

**City of Salmon Arm
Regular Council Meeting**

**Monday, March 25, 2024, 1:30 p.m.
Council Chambers of City Hall
500 – 2 Avenue NE, Salmon Arm, BC**

Pages

- 1. CALL TO ORDER**
- 2. IN-CAMERA SESSION**
 Motion for Consideration
 THAT: pursuant to Section 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; of the *Community Charter*, Council move In-Camera.
- 3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY**
We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.
- 4. ADOPTION OF AGENDA**
 Motion for Consideration
 THAT: the Agenda be adopted as presented.
- 5. DISCLOSURE OF INTEREST**
- 6. CONFIRMATION OF MINUTES**
 - 6.1 Regular Council Meeting Minutes of March 11, 2024 8 - 15
 Motion for Consideration
 THAT: the Regular Council Meeting Minutes of March 11, 2024 be adopted as circulated.
 - 6.2 Parcel Tax Roll Review Panel Meeting Minutes of March 11, 2024 16 - 18
 Motion for Consideration
 THAT: the Parcel Tax Roll Review Panel Meeting Minutes of March 11, 2024, be adopted as circulated.
- 7. COMMITTEE REPORTS**
 - 7.1 Development and Planning Services Committee Meeting Minutes of March 18, 2024 19 - 24
 - 7.2 Agricultural Advisory Committee Meeting Minutes of March 13, 2024 25 - 27
 - 7.3 Social Impact Advisory Committee Meeting Minutes of March 15, 2024 28 - 30
 - 7.4 Greenways Liaison Committee Meeting Minutes of February 8, 2024 31 - 46

47 - 60

- 7.5 Community Heritage Commission Meeting Minutes of March 4, 2024
- 7.6 Downtown Parking Commission Meeting Minutes of March 19, 2024 61 - 65
- 7.7 Shuswap Regional Airport Operations Committee Meeting Minutes of March 20, 2024 66 - 69

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

9. STAFF REPORTS

- 9.1 Director of Corporate Services – License for Use and Occupation for a storage container, Shuswap Youth Soccer – Little Mountain Park & Safeway Field Parking Lot 70 - 71

Motion for Consideration

THAT: Council authorize the Mayor and Corporate Officer to execute an Agreement with Shuswap Youth Soccer for the continued use of an 8' by 20' portion of the field at Little Mountain Park for a storage container from May 1, 2024 to October 31, 2025;

AND THAT: the agreement includes authorization for the temporary placement of a 20 foot storage container in the parking lot between 3 Street SW and the downtown fields for Shuswap Youth Soccer programs from:

April 1, 2024 to June 30, 2024; and
 April 1, 2025 to June 30, 2025.

- 9.2 Chief Financial Officer – 2023 Yearend Surplus 72 - 74

- 9.3 Director of Engineering and Public Works - Disaster Risk Reduction (Climate Adaptation) 75 - 77

Motion for Consideration

THAT: The 2024 budget contained in the 2024-2028 Financial Plan Bylaw be amended to include an additional \$150,000 for the Climate Action Plan project, to be funded from the Disaster Risk Reduction – Climate Adaptation Grant Program;

AND THAT: Council authorize submission of a grant application under the BC Active Transportation Infrastructure Grant for the Climate Hazard Risk and Vulnerability Assessment and Low Carbon Resilience (Climate Action) Plan.

- 9.4 C. Guidos, Salmon Arm Fire Department – FireSmart Yard Waste Disposal Grant 78 - 82

Motion for Consideration

THAT: Council approve the FireSmart Yard Waste Disposal Grant program for recognized neighbourhoods and not-for profit groups to a maximum grant amount of \$1,000.00 per application.

- 9.5 Director of Engineering & Public Works - Award of Contract - 10 Avenue SW Multi-Use Path Construction 83 - 85

Motion for Consideration

THAT: Council approve the award of the 10 Avenue SW Multi-Use Path Construction to General Assembly Excavating Ltd, in accordance with the terms and conditions of the tender in the amount of \$234,673.55 plus taxes as applicable.

- 9.6 Director of Engineering and Public Works - Okanagan Avenue Storm Pond, Detailed Design RFP Award 86 - 88

Motion for Consideration

THAT: Council approve the award of the Okanagan Avenue Storm Pond – Detailed Design project to Stantec Consulting Ltd., in accordance with the terms and conditions of the proposal in the amount of \$111,821.55 plus taxes as applicable.

9.7 Chief Administrative Officer – Shuswap Watershed Council 89 - 90

Motion for Consideration

THAT: the City of Salmon Arm remain as a financial contributor to the Shuswap Watershed Council for the 2024/2025 fiscal year ending March 31, 2025;

AND THAT: the City’s participation in the Shuswap Watershed Council be reviewed prior to adoption of the 2025 Budget.

10. INTRODUCTION OF BYLAWS

10.1 Zoning Amendment Bylaw No. 4641 (ZON-1280) 91 - 109

1280 7 Avenue SE

Owner/Applicant: S. McLeod Custom Homes Ltd.

R-1 to R-8

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4641 be read a first and second time.

10.2 Fee for Service Amendment Bylaw No. 4643 110 - 119

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4643 be read a first, second and third time.

11. RECONSIDERATION OF BYLAWS

11.1 Curbside Collection Amendment Bylaw No. 4629 120 - 123

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Curbside Collection Amendment Bylaw No. 4629 be read a final time.

11.2 Fee for Service Amendment Bylaw No. 4635 124 - 141

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4635 be read a final time.

11.3 Ticket Information Utilization Amendment Bylaw No. 4628 142 - 148

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4628 be read a final time.

12. CORRESPONDENCE

12.1 Informational Correspondence

12.1.1 Calendar of Events 149 - 149

12.1.2 M. Pybus-Keane, Senior Officer, Foundations & Grants, BCSPCA - Letter dated March 8, 2024
Official Acknowledgement of Gift 150 - 150

12.1.3 C. Flatman, President, Shuswap Creative Makerspace Society - Letter dated February 28, 2024 - City of Salmon Arm - Grants in Aid 151 - 151

12.1.4 J. McEwan, Salmon Arm Fair Manager - Email dated March 11, 2024 - Fairgrounds Request 152 - 153

12.1.5	G. Bootsma - Letter dated December, 2023 - Request for Memorial Bench at Canoe Beach	154 - 156
12.1.6	A. Kirkpatrick - Email dated March 4, 2024 - Parking Meters at Canoe Beach and Recreation Centre Parking Lots	157 - 158
12.1.7	J. Murray - Email dated March 14, 2024 - Cats on the Loose	159 - 159
12.1.8	D. Chipman - Email dated March 15, 2024 - Bylaw Amendment No. 4629	160 - 162
12.1.9	Honourable N. Cullen, Minister of Water, Land and Resource Stewardship - Letter dated March 21, 2024 Minister Response re Invasion of Zebra and Quagga Mussels in BC	163 - 164

13. NEW BUSINESS

14. PRESENTATIONS

14.1	Presentation 4:00-4:15 (approximately) Danielle Hubbard, CEO, Okanagan Regional Library Strategic Plan Initiatives and Current Activities	165 - 173
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15. COUNCIL STATEMENTS

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

19.1 FCM Board of Directors - Nomination

Motion for Consideration

WHEREAS the Federation of Canadian Municipalities (FCM) represents the interests of member municipalities on policy and program matters that fall within federal jurisdiction;

WHEREAS FCM's Board of Directors is comprised of elected municipal officials from all regions and sizes of communities to form a broad base of support and provide FCM with the united voice required to carry the municipal message to the federal government; and

WHEREAS FCM's Annual General Meeting (AGM) will be held in conjunction with the Annual Conference and Trade Show, June 6 to 9, 2024, followed by the election of FCM's Board of Directors;

BE IT RESOLVED that Council of the City of Salmon Arm endorse Councillor Louise Wallace Richmond to stand for election on FCM's Board of Directors for the period starting in June 2024 and ending July 2025; and

BE IT FURTHER RESOLVED that Council assumes all costs associated with Councillor Louise Wallace Richmond attending FCM's Board of Directors meetings.

20. QUESTION AND ANSWER PERIOD

7:00 p.m. MEETING RESUMES

21. DISCLOSURE OF INTEREST

22. HEARINGS

- 22.1 Development Variance Permit Application File No. VP-594 174 - 191
Legal: Lot 1, Section 15, Township 20, Range 10, W6M, KDYD, Plan EPP10328 Except Plans EPP17085 & EPP18478
2991 – 9 Avenue SW
Owner: Salmon Arm Shopping Centres Ltd. and Calloway REIT (Salmon Arm) Inc.
Agent: D. Alvarado

Motion for Consideration

THAT: Development Variance Permit No. VP-594 be authorized for issuance for Lot 1, Section 15, Township 20, Range 10, W6M, KDYD, Plan EPP10328 Except Plans EPP17085 & EPP18478, which varies Sign Bylaw No. 2880, as shown in Appendices 6 & 7 of the staff report dated March 18, 2024 and as follows:

Section 5.3.1(a)(b) – Freestanding Signs Sign Area – increase the maximum sign area from 12.0 m² to 17.92 m² per sign face and from 24.0 m² to 35.84 m² for the total sign area.

- 22.2 Development Permit Application No. 453 192 - 213
Legal: Lot 1, Section 15, Township 20, Range 10, W6M KDYD Plan EPP10328 Except Plans EPP17085 and EPP18478
2991 – 9 Avenue SW
Owner: Salmon Arm Shopping Centres Ltd. & Calloway REIT (Salmon Arm) Inc.
Agent: Arcadis Professional Services (Canada) Inc. c/o Dean Todd

Motion for Consideration

THAT: Development Permit No. 453 be authorized for issuance for Lot 1, Section 15, Township 20, Range 10, W6M KDYD Plan EPP10328 Except Plans EPP17085 and EPP18478 in accordance with the elevations and site plan attached as Appendix 5 and Appendix 6 in the staff report dated March 18, 2024;

AND THAT: Issuance of Development Permit No. 453 be withheld subject to the receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscape estimate.

- 22.3 Temporary Use Permit Application No. TUP 18 214 - 238
Legal: Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 4279, Except Parcel A on Plan B7061, Plans 29487 and 42166 (1300 10 Street SW) Lot B (Plan B5839) of the NW¼ of Section 11, Township 20, Range 10, W6M, KDYD (690 10 Avenue SW)
Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 4279 Except Parcel A on Plan B7061, Plans 29487 and 42166 (550 10 Avenue SW)
Parcel A (Plan B5838) of the Northwest ¼ Section 11, Township 20, Range 10, W6M, KDYD (431 Foothills Road SW)
Civic: 1300 10 Street SW, 690 10 Avenue SW, 550 10 Avenue SW and 431 Foothills Road SW
Owner: J.B. Thompson, J.B. & S. Thompson, J. & J. de Dood
Agent: Salmon Arm Folk Music Society

Motion for Consideration

THAT: Temporary Use Permit No. TUP 18 be issued for:

- 1) Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 27414 (550 - 10 Avenue SW);
- 2) Parcel B (Plan B5839) of the NW ¼ of Section 11, Township 20, Range 10, W6M, KDYD (690 - 10 Avenue SW);
- 3) Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 4279 except Parcel A on Plan B7061, Plans 29487 and 42166 (1300 - 10 Street SW); and
- 4) Parcel A (Plan B5838) of the Northwest ¼ Section 11, Township 20, Range 10, W6M, KDYD

AND THAT: TUP 18 permits the temporary use of campgrounds as shown in Appendix 11 and in accordance with the following:

1. The total number of tent or recreational vehicle sites on the subject properties shall not exceed 1,000;
2. Check-in stations are to be setback appropriately from each entrance, ideally to provide a minimum queuing distance of 100 metres (15 vehicles);
3. Plumbing Permit issuance by the City's Building Department is required prior to the commencement of the Roots and Blues Festival;
4. Approval of a Fire Safety Plan by the City's Fire Department;
5. Approval of a Security Plan by the RCMP;
6. Non-Farm Use approval from the Agricultural Land Commission (ALC); and
7. TUP 18 is valid for a two week period during the months of July or August for the years 2024, 2025 and 2026, with camping limited to a maximum seven day time period during the Roots and Blues Festival.

AND FURTHER THAT: Non-Farm Use Application No ALC – 421 be forwarded to the Agricultural Land Commission with a resolution of support by Council.

23. STATUTORY PUBLIC HEARINGS

- | | | |
|------|---|-----------|
| 23.1 | Zoning Amendment Application No. ZON-1248
1890 10 Avenue SW
Owner: DARB Holdings (1981) Ltd.
Agent: A. Brown
R-1 and C-3 to C-3 | 239 - 260 |
|------|---|-----------|

24. RECONSIDERATION OF BYLAWS

- | | | |
|------|--|-----------|
| 24.1 | Zoning Amendment Bylaw No. 4545 (ZON-1248)
<u>Motion for Consideration</u>
THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4545 be read a third time; | 261 - 263 |
|------|--|-----------|

AND THAT: final reading of the zoning amendment bylaw be withheld subject to:

1. the installation of appropriate screening and buffers as per the Agricultural Land Commission (ALC) guidelines for non-residential development adjacent to the ALR; and

2. Ministry of Transportation and Infrastructure approval.

25. QUESTION AND ANSWER PERIOD

26. ADJOURNMENT

REGULAR COUNCIL

Minutes of a Regular Meeting of Council of the City of Salmon Arm

March 11, 2024, 1:30 p.m.
Council Chambers of City Hall
500 – 2 Avenue NE, Salmon Arm, BC

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

ABSENT: Mayor A. Harrison

STAFF PRESENT: Chief Administrative Officer E. Jackson
Director of Corporate Services S. Wood
Director of Engineering & Public Works R. Niewenhuizen
Chief Financial Officer C. Van de Cappelle
Director of Planning and Community Services G. Buxton
Deputy Corporate Officer R. West

Other Staff Present: City Engineer J. Wilson; Shuswap Recreation Society General
Manager D. Gerow; Planner M. Paiement

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

Moved by: Councillor Lindgren
Seconded by: Councillor Gonella

THAT: pursuant to Section 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; of the *Community Charter*, Council move In-Camera.

Carried Unanimously

3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.

4. ADOPTION OF AGENDA

Moved by: Councillor Gonella
Seconded by: Councillor Cannon

THAT: the Agenda be adopted as presented with the addition of Item 9.8 - Chief Administrative Officer - BC Provincial Nominee Program Entrepreneur Immigration Regional Stream.

Carried Unanimously

5. DISCLOSURE OF INTEREST

5.1 Deputy Mayor Wallace Richmond

Deputy Mayor Wallace Richmond declared a conflict of interest on Item 9.8 - BC Provincial Nominee Program Entrepreneur Immigration Regional Stream and 14.1 - Bus Shelter Wrapping Project, as her company has a business contract with Salmon Arm Economic Development Society.

5.2 Councillor Flynn

Councillor Flynn declared a conflict of interest on Item 9.5 - 10 Avenue SE & 30 Street/20 Avenue SE Watermain Upgrade and Item 9.6 - 16 Street & 11 Avenue NE Multi-Use Path - Design & Engineering Services - RFP Award as proponents (General Assembly, Lawson Engineering and Onsite Engineering) are clients of his son's firm.

6. CONFIRMATION OF MINUTES

6.1 Regular Council Meeting Minutes of February 26, 2024

Moved by: Councillor Lindgren
Seconded by: Councillor Cannon

THAT: the Regular Council Meeting Minutes of February 26, 2024 be adopted as circulated.

Carried Unanimously

7. COMMITTEE REPORTS

7.1 Development and Planning Services Committee Meeting Minutes of March 4, 2024

7.2 Downtown Parking Commission Meeting Minutes of February 27, 2024

7.3 Environmental Advisory Committee Meeting Minutes of March 5, 2024

8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE

9. STAFF REPORTS

9.1 Operations Manager, Shuswap Recreation Society - Shaw Centre Name Change For information.

- 9.2 Manager of Planning & Building - Agricultural Advisory Committee Member Appointment

Moved by: Councillor Cannon
Seconded by: Councillor Gonella

THAT: Council appoint Scott Syme and Mike Schroeder to the City of Salmon Arm Agricultural Advisory Committee for a term ending September, 2026.

Carried Unanimously

- 9.3 City Engineer – GPS Unit Replacement

Moved by: Councillor Lavery
Seconded by: Councillor Flynn

THAT: The 2024 Budget contained within the 2024 – 2028 Financial Plan Bylaw be amended to reflect funding for the purchase of a replacement GPS unit in the amount of \$45,000, to be funded from the GPS Reserve;

AND THAT: Council approve the purchase of a replacement GPS unit to Spatial Technologies in the amount of \$40,066.00 plus GST and PST;

AND FURTHER THAT: The City’s Purchasing Policy No. 7.13 be waived in the procurement of the new GS 18 GPS Unit to authorize sole sourcing of same to Spatial Technologies (2017) Inc.

Carried Unanimously

- 9.4 City Engineer – Storm Main Replacement – Canoe Beach Drive (East of 51 St NE)

Moved by: Councillor Lindgren
Seconded by: Councillor Cannon

THAT: The 2024 Budget contained in the 2024-2028 Financial Plan Bylaw be amended to reflect funding for Storm Main Replacement – Canoe Beach Drive (east of 51 St NE) project in the amount of \$80,000 to be funded from the Drainage Reserve.

Carried Unanimously

- 9.5 Director of Engineering & Public Works - 10 Avenue SE & 30 Street/20 Avenue SE Watermain Upgrade

Budget Amendment and Construction Tender Award

Councillor Flynn declared a conflict and left the meeting at 2:46 p.m.

Moved by: Councillor Gonella
Seconded by: Councillor Cannon

THAT: Council approve the award of the 10 Avenue SE and 30 Street/20 Avenue SE Watermain upgrade projects to D Webb Contracting Ltd., in

accordance with the terms and conditions of the tender in the amount of \$946,540.00 plus taxes as applicable;

AND THAT: the 2024 Budget contained in the 2024 to 2028 Financial Plan be amended to reallocate \$40,000.00 additional funding to the 10 Avenue SE (30-33 Street SE) Watermain upgrade project, funded from 97B Watermain Upgrade.

Carried Unanimously

- 9.6 City Engineer - 16 Street & 11 Avenue NE Multi-Use Path - Design & Engineering Services - RFP Award

Moved by: Councillor Lavery

Seconded by: Councillor Gonella

THAT: Council approve the award of the 16 Street & 11 Avenue NE Multi-Use-Path design and engineering services project to Lawson Engineering Ltd., in accordance with the terms and conditions of the proposal in the amount of \$56,510.00 plus taxes as applicable.

Carried Unanimously

- 9.7 City Engineer – Rural Sewer Connection 3740 20 Street NE

Councillor Flynn returned to the meeting at 2:54 p.m.

Moved by: Councillor Gonella

Seconded by: Councillor Cannon

THAT: Council authorize the extension of a sanitary service into the Rural area for the property located at 3740 20 Street NE subject to payment of an equivalent Development Cost Charge for Sanitary of \$2,890.04 by the owner.

Carried Unanimously

- 9.8 Chief Administrative Officer – BC Provincial Nominee Program Entrepreneur Immigration Regional Stream

Deputy Mayor Wallace Richmond declared a conflict and left the meeting at 2:58 p.m. and Councillor Gonella assumed the Chair.

Moved by: Councillor Cannon

Seconded by: Councillor Flynn

THAT: the Mayor be authorized to sign the BC Provincial Nominee Program Entrepreneur Immigration Regional Stream Community Participation Acknowledgement of Continuation on behalf of the City of Salmon Arm.

Carried Unanimously

10. INTRODUCTION OF BYLAWS

- 10.1 Curbside Collection Amendment Bylaw No. 4629

Deputy Mayor Wallace Richmond returned to the meeting at 3:02 p.m. and resumed the Chair.

Moved by: Councillor Lindgren
Seconded by: Councillor Gonella

THAT: the Bylaw entitled City of Salmon Arm Curbside Collection Amendment Bylaw No. 4629 be read a first, second and third time.

Carried Unanimously

10.2 Fee for Service Amendment Bylaw No. 4635

Moved by: Councillor Flynn
Seconded by: Councillor Cannon

THAT: the Bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4635 be read a first, second and third time.

Carried Unanimously

10.3 Ticket Information Utilization Amendment Bylaw No. 4628

Moved by: Councillor Gonella
Seconded by: Councillor Lindgren

THAT: the Bylaw entitled City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4628 be read a first, second and third time.

Carried Unanimously

10.4 Zoning Amendment Bylaw No. 4545 (ZON-1248)

1890 10 Avenue SW
Owner: DARB Holdings (1981) Ltd.
Agent: A. Brown
R-1 and C-3 to C-3

Moved by: Councillor Lavery
Seconded by: Councillor Lindgren

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4545 be read a first and second time;

AND THAT: final reading of the zoning amendment bylaw be withheld subject to:

1. the installation of appropriate screening and buffers as per the Agricultural Land Commission (ALC) guidelines for non-residential development adjacent to the ALR; and
2. Ministry of Transportation and Infrastructure approval.

Carried Unanimously

11. RECONSIDERATION OF BYLAWS

11.1 Records Management Bylaw No. 4634

Moved by: Councillor Flynn
Seconded by: Councillor Cannon

THAT: the Bylaw entitled City of Salmon Arm Records Management Bylaw No. 4634 be read a final time.

Carried Unanimously

11.2 Freedom of Information Bylaw No. 4541

Moved by: Councillor Cannon
Seconded by: Councillor Lindgren

THAT: the Bylaw entitled City of Salmon Arm Freedom of Information Bylaw No. 4541 be read a final time.

Carried Unanimously

11.3 Official Community Plan Amendment Bylaw No. 4624

1821 9 Avenue NE
Owners: 1026082 BC Ltd./Lakeside Bowling Ltd.
Agent: IBA Architecture Inc.
MR to HC

Moved by: Councillor Cannon
Seconded by: Councillor Gonella

THAT: the Bylaw entitled City of Salmon Arm Official Community Plan Amendment Bylaw No. 4624 be read a final time.

Carried Unanimously

11.4 Zoning Amendment Bylaw No. 4625

City of Salmon Arm
Text Amendment
Addition of CD-21 Zone

Moved by: Councillor Flynn
Seconded by: Councillor Cannon

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4625 be read a final time.

Carried Unanimously

11.5 Zoning Amendment Bylaw No. 4626

1821 and 1881 9 Avenue NE
Owners: 1026082 BC Ltd./Lakeside Bowling Ltd.
Agent: IBA Architecture Inc.
R-1 and C-3 to CD-21

Moved by: Councillor Cannon
Seconded by: Councillor Lavery

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4626 be read a final time.

Carried Unanimously

12. CORRESPONDENCE

12.1 Informational Correspondence

12.1.3 K. Raynor, Shuswap Naturalist Club - Email dated March 5, 2024 - Request to Host a MOTUS Receiving Station

Moved by: Councillor Lindgren
Seconded by: Councillor Cannon

THAT: Council authorize the Shuswap Naturalist Club to install a MOTUS receiving station at the Salmon Arm Wharf as approved by City Staff, subject to the provision of adequate liability insurance.

Carried Unanimously

12.1.8 BC Association of Farmers' Markets - Letter dated February 22, 2024

Update on Coupon Program in Salmon Arm

Moved by: Councillor Cannon
Seconded by: Councillor Gonella

THAT: Council provide a thank you letter to the Minister of Health on the value of the BC Farmers' Market Nutrition Coupon Program.

Carried Unanimously

13. NEW BUSINESS

14. PRESENTATIONS

Councillor Flynn left the meeting at 3:22 p.m.
Deputy Mayor Wallace Richmond declared a conflict and left the meeting at 3:23 p.m. and Councillor Gonella assumed the Chair.

14.1 Presentation 4:00-4:15 (approximately)

Caitlin Thompson, Project Coordinator, Salmon Arm Economic Development Society
Bus Shelter Wrapping Project

Caitlin Thompson, Project Coordinator, Salmon Arm Economic Development Society, provided an overview of the Bus Shelter Wrapping Project and was available to answer questions from Council.

15. COUNCIL STATEMENTS

Deputy Mayor Wallace Richmond returned to the meeting at 3:34 p.m. and resumed the Chair.

16. SALMON ARM SECONDARY YOUTH COUNCIL

17. NOTICE OF MOTION

18. UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS

19. OTHER BUSINESS

20. QUESTION AND ANSWER PERIOD

There are no Hearings, Statutory Public Hearings or Reconsideration of Bylaws scheduled for the evening portion of the agenda.

21. ADJOURNMENT

The meeting adjourned at 3:36 p.m.

CORPORATE OFFICER, S. WOOD

MAYOR, A. HARRISON

REGULAR COUNCIL

Minutes of the City of Salmon Arm Parcel Tax Roll Review Panel

March 11, 2024, 7:00 p.m.
Council Chambers of City Hall
500 – 2 Avenue NE, Salmon Arm, BC

COUNCIL PRESENT: Councillor T. Lavery
Councillor L. Wallace Richmond
Councillor D. Cannon
Councillor S. Lindgren
Councillor D. Gonella

ABSENT: Mayor A. Harrison
Councillor K. Flynn

STAFF PRESENT: Chief Administrative Officer E. Jackson
Director of Corporate Services S. Wood
Chief Financial Officer C. Van de Cappelle
Deputy Corporate Officer R. West

1. CALL TO ORDER

Deputy Mayor Wallace Richmond called the meeting to order at 7:00 p.m.

2. PARCEL TAX ROLL REVIEW PANEL FOR 73 AVENUE WATER MAIN EXTENSION PARCEL TAX - APPEALS

The Chief Financial Officer addressed the Panel advising that no appeals had been received.

Deputy Mayor Wallace Richmond called for input from the public.

2.1 Authentication of 2024 73 Avenue Water Main Extension Parcel Tax Assessment Roll

2.1.1 Chief Financial Officer – 2024 73 Ave Water Main Extension Parcel Tax Roll

Moved by: Councillor Cannon
Seconded by: Councillor Lavery

THAT: this 73 Avenue Water Main Extension Parcel Tax Assessment Roll, comprised of 6 parcels, is hereby confirmed by the Parcel Tax Roll Review Panel of the City of Salmon Arm and, except as may be amended on further appeal, is hereby certified to be the 73 Avenue Water Main Extension Parcel Tax Assessment Roll.

Carried Unanimously

3. ADJOURNMENT

The meeting adjourned at 7:01 p.m.

4. CALL TO ORDER

Deputy Mayor Wallace Richmond called the meeting to order at 7:01 p.m.

5. PARCEL TAX ROLL REVIEW PANEL FOR TRANSPORTATION PARCEL TAX - APPEALS

The Chief Financial Officer addressed the Panel advising that no appeals had been received.

Deputy Mayor Wallace Richmond called for input from the public.

5.1 Authentication of 2024 Transportation Parcel Tax Assessment Roll

5.1.1 Chief Financial Officer – 2024 Transportation Parcel Tax Roll

Moved by: Councillor Lindgren

Seconded by: Councillor Cannon

THAT: this Transportation Parcel Tax Assessment Roll, comprised of 8,160 parcels, is hereby confirmed by the Parcel Tax Roll Review Panel of the City of Salmon Arm and, except as may be amended on further appeal, is hereby certified to be the Transportation Parcel Tax Assessment Roll.

Carried Unanimously

6. ADJOURNMENT

The meeting adjourned at 7:02 p.m.

7. CALL TO ORDER

Deputy Mayor Wallace Richmond called the meeting to order at 7:03 p.m.

8. PARCEL TAX ROLL REVIEW PANEL FOR WATER AND SEWER - APPEALS

The Chief Financial Officer addressed the Panel advising that no appeals had been received.

Deputy Mayor Wallace Richmond called for input from the public.

8.1 Authentication of 2024 Water and Sewer Frontage Tax Assessment Roll

8.1.1 Chief Financial Officer – 2024 Water and Sewer Frontage Parcel Tax Rolls

Moved by: Councillor Gonella

Seconded by: Councillor Lindgren

THAT: this frontage tax assessment roll, comprised of 7,461 properties for water and 6,531 for sewer, and representing a total taxable frontage of 720,006 feet for water and 505,710 feet for sewer, is hereby confirmed by the Parcel Tax Roll Review Panel of the City of Salmon Arm and, except as may be amended on further appeal, is hereby certified to be the frontage tax assessment roll for Water and Sewer.

Carried Unanimously

9. ADJOURNMENT

The meeting adjourned at 7:04 p.m.

CORPORATE OFFICER, S. WOOD

MAYOR, A. HARRISON

DEVELOPMENT AND PLANNING SERVICES

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

March 18, 2024, 8:00 a.m.
Council Chambers of City Hall
500 – 2 Avenue NE, Salmon Arm, BC

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

ABSENT: Councillor D. Gonella

STAFF PRESENT: Chief Administrative Officer E. Jackson
Director of Corporate Services S. Wood
Director of Engineering & Public Works R. Niewenhuizen
Director of Planning and Community Services G. Buxton
Executive Assistant B. Puddifant
Manager of Planning & Building, M. Smyrl

1. CALL TO ORDER

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

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.

3. ADOPTION OF AGENDA

Moved by: Councillor Flynn
Seconded by: Councillor Wallace Richmond

THAT: the Agenda be adopted as presented.

Carried Unanimously

4. APPROVAL OF MINUTES

Moved by: Councillor Cannon
Seconded by: Councillor Lindgren

THAT: the Development and Planning Services Committee Meeting Minutes of March 4, 2024 be approved.

Carried Unanimously

5. **DISCLOSURE OF INTEREST**

6. **REPORTS**

6.1 Zoning Bylaw Amendment Application No. 1286 – Definitions for Height of Buildings and Grade

The Meeting recessed at 8:07 a.m. and resumed at 8:10 a.m.

Moved by: Councillor Lavery

Seconded by: Councillor Wallace Richmond

THAT: The Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, amending Zoning Bylaw

No.	2303	as	follows:
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1. **Section 2 – Definitions**

HEIGHT when determining the *height of buildings*, except for those *structures* listed in Section 4.4 (Height Exceptions), means the vertically measured distance between the lowest of the average levels of *grade* adjoining each exterior wall of a *building* prior to the start of constructions of the *building*, to the roof line of the *building* when roof line means the highest point on any roof top or edge or parapet forming the top line of the (roof) *building* silhouette.

Be replaced with:

HEIGHT when determining the *height of buildings or structures*, except for those *structures* listed in Section 4.4 (Height Exceptions) and Section 4.12 (Fences and Retaining Walls), means the vertically measured distance between the average *grade* and the highest point of the *structure* of a non-sloping roof, or the mid-point of a sloping roof.

and

1. **Section 2 – Definitions**

GRADE means a natural or mechanically developed ground level elevation approved by the *Authority* for the purposes of measurement of a *building* or *structure's height* using the following criteria:

- a. Natural ground level shall be so common and usual, long and continued in its character by visible trees, shrubs, vegetation, and surrounding terrain and the nature of the soil itself to indicate no visible landfill or soils removal in recent years; or

- b. Mechanically developed ground level shall be an altered elevation of soils upon one or more parcels to obtain levelled, terraced, or sloped buildings sites, usually graded to blend with one another as shall be approved by the Approving Officer or Council through due process.

Be replaced with:

GRADE means the ground level elevation approved by the Authority for the purposes of measurement of a *building or structure's height* using the natural ground level (being the usual and continued in character by visible trees, shrubs, vegetation, and surrounding terrain and the nature of the soil itself to indicate no visible landfill or soils removal in recent years), or

means the ground level elevation approved by the Authority for the purposes of measurement of a *building or structure's height* using the mechanically developed ground levels shown on a site grading plan where required and approved by the Authority.

Carried Unanimously

6.2 Development Variance Permit Application File No. VP-594

Legal: Lot 1, Section 15, Township 20, Range 10, W6M, KDYD, Plan EPP10328
ExceptPlans EPP17085 & EPP18478
2991 – 9 Avenue SW
Owner: Salmon Arm Shopping Centres Ltd. and Calloway REIT (Salmon Arm) Inc.
Agent: D. Alvarado

B. Savard, Salmon Arm Shopping Centres Ltd., outlined the application and was available to answer questions from the Committee.

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-594 be authorized for issuance for Lot 1, Section 15, Township 20, Range 10, W6M, KDYD, Plan EPP10328 Except Plans EPP17085 & EPP18478, which varies Sign Bylaw No. 2880, as shown in Appendices 6 & 7 of the staff report dated March 18, 2024 and as follows:

Section 5.3.1(a)(b) – Freestanding Signs Sign Area – increase the maximum sign area from 12.0 m² to 17.92 m² per sign face and from 24.0 m² to 35.84 m² for the total sign area.

Carried Unanimously

6.3 Development Permit Application No. 453

Legal: Lot 1, Section 15, Township 20, Range 10, W6M KDYD Plan EPP10328
Except Plans EPP17085 and EPP18478
2991 – 9 Avenue SW
Owner: Salmon Arm Shopping Centres Ltd. & Calloway REIT (Salmon Arm) Inc.
Agent: Arcadis Professional Services (Canada) Inc. c/o Dean Todd

B. Savard, Salmon Arm Shopping Centres Ltd., D. Todd, L. Todd and A. Dowell, Arcadis Professional Services (Canada) Ltd., were available to answer questions from the Committee.

Moved by: Councillor Cannon
Seconded by: Councillor Lindgren

THAT: the Development and Planning Services Committee recommends to Council that Development Permit No. 453 be authorized for issuance for Lot 1, Section 15, Township 20, Range 10, W6M KDYD Plan EPP10328 Except Plans EPP17085 and EPP18478 in accordance with the elevations and site plan attached as Appendix 5 and Appendix 6 in the staff report dated March 18, 2024.

AND THAT: Issuance of Development Permit No. 453 be withheld subject to the receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscape estimate.

Carried Unanimously

6.4 Temporary Use Permit Application No. TUP 18 and Agricultural Land
Commission Application No. ALC – 421 (ALC ID 700055)

Legal: Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 4279,
Except Parcel A on Plan B7061, Plans 29487 and 42166 (1300 10 Street SW)
Lot B (Plan B5839) of the NW¼ of Section 11, Township 20, Range 10, W6M,
KDYD (690 10 Avenue SW)
Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 4279 Except
Parcel A on Plan B7061, Plans 29487 and 42166 (550 10 Avenue SW)
Parcel A (Plan B5838) of the Northwest ¼ Section 11, Township 20, Range 10,
W6M, KDYD (431 Foothills Road SW)
Civic: 1300 10 Street SW, 690 10 Avenue SW, 550 10 Avenue SW and 431
Foothills Road SW
Owner: J.B. Thompson, J.B. & S. Thompson, J. & J. de Dood
Agent: Salmon Arm Folk Music Society

T. Starkell, Salmon Arm Folk Music Society, was available to answer questions from the Committee.

Moved by: Councillor Lindgren
Seconded by: Councillor Lavery

THAT: the Development and Planning Services Committee recommends to Council that Temporary Use Permit No. TUP 18 be issued for:

- 1) Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 27414 (550 - 10 Avenue SW);

- 2) Parcel B (Plan B5839) of the NW ¼ of Section 11, Township 20, Range 10, W6M, KDYD (690 - 10 Avenue SW);
- 3) Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 4279 except Parcel A on Plan B7061, Plans 29487 and 42166 (1300 - 10 Street SW); and
- 4) Parcel A (Plan B5838) of the Northwest ¼ Section 11, Township 20, Range 10, W6M, KDYD

AND THAT: TUP 18 permits the temporary use of campgrounds as shown in Appendix 11 and in accordance with the following:

1. The total number of tent or recreational vehicle sites on the subject properties shall not exceed 1,000;
2. Check-in stations are to be setback appropriately from each entrance, ideally to provide a minimum queuing distance of 100 metres (15 vehicles);
3. Plumbing Permit issuance by the City's Building Department is required prior to the commencement of the Roots and Blues Festival;
4. Approval of a Fire Safety Plan by the City's Fire Department;
5. Approval of a Security Plan by the RCMP;
6. Non-Farm Use approval from the Agricultural Land Commission (ALC); and
7. TUP 18 is valid for a two week period during the months of July or August for the years 2024, 2025 and 2026, with camping limited to a maximum seven day time period during the Roots and Blues Festival.

AND FURTHER THAT: Non-Farm Use Application No ALC – 421 be forwarded to the Agricultural Land Commission with a resolution of support by Council.

Carried Unanimously

- 6.5 Agricultural Land Reserve (ALR) Applications and Amendments to Fee for Service Bylaw No. 2498

Moved by: Councillor Wallace Richmond
Seconded by: Councillor Flynn

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council’s consideration, amending Fee for Service Bylaw No. 2498, as follows:

i) Replacing Schedule “B” a) Appendix 2 Development Services, Section 14 with the following table:

14.	a. Non-Adhering Residential Use b. Soil Use to Place Fill and/or Removal Soil c. Non- Farm Use d. Subdivision (owner as applicant) e. Transportation, Utility and Recreational Uses (City as applicant as per Policy 3.22) f. Subdivision application (City as applicant as per Policy 3.22) g. Legal Fees for registration of documents as per Policy 3.22	\$450.00 \$750.00 \$750.00 \$750.00 \$1500.00 \$750.00 \$2500.00
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ii) Appendix 4: after section 1.11.1 i), a new section is added as 1.11.1 v) as follows:

The permit fee for Purpose-built residential rentals that provide Affordable Housing be reduced by 50% for market units and 100% for Non-Profit Housing.

Carried Unanimously

- 7. **FOR INFORMATION**
- 8. **IN-CAMERA**
- 9. **ADJOURNMENT**

There being no further business on the agenda, the meeting adjourned at 8:53 a.m.

MAYOR, A. HARRISON

CITY OF SALMON ARM

Minutes of the Agricultural Advisory Committee Meeting held in Room 100 of City Hall, 500 – 2 Avenue NE, Salmon Arm, BC, on **March 13, 2024 at 3:30 p.m. (GoTo Meeting and in-person)**

Present

Councillor David Gonella, Chair

James Hanna

Barrie Voth

Ken Jamieson (3:34pm)

Sarah Nicholls (3:40pm)

Mike Schroeder

Scott Syme

Melinda Smyrl, City of Salmon Arm, Planner/Recorder (non-voting)

Gary Buxton, City of Salmon Arm, Director of Planning and Community Services (non-voting)

Lindsay Benbow, Ministry of Agriculture – (non-voting) (Online)

Regrets:

Melanie Bennett

The meeting was called to order at 3:39 p.m.

1. Call to Order

2. Acknowledgment of Traditional Territory

We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.

3. Approval of Agenda

Moved: James Hanna

Seconded: Mike Schroeder

THAT: the Agricultural Advisory Committee Meeting Agenda of March 13, 2024 be approved as circulated.

CARRIED UNANIMOUSLY

4. Approval of Minutes January 10, 2024,

Moved: Mike Schroeder

Seconded: Barrie Voth

THAT: the Agricultural Advisory Committee Meeting Minutes of January 10, 2024 be approved as circulated.

CARRIED UNANIMOUSLY

5. Disclosure of Interest

None notes

6. New Business

6.1 New Members

Council appointment two new members to the AAC at their March 11 meeting – Mike Schroeder and Scott Syme. The new members provided a short introduction.

6.2 February 6 – Province-wide AAC Workshop (update from Sarah Nicholls and staff)

Staff provided a brief summary of the workshop. Members are encouraged to attend the workshop for next year.

7. Unfinished Business

None noted.

8. Updates

8.2 Ministry of Agriculture – Projects and Grants (staff)

Ministry of Agriculture staff provided information on upcoming workshops, grants and opportunities. Links are to be emailed to the committee

8.3 Committee Updates (committee members)

Mike Schroeder and Scott Syme provided a summary of a Drought Management meeting that was held in Salmon Valley, hosted by the Ministry of Agriculture.

9. Next Meeting – April 10, 2024 3:30pm to 5:00pm

The AAC meeting schedule for the next year will be discussed.

10. Adjournment

Moved: Barrie Voth

Seconded: James Hanna

THAT: The Agricultural Advisory Committee Meeting of March 13, 2024 be adjourned.

CARRIED UNANIMOUSLY

The meeting was adjourned at 4:00pm

“ ”
Councillor David Gonella, Chair

Received for information by Council on the __th day of _____, 2024.

CITY OF SALMON ARM

Minutes of the **Social Impact Advisory Committee** meeting held electronically on Friday, March 15, 2024, at 8:00 a.m.

PRESENT:

Councillor Louise Wallace Richmond	City of Salmon Arm, Chair
Paige Hilland	Shuswap Area Family Emergency (SAFE) Society
Tim Gibson	Shuswap Children’s Association
Lloyd Garner	Aspiral Youth Partners
Karen Hansen	Shuswap Association for Community Living
Glenda Cooper	Canadian Mental Health Association
Kristy Smith	Okanagan Regional Library
Jen Gamble	Shuswap Immigrant Services
Shannon Kiehlbauch	Okanagan College
Wendy Fredette	Seniors Resource Centre
Barb Puddifant	City of Salmon Arm, Recorder

ABSENT:

	Adams Lake Indian Band
	Neskonlith Indian Band
David Parmenter	Interior Health Association-Mental Health
Patti Thurston	Shuswap Family Centre

GUESTS:

The meeting was called to order at 8:00 a.m.

1. Introductions

Councillor Wallace Richmond introduced Wendy Fredette, the representative for the Seniors Resource Centre.

2. Acknowledgement of Traditional Territory

We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.

3. Approval of Agenda and Additional Items

Moved: Kristy Smith

Seconded: Karen Hansen

THAT: the Social Impact Advisory Committee Meeting Agenda of March 15, 2024 be approved with addition.

CARRIED UNANIMOUSLY

4. Approval of Minutes of January 19, 2024 Social Impact Advisory Committee Meeting

Moved: Kristy Smith

Seconded: Shannan Kiehlbauch

THAT: the minutes of the Social Impact Advisory Committee Meeting of January 19, 2024 be approved as circulated.

CARRIED UNANIMOUSLY

5. Presentations

Glenda Cooper, Canadian Mental Health Association outlined the current Emergency Weather Response. The Committee reviewed the email from M. Peacock, Public Health Nurse, Interior Health Authority dated February 14, 2025 regarding a cold weather response by the City. The Committee discussed existing services available and the possibility of additional solutions during weather events and wildfire events. Glenda Cooper will facilitate a potential meeting including BC Housing, faith based organizations, S.A.F.E and Councillor Wallace Richmond to discuss creative solutions and services available to vulnerable populations during extreme weather events and smoke events.

6. Old Business/Arising from minutes

Councillor Wallace Richmond provided an update on the Situation Table: Ministry of Public Safety Inquiry. The application for this program has been submitted.

7. New Business**8. Other Business &/or Roundtable Updates**

Each Committee member provided an update on the services provided by their organization.

9. Next meeting - April 19, 2024

10. Adjournment

Moved: Karen Hansen

Seconded: Paige Hilland

THAT: the March 15, 2024 meeting of the Social Impact Advisory Committee be adjourned.

The meeting was adjourned at 8:53 a.m.

Councillor Louise Wallace Richmond, Chair

Minutes received as information by Council at their Regular Meeting of _____, 2024.

CITY OF SALMON ARM

Minutes of the Greenways Liaison Committee (GLC) Meeting held online and in City Hall, 500 - 2 Avenue NE, Salmon Arm, BC, (GoTo Meeting) on **Thursday, February 8, 2024** at 3:30 p.m.

PRESENT:

Brian Browning, Shuswap Trail Alliance
Wanda Atcheson, Citizen at Large
Mark Mason, Citizen at Large
Alan Bates, Citizen at Large
Keith Cox, Shuswap Trail Alliance
Tim Lavery, Chair

Joe Johnson, Guest (non-voting)
Phil McIntyre-Paul, Shuswap Trail Alliance (non-voting)
Adrian Bostock, Shuswap Trail Alliance (non-voting)
Chris Larson, City of Salmon Arm, Senior Planner, Recorder
Darin Gerow, City of Salmon Arm, Manager of Roads & Parks

REGRETS:

Janelle Rimell, Interior Health Representative

The meeting was called to order at 3:33 p.m.

1. Acknowledgement of Traditional Territory

We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.

2. Introductions

3. Presentations

4. Approval of Agenda and Additional Items

Moved: Alan Bates

Seconded: Brian Browning

THAT: the Agenda of the Greenways Liaison Committee Meeting of February 8, 2024 be approved as circulated.

CARRIED UNANIMOUSLY

5. Approval of Minutes of Previous Greenways Liaison Committee Meeting

Moved: Brian Browning

Seconded: Mark Mason

THAT: the minutes of the Greenways Liaison Committee Meeting of December 7, 2023 be approved as circulated.

CARRIED UNANIMOUSLY

6. Old Business /Arising from minutes

7. New Business

• GLC Background

Guests and past GLC members Joe Johnson and Phil McIntyre-Paul provided background information on the history and contributions of the GLC. The actions of many groups and individuals has gotten us to where we are today. The GLC continues to fill an important role.

• Info for New Members

New members asked questions regarding the role of the GLC in planning and implementation.

• GLC and ATAC

Distinction between the GLC and ATAC was noted. Maintaining GLC expertise and a focus on greenways has been deemed important.

8. Other Business &/or Updates

• STA Update - Planning and Projects (attached)

Project update provided. The South Canoe Bike Wash station is largely in place and the expectation is for it to be finalized this season. Trail Inventory development is ongoing. Planning for the West Bay Connector is ongoing, with funding in place to support a RFP for detailed planning to go out in the New Year. Reserve funding is in place for the Salmon Arm section. Importance of MRDT funding is noted.

Plans for upcoming Sunset Ridge and Turner Creek greenway projects were presented.

• South Canoe Update

Winter grooming is underway with the snow, although variable conditions have been challenging. The Frosty Dog fat bike event was noted.

Plans for the South Canoe Prudential to Stubbies equestrian route were presented.

Moved: Brian Browning

Seconded: Mark Mason

THAT: the Prudential to Stubbies equestrian route is supported by the Greenways Liaison Committee.

CARRIED UNANIMOUSLY

- **Park Hill Update**

- **ATAC Update**

- **SD 83 Trails**

Survey work is to be done in the Spring at the Jackson campus.

- **Heritage Trail**

Following the ALC decision and opportunity to resubmit information to support this application to establish a trail between Haney Heritage Park and Little Mountain Park, staff are working on a submission to address the concerns raised. Advocates have conducted some recent outreach with the community.

9. **Next meeting - April 11, 2024**

10. **Adjournment**

Moved: Brian Browning

Seconded: Wanda Atcheson

THAT: the Greenways Liaison Committee Meeting of February 8, 2023 be adjourned.

CARRIED UNANIMOUSLY

The meeting adjourned at 4:55 p.m.

Councillor T. L, Chair

Received for information by Council on the day of , 2024.

Shuswap Hut and Trail Alliance Society

PROJECT LIST as of Dec 31, 2023

FILTERS USED :

Completed City of Salmon Arm Greenway and Projects of Note: 2023

PROJECT	CLIENT - COMPANY\NAME	PARTNER FUNDING	STA FUNDED	In-KIND	STATUS
2308 - Salmon Arm Spring Maintenance 2022	The City of Salmon Arm - Darin Gerow	\$15,487.29			Complete
2270 - Trail Guide Reprint	MRDT/Shuswap Tourism	\$23,945.00	\$204.44	\$1,510.25	Complete
2337 - Foreshore (Raven) Trail Dog Monitoring	The City of Salmon Arm - Darin Gerow	\$2,316.70			Complete
2377 - Rob Nash Memorial Shelter	STA - The Shuswap Trail Alliance	\$11,078.46	\$113.22	\$3,580.00	Complete
MRDT - South Canoe Bike Washing Station	MRDT - Lana Fitt	\$2,500.00	\$75.48	\$40.90	Complete
SCF South Canoe Bike Washing Station	SCF - Shuswap Community Foundation	\$4,000.00	\$1,000.00		Complete
2325 - Salmon Arm Global Signage	The City of Salmon Arm - Darin Gerow	\$3,872.55			Complete
2341 - Trail Inventory Development	The City of Salmon Arm - Darin Gerow	\$2,723.69			Complete
2306 - Larch Hill Non-winter Advisory & Planning	STA - The Shuswap Trail Alliance		\$1,187.67	\$580.52	Complete
2307 - Salmon Arm Planning (General) 2022	STA - The Shuswap Trail Alliance		\$3,838.74	\$1,961.00	Complete
2316 - South Canoe Upgrades, Planning, Voly-General 2022	STA - The Shuswap Trail Alliance	\$1,250.00	\$9,736.76	\$19,532.17	Complete
2316a - South Canoe Winter Grooming	STA - The Shuswap Trail Alliance		\$607.84	\$3,946.25	Complete
2320 - Shuswap Trails Roundtable	STA - The Shuswap Trail Alliance	\$9,112.94	\$4,342.14	\$7,734.10	Complete
2321 - Rubberhead - General 2022	STA - The Shuswap Trail Alliance	\$65.00	\$1,648.58	\$2,474.87	Complete
2338 - Salmon Arm - West Bay Connector Plan	STA - The Shuswap Trail Alliance		\$947.49	\$199.05	Complete
2351 - OCP Steering Committee	STA - The Shuswap Trail Alliance		\$173.53	\$50.82	Complete
2364 - Kela7scen (Mt. Ida) Planning	STA - The Shuswap Trail Alliance		\$1,837.47	\$472.33	Complete
2366 - Salmon Arm - Active Transportation Task Force	STA - The Shuswap Trail Alliance		\$703.80	\$251.81	Complete
MRDT - Online App & Website Update 2023	MRDT - Lana Fitt	\$5,500.00		\$693.98	Complete
MRDT - South Canoe Mater Plan Update	MRDT - Lana Fitt	\$5,000.00		\$1,446.48	Complete
MRDT - South Canoe/LHT/Rubberhead Trail System readiness 2023	MRDT - Lana Fitt	\$15,000.00		\$4,626.97	Complete
MRDT - MRDT - Larch Hills Traverse/Rail Trail Plan	MRDT - Lana Fitt	\$9,000.00		\$772.45	Complete
2023 Completed Projects Total		\$110,851.63	\$26,417.16	\$5,131.15	
Combined Value		\$142,399.94			

GROUPED BY

Shuswap Hut and Trail Alliance Society

PROJECT LIST as of Dec 31, 2023

Additional Continuing Projects of Note for Salmon Arm: 2023

PROJECT	CLIENT - COMPANY\NAME	PARTNER FUNDING	STA FUNDED	IN-KIND	STATA
1846 Secwepemc Landmarks	BCRDP	\$15,694.10			In Progress
2148 - Secwepemc Landmarks Concept-Phase 2-CERIP	CSRD - The Columbia Shuswap Regional District	\$28,909.05			In Progress
2152 - Secwepemc Landmarks Concept - Phase 2 - TOTA	CSRD - The Columbia Shuswap Regional District	\$32,090.25			In Progress
2158 - Secwepemc Landmarks Trailhead Posts Install	SASCU	\$92.37		\$176.31	In Progress
2352 - Secwepemc Landmarks PEF	BC Parks	\$4,987.59			In Progress
2338 - Salmon Arm - West Bay Connector Plan	STA - The Shuswap Trail Alliance	\$305,660.00			Complete

2022 Additonal Projects of Note Total	\$387,433.36	\$0.00	\$176.31
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Combined Value	\$387,609.67
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Total 2023 Project Combined Value	\$530,009.61
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GROUPED BY

Shuswap Hut and Trail Alliance Society

PROJECT LIST as of February 01, 2024

FILTERS USED :

Client In : The City of Salmon Arm
and Project Status In : Active

Pending City of Salmon Arm Greenway Projects: 2024

PROJECT	CLIENT - COMPANY\NAME	PARTNER	STA FUNDED	IN-KIND	STATUS
		FUNDING			
2408 - SA Spring Maintenance 2024	The City of Salmon Arm - Darin Gerow		\$0.00		Pending
2410 - Interim Salmon Arm Maintenance	The City of Salmon Arm - Darin Gerow		\$0.00		Pending
2418 - Sunset Ridge	The City of Salmon Arm - Darin Gerow	\$	12,798.81		Pending
2419 - Turner Creek Upper Pond	The City of Salmon Arm - Darin Gerow		3676.02		Pending
2437 - Foreshore (Raven) Trail Dog Monitoring	The City of Salmon Arm -		\$2,500.00		
	2024 Pending Project Total		\$18,974.83	\$ -	\$ -
	Combined Total		\$18,974.83		

Additional Pending Projects of Note for Salmon Arm: 2024

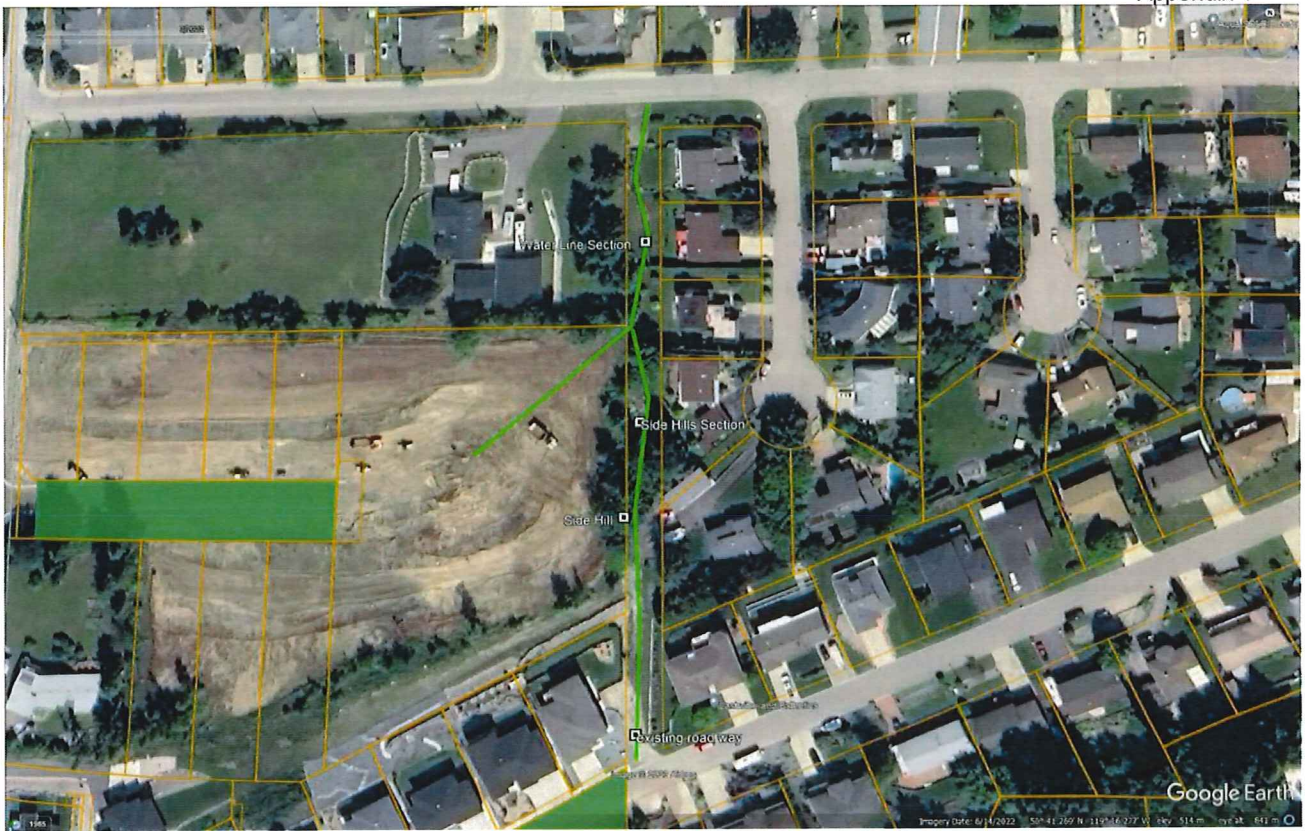
PROJECT	CLIENT - COMPANY\NAME	PARTNER	STA FUNDED	IN-KIND	STATUS
		FUNDING			
2130 - Secwepemc Landmark Legacy Funds - Splatsin	Splatsin Development Corporation - Gabe Nava PMP				
2148 - Secwepemc Landmarks Concept-Phase 2-CERIP	CSRD - The Columbia Shuswap Regional District				
2152 - Secwepemc Landmarks Concept - Phase 2 - TOTA	CSRD - The Columbia Shuswap Regional District				
2158 - Secwepemc Landmarks Trailhead Posts Install	SASCU				
2257 - ALIB (Adams Lake Indian Band) Legacy Fund	Adams Lake Indian Band - Dave Nordquist				
2258 - Secwepemc Landmarks-Little Shuswap Legacy funds	Little Shuswap - Diana Thomas				
2318 - Secwepemc Landmarks/BC Hydro	BC Hydro				
2354 - Rubberhead Jump Line	BCDDF - BC Destination Development Fund	\$	60,000.00		
2406 - Larch Hills Non-Winter Advisory & Plan	STA - The Shuswap Trail Alliance				

2407 - City of Salmon Arm - Planning (General) 2024	STA - The Shuswap Trail Alliance		
2410 - Interim Salmon Arm Maintenance	The City of Salmon Arm - Darin Gerow		
2416 - South Canoe Upgrades/Planning/Voly-General 2024	STA - The Shuswap Trail Alliance		
2416a - South Canoe Winter Grooming	STA - The Shuswap Trail Alliance		
2420 - Shuswap Regional Trail Strategy Roundtable 2024	STA - The Shuswap Trail Alliance		
2421 - Rubberhead-General 2024	STA - The Shuswap Trail Alliance		
2466 - SA Active Transportation Advisory Committe	STA - The Shuswap Trail Alliance		
MRDT 2024 - Online App & Website Updates	MRDT	\$	5,500.00
MRDT 2024 - Trail Signage Replacement & Improvements	MRDT	\$	5,000.00
MRDT 2024 - East Canoe Creek Trail Expansion Overview	MRDT	\$	5,000.00
MRDT 2401 - Trail System Readiness	MRDT	\$	15,000.00

2024 Additional Projects of Note Total	\$ 90,500.00	\$ -	\$ -
Combined Value	\$ 90,500.00		

Total 2024 Project Combined Value

\$109,474.83



Sunset Ridge Greenway Proposal

Appeldoorn Sunset Ridge Costing

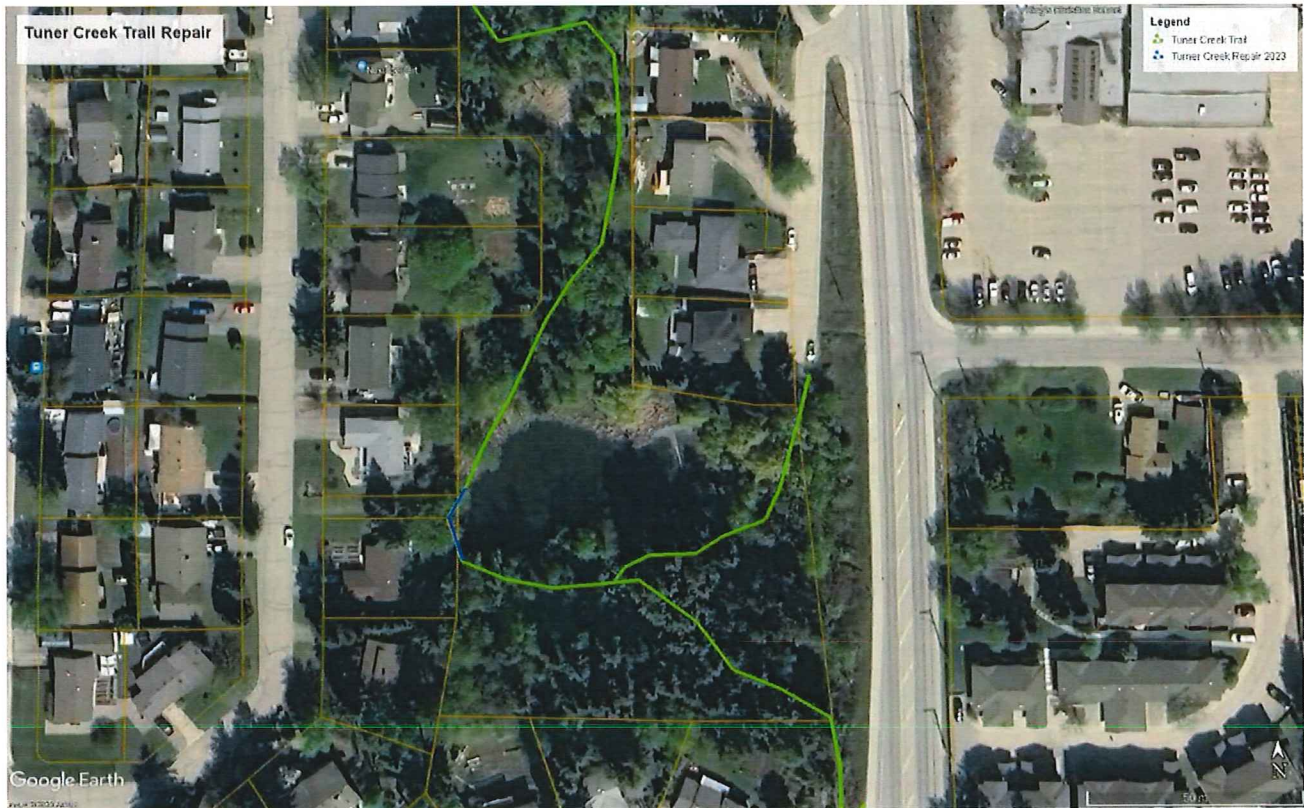
Project Costing Updated: 2023 03 14

Item	Qty	Rate	per	Budget	Notes
Project Management & Technical					
Project Coordination	5	\$58.85	hr	\$294.25	1 hour per day
Field Plotting/Flagging	1	\$58.85	hr	\$58.85	
Sign Layout/Coordination: STA	1	\$58.85	hr	\$58.85	in-house layout and coordination
Project Management Total	7%			\$411.95	
Labour					
Field Coordinator	36	\$44.94	hr	\$1,617.84	
Corridor Brushing	4	\$35.31	hr	\$141.24	
Material Placement	25	\$35.31	hr	\$882.75	
Clean Up and Removal	7	\$35.31	hr	\$247.17	
Sign Installation	4	\$35.31	hr	\$141.24	
Labour Total	54%			\$3,030.24	
Administration					
Bookkeeping		\$58.85	hr	\$0.00	
Insurance		\$20.00	day	\$0.00	
Other Expenses (Office) - GST PST Included				\$0.00	.2% x project budget
Workshop		\$72.00	day	\$0.00	
Administration Total	0%			\$0.00	
Equipment					
	Build Out	5	days		
Truck	100	\$0.61	km	\$61.00	20km per day
Power Tools (Chainsaw, brushsaw, hedge t	5	\$25.00	day	\$125.00	per saw (includes fuel)
Shop Tools (drill, skill saw, chopsaw, grinde	1	\$25.00	day	\$25.00	per saw (includes fuel)
Hand Tools - Daily	5	\$15.00	day	\$75.00	for hand tools (combined)
Safety - Daily	5	\$10.00	day	\$50.00	includes spill kit and PPEs
Field Phones (Cell) - Daily	10	\$3.50	day	\$35.00	2 per day
Equipment Total	7%			\$371.00	
Materials					
Geo textile - @.15 cents sq ft	232.50	\$3.65		\$848.63	
Staples for Geo Text used @ .09 cents eac	310.00	\$0.09		\$27.90	
3/4- crush	35.00	\$0.00		\$0.00	
Signs - Type 3 (6x6)	3	\$111.26	sign	\$333.78	
Signs - En Route (4x4)	1	\$73.26	sign	\$73.26	
Materials Total	23%			\$1,283.57	
Sub-Total				\$5,096.76	
Contingency 10%				\$509.68	
MINUS GST - 50% rebate					MINUS GST - 50% rebate
Project Total				\$5,606.43	

Overall Average cost/meter	metres	budget cost/metre
	150	\$37.38

Quote for Tuner Creek Trail Repair

Prepared by: Adrian Bostock, The Shuswap Trail Alliance P 250 253 6938 E adrian@shuswaptrails.com



Updated Version: 2023 10 05

To: City of Salmon Arm (Contact: Darin Gerow)

Purpose: The Appeldoorn Subdivision project creates a link between 15th Ave SE and 17th Ave SE.

Scope of work/Deliverables:

1. **Material Placement:** raise trail with 3inch clean fill and $\frac{3}{4}$ minus crush to create a dry and sustainable tread for this well used greenway

The Shuswap
TRAIL ALLIANCE

#2-481 7th Street SW, Salmon Arm, BC V1E 1S9, Phone: 250-832-0102

www.shuswaptrails.com



The Shuswap TRAIL ALLIANCE

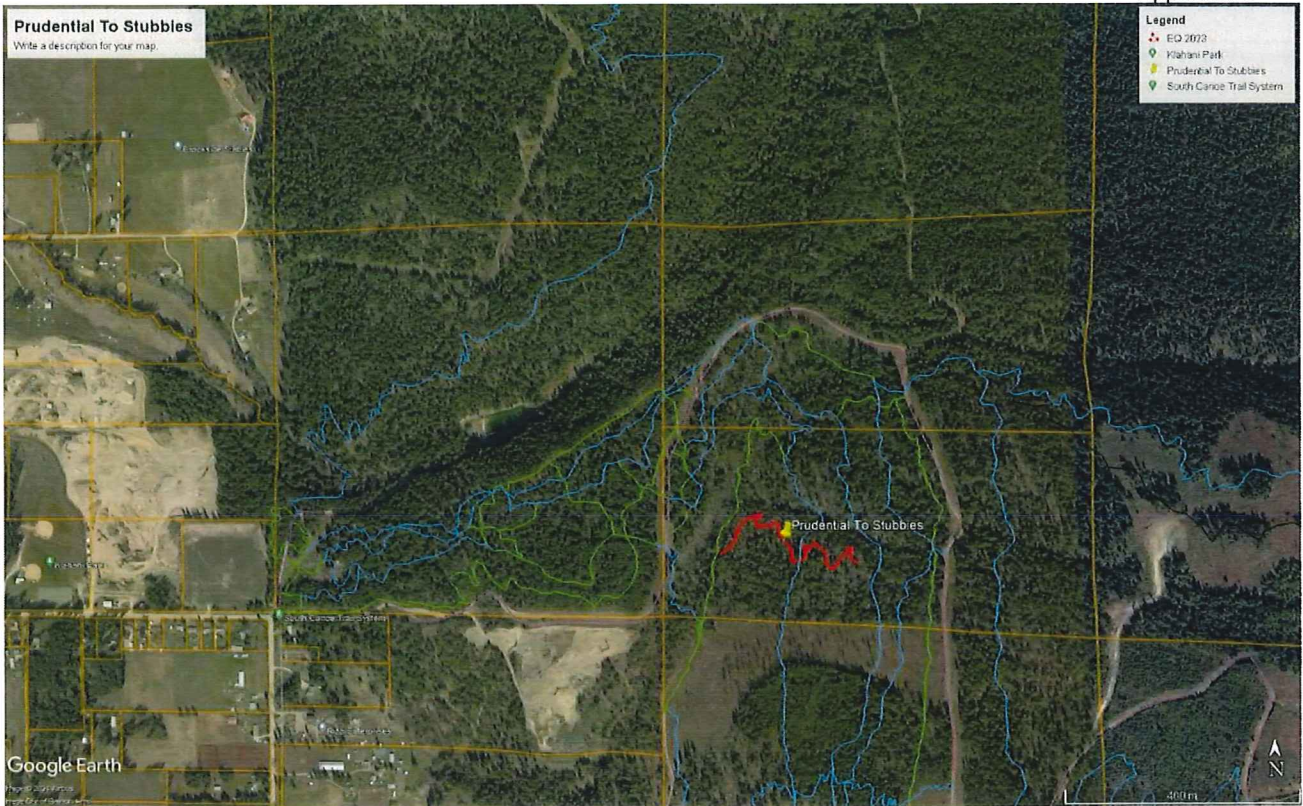
#2-481 7th Street SW, Salmon Arm, BC V1E 1S9, Phone: 250-832-0102

www.shuswaptrails.com

Project Budget Summary:**Turner Creek Repair 2024**

Project Costing Updated: 2024 10 06

Item	Qty	Rate	per	Budget	Notes
Project Management & Technical					
Project Coordination	2	\$61.79	hr	\$123.59	
Planning Documents & Approvals	8	\$61.79	hr	\$494.34	section 11
Project Management Total	17%			\$617.93	
Labour					
Material Placement	16	\$37.08	hr	\$593.21	
Labour Total	16%			\$593.21	
Administration					
Bookkeeping		\$61.79	hr	\$0.00	
Insurance		\$20.00	day	\$0.00	
Other Expenses (Office) - GST PST Included				\$0.00	.2% x project budget
Workshop		\$72.00	day	\$0.00	
Administration Total	0%			\$0.00	
Equipment					
	Build Out	2	days		
Truck	40	\$0.68	km	\$27.20	
Skid Steer	2	\$200.00	day	\$400.00	(includes fuel)
Dumper	2	\$225.00	day	\$450.00	
Compacter	2	\$125.00	day	\$250.00	
Pump and Hoses	2	\$50.00	day	\$100.00	includes hoses, nozzles, fittings
Hand Tools - Daily	2	\$15.00	day	\$30.00	for hand tools (combined)
Safety - Daily	2	\$10.00	day	\$20.00	includes spill kit and PPEs
Field Phones (Cell) - Daily	4	\$3.50	day	\$14.00	per unit
Equipment Total	35%			\$1,291.20	
Materials					
Geo textile -	50.00	\$3.21	M2	\$160.50	
Staples for Geo Text used @ .09 cents eac	100.00	\$0.09	each	\$9.00	
3- inch rip rap	1.00	\$260.00	load	\$260.00	
3/4- crush	1.00	\$260.00	load	\$260.00	
Water Use	1.00	\$150.00	each	\$150.00	
Materials Total	23%			\$839.50	
Sub-Total				\$3,341.83	
Contingency 10%				\$334.18	
MINUS GST - 50% rebate					MINUS GST - 50% rebate
Project Total				\$3,676.02	
Overall Average cost/meter		metres		budget cost/metre	
		50		\$73.52	



Trail Map

Prudential to Stubbies**Project Costing Updated:**

Item	Qty	Rate	per	Budget	Notes
Project Management & Technical					
Project Coordination	10	\$61.20	hr	\$612.04	
Field Plotting/Flagging	8	\$61.20	hr	\$489.63	
Sign Layout/Coordination: STA	2	\$61.20	hr	\$122.41	1/2 hour per sign
Travel - On Road	20	\$0.68	km	\$13.60	
Project Management Total	10%			\$1,237.68	
Labour					
Field Coordinator	72	\$46.74	hr	\$3,365.11	STA Staff
Corridor Brushing	144	\$36.72	hr	\$5,288.03	inkind
Labour Total	71%			\$8,653.13	
Administration					
Bookkeeping		\$61.20	hr	\$0.00	
Insurance		\$20.00	day	\$0.00	
Other Expenses (Office) - GST PST Included				\$0.00	.2% x project budget
Workshop		\$72.00	day	\$0.00	
Administration Total	0%			\$0.00	
Equipment					
	Build Out	10	days		
Truck	200	\$0.68	km	\$136.00	
Power Tools (Chainsaw, brushsaw, hedge t	10	\$25.00	day	\$250.00	per saw (includes fuel)
Hand Tools - Daily	10	\$15.00	day	\$150.00	for hand tools (combined)
Safety - Daily	10	\$10.00	day	\$100.00	includes spill kit and PPEs
Field Phones (Cell) - Daily	20	\$3.50	day	\$70.00	per unit
Equipment Total	6%			\$706.00	
Materials					
Signs - Type 3 (6x6)	4	\$111.26	sign	\$445.04	based on one 6"x16" sign plate/post
Materials Total	4%			\$445.04	
Sub-Total				\$11,041.85	
Contingency	10%			\$1,104.19	
MINUS GST - 50% rebate					MINUS GST - 50% rebate
Project Total				\$12,146.04	
Overall Average cost/meter	metres			budget cost/metre	
	660			\$18.40	

SALMON ARM OBSERVER

Heritage Trail request to help in 'Cultural Bridge Building' in Salmon Arm

Heather Black
about 19 hours ago



Haney Heritage Village and the Shuswap Trail Alliance are seeking School District 83's support in an ALC application to build a section of a larger trail system that will eventually connect the city's colonial heritage with that of Indigenous Niskonlith heritage. (SD83 photo)

The Haney Heritage Village & Museum and Shuswap Trail Alliance (STA) are seeking support in a physical trail project with symbolic "Cultural Bridge Building."

Haney director Garry Landers and STA operations manager Adrian Bostock approached School District 83 at the Jan. 23 meeting to get a letter of support in creating a physical link between the

Salmon Arm's pioneer and Indigenous history.

"It is our dream to connect Haney Park with the trail system so that there is a link between our colonial heritage... and the Neskonlith heritage," Landers explained. "It's a dream that Mary Thomas had, so it's become a dream of mine."

While portions of the Heritage Trail currently exist, there are still some key gaps and this project would just cover the stretch between Haney and Little Mountain Park, which is in the Agricultural Land Reserve. A previous application to the land commission was denied, so proponents are now adding clout to their cause with a letter of support from SD83 as the trail could be mutually beneficial.

"There's Sullivan, South Broadview, King's Christian and Shuswap Middle School all within striking distance of Haney with the archives and the history," Landers said of nearby schools. "But no other way of getting to the village other than by road."

The trail itself is proposed to be a 1.5-3 metre wide with compacted gravel on an existing easement area, and the proposed route along property parcel boundaries appears to disrupt the least amount of ALR land, and would have fencing and gates to further limit impacts.

As part of Salmon Arm's Greenways Strategy approved in 2011, the Heritage Trail has been in development for a few years as an approximately 63 kilometre trail system that will connect the area west of the city, through town and up to Haney, with developers having known that ALC approval would be necessary for some parts.

The SD83 board seemed amenable to sending a letter of support for the trail application but, as per policy, the motion will come back for decision at the next meeting, Feb. 20.

Read more: [Salmon Arm invited to dive into local history during Heritage Week](#)

Read more: [Work on Sicamous section of rail trail to start in March](#)

Trending



CITY OF SALMON ARM

Minutes of the **Community Heritage Commission** Meeting held by in-person means on **Monday, March 4, 2024, at 2:00 p.m.**

PRESENT:

Cindy Malinowski, R.J. Haney Heritage & Museum
Pat Kassa, R.J. Haney Heritage & Museum
Deborah Chapman, R.J. Haney Heritage & Museum
Mary Landers
Linda Painchaud (arrived late)
Councillor David Gonella, Chair
Morgan Paiement, City of Salmon Arm, Recorder (Staff non-voting)
Gregg Patterson, City of Salmon Arm (IT Staff non-voting)

ABSENT:

Terry Johnston

The meeting was called to order at 2:00 p.m.

1. Introductions and Welcome

2. Acknowledgement of Traditional Territory

We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.

3. Approval / changes / additions to Agenda

Moved: Cindy Malinowski

Seconded: Pat Kassa

THAT: the Agenda for the March 4, 2024, Community Heritage Commission Meeting be approved.

CARRIED UNANIMOUSLY

4. Approval of Minutes of February 5, 2024, Community Heritage Commission Meeting

Moved: Cindy Malinowski

Seconded: Pat Kassa

THAT: the minutes of the Community Heritage Commission Meeting of February 5, 2024, be approved.

CARRIED UNANIMOUSLY

5. Old Business from Minutes

a) Questions for IT/Storage of Files

Gregg answered some questions from the CHC about how files are stored. As a short term solution, Gregg suggested getting a hard drive to collect all the CHC files and then provide to him to back up. City Staff will email Gregg to get this process started. It was

noted that the current CHC Inventory Database has a file limit of 2GB. Copyright of images was also discussed.

b) Historic Route Signs

The CHC discussed that there have been many comments from the community regarding the “Shady Lane” sign. Linda will provide an update at the next meeting.

c) Heritage Conservation Awards Review

Mary noted that Morgan’s attendance at the Heritage Conservation Awards Reception and Presentations was appreciated. Councillor Gonella noted that Council thought the evening was well organized and went really well. The CHC discussed the final costs for the event and were happy that the expenses were under budget. Pat suggested that moving forward the additional display board(s) needed each year be added to the heritage awards/heritage week budget. The CHC agreed. Pat has started a procedure document for the heritage awards and heritage week which can be adopted by the CHC at the next meeting and saved for future staff and commission members.

d) Heritage Week Review

The CHC discussed that the mall display was good. Members discussed doing something with the library next year, potentially a story time about the history of Salmon Arm.

6. New Business

a) On This Spot Update

Deborah gave an update on the number of On This Spot App users for 2023.

- 1,181 users accessed Salmon Arm content
- 499 users participated in the walking tour
- 1,222 users were physically in Salmon Arm when they accessed the app

The CHC discussed whether we want to add content to the app, potentially adding more locations outside of the downtown. Budget and funding was discussed and the CHC decided to add this to the implementation strategy for further review and discussion.

Linda Painchaud joined the meeting.

b) What’s next?

The CHC discussed what to focus on in the upcoming months. The CHC noted that the new budget cycle begins December 31st. The implementation strategy was reviewed and updated. It was decided that more focus should be put on the plaques and On This Spot App over the Historic Route Signs now that there are many signs installed.

7. Other Business &/or Roundtable Updates

a) Updates to Heritage Register

Deborah explained that she found an error in the Statement of Significance (SOS) for MacLeod/Edgemont Farms on the Heritage Register. Instead of “Salmon Arm Farmer’s Exchange” it should be “Safe Ltd.” as these were two separate organizations. The CHC discussed the process for correcting this error. It was decided that Deborah would bring an updated SOS to the next meeting and the CHC would pass a motion and then send it to Council for adoption. It was noted that the national heritage register will also need to be updated. City Staff will send the existing SOS document to Deborah.

8. Next Meeting

Monday, April 15, 2024, at 2:00 p.m.

9. Adjournment

Moved: Cindy Malinowski

Seconded: Linda Painchaud

THAT: the Community Heritage Commission Meeting of March 4, 2024, adjourn at 3:28 p.m.

CARRIED UNANIMOUSLY

David Gonella, Chair

Received for information by Council on the _____ day of _____, 2024

HERITAGE AWARDS 2024

RECIPIENTS

1. Wiliam and Arlene Olson Presbyterian Manse

Award accepted by Olsons – presented by Mary Landers

2. Lois McLeod MacLeod Farm (Edgemont Farms)

Award accepted by Hugh Bennett (cousin) - presented by Deborah Chapman

3. Salmar Community Association Salmar Classic Theatre

Award accepted by Jordan Grieve - presented by David Gonella

RECEPTION

1. Held at 6:30 pm in City Hall Room 100
2. Approximately 15 people attended with CHC Members, award recipients, City Councillors, press, and past award recipients
3. Tea, Decaf Coffee, and dessert (Brownies, Nanaimo Bars, Date Squares and Lemon Squares) served – ordered from Askew’s Bakery
4. Flowers from Askew’s
5. Dishes and Tablecloths provided by Mary Landers

AWARDS

6. Printed at City Hall
7. Framed by Terry Greenhough of Studio 16 Artworks

AWARDS PRESENTATION

8. Held at 7 pm in City Hall Council Chambers

FINAL BUDGET

Awards Framing	235.50
Bakery	33.20
Flowers	34.99
Tea/Coffee etc.	19.29
TOTAL	322.98

Heritage Week and Heritage Conservation Awards Procedure Document

Heritage week is normally the third week in February (19-24th in 2024) and the Heritage Conservation Awards are given out the last council meeting in February (e.g. 26th in 2024).

Heritage Conservation Awards

TIMELINE FOR AWARDS

December Community Heritage Commission Meeting

- Discuss possible recipients and if needed strike a committee to make final recommendations for recipients
- Review heritage conservation awards list (attached) for previous recipients to ensure no duplication
- Usually two residential and 1 commercial / institutional from heritage register
- Determine date for committee meeting

December

- Heritage Awards committee (HAC) meets and makes decision on recipients including alternates and who chairs (HACC)
- Prepare budget for event
 - Awards Framing \$235.50
 - Flowers \$40
 - Askews Sweet Tray (15-20 people) \$35
 - Coffee/Cream/Milk \$20
 - Black display board \$30
 - TOTAL \$360.50

January Community Heritage Commission Meeting

- Confirm recipients and dates for Awards reception and presentation (based on Heritage Week dates and City Council Meeting)
- Present and approve budget for event

January after Community Heritage Commission meeting

- City Planner (CP) to send invitation to proposed award winners with a must reply date of xx (see sample letter)
- CP to send invites to reception to past award winners (see sample letter)
- HACM (HACM) who invites Historical Society?
- CP to invite City Council members and staff
- HACM Contact media (Friday AM) and Observer (see examples)
- After RSVP date, if any proposed recipients decline, then CP send invite to alternate

- HACM to call framer to set up time to take certificates (Studio 16 Artworks, Terry Greenhough 250 832 5899)
- HACM decide on who is bringing what for reception
- CP to reserve Room 100

February Community Heritage Commission Meeting

- HACM finalize plans/confirm recipients
- CP to print certificates and get Mayor to sign
- HACM get certificates framed
- HACM decide which CHC members are presenting
- HACM decide who and when to meet for reception set up

February before event

- HACM pick up framed certificates
- Presenters prepare short intros
- CP confirm room 100 reserved
- CP make sure we can get into building at 4:30 day of awards
- Supplies needed day of event
 - Linens
 - Napkins
 - Cups and Saucers
 - Small plates
 - Platters
 - Cutlery
 - Teapots/Cream and Sugar bowls – spoons/tongs
 - Coffee Urn

February day of event

- Pick up food/centrepiece flowers (buy 2 bouquets Askew's) (can coffee person pick up??)
- Purchase herbal tea variety pack, creamo, small milk (for tea) and 2 cups decaf ground (for perc) coffee at Askew's (bring black tea and sugar from home – don't use much so not worth buying)
- Committee members set up Room 100 at 4:30 pm

RECEPTION AND AWARDS PRESENTATIONS

- Setup in Room 100 at 4:30 pm
- Simple set up with white tablecloths, a few table runners and “vintage type” cups and saucers, 2 teapots, 2 creamers and sugar
- Put up black display boards with Heritage Conservation Award winners
- Put sweets on 3 plates, cover with plastic wrap then put back in fridge until 6:30 pm
- Put creamo and milk in pitchers and back in fridge
- Start coffee in percolator at 5:45 pm
- Boil water for teapots (make black tea) but have boiled water also for herbal as people will make individually as it is a variety pack
- Start reception at 6:30 pm BEFORE Council meeting
- Take pictures of attendees

- Present awards at start of Council Meeting 7 pm
- Speaker 1 (normally Chair of HAC) gives introduction about awards
- Other committee members speak about each award recipient's property
- CP take picture of each award winner and presenter
- After awards complete, return to room 100 and clean up
- At next Community Heritage Committee meeting, conduct a post mortem and update this document
- CP to provide colour pictures of award winners to be placed on display boards for next year
- Heritage week committee member (HWCM) to put these pictures on display board
- Wrap boards in black plastic bags to protect them and then give them back to CP for storage till next year

DRAFT

Heritage Week

December

- Heritage Week Committee Member (HWCM) – contact Linda at Piccadilly Mall 250 832 0441 and book two tables in L shape for Heritage Week
- Get display boards from City Planner (CP) (they store them)
- Review all boards for changes and outline what will be changed
- Take boards to December Community Heritage Commission meeting to see if anyone has any changes
- If any additional board is needed, we buy from Staples black presentation board (\$26 item #718103157759)
- If new board needed or other supplies, make sure to include cost in budget for Heritage Conservation Awards
- Can't add new Heritage Awards recipients until it is decided who they are and if they will accept (late January)
- Let CP know of any new signs or headings to be made (CP uses the GIS person to make any signs for board)
- Make a copy of the previous year's Heritage Awards PowerPoint and save as the new year
- Then update the current year's PowerPoint by adding the new award recipients with old pictures and more current ones of their property
- Send PowerPoint to CP and ask for colour copies of the slides you need to put on the display boards
- There is another PowerPoint entitled Heritage Week XXXX Year which contains the slides that are included on the boards. Also update this. The first slide is the theme of Heritage Week – to get the current version go to Heritage BC website <https://heritagebc.ca/events-activities/heritage-week/> and under Events and Activities you will see their current poster for Heritage Week – copy and paste that onto the slide
- If you need any of these slides printed in colour, then send those slides to CP to make the colour copies
- On the black boards, you will notice some slides for where did a historic street get its name. Those slides are on a separate word document
- The setup at the mall is usually the Wednesday at 10 am. Take the black display boards and two long tablecloths for the table tops and about 10 bulldog clips
- Put the tablecloths on table, put up the display boards and try to hold together with the bulldog clips (see pictures)
- Go to mall at least one day Thursday to make sure still standing
- Pick everything up Saturday at 4 pm

Letter to Heritage Conservation Award Nominee

January 18th, 2024

XXXXXX

3421 - 30 Street SW

Salmon Arm, BC V1E 3J9

Dear XXXXX,

The Community Heritage Commission (CHC) launched a new program of Heritage Conservation Awards in 2020. This initiative recognizes owners of commercial, institutional, or residential structures who have demonstrated excellence in preservation, restoration, rehabilitation or adaptive re-use of built heritage.

You have been nominated by the CHC to receive this award for the MacLeod House on Edgemont Farms (3421 - 30 Street SW) which will be presented at the Regular Council Meeting on February 26th, 2024 at 7:00 pm following a reception at 6:30 pm.

We sincerely hope you will accept this award and ask you to respond to us by January 26th, 2024 by contacting Morgan Paiement by e-mail at mpaiement@salmonarm.ca or by phone at (250) 803-4021.

We appreciate your significant commitment and effort to preserve built heritage.

Yours,

David Gonella,

Community Heritage Commission Chairperson

Letter to Heritage Conservation Award Alternate (Letter Sent Late)

January 30th, 2024

XXXXXX
341 - Beatty Avenue NW
Salmon Arm, BC V1E 1W3

Dear XXXX,

The Community Heritage Commission (CHC) launched a new program of Heritage Conservation Awards in 2020. This initiative recognizes owners of commercial, institutional, or residential structures who have demonstrated excellence in preservation, restoration, rehabilitation or adaptive re-use of built heritage.

You have been nominated by the CHC to receive this award for the Presbyterian Manse (341 - Beatty Avenue NW) which will be presented at the Regular Council Meeting on February 26th, 2024 at 7:00 pm following a reception at 6:30 pm.

We sincerely hope you will accept this award and ask you to respond to us by February 5, 2024 by contacting Morgan Paiement by email at mpaiement@salmonarm.ca or by phone at (250) 803-4021.

We appreciate your significant commitment and effort to preserve built heritage.

Yours,

David Gonella,
Community Heritage Commission Chairperson

Letter from City Inviting Previous Award Recipients to Attend

February 1, 2024

To whom it may concern,

The Community Heritage Commission (CHC) launched a new program of Heritage Conservation Awards in 2020. This initiative recognizes owners of commercial, institutional, or residential structures who have demonstrated excellence in preservation, restoration, rehabilitation or adaptive re-use of built heritage.

We are presenting awards again this year at the City Council Meeting on Monday February 26, 2024 at 7:00 pm, and you are invited to attend if you wish, as is the general public.

As you previously received this award for the stewardship of your building, we are inviting you to the Awards Reception, at 6:30 pm, prior to the Council Meeting, in Room 100 at City Hall. Coffee, tea and desserts will be served. This will be a short social gathering where you can meet some members of Council, members of the CHC, and other heritage builders and homeowners. Feel free to stay for the awards ceremony or leave as you wish.

Yours truly,

Morgan Paiement
City of Salmon Arm Community Heritage Commission Staff Liaison

DRAFT

HERITAGE CONSERVATION AWARDS

The Community Heritage Commission (CHC) "Heritage Conservation Awards" were created in 2020 to recognize excellence in preservation, restoration, rehabilitation or adaptive re-use of built heritage.

YEAR	REGISTER #	AWARD RECIPIENT	BUILDING	ADDRESS
2020	3	Shuswap District Arts Council	Old Post Office	70 Hudson Ave NE
2020	8	The Hays Family	Bank Manager's House	660 2 Ave NE (formerly Harris St)
2020	23	Bernd Hermanski	Sinclair House	1501 16 St NE (was 1620 Lakeshore Dr NE)
2021	49	M. Shaffer	Ball House (formerly Heart's Haven/the Ball House)	1651 2 Ave NE
2021	30	The Hostman Family	Leech House	1890 20 Ave NE
2021	2	Bernd Hermanski, Doug Hearn, John Drew	Court House	20 Hudson Ave NE
2021	20	Kulwinder & Parmjit Chahal	Salmon Arm Consolidated School	451 Shuswap St SW
2022	9	Cindy Malinowski & Charles MacLennan)	Lyman House	680 2 Ave NE (formerly Harris St)
2022	13	Mrs. Holly Ready	Matthews House (formerly Skelton/Gabe's Bunkhouse)	251 5 St SE
2022	38	Trustees of Congregation-Canoe United Church	Canoe United Church	6861 50 St NE
2023	22	Ken Schultis & Anne Kirkpatrick	Bromham House (formerly Schultis House)	1670 10 St SW
2023	11	Gerald Chatelain	Collier House	720 2 Ave NE (formerly Harris St)
2023	4	Bill Laird (Merchant Block Properties Ltd.)	Merchants Block	118-148 Lakeshore Dr NE
2024	33	Salmar Community Association	Salmar Classic Theatre	360 Alexander St NE
2024	46	John and Lois McLeod	MacLeod Farm	3421 30 St SW
2024	15	William and Arlene Olson	Presbyterian Manse	341 Beatty Ave NW

Strategic Plan Implementation Priorities for 2024

Strategy	Description	Importance H M L	Priority 1-10 (10 is highest)	Is there a Required Date?	Who will lead?	Status
2.1 Initiate Heritage Register Process	Complete Heritage Inventory Phase 1 so that additional properties can be added	H	10	July 2024	Linda & Pat	In progress (to start again Apr 24)
3.4 Undertake Heritage Tree Inventory	Establish criteria for a Heritage Tree Inventory	L				
3.5 Consider heritage conservation areas	Research heritage conservation areas	L				
4.2 Initiate a heritage plaque program	Review if any more non residential plaques to install	H	7	April 2024 start		
4.4 Encourage research/teaching local history	Design Heritage page on City website	H	10		Linda, Terry & Pat	Complete
	Review On This Spot App for further additions and costs	M		September 2024 start		
	Create folders in the back up and provide to Gregg to back up on City server and to give HC members access	M	8	April 2025	Pat and Linda	Morgan to send email to Gregg to get an external hard drive
7.2 Empower HC to implement signage program	Do an inventory of existing Historic Route Signs with pictures to ensure all installed	H	8	June 2024	Linda and will request if any help needed	April 23, 75 signs installed, 27 missing (36%) David and Melinda to find out if City has installed and if so, will they replace no cost to us?

CITY OF SALMON ARM

Minutes of the **Downtown Parking Commission** Meeting held in Room 100 at City Hall and by electronic means on **Tuesday, March 19, 2024.**

PRESENT:

Tim Lavery	Councillor, City of Salmon Arm
Bill Laird	Member at Large
Regan Ready	Member at Large, Chair
Cathy Ingebrigston	Member at Large
Gerald Forman	DSA Representative
Claire Askew	DSA Representative
Candice Benner	DSA Representative
Morgen Matheson	DSA Representative
Rob Niewenhuizen	Resource Personnel, Director of Engineering & Public Works
Gary Buxton	Director of Planning and Community Services
Jenn Wilson	City Engineer
Travis Bartsch	Resource Personnel, City Bylaw Officer

ABSENT:

Vic Hamilton	Member at Large
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GUEST:

The meeting was called to order at 8:01 a.m. by Chair, Regan Ready.

1. INTRODUCTIONS AND WELCOME

2. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY

We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.

3. PRESENTATIONS:

4. **APPROVAL / CHANGES / ADDITIONS TO AGENDA**

Moved: Gerald Forman

Seconded: Bill Laird

THAT: the Downtown Parking Commission Meeting Agenda of March 19, 2024 be approved as circulated.

CARRIED UNANIMOUSLY

5. **APPROVAL OF MINUTES FROM FEBRUARY 27, 2024**

Amendment to previous minutes.

7. **NEW BUSINESS**

- b) BC Hydro EV Charge Hub and Hudson Avenue Public Parking area

Level 2 EV charging stations (slower charging rate) may also be an option to install beside the Level 1 EV charging stations (faster charging rate).

Amend to read:

- b) BC Hydro EV Charge Hub and Hudson Avenue Public Parking area

Two Level 2 EV charging stations (slower charging rate) able to accommodate two vehicles, and

Four Level 1 EV charging stations (Dual-Port DC Fast Chargers) able to accommodate eight vehicles,

are scheduled to be installed in the Hudson Avenue Public Parking area.

Additional area in the parking lot has been identified for consideration for future expansion.

Moved: Gerald Forman

Seconded: Bill Laird

THAT: the Downtown Parking Commission Meeting Minutes of February 27, 2024 be adopted.

CARRIED UNANIMOUSLY

6. **OLD BUSINESS ARISING FROM MINUTES**

7. **NEW BUSINESS**

a) Downtown Parking Plan – Section 5.4 Enforcement/Technology

Group discussion:

- Is it possible to delay installation of the three new Kiosk-based Meters until it can be determined that the locations are confirmed as appropriate?
 - Rob Niewenhuizen stated that the installation process has already begun for the new Meters.
- When paying with a credit card, are there transaction fees charged to the City or added to the customer's card?
 - Gary Buxton stated that Moneris handles the transaction and a fee is charged to the City.
 - Travis Bartsch stated when the Meters were tested after the upgrades, no additional fee was noted to have been added to the customer.
- Ideally free Downtown core parking is desired, however the free timed parking spaces appear to be used by employees of Downtown businesses instead of customers and visitors.
- Locating an available street parking space Downtown is at times quite challenging, which is a possible indication that the current Parking Plan may not be effective.
 - Consistent parking enforcement is required to aid in making the Parking Plan effective. If repeat offenders were towed, it may send the message that the City was serious about parking regulations.
 - Would it be possible for the DPC to partially fund Bylaw Services to ensure a dedicated number of enforcement hours?
 - Gary Buxton stated that a summer parking student is scheduled to be hired. Position will operate starting in May, until late August.
 - Gary Buxton stated that an additional full time Bylaw Officer is scheduled to be hired this year as well.
 - Visitors appreciate the free timed street parking, and ensuring parked vehicles are kept moving accordingly is important.
- Parking Plan suggested that off street parking be charged a lower price than paid street parking. Currently the hourly rate is the same for both.
- Marine parking lot could be free parking for Downtown employees during winter months.
 - Rob Niewenhuizen stated that the Marine parking lot is not currently under the direction of the DPC.
 - Another DPC member stated that the Salmar lot is available and has been under-utilized in the past. Employees appear to be reluctant to walk from Salmar to

Downtown Parking Commission Meeting of March 19, 2024

Downtown now and the opportunity to park for free at the Marine lot may not be an effective solution.

- Can DPC members be added to DSA newsletters?
 - Yes, members can sign up on the website.
- Survey of Downtown parking.
 - DPC would prefer to do an informal survey through the DSA.
- Map of available parking for employees would be beneficial.
- Lakeshore Road from 10 Ave NE continuing north has no sidewalk, which discourages people from using alternate forms of transportation other than vehicle.
 - Councillor Tim Lavery stated that a sidewalk is included in future plans for Lakeshore Road.
- Secure bike parking Downtown may encourage people to utilize more E-bikes and conventional bikes.
- Transit begins operating at 7:00am. Promoting transit as an option for Downtown employees may eliminate some vehicles from the Downtown core.
- Long wait times to obtain monthly parking are being experienced.

Action Items:

- Claire Askew to prepare a proposed plan for an informal survey of available parking.
- Gary Buxton will provide an update on Bylaw resources.

b) Downtown Parking Plan – Section 7.0 Bylaws and Policies

8. OTHER BUSINESS - Correspondence (for information)

9. NEXT MEETING - Tuesday, April 16, 2024

The next meeting of the Downtown Parking Commission will be Tuesday, April 16, 2024. The Chairperson will be Bill Laird.

10. ADJOURNMENT

Moved: Morgan Matheson

Seconded: Claire Askew

THAT: the Downtown Parking Commission Meeting of March 19, 2024 be adjourned.

CARRIED UNANIMOUSLY

The meeting was adjourned at 9:00 a.m.

Travis Bartsch

Minutes received as information by Council at their Regular Meeting of _____, 2024.

CITY OF SALMON ARM

Minutes of the **Shuswap Regional Airport Operations Committee** Meeting held in Room 100 at City Hall, Salmon Arm, BC on **Wednesday, March 20, 2024** at 3:00 p.m.

PRESENT:

Louise Wallace Richmond	Councillor, City of Salmon Arm
Rhona Martin	CSRD
John Hansen	Pilot/Hangar Owner
Hammy McClymont	Pilot/Hangar Owner
Doug Pearce	Salmon Arm Flying Club
Jayden Blower	Airport Manager
Gord Newnes	Pilot/Hangar Owner
Rob Niewenhuizen	City staff, Director of Engineering & Public Works
Darin Gerow	City staff, Manager of Roads & Parks

ABSENT:

Mark Olson	Pilot/Hangar Owner
Steve Genn	Salmon Arm Flying Club
John McDermott	Lakeland Ultralights
Kent Milley	KS2 Management Ltd
Jeremy Neufeld	RAP Attack

GUESTS:

Sarah Langlois	Skydive Salmon Arm
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The meeting was called to order at 3:00 p.m. chaired by Rob Niewenhuizen.

1. **Introductions and Welcome**

Round table introductions

2. **Acknowledgement of Traditional Territory**

We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.

3. **Approval of Agenda and Additional Items**

Moved: Jayden Blower

Seconded: Doug Pearce

THAT: the Shuswap Regional Airport Operations Committee Meeting Agenda of March 20, 2024 be approved as circulated.

CARRIED UNANIMOUSLY

4. Approval of Minutes of November 15, 2023 Shuswap Regional Airport Operations Committee Meeting

Moved: Gord Newnes

Seconded: Jayden Blower

THAT: the minutes of the Shuswap Regional Airport Operations Committee Meeting of March 20, 2024 be approved as circulated.

CARRIED UNANIMOUSLY

5. Approval of Minutes of March 12, 2024 Shuswap Regional Airport Safety Committee Meeting

Moved: Rhona Martin

Seconded: Gord Newnes

THAT: the minutes of the Shuswap Regional Airport Safety Committee Meeting of March 12, 2024 be approved as circulated.

CARRIED UNANIMOUSLY

6. Airport Managers Update

- Winter Operations went very well and smooth with Webb Construction
- There were some lights and signs damaged over the winter during snow removal processes, however to date, have all been repaired
- Obstruction & Beacon Lights have been repaired over winter months
- The access gate to airside had the lock mechanism replaced
- Fuel system filters are scheduled for replacement and tank cleaning to take place
- Clearing and brushing has started and will be continued
- Issues with the fuel cardlock system on-going
- Pipe froze in flying club space within terminal building over the winter
- Movements at the airport have been very similar to last year
- Jet A fuel sales up significantly to start the year

7. Old Business /Arising from minutes

a) Lease lot update

- Provided update on lease lots
- Went over contamination sites
- Browne Johnson has complete and registered the survey & plans
- Report will be coming to council for their support in leasing
- Servicing of the lots should happen this summer

- Discussions on water lines, communication lines and washrooms
 - Next meeting to discuss how to advertise
- b) BC Air Access Program update
- Extension granted until end of August 2024 to complete thermoplastic on runway marking

8. New Business

- a) RCMP – Tactical Vehicle Training
- RCMP looking for multi day training for ‘pit maneuvers’; will not affect aviation
 - RCMP will provide more information to Airport Manager
- b) Airport Terminal Building renovations – Flying Club
- Explanation of works; including flooring replacement, door replacement, bathroom fan replacement and installed locks on thermostats
- c) Wildlife Management Plan
- Services will be provided by Jeremy Ayotte
- d) Skydive Salmon Arm Event proposals
- Skydive Salmon Arm explained the events. Skydive Boogies proposed for May long weekend and September long weekend. Expect +/-150 – 200 people to attend. Discussions on radio operations and procedures.

Moved: Rhona Martin

Seconded: Louise Wallace-Richmond

THAT: the Airport Operations Committee support the Skydive Salmon Arm Event Proposals as presented.

9. Other Business &/or Roundtable Updates

10. Next meeting – Wednesday, June 19, 2024

11. Adjournment

Moved: Rhona Martin
Seconded: Louise Wallace-Richmond
THAT: the Shuswap Regional Airport Operations Committee Meeting of March
20, 2024 be adjourned.

The meeting adjourned at 3:52p.m.

Rob Niewenhuizen
Director of Engineering & Public Works

Minutes received as information by Council
on the day of , 2024



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Director of Corporate Services – License for Use and Occupation for a storage container, Shuswap Youth Soccer – Little Mountain Park & Safeway Field Parking Lot

Date: March 25, 2024

Motion for Consideration:

THAT: Council authorize the Mayor and Corporate Officer to execute an Agreement with Shuswap Youth Soccer for the continued use of an 8' by 20' portion of the field at Little Mountain Park for a storage container from May 1, 2024 to October 31, 2025;

AND THAT: the agreement includes authorization for the temporary placement of a 20 foot storage container in the parking lot between 3 Street SW and the downtown fields for Shuswap Youth Soccer programs from:

April 1, 2024 to June 30, 2024; and

April 1, 2025 to June 30, 2025.

Background:

In April 2022, Shuswap Youth Soccer requested permission to temporarily place a storage container at Little Mountain Park for the purpose of storing equipment as well as the temporary placement of a storage container at Safeway Fields from April to June. At the April 25, 2022 Regular Meeting, Council authorized the placement of a storage container and authorized staff to enter into an agreement with Shuswap Youth Soccer. The location was determined by City staff and the Licence for Use and Occupation was prepared and signed by the parties in 2022 for a two (2) year term expiring April 30, 2024.

Shuswap Youth Soccer would like to continue the use of the storage container at Little Mountain Park and the temporary container (April to June) at Safeway Fields. It is recommended that the Mayor and Corporate Officer be authorized to execute an agreement with this organization for two seasons.

The City has no expected need for the use of this land over the next two year period. Should this change, there is a one month notice period within the agreement.

Shuswap Recreation Society were consulted and have no concerns with the request.

Legislative authority / plans / reports:

	Official Community Plan		Master Plan (list actual plan)
x	Community Charter/LGA		Other
	Bylaw/Policy		Corporate Strategic Plan
	Zoning Bylaw		2024-2028 Financial Plan
			Long Term Financial Plan

Financial Considerations:

There are no rental fees applied to this license for use and occupation agreement.

Alternatives & Implications:

1. Reduce the length of the agreement to a one year term.
2. Not approve the request.

Communication:

If approved as presented, staff will prepare the required advertisements followed by the agreement for signature.

Prepared by: Director of Corporate Services

Reviewed by: Deputy Corporate Officer

Approved by: Chief Administrative Officer

Attachments: none



INFORMATION ONLY

To: Mayor & Members of Council

Title: Chief Financial Officer – 2023 Yearend Surplus

Date: March 25, 2024

Background:

A year-end operating surplus occurs when there is an excess of revenues over expenditures in a particular year. Year-end surpluses generally arise from two circumstances; higher than budgeted revenues, including one-time only revenues and/or lower than budgeted expenditures.

The City’s practice has been to allocate any year-end operating surplus to reserves to support long-term financial planning and sustainability. A year-end operating surplus may be reallocated to reserves and/or reserve fund for:

- Operating needs, to offset volatility in costs or unanticipated operating needs; and
- To fund capital projects (replacement and new) in a stable consistent manner, reducing future borrowing needs.

Any surplus generated from an identifiable department or operating area is generally maintained in that department if operating and or capital needs exist.

Legislative authority / plans / reports:

	Official Community Plan		Master Plan (list actual plan)
	Community Charter/LGA		Other
	Bylaw/Policy		Corporate Strategic Plan
	Zoning Bylaw	X	2023-2027 Financial Plan
			Long Term Financial Plan

Financial Considerations:

General Revenue Fund - \$71,091.32

At year-end 2023, \$2,219,082.00 of the \$56.0 million approved General Revenue Fund operating budget was reallocated to reserves as follows:

Reserve	Amount	Reserve	Amount
Fire – Emergency Apparatus Reserve Fund **	\$ 66,800.00	General Capital Reserve Fund **	\$ 200,000.00
Recreation Centre – Major Maintenance Reserve Fund **	25,000.00	RCMP – Police Vehicle Rep. Reserve Fund **	25,000.00
RCMP - Operating	103,450.00	Trans. – Crushed Rock	50,115.15
RCMP - Major Maintenance	500,000.00	Airport – Capital Improvements	10,000.00
RCMP - Storage Building	100,000.00	Parks – Blackburn Park	50,000.00
		Parks – Canoe Beach Gabion Walls	50,000.00
General – Wages & Benefits	175,000.00	Shaw Centre – Major Maint.	200,000.00
General – Memorial Arena Maint.	100,000.00	Parks – Little Mountain Sports Complex	10,000.00
General – Civic Building Maint.	100,000.00	General – Future Expenditure (Ross St. Storm Chamber)	140,000.00
General – Property Acquisition	200,000.00	General – Future Expenditure (781 30 St NE Demo)	60,000.00
Trans. – Drainage	50,000.00	General – Future Expenditure	3,732.00

This resulted in an operating surplus for 2023 of \$439,201.32. However, a number of operational projects were not completed and are carried forward to 2024, resulting in a net operating surplus of \$71,091.32. The carry forward projects are listed below:

- General – Safety Programs, Administration, IT Consulting, Major Maintenance, Professional Development, Grants & Asset Management - \$109,960.00;
- Fire - Superior Tanker Shuttle Accreditation - \$5,000.00;
- Environmental – Civic Buildings – Asbestos Assessments, Other - \$28,750.00;
- SASCU Recreation Centre – Major Maintenance - \$5,000.00;
- Shuswap Memorial Cemetery – Major Maintenance - \$6,400.00;
- Transportation –Assessment & Studies – \$41,500.00;
- Transportation – Major Maintenance – \$88,450.00;
- Parks - Greenway Projects & Major Maintenance Projects - \$58,050.00; and
- Police – Major Maintenance - \$25,000.00.

Regional Fire Training Centre - \$11,953.00

The Fire Training Centre surplus is due to lower than anticipated equipment maintenance costs.

Downtown Parking Specified Area – \$31,373.74

The Downtown Parking Specified Area surplus is attributed to increased revenues, primarily the result of increased on /off street parking fees.

Water Revenue Fund - \$66,817.31

At year-end 2023, \$338,395.00 of the \$4.7 million approved Water Revenue Fund operating budget was reallocated to reserves as follows:

Reserve	Amount	Reserve	Amount
Water Major Maintenance Reserve Fund **	\$ 235,000.00	Future Expenditure	\$ 103,395.00

This resulted in an operating surplus for 2023 of \$181,642.31. However, a new water turbidity meter (\$10,000.00) and number of Assessments and Studies (Water Meter Implementation Plan, Source Protection Plan and Water Master Plan - \$104,825.00) were not completed and will be carried forward to 2024. The net operating surplus is \$66,817.31

Sewer Revenue Fund – \$68,397.82

At year-end 2023, \$119,495.00 of the \$4.0 million approved Sewer Revenue Fund operating budget was reallocated to reserves as follows:

Reserve	Amount	Reserve	Amount
Future Expenditure	\$ 119,495.00		

This resulted in an operating surplus for 2023 of \$183,217.82. However, a few Assessments and Studies (Liquid Waste Management Plan, Okanagan Ave Feasibility Study & Source Protection Plan - \$114,820.00) were not completed and will be carried forward to 2024. The net operating surplus is \$68,397.82.

Alternatives & Implications:

1. Information Only – No Motion Required.
2. All noted Reserve Fund “***” transfers are considered final. Should Council choose to amend any of the other reserve transfers, it is recommend that this occur within the 2024 budget.

Communication:

Prepared by: Chief Financial Officer
Reviewed by:
Approved by: Chief Administrative Officer

Attachments:

- NA



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Director of Engineering and Public Works: Disaster Risk Reduction (Climate Adaptation)

Date: March 25, 2024

Motion for Consideration:

THAT: The 2024 budget contained in the 2024-2028 Financial Plan Bylaw be amended to include an additional \$150,000 for the Climate Action Plan project, to be funded from the Disaster Risk Reduction – Climate Adaptation Grant Program;

AND THAT: Council authorize submission of a grant application under the BC Active Transportation Infrastructure Grant for the Climate Hazard Risk and Vulnerability Assessment and Low Carbon Resilience (Climate Action) Plan.

Background:

The City's Corporate Strategic Plan noted Climate Action Initiatives as a short term priority and Council funded a Climate Action Plan in the 2024 budget.

The City was made aware of a grant provided by UBCM titled Disaster Risk Reduction - Climate Action (DRR-CA). The intent of the DRR-CA funding stream is to support eligible applicants to reduce risks from future disasters due to natural hazards and climate-related risks through the development and implementation of accurate foundational knowledge of the natural hazards they face and the risks associated with BC's changing climate and effective strategies to prepare for, mitigate, and adapt to those risks.

The grant offers three categories of funding: Foundational Activities, Non-Structural Projects and Small-scale Structural Projects. At this time, the City is only eligible for the initial stream of funding as the foundational activities must be completed prior to applying for the subsequent categories. 100% funding of up to \$150,000 is available through Category 1 for projects including risk mapping, risk and resilience assessments and disaster risk reduction and climate adaptation goals.

The first step of a Climate Action Plan is identifying the risks faced by the community from climate related events. Information on the type of hazard, location, severity and who will be most impacted is assessed as well as changing risk over time. These assessments are referred to as Hazard Risk and Vulnerability Assessments (HRVA) and would be eligible under the grant funding.

Staff intended to move forward with a Low Carbon Resiliency Plan (LCRP) approach for the Climate Action Plan which combines Adaptation and Green House Gas (GHG) reduction goals into a single prioritized strategy. The Adaptation portion of the plan is eligible for funding under the DRR-CA grant; whereas the GHG reduction portion of the plan is not eligible and would require City funding. The benefit of a LCRP plan is that it prioritizes actions based on multiple and often competing objectives to maximize the overall effectiveness of any particular risk reduction action.

Other factors influencing staff support for this grant include:

- Existing business continuity planning by staff is currently underway and includes HRVA assessments, critical infrastructure identification and emergency response plans. This natural overlap with Climate Action Planning will bolster both plans, allow the plans to be coordinated (avoiding duplication of work) and staff hours may be offset by transfer of tasks to a consultant
- Increasing regulation around hazard identification and emergency planning required by Bill 31, currently under first reading by the province will require the City to have completed an HVRA and subsequent emergency response plans (anticipated to take effect in 2026). This planning will allow the City to be proactive towards this upcoming regulation.

A successful application for this grant will allow staff to expand the scope of the LCRP to include significant consultation with Regional Partners including First Nations and the Columbia Shuswap Regional District (Shuswap Emergency Program) to ensure a coordinated response of identification, and response to natural hazards. A coordinated plan will help build existing relationships and clarify roles.

Proper identification and mitigation of risk around all City services and assets is essential for responsible decision making and allocation of resources. Climate related risks from wind, flooding, drought, etc. exist already, but add an element of change over time to the risk (risk for flooding from extreme rain storm increases over time with anticipated Climate Change). Leveraging external resources where possible to create coordinated plans that integrate the anticipated changing risk due to climate change will help elevate the City’s decision making to help deliver sustained services now and into the future.

Legislative authority / plans / reports:

X	Official Community Plan		Master Plan
X	Community Charter/LGA		Other
	Bylaw/Policy	X	Corporate Strategic Plan
	Zoning Bylaw	X	2024-2028 Financial Plan
X	Service Delivery Management Policy		Long Term Financial Plan

Financial Considerations:

The funding of the Climate Action plan in the 2024 budget of \$100,000 was allocated from the Local Government Climate Action Program (LGCAP) grant (\$84,000) and the Climate Action Reserve (\$16,000). With the additional DRR-CA grant funds, the amended budget is proposed at \$250,000.

The current LGCAP funding agreement requires the City to utilize the funding received by March 31, 2025. Should the grant be successful, only 50% of the allocated City funding would be required and an alternate Climate Action project would be necessary to utilize the remaining funds by the specified date. In this case, staff would make a recommendation to Council for reallocation of the funds (current thoughts are to expand the residential LED streetlight program).

Alternatives & Implications:

Should Council wish not to support the motion at this time, staff would continue to proceed with the LCRP with the funds allocated in the 2024 budget.

Communication:

To be determined. If the grant is successful a communication plan will likely be required per the terms of the Conditional Grant Agreement.

Prepared by: City Engineer
Reviewed by: Director of Engineering and Public Works
Reviewed by: Director of Planning & Community Services
Approved by: Chief Administrative Officer

Attachments: None



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Carmen Guidos – FireSmart Yard Waste Disposal Grant

Date: March 25, 2024

Motion for Consideration:

THAT: Council approve the FireSmart Yard Waste Disposal Grant program for recognized neighbourhoods and not-for profit groups to a maximum grant amount of \$1,000.00 per application.

Background:

After following the Council recommendation to consult existing and potential Recognized Neighbourhoods, feedback was received to support increasing the maximum grant amount from \$300.00 to \$1,000.00.

Legislative authority / plans / reports:

	Official Community Plan		Master Plan (list actual plan)
	Community Charter/LGA		Other
	Bylaw/Policy		Corporate Strategic Plan
	Zoning Bylaw		2024-2028 Financial Plan
			Long Term Financial Plan

Financial Considerations:

There is currently \$1,951.52 in available funding for this program in the 2023-2024 UBCM-CRI FireSmart Grant.

To date, there are two confirmed FireSmart Recognized Neighbourhoods. Fire Department staff are working with other neighbourhoods to form Recognized Neighbourhoods. This leads to the potential that the City of Salmon Arm may receive more requests than available funding in the current grant cycle. There may be opportunity to re-allocate a small amount of funding from other areas of the UBCM-CRI FireSmart Grant if required.

Alternatives & Implications:

Council could choose to proceed with the amount of \$300, as per the original staff recommendation, or select a different amount.

Communication:

FireSmart Recognized Neighbourhoods will be notified of the grant and provided with copies of the application form. The form will be added to the City's website in the FireSmart section.

Prepared by: Carmen Guidos
Reviewed by: Fire Chief
Approved by: Chief Administrative Officer

Attachments:

-

FIRESMART YARD WASTE DISPOSAL GRANT GUIDE

The FireSmart Yard Waste Disposal Grant is intended to provide funding to help offset the costs associated with the dumping of yard waste at the Salmon Arm Landfill and Transfer Station.

Funding for this initiative is provided through UBCM and the Community Resiliency Investment Program. The total funding allocated for the FireSmart Yard Waste Disposal Grant is limited to the amount allotted within the City of Salmon Arm’s overarching grant agreement.

FUNDING APPLICATION GUIDELINES

- Eligible applicants include not-for-profit groups and FireSmart Neighbourhood Recognition Committees. Individual homeowners and for-profit businesses are not eligible to apply.
- Eligible expenses include tipping fees and bin/trailer rental fees incurred during Neighbourhood Recognition Program Work Days or other pre-approved FireSmart clean-up within the City of Salmon Arm.
- A site visit is required prior to grant approval.
- The maximum available grant is \$1000.00 per application (2023-2024 FireSmart Grant Cycle).
- Applications will be considered for work completed between January 1, 2024 and December 31, 2024.
- Funding is limited and is awarded, in part, based on the quality of the application and how the work completed aligns with FireSmart principles.
- Grants may be awarded for less than requested.
- An application for funding does not guarantee that a grant will be awarded.

APPLICATION PROCESS

- A local FireSmart Representative will conduct a site visit and perform an inspection. This is usually performed as part of a Neighbourhood Recognition Program or Hazard assessment.
- Develop a plan detailing the work that will be completed. Ensure pre-work photos are taken of the project area, to be submitted with the application..
- Once the work has been completed, ensure post-work photos are taken of the project area, to be submitted with the application.
- Complete an application form (attached) and submit it along with receipts of eligible costs and photos to the City of Salmon Arm at:

Mail: **Finance Department, City of Salmon Arm**

Box 40, Salmon Arm, BC V1E 4N2

Deliver: **500 – 2 Avenue NE, Salmon Arm (8:30am -4:00pm, M – F)**

Email: **cityhall@salmonarm.ca**



2024 FIRESMART YARD WASTE DISPOSAL APPLICATION FORM

APPLICANT INFORMATION

Contact Person:

Date of Application:

Project Address:

Phone:

Project Date:

Email:

Mailing Address (include postal code):

WORK COMPLETED AS RECOMMENDED THROUGH YOUR ASSESSMENT

LOCATION	IMMEDIATE ZONE (0-1.5m)	INTERIMMEDIATE ZONE (1.5-10m)
Location, Immediate, and Intermediate to be first addressed		
EXTENDED ZONE (10-30m)		

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

RECEIPTS SUBMITTED:

(must be itemized on receipt, limited to tipping fees and bin/trailer rental fees)

1. _____

5. _____

2. _____

6. _____

3. _____

7. _____

4. _____

8. _____

CHECK LIST (ALL MUST BE SUBMITTED IN ORDER TO BE ELIGIBLE)

Completed Yard Waste Disposal Grant Application Form

Completed Assessment – FireSmart Professional Site Visit

Photos of project area – **one before** and **one after**. Ensure they are from the same direction and orientation

Receipts of incurred expenses



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Director of Engineering and Public Works – 10 Avenue SW Multi-Use Path, Construction Tender Award

Date: March 25, 2024

Motion for Consideration:

THAT: Council approve the award of the 10 Avenue SW Multi-Use Path Construction to General Assembly Excavating Ltd, in accordance with the terms and conditions of the tender in the amount of \$234,673.55 plus taxes as applicable.

Background:

With the development of 1481 10 Ave SW (ProAir / Tanto Latte) and 1441 10 Ave SW (The Blackstone Building) a cash in lieu contribution account and charge out account were opened respectively for their frontage upgrades to 10 Avenue SW. In 2023 Council approved a Capital Works project for combining these two frontages with the extension of a Multi Use Path (MUP) across the frontage of the adjacent property, linking up with the existing sidewalk which currently ends on the west side of Piccadilly Mall. (See attached Plan.)

In 2023 the City issued a tender for the Installation of a 3.0 m wide and approximately 132m long paved MUP, street lighting, curb and gutter, landscaping restoration and relocation of existing business signs. At that time only two tenders were received, both of which were significantly over budget. In 2024 the budget was increased and in February the City re-tendered the project.

Tenders closed on March 6, at which time the City received four (4) submissions, three of which are within budget, with results as follows:

Company	Tender Amount (excluding applicable taxes)
General Assembly Excavating Ltd.	\$234,673.55
Sierra Landscaping Ltd.	\$259,329.78
D Webb Contracting Ltd.	\$351,577.80
Centrefire Contracting Ltd.	\$543,772.61

Onsite Engineering Ltd. is the City's appointed Engineer for design, tender and construction services on this project. Onsite have reviewed the tender submissions and confirmed that General

Assembly Excavating Ltd. were the lowest bid, and therefore recommend their award. This project is scheduled to be completed by November 1, 2024

Legislative authority / plans / reports:

	Official Community Plan	x	Active Transportation Master Plan
	Community Charter/LGA		Other
	Bylaw/Policy		Corporate Strategic Plan
	Zoning Bylaw	x	2024-2028 Financial Plan
			Long Term Financial Plan

Financial Considerations:

The quoted price from General Assembly Excavating Ltd is within the approved 2024 Budget (\$400,000). This budget includes the cash contribution and charge out account previously mentioned.

Alternatives & Implications: (alternatives written in motion form)

Should the project not be awarded, the project will not be completed in 2024.

Communication:

Information on the project will be put out to the public through social media.

Businesses affected directly by this project will be contacted initially by City staff and subsequent communications will be handled by the contractor.

Prepared by: Engineering Assistant 2
 Reviewed by: Director of Engineering and Public Works
 Approved by: Chief Administrative Officer

Attachments:

- Location Plan

10 Avenue SW Multi-Use Path

Location Plan.





REQUEST FOR DECISION

To: Mayor & Members of Council

Title: **Director of Engineering and Public Works - Okanagan Avenue Storm Pond, Detailed Design RFP Award**

Date: March 25, 2024

Motion for Consideration:

THAT: Council approve the award of the Okanagan Avenue Storm Pond – Detailed Design project to Stantec Consulting Ltd., in accordance with the terms and conditions of the proposal in the amount of \$111,821.55 plus taxes as applicable.

Background:

The Okanagan Avenue Storm Pond was originally identified in the City’s Stormwater Master Plan (ISL Engineering, 2020). In 2023 Allnorth Engineering completed the Okanagan Avenue Storm Pond Design Report and recommended the installation of an approximately 7,000m³, lined stormwater storage facility. In 2024 as part of the City’s Capital Works program, Council approved the detailed design of the Okanagan Avenue Storm Pond. The facility will be located at 70 & 210 11 Street SE.

The City issued a request for proposals on BC Bid February 20, 2024 and received four (4) proposals in accordance with the terms of the RFP. The proposals received were ranked using our evaluation matrix, in accordance with the criteria listed in the RFP:

Criterion	Weight
A. METHODOLOGY	30
Demonstrated understanding of project work Project management and control details Work program details / Schedule Deliverables	
B. PROPONENT PROFILE	40
Team Qualifications and experience Past Relevant Projects Past Performance level / References Local Knowledge	
C. PRICE / LEVEL OF EFFORT	30
D. GRAND TOTAL = (A + B + C)	100

The following is a summary of the proposals received and their evaluation rating:

Company	Quote (excluding taxes)	Evaluation
Stantec Consulting Ltd.	\$111,821.55	1
Lawson Engineering Ltd.	\$70,554.00	2
TRUE (T R Underwood Engineering Ltd) Ltd.	\$146,452.00	3
Ecora Engineering & Resource Group Ltd.	\$113,714.00	4

The highest ranked proposal, taking into account project methodology, team experience and costs, was the Stantec Consulting Ltd. proposal of \$111,821.55. The proposal is within the allocated 2024 Approved Budget, which is \$184,000 (design component being 10% of the total allocated budget of \$1.84M).

Legislative authority / plans / reports:

	Official Community Plan	X	Stormwater Master Plan
	Community Charter/LGA		Other
	Bylaw/Policy		Corporate Strategic Plan
	Zoning Bylaw	X	2024-2028 Financial Plan
			Long Term Financial Plan

Financial Considerations:

The City's Purchasing Policy No. 7.13 requires council approval where purchases are not awarded to the lowest price and highest evaluated proposal. Additionally council approval is required since the award will exceed \$100,000. Staff are recommending awarding to the highest evaluated proposal based on the proposal rankings, which was not the lowest price, however, price was considered in the evaluation of the overall best value.

Staff are recommending award to Stantec Consulting Ltd. for \$111,821.55 plus taxes as applicable, in accordance with their submitted proposal.

Alternatives & Implications:

Communication:

Prepared by: City Engineer
 Reviewed by: Director of Engineering
 Approved by: Chief Administrative Officer

Attachments: None



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Chief Administrative Officer – Shuswap Watershed Council

Date: March 25, 2024

Motion for Consideration:

THAT: the City of Salmon Arm remain as a financial contributor to the Shuswap Watershed Council for the 2024/2025 fiscal year ending March 31, 2025;

AND THAT: the City’s participation in the Shuswap Watershed Council be reviewed prior to adoption of the 2025 Budget.

Background:

The City of Salmon Arm has contributed annually to the Shuswap Watershed Council (SWC) since its inception in 2016. The City’s 2024 Budget includes \$40,000 for continued participation in the service.

In early 2024, the Columbia Shuswap Regional District resumed its referendum regarding future taxation for the purpose of continued financial support for the SWC, which was defeated on February 3, 2024. As a result, the \$160,000 contribution from the CSRD will not continue.

At the March 13, 2024 meeting, the SWC Directors approved a 2024/2025 work plan and budget for 2024-25, which will come into effect on April 1, 2024. The operational expenses total \$323,170 with partial funding coming from the SWC’s Operating Reserve (\$150,366). Thompson Nicola Regional District’s funding contribution of \$53,600 has also been confirmed for 2024/2025.

Funding beyond this fiscal year is uncertain, but SWC staff are actively seeking alternative funding through grants and other levels of government.

Legislative authority / plans / reports:

	Official Community Plan		Master Plan (list actual plan)
	Community Charter/LGA		Other
	Bylaw/Policy		Corporate Strategic Plan
	Zoning Bylaw	X	2024-2028 Financial Plan

Financial Considerations:

The City of Salmon Arm has budgeted \$40,000 for the 2024 contribution. These funds have not been forwarded to the Fraser Basin Council.

Alternatives & Implications:

Council may also withdraw from Shuswap Watershed Council or continue to participate without contributing financially.

Communication:

SWC staff will be notified of Council's decision. If Council chooses to remain in SWC, the Mayor and Corporate Officer will be required to sign a new agreement as there has been a change to the number of financial contributors.

Prepared by: Chief Administrative Officer
Reviewed by: Chief Financial Officer



REQUEST FOR DECISION

To: Development & Planning Services Committee

From: Planner II

Title: Zoning Bylaw Amendment Application No. 1280

Legal: Lot 11, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP79114
Civic: 1280 – 7 Avenue SE
Owner: S. McLeod Custom Homes Ltd.
Agent: S. McLeod

Date: March 4, 2024

Executive Summary/Purpose:

To rezone the subject parcel from the R-1 (Single Family Residential) Zone to the R-8 (Residential Suite) Zone.

Motion for Consideration:

THAT: a bylaw be prepared for Council's consideration, adoption of which would amend Zoning Bylaw No. 2303 by rezoning Lot 11, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP79114 from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone).

Staff Recommendation:

THAT: the Motion for Consideration be adopted.

Proposal:

This proposal is to rezone the subject parcel from the R-1 (Single Family Residential) Zone to the R-8 (Residential Suite) Zone to permit a secondary suite in the single-family dwelling that is currently under construction.

Background:

The subject property is located at 1280 7 Avenue SE (Appendices 1, 2 & 3). The subject property is designated Medium Density Residential (MR) in the City's Official Community Plan (OCP) and zoned R-1 (Single Family Residential) in the Zoning Bylaw (Appendices 4 & 5). The subject property is 728.3 m² (0.18 ac) in area and a single-family dwelling is currently under construction (Appendices 6 & 7). A survey plan and site plan are attached as Appendix 8 and a floor plan for the proposed suite is attached as Appendix 9.

Adjacent land uses include the following:

North:	R-1 (Single Family Residential)	Single-family dwelling
South:	R-1 (Single Family Residential)	Single-family dwelling
East:	R-8 (Residential Suite)	Construction
West:	R-1 (Single Family Residential)	Single-family dwellings

Relevant Policy:

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

Referral Comments:

Fire Department

This proposal creates no additional Fire Department issues.

Building Department

n/a

Engineering Department

No Engineering concerns.

Planning Department

The R-8 zone regulations are attached as Appendix 10. Based on parcel area and parcel width, the subject property has potential to meet the conditions for the development of a secondary suite, including sufficient space for an additional off-street parking stall. It should be noted that only one secondary suite is permitted and must be limited to 90.0 m² (968.8 ft²) in area. The proposed R-8 zoning of the subject parcel is consistent with the OCP and is therefore supported by staff.

Financial Considerations:

Committee Recommendations:

Public Consultation:

Pursuant to the Local Government Act and City of Salmon Arm Zoning Bylaw notices are mailed to land owners and occupiers within a 30m radius of the application. Newspaper ads are placed in two editions of the local paper. The notices outline the purpose of the proposal. Pursuant to Section 464(2) and 467(2) of the *Local Government Act* a Public Hearing is not being held for this proposal. Written submissions received prior to First Reading of the Bylaw are posted on the City Website with the Bylaw and staff report.

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Alternatives & Implications:

n/a

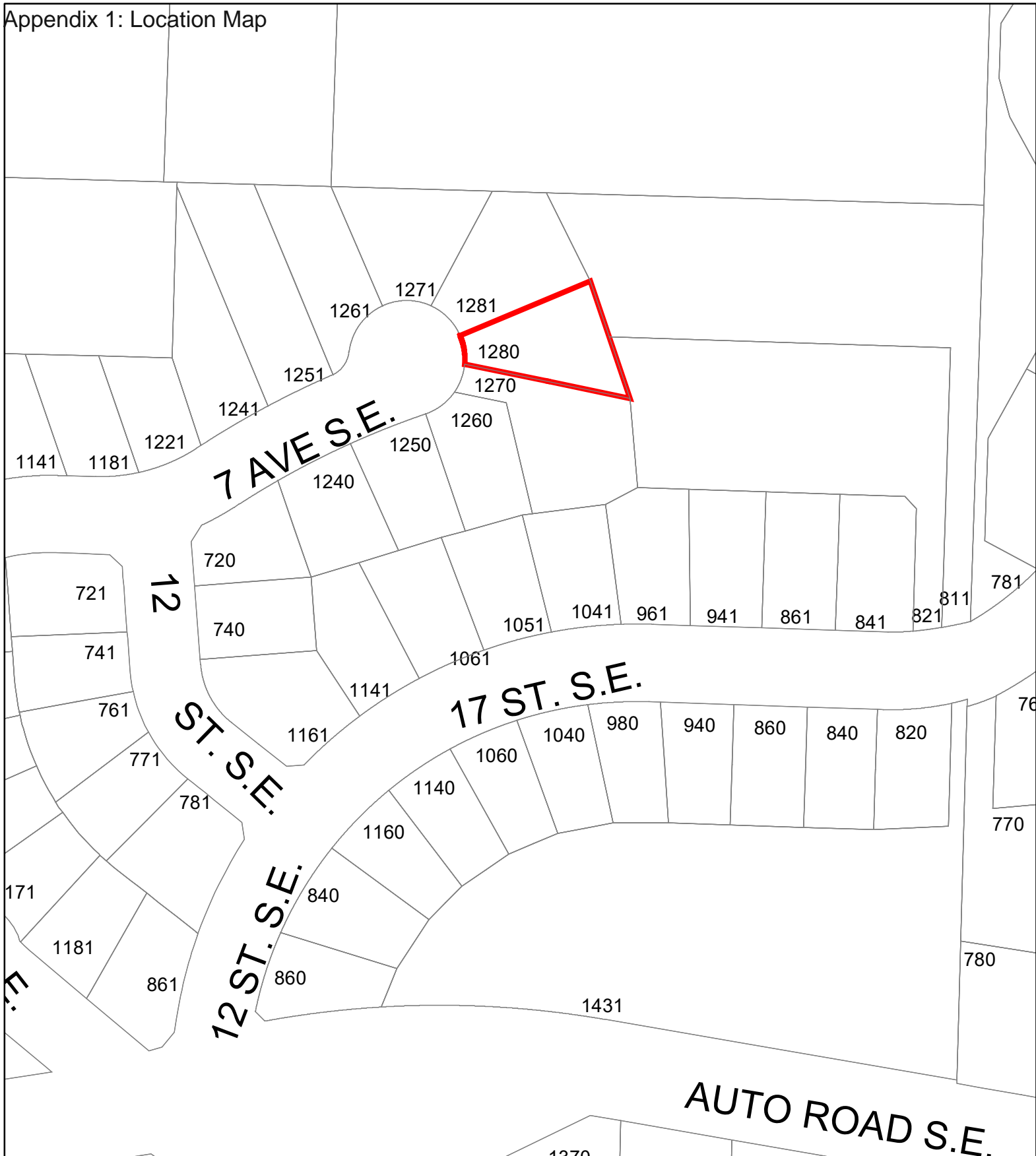
Prepared by: Planner II
Reviewed by: Manager of Planning and Building
Reviewed by: Director of Planning and Community Services



Approved by: Chief Administrative Officer

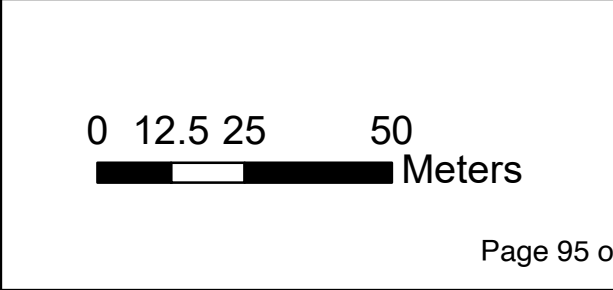
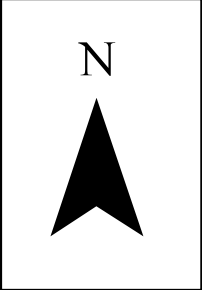
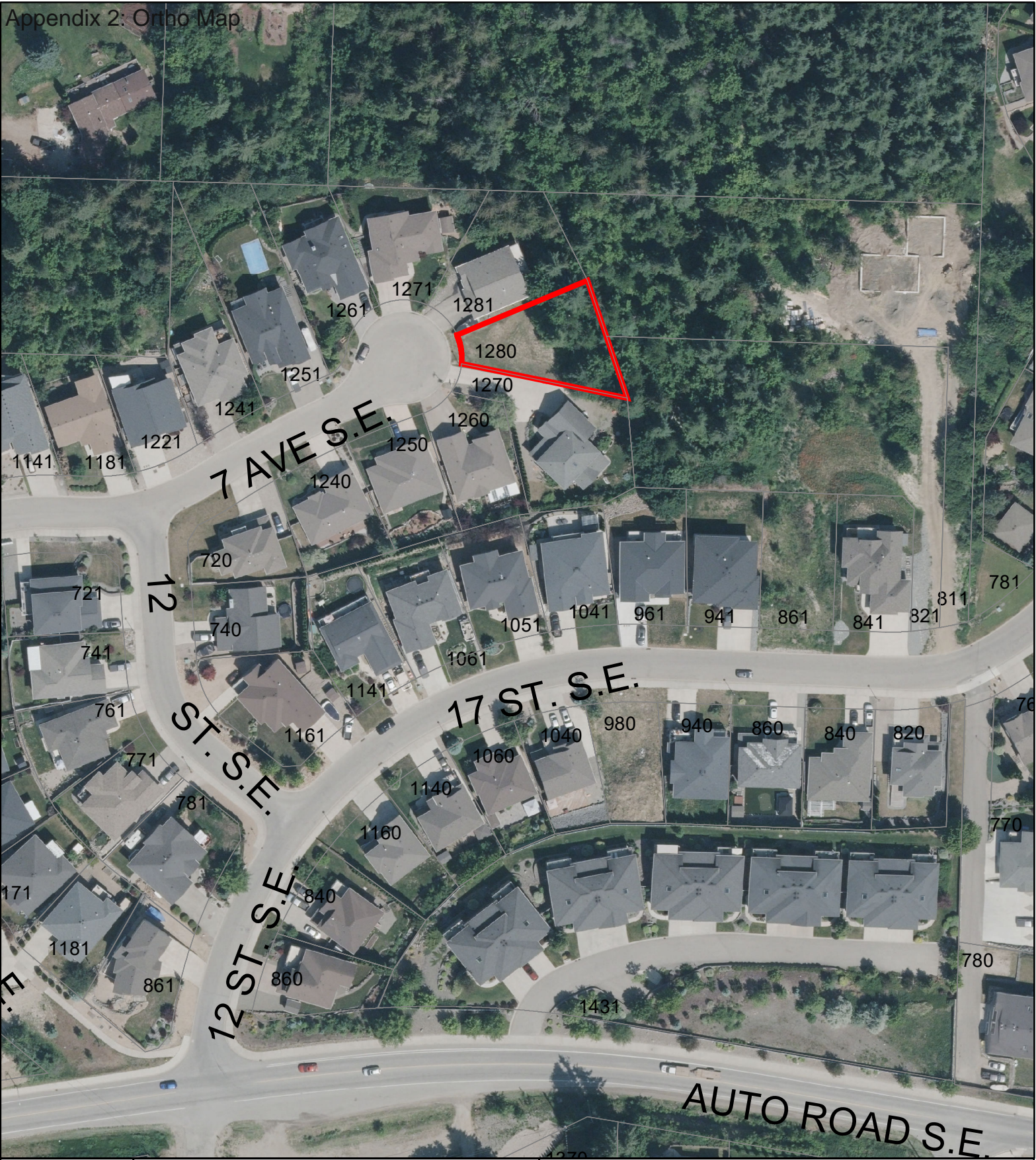
Attachments:

- Appendix 1 - Location Map
- Appendix 2 - Ortho Map
- Appendix 3 - Subject Property Map
- Appendix 4 - OCP Map
- Appendix 5 - Zoning Map
- Appendix 6 - Site Photos
- Appendix 7 - Single-Family Dwelling Drawings
- Appendix 8 - Survey and Site Plans
- Appendix 9 - Suite Floor Plan
- Appendix 10 – R-8 Zone

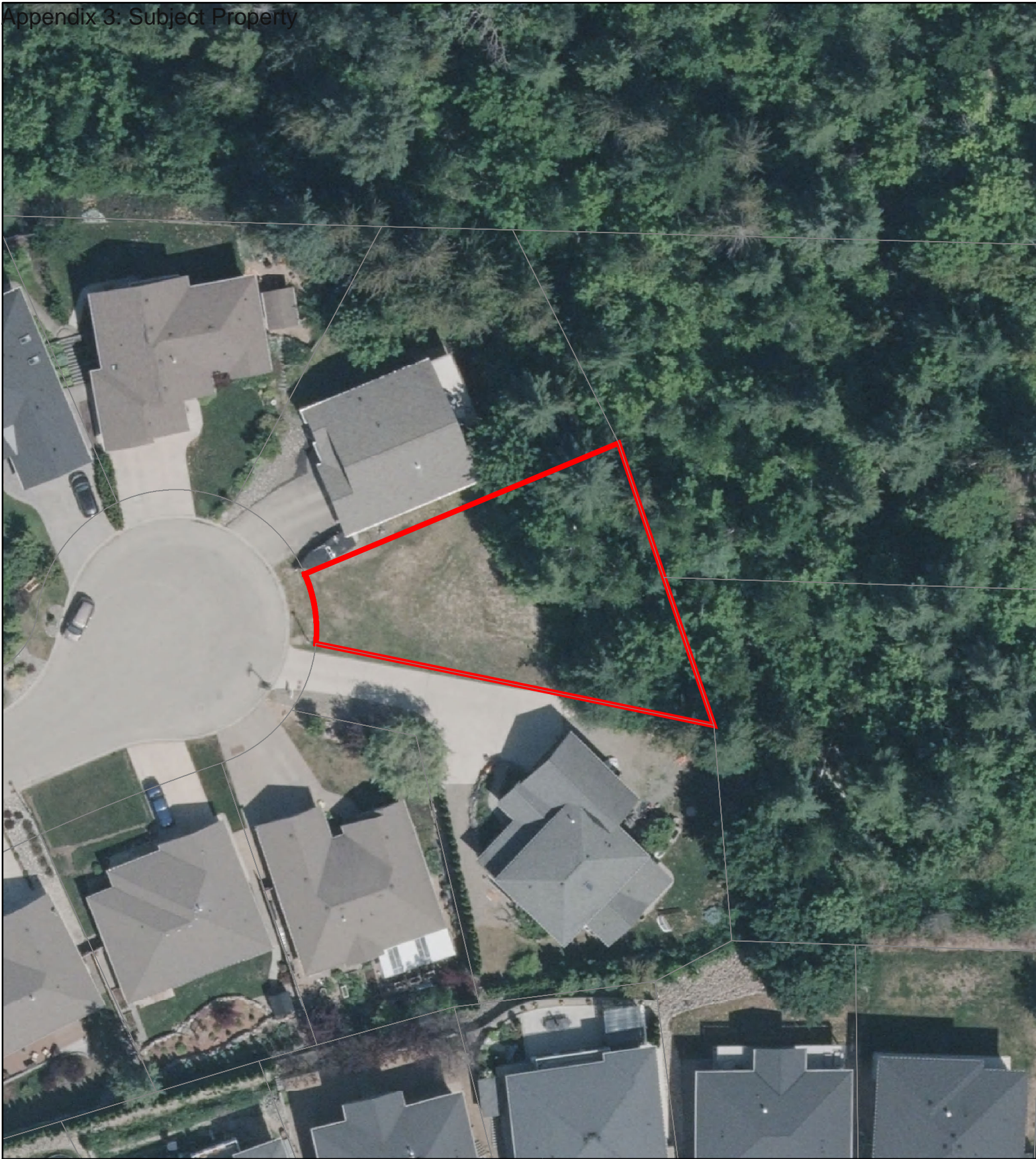
Appendix 1: Location Map



-  Parcels
-  Subject Parcel



	Parcels
	Subject Parcel

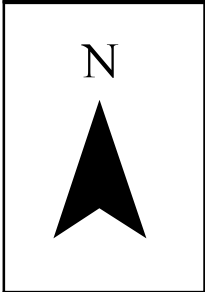
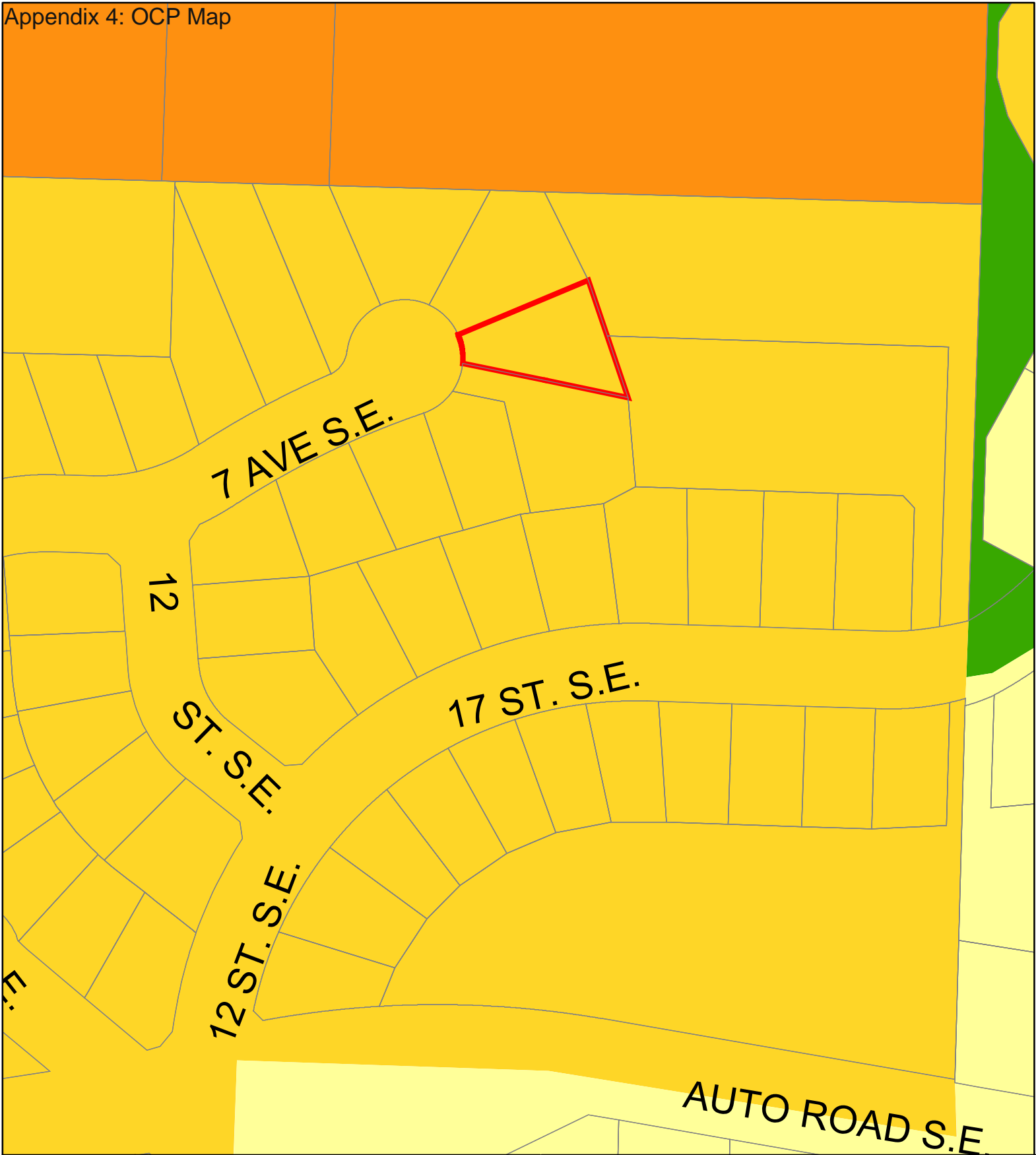


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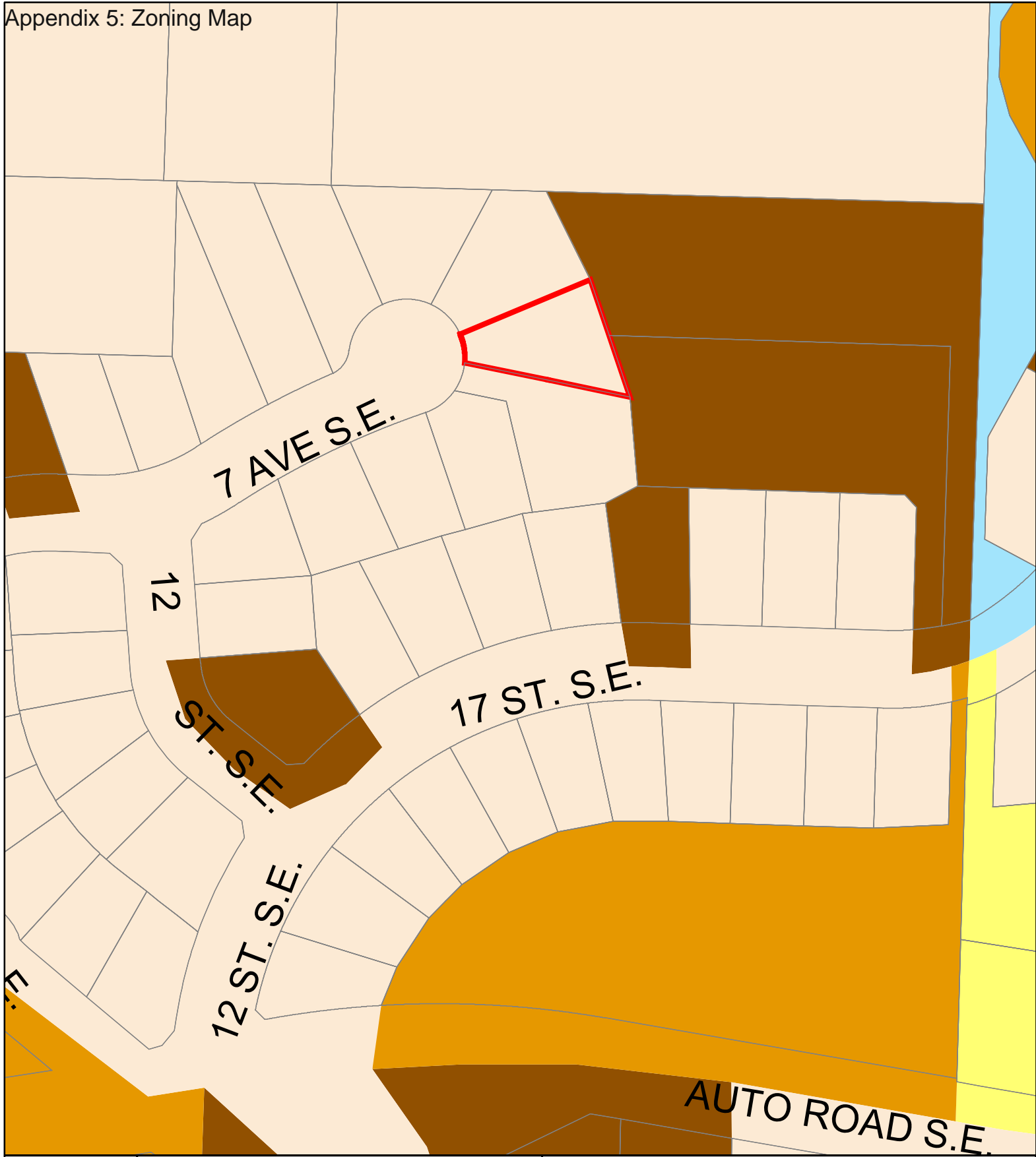


0 5 10 20
Meters

Parcels
Subject Parcel



- Parcels
- Subject Parcel
- Park
- Residential - Low Density
- Residential - Medium Density
- Residential - High Density



N



- | | | | | | |
|---|-----|---|-----|---|----------------|
|  | P-1 |  | R-4 |  | Parcels |
|  | R-1 |  | R-8 |  | Subject Parcel |
|  | R-2 | | | | |

Appendix 6: Site Photos





View of subject property looking east from 7 Avenue SE.

Photos Taken: January 12, 2024.



NORTHWEST



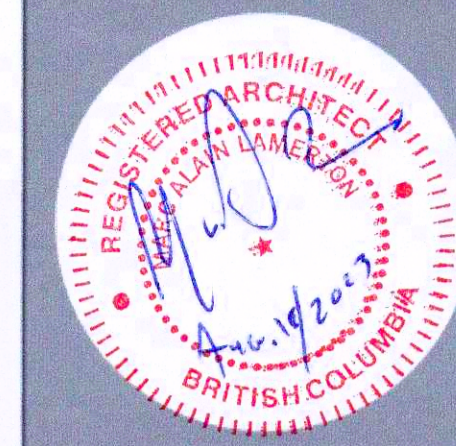
SOUTHWEST



SOUTHEAST



NORTHEAST



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ISSUE	DATE
Building Permit	July 28, 2023

DRAWN BY: ML,CJ
DATE: August, 2023
SCALE: N/A



4168 - 4th ST. NE
 P.O. BOX 2350
 SALMON ARM, BC, V1E 4R3
 Marc Lamerton, Architect ABC
 T 250-515-4801
 E marc@avexarchitecture.ca
 W www.avexarchitecture.ca

PROJECT: 23-025
SINGLE-FAMILY DWELLING

1280 - 7th Avenue SE
 Salmon Arm, BC

DRAWING TITLE:
3D VIEWS
 - Exterior

DRAWING NO:
A5.1

Appendix 8: Survey & Site Plans



BRITISH COLUMBIA AND CANADA LANDS

Box 362, Salmon Arm, B.C. V1E 4N5
250-832-9701 | office@brownejohnson.com

BC LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE

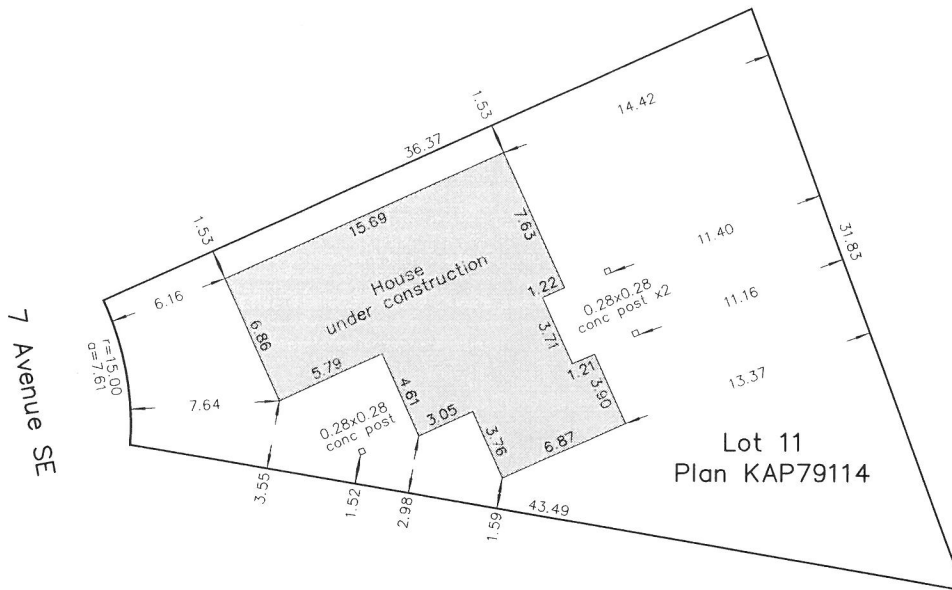
To: McLeod, Shaun
Box 934
Salmon Arm, BC V1E 4P1

Re: Lot 11, Sec 13, Tp 20, Rge 10,
W6M, KDYD, Plan KAP79114

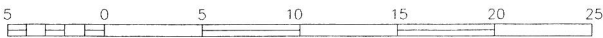
Parcel Identifier (PID): 026-439-778
Civic Address: 1280 7 Ave SE, Salmon Arm

List of documents registered on title which may affect the location of improvements:

Statutory Building Scheme: KX157893
Covenant: KX134201



Scale 1:250



All distances are in metres.
Dimensions derived from Plan KAP79114

Offsets from property line to building are measured from the foundation.

The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decisions made, or actions taken based on this document.

This plan was prepared for inspection purposes and is for the exclusive use of our client. This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property boundaries.

This building location certificate has been prepared in accordance with the Professional Reference Manual and is certified correct this 7th day of November, 2023.

Mark Mason
E34PZ9
Digitally signed by Mark Mason E34PZ9
Date: 2023.11.15 17:19:21 -08'00'

COPYRIGHT © BROWNE JOHNSON 2023 LAND SURVEYORS

All rights reserved. No person may copy, reproduce, transmit or alter this document in whole or in part without the prior written consent of BROWNE JOHNSON LAND SURVEYORS.

THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY or DIGITALLY SIGNED.

SITE INFORMATION	
ADDRESS:	1280 - 7th Avenue SE, Salmon Arm, BC
ZONING:	Existing = R-1 - Single Family Residential Zone Proposed = R-8 - Residential Suite Zone - see A1.0 (Site Plan) for provided onsite parking - see A2.1 (Lower Floor Plan) for Suite layout
OCP:	Residential Medium Density
LOT SIZE:	0.18 Acres / 0.07 ha
REQUIRED SETBACKS:	Front Yard = 6.0m (19.69ft) Interior Side Yard = 1.5m (4.92ft) Rear Yard = 6.0m (19.69ft)
MAXIMUM HEIGHT (RESIDENTIAL BUILDINGS):	Permitted = 10.0m (32.8ft) Proposed = see Elevations
MAXIMUM PARCEL COVERAGE:	The total maximum parcel coverage for principal and accessory buildings shall be 45% of the parcel area, of which 10% shall be the maximum parcel coverage for accessory buildings.
Proposed Building Area:	174.7sm (1,880.5sf)
Lot Parcel Area:	728.3sm (7,839.3sf)
Total:	24% Proposed Coverage

BUILDING CODE DATA	
APPLICABLE BUILDING CODE:	2018 BC Building Code - Part 9
MAJOR OCCUPANCY:	Group C - Residential
BUILDING AREA:	174.7sm (1,880.5sf)
BUILDING HEIGHT:	2 Storeys
CONSTRUCTION TYPE:	Combustible Construction
THERMAL REQUIREMENTS:	Building is subject to an Energy Performance Analysis by a registered Energy Advisor to ensure compliance with BC Building Code - 'Step 3' of the BC Step Code. All specified roof, floor, and exterior wall assemblies intended to comply with the requirements of the analysis.

GENERAL NOTE

PROJECT IS INTENDED TO CONFORM TO THE CITY OF SALMON ARM ZONING & BUILDING BYLAWS, BC BUILDING CODE (2018), BC PLUMBING CODE (2018), TECHNICAL SAFETY BC, BC ENERGY STEP CODE AND ALL OTHER APPLICABLE REGULATIONS & STANDARDS.

PRINCIPAL VENTILATION NOTES

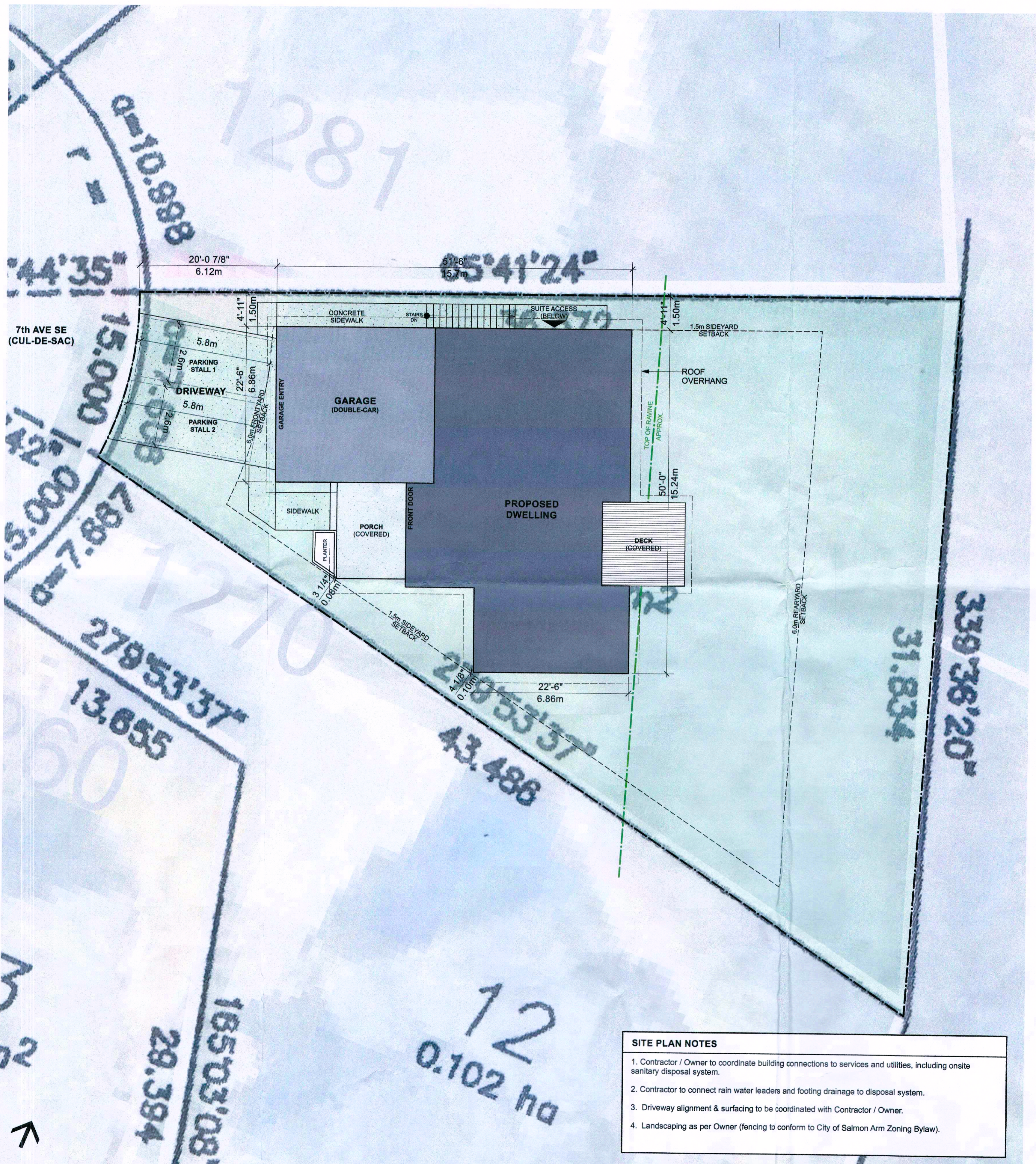
- As per Section 9.32.2, Mechanical Ventilation shall be provided.
- Flow rates for Principal Ventilation to be calculated as per 3.32.3.5.

As per Section 9.32.4(5) Where the principal ventilation system is a ducted central-recirculation ventilation system, the ducted central-recirculation ventilation system shall

- draw supply air from an outdoor inlet connected upstream of the fan, and
- draw air from
 - each bedroom and deliver it to a common area, or
 - a common area and deliver it to each bedroom.

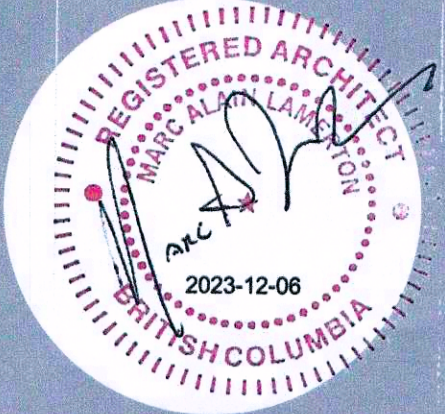


SITE KEY PLAN SCALE 1:1500



SITE PLAN SCALE 1:100

- SITE PLAN NOTES**
- Contractor / Owner to coordinate building connections to services and utilities, including onsite sanitary disposal system.
 - Contractor to connect rain water leaders and footing drainage to disposal system.
 - Driveway alignment & surfacing to be coordinated with Contractor / Owner.
 - Landscaping as per Owner (fencing to conform to City of Salmon Arm Zoning Bylaw).



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ISSUE	DATE
Building Permit	July 28, 2023
Building Permit (Re-issued)	August 18, 2023
Re-Zoning / Suite Development	Dec. 6, 2023

DRAWN BY: MLCJ
DATE: December 2023
SCALE: as noted



416B - 4th ST. NE
PO. BOX 2350
SALMON ARM, BC V1E 4R3
Marc Lamerton, Architect AIBC
T 250-515-4801
E marc@avexarchitecture.ca
W www.avexarchitecture.ca

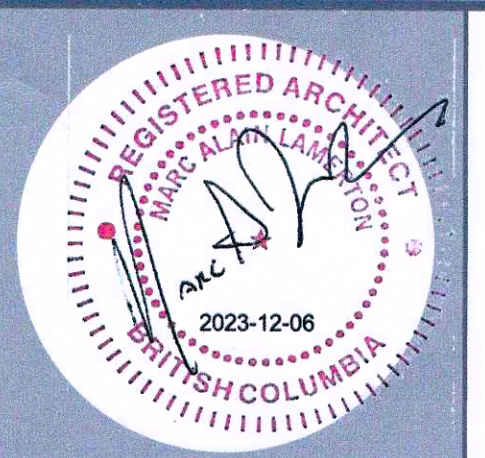
PROJECT: 23-025
SINGLE-FAMILY DWELLING

1280 - 7th Avenue SE
Salmon Arm, BC

DRAWING TITLE:
SITE PLAN

DRAWING NO:
A1.0

FLOOR AREA INFORMATION:	
MAIN FLOOR	1,363 sf / 126.6 sm
LOWER FLOOR	1,306 sf / 121.3 sm
TOTAL FINISH FLOOR AREA:	2,669 sf / 248.0 sm
GARAGE	518 sf / 48.1 sm



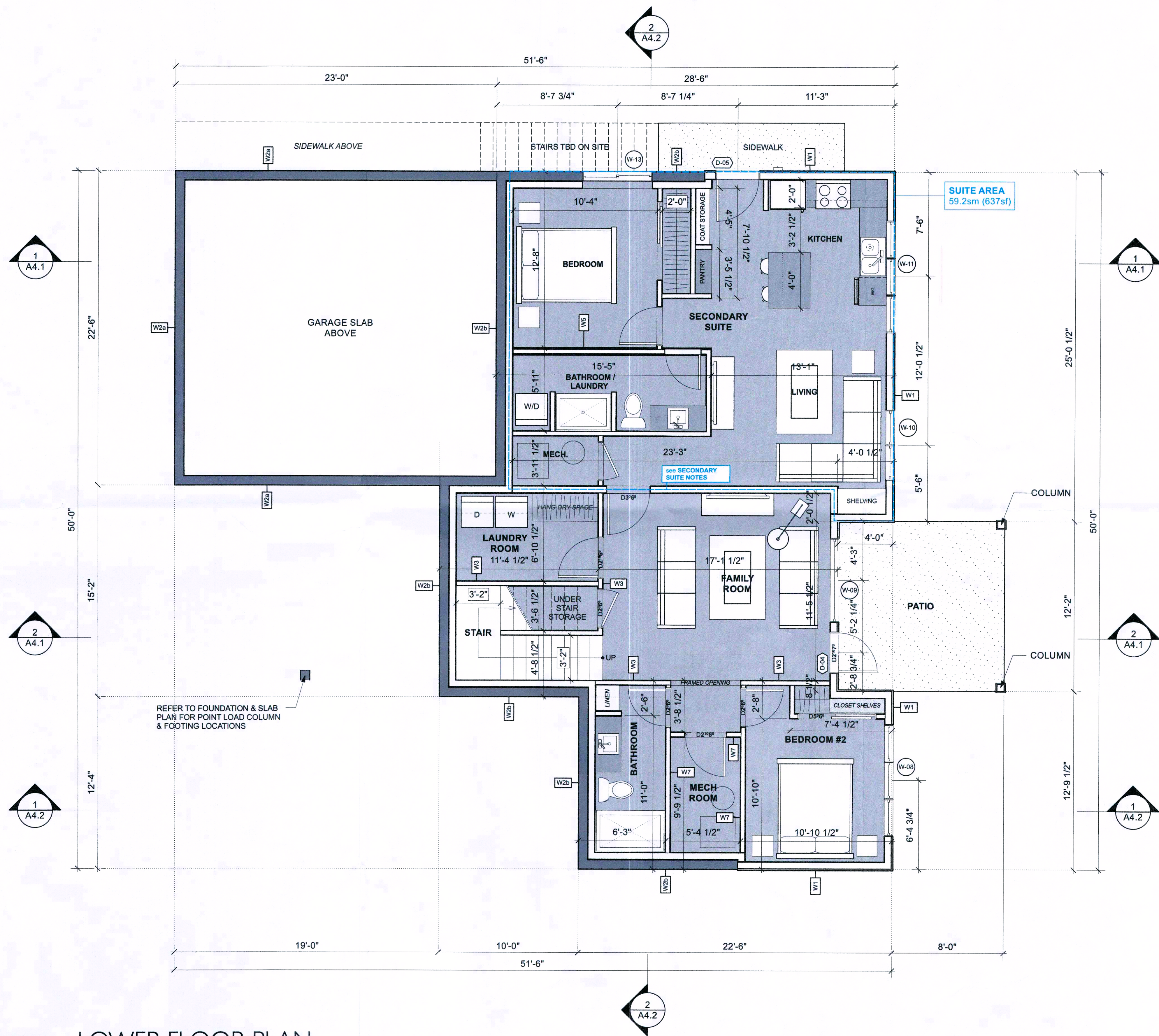
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ISSUE	DATE
Building Permit	July 28, 2023
Building Permit (Re-issued)	August 18, 2023
Re-Zoning / Suite Development	Dec. 6, 2023

DRAWN BY: ML CJ
DATE: December 2023
SCALE: 1/4"=1'-0"



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 P.O. BOX 2350
 SALMON ARM, BC, V1E 4R3
 Marc Lamerton, Architect AIBC
 T 250-515-4801
 E mar@avexarchitecture.ca
 W www.avexarchitecture.ca



- FLOOR PLAN NOTES**
- Framing Dimensions:
 - interior walls (and inside face of exterior walls) are dimensioned to the face of studs.
 - exterior walls (outside face) are dimensioned to face of plywood sheathing.
 - "boxed" dimensions are intended to be clear dimensions.
 - Smoke Alarms to be provided as per 9.10.19 and 9.37.2.19 of the BC Building Code.
 - All electrical work to be conducted in accordance with BC Safety Authority standards (and other applicable regulations).
 - Final millwork design as per Millwork Contractor.
 - Final interior finishes & fixtures to be determined.
 - Interior and exterior lighting to be determined.
 - Door between Garage and dwelling unit to be insulated flush metal, with weather seals, threshold, and door closer.
 - Door & Wall between Principal Dwelling & Suite to have proper fire & sound separation as per the BC Building Code.
 - Attic access to be provided as per 9.19.2. of the BC Building Code.
 - Carbon Monoxide Alarms to be provided in accordance with 9.32.4.2 of the BC Building Code.
 - Deck, Porch & Patio assemblies to have adequate slope away from house for water drainage.

- WALL TYPE SCHEDULE**
- W1** EXTERIOR FRAME WALL: Cladding as per Elevations, Min. 1/2" Pressure Treated Strapping, Building Paper, 1/2" Plywood Sheathing, 2x6 Wood Stud Framing @ 24" O.C. w/ R-24 Batt Insulation, 6 Mil UV Poly Vapour Barrier, 1/2" GWB Finish (Taped, Filled & Painted).
 - W2a** FOUNDATION WALL: 1/2" Drainage Mat, Self-Adhered Membrane, Cast-In-Place Concrete.
 - W2b** FOUNDATION WALL (with Interior Furring): 1/2" Drainage Mat, Self-Adhered Membrane, Cast-In-Place Concrete, 1/2" Air Gap, 2x6 Wood Stud Framing @ 24" O.C. w/ R-24 Batt Insulation, 6 Mil UV Poly Vapour Barrier, 1/2" GWB Finish (Taped, Filled, & Painted).
 - W3** INTERIOR PARTITION WALL: 1/2" GWB Finish (Taped, Filled, & Painted) - each side, 2x4 Wood Stud Framing @ 16" O.C., w/ optional sound batts for privacy.
 - W4** INTERIOR PARTITION WALL (PARTIAL HEIGHT): 1/2" GWB Finish (Taped, Filled, & Painted) - each side, 2x4 Wood Stud Framing @ 16" O.C. w/ top cap to 42" above finished floor.
 - W5** INTERIOR PARTITION WALL: 1/2" GWB Finish (Taped, Filled, & Painted) - each side, 2x6 Wood Stud Framing @ 16" O.C., w/ optional sound batts for privacy.
 - W6** GARAGE SEPARATION WALL: 1/2" GWB (Taped, Filled, & Painted) - each side, 2x6 Wood Stud Framing @ 24" O.C. w/ R-24 Batt Insulation, 6 Mil UV Poly Vapour Barrier (warm side).
 - W7** MECHANICAL ROOM SEPARATION WALL: 1/2" GWB (Taped, Filled, & Painted) - each side, 2x4 Wood Stud Framing @ 16" O.C. w/ sound batts.
- NOTE:** ALL EXTERIOR ASSEMBLIES MUST MEET THE BC ENERGY STEP CODE AS PER AN ENERGY ADVISOR CONSULTANT.

- SECONDARY SUITE NOTES**
- SUITE AREA: 59.2sm (637sf)
Max. Allowable = 90.0sm (as per City of Salmon Arm Zoning Bylaw).
 - REQUIRED FIRE SEPARATIONS: **Separation of Residential Suite (from Principal Dwelling), as per 9.10.9.14**
 - In a house with a secondary suite, dwelling units shall be separated from each other and from ancillary spaces and common spaces with a fire separation:
 - having a fire-resistance rating not less than 15min when all smoke alarms within the house are of photo-electric type and interconnected as described in Clause 9.10.19.5.(2)(a) (see also Sentence 9.10.3.1.(2)),
 - having a fire-resistance rating not less than 30 min when additional smoke alarms of photo-electric type are installed and interconnected as described in Clause 9.10.19.5.(2)(b) (see also Sentence 9.10.3.1.(3)),
 - having a fire-resistance rating not less than 45min when smoke alarms are not installed and interconnected as described in Clauses (a) or (b), or
 - that is not required to have a fire-resistance rating if the building is sprinklered.
 - Sub-floor Depressurization, Principal Ventilation, and Sleeping Room Egress to be provided in Secondary Suite as per Principal Dwelling requirements.

LOWER FLOOR PLAN

PROJECT: 23-025
SINGLE-FAMILY DWELLING

1280 - 7th Avenue SE
 Salmon Arm, BC

DRAWING TITLE:
LOWER FLOOR PLAN

DRAWING NO.:
A2.1

SECTION 13 - R-8 - RESIDENTIAL SUITE ZONE #3996**Purpose**

13.1 The purpose of the R-8 Zone is to permit the use of a *secondary suite* contained within a *single family dwelling* or a *detached suite* contained within an *accessory building*.

Regulations

13.2 On a *parcel zoned R-8*, no *building* or *structure* shall be constructed, located or altered and no plan of subdivision approved which contravenes the regulations set out in the R-8 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

13.3 The following uses and no others are permitted in the R-8 Zone:

- .1 *boarders*, limited to two;
- .2 *family childcare facility*; #3082
- .3 *group childcare*; #3082
- .4 *home occupation*;
- .5 *public use*;
- .6 *public utility*;
- .7 *single family dwelling*;
- .8 *accessory use*, including *secondary suite* or *detached suite*.

Maximum Number of Single Family Dwellings

13.4 One (1) *single family dwelling* shall be permitted per *parcel*.

Maximum Number of Secondary Suites

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

Maximum Height of Principal Building

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

Maximum Height of Accessory Buildings

13.7

- .1 The maximum *height* of an *accessory building* shall be 6.0 metres (19.7 feet).
- .2 The maximum *height* of an *accessory building* containing a *detached suite* shall be 7.5 metres (24.6 feet).

Maximum Parcel Coverage

13.8 The total maximum *parcel coverage* for *principal* and *accessory buildings* shall be 45% of the *parcel area*, of which 10% shall be the maximum *parcel coverage* for all *accessory buildings*, which may be increased to a maximum of 15% for all *accessory buildings* including those containing a *detached suite* provided the *accessory building* containing the *detached suite* has a lesser *building area* than the *single family dwelling*.
#4272

Minimum Parcel Area

13.9

- .1 The minimum *parcel area* shall be 450.0 square metres (4,843.9 square feet).
- .2 The minimum *parcel area* of a *parcel* containing a *detached suite* shall be:
 - .1 With lane or second *street* frontage 465.0 square metres (5,005.2 square feet)
 - .2 Without lane or second *street* frontage 700.0 square metres (7534.7 square feet)

Minimum Parcel Width

13.10

- .1 The minimum *parcel width* shall be 14.0 metres (45.9 feet).
- .2 The minimum *parcel width* of a *parcel* containing a *detached suite* shall be:
 - .1 With lane or second *street* frontage 15.0 metres (49.2 feet)
 - .2 Without lane or second *street* frontage 20.0 metres (65.6 feet)

SECTION 13 - R-8 - RESIDENTIAL SUITE ZONE - CONTINUED

Maximum Floor Area and Floor Area Ratio

13.11

- .1 The maximum *floor area* of a *detached suite* shall be 90.0 square metres (968.8 square feet).
- .2 The maximum *floor area ratio* of a *single family dwelling* shall be 0.65.

Minimum Setback of Principal Building

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

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line* shall be 6.0 metres (19.7 feet)
- .3 *Interior side parcel line* shall be 1.5 metres (4.9 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
- .5 Notwithstanding Sections 13.12.2 and 13.12.3., a *principal building* on a corner *parcel* may be sited not less than 1.5 metres (4.9 feet) from the *rear parcel line* provided the combined total of the *rear* and *interior side yards* shall be not less than 6.0 metres (19.7 feet). #3426
- .6 Refer to Section 4.9 for “Special Building Setbacks” which may apply #2811

Minimum Setback of Accessory Buildings

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

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line* shall be 1.0 metre (3.3 feet)
- .3 *Interior side parcel line* shall be 1.0 metre (3.3 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
- .5 Refer to “Pound and Animal Control Bylaw” for special setbacks which may apply. #2811

Minimum Setback of a Detached Suite

13.14 The minimum *setback* of an *accessory building* containing a *detached suite* from the:

- .1 *Front parcel line* shall be 6.0 metres (19.7 feet)
- .2 *Rear parcel line* shall be 3.0 metres (9.8 feet)
- .3 *Interior side parcel line* shall be 2.0 metres (6.5 feet)
- .4 *Exterior side parcel line* shall be 6.0 metres (19.7 feet)
- .5 *Parcel line* adjacent to a lane 1.2 metres (3.9 feet)

Parking

13.15

- .1 Parking shall be required as per Appendix I.
- .2 An offstreet parking space provided for a *secondary suite* or *detached suite* shall not be sited in tandem to a parking space provided for a *single family dwelling*.

Detached Suite

13.16 Refer to Section 4.2 for General Regulations.

CITY OF SALMON ARM

BYLAW NO. 4641

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

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

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

Rezone Lot 11, Section 13, Township 20, Range 10, W6M, KDYD, Plan KAP79114 located at 1280 7 Avenue SE, Salmon Arm, BC from R-1 (Single Family Residential Zone) to R-8 (Residential Suite Zone) attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “**City of Salmon Arm Zoning Amendment Bylaw No. 4641**”

READ A FIRST TIME THIS DAY OF 2024

READ A SECOND TIME THIS DAY OF 2024

READ A THIRD TIME THIS DAY OF 2024

ADOPTED BY COUNCIL THIS DAY OF 2024

MAYOR

CORPORATE OFFICER

Schedule "A"





REQUEST FOR DECISION

To: Development & Planning Services Committee

From: Manager of Planning and Building

Title: Agricultural Land Reserve (ALR) Applications and Amendments to Fee for Service Bylaw No. 2498

Date: March 18, 2024

Executive Summary/Purpose:

To review amendments for fees related to ALR applications and to provide an update on current ALC application processes.

Motion for Consideration:

THAT: A bylaw be prepared for Council’s consideration, amending Fee for Service Bylaw No. 2498, as follows:

i) Replacing Schedule “B” a) Appendix 2 Development Services, Section 14 with the following table:

14.	a. Non-Adhering Residential Use	\$450.00
	b. Soil Use to Place Fill and/or Removal Soil	\$750.00
	c. Non- Farm Use	\$750.00
	d. Subdivision (owner as applicant)	\$750.00
	e. Transportation, Utility and Recreational Uses (City as applicant as per Policy 3.22)	\$1500.00
	f. Subdivision application (City as applicant as per Policy 3.22)	\$750.00
	g. Legal Fees for registration of documents as per Policy 3.22	\$2500.00

ii) Appendix 4: after section 1.11.1 i), a new section is added as 1.11.1 v) as follows:

The permit fee for Purpose-built residential rentals that provide Affordable Housing be reduced by 50% for market units and 100% for Non-Profit Housing.

Staff Recommendation:

That the Motion for Consideration be adopted.

Executive Summary:

In 2019 the legislation governing the Agricultural Land Commission and uses within the Agricultural Land Reserve changed significantly. This report provides a summary of the Agricultural Land Commission (ALC) application process in order to provide clarity for the role of Council in that process. The proposed amendments to the Fee for Service Bylaw are to bring the City procedures and fees in alignment with those amendments.

Background:

The ALC Application Portal & Council Resolutions

The interaction of the ALC processes with City application processes is complicated and has been shaped by decades of responses and changes in legislative changes. Decisions on ALC applications represent an area of overlap in jurisdiction between the ALC and the City, and as such, successful applications need to clearly meet both ALC and City regulatory requirements.

The first step in the process is when an owner uploads their application and supporting documents to the ALC application portal. City staff are notified, via email that an application has been uploaded and are provided contact information for the applicant so that payment for the City portion of the ALC application fee can be made (City staff do not therefore have control over the application process). If any documentation for an application is missing or deficient, City staff must contact the applicant to provide the information or documents. If the proposal is not consistent with City bylaws or policies, we inform the applicant and give them the opportunity to cancel their application before accepting payment. It should be noted that ALC staff are not able to access any application information in the portal until after a Council resolution has been uploaded to the system, when it is required. City staff upload the Council resolution to the portal, staff report and any public input received to the portal as supporting documentation.

Council may provide the ALC with one of four following responses to an ALC application:

- 1) Council support the application and forward the application to the ALC

“THAT Council supports Agricultural Land Commission Application No. # and authorizes the application be submitted to the Agricultural Land Commission”

2) Council forward the application to ALC without comments (no indication of support),

“THAT Agricultural Land Commission Application ALC No. # be authorized for submission to the Agricultural Land Commission”

3) Council forward the application to the ALC with comments (no indication of support),

“THAT Agricultural Land Commission Application ALC No. # be authorized for submission to the Agricultural Land Commission.

AND THAT the following comments from Council be included in the submission:

- i)
- ii)”

4) Council refuses the application

“THAT Council does not authorize Agricultural Land Commission Application No. # be submitted to the Agricultural Land Commission.”

Staff will generally recommend that Council resolve to pass a motion that aligns with responses 1 to 3. (While Council may also resolve to refuse the application, if the resolution not supporting the application is uploaded to the portal, the application is cancelled by the upload by City staff, and the application is not considered by the ALC further.) Staff will seldom recommend refusal, as the applications are specific requests with respect to ALR legislation and when the application comes forward for to the City for subdivision, OCP or Zoning amendments it may be rejected at that point. By passing a motion that aligns with responses 1 to 3, even on an application that is contrary to City regulations and policies we preserve the City’s decision making for our own processes and may reject the proposal at that point as part of a City process.

In considering ALC applications it is helpful to note the following definitions:

NARU – Non Adhering Residential Use applications regulate residential uses that exceed those residential uses permitted by the Agricultural Land Commission Act. These include temporary farm worker housing (delegated to ALC staff, is not reviewed by City), temporary dwelling while building a second residence (ALC decision, Council resolution required) and principal dwellings that exceed 500 sq. m. total floor area (ALC decision, Council resolution required). Second dwellings that exceed 90 sq. m. are not permitted and there is no application to request consideration for a second dwelling that exceed 90 sq. m.

NFU – Non-Farm Use applications allow the ALC to consider uses that are not permitted or deemed agriculture by the ALC as defined by the Agricultural Land Reserve Use Act. Examples include temporary campgrounds, temporary commercial use for seasonal operation, golf courses, sale of goods not produced from produce on the related farm (>50% ingredients from off-site), or filming on farmland. The Agricultural Land Reserve Use Act includes Permitted Non-Farm Uses that may be prohibited by Local Governments (e.g. pet breeding and boarding) and Permitted Non-Farm Uses that may not be prohibited by local governments (e.g. structures necessary for farming, parks, gathering for an event).

Policy 3.22 Agricultural Land Reserve – Statutory Right of Way or Road Dedication Policy

The 2019 amendments mentioned above included changes that now require ALC approval for subdivision, road dedication and the registration of statutory rights of way within the ALR. Essentially, if the area of land that is to be dedicated for road or a right of way registered in favour of the City, the ALC must sign the plan and approve the application. The ALC requires fees with this new process. The City may make the application to the ALC; the proposed policy and fee structure are to ensure that the landowner or applicant pay the associated fees. Policy 3.22 is attached as Appendix 1.

Council may not wish to support the proposed fee structure for applications considered under Policy 3.22. In that instance, the City would have to: a) absorb the costs for the application and legal fees or amend the Subdivision and Development Servicing Bylaw to exempt land with the ALR from road dedication or right of way requirements or require that the land owner have the applications complete prior to making a Building Permit application.

Table 1: ALC Applications and Decisions provides a summary of ALC application types and decision authority.

ALC Applications (By owner through the ALC portal)	Council Comment/Resolution Required*	Who makes the decision?
Non Adhering Residential Use (NARU) – Principal Dwelling Greater than 500sq.m.	Y	ALC
Non Adhering Residential Use (NARU) – Temporary dwelling while constructing a second unit	Y	ALC
Non- Farm Use (NFU)	Y	ALC
Subdivision (including road dedication and Statutory Rights of Way)	Y	ALC and AO
Transportation, Utility and Recreation Trail Use (TU) (including construction of off-site works)	N	ALC staff
Notice of Intent (Soil Removal and Fill)	N**	ALC staff
Inclusion	Y	ALC
Exclusion (By City through the ALC Portal)	Y	City and ALC. Public Hearing by City is required. Areas identified in OCP are important (e.g. Light Industrial Special Development Permit Area).

Building Permit Fees for Purpose Built Rentals – House Keeping Item

In addition to the proposed bylaw amendment to the Fee for Service Bylaw No. 2498 related to the ALC applications, staff have included a minor housekeeping amendment for development applications similar to the Building Permit fees under section 1.11.1 to reduce permit fees for purpose built rentals for market units (50%) and non-profit housing (100%). This amendment should have been included in amendments brought forward in 2023 that accompanied the Council policy to fast-track rentals and affordable housing applications.

Relevant Policy(ies):

N/A

Referral Comments:

Fire Department

N/A

Building Department

N/A

Engineering Department

N/A

Other

N/A

Planning Department

The proposed policy and bylaw amendment bring the regulatory tools of the City into alignment with ALC policies and regulations.

Financial Considerations:

The amendments to the Fees and Charges Bylaw reflect the fee that the applicant pays to the City. After Council consideration of the application, the applicant then pays another fee to the ALC. The rates for ALC application fees are set by the ALC.

The housekeeping amendment to the permit applications fees is consistent with fees amendments brought forward in 2023 to encourage the development of purpose built rentals.

Committee Recommendations:

N/A

Public Consultation:

N/A

Alternatives & Implications:

Any of these items could be referred back to staff for further consideration.

Prepared by: Manager of Planning and Building
Reviewed by: Director of Planning & Community Services
Approved by: Chief Administrative Officer

Attachments:

- Appendix 1 - Appendix 1: Policy 3.22 Road Dedication or Statutory Right(s) of Way in the ALR

CITY OF SALMON ARM

BYLAW NO. 4643

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. Schedule "B", Appendix 2

14.	Agricultural Land Reserve Application (City Processing Surcharge)	\$600.00 (+\$300.00) Total retained by City = \$900.00
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Be deleted and replaced with:

	Agricultural Land Reserve Application	
14.	a. Non-Adhering Residential Use	\$450.00
	b. Soil Use to Place Fill and/or Removal Soil	\$750.00
	c. Non- Farm Use	\$750.00
	d. Subdivision (owner as applicant)	\$750.00
	e. Transportation, Utility and Recreational Uses (City as applicant as per Policy 3.22)	\$1500.00
	f. Subdivision application (City as applicant as per Policy 3.22)	\$750.00
	g. Legal Fees for registration of documents as per Policy 3.22	\$2500.00

Schedule "B", Appendix 2, Development Services

18.	Park Vending Sites (DIA Levy) (Bylaw No. 3720)	\$75.00
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Be deleted and replaced with:

23.	Park Vending Sites (DIA Levy) (Bylaw No. 3720)	\$75.00
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Schedule "B", Appendix 2, Development Services, add the following sections:

24. The permit fee for priority applications pursuant to the Priority Planning and Development Review Policy that provide for Purpose-built residential rentals that provide Affordable Housing be reduced by 50%.

25. The permit fee for priority applications pursuant to the Priority Planning and Development Review Policy that provide for Purpose-built residential rentals that provide Affordable Housing be 100% for Non-Profit Housing.

SEVERABILITY

2. 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.

ENACTMENTS

3. 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.

EFFECTIVE DATE

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

CITATION

5. This Bylaw may be cited as the "**City of Salmon Arm Fee for Service Amendment Bylaw No. 4643**"

READ A FIRST TIME THIS DAY OF 2024

READ A SECOND TIME THIS DAY OF 2024

READ A THIRD TIME THIS DAY OF 2024

ADOPTED BY THE COUNCIL DAY OF 2024

MAYOR

CORPORATE OFFICER

TOPIC: Road Dedication or Statutory Right(s) of Way in the ALR

POLICY: 3.22

Where a land owner is required to provide road dedication or Statutory Right of Way and that land is within the Agricultural Land Reserve (ALR) the owner must cover the cost and provide the application materials for the City to submit the appropriate Agricultural Land Commission (ALC) application.

BACKGROUND:

The *Agricultural Land Reserve Regulation* and *Agricultural Land Commission Act* require application approvals for road dedication and non- agriculture works (servicing) within rights-of-ways. This policy outlines the materials and fees that are required to be provided to the City by the landowner.

PROCEDURE:

Where the City of Salmon Arm Subdivision and Development Servicing Bylaw requires that a landowner provide land dedication for Road or a Statutory Right of Way and that land is within the Agricultural Land Reserve (ALR) the owner must submit to the City:

- 1) A Road Dedication Plan or Statutory Right of Way Plan prepared by a BC Land Surveyor;
- 2) A design for the Road that is acceptable to the City Engineer. If a design is provided, an ALC Transportation, Utility or Recreation application will be submitted to the ALC by the City. If a design is not provided, an ALC Subdivision application will be submitted by the City to the ALC;
- 3) Fees for an ALC Transportation, Utility or Recreation or ALC Subdivision application and;
- 4) Legal Lees for the registration of the documents with the Land Title Office, as per the Fee for Service Bylaw No. 2498, as amended.

The City will submit the application to the ALC as the applicant. Should the application be approved by the ALC, the City’s representative will contact the property owner(s) for completion of the road dedication plans. Should the application not be approved by the ALC the unused legal fees collected by the City under section 4 of this policy shall be returned to the property owner.

The City may withhold development approvals until the ALC decision is provided.

Prepared by: Manager of Planning and Building	Date: January 3, 2024
Approved by CAO:	Date:
Amended or Replaced: Amended	Date:

TO: His Worship Mayor Harrison and Members of Council
FROM: Robert Niewenhuizen, Director of Engineering and Public Works
PREPARED BY: Jon Mills, Engineering Assistant
DATE: February 26, 2024
SUBJECT: Amendments to Bylaw 4281 - Curbside Collection

Recommendation:

THAT: Bylaw No. 4629 cited as the “City of Salmon Arm Curbside Collection Amendment Bylaw No. 4629”, be read a first, second and third time.

BACKGROUND

Bylaw 4281 – Curbside Collection, was adopted by Council on June 10, 2019. The following amendments are required to address the appropriate storage of containers and bags to reduce wildlife attractants in the city and to clarify billing and payments for the service.

Reducing Wildlife Attractants

Based on data from WildSafeBC, there has been an increase in the number of black bear reports in the City in the last two years, with 2022 seeing a 68% increase over the previous six-year average and 2023 being only slightly lower. This has coincided in an increasing number of reports from residents about black bears damaging their curbside collection food waste bins. In 2023, the City enlisted the services of a WildSafeBC Community Coordinator to assist with educating residents on how to reduce wildlife attractants on their properties with a key objective of properly managing curbside collection materials.

The primary mechanism for reducing wildlife attractants related to curbside collection is that the bylaw requires residents to put their containers and bags out for collection on the morning of their collection day, not the night before. To further strengthen the bylaw, staff are proposing an amendment to require residents to store their containers and bags in a location or manner on their property that is inaccessible to wildlife, when not out for collection.

This will require an amendment to Section 20 of the bylaw, pertaining to the placement of collection bags and containers. This section also needs to be amended to apply to both owners and occupiers of a parcel, not just the owner of a parcel.

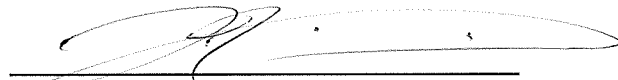
Billing and Payments

Section 22 of the bylaw, under "Billing and Payment of Charges" addresses when the fee for the curbside collection service is to be paid as it pertains to the construction of a new curbside household. As this requirement is already addressed in Bylaw 2498 - Fee for Services Bylaw (Section 9 of Schedule B, Appendix 10), it is preferable to only have these details in the Fee for Services bylaw to avoid any inconsistencies between the two bylaws that may occur by the amendment of one and not the other.

STAFF COMMENTS

In consideration of the above, Staff recommend that Council adopt the City of Salmon Arm Curbside Collection Amendment Bylaw No. 4629.

Respectfully,



Rob Niewenhuizen, AScT
Director of Engineering & Public Works

Cc Sue Wood, Director of Corporate Services

CITY OF SALMON ARM
BYLAW NO. 4629

A bylaw to amend "City of Salmon Arm Curbside Collection Bylaw No. 4281"

The Municipal Council of the City of Salmon Arm, in open meeting assembled, enacts that the City of Salmon Arm Curbside Collection Bylaw No. 4281 be amended as follows:

1. That Section 20, PLACEMENT OF COLLECTION BAGS AND CONTAINERS, be amended by:

- a) Deleting "Owner of a Parcel" in the first sentence of Section 20

And replacing it with "Owner and Occupier of a Parcel".

- b) Deleting Section 20(h) in its entirety that reads:

"Shall remove all Collection Containers from the street or lane allowance within a period of twelve (12) hours immediately following collection by the City and store such cans in a location other than outside the front of the dwelling."

And replacing Section 20(h) as follows:

"Shall remove all Containers from the street or lane allowance within a period of twelve (12) hours immediately following collection by the City and store such Containers in a location on the Parcel other than outside the front of the dwelling and in a location or manner that ensures they are inaccessible to wildlife."

2. That Section 22, BILLING AND PAYMENT OF CHARGES, be deleted in its entirety that reads:

"Upon application for a Building Permit to construct a Curbside Household, the applicant shall prepay the pro-rated Curbside Collection Service for the remaining portion of the year, calculated from the first (1st) day of the fourth (4th) month following the date of the Building Permit issuance or from the date of Occupancy Permit issuance."

3. 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.

4. 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.

5. EFFECTIVE DATE

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

6. CITATION

This bylaw may be cited as "City of Salmon Arm Curbside Collection Amendment Bylaw No. 4629."

READ A FIRST TIME THIS	11	DAY OF	MARCH	2024
READ A SECOND TIME THIS	11	DAY OF	MARCH	2024
READ A THIRD TIME THIS	11	DAY OF	MARCH	2024
ADOPTED BY COUNCIL THIS		DAY OF		2024

MAYOR

CORPORATE OFFICER



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Director of Corporate Services – Fee for Service Amendment Bylaw No. 4635

Date: March 11, 2024

Motion for Consideration:

THAT: the Bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4635 be read a first, second and third time.

Background:

Following a review of the Fee for Service bylaw there are a number of housekeeping items required. Removal of various fee schedules that are no longer in use, referenced by other bylaws or legislation or handled in a different format. An explanation of the changes are as follows:

Schedule “A”, Statutory Fee Schedule – deletion

The City does not provide a List of Electors, minutes are provided online, there are no longer requests for copies of the minutes, and there is no subscription rates for minutes and agendas.

Schedule “B”, Appendix 1, Miscellaneous Fee Schedule – Development Services – change

Many of the mapping products are dated and no longer requested or are available online. There are 3 mapping products that will remain as these are requested occasionally.

Schedule “B”, Appendix 3, Miscellaneous Schedule – deletion

There are no longer requests from the public to provide faxing, the Canoe Beach leases no longer exist, Park User Fees are established through the Shuswap Recreation Society, there is no charge for Commissioner of Oath Services, and lease fees are documented within the individual lease agreements.

Schedule “B”, Appendix 3, Miscellaneous Schedule: General File Search – change

This common request from realtors is renamed to a Property File Search with a flat fee. This flat fee will reduce administration time as time tracking and invoicing will no longer be required. These routine searches are separate from a formal records request through *Freedom of Information and Protection of Privacy* legislation.

Schedule “B”, Appendix 7, Freedom of Information

The fees for this service are provided through the *Freedom of Information and Protection of Privacy* legislation.

Schedule “B”, Appendix 10, Solid Waste/Recycling Fee – change

The following amendments are required to:

- clarify the Curbside Collection Fee payment terms for a new curbside household
- clarify the terms for retroactively charging the Curbside Collection Fee
- clarify the payment terms for the Additional Food Waste Collection Fee
- consistently use the term “Curbside Collection Fee” to describe the fee for the service being provided.

Schedule “E” Leisure Services Rates

These rates are established by the Shuswap Recreation Society.

All of the above changes are identified in the attached Amendment Bylaw No. 4635.

Legislative authority / plans / reports:

	Official Community Plan		Master Plan (list actual plan)
x	Community Charter/LGA		Other
x	Bylaw/Policy		Corporate Strategic Plan
	Zoning Bylaw		2023-2027 Financial Plan
x	Freedom of Information & Protection of Privacy Act		Long Term Financial Plan

Financial Considerations:

n/a

Alternatives & Implications: (alternatives written in motion form)

n/a

Communication:

The Fee for Service Bylaw will be consolidated for convenience purposes only and posted on the City’s website.

Prepared by: Director of Corporate Services & Director of Engineering & Public Works

Reviewed by: Chief Financial Officer

Approved by: Chief Administrative Officer

Attachments: Fee for Service Amendment Bylaw No. 4635.

CITY OF SALMON ARM

BYLAW NO. 4635

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. Schedule "A", Statutory Fee Schedule

1.	List of Electors (Candidates for Elected Office only) (First Copy-n/c)	\$20.00 & GST
2.	Minutes of Council Proceedings As provided under Section 235(2) of the Local Government Act, the fee for copies of Minutes of Council proceedings shall be 25¢ per page. Council Minutes - Subscription Rate Council Meeting Agenda - Subscription Rate Council Meeting Agenda and Development and Planning Services Committee Meeting Agenda - Subscription Rate	\$0.25 per page & GST per quarter: \$25.00 & GST annual: \$100.00 & GST per quarter: \$37.50 & GST annual: \$150.00 & GST per quarter: \$45.00 & GST annual: \$180.00 & GST

Be deleted in its entirety

2. Schedule "B" Appendix 1, Miscellaneous Fee Schedule - Development Services

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

Fee for Service Amendment Bylaw No. 4635

	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
	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

Be replaced with:

5.	Maps					
	OCP Wall Maps	1:18000	\$9.00	\$0.68	\$0.63	\$10.31
	Large Street Map - Tourist		\$9.00	\$0.68	\$0.63	\$10.31
	Copies of Engineering Drawings - per blue- print size page		\$5.00	\$0.38	\$0.35	\$5.73

3. Schedule "B" Appendix 3, Miscellaneous Schedule

1.	Fax Charges (applies to long distance only)	
	• First Page	\$2.00
	• Each Additional Page	\$1.50
2.	Canoe Beach Lease (Bylaw No.3609)	3% of current year's land assessment
7.	Park User Fees Adults (per team/per year) Adults (per day for tournaments) Minors (per team/per year) Minors (per day for tournaments)	\$93.46 plus GST \$93.46 plus GST \$23.36 plus GST \$46.73 plus GST
11.	Commissioner of Oaths Service	\$25.00
12.	Lease Fees Tennis Club, Fish & Game Club, Curling Club, per year (2002 - 2006)	\$1.00

Be deleted in its entirety

4. Schedule "B" Appendix 3, Miscellaneous Schedule

8.	General File Search - misc (include property taxes) <ul style="list-style-type: none"> • first half hour (minimum charge) • per hour after first half hour 	\$15.00 plus GST \$25.00 plus GST
9.	Priority File Search - misc (include property taxes)	\$100.00 plus GST

Be replaced with:

8.	Property File Search	\$50.00 plus GST
9.	Property File Search Expedited	\$100.00 plus GST

5. Schedule "B", Appendix 7, Freedom of Information

1. Applicants other than commercial.

(a)	for locating and retrieving a record	\$7.50 per 1/4 hour after the first 3 hours
(b)	for producing a record manually	\$7.50 per 1/4 hour
(c)	for producing a record from a machine readable record from a server or computer	\$7.50 per 1/4 hour for developing a computer program to produce the record
(d)	for preparing a record for disclosure and handling a record	\$7.50 per 1/4 hour
(e)	for shipping copies	actual costs of shipping method chosen by applicant
(f)	for copying records	
	(i) floppy disks	\$2 per disk
	(ii) CDs and DVDs, recordable or rewritable	\$4 per disk
	(iii) computer tapes	\$40 per tape, up to 2 400 feet
	(iv) microfiche	\$3 per fiche
	(v) microfilm duplication	\$25 per roll for 16 mm microfilm, \$40 per roll for 35 mm microfilm
	(vi) microfiche or microfilm to paper duplication	\$0.50 per page (8.5" x 11")
	(vii) photographs, colour or black and white	\$5 to produce a negative \$12 each for 16" x 20" photograph \$9 each for 11" x 14" photograph \$4 each for 8" x 10" photograph \$3 each for 5" x 7" photograph

(viii)	photographic print of textual, graphic or cartographic record, black and white	\$12.50 each (8" x 10")
(ix)	dot matrix, ink jet, laser print or photocopy, black and white	\$0.25 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
(x)	dot matrix, ink jet, laser print or photocopy, colour	\$1.65 per page (8.5" x 11", 8.5" x 14" or 11" x 17")
(xi)	scanned electronic copy of a paper record	\$0.10 per page
(xii)	photomechanical reproduction of 105 mm cartographic record/plan	\$3 each
(xiii)	slide duplication	\$0.95 each
(xiv)	audio cassette tape (90 minutes or fewer) duplication	\$5 per cassette plus \$7 per 1/4 hour of recording
(xv)	video cassette recorder (VHS) tape (120 minutes or fewer) duplication	\$5 per cassette plus \$7 per 1/4 hour of recording

2. Commercial applicants each service listed in item #1 - actual cost to the public body of providing that service.

Be deleted in its entirety

6. Schedule "B", Appendix 10, Solid Waste/Recycling Fee

3. The Curbside Collection Fee shall be as follows:

Curbside Household	\$101.00 per year
Additional Food Waste Container	\$30.00 plus GST and PST per container
Additional Food Waste Collection	\$60.00 per year per additional container
Extra Food Waste Tag	\$3.00 per tag
Extra Refuse Tag	\$3.00 per tag

Be replaced with:

Schedule of Curbside Collection Service Fees

Curbside Collection Fee	\$101.00 per year per Curbside Household
Additional Food Waste Container	\$30.00 plus GST and PST per container
Additional Food Waste Collection	\$60.00 per year per additional container
Extra Food Waste Tag	\$3.00 per tag
Extra Refuse Tag	\$3.00 per tag

6. Additional Food Waste Containers and Additional Food Waste Collections are available in accordance with the rates set forth in Section 3 of Schedule B – Appendix 10 of this Bylaw for property owners or occupiers of a Curbside Household who wish to have more than one (1) Food Waste Container Collected each week. Upon the purchase of the Additional Food Waste Container, the property owner/occupier shall be billed on an annual basis on their property tax bill for the Additional Food Waste Collection , in addition to the Curbside Collection fee as per Section 11 of Schedule B – Appendix 10 of this Bylaw.

Be deleted in its entirety and replaced with:

6. Additional Food Waste Containers and Additional Food Waste Collections are available in accordance with the rates set forth in Section 3 of Schedule B – Appendix 10 of this Bylaw for property owners or occupiers of a Curbside Household who wish to have more than one (1) Food Waste Container Collected each week. Upon the completion of the Additional Food Waste Collection application and purchase of the Additional Food Waste Container, the property owner shall be billed the pro-rated Additional Food Waste Collection fee for the remaining portion of the year, calculated from the first (1st) day of the month following the application, and thereafter shall be billed on an annual basis on their property tax bill for the Additional Food Waste Collection. This will be billed in addition to the Curbside Collection fee as per Section 11 of Schedule B – Appendix 10 of this Bylaw.

9. Upon application for a building permit to construct a Curbside Household, the applicant shall prepay the pro-rated Curbside Collection Fee for the remaining portion of the year, calculated from the first (1st) day of the fourth (4th) month following the date of the building permit issuance or from the date of occupancy permit issuance.

Be deleted in its entirety and replaced with:

9. Upon application for a building permit to construct a Curbside Household, the property owner shall be billed the pro-rated Curbside Collection Fee for the remaining portion of the year, calculated from the first (1st) day of the fourth (4th) month following the date of the building permit issuance or from the date of occupancy permit issuance, whichever is earlier.

10. Any property owner may be charged retroactively for the Curbside Collection service for a period of up to one (1) year.

Be deleted in its entirety and replaced with:

10. Any property owner found to have been receiving the Curbside Collection service and/or the Additional Food Waste Collection service, but not being billed, may be charged retroactively for the service(s) for a period of up to one (1) year.

Schedule B - Appendix 10 that reads SOLID WASTE/RECYCLING FEE (Bylaw 4339)

Be deleted in its entirety and replaced with:

CURBSIDE COLLECTION SERVICE FEES

7. Schedule "E" Leisure Services Rates

GENERAL

The District of Salmon Arm shall charge fees for leisure services offered by Salmon Arm Leisure Services and rental fees shall be charged for the use of facilities as outlined in the annual Fees and Charges policy report. Fees shall be subject to change without notice and shall be approved by Council on a yearly basis.

Program and facility users are expected to pay all or part of the costs to provide programs, facilities and services. The fees charged will assist in offsetting the cost of maintenance, bookings; and where applicable, set-ups and takedowns of functions.

1. Definitions:

Community Non-Profit: A non-profit, non-restricted membership group or organization whose activities are consistent with the goals, objectives and standards of the District of Salmon Arm. This includes the District of Salmon Arm.

Community Use: Any function, conducted by a local non-profit group or registered non-profit society, which is open to the public (i.e. concerts, dances, banquets, etc.).

Private Use: Any function that is private in nature, not open to the public. (i.e. weddings, receptions, training sessions, meetings and conventions).

Resident: Any individual who resides within the boundaries of the District of Salmon Arm or within the boundaries of Electoral areas "C", "D" and "F" of the Columbia Shuswap Regional District.

Commercial: Any individual, company or organization engaged in the pursuit of business for profit with a current Salmon Arm business licence and a local mailing address.

Age Classifications:

Infants	Non-walking
Child	5 years and under
Student	6 – 18 years of age
Adult	19 to 59 years of age, inclusive
Senior	60 years of age and over
Family	1 to 2 adults of the same household and their children

2. Criteria for the Establishment of Fees and Charges

- a) The fees and/or charges to be established for each service offered by Leisure Services shall be based upon one or more of the following factors:
- The costs of providing services, including:
 - direct personnel costs,
 - direct material and supplies costs,
 - direct maintenance and repair costs,
 - facility operation costs,
 - cost recovery ratios established for the facilities.
 - comparable market rates charged for similar services offered by commercial outlets and other municipal organizations;
 - the financial ability of the user or group of users to pay for leisure services.

Within the constraints of the established fees and charges approved by Council, Leisure Services may adjust those fees and charges relating to general recreation programs in order to reflect the increase or reductions in the cost of such services as they occur.

It should be noted that the Fees and Charges do not include the cost of capital debt reduction.

LEISURE PROGRAMS AND LESSON SETS

1. Program Fees and Charges

- a) Standard fees and charges for all recreation program services are established on the basis that the fees from an optimum number of program registrants will offset the direct cost of the program. Direct costs are costs that would not be incurred unless the program was provided (i.e. instructor, program supplies, bus rental, food, etc.).
- b) Where feasible and during select times, a limited number of programs may be bundled with other services for a special fee.

2. Refund Policy

Refunds of fees and charges for leisure programs shall be made according to the following conditions and guidelines.

For all refunds, a Refund Request Form (RRF) must be filled out by the party requesting a refund, unless otherwise noted.

REFUNDS SHALL NOT BE ISSUED EXCEPT UNDER THE FOLLOWING CIRCUMSTANCES:

- a) **Cancellations by Leisure & Parks Services (No RRF required)**
A full refund shall be issued if a program or lesson set is cancelled by Leisure Services, if a program participant is withdrawn from the program at the discretion of the Instructor, or if Leisure Services changes the dates and time of a program or lesson set to a date that is unsatisfactory to the participant.
- b) **Customer Dissatisfaction**
A full refund shall be issued to a dissatisfied participant in a program/lesson set if the Refund Request Form is received prior to start of the third class. If a Refund Request Form is received after the third class, a \$5.00 administration fee will be charged and the refund amount pro-rated.
- c) **Medical Reasons or the Client is Moving**
The refund shall be pro-rated to include only those classes the participant will not be able to attend.
- d) **Method of payment**
All refunds shall be by means of a cheque issued by the District of Salmon Arm.
All purchases made by Visa or MasterCard shall be credited to the customer's Visa or MasterCard.
- e) **Credits**
Clients may choose to credit their refund amount towards another program offered by Salmon Arm Leisure Services. Receptionists will type a letter of credit, which will be kept on file at the Salmon Arm Community Centre for future use by the client. Credits must be used within six (6) months of the date issued. After 6 months, credit amounts will be refunded to the customer.

SCHEDULE "E"

LEISURE SERVICE RATES

COMMUNITY CENTRE

SCHEDULE "E"

AUDITORIUM RENTAL

Note: All fees are subject to GST unless otherwise stated
Includes the use of the built in PA system, kitchen, cloakroom and the lobby.

1.	Community Non-Profit	
	Single Day Flat Rate	526.82
	Hourly - 5 hr max.	52.76
2.	Private Function	
	Single Day Flat Rate	552.01
	Hourly - 5 hr max.	55.23
3	Commercial	
	Single Day Flat Rate	704.11
	Hourly - 5 hr max.	70.42

10% Discount for full day rentals booked for more than 2 consecutive days.

AUDITORIUM RENTAL AS GYMNASIUM

		Per Hour
1.	Under age 19	21.12
2.	Over age 19	38.46
3.	Private	52.01

LEISURE SERVICES DROP-IN ACTIVITY ADMISSION

		Gym
1.	Child (1 - 5 years)	1.68
2.	Student (6 - 18)	2.15
3.	Adult	3.04
4.	Senior	2.52
5.	Family	6.92

MEETING ROOM RENTAL

Note: All fees are subject to GST unless otherwise stated

Room #1: (minimum 2 hours)

Time	Type of Rental	Per Hour
8:00 a.m. - 6:00 p.m.	Community Non-profit	12.03
8:00 a.m. - 6:00 p.m.	Private Function	14.44
8:00 p.m. - 6:00 p.m.	Commercial	16.94
6:00 p.m. - 10:00 p.m.	Community Non-profit	12.03
6:00 p.m. - 10:00 p.m.	Private Function	14.44
6:00 p.m. - 10:00 p.m.	Commercial	16.94

Room #2 (minimum 2 hours)

Time	Type of Rental	Per Hour
8:00 a.m. - 6:00 p.m.	Community Non-profit	12.03
8:00 a.m. - 6:00 p.m.	Private Function	14.44
8:00 a.m. - 6:00 p.m.	Commercial	16.94
6:00 p.m. - 10:00 p.m.	Community Non-profit	12.03
6:00 p.m. - 10:00 p.m.	Private Function	14.44
6:00 p.m. - 10:00 p.m.	Commercial	16.94

Room #3 (minimum 2 hours)

Time	Type of Rental	Per Hour
8:00 a.m. - 6:00 p.m.	Community Non-profit	5.92
8:00 a.m. - 6:00 p.m.	Private Function	7.08
8:00 a.m. - 6:00 p.m.	Commercial	8.28
6:00 p.m. - 10:00 p.m.	Community Non-profit	5.92
6:00 p.m. - 10:00 p.m.	Private Function	7.08
6:00 p.m. - 10:00 p.m.	Commercial	8.28
Spinners & Weavers	per month	61.51

AUDITORIUM/MEETING ROOM ADDITIONAL CHARGES

Note: All fees are subject to GST unless otherwise stated

1.	Auditorium Theatre Lighting	Per Hour
	Usage	43.51
	Adjustments	43.51
	Resetting to house set	43.51
2.	Auditorium Set-up or Break down	Flat Rate
	Theatre Style Set-up	
	under 200 people	33.78
	200 to 450 people	50.63
	Theatre Style Break Down	
	under 200 people	33.78
	200 to 450 people	50.63
	Banquet/Dance Set-up	
	under 200 people	42.16
	200 to 450 people	69.36
	Banquet/Dance Break Down	
	under 200 people	52.71
	200 to 450 people	85.24
3.	Meeting Room Set-up or Break Down	33.78
	Event clean up/Garbage Removal (per hour 1 hour minimum) unable to locate in existing	33.78
4.	Pre-mix Pop - per tank	33.02
5.	Audio Visual Equipment: TV, VCR and Overhead Projector, each, per event	10.93
6.	Refundable Damage Deposit	265.25
7.	Additional premium for bookings on statutory holidays, based on salary of staff attending	
8.	SOCAN Fees (For live or recorded music)	70.09

Note: 10% Discount for full day bookings (8 hours) booked for more than 2 consecutive days.

SWIMMING POOL RENTAL

Note: All fees are subject to GST unless otherwise stated

1.	Swim Club	Per Hour
	Training (Lifeguards not included)	36.58
	Swim Meets (includes 1 lifeguard)	60.65
	Extra Lifeguards (if required)	23.44
2.	Masters Swim Club	
	Training (Lifeguards not included)	39.52
	Swim Meets (includes 1 lifeguard)	61.84
	Extra Lifeguards (if required)	23.44
3.	Schools	
	Rental for Lessons	23.44
	Instructional guard (1 per 10 children)	23.44
	Recreational (Includes 2 guards for 70 people)	82.06
	Extra guard per additional 35 children	23.44
4.	Private Rental	
	Private Pool Rental (Includes 2 guards for 70 people)	104.35
	Extra guard per additional 35 people	23.44
5.	Commercial	
	Recreational (Includes 2 guards for 70 people)	116.76
	Extra guard per additional 35 people	23.44

MISC. POOL RELATED SERVICES

1.	Showers Only	2.52
2.	Weight Room	
	Adults	4.16
	Students 16 - 18 years	2.66

AQUATIC PROGRAMS

Note: All fees are subject to GST unless otherwise stated

1.	Aqua Fit Class Admission	
	Adult - Drop in	4.63
	Adult - Book of 10 tickets	41.67
	Adult - Punch Card (30 times)	111.12
	Adult - 6 month (based on 72 admissions-30% discount)	233.35
	Adult - 1 year	Discontinued
	Students - Drop in	3.18
	Students - book of 10 tickets (10% discount)	28.62
	Students - 30 time punch card (20% discount)	76.32
	Students - 6 month (based on 72 admissions-30% discount)	160.27
	Students - 1 year	Discontinued
	Seniors - Drop in	3.27
	Seniors - Book of 10 tickets	29.43
	Seniors - Punch Card (30 times)	78.48
	Seniors - 6 month (based on 72 admissions-30% discount)	164.81
	Seniors - 1 year	Discontinued
2.	Birthday Parties	
	Package # 1 Panago Party Zone (includes rental of the Party Zone only)	16.04
	with decorations, additional	10.70
	with games leader, additional	23.67
	Package #2 Preschool Party (includes Party Zone rental and pool admission for 2 adults and 6 children)	
	with food for 6 kids, additional	32.13
	with ½ hour games leader, additional	19.29
		12.88
	Package #3 Panago Party (includes food for 10 children, decorations and 2 adult swim admissions Plus each child swim admission)	64.25
	with 1 hour games leader, additional	0.97
		23.67
3.	Private Rentals & Parties	
	Refer to Section on public pool rental rates	

POOL GENERAL ADMISSION

Note: All fees are subject to GST unless otherwise stated

1.	Single Tickets	
	Infants (Under 1 year)	Free
	Child (1 to 5 years)	1.03
	Student (with student card) (6 to 18 years)	2.66
	Adult (19 years plus)	4.16
	Senior (60 years plus)	3.04
	Family (Immediate family)	8.88
	Leisure pool only (1 adult & 1 child under 6 years)	2.80
2.	Book of 10 Tickets (10% Discount included)	
	Child	9.27
	Student	23.94
	Adult	37.44
	Senior	27.36
	Family	79.92
3.	30 Time Punch Card (20% Discount included)	
	Child	24.72
	Student	63.84
	Adult	99.84
	Senior	72.96
	Family	213.12
4.	Six Month Pass (Based on 72 admissions 30% discount included)	
	Child	51.91
	Student	134.06
	Adult	209.66
	Senior	153.21
	Family	447.55
5.	One Year Pass	
	Child	Discontinued
	Student	Discontinued
	Adult	Discontinued
	Senior	Discontinued
	Family	Discontinued

Note: Swim admission tickets, punch cards and passes cannot be used for Aqua Fit Classes.

PLAYFIELDS

“A” Fields ie: Little Mountain Sports Complex

1.	League Play - Rates apply to all teams who originate from communities within the boundaries of the Electoral areas “C”, “D” and “F” of the Columbia Shuswap Regional District	Per Hour
	Minor Sport Groups	2.50
	Adult Sport Groups	10.00
2.	Tournaments	
	Minor Sport Groups	29.14
	Adult Sport Groups	58.27

“B” Fields ie: Blackburn and Canoe Ball Park.

1.	League Play - Rates apply to all teams who originate from communities within the boundaries of the Electoral areas “C”, “D” and “F” of the Columbia Shuswap Regional District	Per Hour
	Minor Sport Groups	1.62
	Adult Sport Groups	6.50
2.	Tournaments	
	Minor Sport Groups	18.76
	Adult Sport Groups	37.51

50% discount for all additional tournaments hosted by a Salmon Arm non-profit group involving 60% or more out-of-town teams

EVENT ADMINISTRATIVE SERVICES

1.	Outdoor Special Events	Per Event
	Simple (Staff approval only. No site visits or consultation meetings required)	21.88
	Complex (Events requiring Council approval or for high risk activities requiring special insurance, site meetings or consultation)	60.30
2.	Beer Garden Functions	60.30
3.	For-Profit Functions & Performances	To be negotiated
4.	SOCAN Fees (For live or recorded music)	70.09

Be deleted in its entirety.

SEVERABILITY

- 8. 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.

ENACTMENTS

- 9. 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.

EFFECTIVE DATE

- 10. This Bylaw shall come into full force and effect upon adoption of same.

CITATION

- 11. This Bylaw may be cited as the "**City of Salmon Arm Fee for Service Amendment Bylaw No. 4635**".

READ A FIRST TIME THIS	11	DAY OF	MARCH	2024
READ A SECOND TIME THIS	11	DAY OF	MARCH	2024
READ A THIRD TIME THIS	11	DAY OF	MARCH	2024
ADOPTED BY THE COUNCIL		DAY OF		2024

MAYOR

CORPORATE OFFICER

TO: His Worship Mayor Harrison and Members of Council
FROM: Robert Niewenhuizen, Director of Engineering and Public Works
PREPARED BY: Jon Mills, Engineering Assistant
DATE: March 11, 2024
SUBJECT: Amendments to the Ticket Information Utilization Bylaw 2760

RECOMMENDATION:

THAT: **Bylaw No. 4628 cited as the “City of Salmon Arm Ticket Information Utilization Amendment Bylaw No. 4628”, be read a first, second and third time.**

BACKGROUND

Section 194 of the Community Charter allows municipalities to impose fees to ‘regulate, prohibit or otherwise impose requirements’. The City’s Ticket Information Utilization Bylaw 2760 imposes fees for infractions of City bylaws. The following amendments to the Ticket Information Utilization Bylaw 2760 are being proposed to enable the City to better enforce the requirements of the:

1. Water Rates and Waterworks Bylaw 1274 pertaining to water conservation
2. Traffic Bylaw 1971 pertaining to snow removal
3. Curbside Collection Bylaw 4281 pertaining to storage of containers and bags

In addition to the above, a housekeeping amendment is required to correct the schedule numbers in accordance with additions to the bylaw.

PROPOSED AMENDMENTS

1. Water Rates and Waterworks Bylaw 1274

Below are the proposed amendments and additions to Schedule 10 of the Ticket Information Utilization Bylaw related to the Water Rates and Waterworks Bylaw.

- **Multistage Water Restrictions**

Section 20 of the Water Rates and Waterworks Bylaw permits the implementation of water restrictions. Prior to the implementation of multistage restrictions there was a single restriction level that allowed irrigation two days per week between May 15th and Sept 15th. Accordingly, there is currently a single fine of \$50.00 in the Ticket Information Utilization Bylaw that pertains to watering contrary to a restriction.

To better address the increasing severity of impact to the City's water supply as restriction stages are increased, staff are recommending that the current fine be replaced with an escalating fine structure corresponding to the restriction stage. The proposed structure is as follows:

- Stage 1: \$50
- Stage 2: \$100
- Stage 3: \$250
- Stage 4: \$500

- **Irrigation of a Parcel in Excess of ½ Acre**

Section 12 of the Water Rates and Waterworks Bylaw specifies that "*The domestic water supply shall not be used for irrigating of parcels of land in excess of ½ acre*", however there is currently no fine for contravening this restriction. Considering the impact that irrigating large parcels of land can have on the City's water supply, staff are recommending a fine of \$500 be imposed for contravention of this restriction.

- **Wasting or Inappropriate Use of Water**

Section 5 of the Water Rates and Waterworks Bylaw specifies that "*Every consumer who uses an unnecessary quantity of water or allows water to run to waste either by permitting leaky pipes to remain unrepaired, or by any other means, or who shall vend, give or dispose of any water to others than the persons of his household or who shall allow any other person to vend, give or dispose of water from the works in such manner or to practice any deception upon the Council or its agent with a view to obtaining a supply of water greater than he should be reasonably expected to have according to the terms of his application, or who should by any device, use a greater amount of water than can normally and reasonably be expected, shall be guilty of a breach of this bylaw.*".

As there are currently no fines for contravening this section of the bylaw, staff are recommending the following:

- Allowing water to run to waste: \$100
- Failure to repair leaking pipes: \$100
- Provision, sale or disposal of water: \$100

- **Fines to Address Other Sections of Bylaw 1274**

The following sections pertain to inspections, alterations, modifications, additions or interference with waterworks connected to the City water supply. As there are currently no fines for contravention of these sections, staff are recommending the following:

Section 15: Inspections

- Failure to permit entry to premises at reasonable times by persons authorized by the City for the inspection of water pipes, connections, fixtures, taps, meters and any other apparatus used in connection with the City water supply: \$100

Section 16: Alterations, additions, extensions

- Making alterations, additions, extensions or new branches to an existing water service on a premise without first obtaining a permit from the City: \$100
- Covering-up alterations, additions, extensions or new branches to an existing water service on a premise prior to inspection by a duly authorized employee of the City: \$100

Section 17: Interference

- Interfering with hydrants, valves, stop cocks, pipes or other waterworks appliances outside of a premise: \$100
- Interfering with a water meter or pipe leading to such meter, whether inside or outside of a premises: \$100
- Making an addition or alteration to the water service in a road or City right-of-way: \$100
- Making a connection with water mains or turning off / turning on any City water valve: \$100

2. Traffic Bylaw 1971

Amend Schedule 13 of the Ticket Information Utilization Bylaw with the following fines to address snow clearing infractions pertaining to the removal of snow from private property:

- Section 602(4) - Placing, throwing, depositing or discarding snow on a highway that impedes the normal flow of traffic: \$75
- Section 602(5) - Placing, throwing, depositing or discarding snow on a highway without permission: \$75

3. Curbside Collection Bylaw 4281

Amend Schedule 19 of the Ticket Information Utilization Bylaw with respect to the storage of curbside collection containers and bags in a location or manner that is inaccessible to wildlife (adoption of Bylaw 4629 is required to implement this update).

- Section 20(h) - Failure to keep all Collection Bags and Containers on the Parcel in a location or manner that is inaccessible to wildlife: \$150

4. Housekeeping Amendment

An amendment is required to Bylaw 2760 to correct the schedule numbers in Section 3 and Section 4 so that they correctly indicate the current schedules in the bylaw.

- In both Section 3 and Section 4 replace the words "Schedules 2 through to 16" with the words "Schedules 2 through to 23"

STAFF COMMENTS

The following are some examples of what has been done thus far and the plan moving forward to communicate and educate the bylaw changes.

Curbside Collection program:

- On going education with distribution of new food waste bins,
- City web page special notice regarding proper bin placement and storage,
- Information in Curbside Collection program guide,
- Wildsafe BC bin tagging and education,
- Recycle Coach Notifications, these notifications are going out to 3900 users at this point,
- Social media posts,
- Infraction warning letter will advise of new fine structure.

Water Restrictions:

- Information sheet will include the new fine structure for each stage,
- City Water Restrictions web page will also have this information,
- Update water conservation guide,
- Social media posts,
- Infraction warning letters will advise of new fine structure.

In consideration of the above information, staff recommend that Council adopt the City of Salmon Arm Municipal Ticket Information Utilization Amendment Bylaw No. 4628.

Respectfully,



Rob Niewenhuizen, ASCT
Director of Engineering & Public Works

Cc Sue Wood, Director of Corporate Services

CITY OF SALMON ARM
BYLAW NO. 4628

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

The Municipal Council of the City of Salmon Arm, in open meeting assembled, enacts that the City of Salmon Arm Curbside Collection Bylaw No. 2760 be amended as follows:

1. That Section 3 be amended by:

Deleting "Schedules 2 through to 16"

And replacing it with "Schedules 2 through to 23".

2. That Section 4 be amended by:

Deleting "Schedules 2 through to 16"

And replacing it with "Schedules 2 through to 23".

3. That SCHEDULE 10 be deleted in its entirety that reads:

BYLAW	SECTION	FINE
Water Rates and Waterworks Regulation Bylaw No. 1274		
Watering contrary to restriction	20	\$50.0

And replacing it with a new SCHEDULE 10 that reads:

BYLAW	SECTION	FINE
Water Rates and Waterworks Regulation Bylaw No. 1274		
Allowing water to run to waste	5	\$100
Failure to repair leaking pipes	5	\$100
Provision, sale or disposal of water	5	\$100
Irrigation of a Parcel in Excess of ½ Acre	12	\$500

Failure to permit entry to premises at reasonable times by persons authorized by the City for the inspection of water pipes, connections, fixtures, taps, meters and any other apparatus used in connection with the City water supply	15	\$100
Making alterations, additions, extensions or new branches to an existing water service on a premise without first obtaining a permit from the City	16	\$100
Covering-up alterations, additions, extensions or new branches to an existing water service on a premise prior to inspection by a duly authorized employee of the City	16	\$100
Interfering with hydrants, valves, stop cocks, pipes or other waterworks appliances outside of a premise	17	\$100
Interfering with a water meter or pipe leading to such meter, whether inside or outside of a premises	17	\$100
Making an addition or alteration to the water service in the road or City right-of-way	17	\$100
Making a connection with water mains or turning off or turning on any City water valve	17	\$100
Watering contrary to restriction	20	
- Stage 1 restrictions		\$50.00
- Stage 2 restrictions		\$100.00
- Stage 3 restrictions		\$250.00
- Stage 4 restrictions		\$500.00

4. That Schedule 13 be amended by adding: *(insert sequentially after 602 (3))*

BYLAW	SECTION	FINE
Traffic Regulation Bylaw No. 1971		
Placing, throwing, depositing or discarding snow on a highway that impedes the normal flow of traffic	602 (4)	\$75
Placing, throwing, depositing or discarding snow on a highway without permission	602 (5)	\$75

5. That Schedule 19 be amended by adding:

BYLAW	SECTION	FINE
Curbside Collection Bylaw No. 4281		
Failure to keep all Collection Bags and Containers on the parcel in a location or manner that is inaccessible to wildlife	20 (h)	\$150

6. 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.

7. 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.

8. EFFECTIVE DATE

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

9. CITATION

This bylaw may be cited as “City of Salmon Arm Curbside Collection Amendment Bylaw No. 4628.”

READ A FIRST TIME THIS	11	DAY OF	MARCH	2024
READ A SECOND TIME THIS	11	DAY OF	MARCH	2024
READ A THIRD TIME THIS	11	DAY OF	MARCH	2024
ADOPTED BY COUNCIL THIS		DAY OF		2024

MAYOR

CORPORATE OFFICER

COMMUNITY EVENTS

City Parks & Spaces

April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Shuswap Children's Association – Spring Fling	5	6 Downtown Winter Market 10:00 am – 1:00 pm
7	8	9 Remembrance of the Battle of Vimy Ridge – 10:30 a.m. - Cenotaph	10	11	12	13
14	15	16	17	18 April 18-21 – U16 BC Cup	19	20 Downtown Winter Market 10:00 am – 1:00 pm
21	22 Earth Day Celebration Shuswap Middle School Recycling Drive	23	24	25	26 2024 BC Backyard Ultra at Little Mountain Park and Fieldhouse	27
28 National Day of Mourning Ceremonies – Peace Park @ 10:00 a.m.	29	30				

March 8, 2024

Official Acknowledgement of Gift

Dear Chelsea,

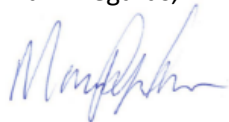
On behalf of everyone at the BC SPCA, thank you for your caring about the animals in your community. Your support is truly transformative and allows us to respond to the needs of animals and their guardians in the Shuswap region.

In the past year, we have seen a notable increase in animals coming into our care and a growing demand for our outreach services. We rely on the generosity of our community to help us navigate the challenges we face, and with your loyal support, we can continue our life-saving work. Together, we are able to protect and enhance the quality of life of over 135,000 animals in our province annually.

As per Canada Revenue Agency guidelines, please accept this letter as official recognition of the \$12,000 donation from City of Salmon Arm received on February 29, 2024 in support of our Shuswap Centre.

I look forward to connecting with you later this year with an update on how your generosity has helped animals in need. If you have any questions in the meantime, please contact me directly.

Warm regards,



Mairin Pybus-Keane (she/her)
Senior Officer, Foundations & Grants
and guardian to Sanji & Ruby 🐾

BC SPCA

1245 East 7th Avenue, Vancouver, BC V5T 1R1

604.829.8881 (direct)

1-800-665-1868 • mpybuskeane@spca.bc.ca • spca.bc.ca

Charitable Registration # BN 11881 9036 RR0001

Animal Helpline: 1.855.622.7722

Respectfully acknowledging that I work on, and this email was sent from, the unceded traditional territory of the downriver hañqamiñam speaking peoples - ,xʷməθkʷəjəm (Musqueam), and salilwətaʔt (Tsleil-Waututh) Nations, and the Skwxwú7mesh-ulh Sníchim speaking peoples - Skwxwú7mesh Uxwumixw (Squamish) Nation whose historical relationships with the land continue to this day.



SHUSWAP CREATIVE MAKERSPACE SOCIETY

220 Shuswap Street NE
PO BOX 130 Salmon Arm, BC V1E 4N2
Phone: 250-833-0608

February 28, 2024

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

Attention: Mayor Alan Harrison and Council Members

Re: City of Salmon Arm- Grants in Aid

On behalf of the Board at the Shuswap Makerspace, I would like to thank you for your consideration and support of our Youth Inclusion 2004 Program. We are very appreciative of the support we have received from the City and other members of the Community of Salmon Arm.

We are looking forward to the challenge of bringing this initial youth program to Salmon Arm. We will keep the Council updated as to our progress.

In addition, if any of the Council members would like a tour of the Shuswap Makerspace please contact me directly.

Thank you again for your support.

Personal regards,

Carl Flatman,
President

Rhonda West

From: Erin Jackson
Sent: Monday, March 18, 2024 9:49 AM
To: Rhonda West
Subject: Fairgrounds

The Salmon Arm and Shuswap Lake Agricultural Association is looking for Council approval to:

- 1) Demolish the light horse barn. Further information is included below; and
- 2) Erect a fence in the area identified on the attached site plan.

From: Salmon Arm Fair Manager <fair@salmonarmfair.com>
Sent: Monday, March 11, 2024 10:10 AM
To: Erin Jackson <ejackson@salmonarm.ca>
Subject: [External] Fairgrounds

Hello Erin,
I hope you had a great weekend.

We had a board meeting last week and there were a couple item that were discussed and approved by the board that are of interest to the city.

One is the light horse barn.

The concern is someone could be injured if the roof collapses. This is the barn that we had a quote of \$43K to repair it. This is also the barn we do not use except for storage of garbage bins.

The second item is fencing around the log building.

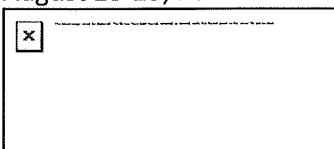
Each night we have camping under the overhang and/or fires by the building. We have found discarded needles by the entrance door. Last week our home school group found some where the kids were playing. The parents are very concerned about this. As such, the board approved erecting a chain link fence around the building.

Both these are subject to council approval as this is city property.

Did you have time to chat about this or would you like a letter addressed to council?

Thanks Erin.
Jim

Jim McEwan
Salmon Arm Fair manager
250-832-0442
www.salmonarmfair.com
August 23-25, 2024



Hi Alan

So for interrupting you today and asking you about the beach I know you have so much on your plate. Any how cabin number 5 canoe beach where we had our family cabin for almost 40 years It would be great if we could have one in memory of our mom and dad Marty and Margret Bootsma

They made it possible for myself ,brothers our kids (their grandchildren) many friends to enjoy the summers on the lake.

If this is possible please let us know how we go about it

Where we purchase it ect

Thank you for reviewing this again

Merry Christmas !

Grace Bootsma

From: Darin Gerow

Sent: Friday, December 15, 2023 1:44 PM

To: grace.bootsma@century21.ca

Cc: Rob Niewenhuizen <rniewenhuizen@salmonarm.ca>; Erin Jackson <ejackson@salmonarm.ca>

Subject: Bootsma Bench Installation - Canoe Beach

Good Afternoon, Grace

In follow up to Erin's email, we have taken a look at a possible location for the installation of a bench at Canoe Beach.

Much of the property is in the lake riparian area and this limits where a bench could be installed. There is a spot which is at a higher level and we feel it would be an appropriate spot for a memorial bench, shown in the photo below.

The costs involved with the purchase and installation of the bench are estimated as follow:

- \$2,200 - Wishbone 'Rutherford' Bench with memorial Plaque cut-out,
- \$800 – concrete pad installation
- Total \$3,000*

*In addition of the total a 20% administration cost would be applied to this estimate; alternately, you could purchase the bench yourself and have it shipped to our Public Works Yard reducing this admin charge. You would be responsible for purchase and supply of the memorial plaque.

If you are in agreement with this location we could bring your request to City Council in January for their approval.

Please let us know what you think or if you have any comments.

Best regards,

Darin Gerow | Manager of Roads & Parks

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

P 250.803.4088 | E dgerow@salmonarm.ca

"We acknowledge that the City of Salmon Arm offices are located on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together".

All communications with the City are considered City records and may be subject to disclosure through the Freedom of Information and Privacy Act. Please consider the environment before printing this e-mail.



Rhonda West

From: Rhonda West
Sent: Monday, March 18, 2024 8:32 AM
To: Rhonda West
Subject: FW: [External] A Modest Proposal

From: Alan Harrison <aharrison@salmonarm.ca>
Sent: Monday, March 18, 2024 8:00 AM
To: Annekenschultis@gmail.com
Cc: Mayor and Council <Mayor_and_Council@salmonarm.ca>; Erin Jackson <ejackson@salmonarm.ca>; Rhonda West <rwest@salmonarm.ca>
Subject: Re: [External] A Modest Proposal

From: Anne Schultis <[REDACTED]>
Sent: March 4, 2024 9:37 PM
To: Alan Harrison <aharrison@salmonarm.ca>
Subject: [External] A Modest Proposal

Hello once again, Alan,

(I'm sure there are other contact routes but City Hall software is an obfuscating swamp.)

I am most grateful for your full, clear reply, making Staff and Council consideration of my last query easy to access. We've just returned from 2 weeks away so I've only now checked it out fully.

I'm now looking at the parking charge from a new point of view, finding City Staff's first two justifications so compelling:

Staff would recommend that the current \$1.00 hourly requested changes for the following reasons:

- It is not unreasonable to require parking charge parking areas, to ensure that the parking resource
- Charging parking fees ensures that those that providing the service;

I would now like to request Council seriously consider parking meters for the Canoe Beach and the uptown Recreation Centre parking lots. These are "highly used parking areas" which, being vastly larger than the one at the Marine Park, require more costly maintenance but could generate much more revenue. Councillors have already agreed that \$1/hour or \$4/day is an easily managed fee. If applied to all parks and recreation areas, all users would be contributing manageably and equally to service costs.

Thank you for your consideration, Anne Kirkpatrick

Rhonda West

From: Rhonda West
Sent: Monday, March 18, 2024 8:33 AM
To: Rhonda West
Subject: FW: [External] Cats on the loose

From: Alan Harrison <aharrison@salmonarm.ca>
Sent: Monday, March 18, 2024 8:00 AM
To: Judy Murray <jamurray48@gmail.com>
Cc: Erin Jackson <ejackson@salmonarm.ca>; Rhonda West <rwest@salmonarm.ca>
Subject: Re: [External] Cats on the loose

From: Judy Murray <[REDACTED]>
Sent: March 14, 2024 4:58 PM
To: Alan Harrison <aharrison@salmonarm.ca>
Subject: [External] Cats on the loose

Hello Mr Mayor,

I would like to respectfully request that you and your council consider the issue of cats on the loose in the city.

Cats as you know are a major predator of our local songbirds and when out and about are relieving themselves in neighbour's gardens and children's sandboxes. Besides the unpleasant task of clening up after someone else's animal, breathing and handling cat feces can be dangerous to humans as both cat urine and feces can contain harmful bacteria and viruses. Taxoplasmosis caught is often raised as a serious issue.

I have the very good fortune to live right beside a portion of Peter Jannink Nature Park and it really concerns me when I see cats wandering through it. There's little enough cover for ground nesters and shrub nesters that having cats roaming around seems grossly unfair.

The Park and Waters Edge strata that I live in prohibits members from letting their cats or dogs out. They are to be kept indoors unless leashed or confined to their yard (catio for cats). Unfortunately there are other homes in our area where no cat restrictions have been established .. and these cats are out and hunting and pooping in our strata and elsewhere.

I'd really like to see the City develop restrictive roaming regulations for cats especially in areas of dense housing and/or near nature reserves.

Thank you,
Judy Murray

Rhonda West

From: Rhonda West
Sent: Friday, March 15, 2024 2:35 PM
To: Rhonda West
Subject: FW: [External] Online Form Submittal: Mayor and Council

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Friday, March 15, 2024 11:29 AM
To: Alan Harrison <aharrison@salmonarm.ca>; David Gonella <dgonella@salmonarm.ca>; Debbie Cannon <dcannon@salmonarm.ca>; Kevin Flynn <kflynn@salmonarm.ca>; Louise Wallace-Richmond <lwallacerichmond@salmonarm.ca>; Sylvia Lindgren <slindgren@salmonarm.ca>; Tim Lavery <tlavery@salmonarm.ca>; Erin Jackson <ejackson@salmonarm.ca>
Subject: [External] Online Form Submittal: Mayor and Council

Mayor and Council

First Name: Daryl
Last Name: Chipman
Address: [REDACTED]
Return email address: [REDACTED]
Subject: RE: Amendment 4629 item 10 of the agenda for the 11 March 2024 board meeting Article Castanet 14 Mar 2024 Titled "Salmon Arm council agrees to change garbage collection bylaw to reduce risk of bear conflicts."

Body: RE: Amendment 4629 item 10 of the agenda for the 11 March 2024 board meeting Article Castanet 14 Mar 2024 Titled "Salmon Arm council agrees to change garbage collection bylaw to reduce risk of bear conflicts."

As a resident that has lived over the years in different bear locales such as Churchill Manitoba, Algonquin Park area, Ontario etc. I am well educated on the clash between wildlife and urban sprawl. And true to the statement regarding policy on urbanized bears with the reality that the bear typically pays with its life for the problems we as a population have created. But bears are not the only animals that enjoy peoples food scraps, crows, dogs etc also love to nibble in our refuse.

But I also believe in facts being the only criteria that support

bylaws or amendments, and in this case all I see is a generalization of fact and opinion. Specifically Data from Wildsafe, What data specifically, what are the numbers. 68% increase over what specifically. Reports of bear encounters. What data specifically identifies the purported numbers. Provide the numbers.

Why now? What series of events has led to this amendment? Specific data ,not subjective data should only be the basis for bylaw introduction or amendments.

In our area, we are asked to have our containers on the curb side no later than 7 am in order for the city to be able to collect. So by inference that means that every citizen in Salmon arm , must awaken prior to 7 in order to meet your new amendment? (Most of us do, but some can not)

Containers, should not the council now enter another amendment to outlaw plastic refuse and city provided compost(kitchen waste) to require bear proof containers be purchased by city residents? Many residents do not have enclosed spaces to store refuse and compost containers indoors or in an environment elusive to animal access. And merely threatening taxpayers with \$150 fines for non compliance? Interesting response.

Will the city provide bear proof food waste containers at taxpayers expense to ensure that bears won't have access to the very attractive smells of rotting fruit and vegetable leftovers in the current containers that would be like a person opening a peanut for consuming?

In essence has city council truly explored all of the potential ramifications of this new bylaw, using real data with real numbers? Perhaps the question that should be asked "Why is this approach necessary at this time to necessitate an amendment to the bylaw?

Sometimes it could be suggested that councils are driven by city staff in their desire to keep pushing out activity. But one should note that we elect councillors , not staff. Staff while critical to the functioning and flow of city services are not our spokespersons, council is.

In summary Salmon Arm is a rural based area that is shared with wildlife. And we all agree that we have a responsibility to ensure the safety of citizens and our co inhabitants. No one wants to see an animal (crows and dogs included?) put down

because someone errs. But what are the documented figures to support this solution? And is this the right solution? Or is there a problem in the first place?

When council puts forth this type of bylaw amendment, it is put all onto the residents. Every bit of it, including the punitive threat of non compliance. And one could suggest that prior to the introduction of any bylaw, the first questions should always be: Why is this necessary now? And what data supports this change?

What Data?

Thank you

Daryl Chipman
Salmon Arm

Would you like a response:

Yes

Disclaimer

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

Email not displaying correctly? [View it in your browser.](#)



Reference: 33190

March 21, 2024

VIA EMAIL: rwest@salmonarm.ca

Mayor Alan Harrison
City of Salmon Arm
500 - 2 Avenue NE, Box 40
Salmon Arm, British Columbia
V1E 4N2

Dear Mayor Harrison:

Thank you for your letter of December 19, 2023, regarding measures and resources needed to prevent an invasion of zebra and quagga mussels in British Columbia (B.C.). The lead for the delivery of the Invasive Mussel Defence Program (IMDP) falls with the Ministry of Water, Land and Resource Stewardship, therefore I am pleased to respond.

Keeping B.C. waters free of invasive mussels is an ongoing priority for our government. Both the Ministry of Water, Land, and Resource Stewardship and the Ministry of Environment and Climate Change Strategy (the Conservation Officer Service in particular) remain committed to the IMDP and its watercraft inspections, enforcement actions, lake monitoring, and education. We will continue to monitor changes in information, knowledge, and threats, as well as collaborate with neighbouring jurisdictions in Canada and the United States (U.S.) to ensure our prevention measures are commensurate to the risks posed by invasive mussels.

The IMDP budget relies on funding partners, and as a result, it fluctuates annually. The program has been running successfully at \$3.3M per year. In direct response to reductions in financial contributions from some funding partners in recent years, the province temporarily redirected funds from other provincial priorities in order to maintain full IMDP operations. While we are still working with funding partners to finalize the 2024 season budget, IMDP operations are planned to be the same as last year. In addition, we continue to work and explore new, or increased, financial partnerships to further expand the program.

Separate from but directly related to the program funding levels, the annual IMDP workplan incorporates ongoing feedback from partners, the public, and jurisdictions across western Canada and the U.S. to ensure funding allocations maximize program effectiveness. Results and lessons learned from previous inspections seasons are available on the [program website](#).

Page 1 of 2

The IMDP scope is scalable, and your support for additional resources to expand program operations is appreciated.

Immediately following the announcement of the positive detection of quagga mussels in Idaho, the IMDP triggered operational changes to treat all boats coming from Idaho as high risk. This is consistent with the response plan for boats from any other mussel-positive jurisdiction. There have been no additional positive detections in other parts of the Columbia River Basin through B.C. or neighbouring jurisdictions' monitoring programs.

IMDP staff are working with Canadian Border Services Agency (CBSA) regarding the critical importance of coverage at the U.S.- Canada border crossings. IMDP staff are currently supporting the Federal Government's border management by following up with each notification from CBSA and conducting necessary inspections and decontaminations when required.

Again, thank you for raising your concerns, and highlighting the importance of the IMDP to the City of Salmon Arm.

Sincerely,



Nathan Cullen
Minister

pc: Honourable Katrine Conroy, Minister of Finance

Honourable George Heyman, Minister of Environment and Climate Change Strategy



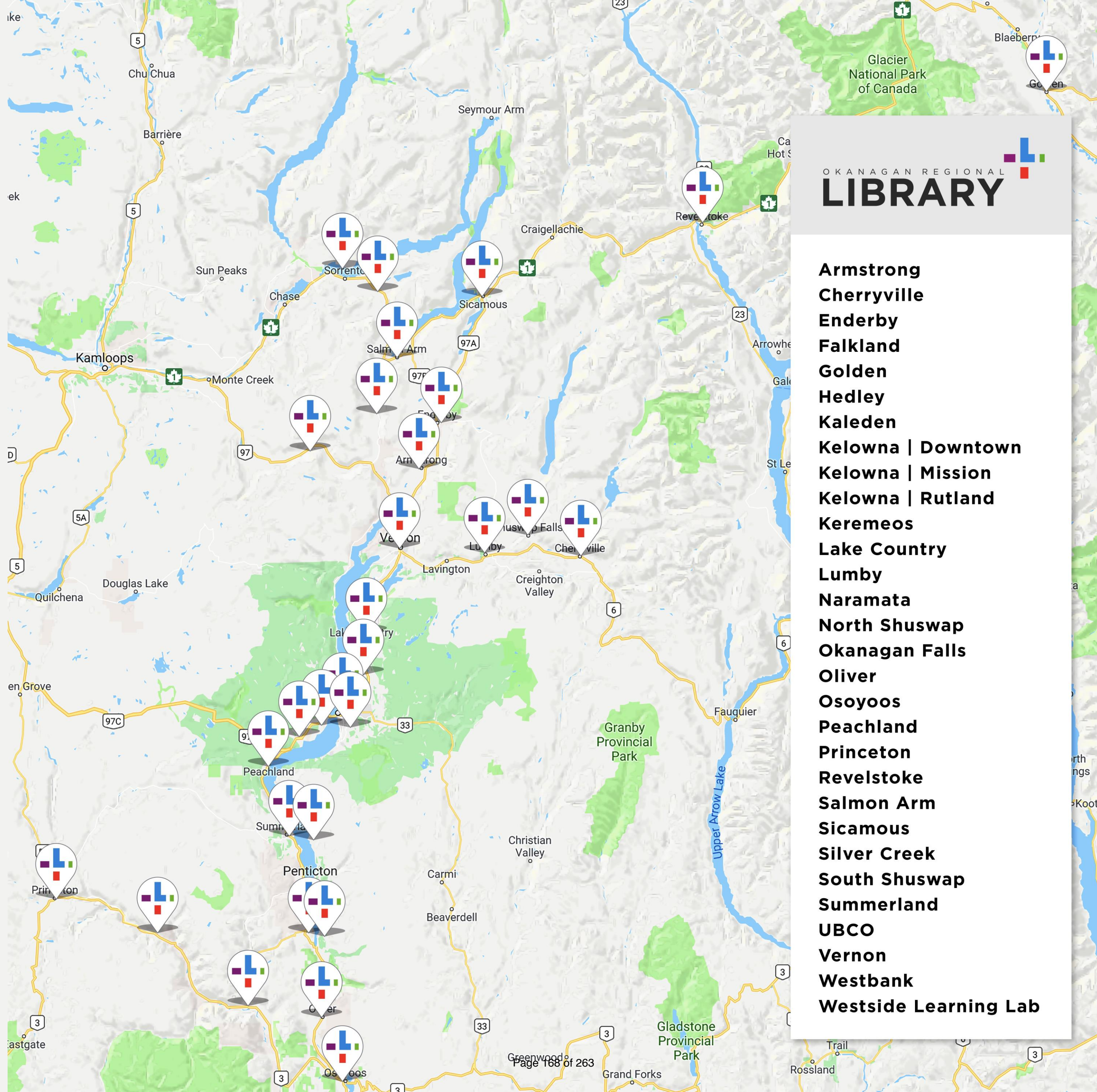
Danielle Hubbard
Okanagan Regional Library
CEO

A vital community
space for learning,
connecting,
& exploring.

Our Goals

- Cultivate learning, literacy, creativity, and imagination.
- Offer a welcoming, inclusive space to gather, and connect.
- Embrace local heritage, and culture.
- Develop and nurture community partnerships
- Strive for organizational and service excellence

Our Branches



588,550

Physical Materials

144,650

Digital Materials

Centralized Service

Financial Allocation Model



**WHAT'S
NEW!**

Local Updates

Questions?

Danielle Hubbard

Okanagan Regional Library

CEO

dhubbard@orl.bc.ca

REQUEST FOR DECISION

To: Development & Planning Services Committee

From: Planner II

Title: Development Variance Permit Application File No. VP-594

Legal: Lot 1, Section 15, Township 20, Range 10, W6M, KDYD, Plan EPP10328 Except Plans EPP17085 & EPP18478

Civic: 2991 – 9 Avenue SW

Owner: Salmon Arm Shopping Centres Ltd. and Calloway REIT (Salmon Arm) Inc.

Agent: D. Alvarado

Date: March 18, 2024

Executive Summary/Purpose:

To increase the maximum sign area from 12.0 m² to 17.92 m² per sign face and from 24.0 m² to 35.84 m² for the total sign area.

Motion for Consideration:

THAT: Development Variance Permit No. VP-594 be authorized for issuance for Lot 1, Section 15, Township 20, Range 10, W6M, KDYD, Plan EPP10328 Except Plans EPP17085 & EPP18478, which varies Sign Bylaw No. 2880, as shown in Appendices 6 & 7 of the staff report dated March 18, 2024 and as follows:

Section 5.3.1(a)(b) – Freestanding Signs Sign Area – increase the maximum sign area from 12.0 m² to 17.92 m² per sign face and from 24.0 m² to 35.84 m² for the total sign area.

Staff Recommendation:

THAT: The motion for consideration be adopted.

Proposal:

To increase the maximum sign area from 12.0 m² to 17.92 m² per sign face and from 24.0 m² to 35.84 m² for the total sign area.

Background:

The subject property is located at 2991 9 Avenue SW at the intersection of 30 Street SW and the Trans-Canada Highway (TCH) (Appendices 1, 2 & 3).

The subject property is designated Highway Service/Tourist Commercial (HC) and Salmon Valley Agriculture (SVA) in the City's Official Community Plan (OCP) and zoned CD-8 (Comprehensive Development Zone 8) and A-1 (Agriculture Zone) in the City's Zoning Bylaw (Appendices 4 & 5).

There are 2 existing freestanding signs for the shopping centre on the property. Freestanding Sign #1 is located on the 30 Street SW frontage and Freestanding Sign #2 is located on the TCH frontage. The applicant is proposing to relocate Freestanding Sign #2 to the 9 Avenue SW frontage and to install a new freestanding sign with changeable copy (Freestanding Sign #3) on the TCH frontage (Appendix 6).

The request is for a variance to increase the maximum sign area from 12.0 m² (129.17 ft²) to 17.92 m² (192.89 ft²) per sign face and from 24.0 m² (258.3 ft²) to 35.84 m² (385.78 ft²) for the total sign area to install Freestanding Sign #3 (Appendix 7). The sign will contain a 9.1 m² (97.95 ft²) changeable copy area and static SmartCentres and Walmart panels. The Sign Bylaw permits one changeable copy sign per frontage. There are currently no changeable copy signs located along the TCH frontage of the subject property.

The subject property is approximately 24.0 ha (59.31 ac). Site photos are attached as Appendix 8 and a letter of rationale is attached as Appendix 9.

Adjacent land uses include the following:

North: Natural Area and Shuswap Lake	Zoned A-1 / Indian Reserve
South: Trans Canada Highway / Various Commercial Businesses	Zoned C-3 / A-1
East: Neptune Pools & Spas	Zoned C-3 / R-1
West: Country Camping Leisure Products	Zoned C-3 / A-3

Relevant Policies:

The proposed sign appears to meet all other regulations of the Sign Bylaw including height, projection, clearance, and location as shown in Table 1 below.

Table 1. Sign Bylaw Analysis

Requirement	Allowed	Proposed
Height	Maximum of 9.0 m (29.5 ft).	9.0 m (29.5 ft).
Projection	Shall not project over public property.	Does not project over public property.
Clearance	Minimum 2.5 m (8.2 ft) if not located over a driveway, laneway, or parking aisle.	3.74 m (12.27 ft).
Location	Shall not obscure a pedestrian or driver's line of vision from a street, laneway, access road or sidewalk to oncoming traffic.	Engineering Department has no concerns.
Area	<ul style="list-style-type: none"> Maximum 24.0 m² (258.3 ft²) sign area. Maximum 12.0 m² (129.17 ft²) sign area per sign face. Maximum 24.0 m² (258.3 ft²) combined sign area per frontage. 	<ul style="list-style-type: none"> 35.84 m² (385.78 ft²) sign area. 17.92 m² (192.89 ft²) sign area per sign face.

		<ul style="list-style-type: none"> 35.84 m² (385.78 ft²) combined sign area per frontage.
--	--	--

Referral Comments:

Fire Department

No Fire Dept. concerns.

Building Department

n/a

Engineering Department

No engineering concerns.

Planning Department

Staff generally agree with the applicant's rationale to increase the area of the freestanding sign. Numerous sign permit applications for freestanding signs have been processed for highway signage in the past; however, most of these signs have conformed to maximum area requirements. Table 2 below pertains to freestanding signs located adjacent to the TCH that involved sign area variances approved within the past 26 years. Photos of these signs can be found in Appendix 10. Five freestanding signs sited along the TCH currently exceed the maximum area requirements. If this variance were to be approved, it would be the fourth largest freestanding sign in the City. Staff note that large freestanding signs are located on the Chances Casino and the Salmon Arm Waterslides sites and those developments are outside the City's jurisdiction.

Table 2. Approved Freestanding Signs

* Sign Area requirements and variance approvals under previous Sign Bylaw No. 1441.

Development	Application	Maximum Allowable Area	Variance	Total Area
Smart Centres (2991 – 9 Avenue SW)	VP-594 (Proposed)	24.0 m ²	11.84 m ²	35.84 m ²
Kal Tire Ltd. (511 - 10 Street SW)	DP-398 (2014)	24.0 m ²	11.6 m ²	35.6 m ²
Askew's Uptown Shopping Centre (2701 - 11 Avenue NE)	VP-380 (2013)	24.0 m ²	11.6 m ²	35.6 m ²
Centenoka Village (200 – TCH SW)	VP-231 (2004)	24.0 m ²	25.8 m ²	49.8 m ²
McDonalds 3010 – 11 Avenue	DP-263 (2001)	24.0 m ²	21.0 m ²	45.0 m ²
Lakeshore Plaza (Boston Pizza, etc.)	DP-202 (1998)	20.0 m ² *	16.2 m ² *	36.2 m ²

C-2 Properties (Subway, Anytime Fitness)	DP-206 (1998)	15.0 m ² *	12.0 m ² *	27.0 m ²
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Financial Considerations:

None.

Committee Recommendations:

N/A

Public Consultation:

Pursuant to the *Local Government Act* and the City of Salmon Arm Development Variance Permit Procedures Bylaw notices are mailed to land owners within a 30 m radius of the application. The notices outline the proposal and advises those with an interest in the proposal to provide written submission prior to the Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on March 25, 2024

Alternatives & Implications:

N/A

Prepared by: Planner II

Reviewed by: Manager of Planning and Building

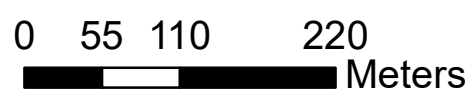
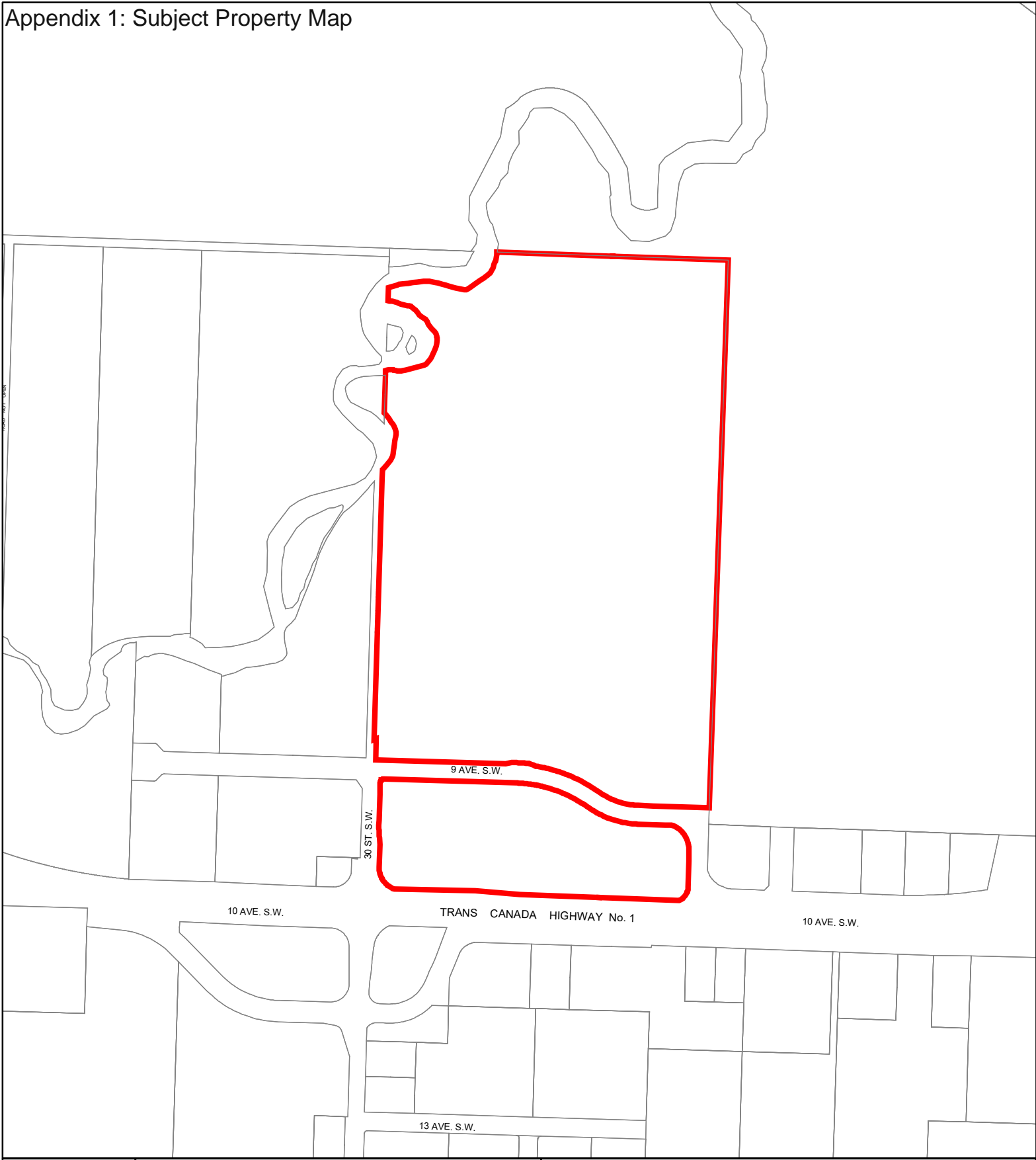
Reviewed by: Director of Planning and Community Services



Approved by: Chief Administrative Officer

Attachments:



- Appendix 1 – Subject Property Map
- Appendix 2 – Ortho Map
- Appendix 3 – Ortho Map Close Up
- Appendix 4 – OCP Map
- Appendix 5 – Zoning Map
- Appendix 6 – Site Plan
- Appendix 7 – Drawings
- Appendix 8 – Site Photos
- Appendix 9 – Letter of Rationale
- Appendix 10 – Other Signs in the City

Appendix 1: Subject Property Map



-  Parcels
-  Subject Parcel



-  Parcels
-  Subject Parcel



9 AVE. S.W.

TRANS CANADA HIGHWAY No. 1

N



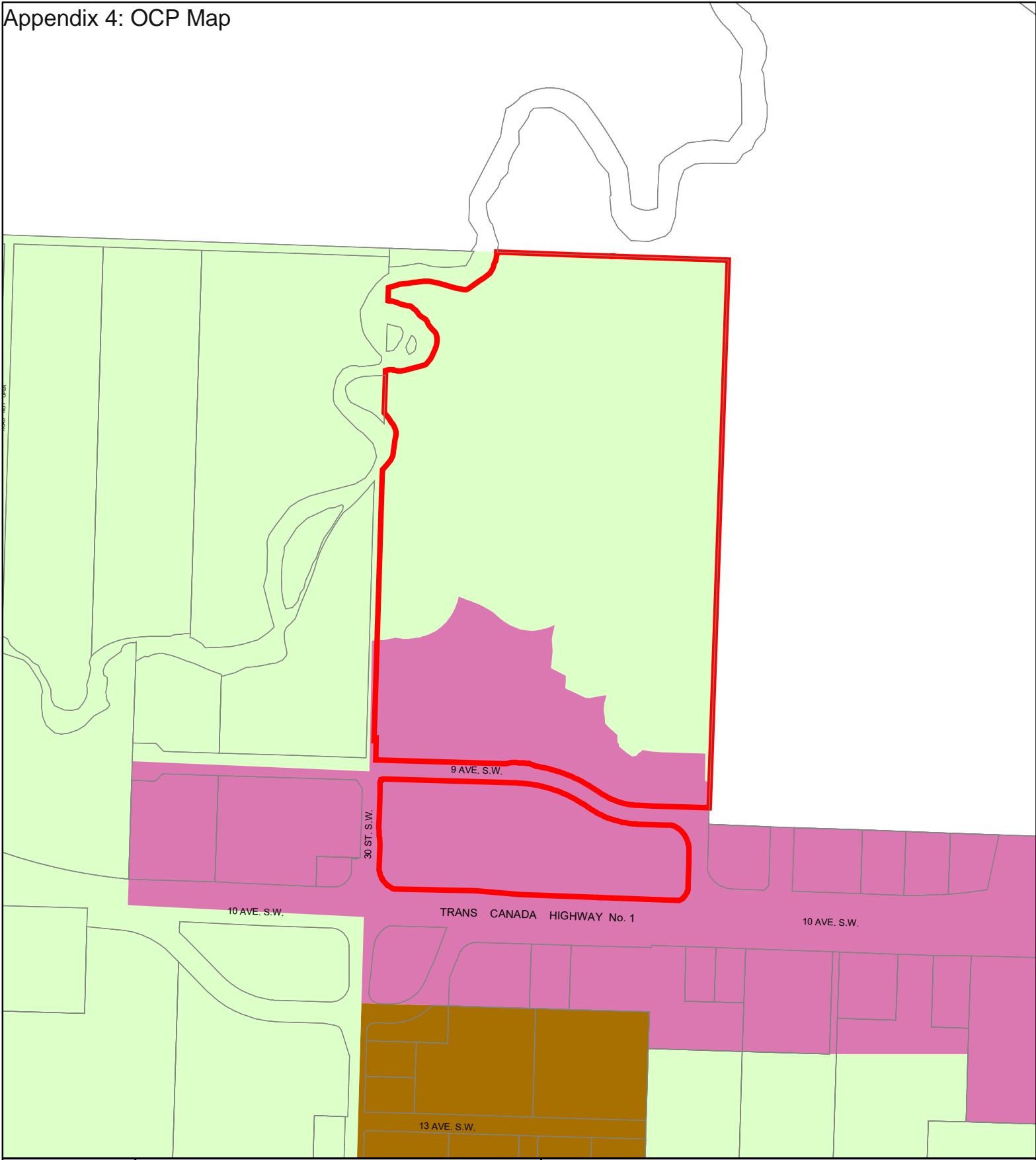
0 15 30 60
Meters



Parcels



Subject Parcel

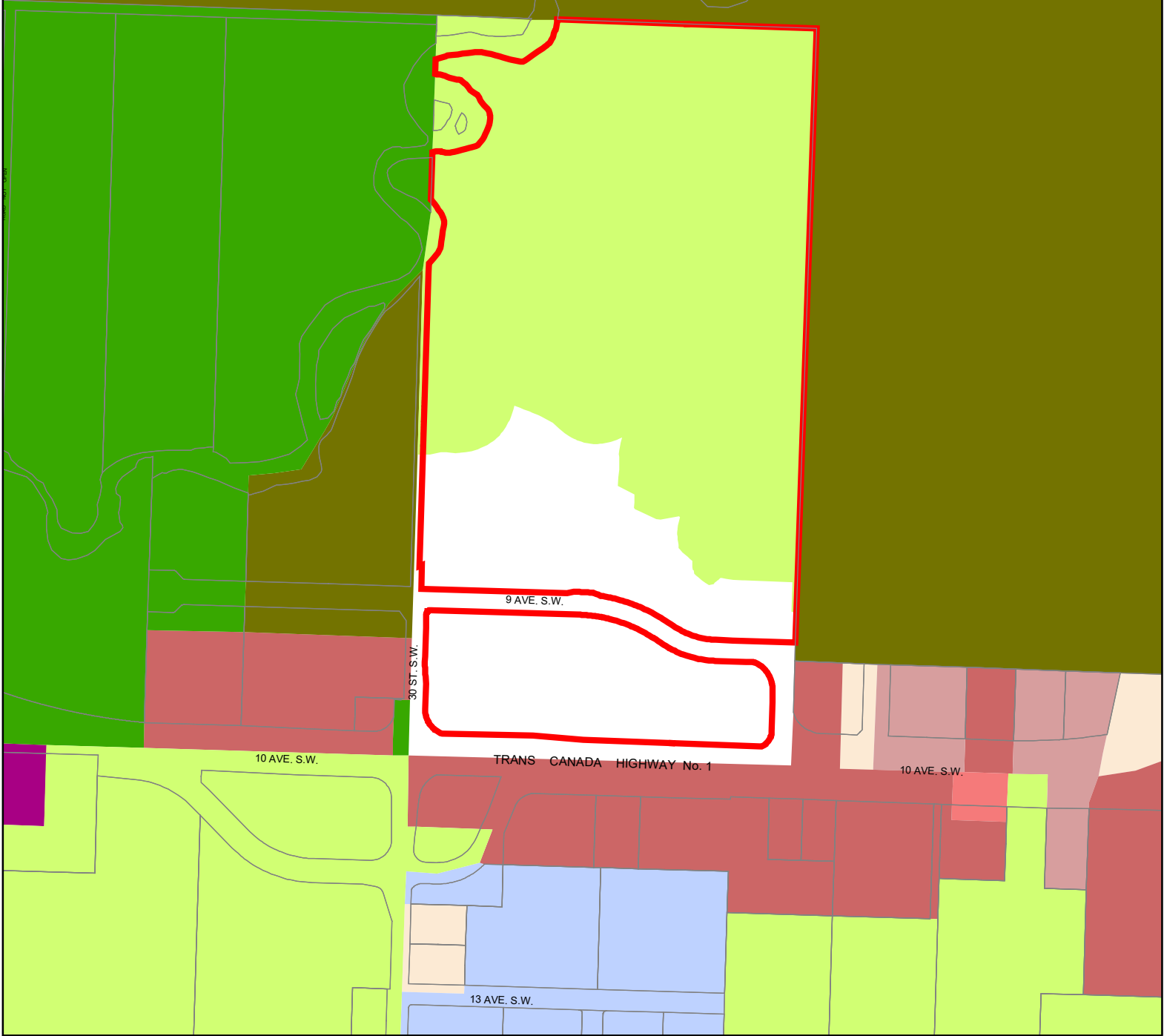


N



- Parcels Subject Parcel
- Salmon Valley Agriculture
- Commercial - Highway Service / Tourist
- Industrial - General

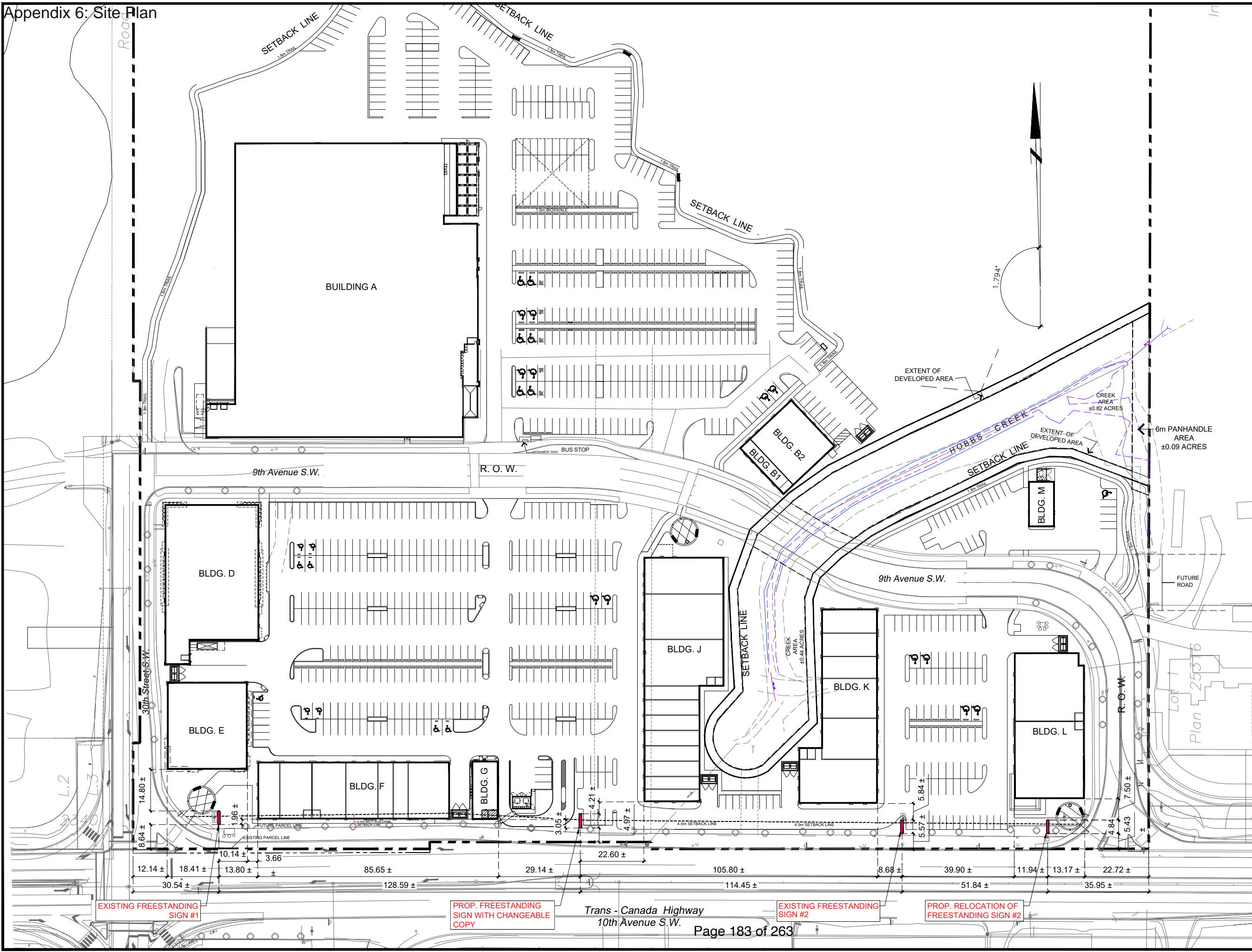
Appendix 5: Zoning Map



N



- | | | | |
|----------------|-----|-----|-----|
| Parcels | A-1 | C-3 | C-8 |
| Subject Parcel | A-2 | C-4 | IR |
| | A-3 | C-5 | M-1 |
| | | | R-1 |



SALMON ARM, B.C.

SITE PLAN
PROPOSED FREESTANDING SIGN WITH CHANGEABLE COPY

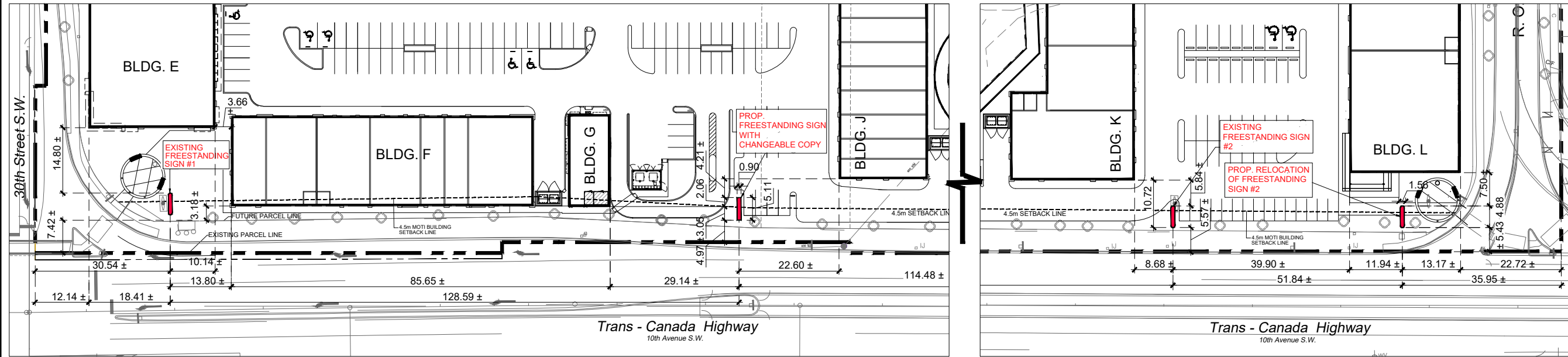
SCALE 1:500

SALMON ARM
 BRITISH COLUMBIA

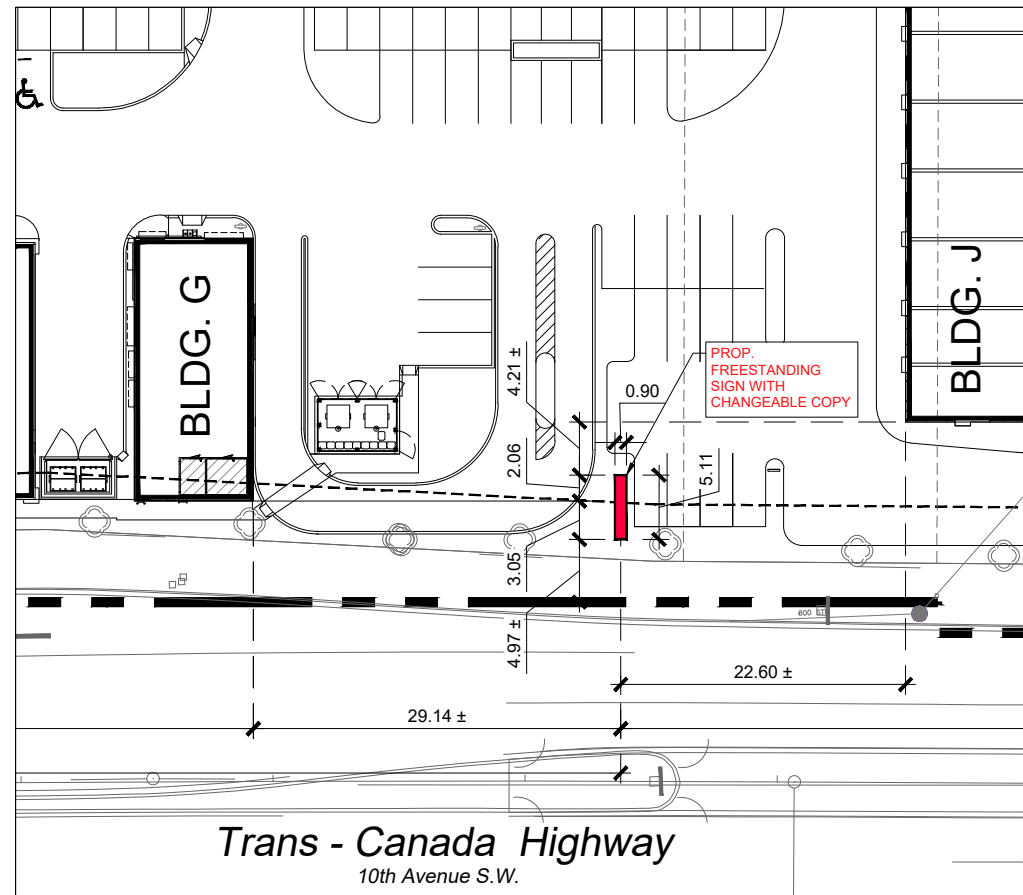


200 TOWN CENTRE BLVD. SUITE 300
 MARKHAM ONTARIO CANADA L3R 9W8
 TEL: 905.470.7000 FAX: 905.470.2800

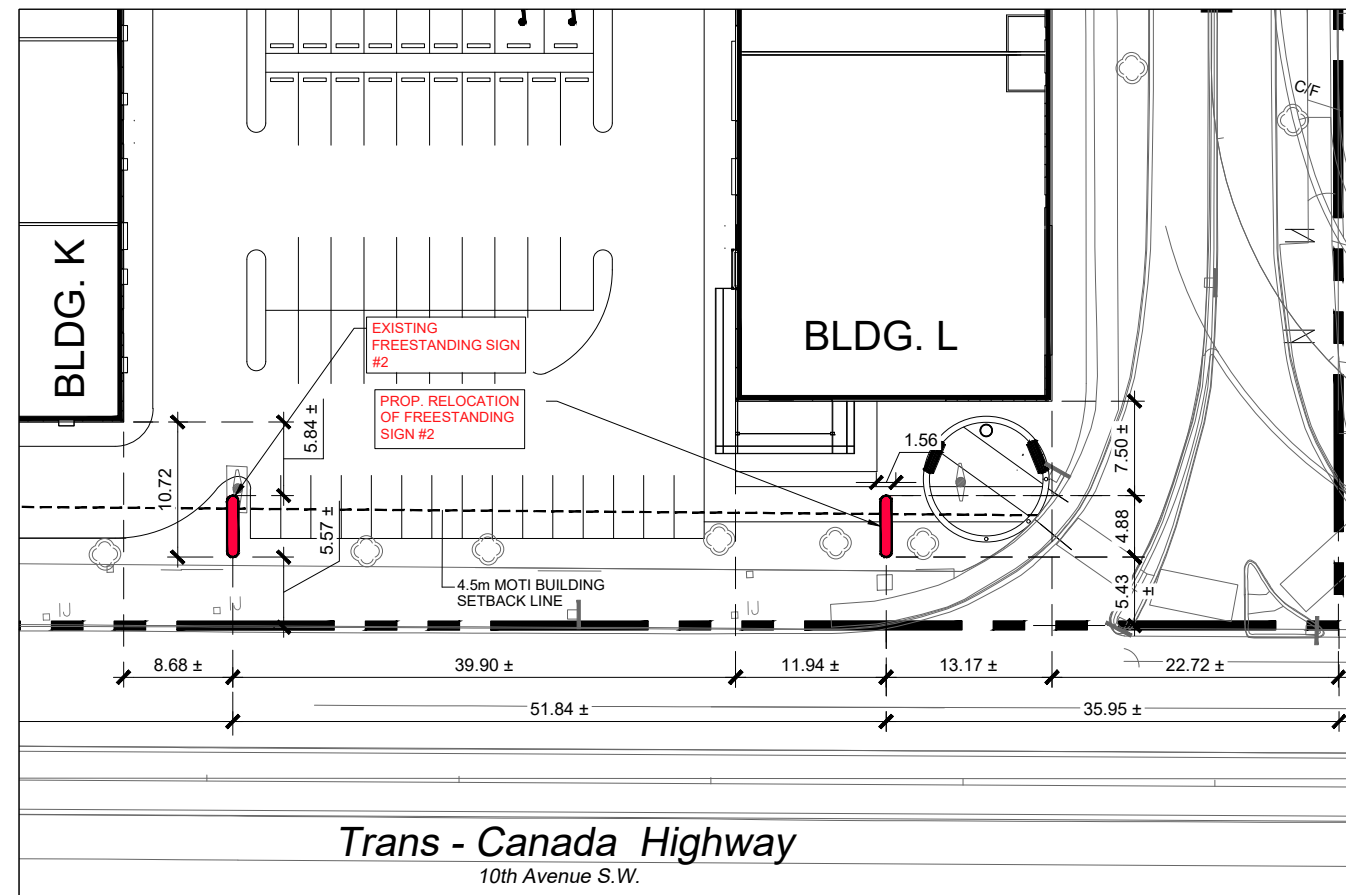
DRAWN BY	RU	PROJECT No.
CHECKED BY	AKL	DWG. No.
DATE	SEPTEMBER 5, 2006	
ISSUED	SEPTEMBER 5, 2023	



EXISTING AND PROPOSED SIGNS
SCALE: 1 TO 500



FREESTANDING SIGN WITH CHANGEABLE COPY
SCALE: 1 TO 300



PROPOSED FREESTANDING SIGN #2 FOR RELOCATION
SCALE: 1 TO 300

SALMON ARM, B.C.

SITE PLAN

PROPOSED FREESTANDING
SIGN WITH CHANGEABLE
COPY

SCALE 1:500

SALMON ARM
BRITISH COLUMBIA

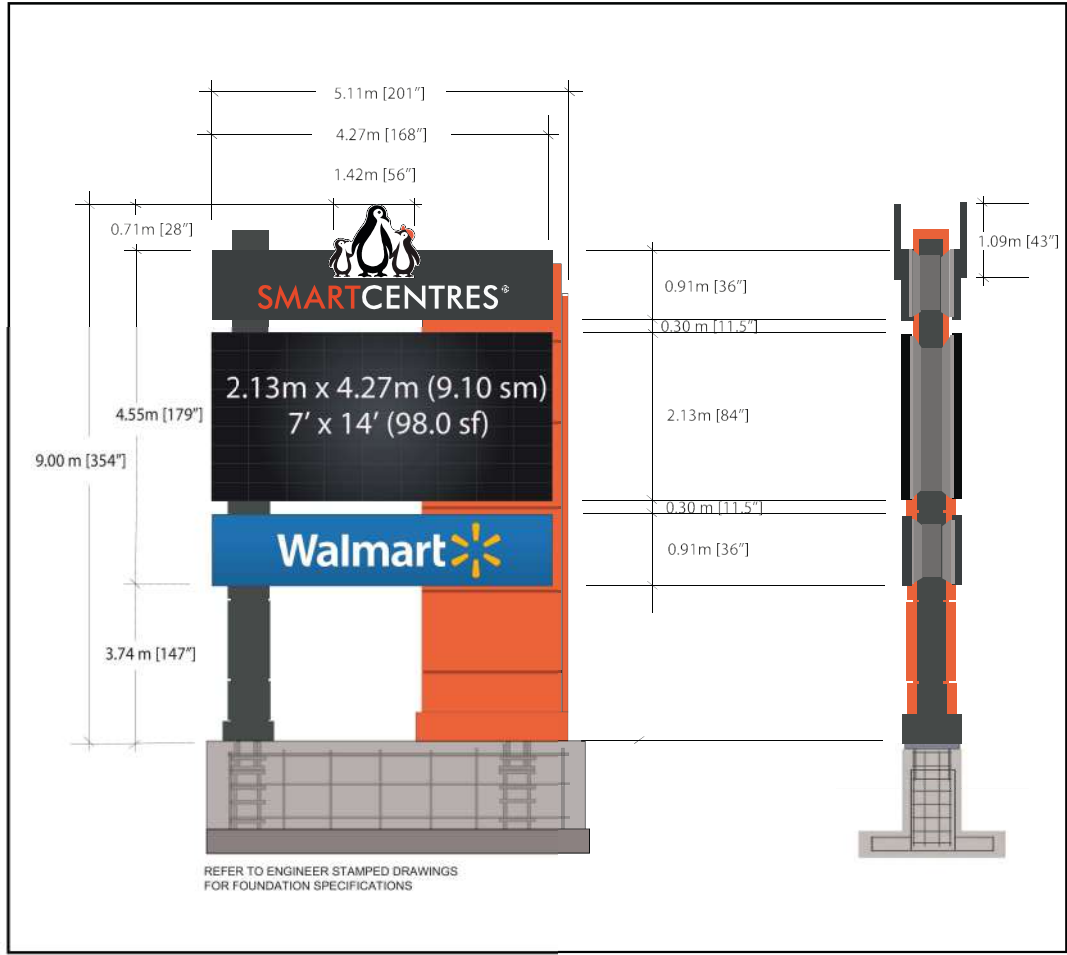
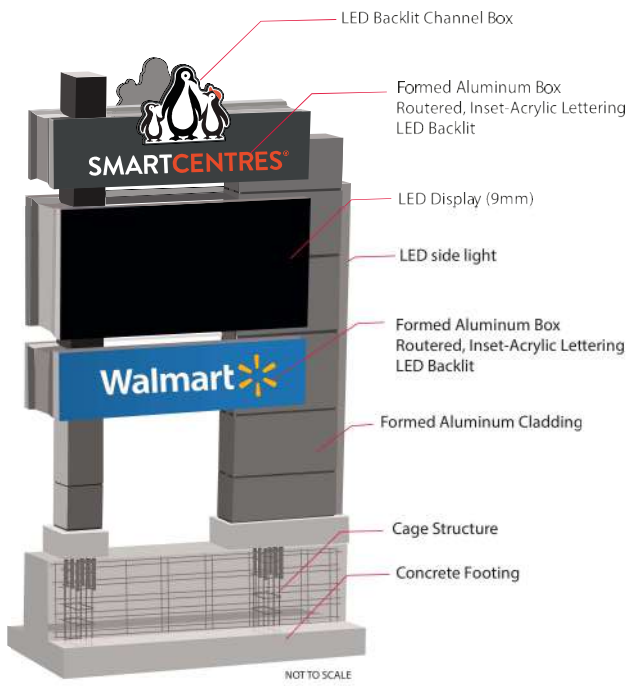
ARCHITECTS + DESIGNERS + KNOWLEDGE INC.

ARK

200 TOWN CENTRE BLVD. SUITE 200
MARKHAM ONTARIO CANADA L3R 9H6
TEL: 905.470.7000 FAX: 905.470.2000

DRAWN BY	RU	PROJECT No.
CHECKED BY	AKL	
DATE	SEPTEMBER 5, 2006	DWG. No.
ISSUED	SEPTEMBER 5, 2023	

SALMON ARM



- Powdercoat 'Orange - 171C'
- Powdercoat RAL 7011 'Iron Grey'
- Powdercoat 'Walmart Light Blue SD Pantone 285C Blue'

TOTAL HEIGHT: 9.00 meters [29.50 ft.]
CHANGEABLE COPY AREA: 9.10 sm. [98 sf.]
COMBINED SIGN AREA: 17.92 sm. [193 sf.] per sign face or 35.84 sm [386 sf.] total



FREESTANDING SIGN WITH CHANGEABLE COPY
SIGN SPECIFICATION AND RENDERING

SMARTCENTRES SALMON ARM

THESE DRAWINGS ARE NOT TO SCALE. REFER TO STAMPED ENGINEER DRAWINGS FOR FULL SPECIFICATIONS



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 111 Caplan Ave, Barrie, ON L4N 9J3
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ALWAYS OUT FRONT®



Appendix 8: Site Photos



NORTH VIEW LOOKING AT PROPOSED FREESTANDING SIGN WITH CHANGEABLE COPY



EAST VIEW LOOKING AT PROPOSED FREESTANDING SIGN WITH CHANGEABLE COPY



Sep. 1, 2023 7:21:52 a.m.
2811 10 Avenue Southwest
Salmon Arm
Columbia-Shuswap
British Columbia

SOUTH VIEW LOOKING AT PROPOSED FREESTANDING SIGN WITH CHANGEABLE COPY



WEST VIEW LOOKING AT PROPOSED FREESTANDING SIGN WITH CHANGEABLE COPY

SALMON ARM, BC

SITE PHOTOS FREESTANDING SIGN WITH CHANGEABLE COPY

SCALE 1:500

COMMERCIAL DEVELOPMENT
SALMON ARM
BRITISH COLUMBIA
For: Salmon Arm Shopping Centre Ltd.

ARCHITECTURE + DESIGN + KNOWLEDGE INC.



200 TOWN CENTRE BLVD. SUITE 200
MARKHAM ONTARIO CANADA L3R 9W5
TEL. 905.470.7000 FAX. 905.470.2800

DRAWN BY		PROJECT No.	06537
CHECKED BY		DATE	NOVEMBER 9, 2023
ISSUED		DWG. No.	



View of proposed sign location looking West.



View of proposed sign location looking East.



View of existing Freestanding Sign #1 looking Southwest.



Photos Taken: February 13, 2024.



SMARTCENTRES[®]
REAL ESTATE INVESTMENT TRUST

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T 604 448 9112 • F 604 448 9114

November 10, 2023

City of Salmon Arm
Development Services
500 2 Ave NE
Salmon Arm, BC, V1E 4N2

Attn: Chris Larson, Senior Planner

RE: Development Variance Permit (“DVP”) Application to permit a new freestanding sign with changeable copy for the property located at 2991 - 10th Avenue SW (TCH & 30th St SW), Salmon Arm, BC.

On behalf of Salmon Arm Shopping Centres Limited and Calloway REIT (Salmon Arm) Inc. (“SmartCentres”), please find enclosed a Development Variance Permit (“DVP”) Application to vary the City of Salmon Arm Sign Bylaw No. 2880 to increase the permitted sign area of a new freestanding sign with changeable copy from 24 sm (258.3 sf) or 12.0 sm (129.17 sf) per sign face to 35.84 sm (386 sf) or 17.92 sm (193 sf) per sign face for the property located at 2991 - 10th Avenue SW.

More specifically, please find enclosed the following:

1. Development Variance Permit and Development Waiver Application Forms
2. Cheque in the amount of Five Hundred Dollars (\$500) payable to the City of Salmon Arm
3. Ownership (Certificate of Title and Letter of Authorization)
4. Drawings (Detailed Site Plan, Site Photos, and Sign Specification and Rendering)

DEVELOPMENT VARIANCE PERMIT APPLICATION:

The SmartCentres shopping centre in Salmon Arm is located at the intersection of 30th St. SW. and the Trans-Canada Highway (“TCH”). The property consists of a net developable area of 16.69 acres, a total proposed building area of 203,301 sf. and has frontage on the TCH, 30th St. SW. and 9th Ave. SW. The shopping centre has two (2) existing freestanding signs; one (1) located on the 30th St. SW. frontage (Freestanding Sign #1) and one (1) located on the TCH frontage (Freestanding Sign #2). Both existing freestanding signs, and their design and their locations were approved as part of DP-381, as amended, issued on March 7, 2013, and meet the requirements of the City of Salmon Arm Sign Bylaw No. 2880.

SmartCentres is proposing to add an additional freestanding sign with changeable copy to the shopping centre. The DVP Application is proposed to vary the City of Salmon Arm Sign Bylaw No. 2880 to increase the permitted sign area of a new freestanding sign with changeable copy from 24 sm (258.3 sf) or 12.0 sm (129.17 sf) per sign face to 35.84 sm (386 sf) or 17.92 sm (193 sf) per sign face. The sign will contain a 9.10 sm (98 sf) changeable copy area and static SmartCentres and Walmart panels. The proposed sign will meet all other regulations as set in the City of Salmon Arm sign bylaw including height, projection, clearance, and location. The proposed sign is compatible with the existing shopping centre and will not create any substantial adverse effects on any adjoining properties as the sign is to be located in a predominately commercial node and centralized on a large-scale commercial site with substantial frontage. The proposed sign is also comparable in size and scale to other freestanding signs with changeable copy in the marketplace.

Although there are no operational standards established by the City of Salmon Arm for freestanding signs with changeable copy, the proposed sign will include on-premises (i.e. businesses, commodities, services, things, messages, or entertainment conducted, sold, or offered on the property) and off-premises advertising, static copy (no animation), dwell time (6 seconds), transition time (maximum of 0.25 seconds or instantaneous), brightness level (0.3 foot-candles above ambient light conditions), and automatic dimming.

As part of this application, SmartCentres is proposing to relocate the existing Freestanding Sign #2 to the 9th Ave. SW. frontage. With the proposed relocation of Freestanding Sign #2, an additional freestanding sign with

changeable copy can be accommodated on the TCH frontage. The City of Salmon Arm Sign Bylaw No. 2880 permits a maximum sign area per frontage of 24.0 sm (258.3 sf). The existing shopping centre has approximately 361.41 m (1,185.78 ft) of frontage along the TCH and due to the size and configuration of the shopping centre, SmartCentres has the ability to accommodate an additional sign.

Furthermore, SmartCentres is actively working with several new tenants and signage is a critical component to securing leases and constructing new buildings. Increasing the sign area for the proposed new freestanding sign with changeable copy will further benefit future tenants with additional exposure to TCH.

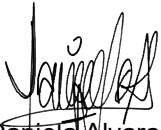
BACKGROUND:

SmartCentres has been evolving to meet the ever-changing needs of Canadians by modernizing our shopping centres. As part of this initiative, SmartCentres is proposing a new freestanding sign with a changeable copy for our existing shopping centre that would have the latest in digital technology. SmartCentres' freestanding signs with changeable copy feature a modern, contemporary design that is consistent with our branding, and fully automated, next generation digital display technology. The proposed sign is in line with the evolving needs and expectations of our digitally connected tenants and customers. The sign is intended to be larger and brighter, but consistent with our existing traditional freestanding static signs, which enables more creative and flexible real-time messaging options, to more effectively connect and engage with the public. This includes the ability to highlight current tenant promotions, change ads throughout the day, and promote and support businesses that are located in the shopping centre. These benefits are further strengthened by the current challenging economic environment specifically as it relates to bricks and mortar retail.

SmartCentres firmly believes in being an integral member of the community and the proposed freestanding sign with changeable copy would allow SmartCentres to further this purpose by designing and installing a digital sign that incorporate SmartCentres branding and that caters to businesses that are located in Salmon Arm and customers that frequent the shopping centre.

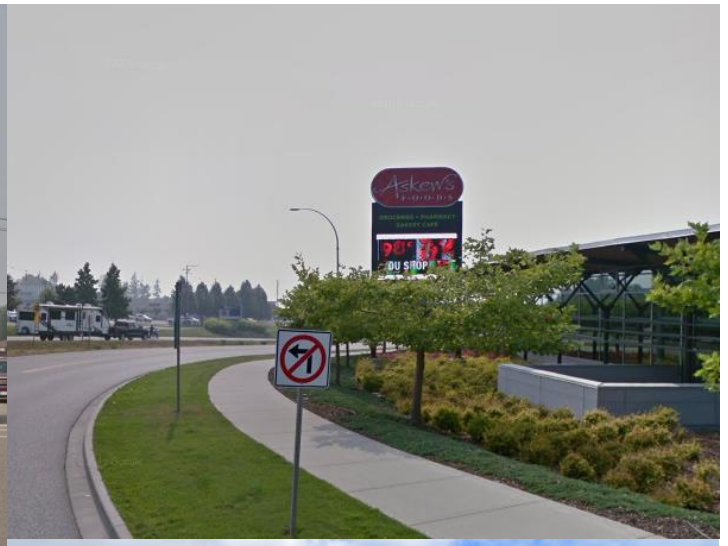
Should you require any additional information pertaining to the DVP applications, please do not hesitate to contact me.

Regards,



Daniela Alvarado
Development Coordinator

Appendix 10: Other Signs in the City





REQUEST FOR DECISION

To: Development & Planning Services Committee

From: Planner II

Title: Development Permit Application No. 453

Legal: Lot 1, Section 15, Township 20, Range 10, W6M KDYD Plan EPP10328 Except Plans EPP17085 and EPP18478

Civic: 2991 – 9 Avenue SW

Owner: Salmon Arm Shopping Centres Ltd. & Calloway REIT (Salmon Arm) Inc.

Agent: Arcadis Professional Services (Canada) Inc. c/o Dean Todd

Date: March 18, 2024

Executive Summary/Purpose:

To review a Development Permit application proposal for the construction of a restaurant with a drive-through.

Motion for Consideration:

THAT: Development Permit No. 453 be authorized for issuance for Lot 1, Section 15, Township 20, Range 10, W6M KDYD Plan EPP10328 Except Plans EPP17085 and EPP18478 (2991 9 Avenue SW) in accordance with the elevations and site plan attached as Appendix 5 and Appendix 6 in the staff report dated March 18, 2024.

AND THAT: Issuance of Development Permit No. 453 be withheld subject to the receipt of an Irrevocable Letter of Credit in the amount of 125% of a landscape estimate.

Staff Recommendation:

THAT: The Motion for Consideration be adopted.

Proposal:

The proposal is for the construction of a restaurant with a drive-through.

Background:

The subject parcel is located at 2991 9 Avenue SW (Appendices 1 & 2). The subject parcel is approximately 24.0 ha (59.31 ac) and various commercial buildings are located on the site. The parcel is designated Highway Service/Tourist Commercial (HC) and Salmon Valley Agriculture

(SVA) in the Official Community Plan (OCP) and zoned CD-8 (Comprehensive Development Zone 8) and A-1 (Agriculture Zone) in the Zoning Bylaw (Appendices 3 and 4).

The existing buildings on the subject parcel were developed through the Development Permit process (DP-381) in 2013. A new Development Permit is required for this building as it is substantially different than what was approved in the previous Development Permit. Elevation drawings and a site plan are attached as Appendices 5 & 6. A landscape plan is attached as Appendix 7 and site photos are attached as Appendix 8.

Restaurants are a permitted use in the CD-8 zone (Appendix 9), which is the zoning of the portion of the site where this building is being proposed. The proposal meets the requirements of the CD-8 Zone, including building height and area, setbacks, screening of outside storage, and parking.

Relevant Policies:

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

Siting and Building

The proposed building as illustrated has a footprint of 448.9 m² (the maximum ground floor area of a building permitted in the CD-8 Zone is 10,776.4 m²) and is 8.53 m in height (the maximum height permitted in the CD-8 Zone is 12 m). The building is oriented towards the 9 Avenue SW street frontage which is where the access is located (OCP policy 9.6.10). The proposed building exceeds the required setback of 6 m from all parcel lines. The applicant has worked with staff to improve the architectural interest and design features of the south wall of the proposed building as it is visible from the Trans Canada Highway (OCP policy 9.6.11).

Landscaping and Screening

The landscape plan is in alignment with the OCP guidelines (OCP policies 9.6.21 & 9.6.25). Many of the species identified on the landscape plan are on the City's Recommended Species List (OCP policies 9.6.27 & 9.6.29). The landscape plan prescribes perimeter plantings along the north, south and east parcel lines, minimizing the view of the parking lot and helping to define the edges of the site (OCP policy 9.6.22). Landscaping is also shown along the south of the proposed building, screening the loading area and enclosed garbage room from the drive-thru lane and highway (OCP policy 9.6.32). Existing vegetation on the parcel is to be maintained (OCP policy 9.6.9).

Access, Circulation, and Parking Area

The circulation of vehicles and pedestrians is designed for safety and efficiency (OCP policy 9.6.33). Vehicle access is proposed by way of 9 Avenue SW which is already constructed to the required road standard. The Zoning Bylaw further specifies surfacing, grading and drainage requirements for off-street parking. The site plan shows heavy duty asphalt for the parking lot and brushed finish concrete for the drive-through lane (OCP policies 9.6.23 & 9.6.34). Appendix I of the Zoning Bylaw requires 1 off-street parking space to be provided for every 3 seats in a restaurant and 1 loading space to be provided for commercial buildings with less than 450.0 m² of gross floor area. 64 indoor seats and 10 outdoor seats are proposed for a total of 74 seats. Based on this number of seats, 25 parking spaces need to be provided. 32 parking spaces are shown in the proposal, including 1 accessible van stall and 2 accessible car stalls. 1 loading space is identified on the site plan. Curb let-downs are identified to accommodate universal accessibility to the building (OCP policy 9.6.37). The parking stalls are broken up and no more than 16 stalls

exist without separation (OCP policy 9.6.42). Vegetation and trees are shown at the ends of parking rows (OCP policy 9.6.40). The proposed building site is located in the corner of the parcel which acts as a buffer to the parking lot (OCP policy 9.6.39).

Referral Comments:

Fire Department

No Fire Dept. Concerns.

Building Department

No concerns.

Engineering Department

No Engineering concerns at the Development Permit stage. At the time of building permit the applicant will be required to submit for City review and approval a detailed site servicing / lot grading plan for all on-site (private) work. A water meter will be required at time of Building Permit.

Design Review Panel

A Design Review Panel (DRP) meeting was held on January 25, 2024 to discuss the form and character of the proposed development. Meeting minutes are attached as Appendix 10. The applicant has revised the south elevation of the proposed building based on preliminary staff comments and has added outdoor seating as requested by the DRP (Appendix 11).

Planning Department

The proposal aligns with the Highway Service/Tourist Commercial Development Permit Area guidelines as described in the OCP. The form and character proposed is consistent with these guidelines. The applicant has been working with staff to ensure alignment with OCP guidelines. Overall, staff are satisfied with the design and support the development permit as proposed.

Financial Considerations:

At the time of Building Permit Development Cost Charges would be charged at the Commercial rate (\$34.65/m²).

Committee Recommendations:

N/A

Public Consultation:

Pursuant to the Local Government Act and City of Salmon Arm Development Permit Procedures Bylaw notices are mailed to land owners within a 30 m radius of the application. The notices outline the proposal and advises those with an interest in the proposal to provide written submission prior to the Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on March 25, 2024.

Alternatives & Implications:

N/A

Prepared by: Planner II

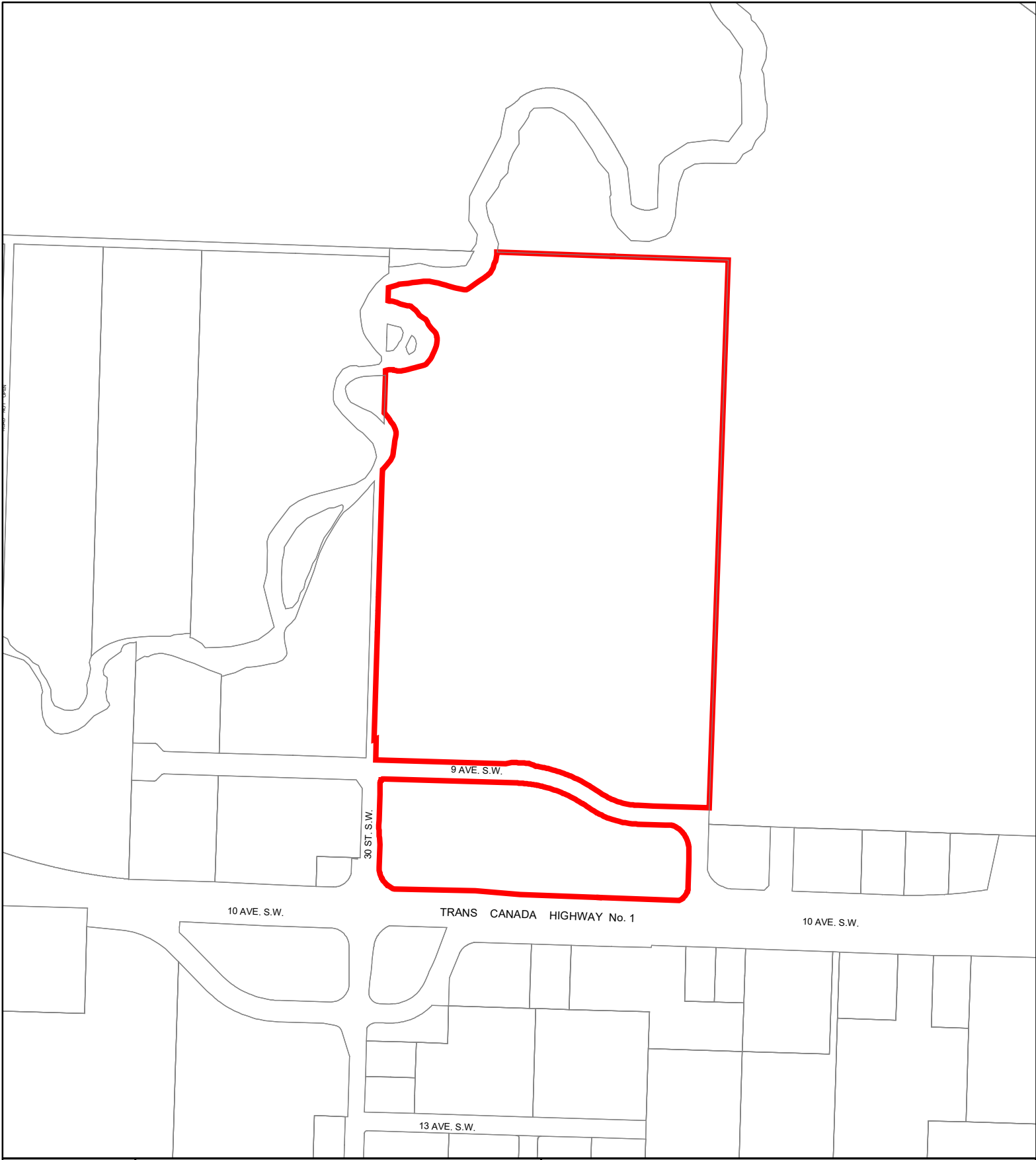
Reviewed by: Manager of Planning and Building

Reviewed by: Director of Planning and Community Services

Approved by: Chief Administrative Officer

Attachments:

- Appendix 1 – Subject Property Map
- Appendix 2 – Ortho Map
- Appendix 3 – OCP Map
- Appendix 4 – Zoning Map
- Appendix 5 – Elevation Drawings
- Appendix 6 – Site Plan
- Appendix 7 – Landscape Plan
- Appendix 8 – Site Photos
- Appendix 9 – CD-8 Zone
- Appendix 10 – Design Review Panel Minutes
- Appendix 11 – Outdoor Seating



- Parcels
- Subject Parcel



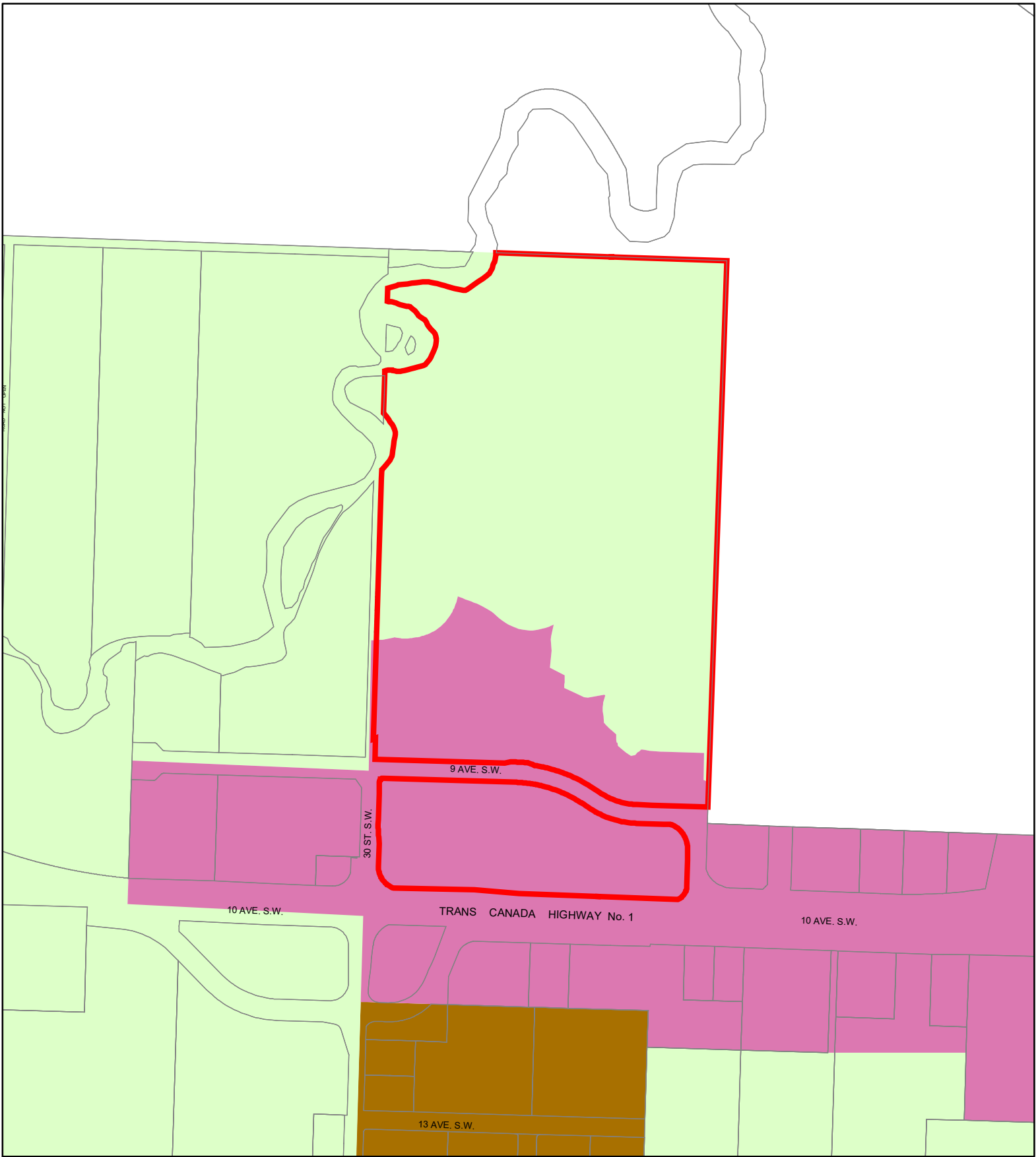
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TRANS CANADA HIGHWAY No. 1

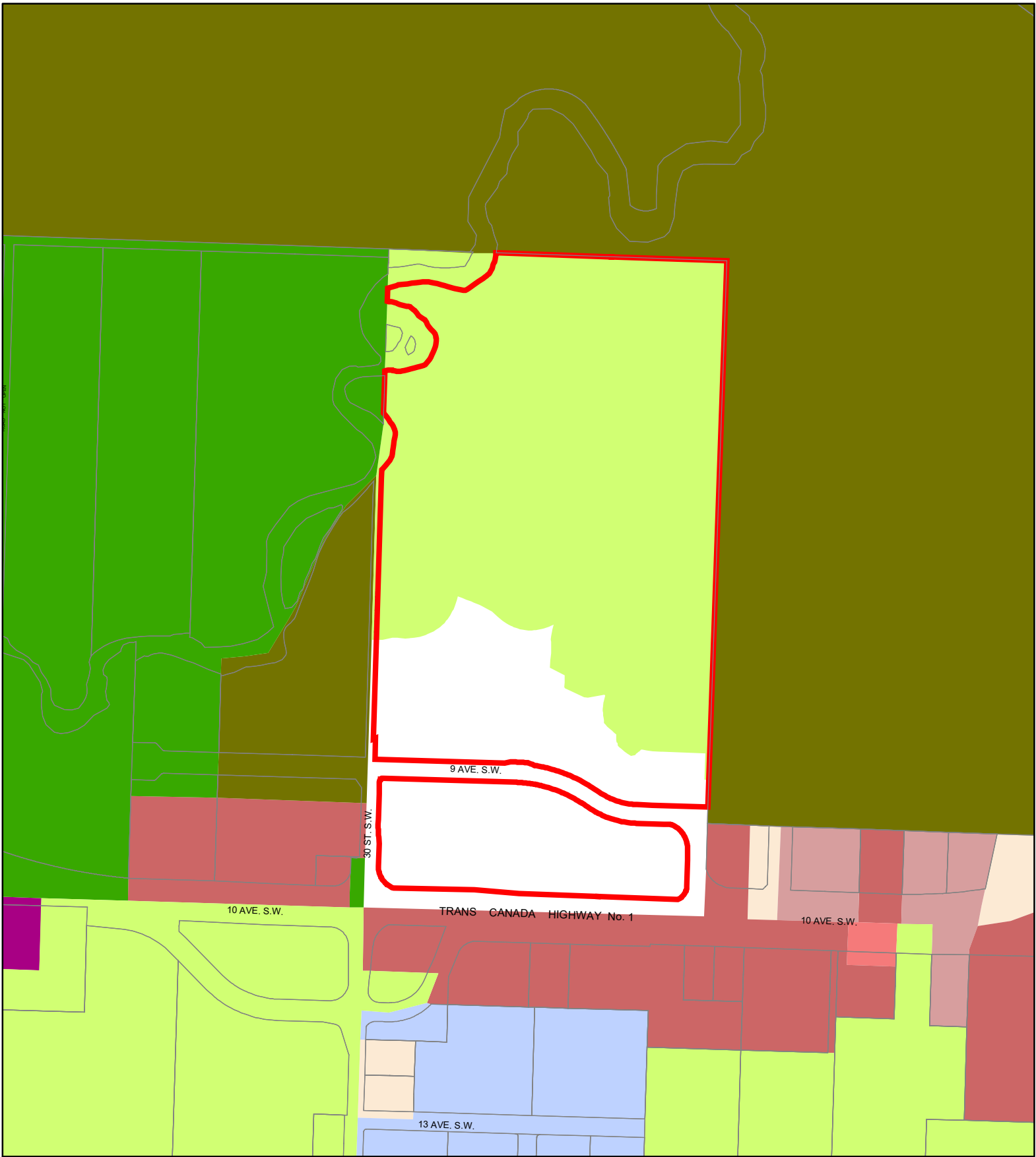


0 15 30 60
Meters

□ Parcels
□ Subject Parcel















- Parcels
- Subject Parcel
- Salmon Valley Agriculture
- Commercial - Highway Service / Tourist
- Industrial - General



N

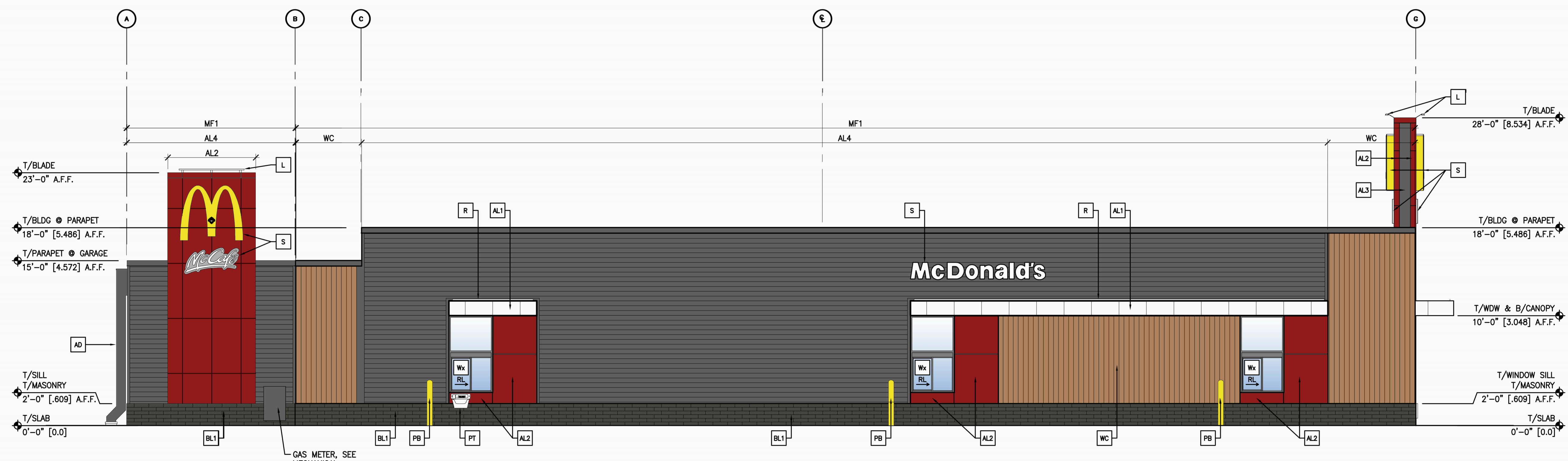


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Meters

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|---|----------------|---|-----|---|-----|---|-----|
|  | Parcels |  | A-1 |  | C-3 |  | C-8 |
|  | Subject Parcel |  | A-2 |  | C-4 |  | IR |
| | |  | A-3 |  | C-5 |  | M-1 |
| | | | | | |  | R-1 |



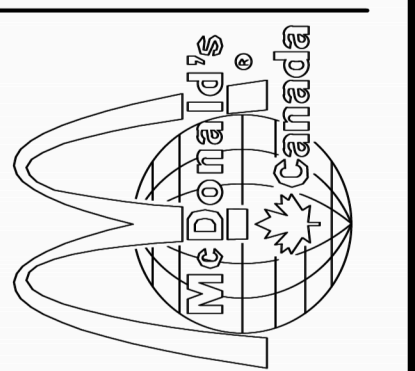
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SCALE: 3/16" = 1'-0"



2 EAST ELEVATION - DRIVE THRU
SCALE: 3/16" = 1'-0"

KEY NOTES

- | | | |
|---|---|--|
| AL1 MITSUBISHI 4mm ALPOLIC METAL CLADDING - COLOUR "BONE WHITE" | D INSULATED HOLLOW METAL DOOR - PAINT COLOUR "PPG" McD 44 - CHARCOAL GREY | OD INSULATED OVERHEAD DOOR - RAL 7042 FINISH |
| AL2 MITSUBISHI 4mm ALPOLIC METAL CLADDING - COLOUR "RON-RED" | DO AUTOMATIC DOOR OPERATOR - MOUNTING HEIGHTS & LOCATION PER LOCAL CODES | PB STEEL PIPE BOLLARD W/ SUREGUARD BOLLARD SHIELD - SEE SITE DETAILS |
| AL3 MITSUBISHI 4mm ALPOLIC METAL CLADDING - COLOUR "DEEP GREY" | FB CO ₂ FILL BOX | PT (RMHC) COIN COLLECTOR SEE DETAIL 5/A311 "APERTURE WPT" CALL 612-616-6886 TO ORDER |
| AL4 VICWEST CORRUGATED METAL SIDING CL7040 - COLOUR "DEEP GREY" | GP GREASE INTERCEPTOR PORT - SEE 1/P500 | R RAIN DIVERTER - SEE 5/A310 |
| AD PREFINISHED ANODIZED ALUMINUM METAL DOWNSPOUT AND SCUPPER W/ DE-ICING HEAT CABLE - SEE ELECTRICAL | L LIGHT FIXTURE - SEE ELECTRICAL | S McDONALD'S SIGNAGE BY OTHERS - UNDER SEPARATE PERMIT |
| BL1 RICHVALE YORK CAMBRIDGE SERIES CONCRETE BLOCK - COLOUR "ONYX" WITH MORTAR COLOUR CMD15 "RAVEN" BY INTERSTAR | MF1 METAL FASCIA COLOUR TO MATCH VICWEST "DEEP GREY" | WC LONGBOARD - TONGUE & GROOVE 6" V-GROOVE PLANKS - "LIGHT NATIONAL WALNUT" |
| BL14 RICHVALE YORK CAMBRIDGE SERIES CONCRETE BLOCK (THIN BRICK) - COLOUR "ONYX" WITH MORTAR COLOUR CMD15 "RAVEN" BY INTERSTAR | ML PREFINISHED MECHANICAL LOUVER - COLOUR TO MATCH ADJACENT METAL PANEL - "DEEP GREY" | Wx EXTERIOR WINDOW ASSEMBLY - SEE SHEET A600 |
| BL2 RICHVALE YORK CAMBRIDGE SERIES CONCRETE BLOCK - COLOUR "ARCTIC WHITE" | | |

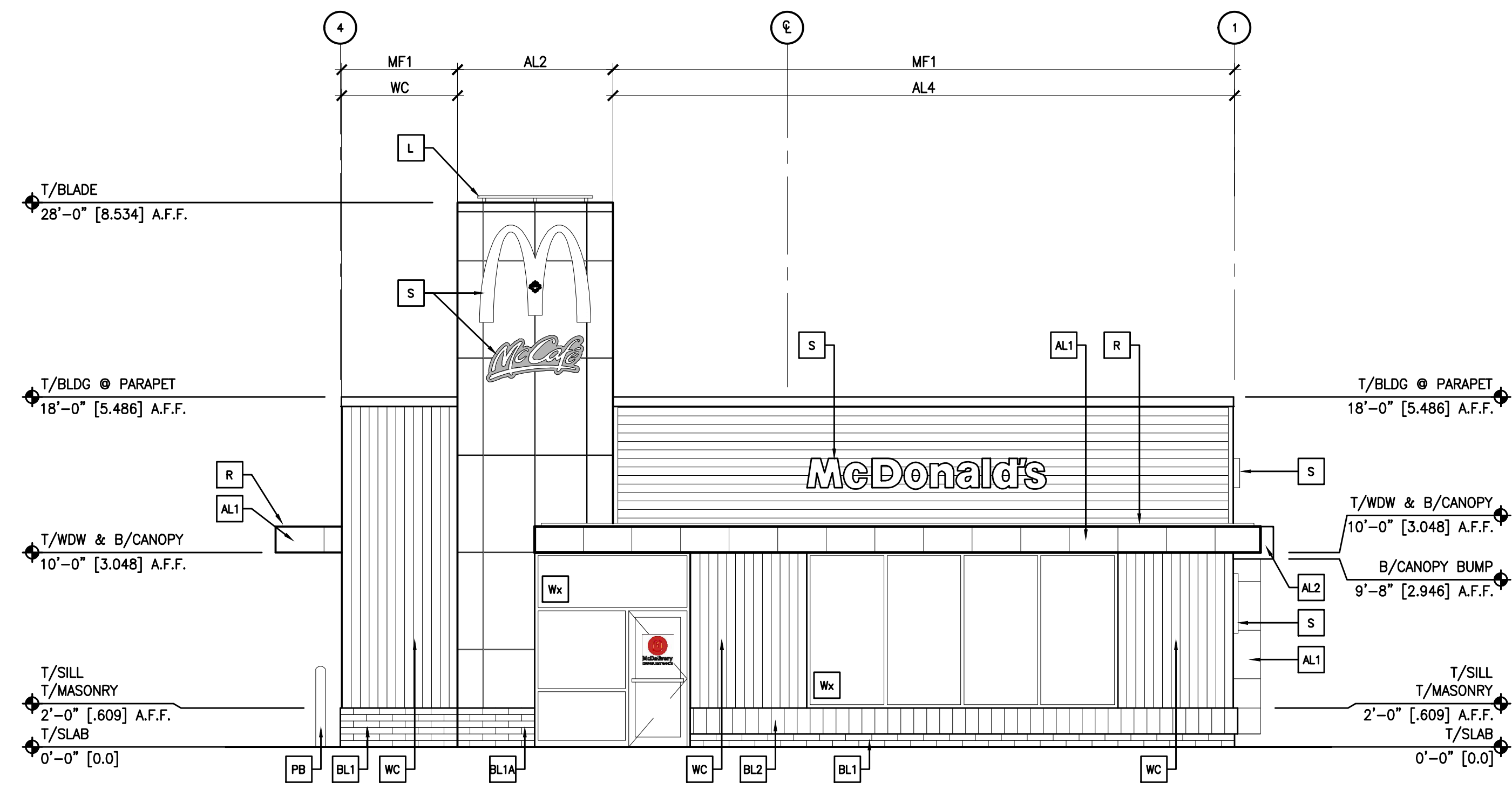


McDONALD'S RESTAURANT
NEW FREESTANDING BUILDING - R3.0
30 STREET NW & HIGHWAY 1
SALMON ARM, BC
EXTERIOR ELEVATIONS

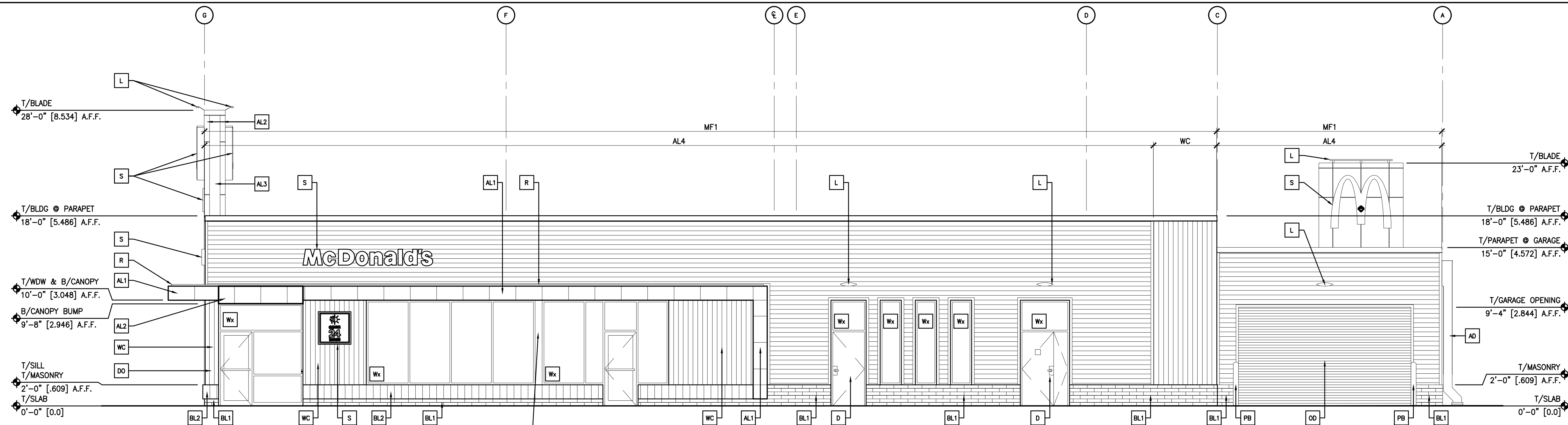
PREPARED FOR: **McDonald's Restaurants of Canada Limited**
These drawings and specifications are the confidential and proprietary property of McDonald's Restaurants of Canada Limited and shall not be copied or reproduced without the written consent of McDonald's Restaurants of Canada Limited. For use on this specific site in conjunction with the site or to other time line of these drawings for reference or example on another project requires the written consent of McDonald's Restaurants of Canada Limited. Reproduction of the contract documents for reuse on another project is not authorized.

DATE ISSUED	
DRAWN BY	KW
CHECKED BY	GJ
JOB NO.	23298

A201



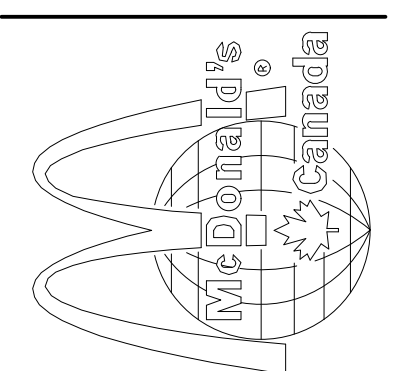
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A200 SCALE: 3/16" = 1'-0"



2 WEST ELEVATION - NON-DRIVE THRU
A200 SCALE: 3/16" = 1'-0"

KEY NOTES

- | | | |
|---|---|--|
| AL1 MITSUBISHI 4mm ALPOLIC METAL CLADDING - COLOUR "BONE WHITE" | D INSULATED HOLLOW METAL DOOR - PAINT COLOUR "PPG" McD 44 - CHARCOAL GREY | OD INSULATED OVERHEAD DOOR - RAL 7042 FINISH |
| AL2 MITSUBISHI 4mm ALPOLIC METAL CLADDING - COLOUR "IRON-RED" | DO AUTOMATIC DOOR OPERATOR - MOUNTING HEIGHTS & LOCATION PER LOCAL CODES | PB STEEL PIPE BOLLARD W/ SUREGUARD BOLLARD SHIELD - SEE SITE DETAILS |
| AL3 MITSUBISHI 4mm ALPOLIC METAL CLADDING - COLOUR "DEEP GREY" | FB CO ₂ FILL BOX | PT (RMHC) COIN COLLECTOR SEE DETAIL 5/A311 "APERTURE WPT" CALL 612-616-6886 TO ORDER |
| AL4 VICWEST CORRUGATED METAL SIDING CL7040 - COLOUR "DEEP GREY" | GP GREASE INTERCEPTOR PORT - SEE 1/PS500 | R RAIN DIVERTER - SEE 5/A310 |
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| BL1 RICHVALE YORK CAMBRIDGE SERIES CONCRETE BLOCK - COLOUR "ONYX" WITH MORTAR COLOUR CMD15 "RAVEN" BY INTERSTAR | MF1 METAL FASCIA COLOUR TO MATCH VICWEST "DEEP GREY" | WC LONGBOARD - TONGUE & GROOVE 6" V-GROOVE PLANKS - "LIGHT NATIONAL WALNUT" |
| BL1A RICHVALE YORK CAMBRIDGE SERIES CONCRETE BLOCK (THIN BRICK) - COLOUR "ONYX" WITH MORTAR COLOUR CMD15 "RAVEN" BY INTERSTAR | ML PREFINISHED MECHANICAL LOUVER - COLOUR TO MATCH ADJACENT METAL PANEL - "DEEP GREY" | Wx EXTERIOR WINDOW ASSEMBLY - SEE SHEET A600 |
| BL2 RICHVALE YORK CAMBRIDGE SERIES CONCRETE BLOCK - COLOUR "ARCTIC WHITE" | | |



McDONALD'S RESTAURANT
NEW FREESTANDING BUILDING - R3.0
2991 - 10TH AVENUE SW (TCH & 30TH ST. SW)
SALMON ARM, BC

EXTERIOR ELEVATIONS

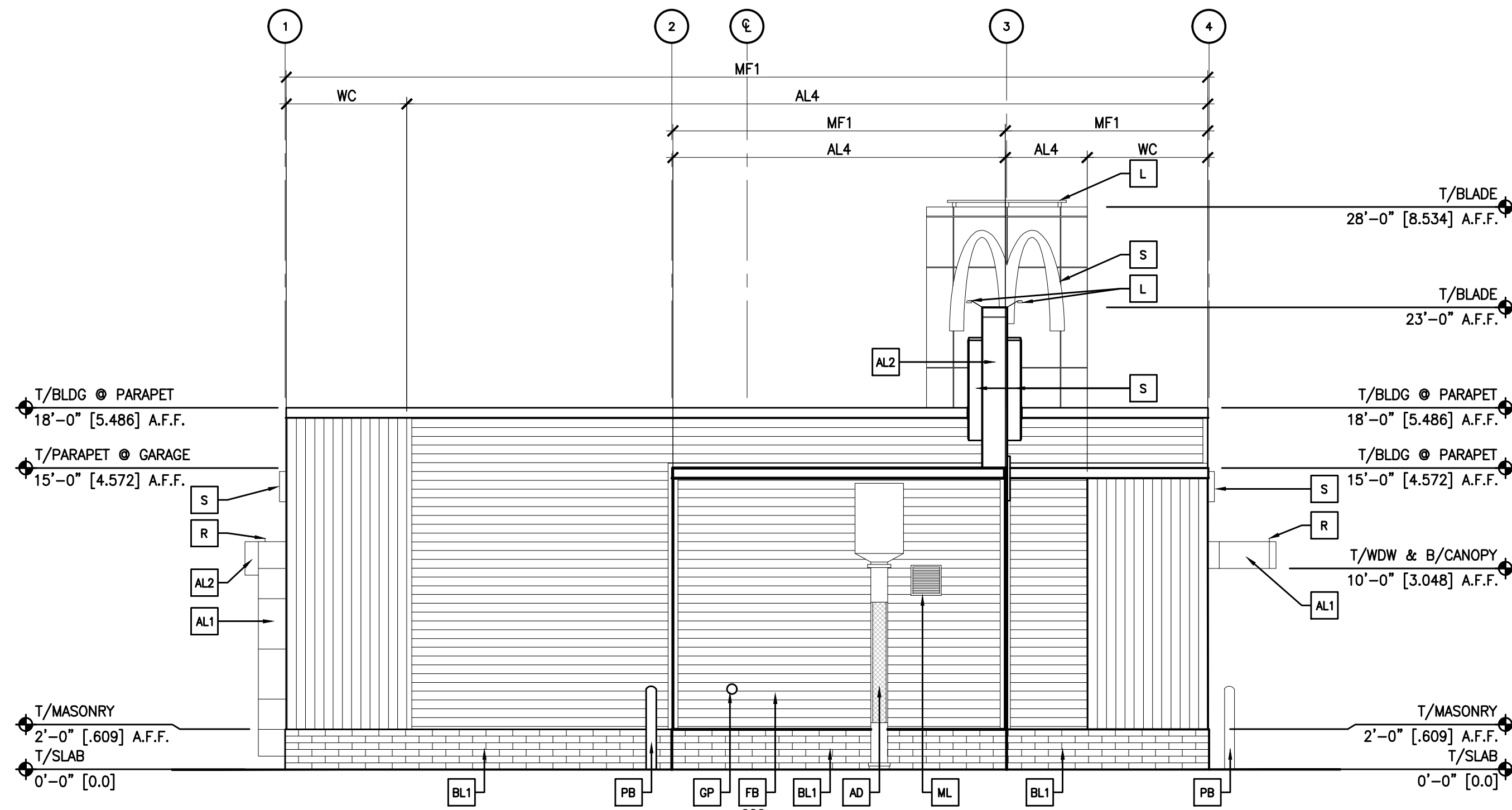
PREPARED FOR:
McDonald's Restaurants of Canada Limited

These drawings and specifications are the confidential and proprietary information of McDonald's Restaurants of Canada Limited and shall not be copied or reproduced without written authorization. The contract documents were prepared by the architect and shall be used only for the project, site, and conditions stated on the drawings. This issue date and are not suitable for use on a different site or at a different time. The use of these drawings for any other project without the written consent of the architect and its services of properly licensed architects and engineers. No other project is not authorized.

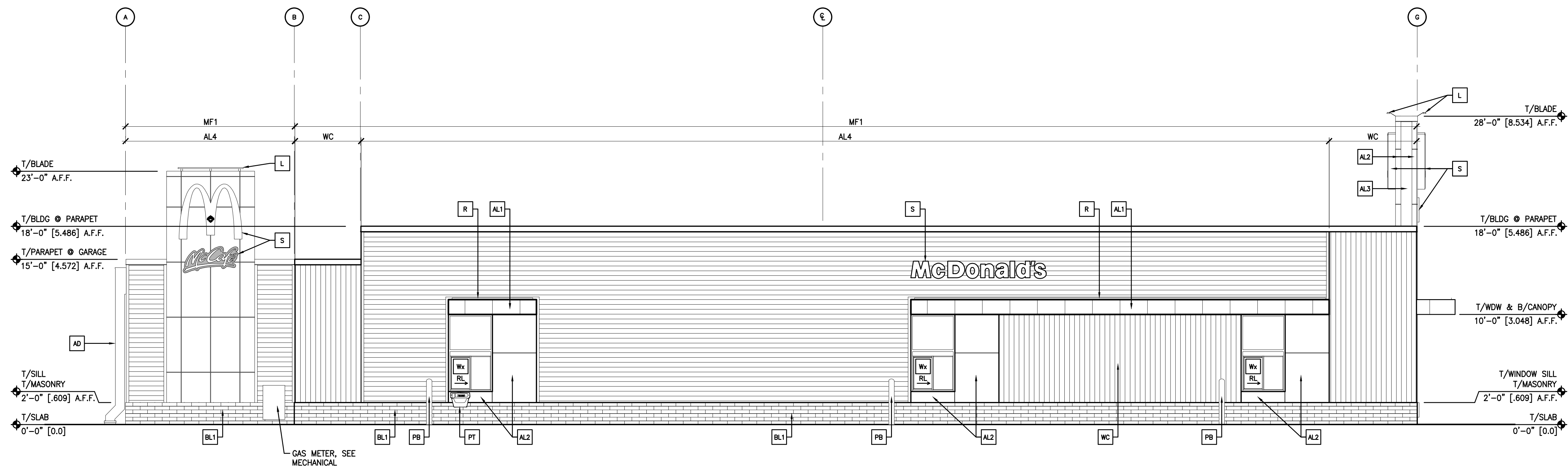
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TA #3	1/15/24
TA #4	1/24/24
BP ISSUE	1/31/24

DRAWN BY: KW
CHECKED BY: GJ
JOB NO.: 23298

A200



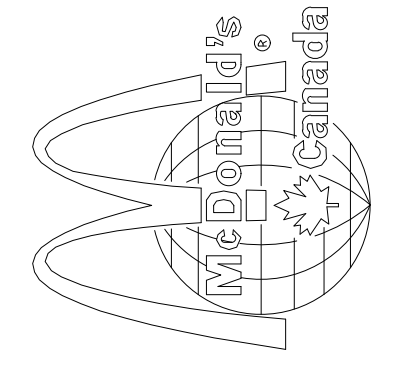
1 SOUTH ELEVATION - REAR
 A201 SCALE: 3/16" = 1'-0"



2 EAST ELEVATION - DRIVE THRU
 A201 SCALE: 3/16" = 1'-0"

KEY NOTES

- AL1 MITSUBISHI 4mm ALPOLIC METAL CLADDING - COLOUR "BONE WHITE"
- AL2 MITSUBISHI 4mm ALPOLIC METAL CLADDING - COLOUR "IRON-RED"
- AL3 MITSUBISHI 4mm ALPOLIC METAL CLADDING - COLOUR "DEEP GREY"
- AL4 VICWEST CORRUGATED METAL SIDING CL7040 - COLOUR "DEEP GREY"
- AD PREFINISHED ANODIZED ALUMINUM METAL DOWNSPOUT AND SCUPPER W/ DE-ICING HEAT CABLE - SEE ELECTRICAL
- BL1 RICHVALE YORK CAMBRIDGE SERIES CONCRETE BLOCK - COLOUR "ONYX" WITH MORTAR COLOUR CMD15 "RAVEN" BY INTERSTAR
- BL1A RICHVALE YORK CAMBRIDGE SERIES CONCRETE BLOCK (THIN BRICK) - COLOUR "ONYX" WITH MORTAR COLOUR CMD15 "RAVEN" BY INTERSTAR
- BL2 RICHVALE YORK CAMBRIDGE SERIES CONCRETE BLOCK - COLOUR "ARCTIC WHITE"
- D INSULATED HOLLOW METAL DOOR - PAINT COLOUR "PPG" McD 44 - CHARCOAL GREY
- DO AUTOMATIC DOOR OPERATOR - MOUNTING HEIGHTS & LOCATION PER LOCAL CODES
- FB CO₂ FILL BOX
- GP GREASE INTERCEPTOR PORT - SEE 1/P500
- L LIGHT FIXTURE - SEE ELECTRICAL
- MF1 METAL FASCIA COLOUR TO MATCH VICWEST "DEEP GREY"
- ML PREFINISHED MECHANICAL LOUVER - COLOUR TO MATCH ADJACENT METAL PANEL - "DEEP GREY"
- OD INSULATED OVERHEAD DOOR - RAL 7042 FINISH
- PB STEEL PIPE BOLLARD W/ SUREGUARD BOLLARD SHIELD - SEE SITE DETAILS
- PT (RMHC) COIN COLLECTOR SEE DETAIL 5/A311 "APERTURE WPT" CALL 612-616-6886 TO ORDER
- R RAIN DIVERTER - SEE 5/A310
- S McDONALD'S SIGNAGE BY OTHERS - UNDER SEPARATE PERMIT
- WC LONGBOARD - TONGUE & GROOVE 6" V-GROOVE PLANKS - "LIGHT NATIONAL WALNUT"
- Wx EXTERIOR WINDOW ASSEMBLY - SEE SHEET A600



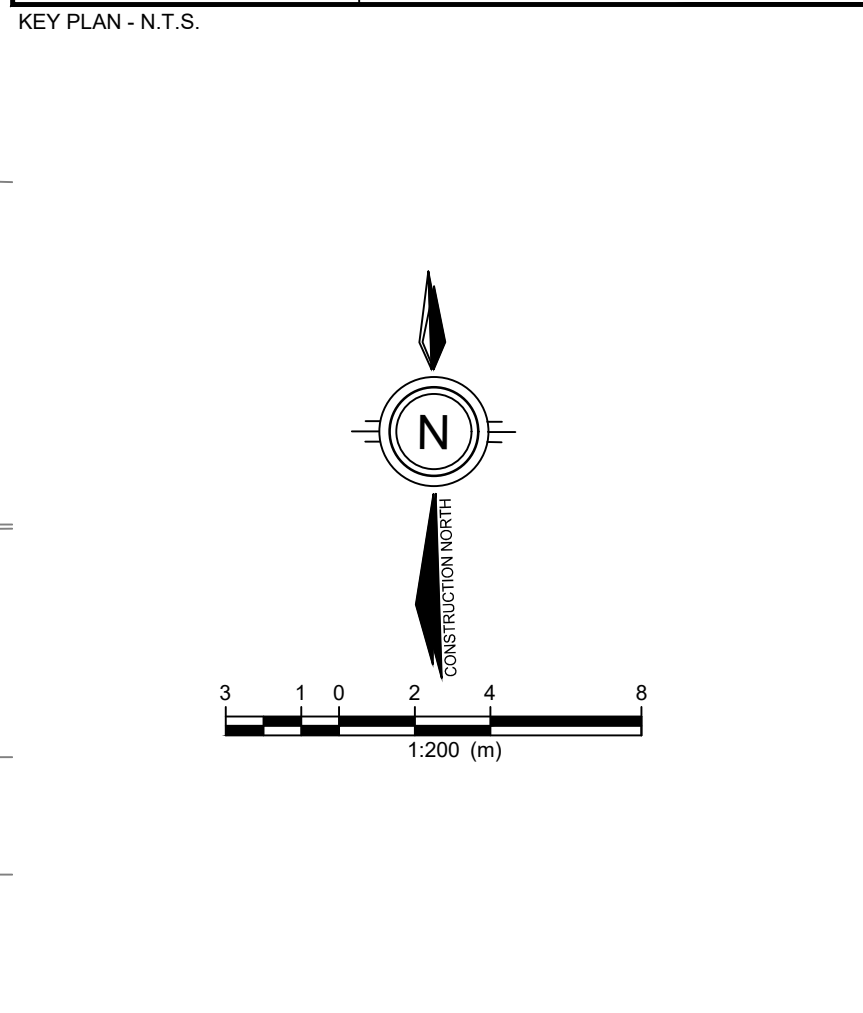
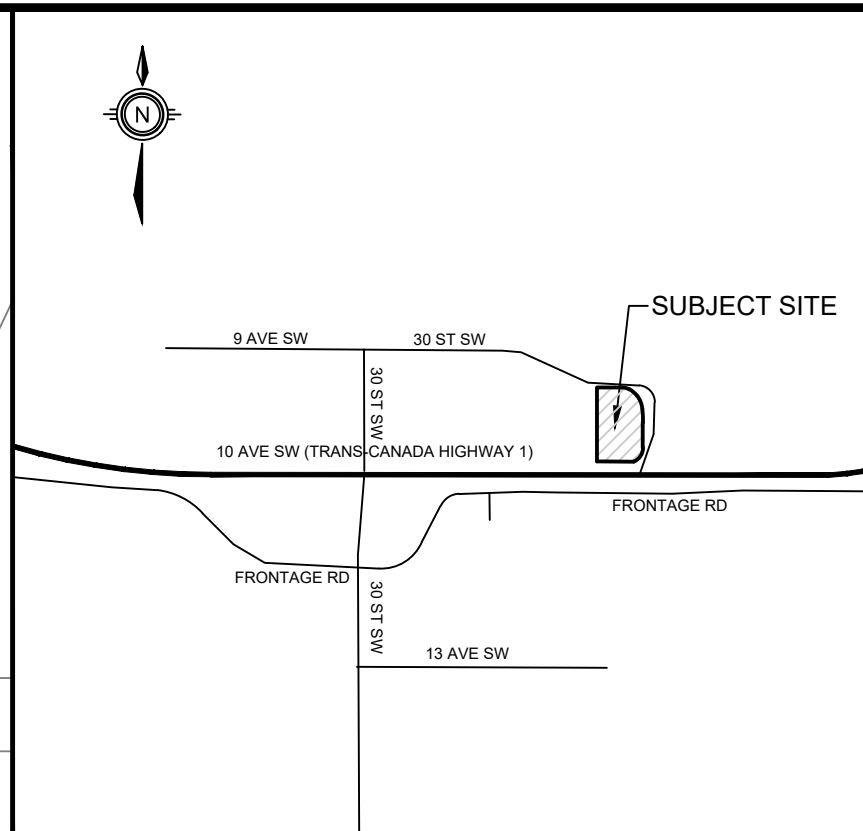
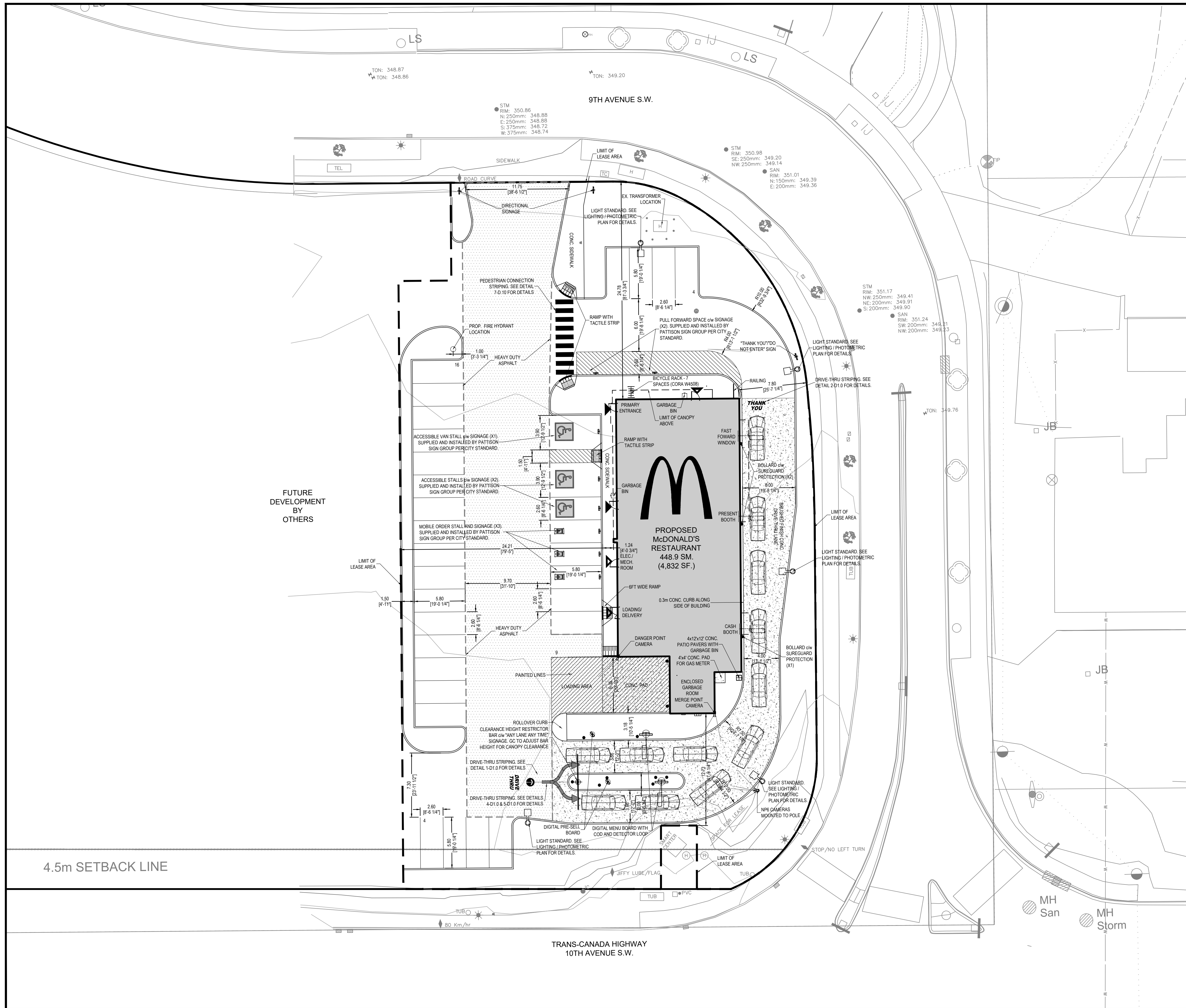
McDONALD'S RESTAURANT
 NEW FREESTANDING BUILDING - R3.0
 2991 - 10TH AVENUE SW (TCH & 30TH ST. SW)
 SALMON ARM, BC

EXTERIOR ELEVATIONS

McDonald's Restaurants of Canada Limited
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DATE	ISSUED
IFT	1/2/24
TA #2	1/9/24
TA #3	1/15/24
TA #4	1/24/24
BP ISSUE	1/31/24

DRAWN BY: KW
 CHECKED BY: GJ
 JOB NO.: 23298



DETAILS OF DEVELOPMENT			
	DATA	REQUIRED	PROPOSED
ZONING	COMPREHENSIVE DEVELOPMENT ZONE (CD-8)		
SETBACK	FY	6.0 m	24.78 m
	RY	6.0 m	12.73 m
	SY (EAST)	6.0 m	7.8 m
	SY (WEST)	6.0 m	24.21 m
LIMIT OF LEASE AREA		3531 SM	
RESTAURANT AREA		448.9 SM	
GARBAGE ROOM		PROVIDED (33.9 SM)	
SEATS		80	
LOT COVERAGE		13%	
# OF LOADING SPACES		1	
LANDSCAPE AREA		723 SM (20%)	
DT STACKING		11	
PARKING REQUIRED		27	
PARKING PROVIDED		33	

- NOTES**
- PARKING CALCULATIONS:
 - RESTAURANT - 1 PARKING SPACE PER 3 SEATS
 - 80/3=26.67 (27 SPACES)
 - ALL SITE FEATURES ARE EXISTING UNLESS OTHERWISE NOTED.
 - THESE DRAWINGS ARE COMPILED FROM INFORMATION SUPPLIED BY McDONALD'S AND SHALL BE SITE VERIFIED BY CONTRACTOR AT BID TIME.
 - GC TO COORDINATE AND PROVIDE SERVICING LOCATES TO IBI GROUP PRIOR TO CONSTRUCTION START TO CONFIRM THERE ARE NO CONFLICTS WITH PROPOSED.
 - CONTRACTOR SHALL VERIFY ALL SITE CONDITIONS PERTINENT TO WORK BEING PERFORMED, PRIOR TO STARTING CONSTRUCTION, AND REPORT ANY DISCREPANCIES OR VARIANCES TO PROJECT MANAGER.
 - CONTRACTOR SHALL VERIFY ALL DIMENSIONS PRIOR TO CONSTRUCTION AND BE RESPONSIBLE FOR SAME.
 - ALL WORK SHALL CONFORM TO THE REQUIREMENTS OF LOCAL CODES.

LEGAL DESCRIPTION

CLIENT

McDonald's Restaurants of Canada Ltd.
 4400 Still Creek Drive
 Burnaby, BC
 V5C 6C6
 Tel: 604-294-2181

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#	DATE	SC	ISSUED FOR	DESCRIPTION
1	2023 12 12	SC	ISSUED FOR DP	

DRAWING ISSUE RECORD

ROLE	NAME
SEALS	
SUB-CONSULTANT	
PRIME CONSULTANT	

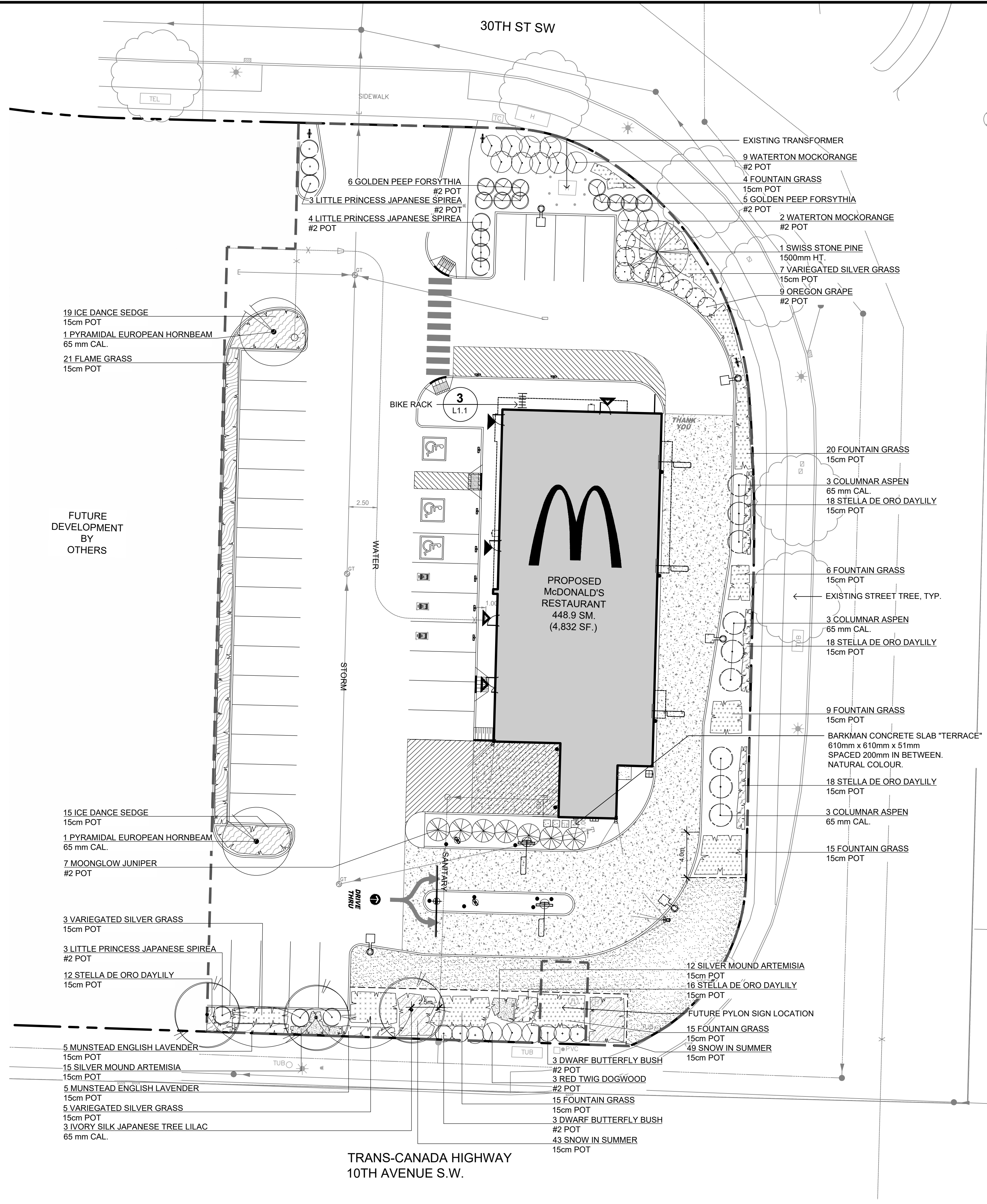
ARCADIS
 Arcadis Professional Services (Canada) Inc.
 Suite 200, East Wing 360 James Street North
 Hamilton, ON L8L 1H5 | CANADA
 T +1 905 546 1010
 www.arcadis.com

PROJECT
McDONALD'S
41255-SALMON ARM
 30 ST. SW & 10 AVE SW, SALMON ARM, BC

PROJECT NO:	139890
DRAWN BY:	SC
CHKD BY:	TW
SCALE:	1:200
DATE:	2023 10 05
SHEET TITLE	SITE PLAN

SP1.0

SHEET 1 OF 2



SOIL SPECIFICATIONS

AMENDED LOAM - "UNSCREENED"
 TARGET PARAMETERS
 • PH 6.5-7.8
 • ORGANIC MATTER BY WEIGHT 5-7%
 • EC <2.5
 • SOIL TEXTURE - LOAM, GRAVELLY LOAM OR SANDY LOAM
 • TEXTURAL COMPOSITION - 50-60% SAND, 15-20% SILT, 15-20% CLAY
 INGREDIENTS, TOPSOIL OF SANDY LOAM OR LOAM CLASSIFICATION.

IF AMENDING IS REQUIRED TO ACHIEVE THE TARGET PARAMETERS, THE EXISTING LOAM SHOULD THEN BE ALLOWED TO CLOT FOR A MINIMUM OF 2 WEEKS PRIOR TO BLENDING WITH OTHER INGREDIENTS REQUIRED TO ACHIEVE TARGET PARAMETERS. BLENDING SHOULD BE DONE WITHOUT THE USE OF SCREENER TO ENSURE SOIL CLOTS REMAIN INTACT AFTER BLENDING.

APPROVED INGREDIENTS AND AMENDMENTS
 • LOAM, SANDY CLAY LOAM OR SANDY LOAM.
 • WASHED SAND
 • CLASS 'A' COMPOST OR WELL-ROTTED MANURE
 • COMPOSTED PINE OR FIR BARK FINES
 • SPHAGNUM PEAT MOSS

GENERAL NOTES

ALL PLANT MATERIALS TO BE HIGH QUALITY / SPECIMEN AND SHALL CONFORM TO THE STANDARDS OF THE CITY OF SALMON ARM

DRAINAGE FLOWS TO BE DIRECTED AWAY FROM ALL BUILDINGS AT A MINIMUM GRADE OF 2% (SEE ENGINEERING DRAWING FOR GRADING PLAN)

ALL SHRUB AND TREE BEDS TO BE 450mm DEPTH, ALL OTHER AREAS TO BE 150mm DEPTH TOPSOIL ON NATIVE SUBGRADE

ALL CONSTRUCTION AND PLANTING DETAILS TO BE IN ACCORDANCE WITH THE CITY OF SALMON ARM

ALL UTILITIES SHALL BE LOCATED PRIOR TO ANY EXCAVATION.

ALL SHRUB PLANTING AND TREE WELLS TO BE PLANTED WITH 75mm DEPTH CLEAN WOOD FIBRE MULCH TO A MAXIMUM OF 100mm

IRRIGATION NOTES

- ALL SOFT LANDSCAPING AREAS SHALL BE PROVIDED WITH AN AUTOMATIC UNDERGROUND IRRIGATION SYSTEM, DESIGN/BUILD BY THE CONTRACTOR
- ALL SPRINKLERS SHALL BE ADJUSTED TO NOT SPRAY EXCESSIVELY ON ROADWAYS, PATHWAYS AND BUILDINGS.
- LOCATION OF IRRIGATION HEADS AND LINES ARE TO COORDINATE WITH TREE AND SHRUB PLANTING. TREE LOCATIONS TAKE PRECEDENCE.
- CROSSINGS UNDER WALKWAYS TO USE SCH 40 PVC SLEEVES WITH MINIMUM 300mm COVER. CROSSINGS UNDER ROADWAYS TO USE SCH 40 PVC SLEEVES WITH MINIMUM 500mm COVER. DIAMETER OF SLEEVES SHALL BE 2 X THE SUM OF THE DIAMETERS OF ENCASED IRRIGATION LINES.
- SPRAY HEADS IN SHRUB BEDS TO HAVE A POP-UP HEIGHT OF 300mm.
- WIRE SPLICES SHALL BE MADE WITH 3M DBY CONNECTORS AND HOUSED IN CARSON-BROOKS LOCKING VALVE BOX. PROVIDE 1.0m MINIMUM LENGTH WIRE SLACK COILED INSIDE SPLICE BOX AND AT CHANGES IN MAINLINE DIRECTION.
- INSTALL 1 SPARE # 14 WIRE FROM CONTROLLER CONTINUOUSLY FROM VALVE TO VALVE THROUGHOUT SYSTEM. COIL 600mm LENGTH OF SPARE WIRE NEATLY INTO EACH VALVE BOX.

PLANT SCHEDULE

BOTANICAL NAME	COMMON NAME	SIZE	CONDITION	QTY
TREES				
CARPINUS BETULUS 'FASTIGIATA'	PYRAMIDAL EUROPEAN HORNBEAM	65 MM CAL.	B&B	2
PINUS CEMBRA	SWISS STONE PINE	1500MM HT.	B&B	1
POPULUS TREMULA 'ERECTA'	COLUMNAR ASPEN	65 MM CAL.	B&B	9
SYRINGA RETICULATA 'IVORY SILK'	IVORY SILK JAPANESE TREE LILAC	65 MM CAL.	B&B	3
SHRUBS				
BUDDLEJA X 'BLUE CHIP'	DWARF BUTTERFLY BUSH	#2 POT	600MM SPR.	6
CORNUS SERICEA	RED TWIG DOGWOOD	#2 POT	600MM SPR.	3
FORSYTHIA X INTERMEDIA 'COURDJEALU'	GOLDEN PEEP FORSYTHIA	#2 POT	600MM SPR.	11
JUNIPERUS SCOPULORUM 'MOONGLOW'	MOONGLOW JUNIPER	#2 POT	2000MM SPR.	7
MAHONIA AQUIFOLIUM	OREGON GRAPE	#2 POT	600MM SPR.	9
PHILADELPHUS LEWISII 'WATERTON'	WATERTON MOCKORANGE	#2 POT	600MM SPR.	11
SPIRAEA JAPONICA 'LITTLE PRINCESS'	LITTLE PRINCESS JAPANESE SPIREA	#2 POT	600MM SPR.	10

GRASSES AND PERENNIALS SCHEDULE

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	QTY
SHRUB AREAS					
	ARTEMISIA SCHMIDTIANA 'SILVER MOUND'	SILVER MOUND ARTEMISIA	15CM POT	550MM O.C.	27
	CAREX MORROWII 'ICE DANCE'	ICE DANCE SEDGE	15CM POT	1000MM O.C.	34
	CENCHRUS ALOPECUROIDES 'HAMEL'	FOUNTAIN GRASS	15CM POT	930MM O.C.	85
	CERASTIUM TOMENTOSUM	SNOW IN SUMMER	15CM POT	500MM O.C.	92
	HEMEROCALLIS X 'STELLA DE ORO'	STELLA DE ORO DAYLILY	15CM POT	500MM O.C.	82
	LAVANDULA ANGSTIFOLIA 'MUNSTEAD'	MUNSTEAD ENGLISH LAVENDER	15CM POT	980MM O.C.	10
	MISCANTHUS SINENSIS 'PURPURESCENS'	FLAME GRASS	15CM POT	1500MM O.C.	21
	MISCANTHUS SINENSIS 'VARIEGATUS'	VARIEGATED SILVER GRASS	15CM POT	1600MM O.C.	15
GROUND COVERS					
	SOD	KENTUCKY BLUEGRASS	N/A	N/A	170 m²

SITE STATISTICS CITY OF SALMON ARM

TOTAL SITE DEVELOPMENT AREA (McDonalds Only)	3531m² - 100%
BUILDING (SITE COVERAGE)	450m² - 13%
LANDSCAPE AREA PROVIDED	668m² - 19%
SUMMARY OF TREES PROVIDED	
PROPOSED DECIDUOUS TREES (50-65mm CAL)	14
PROPOSED CONIFEROUS TREES (1.5-2m HT)	1
	15 TREES
SUMMARY OF SHRUBS PROVIDED	
DECIDUOUS SHRUBS	50
CONIFEROUS SHRUBS	7
	57 SHRUBS
NOTE: - ALL LAND NOT COVERED BY BUILDING, PARKING, OUTDOOR AMENITY, OR RETAINING WALLS SHALL BE LANDSCAPED.	

REFERENCE NOTES SCHEDULE

SYMBOL	DESCRIPTION	QTY
----	ALUMINUM EDGER	34.0 m

PLANTING SUMMARY: EXISTING DP

QTY.	TYPE	SIZE
14	TREES (13 DECIDUOUS, 1 CONIFEROUS)	65mm CAL.
66	SHRUBS	#2 CONT.
541	GRASSES/PERENNIALS	#1 CONT.

PLANTING SUMMARY: NEW MCDONALDS DP

QTY.	TYPE	SIZE
15	TREES (14 DECIDUOUS, 1 CONIFEROUS)	65mm CAL. / 1.5m HT
57	SHRUBS	#2 CONT.
372	GRASSES/PERENNIALS	15CM POT

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#	DATE	BY	DESCRIPTION
1	2023-11-23	KM	ISSUED FOR DP
2	2023-12-21	KM	ISSUED FOR BP

DRAWING ISSUE RECORD

SEALS

SUB-CONSULTANT

PRIME CONSULTANT

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PROJECT

McDONALD'S
41255-SALMON ARM
 30 ST. SW & 10 AVE SW, SALMON ARM, BC

PROJECT NO: 139890
 DRAWN BY: JY
 CHKD BY: KM
 SCALE: 1:200
 DATE: 2023-11-14

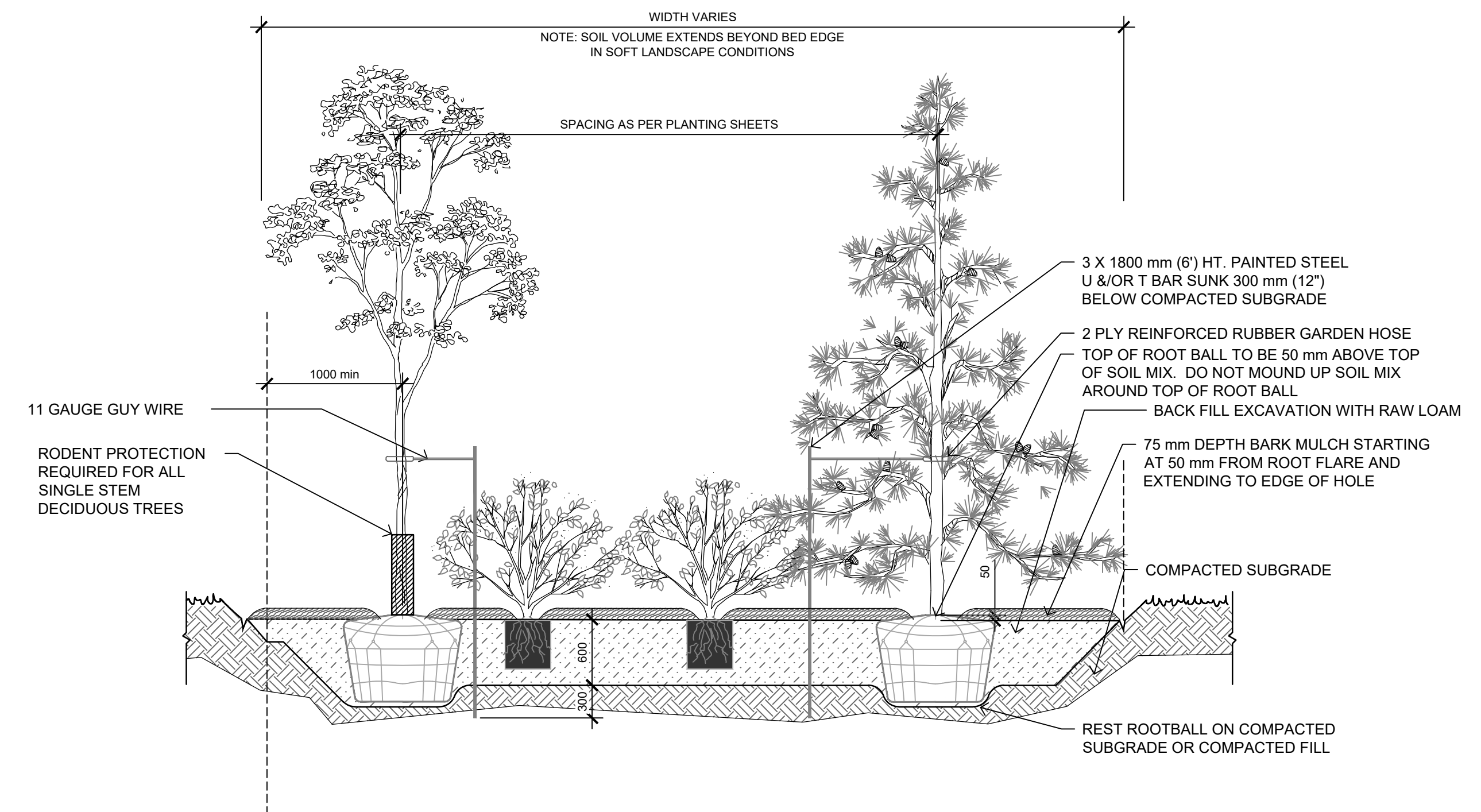
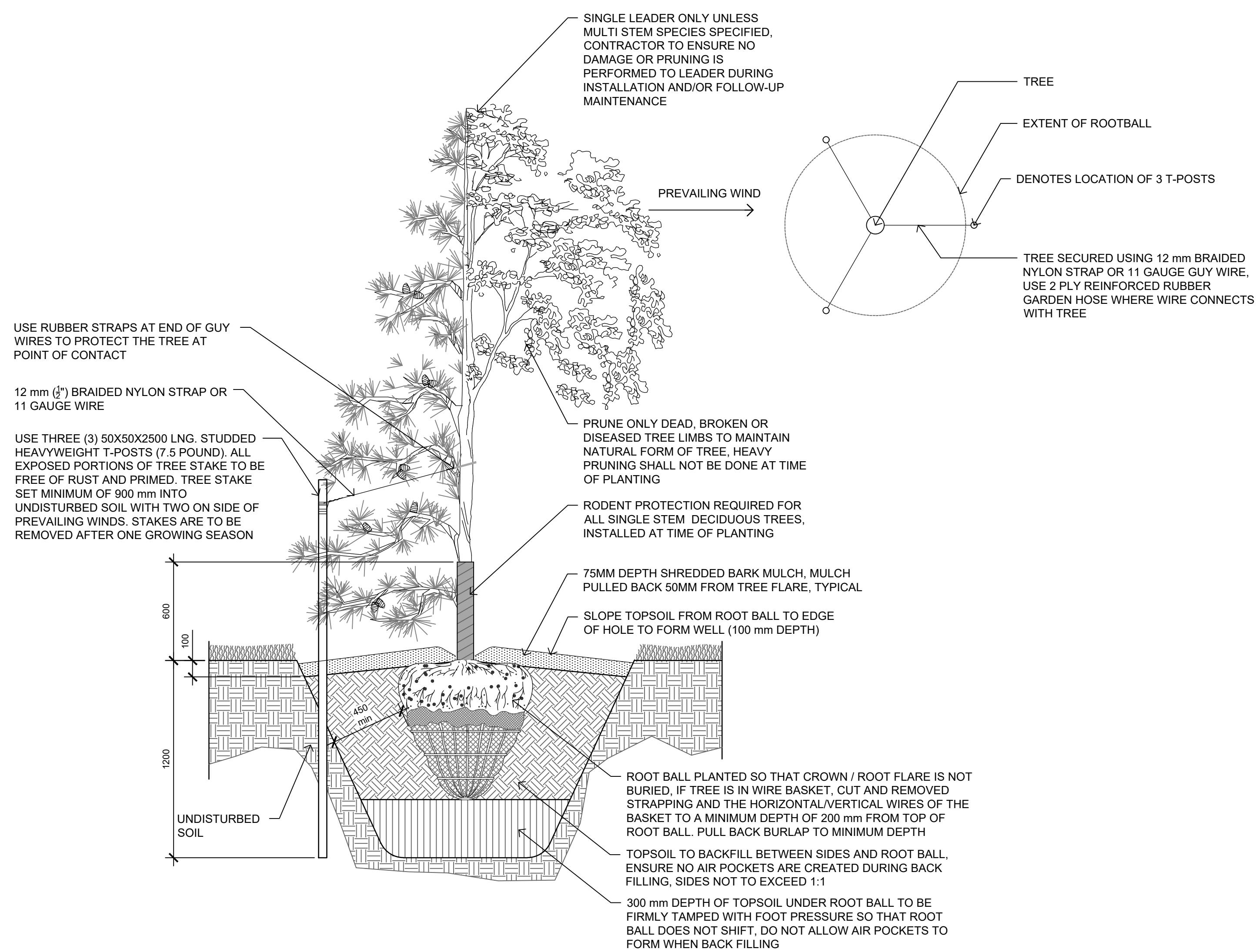
SHEET TITLE

LANDSCAPE PLAN

L1.0

SHEET 1 OF 1

1 LANDSCAPE PLAN
 L1.0 1:200

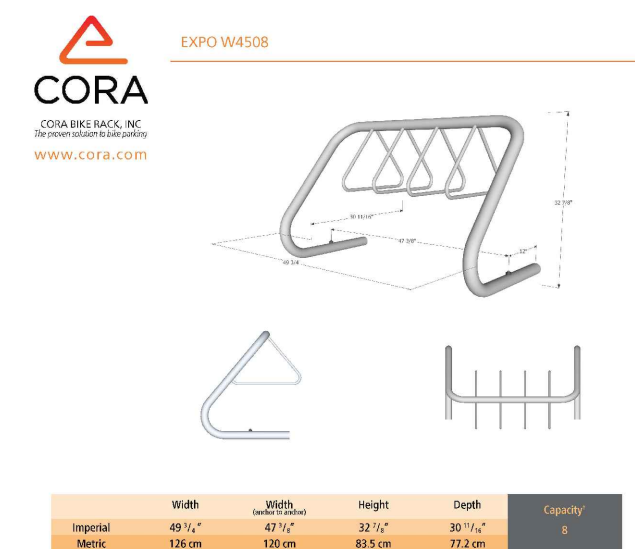


1 STANDARD TREE PLANTING

L1.1 SCALE 1:20

2 MIXED PLANTING BED WITH MULCH

L1.2 SCALE 1:40



3 BIKE RACK

L1.1 NTS

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#	DATE	BY	DESCRIPTION
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SEALS

SUB-CONSULTANT

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T +1 905 546 1010
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PROJECT
McDONALD'S
41255-SALMON ARM
30 ST. SW & 10 AVE SW, SALMON ARM, BC

PROJECT NO: 139890
DRAWN BY: JY
CHKD BY: KM
SCALE: 1:200
DATE: 2023-11-14

SHEET TITLE
LANDSCAPE DETAILS

L1.1

SHEET 1 OF 1



View of proposed building site looking north from the Trans Canada Highway.



View of proposed building site looking north from the Trans Canada Highway.



Looking east from the proposed building site.

Looking west from the proposed building site.



View of the proposed building site looking north from the Trans Canada Highway.

SECTION 46 – CD-8 – COMPREHENSIVE DEVELOPMENT ZONE – 8 #3811

Purpose

46.1 The CD-8 Zone is intended to provide for the *development* of a regional *shopping centre*. New *developments* zoned CD-8 may be required to obtain a *Development Permit* as per the requirements of the *Official Community Plan*.

Regulations

46.2 On a *parcel* zoned CD-8, 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-8 Zone or those regulations contained elsewhere in this Bylaw.

Permitted Uses

46.3 The following uses and no others are permitted in the CD-8 Zone:

- .1 appliance store;
- .2 auto parts and accessories (new) sales;
- .3 automotive repair shop;
- .4 banking kiosk;
- .5 *building* supply establishment;
- .6 *café*;
- .7 car wash;
- .8 *commercial daycare facility*;
- .9 frozen food lockers, including retail sales;
- .10 *fuel service station* (one per parcel);
- .11 furniture stores;
- .12 greenhouses and nurseries, including retail sales;
- .13 hardware store;
- .14 *mobile food vending*; #4240
- .15 *neighborhood pub*;
- .16 *offices*;
- .17 *outside vending*;
- .18 pet shop;
- .19 print shop;
- .20 *public use*;
- .21 *public utility*;
- .22 *recreation facility – indoor*;
- .23 *recreational facility – outdoor*;
- .24 *recycling beverage container return centre*;
- .25 *restaurant*;
- .26 second hand stores;
- .27 *shopping centre*, excluding Government Liquor Stores;
- .28 sporting goods stores;
- .29 tire sales and repair establishment;
- .31 *upper floor dwelling units*;
- .32 veterinary hospital;
- .33 video stores;
- .34 accessory use; and
- .35 ancillary retail sales.

Maximum Height of Principal and Accessory Buildings

46.4 The maximum *height* of the *principal building* shall be 12.0 metres (39.4 feet).

Maximum Area of Principal and Accessory Buildings

46.5 The maximum ground *floor area* of a *building* shall be 10,776.4 square metres (116,000 square feet).

SECTION 46 – CD-8 – COMPREHENSIVE DEVELOPMENT ZONE – 8 - CONTINUED

Minimum Parcel Size or Site Area

46.6 The minimum *parcel* size or *site* area shall be 2.0 hectare (5.0 acres).

Minimum Parcel or Site Width

46.7 The minimum *parcel* or *site* width shall be 150.0 metres (492.1 feet).

Minimum Setback of Principal and Accessory Buildings

46.8 The minimum *setback* of the *principal buildings* and *accessory buildings* from all *parcel* lines shall be 6.0 metres (19.7 feet).

Outside Storage

46.9 Outside storage – shall be screened as per Appendix III or as approved in a Development Permit.

Parking and Loading

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

Present: Trent Sismey (Panel Member)
Dennis Lowe (Panel Member)
Verna Burton (Panel Member)
Marc Lamerton (Panel Member)
Bill Laird (Panel Member - Chair)
R. Warraich (Applicant – DP-449)
D. Todd, L. Todd, & G. Jensen (Applicants – DP-453)
Chris Larson (Senior Planner)
Morgan Paiement (Planner)

Absent: Al Waters (Panel Member)

Application No. DP-449
1150 12 Avenue SE – Sunnyhill Town Homes (Flat Architecture)

Staff and the designer provided an overview of the proposal under current application, noting that a Zoning Amendment application is also advancing. The application has been revised based on staff comments. Panel members discussed the proposal, noting the need for housing and the tasteful design and finishes. The DRP asked questions of clarification regarding the proposal, more specifically concerning vehicle circulation, garbage pick-up, snow storage, amenity space, and noting some potential for variation in the colour palette. Some concern was noted relative to pick-up/drop-off at the daycare. The applicant noted these concerns as potentially informing revisions. With these points noted, the DRP is supportive:

Panel Recommendation

THAT the DRP supports application DP-449 as presented, subject to consideration towards varying the colour palette and enhanced daycare access/parking.

Application No. DP-453
2991 9 Avenue SW – Salmon Arm Shopping Centres Ltd. & Calloway REIT (Arcadis Professional Services Inc.)

Staff and the design team provided an overview of the proposal under current application. It was noted that the proposal has been revised based on staff comments. Panel members discussed the proposal, noting their general support and the enclosed garbage/recycling area. It was noted that the street-facing south and east elevations could be enhanced, but that the proposed landscaping contributes to interest in these building faces. The DRP suggested that some consideration be given to outdoor seating. With this noted, the DRP is supportive:

Panel Recommendation

THAT the DRP supports application DP-453 as presented, subject to consideration towards outdoor seating.

Marc Lamerton (Panel Member) left the meeting.

**Application No. DP-454
2110 11 Avenue NE – 1292919 BC Ltd. (Avex Architecture)**

Staff and the designer provided an overview of the proposal under current application. Panel members discussed the proposal, noting the need for housing. Snow clearance, residential access, and the setback variance were discussed. The DRP is supportive:

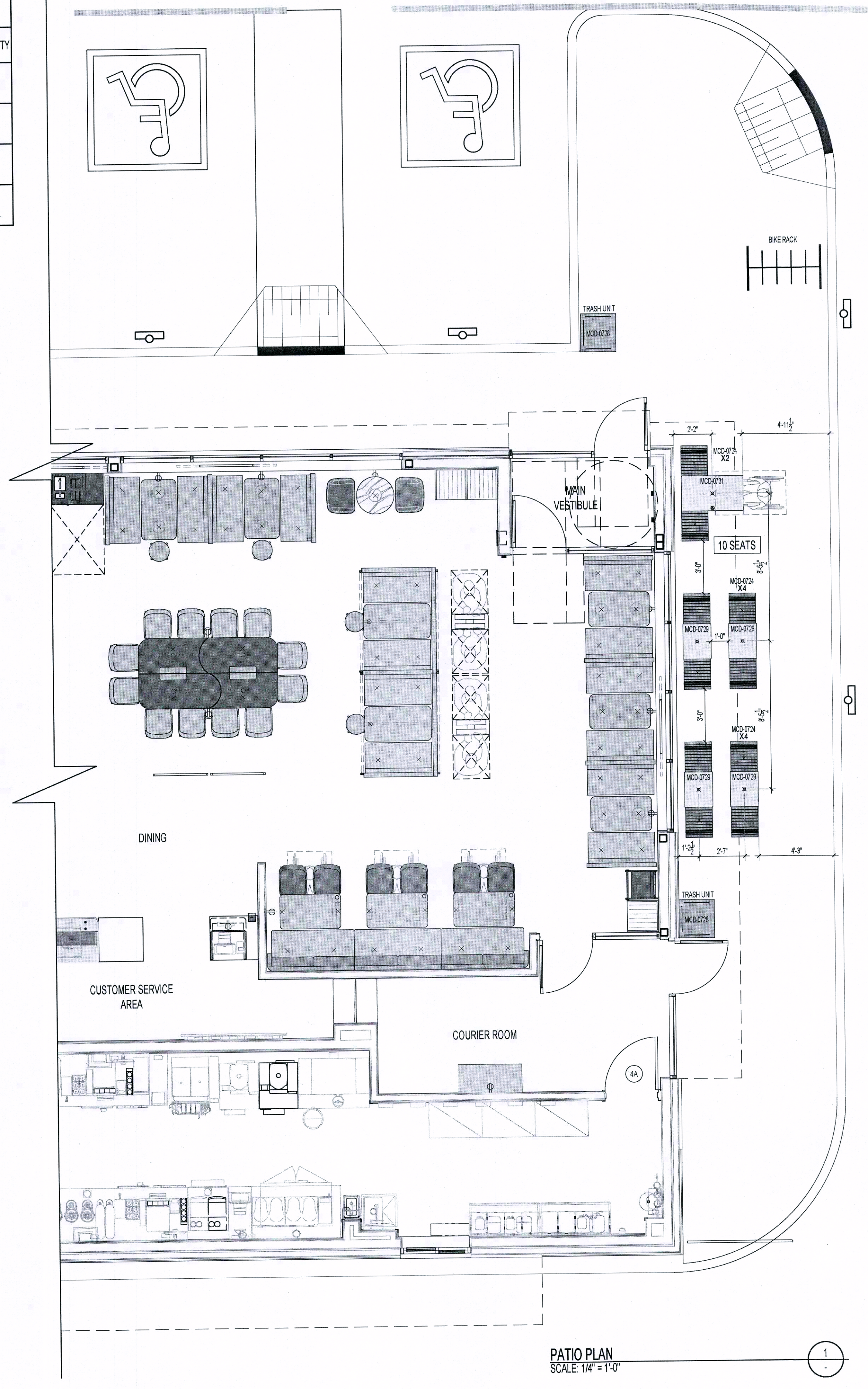
Panel Recommendation

THAT the DRP supports application DP-454 as presented.



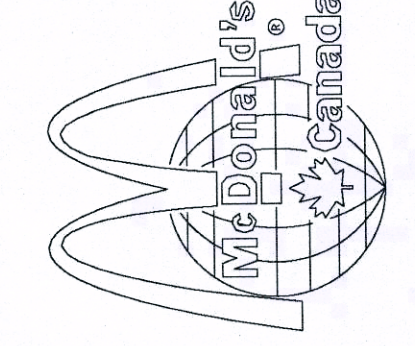
Endorsed on behalf of Design Review Panel

PATIO FURNITURE & ACCESSORIES				
NOTES:				
1. REFER TO PATIO PLAN FOR FIXTURE LOCATION. CONFIRM ALL QUANTITIES WITH PATIO PLAN AND SITE CONDITIONS.				
2. CONFIRM ALL DIMENSIONS AND FINISHES WITH MANUFACTURER AND ON SITE INSTALL AS PER MANUFACTURER'S INSTRUCTIONS.				
3. PATIO FURNITURE BY ARTITALIA GROUP. CONTACT 1-800-844-7986.				
4. PATIO UMBRELLAS BY BUM CONTRACT. CONTACT STEVE DEMAIN @ 1-855-337-2886 OR steve@bumcontract.com				
5. PATIO ENCLOSURES BY PATIO MATRIX OR EQUAL. IF PATIO MATRIX, CONTACT FARBORZ JOULIAN @ FARBORZJ@AIAA.COM OR 804-438-4884.				
SYMBOL	DRWG	REFERENCE	NOTE	QUANTITY
	MCD-0724	BENCH SEAT WITH BACK	B	10
	MCD-0728	GARBAGE BIN	B	2
	MCD-0729	2 PERSON TABLE	B	4
	MCD-0731	4 PERSON WITH HANDICAP LOGO	B	1



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 (604) 780-0175
 E-MAIL: kate.vornbrock.com



MCDONALD'S RESTAURANT
 NEW FREESTANDING BUILDING - #41255
 2991 - 10th AVE SW (TCH & 30th ST. SW)
 SALMON ARM, BC

PATIO PLAN

PREPARED FOR:
 McDonald's Restaurants of Canada Limited
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DATE ISSUED	NOV 22-23
PRELIM PLAN	NOV 27-23
PHASE 2	DEC 01-23
REVIEW	JAN 09-24
TA #2	JAN 30-24
PATIO PLAN	JAN 31-24
BP ISSUE	

DRAWN BY JK
 CHECKED BY -
 JOB NO.

ID6.0



REQUEST FOR DECISION

To: Development & Planning Services Committee

From: Manager of Planning and Building

Title: Temporary Use Permit Application No. TUP 18 and Agricultural Land Commission Application No. ALC – 421 (ALC ID 700055)

Legal: Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 4279, Except Parcel A on Plan B7061, Plans 29487 and 42166 (1300 10 Street SW)
Lot B (Plan B5839) of the NW¼ of Section 11, Township 20, Range 10, W6M, KDYD (690 10 Avenue SW)
Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 4279 Except Parcel A on Plan B7061, Plans 29487 and 42166 (550 10 Avenue SW)
Parcel A (Plan B5838) of the Northwest ¼ Section 11, Township 20, Range 10, W6M, KDYD (431 Foothills Road SW)

Civic: 1300 10 Street SW, 690 10 Avenue SW, 550 10 Avenue SW and 431 Foothills Road SW

Owner: Thompson, J.B., Thompsons J.B. &S., de Dood J. & J., and
Agent: Salmon Arm Folk Music Society

Date: March 18, 2024

Executive Summary/Purpose:

The four subject parcels are located at 550 & 690 10 Avenue SW, 1300 – 10 Street SW, and a portion of 431 Foothills Road SW (Appendix 1 and 2). The applicant is proposing a Temporary Use Permit (TUP) to allow for up to 1,000 campsites during the Salmon Arm Roots and Blues Festival.

The applicant has also made application to the Agricultural Land Commission (ALC) for Non-Farm Use to allow for campsites on lands within the Agricultural Land Reserve (ALR). Permission is being requested to extend the period of ALC approval and to extend the area used for non-farm use.

A rationale letter from the applicant is attached as (Appendix 3).

Motion for Consideration:

THAT: Temporary Use Permit No. TUP 18 be issued for:

- 1) Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 27414 (550 - 10 Avenue SW);
- 2) Parcel B (Plan B5839) of the NW ¼ of Section 11, Township 20, Range 10, W6M, KDYD (690 - 10 Avenue SW);
- 3) Lot 1, Section 11, Township 20, Range 10, W6M, KDYD, Plan 4279 except Parcel A on Plan B7061, Plans 29487 and 42166 (1300 - 10 Street SW); and
- 4) Parcel A (Plan B5838) of the Northwest ¼ Section 11, Township 20, Range 10, W6M, KDYD

AND THAT: TUP 18 permits the temporary use of campgrounds as shown in Appendix 11 and in accordance with the following:

- 1) The total number of tent or recreational vehicle sites on the subject properties shall not exceed 1,000;
- 2) Check-in stations are to be setback appropriately from each entrance, ideally to provide a minimum queuing distance of 100 metres (15 vehicles);
- 3) Plumbing Permit issuance by the City's Building Department is required prior to the commencement of the Roots and Blues Festival;
- 4) Approval of a Fire Safety Plan by the City's Fire Department;
- 5) Approval of a Security Plan by the RCMP;
- 6) Non-Farm Use approval from the Agricultural Land Commission (ALC); and
- 7) TUP 18 is valid for a two week period during the months of July or August for the years 2024, 2025 and 2026, with camping limited to a maximum seven day time period during the Roots and Blues Festival.

AND FURTHER THAT: Non-Farm Use Application No ALC – 421 be forwarded to the Agricultural Land Commission with a resolution of support by Council.

Staff Recommendation:

That the Motion for Consideration be adopted.

Proposal:

In 2022 a similar TUP was issued for the subject property, which permitted 750 campsites for the Roots and Blues Festival. In conjunction with that TUP application the applicant was required to obtain ALC Non-Farm Use approval. This application differs from previous applications in that the number of camp sites is increasing from 750 to 1,000 and includes a portion of 431 Foothills Road S.W. New applications for TUP and ALC Non-Farm Use are required due to the proposed increase in number of proposed campsites, change in timeframe for the use and the expansion of the subject area.

Background:

The ALC and City Council have approved temporary festival campground use in various configurations on 550 - 10 Avenue SW, 690 - 10 Avenue SW and 1300 – 10 Street SW since 2005. The campground has provided critical accommodation for festival goers. The applicant is seeking to expand the area for the TUP and ALC Non- Farm Use approval to include the northern portion of 431 Foothills Road SW.

The subject property is approximately 14.2 ha (35 ac) in area and is primarily grazing and hay fields. The subject property has an Improved Soil Capability Rating of 60% Class 2(X), with minor adverse conditions and 40% Class 4(W) affected by excess water conditions (Appendix 6). With regard to the Unimproved Soil Capability Rating the subject property is 60% Class 3 and 40% Class 4 (Appendix 7). 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 the growth of the widest range of crops. Class 7 is considered non-arable, with no potential for soil bound agriculture.

Adjacent zoning and land uses include the following:

- North: Park and Recreational Zone (P-1)/Institutional Zone (P-3)/Seniors Assisted Facility/ALR – Fall Fairgrounds
- South: Rural Holding (A-2) – Single Family Dwelling/Pasture/ Single Family Residential (R-1) Single Family Dwelling
- East: Rural Holding (A-2)/Single Family Residential (R1)/ALR – Residential/Agriculture/Pasture
- West: Commercial (C-3)/ (A-2)/Single Family Residential (R1)/ALR – Residential/Agriculture/Pasture

The ALC has provided the application with Non-Farm Use approval to address the change from August to July for 750 campsites, and that approval is valid through the 2024 festival. The subject ALC application would review the change in the number of campsites and extending the permission to 431 Foothills Road SW.

Relevant Policy:

The Official Community Plan, Section 9.4 details general policies and guidelines for the issuance of TUPs. The proposal aligns with those guidelines.

Referral Comments:Fire Department

The applicant is required to have a fire safety plan approved by the Fire Chief as a condition of TUP issuance. The following, specific items, are to be addressed as part of the overall plan:

- Grass to be cut just prior to grounds being occupied.
- No Fires Permitted.

- Approval of Fire Safety Plan.
- Free and clear roadways within campground.
- Entrances/Exits minimum of 4m width.
- Fire Suppression equipment available on site including ABC rated dry chemical extinguishers and 45 gal water barrels with buckets.
- Campground attendant to periodically patrol site.

Building Department

No concerns.

Engineering Department

The Engineering Department has no objections with the TUP provided the vehicle check-in stations are located to provide a minimum cueing distance of 100m (15 vehicles) and that a Plumbing Permit and inspection prior to public use of the hand washing stations is required.

RCMP

The applicant and festival organizers are to provide the RCMP with a site security plan.

Planning Department

Staff are supportive of the issuance of Temporary Use Permit Application No. TUP 18 subject to the terms and conditions outlined in the motion for consideration and the recommendations from the Fire Department and RCMP are adhered to. The TUP would be valid for a three year period.

Given previous approvals and stewardship of the festival organizers, staff are supportive of the ALC Non-Farm Use application. Issuance of the TUP would permit the proposed uses.

Financial Considerations:

N/A

Committee Recommendations:

Quorum for the February 14, 2024 Agricultural Advisory Committee (AAC) was not met.

Public Consultation:

Pursuant to the *Local Government Act* Section 494 (3) and *City of Salmon Arm Temporary Commercial and Industrial Use Permit Procedures Bylaw No. 3548*, notices are mailed to land owners within a 30m radius of the application, one newspaper ad is placed in a local paper and a sign posted on the subject property. The notices outline the proposal and advises those with an interest in the proposal to provide written submission prior to the Public Hearing and information regarding attending the Public Hearing. The Public Hearing would be on March 25, 2024.

Alternatives & Implications:

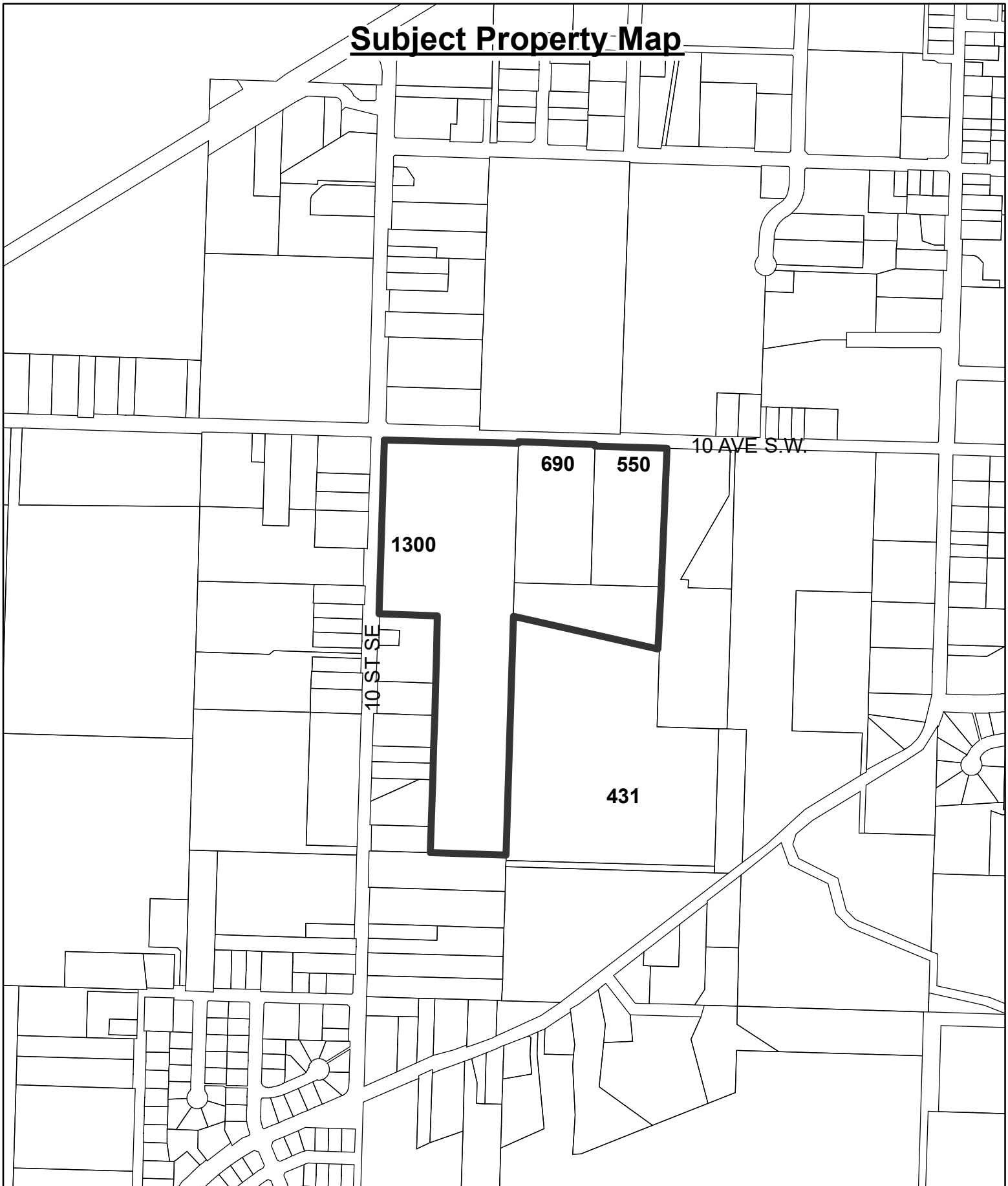
N/A

Prepared by: Manager of Planning & Building
Reviewed by: Director of Planning & Community Services
Approved by: Chief Administrative Officer

Attachments:

- Appendix 1 – Subject Property Map 1
- Appendix 2 – Subject Property Map 2
- Appendix 3 – Ortho Map (Small Scale)
- Appendix 4 – Ortho Map (Large Scale)
- Appendix 5 – OCP Map
- Appendix 6 – Zoning Map
- Appendix 7 – ALR Map
- Appendix 8 – Improved Soils Map
- Appendix 9 – Unimproved Soils Map
- Appendix 10 – ALC Application
- Appendix 11 – Letter of Rationale
- Appendix 12 – Proposed Campsite Areas

Subject Property Map



10 ST SE

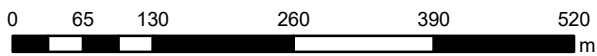
10 AVE S.W.



1300

690

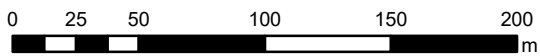
550

431



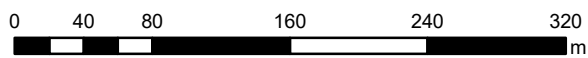
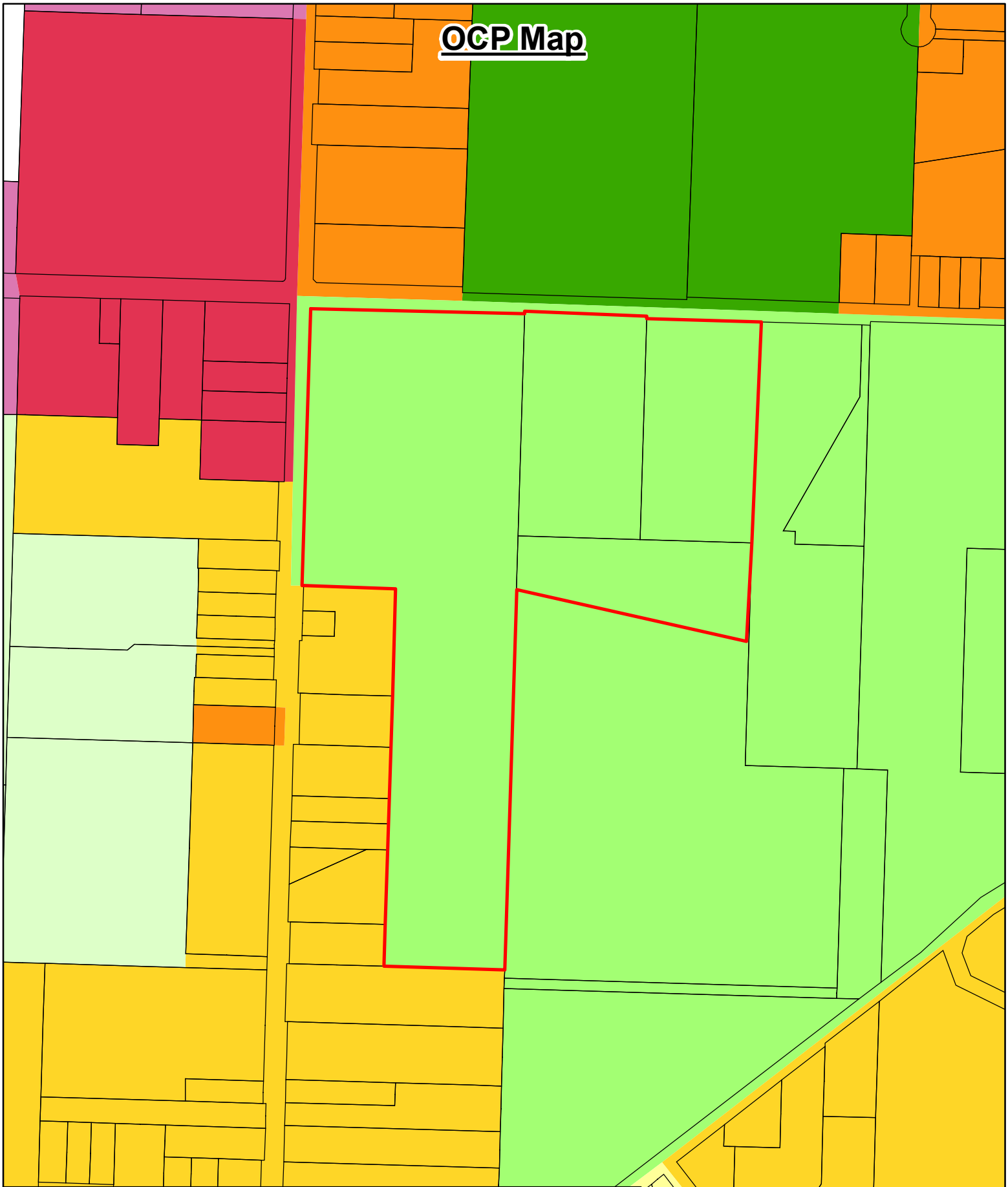
-  Subject Property
-  Parcels

Ortho Map 2



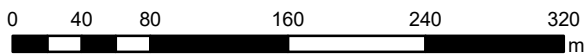
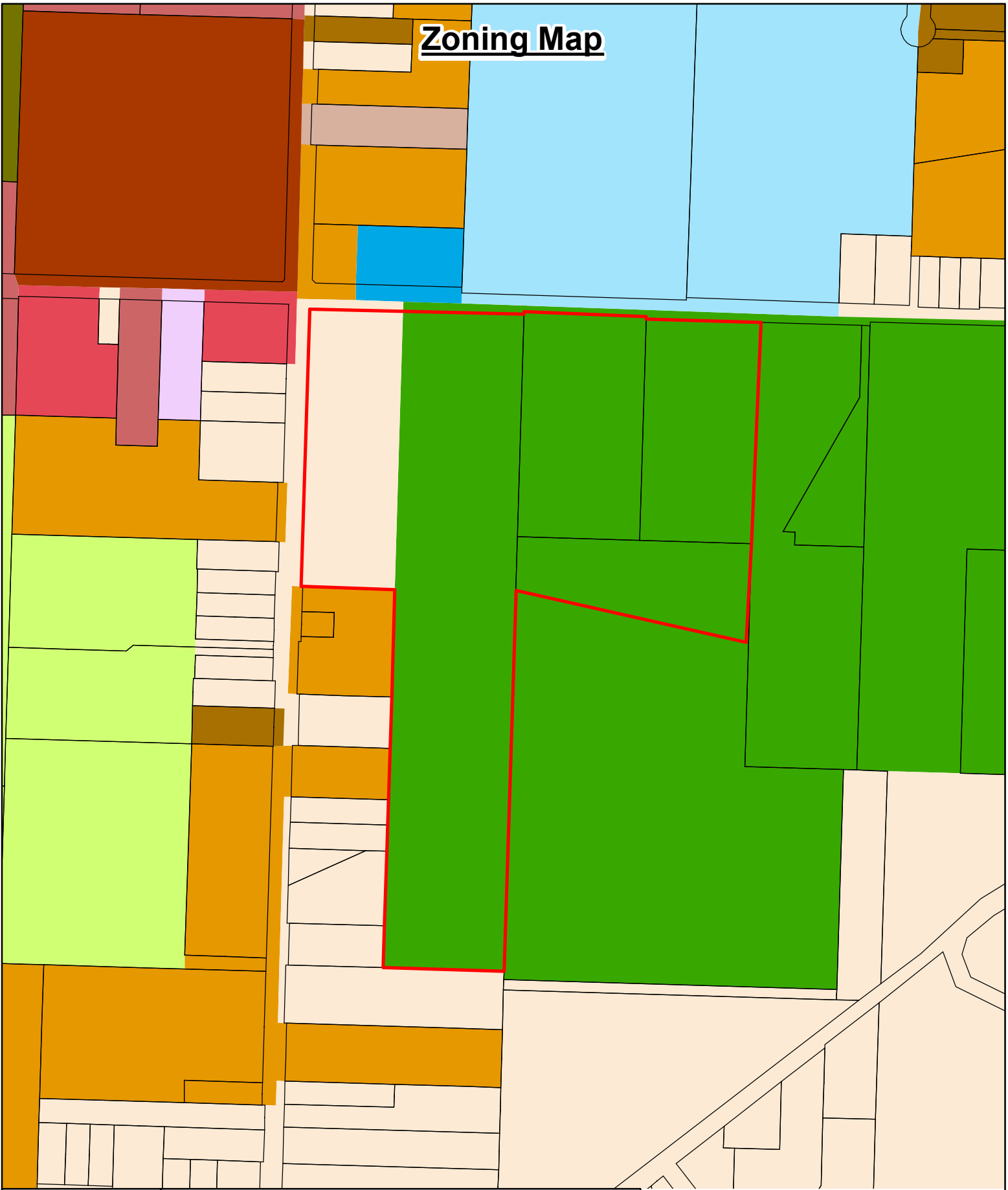
-  Subject Property
-  Parcels

OCP Map



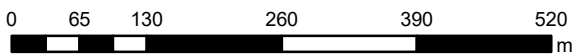
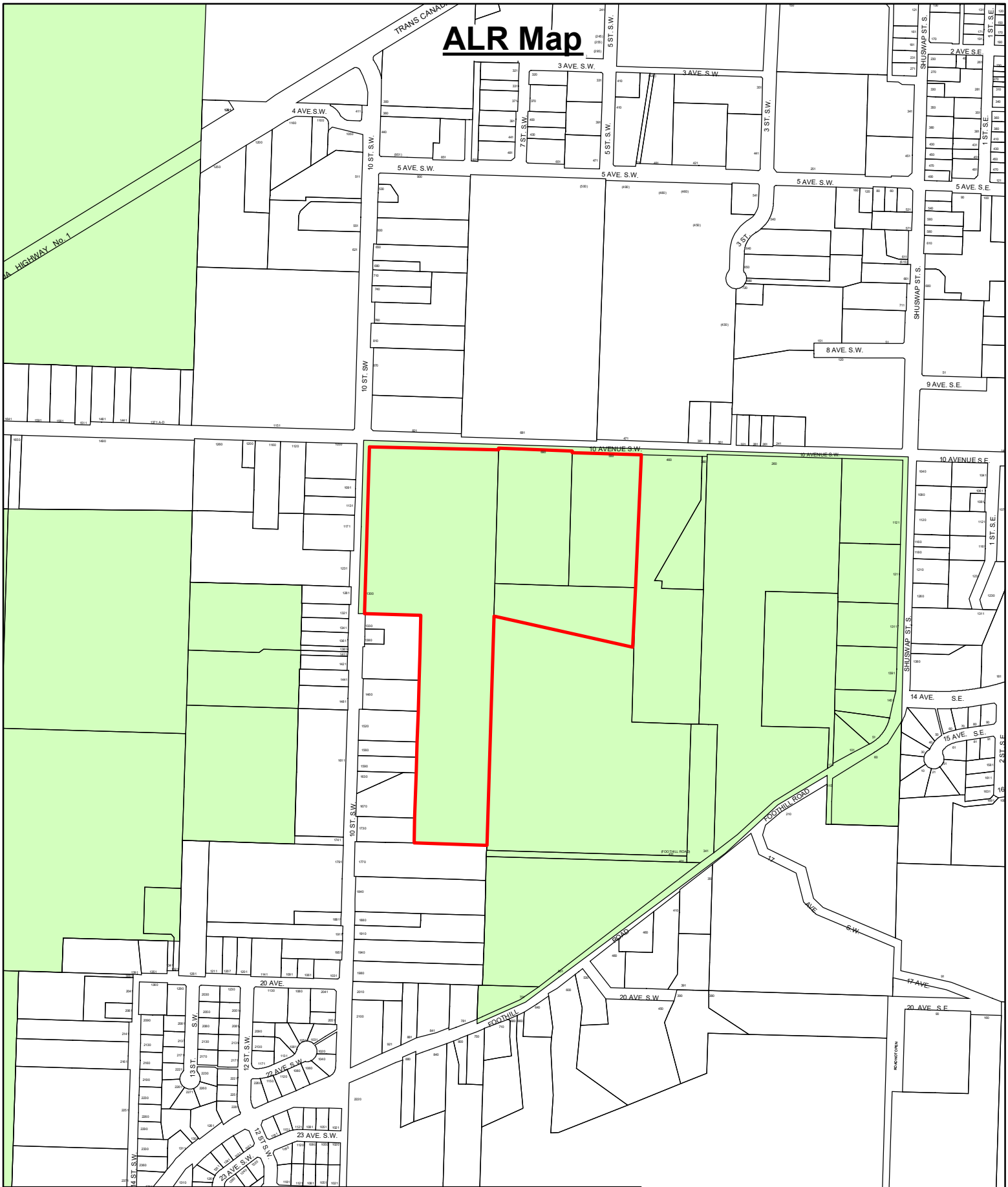
- Subject Property
- Parcels
- Acresage Reserve
- Salmon Valley Agriculture
- Park
- Residential - Low Density
- Residential - Medium Density
- Residential - High Density
- Commercial - City Centre
- Commercial - Highway Service / Tourist




Zoning Map



Subject Property	A-1	CD-1	R-1
Parcels	A-2	CD-11	R-4
	C-2	IR	R-5
	C-3	P-1	R-8
	C-7	P-3	

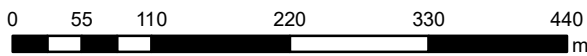
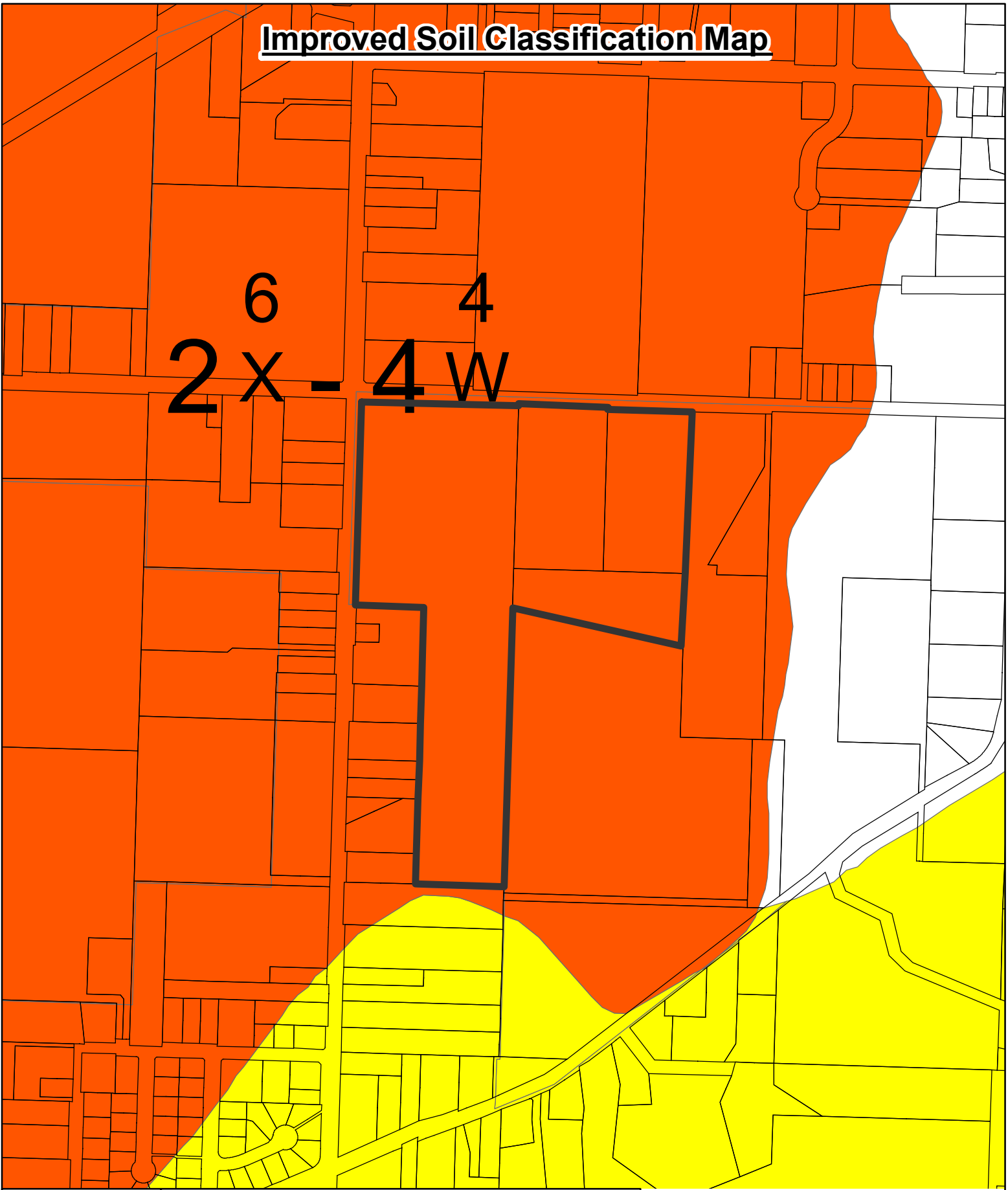
ALR Map







-  Subject Property
-  Parcels
-  ALR

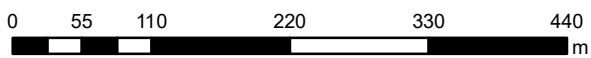
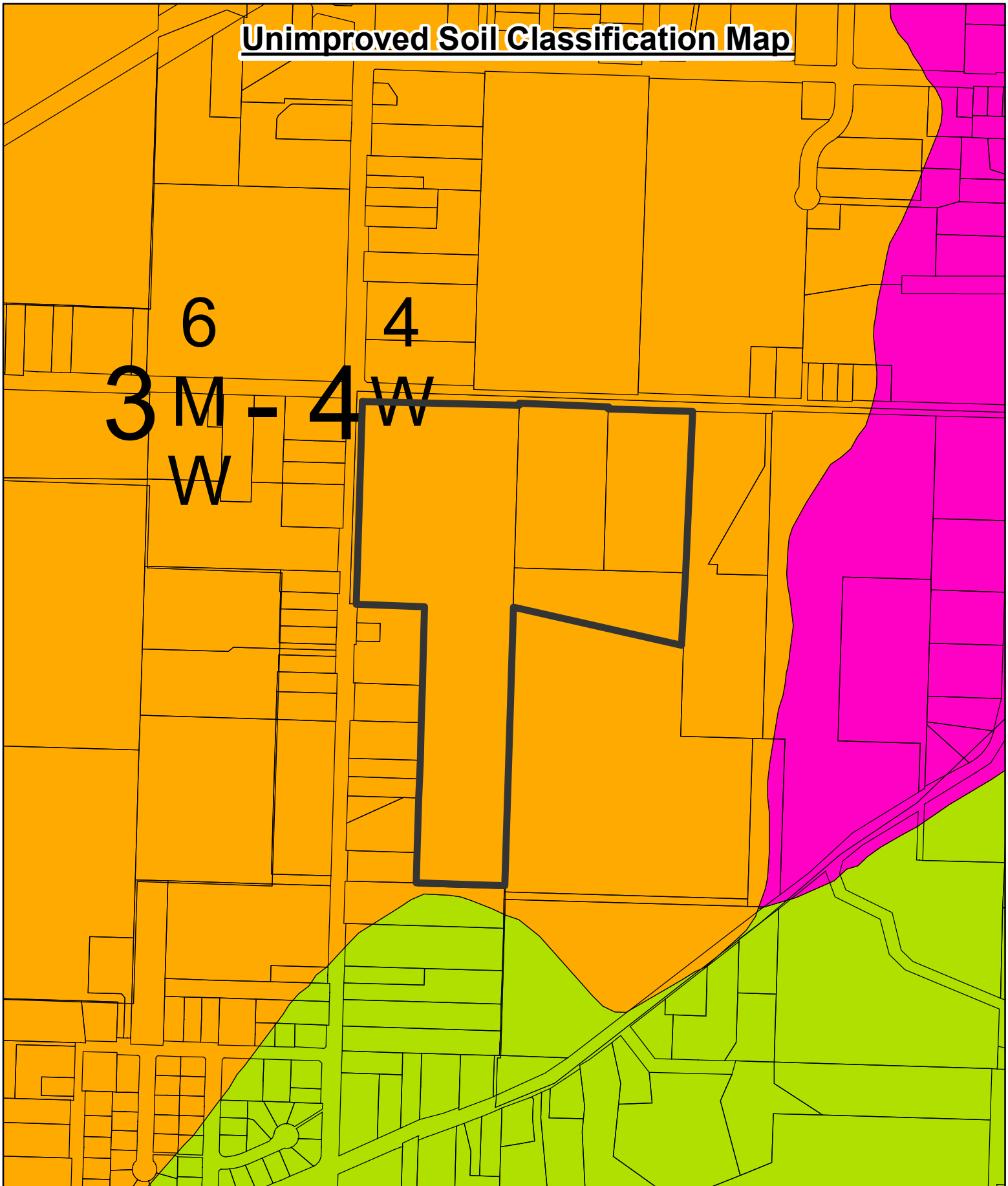
Improved Soil Classification Map

6
4
2x - 4w



-  Subject Property
-  Parcels
-  CLASS 2
-  CLASS 4

Unimproved Soil Classification Map



-  Subject Property
-  Parcels
-  CLASS 3
-  CLASS 5
-  CLASS 7
-  URBAN



Provincial Agricultural Land Commission - Applicant Submission

Application ID: 70055

Application Status: Under LG Review

Applicant: Jerold (Jerry) Thompson

Agent: Salmon Arm Folk Music Society

Local Government: City of Salmon Arm

Local Government Date of Receipt: 01/09/2024

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

Proposal Type: Non-Farm Use

Proposal: Previously approved Non-Farm Use permission allowed the properties to be utilized by the Salmon Arm Folk Music Society for a seven day period in the summer to use as a festival campground for the annual ROOTS and BLUES Festival. Use includes two weeks prior to the event week is for campground preparation, one week of campground usage, and then one week to clean up properties to return to previous condition.

The property (PID 003-454-606) is a new area we are requesting support to add to the festival campground offerings. With the addition of the new property and based on a mix of campsite sizes the applicant is requesting a maximum total of 1000 campsites. Conditioned on the understanding the event organizers may determine to have fewer sites available due to complexities related to soil conditions at the time of the event, campsite sizing, patron purchasing habits, road safety, community support and other conditions impacting campsite layouts.

Please be aware the festival has moved its dates to July due to the growing threat of climate change and the increased risk of fires in the Shuswap in the month of August.

Agent Information

Agent : Salmon Arm Folk Music Society

Mailing Address :

Box 21

Salmon Arm F, BC

V1E 4N2

Canada

Primary Phone : (250) 833-4096

Email : clerical@rootsandblues.ca

Parcel Information

Parcel(s) Under Application

1. **Ownership Type** : Fee Simple
Parcel Identifier : 003-454-606
Legal Description : PARCEL A (PLAN B5838) OF THE NORTHWEST 1/4 OF SECTION 11 TOWNSHIP 20 RANGE 10 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT
Parcel Area : 10.1 ha
Civic Address : 431 Foothill Road SW, Salmon Arm V1E 1T6
Date of Purchase : 04/01/2009
Farm Classification : Yes
Owners
1. **Name** : Jerold (Jerry) Thompson
Address :
PO BOX 1006
SALMON ARM, BC, BC
V1E 4P2
Canada
Phone : (250) 832-2040
Email : jthompson@telus.net

2. **Ownership Type** : Fee Simple
Parcel Identifier : 004-831-853
Legal Description : LOT 1 SECTION 11 TOWNSHIP 20 RANGE 10 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 27414
Parcel Area : 2 ha
Civic Address : 550-10 Avenue SW, Salmon Arm, BC
Date of Purchase : 09/15/2020
Farm Classification : Yes
Owners
1. **Name** : Jerold (Jerry) Thompson
Address :
P.O. BOX 1006
SALMON ARM, BC
V1E 4P2
Canada
Phone : (250) 832-2040
Email : jthompson@telus.net

3. **Ownership Type** : Fee Simple
Parcel Identifier : 009-460-411
Legal Description : LOT 1 SECTION 11 TOWNSHIP 20 RANGE 10 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT PLAN 4279 EXCEPT PARCEL A ON PLAN B7061, PLANS 29487 AND 42166
Parcel Area : 8.6 ha
Civic Address : 1300-10 Avenue SW, Salmon Arm, BC
Date of Purchase : 09/15/2020
Farm Classification : Yes
Owners
1. **Name** : Jerold (Jerry) Thompson
Address :
P.O. BOX 1006
Salmon Arm, BC
V1E 4P2

Canada
Phone : (250) 832-2040
Email : jthompson@telus.net

4. Ownership Type : Fee Simple

Parcel Identifier : 014-072-009

Legal Description : PARCEL B (PLAN B5839) OF THE NORTH WEST 1/4 OF SECTION 11 TOWNSHIP 20 RANGE 10 WEST OF THE 6TH MERIDIAN KAMLOOPS DIVISION YALE DISTRICT

Parcel Area : 2.2 ha

Civic Address : South of 10th ave in Salmon Arm

Date of Purchase : 04/06/2017

Farm Classification : Yes

Owners

1. **Name :** Judy Dedood

Address :

#3, 1460 - 10TH STREET SW

Salmon Arm, BC

V1E 1T2

Canada

Phone : (250) 832-7581

Current Use of Parcels Under Application

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

Land used for hay farming and cattle grazing.

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

Land is worked for hay production and cattle grazing purposes.

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

For the last 20+ years the properties have been utilized for a seven day period in the summer to use as festival campground for the annual ROOTS and BLUES Festival. Over a four week period the properties will be prepped over two weeks (850-1000 camping slots); then up to seven days of festival camping; and followed by a week to clear the properties and return to the previous condition.

Adjacent Land Uses

North

Land Use Type: Agricultural/Farm

Specify Activity : Municipal, commercial and residential properties across 10th avenue SW

East

Land Use Type: Agricultural/Farm

Specify Activity : hay cultivation

South

Land Use Type: Agricultural/Farm

Specify Activity : hay cultivation and cattle grazing

West

Land Use Type: Residential

Specify Activity : The property furthest west runs along 10th Street and a portion abuts to residential area.

Proposal

1. How many hectares are proposed for non-farm use?

14 ha

2. What is the purpose of the proposal?

Previously approved Non-Farm Use permission allowed the properties to be utilized by the Salmon Arm Folk Music Society for a seven day period in the summer to use as a festival campground for the annual ROOTS and BLUES Festival. Use includes two weeks prior to the event week is for campground preparation, one week of campground usage, and then one week to clean up properties to return to previous condition.

The property (PID 003-454-606) is a new area we are requesting support to add to the festival campground offerings. With the addition of the new property and based on a mix of campsite sizes the applicant is requesting a maximum total of 1000 campsites. Conditioned on the understanding the event organizers may determine to have fewer sites available due to complexities related to soil conditions at the time of the event, campsite sizing, patron purchasing habits, road safety, community support and other conditions impacting campsite layouts.

Please be aware the festival has moved its dates to July due to the growing threat of climate change and the increased risk of fires in the Shuswap in the month of August.

3. Could this proposal be accommodated on lands outside of the ALR? Please justify why the proposal cannot be carried out on lands outside the ALR.

Due to the close proximity of the properties included in this application to the event's primary location, which is the Salmon Arm Fairgrounds, replacing or finding alternative properties is not be an option at this time and without the support of the ALC the loss of the campsite revenue would be financially onerous to the event organizers and deprive the land owners of a stable revenue stream.

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

The landowners have determined the non-farm usage stated within this application will not negatively impact the primary use of the properties for hay production and cattle grazing.

5. Do you need to import any fill to construct or conduct the proposed Non-farm use?

No

Applicant Attachments

- Agent Agreement - Salmon Arm Folk Music Society
- Other correspondence or file information - Campsite #1A layout
- Proposal Sketch - 70055
- Other correspondence or file information - Campsite #3 layout
- Other correspondence or file information - Campsite #1 layout
- Other correspondence or file information - Campsite #2 layout
- Other correspondence or file information - Campsite #3A layout
- Other correspondence or file information - Campsite #4 layout
- Certificate of Title - 003-454-606
- Certificate of Title - 004-831-853
- Certificate of Title - 009-460-411
- Certificate of Title - 014-072-009

ALC Attachments

None.

Decisions

None.

SALMON ARM ROOTS & BLUES

Salmon Arm Folk Music Society
Mail: PO Box 21, Salmon Arm, BC V1E 4N2
Location: 541 3rd St. SW, Salmon Arm, BC
Phone: 250.833.4096 | Fax: 250.833.4097
General Inquiries: info@rootsandblues.ca
Sponsor: sponsor@rootsandblues.ca
Volunteer and Grants: volunteer@rootsandblues.ca
www.rootsandblues.ca

December 20, 2023

City of Salmon Arm
Box 40
100 - 30 Street SE
Salmon Arm, BC V1E 4N2

Attention: Erin Jackson, Chief Administrative Officer

RE: Temporary Use Permit Application Form

Dear Mayor and City Councillors:

On behalf of the Salmon Arm Folk Music Society, I would like to thank the Mayor, Salmon Arm City Council and the City of Salmon Arm Planning Department for their continued support of the Salmon Arm ROOTS and BLUES Festival.

Please find within this package a TUP application for the properties:

- 003-454-606
- 004-831-853
- 009-460-411
- 014-072-009

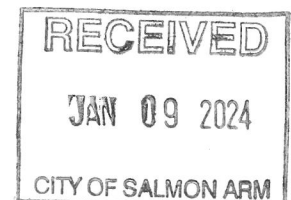
The landowner for parcel (003-454-606) has supported the addition of this property to the campsite inventory to be used for festival camping in 2024 and future events. With the addition of this new property and the refinement of the other existing properties, we request support for the total camping slots to be increased to 1000 campsites available to festivalgoers. Conditioned on the understanding the event organizers may determine to have fewer sites available due to complexities related to soil conditions at the time of the event, campsite sizing, patron purchasing habits, road safety, community support and other conditions impacting campsite layouts.

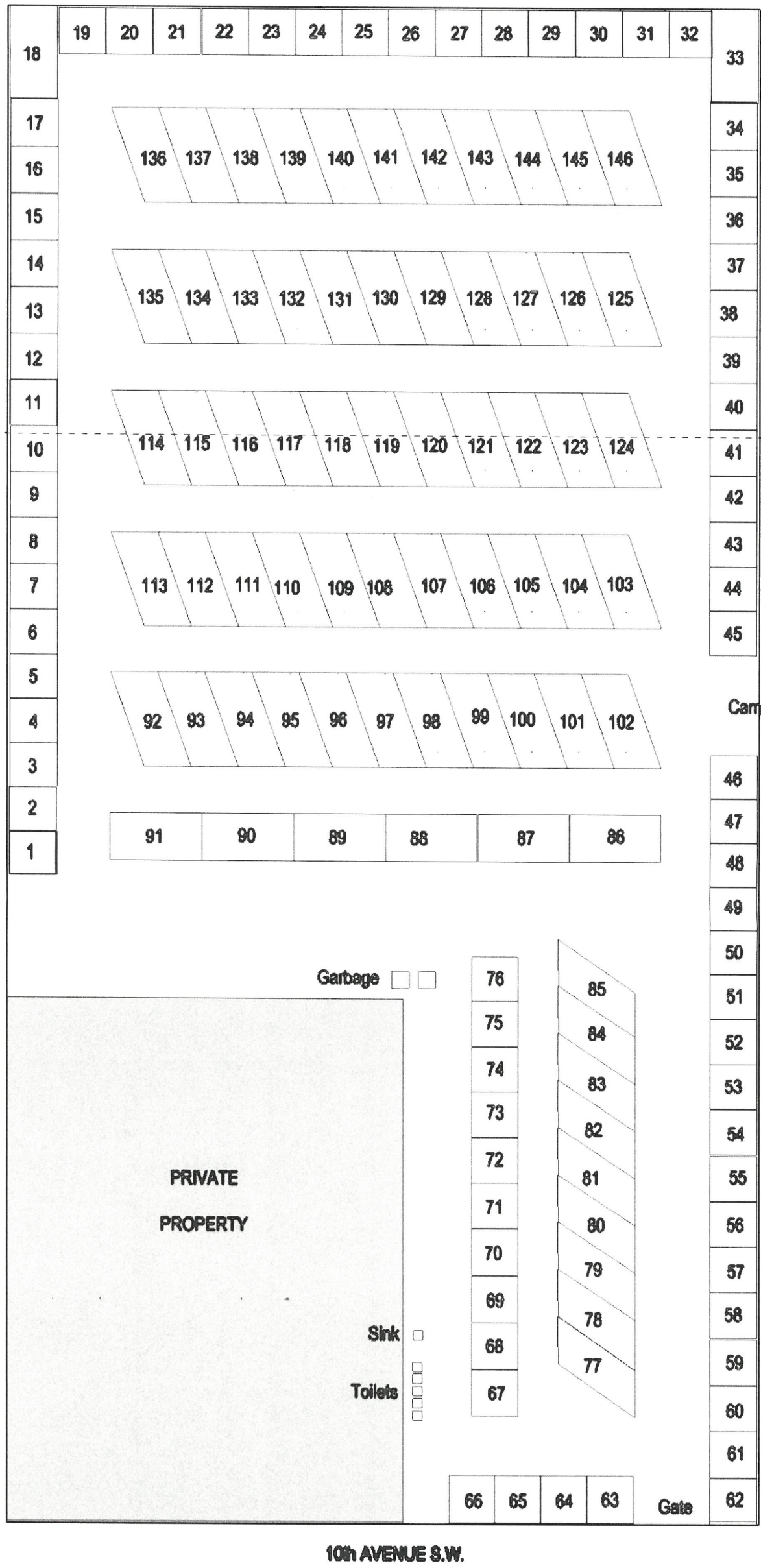
Please be aware the festival has moved its dates to July due to the growing threat of climate change and the increased risk of fires in the Shuswap in the month of August.

Regards,



Toni Starkell
Administrative Services Manager
Salmon Arm Folk Music Society

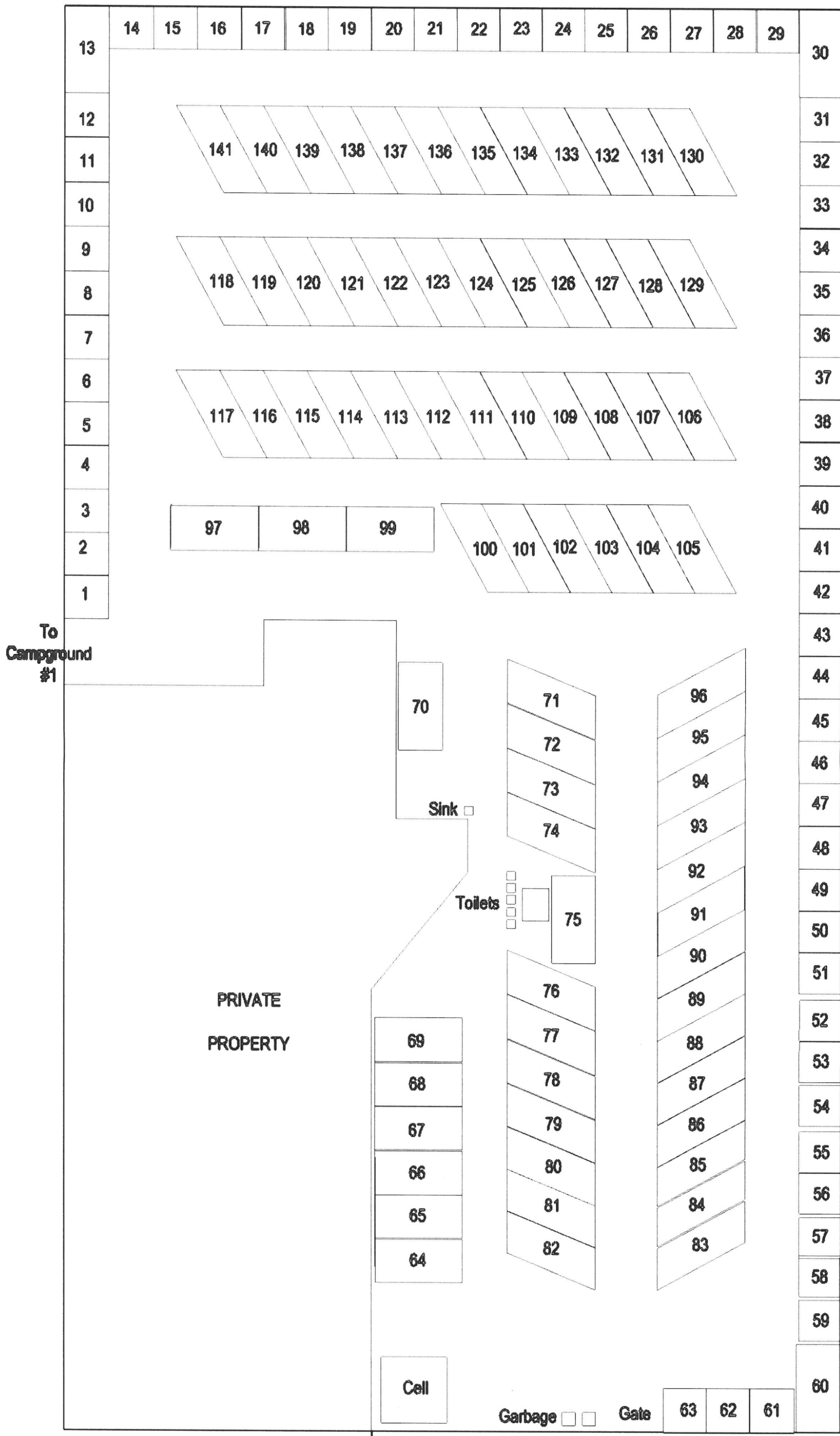




10th AVENUE S.W.

CAMPGROUND #1

SALMON ARM
ROOTS AND BLUES
FESTIVAL



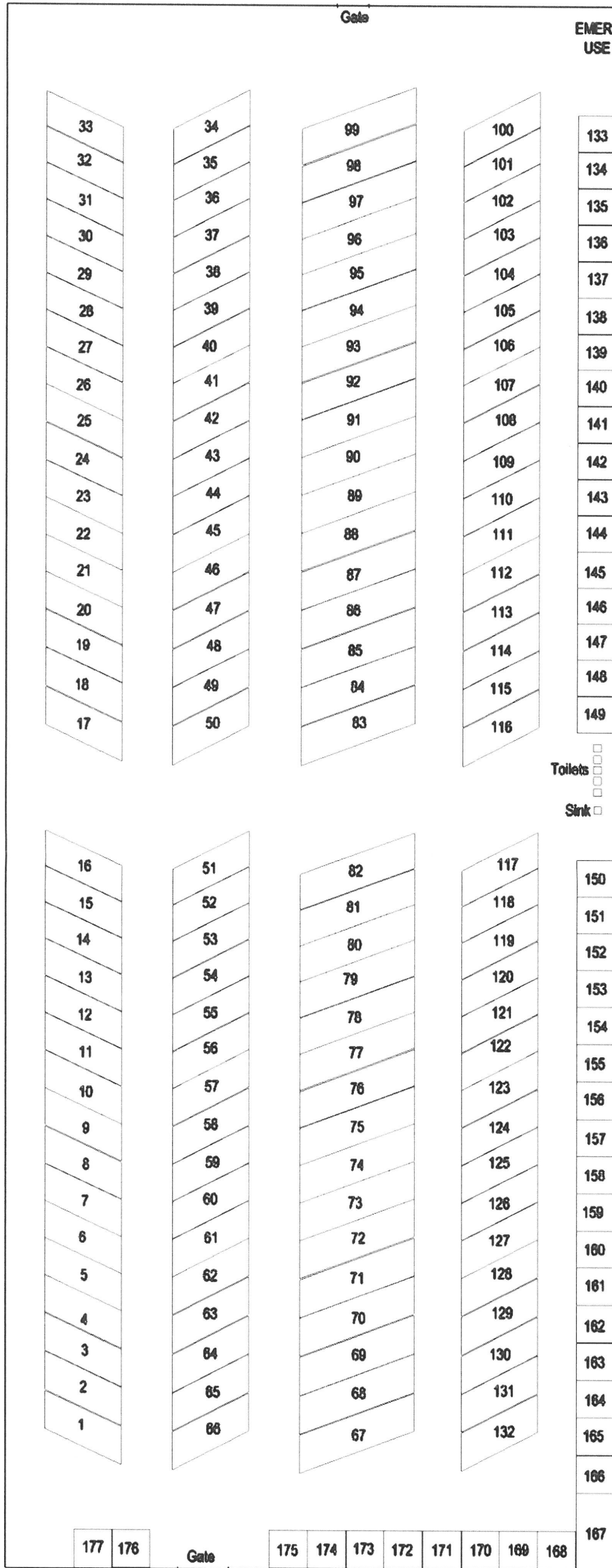
CAMPGROUND #2

SALMON ARM
ROOTS AND BLUES
FESTIVAL

To
Campground
#3A

Gate

EMERGENCY
USE ONLY



10th AVENUE S.W.

CAMPGROUND #3

SALMON ARM
ROOTS AND BLUES
FESTIVAL

280	281	
279	282	
278	283	
277	284	289
276	285	288
275	286	287
274	287	286
273	288	285
272	289	284
271	290	283
270	291	282

ROAD
40 FEET

Slope

Toilets

200	201	248	247
199	202	245	248
198	203	244	249
197	204	243	250
196	205	242	251
195	206	241	252
194	207	240	253
193	208	239	254
192	209	238	255
191	210	237	256
190	211	236	257

189	212	235	258
188	213	234	259
187	214	233	260
186	215	232	261
185	216	231	262
184	217	230	263
183	218	229	264
182	219	228	265
181	220	227	266
180	221	226	267
179	222	225	268
178	223	224	269

Gate Toilets

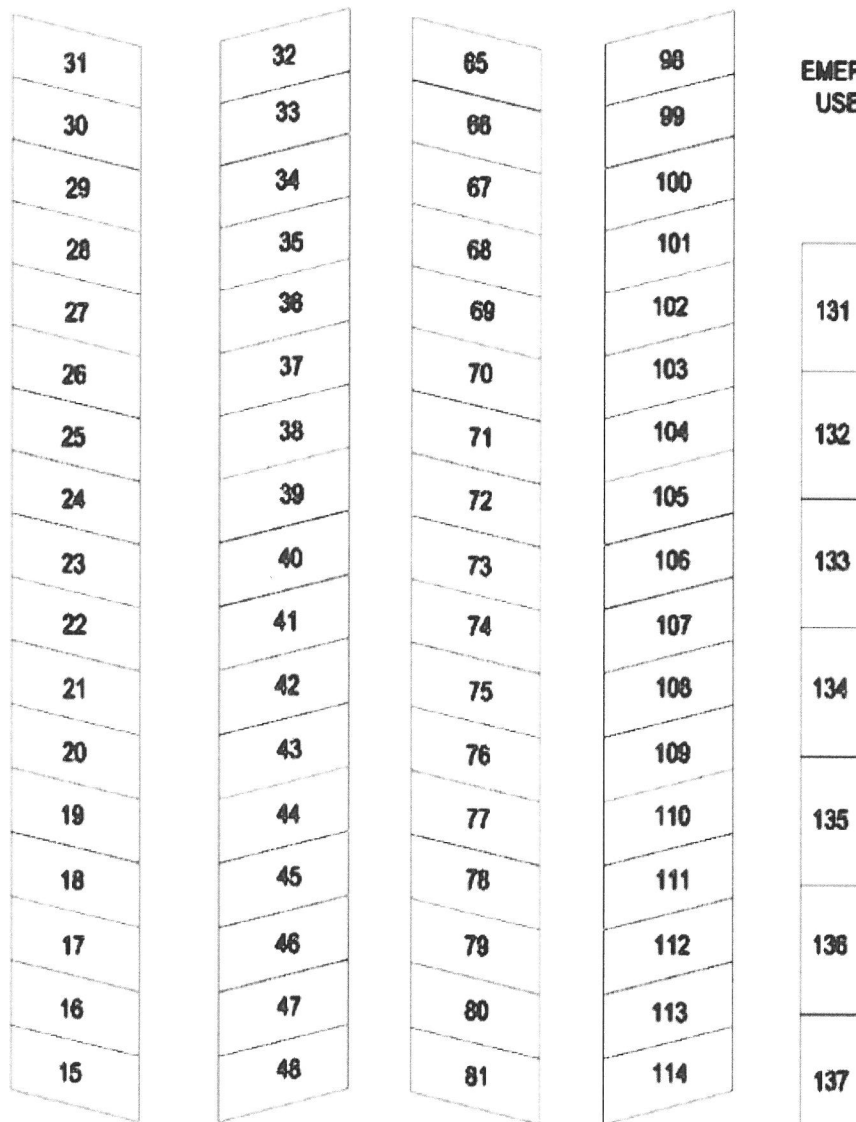
CAMPGROUND #3A

To
Campground
#3

SALMON ARM
ROOTS AND BLUES
FESTIVAL

EMERGENCY
USE ONLY

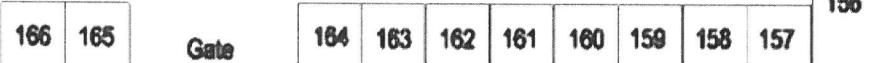
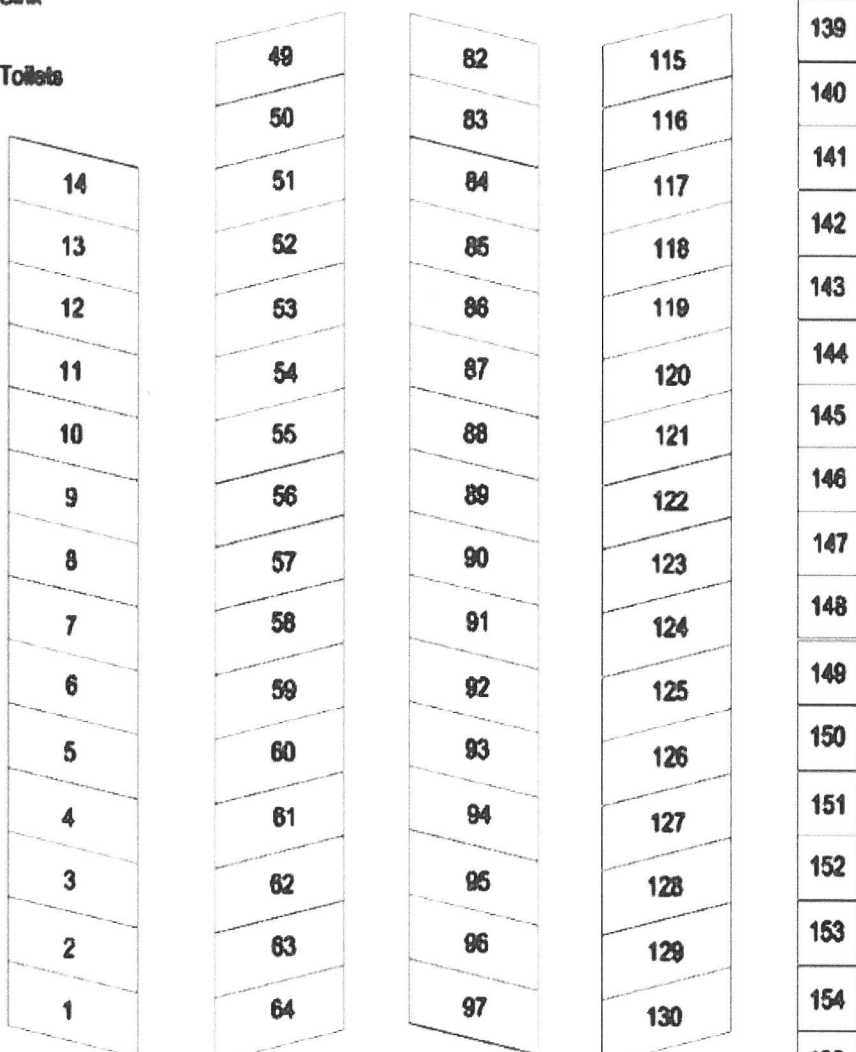
EMERGENCY
USE ONLY



To
Campground
#3

Sink

 Toilets



10TH AVENUE S.W.

CAMPGROUND #4

SALMON ARM
ROOTS AND BLUES
FESTIVAL

CITY OF SALMON ARM
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Council of the City of Salmon Arm will hold a Public Hearing virtually and in the Council Chambers at City Hall, 500 – 2 Avenue NE, Salmon Arm, British Columbia, on **Monday, March 25, 2024 at 7:00 p.m.**

1) Proposed Amendment to Zoning Bylaw No 2303:

Rezone from R-1 (Single Family Residential Zone) to C-3 (C-3 Service Commercial Zone)

Civic Address: 1890 10 Avenue SW

Legal Description: Lot 3, Section 10, Township 20, Range 10, W6M, KDYD, Plan 5001 Except Parcel A (DD 143254F) and Plan B6688

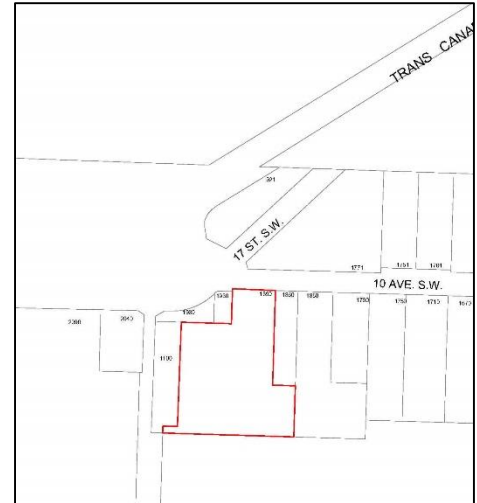
Location: South of Trans Canada Highway on the South side of 10 Avenue SW

Present Use: Commercial use

Proposed Use: Commercial use

Owner/Applicant: DARB Holdings (1981) Ltd.

Reference: ZON-1248/ Bylaw No. 4545



The staff reports for the proposals are available for viewing on the City of Salmon Arm website at <https://www.salmonarm.ca/431/Public-Hearing-Notices> from March 13, 2024 to March 25, 2024 inclusive. If you are interested or affected by the proposed bylaws and wish to review the additional information, contact the Planning Department at 250.803.4010 or planning@salmonarm.ca prior to the hearing.

Meetings are being held in person and virtually. If you wish to attend virtually, a link to the virtual meeting is available in the Agenda section on our website at www.salmonarm.ca.

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

Sue Wood, Director of Corporate Services

March 13 and 20



REQUEST FOR DECISION

To: Development & Planning Services Committee

From: Planner II

Title: Zoning Bylaw Amendment Application No. 1248

Legal: Lot 3, Section 10, Township 20, Range 10, W6M, KDYD, Plan 5001, Except Parcel A (DD 143254F and Plan B6688)

Civic: 1890 – 10 Avenue SW

Owner: Darb Holdings (1981) Ltd.

Agent: A. Brown

Date: March 4, 2024

Executive Summary/Purpose:

To rezone the entire subject property from R-1 (Single Family Residential Zone) and C-3 (Service Commercial Zone) to C-3 (Service Commercial Zone).

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 10, Township 20, Range 10, W6M, KDYD, Plan 5001, Except Parcel A (DD 143254F and Plan B6688) from R-1 (Single Family Residential Zone) and C-3 (Service Commercial Zone) to C-3 (Service Commercial Zone).

AND THAT: final reading of the zoning amendment bylaw be withheld subject to:

1. the installation of appropriate screening and buffers as per the Agricultural Land Commission (ALC) guidelines for non-residential development adjacent to the ALR; and
2. Ministry of Transportation and Infrastructure approval.

Staff Recommendation:

THAT: The Motion for Consideration be adopted.

Proposal:

To rezone the entire subject property from R-1 (Single Family Residential Zone) and C-3 (Service Commercial Zone) to C-3 (Service Commercial Zone).

Background:

The subject property is located at 1890 10 Avenue SW, south of Buckerfield’s and west of The Mall at Piccadilly (Appendices 1 & 2). The subject property is designated Highway Service/Tourist Commercial (HC) in the City’s Official Community Plan (OCP) and is split-zoned R-1 (Single Family Residential) and C-3 (Service Commercial) in the Zoning Bylaw (Appendices 3 & 4). City records do not indicate the purpose of the split-zoning, or related historic uses of the land.

As seen in Appendix 2, the commercial use has migrated onto the R-1 portion of the property in the period from 2016 to 2023. The applicant is seeking to rezone the parcel to a single commercial zone to be consistent with existing uses. In addition, since there is outside storage of equipment (and as per section 17.10 of Zoning Bylaw No. 2303), outside storage shall be screened as per Appendix III of Zoning Bylaw No. 2303 (Appendix 5) and as shown in Appendix 6. The subject property is adjacent to the Agricultural Land Reserve (ALR) boundary (Appendix 7).

Screening as per the Agricultural Land Commission (ALC) guidelines for development adjacent to ALR lands is required as per Appendices 5 & 6. The guidelines indicate that an 8 m landscape buffer and fence along that boundary is required, as well as a 15 m setback. The installation of appropriate screening and buffers will be required before final reading of the zoning amendment bylaw.

Adjacent land uses include the following:

North: Single family dwelling and accessory buildings / Buckerfield’s	Zoned R-1 / C-3
South: Agriculture (hay field)	Zoned A-1 (ALR)
East: Home Comfort Centre / Stemmer Construction Ltd.	Zoned C-3
West: Vacant lot / single family dwelling and accessory buildings	Zoned R-1

The subject property is approximately 1.04 ha (2.57 ac) in area. A site plan was not provided at this time, as the owner/applicant wishes to rezone the entire property and has not indicated any intent to construct any additional buildings or structures. Parking will continue to be provided onsite. The owner has indicated that there are currently 4-5 parking stalls on the property, which is compliant with the Zoning Bylaw. Site photos are attached as Appendix 8.

Relevant Policies:

Rezoning the property to C-3 is supported by the OCP based on the property’s current Highway Service/Tourist Commercial (HC) OCP Designation.

This rezoning proposal is consistent with the following OCP policies:

- a. “Work to minimize conflicts between agricultural and other land uses (residential/recreational/industrial) through buffer and fencing requirements for developments adjoining agricultural areas, including consideration of the Agricultural Land Commission’s “Landscape Buffer Specifications” (7.3.14 b) – provided a buffer is installed.
- b. “Encourage land uses in the Highway Service/Tourist Commercial area which are distinguished by an orientation toward access by vehicular traffic. Uses included are automotive services, tourist accommodation, entertainment and recreational tourist services, minor repair, retail commercial warehousing, retail and food outlets, and upper floor dwelling units” (9.3.15).

- c. “Commercial Corridor West of City Centre to 30 Street SW – The Highway Service/Tourist Commercial area on the west side of the City Centre is oriented toward vehicle service and retail warehousing uses. Activities have relatively low site coverage (e.g. automotive and recreation vehicle sales, large buildings and associated parking lots). This area serves the needs of the community and region” (9.3.18 a).

Referral Comments:

Fire Department

No Fire Department concerns.

Building Department

No concerns with rezoning.

Engineering Department

No Engineering concerns.

Ministry of Transportation and Infrastructure

Preliminary Approval is granted for the rezoning for one year pursuant to section 52(3)(a) of the Transportation Act.

Planning Department

The purpose of the C-3 Zone is to accommodate commercial uses which are oriented towards vehicular traffic and require large areas of land for storage and/or display purposes and/or to accommodate large buildings. Some of the permitted uses in this zone include auto parts and accessories (new) sales, automotive repair shop (excluding fuel service stations), farm equipment sales and rental, and rental and repair of tools, small equipment (see Appendix 9). The existing building on the site is within the portion of the site which is already zoned C-3 and therefore no setback or height requirements will change.

The applicant has not indicated the desire to add any new buildings or structures to the site and it is expected that the rezoning will be the extent of development at this stage for the present owner. However, any future site (re)development would require the issuance of a Development Permit, at which time siting and building, massing, landscape and screening, as well as access, circulation and parking requirements would be addressed in more detail.

Staff support the rezoning of the subject property from R-1 (Single Family Residential Zone) and C-3 (Service Commercial Zone) to C-3 (Service Commercial Zone), provided the owner installs appropriate screening and buffers as per Appendix 5 and at the approximate locations shown in Appendix 6.

Financial Considerations:

None.

Committee Recommendations:

N/A

Public Consultation:

Pursuant to the Local Government Act and City of Salmon Arm Zoning Bylaw notices are mailed to land owners within a 30 m radius of the application. Newspaper ads are placed in two editions of the local paper in advance of the Statutory Public Hearing. The notices outline the proposal and advise those with an interest in the proposal to provide written submission prior to the Statutory Public Hearing and information regarding attending the Hearing. All rezoning applications (excluding R-8 rezonings <0.4 ha) require the posting of a Notice of Development sign. It is expected that the Hearing for this application will be held on March 25, 2024.

Alternatives & Implications:

Should the applicant not proceed with the conditions of the rezoning, all commercial uses would have to be removed from the R-1 portion of the site to be compliant with the existing zoning.

Prepared by: Planner II

Reviewed by: Manager of Planning and Building

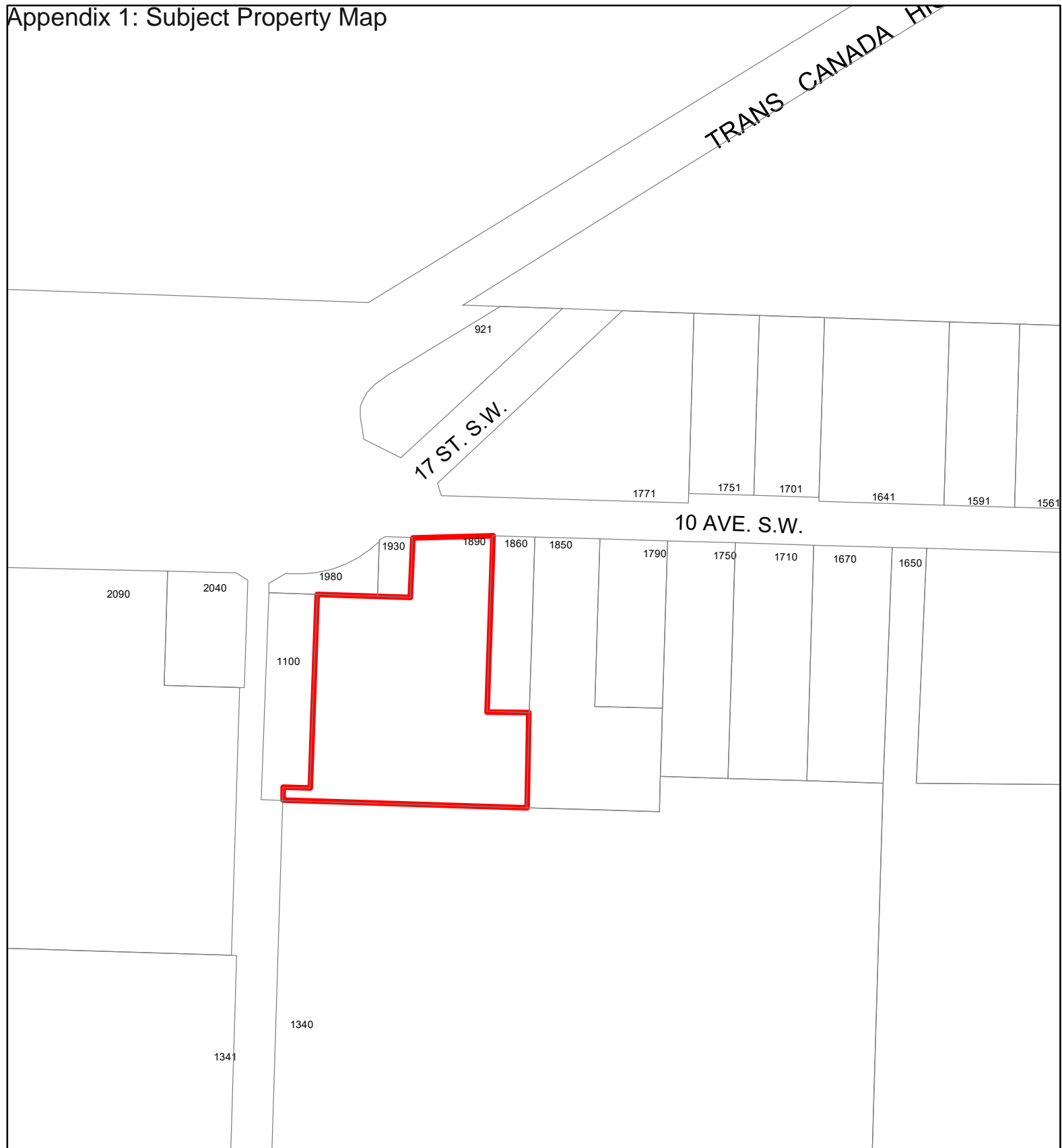
Reviewed by: Director of Planning and Community Services



Approved by: Chief Administrative Officer

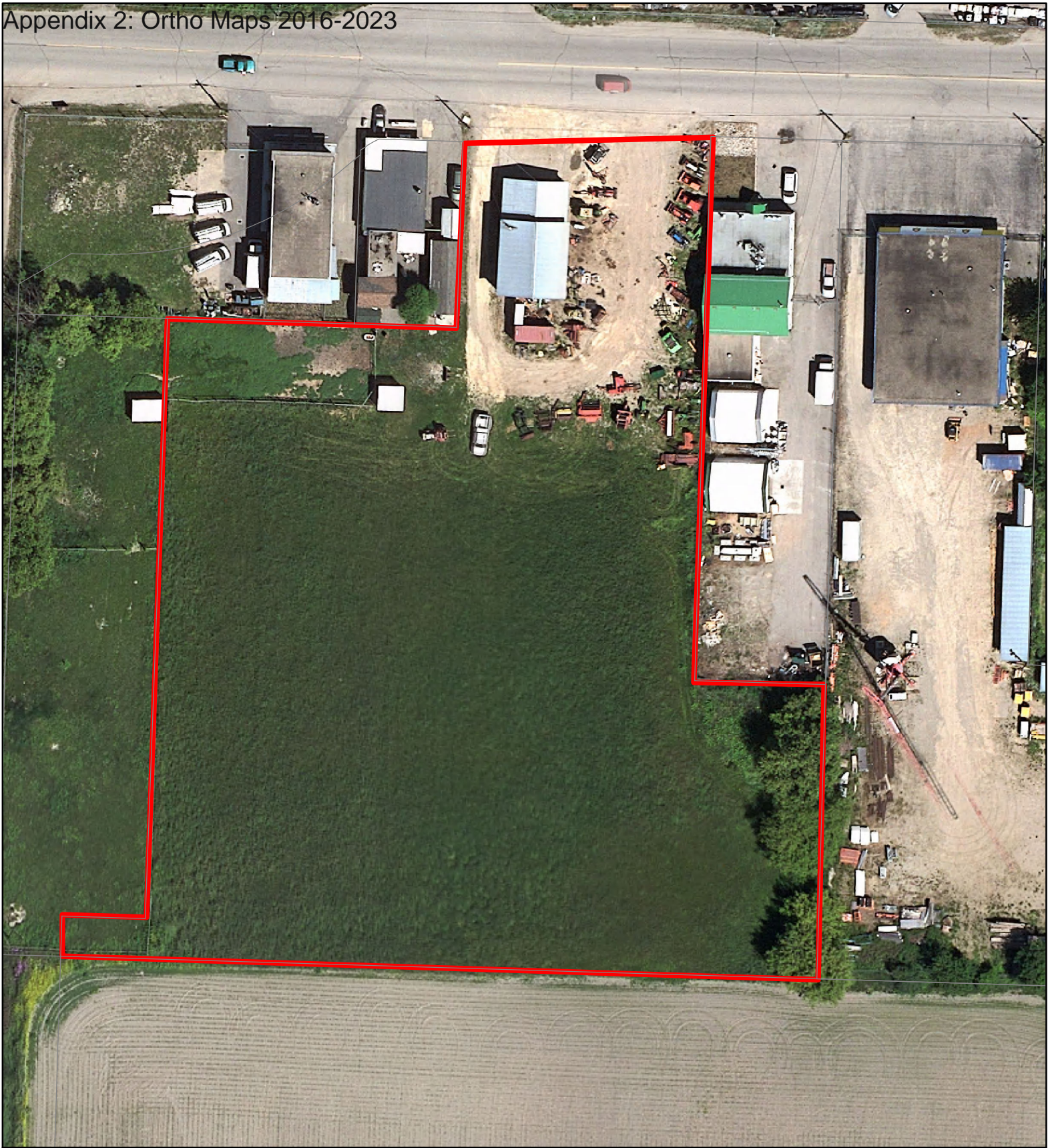
Attachments:

- Appendix 1 – Subject Property Map
- Appendix 2 – Ortho Maps 2016-2023
- Appendix 3 – OCP Map
- Appendix 4 – Zoning Map
- Appendix 5 – Zoning Bylaw No. 2303 Appendix III & ALR Buffer Guidelines
- Appendix 6 – Landscaping, Screening, & Buffer Locations
- Appendix 7 – ALR Boundary Map
- Appendix 8 – Site Photos
- Appendix 9 – C-3 Zone

Appendix 1: Subject Property Map



-  Parcels
-  Subject Property



0 12.5 25 50
Meters



Parcels



Subject Property

2016



0 12.5 25 50
Meters



- 2021
- Parcels
- Subject Property

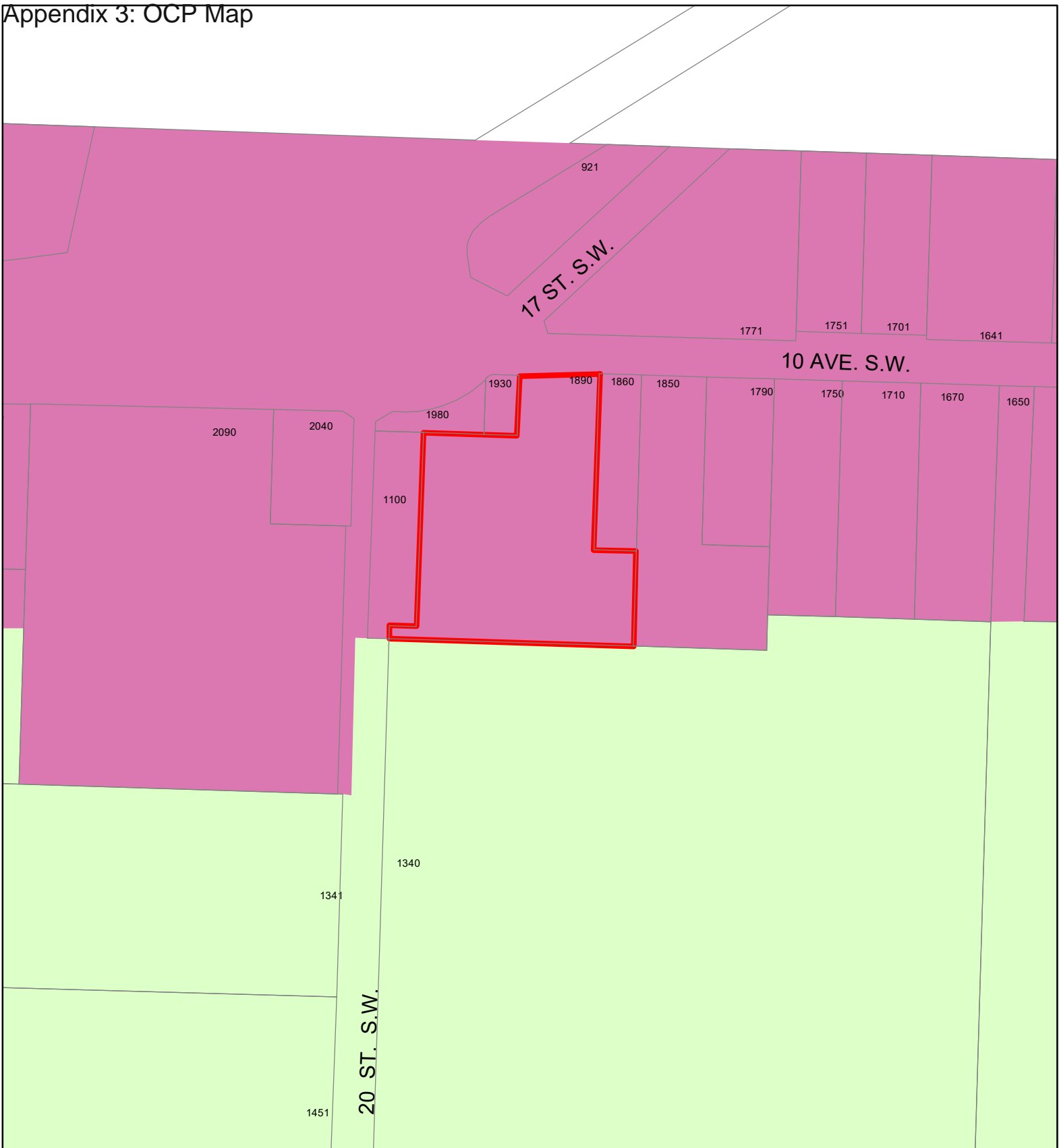


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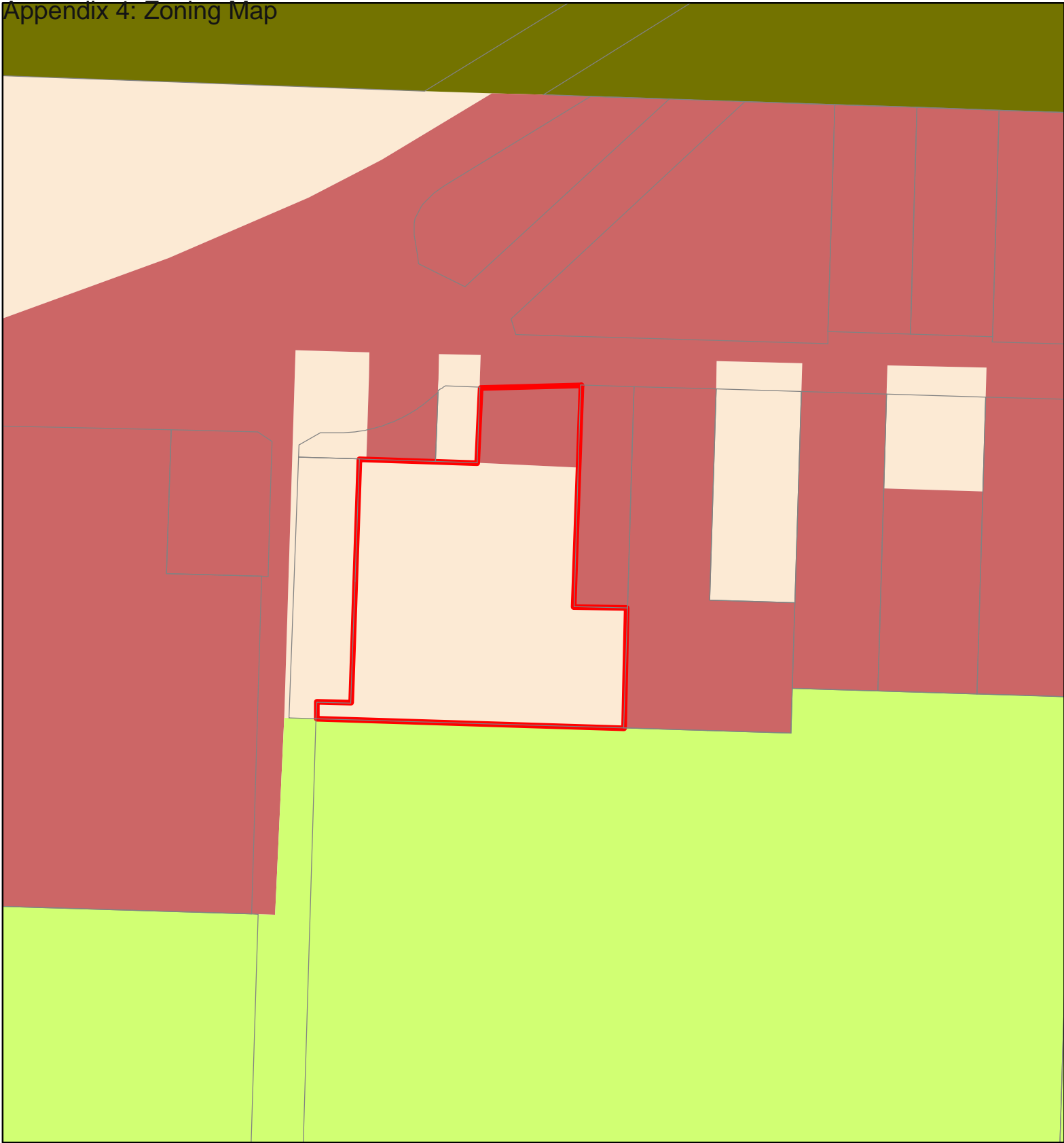


2023
Parcels
Subject Property

Appendix 3: OCP Map



- Parcels
- Subject Property
- Salmon Valley Agriculture
- Commercial - Highway Service / Tourist



-  Parcels
-  Subject Property
-  A-1
-  C-3
-  IR
-  R-1

APPENDIX III - SCREENING AND LANDSCAPING REQUIREMENTS

1. Screening

All storage yards shall be completely screened from public view and adjacent properties. Screening fence heights shall be not less than 2.0 metres (6.5 feet) nor greater than 2.4 metres (8.0 feet).

Forms of acceptable screening are as follows:

- .1 A uniformly painted solid wall fence of uniform height;
- .2 Walls of concrete block, masonry custom units, or buildings located adjacent to a property line.
- .3 Chain link fencing with mature evergreen tree hedge planted on-site adjacent to fencing to block view of the top of the chain link fence.

2. Landscaping

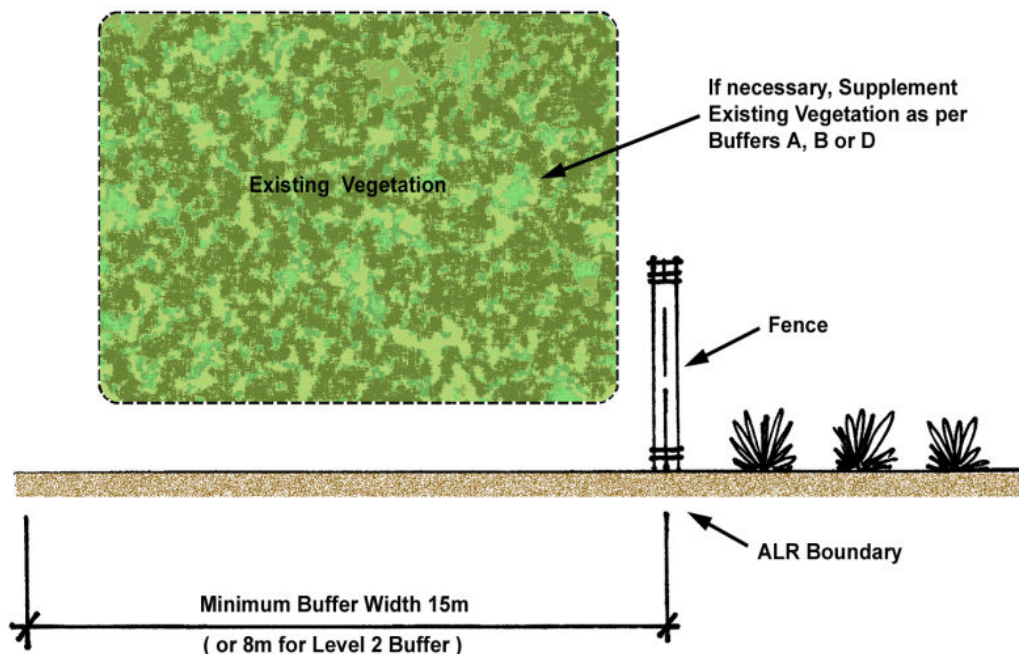
In conjunction with the provision of screening, continuous landscaping shall be provided, except that chain link fencing with solid evergreen hedge, shall satisfy the landscaping requirement.

- .1 Where solid wall fencing is used fronting a highway, such fencing is to be set back a minimum of 1.5 metres (4.9 feet) to accommodate landscaping.
- .2 Landscaping shall comprise any of the following combinations: trees, trees and ground cover; raised earth berms with trees and ground cover.
- .3 Minimum calliper of trees shall be 6.5 cm (2.5 inches).
- .4 To assist with control of the codling moth, the planting of codling moth host trees, including all apples and crab apples (*Malus* spp.), all pears (*Pyrus* spp.), quince (*Cydonia oblonga*) and flowering quince or japonica (*Chaenomeles japonica*) is discouraged on all developments, excluding commercial orchards. #2843

ALR Buffer Guidelines: Buffer "C" - Guide to Edge Planning (2015) - BC Ministry of Agriculture

3.8.c Urban Side Buffer C (Existing Vegetation) - Design Specifications & Layout

Urban-side **Buffer C** should retain existing vegetation and use either a solid wood or chain-link fence with a height of 6 feet (1.8 metres), built as per Appendix C or as per the local government's fencing specifications.



3.8 Urban-side buffer design specifications

Below are the setback distances for principal buildings and design criteria for installing an urban-side buffer along the agriculture-urban boundary. Four examples of design specifications and layouts follow.

Urban-Side Setback & Buffer Design Criteria for Urban-Agriculture EPAs

	Setback Distance and Buffer Size	Buffer Height	Buffer Design Features
Level 1 Urban-side Residential Setback & Buffer*	Setback 30 m from agricultural area boundary Buffer Width 15 m – buffer is located within the 30 m setback	6 m ** (finished height)	<ul style="list-style-type: none"> Mixed planting of fast growing tree and shrub species with foliage from base to crown – long thin foliage desirable. Include at least 60% evergreen conifers to collect dust & spray drift. No gaps in buffer and no tightly packed hedges; crown density of 50-75%. Design as wedge shaped if odour dilution desired. Design specifications and layout will be as per urban-side Buffer A or B (p.24); or existing vegetation may be retained as part of buffer (Buffer C, p.26). Leave 2 m of low growing or no vegetation from agricultural area boundary. If paths and passive recreational uses (e.g. picnic areas) are part of the landscaped buffer, the recreational features will not take up more than 1/3 the width of the buffer and they will be located away from the agricultural area boundary. If community forest/gardens are an included use of the buffer then the uses should be located away from the agricultural area boundary and protected with vegetation.
Level 2 Urban-side Non-Residential Setback & Buffer (e.g. passive recreation, industrial, or commercial)	Setback 15 m from agricultural area boundary Buffer Width 8 m – buffer is located within the 15 m setback	6 m** (finished height) **See Note 2 below	<ul style="list-style-type: none"> Either a double row of mixed deciduous/coniferous (with at least 60% evergreen conifers) or just coniferous, and hedging/screening shrub species with foliage from base to crown. Design specifications and layout will be as per urban-side Buffer D (p.27); or retain existing vegetation (Buffer C, p.26). Leave 2 m of low growing or no vegetation from ALR boundary.

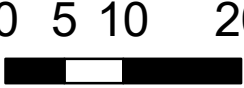
* Exception to Level 1 Residential Urban-side Buffer requirements:

Residential parcels that are separated from the agricultural area by a road allowance can reduce the size of the Level 1 buffer, provided new driveway accesses from these parcels onto the subject road allowance are avoided. The siting of the residence should still be 30 m but the vegetative buffer can be reduced to 7.5 metre width and located as near and parallel to the agricultural area boundary as possible.

** If spray drift is a concern, tree height should be 1.5 times the spray release height or target height, whichever is higher.

Appendix 6: Landscaping, Screening & Buffer Locations






0 5 10 20
 Meters

-  Parcels
-  Subject Parcel
-  Approximate Screening Location
-  Approximate ALR Buffer Location
-  Approximate Fence Location
-  Approximate Setback Location

*Move all equipment/
 storage behind screening*
 Page 252 of 263



-  Subject Parcel
-  Parcels
-  ALR

Appendix 8: Site Photos
View of subject property looking Southwest from 10 Avenue SW.



View of subject property looking South from 10 Avenue SW.

View of subject property looking Northeast from 20 Street SW.



View of subject property looking East from 20 Street SW.

Appendix C
SECTION 7.0 - C-3 - SERVICE COMMERCIAL ZONE

Purpose

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

Regulations

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

Permitted Uses

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

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

SECTION 17 - C-3 - SERVICE COMMERCIAL ZONE – CONTINUED

Permitted Uses con't

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

- .39 transportation use;
- .40 truck sales and rental lots and showroom;
- .41 upholstery shop;
- .42 upper floor dwelling units;
- .43 veterinary hospital;
- .44 accessory use;

Maximum Height of Principal Buildings

17.4 The maximum *height* of the *principal buildings* shall be 10.0 metres (32.8 feet).

Maximum Height of Accessory Buildings

17.5 The maximum *height* of *accessory buildings* shall be 6.0 metres (19.68 feet).

Minimum Parcel Size or Site Area

17.6 The minimum *parcel* size or *site* area shall be 465.0 square meters (5,005.4 square feet).

Minimum Parcel or Site Width

17.7 The minimum *parcel* or *site* width shall be 15.0 metres (49.2 feet).

Minimum Setback of Principal Buildings

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

- | | | |
|----|--|------------------------|
| .1 | <i>Front parcel line</i> shall be | 6.0 metres (19.7 feet) |
| .2 | <i>Rear parcel line</i> | |
| | - adjacent to a residential <i>zone</i> shall be | 3.0 metres (9.8 feet) |
| | - all other cases shall be | 1.0 metre (3.3 feet) |
| .3 | <i>Interior side parcel line</i> | |
| | - adjacent to a residential <i>zone</i> shall be | 3.0 metres (9.8 feet) |
| | - all other cases shall be | 1.0 metre (3.3 feet) |
| .4 | <i>Exterior side parcel line</i> shall be | 6.0 metres (19.7 feet) |

Minimum Setback of Accessory Buildings

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

- | | | |
|----|---|------------------------|
| .1 | <i>Front parcel line</i> shall be | 6.0 metres (19.7 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 | 6.0 metres (19.7 feet) |

Outside Storage

17.10 Outside storage shall be screened as per Appendix III.

Parking and Loading

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

CITY OF SALMON ARM

BYLAW NO. 4545

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

WHEREAS notice of a Public Hearing to be held by the Council of the City of Salmon Arm in the Council Chambers at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia and by electronic means, on March 25, 2024 at the hour of 7:00 p.m. was published in the March 13 and March 20, 2024 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 10, Township 20, Range 10, W6M, KDYD, Plan 5001 Except Parcel A (DD 143254F) and Plan B6688 from R-1 (Single Family Residential) to C-3 (Service Commercial Zone), attached as Schedule "A".

2. SEVERABILITY

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

3. ENACTMENT

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

4. EFFECTIVE DATE

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

Schedule "A"



CITY OF SALMON ARM

BYLAW NO. 4545

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3. ENACTMENT

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

4. EFFECTIVE DATE

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

5. CITATION

This bylaw may be cited as “**City of Salmon Arm Zoning Amendment Bylaw No. 4545**”

READ A FIRST TIME THIS 11 DAY OF MARCH 2024

READ A SECOND TIME THIS 11 DAY OF MARCH 2024

READ A THIRD TIME THIS DAY OF 2024

APPROVED PURSUANT TO SECTION 52 (3) (a) OF THE TRANSPORTATION ACT
ON THE DAY OF , 2024

For Minister of Transportation & Infrastructure

ADOPTED BY COUNCIL THIS DAY OF 2024

MAYOR

CORPORATE OFFICER

Schedule "A"

