

**City of Salmon Arm
Regular Council Meeting**

Monday, April 8, 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)(d) the security of the property of the municipality; (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 reasonable be expected to harm the interests of the municipality if they were held in public; of the <i>Community Charter</i> , Council move In-Camera.	
3. ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY	
<i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>	
4. ADOPTION OF AGENDA	
Motion for Consideration	
THAT: the Agenda be adopted as presented.	
5. DISCLOSURE OF INTEREST	
6. CONFIRMATION OF MINUTES	
6.1 Regular Council Meeting Minutes of March 25, 2024	4 - 14
Motion for Consideration	
THAT: the Regular Council Meeting Minutes of March 25, 2024 be adopted as circulated.	
7. COMMITTEE REPORTS	
7.1 Development and Planning Services Committee Meeting Minutes of April 2, 2024	15 - 18
7.2 Environmental Advisory Committee Meeting Minutes of April 2, 2024	19 - 21
8. COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE	22 - 24
9. STAFF REPORTS	
9.1 Director of Planning & Community Services – Bylaw Notice Enforcement Process & Notice to Ministry of Justice	25 - 30
Motion for Consideration	
THAT: a request be made to the Ministry of Attorney General, Justice Services	

Branch, to add the City of Salmon Arm to Schedule 1 of the Bylaw Notice Enforcement Regulation [B.C. Reg. 243/2023];

AND THAT: a Bylaw Notice Enforcement Bylaw be prepared for future Council consideration and staff contact the CSRD and advise of the City's interest to discuss shared adjudication services in future.

- 9.2 Manager of Roads & Parks / General Manager of Shuswap Recreation Society 31 - 33
 - Klahani Park – Tennis Courts, Addition of Pickleball Court Lines

Motion for Consideration

THAT: Council authorize the change in service level to Klahani Park Tennis Courts with the addition of eight (8) permanently lined Pickleball courts creating multi-use courts.

10. INTRODUCTION OF BYLAWS

- 10.1 Zoning Amendment Bylaw No. 4642 (ZON-1286) 34 - 42
 Text Amendment: Height and Grade

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4642 be read a first, second and third time.

11. RECONSIDERATION OF BYLAWS

- 11.1 Fee for Service Amendment Bylaw No. 4643 43 - 52

Motion for Consideration

THAT: the Bylaw entitled City of Salmon Arm Fee for Service Amendment Bylaw No. 4643 be read a final time.

- 11.2 Zoning Amendment Bylaw No. 4641 (ZON-1280) 53 - 71
 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 third and final time.

12. CORRESPONDENCE

- 12.1 Informational Correspondence
- 12.1.1 Calendar of Events 72 - 73
- 12.1.2 Building Department - Statistics (March 2024) and Permits (Yearly) 74 - 75
- 12.1.3 G. Ritchie, Co-Chair, Venue Operations Directorate, Salmon Arm BC 55+ Games - Letter dated March 26, 2024 76 - 77
 Request for Use of Minos Parking Lot
 Request for Temporary Placement of Sea-Can at Blackburn Park
- 12.1.4 J. B - Email dated March 27, 2024 - Garbage Can at 5 Corners 78 - 79
- 12.1.5 A. Bostock, Operations, Shuswap Trail Alliance - Letter received March 20, 2024 - Request for Installation of 220V Power at South Canoe Meadow 80 - 81
- 12.1.6 C. Forman, Operations Manager, Shuswap Youth Soccer Association - Letter received March 7, 2024 - Request for Support for Washroom Facility at Safeway Fields 82 - 82

12.1.7	Day of Mourning 2024	83 - 83
12.1.8	L. Richards - Email dated April 3, 2024 - Communication, Costs and Climate Change	84 - 85
12.1.9	J. Weightman, Acting Director, Land Use and Geospatial Unit, BC Ministry of Agriculture and Food Presentation on Land Use Planning for Agriculture - Invitation	86 - 86
13.	NEW BUSINESS	
14.	PRESENTATIONS	
14.1	Presentation 4:00-4:15 (approximately) Jennifer Broadwell, Manager, Downtown Salmon Arm - Year End Presentation	87 - 106
15.	COUNCIL STATEMENTS	
16.	SALMON ARM SECONDARY YOUTH COUNCIL	
17.	NOTICE OF MOTION	
18.	UNFINISHED BUSINESS AND DEFERRED / TABLED ITEMS	
19.	OTHER BUSINESS	
20.	QUESTION AND ANSWER PERIOD	
21.	DISCLOSURE OF INTEREST	
22.	HEARINGS	
22.1	Development Variance Permit Application No. VP-596 251 Highway 97B NE Owner: B. & V. Micku Parcel Frontage Upgrades <u>Motion for Consideration</u> THAT: Development Variance Permit No. VP-596 be authorized for issuance for Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 1903 Except Plan H10964 to vary Section 4.8.1, Subdivision and Development Servicing Bylaw No. 4293, to waive the parcel frontage upgrades (greenway installation) within the 40 Street NE right-of-way.	107 - 119
23.	STATUTORY PUBLIC HEARINGS	
24.	RECONSIDERATION OF BYLAWS	
25.	QUESTION AND ANSWER PERIOD	
26.	ADJOURNMENT	

REGULAR COUNCIL

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

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

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

ABSENT: Councillor K. Flynn

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: Manager of Planning & Building M. Smyrl; Planner M. Paiement

1. CALL TO ORDER

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

2. IN-CAMERA SESSION

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Gonella

THAT: pursuant to Section 90(1)(d) the security of the property; (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.

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 Cannon
Seconded by: Councillor Wallace Richmond

THAT: the Agenda be adopted as presented.

Carried Unanimously

5. DISCLOSURE OF INTEREST

Councillor Gonella declared a conflict of interest relating to Item 22.3 - Temporary Use Permit Application No. TUP 18 as he is employed by the Applicant;

Councillor Gonella declared a conflict of interest relating to Item 12.1.4 - J. McEwan, Salmon Arm Fair Manager - Email dated March 11, 2024 - Fairgrounds Request as Councillor Gonella is a Salmon Arm Folk Music Society (SAFMS) employee and the SAFMS rents the fairground property from the Salmon Arm and Shuswap Lake Agricultural Association for the annual ROOTSandBLUES Festival.

6. CONFIRMATION OF MINUTES

6.1 Regular Council Meeting Minutes of March 11, 2024

Moved by: Councillor Lindgren
Seconded by: Councillor Lavery

THAT: the Regular Council Meeting Minutes of March 11, 2024 be adopted as circulated.

Carried Unanimously

6.2 Parcel Tax Roll Review Panel Meeting Minutes of March 11, 2024

Moved by: Councillor Wallace Richmond
Seconded by: Councillor Gonella

THAT: the Parcel Tax Roll Review Panel Meeting Minutes of March 11, 2024, be adopted as circulated.

Carried Unanimously

7. COMMITTEE REPORTS

7.1 Development and Planning Services Committee Meeting Minutes of March 18, 2024

7.2 Agricultural Advisory Committee Meeting Minutes of March 13, 2024

7.3 Social Impact Advisory Committee Meeting Minutes of March 15, 2024

7.4 Greenways Liaison Committee Meeting Minutes of February 8, 2024

7.5 Community Heritage Commission Meeting Minutes of March 4, 2024

7.6 Downtown Parking Commission Meeting Minutes of March 19, 2024

7.7 Shuswap Regional Airport Operations Committee Meeting Minutes of March 20, 2024

Councillor Lindgren declared a conflict of interest as her brother is a member of this committee and left the meeting at 2:43 p.m.

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Gonella

THAT: Council approve the 2024 Skydive Salmon Arm event proposals for May 16-20, 2024 and August 29-September 2, 2024, organized by North Okanagan Vertical Adventures Ltd. (NOVA), at the Shuswap Regional Airport, subject to the provision of adequate liability insurance.

Carried Unanimously

8. **COLUMBIA SHUSWAP REGIONAL DISTRICT UPDATE**

Councillor Lindgren returned to the meeting at 2:45 p.m.

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

Moved by: Councillor Cannon

Seconded by: Councillor Wallace Richmond

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.

Carried Unanimously

9.2 Chief Financial Officer – 2023 Yearend Surplus

For information.

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

Moved by: Councillor Lindgren

Seconded by: Councillor Lavery

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.

Carried Unanimously

- 9.4 C. Guidos, Salmon Arm Fire Department – FireSmart Yard Waste Disposal Grant
Councillor Lavery left the meeting at 3:06 p.m. and returned at 3:07 p.m.

Moved by: Councillor Gonella

Seconded by: Councillor Cannon

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.

Carried Unanimously

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

Moved by: Councillor Gonella

Seconded by: Councillor Cannon

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.

Carried Unanimously

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

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Gonella

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.

Carried Unanimously

- 9.7 Chief Administrative Officer – Shuswap Watershed Council

Moved by: Councillor Cannon

Seconded by: Councillor Gonella

THAT: the City of Salmon Arm continue to participate on the Shuswap Watershed Council without making a financial contribution for the 2024/2025 fiscal year.

Carried Unanimously

10. INTRODUCTION OF BYLAWS

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

1280 7 Avenue SE
Owner/Applicant: S. McLeod Custom Homes Ltd.
R-1 to R-8

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Gonella

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

Carried Unanimously

10.2 Fee for Service Amendment Bylaw No. 4643

Councillor Wallace Richmond left the meeting at 3:41 p.m. and returned at 3:42 p.m.

Moved by: Councillor Cannon

Seconded by: Councillor Lavery

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

Carried Unanimously

11. RECONSIDERATION OF BYLAWS

11.1 Curbside Collection Amendment Bylaw No. 4629

Moved by: Councillor Lindgren

Seconded by: Councillor Lavery

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

Carried Unanimously

11.2 Fee for Service Amendment Bylaw No. 4635

Moved by: Councillor Lindgren

Seconded by: Councillor Gonella

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

Carried Unanimously

11.3 Ticket Information Utilization Amendment Bylaw No. 4628

Moved by: Councillor Lindgren

Seconded by: Councillor Wallace Richmond

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

Carried Unanimously

12. CORRESPONDENCE

The meeting recessed at 3:49 p.m.

The meeting reconvened at 3:55 p.m.

12.1 Informational Correspondence

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

Councillor Gonella declared a conflict and left the meeting at 3:56 p.m.

Moved by: Councillor Lindgren

Seconded by: Councillor Wallace Richmond

THAT: Council authorize the Salmon Arm and Shuswap Lake Agricultural Association (SASLA) to demolish the light horse barn and erect a fence in the area identified on the site plan submitted by SASLA, located on the Salmon Arm Fairgrounds.

Carried Unanimously

12.1.5 G. Bootsma - Letter dated December, 2023 - Request for Memorial Bench at Canoe Beach

Councillor Gonella returned to the meeting at 3:59 p.m.

Moved by: Councillor Cannon

Seconded by: Councillor Gonella

THAT: Council authorize staff to work with Grace Bootsma on the placement of a memorial bench on City property at Canoe Beach, subject to associated costs being assumed by the applicant.

Carried Unanimously

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

Danielle Hubbard, CEO, Okanagan Regional Library and Kristy Smity, Salmon Arm Branch Librarian, provided an overview of the Strategic Plan Initiatives and current activities and was available to answer questions from Council.

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

Moved by: Councillor Lindgren

Seconded by: Councillor Lavery

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.

Carried Unanimously

20. QUESTION AND ANSWER PERIOD

Councillor Lindgren left the meeting at 4:38 p.m.

The meeting recessed at 4:38 p.m.

7:00 p.m. MEETING RESUMES

21. DISCLOSURE OF INTEREST

22. HEARINGS

22.1 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

2991 – 9 Avenue SW

Owner: Salmon Arm Shopping Centres Ltd. and Calloway REIT (Salmon Arm)
Inc.

Agent: D. Alvarado

Following a motion from the floor, the Planning Official explained the proposed Development Variance Permit Application.

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

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing closed at 7:07 p.m. and the Motion was:

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Cannon

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

22.2 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

Following a motion from the floor, the Planning Official explained the proposed Development Permit Application.

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

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing closed at 7:12 p.m. and the Motion was:

Moved by: Councillor Lavery

Seconded by: Councillor Wallace Richmond

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

22.3 Temporary Use Permit Application No. TUP 18

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

Councillor Gonella declared a conflict and left the meeting at 7:13 p.m.

Following a motion from the floor, the Planning Official explained the proposed Temporary Use Permit Application.

Submissions were called for at this time.

Following three calls for submissions and questions from Council, the Hearing closed at 7:17 p.m. and the Motion was:

Moved by: Councillor Cannon

Seconded by: Councillor Lavery

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

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

Councillor Gonella returned to the meeting at 7:19 p.m.

Councillor Wallace Richmond left the meeting at 7:20 p.m.

The Planning Official explained the proposed Zoning Amendment Application.

A. Brown, the applicant, was available to answer questions from Council.

Submissions were called for at this time.

E. Weightman expressed a concern that the animals he has on the property would not be allowed under the proposed zoning.

Councillor Wallace Richmond returned to the meeting at 7:25 p.m.

A. Brown expressed a desire to insert slats in the chain link fence for screening instead of an evergreen hedge due to watering, trimming grass and firesmart concerns.

Following three calls for submissions and questions from Council, the Hearing closed at 7:35 p.m.

24. RECONSIDERATION OF BYLAWS

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

Moved by: Councillor Lavery

Seconded by: Councillor Cannon

THAT: the Bylaw entitled City of Salmon Arm Zoning Amendment Bylaw No. 4545 be read a third 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

25. QUESTION AND ANSWER PERIOD

26. ADJOURNMENT

The meeting adjourned at 7:37 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

April 2, 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 L. Wallace Richmond
Councillor D. Cannon
Councillor S. Lindgren
Councillor D. Gonella

ABSENT: Councillor T. Lavery

STAFF PRESENT: Chief Administrative Officer E. Jackson
Director of Planning and Community Services G. Buxton
Executive Assistant B. Puddifant
Deputy Corporate Officer R. West
Senior Planner C. Larson
Manager of Planning & Building, M. Smyrl

Other Staff present: J. Wilson, City Engineer
R. Sadilkova, Policy Coordinator

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 Gonella

Seconded by: Councillor Wallace Richmond

THAT: the Agenda be adopted as presented.

Carried Unanimously

4. APPROVAL OF MINUTES

- 4.1 Development and Planning Services Committee Meeting Minutes of March 18, 2024

Moved by: Councillor Lindgren

Seconded by: Councillor Flynn

THAT: the Development and Planning Services Committee Meeting Minutes of March 18, 2024 be approved.

Carried Unanimously

5. **DISCLOSURE OF INTEREST**

6. **REPORTS**

- 6.1 Development Variance Permit Application No. VP-596

251 Highway 97B NE

Owner: B. & V. Micku

Parcel Frontage upgrades

B. Micku, the applicant, outlined the application and was available to answer questions from the Committee.

Moved by: Councillor Flynn

Seconded by: Councillor Gonella

THAT: the Development and Planning Services Committee recommends to Council that Development Variance Permit No. VP-596 be authorized for issuance for Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 1903 Except Plan H10964 to vary Section 4.8.1, Subdivision and Development Servicing Bylaw No. 4293, to waive the parcel frontage upgrades (greenway installation) within the 40 Street NE right-of-way.

Carried Unanimously

Amendment:

Moved by: Councillor Wallace Richmond

Seconded by: Councillor Gonella

THAT: Section 4.8.1, Subdivision and Development Servicing Bylaw No. 4293 be varied to waive the parcel frontage upgrades upon payment of cash-in-lieu of \$32, 462.00.

Opposed (1): Councillor Flynn

Carried

- 6.2 Development Procedures Bylaw and Council Policy

Land Development Policies 3.23, 3.24 and 3.25

Moved by: Councillor Gonella

Seconded by: Councillor Wallace Richmond

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would establish Development Procedures;

AND THAT: Council approve Land Development Policy No. 3.23 – Development Variance Permit Application Process (effective following adoption of the Development Procedures Bylaw);

AND THAT: Council approve Land Development Policy No. 3.24 – Development Permit Application Process (effective following adoption of the Development Procedures Bylaw);

AND THAT: Council approve Land Development Policy No. 3.25 – Delegated Development Variance Permit Consideration Guidelines (effective following adoption of the Development Procedures Bylaw).

Carried Unanimously

6.3 Official Community Plan Amendment Application No. 4000-58

Development Permit Area Guidelines

Councillor Wallace Richmond left the meeting at 9:15 a.m. and returned at 9:17 a.m.

Councillor Lindgren left the meeting at 9:18 a.m. and returned at 9:19 a.m.

Moved by: Councillor Flynn

Seconded by: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration, adoption of which would amend Official Community Plan Bylaw No. 4000 to add after section 8.4, Section 8.5 Infill Residential Development Permit Area guidelines for the development of infill housing consistent with provincial regulations governing Small Scale Multi Unit Housing (SSMUH).

Carried Unanimously

6.4 Zoning Bylaw Amendment Application No. 1288

Accessory Dwelling Unit Definitions

General Regulations

Removal of R-1, R-2 and R-8 Zones

Addition of R-10 Zone

Moved by: Councillor Lindgren

Seconded by: Councillor Cannon

THAT: the Development and Planning Services Committee recommends to Council that a bylaw be prepared for Council's consideration that if adopted would have the effect of amending Zoning Bylaw No. 2303 adding definitions, general regulations, amending establishment of zones, and removing the R-1 Single Family Residential Zone, R-2 Single Family/Duplex Zone and R8 Residential Zone and replacing with the R-10 Residential Zone in order to be compliant with Provincial legislation to implement Small Scale Multi Unit Housing (SSMUH).

Carried Unanimously

7. FOR INFORMATION

7.1 Agricultural Land Commission

Reason for Decision
ALC Application No. 70256
J. & S. Dobie
821 60 Street NW

Received for Information.

8. IN-CAMERA

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.

9. ADJOURNMENT

There being no further business on the agenda, the meeting adjourned at 10:52 a.m.

MAYOR, A. HARRISON

CITY OF SALMON ARM

Minutes of the **Environmental Advisory Committee** Meeting held in person in Council Chambers at City Hall and by virtual means on Tuesday, **April 2, 2024** at 2:30 p.m.

PRESENT:

Councillor Sylvia Lindgren	City of Salmon Arm, Chair
Julia Beatty	Shuswap Climate Action
Janet Pattinson	Shuswap Naturalist Club
Janet Aitken	Salmon Arm Bay Nature Enhancement Society (SABNES)
Pauline Waelti	Shuswap Environment Action Society (SEAS)
Travis Elwood	School District No. 83
Carmen Fennell	Citizen at Large
Ceran Caner	Alternate Citizen at Large
Jennifer Wilson	City of Salmon Arm, City Engineer
Gary Buxton	Director of Planning & Community Service
Barb Puddifant	City of Salmon Arm, Recorder

ABSENT:

Christina Thomas	Adams Lake Indian Band
Sarah Johnson	Neskonlith Indian Band
Luke Gubbels	Citizen at Large
Hermann Bruns	Canoe Forest Products
Ken Whitehead	Agricultural Industry
	Citizen at Large

GUESTS:

Louis Thomas
Chelie Elsom
Monique Pharand
Christie Watson

1. **Call to Order**

The meeting was called to order at 2:35 p.m.

2. **Introductions and Welcome**

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. **Approval/changes/additions to Agenda**

Add Item 8 c) – Tree Protection Bylaw update

Moved: Janet Aitken

Seconded: Pauline Waelti

THAT: the Environmental Advisory Committee Meeting Agenda of April 2, 2024 be approved with addition.

CARRIED UNANIMOUSLY

5. Approval of Minutes from March 5, 2024

Moved: Janet Pattinson

Seconded: Carmen Fennell

THAT: the Minutes of the Environmental Advisory Committee Meeting of March 5, 2024 be approved.

CARRIED UNANIMOUSLY

6. Presentations

a) Louis Thomas, Neskonlith Band - Grant application - bringing back indigenous plants

Louis Thomas spoke regarding the successful grant application through the Ministry of Agricultural to bring back indigenous plants and to revitalize land through indigenous, drought tolerant plants. Christie Watson, Executive Director of the Salmon Arm Arts Centre & Art Gallery spoke regarding the series of videos that the Art Centre will be facilitating featuring Louis Thomas. The Committee discussed the importance of awareness, education and knowledge sharing.

7. Old Business/Arising from Minutes

c) Tree Protection Bylaw update

Gary Buxton outlined the substantive changes to the draft Bylaw since the Committee was updated at the February 6, 2024 meeting. The Bylaw will be available for an additional update/review at the May 7, 2024 EAC Meeting and will then be presented to Council for review.

a) Education Plan for 2024 - working group update

The working group consisting of Julia Beatty, Janet Pattinson, Judith Benson, Travis Elwood and Luke Gubbels will continue to meet and will bring an update to the Committee at the next meeting. Councillor Lindgren has discussed educational messaging with City staff.

b) Mobile Air Monitoring Laboratory - update - for information

Email of March 7, 2024 from Gavin King, Air Quality Meteorologist providing an update on monitoring proposal.

8. New Business

9. Other Business & / or Roundtable Updates

a) Extreme Weather and Event Planning Risks in Canada – for information

Jenn Wilson provided an update on the grant application process. The application has been submitted for Risk Mapping, Risk Assessments and Mitigation Planning as well as Non-Structural Activities such as land use planning and community education.

10. Next Meeting – May 7, 2024

11. Adjournment

There being no further business, the Environmental Advisory Committee meeting of April 2, 2024 was adjourned.

The Meeting was adjourned at 3:59 p.m.

Councillor Sylvia Lindgren, Chair

Received for information by Council the day of , 2024.

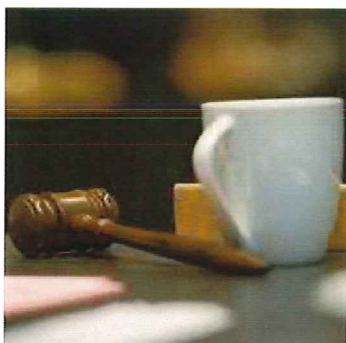
Rhonda West

From: Columbia Shuswap Regional District <listserv@civicplus.com>
Sent: Tuesday, March 26, 2024 1:29 PM
To: Rhonda West
Subject: [External] CSRD Connect - Meeting Highlights - March 2024



March 2024

The Columbia Shuswap Regional District's E-newsletter is integrated directly with our website's [sign-up function](#). We hope you find the information useful. Please email communications@csrd.bc.ca with any comments or suggestions.



Administration

Five Year-Financial Plan

The CSRD Board of Directors unanimously approved the [2024-2028 Five-Year Financial Plan](#) Bylaw, following two public consultation meetings in January and February. The biggest change to the budget was the removal of some of the pre-construction and construction costs for the Golden and Electoral Area A Indoor Aquatic Centre. That project has been put on hold due to the unsuccessful Green and Inclusive Facilities Federal Grant application.



Presentations

South Shuswap Transportation Society

Society members gave an update on their [Rides program](#), which receives a CSRD funding contribution, and provided more than 300 trips, free of charge, to residents in need of transportation. To support the increasing demand for the service, the program recently expanded with the addition of a new Tesla.

Spill reporting and communication

Representatives from [Interior Health](#) and the [Ministry of Environment and Climate Change Strategy](#) attended the meeting to discuss their roles in spills and communication of incidents. The Board was looking for enhanced communication of these types of public health issues and agreed to continue conversations on improving the current system.

Committee Reports

Invasive Mussels

Directors Rhona Martin and Sicamous Mayor Colleen Anderson participated in the first meeting of an Invasive Mussel Working Group. The group will continue to lobby for additional resources to stop the spread of invasive Zebra and Quagga Mussels into the area. The issue has been heightened by the discovery of these mussels in the Snake River in Idaho, which is a tributary of the Columbia River system. An infestation would be devastating to the local marine ecosystems and would have dramatic negative impacts on local economies.

Business by Area

Whitetooth Legacy Park

The Board agreed to [re-allocated \\$500,000](#) in Community Works Funds that was previously directed towards the Golden and Electoral Area A Indoor Aquatic Centre to support the Whitetooth Legacy Park in Golden. As the aquatic centre will no longer be constructed in the foreseeable future, it is no longer an eligible project for Community Works Funds. The funds will now support the construction of a multi-use outdoor sports space adjacent to the Mount 7 Rec Plex in Golden.

MacArthur Reedman Intake Upgrade

The Board approved the use of up to \$350,000 to [upgrade the water intake](#) for the MacArthur Reedman water system, which was experiencing difficulties with pumping due

to lower water levels in Shuswap Lake. The Board also agreed to an agreement with Urban Systems for engineering services related to the project.

Electoral Area G: Community Works funds

Three projects in Electoral Area G of the Columbia Shuswap Regional District will be getting improvements through the use of [Community Works Funds](#). The Board agreed to set aside \$365,000 for Electoral Area G parks, \$260,000 to the Carlin Hall and \$75,000 to the Sorrento Hall. This will be subject to eligible projects being identified and being brought to the Board for approval.



Reinecker Creek Trail Construction

The Board approved an agreement with the Shuswap Trail Alliance for the [development of four-kilometres of trail and a pedestrian bridge](#) within the Reinecker Trail system in Electoral Area C, near Margaret Falls. 4 km of non-motorized trail and a pedestrian bridge crossing a western tributary of Reinecker Creek. The proposed trail addition will add single-track access for mountain bikes to the Reinecker Creek Trail system and a more enjoyable loop option for walkers using the trail around Herald Provincial Park.

Development Services

Short-term Rentals

The CSRD is taking a wait-and-see approach to the issue of new provincial legislation regarding [short-term rentals](#) until the Province provides greater clarity on the regulations. But with the new legislation coming into effect in May, the CSRD is encouraging owners of short-term rentals to contact planning staff to review the zoning regulations and confirm if a short-term rental is permitted on the property. If not, the CSRD can outline possible options for property owners. Find out more from the CSRD's new [short-term rentals webpage](#).



Electoral Area C: OCP Amendment Bylaw 725-26

Directors voted against giving first reading to an 86-lot subdivision proposed for [3311 Colton Road in Tappen](#). A staff report was presented which recommended denying a request to change the Official Community Plan to allow for subdivision construction. A number of Directors expressed concerns about the density of the proposed subdivision, which is located in a rural area. The motion to deny first reading was carried unanimously.



REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Director of Planning & Community Services – Bylaw Notice Enforcement Process & Notice to Ministry of Justice

Date: April 22, 2024

Motion for Consideration:

THAT: a request be made to the Ministry of Attorney General, Justice Services Branch, to add the City of Salmon Arm to Schedule 1 of the Bylaw Notice Enforcement Regulation [B.C. Reg. 243/2023].

AND THAT: a Bylaw Notice Enforcement Bylaw be prepared for future Council consideration and staff contact the CSRD and advise of the City's interest to discuss shared adjudication services in future.

Background:

Staff are requesting that Council pursue a Bylaw Notice Enforcement Bylaw to enable City bylaw enforcement and adjudication in compliance with the *Local Government Bylaw Notice Enforcement Act* and, as a first step, request to be added to Schedule 1 of the Regulation.

This report introduces a bylaw enforcement alternative for the City of Salmon Arm: fines via tickets issued under the *Local Government Bylaw Notice Enforcement (BNE) Act* (the "Act") which may proceed to payment or appeal through a screening and adjudication process. This could replace the current Municipal Ticket Information (MTI) system or function alongside it.

Prior to the 1990s, court bylaw enforcement action for municipalities was conducted by provincial prosecutors. When this ceased, local enforcement became more expensive and challenging. The options were to inform offenders about a bylaw; request compliance; issue an MTI; or for more serious infractions, file for a court order. After a 2002 request from UBCM to better empower local bylaw enforcement, the Province undertook a pilot project to test a different approach; subsequently, this resulted in the BNE Act.

Under the BNE Act of 2005, local governments may opt to establish a bylaw notice adjudication system for resolving minor local government bylaw contraventions as an alternative (or additional) to MTI and provincial court applications. Notices (a form of tickets) are a more cost-effective administrative system for enforcing contraventions ranging from parking tickets, to dog licensing, to unsightly premises, and even minor zoning infractions. Complex zoning contraventions, dangerous dog applications and civil liability matters remain the purview of the MTI process, legal counsel and the court system.

Should Council wish to commence enforcement under this Act, the first step is to formally approve a request to the Ministry. This initiates an Order in Council (OIC) to add Salmon Arm to Schedule 1 of *Bylaw Notice Enforcement Regulation* [B.C. Reg. 243/2023]. There are currently ~145 BC local governments on this list, the majority of local governments in the Province.

ANALYSIS

Given bylaw infractions occur in any municipality that enacts regulatory bylaws, some level of active enforcement must follow. Adjudication can deliver simpler, faster resolution for the community in respect of minor infractions and keep the bylaw service effective and economical, rather than the MTI system which uses the Court system as a means of resolution.

The two key features of the bylaw notice system are a simple “front-end” notice process for initiating action, and a locally managed “back-end” venue for a professional (Ministry of Attorney General appointed) adjudicator to hear ticket disputes. Importantly, the adjudication system:

- 1) eliminates the requirement for personal service;
- 2) uses a timely dispute resolution-based approach to obtaining independently adjudicated decisions; and,
- 3) avoids the need to hire legal counsel and the attendance of witnesses for bylaw enforcement disputes.

The BNE Act model is resolution-oriented and timely with potential relief via negotiation of a compliance agreement, more specifically:

- Adjudication is a **quasi-judicial** legislated step-by-step process involving prescribed notice periods, possible screening officer formal review of a notice, and if upheld, a hearing before an adjudicator. It is less formal and demanding than a court process given evidence can be provided in writing, in person or via telephone. The ticket issuer (e.g. Bylaw Officer, Inspector, RCMP) is not required to attend the hearing.
- **Screening officers**, appointed by bylaw by the municipality, hold the authority to cancel a bylaw notice if they believe the alleged infraction did not occur, if any required information is missing from the notice, or if evidence is lacking; alternately, they may uphold the ticket. Where allowed by bylaw, screening officers may also draft and enter into “compliance agreements” (an agreement to resolve the violation between the municipality and the offending party) with the other party and may impose reduced fines.
- **Adjudicators** are trained, managed and appointed by the Attorney General’s office and so remain at arm’s length to the municipality. An adjudicator hears and receives evidence from both the disputant and the municipality and then determines whether they are satisfied that a contravention has occurred as alleged and upholds the ticket or, if not, cancels it. They have no discretion to waive or change the fine amount or negotiate an alternate solution/compromise. Adjudicators are assigned to hearings and not individually selected by the municipality.
- **Adjudicator decisions are final** under the Act and so offer no means of appeal. If either party feels there has been an error at law or that the adjudicator exceed their authority, the only recourse is to apply to the Supreme Court of BC under the *Judicial Review Procedure Act*. This is extremely rare.

MTI process compared to BNE process

The table below provides a snapshot comparison between these two systems:

Municipal Tickets	versus	Bylaw Notice Tickets
Legislated by Community Charter	vs	Legislated by BNE Act
Charge is beyond a reasonable doubt	vs	Charge is balance of probabilities
Ticket must be personally served	vs	Notice can be mailed or left on a vehicle
No interim screening process	vs	City staff screening officers provide a check
6 to 12 months to trial	vs	2 to 3 months to adjudication
Trial can take 1 to 4 hours	vs	Hearing is designated 20 minutes
Trials heard by Judicial Justice of the Peace	vs	Adjudicator determines outcome
Hearing scheduled by the court registry	vs	Hearing scheduled by the municipality
Witnesses/Bylaw officers attend and testify	vs	Evidence submitted by mail, phone or in person
Max fine per occurrence \$1,000	vs	Max fine per occurrence is \$500
Pay or dispute period is 14 days	vs	Pay or dispute period is as stipulated in bylaw

Next Steps

Should Council support undertaking enforcement under the BNE Act, the following sets out the necessary steps:

1. **Submit request to Ministry to be added to the list in the BNE Regulation.**
2. Prepare a Bylaw Notice Enforcement Bylaw for Council consideration (setting fines, timelines, appointing screening officers, etc.).
3. Reach out to other nearby local governments (most of which have BNE in effect) and seek a contractual partnership to share adjudication hearings and their costs.
4. Budget for these costs (acknowledging that local governments have found they amount in their enforcement or legal budgets will suffice and that the income from tickets is such that the system may fund itself).
5. Determine which City bylaws will be included in the BNE Bylaw schedules (these bylaws will require a minor text amendment to their penalties/offence or administration sections).
6. Prepare operational and screening officer Council Policy (templates for these are provided by the Province)
7. Prepare an internal ticket administration process to streamline the steps especially as regards sending tickets to collections and train delegated staff on best practices for screening procedures.
8. Implement forms (e.g. order BNE ticket books, create templates for notices, letters, screening requests, compliance agreements, etc.)

Summary

In closing, at this time staff is asking Council to consider only the first step above. The process to effect BNE will take some time and require budgeting for next year. Ministry approvals may take up to three months as it depends upon Cabinet Ministers' meeting schedule. Given the summer season will then lead in to the October 19th, 2024 provincial election, it is advisable to start the process as soon as possible if we are to be operational under BNE sometime in 2025.

Legislative authority / plans / reports:

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

Financial Considerations:

Local governments participating in the bylaw notice system must pay its costs in respect to adjudicators' fees. However, since this system improves contravention enforcement by providing a more rapid and accessible venue for dealing with contraventions, it is more economical than the MTI process. It reduces the demands on the court system and so is less expensive to administer – especially if the City shares the hearing system jointly with nearby local governments. The CSRD operates a bylaw notice system, and has an adjudication process established. While hearings conducted by tele-conference are significantly less costly given no travel time or disbursements, based upon the experiences of others with BNE bylaws, both parties typically prefer formal in-person hearings.

According to CSRD staff, they had commenced BNE in 2023 but have yet to hold an adjudication hearing. They anticipate there will be an average of four hearings annually and plan to partner with Golden, Revelstoke, and Sicamous which has just recently requested to be added to the Regulation. The City may negotiate partnership into this group to share the venue and adjudicator costs.

In research and input from similar BC municipalities who conduct enforcement under this legislation:

Municipality	2021 Pop.	BNE # per year	BNE to Screening	BNE to Adjudication
Cranbrook	20,499	~6400	~1%	1%
Squamish	23,819	~3000	10%	2%
Summerland	13,500	~200	1%	1%

Finally, bylaw notices can actually balance the expenditure between the amount of the penalty imposed (capped at \$500 by provincial regulation) and the cost of pursuing the bylaw contravention in court or at least the cost of adjudication hearings. The municipalities staff spoke to advise that the proceeds of paid tickets, averaging 66% to 75% (paid after issuance or after screening), do offset costs.

There will always be a portion of BNE tickets that are ignored and unpaid (as there are with MTI tickets), especially when ticketing of out of province vehicles. Approximately one third to one fifth of all issued tickets are often ignored. If it is commonly understood in the community that there is neither follow up and nor repercussions to non-payment, the enforcement system ceases to be effective. It is recommended to pursue a properly issued ticket through the collections process. There will be an impact on work load initially; however, once it is clear that there is follow through coupled with significantly higher costs for late payment, staff anticipate that more tickets will be paid and the workload will level. The process to track and forward unpaid tickets through a collection system follows a stepped formalized system. This includes one follow-up letter to the owner of the property of ICBC registered owner of the vehicle. In recognition of this, the Act enables a surcharge or a late charge at this point. Fines should be reduced if paid early, reasonable if paid at the base rate but should significantly increase if ignored or have to be sent to collections. For example, a noise bylaw infraction such as a barking dog could be set at \$100, but reduced to \$30 - \$40 if paid early, and increased to \$250 if late or if it proceeds to collections. These details would follow in a future draft bylaw. For now, this information is provided only so Council has a broad understanding of the BNE process.

Alternatives & Implications:

Council could refer this matter back to staff for further consideration.

Communication:

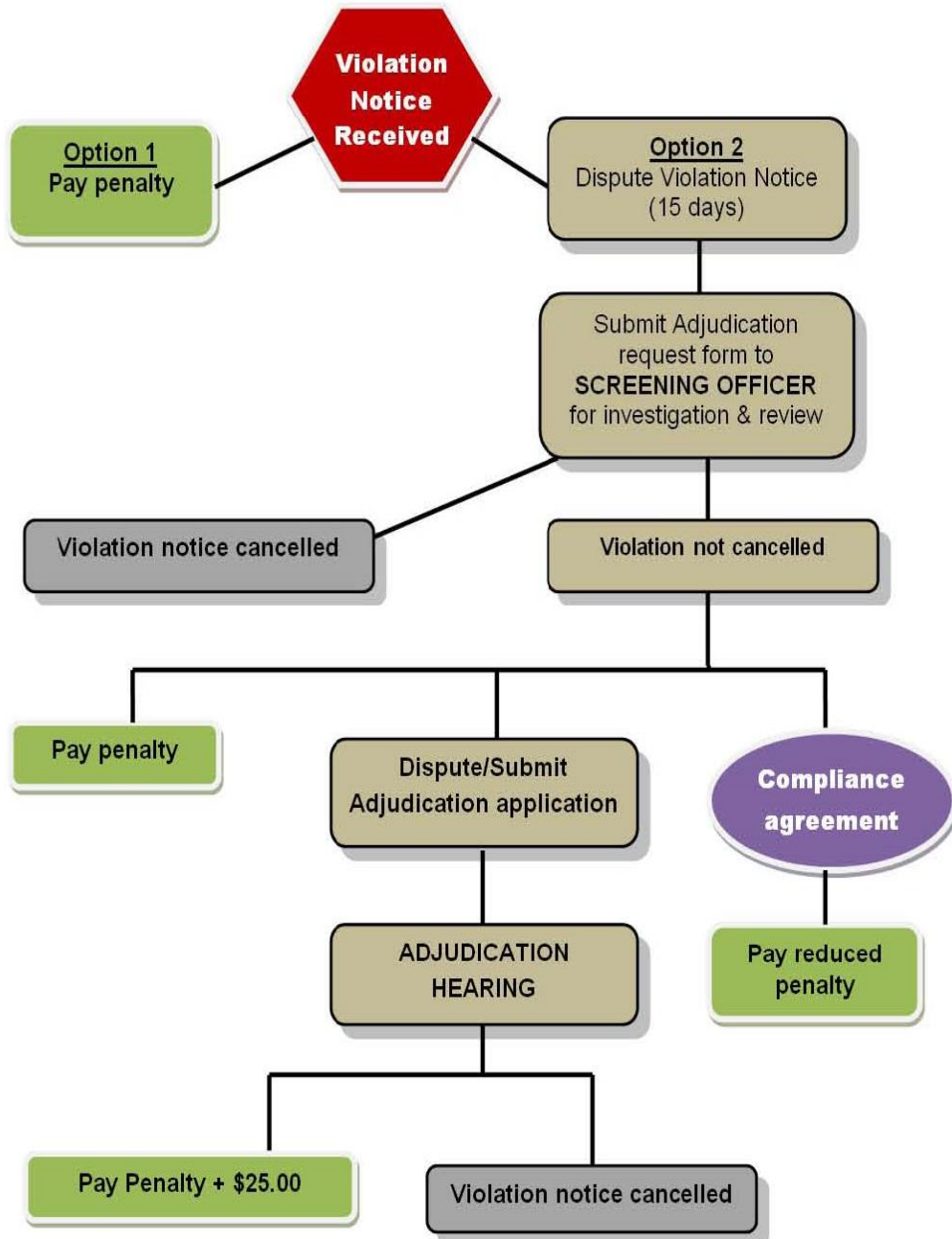
None planned at this time.

Prepared by:	Planning Analyst
Reviewed by:	Director of Planning & Community Services
Reviewed by:	Director of Corporate Services
Approved by:	Chief Administrative Officer

Attachments:

- BNE Process/Flowchart

Violation Notice Process at a Glance





REQUEST FOR DECISION

To: Mayor & Members of Council

Title: Klahani Park – Tennis Courts, Addition of Pickleball Court Lines

Date: April 8, 2024

Motion for Consideration:

THAT: Council authorize the change in service level to Klahani Park Tennis Courts with the addition of eight (8) permanently lined Pickleball courts creating multi-use courts.

Background:

Klahani Park, located at 6391 – 10 Avenue SE currently contains six (6) pickleball courts and two (2) tennis courts located along the south side of the property. There have been many discussions regarding converting the tennis courts to pickleball courts; however, with the upcoming 55+ Games and an already high participant registration, it has been determined that the current six (6) courts will not be sufficient to host this event with full participation. Council has approved a \$40,000 budget to complete a court re-surface project on the existing pickleball courts in preparation for the 55+ games.

City Parks and Recreation staff have been contacted on several occasions regarding the lack of courts from both the Pickleball Club and 55+ games committee. The proposal is to layout eight (8) additional pickleball court lines, four (4) within each tennis court. The tennis courts are running north/south, where the pickleball courts would run east/west. These courts will require portable nets and fences during the 55+ games and regular play. The nets and fences will be the responsibility of the 55+ games.

We have secured a contractor through a public procurement process for the re-surfacing project, to be completed in early June, subject to contractor availability. We have reached out to the successful contractor and they have provided options/costing on the additional eight (8) courts and would be able to extend their scope of works to include these eight (8) pickleball courts.

Legislative authority / plans / reports:

	Official Community Plan	X	Klahani Park Master Plan
	Community Charter/LGA	X	Other – BC 55+ Games
	Bylaw/Policy		Corporate Strategic Plan
	Zoning Bylaw		2024-2028 Financial Plan
			Long Term Financial Plan

Financial Considerations:

The estimated cost of lines to be installed is \$500 per court, totalling \$4,000. Within the 2024 approved budget, council approved \$1,280 for the removal, relocation and eventual re-installation of a soccer goal post at the Jackson Soccer Field. Staff have received communication that the net removal is no longer required as the sports directorate has relocated sports at this location. It is proposed to utilize these funds along with the 55+ games budget to cover the full amount.

There will be no immediate increase in annual operation and maintenance costs, however, replacement of lines will be required at time of next re-surfacing of the tennis courts.

Alternatives & Implications:

Should the change in service level not be authorized, the 55+ Games sport of pickleball may have to restrict participation.

If the full amount of the re-surfacing of the Klahani Park Pickleball Courts are not utilized in full, staff would recommend that the unused funds be utilized to cover any overages of the additional pickleball court lining.

Communication:

Prepared by: Manager of Roads & Parks and
 General Manager of Shuswap Recreation Society
Reviewed by: Director of Engineering & Public Works
Approved by: Chief Administrative Officer

Attachments:

- Location and Layout Map




1:440


Legend


 Parcels

Orthos 2023 - 10cm

RGB

 Red: Band_1

 Green: Band_2

 Blue: Band_3



REQUEST FOR DECISION

To: Development & Planning Services Committee

From: Senior Planner & Approving Officer

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

Date: March 18, 2024

Executive Summary/Purpose:

This proposal is to amend the Zoning Bylaw definitions of Height and Grade to facilitate residential development.

Motion for Consideration:

THAT: A bylaw be prepared for Council's consideration, amending Zoning Bylaw No. 2303 as follows:

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

2. 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.

Staff Recommendation:

THAT: The motion for consideration be adopted.

Proposal:

This proposal is to amend the Zoning Bylaw definitions of Height and Grade and how height is calculated, in order to align with the current recommended standards, policy and procedures to better support various housing forms.

Background:

The proposed amendments to the Zoning Bylaw definitions of Height and Grade are intended to update the City's definitions aligned with both provincial and municipal housing policies. The Provincial Ministry of Housing's Small-Scale Multi-Unit Housing Policy Manual suggest that the definition of Building Height be considered for review by Local Government. The proposed bylaw amendment is intended to bring the zoning bylaw into compliance with the *Local Government Act* and the provision of SSMUH options.

Insufficient height allowances can deter supported housing forms. The Province recommends a universal height limit that permits three stories regardless of the method of measurement, site gradient, or roof style to help improve the viability and diversity of housing forms. Limits of 1, 2 or 2.5 stories affect project viability or increase lot coverage to the point of reducing site permeability, green space, and livability. If height maximums are too low, it can also restrict

evolving building technologies designed to improve efficiency, sound, and fire separation, such as increased minimum insulation requirements for floor and roof systems which may result in a larger but more energy-efficient building envelope.

Staff note that the City has been generally supportive of variances for increased height: since 1987, 37 Variance Permit applications for building height have been considered with 36 approved and only 1 defeated. Additionally, height variances have been granted through the Development Permit application process, as the building height and roof lines are significant elements of the form and character of a development (the number of these variances have not been tracked). Variances can delay a project and may call into question the suitability of an otherwise strong proposal. While there may still be instances where the viability of a project may still depend on varying the building height requirement, staff suggest that these applications may be reasonably limited by the suggested amendments.

Further to this, staff note that the current definition has proven to particularly impact buildings on sloping sites. As development within the City moves towards more challenging terrain within our infill areas as well as Residential Development Area B, staff view the proposed amendments as proactive to support residential development in these identified priority areas.

While the maximum heights permitted in the Zoning Bylaw generally already allow for three stories (10 m), staff note that the current definition of height can be limiting, particularly affected by site grade and potentially restricting development across sloping sites. The current definition of height is:

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 construction of the *building*, to the roof line of the *building* when roof line means the highest point on any roof top or edge or parapet forming the top line of the (roof) *building* silhouette.

Staff have proposed to amend the above definition as follows:

HEIGHT when determining the height of buildings and 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.

This proposed definition aligns with current provincial guidelines and recommendations, as well as the definitions utilized in many neighbouring municipalities. Using “average grade” is a more permissive approach particularly for sloping sites, while allowing measurement to the mid-point of a sloping roof is more permissive with respect to a more supported building form. Lots with very steep slopes away from the road or access point, tend to result in height limits that are negatively affected by the very low (bottom of slope) grade points, that then do not allow a 2-3 story structures to be constructed on the upper portion of the lot where the driveway access must be located, requiring a variance to allow a reasonable structure. “Averaging” the grade tends to lessen this effect.

It is impossible to consider Height without some corresponding consideration of the definition of “Grade”. The Zoning Bylaw definition of Grade is as follows:

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.

For purposes of clarity and accuracy, Staff propose to amend the above definition as follows:

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*.

Staff view this change as a relatively minor “housekeeping” update. The proposed definition would bring the Zoning Bylaw into alignment with the Subdivision and Development Servicing (SDS) Bylaw with respect to site grading plan requirements, terminology, and approval process. Site grading plans are required through the SDS Bylaw as a component of site pre-design and preparation through the Subdivision or Building Permit application process.

Diagrams demonstrating the application of these proposed changes are attached as Appendix 1.

In general OCP policy supports a variety of housing forms. Staff note that the proposed zoning amendments align with the OCP’s Urban Residential Objectives listed in Section 8.2 and the Urban Residential Policies listed in Section 8.3, including providing a variety of housing types and housing options. The allowance for additional height supports sloping roof designs, which may offer visual interest in alignment with OCP Residential Building Guidelines listed in Section 8.4.

Furthermore, Staff suggest that this proposal aligns with strategic themes identified in the Community Housing Strategy supporting residential density and diversity that fits with the character of the community, and developing opportunities to address rental housing needs. The changes are intended to support options to increase housing density within a range of buildings which may be slightly taller while maintaining more traditional roofline aesthetics.

Relevant Policy(ies):

As noted, staff view the proposed Zoning Bylaw amendments as presented to be consistent with OCP residential objectives and policies, the Subdivision and Development Servicing Bylaw, as well as the Community Housing Strategy.

Referral Comments:Fire Department

The Fire Department has advised that this change will not significantly affect firefighting operations.

Ministry of Transportation (MOTI)

Ministry of Transportation approval is required for Zoning Amendment Bylaws. Staff referred a draft version of this staff report. After third reading of the bylaw it will be forwarded to MOTI for signature.

Planning Department

Staff view the proposed Zoning Bylaw amendments as presented to be consistent with OCP residential objectives and policies, as well as the Community Housing Strategy. The amendments proposed to the Zoning Bylaw serve to clarify and align with municipal policy, support housing diversity, and provide opportunity for additional housing formats.

The proposed bylaw will be held at second reading and will progress through future readings in concurrence with other bylaws related to the implementation of SSMUH.

Financial Considerations: N/A

Committee Recommendations: N/A

Public Consultation:

Pursuant to the *Local Government Act* and City of Salmon Arm Zoning Bylaw newspaper ads are placed in two editions of the local in advance of first reading of the bylaw, which is expected to be April 8, 2024. A Statutory Public Hearing is not held for Zoning Bylaw Amendments that bring bylaws into compliance with SSMUH.

Alternatives & Implications: Staff anticipate that the number of Variance Permit applications related to building height will be reduced as a result of the proposed amendment.

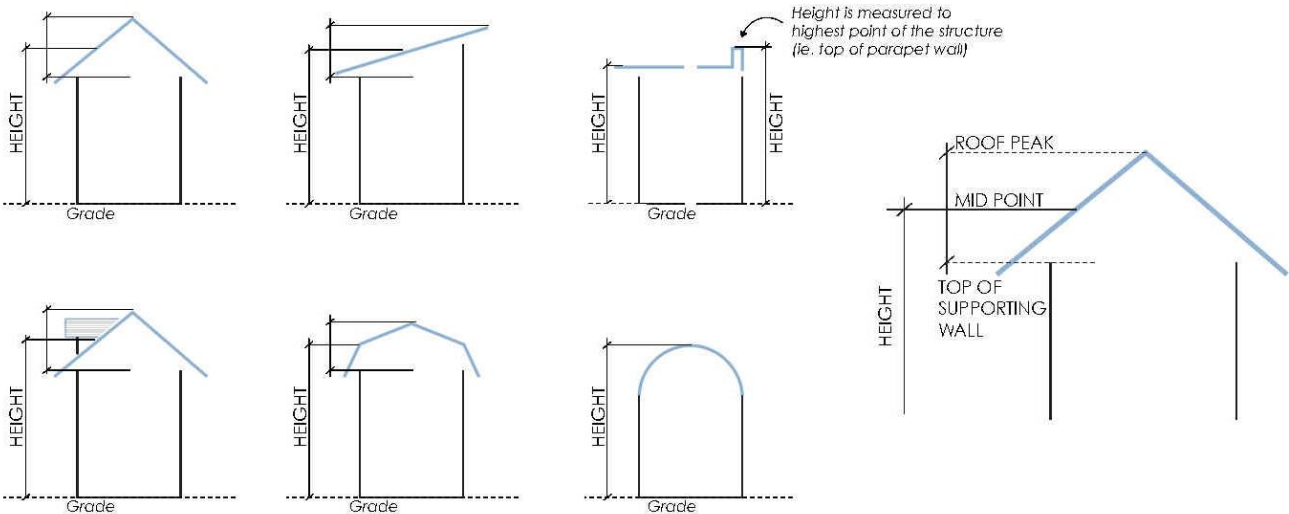
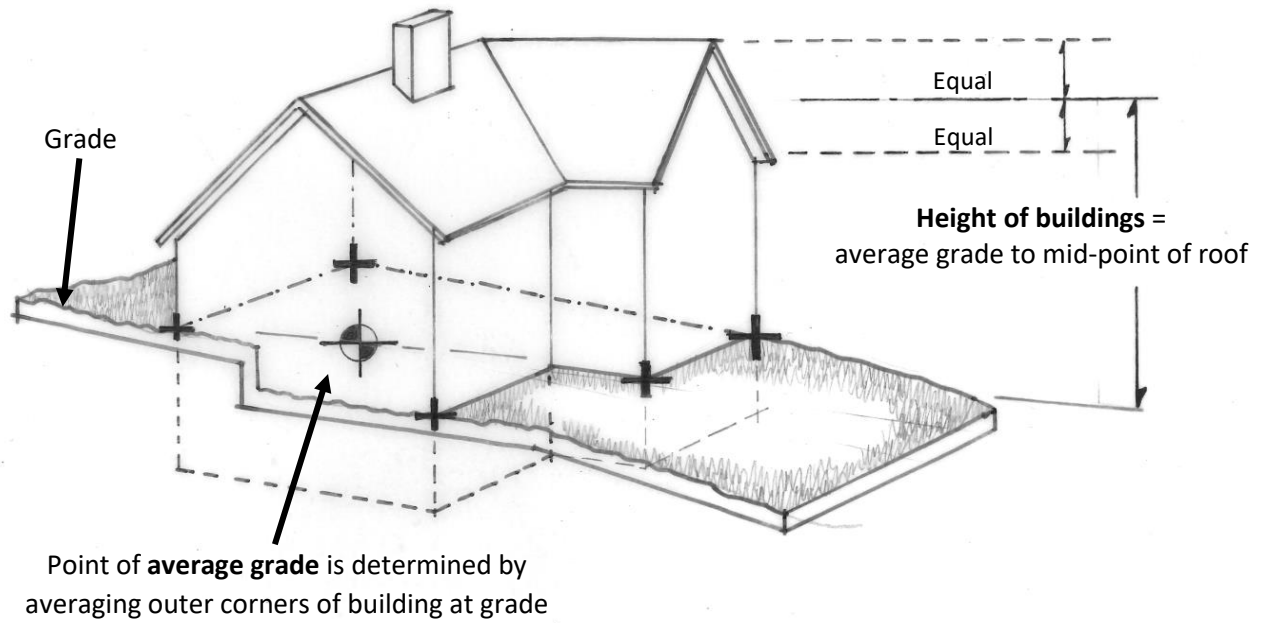
Prepared by: Senior Planner

Reviewed by: Director of Planning & Community Services

Approved by:

Attachments:

- Appendix 1 – Height and Grade Diagrams



CITY OF SALMON ARM

BYLAW NO. 4642

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:

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, 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

2. **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.

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. 4642**”

READ A FIRST TIME THIS	DAY OF	2024
READ A SECOND TIME THIS	DAY OF	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



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

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 Fees 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:

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
-----	--	--

Be deleted and replaced with:

14.	Agricultural Land Reserve Application	
	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
-----	---	---------

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 25 DAY OF MARCH 2024

READ A SECOND TIME THIS 25 DAY OF MARCH 2024

READ A THIRD TIME THIS 25 DAY OF MARCH 2024

ADOPTED BY THE COUNCIL DAY OF 2024

MAYOR

CORPORATE 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

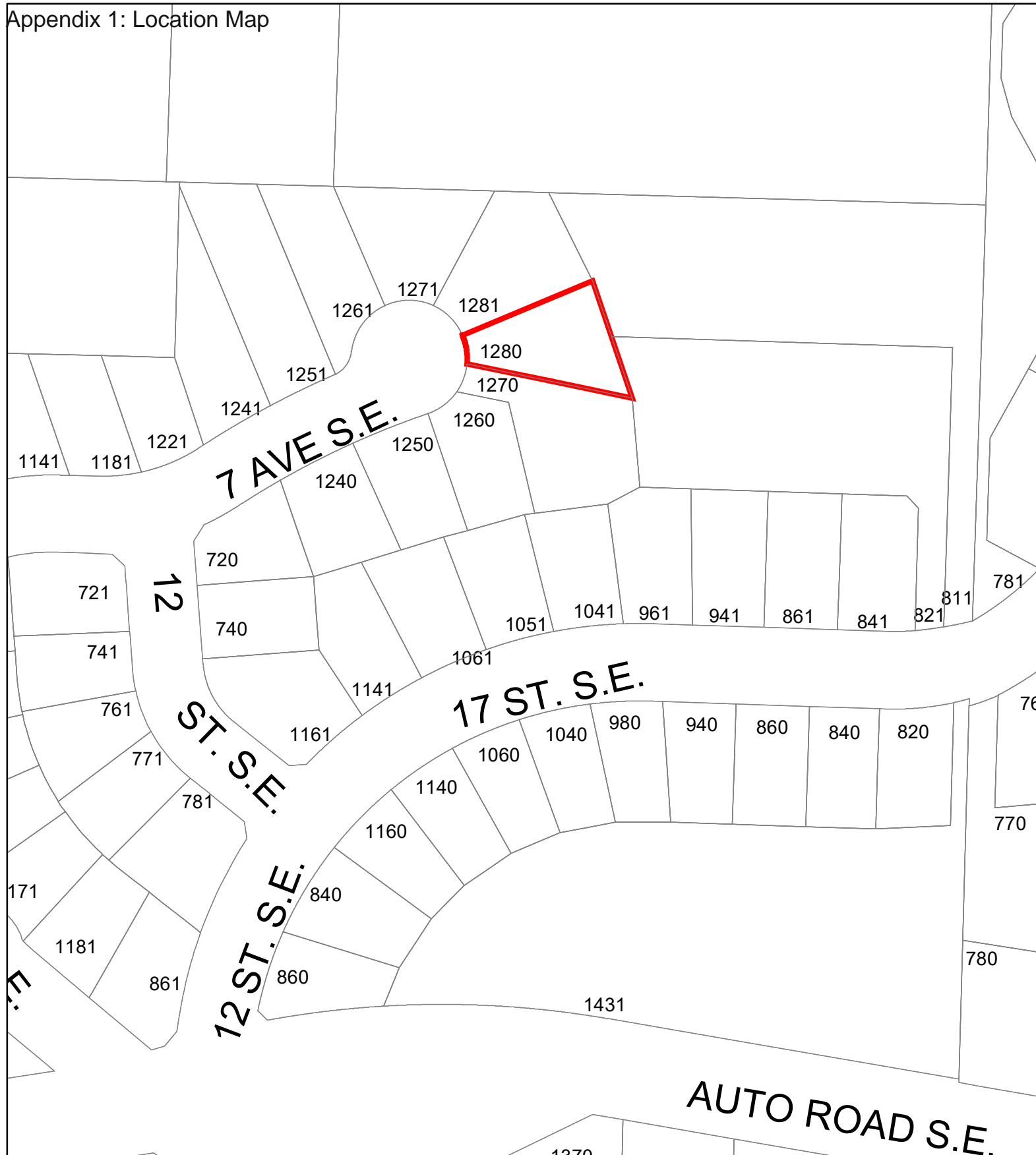
Reviewed by: Director of Planning and Community Services

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

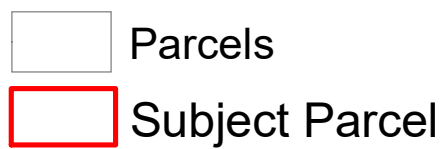
Appendix 1: Location Map

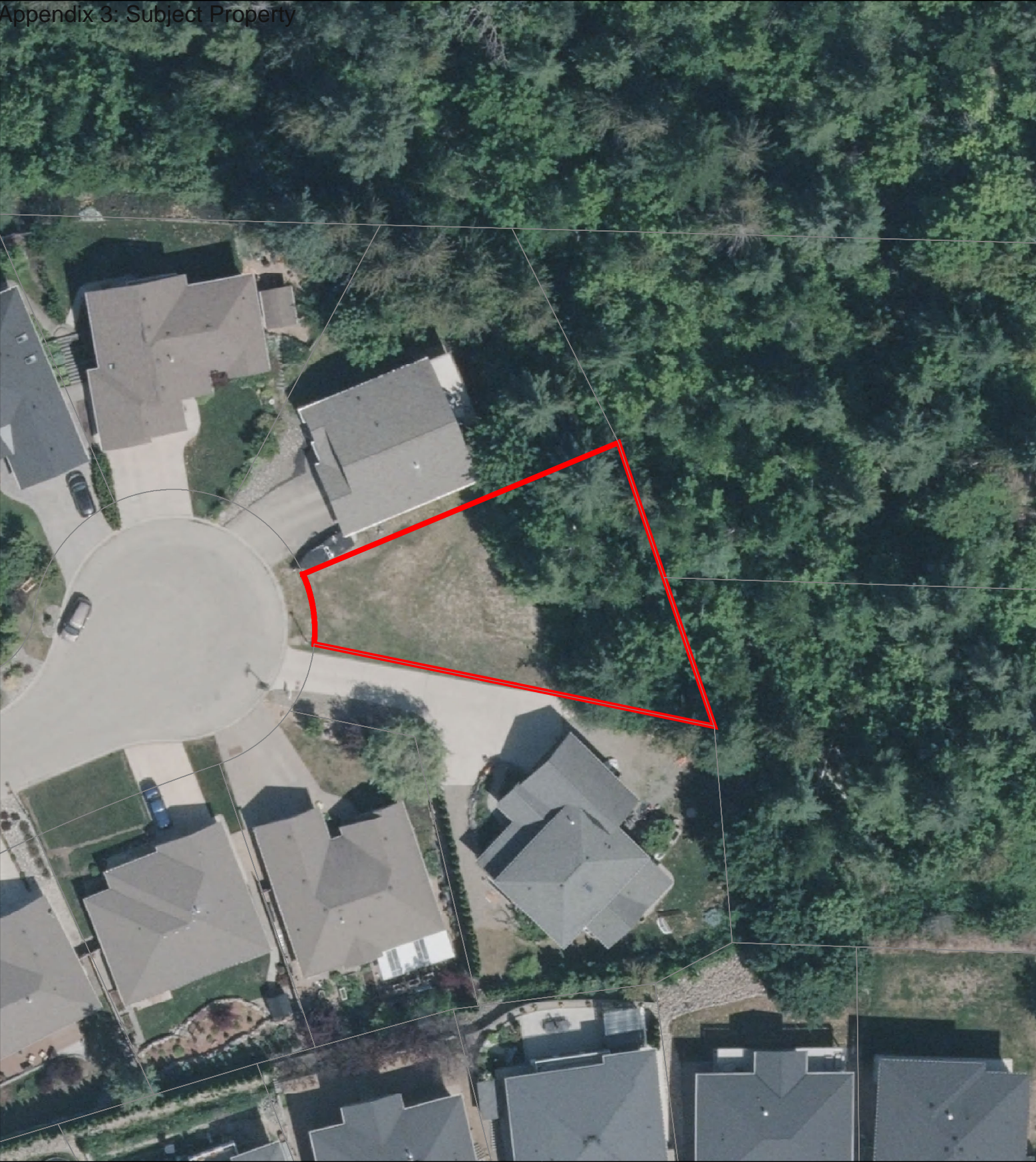






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Meters

 Parcels

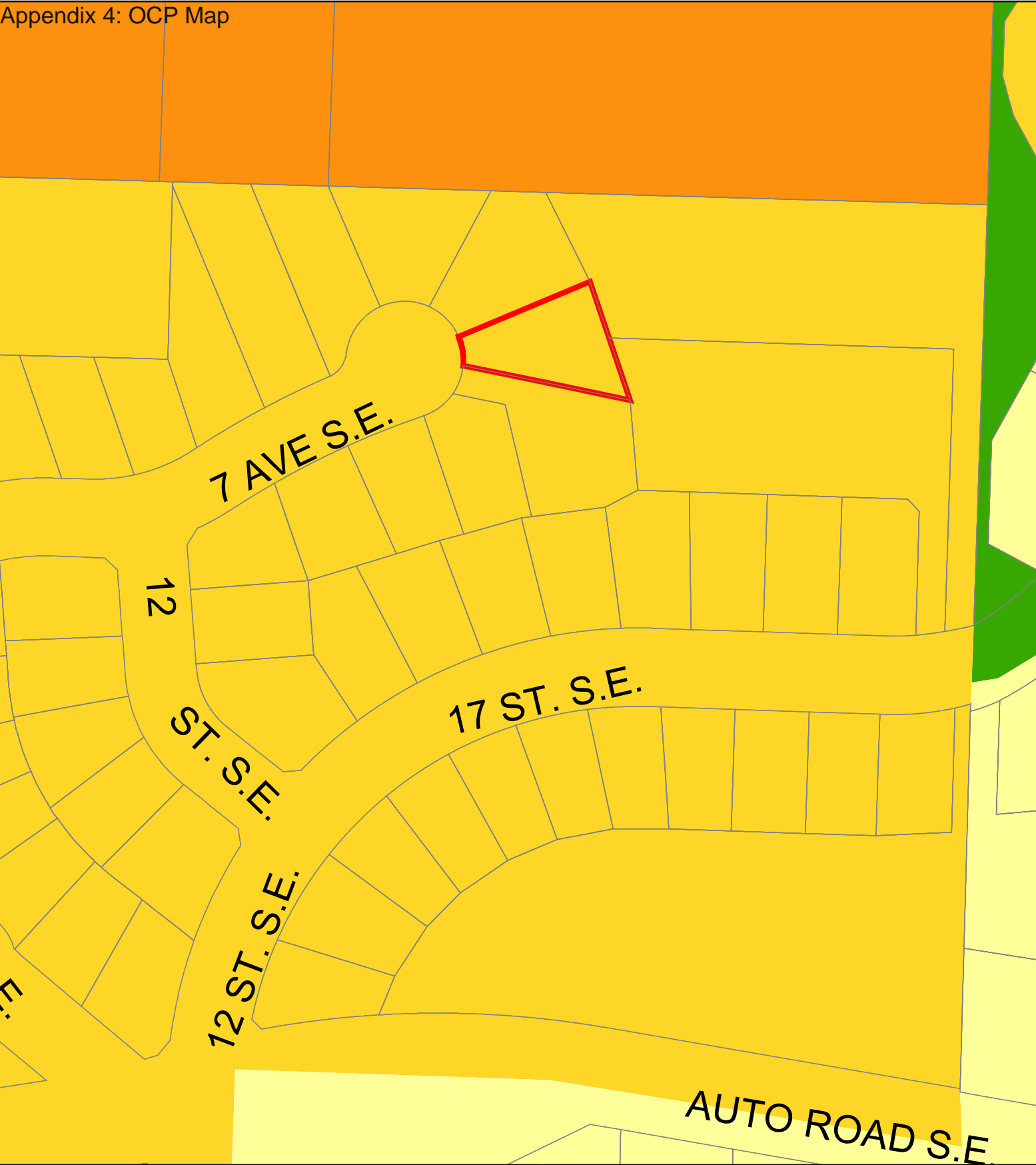
 Subject Parcel






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Page 58 of 119



N



0 12.5 25 50 Meters



Parcels

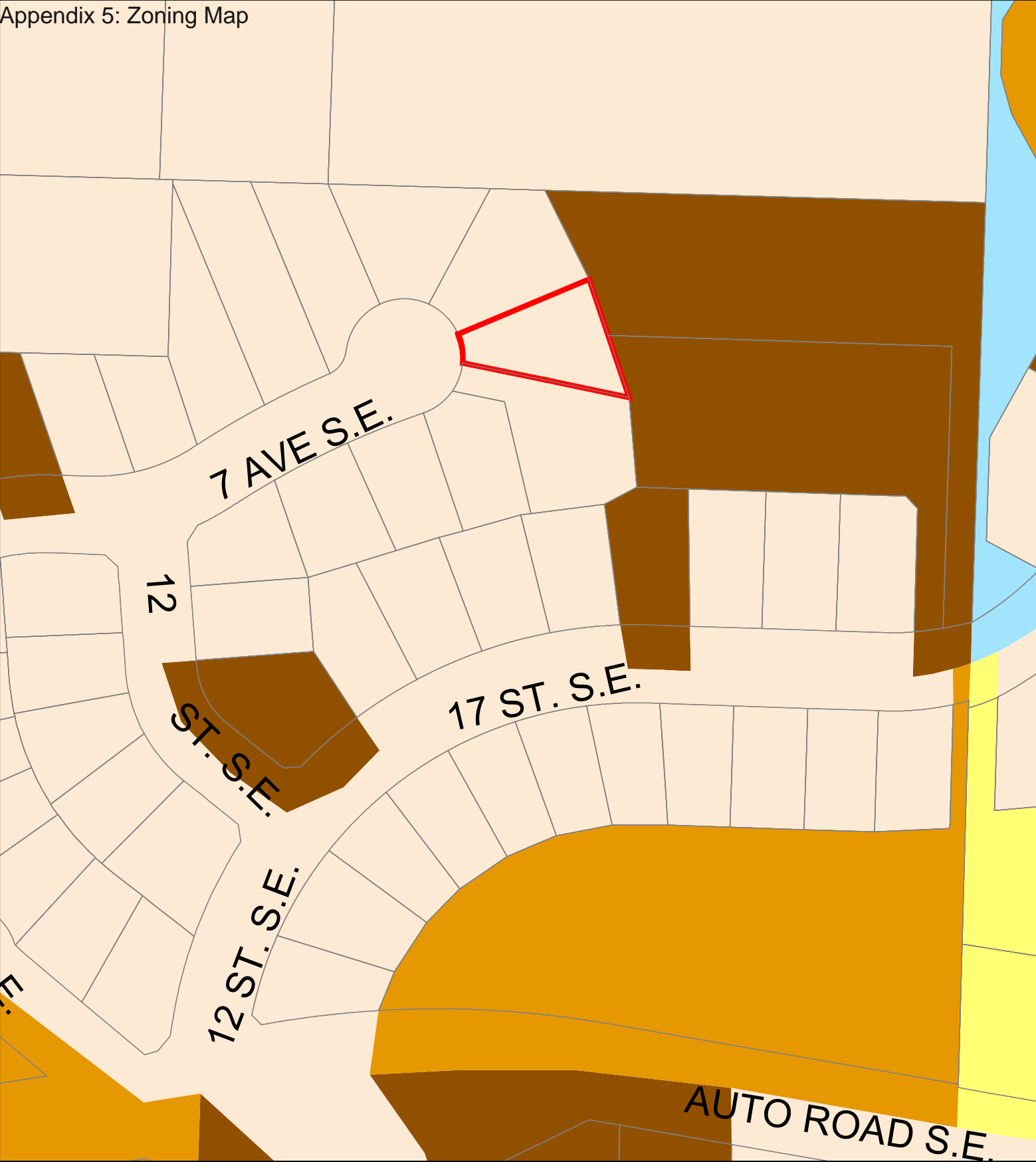
Subject Parcel

Park

Residential - Low Density

Residential - Medium Density

Residential - High Density



N

0 12.5 25 50 Meters

	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



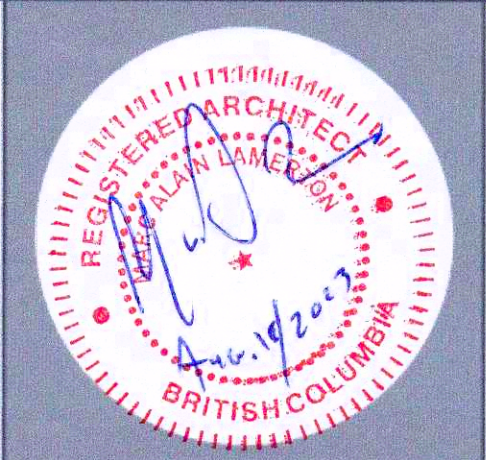
SOUTHWEST



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
PO. 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

BROWNE JOHNSON
Land Surveyors

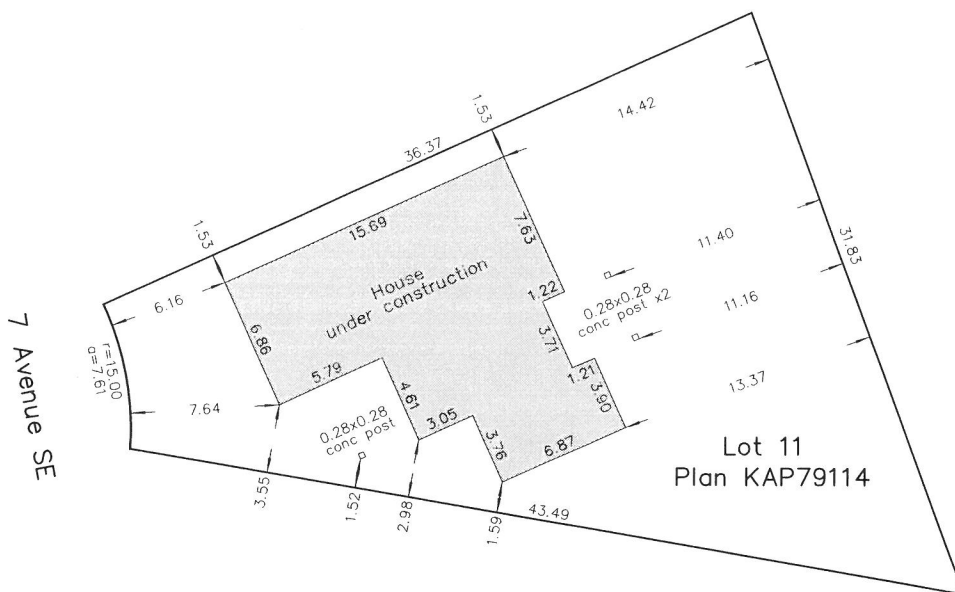
250-832-9701 | office@brownejohnson.com

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

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

Civic Address: 1280 7 Ave SE, Salmon Arm

Statutory Building Scheme: KX157893
Covenant: KX134201



A number line starting at 5 and ending at 25, with major tick marks and labels at 5, 10, 15, 20, and 25. The interval between 5 and 10 is further divided into four equal sub-intervals by three small tick marks. Each of these four sub-intervals contains a small square.

All distances are in metres.

Dimensions derived from Plan KAP79114

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'

Page 64 of 119

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

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LAND SURVEYORS

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THIS DOCUMENT IS NOT VALID UNLESS
ORIGINALLY or DIGITALLY SIGNED.

Our File: 450-23

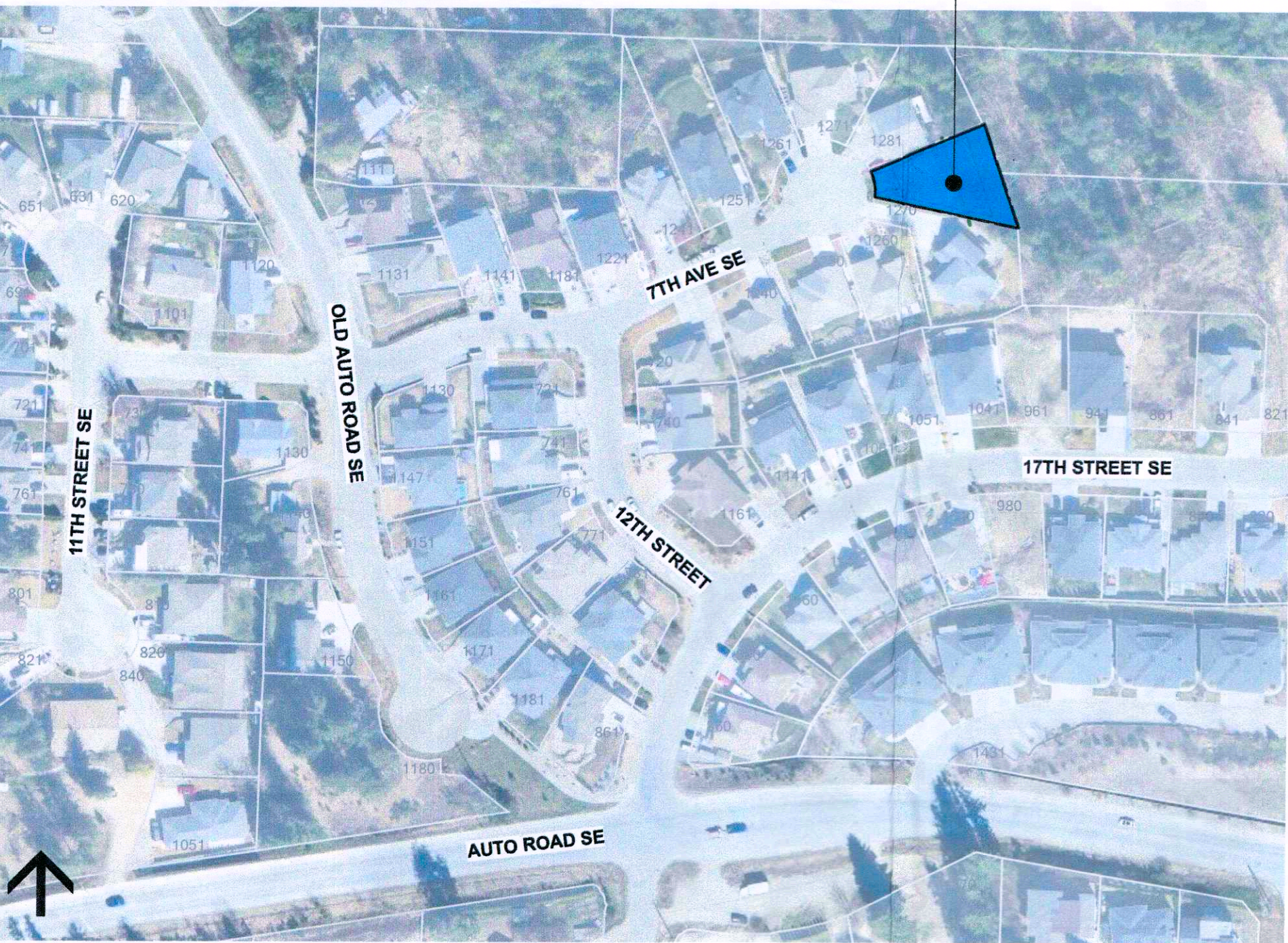
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SITE INFORMATION	
ADDRESS:	1280 - 7th Avenue SE, Salmon Arm, BC
ZONING:	Existing = R-1 - Single Family Residential Zone Proposed = R-8 - Residential Suite Zone - see A1.0 (Site Plan) for provided onsite parking - see A2.1 (Lower Floor Plan) for Suite 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

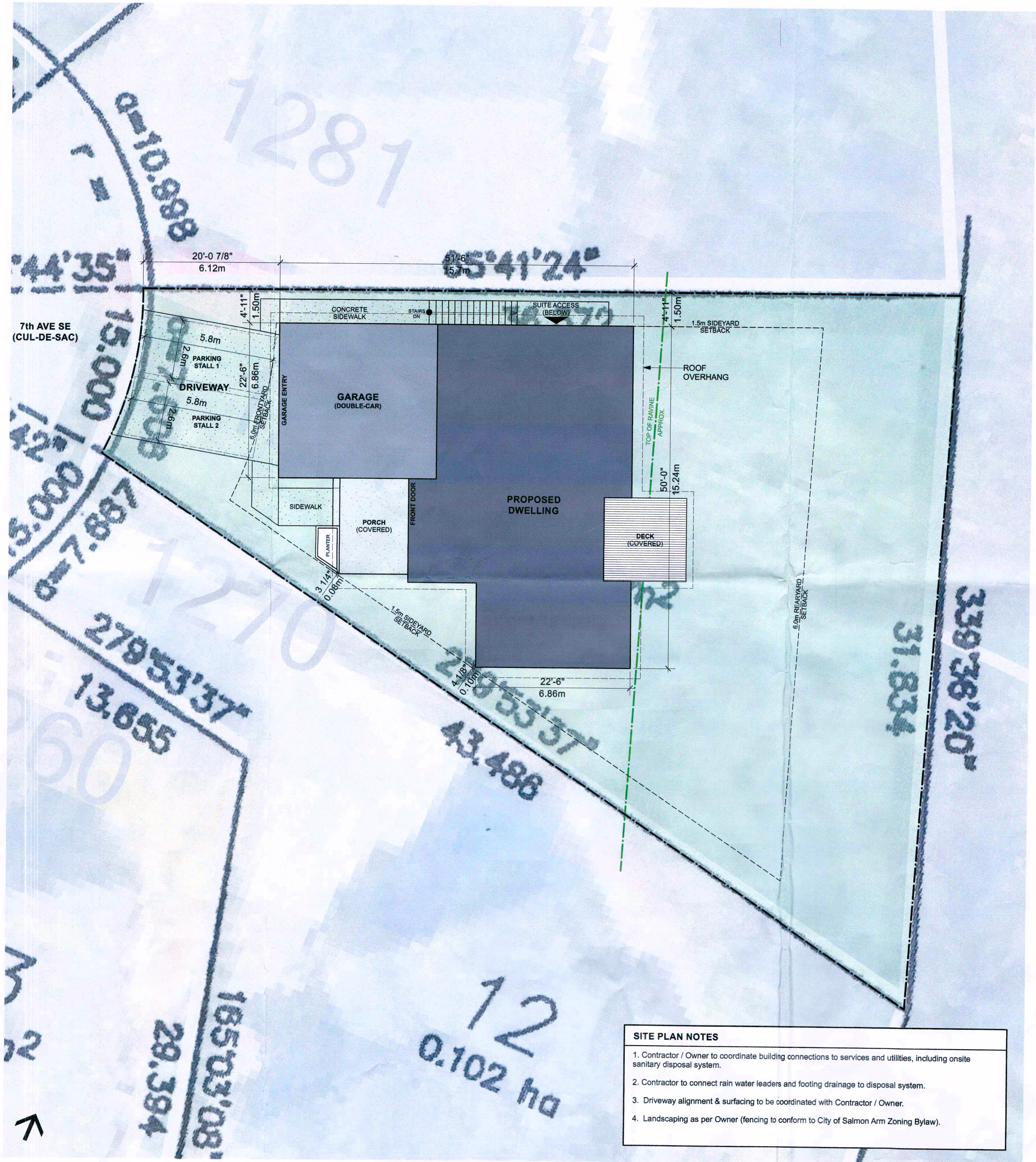
BUILDING CODE DATA	
APPLICABLE BUILDING CODE:	2018 BC Building Building Code - Part 9
MAJOR OCCUPANCY:	Group C - Residential
BUILDING AREA:	174.7sm (1,880.5sf)
BUILDING HEIGHT:	2 Storeys
CONSTRUCTION TYPE:	Combustible Construction
THERMAL REQUIREMENTS:	Building is subject to an Energy Performance Analysis 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	
1. As per Section 9.32.2, Mechanical Ventilation shall be provided. 2. 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 a) draw supply air from an outdoor inlet connected upstream of the fan, and b) draw air from i) each bedroom and deliver it to a common area, or ii) a common area and deliver it to each bedroom.	

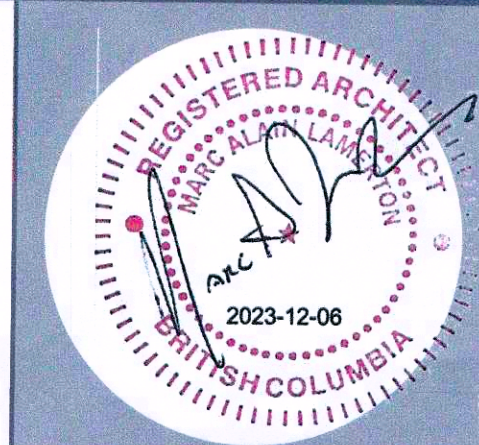


SITE KEY PLAN SCALE 1:1500



SITE PLAN SCALE 1:100

SITE PLAN NOTES	
1. Contractor / Owner to coordinate building connections to services and utilities, including onsite sanitary disposal system. 2. Contractor to connect rain water leaders and footing drainage to disposal system. 3. Driveway alignment & surfacing to be coordinated with Contractor / Owner. 4. 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
P.O. BOX 2350
SALMON ARM, BC V1E 4R3
Marc Lamerton, Architect AIBC
T 250-515-4801
E marc@avexarchitecture.ca
W www.avexarchitecture.ca

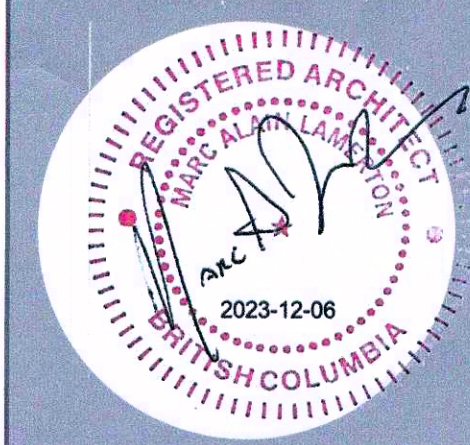
PROJECT: 23-025
SINGLE-FAMILY DWELLING

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"



416B - 4th ST. NE
P.O. BOX 2350
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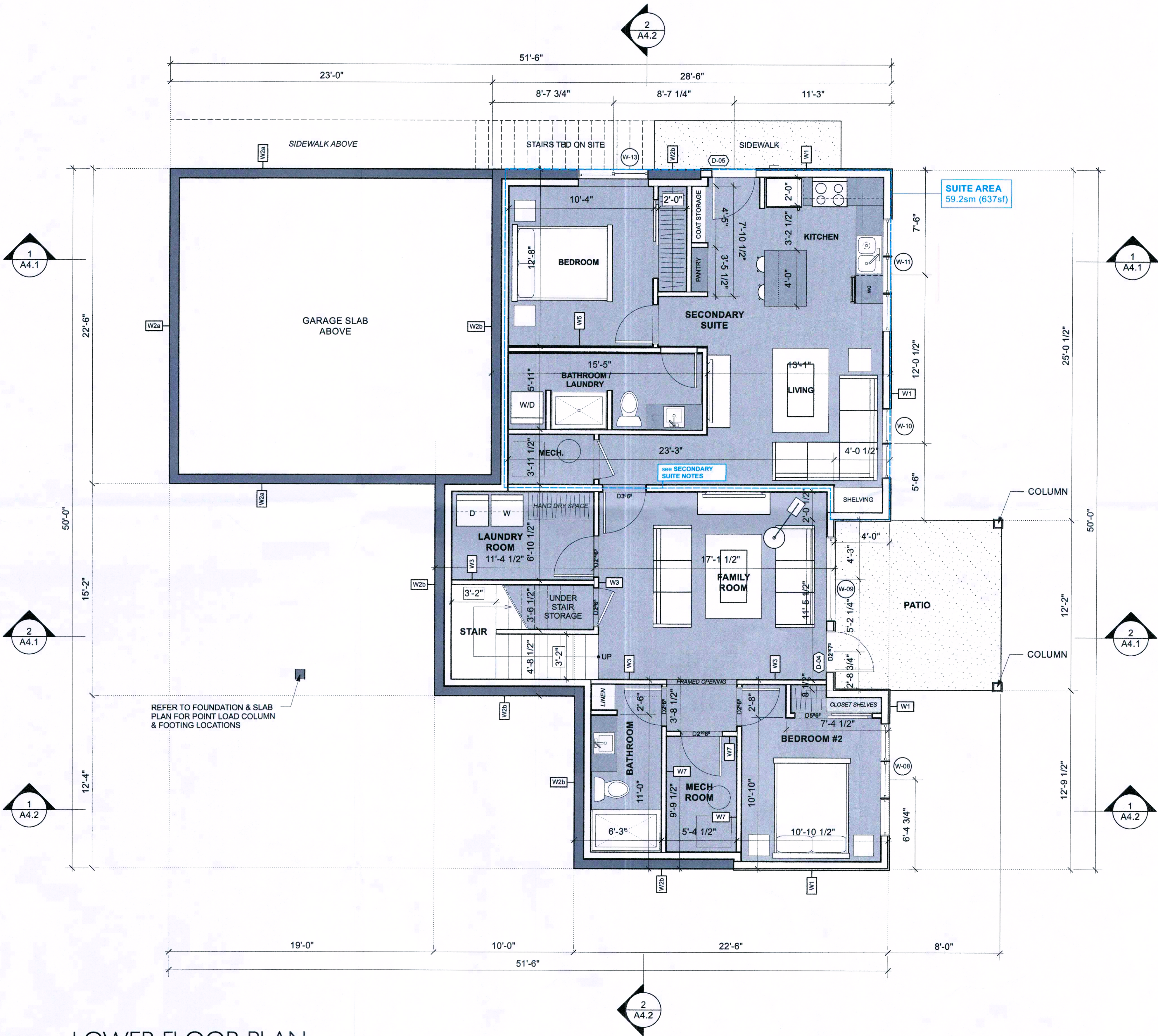
PROJECT: 23-025
SINGLE-FAMILY DWELLING

1280 - 7th Avenue SE
Salmon Arm, BC

DRAWING TITLE:
LOWER FLOOR PLAN

DRAWING NO:

A2.1



LOWER FLOOR PLAN

- 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.

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 25 DAY OF MARCH 2024

READ A SECOND TIME THIS 25 DAY OF MARCH 2024

READ A THIRD TIME THIS DAY OF 2024

ADOPTED BY COUNCIL THIS DAY OF 2024

MAYOR

CORPORATE OFFICER

Schedule "A"



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 Junior Mountain Bike Rides Begin every Tuesday evening	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 Earth Day Celebration Downtown
21	22 Earth Day Celebration Shuswap Middle School Recycling Drive	23	24	25	26	27
28 National Day of Mourning Ceremonies – Peace Park @ 11:00 a.m.	29	30				

CITY OF SALMON ARM BUILDING DEPARTMENT REPORT MARCH 2024

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

CURRENT YEAR (2024)
CURRENT MONTH YEAR-TO-DATE

		NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE
1	New Single Family Dwellings	2	2,850,000	4	3,725,000	1	500,000	2	1,100,000
2	Misc. Additions etc. to SFD's	4	144,500	8	692,700	2	45,000	6	313,000
3	New Single Family Dwellings with suites	-	-	1	385,000	-	-	1	1,300,000
4	New Secondary/Detached Suites	-	-	3	82,000	2	688,795	5	1,338,795
5	New Modulars/MH's (Factory Built)	1	52,000	2	372,000	-	-	2	380,000
6	Misc. Additions etc. to Modulars/MH's	-	-	-	-	-	-	-	-
7	MFD's (# Units)	-	-	2 (5)	1,478,000	-	-	1 (4)	1,000,000
8	Misc. Additions etc. to MFD's	-	-	-	-	-	-	-	-
9	New Commercial	-	-	-	-	-	-	1 (140)	21,000,000
10	Misc. Additions etc. to Commercial	2	28,000	6	833,000	-	-	1	20,000
11	New Industrial	-	-	1	85,000	-	-	-	-
12	Misc. Additions etc. to Industrial	2	70,000	2	70,000	-	-	1	35,000
13	New Institutional	-	-	1	492,000	-	-	1	55,000
14	Misc. Additions etc. to Institutional	-	-	1	124,282	-	-	-	-
15	Signs	6	82,600	8	85,900	-	-	1	4,444
16	Swimming Pools, Pool Buildings	1	100,000	2	108,000	-	-	-	-
17	Demolitions	1	-	1	-	1	-	2	-
18	Temporary Trailers, A & B Permits	1	-	1	-			-	-
19	Misc. Special Inspections, etc.	2	-	11	-	3	-	9	-
	TOTAL PERMITS ISSUED	22	3,327,100	54	8,532,882	9	1,233,795	33	26,546,239

MFD's - Apartment, Row, Duplex, Strata (# of dwelling units created)

Farm building values not included

BUILDING PERMITS - YEARLY												
	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
2001	585,500	11,938,550	12,265,250	12,842,790	13,534,790	14,712,550	16,330,650	17,717,625	19,031,075	19,895,255	21,318,855	21,458,195
2002	585,500	1,952,500	3,340,850	3,821,240	5,455,840	6,411,690	8,844,690	10,932,510	15,780,890	16,705,600	17,738,200	17,923,700
2003	130,110	920,780	2,974,020	4,486,120	5,993,320	13,294,120	15,555,250	17,937,005	20,318,920	22,000,340	24,005,740	24,782,360
2004	430,700	1,506,500	5,903,780	8,379,104	10,122,768	12,086,319	14,779,343	21,598,763	30,371,023	33,614,173	34,957,458	35,881,343
2005	1,072,000	2,269,650	4,344,750	6,806,152	12,110,482	28,031,457	29,985,585	34,743,645	37,600,445	42,915,856	45,525,611	47,576,746
2006	815,550	3,224,468	8,012,449	11,501,929	16,084,809	20,066,533	23,714,194	26,370,890	36,479,806	37,278,358	42,332,995	43,077,170
2007	1,531,087	3,901,669	16,148,674	22,413,118	27,232,134	32,401,472	35,657,297	42,829,750	51,945,799	55,703,387	65,885,802	66,289,555
2008	1,797,604	4,203,429	12,947,058	27,647,379	33,857,533	36,582,025	39,759,375	42,395,454	45,412,474	50,699,301	53,383,541	53,522,880
2009	409,369	864,839	2,039,460	5,207,311	6,763,615	7,800,085	9,677,455	11,579,746	18,882,737	20,713,554	23,523,664	24,337,664
2010	1,518,563	2,708,062	5,931,546	10,081,816	12,260,236	13,526,546	16,597,121	18,790,511	19,848,804	21,174,632	22,953,692	27,249,702
2011	568,645	2,003,976	5,063,837	7,449,773	9,471,416	11,761,850	12,794,028	14,222,970	18,194,801	19,682,061	30,563,013	31,934,415
2012	2,189,660	3,128,562	4,794,040	6,337,260	10,000,544	12,120,246	17,883,185	24,375,078	26,118,787	26,493,820	28,130,500	28,666,430
2013	881,740	1,440,110	13,907,060	15,814,195	17,433,454	20,194,778	23,204,628	24,180,485	26,567,302	29,195,224	30,890,086	31,231,349
2014	665,304	2,806,404	8,075,941	20,789,869	27,574,834	29,877,686	33,456,523	41,971,923	42,784,769	44,804,191	46,460,471	47,707,993
2015	1,172,285	1,853,539	3,894,754	6,750,389	8,575,425	18,388,180	20,475,407	26,442,225	29,143,303	31,248,595	35,417,465	37,368,595
2016	1,268,865	2,298,280	4,987,625	8,904,610	12,253,660	16,279,464	19,265,124	23,811,029	29,823,014	36,084,949	40,154,959	41,418,659
2017	1,183,280	2,841,725	7,219,495	11,761,657	18,136,656	23,823,576	30,793,243	36,066,891	52,130,226	59,858,542	63,366,686	64,675,041
2018	1,970,104	3,943,104	10,028,787	14,363,122	20,252,322	30,488,747	37,540,412	40,421,060	55,689,215	59,634,580	64,988,531	66,797,572
2019	6,060,645	6,835,345	10,699,845	18,074,843	22,220,523	26,015,593	31,103,281	45,971,877	48,902,359	52,267,409	56,765,409	58,511,534
2020	2,218,950	4,293,250	6,900,060	9,289,060	12,891,318	23,340,638	26,757,691	32,516,960	37,062,215	46,505,927	51,472,227	54,065,527
2021	3,180,132	5,500,747	9,538,939	14,603,678	21,402,310	29,030,210	33,528,039	37,494,801	41,729,005	46,006,620	50,263,120	53,739,370
2022	2,742,700	4,614,700	11,785,510	15,199,184	19,664,691	26,059,056	29,452,833	40,073,183	43,982,753	51,601,717	56,752,469	60,172,009
2023	3,950,582	5,205,782	8,532,882	12,340,016	16,985,808	23,285,030	40,678,657	46,388,414	50,736,914	59,507,376	62,245,626	62,906,026
2024	2,084,444	25,312,444	26,546,239									

Salmon Arm BC 55+ Games

CITY OF SALMON ARM
Box 40
500 2Nd Ave. NE
Salmon Arm, B.C. V1E 4N2

March 26, 2024

Re: Request for use of Minos Parking Lot
Re: Request for temporary placement of C Can at Blackburn Park

Attn: Darin Gerow

Dear Darin

As we have discussed, the Venue Operation Directorate for the 2024 Salmon Arm BC 55+ Games, respectively request the City of Salmon Arm consider the following requests required to accommodate the Transportation function and storage of sport Equipment:

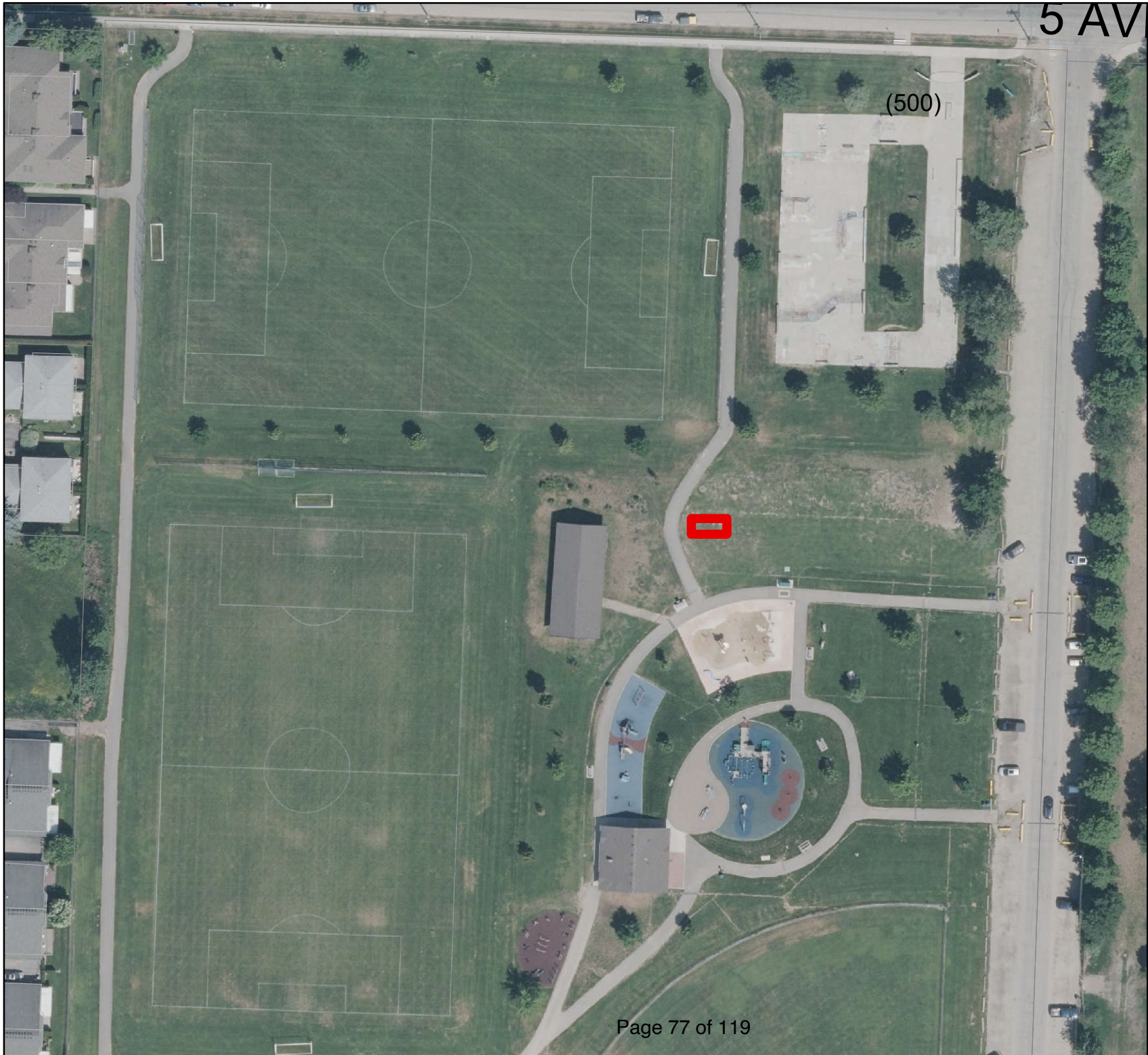
1, The Rogers Rink and SASCU Rec Center will function as the “Hub” for the BC +55 Games. As such, we are seeking permission to utilize the “Minos Parking Lot space (8th Ave NE) “for parking and storage of the Transportation Fleet (Bus and Van) which will be utilized to move Athletes, Officials and Spectators to and from the various Venues. The dates required for this use are Sept 9th – 14th. It is anticipated that the parking lot will require a minimal amount of maintenance to facilitate safe use.

2. In order to provide the safe storage of Sport and Volunteer equipment, (Soccer and Slo Pitch), we request permission to temporarily place a 10’ x 20’ C Can at Blackburn Park. This storage unit will be placed on Monday Sept 9th and removed on Monday Sept 16th. The exact location of the placement will be at the discretion of the City.

Please don’t hesitate to reach out to us if you have any questions and/or further detail is required.

Respectively

Glen Ritchie
Co-Chair
Venue Operations Directorate



5 AV

(500)



1:1,072

Legend

-  Parcels
-  Strata Lots

Orthos 2023 - 10cm

RGB

-  Red: Band_1
-  Green: Band_2
-  Blue: Band_3

Rhonda West

From: Alan Harrison
Sent: Thursday, March 28, 2024 3:24 PM
To: Rhonda West
Cc: Erin Jackson
Subject: FW: [External] Online Form Submittal: Mayor and Council

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: March 27, 2024 2:49 PM
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	Jodi
Last Name	B
Address:	[REDACTED]
Return email address:	[REDACTED]
Subject:	Garbage can at 5 Corners
Body	<p>I'd like to request that an in-ground garbage can be added to the little park area (it has grass and a bench) right by 5 Corners intersection. I am one of many dog owners who walks my dog on the streets in this area. I used to put my dog bags in the garbage can that Hillcrest school used to have right by their northern fence line. I didn't ever feel right about that, as it shouldn't be the school district's issue to look after dog waste. I pay dog licence fees to the City for that. In fact, the school district was forced to move that garbage can way back in, towards the school, a year or two ago, as the usage from dog owners in the area meant that at times the garbage can was overflowing. So clearly I'm not the only dog owner in the area for whom this is an issue.</p> <p>I called and spoke to Kevin Hansen about this already today, and he explained that little park is not an 'official park', so the City will not put a garbage can there. Why not? He also</p>

explained how expensive it is to put those in and maintain them. I refer back to my comment about paying dog licence fees to the City. Kevin also explained that he adheres to the demands of his department's budget, as well as the wishes of Council.

He let me know that I would have to present this suggestion to Council. Normally though, I work when Council meetings are held. I work for the school district and am off on Spring Break right now, but we're back at work next week. So please consider this email my presentation to Council about this request. Thank you,

Jodi

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.](#)

Request for Installation of 220V Power at South Canoe Meadow

Dear Mayor and City Councillors,

The Shuswap Trail Alliance (STA) is writing to request the City Council's approval to install 220V power outlets at South Canoe Meadow within the South Canoe parking lot.

Project Background and Benefits

The STA has recently received funding from Tolko Industries for a project that will enhance the usability of South Canoe Meadow for hosting events. The addition of 220V power outlets would be a significant improvement, allowing for the use of essential equipment for events such as food trucks, vendors, and sound systems.

Currently, the lack of readily available power limits makes holding events at the South Canoe trail network difficult. The installation of 220V outlets would make the meadow a more attractive venue for community events and gatherings. This would not only benefit the STA and event organizers, including the Salty Dog Enduro which attracts 500+ riders each year, but has potential to increase events hosted at this location.

Project Details and Collaboration

The Shuswap Trail Alliance has already met with City Staff and Dancor Electric on-site to discuss this project. The proposed plan involves installing:

- A hydro pole within the meadow adjacent to the gazebo.
- An additional electrical outlet closer to the parking lot (**see attached map for reference**).
- A system shutoff and key to restrict use to permitted events only.
- Option to add to the system in the future if required.

We are committed to collaborating with the City Council and relevant departments to ensure this project is completed efficiently and meets all safety and regulatory requirements. The STA had acquired 100% funding for the installation of this project through a grant from Tolko Industries.

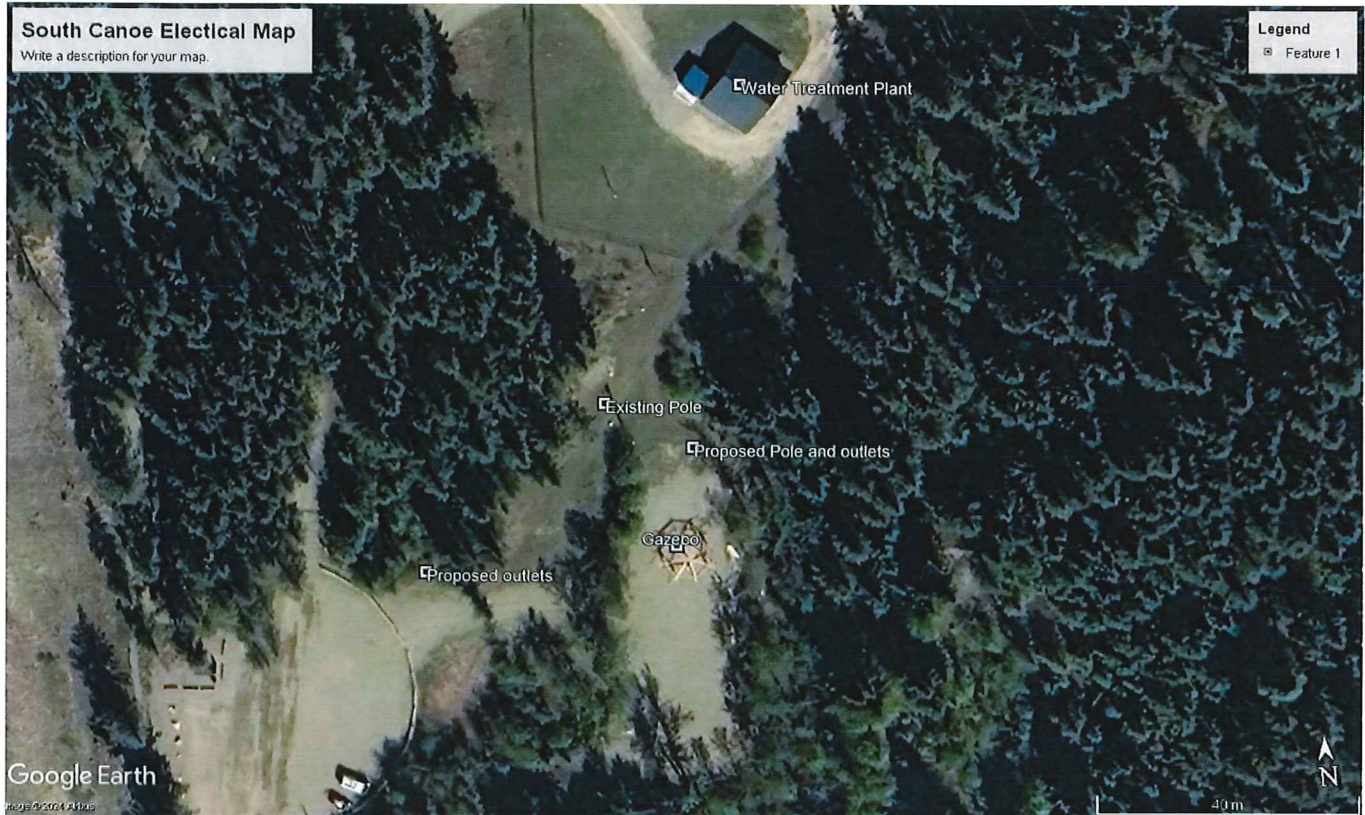
Request for Approval and Next Steps

We believe that the installation of 220V power at South Canoe Meadow would be a valuable asset to the community. We kindly request the City Council's approval to proceed with this project.

Thank you for your time and consideration.

Sincerely,

Adrian Bostock, Operations.





SHUSWAP YOUTH SOCCER ASSOCIATION

351 3 St SW, Salmon Arm, BC V1E 1V4

PHONE 250.833.5607

www.shuswapsoccer.com

Dear Mayor and Council,

Shuswap Youth Soccer Association would like to request the support of the City of Salmon Arm and Shuswap Recreation Society to find a solution for the washroom situation at the Downtown (Safeway) Fields.

With the closure of the Indoor Memorial Sports Complex, the Downtown (Safeway) Fields no longer have washrooms available to its users. Those fields will host 300+ people 4 days per week this spring, with most of them being between 5-10 years old.

With the uncertainty around the Indoor Memorial Sports Complex, I believe we need to plan as if it will not be available this spring.

I would like to suggest portable toilets, or a portable restroom trailer be installed at the Downtown (Safeway) Field Location from mid-April until the end of June (or until the Memorial Sports Complex is re-opened).

The City of Salmon Arm's other facilities currently do not have the capacity to accommodate these programs, so finding a solution for this location is the only option.

Thank you for your consideration, and please let me know if you have any questions,

Chad Forman
Operations Manager
Shuswap Youth Soccer Association
250-833-5607

Day of Mourning

April 28, 2024



Please join us along with the
Workers of the Shuswap

Sunday, April 28, 2024 - 11:00 am
Marine Park
Salmon Arm

BBQ & Refreshments to Follow



Rhonda West

From: Rhonda West
Sent: Wednesday, April 3, 2024 2:05 PM
To: Rhonda West
Subject: FW: [External] communications, costs, and climate change

From: Lawren Richards [REDACTED]
Sent: Wednesday, April 3, 2024 6:37 AM
To: Erin Jackson <ejackson@salmonarm.ca>; Alan Harrison <aharrison@salmonarm.ca>
Subject: [External] communications, costs, and climate change

To City of Salmon Arm Administration and Council:

We are clearly in a time of great change: the environment around us is changing at a staggering pace and we are all seeing our daily costs increase at both the personal and governmental levels. Recently I've made a stab at keeping abreast of government/community issues and interactions, and I'm seeing increasing levels of hostility from the community to the government. A great deal of this is sadly the nature of communication on social media, but I also think much of it is the lack of cohesive messaging from respective governments about the financial impacts of climate change on the City and the CSRD.

In the community we hear about water restrictions, the need to fire safe our properties, the increases in property taxes, costly changes to water intake due to lower lake levels, increases in the cost of loads to the landfill, and other costs, all on top of the increased cost of living. What we don't see is cohesive messaging that ties these costs to their cause: climate change due to carbon being dumped into the atmosphere. Yet the rising cost of food is due to climate change caused by oil and gas extraction. The cost of supply-chain interruptions is due to climate change caused by oil and gas extraction. The loss of life and billions of dollars of damage in worsening fires, floods, landslides, and heat domes is due to climate change caused by oil and gas extraction. The rising costs of supplying water is due to climate change caused by oil and gas extraction. You get the idea.

It doesn't matter whether this is local, regional, provincial, or national: it's the same story. The more we finger-point at different levels of government or different parties, the more we increase distrust of all government. The blame needs to land on the cause, and that's corporate oil and gas extraction. Yes, government at upper levels is complicit, but that's relatively irrelevant at the local level.

I believe that in order to move people into an understanding of causation, mitigation, and adaptation, people need to hear a consistent message in order to clearly see that costs are rising and will continue to rise, and no amount of blaming it on the local government is going to change that. The blame needs to be placed squarely and consistently where it belongs. Whether government chooses to lay that blame on climate change or go one step deeper to oil and gas extraction can be up for debate, but I believe every discussion about the rise of prices should be wrapped in a climate change sandwich: "Due to increasing [wildfires, for example] caused by climate change, the amount of [post-burn debris, for example] is increasing [landfill] costs...[more details as appropriate]. Unfortunately these climate-change costs due to oil and gas extraction are on the rise and the

faster we pre-emptively adapt, the less costly it will be in the long run.” Material in brackets would reflect the topic of the moment.

Generally people don’t seem to grasp that the situation is only going to get worse, costs are only going to rise, and rapid (and costly) adaptation will be less expensive in the long run. My suggestions are to try to set the stage for this community conversation to happen. Better late than never.

Regards,

Lawren Richards

PS I also suggest that the City show more visible leadership in the area of adaptation: xeriscaping, passive solar landscape/building, and fire-safe landscaping of government property should be showcased. With explanatory signage, even. Every time walk into the pool and see non-native plants being carefully tended (\$\$), and the big conifer outside the hot tub window, I marvel that no one has thought to introduce landscape design that will lower maintenance costs, energy costs, watering costs, and fire risk instead of the opposite.

L.

Acknowledging that I live and work on the unceded traditional lands of the Secwepemc People.



Ministry of
Agriculture
and Food

DATE: March 22, 2024

SUBJECT: A PRESENTATION ON LAND USE PLANNING FOR AGRICULTURE - INVITATION

Dear Local Government Council or Board,

With increasing pressures on provincial farming areas and the importance of agricultural land use planning in the province, B.C. Ministry of Agriculture and Food (Ministry) staff are pleased to offer interested Councils and Boards an opportunity for a Ministry staff delegation presentation on agricultural land use planning and the legislative tools available for consideration by local government elected officials.

The presentation:

- Will consist of a slide-deck that provides an update on the current economic and socio-economic state of the agricultural sector in B.C. and discusses available land use planning tools local governments can use to help ensure farmers can continue to farm successfully in the province;
- Are approximately 15 minutes in length. Ministry staff are available for questions following the presentation; and
- Are intended for local government Council, Board or Committee regularly scheduled meetings.

TIMELINE: Given available Ministry staff resources, presentations are anticipated be held either virtually, or in-person, between **April 2024 to June 2024** at the convenience of each local government. Other dates are potentially available.

NEXT STEPS: Please reach out to myself Jeff Weightman, Acting Director, Land Use and Geospatial Unit, Corporate Policy and Priorities Branch at Jeffrey.Weightman@gov.bc.ca to discuss further details and confirm presentation dates and times.

I look forward to hearing from you.

Sincerely,

Jeff Weightman
Acting Director, Land Use and Geospatial Unit
B.C. Ministry of Agriculture and Food

NOTE: Please place this letter for consideration on your next Council or Regional District Board



DOWNTOWN
SALMON ARM

Vision Statement:

**To create a vibrant destination
where commerce thrives and
where community pride and
collaboration are valued**

2023 Organization Review

2022/23 Board of Directors

- Ron Langridge –*President*
- Jacquie Gaudreau –*Vice President*
- Jeff Johnson –*Treasurer*
- Bill Laird
- Claire Askew
- Craig Newnes
- Jenna Meikle
- Nicole Duxbury
- Sherri Greeno
- Shawna Mattson
- Vera Chomyshen

Staff

- Jennifer Broadwell, Manager
- Althea Mongerson, Member and Community Coordinator

City Council Representative

- Kevin Flynn

Membership



Business Mix 2024

0 % Accommodation
3% Arts and Culture
2% Automotive
2% Technology
3% Government
9% Community Services

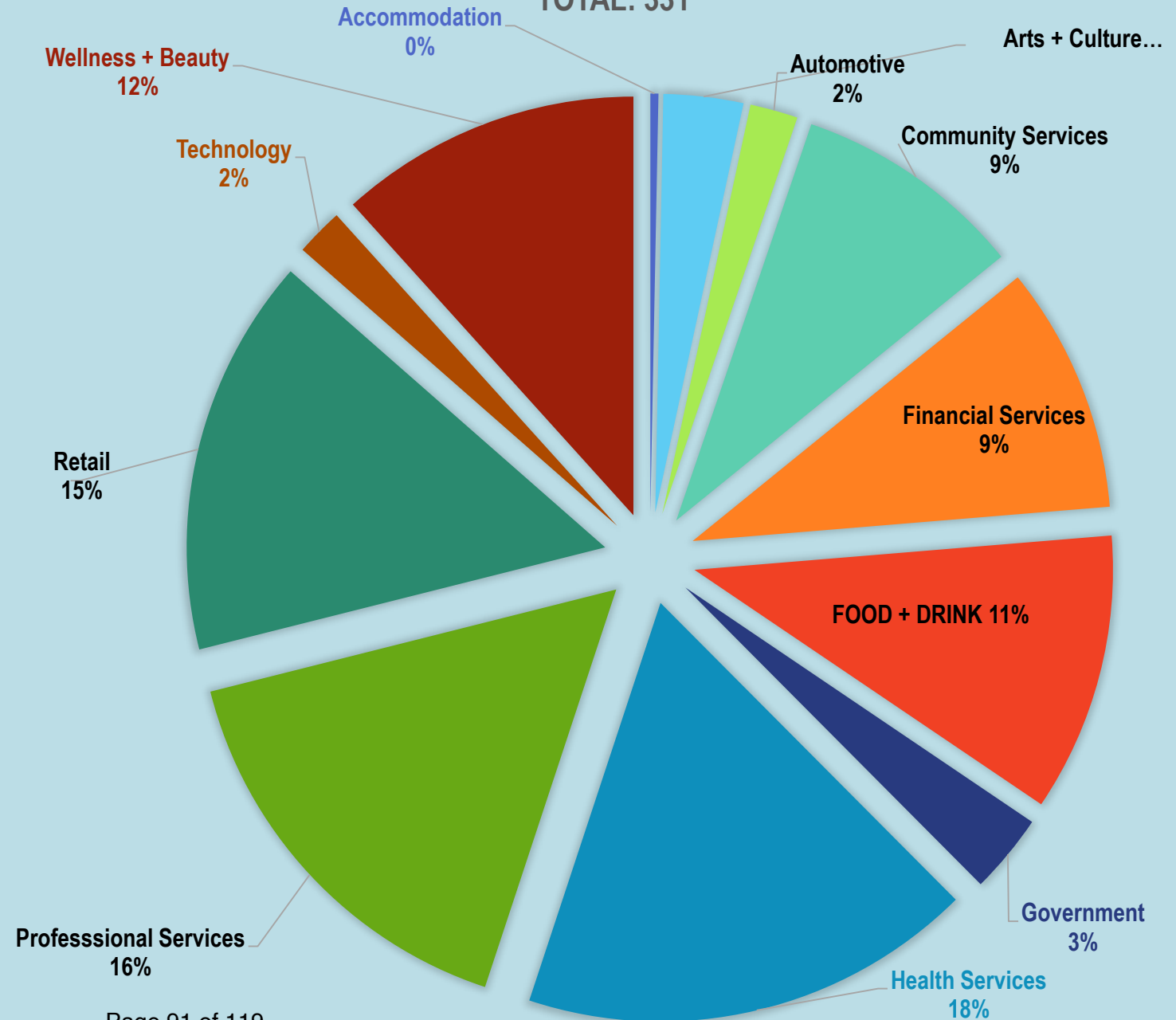
9% Financial Services
11% Food and Drink services
16% Professional Services
12% Wellness + Beauty
18% Health Services
15% Retail

Businesses Opened in 2023

1. Sugar Smooth Salon
2. Active Body Nutrition
3. Blue Print Beauty Co
4. Gypsy Moon Massage (reopen)
5. Sheikha's Beauty and Hair Salon
6. Foods of India
7. Dragon Fly Wellness
8. Oxygen Fitness
9. Summit Financial
10. Emerald Insurance Advisors
11. Underpass Café
12. Acera Insurance
13. Salmon Arm Community Music School
14. Fair Realty
15. Safe Wealth Planners Inc.
16. Wing's Chinese Food (reopen)

BUSINESS MIX DOWNTOWN SALMON ARM 2024

TOTAL: 331



Membership Support



WHO TO CALL

**DOWNTOWN
SALMON ARM**



911

For crimes in progress, fires, serious accidents,
and medical emergencies

COMMERCIAL PROPERTY REFERENCE:

WHO to call | WHEN to call

NON-EMERGENCIES: POLICE / FIRE / BYLAW / STAFF

Good things happening DOWNTOWN

- **Downtown Farmer's Market**
Shuswap Food Action Society
- **Coldest Night of the Year Fundraiser**
Shuswap Food Action Society
- **Salty Dog St. Festival**
Skookum Cycle and Shuswap Bike Club
- **Earth Day**
Song Sparrow Hall, Arts Centre and DSA
- **Gathering Together Festival**
Shuswap Immigration Services Society
- **ROOTSandBLUES Kick Off Concert + Tuned Up Series**
Salmon Arm Folk Music Society
- **Wednesday on the Wharf**
Salmon Arm Arts Centre
- **Loud + Proud Street Celebration**
Salmon Arm Pride and SA Arts Centre
- **Best Dressed Window Competition** *Downtown Salmon Arm*
- **Fair Parade**
Salmon Arm Agriculture Association
- **Apple Fest**
Shuswap Food Action Society
- **Halloween Treat Trail**
Businesses of Downtown Salmon Arm
- **Downtown Shine and Happy Hour** *Downtown Salmon Arm*
- **Holiday Artisan Market**
Downtown Salmon Arm
- **Holiday Parade**
Salmon Arm Rotary



Downtown Shine



Treat Trail



Holiday Market



Kick Off Concert



Tuned Up Series

- **Wildfire Relief Funds**

- Shuswap Food Action through United Way (\$16,875)
- SAEDS and DSA reallocating Big Spend dollars (\$4,000)

- **Downtowner Shuttle Bus**

- Shuttle services between Downtown Salmon Arm and the ROOTSandBLUES festival grounds. Connecting tourists and locals to our downtown businesses.

- **Alexander Street Painting**

- SAS Graduates design and execute as a legacy project for their final year of high school

- **Snowflake Decorations**

- We have increased our numbers and changed all decorations to utilized an LED light strip.

- **Downtown Live**

- Weekly live music during the DT Farmer's Market

- **SA Hot Chocolate Trail**

- Restaurants and cafes serve up their best and most creative Hot Chocolate in the month of February.

- **#LOVEYOURLOCAL**

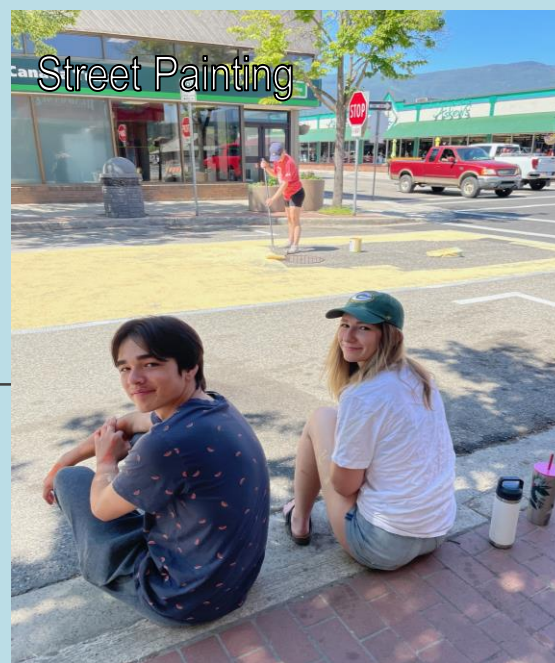
- Video marketing campaign in collaboration with SAEDS, highlighting the incredible businesses of Salmon Arm. Videography by Moss Media.

- **Downtown Dollars**

- 85 participating businesses, over \$40,000 distributed in 2023.



Street Painting



Street Painting



Snowflakes



Hot Chocolate Trail



Treat Trail



Treat Trail



Downtown Shine



Thank you to our community partners and collaborators for keeping our downtown beautiful, clean, and functional!



Wayfinding Pillars
SAEDS



Street Cleaning
SA Fire Department



Ross St. Plaza Washroom
City of Salmon Arm

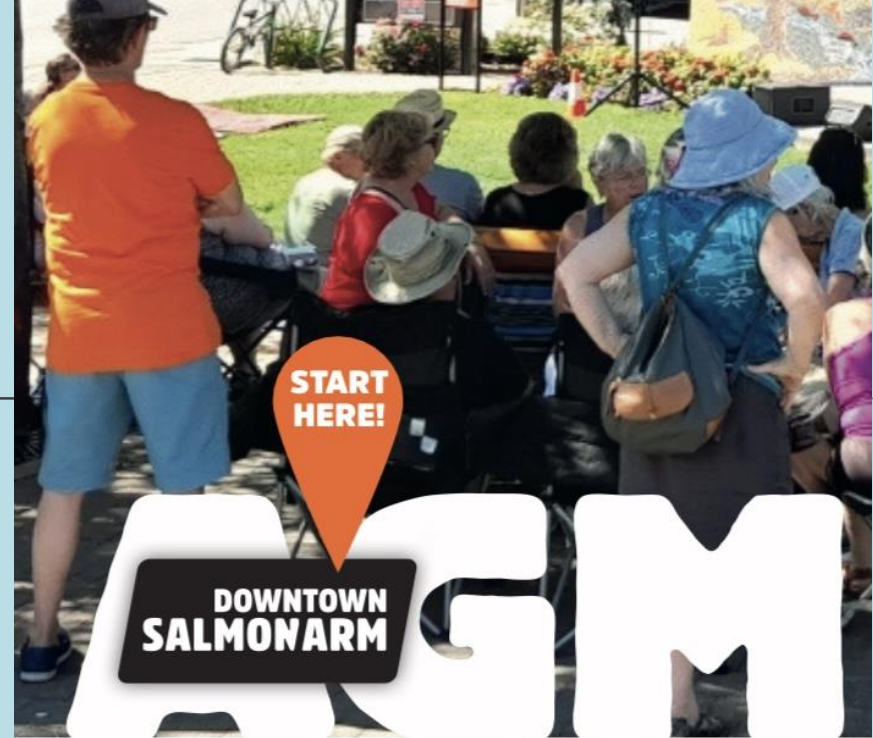


Underpass
City of Salmon Arm

TAKING A LOOK AHEAD – STRATEGIC PLANNING 2024 - 2027



You are invited...



WEDNESDAY, APRIL 24, 2024

5:30 - 7:30 PM

**SONG SPARROW HALL
180 LAKESHORE DRIVE**

GUEST SPEAKER Morgen Matheson

TEAM LEADER SHUSWAP TOURISM

Learn about the six main strategic
pillars of the Shuswap Destination
Development and Marketing
Strategy 2028

RSVP: info@downtownsalmonarm.com



THANK YOU FOR A GREAT YEAR.

SALMON ARM DOWNTOWN IMPROVEMENT ASSOCIATION
PROPOSED Budget for the year ending: December 31, 2024

		BUDGET		
		OPERATIONAL	PARTNERSHIP	TOTAL
INCOME:				
Levy		\$ 220,201.00	\$ 220,201.00	
Total DIA Levy				\$ 220,201.00
Street Cleaning			\$ 17,546.00	
Donations				
Total Partnership Income				17,546.00
2023 Surplus				
TOTAL INCOME				\$ 237,747.00
EXPENSES:				
OFFICE ADMINISTRATION				
Accounting & Legal		\$ 2,080.00		2,080.00
Bookkeeping		2,080.00		2,080.00
Insurance		3,744.00		3,744.00
Memberships		800.00		800.00
Communica (Tele., Inter., Website)		2,000.00		2,000.00
Website		1,400.00		1,400.00
Office Maintenance		2,200.00		2,200.00
Office Supplies & Expense		7,050.00		7,050.00
Strategic Plan		5,000.00		5,000.00
Professional Development		3,000.00		3,000.00
Rent Office & Seasonal Décor Storage		13,560.00		13,560.00
Marketing: contract personell		8,000.00		8,000.00
Wages		93,400.00		93,400.00
Benefits		8,320.00		8,320.00
CPP/El/WCB Expense		7,488.00		7,488.00
TOTAL OFFICE ADMINISTRATION		\$ 160,122.00		\$ 160,122.00
PROJECT EXPENSES:				
AGM		650.00		650.00
BIG SPEND Marketing & Advertising & Trade Show		3,500.00		3,500.00
Street Cleaning - Ellen		3,000.00	17,546.00	20,546.00
Capital Projects				-
Street Lights - Power		75.00		75.00
Seasonal Decorations		-		-
Graffiti Removal		500.00		500.00
Branding		-		-
Events		45,854.00	-	45,854.00
Early Year	Winter Activation	500.00		500.00
	Community Clean Up	500.00		500.00
	Salty Street Fest	450.00		450.00
	Flower Bed	1,100.00		1,100.00
	Earth Day	300.00		300.00
Summer	Multicultural Day	750.00		750.00
	Roots and Blues	5,000.00		5,000.00
	Downtown Live	2,000.00		2,000.00
Fall	Farmers Market	1,000.00		1,000.00
	55+ Games	15,000.00		15,000.00
	Applefest	1,000.00		1,000.00
	Pride Project Concert	1,000.00		1,000.00
	Halloween Treat Trail	750.00		750.00
	Small Business Week	500.00		500.00
Holidays	Christmas	14,225.67		14,225.67
Other	Membership Engagement:			
	Awards and gifts	1,000.00		1,000.00
	Board Meetings	778.33		778.33
Gift Vouchers				
TOTAL PROJECT EXPENSES:				-
		\$ 53,579.00	\$ 17,546.00	\$ 71,125.00
	GST Expense (50% payable)	2,000.00		2,000.00
	Amortization Expense	4,500.00		4,500.00
TOTAL EXPENSES:		220,201.00	17,546.00	237,747.00
SURPLUS/DEFICIT				\$ -

SALMON ARM DOWNTOWN IMPROVEMENT ASSOCIATION

Statement of Financial Position

As at December 31, 2023

	2023	2022
Assets		
Current		
Cash	\$ 76,286	\$ 53,278
Accounts receivable	10,640	11,197
Deposits	6,018	5,980
	92,944	70,455
Equipment	37,689	43,500
	\$ 130,633	\$ 113,955
Liabilities		
Current		
Accounts payable and accrued liabilities	\$ 17,740	\$ 15,317
Deferred income	33,260	20,890
	51,000	36,207
Net assets	79,633	77,748
	\$ 130,633	\$ 113,955

On behalf of the board:

_____ Member

The accompanying notes are an integral part of these financial statements

SALMON ARM DOWNTOWN IMPROVEMENT ASSOCIATION

Statement of Operations and Changes in Net Assets

For the year ended December 31, 2023

	2023	2022
Revenue		
Grants	\$ 211,733	\$ 203,589
Street cleaning	19,563	18,300
Busk stop	120	120
Interest income	396	120
	231,812	222,129
Operating expenses		
Amortization	7,039	19,606
Bookkeeping	2,125	1,750
Consulting Fees	2,225	2,713
Insurance	3,251	3,815
Meals and entertainment	894	878
Office	12,198	12,338
Office and equipment maintenance	1,720	3,807
Professional fees	1,525	1,475
Program expenses (Schedule 1)	79,274	69,980
Rent	11,320	11,314
Repairs and maintenance	1,793	-
Salaries	99,810	88,030
Training and planning	2,998	2,912
Unrecovered GST	2,199	1,727
Website	1,555	660
	229,926	221,005
Excess of revenues over expenditures	1,886	1,124
Net assets, beginning of year	77,747	76,623
Net assets, end of year	\$ 79,633	\$ 77,747

The accompanying notes are an integral part of these financial statements

SALMON ARM DOWNTOWN IMPROVEMENT ASSOCIATION

Notes to Financial Statements

December 31, 2023

1. Basis of Accounting

The basis of accounting applied in the preparation of the statement of financial position of Salmon Arm Downtown Improvement Association as at December 31, 2023 and the statement of operations and changes in net assets for the year then ended is on the historical cost basis, reflecting cash transactions with the addition of:

- Accounts receivable
- Prepaid expenses and deposits
- Accounts payable and accrued liabilities

2. Property and equipment

			2023		2022
	Cost	Amortization	Net Book Value	Net Book Value	
Banners	\$ 65,701	\$ 65,210	\$ 491	\$ 819	
Computer equipment	16,854	15,327	1,527	3,322	
Computer software	934	933	1	2	
Decorations	84,883	53,994	30,889	34,764	
Office equipment	29,928	26,077	3,851	3,431	
Signage	5,025	4,095	930	1,162	
	\$ 203,325	\$ 165,636	\$ 37,689	\$ 43,500	

Property and equipment are recorded at cost and are amortized over their estimated useful lives on the diminishing balance method at the following rates, except in the year of acquisition when only one-half of the rate is applied:

Banners	- 40%	diminishing balance
Computer equipment	- 55%	diminishing balance
Computer software	- 30%	diminishing balance
Decorations	- 40%	diminishing balance
Office equipment	- 20%	diminishing balance
Signage	- 20%	diminishing balance

SALMON ARM DOWNTOWN IMPROVEMENT ASSOCIATION

Schedule 1 - Program Expenses (recovery)

For the year ended December 31, 2023

	2023	2022
Annual General Meeting	\$ 528	\$ 207
Applefest	1,340	360
The Big Spend	4,016	4,816
Christmas	14,230	10,140
Community Appreciation	290	151
Community Clean Up Day	(114)	175
Downtown Live	1,750	2,300
Farmer's Market	923	723
Flowerbed	1,135	899
Gift Vouchers	973	561
Halloween Treat Trail	1,643	573
Marketing and Advertising	5,898	4,766
Membership Engagement	462	1,076
Multicultural Day	750	1,124
Pride Project	1,000	962
Project Supplies	1,104	958
Roots & Blues	5,050	5,511
Salty Dog	750	623
Seasonal Beautification	7,136	1,522
Seasonal Decorations	11,655	12,917
Sponsorships	250	1,316
Street Cleaning	19,563	18,300
Street Lights - Power	46	-
Winter activations	(1,104)	-
	\$ 79,274	\$ 69,980



REQUEST FOR DECISION

To: Development & Planning Services Committee

From: Senior Planner

Title: Development Variance Permit Application No. VP-596

Legal: Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 1903, Except Plan H10964
Civic: 251 – HWY 97B NE
Owner: Micku, B. & V.

Date: April 2, 2024

Executive Summary/Purpose:

The applicant is requesting to waive required frontage upgrades (greenway installation) in order to reduce the servicing requirements for development of a single family dwelling on the subject property.

Motion for Consideration:

THAT: Development Variance Permit No. VP-596 be authorized for issuance for Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 1903 Except Plan H10964 to vary Section 4.8.1, Subdivision and Development Servicing Bylaw No. 4293, to waive the parcel frontage upgrades (greenway installation) within the 40 Street NE right-of-way.

Staff Recommendation:

THAT: the Motion for Development Variance Permit No. VP-596 be defeated.

Proposal:

The applicant is requesting to waive required frontage upgrades (greenway installation) in order to reduce the servicing requirements for development of a single family dwelling on the subject property.

Background:

The 1.722 hectare subject property is located southwest of Haney Heritage Park in the Agricultural Land Reserve (ALR), and has frontage along Highway 97B and 40 Street NE which is undeveloped (Appendix 1 & 2). It is designated Acreage Reserve in the City's Official Community

Plan (OCP) (Appendix 3). In Zoning Bylaw No. 2303, the subject property is zoned A2 - Small Holding Zone (Appendix 4). The A2 zoning permits agricultural development and limits residential development to a single family dwelling and a Rural Detached Suite.

Adjacent land uses include the following:

North: A2 (Rural Holding Zone) – Agriculture and Single Family Residences

South: A2 (Rural Holding Zone) – Agriculture and Single Family Residences

East: R6 (Mobile Home Park Residential Zone) – Single Family Residences

West: 40 Street NE and A2 (Rural Holding Zone) – Agriculture and Single Family Residences

In June 2023, a building permit was submitted for the development of a single family dwelling on the subject property which triggered frontage works as required by Subdivision and Development Servicing Bylaw No. 4293. Subsequently, a variance application was submitted in December 2023 to waive these works, with additional information received in January 2024. The applicant has included a letter (Appendix 5). The Engineering and Servicing Report dated March 7, 2024 that forms the basis of this report is included as Appendix 6, and includes details related to the costs for the works required.

40 Street NE – Heritage Trail

40 Street NE along the subject parcel's west boundary is identified for the development of a greenway (OCP Map 11.2). The Heritage Trail (Appendix 7) has been referenced or included in various City policies going back to 1995:

- OCP, 1995
- OCP, 2002
- Current OCP, 2009
- Heritage Strategy, 2009
- Greenways Strategy, 2011
- Strategic Plan, 2013
- Active Transportation Network Plan, 2022

The entire Heritage Trail is a network that would link the West Bay Connector through the City, connecting First Nations lands to Haney Heritage Village. This proposes approximately 913 m of new greenway development between the existing trails in Little Mountain Park and the eastern parking area at Haney Heritage Village. The 410 m section of trail within the 40 Street NE right-of-way is one portion of this. The subject parcel has approximately 200 m of frontage along the 40 Street NE right-of-way. As detailed in the Engineering Report attached as Appendix 6, the required upgrades would include the installation of a gravel path and bridging along the parcel's frontage.

The City has an active application with the Agricultural Land Commission (ALC) submitted in the Fall of 2021 to support the development of this greenway. In May 2023 the ALC requested additional information for this application. Following receipt of this information, the ALC issued a decision to reject the application in August 2023, but has offered to review a supplemental submission from the City prior to August 29, 2024. Staff are working with the Shuswap Trail Alliance on this response. Additional information has been provided including up-to-date costing for trail and bridge work. Further to this, there may be additional options should the ALC reject the application after reviewing the requested supplemental information as the City could

potentially request the ALC reconsider their decision in its entirety. Should approval for the works be denied, the applicant's contribution would be refunded.

Referral Comments:

Engineering Department

Recommendation to deny request.

As detailed in the Engineering Report (Appendix 6), the required upgrades include the installation of a gravel path and bridging along the parcel's frontage. The total estimated project cost to construct the 410 m section of trail within the 40 Street NE right-of-way to help connect Little Mountain Park to Haney Heritage Village is \$251,700, while isolating the costs to the subject parcel's 200 m frontage would be \$203,276.03, due to the position of the water body and cost of bridging. Staff suggest that a 25% contribution would be acceptable and recommend a cash-in-lieu payment of \$62,925 for the future completion of these works.

Planning Department

When considering servicing variances a number of factors are taken into consideration, including physical or legal constraints such as topography, scale of proposed development, and the growth potential in the area. In this situation there are no physical or legal constraints that would necessitate a relief from bylaw requirements.

Future growth is generally limited to residential development in most of the rural areas due to the ALR and OCP policies regarding growth. Staff recognize that there are other constraints on development potential, the undeveloped state of the adjacent roadways and surrounding lands, and the particular burden that parcels with larger frontages face when developing. However, completely offsetting the cost of frontage upgrading and construction onto future developer/land owners or the City is problematic. Waiving these requirements places additional financial burden on the City for the improvements in the future or increased costs to future developers of adjacent properties.

Considering the requirements as previously detailed, staff do not recommend that the variance as requested by the applicant be granted. Should Council wish to grant variances to requirements to provide some relief, staff suggest that Council consider a 50% contribution of the \$62,925 amount or (\$31,462.50) rather than complete waiver. An alternate recommendation is noted at the end of this report.

Financial Considerations:

Offsetting the cost of frontage upgrades and construction places additional financial burden on the City for the improvements in the future or increased costs to future developers of adjacent properties.

Public Consultation:

Pursuant to the *Local Government Act* and City of Salmon Arm Development Variance Permit Procedures Bylaw notices are mailed to land owners within a 30m radius of the application. The

notices outline the proposal and advises those with an interest in the proposal to provide written submission prior to the Hearing and information regarding attending the Hearing. It is expected that the Hearing for this application will be held on April 8, 2024.

Alternatives & Implications:

Staff recognize that Council may wish to consider alternatives with regard to this application. The alternate motion, below, would advance the issuance of the variance permit as per the Engineering recommendation in the report attached as Appendix 6.

THAT: Development Variance Permit No. VP-596 be authorized for issuance for Lot 1, Section 18, Township 20, Range 9, W6M, KDYD, Plan 1903 Except Plan H10964 to vary Section 4.8.1, Subdivision and Development Servicing Bylaw No. 4293, to reduce the parcel frontage upgrades (greenway installation) within the 40 Street NE right-of-way to a 50% contribution (\$31,462.50).

Prepared by: Senior Planner

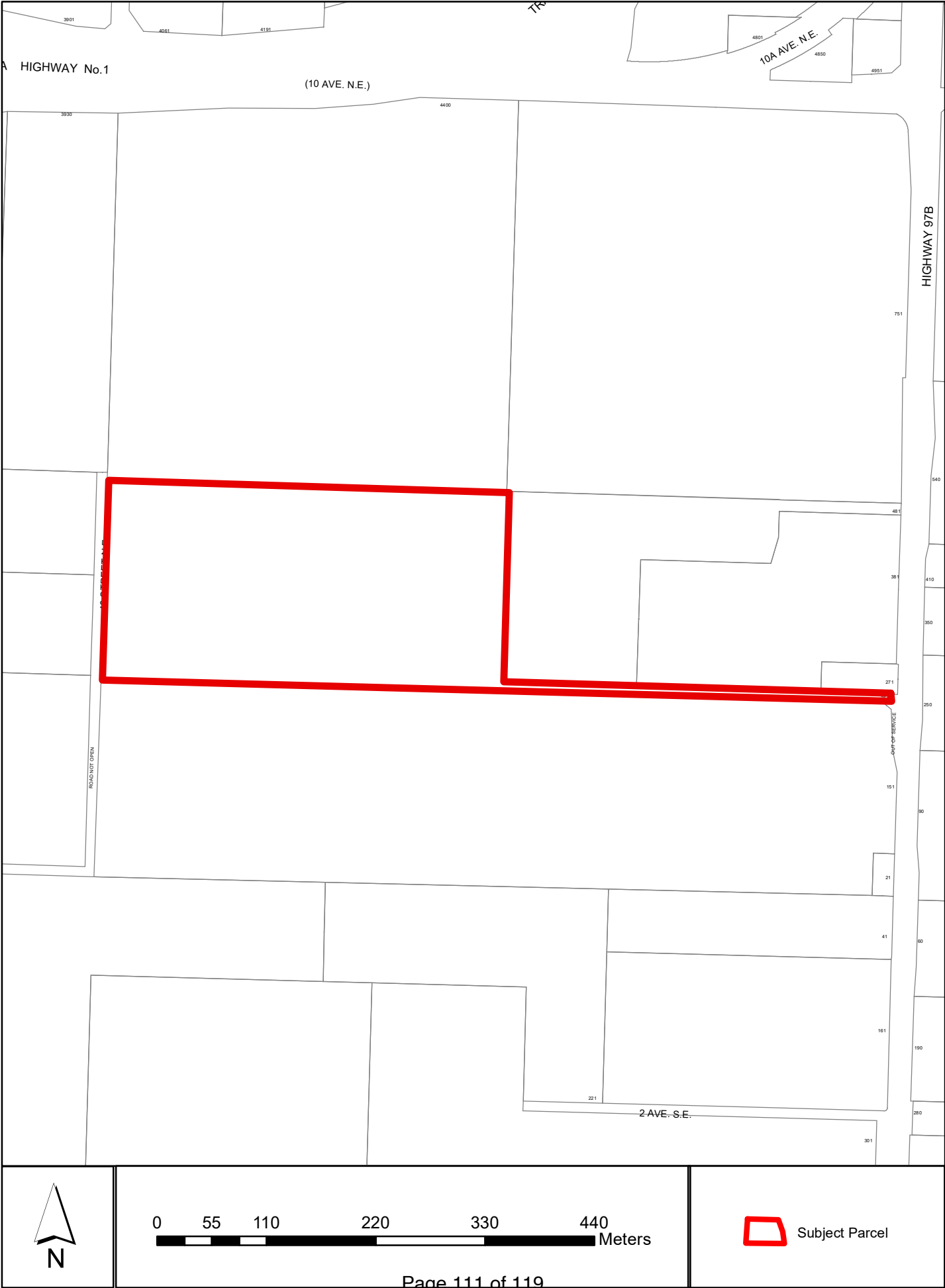
Reviewed by: Manager of Planning and Building

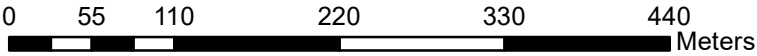
Reviewed by: Director of Planning & Community Services

Approved by:

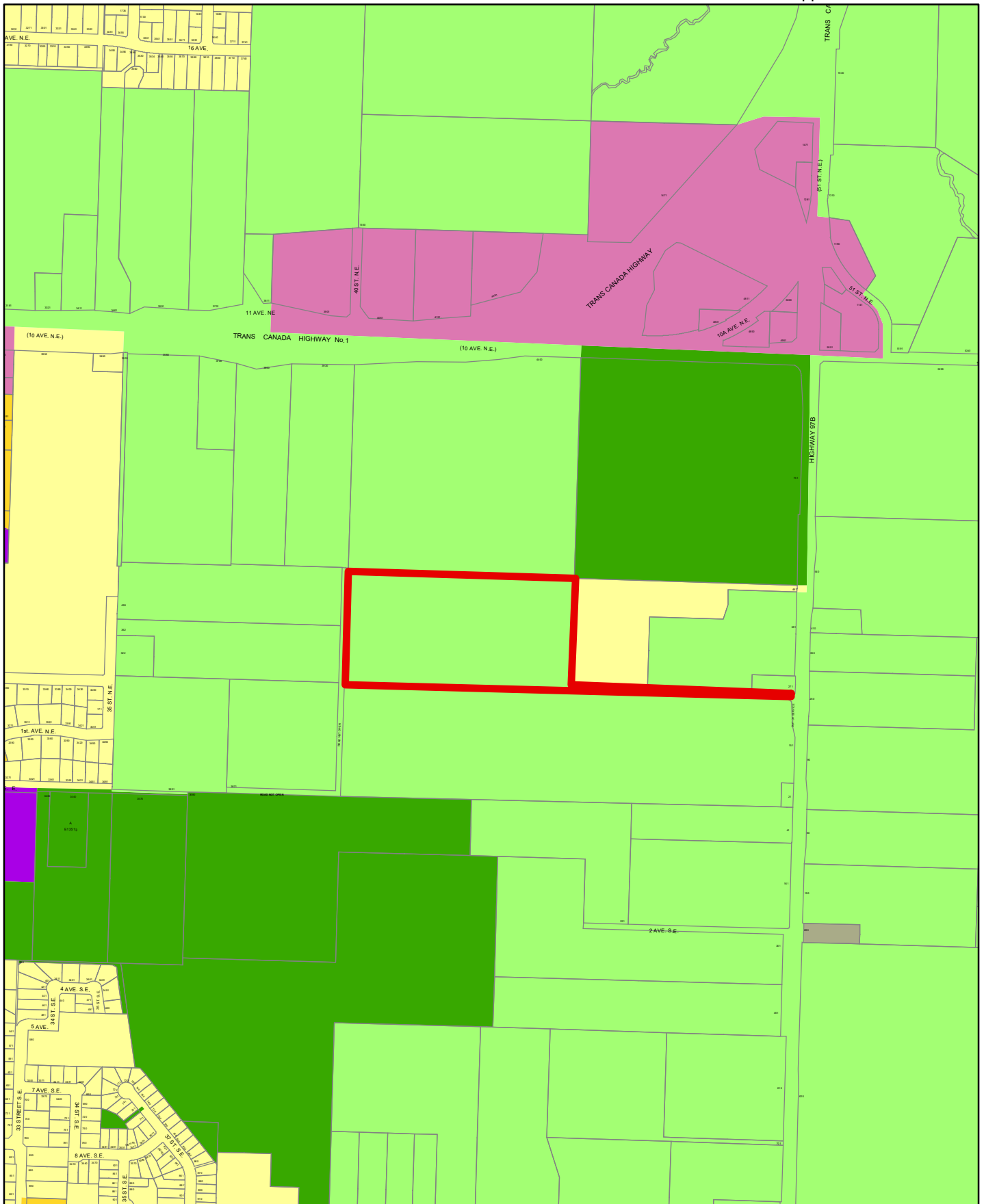
Attachments:

- Appendix 1 – Location
- Appendix 2 – Parcel View
- Appendix 3 - OCP
- Appendix 4 - Zoning
- Appendix 5 – Applicant's Letter
- Appendix 6 – Engineering Report
- Appendix 7 – Heritage Trail Overview

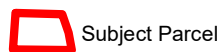




Subject Parcel

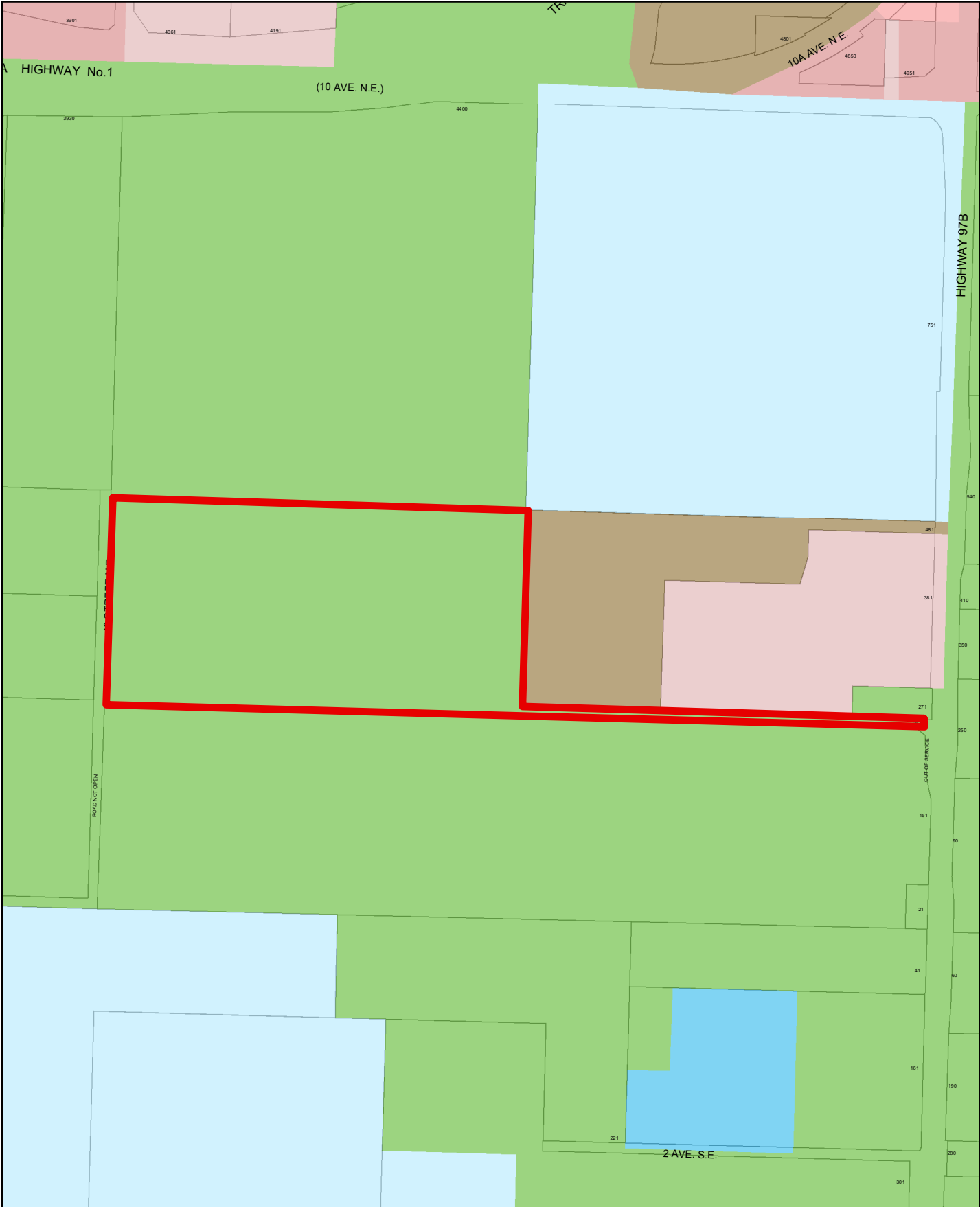


0 65 130 260 390 520 Meters



Subject Parcel

- Acreage Reserve
- Park
- Institutional
- Residential - Low Density
- Residential - Medium Density
- Commercial - Highway Service / Tourist
- Industrial - Airside



0 45 90 180 270 360 Meters

Subject Parcel

	A-2		P-1
	C-3		P-3
	C-4		R-6
	C-5		

Dear City Council,

My name is Brandon Micku. My wife, Vanessa and I are submitting this application in regards to our newly purchased farm property.

The proposal for our property is to build a single family dwelling on it for our family to live in. This variance application is to stop the proposed city trail that is said to be going along the west edge of our property.

We are opposed to the trail for the following reasons:
Paying for it personally will affect our mortgage and personal finances.

Fear for the security of our livestock and young family because of the public access to our property.

Concerns for the impact a trail would cause on our water and pond that supports our livestock, Hay field, and other wildlife.

We would also like to discuss the water upgrade that we are required to do. The previous owner upgraded the water service already. He put in a pit and water meter that the city required him to do. He went through all the permits with the city and the city sized it to what he needed to do. So we are wondering why it is again needing upgrading, when the work has been done.

The water main is only 40 feet from our property line, so changing what is already done, isnt going to benefit our property. Its just going to cost us unnecessary money.

Thank you for considering our letter.

Sincerely,
Brandon Micku

TO: Director of Development Services
DATE: 12 March 2024
PREPARED BY: Chris Moore, Engineering Assistant
SUBJECT: **VARIANCE PERMIT APPLICATION FILE NO. VP- 596**
OWNER: **B. & V. Micku** – 251 HWY 97B NE Salmon Arm, BC V1E 1X5
APPLICANT: Owner
LEGAL: Lot 1, Section 18, Township 29, Range 9, W6M, KDYD, Plan 1903
Except Plan H10964
CIVIC: **251 HWY 97B NE**

Further to the request for variance dated February 9, 2024; the Engineering Department has reviewed the site and offers the following comments and recommendations relative to the requested variances.

The applicant is requesting that Council waive the requirements of the Subdivision and Development Servicing Bylaw No. 4293 (SDSB) to install a trail within the City right of way on the western property line.

Background:

A Building Permit was submitted in June 2023 and since the application was for a Principle Dwelling on a Rural Lot, the applicant was required by the SDSB to upgrade all frontages to the current standards. The property is a panhandle lot, fronting onto Hwy 97B and no upgrades were required to this frontage. However, the rear parcel boundary on the west side fronts onto 40 Street NE which is an unconstructed City road. The City has no plans to construct a road in this location, however the OCP and the Active Transportation Network Plan both show a trail in this right of way from Little Mountain Park to the Haney Heritage Village. This is a section of the “Heritage Trail”, which is also identified in Council’s Strategic Plan.

The SDSB requires that the owner constructs all offsite works on the frontages of the property at their cost, to the standards specified in the bylaw. In this instance the right of way bisects a significant pond and a bridge across the pond will be required, in addition to trail construction. Furthermore both ALC and DFO approvals would be required before the trail and bridge could be constructed.

In situations where works are premature, cash-in-lieu (CIL) of future works is often agreed by the City Engineer. This unique situation with the bridge and required regulatory approvals would unreasonably hold up the issuing of this building permit, as such, CIL was recommended by staff. Since the cost of the bridge was unknown and well above a

basic trail construction cost, it was determined that trail construction over the full 200m of frontage would be a reasonable requirement; whereas the construction value of the bridge would more reasonably be shared over the unit cost of the full trail, not just borne by the fronting property owner. The linear rate provided by our Manager of Roads was \$80/m, equating to a total CIL of \$16,000. This amount was requested from the owner with the Building Permit, on the understanding that if the ALC denied permission for the construction of the trail, the CIL would be refunded. However, the applicant elected not to pay the CIL and proceed with his building permit, and has instead requested this Variance Permit.

Subsequently staff have now received a quote for the full cost of trail construction and the proposed bridge across the applicant's frontage. The total estimated project cost is \$203,276.03, with the bridge portion of this being \$192,500 (including 10% contingency). With this new information now available, staff have been able to calculate the total cost of the trail construction with bridge from Little Mountain Park to the Haney Heritage Village to be \$251,700 (410 linear metres). The applicant's frontage is approximately 25% (200m) of the trail and therefore, distributing the trail construction costs equally across all fronting properties, staff recommend a cash contribution of \$62,925.

Recommendation:

The Engineering Department recommends that the requested variance to waive the requirements of the SDSB to install a trail within the City right of way on the western property line be denied. A cash-in-lieu payment of \$62,925 for the work to be completed in the future is requested; should approval for the trail not be granted by the required regulatory bodies, the monies would be returned to the applicant.



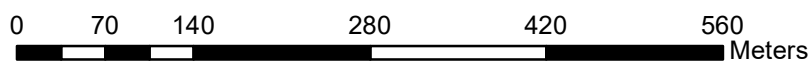
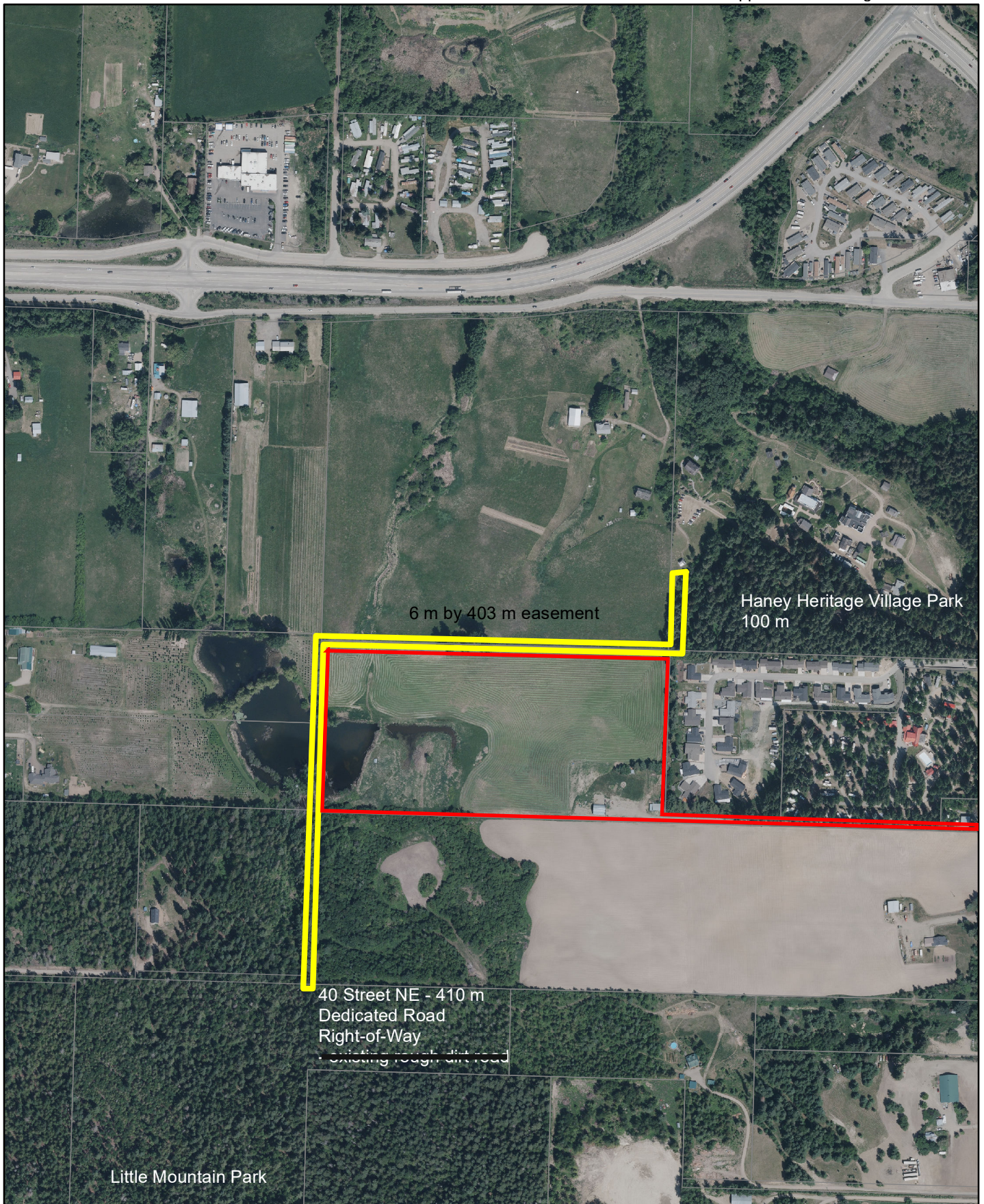
Chris Moore

Engineering Assistant



Jennifer Wilson, P.Eng

City Engineer



Heritage Trail
application

Appendix G: Salmon Arm Heritage Discovery Trail Map

