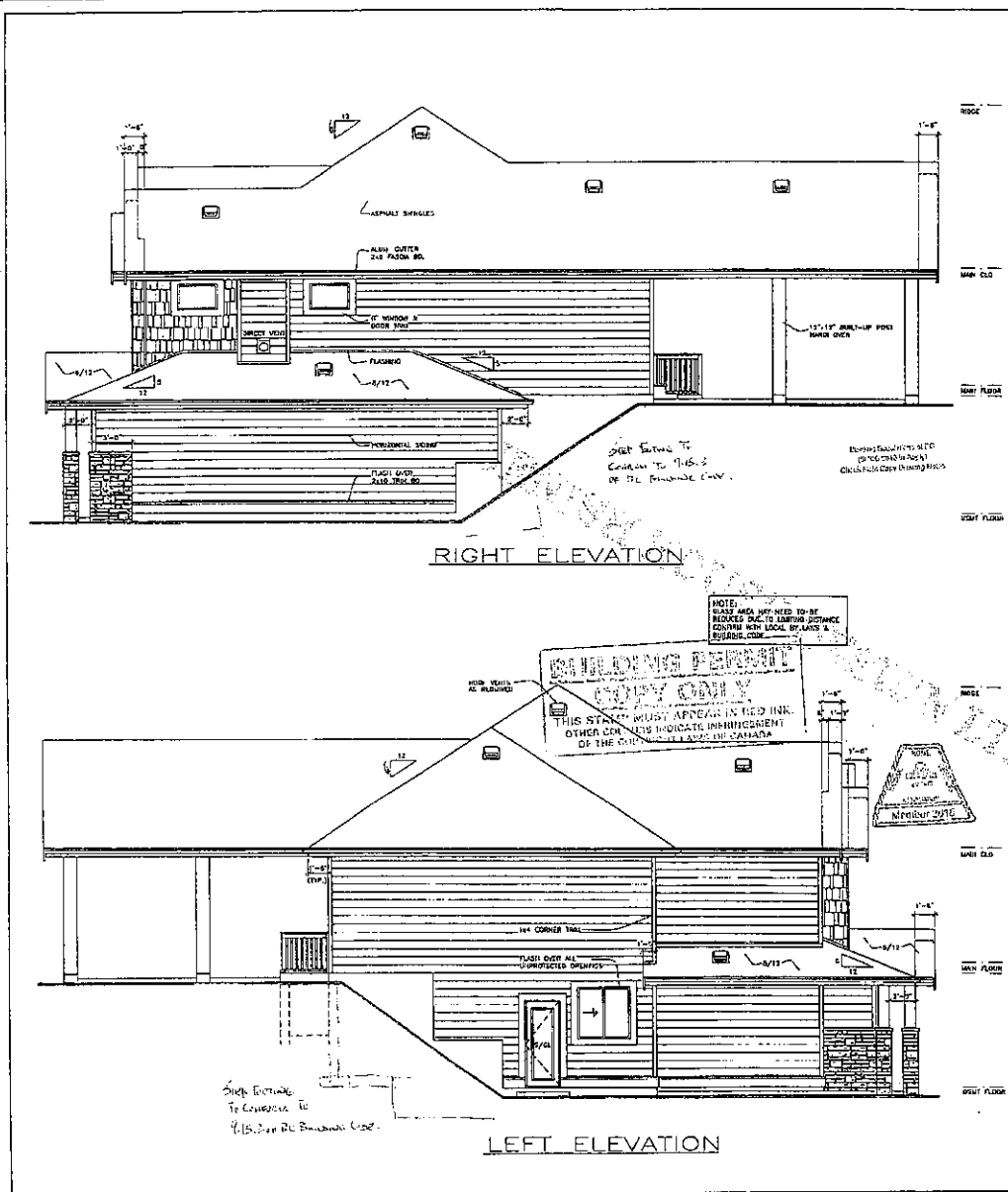
FRONT ELEVATION



REAR ELEVATION

JENISH HOUSE DESIGN LIMITED
 1000 BAYVIEW AVE. SUITE 100
 SCARBOROUGH, ONTARIO M1S 1B7
 TEL: (416) 291-1111 FAX: (416) 291-1112

NOT TO SCALE
 DRAWING TO BE CHECKED BY
 DATE: MAY '18
 SCALE: 1/4" = 1'-0"
 SHEET: 5 OF 7
 PLAN NUMBER: MD-3-120



GENERAL NOTES

STANDARD NOTES

- [illegible]

EDUCATION

- [illegible]

INSULATION AND VENTILATION

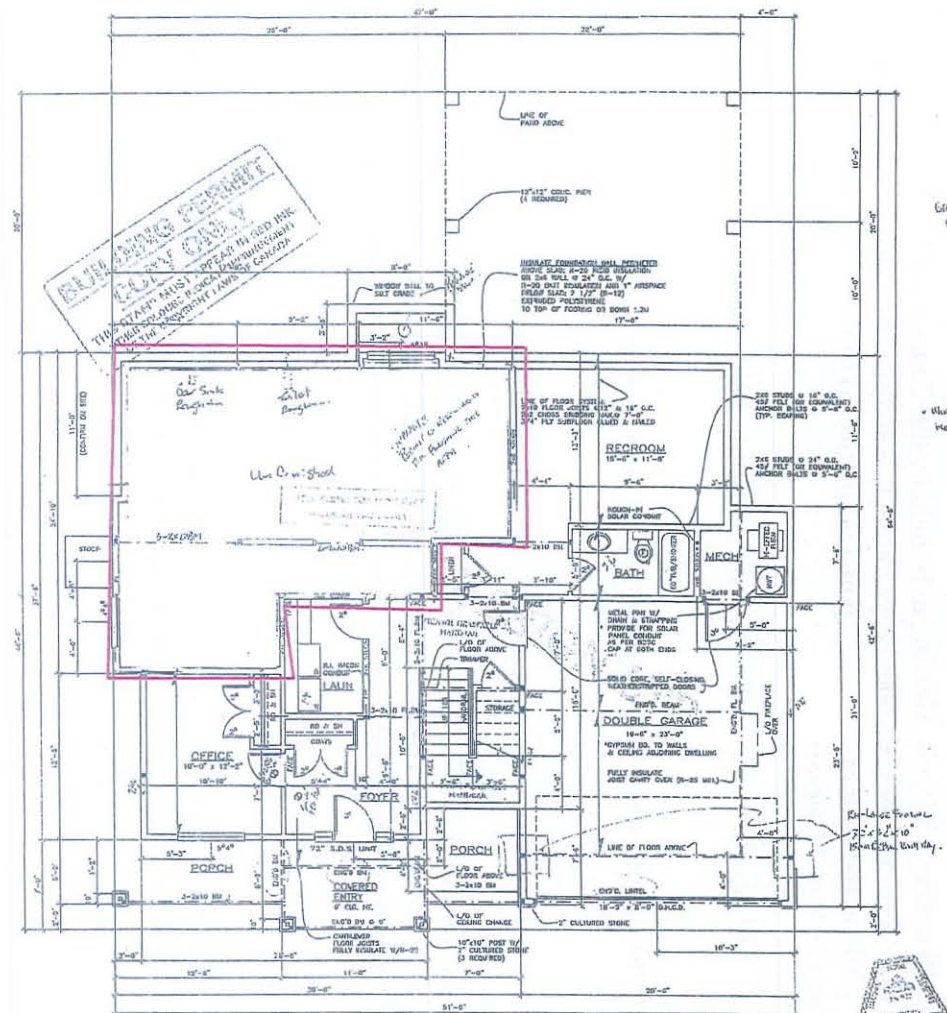
- [illegible]

HEATING

- HEATING
- INSTALLATION OF DURE HEATING SYSTEM MUST COMPLY WITH MANUFACTURER'S INSTRUCTIONS (WHEN APPLICABLE) AND COMFORM WITH LOCAL CODES AND REGULATIONS IN ALL RESPECTS.
- GAS CONNECTIONS WILL REQUIRE SEPARATE PERMIT AND INSPECTION.
- FUEL BURNING APPLIANCES, INCLUDING FURNACES, STOVE/MAIDS AND STOVES, TO BE PROVIDED WITH EXHAUSTION AND SUPPLY FRESH AIRWAYS.

ELECTRICAL SYMBOLS

[illegible]



BASEMENT FLOOR PLAN

FINISHED AREA = 801 SQ. FT.
 GUT AREA = 663 SQ. FT.
 GARAGE AREA = 322 SQ. FT. (INCLUDING MECHANICAL)
 9'-0" 3/4" CEILING HEIGHT

NOTE:
 THIS PLAN IS A PRELIMINARY DESIGN AND IS NOT TO BE USED FOR CONSTRUCTION WITHOUT THE APPROVAL OF THE ENGINEER.
 THE ENGINEER IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED HEREON.

JENISH HOUSE DESIGN LIMITED
 1000 10th Ave. S.E.
 Atlanta, GA 30316
 Phone: 404-525-1111
 Fax: 404-525-1112

This drawing is the property of Jenish House Design Limited and is not to be used for any other purpose without the written consent of the company.
 The company is not responsible for the accuracy of the information provided hereon.

PREPARED BY: [Name]
 CHECKED BY: [Name]
 DATE: [Date]
 SCALE: [Scale]
 SHEET: [Sheet Number]
 OF [Total Sheets]
 PLAN NUMBER: [Plan Number]

CITY OF SALMON ARM

BYLAW NO. 4341

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on _____, 2019 at the hour of _____ p.m. was published in the _____ and _____, 2019 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, Section 24, Township 20, Range 10, W6M, KDYD, Plan EPP73048, 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.

City of Salmon Arm
Zoning Amendment Bylaw No. 4341

5. CITATION

This bylaw may be cited as **"City of Salmon Arm Zoning Amendment Bylaw No. 4341"**

READ A FIRST TIME THIS DAY OF 2019

READ A SECOND TIME THIS DAY OF 2019

READ A THIRD TIME THIS DAY OF 2019

ADOPTED BY COUNCIL THIS DAY OF 2019

MAYOR

CORPORATE OFFICER

Item 9.2

CITY OF SALMON ARM

Date: July 8, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Ticket Information Utilization
Amendment Bylaw No. 4342 be read a first, second and third time.

[Street Solicitation]

Vote Record

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

Opposed:

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



TO: His Worship Mayor Harrison and Council

DATE: June 18, 2019

SUBJECT: Proposed amendment to Municipal Ticket Information Bylaw No. 2670

RECOMMENDATION:

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Municipal Ticket Information Bylaw 2670 to provide options for the enforcement of Street Solicitation Bylaw No. 4273;

AND THAT: Schedule 1 of Bylaw 2760 be amended with the addition of:

20. Street Solicitation Bylaw No. 4273

AND THAT: Schedule 21 of Bylaw 2760 be created as follows:

Bylaw No. 2670
Schedule 21

Bylaw	Section	Fine
Street Solicitation Bylaw No. 4273		
Solicit within 15 meters	4.1.(a) (b) (c) (d) (e) (f) (g)	\$50.00
Solicit motor vehicle occupant	4.2.(a) (b) (c)	\$50.00
Sit or lie on street	4.4	\$50.00
Public solicitation	4.5	\$50.00

BACKGROUND:

Street Solicitation Bylaw No. 4273 was adopted by City Council on the 27th of May 2019. It is recognized in the wording of the "purpose clause" of the bylaw that it is not the City's intention to use the Municipal Ticketing system as primary method of achieving compliance. The primary method of achieving compliance will be education followed by a request for compliance. If the offense continues the bylaw officer would then escalate to a verbal warning which could be followed by a written demand notification. City staff's last resort would be the issuance of a municipal ticket.

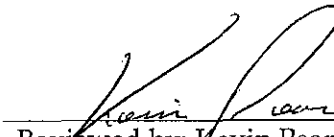
It is worth noting that the "Penalty" section of the bylaw, Clause 5.2 refers to a provision of a municipal ticketing option. The adoption of this proposal would be consistent with the wording of the bylaw and would provide the bylaw officer and the RCM Police with a valuable last resort when dealing with difficult clients.

SUMMARY:

Council can have every assurance from staff that the intent of the bylaw is well understood and every effort will be made to resolve compliance issues without the use of the Municipal Ticket Information system.



Prepared by: Maurice Roy, RBO CRBO
Manager of Permits & Licensing



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

mr:

CITY OF SALMON ARM

BYLAW NO. 4342

A Bylaw to amend City of Salmon Arm Ticket Information Utilization Bylaw No. 2760

WHEREAS Council may designate certain Bylaw offences, authorize the use of certain words or expressions, set certain fine amounts and designate persons as Bylaw Enforcement Officers;

AND WHEREAS the Council deems it expedient to authorize the use of the Municipal Ticket Information for the enforcement of the Bylaws listed in Schedule 3 of "City of Salmon Arm Ticket Information Utilization Bylaw No. 2760";

AND WHEREAS the Council deems it expedient to amend "City of Salmon Arm Ticket Information Utilization Bylaw No. 2760";

NOW THEREFORE the Council of the City of Salmon Arm, in open meeting assembled, ENACTS AS FOLLOWS:

1. Schedule 1 of Bylaw No. 2760 be amended with the addition of:

20. Street Solicitation Bylaw No. 4273 Member of RCM Police
Bylaw Enforcement Officer

2. Schedule 21 of Bylaw No. 2760 be created as follows:

Bylaw No. 2670 Schedule 21

BYLAW	SECTION	FINE
Street Solicitation Bylaw No. 4273		
Solicit with 15 meters	4.1. (a) (b) (c) (d) (e) (f) (g)	\$50.00
Solicit motor vehicle occupant	4.2 (a) (b) (c)	\$50.00
Sit or lie on street	4.4	\$50.00
Public solicitation	4.5	\$50.00

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 Ticket Information Utilization Amendment Bylaw No. 4342"**.

READ A FIRST TIME THIS	DAY OF	2019
READ A SECOND TIME THIS	DAY OF	2019
READ A THIRD TIME THIS	DAY OF	2019
ADOPTED BY COUNCIL THIS	DAY OF	2019

MAYOR

CORPORATE OFFICER

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Item 9.3

CITY OF SALMON ARM

Date: July 8, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4343 be read a first and second time;

AND THAT: a Public Hearing be held at the Regular Council Meeting on July 22, 2019 at 7:00 p.m.

[Development Services Application Fees]

Vote Record

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

Opposed:

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

CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

FROM: Director of Development Services

DATE: June 24, 2019

SUBJECT: Development Services Application Fees

STAFF RECOMMENDATION

THAT a Bylaw be prepared to amend Fee for Service Bylaw No. 2498 by adjusting and adding to the Development Services Fee Schedule in accordance with the recommended fees described in Table 1.

TABLE 1 – Recommended Fees

Application Type	Current Application Fees	Proposed New Application Fees
OCP Bylaw Amendment	\$800	\$1,500
Zoning Bylaw Amendment	1) Secondary Suite (lot < 0.4 Ha) \$500 2) Regular \$800	1) Secondary Suite (lot < 0.4 Ha) \$800 2) Regular \$1,200
Combined OCP/Rezoning	\$1,200	\$2,000
Development Permit	\$350	\$1,000
Development Permit with Servicing Variances	\$350 No Additional Fee for Variances	\$1,200* Applicable for Servicing Variances
Development Variance Permit	\$600	\$1,000
Temporary Use Permit (TUP)	1) \$600	1) \$1,200
TUP Renewal	2) \$600	2) \$900*
Subdivision	1) Application Fee: \$200 + \$50 lot created	1) Application Fees Minor (< 3 additional lots) \$500

	2) Final Approval Fees: \$50 + Engineering Inspection Fee: \$500 + \$200 / new lot created	Standard (>2 additional lots) \$1,000 2) Final Approval Fees: \$500 + Engineering Inspection Fee: \$300 / new lot created
PLR Extension*	3) No Fee	3) \$200*
Building Strata Subdivision	1) Building Conversion \$200 2) Phased Multi-Family: No Fee	1) Building Conversion \$200 2) Phased Multi-Family \$500
ALR Application** (City Processing Surcharge) ALR Exclusion Application (initiated by landowner with CSA as applicant)**	1) \$1,500 (\$1,200 to ALC & \$300 retained by CSA)	1) \$600* (+ \$300) Total Retained by CSA = \$900 2) \$1,000 / lot***
Radio/Cellular Communication Referral**	Currently No Application or Fee Exists	1) Basic (Exempt) Consultation Report: \$500* 2) Non-Exempt Consultation Report: \$1,000*

* New application fee and GL Code Required

** New Application Form Required

*** Pursuant to Bill 17 - ALC Amendment Act 2019 - Re: ALR Exclusion Applications by Local Govt.
Only - New application Form and GL Code Required

BACKGROUND

Fees for applications involving official community plan (OCP) and zoning bylaw amendments, development permits, variances, temporary use permits, subdivisions, etc. ("planning applications") have remained mostly unchanged since 1998. Over that time the fees have become significantly lower than other small to mid-sized communities and compared to other nearby jurisdictions.

Ultimately a financial related bylaw, a review of planning application fees was not identified in the City's Corporate Strategic Plan (2013) as a priority project, nor has a review been formally directed by City Council. Near the end of 2014 the undersigned initiated a review, however, the project has been repeatedly sidelined due to increasing current planning work load along with various long-term planning work assigned by Council.

Like taxes, user fees and DCCs, raising application fees is not popular undertaking by a local government. There are various political reasons to keep any type of fee stagnant. One of the main ones, it could be argued, is the positive acknowledgment that comes with having the lowest fees from a number of organizations (often publicized in a report card format). What is often missing in this type of discussion is the fee for service model is meant to offset higher general taxation to pay for services. Technical rationale aside, the balance to be struck with municipal fees is a political decision.

Staff time, operational supply and demands, inflation, legislative requirements, the ratio of subsidy to cost recovery, fee comparisons with other local governments, reasonableness and ability to pay, are some of the key considerations in a fee for service review. Staff time is alluded to throughout this report. A general understanding of the work involved within a department is also important. For simplicity, the planning function of the City's Development Services Department follows two streams:

- 1) "Current planning", which is the processing of planning applications; and
- 2) "Long term planning" which entails official community plan (OCP) review, neighbourhood planning, bylaw reviews, special projects, committee work and policy development.

The majority of staff time over the past 3 years has been allocated to current planning with approximately 100 applications per year with 2/3 of those having had to go to Council for review/approval and 1/3 being subdivision applications, which are not reviewed by Council.

Application revenue accounts for a small percentage of the staff time cost attributed to current planning and is not attributable to long term planning work. The work involved in current planning is highly subsidized; in recent years, accounting for approximately 10% of the department's operating budget. Comparatively, the City's building permit fee structure finances a much higher proportion of the operating costs attributable to building inspection staff. There is typically 4 times the number of building permit applications per year compared to current planning applications.

Building permit fees were substantially increased in 2006. The fees for building permits today average \$7.50 per \$1,000 in construction value, meaning a standard new home with a construction value of \$300,000 would yield \$2,250 in fee revenue, or in the case of a new \$10 million hotel development, \$66,500 in revenue. Revenue for the planning applications involved for the same hotel netted \$1,150 for the Development Permit and Rezoning. Combined staff time involved for the building permit application is comparative to that for the related planning applications. The discrepancy between revenues is notable and varies annually, considering 2017 and 2018 as examples:

2017 Building Permit Revenue	\$524,888	No. of Applications	434
Average Application Fee = <u>\$1,200</u>			
2017 Planning Application Revenue	\$ 82,934	No. of Applications	105
Average Application Fee = <u>\$790</u>			
2018 Building Permit Revenue	\$544,900	No. of Applications	374
Average Application Fee = <u>\$1,450</u>			
2018 Planning Application Revenue	\$ 74,665	No. of Applications	93
Average Application Fee = <u>\$800</u>			

Planning application fees charged in the City are notably less than those charged in other municipalities in the region. Table 2 on the following page compares 2018 DSD fees to other jurisdictions in the southern interior area. Kelowna charges the highest fees in the southern interior while Salmon Arm has some of the lowest.

Table 2 – Local Government Comparisons (2018)

Application Type	Salmon Arm Pop. 19,000	Revelstoke Pop. 7,300	Lake Country Pop. 14,200	Vernon Pop. 41,700	Kelowna* Pop. 125,700	CSRD *** Pop. 20,200
OCP Bylaw Amendment	\$800	\$2,000*	\$1,930	\$1,700	\$1,855 - \$3,445	\$1,500
Zoning Bylaw Amendment	\$500 - \$800	\$2,000*	\$1,580	\$1,400	\$920 - \$3,445	\$1,500
Combined OCP / Rezoning	\$1,200	\$2,500*	\$2,500	No Combo Fee	No Combo Fee	\$2,500
Development Permit (to Council)	\$350	\$800	\$1,360	\$1,100	\$1,715 or \$945 (not to Council)	Range from \$350 (not to Council) - \$1,450
Development Permit with Variances	\$350	DVPs processed separately	\$1,600 + \$100 / additional variance	DVPs processed separately	DVPs processed separately	NA
Development Variance Permit	\$600	\$600	\$800 + \$100 / additional variance	\$1,100	\$1,510+\$105 / additional variance	\$800 - \$1,450
Temporary Use Permit	\$600	\$2,000	\$1,100	\$1,400	\$1,795	\$1,000
Conventional Subdivision	\$200 + \$50 / lot created + \$50 Final Approval Fee + \$500 or \$200 / lot for Engineering Dept. Inspection Fees**	\$200 + \$100 / lot created or \$500 + \$100 / lot created + \$50 Final Approval Fee	\$1,150 + \$100 / lot created + \$500 + \$100 / lot created for Final Approval Fee	\$330 + \$330 / lot created or \$2,885 + if number of lots > 11	\$2,080+\$105 / lot created + \$155 Final Approval Fee	\$300 + \$50 / lot created
PLA Extension	No Fee	?	\$200	No Fee	\$260	NA
Building Strata Conversion	\$200	\$1,000 - \$2,600	\$950 + \$100 / unit	\$500	\$1,040 + \$105 / unit	NA
ALC/ALR Application	\$1,500 (\$300 retained by CSA)	?	\$2,400 (\$1,200 retained by LC)	?	\$1,500 (\$300 retained by CK)	?

- * Kelowna's fee schedule bylaw was adopted on an escalating annual scale - figures shown are for 2019. In addition, Kelowna charges \$510 minimum for advertising costs as an administration fee.
- ** CSA Eng. Dept. Inspection Fees = Min. \$500 + \$200 / lot for each additional lot beyond 2 lots.
- *** CSRD's Development Permits are not Form & Character related; MoTI is the subdivision approving authority in regional districts.

ANALYSIS

In addition to the above local government comparisons, the analysis in this report considers the various roles of City staff / departments involved in each type of planning application, an account of the process involved, average staff time costs, CPI inflation, and other not so technical considerations, such as "reasonableness" with respect to planning application fees.

City Staff

There can be anywhere from 4 - 8 different staff members involved in a single planning application from various departments. Each of the following personnel assumes a role at varying degrees depending on the type and complexity of an application.

Planning Clerk & Administration Staff

The Planning Clerk coordinates all files, prepares referral forms for internal and outside agencies, writes the content of bylaws and public notices for administration staff, creates various Permits for filing and registration on titles, generates mail out lists, and interacts with applicants and related public enquiries (first point of contact). Administration staff prepares the formal bylaws, stator notifications and assembles the planning reports for the Development and Planning Services Committee and Council agendas.

Planners

Three City Planners are the primary personnel assigned to a planning application. The Planners interact with the applicant early on in the process through face to face meetings and with on-going communication throughout the process. Preparing staff reports and background materials is the most time consuming activity. For certain files, Planners and Engineering staff have been known to spend up to 10 hours meeting with developers, applicants and land owners over the course of a single application. As mentioned, current planning has dominated the Development Services time budget.

Engineering Assistant & City Engineer & Public Works

The City's two Engineering Assistants offer a critical role in the entire review process and generate detailed reports for most planning applications in the context of the Subdivision and Development Servicing Bylaw and Best Engineering Practices. The City Engineer adds a higher level review to these reports and offers recommendations. The reports typically consist of multi-page memorandums outlining the servicing requirements, mostly for Subdivision, Development Permit, and Rezoning applications. (Council reviews the latter two reports when they make it to a public agenda).

Engineering staff allocate considerable time working with owner/developers on Building Permit and Subdivision files, administering servicing agreements, collecting fees and bonds, reviewing / approving engineered drawings and submissions, and advising the Director of Development Services/Approving Officer with prudent recommendations.

It should be noted that approximately 24% (or \$160,000 in 2019) of the Development Services Department's annual operating budget is itemized and earmarked for Engineering Staff's wages / benefits. For subdivision applications, a substantial component of that fee's structure is collected on a per lot calculation for Engineering Inspections at the final approval stage

Fire & Building Officials

The Fire Chief and Manager of Permits & Licensing respond to application referrals usually with simple comments related to BC Building and Fire Code considerations.

Director of Development Services/Approving Officer

The Director / AO is involved all applications and periodically provides reports to Council for complicated applications that need to be fast tracked. Completed staff reports to Council and formal subdivision letters (Preliminary Layout Review) furnished by the Planners are reviewed and approved by this position. Reports are presented at Committee and Council meetings by the Director.

Staff Time Analysis

The amount of specific time involved by all of the above varies widely depending on the type of application. Based on the salaries of those staff members involved, a combined average of \$55 / hour is used in the application cost analysis.

Core Application Process/Cost Analysis*Zoning & Official Community Plan (OCP) Amendment Applications*

The fee for a rezoning application in Salmon Arm is typically \$800, of which approximately \$500 is needed for statutory public notification (i.e. two consecutive ads in the local newspaper). The remaining \$400 does not cover the staff time involved in an application. Rezoning applications for secondary suites (R-8) or text amendments have a fee of \$500 and these applications also require statutory notification. Processing R-8 applications, the most common and frequent, has become streamlined and routine over recent years with relatively quick and predictable timelines.

The OCP amendment application fee on its own is presently \$800 while a combined OCP / Rezoning application is \$1,200. OCP applications are, procedurally, longer drawn out and involve more planning and administration time compared to than rezoning applications because of statutory requirements for consultation prior to second reading.

Process: Create file / application referral and consultation
 Technical staff meeting
 Meetings with applicant (including pre-application meeting)
 Mapping and background preparation
 Staff reports prepared (Planning and Engineering)
 Bylaw preparation
 Planning Committee meeting
 Statutory notification (newspaper and mail out)
 2 - 4 Council meetings, including Statutory Public Hearing
 Consultation requirements prior to Second Reading of Bylaw (for OCP Bylaws)

Timeline: 2 - 6 Months (timeline can be longer if for example Provincial agencies need to approve bylaws)

Key Departments (Staff): Development Services, Engineering, Administration

Average Combined Staff Time: 10 - 24 Hours

Average Cost of Staff Time: \$935

Public Notification Cost: >\$500

Development Permit (DP) Applications

The fee for a DP application is currently \$350. Since that fee was set in the late 1990s, applications have become more complex with higher expectations for submissions in relation to DP design guidelines, the areas of DP have expanded to include Highway Commercial and Industrial lands, and the Design Review Panel's mandate to review all DPs. All of this has increased the review timeline and administrative work involved. For the same fee, one may also apply for variances to City bylaws with a DP application; in other words, a DVP application, which on its own has a fee of \$600, has frequently been wrapped in the DP application for only \$350.

Variance requests, in particular those involving the waiving or reduction in servicing requirements, involve additional time and analysis by staff. The additional fee recommended in Table 1 for a DP requesting servicing variance(s) is deemed by staff to be reasonable.

Process:	Create file / application referral Technical staff meeting Meetings with applicant (including pre-application meeting) Mapping and background preparation Design Review Panel meeting Staff report prepared (Planning and Engineering) Statutory notification (mail out only) Planning Committee meeting Council meeting/Hearing If approved, Notice of Permit registered on Title
Timeline:	2 - 3 Months
Key Departments (Staff):	Development Services, Engineering, Fire, Administration
Average Combined Staff Time:	12 - 16 Hours
Average Cost of Staff Time :	\$770
Public Notification Cost:	< \$100

Development Variance Permit (DVP) Applications

The fee for a DVP application is currently \$600. The process is similar to a DP except for there is no external review of applications by a committee or panel. At its simplest, these applications can involve a building height and/or setback variances. At the other extreme, one can apply to vary, waive or reduce tens of thousands of dollars in off-site servicing requirements, and these applications usually involve complicated cost analysis that sometimes fall on to staff to prepare. With the low application fee it makes simple business sense to apply to have as many servicing requirements waived as possible. There is no limit on the number of variances that can be applied for with a single application.

Process:	Create file / application referral Technical staff meeting Meetings with applicant (including pre-application meeting) Mapping and background preparation Staff reports prepared (Planning and Engineering) Statutory notification (mail out only) Planning Committee meeting Council meeting / Hearing If approved, Notice of Permit registered on Title
Timeline:	2 - 3 months

Key Departments (Staff): Development Services, Engineering, Fire, Administration
 Range of Combined Staff Time: 10 - 18 hours

Average Cost of Staff Time: \$770

Public Notification Cost: < \$100

Temporary Use Permit (TUP) Applications

The fee for a TUP application is currently \$600. The process is somewhat similar to a VP and DP application in terms of council's involvement and number of meetings. The main differences are with a TUP, there is typically a customization of land uses, and terms / conditions involved for site-specific circumstances, which is a time consuming component. There is also a statutory requirement to advertize public notification in one edition of the newspaper, which raises that portion of the costs to over \$300. When a TUP expires, in most cases after a 3 year maximum limit, some applicants apply for a renewal which essentially results in a new application process. In these instances if the land use is proposed to stay the same and terms and conditions do not change there is less staff time involved.

Process: Create file / application referral
 Technical staff meeting
 Meetings with applicant (including pre-application meeting)
 Staff reports prepared (Planning and Engineering)
 Statutory Notification (Newspaper and Mail out)
 Planning Committee meeting
 Council meeting (1), including Statutory Public Hearing
 If approved, Notice of Permit on Title

Timeline: 2 - 4 Months

Key Departments (Staff): Development Services, Engineering, Building/Fire, Administration

Range of Combined Staff Time: 8 - 18 Hours

Average Cost of Staff Time: \$700

Public Notification Cost: Typically <\$300

Subdivision Applications

Subdivision applications can be relatively simple to very technically complex. The process is independent from Council's review/approval and sometimes more than five different Provincial enactments need to be considered along with the same number of municipal bylaws. Ironically, the applications proposing fewer than 3 additional lots (i.e. those that qualify for the Infill Exemption) can be the most complicated for inexperienced applicants to navigate through to the end.

The infill applications require the highest amount of staff time relative to the number of lots created. There are a number of reasons for that. There are also various stages of the process including pre-application meetings and feasibility analysis (usually conducted by City staff) to determine if there is a reasonable possibility for preliminary layout approval. Staff time for pre-meetings is not accounted for in the existing or proposed fee, although it is noted that an increasing number of municipalities are charging a fee for pre-meetings.

The first stage of the subdivision process involves drafting a letter of "Preliminary Layout Review" (PLR). The benefit of the owner/applicant having their PLR is fairly significant in that they can legally market the lot as being "subdividable" and possibly add some value to the land prior to creating new parcels.

After the PLR is issued, approximately 1/2 of subdivision applications make their way to the final approval stage. It is at that stage where engineering/construction drawings, geotechnical and other reports are submitted reviewed; legal survey plans and documents are submitted; final fees and development cost charges are paid; and the AO signs the plans if all terms and conditions are completed. This stage can involve significant outlays of monies by applicants and dedicated time by staff must be available to administer the process. Each component of the subdivision application fee structure noted in Table 1 should be raised to more accurately reflect the staff time involved on each. There is also a \$200 fee recommended for a PLR extension.

Process: Create file / referral
 Technical staff meeting / detailed examination and analysis
 Meetings with applicant and stakeholders
 PLR prepared (Planning and Engineering)
 Review of final approval
 Plan and legal documentation review
 Engineering inspections
 Collections of DCCs and fees
 Final approval
 Administrative follow-up / closing file

Timeline: Minimum 2 months for PLR to be issued

Key Departments (Staff): Approving Officer, Development Services, Engineering, Building/Fire

Range of Combined Staff Time: 12 - 35 Hours

Average Cost of Staff Time: \$1,300

Agricultural Land Commission (ALC)

Most ALR applications are referred to the City from the Provincial ALC. They include: Subdivision in the ALR, Non-Farm Use and Non-Adhering Residential Use applications. These applications are filed electronically to the ALC and the process is designed such that the local government serves as the fee collection agent. City Planners are often asked to provide advice and opinions to potential applicants on the likelihood of success of an application in relation to OCP policies and zoning. This pre-screening of ALR applications has become more complicated and uncertain with on-going changes to ALC Regs., which can be interpreted differently by ALC staff.

Approximately four years ago, ALR application fees were raised by the Province from \$600 to \$1,500. With the latest fee arrangement, the local government is allowed to retain \$300 and then forwards the remaining \$1,200 to the ALC if the council or regional board approves the application to be forwarded to the Commission where a decision is made. If the local government denies forwarding the application to the ALC, the applicant receives a \$1,200 refund. Planning and Finance staff administers the collection and distribution of fees.

Administration of the City's Agricultural Advisory Committee is another example of an ALR application task that is simply not covered by the \$300 local government portion of the fee. Some municipalities such as Lake Country and Kelowna (see Table 2) charge additionally to the \$300 to better reflect the work involved by local government staff in an ALR application.

Process: Create File / Application referral
 Mapping and background preparation
 Technical staff meeting
 Meetings with applicant and stakeholders
 AAC Meeting
 Minutes and staff reports prepared (Planning)

Planning Committee meeting
Council meeting (1)
Follow-Up to ALC

Timeline: 2 - 3 months

Key Departments (Staff): Development Services, Administration, Finance

Average Combined Staff Time: 12 - 20 hours

Average Cost of Staff Time: \$880

ALR Exclusion

New ALC regulations pursuant to Bill 17 suggest that land owners will no longer have an ability to apply to exclude land from the ALR. Local governments will have the ability to make such applications. The details of the new regulation or how local governments will be involved are unknown (the regulation in questions has not received Royal Assent). If the new regulation come into force, the City should have an application fee in place should landowners petition the City to apply to the ALC on their behalf. The recommended fee of \$1,000 per lot would be consistent with the staff time involved in recent ALR exclusion applications.

Other Applications

Lastly is a description of two other types of applications, one of which has an established form, fee and process, while the other is absent of an application and fee.

Cannabis Retail Store (CRS)

CRS applications were established in the City in late 2018 and have a \$1,000 non-refundable fee. Similar to an ALR application, a CRS application starts by a referral from the Province's Liquor Cannabis Regulation Branch (the LCRB fee for the same retail store application is approximately \$9,000). The CRS fee was implemented in 2018 and it fairly represents the City staff time involved in an application (approximately \$500 - \$700) with the remainder intended to cover a single advertisement in the newspaper and a mail out.

Communication Antenna System Location

In 2014 the City adopted *Policy No. 3.18 - Communication Antenna System Location & Consultation*, which placed the City in a more paramount role and placed an additional demand on staff in dealing with cellular antenna proposals and process. No fee for service or related application has accompanied the policy. These types of antenna structures and equipment fall under Federal jurisdiction, however the legislation bolstered by the City's Policy No. 3.18 brings City staff and Council into the decision making process to some degree.

Essentially, planning staff is tasked to prepare a report to Council with a recommendation for concurrence or non-concurrence based on the federal notification requirements and City policy. The involvement by a Planner and the Director of Development Services, in terms of staff time, can be in the range of 10 - 15 hours, combined. The recommended application fees of \$500 (exempt from consultation) or \$1,000 (not exempt from consultation) in Table 1 for a Consultation Report to Council are consistent with the staff time involved for each scenario.

OTHER CONSIDERATIONS

Legislation

Section 194 of the *Community Charter* provides authority to Council to impose fees for services, including applications. The Charter along with best accounting practices requires the rationale for fee levels to be justifiable and transparent. Being a Charter bylaw, the procedure for adoption involves three readings by Council potentially at a single meeting and fourth reading/adoption at a subsequent meeting with no requirement for a statutory public hearing. This process is followed for most fee for service bylaw adjustments and annual fee increases (e.g. water, sewer, cemetery).

Bylaw Review Process

Although a public hearing is not required, staff will make this report known on the City's website and social media, send the report to SCIP and the EDS, and notify the public via newspaper advertisement of a date when a Hearing will be held followed by consideration of third reading.

Consumer Price Index

According to the Bank of Canada, the CPI increase over the past 20 years amounts to 46% (<https://www.bankofcanada.ca/rates/related/inflation-calculator>). If each planning application fee was to increase by 50% then the rates in Salmon Arm would be more in line with nearby communities.

Full Cost Recovery

Some of the larger municipalities in the province (Vancouver, Burnaby, Surrey, Coquitlam for example) seek high fee for service cost recoveries for current planning work; some charging in the range of \$10,000 to > \$20,000 for a single rezoning application depending on the scale of the development. The high application fees in those places are somewhat proportionate to the larger scale development projects in the Lower Mainland and the number of municipal staff professionals involved, but there is also more of an acceptance to a 'user pay' philosophy by those councils. The average citizen who wants to rezone a property is caught up in that high fee territory; while for the large developer it is another cost of doing business that is absorbed or passed on to the final consumer.

A full cost recovery fee level would simply not be acceptable in Salmon Arm, but it is interesting how population size, development pace and project scale can influence fee levels. Without the same intensity of development demand and staffing involved in smaller jurisdictions, local governments may be more in tune with a citizen's ability to pay along with a greater recognition that applications facilitating growth and development have positive spin-offs on the local tax base. In other words, there is a case to be made for the subsidization of current planning service.

CONCLUSION

This report has analyzed key components of the Development Services Department's application fees in comparison to other communities, rising inflation, staff time costs, and the professional services provided for each application. Although the increases are large based on a percentage calculation, staff believes the new fees are fair, reasonable and consistent with other similar sized communities.


 Kevin Pearson, MCIP, RPP
 Director of Development Services

cc Chief Financial Officer

CITY OF SALMON ARM

BYLAW NO. 4343

A bylaw to amend "District of Salmon Arm Fee for Service Bylaw No. 2498"

WHEREAS, it is deemed desirable and expedient to alter the fees imposed by "District of Salmon Arm Fee for Service Bylaw No. 2498";

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

1. Section 5, Subdivision Application Fee, forming part of Schedule "A", be deleted in its entirety and replaced with Section 5, Subdivision Application Fee attached to and forming part of this bylaw as Appendix A.

Sections 1 - 18, Development Services, forming part of Schedule "B", be deleted in its entirety and replaced with Sections 1 - 23, Development Services attached to and forming part of this bylaw as Appendix B.

2. SEVERABILITY

If any portion of this Bylaw is held invalid by a Court of competent jurisdiction, then that invalid portion shall be severed and the remainder of this Bylaw shall be deemed to have been adopted without the severed portion.

3. ENACTMENTS

Any enactments 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 upon adoption of the Bylaw.

5. CITATION

This Bylaw may be cited as the "City of Salmon Arm Fee for Service Amendment Bylaw No. 4343".

READ A FIRST TIME THIS DAY OF 2019

READ A SECOND TIME THIS DAY OF 2019

READ A THIRD TIME THIS DAY OF 2019

ADOPTED BY THE COUNCIL DAY OF 2019

MAYOR

CORPORATE OFFICER

BYLAW NO. 2498

APPENDIX A

SCHEDULE "A"
STATUTORY FEE SCHEDULE

5.	Subdivision Application Fee (in accordance with the Subdivision and Development Servicing Bylaw) Where the Minister has not prescribed a fee as provided under Section 988(3) of the Local Government Act, the fee shall be as follows:	
	TYPE "A" Subdivision Application <input type="checkbox"/> Subdivision where less than 3 new lots would be created. <input type="checkbox"/> Boundary Adjustments. <input type="checkbox"/> Road Dedication/Exchange. <input type="checkbox"/> Lot Consolidation.	\$500.00
	TYPE "B" Subdivision Application <input type="checkbox"/> Subdivision where 3 or more new lots would be created.	\$1,000.00
	Preliminary Layout Review Extension	\$200.00
	Building Strata Subdivision <input type="checkbox"/> Building Conversion <input type="checkbox"/> Phased Multi-Family, Commercial, Industrial	\$200.00 \$500.00

APPENDIX B

SCHEDULE "B"

APPENDIX 2

BYLAW NO. 2498

DEVELOPMENT SERVICES

1.	Final Subdivision Approval Fee					\$500.00
2.	Board of Variance Application					\$100.00
3.	Reports					
	• Business Licence Print-outs (complete)					\$50.00 & GST
4.	Photocopying					
	• Plot Plans					\$1.00 & GST
	• Other Miscellaneous (per standard page)					\$0.25 & GST
	• Oversize page (11" x 17"), per page					\$1.00 plus GST
5.	Maps					
		SCALE IN METRES	PRICE	PST	GST	TOTAL
	Section Maps - each	1:2500	\$6.00	\$0.45	\$0.42	\$6.87
	Section Maps - set	1:2500	\$210.00	\$15.75	\$14.70	\$240.45
	District Composite Maps (1"=5000')	1:1800	\$12.00	\$0.90	\$0.84	\$13.74
	Downtown Map - showing buildings with addresses	1:100	\$13.00	\$0.98	\$0.91	\$14.89
	Zoning Maps (11" x 17")	1:4000	\$1.00	\$0.08	\$0.07	\$1.15
	OCP Wall Maps	1:18000	\$9.00	\$0.68	\$0.63	\$10.31
	OCP Wall Map - Coloured		\$25.00	\$1.88	\$1.75	\$28.63
	Topographical Maps - each	1:2500	\$6.00	\$0.45	\$0.42	\$6.87
	• with overlay	1:2500	\$7.00	\$0.53	\$0.49	\$8.02
	Large Street Map - Tourist		\$9.00	\$0.68	\$0.63	\$10.31
	Utilities	1:2500	\$7.00	\$0.53	\$0.49	\$8.02
	Reduced Scale - each	1:5000	\$3.00	\$0.23	\$0.21	\$3.44
	• set		\$57.00	\$4.28	\$3.99	\$65.27
	DSA Owned Land	1:18000	\$9.00	\$0.68	\$0.63	\$10.31
	Major Street Plan	1:18000	\$9.00	\$0.68	\$0.63	\$10.31
	Consolidated Development Permit Areas	1:18000	\$9.00	\$0.63	\$0.63	\$10.31
	Flood Plain	1:18000	\$9.00	\$0.68	\$0.63	\$10.31
	Agricultural Land Reserve	1:18000	\$9.00	\$0.68	\$0.63	\$10.31
	Industrial Park	1:2500	N/C			
	Small Tourist Map	1:2500	N/C			
	Dedicated and Private Parks	1:18000	\$20.00	\$1.50	\$1.40	\$22.90
	Map Updating Service (annual fee)		\$42.00	\$3.15	\$2.94	\$48.09
	Copies of Engineering Drawings - per blue- print size page		\$5.00	\$0.38	\$0.35	\$5.73
	Subdivision Names Map		\$9.00	\$0.68	\$0.63	\$10.31
	Digital Data (per Mega Byte, not including medium)		\$50.00	\$3.75	\$3.50	\$57.25

SCHEDULE "B"
APPENDIX 2

BYLAW NO. 2498

DEVELOPMENT SERVICES

6.	Subdivision (Engineering) Inspection Fees	
	• Per lot	(plus GST) \$300.00
	GIS	
	GIS Custom Charge Out Rate (per hour)	\$100.00
7.	Final Subdivision Approval Fee	\$500.00
8.	Development Permit Application	\$1,000.00
9.	Development Variance Permit Application	\$1,000.00
	• 50% reduction for applications for variance under the Sign Bylaw	
10.	Development Variance Permit Application With Servicing Variances	\$1,200.00
11.	Zoning Amendment Application	\$800.00
	<input type="checkbox"/> Zoning Amendment Application R-1 "Single Family Residential Zone" to R-8 "Single Family//Secondary Suite Zone", where the parcel size is less than 0.4 ha (0.99), and Text Amendments	\$800.00
	<input type="checkbox"/> Regular	\$1,200.00
12.	Official Community Plan Amendment Application	\$1,500.00
13.	OCP/ Zoning Amendment Combined Application	\$2,000.00
14.	Agricultural Land Reserve Application (City Processing Surcharge)	\$600.00 (+\$300.00) Total retained by City = \$900.00
15.	Agricultural Land Reserve Exclusion Application (initiated by landowner with City as applicant)	\$1,000.00 per lot
16.	Radio/Cellular Communication Referral	
	<input type="checkbox"/> Basic Exempt Consultation Report	\$500.00
	<input type="checkbox"/> Non-Exempt Consultation Report	\$1,000.00
17.	Tree Cutting and Removal Permit Application	\$25.00
18.	Contaminated Sites Legislation - Site Profiles	\$100.00
19.	Campground Development Fee	
	<input type="checkbox"/> First 25 camping spaces	\$25.00
	<input type="checkbox"/> each additional camping space	\$2.00
20.	Sidewalk Vendor Sites (DIA Levy) each site licensed under Schedule "A" of the Sidewalk Vendor Bylaw as amended from time to time (per annum)	\$75.00
21.	Temporary Use Permit Application	\$1,200.00
	Temporary Use Permit Renewal	\$900.00
22.	Latecomer Agreement Processing Fee (Bylaw No. 3653)	
	Flat Rate Fee; plus	\$500.00
	Flat Rate Fee Per Parcel	\$100.00
23.	Park Vending Sites (DIA Levy) (Bylaw No. 3720)	\$75.00

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Item 10.1

CITY OF SALMON ARM

Date: July 8, 2019

Moved: Councillor

Seconded: Councillor

THAT: the bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4306 be read a final time.

[ZON-1136; Lawson Engineering & Development Services Ltd./Lawson, B./Hillcrest Mews Inc.; 2520 10 Avenue SE; R-1 to CD-19]

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: January 28, 2019

Subject: Zoning Bylaw Amendment Application No. 1136

Legal: Parcel A (DD20184F) of the North ½ of the North East ¼ of Section 12, Township 20, Range 10, W6M, KDYD, Except Plans 5250, 8442 and 12764

Civic: 2520 – 10 Avenue SE

Owner: Hillcrest Mews Inc.

Applicant: Lawson Engineering & Development Services Ltd. / B. Lawson

MOTION FOR CONSIDERATION

THAT: A bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Parcel A (DD20184F) of the North ½ of the North East ¼ of Section 12, Township 20, Range 10, W6M, KDYD, Except Plans 5250, 8442 and 12764 from R-1 (Single Family Residential Zone) to CD-19;

AND THAT: Final reading of the rezoning bylaw be withheld pending receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscaper's estimate for completion of the fencing and landscaping proposed for buffering.

STAFF RECOMMENDATION

THAT: The motion for consideration be adopted.

BACKGROUND

The applicant has submitted a detailed and comprehensive report including site plans to provide their clear intent and approach toward their proposal (Appendix 1). The proposal is to rezone the parcel from R-1 (Single Family Residential Zone) to CD-19, to facilitate a 20-22 lot, bare land strata development.

The approximately 2.53 acre (1.02 hectare) subject parcel is located at 2520 - 10 Avenue SE, west of the "five corners" intersection and east of Hillcrest School (Appendix 2 and 3).

The subject parcel is designated Low Density Residential in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendix 4 and 5). This area is largely comprised of R-1, R-8 and A-2 zoned parcels containing single family dwellings (with and without secondary suites), with an R-6 mobile home park development to the south-east. The parcel is currently vacant (until recently it contained a single-family home which has been demolished), with the south end being heavily treed. Site photos are attached as Appendix 6.

The Zoning Map attached shows the mix of zones in the immediate area. Land uses adjacent to the subject parcel include the following:

North: Road (10 Ave SE) with Single-Family Residential (R-1) parcels beyond,
South: Mobile Home Park (R-6) parcel,
East: Rural Holding Zone (A-2) parcels, and
West: Single-Family Residential (R-1)

Despite the larger 2.53 acre size of the subject parcel, the configuration, in particular the relatively narrow width of the parcel relative to parcel size and roadway requirements, limits the subdivision potential under R-1 zoning. Thus, the CD Zone has been proposed aligned with the OCP's Low Density Residential designation to support a strata development of smaller parcels served by an access route. The proposed CD zone is outlined below:

SECTION 57 - CD-19 - COMPREHENSIVE DEVELOPMENT ZONE - 19

Purpose

- 57.1 The purpose of the CD-19 Zone is to provide for low density, small lot strata development consisting of *single-family dwelling* and *duplex* use on a relatively narrow parent *parcel*.

Regulations

- 57.2 On a *parcel* zoned CD-19, no *building* or *structure* shall be constructed located or altered and no plan of subdivision approved which contravenes the regulations set out in the CD-19 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

- 57.3 The following uses and no others are permitted in the CD-19 Zone:

- .1 *single family dwelling;*
- .2 *duplex;*
- .3 *accessory use, including home occupation;*
- .4 *public use; and*
- .5 *public utility.*

Maximum Height of Principal Building

- 57.4 The maximum *height* of *principal building* shall be 10.0 metres (32.8 feet).

Maximum Height of Accessory Building

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

Maximum Parcel Coverage

- 57.6 The total maximum *parcel coverage* for *principal* and *accessory buildings* shall be 50% of the *parcel area*, of which 10% shall be the maximum *parcel coverage* for *accessory buildings*.

Minimum Parcel Area

- 57.7 .1 The minimum *parcel area* for a *single family dwelling* shall be 325.0 square metres (3,498 square feet).
- .2 The minimum *parcel area* for a *duplex* shall be 650.0 square metres (6,996 square feet)

Minimum Parcel Width

- 57.8 .1 The minimum *parcel width* for a *parcel* line common to a *highway* shall be 50.0 metres (164 feet).
- .2 The minimum *parcel width* for a bare land *strata lot* intended for a *single family dwelling* fronting an *access route* shall be 10.0 meters (32.8 feet).
- .3 The minimum *parcel width* for a bare land *strata lot* intended for a *duplex* shall be 20.0 meters (65.6 feet).

Minimum Setback of Principal Building

57.9 The minimum *setback* of the *principal building* from the:

- | | | |
|----|---|-----------------------|
| .1 | <i>Front parcel line</i> | |
| | - adjacent to a <i>highway</i> shall be | 3.0 metres (9.8 feet) |
| | - adjacent to an <i>access route</i> shall be | 2.0 metres (6.6 feet) |
| .2 | <i>Rear parcel line</i> shall be | 3.0 metres (9.8 feet) |
| .3 | <i>Interior side parcel line</i> | |
| | - adjacent to a <i>parcel zoned</i> | |
| | CD-19 shall be | 1.2 metres (3.9 feet) |
| | - all other cases shall be | 1.8 metres (5.9 feet) |
| | - not applicable to <i>dwelling units</i> within the same <i>duplex</i> | |
| .4 | <i>Exterior side parcel line</i> | |
| | - adjacent to a <i>highway</i> shall be | 3.0 metres (9.8 feet) |
| | - adjacent to an <i>access route</i> shall be | 2.0 metres (6.6 feet) |

Minimum Setback of Accessory Buildings

57.10 The minimum *setback* of an *accessory building* 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) |

Maximum Density

57.11 The maximum *density* shall be no greater than 22 *dwelling units* per hectare.

Parking

57.12 Parking shall be required as per Appendix I.

Screening & Landscaping

57.13 Parcel lines of the strata development adjacent to residential zoned parcels shall be screened with a combination of fencing and/or landscaping as per Appendix III.

OCP POLICY

The subject parcel is designated Low Density Residential in the OCP, located within the outer edge of the urban containment boundary, and is within Residential Development Area A, the highest priority area for development. The proposed CD zone has been drafted to align with the Low Density land use designation and the City's related policies to generally support a compact community.

The proposal reasonably aligns with OCP Policy 4.4.3, which encourages all growth to be sensitively integrated with neighbouring land uses. Furthermore, the proposed zoning aligns with the Urban Residential Objectives of Section 8.2 and Urban Residential Policies listed in Section 8.3, including providing a variety of housing types and providing housing options. OCP Policy 8.3.13 permits a maximum density of 22 units per hectare on Low Density Residential land, while OCP Policy 8.3.14 supports Duplexes on Low Density designated lands. In terms of siting, the proposal appears to match several OCP Siting Policies under Section 8.3.19, including good access to recreation, community services, and utility servicing.

In terms of managing growth, the long-term consequence of developing Low Density designated lands at a higher density would be increased pressure on municipal services including increased traffic and subsequent congestion, related wear on existing infrastructure, and long-term increases in maintenance.

If this parcel was in closer proximity to other MDR lands, staff may be able to consider such a comprehensive proposal at a higher density to be a reasonable expansion aligned with neighbouring lands envisioned for similar densities and associated services, however in this location, the lot is disconnected from similar forms of multi-family development, transit and commercial services.

OCP Map 11.2 designates a proposed greenway at the south-west corner of the subject property which would tie into a developing network extending from adjacent developments to the west between Hillcrest School and the 5-corners intersection (Appendix 7). As this proposed greenway network crosses BC Hydro land and right-of-ways, the attached map has been reviewed by BC Hydro staff who have noted the proposed greenways as a "compatible use". The attached report indicates a willingness on the part of the developers to provide trail dedication along the south property boundary. The requirement of land dedication and trail construction has been included as a condition of subdivision.

COMMENTS

Engineering Department

While not conditions of rezoning, full municipal services are required, including service upgrades and improvements to 10 Avenue SE.

The attached comments have been provided to the applicant (Appendix 8).

Building Department

Some portions of the property are affected by steep slopes. Geotechnical review recommended.

Fire Department

No concerns.

Planning Department

Keeping in mind the Low Density Residential OCP designation, the subject parcels are located in an area well-suited for low density residential development, removed from the commercial areas of the City but within walking distance to the community facilities in the area.

The maximum residential density permitted under the Low Density land use designation is 22 dwelling units per hectare of land. As the subject property is just over 1 hectare in area, the maximum permitted density would be 22 dwelling units assuming some form of strata development and the present gross areas of the subject parcel.

The relatively long and narrow shape of the parcel presents some challenges for subdivision and development as detailed in the applicant's project outline. While the resulting configuration of the subject parcel is reasonable, the proposed strata lots presents some contrast with adjacent development, specifically with smaller parcel sizes, setbacks, and some duplex style buildings. However, staff note that duplex style buildings proposed are supported under the Low Density designation, while the setbacks proposed exceed what could apply under R-1 zoning.

A narrow site presents some challenges relative to visitor parking, snow clearance, emergency access and turn-around traffic. Opportunity for on-street parking at this site is very limited and the proposed front yards of the units (2 m) offer limited opportunity for parking in front of the proposed garages, thus it is important that the development meet or exceed parking requirements. The preliminary site plan provided indicates sufficient parking, including a turn-around and snow storage areas, while potential visitor parking between buildings is discussed in the proposal document. As the proposal is for a strata development, the access route will not be maintained or managed by the City. Screening with the use of fencing and plantings is proposed for adjacent residential parcels. The fencing and landscaping was negotiated with staff and the applicant simply as a measure to ensure a buffer between two different types of residential subdivisions. Additionally, a screened refuse/recycling area would also be required.

OCP attributes include a greenway trail at the south-east corner. While small relative to the larger greenway network, a potential greenway connection through the south portion of the parcel could be a significant component enabling a feasible connection in the area connecting five corners to Hillcrest School (Appendix 7). Recent developments to the west and south of this proposal have included significant dedication for pathways.

OCP Map 11.2 designates the proposed greenway. OCP Policy 11.3.19 allows for the Approving Officer to require land dedication for a trail as a condition for subdivision (stratification). Dedication or a statutory right of way and construction of a trail has been made a condition required at time of subdivision.

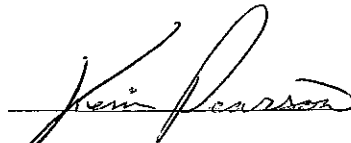
CONCLUSION

It is the opinion of Staff that the proposal represents a reasonable balance between growth management principles and respecting existing land uses: the proposed density appears reasonably compatible with established neighbouring land uses.

The proposed CD zoning of the subject property is aligned with the Low Density Residential OCP policies and is therefore supported by staff.



Prepared by: Chris Larson, MCP
Planning and Development Officer

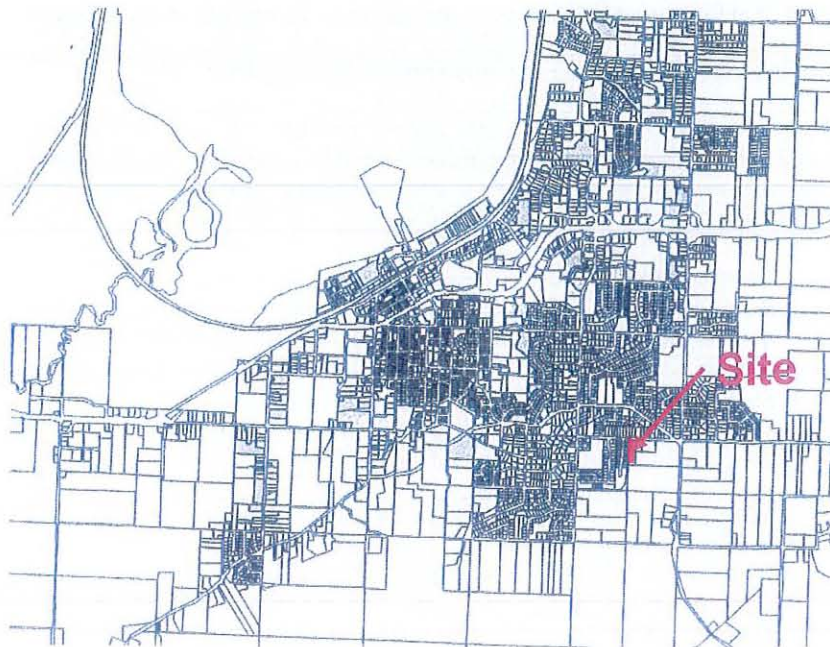


Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services

OCTOBER 20, 2018

COMPREHENSIVE DEVELOPMENT PLAN & PROJECT OUTLINE FOR REZONING & SUBDIVISION APPLICATION

PREPARED FOR: HILLCREST MEWS AND CITY OF SALMON ARM



EXECUTIVE SUMMARY

The Official Community Plan identifies areas for future development on a priority basis in order to ensure that growth within the City of Salmon Arm is done at a rate and in a manner that is best suited for the community. Prior to considering this growth the City of Salmon Arm often looks at completion of a Comprehensive Development Plan (CDP) for future growth plans at more of a neighborhood level. These plans look at the ultimate land uses, densities, phasing, utility and community servicing requirements and economic impact for neighborhoods.

This report provides, at a micro level, a Comprehensive Development Plan for the property located at 2520 10th Avenue SE and outlines the intent for this property with regards to the current OCP, the current zoning bylaw, the available servicing, and the Developers opinion on the residential needs within this area of Salmon Arm including the economic impact for the "Hillcrest" neighborhood.

In addition, this report outlines real estate trends within the City of Salmon Arm, housing statistics, residential construction rates including preliminary costing, and the target market of this development.

The intent of this report is to provide information to council and to staff regarding the goal of this development, the benefits the developers see that this development will provide, and reviews the economic and social impact to the neighborhood and the City of Salmon Arm.

The overall general intent that the Developers are looking to achieve with this development is to provide a more affordable housing option to people in a family orientated neighborhood. In researching this objective, the developers have reviewed ways to bring housing affordability rates down and have contributed this to some of the following general conditions:

- Reduced raw land cost;
- Reduced servicing standards or requirements;
- Smaller individual parcels;
- Smaller housing footprints;
- Slab on grade construction;
- Moderate Finishing's – Interior and Exterior;
- Organized Construction Sequencing.

To do this the developers are requesting to re-zone the property from R-1 Low Density Residential to a Comprehensive Development Zone. The Comprehensive Development Zone would allow for a Bareland Strata Subdivision of 20-22 lots approximately 325-375m² in size. The access road entering the site would be to the City standard for a private access. The reduced front and rear parcel setbacks would allow for a more desirable building footprint on this narrow existing lot, but would be consistent with setbacks for other medium density type strata developments in Salmon Arm. Upon successful re-zoning of this parcel, the developers would proceed to develop the land at an affordable rate and produce a "more affordable housing" option for families in the Hillcrest neighborhood, with a target price point of **\$399,000-\$429,000** for detached single family homes and duplexes.

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APPENDICES

APPENDIX A – PRELIMINARY SUBDIVISION SKETCH PLAN

APPENDIX B -- SUBDIVISION RENDERINGS

APPENDIX C – ESTIMATED AND ANTICIPATED RESIDENTIAL CONSTRUCTION COSTS

APPENDIX D – ESTIMATED AND ANTICIPATED SITE SERVICING COSTS

1. INTRODUCTION

The subject property is situated in the Southeast quadrant of Salmon Arm, directly East of the Hillcrest Elementary School on the lower slopes of Mt. Ida. The subject property and legal description are depicted on the attached "Overall Subdivision Sketch Plan" and "Overall Location and Study Area Plan" attached.

The subject property is approximately 2.53 acres in size and is situated in a family-oriented area of Salmon Arm. As outlined in the most recent version of the *City of Salmon Arm Official Community Plan*, this property is next to two larger parcels that were recently included into the Urban Containment Boundary. In the Official Community Plan review the City saw these two parcels as an area that would provide an opportunity in the short term to develop low density single family residential lots. They were identified as such, since they are located adjacent to existing residential development, adjacent to the Hillcrest Elementary School and they have access to City servicing. This subject property is located next to this recent UCB expansion and provides similar attributes and benefits.

Where the developers see an opportunity, slightly different than the above noted UCB expansion intent, is that the developers see an opportunity in the Hillcrest – family orientated area of Salmon Arm, to provide a slightly higher density, and provide housing options at a more affordable rate. The Official Community Plan indicates that there is a need for higher density, or multi-family development in the City UCB. It notes that there is a demand for about 60% single family and 40% multi-family, and this trend is anticipated to continue. The growth in Salmon Arm over the past decade has been primarily in single family dwellings, and the majority of this has been for R1 fee simple development.

Over the past 5 years, the City has seen a recent trend in some higher density strata type development. More specifically this development has been geared towards the 55+ age demographic and has been situated close to the downtown amenities. It is the developers goal for this development to attract a younger demographic. The demographic anticipated would be for a family type setting given the proximity to the Hillcrest Elementary School, Shuswap Middle School, to sports fields, to Parks and to Churches around the SE quadrant of the City and to the Salmon Arm Industrial Park.

2. PROPOSED LAND-USE AMENDMENTS

The Salmon Arm Official Community Plan identifies future land uses (or land use designations) within the City limits. The current Official Community Plan land use designation for the subject property is Low Density Residential. This designation category incorporates housing forms such as single-family homes, semi-detached homes and manufactured homes. This land use designation also limits the development to a maximum density of **22 units per hectare** (8.90 units per acre). Meaning that under the current OCP designation, the property would allow for a total maximum of 22 units.

The Salmon Arm Zoning Bylaw # 2303 designates the subject parcel as R-1 Single Family Residential Zone. The purpose of this zone is to provide for single family residential areas to be developed to an urban density. As outlined in the zoning bylaw, the R-1 Zone has several restrictions with regards to area, setbacks and function of properties with this zoning designation:

Minimum Parcel Area = 450.0 square meters

Minimum Parcel Width = 14.0 meters

Minimum Setback of Principal Building:

Front Parcel Line = 6.0 meters

Rear Parcel Line = 6.0 meters

Interior Side Parcel = 1.5 meters

Exterior Side Parcel = 6.0 meters

Under the current OCP designation and zoning, this property would be restricted to reach its maximum development potential. The OCP would allow the property to have a maximum of 22 units and would allow the property to be zoned either R-1, R-2 or R-8 without the need for an OCP amendment. Since there is a requirement to service the lots with roads and further infrastructure, the maximum development potential for this property under the R-1 zoning, would be less. The zoning requirements that contribute to this maximum development potential include the minimum parcel area, the minimum building setbacks, and the minimum parcel width. This zoning bylaw requirement paired with the narrow existing lot dimensions of the property restrict the subdivision under the R1 zoning to 12 lots.

An alternative to the fee simple single-family subdivision would be to develop this land under the R1 zoning but develop as a conventional strata. This would allow the Developer to get the density desired on this property; however, the Developers feel that this arrangement is not well suited for this particular area of town.

As such, the developers are requesting to amend the current land-use. Knowing that the City of Salmon Arm underwent a comprehensive review of the City's needs in their most recent OCP, the developers are looking to work around the requirements of the current OCP designation. The request outlined here is that the City consider re-zoning the property to a **Comprehensive Development Zone** with the following criteria:

- *Allowed under the Low Density Residential Designation;*
- *Allow for Bareland Strata Subdivision;*
- *Allow for Single Family or Duplexes*
- *Allow for Minimum Parcel Area = 325m²*
- *Allow for Minimum Parcel Width = 11.0m*
- *Allow for Minimum Parcel Setbacks:*
 - *Front = 2.0m*
 - *Rear = 3.0m*
 - *Interior Side = 1.2m*
 - *Exterior Side = 6.0m*
- *For duplexes, an interior side-yard setback is not required at the common side lot line between two paired lots along which the duplex residential building is located, provided that no doors, windows or other openings are provided on that side by the building.*
- *Allow for Maximum Parcel Coverage = 45% of the parcel area*
- *Allow for Maximum Height of Principal Building = 10.0m*
- *Maximum number of dwellings shall be one per parcel.*

The above noted criteria are similar to that which are outlined in the City of Salmon Arm Zoning Bylaw Designation CD-7; however, the intent of this Comprehensive Development Zone is to provide for the "medium density" OCP designation.

The Developers understand that the property is within an area of the City that is well Developed, and that the neighboring properties to the West may lose a certain level of "buffering" in their back yards. Given the reduced "rear-yard" setback request, we would propose to make a condition of re-zoning to ensure that a buffer (or privacy) can be maintained between the properties. This condition would be that the Western parcel line would maintain a 6' fence, and a vegetation buffer throughout.

In addition, the Developers understand that an existing trail corridor exists along the properties to the West and South, the Developers intend to participate in this trail corridor and anticipate providing dedication along the South property boundary to maintain access through the trails system and towards the 30th Avenue SE connector.



3. SITE DESCRIPTION

The site is located at 2520 10th Avenue SE in Salmon Arm, BC. The development property is approximately 2.53 acres in size and is in an area of town that has all utilities available or within short proximity to the subject site. The site is approximately 2.2 km southeast of and 200m higher in elevation than the Shuswap Lake. The property is bound to the West by a newer single family residential development, to the North and North-East by older larger lot residential parcels, to the South-East by an existing BC Hydro Substation property, and to the South by the "Broadview Mobile Villa" modular home development.

The site is dry on the surface and is vegetated with grasses, shrubs and Douglas Fir trees. The tree cover becomes denser towards the southern (undeveloped) portion of the property. The site is gently grading throughout, with exception to grades in the South-East corner of the property which run at approximately 15-25% up to an existing flat bench beyond the extents of the subject parcel. The site topography is well suited for residential development and presents no outlying concerns at this stage of planning and development.

4. PROPOSED LAYOUT

If the land use amendments are supported, and the proposed subdivision is able to proceed as proposed, the proponent's development plan includes:

- Phase 1 and 2 – Subdivide the 2.53 acres into a 20-22 lot of bare land strata subdivision. Minimum parcel size to be 325m²; however preferably in the range of 350-375m². The preference of 20-22 lots is that A) physically the parcel sets itself up well for this density, and B) the OCP designation of Low Density Residential allows for 22 dwellings per hectare, which makes 22 lots on this parcel the maximum under the current OCP designation.

A conceptual plan is provided for the proposed subdivision layout and included in **Appendix A**.

4.1. SITE ACCESS

The proposed layout would have a private access road centered in the property, accessed off 10th Avenue SE. Lots would be spread throughout both sides of the road, and the access road would traverse through the property in a manner which is best suited for the natural topography and lot development. Due to the relative narrow width of the parent parcel, lots would have a depth of 23m, and width as required to achieve minimum lots sizes and subdivision density. The access road will meet all local and provincial requirements for private road access, and would look to meet or exceed the requirements for snow storage and available areas for the strata to collect and store. As a strata the need for sidewalks is not anticipated. As a cost saving measure, and in the theme of "more affordable development" the developers would construct a roadway which would include 7.3m of pavement width, curb and gutter on both side of the road, street drainage and street lighting. Due to the light volume and "no-through" traffic it is anticipated that roadways can be utilized for pedestrian traffic.

Individual parcels would be accessed by a short driveway stemming right off the main strata access road. Residential buildings will be constructed in such a way as to promote a gradual slope on driveways, with a positive grade back towards the road. It is anticipated that all residential dwellings will be situated in such a manner as to create additional "side-yard" parking stalls for additional parking space. The reasoning for this is to ensure that the narrow streetscapes do not become an area for residents' permanent parking.



4.2. SITE SERVICES

The site is currently serviced with City water from the main Zone 5 water line running down 10th Avenue SE, the house is currently being serviced with an on-site wastewater disposal system, storm water is controlled on-site, and electrical/telecommunications is being provided by an aerial system fronting the property. The proponents anticipate upgrades to the site servicing of this remainder parcel.

The water servicing to this site for both domestic and fire protection will be provided by a new adequately sized service from the City Zone 5 system. Based on previous experience in the recent developments to the West it is anticipated that flows and pressures will be adequate to feed this proposed development. A single service feed will be created into the property, it is anticipated that this service will be 150mm in size to adequately provide fire flows to the development. This water service will run down the strata access road and provide individual residential sized services to the parcels.

As a condition of subdivision, the on-site waste water disposal system will be decommissioned and the site will be provided with a City sanitary service connection. Currently, the City's sanitary sewer system is extended just East of the intersection of 10th Avenue SE and 24th Street SE. This is approximately 19m away from the frontage of this parcel and the developer's intent to extend this sanitary sewer across the frontage of this property to provide adequate sewer servicing. The extension will allow for an adequately sized sanitary sewer service to be provided through the access road of the development and individual services to the parcels will be provided.

Currently the City's storm sewer system is extended to the intersection of 10th Avenue SE and 24th Street SE as well. This is approximately 45m away from the frontage of this parcel and the developed intend to review the requirements for storm water disposal at this site in more detail during the subdivision development stages. The City of Salmon Arm Subdivision and Development Servicing Bylaw No. 4163 allows for parcels which are not currently serviced by storm water infrastructure, to alternatively be developed with an Integrated Storm Water Management Plan, and essentially construct measures by which the development can dispose of storm water on site. When soils are sufficient for disposing of stormwater on site, without negatively impacting neighboring properties then this is an option that can be explored. The developers do intend to explore the option of an ISMP; however, also anticipate that a storm sewer extension may be required to provide a City storm main to the development.

The development will also be provided with underground hydro and telecommunications servicing for all parcels and across the frontage of the development.

Off-site frontage improvements and infrastructure extensions will be a cost borne by the developers (much like all developments). As such, the developers anticipate these costs and a breakdown of the anticipated off-site costs are included in **Appendix D**. As the need for "more affordable housing" continues, in the subdivision stages the developers will be looking to staff and perhaps council for areas in which savings can be found for these servicing upgrades. At this time, the developers do anticipate these costs and this will be reflected in the end cost of the housing units.

5. HOUSING AFFORDABILITY

The overall general intent that the developers are looking to achieve with this project is to provide a "more affordable housing" option to people in a family orientated neighborhood. In researching this objective, the developers have outlined ways to bring housing affordability rates down and have contributed this to some of the following general conditions:

- Reduced raw land cost;
- Reduced servicing standards or requirements;
- Smaller individual parcels;



Appendix 1: Proposal
 825C Lakeshore Drive W
 PO Box 106
 Salmon Arm, BC V1E 4N2

- Smaller housing footprints;
- Slab on grade construction;
- Moderate Finishing's – Interior and Exterior;
- Organized Construction Sequencing.

It is the developer's opinion that a combination of these conditions along with support from the community, staff and council is required in order to meet the demand in the community for a more affordable living option. In the context of this proposal, the developers do not intend for this type of housing affordability to support low income families, or ease homelessness; but in essence, they intend to provide a housing option outside the typical new single-family residential concepts seen recently all over the City.

5.1. RAW LAND AND SITE DEVELOPMENT

The two major impacts of housing affordability with regards to the **land** is cost of the raw land and the cost to service the land. Upon review of raw land options in the City of Salmon Arm, with the intention of providing a higher density bareland strata subdivision, the options that the developers have found were typically "Medium Density" lands, with R4 or higher zoning. These parcels in theory are perfect for the proposed development type discussed here. Where in reality, due to their land use designation and sometimes location, the raw land cost is at a rate that would not allow the developers to proceed with a "more affordable housing" project. The developers chose this particular site, because since the current zoning would not allow for this higher density, it was available at a rate justified by its current land use potential. As such, the end cost of raw land is directly contributable to the housing cost of the end user.

The other major impact of housing affordability with regards to the **land** is the cost of site servicing. This servicing includes the requirements to improve adjacent streets, provide underground services, site grading/excavations and site access. Two major benefits of creating a bareland strata subdivision for this parcel is that the road dedication requirements are significantly less than that of a City owned road and the road upgrading requirements are slightly less stringent than public road requirements in an urban setting. In addition, the strata concept allows development to happen on both side of the street, increasing the potential density of the development.

In essence, this property was chosen for this project due to the raw land value, the vicinity to public infrastructure, the limited amount of off-site frontage improvements and servicing requirements, in addition to other contributing factors. With approval of the comprehensive development zoning that has been requested, the ultimate raw land value of individual parcels will be at a "more affordable" rate, the developers would be able to proceed with the bare-land strata subdivision concept, and servicing costs would also be non-restrictive to achieve this.

5.2. RESIDENTIAL CONSTRUCTION

The Developers have considered the internal options they can use to mitigate construction costs and have developed the following list as "cost-saving" measures they can take to ensure that housing affordability can be established:

1. Bulk Excavations and Site Grading – One of the major variable costs in housing construction can be the cost of the on-site site grading and foundation excavations. The Developers intend to mitigate this by preparing the lots at the subdivision stage in a way that sets them up for a less expensive foundation excavation and/or landscaping bill. The Developers will utilize the existing grades to dictate what style of foundation system is used on the particular parcel.
2. Building Footprints and Housing Layouts – The Developers understand that the building footprint and the style of house is a major factor in the overall cost of construction. The

- Developers are looking to develop a statutory building scheme that promotes efficient and affordable construction standards and finishing's.
3. Well Sequenced Construction Staging – The Developers realize that efficiencies can be created through a well-defined construction schedule and in particular the staging of construction activities. To promote efficient construction in an effort to drive down costs the Developers will look to construct the buildings in bulk. Instead of putting in one foundation at a time, the Developers will look to do more. As the Developers plan to expedite, as much as the housing market allows, the completion of the development, the Developers expect proportionate savings in costs gained by an increased/accelerated level of production across all trades.
 4. Mechanical Systems – One of the major costs in housing construction comes from the cost of mechanical systems. The heating, venting, air conditioning, plumbing and electrical can drive the cost of house construction up. The Developers will look to alternative options to provide these mechanical systems while still meeting the requirements of the BC Building Code and other relevant regulations.
 5. Multi-build Sub-contractor Agreements – In awarding sub-contracted work of multiple houses at once to specific sub-contractors (Electrical/Plumbing/HVAC/Dry-wall/Insulation/Painting) it is believed unit prices & labor costs provided by sub-contractors will be driven down as they are being exclusively awarded multiple builds giving them extended job security within the development.

6. REAL ESTATE STATISTICS AND HOUSING NEEDS

Following a review of several real estate trend and market analysis reports it has become apparent that the housing market conditions in BC have shifted considerably since the end of 2017. One reason for this shift has been the implementation of revised methods of stress tests for conventional mortgages. Reports have shown that this revision to the federal requirements has created cuts of about 20% of purchasing capacity for the marginal type buyer. First time buyers, even the ones with higher down payments are being somewhat squeezed out of the market or need to significantly lower their expectations for their first home.

In addition to a slower real estate market, demographics are constantly changing. The age demographic of millennials (25 to 34 years and even 35 – 44 years) are starting to look towards entering the market. This age demographic is the topic of much debate on housing affordability, and has many in their demographic, especially families, looking to alternative markets or in some cases, right into the rental market. This opens the need for "more affordable housing" options in a lower priced market.

Understanding the market locally has been the primary concern of this development group. A low inventory of properties for sale and an influx of buyers from the Lower Mainland and Alberta have been driving the homes prices up in Salmon Arm according to a many of the local realtors. They have identified that there is a lack of inventory in Salmon Arm especially in the \$300,000 to \$400,000 range.

This lack of inventory has been somewhat adjusted over the past 3 or 4 years, as we have seen several different developments take place in Salmon Arm. We have had developments in the Hillcrest Area that have added in the range of about 100 new single-family fee simple lots, we have had developments in the downtown area (near Piccadilly Mall) take place that will add up to 200 more smaller strata style lots, we have had estate style developments occur in the Upper Lakeshore area, and various other smaller developments throughout the City.

The developers have reviewed the target market of the above noted developments and have found a significant gap in the ability of these developments to cater to the one demographic. This demographic being younger families or first-time home buyers. The developers understand that there is an inventory for used residential that many new home buyers can resort to, but in many cases, as noted above the younger demographic is looking for new construction. New construction, even in Salmon Arm, as we know will come with a price tag. With the increases in construction costs a typical single-family home

on a fee simple lot is hard to find under the \$500,000 mark and in many cases, you would be hard pressed to find this. This development group is therefor looking to cater to this particular market in an area of Salmon Arm that lends itself to a younger demographic.

7. CONCLUSION

This Development group understands that there is a range of housing needs within the City of Salmon Arm. The land use amendment proposed herein is to allow for a development that meets the needs of one demographic which the Developers feel is lacking in options. The zoning would allow for the property to be developed to its full potential, without contradicting the current OCP designation and the prior studies that the City of Salmon Arm has completed with regards to the current and future land capabilities.

This report has outlined the request, the developers research and the developer's rationale behind the request. The information provided is the opinion of the developers in many cases and not necessarily facts or is not necessarily the precise outcome of this development, but it does layout the overall and the general intensions of the Development group.

We trust that this preliminary comprehensive development plan and project outline satisfies your present requirements. Should you have any questions or comments, please contact our office at your earliest convenience.

Best Regards,

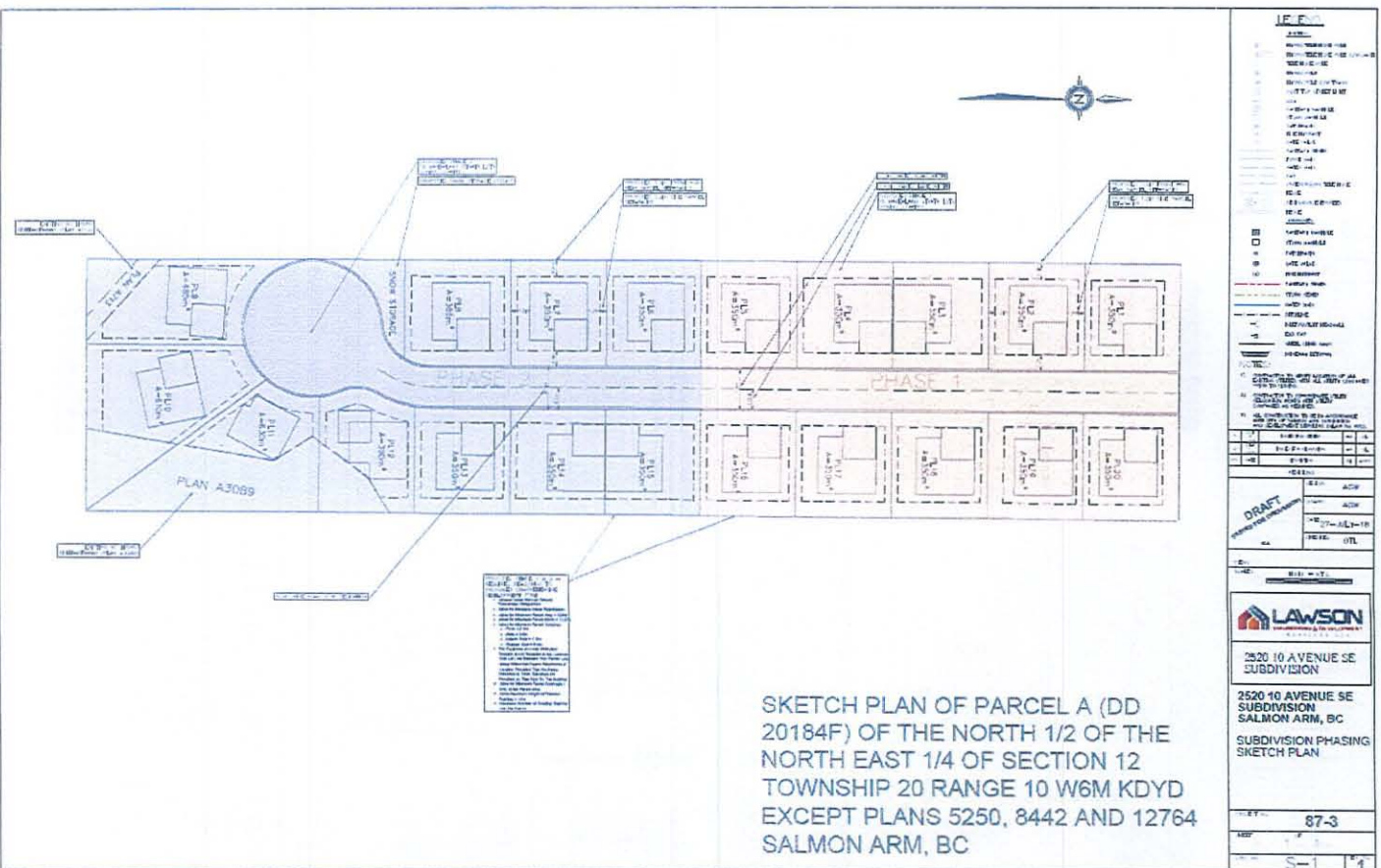
Lawson Engineering and Development Services Ltd.

Prepared by:

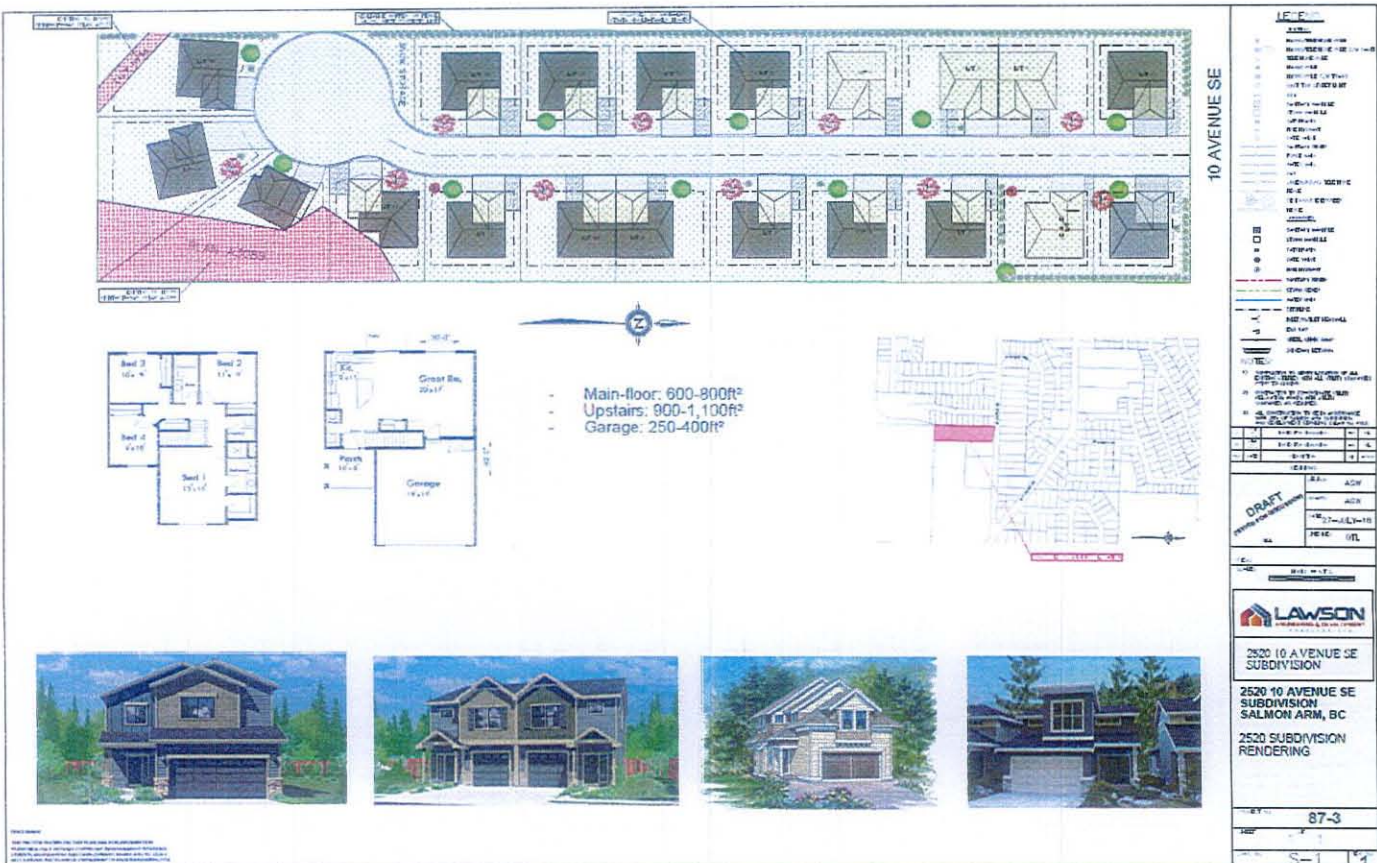


Blake Lawson, P. Eng., Principal
Project Engineer

Appendix A: Preliminary Subdivision Sketch Plan



Appendix B: Subdivision Renderings



Appendix C: Estimated and Anticipated Building Costs

Project: More Affordable Housing
Description:



Date: 11-Jun-18

Appendix A
Compensation - Summary Total Cost by Division

Option 1 - Full Residential Construction

Line Item	Master Format Division - FULL HOUSE BUILD	Total Cost
		\$
1.1	1 Framing	\$63,360.00
1.2	2 Concrete Work/Foundation Walls/Earthwork	\$36,626.92
1.3	3 Electrical	\$21,472.00
1.4	4 Plumbing	\$24,200.00
1.5	5 Doors- Exterior	\$5,720.00
1.6	6 Doors - Interior	\$4,175.60
1.7	7 Windows	\$5,500.00
1.8	8 Kitchen/Bathroom - Cabinets, Counter-top	\$18,700.00
1.9	9 Appliances	\$0.00
2.0	10 Interior Finishing	\$63,888.66
2.1	11 Exterior Finishing	\$19,976.00
2.2	12 HVAC (Heating, Air Conditioning, Central Vacuum)	\$11,880.00
2.3	13 General Costs (Insurance/Permits/Engineer)	\$12,430.00
2.4	14 Landscaping	\$5,750.00
	TOTALS	\$293,679.18

Appendix D: Estimated and Anticipated Site Servicing Costs

Page 1

 2520 10th Ave SE - Civil Construction Onsite
 18-Jun-18
 CLASS 'D' OPINION OF PROBABLE COST

 SCHEDULE OF APPROXIMATE QUANTITIES AND UNIT PRICES
 (*Denotes Nominal Quantity)

Item No.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT \$
1.0	ROADS AND EARTHWORKS				
	SECTION 1				
	Supply & Install, Complete				
1.1	Remove & Dispose Asphalt	m2	0 *	15.00	-
1.2	Supply & Install Asphalt (65m)	m2	1600 *	25.00	40,000.00
1.3	Supply & Place 75mm WGB Sub-Base Agg.	m3	735 *	55.00	40,425.00
1.4	Supply & Place 25mm WGB Base Aggregate	m3	125 *	80.00	10,000.00
1.5	Common Excavation & Disposal/Relocation	m3	3000 *	24.00	72,000.00
1.6	Boulevard Grading	LS	LS *	5,000.00	5,000.00
1.7	Clearing, Grubbing and Tree Removal	LS	LS *	25,000.00	25,000.00
2.0	WATER DISTRIBUTION WORKS				
	SECTION 2				
	Supply & Install, Complete				
2.1	Supply & Install 150e PVC Watermain	m	150 *	190.00	28,500.00
2.2	Supply & Install 25e Water Service c/w CS	ea	18 *	1,800.00	32,400.00
2.3	Tie into Existing 150e Watermain	ea.	0 *	7,500.00	-
2.4	Fire Hydrant Assembly c/w Gate Valve & Tee	ea.	1 *	8,500.00	8,500.00
3.0	SANITARY SEWER WORKS				
	SECTION 3				
	Supply, & Install Complete				
3.1	Supply & Install 200e PVC Sanitary	m	150 *	185.00	27,750.00
3.2	Supply & Install Sanitary Manhole	ea	2 *	3,500.00	7,000.00
3.3	Tie-in to Existing Sanitary Manhole	ea	0 *	4,500.00	-
3.4	Supply & Install 100e PVC Sanitary Service c/w Inspection Chamber	ea	18 *	1,600.00	28,800.00
4.0	STORM SEWER WORKS				
	SECTION 4				
	Supply & Install, Complete				
4.1	Supply & Install 300e PVC Storm Main	m	135 *	190.00	25,650.00
4.2	Supply & Install 1050 Storm Manhole	ea	2 *	3,500.00	7,000.00
4.4	Supply & Install 150mm PVC Storm Service	ea	18 *	1,800.00	32,400.00
4.4	Supply & Install Catch Basin c/w Lead	ea	4 *	2,500.00	10,000.00
4.5	Supply & Install Storm Detention (Allowance)	LS	LS *	35,000.00	35,000.00
4.6	Supply & Install Erosion and Sediment Control	LS	LS *	10,000.00	10,000.00

CLASS 'D' OPINION OF PROBABLE COST

Page 2

Item No.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT \$
5.0	CONCRETE WORKS SECTION 5 Supply & Install, Complete				
5.1	Supply & Install Concrete Curb & Gutter	m	385 *	<u>98.00</u>	<u>35,770.00</u>
5.2	Supply & Install Lock Block Retaining Wall	m2	90 *	<u>450.00</u>	<u>40,500.00</u>
6.0	ELECTRICAL, BCH, TEL & STREETLIGHTS SECTION 5 Supply & Install, Complete				
6.1	Supply & Install Post Top Street Lights c/w Cond	ea.	4 *	<u>7,500.00</u>	<u>30,000.00</u>
6.2	Supply & Install UG BCH and Tel (Allowance)	LS	LS *	<u>45,000.00</u>	<u>45,000.00</u>

CLASS 'D' OPINION OF PROBABLE COST

Page 3

Item No.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT \$
	SUMMARY				
1.0	ROADS & EARTHWORKS				\$ 192,425.00
2.0	WATER DISTRIBUTION WORKS				\$ 69,400.00
3.0	SANITARY DISTRIBUTION WORKS				\$ 63,550.00
4.0	STORM SEWER WORKS				\$ 120,050.00
5.0	CONCRETE WORKS				\$ 76,270.00
6.0	ELECTRICAL, BCH, TEL & STREETLIGHTS				\$ 75,000.00
	SUB TOTAL				<u>\$ 596,695.00</u>
A.	CONTINGENCY (10%)				\$ 59,669.50
A.	MATERIALS TESTING & LAYOUT (3%)				\$ 17,900.85
	SUB TOTAL				<u>\$ 674,265.35</u>
	GST (5%)				<u>\$ 33,713.27</u>
	TOTAL				<u>\$ 707,978.62</u>
	1) Quantities may vary depending on field revisions and/or conditions encountered at the time of construction, thereby affecting the final cost. 2) Unit Prices are influenced by supply & demand for both contractors & materials at the time of construction, thereby affecting the final cost. 3) Excludes BC Hydro Contribution, BCLS, DCC Environmental Impact Assessments, Legal				

2520 10th Ave SE - Civil Construction Offsite
18-Jun-18
CLASS 'D' OPINION OF PROBABLE COST

SCHEDULE OF APPROXIMATE QUANTITIES AND UNIT PRICES
(*Denotes Nominal Quantity)

Item No.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT \$
1.0	ROADS AND EARTHWORKS				
	SECTION 1				
	Supply & Install, Complete				
1.1	Remove & Dispose Asphalt	m2	225 *	15.00	3,375.00
1.2	Supply & Install Asphalt (65m)	m2	200 *	25.00	5,000.00
1.3	Supply & Place 75mm WGB Sub-Base Agg.	m3	90 *	55.00	4,950.00
1.4	Supply & Place 25mm WGB Base Aggregate	m3	16 *	80.00	1,280.00
1.5	Common Excavation & Disposal	m3	100 *	24.00	2,400.00
1.6	Boulevard Grading / Landscape Restoration	LS	LS *	5,000.00	5,000.00
1.7	Driveway Rehab	LS	LS *	3,500.00	3,500.00
2.0	WATER DISTRIBUTION WORKS				
	SECTION 2				
	Supply & Install, Complete				
2.1	Supply & Install 150ø PVC Watermain	m	15 *	190.00	2,850.00
2.2	Supply & Install 200ø PVC Watermain	m	0 *	200.00	-
2.3	Supply & Install 25ø Water Service c/w CS	ea	1 *	1,800.00	1,800.00
2.4	Tie Into Existing 150ø Watermain	ea.	1 *	7,500.00	7,500.00
2.5	Fire Hydrant Assembly c/w Gate Valve & Tee	ea.	0 *	8,500.00	-
3.0	SANITARY SEWER WORKS				
	SECTION 3				
	Supply, & Install Complete				
3.1	Supply & Install 200ø PVC Sanitary	m	90 *	185.00	16,650.00
3.2	Supply & Install Sanitary Manhole	ea	2 *	3,500.00	7,000.00
3.3	Tie-in to Existing Sanitary Manhole	ea	1 *	2,500.00	2,500.00
3.4	Supply & Install 100ø PVC Sanitary Service c/w Inspection Chamber	ea	1 *	1,800.00	1,800.00
4.0	STORM SEWER WORKS				
	SECTION 4				
	Supply & Install, Complete				
4.1	Supply & Install 300ø PVC Storm Main	m	112 *	190.00	21,280.00
4.3	Supply & Install 1050 Storm Manhole	ea	2 *	3,500.00	7,000.00
4.4	Supply & Install 150mm PVC Storm Service	ea	1 *	1,800.00	1,800.00
4.4	Supply & Install Catch Basin c/w Lead	ea	1 *	2,500.00	2,500.00
4.5	Supply & Install Storm Detention (Allowance)	LS	LS *	-	-
4.6	Supply & Install Erosion and Sediment Control	LS	LS *	-	-

CLASS 'D' OPINION OF PROBABLE COST

Page 2

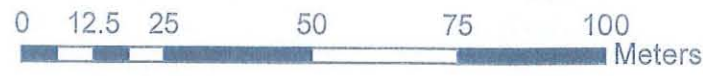
Item No.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT \$
5.0	CONCRETE WORKS SECTION 5 Supply & Install, Complete				
5.1	Supply & Install Concrete Curb & Gutter	m	54 *	98.00	5,292.00
5.2	Supply & Install 150mm Concrete Sidewalk	m2	100 *	105.00	10,500.00
6.0	ELECTRICAL, BCH, TEL & STREETLIGHTS SECTION 5 Supply & Install, Complete				
6.1	Supply & Install Post Top Street Lights c/w Cond	ea.	1 *	7,500.00	7,500.00
6.2	Supply & Install UG BCH and Tel (Allowance)	LS	LS *	5,000.00	5,000.00

CLASS 'D' OPINION OF PROBABLE COST

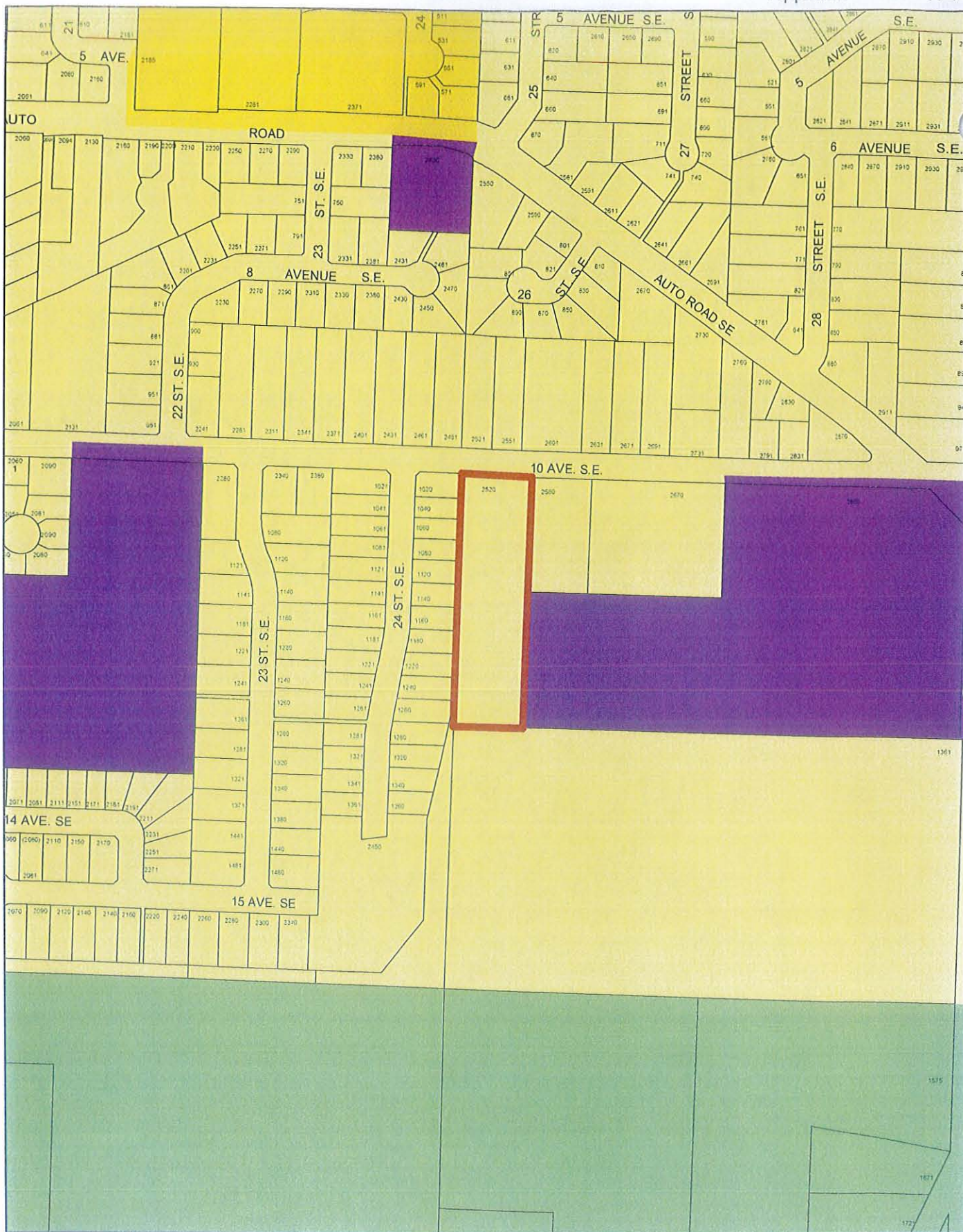
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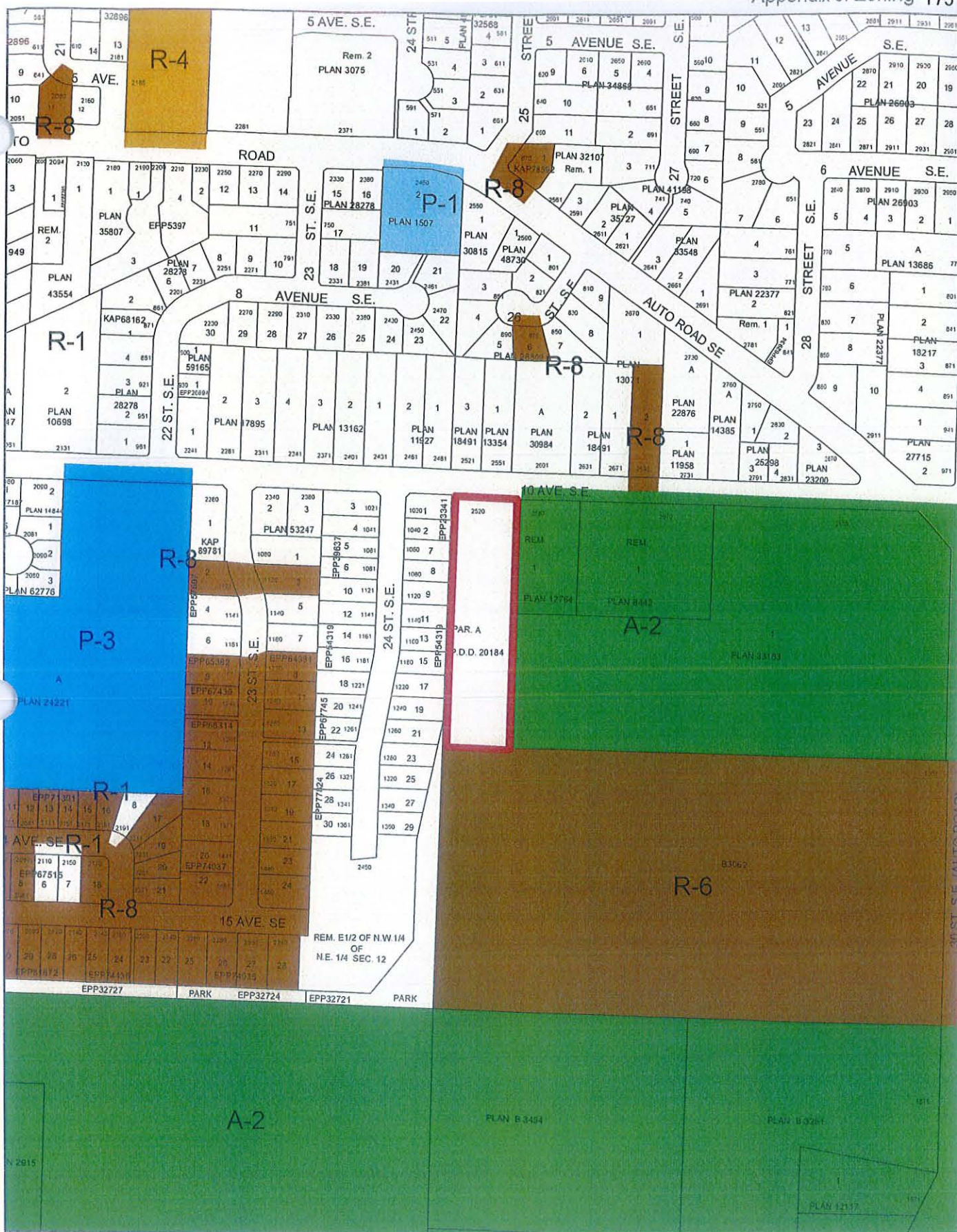
Item No.	DESCRIPTION OF WORK	UNIT	QUANTITY	UNIT PRICE	AMOUNT \$
	SUMMARY				
1.0	ROADS & EARTHWORKS				\$ 25,505.00
2.0	WATER DISTRIBUTION WORKS				\$ 12,150.00
3.0	SANITARY DISTRIBUTION WORKS				\$ 27,950.00
4.0	STORM SEWER WORKS				\$ 32,580.00
5.0	CONCRETE WORKS				\$ 15,792.00
6.0	ELECTRICAL, BCH, TEL & STREETLIGHTS				\$ 12,500.00
	SUB TOTAL				\$ 126,477.00
A.	CONTINGENCY (10%)				\$ 12,647.70
A.	MATERIALS TESTING & LAYOUT (3%)				\$ 3,794.31
	SUB TOTAL				\$ 142,919.01
	GST (5%)				\$ 7,145.95
	TOTAL				\$ 150,064.96
	1) Quantities may vary depending on field revisions and/or conditions encountered at the time of construction, thereby affecting the final cost. 2) Unit Prices are influenced by supply & demand for both contractors & materials at the time of construction, thereby affecting the final cost. 3) Excludes BC Hydro Contribution, BCLS, DCC Environmental Impact Assessments, Legal				





Subject Parcel





 Subject Parcel



View south-west of subject parcel from 10 Avenue SE.



View south-east of subject parcel from 10 Avenue SE.





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

To: Kevin Pearson, Director of Development Services
Date: October 30, 2018
Prepared by: Xavier Semmelink, Engineering Assistant
Subject: **ZONING AMENDMENT APPLICATION File No. ZON-1136**
Legal: Parcel A (DD20184F) of the North ½ of the North East ¼ of Section 12,
Township 20, Range 10, W6M, KDYD, Except Plans 5250, 8442 and 12764
Civic: 2520 – 10 Avenue SE
Owner: Hillcrest Mews Inc.
Applicant: Lawson Engineering & Development Services Ltd. / Blake Lawson

Further to your referral dated September 26, 2018 we provide the following servicing information. The following comments and servicing requirements are not conditions for rezoning; however, these comments are provided as a courtesy in advance of any development proceeding to the next stages:

General:

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

Zoning Amendment Application File No. ZON-1136

October 30, 2018

Page 2

9. 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. 10 Avenue SE, on the subject properties northern 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 no additional road dedication is required (to be confirmed by a BCLS).
2. 10 Avenue 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, curb & gutter, boulevard construction, street lighting, street drainage and hydro and telecommunications. Owner / Developer is responsible for all associated costs.
3. Owner / Developer is responsible for ensuring all boulevards and driveways are graded at 2.0% towards the existing roadway.
4. 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.
5. The maximum allowable cul-de-sac length in the urban area is 160 meters. This measurement shall be measured along centerline from the centre of the first intersection having access from two alternate routes to the center of the cul-de-sac. Where the maximum cul-de-sac length is exceeded a secondary emergency access shall be provided. Emergency accesses are to be constructed in conformance with Policy 3.11 (Emergency Accesses).
6. The City supports a trail connection to be dedicated and constructed along the southern boundary of the subject property. Dedication shall be a minimum of 3.0m wide. Trails to be constructed as per Specification Drawings No. CGS 8 -10.

Water:

1. The subject property fronts a 150mm diameter Zone 4 watermain and 150mm diameter Zone 5 watermain on 10 Avenue SE. No upgrades will be required at this time.
2. The subject property is to be serviced by a single metered water service connection (as per Specification Drawing No. W-10), adequately sized to satisfy the proposed use (minimum 25mm), from the Zone 5 watermain.

Zoning Amendment Application File No. ZON-1136

October 30, 2018

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3. 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 150mm diameter Zone 5 main on 10 Avenue SE. All existing inadequate / unused services must be abandoned at the main. Owner / Developer is responsible for all associated costs.
5. The subject property is in an area with sufficient fire flows and pressures according to the 2011 Water Study (OD&K 2012).
6. Fire protection requirements to be confirmed with the Building Department and Fire Department.
7. Internal fire hydrant installation may be required.

Sanitary:

1. A 200mm diameter sanitary sewer on 10 Avenue SE is approximately 20m away from the frontage of the subject property. Extending this sanitary sewer across the frontage along 10 Avenue SE to the eastern boundary of the subject property is required.
2. The proposed lot 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 lot is currently serviced by a septic field. Decommissioning of the existing septic field will be a requirement of the subdivision. Owner / Developer responsible for all associated costs.

Drainage:

1. A 250mm diameter storm sewer at the intersection of 10 Avenue SE and 24 Street SE is approximately 45m away from the frontage of the subject property. Extending this storm sewer across the frontage along 10 Avenue SE to the eastern boundary of the subject property is required.
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.

Zoning Amendment Application File No. ZON-1136

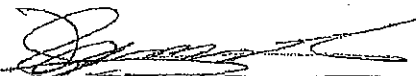
October 30, 2018

Page 4


3. Where onsite disposal of stormwater is recommended by the ISMP, an "Alternative Stormwater System" shall be provided in accordance with Section 7.2.
4. Where discharge into the Municipal Stormwater Collection System is recommended by the ISMP, this shall be in accordance with Section 7.3. The proposed lot 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 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), Category C (Landslide Assessment) is required



Xavier Semmelink
Engineering Assistant



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

	Minimum Parcel Area (SFD)	Minimum Parcel Width	Maximum Parcel Coverage	Maximum Density	Maximum Height	Front Setback	Rear Setback	Interior Setback	Exterior Setback
R-1	450 m2	14 m	45%	22units/ha	10 m	6 m	6 m	1.5 m	6 m
R-4	300 m2	10 m	55%	50units/ha	13 m	2 m	3/5 m	1.2/1.8m	5/2 m
CD-19	325 m2	10 m	50%	22units/ha	10 m	3/2 m	3 m	1.2/1.8m	3/2 m

21. **STATUTORY PUBLIC HEARING**

1. **City of Salmon Arm Zoning Amendment Application No. ZON-1136 [Lawson Engineering & Development Services Ltd./Lawson, B./Hillcrest Mews Inc.; 2520 10 Avenue SE; R-1 to CD-19]**

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

Submissions were called for at this time.

A. Waters, the agent and B. Lawson, the applicant, outlined the application, addressed neighbor's concerns, and were available to answer questions from Council.

P. Mundy, 1241 24 Street SE, spoke on behalf on the neighborhood regarding safety issues of reduced setbacks, parking and density concerns.

P. Seely, 1081 24 SE, expressed concerns with deviations from Official Community Plan, smaller parcel sizes, setbacks, and steep topography. She also emphasized the importance of the requirement of an independent 100 year geotechnical study.

G. Perkins, 1240 Street SE, expressed concerns with steep slopes, deviation from the Official Community Plan, slope stability, parcel size and tree retention.

J. Hamilton, 1040 24 Street SE, spoke regarding the importance of a geotechnical assessment, reduced privacy, more affordable housing not guaranteed, impact on neighborhood, and the limited information available at this point.

P. Mundy, 1241 24 Street SE, emphasized the importance of community input and the support for an R-1 development on the subject property. Fifteen are opposed to the proposed CD-19 zoning.

T. Ferguson, EH&S Coordinator, Castle Fuels (2008) Inc., - email dated February 22, 2019 - 2520 10 Ave SE.

Following three calls for submissions and questions from Council, the Public Hearing for Bylaw No. 4306 was declared closed at 7:55 p.m.

CITY OF SALMON ARM

BYLAW NO. 4306

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on February 25, 2019 at the hour of 7:00 p.m. was published in the February 13 and 20, 2019 issues of the Salmon Arm Observer;

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

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

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

Rezone Parcel A (DD20184F) of the North ½ of the Northeast ¼ of Section 12, Township 20, Range 10, W6M, KDYD, Except Plans 5250, 8442 and 12764 from R-1 Single Family Residential Zone to CD-19 Comprehensive Development Zone attached as Schedule "A".

2. SEVERABILITY

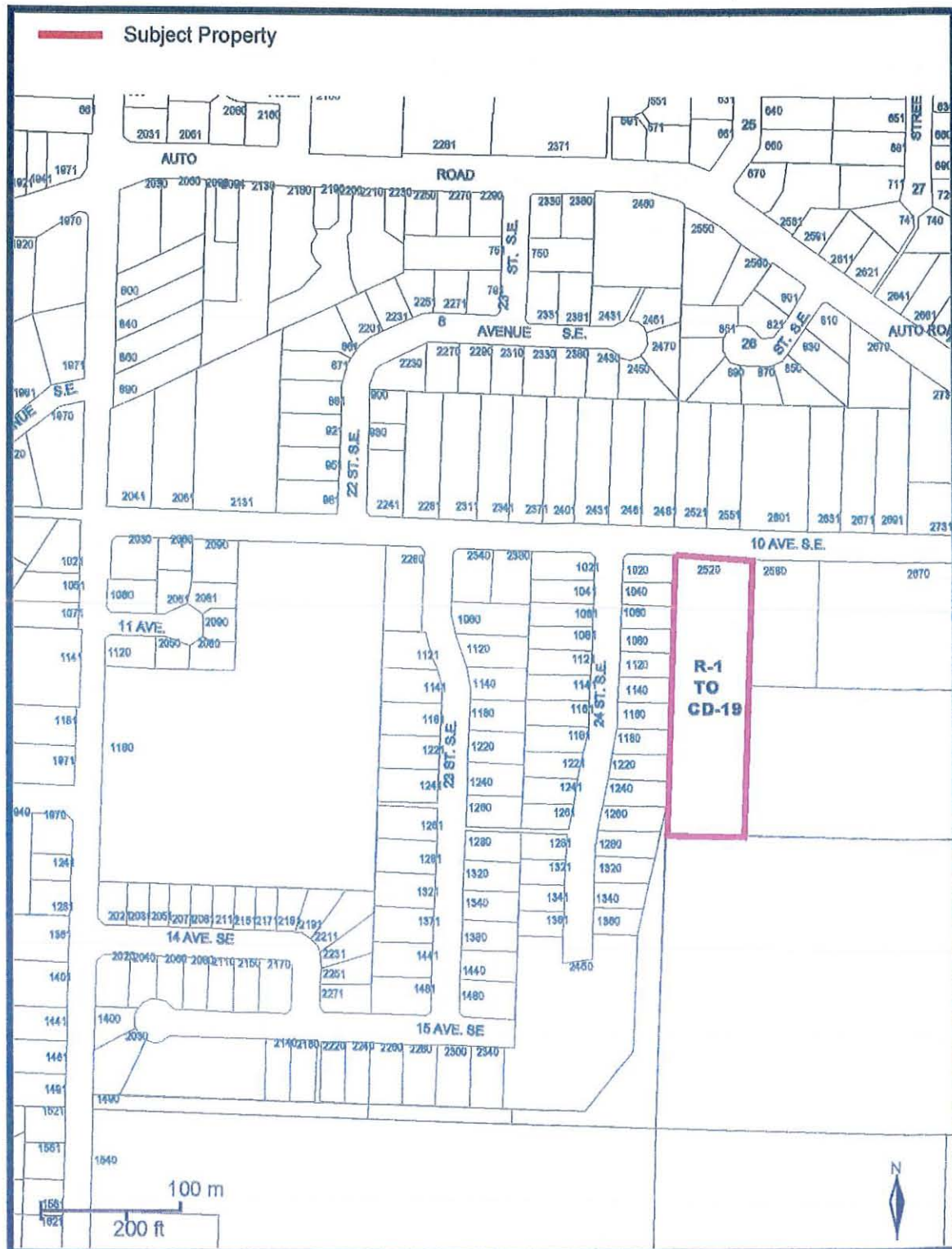
If any part, section, sub-section, clause of this bylaw for any reason is held to be invalid by the decisions of a Court of competent jurisdiction, the invalid portion shall be severed and the decisions that it is invalid shall not affect the validity of the remaining portions of this bylaw.

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.



INFORMATIONAL CORRESPONDENCE - JULY 8, 2019

1.	Building Department - Building Statistics - June 2019	N
2.	Building Department - Building Permits - Yearly Statistics	N
3.	M. Easton - letter received June 20, 2019 - New Cemetery	S
4.	C. S. Kershaw - letter received June 20, 2019 - Need for pedestrian crossing at 50 Street NE and Canoe Beach Drive	A
5.	J. Hutchins - email dated June 21, 2019 - Concern re new composting program	
6.	A. Varnes - email dated June 21, 2019 - Gutters on Marine park Gazebo - Thank you!	N
7.	R. Koopmans - email dated June 26, 2019 - comrades an open letter	A
8.	R.J. Haney Heritage Village & Museum - Pioneer Day, July 14, 2019	N
9.	P. McIntyre-Paul, The Shuswap Trail Alliance - email dated June 24, 2019 - Sicamous-to-Armstrong Rail Trail update and media release	N
10.	BC Housing - letter received July 2, 2019 - Community Information Session	N
11.	SILGA - Spring 2019 - Newsletter	N
12.	D. Sharman, Community Relations Manager Thompson/Okanagan/Columbia, BC Hydro - email dated June 27, 2019 - 2019 UBCM Convention	N
13.	S. Brien, Mayor, District of Houston - letter dated June 19, 2019 - Provincial Support for Libraries	N
14.	T. Rysz, Mayor, District of Sicamous - letter dated June 26, 2019 - Provincial Support for Libraries	N
15.	D. Walker, Mayor, City of White Rock - letter dated June 26, 2019 - Proposed Vacancy Tax	N
16.	D. Weber, Mayor, City of Richmond - letter dated June 28, 2019 - Lobbyist Registration	N
17.	D. Weber, Mayor, City of Richmond - letter dated June 28, 2019 - Proposed UBCM Resolution - Conflict of Interest Complaint Mechanism	N
18.	D. Weber, Mayor, City of Richmond - letter dated June 28, 2019 - Proposed UBCM Resolution - Statement of Disclosure Updates	N
19.	D. Weber, Mayor, City of Richmond - letter dated June 28, 2019 - Recovering Costs for Local Climate Change Impacts	N
20.	Interior British Columbia Association for Injured Motorcyclists - letter dated June 21, 2019 - Sponsorship Request for 31 st Anniversary Boogie Bash August 2-5, 2019	A

N = No Action Required

A = Action Requested

S = Staff has Responded

R = Response Required

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CITY OF SALMON ARM

Date: July 8, 2019

Salmon Arm Tennis Club ITC Report – June 21, 2019

Vote Record

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

Opposed:

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

SATC ITC REPORT – June 21,2019

SATC FINANCIAL STATUS UPDATE

CASH ASSETS:	\$278,402
FUTURE REVENUES	\$30,000+/-
TOTAL ASSETS:	<u>\$308,402</u>

SATC BUILDING BUDGET UPDATED

TOTAL BUILDING COSTS UNPAID:	\$249,469
ACCOUNTS PAYABLE UNPAID:	\$201,856.58
COSTS TO COMPLETE PROJECT:	<u>\$451,325.58</u>
SHORTFALL:	<u>\$142,923.85</u>

NOTE: Certain expenses [mechanical , electrical , septic/water] were higher than expected creating the shortfall.

- Currently working on looking at ways to raise the remaining \$142,000, including debentures and/or operating loan with individuals/company(s).
Example: \$140,000 at 4% will add \$5,600 interest cost annually to our operating budget until we can begin to pay back principle as revenues allow.
- Currently, SASCU is 1st Loss Payee [\$750,000 loan over 25 years at prime plus .5% Interest Rate] and City of SA is 2nd [\$175,000 over 25 years at 0% Interest Rate] .
- 1st Year budget includes hiring a FT position to work 40 hours Monday -Friday, and the club will volunteer running the building on weekends and nights. We anticipate not hiring this position for 1st and/or 2nd year based on deficit of \$140,000 to pay off while meeting our debt obligations noted.
- Building update: interior of building is complete (mechanical / electric finishing up this week), and Pavers coming Monday , June 24th. Tomko to put courts in by end of July/August.
- Storefront requires remaining insulation, drywall, ceiling work to be completed.
- The building would cost \$2,900,000 market rate , but we will complete for \$1,750,000.
- We continue to seek Grants available[Provincial Gaming Grant – July 31/19]

Questions:

1. Is CSA in a position to consider providing a grace period of 1-2 years to start paying off our loan , which has commenced since Jan/19? [\$583.33 x 6 paid to date = \$3,499.98, and \$7,000 annually] .
2. What does Temporary Occupancy entail to allow us to open courts for rent, and complete storefront work left by August?

LOAN AGREEMENT

THIS AGREEMENT dated for reference May 1, 2018 is made

BETWEEN:

The Salmon Arm Tennis Club
3440 Okanagan Avenue SE
Salmon Arm, BC V1E 1E6

(the "Borrower")

AND:

City of Salmon Arm
Box 40
Salmon Arm, BC V1E 4N2

(the "Lender")

WHEREAS:

- A. The Borrower has requested that the Lender provide the Borrower with a loan of \$175,000.00 to assist the Borrower with its construction of an indoor tennis facility (the "Project") on lands owned by the Lender and located at 3440 Okanagan Avenue SE, Salmon Arm, BC.
- B. The Lender has agreed to loan the Borrower up to \$175,000.00 on the terms and conditions hereinafter contained.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the terms, covenants and conditions hereinafter contained and of the parties hereto having entered into and executed this Agreement it is agreed by and between the parties as follows:

1 DEFINITIONS AND INTERPRETATION

1.1 Definitions - In this Agreement, unless the context otherwise requires:

- (a) "Agreement" means this Agreement as the same may be amended from time to time and the expression "hereof", "herein", "hereto", "hereunder", and "hereby", and similar expressions refer to this Agreement and not to any particular provision;
- (b) "Business Day" means each day Monday through Friday inclusive, other than a day which is a statutory holiday in British Columbia;
- (c) "Event of Default" means an event described in Section 8.1;
- (d) "Institutional Lender" means the Salmon Arm Savings Credit Union, or any other institutional lender which provides the bulk of the financing for the Project;
- (e) "Other Amounts" means any other amounts that are payable by the Borrower to the Lender under this Agreement other than the principal of the Loan and interest thereon;

- (f) "Property" means the property located at 3400 Okanagan Avenue SE, Salmon Arm, BC legally described as that portion of Block 3, SW 1/4, Section 18, Township 20 Range 9 W6M KDYD Plan 671 ;
- (g) "Security" means the General Security Agreement described in Section 3.1 hereof.
- 1.2 **Headings** - The headings herein are inserted for convenience of reference only and will not affect the construction or interpretation of this Agreement.
- 1.3 **Governing Law** - This Agreement will be governed by, and construed in accordance with, the laws of the Province of British Columbia.
- 1.4 **Submission to Jurisdiction** - The Borrower submits to the jurisdiction of the Courts of the Province of British Columbia and agrees to be bound by any suit, action or proceeding commenced in such Courts and by any order of judgment resulting from such suit, action or proceeding.
- 1.5 **Invalidity of Any Provision** - If any covenant, obligation or provision contained in this Agreement is found to be invalid or unenforceable, the remainder of their Agreement will not be affected thereby and each covenant, obligation or provision of this Agreement will separately be valid and enforceable to the fullest extent permitted by law.
- 1.6 **Amendments** - This Agreement may be amended from time to time in writing and any such amendment shall be evidenced by memoranda or letters signed by an authorized officer of the respective parties without the necessity of such amendment being executed under seal.
- 1.7 **Counterparts** - This Agreement may be executed in any number of counterparts, each of which when so executed will be deemed to be an original and all such counterparts together will constitute one and the same agreement.
- 1.8 **Date for Action** - If any date on which any action required to be taken hereunder by either party is not a Business Day such action shall be taken on the next following Business Day.
- 1.9 **Reference Date** - This Agreement is dated for reference May 1, 2018 for convenience of reference only and this Agreement will have full force and effect when executed by the Borrower and the Lender.
- 1.10 **Included Words** - Whenever the singular or the masculine is used herein the same will be deemed to include the plural or the feminine or the body corporate where the context or the parties so require.
- 2 **AGREEMENT TO LEND**
- 2.1 **Loan** - The Lender agrees to lend to the Borrower, subject to, and upon the terms and conditions of this Agreement, \$175,000.00 as a loan (hereinafter called the "Loan") to assist the Borrower with the construction of the Project.

3 SECURITY

- 3.1 **Security from Borrower** - Repayment of the Loan and Other Amounts, and performance of the covenants, agreements and obligations herein and therein contained, will be secured by a first General Security Agreement, granted by the Borrower in favour of the Lender, charging the Borrower's present and after-acquired personal property, including, specifically, the Project.
- 3.2 **Demand** - The Lender will not demand payment unless and until an Event of Default has occurred under this Agreement, or unless and until the Borrower is in default of any term of any other agreement between the Borrower and the Lender.
- 3.3 **Registration** - The Lender will register the Security in all offices where such registration is necessary or of advantage to the creation, perfection and preserving of the Security.
- 3.4 **Conditions Precedent to Advance** - The obligation of the Lender to advance the Loan is subject to the fulfilment of the following conditions to the satisfaction of the Lender:
- (a) the Borrower having duly authorized, executed and delivered this Agreement; and
 - (b) the Borrower having duly authorized, executed and delivered the Security and the Security having been registered in the Personal Property Registry.

4 LOAN - INTEREST AND REPAYMENT

- 4.1 **Interest Rate** - The outstanding balance of the Loan will bear interest at a rate of interest (the "Interest Rate") equivalent to 0.00% per annum, except after default.
- 4.2 **Repayment** - The Borrower agrees to pay the sum of \$583.33 to the Lender on the fifteenth day of each and every month, commencing January 15, 2019 to and including December 15, 2043.
- 4.3 **Payment of Outstanding Balance** - The outstanding balance of the Loan, including interest and all Other Amounts, will be repayable by the Borrower to the Lender on or before December 15, 2043.
- 4.4 **Place of Payments** - The Borrower will make all payments under this Agreement at the address of the Lender set out on page 1 of this Agreement, or at any other address specified by the Lender.
- 4.5 **Time of Payments** - Payments received after 3:00 p.m. (Pacific time) on a Business Day, or received on a day which is not a Business Day, will be considered received on the next Business Day.

5 REPRESENTATIONS AND WARRANTIES

- 5.1 **Representations and Warranties** - The Borrower represents and warrants to the Lender that:
- (a) **Corporate Status** - the Borrower is duly incorporated and is in good standing under the laws of the Province of British Columbia;

- (b) **Corporate Power and Authority** - the Borrower has the power and authority to own the property which it now owns and to borrow money and grant security therefor in the manner contemplated by the Security;
- (c) **Corporate Proceedings** - all necessary and requisite proceedings have been passed, done and given by the Borrower to authorize, permit and enable the Borrower:
 - (i) to borrow the Loan from the Lender;
 - (ii) to execute and deliver this Agreement; and
 - (iii) to execute and deliver the Security;
- (d) **Not Contravene Constituting Documents** - neither the borrowing of the Loan, nor the signing and delivery of the Security, will be in contravention of or constitute default under the *Societies Act* of British Columbia or the Constitution and Bylaws of the Borrower;
- (e) **Not Contravene Agreements** - neither the borrowing of the Loan, nor the signing and delivery of the Security, will be in contravention of or constitute default under any agreement, undertaking or obligation of the Borrower, or to which the Borrower is a party;
- (f) **No Actions or Proceedings** - there are no actions or proceedings pending or, to the knowledge of the Borrower, threatened which challenge the validity of this Agreement, the validity of any of the Security, or which would materially adversely affect the ability of the Borrower to perform its obligations under this Agreement, the Security or any other document in connection herewith.

6 POSITIVE COVENANTS

6.1 Covenants - The Borrower covenants with the Lender:

- (a) **Corporate Existence** - that it will at all times maintain its corporate existence;
- (b) **Books of Account** - that it will keep or cause to be kept proper books of accounting in accordance with sound accounting practice;
- (c) **Title to Personal Property** - that it has good title and possession of its personal property;
- (d) **Other Indebtedness** - that it will pay and discharge as they become due all payments due and owing under, or with respect to, any loan from the Institutional Lender and will observe, perform and carry out all the terms, covenants, provisions and agreements relating thereto, and any default in payment of any monies due and payable to any Institutional Lender or in the observance, performance or carrying out of any of the terms, covenants, provisions and agreements relating thereto will be deemed to be a default hereunder at the option of the Lender, and any and all remedies available to the Lender hereunder by reason of any default hereunder, or by law or otherwise, will be forthwith available to the Lender upon any default of the Borrower under any agreements with the Institutional Lender;

- (e) **Costs Caused by Default** - that if the Borrower defaults in any covenant to be performed by it hereunder, or under the Security, the Lender may (but will not be obliged to) perform any covenant of the Borrower capable of being performed by the Lender, and if the Lender is put to any costs, charges, expenses or outlays to perform any such covenant, the Borrower will indemnify the Lender for such costs, charges, expenses or outlays and such costs, charges, expenses or outlays incurred by the Lender (including solicitors' fees and charges incurred by the Lender) will be secured by the Security; and
- (f) **Court Costs** - that in any judicial proceedings taken to enforce this Agreement and the covenants of the Borrower hereunder, or to enforce the Security, or to foreclose the interest of the Borrower in any property subject thereto, the Lender will be entitled to costs. Any costs so recovered will be credited against any solicitors' fees and charges paid or incurred by the Lender relating to the matters in respect of which the costs were awarded.

6.2 **Financial and Other Information** - If and when requested by the Lender in writing, the Borrower will supply to the Lender:

- (a) status reports on the progress of construction of the Project, costs and budget; and
- (b) such other financial or other information as the Lender may reasonably require from time to time.

7 **NEGATIVE COVENANTS**

7.1 **Covenants** - The Borrower covenants with the Lender that the Borrower will not, without the prior written consent of the Lender:

- (a) **Grant Security** - make, give or create or attempt to make, give or create any mortgage, charge, lien or encumbrance upon the Project, or any part or parts thereof, ranking or purporting to rank prior to or pari passu with the Security or any of them;
- (b) **Payment Out of Usual Course** - make any payments to any person other than in the normal course of the Borrower's business.

8 **EVENTS OF DEFAULT**

8.1 **Events of Default** - The whole of the outstanding balance of the Loan (including principal, interest and all Other Amounts) will immediately become due and payable and the Security will become enforceable in each and every of the following events:

- (a) **Default** - if the Borrower fails to observe or perform something hereby required to be done or some covenant or condition hereby required to be observed or performed under this Agreement or under any other agreement between the Borrower and the Lender;

- (b) **Winding Up/Bankruptcy** - If an order is made or a resolution passed for the winding-up of the Borrower, or if a petition is filed for the winding-up of the Borrower, or if the Borrower commits or threatens to commit any act of bankruptcy or becomes insolvent or makes an assignment or proposal under the *Bankruptcy and Insolvency Act*, or a general assignment in favour of its creditors or a bulk sale of its assets, or if a bankruptcy petition is filed or presented against the Borrower;
 - (c) **Arrangement/ Execution Etc.** - if any proceedings with respect to the Borrower are commenced under the *Companies Creditors Arrangement Act*, or if any execution or any other process of any Court become enforceable against the Borrower, or if a distress or analogous process is levied against the personal property or any part thereof;
 - (d) **Other Indebtedness** - if the Borrower permits any sum which has been admitted as due by the Borrower, or is not disputed to be due by the Borrower, and which forms or is capable of being made a charge upon any of the personal property in priority to the Security, to remain unpaid after proceedings have been taken to enforce the same as a prior charge;
 - (e) **Default in Other Payment** - if the Borrower defaults in payment of any indebtedness or liability to the Lender or under the Permitted Encumbrances; or
 - (f) **Default Under Security** - if an event of default occurs under any of the Security.
- 8.2 **Waiver** - The Lender may waive any Event of Default, provided always that no waiver by the Lender or any failure to take any action to enforce the Lender's rights or to enforce any security will extend to or be taken in any manner whatsoever to affect any subsequent Event of Default or the rights resulting therefrom.
- 8.3 **Remedies Not Restrictive** - All remedies stipulated for by the Lender hereunder or in any of the Security will be deemed to be in addition to and not restrictive of the remedies which the Lender might be entitled to at law or in equity and the Lender may realize any of the Security or any part thereof in such order as the Lender may advise and any such realization by any means will not bar realization of any other security or any part or parts thereof nor will any single or partial exercise of any right or remedy preclude any other or further exercise thereof nor will the failure on the part of the Lender or any delay in exercising any rights under this Agreement or any of the Security operate as a waiver.
- 8.4 **Indemnity** - Notwithstanding any other provision of this Agreement, the Borrower hereby covenants and agrees to fully indemnify and hold the Lender harmless from and against any loss, expense, damage or liability which the Lender may sustain or incur as a result of any Event of Default.
- 9 **NOTICES**
- 9.1 **Notices** - All notices which may or are required to be given herein or pursuant to this Agreement or relating to the Security shall be in writing and may be given:
- (a) personally by serving the same upon the party or any director, officer or employee of a corporate party if, or

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(b) by mail by posting the same by prepaid registered mail addressed:

- (i) to the Borrower at: The Salmon Arm Tennis Club
3440 Okanagan Avenue SE
Salmon Arm, BC V1E 4P2
- (ii) to the Lender at: City of Salmon Arm
Box 40
Salmon Arm, BC V1E 4N2

or such other addresses as the parties may advise by notice in writing.

9.2 **Receipt of Notice** - Subject to Section 9.3 any notice shall be deemed to have been received and effectively served

- (a) if served personally, at the time of delivery,
- (b) if mailed, on the third Business Day following posting, and
- (c) if sent by email, at the time of transmission.

9.3 **Delays** - In the event that, at the time a notice is mailed or at any time during the period of three Business Days following such mailing, postal or airline or airport employees are engaged in a strike, work slowdown or other work stoppage at the place at which the notice is mailed or at the place to which the notice is mailed or at any point through which such notice must pass, such notice will be deemed to have been given and received at the time when such notice would be received in the ordinary course of the mails, allowing for such strike, work slowdown or other work stoppage.

10 **TERMINATION**

10.1 **Termination of Agreement** - This Agreement will continue in full force and effect until the outstanding balance of the Loan has been paid in full, together with all interest and all Other Amounts in connection therewith. All security held by the Lender will be discharged, released and returned to the Borrower following the termination of this Agreement.

11 **GENERAL**

11.1 **Costs** - The Borrower will pay all of the costs of the preparation, execution and delivery of this Agreement and of the preparation, execution, delivery and registration of the Security or any other Security from time to time given by the Borrower to the Lender.

11.2 **Assignment by Borrower** - The Borrower will not be entitled to assign any of its rights hereunder except with the prior written consent of the Lender.

11.3 **Further Assurances** - The Borrower will do, execute and deliver, or will cause to be done, executed and delivered, all such further acts, documents and things as the Lender may request for the purpose of giving effect to this Agreement, or for the purpose of establishing compliance with the representations, warranties and conditions of this Agreement or any of the Security.

- 11.4 **Non-Merger** - The taking of a judgment or judgments or any other action or dealing whatsoever by the Lender in respect of any security given by the Borrower to the Lender will not operate as a merger of any indebtedness of the Borrower to the Lender or in any way suspend payment or affect or prejudice the rights, remedies and powers, legal or equitable, which the Lender may have in connection with such indebtedness and the foreclosure, surrender, cancellation or any other dealing with any such security will not release or affect the liability of the Borrower, or release or affect any of the Security or any other security held by the Lender.
- 11.5 **Enurement** - This Agreement and all of its provisions will enure to the benefit of and be binding upon the parties hereto, and their respective successors and assigns.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date(s) set forth below.

City of Salmon Arm

Law Barrett
Witness

Per: [Signature]
Authorized Signatory

Date May 7, 2018

Per: [Signature]
Authorized Signatory

The Salmon Arm Tennis Club

Law Barrett
Witness

Per: [Signature]
Authorized Signatory

Date 05/07/2018

Per: [Signature]
Authorized Signatory

Item 13.1

CITY OF SALMON ARM

Date: July 8, 2019

Presentation 4:00 p.m.

NAME: Brad Bennett, Woodlands Manager, Interfor Corporation Adams Lake Division

TOPIC: Forest tenure (Canfor Vavenby operation)

Vote Record

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

Opposed:

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

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CITY OF SALMON ARM

Date: July 8, 2019

Presentation 4:15 p.m.

NAME: Amy Vallarino, Environmental Advisory Committee

TOPIC: Climate Leadership in Salmon Arm

Vote Record

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

Opposed:

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

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Item 17.1

CITY OF SALMON ARM

Date: July 8, 2019

A. Slater, Executive Director, SILGA - email dated June 20, 2019 -
SILGA Youth at UBCM

Vote Record

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

Opposed:

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

From: southern interior local government [yoursilga@gmail.com]
Sent: Thursday, June 20, 2019 1:29 PM
To: Caylee Simmons; Graham Gomme; daniela@ashcroftbc.ca; Mayor; Maria Doyle; Alan Gee
Cc: Lori Mindnich
Subject: SILGA Youth at UBCM

Dear Vernon, Salmon Arm and Ashcroft councils,

SILGA received 4 excellent submissions for SILGA Youth at UBCM. At the June 19th board meeting the following motion was passed.

Moved/Seconded that:

SILGA offer each applicant up to \$2,000 towards their UBCM convention costs.

CARRIED

SILGA acknowledges that it may cost more than \$2,000 to attend the convention with the high hotel costs in downtown Vancouver. With that in mind, there are 3 females attending the convention - perhaps two can share a hotel room? SILGA will leave it up to the councils to decide if they would like to go that route. Please see the above emails for all other council contacts for coordination. SILGA will continue to require receipts for the \$2,000 allowance.

SILGA will also approach your respective MLA offices to see if there is any additional funding available.

While at UBCM, the youth will shadow their respective councils. However, SILGA will be requesting a meeting with the Premier to introduce this initiative to him and, if approved, SILGA would obviously like the students to attend this meeting and any other meetings SILGA also is granted. When registering the youth for the convention, please make sure they register for the SILGA luncheon. At the luncheon, SILGA asks that they help out with the registration - which is an excellent way to get introduced to the rest of the SILGA delegation.

I think that's it. If you have any questions, please do not hesitate to contact the SILGA office.

Thanks, Alison

--

Alison Slater
SILGA Executive Director
PO Box 27017 Cityview PO
Kamloops, BC V2E 0B2
250-851-6653
www.silga.ca

Item 23.

CITY OF SALMON ARM

Date: July 8, 2019

Moved: Councillor Wallace Richmond

Seconded: Councillor Cannon

THAT: the Regular Council Meeting of July 8, 2019, be adjourned.

Vote Record

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

Opposed:

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

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